



University of  
Sheffield

WOOT

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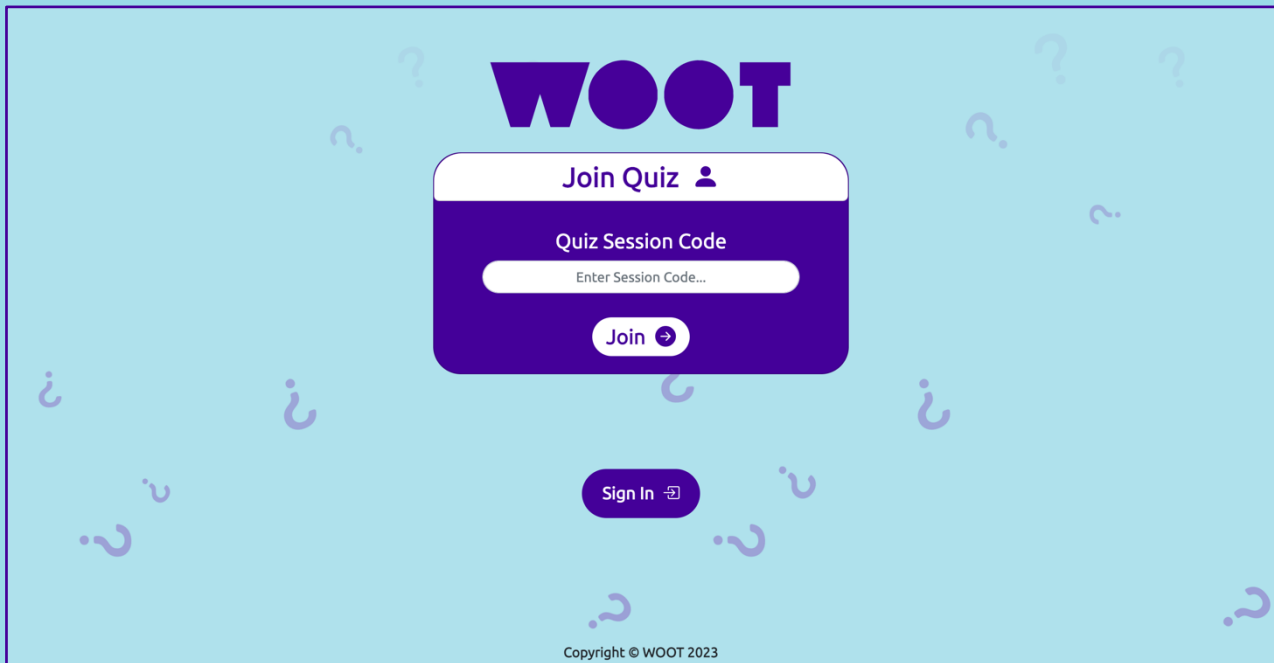
USER MANUAL

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*\*All headings in the index are links to the corresponding headings in the user manual.*

## 1. Signing In:

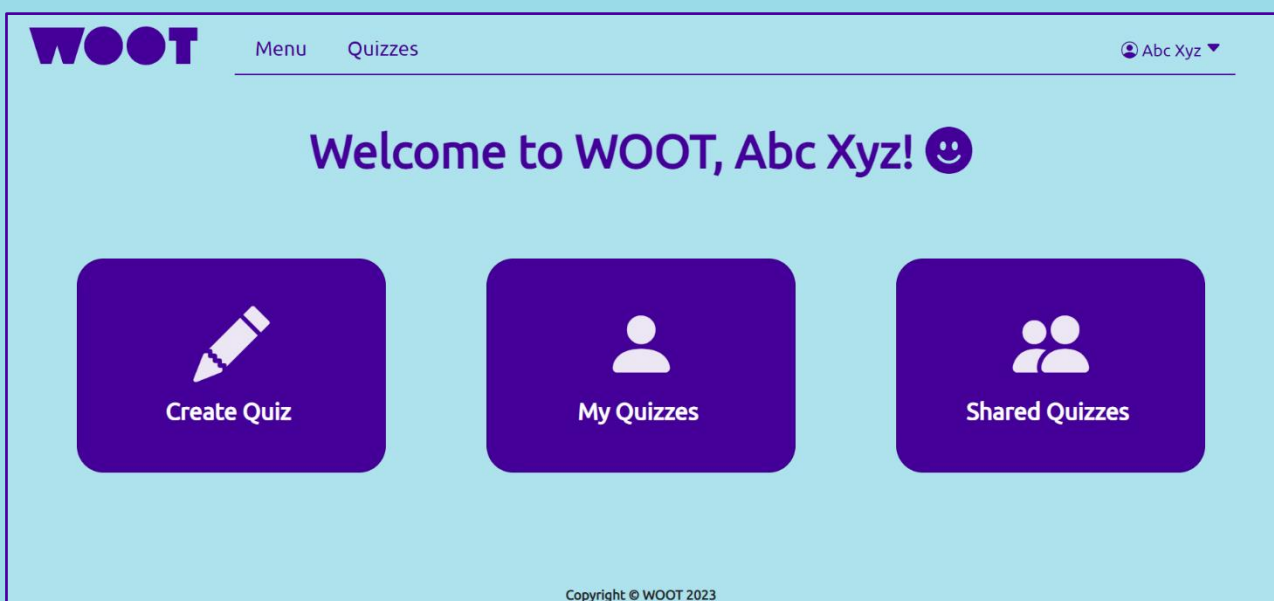


1. Home Page

Visit the home page of WOOT and follow the instructions:

Sign In → Enter your university staff credentials → Sign In → Confirm MFA with Duo

You have now successfully logged in.



2. Academic Home Page

## 2. Quiz Creation and Editing:

Create Quiz → Enter name → Choose Folder → Click Create

You have now created the quiz and can access various features.

**WOOT** Menu Quizzes Abc Xyz ▾

### Harry Potter Quiz

**Start** **Preview** **Share** **Settings** **Delete**

Position	Content	Time	Poll	Actions
▲ 1 ▾	Is Harry a witch or a wizard?	10	⊗	
▲ 2 ▾	Which one is not part of the Deathly Hallows?	10	⊗	
▲ 3 ▾	Fun fact, Harry does not cast a spell in the first movie	10	⊗	
▲ 4 ▾	how many Horcruxes were there?	10	⊗	
▲ 5 ▾	Poll: On a scale of 1 to 5, what did you think of this quiz?	10	✓	

Copyright © WOOT 2023 **Add**

### 3. Quiz Creation Page

#### 2.1. Question Creation and Editing:

You can add a question/poll with a maximum character limit of 250 characters.

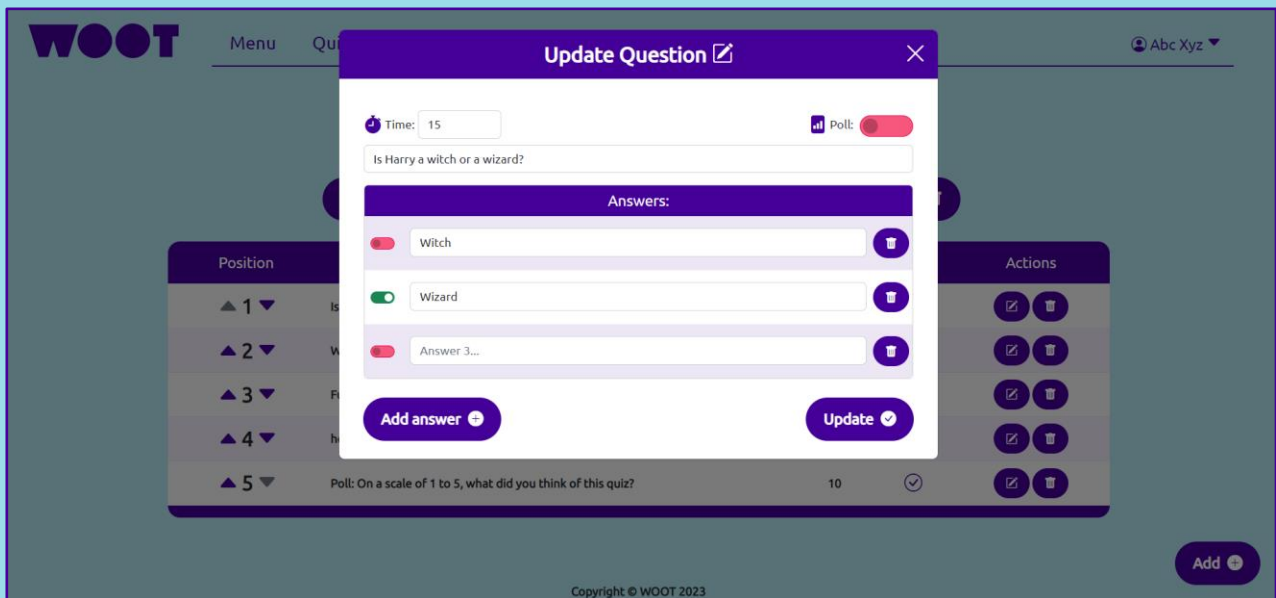
To create a question:

Add (bottom right corner) → Choose the time limit → Select poll\* option → Enter question content.

\* No points are awarded for poll questions.

To edit an existing question:

Click on the Edit button (pencil icon) for the question and edit the necessary details. Once you are done, click on the Update button.



4. Question Updating Form

### 2.1.1. Answer Addition:

You can add between 2 to 6 answers for each question with a maximum character limit of 100 characters.

At least one of the answers should be set to correct.

For a poll, all answers should ideally be set to correct.

To add an answer while on the question creation/editing form:  
 Add answer → Enter answer content → Choose whether correct or not using toggle button → Repeat for as many answers up to 6 → Click Create

You have now created a question with multiple answers. To edit an answer, follow the same steps.

### 2.1.2. Answer Deletion:

You can't delete any answers while on the question creation form.

To delete any answers from a particular question:  
 Click on the Edit button (pencil icon) next to each question which would bring up a question editing form → Click on the Delete button (trash can icon) → Click Update

Ensure that at least one of the answers is correct and that there are a minimum of 2 answers.

## 2.2. Question Deletion:

To delete an existing question:

Click on the Delete button (trash can icon) next to the question → Click Confirm

## 2.3. Question Repositioning:

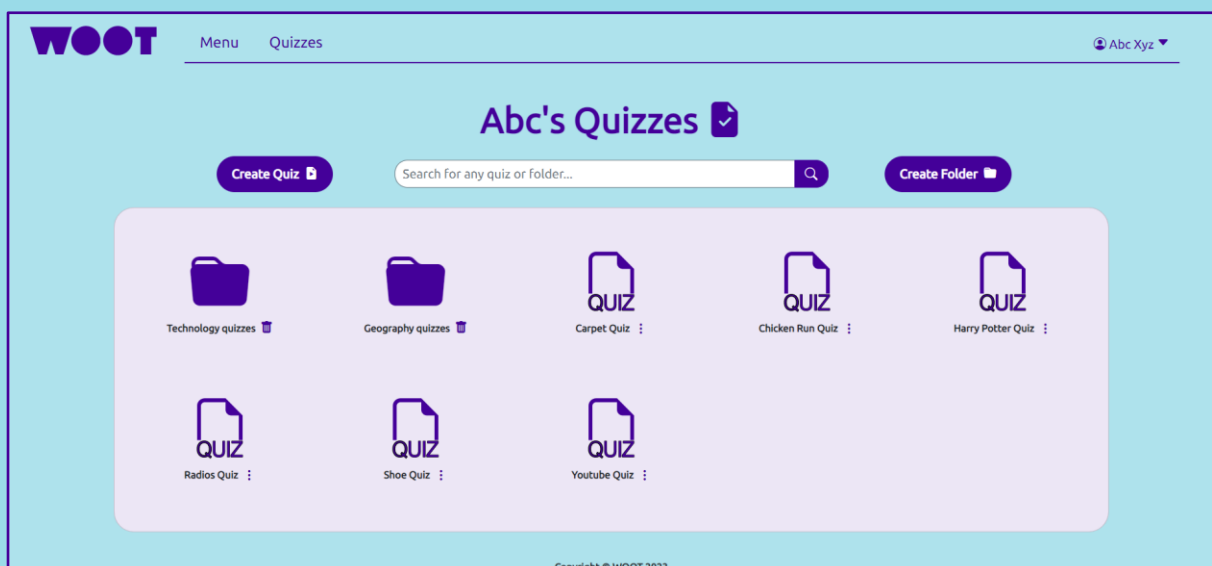
To reposition your question:

Click on the upwards triangle next to the question to swap its position with the question above it, and similarly to move it downwards, click on the downwards triangle.

# 3. File Management and Features:

## 3.1. Searching Files:

To search for any quizzes or folders (including quizzes within the folder), on the My Quizzes page, enter the name of the file you want to access in the Search bar and click on the Search button (magnifying glass icon). You can also exclusively search for files inside a particular folder by searching from within the folder.



### 3.2. Viewing Resources:

To view your existing resources, when on the home page, click My Quizzes.

### 3.3. Moving Quizzes:

When on the My Quizzes page:

Click Options (three-dots icon) next to the name of the quiz you want to move → Click Move → select the Folder you want to move it to from the dropdown list → Click Update

The quiz has now been successfully moved.

### 3.4. Sharing Quizzes:

Shared quizzes can only be played by the academic you have shared it with and cannot be edited or deleted unless done so by the original creator.

To share a quiz with another academic, when on the Quiz creation page of the quiz:

Click Share → Enter the email of the academic you want to share it with → Click Share

You have now successfully shared the quiz.

To view or update the access rights of any quiz you have shared:

Click Share → Click on Delete button (trash can icon) next to the academic's email → Click Ok

You have now updated the access rights.

### 3.5. Deleting Files:

To delete an existing quiz, when on the My Quizzes page:

Click on the Option button (three-dots icon) → Click Delete → Click Confirm

To delete a folder along with its contents, when on the My Quizzes page:  
Click on the Delete button (trash can icon) → Click Confirm

### 3.6. Renaming Quiz:

To rename an existing quiz, when on the Quiz Creation page:  
Click Settings → Update the name of the quiz → Click Update

### 3.7. Renaming Folder:

To rename an existing folder, when inside a folder:  
Click Settings → Update the name of the Folder → Click Update

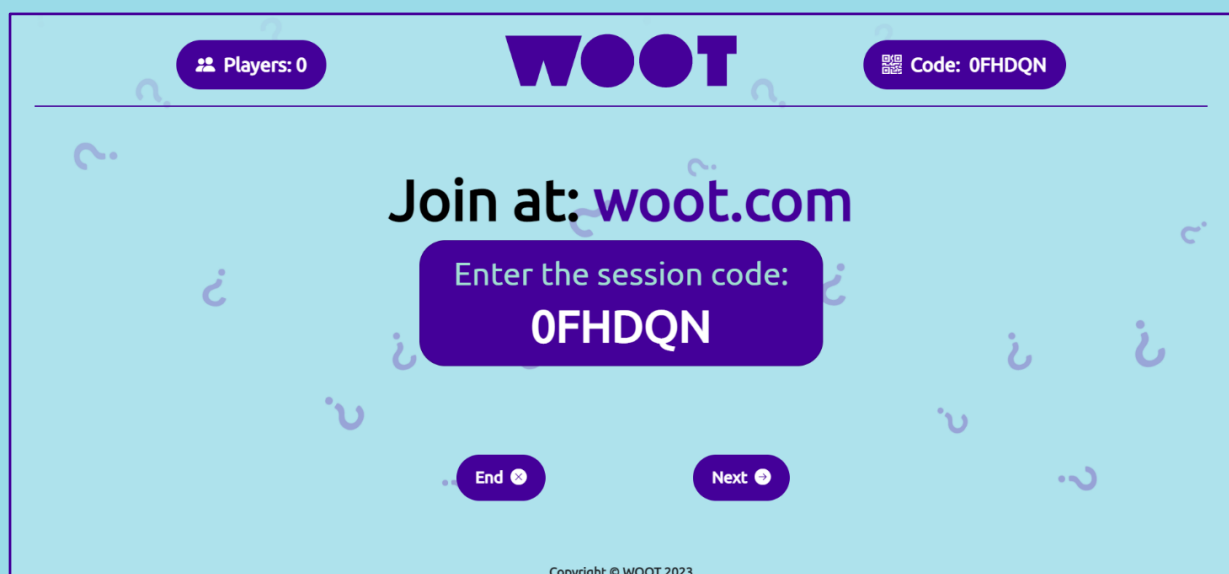
## 4. Running Quiz as Academic:

### 4.1. Previewing the quiz:

To preview a quiz you have created, when on the My Quizzes page:  
Click on the quiz icon to head to the Quiz Creation page → Click Preview

You have now entered the Preview mode. To end the preview, click End.  
To move between questions, use the Next or Previous buttons.  
The correct answer(s) will be displayed with a tick mark icon.

### 4.2. Starting the quiz:



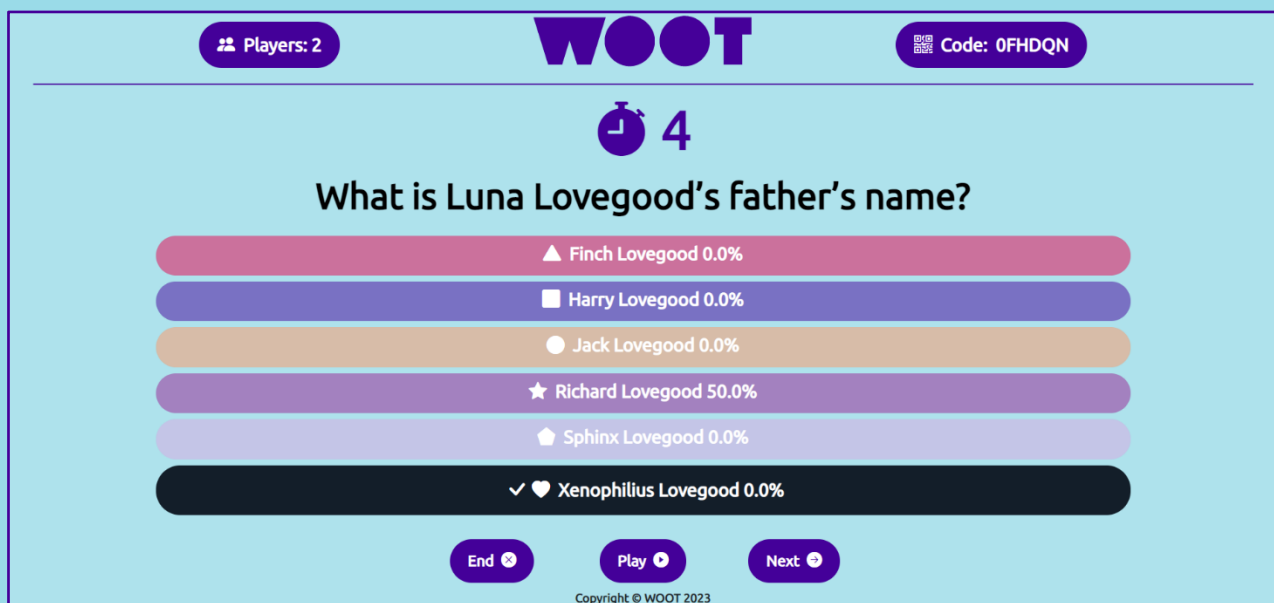


To start a quiz you have created, when on the My Quizzes page:  
Click on the quiz icon to head to the Quiz Creation page → Click Start

You have now entered the Waiting Page. To end the quiz early:  
Click End → Click Confirm

The number of players who have joined the quiz can be viewed on the top left corner. The session code will be displayed in the centre of the page on the Waiting Page as well as on the top-right corner throughout the quiz session.

### 4.3. Progressing through the quiz:



7. Quiz Playing Page

To start displaying the questions while on the Waiting Page, click Next.

The timer can be viewed in the centre of the page. To pause the timer at any time, click Pause. To continue the timer, click Play.

The correct answer(s) will be displayed with a tick mark icon after the timer elapses or if you move to the next question.

The leaderboard containing the names of the ten best performing participants up until that point in the overall quiz will be displayed after each question. Points are not awarded for any poll questions.

Use the Next button to end the timer early, display the leaderboard as well as to take you to the next question.

After the last question, the final leaderboard with the ten best performing participants will be displayed along with celebratory effects. After the final leaderboard, to finish the quiz session.

#### **4.4. Finishing the quiz early:**

To end the quiz at any time while playing:

Click End → Click Confirm

The leaderboard will not be displayed if you end the pre-emptively. You will be redirected to the Quiz Creation page.

### **5. Using WOOT as a participant:**

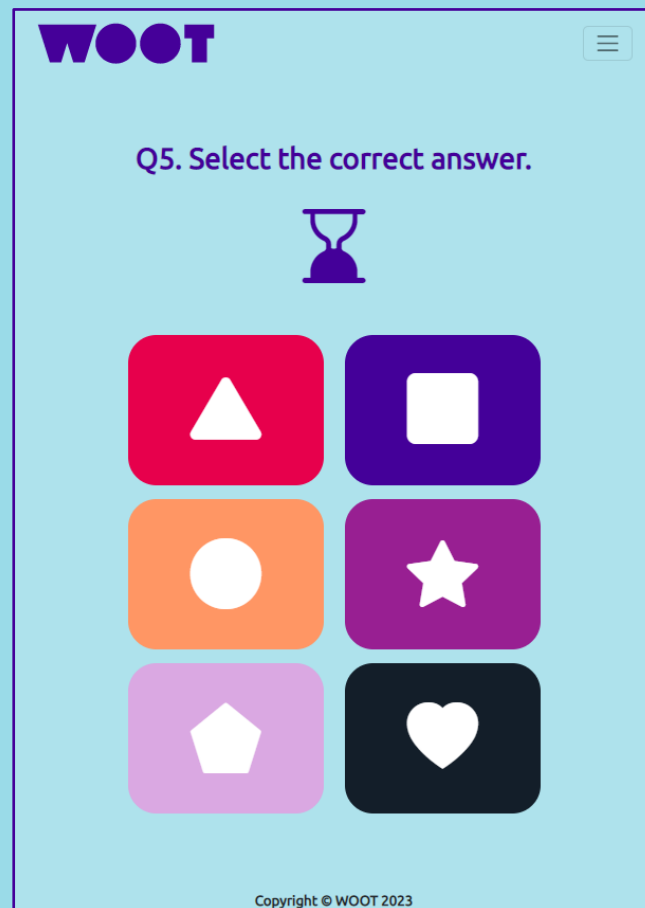
#### **5.1. Joining the quiz:**

To join a quiz as a student:

Visit the Home page of WOOT → Enter session code which appears on the main screen → Click Join → Enter nickname → Click Let's Play!

You will be redirected to a Waiting Page until the academic starts playing in the quiz.

## 5.2. Playing the quiz:



8. Quiz Playing Page as a Participant

When the quiz starts, the coloured options with the geometric shapes will be displayed on your screen which correspond to the options displayed on the main screen. Please check the main screen for the content of the question as well as the answers, and select the correct answer by clicking on the same colour and shape. You will be redirected to another waiting page until the timer elapses, after which you will be able to view the result of your selected option as well as the total points accumulated. Repeat the same for the remaining questions. You can view the leaderboard after each question as well as the final leaderboard at the end of the quiz.

## 5.3. Points calculation:

The points are awarded on the basis of both correctness as well as the speed of answering. Answer quickly for maximum points.

No points are awarded for poll questions.

## 6. **Signing out:**

While on any page:

Click on your username at the top-right corner of the page → Click Sign out →

Click Confirm

You should be redirected to the home page of WOOT.

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WOOT Developers:

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