Using GoSoapBox for Instructors

Contents

1. Signing up to GoSoapBox
2. Creating an Event
3. Creating a Quiz
4. Creating a Poll
5. Creating a Discussion
6. Changing Event Details
7. Viewing Student’s Answers

Signing up to GoSoapBox

1. To sign up to GoSoapBox, go to www.gosoapbox.com and click the Sign Up button at the top of the screen.

2. Enter your Name, Email Address and choose a Password to create a new account.

3. Have a look through the short guide for some basic tips and hints on using GoSoapBox. Once you are finished, click Proceed To Your Account.
Creating an Event

Events are where you can view and create content for students to interact with. Within events you can create polls, discussions and quizzes as well as easily view whether students are confused during lectures. Once you create an event, you will be given a unique code that students can use to access your events to start interacting and learning.

1. To create an event, click the **Create** button beside **Your Events**. To change or view an event you have already created, click on the event you have made under **Your Events**.

Here, an event has previously been created called **Student Questions for Lecture**.

2. Give your event a name and click the **Create** button to make an event. You will be given a unique code to give to students to access your event online at (app.gosoapbox.com). You can change this code in your event details (see changing event details).
3 Now that your event has been created, you can begin creating Quizzes, Polls and Discussion. Once students have been given access to your event, you can track during class how many students are Online. Students can also respond during lectures and let you know if they are Confused.

Creating a Quiz

1 To create a Quiz, click the Create button beside Quizzes. Enter a name for your quiz and click the Create button.

2 Once you have created your quiz, you are able to begin adding questions. Press the Add a Question button.
First, enter your question. You can also provide more information in the Extended Description or an Image by providing the web URL address.

Next, select either Short Answer or Multiple Choice.

You can then enter the Choices and set the Correct Answer.

Once you are finished creating your quiz, click Save.

IMPORTANT: To allow students to see your quiz, click the Unlock button next to the quiz on your event page.

Students given the unique code to your event can now see and attempt to answer your quiz.
Creating a Poll

1. To create a Poll, click the Create button beside Polls.

2. Enter your Question or Title of Poll. You can also provide more information in the Extended Description or an Image by providing the web URL address.

You can add up to 7 different choices in your poll.
1 Next, select from *Pie Chart* or *Histogram* to display your results. You can then also set whether the *audience can or cannot see results*.

2 IMPORTANT: To allow students to see your poll, click the *Unlock* button next to the poll on your event page.

Creating a Discussion

1 To create a discussion, click the *Create* button beside *Discussion*.
Using GoSoapBox for Instructors

2. Enter your Question or Title of Discussion. You can also provide more information in the Extended Description.

Once you are finished adding details to your discussion, click Create.

You can also choose whether students can or cannot see replies.

3. IMPORTANT: To allow students to see your discussion, click the Unlock button next to your discussion on your event page.
Changing Event Details

1. To change certain features in your event, click the *Moderate This Event* button on the event home page.

2. In the moderation panel, you are able to complete actions such as creating your own access code, enabling and disabling certain features or copying/exporting/deleting event information.
3 Click *Enable and Disable Features* to change certain features in your event. Here you can do things such as turn ON/OFF the *Confusion Barometer*, polls, quizzes and discussions etc. When you are done, click *Go Back to Event*.

- *Instant Polling* allows you to quickly create a poll with a set number of choices for students.

- *Social Q&A* allows students to create and ask questions in the event.
4 To add your own access code, rename your event or make an announcement, click the Change Event Details button. Click Save when you are done.

Here we have added a unique access code that can be given to students to access the event. This new code will overwrite the original access code given to you when you first created the event.

5 To add another lecturer or tutors to co-moderate your event, select Add a Moderator and enter the appropriate email address.

6 Under Status & Copying, you are able to import Settings, Polls, Quizzes and Discussions from other events you have already created. You can also Archive or Permanently Remove the current event you are modifying.

6 Lastly, you are able to Export your Poll and Social Q&A data to Microsoft Excel.
Using GoSoapBox for Instructors

Viewing Student’s Answers

1. To view the results of your Polls, Quizzes and Discussions, click on the question you wish to view.

Let’s take a look at a poll of students’ favourite NZ Prime Minister.

2. Student results are clearly displayed to the lecturer (and if made public, to students too). Click Clear Results if you wish to remove all student responses. Click Edit This Poll if you wish to make changes to your question.

3. Keep a close eye on the Confusion Barometer at the top of your event home page. The barometer tracks real time how many students are online in your event and will give instant feedback about whether students are confused during the lecture.