GoSoapBox (Instructor)

How to guide
Logging into the GoSoapBox Dashboard

The GoSoapBox dashboard enables you to create polls, quizzes, discussions, manage social Q&A and download session data.

To log into the GoSoapBox dashboard:

1. Open an internet browser and go to [http://gosoapbox.rmit.edu.au](http://gosoapbox.rmit.edu.au)

2. Select “Sign in” (Academic Login), you will be automatically redirected to RMIT’s Central Authentication Service where you need to enter your RMIT username/password to login.
Creating a new GoSoapBox event

The space where you will interact with your students is called an “event”. Events can be created for each course or course period. To create a new event, simply click on the “Create” button on your Dashboard.

Add the title for your event (for example: S2 2017 – Modern Physics) and press “Create”.

Events are digital spaces your students join. We recommend creating separate Events for each of your classes. After creating an Event, you will receive a unique Event Access Code.

Give Your GoSoapBox Event a Name

S2 2017 Modern Physics

You can change this name later

Create

Nevermind
You should now see a message that your event has been created. Take note of the unique code as this is what students use to access your event. This information is also emailed to you, and just in case you forget the code you can find it under the “moderate this event” button on the event screen.

Once your event has been created you start 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/classes and let you know if they are confused.
Creating a Quiz

Within your event, click the “Create” button on the right-hand side of the Quiz feature.

You have the option to create a new quiz or copy a quiz from another event. To create a new quiz type in the name of the quiz in the box “name this quiz”. To copy a quiz from another event, click on the name of the quiz from the list of your existing quizzes.

Once you have created your quiz, you are able to begin adding questions by selecting the Add a question button.
Type in 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. If you select multiple choice you can then enter the choices and set the correct answer. Note: Later, when you export your spreadsheet of quiz results, students’ answers will be identified as correct or incorrect, on the spreadsheet if the correct answer option has been selected.

Once you are finished creating your quiz, click save.

Once you finish adding all of your quiz questions, your Quiz will appear on your event page.

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

To create a new Poll simply click the “create” button beside Polls.

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.
Next, select from Pie Chart or Bar Chart to display your results. You can also set whether the students can or cannot see results.

To allow students to see your poll, click the unlock button next to the poll on your event page.

Once your students answer the question, and you have selected the option “results are visible to students” you and your students will be shown a graphical representation of your class’ answers. The graph will update in real time as your students submit their answers.
Creating a Discussion

To create a Discussion simply click the “Add a Discussion” button on the event page.

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.

Your new Discussion will now appear on the event page. To allow students to see the discussion, click the unlock button next to the discussion on your event page.
To view the replies to a Discussion, simply click on the discussion box. The replies will appear below the Discussion topic.

What are your thoughts on the new healthcare reform?

I don't think it's fair to people in my situation.
added 1 minute ago

I think it's great. Being able to stay on your parents plan until your 26 is awesome!
added 58 seconds ago

I don't think anything should ever be given out for free. It only hurts the economy
added 23 seconds ago

I like it. People are in need of health care but can't afford it. They shouldn't be ignored
added 0 seconds ago

If there is ever an inappropriate response, or something that you don’t want to be on the page, you can always delete a response by clicking on the garbage can icon next to it.
Changing Event Details

To change certain features in your event, click the moderate this event button on the event home page.

In the moderation panel, you are able to complete actions such as viewing the access code, enabling/disabling features, change event details, adding a moderator, copying/duplicating an event, deleting an event and exporting data.
Click enable/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. You can also add a social Q&A feature to your event.

Social Q&A allows students to create and ask questions during the event.

You can turn on/off whether students enter their name/student ID before entering the event.
Viewing Student’s Answers

To view the results of your Polls, Quizzes and Discussions, click on the one you wish to view. Student results are clearly displayed to teaching staff and students, if you have chosen make visible to students. Click clear results if you wish to remove all student responses and/or Click edit ... if you wish to make changes to your question.

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.
Student Access

Get students to login via: https://app.gosoapbox.com

Make sure you have provided them with the access code to the event, get them to enter the code and select join now.
Beta Functionality

You can access the quiz dashboard (which is in beta) to view how far along in the quiz students are and if you have set correct answers for questions you can also see how they are doing. The dashboard view automatically updates every 20 seconds so you don’t have to refresh the screen to see student responses.

To access the quiz dashboard select moderate this event from the event page.

Under the general panel select beta functionality.
Select enable beta functionality, then go back to the moderation panel and then go back to the event.

To view the dashboard whilst students are answering the quiz, select the quiz from the events page, select the beta quiz dashboard from the tools panel.

From within the dashboard you can add new questions, change the quiz name, re-order questions, re-grade the quiz, export data to a spreadsheet, reset all responses and delete the quiz.