

# FBI - CYBER SURF ISLAND Teacher's Guide



# Step 1

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Go to the SOS main page at https://sos.fbi.gov/





# Step 2

Click on "**Teachers**" in the middle of the page and read the instructions.



## Step 3

NOTE: Please add delivery@ic.fbi.gov to your address book to prevent any e-mails from SOS from going into your junk/spam box.

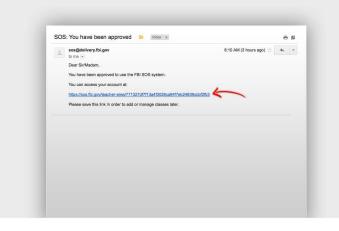
To sign up as a teacher click the area labeled "**Teacher's sign up**" on the top left of the page.

You will then fill out the registration information on the **sign up page.** 

#### Step 4

If successful, you will receive an SOS Signup Notification in your e-mail box. Remember to check your junk/spam box if you do not receive a SOS Signup Notification in your e-mail box. This could take 48 hours or more.

-	sos@delivery.fbi.gov	5:04 PM (0
-	to me 💌	
	Dear Sir/Madam,	
	We have successfully recieved your request to signup as a teacher.	
	We are reviewing your request and you will be notified via email once you have have been accepted with further instructions on how to access your account.	
	Thank You, SOS Staff	



### Step 5

Once you have been verified and you receive the verification e-mail, there will be a link in the e-mail message to access your teacher account.

Please save the link in order to add/manage classes later. Please click on the link.

#### Step 6

Next click on "Click here to add a class" and fill out the appropriate information to add your class.

- Class Name
- Grade Level
- Number of Students

When filled out completely click on the "Add Class" button near the bottom.

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	Classes Info This page will show all of the classes that your manage. Note: Teachers are able to register multiple classes and or grades, by simply adding the first class and then using the "back to dissess" buttor on the next page. Info You have not added any classes yet.					
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	Students			
	back to classes			
	Infal			
tep 7	<ul> <li>Below are individual access keys for each of your students. Print the keys and hand them out to your students, keeping in mind that each student should have halder to access the keys in the keys in</li></ul>			
-				
	Instruct your students to comp	elete the appropriate SOS content for their grade le	vel. They will need to finish the activities at all the numbered portals.	
vill instantly receive quiz access keys for each student in your class.		I the last learning portal, the student is free to take its are electronically posted on the Leaderboard pa	the quiz. Students will need to use their access keys to take the quiz. Tests an ign.	
	<ul> <li>If a student is unavailable to take the exam, you can remove him/her by clicking the red "Remove" button.</li> <li>If you need to add a student click on the blue "Add Student" button.</li> </ul>			
the keys and hand them out to your students. Save a copy for yourself. You may want to		class from the sytem click on the red "Delete Clas	s" button.	
the student's name next to the key number on your copy for your own reference.				
	Printable Keys Excel Grade Exan	Add Student Delete Class		
ave the option of exporting the access keys to an Excel spreadsheet.		i everen		
	Access Key	Exam Taken		
Grade Exam" button allows you to request the scores of students who have taken the quiz.	1b24c583e1	No	Remove	
students without scores (for example, a student moved away and is no longer in your				
will be removed from your roster. Once you choose to grade the exam, scores for all	5361841817	No	Remove	
nts will be calculated. Be sure that before choosing to grade the exam that all students vill be taking the exam have done so. Grade Fixed				
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are a teacher with more than one class, you can add an additional class by clicking	895d8192b4	No	Remove	
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#### Step 8

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Have your students go to their grade level individually and finish all the numbered learning portals.

After the last learning portal is completed, the students should take the quiz.

Encourage your students to take all learning portals before clicking on the quiz balloon. **Remember, the quiz can only be taken once.** 

#### Step 9

Have your students take the quiz using the access key given to them.



## Step 10

Tests are scored automatically, once all have been completed, only after the teacher clicks the "Grade Exam" button. Results are electronically posted on the **Leaderboad page**.



Note: Teachers can always go back to manage their classes by using the link saved in Step 5.