FBI - CYBER SURF ISLAND
Teacher's Guide

Step 1

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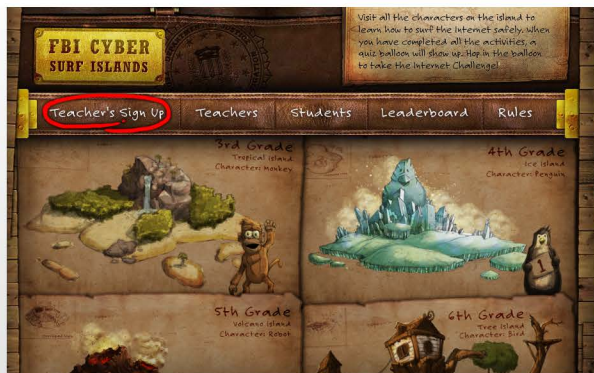**https://sos.fbi.gov/**

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.

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.
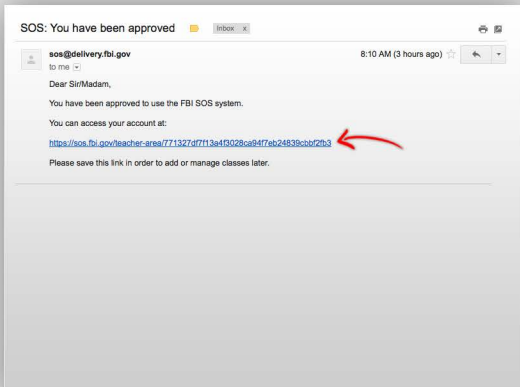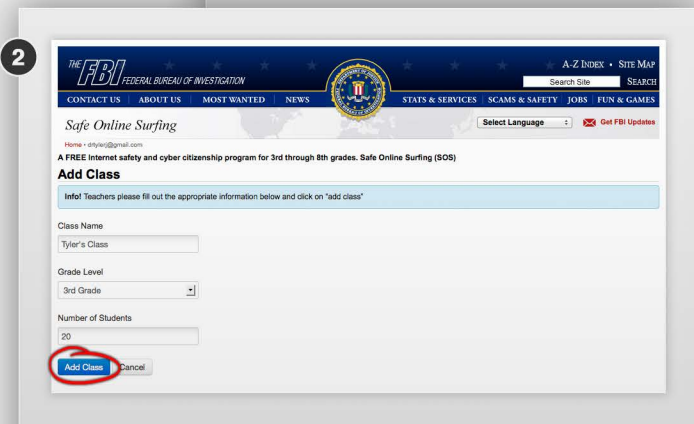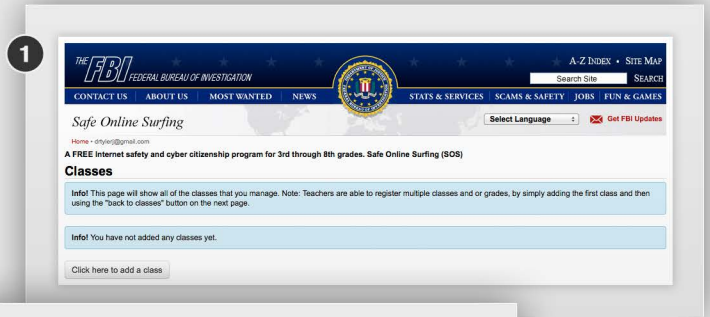
Step 6

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.

Step 7

You will instantly receive quiz access keys for each student in your class.

Print the keys and hand them out to your students. Save a copy for yourself. You may want to write the student's name next to the key number on your copy for your own reference.

You have the option of exporting the access keys to an Excel spreadsheet.

The "**Grade Exam**" button allows you to request the scores of students who have taken the quiz. Those students without scores (for example, a student moved away and is no longer in your class) will be removed from your roster. Once you choose to grade the exam, scores for all students will be calculated. **Be sure that before choosing to grade the exam that all students who will be taking the exam have done so.** Grade Exam

If you are a teacher with more than one class, you can add an additional class by clicking "**back to classes**" under the Student heading to repeat the process.

If a student is unavailable to take the exam, you can remove him/her by clicking the red "**Remove**" button. Remove

If you need to add a student click on the blue "**Add Student**" button. Add Student

If you need to delete an entire class from the sytem click on the red "**Delete Class**" button. Delete Class

Step 8

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.