



FBI Safe Online Surfing Teacher's Guide

The FBI's Safe Online Surfing Internet Challenge runs from September 1 to May 31 each school year.
Use the following instructions to set up an account, manage classes, and grade student exams.



Safe Online Surfing

<https://sos.fbi.gov>



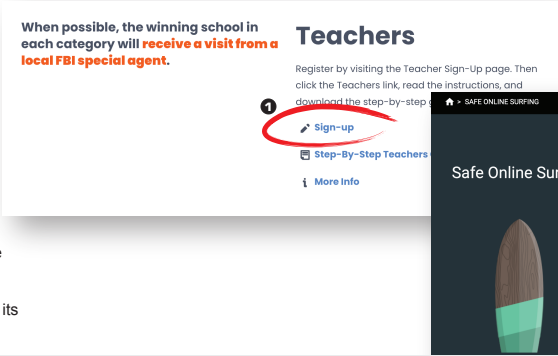
Step 1: Sign Up

Go to <https://sos.fbi.gov/teachers-sign-up>.

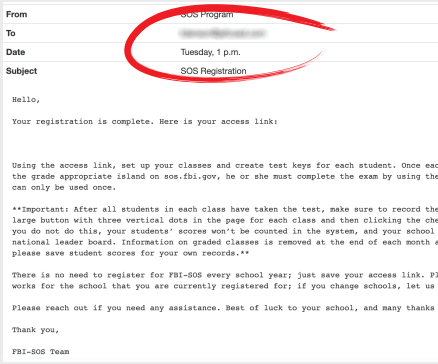
Fill out the required information, and click the “Submit” button.

You will see a message confirming your submission.

Note: Add sos@subscriptions.fbi.gov to your email address book to prevent any FBI Safe Online Surfing (SOS) emails from being blocked or going into your junk/spam box. You must provide a legitimate and correct email address so we can contact you to advise you on the status of your registration and next steps. Only schools in the U.S. and its territories are allowed to participate.



Step 2: Complete the Registration



Within approximately 24 hours, an SOS customer service representative will email you approving your registration or requesting additional information.

Email sos@subscriptions.fbi.gov if you do not receive this message. Check your junk/spam folder as well as your inbox.

If you are approved, you will receive an email with information on how to proceed and a secure web link to access your teacher account. Save this link indefinitely to manage your classes now and in the future.

Note: You do not need to register for SOS every year or reset your account; just save your access link. If you wish to update your email address or need your access link re-sent, email sos@subscriptions.fbi.gov.

Step 3: Set Up Your Classes

Click the access link to go to your teacher account. Select the plus (+) button and provide the following information:

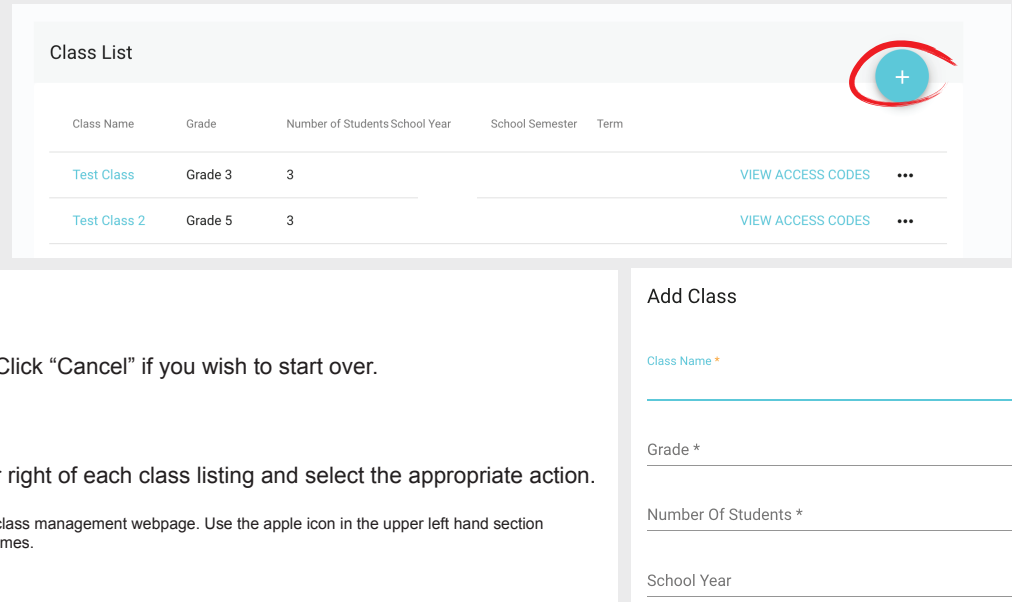
- Class Name (required)
- Grade (required)
- Number of Students (required)
- School Year (optional for your own use)
- School Semester (optional for your own use)

After filling in this information, click the “Add” button. Click “Cancel” if you wish to start over.

To add additional classes, repeat this process.

To edit or delete a class, click the three dots to the far right of each class listing and select the appropriate action.

Note: Do not use the back button in your web browser while navigating the class management webpage. Use the apple icon in the upper left hand section of the page. Click the arrow (>) button in the bottom left to reveal the icon names.



Step 4: Assign Access Keys to Your Students

Click the class name you created, and you will see the exam access keys that have been created automatically for each student in your class. Assign a different key to each student (see “Note” below).

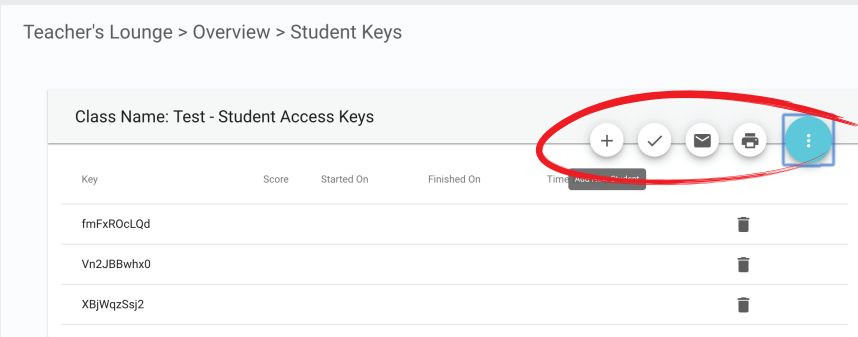
If you need to add an access key, click the large button with three vertical dots on the right. Then, click the plus (+) button to add a new student. To delete a key, click the trashcan icon to the right of each code.

You can print the test keys in one of two ways.

First, you can click the large button with three vertical dots and then click the printer icon (“Get Printable Keys”) to open a page that can be printed.

Second, you can click the large button with three vertical dots and then click the envelope icon (“Email Report”) to have the information emailed to you in an Excel spreadsheet.

Note: In the Excel spreadsheet or on a separate piece of paper, record each student’s name next to the test key number that you assigned to him/her. Since the SOS system does not use student names, this list of names and key numbers will help you determine the score each student receives on the test.



Step 5: Grade the Exams

Have your students go to <https://sos.fbi.gov>, and click the “Game Instructions” link under the Students section at the top of the page. Students should read both the game instructions and the exam instructions on that page.

Your students should then go to “Select Grade” and choose the appropriate grade level and finish all of the activities.

After the last learning portal is completed, your students should take the quiz by clicking the “Take the Test” button. Remember, a student can only take the quiz once per school year. All exams must be finished and graded by May 31 of each school year.

The test includes 30 questions. Students have 30 minutes to complete the exam. When students finish the test, they can click either “Return to Test” to review their responses or “Submit” to provide their answers.

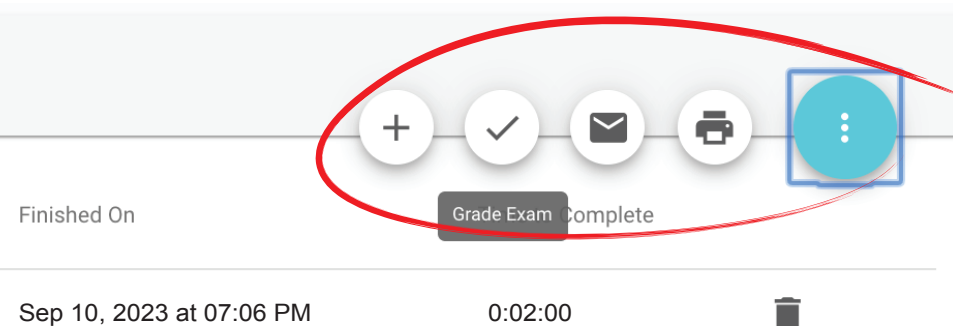
Immediately after the test is submitted, a webpage will appear indicating that the exam has been completed. Students can click “Views Results” to see their scores and which questions they may have answered incorrectly, along with the right responses. You can ask students to print this page for your records.

The results page is temporary. Once a student leaves the page it will no longer be viewable.

After all students in a class have taken the exam, click the class name, the large button with three vertical dots, and then the check mark (“Grade Exam”) button. When you grade the exams, your school will be entered automatically into the national competition for that month. If you have multiple classes, you may wish to grade all exams at the same time to consolidate your school scores.

Once the exams are graded, you can view the results in one of two ways.

First, the score associated with each test key will be visible in the class page under the column “Score,” along with the start date, completion date, and time it took to finish the test.



Second, you can click the large button with three vertical dots and then click the envelope icon (“Email Report”) to have the information emailed to you in an Excel spreadsheet.

In both cases, you can figure out each student’s test score by matching the appropriate access key to the name on your list.

Important: After the exams are graded, the class will be removed from your account at the end of that month. Make sure to record the results for each completed class before the month is over, as this information cannot be recreated in our system once it is removed. The last day that teachers can manage classes and grade exams is May 31 of each school year; teachers cannot access their accounts during the summer.

Step 6: Check the Leaderboard

After grading the exams, check the FBI-SOS leaderboard at <https://sos.fbi.gov/leaderboard> to see if your school appears. Bear in mind that it may take a few hours for the results to be posted.

The leaderboard only lists the schools with the ten highest scores in each of the participation categories: Starfish (1-50 students), Stingray (51-100 students), and Sharks (100+ students).

Other than what is displayed on the leaderboard, the FBI does not keep or distribute the rankings of schools nationwide. The leaderboard resets at the end of each month during the school year.

If your school wins the competition, you will be notified by email within a day or two after the month ends. Teachers from schools with the top score in each category are sent certificates that they can fill out and distribute to each student. There are no participation certificates for non-winning schools or students.

When possible, the winning school in each category will receive a visit from a local FBI special agent.

STOP.THINK.CONNECT – Various Public and Private Partners

- [Main website](#)
- [Department of Homeland Security webpage and educator resources](#)

Be Internet Awesome – Google and Partners

- [Main website](#)
- [Interland online adventure game](#)
- [Classroom tools and curriculum](#)
- [Applied Digital Skills website](#)

The goal of FBI-SOS is to promote cyber citizenship and help students learn about online safety while engaging in fun, interactive games. The program was designed to address current Internet safety threats while keeping each grade level’s online usage and knowledge in mind. We hope that you find the program beneficial and that your students use the information to make themselves safer digital citizens.

[Teacher’s Sign Up](#) | [Teachers](#) | [Students](#) | [Leaderboard](#) | [Take the Test!](#)

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FBI.gov is an official site of the U.S. government, U.S. Department of Justice

Email Support

If you have any questions about these steps or any issue regarding SOS, email sos@subscriptions.fbi.gov. A customer service representative will respond to you as quickly as possible, usually within 24 hours.