

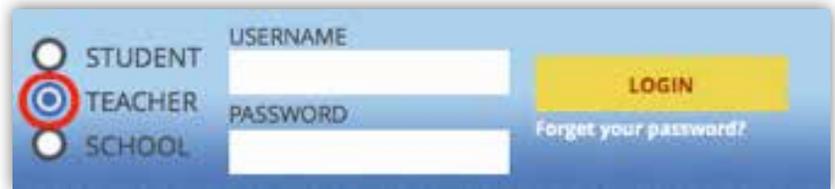
# CSI LITERACY CLOUD GUIDELINES FOR TEACHERS

As a teacher, you will be responsible for registering your students in the CSI Literacy Cloud web portal. This is a simple process, which can be done by entering student usernames and passwords one at a time, or uploading a spreadsheet you've prepared in advance. Each teacher that has been registered for the CSI Literacy Cloud portal by their school administrator can log in and set up their classes.

## Logging in

To log in to your teacher account:

1. Go to [www.csi-literacy-cloud.com](http://www.csi-literacy-cloud.com)
2. Select the "Teacher" option at the top right
3. Enter your username and password, which your school admin will have supplied. Note that your username is an email address (and is likely to be your regular school email address).



The login form is a blue rectangular box. On the left side, there are three radio buttons labeled 'STUDENT', 'TEACHER', and 'SCHOOL'. The 'TEACHER' option is selected, indicated by a red circle around the radio button. To the right of the radio buttons are two input fields: 'USERNAME' and 'PASSWORD'. To the right of these fields is a yellow 'LOGIN' button. Below the 'PASSWORD' field, there is a link that says 'Forget your password?'.

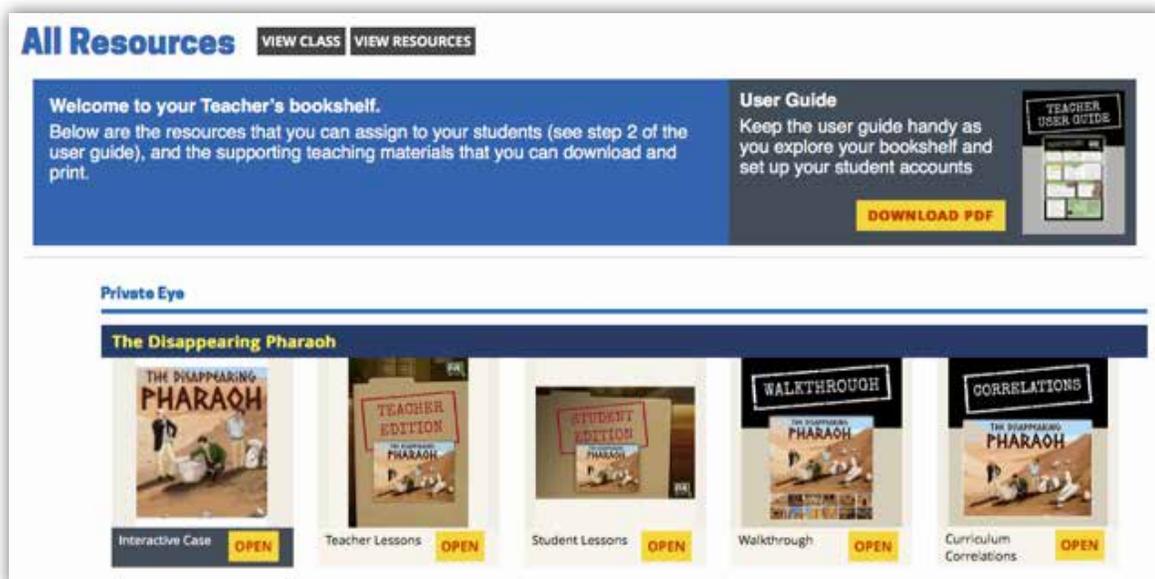
## The teacher bookshelf

The first page you will see after logging in is the teacher bookshelf – this displays all of the resources that are available to you, and which you can assign to your students.

The top of the page has the CSI Private Eye cases, and the additional resources associated with each case (teacher and student lessons, a walkthrough, and curriculum correlations). Below this are the Online Reflection Journals for use with CSI Literacy Kits. Below this section are the CSI Chapters.

For help setting up student accounts and working with the CSI Literacy Cloud resources, please download the user guide (look for the flashing link at the upper right of this screen).

When you click "View class" you will be taken to the screen where you can enter your students' details and allocate them resources. The icons on this page all have pop-up hints to help in this process!



The screenshot shows the 'All Resources' page. At the top, there are two buttons: 'VIEW CLASS' and 'VIEW RESOURCES'. Below this is a blue banner with the text 'Welcome to your Teacher's bookshelf. Below are the resources that you can assign to your students (see step 2 of the user guide), and the supporting teaching materials that you can download and print.' To the right of this banner is a 'User Guide' section with the text 'Keep the user guide handy as you explore your bookshelf and set up your student accounts' and a 'DOWNLOAD PDF' button. Below the banner is a section titled 'Private Eye' with a sub-header 'The Disappearing Pharaoh'. This section contains five resource cards: 'Interactive Case', 'Teacher Lessons', 'Student Lessons', 'Walkthrough', and 'Curriculum Correlations'. Each card has a book cover image and an 'OPEN' button.

## Hint: student usernames and passwords

You will need to give each student a username and a password. Every student on the CSI Literacy Cloud needs to have a unique username – so you won't be able to allocate one of your students a username that has been used by someone else already. This means that students with a unique first name may be able to have a username that exactly matches their first name, but more common names may not be available. If this is the case, please try adding a number, or perhaps initials from their surname. Please note that student usernames can be any sequence of letters and numbers (they do not need to be an email address).

Once you've created your students' accounts, they will be able to log in and open the resources on PC or Mac, iPads, Chromebooks or Android tablets. Students also log in at [www.csi-literacy-cloud.com](http://www.csi-literacy-cloud.com), and should select the "Student" option at the top right (note that this option is selected by default). Students log in using the username and password that you supplied. Students using iPads or Android tablets may find that their internet browser tries to "autocorrect" their username, replacing the username with a word from the dictionary – if a student is having trouble logging in, check whether this is the source of the problem.

For best results, make sure students use the latest Chrome or Safari browser, and remember that an internet connection is needed at all times.

## Support and feedback

If you have any questions about setting up student accounts, the interactive cases, or teaching materials, etc, please don't hesitate to get in touch. And if you have any feedback at all we'd love to hear from you – we're working on new Private Eye cases, so if there's anything you and your students love (or loathe) we can design upcoming cases with that feedback in mind!