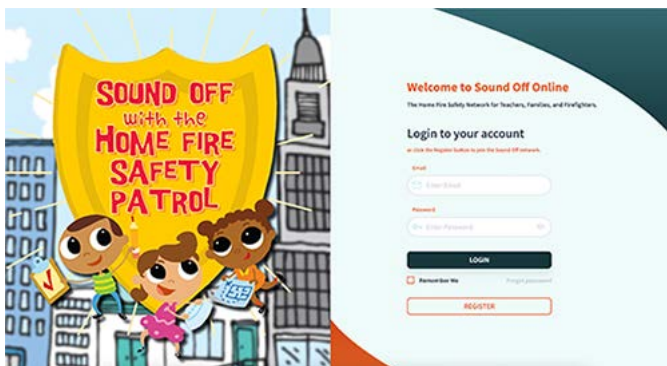# Sound Off Online Teacher's Guide

Introduction

Sound Off is a free home fire safety program designed especially for grades 2-3 but adaptable to any elementary grade level. The program is built around three engaging classroom Activity Sheets supported by short, entertaining videos that teach students the basics about smoke alarms, home fire dangers, and how to be prepared for a home fire escape. All the Activity Sheets and videos are available in English and Spanish, and the Activity Sheets all include take-home sections to involve families in this life-saving learning experience. Plus, families can request free smoke alarms from local firefighters (where available and while supplies last).

Sound Off has always proudly offered its digital materials to any teacher at no cost. And now, with **Sound Off Online**, even more teachers will be able to include **Sound Off** in their class plans. This new program management website connects classroom teachers with local Sound Off Fire Departments, providing a communication channel for educators' questions and fire safety professional advice. In addition, **Sound Off Online** also tracks program metrics (e.g., number of students participating, lessons completed, smoke alarm requests) to provide solid measures of the program's impact.
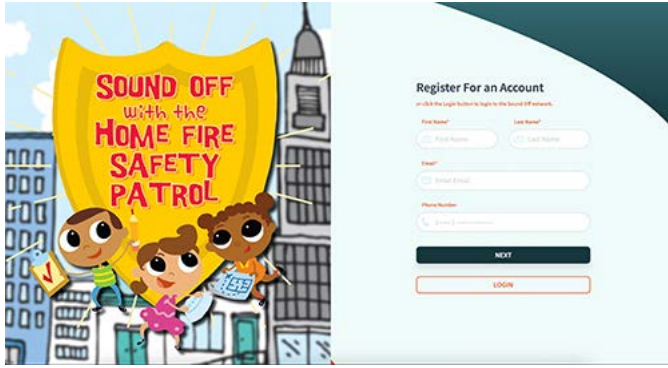
This Teacher's Guide provides step-by-step directions for signing on to **Sound Off Online** and using the website's "Class Progress Tracker" to access program resources, report student progress, and stay in contact with **Sound Off** Teams at the Local, State, and National levels.
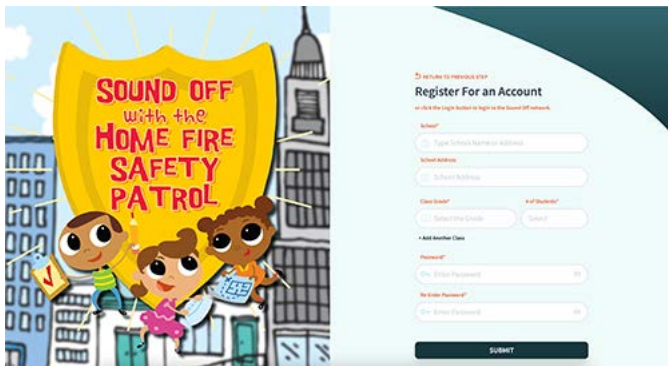

www.sound-off-online.com
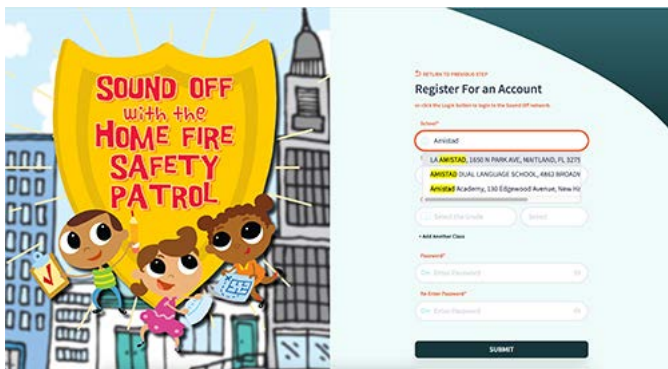
Signing On to Sound Off Online (SOO)

To get started with Sound Off Online, visit www.sound-off-online.com and click the Register button at the bottom of the screen.
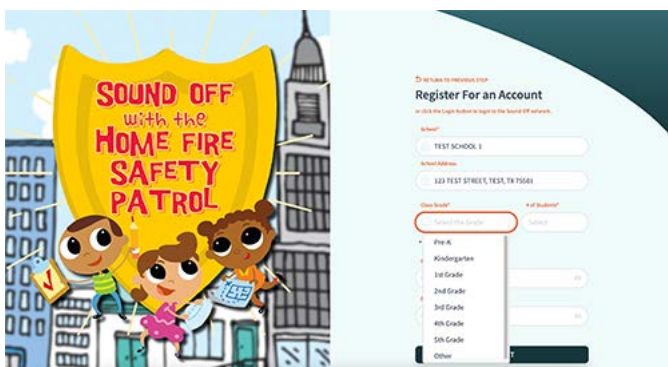
On the registration page, fill in your first and last name, your email address, and your phone number (optional), then click the Next button.
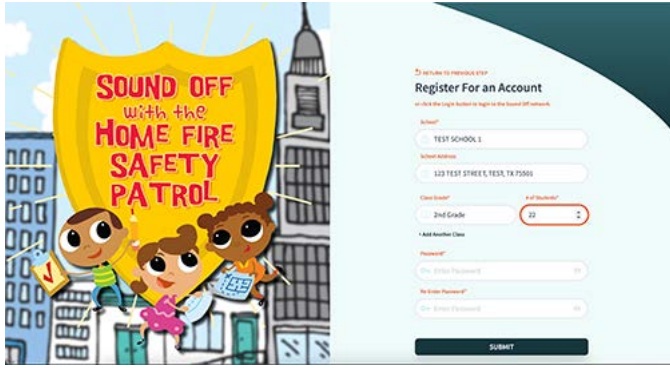

Now fill in your school name and address.

Note that SOO already has the names and addresses of most elementary schools in the US. As you begin to type in your school name, a dropdown list will show potential matches. You can use the scroll bars on the right and at the bottom of the list to move it up and down or side-to-side to find your school and click on it.
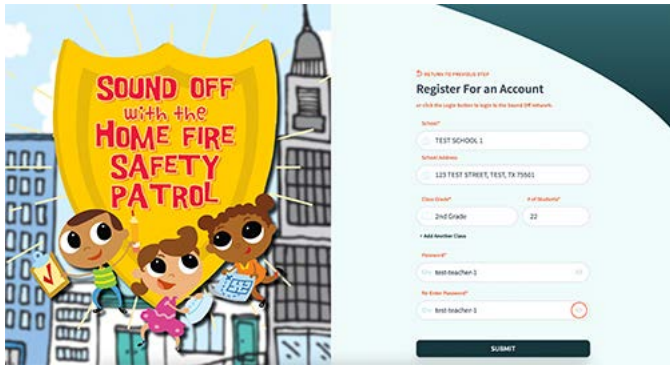

If your school is not on the list, type in the school's name and address. For the address, use this format: street address, city, two-letter-state-abbreviation, zip code.

Then click in the "Class Grade" box to open a dropdown menu from which you can select your grade level. If you teach multiple classes at different grade levels, you will be able to register each class after you complete the sign on process.
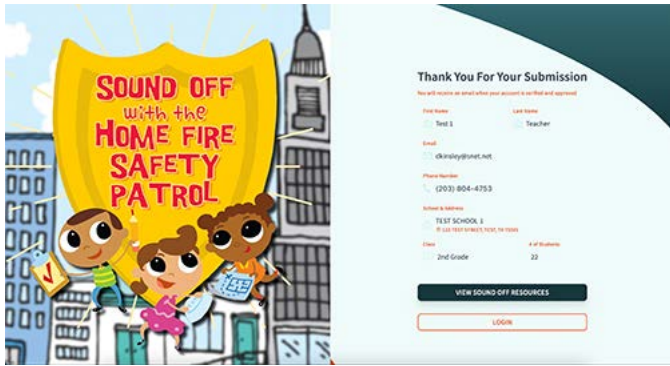
Next, click in the "# of Students" box and use the counter arrows to input the number of students in the class.
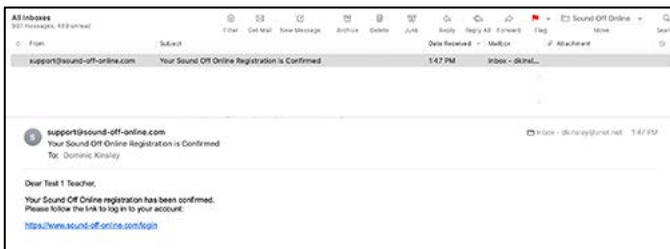

Last, create a password for your SOO account. There are no password requirements, so feel free to create a password that is easy to remember. Note that you must enter your new password twice, for confirmation. Click the eye icon in the password box if you need to see what you have typed.
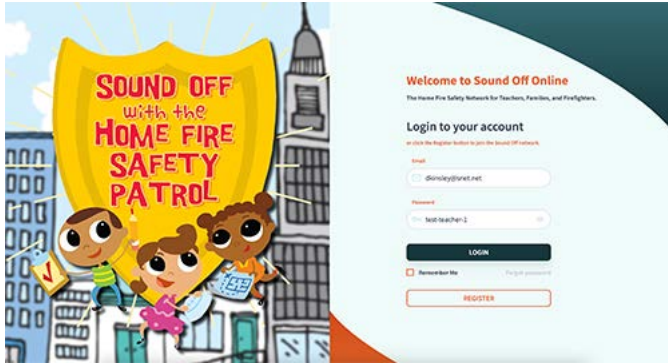
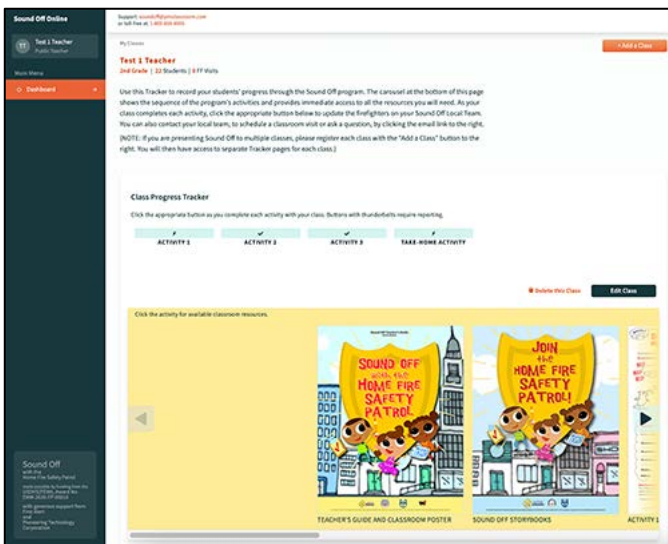Now click the "Submit" button to complete your registration.

A "Thank You" screen confirms your registration and shows the information you have submitted. Don't worry if you notice a typo; you will be able to edit this information after you login.

Check your email (at the address you used to register) for a formal confirmation from support@sound-off-online.com. This email includes a link you can use to login and start using the website. Alternatively, you can click the "Login" button at the bottom of the "Thank You" screen to get started.
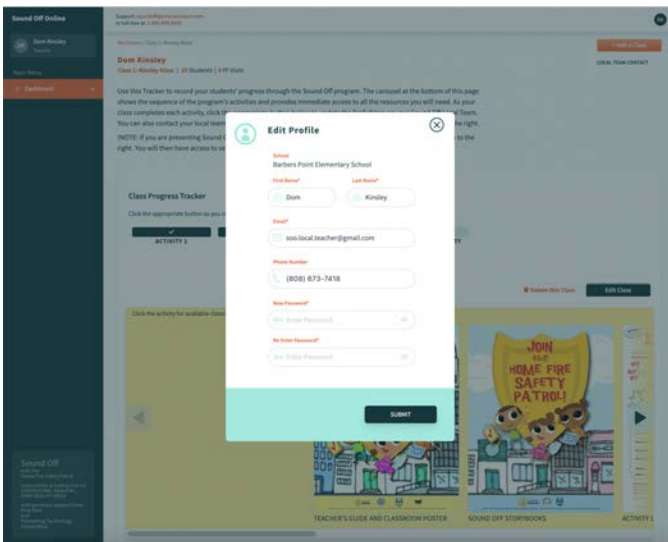
If you use the link sent by email, you will arrive back at the SOO login page and should see your email address already filled in. Type in the password you created and click the "Login" button to enter the website.
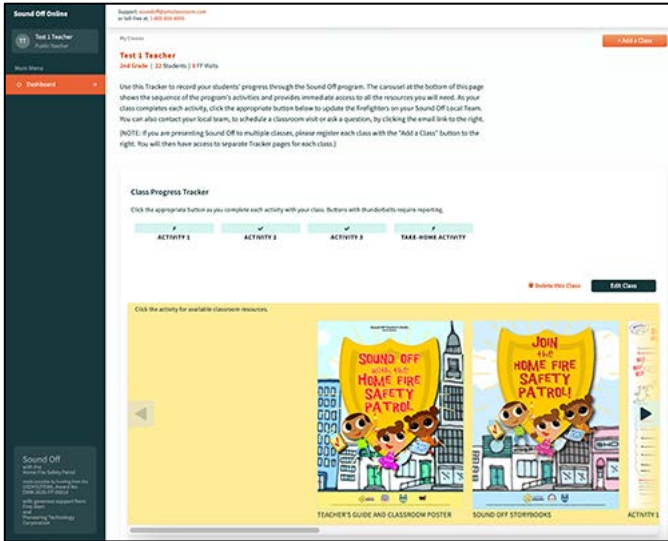
Your Home Page: The Class Progress Tracker

The Class Progress Tracker page is your base of operations for Sound Off Online. It provides contact links to the Sound Off national administrative team in the upper left corner of the screen. Below this are your name and the name you have assigned to this class, the number of students in the class, and the number of visits local firefighters have made to students' families to install free smoke alarms. The paragraph that follows provides a brief introduction explaining how to use the Class Progress Tracker.
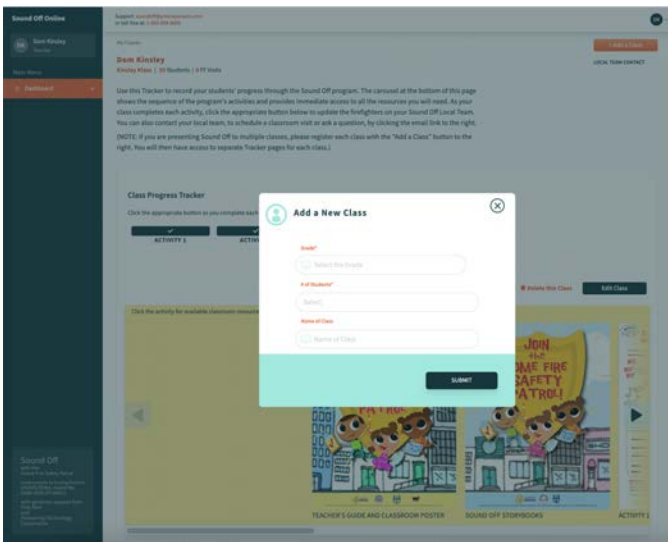
Your SOO Profile

The circle button at the upper right corner of the page can be used to edit your profile within the SOO system. Choose "Your Profile" from the drop-down menu to open a pop-up form where you can update your name, email address, and phone number, or change your SOO password.
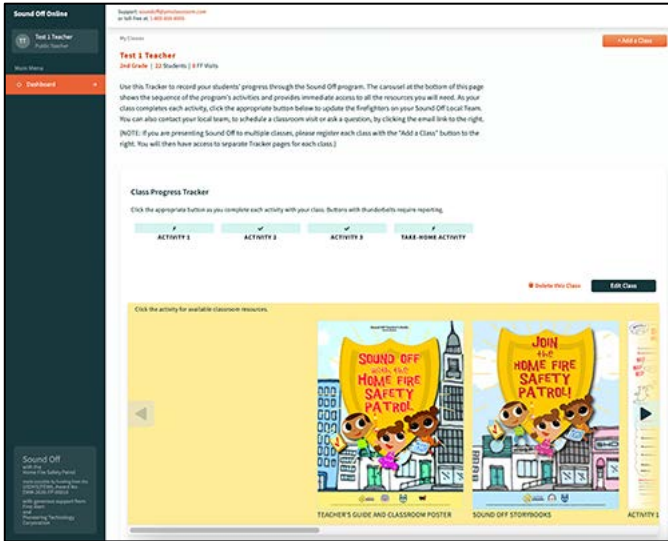
Multiple Classes?

For record-keeping and reporting purposes, we ask teachers who are presenting Sound Off to multiple classes to register each class separately. Additional classes can be registered at any time. Just click the orange "+ Add a Class" button at the upper right and fill out the pop-up form.
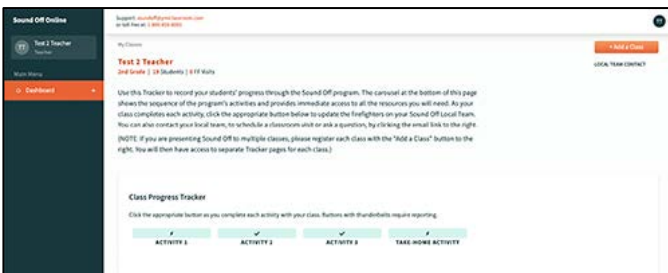

To complete the form, select the grade level of the new class from the drop-down menu and use the counter to input the number of students in the class. Then assign a unique name to the new class (e.g., Third Period) and click Submit.

Once the new class is registered, the system takes you to a dashboard that shows all your classes and the progress of each one. From now on, you will always start from this dashboard when you sign on to SOO. Simply click the panel for the class you are working with to see the Class Progress Tracker page for that class.
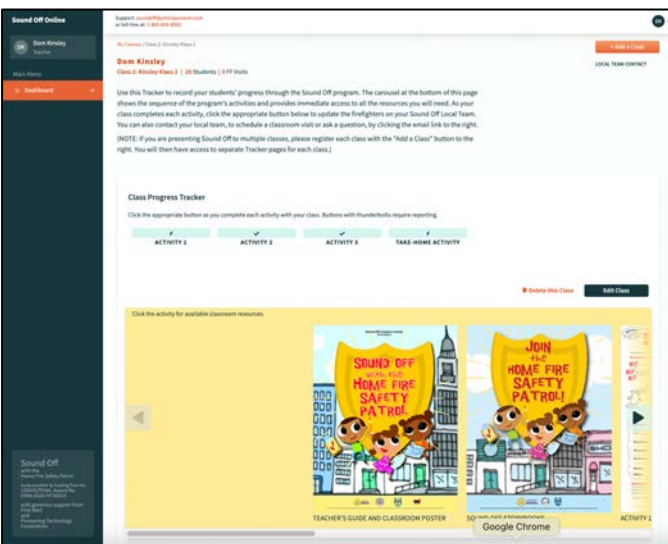
Midway down the Class Progress Tracker page are links you can use to remove a class from your roster or to edit a class profile. Clicking the "Delete this class" link opens a pop-up that asks you to confirm that you wish to remove the class from the SOO system. Clicking the "Edit Class" button opens a class profile pop-up similar to the "Add a Class" pop-up shown above.
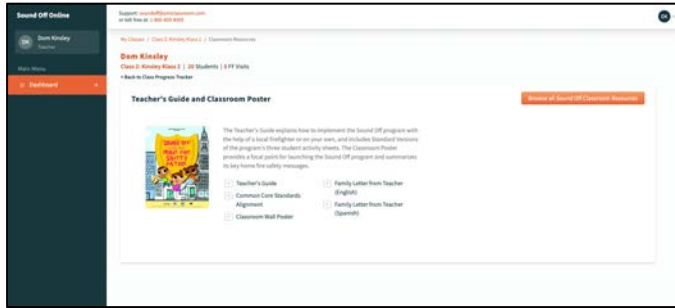

Contact Local Firefighters

Sound Off Online is designed to help you stay connected with local firefighters as you present the program. Simply click the "Local Team Contact" link just below the "+Add a Class" button to send an email to the Local Team supporting your class.

The Sound Off Resource Selector

The remaining items on the Class Progress Tracker page are designed to help you present the Sound Off lessons to your students. At the bottom of the page you'll see a resource selector organized to provide step-by-step guidance through the program. Simply click the arrows on either side of the selector to move forward (right arrow) or backward (left arrow) through the program's resources. Click a picture to open a page where you can access the resources needed for that phase of the program.
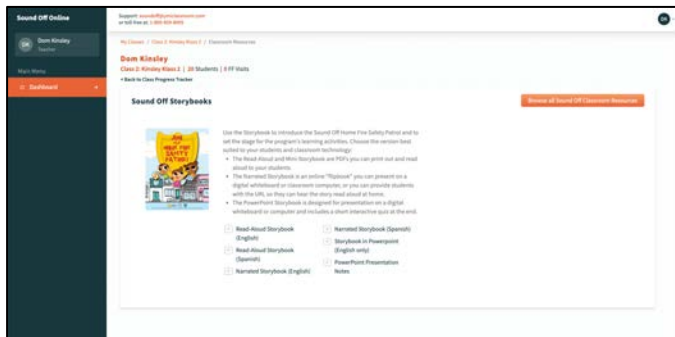
Resources to Get Started

Clicking the first picture (Sound Off Teacher's Guide and Classroom Poster) opens a page providing links to all the resources needed to launch the program:

- Sound Off Teacher's Guide with a set of Activity Sheets
- Common Core Standards alignment chart for grades 2 and 3
- Classroom wall poster
- Reproducible letter (in English and Spanish) you can send home to introduce Sound Off to your students' families
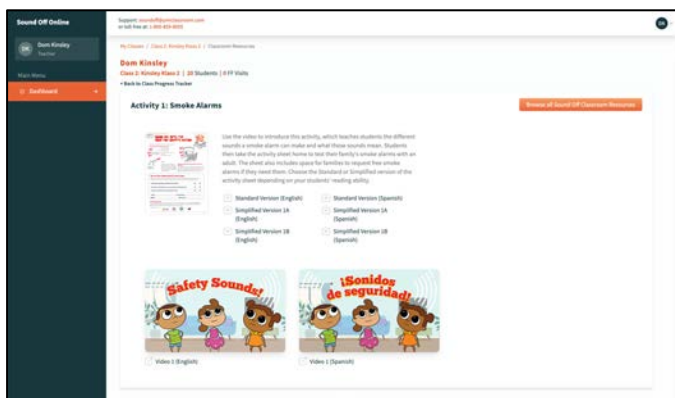
There is also an orange button on the right for access to all resources for the Sound Off program, and a link "Back to Class Progress Tracker" below your name and class information at the upper left.
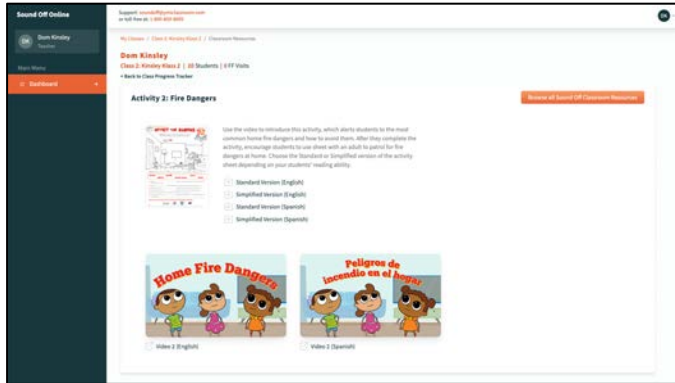

Sound Off Storybooks

Clicking the second picture (Sound Off Storybooks) opens a page with links to all versions of the Storybook, which is used to introduce the Sound Off characters and the key Sound Off safety messages:

- PDF version that you can read-aloud in English or Spanish
- Online narrated version in English or Spanish
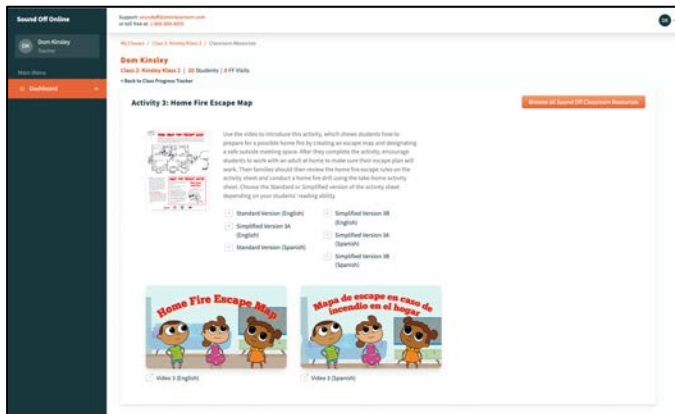- PowerPoint version in English with a brief interactive quiz at the end.

Activity 1 Resources

Clicking the third picture (Activity 1: Smoke Alarms) opens a page with direct links to PDFs of the standard and simplified versions of the first Activity Sheet and to the online video for Activity 1, all in English or Spanish.
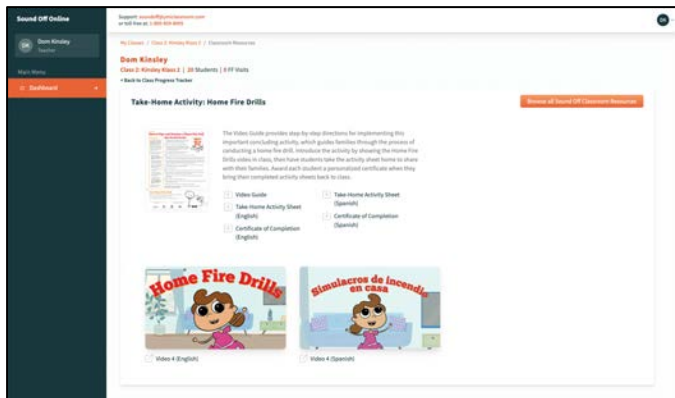
Activity 2 Resources

Clicking the fourth picture (Activity 2: Fire Dangers) opens a page with direct links to PDFs of the standard and simplified versions of the second Activity Sheet and to the online video for Activity 2, all in English or Spanish.
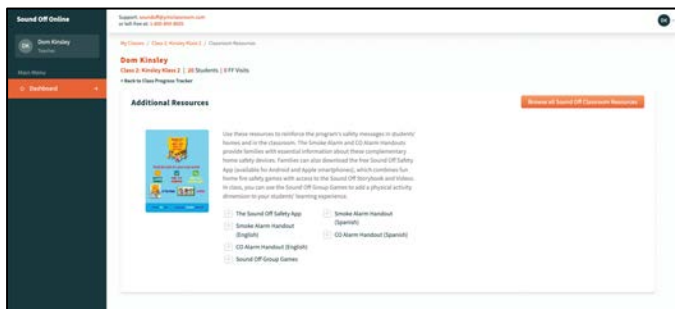

Activity 3 Resources

Clicking the fifth picture (Activity 3: Home Fire Escape Map) opens a page with direct links to PDFs of the standard and simplified versions of the third Activity Sheet and to the online video for Activity 3, all in English or Spanish.
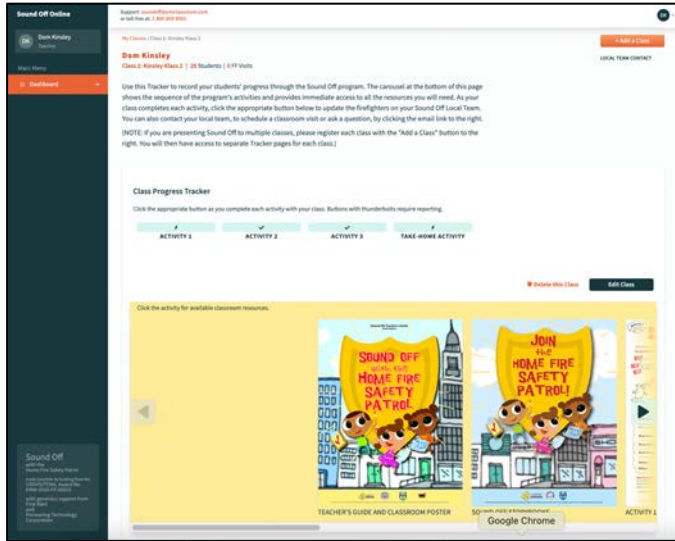

Take-Home Activity Resources

Clicking the sixth picture (Take-Home Activity: Home Fire Drills) opens a page with direct links to PDFs of the take-home Activity Sheet, the student certificate of completion, and to the online video on home fire drills, all in English or Spanish. There is also a link to a PDF video guide for presenting the Home Fire Drills video in class.
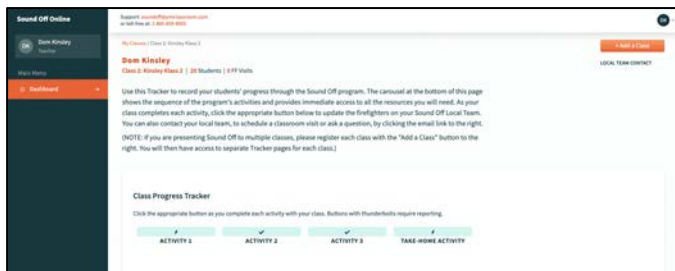

Additional Resources

Clicking the final picture in the resource selector (Additional Resources) opens a page with direct links to PDFs of suggested physical activity games to supplement the Sound Off lessons, family handouts on Smoke Alarms and CO Alarms, both in English or Spanish, and a link to The Sound Off Safety App.
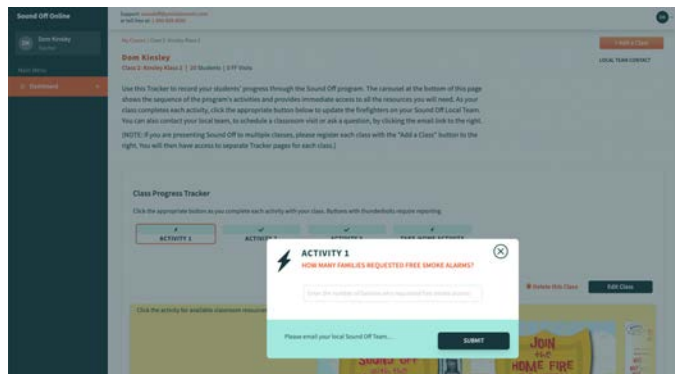
Class Progress Tracker Buttons

As you present Sound Off, please use the light teal buttons at the center of the Class Progress Tracker page to record your students' progress through the program. Sound Off Teams at the local, state, and national level need this information to gauge student and family engagement nationwide.

There are four buttons — one for each of the three in-class activities and one for the Home Fire Drill take-home activity. Click the appropriate button when your students have completed that part of the program.
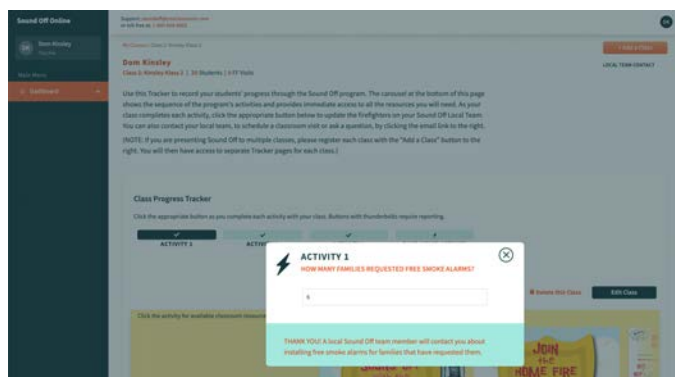
Class Progress Pop-Ups

Note that two of the buttons are marked with a lightning bolt rather than a checkmark. These buttons open a pop-up form that asks for additional information.
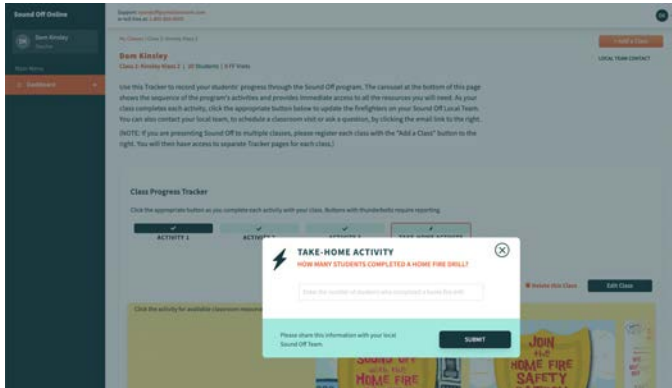
Family Smoke Alarm Requests

Clicking the button for Activity 1 opens a pop-up form that asks how many families have requested free smoke alarms on the Smoke Alarm Survey Activity Sheet their child brought back to class. Please review your students' completed Activity Sheets, count how many families have requested free smoke alarms, and use the counter in the input box to enter that number.

After you click the Submit button, the pop-up displays a notice that a member of your Local Sound Off Team will be in touch to gather the contact information needed to schedule the requested smoke alarm installations. SOO automatically sends a notice to your Local Team when you submit a number for Activity 1. You should expect an email or phone call from a Local Team member asking how you would prefer to share this information. Some teachers feel comfortable sharing the contact information by email, others prefer having a Local Team member pick up copies of the Activity Sheets.

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Please note that we have deliberately constructed SOO to require person-to-person transmission of family contact information. We do not want any personal information (e.g., names, contact information, etc.) about students or their families recorded in the SOO system.

Family Fire Drills

Clicking the progress tracker button for the take-home activity opens a pop-up form that asks how many families reported that they have completed a home fire drill on the take-home Activity Sheet their child brought back to class. Please review your students' completed Activity Sheets, count how many families completed a home fire drill, and use the counter in the input box to enter that number. After you click the Submit button, the pop-up displays a Thank You notice to confirm that the data has been recorded.