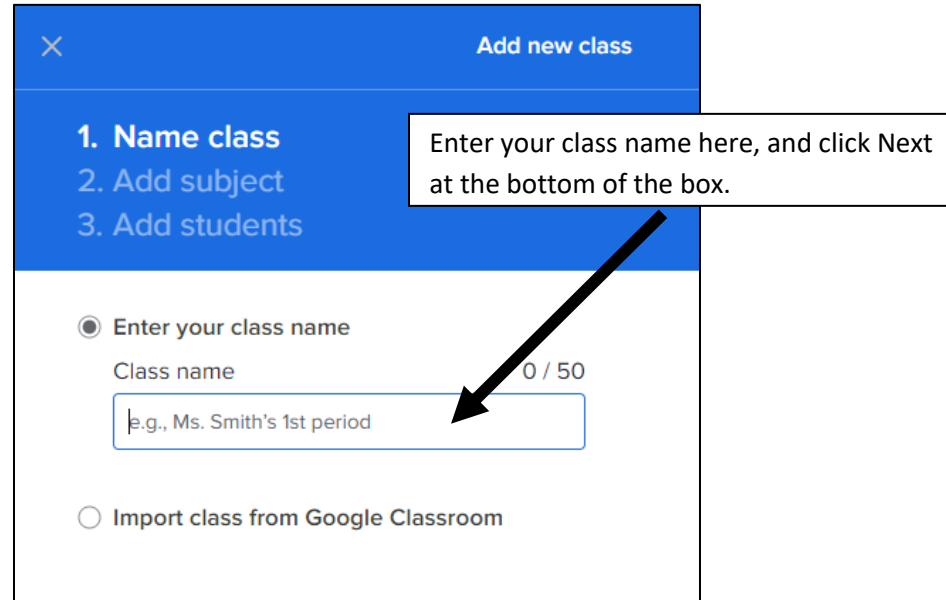
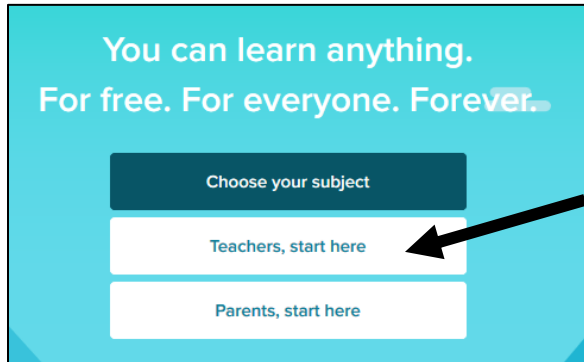


Khan Academy for Distance Learning in ABE

Step 1: Login, create a class, and select a subject

1. Go to KhanAcademy.org
2. Login with your teacher account or click “Teachers, start here” to create one. When creating a new account, you can login with FaceBook or Google, or you can create a new account using your email address.
3. If this is a new account, you will be prompted to create & name a class; if it’s an existing teacher account, click the link for “Add new class.”



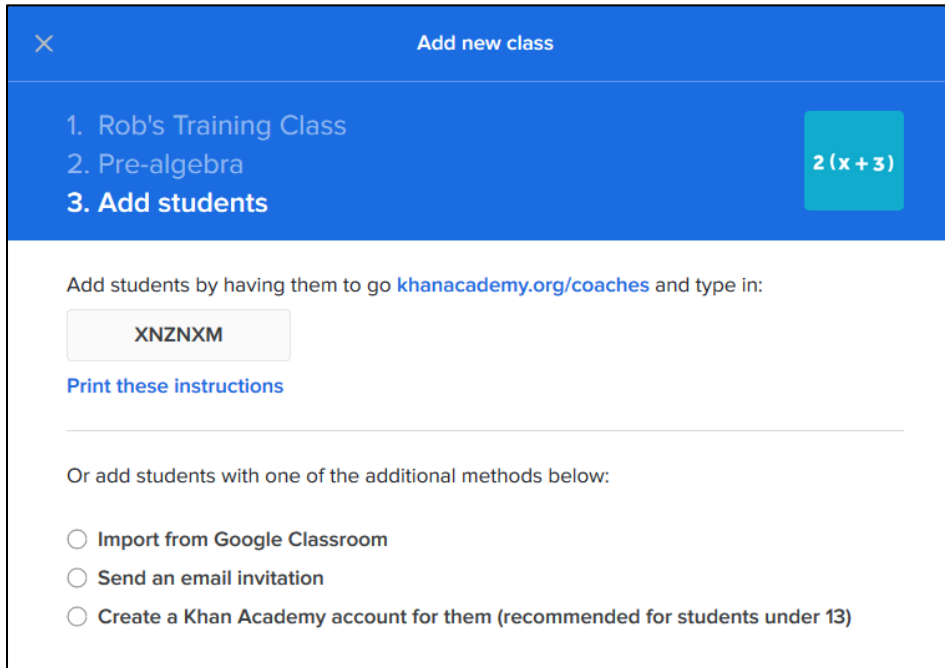
4. Select a subject (or subjects) for the class: this is the content that will be actively tracked in the class; however it does NOT restrict what students have access to or what will be counted for student contact hours. You will need to monitor whether students are working on appropriate material (see pg. 5).

Note: At present, only classes with subject that has an available “Mission” show the “Progress” tab where teachers can download a Distance Learning hours report. This is mainly Math and Computer Science subjects. Unless/until this changes, you will always need to select a Math or CS subject for your class for the purposes of generating a DL hours report. However, you can select multiple subjects for the class. If you are creating a class for a subject like Grammar or History, I recommend selecting that subject first and then also selecting a math subject.

Khan Academy for Distance Learning in ABE

Step 2: Add students to your class roster

1. If you are a new teacher on Khan Academy and this is the first class you've created, you will automatically be prompted to add students. If you are using an existing teacher account that already has at least one class set up, you may not be. If you don't see the "Add students" prompt immediately, open your class, click "Roster" and click "Add new students." You can add students in several ways:
 - a. Using your class code: students login to their KA accounts and enter the unique code for your class.
 - b. You can import a student roster from Google Classroom if you use that system.
 - c. If you know students' email addresses, you can send them an invitation to join your class.
 - d. You can create user accounts for students who do not have email.



- e. If you are using an existing KA account and have enrolled students previously, you can add those current students to your new class. To do this, open your old class and go to the roster. Select the students you want to enroll in the new class, and from the Actions menu choose "Add to class." Select your new class(es) and click "Add."
- f. If you are new to Khan Academy, after you finish adding students you will be prompted to select your school. You can skip this step if you choose.

Khan Academy for Distance Learning in ABE

Step 3: Assign content (optional, but helpful)

Khan Academy is an open platform where students can study anything they like, in any order they like. As a teacher, you can't restrict what your students have access to. You can give them assignments with due dates, however. While it's optional, using assignments can be a good choice if your students need help focusing, need help choosing level-appropriate material, or if you want to reinforce a specific skill you are teaching in the classroom.

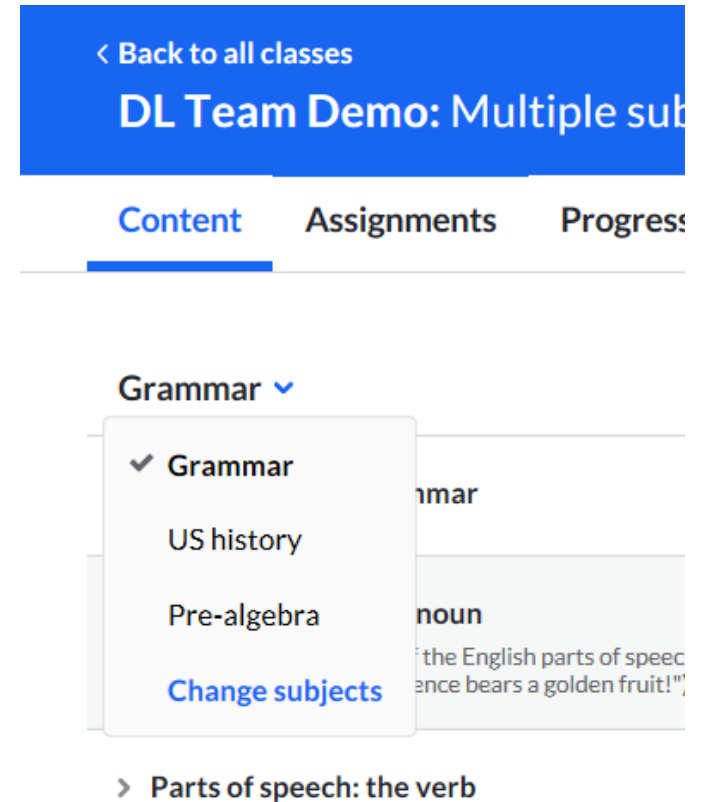
Teachers create assignments on the **Content** tab for their class. Assignments you have already created can be viewed on the **Assignments** tab.

The Content tab shows all the topics in the content area you selected as the **Subject(s)** for your class when you set it up. You can view topics for one subject at a time. If you have assigned more than one, you can switch between them using a dropdown menu in the upper left of the screen, as shown to the right:

Use the Content tab to locate material to assign to students, select it using checkboxes, and then click the blue **Assign** button in the upper right to choose classes or students.

For more information about the Content tab, watch this video from Khan Academy:

<https://www.khanacademy.org/resources/explore-new-features/v/how-to-use-the-content-tab>



Khan Academy for Distance Learning in ABE

Step 4: Monitor student work and progress

1. Login with your teacher account and go to your Coach Dashboard.
2. Open a class.
3. Click the Progress tab. (Don't have a Progress tab? You may need to select a Math subject for your class for it to appear. To do this, go to the Settings and under Subject, click "Change Subject." Choose anything from the Math section.)
4. You can sort your view either by **skill** or by **student**. Use Skill if you want to see how all your students are progressing in a particular area of study; use Student if you want to check up on individual students across different areas of study, or run DL hours reports (see Step 5).
5. On the Progress tab, KA doesn't automatically show you the subject (sometimes called a "mission") you selected for your class. You must choose it from the drop-down menu. Note that not all subjects have an available mission. If yours does not, you can skip this and just view individual students (see next page).

< Back to all classes

GED Prep: Multiple subjects ▾

Class code
W2BYZS

Assignments **Progress** Activity Roster Settings

Progress by skill Skill Student

Mission: Early math ▾ Within mission: Find topics or skills ▾ Struggling Download

▶ COUNTING

▼ ADDITION AND SUBTRACTION INTRO

▶ Add within 5

▶ Subtract within 5

Select a mission here to see your students' progress in specific skills.

6. Skill view: click to open a skill and see a chart showing how all your students are performing in this area.
7. Student view: see next page.

Khan Academy for Distance Learning in ABE

Step 4: Monitor student work, part two. Are students working on ABE-appropriate content?

Khan Academy has a huge variety of learning content, not all of which is appropriate in an ABE context. For example, some subjects are outside of the content domain of ABE, such as Art History. While most content on Khan Academy (math, history, science, etc.) is ABE-eligible, teachers should monitor students to make sure they are working on eligible content. If students want to study non-eligible content they can do so, but the teacher should not report DL hours for it. If you are unfamiliar with what qualifies as ABE-eligible content, you can refer to the eligible content policy on the mnabe.org website.

To see what individual students have been working on:

1. Login with your teacher account and go to your Coach Dashboard.
2. Open a class.
3. Click the Progress tab. (Don't have a Progress tab? You may need to select a Math subject for your class for it to appear. To do this, go to the Settings and under Subject, click "Change Subject." Choose anything from the Math section.)
4. Sort by Student.
5. In the "Activity from" menu, choose the date range that you want to see data for (default is Last 7 days).
6. The graph at the top of the page shows progress towards a particular mission. If you aren't tracking a particular mission, scroll down to see your list of students. Click a student's name to see their details:

The screenshot shows the Khan Academy Coach Dashboard interface. At the top, there are three filter menus: "Student level: Any level", "Within mission: Find topics or skills", and "Activity from: Last 7 days". The "Activity from" menu is circled in black. Below the filters is a table of students. The first student listed is "jasonBrazier" with a score of 0, 0, and 13, and a total of 3,521 points. To the right of the student name is a link to the student's profile. Below the student name, there are tabs for "Skills", "Recommendations", "Videos", "Badges", "Activity", and "Focus". The "Videos" tab is selected, showing a list of videos watched on "Aug 1st". The videos listed are "Introduction to verbs" (10 minutes), "Introduction to agreement", and "Pre-contact Americas".

Student Name ^	Points
jasonBrazier	3,521

Activity from: Last 7 days

Skills Recommendations Videos Badges Activity Focus

Aug 1st

Introduction to verbs 10 minutes

Introduction to agreement

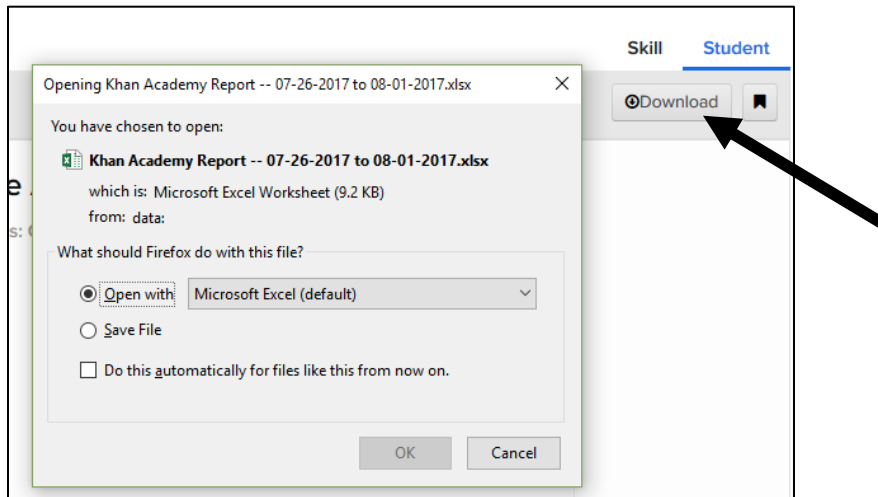
Pre-contact Americas

7. You can view a list of videos the student has watched, badges they have earned, their complete activity log, and a circle graph showing what areas they have focused on. Mousing over the items on the Focus graph is a quick and easy way to see the content areas the student has been working on.

Khan Academy for Distance Learning in ABE

Step 5: Run a DL hours report

1. Once you have verified that students have been working on ABE-appropriate content, you can use the Student Progress page to run a DL hours report.
2. Begin by setting a custom date range using the menu next to “Activity from.”
3. Click the “Download” button in the upper right to create a spreadsheet.



4. In the spreadsheet, the **Total Minutes** column shows how much time (in minutes) students have been studying. **Add this amount +25% to SID.**

A screenshot of an Excel spreadsheet. The columns are labeled A through M. Row 1 contains the following text: 'Student', 'Struggling', 'Needs Pra', 'Practiced', 'Level 1', 'Level 2', 'Mastered', 'Total Minutes', 'Video Minutes', 'Skill Minutes', 'Badges Ea', 'Points Ear', 'Classes'. Row 2 contains the following data: 'jasonBrazi', '0', '0', '2', '0', '0', '0', '13.26666667', '9.783333333', '3.483333333', '1', '3521', 'GED Prep'. A black arrow points from the 'Total Minutes' column header in row 1 to the value '13.26666667' in row 2.