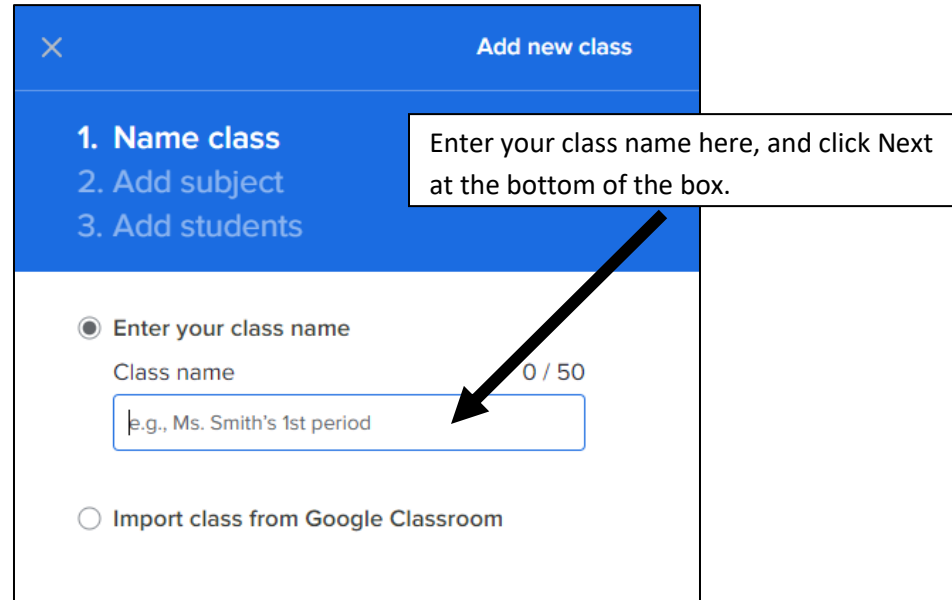
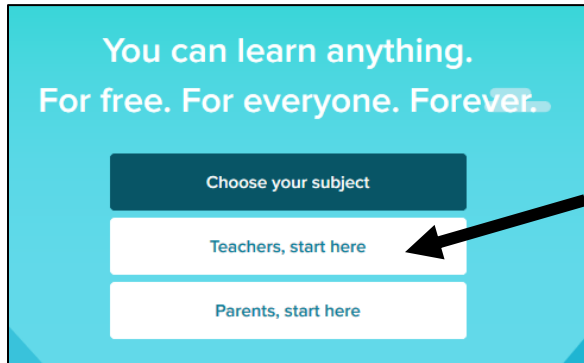


## Step 1: Login, create a class, and select a subject

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.”

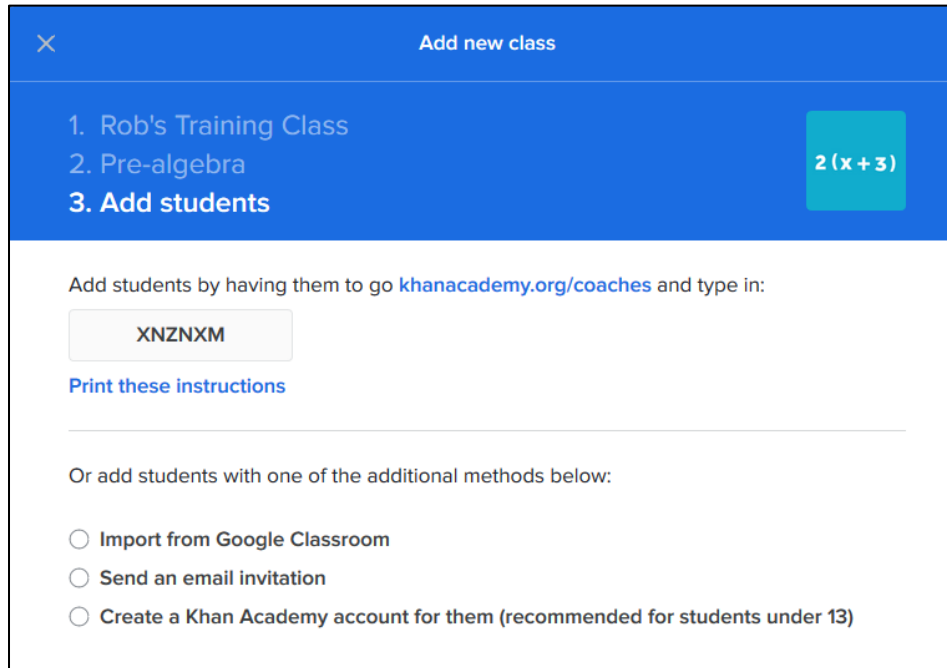


4. Select a subject (or subjects) for the class: this is the content that will be actively tracked in the class; however it does NOT restrict what students have access to or what will be counted for student contact hours. You will need to monitor whether students are working on appropriate material (see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

*Note: At present, only classes with a Math subject show the “Progress” tab where teachers can download a Distance Learning hours report. Unless/until this changes, you will always need to select a Math subject for your class for the purposes of generating a DL hours report. However, you can select a different subject now and use it to create assignments, then change the subject later when you need to run the hours report. Or 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. The first subject you select is used by KA as the basis for creating assignments, and adding a secondary math subject makes sure the Progress tab appears for you.*

## 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. If you know students' email addresses, you can send them an invitation to join your class
  - c. You can create user accounts for students who do not have email. When creating accounts, you need to put an email address in the "parent email" box. (KA assumes that the reason your students don't have email is because they are children.) You can use any valid email address, even your own.

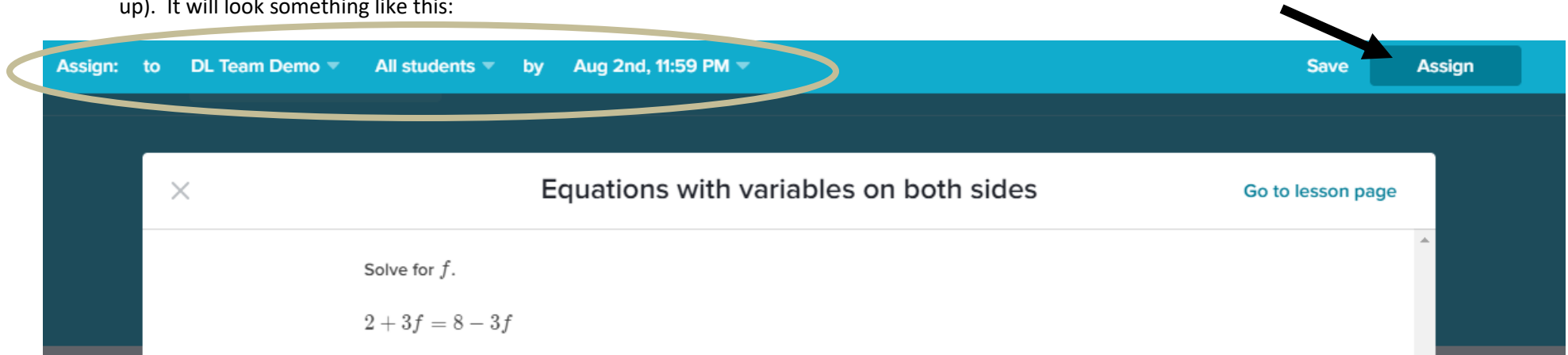


- d. If you are using an existing KA account and have enrolled students previously, you can add those current students to your new class. To do this, open your old class and go to the roster. Select the students you want to enroll in the new class, and from the Actions menu choose "Add to class." Select your new class(es) and click "Add."
- e. 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.

### 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.

1. When creating a new class, you may be prompted to "find content to assign." If not, open your class and go to the Assignments tab. Then click the blue "Find content to assign" button.
2. You will be taken to a view of Khan Academy content in the first subject area you selected for your class. Click an item (video, exercise, etc.) and it will open in a pop-up window for you to preview. If you want to assign this item to your students, look across the top bar of the main screen (not the pop-up). It will look something like this:



3. If you have more than one class, use the class name menu to select the class you want to assign this content to. You can assign it to all students in the class (the default) or you can open that menu to select individual students. You may want to adjust the due date.
4. You now have two options: Save the assignment to give to students later (by clicking "Save"), or assign it immediately using the "Assign" button.
5. You can now close the pop-up window. If you want to make another assignment, repeat steps 2-4. If not, you can navigate back to your teacher interface. A quick way to get there is by clicking your name in the upper right and choosing "Coach Dashboard."

#### 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.
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

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

Download

Skill Student

▶ COUNTING

▼ ADDITION AND SUBTRACTION INTRO

▶ Add within 5

▶ Subtract within 5

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.

#### 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 student activity. The table has columns for "Student Name", "Points", and "Activity". The student "jasonBrazier" is listed with 0 points and 13 activities. To the right of the table, there is a section for "jasonBrazier" with tabs for "Skills", "Recommendations", "Videos", "Badges", "Activity", and "Focus". The "Activity" tab is selected, showing a list of activities for "Aug 1st": "Introduction to verbs" (10 minutes), "Introduction to agreement", and "Pre-contact Americas".

Student Name	Points	Activity
jasonBrazier	0	13

**jasonBrazier**

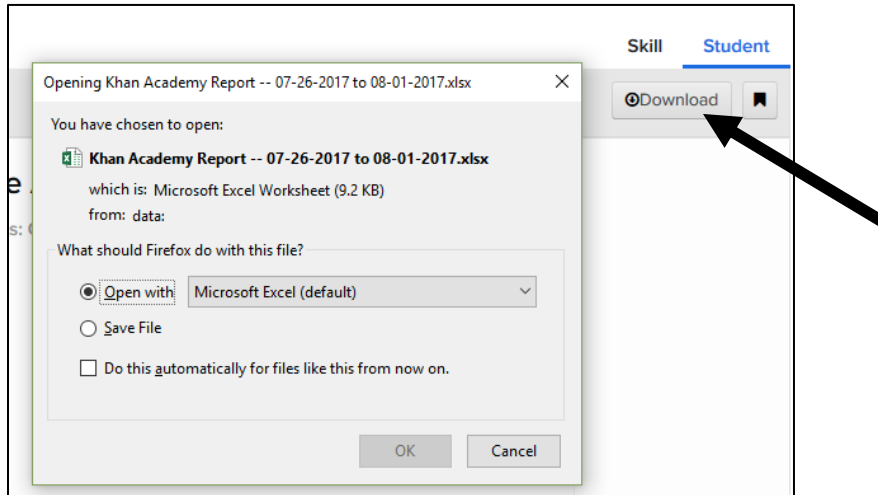
Skills Recommendations Videos Badges Activity Focus

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.

### 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 a spreadsheet with columns A through M and rows 1 and 2. Column A is labeled 'Student', B is 'Struggling', C is 'Needs Pra', D is 'Practiced', E is 'Level 1', F is 'Level 2', G is 'Mastered', H is 'Total Minutes', I is 'Video Minutes', J is 'Skill Minutes', K is 'Badges Ea', L is 'Points Ear', and M is 'Classes'. Row 1 contains the headers. Row 2 contains the data for student 'jasonBrazi'. A black arrow points from the 'Total Minutes' column header to the data cell '13.26666667'.

	A	B	C	D	E	F	G	H	I	J	K	L	M
1	Student	Struggling	Needs Pra	Practiced	Level 1	Level 2	Mastered	Total Minutes	Video Minutes	Skill Minutes	Badges Ea	Points Ear	Classes
2	jasonBrazi	0	0	2	0	0	0	13.26666667	9.783333333	3.483333333	1	3521	GED Prep