

Teachers: Create a class, assign a “mission,” and add students

1. Go to KhanAcademy.org
2. Login with your teacher account (or click “Teachers: start here” to create one)
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 green “Add a class” button
4. Select a mission 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 pages 5-6).
5. You can add students in three ways:
 - a. By email invitation: click the green “Invite students” button
 - b. Using your class code: students login to their existing KA accounts and add you as a coach (see right panel)
 - c. You can create user accounts for students who do not have email by clicking the green “Create accounts” button. 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.)

The screenshot shows the Khan Academy class management interface for a class named "KA training class". The class code is TZPVYF and there are 0 students. The interface includes a header with the class name, code, and a "Subscribed" status. Below the header, there are options to "Move to", "Add to", "Remove", and "edit display names". The main content area is divided into two columns. The left column has two options: "Add students with email" (recommended for students 13 and over) with an "Invite students" button, and "For students without email" with a "Create accounts" button. The right column is titled "OR SHARE YOUR CLASS CODE" and provides instructions on how to join the class using the class code. It includes a "Print an instruction handout for your class" button.

KA training class [Edit](#)

Class code: TZPVYF 0 students Subscribed

Move to Add to Remove edit display names Done adding new students

Add students with email
Recommended for students 13 and over
[Invite students](#)

For students without email
[Create accounts](#)

OR SHARE YOUR CLASS CODE

Or, students can join your class with a class code. They need to:

1. Sign up at khanacademy.org (or log in with their existing accounts)
2. Visit khanacademy.org/coaches
3. There, in the "Add a coach" field, enter the class code TZPVYF

[Print an instruction handout for your class](#)

Students: Login and find your class mission

If you have created new user accounts for your students, when they login they will be presented with all KA content, not just the mission for your class. You will need to tell students what subject you would like them to study so they can begin in the right place.

The screenshot shows the Khan Academy homepage for user 'faker5'. At the top, there is a search bar and the 'Subjects' dropdown menu. The main content area is divided into several columns of subject categories:

- Math by subject:** Early math, Arithmetic, Pre-algebra, Algebra, Geometry, Trigonometry, Precalculus, Statistics & probability, Calculus, Differential equations, Linear algebra, Math for fun and glory.
- Math by grade:** Kindergarten, 1st, 2nd, 3rd, 4th, 5th, 6th, 7th, 8th, High school.
- Science & engineering:** Physics, Chemistry, Organic chemistry, Biology, Health & medicine, Electrical engineering, Cosmology & astronomy.
- Computing:** Computer programming, Computer science, Hour of Code, Computer animation.
- Other subjects:** Grammar, Music, US history, World history, MCAT, GMAT, IIT JEE, NCLEX-RN, Economics & finance, Microeconomics, Macroeconomics, Finance & capital markets, Entrepreneurship, College Admissions.

A callout box with a white background and a thin border is positioned over the right side of the page. It contains the text: "When they first login, students see this screen. Tell students what content they should begin studying."

Once students have begun studying a topic, the next time they login they will see it listed on their dashboard.

The screenshot shows a student's dashboard for user 'faker5'. The top navigation bar includes 'Subjects', a search icon, the 'Khan Academy' logo, and the user name 'faker5'. Below the navigation bar is a header section with the user's profile picture and name. A callout box points to this area with the text: "When returning to KA, students can pick up where they left off."

The main dashboard area features a navigation bar with tabs: Home, Profile, Badges, Progress, Projects, and Coaches. A green arrow points from a callout box to the 'Progress' tab, with the text: "The progress tab is where students can find recommendations you've made. (see below)".

Below the navigation bar, there is a 'Resume learning' section. It contains a blue grid with a white diagonal line and the text '0 / 11 completed'. Below the grid, it says 'Lines' and 'Basic geometry'. To the right of the grid is a button that says 'Or start learning something new'.

Teachers: Make a recommendation for a student

1. Login with your teacher account
2. Click “Student Progress” for your class
3. Click a student name in the lower left portion of the screen
4. In the panel to the right, click “Make a recommendation” on the far right.

Student level: Any level ▾ Within mission: Find topics or skills ▾ Activity from: All time ▾

Student Name ^	■	■	🕒	Points
donnaescobedo	0	2	1	600
fakeFakerson6	0	0	2	1,300
faker5	0	0	3	185
mlctechtraining	0	0	57	6,425
Rob	0	0	0	0

[fakeFakerson6](#)

2 → [+ Make a recommendation](#)

Skills Recommendations Videos Badges Activity Focus

due Nov 30th	Solve problems with bar graphs 1 (+4 more)	Mastery Status	Questions	Goal
R	Solve problems with bar graphs 1	Needs Practice <input type="checkbox"/>	0	5 in a row ✕
R	Solve problems with bar graphs 2	Needs Practice <input type="checkbox"/>	0	5 in a row ✕

5. Search for skills, click to select them, (optionally set a due date), then click the green “recommend” button.

Recommend tasks to fakeFakerson6

Search for skills and click to select.

All skills at any progress ▾ Selected tasks 3 tasks

decimals

Adding and subtracting decimals word problems

- Adding & subtracting decimals word problems Needs practice ⓘ
- Adding decimals: tenths Needs practice ⓘ
- Adding decimals: hundredths Needs practice ⓘ
- Adding decimals: thousandths Needs practice ⓘ
- Add decimals 1 Needs practice ⓘ
- Add decimals 2 Needs practice ⓘ
- Add decimals 3 Needs practice ⓘ

Adding decimals: tenths 5 in a row ▾ ⓘ ✕

Adding decimals: hundredths 5 in a row ▾ ⓘ ✕

Adding decimals: thousandths 5 in a row ▾ ⓘ ✕

Optionally set a due date

Click to make the recommendation.

+ Include a due date

Recommend to your student

Students: Find your teacher's recommendations

1. Login with your student account
2. From the student dashboard, click the **Progress** tab*
3. Click "Coach Recommendations"
4. Click an item to open the recommended activity.

*If the student dashboard does not display when the student logs in, they can also get to the Progress page by clicking their username in the upper right corner and choosing "Profile." From the Profile page, click the Progress tab.

The screenshot shows the Khan Academy student dashboard for user 'faker5'. The 'Progress' tab is selected in the navigation bar. The 'Coach Recommendations' section is highlighted with a green box and an arrow labeled '2'. A green box labeled '3' points to a recommended activity link: 'Draw rays, lines, & line segments'. A white box labeled '1' points to the 'Progress' tab in the navigation bar.

Skills	Coach Recommendations	Videos	Activity	Focus	Activity from: Last 7 days
due Nov 30th	Identify rays, lines, & line segments (+1 more)				Mastery Status Questions Goal
	Identify rays, lines, & line segments				Needs Practice <input type="checkbox"/> 0 5 in a row
	Draw rays, lines, & line segments				Needs Practice <input type="checkbox"/> 0 5 in a row

Teachers: Track student work

1. Login with your teacher account.
2. Click "Student Progress" for the class you would like to view
3. The top of the screen displays your students' progress in the assigned mission. In the bottom portion of the screen, you can click on individual students to see what they have been working on. Use this screen to make sure that students are working on ABE-appropriate material.

If students are studying outside of the mission, you'll see something like this:

The screenshot shows a dashboard for a student named 'mlctechtraining'. At the top, there are filters for 'Student level: Any level', 'Within mission: Find topics or skills', and 'Activity from: All time'. Below this is a table of student progress:

Student Name ^	■	■	⊙	Points
faker5	0	0	3	185
mlctechtraining	0	0	57	6,425
Rob	0	0	0	0

A green arrow points from the '57' in the 'mlctechtraining' row to a callout box that says '57 minutes of study time, but...'. To the right, there is a section for 'mlctechtraining' with a 'Make a recommendation' button. Below this are tabs for 'Skills', 'Recommendations', 'Videos', 'Badges', 'Activity', and 'Focus'. The 'Skills' tab is active, showing 'Total Arithmetic essentials progress' with a '0% progress' gauge. A legend indicates: 0 skills mastered, 0 skills level two, 0 skills level one, 0 skills practiced, and 121 skills not started. A green arrow points from a callout box that says 'No progress in the mission.' to the '0% progress' gauge. At the bottom, it says 'No activity in the selected date range.'

What does this mean? See next page...

Student level: Any level ▾ Within mission: Find topics or skills ▾ Activity from: All time ▾

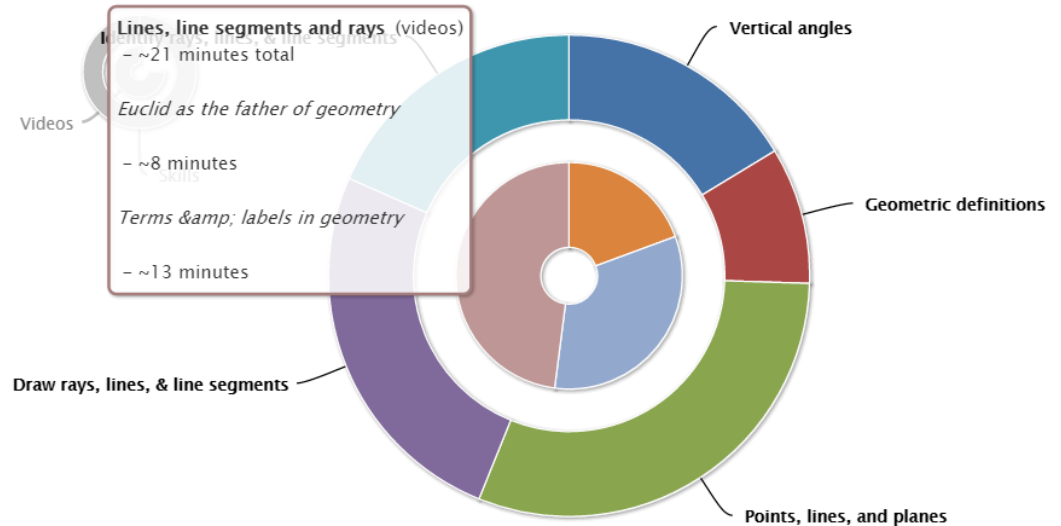
Student Name ^	■	■	⊙	Points
faker5	0	0	3	185
mlctechtraining	0	0	57	6,425
Rob	0	0	0	0

This student has been studying for 57 minutes, but has no skills for my mission. When I view the student's information on the right, I can see that she is studying Geometry. The class mission is arithmetic. So I see no progress towards the mission, but since this is ABE appropriate content, I can still count the time.

[mlctechtraining](#)

[+ Make a recommendation](#)

Skills Recommendations Videos Badges Activity Focus



Teachers: Run a DL hours report

1. Once you have verified that students have been working on ABE-appropriate content (e.g. not Art History or Computer Programming), you can use this Student Progress page to run a DL hours report.
2. Begin by setting a custom date range for your report using the menu next to "Activity from."
3. Click the "Download" button in the upper right to open a spreadsheet.

Class: Open Door Demo Class Mission: The World of Math

Dashboard Manage Students **Student Progress** Skill Progress Grid Activity Real Time

Download

Progress in the World of Math mission

Class: Open Door Demo Class

Number of students

Click the menu next to "Activity from" to set a custom date range for your DL hours report.

Then click here to download a spreadsheet with time in minutes.

Today
Yesterday
Last 2 days
Last 3 days
Last 7 days
Last 30 days
All time
Custom Range

Start: October 1, 2016 End: October 31, 2016

Student level: Any level Within mission: Find topics or skills Activity from: All time

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

	A1	Student											
	A	B	C	D	E	F	G	H	I	J	K	L	
1	Student	Struggling	Needs Pra	Practiced	Level 1	Level 2	Mastered	Total Minutes	Video Min	Skill Minut	Badges Ea	Points Eari	Clas
2	mlctechtraining	0	0	10	0	0	0	56.56666667	44.23333	12.33333	5	6425	KA t
3	donnaescobedo	0	0	0	5	0	2	1.483333333	0	1.483333	1	600	Ope
4	Rob	0	0	0	0	0	0	0	0	0	0	0	KA t
5	fakeFakerson6	0	0	6	0	0	0	1.783333333	0.55	1.233333	2	1300	Ope
6	faker5	0	0	0	0	0	0	3.183333333	3.183333	0	0	185	KA t