QUICK START GUIDE
FOR ADMINISTRATORS SUPPORTING KHAN ACADEMY MATH PROGRAMS

CONTENTS

KHAN
A C A D E M Y

On a mission to provide a free, world-class education for anyone, anywhere

WELCOME TO KHAN ACADEMY!

Khan Academy is a non-profit that provides FREE, high-quality online learning resources and real-time data about learners so that teachers can more effectively spend their time targeting student needs.

As a school leader, you have the power to multiply the effectiveness of a Khan Academy implementation.

- ✧ Provide teachers with a powerful tool that enables targeted interventions
- ✧ Build student confidence and engagement in learning
- ✧ Free up classroom time to enable 1-1 teacher mentoring, peer tutoring, and time for projects
- ✧ Access detailed data about a student's learning progress
- ✧ Don't break the bank – it's free to use any of our resources

Students learn best in environments that are:

- **Personalized** to meet the unique needs of each student

- **Focused on mastery** to build strong foundational understanding of concepts

- **Interactive and exploratory environments** to encourage applied learning and projects
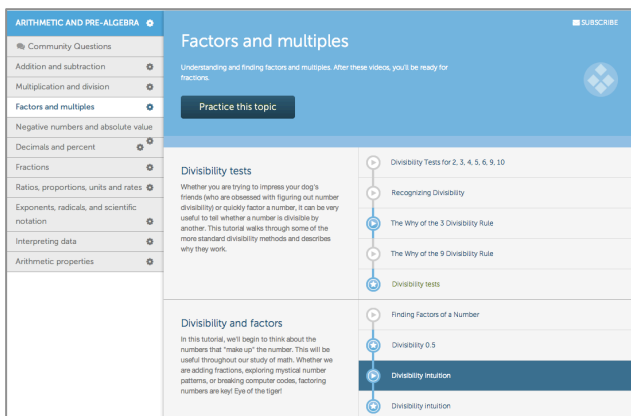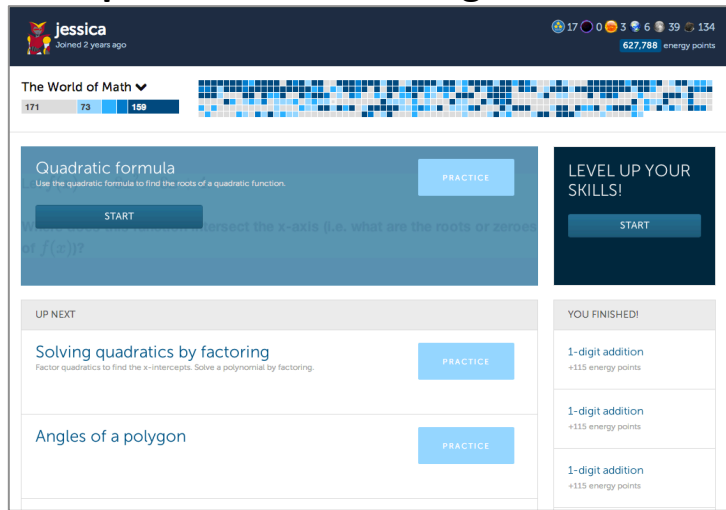
Access is completely FREE.
No contract is required, even at a school or district level.
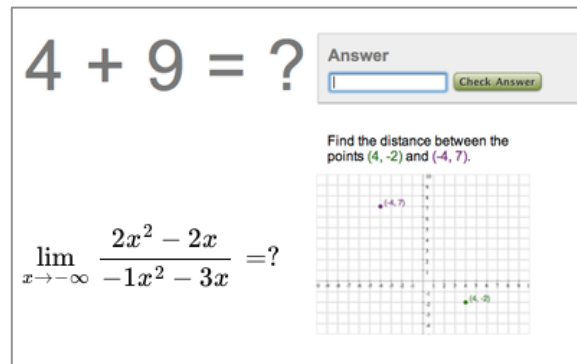*There is no spam and no ads on our site.*

HIGHLIGHTS OF KHAN ACADEMY

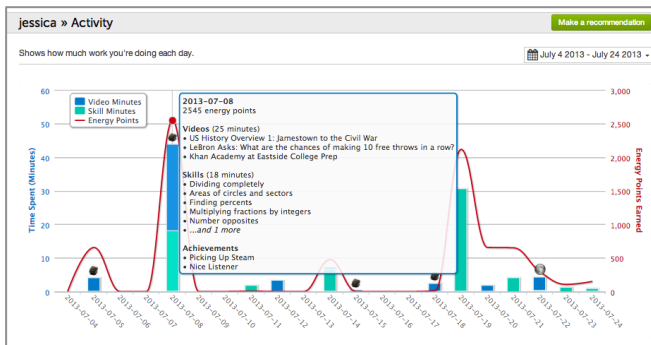**A personalized learning dashboard**

Curated tutorials across subjects with lessons, skills practice, and explorations

A galaxy of Infinite practice from basic addition to calculus

Real-time individual and class data at your fingertips

STEPS TO START

STEP 1: Try it out

STEP 2: Envision the possibilities

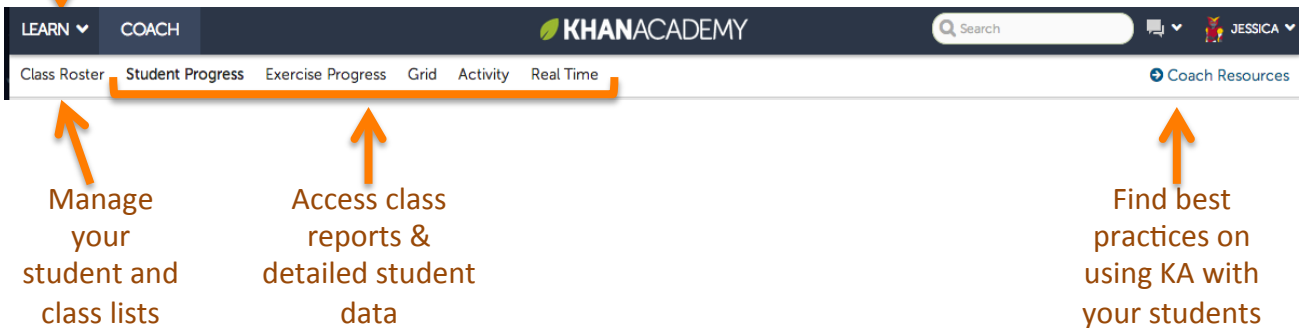**STEP 3:** Kickstart your pilot team

STEP 4: Align on the approach

STEP 1: Try it out

1. **Sign up for an account** at www.khanacademy.org using an email address to try out all the functionality. From the LEARN menu in the upper left, select from a variety of topics – or use the search bar to find a specific topic.

Explore a topic

LEARN ⌄	COACH					🍃 **KHAN**ACADEMY	Q Search	💬 ⌄	🧑 JESSICA ⌄
Class Roster	Student Progress	Exercise Progress	Grid	Activity	Real Time				⊕ Coach Resources

Manage your student and class lists

Access class reports & detailed student data

Find best practices on using KA with your students

2. **Explore a populated class-level data set using our Coach Demo** at www.khanacademy.org/coach/demo

Click "ACCESS DEMO" *(if you are already signed in, click LOGOUT AND ACCESS DEMO).*

STEP 2: Envision the possibilities

Given the context of your organization, imagine how Khan Academy might be implemented. You'll notice in the couple of scenarios below that each starts small, and scales up over time, along with the level of support and maturity of the implementation.

KEY REQUIREMENTS

- Focus on **excited** teachers who opt-in
- Start **small**
- Grow & deepen implementations **over time**

For example, at Oakland Unity High School:

- **Proof of concept:** OUHS implemented in their summer school as a self-paced curriculum
- **Year 1:** Used KA in Algebra to replace homework and as a core learning lab resource; the classroom teacher and learning lab teacher collaborated to personalize learning for students
- **Year 2:** For Algebra and Geometry, a 1:1 device to student ratio was used for a blended learning experience with Khan Academy; the learning lab was extra time for additional reinforcement
- **Year 3:** Use expanded to include Algebra II and pre-calculus as well

At a district level you might consider a rollout as follows:

- **Proof of concept:** Select program lead along with 2-5 pilot teachers to try out in their classrooms; implementations may vary from supplemental use to fully blended classrooms
- **Year 1:** Districtwide pilot targeted at teachers who opt-in for specific grade levels; those teachers receive specific KA training and mentorship throughout the year and share learnings
- **Year 2:** Open up the pilot to additional teachers who opt-in (include training and mentorship)
- **Year 3:** Provide training to all teachers on using Khan Academy; support those who seek mentorship

STEP 2: Envision the possibilities

Mistakes to avoid when implementing

THE BIG BANG
MISTAKE #5. *Getting so excited, you ask everyone to implement right away*

While Khan Academy is a helpful resource, start with those who have an open mind to it. This both helps you figure out best practices in how to use Khan Academy locally, and gather lots of great insight in rolling it out. In time, those who see it in action in other classrooms will better understand the value, but forcing teachers to use KA often leads to a tougher start.

ONE SHOT TRAINING
MISTAKE #4. *Providing training, but not on-going support*

Many organizations are great about providing initial training to their teachers, but forget about dedicating resources to mentor teachers on get going in the classroom on an ongoing basis, as well as create a community where teachers can share ideas. Similar to teaching a lesson in the classroom, the hardest part of learning is putting lessons into practice. Be sure to support your teachers with dedicated resources to get through tech and implementation challenges.

TECH CRUNCH
MISTAKE #3. *Bypassing the homework to get tech right*

Before implementing Khan Academy, test it out on your technology. For some schools, there may be a large investment in devices or internet infrastructure, so do your homework before you purchase, and then be sure to test! Start with a pilot group to figure out the kinks.

INSIDE THE BOX
MISTAKE #2. *Forgetting that to improve is to change*

Khan Academy is about improving a classroom. To improve, means change is required. Be supportive of teachers evolving their implementation. Use of Khan Academy often requires a slight variation depending on the teacher, their students, and their unique circumstances. Give them the space and encouragement to find the variation that works for them.

LOST IN TRANSLATION
MISTAKE #1. *Under communicating what we are doing and why*

Teams do great things when working towards the same goal. Throughout a Khan Academy implementation, communication is key to articulate the goal and progress towards it. There will be many reasons to communicate throughout. Identify them and who should know. Then, share, share, share.

STEP 3: Kickstart your pilot team

FIND YOUR LEADERS

Find at least one champion teacher to spearhead the initial implementation effort. Optimize your efforts by starting with those who are excited to try out Khan Academy resources in their classroom, and who are comfortable with technology and an evolving implementation.

Invite teachers to opt-in to a pilot for Khan Academy in their classrooms. **We highly recommend starting with a <u>small </u>pilot group**. Invite teachers to **opt-in** to a pilot for Khan Academy in their classrooms. After they have experienced success, then plan for a broader implementation.

EMPOWER YOUR TEAM

Set the mindset: Set the stage that the initial pilot teachers will be pioneers to forge the path for blended learning, and will be supported in integrating Khan Academy into their classrooms. Ensure that teachers have the option to participate.

Get technology: Make sure you have funding for devices, internet, as well as technical support for teachers to use KA. Check out **the IT Quick Start Guide** for details on how to GET CONNECTED.

Allocate dedicated project resources: We highly recommend appointing a Project Lead / Teacher Coach who can be the local on the ground resource for teachers, and understands how teachers can get the most from Khan Academy.

Provide training: Allocate time before and during the rollout for teachers to explore Khan Academy's content, classroom features + the Coach Resources section (www.khanacademy.org/coach-res); and plan how they want to use KA in the classroom.

Support teachers: Provide teachers the time to plan out how they will use Khan Academy and time to collaborate / brainstorm with other teachers on evolving their implementations. Over time, implementations typically evolve to become increasingly personalized, mastery-based, and interactive. Your encouragement and support as a school leader is critical to success.

START SIMPLE, JUST START.

STEP 4: Align on the approach

In education, everyone is focused on student success, but may have different perspectives on how to support it. Bring together your administration, pilot teachers and IT to align on your organization's vision and approach.

EXAMPLE DISCUSSION TOPICS

- ❑ **What will the implementation look like?** We highly recommend a phased rollout (See next page for a sample plan). For each phase, understand who will use Khan Academy and how (e.g., how many classrooms / students will be streaming video simultaneously). This will inform what technology will need to be set-up.

- ❑ **What communications are needed?** Set a meeting cadence for relevant parties to communicate progress, share best practices and refine the process. Also consider communications that will be needed for other groups (e.g., **parents**).

- ❑ **What training and support will be provided?** Identify capable people to train and support teachers with technology, as well as how to implement Khan Academy. Ensure teachers are aware of resources available at www.khanacademy.org/coach-res

- ❑ **What IT systems and procedures are needed?** For example:
  - ➢ *Provisioning:* How will devices be inventoried and distributed?
  - ➢ *Maintenance:* How will updates, security patches, etc. be installed? What are response times for technical issues (e.g., password resets, broken devices)?
  - ➢ *Support / training:* How should teachers / students contact IT support when in need? How will basic troubleshooting info be provided and to whom?
  - ➢ *Account creation:* Align on any guidelines for email / username creation and who will be responsible for account creation (student, teacher or IT). For large implementations, consider using Clever (see Appendix for details).
  - ➢ *Other topics* will vary by organization, but may include BYOD (bring your own device) policies or filtering

- ❑ **How will we define success?** Measures of success typically focus on a few areas:
  - 1) Successfully getting on / using Khan Academy
  - 2) Students feeling more invested in learning
  - 3) Teachers seeing results in students filling gaps
  - 4) More teachers interested in using Khan Academy

- ❑ **When success happens, how can it spread?** As you stay updated on the pilot, consider which other teachers might be interested. Also think about how to empower pilot teachers to train others.
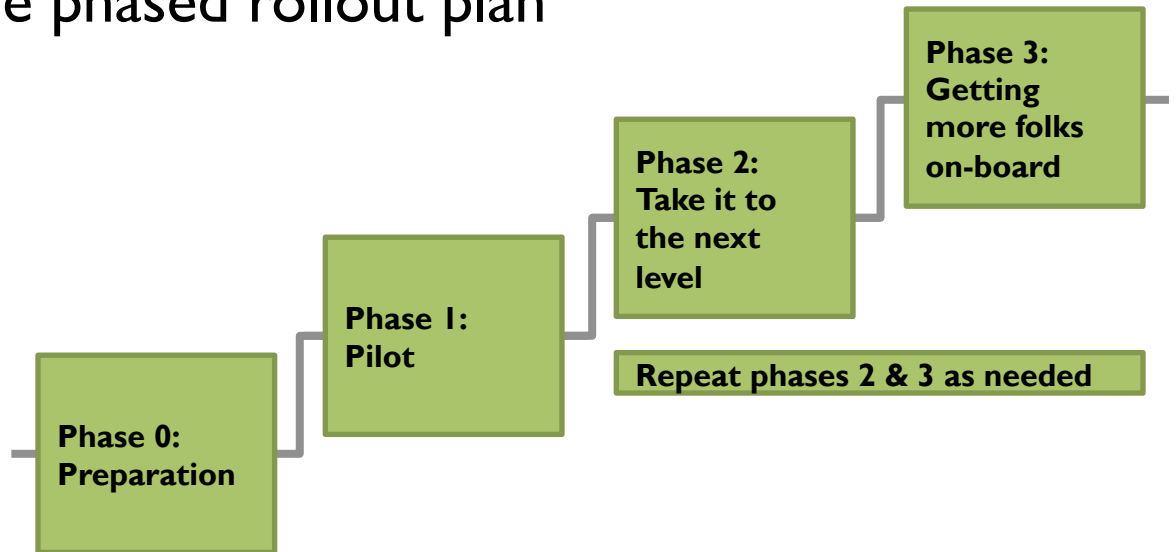
ADDITIONAL RESOURCES

Explore more Coach Resources, including guides for Teacher, Parents and more at:
www.khanacademy.org/coach-res

Sample phased rollout plan

	Phase 0: Preparation	**Phase 1: Pilot**	**Phase 2: Take it to the next level**	**Phase 3: Getting more folks on-board**
			Repeat phases 2 & 3 as needed	
Key stakeholders	❑ Administration ❑ IT ❑ Excited teachers who opt-in to the pilot	❑ Administration ❑ IT ❑ Pilot teachers ❑ Coach for pilot teachers	❑ Administration ❑ IT ❑ Pilot teachers as exemplars ❑ Coach for teachers	❑ Administration ❑ IT ❑ Pilot teacher ❑ Coach/support team for teachers ❑ Parents ❑ Community organizations
Main focus	❑ Identify pilot teachers and a teacher coach / coordinator to support implementations ❑ Get tech & infrastructure in place ❑ Coordinate & plan communications relevant to the pilot	❑ Get pilot classrooms online and comfortable using Khan Academy ❑ Support teachers to personalized, data-driven learning in a blended environment	❑ Find next set of excited teachers to opt-in ❑ Create community for teachers to get questions answered and to share ideas ❑ Collect *and share* stories about how KA is being used ❑ Identify and empower more teacher coaches who can help support teachers	❑ Train the next set of teachers ❑ Get tech in place for new classrooms ❑ Include parents & community (e.g., parents night to introduce KA; partner with afterschool programs, etc) ❑ For prior phase teachers, encourage more personalization, interactivity, data-driven practices, etc

Plan for long-term success

In the most successful Khan Academy implementations, administrators, teachers and IT are all invested in the same vision and approach. To that end, below are key questions that are helpful to align on when developing a long-term strategy.

VISION

- What is the purpose of technology in the classroom? How will it enhance how learning occurs?
- What are benefits to using this technology versus other technology or other techniques?
- What is the tradeoff we are making in investing in this technology versus another?

ROLLOUT

- How will the use of Khan Academy evolve over time? Will more teachers / grade levels be using the resources?

PROFESSIONAL DEVELOPMENT AND INTEGRATION

- What is the plan for professional development to ensure new technology is effectively used?
- How will technology be integrated into the curriculum?
- Who will support our staff in using Khan Academy?

DEVICES, EQUIPMENT AND MAINTENANCE

- What are our learning aims? What technology best suits our needs?
- What is the lifecycle of the device? 3 years , 5 years? When a device is nearing or at the end of its lifecycle, what happens?
- What internet bandwidth and access will support our needs? Will we need significant bandwidth where we consider eRate?
- What is the tradeoff between upfront investment and long-term maintenance?
- What happens to accounts and devices when students join or leave the school?
- Should we invest in an insurance policy on these devices?

Figuring out technology access

BANDWIDTH AND CONNECTIVITY

☐ **Check that the internet bandwidth can handle all students on Khan Academy at a given time.**
We recommend ~1.5 Mbps for a single machine viewing standard definition video. It's unlikely all students will watch streaming videos at the same time (skills practice is significantly less bandwidth), but ~1.5Mbps per student is a safe bet.

☐ **Confirm that wifi access points are close enough**
Ensure that all students can use wifi simultaneously. To be safe, have one router in each room that will be using Khan Academy.

PRIVACY & FILTERS

☐ **Check if your internet has filters that block YouTube.**
Since Khan Academy videos are run on YouTube, unblocking or signing up for YouTube for Schools are common approaches to enable full access. Find out more info about YouTube for School at www.youtube.com/schools

DEVICES & BROWSERS

☐ **Try using Khan Academy on the devices.** Generally laptops or desktops work best. Tablets are okay but some of the data report functionality and a few interactive skills may not work as well. E-readers are not recommended.

☐ **Install the latest versions of browsers.** Older versions do not support the latest technologies and encounter more bugs. We recommend faster browsers like Chrome, Firefox, Safari and IE10.

IT SUPPORT

☐ **Learn basic troubleshooting strategies and know who to reach out to if you need tech support.**

Creating accounts for a school or district

While Khan Academy makes it easy for teachers to add a class full of students, if you are looking add your entire school or district quickly, you may want to consider Clever.

Clever is a company that enables syncing of your rosters automatically with Khan Academy. This service is provided FREE.

For more information, check out:
- **Coach Resources:** https://www.khanacademy.org/coach-res/addl-resources
- **For details / to sign up at:** http://getclever.com/signup/khanacademy