



Adding Your Students into Khan Academy

1. Log into Khan Academy with your teacher account.
2. Click on “Manage Students”.

The screenshot shows the Khan Academy interface. At the top, there's a navigation bar with 'Subjects', 'Coach', and a search bar. Below that, the 'Your students' section is active, with 'Manage Students' highlighted in a red circle. The main area displays 'All students' for a coach with 40 students. A table lists students with checkboxes and 'Add to'/'Remove' options. A green 'Add new students' button is in the top right of the table.

3. Select your class on the left and choose “Add new students”.

The screenshot shows the 'Manage Students' page with a class selected on the left. The class is '7th' with a class code of '8EUXBH' and 2 students. A green 'Add new students' button is highlighted with a red circle.

4. Choose “create accounts for your students without email”.

The screenshot shows a dialog box titled 'SEND INVITATIONS TO YOUR STUDENTS'. It prompts the user to 'Enter your students' emails to invite them to your class'. There's a text input field and two buttons: 'Cancel' and 'Invite students'. At the bottom, there's a red circle around the text 'Or [create accounts](#) for your students without email.'



5. Enter the student username. Username should be first and last name and first digit of student ID.

EXAMPLE:

John Doe student ID is 345678. Username will be johndoe3.

6. Enter the student password. Password should be student ID.
7. Update male/female and student birthdate.
8. **IMPORTANT:** Enter JBOCK@WCPSS.NET for “Parent’s e-mail” for ALL students.

Create your student's account:

johndoe3

.....

Male

Student's birthdate

Jan 1 2000

Parent's email

JBOCK@WCPSS.NET

Cancel Create student

By clicking "Create student", you indicate that you have the parent's permission to create this account and agree to our [Terms of Service](#) and [Privacy Policy](#). [Download our sample parent permission form.](#)

9. Click on “Create student” and repeat for the rest of your class.

Please note: Students can add their “real name” when they log in to their accounts if they click on “Profile” and “Add your bio”. This will ensure that their real name shows up on your reports.