

ClassKite

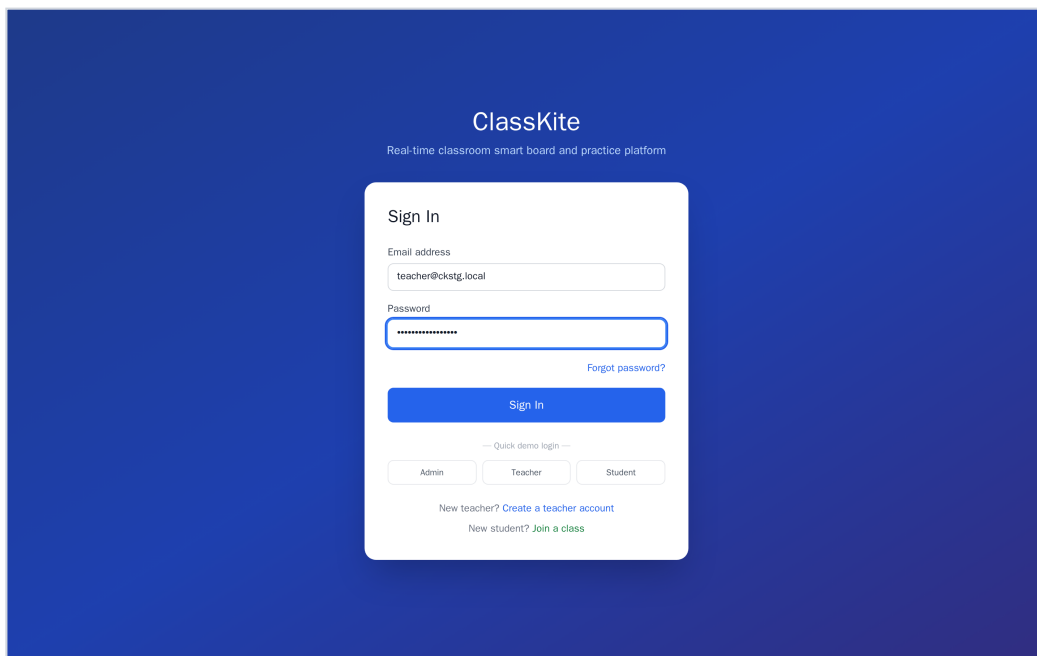
Teacher's Guide

The teaching cycle, step by step, with real screens.

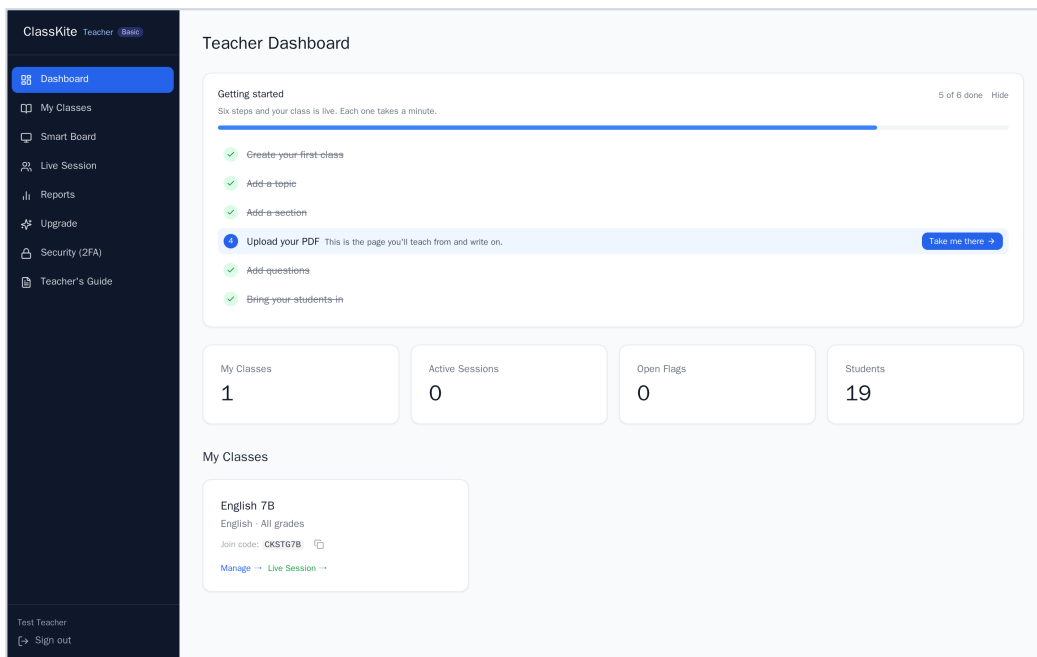
- 1 Importing Question Banks
- 2 Smart Board Process
- 3 Live Session Progress
- 4 Reports

Getting started

Everything in this guide happens in one place: sign in to your ClassKite teacher account in any modern browser - on a laptop, a smartboard, or an iPad. The four sections that follow are one teaching cycle, in the order you use them: you build a lesson's practice questions with an AI assistant, you explain one concept at a time on the Smart Board, you watch that concept's practice in the Live Session until every student is green, and you come back to the board for the next concept. Reports keeps the record afterwards.

The image shows the ClassKite sign-in interface. At the top, the text "ClassKite" is displayed, followed by the tagline "Real-time classroom smart board and practice platform". Below this is a "Sign In" form. The form has two input fields: "Email address" with the value "teacher@ckstg.local" and "Password" with masked characters. A "Forgot password?" link is located below the password field. A large blue "Sign In" button is centered below the inputs. Underneath the button is a "Quick demo login" section with three buttons: "Admin", "Teacher", and "Student". At the bottom of the form, there are two links: "New teacher? Create a teacher account" and "New student? Join a class".

Sign in with your teacher account - the same login works on any device.

The image shows the ClassKite Teacher Dashboard. On the left is a dark sidebar with a navigation menu containing: "Dashboard" (highlighted), "My Classes", "Smart Board", "Live Session", "Reports", "Upgrade", "Security (2FA)", and "Teacher's Guide". At the bottom of the sidebar are "Test Teacher" and "Sign out" links. The main content area is titled "Teacher Dashboard". It features a "Getting started" section with a progress bar and six steps: "Create your first class", "Add a topic", "Add a section", "Upload your PDF" (highlighted with a blue bar and a "Take me there" button), "Add questions", and "Bring your students in". Below this is a row of four summary cards: "My Classes" with a count of 1, "Active Sessions" with a count of 0, "Open Flaps" with a count of 0, and "Students" with a count of 19. At the bottom is a "My Classes" section showing a card for "English 7B" with the subtitle "English - All grades", a "Join code: CKSTG7B", and links for "Manage" and "Live Session".

Your dashboard after signing in: classes, live sessions and reports are one click away in the left navigation.

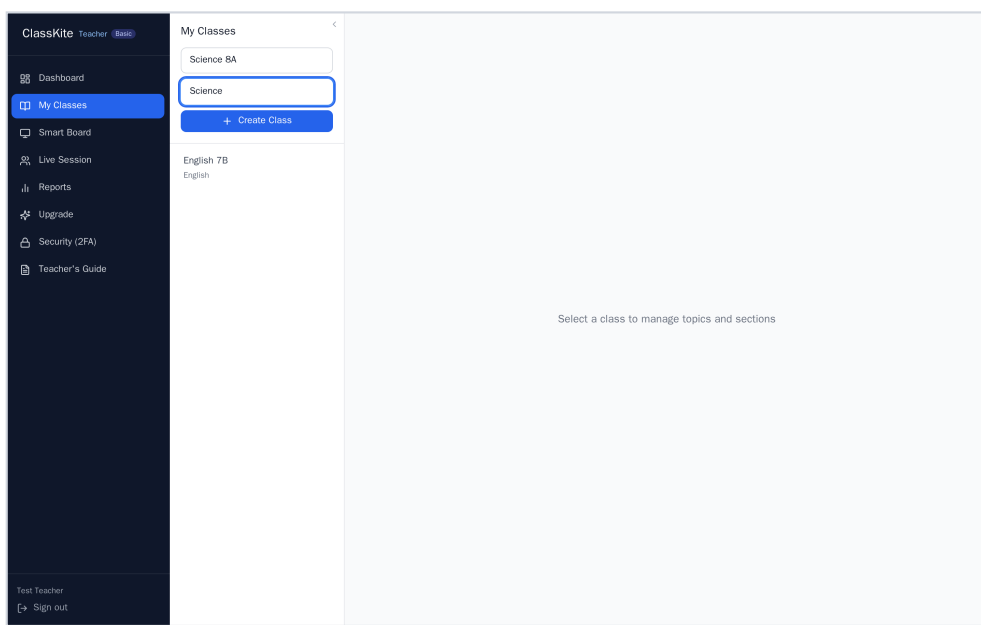


Create your class & bring students in

A class is the home for everything: its students, its topics and worksheets, its live sessions and its reports. Setting one up takes under a minute, and students join themselves with a short code - no email invitations to manage. Do this once per group you teach; the four sections that follow are the lesson itself.

1 Create the class

Open Classes in the left navigation. Type a class name and subject at the top of the class list and press Create Class. The new class appears in the list immediately - create one class per group you teach.

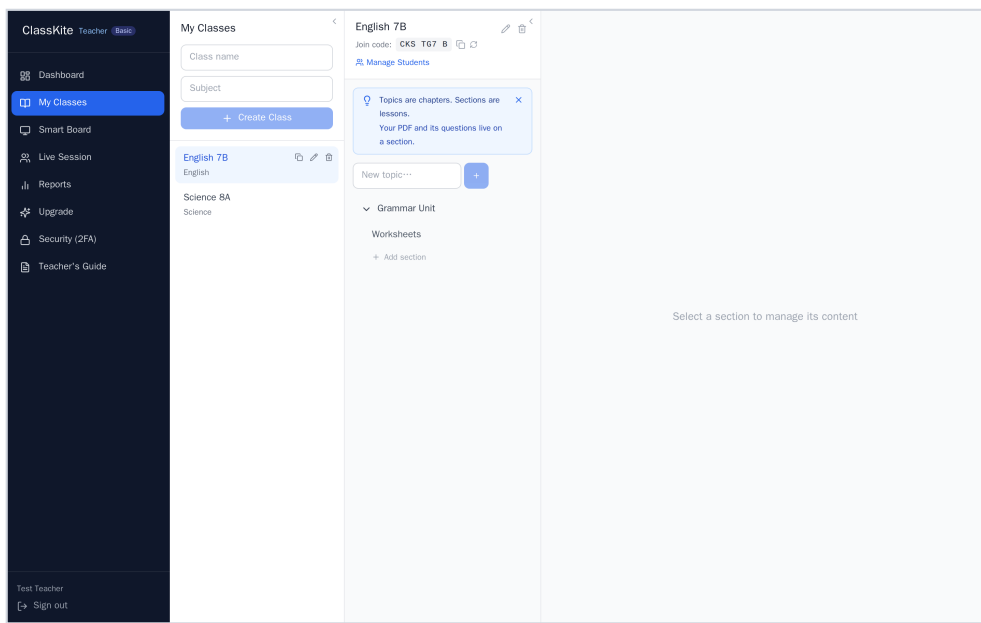


The Classes page: name + subject, then Create Class. Existing classes are listed below.

TIP Write the join code on the board at the start of the first lesson - the whole class can enrol themselves in under a minute.

2 Find the class join code

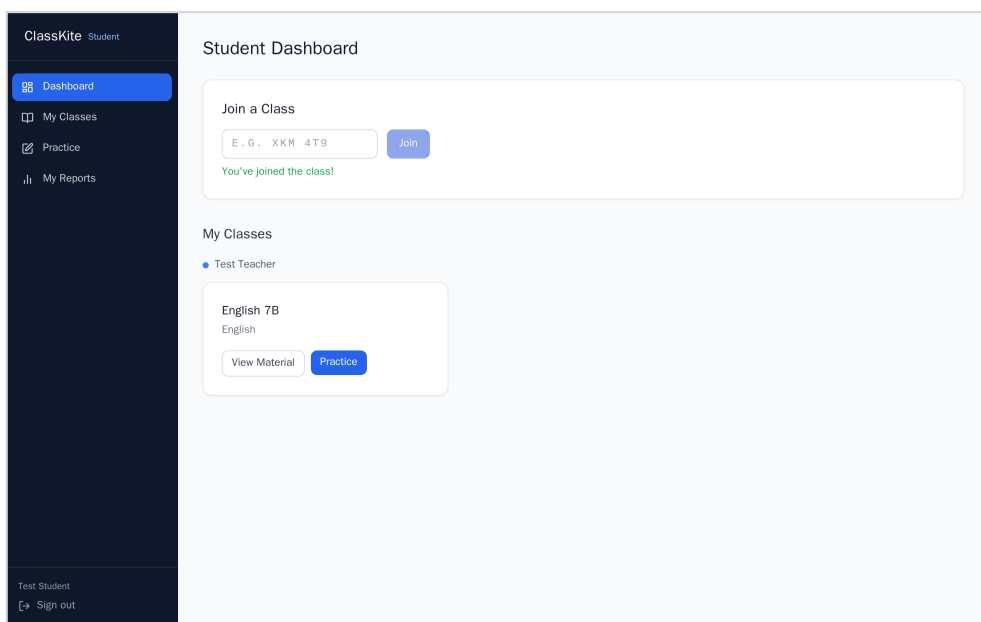
Select the class to open it. Its join code is shown in the class header - this short code is what students use to enrol themselves. Use the icons next to it to copy it, print it as a handout, or regenerate it if it leaks outside your class.



The selected class showing its join code, topic list, and class tools.

3 Students join with the code

Students sign in with their own accounts and enter the code in the "Class join code" box on their dashboard. They are enrolled instantly and the class appears on their dashboard; you will see them in the Students tab of your class, where you can also add students by hand or import a whole list from a spreadsheet.



What students see: entering the join code on the student dashboard enrolls them in your class.



Importing Question Banks

Start the lesson by building its questions. ClassKite's question-bank template is written so an AI assistant can fill it in for you from your own lesson material. Download the template first: open your section's Questions tab and press Download Template. The Excel file carries example questions, a math variant, and an Instructions sheet covering all six question types.

1 Give the AI your material and the template

Upload both your PDF and the Question Bank Template to ChatGPT, then use the following prompt and customize it based on your preferences:

I'm uploading the ClassKite Question Bank Template along with the lesson material PDF. Read the "Instructions" sheet in the Excel template carefully and follow all instructions exactly.

Generate [a similar number of science] questions based on [pages X-Y of the uploaded PDF] at a [similar] difficulty level.

Use a variety of the 6 supported question types defined in the Instructions sheet.

Important: For math questions, the JUMBLED_SENTENCE question type is NOT allowed.

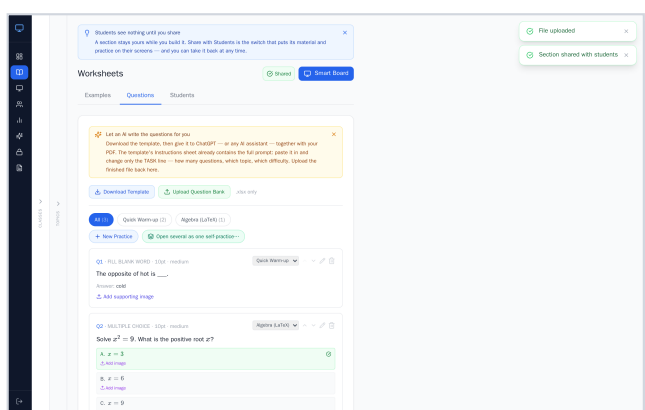
Add all generated questions only below the separator row in the template. Do not modify, delete, reorder, or reformat any existing content, sheets, headers, examples, instructions, or formatting.

Return the completed Excel file ready for use in ClassKite.

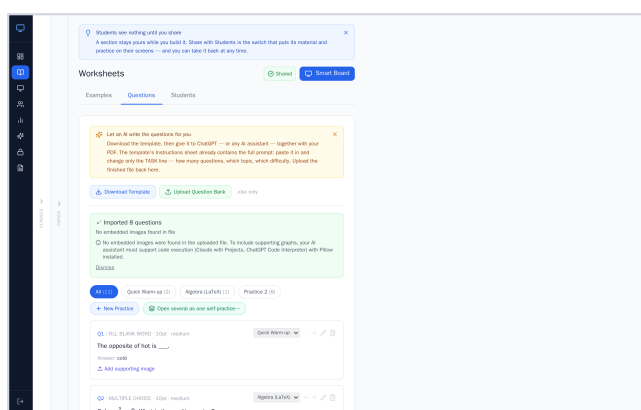
TIP The bracketed parts are yours to change: the subject and number of questions, the pages of your PDF to draw from, and the difficulty level.

2 Import your completed Question Bank Template into your lesson.

Back in the Questions tab, press Upload Question Bank and pick the file the AI returned. Valid rows are imported into the lesson straight away.



The Questions tab: Download Template and Upload Question Bank sit above the question list - the template goes out here and the completed workbook comes back in here.



The imported questions, arriving in the lesson in one upload.

3 Organize the imported questions into separate practice activities for each concept.

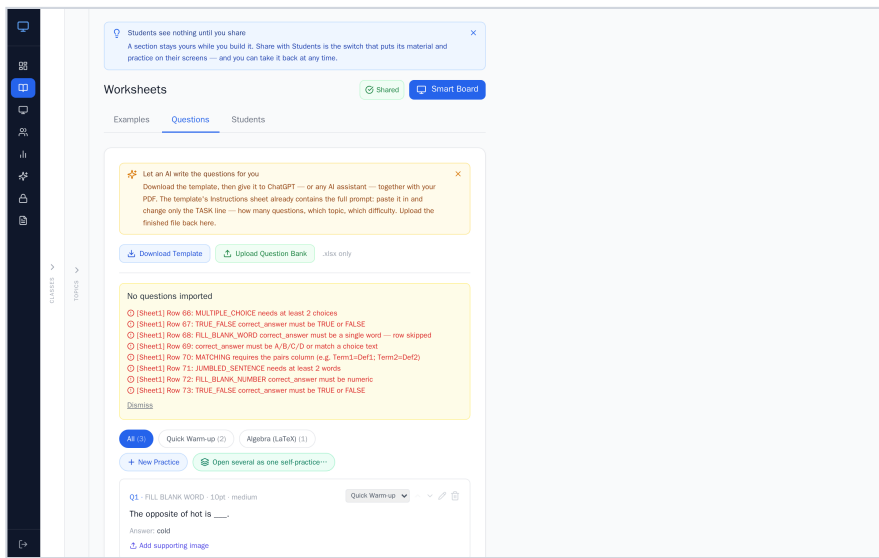
For best results, include only 2-5 questions in each practice. One practice per concept is what makes the teaching cycle in Section 2 work: you explain a concept, then run the short practice that belongs to it.

4 Avoid adding too many questions to a single concept practice.

A long practice stops being a quick check of one idea. Keep each practice short and focused so the class can finish it while the concept is still fresh, and so you can see who has understood it before you move on.

5 Fix a rejected file and re-import it

Sometimes, the import may return invalid or problematic rows. If this happens, copy the appeared error messages and paste them into ChatGPT or your preferred AI agent, then ask it to fix the Excel file based on those errors. Import the corrected file the same way - valid rows from the first attempt are already in, and the messages name the row and the reason, so the assistant has everything it needs to repair it.



A rejected file: every problem row is listed with its row number and the reason. This is the text to copy back to your AI assistant.

SECTION 2

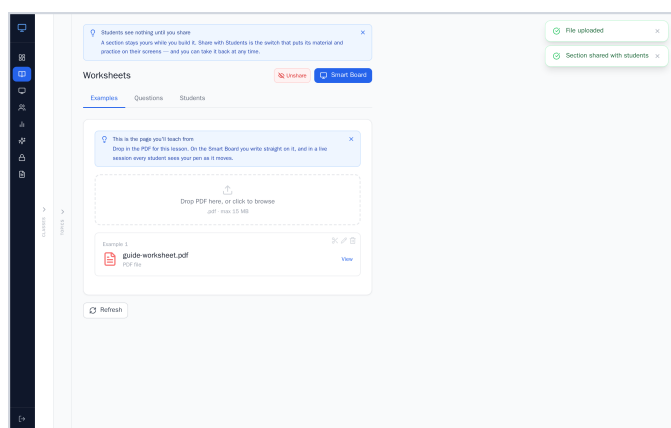
Smart Board Process



This is the cycle the whole lesson runs on: explain one concept, launch that concept's practice, monitor the Live Session, then return to the Smart Board for the next concept. One concept at a time is the point - each practice checks the idea you have just finished explaining, while it is still fresh.



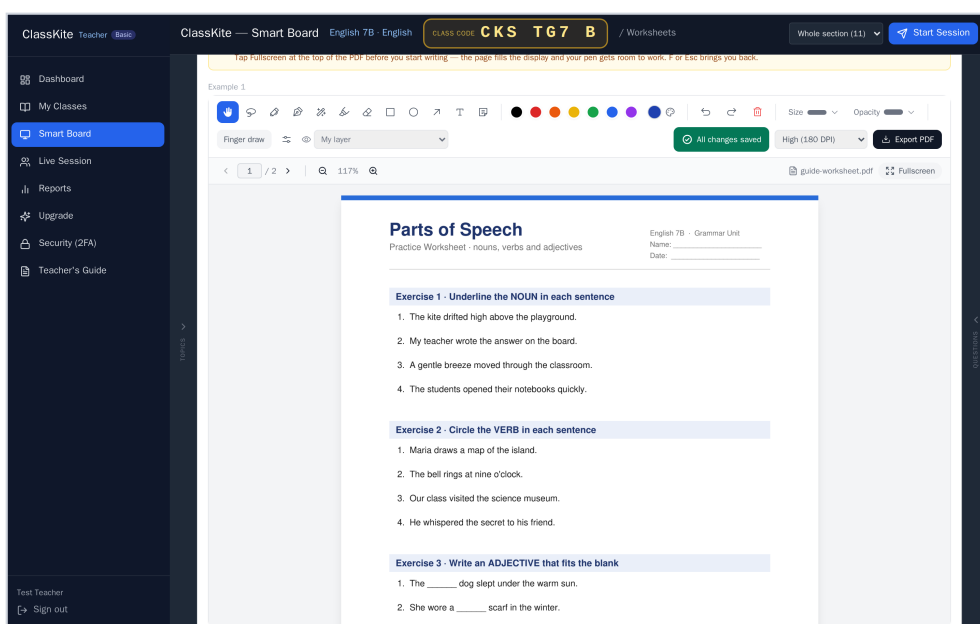
Your material has to be in the section first: inside your class, pick a topic and section, drop a PDF onto the upload zone in the Examples tab, and press Share with Students when the class is ready to see it.



A worksheet uploaded into the Worksheets section, already shared with students.

1 Select your "Class", "Topic" and "Section" to start explanation and annotation on the "Smart Board".

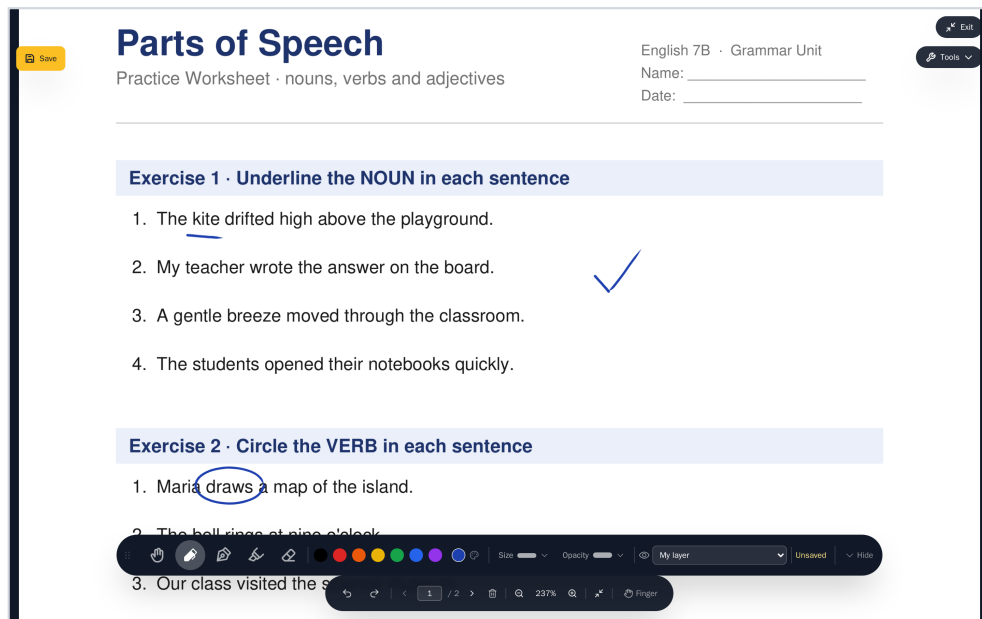
Open Smart Board from the left navigation and choose them in that order. Your material loads full-size with the annotation toolbar - ready for the projector or an interactive display.



The Smart Board: the worksheet rendered with the annotation toolbar alongside.

2 Click "Fullscreen", then annotate and explain in Fullscreen view

First, click the "Fullscreen" button, then begin annotating and explaining your lesson in Fullscreen view. Present one concept at a time, and after covering each concept, start a practice activity to check your students' understanding. Pick the pen and write directly on the page - underline, circle answers, tick correct work. Your ink saves automatically in the background and is still there when you come back to the page.

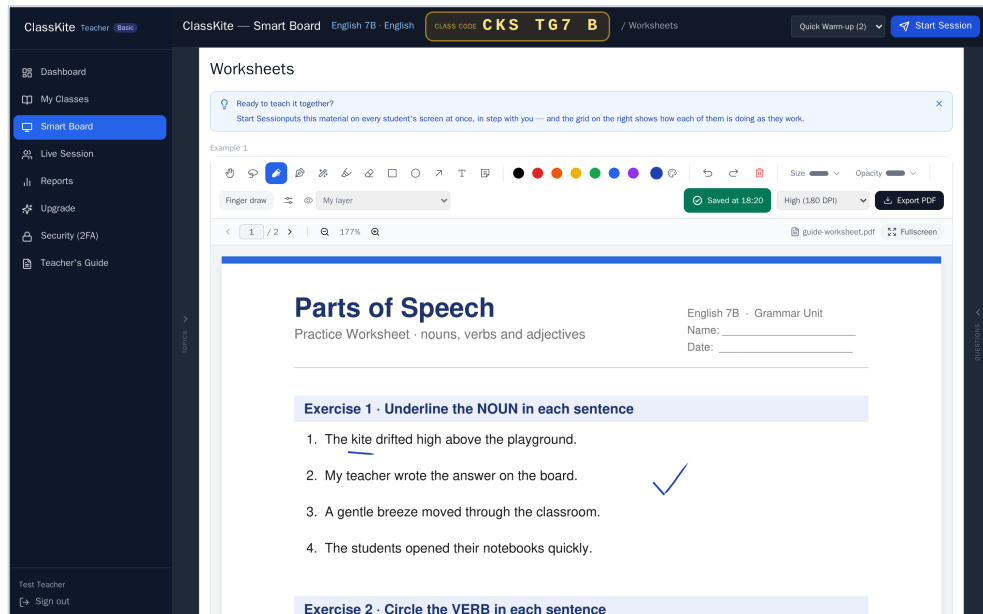


Annotating in Fullscreen view: the page has the whole display and the toolbar floats at the bottom - underline, circle and tick drawn with the pen tool, saved automatically.

TIP Fullscreen first, then write. Entering fullscreen re-fits the page, so it is the cleanest moment to switch - and it gives the page the whole display before your pen gets to work.

3 Select the practice for the concept you just explained

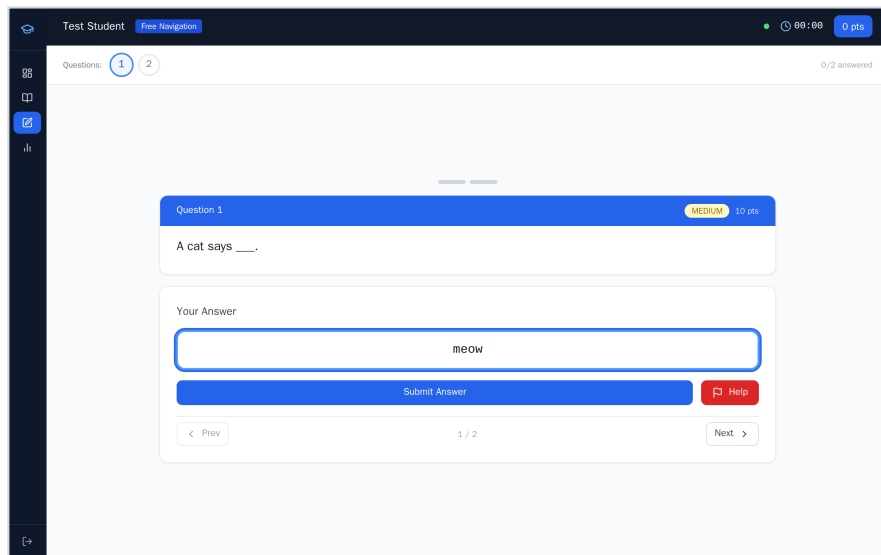
After explaining a concept on the smart board, select the relevant practice activity here to check your students' understanding and identify and address any learning gaps. The picker sits in the board's own header, next to Start Session: choose the practice that matches the concept you have just explained - its question count is shown beside the name - then press Start Session to put it on every student's screen.



Choosing the concept's practice in the Smart Board header, with the ink from the explanation still on the page. The count in brackets is how many questions it holds.

4 Once the session starts, go to "Live Session" to monitor your students' practice progress in real-time.

The practice appears on every enrolled student's device the moment the session starts. They answer each question and get instant feedback, while your Live Student Grid fills in as they join and work.

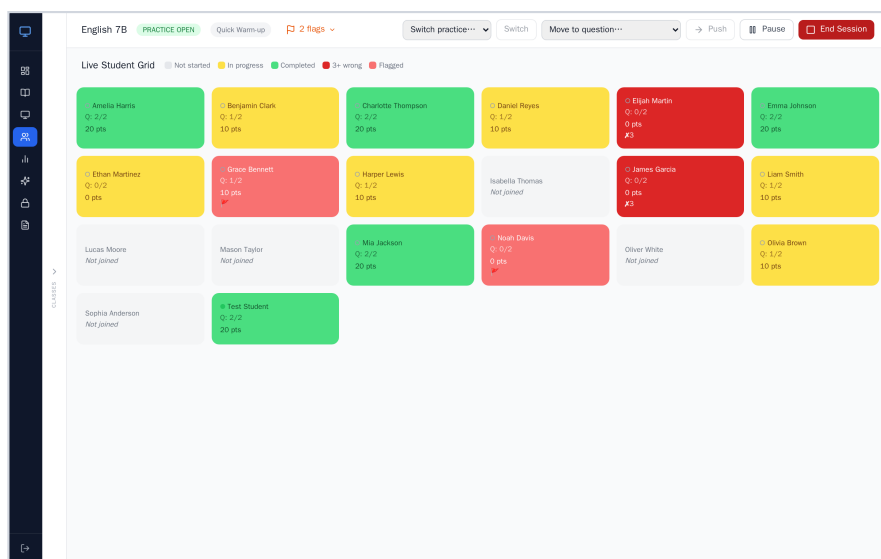


The student's view during a live session: one question at a time, with instant feedback after each answer.

5 What each student status color means in the "Live Session" view

Green is a student who has completed the practice. Yellow is a student still working through it. Red is a student who has answered the same question wrongly several times - that is the one to go to first. Grey is a student who has not started, which usually means they have not joined yet. A flag is a raised hand: a student

asking for you directly.



The Live Student Grid mid-session: green = completed, yellow = in progress, red = several wrong tries, grey = not started yet, flag = a raised hand - the whole class at a glance.



Live Session Progress

While the practice runs, your job is the same three things: watch progress, support the students who need help, and wait until all students are green before you end the session and continue teaching.

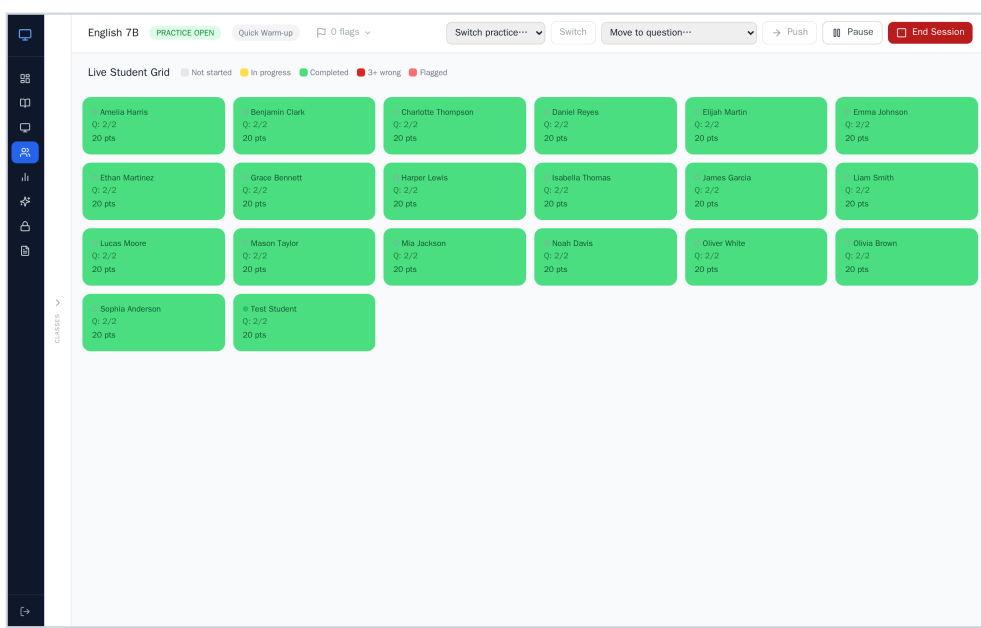
1 Monitor your students' progress and provide support when needed

Help everyone complete their practice on time without delays. The grid tells you who needs you before they ask: red is a student stuck repeating a question, a flag is a student asking for help, and grey this far into a practice is a student who never joined.

TIP Keep the grid on your screen, not the projector - it is for you, and it shows you exactly who needs help before they put a hand up.

2 Once all students are in green, end the session and start the next concept

End the current Live Session, return to the Smart Board to explain the next concept, and repeat the cycle. A screen of all green is the signal that the concept has landed: no yellow means nobody is still working, no red means nobody is stuck, no grey means every student took part, and no flags means every request for help has been dealt with.



*Every student green: the whole class has answered every question, and no hand is still raised.
This is what you are waiting for before you end the session.*

Explain concept



Start practice



Monitor Live Session



All students green



Next concept



All students' practice history will be available here for future reference. Every session you run is kept, so the record builds up over the term without you doing anything to maintain it.

1 Open the class's session list

Go to Reports in the left navigation and select the class. Each live session you have run is listed with its date and status. Expand one to see the full breakdown: every participating student with their score and their progress through the questions - the after-class view of what the live grid showed you during the lesson.

Reports for the class: one row per session, with the class size, how many took part and how many mastered it.

TIP Reviewing the session report right after class takes two minutes and tells you exactly what to reteach tomorrow.

STUDENT	STATUS	SCORE	QUESTIONS	ATTEMPTS	FIRST TRY	SOLVED
Noah Davis	COMPLETED	20	2/2	3	50%	100%
Benjamin Clark	COMPLETED	20	2/2	3	100%	100%
Ethan Martinez	COMPLETED	20	2/2	3	50%	100%
Grace Bennett	COMPLETED	20	2/2	3	100%	100%
Daniel Reyes	COMPLETED	20	2/2	3	100%	100%

A session expanded: completion and average score for the class, then every student on the register - what they got right first try, what they solved in the end, and who has not opened it yet.

Students have a My Reports page of their own, showing their score for each completed practice - their record stays private to them and you.

You're ready

That's the cycle: questions an AI assistant wrote from your own material, one concept explained at a time on the Smart Board, its short practice watched in the Live Session until every student is green, and then the next concept - with a permanent record in Reports afterwards. Everything you saw in this guide was captured from the real app, so your screen will match.

Quick reference

Classes	create classes, manage the roster, upload material, import question banks
Smart Board	explain one concept at a time, in Fullscreen, with live ink
Live Session	run that concept's practice and watch the Live Student Grid
Reports	every student's practice history, kept for future reference