

USER GUIDE

Teacher Portal

Getting started, everyday tasks and troubleshooting

Version 1.1 **Date** November 14, 2026 **Audience** K–5 teachers

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About this guide

This guide shows Texas K–5 teachers how to use the Kempbell Academy Teacher Portal: how to sign in, make a class, bring students in, assign work, read results and plan your week. Screenshots use a sample class with made-up students.

How to use it

- New to the portal? Read Chapters 1 and 2 (about 5 minutes).
- Looking for one task? Use the contents page and go straight to it.
- Stuck? Chapter 7 lists common problems and fixes.

Conventions

- **Bold** text is a button, tab or menu item you select.
- A **join code** is the code for a whole class. A **class code** is a private code for one student.

Document information

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CHAPTER 1

Quick-start checklist

1. Sign in and enter your invite code
2. Add your first class
3. Post the join code for students
4. Watch students appear on the Class list
5. Assign one organizer or activity
6. Check Results after students practice
7. Plan one lesson in Lesson Plans
8. Add an event to your Planner

CHAPTER 2

Start here: your first 5 minutes

1. Open kempbellacademy.com/teacher/ in Chrome, Edge or Firefox.
2. Choose **Sign in with Google**, **Sign in with Microsoft**, or enter your email and choose **Email me a code**. We email a 6-digit code, so no password is needed.
3. The first time, a short form asks for your **invite code**, your name (as students know you) and your school (optional). Enter them and choose **Continue**. Teacher accounts are by invitation; your school or district gives you the code.
4. You land on your **Dashboard**. Select **My Classes**, then add your first class.
5. Give students the class **join code**. They enter the code, their first name and the first letter of their last name. They never need an account or an email address.

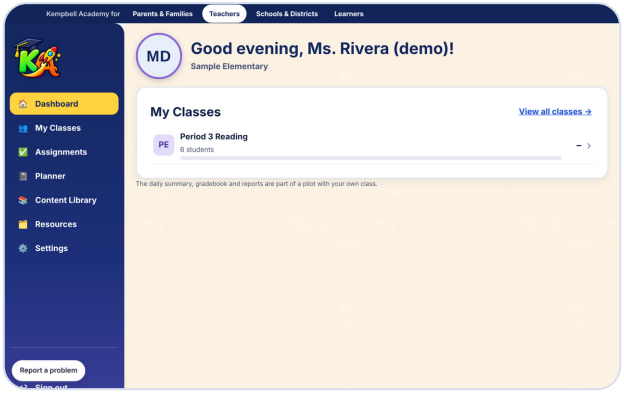


Figure 1. Your Dashboard, shown here in the demo with a sample class. With your own classes it also shows today at a glance and a gradebook snapshot. The left menu is on every screen.

CHAPTER 3

A tour of the portal

Menu item	What it is for
Dashboard	Your home screen: today at a glance (classes, students, work to grade, class average and mastery alerts) and a gradebook snapshot.
My Classes	Make classes, see each class list, and get the join code.
Gradebook	Each student's levels from practice and graded work. Switch between Levels, Points and By standard.
Assignments	Give students an organizer, a group-talk activity or a note, with an optional due date.
Lesson Plans	Kempbell Teacher Studio: pick a Texas standard and get a draft plan.
Planner	A calendar and a notebook for ideas saved for later. Syncs with Google Calendar or Outlook.
Content Library	Search lessons, practice sets, games and quizzes by topic or Texas standard.
Reports & Data	Results by student with suggested next steps.
Resources	Opens the class's Assignments & resources tab.
Settings	Google connections, your photo, and the lock for student names on this device.

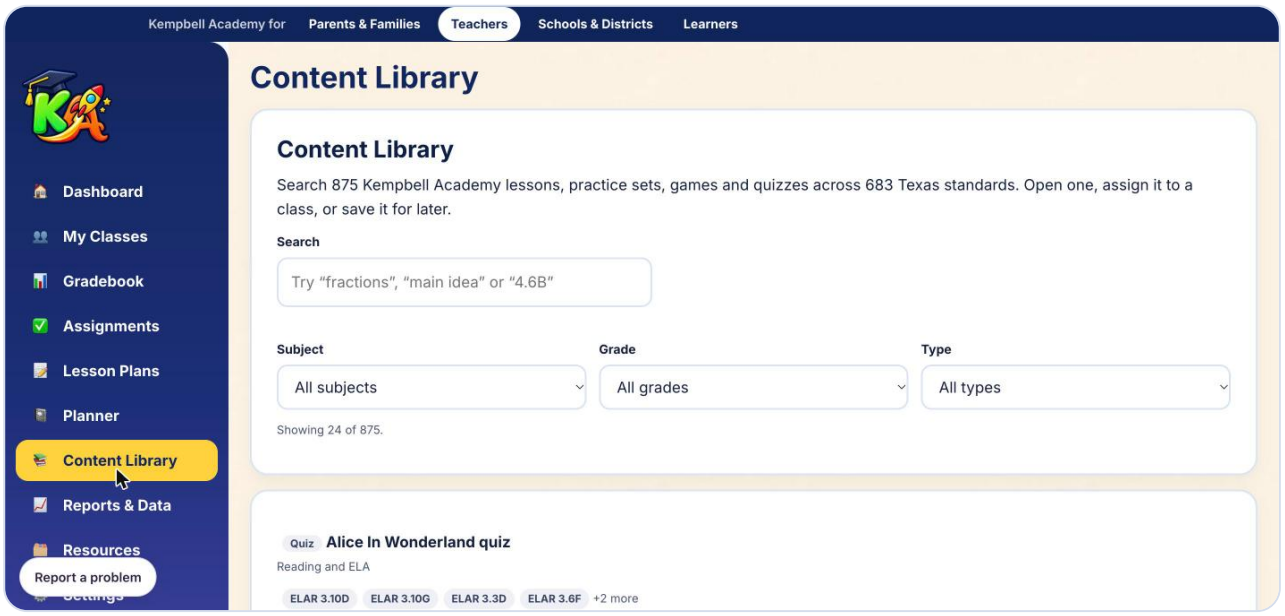


Figure 2. Content Library: search by topic or Texas standard, or filter by subject, grade and type. Open an item, assign it to a class, or save it for later.

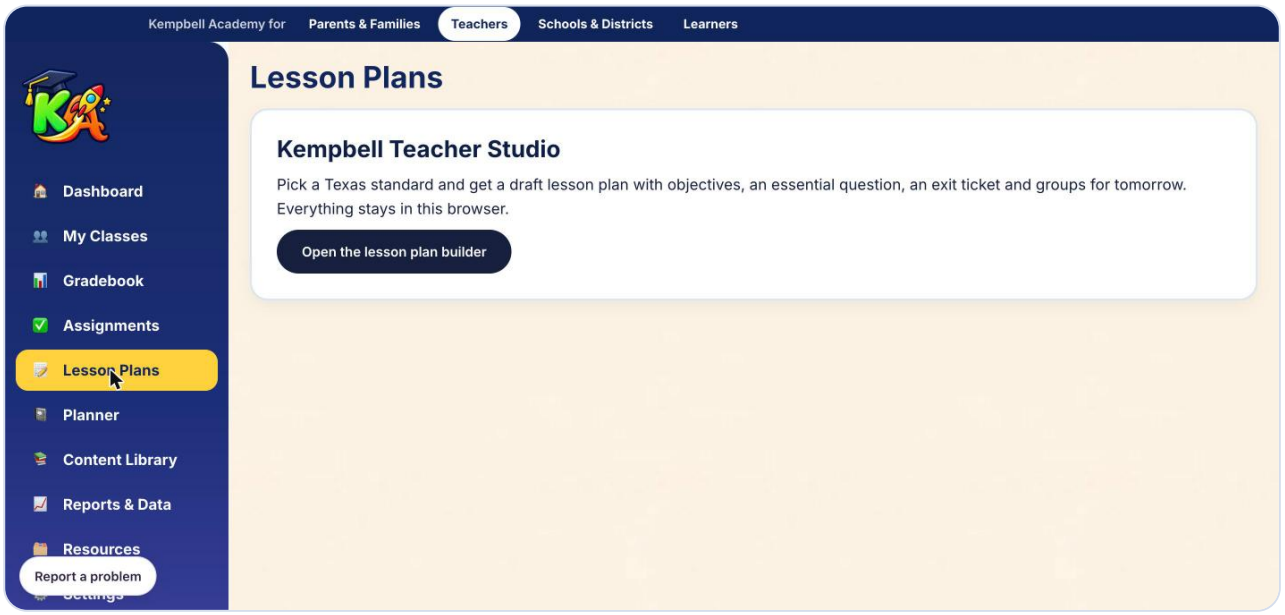


Figure 3. Lesson Plans: pick a Texas standard and get a draft plan with objectives, an essential question, an exit ticket and groups for tomorrow.

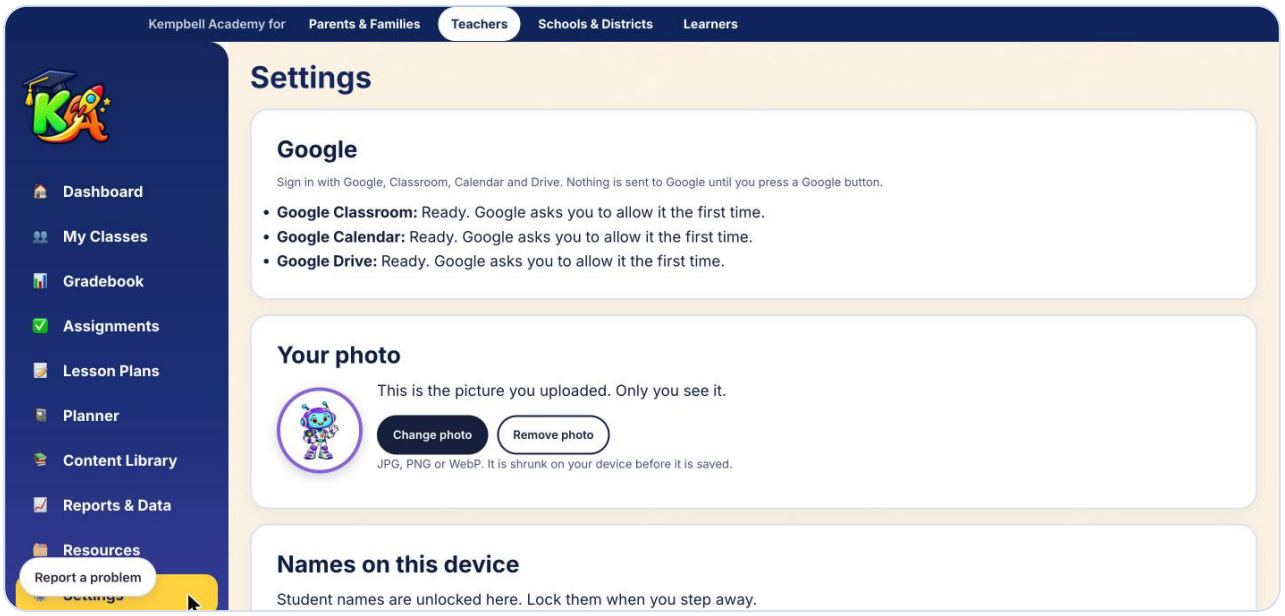
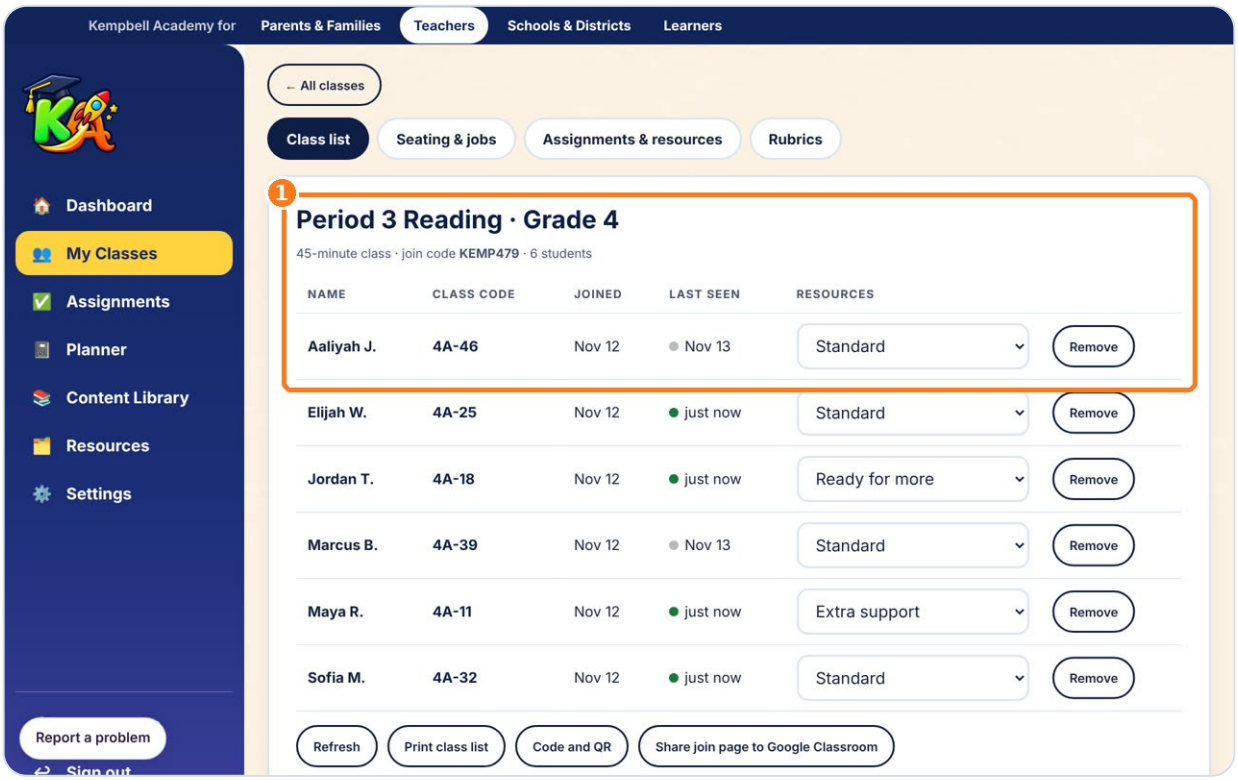


Figure 4. Settings: Google connections (Classroom, Calendar and Drive ask permission the first time), your photo, and the lock for student names.

3.1 Inside each class

Open a class from My Classes to see tabs along the top: Class list, Results, Gradebook, Seating & jobs, Daily recap, Assignments & resources and Rubrics.



1 Close-up: Your join code, and each student's Resources setting.

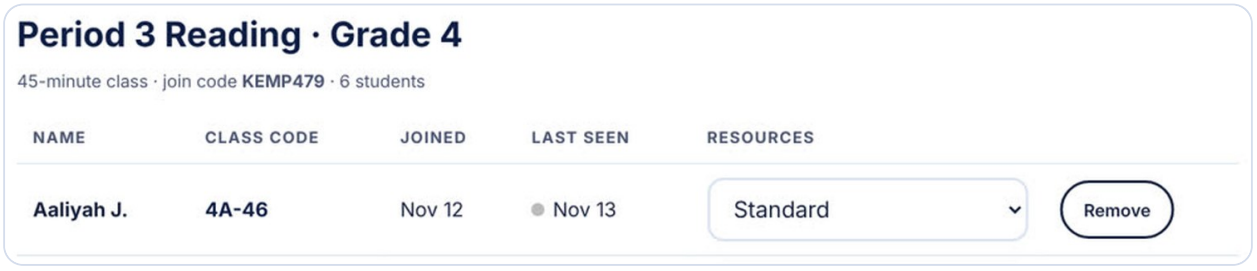


Figure 5. Class list: the join code, each student, and when they were last seen. Mark a student Standard, Extra support or Ready for more.

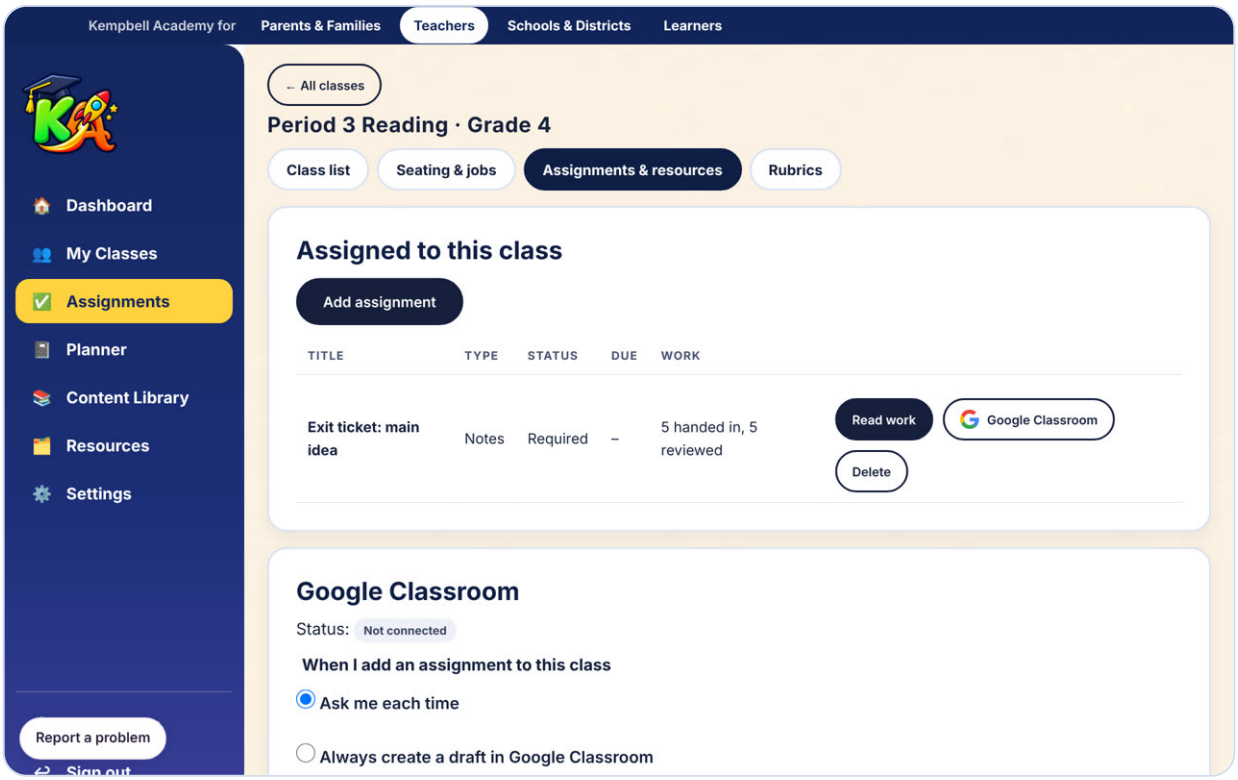


Figure 6. Assignments & resources: see what is assigned, who handed in work, and send it to Google Classroom.

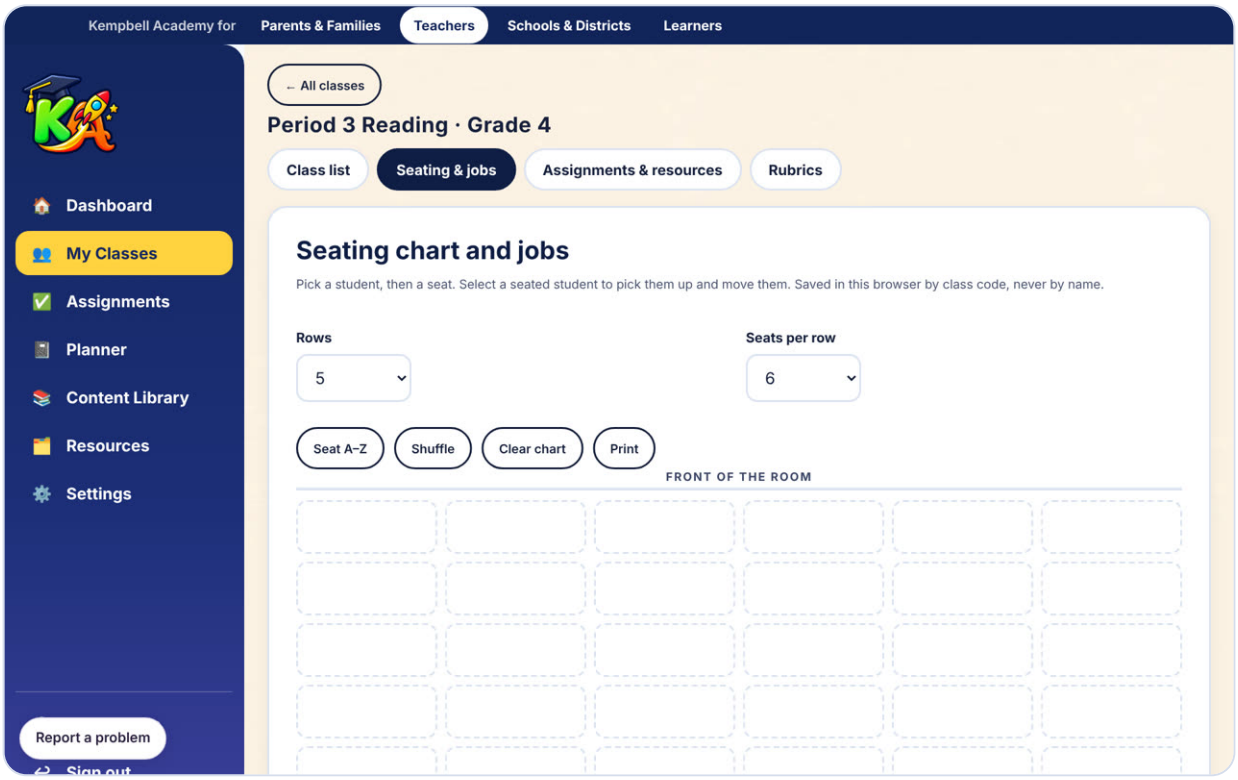


Figure 7. Seating & jobs: pick a student, then a seat. Use Seat A-Z, Shuffle or Print.

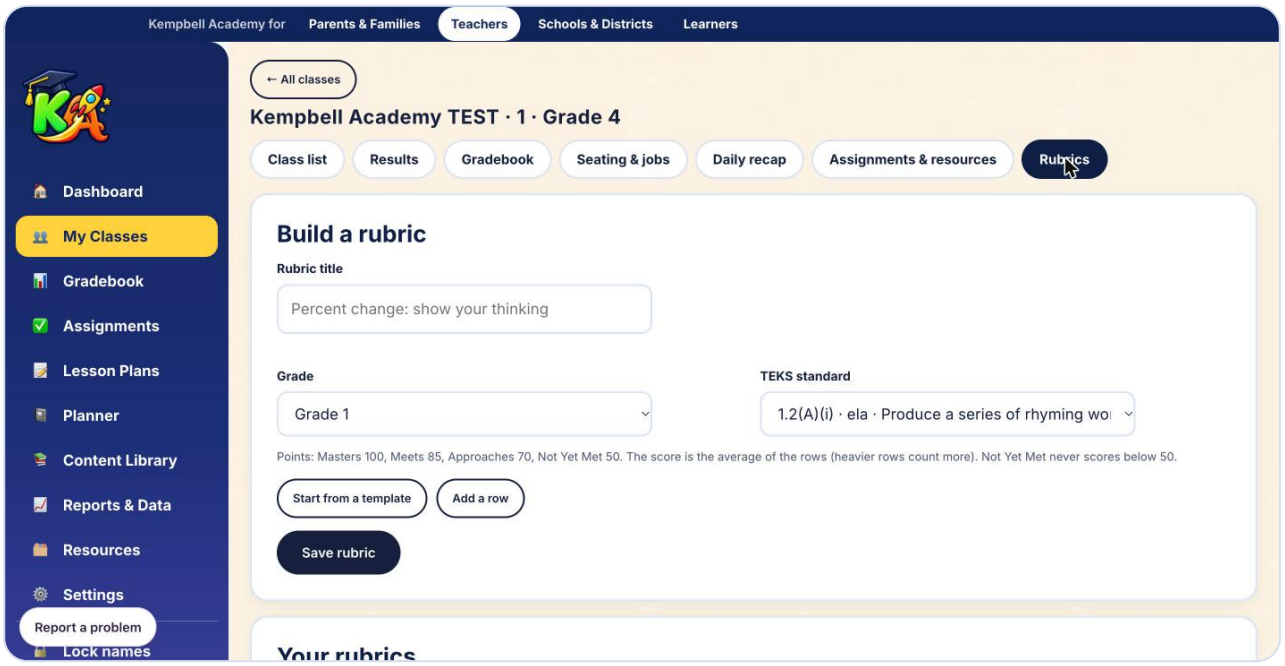
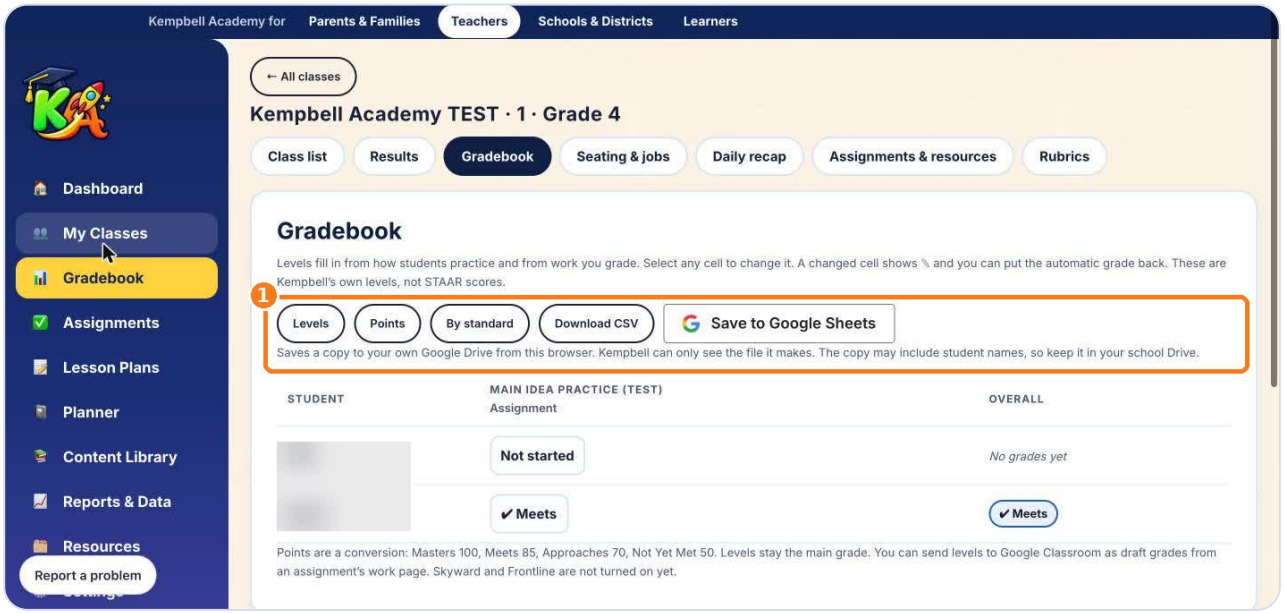


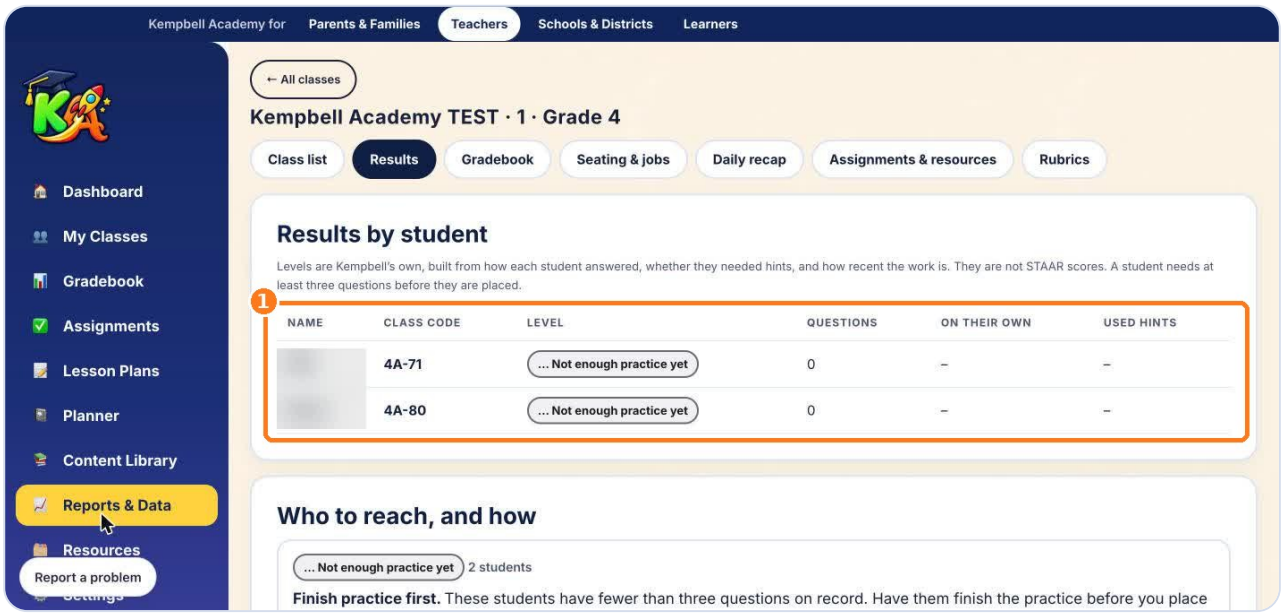
Figure 8. Rubrics: start from a template or build your own.



1 Close-up: Switch views, download a CSV, or save a copy to Google Sheets.



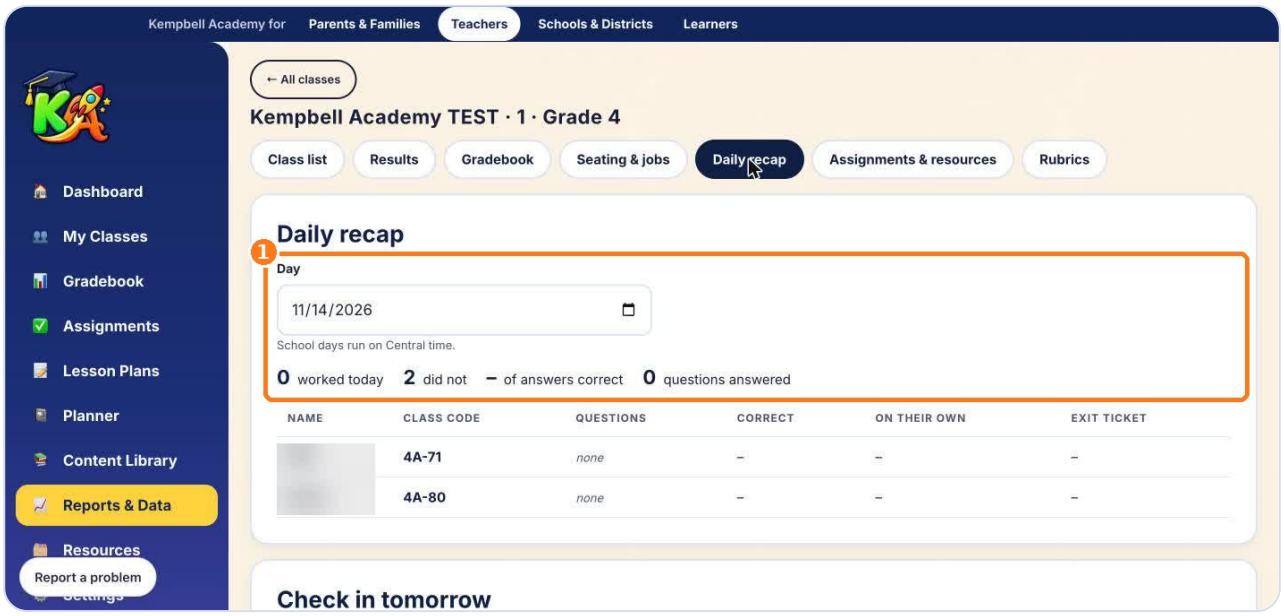
Figure 9. Gradebook: select a cell to change it, download a CSV, or save a copy to Google Sheets.



1 Close-up: A level shows once a student has answered at least three questions.



Figure 10. Results: Kempbell levels, built from answers, hints used and how recent the work is. They are not STAAR scores. A student needs at least three questions before a level shows.



1 Close-up: the day picker and the totals for who worked and who did not.

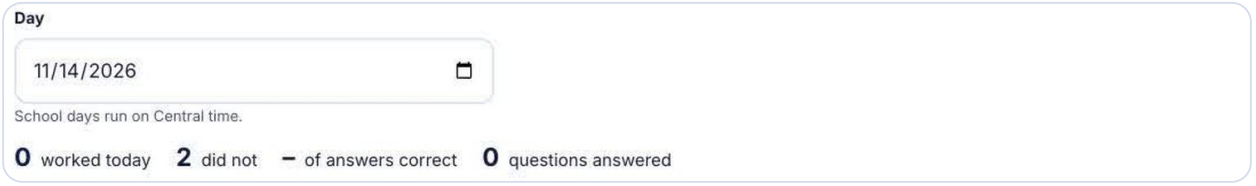


Figure 11. Daily recap: pick a day to see who worked and how many answers were correct. School days run on Central time.

CHAPTER 4

Plan a lesson with Kempbell Teacher Studio

Lesson Plans opens **Kempbell Teacher Studio**, our lesson planner. You tell it the grade, topic, time and class size. It matches Texas standards (TEKS) and builds a draft plan you can use tomorrow. The draft is built from rules and templates, so read it and change anything that does not fit your class. Nothing you type is sent to Kempbell, and please keep student names out of it.

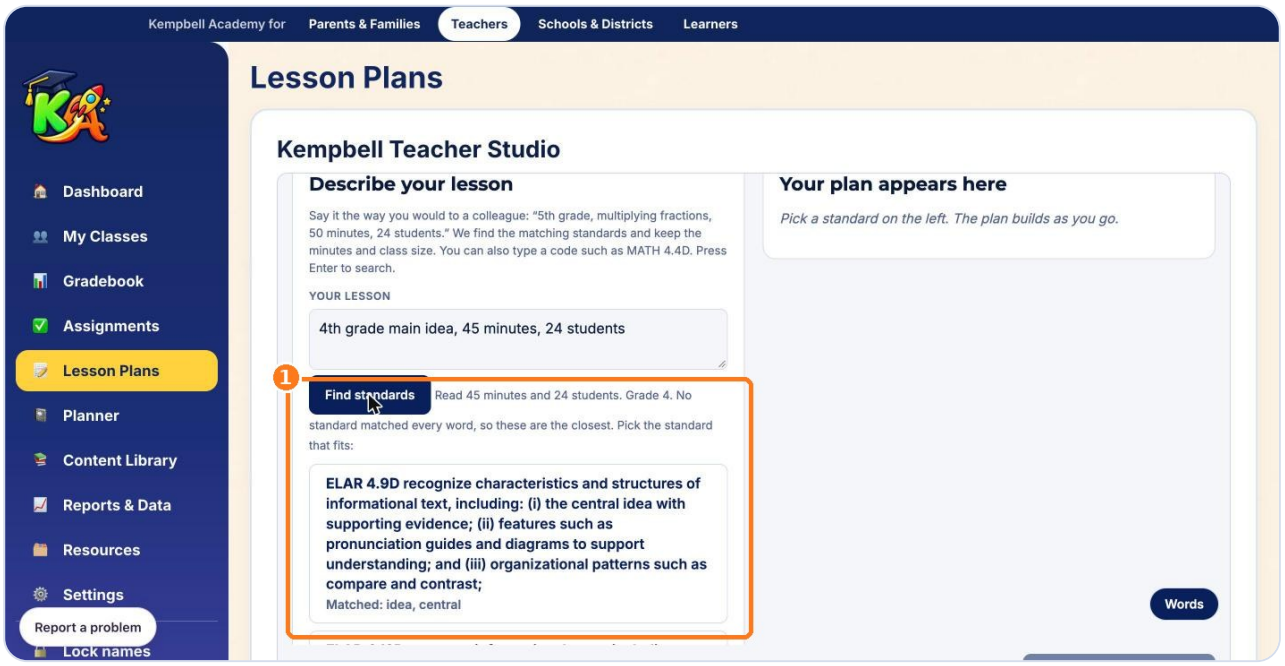
4.1 The five steps

Along the top of the planner you will see five steps. Work left to right, or jump to any of them.

Step	What you do
1. Pick a standard	Describe your lesson in your own words, or type a TEKS code.
2. Your class	Set class size, minutes and supports.
3. Plan the lesson	Read your draft plan and the five teaching moves.
4. After teaching	Enter exit ticket scores by seat and get groups for tomorrow.
5. What's next	Choose what comes next: your sequence, your data or your own choice.

4.2 Plan your first lesson

1. Open **Lesson Plans** in the left menu, then choose **Open the lesson plan builder**.
2. Choose **1. Pick a standard**. In the box, say it the way you would to a colleague, such as "4th grade main idea, 45 minutes, 24 students." The planner reads the grade, minutes and class size for you.
3. Choose **Find standards**. Select the standard that fits. You can add more than one.
4. Your **lesson plan** appears on the right. Read it from the top.



1 Close-up: The planner reads your grade, minutes and class size, then lists the closest standards.

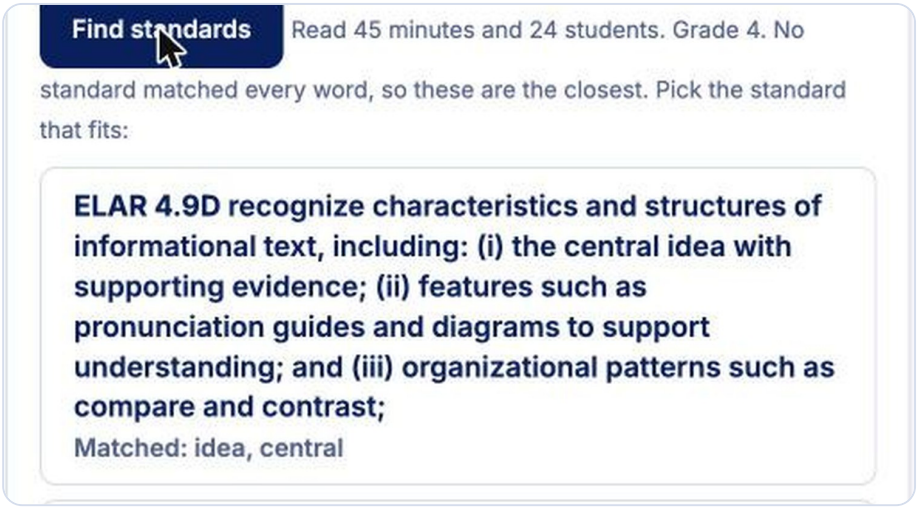


Figure 12. Step 1: the planner reads "4th grade main idea, 45 minutes, 24 students" and lists the closest TEKS. Choose the one that fits.

4.3 What your plan includes

- **Objectives and thinking level:** a learning objective, a language objective, an essential question and success criteria.
- **Teach in five moves:** each move says what you do, what students do and what to watch for, with a time for each.
- **Exit ticket:** a short check for the end of the lesson.
- **Differentiation:** a support path and a stretch path.

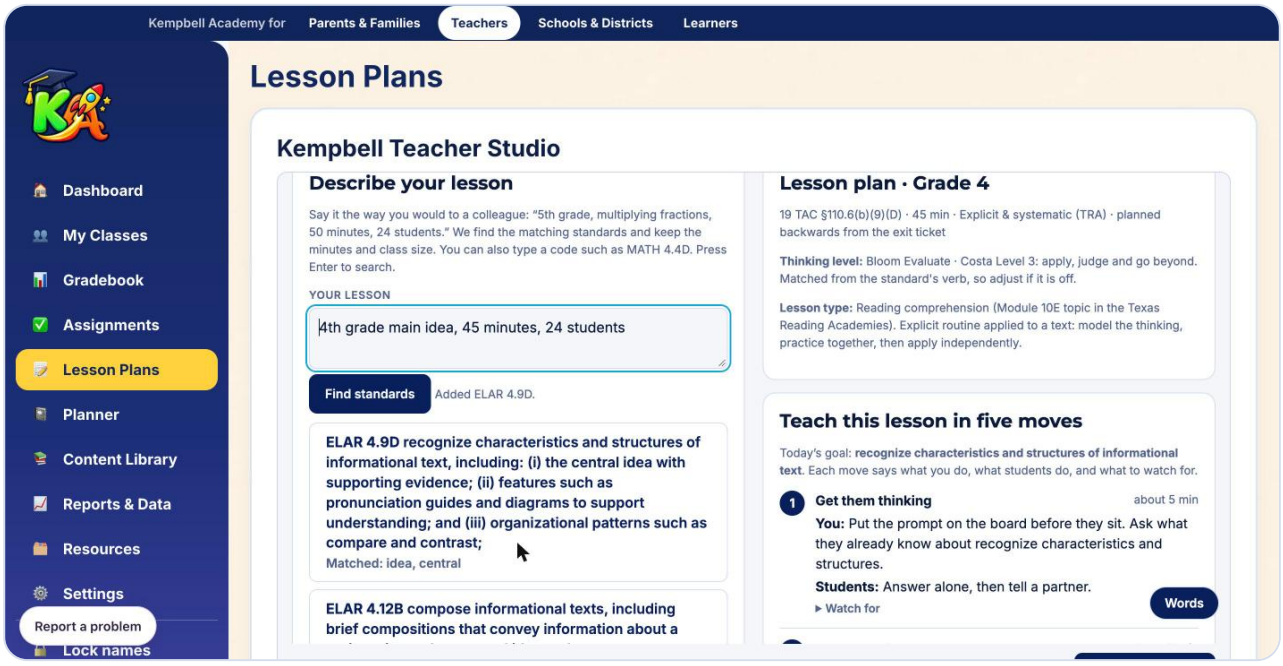
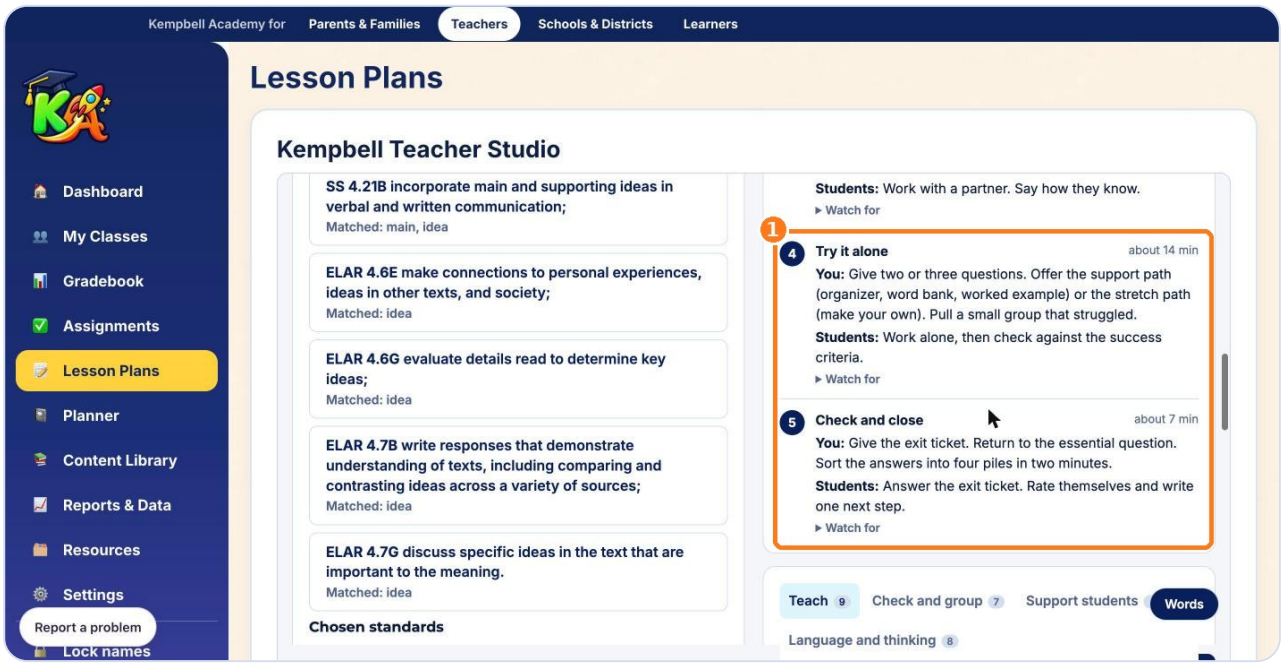


Figure 13. Your plan starts with the standard, minutes and lesson type, then the first teaching move.



1 **Close-up: Each move says what you do, what students do and about how long it takes.**

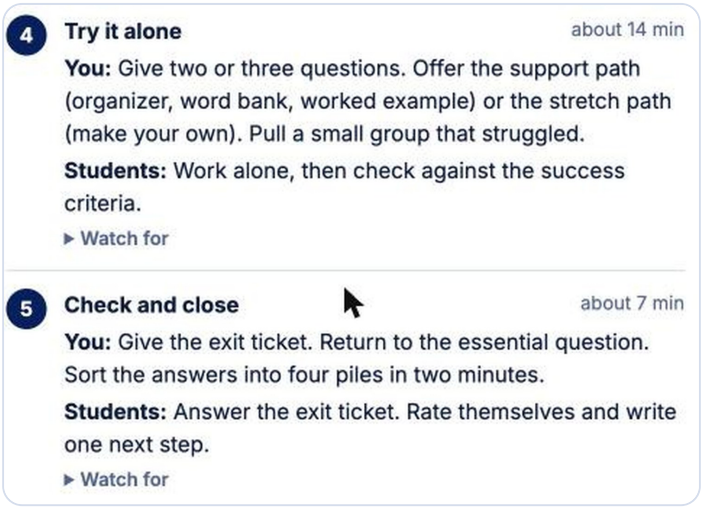


Figure 14. Moves 4 and 5: students try it alone, then you give the exit ticket and sort the answers into four piles.

4.4 More help under your plan

Below the five moves are tabs with extra ideas: **Teach**, **Check and group**, **Support students** and **Language and thinking**. Open an item to read it. Items marked **Suggested** are the ones we think fit this lesson best, such as a pre-class activity or interactive moves.

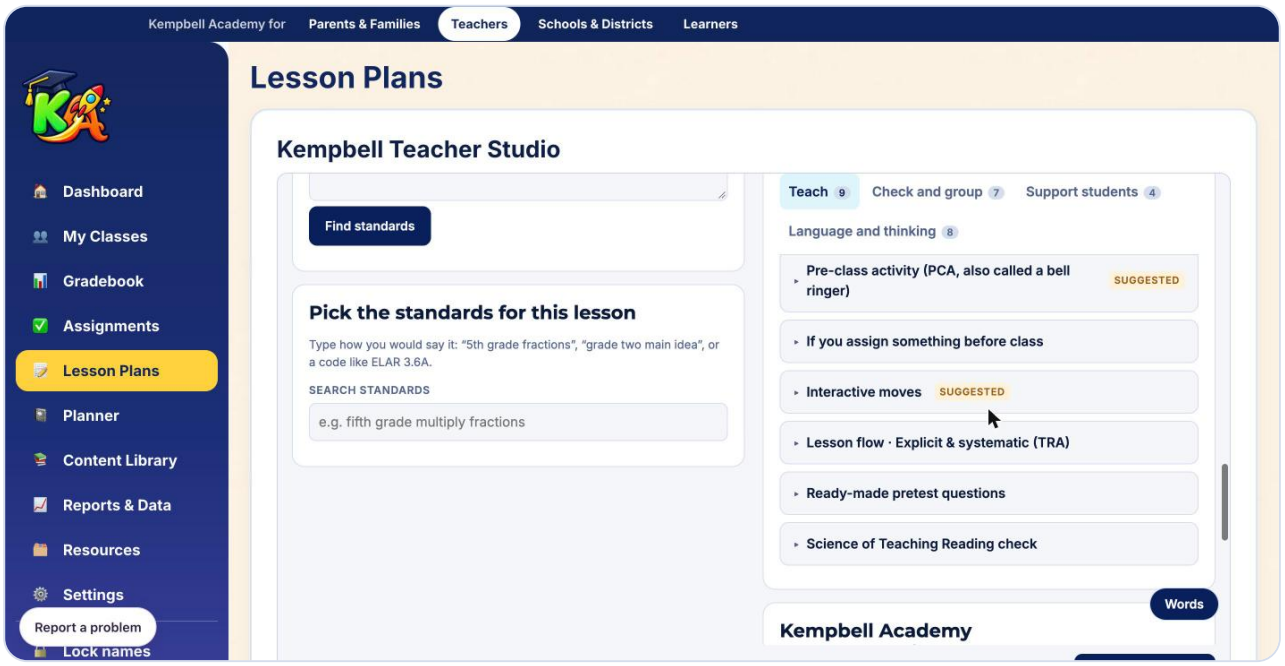
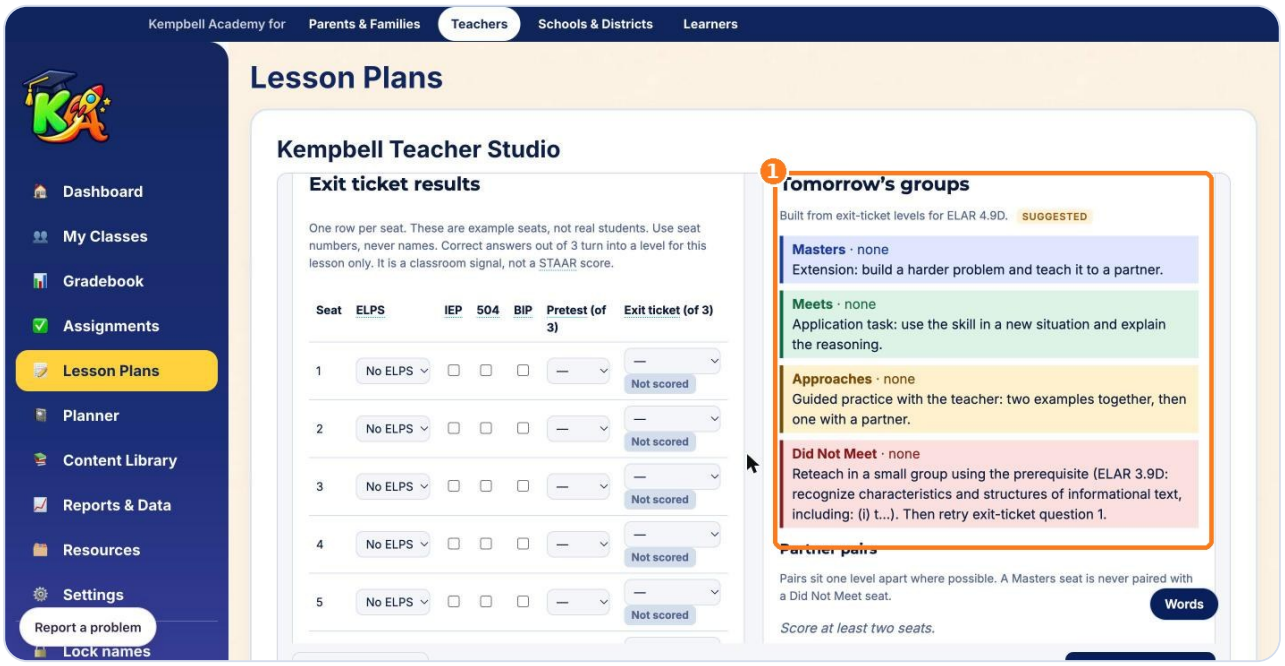


Figure 15. Teach, Check and group, Support students, and Language and thinking. Open any item to read it.

4.5 After the lesson

1. Choose **4. After teaching**.
2. Find your seat numbers in **Exit ticket results**. For each seat, enter the exit ticket score out of 3. You can also add a pretest score and mark supports such as ELPS, IEP, 504 or BIP.
3. The planner turns the scores into a level for this lesson and fills in **Tomorrow's groups** and **Partner pairs**, with a next move for each group.

Use seat numbers, never student names. The levels are a classroom signal for this lesson only. They are not STAAR scores.



1 Close-up: Scores become levels, and each level gets a next move for tomorrow.

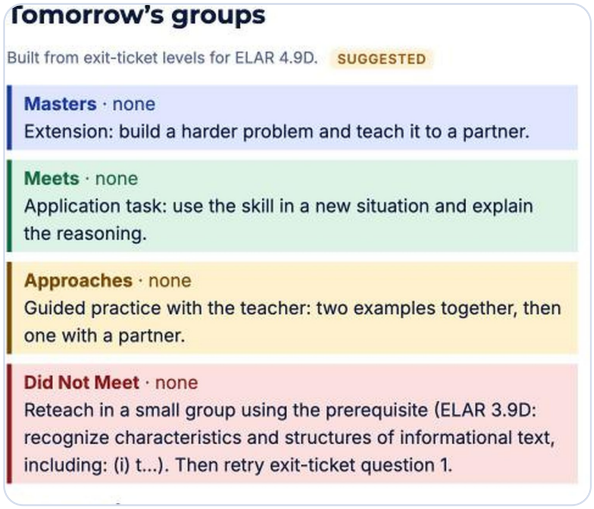


Figure 16. Step 4: enter scores by seat number. Tomorrow's groups and partner pairs fill in on the right.

4.6 Save, print and other options

- **Save this plan to Google Docs:** optional. The file goes to your own Google Drive. Kempbell sees only the file it makes.
- **Print or save as PDF:** use your browser's print window.
- **Cover an absence:** switch from **My own lessons** to **Cover an absence** to build a plan for a guest teacher.
- **Upload your current plan:** see how it lines up with what a strong plan names.
- For more detail, see the Teacher Studio guide (kempbellacademy.com/teacher-studio/guide/).

CHAPTER 5

Common tasks

5.1 Start a class and get students in

1. Select **My Classes**, then **Add a class**. Enter a name, the grade and the schedule length.
2. Show the join code on your board, or choose **Code and QR**.
3. Students go to kempbellacademy.com/join/ and enter the code, then first name and last initial in two boxes.

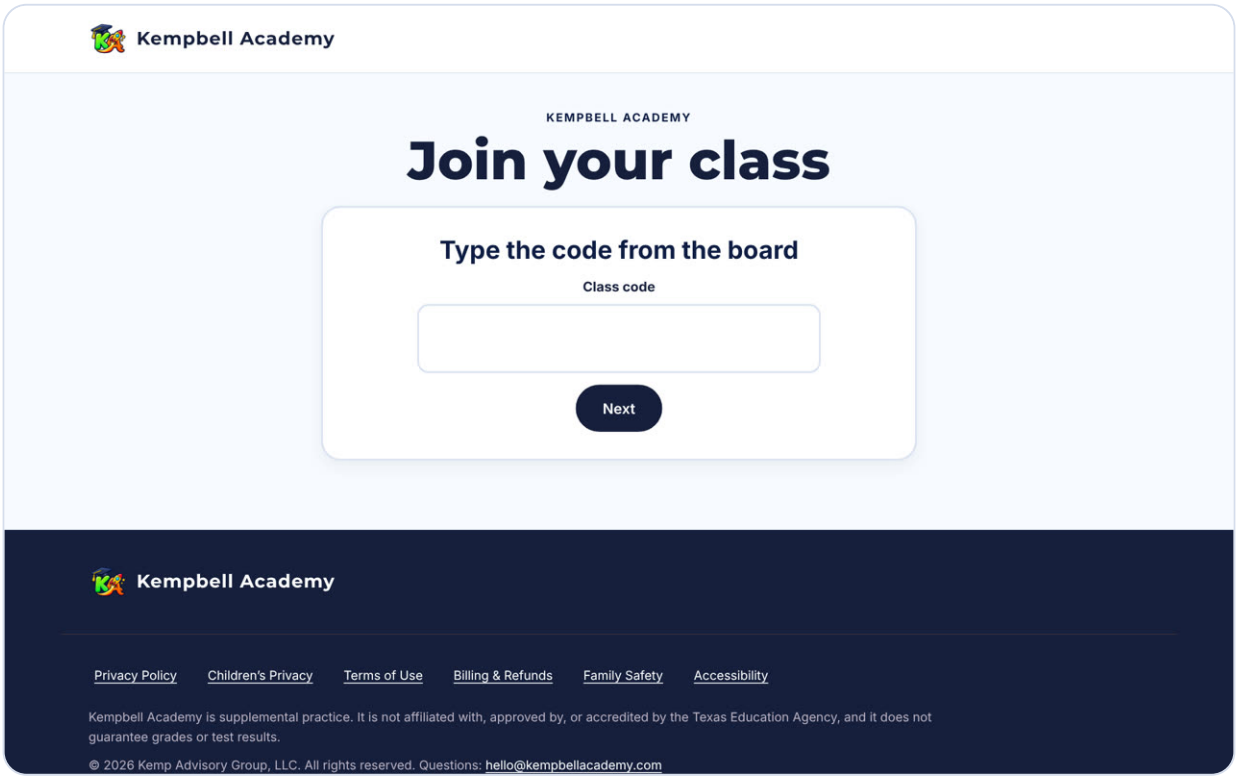


Figure 17. What students see: type the class code, then first name and last initial.

Join codes expire, and each class shows the date next to its code. Choose **New code** to make another.

5.2 Assign work

1. Open the class, then **Assignments & resources**.
2. Choose **Add assignment**: a graphic organizer, a group-talk activity or a note to students.
3. Add instructions and an optional due date, then assign it.

5.3 Plan your week

1. Open **Planner** and add events on the calendar, or sync it with Google Calendar or Outlook.
2. Save lesson ideas to your **Notebook**.
3. Use **Seating & jobs** in a class for your seating chart.

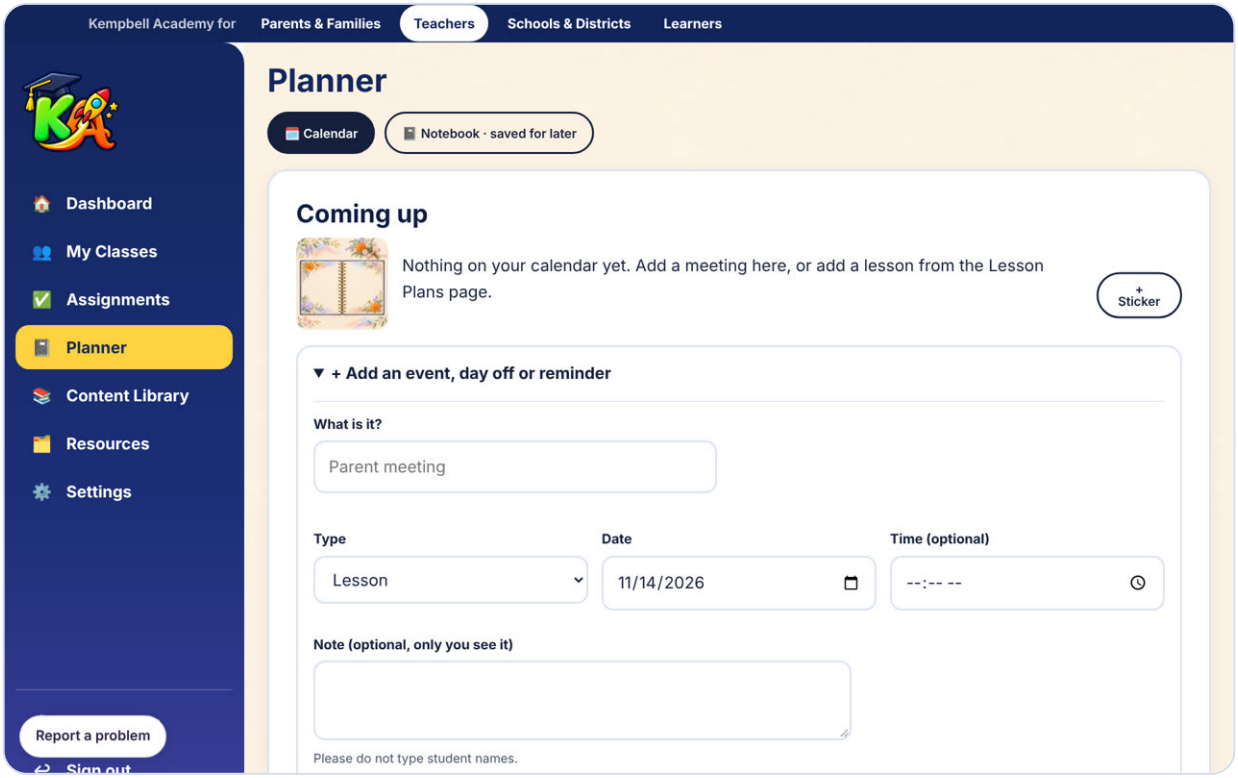


Figure 18. Planner: add an event, day off or reminder. Please do not type student names in notes.

CHAPTER 6

Privacy and good habits

- Students never make accounts. Keep to first names and last initials.
- The portal can lock student names on your device. If you see class codes where names should be, choose **Unlock names**.
- Use **Sign out** when you share a computer.
- Kempbell Academy is supplemental practice. It does not guarantee grades or test results.

Read more in the Privacy Policy (kempbellacademy.com/privacy/) and Children's Privacy notice (kempbellacademy.com/childrens-privacy/).

CHAPTER 7

If something is not working

What you see	Try this
Names show as class codes	Names are locked on this device. Choose **Unlock names**.
A student cannot join	Check the class code and its expiry date, and make sure the first name and last initial are in separate boxes.
Invite code is not accepted	Codes work once. Email us for a new one.
A page looks blank or stuck	Refresh, or sign out and back in.
Anything else	Use **Report a problem** at the bottom of the left menu, or email hello@kempbellacademy.com or call 1 (833) 387-1777.

CHAPTER 8

Words you will see

Word	Meaning
Join code	The code for a whole class. You share it with students.
Class code	A private code for one student, used when names are locked.
Standard, Extra support, Ready for more	Labels you set per student so work can reach the right group.
Organizer	A graphic organizer students fill in while they work.
Rubric	A scoring guide you build or start from a template.

Need help?

We read every message.

hello@kempbellacademy.com

1 (833) 387-1777

Inside the portal, use **Report a problem** at the bottom of the left menu.

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