



# ADMINISTRATOR OBSERVATION

## "Look Fors" Checklist

### Amira Systems & Routines

Look For	% of Students Meeting	Observation Notes
Students know how to access Amira technology and other tools (i.e. chromebooks, ipads, headphones, dividers, etc.)	<input type="checkbox"/> 0-24% <input type="checkbox"/> 25-49% <input type="checkbox"/> 50-74% <input type="checkbox"/> 75-100%	
Students know how to log onto Amira.	<input type="checkbox"/> 0-24% <input type="checkbox"/> 25-49% <input type="checkbox"/> 50-74% <input type="checkbox"/> 75-100%	
Students know <i>when</i> they should use Amira (when in their schedule).	<input type="checkbox"/> 0-24% <input type="checkbox"/> 25-49% <input type="checkbox"/> 50-74% <input type="checkbox"/> 75-100%	
Students know <i>where</i> they should use Amira (i.e. where in the room they sit, how to space themselves from others.)	<input type="checkbox"/> 0-24% <input type="checkbox"/> 25-49% <input type="checkbox"/> 50-74% <input type="checkbox"/> 75-100%	

### Amira Usage & Tracking

Look For	% of Students Meeting	Observation Notes
Students know their class or school-wide Amira goal(s).	<input type="checkbox"/> 0-24% <input type="checkbox"/> 25-49% <input type="checkbox"/> 50-74% <input type="checkbox"/> 75-100%	



The class or school-wide Amira goal is displayed visually in the classroom.	<input type="checkbox"/> No <input type="checkbox"/> Yes	
Students know what to do when using Amira (i.e. how to navigate the program, how to get started.)	<input type="checkbox"/> 0-24% <input type="checkbox"/> 25-49% <input type="checkbox"/> 50-74% <input type="checkbox"/> 75-100%	
Students know how to troubleshoot or get help when needed.	<input type="checkbox"/> 0-24% <input type="checkbox"/> 25-49% <input type="checkbox"/> 50-74% <input type="checkbox"/> 75-100%	
Students are on task when using Amira.	<input type="checkbox"/> 0-24% <input type="checkbox"/> 25-49% <input type="checkbox"/> 50-74% <input type="checkbox"/> 75-100%	
Students visually track their Amira usage (i.e. class-wide visual tracker or independent tracker)	<input type="checkbox"/> No <input type="checkbox"/> Yes	

**Recommended:** Look at the classroom's usage data in the Admin Dashboard → [Usage Report](#).