



AMIRA ISIP ASSESS LAUNCH CHECKLIST

Directions: Use this checklist to launch Amira ISIP Assess in your classroom .Complete each step in order, track progress, and add dates when prompted.

Task to Complete (✔ as You Go)				
	Complete your Amira ISIP Assess training by Attend a live webinar or complete the self-paced Amira Academy course.			
	Inform families that students will use Amira. Send home an introduction letter.	Editable Family Letter		
	Adjust student assessment settings. Ensure student settings are correctly configured before the window opens or before the assessment is assigned.	Assessment Settings		
	Prepare your devices. Set up your devices, ensuring that all technical requirements are met.	Troubleshooting Tips		
	Introduce Amira to students. Use intro slides and video to help students learn to read with Amira.	Introducing Amira		
	 Check Your Dashboard and Assign as Needed If your district is setting assessment windows: Look on your dashboard to see when the window begins. If your district is not setting windows: Assign the assessment. 	Assign an Assessment		
	Ensure all students complete the assessment by Track completion with the ISIP Assess Status widget or dashboard alerts.	View Assessment Completion		
	Review student results. View results instantly or within 48 hours if manually reviewed.			





AMIRA TUTOR & INSTRUCT LAUNCH CHECKLIST

Directions: Use this checklist to launch Amira Instruct & Tutor in your classroom. Complete each step in order, track progress, and add dates when prompted.

Task to Complete (✔ as You Go)					
	Complete your Amira training by Attend a live webinar or complete the self-paced Amira Academy course.	8	Amira Training		
	Inform families that students will use Amira. Send home an introduction letter.	B	Editable Family Letter		
	Build your tech plan. Set up a plan for managing and maintaining equipment.	B	Tech Prep Guide		
	Prepare your devices. Set up your devices, ensuring that all technical requirements are met.	8	<u>Troubleshooting Tips</u>		
	Decide when and how you will use Amira. Plan how Amira will fit into your schedule.	B	Sample Schedules		
	Set weekly usage goals. Establish clear objectives for reading practice and instruction.	B	Goal Setting & Tracking Resources		
	Set up your classroom. Print and display trackers and posters to engage & motivate students.	8	<u>Classroom</u> <u>Resources</u>		
	Introduce Amira to students. Use intro slides and videos to help students learn to read with Amira.	8	Introducing Amira		
	Provide practice opportunities. If using Amira Tutor, allow students to practice reading a few times before their assessment				
	Adjust Tutor settings. If using Amira Tutor, ensure Tutor settings are personalized and appropriate for each student.	B	How to: Tutor Settings		
	View weekly assignments. If using Amira Instruct with the Core Coherence + Al Lesson Planner Pathway (district-enabled), check students' weekly assignments in the Al Lesson Planner.	B	How to: Al Lesson Planner		
	Monitor Usage & Celebrate Growth Use reports and trackers to encourage practice and recognize progress.	8	Growth Dashboard Usage Report Celebration Resources		