



Amira Launch Checklist (Admin)

Directions: Use this checklist to launch Amira in your district. Complete each step and utilize the resources linked.

Tasks & Considerations	
Roster Setup - Confirm login pathway, connect with your district rostering/tech lead if needed, - If you use Amira through HMH: connect with the HMH Rostering Team for rostering setup steps.	Need help? Email: support@amiralearning.com
Tech Setup & Validation ☐ Check system requirements, device set up, and communicate with your IT Team. ☐ Test Amira on a student device.	Amira System Requirements How to Set-Up a Chromebook How to Set-Up an iPad Send this email template to your District Tech Lead
Platform Configuration ☐ Use the Administrator Dashboard Configurations Guide to customize district settings applicable to your Amira tools.	Administrator Dashboard Configurations Guide
Assessment Set Up - Determine if you will set assessment windows for your district (option 1) or if teachers will assign assessments (option 2). - Determine BOY, MOY, and EOY Benchmark Assessment dates.	Option 1: Auto Assignment District-Wide Option 2: Teacher Assigned
School Leader Onboarding ☐ Send the pre-launch email to school leaders. - Optional: Encourage school leaders to complete the Amira Academy Leader Course.	Email Template to School Leaders Optional: Amira Academy Async Leader Course
Recruit Champions ☐ Read about the Amira Champions program, and email school leaders or educators to sign up.	Champions Guide Champions Sign Up Form
Teacher Training ☐ Schedule teacher training or share the asynchronous teacher training pathway.	Live & Asynchronous Training Email Template to Teachers
Monitor Reports Use the Administrator Dashboard Reporting Guide to review and monitor key reports.	Administrator Dashboard Reporting Guide