



AMIRA TECH PREP GUIDE

2025–2026 School Year

This guide is designed to help educators create effective systems and routines for using Amira. By establishing clear expectations for scheduling, device management, and care, you can maximize learning time and help students build independence and responsibility with technology.

Quick Links to Related Resources

- [Teacher Resource Hub](#)
- [Scheduling Tips](#)
- [Troubleshooting Tips](#)
- [Tech Care Contract](#)
- [Tech Care Family Letter](#)
- [Classroom Job Cards](#)
- [Log in Cards](#)

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Amira Scheduling & Usage

Plan how Amira time will fit into your classroom routine. Determine when students will use Amira, how goals will be met, and which instructional blocks are most effective for practice and assessment.

How will you structure your Amira time?

TIP: Some teachers schedule Amira daily for all students, while others rotate small groups based on device availability and student needs.

When will students use Amira?

TIP: Incorporate Amira into your daily schedule—such as during literacy centers, independent reading, or intervention time.

How will you ensure students meet their usage goals?

TIP: Display a visual schedule, track student progress, and celebrate when students achieve their goals.

[Posters and Progress Trackers ↗](#)

Equipment Management

Establish routines to distribute, collect, and maintain devices efficiently. A strong equipment management plan ensures consistency and minimizes disruptions.

**What devices and tools will students need to use Amira?**

TIP: Provide headphones, dividers, and designated seating to minimize distractions and improve engagement.

Where will equipment be stored?

TIP: Select a storage space that is accessible, clearly labeled, and appropriate for your students' developmental levels.

How will storage areas be organized?

TIP: Assign devices to individual students and use photos or labels to model the correct setup.

What steps will students follow to retrieve and return devices?

TIP: Demonstrate retrieval and return routines, then have students practice until they can do them independently.

Where will broken or malfunctioning devices be placed?



TIP: Create a 'Repair Station' where students can leave broken devices with notes for the teacher to review later.

Handling & Care

Teach and model proper device care to help students build responsibility. Consistent routines prevent damage and extend device lifespan.

Where will extra or replacement devices be stored?

TIP: Keep extras in a secure location to reduce downtime when issues arise.

What are the expectations for safe handling?

TIP: Create posters showing students using devices safely and display them in your classroom.

What cleaning routines will be implemented?

TIP: Incorporate device cleaning into weekly routines, such as 'Wipe Down Wednesday' using microfiber cloths.



How will students be held accountable for device care?

TIP: Develop a [Technology Care Contract](#) as a class and assign [Class Jobs](#) to manage devices and accessories.

Logging On & Troubleshooting

How will you teach students to log in to Amira?

TIP: Create a desktop shortcut or bookmark for quick access and model the login process step-by-step.

How will students access their login information?

TIP: Attach [login cards](#) to each student's device or store them in homework folders for easy access.

How will devices be inspected or maintained?

TIP: Schedule periodic checks or student-led inspections to ensure devices stay in working order.



Consistency & Reinforcement

How will students identify and troubleshoot device issues?

TIP: Model how to troubleshoot before requesting teacher help.

How frequently will you review equipment routines?

TIP: Revisit expectations after breaks or when issues arise to reinforce positive habits.

What positive reinforcement strategies will you use?

TIP: Use specific praise—e.g., "You carried that tablet so carefully—thank you for keeping it safe!"