

AMIRA LEARNING

Admin Dashboard Setup Guide

A self-paced checklist for district administrators
Configure your district's Amira Reading Suite—one tile at a time.

TABLE OF CONTENTS

About This Guide.....	2
Section 1: Amira ISIP Assess & Amira Evaluar.....	3
Assessment Configuration.....	3
GENERAL TAB.....	5
ENGLISH TAB.....	6
SPANISH TAB.....	7
ROLE CONFIGURATION TAB.....	8
Screening Windows.....	10
Section 2: Amira Instruct & Enseñar.....	12
Curriculum Management.....	12
Section 3: District-Wide Settings.....	14
Cut Line Configurations.....	14
App Settings.....	15
Badging & Avatar Settings.....	17
You're Set Up! What's Next?.....	18

About This Guide

Welcome! This guide walks you through setting up your district's Amira Admin Dashboard at your own pace. Each section covers one tile in your dashboard and shows you what to configure and how to do it.

Work through the tiles in order. Each step has a checkbox you can mark off as you go, a short description of what the setting does, and a link to a walkthrough that shows you exactly where to click. You'll also notice indicators on whether adjusting the configuration is:

 **High Priority** – We recommend making sure these configurations are intentionally set up to reflect your district's implementation.

 **As Needed** – Many districts leave the default configuration in place, but you can spend time making adjustments if desired.

How to use this guide

- Check the box beside each step once you've completed it.
- Use the Resources links under each tile to see a walkthrough for that setting.
- Settings marked with ⚠ have wide impact—read the note before you save.
- If a setting isn't available in your dashboard, or you need help, reach out to your Amira team using the contact info at the end.

Before you begin—quick checklist

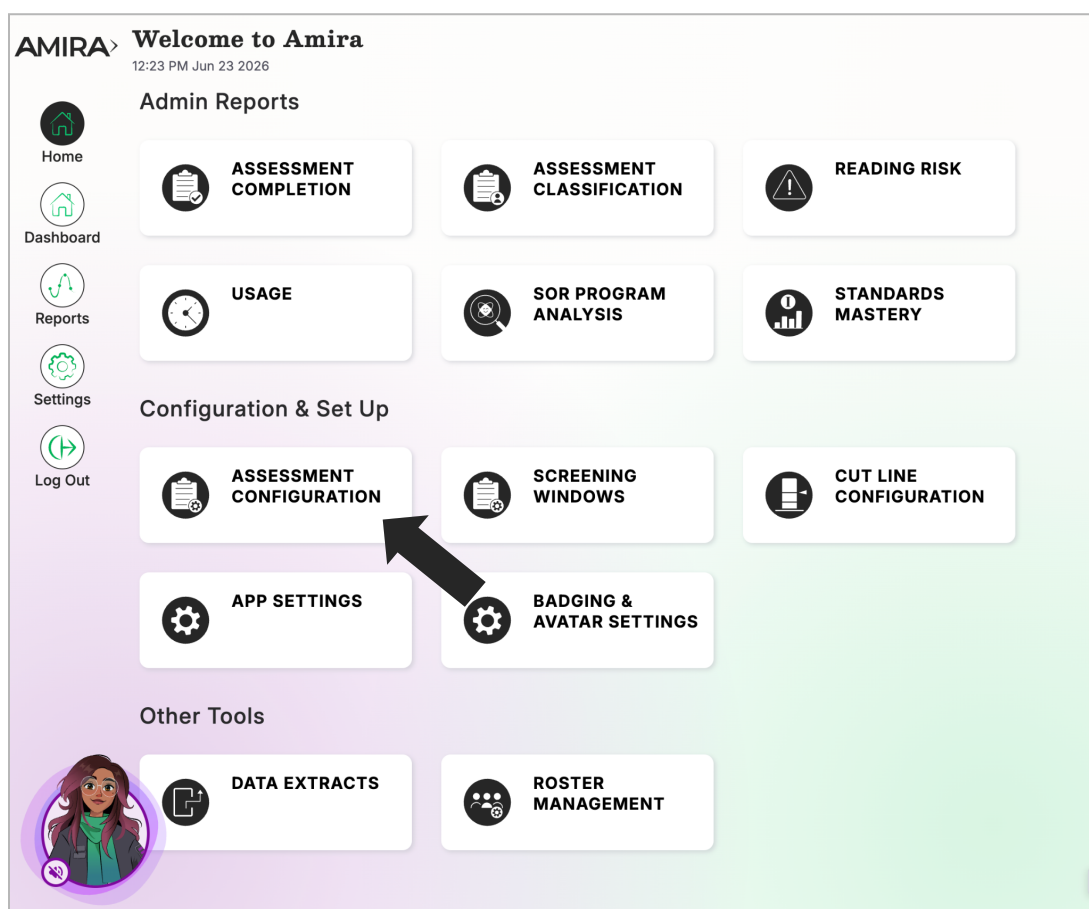
- Confirm your students are rostered before configuring assessments.
- Have your district's assessment calendar and any state screening requirements handy.

Section 1: Amira ISIP Assess & Amira Evaluar

These tiles control the student assessment experience—what they take, when, and in what language(s). This is where state compliance, equity, and data validity come together, so most setup time is spent here.

Assessment Configuration

Find it: Admin Dashboard → Assessment Configuration



What you'll set here

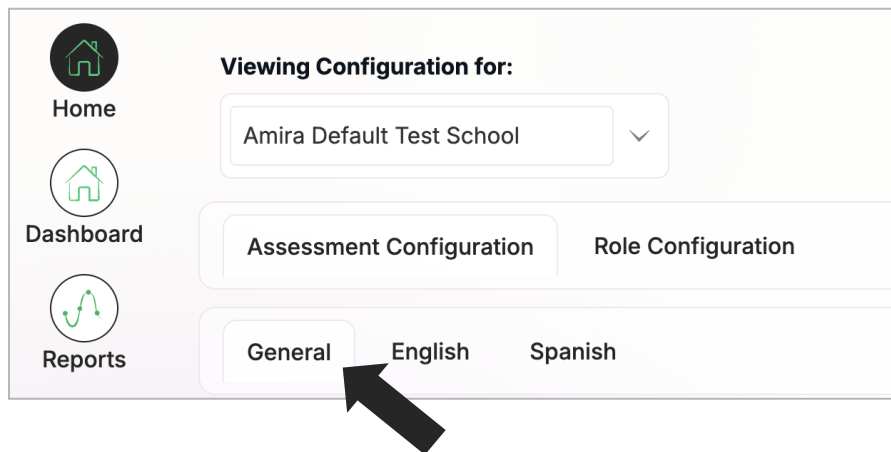
- The overall assessment profile that matches your state or district.
- Which individual tasks (subtests) students complete.
- The RAN task type for your youngest readers.
- Language settings for bilingual students.
- Extended-time accommodations.
- When assignments expire.

⚠ **Heads up:** Set up your Assessment Configurations BEFORE your testing window opens, especially for Dual Language or transitional bilingual programs. Changing it mid-window leaves you with mixed data. Note: teachers must also adjust their Assessment Settings for students to receive the assessment in both languages.

[Use this walkthrough](#) for additional guidance.

GENERAL TAB

 **As Needed**



☐ **Timer Accommodation** *(Optional)*

- Select the extended-time multiplier (1.25x, 1.5x, or 1.75x) applied to item-level tasks. The default is 1.5x.
- Teachers enable extended time for individual students in their Settings; this sets how much extra time those students receive.

☐ **Assessment End Date Behavior** *(Optional)*

- “Last Day of School Year” keeps assessments available all year (maximizes completion, catches late/absent students).
- “Last Day of Window” expires assessments when the testing window closes (cleaner data tied to each window; helpful for monthly progress monitoring so old assessments don't stack up).
- Default: Last Day of School Year.

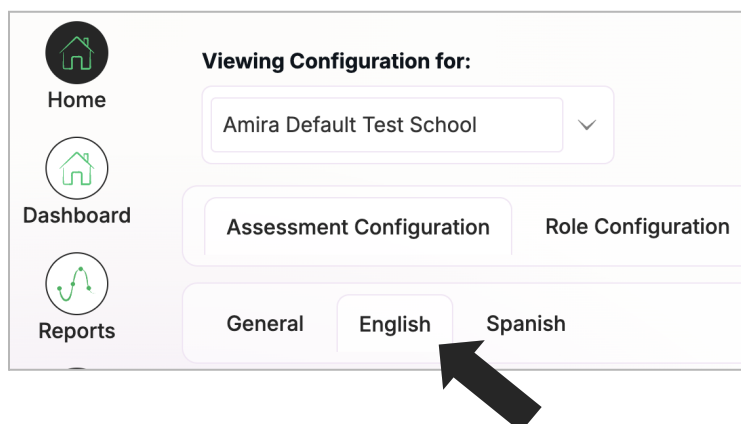
☐ **On Demand Assessment End Date Behavior**

- Controls how long teacher-assigned, out-of-window assessments stay active—same two options as above. Default: Last Day of School Year.
- This is a separate control from the standard end-date behavior, so you can mix and match for scheduled benchmarks vs. teacher-initiated progress monitoring.

Click **Save** after making your selections.

ENGLISH TAB

 **High Priority**



☐ **Campus Assessment Configuration**

- Set the blueprint of required tasks that will be present in your campus's assessment configuration. Choose the profile that matches your state's mandate (for example, a state-specific option or Amira Standard).
- If your state-specific option isn't listed, choose Amira Standard—a research-validated default.

☐ **Assessment Tasks**

- View the required tasks by grade.
- *Optional:* use the dropdowns to toggle additional tasks on or off.

Considerations:

- Turning tasks off affects your data and may affect compliance. Removing the Vocabulary task creates gaps in your Science of Reading reports; removing dyslexia-screening tasks may put you out of step with state screening laws. Make sure any change is intentional.
- On the flip side, adding tasks adds additional time to the assessment. Be mindful of how long the assessment will take when turning additional tasks on.

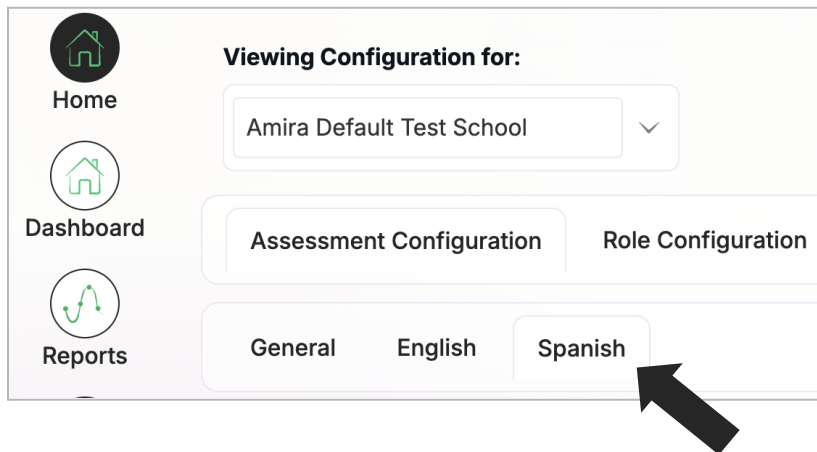
☐ **RAN (Rapid Automatized Naming) Task Type**

- Applies to Kindergarten and 1st grade. Choose a Primary Type; if a student can't make progress, Amira automatically falls back to the Secondary Type.
- Type options: Objects, Colors, Numbers, Letters. (Tip: avoid assigning Numbers or Letters to students who haven't learned them yet, as it can produce artificially low scores.)

Click **Save** after making your selections.

SPANISH TAB

 **High Priority**



☐ **Campus Assessment Configuration**

- Set the blueprint of required tasks that will be present in your campus's assessment configuration. Choose the profile that matches your state's mandate (for example, a state-specific option or Amira Standard).
- If your state-specific option isn't listed, choose Amira Standard—a research-validated default.

☐ **Assessment Tasks**

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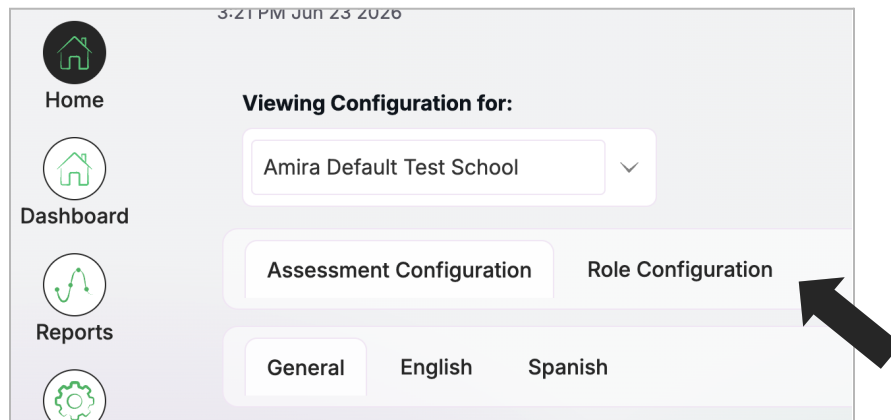
Considerations:

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- On the flip side, adding tasks adds additional time to the assessment. Be mindful of how long the assessment will take when turning additional tasks on.

Click **Save** after making your selections.

ROLE CONFIGURATION TAB

 **As Needed**



☐ Role Configurations

- Open the Role Configuration tab to decide which staff roles (District Admin, Campus Admin, Teacher) can edit specific assessment settings—and which can only view them.
- When a setting is ON for a role, that role can change it; when OFF, that role can view it only.
- Settings you can control by role include:
 - **Schedule Benchmark On Demand:** adjust permissions for who can assign Benchmark assessments to students from the Teacher Dashboard
 - **Schedule Progress Monitor On Demand:** adjust permissions for who can assign Progress Monitor assessments to students from the Teacher Dashboard
 - **Assessment Screening Windows:** adjust permissions for who can edit Screening Windows
 - **Assessment End Date Behavior:** adjust permissions for who can edit end date behavior for district-assigned screening windows
 - **On Demand Assessment End Date Behavior:** adjust permissions for who can edit end date behavior for teacher-assigned assessments
 - **Change Extended Timer:** adjust permissions for who can apply an extended timer accommodation for students from the Teacher Assessment Settings

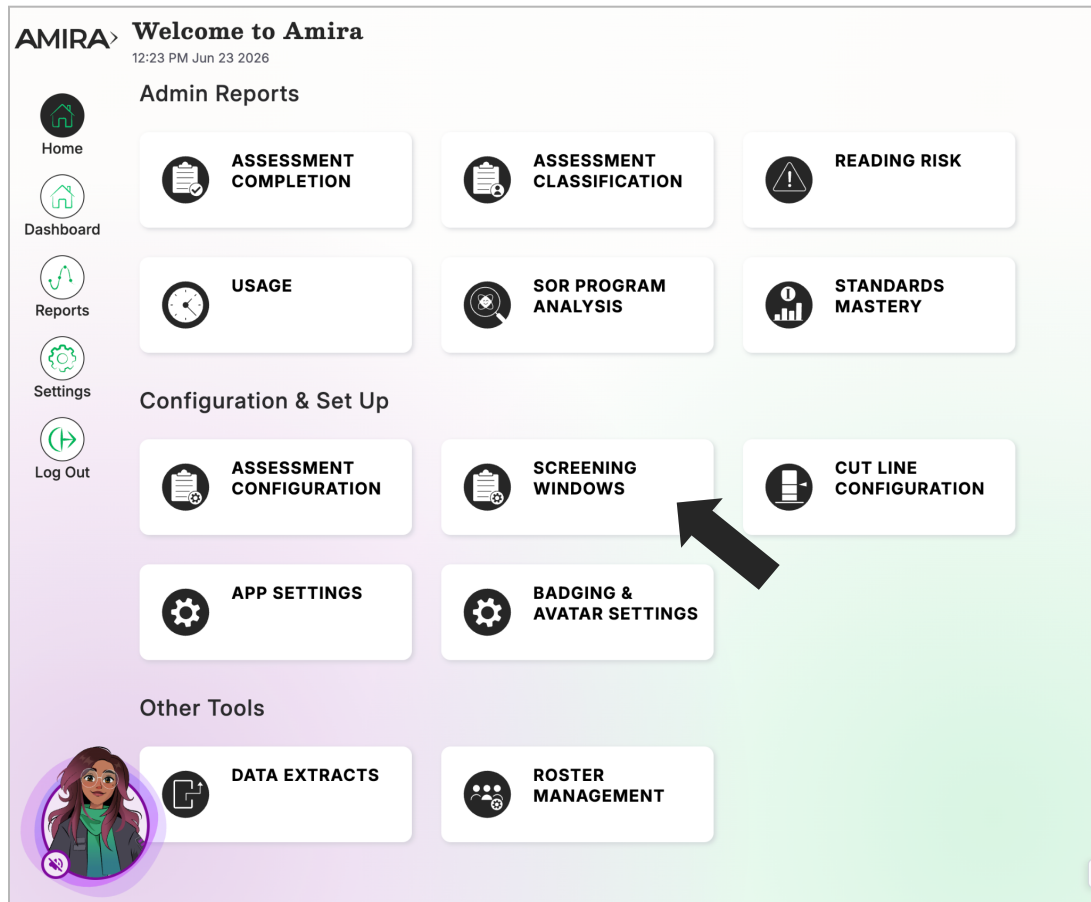
- **Digital Assessment Mode:** adjust permissions for who can apply a nonverbal accommodation or paper/pencil accommodation for students from the Teacher Assessment Settings
- **Edit Student Language:** adjust permissions for who can edit language settings for students from the Teacher Assessment Settings
- **Assessment Rescore:** adjust permissions for who can rescore assessments from the Teacher Progress Report review activity screen

⚠ **Heads up:** These permissions decide who can change high-impact settings, so set them deliberately. If you limit teacher controls of settings, note that someone with campus or administrator access will still need to set individual student language and accommodation settings in the teacher's class Assessment Settings BEFORE an assessment window opens or is assigned.

Click **Save** after making your selections.

Screening Windows

Find it: Admin Dashboard → Screening Windows



What you'll set here

- How often students assess (3 times per year or monthly).
- The open and close dates for each testing window.
- Which schools and grade levels each window applies to.

[Use this walkthrough](#) for additional guidance.

 High Priority☐ **Set your assessment cadence.**

- Choose 3 times per year or monthly. This sets up default windows, which you can then add to or remove.

☐ **Set your assessment windows.**

- Use the dropdown to set windows for the whole district or for each school.
- Click +Add Window. For each window, select a start date, end date, grade levels, and assessment type (Benchmark or Progress Monitor).
- If you are using Amira in English and Spanish, windows will automatically be created for both languages, so students will receive the assessments in the same window. To change this, click the 3 dots and select “Split By Language”. This will create separate windows for English and Spanish, and you can make adjustments to dates and grade levels accordingly.

 **Consideration:** If a window isn't active, students who log in are routed to practice instead of the assessment—so dates matter. A window of about 3–4 weeks gives every student time to finish while keeping data reasonably aligned.

 **Heads up:** Student assessment settings must be updated in the Teacher Settings tab BEFORE an assessment window opens. If a teacher tries to change them after the window opens, they will not apply.

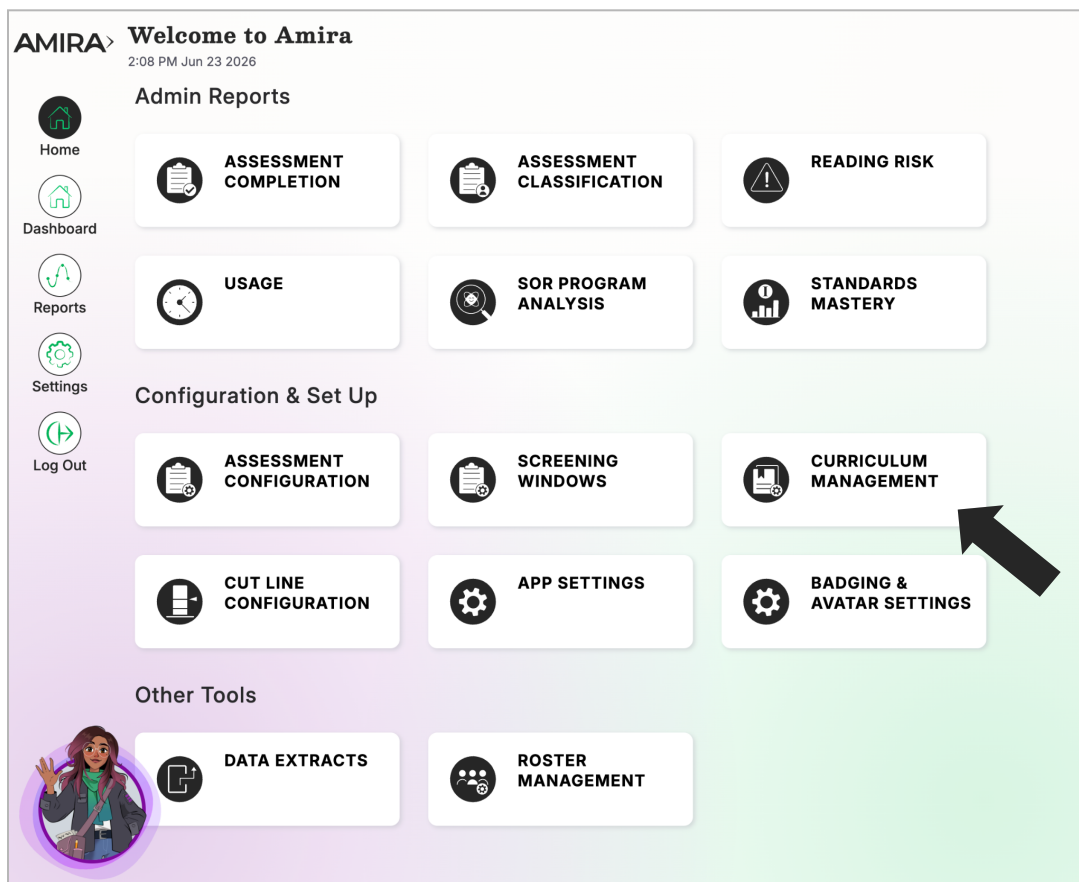
Click **Save** after making your selections.

Section 2: Amira Instruct & Enseñar

These tiles govern how Amira plans and assigns instructional content—what gets taught, when, and how student mastery data drives learning.

Curriculum Management

Find it: Admin Dashboard → Curriculum Management



What you'll set here

- The curriculum / pacing guide for each grade level.
- Access to micro-lessons and the AI Lesson Planner.
- A fluency filter that keeps early readers in accessible texts.
- Adjustments to lesson order, pacing, and instructional dates.

[Use this walkthrough](#) for additional guidance.

 As Needed

*Setup was completed during the initial Instruct onboarding process. Use the Curriculum Management tile to make adjustments, though these settings will already have been customized.

If your district has not onboarded to Curriculum Coherence yet, please reach out to your Success Team or email support@amiralearning.com for help.

☐ **Select a pacing guide for each grade level.**

- Choose the curriculum used in each grade. This tells Amira where your classrooms are in their scope & sequence so it can reinforce the right skills.
- If your specific publisher isn't listed, Amira Default uses a standard Science of Reading progression.

☐ **Turn Core Coherence & the AI Lesson Planner on or off by grade.**

- Enable to give a grade access to assigned micro-lessons and the AI Lesson Planner.

☐ **Set the "Restrict to Fluency Targeted Tutors" filter (optional).**

- Turn on by grade level to filter out Targeted Tutors focused on Background Knowledge and Structures & Reasoning, leaving only fluency-focused tutors with more accessible texts.
- Most useful for K–1 to prevent "rigor whiplash" for emerging readers. This is a grade-level filter, not per-student.

☐ **Adjust pacing as needed.**

- Make changes to the scope & sequence, lesson order, and instructional dates for each grade. Revisit this when your calendar shifts (snow days, schedule changes).

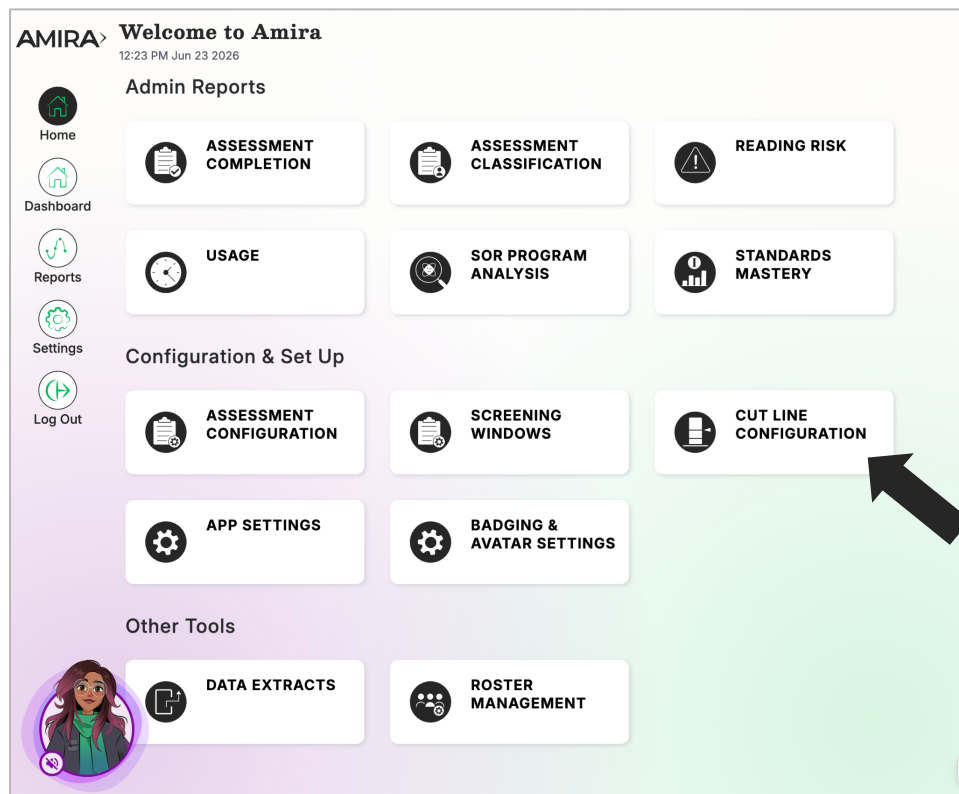
Click **Save** after making your selections.

Section 3: District-Wide Settings

These tiles apply across Amira ISIP Assess/Evaluar, Instruct/Enseñar, and Tutor/Tutora.

Cut Line Configurations

Find it: Admin Dashboard → Cut Line Configurations



What you'll set here

- The proficiency thresholds and color bands shown on teacher and admin reports.

[Use this walkthrough](#) for additional guidance.

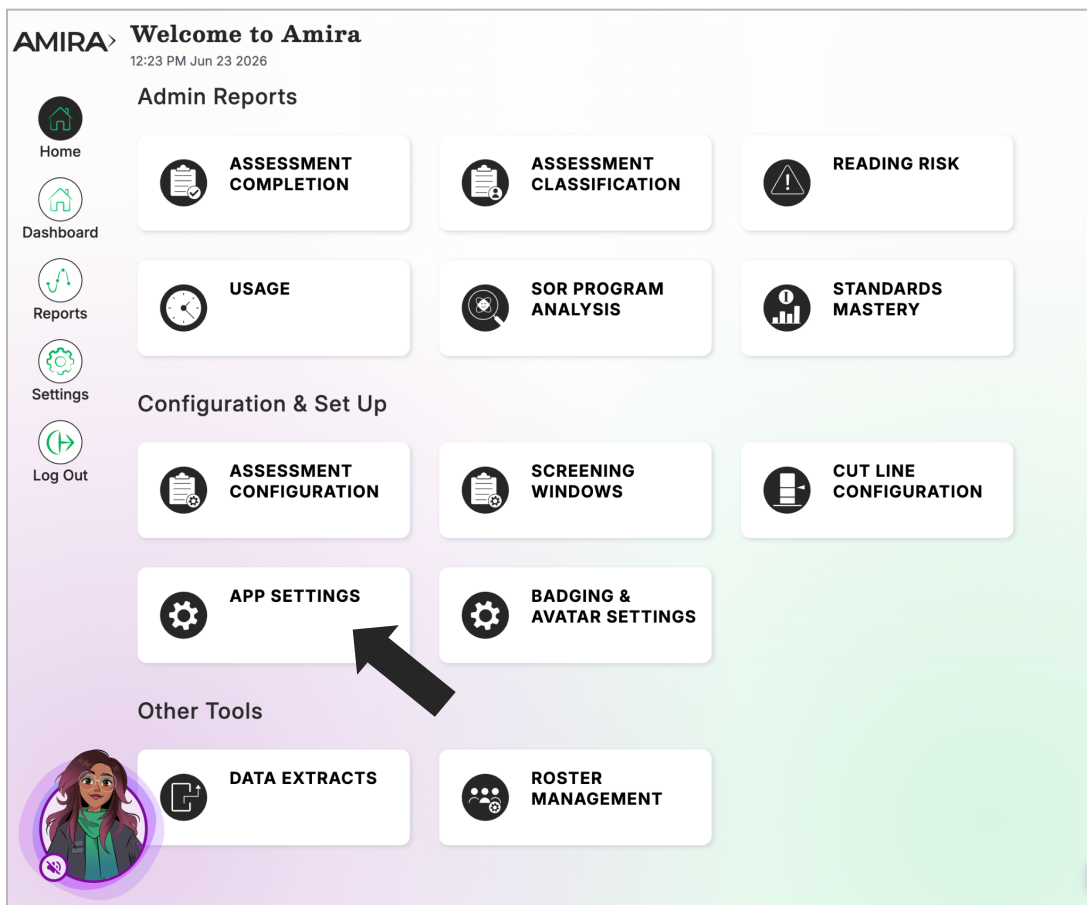
High Priority

- ☐ **Select the cut lines that match your district's model.**
 - Consider the number of tiers/levels, your desired starting and ending Percentile Ranks (PR), and the color bands you want displayed on reports.

Click **Save** after making your selection.

App Settings

Find it: Admin Dashboard → App Settings



What you'll set here

- How Amira Tutor coaches students (images, intervention frequency, Giveword).
- Whether the Individual Learning Pathway is available in Instruct.
- Reporting options—state standards, reading-level scales, and transcript detail.

[Use this walkthrough](#) for additional guidance.

As Needed

☐ Configure Tutor/Tutora

- **Images in Stories:** Turn story images on or off for the Early Reader Skills Scaffold and for Standard Amira Practice.

- **Intervention Frequency:** Set how often Amira intervenes during reading: High (steps in quickly—good for early/struggling readers), Standard (balanced default), or Low (allows more self-correction time).
- **Giveword Intervention:** Enable the Giveword intervention, which simply provides the correct word when a student is stuck.

 High Priority

☐ **Configure Instruct/Enseñar**

- **English Individual Learning Pathways:** Enable or disable the Individual Learning Pathway (ILP), which provides a sequence of English instructional lessons.
- **Spanish Individual Learning Pathways:** Enable or disable the Individual Learning Pathway (ILP), which provides a set sequence of Spanish instructional lessons.

 High Priority

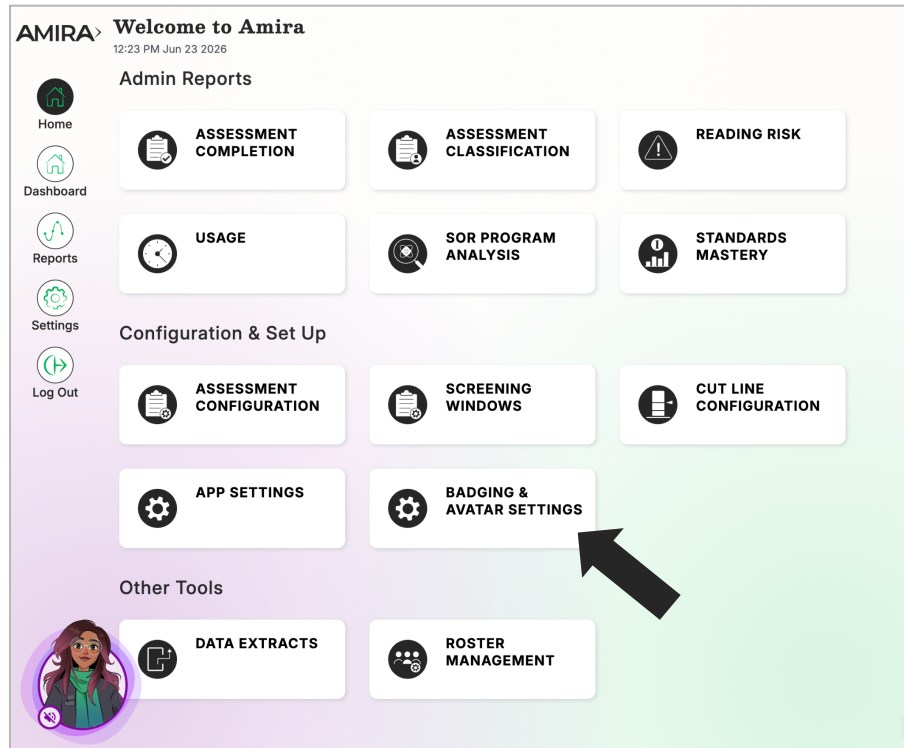
☐ **Configure Reporting**

- **Choose Standard Used in Reporting:** Select your state standards and curriculum (or default options if not listed).
- **Choose Curriculum Available in Reports:** select your district's aligned curriculum for English and Spanish reporting, or select Amira Default.
- **Choose Scales Used in Reporting:** Enable DRA to display in reports (note: these levels are based on a concordance with the DRA and apply to the Oral Reading Fluency passage)
- **F&P Reading Level on Reports:** Enable F&P reading levels to display in the Benchmark Report (note: these levels are based on a concordance with the F&P scale and apply to the Oral Reading Fluency passage)
- **Show Extended Columns in Transcripts:** Allow teachers to view self-corrections, skips, and errors during review in the Teacher Progress Report review activity screen.
- **Student ID for Family Communications:** Choose which student ID is shown on the parent report and dyslexia parent letter.

Click **Save** after making your selections.

Badging & Avatar Settings

Find it: Admin Dashboard → Badging & Avatar Settings



What you'll set here

- Whether students earn badges during Tutor sessions.
- Whether students can customize their Amira avatar.

[Use this walkthrough](#) for additional guidance.

As Needed

☐ Enable/Disable Badging

- Enable badging to let students earn badges during reading practice with Amira Tutor & Tutora.

☐ Avatar Settings

- Enable Avatar Settings to let students change their Amira avatar (Amira Classic or Amira New).

Click **Save** after making your selections.

You're Set Up! What's Next?

Once you've worked through all of your Administrator Configuration Tiles, your district's Amira dashboard is configured and ready. A few good next steps:

- ☐  **High Priority:** Complete [this survey](#) to build your Implementation Plan.
- ☐  **As Needed:** Review a Teacher Growth Dashboard to confirm the experience looks right.
- ☐  **As Needed:** Explore your reports once students begin assessing—assessment results can take up to 24 hours to populate.

Need help?

- Use the chat feature in the lower-left corner of your dashboard to ask Amira or reach a live agent.
- Browse support articles at help.amiralearning.com.
- Contact the Amira Support Team at: support@amiralearning.com