

Amira Launch Checklist for Oklahoma Administrators

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

✓	TASKS & CONSIDERATIONS	RESOURCES
☐	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: rosteringsupport@amiralearning.com Back to School Rostering Office Hours* *Tuesdays & Thursdays through Sept 10 at 9:00am & 2:00pm
☐	Tech Setup & Validation Check system requirements, device set up, and communicate with your IT Team. Then, test Amira on a student device.	System Requirements Device Setup Guides Email template to District Tech Lead
☐	Platform Configuration Use the Administrator Dashboard Configurations Guide to customize district settings applicable to your Amira tools.	Admin 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 Assign District-Wide Option 2: Teacher Assigned
☐	School Leader Onboarding Send the pre-launch email to school leaders. Optional: Encourage school leaders to register to attend the Leadership Launch Webinar for Oklahoma Educators.	Register for Leadership Launch for Oklahoma Educators Email Template to School Leaders Optional: Async Leader Course
☐	Champions Leaders Read about the Amira Champions Leaders program, and email school leaders or educators to sign up.	Champions Leaders Champions Leaders Sign Up Form
☐	Teacher Training Share registration links with teachers to attend Live Virtual Teacher Training for Oklahoma Educators.	Register for Live Teacher Training Email Template to Teachers
☐	Monitor Reports Use the Administrator Dashboard Reporting Guide to review and monitor key reports.	Admin Dashboard Reporting Guide