Launching Amira ISIP Assess
Teacher Checklist

Directions: Use this checklist to launch Amira ISIP Assess in your classroom. Complete each step in order, track your progress, and note any dates where 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.*	🔗 [Amira Training](#)
☐ **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 for Amira usage.*	🔗 [Troubleshooting Tips](#)
☐ **Introduce Amira to students.** *Use intro slides and video to help students learn to read with Amira.*	🔗 [Introducing Amira](#)
☐ **Provide practice opportunities.** *If using **Amira Tutor**, allow students to practice reading a few times before their assessment*	
☐ **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.*	

Launching Amira Instruct & Amira Tutor
Teacher Checklist

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

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