

Amira Tech Prep Guide

2025-2026 School Year

This template is designed to help you establish a strong foundation for your students' learning journey with Amira. By investing in creating clear procedures and expectations, you can maximize learning outcomes, minimize disruptions, enhance focus, promote student independence, and encourage positive behavior. As the leaders of your classroom, you know your students best. What will need to be taught explicitly? What can be introduced briefly and reinforced over time? Let's explore these questions and more.

Quick Links to Related Resources:

- [Tech Care Contract](#)
- [Tech Care Family Letter](#)
- [Classroom Job Cards](#)
- [Log in Cards](#)

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Amira Scheduling & Usage

How will you structure your Amira time?

NOTE: Some teachers may have all students use Amira simultaneously every day, while others may prefer smaller groups to use Amira at specific times or on designated days of the week, depending on scheduling and device availability.

Teacher Plan

When will students use Amira?

TIP: Make it a part of your daily routine!

- Small Group: (eg. Centers)
- Whole Group: (eg. Literacy block)
- Independent Work: (eg. Morning work, independent reading)
- After School: (eg. Tutoring)
- At Home: (eg. Homework, extra credit)

Teacher Plan

How will you ensure students meet their usage goals?

TIPS:

- Create a [schedule](#) and display it in the classroom.
- Encourage students to [track their own progress](#) and celebrate when they meet their goals.

Teacher Plan

Equipment Management

What devices and tools will students need to use Amira?

TIP: Headphones, dividers, and strategic spacing of students can help reduce distractions.

Teacher Plan

Where will equipment be stored?

TIP: When deciding where to keep equipment, consider the classroom size, layout, developmental appropriateness, and student needs.

Teacher Plan

How will storage areas be labeled and organized?

TIP: Assign devices to individual students to increase accountability for device care.

Teacher Plan

What are the classroom expectations for storage area organization and maintenance?

TIP: Take a photo of the storage area when it's perfectly organized and hang it prominently where students can easily see it when taking out or returning equipment.

Teacher Plan

What steps will students follow for retrieving and returning equipment and tools?

TIP: Have students practice taking out their devices, walking with them safely, and then returning them.

Teacher Plan

Where will broken or malfunctioning equipment be placed?

TIP: A "Repair Station" reduces classroom disruptions by providing a centralized location for students to leave broken items and notes for the teacher to address later.

Teacher Plan

Where will extra/replacement equipment for students to use be stored?

Teacher Plan

Handling & Care

What are the classroom expectations for safe handling of devices and headphones?

TIP: Identify the most important guidelines for students to remember when handling equipment. Take clear photos of students following these guidelines and post them as visual reminders.

Teacher Plan

What cleaning techniques can be taught for equipment?

TIP: Work equipment cleaning into classroom routines (eg. Wipe Down Wednesday - students use a soft microfiber cloth to wipe the screen of their device).

Teacher Plan

How will students be held accountable for device and headphone care?

TIPS:

- Create a [Technology Care Contract](#) as a class, then have each student sign it.
- Assign [Class Jobs](#) around the management of student devices.

Teacher Plan

How can you collaborate with families to reinforce device and headphone care at home?

TIP: Send a [letter home to families](#) explaining classroom routines and expectations for equipment handling and care.

Teacher Plan

Should devices and headphones be checked or inspected regularly for maintenance needs? If so, how often and by whom?

TIPS: [Troubleshooting](#)

Teacher Plan

Logging on & Troubleshooting

How will you teach students to log in to Amira?

TIP: Have students create a desktop shortcut for Amira to access the program quickly.

Teacher Plan

How will you make sure that students have access to their login information?

TIP: Print [log in cards](#) and then attach them to each student's device and/or anywhere else that might be helpful (eg. homework folder).

Teacher Plan

How will students identify and troubleshoot device or program issues?

TIP: Model and practice using resources such as the [Student Troubleshooting Poster](#) before asking for help.

Teacher Plan

What are the classroom expectations or protocol for reporting broken or malfunctioning equipment?

Teacher Plan

Consistency & Reinforcement

How frequently will you review equipment management routines with students?

TIP: After extended breaks (eg. holidays or vacations), give students a refresher and remind them of your routines and expectations for device handling and care.

Teacher Plan

What positive reinforcement strategies will you use to encourage students to follow the routines consistently?

TIP: Praise students using language specific to the behavior and expectations being followed (eg. "Wow! You are handling the equipment so carefully, that's exactly how we keep them in good condition!").

Teacher Plan

Sample Amira Usage Schedule

Need more scheduling tips? Click [here](#).

MON	TUES	WEDS	THURS	FRI
Arrival / Morning Work A	Arrival / Morning Work A	Arrival / Morning Work A	Arrival / Morning Work A	Arrival / Morning Work A
Morning Meeting /SEL	Morning Meeting /SEL	Morning Meeting /SEL	Morning Meeting /SEL	Morning Meeting /SEL
Math	Math	Math	Math	Math
ELA	ELA	ELA	ELA	ELA
Art	Physical Education	Music	Art	Music
Lunch/Recess	Lunch/Recess	Lunch/Recess	Lunch/Recess	Lunch/Recess
Lit Centers A	Lit Centers A	Lit Centers A	Lit Centers A	Lit Centers A
Science	Spanish	Physical Education	Science	Spanish
Read Aloud	Intervention A	Library A	Intervention A	Choice Time
Closing Circle / Dismissal	Closing Circle / Dismissal	Closing Circle / Dismissal	Closing Circle / Dismissal	Closing Circle / Dismissal
Homework A	After School Tutoring A	Homework A	After School Tutoring A	Homework A