
















# Launching Amira

## Administrator Checklist

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

Tasks & Considerations	
<b>Roster Setup</b> <ul style="list-style-type: none"> <li>Confirm login pathway, connect with your district rostering/tech lead if needed,</li> <li>If you use Amira through HMH: connect with the HMH Rostering Team for rostering setup steps.</li> </ul>	 Need help? Email: <a href="mailto:support@amiralearning.com">support@amiralearning.com</a>
<b>Tech Setup &amp; Validation</b> <ul style="list-style-type: none"> <li><input type="checkbox"/> Check system requirements, device set up, and communicate with your IT Team.</li> <li><input type="checkbox"/> Test Amira on a student device.</li> </ul>	 <a href="#">Amira System Requirements</a>  <a href="#">How to Set-Up a Chromebook</a>  <a href="#">How to Set-Up an iPad</a>  Send <a href="#">this email template</a> to your District Tech Lead
<b>Platform Configuration</b> <ul style="list-style-type: none"> <li><input type="checkbox"/> Use the Administrator Dashboard Configurations Guide to customize district settings applicable to your Amira tools.</li> </ul>	 <a href="#">Administrator Dashboard Configurations Guide</a>
<b>Assessment Set Up</b> <ul style="list-style-type: none"> <li>Determine if you will set assessment windows for your district (option 1) or if teachers will assign assessments (option 2).</li> <li>Determine BOY, MOY, and EOY Benchmark Assessment dates.</li> </ul>	 Option 1: <a href="#">Auto Assignment District-Wide</a>  Option 2: <a href="#">Teacher Assigned</a>
<b>School Leader Onboarding</b> <ul style="list-style-type: none"> <li><input type="checkbox"/> Send the pre-launch email to school leaders.</li> <li>Optional: Encourage school leaders to complete the Amira Academy Leader Course.</li> </ul>	 <a href="#">Email Template to School Leaders</a>  Optional: <a href="#">Amira Academy Async Leader Course</a>
<b>Recruit Champions</b> <ul style="list-style-type: none"> <li><input type="checkbox"/> Read about the Amira Champions program, and email school leaders or educators to sign up.</li> </ul>	 <a href="#">Champions Guide</a>  <a href="#">Champions Sign Up Form</a>
<b>Teacher Training</b> <ul style="list-style-type: none"> <li><input type="checkbox"/> Schedule teacher training or share the asynchronous teacher training pathway.</li> </ul>	 <a href="#">Live &amp; Asynchronous Training</a>  <a href="#">Email Template to Teachers</a>
<b>Monitor Reports</b> <ul style="list-style-type: none"> <li>Use the Administrator Dashboard Reporting Guide to review and monitor key reports.</li> </ul>	 <a href="#">Administrator Dashboard Reporting Guide</a>