Amira Reading Suite Admin - Planning Checklist
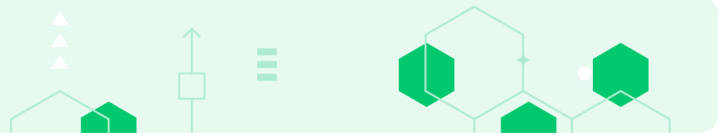
Build a Vision

- ☐ Describe your vision.
    - ☐ What is your vision for Amira in your school?
    - ☐ Describe how Amira will enhance reading instruction and support student growth.
- ☐ Set clear goals.
    - ☐ Who will use Amira? (Grades, student groups, etc.)
    - ☐ Weekly goals? (# of stories or minutes)
    - ☐ Target growth metrics (% assessment completion, % students in classification tiers, % meeting target stories read, etc.)
- ☐ Share your vision with stakeholders.
    - ☐ How will you communicate this vision to staff and leadership? To students? To families?

Empower & Support Teachers

- ☐ Create a launch and training plan for teachers.
    - ☐ Launch date:
    - ☐ When and how will you model reading with Amira? ([Slide Decks & Lesson Plans](#))
    - ☐ Plan your Amira Implementation ([Tech Prep Packet](#))
    - ☐ Plan kickoff activities or a celebration
- ☐ Plan ongoing support for colleagues.
    - ☐ How will you support hesitant teachers? (Ex. [Peer Support Planner](#))
    - ☐ How will you prepare teachers & students to troubleshoot common tech issues? ([Device Troubleshooting Tips](#))
    - ☐ Contact Amira Support or use the Amira Bot for help!
- ☐ Plan how you'll use data and reports.
    - ☐ What Reports are you most familiar with?
    - ☐ Which ones do you need support with?
    - ☐ Cadence for data check-ins or PLC discussions?

Drive Engagement & Monitor Progress

- ☐ Plan strategies for increasing engagement.
    - ☐ How will you track usage?
    - ☐ Incentives or celebrations?
    - ☐ Strategies to build excitement and momentum? (Ex. shoutouts, newsletters, success stories, reading competitions)
- ☐ Determine how you will monitor progress.
    - ☐ Which reports or data will be monitored regularly?
    - ☐ How often will you review school-wide data?
- ☐ Celebrate and share success.
    - ☐ How will you share progress with staff and leadership? Students? Families?
    - ☐ Ideas for celebrating successes?

Additional Resource Links

Implementation Guide

[Teacher Resource Hub](#)

[Amira Champions Leader Guide](#)

[Champions School Year Planner](#)

[Amira Academy Courses](#)

[Teacher Toolkit](#)

[Reporting Guide](#)

[Assessment Settings Walkthrough (Teacher)](#)

[Assigning an Assessment (Teacher)](#)

[AI Lesson Planner Walkthrough (Teacher)](#)