

*This checklist is designed to help you successfully launch BookNook reading sessions with students.*

### PRE-LAUNCH

- Ensure that you and your students have devices [compatible with BookNook](#).
- Understand how students will access BookNook through the student login URL or via SSO (such as Clever or Classlink).
- Prepare a list of the student usernames. Student usernames should be exported before your first session. (Students do not use passwords to log into BookNook.)
- Understand how to use the BookNook platform to sign in to your reading guide account through the [Educator Login URL](#) or SSO (such as Clever or Classlink). You can use your BookNook registration confirmation email to log in for the first time. Please check your inbox and spam for confirmation email. If you cannot locate it, please contact your administrator.
- Attend a BookNook training session to learn more about navigating the BookNook platform and what to expect when facilitating a BookNook reading session.
- Create student reading groups and add them to BookNook. You will be able to edit groups as needed.
- Develop a schedule for using BookNook with your groups and establish classroom procedures and routines around accessing technology, logging in, and other student expectations for working in BookNook. Share the plan with students before the first day of using the platform.

### LAUNCH WEEK

- Set up devices, discuss expectations, and prepare students for BookNook guided reading time.
- Provide students with their usernames and ensure that they can log in if students are not using an SSO such as Clever or Classlink. Students will be prompted to play games until you begin the session.
- Once students have signed in, sign in to your own BookNook account and click the green “Start a Session” button from the menu on the left.
- Choose “Synchronous Session” and select a saved group from the bottom of the screen or select the students that you want to work with in the session. You’ll be given the option to save the group of students for future sessions.

## LAUNCH WEEK CONTINUED...

- Once student selections are complete, click the “Choose Lesson” button to begin a lesson. You can start the recommended lesson, which is the lesson the BookNook algorithm has chosen as most appropriate. You may also be given the option to select a different lesson. To choose an alternative lesson, you can select “Change Lesson” and follow the prompts.
- For the first few sessions, we recommend that you monitor all of the students that you’re working with and that you are able to see their screens. Be sure to walk them through the program, explicitly deliver instructions, and state when you (or an assigned guide) will read aloud and when students will be reading aloud. Keep an eye out for students who may be unfamiliar with what different activities (vocabulary matching, phonics practice, comprehension questions, etc.) are asking them to do so that you can support them accordingly.
- At the end of your session, you will have the option to add notes about each student’s performance. Click the “All Done” button to close out the session and go back to your home screen, or you can start another session.
- If you need to stop your session before you reach the end, click on the BookNook logo in the top left corner and select “Exit Session.” You will have 13 days to rejoin the session and complete that lesson. (You can rejoin sessions from the Sessions tab.)
- Contact us if you have any questions. You can view our support page or contact us via live chat at <https://support.booknook.com/>

## POST-LAUNCH WEEK (about 4-6 weeks later)

- Review overview data to gain insight into progress.
- Review session data in the Sessions tab to make sure that most sessions are being completed.
- Export a progress report showing student reading growth over time
- Use the data to steer any necessary changes you need to make before and during your BookNook reading sessions.