

This checklist is designed to help you successfully support BookNook Tutoring sessions with students.

BEFORE SESSIONS BEGIN

- Ensure that you and your students have devices [compatible with BookNook](#).
- Ensure students know [how to log in](#) and access the program.
- Confirm session times, days of the week, exception days, and duration.
- Consider the learning environment where tutoring will take place.
- Utilize the Tutoring Dress Rehearsal Lesson Plan for [Reading](#) and/or [Math](#) to prepare students prior to their first tutoring session.
- Establish session norms that students have their cameras and microphones on during sessions.

PRIOR TO EACH SESSION

- Ensure devices are charged and in good working order before the session starts.
- Have students log in 5 minutes before the session starts.
- Communicate [expectations for students](#) during tutoring sessions.
- Provide headphones — noise-canceling, if possible.

DURING TUTORING SESSIONS

- Provide support with technology when students experience technical barriers.
- Ensure that the students get logged in correctly and join the tutoring session.
- Support students with any technical issues during the tutoring session.
- Visit the [BookNook Help Site](#) for more resources and to get support.

AFTER SESSIONS

- Talk with students about their progress toward goals.
- Provide constructive feedback and [celebrate successes](#) with students after sessions.
- Track progress on the [Monster Progress Tracker](#) by having students color a monster each time they attend a tutoring session.

