BookNook

grow together

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

BEFORE FIRST SESSIONS BEGIN

- ☐ Ensure that you and your students have devices **compatible with BookNook**.
- ☐ Utilize the **Tech Guide for BookNook Tutoring** to prepare for your BookNook launch.
- ☐ 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.
- ☐ Consider **sharing information about BookNook** to families.
- ☐ Visit the **BookNook Help Site** for more resources.

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.
- ☐ Provide students with headphones.
- ☐ Communicate **expectations for students** during tutoring sessions.

DURING TUTORING SESSIONS

- ☐ Ensure that the students **get logged in correctly** and join the tutoring session.
- ☐ Help students set up and turn on their audio + video.
- ☐ Utilize the **Troubleshooting Tips** checklist to support students with any technical issues.
- ☐ Visit the **BookNook Help Site** to get support.

AFTER SESSIONS

- ☐ Talk with students about their BookNook lessons.
- ☐ Provide constructive feedback and **celebrate successes** with students after sessions.
- ☐ Have students track progress on the **Monster Progress Tracker** each time they attend a tutoring session.