BookNook
grow together

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

BEFORE FIRST SESSIONS BEGIN

- ☐ Confirm that your site or district IT team has reviewed the **BookNook Technology Requirements** and completed all necessary setup steps to ensure student devices, browsers, and network are compatible with BookNook.

- ☐ Understand student login type. Determine if students will access BookNook through manual login, Clever, or ClassLink. This information should be shared by your admin and in training. Ensure students know **how to log in** and access the program. If logging in with manual login on the student site, consider bookmarking the **manual login site** on either the browser or desktop.

- ☐ Confirm with your admin session times, days of the week, exception days, and duration.

- ☐ Prepare learning environment for tutoring that supports focus and minimizes distractions.

- ☐ Utilize the Tutoring Dress Rehearsal Lesson Plan for **Reading** and/or **Math** to prepare students.

- ☐ Ensure students know how to use their microphone, camera, and audio settings. 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**, including keeping their microphone and camera on and actively participating.

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. Consider using **Student Self-Reflection** resources.

- ☐ 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.