



## BOOKNOOK TUTORING

# Checklists for Success

### Preparing and Ensuring Success Across the BookNook Tutoring Program



#### About:

This guide helps **Student Supervisors** prepare for and support BookNook tutoring sessions.

#### How to Use:

Start by completing the Pre-Launch Checklist, using the planning pages to plan and record key details.

Once Pre-Launch tasks are done, proceed to the Launch and Ongoing Success Checklists to ensure students are ready, sessions run smoothly, and ongoing routines are maintained.

*Click to jump to each section:*

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- [Pre-Launch Planning Pages](#) ... page 3-5

- [LAUNCH CHECKLIST](#) ... page 6

- [ONGOING SUCCESS CHECKLIST](#) ... page 7

**Ensure all preparations are complete before the first tutoring session.** Use the planning pages after this checklist on pages 3-5 to record details and logistics and plan routines.

**PRE-LAUNCH**  
Get Started

**LAUNCH**  
First Day Success

**ONGOING SUCCESS**  
During the Program

### PRE-LAUNCH CHECKLIST

Confirm each item and check as you complete each step. Mark n/a for any steps that are not applicable to your implementation. **Note: Utilize pages 3-5 for detailed planning and notes before tutoring starts.**

To Do	Complete
Confirm that your IT team has reviewed the <a href="#">BookNook Technology Requirements</a> and completed all necessary setup steps to ensure technology is compatible with BookNook. (see pg. 3 for details)	
Understand student login type. Determine if students will access BookNook through Manual Login, Clever, or ClassLink. (see pg. 3 for details)	
Confirm tutoring schedule. (see pg. 3 for details)	
Prepare learning environment for tutoring that supports focus and minimizes distractions. (see pg. 4 for details)	
Establish routine for before, during and after tutoring time. (see pg. 4 for details)	
Utilize the Tutoring Dress Rehearsal Lesson Plan ( <a href="#">Reading</a> and/or <a href="#">Math</a> ) to prepare students for launch. (see pg. 5 for details)	
<a href="#">Provide families with information</a> about BookNook. (see pg. 5 for details)	
Prepare any resources from the <a href="#">Customer Help Site</a> . (see pg. 5 for details)	

# Pre-Launch Planning

This section **helps Student Supervisors prepare the learning environment, confirm technology and student access, and plan routines before tutoring** begins. If you are unsure of any of the following items, be sure to connect with your site leadership.

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## TECHNOLOGY SET UP + LOGIN TYPE

Has your IT team reviewed <a href="#">BookNook's Technology Requirements</a> ?	<input type="checkbox"/> Yes - All devices and networks meet requirements <input type="checkbox"/> No - Follow up with IT to confirm compatibility
What devices will students use?	<input type="checkbox"/> Chromebooks <input type="checkbox"/> iPads <input type="checkbox"/> Desktop computers <input type="checkbox"/> Other:
Do student devices have built-in cameras + microphones?	<input type="checkbox"/> Yes <input type="checkbox"/> No - If no, what external equipment is available?
Headphones available?	<input type="checkbox"/> Wired <input type="checkbox"/> Wireless <input type="checkbox"/> None <i>*Headphones with built-in microphones are recommended.</i>
Where are devices located?	<input type="checkbox"/> Already set up <input type="checkbox"/> Students will bring their own <input type="checkbox"/> Shared cart <i>*If students need to retrieve devices, allow extra time before tutoring begins.</i>
How will students log into BookNook?	<input type="checkbox"/> Clever <input type="checkbox"/> ClassLink <input type="checkbox"/> Manual (usernames) <i>If Manual - <a href="#">bookmark the manual login site</a> and <a href="#">prepare login cards</a></i>

## TUTORING PROGRAM LOGISTICS

Tutoring Start Date:	
Tutoring End Date:	
What days do students have tutoring?	<input type="checkbox"/> Monday <input type="checkbox"/> Tuesday <input type="checkbox"/> Wednesday <input type="checkbox"/> Thursday <input type="checkbox"/> Friday
Weeks of Tutoring:	
Exception Dates	
Tutoring Time(s):	

# Pre-Launch Planning

Pre-Launch Planning continued....

## LEARNING ENVIRONMENT

<b>Tutoring location:</b>	<input type="checkbox"/> In-class <input type="checkbox"/> Pull-out space <input type="checkbox"/> Library/lab <input type="checkbox"/> Other:
<b>Student spacing:</b>	<input type="checkbox"/> Spread out <input type="checkbox"/> Grouped
<b>Seating:</b>	<input type="checkbox"/> Individual desks <input type="checkbox"/> Shared tables <input type="checkbox"/> Flexible seating <i>*Dedicated work surfaces help students stay focused.</i>
<b>How will you minimize distractions?</b> (e.g., signage, seating, tech)	
<b>What is the expected behavior/noise level during tutoring?</b>	<input type="checkbox"/> Silent <input type="checkbox"/> Whisper <input type="checkbox"/> Conversation-level <input type="checkbox"/> Other:
<b>(If Applicable) What are students doing who are not in tutoring during this time?</b>	

## TUTORING ROUTINE + PROCEDURES

<b>What is the scheduled time block in which tutoring will occur?</b>	
<b>When do students log in?</b>	
<b>How do they transition into tutoring time?</b>	
<b>What steps should be taken if a student forgets their login?</b>	
<b>If not you, who do students ask if there's a tech issue or question?</b>	
<b>What happens immediately after the session? (e.g., reflection, transition to next activity)</b>	

Pre-Launch Planning continued....

## PREPARE STUDENTS + FAMILIES

Have you introduced BookNook to students using the Tutoring Dress Rehearsal Lesson Plan ([Reading](#) and/or [Math](#))?

- ☐ Yes - Students have completed the lesson & practiced logging in
- ☐ Scheduled for: \_\_\_\_\_
- This helps students learn to log in, set permissions, and become familiar with virtual classroom tools.*

Are students familiar with using their microphone, camera, and adjusting audio settings?

How will students [review session expectations](#)?

- ☐ Slidedeck ☐ Poster ☐ Checklist ☐ Other:

How will families be informed about BookNook?

- ☐ Family letter ☐ Email ☐ Messaging App ☐ Flyer
- ☐ Other:

*\*Utilize [BookNook Family Resources](#) options.*

## PREPARE RESOURCES

Download and/or print the following resources from the [Customer Help Site](#) to have ready prior to tutoring start.

### For Reference:

- ☐ Download and/or print the corresponding [Student Login Guide](#) page for your login type.
- ☐ Consider printing [BookNook Troubleshooting Tips](#) to keep on hand.

### For Students:

- ☐ Select and print an [Attendance Tracker](#) for each student to keep track of their session attendance.
- ☐ Prepare student [Takeaway Tickets](#) and [Reflection Sheets](#).
- ☐ Print blank [Student Certificates](#) to present to students throughout the tutoring program.

## BOOKNOOK TUTORING

# Checklists for Success

Confirm readiness for the **first live tutoring session and any session after**. This checklist covers device checks, student login, expectations review, and any final setup.

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ONGOING SUCCESS  
During the Program

### LAUNCH CHECKLIST

Confirm each item and check as you complete each step. Mark n/a for any steps that are not applicable to your implementation.

To Do	Complete
Ensure devices are charged and in good working order.	
Provide headphones for students.	
Review <a href="#">Student Expectations</a> (microphone, camera, participation).	
Ensure that the students get <a href="#">logged in correctly</a> and join the tutoring session.	
Help students set up and turn on their audio + video. Reference the Classroom At a Glance guides for <a href="#">Reading</a> and/or <a href="#">Math</a> for specific audio and video permission steps.	
Utilize the <a href="#">Troubleshooting Tips</a> checklist to support students with any technical issues.	
Monitor engagement and participation during sessions.	

Contact [BookNook Customer Care](#) if you need any additional support.

## BOOKNOOK TUTORING

### Checklists for Success

Maintain and improve the tutoring experience over time. This checklist helps you **track engagement, and keep motivation and excitement going** for the duration of your tutoring program.

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### ONGOING SUCCESS CHECKLIST

Confirm each item and check as you complete each step. Mark n/a for any steps that are not applicable to your implementation.

To Do	Complete
Talk with students about their BookNook lessons. Consider using <a href="#">Student Self-Reflection</a> resources.	
Provide constructive feedback and use <a href="#">Student Certificates</a> to celebrate successes with students after sessions.	
Review student <a href="#">Attendance Trackers</a> - consider awarding incentives (such as <a href="#">BookNook Bookmarks</a> ) at the completion of a row or page.	
Let students reflect on their overall tutoring by utilizing the <a href="#">My Tutor and Me sheet</a> to draw themselves, their tutor, and moments from their sessions.	
Consider displaying Student Certificates and Attendance Trackers on a BookNook themed <a href="#">Bulletin Board</a> for visibility.	
Staff members <i>with a BookNook login account*</i> may wish to log into their BookNook Dashboard for at a glance data and more information about student sessions. Refer to the <a href="#">Staff Login Guide</a> for login support and utilize the <a href="#">BookNook Dashboard walkthrough</a> for insight into the information available. BookNook Program Managers work with leadership to check in regularly and review this data.	

*\*Staff BookNook accounts are provided at the discretion of site leadership.*