



BOOKNOOK PLATFORM

Checklists for Success

Preparing and Ensuring Success for BookNook Partners Using Own Staff for Tutoring



About:

These checklists help **Reading Guides** prepare for and conduct BookNook tutoring sessions in the BookNook Platform.

How to Use:

Review the checklists before sessions begin to ensure all materials, devices, and logins are ready for you and for the students you will be tutoring. Keep a printed or digital copy on hand in your tutoring space as a quick-reference guide during the first few sessions and to review post session suggestions.

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This checklist is designed to help you successfully prepare for BookNook reading sessions with students. Ensure all preparations are complete before the first tutoring session.

BOOKNOOK PLATFORM Checklists for Success

PRE-LAUNCH
Get Started

LAUNCH
First Day Success

ONGOING SUCCESS
During the Program



PRE-LAUNCH CHECKLIST

- Ensure that you and your students have devices [compatible with BookNook](#).
- Understand **student login type**. Determine if students will access BookNook through Manual Login, Clever, or ClassLink and focus on the corresponding section of the [Student Login Information](#) page for help. *If Manual - [bookmark the manual login site](#) and [prepare login cards](#)*
- Understand the **staff login type** to sign into your reading guide account. Determine if you will access BookNook through Manual Login, Clever, or ClassLink and focus on the corresponding section of the [Staff Login Guide](#) for help. *If Manual - 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.
- Optional - if tutoring the same group(s) of students each time, consider creating student groups in the BookNook Platform prior to start. Groups can be created and edited within the Groups page on the BookNook Dashboard.
- Develop a schedule for using BookNook with students 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.
- Utilize the [Customer Help site](#) for tips and resources for getting started as well as ideas for engaging both families and students. Download and/or print the following resources from the Customer Help Site to have ready prior to tutoring start:
 - 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
 - Prepare [BookNook Smartwatches](#) for recognizing achievements & sharing reminders
 - Consider printing [K-8 Extension Questions + Activities](#) to keep on hand if wanting to extend a lesson

Confirm readiness for your first BookNook tutoring session and any session after. This checklist covers student login, expectations review, and how to start and conduct a session in the BookNook Platform.

PRE-LAUNCH
Get Started

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LAUNCH CHECKLIST / EACH SESSION

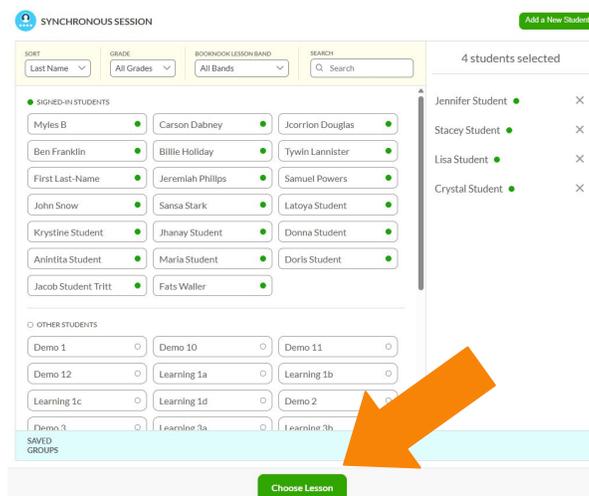
- Set up devices, [discuss expectations](#), and prepare students for BookNook sessions.
- [Ensure that students can log in](#). Students will be prompted to play games until you begin the session.
- Once students have signed in, sign in to your own BookNook account and click the green “Start a Session” button from the menu on the left. After clicking the Start Session Button, guides will select Synchronous to conduct a 1:1 or small group session.

START A SESSION

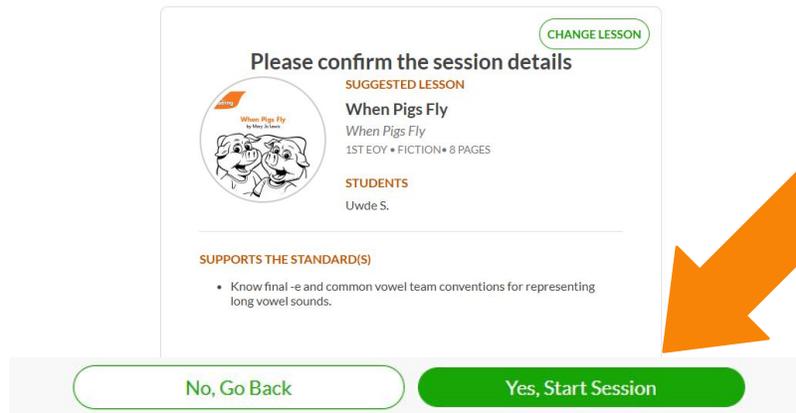
- Choose “Synchronous Session” and select the students that you want to work with in the session.



- Students that are signed in will show a green dot next to their name. You’ll be given the option to save the group of students for future sessions. If you have already created a group, select the group along the bottom of the screen. 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. Select “Yes, Start Session” to begin.



- 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 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.

Utilize the **left hand column** for tips on what to do, ask and say as well as the **preview activity, slide, and continue buttons**. Monitor student progress by noting the **dots under student names**.

Tips

Do:

- Review the student mastery of each activity. If there is an activity where students struggled, share your screen to walk through the activity, address misconceptions, and provide corrective feedback.

In this activity, students will decode each word and match it to the correct pronunciation.

fun
kid
mom
cat

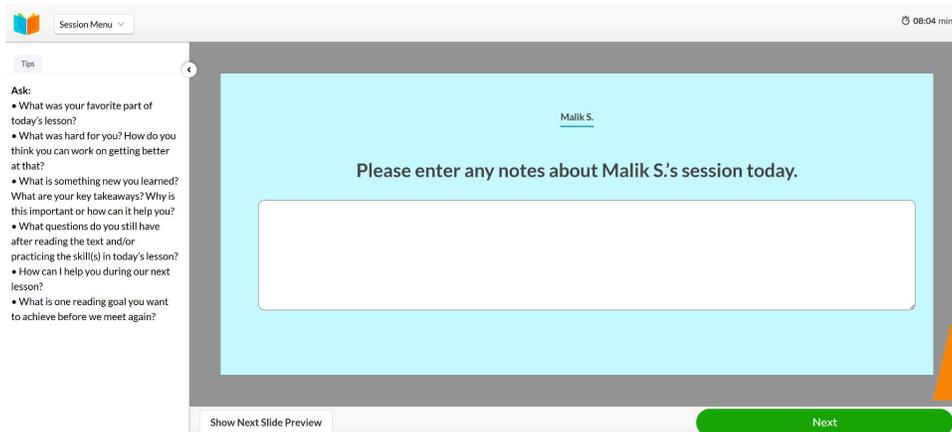
1 STUDENT Malik S. ○○○

Show Next Slide Preview Continue

- For the book portion of the lesson, you will also have access to arrow keys to turn the pages of the book and orange discussion points throughout the text.

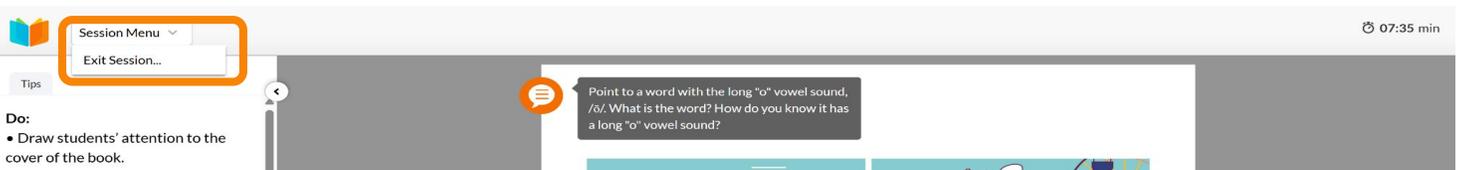


- At the end of the session, you will have the option to add notes about each student's performance. Click the "All Done" button to close out the session and go back to your home screen, or you can start another session.



- 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. Completing a session will ensure student progress is accurately tracked and informs the lesson recommendation tool.



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 BookNook experience for maxim impact.

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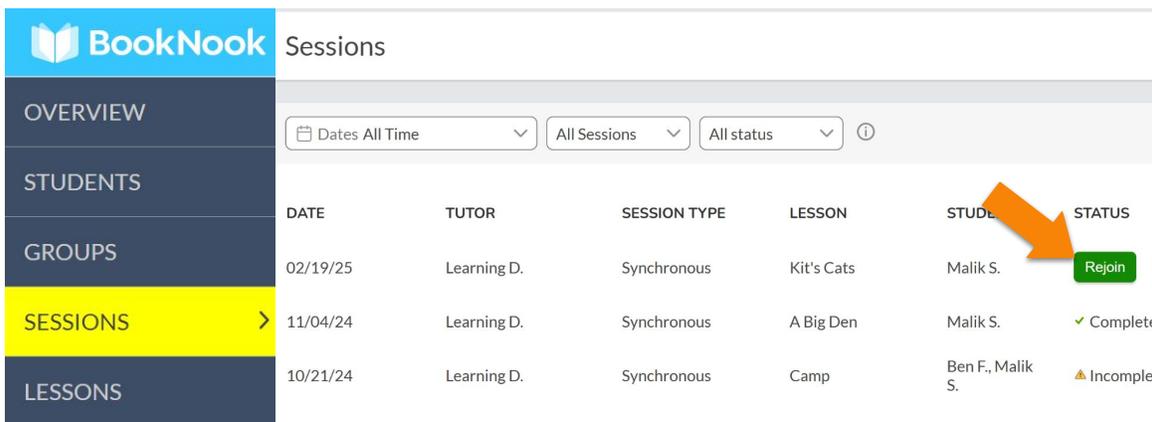
LAUNCH
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ONGOING SUCCESS
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ONGOING SUCCESS - POST-SESSION

- Review the [BookNook Dashboard](#) to gain insight into student learning.
- Review the Sessions menu to make sure that most sessions are being completed. Rejoin any incomplete sessions that took place within the last 13 days by locating the session on the Session page.



DATE	TUTOR	SESSION TYPE	LESSON	STUDENT	STATUS
02/19/25	Learning D.	Synchronous	Kit's Cats	Malik S.	Rejoin
11/04/24	Learning D.	Synchronous	A Big Den	Malik S.	✓ Complete
10/21/24	Learning D.	Synchronous	Camp	Ben F., Malik S.	⚠ Incomplete

- Talk with students about their BookNook lessons. Consider using [Student Self-Reflection resources](#).
- Use [BookNook Student Smartwatches](#) to recognize students you “watch” meeting BookNook expectations.
- Provide constructive feedback and use [Student Certificates](#) to celebrate successes with students after sessions.
- Track progress on [Attendance Trackers](#) by having students color or decorate a space each time they attend a tutoring session. Consider awarding incentives (such as [BookNook Bookmarks](#)) at the completion of a row or page.
- Consider displaying Student Certificates and Attendance Trackers on a [BookNook themed Bulletin Board](#) for visibility.
- Review the [Booknook Motivation Playbook](#) for ideas to build a motivating tutoring environment, recognize student and staff efforts, and boost engagement.