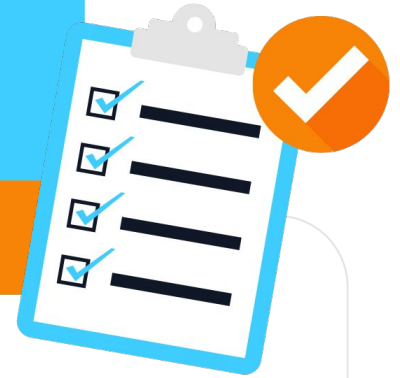




## BOOKNOOK TUTORING

# 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:*

- [PRE-LAUNCH CHECKLIST](#) ... page 2

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

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

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



## BOOKNOOK TUTORING Checklists for Success

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. <i>(see pg. 3 for details)</i>	
Understand student login type. Determine if students will access BookNook through Manual Login, Clever, or ClassLink. <i>(see pg. 3 for details)</i>	
Confirm tutoring schedule. <i>(see pg. 3 for details)</i>	
Prepare learning environment for tutoring that supports focus and minimizes distractions. <i>(see pg. 4 for details)</i>	
Establish routine for before, during and after tutoring time. <i>(see pg. 4 for details)</i>	
Utilize the Tutoring Dress Rehearsal Lesson Plan ( <a href="#">Reading</a> and/or <a href="#">Math</a> ) to prepare students for launch. <i>(see pg. 5 for details)</i>	
<a href="#">Provide families with information</a> about BookNook. <i>(see pg. 5 for details)</i>	
Prepare any resources from the <a href="#">Customer Help Site</a> . <i>(see pg. 5 for details)</i>	



# 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.

**PRE-LAUNCH**  
Get Started

**LAUNCH**  
First Day Success

**ONGOING SUCCESS**  
During the Program



## TECHNOLOGY SET UP + LOGIN TYPE

<b>Has your IT team reviewed <a href="#">BookNook's Technology Requirements</a>?</b>	<input type="checkbox"/> Yes - All devices and networks meet requirements <input type="checkbox"/> No - Follow up with IT to confirm compatibility
<b>What devices will students use?</b>	<input type="checkbox"/> Chromebooks <input type="checkbox"/> iPads <input type="checkbox"/> Desktop computers <input type="checkbox"/> Other:
<b>Do student devices have built-in cameras + microphones?</b>	<input type="checkbox"/> Yes <input type="checkbox"/> No - If no, what external equipment is available?
<b>Headphones available?</b>	<input type="checkbox"/> Wired <input type="checkbox"/> Wireless <input type="checkbox"/> None <i>*Headphones with built-in microphones are recommended.</i>
<b>Where are devices located?</b>	<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>
<b>How will students log into BookNook?</b>	<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

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

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.



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.

PRE-LAUNCH

*Get Started*

LAUNCH

*First Day Success*

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.	
Assist students in logging out of BookNook at the end of their tutoring time by clicking the BookNook logo in the top-left corner and selecting "Sign out".	

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.

PRE-LAUNCH  
*Get Started*

LAUNCH  
*First Day Success*

ONGOING SUCCESS  
*During the Program*



### 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.*