



Reading Assistant Launch Checklist

Task to complete (✓ as you go)		
☐	Take the Getting Started with Reading Assistant Course Register for our course library and select Getting Started with Reading Assistant, take the quiz and earn a certificate of completion	Getting Started Webinar
☐	Check your rosters and devices Make sure your students will have access to Reading Assistant from their devices and that their microphones are working.	Troubleshooting guide
☐	Consider sending a letter home to families. Click the link for an editable copy	Editable Family Letter
☐	Introduce Reading Assistant to your students Use the lesson plans to explain how Reading Assistant works and to set expectations. Click the link to make your own copy and add your class's directions to slide 12.	Grades PreK -4 Grades 5-8
☐	Make adjustments to any Spanish Language or Early Reader Skill Sequence settings for practice and assessments.	Adjust Tutor Settings Adjust Assessment Setting
☐	Review the Benchmark Checklist and assign the assessment if not already done so by your District.	Benchmark Checklist
☐	Encourage practice and check the Reading Assistant Support Page periodically for updates!	100 Story Challenge Reading Assistant Support Page