

Reading Assistant Leader

Launch Checklist

Consideration	Resource
Connect with your Technology Team	
Rostering ☐ Confirm login pathway ☐ Check that students and teachers have been rostered	Rostering questions? Email support@epslearning.com
Tech Set Up ☐ Work with Tech Team to check system requirements and device set up guidelines ☐ Test Reading Assistant on a student device	Technical Requirements Audio Issues
Administrator Dashboard	
☐ Schedule Benchmark Assessment for Beginning, Middle, and End of Year	How to Assign Benchmark
☐ Configure dashboard	Admin Dashboard Configurations
☐ Use Reports for Feedback and Guidance	Assessment Completion Report Usage Report
Teacher Training	
☐ Schedule a time for teachers to watch the Getting Started with Reading Assistant Recording (45 minutes)	Getting Started Webinar
☐ AND/OR Contact your Customer Success Specialist to schedule training or follow up	If unknown, email support@epslearning.com
☐ Offer Monthly Newsletter sign up	Educator Newsletter Sign Up