

# Educator Getting Started Checklist

## Imagine Language & Literacy

Welcome Educators! This checklist will help prepare you for program launch and beyond.

**First, log in to Imagine Language & Literacy** using your educator credentials to make sure your login credentials work and you can access the platform. Contact your administrator if you need assistance.

### Goals and Uses



**Identify district, school, and/or classroom goals:**

**Determine the ways you plan to use Imagine Language & Literacy:**

- |   |   |                                  |
|---|---|----------------------------------|
| <input type="checkbox"/> Center rotations | <input type="checkbox"/> Individual practice time | <input type="checkbox"/> At home |
| <input type="checkbox"/> Computer lab     | <input type="checkbox"/> Intervention block       | <input type="checkbox"/> Other:  |

**Identify the assessment method and prepare students to take the assessment:**

- ILL embedded assessment   
  Imagine+ Assessment   
  NWEA MAP

**Before students' first session:**

- Share basic overview information, such as estimated assessment time (1-2 sessions)
- Establish a conducive assessment environment (use of headphones encouraged)
- Enable first-language audio support, if needed, under **Manage Students**
- Set expectations with students to do their best, considering the assessment will adapt.

*Tip: Share goals with stakeholders (students, families, paraprofessionals, etc.)*

### Set-up Tasks



#### Student Management

- Ensure students have Imagine Language & Literacy accounts.**
  - If your district/school automatically pulls students from your Student Information System (SIS), check that your students are correct.
  - If you are responsible for creating students accounts individually, select the Users & Classes/Groups button from the product portal (this action is done before selecting the Imagine Language & Literacy tile). Once on the Users & Classes/Group page, click Add button to create a student.

If you have any questions or need assistance, visit the **Help Center**.



## Student Management, cont.

### **Manage students to update existing students accounts and/or update student settings as needed.**

- Select Users & Classes/Groups button from the product portal > Students tab and action.

**Tip:** Consider creating additional groups to more easily track individual and collective student performance and usage.

## Classroom Management



### **Ensure classes have been created.**

- If your district/school automatically pulls students from your Student Information System (SIS), check that your classes/groups are correct.
- If you are responsible for creating classes/groups, select the Users & Classes/Groups button from the product portal (this action is done before selecting the Imagine Language & Literacy tile). Once on the Users & Classes/Groups page, click the Add button to create a class/group .

### **Manage Classes/Groups to update existing classes and/or update setting as needed.**

- Select Users & Classes/Groups button from the product portal > Classes/Groups tab and action.

**Tip:** For more information on Classes/Groups, go to the Set-up and Account Management page of the [Help Center](#).

Notes:

## Monitor Progress

Establish a basic beginning reporting routine and determine how often you will perform progress and mastery checks and group-based and individual reports to use.



### Engagement

Are my students active in their learning?



### Progress

Are my students making progress?



### Achievement

Are my students showing mastery?



### Growth

Are my students demonstrating growth?

**Tip:** For more information on Imagine Language & Literacy reports, go to the *Assessments and Reports* page of the Help Center.

- ❑ **Usage Report:** Usage time begins when a student logs in and stops when the student clicks the pause button or logs out. Usage time tracking is automatically paused if a student does not interact with Imagine Language & Literacy for more than 70 seconds.
- ❑ **Growth Report:** View key benchmark administration information as well as benchmark results. Students receive scores in both Literacy and Oral Vocabulary for each benchmark. Track growth between benchmarks overall and within subtests.
- ❑ **Portfolio:** Review oral recordings and written responses that students have submitted from activities in Imagine Language & Literacy. As part of the review process, you can assign silver Booster Bits to reward students for their work.

**Tip:** Share exemplary student recordings and written responses with the class or during family conferences to celebrate student growth and success.

## Best Practices

- ❑ **Set student goals**
  - Active usage time per week. We recommend 15-20 minute sessions at least 2-3 times per week. **Session trackers** can help students track their own usage time.
  - Number of lessons attempted and/or passed per week.
  - Mastery in specific high-leverage skills
- ❑ **Connect with families**
  - **Family Letters** explain what Imagine Language & Literacy is, how students can use it at home, and how parents and caregivers can encourage and support their student's literacy development. Family letters are available in multiple languages for ELL families.
- ❑ **Celebrate success**
  - Download **achievement certificates** in the progress report. The Certificate of Achievement shows activities completed, books read, and vocabulary learned.
  - Download **customizable certificates** in the teacher resources. These certificates are translated into 6 additional languages for multilingual students.

**Tip:** Conference with students weekly to communicate progress on their goals and to celebrate achievements regularly.

If you have any questions or need assistance, visit the [Help Center](#).

