

Ignite Reading Session Monitoring Checklist

2-3 Minutes Before Session Starts



Student Set-Up

- ☐ **Headphones On**
Check that each student is wearing their headphones properly and they are connected to the computer.
- ☐ **Screen Visibility**
Ensure all laptops are open and facing the student with no other tabs open to support internet connection.
- ☐ **Seated and Ready**
Confirm students are seated comfortably and ready to begin.
- ☐ **Review**
Review the rules about materials in their area and how and when they should be used.

Technology Readiness

- ☐ **Battery and Connection Scan**
Cue to students to share and/or verify that all devices are charged and are connected to the internet.
- ☐ **Troubleshooting Protocols**
Review with students what steps to take if a technology issue occurs (e.g., raise hand, raise an Ignite flag).
- ☐ **Backup Plan**
Have spare devices or headphones available for quick resolution.

During the Tutoring Session



Engagement Monitoring

- ☐ **Visual Scan**
Regularly walk around and scan for engaged body language (e.g., eyes on screen, hands on keyboard/mouse).
- ☐ **Proximity Support**
Stand near students who appear disengaged or distracted to encourage focus.
- ☐ **Encourage Participation**
Use quiet prompts or gestures to help students refocus if needed.
- ☐ **Technical Support**
Help students troubleshoot technical issues that may limit their engagement.

After the Tutoring Session



Post-Session Follow Up

- ☐ **Log Technology Issues**
Record any recurring or unresolved technology problems for follow-up with the Ignite Reading team.
- ☐ **Engagement Notes**
Document observations of student engagement or patterns for discussion.



Tip: Cut this circle out, laminate it, and affix to a popsicle stick. Students can use this as a tool if they need assistance.