

Implementation Guide

A Step-by-step Guide on the Amplify Tutoring Process

Welcome to Amplify Tutoring!

Amplify Tutoring aligns with the mission of Amplify to extend the reach of classroom teachers and support rigorous and riveting learning experiences for students. Amplify's high-impact tutoring aims to support and accelerate student achievement in foundational literacy skills.

Amplify will work closely with your school to prepare for launch. Please refer to this document to guide you through the implementation of Amplify Tutoring at your school.

Questions throughout your Amplify Tutoring Experience?

FAQ

Got a question? We have an answer! Please refer to [Amplify Tutoring's FAQ](#) and [Amplify Tutoring Onboarding and Resource Hub](#) (Password: tutorlaunch) for the most commonly asked questions. You can also check out our [LAUSD tutoring overview site!](#) If you can't find the answer you are looking for, please feel free to contact us using the information below!

Office Hours

Day/time	Zoom Link	Content
Tuesdays 11am-12pm	https://bit.ly/3B5lrqz	Supporting schools that are currently using Amplify Tutoring re: updating student rosters, support with login, adjusting program schedule, asking any clarifying questions
Thursdays 11am-12pm	https://bit.ly/3B5lrqz	Support for Schools launching the following Monday and supporting schools that are currently using Amplify Tutoring

School Support Request Form

Please complete the [School Support Request Form](#) and one of our Program Managers will help you resolve any question or need you may have either through the setup steps of Amplify Tutoring or after tutoring has started!

Dedicated Program Managers

A designated Program Manager will be the point of contact for all your Amplify Tutoring-related needs. Please feel free to email your Program Manager anytime.

For Regions East and North Schools - **Traneka Southwell**, tsouthwell@amplify.com

For Regions West and South Schools - **Miles Goodloe**, mgoodloe@amplify.com

During the setup and launch process- **Jesse Cowdell**, jcowdell@amplify.com

Snapshot of Amplify Tutoring

Tutoring Model	Virtual, after-school tutoring that students access from individual devices on school campus
Devices Supported	Chromebooks, iPad, PCs, and Macs
Technology Requirements	Supported device with webcam, headphones, and internet connection as well as permission to access audio, video, and Amplify Tutoring
Application Access	Amplify Tutoring through Schoology
Subject / Curriculum	Foundational Literacy Skills / Amplify mCLASS Intervention
Tutor to Student Ratio	Up to 1:5
Grade-Level Focus	K-6
When	After school
Timeframe	30 minute sessions, 3 days a week = 1.5 hours of tutoring weekly
Length of Program	Through the last day of school

Regional Tutoring Designees

LAUSD's DOI has designated personnel from your host region to help support you in the launch process.

Region East Tutoring Designees	Ana Vega (Director) - supports schools formerly of Local District East Tara Jacob (Data Coordinator) - supports schools formerly of Local District Central	alv6378@lausd.net , tara.jacob@lausd.net
Region North Tutoring Designees	Alma Flores (Administrator of Instruction, Elementary), Jennifer Yoo (Lead Director), Yolanda Campos (Data Coordinator), Cecelia Riquelme (Title I Coordinator, Elementary)	alma.s.flores@lausd.net yolanda.campos@lausd.net jyoo2@lausd.net criquelm@lausd.net jis1423@lausd.net
Region West Tutoring Designee	Andrew Jenkins (Lead Director)	andrew.jenkins@lausd.net
Region South Tutoring Designee	Alma Kimura (Administrator of Instruction, Elementary) and Yvette Monteilh (Lead Director)	akimura@lausd.net yvm0118@lausd.net

School Launch Checklist

The checklist outlines the action steps needed in order to launch Amplify tutoring at your school!

Step	Action Step and Supporting Resources:
1	<p>Complete initial scheduling form. School completes Amplify's scheduling form</p> <ul style="list-style-type: none"> • Module 1: Welcome Password: tutorlaunch
2	<p>Proposed launch date and schedule. Amplify Program Manager shares projected launch date and tentative schedule based on the scheduling information inputted by the school</p> <ul style="list-style-type: none"> • Module 7: Scheduling Tutoring Groups Password: tutorlaunch
3	<p>MiSiS Designee identified. School fills out the district-provided form designating who will enroll students into MiSiS</p> <ul style="list-style-type: none"> • Job Aid: Enrolling Students into Misis *See: School Site Designee • Please be advised that there is a 3-5 business day turnaround period for the MiSiS Designee/Teacher of Record names to show up in MiSiS • For any questions on the form, please reach out to your local tutoring designee
	<p>School creates MiSiS course</p> <ul style="list-style-type: none"> • Job Aid: Enrolling Students into Misis *See: Set Up Courses in MiSiS
	<p>Identify students. School identifies Well Below Benchmark (red) and Below Benchmark (yellow) students for tutoring using mCLASS DIBELS 8 data</p> <ul style="list-style-type: none"> • Job Aid: Identifying Tutoring Students • Module 2: Identifying Students Password: tutorlaunch
	<p>Enroll Students. School Site Designee enrolls students into MiSiS Amplify Tutoring course (course code 425003) by deadline communicated by Amplify Program Manager. Please email your Program Manager when you have completed enrollment and specify the number of students enrolled.</p> <ul style="list-style-type: none"> • Job Aid: Enrolling Students into Misis *See: Add Students to the Section
4	<p>Consent forms. Collect parent/guardian consent for all identified students</p> <ul style="list-style-type: none"> • Please note that this is a district requirement & is to be collected for your personal records
5	<p>Schedule is finalized. Program Manager will confirm your schedule requests and send your final schedule.</p> <ul style="list-style-type: none"> • Please note that rostering at this point is now complete and no more students should be added or dropped from the course. A protocol for adding and dropping students will be shared after launch
6	<p>Launch meeting. School attends a launch meeting with their Amplify Program Manager the Thursday before launch at 11 am-12 pm</p> <ul style="list-style-type: none"> • Meeting link: https://bit.ly/3B5lrqz • Come and ask any last minute questions before tutoring starts at your school! • Module 6: Access Sample Materials and Data Password: tutorlaunch
7	<p>School Tech Practice. School attends a Tech Practice with their Amplify Program Manager the Friday before launch at 1 - 2pm</p> <ul style="list-style-type: none"> • Meeting link: https://amplify.zoom.us/j/5875015703 • School designee will log in to Amplify Tutoring from one student device. Please be sure the student device is logged into Schoology and the student is on the tutoring roster submitted in step 6.
8	<p>Tutoring Begins! 😊</p> <ul style="list-style-type: none"> • Module 8: Logging In & Module 9: Best Practices Password: tutorlaunch • Schools will have ongoing access to their Program Managers and Office Hours (see details above) • Program Managers will share weekly student attendance reports with schools.

Technical Requirements

Participation in Amplify Tutoring requires that each student has a supported device with webcam, headset, and internet connection that supports video conferencing. Each student must have an individual device in order to join virtual tutoring sessions and for their attendance to be accurately recorded and reported weekly for tutoring.

Supported Devices

All of the following devices have been tested by LAUSD IT for access to Amplify Tutoring. If you are having difficulties with any of them, please contact your school or LAUSD IT to confirm the operating systems and browsers have been updated.

Chromebook

- Description: 1.4 GHz dual core or greater, 1024 x 768 or higher, 4GB of RAM or higher
- Operating system: Chrome OS
- Browser: Chrome (latest 2 versions)
- Recommended devices: Acer Chromebook 314, Samsung Chromebook 3, Dell Chromebook 3189, HP Chromebook x2

iPad

- Description: 1024 x 768 or higher, 32GB or higher
- Operating system: iOS 14+
- Browser: Safari 14+
- Recommended devices: iPad Air® 3, iPad 5+

PC

- Description: 1.4 GHz dual core or greater, 1024 x 768 or higher, 4GB of RAM or higher
- Operating system: Windows: 10+
- Browser: Chrome (latest 2 versions)

Mac

- Description: 1.4 GHz dual core or greater, 1024 x 768 or higher, 4GB of RAM or higher
- Operating system: OS 10.14+
- Browser: Safari 14+, Chrome (latest 2 versions)
- Recommended devices: MacBook, MacBook Air, iMac

Internet Connection

- Wireless access points: 802.11g/n/ac compatible
- Connection speed: 2 mbps per device during peak usage (10 mbps recommended) – Amplify Tutoring requires a connection speed of 5 mbps per user for optimal performance

Amplify Tutoring Safelist

All of the following URLs have been safelisted by LAUSD IT in addition to the ones listed at <https://amplify.com/allowlist>. If you are having difficulties accessing any of them, please contact your school or LAUSD IT.

- <https://tutor.amplify.com>
- <https://my.amplify.com>
- <https://amplify.blackboard.com>

- <https://us.bbcollab.com>

Audio / Video Permissions

On district-managed Chromebooks, LAUSD IT has allowed audio and video permissions so students aren't required to grant them each time the Amplify Tutoring application is accessed. If students need to give audio and video permission multiple times, please contact your school or LAUSD IT to ensure the following URL pattern was added in the Chromebook Admin Console under Student > Devices > Hardware.

<https://us.bbcollab.com/collab/ui/session/join>

Platform Student Login Directions

Amplify Tutoring

Join your LAUSD tutoring session



1 Log in to your school's learning platform.



2 From the top menu, click the **courses** tab.



3 From the course tiles below, click the tile labeled **“ES Amplify ELA VT”**.



4 From the left menu, click on the **Amplify** icon.



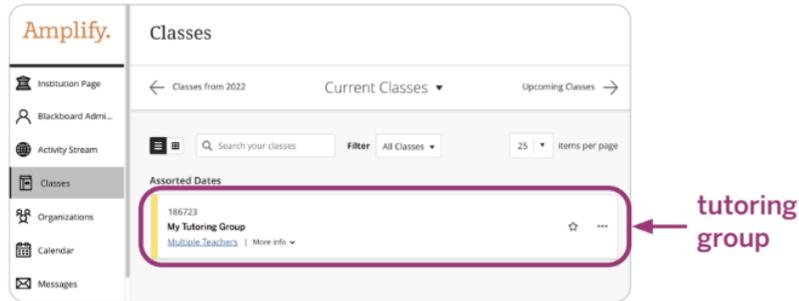
5 Within Amplify, click on the **LAUSD Tutoring** icon.



LAUSD Tutoring

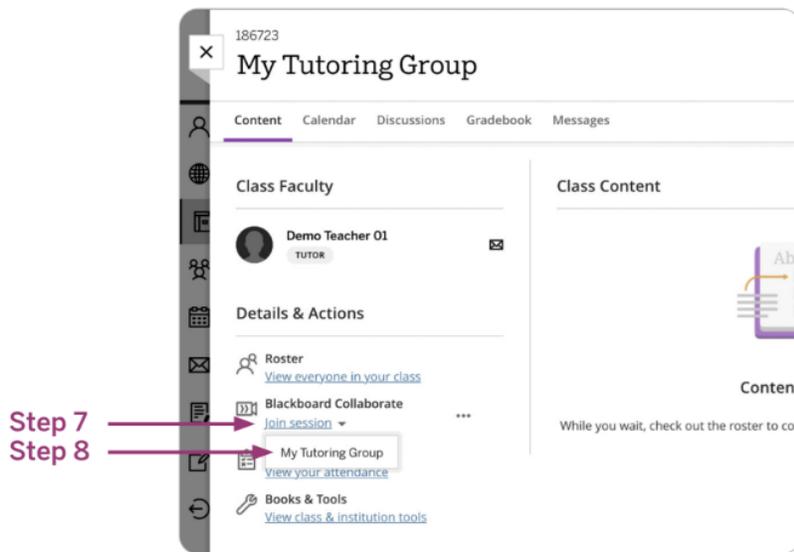
6 Open your **tutoring group**.

Click the long rectangular box with your tutoring group's name. Can't find it? Make sure you're in the Classes section.



7 Click “**Join session**” under “Blackboard Collaborate”.

The session join link is only available between the start and end of session—click refresh if you don't see the session join link when your tutoring session starts.



8 Click your **tutoring group name** in the dropdown.

If you have multiple groups in the dropdown, the tutoring group name is the name with underscores similar to the sample to the right.

Sample Tutoring Group name:

grade_school_group#

9 Allow us.bbcollab.com to access your microphone and camera.

Success! Your tutoring session can begin.

