



Best Practices for Tutoring

- Start and finish your tutoring session on time
 - Start class time by spending a few minutes socializing and building a repertoire with your student. Ask about their family, hobbies, favorite things.
 - Make sure you leave a few minutes at the end for review, wrap up, questions (and homework, if you are providing that)
- Test your Zoom link/mic/camera ahead of time to make sure they are working properly
- Share your agenda for each class with your student in the beginning of class. As you move through it, you can show them that you are moving from one section to the next.
- When you read a text, always share it on the screen if possible, and highlight the parts you are reading so your student can follow along.
- Create breaks in your class to give their brain a break. Use polls, games, comprehension questions to help your students process the material and keep them engaged.
- It's even harder than usual to sense when and what a student understands when they aren't in your physical presence. Consider asking not only comprehension or opinion questions, but provide actual opportunities for the student to teach back to you what you've been learning. Although you will lose valuable learning time, the opportunity for the student to repeat back to you what they learned is invaluable.
- Make sure your students and/or the parents have access to the source sheets as links or attachments. For some students, it is very helpful to have the ability to follow along on a printed source sheet rather than the screen share. It also allows them to take notes.
- If the student is young but old enough that they log on independently, email the parents before/after every few sessions to let them know what you are working on.

- If your student is spacing out and not able to focus - cut your losses and end early. If this happens regularly, consider shortening the length of your learning session and adjusting the rate accordingly.
- Communication is key!
 - Let your student and family know as far in advance as possible if there is a change in your schedule.
 - Be responsive. If you receive an email from your student or their parents, make sure you email them back within 48 hours.
 - Be in touch with the parents sooner rather than later with issues that come up in your sessions, whether the student doesn't show up, is regularly late, doesn't turn their camera on, if sensitive material comes up, etc.