Printing instructions: Powerpoint

Print mode: ON

1. Fill out the customizable sections highlighted in the slides. Make necessary edits, then remove the highlights.
2. Delete this printing instruction slide to avoid confusion for your student.
3. Go to “Print” and select “Full Page Slides” to print one slide per page.
4. Select desired number of copies. We recommend printing two copies first to test your printer settings.
5. Make sure “Landscape” and “Collated” are selected.
6. Select “Print on both sides - flip pages on short edge.”
7. Choose your printer, then click “Print.”
8. Once printed, fold the page in half. The first page of the booklet should read: “Tutoring Checklist.”
Post-tutoring checklist:
- I've rated my tutor and left an honest review about how they've helped me during this session
- I have returned my device/headphones/charger to my teacher
- I have answered the reflection questions below
- [Teachers: If needed, write any other checklist items for your students here or delete this item]
- I'm ready to give this checklist back to my teacher

Reflection questions:
What did you learn during your tutoring session?
_________________________________________________
_________________________________________________
_________________________________________________
_________________________________________________
What question or topic do you want to discuss with a tutor next time?
_________________________________________________
_________________________________________________
How confident do you feel about [insert topic/method] now that you've connected with a tutor?
Low ☐ 1 ☐ 2 ☐ 3 ☐ 4 ☐ 5 ☐ High
Why? ________________________________________________

Do you know how to find back all your past tutorings sessions to review what you've learned? Click on your name in the top right corner and click on “My Tutoring History”. If you liked working with a tutor, you can “favorite” them by clicking on the heart icon.
What to check before you meet with your tutor:

- My computer or tablet has enough battery left or is plugged in so it can charge
- I have closed all tabs, apps, and windows I won’t need
- If I am using sound or video, I am sure my microphone, headphones, and camera work
- I have answered the questions on the right page
- I promise to do my part to create a helpful, honest, and fun learning experience during this session
- I'll treat my tutor with kindness, patience, and respect
- I understand I can’t ask my tutor to do my work for me
- [Teachers: If needed, write any other checklist items for your students here or delete this item]

What can a live tutor help you with?

Hint: Use your teacher's notes and your answers on this page to fill out Step 4 of the TutorMe tutoring request.

Teacher’s note to the tutor:

[Teachers: Use this space to write up to 4 sentences about the tutoring support you’d like your student to receive during their session. We recommend including information about the assignment, classroom instruction they’ve just received, the specific topic/method/problem you want them to discuss, and any other notes you think the tutor might need.]

Get ready for time with your tutor:

Question A: What questions will you ask your tutor about [insert topic]?

1. ___________________________________________________
2. ___________________________________________________
3. ___________________________________________________

Question B: What is the most important thing for you to learn during your time with your tutor? If there is time left, what else would you like to learn or talk about?

________________________________________________________________________
________________________________________________________________________
________________________________________________________________________

Question C: How confident do you feel about [insert topic/method] before meeting with a tutor?

Low ○ 1 ○ 2 ○ 3 ○ 4 ○ 5 High

Why? ____________________________________________________

Ready for your live tutoring session?

1. Log in to TutorMe through [insert link or name of student portal/LMS here]
2. Click on “Request a live tutor” and select [insert name of your curriculum area and subject]
3. When you see “Let your tutor know how they can help you,” type your teacher's tutoring instructions and your answers to questions A, B, and C into the text field. Or you can take a photo of this page and upload that instead.
4. Submit your request. TutorMe will find you a friendly and helpful tutor within minutes.