Get ready for your online tutoring journey

We know that connecting with a tutor online can feel like a big step, especially if it’s your first time. Rest assured, this simple roadmap will help you get started.

Whether you need assistance in a specific subject or want to stay ahead, here’s a simple guide you can use to get the most out of your 1:1, online tutoring session.

**BEFORE YOU SEE YOUR TUTOR**

**How to start the tutoring session:**

- **Greet your tutor by name**
  - Hi ____, nice to meet you!

- **Tell them who you are**
  - My name is ____. I’m in ____ grade.

- **Explain what you need help with**
  - I’d like to talk about ____. I have a question about ____. My teacher told me to connect with a tutor about _____.

- **Ask the tutor to set a goal for the session**
  - Can you help me set a goal for this session? What do you think we can learn today?

**What a tutor can and can’t help you with:**

- Help with homework
- Extra help with an assignment
- Getting ready for a test
- Look at what your teacher said about an assignment
- Answer questions about what you are studying
- Talk about what you learned in class
- Do your homework for you
- Help you with the answers
- Help you with a graded test or quiz
- Help you cheat in any way
- Share your or their personal information

**DURING THE SESSION**

**During my tutoring, I will be...**

- **Kind**
  - I use kind words and actions. I do my part to have a great learning experience with my tutor.

- **Respectful**
  - I talk to my tutor like I’d talk to my teacher. I treat my tutor how I want to be treated.

- **Engaging**
  - I answer and ask questions. I do my best. I will stay focused and pay attention.

- **Patient**
  - I will try again if I do not get something right. I will stay calm and patient.

**GOOD QUESTIONS TO ASK YOUR TUTOR:**

1. Can you please show me what steps to take?
2. Why did I not get the right answer here? What should I do?
3. This is new to me. Can you please explain it to me?
4. Could you please draw or show me a picture that explains it?
5. What do you mean by that?
6. Is there another way to solve this?
7. How can I remember this for next time?
8. What other topics or ways are there for me to learn better?

**IF YOU GET STUCK...**

- Take a deep breath
- Tell your tutor you are feeling stuck
- Repeat this thought: “It’s okay I don’t understand this yet, it means I am learning! I can do this. I’m getting help. I’m not alone!”
- Ask your tutor for help:
  - You can ask them to slow down, give you a hint, explain it in a different way, or break it down into smaller steps.

**AFTER THE SESSION**

**How to end the tutoring session:**

- **Tell the tutor what you’ve learned**
  - Today I learned about ____, now I understand better how ____.

- **Ask your tutor how you did**
  - Do you think I learned what I needed to meet our goal today?

- **If you liked working with this tutor, ask them to meet again**
  - I want to keep learning about this, can we set up another tutoring session?

- **Thank the tutor!**
  - Thank you for helping me! Have a nice day!