



# Checklist for Virtual Tutoring Success

ON-CAMPUS TUTORING

## BEFORE SESSIONS BEGIN

- Ensure each child's literacy level enrollment in tutoring sessions matches students' needs.
- Ensure students know how to log in and access the program.
- Schedule tutoring sessions when students are likely to be focused whenever possible.
- Establish session norms that students have their cameras and microphones on during sessions.
- Teach students how to navigate the video conferencing and learning platforms. This includes muting and unmuting their microphone, turning on their camera, and [splitting their screen](#).



## PRIOR TO EACH SESSION

- Remind parents or students of the date and time of sessions, if being held outside the school day.
- Ensure devices are charged and in good working order before the session starts.
- Have students log in 5 minutes before the session starts.
- Communicate district expectations for student behavior during tutoring sessions.
- Provide headphones — noise-canceling, if possible.
- Encourage students to ask questions, participate in discussions, and take notes during sessions.



## DURING TUTORING SESSIONS

- Encourage parents to wait until the session is over to pick their child up from after-school care.
- Assist in creating a distraction-free environment.
- Use barriers such as testing screens to help students focus.
- Have students sit with only the wall behind them and off to the side of the class, if possible.
- Provide support with technology when students experience technical barriers.



## AFTER SESSIONS

- Talk with students about their progress toward goals.
- Provide constructive feedback and [celebrate successes](#) with students after sessions.
- Submit a [support ticket](#) when students experience technical difficulties.