**Reflecting On My Own Tutoring-Tool**

* After each tutoring session, it’s good practice to reflect on **how** you tutored the learner.
* Reflect not just on what you covered but **how** you did it.
* Experienced teachers/ trainers always do this regardless of how long they have been teaching or training.
* It’s helpful to include the date. Then you can use this later to compare your first tutoring session to later sessions.
* If you take the time to record your reflections, this will help you improve faster and also, to be aware of your own improvement.
* This is one tool you can use to keep a record for yourself.

**GENERAL INFO**

**Tutoring Session # :** Choose an item.

**Date of session:** Click or tap to enter a date.

**Length of session**:  One hour  Two Hours  Other : Click or tap here to enter text.

**I tutored:** In person  Remotely

**How many learners:** One learner  A group of learners. How many ?: Click or tap here to enter text.

**First name(s) of learner(s):** Click or tap here to enter text.

**I used the following “Module” in the DLCR (Digital Literacy Curriculum Resource):**

Module 1-Mouse and Navigating  Module 2-Keyboarding

Module 3-Online Skills-Basic  Module 4-Online Skills

Module 5-Email  Module 7-Safety and Security

Module 8-Zoom on Computer  Module 9-Employment (Review)- Unit One-Be Organized

**We focussed on the following “Digital Skills” from the above Module:**

[For Example: “Navigating a website using menus and links” OR “Sign into an email account”, etc.

**Type your answer here:** Click or tap here to enter text.

**SET UP**

**FOR IN PERSON TUTORING**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **I did the following:** | **I forgot to do this** | **I did this ok** | **I did this well** | **Comments** |
| A few days prior to the session, I read through the lesson, so I was clear about what to do. |  |  |  | Click or tap here to enter text. |
| I set up the computer/laptop for the learner, so it was ready to use. |  |  |  | Click or tap here to enter text. |
| **Privacy**: I made sure the learner’s and my desktop didn’t show anything private. |  |  |  | Click or tap here to enter text. |
| **Electronic Version of documents** I needed for myself to use as tutor:  I had these open and ready to use. |  |  |  | Click or tap here to enter text. |
| **[If used]**  **Paper copies of documents** I needed for myself to use as tutor:  I had these printed and ready to use. |  |  |  | Click or tap here to enter text. |
| **[If used]**  **Paper copies of handouts and visuals for learner**: I had these printed and ready. |  |  |  | Click or tap here to enter text. |
| **Other**  **Type here:** Click or tap here to enter text. |  |  |  | Click or tap here to enter text. |

**DURING THE SESSION**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **I did the following:** | **I forgot to do this** | **I did this ok** | **I did this well** | **Comments** |
| Went over the focus of the session with the learner, at the start of the session. |  |  |  | Click or tap here to enter text. |
| Used plain language. |  |  |  | Click or tap here to enter text. |
| Used a slow pace. |  |  |  | Click or tap here to enter text. |
| Demonstrated step by step. |  |  |  | Click or tap here to enter text. |
| Demonstrated several times. |  |  |  | Click or tap here to enter text. |
| Comprehension check questions-I asked these to check understanding. |  |  |  | Click or tap here to enter text. |
| The learner practiced on their computer after I demonstrated. |  |  |  | Click or tap here to enter text. |
| The learner practiced at least three times. |  |  |  | Click or tap here to enter text. |
| The learner showed me they could do the skill at least three time independently. |  |  |  | Click or tap here to enter text. |
| Encouraged the learner. Gave positive feedback, etc. |  |  |  | Click or tap here to enter text. |
| Went over the learner’s practice plan before the end of the tutoring session. |  |  |  | Click or tap here to enter text. |
| Showed them how to access the Student Extra Practice Activity [EPA]- if relevant. |  |  |  | Click or tap here to enter text. |
| Showed them how to use the EPA. [Extra Practice Activity]- if relevant. |  |  |  | Click or tap here to enter text. |
| **Other**  **:** Click or tap here to enter text. |  |  |  | Click or tap here to enter text. |

**General Comments:**

Choose 2 things above that you will you focus on doing differently / better next time. Write them below:

***“­­­­­­­Next time, I’m going to try to ......... more / do ......better.”***

1.Click or tap here to enter text.

2. Click or tap here to enter text.

END