



## Tutor Checklist During Remote Tutoring Sessions

Use this Checklist **after** set up. For set up, use “Tutor Checklist- Set up for Remote Tutoring”

### Notes:

“DLCR” = ISSofBC Digital Literacy Curriculum Resource.

- Greet the learner** and do a brief check in.
  
- Go over the Agenda** for the session. Show it on the computer screen.
  - **Time:** e.g. “We have 1 hour so we will finish at X time today
  - **Focus:** e.g. “Today we’re going to focus on Y Skill(s).” etc.
  
- Follow the Lesson Notes.**
  - a. **Using Modules 1-8 in the DLCR?**  
Yes → Use the Lesson and  
Use the Materials (Handouts and Visuals) that correspond to the target module. (e.g., Keyboarding, Online Skills Basic, etc.)
  
  - b. **Using Module 9- Employment (Review)?**  
Yes → Use the PPT slides lesson. It contains the teacher notes, instructional language, as well as the link(s) to the video lesson and practice activities.
  
- Demonstrate:**
  - a. **For Modules 1-8:** As per instructions in the lesson, demonstrate on your computer and with the Handouts / Visuals.  
Turn off the video in Zoom showing your face.  
Have the learner focus on your other video screen showing you demonstrate.  
Check that the learner can see you demonstrate ok.
  
  - b. **For Module 9 Employment (Review) lessons:**  
Play the lesson video, then demonstrate again on your computer.  
Turn off the video in Zoom showing your face.  
Have the learner focus on your other video screen showing you demonstrate.  
Check that the learner can see you demonstrate ok.



**Learner Practice:**

Have the learner try the skill on their computer after you demonstrate. Observe.  
NB: Give the learner lots of time to try before you jump in. Let them be as independent as possible.

**Remember to:**

- Elicit from the learner** as you demonstrate/ teach the lesson.
  - e.g., "Show me the Compose icon. ", "This is called the .....(pause for learner to fill in blank) .... browser.", "How do you go back? → click here etc.
- Demonstrate slowly and clearly** on your computer and with the visuals.
- Repeat the demonstration** as many times as you need.
- Go step by step.** Do small steps at one time, then have the learner practice.
- Use a slow pace.** Pause -Don't rush to fill the silence.
- Check if the learner understands.**  
Ask Comprehension Check questions.
  - e.g., "Do you click or double click to open the browser?" "Where do you click to reply all?", etc.
- Strategy:**  
As needed you can use **Request Remote Control** during session. It allows you to control the learner's computer.  
As much as possible, you want the learner to be in control and independent. However, for tutoring remotely, you cannot see the learner's screen well through the cell phone webcam and there are some advanced tasks that you as a tutor would need to do on the learner's computer.

So, controlling the learner's screen allows you to:

- a. clearly see their screen for trouble-shooting. For example, finding and showing the learner icons that they can't find on their own computer.
- b. do advanced tasks on the learner's computer to make the learning easier. For example, put links or documents on the learner's desktop for easy access or to show steps to the learner on their computer.



Requesting Remote Control and controlling the learner's screen should **not** be the default. This should be used for the above situations only.

How to do Request Remote Control: See the end of this doc for the steps of how to Request Remote Control.

**Check the learner's skills:**

Before moving on to the next skill, check the learner can do the skill on their own.

- Have the learner show you they can do it, not just tell you that.
- Make sure they can do it consistently. Have them show at least three times.

**Encourage the learner!** Give positive feedback. Build their self-confidence!

Even small gains lay the groundwork. Point out what they learned to do better.

### **Before end of session**

**Practice plan** for time between tutoring sessions-Confirm this with learner.

- At the end of the session, ask the learner:
  - > What did you learn/practice today?
  - > What are you going to do to practice before our next session?
  - > When are you going to practice?
- Make it concrete. # of times, when, what, etc.
- **Using EPAs (Extra Practice Activities):** If relevant to the current skill, show learner how to access this and how to use it. Demonstrate.
  - > **Strategy:** Use "Request Remote Control" during the tutoring session in Zoom, then drag the link to the EPA on the learner's desktop so they can find it easily.

**Discuss and confirm next tutoring session.** Date, time and skill.

**Between session tutoring support:** If offering tutoring support between sessions, clarify dates and times to contain the support. Email this to the learner.

**End the session.**

**Tutor Reflection:** After the learner has gone, reflect on the session and fill out the self-reflection doc- to record your own tutoring progress & help you improve.

**NB: for more details instructions for using the DLCR to support learners, refer to the Best Practices- CLBC Digital Literacy Document.**

**Practice beforehand:**

- Tutoring using the DLCR lesson.
- Tutoring using the DLCR visuals. This involves using Share Screen. Also involves using different docs on desktop.
- Tutoring by demonstrating on your own computer: keyboard, mouse and screen.
- Checking the learner understands

**Strategy: Request Remote Control**

- Use "**Request Remote Control**" during the Zoom meeting to access the learner's desktop remotely.
- NB: Be sure the learner understands and gives you informed consent.
- Tell the learner: I'd like to access your screen. Is that ok? If they say yes→

**Steps for Getting Remote Control:**

1.  Ask the learner to share their screen.  
The learner should see the green **Share Screen** icon in order to share their screen. If they don't, you likely need to change your settings, as Zoom host, to allow participant to share their screen.
2.  Display or send the learner the following document to help them:  
**Learner Instructions: How to let your Tutor have Remote Control of your Computer During Zoom Session**
3.  When the learner has shared their screen, you see this: **You are viewing XX's screen.**
4.  Click on **View Options** beside it.  
Then Click on **Request Remote Control.**
5.  You see a pop- up window that asks this: **Request remote control of XX's screen?**
6.  Click **Request.**
7.  Tell the learner they need to click on **Approve** if they agree.
8.  You see this: **You are controlling XX's screen.**

