



## TUTOR CHECKLIST

### Set up for In-Person Tutoring Sessions

- Schedule time in your calendar to read through the lesson and look at the visuals** several days prior to the tutoring so you are clear on the steps and have time to get answers to any questions you have.

**Estimated time for set up:** 15-30 minutes

- Tip: Set up 30 minutes early then you can be in a relaxed state before your tutoring session. This is much better for tutoring. ☺

#### **Notes:**

“Computer” refers to desktop computer or laptop.

“DLCR” = ISSofBC Digital Literacy Curriculum Resource

#### **Equipment and Tools:**

- Computer for tutor
- Computer for learner-if learner uses a laptop at home, have them bring it.

**Tip:** attach an external keyboard and mouse to laptops. This is easier for many learners unless the learner has fine motor challenges, and the trackpad is easier.

- Handouts- if giving paper handouts to learner(s).

#### **For group tutoring:**

- Smartboard or projector and screen to display visuals/ handouts and demonstrate **OR** Paper copies of visuals, enlarged so learners can see clearly.
- A computer/laptop for each learner.



## Steps

### Before the Learner Arrives:

- Lighting**  
Make sure the lighting in your room is good for a tutoring session.  
Move your computer to the best place in the room if you can.
- Turn on** the learner and tutor computers and ensure the desks are clear.
- Make sure laptops or computers are ready to use and **don't need to run updates**.
- Optional:  
**Cursor size:** increase this on the learner computer if it helps learner see more easily. Go into settings to do this.
- Prepare Visuals:** Turn on the interactive whiteboard or projector. Or, print out visuals in large format to teach concepts.
- For group tutoring:** Turn on projector / SmartBoard if using that.
- Ensure Your Privacy:** Make sure your desktop doesn't show anything private.  
[your address, photos, personal docs, etc.]
- Open the Lesson** and teaching **Materials** on your computer.
  - a. **Using module 1-8 of the DLCR?**  
Yes → Use the Lesson and Materials (Handouts and Visuals) in the target module. (e.g., Keyboarding, Online Skills Basic, etc.)
  - b. **Using Module 8-Employment (Review)**  
Yes → Use the PPT slideshow lesson. It contains everything: slides, links to the video lesson(s) as well as the teacher notes, instructional language and practice activities.
  - **Using a paper version of the lesson:** Place the paper copy of the lesson beside your computer.



- **Using the electronic version of the lesson:** Have it open on your desktop to refer to.
- Visuals and Handouts:** Have these ready to use on your desktop. (These are PDFs) Minimize them until needed.

**Tip:** Open the thumbnails in the PDF when you want to find a different page, don't scroll through the document. That can make the viewer really dizzy!

- Notepad:**  
Have one to make notes relevant to the session. What worked well, things to do differently next time, etc.

#### When the Learner arrives:

- Greet the learner.** Do a quick check in.
- Set up the learner laptop** if they brought their own to the tutoring session.
- Learner computer screen:** make sure this is at correct height for learner. Adjust as needed.
- Learner chair:** Make sure this correct height for healthy use of mouse / trackpad and keyboard.
- Go over the Agenda** for the session. e.g., "We have 1 hour so we will finish at X time today. We'll focus on X Skill(s)." etc.
- Start the lesson.

Now refer to the following:

#### **Tutor Checklist- During In-Person Tutoring Sessions**

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##### **Practice beforehand:**

- Setting up
- Opening the DLCR lesson and visuals so they are ready to use.
- Tutoring