



## **Tutor Checklist**

### **Set up for Remote Tutoring Session via Zoom, Ms Teams etc.**

- 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.**

#### **Request Remote Control:**

- Before the first session with your learner, ensure you have obtained informed consent from the learner and guardian if relevant.

#### **Equipment:**

- Computer
- Cell phone to use as a webcam
- Tripod for your cell phone

#### **Steps**

##### **Before the Learner enters the Online Tutoring Session**

- Lighting:** Make sure your computer is set up in a place with good lighting for a Zoom meeting. See more tips in “Lighting” at the end of this document.
- Background:**  
Make sure the actual room behind you is tidy and uncluttered. Too many things in the background is distracting.
- Turn on the computer.** Make sure the computer is ready to use and doesn't need to



run any updates before you can use it.

- Ensure Your privacy:** Make sure your computer desktop doesn't show anything private. (Your address, photos, personal docs, etc.)
  
- Set up your cell phone** on the tripod. You need to be able to position it so it shows your keyboard and mouse/trackpad as well as your computer screen.
  
- Start the Zoom meeting on your computer.**  
N.B: Don't let the learner into the actual meeting until you are all set up!

- Check the video camera** in your computer is on and shows your whole face in Zoom. Adjust as needed.

- On your cell phone**, join the Zoom meeting too. Then the learner can see you demonstrate. Do the following:

**iPhones:** choose "**No audio**".

**Android phones:** Do not tap on "**Join Audio**".

Otherwise, you will get a very loud noise. This is audio feedback.

[see pictures at bottom of this document)

If you tap **Join Audio** by mistake and hear a loud noise, leave and rejoin the meeting. Follow the steps above again.

- On you cell phone, in Zoom, make sure your video is on.  
**Adjust the tripod** and cellphone so it shows your computer screen as well as your hands on the keyboard and mouse/trackpad. The learner needs to see you demonstrate on your keyboard, with your mouse/trackpad and to see your screen.
  
- Adjust the lighting** in your room so the video images in both your computer camera and cellphone camera are as clear as possible.



- Open the Lesson** and teaching **Materials** on your computer.

**Using Modules 1-8 in the DLCR?**

Yes → Use the Lesson and Materials (Handouts and Visuals) in the target module. (e.g., Keyboarding, Online Skills Basic, etc.)

**Using Module 9-Employment (Review)?**

Yes → Use the PPT slideshow lesson. It contains everything: slides, links to the video lesson, as well as the teacher notes, instructional language and practice activities.

- For the electronic version of the lesson:**

Resize the window so both the lesson PDF and the Zoom window are visible to you.

- For the paper version of the lesson:**

Place the paper copy of the lesson beside your computer.

- Have the Visuals and Handouts** 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!

- Demonstrate**

A. When you demonstrate skills where it's important for the learner to see your mouse or keyboard, **spotlight** your cell phone video. That allows the learner to see what you are doing with your hands.

**How to spotlight:** hover over the cell phone video you want to spotlight, click on the 3 dots and click on Spotlight. That video will be spotlighted and will appear larger to the learner(s).

B. When you demonstrate skills where it's important for the learner to see your screen [e.g. Online Skills Basic] **share your screen** so the learner can see what you are doing on your desktop.

- Notepad:**

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



**Check your audio:**

Use the mic. Use a headset mic if sound is very bad or your room is noisy.

**Admit the Learner to the meeting then do the following:**

- Greet the learner. Do a quick check in.
- Confirm Support: Find out if a home support person is available for learner during the session, if needed.
- Ask the learner if they used the document: **Learner Checklist- Set up for Remote Tutoring Sessions**. Make sure it was done.
- Check audio: Use the mic, make sure the learner hears you well and you hear the learner well. Trouble-shoot.
- Check videos: Make sure the learner can see you in both the computer video and cellphone/ webcam video. Trouble- shoot.
- Ask the learner to adjust their video so you can see their computer screen as well as their hands on the keyboard and mouse/trackpad.
- Spotlight both of your own videos: the one showing your face and the other showing your keyboard, mouse and screen. This allows the learner (everyone in the Zoom meeting) to see both of them clearly.
- Pin both of the learner's videos: the one showing the learner's face and the other showing their keyboard, mouse and screen. This allows you as tutor to see both of the videos but the learner doesn't see those videos. When you pin the learner's videos, the spotlighted videos become small for you as the tutor but they are still spotlighted for the learner.
- Check the learner knows how to share their screen and "Approve" the tutor taking Remote control of their computer. If they can't, ensure the support person



is available to share the learner's screen as needed during the lesson. Be sure you obtained informed consent. (See note at top of page one)

- Ask the support person to pull back / leave (provided the learner is safe on their own) but be available if needed. Clarify logistics for reaching them during the session.
- 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 Remote Tutoring Sessions**

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#### **OTHER INFO**

##### **Lighting**

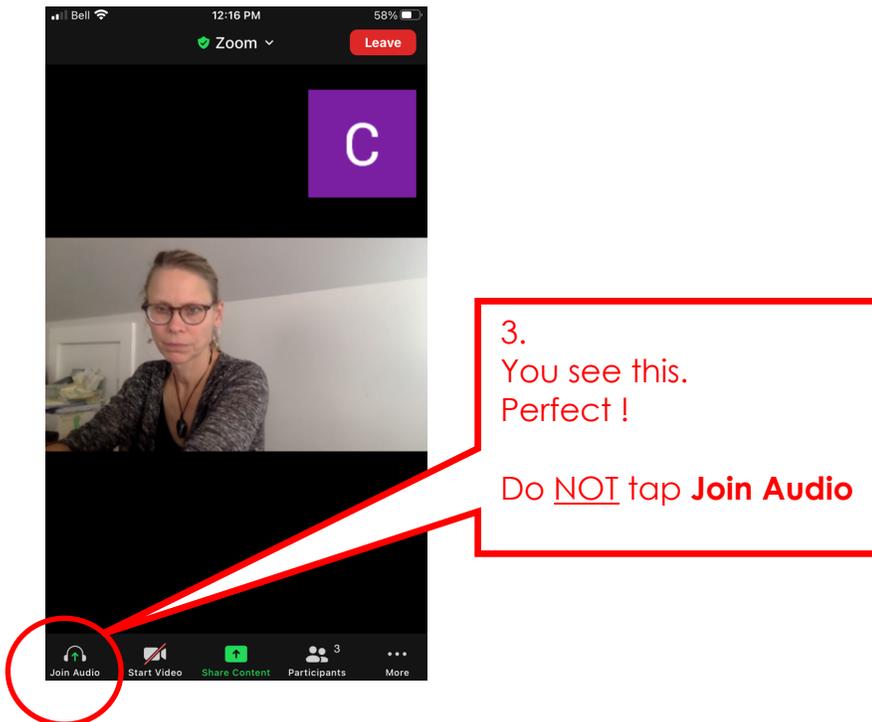
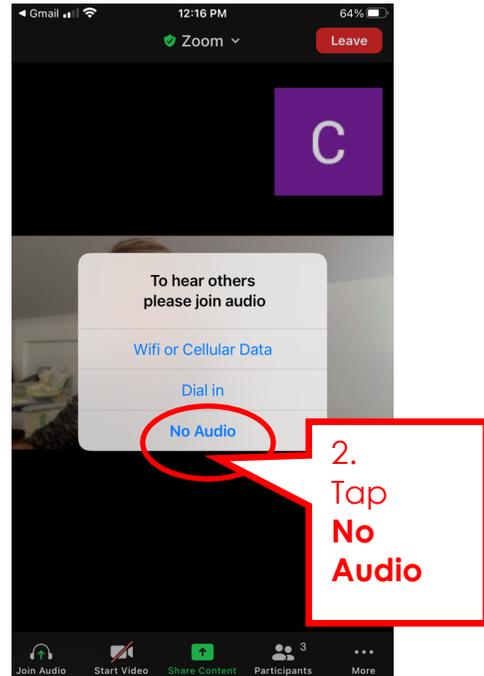
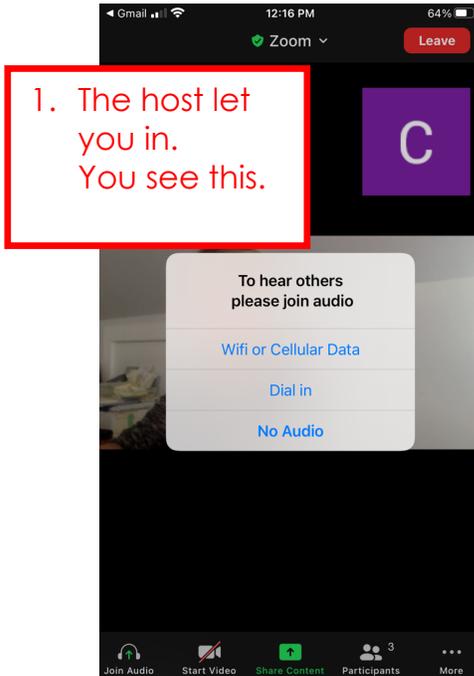
- Make sure the lighting in your room is good for a Zoom meeting.
- Move your computer to the best place in the room if you can.
- Light coming through a window behind you doesn't work well. Your face will be too dark. Close the curtain or face the window instead.
- A bright light behind you doesn't work well. It will also make your face dark.
- Sometimes a lamp helps.
- Go in MS Teams or Zoom and play with lighting before the session.

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

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



## Join Zoom Meeting without audio on iPhone





Join Zoom Meeting without audio on **ANDROID Phone**  
[Note: Android phones vary.]

