Tutoring Resource Guide

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Advocates for Children Tutor Resource Guide

The purpose of this guide is to support volunteer tutors in creating a successful tutoring relationship and facilitating productive tutoring sessions. The Advocates for Children CASA Tutoring Program strives to improve academic outcomes for children and youth, while providing a consistent and positive relationship with a caring person.

Building Rapport

Rapport is the "glue" that makes the tutor/student relationship work. Some students can feel anxious or embarrassed about the things they don't know. Spend some time chatting about easy topics to put both of you at ease before you begin working. Below are some potential questions to break the ice:

> ➢ Do you have pets?
> ➢ What's your favorite ice cream flavor or Starbucks drink?
> ➢ Who is your favorite superhero?
> ➢ What's the most unusual thing in your school bag right now?
> ➢ What's the best gift you've ever gotten?
> ➢ What is something that made you laugh recently?
> ➢ If you were invisible for a day, what would you do?
> ➢ If you could travel anywhere in the world, where would you go?
> ➢ If you won $10,000, what would you do with it?
> ➢ Would you rather play sports or watch them?
> ➢ Would you rather be a mouse or an elephant?
> ➢ What makes a good friend?
> ➢ If you had a robot to help you with school, but it could only do one task, what would you want it to do?
> ➢ Look here for other conversation starters: Questions to get kids talking

Components for building rapport:

- **Connection:** Take an interest in what they do outside of tutoring or school. Try to be an active listener and ask questions about what you hear.
- **Co-operation**: Consistently work on establishing a sense of co-operation with the student. They should feel like you are a team working toward a common goal.
- **Encouragement**: Remember to be specific and genuine!
  Check out this article about Encouragement vs. Praise.

Goal Setting

Setting specific and reasonable goals can be a way to guide your sessions and stay productive.
The goal setting worksheet provided by Educational Liaison will help you break down the process with your student.

Awareness of Different Learning Styles

There are multiple learning styles, and it is helpful to learn what your student's preference is. It's great to know your own learning style, too, especially since we tend to explain or teach things according to our own learning style.

The most commonly understood learning styles are Auditory, Visual and Kinesthetic. You can learn about even more identified learning styles here: [How to Engage the 7 Types of Learners in your Classroom | LiteracyPlanet](#)

You can also take the [VARK Learning styles quiz](#) together with your student.

Communication with teachers and caregivers

- Most teachers will not communicate with tutors unless they have parent or legal guardian permission to do so.
- An email from the parent or legal guardian to the child's teacher introducing the tutor is usually sufficient.
- Access to school portals is also helpful to access student assignments. Parents/caregivers or students can share this information with you at their discretion.
- Some common portals include Schoology, Powerschool, Edgenuity, Google Classroom, Canvas.
- If possible, collaborate with parents/caregivers. You can provide specific examples of challenges that they can present to the teacher. Be sure to let them know when things are going well, too!
- Make sure everyone understands the expectations.

General Tutoring Tips

- Consider timing of sessions. Some students need a space or break in between school and tutoring.
- Remind students and parents the day before or day of tutoring. Text messages are an easy way to confirm.
- Help the student get organized. Make a checklist for what is needed for each session.
- Help with motivation to persist—it can be easier for online learners to give up when things become difficult.
- Help students focus on one thing at a time—suggest disabling notifications on devices during sessions.
- Set a timer or plan for break when working on difficult subjects.
- Plan ahead for what to work on whenever possible. Planning ahead can help you concentrate on key concepts or problems.
- Support routines and make sessions as consistent as possible.

Tutoring in person

- Tutors do not drive students to and from tutoring, unless it is cleared ahead of time with Advocates for Children staff AND the parent/guardian signs a waiver giving permission.

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- Face to face tutoring must occur in **public places only.** Libraries, coffee shops, recreation centers, or even outdoor parks when weather permits are possible tutoring locations to consider.
- Tutors can reserve a study room in advance at most libraries. A library card may be required.

Metro Area Libraries

- [Aurora Public Library Locations and Hours](#)
  Call (303) 739-3000
- [Arapahoe Library District locations and hours](#)
  Call (303) 542-7279
- [Denver Public Library locations and hours](#)
  Call (720) 865-1111
- [Douglas County Libraries and hours](#)
  Call (303) 791-7323
- [Pines and Plains Libraries- Elbert County](#)
  Call (303) 648-6533
- [Lincoln County Libraries](#)
  Call (719) 775-2163

Remote Tutoring

Talk with caregivers to ensure that your student has permission to use virtual platforms.
Zoom and Google Meet are common video conferencing platforms with screen sharing. Below are links to walk you through setting up a virtual meeting for the first time. There are many tutorials on YouTube to discover the features of each platform.

- [Hosting your first Zoom meeting](#)
- [Hosting a Google Meet call](#)

Zoom and Google have whiteboards where you and your student can write and solve problems.

- [Using Zoom Whiteboard](#)
- [Using Google Jamboard](#)

Helpful Websites and Resources

- YouTube has many videos to explain teaching reading and math concepts.
- [Graphic organizers](#) can help with breaking down work into smaller chunks.

Elementary Students

Starfall	[Starfall Education: Kids Games, Movies, & Books K-3](#)	Games, movies, and books for younger children
Teach Your Monster	[Teach Your Monster: Free Phonics, Reading and Mathematics Games](#)	Reading and math games for younger children

Reading Rockets	Reading Topics A-Z | Reading Rockets	Website with many articles and tips for teaching reading
Phonics Sequences	Phonics sequence.pdf	Shows the order in which letter sounds and blends can be taught
Dad's Worksheets	https://www.dadsworksheets.com/	Free, printable math worksheets
Khan Academy	Khan Academy | Free Online Courses, Lessons & Practice	Resources and practice tests in a variety of subjects. Sign up required
10 Tips for Teaching Young Children Online	10 Tips for Teaching Online | How to Teach English Online to Kids | Kindergarten Online Class | Zoom - YouTube	YouTube video with tips for online teaching
Top Techniques on How to Tutor Young Children Online	Top tips and techniques on how to tutor young children online | VEDAMO	Online article with tips and tricks

Teens

Tutoring teenagers virtually	How to tutor teenagers online in a virtual classroom | VEDAMO	Online article with tips for working with teens
High-Low Books for Teens	High-Low Books for Teens: Middle and High School | Lee & Low Books (leeandlow.com)	Reading materials for older youth who are not reading at grade level
Virtual Nerd Math Help	Virtual Nerd: Real math help for school and home	For math concepts taught in Middle School—Algebra 2
Khan Academy	Khan Academy | Free Online Courses, Lessons & Practice	Resources and practice tests in a variety of subjects Sign up required
Dad's Worksheets	https://www.dadsworksheets.com/	Free, printable math worksheets
GED	Get Your GED - Classes, Online Practice Test, Study Guides, More | GED®	The site for anything GED related, practice tests, study tools and more