Establishing Routines and Procedures

The Three Es of Tutoring Routines:
Entering, Engaging, and Exiting

Creating a consistent and predictable learning environment will allow students to focus on the content from the start to the end of each tutoring session. Use these questions to help you plan and implement effective routines and procedures to maximize learning time.

1 Entering the Tutoring Session
Determine how students will enter the session. Answer the following questions:

Student	Tutor
• How will students know when it is time to walk into the tutoring space? • What path will students use to get quickly from the entrance to the tutoring area? • Where will each student sit? • Where will students put their backpack and other materials?	• How will I indicate to students it is time to enter the tutoring space? • How will I greet students? • How will I show students where to walk to get quickly from the entrance to the tutoring area? • How will I show students where to sit? • How will I show students where to put their backpack and materials?

2 Engaging during the Session
Determine how students will engage during the session. Answer the following questions:

Student	Tutor
• Where will students put their tutoring materials? • How will students ask to get a material or item they need (e.g., pencil, paper, or manipulative)? • How will students quickly log in to computers or tablets? • How will students ask and answer questions? • How will students show they understand or do not understand a concept? • Where will students write their learning goals? • How will students track their progress?	• How will I keep track of time (e.g., use a timer)? • How will I distribute tutoring materials quickly and efficiently? • Where will I put the extra tutoring materials or supplies? • Where will computers or tablets be set up? • How will I teach students how to ask and answer questions (e.g., raise hand and wait to be called on)? • How will I assess students' understanding? • How will I support students in creating learning goals? • How will I monitor, track, and celebrate student progress?

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3 **Exiting** the Tutoring Session
Determine how students will exit the session. Answer the following questions:

Student	Tutor
• What should students do when the session is ending? • Where will students put their completed tutoring materials? • How will students log off computers or tablets? • How will students gather their other materials (e.g., backpacks and books)? • What pathway will students use to safely and efficiently exit the tutoring space?	• How will I indicate the tutoring session is ending (e.g., timer goes off, give a direction with a countdown such as, "Eyes on me in 3, 2, 1," etc.) • Where will I put students' completed tutoring materials? • How will I provide students' feedback on their growth (e.g., "Today, you did well with _____. Next time, one thing you can improve upon is _____.")? • How will I communicate with families and teachers about each student's progress? • How will I teach students the pathway to safely and quickly exit the tutoring space?