Five Things for Tutors

to Have Successful Tutoring Sessions

1 Establish Clear Routines

- **Plan how students will enter, engage in, and exit** the tutoring session.
- **Teach the routines and have students practice** during the first two weeks of tutoring so they become predictable and consistent each session.
- **Acknowledge** when students are following the routines. As needed, provide reminders to students about how to follow the routines.

2 Be Prepared and Make the Best Use of Your Time with Students*

- **Follow scheduling guidance** you've received from your coordinator or school.
- **Familiarize yourself with the tutoring resources** you will use to best address students' learning needs. Use guidance and recommendations noted in materials. If you have not been assigned resources, identify the ones that match the content you will teach.
- **Create an agenda** for each tutoring session. Note the amount of time you will spend on each activity.
- **Use a timer** to ensure that you stick to the allotted time and get to each planned activity.

3 Get Students Excited to Learn

- **Use engagement strategies** throughout the session.
- **Set learning goals** with students, and help them monitor and track their progress.
- **Check for understanding** about the topics covered in each session so you can informally assess students' learning.

4 Partner with Teachers and Families

- **Meet with tutoring coordinators and/or students' teacher(s)** to discuss student progress and data every three to four weeks.
- **Reach out to families** to share progress of student growth.

5 Reflect and Partner with Other Tutors

- **Step back to reflect on and adjust** tutoring practices.
- **Collaborate with other tutors** to share what is working and get ideas.
- **Implement** new tutoring practices.

*Tutoring groups will likely have been created for you. If not, follow these steps listed in How to Create Tutoring Groups.