

Examples of Tutoring Session Agenda

Use these examples as guidance to create agendas for each tutoring session.

Initial Tutoring Session Agenda: 30 Minutes

When you launch tutoring, start with a “Getting to know you” approach. If you have a longer tutoring block, consider spending additional time to set learning goals with students.

Objective	Time	Resource/Suggested Language
Establish rapport with students.	15 min.	<i>How are you feeling today?</i> <i>What do you do for fun?</i> <i>What would be your superhero power?</i> <i>What are you most proud of yourself for doing this past week/month/year?</i>
Students complete questionnaire.	10 min.	How Are You Doing? Questionnaire <i>We care about how you are doing and want to make sure we create a space for us to be able to reflect on how we are feeling. We also know that everyone may be feeling differently. By checking in on ourselves and our friends, we are able to show compassion to ourselves and empathy for others in the tutoring community.</i> <i>Is there anything you want to share that is on your mind after completing the questionnaire?</i>
Students set learning goals.	5 min.	<i>What are one to two things you want to learn this semester/year in tutoring?</i> <i>How can you accomplish your goal(s)?</i> <i>How can I help you accomplish your goal(s)?</i>

Quarterly Check-In Agenda: 30 Minutes

Every two to three months, use one tutoring session to check in with students about their progress. Look at tutoring data and revisit learning goals to discuss their growth and next steps. If you have a longer tutoring block, consider spending additional time establishing rapport with students and reviewing learning goals and progress.

Objective	Time	Resource/Suggested Language
Establish rapport with students.	3 min.	Pencils and tutoring journals <i>Do Now: What are you most proud of learning this year?</i>
Review students' <i>i-Ready</i> dashboard.	5 min.	Student <i>i-Ready</i> dashboard <i>What is your lesson streak? How can you beat it?</i>
Review students' learning goals and students' reflect on progress (i.e., one to two strengths and one to two areas of growth).	10 min.	Learning reflection worksheet <i>What are one to two things you accomplished?</i> <i>What are one to two things you want to learn?</i>
Students set new learning goals.	12 min.	Learning goal trackers <i>What is your Time-on-Task goal for each week? What is your lesson streak goal?</i> <i>What are one to two things you want to accomplish this semester/year?</i>

Ongoing Tutoring Session: 45 Minutes

Objective	Time	Resource/Suggested Language
Welcome students and build rapport.	3 min.	Markers and whiteboards <i>Do Now: What was your favorite part of the day?</i>
Teach the skill using a TSC, and check for understanding.	30 min.	TSC: Describe What Happened and Why CFU from TSC: Complete the What Happens and Why graphic organizer
Facilitate interactive tutorial.	10 min.	<i>i-Ready Personalized Instruction</i>
Monitor and track progress.	2 min.	Student <i>i-Ready</i> dashboard

Ongoing Tutoring Session: 30 Minutes

Objective	Time	Resource/Suggested Language
Welcome students and build rapport.	3 min.	Markers and whiteboards <i>Do Now: What are you looking forward to most this weekend?</i>
Teach the skill using a TFI, and check for understanding.	10 min.	TFI: INST_NO_L2_004.pdf CFU from TFI: Solve 52–39, using base-ten blocks as necessary to help with regrouping. Have the students explain aloud the steps they took.
Facilitate interactive tutorial.	10 min.	<i>i-Ready Personalized Instruction</i>
Engage students in timed fluency practice.	5 min.	F&SP: Counting On and Making a Ten to Subtract
Monitor and track progress.	2 min.	Student <i>i-Ready</i> dashboard



Tutoring Session Agenda Worksheet

Use this worksheet to map out the time spent per activity.

For
Tutors

Time	Objective(s)	Resource(s)