Online Tutoring Best Practices

- **Utilize your video chat platform’s tools**
  - Use the comments or chat to do a write/pair/share or a “Pop quiz”
  - Utilize screen-sharing
  - Use break-out options for a think/pair/share (depending on the platform you use)
  - Utilize polling features (depending on the platform you use)
- **Use an online whiteboard**
  - Google Docs → Potential for Sharing, Simultaneous editing
  - Microsoft Paint → You can draw
  - Idroo.com → Some of both
- **Neutralize the technology**
  - Provide troubleshooting tips if possible
  - React to tech problems calmly
    - Interruptions happen in face-to-face tutoring, too!
  - Eliminate background noise as much as possible
- **Limit Distractions for tutees**
  - Set expectations, just as you might with an in-person session. Some examples include:
    - Put away phones
    - Close other tabs
    - Keep video on when possible
    - Plan to meet from a quiet, comfortable location
- **Keep an eye on your students**
  - Do they look engaged? Do they look confused?
  - Remember to continuously check for understanding – Plan to do this even more often than you might in person
- **Don’t skip community building!**
  - Encourage your tutees to start the meeting with a few minutes of small-talk
  - Perhaps bring a fun check-in question or introduction activity
- **Continue to Utilize Facilitation Techniques**
  - Utilize the chat feature to do a write/pair/share or “Pop Quiz”
  - Facilitate a Round Robin with all attendees, Call people by name to answer questions
  - Ask tutees to write their answer on a piece of scratch paper and hold up to the camera
  - Provide a self-assessment
  - Facilitate a Jigsaw by asking each member to spend a few minutes become a “content expert” in an area and then share it to the group
  - Watch a video together via screen-sharing
  - Assign a “discussion leader” for a certain topic
  - Stay comfortable giving your tutees think/wait time