

# TUTOR GUIDE



*How to help for the  
success of your student*



# CONTENT

---



**1** *Prepare*



**2** *Teach*



**3** *Summary*

1



**PREPARE**

# UNDERSTAND EXPECTATIONS

---

When talking on the phone to the student or parent, make sure you understand what their expectations are.

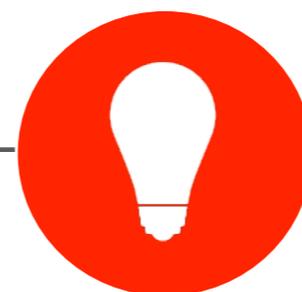
*The next slides will present four situations that come up often with students.  
Make sure you know which situations apply to your student.*



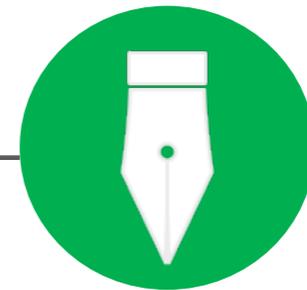
Need for motivation, lack of self-confidence, stress



Preparation for assessments



New ways to explain



Help with homework

**NO MATTER THE STUDENT NEEDS, MAKE SURE YOU UNDERSTAND THE MATTER IN QUESTION TO PERFECTION**

1. Prepare

2. Teach

3. Go back

# NEED FOR MOTIVATION

---



## PROBLEMATIC

*The student has no problem learning, but he has little interest, never wants to study or do his homework.*



## YOUR RESPONSIBILITY

- *Find out what the student's interests are (sports, music, movies, etc.)*
- *Find out which topics interest him and understand why he is motivated in this course, transpose this information to problematic material*
- *Become friends with the student: tell him/her stories in which you also lacked motivation, agree with him / her when he / she explains to you why he / she does not like the subject*

# NEED FOR MOTIVATION – EXAMPLE

---



## MAXIME'S FATHER IS CALLING YOU.

He explains that his son has always been doing good in school, but recently he has trouble concentrating, he never wants to do his homework, especially in mathematics.

## QUESTIONS TO ASK BY EMAIL OR TELEPHONE



**SINCE WHEN IS THERE A LACK OF MOTIVATION?**

*Often, there is a trigger (new teacher, new school, change in personal life)*



**WHAT ARE HIS HOBBIES?**

*Ask if he does extracurricular activities, sports, what he does in his spare time.*



**WHAT ARE HIS/HER FAVORITE SUBJECTS (OR THOSE THAT HE/SHE DISLIKES LESS)?**

*You can make links between the subjects he likes and those he does not like*

# PREPARATION FOR ASSESSMENTS

---



## PROBLEMATIC

*The student has a difficult assessment (exam, oral presentation) coming up and he / she needs to be prepared*



## YOUR RESPONSIBILITY

- *Make sure the student is ready in advance*
- *Stay available to answer last minute questions by phone or email or offer online tutoring*
- *Think about getting extra material, ask for access to past exams*
- *Prepare a practice exam and evaluate the student during a session, correct the exam with him to target and understand his weaknesses*

# PREPARATION FOR ASSESSMENTS- EXAMPLE

---



## TRISTAN'S MOTHER IS CALLING YOU.

She explains that her son has bad results in French. He needs help to better prepare himself.

### QUESTIONS TO ASK BY EMAIL OR TELEPHONE



**DOES HE/SHE ALWAYS HAVE THE SAME RESULTS?**

*Try to see if Tristan always has bad results or if some exams went well Maybe his results are circumstantial or his difficulties are targeted.*



**WHEN IS THE NEXT ASSESSMENT?**

*Knowing when the next assessment is will help you make an adapted study plan.*



**DOES HE/SHE HAS GOOD RESULTS IN OTHER SUBJECTS?**

*If he is very good in the other courses, you will know that the theory is the problem. If he has difficulties elsewhere, it may be his study method that needs to be worked on.*

1. Prepare

2. Teach

3. Go back

# NEW WAYS TO EXPLAIN

---



## PROBLEMATIC

*The student has difficulty with certain concepts or subjects. He/she does his homework and understands what he/she is doing, but he / she quickly forgets what he/she has understood. In an evaluation context, he/she often does not know what to do.*



## YOUR RESPONSIBILITY

- *Take a look at the strategies that have already been used to help him understand*
- *Do research on the web compared to misunderstood concepts (find Youtube videos, new ways to familiarize material, etc.)*
- *Provide additional material (e.g. new math exercises, comprehension of a text found on the internet), it is very easy to find online!*
- *Frequently ask for the student's opinion (did you understand correctly?)*
- *Ask the student to explain a concept that he understands well to analyze his reasoning. Suggest to the student to play a game in which he is the tutor and you are the student. It helps comprehension and gives motivation!*

# NEW WAYS TO EXPLAIN – EXAMPLE

---



## MÉGANE'S MOTHER IS CALLING YOU.

She explains that her daughter is doing well at school, but she has been struggling since she started studying algebra.

### QUESTIONS TO ASK BY MAIL OR PHONE



**WHAT ARE THE STRATEGIES YOU HAVE ALREADY USED?**

*You want to know if Mégane's teacher is taking care of the situation, if she attends extra sessions with school, if her mother is able to help her ...*



**DOES SHE HAVE ACCESS TO AN EXERCISE BOOK?**

*If she does not have access to a lot of exercises, be sure to go find some on the internet (it's super easy to find!)*



**IS SHE DISCOURAGED OR IS SHE STILL MOTIVATED TO LEARN?**

*If Mégane lacks motivation, make sure to adapt your teaching method (see the section " Need for motivation" in this document - purple icon)*

1. Prepare

2. Teach

3. Go back

# HELP WITH HOMEWORK

---



## PROBLEMATIC

*The student has homework to do every week. His homework is often poorly done or done at the last minute.*



## YOUR RESPONSIBILITY

- *Focus on homework that can not be done by the student alone or with the help of his parent (ask the parent which homework he can not help his kid with.)*
- *Always let the student try for the first time without your help. You will be able to spot the things that are wrong.*
- *Give a study plan for the next few days, when you will not be there (ex: you will complete this assignment tomorrow evening, this one Thursday night, etc.) - write goals for each day in his agenda*
- *Always give the pencil to the student. Even if it takes more time, the student needs to do it himself so that he can work alone in the future.*

# HELP WITH HOMEWORK – EXAMPLE

---



## THE FATHER OF LAURIE-ANNE CALLS YOU.

He explains that he is very busy and rarely has time to help his daughter with her homework. She is often late and her teacher notices that her homework is not always done.

## QUESTIONS TO ASK BY EMAIL OR TELEPHONE



**WHAT ARE THE SUBJECTS IN WHICH SHE HAS THE MOST HOMEWORK?**

*You will want to focus on the topics for which there is the most work in order to lighten the load for the rest of the week when you leave.*



**ARE THERE SUBJECTS THAT GIVES HER MORE TROUBLE?**

*If there are more problematic subjects, you will have to give more time for homework related to them.*



**IS SHE DISCOURAGED OR IS SHE STILL MOTIVATED TO LEARN?**

*If Laurie-Anne lacks motivation, be sure to adapt your teaching method (see the section "Need motivation" in this document - purple icon)*

1. Prepare

2. Teach

3. Go back

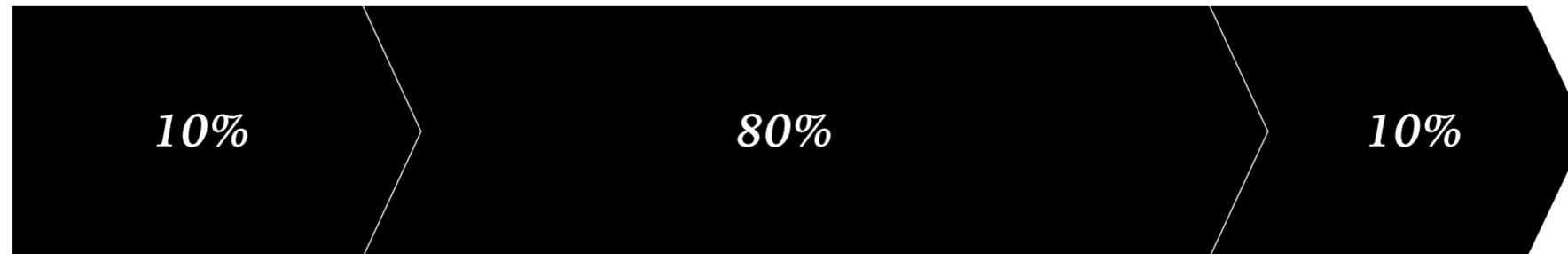
2



**TEACH**

# STEPS OF THE SESSION

The tutoring session usually takes place in 3 steps. The next slides describe these steps.



Discussion

Class

Conclusion

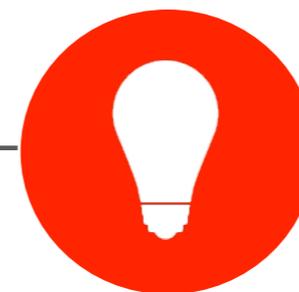
The steps will be described according to the needs of the student identified in section 1 of the presentation.



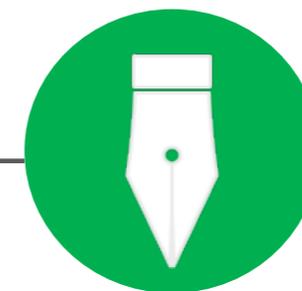
Need for motivation



Preparation for assessments



New ways to explain



Help with homework

1. Prepare

2. Teach

3. Go Back

# THE DISCUSSION

---

It is important to take the time to chat with your student. Talk to him about topics that interest him, ask him questions about his week. **Try not to talk about the school or course in question during these 5 minutes.** This discussion time is especially important for young children.

**REMEMBER: YOU ARE COMMITTED TO SUPPORT YOUR STUDENT IN HIS LEARNING, BUT ALSO TO BUILD A RELATIONSHIP BASED ON CONFIDENCE AND FRIENDSHIP WITH HIM/HER.**



*This part of the session is crucial for students who lack motivation. You can even take more than 5 minutes with your student. Discuss what he did during the week, ask him what happened at school, but also at home and over the weekend.*



*If you see that your student is motivated and ready to work, you can ask him a few questions about his week, but start the course more quickly. On the other hand, if you see that your student is demoralized that day or that he seems tired, do not hesitate to take the time necessary to discuss everything and anything with him. Make sure to slowly bring back your student to a learning environment, do not force him to work too abruptly. If the student is not motivated, the session will not lead to anything.*



1. Prepare

2. Teach

3. Go Back

# THE CLASS

---

You generally do not have much time with your student. It is important to have a well structured session and to have prepared in advance the course of the session.

## THE CONTENT OF THE SESSION DEPENDS ON THE STUDENT'S NEEDS. REFER TO THE COLOR CODE!



*If possible, try to end the session with easier exercises. Allow most of the time to complex notions, but try to finish with one or two exercises that your student can do well. Finishing with something difficult or with a failure will prevent your student from being motivated for future classes.*



*Whenever you do an exercise with your student, ask him if he understands. Regularly ask him to explain the concepts out loud. Leave notes of your explanations - make small summary sheets and make clear steps.*



*Spend the first half of the class doing exercises together. Look at his past assessments if he has any, or do practice exams together. For the second half, have him do a practice exam alone, then correct it together. Divide the session in half to improve efficiency.*



*Give a list of things to do to your student for the session (e.g we will do French homework, study math and review history). Let him choose the order in which he wants to do the tasks, it will give him some responsibility and he will feel more independent.*

# THE CONCLUSION

---

At the end of the session, allow 5 minutes to review what happened. This is as important as the class and will help your student make progress even without you.

## THE CONCLUSION DEPENDS ON YOUR STUDENT'S NEEDS. REFER TO THE COLOR CODE!



*Discuss with him what he liked during the session. Emphasize on his progress and the notions he understood during the course. You want him to remember the lesson as a pleasant time where he made progress on his work.*



*Leave homework for your student. If you worked on a French notion, make him a little summary sheet of the notion. If you have done math exercises, write down your approach of the exercises. Circle the important points of your approach and ask him to write a clean copy for the next class.*



*If his assessment/exam will take place before your next meeting, give words of encouragement to your student. Tell him that it is important to sleep well and eat well before his assessment and that if he applies your advice, everything will be great! Offer him to call you the day before the exam or send you a text/practice test to correct.*



*Make sure to give your student a schedule for his homework (check his homework for the rest of the week and allocate a time every day in his schedule for a section of his homework )*

3



# SUMMARY

# ONCE THE SESSION IS OVER ...

---

Keep in mind that you are your student's tutor even when you are not giving a session.

Here are some ways to increase your student's satisfaction and his performance even outside of class.

**BY ADOPTING THESE BEHAVIORS, YOUR STUDENTS WILL TEND TO HAVE REGULAR SESSIONS WITH YOU. THEY WILL TRUST YOU AND WILL CONTINUE TO CONTINUE TO WORK WITH YOU AND WILL OFTEN BE MORE FLEXIBLE TO ADAPT TO YOUR TIME FOR FUTURE SESSIONS.**



1. Prepare

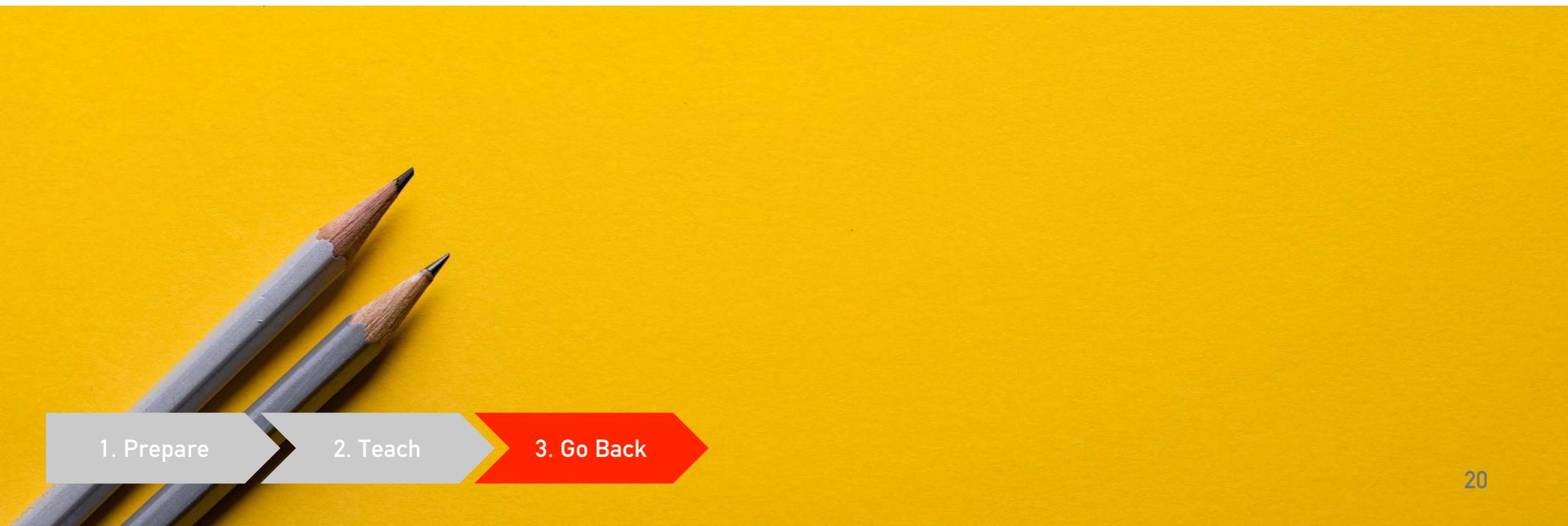
2. Teach

3. Go Back

# ONCE THE SESSION IS OVER ...

---

*Suggest to your students to leave your phone number or email address. Offer to answer their questions if there is an emergency. It is not likely that they will do this, but it will create a relationship of trust with them. You can also offer them online tutoring (\$/min) if calls are not enough. If your students call you often and it takes too much of your time, do not hesitate to contact a member of the team at J'Excelle to discuss alternatives.*



1. Prepare

2. Teach

3. Go Back

# ONCE THE SESSION IS OVER ...

---

*At the end of each class, make a short list of what was done during the class. There is no need to go into details, write a few words for each step of the session. It does not take much time and allows you to follow up with your student or/and their parents. They will receive an e-mail with the report every time you complete it on your portal and will be happy to see their progress.*



# ONCE THE SESSION IS OVER ...

---

*Fill up the lesson report on the J'Excelle platform at the end of each month. This report will be given to your client, so he/she can track the progression.*



1. Prepare

2. Teach

3. Go Back