



**TUTOR'S
GUIDELINES**



**WELCOME
TO THE TEAM**

HUNARly.com



Welcome and Intro

 **SHARE YOUR PASSION**

 In your first class, start with an intro with your name (first name only), your experience related to the subject and share your passion for the subject. Keep your personal information private (e.g. last name, email address, mailing address, phone number, age, no need to mention that you are a student etc.,) and  don't ask students to share their personal information



Welcome and Intro

 **WARM WELCOME**

In every lesson, create a safe and welcoming space for learners from all backgrounds, beliefs, and locations. Please say a quick "hello" to each student by their names and do an icebreaker if needed.

3 Important Guidelines

you need to know about

IMPORTANT!

Class Exercises Routine



1. The teacher should solve few class exercises on their screen and ask students to work either one question or few of them at a time (**in a strict time limit**)



2. Once students are done solving, the teacher should pick a child to answer. **Discuss every question in detail** and then move to next question.



3. Make sure you go around the table (not to pick the same student even though they raise their hand.) Some kids are shy to answer or participate in class, so make sure that **every student has a chance to answer** and that everyone is engaged. Do not allow students to shout out answers.

A woman with dark hair, wearing a black headset with a microphone, is looking down and to the left. She is wearing a rust-colored, long-sleeved top. Her right hand is near her ear, and her left hand is holding a pen over a piece of paper. The background is a light green wall with a wooden frame on the left.

Teach to reshape their future

 **KNOW YOUR STUDENTS**

Connect with your Students: We do small group classes so that tutor can provide individual attention to their students.

Feedback reports should be created after every few classes



Recommended Setup

 APPEARANCE

Power of appearance: You create a positive impression.

Try maintaining a professional appearance and attire.



Recommended Setup

 ON TIME

**Early is on time; On time is late ;
Late is unacceptable!**

**Be prepared and login 5min before the
class time.**



Recommended Setup

 **BRIGHT & CLEAR**

Always sit in a well-lit area and that direct light is on you. You can also use artificial lighting like a lamp in front of you to make it look brighter.



Recommended Setup



VIDEO SWITCHED ON

Tutors and students should always keep their videos on during class.



Recommended Setup

 **AUDIO CHECK**

Always check your internet connection is good. If students raise a concern that they cannot hear you properly, then keep a regular check on the voice & video for that session by asking children if they can hear you well. Please keep us informed if you face this issue so that the session can be rearranged accordingly.

Recommended Setup



USE TOOLS

Use annotation, drawing, and writing on the screen to explain whenever needed.



Recommended Setup

 **UNSURE MOMENTS**

Please check and inform us if you see anyone new in the class (unless you are already informed about the new joiner). Also keep us informed if any student's behaviour or attendance is not as expected.

Atmosphere in class

MORE ENCOURAGING MORE ENGAGING MORE INTERACTIVE

Maintain an encouraging atmosphere with your enthusiastic & positive feedbacks during the class. Let's make online learning more interactive, engaging, and interesting. Many a time, students feel encouraged to join a class for their affection towards the teacher than the subject itself!



Atmosphere in class

VARIATION IN TONE

Voice modulation is very important when teaching to keep the children attentive, change your tonality in a few places especially when you are explaining the concepts.



Atmosphere in class

LESS CHAOS MORE LEARNING

In your class exercises ask children to stay on mute and raise their hands (use the reaction button / raise hand feature, or even physically raise their hand in the video) to grab the teacher's attention while answering. Do not let students interrupt your flow of teaching. Politely tell them to wait until you have finished.



Lesson Presentation Structure

1

STUDENT
INTERACTION

A friendly welcome to the class.

2

REPORT ON
GIVEN HOMEWORK

Ascertain to mention the significance of homework every week

3

LEARNING
OBJECTIVES

What would the kids be able to learn by the end of this lesson.

4

WARM-UP

Ask questions or conduct activities related to the concept you are going to clarify.

5

CONCEPT
EXPLANATION

The theory and definitions of the subject is explained in details.

6

EXAMPLES

Teacher shows how to solve these examples OR shows books, articles, videos.

7

EXERCISES IN CLASS

Kids solve the questions and answer in turns.

8

TIPS TO REMEMBER

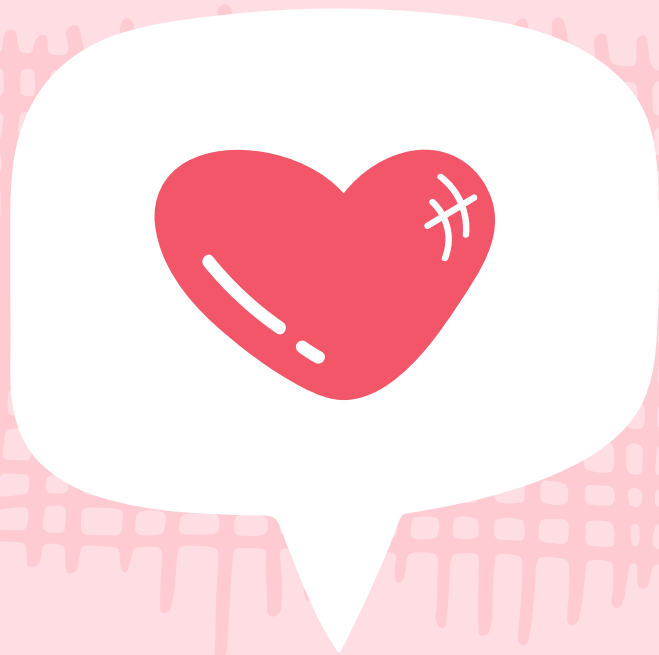
Share the tools, tips, and techniques to remember better.

9

HOMEWORK

Assign a task for students to practice the learnings and develop self-discipline.

Thank you



FOR YOUR SUPPORT

HUNARly.com