# TIPS for
# Tutor-Student Continuing Instruction from a Distance
**(Prepared by ProLiteracy with additions from other Literacy Organizations)**
# As of 7/23/20

These resources, tips, and platforms for your program to use to help your learners continue learning from a distance when the student or tutor are not in the same area or social distance is required during a time of health crisis

## Tips for Providing Instruction from a Distance

Regardless of what platform or online instruction you provide, some tips for conducting learning include the following:

- Keep in regular contact with learners. Keeping in contact to remind learners about lessons or to make sure they're engaged is important.
- Fun first – start as social interaction and games – polls, trivia, white board – to encourage the interaction and become comfortable with the media; then move to instructions on literacy skills.
- A simple phone call is an excellent method to practice conversation, especially for ESL learners
- Using a tool such as Zoom, Skype, etc. so that instructors and learners can meet "face-to-face" works best for structured tutoring. Most of these tools also allow you to share documents or lessons.  Practice with the tool before a meeting.
- Set the parameters regarding how you intend to interact on the tool.
- Student needs a meeting environment that minimizes noise and distractions.
- Plan your approach and lesson plan to maximize time.
- Stay on your current lesson plans and intended skill for consistency.
- Use texting or chat feature (if available) on your tool as a supplement to instruction
    o Send a short text that the learner can read and respond to
    o Send vocabulary words
- Send documents to be used if you are able to scan, email, or mail so you and your student can use particularly if your tutoring session is only by phone call.
- Make sure that any documents shared during your meeting can be easily read on the screen by the student.  Avoid capitalization and "blowing" up material.

- Use supplemental instructional resources between tutor sessions to keep learners engaged and practicing while learning from a distance.

**<u>Additional Information Related to Providing Instruction from a Distance</u>**

Below are several articles and web pages that point to best practices and methods for teaching remotely:

- Best Practices: Online Pedagogy: (https://teachremotely.harvard.edu/best-practices) – focuses  mostly on classroom teaching, but it has good tips.

- 7 Tips on How to Prepare for Teaching Online: https://elearningindustry.com/7-tips-prepare-for-teaching-online

- Everything You Need to Know about Teaching English to Adults Online: https://www.teachaway.com/blog/teach-adults-english-online - mostly about TEFL

- Online Learning Consortium Continuity Planning and Emergency Preparedness: https://onlinelearningconsortium.org/about/continuity-planning-emergency-preparedness-resources/

- Ten Steps Towards Universal Design of Online Courses: https://ualr.edu/disability/online-education/

- LINCS has facilitated an excellent discussion around many resources, tools, and tips for helping programs prepare to offer literacy instruction during the pandemic. Click here to read the discussions.  (https://community.lincs.ed.gov)

- Teaching videos:  www.teachertrainingvideos.com/zoom