CollegeTrek
Afterschool Program

>>> Tutor Training

2020-21
“Tell me and I forget. Teach me and I remember. Involve me and I learn.”
Benjamin Franklin
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Grace Nyenke was a student at the Wooten Center for five years from grades 8 to 12. She is currently a senior at UC Merced majoring in political science, with plans to obtain a master’s in journalism.

Her goal is to become a White House correspondent. At home attending UCM online due to the pandemic, she is working part-time as our office administrator.
Introductions

Staff

Naomi McSwain 3, executive director

Christelle Telesford 4, associate director

Christiane Townsend 2, education director

Grace Nyenke, office administrator/Wooten alum

Victor Casey 1, Isidra Person-Lynn and Jason Love, education specialists
Meeting Objectives

- To discuss tutor tasks and tips for guiding students in:
  > i-Ready Diagnostics
  > Homework and Tutoring

- To review steps and videos demonstrating usage of i-Ready for diagnostics and online tutoring in reading and math

- To review our Tutor Portal for obtaining logins, homework uploads and resources, providing progress reports, and connecting with staff, parents and other tutors
Tutor Tasks

- Administer i-Ready diagnostic in math or reading (should take 1-3 sessions each); ok to help with homework during the test sessions
- Discuss results and study plans with students
- Guide students in completing the online i-Ready lessons posted after they finish the diagnostics
- Help students with homework, as needed.

Download from “Homework to Private Tutors” at www.wootencenter.org/students

- Visit www.wideopenschool.org and other sites under Resources in the Tutor Portal for other teaching tools and materials, as needed
- Add notes in the Progress Reports folder in the Tutor Portal after each session

> What would you want to know as the next tutor?
> What were their successes and/or challenges?
> What follow up or materials are needed?

All photos from here forward are of our students taking their i-Ready diagnostics at the Wooten Center on Success Saturday in February 2020 before we closed temporarily due to the pandemic
Tutor Tips

- **Develop Relationships**
  - At the beginning of every session, genuinely ask how the student is doing
  - Share about yourself
  - Ask the student about themselves
  - Listen and guide, not lecture

- **Positive Reinforcement**
  - Celebrate youth for their strengths and improvement
Tutor Tips

- Be flexible
- Use visual aids to enhance your sessions
  - Icons
  - Art
  - Charts
  - Photos
  - Videos
  - Props
  - Demonstrations

www.edutopia.org/article/making-most-visual-aids
We believe that youth should be continually encouraged. This means we subscribe to a positive discipline approach where positive behaviors are encouraged, recognized and rewarded.

We believe that good behavior should be mentioned more often than not.

We instruct and encourage students by telling them what to do and why we want them to do it. “Walk in the hall. It’s not safe to run inside this area.”

We teach our youth to think before they act and to resolve conflicts with words offering solutions. Our goal is to teach responsible behavior to empower youth to manage themselves—with or without adult intervention. To earn their respect and instill confidence, we refrain from demeaning or disrespecting children in any manner.

We are very careful with the young minds and spirits that have been entrusted to us. We are firm, yet caring. We present consequences that are clear and fair. We focus on a child’s strengths and potentials and not on their shortcomings.

We are careful to ensure that our demeanor and attitudes do not discourage children or provoke disobedience.

We set an example in how we behave and treat and respect others.

We seek to build friendship between students rather than play favorites that can divide. Students will receive consequences for their own actions, not another’s—except at times when group behaviors are being addressed.

We will never use academics such as extra homework or standards to punish students; instead we will delay privileges through time out or notify parents for their assistance.

As staff, parents and volunteers at the Al Wooten Jr. Heritage Center, we pledge to always strive to maintain an environment that is safe, nurturing and enjoyable for everyone.
<table>
<thead>
<tr>
<th>INSTEAD OF...</th>
<th>TRY</th>
</tr>
</thead>
<tbody>
<tr>
<td>Be quiet.</td>
<td>Can you use a softer voice?</td>
</tr>
<tr>
<td>What a mess!</td>
<td>It looks like you had fun! How can we clean up?</td>
</tr>
<tr>
<td>Do you need help?</td>
<td>I’m here to help if you need me.</td>
</tr>
<tr>
<td>I explained how to do this yesterday.</td>
<td>Maybe I can show you another way.</td>
</tr>
<tr>
<td>Do I need to separate you?</td>
<td>Could you use a break?</td>
</tr>
<tr>
<td>Stop crying.</td>
<td>It’s okay to cry.</td>
</tr>
<tr>
<td>Do you have any questions?</td>
<td>What questions do you have?</td>
</tr>
<tr>
<td>You’re OK.</td>
<td>How are you feeling?</td>
</tr>
<tr>
<td>It’s not that hard.</td>
<td>You can do hard things.</td>
</tr>
<tr>
<td>We don’t talk like that.</td>
<td>Please use kind words.</td>
</tr>
</tbody>
</table>
Wooten Dollars

- Complete your i-Ready diagnostic test in math and reading
- **Earn 50 Wooten dollars per test**
- Earn Wooten Dollars to shop in our online Wooten Dollar Store on Fri, Dec 4
- 2 Wooten dollars for logging in early (we suggest that students start logging in at least 5 minutes early)
- 2 Wooten dollars for completing sessions
- 1 or 2 Wooten dollars for participation and performance; you decide how much
- **Earn up to 6 Wooten dollars per session!**

www.wootencenter.org/shop
Enter your session 15 minutes early for set up and potential technical difficulties.
We ask students to start signing in at least 5 minutes early. If they are 5 minutes late, call Christelle at (323) 756-7203 to contact parents. Please wait in your room until Christelle calls you.
Start and end sessions on time for the next tutor.
Tell students to sign in and out in the chat to confirm their attendance for Wooten dollars. Write their amount earned in the chat at session-end. We receive the video and chat text after each session.
Remind your student to mute, as needed, and turn on their video for more effective communication.
Encourage students to stay on task and complete and submit their homework on time.
Do not give or request emails, phone numbers, photos or other personal info (youth or parents).
Call Christelle at the number above if you have any concerns or challenges with behavior or attendance.

NOTE:
Your Zoom Login is available in the Links folder in the Tutor Portal at www.wootencenter.org/tutors.
Entering Your Zoom Room

- Enter the Tutor Portal at www.wootencenter.org/tutors.
- Click on the Links folder and Tutor Logins file.
- Click on your Zoom Room Login.
- Click on Open Zoom Meetings.
- Click on login at the bottom.
- Enter your Zoom Room email address and password as provided in the Tutor Logins file.
- To screen visitors, all students are sent to a waiting room when they try to enter.
- Admit and View will show on your screen when they are in the waiting room. Click on View to see who they are and Admit to let them in.
- Click on Security and Lock Meeting to keep other people from entering during your session.
- Wooten staff have the admin login and can join at any time when the room is locked.

For info on using Zoom features, click here for tips and a 2-minute video.
What is the i-Ready diagnostic and how does it work?

Click above for a presentation by i-Ready

TRY IT!
www.i-ready.com
Username: wootentutor
Password: 1000
What We Will Cover

- What is i-Ready?
- Why is i-Ready important?
- How to proctor the diagnostics in reading and math
- Tips for tutors
- Tips for students
- Logins and Video Demos
- Results and Online Lessons
i-Ready uses state content standards to ask questions based on the student’s current grade. This means students will very likely see several questions they won't know how to answer because they haven't learned them yet.

That is okay! Do not guess. Pass to the next question! Students will receive a score, not a grade!
What is i-Ready?

i-Ready is an **adaptive test**. This means the questions change based on students’ answers.

Some questions will be **hard**

Some questions will be **easy**

Others will be **just right** for you
Why is i-Ready important?

I-Ready helps **students** and **teachers**...

Understand what students already know and need to learn.
How to Proctor the Diagnostics

- Guide students in reading and interpreting directions, questions and passages on their own. Do not clarify or give answers.
- Prompt them by saying...
  “Choose the answer you think is best to show what you know.”
  “Do your best so your lessons won’t be too easy and boring.”
  “You can skip a question if you really don’t know the answer.”
  “I will help you when you do your lessons so don’t worry now.”
- Remind students to avoid taking too much time to answer a question, especially if they don’t know the answer.
- Encourage students to stop and breathe deep or take a quick break if they seem too frustrated.
- Check the “My Progress” section to set goals for the next diagnostics session, if needed.
Tips for Tutors

The most important thing you can do to help get accurate data is motivate students to put forth their best effort on the diagnostic. Encourage students to show what they know to receive lessons based on their strengths and challenges.

View this 9-minute video on preparing for the test.

Tips

- Internalize the presentation by reviewing it ahead of time.
- Show the video to your student.
- Check in with your student for understanding along the way.
- After viewing, ask them what strategies they want to use.
Tips for Students

- Take your time and **do not rush**.
- Read each question and answer choice **carefully**.
- If you get a question you have not learned yet, **try your best**.
- For Math—Show your work on **paper** for every problem.
- For Reading—Read each passage carefully, and **reread** the passage when necessary.
- **Check your work** before going to the next question.
i-Ready Student Login

Click above for a presentation by i-Ready

NOTE:
Student i-Ready logins are available in the Links folder in the Tutor Portal at www.wootencenter.org/tutors.
Once you log in, you will see this:
Next, you will see a page like this:

Select the green button to start your test.
Next, you will:

Watch a video.

You must click on all of them before you can press start. Click on each button to watch a video about a tool.
Demo Videos

Click above for presentations by i-Ready
Results

After the diagnostic, a special report will be created for students and their parents.
Results

Tutors can use the results to review student strengths and challenges and to help them set goals.

We can talk about:
• How you did
• What your growth goals are
• Your strengths and areas for growth
Online Lessons

- The results of your diagnostic decide what lessons you will get.

- If you try your best on the diagnostic, lessons will match what you need to learn.
Questions?
Tutor Portal

www.wootentencenter.org/tutors
Tutor Portal

www.wootencenter.org/tutors
Tutor Portal

- **Sign up** at [www.wootencenter.org/tutors](http://www.wootencenter.org/tutors) to access our Tutor Portal. **Text** Christelle at (323) 756-7203 to approve your sign up request.
- **Links** – Obtain helpful links, including Tutor Zoom Logins and Student i-Ready Logins.
- **Resources** – Give and get helpful resources for tutoring.
- **Progress Reports** – Locate student name to add progress reports.
- **Staff and Tutor folders** – Send and receive messages and materials.
- **Discussions** – Open discussion and Q&A with staff and other tutors.

**NOTE:** Only tutors and staff have access to the Tutor Portal.
Reminders

1. Text your Gmail email address to Christelle at (323) 756-7203 to sync your calendar to our booking form to receive appointment notifications.

2. To receive access to our Tutor Portal, sign up at www.wootencenter.org/tutors.

3. Download homework from the “Homework to Private Tutors” folder at www.wootencenter.org/students.

4. Post updates on student successes and challenges in the Progress Reports folder in the Tutor Portal.

5. Post and reply to comments in Discussions; give and get in Resources.

Click on the flyer to go to our afterschool webpage.
Contacts

Troubleshooting, Schedules, Resources, i-Ready, Behavior
Christelle Telesford, Associate Director
(323) 756-7203
ctelesford@wootencenter.org

Other Staff and Tutors
Post messages in Staff and Tutor folders at
www.wootencenter.org/tutors

Emergencies, Feedback and Other Reports
Naomi McSwain, Executive Director
(323) 453-6533 cell
nmcswain@wootencenter.org

Child Abuse Reporting
As a youth center volunteer, you are a mandated reporter **required** to report any suspected cases of child abuse or neglect. You can report anonymously to the Los Angeles County Department of Children and Family Services via their 24/7 hotline at (800) 540-4000. For more information, view the DCFS [video](#), [poster](#) and [infographic](#).