

Tutor Teaching Guidelines



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1 Introduction

2 Preparing Devices, Network, and Tools

2.1 Setting up your device

To protect the personal data, ensure the device is set up appropriately, and keep the devices safe.

2.1.1 Online learning devices

You are free to choose among possible existing devices to run your courses. However, it would be mutually beneficial for the tutors and the students to follow the advice given by Academie Lab.

- **Tablets and Smartphones** You can use tactile mobile or tablets for if they are upgraded with the latest writing and drawing applications. The devices are required to capture photos as well as record videos and voices.
- **Laptops and Office desktop computers** Academie Lab strongly recommends following the previously mentioned advice for optimal online teaching. The advantage of utilising laptop or desktop devices is a parallel pedagogical interfaces running in real time. Having the video conference running simultaneously with learning tools such as video, whiteboard, and other tools provides seamless integration between tutors and students which can offer a significantly positive impact on the learning environment.

2.1.2 Keep your device safe

- Take care of cameras and microphones on devices.
- Keep your devices locked and set secure passwords.
- Keep your devices operating system up-to-date.
- Install anti-virus software.
- Do not jailbreak or root your phone.
- Make regular backups of important personal data.

3 Managing network connection on your device

3.1 How to connect mobile devices to the Internet?

3.1.1 5G or 4G connection

5G/4G-enabled devices connect to the Internet through their providers' cellular connection. Data being sent via 4G are encrypted, making 4G safer than public Wi-Fi.

3.1.2 Private Wi-Fi Connection

Private Wi-Fi connections, when properly set up, allows password-protected access and encryption to the data that are being sent and received.

3.1.3 Public Wi-Fi Connection (Not Recommended)

Academie Lab strongly recommends avoiding public wifi hotspots while running the learning sections. Public host-spots are found in places such as airport, hotels, coffee shops, libraries, etc. The public Wi-Fi is the least safe way to connect to the internet. When it comes to public Wi-Fi, there are more opportunities for attackers to exploit vulnerabilities via your connection over Wi-Fi than over 4G. As to the security of these connections, here's how they rank from the most secure to the least secure:

- Using a VPN over a cellular network or using a VPN over Wi-Fi
- Cellular only.
- Wi-Fi only.

3.1.4 Virtual Private Network (VPN)

A virtual private network (VPN) extends a private network across a public network and enables users to send and receive data across shared or public networks as if their computing devices were directly connected to the private network. A VPN is created by establishing a virtual point-to-point connection through the use of dedicated circuits or with tunneling protocols over existing networks.

4 Selecting and installing learning tools

Academie Lab provides the online learning tools. If some technical issues avoid you to use the provided tools on the website, you are allowed to use your personal tools. You need first of all and before anything inform the admin of Academie Lab about the problem.

We suggest you to have always prepared in advance the learning tools on your device as backup. Today different tools exist on the internet for similar purposes. Among all you need to choose mainly the ones that provides:

- Suitability
- Ease of Use
- Accessibility
- Required Equipment

You may want to consider if the tools serve your instructional purpose. We believe that ZOOM is one of the most reliable providers and is adapted to all devices and operating systems. The duration of a conference on ZOOM might happen to be limited but it covers the course timing and includes all required educational tools. In deciding whether to select a tool, be sure to evaluate the tool as a non-user. Try to determine how easy or difficult it will be for your students to achieve a level of competence with the tool such that they can use it to learn effectively and participate meaningfully.

Be sure to choose tools that are accessible as outlined by the Universal Design for Learning (UDL) principles of flexible, adaptable curriculum design to support multiple learning approaches and engagement for all students and in terms of legislative requirements for meeting the specific accessibility needs of learners with disabilities.

You may want to survey your students' access to technology when selecting tools. For example, all students may not have access to webcams or microphones which would inhibit their ability to do web-conferencing.

**Be expert in learning tools of your choice.
Become familiar with all assets of your tools before using it in
your course. Even a single minute of your course must be
wasted because of the lack of your technical skills regarding to
your choice of learning tools.**

5 Browsing the privacy policy

Read Carefully This Section.

You are supposed to be aware of the policy of Academie Lab before starting your teaching activities. If any law be commonly violated by student and tutor, you will carry the main responsibility of the charge. We clarify here the main policies which must be respected by tutors. To understand fully how to apply each item of Academie Lab's policy you need to go to the policy page on the Academie Lab's website.

- Academical IP
- Confidentiality:
 1. Personal information of your students
 2. Academical records of your students including evaluations, courses, questions, and difficulties.
 3. You must avoid to get involved in information given by your students about the other tutors of Academie Lab
 4. You must avoid to provide any information about your professional activities in Academie Lab to your students
 - 5. It is strictly forbidden to ask personal questions from your students**
 - 6. It is strictly forbidden to get into an intimate conversation with your students**
- Minor students policy
- Payment policy
- Your agreement with Academie Lab's tutor contract

6 Some tricks to become a successful tutor

If you do not own national pedagogical certificate you still can earn Academie Lab's certificate of pedagogy. Taking free pedagogy courses and sectional assessments provided by Academie Lab is mandatory for our tutors. If the pedagogical evaluations of the tutors are satisfied by the standard of Academie Lab, the tutors will obtain their official certificate by email. The tutors can request the paper format of their certificate.

For a quick start toward becoming a good tutor we suggest you to go through the points below:

- **Patience**
What is obvious or easy for you may not be so for your student. Learn not to show annoyance in your speech or body language.
- **Collaboration**
The tutor-student relationship should be viewed as a partnership. You are not there to take the place of the instructor. Let the student know you are there to work with her to supplement classroom and individual study.
- **Good listener**
Learn to pick up clues in your student's speech that enable you to understand how he is really feeling. A good listener does not dominate the conversation!
- **Flexibility**
This means being willing to adjust techniques and approaches to meet the learning styles of the student.
- **Honesty**
This helps to establish rapport and trust, the two most critical elements to a successful tutoring relationship.
- **Being sincere and transparent**
That could happen that you fail to answer some questions. Be brave and inform them about the fact. Ask them to be patient until the next session find the correct answer to their question. Never mislead your students intentionally to mask your lack of the knowledge. You can make some commercial gesture to catch their trust and satisfaction such as offering them fifteen minutes of free course.
- **Teaching how to learn**
As a tutor your ultimate goal is to help the student become an independent learner.

- **Being Confident**

You were chosen for qualities that enable you to be a good tutor and role model. However, having confidence also means having the courage to admit you don't know an answer. Be honest with your student; tell her you'll need to do your homework? and then follow through. She may actually feel better knowing you're not perfect (and it is a great opportunity to teach learning skills).

- **Providing resources**

The Academie Lab staff is here to help. Let us know if there are problems with the tutoring relationship or problems affecting your student's performance.

- **Being well prepared**

Always read well in advance the feedback of your evaluations, course requirements of your students and your previous courses recorded and available in your account by Academie Lab.

- **Being professional**

Except for discussing your student with SSS staff and/or faculty, information about the student must be kept confidential.

- **Consulting for free the experts of Academie Lab**

You have unlimited and free access to live consultation with the experts in Academie Lab. Don't miss this opportunity to have progress in your activities as a tutor. You can similarly request some mental supports form Academie Lab's experts. All you need to do is believing in yourself and your capacities.