Orientation for Tutors
REGISTRATION

• To register to become a Best-ESL-Tutor instructor simply hover over the Tutors menu at the top of the application and click on the [Become a Tutor Now] option or click on the [BE A TUTOR] button below.

• The registration process requires that you fill out four screens;
  • Basic Contact Information
  • Education and Preferences (My Information)
  • Your Availability
  • And finally the MY PROFILE screen.
Basic Contact Information

Select a unique username

Enter your first and last name

Enter your email address

Select your time zone from the dropdown list

Enter and confirm your password

Indicate your teaching experience

Enter your Zip Code

Click on the [NEXT] button
Fill in your information on this screen.

**BE SURE TO UPLOAD AN ATTRACTIVE PHOTO OF YOURSELF**

Note that you can enter a location from which you teach, which may be different from your shipping address. This is the location that the students will see.

The CANCELLATION PERIOD is the time prior to your appointment, after which a student may not cancel or change a scheduled meeting. You can set this from 8 to 36 hours.

Enter the amount that you wish to charge for each 30-minute tutoring session. You may wish to compare your rate to other tutors before you enter an amount in this field, as your rate will be compared with other tutors by prospective students.

Your SKYPE ID will enable students to contact you directly prior to your tutor class with them.

Please record an introductory video and upload it to YouTube or if you have a recording of an actual tutoring session you may wish to upload that for potential students to view before they engage you.

Your Payment Email Address is where we will send your tutor payments.
HOW YOU GET PAID

• We pay tutors on the 1st and 15th of each month for all classes taught during the preceding two week period. You will receive funds via PayPal or Venmo, a division of PayPal. We pay through Venmo if you live in the United States and PayPal if you live outside the United States. If your email address or phone number is already associated with an existing Venmo account, we will automatically disburse funds to your bank account connected to your Venmo account. Whenever you are paid you will be notified by email.

• If we can't find a match, we will send them an email or text message the first time we disburse funds requesting that you create a new Venmo account to accept the payment.

• If you are prompted to create a Venmo account, you will have 30 days to do so. If you do not take action, you will not receive your funds.
Click on the blocks of time that you want to show that you are available to teach.

Note that these times are shown in your local time zone and will be automatically adjusted when shown to potential students into their respective time zone.

Note that these time blocks are shown as 3-hour slots of time. Students will be able to schedule up to six 30-minute sessions for each time slot you select.
This is the last of the four registration screens. Your Profile Headline is where you can create the headline for your tutor profile that will be shown to potential students.

The YOUR BACKGROUND section is where you will describe your teaching and tutoring experience that you think will be helpful to students who are looking for a tutor.

Your CALL TO ACTION is the footer for your promotional area of your tutor profile. Here you should invite the students to engage you to be their tutor.

The check boxes at the bottom of the screen permit you to agree with the Independent Tutor Agreement and confirm your tax status.

After filling out all the fields, click [COMPLETE] to finish the registration process.

After your application is submitted it will be reviewed and either approved or declined, based on your experience and education. You will be notified when you have been approved. At that point your tutor profile will appear in the FIND A TUTOR screen and search results.
Login

- After you have registered you can login to the system.
- Your tutor profile will not appear in the FIND A TUTOR screen or in tutor search until you have been approved. However, you are welcome to come in and look around while you are waiting to be approved.
- Click on the LOGIN link in the upper right corner of your screen.
Your Tutor Dashboard

• After you login, you will see your Tutor Dashboard.
• Notice Tabs across the top of your dashboard. You can click on any tab to access the related information, including:
  • Transaction History
  • Confirm Appointments
  • My Information
  • My Profile
  • My Availability
  • My Calendar, and
  • My Meetings.
• Also, note that you can add notes that only you will see and you can also attach files by simply dragging them into the dotted area at the bottom of the screen.
Your Transaction History tab will display the details of all your sales. Most recent tutor sales will appear at the top of the list. You will also see the fee that you will receive for each tutoring appointment. Initially you will receive 65% of all fees paid by your students. This will scale up according to the following schedule:
## Tutor Commissions

<table>
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<tr>
<th>Hours Worked from</th>
<th>Hours Worked To</th>
<th>Tutor Commission</th>
</tr>
</thead>
<tbody>
<tr>
<td>0</td>
<td>26</td>
<td>65%</td>
</tr>
<tr>
<td>26</td>
<td>60</td>
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<td>75%</td>
</tr>
<tr>
<td>251</td>
<td>500</td>
<td>80%</td>
</tr>
<tr>
<td>501</td>
<td>9999999</td>
<td>85%</td>
</tr>
</tbody>
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**IMPORTANT NOTE:** All active tutors will receive 100% of the $10 per 30-minute session tutor fee during the beta testing period, which may be terminated at any time. After beta testing is completed, the above rates will immediately prevail. All tutoring hours completed during the beta testing period will count toward each tutor’s total hours worked for commission calculations.
Confirm Appointments

• Whenever a student buys a tutor session from you, you will immediately receive an email notification that you need to confirm the time and date works for you.

• Clicking on your CONFIRM APPOINTMENTS tab in your tutor dashboard is where you can either confirm or decline these requested appointments, as shown below:
My Information

On this tab you can update or edit any information about your contact information, education, or preferences.
My Profile

- The My Profile tab is where you can edit your tutor profile, which will appear to prospective students. Think of this as your primary advertisement or marketing area.
My Availability

The MY AVAILABILITY tab enables you to update your scheduled availability for any day of the week. You can change this anytime. Time blocks are assumed to be the same every week. Changes here do not affect appointments that you have already accepted and confirmed.
My Calendar

Your Calendar shows your available time slots in green. Requested times appear in yellow. Confirmed and pending appointments appear in blue and completed classes appear in orange.

You can click to view the previous or next week.
My Meetings

The MY MEETINGS tab is where you go to host your tutor classes with your students. After you confirm an appointment it will appear here where you can click on the [HOST MEETING NOW] button when you are ready to start the meeting. Each student will also see the pending meeting in their MY MEETINGS tab in their Student Dashboard and will also be able to [JOIN A MEETING] by clicking on their MY MEETINGS tab and clicking the JOIN A MEETING button. When you click the [HOST MEETING NOW] button a CLASSROOM page will be displayed, and a separate ZOOM VIDEO conference window will also open automatically. On your classroom page a timer will appear, which will countdown throughout your 30-minute class. In your CLASSROOM page you will also be able to write yourself notes and attach files for each of your class sessions.
YOUR CLASSROOM

Your Classroom screen will be unique for each tutor session that you conduct to enable you to make session specific notes relative to each class that you conduct. You can come back to any class you taught by clicking on the orange COMPLETED button in your MY MEETINGS TAB.

When the tutor session timer reaches zero, an alarm will sound for you and for the student, alerting you that the class is over and requesting that the student provide a rating for your class and instruction. They will also be invited to reschedule for the next tutor session. They may also request to purchase the next 30-minute session and you can continue as soon as they confirm payment.

You can access a wealth of proven ESL curriculum from these quick links on your classroom page. The LESSON INDEX page will provide you with pre-configured and approved ESLgold lessons, organized by Basic, Intermediate and Advanced.

To end the class, hover your mouse over the Zoom screen in lower right corner and click on the [END MEETING] button.
YOUR ZOOM VIDEO CONFERENCE SESSION

Your Zoom Video Conference window will open separately. Please note that you will need to have a webcam and microphone connected to your computer to host these video conference tutor sessions. Your students will also need the same configuration to participate in these tutor classes. So, you will have both the CLASSROOM window and the ZOOM Video Conference window open during your tutor sessions. Note that you and your students can easily RECORD your classes for review after your tutor classes are over by clicking on the RECORD button at the bottom of the Zoom window. You might suggest that your students attach these recordings using the FILE ATTACH option in their classroom meeting screen for each lesson.

By hovering your mouse near the bottom the Zoom screen you can click on the SHARE SCREEN option.
Clicking the blue SHARE SCREEN button in the lower right corner of this screen, while the DESKTOP is highlighted in green will enable you to cause your computer screen to be displayed on the student’s computer. This will enable you to direct the student’s attention to the lesson that you plan to present.

Please note that you can also highlight the WHITEBOARD option to use the whiteboard feature during your video conference tutor session. You will be able to present the lesson through the microphone on your webcam and will not need to use a phone or any other kind of device to carry the audio portion of your class.
SCHEDULE YOUR NEXT TUTOR SESSION

Remember to schedule your next tutor session with each student before you end each tutor session. Better still, set up a regular recurring appointment 2-3 times each week to help your students progress even faster. Instruct your students to purchase these tutor sessions from your Tutor Profile screen in the application.

Work to schedule your tutor sessions back-to-back, to save wasted time between classes. Encourage your students to schedule their sessions immediately after other scheduled classes to minimize your downtime.

Remember to under-promise and over-deliver in your tutor classes. Give your students great value and they will keep coming back to you!
Best-ESL-Tutors Principles for Teaching Online

Teaching Philosophy

• Our online lessons are designed with the goal of maximum student speaking time in mind. Surveys indicate that the main thing students want from online teaching is “someone to talk to in English.” There are many web sites that offer grammar, reading, and vocabulary skills which students can do through self-study. The main thing our students want from tutors is a chance to practice speaking. Our aim is to give them opportunities to talk, feedback on their English skills, interesting topics and useful vocabulary.

• Teachers follow the L-T-T principle for online teaching. L-T-T stands for “Let Them Talk” or “Listen to Them.” This begins the minute they start the lesson.
Best-ESL-Tutors Principles for Teaching Online

Lesson Formats

• Lessons follow a sequence of “controlled” to “free” conversation. They begin with structured questions and vocabulary repetition and end with free talking about a particular topic.

• The general format for each lesson includes five basic sections, which generally fit within a 30-minute time frame. Individual lessons may vary from the standard format, but most of the elements are the same.

You will find these guided lesson plans by clicking on the [LESSON INDEX] button on your Classroom page.
1. Warm-Up and Topic Preview

Lessons are designed with “Pre-reading” questions that give students a chance to think about topics even before they get into the main text. Students can read the preview questions aloud and share their ideas and opinions with their tutor. This helps open students up and gives them instant practice speaking the language.
2. Reading Text or Vocabulary

Next, the students will be given something to read out loud to their tutor. For Beginners, it is often a list of vocabulary words or phrases to use within the context of the lesson. For Intermediate and Advanced levels, students read aloud one or two short paragraphs on a given topic. Teachers listen, take notes, and offer pronunciation help after students have finished reading the text.

There are often lists of vocabulary words and phrases accompanying the text. Students read the words aloud, and tutors listen to them. Tutors take note of pronunciation errors and correct students after they have repeated the list of words. Teachers can also offer short vocabulary explanations at that time. The vocabulary words will be used in the context of the reading text.
3. Guided Questions

Guided questions are next. For Intermediate and Advanced levels, the questions below the reading text are designed to help students think quickly in English and practice their language skills, using structures and vocabulary words they have learned from the current or previous lessons. For Beginning levels, questions are included right after the conversation strategies.
4. Free Conversation

Students are then given more open-ended questions about the topic, which enable them to talk freely about things they are interested in, related to the topic, or otherwise. In this stage, students and tutors are free to discuss whatever they would like in open conversation. They can use the day’s topic as a springboard to other things.

In some cases, there are structured “role play” situations in which tutors and students take different roles and have a conversation as if they are in a given context, e.g. at the store.
5. Review and Feedback

Finally, perhaps during the last couple of minutes of the lesson, tutors and students discuss the student’s individual language learning and progress. Students can ask questions about how they can improve their skills, and receive feedback on their tutors. If they wish, tutors can assign “homework” from related lesson links (further reading material, grammar explanations, videos for listening practice) or specific exercises designed to help students with a particular language practice need.
Getting Students to Talk Right from the Start

The lessons are organized to give students maximum “Student Talking Time.” This means that the student, not the instructor, should be doing most of the talking. The tutor listens, offers feedback, and serves as a partner for conversation.

Many lessons incorporate video and audio. It is recommended that these activities be assigned as homework, for the students to listen to on their own. The reason is that the 30 minute sessions should be used mainly for student speaking practice, not listening—which they can do on their own. In subsequent lessons, tutors can ask students if they watched a particular video or discuss the content of that video as a topic for conversation.
Best-ESL-Tutors Principles for Teaching Online

• **Flexibility**
  Although lessons are designed for 30 minute sessions, they can be expanded or adapted to fit other time frames. It is recommended that tutors use flexibility and variety in their lessons to make them interesting and helpful to their students.

• **Other Resources**
  With each lesson, there are related resources available for teachers and students to use. The resources consist of links to ESLgold.com and other websites, along with video for further practice and discussion. Most of these resources are located in the lower left hand corner.

• **Teaching Tips** are also available to tutors for individual lessons. The tips are found in the upper right hand corner of each lesson page.
We invite and welcome your feedback. Please let us know how we can improve our tutoring platform for you and your students by clicking on the FEEDBACK BUTTON shown in the red circle to the right.

If you encounter a bug or any other unexpected program behavior, please let us know. THANK YOU!
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