



Welcome

Let's get started!

Distance Learning Policy Agreement Overview

General Expectations:

- Volunteer tutors may not share their phone numbers or social networking information with NHR students.
- New Haven Reads does not condone volunteer tutors communicating with students outside of NHR without parental permission.
- Volunteer tutors may not share confidential information regarding a NHR student with any unauthorized person.
- Volunteer tutors may not use diagnostic language (e.g. learning disabled, ADHD etc.) verbally or in writing in reference to any student.

- Volunteer tutors may not use harsh or foul language.
- New tutoring volunteers must agree to a criminal background check.
- Volunteer tutors must be on time to their scheduled online tutoring sessions and prepared. Tutors are expected to notify their supervisor as soon as possible if they are going to be tardy (including technical difficulties) or absent.

NEW Distance Learning Policies:

- Volunteer tutors must submit session notes immediately following each tutoring session (within the same day). They are to be completed by the tutor via Google Forms.
- Volunteer tutors must find a quiet place to log into the tutoring session, away from distractions. Tutors must be aware of what is in their screen's background making sure it is appropriate for a school learning environment.

- Volunteer tutors must not log into tutoring sessions while in a bathroom. If possible, do not do sessions in bedrooms, if necessary please adjust the screen and self to only display a wall and ceiling background.
- Volunteer tutors must close all website windows (screen tabs) except for the Zoom meeting.
- No tutor is allowed to use the share screen function with NHR students. Tutors will only use Video, Audio, Ask for help, Reactions and Annotate “whiteboard” functions in tutoring sessions.

- Volunteer tutors are not allowed to screenshot or record his or her sessions with students. Tutors understand that NHR does not allow any meeting participants to record their tutoring sessions with students for any reason.

Acknowledgment:

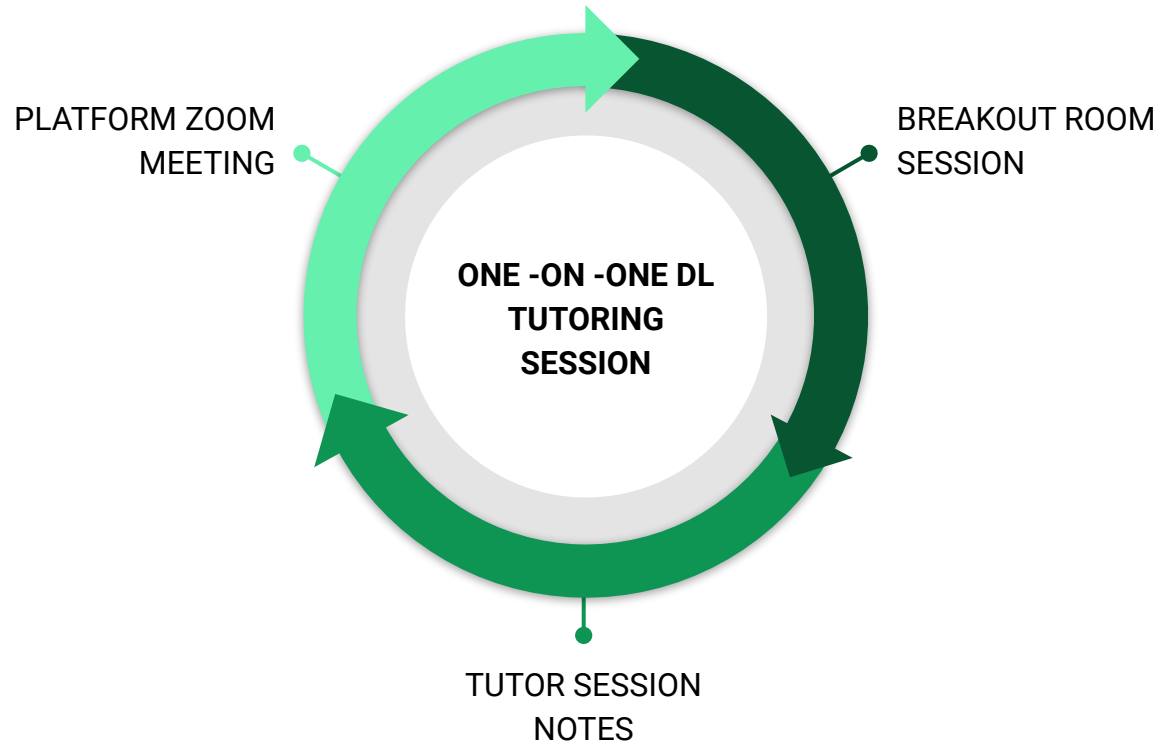
- I understand that NHR is not responsible for the security or privacy protections of the distance learning platform (Zoom or another platform). I agree to release and hold harmless NHR and its agents, servants and employees from any security or privacy breach of the distance learning platform.
- I understand all tutoring sessions will be recorded by NHR. Volunteer tutors agree to be recorded. NHR staff will be visiting breakout rooms sessions regularly. *Volunteers tutors have the option to not share their video and connect to the tutoring session using audio only. Please note: recording sessions allows NHR to provide a safe, supervised experience for tutoring pairs. Publishing of recordings will be strictly prohibited.*
- I understand that I may be asked to sign an Addendum to this agreement should any process or NHR policy change.

ANY QUESTIONS ?





Our Distance Learning Model



How to join your tutoring sessions:

1. Email Invite:

- a. An invitation to join the Zoom meeting session will be sent through Email (this will be how to join your first tutoring session)

Jessica Markelon is inviting you to a scheduled Zoom meeting.

Join Zoom Meeting

<https://zoom.us/j/491354423?pwd=dFN0RE1saE9aNVphNjAwQVM5Z2RRUT09>

Meeting ID: 491 354 423

Password: 3xmGTo

Click the link to Join

2. Through Zoom: (for your weekly recurring tutoring session)

- a. Login into your account > Click My Account > Click Meetings

Profile

Meetings

Webinars

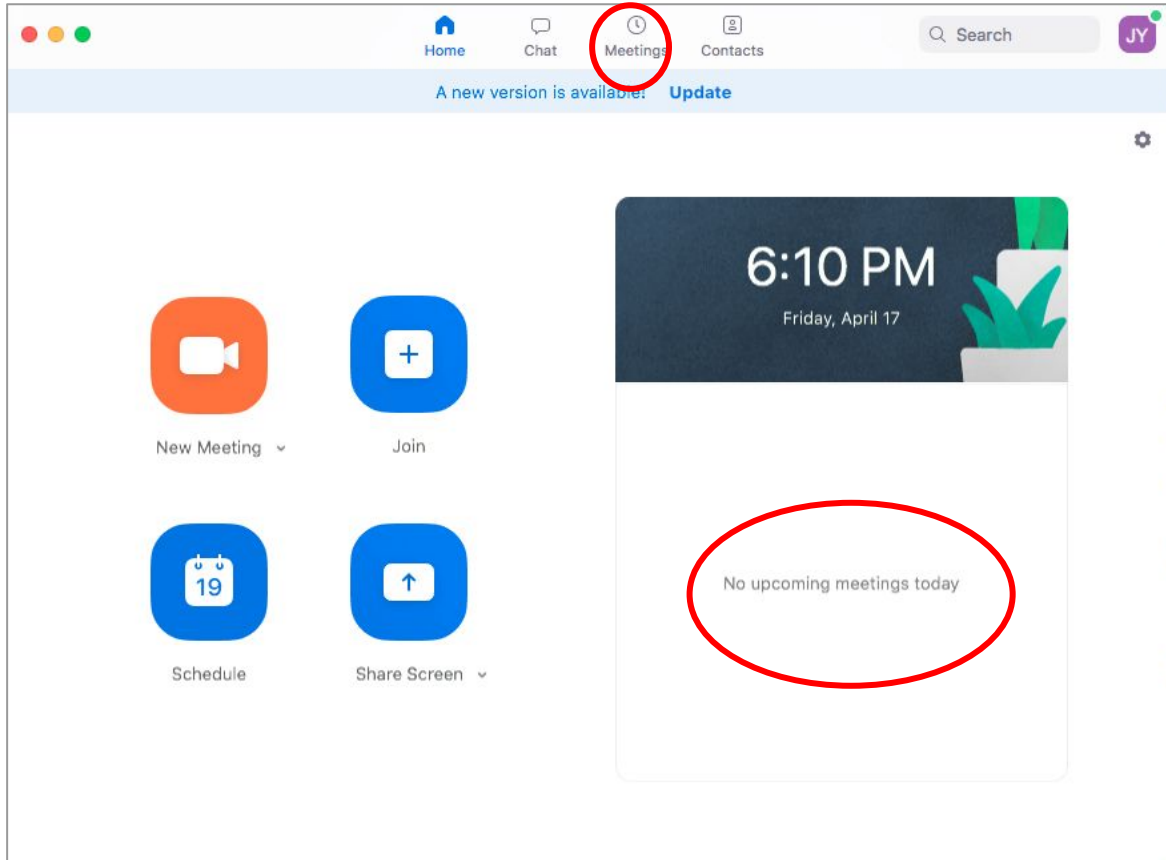
Recordings

Settings

Account Profile

Reports

3. Through the Zoom **app**: (for your weekly recurring tutoring session)



Zoom Security Measures:

Over the past few days, Zoom has worked to change meeting settings, many of which NHR had already begun to implement:

- First, all meetings will begin in the "Waiting Room". You see a screen telling you to wait until admitted.
Tutors will wait in the waiting room until the site staff admit them.
- Second, Zoom will require a password to join meetings.
 - Meeting attendees who join by clicking a link in a meeting invite should not notice a difference given that the password is embedded in the link.
 - For scheduled meetings (weekly sessions), the meeting password will be in the invitation.
- Finally, hosts must permit screen sharing. Only students will be allowed to share their screens.

NHR Security Measures:

NHR will also be implementing additional safeguards during our sessions:

- The chat function has been disabled between participants.
- Meetings will be locked once all participants have arrived.
- Only signed-in users will be allowed to join recurring meetings. Participants must log into Zoom using the email address to which the invite link was sent.
- Hosts also have additional meeting controls including the option to mute participants, disable videos, remove participants or put them on hold and turn off file sharing.



Functions

DOs and DON'Ts

Control Bar



Click Here to MUTE Audio

Click Here to STOP your video screen.

Click Here for the option to select a virtual background

Ask Staff to Join the tutoring Session

You can give a THUMBS UP or ROUND OF APPLAUSE

To Leave the Breakout Room Session

“Whiteboard Function”

Click View Options

You are viewing Julie's screen

View Options ▾

*Students will share their screen as Whiteboard.

✓ Fit to Window

50%

100% (Original Size)

150%

200%

300%

Request Remote Control

Exit Full Screen

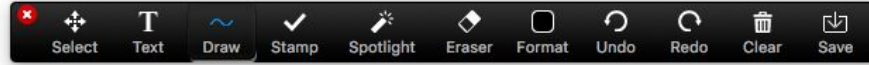
Annotate

Hide Video Panel

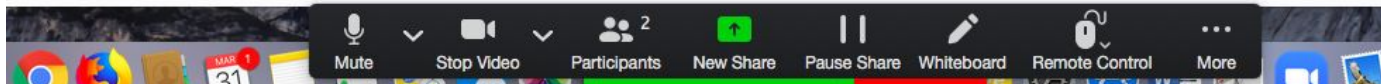
Side-by-side Mode

Scroll Down > Click Annotate

Helpful Tip: If a student is struggling to find or open the whiteboard feature, it may be due to the type of device they're using. Have the student move on, and let Site Staff know about the issue.

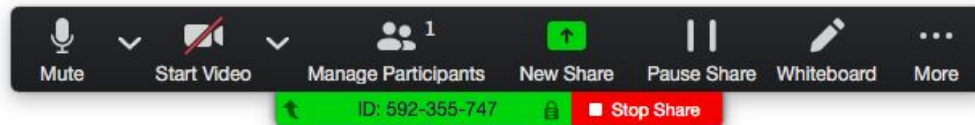
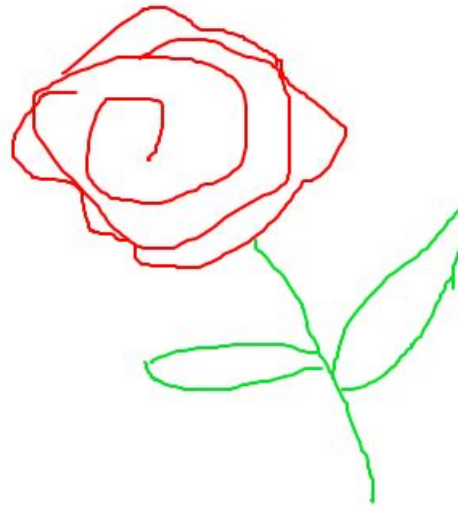


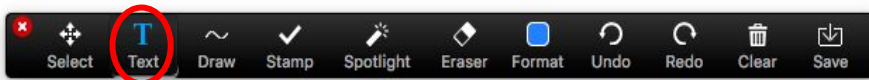
This is your
“Whiteboard” Annotate
control bar





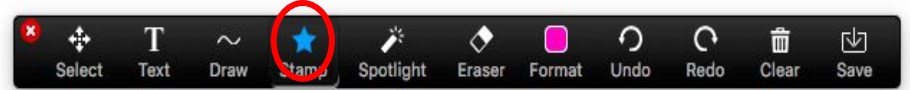
DRAW





TEXT

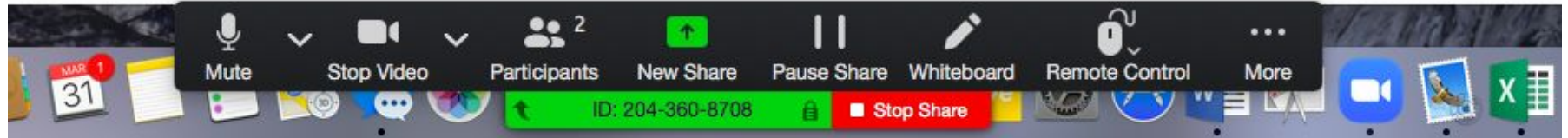
YOU CAN WRITE TEXT



STAMP





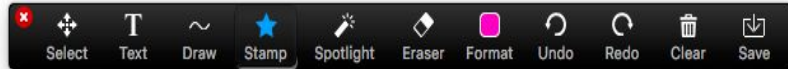


Helpful Tip: To EXIT whiteboard have your student click STOP SHARE button. This will take you both back to your breakout session.

You can ANNOTATE any screen that your students shares

You are viewing Julie's screen

View Options ▾



Clear All Drawings
Clear My Drawings
Clear Viewers' Drawings

✓ Fit to Window
50%
100% (Original Size)
150%
200%
300%

Request Remote Control

Exit Full Screen

Annotate

Hide Video Panel

Side-by-side Mode

Other cool FUNCTIONS in
Your breakout room
session....

Ask for Help

You can invite the host to this Breakout Room for assistance.

Invite Host

Invite Site Staff
to Join your
session

Natosha Wengreen



Mute



Stop Video



1

Participants



Share Screen



Chat



Record



Ask for Help



Reactions

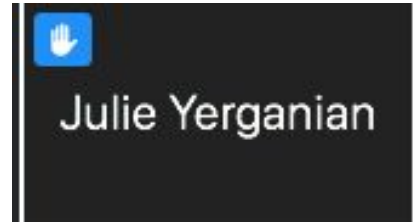
Leave Breakout Room

Need assistance
CLICK here

For non-urgent questions, you can use the
“raise hand” feature.

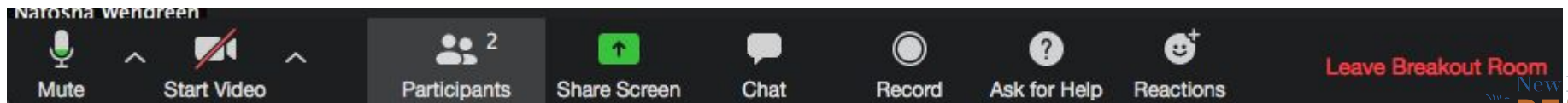
Or

Wait for staff to make their rounds and ask
them when they arrive.



Site staff will see
your raised hand in
the corner of your
video **when they
enter your
Breakout Room.**

Click
“Participants,”
then select the
“raise hand”
icon.



Leave Breakout Room

Natosha Wengreen

Click to invite participants

Invite Manage Participants Share Screen Chat Record Closed Caption Breakout Rooms Reactions End Meeting

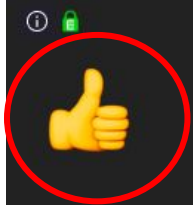
THUMBS UP or
ROUND OF
APPLAUSE

Mute My Audio (🔊🔇A)

Participants Share Screen Chat Record Ask for Help Reactions

Leave Breakout Room

For instant positive
feedback and
encouragement



Shows up in the top
LEFT corner of your
screen for 20-30
seconds

Natosha Wengreen

Click to invite participants



End Meeting

TUTORING SESSION

FRAMEWORK BREAKDOWN

RECOMMENDED Framework for the Tutoring Session

Tutoring Hour: 45 Minute Sessions (Scheduled to begin at the top of the hour)

- I. **Lexia (10-15 mins):** Students will share their screen and log into Lexia on their browser.
- II. **Read Aloud (10 mins):** We will be using a program called “EPIC”.
 - a. Students must be signed into their NHR EPIC account
- III. **Workbook (10 mins or as needed): “Schoolwork Support”**
 - a. This is an opportunity for students to ask their tutors for help on school work they have been assigned, preferably literacy-focused.
 - b. You can ask your student at the beginning if they have schoolwork that they need help with to help you plan your session breakdown.
- IV. **Choice Time (10 minutes max):** Students can use the “Whiteboard” feature to draw or play word games, tell each other riddles, or use their imagination to play virtual games.
 - a. Video games will not be permitted!
 - b. Pairs can watch Epic videos during choice time.
 - c. Ask a site director if you need additional suggestions.
 - d. Tutoring pairs may also choose to skip this portion.

Components of the Tutoring Session

Lexia

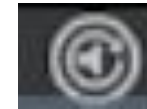
- Students will share their screen with you and log into Lexia
- Lexia should still be done mostly independently
- Encourage your student and observe difficulty level

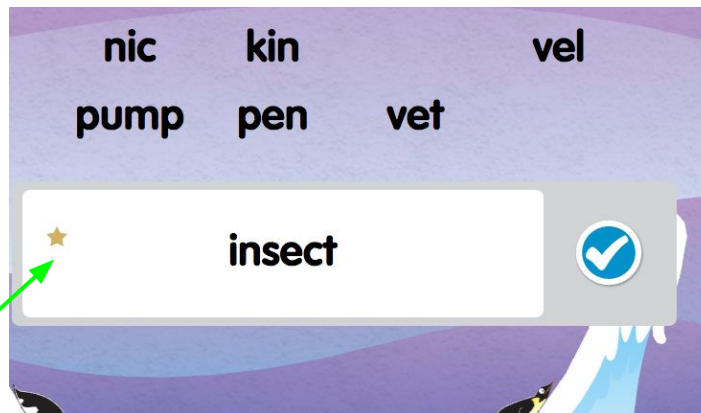
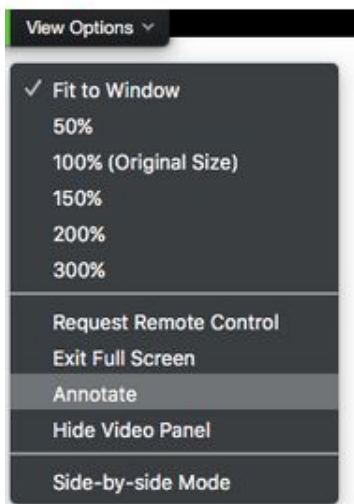


Watch for the
“frustration
apple” to turn
red



Encourage
students to
replay
directions and
questions as
needed





You can use the “**Annotate**” Zoom feature while in Lexia!

- Add a stamp for praise or encouragement
- Draw your student’s attention to a place on the screen



Components of the Tutoring Session

Read Aloud - epic!

- Each student has an NHR account and class code that allows them access to thousands of digital books, read-to-me books, and videos
- Students can choose books or be assigned a book by their Site Director
- Epic tracks time and pages read in a child's "reading log"

Note: Students already using Read Theory or ReadWorks can continue to work in these programs for all or part of read aloud time.



Julie Y.
Level 1 — Novice

0
Books Finished Hc



PARENTS

EDUCATORS

STUDENTS

BLOG

GIFTS

SIGN UP

log in

Log In



Parents



Students & Educators

When they open Epic, students will first hit **login**, then select **Students & Educators**.

Student Login

Don't know your class code? Ask a teacher.

[Go!](#)

Or Select Your Class



Ms. Bristol Street's Class



Ms. Education Department's Class

The class code will be visible in the blue box.

Students should select the class that reflects their NHR site (you should see the name of the site or site director). **Some students may have a class listed from their school as well, but should select their NHR class.**

Educator Login

[Continue With Google](#)

Or

[Don't have an account?](#)

Note: If no class is listed, they will need to enter the class code that was provided to them by the site director. If they don't know it, use the "Ask for Help" feature.



Welcome, Ms. Bristol Street's Class!

Class Code:



Search for Student



Once they're in their NHR class, students should select the avatar with their name under it. (They should have set up a profile already).

If they're in the wrong class, they can just hit "switch class" and select the correct one.

**Julie Y.**

Level 1 — Novice

**1**

Books Finished

0.7

Hours Read

0

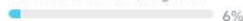
Videos Watched



Customize

ACTIVITY**ACHIEVEMENTS**[View Reading Log](#)[Download](#)Sort by: [Earned On](#) ▾ [Most Recent First](#) ▾**Julie Y.**

Unlikely Heroes: 37 Inspiring Stories of Courage and Heart from the Animal Kingdom

**5 minutes**

Time Read

0

Pages Flipped

**Julie Y.**

National Geographic Kids Just Joking Cats

**3 seconds**

Time Read

0

Pages Flipped

**Julie Y.**

Rinky the Space Cat

6 seconds

Time Read

0

Pages Flipped

[View Profile](#)[Switch Student Profile](#)[Teacher Account](#)[Log Out](#)

If the student is already logged in when the session starts, check the name to make sure they're in their own account. If not, have them click "Switch Student Profile" and select their own name.

A student's profile page shows their reading log, activity and history.

Mailbox



National Geographic Readers: Cats vs. Dogs

0/1 Finished

1
Books

0
Videos

Books, quizzes, or videos that the site staff have assigned to a student will appear in their mailbox.

Students should check their Mailbox when they log into Epic for each session.

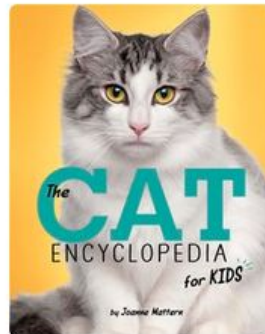
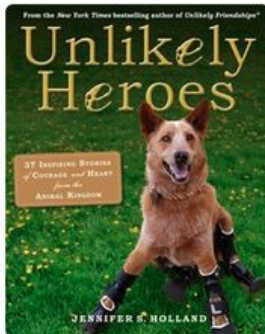
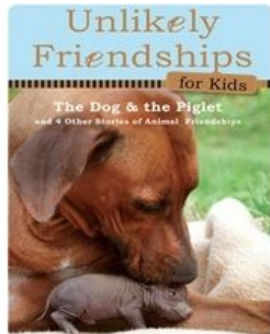


My Library

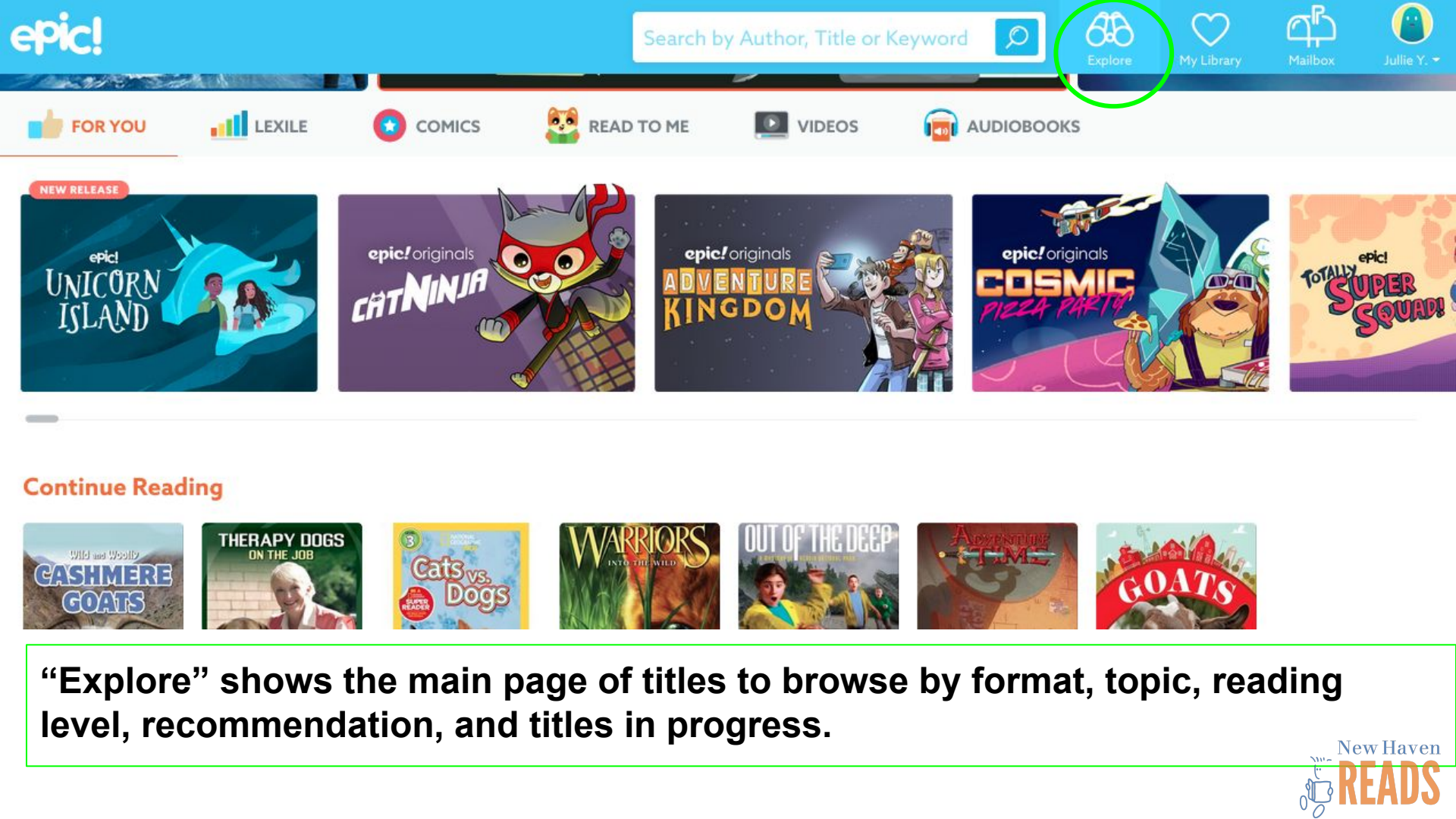
FAVORITES

RECENT

Favorite Books



“My Library” shows titles that a student has marked as a favorite and books that they have recently clicked on or started reading.



“Explore” shows the main page of titles to browse by format, topic, reading level, recommendation, and titles in progress.



Popular Searches on Epic!

Weird But True

Space

Lego

National Geographic

Unicorn

Math

My Interests



Sports



Pets



Mystery

Arts, Crafts &
DIY

Science



Adventure

Fantasy &
Science
Fiction

All Interests



Adventure



Art



Arts, Crafts &



Basketball



Big Cats



Biography



Bravery



Bullying

Clicking in the search bar pulls up a screen that allows the student to browse by interest.



ALL

BOOKS

VIDEOS

READ-TO-ME

AUDIOBOOKS

COLLECTIONS

QUIZZES

Age

Reading Level

Fiction/Non-Fiction

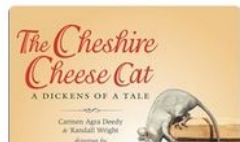
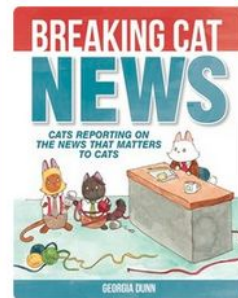
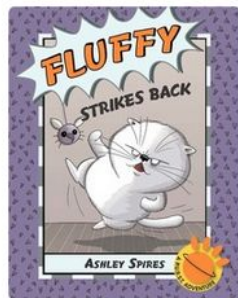
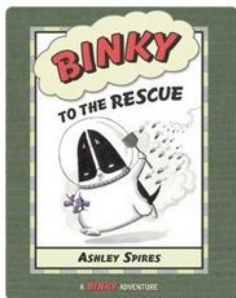
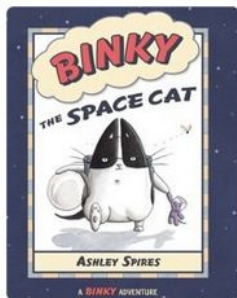
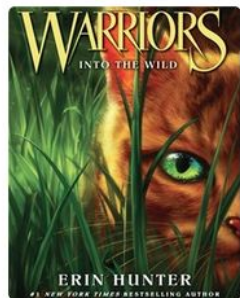
Format

Language

Quiz



Books



Clicking on or entering a search topic will pull up a list of options and allow the student to narrow down titles by reading level, format, genre, etc.

ALL

BOOKS

VIDEOS

READ-TO-ME

AUDIOBOOKS

COLLECTIONS

QUIZZES

Age

Reading Level

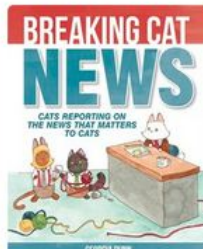
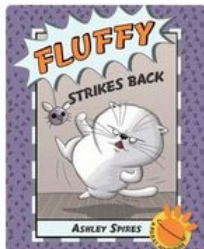
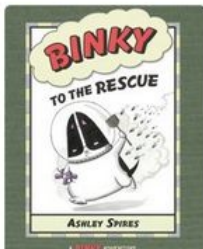
Fiction/Non-Fiction

Format

Language

Quiz

Books



Site Staff will advise tutors on how to help their students choose books at the right level by assigning titles in the student Mailbox or emailing with the tutor about the student's reading level.



ALL

BOOKS

VIDEOS

READ-TO-ME

AUDIOBOOKS

COLLECTIONS

QUIZZES

Age

Lexile 710 - 860

Fiction/Non-Fiction

Format

Language

Quiz

Clear Filters



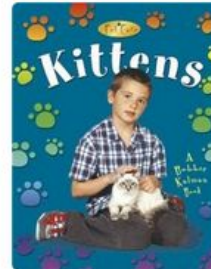
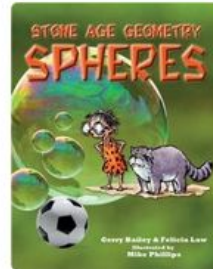
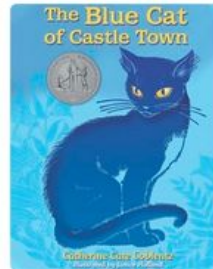
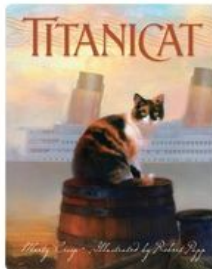
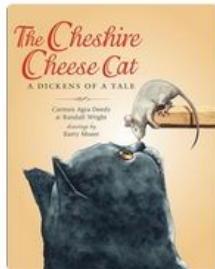
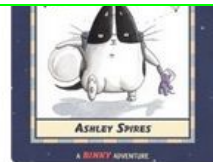
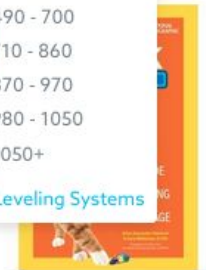
Books

Lexile

- ☐ BR210 - BR50
- ☐ 0 - 235
- ☐ 240 - 480
- ☐ 490 - 700
- ☒ 710 - 860
- ☐ 870 - 970
- ☐ 980 - 1050
- ☐ 1050+

Other Leveling Systems

Once a reading level system is selected, your student can choose the level range that's appropriate for them.



When you select a book, the reading level will be shown on the first page, in whichever leveling system has been selected.



National Geographic Readers: Cats vs. Dogs

By: Elizabeth Carney

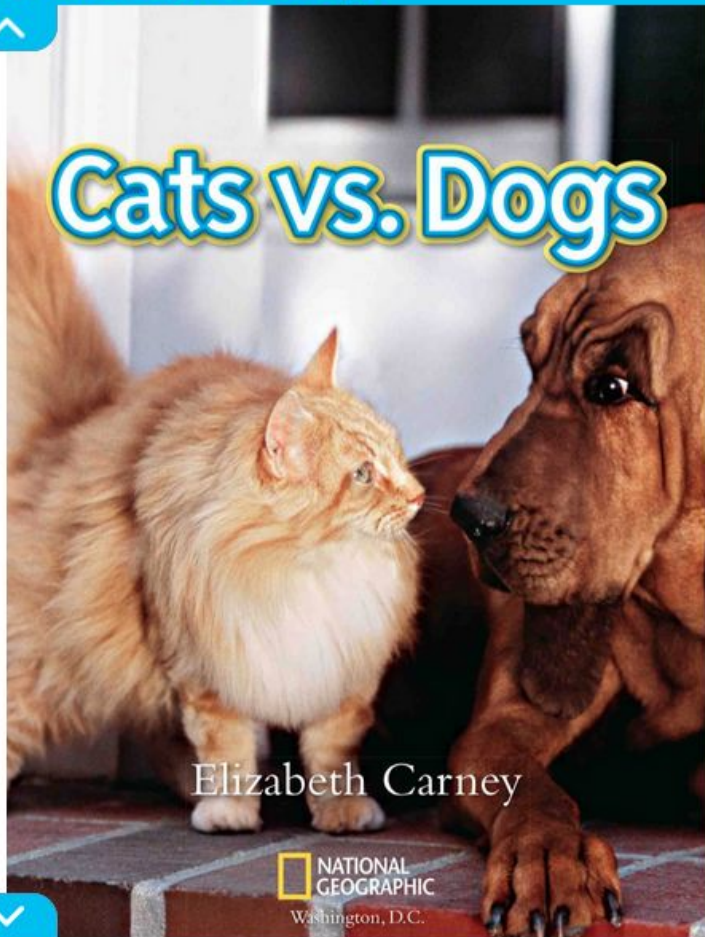
Which one's better: cats or dogs? Read the facts and decide for yourself.

7-9

Age Range

770L

Lexile® Measure





FOR YOU



LEXILE



COMICS



READ TO ME



VIDEOS



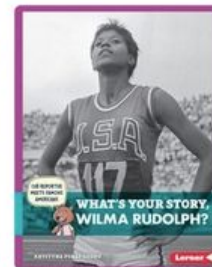
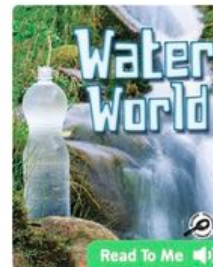
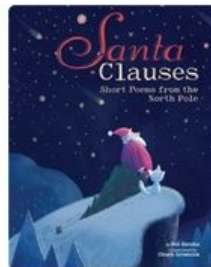
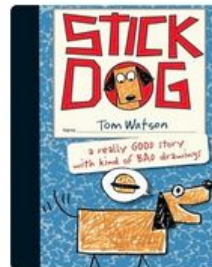
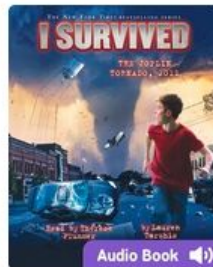
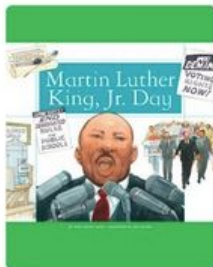
AUDIOBOOKS

Explore By Reading Level:

Lexile 710 - 860

Searching by reading level shows all books in that range, regardless of topic.

Lexile: 710L



Lexile: 730L



Other ways to use the Explore page...

Search by Author, Title or Keyword



Click the leveling system to explore all books by reading level.

Recommendations and titles in progress

The text is displayed and read aloud by Epic. Each word is **highlighted** as it is read aloud, but the student can disable this by toggling off the highlight button in the lower right hand corner of the book.



Videos are mostly a choice time activity, but some may be relevant to a book your student is reading.

Audiobooks are discouraged as they do not display the text.

This blue bar appears when you hover near the top of a book you've opened.

Click the **X** to **close** out of a book.



Gravity-Defying Animals



Defying Gravity

Gravity is an invisible yet powerful **force**. It pulls people, animals, and objects down to the ground so that they don't float into the air. From children racing down a snowy hill to leaves falling from a tree, gravity is always acting on people and on everything around them.

As powerful as gravity is, there are certain animals that **defy** it every day. Some do so by flapping their wings to fly incredibly high. Others shoot out from under the water. Still others stick to the ceiling without any glue. In this book, you will read about eight of these extraordinary creatures—and the secrets behind their gravity-defying powers.



Ruby-throated hummingbird



Bighorn sheep



Tokay gecko



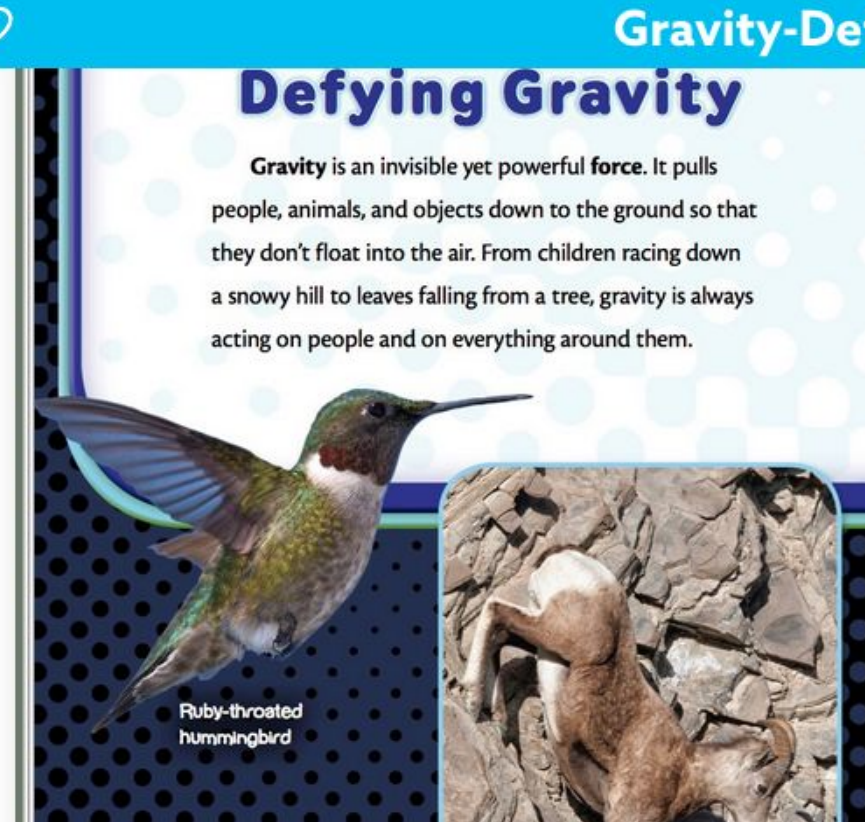
Bar-headed

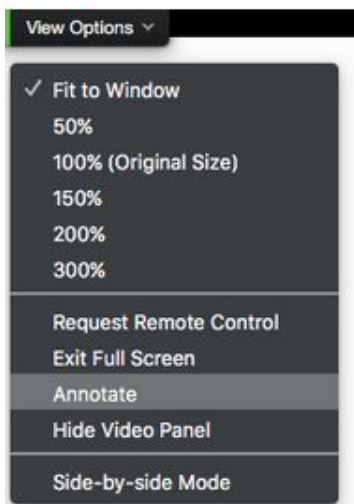
Click the **right** edge of a book to **turn** the page.

The **three dots** allow you to see the **copyright** page and **recommend** a book on social media. **Do not encourage students to recommend titles.**

The **question marks** mean there is a **quiz** available for this book, but students are not encouraged to take quizzes unless they have been assigned by a staff member.

The heart icon marks a book as a **“favorite”** and adds it to a student’s **library**. Encourage students to use this function if they’re interested in a book so they can find it again.





You can use the “**Annotate**” Zoom feature while in Epic!

- Draw your student’s attention to a particular word or section
- Mark up the text however you think will be helpful



Lincoln *the* Lionhearted Leonberger

LINCOLN WAS A LION. OR MIGHT AS WELL HAVE BEEN. The Leonberger, Lincoln’s breed, is a proud giant among dogs, a king among canines. Leos can fill out to as much as 200 pounds. But their furry faces, grace, and gentle nature belie their immense power—and this was especially true of Lincoln. Though he reached 157 pounds, his sweet demeanor was even larger, as was his devotion to his owner, Vic Neumann. “My wife called him my Velcro dog because he was always with me, stuck to my side,” Vic says.

Vic and his wife, Joan, of Avon, Connecticut, had two Leos before Lincoln arrived, but one had recently died. After eleven years as part of a pair, Mia, the other, was heartbroken over the loss.

Dictionary Function

- Clicking on a word in an Epic book will create a pop out box that defines the word and, in some cases, pronounces it.
- Many definitions are not kid-friendly and/or not accurate in the context.
- This can be a good starting point, but don't overly rely on it to define new words.
- Not all books have this function.

slumped

Pronounced: slump 

verb

1. to drop or slide down suddenly
2. collapse
3. to assume a stooped posture

The zookeepers tried giving grumpy old orangutan.

Tonda lots of spirits. They gentle n, who with other gentle keepers a got they took whenever with Tonda, ame happy. ay with e!

afraid of the always kept her eye on him.

22 23

gentle


Pronounced: gen*tle

adjective


1. belonging or suitable to a family of high social rank
2. easily handled
3. docile

verb

1. to make gentle or mild
2. to make calmer
3. soothe



If you're having a hard time explaining a word or concept to a student, use the "Ask for Help" feature in Zoom to ask the host (Site Director or ASD) to find and share an appropriate resource.



Components of the Tutoring Session

Schoolwork Support

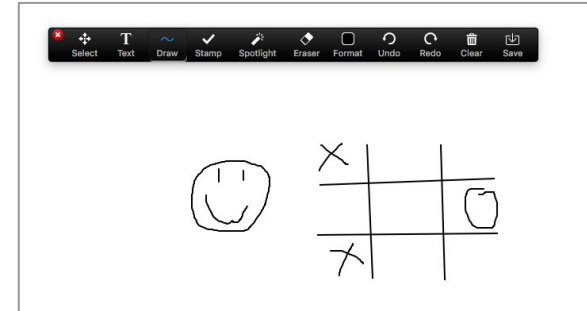
- Schoolwork support currently replaces the **workbook** component of the in-person tutoring session
- Students may use this time to ask their tutors for help with schoolwork they've been assigned by their teachers as needed, preferably literacy-focused
- Good time to check in with students and have conversation about how school is going.
- Help with School QUIZZES and TESTS are not allowed

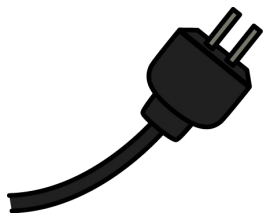


Components of the Tutoring Session

Choice Time

- Students and tutors can:
 - use the “whiteboard” feature in Zoom to draw or play games (tic tac toe, hangman, pictionary, etc.)
 - watch videos in Epic
 - tell each other riddles or play charades
 - use their imaginations!
- Ask a Site Director if you need additional suggestions
- You may skip this section
- Video games are NOT permitted!





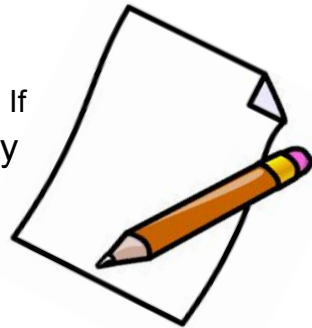
In case of technical difficulties...



Students may encounter problems opening or using programs like Lexia, Epic, or the whiteboard function due to device or internet issues.

As a backup:

- Have a pencil/pen and paper nearby for choice time or breaking down words or if possible, your student can open a blank word document on their computer, on which y can both use “Annotate.” (White board)
- If possible, have a children’s book or two on hand or Ask your student to get the books nearby that they can read to you.(Read aloud)
- Use any other materials you may have at home--e.g. an actual whiteboard, flashcards, etc.
- Students will be asked to have these items ready as well



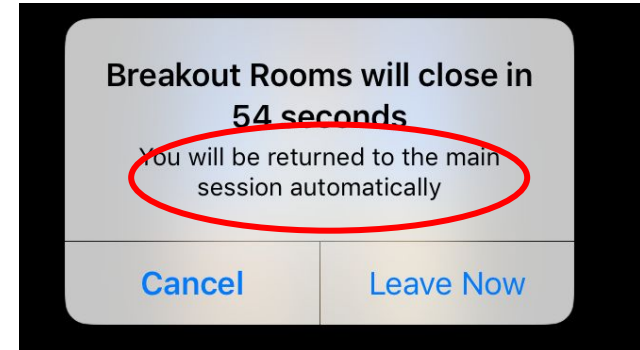
End of the session reminders:

10 minute warning:

- At :35 past the hour, the host will send a message out to all breakout rooms that there are 10 minutes remaining in the session. This is a signal for the transition to Choice Time
- Site Staff might share the riddle/word game of the day at this time as well.

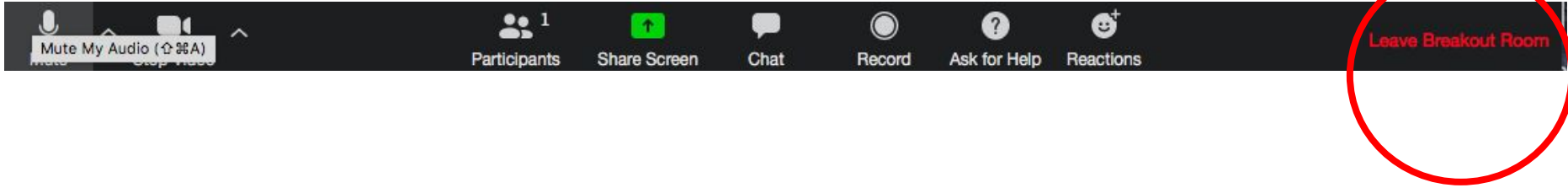
One minute warning:

- At :45 past the hour, the site staff will send a message to end the session. You will see a 60 second countdown.



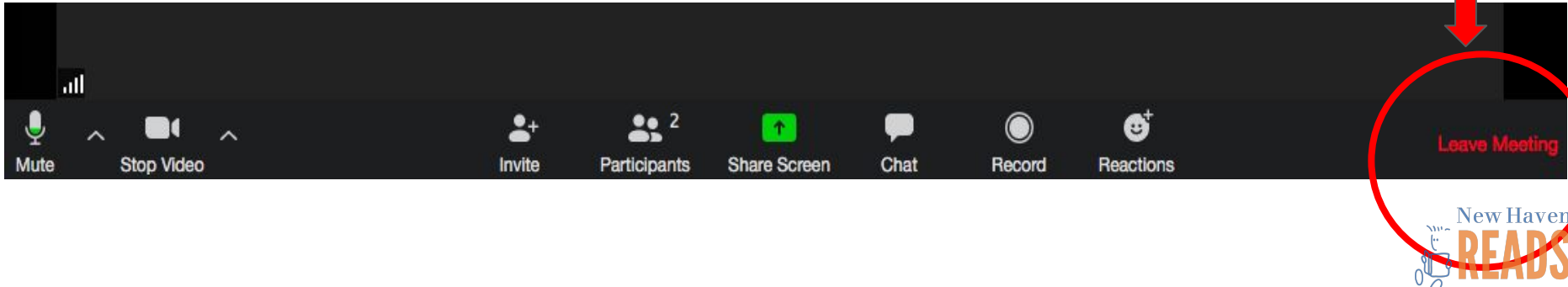
- Click “Leave Breakout Room” to leave your before the countdown in finished tutoring session.
- Once you are back in the main session, click “Leave Meeting” to exit completely

Leave your Tutoring Session



Breakout Room vs. Main Session

Leave the Zoom Session



Tutor Session Notes



Check Your Email!

After your tutoring session is over Site Staff will send you an email link to fill out your Session Notes.

Any questions you asked will be answered through emails correspondence.

Please bookmark the link for future use.

*Note each site has their own Google Form Link

I've invited you to fill out a form:

Tutor Session Notes

Hello Tutor, thank you for your role in improving childhood literacy! Please answer the following questions to close out your recent tutoring session.

FILL OUT FORM



EMAIL INVITATION
OR LINK



<https://forms.gle/xbyT7Rg7vrPSg22Z6>



Tutor Session Notes

Hello Tutor, thank you for your role in improving childhood literacy! Please answer the following questions to close out your recent tutoring session.

Your email address (**natosha@newhavenreads.org**) will be recorded when you submit this form. Not you? [Switch account](#)

* Required

Your Name *

Your answer

Click SUBMIT
when finished



Submit

QUESTION

Check out New Haven Reads Website for more Training resources....

Distance Learning Tutor Training

[Distance Learning Tutor Training](#)

[Logging into Zoom](#)

[Joining a Tutoring Session and Breakout Room](#)

[Online Tutoring Session Framework](#)

[Setting Up a Zoom Account](#)

[Tips for Epic](#)

[Tips for Lexia](#)

[Tips for Choice Time](#)

[Beyond the Book: Maximizing Read Aloud](#)

Part 1 of 4 – Fluency	What does fluent reading sound like?
Part 2 of 4 – Comprehension	Tips to help students with comprehension
Part 3 of 4 – Vocabulary	How to reinforce vocabulary during the read aloud
Part 4 of 4 – Popular Books	Tips for choosing books and recommendations

Next Steps:

1. Staff will be reaching out to set up your first Distance Learning tutoring session (Discuss time, Start date, etc.)
2. We will email you this presentation to use as a resources



Thank
You