National Honors Society Tutor Handbook

### What follows below is a list of authoritative privileges granted to tutors within the Zoom tutoring sessions. These guidelines only apply to the tutors of the session.

# Host the meeting at the time of your session block.

At the time of your scheduled time block, you will be the only tutor available in the call. Therefore you have the ability to control what happens in the Zoom call as the primary authority and have abilities such as accepting students from the waiting room, force-muting certain individuals, and sharing your screen with those in the call.

# Remove any student who is deemed a disruption to the environment of the tutoring.

This ability will allow you to move students who may be interrupting your helping of another student or disrespecting your authority within the call. Bear in mind that everything that occurs within the Zoom call is recorded and can be viewed by admin whenever needed. If you face a situation where a student is being disrespectful and you feel the need to exit them from the call by placing them into the waiting room, let Ms. O’Connor or Kieran know. This will allow admin to take proper action against these students.

# Cancel the tutoring of your time block under certain circumstances.

This program is made to be at the convenience of the tutor and fit the schedule that YOU made. If you, for some **valid** reason, cannot make the session to which you are scheduled, you must alert either Kieran or Ms. O’Connor at their emails, [kmanj001@somerset.colegia.org](mailto:kmanj001@somerset.colegia.org) or [oconnor.abby@somersetcollegeprep.org](mailto:oconnor.abby@somersetcollegeprep.org) respectively, and alert them of your absence. The way the system works, the tutor before you will need to know ahead of time in order to properly close down the Zoom call and not wait around to pass the call to you.

# Work on your schoolwork and homework during your scheduled session if, and only if, there is no student to tutor.

At the time of your session, you are expected to tutor the students who enter your Zoom room as that is what you signed up for. However, under only the condition that NO students show up to the session you are scheduled, you are allowed to work on whatever else you so please as long as you do not leave the screen you are calling from for any extended periods of time. If a student shows up in need of tutoring, it is expected that they are taken care of first. A brief reminder that the volunteer hours granted to tutors is based around the time in the call, not necessarily how many students you tutor or how long you spend actively tutoring. Despite this, tutoring the students comes first.

Basic Procedural Information:

# Sign in exactly at the time of your session unless you have alerted O’Connor or Kieran of your absence. If you are the first tutor on the schedule for the day, Kieran will be there to start the call and hand off the host role to you at your time window. Please be prepared to withstand technical difficulties as they are a given to online programs. Any complications should be alerted to Kieran at his email ([kmanj001@somerset.colegia.org](mailto:kmanj001@somerset.colegia.org)).

# When your session is over, if there is a tutor directly after your session, you will wait about 10 minutes for them to join. If they join, you will then simply make them the host of the call and then exit the meeting. If they do not, you MUST end the meeting and immediately alert Kieran at his email.

# As the host of the call, you will have complete control of what occurs inside the room, therefore, you must rotate students between the waiting room and meeting.

# IMPORTANT NOTE: Please be sure to plan how to properly display what you plan to write on or tutor using. If you are in need of a small whiteboard to write on, please again let Kieran know at his email. If you wish to not use a whiteboard, please plan on an alternative method such as using your phone or a camera to display paper on your desk or something of the sort.