Getting Started
A checklist for tutors

1. Get to know Zearn
   □ Engage in a few Digital Lessons from your grade level. Consider watching this short video for a refresher.
   □ Orient yourself to the data in your Zearn Reports by checking out these videos.
   □ Review tutoring sample session schedules.

2. Prepare for tutoring sessions
   □ Login and familiarize yourself with your account.
   □ Review your class list on the “Roster” tab to ensure they are accurate.
   □ Set the assignment for the students you work with.
   □ Preview digital lessons students will be completing & take note of the strategies they will learn
   □ As needed, complete Curriculum Study PD for the unit, focusing on Overview and Word Problem sessions

3. Get the materials ready
   □ Make sure students have login information. Print student login cards, if your school does not use Clever or Classlink.
   □ Ensure each student has access to resources such as a device, internet, headphones, and pencil.
   □ Make sure you have your instructional materials on-hand (e.g. Zearn Workbooks, printed Student Notes).

4. Engage your students
   □ Orient students to the flow of a digital lesson by completing 2-3 Digital Lessons as a group.
   □ Get a few questions wrong to review and discuss the importance of making and learning from mistakes.
   □ Model using paper Students Notes during the Digital Lesson and persevering through parts that might be more challenging.

5. Establish Systems and Routines for Tutoring
   □ Enact systems and routines to celebrate Digital Lesson engagement. Check out our anchor charts and ideas.
   □ Set goals with students to encourage perseverance through struggle. Check out our goal trackers and ideas.
   □ Use the Pace Report to check on Zearn time and usage. Use the Tower Alerts Report to diagnose struggle and craft a plan to support.

6. Share Zearn with Families
   □ Support family understanding of Zearn and/or ongoing communication with families.

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