

Postal Address
PO Box 10-364
Wellington
Ph (04) 473 1510



Level 1
Anvil House
138-140 Wakefield St
Wellington

seniornet.wgtn@gmail.com

seniornetwgtn.blogspot.com

Tutors' Kit

Revised February 2008

Preparation for Classes

Tutors and assistant tutors are advised of the course timetable and the names and phone numbers of students in their class, one to two weeks before the course is due to commence.

One week before the course starts, the tutor phones each student to confirm their attendance and to remind them of the date and starting time of the course, making sure that new students in particular, know the location of the Learning Centre. Tutors should also phone their assistant tutor to make themselves known and to discuss any relevant issues.

With updating requirements and the large number of courses now being run here and by other SeniorNets, production of manuals is a huge task. Tutors and assistant tutors should make sure they are familiar with the contents of their first lesson, as their manuals and the copies for their students may not be available until the first class.

The tutor should prepare a place name for each student that can sit on top of their monitor or on the desk, so course members can get to know each other easily. Name tags will be available for tutors who have not previously received them.

Experienced tutors should make sure they are conversant with the content of each lesson in advance.

Administration

A receptionist is on duty between 10.00 am and 12 noon Monday to Friday. If the telephone rings outside these hours, ignore it, as the answer phone will pick it up.

Tutors for the first morning classes should obtain the door lock code from the receptionist or a Committee member so that they can unlock the Learning Centre doors.

The last Tutor to leave in the afternoon should see that waste paper bins in both rooms are emptied into the rubbish bin in the kitchen, ensure all computers are turned off (leave the printers on), whiteboards cleaned, lights and fans are off and the doors locked. To lock the door close the door and check that it is locked by turning both handles.

All Tutors should ensure that the tea and coffee making facilities are clean and ready for the next class. Tea, coffee and sugar are in a marked cupboard in kitchen. Milk is in refrigerator in kitchen. If it runs out, buy a carton and claim cost from the office. Clean tea towels are in the drawer in kitchen. Used towels should be placed in second drawer.

Tutors should ensure that there is sufficient paper in the printers for the next classes. Paper can be obtained from the receptionist.

Keep the doors into the class rooms closed, otherwise the air circulation doesn't work properly and tends to be too hot.

Teaching Tips

This is not a teaching manual. Rather, it is a collection of tutor's tips that will help you and your students to get maximum enjoyment and benefit from your class.

Students should be led not pushed. Be patient - students can have great difficulty in grasping principles that you take for granted. Our classes should be fun for both tutor and student. At our stage of life everything we do should be enjoyable and done with good humour. We are dealing with a technical subject, so if possible; try to lighten up your class. Remember neither the student nor the tutor has to prove anything to anyone.

At the beginning of the first session of a course, introduce yourselves; outline safety requirements, give a brief account of your computer experience and the use you make of it. Invite each of your students to do likewise. If you hold an executive position or have a special responsibility within the Wellington SeniorNet, say so - students like to know this.

If you are teaching Introduction to Computers, it is a good idea to give a brief outline of the SeniorNet organisation both locally and throughout New Zealand.

When you are having your first chat with the class at the start of the first session, ask them outright if anyone has a hearing problem or any physical difficulty. Also ask if anyone is left-handed and change the mouse and pad over. Remember this the following week and change the mouse again.

Start on time and begin each lesson by asking if students had any difficulties with the previous lesson and clear these up before proceeding. Also ask how any projects associated with the previous lesson went.

Identify with your students. It is a good idea to give students your telephone number and/or your email address so that they can contact you if they get really stuck. Encourage questions. Students learn as much from questions and answers as they do from the course notes.

Questions can be many and varied. If you do not know the answer, say so and then either find out the answer yourself or put them in touch with someone who does know. If appropriate, raise the question with the whole class the next week. However, always keep an eye on the clock to ensure you are not falling behind with the lesson.

Tea breaks are an essential part of each session. Students work and concentrate very hard and need this break. It also allows students to get to know one another. Ensure that your students stand up and walk about during the break even if they do not want a cuppa.

Make sure that no cups are placed on, or anywhere near, the computer benches.

Early on in the course take an opportunity to promote the other courses available at SeniorNet. Before the end of a course, talk to the students about what course they would like to take next and encourage them to book in early.

Wear your name tag. Our short- term memory is not quite so good these days and the students need to be reminded of your and your assistant's names. Perhaps you could write

them on the top of the white board together with your phone number at the start of the first session.

Use a pointer. **Tell students not to touch the screens – they are delicate!** When pointing to bits on a screen some folk are uncomfortable about getting too close to them, so by using a pointer such as a pencil, a wooden meat skewer or the telescopic aerial off of a broken portable radio, you can reduce the need to lean over students.

We all have the problem of the student who is more experienced than the rest of the class and moves ahead faster than the others do. One suggestion is that he/she is asked to help a slower learner or you can give them some additional exercises to undertake.

Please use your assistant tutor, or if you are an assistant, please do as much as you can to help the class. Today's assistants are tomorrow's tutors and need to take a very full part in the session. At the end of a session take a few minutes to talk over with your assistant how things went, run through the next session with them and ask them if they would like to do any particular part. And at the end of the session don't forget to thank your assistant for his/her help.

Make full use of the whiteboards. It is easier to get an idea across to the class by this means than individually on each computer. Familiarise yourself with the printers.

If you find an error in the manual that you are using, note the details on one of the forms provided in the Learning Centre for this purpose

Ensure you leave enough time at the end of the session for students to remove their disks and clear any work done during the lesson to restore computers to starting positions for the next class, and if it is the last class for the day, to shut down their computers.

Do not overrun your time. There are only fifteen minutes between classes and there is nothing worse than keeping the next class waiting.

Do not allow students to alter computer settings.

SeniorNet Tutors attending fee paying classes and workshops

SeniorNet Wellington Tutors can attend free, any fee paying classes and workshops

PROVIDED

- the class has not been filled with fee paying members
- they are *active** tutors in the calendar year they wish to attend class(es)

*Active** means the Tutor has formally advised of availability for tutoring a class in that calendar year.

A tutor can still be eligible for free classes if they have registered for tutoring a class, but the class has sufficient tutors, or the class was not held.

The keyword is availability.

Travelling Expenses

Refunds are available against parking and public transport expenses. Current refunds are:

Parking

Parking refund of actual costs limited to one hour more than the class meeting or other activity undertaken for SeniorNet. (present limit \$4.00 per hour).

Fares

Fare refund limited to the ten trip cost, except for relieving Tutors and Assistants who may claim single or return trip cost.

Other

Please give details.

Notes

- For audit purposes receipts are required to support claims and should be attached to the claim form. If you don't have a receipt an explanation of the expense is required.
- Claim forms may be obtained from the office

Tutors' Meetings

These are held at the beginning of each term to brief tutors on recent developments and on other matters of interest. From time to time guest speakers are arranged. All tutors and assistants are very welcome to attend.