Reading Partners Connects User Guide

Thank you for being a Reading Partners tutor! This user guide is a one-stop-shop for all of the information you need to deliver a Reading Partners Connects tutoring session. We will continue to add resources to this user guide throughout fall 2023.

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REQUIREMENTS FOR VIRTUAL TUTORING

In order to tutor virtually, you will need:

- Access to a private desktop or laptop computer (unfortunately it is not currently possible to tutor on a Tablet/iPad or phone). The following computer models are approved:
  - Windows-based laptop/desktop operating on Windows 11 and newer. You can find instructions on how to check your Windows operating system **here**. For instructions on upgrading to Windows 11, click **here**.
  - Mac-based laptop/desktop operating on MacOS 11 and newer (Big Sur, Monterey, and Ventura). You can find instructions on how to check your MacOS operating system and see which devices are compatible with these operating systems **here**. For instructions on upgrading your Mac, click **here**.
  - Chromebooks operating on ChromeOS 112 and newer. You can find instructions on how to check and update your ChromeOS operating system **here**.
  - Note: If you attempt to access Reading Partners Connects using an unsupported browser or operating system, the tool may still load but you and any students you tutor may be subject to unexpected or erratic behavior, which may also affect your ability to conduct an effective session.
- Please set your computer's display resolution to Standard (1366 x 768) or Large (1920 x 1080). Instructions on how to change display are **here** for Windows computers and **here** for Mac computers. For Chromebooks, **here** are instructions on how to zoom in/out or increase your screen resolution.
- Access to the internet and ideally a strong connection. Our platform is most compatible with the Chrome browser, version 114 and

newer. We highly recommend downloading Chrome if you do not already have it installed. You will always need to make sure you are using the most updated version of your browser. All of our training and resources are designed to work and support you working with Chrome. You can find instructions to install Chrome **here**. You will also need to ensure you are working with an updated version of Chrome. You can find instructions to update your browser **here**. If you are not able to use Google Chrome, the platform is also compatible with Safari, version 15 and newer.

- Access to a private space is preferred, as we do not recommend using your device in a public space. However, if it's impossible to tutor from your home/private workspace:
    - The public space should be free of background noise and any visual distractions during the online session
    - Tutors should test in advance the WiFi network and ensure the bandwidth is high enough to deliver a quality session
    - As a best practice tutors should always connect to a protected network
    - Tutors should position themselves so someone else not affiliated with Reading Partners cannot readily see the tutor's screen
    - Tutors should lock their screens if they are to leave their computers unattended for any amount of time
    - Tutors should ensure they have virus scanning installed and working on their device
    - Tutors should be sure their computer updates have been run recently
- Reading Partners Connects tutors must be in the United States when accessing the platform and delivering tutoring sessions.

PREPARING FOR TUTORING

As a Reading Partners Connects tutor, all of your tutoring will happen through the Reading Partners Connects platform. Please refer below for what to do to prepare for tutoring. Please note that access to **www.rpconnects.org** will not be available until you have been paired with a student and scheduled to begin tutoring.

Preparing for Tutoring	
Registering your account	• Once you've been paired with a student, your program coordinator will invite you to register your account on the Reading Partners Connects Platform. • Using a desktop computer, or laptop, open your web browser.[1] • Go to **www.rpconnects.org** and click "Register" to register your account. This is the same website you'll use to log in to tutor, so we recommend bookmarking it on your browser so that you have easy access.

[1] A software program used to assess and display the internet. Examples include Google Chrome, Safari, Firefox, and Internet Explorer.

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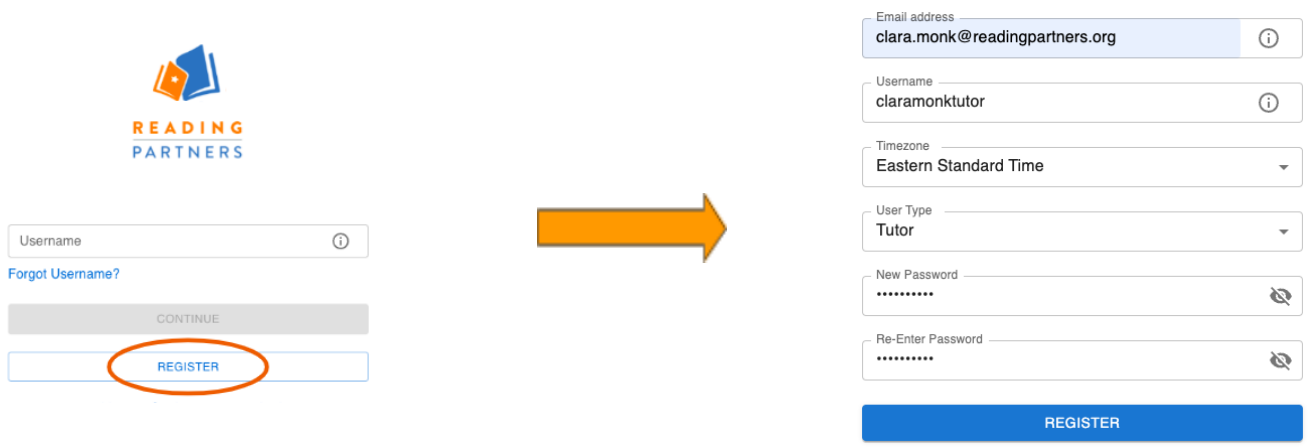

Next, you'll enter the email address you use for Reading Partners, choose a username, select your timezone, select "Tutor" as your User Type, and choose and re-enter a password.
Save your username and password somewhere safe.
If you forget your password, you'll be able to reset your account later.
Click "Register." You'll receive an email from noreplyrpconnects@readingpartners.org with a six-digit one-time password to enter to verify your account. Please check your email's spam folder if you do not receive it. Return to www.rpconnects.org and you will be able to log in with your selected username and password.

</td></tr>
<tr><td>Forgot username/ password</td><td>

If you've forgotten your login username you can go to www.rpconnects.org and click "Forgot Username?". The platform will prompt you to enter your email and user type (select Tutor). You will then get an email that will provide you with your username.
If you've forgotten your login password you can go to www.rpconnects.org, enter your username, click 'Continue' and then "Forgot Password?". The platform will prompt you to confirm your username. You will then get an email that will provide a one time password and the option to set a new password.

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<tr><td>Logging in</td><td>

Once your account is registered and verified, every time you log in at www.rpconnects.org, you'll enter the username you created and press continue.

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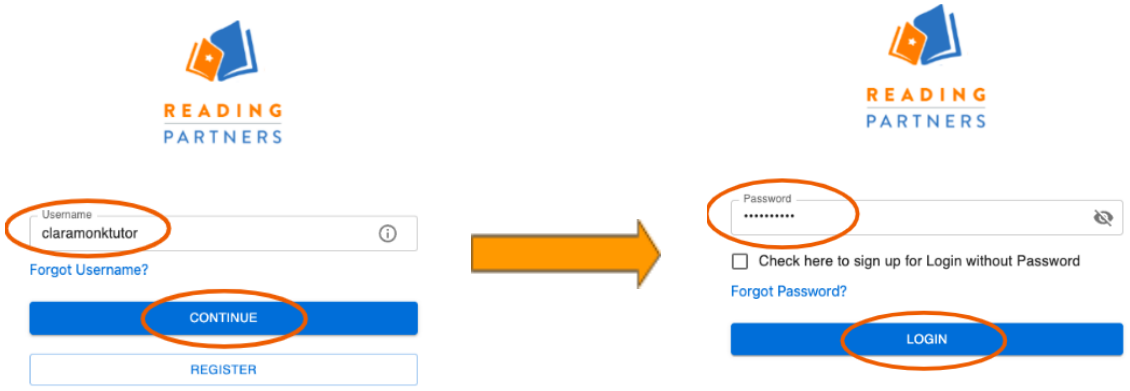
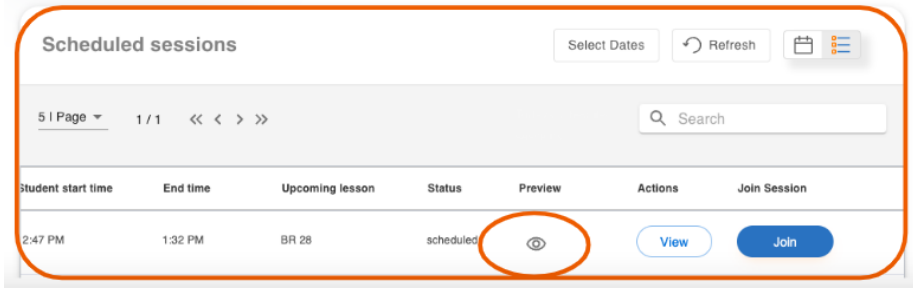
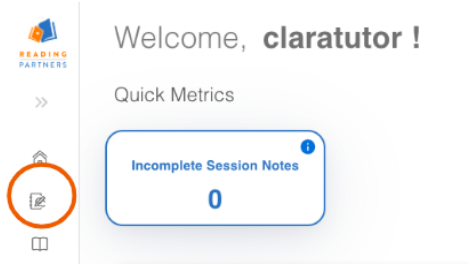


- Then you'll enter the password you created and press "login."
- If you are tutoring on a personal device and want the platform to simply use the password used for unlocking your device, check the "Check here to sign up for Login without Password" checkbox. You'll be able to login in the future using your device unlock method or password.

Previewing lesson materials

- Click "Register." Prior to tutoring, we recommended previewing lesson materials (in the curriculum level you've been assigned) to practice delivering the content.
- Up to 24 hours advance, review the lesson materials in the Reading Partners Connects system (we suggest 20 minutes each week). You can access these materials by clicking the Preview eye-shaped icon in the "Scheduled Sessions" section of your tutor dashboard.

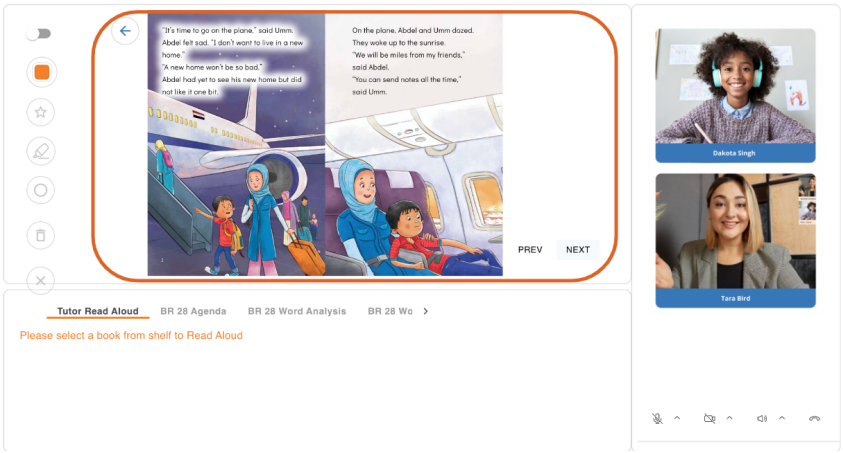


	• **Please note:** If you try to access lesson materials more than 24 hours in advance, they may not be ready in the Reading Partners Connects system. • To click out of the preview pop-up, click anywhere outside of the preview pop-up, and you will be taken back to your tutor dashboard. • Tutors can also view all Reading Partners lessons sorted by curriculum level in the Lesson Library. You can access the Lesson Library by clicking the notebook icon in the navigation bar on the left side of the tutor dashboard. 
Reviewing previous session notes	• Review last session's notes. To do this, in the Scheduled Sessions section of your tutor dashboard, click your student's name. Under "History," you can view session notes from previous sessions for that student (taken by you or another tutor that works with that student).

LESSON MATERIALS

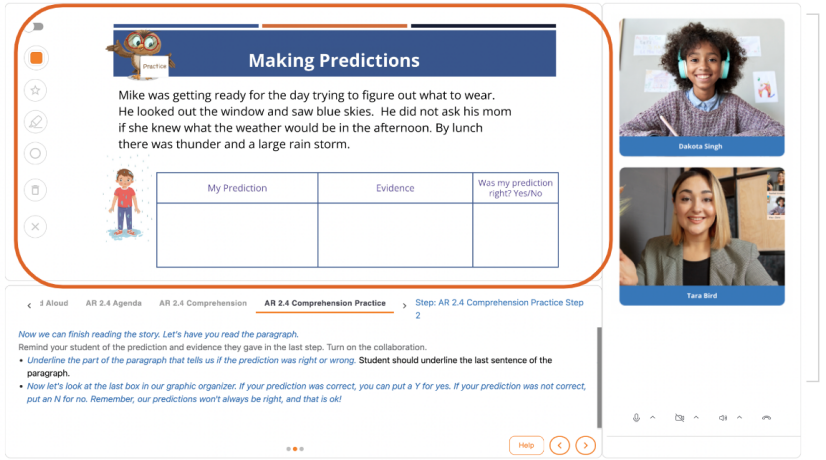
E-BOOKS

Tutors will access two e-books every session. At the beginning of each lesson, the student will select an e-book for the tutor read aloud portion of the lesson. At the end of each lesson, the student will read from a pre-assigned e-book that corresponds with the lesson.



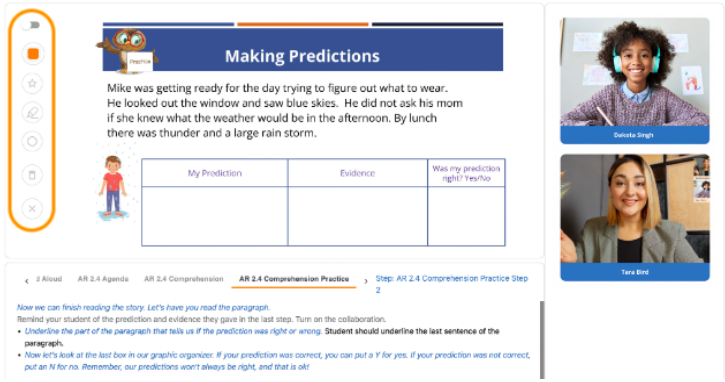
SLIDES PRESENTATION

Tutors present lesson material to students using slides that are automatically embedded into the Reading Partners Connects platform. Animated features and collaboration features (pen, circle, and star tool) are embedded into presentation slides to ensure each lesson is engaging and interactive for students.

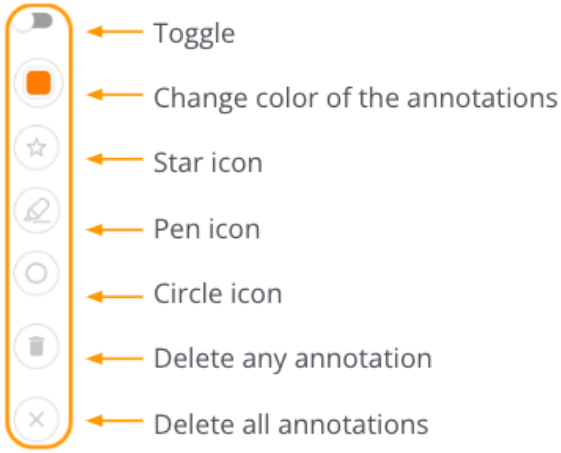


SLIDES COLLABORATION

One exciting feature is the collaboration option. This feature will only be available on the slides where collaboration is needed. This feature will make lessons more interactive and engaging for the student.

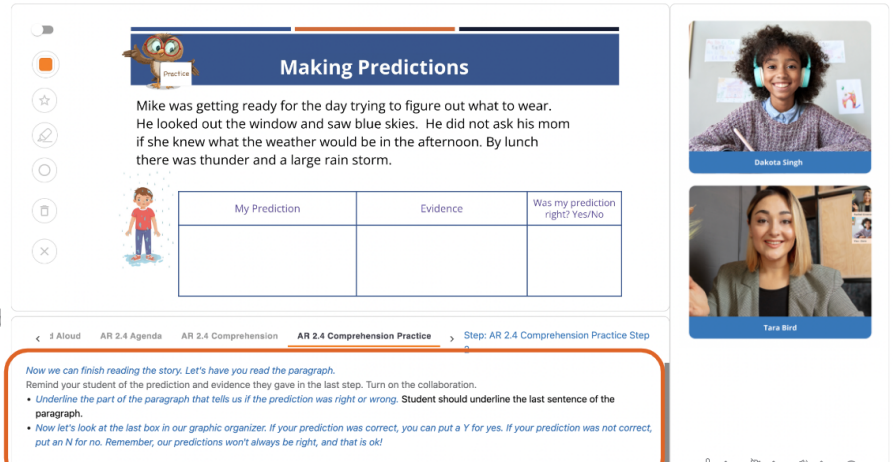


To start using the collaboration features, use the toggle to turn them on. There are several icons right below the toggle that will allow you and the student to interact with that specific slide. The star and circle icon allows you to place a star or circle on the screen. The pen icon allows you to draw on the screen and the colored square allows you to select the color of these annotations. The trash icon allows you to remove any shape on the screen, and the "X" button allows you to remove all of the drawings on the slide at once. If the collaboration tools are proving to be too distracting for the student, you can use the toggle at the top to disable the collaboration.



TUTOR GUIDANCE

Tutor guidance provides detailed, written script and instruction on how to move through the slides. Tutor guidance is embedded directly into the Reading Partners Connects platform for each slide and updates automatically as tutors advance from one slide to the next.



© Read

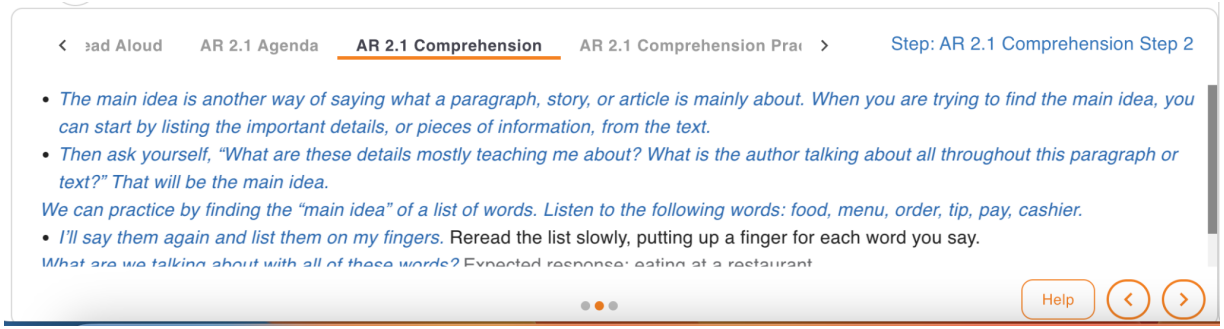
DELIVERING A LESSON

All lesson materials can be found in the Reading Partners Connects platform. Each Reading Partners Connects lesson will follow the same format, outlined below. You may not get through an entire lesson and that is okay. We should be working at the student's pace, and we will pick up where you left off the next lesson! Refer below for information on how to join your tutoring session and deliver a lesson.

<table>
<tr><th colspan="2">Delivering a Lesson</th></tr>
<tr><td>Preparing for the day's lesson</td><td>

Go to the Reading Partners Connects system login site at www.rpconnects.org and enter your username and password.
In preparation for being on video, make sure your background space is blank and there is no distracting or inappropriate imagery behind you.
Click the "View" button next to the join button to see where in the lesson you will be starting.

If you are starting in the middle of a lesson, you will want to note which section and step you will be starting at. Sections are noted at the top of your tutor guidance. In the example below, AR 2.1 Agenda, AR 2.1 Comprehension, and AR 2.1 Comprehension Practice are all sections. The step (a sub-part of the section) is indicated by the blue text at the top right of the tutor guidance. In the example below, the step is AR 2.1 Comprehension Practice Step 2. You can see how many steps are in the section by looking at the dots at the bottom of the tutor guidance.



Re-review the lesson materials in the Reading Partners Connects system by clicking the Preview eye-shaped icon in the "Scheduled Sessions" section of your tutor dashboard.

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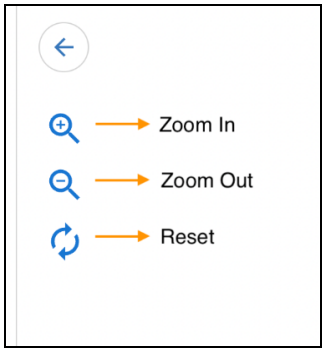
<table>
<tr><td>Joining your session</td><td colspan="2">On the dashboard home page in the “Scheduled Sessions” section, you will see a button that says “Join” on the far right. At the start time of your session, the Join button will be blue and clicking it will launch your session in another tab.
Note: you will need to enable pop-ups on your browser for rpconnects.org for the session to launch. See instructions here for Chrome or here for Safari.
Before your session start time and after your session end time, the Join button will be gray and you will not be able to join the session.
Lessons materials will be automatically loaded and embedded when you click the “Join” button in the “Scheduled Sessions” section of your Tutor Dashboard.
For optimal viewing, we recommend having your browser window in full-screen mode.</td></tr>
<tr><td rowspan="2">Delivering your lesson</td><td>Tutor read aloud</td><td>The first 5-10 minutes of the lesson will be an opportunity for you to read aloud to your student from an e-book of their choosing. In the Read Aloud Library, you will be able to filter books based on curriculum level. Read the title options to the student so that the student can select the book.
You will also be able to search up a book if you are continuing with the same book from a previous lesson or if you know the title of the book the student would like to read.
If you need to enlarge the size of the book text, you can use the icons on the left-hand side to increase, decrease, and reset magnification of the book. Please see the image below and this video demonstration of the magnification tool! 

To turn the page, you will click the “Next” button that will be available on the slide. To go back</td></tr>
</table>

		a page, you can click on the button that says “Prev.” To go back and select a different book, you can click the back arrow at the top left.
	Skill instruction & check for understanding	• The remaining 35-40 minutes and the core of every lesson will be diving into a specific skill that you will be teaching for the day.
	Student read aloud	• At the end of the lesson, your student will read to you from a pre-assigned e-book that corresponds to that lesson OR if you are working with a student in our Emerging Readers curriculum, you will be reading a pre-assigned e-book to the student.
	Curriculum overviews	Detailed information about each of our Reading Partners curriculum levels can be found below: 1. **Emerging Readers (ER) Curriculum** 2. **Beginning Readers (BR) Curriculum** 3. **Advancing Readers (AR) Curriculum** 4. **Social Emotional Learning (SEL) curriculum**
Finishing a lesson early		• If you finish your lesson early, click on the help button at the bottom right of your screen and your program coordinator will join your lesson to assist.
Ending the session		• To end your session, click the phone icon in the lower-right hand corner of your screen. Sessions will end automatically 15 minutes after their scheduled end time.

AFTER TUTORING

After you have ended your session, you will need to complete session notes and can follow up with your program coordinator, as needed. Refer below for information on your final steps before logging off.

After Tutoring	

Completing session notes	• After completing your session, you need to complete session notes in the Reading Partners Connects system. The session notes will automatically pop up when your session concludes.
	• When completing session notes, you will be prompted to provide:
	  ○ Session details
	  ○ Lesson details
	  ○ Student feedback
	• Additionally, on your tutor dashboard, you will have a direct link to any outstanding incomplete tutor notes so that you can easily complete them. Incomplete tutor notes should be completed immediately so that we have full and accurate information from each session to inform each student's subsequent lesson.

Following up with your program coordinator (as needed)	• If you have any questions or concerns, please email your program coordinator after your session. Your program coordinator is always available to provide support and will join your sessions intermittently to provide hands-on coaching.

VIDEO TUTORIALS

Full demo video

A. **Registering your account and logging in**
B. **Exploring your Tutor Dashboard**
C. **Preparing for your session**
D. **During Your Lesson**
E. **After your session**

TECHNOLOGY SUPPORT RESOURCES

A. **How to install Google Chrome**
B. **How to test your internet speed**
C. How to protect your computer from malware or viruses - we highly recommend you install an antivirus solution before working with your student. We recommend installing **AVG.** If your computer has already been infected, **Malwarebytes** is helpful.
D. **How to clear your cache and cookies**

SUPPORTING STUDENTS

Working with young students is incredibly rewarding and at times can be challenging. There are a variety of factors that impact a student's engagement. The best thing you can do is be a consistent presence for your student and follow a clear, consistent approach to behavior management.

Take a look at our **Tutor Pro-Tips** for ideas on how to best support your student. We also recommend watching our recorded training on Student Behavior and Motivation on our Resource Hub **here.**

TUTOR FAQs

Answers to frequently asked questions can be found **here.**