



**AL WOOTEN JR.
YOUTH CENTER**
SINCE 1990 **CATCH THE VISION!**
CELEBRATING 30 YEARS OF SERVICE

CollegeTrek Afterschool Program

>>>

Tutor Training 2020-21



AL WOOTEN JR.
YOUTH CENTER
SINCE 1990 **CATCH THE VISION!**
CELEBRATING 30 YEARS OF SERVICE



**“Tell me and I forget.
Teach me and I remember.
Involve me and I learn.”**

Benjamin Franklin

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Your child can have a...

FREE PRIVATE TUTOR ONLINE

COLLEGE AND CAREER READINESS AFTERSCHOOL!

PRIVATE TUTORS can help students avoid the expected loss in learning due to the school closures. Students can receive help with homework and math and language arts in the one-on-one, 45-minute sessions with tutors including Wooten teachers, Merrill Lynch financial advisors, and LMU, UCLA, USC and Pepperdine students, staff and alums.

COLLEGETREK ONLINE

A free online afterschool program for students in grades 3-12 in the South Los Angeles area

HOURS Monday-Friday, 2-6pm on Zoom

Registration
wootencenter.org/online

Information
(323) 756-7203



AL WOOTEN JR. YOUTH CENTER
SINCE 1990 ESTABLISHED IN 1983
CELEBRATING 30 YEARS

ALSO AVAILABLE

- ✓ SAT-prep and STEM
- ✓ Performing and visual arts
- ✓ Teen and parent discussion groups
- ✓ Assessments in math and language arts
- ✓ World Languages and Culture with Cooking
- ✓ Virtual playground with basketball and more



Grace Nyenke was a student at the Wooten Center for five years from grades 8 to 12. She is currently a senior at UC Merced majoring in political science, with plans to obtain a master's in journalism.

Her goal is to become a White House correspondent. At home attending UCM online due to the pandemic, she is working part-time as our office administrator.

Introductions

Staff

Naomi McSwain 3, executive director

Christelle Telesford 4, associate director

Christiane Townsend 2, education director

Grace Nyenke, office administrator/Wooten alum

Victor Casey 1, Isidra Person-Lynn and Jason Love, education specialists

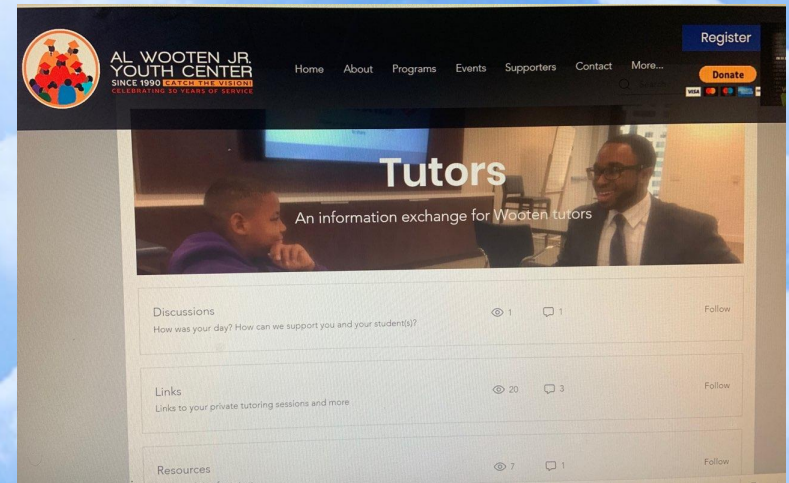


Meeting Objectives

- ❑ To discuss tutor tasks and tips for guiding students in
 - >i-Ready Diagnostics
 - >Homework and Tutoring
- ❑ To review steps and videos demonstrating usage of i-Ready for diagnostics and online tutoring in reading and math
- ❑ To review our Tutor Portal for obtaining logins, homework uploads and resources, providing progress reports, and connecting with staff, parents and other tutors



Wooten Center library, one of three rooms where we provided tutoring before the pandemic



Tutor Tasks



All photos from here forward are of our students taking their i-Ready diagnostics at the Wooten Center on Success Saturday in February 2020 before we closed temporarily due to the pandemic

- Administer i-Ready diagnostic in math or reading (should take 1-3 sessions each); ok to help with homework during the test sessions
- Discuss results and study plans with students
- Guide students in completing the online i-Ready lessons posted after they finish the diagnostics
- Help students with homework, as needed.
Download from “Homework to Private Tutors” at www.wootencenter.org/students
- Visit www.wideopenschool.org and other sites under Resources in the Tutor Portal for other teaching tools and materials, as needed
- Add notes in the Progress Reports folder in the Tutor Portal after each session
 - >What would you want to know as the next tutor?
 - >What were their successes and/or challenges?
 - >What follow up or materials are needed?

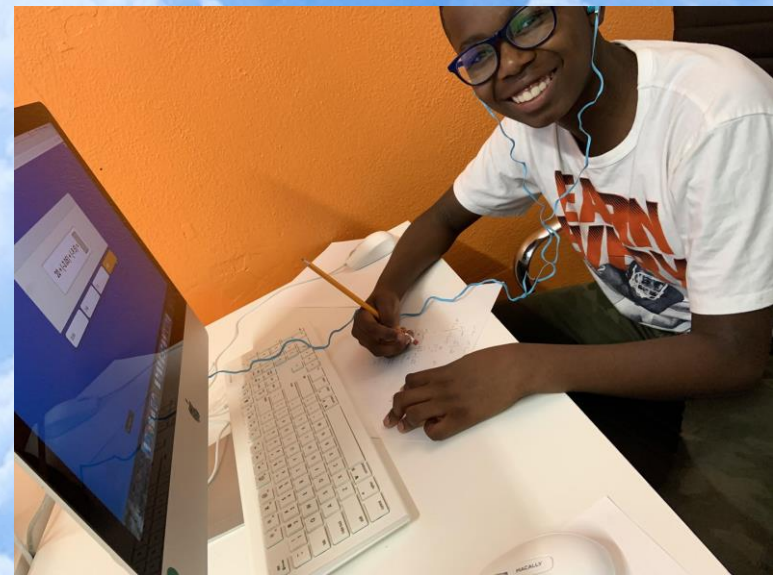
Tutor Tips

❑ Develop Relationships

- ❑ At the beginning of every session, genuinely ask how the student is doing
- ❑ Share about yourself
- ❑ Ask the student about themselves
- ❑ Listen and guide, not lecture

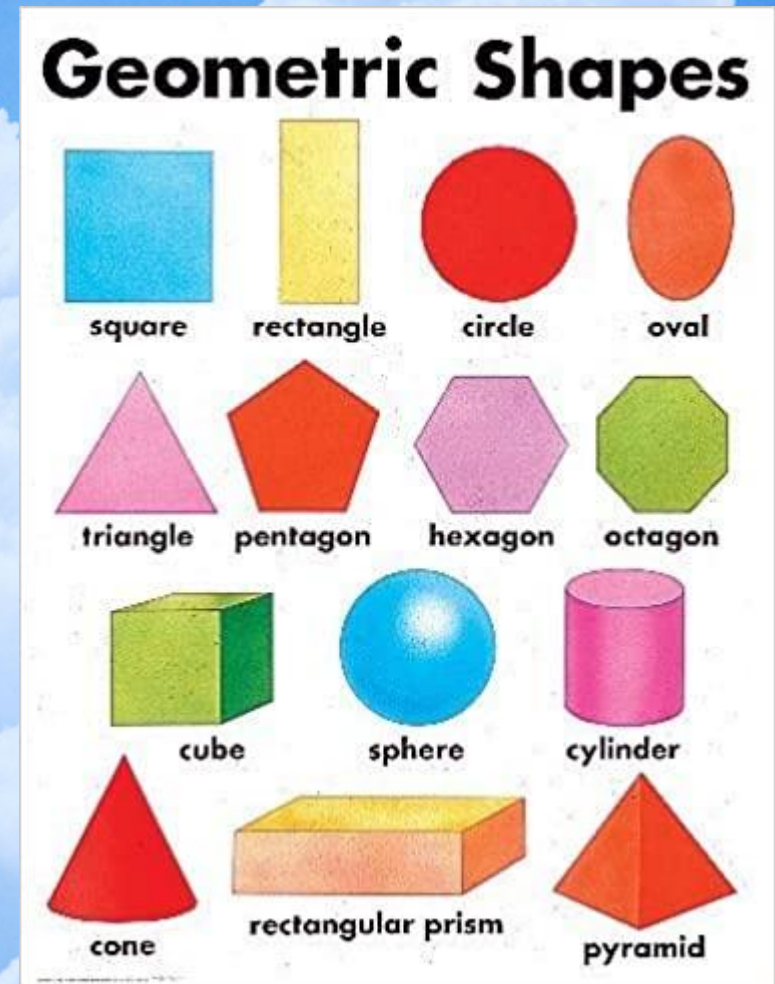
❑ Positive Reinforcement

- ❑ Celebrate youth for their strengths and improvement



Tutor Tips

- ❑ Be flexible
- ❑ Use visual aids to enhance your sessions
 - ❑ Icons
 - ❑ Art
 - ❑ Charts
 - ❑ Photos
 - ❑ Videos
 - ❑ Props
 - ❑ Demonstrations





AL WOOTEN JR. YOUTH CENTER PLEDGE FOR POSITIVE DISCIPLINE

OUR GOAL











An environment that is safe, nurturing and enjoyable for everyone; that encourages, recognizes and rewards our youth for acting responsibly; that presents consequences in a caring manner.

- ✦ We believe that youth should be continually encouraged. This means we subscribe to a positive discipline approach where positive behaviors are encouraged, recognized and rewarded.
- ✦ We believe that good behavior should be mentioned more often than not.
- ✦ We instruct and encourage students by telling them what to do and why we want them to do it. "Walk in the hall. It's not safe to run inside this area."
- ✦ We teach our youth to think before they act and to resolve conflicts with words offering solutions. Our goal is to teach responsible behavior to empower youth to manage themselves—with or without adult intervention. To earn their respect and instill confidence, we refrain from demeaning or disrespecting children in any manner.
- ✦ We are very careful with the young minds and spirits that have been entrusted to us. We are firm, yet caring. We present consequences that are clear and fair. We focus on a child's strengths and potentials and not on their shortcomings.
- ✦ We are careful to ensure that our demeanors and attitudes do not discourage children or provoke disobedience.
- ✦ We set an example in how we behave and treat and respect others.
- ✦ We seek to build friendship between students rather than play favorites that can divide. Students will receive consequences for their own actions, not another's—except at times when group behaviors are being addressed.
- ✦ We will never use academics such as extra homework or standards to punish students; instead we will delay privileges through time out or notify parents for their assistance.
- ✦ As staff, parents and volunteers at the Al Wooten Jr. Heritage Center, we pledge to always strive to maintain an environment that is safe, nurturing and enjoyable for everyone.

AL WOOTEN JR.
YOUTH CENTER
EST. 1990 CATCH THE VISION!

YOUR WORDS

MATTER

	INSTEAD OF...	TRY
	Be quiet.	Can you use a softer voice?
	What a mess!	It looks like you had fun! How can we clean up?
	Do you need help?	I'm here to help if you need me.
	I explained how to do this yesterday.	Maybe I can show you another way.
	Do I need to separate you?	Could you use a break?
	Stop crying.	It's okay to cry.
	Do you have any questions?	What questions do you have?
	You're OK.	How are you feeling?
	It's not that hard.	You can do hard things.
	We don't talk like that.	Please use kind words.

Wooten Dollars



- Complete your i-Ready diagnostic test in math and reading
- Earn 50 Wooten dollars per test
- Earn Wooten Dollars to shop in our online Wooten Dollar Store on Fri, Dec 4
- 2 Wooten dollars for logging in early (we suggest that students start logging in at least 5 minutes early)
- 2 Wooten dollars for completing sessions
- 1 or 2 Wooten dollars for participation and performance; you decide how much
- Earn up to 6 Wooten dollars per session!

www.wootencenter.org/shop

Zoom Room Success



- Enter your session 15 minutes early for set up and potential technical difficulties.
- We ask students to start signing in at least 5 minutes early. If they are 5 minutes late, call Christelle at (323) 756-7203 to contact parents. Please wait in your room until Christelle calls you.
- Start and end sessions on time for the next tutor.
- Tell students to sign in and out in the chat to confirm their attendance for Wooten dollars. Write their amount earned in the chat at session-end. We receive the video and chat text after each session.
- Remind your student to mute, as needed, and turn on their video for more effective communication.
- Encourage students to stay on task and complete and submit their homework on time.
- Do not give or request emails, phone numbers, photos or other personal info (youth or parents).
- Call Christelle at the number above if you have any concerns or challenges with behavior or attendance.

NOTE:

Your Zoom Login is available in the Links folder in the Tutor Portal at www.wootencenter.org/tutors.

Entering Your Zoom Room



- Enter the Tutor Portal at www.wootencenter.org/tutors.
- Click on the Links folder and Tutor Logins file.
- Click on your Zoom Room Login.
- Click on Open Zoom Meetings.
- Click on login at the bottom.
- Enter your Zoom Room email address and password as provided in the Tutor Logins file.
- To screen visitors, all students are sent to a waiting room when they try to enter.
- Admit and View will show on your screen when they are in the waiting room. Click on View to see who they are and Admit to let them in.
- Click on Security and Lock Meeting to keep other people from entering during your session.
- Wooten staff have the admin login and can join at any time when the room is locked.

NOTE:

Your Zoom Login is available in the Links folder in the Tutor Portal at www.wootencenter.org/tutors.

For info on using Zoom features, click [here](#) for tips and a 2-minute video.

What is the i-Ready diagnostic and how does it work?



Click above for a presentation by i-Ready



TRY IT!

www.i-ready.com

Username: wootentutor

Password: 1000

What We Will Cover



What is i-Ready?



Why is i-Ready important?



How to proctor the diagnostics in reading and math



Tips for tutors



Tips for students



Logins and Video Demos



Results and Online Lessons

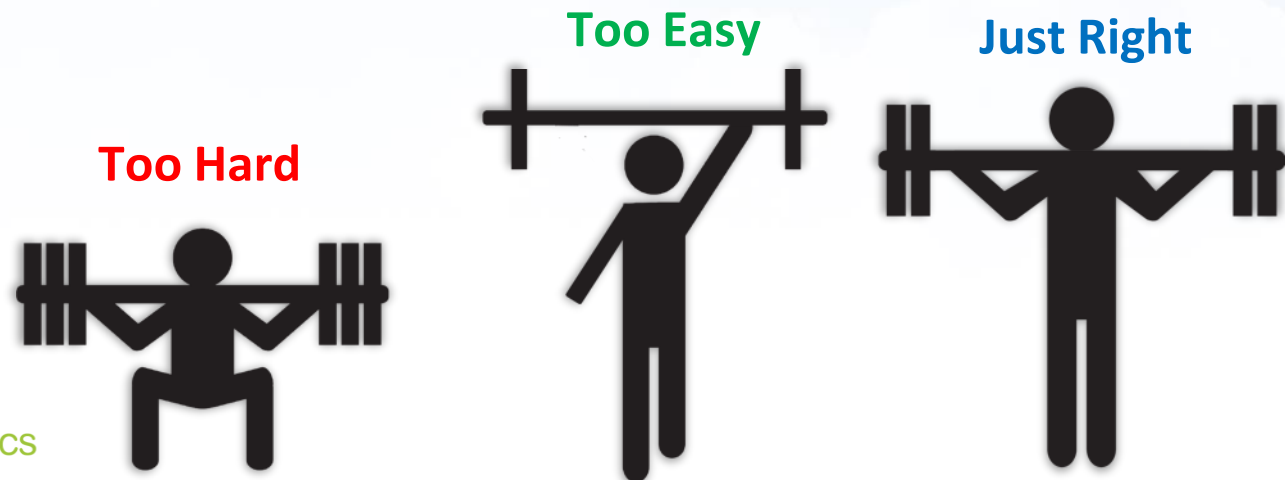




What is i-Ready?

i-Ready uses state content standards to ask questions based on the student's current grade. This means students will very likely see several questions **they won't know how to answer** because they haven't learned them yet.

That is okay! Do not guess. Pass to the next question! Students will receive a score, not a grade!



What is i-Ready?



i-Ready is an **adaptive test**.
This means the questions change
based on students' answers.

Some questions
will be **hard**



Some
questions
will be **easy**



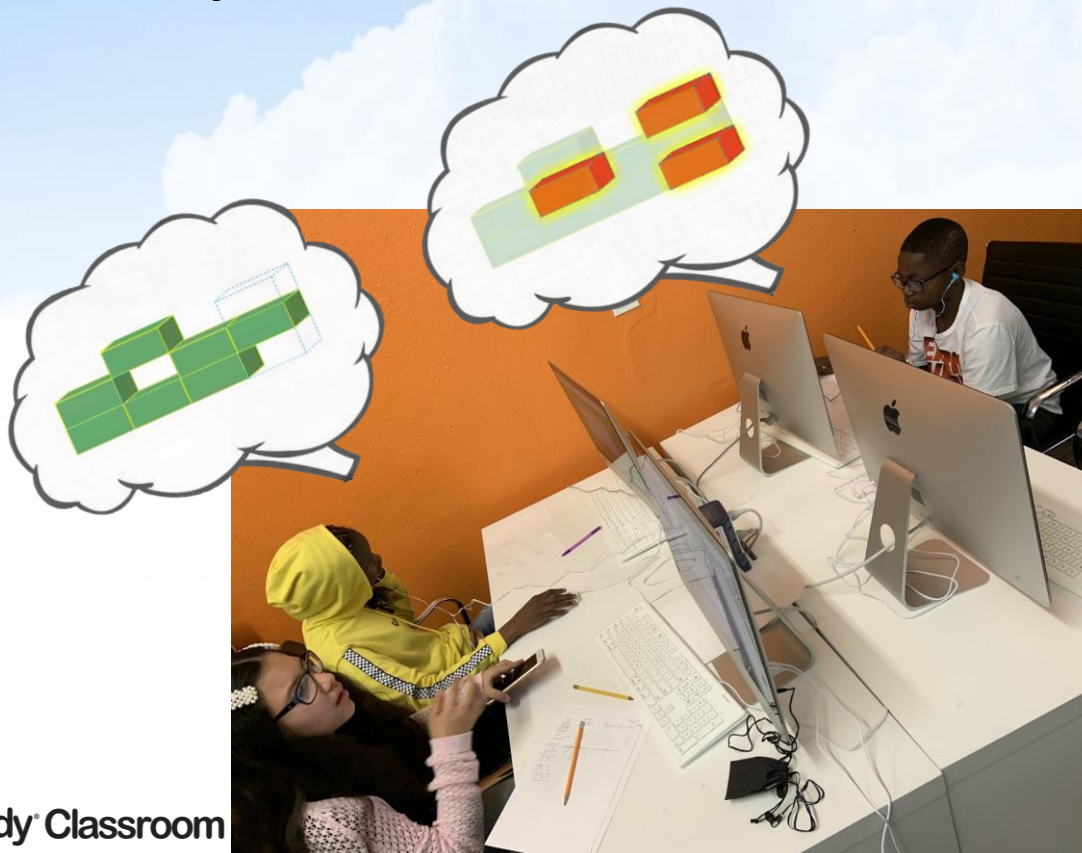
Others will be
just right for you



Why is i-Ready important?

I-Ready helps **students** and **teachers**...

Understand what students
already know and need to learn



How to Proctor the Diagnostics



- Guide students in reading and interpreting directions, questions and passages on their own. Do not clarify or give answers.**
- Prompt them by saying...**
 - “Choose the answer you think is best to show what you know.”**
 - “Do your best so your lessons won’t be too easy and boring.”**
 - “You can skip a question if you really don’t know the answer.”**
 - “I will help you when you do your lessons so don’t worry now.”**
- Remind students to avoid taking too much time to answer a question, especially if they don’t know the answer.**
- Encourage students to stop and breathe deep or take a quick break if they seem too frustrated.**
- Check the “My Progress” section to set goals for the next diagnostics session, if needed.**

Tips for Tutors



The most important thing you can do to help get accurate data is motivate students to put forth their best effort on the diagnostic. Encourage students to show what they know to receive lessons based on their strengths and challenges.

View this 9-minute [video](#) on preparing for the test.

Tips

- Internalize the presentation by reviewing it ahead of time.
- Show the video to your student.
- Check in with your student for understanding along the way.
- After viewing, ask them what strategies they want to use.

Tips for Students



Take your time and **do not rush**.



Read each question and answer choice **carefully**.



If you get a question you have not learned yet, **try your best**.



For Math—Show your work on **paper** for every problem.



For Reading—Read each passage carefully, and **reread** the passage when necessary.



Check your work before going to the next question.

i-Ready Student Login

[Family Center](#) | [Support](#) | [About i-Ready](#)



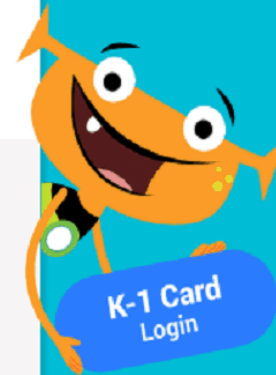
Username

Password

[Forgot Username/Password](#)

State

Go!



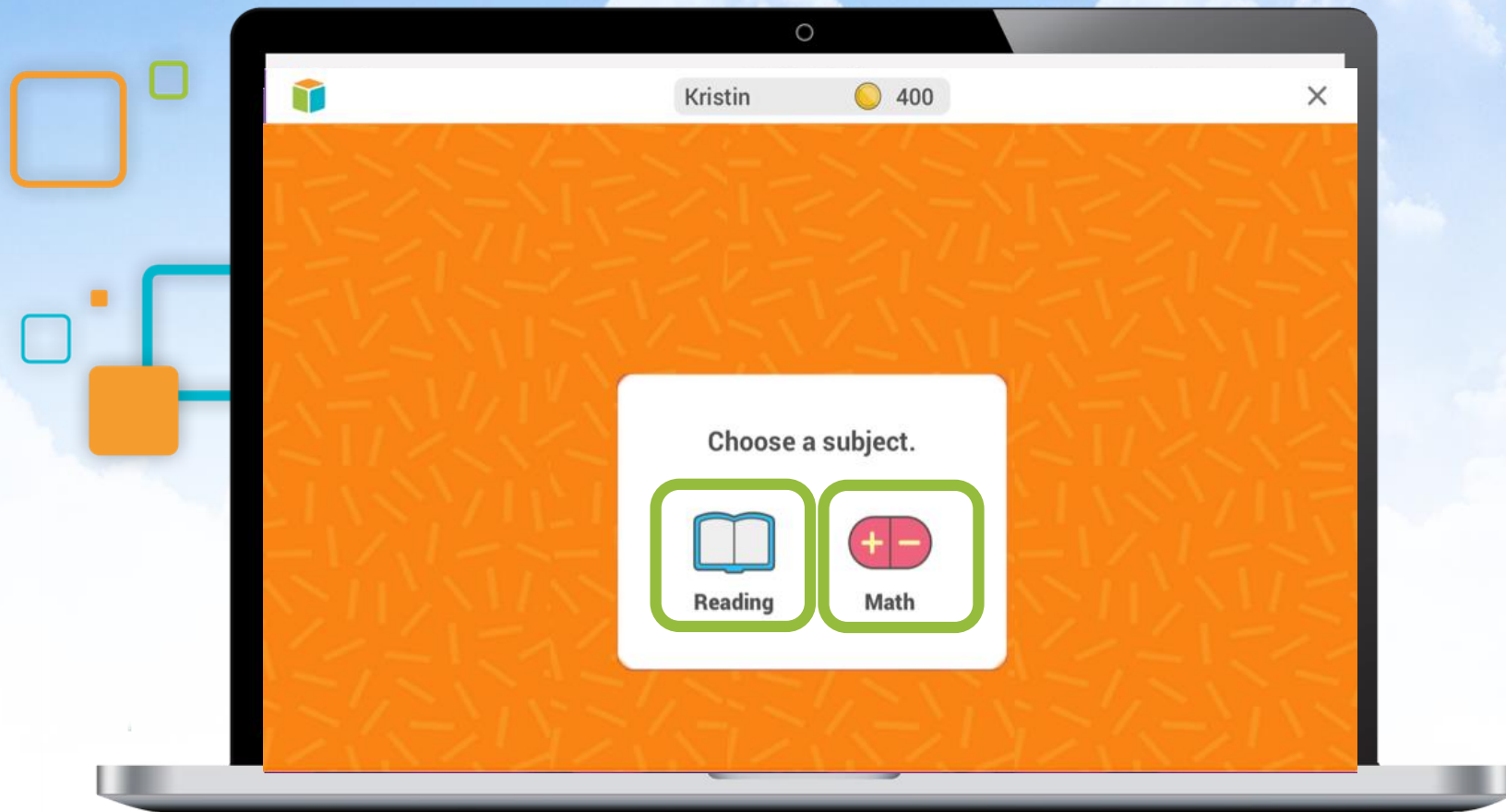
NOTE:

Student i-Ready logins are available in the Links folder in the Tutor Portal at

www.wootencenter.org/tutors.

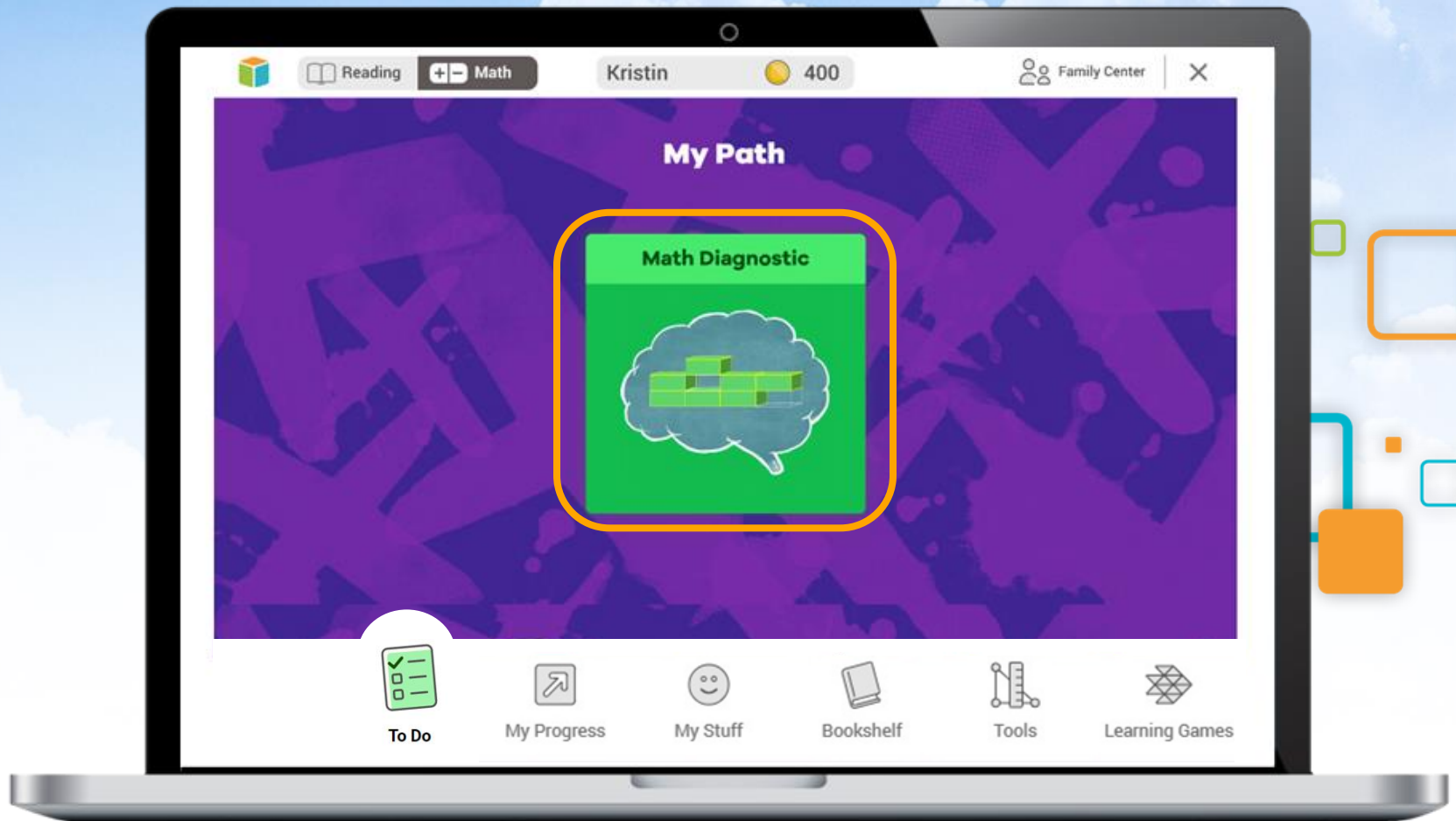
Click above for a presentation by i-Ready

Once you log in, you will see this:



Next, you will see a page like this:

Select the green button to start your test.



Next, you will:



Watch a video.



You must click on all of them before you can press start. Click on each button to watch a video about a tool.

Demo Videos

Optional

MATH 

READING 

Click above for presentations by i-Ready

Results



After the diagnostic, a special report will be created for students and their parents.



Student Profile Report

Academic year: Current (2014-2015)
Select Students by: Class

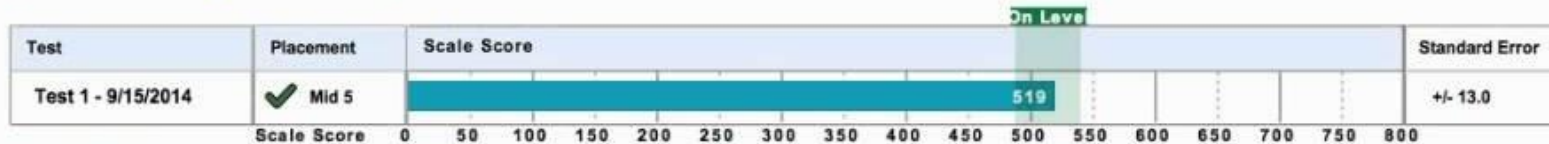
Class: Bingman Math (Math)
Student: Bingman, Jess

Define "On Level": Standard View
Show: Test 1 - 09/15/14

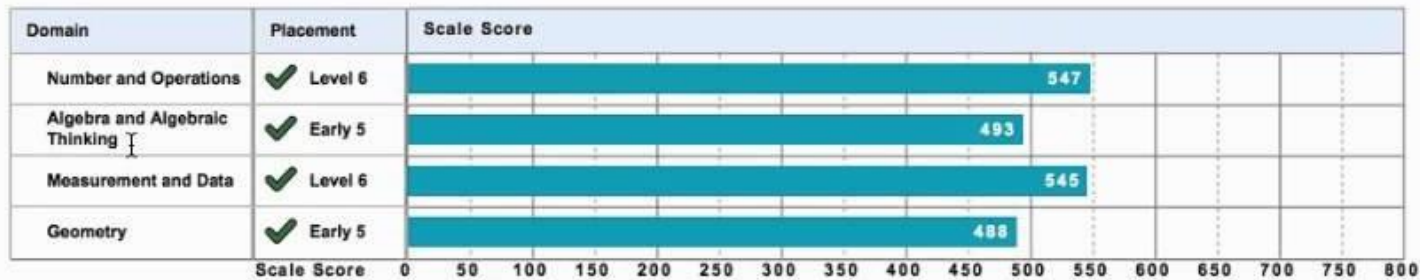
Use this report to view a student's Diagnostic performance overall and by domain and customized instructional support to help this student improve.

Overall Performance

✓ On or Above Level ◆ < 1 Level Below ✗ > 1 Level Below



Detail for Test 1 - 9/15/14



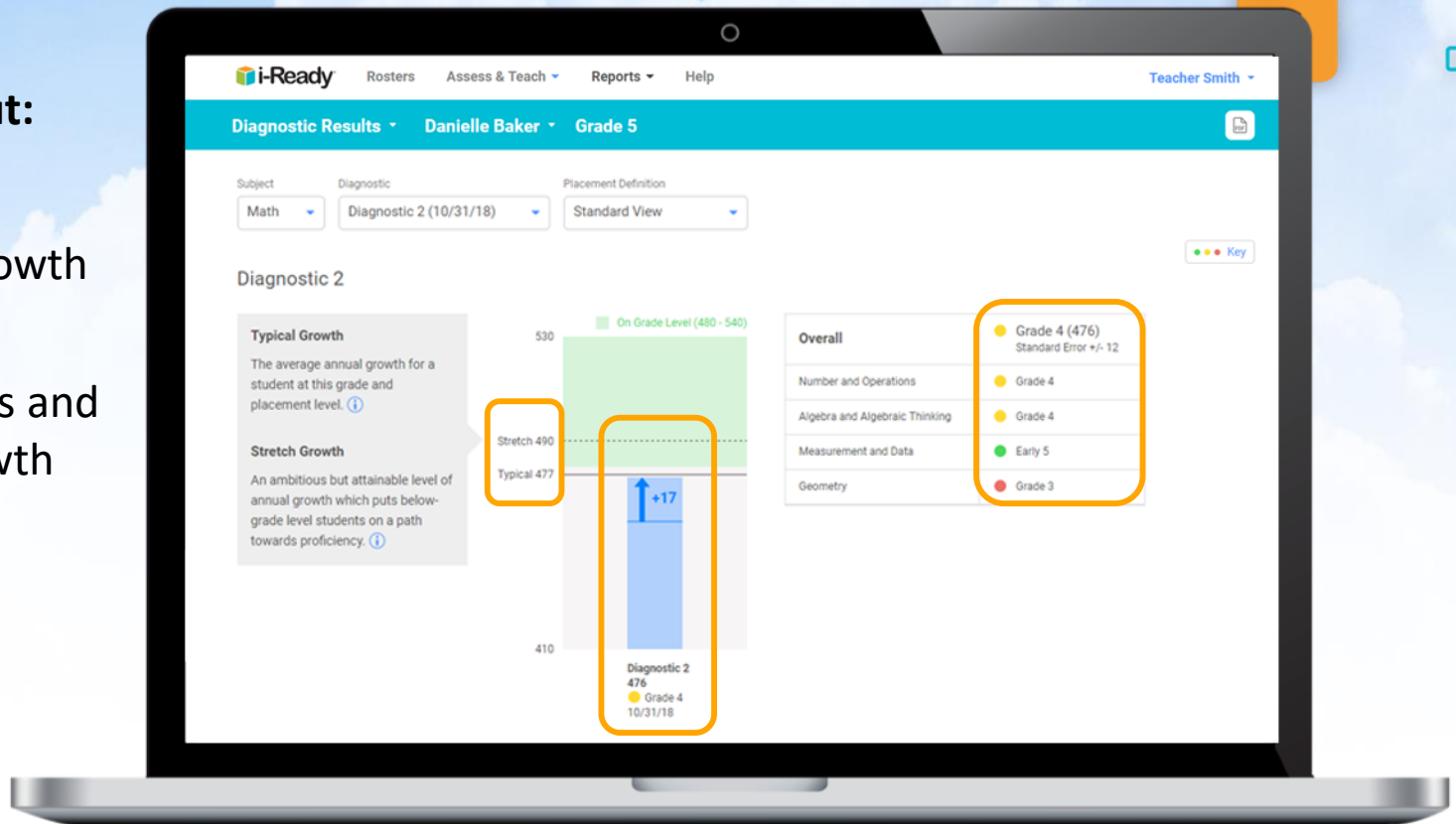
Results



Tutors can use the results to review student strengths and challenges and to help them set goals.

We can talk about:

- How you did
- What your growth goals are
- Your strengths and areas for growth



Online Lessons



- ❑ The results of your diagnostic decide what lessons you will get.
- ❑ If you try your best on the diagnostic, lessons will match what you need to learn.



Questions?



Tutor Portal

www.wootencenter.org/tutors

The screenshot shows the website for the Al Wooten Jr. Youth Center Tutor Portal. The header features the organization's logo on the left, which includes a group of children and the text "AL WOOTEN JR. YOUTH CENTER SINCE 1990 CATCH THE VISION! CELEBRATING 30 YEARS OF SERVICE". To the right of the logo is a navigation menu with links for Home, About, Programs, Events, Supporters, Contact, and More... Further right are buttons for Register and Donate, with a search bar and social media icons below them.

The main content area has a large banner image of a young boy and a man in a suit talking. The word "Tutors" is overlaid in large white text, with the subtitle "An information exchange for Wooten tutors" below it.

Below the banner are three sections:

- Discussions:** "How was your day? How can we support you and your student(s)?" with 1 eye icon, 1 comment icon, and a Follow button.
- Links:** "Links to your private tutoring sessions and more" with 20 eye icons, 3 comment icons, and a Follow button.
- Resources:** "Tools and tips for tutors" with 7 eye icons, 1 comment icon, and a Follow button.

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- Progress Reports**: Daily reports on our students' successes and challenges. 6 views, 2 comments.
- Tutors**: 2 views, 1 comment.
- Staff**: 0 views, 0 comments.
- Students**: Upload/download materials, send messages, po... 3 views, 1 comment.

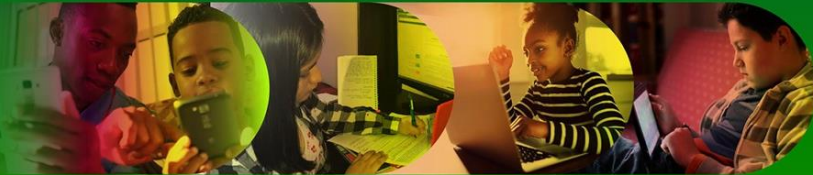
Tutor Portal

NOTE:
Only tutors and staff have
access to the Tutor Portal.

- ❑ **Sign up** at www.wootencenter.org/tutors to access our Tutor Portal. **Text** Christelle at (323) 756-7203 to approve your sign up request.
- ❑ **Links** – Obtain helpful links, including Tutor Zoom Logins and Student i-Ready Logins.
- ❑ **Resources** – Give and get helpful resources for tutoring.
- ❑ **Progress Reports** – Locate student name to add progress reports.
- ❑ **Staff and Tutor folders** – Send and receive messages and materials.
- ❑ **Discussions** – Open discussion and Q&A with staff and other tutors.

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ABOUT THE WOOTEN CENTER

The Wooten Center was founded in 1990 by Myrtle Faye Rumph in honor of her son, killed in a drive-by shooting. We are a nonprofit largely funded by foundation grants and donations from Wooten board members and other friends. See www.wootencenter.org/donors. Our partners include AKA Sorority, Inc. Tau Beta Omega, Brotherhood Crusade, Community Build, Inc., Community Response System of South LA, Educate CA, iMentor, Jenesse Center, Kinecta Federal Credit Union, LA County Public Health Office of Violence Prevention, LA Metropolitan Churches, LMU, Merrill Lynch, Pepperdine, Positive Results Center, South LA Robotics, STEAM:CODERS, Strategies for Youth, Study Smart Tutors, UCLA, USC, White Hall Arts Academy and others.

Reminders

1. Text your Gmail email address to Christelle at (323) 756-7203 to sync your calendar to our booking form to receive appointment notifications
2. To receive access to our Tutor Portal, sign up at www.wootencenter.org/tutors
3. Download homework from the “Homework to Private Tutors” folder at www.wootencenter.org/students
4. Post updates on student successes and challenges in the Progress Reports folder in the Tutor Portal
5. Post and reply to comments in Discussions; give and get in Resources.

Click on the flyer to go to our afterschool webpage

Contacts

Troubleshooting, Schedules, Resources, i-Ready, Behavior

Christelle Telesford, Associate Director

(323) 756-7203

ctelesford@wootencenter.org

Other Staff and Tutors

Post messages in Staff and Tutor folders at

www.wootencenter.org/tutors

Emergencies, Feedback and Other Reports

Naomi McSwain, Executive Director

(323) 453-6533 cell

nmcswain@wootencenter.org

Child Abuse Reporting

As a youth center volunteer, you are a mandated reporter [required](#) to report any suspected cases of child abuse or neglect. You can report anonymously to the Los Angeles County Department of Children and Family Services via their 24/7 hotline at (800) 540-4000. For more information, view the DCFS [video](#), [poster](#) and [infographic](#).

