TUTORING HACKS:
TIPS FOR TUTORS, FROM TUTORS

When everything began shutting down at the beginning of the pandemic, workplaces had to transition from their normal, in-person jobs to being completely online. Our Writing Center was no different. Though we all miss being face-to-face and helping students in person, we have developed a great sense of community while being online . Here are some of our favorite tutoring “hacks“ that have made this transition easier!

Hacks for Facilitating a Virtual Community within your Writing Center

- Make a GroupMe that’s for fun, not just for work! Let this be a place of developing a sense of community, where you can joke and talk with one another
- Share memes, jokes, and TikToks with each other in the GroupMe
- Create collaborative projects! Our favorites have been Spotify playlists to share our favorite songs, a cookbook to share our best recipes, and promotional materials we’ve created using pictures and videos
- Send personal videos and messages for your director’s and co-workers’ birthdays!

Hacks for Making Online Tutoring Easier

- Introduce yourself! This can help your reader humanize you and your feedback instead of it feeling robotic. It can also make you feel like you’re in a normal face-to-face appointment
- Take notes during live-chat appointments! Share this with your client at the end to help them remember what you talked about and help you write your Client Report Form
- Have a template of a greeting or client report form that you can copy and paste to save time.
- Don’t be afraid to suggest that a correspondence appointment make a live-chat appointment to talk about your feedback in more detail
- Use a talk-to-text app that translate what you say aloud into text and pretend you’re having a conversation with your client instead of typing up all of your comments
- Set alarms for when to clock in and clock out, as well as an alarm for the last 10-15 minutes of your appointment so you can wrap up and have a few minutes to reset between appointments
- Add smiley faces and exclamation points to make your feedback read as encouraging and less teacher-like
- Use fun colors when highlighting and showing corrections to give off good vibes

Hacks for Creating a Great Workplace

- Create a fun playlist to get you ready to work on appointments!
- Do your online appointments at the same place each time to make it feel more natural and routine
- Grab your favorite drink for a serotonin boost before your appointment!
- Schedule a few minutes in between appointments to give yourself a brain break

ABOUT THIS HANDOUT

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This handout was developed through review of a survey sent to The University of Mississippi's Writing Center Staff.

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