



# FAMILY HANDBOOK

VIRTUAL

2023-24

[WWW.TUTORSMART-TOLEDO.ORG](http://WWW.TUTORSMART-TOLEDO.ORG)

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# INTRODUCTION 01



**WELCOME TO  
TUTORSMART**



We're excited to work with you and your student to help them reach grade level and succeed in school.

# WHAT YOU CAN EXPECT FROM US

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## PROFESSIONALISM



Our tutors are experienced educators who have all undergone thorough background checks – we want only the best people working with your student!

## UPDATES FROM US



We'll reach out regularly to help you stay informed of their progress. And if you'd like a more detailed analysis of your student's growth, we're happy to set up a meeting with you.

## A VOICE IN THE PROCESS



You will have opportunities to give us feedback on how we're doing and what the TutorSmart experience has been like for you and your student.

# HOW IT WORKS 03

## VIRTUAL TUTORING



TutorSmart Virtual is a limited enrollment, one-to-one tutoring resource for students in 4th-8th grades who are at least one year behind grade level. Families are responsible for providing their own technology to access services. Virtual tutoring is 3 days a week for an hour each session. Students receive individualized, data-driven tutoring in Math and Reading to bring them back to grade level.

Once you have completed the enrollment process, our Virtual Team Lead will contact you to set up an initial assessment for your student. If we determine that your student is indeed eligible for this program, they will be matched with a Virtual Tutor and provided with a MobyMax account.





# WHAT IS MOBYMAX?

## EDUCATIONAL TECHNOLOGY

MobyMax is an online learning platform we use to help us tutor your student better. When your student first starts with TutorSmart, we have them take placement tests through MobyMax that help our tutors figure out which areas of math and reading to focus on.

As your student regularly does some work on MobyMax, the program's Adaptive Learning software automatically adjusts the questions to better target your student's learning needs. Even outside their Virtual tutoring sessions, your student can still log on to MobyMax on their own – so the learning doesn't have to stop over the weekend, for example.

We also use MobyMax to track your student's progress as they learn and grow with us. And as their parent or guardian, you can use the MobyMax "Parent Portal" yourself to check in on how they're doing on their work. Just go to [mobymax.com](https://mobymax.com), click the Sign-In button in the upper right corner, select the "As a Parent" tab, and sign in using the same login information your student uses for their account.

# ATTENDANCE & EVALUATION

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## ATTENDANCE



Virtual Tutoring is a limited opportunity where we produce significant gains with students in closing their learning gaps. For this reason, we have a three-strike limit for no-show attendance. If you have a schedule conflict, please notify your tutor as early as possible to reschedule. During scheduled breaks from school (holiday breaks, spring breaks, etc), tutoring sessions are optional and will be determined on an individual basis between the tutor and the student's family.

## EVALUATIONS



Every two months, your student's eligibility for continued Virtual Tutoring will be re-evaluated based on factors including: progress towards grade level; attendance; attentiveness during sessions; and timely communication between the tutor and family.

# CONTACT INFORMATION



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