**For any lesson, these are the documents that you need:**

* Lesson Rubric (printed)
* Instructor’s textbook (printed)
* Student’s textbook (printed)
* Slide for the day (depending on lesson number)
* Exercises and examples (printed)
* Curriculum schedule

**Before the lesson (At least a day before)**

1. Read the instructions in the lesson rubric for what you should do to setup.
2. Of course, make sure you have read and understood the topic in the Instructor’s textbook, look at the curriculum schedule and make sure you understand what topics are being covered for the next lesson.
3. Look at the exercises in the curriculum guide and write the answers (or get the answer to all the exercises from someone) for the exercises in the exercises and examples book
4. Look over the slides if they exist and make sure you understand the material on them.

**During the lesson**

1. Use the slides to go through material (The slides are not a replacement for the tutor, they are used to guide you, most of the work should be done in a script/shell)
2. Whenever you see a slide that has an example, look for the example in the Exercises and Examples book and do as many of them as possible live on screen.
3. At the end, tell the students which chapter of the book they should read and ask what they did not understand so that the next tutor can explain it.

If students want the slides, feel free to email them and give them the slides (Do not share the google drive with students!!! Just email them as an attachment)