

# HOW TO START TUTORING ONLINE

## CHECKLIST

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### Get the Right Equipment

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- Internal or External webcam (we recommend external)
- Internal or External microphone (external for better quality)
- Good quality PC/Mac
- Fast and reliable internet speed (recommended minimum 500kbps)
- Desk or standing lamp for additional lighting

### Decide on Software

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Choose software based on your needs. Suitable options include:

- Skype (easy to use, free, video, screen sharing)
- Google Hangouts (easy to use, free, video, screen sharing, group lessons)
- TutorsBox (monthly fee, whiteboard, screen sharing, video)
- Platforms such as WyzAnt or Tutor Universe (high commission, whiteboard)

### Set Up Payment Methods

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- PayPal is a simple option with a very low cost
- Offer bank transfers to students in your country (set up a separate account)
- Some online tutoring platforms handle payments (at a cost)

### Set Your Rate

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- Research what similar online tutors charge
- Follow the instructions here: <http://thetutorcircle.com/business/how-much-to-charge-for-tutoring/>

### Promote Your Online Lessons

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- Start by listing on online tutor directories. Take your time to set up your profile fully. We don't recommend paid directories
- Gradually work on building a website. It's the best long term strategy for attracting students. Follow the advice here to get started: <http://thetutorcircle.com/website/how-to-create-a-website/>
- Start using social media after the above two methods have been done