



**BURLINGTON
ENGLISH®**

QUICK GUIDE FOR TEACHERS



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The Burlington English Zones

Student's Zone (SZ)

The Student's Zone offers a complete world of English learning. It is accessed from the BurlingtonEnglish icon. A software download, internet connection and WebMic are required. The SZ includes General English and Career Pathways courses. It also includes Career Extensions, test preparation for CASAS, and the BE digital library.



My Portfolio

Students can access their digital portfolio.

Tutorials

Watch the Tutorials to learn the basics of how to use the program. They are located in the upper right-hand corner of the Main Menu screen.

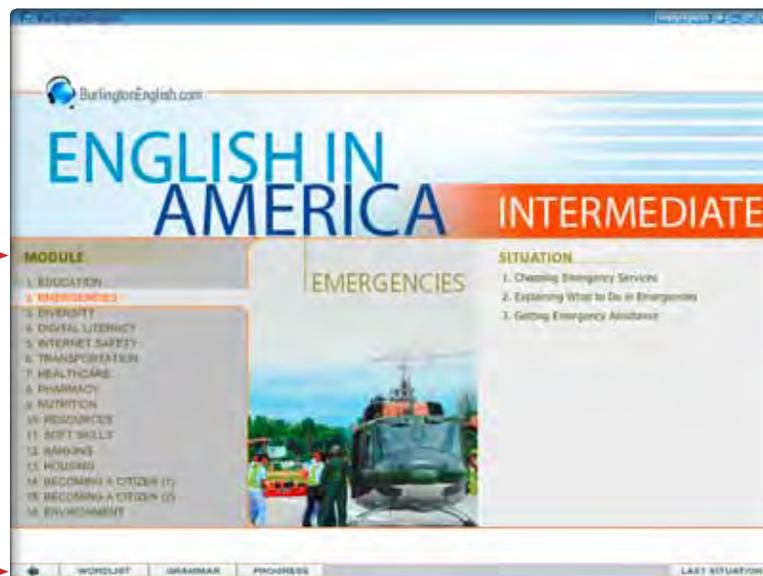
Note: Teachers can access the Student's Zone by logging in with the same username and password they created when activating their Teacher's Zone account.

Modules

The courses are divided into Modules. The number of Modules in a course may vary.

Additional Tools

Additional Tools are included in each course and provide information, extra practice, and self-monitoring. These tools can be accessed from the Course Menu and may include How to ..., Wordlist, Grammar, and Progress.



Situations / Lessons

Modules are divided into Situations or Lessons.

A complete Teacher's Manual to the Student's Zone is available at www.BurlingtonEnglish.com.

Teacher's Zone (TZ)

This zone is for teachers. It is accessed from www.BurlingtonEnglish.com. It includes the three sections below.



• Teacher's Material

This section contains resources for the teacher.

It contains:

- Student worksheets
- Answer keys
- Correlations
- Warm-up activities

and more



• Student Progress

This section allows teachers to view their students' progress as a whole class, or as individuals, in all of their BurlingtonEnglish courses.

It allows teachers to view:

- Overall progress
- Data as graphs
- Competency reports
- Time spent on BurlingtonEnglish at school or away from school

and more



• Student Management

This section enables teachers to manage their entire classes and/or individual students.

It enables teachers to:

- Reset passwords
- Reset languages
- Control menu
- Control access
- Control translations

and more

Administration Zone (AZ)

This zone is for administrators or others who manage the program for an institution. It is accessed from www.BurlingtonEnglish.com.



It enables users to:

- Add teachers
- Add classes
- Add students

and more

Note: Teachers should know who has AZ access and who is administering the program at their institution.

Getting Started

BurlingtonEnglish Placement Chart

NRS	BurlingtonEnglish General English Programs with Extensions			CASAS		BEST		TABE CLAS-E	
	Listening	Reading		BEST Plus 2.0	BEST Literacy	Listening and Speaking	Reading and Writing		
ESL +				D 236+	D 236+	565+	79+		
Advanced ESL				C 221-235	C 221-235	525-564	76-78	559-600	550-607
High Intermediate ESL				B 211-220	B 211-220	485-524	68-75	526-558	515-549
Low Intermediate ESL				B 201-210	B 201-210	453-484	64-67	486-525	483-514
High Beginning ESL				A 191-200	A 191-200	428-452	53-63	450-485	442-482
Low Beginning ESL				A 181-190	A 181-190	362-427	21-52	408-449	395-441
Beginning ESL Literacy				A 171-180	A 151-180	88-361	0-20	230-407	225-394

Note: The chart also includes vertical labels for 'Career Wordlists', 'Career Courses Series A', and 'Career Courses Series B' on the right side of the course columns.

This chart illustrates the relationships between the Educational Functioning Levels of the National Reporting System for ESL and BurlingtonEnglish courses, and the stated relationships between the NRS Levels and nationally-approved adult education assessments. The chart does not claim equivalencies between the various tests. (This information was taken from publicly available documentation on the relevant websites, November 2011.)

Refer to this chart when using Control Menu, as explained on page 13.

Placing Students in BurlingtonEnglish

There are two ways to help your students choose the appropriate General English course:

1. If you have your students' CASAS, BEST, or TABE CLAS-E pretest scores, use the BurlingtonEnglish placement chart to place your students.
2. If your students' pretest scores are not available, they can take the BurlingtonEnglish Placement Test. The appropriate course will then be recommended. The Placement Test is available on the BurlingtonEnglish website: www.BurlingtonEnglish.com.

Activating Your Account

To access the Teacher's Zone you need to activate your Teacher's Zone account, and create a username and password. Follow the steps below:



1. Go to www.BurlingtonEnglish.com 1
2. Click on *Teacher's Zone*. 2
3. Click on *New User*. 3
4. Enter the activation code provided by your administrator or customer manager, and click on *Next*.

Note: Activation codes can only be used once. Please discard after activating your account.

5. Fill in all the personal information required and create a username and password.
6. Record your username and password below.

My username: _____

My password: _____



7. Confirm that all the information is accurate, then click on *Next*.
8. Log in using your username and password. You are now ready to explore the Teacher's Zone.

Becoming Comfortable in the Student's Zone

Using a new program with your students can be challenging. To get comfortable with the program, we recommend you:

1. Log in to the Student's Zone using your Teacher's Zone username and password. See page 9 for directions on how to do this.
2. Watch all the Student's Zone Tutorials to learn how to navigate the program and how to help your students use BurlingtonEnglish. See page 10 to learn where to find the Tutorials.
3. Download and read the Program Orientation section by section as you explore the Student's Zone. It will guide you through the most important features of the BurlingtonEnglish courses. It can be downloaded from the website: www.BurlingtonEnglish.com.
4. Download and read the Teacher's Manual to the Student's Zone from the website www.BurlingtonEnglish.com.
5. Read this Quick Guide for Teachers. Refer to it as needed.

Getting Students Started

Registering / Activating Students

The first step in getting students started is to register them in BurlingtonEnglish. Find out from your administrator if this is done through the Administration Zone by someone with Administration Zone access, or if it is your responsibility to do through the Teacher's Zone, or the Student's Zone.

- For students to self-register through the Student's Zone, see option 1.
- To register students through the Teacher's Zone, see option 2.
- Usernames must be unique for each student. It is recommended that you select a standard naming convention for your students.

Option 1: Students self-register via the Student's Zone

 Watch the *Activating an Account* tutorial at www.BurlingtonEnglish.com.

Supply your students with the activation code given to you by your administrator. Then ask students to complete the following steps:

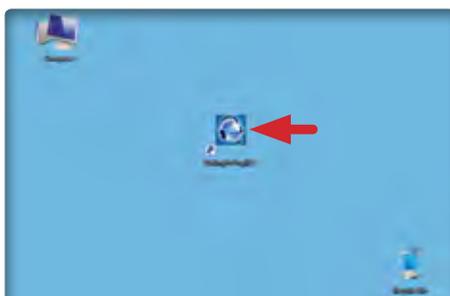
1. Plug in the BurlingtonEnglish WebMic.



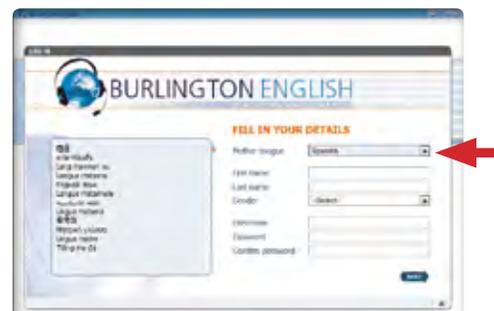
4. Enter the activation code and click on *Next*.
Note: The activation code is NOT case sensitive.



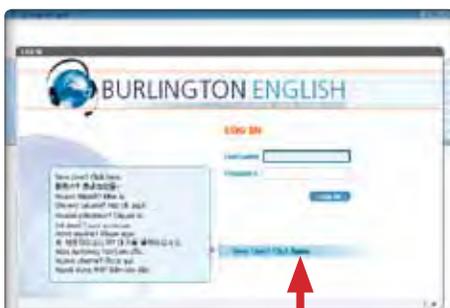
2. Launch BurlingtonEnglish by double-clicking on the BE icon on the computer's desktop.



5. Fill in mother tongue (not English), first name, last name, gender, username and password. Then click on *Next*.



3. Click on *New User? Click here*.



The student's account has now been activated and the student can begin exploring BurlingtonEnglish. After class, ask your BurlingtonEnglish administrator to assign all your students to your class via the Administration Zone.

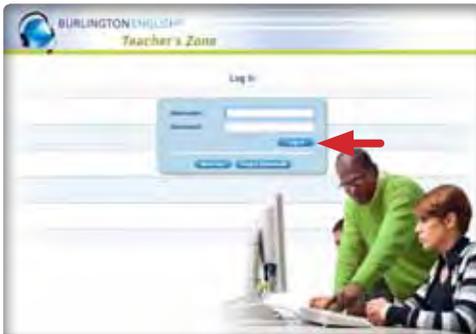
Note: Make sure to instruct students to discard the activation code so that they do not use it again.

Option 2: Teachers register students via the Teacher's Zone

1. Go to: www.BurlingtonEnglish.com and click on the Teacher's Zone button.



2. Log in to the Teacher's Zone using your username and password.



3. Click on *Student Management* and then click on *New Student*.



4. a. Fill in the student's information (mother tongue, first name, last name, gender) and create a unique username and password. Write down the student's username and password to give to the student.
b. Choose the correct class. If you don't know which class to choose, choose *Not Assigned*. If classes have not yet been set up, contact your BurlingtonEnglish administrator for assistance.
c. Click on *Next*. The student is now registered.



5. Click *here* to register the next new student.



Logging in to BurlingtonEnglish

After students have registered, they can log in to the BurlingtonEnglish program. Tell your students to do the following steps. (You can model it for them first.)

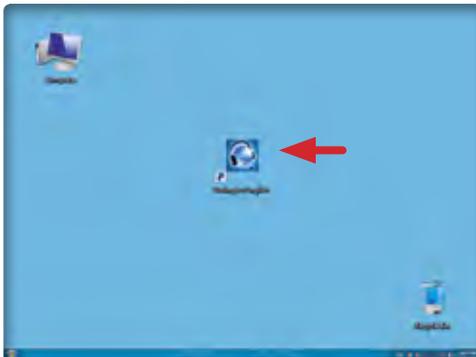
1. Plug in the BurlingtonEnglish WebMic.



4. Watch the introductory video or click on *Next* to bypass it.



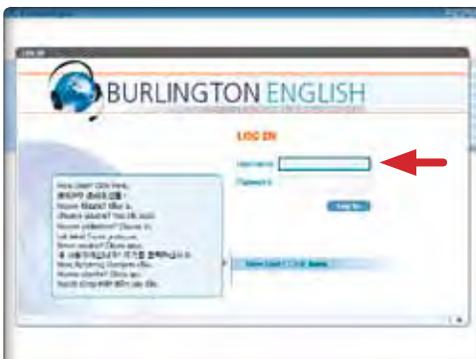
2. Double-click on the BurlingtonEnglish icon on the computer's desktop.



5. The student is now on the Main Menu and can select a course to begin.



3. Log in using their username and password.



Reminder

- To choose the correct course for your students, use the placement chart on page 5 or have them do the Placement Test at www.BurlingtonEnglish.com/Test/Placement.
- To ensure that students enter the correct course and level, you can set the Control Menu. See page 13 for directions on how to use Control Menu.

Teacher's Zone

Teacher's Material

The Teacher's Material offers you information and materials necessary for planning and creating successful blended lessons. These materials can be used in conjunction with the Student's Zone.

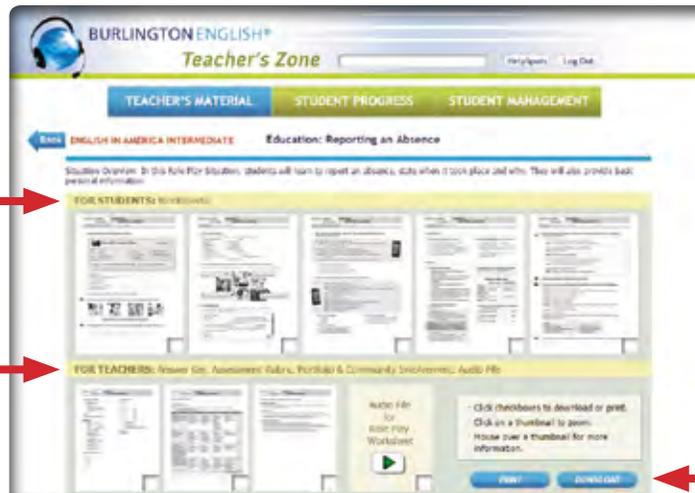
To access Teacher's Material, go to www.BurlingtonEnglish.com and click on Teacher's Zone. Log in with your username and password and click on Teacher's Material.



1. Choose a category and then click on the course you want to select.



2. Click on the title of the Module and Situation / Lesson you want.



Worksheets appear at the top

Answer keys and other resources appear on the bottom

Print or download buttons

3. To see the title of each resource, hover your mouse over it.
4. Click on the resource to see it in full view.
5. You can print or download from full view OR you can click the checkbox of each resource and then click *PRINT* or *DOWNLOAD*.

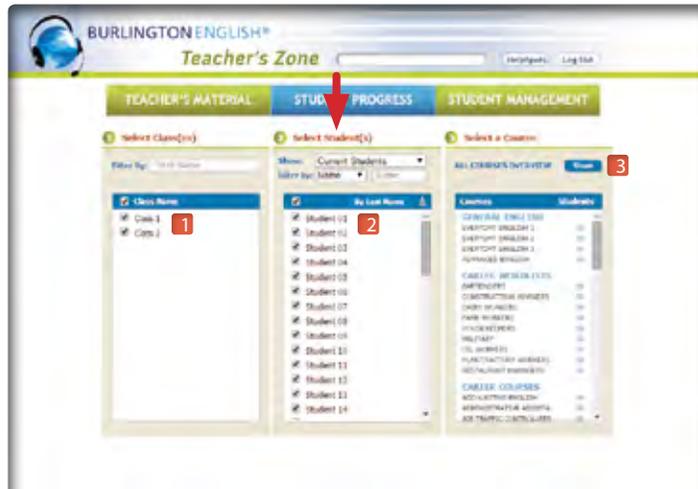
Note: Teacher's Material may also include the following sections:

- Preview – for a preview of the content of the Student's Zone with answers
- Using the Course – for correlations, program information, and ideas for classroom activities
- Grammar or Language Focus Index – to access Grammar and Language Focus worksheets by topic

Student Progress

Student Progress allows you to view your students' progress in many ways. You can view their progress by skill, identify weaknesses, view individual students' performances, analyze data, and download or print reports.

To access Student Progress, go to www.BurlingtonEnglish.com and click on Teacher's Zone. Log in with your username and password and click on Student Progress. Follow the steps below to view an All Courses Overview.



1. Select your class or classes.
2. Select your students.
3. Select *All Courses Overview* by clicking on *Show*.



4. Choose the time period you want.
5. Click on a student's name to see the course breakdown.
6. Click to download or print.
7. Click to go back and select another report.

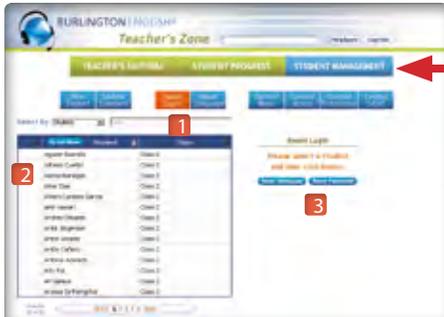
Note:

- Reports for specific courses and Extensions are also available.
- Reports for Group Results, Individual Results, Group Completion, and Competency Reports are also available.
- You can download or print all Reports.
- Go to www.BurlingtonEnglish.com to view Tutorials on Student Progress.

Student Management

In Student Management, you can manage your classes and your students.

To access Student Management, go to www.BurlingtonEnglish.com and click on Teacher's Zone. Log in with your username and password and click on Student Management.



Reset Login: Reset students' usernames or passwords

1. Click *Reset Login*.
2. Select a student.
3. Click *Reset Username* or *Reset Password*.

If Reset Username:

Enter the new username and click *Save*.

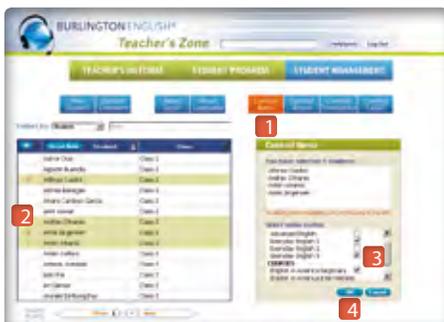
If Reset Password:

1. Click *Yes*.
2. A temporary password will be issued. Write it down and give to the student. The student will be prompted to enter a new password when logging in with the temporary password.



Reset Language: Reset students' native language

1. Click *Reset Language*.
2. Select a student.
3. Select new language.
4. Click *Save*.



Control Menu: Control which course(s) appear on students' menus

1. Click *Control Menu*.
2. Select one or more students.
3. Select the courses you would like to appear on the students' menus.
4. Click *OK*.

See the placement chart on page 5.

Before



After



Control Access: Control students' access to Modules

1. Click *Control Access*.
2. Select one or more students.
3. Click on a course.
4. Select one or more Modules. You can also click *All* and select all the Modules in that course.
5. Click *Set Access Date*.
6. Choose a date to make Modules available, and click *Set*.
7. Click *Close*.

Before



After



Additional BurlingtonEnglish Training Resources

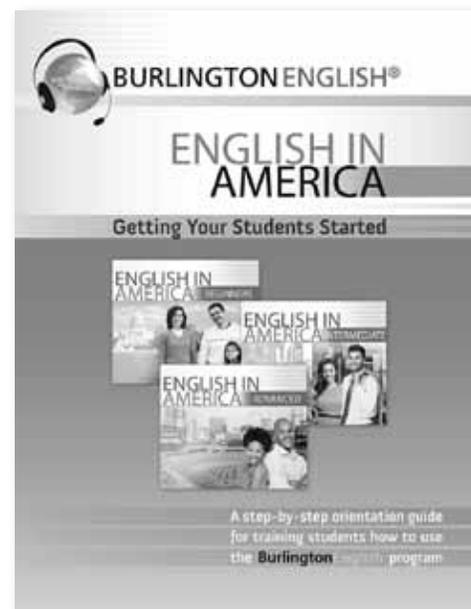
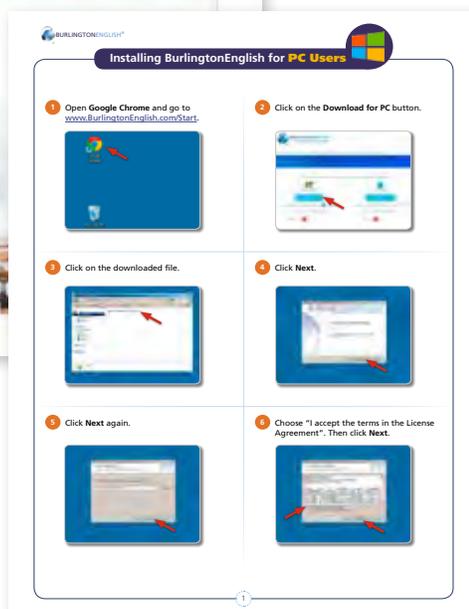
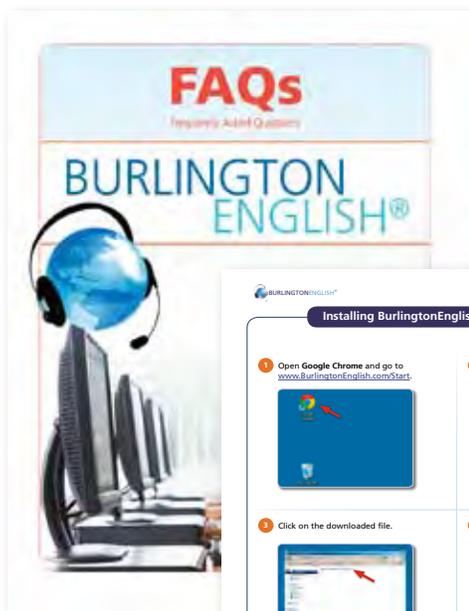
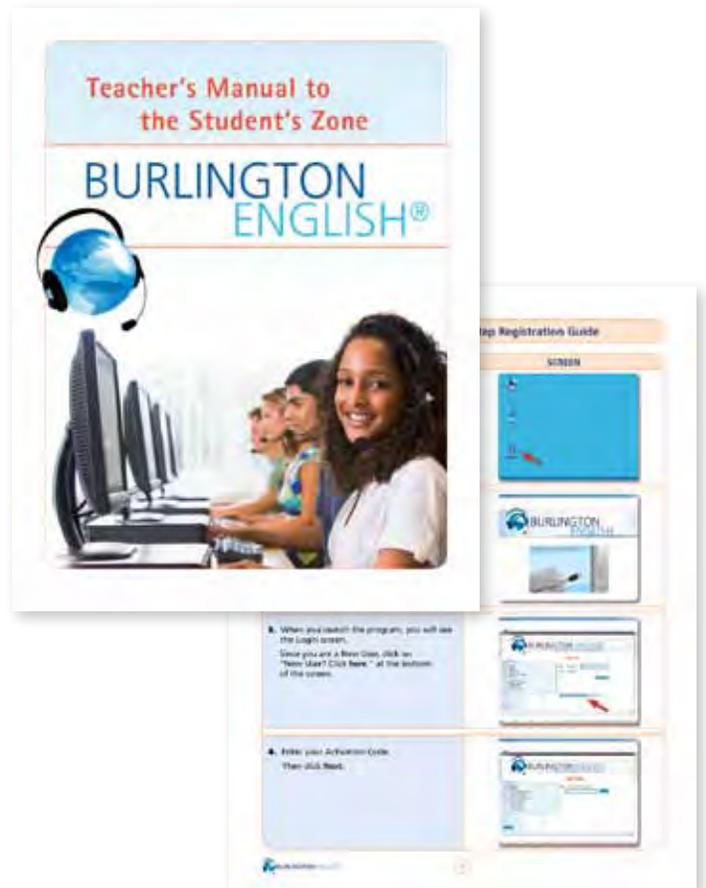
Additional training resources are available for you on our website.
To access them:

1. Go to www.BurlingtonEnglish.com.
2. Click on Teacher Training at the top of the screen.
3. Click on the training resource you want to view.
4. Download or print it.

The following resources are available:

- Manuals and guides for teachers and administrators
- Installation and registration guides
- Program Orientations
- Login Cards
- FAQs
- Webinar offerings

and more

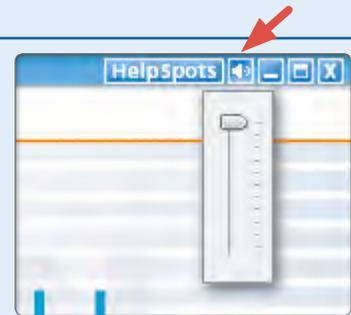


Troubleshooting Student Issues

ISSUE 1 Student cannot hear through the WebMic.

a. The headset volume has been turned down.

To adjust the WebMic volume, click on the speaker icon in the upper right-hand corner of the screen next to the HelpSpots button.



b. The volume on the computer has been muted.

Check the volume settings on the computer. Make sure it is not muted.



c. The speaker settings need to be adjusted.

Check the speaker settings. Go to the Windows Control Panel and click on *Sound*. Make sure you are in the Playback tab. Select the speaker option that is USB. Click on *Set Default* and then click *OK*.

ISSUE 2 Error message received when student attempts to log in.

a. **Error message:**
Incorrect Username
or Password

Reason 1: Student has not been activated.

Go to the Teacher's Zone ► Student Management ► Reset Login. If the student's name is faded in gray, then the student's account has not been activated. To double-check this, click on the student's name. If the student has not activated their account, the student's activation code will be displayed. Instruct the student to activate their account.

Reason 2: Student is entering incorrect username or password.

If you know the username and password, attempt to enter it yourself. Make sure caps lock is not on. If you are not successful in entering the student's username and password, reset the password.

Some reasons why resetting a student's password may be necessary are: a student forgets their password, a student had caps lock on when entering the original password, or a student made a typo when entering the original password.

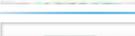
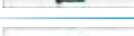
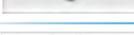
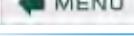
Note: To access the student's username, go to the Teacher's Zone ► Student Management ► Reset Login. Mouse over the student's name. If activated, the student's username will be displayed.

b. **Error message:**
Subscription Expired

Reason: License has expired.

Contact your administrator to discuss renewal options.

Key to Main Buttons in BurlingtonEnglish

 HelpSpots	 Return to Activity Menu (Wordlist Practice)
 Volume	 Pronunciation Score and Playback Bar
 Play	 Check Answers
 Record	 Show (and Hear) Correct Answer
 Show Text	 Print
 Hide Text	 Personal Wordlist
 Show One Question	 Focus Wordlist
 Show All Questions	 Go to Screen (Progress)
 Translation	 Back to Main Menu
 Instructions	 Close Activity
 Reset Exercise	

Contact Information

Toll-free number: 1-855-USA-BURL (1-855-872-2875)

Email: Support@BurlingtonEnglish.us

When contacting **Support**, please include the following:

- Your name
- Institution name
- City
- State
- Question / Request

For **student** issues include:

- Student's name
- Username
- Password (if available)
- Teacher's name
- Issue

For **teacher** issues include:

- Teacher's name
- Username
- Password (if available)
- Issue

www.BurlingtonEnglish.com/support/

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