Student's Zone Manual

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ENGLISH®

Table of Contents

Glossary of Key Terms

www.BurlingtonEnglish.us	Website managed by BurlingtonEnglish that houses two of the three zones: the Teacher's Zone and the Administration Zone. Online manuals and tutorials can be found here, as well as other useful tools for teachers and students.
Zones	Name given to the different areas that make up BurlingtonEnglish: • Student's Zone • Teacher's Zone • Administration Zone
Administration Zone (www.BurlingtonEnglish.us)	Area where administrative tools are housed.
Teacher's Zone (www.BurlingtonEnglish.us)	Area where teacher's tools are housed, including online manuals and tutorials. The Teacher's Zone is made up of three segments: • Teacher's Material • Student Progress • Student Management
• Teacher's Material	Segment within the Teacher's Zone that includes correlations, assessment rubrics, student worksheets, answer sheets, portfolio activities, warm-up activities, audio files, etc.
• Student Progress	Segment within the Teacher's Zone where individual, multiple or group reports can be accessed to view students' work in General English Courses, Career Extensions, Practice for CASAS and Readers.
• Student Management	Segment within the Teacher's Zone where teachers have the ability to reset usernames and passwords, add comments about students, change language, add or remove translations, allow or block access to the BurlingtonEnglish courses.
Student's Zone Software and WebMic are required for access.	Area where students work online. The courses in the Student's Zone are organized by Modules and Situations. Note: Teachers can access the Student's Zone using their Teacher's Zone username and password.
• Modules	Units within the course. Each Module has between two and five Situations. • English in America – Each Module has between two and four Situations. • Everyday English – Each Module has five Situations.
• Situations	Lessons within the Module. • English in America – Situation types are Role Play, Read & Write and Listen & Present. • Everyday English – Situations 1-4 consist of two sections: Listen & Speak and Read & Write. Situation 5 is Sum It Up.

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How Do I Place My Students in BurlingtonEnglish?

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

1. If you have your students' CASAS ❶, BEST ❷ or TABE Clas-E ❸ pretest scores, place your students by using the table below.

BurlingtonEnglish Comparison Table

NRS	BurlingtonEnglish General English Programs with Extensions		CASAS		BEST		TABE CLAS-E	
			Listening	Reading	BEST Plus	BEST Literacy	Listening and Speaking	Reading and Writing
ESL +			D 236+	D 236+	541+	79+		
Advanced ESL			C 221-235	C 221-235	507-540	76-78	559-600	550-607
High Intermediate ESL			B 211-220	B 211-220	473-506	68-75	526-558	515-549
Low Intermediate ESL			B 201-210	B 201-210	439-472	64-67	486-525	483-514
High Beginning ESL			A 191-200	A 191-200	418-438	53-63	450-485	442-482
Low Beginning ESL			A 181-190	A 181-190	401-417	21-52	408-449	395-441
Beginning ESL Literacy			A 171-180	A 151-180	0-400	0-20	230-407	225-394

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 equivalences between the various tests. (This information was taken from publicly available documentation on the relevant websites, November 2011.)

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.us.

Getting Students Started

1. Students begin by double clicking on the BurlingtonEnglish desktop icon.

   Note: If you have registered your students through the Teacher's Zone or through a data file transfer, provide students with their username and password and proceed to step 4.

2. Students select *New User* and enter their activation code.

3. Students then fill in their personal details and create their own username and password.

   Make sure that students write down their username and password and keep it in a safe place. You may suggest that they enter it into their cell phones, and tell them that they will need it each time they log in to BurlingtonEnglish.

4. Students may choose their Career Extension at this time or leave the choice for a future login.

   Note: If the student does not choose a Career Extension, they will be prompted to do so upon each future login.

5. Students will see a short Welcome movie. This highlights HelpSpots, an important tool that will help them navigate BurlingtonEnglish.

6. To enter their General English Program, students should click on their recommended course. For organizations using only Career Extensions, students should click on the Career Extension displayed on their screen.
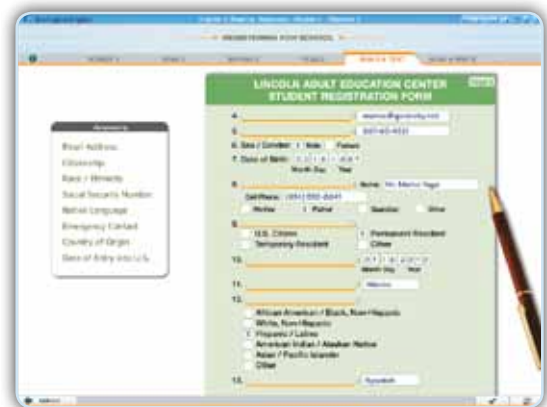
Screens

Answer It

The **Answer It** screens enable students to practice their comprehension of the target language presented in the Situation. Students read the questions and click on the correct answers. For each question, there may be more than one correct answer. Students should click on all correct answers.

Build a Text

The **Build a Text** screens enable students to use and consolidate the language presented in previous screens by completing a text. Students are given a word bank of answers. They need to use these words and phrases to complete the text. They do this by dragging and dropping the answers into the correct blanks.
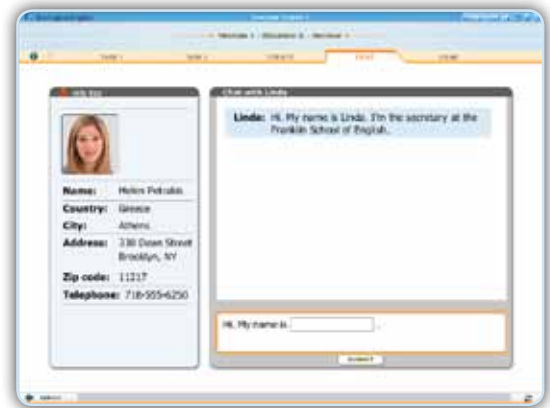
Categories

The **Categories** screens enable students to sort target vocabulary into appropriate groups. Students categorize the words by dragging and dropping the words from the word bank to the correct category.

Chat

The **Chat** screens offer guided writing practice. The students complete a 'chat' using the information they have been provided with.

Check

The **Check** screens review the vocabulary and language presented in the Situation through a variety of listening comprehension exercises.

Create

The **Create** screens enable students to create a slideshow by choosing text and audio to complete a conversation. They can then listen to the slideshow they have created.

Dialogue

The **Dialogue** screens provide contextualized speaking practice with individualized feedback from the SpeechTrainer on students' connected speech. Students listen to a dialogue and then record themselves, taking the part of one of the speakers. They can repeat the exercise recording the alternate character.

Game

The **Game** screens provide a variety of games, including quizzes, wordsearch and memory games, which help practice and reinforce vocabulary from the Module.

The games are generated randomly and a new one is created each time the student goes into the screen.

Get It Right!

The **Get It Right!** screens provide simulated conversation practice using the target language from the Situation. Students listen to a series of prompts, and for each prompt, they hear three possible responses. They then record the correct response, creating a conversation. After each response, students are given feedback from the SpeechTrainer.

Grammar

The **Grammar** screens offer various exercise types to practice the grammar taught in the Situation. Students can view the grammar rules for each grammar point. Translations of the grammar rules can also be viewed in the students' mother tongue.

Grammar Index

The **Grammar Index** provides a searchable list of all grammar structures with links to grammar explanations and practice activities. It is accessible from the course menu.

How To … Index

The **How To … Index** provides a list of language functions practiced in the course, with translations and links to where they appear. It is accessible from the course menu.

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Intro

The **Intro** screens provide students with an activity that introduces them to the topic of the Situation. These exercises are checked, but are not included in students' progress.

Last Situation

The **Last Situation** button on the main menu of a course takes students to the last Situation that they had been working on in their last BurlingtonEnglish session.

Let's Talk

The **Let's Talk** screens provide simulated conversation practice. Students record one of two possible correct answers to a series of prompts, creating a conversational 'path' based on the topic of the Situation. Students are given feedback from the SpeechTrainer, and can create up to eight different paths.

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Listen

The **Listen** screens provide contextualized listening input. Students listen to conversations and presentations on authentic aspects of the topic, and then answer comprehension questions.

Match It

The **Match It** screens enable students to use and consolidate the language presented in previous screens by correctly typing the appropriate words to form word pairs.

Now Talk

The **Now Talk** screens enable students to describe pictures relevant to the context of the Situation. Students read and listen to two possible descriptions, and record the correct one.

Present

The **Present** screens provide a model for a contextualized, topic-based presentation. Students listen to the model and answer a question. They then record the presentation and receive individualized feedback from the SpeechTrainer.

Presentation

The **Presentation** screens provide models of various text types. Students read or listen to the text, and are then presented with skill-based strategies and activities.

Progress

The **Progress** button displays student progress and records, with links to activities. Students can see a clear overview of the areas in which they have succeeded, as well as those that they need to spend time reviewing and practicing. Progress is accessible from the course menu.

Read / Reading

The **Read / Reading** screens provide contextualized input in a text type authentic to the topic. Students then answer comprehension questions.

Read & Listen

The **Read & Listen** screens present a reading text and a listening text using language that was presented throughout the Module. Students then use the information from these texts to complete the activity on the Write screen.

Read & Write

The **Read & Write** screens provide writing practice where students first read a source text, and then complete a second, topic-based text by typing in the correct information.
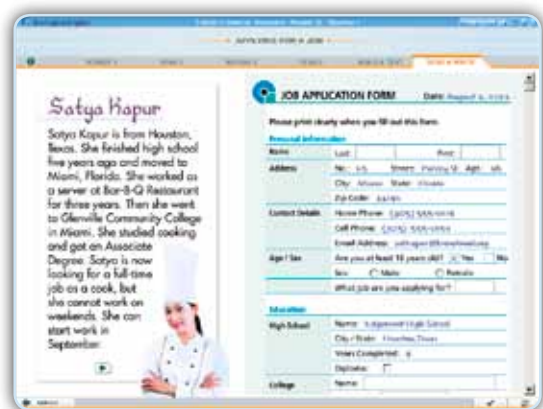
Role Play

The **Role Play** screens provide contextualized speaking practice with individualized feedback from the SpeechTrainer on students' connected speech.

Students read and listen to a dialogue and answer comprehension questions. They then record themselves taking the part of one of the speakers. They can repeat the exercise recording the alternate character.
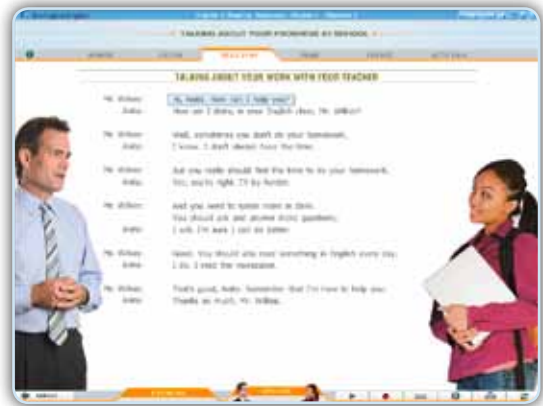
Slideshow

The **Slideshow** screens set the scene for the Situation and introduce the relevant language and vocabulary. Students navigate the Slideshow using the thumbnails. Students can listen to the text and can also view the translations.
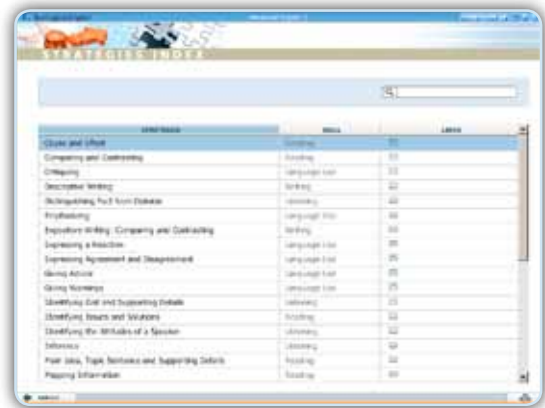
Spelling

The **Spelling** screens enable the students to practice the spelling of the vocabulary taught in the Situation. Hints are offered.

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Strategies Index

The **Strategies Index** provides a list of specific reading, listening, language use and writing strategies to facilitate reading and listening comprehension and language production. Links are provided to the place in the course where the strategy was presented with both explanations and practice. The index is accessed from the course menu of Advanced English.

Task (Everyday English Review)

The **Task** screens are designed to develop reading and listening comprehension skills.

Task 1/ Task 2 (Intermediate Career Extensions)

Task 1 and **Task 2** are information transfer activities. Students drag and drop or type answers based on information provided in a reading text into a cloze of an authentic text type.

The Scene	**The Scene** screens introduce and set the theme for the course. The students can also listen to the text and view translations in their mother tongue.	

Vocabulary	The **Vocabulary** screens focus on a specific aspect of vocabulary that is encountered in a Situation. Students complete a text and are provided with a Vocabulary Tip to support the focus of the particular screen.	

Words / More Words	The **Words / More Words** screens introduce target vocabulary for the Situation. Students listen to the new words and phrases, see their translations, and record themselves. The SpeechTrainer provides students with individualized feedback on their pronunciation. The pop-up tab provides exercises which enable students to practice the new vocabulary.	

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Wordlist

The **Wordlist** is a complete, searchable list of target vocabulary from a course, with recordings, translations and links, practice activities, quizzes and games.

The Wordlist can be personalized, and students can practice words they would like to focus on, in addition to words which the program has identified as difficult for them. The Wordlist is accessible from the course menu.

Write

The **Write** screens provide closed-ended writing practice of the target language presented in the Situation. Students type answers into a cloze authentic to the topic of the Situation.

Where Can I Find ...?

The SpeechTrainer	**Words / Dialogue / Role Play**	

Students must complete all recordings on Speaking activities such as Words and Dialogue in order to receive a pronunciation score and to be offered pronunciation training ❶.

Teachers can demonstrate this screen without the need to complete all the recordings by logging in to the Student's Zone with the same username and password they use to log in to the Teacher's Zone. They should then click on the Simulate button ❷.

Note: Training is usually recommended after students have recorded for a minimum of 30-45 minutes, and if their scores are lower than 75%. However, occasionally, students who score higher may also receive training.
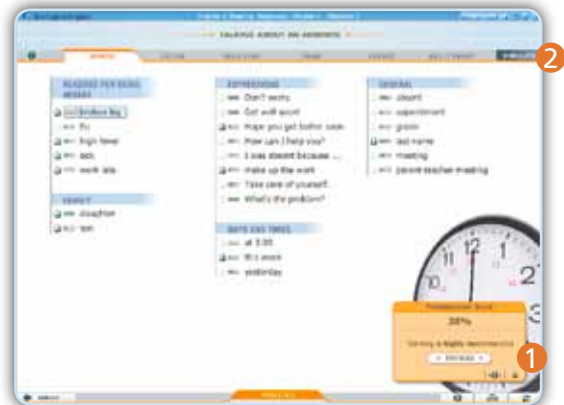
Games

Wordlist

Click on the Practice tab at the bottom of the screen to access Activities, Quizzes and Games.

Personal Wordlist

Wordlist

Click on the book icon to the left of the word to add words to the student's Personal Wordlist. Students can also add words to their Personal Wordlist from the Words screens.

Focus Wordlist

Wordlist

Click on the bullet symbol in the second column of the Wordlist. Words with a highlighted icon will appear in the student's Focus Wordlist.
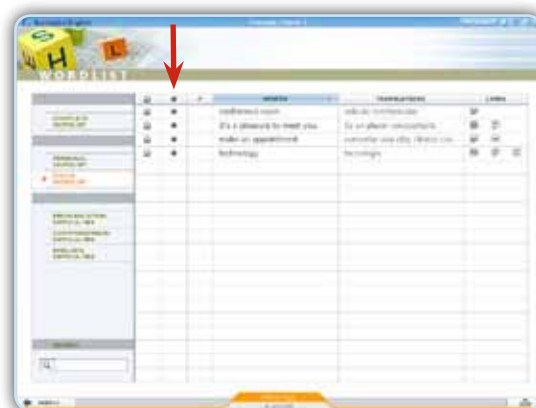
Difficulties

Wordlist

Refer to the menu on the left side of the screen. Choose from Pronunciation Difficulties, Comprehension Difficulties or Spelling Difficulties. These difficulties are all identified automatically by the program.
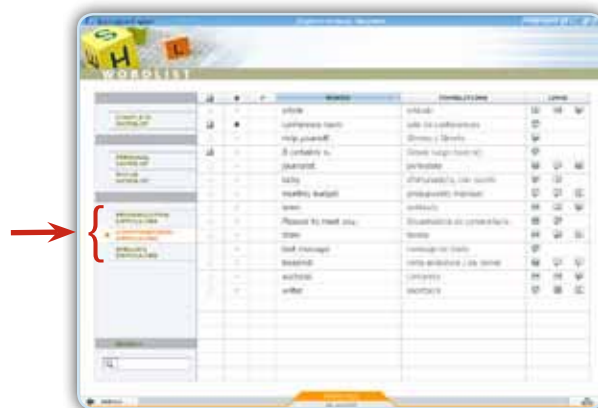
Grammar Index and Irregular Verbs

Grammar

There are two tabs at the top of the screen – Grammar Index and Irregular Verbs.

Grammar Index
The active links to the right will take students to the grammar rules and exercises to practice the grammar points.

Irregular Verbs
Students can click on a verb and listen to all its forms. Students can also search for a verb on the list using the search box.
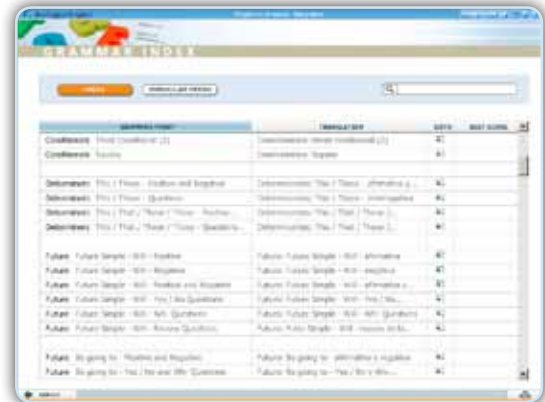
Student Progress

Progress

Students can view their overall progress and their progress by Situation. They can also click on links to see their answers and scores.

Strategies – Reading, Writing, Listening and Language Use

Strategies

Advanced English implements a strategies-based approach, which is especially appropriate for learners in academic frameworks or those aspiring to begin academic studies. Students can search for specific reading, listening, language use and writing strategies using this index.
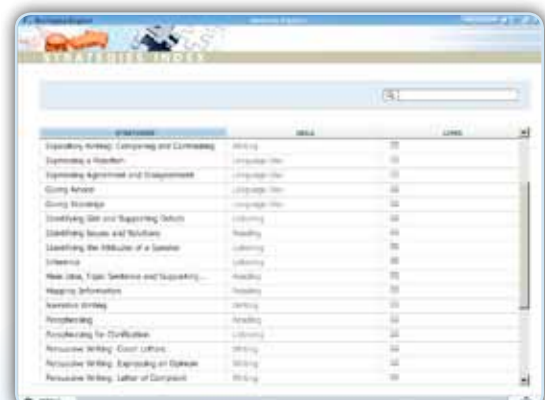
FAQs

● SOUND

Q1 Student cannot hear through the WebMic. What are some possible reasons for this?

Note: Remember, if the blue light is on, then the microphone is operational.

A1 **The headset volume has been turned down.** To adjust the WebMic volume, click on the speaker icon, in the upper right corner of the screen next to the HelpSpots button.

A2 **The volume on the computer has been muted.** Check the volume settings on the computer. Make sure it has not been muted ❶.
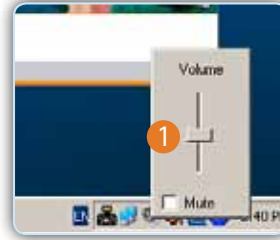
A3 **The WebMic is not working properly.** To ensure that the issue is with the microphone and not the computer, plug the microphone into another computer to determine if it is working. If it is not, the WebMic may need to be replaced.

A4 **The speaker settings need to be adjusted.** To check the speaker settings, from the Windows Control Panel, 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*.

Q2 I am a teacher and would like to use the Student's Zone in class to demonstrate, but when I plug in the headset, the class cannot hear the sound. How can I fix this?

A From the Windows Control Panel, click on *Sound*. Make sure you are in the *Playback* tab. Select the speaker option that is NOT USB. Click on *Set Default*, then click *Apply*.

● LOG IN

Q3 A student is attempting to log in to the Student's Zone, but the program will not allow them to continue.

A1 The student's account has not been activated.
Go to the **Teacher's Zone ► Student Management ► Reset Login**. If the student's name is faded, then the student's account has not been activated. To double-check this, mouse over 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.

A2 The student's username or password is incorrect.
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 has forgotten 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.

A3 The license has expired.
Contact your administrator to discuss renewal options.

● COMMON STUDENT'S ZONE ISSUES

Q4 What if the student's native language is not available?

A Choose OTHER.

Q5 What is OTHER under languages?

A It is an option for students whose native language does not appear in the language selection menu.

Q6 What happens when a student activates OTHER or English as their language?

A The student will receive all of the features available in the program with the exception of translations.

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Q7 How can the student stop the instruction box from opening up automatically on each screen?

A While the instruction box is open, click on the instruction icon (ⓘ) at the bottom. A diagonal red line will appear through the icon. The instruction box auto open feature will then be turned off. If students want to view the instructions for a screen, they can simply click on the instruction icon and then close the instruction box by clicking on the X or anywhere on the screen when they are finished.

Q8 Do students have to do the lessons in order?

A No, but they should complete one Module at a time to ensure effective learning. Additionally, students should complete an entire exercise in order to receive a score and corrective feedback. If you would like to control the order in which students work, you can use the Control Access feature in the Teacher's Zone (if available).

Q9 How can students view translations?

A There are two ways translations can be viewed. Students can click on the translation icon on the bottom right of the screen to activate the translation feature. They can also right-click on a word or phrase to see its translation.

Q10 Can students change their Career Extension after they have already selected one?

A No, only teachers can change it for them. In the Teacher's Zone in Student Management, click on *Control Menu*. Select the student's name. Select the new Career Extension you want and click *OK*.

● WEBMICS

Q11 Do the WebMics have to be assigned to each student or can multiple students use the same WebMic?

A Multiple students can use the same WebMic; however, only one student can use his / her username and password.
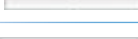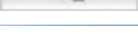
Q12 Can students purchase their own WebMics to use at home or at the library?

A Contact your customer manager for more information.

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*Key to Main Buttons in Burlington*English

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

Online Tutorial Menu

To view the online tutorials, go to www.BurlingtonEnglish.us/Tutorials.

Choose a Tutorial

STUDENT'S ZONE

Installing BurlingtonEnglish
Activating an Account
Tools
Menu
Situation
Words
Dialogue / Role Play / Present
SpeechTrainer
How To ... ?
Wordlist
Progress

Contact Information

Support

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
- Teacher's name
- Issue

For teacher issues, include:

- Teacher's name
- Username
- Issue

BurlingtonEnglish website: www.BurlingtonEnglish.us

www.BurlingtonEnglish.us

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