NEW **Burlington**English **Auto-Rostering Process**

Great News ...

BurlingtonEnglish can now auto-roster your students! You will no longer need to manually add them individually to the instructional software program.

The software will communicate with our new SIS to add or remove your teachers and students automatically!

What You Have to Know:

- Lauren Abraham will be conducting a webinar and on-site training to orient teachers and students to the new activation process.

- Teachers and students will have new accounts and will be issued new usernames and passwords.

- Students can activate their accounts in **Burlington**English 24 hours after being registered into SIS.

- Teachers will not be able to manually add, delete, or change students' classes.

- The student data prior to this new process will be archived by **Burlington**English and will be available upon request.

- Teachers that co-teach the same classes will share one **Burlington**English account.
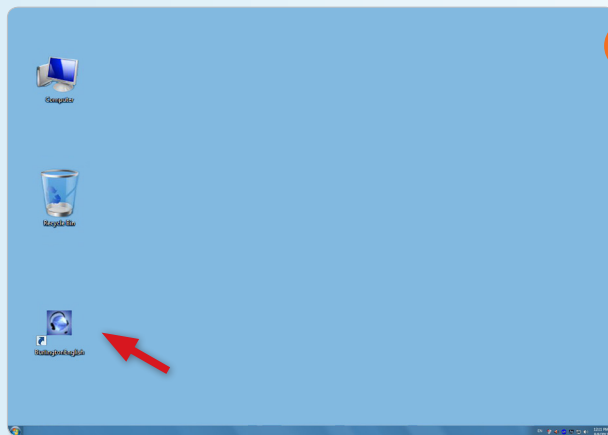
- The AZ and TZ will be up to date!

Activating Students

The first time a student uses BurlingtonEnglish, it is necessary to activate their account. To do this, follow the steps below.

Note: In order to activate a student account, the student must be registered through SIS for the course, 24 hours prior to activation.

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

2 Click *New User? Click* **Here**.

3 Enter the activation code and click *Next*.

Note: The activation code is **palm** + **student number**. For example: **palm12345678**. (All lowercase, no spaces.)

4 Fill in mother tongue (not English), gender, and password.

Note: The password for all students is **student**. (All lowercase.)
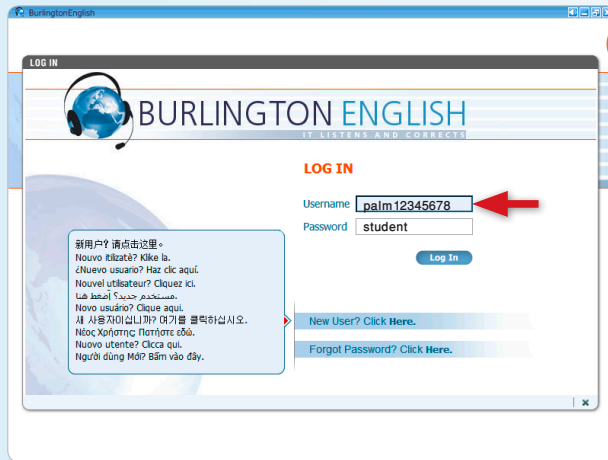
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How to Log Students in to BurlingtonEnglish

After a student activates their account, they will log in to BurlingtonEnglish by entering their username and password.

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

2 Enter their username and password.

Note: The username will be **palm** + **student number**. For example: **palm12345678**. (All lowercase, no spaces.)
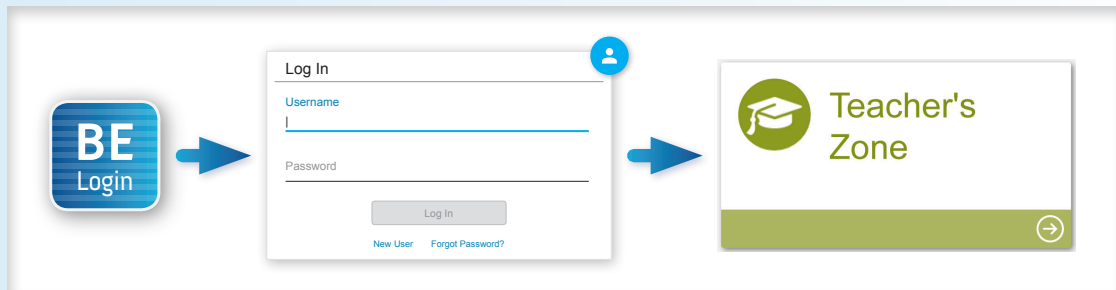
Their password will be **student**. (All lowercase.)

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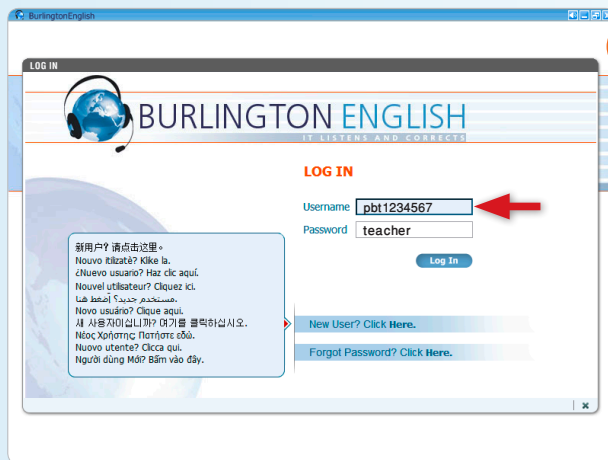
Logging in to Your Teacher's Account

To access the Teacher's Zone, go to www.BurlingtonEnglish.com and click BE Login. Log in and then click the Teacher's Zone Tile.

To access the ICL (In-Class Lessons) from the Student's Zone, follow the steps below:

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

2 Enter your username and password.

Note: Your username is: **pbt** + **employee number**. For example: **pbt1234567** (All lowercase, no spaces.)

Your password is **teacher**. (All lowercase.)

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