



BURLINGTON ENGLISH®

QUICK GUIDE FOR TEACHERS

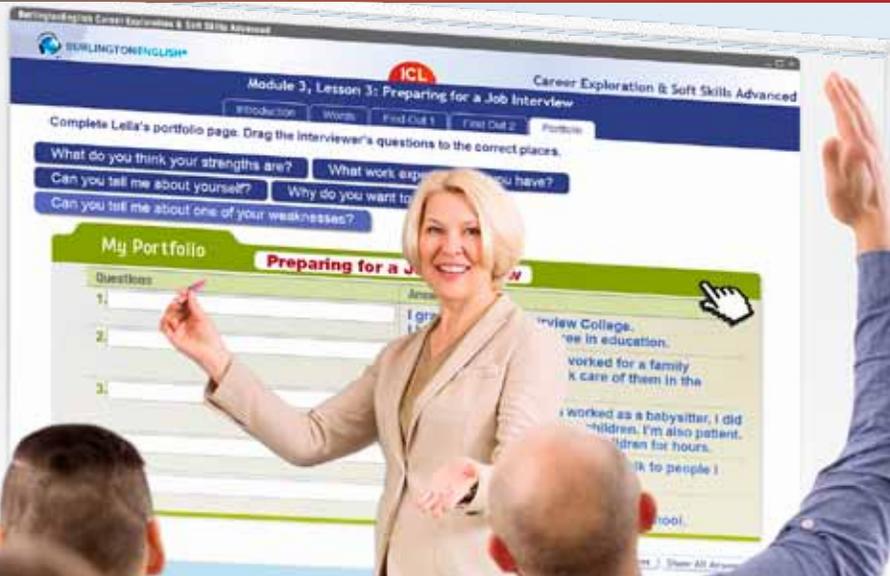


Table of Contents

What is BurlingtonEnglish?

| | |
|--------------------------|---|
| Student's Zone (SZ) | 3 |
| Teacher's Zone (TZ) | 4 |
| Administration Zone (AZ) | 4 |

Getting Started

| | |
|--|---|
| Activating Your Teacher's Zone Account | 5 |
| Logging In to the Teacher's Zone | 5 |
| Registering / Activating Students | 6 |
| Placing Students Using the BurlingtonEnglish Placement Chart | 7 |

Using the Teacher's Zone

| | |
|--------------------------|----|
| Teacher's Material | 8 |
| Student Progress | 9 |
| Student Management | 10 |
| Teacher's Zone Tutorials | 11 |

Teaching with BurlingtonEnglish

| | |
|--|----|
| BurlingtonEnglish ICL (In-Class Lessons) | 12 |
| Additional Training Resources | 12 |

Introducing Students to BurlingtonEnglish

| | |
|--|----|
| Logging In to BurlingtonEnglish | 13 |
| Helping Students Navigate BurlingtonEnglish | 14 |
| Accessing BurlingtonEnglish from a Mobile Device | 15 |

Key to Main Buttons in BurlingtonEnglish

Technical Support

What is BurlingtonEnglish?

BurlingtonEnglish is a unique blended English program for adults, offering comprehensive General English courses together with a wide range of Career Extensions. Each course combines online modules which can be used anytime and anywhere, with downloadable print materials which can be used for face-to-face instruction. The online modules and face-to-face materials are carefully blended, providing both teachers and students with a complete language-learning solution.

In addition, some of the courses are accompanied by BurlingtonEnglish's unique component – the ICL (In-Class Lessons). The ICL offers teachers projectable structured interactive material that can be used in the classroom for presentation and practice.

Student's Zone (SZ)

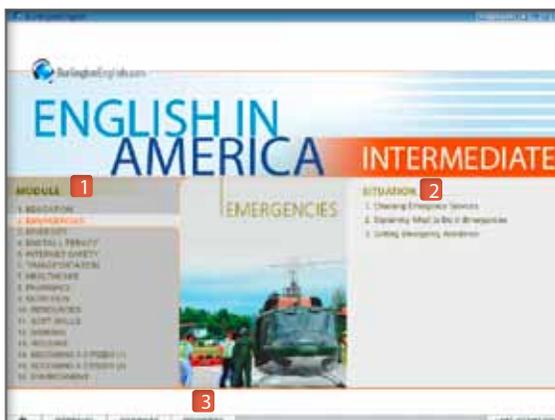
The Student's Zone offers a complete world of English learning. It is accessed from your desktop through the BurlingtonEnglish icon. A software download, internet connection, and headset are required. The SZ includes General English and Career Pathways courses. It also includes test preparation for CASAS,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

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



BurlingtonEnglish Main Menu

1. **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.
2. **My Portfolio:** Students can access their digital portfolio from the Main Menu.



Course Menu

1. **Modules:** The courses are divided into modules. The number of modules in a course may vary.
2. **Situations / lessons:** Modules are divided into situations or lessons.
3. **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.

For more detailed information, see the Teacher's Manual to the Student's Zone, available at www.BurlingtonEnglish.com.

Teacher's Zone (TZ)

The Teacher's Zone 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

Activating Your Teacher's Zone Account

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

Note: If you already have your username and password, proceed to "Logging In to the Teacher's Zone" below.



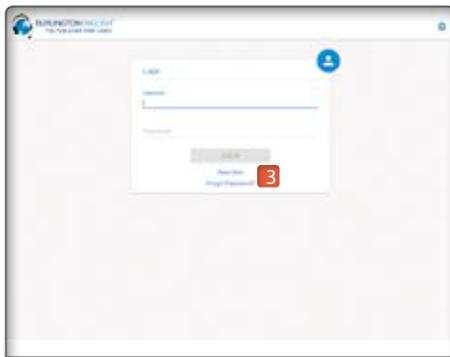
1. Go to www.BurlingtonEnglish.com. **1**
2. Click *BE Login*. **2**
3. Click *New User*. **3**
4. Enter the activation code provided by your administrator or customer manager, and click *Next*.

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.

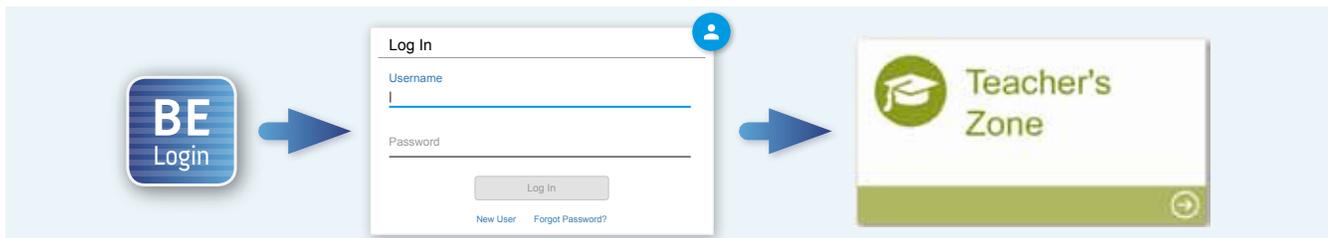
| |
|--------------------|
| My username: _____ |
| My password: _____ |

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



Logging In to the Teacher's Zone

To access the Teacher's Zone, go to www.BurlingtonEnglish.com, log in to Burlington, then click the Teacher's Zone tile.



Registering / Activating Students

There are a few ways to register students 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 this through the Teacher's Zone or the Student's Zone.

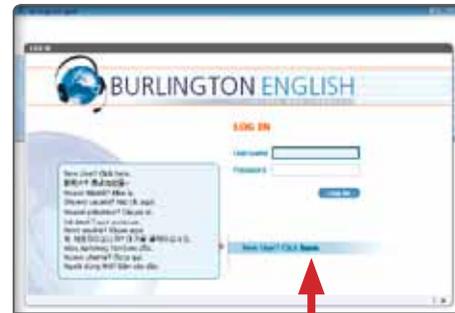
Students self-register via the Student's Zone

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

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 NOT case sensitive and can only be used once.



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



Ask your BurlingtonEnglish administrator to assign all your students to your class via the Administration Zone.

Teachers register students via the Teacher's Zone

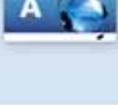


1. Log in to the Teacher's Zone and click *Student Management*.
2. Click *New Student*.
3. Fill in the student's information (mother tongue, first name, last name, gender) and create a unique username and password. Write down the username and password to give to the student.
4. Choose your class from the dropdown menu. If you don't know which class to choose, choose *Not assigned*.
5. Click *Next*. The student is now registered.

Placing Students Using the BurlingtonEnglish Placement Chart

Choose the appropriate course for your students:

If you have your students' CASAS, BEST, or TABE CLAS-E pretest scores, use the BurlingtonEnglish placement chart to place your students.

| NRS | BURLINGTONENGLISH | | | | CASAS | | BEST | | TABE CLAS-E | |
|------------------------|---|---|---|---|------------------------|-----------------|---------------|---------------|------------------------|---------------------|
| | General English Programs with Extensions | | | | Listening (980 series) | Reading | BEST Plus 2.0 | BEST Literacy | Listening and Speaking | Reading and Writing |
| ESL + | | | | | D 228+ | D 236+ | 565+ | 79+ | | |
| Advanced ESL |  |  |  |  | C 219-227 | C 221-235 | 525-564 | 76-78 | 559-600 | 557-600 |
| High Intermediate ESL |  |  |  |  | B 210-218 | B 211-220 | 485-524 | 68-75 | 526-558 | 515-556 |
| Low Intermediate ESL |  |  |  |  | B 200-209 | B 201-210 | 453-484 | 64-67 | 486-525 | 483-514 |
| High Beginning ESL |  |  |  |  | A 190-199 | A 191-200 | 428-452 | 53-63 | 450-485 | 442-482 |
| Low Beginning ESL |  |  |  |  | A 181-189 | A 181-190 | 362-427 | 21-52 | 408-449 | 395-441 |
| Beginning ESL Literacy |  | | | | A 180 and below | A 180 and below | 88-361 | 0-20 | 230-407 | 225-394 |

Career Wordlists
Career Courses Series A
Career Courses Series B

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, February 2017.)

Refer to this chart when using Control Menu, as explained on page 10.

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.

Using the Teacher's Zone

See page 5 to view how to log in to the Teacher's Zone.

Teacher's Material

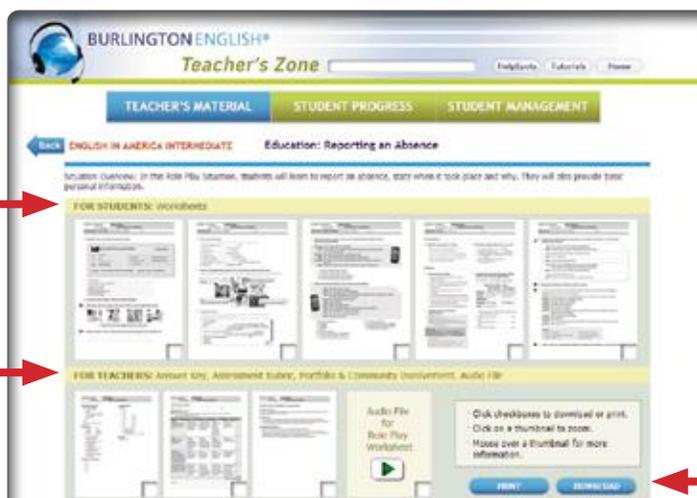
The Teacher's Material offers information and materials necessary for planning and creating successful blended lessons. These materials can be used in conjunction with the Student's Zone.



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 at the bottom

Print or download buttons

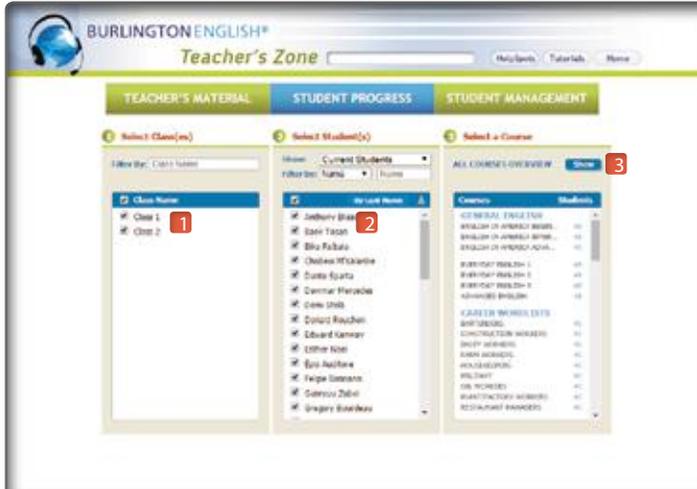
3. To see the title of each resource, hover your mouse over it.
4. Click on the resource to see it in full view.
5. You can print or download from full view OR you can click the checkbox of each resource and then click *PRINT* or *DOWNLOAD*.

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

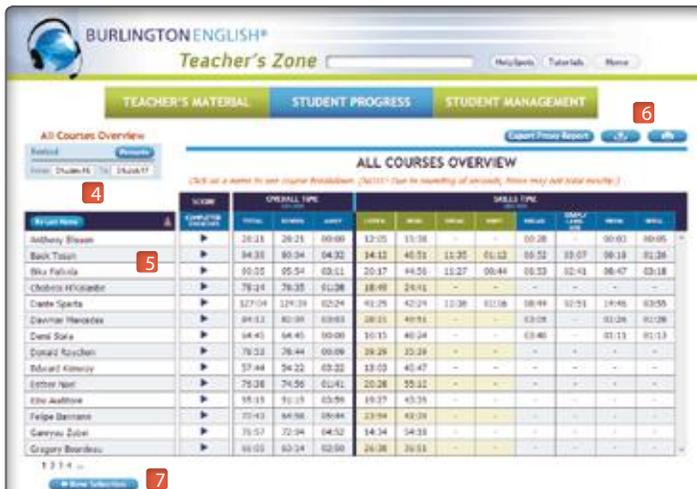
Student Progress allows you to view your students' progress in many ways. You can view their progress by skill, identify weaknesses, view individual students' performances, analyze data, and download or print reports. Follow the steps below to view the All Courses Overview or course-specific reports.



The All Courses Overview report offers views of students' time on task at school or away from school.

To run an "All Courses Overview" report:

1. Select your class or classes.
2. Select your students.
3. Select *All Courses Overview* by clicking *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 a different report.

Note:

- You can view students' progress for Vocabulary Practice by clicking *Course Wordlist*.
- You can generate reports for specific courses and extensions.
- You can run reports for Group Results, Individual Results, Group Completion, and Competency Reports.
- You can download or print all the Reports.
- To learn more about Student Progress, watch our Teacher's Zone Tutorials. See page 11 for more information.

Student Management

In Student Management, you can manage your classes and your students. If a student's name appears in gray, 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.



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.



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*.

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



Note:

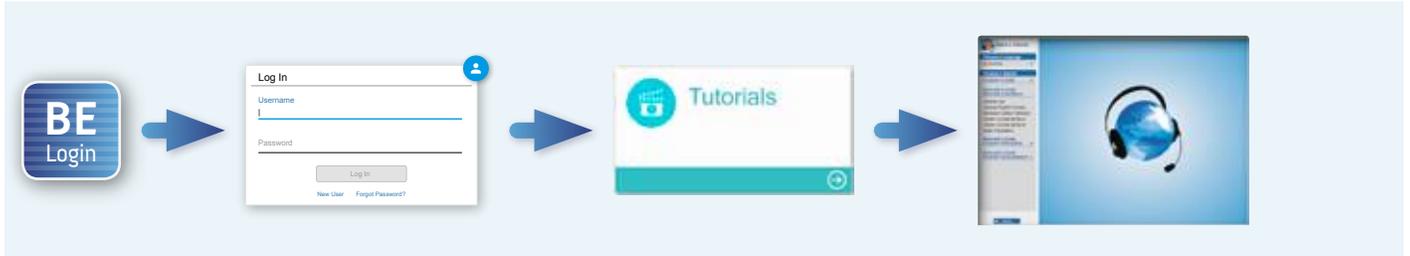
- Using the Control Menu or Control Access function also controls the Vocabulary Practice menu.
- To learn more about Student Management, watch our Teacher's Zone Tutorials. See page 11 for more information.

Teacher's Zone Tutorials

You can view Tutorials on how to access the Teacher's Materials, view Student Progress, and use the Student Management features within BurlingtonEnglish.

There are three ways to access the Teacher's Zone Tutorials:

Option 1: Through the website: Go to www.BurlingtonEnglish.com, log in to Burlington, then click the Tutorials tile.



Option 2: Through the Teacher's Zone: When you are logged in to the Teacher's Zone, click the Tutorials button on the top right corner of the screen.



Option 3: Through the Student's Zone: Click on the desktop icon. When you are logged in to the Student's Zone, click the Tutorials button on the top right corner of the screen.



Teaching with BurlingtonEnglish

BurlingtonEnglish ICL (In-Class Lessons)

The ICL offers teachers projectable structured interactive material that can be used in the classroom for presentation and practice. These teacher-led lessons are easy to use for face-to-face instruction and directly reflect the lessons students complete in the Student's Zone. The ICL strengthens the seamless blended learning environment BurlingtonEnglish provides.

English in America, *Burlington Basics*, *Career Exploration & Soft Skills* courses, and *Prepare for CASAS* are ideal for blended or hybrid learning. These courses offer parallel ICL and Student's Zone lessons. Follow the directions below to access the ICL for these courses.

English in America

1. Log in to the Student's Zone using your teacher's username and password.
2. Select the desired level of *English in America*.
3. Click on a Module and choose a Situation.
4. Note the orange ICL bar across the top of the tab bar. Click any of the ICL tabs to access the corresponding projectable activities.



Burlington Basics, Career Exploration & Soft Skills, and Prepare for CASAS

1. Log in to the Student's Zone using your teacher's username and password.
2. Select *Burlington Basics*, *Prepare for CASAS* or the desired level of *Career Exploration & Soft Skills*.
3. Choose In-Class Lessons.
4. Click on the lesson you want to teach.

Special Features for Burlington Basics and Career Exploration & Soft Skills:

- Information buttons (i) provide objectives for the Modules and Lessons.
- ICL lessons parallel the Student's Zone lessons.



Additional Training Resources

Additional training resources are available on our website.

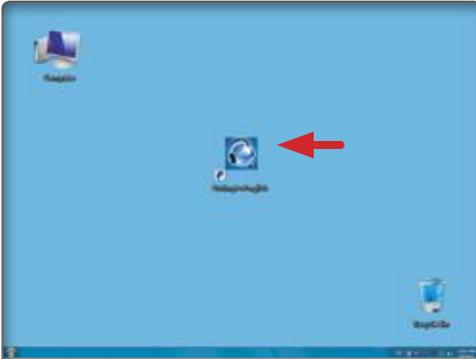
1. Go to www.BurlingtonEnglish.com and click Teacher Training at the top of the screen.
2. Click the training resource you want to view and then download or print it.

Introducing Students to BurlingtonEnglish

Logging In to BurlingtonEnglish

After students have been registered in BurlingtonEnglish and have downloaded the program, they can log in to the Student's Zone. Tell your students to follow the steps below. (You can model it for them first.)

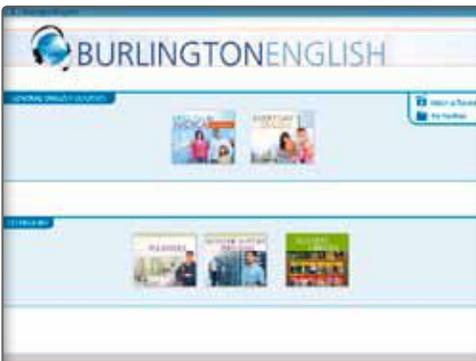
1. Double-click the BurlingtonEnglish icon on the computer's desktop.



2. Students log in using their username and password.



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



Reminder:

- To choose the correct course for your students, use the placement chart on page 7.
- To ensure that students enter the correct course and level, you can set the Control Menu. See page 10 for directions on how to use Control Menu.

Helping Students Navigate BurlingtonEnglish

There are a few ways you can help your students navigate BurlingtonEnglish.

- **Program Orientation**

Train your students using one of the Program Orientations available at www.BurlingtonEnglish.com.

- **Tutorials**

Refer students to the Tutorials which are available on the Main Menu of the Student's Zone. You can watch the Tutorials as a class or you can direct students to watch them on their own.



The "Watch a Tutorial" button appears on the top right of the Student's Zone Main Menu.



Watch the **Menu** tutorial to learn how to:

- navigate Modules and Situations / Lessons
- use the **How To** tab to find a specific language topic when you need it. For example, how to ask the price of something
- use the **Wordlist** tab to focus on vocabulary-building activities
- use the **Grammar** tab to find a specific grammar rule
- use the **Progress** tab to help students monitor their own progress

Watch the **Tools** tutorial to learn how to:

- adjust the sound
- get exercise instructions
- turn translations on / off (when available)
- get more help using HelpSpots

Watch the **Words / More Words** tutorial to learn how to:

- hear a word or phrase
- record yourself pronouncing the words and phrases
- hear your own recordings
- place a word or phrase in your Personal Wordlist

Accessing BurlingtonEnglish from a Mobile Device

Vocabulary Practice offers students unlimited access to vocabulary and pronunciation practice from their mobile devices, any time anywhere.

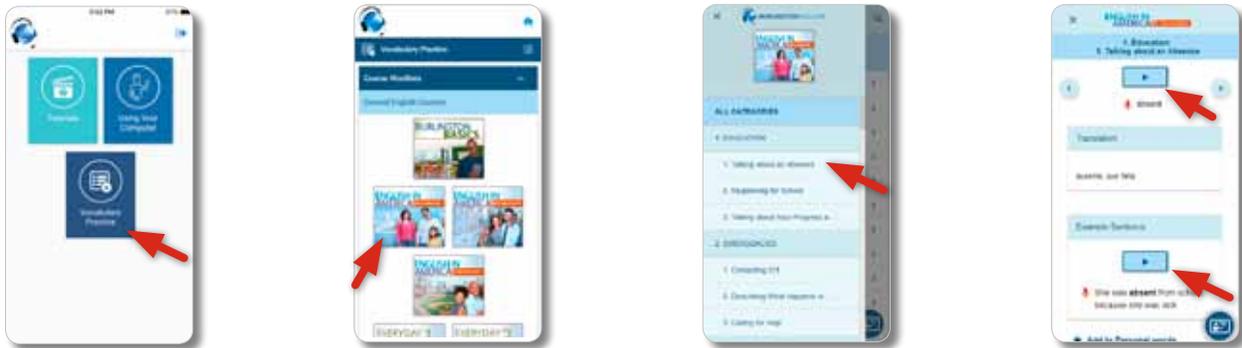
All students' time spent in Vocabulary Practice will be tracked according to the login option they choose. Students can view their progress from within Vocabulary Practice.

Access Vocabulary Practice from the BurlingtonEnglish App.



Using Vocabulary Practice

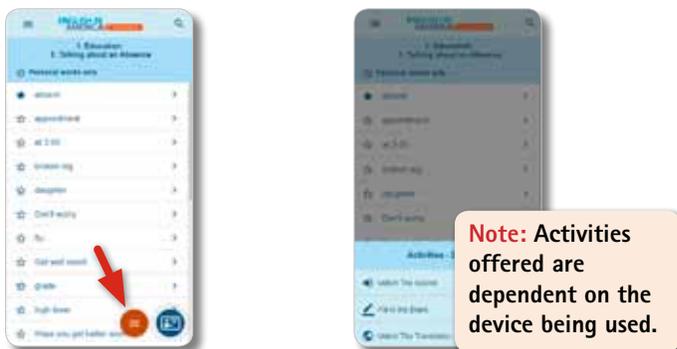
After selecting Vocabulary Practice and a course wordlist, students can view and practice vocabulary words at the course, module, or situation / lesson level.



Students can practice their speech and receive individualized pronunciation feedback.



A variety of activities are available to students for further vocabulary practice.



Note: Activities offered are dependent on the device being used.

Refer to the Burlington Vocabulary Practice User Guide for a complete walkthrough of Vocabulary Practice.

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 | |

Technical Support

www.BurlingtonEnglish.com/Support/

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

Call toll-free: **1-855-USA-BURL (1-855-872-2875)**

© BurlingtonEnglish

www.BurlingtonEnglish.com