Introduction to BurlingtonEnglish

Available on all devices, including smartphones!

Introduction to
BurlingtonEnglish
Table of Contents

BurlingtonEnglish

1 Getting Started

- Introduction: All You Need
- Available Courses
- Student Management
- Levels and Placement Chart
- Key to Main Buttons

Let Us Help You

Transform
Your Classroom

As the Publisher that Cares, **Burlington** offers a wide range of easy-to-use online solutions for your students' English language learning and career readiness needs. **Burlington**'s unmatched customer service provides ongoing implementation support, product training, and professional development by our team of highly trained specialists. As a result of our ongoing efforts to take care of all your teachers' and students' needs, we are excited to introduce our new, fully blended comprehensive curriculum – **Burlington Core**.

Burlington Core provides you with all the tools you need to transform your classroom – all in one digital package.

Burlington – Innovative Teaching Made Easy!

Burlington Core - All You Need

Course & Lesson Planner

General Course Information

- Comprehensive course overview including Scope and Sequence
- Correlations to CCRS, ELPS, CASAS Reading Standards and CASAS Competencies
- Best Teaching Practices

Lesson Plans

- Detailed Lesson Plans with correlations, pacing guidelines, and lesson wordlists to support teaching with the In-Class Lessons
- Warm-up and optional expansion activities for every lesson
- Audio and Video Scripts

ICL In-Class Lessons

- Projectable In-Class Lessons with interactive and engaging content for face-to-face instruction
- Relevant and meaningful content motivates and prepares students for independent work
- Teaching points highlight key information
- Useful tips emphasize digital literacy and numeracy
- Classroom activities facilitate groupwork and pair work
- Engaging videos prepare students for real-life interactions in English
- Authentic audio recordings

Worksheets

- ICL worksheets reinforce and enhance In-Class Lessons
- Expansion worksheets with additional communicative activities to extend lessons
- Downloadable and printable
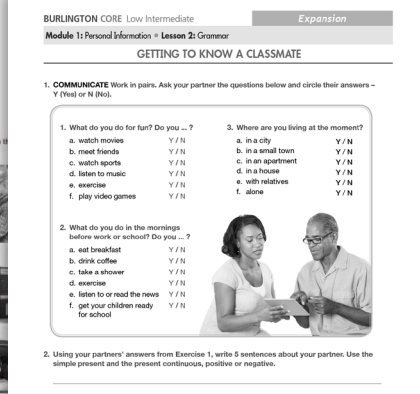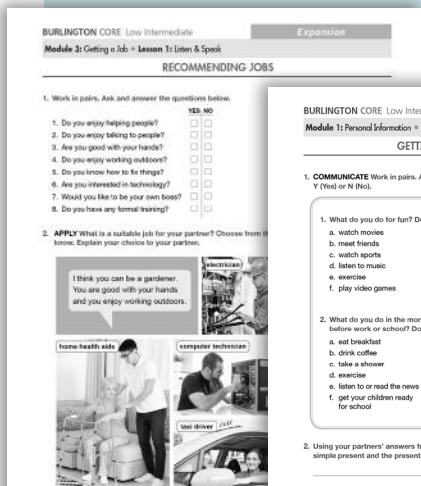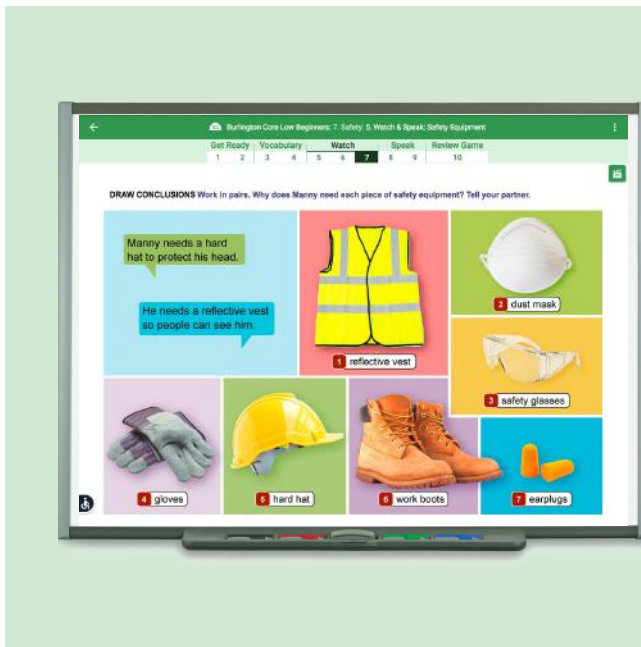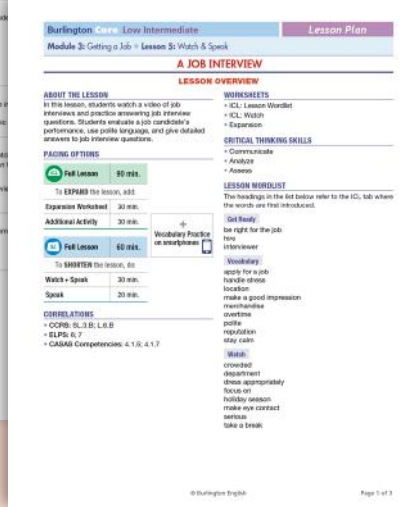
in **O**ne Digital **Package**

SL Student Lessons

- Online student lessons complement and reinforce the content of the In-Class Lessons
- Independent study in computer lab or at home
- 24/7 access on all devices, including smartphones
- Immediate feedback to promote student persistence
- Progress feature with completion, score, and time spent

Vocabulary Practice

- Practice of all the course vocabulary, on any device
- Translations, example sentences, audio, and games
- Unique SpeechTrainer provides individualized pronunciation feedback and error correction
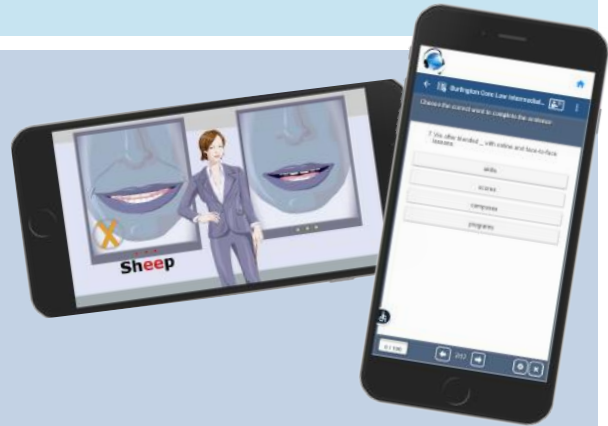
My Portfolio

- Personal digital portfolio for writing activities
- Teachers view and comment on students' work
- Students can edit and correct their work
- Printable for future reference
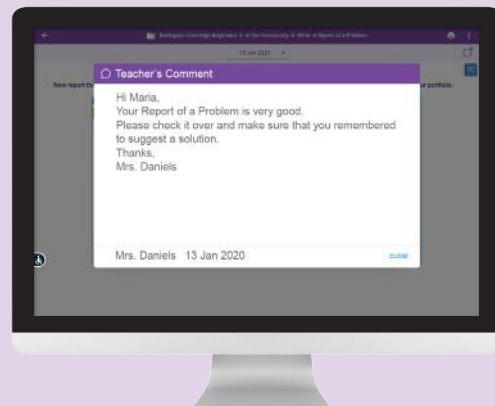
Progress

- Monitor class and individual student usage, scores, and completion in each module and lesson
- Data helps guide classroom instruction and target students' needs

Courses

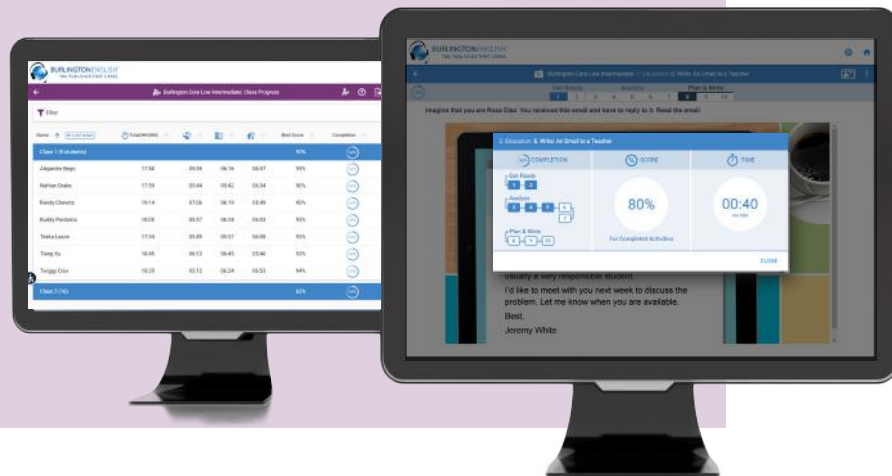- **NEW! Burlington Core**
- **EL Civics**
  - English in America
- **Exam Preparation**
  - Prepare for CASAS
- **Careers**
  - Career Exploration & Soft Skills
  - Career Clusters
- **Digital Literacy**
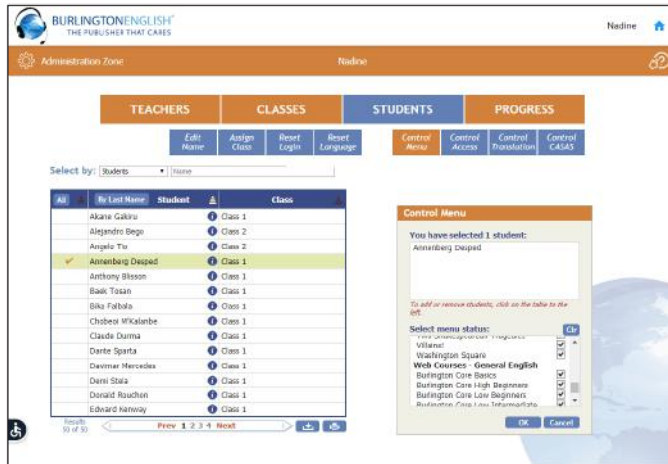 - Using Your Computer
- **BurlingtonEnglish Library**
  - Digital Readers

Click here for Course Catalog.

Student Management Tools

Dynamic Tools Allow Teachers to Create a Framework for Student Success

STUDENT MANAGEMENT

- Manage students' logins, class assignment, and more
- Customize courses to meet class needs
- Schedule the release of lessons within a course

PROGRESS

- Data provides invaluable insights into student performance
- Easily monitor and assess students' performance individually, as a class, or at the program level
- Scores, usage, and completion data is collected automatically and is accessible anytime
- Data can be used to drive instruction and target specific student needs

REPORTS

Reports can be customized as needed to meet local or state reporting requirements.

BurlingtonEnglish Placement Chart

Increase your students' success with BurlingtonEnglish

NRS	BURLINGTONENGLISH					CASAS		BEST		TABE CLAS-E	
						Listening (980 series)	Reading	BEST Plus 2.0	BEST Literacy	Listening and Speaking	Reading and Writing
Advanced ESL	Burlington Core ADVANCED	ENGLISH IN AMERICA ADVANCED	CAREER EXPLORATION & SOFT SKILLS ADVANCED	Prepare for CASAS C		C 219-227	C 221-235	525-564	76-78	559-600	557-600
High Intermediate ESL	Burlington Core HIGH INTERMEDIATE	ENGLISH IN AMERICA INTERMEDIATE	CAREER EXPLORATION & SOFT SKILLS INTERMEDIATE	Prepare for CASAS B	Career Wordlists & Courses	B 210-218	B 211-220	485-524	68-75	526-558	515-556
Low Intermediate ESL	Burlington Core LOW INTERMEDIATE					B 200-209	B 201-210	453-484	64-67	486-525	483-514
High Beginning ESL	Burlington Core HIGH BEGINNERS	ENGLISH IN AMERICA BEGINNERS	CAREER EXPLORATION & SOFT SKILLS BEGINNERS	Prepare for CASAS A		A 190-199	A 191-200	428-452	53-63	450-485	442-482
Low Beginning ESL	Burlington Core LOW BEGINNERS					A 181-189	A 181-190	362-427	21-52	408-449	395-441
Beginning ESL Literacy	Burlington Core BASICS					A 180 and below	A 180 and below	88-361	0-20	230-407	225-394

Click here for Course Catalog.

IH-014-926

Key to Main Buttons in BurlingtonEnglish

Icon / Button		Description
	Home	BurlingtonEnglish Menu
	List View	See the courses as a list
	Thumbnail View	See the courses as thumbnails
	Collapse	Close the section
	Expand	Open the section
	Switcher	Access the various components of the course
	ICL	ICL Component
	SL	Student Lessons Component
	Worksheets	Worksheets Component
	Course and Lesson Planner	Course and Lesson Planner Component
	Vocabulary Practice	Vocabulary Practice Component
	Progress	Progress Component
	Information	View the important information about a module or lesson
	Select to View	Select to view pdfs for print or download
	Lesson Progress	See completion, score and time spent for a student lesson
	Zoom	Maximize the size of the text or image
	Play	Play the recording
	Teaching Point	Presents the teaching point for the activity
	Worksheet	Indicates that there is an accompanying worksheet
	Digital Literacy Tip	Points out useful digital conventions and functions
	Numeracy Tip	Explains basic numeric concepts

BURLINGTONENGLISH®

Key to Main Buttons in BurlingtonEnglish

Icon / Button		Description
	Did You Know? Tip	Offers general helpful information
	Grammar Note	Grammar point for the activity
	Phonics Tip	Points out the sounds of letters or letter combinations and reinforces reading
Check	Check Answer	Check the answers to the activity
Show First Answer	Show / Hide First Answer	Show the answers one by one
Show All Answers	Show / Hide All Answers	Show all the answers together
Reset	Reset	Reset the activity
Save to Portfolio	Save to Portfolio	Save to your portfolio
1/5	Arrows	Go to the next screen of the activity
☆	Personal Wordlist	Add words to your personal wordlist
	Record	Record a word or phrase
	Translations	See a translation of the word / phrase
	Pronunciation Feedback	Shows score for your recording and plays your recording
	Show / Hide	Show or hide an image or text
	Print	Print the activity
	Video	Play the video
	Sound	Play the audio records for the activity
	Career Ladder	View the Career Ladder
	Model	View the model for the activities
	Text	View the Reading Text

IH-014-014

BurlingtonEnglish

2 Reaching Students Virtually

BURLINGTON ENGLISH®
THE PUBLISHER THAT CARES

Looking for a Great Way to Set Up Virtual Classes for Your Students?

The **BurlingtonEnglish** Virtual Class Scheduler allows teachers to set up classes, anytime, anywhere, on all devices!

IT'S EASY!
FOR BOTH TEACHERS AND STUDENTS!

The Scheduler and Burlington courses are accessible on all devices including smartphones.

▶ TEACHERS

STEP 1

In Zoom

Set lesson time and copy Zoom link.

STEP 2

In BurlingtonEnglish

Go to the BurlingtonEnglish Menu and select Virtual Class Scheduler.

STEP 3

In the Scheduler

Choose date and time, and paste in the Zoom link. Your class is set!

→ STUDENTS

STEP 1
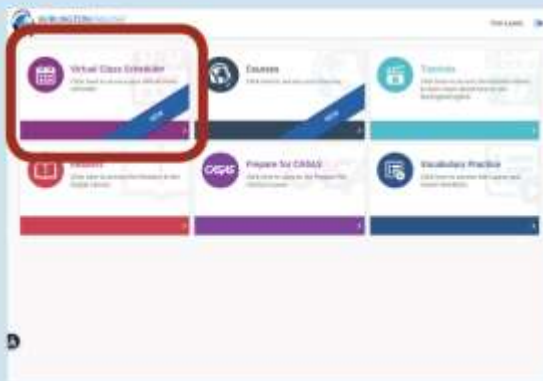
Students simply go to the BurlingtonEnglish Menu and select Virtual Class Scheduler.

STEP 2
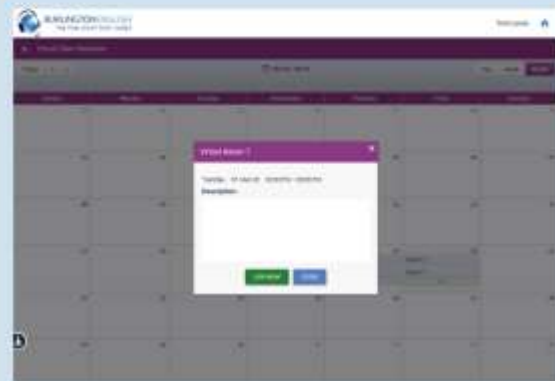
They click on the link and they're in the virtual class! There's no other action required.

→ ACCOUNTABILITY

Lesson Attendance

Title: Virtual Lesson Title

Tuesday 31-Mar-20 02:00 PM 03:00 PM

Description:
This is some sample text for my lesson description.

Link: https://zoom.us/j/123454321

Attendance: 4/8

Student 01	✓
Student 02	✓
Student 03	✗
Student 04	✓

CLOSE

All attendance is recorded automatically. Administrators and teachers can view attendance and create reports.
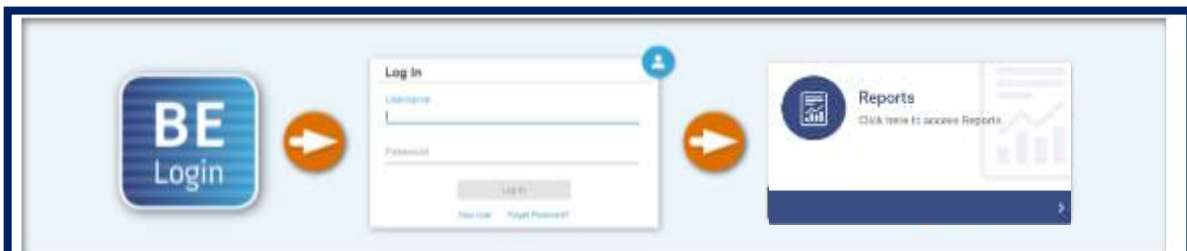
To access a list of your class attendance:
1. Log in to Burlington
2. Click the Reports Tile
3. Choose **Class Schedule Attendance Report**

How to Schedule Online Lessons with the **BurlingtonEnglish** Virtual Class Schedule
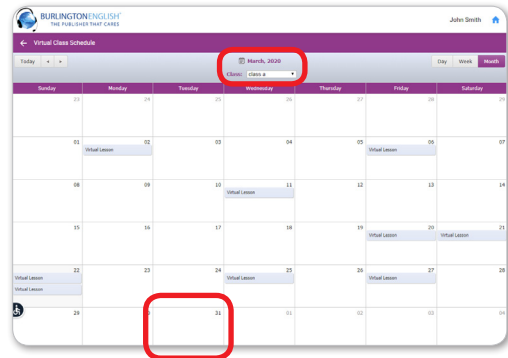
Teacher: How to Schedule Online Lessons

1 Go to www.BurlingtonEnglish.com and log in to the BurlingtonEnglish website with your BurlingtonEnglish username and password.
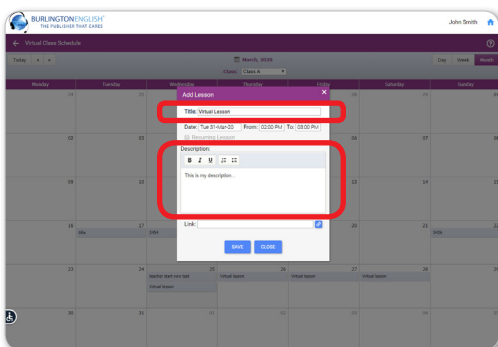

2 Click the **Virtual Class Schedule** tile from the BurlingtonEnglish menu.
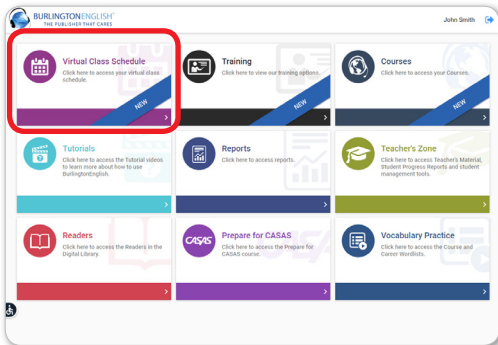
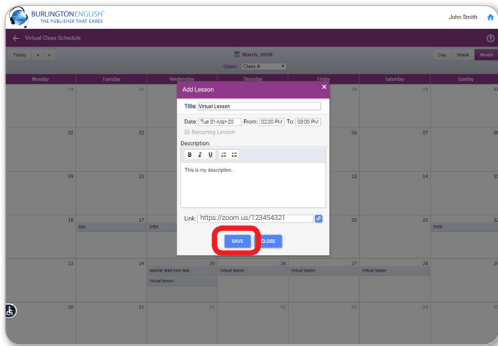**3** Select the **Class** you want to schedule a lesson for. Then select a date and time on the calendar.

4 **Add Lesson**: Fill in the **Title** of the lesson. Add comments in the **Description** section. (For recurring lessons, see Step 12.)
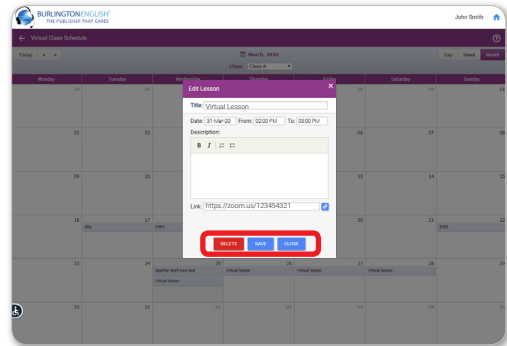

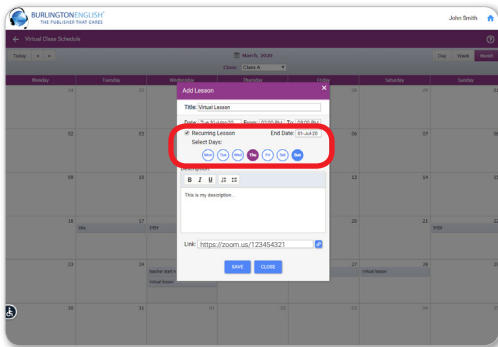**5** Paste the meeting link into the Schedule where it says **Link**.
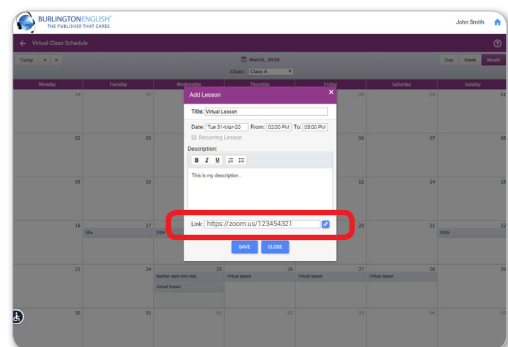
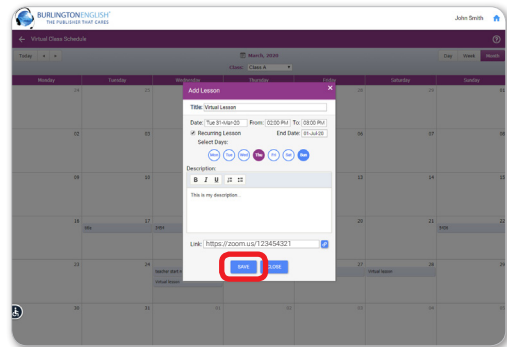**6** Click **Save**.

7 **Edit Lesson:** Make changes as needed and click **Delete**, **Save**, or **Close**.

8 To create a recurring lesson: In **Add Lesson**, check **Recurring Lesson**. Then set the **End Date** and **Select Days** of the week when you would like the lessons to recur.
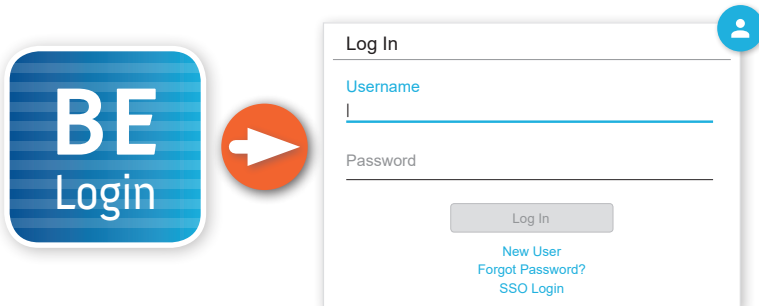

9 Click **Save**. You have now created recurring lessons for the days you selected until the end date selected.
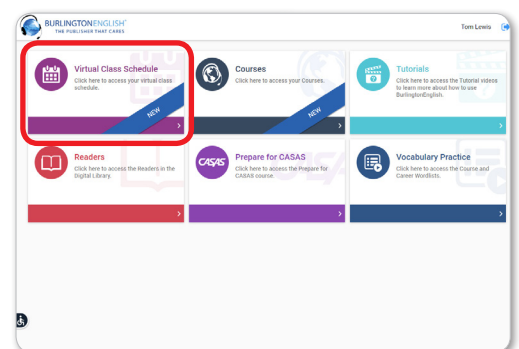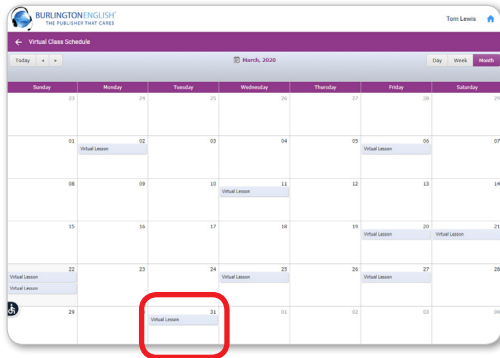

Student: How to Join a Lesson

1 Students go to www.BurlingtonEnglish.com and log in to the BurlingtonEnglish website with their BurlingtonEnglish username and password.
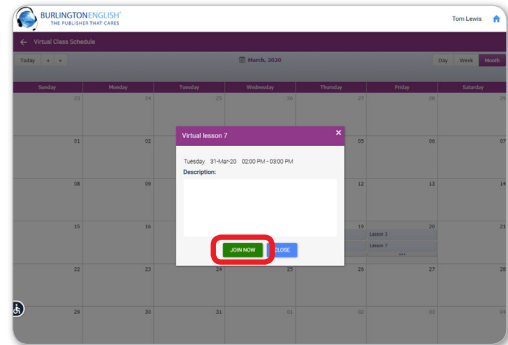

2 They click the **Virtual Class Schedule** tile from the BurlingtonEnglish menu.

BURLINGTONENGLISH®

**3** Students locate their lesson by the date and time on the calendar and click on it.

4 15 minutes before the lesson, a timer will show when the lesson is going to start. 5 minutes before the lesson, the **Join Now** button will be activated. Students click the **Join Now** button.


The lesson will only begin when the teacher joins.

Teacher: How to Start a Lesson

1 Click the **Virtual Class Schedule** tile from the BurlingtonEnglish menu.
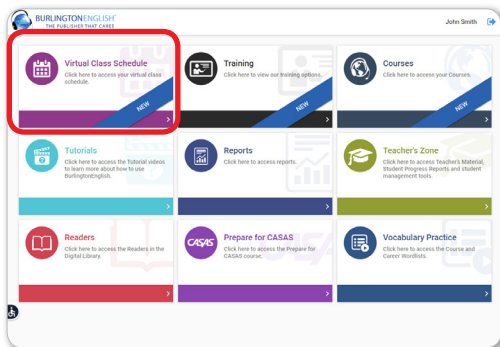
2 Select your class as above. Then select the lesson that you are about to begin.
30 minutes before the lesson, the **Start Now** button will appear. Click **Start Now** to start the lesson. You will be redirected to your Zoom meeting where your students will meet you.
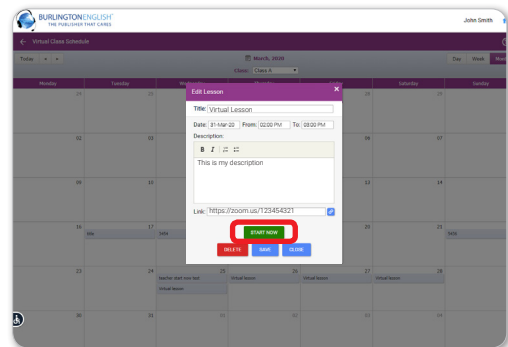
Have fun with your students!

BurlingtonEnglish

3 Student Management & Reports

- Teacher's Zone: Student Management Quick Guide
- Reports Tile: Proxy Report, All Courses Overview, & Virtual Class Scheduler

BURLINGTONENGLISH®

Teacher's Zone:
Student Management Quick Guide

Teachers can use the Student Management functions to easily manage their students' accounts.

How to Access the BurlingtonEnglish Teacher's Zone:

Laptop/Computer/Chromebook
- Go to www.BurlingtonEnglish.com.
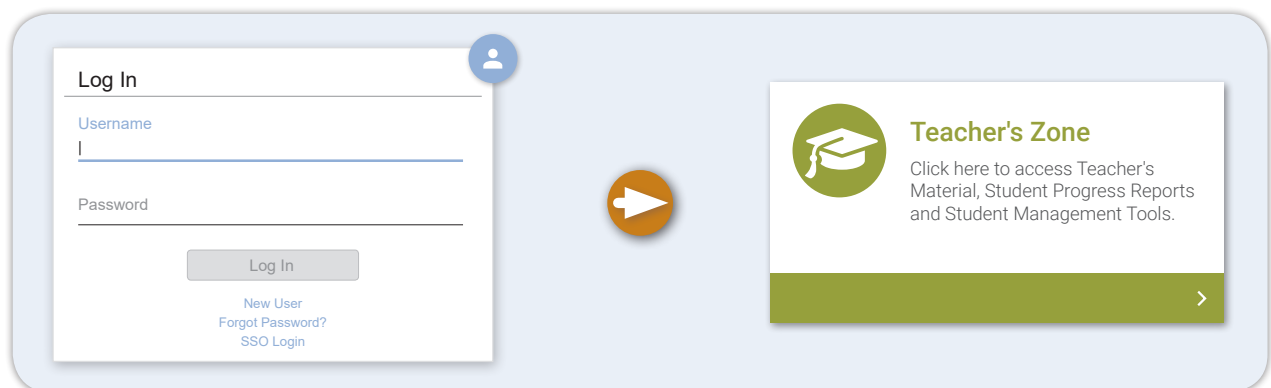- Click the blue Login button.

Tablet
- Tap the **BurlingtonEnglish** App.
- If you don't have the App installed on your tablet, download it from the Google Play Store or App Store.

or

- Log in to **BurlingtonEnglish**.
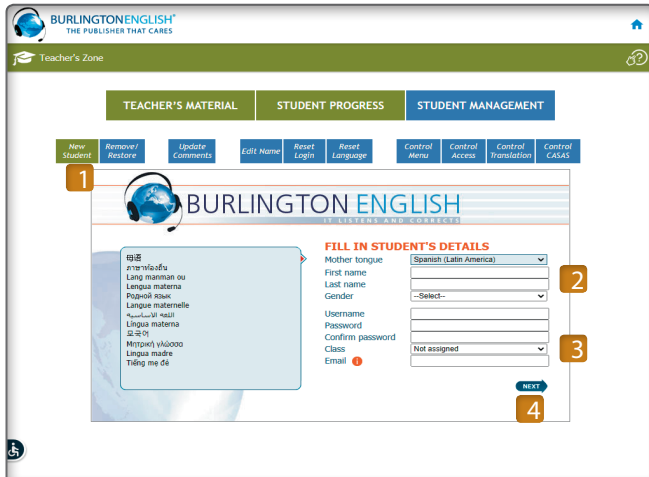- Choose the Teacher's Zone tile.

Log In

Username

Password

Log In

New User
Forgot Password?
SSO Login

Teacher's Zone

Click here to access Teacher's Material, Student Progress Reports and Student Management Tools.

Once you have logged into the Teacher's Zone, select *Student Management*. Learn more about the functions in Student Management below:

New Student

1. Click *New Student*.
2. 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.
3. Choose your class from the dropdown menu. IIf you don't know which class to choose, choose *Not assigned*.
4. Click *Next*. The student is now registered.

Edit Name
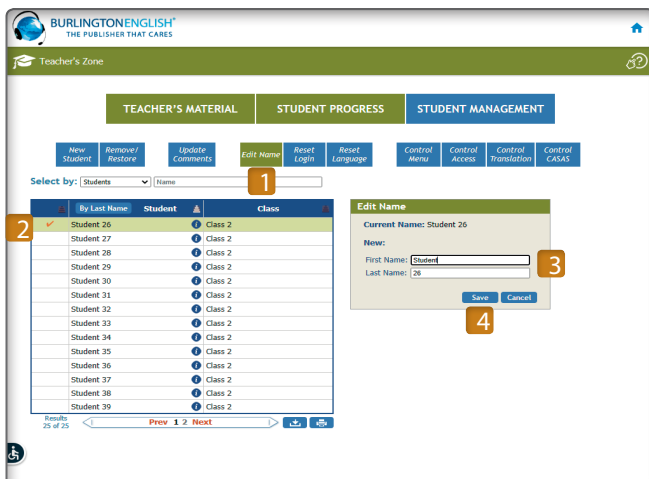
1. Click *Edit Name*.
2. Select the student whose name you want to edit.
3. Type in the correct information.
4. Click *Save*.

Reset Login
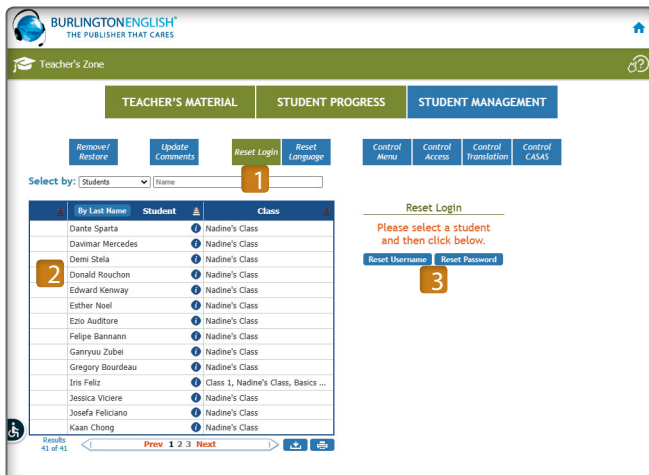
Reset students' usernames or passwords

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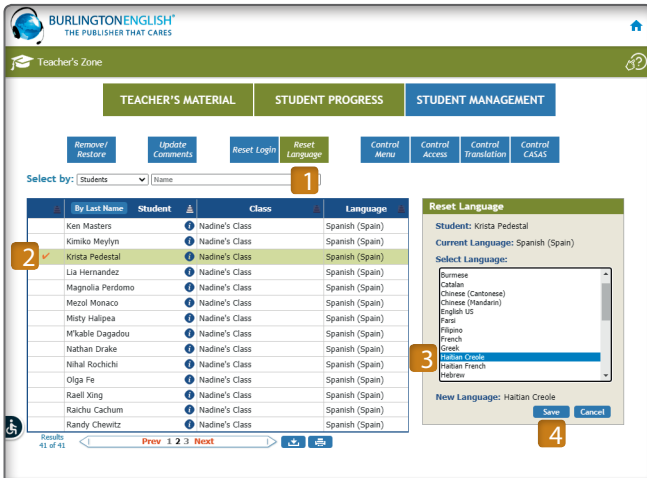3. Click *Reset Username* or *Reset Password*.

If Reset Username:

Enter the new username and click *Save*.

If Reset Password:

• Click *Yes*.
• 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

1. Click *Reset Language.*
2. Select the student(s) you want to reset the language for.
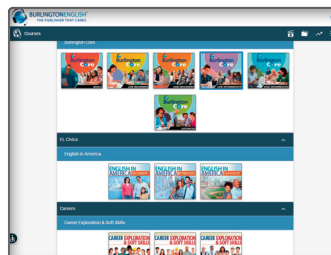3. Select the new language.
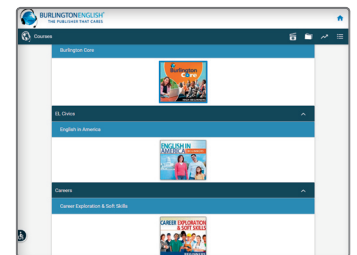4. Click *Save*.

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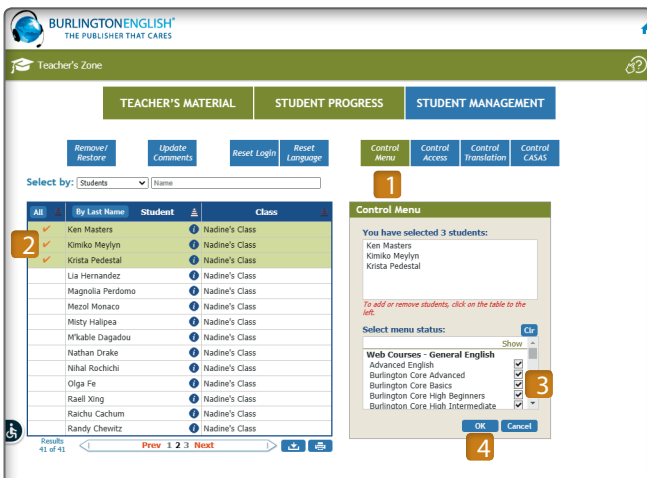
Control which course(s) appear on students' menus

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*.

Before
After

Download / Print Class List

Teachers can download and/or print a class list from any tab in Student Management that has the download and print icons.
If you do not see these icons, talk to your administrator.

1. Select a class from the drop-down menu.
2. Click the download icon to download a class list and the print icon to print a class list.

* The class list includes the following information for each student: first name, last name, username, class name, mother tongue, start date, and end date.

Proxy Report

Proxy Reports displays the time students have been active in **Burlington**English**.** This report can be generated for any 30-day period. The proxy time is displayed both as a 30-day total, and as a daily breakdown within the 30-day period.

Accessing the Proxy Report

1 **Go to www.BurlingtonEnglish.com.**

2 **Click *BE Login* and log in to Burlington.**

3 **Click the *Reports* tile.**

Log In

Username

Password

Log In

New User   Forgot Password?

BE Login

Reports
Click here to access reports.
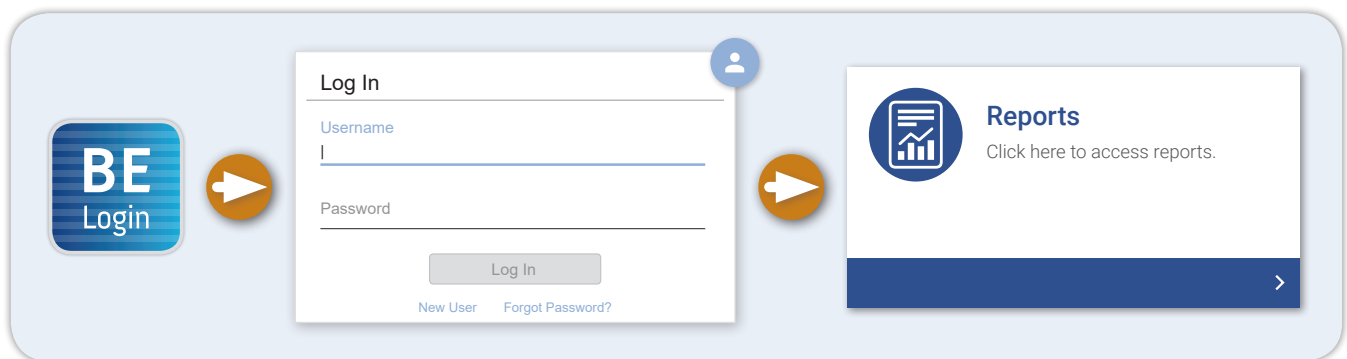
4 **Choose *Proxy Report*.**

5 **Choose *From* and *To* dates.**
Note: This report can only be generated for a maximum of 1 month.

6 **Click *Run* to view the report online or click *Export* to download the report to your computer as an Excel file.**

Choose: Proxy Report

Institution:

From Date:

To Date:

RUN   EXPORT

IH-014-924

All Courses Overview

The All Courses Overview allows teachers and administrators to see how much time students have spent actively working in each course in **BurlingtonEnglish**, as well as the date of last access for each student.
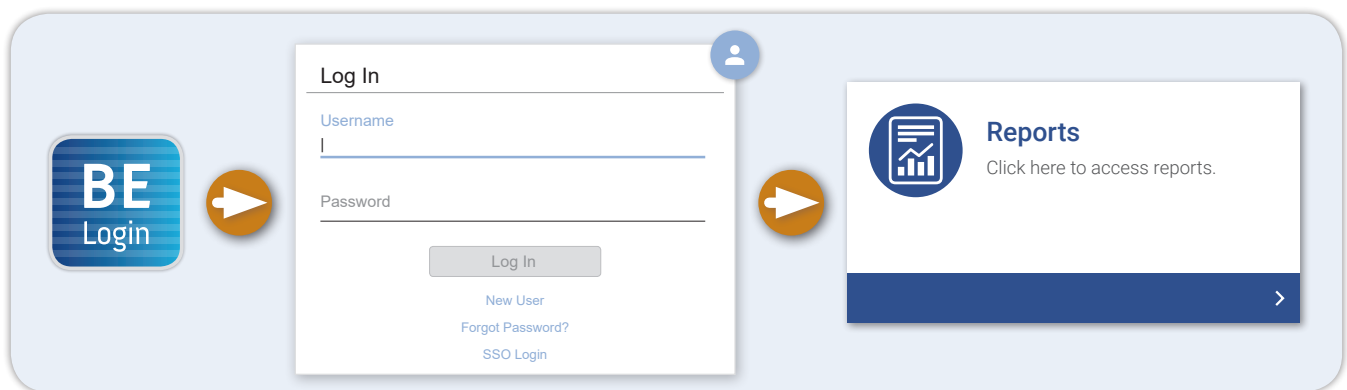
Accessing the All Courses Overview

1 Go to **www.BurlingtonEnglish.com**.

2 Click *BE Login* and log in to Burlington.

3 Click the *Reports* tile.

BE Login

Log In

Username

Password

Log In

New User

Forgot Password?

SSO Login

Reports
Click here to access reports.

4 Choose *All Courses Overview*.

5 Choose *Start* and *End* dates.

6 Click *Run* to view the report online or click *Export* to download the report to your computer as an Excel file.

Choose: All Courses Overview

Institution:

Start Date:
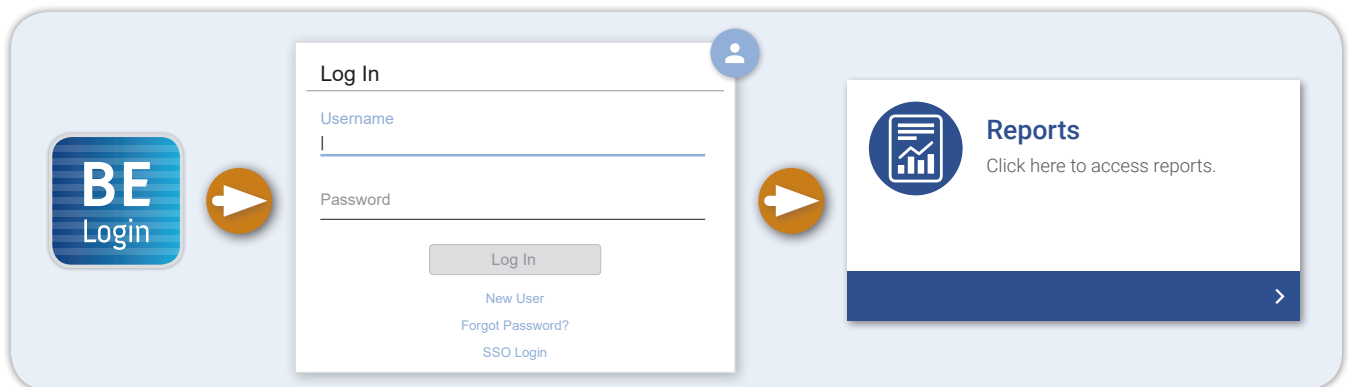
End Date:

RUN   EXPORT

IH-015-353

Virtual Class Scheduler Attendance Report

The Virtual Class Scheduler Attendance Report identifies students who have clicked the *Join Now* button in the Virtual Class Scheduler to join a lesson with a teacher in a virtual platform (e.g. Zoom, WebEx, Adobe Connect etc.).

Accessing the Virtual Class Scheduler Attendance Report

1 Go to **www.BurlingtonEnglish.com**.

2 Click *BE Login* and log in to Burlington.

3 Click the *Reports* tile.

BE Login

Log In

Username

Password

Log In

New User

Forgot Password?

SSO Login

Reports

Click here to access reports.

4 Choose *Virtual Class Scheduler Attendance Report*.

5 Choose *From* and *To* dates.

6 Click *Run* to view the report online or click *Export* to download the report to your computer as an Excel file.

Choose: Virtual Class Scheduler Attendance Report

Institution:

From Date:

To Date:

RUN   EXPORT

IH-015-352

BurlingtonEnglish

4 Teacher Resources

- Best Practices for Teaching Virtually Checklist
- Accessing BurlingtonEnglish Courses & Progress
- My Portfolio Quick Guide
- How to Create a Virtual Reading Room

Teaching Virtually with
BURLINGTON ENGLISH
Checklist for Teachers

Getting Started

☐ Turn on your camera. Your students come to class to see you! Having your camera on increases the sense of connection and relationship between teachers and students. Encourage students to turn on their cameras too, when possible.

☐ Greet students as they log in – students can often feel "invisible" in online classes, so by greeting students as they log in, by name, you help them feel welcomed and seen. You can also use this as an opportunity to note who is in attendance.

☐ Make sure that everyone can hear you.

☐ When you begin sharing your screen, check the option to share computer sound so that students will be able to hear any audio you would like to play in the lesson. Check to make sure students can see what you have shared.

Warming Up

☐ Introduce your students to the important tools of the platform you are using, such as mute and unmute, video on and off, and chat.

☐ For a warm-up, ask students to answer a simple, fun question that gives them a chance to try out participating in a low-stakes way.

Presenting & Practicing with Virtual ICLs

☐ Consider the amount of time you have with students. You may want to choose to focus on just a few activities in the ICL for your virtual lesson.

☐ Keep your first sessions simple.

☐ If there is too much background noise, use the mute all feature to mute the students. Allow students to unmute themselves to answer a question.

☐ Incorporate a variety of ways to interact: For example, teachers can call on students to read questions and to suggest answers. Students can write answers on their paper at home and then share their ideas. Teachers can assign different questions or tasks to students. Students can also use the chat feature.

☐ Pause to give students time to respond to a question.

☐ If too many students are talking at once, ask students to use the raise hand feature or to physically raise their hands-on camera.

Wrapping Up

☐ If students are new to the Student Lessons, take time to model the Student Lessons that you would like the students to complete.

☐ End the class by assigning students independent work. Remind students how to log into BurlingtonEnglish and find their Student Lessons.

Note: You can also include a link to specific activities in the Student Lessons. Go to the Student Lesson activity that you would like students to complete and copy the link from the address bar. Paste the link into an email, a class webpage, or a chat box. When students click on the link, they will be taken to the log in page. After logging in, they will be taken directly to the activity that you selected.

Following Up

☐ Check in often with students via email, phone, or social media. Ask students about any questions they may have and about their progress with their independent work.
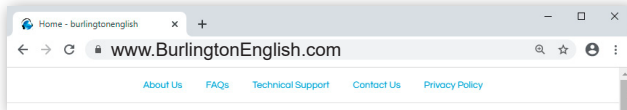
BURLINGTONENGLISH®

Accessing BurlingtonEnglish

How to log in to BurlingtonEnglish

Laptop/Computer/Chromebook

- Go to www.BurlingtonEnglish.com.

- Click the blue Login button.

BE Login

or

Tablet/Smartphone

- Tap the BurlingtonEnglish App.

- If you don't have the App installed on your tablet/smartphone, download it from the Google Play Store or App Store.

GET IT ON Google Play

Download on the App Store

- Type in your username and password.
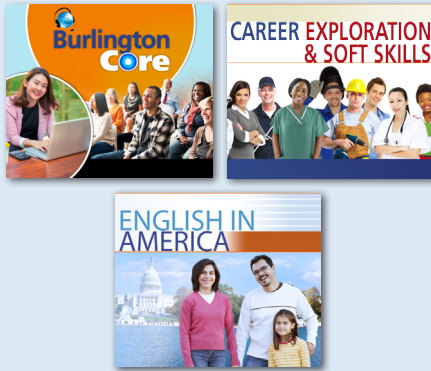
Log In

Username

Password

Log In

New User

Forgot Password?

SSO Login
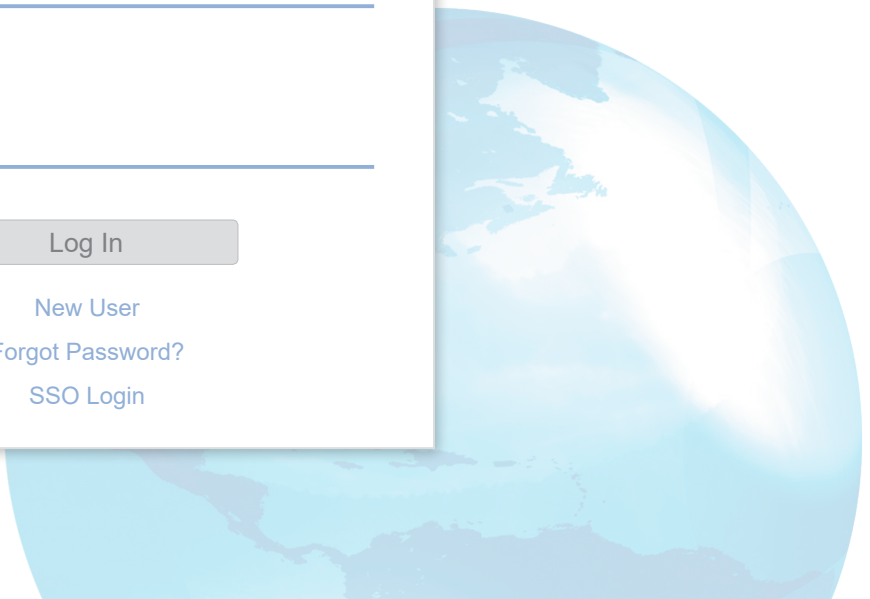
How to Access ...

Burlington Core
Career Exploration & Soft Skills
English in America

To access the courses:
- Log in to BurlingtonEnglish.
- Select the Courses tile.
- Select your course.

To access Progress:
- Log in to BurlingtonEnglish.
- Select the Courses tile.

To view All Courses Class Progress
- Click the Progress icon (⌇).

To view Course Specific Class Progress
- Select the course.
- Select Progress.

Burlington Digital Readers

To access the Readers:
- Log in to BurlingtonEnglish.
- Select the Readers tile.

To access Progress:
- Log in to BurlingtonEnglish.
- Select the Teacher's Zone tile.
- Select Student Progress.
- Select your class(es).
- Select your student(s).
- Scroll down to Readers.

Prepare for CASAS

To access the course:
- Log in to BurlingtonEnglish.
- Select the Prepare for CASAS tile.

To access Progress:
- Log in to BurlingtonEnglish.
- Select the Teacher's Zone tile.
- Select Student Progress.
- Select your class(es).
- Select your student(s).
- Scroll down to Exam Practice.

Using Your Computer

To access the course:
- Log in to BurlingtonEnglish.
- Select the Using Your Computer tile.

My Portfolio Quick Guide

What is My Portfolio?

When students complete writing activities in **Student Lessons**, they can save their work in **My Portfolio**. All materials saved in **My Portfolio** can be viewed by the teacher, who can then send comments to the students. Students can view comments from their teacher in **My Portfolio** and edit their work in **Student Lessons**.

How is *My Portfolio* useful for students and teachers?

1. It provides an opportunity for students to further develop their writing skills.

2. It helps students understand that writing is a process that involves proofreading, editing, and revision.

3. It is a tool for teachers to assess and document student learning. When students build their digital portfolios, they demonstrate growth as they work toward mastery of the language skills in each module.

Ways to support writing in the classroom:
- Writing conferences: Teachers and students meet to discuss writing progress.
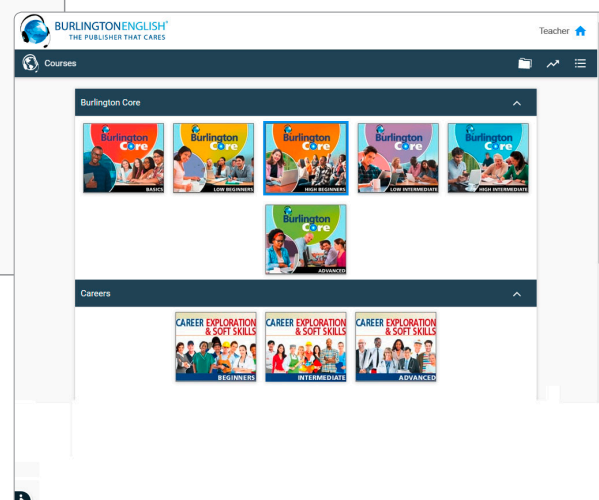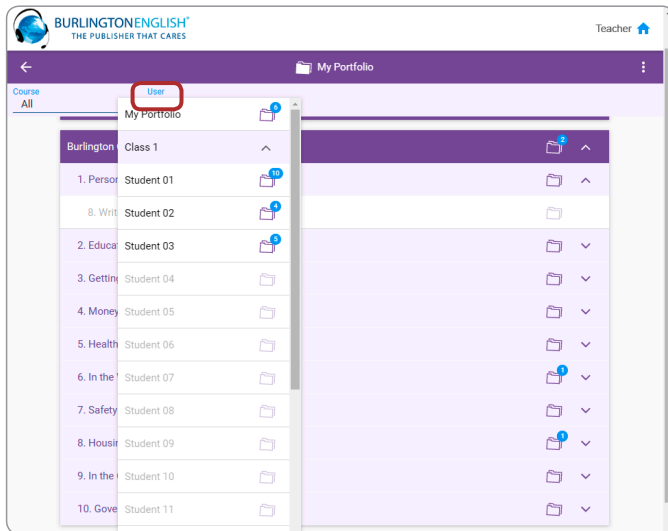- Peer writing workshops: Students read and edit each other's writing.

Part 1

A. How does a teacher view students' saved work in *My Portfolio*?
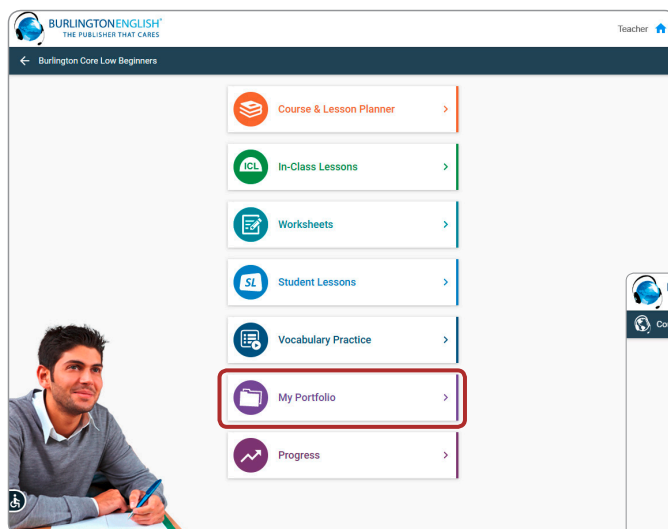
1. Click the **Courses** tile.

2. Select a course, and then choose **My Portfolio**.

Note: You can also access **My Portfolio** by clicking the **My Portfolio** icon (📁) at the top of the Courses Menu screen.
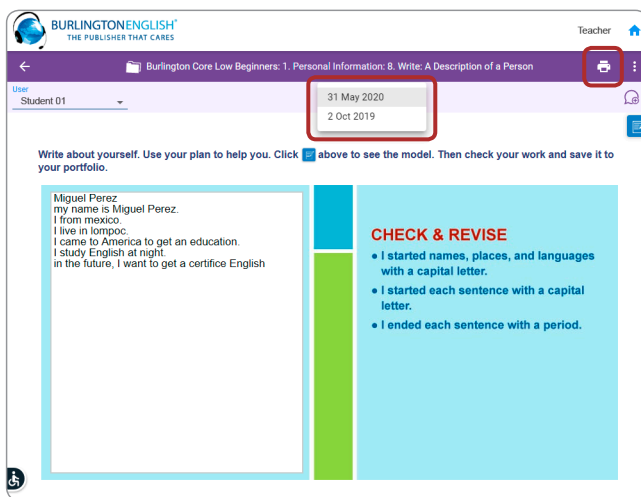
3. Go to the User drop-down menu.

4. Select your class.

5. Then choose a student.

Note: If a student has saved work to their portfolio, a blue circle with the number of the activities saved will appear by the portfolio icon for that student.
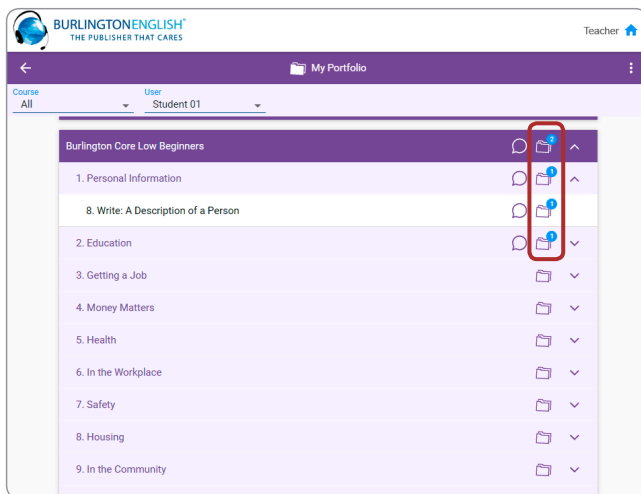

6. Click a portfolio icon (⬚) to view a student's work in a specific lesson.

Remember: If there is no blue circle, there is no work saved.

7. To view the student's previously saved versions of the same activity, click the drop-down menu and select the version you want to view.

8. You can print a copy of any saved version of a student's work.

## B. How does a teacher add a comment to students' work in *My Portfolio*?
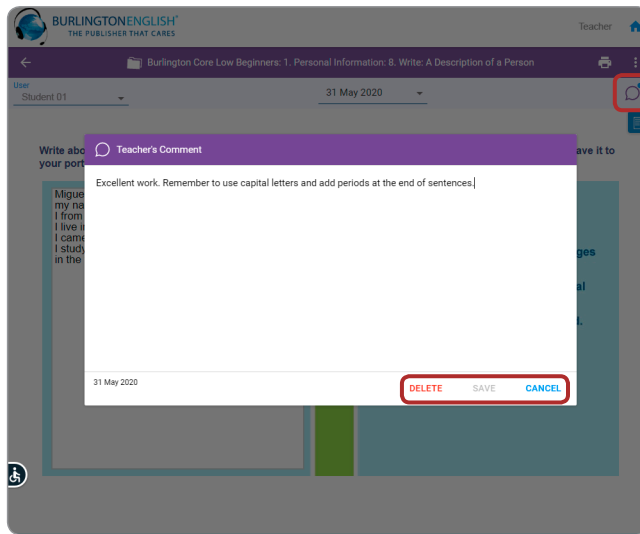
1. To leave a comment for a student, click the Add Teacher's Comment icon (⌨) at the top right-hand corner of the screen.

2. Type a comment to the student and click **Save** at the bottom of the text box. A blue dot will appear on the teacher's comment icon (○•) after you click **Save**.

3. To edit or delete your comment, click the Edit Teacher's Comment icon to open the comment. Once you have edited the comment, click **Save** at the bottom of the text box. To delete the comment, click **Delete**.

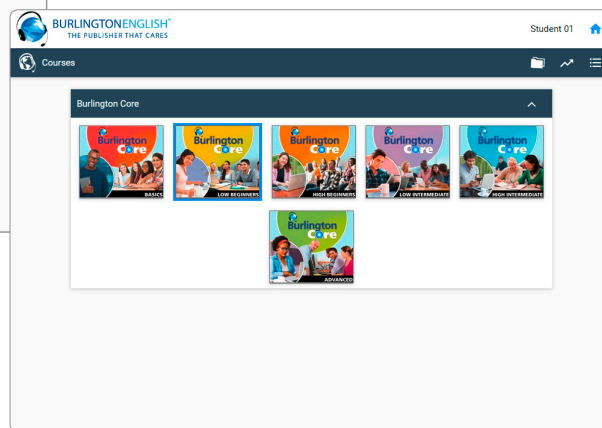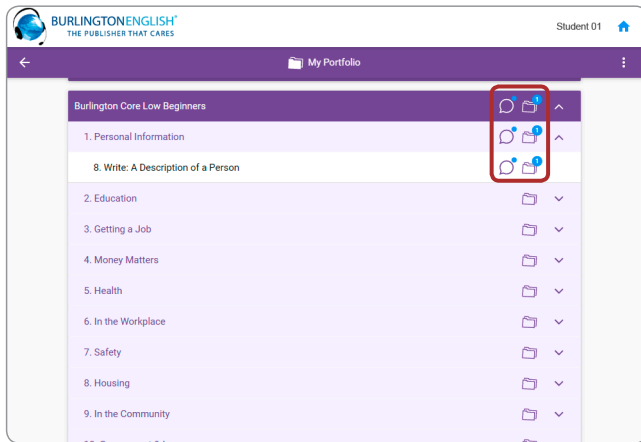**Note:** Once a student reads a comment, it cannot be edited or deleted.

Part 2

A. How does a student view a teacher's comment in *My Portfolio*?
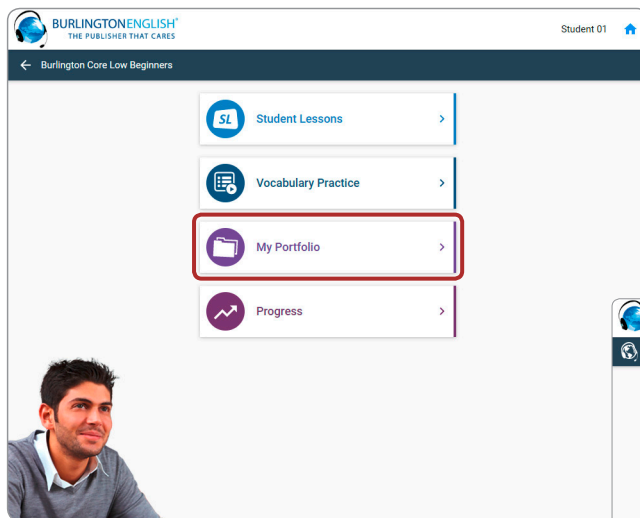
1. The student clicks the **Courses** tile.

2. They select a course and then choose **My Portfolio**.

Note: Students can also access **My Portfolio** by clicking the **My Portfolio** icon (📁) at the top of the Courses Menu screen.

3. The student clicks a portfolio icon (📁¹) to view saved work and / or a teacher's comment (○̇) for a specific lesson.

4. If there is an unread comment (○̇), it will automatically appear on the screen when accessing the lesson portfolio. After reading the teacher's comment, the student clicks **Close**. (Once a comment has been viewed, the blue dot will disappear from the teacher's comment icon.)
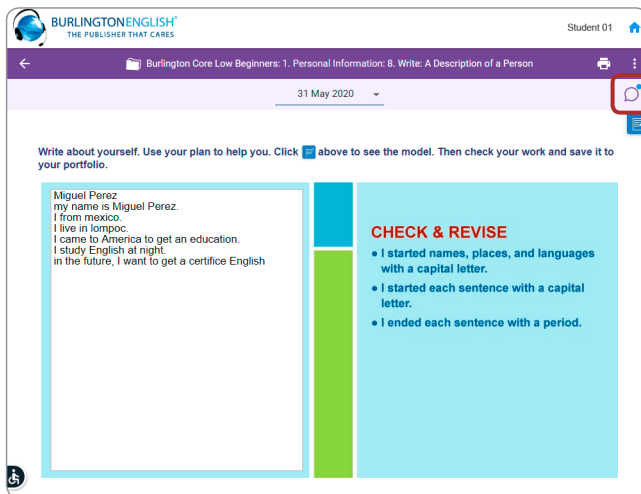
5. The student can access the teacher's comment for an activity at any time when in the **My Portfolio** component by clicking the View Teacher Comment icon in the top right-hand corner of the screen.
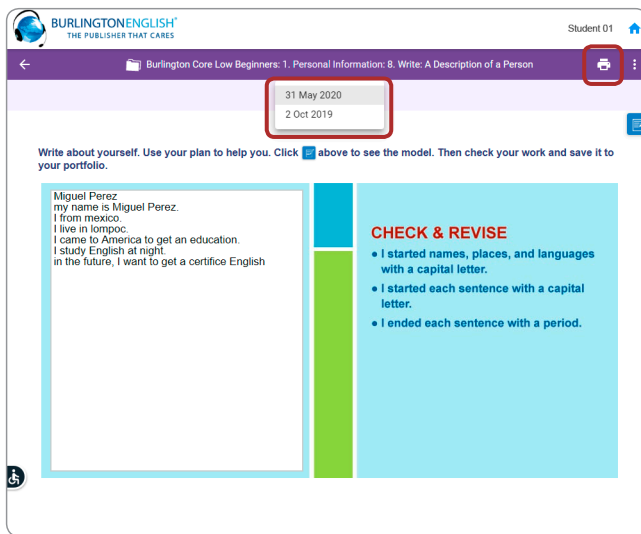
6. The student's most recently saved activity will appear on the screen. If the student would like to view previous saved versions of the same activity, they can click the drop-down menu at the top of the screen and select the version they want to view.

7. The student can print a copy of any saved versions of their work.

B. How does a student edit work saved in *My Portfolio*?
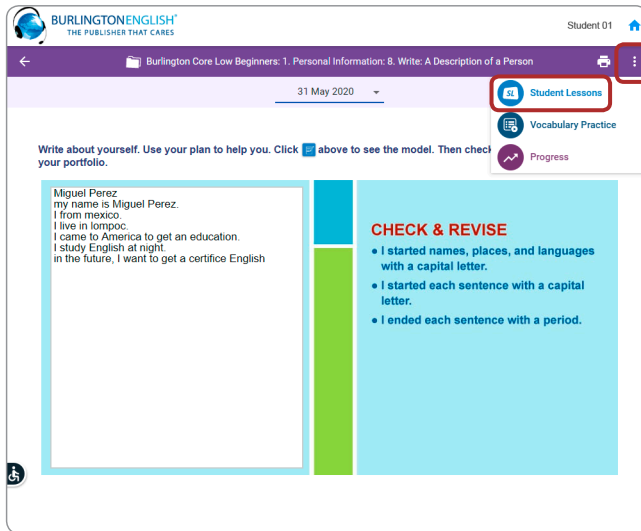
1. The student clicks the **Switcher** and selects the **Student Lessons** component which opens to the portfolio activity.
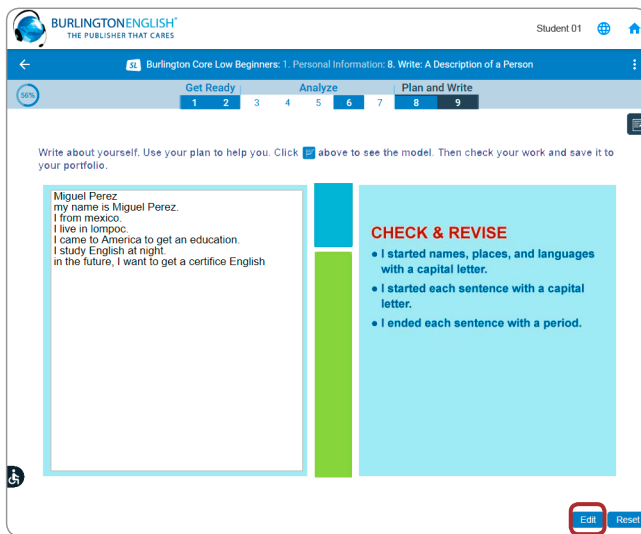
2. The student clicks **Edit** on the bottom right, makes the corrections to the text, and clicks **Save to Portfolio**.

Note: Teachers can work in **Student Lessons** just as students do. When teachers complete writing activities in the **Student Lessons**, their work is saved in **My Portfolio**.

How to Create a Virtual Reading Room with BURLINGTON ENGLISH Digital Readers

Did you know that BurlingtonEnglish Digital Readers are perfectly designed for use in the virtual classroom? As a supplement to your core curriculum, Digital Readers are an easy way to help ELLs connect as a learning community and to develop a love of reading. The anticipation of what's in the next chapter will keep your students coming back to your Virtual Reading Room!

Benefits of a Virtual Reading Room

- Builds vocabulary
- Increases reading comprehension
- Improves reading fluency
- Creates self-confidence
- Encourages academic success

Follow these steps to ensure that you and your students enjoy a fun and meaningful experience in the Virtual Reading Room.

1 Practice meeting with students in an online setting before starting your reading session.

2 Practice sharing your screen so you can display the Digital Reader during your reading session.

3 Familiarize students with basic features of your virtual platform, such as mute, camera on/off, and raise hand. Learn about more advanced features such as breakout rooms for pair and group work.

4 Set clear expectations for student participation and online classroom etiquette.

Ideas for Structuring Your Virtual Reading Room

- Choose a book from the Burlington Digital Readers Collection.
  - Students can vote on a Reader by posting their choice in the chat box.
  - The teacher can select a title for the class.
    - **Beginner** and **Intermediate** level Digital Readers are shorter in length and can be completed in less time. They are fun for read-alouds during class time.
    - **Advanced** Digital Readers are longer and more complex. Teachers can assign chapters for independent reading outside of class and then discuss the material during scheduled class time.
- Schedule specific times for your virtual Reading Room (e.g. 20 minutes at the end of each class; every Friday).

Ideas for Reading with a Group

- Give a reading assignment prior to class so students can preview and practice reading from the Digital Reader. For example: Read and/or listen to chapter 1 in *The Prince and the Pauper*.
- Read aloud the "About" section to preview the story.
- Have students take turns reading to the group. Consider students' reading abilities and adjust your expectations accordingly. Students can read a few sentences, a paragraph or a page, depending on their reading ability and level of comfort.
  - Because this session is in a virtual setting, you will need to decide in advance how to structure the turn-taking process so students are clear when it's their turn to read.
  - Be sure to include yourself in the rotation so you can model fluent reading.
  - Remember to include every student; mistakes are ok ... you are all learning together.
  - As you're reading along, be sure to allow time to answer questions about vocabulary and pronunciation.
- Use the audio option and have students listen to a passage, then pause to answer questions about vocabulary and comprehension.
- Have students practice reading together in pairs or small groups in virtual breakout rooms. Students can focus on a particular paragraph or section of the story for extra practice. They can play the audio as a model and then read aloud.

Ideas to Check for Comprehension

- Ready-made comprehension activities are included throughout each Digital Reader to check for understanding.
  - Have students work independently in their notebooks to answer the comprehension questions and then come together as a group to share and check answers.
  - Use comprehension questions to prompt discussion about the characters and settings.
  - Model and practice reading strategies such as using evidence from the text to support responses.
  - Use virtual breakout rooms to have students work in small groups.

Ideas for Post Reading: Writing and Speaking Expansion Activities

Once you have completed a Digital Reader with your class, students can work on writing expansion activities on their own time and share their written responses with classmates during class time.

Creative Writing

Ideas

- Have students write about their favorite or least favorite character and explore qualities of the character: what they like most or least about the character, why they chose a particular character, etc.
- Have students draw their favorite character and then write about the illustration. They can present the character to the class.
- Have students make up an alternative ending to the story, write the new ending and share it with the class.
- Have students re-write the story from a specific character's perspective.

5 Star Review: Rate the Digital Reader

Ideas

- Discuss what might be included in a book review. For example, a brief summary, what students liked most or least about the book, who might enjoy this story (audience), etc.
- Ask students to write a book review to share their opinion of the Reader based on the classroom discussion.

Vocabulary Activities

Build vocabulary using new words and phrases from stories in the Digital Readers.

- A-Z vocabulary notebook – personalized for each student
  For each new vocabulary word, have students write a definition or translation; use the word in a sentence; draw a picture to represent the word or phrase; write a synonym/antonym; etc. Students can discuss vocabulary words in pairs in virtual breakout rooms.

Act It Out

Have students role play a scene from the story.

- In a virtual setting, students can practice in a breakout room or outside of class in their own virtual calls and then present their role play to the class.

Watch the Movie

Several of the Digital Readers are classic stories that are available on the internet as movies or short films, e.g. *Gulliver's Travels*, *The Prince and the Pauper*, *Ghandi*.

- Show an excerpt or watch the movie together as a class. Discuss the similarities and differences.
- Encourage students to watch the movie at home with their families or friends.

Come up with your own ideas and have fun reading together!

BurlingtonEnglish

5 Getting Students Started

- Orienting Students to Student Lessons Checklist
- Student Guide to Student Lessons
- Using Tutorials to Get Students Started Part 1 & Part 2
- Student Guide to Virtual Class Scheduler
- Vocabulary Practice User Guide

Student Lessons (SL)
Walk-through Checklist

Best Practices for Training

- Work through the lesson as though you are a student working in the SL.
- Encourage students to participate and interact during the lesson. For example, ask them questions, ask them to do a drag-and-drop activity, ask them to find icons / buttons on the screen, etc.
- Periodically check for understanding as you present the lesson to your students.

Prior to Beginning the Student Lesson Walkthrough / Model Lesson	
1. Demonstrate the **Login** process.	
2. Familiarize students with the **Courses** menu.	
3. Familiarize students with the **Course Components**.	

| Begin the Interactive Student Lesson Walkthrough / Model Lesson (Choose the appropriate course level and open the **SL** component.)	
4. Discuss the **table of contents** – the sequence of modules and lessons.	
5. Choose the appropriate module and lesson.	
6. Point out the **activities** within the lesson. Explain to students that they should move through the tabs and activities in the order they appear.	
7. As you progress through the lesson, point out and demonstrate all the **icons / buttons** on the screen. (For example: arrows, reset, magnifier, play, etc.)	
8. Model each **activity type** as you present the lesson. Engage students in the model lesson. (Call on them as you would in any lesson.)	
9. Emphasize that students must click the **Check** button at the end of each activity.	
10. Show students how to **record** in the various **activity types**, including **Role-Play** found in the **Speak** tab.	
11. Demonstrate the Pronunciation Course **Training** with the **SpeechTrainer**.	
12. Point out the **Lesson Progress** icon. Explain the different sections that make up Lesson Progress – Completion, Score, and Time.	
13. Point out that Lesson Progress can also be accessed from the table of contents (use the back arrow to return to the table of contents).	

Student Guide

Getting Started with BurlingtonEnglish Student Lessons

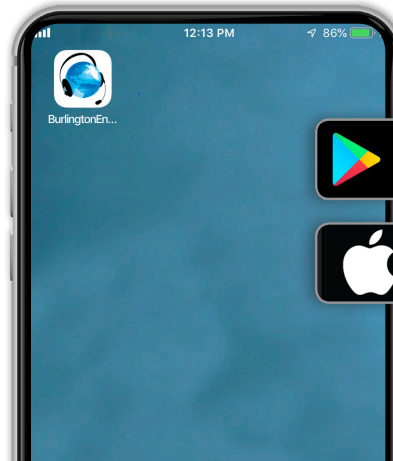### Laptop / Computer / Chromebook
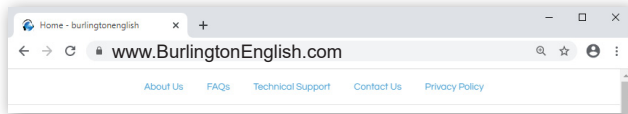
- Go to www.BurlingtonEnglish.com.

- Click the blue Login button.

BE Login

or

Tablet / Smartphone

- Tap the BurlingtonEnglish App.
- If you don't have the App installed on your tablet/smartphone, download it from the Google Play Store or App Store.

12:13 PM   86%

BurlingtonEn...

GET IT ON
Google Play

Download on the
App Store

- Type in your username and password.

Log In

Username

Password

Log In

New User

Forgot Password?

SSO Login

- Choose the Courses tile.

Courses
Click here to access your Courses.

NEW
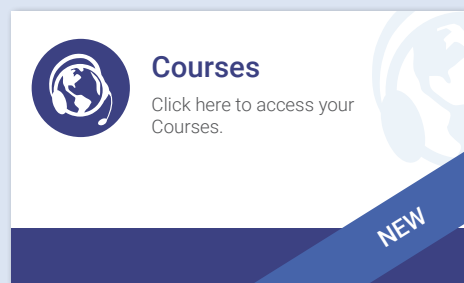
- Click your BurlingtonEnglish Course.
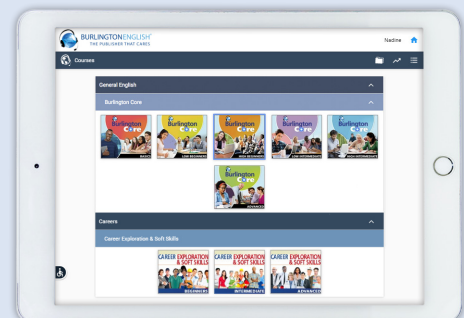
- **Click Student Lessons.**
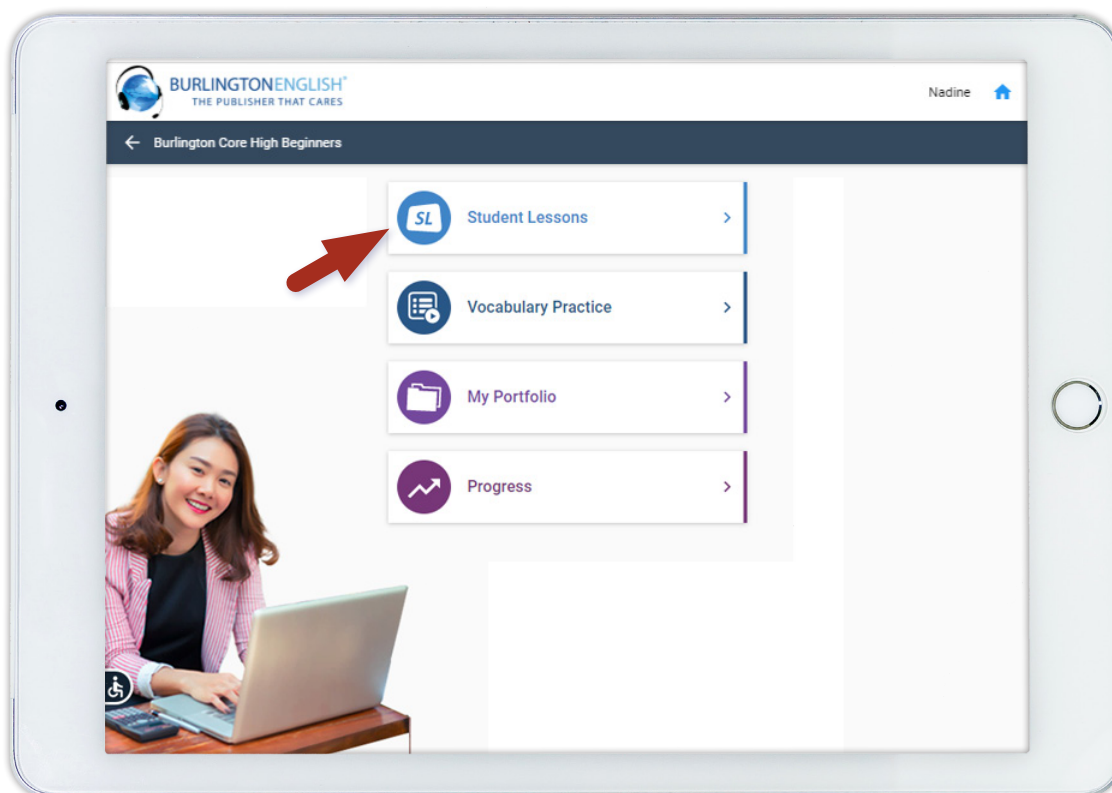
- **Click the module and lesson assigned by your teacher.**
  (Example: High Beginners, Module 1: Personal Information, Lesson 1: Listen & Speak: Achieving Goals)
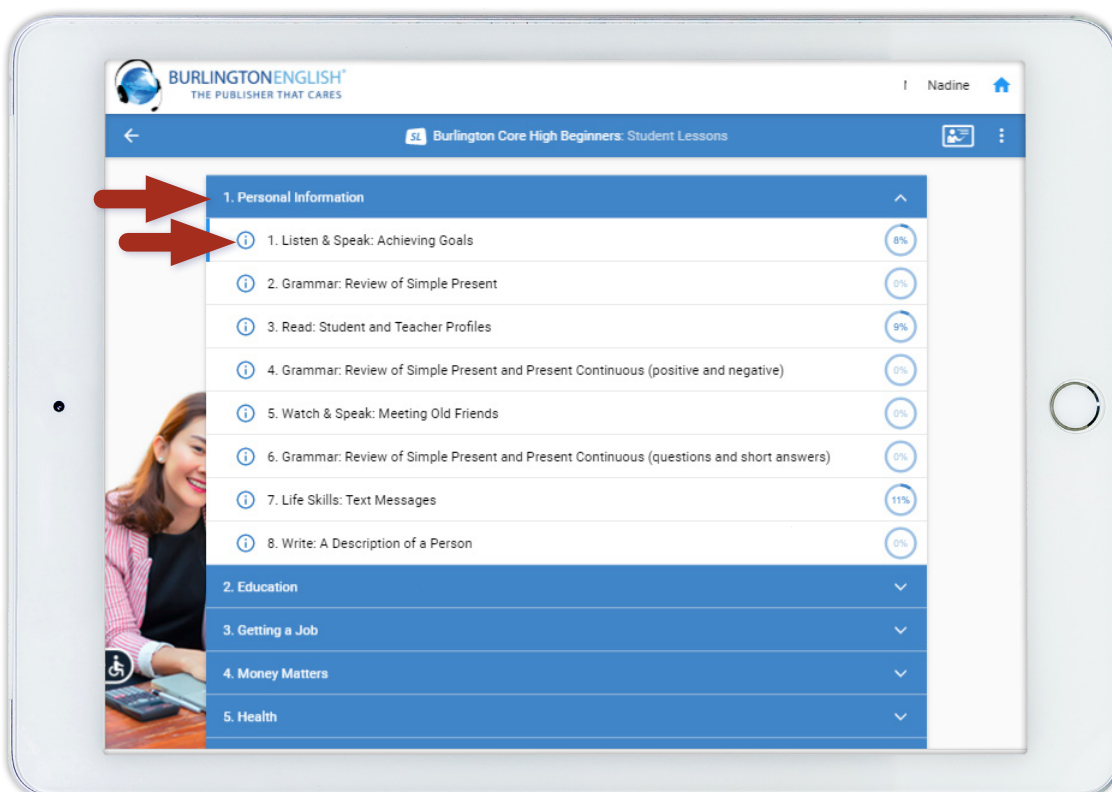
- **Read Activity 1. Then go to Activity 2.**
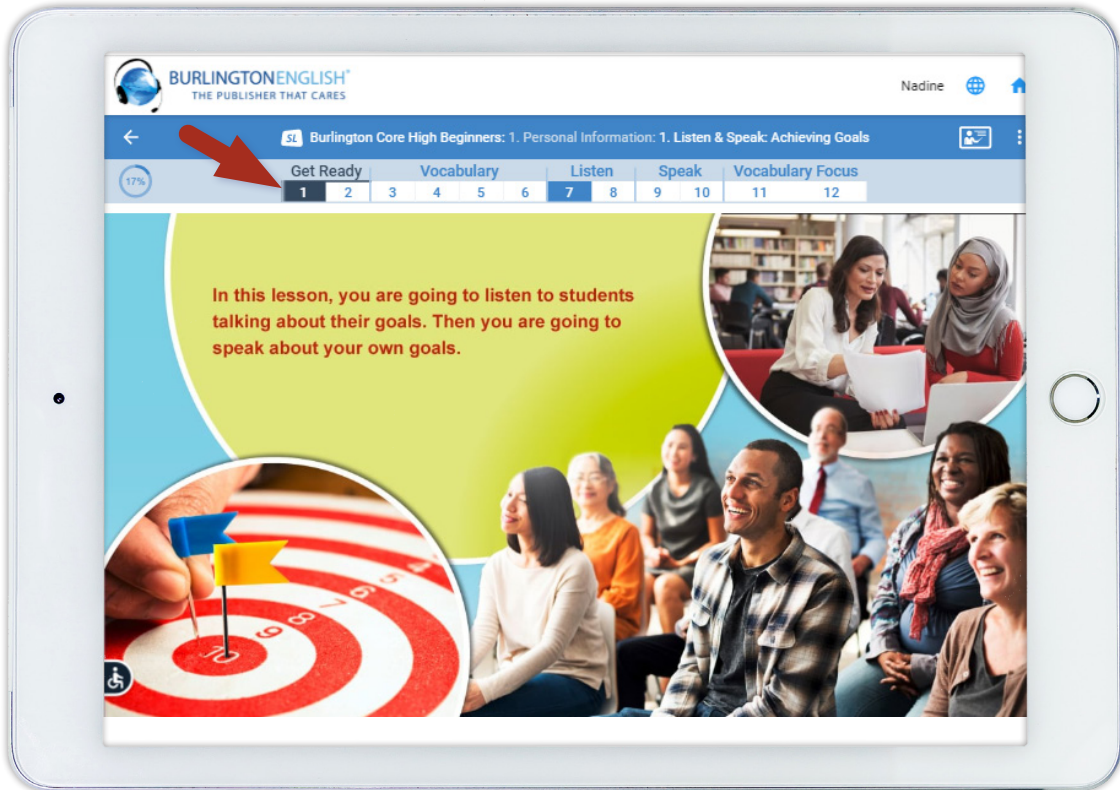
- **Read the instructions.**
- **Answer the questions.**
- **Check your answers.**

Translate instructions
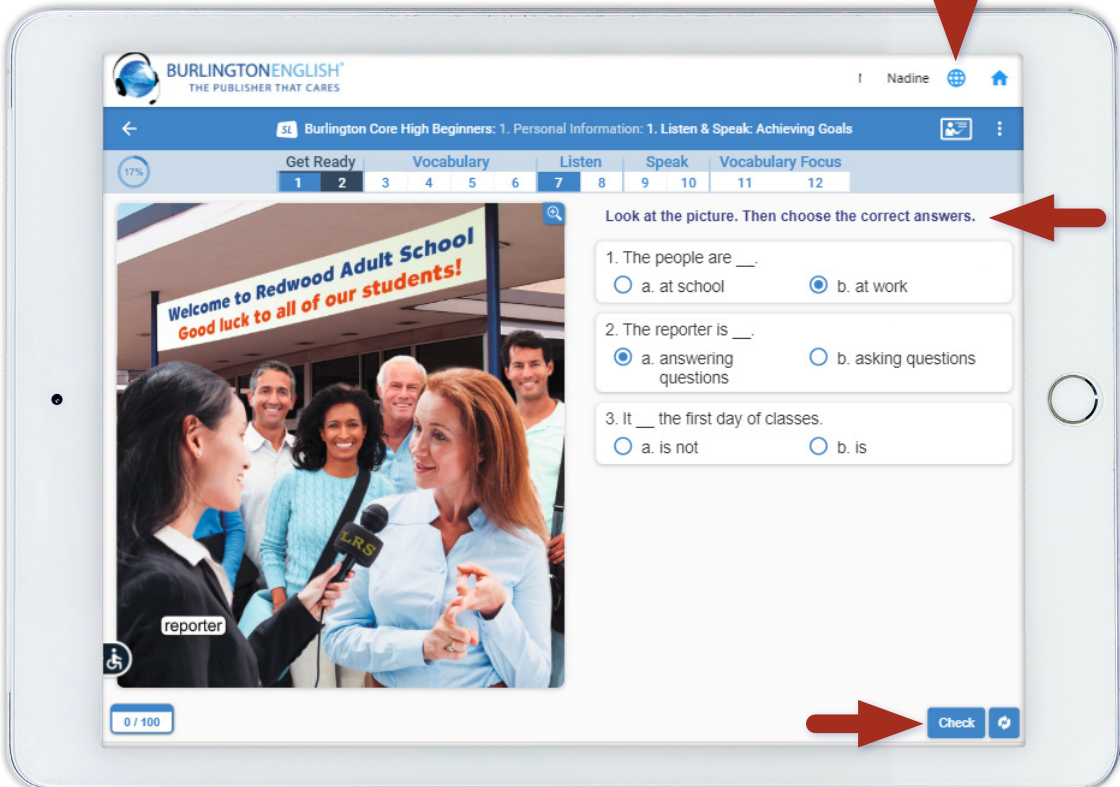
- **Complete and check all the activities in the lesson (Activities 1-12).**
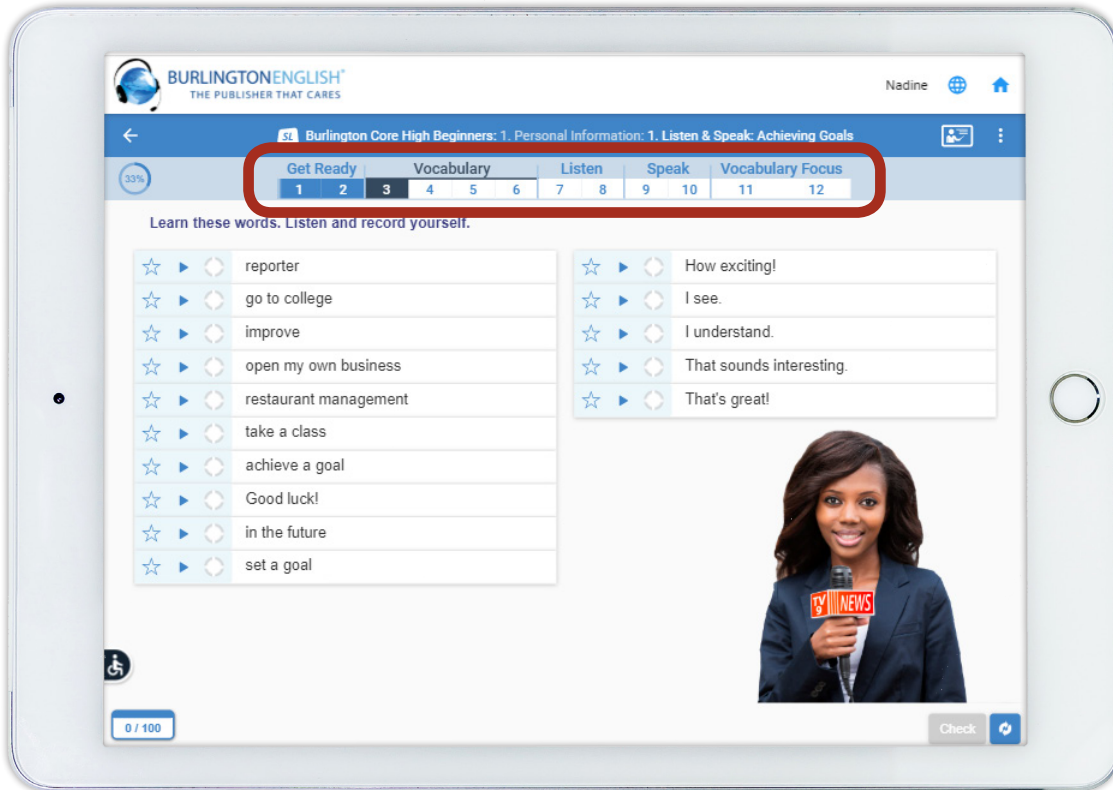
- **Now check your Progress.**

Progress →
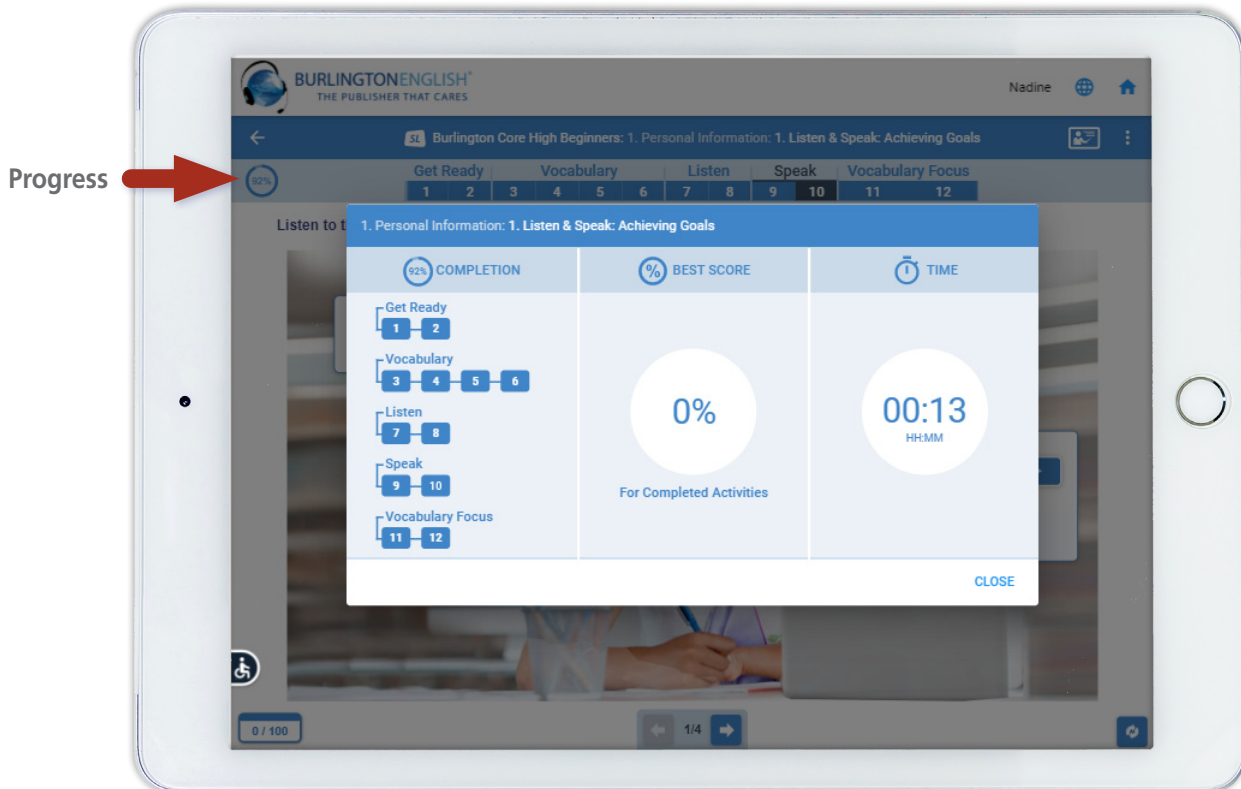
You have now completed your Student Lesson!

Using Tutorials to Get Students Started with BurlingtonEnglish
Part I

- **Accessing BurlingtonEnglish**
- **Welcome to BurlingtonEnglish Student Lessons**
- **How to Record Words and Phrases**
- **How to Record Conversations**
- **How to Complete Multiple-choice Recording Activities**

Tutorials are a great way for you and your students to become familiar with how to access BurlingtonEnglish and use Student Lessons. The tutorials are easy to access and simple to follow for students at all levels of English language proficiency. The tutorials can be accessed from the Tutorials tile. You can also access them by clicking the Tutorials icon ( ) in the Components Menu.

Use this guide to support student learning as you show the tutorials in class. Together, the tutorials and accompanying questions will help set your students on the path to success with BurlingtonEnglish Student Lessons!

Best Practices When Showing a Tutorial in Class

Before playing the tutorial:
- Introduce the title and purpose of the tutorial.

While playing the tutorial:
- Pause the video as needed to check for understanding.

After playing the tutorial:
- Ask students questions to test for understanding.
- Play the video again and encourage students to ask questions they may have about the topic of the tutorial.
- Encourage students to review the videos after class.

BURLINGTONENGLISH®
THE PUBLISHER THAT CARES

The following are suggested questions for the *Accessing BurlingtonEnglish* and *Student Lessons* tutorials. Consider the levels and abilities of your students and adjust the questions as needed.

Accessing BurlingtonEnglish Courses from a Laptop, Desktop, or Chromebook

1 How do you get to the BurlingtonEnglish website from a laptop, desktop, or Chromebook?
   Answer: Go to BurlingtonEnglish.com.

2 How do you log in to BurlingtonEnglish?
   Answer: Click the blue BE Login button and type your username and password.

3 Do you know your BurlingtonEnglish username and password?
   Answers may vary.

Accessing BurlingtonEnglish Courses from a Tablet or a Smartphone

1 How do you access BurlingtonEnglish on a tablet or smartphone?
   Answer: From the BurlingtonEnglish app which can be downloaded from the Google Play Store or App Store.

2 Do you have the BurlingtonEnglish mobile app on your tablet or smartphone?
   Answers may vary.

3 What tile do you select to view BurlingtonEnglish courses?
   Answer: Select the Courses tile.

Welcome to BurlingtonEnglish Student Lessons

1 Where are the instructions for each activity?
   Answer: Instructions can be found at the top of an activity page.

2 How do you see instructions in your language?
   Answer: Click the translation icon 🌐 in the upper right-hand corner.

3 What do you do when you complete an activity?
   Answer: Click the check button, review your work, and view your score.

4 How do you know you have completed an activity?
   Answer: The activity numbers change color from white to blue; a score will appear at the bottom of the screen; correct answers are green and incorrect answers are red.

5 What information do you see in Lesson Progress?
   Answer: Activity completion, best score for completed activities, and time spent in the lesson.

How to Record Words and Phrases in BurlingtonEnglish

1 How do you listen to a word or phrase?
   Answer: Click the play button next to each word or phrase.

2 How do you record a word or phrase?
   Answer: Click the microphone icon 🎤 and record the word or phrase.

3 How do you know if a word or phrase has been recorded?
   Answer: The pronunciation feedback circle 🔄 will appear.

4 How do you listen to your recording?
   Answer: Click the play button inside the pronunciation feedback circle 🔄 .

5 How do you translate a word or phrase?
   Answer: Click the translation icon 🌐 next to the word or phrase.

How to Record Conversations in BurlingtonEnglish

1 How do you listen to the conversation?
Answer: Click the play button.

2 How do you choose a character to record?
Answer: Click one of the characters at the bottom of the screen.

3 How do you begin recording?
Answer: Click the microphone icon 🎤 next to the character's name.

4 How do you listen to your recording?
Answer: Click the play button inside the pronunciation feedback circle ↻ .

How to Complete Multiple-choice Recording Activities in BurlingtonEnglish

1 How many times can you click the play buttons to listen to the questions, statements, and responses?
Answer: As many times as you like.

2 How do you know your answer is correct?
Answer: If your response is correct, a green check mark will appear. If your answer is incorrect, a red X will appear.

3 How do you know if the activity is completed?
Answer: A box will appear that says "Activity Completed."

4 What do you do if you want to improve your score or if you would like more practice?
Answer: Click the reset button and try again.

Using Tutorials to Get Students Started with BurlingtonEnglish Part 2

- **Vocabulary Practice**
- **My Portfolio**
- **Progress**
- **SpeechTrainer Pronunciation Course**

Tutorials are a great way for you and your students to become familiar with the features of BurlingtonEnglish. Tutorials are easy to access and simple to follow for students at all levels of English language proficiency. The tutorials can be accessed from the Tutorials tile. You can also access them by clicking the Tutorials icon ( ) in the Components Menu.

Use this guide to support student learning as you show the tutorials in class. Together, the tutorials and accompanying questions will help set your students on the path to success with BurlingtonEnglish.

Best Practices When Showing a Tutorial in Class

Before playing the tutorial:

- Introduce the title and purpose of the tutorial.

While playing the tutorial:

- Pause the video as needed to check for understanding.

After playing the tutorial:

- Ask students questions to test for understanding.
- Play the video again and encourage students to ask questions they may have about the topic of the tutorial.
- Encourage students to review the videos after class.

The following are suggested questions for the *Vocabulary Practice, My Portfolio, Progress,* and *SpeechTrainer Pronunciation* Course tutorials. Consider the levels and abilities of your students and adjust the questions as needed.

Vocabulary Practice

1 How do you access Vocabulary Practice in a BurlingtonEnglish course?
   Answer: First select your course, then click Vocabulary Practice.

2 What can you record in Vocabulary Practice?
   Answer: You can record words or phrases. You can also record example sentences.

3 How do you open the activities in Vocabulary Practice?
   Answer: Click the orange Activity icon .

My Portfolio

1 How do you access My Portfolio?
   Answer: First select your course, then click My Portfolio.

2 How do you know if your teacher made a comment on your work?
   Answer: You will see a blue dot next to the Teacher's Comment icon.

3 How do you edit your saved work?
   Answer: Click the switcher and select Student Lessons to return to the writing activity.

Progress

1 How do you access Progress for a course?
   Answer: First select your course, then click Progress.

2 What information about your Progress can you see?
   Answer: You can see information about Time, Best Score, and Completion.

3 When you click Completion for a lesson, activities that have been completed are shown in blue. What color shows that an activity has not been completed or checked?
   Answer: White

4 How can you go back to redo or complete activities?
   Answer: Click any activity number in the completion column.

SpeechTrainer Pronunciation Course

1 How do you know a SpeechTrainer Pronunciation Course is ready for you?
   Answer: The SpeechTrainer icon will appear.

2 How many steps are in the pronunciation course?
   Answer: 3 or 4

3 How do you return to your Student Lesson or Vocabulary Practice activity when you are done with the pronunciation course?
   Answer: Click Close.

How to Join a Lesson with the BurlingtonEnglish Virtual Class Scheduler

1 Students go to www.BurlingtonEnglish.com and log in to the BurlingtonEnglish website with their BurlingtonEnglish username and password.
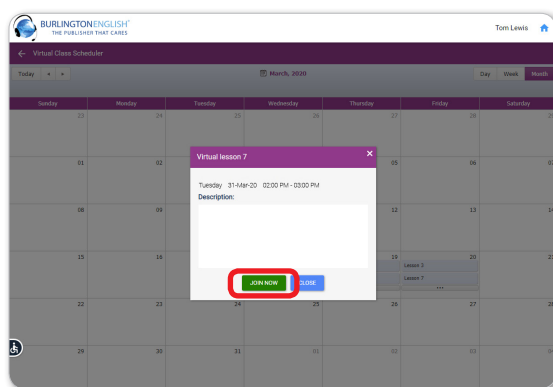
Log In

Username

Password

Log In

New User
Forgot Password?
SSO Login
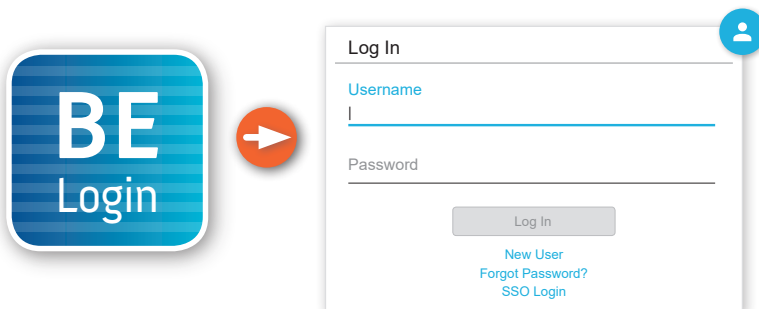
2 They click the **Virtual Class Scheduler** tile from the BurlingtonEnglish menu.
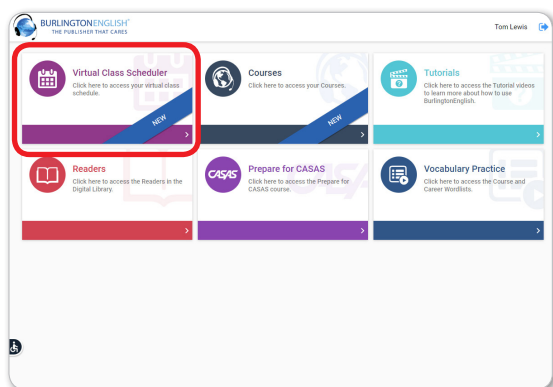
3 Students select a date and lesson.
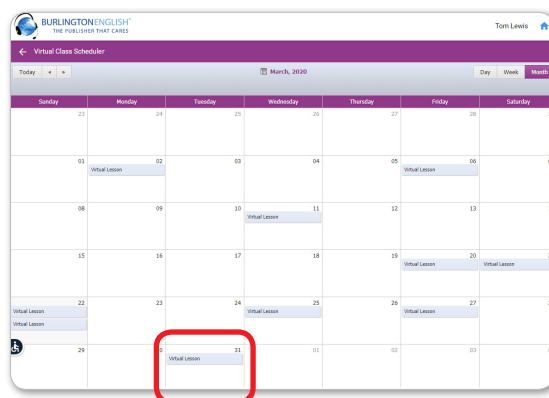
4 They click the **Join Now** button. The timer will show when the lesson is going to start.

The lesson will only begin when the teacher joins.

For support: **www.BurlingtonEnglish.com/support**

BURLINGTONENGLISH®

Burlington Vocabulary Practice User Guide

Install the BurlingtonEnglish app from the Google Play store or the App Store.

For Android Users	For iOS Users
1. Open the Google Play Store app.	1. Open the App Store app on your iPhone.
2. Search for and select "BurlingtonEnglish".	2. Search for "BurlingtonEnglish".
3. Tap "Install" and follow the onscreen instructions to complete the installation.	3. Tap "BurlingtonEnglish".
	4. Tap "Get" and follow the onscreen instructions to complete the installation.
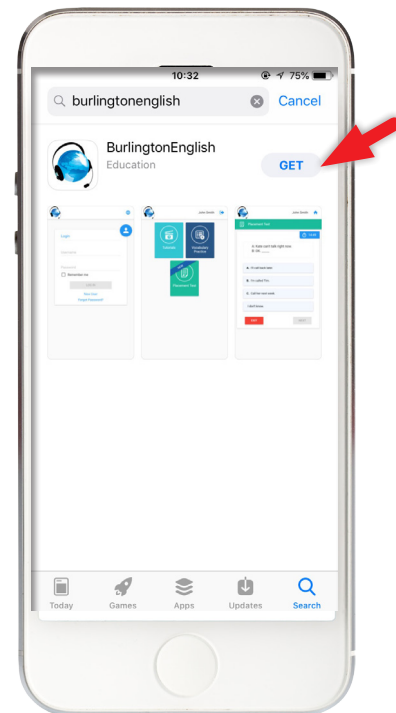
2 Open the installed App.
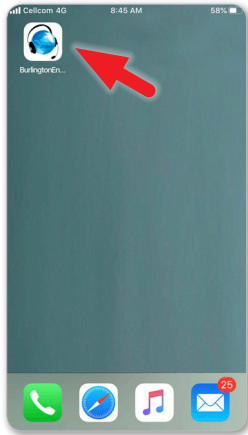
3 Enter your BurlingtonEnglish username and password. Then tap "Log In."
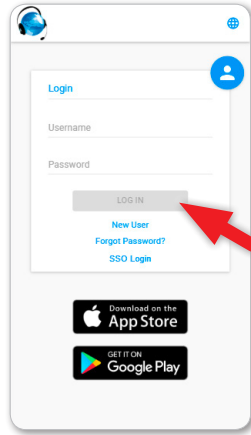
4 Tap the Courses tile.

5 Choose the appropriate course.
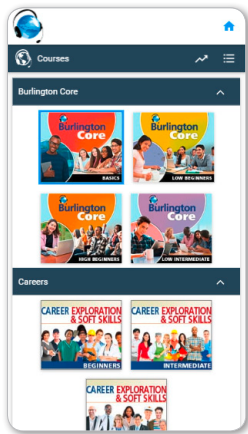
6 Tap "Vocabulary Practice."
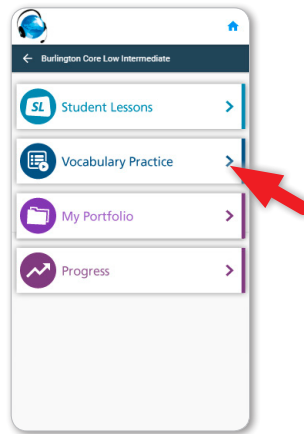
7 A list of the modules and lessons or categories from the course appears on the left side of the screen.
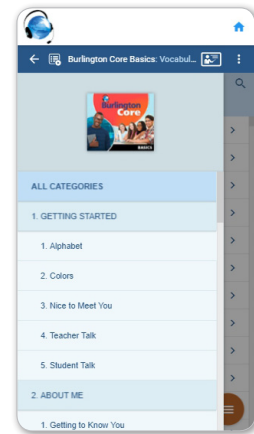
8 Tap the name of a module or category to view all the vocabulary words in a specific module or category.
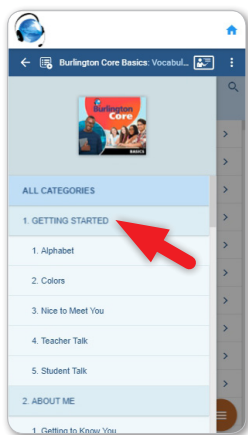
9 Tap a lesson to view the vocabulary words there.
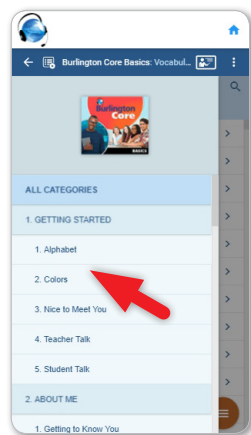
10 Tap a word to see it with its translation, an image, and audio.
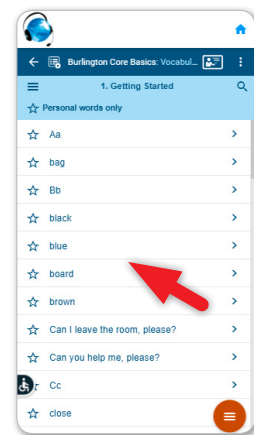
11 Tap the play button to hear the word
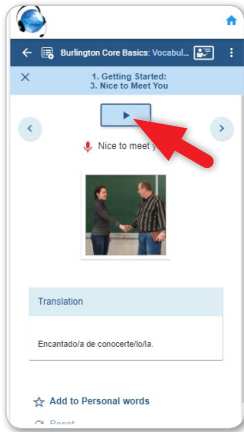
12 Tap the red microphone to record yourself saying the word.

13 Tap the pronunciation feedback icon to hear yourself saying the word.
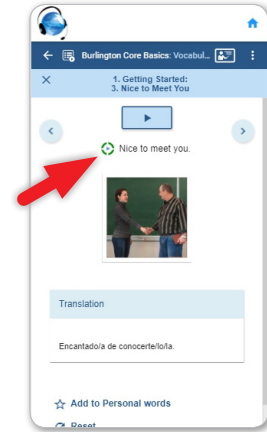
14 Tap the training icon to get pronunciation training.
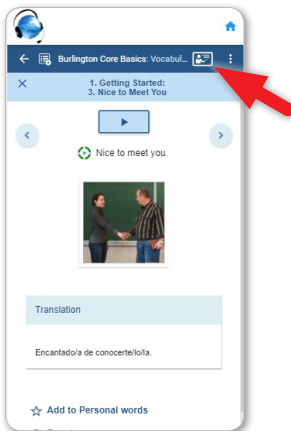
**15** This is the training menu. Tap "Compare" to enter Step 1 of training.
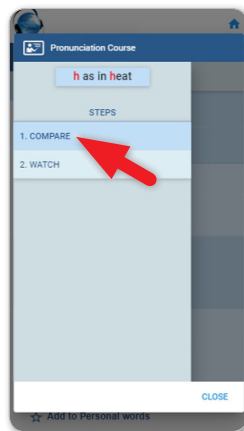
**16** Tap the words to compare your pronunciation with the trainer's pronunciation.

17 Tap the arrow at the top of the screen to go to Watch: Step 2 of the training. (You can also tap the icon at the top left of the screen to go back to the training menu.)

18 Tap the play button to watch a tutorial on how to improve your pronunciation for a specific pronunciation error you are making.
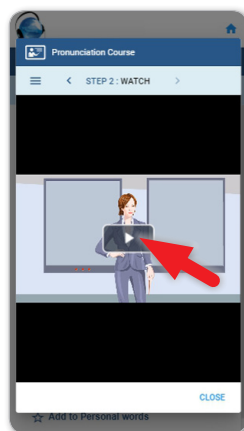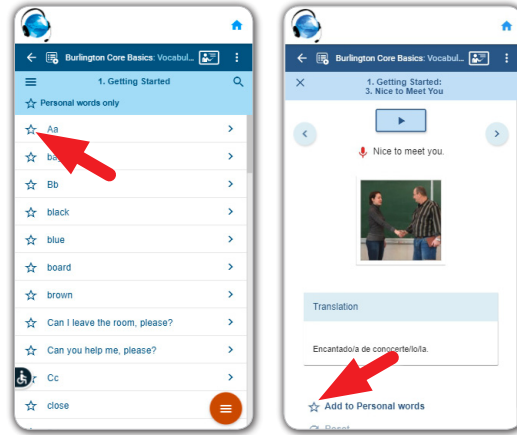
19 Tap "Close" at the bottom of the screen to close training.
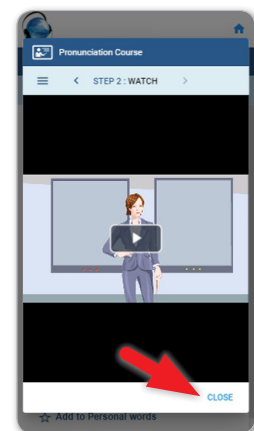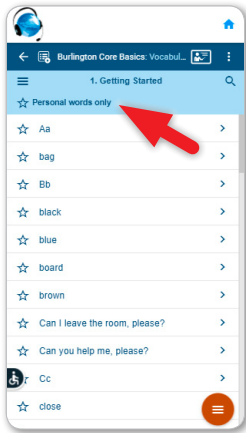
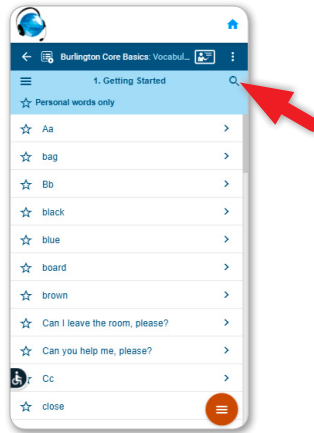**20** On the word screen, you can navigate between words by tapping the arrows.
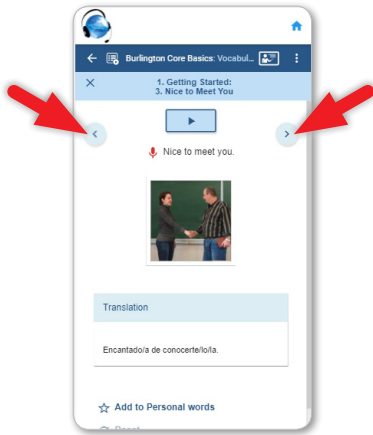
21 To add a word to your personal wordlist, tap the star (☆), either on the wordlist screen or on the word screen.
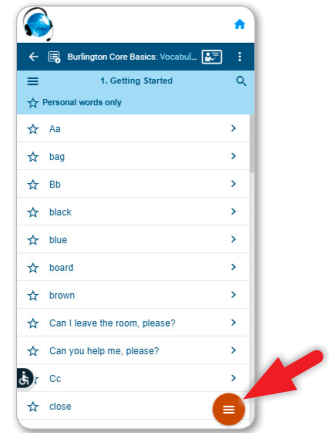

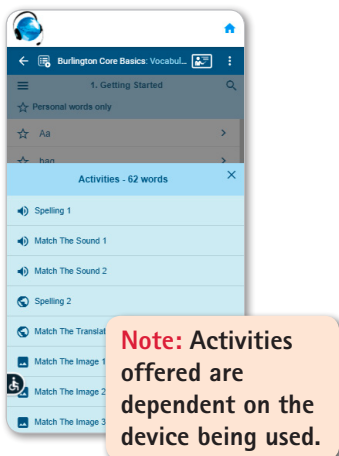**22** Tap "Personal words only" to see all the words in your personal wordlist.

23 Use the search icon (🔍) at the top right of the screen to find a specific word quickly.
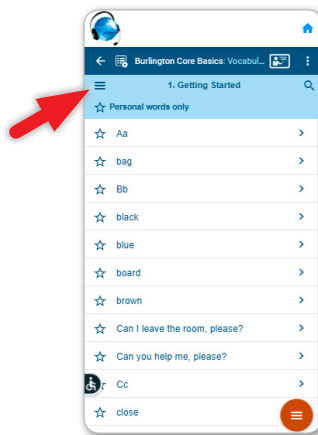
24 Tap the activities icon (≡) to access activities.

25 Activities include matching sounds to words, matching translations to words, and filling in the blanks in a sentence.

26 To go back to the list of modules and situations, tap the icon (≡) at the top left of the screen.

27 Tap the arrow at the top left of the screen to return to the Vocabulary Practice menu.

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