The BurlingtonEnglish Implementation Guide

STEP 1: BEFORE YOU START

- Identify which classes / teachers will be using BurlingtonEnglish.
- Identify how students will be entered into BurlingtonEnglish – manually or by electronic upload.
  - **Manual Upload:** Administrator / Teacher enters students. BurlingtonEnglish will train a designated administrator(s) on how to enter students into BurlingtonEnglish.
  - **Electronical Upload:** Send BurlingtonEnglish a spreadsheet of your students’ names, native languages, genders, classes, and teacher info, and BurlingtonEnglish will upload the students’ data into the system.
- Identify which core course you will be using: English in America or Everyday English.
  - **English in America**
    - Incorporates EL Civics concepts, including citizenship
    - Develops students’ digital literacy skills
    - Offers ICL (projectable lessons for teachers), SZ and Worksheets
    - Designed topically for multi-level classes
  - **Everyday English**
    - Incorporates functional English from everyday life
    - Develops students’ digital literacy skills
    - Offers SZ and Worksheets
    - Includes progressive grammar: start with Situation 1, and then move on to Situation 2, etc.

STEP 2: GETTING YOUR TEACHERS STARTED

- Install BurlingtonEnglish on all teacher computers in the classrooms.
- Provide teachers with projectors, computers, speakers and internet in each classroom.
- Schedule Initial Teacher Training:
  - BurlingtonEnglish will provide half-day sessions for your teachers to attend throughout the state in the upcoming week. This will give your teachers enough information to get started using BurlingtonEnglish.
  - Provide schedule for On-going Virtual Trainings:
    - BurlingtonEnglish provides weekly virtual training on various topics. We also provide ongoing in-person trainings as needed.
  - Print a class list for each teacher with student usernames for BurlingtonEnglish.

STEP 3: GETTING YOUR STUDENTS STARTED

- Install BurlingtonEnglish on all computers (lab, classroom, etc.).
- Provide student login information.
- Provide an orientation to students on “How to Navigate BurlingtonEnglish”.
- Provide information on how students should access BurlingtonEnglish (at home, at school, both, etc.).
- Provide expectations as to how many hours students should spend on BurlingtonEnglish or which modules and situations they should complete each week.

www.BurlingtonEnglish.com
To install BurlingtonEnglish, go to www.BurlingtonEnglish.com and under BE login, click “First time users, click HERE to download the Student’s Zone application.”

**FOR STUDENTS**

- Install BurlingtonEnglish in your computer lab or anywhere onsite your students will be accessing BurlingtonEnglish from.
- Help students access BurlingtonEnglish on their personal devices. (Students can access installation guides from our website.)

**SUPPORT**

For assistance, contact our support team. Go to www.BurlingtonEnglish.com and click Support.

**FOR TEACHERS**

- Install BurlingtonEnglish on your teachers’ computers in the classrooms.
- Ensure teachers have projectors and internet in their classrooms.