



BEST PRACTICES CHECKLIST FOR TEACHERS

Implementation Plan

	Done	Notes
Tasks to complete prior to class		
Complete Initial BurlingtonEnglish (BE) Teacher Training.		
Work with BE Support to ensure BE is installed on all computers students and teachers will be using.		
Make sure each computer has a headset for students to use.		
Review the Program Orientation Guide.		
Make sure all students are entered into BE and have login cards ready.		
Set Control Menu to ensure students work in the assigned course at the appropriate level.		
Prepare a lesson plan using Burlington's ICL &/or other instructional tools for the classroom.		
Tasks to complete the first week of class		
Walk students through the Program Orientation Guide.		
Make sure students know how to record words in BE and receive scores.		
Communicate to students where they will be accessing BE (classroom, lab, home, etc.).		
Walk students through how to install BE on their own computers.		
Walk students through how to access BE on their mobile devices.		
Demonstrate the login screen to make sure students understand which option to select.		
Prepare for your first lesson with BE.		



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Ongoing tasks		
Keep the Quick Guide on hand in case you need to refer to it at any time.		
Direct students to the module and situation in the SZ that corresponds to the ICL and/or worksheet you are teaching in class.		
Communicate to students what assignments they should complete in BE each week (or how much time to spend in BE).		
Check students' progress weekly to identify skills students are struggling with and activities students are missing.		
Review each student's progress with them on a regular basis.		
Direct students to click on Progress to review their progress each time they log in.		
Contact BurlingtonEnglish for additional training or support at any time.		

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