



BURLINGTONENGLISH Getting Your Students Started: Program Orientation Checklist

BE Trainer Date and Time

District School

Teacher Student Level

BurlingtonEnglish Topic	Date Completed	Notes
Program Orientation		
1. Intro		
2. WebMic		
3. Menu / Getting Started		
4. HelpSpots		
5. Instructions Button		
6. Words with Training and Practice		
7. Listen		
8. Role Play / Dialogue		
9. Wordlist		
10. Progress		
11. Summary		
In the Lab		
1. WebMics are on properly and students record correctly.		
2. Students enter correct level, Module, and Situation.		
3. Students work in correct Module and Situation.		
4. Students check progress at end of session.		

- Please remember to set the Control Menu prior to training. Control Menu is set: Yes No
- Include any additional notes on the back or on a separate page.
- If time does not allow for any of the above, tell students and teacher to view the Tutorials.