Manage Teachers, Classes & Students • Track Student Use & Progress • Track Seat Occupancy


MANAGING TEACHERS AND CLASSES

ADD A NEW TEACHER

1. Click on Teachers and then click on Add Teacher.
2. Type in the first and last name of the new teacher.
3. If the teacher’s class is already registered in BurlingtonEnglish, locate it on the list of assignable classes. Click on the class name and then click on Assign. Repeat for all of the teacher’s classes.
4. Enter the teacher’s email address so that their activation code can be sent to them.

NOTE: The teacher will need to use their name and activation code to log in to BurlingtonEnglish for the first time.

ADD A NEW CLASS AND ASSIGN A TEACHER TO IT

1. Click on Classes and then click on Add Class.
2. Type the name of the new class in the box on the right side of the screen.
3. To assign a teacher to the class, select the teacher’s name from the list and click on it.
4. Click on Add.

OTHER TEACHER MANAGEMENT FUNCTIONS

• Edit a teacher’s name
• Reset a teacher’s login information
• Remove / Restore a teacher

OTHER CLASS MANAGEMENT FUNCTIONS

• Edit the name of a class
• Delete a class
MANAGING STUDENTS

ADD A NEW STUDENT (Full Activation)
This action is for students who have never been registered in BurlingtonEnglish. We recommend you search through existing student accounts before adding the student.
1. Click on Students and then click on 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 the correct class. If you don’t know which class to choose, choose Not Assigned.
4. Click on Next. The student is now registered.

TROUBLESHOOTING LOGIN PROBLEMS
Non-activated Students or Lost / Invalid Activation Code
If a student is registered in BurlingtonEnglish, but has not yet activated their account, or if the student has lost the activation code you gave them, click on Reset Login. Click on the student’s name. A box will open up and the activation code will be shown. Give the student their activation code so they can activate their account.

OTHER STUDENT MANAGEMENT FUNCTIONS
• Reset students’ language
• Edit students’ names
• Assign students to a class
• Reset students’ login

REMOVE / RESTORE A STUDENT (FROM A SEAT)
This action is for when an active student “drops out” or no longer needs to occupy a seat. When the student returns, you can restore them without losing any progress data.
1. Click on Students and then click on Remove / Restore.
2. To remove a student, click on the student’s name in the “Current Students” box and click on Remove.
3. A box will open up which will give that student’s details. Click on OK. The student’s name will move from “Current Students” to “Previous Students”.
4. To restore a student, click on the student’s name in the “Previous Students” box and click on Restore.
5. A box will open up which will give you the option to assign that student to a class. If you want to, select the class and then click on OK.

You can search for students by:
• Sort by First Name or by Last Name.
• Click on Filter and find student data by name, class, teacher and / or time period.

TEACHERS’ PRIVILEGES
1. Click on Students. Then click on one of the following:
   • Control Menu: To allow teachers to determine which courses appear on students’ menus.
   • Control Access: To allow teachers to determine the dates on which students have access to Modules.
   • Control Translation: To allow teachers to activate / deactivate the translation feature.
   • Control CASAS: To allow teachers to release a CASAS Reserved Test
2. Click on Change.
3. Click on ALL or select individual teachers from the list. (A check means the teacher has privileges.)
4. Click on Save.