



# 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.