

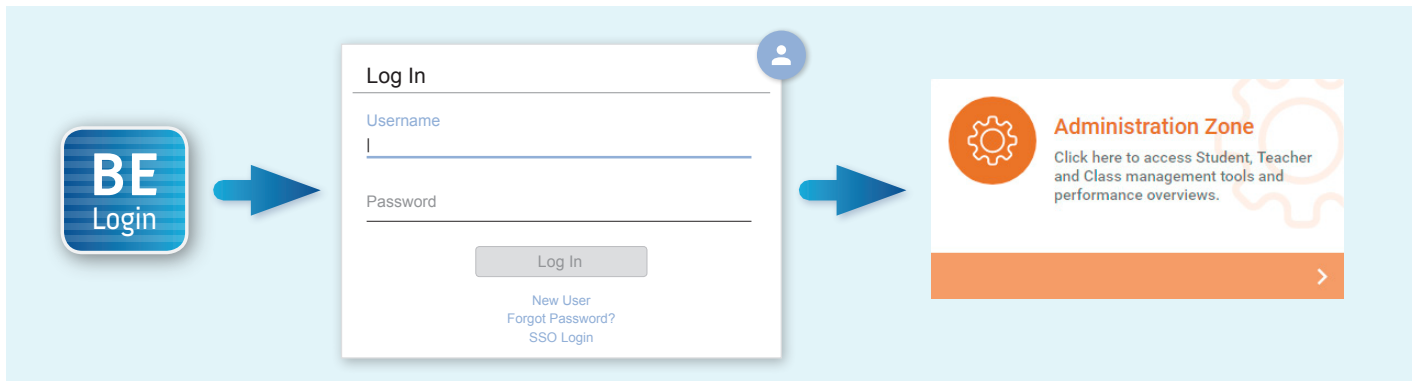


BURLINGTON ENGLISH®

The *Administration Zone* Quick Guide

Manage Teachers, Classes & Students

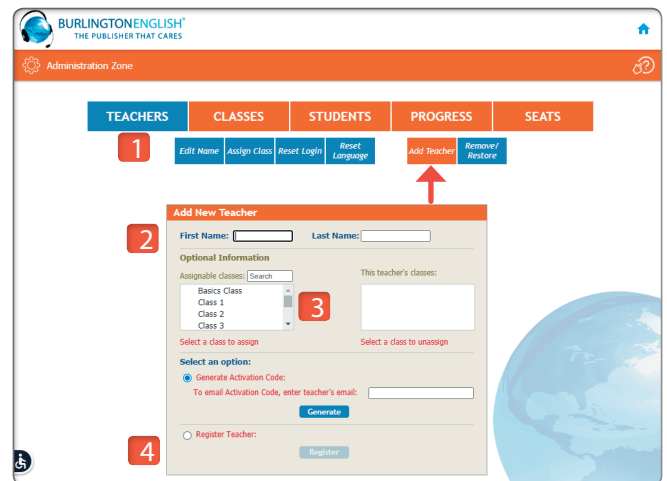
To access the Administration Zone, go to www.BurlingtonEnglish.com, log in to Burlington, then click the Administration Zone tile.



MANAGING TEACHERS

ADD A NEW TEACHER

1. Click *Teachers* and then click *Add Teacher*.
2. Type the teacher's first name and last name in the fields provided.
3. If the teacher's class is already registered in BurlingtonEnglish, locate it on the list of assignable classes. Click the class name and then click *Assign*. Repeat for all of the teacher's classes.
4. Select the *Register Teacher* option towards the bottom of the screen and then click *Register*.
5. Fill in the teacher'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 teacher.
6. Click *Next*. The teacher is now registered.



OTHER TEACHER MANAGEMENT FUNCTIONS

- Edit a teacher's name
- Reset a teacher's login information
- Remove / Restore a teacher



MANAGING CLASSES

ADD A NEW CLASS AND ASSIGN A TEACHER TO IT

1. Click *Classes* and then click *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.
Note: You may assign more than one teacher to a class.
4. Click *Add*.

The screenshot shows the 'Administration Zone' with the 'CLASSES' tab selected. An 'Add Class' modal is open, allowing a user to enter a 'New class' name and assign a teacher from a dropdown list. The list includes teachers like Marie Diaz, Joan Smith, Ryan Conrad, Sarah Brown, Ryan Conrad, Bruce Lee, and Nadine Zar. The 'Add' button is highlighted with a red number 4.

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 *Students* and then click *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 *Next*. The student is now registered.

The screenshot shows the 'Administration Zone' with the 'STUDENTS' tab selected. A 'New Student' modal is open, displaying a form for 'FILL IN STUDENT'S DETAILS'. The form includes fields for Mother tongue, First name, Last name, Gender, Username, Password, Confirm password, Class, and Email. A 'NEXT' button is at the bottom right. Red numbers 1-4 indicate the steps: 1. Click 'STUDENTS', 2. Fill in details, 3. Select class, 4. Click 'NEXT'.

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 *Reset Login*. Click 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.



MANAGING STUDENTS (Continued)

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 *Students* and then click *Remove / Restore*.
2. To remove a student, click the student’s name in the “Current Students” box and click *Remove*.
3. A box will open up which will give that student’s details. Click *OK*. The student’s name will move from “Current Students” to “Previous Students”.
4. To restore a student, click the student’s name in the “Previous Students” box and click *Restore*.
5. A box will open up which will give you the option to assign that student to a class or classes. If you want to, select the class(es) and then click *OK*.

You can search for students by:

- Sort by First Name or by Last Name.
- Click *Filter* and find student data by name, class, teacher, and / or time period.

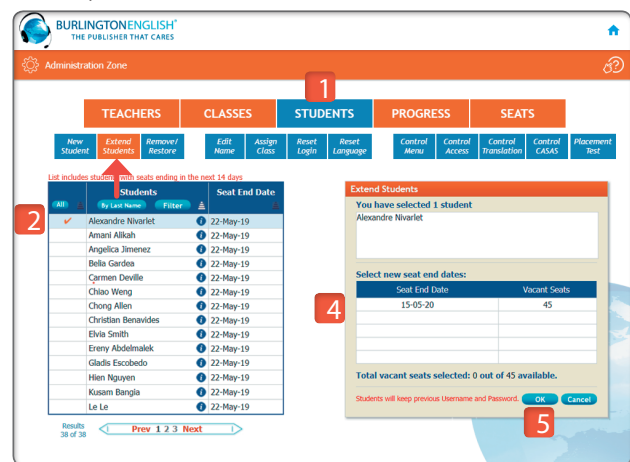


EXTEND STUDENTS (To Prevent the Expiration of Student Subscriptions)

This action can only be done within 14 days of seat expiration. Renew seats prior to the 14-day time frame to use this feature.

1. Click *Students* and then click *Extend Students*.
2. Select the student(s) you want to extend from the list.
3. An Extend Student box will open.
4. Choose the new seat end date from the list.
5. Click *OK*.

Note: Students will keep their previous usernames and passwords.



OTHER STUDENT MANAGEMENT FUNCTIONS

- Reset students’ language
- Edit students’ names
- Assign students to a class
- Reset students’ login

TEACHERS’ PRIVILEGES

1. Click *Students*. Then click one of the following:
 - **Control Menu:** To allow teachers to determine which courses appear on students’ menus.
 - **Control CASAS:** To allow teachers to release a CASAS Reserved Test.
2. Click *Change*.
3. Click *ALL* or select individual teachers from the list. (A check means the teacher has privileges.)
4. Click *Save*.