BEST PRACTICES CHECKLIST FOR TEACHERS
Implementation Plan

	Done	Notes
Tasks to complete prior to class		
Open the Training Tile to view the various trainings offered by BurlingtonEnglish.		
Complete BurlingtonEnglish Virtual Training: 1. Teaching with Burlington Core Parts 1 & 2 2. Getting Students Started Parts 1 & 2		
Make sure you and your students have access to a device (laptop, desktop, Chromebook, tablet, and/or smartphone), and a headset with a microphone.		
Review all General Course Information documents located in the Course & Lesson Planner component of your course.		
Make sure all students are entered into BurlingtonEnglish and have their logins (username and password) ready.		
Set Control Menu to ensure students work in the assigned course at the appropriate level.		
Review the lesson plan and/or lesson materials for the lesson located in the Course & Lesson Planner component of your course.		
Preview the projectable In-Class Lesson (ICL) prior to starting class.		
Tasks to complete the first week of class		
Use the *Using Tutorials Part 1 and Part 2 Guides* available in the Course & Lesson Planner component of your course to walk your students through the Student Lesson tutorials.		
Review the *Getting Started with BurlingtonEnglish Student Lessons Student's Guide* located in the Course & Lesson Planner component of your course with your students.		
Show students how to install the BurlingtonEnglish App on their mobile devices. Tutorials are available on the BurlingtonEnglish website. (See the *Student Guide for Using the BurlingtonEnglish App* provided by your representative.)		
Demonstrate the login process by going to www.BurlingtonEnglish.com and clicking the blue BE Login button.		
Review the lesson materials in the Course & Lesson Planner and Worksheets components of your course, and familiarize yourself with the projectable ICL to finish preparing for your first lesson.		

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Ongoing tasks		
Complete Burlington's On-Demand Courses and Virtual Trainings to learn more about teaching with BurlingtonEnglish.		
Direct students to the Student Lesson that corresponds to the In-Class Lesson (ICL) you are teaching with in class.		
Communicate to students what independent work they should complete in BurlingtonEnglish each week (including Student Lessons, Vocabulary Practice, Readers, etc.). Set expectations for how much time students should spend working in BurlingtonEnglish.		
Review Reports and Progress weekly to identify students' time spent in BurlingtonEnglish.		
Review each student's progress with them on a regular basis.		
Direct students to check their progress each time they log in using the Progress component and/or Lesson Progress in the Student Lessons.		
Contact your BurlingtonEnglish representative or click on the Support tile in BurlingtonEnglish for additional training or support at any time.		

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