

Training Schedule for IDOE

Title	Required / Optional	Delivery Mode	Description	Objectives	Session Length	Time Frame to Complete
Administrator Training	Required	Face-to-Face	Administrators may contact their BurlingtonEnglish Customer Manager to schedule the Administrator Training.	Administrators will: <ul style="list-style-type: none"> • Access and navigate the Administration Zone • Manage teachers, students, and classes using the Administration Zone • Generate data reports 	1.5 hours	Prior to distribution of seats and/or teachers attending Initial Teacher Training Part 1
Initial Teacher Training Part 1	Required	Virtual	Teachers will register for Initial Teacher Training (New User) through the BE Virtual Training calendar at www.BurlingtonEnglish.com . <i>Prerequisite for all other trainings offered by BurlingtonEnglish.</i>	Teachers will: <ul style="list-style-type: none"> • Explore BurlingtonEnglish course offerings • Navigate the Student's Zone and the Teacher's Zone • Locate teacher materials within the Teacher's Zone 	2.5 hours	Before start of class
Initial Teacher Training Part 2	Optional	Face-to-Face	Teachers may contact their BurlingtonEnglish Customer Manager for a more in-depth overview of the Initial Teacher Training. <i>Prerequisite: Initial Teacher Training Part 1.</i>	Teachers will: <ul style="list-style-type: none"> • Explore BurlingtonEnglish core courses • Access and navigate the Student's Zone • Access and navigate the Teacher's Zone • Manage students using the Teacher's Zone • Access Vocabulary Practice on mobile devices 	1.5 hours	Before start of class
Planning Lessons Part 1	Required	Virtual	Teachers will register for Planning Lessons Part 1 through the BE Virtual Training calendar at www.BurlingtonEnglish.com . <i>Prerequisite for F2F: Initial Training Part 1.</i>	Teachers will: <ul style="list-style-type: none"> • Access the ICL (In-Class Lessons) lessons within the Student's Zone • Locate face-to-face classroom materials within the Teacher's Zone • Collaborate with peers to implement the Burlington Blend 	1.25 hours	Before start of class
Planning Lessons Part 2	Optional	Face-to-Face	Teachers may contact their BurlingtonEnglish Customer Manager for an additional overview of Planning Lessons. <i>Prerequisite: Planning Lessons Part 1.</i>	Teachers will: <ul style="list-style-type: none"> • Take an in-depth look at how to use the program syllabus • Review estimated pacing to create a lesson plan • Create 1-2 weeks of their lesson plan 	1.25 hours	Recommended before start of class

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Refresher Training	Required for returning teachers	Virtual	Teachers will register for Refresher Training through www.BurlingtonEnglish.com . <i>Prerequisites: Initial Teacher Training Part 1 and Planning Lessons Part 1.</i>	Teachers will: <ul style="list-style-type: none"> • Participate in an open forum for Q&A • Locate instructional materials to use in class • Locate projectable In-Class Lessons • Identify teacher training resources from www.BurlingtonEnglish.com. 	1.25 hours	Before start of class
Data-Driven Instruction Part 1	Required	Virtual	Teachers will register for Data-Driven Instruction at www.BurlingtonEnglish.com . <i>Prerequisite: Initial Teacher Training Part 1.</i>	Teachers will: <ul style="list-style-type: none"> • Navigate the Teacher's Zone to run student progress reports • Use student progress reports to identify successful skill areas and/or skill areas that may need improvement • Collaborate with other peers to interpret and use data from sample progress reports 	1.25 hours	Recommended 3-4 weeks after start of class
Data-Driven Instruction Part 2	Optional	Face-to-Face	Teachers may contact their BurlingtonEnglish Customer Manager for an additional overview of Data-Driven Instruction. <i>Prerequisite: Data-Driven Instruction Part 1.</i>	Teachers will: <ul style="list-style-type: none"> • Generate student progress reports • Review student progress reports to ensure students are achieving state minimum required usage • Interpret student data • Identify remediation needed 	1 hour	Recommended 3-4 weeks after start of class
Class Visit	Optional	Face-to-Face	Teachers may contact their BurlingtonEnglish Customer Manager to schedule a class visit. <i>Prerequisites: Initial Teacher Training Part 1, Planning Lessons Part 1, and Data-Driven Instruction Part 1.</i>	Teachers will: <ul style="list-style-type: none"> • Review the Best Practice Checklist • Utilize the Program Orientation: Getting Your Students Started • Generate student progress reports to identify skill areas and minimum usage requirements 	1.25 hours	Recommended after start of class
Additional Course Specific Training	Optional	Virtual	Teachers may register for Burlington Basics, Career Exploration & Soft Skills, and Prepare for CASAS (Parts 1 and 2) at www.BurlingtonEnglish.com . <i>Prerequisite: Initial Teacher Training Part 1 is a prerequisite for Career Exploration & Soft Skills and Prepare for CASAS Parts 1 & 2.</i>	Teachers will have the opportunity to train on specific courses offered by BurlingtonEnglish. These training sessions provide an in-depth view of how to use these courses as blended-learning models.	1.25 hours per session	Recommended once teachers choose the BE curriculum that will be used in the class.