



LanguageBird®

# Welcome to LanguageBird!

ACADEMIC HANDBOOK



**TIP**

To quickly locate a topic, press **COMMAND/CTRL + F at the same time**. A Search bar will appear. You can type the specific topic you need, and the handbook will list all the pages where your topic shows up.

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PRINT THIS PAGE FOR YOUR REFERENCE!

## QUICK LOOK: Who do I contact?

Angie White at [awhite@languagebird.com](mailto:awhite@languagebird.com)

- Academic/curriculum related issues
- Student behavior, performance, progress, and grades
- Parent-related questions or issues: Parent is joining the lessons; they have questions related to the student's level or questions relating to our curriculum
- Academic policies/employment related questions.

Arisha Ramseur [aramseur@languagebird.com](mailto:aramseur@languagebird.com)

- You are having trouble contacting your student to establish the first lesson.
- Your student is not showing up for class or is constantly late.
- Oases related questions regarding entering sessions, make up lessons, students etc...
- Academic/administrative related questions and issues.

Your Mentor

- Teaching materials & resources, lesson ideas.
- Questions about ACTFL Standards
- Questions about academic procedures in this handbook

Andy Amaya [aamaya@languagebird.com](mailto:aamaya@languagebird.com)

- Teams orientation and training

Use the [Support Forum](#) on Teams or email [support@languagebird.com](mailto:support@languagebird.com) for:

- Teams
- Book login
- Your availability & calendaring/ student matching
- Payroll hours
- Transcript related questions
- Your student is not in Oases
- Payroll questions

PRINT THIS PAGE FOR YOUR REFERENCE! READ the Handbook to understand the Procedures.

## Class Preparation Checklist

*Refer back to the handbook for specific instructions!*

1. Have I logged into Oases and updated my calendar? \_\_\_\_
2. Did I reach out to the parent and student with my introduction letter? \_\_\_\_
3. Did I create a Team for the student and add the student, parent, my mentor, Andy Amaya, and Angie White? \_\_\_\_
4. Do I have the syllabus & ACTFL Standards? \_\_\_\_
5. Do I have the Assessment Lesson Checklist? \_\_\_\_
6. Have I downloaded a master copy of the lesson notes and know how to fill out them out? \_\_\_\_
7. Have I downloaded a master copy of the Grade Summary Form (Course for Credit students) or Course Completion Report (Conversation or Tutoring/Test Prep students)? \_\_\_\_

## Academic Procedures Checklist

1. Have I added the student, parent, my mentor, Andy Amaya, and Angie White to the Team? \_\_\_\_
2. Have I uploaded Lesson Notes to the Team after each lesson? \_\_\_\_
3. Have I recorded the lessons and uploaded to the student's Team after each lesson? \_\_\_\_
4. Am I assigning meaningful homework and uploading to the Team? \_\_\_\_
5. Did I remember to assign a Semester and/or Final Project? \_\_\_\_
6. Am I filling out the Grade Summary Form and emailing a copy to Jan de Los Santos AND the parent? \_\_\_\_
7. If the student enrolled in Conversation or Tutoring/Test Prep, did I fill out a Course Completion Report and send to the student and parent? \_\_\_\_
8. Did I upload the grades/reports to the Team? \_\_\_\_
9. Did I remember to have my student fill out the End of Course Survey? \_\_\_\_
10. Did I enter all of my sessions into Oases? \_\_\_\_



# LanguageBird®

## LANGUAGE BIRD'S MISSION STATEMENT

LanguageBird creates a community of learners who master speaking new languages with confidence. Students connect one-to-one with an engaged instructor for self-paced language learning and cultural discovery.

This handbook will introduce you to the important procedures in the academic department. The information is **sequential** to help you navigate your way around the procedures until you become more familiar with the steps involved with instructing LanguageBird students. Good luck!

### Before getting started...

- Do you have your Microsoft Teams License?
- Do you have your @languagebird email?

*Please check your @languagebird email. We will **NOT** send any correspondence to your personal email.*

*We will message you from time to time on Teams CHAT.*

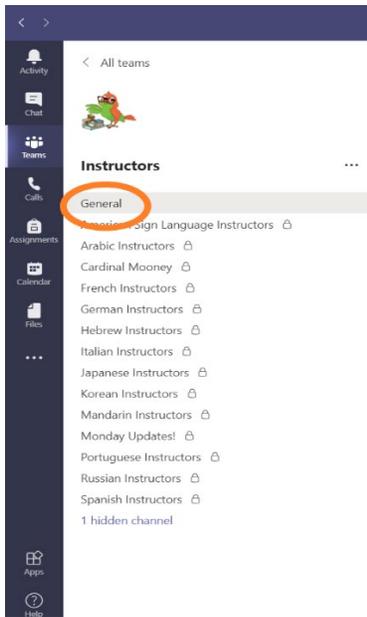
- Please stay current with your messages and emails.

### Where to find the Academic Procedures Folder

The "[Academic Procedures](#)" folder contains all the FORMS you need, and all information related to the academic department will be located there.

#### INSTRUCTIONS:

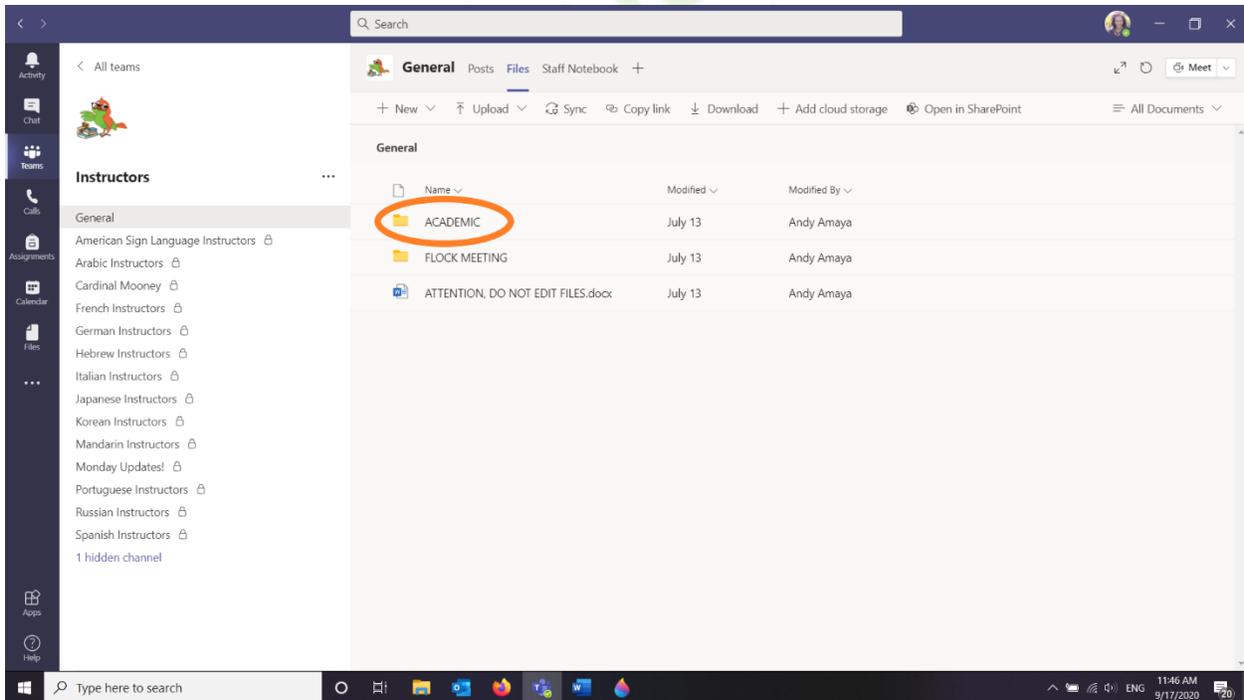
Go to the "Instructors" Team



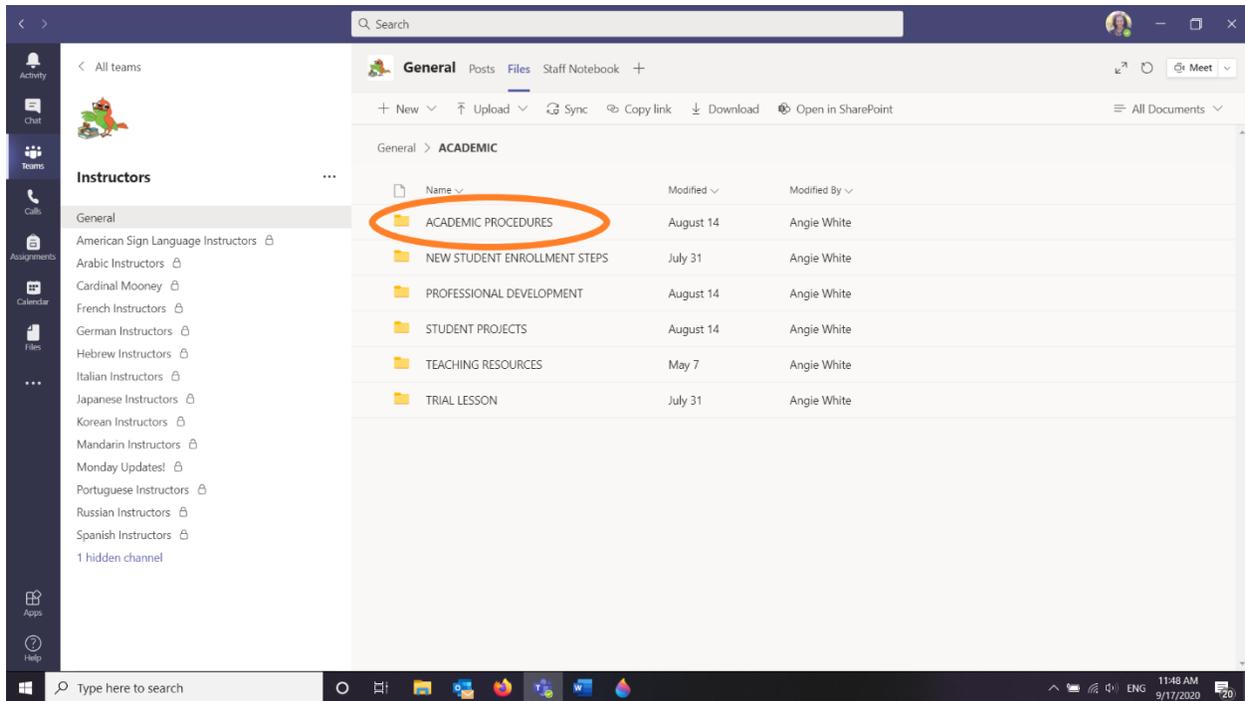
Click on “Files”



Click on “Academic”



Click on “Academic Procedures”



## Teams Tutorial:

Here is a helpful tutorial for Teams. If you have any Team issues or tech issues, please send a message in the [Support Forum](#). You should **NOT** use alternative platforms like ZOOM or SKYPE.

A collection of Teams Tips can be found here:

<https://web.microsoftstream.com/channel/11aa4977-ec5b-4949-b387-585a0f57a1bb>

Click on “See How Microsoft Teams Can Work in Your Classroom”

<https://www.microsoft.com/en-us/education/interactive-demos>

## FOUNDATION

Lay the foundation for your LanguageBird experience by getting to know important organizational/administrative tasks and procedures.

### Teaching Philosophy

It is important to understand and adhere to LanguageBird’s teaching philosophy.

You can find this in the “Academic Procedures” folder [#0.1](#)

### The LanguageBird Student

We have expectations for our learners to ensure that LanguageBird’s learning environment is conducive to effective instruction, engaged learning and there is an atmosphere of respect.

Please familiarize yourself with the LanguageBird Learner. You can find this in the “Academic Procedures” folder document [#0.2](#)

## The LanguageBird Curriculum

We have a curriculum for each level, and although you are not required to strictly follow the curriculum, you ARE expected to be familiar with ACTFL standards and use the CAN-DO Statements to drive your lessons. This is a short PPT that explains how to use the LanguageBird curriculum.

You can find this in the “Academic Procedures” folder [#0.3](#)

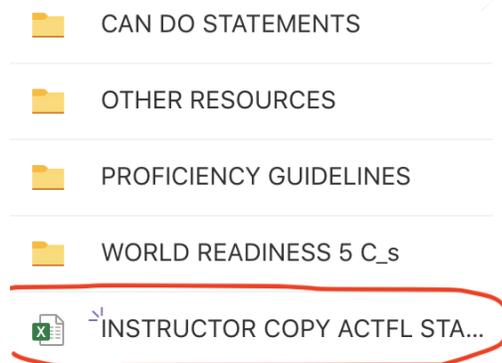
## ACTFL STANDARDS

To guide instructors on how to use the curriculum, understand what needs to be covered in each level and what a student at a particular level should be able to do, we rely on ACTFL Standards:

- World Readiness (5 C’s) Performance Indicators,
- Can-Do Statements,
- Proficiency Guidelines.

Familiarize yourself with ACTFL by going to the [Instructor’s Copy of ACTFL](#). See screenshot below. LanguageBird’s curriculum has ACTFL Can- Do statements embedded in the syllabus and your mentor can also help you align your instruction with ACTFL Standards.

You can find information related to ACTFL in the Academic Procedures Folder [#0.4](#)



LanguageBird Level	ACTFL LEVEL
Level 1	Novice Low/Novice mid
Level 2	Novice high/Intermediate Low
Level 3	Intermediate Mid/Intermediate High
Level 4	Advanced Low/Advanced Mid
Level 5	Advanced High/ Superior Low
Level 6	Superior Mid/Superior High

## ADMINISTRATIVE RESPONSIBILITIES

You will need to familiarize yourself with these important administrative tasks to ensure:

1. You are paid for the lessons you teach
2. Student's lessons are correctly deducted from their account
3. We know when you are available to teach

### FEDERAL HOLIDAYS

Please mark your calendar and plan to reschedule any lessons that may have fallen on a United States national holiday. Also, be mindful that your students may celebrate religious holidays that are not on the calendar. Please ask your students to communicate any holidays and vacations in advance.

If YOU decide to take a vacation or break, you can inform your student directly and reschedule lessons. Email Angie and Arisha with the dates you will be away.

Date	Federal holiday	Day of the week
January 1, 2021	<a href="#">New Year's Day</a>	Friday
January 18, 2021	<a href="#">Martin Luther King Day</a>	Monday
February 15, 2021	<a href="#">Presidents' Day*</a>	Monday
May 31, 2021	<a href="#">Memorial Day</a>	Monday
July 4, 2021	<a href="#">Independence Day</a>	Sunday
July 5, 2021	<a href="#">Independence Day (observed)</a>	Monday
September 6, 2021	<a href="#">Labor Day</a>	Monday
October 11, 2021	<a href="#">Columbus Day</a>	Monday
November 11, 2021	<a href="#">Veterans Day</a>	Thursday
November 25, 2021	<a href="#">Thanksgiving Day</a>	Thursday
December 24, 2021	<a href="#">Christmas Day (observed)</a>	Friday
December 25, 2021	<a href="#">Christmas Day</a>	Saturday
December 31, 2021	<a href="#">New Year's Day (observed)</a>	Friday

### Oases

- € Know how to enter sessions correctly and how to use Oases in general. Watch the training videos linked below and schedule a meeting with Andy Amaya if you need further assistance.

### Oases Training Videos

Please check the Stream channel for answers to common issues with Oases.

<https://web.microsoftstream.com/channel/54de0d3b-97bc-4520-be57-9069b5a95445>

€ Enter sessions into Oases after each lesson. Late entries will affect your payroll!

**When entering your sessions, please indicate the Language, Level, Semester A or B and Lesson #**

**EXAMPLE:** Here is an example of a French 1A Course. The instructor labels the session “Fr” (language) “1” (level) “A” (semester) “#5” (lesson number).

26997	Fr1A#5		10-13-20	12:00 pm for 1:00 hrs (1:00 hrs planned)
27714	Fr1A#6		10-20-20	12:00 pm for 1:00 hrs (1:00 hrs planned)
28941	Fr1A#7		10-27-20	12:00 pm for 1:00 hrs (1:00 hrs planned)
29713	Fr1A#8		11-03-20	12:00 pm for 1:00 hrs (1:00 hrs planned)

€ Keep your calendar on Oases current and in **Pacific Standard Time**.

€ If you have problems with Oases, entering sessions or book log-in, please go to the “[Support Forum](#)” Team in Teams and enter your issues in the appropriate channel.

< All teams



## Support

General

**Microsoft Related**

Oases Related

Teams Related

Textbook Related

## HOW MANY LESSONS ARE LEFT?

Please refer to Oases as it will provide you the course type and how many lessons remain in the student’s course. This is important to track because you have to assign midterm and final projects!

**INSTRUCTIONS:** Click on **ATTENDANCE** in Oases:

“**Invoiced Unused**” tells you how many lessons you have left. It is very important that you enter your sessions immediately after teaching to keep this number accurate for yourself and for LanguageBird staff.

Here, the student has 4 unused credits meaning 4 lessons remain in their course.

Attendance ⓘ

Summary of Hours ⓘ

Session Type	Invoiced	QuickAdd	Used Time	Invoiced Unused	Scheduled	Unscheduled Time	Scheduled Unused
Full Year Course for High School Credit	24:00	0:00	20:00	4:00	20:00	4:00	0:00
Make Up	3:00	0:00	0:00	3:00	0:00	3:00	0:00
Trial Session	0:30	0:00	0:30	0:00	0:30	0:00	0:00

**INCORRECT:** This does not provide you with the number of lessons remaining. PLEASE GO TO ATTENDANCE

St	G	LP	Tst	PR	Days	Aug	Sep	Oct	Nov	Dec	Jan
AC	10	0	0	0	1	0:00	2:00	1:00	0:00	0:00	0:00
AC	10	0	0	0	5	0:00	0:00	1:00	0:00	0:00	0:00
AC	10	0	0	0	2	0:00	4:30	4:30	0:00	0:00	0:00
AS	10	0	0	0		0:00	0:00	0:00	0:00	0:00	0:00
AC	10	0	0	0	1	0:00	4:00	3:00	0:00	0:00	0:00
AC	10	0	0	0	1	5:00	8:00	2:00	0:00	0:00	0:00
AC	10	0	0	0	3	2:00	8:00	2:00	0:00	0:00	0:00
AC	10	0	0	0	3	0:00	1:00	1:00	0:00	0:00	0:00

**MAKE UP CREDITS.**

Oases will automatically add 3 make up credits for students enrolled in a semester or full year course for credit.

**WHY:** IF you mark your student absent, Oases will deduct a lesson credit even though you did not teach the lesson. **Please note:** The student does NOT lose the lesson. You will reschedule the missed lesson DIRECTLY with the student/parent.

**Ex:** Student has 10 lessons remaining, but you mark the student absent. Oases deducts a credit, and the student balance will say “9 lessons remaining”. But in reality, the student STILL has 10 lessons remaining.

*This does not apply to tutoring or conversation lessons. There are NO make-up sessions for these courses.*

## PROCEDURES:

1. If you mark a student absent, please reschedule the missed lesson directly with the student/parent.
2. To make sure you are paid for the make-up lesson, use the make-up credit.
3. **If you use all your make-up credits and need more, please contact Andy Amaya.**
4. You do not need to discuss make up credits or Oases with the student. You only need to reschedule the lesson.
5. When you mark the student absent or late cancel, the parent will receive an email and they will be charged a late fee of \$85.
6. If the parent questions the late fee, please contact Arisha Ramseur with the parent/student's name. You can also provide the parent with Arisha's email. [Aramseur@languagebird.com](mailto:Aramseur@languagebird.com).

## PAYROLL

**You will be paid on the first of each month.** LanguageBird will direct deposit your pay using a company called Bill.com. Please have all of your sessions entered into Oases by 11:49 pm PST on the 24<sup>th</sup> of each month. Payroll is processed on the 25<sup>th</sup> of each month.

**If you have any questions about Payroll or Bill.com, please submit your issue in the Support Channel "GENERAL" or email Andy Amaya for urgent matters.**

## Teams Chat

We use Teams chat for internal messaging. It is much quicker than waiting for an email because the messaging is in real time.

Please contact staff, your mentors, and other instructors via Teams chat.

## Academic Responsibilities

Now that you have a good understanding of how LanguageBird operates organizationally, you are ready to move onto the academic responsibilities related to your role as an instructor.

### TYPES OF COURSES WE OFFER

**TRIAL LESSONS    30 Minutes**

LanguageBird will at times offer potential students a trial lesson. Trials are FREE and only 30 minutes. Teachers are compensated for the 30-minute trial and you will enter the trial lesson into Oases.

Trial lessons provide the potential student the opportunity to understand the LanguageBird way of learning. This is your opportunity to show off your teaching style and assess the student's level. If the student enrolls, you will be his/her/their instructor.

**TRIAL LESSON STEPS:**

1. Please access the [TRIAL LESSON](#) folder for a short tutorial.
2. Before the trial lesson, BE SURE TO READ the [Protocols](#)
3. You may contact Angie White or your mentor teacher with any questions regarding how to deliver a trial lesson.
4. **After you conduct your trial, please EMAIL Angie White a short summary of how the trial lesson went.** You can see [trial lesson sample summaries](#) in the trial lesson folder in Academic Procedures.
5. Enter the trial lesson into Oases immediately after the lesson.

LanguageBird will inform you if you will be delivering a trial lesson. Otherwise, assume all students you are assigned are enrolled in one of the courses described below:

**Semester or Full Year COURSE FOR CREDIT 60 Minutes**

When you are sent the student's information, please check if they are a **Semester** (12 lessons) or a **Full Year** (24 lessons) student.

**Example:**

Spanish 1A = Spanish Level 1, First Semester, 12 lessons

Spanish 1B= Spanish Level 1, Second Semester, 12 lessons

Spanish 1AB= Spanish Level 1, FULL YEAR (First Semester and Second Semester), 24 lessons

It takes a full year course to complete a level. EX: Spanish 1AB, Spanish 2AB

If a student enrolls in a course and you see something like "French 1B", this means the student already completed the first semester of French 1A where the basics were covered. However, you are encouraged to conduct an [assessment lesson](#) to see if any review of level 1A needs to be covered before moving to more advanced level 1B material.

**Typically, students take lessons 2 times a week.** If a student requests once a week, you may adjust the schedule directly with the student.

Sometimes, the student will request 3 times a week to get through the course quickly. If your schedule can accommodate their request, you may increase the duration. If you are not able to accommodate the request, please contact Angie White or Arisha Ramseur by email or Teams chat.

**You may arrange the frequency of lessons directly with the student.**

### **Conversation Classes 50 Minutes**

Lesson notes and grades are **NOT** mandatory for conversation classes. You may use lesson notes if you want to provide the student with notes or if they request that their progress be monitored. Homework is not mandatory, but you may assign homework if the student is open to it. There is **NO FORMAL** structure to conversation classes. Please discuss with your student what their learning goals are and plan lessons accordingly.

Please fill out a [Course Completion Form](#) at the end of the course. There are **NO** semesters in a conversation course.

Please have the student complete the "[End of Course Survey](#)". The link is located on the Course Completion form.

**If a student is late or misses a class, they lose the credit. NO MAKE UP LESSONS are allowed.**

### **Tutoring/Test Prep. 50 Minutes**

Lesson notes and grades are **NOT** necessary for tutoring or test prep classes. You may use lesson notes if you want to provide the student with notes or if they request that their progress be monitored. Homework is not mandatory, but you may assign homework if the student is open to it. There is **NO FORMAL** structure to tutoring or test prep classes. Please discuss with your student what their learning goals are.

We do **NOT** provide a textbook for these courses. You may use the "Teacher Resources" materials located in the Teacher Resources folder in your language channel. Students have access to the same materials with their own log in. They were provided the log in information in their welcome letter from LanguageBird.

**AP or SAT Prep:** If you are assigned a student who is preparing to study for a standardized test, we recommend that the student purchase a test prep book. We have instructors who are trained in SAT or AP so do not worry, the likelihood of you being assigned an AP or SAT student is low.

**TUTORING:** Students take tutoring to supplement an existing course. Sometimes it will be a course they are currently taking at their school. In this case, your role is to assist with review or re-teaching any concepts the student is struggling with.

If this is not the case, then the student will come to class and discuss areas where they need help, and you will assist the student as needed. Please discuss the student's goals for tutoring during your first lesson.

Please fill out a [Course Completion form](#) at the end of the course. There are NO semesters in a tutoring or test prep course.

Please have the student complete the "[End of Course Survey](#)". The link is located on the Course Completion Report.

If a student is late or misses a class, they lose the credit. NO MAKE UP LESSONS are allowed.

## BOOKS

**PLEASE NOTE THAT BY JUNE 2021 LANGUAGEBIRD WILL NOT USE TEXTBOOKS WITH THEIR CURRICULUM. THIS INFORMATION IS VALID UNTIL JUNE 2021.**

You received information on where to purchase the textbooks used in your LanguageBird courses during orientation. Mandarin Chinese, French, Italian, German, and Spanish are the only languages using E-books. All other languages, please purchase your textbook.

Students receive instructions on how to purchase their textbooks from LanguageBird. Do not share any credentials. They should have their materials before their first class. If a Spanish or French student states that they have not received their book log in, please use the [Support Forum](#) channel in Teams and request they provide the student with the book log in.

**Re-Imbursement:** If your coursebook is not a digital e-book, please purchase the coursebook on your own and send Andy Amaya your receipt for reimbursement.

**E-BOOKS:** Always login to the website to access your book and NOT any desktop or mobile apps.

*\*Students will have purchased their book or received their book login details prior to the first day of class by email. DO NOT SHARE CREDENTIALS SHARED WITH YOU.* If the student cannot find the email with their log-in credentials, refer them to LanguageBird or send a chat in the support section of Teams.

## Teaching a LanguageBird Student

### Scheduling Lessons

LanguageBird matches students to an instructor based on the instructor's availability. Please keep your Oases calendar updated so you don't miss out on being assigned a student!

## 24-hour rule

Please check your email periodically. A LanguageBird administrator will email you if there is a potential student to assign you. It is important that you respond within 24 hours or less because matching students is time sensitive. Please respond as soon as possible to confirm or decline the student.

## Absences/Late Cancel

If the instructor cancels a lesson fewer than 24 hours in advance or is not present for a lesson, the student will be assigned an alternate make-up hour. Please coordinate directly with the student.

If the student cancels 24 hours or more before a scheduled lesson, the lesson may be rescheduled directly with the instructor.

If the student cancels with less than 24 hours' notice before a lesson, the instructor should enter the session into Oases as absent/late cancel, and the lesson credit will be deducted as if the lesson had taken place. When the lesson is rescheduled, the instructor will use a make-up credit. The student's Oases will have 3 make-up credits. If you require additional make-up credits, please contact Andy Amaya.

**If this is the student's FIRST late cancel or absence, please contact Angie White BEFORE entering the lesson into Oases.**

Parents will be charged \$85 for any absences or late canceled lessons that occur with less than 24 hours' notice. **PLEASE REVIEW:** Oases, Make Up Credits.

## Tardiness

**It is required that the instructor wait 15 minutes for a student to show up for class.** If the student does not show up after the first 15 minutes, the instructor may mark the student absent and reschedule a makeup session with the student.

If student is late to a lesson, no additional time will be added to the lesson. If instructor is late to a lesson, he/she is obligated to make up that time to the student at either the end of the current lesson or during a future lesson.

**If it is the student's first time being late, please inform ANGIE before marking the student late in Oases.**

**THERE ARE NO MAKE UP LESSONS FOR CONVERSATION OR TUTORING/TEST PREP CLASSES.**



## New Student Procedures

Congratulations you have been assigned a new student! What's next? Review these **10 steps** to help prepare you for the first day of class! Don't forget to refer to the CHECKLIST located at the beginning of the Handbook.

## STEP 1.

### Introduction Letter

After you confirm you are available to teach the student, a LanguageBird administrator will send you the student's information which includes level, day, time, special needs, and any other important student details. You will send an introduction letter to the PARENT AND STUDENT.

**Please send the introduction letter within 24 hours of receiving the student's information.**

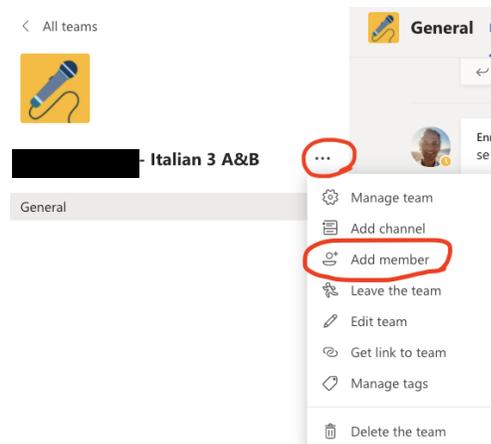
1. Write your "introduction letter" to the parent and student. Please follow the [Introduction Letter Template](#).

## STEP 2.

**Create a Team for your student and add the appropriate members to the Teams!**

### Adding Members to the Student's Teams

**INSTRUCTIONS:** Click the 3 dots next to the Teams



1. Add the student to your Team by typing their name in the STUDENT section.
2. Add the PARENT, Andy Amaya, Arisha Ramseur, Your Mentor and Angie White to the TEACHER section.

Simply click on **Students** or the **Teachers** and then type the person's email address.

## Add members to Brandon Beck - Italian 3 A&B

Students Teachers

Search for teachers

Add

### Step 3.

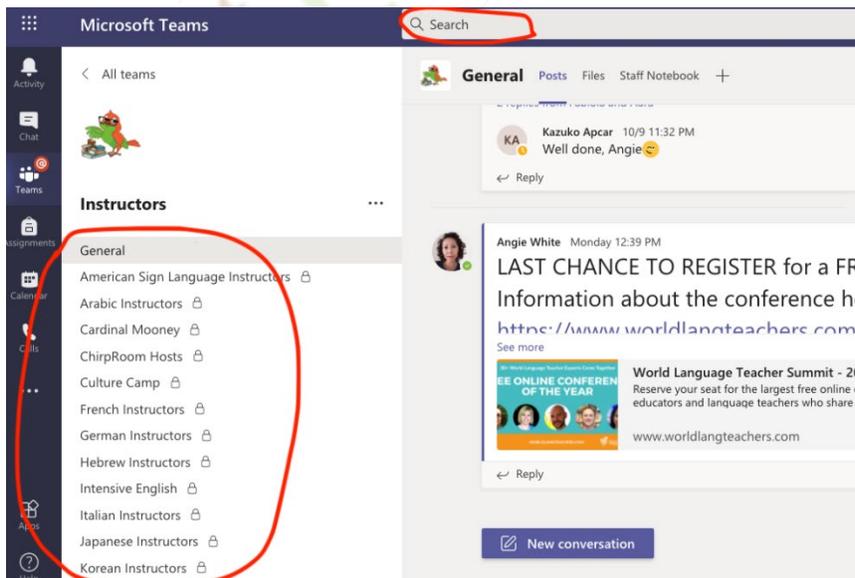
#### Teaching Resources and Curriculum

You should have a copy of the syllabus for the level you are teaching. It is suggested that you upload a copy of the syllabus to the student's Team. You have creative freedom to loosely follow the syllabus but please do NOT ignore the ACTFL Standards. According to the student's pace and level, try to accomplish as much of the Can-Do Statements as possible. We do not expect that you will cover everything listed in the syllabus!

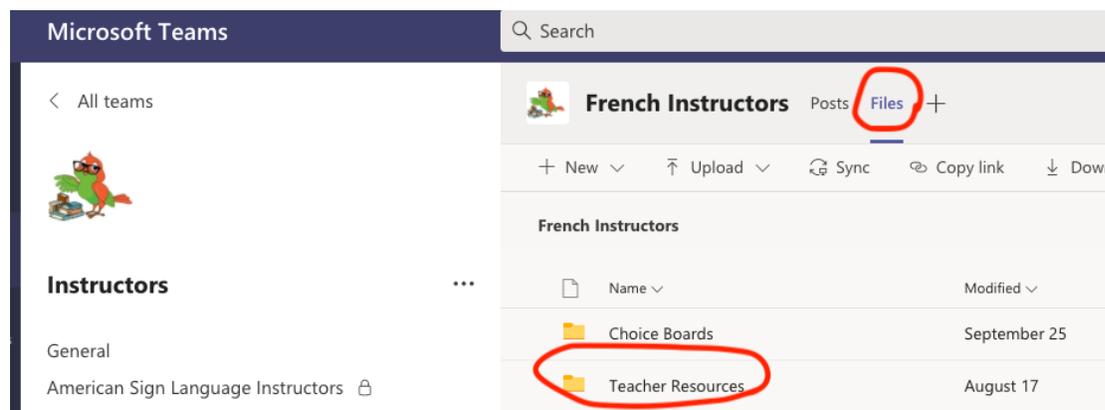
Since LanguageBird is adopting a textbook free teaching curriculum, the syllabus will have (or will soon have) links to resources. Please access the teacher resources in your language channel for additional materials and websites.

**The library of resources** is in your language channel.

To find your language resources, go to Teams ---Instructors Team--- Your Language--- Files--- Teaching Resources.



To find the syllabuses and ACTFL standards go to Teams ---Instructors Team--- Your Language--- Files--- Teaching Resources.



#### STEP 4.

##### Assessment Lesson

On the very first day with your new student, please conduct the assessment lesson to confirm the student is enrolled in the correct level. **Please know how to conduct an assessment lesson** by reviewing the procedures and following the checklist.

You can find the Procedures and Checklist in the “Academic Procedures” folder [#0.5](#)

##### Level Changes

When a student enrolls, they provide LanguageBird with the level they wish to enroll in, for example, Level 3. You should always conduct an assessment lesson on the first day to determine a student’s actual level. If the student is NOT at the level they enrolled in, please inform Angie White and Arisha Ramseur. **Please send Arisha and Angie an email or Team’s chat immediately after the lesson to inform us that the student is not at the enrolled level.** Then, fill out a [Level Change Request form](#) and send it to **Arisha Ramseur** at [aramseur@languagebird.com](mailto:aramseur@languagebird.com) no later than 24 hours after the course!

#### STEP 5.

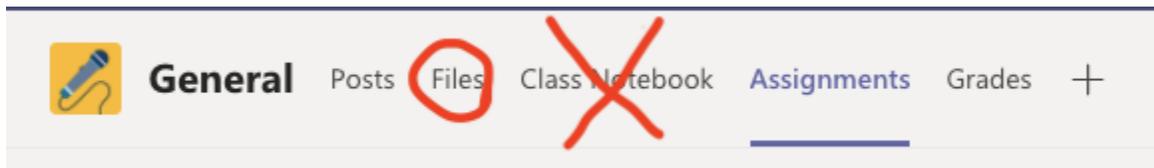
##### Lesson Notes

Please download a master copy of the “[Lesson Notes](#)” form.

You can find the “Lesson Notes” form and SAMPLE lesson notes in the “Academic Procedures” folder [#0.6](#)

**During** each lesson, you will follow LanguageBird’s teaching philosophy and you will be monitoring the student’s progress and completing lesson notes.

**After** each lesson, upload the student's lesson notes to FILES. Do not use Class Notebook.



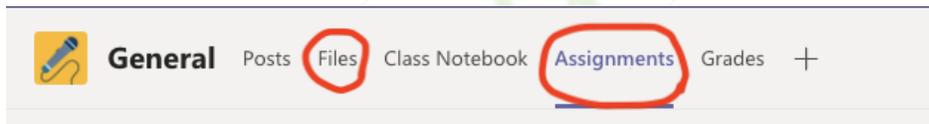
Please present professional work. Check your spelling and grammar. Please use uniform and easy to read font. Keep the work neat as you are representing the organization.

## Step 6.

### Homework

Homework is a time to practice what was taught and for self-study, so the information becomes part of their long-term memory. Assign homework that is meaningful, mini project based and offers the student the opportunity to use the language in authentic contexts. Controlled practice in the form of gap fill or worksheet-based assignments are useful to practice the form but do not let worksheets be the only form of homework you assign. Homework is not mandatory and does not need to be assigned after every lesson.

**After** each lesson, upload the student's homework to Files OR use the Assignment section of the student's Teams.



## Step 7.

### Recording Lessons

**RECORD ALL LESSONS ON TEAMS:** You do not need parent or student permission.

LanguageBird obtained their permission when the student enrolled. You can find instructions on recording lessons [here](#).

1. Record the lesson in Teams.
2. Download the video.
3. Upload the Video to Files in the student's Team.

### WATCH RECORDED LESSONS!

To view recorded lessons from other instructors and languages, please visit here:  
<https://web.microsoftstream.com/channel/9b37c108-0e61-4073-86c9-26bf8d992804>

## Step 8.

### Final Projects

LanguageBird does not administer tests to determine grades. You will assign a project to your student following the [Project Based Learning Guidelines](#).

You can find information on Project Based Learning in the Academic Procedures Folder [#0.7](#)

1. **FULL YEAR COURSE:** The student will complete a project at the 12<sup>th</sup> lesson and a project at the 24<sup>th</sup> lesson.
2. **SEMESTER COURSE:** The student will complete a project at the 12<sup>th</sup> lesson.
3. If your Semester (12 lesson) student decides to extend to a Full Year Course (24 lessons) please follow the instructions for #1 FULL YEAR COURSE above.

The Mid-term & Final Grade Summary form is used for both Semester and Final grades.

(PLEASE REVIEW "[Giving Grades](#)")

4. Avoid giving grammar tests or essays as final projects. If you assign a writing task, it should be followed by an oral presentation or some type of speaking task. Remember, we follow the communicative approach.
5. To see sample projects, go to the Instructors Team- General-Academic- [STUDENT PROJECTS](#)
6. Please send your BEST Projects to Arisha so she can upload to the Student Projects folder! Other instructors would appreciate being inspired by the work!

## Step 9.

### Giving Grades

There are 3 scenarios for giving grades. Please become familiar with them. You can find this in the Academic Procedures Folder [#0.8](#)

### Grade Summary Report

Grades are not entered electronically. You will fill out a [Grade Summary form](#).

1. After you fill out the Grade Summary report, **please upload to the student's Team.** Review the "[Giving Grades](#)" PowerPoint.
2. Please SEND Jan de los Santos and the parent the Grade report as an **ATTACHMENT in an email:**  
[jsantos@languagebird.com](mailto:jsantos@languagebird.com)

3. In the comments, please check your work. Be professional. Please refer to this handy [Report Card Vocabulary](#) document OR see [Sample Grade Reports](#) from other teachers.

You are required to send grades NO LATER than 5 days from the last day of the 12<sup>th</sup> lesson and/or the 24<sup>th</sup> lesson.

### Transcripts

1. If a student or parent requests their transcripts, the link to order transcripts is located on the [Grade Summary form](#) or they may find the order form [here](#) on the LanguageBird website.

### Step 10.

#### END OF COURSE SURVEY

Please have students complete their End of Course Survey: <https://tinyurl.com/LBEOCSurvey>

The links are also located on the following Forms.

- [PBL Rubric](#)
- [Grade Summary Form](#)
- [Course Completion Form](#) (Conversation, Tutoring & Test Prep Courses)

### Continuing to the Next Level

#### IMPORTANT!!

When your student has finished their lessons, **do not schedule future lessons** for the next semester or for the next level until LanguageBird provides confirmation that the student has re-enrolled. You will be emailed confirmation that they enrolled and additional lesson credits will be added in Oases.

LanguageBird parents will receive an email letting them know their course is ending and to re-enroll if they plan to continue studying.

PLEASE check the course the student enrolled in and DO NOT teach over the Semester (12 lessons) or Full Year (24 lessons)



## ALL OTHER BIRDNESS

### FLOCK MEETING

Each month we have a Flock Meeting to discuss LanguageBird teaching tips, business, and to socialize with our fellow teachers. To access the [Flock Meeting Archive](#), go to Instructor Teams- General- Flock Meeting. The links to the recordings are found on the first slide of the PPT.

Or you can view the recordings here:

<https://web.microsoftstream.com/channel/824a82e7-2574-4e34-9166-2a4a67b01237>

### PROFESSIONAL DEVELOPMENT

LanguageBird hosts professional development workshops. Recordings of the workshops and PowerPoints can be found in the Instructor Team. Open the “Academic Folder” and you will find the [“Professional Development” folder](#). The links to the recordings are found on the first slide of the PPT.

Name	
Academic Procedures	M
Professional Development	M
Student Name	M
Student Projects	M

Or you can view the recordings here:

<https://web.microsoftstream.com/channel/8b9926cf-70f4-4cd7-bae9-33f12abfb71d>

## TECH TIME WORKSHOPS

Every month LanguageBird hosts a Tech Time workshop where the focus is on Technology and Teams. We will review useful Teams tips, learn new tech/Teams tricks and answer any tech related questions you have. Click the link below to view previously recorded workshops:

<https://web.microsoftstream.com/channel/dae80360-9be9-4523-8f1c-db22322f3623>

## Monthly Newsletter

LanguageBird publishes a fun monthly newsletter! We welcome your contributions, quotes, testimonials, photos- ANYTHING! Take a look at our previous newsletters!

**January 2021:** [https://languagebird.sharepoint.com/:u:/s/Instructors-MondayUpdates/Eeu1z-SDPZIEtTHL-IcKAusBEubGjLyB9\\_8te2hpGyB1w?e=xtAkLM](https://languagebird.sharepoint.com/:u:/s/Instructors-MondayUpdates/Eeu1z-SDPZIEtTHL-IcKAusBEubGjLyB9_8te2hpGyB1w?e=xtAkLM)

**December 2020:** <https://languagebird.sharepoint.com/:u:/s/Instructors-MondayUpdates/EfKdEpnXClpBr1DmbOTNrkcBSY24QBaxca6hK1Rg1gGXkw?e=bbj8fM>

**November 2020:** <https://languagebird.sharepoint.com/:u:/s/Instructors-MondayUpdates/ETxF1qRI5HdGiTfpcAykYO0BsaxqAAwEosTkJavwbwKrPg?e=4AbYBf>

**Thank you for taking the time to read this handbook. We hope it will be useful for you, and remember, we are always here to support you!**



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