

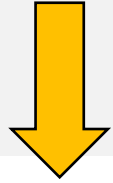


Program Director Information

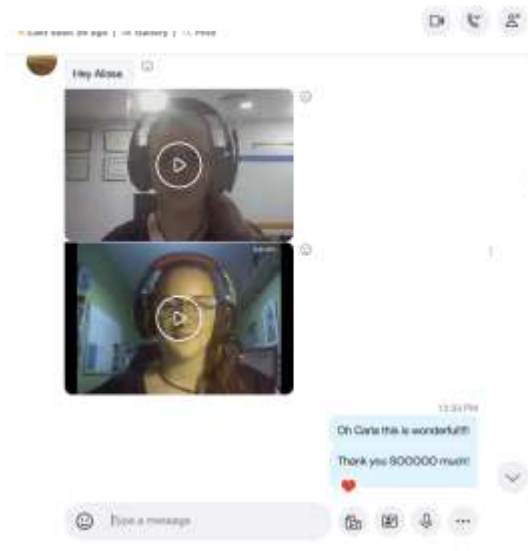
2024-2025



What online learning looks like with the Dual Diploma Program!



Teams



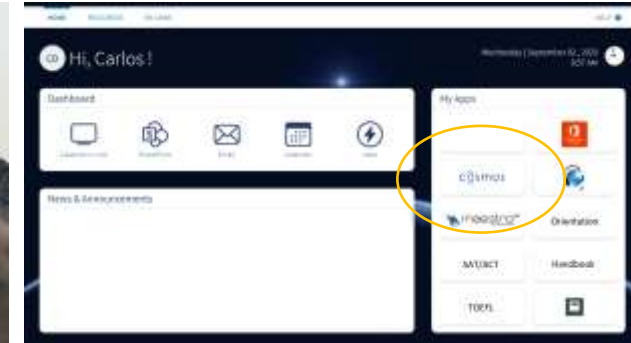
Live Sessions on Zoom



Independent Work,
Email Communication
with Instructor



Lessons and
Assignments on
Cosmos



Logging On

The image shows a web browser window displaying the Colegia.org website. The address bar at the top shows 'colegia.org' highlighted with a black box. A yellow arrow points from the 'About' link in the navigation menu to the address bar. Another yellow arrow points from the 'Sign In' button in the top right corner to the same button. The main content area features the word 'colegia' in a large, blue, serif font. Below this, a large yellow number '1' is overlaid. A yellow starburst shape contains the text: 'Colegia.org is a single sign on, one-stop-shop for all things DUAL DIPLOMA'. At the bottom, a dark blue banner contains the text 'Helping learning communities connect, generate and collaborate.' and a 'Learn More' button.

colegia.org

About Contact ColēgiaID

Sign In

colegia

1

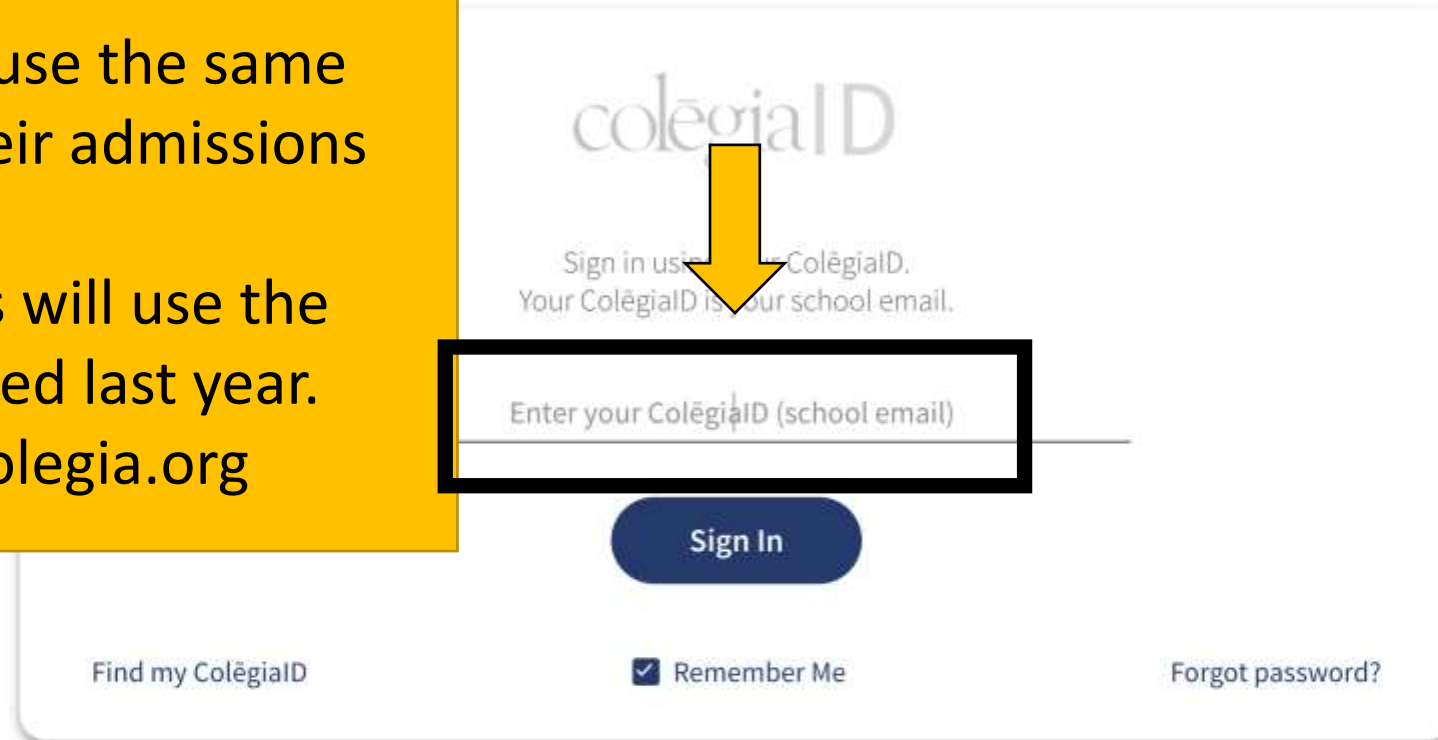
Colegia.org is a single sign on, one-stop-shop for all things DUAL DIPLOMA

Helping learning communities connect, generate and collaborate.

Learn More

New students will use the same username from their admissions exam.

Returning students will use the same username used last year.
(username)@ais.colegia.org



colēgialID

Sign in using your ColēgialID.
Your ColēgialID is your school email.

Enter your ColēgialID (school email)

Sign In

Find my ColēgialID

☒ Remember Me

[Forgot password?](#)

Your Future Starts Here.



Alissa

Good afternoon, Alissa!



AIA



ColégiaTV



Events



Calendar



Email



SharePoint



Dashboard



Apps



Class Links



Messages



Classes



Assignments



More

My Class



Enter Class

Classes

Student Colegia Dashboard

Calendar

September 2024						
S	M	T	W	T	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30					

Updates



How-To: Fill Out Your CSS Profile

"How-To Videos" produces student-specific media for Academica students. Our videos and resources will provide you with information ranging from "How To Succeed in Your First Month ...

about 6 hours ago



High School Students, Stay Informed Throughout the First Semester!

Below are some infographics to help you throughout the first semester. Take a look! Clicking the picture will take you to a

My Apps



Zoom



Office 365



Cosmos





Alissa



Dashboard



Apps



Class Links



Messages



Classes



Assignments



More

All students will receive an email address.

Students will have access to their email after signing into Colegia.

Students will receive program information, updates, reminders, and live session information through their email.

*Encouraging students to check this email daily would be helpful.



AIA



ColègiaTV



Events



Calendar



Email



SharePoint

Calendar

September 2024

	M	T	W	T	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30					

My Apps



Zoom

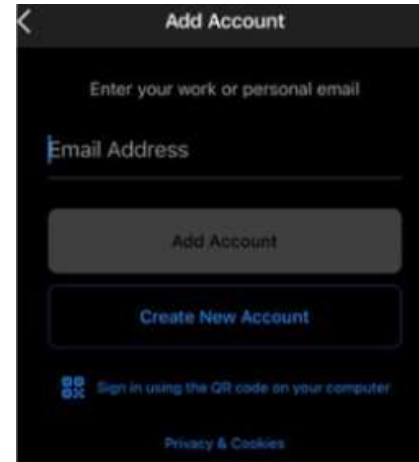


Office 365



Cosmos

Students should Add Colegia Email to their Smartphone



Download

- Download the Microsoft Outlook app from the App Store or Google Play.



Click on

- Click on "Add account" and enter your Colegia Email address and password.



Sign

- Sign into Colegia using your credentials.

**In settings, students should be sure to select to receive notifications!*



Alissa



Dashboard



Apps



Class Links



Messages



Classes



Assignments



More

For students to access their coursework, students will click on “**Cosmos**”.

Here students can access their lessons, submit their assignments, view teacher feedback and their grades.

My Apps



Zoom



Cosmos



Maestro



Burlington English



Microsoft Teams



College Application Info...



Resume Building and In...



AVE SIS

Cosmos

Cosmos is an online platform that allows students to access their lessons, submit their assignments, view teacher feedback and grades.

The screenshot displays the 'Teacher App' interface. At the top, there is a blue header with a menu icon, the text 'Teacher App', and icons for a document, a clipboard, a notification bubble with '10', and a grid icon. Below the header, there are two tabs: 'Courses' (highlighted in orange) and 'Dashboard'. The main content area is divided into two sections. The top section contains a white box with text about academic integrity. The bottom section features three course cards: 'Criminology', 'Life Management Skills', and 'Public Speaking and Journalism'. Each card has a cover image, a title, and a subtitle.

Teacher App

Courses Dashboard

ACADEMIC INTEGRITY

- Cheating means to practice fraud or trickery, to violate rules dishonestly. Some examples include, but are not limited to, providing another student questions/answers/work, or receiving it from another student. Another example is using translators and/or Artificial Intelligence (AI) inappropriately to complete assignments and claiming it is one's own work.

If you violate the Academic Integrity policy, you will receive a zero! To avoid Academic Integrity incidents, please be aware of the tips below:

- When using additional resources (various websites, other books, AI, etc.), it is important that you do not copy and paste. You should cite those sources and summarize them in your own words.
- When working with a classmate, make sure to write...

ACADEMIC GRADUATION REQ

To graduate with the Dual Diploma, students require a minimum 24 credit graduation requirement. Students must read the Student Parent Handbook and maintain an Unweighted Grade Point Average (GPA) minimum in ALL courses.

A student's overall GPA is calculated as the average of all grade point values. The GPA is for the point value of each course completed divided by the number of courses taken.

Criminology
THE WHY BEHIND THE CRIME
Dual Diploma Criminology - Summer

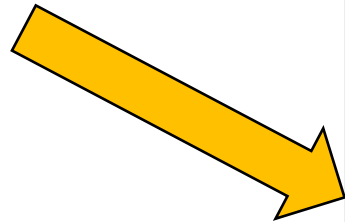
LIFE MANAGEMENT SKILLS
Dual Diploma Life Management Skills - Summer

Public Speaking and Journalism
Dual Diploma Public Speaking and Journalism - Summer

To Access Lessons and Assignments, click on course tiles:




Click the
“Activities” button
to see the lesson
before completing
the assignment.



English 1



Dual Diploma English I - A



Course Pacing Guide

ENGLISH I

(FIRST SEMESTER)

Important Dates

Oct 14-18: Mandatory Live Session #1

Oct 28-Nov 1: Content Live Sessions for English

Nov 11: Teacher Holiday - Veteran's Day

Week of Nov. 11: Progress Report Issued

Nov 18-22: Mandatory Live Session #2

Nov 28, 29: Teacher Holiday - Thanksgiving

Dec 23 -Jan 3: Teacher Holiday - Winter Break

Week of Jan 6: Progress Report Issued

Jan 13-17: Mandatory Live Session #3

Jan 20: Teacher Holiday - Martin Luther King Jr.

Feb 7: Semester 1 Ends

Week of Feb 10: Progress Report Issued

Feb 17: Semester 2 Begins

Contact Information

Email and Teams:

alongo@aveteaching.com

Help Desk: alissalongo.weebly.com

(Please allow up to 24 hours for a reply)

Office Hours

Mon & Wed: 4:30-7:30 PM (YOUR TIME)

Fri: 5:30-8:30 PM (YOUR TIME)

Tues & Thurs: Available by Appointment
(Not available on weekends or holidays)

Pacing Guide

Due Date	Assignment
October 18	• Mandatory Live Session 1 Assignment
October 20	• Pre-Test
October 27	• Quiz – Burlington Basics and Writing in English
November 3	• Burlington – Everyday English 2 - Module 1 • Module 1 Test
November 10	• Reading Comprehension Quiz: Dark Tourism
November 17	• Burlington – Everyday English 2 - Module 2
November 22	• Mandatory Live Session 2 Assignment
November 24	• There was/There were: The Thieves
December 1	• Burlington – Everyday English 2 - Module 3
December 8	• Module 3 Test
December 15	• Burlington – Everyday English 2 - Module 4 • Key Elements of a Literary Text Assignment
December 20	• First Semester Video Chat
December 22	• Burlington – Everyday English 2 - Module 5 • Using Key Elements to Create Meaning Short Response
December 29	• Module 5 Test
January 5	• Project: Online Travel Guide
January 12	• Burlington – Everyday English 2 - Module 6
January 17	• Mandatory Live Session 3 Assignment
January 19	• Burlington – Everyday English 2 - Module 7 • Module 7 Test
January 26	• Burlington – Everyday English 2 - Module 8
February 2	• Reading Comprehension Quiz: Feeding Disaster Victims


Course Lessons and Assignments:

Click the arrow to open module to view lessons and assignments.

Activities


Search

>




Module 1: Life Planning and Goal Setting

>




Module 2: Study Habits and Time Management Skills

>




Module 3: Personality Assessment and Career Exploration

>




Module 4: Leadership and Relationships in the Digital Age

>




Mandatory Live Session Assignments - First Semester

>




Module 5: Peer Pressure and Decision Making Skills

>




Module 6: Personal Wellness and Healthy Lifestyle Choices

>




Module 7: Stress Management and Mental Health

>




Module 8: Global and Community Engagement



Life Management Skills Course Survey

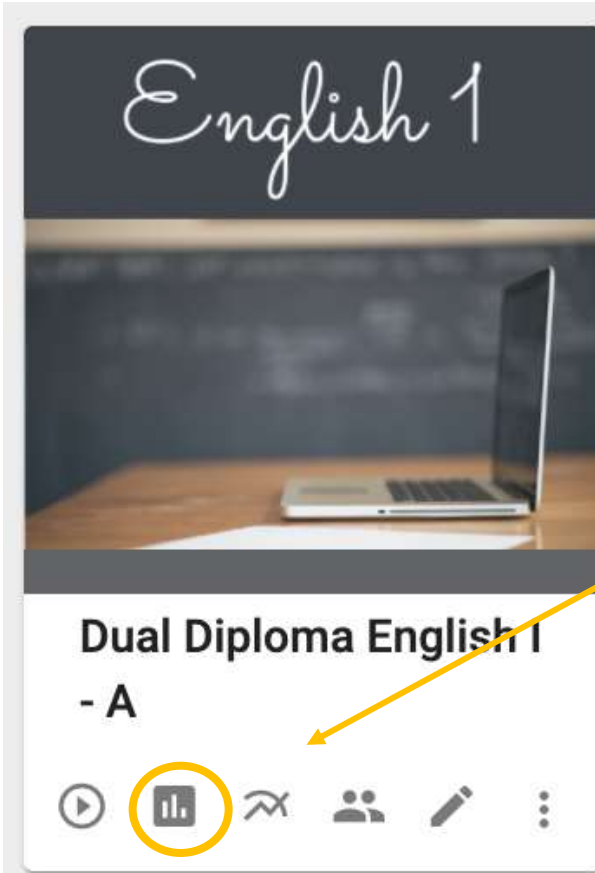
>



Mandatory Live Session Assignments - Second Semester

Here, students can access course lessons and assignments.

- ▼  Module 1: Life Planning and Goal Setting
-  1.01) Life Management Skills Pre-Test 1
 -  1.02) Hierarchy of Needs & Self- Actualization
 -  1.03) Identifying Personal Strengths and Weaknesses
 -  1.04) Personal S.W.O.T. Analysis
 -  1.05) Assignment: Personal S.W.O.T. Assessment
 -  1.06) Effective Goal Setting
 -  1.07) Setting S.M.A.R.T. Goals
 -  1.08) Assignment: Let's GOAL!
 -  1.09) Basics of Personal Finance
 -  1.10) Financial Decision Making Strategies
 -  1.11) Quiz: Making Financial Decisions



Now, let's check out "Grades" – Students will click here to see their grades and assignment feedback.



GRADES

DASHBOARD

FOR ME

WHAT IF

ACTIVITY

OBJECTIVE MASTERY

ANALYTICS

GRADING CATEGORIES

SYLLABUS ORDER

80.35% or all activities completed (45 of 56)

Activity	Location	Score	You have a retry	Submitted date	Due date
1.01) Life Management Skills Pre-Test 1	Module 1: Life Planning and Goal Setting		✓	🕒 Oct 15, 2019	Oct 13, 2019
1.05) Assignment: Personal S.W.O.T. Assessment	Module 1: Life Planning and Goal Setting		✓ ↺ 🗨	🕒 Dec 7, 2019	Oct 20, 2019
1.08) Assignment: Let's GOAL!	Module 1: Life Planning and Goal Setting		✓ ↺ 🗨	Oct 26, 2019	Oct 27, 2019
1.11) Assignment: Making Financial Decisions	Module 1: Life Planning and Goal Setting	5%	✓ ↺ 🗨	Nov 2, 2019	Nov 3, 2019
1.14) Module 1 Quiz	Module 1: Life Planning and Goal Setting	80%	✓	🕒 Dec 9, 2019	Nov 3, 2019

Click on the text bubble to view teacher feedback.



AL Alissa

Dashboard

Apps

Class Links

Messages

Classes

Assignments

More

Updates

Maestro is a student information system.

This will be helpful for YOU to keep track of your student's progress.

*more details soon

Your CSS Profile
roduces student-specific
ca students. Our videos
provide you with...

about 5 hours ago

ents, Stay Informed
Fir
fographics to help you
st semester.Take a
picture will take you to a...

1 day ago

w to about building

phic that provides
w to build your resumeTake
e picture will take you to ...

8 days ago

My Apps



Zoom



Office 365



Cosmos



Maestro



Burlington English



Microsoft Teams



College Application Info...



Resume Building and In...



AVE SIS



Alissa



Dashboard



Apps



Class Links



Messages



Classes



Assignments



More

English I and English II students will use this Burlington app to complete their Burlington work.

When students see “Everyday English” and “Advanced English” in Cosmos, students should work in their Burlington app.

My Apps



Zoom



Office 365



Cosmos



Maestro



Burlington English



Microsoft Teams



College Application Info...



Resume Building and In...



AVE SIS

ACTIVITIES

🔍 Search

> 📁 Teacher Resources

> 📁 English I Pre-Test

✓ 📁 Everyday English 2 - Module 1

← Open the Module 1 folder

📄 Burlington Basics and Writing in English

← Read the lesson

📋 Quiz Burlington Basics

← Take the quiz

📄 Everyday English 2 - Module 1 Grade Placeholder

← Everyday English 2=Go to Burlington App in Colegia and complete all lessons in Module 1

📋 Module 1 Test

← Take the Module 1 Test

> 📁 Everyday English 2 - Module 2

> 📁 Everyday English 2 - Module 3



AL Alissa

Dashboard

Apps

Class Links

Messages

Classes

Assignments

More

Updates

How-To: Fill Out Your CSS Profile

"How-To Videos" produces student-specific media for Academica students. Our videos and resources will provide you with...

Students will have access to Microsoft Office here.



a look!*Clicking the picture will take you to ...

8 days ago

My Apps



Zoom



Office 365



Cosmos



Maestro



Burlington English



Microsoft Teams



College Application Info...



Resume Building and In...



AVE SIS



AL

Alissa



Dashboard



Apps



Class Links



Messages



Classes



Assignments



More

Updates



Stay Inform

Building a Perfect
RESUME

Below is an infographic that provides information on how to build your resumeTake a look!*Clicking the picture will take you to ...

8 days ago

My Apps



Zoom



Office 365



Cosmos



Maestro



Burlington English



Microsoft Teams



College Application Info...



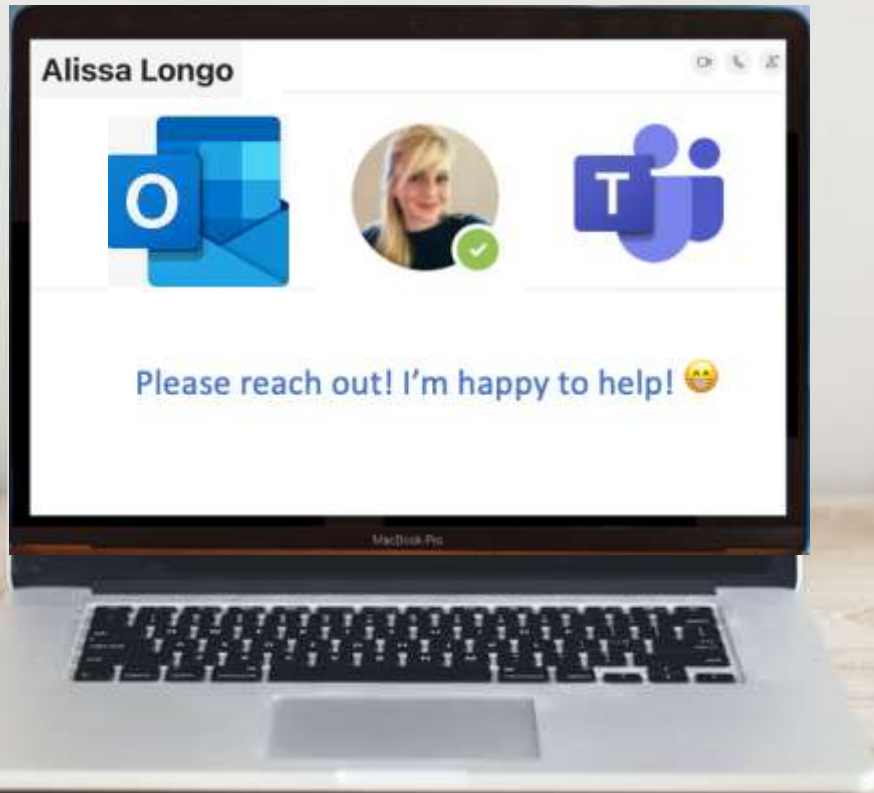
Resume Building and In...



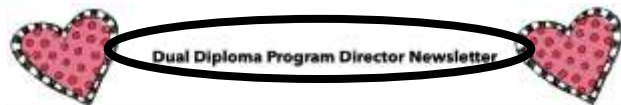
AVE SIS

Students will have access to Microsoft Teams to message and video chat with their instructor.

Teacher Communication



- **Email:** Teachers will respond within 24 hours Monday-Friday
- During Office Hours student can contact their teacher by using Microsoft Teams:
 - ***Monday and Wednesday*** 4:30-7:30 PM Rome/Paris/Madrid
 - ***Friday*** 5:30-8:30 PM Rome/Paris/Madrid
 - ***Tuesday and Thursday*** – available by appointment



Valentines Day is February 14th! Did you know...

Every year, more than 36 million heart shaped boxes of chocolates are sold across the US.



Second Semester begins February 10th!

The Second Semester begins on February 10th

Students will no longer be able to submit any work from the first semester.

Students will receive new pacing guides for the semester. It is highly recommended that students print them out and adhere to them to avoid falling behind!

Grading Scale!

Superior - 90-100% = A = 4.0
Commendable - 80-89% = B = 3.0
Average Progress - 70-79% = C = 2.0
Lowest acceptable progress - 60-69% = D = 1.0
Failure - 0-59% = F = 0.0

Important Reminders

February 10th-Second Semester Begins
February 17th- Dual Diploma Offices Closed for Presidents Day
Week of February 17th- Mandatory Live Session 4
Week of February 24th- English Content Live Sessions

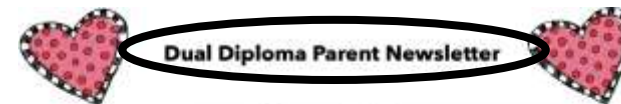
Burlington Tip

New Semester, New Burlington!

As the new semester begins, please note:

- Students in **English 1** will begin **Everyday English 2**
- Students in **English 2** will begin **Advanced English**
- Students should continue to complete their modules by the Due Date.

"I find that the harder I work, the more luck I seem to have."-- Thomas Jefferson



Valentines Day is February 14th! Did you know...

Every year, more than 36 million heart shaped boxes of chocolates are sold across the US.



Second Semester begins February 10th!

The Second Semester begins on February 10th

Students will no longer be able to submit any work from the first semester.

Students will receive new pacing guides for the semester. It is highly recommended that students print them out and adhere to them to avoid falling behind!

Grading Scale!

Superior - 90-100% = A = 4.0
Commendable - 80-89% = B = 3.0
Average Progress - 70-79% = C = 2.0
Lowest acceptable progress - 60-69% = D = 1.0
Failure - 0-59% = F = 0.0

Important Reminders

February 10th-Second Semester Begins
February 17th- Dual Diploma Offices Closed for Presidents Day
Week of February 17th- Mandatory Live Session 4
Week of February 24th- English Content Live Sessions

Burlington Tip

New Semester, New Burlington!

As the new semester begins, please note:

- Students in **English 1** will begin **Everyday English 2**
- Students in **English 2** will begin **Advanced English**
- Students should continue to complete their modules by the Due Date.

"I find that the harder I work, the more luck I seem to have."-- Thomas Jefferson

Communication

Monthly Program Director and Parent Newsletters

Live Sessions

1. Mandatory Live Sessions
2. Content Live Sessions

*Both take place on Zoom

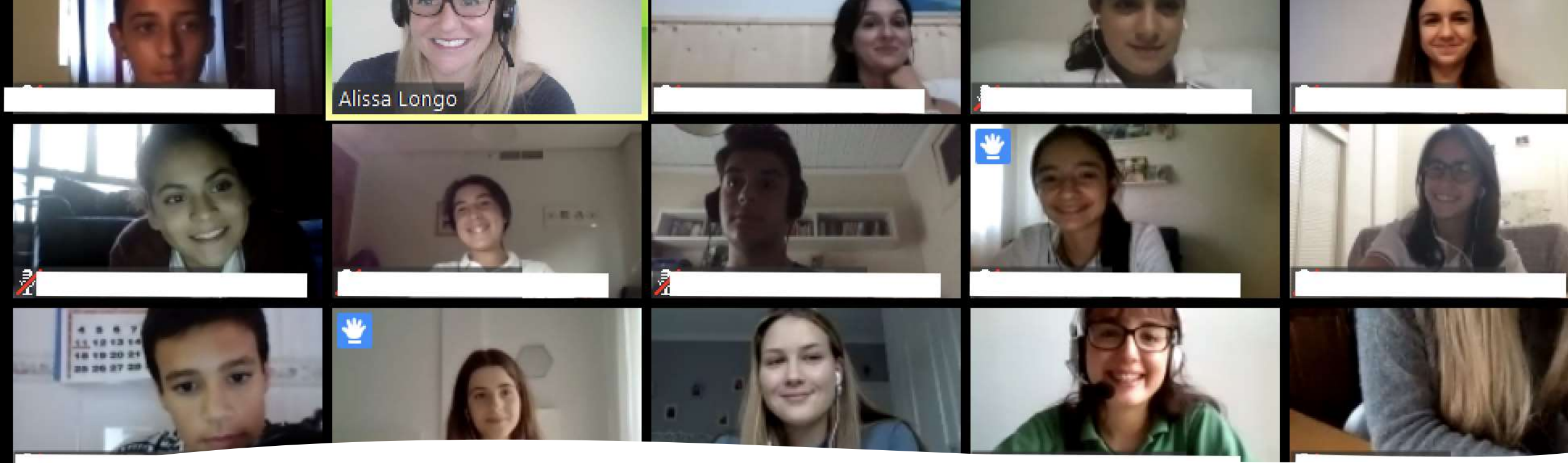
A schedule of these sessions is in the calendar and will also be in the Program Director and Parent Monthly Newsletter

NOVEMBER 2024

SUN	MON	TUE	WED	THU	FRI	SAT
27	28	29	30	31	1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25					30

Mandatory Live Session # 2 Week
(for New Students)

Students will receive an email from their instructor the **week before** a live session with their session date, time and zoom link.



Mandatory Live Sessions

- ALL students are invited to these sessions.
- 3 Each Semester
- Covers topics that ALL students can identify with. For example: National Security, Social Media, Fake News
- Students receive a grade in each course/class for attending by completing an assignment. Students will submit this assignment in their courses.
- Possible Mandatory Live Session times are between 6 PM-9 PM Rome/Paris/Madrid Time

Content Live Sessions



- Will focus on the **content** students are working on in their individual courses
- 1 each semester for each course/class
- Students are invited based on the courses/class they are enrolled in
- Students receive credit for attending (usually extra credit/grade for an assignment)
- Possible Content Live Session times are between 6 PM - 9 PM
Rome/Paris/Madrid

Program Director Tools in Maestro

Home **Students** Teachers Courses Sections Enrollments Reports

Students

Students

List

Forms

External Tests

External Links

Staff Contact List

About PlagScan

Select all



Student information
can be exported into
an excel spreadsheet.

Name

Id

Organization

GPA

State ID

Enrollment

Exit Date

Juan B

Colegio Altocastillo - J...

1.20

2026

1

6/1/2025-26 (AP)

Colegio FEC Santa Joa...

2.80

2026

1

6/1/2025-26

icola L'Oreig - Pallejà

4.00

2028

2

6/1/2027-28

ndende Schule...

4.00

2025

3

6/1/2025

Colegio

2

6/1/2025-26

Colegio

2

6/1/2027-28

Colegio

1

6/1/2025-26

Colegio

2

6/1/2026-27

Bundes

3

6/1/2026-24

Acader

2

6/1/2026

Colegio

2

6/1/2026-27

Colegio Sagrado Coraz...

4.00

2028

2

6/1/2027-28

Colegio Creixen Goar ...

4.00

2027

2

6/1/2026-27

Ensemble Scolaire Sai...

4.00

2026

2

6/1/2026

Colegio Wisdom Scho...

4.00

2028

2

6/1/2027-28

Lycée Sainte Marie du ...

4.00

2025

2

6/1/2025

Colegio Nuestra Señor...

3.00

2028

2

6/1/2027-28

Colegio María Auxiliad...

3.60

2025

1

6/1/2025

Click on student
name for student
information.

[Home](#) [Students](#) [Teachers](#) [Courses](#) [Sections](#) [Enrollments](#) [Reports](#)[Information](#) [Enrollments](#) Student Personal Information

Preferred Name

Expected Graduation

Language
SpanishIEP
No Exit date

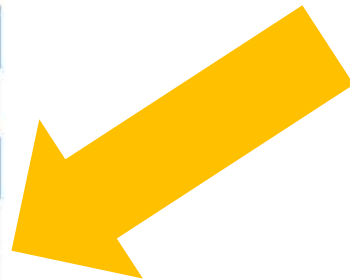
6/1/2025-26 (AP)

 Student Comments School Information

Enrollment tab
will show courses
student selected
is enrolled in.

[▼ Student Home](#)[Student Info](#)[Edit Student](#)[Calendar](#)[Discipline](#)[Family](#)[▼ Message Center](#)[Communications](#)[Messages](#)[▼ Enrollments](#)[Current Sections](#)[▼ Academic](#)[Student History](#)[Grades](#)[Attendance](#)[Plans of Study](#)[External Tests](#)[▼ External Links](#)[Staff Contact List](#)[About PlagScan](#)

Use the left menu to select “Grades” to track student progress.



Select Course

☒ Show Active Courses Only

Select Course

All Courses

Section	Assignment	Assignment Type	Due Date	Submit Date	Graded Date	Grade	Total Points	Assignment Excluded	Grade Excluded	Comments
								False		
Dual Diploma United States Government Hon - A	Pre-Test (3e5cb89f90914349a9)		9/22/2024					False	False	
Dual Diploma United States Government Hon - A	1.01A Discussion Post: Government Everyday Life (75775f7d9fd2407ca)		9/29/2024					False	False	
Dual Diploma United States Government Hon - A	1.03A Quiz on Government and American Democracy (45251ffc60b544a587)		9/29/2024					False	False	
Dual Diploma United States Government Hon - A	1.04A Quiz on Foreign Policy and Global Relations (8c1a68c39a2c4ece93)							False	False	
Dual Diploma United States Government Hon - A	1.05A Quiz on Drafting the Constitution (7e37236d73204983b)							False	False	
Dual Diploma United States Government Hon - A	2.03A Quiz: The United States Constitution (5680ad9e69d64444b4)		10/20/2024					False	False	
Dual Diploma United States Government Hon - A	2.04A Amending the Constitution (1a1a1a1a1a1a1a1a)		10/27/2024					False	False	

Select the course to see assignments, due dates, and grades earned.

▼ Student Home

Student Info

Edit Student

Calendar

Discipline

Family

▼ Message Center

Communications

Messages

▼ Enrollments

Current Sections

▼ Academic

Student History

Grades

Attendance

Plans of Study

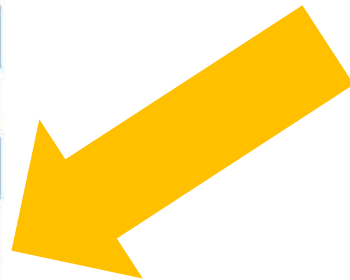
External Tests

▼ External Links

Staff Contact List

About PlagScan

Select “Attendance”
to view the amount
of time students
have logged in to
work in their
course(s).



▼ Student Home

Student Info

Edit Student

Calendar

Discipline

Family

▼ Message Center

Communications

Messages

▼ Enrollments

Current Sections

▼ Academic

Student History

Grades

Attendance

Plans of Study

External Tests

▼ External Links

Staff Contact List

About PlagScan

Attendance Details



- For online courses, attendance data is updated daily.
- For all other courses, attendance data is updated weekly.
- All data on this page is subject to change.

Attendance Time Overall 00:00:00 (HH:MM:SS)

Attendance Statistics For Active Sections Only; Considering All Sections

Number of Attendances: 0

Last Attendance:

Select Section

☒ Show Active Sections Only

Show Changes

All Sections

Select Period

September 2024

Date	Section	Course	Att	Physical	LMS	Total Duration

Select the section or course/class, select the month to view the amount of time students have logged in to work in their course(s).

Calculator

Home Students Teachers Courses Sections **Enrollments** Reports

Enrollments ▼

▼ Enrollments

Active Enrollments

All Enrollments

Forms

▼ External Links

Staff Contact List

About PlagScan

Pacing View Graphical ▼

☐ Select all



50

1 - 50 of 400



Select a group



Student	Section	Country	Organization	Exit Date	Curr. Grd.	Course G
<input type="checkbox"/>	Dual Diploma United States Government Hon - A	FRANCE	Academica - France 20...			
<input type="checkbox"/>	Dual Diploma AP Human Geography - A	FRANCE	Academica - France 20...			
<input type="checkbox"/>	Dual Diploma United States Government Hon - A	FRANCE	Academica - France 20...			
	Dual Diploma AP Human Geography - A	FRANCE	Academica - France 20...			
	Dual Diploma United States Government Hon - A	FRANCE	Academica - France 20...			
	Dual Diploma AP Human Geography - A	FRANCE	Academica - France 20...			
	Dual Diploma United States Government Hon - A	FRANCE	Lycée Jean XXIII - Mont...			
	Dual Diploma AP Human Geography - A	FRANCE	Lycée Jean XXIII - Mont...			
	Dual Diploma United States Government Hon - A	FRANCE	Lycée Le Caousou - To...			
	Dual Diploma AP Human Geography - A	FRANCE	Lycée Le Caousou - To...			
	Dual Diploma United States Government Hon - A	FRANCE	Lycée Saint-Paul - Vann...			
<input type="checkbox"/>	Dual Diploma AP Human Geography - A	FRANCE	Lycée Saint-Paul - Vann...			

“Enrollments” tab will show all the courses students are enrolled in, along with their grades.

Any Questions?

