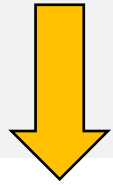




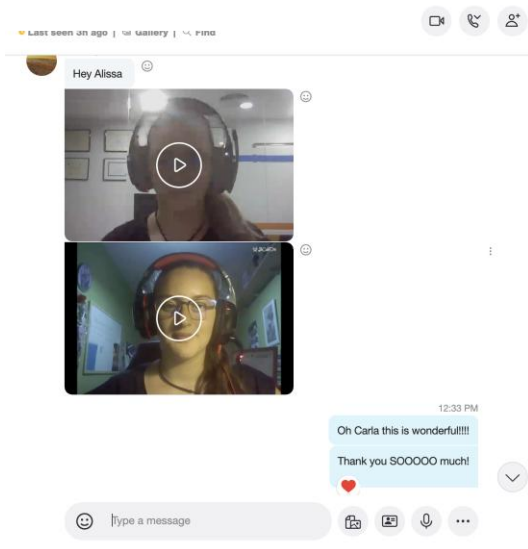
Program Director Information

2025-2026

What online learning looks like with the AIS Dual Diploma Program!



Teams



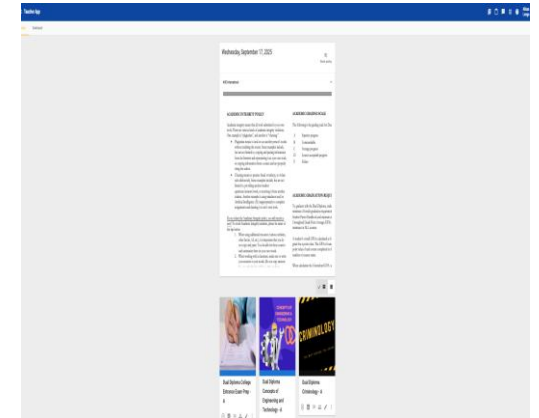
Live Sessions on
Zoom



Independent Work,
Email Communication
with Instructor



Lessons and
Assignments on
Cosmos



Logging On

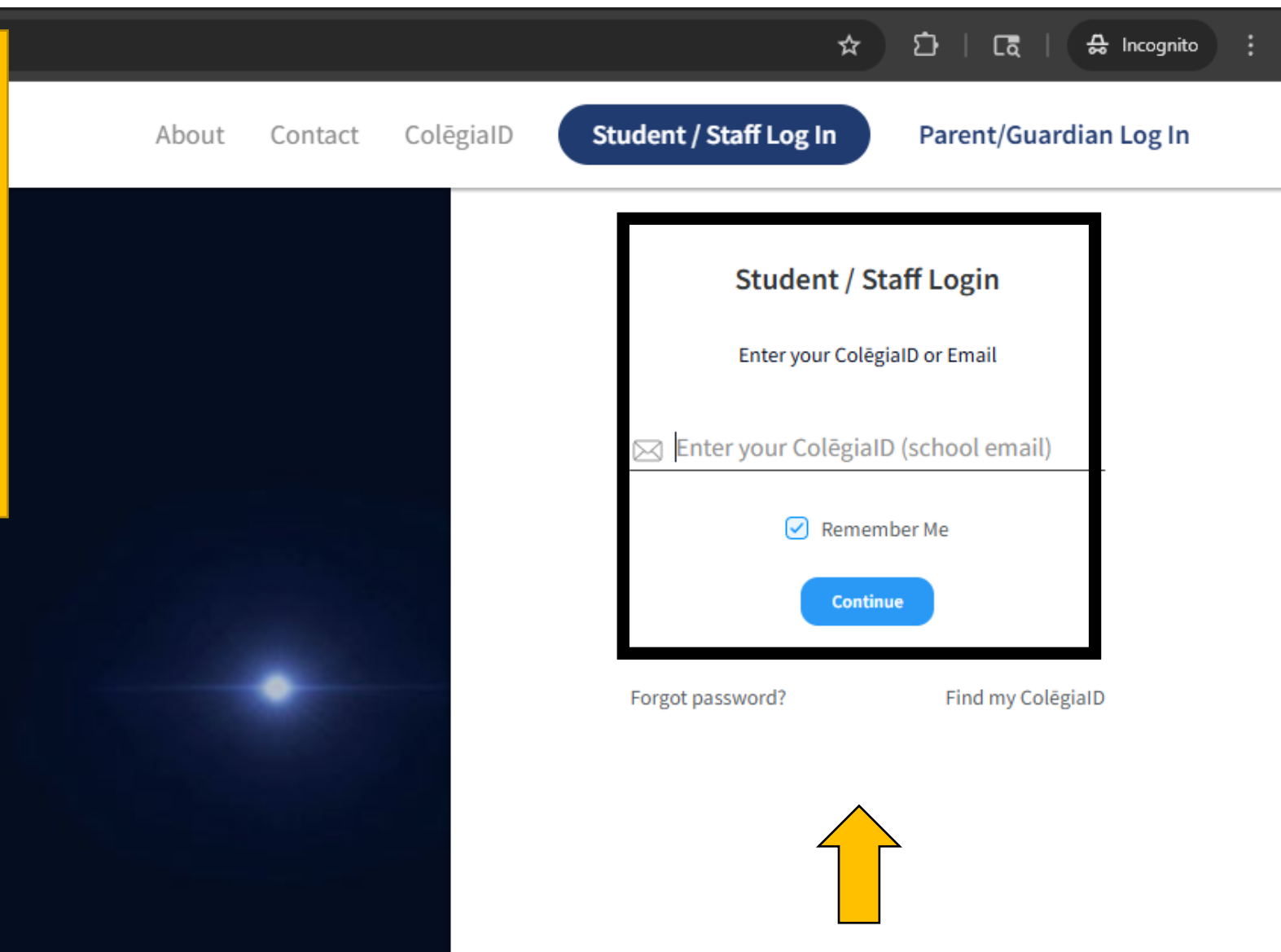


**Colegia.org is a
one-stop-shop for
all things **DUAL
DIPLOMA****

1

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



Incognito

About Contact ColēgialID **Student / Staff Log In** Parent/Guardian Log In

Student / Staff Login

Enter your ColēgialID or Email

☒ Remember Me

Continue

[Forgot password?](#) [Find my ColēgialID](#)



Alissa



Dashboard



Apps



Class Links



Messages



Classes



Assignments



More

Good afternoon, Alissa!



AIA



ColêgiaTV



Events



Calendar



Email

999+



SharePoint

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



ColégiaTV



Events



Calendar



Email



SharePoint

Calendar

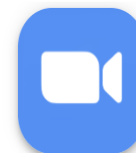


September 2024

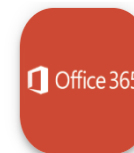


	M	T	W	T	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30					

My Apps



Zoom

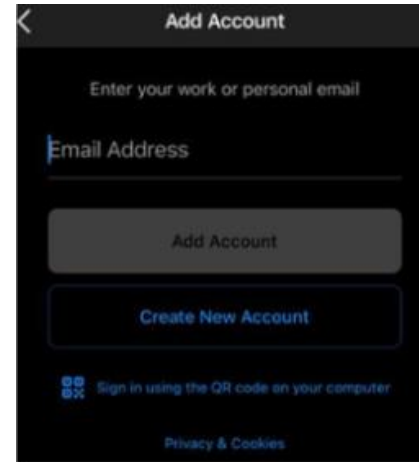
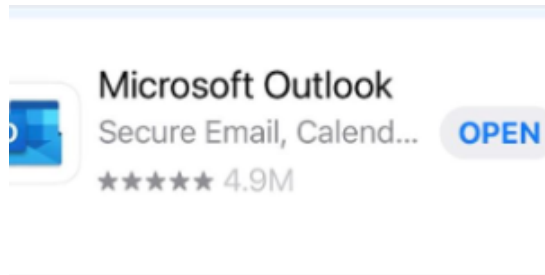


Office 365



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.

Monday, September 8, 2025

Needs grading

AVE International

ACADEMIC INTEGRITY POLICY

Academic integrity means that all work submitted is your own work. There are various kinds of academic integrity violations. One example is "plagiarism", and another is "cheating."

- Plagiarism means to steal or use another person's words without crediting the source. Some examples include, but are not limited to, copying and pasting information from the Internet and representing it as your own work, or copying information from a source and not properly citing the author.
- 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:

1. 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.
2. When working with a classmate, make sure to write your answers in your words. Do not copy answers for any submitted work from other students.

LATE WORK POLICY

ACADEMIC GRADING SCALE

The following is the grading scale for Dual

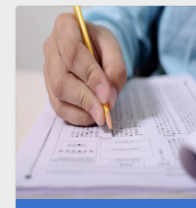
A	Superior progress
B	Commendable
C	Average progress
D	Lowest acceptable progress
F	Failure

ACADEMIC GRADUATION REQUIREMENTS

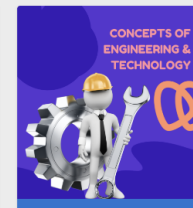
To graduate with the Dual Diploma, students must complete minimum 24 credit graduation requirements, maintain at least a C average (GPA) in ALL courses.

A student's overall GPA is calculated as follows: The GPA is found by dividing the total number of points earned by the number of courses completed.

When calculating the Unweighted GPA, use the following point system:



Dual Diploma College Entrance Exam Prep - A

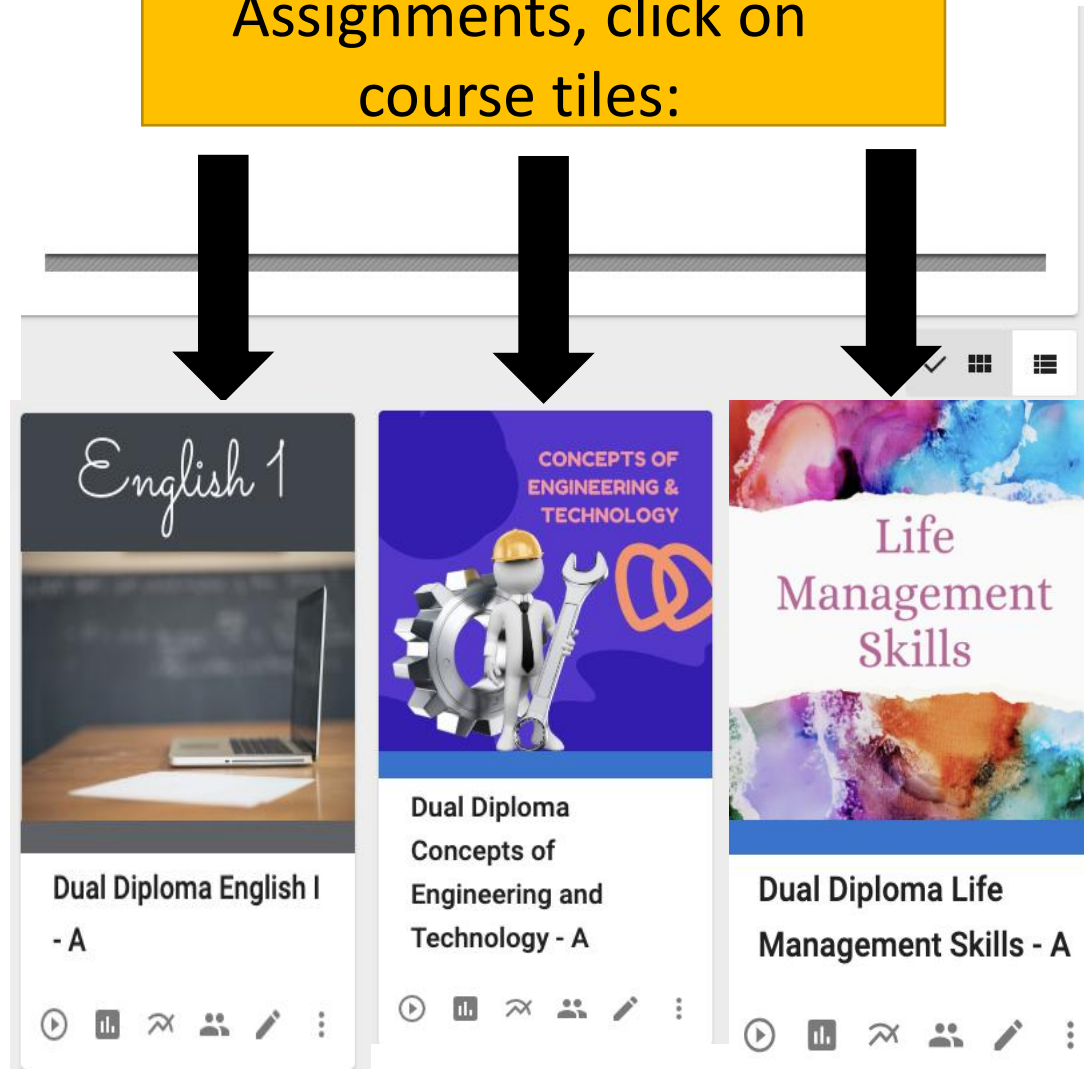


Dual Diploma Concepts of Engineering and Technology - A

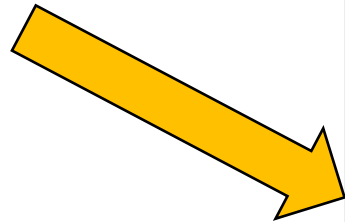


Dual Diploma Criminology - A


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



English?

Dual Diploma English I - A

≡

DUAL DIPLOMA WITH ALISSA LONGO

ENGLISH I

(FIRST SEMESTER)

Important Dates

Oct 13-17: Mandatory Live Session #1
Oct 27-31: Content Live Sessions for English
Nov 11: Teacher Holiday - Veteran's Day
Week of Nov. 17: Progress Report Issued
Nov 17-21: Mandatory Live Session #2
Nov 27, 28: Teacher Holiday - Thanksgiving
Dec 22 -Jan 2: Teacher Holiday - Winter Break
Week of Jan 5: Progress Report Issued
Jan 12-16: Mandatory Live Session #3
Jan 19: Teacher Holiday - Martin Luther King Jr.
Feb 6: Semester 1 Ends
Week of Feb 9: 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

Pacing Guide

Due Date	Assignment
October 17	Mandatory Live Session 1 Assignment
October 19	Pre-Test
October 26	Quiz – Burlington Basics and Writing in English
November 2	*Burlington – Everyday English 2 - Module 1 Module 1 Test
November 9	Reading Comprehension Quiz: Dark Tourism
November 16	*Burlington – Everyday English 2 - Module 2
November 21	Mandatory Live Session 2 Assignment
November 23	There was/There were: The Thieves
November 30	*Burlington – Everyday English 2 - Module 3
December 7	Module 3 Test
December 14	Burlington – Everyday English 2 - Module 4 Key Elements of a Literary Text Assignment
December 19	First Semester Video Chat
December 21	*Burlington – Everyday English 2 - Module 5 Using Key Elements to Create Meaning Short Response
December 28	Module 5 Test
January 4	Project: Online Travel Guide
January 11	*Burlington – Everyday English 2 - Module 6
January 16	Mandatory Live Session 3 Assignment
January 18	*Burlington – Everyday English 2 - Module 7 Module 7 Test
January 25	*Burlington – Everyday English 2 - Module 8
February 1	Reading Comprehension Quiz: Feeding Disaster Victims

ACTIVITIES

search

>

Teacher Resources

>

English I Pre-Test

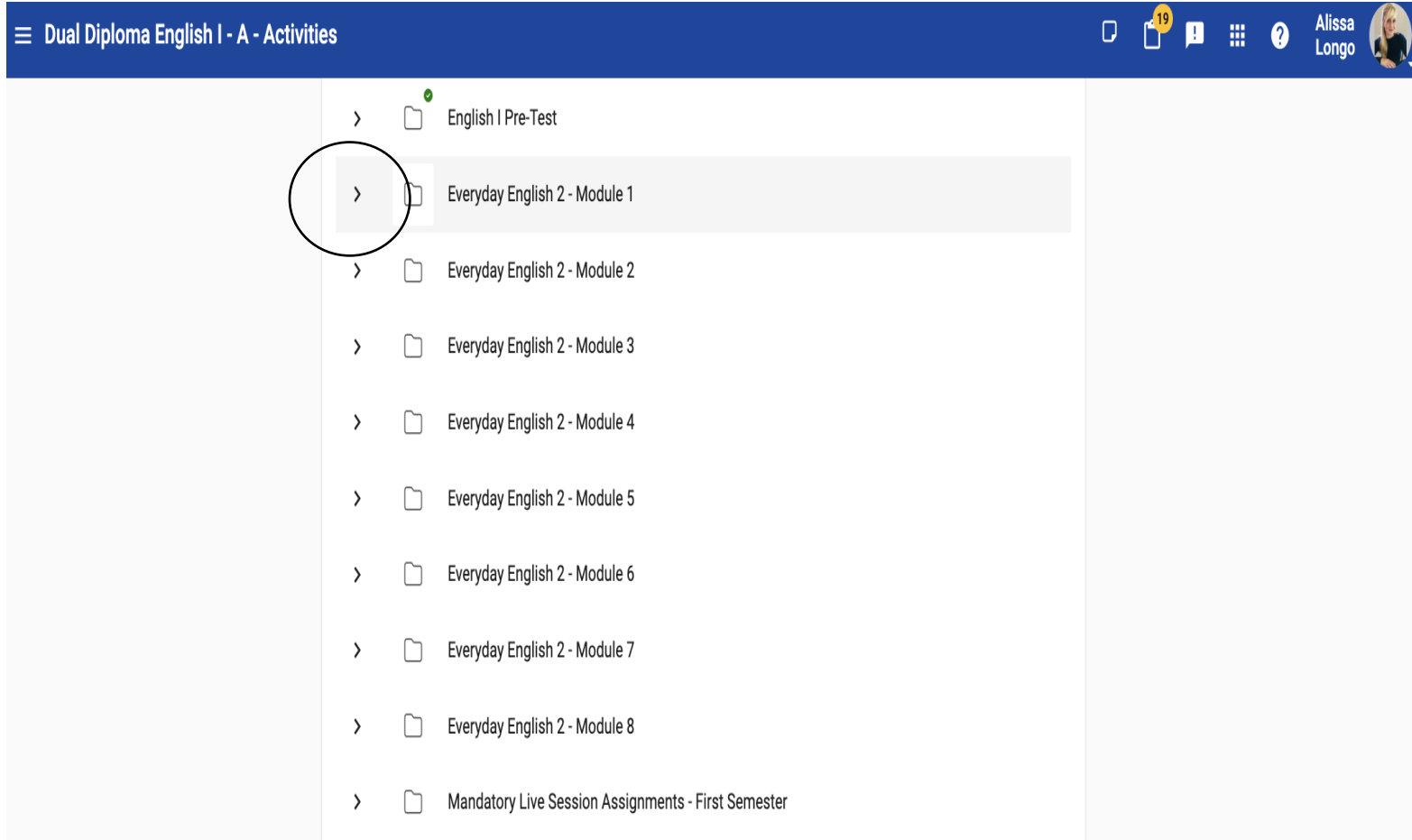
Pacing Guides showing Due Dates for all assignments in First Semester

Folders to open lessons and assignments

Let's take a closer look:

Course Lessons and Assignments:

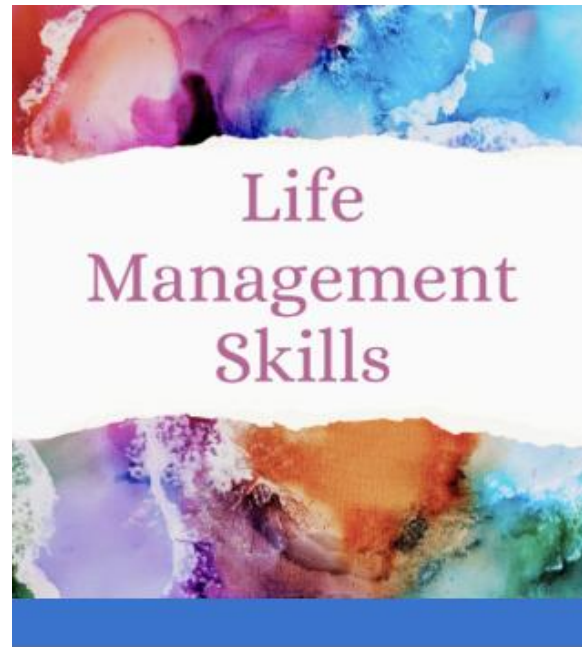
Click the arrow to open module to view lessons and assignments.



Here, students can access course lessons and assignments.

≡ Dual Diploma English I - A - Activities

- > English I Pre-Test
- ▼ Everyday English 2 - Module 1
 - Burlington Basics and Writing in English
 - Burlington Basics
 - Everyday English 2 - Module 1 Grade Placeholder
 - Module 1 Test
- > Everyday English 2 - Module 2
- > Everyday English 2 - Module 3
- > Everyday English 2 - Module 4



Life Management Skills

Dual Diploma Life
Management Skills - A



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% of 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.



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



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

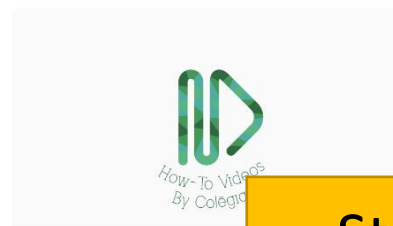
 Messages

 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...



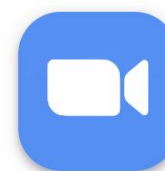
Students will have access to Microsoft Office here.



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



Alissa



Dashboard



Apps



Class Links



Messages



Classes



Assignments



More

Updates



How-To Video
By College



Stay Informed

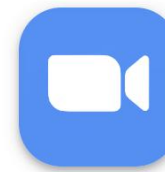
Building a Perfect
RESUME

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

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...

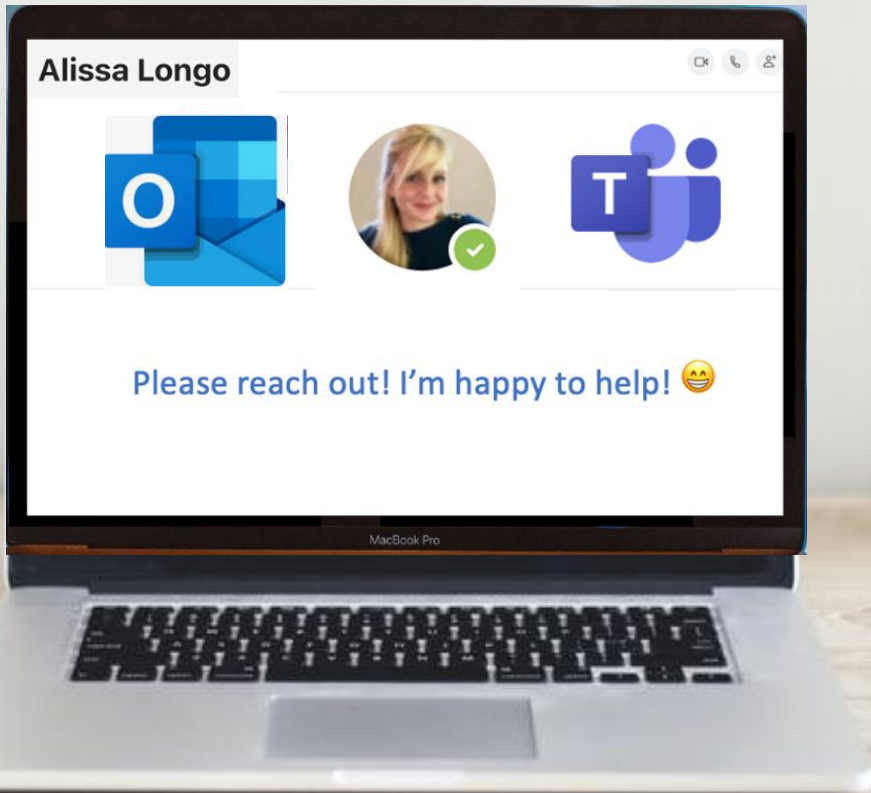


Resume Building and In...



AVE SIS

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

Live Sessions

1. Mandatory Live Sessions
2. Content Live Sessions

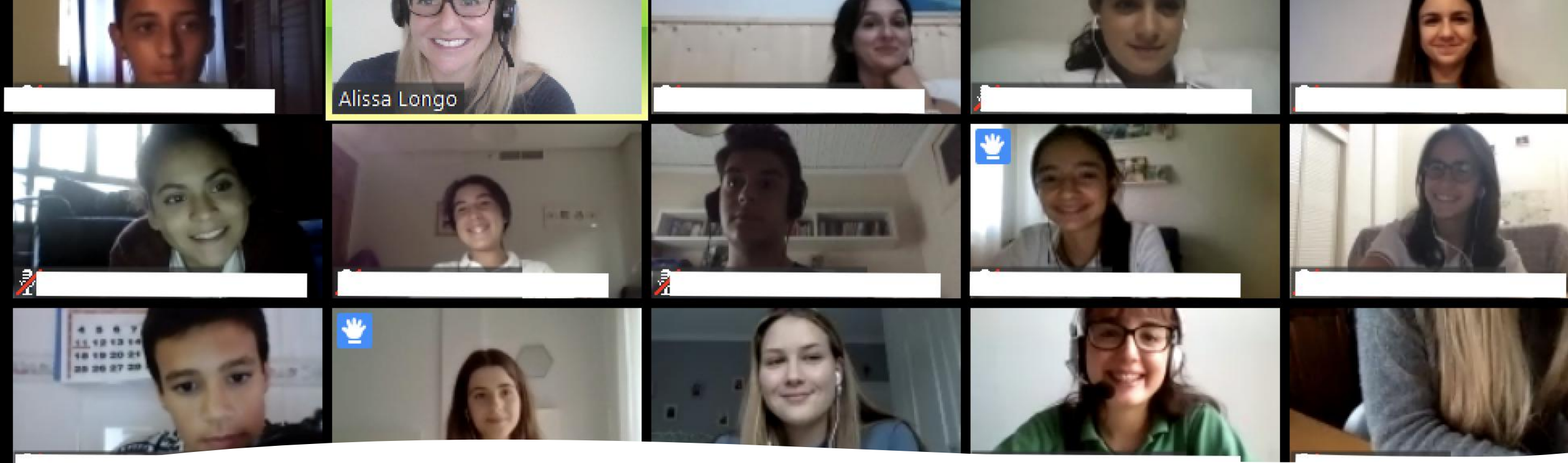
*Both take place on Zoom

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

NOVEMBER 2025

SUN	MON	TUES	WED	THURS	FRI	SAT
26	27	28	29	30	31	1
2 <small>Daylight Savings Time Ends</small>	3	4 <small>Election Day</small>	5 <small>Full Moon</small>	6	7	8
9	10	11 <small>Veterans Day</small>	12	13	14	15
16	17	18	19	20 <small>New Moon</small>	21	22
23 30	Mandatory Live Session # 2 Week (for New Students)					29
				<small>Thanksgiving Day</small>		

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 start times are 6 PM , 7 PM, 8 PM or 9PM 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 start times are 6 PM , 7 PM, 8 PM or 9PM Rome/Paris/Madrid Time

How can Program
Directors use the AVE SIS?

Logging On

**You will log into
colegia.org
To access YOUR
student information,
resources, and the
Program Director
Handbook**



Events



ColêgiaTV



AIA



AVE SIS

September 2025

S	M	T	W	T	F	S
	1	2				
7	8	9				
14	15	16				
21	22	23				
28	29	30				

**You will have access to the
SIS by clicking the AVE SIS
icon on the top right of the
dashboard.**

 Student Details Current Enrollments Student History Enrollment History Assignment Grades Communications Attendance

List

 Filter

Section

Due Date

To

mm/dd/yyyy

mm/dd/yyyy

 Apply Filter Clear Filter Export to Excel

For information about a specific student, visit the "Student" tab on the top tool bar and select "List". Find the student, click on "Details", and view menu on the left-hand side of the screen.

Total Assignments: 90

<<

<

1

>

>>

Tra

List

Groups

Enrollments List

▼ Filter

Enrollment Ids

Student Ids

Student

Country

Section

Enrollment Date

From

To

Start Date

From

To

Program Level

Years To Complete

Exit Date

▼ Apply Filter


↺ Clear Filter

↓ Export to Excel

👤 Create

For information about enrollments, select “Enrollment” on the top tool bar and select “List”. You can use the search filters to find the enrollment(s) you are looking for.

*Create excel spreadsheets to help with organization.

 Enrollment Details Enrollment Grades Enrollment
Attendance Filter

Once you find an enrollment, you can click on the ID number and view the menu on the left-hand side of the screen.
Select to find the information you need.

Assignment Name

Submission Date

From

To

 Export to Excel

Any Questions?

