



DUAL DIPLOMA PROGRAM

PROGRAM DIRECTOR HANDBOOK

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Introduction

The Program Director plays a key role in the success of the Dual Diploma Program. This handbook provides information that will help the Program Director get familiar with the Dual Diploma Program, how it works, and to also understand his/her responsibilities.

Program Director's Responsibilities

1. Understand the Dual Diploma Program and how it works.
2. Assist with the Admissions Testing and ensure students take the test in a secure setting.
3. Maintain continuous communication with the students enrolled in the program. Ensure that the students are engaged, motivated, and completing their coursework. Work with students who fall behind and assist them so they can get back on track.
4. Maintain continuous communication with the parents of the students enrolled in the program to ensure they are informed of their child's progress.
5. Maintain continuous communication with the teachers regarding the students' progress.
6. Maintain continuous communication with the Dual Diploma Staff.

Admissions Test Procedures

The purpose of the Dual Diploma Admissions Test is to determine a student's English proficiency for acceptance into the program. The test will give our admissions department an indication of students' knowledge and skills in English grammar, vocabulary, reading, and writing and will determine whether the student is admitted into the Dual Diploma Program.

To get reliable results, it is essential that the scores from the selected test items accurately reflect the ability of each student independently. For this reason, we ask that each school's Program Director adhere to the testing guidelines set forth in this test administration guide.

After the students complete the Admissions Test, selected students may be contacted to take an Oral Test through an online interview via Skype. We ask that you help us coordinate the oral interviews so that they can take place in a secure setting.

Directions (see pages 4-9 for specific steps and screen shots)

1. To take the test, each individual student should be assigned a computer with Internet access.
2. There should be one student assigned to one computer. Students are to take the test individually without assistance; therefore they cannot sit together or test together, or talk during the test. They cannot use a dictionary, textbook, online website, or any other reference to assist them during the test.
3. Go to this link: <https://ave.maestrosis.com/MyHomePage.aspx>
4. Students will need to login. You will be provided with your students' logins and

passwords prior to the day of testing. The students' credentials will also be sent to their personal emails.

5. Students will have 75 minutes to complete the Admissions Test.
6. Upon completing the test, each student should log-out. If at any time during testing you run into technical difficulties, please contact our technical specialist, Rob Logan or Javier Lago via email at support@aveteaching.com. or on Skype at somerset.international.4

Taking the Test

1. Have the students login it to their Maestro account with the credentials that you received and they also received in their personal email:
<https://ave.maestrosis.com/MyHomePage.aspx>

The image shows a screenshot of the Maestro login page. At the top, there are three logos: Somerset Academy, Mater Academy (Alma Mater Studios), and Doral College Miami Florida. Below the logos is the Maestro logo and a login form with fields for User Name and Password, a Log In button, and a link for 'Forgot User Name / Password'. Below the login form are three promotional tiles: 'Request Information' with a call center agent, 'Create an Account' with puzzle pieces and a key, and 'Course Catalog' with a student and teacher. At the bottom, there is contact information for info@matervirtualacademy.com and a note about system checkups.

- On the left side of the screen, under My Space, click on Current Courses.

3.4.2
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- Then under current courses, you will see Dual Diploma Admissions Test. Click on the blue rectangle that says Launch Course.

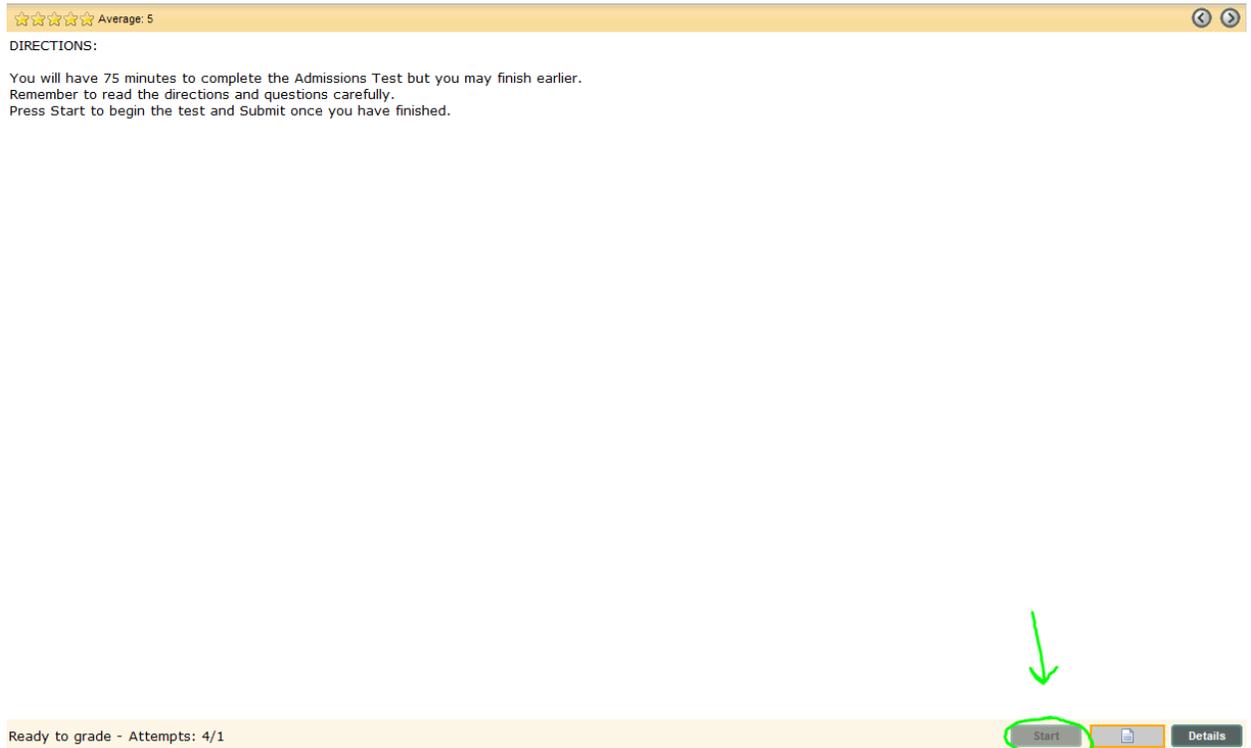
3.4.2
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Vendor	Role	Organization	LMSID	UserName	Login
Academica	Student	Inlingua	5075	dstudent01	↕
Doral College	Student	Inlingua	5075	dstudent01	↕
Mater Virtual Academy	Student	Inlingua	5075	dstudent01	↕
Somerset International	Student	Inlingua	5075	dstudent01	↕

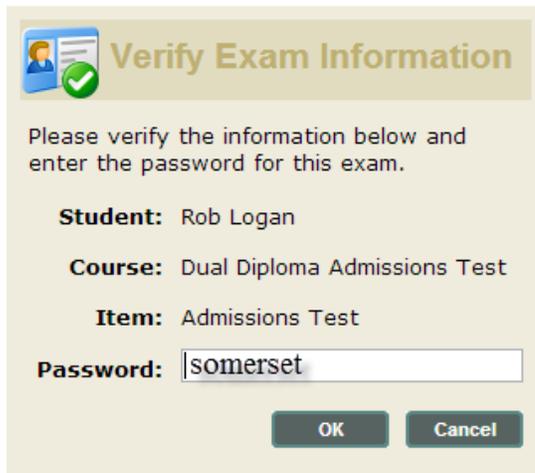
4. Once in BrainHoney, click on Dual Diploma Admissions Test.



5. Read test directions and click on “Start” in the lower right-hand corner



6. Type in **somerset** in the Password field to verify your exam information and then click “OK”.



Verify Exam Information

Please verify the information below and enter the password for this exam.

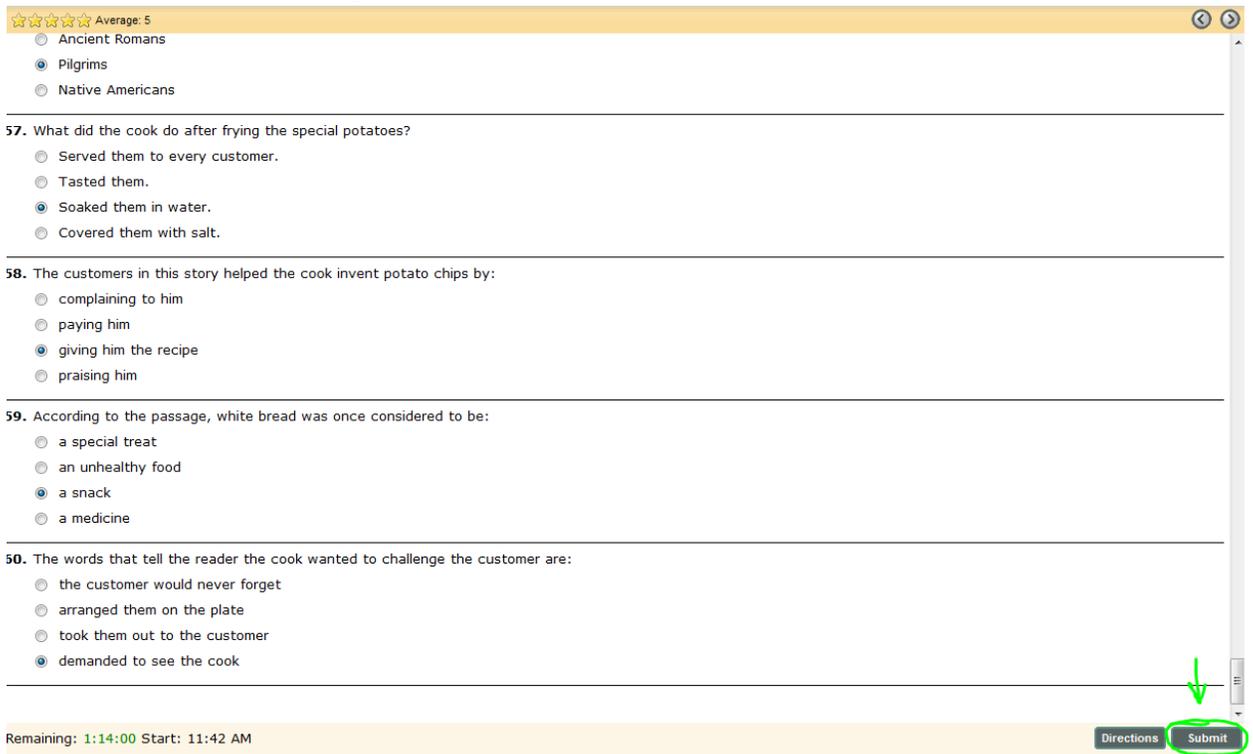
Student: Rob Logan

Course: Dual Diploma Admissions Test

Item: Admissions Test

Password:

7. Click on “Submit” in the lower right-hand corner of the screen when you are finished with the test and all of the questions have been answered.



☆☆☆☆☆ Average: 5

- Ancient Romans
- Pilgrims
- Native Americans

57. What did the cook do after frying the special potatoes?

- Served them to every customer.
- Tasted them.
- Soaked them in water.
- Covered them with salt.

58. The customers in this story helped the cook invent potato chips by:

- complaining to him
- paying him
- giving him the recipe
- praising him

59. According to the passage, white bread was once considered to be:

- a special treat
- an unhealthy food
- a snack
- a medicine

50. The words that tell the reader the cook wanted to challenge the customer are:

- the customer would never forget
- arranged them on the plate
- took them out to the customer
- demanded to see the cook

Remaining: 1:14:00 Start: 11:42 AM

Editing Student Information on Maestro

If a student or parent's email or other information needs to be updated in Maestro, you can easily change it. Please make sure all of your students' and parents' emails are correct in Maestro. This way we can ensure your students are getting the messages from their teachers. In order to edit student information, you can follow these steps:

1. Go to <https://ave.maestrosis.com/MyHomePage.aspx>
2. Click on **Students** on the top tool bar.
3. Click on the **specific student** you are looking for.
4. Under Student Home on the left side of the screen, click on **Edit Student**
5. Edit the appropriate information and click **Save** on the bottom of the screen.

Grading Policies

Students are graded with a letter grade broken down by points and percentages as shown in the chart below.

A	4	90 - 100 %
B	3	80 – 89 %
C	2	70 – 79 %
D	1	60 - 69 %
F	0	Less than 59 %

Communication

1. Students, Parents, and Program Directors should check their emails and Maestro inbox daily as teachers and Dual Diploma Program staff members send out announcements and important information frequently.
2. If a Program Director would like an email, we can create one @aveteaching.com. Simply let us know and we would be happy to get that set up for you.
3. In the courses themselves and on Maestro, the teachers post announcements regularly.
4. Teachers and Dual Diploma staff members also communicate via Skype.

How Program Directors Can Monitor Students' Progress

1. Login to Maestro at <https://ave.maestrosis.com/MyHomePage.aspx>
2. Click on **Enrollments** on the top tool bar.
3. There you will see a list of all of your students and a snapshot of their progress in each of their courses. You can see their current grade and if you hover your mouse over the last column, you can see detailed information regarding the student's pacing.

The screenshot shows the 'Active Enrollments' page in the Maestro SIS. The 'Enrollments' tab is highlighted in the top navigation bar. The main table displays a list of students with their enrollment details. The Pacing column shows a progress bar and a percentage. A red circle highlights the Pacing information for the first student, Ruiz, Natalia, showing a current grade of 8 and a pacing of 45%.

Student	Organization	Section	Teacher	Enrollment Date	Start Date	End Date	Curr. Grd.	Final Grade	Pacing
Ruiz, Natalia	Doral Academy Preparatory High School	Spanish for Spanish Speakers	Chavarria, Tatiana	8/28/2013	8/28/2013	6/6/2014		8	274 45
manzanares, daisy	Doral Academy Preparatory High School	Student Orientation	Graded, Auto	8/28/2013	8/28/2013	8/30/2013			2 4
manzanares, daisy	Doral Academy Preparatory High School	Spanish for Spanish Speakers	Chavarria, Tatiana	8/28/2013	8/28/2013	6/6/2014	80.00	8	274 45
mirabal, jorge	Doral Academy Preparatory High School	Student Orientation	Graded, Auto	8/28/2013	8/28/2013	8/30/2013			2 4
mirabal, jorge	Doral Academy Preparatory High School	Spanish for Spanish Speakers	Chavarria, Tatiana	8/28/2013	8/28/2013	6/6/2014	80.00	8	274 45
Villar, Javier	Doral Academy Preparatory High School	Spanish for Spanish Speakers	Chavarria, Tatiana	8/28/2013	8/28/2013	6/6/2014	40.00	8	274 45
Gonzalez, Sophia	Doral Academy Preparatory High School	Spanish for Spanish Speakers	Chavarria, Tatiana	8/28/2013	8/28/2013	6/6/2014		8	274 45

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4. If you want more specific information regarding a particular student, simply click on that specific student from the list and then on the left hand side of the screen, click on **Grades** under Academic.

Home Applications Students Teachers Courses Sections Enrollments Communications Reports Organizations Documents

manzanares, daisy

Home Page for Student manzanares, daisy

Information Enrollments LMS Documents

Student Personal Information

Student ID : 2193 User Account Id : 5024
 First Name : daisy Middle Name :
 Last Name : manzanares Preferred Name :
 Date Of Birth : 4/26/2013 (Age: 0) Gender : Female
 Program : Expected Graduation :
 Ethnicity : Hispanic / Latino Race : Black or African American
 Student Type : Domestic Language : English

Student Status : ACTIVE GPA : 0.00
 Local ID : IEP : No
 Student Comments :
 House Affiliation : Please Select

School Information

Organization : Doral Academy Preparatory High School Grade Level : 11
 Full Time : No

Contact Information

Primary Phone : 786-371-7529 (Mobile) Default Email : daisysmith123@hotmail.com
 Secondary Phone :

Student Home
 Student Info
 Edit Student
 View Application
 Calendar
 Message Center
 Communications
 Messages
 Enrollments
 Current Sections
 Suggested Courses
 Academic
 Student History
 Grades
 Attendance
 Plans of Study
 Transcript
 External Tests
 Student Ledger
 Ledger

5. Then select the course, and you will get detailed information about that particular student's progress.

Home Applications Students Teachers Courses Sections Enrollments Communications Reports Organizations Documents

manzanares, daisy

Student Grades

Gradebook Details

- For online courses, gradebook data is updated daily from the Learning Management System.
- For all other courses, gradebook data is updated when grades are entered in the Maestro system.
- All data on this page is subject to change.

Select Course

Show Active Courses Only Show Chart

Select Course Spanish for Spanish Speakers I (ACTIVE)

Enrollment Information

Section: Spanish for Spanish Speakers Course Start Date: 8/28/2013
 Teacher: Chavarria, Tatiana Course End Date: 6/6/2014
 Current Grade: 80 Final Grade:

Assignment	Type	Due Date	Submit Date	Grade	Exclude	Comments
MI Prueba Preliminar		8/31/2013	8/29/2013	80.00	False	
Examen M??dulo Introductorio		6/8/2014			True	
Module 2 Pretest		6/8/2014			True	
Lecci??n 1		6/8/2014			True	
MI Ejercicio 3.0		9/5/2013			False	
Prueba 4 (Lesson 7 and 8)		6/8/2014			True	
MI Ejercicio 7.0		6/8/2014			True	

How Parents Can Monitor Child's Progress

Maestro requires at least one guardian account associated to a student in order for them to monitor their performance. Therefore, upon creation of the student's account in Maestro, a guardian account is created as well. Please verify in Maestro if a guardian account already exists before having a parent or guardian follow these steps.

Then, if the parent account was not created and they did **not** receive a user account creation email including their credentials, they may create a guardian account by following the steps below.

Once the parent has their guardian account, they can monitor their child's progress by logging in and clicking on **Grades** on the left on side of the screen. (refer to page 12 of this handbook).

Creating a Parent or Guardian Account

1. Go to <https://ave.maestrosis.com/MyHomePage.aspx>
2. Click on the "Create an Account" icon
3. Check off the Parent/Guardian option for the Account Type, fill out your information, and click on Submit.

Create Account

To begin the Enrollment Process at Academica Virtual Education, you will need to provide the following information. Once your account has been created, you may log in and submit an application.

First Name :	<input type="text"/>
Last Name :	<input type="text"/>
Email Address :	<input type="text"/>
Password :	<input type="password" value="*****"/>
Security Question :	<input type="text"/>
Security Answer :	<input type="text"/>
Account Type*:	<input type="radio"/> Student <input checked="" type="radio"/> Parent/Guardian
 	
<input type="text" value="Type the text"/>	
Privacy & Terms	
Privacy Policy	
<input type="submit" value="Submit"/>	

[Return To Login Page](#)

4. Login to your account with the credentials given to you on the next page. You will also receive an email with your username and password.
5. **DO NOT fill out the student application when you log in.**
6. Instead, you will need to email support@aveteaching.com with the subject line “Guardian Account Created” and the body containing the student’s full name you will be monitoring. Please wait up to 24 hours to log back in. After that, you will be able to view your students account.

Tips for Students’ Success

1. Students should login at a minimum of **three times weekly** and spend approximately **3-5 hours per course, per week, studying.**
2. Students are also required to follow the guidelines provided by their instructor for completing the modules in the **English software program.**
3. Students should check their email and announcement dashboards daily as teachers send out numerous announcements, updates, and grade reports continuously.
4. Students should stay up-to-date with all coursework.
5. Students are encouraged to reach out to their teachers and ask questions. Teachers have published office hours so students should post their schedule.
6. It is important for students to participate in the Welcome Call, Online live sessions with their teacher, and one-on-one interviews with their teacher.

Burlington English

1. If students are having technical issues with their Burlington Program they can reach support at Josef Varela - josef.varela@burlingtonenglish.com

Staff Directory and Contact Information

Daniel Meyer, Executive Director: dmeyer@academica.org

Gina LaLicata, Director of Global Academics: glalicata@aveteaching.com

Jessica Vilorio, Global Academic Manager: jvilorio@aveteaching.com

Andres Calavia, Global School Liaison: ACalavia@aveteaching.com

Rossio Rodriguez, Academic Coach: RRodriguez@aveteaching.com

Jose Luis Martinez, Academica Spain: jlmartinez@academica.org

Maritxu Zulueta, Academica Spain: mzulueta@aveteaching.com

Maite Garicano, Academica Spain: mgaricano@aveteaching.com

Nicole Harvey, Global Teacher: nharvey@aveteaching.com

Sandra Llanes, Global Teacher: sllanes@aveteaching.com

Kevin Kerrick, Global Teacher: kkerrick@aveteaching.com

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