



# **vhcentral**

# **Student Guide**

Technical Support Home: <http://support.vhcentral.com>

Technical Support Help Request: [Submit a request](#)

Online Bookstore: [www.vistahigherlearning.com/store](http://www.vistahigherlearning.com/store)

Customer Service Phone: 800-269-6311 ext. 1

Customer Service Email: [storesupport@vistahigherlearning.com](mailto:storesupport@vistahigherlearning.com)

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# 1 Getting Started

Courses on vhlcentral allow you to submit and view your instructor's assignments, receive important announcements, and communicate with your instructor. Before you begin working in a course:

- You may want to [watch this tutorial](#), which demonstrates how to use the major features in your vhlcentral course.
- Print or view instructions online to help you create your account. Refer to the Getting Started information via the "**Need help?**" link on the vhlcentral login page (or go to <https://support.vhlcentral.com/hc/en-us/articles/215068557>).

## 1.1 Purchased Access for College/University Users


- Included with your **new** Vista Higher Learning textbook package may be a card/envelope that contains an access code that you can use to create your vhlcentral account and access your teacher's course.
- If you purchased your code(s) via our online store, you should have received your code(s) on your order confirmation page, as well as via email delivery to the email address that you entered during the checkout process.
- If you don't already have an access code or if you purchased a used textbook that contains a used code, you can purchase a new code from the Vista Higher Learning Online Store at <http://vistahigherlearning.com/students/store/>.

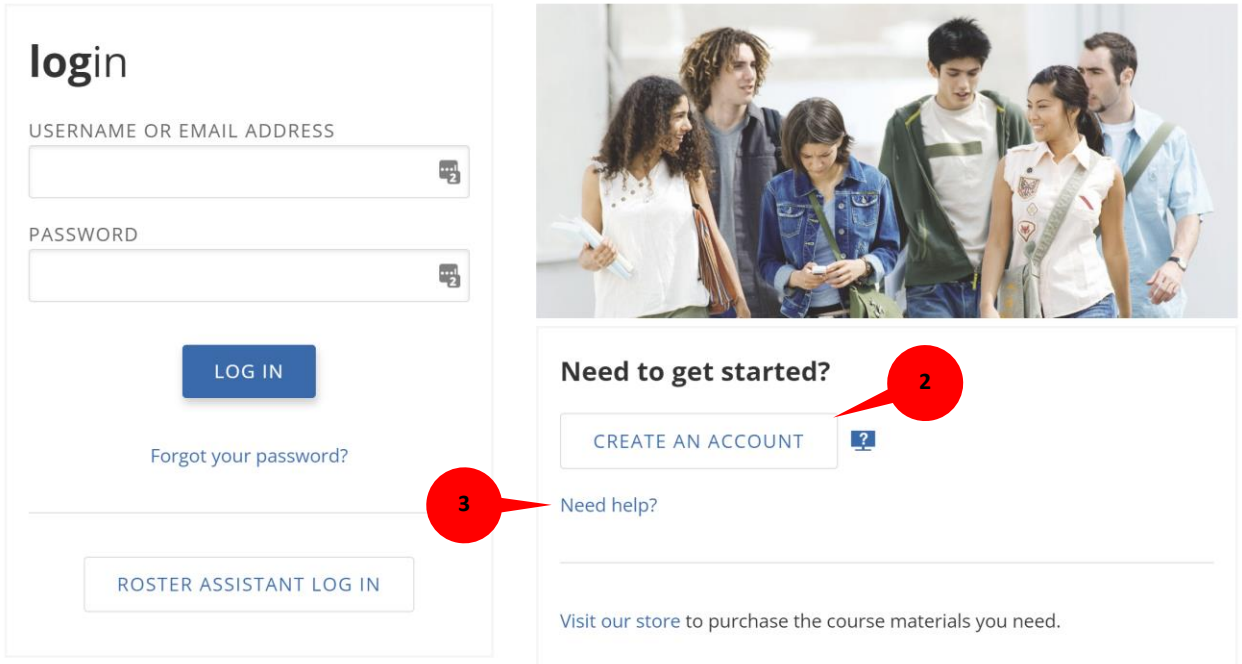
## 1.2 Access for K-12 School Users

Students at most middle schools and high schools do not need an access code. Please consult with your teacher about the process in place at your school to gain access to your teacher's class.

## 1.3 Create Your Account

1. Go to the vhlcentral login page by typing the URL [www.vhlcentral.com](http://www.vhlcentral.com) in your browser's address bar.

 You should add a bookmark or favorite to your browser for the vhlcentral home page.



**login**

USERNAME OR EMAIL ADDRESS

PASSWORD

**LOG IN**

[Forgot your password?](#)

**ROSTER ASSISTANT LOG IN**

**Need to get started?**

[CREATE AN ACCOUNT](#)

[Need help?](#)


[Visit our store](#) to purchase the course materials you need.

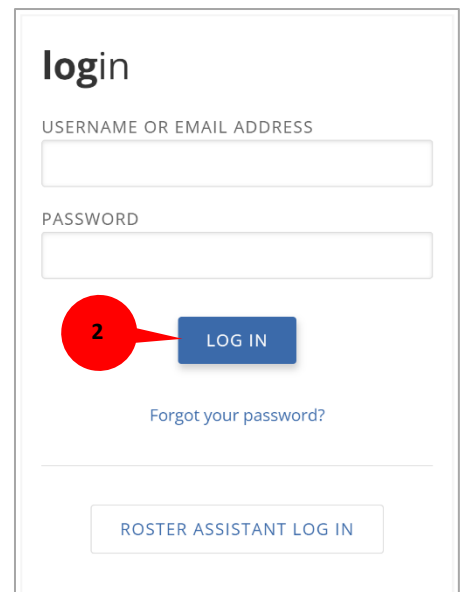
2. To begin the registration process, click on the **“Create an account”** link.
3. Follow the steps in the vhlcentral [Getting Started article](#) or click on **“Need help?”**

## 1.4 Log into Your Account at vhlcentral

If you have already created your vhlcentral account, you can log in to your account at [www.vhlcentral.com](http://www.vhlcentral.com).

1. Go to [www.vhlcentral.com](http://www.vhlcentral.com).
2. Enter your login information and click **“Log in.”**

 If you forget your password, you can use the **“Forgot your password?”** link on the vhlcentral home page for assistance.



**login**

USERNAME OR EMAIL ADDRESS

PASSWORD

**LOG IN**

[Forgot your password?](#)

**ROSTER ASSISTANT LOG IN**

## 1.5 Your vhlcentral Home Page

After you log into your vhlcentral account, a successful login alert will display. You may also see a reminder alerting you to enroll in a course.

The screenshot shows the vhlcentral home page. At the top left is the 'vhlcentral' logo (e). At the top right is the user profile 'Johnny Doe' (a), with 'Contrast' (b), 'Help' (c), and 'Logout' (d) links. Below the navigation bar, there are links for 'REDEEM A CODE' (g) and 'ENROLL IN A COURSE'. A featured program 'VISTAS, Sixth Edition' is shown with a test date of '11-Dec-2022 to 19-Mar-2023' and instructor 'John Doe'. A large image of two women in a car (f) is also present. A 'Publisher's Corner' section (f) contains a 'Show me' link (bullet point) and a 'Help' link (bullet point). A 'Programs' section (g) contains a 'REDEEM A CODE' link (bullet point).

At the top right-hand corner of your vhlcentral home page, you will find the following:

- a. **User's full name:** Click to update your vhlcentral account information (if applicable), including username, email, year of birth, secret question/answer, and time zone.
- b. **Contrast:** The toggle adjusts contrast of the site for accessibility.
- c. **Help:** View the help page with descriptions and instructions for the features of the current page.
  - **Show me:** Access how-to tutorial video to get started using vhlcentral.
  - **Help:** Access our technical support site to download guides and review solutions and FAQs.
- d. **Log out:** Exit your vhlcentral account.
- e. **vhlcentral:** Located at the top left-hand corner of the screen, click to return to your vhlcentral home page.

Within the main area of your vhlcentral account, you may find the following:

- f. **Publisher's Corner:** Read feature articles about language and culture, as well as tips and best practices for using the vhlcentral.
- g. **Programs:** You will find the following links here:
  - **REDEEM A CODE:** Add a program or upgrade access by redeeming a new code (if applicable for your school).



Access the how-to tutorial video to learn more about using vhlcentral.

- **ENROLL IN A COURSE:** Join your instructor’s class (not applicable for rostering institutions). After joining the class, you can click on the book image, the title link of your selected program, or the name of your instructor’s class to access your **Course dashboard**.



Access the how-to tutorial video to learn how to enroll in your course.

## 1.6 Enroll in Your Instructor’s Course

You will need to enroll in your instructor’s class to view the assignments, announcements, and feedback, as well as allow them to see your completed work (not applicable for rostering insitutions).

- ⚠️ Until you officially enroll in a class, you will see a reminder at the top of the “**Programs**” menu that states, “**You are not enrolled in any course or programs.**”

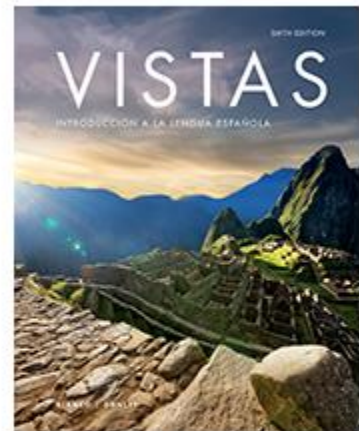
To enroll in a course, follow these instructions:

1. Log in to your account at [www.vhlcentral.com](http://www.vhlcentral.com).
2. Click the “**Enroll in a course**” link located under the “**Programs**” menu.



Students at schools that have set up a rostering integration with their Student Information System (SIS) and vhlcentral will not have a “Enroll in a course” option. Students will be auto-enrolled.

3. Choose which of the following best fits your current enrollment status and complete the steps as directed:
  - a. **You need to choose your school and enroll:**  
Continue to step 4.
  - b. **You need to change your school and enroll:**
    - i. On the "Course selection" page, click “Choose a different school.”
    - ii. Continue to step 4.
  - c. **You need to enroll (school already selected or pre-set):** Skip to step 9.



**Vistas, Sixth Edition**


[Enroll in a course](#)



- On the school selection page, type in the name of your school. To narrow the search results, consider including the city and state or country in which your school is located. Press the Enter key on your keyboard.


#### Add a new school

Search words using school's name and location

Example: Delaware University, Newark, DE 

CANCEL

4


 If the terms you entered did not result in a successful search, follow the on-screen tips to revise your search.

- Select your school from the list.
- Click “**select**” to add the school to your account.

#### School Selection

##### Add a new school

Search words using school's name and location

VHL MA 

##### Select your school

- VHL Academy, Cambridge, MA
- VHL HS, Boston, MA

**SELECT** CANCEL

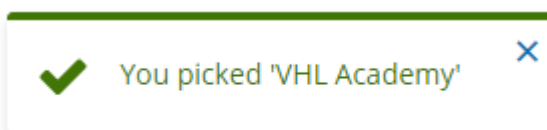
##### Need Help?

- [Getting started guide](#)
- [Chat with an Agent](#)
- [School not listed? Notify us...](#)


5

6

- Look for a flash alert that confirms you successfully added the school.




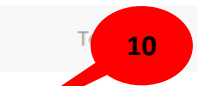
8. From the list of available courses at your school for your textbook, look for your instructor's course.

 You may need to click the expand menu arrow for your book in order to view the course list.

Sentieri, Second Edition ^

INSTRUCTOR	COURSE	SECTION	ADDITIONAL INFO
<input checked="" type="radio"/> Agudelo	Italiano	Training	
<input type="radio"/> Payne	Fall-Winter 2019-20	Section 1	
<input type="radio"/> Restrepo			
<input type="radio"/> Serna			
<input type="radio"/> Serna	Pesto di cuesto di mama	class 201	
<input type="radio"/> VanHo	T	Section 1	


**9** 

**10** 

**ENROLL** [GO TO HOME](#)

9. Click the radio button for your instructor's course. If more than one class is listed for your instructor, click the information icon to the right of the listing to determine the correct class.

10. Click **ENROLL** to join the class.

 If you receive an alert that reads "You must redeem a Code to access this course," you will need to redeem an access code. Return to the vhlcentral home page; under **Programs**, choose "redeem a code" to activate your code.

11. Look for a flash alert on your home page that confirms you successfully enrolled in your instructor's class.

12. On your vhlcentral home page, in the **Programs** section, you will see the title of your instructor's class, along with the duration of the class, school name, and your instructor's name. Click on the cover image, title of the book, or the name of the class to access your instructor's class.

## 2 Getting Around Your Instructor's Course on vhlcentral

Your vhlcentral program is designed to simplify your search for assignments, grades, and course resources—and it allows you to communicate with your instructor and classmates. If you are enrolled in a class, you will always land on the **Course dashboard** when you first enter your vhlcentral course.

### 2.1 Managing Your Course Work Using the Course Dashboard

The **Course dashboard** allows you to access the assignments, class bulletins, content, calendar, grades, and communications for your instructor's course.

#### Course Dashboard

The Course Dashboard is divided into several sections:

- Assignments:** A list of assignments organized by date. For Monday, November 18th, there are 7 activities. For Thursday, November 21st, there are 4 assignments. A specific assignment is highlighted with a 1h 10m duration and a due time of 11:59 PM, with a blue 'START' button.
- Class Bulletin:** A section for notifications and announcements. It shows 0 notifications and 0 announcements.
- Grades:** A section for grades, currently showing 'No grades available.'

#### 2.1.1 The Assignments Menu


The Assignments menu displays all items that your instructor assigns in chronological order by due date. You may also access assignments from the [Activities](#) area or from the [Calendar area](#).

The Assignments menu shows a list of assignments with the following details:

- Overdue:** 25 assignments. A red square icon indicates an overdue item.
- Lección 1 | Contextos:** 5 activities.
- Lección 1 | Fotonovela:** 11 activities.
- Lección 1 | Pronunciación:** 4 activities.
- Lección 2 | Contextos:** 5 activities.
- ESTIMATE 2h 27m:** A blue 'START' button is visible.
- Lección 1 | Vocabulary Quiz:** 1 assignment.
- ESTIMATE 30m:** Not Released. A message states: 'This assessment will be available when your instructor releases it.'
- Due Wednesday, August 22nd:** 4 assignments.
- Due Friday, August 24th:** 1 assignment.

Assignments are grouped into:

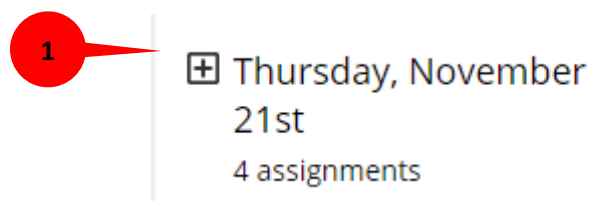
- **Overdue assignments:** Displays all of your overdue assignments.

 The overdue assignments list is displayed only if you have past due assignments to submit.


- **Current assignments:** Displays all activities that have been assigned by your instructor. These assignments must be submitted before the posted due date and due time set by your instructor.
- **Upcoming assignments:** Displays all activities assigned by your instructor for the next upcoming date. These assignments need to be submitted before the posted due date and due time.

### 2.1.1.1 Viewing and Completing Assigned Work Using the Assignments Menu

1. You may expand each date's set of assignments by clicking on its "+" icon or by clicking on the due date.




2. After expanding a date's set of assignments, you will see:
  - a. The assignment due date.
  - b. The number of activities that are due, along with the due time.
  - c. The lesson and book section of each item in the assignment set, along with the number of activities that are due.
  - d. An estimate of the total time needed to complete the assignment set (if applicable).

 Time is only an estimation. It may not reflect the actual time spent by each user to complete assignments.



3. Click the "start" button to begin the process of completing an assignment set.

4. On the activity page, complete all of the question items.

 The **save** button will save your work, so that you can continue it at a later time without being forced to use a submission.

- When you have completed answering all of the question items, click “**submit.**” After you submit the activity, you will receive immediate feedback about your responses on auto-graded activities. The feedback will detail your score, as well as your correct and incorrect responses.




For instructor-graded activities, you’ll receive a note that your grade is pending your instructor’s review of your answers.

- Depending on the number of attempts allowed on an assigned activity, you may have the following options:
  - Re-try (correct the responses that were marked wrong and submit remaining attempts)
  - Accept (accept your current score without using your remaining attempts)
  - Practice (take a practice attempt that will not impact your score)
  - Next activity (moves to the next assigned activity)
  - Return to the dashboard (this button is available only if you are at the last activity of an assignment set)

All activity pages are structured with the same layout to make it easier for you to complete and submit your assignments.


On the top left side of an activity page you will see the following information:

- Activity location** information (i.e., lesson, lesson section, and activity name).
- Each color-coded icon in the **Assignment progress bar** represents an assigned activity. You can check the status of each activity by hovering your cursor over each icon. Clicking on an icon will open the assigned activity.
- The **activity title** is followed by **directions** to help you understand the purpose of the activity.
- The **Return to Dashboard** link will bring you back to the Course dashboard.

 The **Return to Activities** link will display when accessing activities from the Content Activities area, and the **Return to Calendar** link will display when accessing activities from the Calendar.

- e. A **page reference** is provided for related pages in the student textbook (eCompanion or vText, if applicable).
- f. **Reference links** connect you to supporting material related to the assignment.

On the top right side of activity page, you will see the following information:

- g. The **calendar** icon displays the month and date that the activity is due. The time listed is the assignment's due time.
- h. The **assignment information** area identifies the number of attempts remaining on an assignment. Completed assignment status, such as the date and time when the activity was submitted, is also available in this area.
- i. The **Grade settings** link provides you with the following details about the activity:
  - **Activity grading type** identifies whether the activity is a graded activity or for credit.
  - **Attempts remaining** identifies the number of submissions remaining before your grade will be finalized in the gradebook.
  - **Overdue policy** identifies whether your instructor accepts late work or not.
  - **What counts?** identifies the items that your instructor expects to be used correctly in your response.
- j. **Instructor Annotations** are inline personalized notes from your instructor, marked by an apple icon. Annotations are placed above the section to which they were added. 


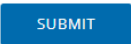
On the bottom left side of activity page, you will find reference tools:


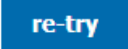



- k. The **Select reference tools** menu may include the following (varies by textbook):
  - The **Dictionary** is useful for locating new words or checking the spelling or meaning of unfamiliar words and phrases. It can be used to listen to the proper pronunciation of words.
  - The **Grammar Reference** tool offers explanations of grammar terms with examples.
  - The **Verb Wheel** is useful for finding the correct conjugations for a verb.
  - The **My Vocabulary** tool organizes vocabulary terms used in your textbook. You may add words, print out word lists, or study words using flash cards.

#### DICTIONARY VOCABULARY TOOLS

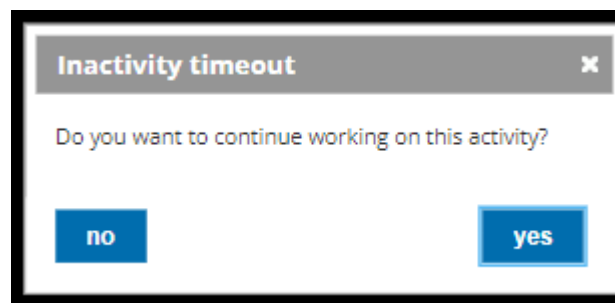
- l. The **accent bar** allows you to use foreign language characters in your responses.

On the bottom right side of activity page, you will see the following information:

- m. The **Assignment Grade** will appear if work has been submitted.
- n. The **save** button will save your work so that you can continue it at a later time without being forced to use an attempt.
- o. The **submit** button is used to send your work to your instructor.  

- p. The **accept** button records your current score as final in your instructor's gradebook. You will be unable to make future attempts on an assignment after clicking this button. 
- q. The **re-try** button is available if you submit incorrect answers and the activity has attempts remaining. 
-  Your instructor chooses how many attempts will be allowed. Each click of the submit button in an activity will use one attempt. If your instructor has enabled feedback for fill-in-the-blank activities, errors in your responses will be marked.
- r. The **practice** button allows you to submit a practice attempt, which is not recorded in your instructor's gradebook. This button only appears after you have used all allowable attempts or after your score on an assignment is finalized. 
- s. The **next activity** button opens the next assigned item in a work set. 

The **Inactivity timeout** alert is activated after several minutes of not interacting with the site. Click yes if you would like to continue working on the activity.



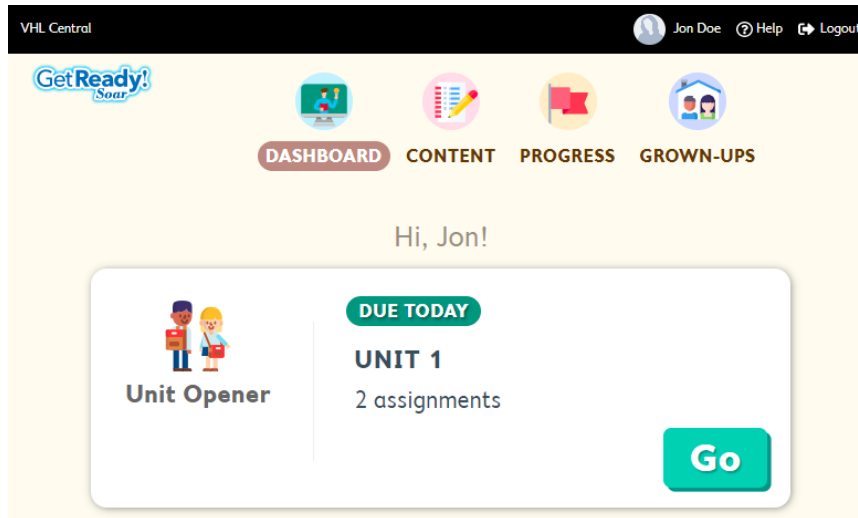
### 3 Supersite for Elementary (K-6)

Supersite for Elementary is available for select **K-6** programs: Connect with English ©2024, Discover Phonics, Get Reading! Sail/Soar, La Cartilla ©2022, Get Ready! + Get Reading! (bundle programs) and ¡Listos! + Antología (bundle programs).

Your Supersite for Elementary account allows you to access all of your assigned activities, content from all program units, up-to-date progress on completed assignments, and class announcements, along with alerts for changes to your assignment grades.

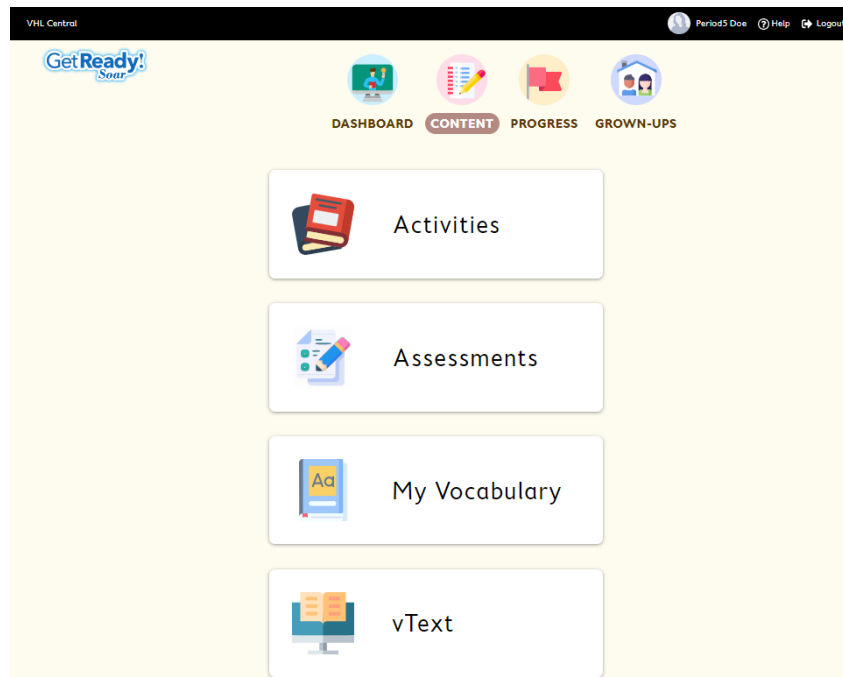
### 3.1 Managing Your Course Work Using the Supersite for Elementary Dashboard

Your Dashboard presents assigned activities (on time and overdue assignments), in chronological order by due date. To begin the process of completing assignments, click on the **Go** button.



### 3.2 Supersite for Elementary (K-6) Content

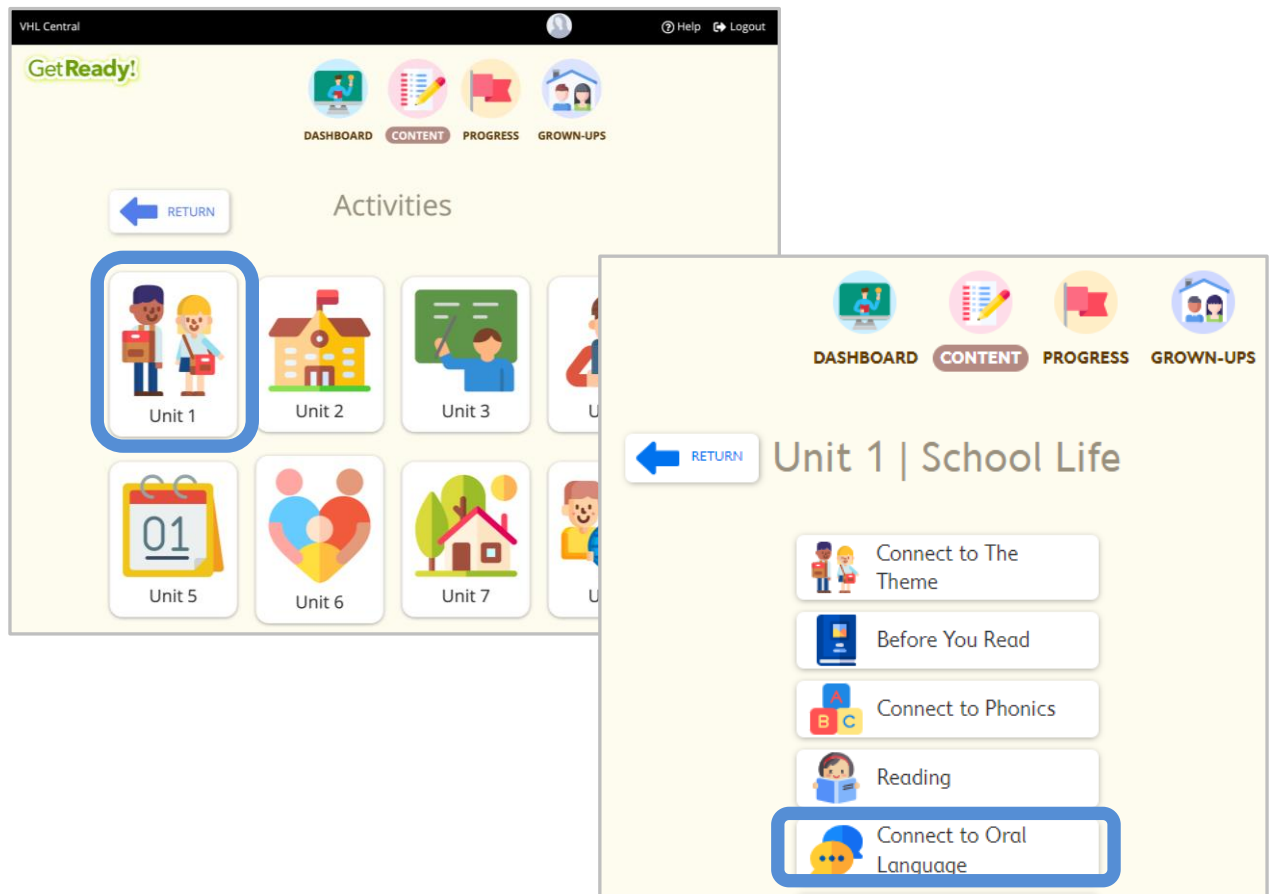
From the Content area, you may also access assigned activities, quizzes and tests (Assessments), and, if applicable, the vText (online virtual textbook).



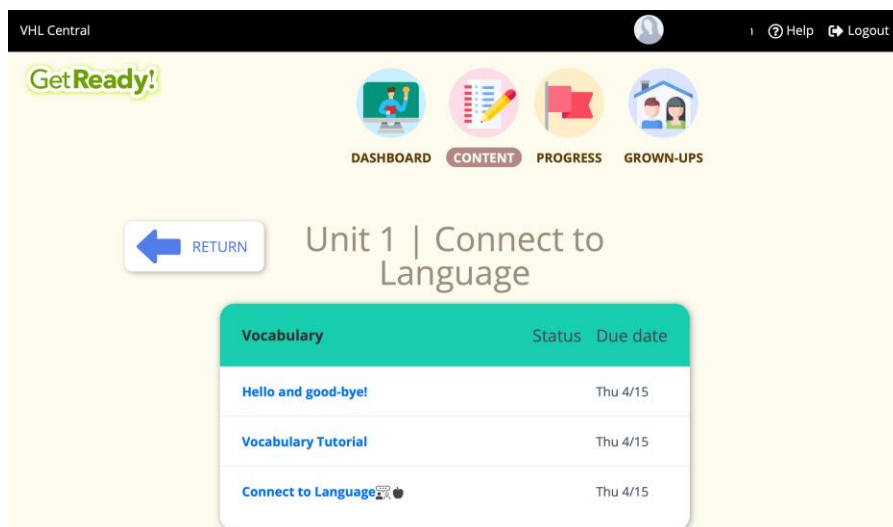


### 3.2.1 Viewing and Completing Assigned Work in Activities

Select the Activities option to view or complete your assignments. Click on the unit and select one of the unit strands to find your assignments.



Within the selected unit strand, assignments are listed in chronological order by due date.



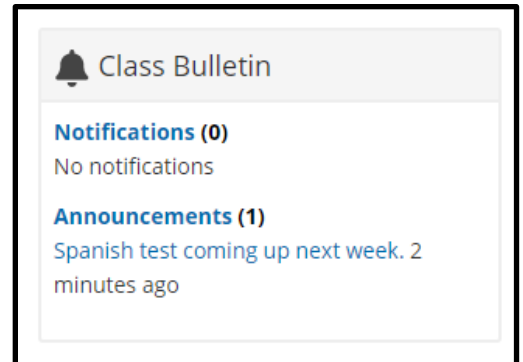
## 2.1.2 Class Bulletin

The **class bulletin** organizes course notifications and announcements that require your review. Items in the **class bulletin** are organized chronologically, from the most recently posted item to the oldest. Notifications and announcements may also be viewed from the Communication area.

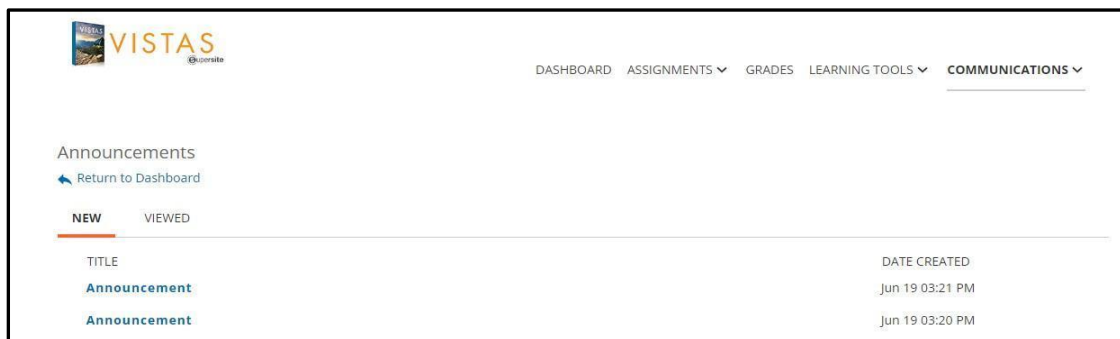
**Notifications** display system-generated alerts for specific assignments. These alerts include instructor feedback, work reset by your instructor, late work accepted by your instructor, and grades posted or changed by your instructor.

1. Click on a notification title.
2. The assignment will open and display a boxed alert about the action(s) completed by your instructor for this assignment.
3. You can return to the dashboard, take a practice attempt, or resubmit the assignment if your work was reset.

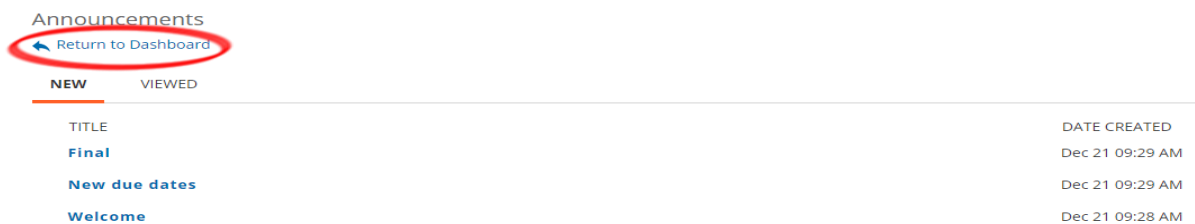
⚠ After viewing a notification, it will be moved to the previously reviewed notifications page. To view the item again, select the **“view all”** link, then select the **“previously reviewed”** items link.



**Announcements** lists important messages posted by your instructor regarding assignments, exams, schedule changes, and other general information.



1. Click on an announcement title.
2. The announcement will open for you to review its contents.
3. Click **“Return to Dashboard.”**



⚠ After viewing an announcement, it will be moved to the previously reviewed page. To view the item again, select the **“view all”** link, then select the **“previously reviewed”** items link.

## Supersite for Elementary (K-6) Grown-Ups

The Grown-Ups area is a school-home connection area for use by parents and guardians. It includes several tabbed dashboards that include teacher announcements, assignment updates, assignment grades, and resources.

VHL Central Help Logout

**Get Ready**

DASHBOARD CONTENT PROGRESS **GROWN-UPS**

Home Calendar Grades Resources

### Welcome to the School-Home Connection

This section is for parents, guardians, and adults.

#### Teacher Announcements

**NEW** VIEWED

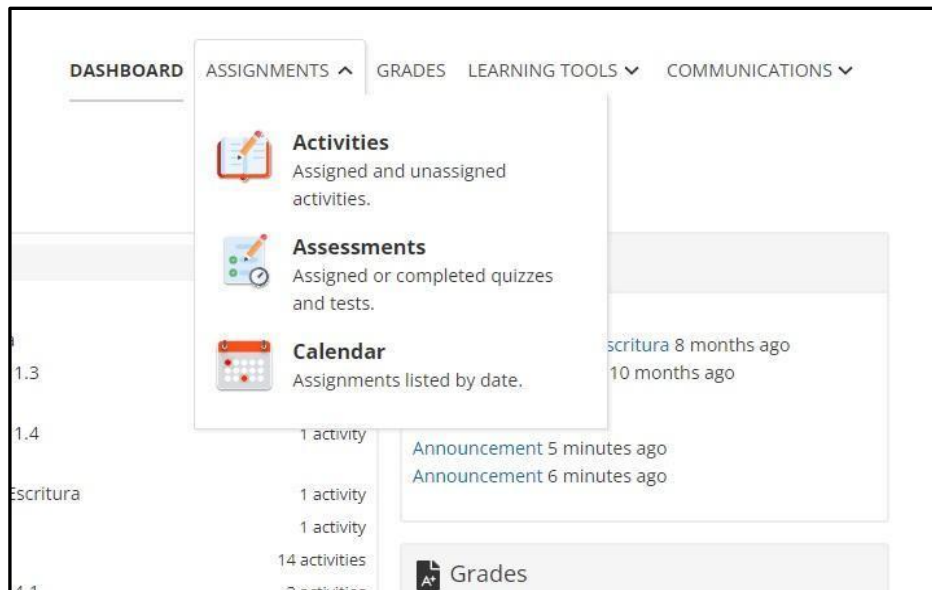
TITLE	DATE CREATED
<b>Test Announcement #1</b>	Jan 11 11:54 AM
<span>CLASS CANCELLED</span> <b>Class Cancelled</b>	Jan 11 11:54 AM

#### Assignment Updates

**NEW** VIEWED

## 2.2 Assignments

Assignments organizes course-related content, including Activities, Assessments, and Calendar.

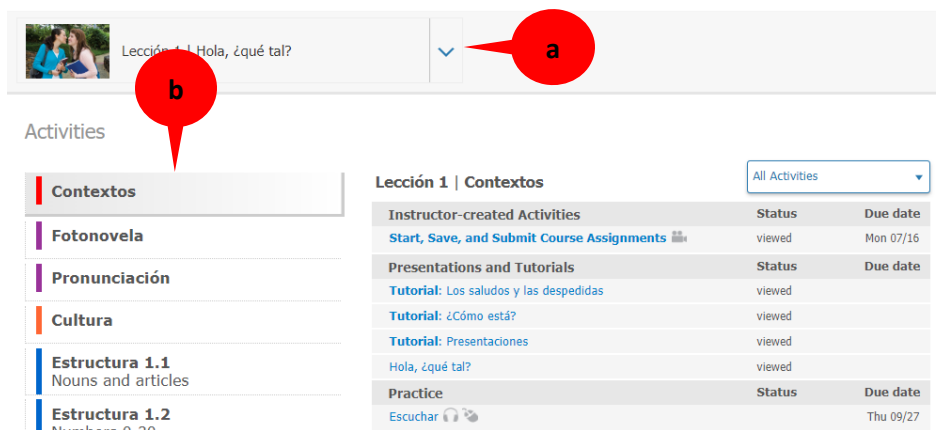


## 2.2.1 Activities

In Activities, you can access practice, workbook, lab, and video manual activities<sup>1</sup>, presentations and tutorials, communication activities, and instructor-created activities for each lesson. You can view and submit both assigned and unassigned activities (even those that are overdue) by going directly to a lesson or unit.

Use the following to navigate to activities within a lesson:

- a. **Lesson drop-down:** Use the drop-down menu to select a lesson for viewing.
- b. **Lesson menu:** All activities in a lesson are organized using the same sections and subsections found in the lessons in your textbook. You can navigate between a lesson's sections and subsections using the menu located on the left-hand side of the Activities page.



When selecting a lesson, the lesson menu on the right will automatically update its content according to the lesson you have selected. Click on a lesson menu (and one of its subsections) to view its activities.

<sup>1</sup> In order to access these activities, you must have the proper access privileges.

Lección 1 | Hola, ¿qué tal?

Activities

**Contextos**

Fotonovela

Pronunciación

Cultura

**Estructura 1.1**  
Nouns and articles

**Estructura 1.2**  
Numbers 0-20

**Lección 1 | Contextos**

All Activities

Instructor-created Activities	Status	Due date
<a href="#">Start, Save, and Submit Course Assignments</a>	viewed	Mon 07/16
Presentations and Tutorials	Status	Due date
<a href="#">Tutorial: Los saludos y las despedidas</a>	viewed	
<a href="#">Tutorial: ¿Cómo está?</a>	viewed	
<a href="#">Tutorial: Presentaciones</a>	viewed	
<a href="#">Hola, ¿qué tal?</a>	viewed	
Practice	Status	Due date
<a href="#">Escuchar</a>		Thu 09/27

c. **Lesson table of contents:** The table of contents on the right side of the page is arranged in three columns:

- Activity:** Displays activities found within component categories such as Presentations and Tutorials, Practice Activities and Workbook, Lab Manual and Video Manual activities (your account must include proper access to view workbook, lab, and video manual), communication activities, and instructor-created activities.
- Status:** All activities are labeled according to their state of completion. To discover the current status of an activity, look at the status column to find the following labels:
  - Viewed:** This status displays after you view a presentation or tutorial.
  - Opened:** This status displays when an activity is incomplete or has not been submitted to your instructor's gradebook. It will apply to any activity for which you have done some work, by either using an attempt or saving work.
  - Grade (0-100%):** After submitting an activity, your score will display as a percentage (0-100%). Scores for instructor-graded activities, which are labeled with an apple icon 🍏, will display as Pending until your instructor reviews and grades your work.

⚠️ Activities that do not have a status label have not been opened.
- Due date:** Assignment due dates are displayed in the due date column for each activity that your instructor assigns. Dates display as Today, Tomorrow, or a specific month and date (mm/dd).

To open and complete an activity:

- From the lesson table of contents on the right-hand side of the Activities page, click on an [activity's title](#) link.
- On the activity page, complete all of the question items. See [steps 4-6](#) in "[Viewing and Completing Assigned Work Using the Assignments Menu](#)." For composition activities, see the following section.

## 2.2.2 Activity Types

There are different types of activities available. Multiple choice and fill-in-the-blank are all computer graded, while open-response activities and Audio-Record-Compare activities are graded by your instructor. Some activities may require you to view, listen to, or review presentation materials such as video footage, audio recordings, images, or a web site before responding to a question or completing an activity.

You may complete both assigned (look for a date posted in the due date column) and unassigned activities. Your instructor may assign one or more of the following activity types:

- **Multiple Choice** activities offer multiple answer selections for a question. Only one of the selections is correct.
- **True/False** activities offer two possible answer selections, true or false. You will be allowed only one attempt on true/false activities.
- **Fill-in-the-blank** activities require you to type your response into a text field. Requirements for the use of accent marks, capitalization, and punctuation vary based on your instructor's settings.
- **Diagnostic** activities include practice and diagnostic quizzes, as well as practice tests and exams.
- **Instructor-graded** activities require you to type and submit your own personalized response. Your submission will be graded by your instructor. Examples of instructor-graded activities include Compositions, short-answer questions, Audio-Record-Compare, Partner Chat, Virtual Chat, and instructor-created activities.
- **Instructor-created** activities may include composition, partner chat, student recording, and video exercises created by your instructor.
- **Composition** activities allow you to either create written responses by using word-processing tools available within the activity or prepare a response using another software program and uploading a file.
- **Chat** activities (Partner Chat and Virtual Chat) allow you to use instant messaging (text, video, and audio) as a way to express yourself.
- **Audio-Record-Compare** activities require you to record your voice and submit the recording. Your submissions will be graded by your instructor.
- **Presentations** and **Tutorials** are instructional in nature and are designed to help you learn new information, build skills, and review learned material.
- **Flashcards** help make learning fun.



The mouse icon signals activities that are also in the textbook.



The headphones icon signals activities that require you to listen to audio.



The apple icon indicates an activity that will be submitted to your instructor for grading.



The camera icon indicates that video viewing is required to complete the activity.



The microphone icon indicates that you will be required to record a response.



The pencil icon indicates that you will be required to create a written response.



The virtual chat icon indicates that audio and video recording is required to complete the activity.



The partner chat icon signals that a classmate is needed to complete this audio and video recording activity.

### 2.1.3 Viewing Video

The vhlcentral video player appears within activities in your course. When viewing a video, access to the following controls varies based on settings in your instructor's course:



a. Play/pause video

- To play the video, select a **“play”** icon. The play icons are located on the video screen and within the video progress indicator at the bottom of the screen.
- To pause or stop the video, select the **“pause”** icon located on the video progress indicator or click on the video screen itself. This will cause the video to pause at that point. You can click on the video screen or select the **“play”** icon to resume play.

b. Adjust volume levels

- Located to the left of the video progress bar, clicking on the speaker icon mutes the video's audio track while the video continues to play. The speaker icon will be displayed with a backslash symbol. To unmute, click on the back-slashed speaker icon. Click and drag the volume control handles to increase or decrease volume.
- c. Video progress indicator
- Located at the bottom of each video screen, the video progress indicator shows the length of the video clip. It also functions as a locator by showing where you are in the video.
- d. The **Subtitles/Closed Captioning** settings (available only if allowed in your instructor's course):
- **Off** will disable subtitles, closed captioning, and transcripts.
  - **Subtitles** and **closed captioning** will display in English or the language of study along the bottom of the video screen.
  - **Transcripts** will display in English or the language of study to the right of the video player.
- e. Descriptive Audio for Video toggle allows viewer to enable or disable descriptive audio.
- f. Maximize to full screen
- Located on the far right of the video progress indicator, the full screen icon resizes the player to fill the entire screen. To exit out of full screen, click on the full screen icon or use the ESC (escape) key on your keyboard.

### **2.2.2.1 Hotspots Activities**

- Explore each illustration at your own pace by “zooming in” on scenes within the larger image.
- Each scene presents up to eight terms or three dialogues.
- Each term or dialogue button contains the callout image, an audio button for the target audio, target text, and a language toggle that will swap the target for English, if two languages are present.
- When you click a term/dialogue button, the image will be highlighted in the scene image and target audio may play based on the audio setting.
  - Button stays “active” until another action is taken.
- Within a scene, you can choose to have audio play automatically when they click term/dialogue buttons. “Auto-play” is enabled by default. Supporting this option is a WCAG 2.1 AA requirement.
- Brand new mobile-specific experience to help the student still get all the context and information on smaller screens.
- Full keyboard and screen reader accessibility.



Go to Dashboard ADD INSTRUCTOR NOTE INFO 368-371

**Hotspots: In the Park** VIEWED ON APRIL 4TH


Investigate each scene in the illustration to discover new vocabulary.

▼ Description

A busy park with small groups and individuals engaging in a wide variety of activities. Near the park entrance, a man is running on a tree-lined path. On the other side of the trees, four men play basketball on a basketball court. Down the path, an elderly man is playing bocce ball with his young granddaughter. They surprised a pigeon with one of their balls. Nearby a man is sitting on steps, playing a guitar, and singing. A young man is playing a handheld video game under a nearby tree as a couple walk past, hand-in-hand. Two young people are playing cards on a picnic table in the foreground. They have a skateboard, helmets, and bicycle with them. A young woman is curled up on a bench to their right with a magazine as two young girls play soccer in front of her.

### 2.2.2.2 Partner Chat Activities

Partner chat activities require you to work with a classmate synchronously to complete a single or several tasks. Within the Partner Chat activity you can see who is online, invite a classmate to work on the activity, prepare via instant message, and record your chat via video and/or audio.

 You will only have access to Partner Chat activities if your instructor enables partner chat for your course and your account has sufficient access privileges.

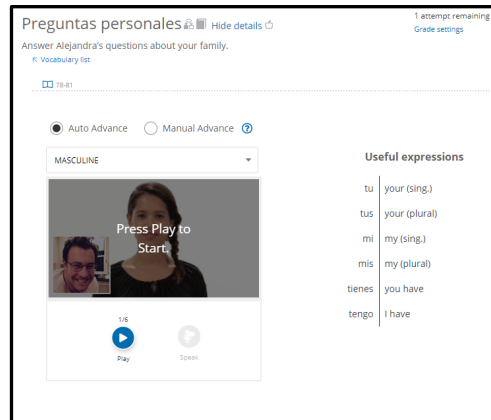
Check out the online guide for Partner Chat on our Support Center, <https://support.vhlcentral.com/hc/en-us/articles/360007106794>.

### 2.2.2.3 Virtual Chat Activities

When working on Virtual Chat activities you will listen to and freely respond to recorded prompts from a virtual partner. Built-in recording tools in the chat panel allow you to select between auto- and manual advance, as well as record and review your responses before submitting your work.

To prepare:

1. Make sure the computer you plan to use has a working headset or speakers and microphone.
2. Review the setting “**Advance**” options, which, by default will be set to Auto Advance. You can switch to Manual Advance by clicking its radio button.



3. From the drop-down menu below the “Advance” options, select your gender (masculine for male or feminine for female) to ensure the grammatical correctness of responses from your virtual partner. You may be prompted via a popup on your first virtual chat activity to select gender.



### 2.2.2.4 Record a Virtual Chat Activity

Before you begin, we recommend that you:

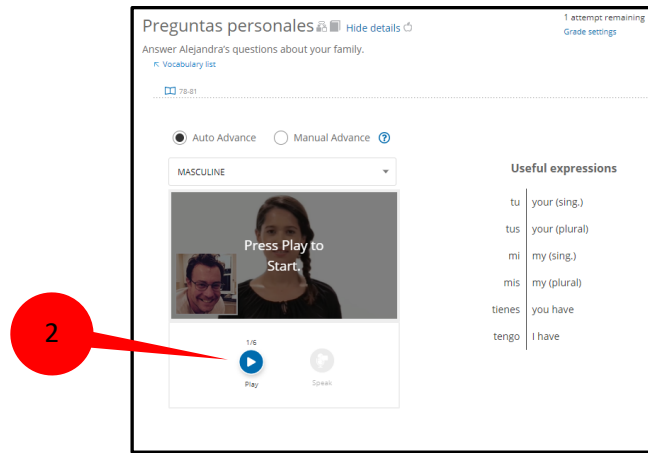
- Do a sound check to make sure that your microphone and webcam are on and functioning properly.
- Review the activity directions and, if available, reference material links and activity models (click the “**Play**” button to review the model).

1. Open a Virtual Chat activity.

2. Click “**Play**” to begin.

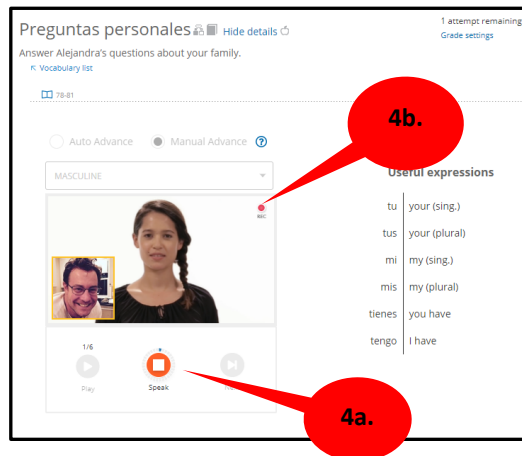


You may receive a prompt to allow access to your system’s microphone and webcam. Select “**Allow.**”



3. The virtual partner audio begins playing immediately.


4. To begin recording click **“Speak.”**

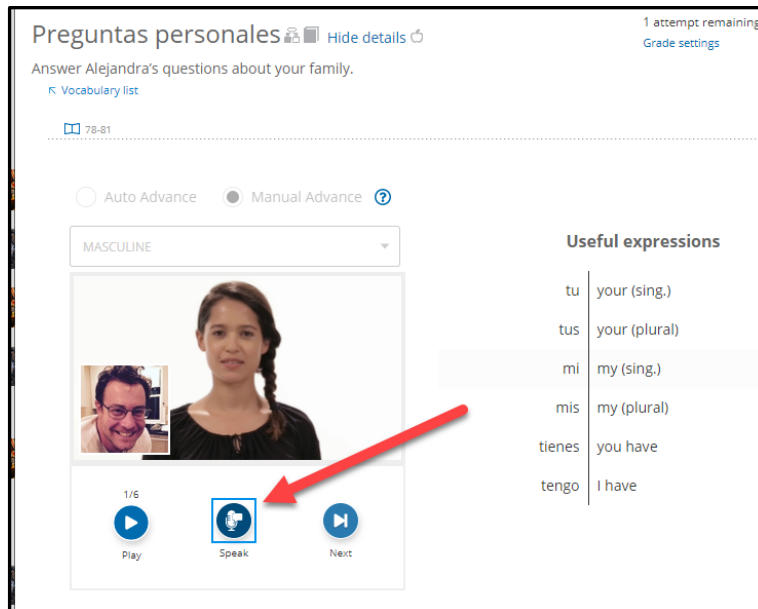


- a. The audio recording indicator encircling the **“Speak”** button indicates that recording is in progress.
- b. The REC (red dot) icon on the video chat screen indicates that video recording is in progress.

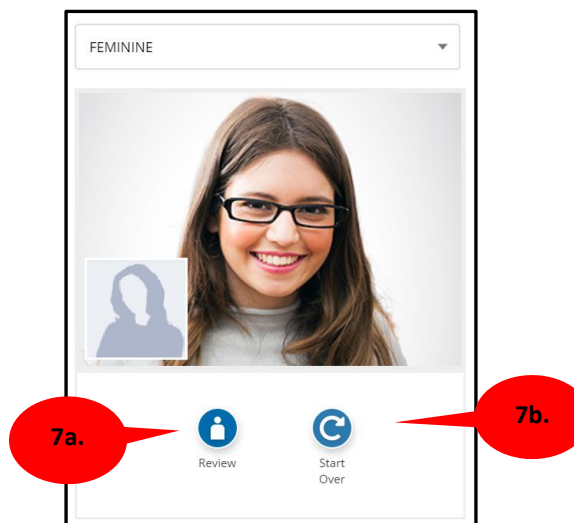
5. Click the **“Speak”** button after finishing each individual item response.

6. Repeat steps 4 and 5 until all segments of the virtual partner audio have played.


 In Manual Advance mode, click **“Next”** to advance to each virtual partner audio segment.




7. After completing the chat activity, the “Review” and “Start Over” buttons are available.



- a. **Review:** Click this button to listen to the recorded chat between you and the virtual partner.
- b. **Start Over:** Click to re-record the activity. When prompted, click “OK” to confirm that you want to proceed. Follow steps 4–6 to redo the exercise.

 Previous recordings will be erased. This action cannot be reversed.

8. After you successfully record the chat, click “submit.”

 You will receive a note that your grade is pending your instructor’s review of your submission.

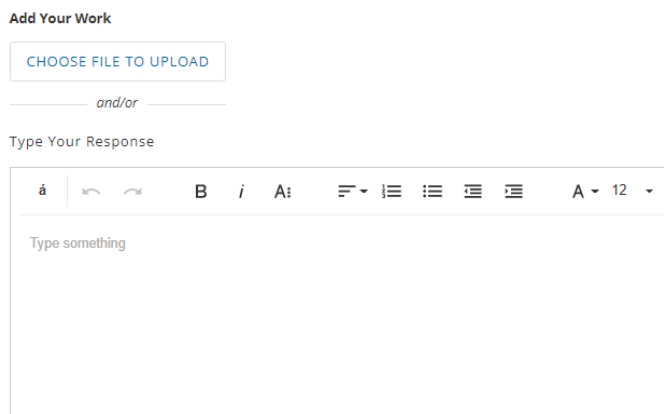
9. You may take a practice attempt by clicking on the “practice” button. The practice attempt will not impact your score.

### 2.2.2.5 Composition Activities

Depending on the book your teacher has chosen for the course, you may be assigned a composition activity. Your teacher may require that you prepare composition activity responses using a software program of their choice, or they may ask you to use the Editor tools within the activity.

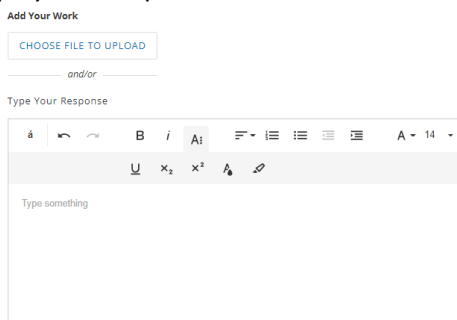
To use the activity's Editor tools:

1. Open a composition activity.
2. Mouse-click in the Editor panel to activate the cursor.
3. Begin typing your response.



### 2.2.2.6 Composition Activity Editor Tools

There are basic editing, font, and page layout tools available in the Editor to format compositions. A mouse-hover on any tool bar button will display a tool tip that identifies the tool button name.



- **Editing tools:** You can cut, copy, and paste, as well as undo and redo actions<sup>2</sup>.
- **Font tools:** You can set typeface styles, sizes and colors, and apply highlighting.
- **Page layout tools:** You can set numbering and bullets, align text, indent paragraphs, adjust spacing, and insert special characters.

To use the Editor's Tools:

1. Select a tool by clicking its button on the tool bar.
2. Mouse-click in the Editor panel.

---

<sup>2</sup> You may undo or redo up to the last 20 actions.

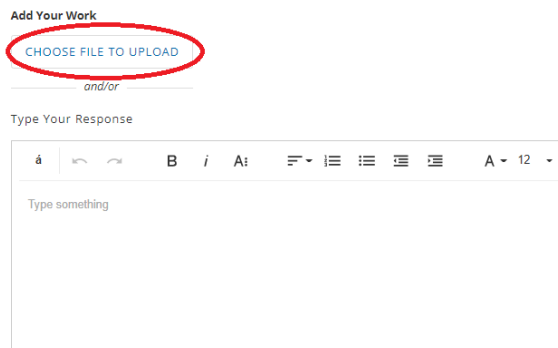
3. Begin typing.

OR

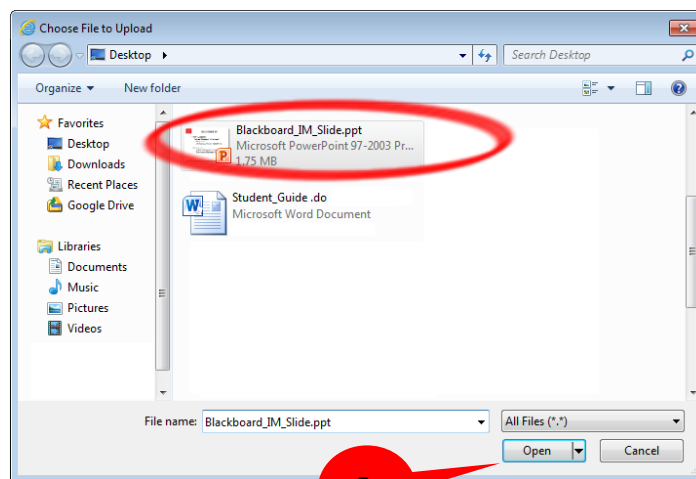
1. Select a section of text in your response.
2. Click on the tool button to apply it to the selected text.

### 2.2.2.7 Uploading Composition Responses Created Using Another Program

1. Open a composition activity.
2. Click the “upload file” button in the activity window.



3. From the “Choose File to Upload” popup, navigate to the location in which the file<sup>3</sup> is located.
4. Click on the name of the file.




5. Click “Open”.
6. After the file is uploaded, you may either save your file to the activity and/or submit the activity to your teacher. See [Saving an Uploaded File](#) or [Submitting an Uploaded File](#) for instructions.

<sup>3</sup>For list of acceptable file types, see document: [What file types can I attach to a composition activity?](#)


## Add Your Work

hola.docx 15.57 kB Remove

 An alert will display confirming that your file has been uploaded. Click on the “close” link to remove the alert.

### 2.2.2.8 Saving an Uploaded File

1. After the file is uploaded, click the “**Save**” button. Note that saving the file to the activity does not submit the assignment to your teacher's gradebook.

 Look for the success message: Your changes were saved, but not yet submitted to your teacher for grading.

Add Your Work

hola.docx 15.57 kB Remove

and/or

Type Your Response

á ↶ ↷ B i A: [font settings] A 14

x<sub>2</sub> x<sup>2</sup> [color] [background color]

Type something



### 2.2.2.9 Submitting an Uploaded File

1. After the file is uploaded, click “**Submit**” to submit the file to your teacher’s gradebook.

Add Your Work

hola.docx 15.57 kB Remove

and/or

Type Your Response

á ↶ ↷ B i A: ☰ ☷ ☹ ☺ ☻ A 14 ▾

U x<sub>2</sub> x<sup>2</sup> A ✎

Type something

SAVE SUBMIT

ASK YOUR INSTRUCTOR

### 2.2.2.10 Uploading a Replacement File

1. To replace a previously saved attachment, click the **“Remove”** button in the activity window.



You should not replace a file that has already been submitted to your teacher.

Add Your Work

hola.docx 15.57 kB Remove

and/or

Type Your Response

á ↶ ↷ B i A: ☰ ☷ ☹ ☺ ☻ A 14 ▾

U x<sub>2</sub> x<sup>2</sup> A ✎

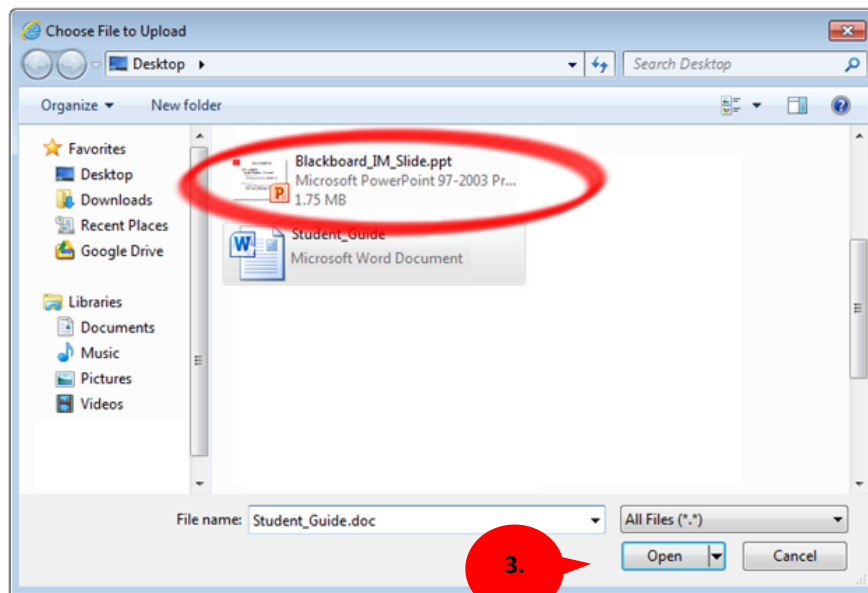
Type something

SAVE SUBMIT

ASK YOUR INSTRUCTOR

2. From the **“Choose File to Upload”** popup, navigate to the location in which the file is located.
3. Click on the name of the file and then, click **“Open.”**

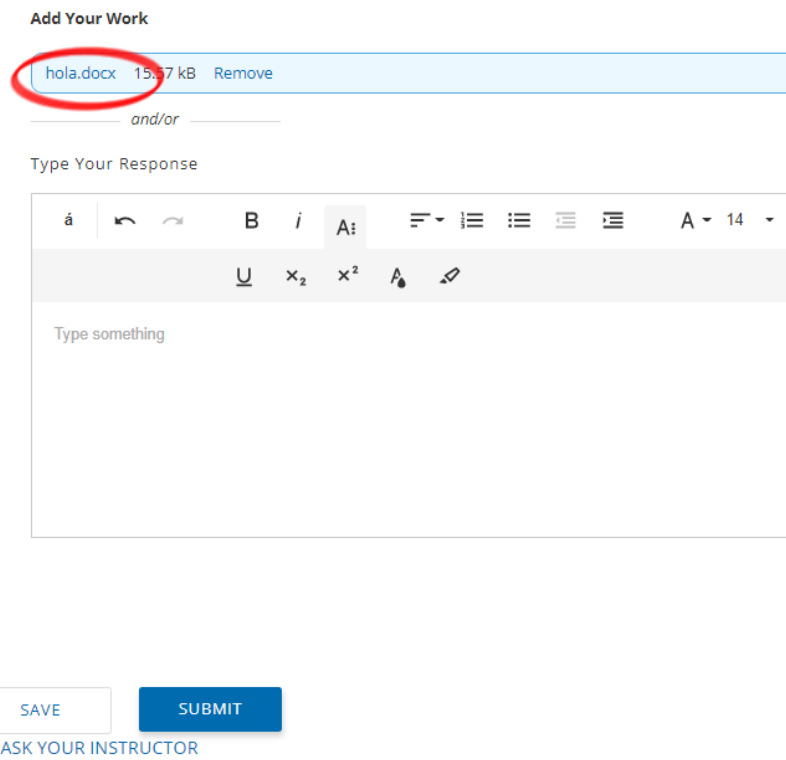




4. After the file is uploaded, you may either save the activity and/or submit the activity to your teacher. See [Saving an Uploaded File](#) or [Submitting an Uploaded File](#) for instructions.

### 2.2.2.11 Accessing File Attachments in Your Composition

1. To open or download a file attachment from the activity, click the “**attachment**” link.



2. You will be prompted to open or save the file. Choose the appropriate selection.
3. To completely remove the attached file, click on the “**X**” button. Click “**OK**” to confirm deletion.

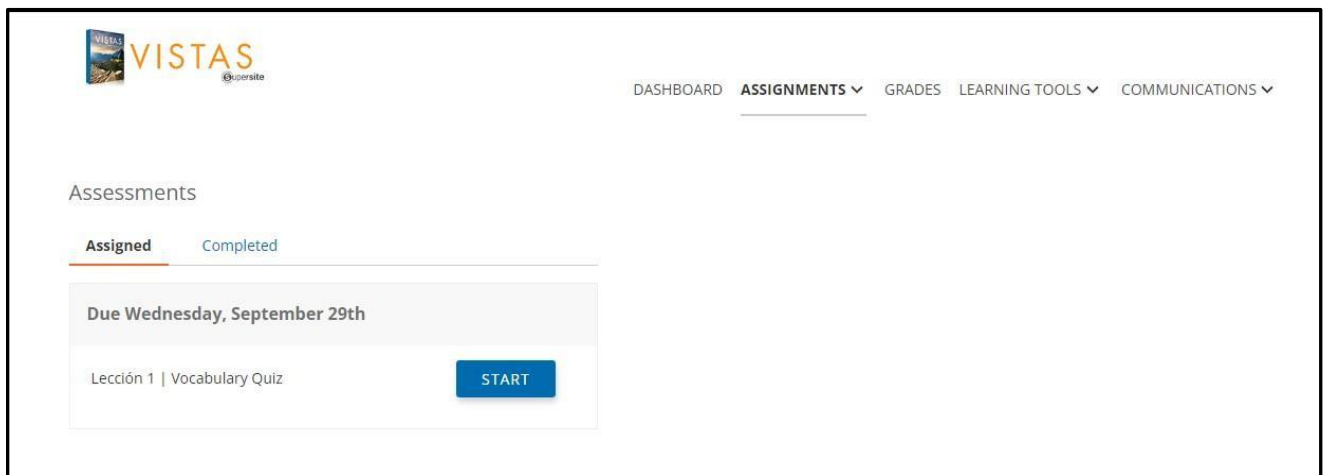
## 2.2.3 Assessment

On the Assessment page, you can access quizzes, lesson tests, and exams assigned and released by your instructor. The Assessment page is divided into two sections:

- **Assigned:** Your new assessment assignments will be posted within this section. Each assessment assignment will display the due date, the location, and the assessment title.

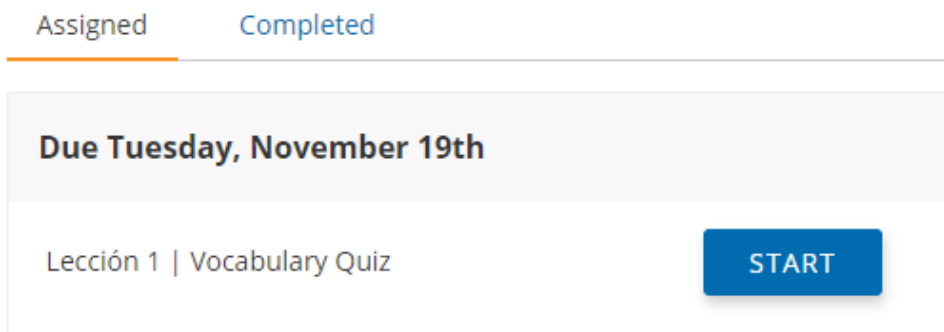
⚠️ Your instructor must release an assessment before you can begin working on it.

- **Completed:** Your past assessment submissions will be posted within this section. Each past assessment item will display the title, your grade (if it has been released by your instructor), and the date/time the assessment assignment was due.



### 2.2.3.1 Viewing and Completing an Assessment

1. To begin working on an assessment, click on the “START” button.



- The **Assessment details** popup lists all requirements set by your instructor.

### Assessment details:



This Assessment is due on:  
Tue, November 19, 2019 at 11:59 PM



What counts?



Extra or missing accent marks WILL affect your score.



Incorrect capitalization WILL NOT affect your score.



Punctuation errors WILL NOT affect your score.


**start the assessment**

cancel

- At the bottom of the list of requirements, click the “**start the assessment**” button to begin working on your assessment.


A password is required to begin this Assessment.

cancel enter


-  If required by your instructor, a password may need to be entered before you can begin the assessment. You will then click the “**start the assessment**” button to begin working on your assessment.

4. On the assessment activity page, complete all of the question items.

- a. If your instructor has set a time limit to complete the assessment, a countdown timer will be available on the lower right-hand side of the assessment activity page.
- b. The “**save**” button will save your work so that you can continue it at a later time without being forced to use an attempt.

 Countdown timer will not pause when the “**save**” button is selected.

- c. The assessment can be submitted using the “**submit**” button.


 If the countdown timer reaches 0:00, the assessment activity will automatically be submitted.

## 2.2.4 Resources

The Resources page provides access to extensive student ancillary materials that are correlated to your textbook. Within the Resources page, you have the option to browse by lesson or component to download resource files:

- a) **View By Lesson**
- b) **View By Component**

The screenshot shows the VISTAS Resources page. On the left, there is a navigation menu with a dropdown menu for 'Leción 1' (labeled 'a') and a list of components (labeled 'b'). The main content area displays a table of resources (labeled 'c') with columns for Component, Title, and Lesson. The table lists various resources such as Activity Pack, Digital Image Bank, Grammar Slides, Grammar Tutorial Scripts, Lab Audio, and Textbook Audio, each with a corresponding title and lesson number.

 Components are groups of similar resources. These include Lab Audio, Textbook Audio, Audioscripts, and Program and Textbook resources.

- c) The **Resources** table identifies each resource's information:
  - **Component:** Identifies the resource type, which may include Lab Audio, Textbook Audio, Audioscripts, Program, and Textbook resources.
  - **Title:** Presents a clickable title link to view additional information about the resource or to download the resource.
  - **Lesson:** Identifies the lesson related to the resource.

 Supersite for Elementary (K-6): go to the Grown-Ups area and click on the Resources tab.

## 2.3 Vocabulary Tools

Vocabulary Tools allows you to add, organize, and study vocabulary words. You may add new words or customize each term and its respective definition to create a more focused vocabulary list, making this the perfect study tool.

### Vocabulary Tools

View all lessons in this program



Lección 1



Lección 2



Lección 3



Lección 4



Lección 5



Lección 6



Lección 7



Lección 8



Lección 9



Lección 10



Lección 11



Lección 12



Lección 13



Lección 14



Lección 15



Lección 16



Lección 17



Lección 18

The screenshot shows the Vistas Vocabulary Tools interface. On the left, a sidebar contains a lesson dropdown menu (Lección 1) and a list of vocabulary categories with checkboxes. The main area displays a table of Spanish and English phrases. Callouts are placed as follows: 'a' points to the 'VOCABULARY' and 'FLASHCARDS' tabs; 'b' points to the '+ ADD WORD' button; 'c' points to the lesson dropdown menu; 'd' points to the 'Select all' checkbox; and 'e' points to the 'PRINT' button.

Spanish	English
Lección 1   Hola, ¿qué tal?	
+ ADD WORD	
Adiós.	Goodbye.
(Muy) bien, gracias.	(Very) well, thanks.
Buenas noches.	Good night.
Buenas tardes.	Good afternoon.
Buenos días.	Good morning.
Chau.	Bye.
¿Cómo está usted?	How are you? (form.)
¿Cómo estás?	How are you? (fam.)
Hasta la vista.	See you later.
Hasta luego.	See you later.
Hasta mañana.	See you tomorrow.
Hasta pronto.	See you soon.

Vocabulary Tools offers several useful tools:

- a) View Vocabulary or Flashcards.
- b) Add a word.
- c) Lesson dropdown selection.

- d) Select specific lessons or word groups.
- e) Print a Vocabulary study sheet of terms and definitions.
- f) **Flashcards:** Review vocabulary by:
  - English to target language
  - Target language to English

Vocabulary Tools

▼ Lección 1		21/84
<input type="checkbox"/>	Select all	
<input checked="" type="checkbox"/>	Saludos	4
<input checked="" type="checkbox"/>	Despedidas	8
<input checked="" type="checkbox"/>	¿Cómo está?	9
<input type="checkbox"/>	Expresiones de cortesía	7
<input type="checkbox"/>	Títulos	3
<input type="checkbox"/>	Presentaciones	12

Vocabulary **Flashcards**

f

SPANISH TO ENGLISH ▼

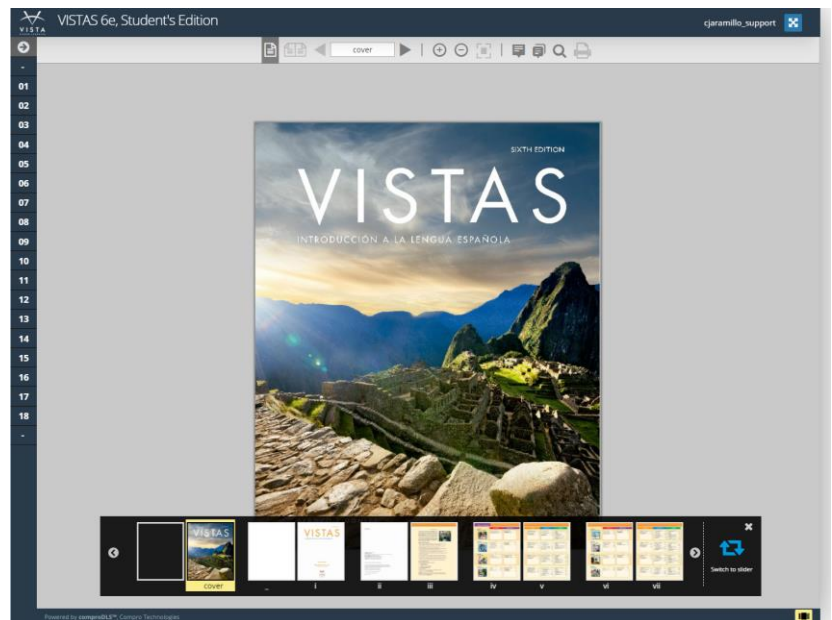
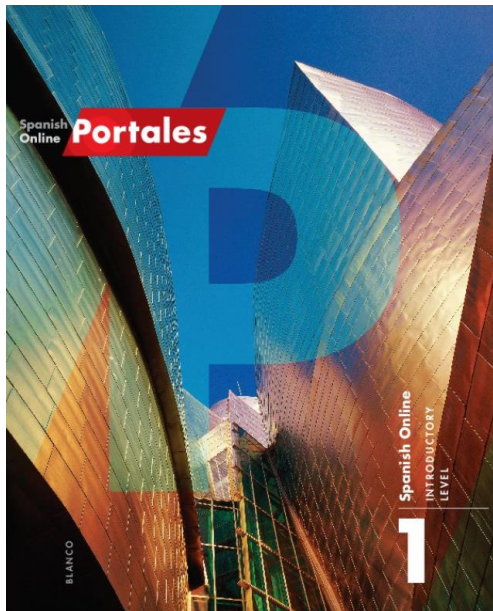




## 2.4 vText or eCompanion

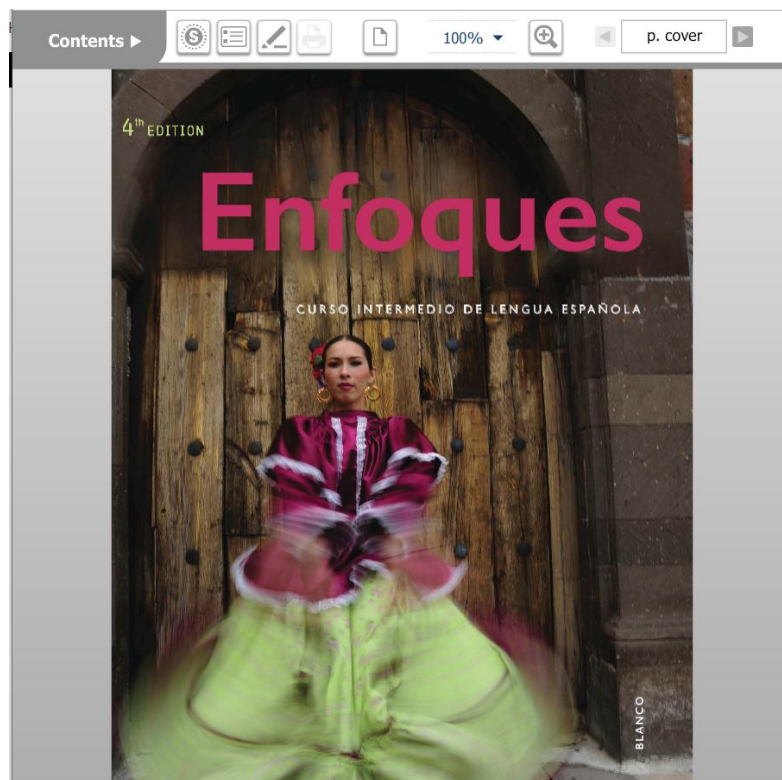
The vText (or eCompanion) is interactively linked to your instructor's course, allowing you to view and complete assigned **Practice Activities** and check scores on select assignments. This online (virtual) version of your textbook offers notetaking and highlighting capabilities, plus direct access to audio, video, flashcards, and reference tools.

Copyright 2018 or newer:



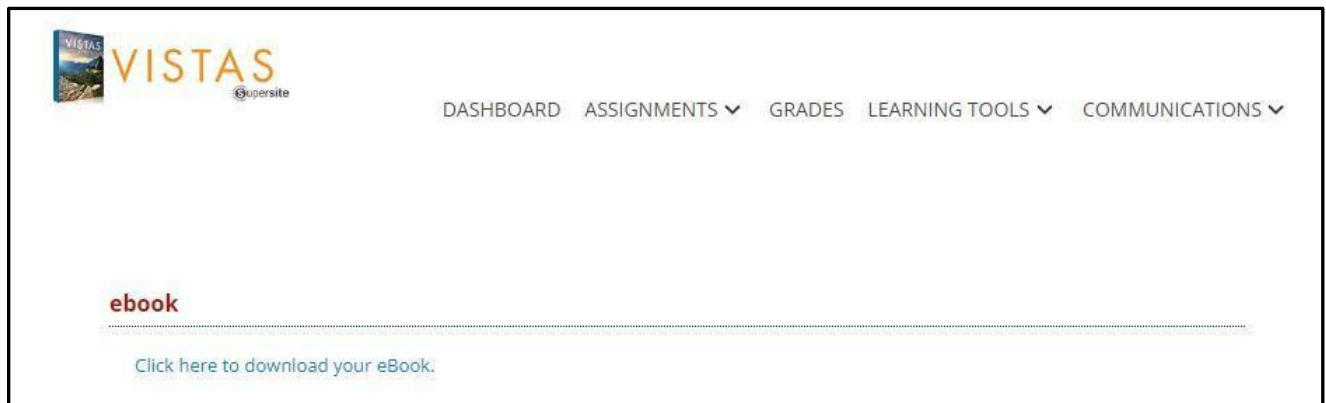
Copyright Pre-2018:

[\(View list of titles\)](#)



## 2.5 eBook

The eBook offers easy navigation with a searchable table of contents and page number browsing. Other features include notetaking and highlighting tools, single page viewing and zooming capabilities. Users may download the eBook version of their textbook<sup>4</sup> (for select programs) to access activities marked by a mouse icon, vocabulary audio exercises, videos, and all resources. Completed activities are automatically recorded in your instructors' gradebook.

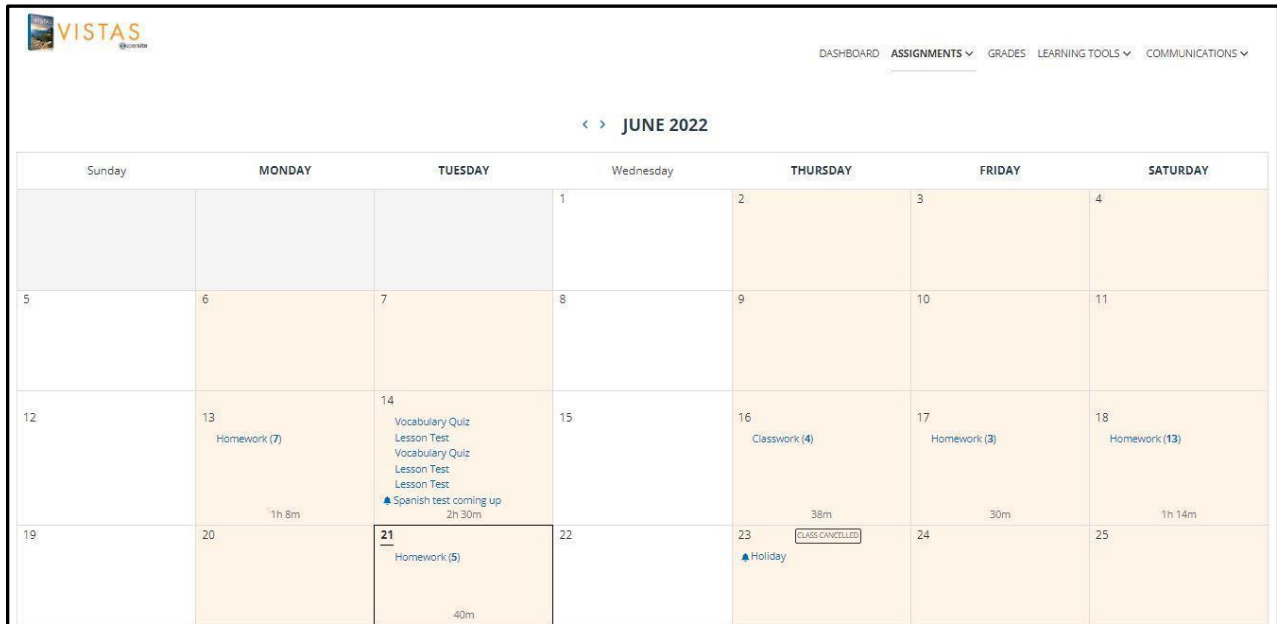


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<sup>4</sup> Requires Supersite Plus access with eBook. Check this page for eBook availability: <http://vistahigherlearning.com/new-supersite/digital-texts> .

### 3 Calendar

The Calendar will help you plan your work and study time. In the Calendar, you can view past, current, and future assignments, class days, and holidays set by your instructor.



At the top right of the Calendar, there is a color-coded legend to help you identify items posted within the Calendar:

-  **Class Days** are highlighted in light blue. Your class meets or assignments are due on these days.
  -  **Assignments** appear in blue font. These are activity work sets, quizzes, tests, or exams that have been assigned by your instructor.
  -  **Holidays** appear in dark gray font. These may be days when class does not meet.
-  **Supersite for Elementary (K-6):** go to the Grown-Ups area and click on the Calendar tab.

#### 3.1 Viewing and Completing Assigned Work Using the Calendar

- On the top left side of the page, use the left and right arrows to navigate to a month in your course’s calendar.
- In the desired month, click on an assignment link. The assignment work set will open. See [steps 4-6](#) in “[Viewing and Completing Assigned Work Using the Assignments Menu.](#)”

 Assignment work set entries in Portales, Portails, and PRIME programs are not active hyperlinks.

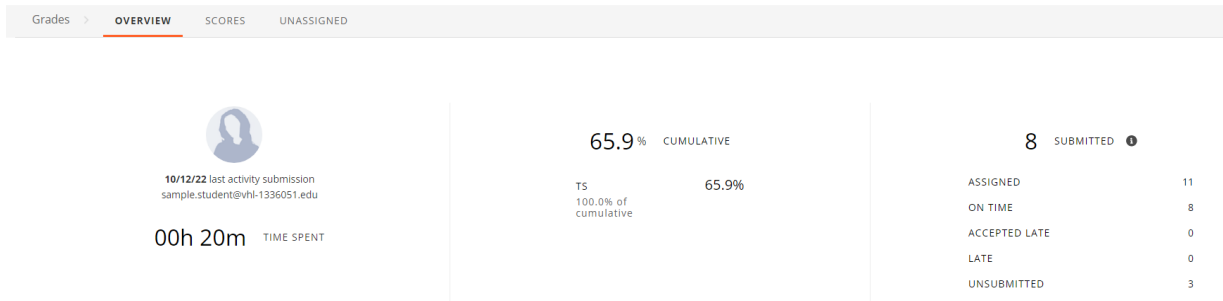
17	18 Homework (7) 1h 10m	19 Vocabulary Quiz Lesson Test Vocabulary Quiz Lesson Test Lesson Test Spanish test coming up next week. 50m	20	21 Homework (4) 40m	22 Homework (3) 30m	23 Homework (13) 2h 10m
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# 4 Grades


The Grades tab allows you to track your progress by viewing a summary of your performance, as well as detailed results for all your completed work. You may also access your instructors' feedback to your submitted help requests. To view your progress and instructor feedback, mouse-hover on Grades to select the Gradebook or Help Requests submenus.

## 4.1 Grades Overview

The Summary allows you to review your performance and effort during the course.

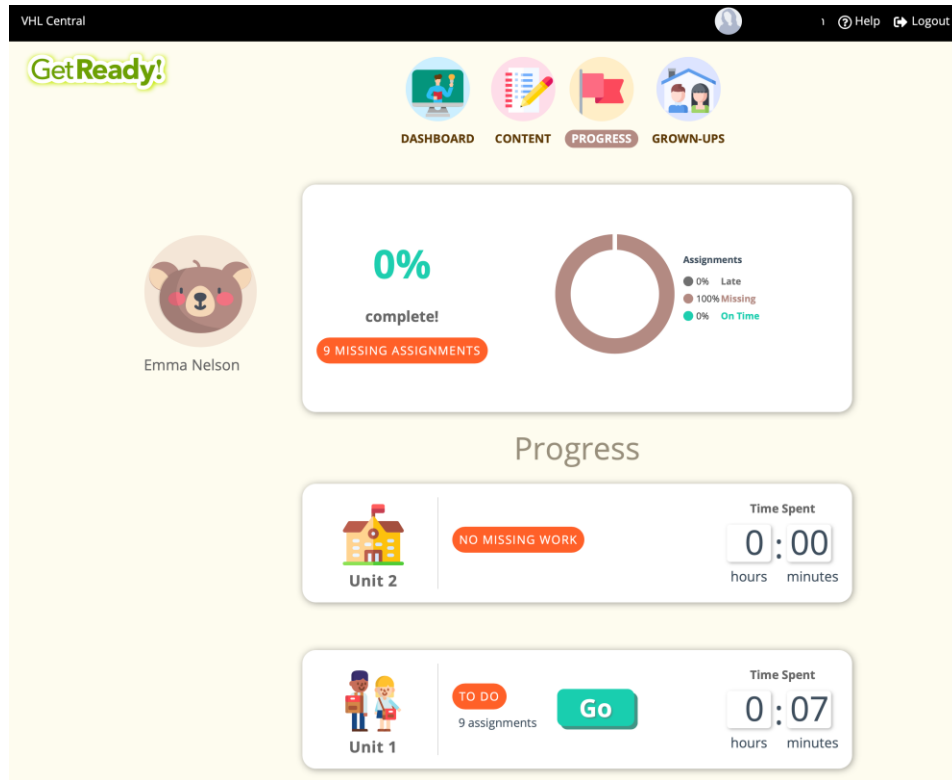


- **Cumulative Score:** You can see your cumulative score at any point during the course. Cumulative Score is your overall score in the vhlcentral course.

 A breakdown of your score for each assignment category is also available. Category names and weights are determined by your instructor.

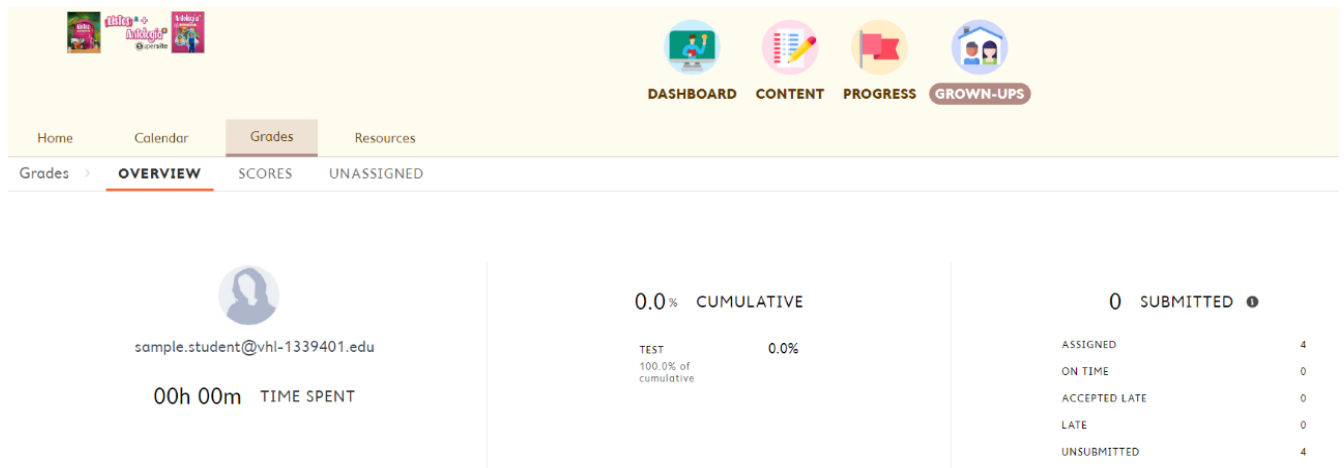
## 4.1.1 Supersite for Elementary (K-6) Progress Menu

The Progress view keeps you up to date on assignments you have completed and the amount of time spent per unit.



### “Add More Description”

⚠ For more detailed information for your Supersite for Elementary (K-6): go to the Grown-Ups area and click on the Grades tab.



## 4.1.2 Scores

### 4.1.2.1 Navigating in Scores

ASSIGNMENT	SCORE	POINTS EARNED	POINTS POSSIBLE	ATTEMPTS
Contextos: Hotspot: Hola, ¿qué tal?	100.0 %	1.0	1.0	
Contextos: Tutorial: Presentaciones y títulos	100.0 %	1.0	1.0	

Select options from the dropdown menus to view a set of assignments in the Scores table.

1. View By Lesson or Due Date.
2. Select a specific lesson or week.
3. View all activities or only those in a specific lesson section or due date.
4. Select all categories or a specific category of assignments.

### 4.1.2.2 Reviewing Your Results in Scores

ASSIGNMENT	SCORE	POINTS EARNED	POINTS POSSIBLE	ATTEMPTS	TIME SPENT	STATUS	SUBMITTED	DUE DATE
Contextos: Hotspot: Hola, ¿qué tal?	100.0 %	1.0	1.0		00:04	On Time	Nov 18 11:45 AM	Nov 23 11:59 PM
Contextos: Tutorial: Presentaciones y títulos	100.0 %	1.0	1.0		00:04	On Time	Nov 18 11:45 AM	Nov 23 11:59 PM
Contextos: Indicar			16.0			Not Submitted		Nov 18 11:59 PM
Contextos: Escuchar		0.0				Not Submitted		Nov 23 11:59 PM
Contextos: Escoger		10.0				Not Submitted		Nov 18 11:59 PM
Contextos: Ordenar		0.0				Not Submitted		Nov 23 11:59 PM
Contextos: Elegir		0.0				Not Submitted		Nov 23 11:59 PM
Contextos: Seleccionar		10.0				Not Submitted		Nov 18 11:59 PM
Contextos: Escribir		0.0				Not Submitted		Nov 23 11:59 PM
Contextos: Completar		0.0				Not Submitted		Nov 23 11:59 PM
Contextos: Grabar		10.0				Not Submitted		Nov 18 11:59 PM
Contextos: 2 - Conversación		0.0				Not Submitted		Nov 23 11:59 PM
Fotonovela: Bienvenida, Marissa	100.0 %	1.0	1.0		03:35	On Time	Nov 18 11:45 AM	Nov 23 11:59 PM

The scores section will allow you to see more detailed information of the activities completed. This may help you to identify your performance on each activity.

- **Assignment:** The name of the activity.
- **Score:** The percentage score earned from the activity.
- **Points Earned:** The number of points earned.
- **Points Possible:** The number of points that could potentially be earned.

- **Attempts:** The number of submissions made for the activity.
- **Time Spent:** The amount of time that elapsed while working on the activity.
- **Status:** The status of the activity (see [Status](#) in the Activities section).
- **Submitted:** The date on which the activity was finalized.
- **Due:** The date by which the activity was due.

### 4.1.3 Help Requests

Depending on whether or not your instructor has enabled these options, you may have two ways to send requests to your instructor from within an activity: Help Requests and Score Reviews.

#### 4.1.3.1 To Submit a Help Request:

When working on an activity that has not yet been submitted, you may use the Help Request tool to submit questions you may have about a particular question item or to ask for guidance.

1. Click the “Ask your instructor” link in the bottom left corner of the activity.



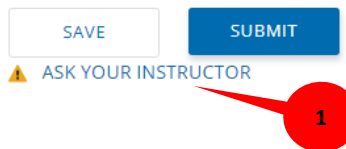
### Conexión Internet 1 ATTEMPT LEFT DUE October 12th 11:59 PM

Search the Internet to learn more about some well-known **plazas principales**.

#### Palabras clave

- Zócalo Mexico City
- Plaza de Mayo Buenos Aires
- Plaza Bolívar Caracas
- Plaza Mayor Madrid
- Plaza Bolívar Bogotá

Compare and contrast two of the **plazas principales** listed above. Consider their location, size, how old they are, the buildings around them, and the events that take place there.



2. Click on the red box surrounding any item in the activity for which you need assistance.

Return to Dashboard | ASSIGNMENT LIST | INFO | 10-11

### Conexión Internet

1 ATTEMPT LEFT | DUE October 12th 11:59 PM

Search the Internet to learn more about some well-known **plazas principales**.

**Palabras clave**

- Zócalo Mexico City
- Plaza de Mayo Buenos Aires
- Plaza Bolívar Caracas
- Plaza Mayor Madrid
- Plaza Bolívar Bogotá

2 Compare and contrast two of the **plazas principales** listed above. Consider their location, size, how old they are, the buildings around them, and the events that take place there.

3


4

SAVE | **SUBMIT**

Choose the selectable area to add your request.  
[Cancel Request](#)

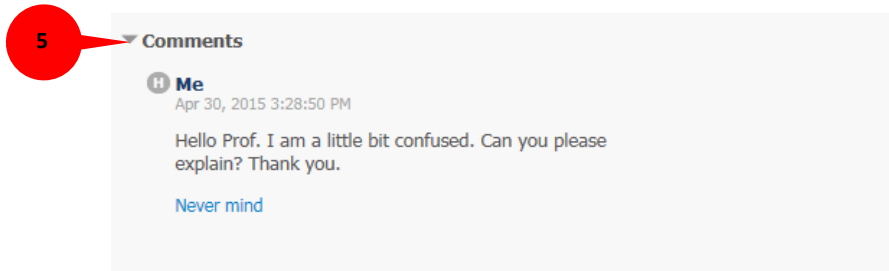
3. In the “Request Instructor Help” pop-up window, type in the question or comment.


4. Click the “submit” button to send your help request to your instructor.

 The “Cancel Request” link found in the top right corner of the activity or the “cancel” link in the Request Instructor Help pop-up window may be used to close/cancel a submitted request for assistance.



- Your help request will be located under the selected activity item as **“Comments.”** Click **“Comments”** to expand and review your submission and your instructor’s feedback, or to undo your request for help (click **“Never mind”**).

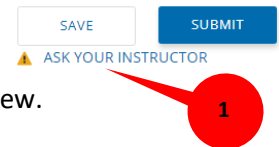


-  You will be notified via the Course dashboard’s class bulletin when your instructor replies to a help request. Your instructor’s feedback will be visible in the activity below the comments you submitted.

#### 4.1.3.2 To Submit a Score Review:

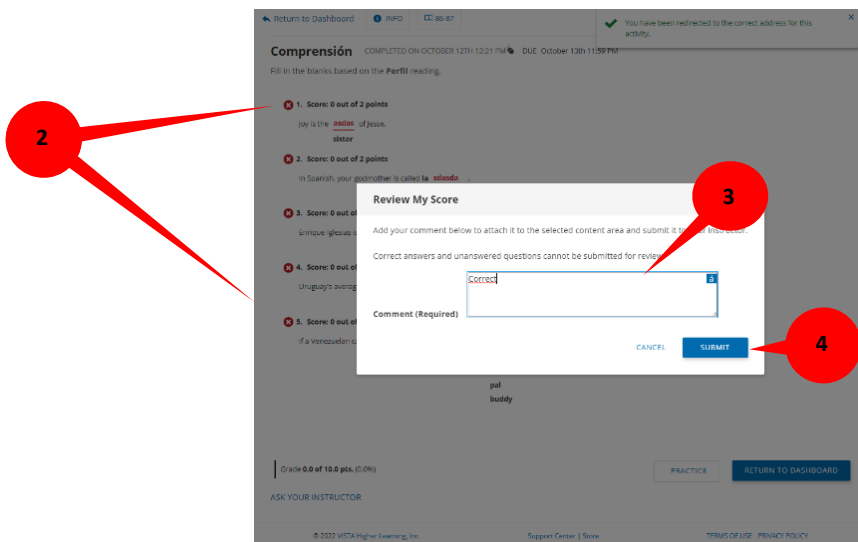
Score Review allows you to submit a request to your instructor to review the grading of an answer you have submitted. Your instructor will review your response before deciding if the grading of your answer should be adjusted. Score Reviews can only be sent from an activity that you have already submitted.

- Click the **“Ask your instructor”** link in the bottom-left corner of the activity.




-  Correct answers and unanswered questions cannot be submitted for review.


- Click on the red box surrounding the item in the activity that you need your instructor to review.

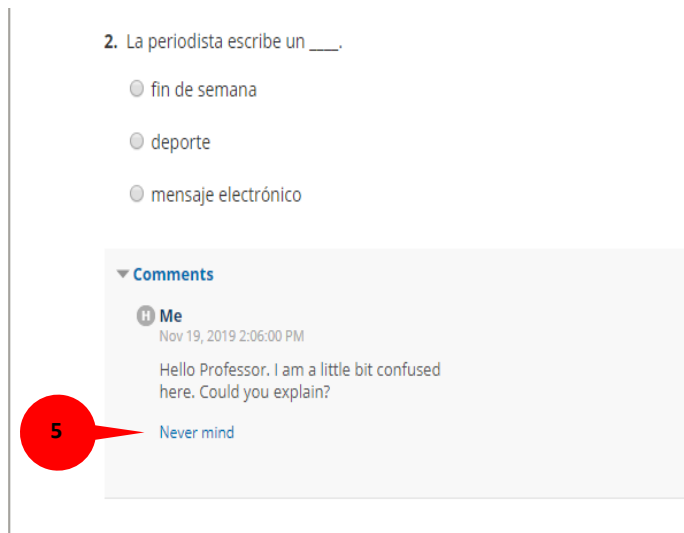


- In the **“Review My Score”** pop-up window, type in a question or comment.
- Click the **“submit”** button to send your score review request to your instructor.

 The “**Cancel Request**” link found in the bottom-right corner of the activity or the “**cancel**” link in the “**Review My Score**” pop-up window may be used to close/cancel an unsubmitted review request.

5. Your review request will be located under the selected activity item. You may click the “**Never mind**” link to cancel request.


 You will be notified via the Course dashboard’s class bulletin when your instructor replies to a review request. Your instructor’s feedback will be visible in the activity below your request.



2. La periodista escribe un \_\_\_\_.

- fin de semana
- deporte
- mensaje electrónico

▼ **Comments**

 **Me**  
Nov 19, 2019 2:06:00 PM

Hello Professor. I am a little bit confused here. Could you explain?

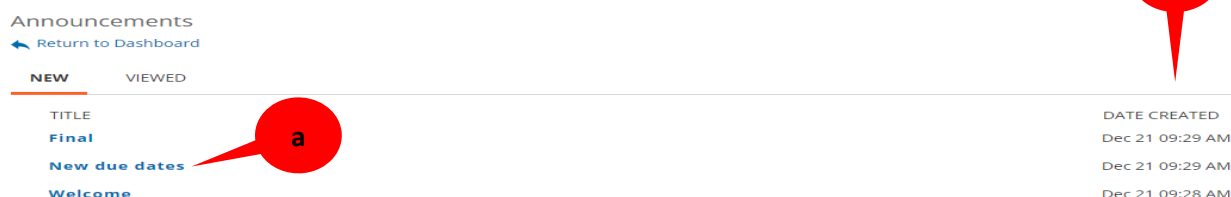
[Never mind](#)

## 5 Communication

Within the Communication area you can read the latest course announcements, review instructor feedback and grade notifications, and access Forums assignments.

### 5.1 Announcements

Announcements lists important messages posted by your instructor regarding assignments, exams, schedule changes, and other general information. You can also access Announcements from the class bulletin on the Course dashboard.



The screenshot shows the 'Announcements' page with a table of announcements. Callout 'a' points to the title link 'Final' and callout 'b' points to the 'DATE CREATED' column header.

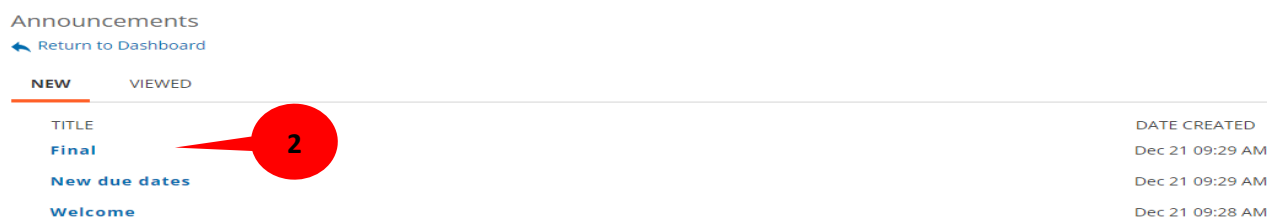
Announcements	
<a href="#">Return to Dashboard</a>	
NEW	VIEWED
TITLE	DATE CREATED
<a href="#">Final</a>	Dec 21 09:29 AM
<a href="#">New due dates</a>	Dec 21 09:29 AM
<a href="#">Welcome</a>	Dec 21 09:28 AM

The Announcements table has four columns.

- Announcement Title link:** Click the link to view instructor’s announcement.
- Date/Time:** Time and date when the announcement was posted.

#### 5.1.1 Reviewing Announcements


- From Announcements, you will first see unviewed announcements. Use the “Previous” or “Next” links to navigate between announcement pages.
- When you have found an announcement that you would like to view in more detail, click the title link on the left side of the table.



The screenshot shows the 'Announcements' page with a table of announcements. Callout '2' points to the title link 'Final'.

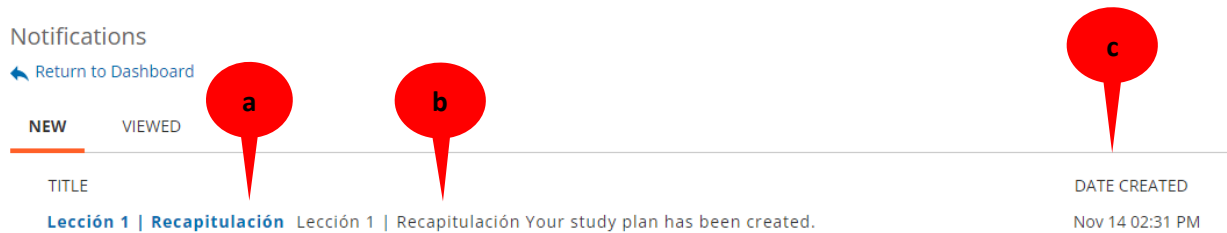
Announcements	
<a href="#">Return to Dashboard</a>	
NEW	VIEWED
TITLE	DATE CREATED
<a href="#">Final</a>	Dec 21 09:29 AM
<a href="#">New due dates</a>	Dec 21 09:29 AM
<a href="#">Welcome</a>	Dec 21 09:28 AM

- The announcement will open for you to review its contents.
- Click “**Return to announcements.**”

 After viewing an announcement, it will be moved to the previously reviewed page. To view the item again, select the “**view all**” link, then select the “**previously reviewed**” items link.

## 5.2 Notifications

Notifications are system-generated alerts for specific assignments. These alerts are generated when your instructor provides feedback on a completed assignment, when work is reset by your instructor, when late work is accepted by your instructor, when an assignment grade is posted, and when a grade is changed. You can also access notifications from the class bulletin on the Course dashboard.



The screenshot shows the Notifications interface. At the top, there is a 'Notifications' header and a 'Return to Dashboard' link. Below this are two tabs: 'NEW' (selected) and 'VIEWED'. A table lists notifications. The first row is highlighted in blue. Three red callout circles are present: 'a' points to the title 'Lección 1 | Recapitulación', 'b' points to the explanation 'Lección 1 | Recapitulación Your study plan has been created.', and 'c' points to the date and time 'Nov 14 02:31 PM'.

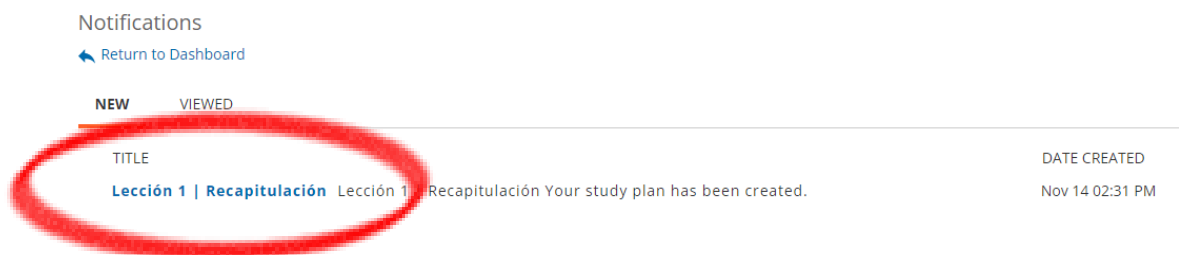
TITLE	DATE CREATED
<a href="#">Lección 1   Recapitulación</a> Lección 1   Recapitulación Your study plan has been created.	Nov 14 02:31 PM

The Notification table has four columns.

- Assignment name:** The location and name of the activity that has been changed. It also opens the assignment so you can review the change or your instructor’s feedback.
- Explanation:** A brief explanation of the changes that have taken place.
- Date/Time:** The date and time when the change occurred.

### 5.2.1 Reviewing Notifications

- From Notifications, you will first see unviewed notifications. Use the “Previous” or “Next” links to navigate between notification pages.
- When you have found a notification that you would like to view in more detail, click the review link on the left side of the table.



The screenshot shows the Notifications interface, similar to the previous one. A red circle highlights the title 'Lección 1 | Recapitulación' in the first row of the notification table.

TITLE	DATE CREATED
<a href="#">Lección 1   Recapitulación</a> Lección 1   Recapitulación Your study plan has been created.	Nov 14 02:31 PM

- The assignment will open and display a boxed alert about the action(s) completed by your instructor for this assignment.

Return to Notifications INFO 162-163

**¿Cierto o falso?** COMPLETED ON NOVEMBER 28TH 10:07 PM DUE November 28th 11:59 PM

Indicate whether these statements are **cierto** or **falso**. Correct the false statements.

Activity notifications ^

Your instructor graded this activity, giving you a score of 100%.

- Score: 2 out of 2 points**  
Caparra was the name of the original settlement.  
**cierto**  
falso
- Score: 2 out of 2 points**  
Puerto Rico's capital is named after a saint.  
**cierto**  
falso
- Score: 2 out of 2 points**  
To protect its historic sites, most of **el Viejo San Juan** is off-limits to the public.  
cierto  
**falso**  
**Student response:** To protect its historic sites, all existing buildings on el Viejo San Juan cannot be demolished or altered.  
► **View sample answer**
- Score: 2 out of 2 points**  
The buildings in **el Viejo San Juan** maintain a Spanish colonial architectural style.

PRACTICE RETURN TO NOTIFICATIONS

- You can return to Notifications, take a practice attempt, or resubmit the assignment if your work was reset.

⚠ After viewing a notification, it will be moved to the previously reviewed notifications page. To view the item again, select the “**previously reviewed**” items link.

## 5.3 Forums

Forums are audio-enabled discussion assignments that will allow you to post text as well as recorded messages. With Forums you will be able to communicate asynchronously with your instructor and classmates. Check out the online guide for Forums on our Support Center, <https://support.vhlcentral.com/hc/en-us/articles/214878597>.

## 5.4 vhlcentral Chat Tools

Live Chat is an instant messaging tool that allows you to communicate with your teacher and classmates quickly and easily by using text chat, audio calling, and video calling features.

The Live Chat and Partner Chat features are available within your vhlcentral account only if your instructor enables the features for your course.

Check out the online guide for vhlcentral Chat on our Support Center, <https://support.vhlcentral.com/hc/en-us/articles/360007106794>.