vhlcentral

LTI-Advantage with Rostering Schoology

Educator Guide

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Schoology Educator LTI-A+Rostering Guide

Table of Contents

This document provides step-by-step instructions for creating courses in VHL Central, working with deep links, and enabling grade sync.

VHL Central Course Creation

The lead instructor should complete these steps to avoid having assistant instructors assigned as lead on the course in VHL Central.

1. On the left hand navigation panel in the course, click the **VHL Central** link to launch
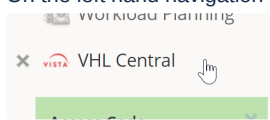
2. If this is your first time logging into VHL Central, you will see the VHL Central Terms of Service. After reviewing them, click the **AGREE** button to accept the terms.
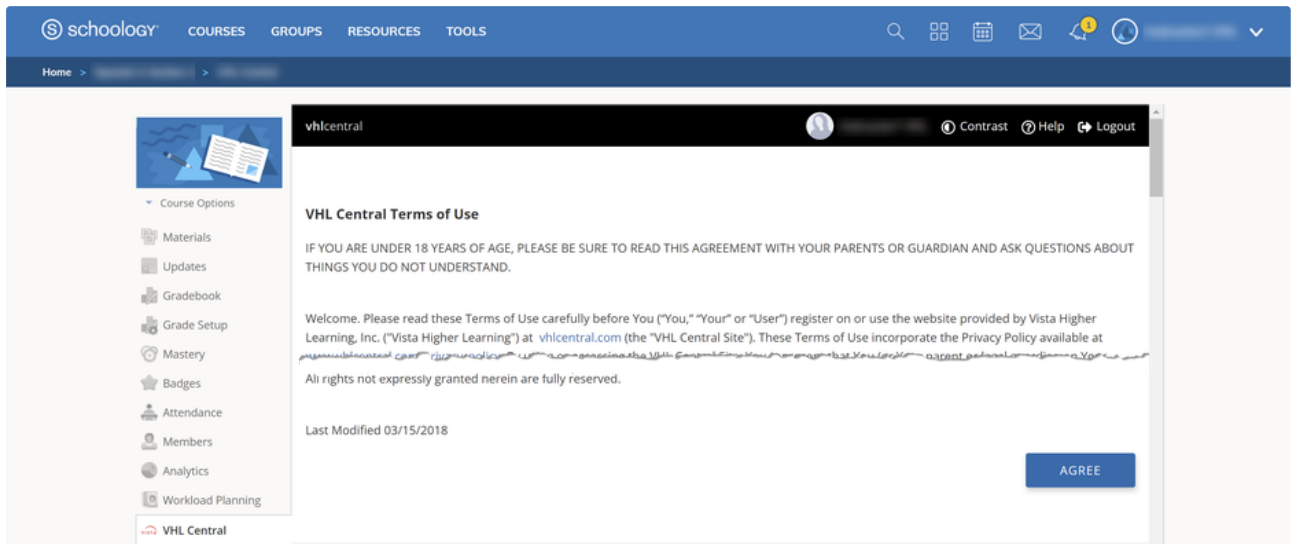
3. If your Schoology instance is associated with a single school, go to the next step. Otherwise, your Schoology instance is associated with a school district or multiple schools with a top-level school. When the **Select Your School** page displays, search for and select the school associated with the course that you're creating.

Select Your School

To complete your course setup, please select the school name in your district

[District]

Course Spanish 3: Section 1 ← Course and Section

[_____]

SEARCH

Schools matching search

SEARCH RESULTS

School for Course

Select and Continue

4. When the available programs display, click the program for the course.

SPANISH 3: SECTION 1 ← Course and Section

District (if available)

School

Change

Programs

To complete your course setup, please select a program from the list below.
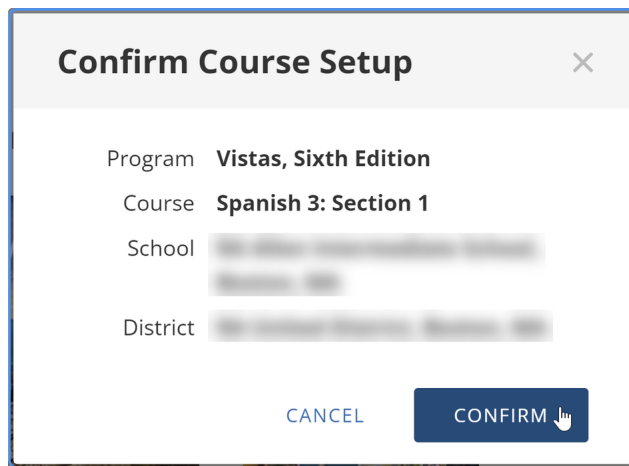

Portales

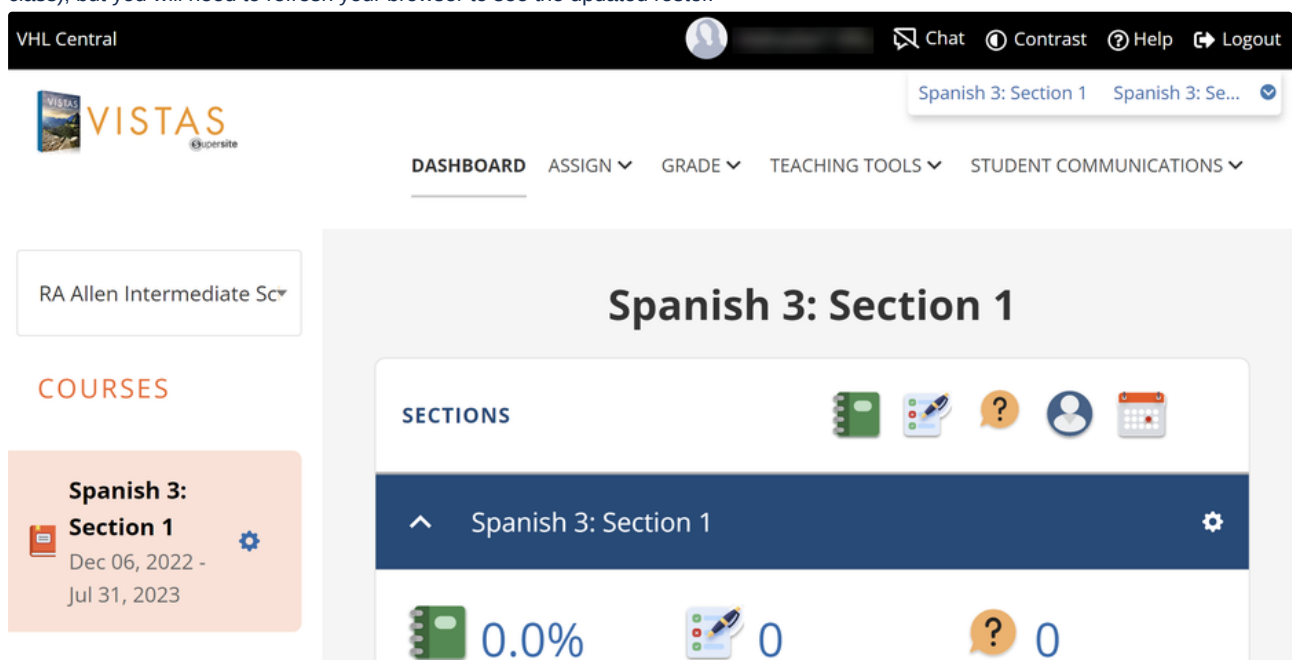**Vistas, Sixth Edition**

Español Santillana 1

5. When the **Confirm Course Setup** window opens, review the details and, if correct, click **CONFIRM**.

6. The course dashboard will display. The student roster will populate within a few minutes (depending on network connection and size of class), but you will need to refresh your browser to see the updated roster.
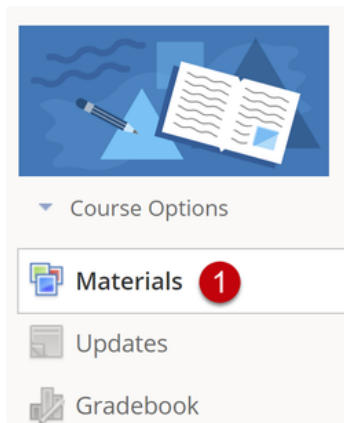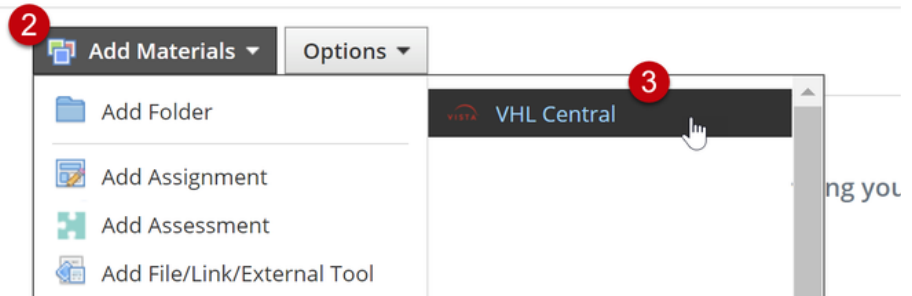

Deep Linking

Deep linking allows you to create a links to specific VHL Central resources and pages in Schoology.

Deep Link Creation

1. In your course, click the **Materials** link at the top of the left hand navigation panel.
2. Click the **Add Materials** button to open the menu.
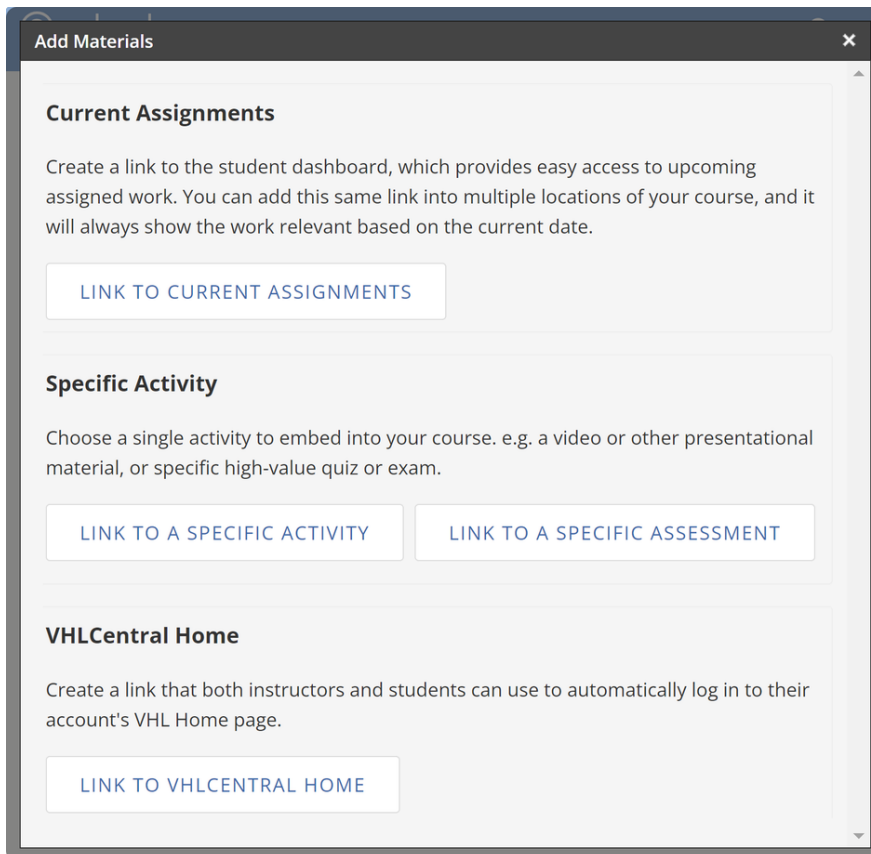3. Click the **VHL Central** link in the right-hand column of the menu.

Spanish 3: Section 1

4. The VHL Central **Add Materials** window will open. More information on the linking options is available in the following sections of this document:

- Link to Current Assignments
- Link to a Specific Activity
- Link to a Specific Assessment
- Link to VHL Central Home

Link to Current Assignments

The student dashboard is the default page students go to when they launch the app directly. It provides them quick access to their current assignments. Create a "Current Assignments" link to provide student dashboard access elsewhere in the Schoology course.

1. Click **LINK TO CURRENT ASSIGNMENTS** to create additional links to the student dashboard that are accessible in other areas of the Schoology course.
2. The **Current Assignments** link will appear in the materials list.

3. Click the **Current Assignments** link to preview the student dashboard.

Link to a Specific Activity

1. Click **LINK TO A SPECIFIC ACTIVITY** to create a link to any activity in the VHL Central program.

2. OPTIONAL: Filter by the lesson that includes the target activity.

3. OPTIONAL: Filter by the strand type that includes the target activity.

4. OPTIONAL: Filter by activities that are Assigned.

5. Click the **LINK** link for the target activity.

6. When the **Create Link** window opens, confirm the link is correct and click **CREATE**.

7. The activity's link will appear in the materials list.

8. Click the activity name to go to the activity.

Link to a Specific Assessment

1. Click **LINK TO A SPECIFIC ASSESSMENT** to create a link to any assessment in the VHL Central program.

2. OPTIONAL: Filter by the lesson that includes the target assessment.

3. OPTIONAL: Filter by the assessment type.

4. OPTIONAL: Filter by assessments that are Assigned.

5. Click the **LINK** link for the target assessment.

6. When the **Create Link** window opens, confirm the link is correct and click **CREATE**.

Create Link ✕

Lección 1 - Vocabulary Quizzes - Contextos - Miniprueba A

CANCEL   CREATE
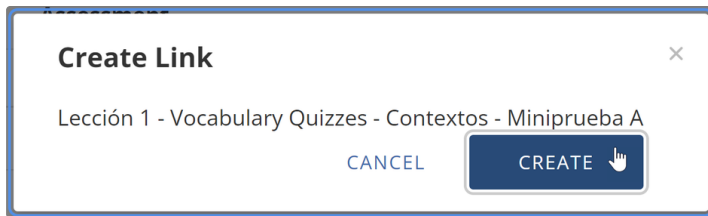
7. The assessment's link will appear in the materials list.

Spanish 3: Section 1

Course Options

Materials

Updates

Add Materials ▾   Options ▾

All Materials ▾

➡ Lección 1 - Vocabulary Quizzes - Contextos - Miniprueba A   ⚙▾

Lección 1 - Contextos - Hotspot: Hola, ¿qué tal?   ⚙▾
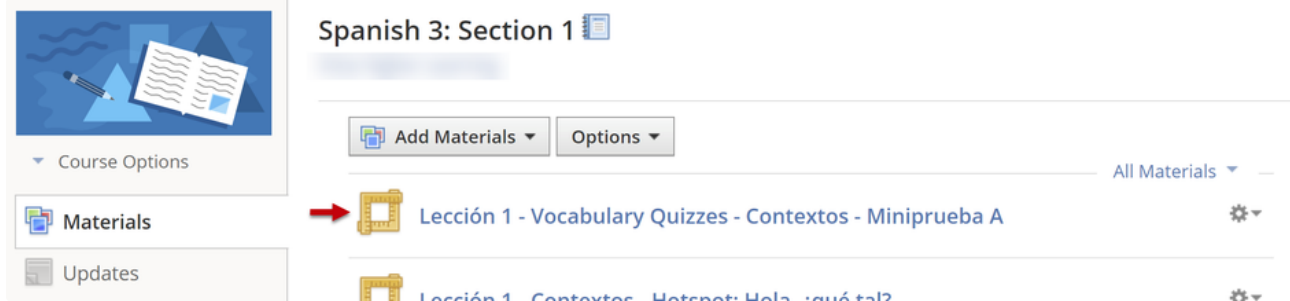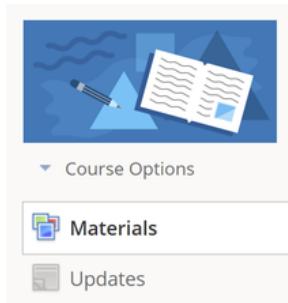
8. Click the assessment name to go to the assessment.

Spanish 3: Section 1
Lección 1 - Vocabulary Quizzes - Contextos - Miniprueba A

VHL Central   ◐ Contrast ⑦ Help ⮕ Logout

↩ Go to Dashboard   ● ADD INSTRUCTOR NOTE   🔑 ANSWER KEY   🖨 PRINT   ⓘ INFO

Contextos - Miniprueba A   1 ATTEMPT LEFT

1 Seleccionar
Select the item that does not belong.

1. ○ ¿Qué tal?
   ○ ¿De dónde eres?
   ○ ¿Cómo estás?
   ○ ¿Qué hay de nuevo?

2. ○ Chau
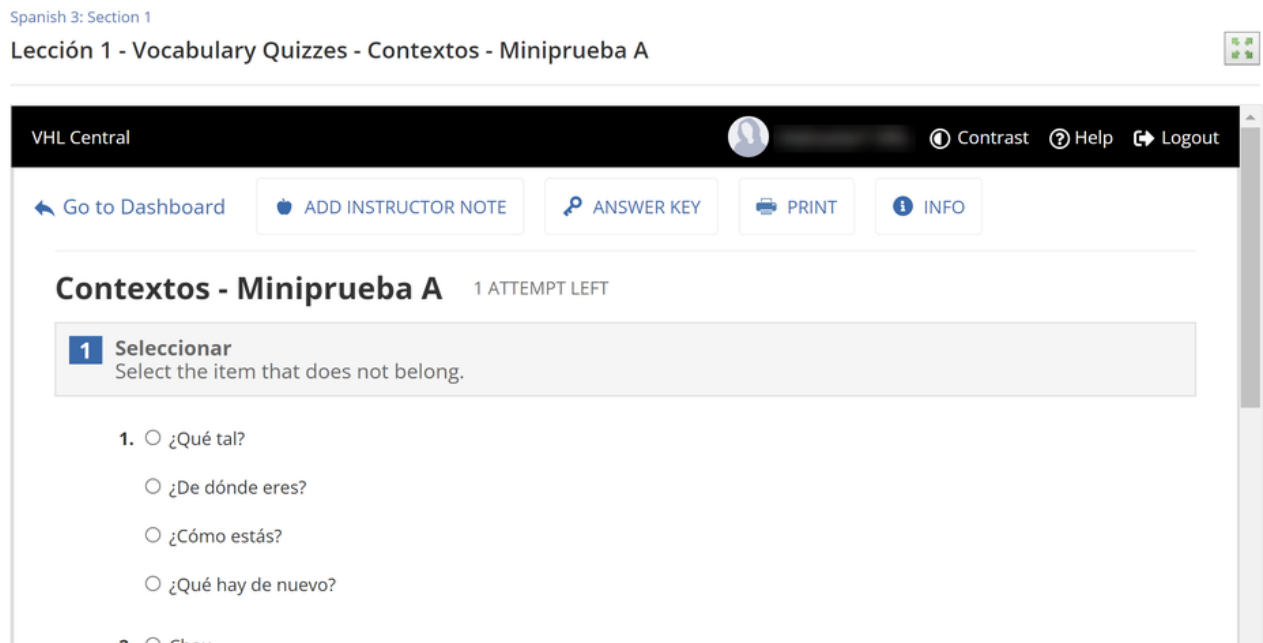
Link to VHL Central Home

The home page is accessible in VHL Central by clicking the "VHL Central" link in the upper left corner of most pages. The VHL Central Homepage will provide students and instructors with access to the programs they have adopted, or are using for their course. Create a "VHL Central Home" link to provide access to the home page directly for Schoology.

1. Click **LINK TO VHL CENTRAL HOME** to create a link to the home page.
2. The **VHL Central Home** link will appear in the materials list.

Spanish 3: Section 1

Course Options

Materials

Updates
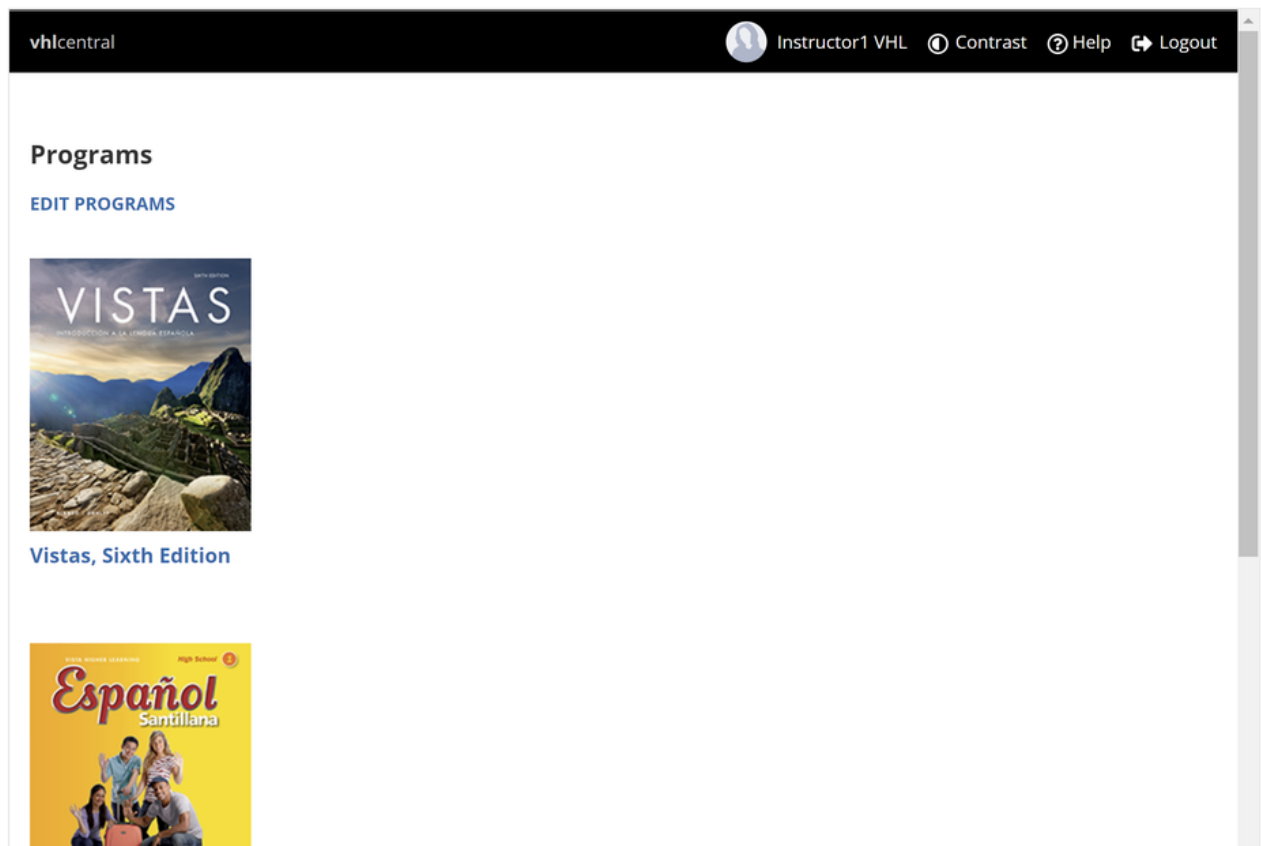
Add Materials ▼   Options ▼

All Materials ▼

➡ VHLCentral Home

Lección 1 Vocabulary Quizzes Contextos Miniprueba A

3. Click the **VHL Central Home** link to go to the VHL Central home page.

Spanish 3: Section 1
VHLCentral Home

vhlcentral   Instructor1 VHL   ◑ Contrast   ⊘ Help   ⏻ Logout

Programs

EDIT PROGRAMS

VISTAS
INTRODUCCIÓN A LA LENGUA ESPAÑOLA

Vistas, Sixth Edition

Español
Santillana

Troubleshooting

If you see the following response when clicking on a deep link, ask your Schoology System Administrator to complete the workaround steps (step 7).

Spanish 3: Section 1
Current Assignments

We were unable to locate an external tool for the specified tool link. Please make sure this provider is configured: **External Tool Configuration**

# Grade Synchronization

Schoology Grade Category Setup

> ⚠️ New courses in Schoology have no grade categories, which causes all synchronized items to be ungraded by default. To avoid having to recategorize grades, define a default grading category before enabling grade sync.

1. In your Schoology course, click the **Grade Setup** link on the left hand navigation panel.
2. In the **Categories** section at the top, click the **Add** button.
3. Enter a **Category Name** and adjust other settings as needed.

   If you have no name preference, we suggest "VHL Homework" or "VHL Grades".
4. Click the **Create** button.
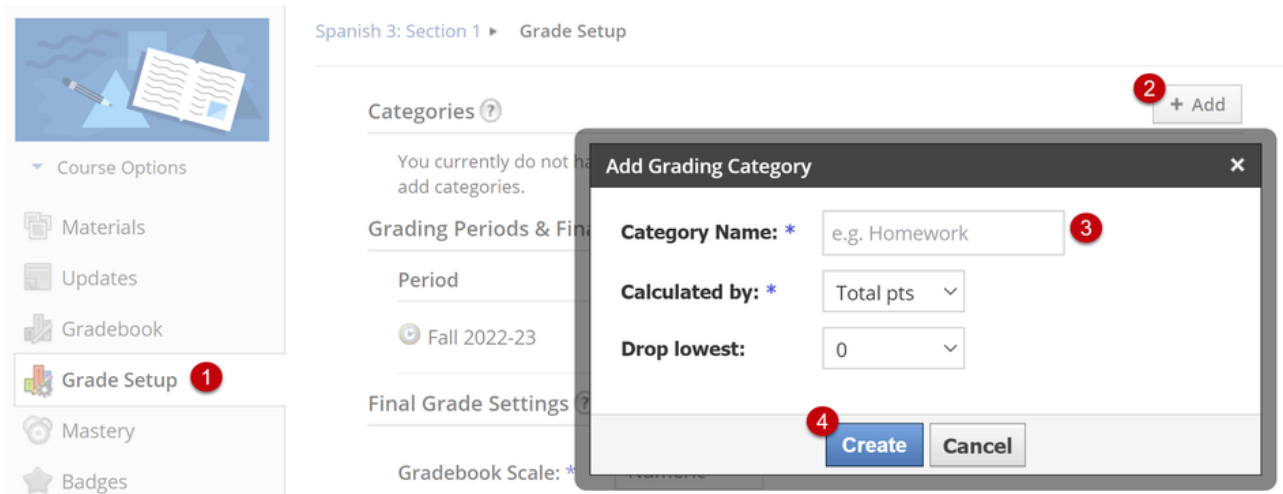
5. When your categories have been added, star (:schoology-star:) the one that you want to be the default.

   Note: All VHL Central grades will be assigned to the default Schoology category, regardless of the VHLCentral category.


Schoology Categories
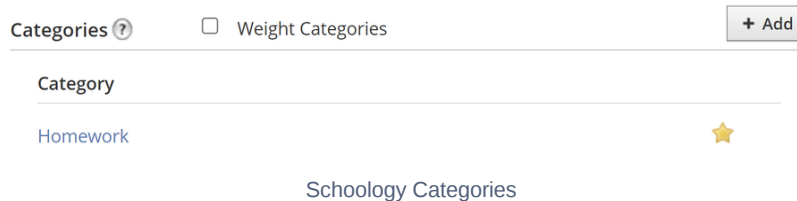
> ℹ️ There is no relationship between Schoology categories and VHLCentral categories as this information is not transferred between the systems. The LTI-A specification does not support linking these features.
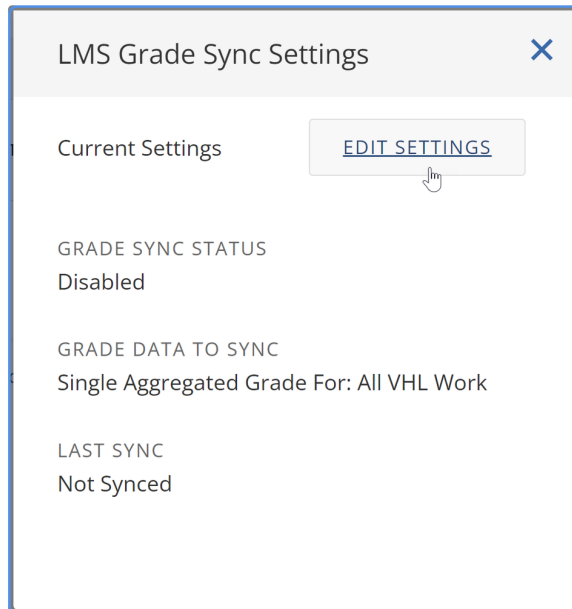
Enabling Grade Sync

1. In your Schoology course, click the **VHL Central** link in the left hand navigation panel to launch VHL Central.
2. Hover on the **Grade** menu.
3. Select the **Gradebook** option.
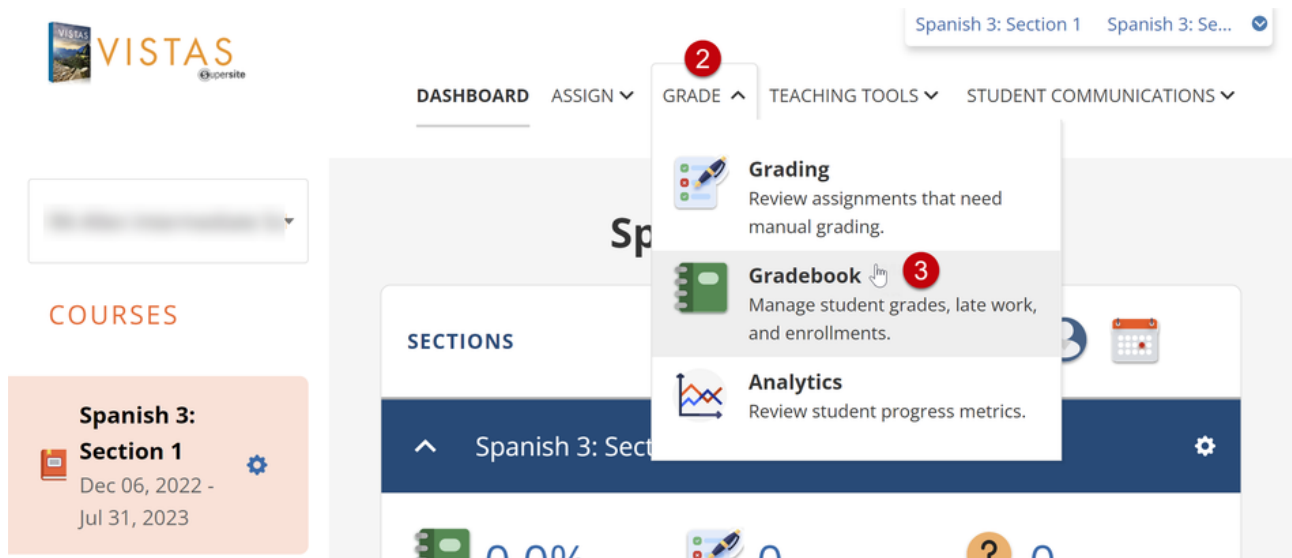
4. Click the **LMS SYNC** link.
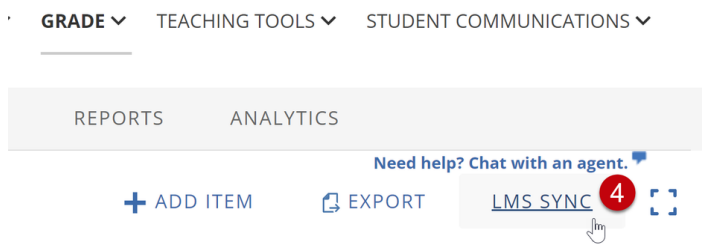
5. When the **LMS Grade Sync Settings** window opens, click the **EDIT SETTINGS** button.

6. Change the **GRADE SYNC STATUS** to "Enabled".

LMS Grade Sync Settings   ✕

Controls which grades are regularly sent to your LMS.

GRADE SYNC STATUS
○ Enabled   ● Disabled
GRADE DATA TO SYNC ⓘ

7. When you click "Enabled", the following important notice will display: "Important. A default category must first be set in Schoology so your VHL columns will display successfully in your Schoology gradebook. **If this is not done first, your gradebook will not sync.**"

   a. If you have added a default grade category in Schoology, check the confirmation checkbox and click the **NEXT** button.

   b. If not, click the **CANCEL** button and complete the Schoology Gradebook Steps steps.

LMS Grade Sync Settings   ✕

Edit Settings

IMPORTANT

A default category must first be set in Schoology so your VHL columns will display successfully in your Schoology gradebook. **If this is not done first, your gradebook will not sync.**

Need help? Follow the steps outlined in this Schoology Guide to verify or update your gradebook settings.

☑ I understand and have set up a default category in Schoology.

                              CANCEL   NEXT

8. Adjust the **GRADE DATA TO SYNC** settings as needed.

LMS Grade Sync Settings ✕

Controls which grades are regularly sent to your LMS.

GRADE SYNC STATUS

◉ Enabled   ◯ Disabled

Last grade sync successfully completed on 3/22/2023, 3:55 PM GMT-5

GRADE DATA TO SYNC ⓘ

Individual grades for selected categories (one or more required)

✔ Credit

✔ Graded

✔ Quizzes

☐ Tests

Note: Each assignment will create a new column in the LMS gradebook. Consider the number of assignments within each category before finalizing your selection.

On the next sync, removal of unused columns in the LMS will be attempted. Note this operation is not supported by all LMSs.

CANCEL   SAVE

9. Click the **SAVE** button.

10. After you save, VHL Central will display a message confirming that grade sync is enabled.

11. When grade sync is enabled, the course section's grades will automatically be sent from VHL Central to Schoology periodically (at least once per day, usually overnight). You can also synchronize the grades manually as described in Manual Grade Synchronization.


Manual Grade Synchronization

If you need grades sent to Schoology before the next automatic sync is scheduled, you can trigger grade sync manually.
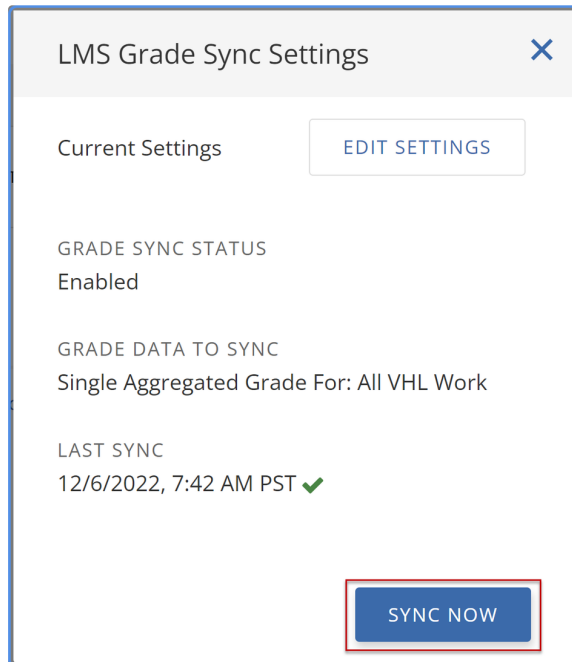
1. From your Schoology course, click on the **VHL Central** link in the left hand navigation panel.

2. When the VHL Central course dashboard loads, hover on the **Grade** menu.

3. Select the **Gradebook** option.
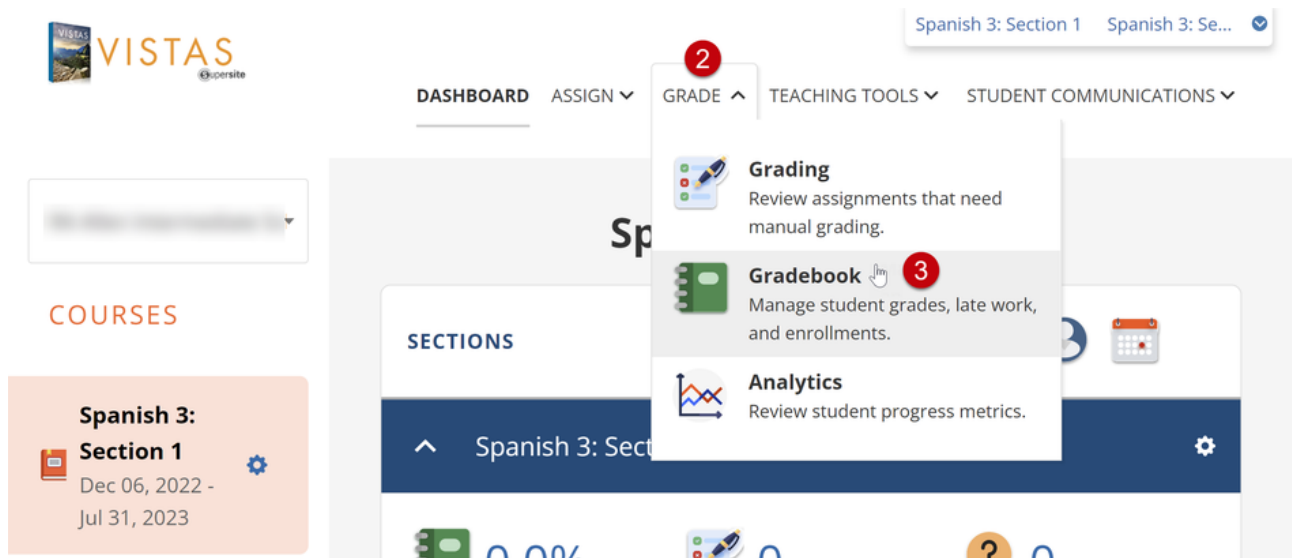
4. Click the **LMS SYNC** link.
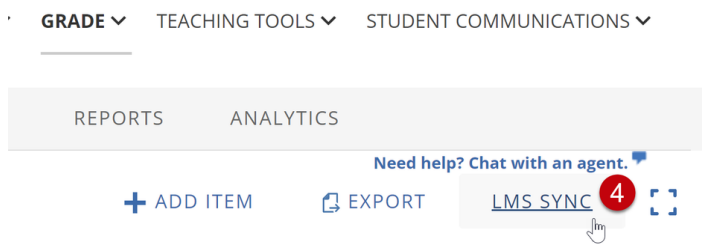

5. Click the **SYNC NOW** button.

Schoology Grade Recategorization

If grade sync is enabled before a default grading category (starred :schoology-star:) is assigned in Schoology, any synced grades will be assigned the "(Ungraded)" category. "(Ungraded)" work does not display in Schoology's gradebook. To address this issue, you can recategorize the grades in Schoology.

Before recategorizing grades, you must complete Schoology Grade Category Setup.

1. In your Schoology course, click the **Gradebook** link on the left hand navigation panel.

2. Click the **3-dot menu** and select the **Bulk Edit** option.
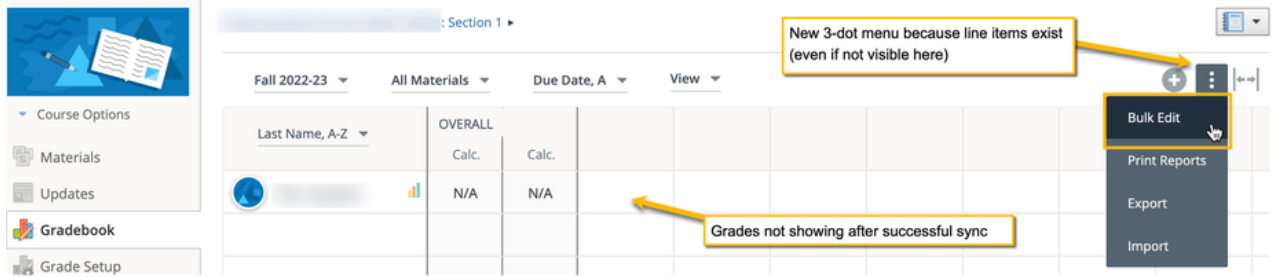
3. Confirm you see the expected lines from VHL Central. This example shows the "VHL Cumulative" line created by default grade sync settings. Notice that the **Category** is "(Ungraded)".
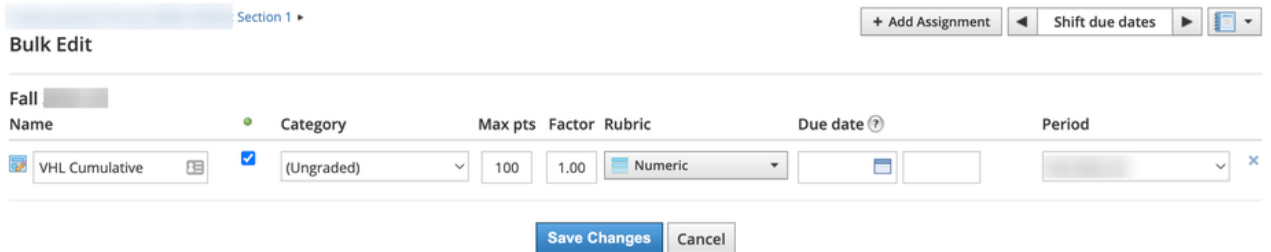
4. Select any category other than "(Ungraded)" in the **Category** dropdown.

5. Click the **Save Changes** button.
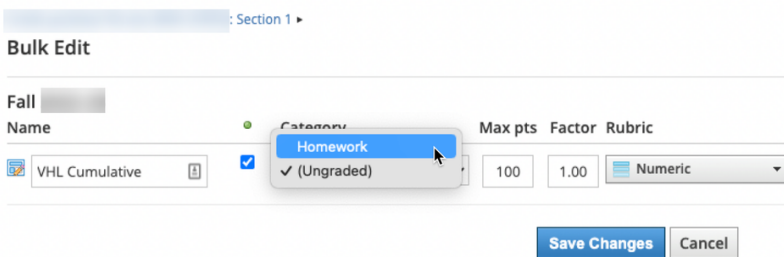
6. To exit the bulk editing page and return to course, click the course name link in the upper left hand corner.
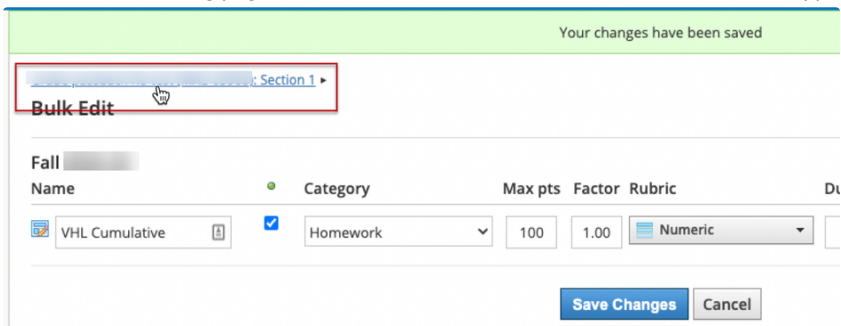
7. Click on the Gradebook button again to see the grades that were previously not visible.