vhlcentral

LTI-Advantage with Rostering

Schoology

Educator Guide

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Schoology Educator LTI-A+Rostering Guide

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

VHLCentral Course Creation   return to Table of Contents

> ⚠️**Please note**: The lead instructor should complete these steps to avoid having assistant instructors assigned as lead on the course in VHLCentral.

1. On the left-hand navigation panel in the course, click the **VHLCentral** link to launch.
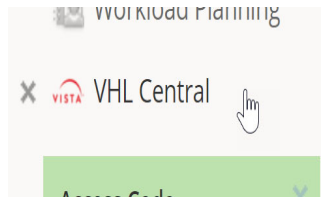
2. If this is your first time logging into VHLCentral, you will see the VHLCentral Terms of Service. After reviewing them, click the **AGREE** button to accept the terms.
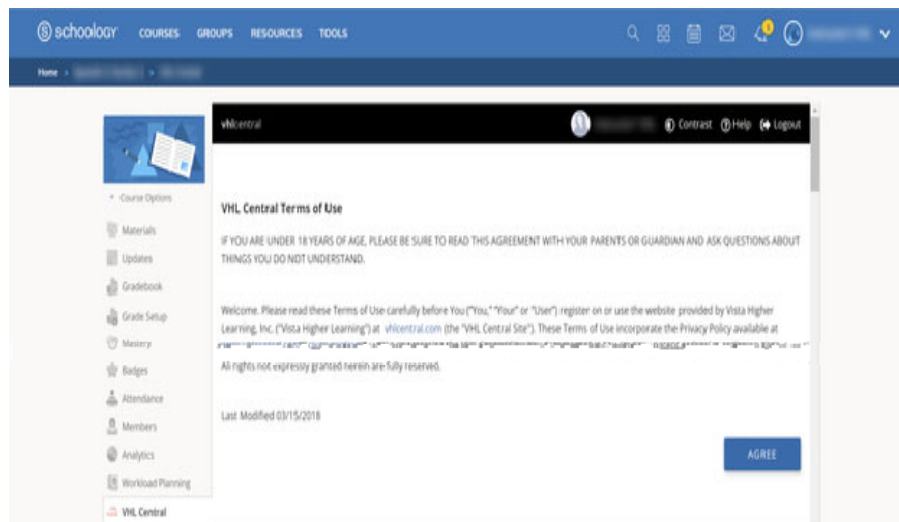

3. If your Schoology instance is associated with a single school, go to the next step. Otherwise, your Schoology instance is associated with a school district or multiple schools with a top-level school. When the **Select Your School** page displays, search for and select the school associated with the course that you're creating.

4. When the available programs display, click the program for the course.
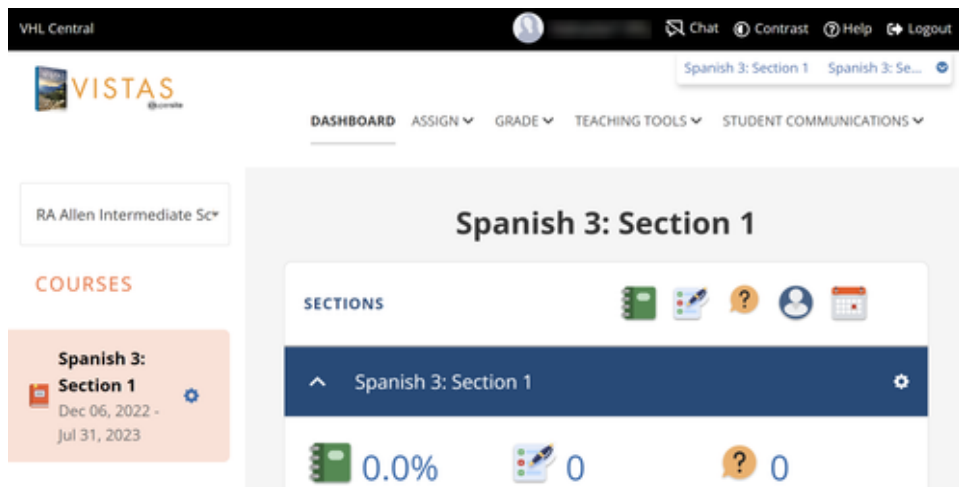
5. When the **Confirm Course Setup** window opens, review the details and, if correct, click **CONFIRM**.
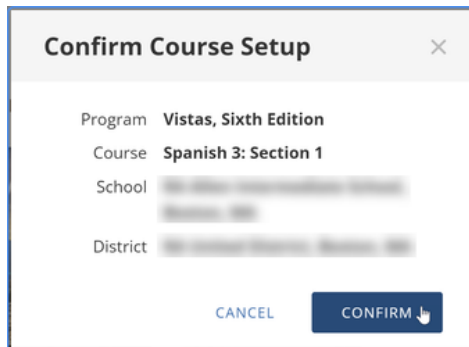
⚠**Please note:** Course dates are set based on what the LMS sends VHLCentral, which may not reflect actual course dates. When ready, please edit your course dates to prevent enrollment and course access issues due to overlapping course dates. For more information, please visit VHLCentral Support Page.

6. The course dashboard will display. The student roster will populate within a few minutes (depending on the network connection and the size of the class). Refresh your browser to load the updated roster.
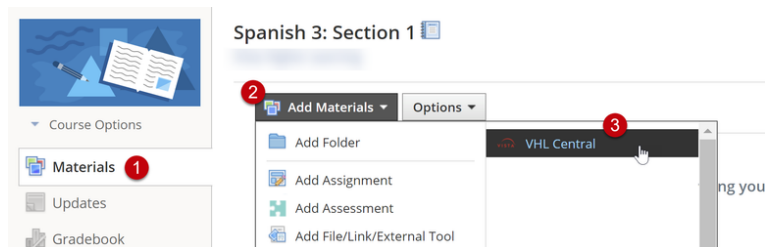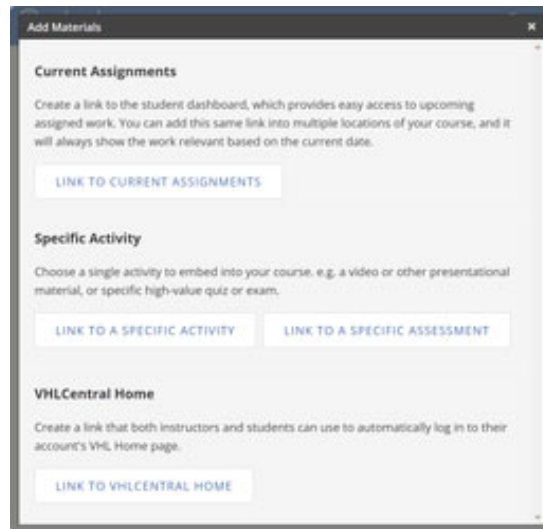
Deep Linking

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 **VHLCentral** link in the right-hand column of the menu.

4. The VHLCentral **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 VHLCentral Home

Link to Current Assignments [return to Deep Link Creation](#)

The student dashboard is the default page students go to when they launch the app directly. It provides them with quick access to their current assignments.

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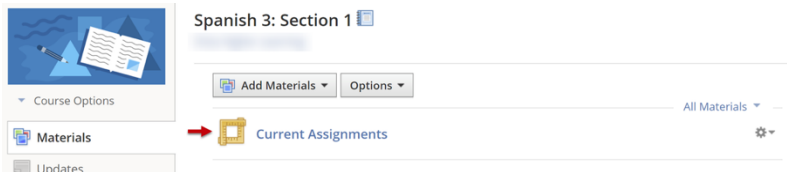
3. Click the **Current Assignments** link to preview the student dashboard.
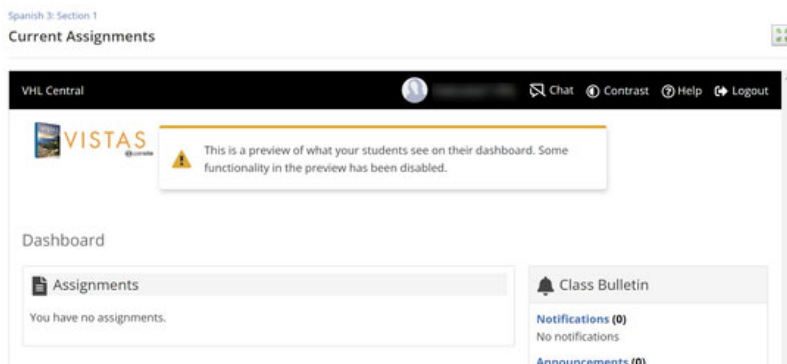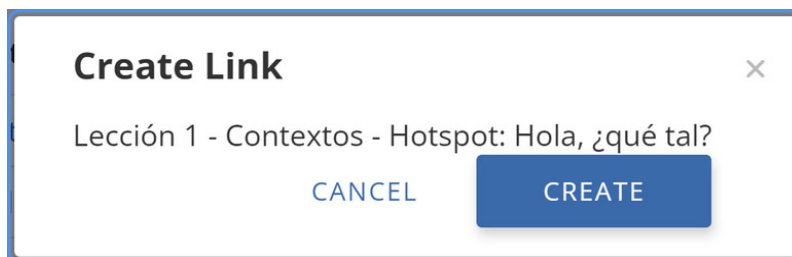

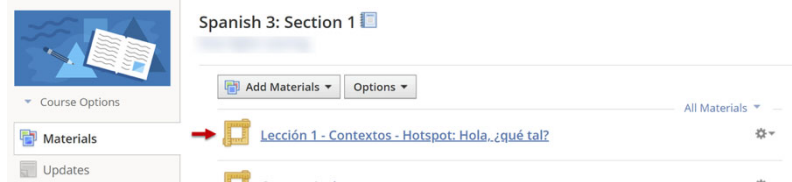## Link to a Specific Activity. [return to Deep Link Creation](#)

1. Click **LINK TO A SPECIFIC ACTIVITY** to create a link to any activity in the VHLCentral 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.
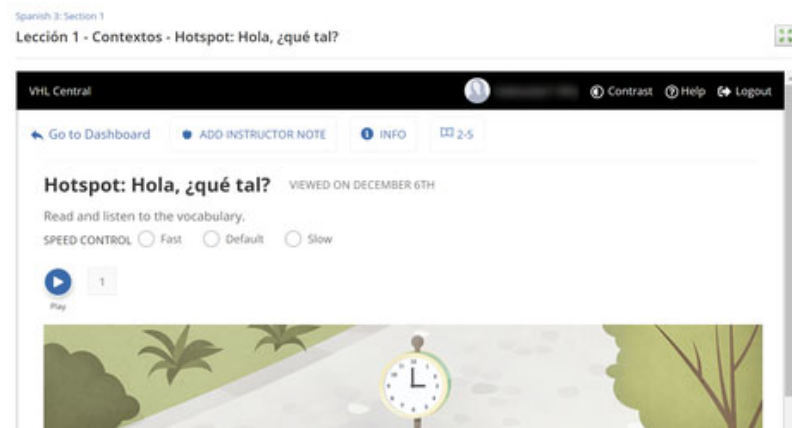5. Click the **LINK** link for the target activity.
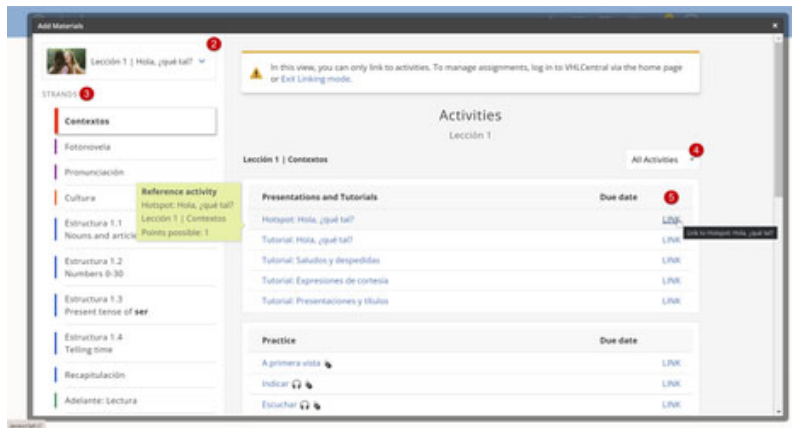
6. When the **Create Link** window opens, confirm the link is correct and click **CREATE**.

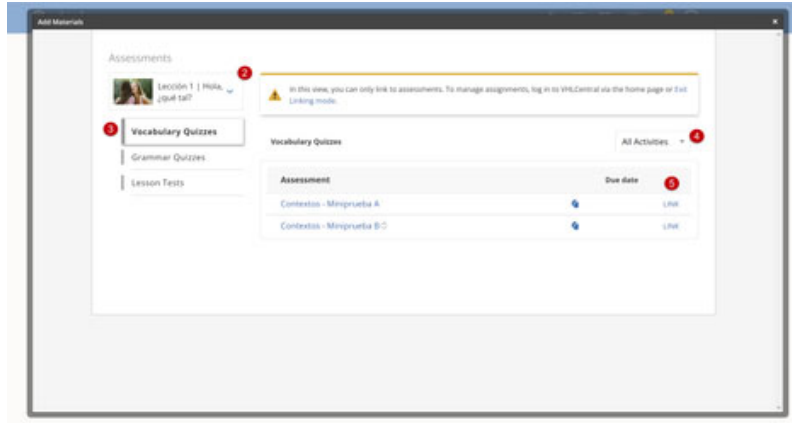7. The activity's link will appear in the materials list.

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 VHLCentral program.
2. OPTIONAL: Filter by the lesson that includes the target assessment.
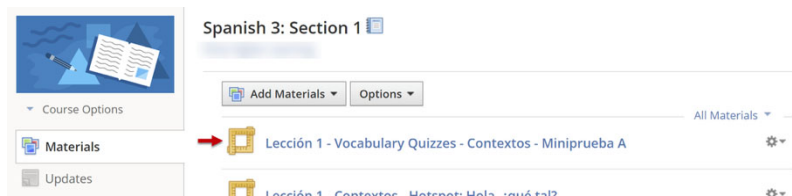3. OPTIONAL: Filter by the assessment type.

4. OPTIONAL: Filter by assessments that are Assigned.
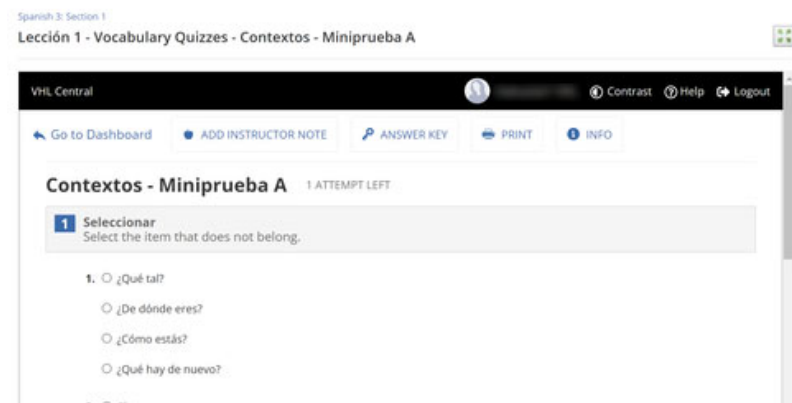5. Click **LINK** for the target assessment.

6. When the **Create Link** window opens, confirm the link is correct and click **CREATE**.
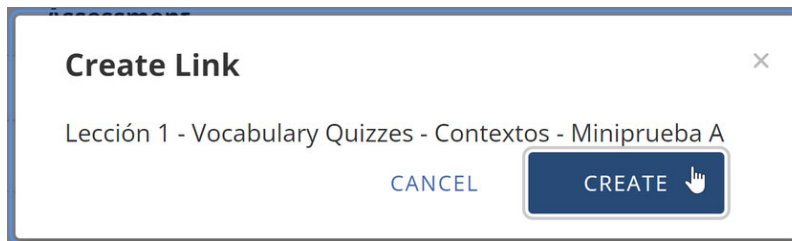
7. The assessment link will appear in the materials list.

8. Click the assessment name to go to the assessment.

Link to VHLCentral Home

The home page is accessible in VHLCentral by clicking the "VHLCentral" link in the upper left corner of most pages. The "VHLCentral Home" link provides access to the Home page directly from Schoology.

1. Click **LINK TO VHLCentral HOME** to create a link to the Home page.
2. The **VHLCentral Home** link will appear in the materials list.
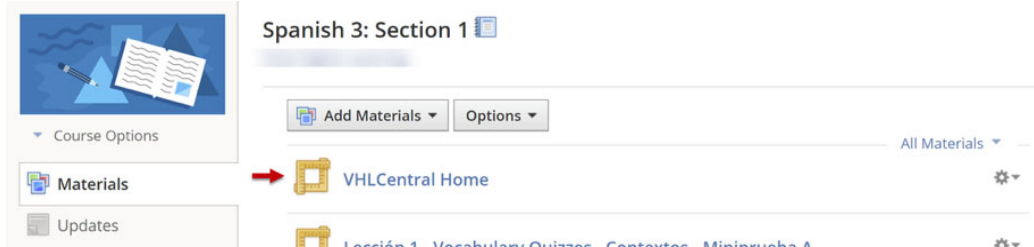
3. Click the **VHLCentral Home** link to go to the VHLCentral Home page.


Grade Synchronization

Schoology Grade Category Setup

> ⚠️**Please note:** 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.
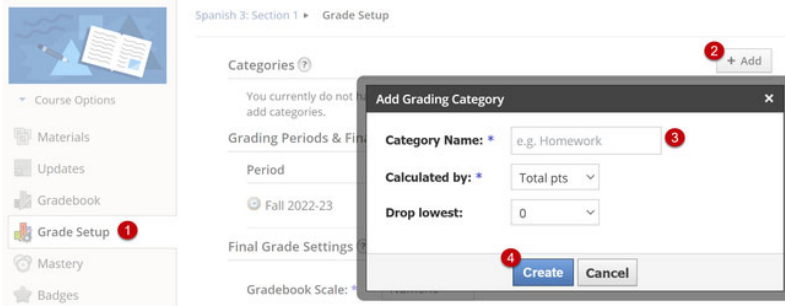
5. When your categories have been added, star (⭐) the one that you want to be the default.
   Note: All VHLCentral grades will be assigned to the default Schoology category, regardless of the VHLCentral category.


> 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

> ⚠️**Please note:** Schoology-linked sections are not compatible with LTI-A integrations.
>
> - If you wish to use grade sync, you cannot have linked sections. While linked sections allow you to assign activities/assessments to all related sections, the grade sync will only work for the default or primary section.
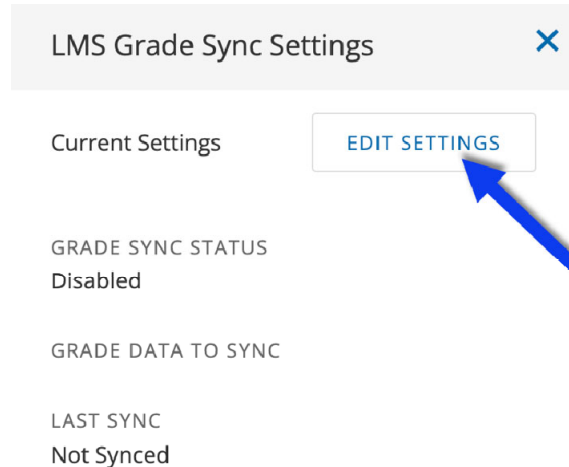> - For more information visit VHL Support.

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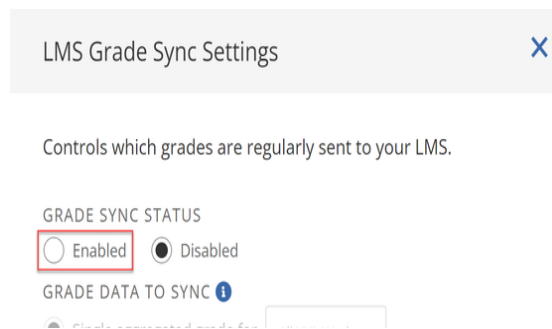3. Select the **Gradebook** option.
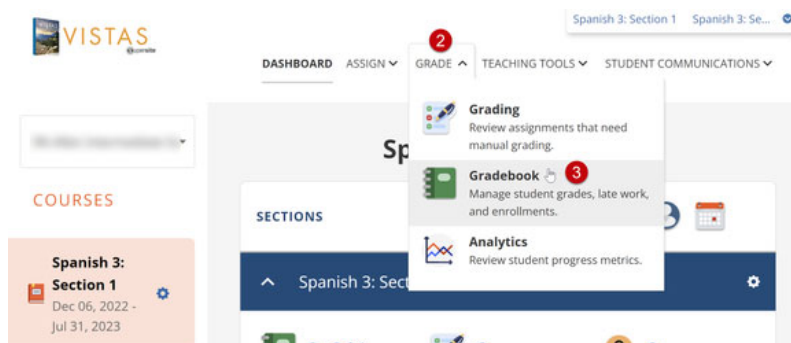
4. Click the **LMS SYNC** link.
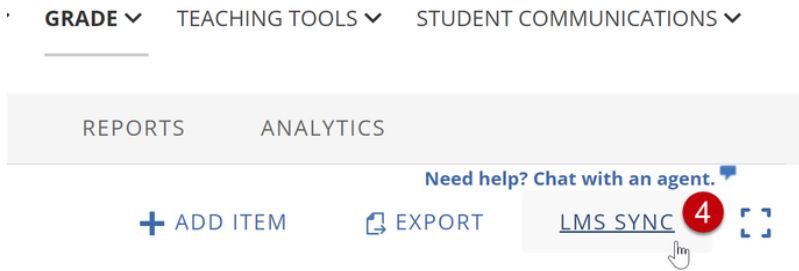
5. When the **LMS Grade Sync Settings** window opens, click the **EDIT SETTINGS** button.
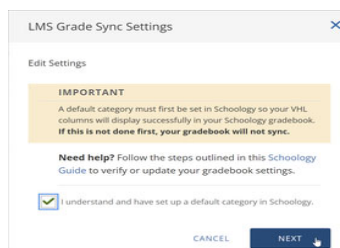

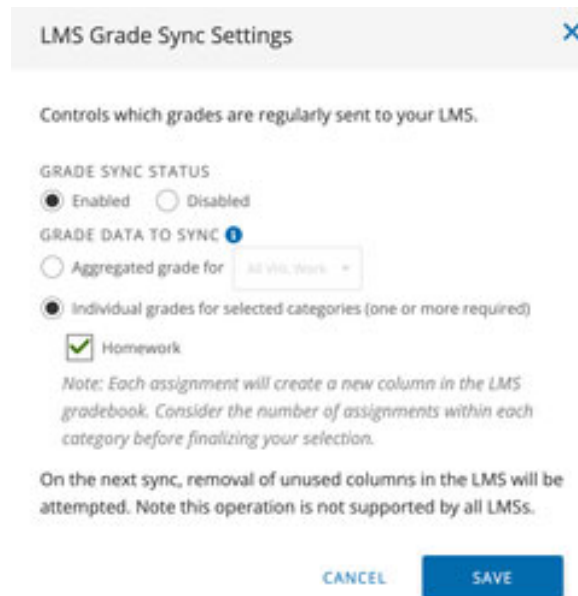6. Change the **GRADE SYNC STATUS** to "Enabled".

7. When you click "Enabled", the following important notice will display:
    1. If you have added a default grade category in Schoology, check the confirmation checkbox and click the **NEXT** button.
    2. If not, click the **CANCEL** button and complete the Grade Setup steps in Schoology before completing this step.

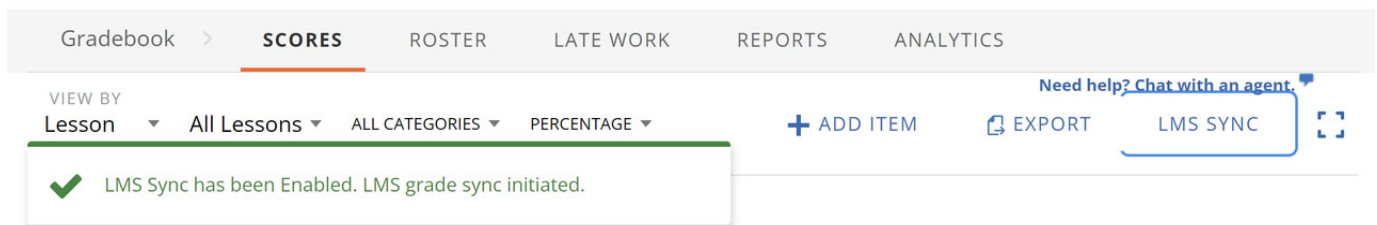8. Adjust the **GRADE DATA TO SYNC** settings to "Individual grade.".

Individual Grades refer to the grades for each of the student's individual assignments. Select the category or categories for grade sync. "Homework" is the default.

9. Click the **SAVE** button.
10. After you save, VHLCentral will display a message confirming that grade sync is enabled.


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

Manual Grade Synchronization

If you need grades sent to Schoology before the next automatic sync is scheduled, you can trigger grade sync manually.
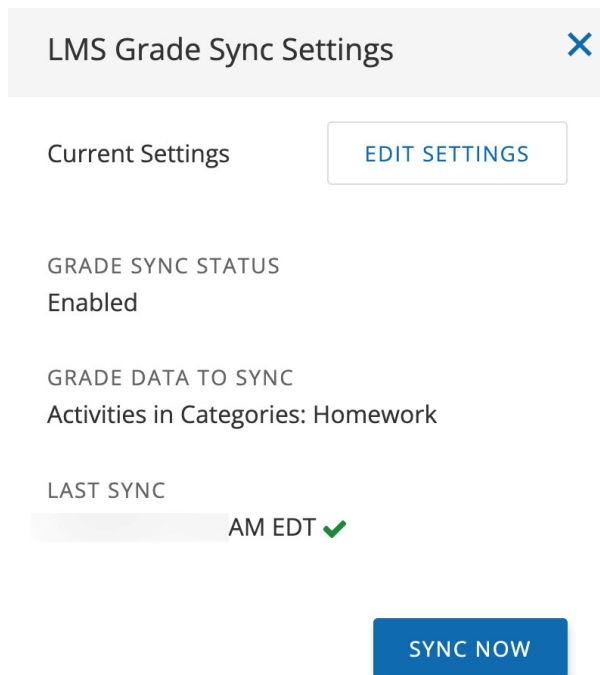
1. From your Schoology course, click on the **VHLCentral** link in the left-hand navigation panel.
2. When the VHLCentral course dashboard loads, hover on the **Grade** menu.
3. Select the **Gradebook** option.
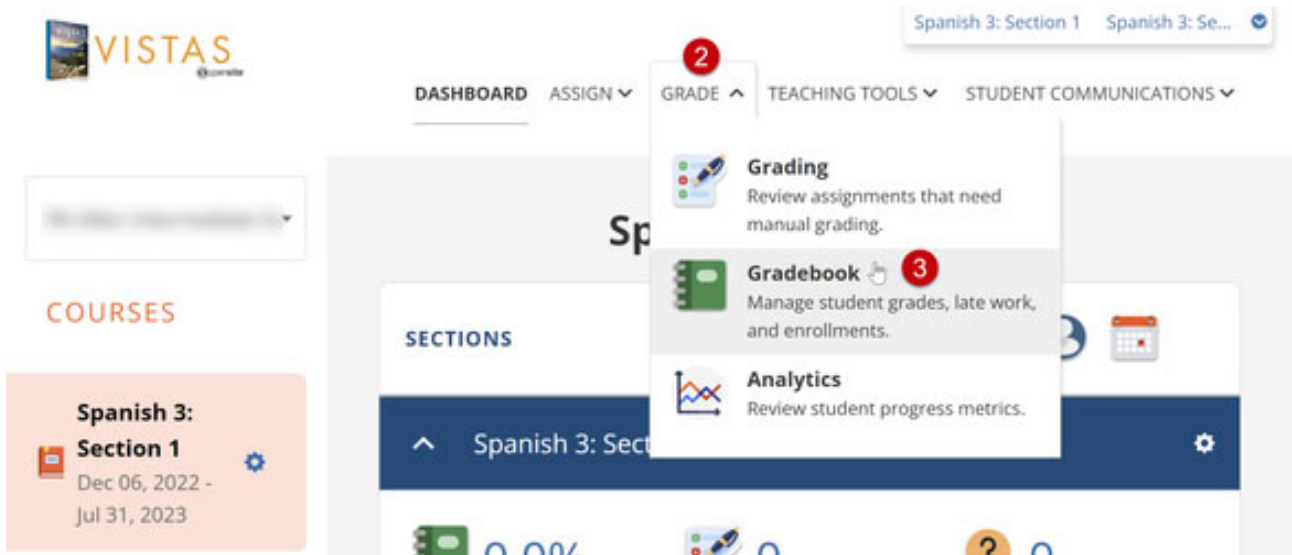
4. Click the **LMS SYNC** link.
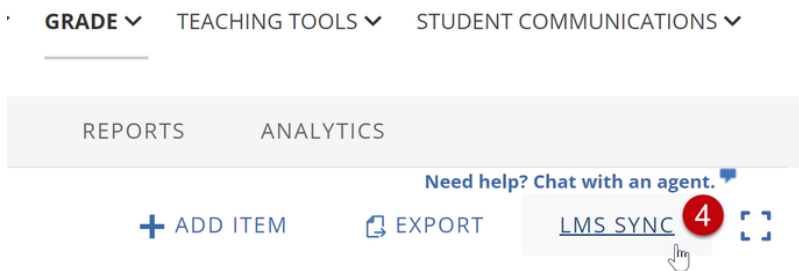

5. Click the **SYNC NOW** button.

Schoology Grade Recategorization

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

Before recategorizing grades, you must complete Schoology's 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.
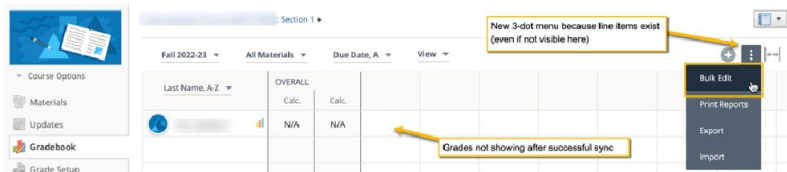
3. Confirm you see the expected lines from VHLCentral. This example shows the "VHL Cumulative" line created by default grade sync settings. Notice that the **Category** is "(Ungraded)".
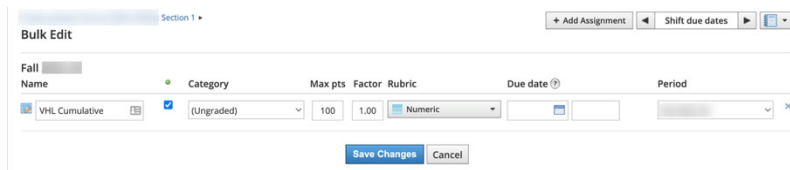
4. Select any category other than "(Ungraded)" in the **Category** dropdown.
5. Click the **Save Changes** button.
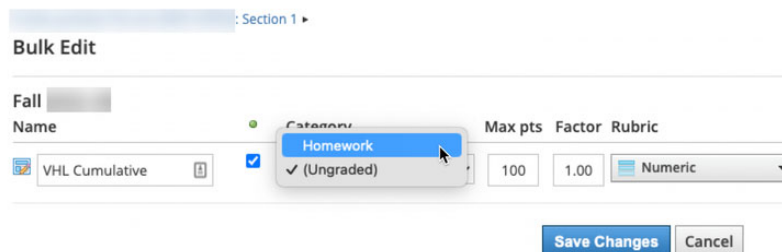
6. To exit the bulk editing page and return to the course, click the course name link in the upper left-hand corner.
7. Click on the Gradebook button again to see the grades that were previously not visible.