



vhlcentral

LTI-Advantage with Rostering

Canvas

Educator Guide

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Canvas Educator LTI-A+Rostering Guide

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Adding VHLCentral to Your Course

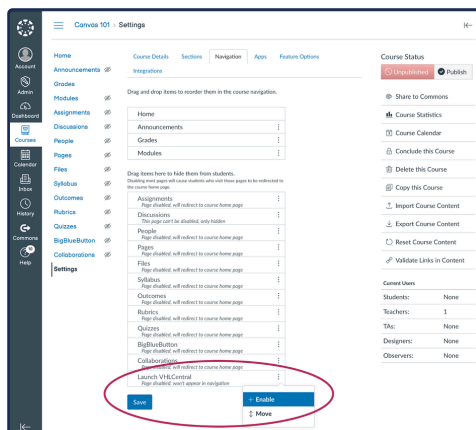
VHLCentral is typically accessed through a link called "Launch VHLCentral". You'll find it just below the "Home" button on the left-hand side of the course navigation bar.



Launch VHLCentral

If you don't see the "Launch VHLCentral" link:

1. Open the course you want to enable VHLCentral, then "Settings" in the left navigation menu.
2. On the tabs at the top, select "Navigation."
3. Scroll down to disabled apps, look for "Launch VHLCentral" in the "Disabled" section, and click and drag it to the "Enabled" section. You can place it wherever you want it to be.
4. Click "Save".

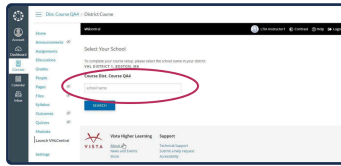


Launching VHLCentral

1. To start your course on VHLCentral, click on the "Launch VHLCentral" link in the left-hand navigation menu. This will take you to VHLCentral, where you can start using the course materials and completing assignments.
2. If you're using VHLCentral for the first time, you'll need to accept the VHLCentral Terms of Use before you can get started. These terms explain the rules for using VHLCentral and your responsibilities as a user.

School Selection and Confirmation

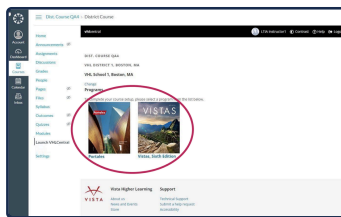
To choose the school where your course is being taught, you must search for the school by typing the name into the text box. If you've already selected a school before, you'll see it listed below the search button, and you can choose it again from there.



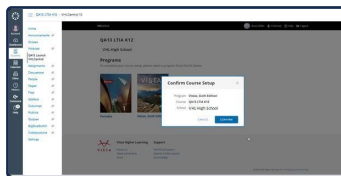
Program Selection and Confirmation

To provide the content for your course, you must choose a single program or "book." Please note that only one program can be selected per course.

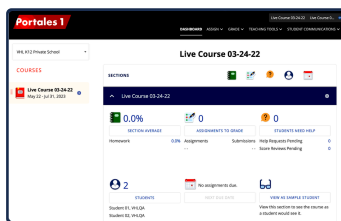
1. Select the appropriate program to use with the course



2. Review the details in the confirmation window. If they are correct, confirm that you wish to set up the course. If there are any inaccuracies, click cancel and make the necessary adjustments.



3. You have now created your course.



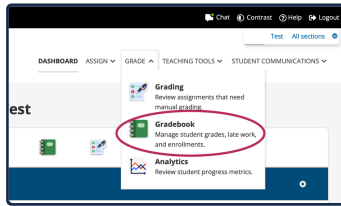
Note: Your course may initially appear to have no students. If you don't see any students, just wait a few minutes and refresh your browser. VHLCentral automatically retrieves student information from Canvas to populate your course; your course is updated every 24 hours to reflect changes in enrollment.

Please note: Course dates are often determined by what your LMS sends to VHLCentral, which may or may not reflect your school's actual term start and end dates. Please confirm and edit your course dates to prevent student enrollment and course access issues resulting from overlapping course dates between different terms (such as Fall vs Spring term). For more information, please visit [VHLCentral Support Page](#).

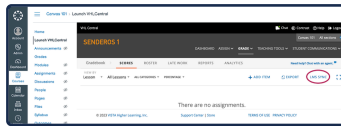
Setting up Grade Sync

To send grades from the VHLCentral gradebook to the Canvas gradebook, instructors must set up their LMS Grade Sync. The following steps will guide you through enabling and setting up your grade sync:

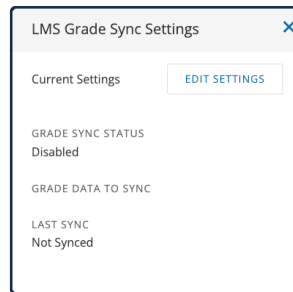
1. Navigate to the VHL Gradebook via "Grade" > "Gradebook" at the top right of your screen.



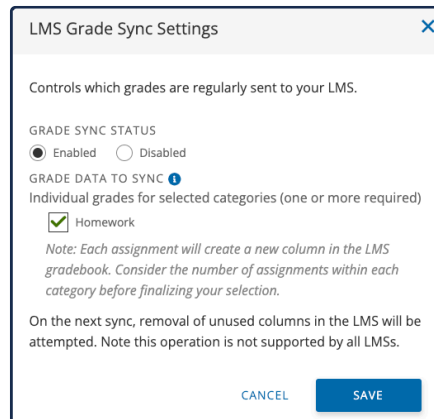
2. Press the "LMS Sync" link towards the top right of the screen.



3. This opens up the "LMS Grade Sync Settings" window. Click the "Edit Settings" button.

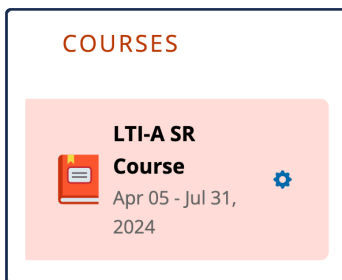


4. Select the "Enabled" option in Grade Sync Status.
5. Choose the "Individual grade" method for syncing your gradebook.

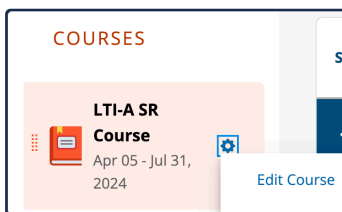


Individual Grades refer to the grades for each of the student's individual assignments. Select the category or categories for grade passback. "Homework" is the default but you can create or edit categories in your course settings. To do this:

- Go to your course dashboard. Click on the blue gear and select your course.



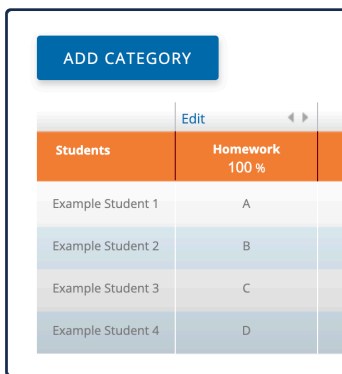
- Click "Edit Course".



⚠ Please note: Course dates are often determined by what your LMS sends to VHLCentral, which may or may not reflect your school's actual term start and end dates. Please confirm and edit your course dates to prevent student enrollment and course access issues resulting from overlapping course dates between different terms (such as Fall vs Spring term). For more information, please visit [VHLCentral Support Page](#). Select "Gradebook" from the top links.



- Scroll down to edit or create categories as needed.



📌 NOTE: VHLCentral categories do not need to match your Canvas categories.

- 6. Click "Save Changes".

Edit	
Students	Homework 100 %
Example Student 1	A
Example Student 2	B
Example Student 3	C
Example Student 4	D

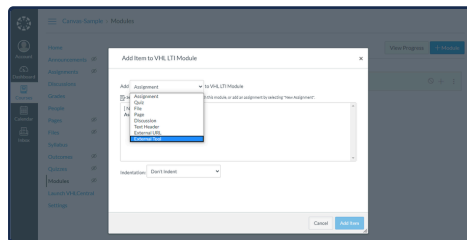
SAVE CHANGES EXIT

7. Your VHLCentral course section grades will sync periodically (at least once daily). You can also manually sync grades by reopening the LMS Sync dialog and clicking "Sync Now."

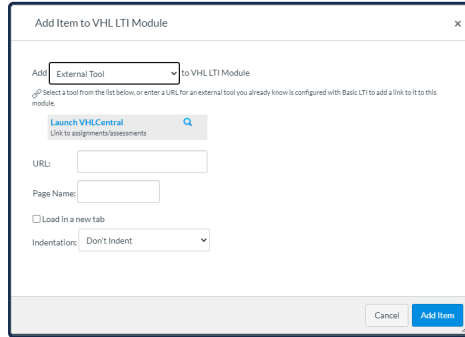
Note: All grade sync assignments/assessments will appear under your default or first assignment category in Canvas. You will then need to move those assignments to their correct assignment category for the appropriate weight type in Canvas.

Deep Linking VHL Content

1. Access your linked course and navigate to the Modules section. If a module has not been created for listing links to VHL, add it accordingly.
2. Select the button with the "plus" symbol to open the "Add Item to..." dialog.
3. Select "External Tool" from the Add drop-down.

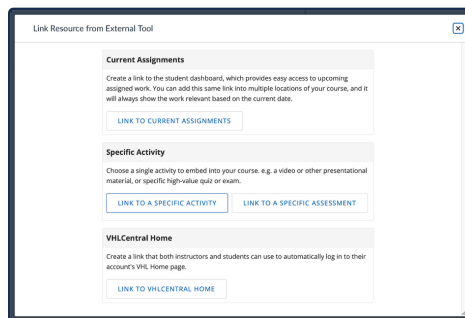


4. The list of available external tools, including the Launch VHLCentral Tool should appear with a magnifying glass icon next to it.



5. The Link Resources from the External Tool window will open. More information on the linking options is available in the following sections of this document:

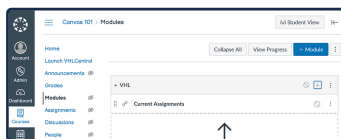
- Link to Current Assignments
- Link to a Specific Activity
- Link to a Specific Assessment
- Link to VHLCentralHome



Link to Current Assignments

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. Create a “Current Assignments” link to provide student dashboard access elsewhere in the Canvas course.

1. Click **LINK TO CURRENT ASSIGNMENTS** to create additional links to the student dashboard that are accessible in other areas of the Canvas course.
2. Click **Add Item** on the “Add Item”.
3. The **Current Assignments** link will appear in the Modules list.

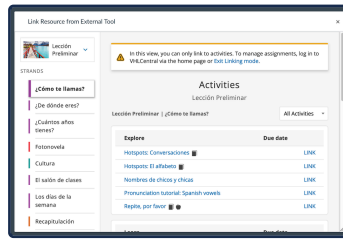


4. Click the **Current Assignments** link to preview the student dashboard.

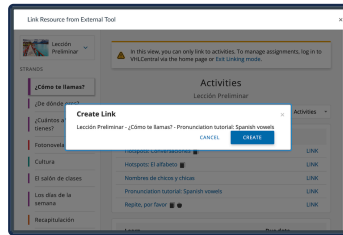
Link to a Specific Activity

1. Click **LINK TO A SPECIFIC ACTIVITY** to create a link to any activity in the VHLCentral program. The VHLCentral Table of Contents will open inside the Link Resource from the External Tool modal. *Note: Activity must be assigned before it is linked. Linking the activity does not assign the activity.*

- Optional: Filter by the lesson that includes the target activity, the strand type that includes the target activity, and/or activities that are assigned.
- Click the **LINK** link for the target activity.



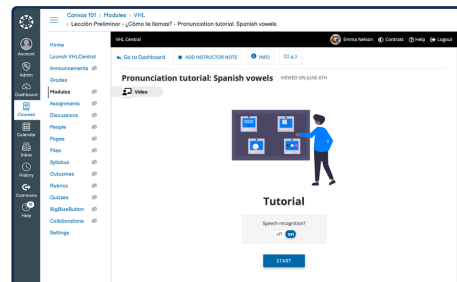
- When the Create Link modal opens, confirm the link is correct and click **CREATE**.



- Click **Add Item** on the “Add Item”.
- The **Activity** link will appear in the Modules list.



- Click the activity name to go to the activity.

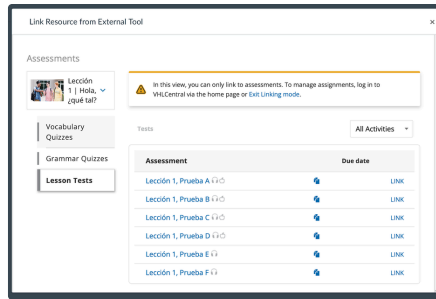


Link to a Specific Assessment

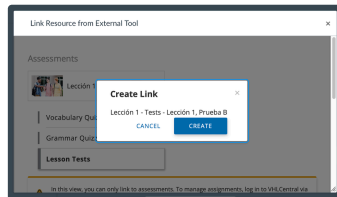
- Click **LINK TO A SPECIFIC ASSESSMENT** to create a link to any assessment in the VHLCentral program.

Note: Assessment must be assigned before it is linked. Linking the assessment does not assign the assessment.

- Optional: Filter by the lesson that includes the target assessment, the assessment type, and/or assessments that are Assigned.
- Click the **LINK** link for the target assessment.

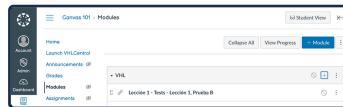


4. When the Create Link window opens, confirm the link is correct and click **CREATE**.

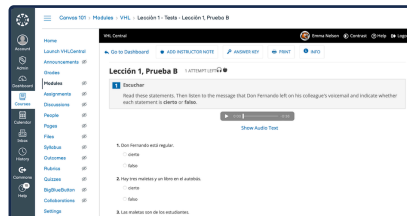


5. Click **Add Item** on the “Add Item”.

6. The assessment's link will appear in the Modules list.



7. Click the assessment name to go to the assessment.



Link to VHLCentralHome

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

1. Click **LINK TO VHLCentral HOME** to create a link to the homepage.

2. The VHLCentral Home link will appear in the Modules list.



3. Click the **VHLCentral Home** link to go to the VHLCentral homepage.

