



vhcentral

LTI-Advantage with Self-Rostering

Canvas

Educator Guide

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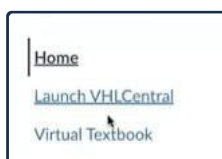
Canvas Educator LTI-A Self-Rostering Guide

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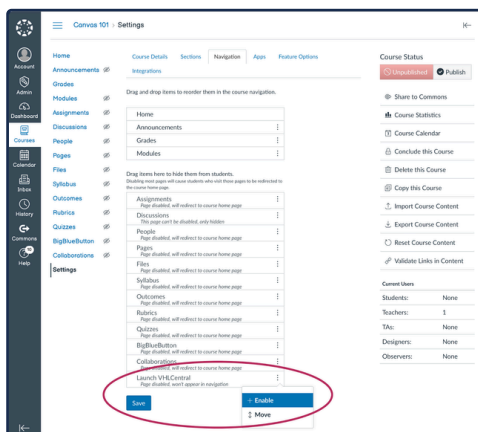
Adding VHLCentral to Your Course

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.



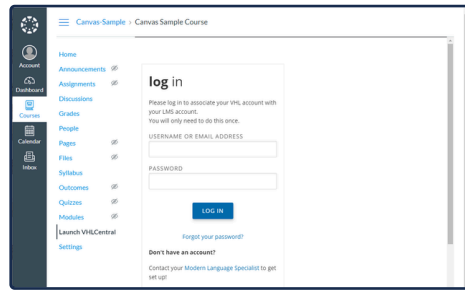
If you don't see the "Launch VHLCentral" link:

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 get started with 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.
3. Select the VHLCentral tool from the course side menu bar.
4. A VHLCentral login page is displayed on the initial launch of VHLCentral.



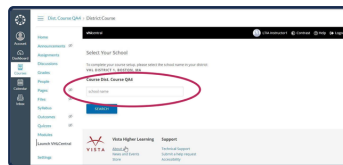
VHLCentral Credentials

5. Enter your VHLCentral Credentials. Please contact your Vista Higher Learning account manager if you require a new account.

You are now on the **Course Connector** page, which will list the current VHLCentral course sections you have available for linking. *(If the desired course section does not exist yet, you may go to the VHLCentral page, create it, and then re-enter VHLCentral using the VHLCentral tool).*

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.

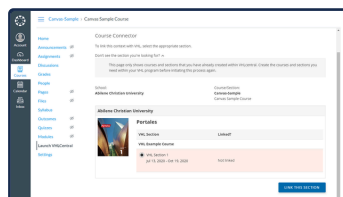


School Selection

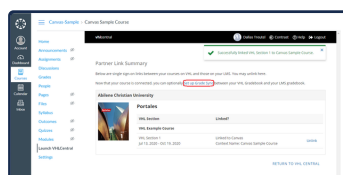
Program Selection and Confirmation

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. On the **Course Connector** page select the desired course section and click Submit. The course will be successfully linked and you will notice a **“Set up Grade Passback”** link for Syncing the course grades.

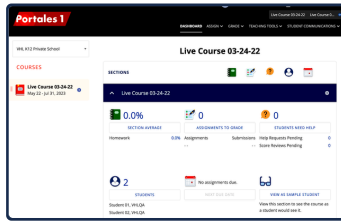


Course Connector



Confirmation Dialog

2. You have now created your course.



VHLCentralTeacher Dashboard

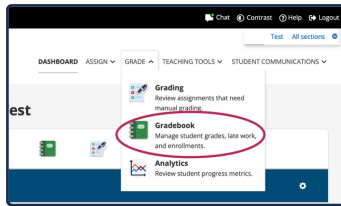
Note: Courses will not have students automatically rostered. Students can self enroll by choosing the appropriate course on the course connector page.

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

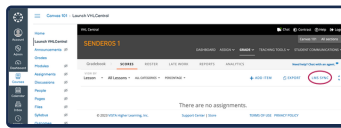
To send grades from the VHLCentral gradebook to the Canvas gradebook, instructors must set up their LMS Grade Sync. The following steps will guide you through enabling and setting up your grade sync:

1. Navigate to the VHLCentral Gradebook via “Grade” > “Gradebook” at the top right of your screen.



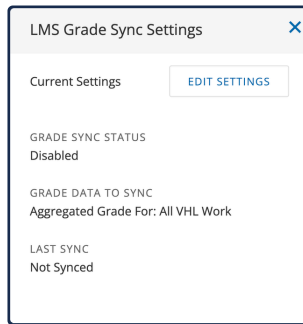
Accessing the Gradebook

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



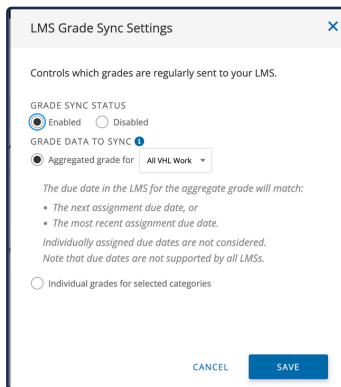
Accessing the LMS Sync Settings

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



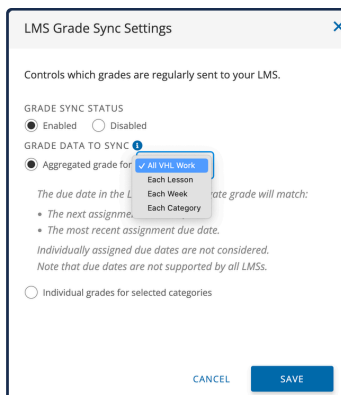
LMS Sync Settings

4. Select the "Enabled" option in Grade Passback Status.



Editing LMS Grade Sync Settings

5. Choose the method for syncing your gradebook that suits your needs: "Aggregated grade" or "Individual grade."

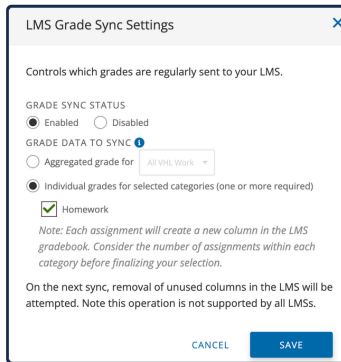


Aggregated Grade Choices View

Aggregated Grade refers to the rolled-up averages of the different collections of grades specified in the drop-down, you can choose:

- All VHL work - Averages all assignments regardless of the number.
- Each lesson - Averages all assignments for each lesson.
- Each week - Averages all assignments for each week.
- Each category - Averages all assignments for each category.

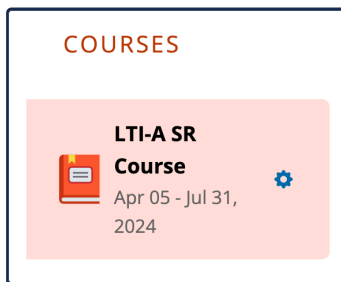
NOTE: Due dates may vary with Aggregated Grade options.



Individual Grades View

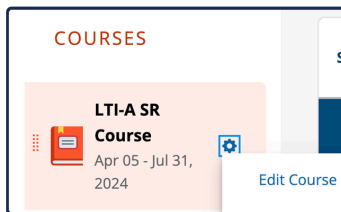
Individual Grades refer to the grades for each of the student's individual assignments. Select the category or categories for grade sync. "Homework" is the default category, but you can create or edit categories in your course settings. To do this:

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



Course On VHLCentral Dashboard

- Click "Edit Course".



Editing 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.



Selecting Gradebook

- Scroll down to edit or create categories as needed.

ADD CATEGORY

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

Editing or Adding Categories

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

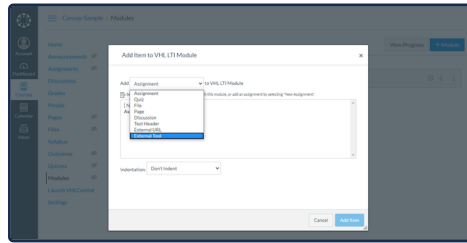
Saving Changes

7. Your VHL 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.

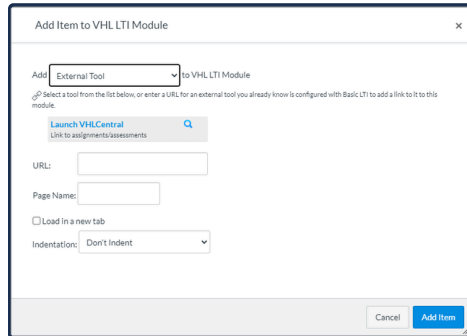
Deep Linking VHL Content

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.



Add Item to VHL LTI Module

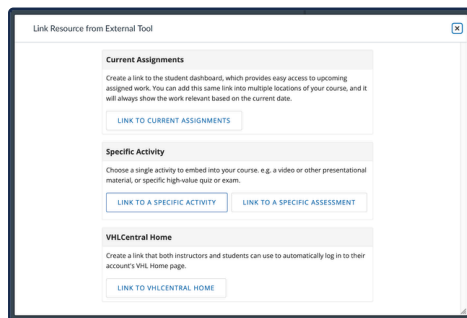
4. The list of available external tools, including the Launch VHLCentral Tool should appear with a magnifying glass icon next to it.



Add "External Tool" to VHL LTI Module

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 Resource from External Tool Modal

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.

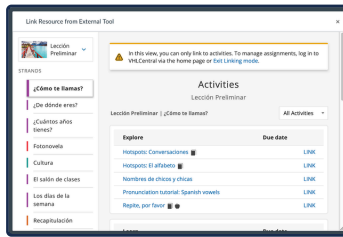


Canvas Modules Screen with Current Assignments Link

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

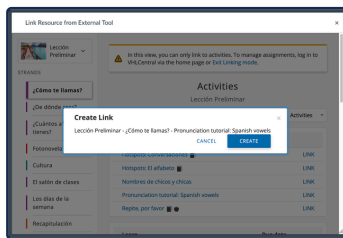
Link to a Specific Activity

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



VHLCentral Table of Contents

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



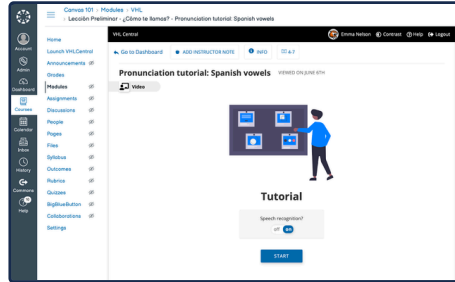
Create Link modal

5. Click **Add Item** on the "Add Item".
6. The **Activity** link will appear in the Modules list.



Canvas Modules Screen with Activity Link

7. Click the activity name to go to the activity.



VHLCentral Activity open within Canvas

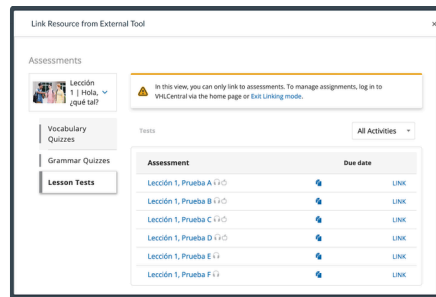
Link to a Specific Assessment

1. 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.

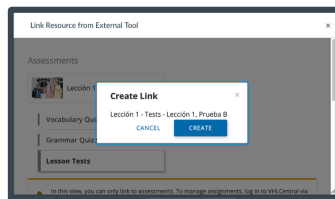
2. Optional: Filter by the lesson that includes the target assessment, the assessment type, and/or assessments that are Assigned.

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



VHLCentral Assessments Table of Contents

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



Create Link modal

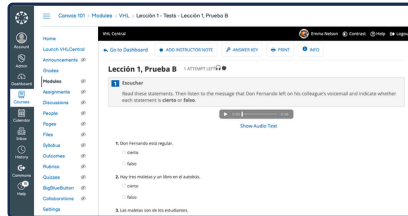
5. Click **Add Item** on the "Add Item".

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



Canvas Modules Screen with Assessment Link

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



VHL Assessment open within Canvas

Link to VHLCentralHome

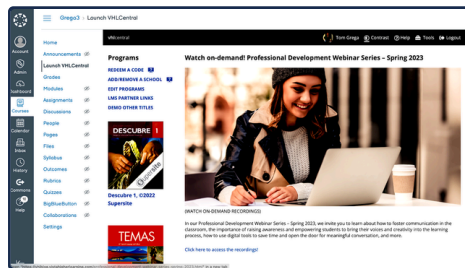
The home page is accessible in VHLCentral by clicking the “VHLCentral” link in the upper left corner of most pages. The VHLCentral Homepage will provide students and instructors with access to the programs they have adopted, or are using for their course. Create a “VHLCentral Home” link to provide access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



Canvas Modules Screen with VHLCentralHome Link

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



Student Dashboard Preview



Student Dashboard Preview