Enterprise 2.0 User Guide

I.   From **vhlcentral,** click "view dashboard"

vhlcentral

Admin Portal

VIEW DASHBOARD

Programs

REDEEM A CODE   ?

ADD/REMOVE A SCHOOL   ?

EDIT PROGRAMS

II.   From the Admin dashboard, you can:
   1. Change schools
   2. Click to open the program
   3. Change the ability for instructors to share content they have created (**Note:** It is ON by default.)

III. Click "Create Course" to begin, complete the information about the course, going through each of the following areas, and click NEXT or SAVE at the bottom of each screen:
1. Course setup
2. Settings
3. Gradebook
4. Review
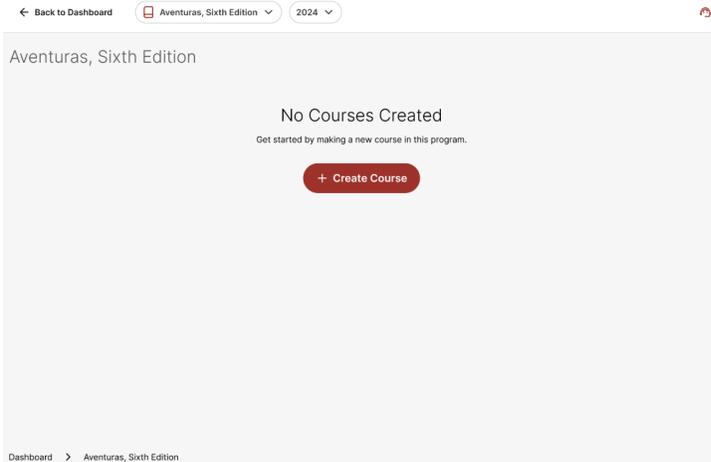
IV. Begin creating sections, one by one. Use the scroll to complete all information required and then click "Add Section."
V. Add as many sections as you want–they will appear on the right side when you add them.
VI. Select SAVE when you are finished.
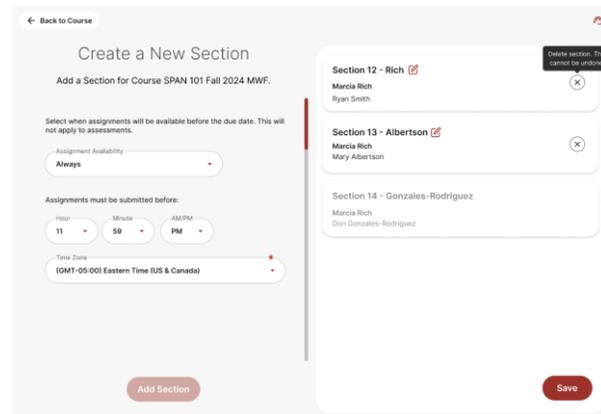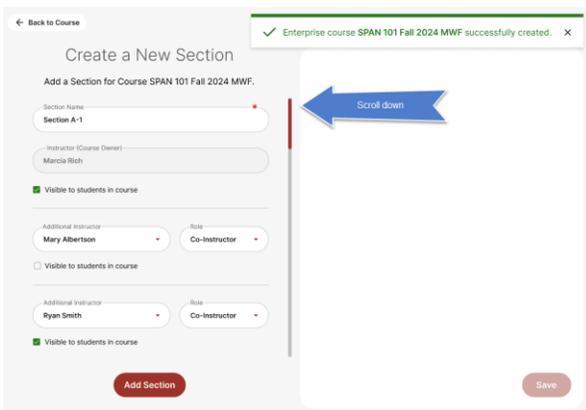
VII.   From the Course view, you can:
1. Edit the Course
2. Add another Section
3. Assign to all sections in the Course
4. Go directly to the roster
5. Edit or Delete a Section

! **If you add a section AFTER adding assignments, the new section will automatically add the same assignments.**

VIII.   Click "Back to Courses" in the upper left of your screen to see the Program Overview page.

IX.   From this page, you can:
1. Go back to the Admin dashboard
2. Select a different program or year to view
3. Choose which courses you do or do not want to see in this view
4. See an overview of all courses and sections
5. Add more Courses
6. Manage a specific Course and sections
7. Edit or Delete a Course (**Note:** you cannot delete a Course with Sections.)

Aventuras, Sixth Edition ⌄   2024 ⌄

1   **2**

Aventuras, Sixth Edition

5   + Create Course

👁 Configure View   📈 Progress

3   **4**

Spanish Intro 101 MWF Fall...
09/01/2024 - 12/31/2024

MA **Mary Albertson**
Course Owner

12 Weeks   6 Sections

6   Manage

Spanish Intro 101 MWF Fall
09/01/2024 - 12/31/2024

Marcia Rich
Course Owner

12 Weeks   16 Sections

Manage

Spanish Intro 101 TTh Fall
09/01/2024 - 12/31/2024

Marcia Rich
Course Owner

11 Weeks   5 Sections

Manage

Spanish Intro 101 TTh Fall
09/01/2024 - 12/31/2024

Edit

Delete

MA **Mary Albertson**
Course Owner

7

12 Weeks   0 Sections

Manage

Closed *Spanish Advanced Fall*
09/01/2024 - 12/31/2024

Marcia Rich
Course Owner

12 Weeks   3 Sections

Manage