



vhcentral

**LTI-Advantage with Rostering
Canvas Elementary Theme**

Educator Guide

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Canvas Elementary Theme Rostering Educator Guide

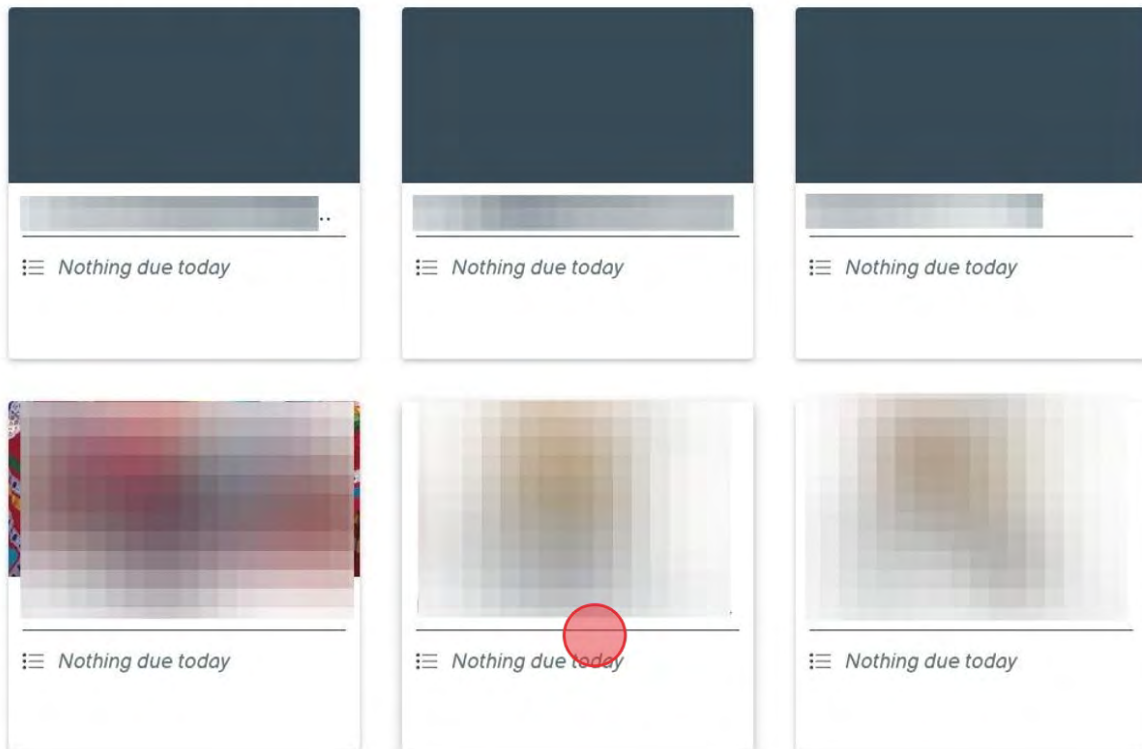
Enable "Launch vhlcentral" in Canvas

1 Navigate to your Canvas instance.

2 Select the course you'd like to sync with vhlcentral.

My Subjects

Published Courses (10)




3 Click **"Manage Subject"**.

 Manage Subject



[Home](#) [Schedule](#) [Grades](#) [Modules](#) [Resources](#)

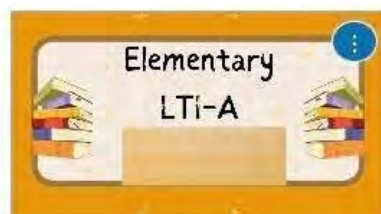
4 Click **"Navigation"**.

Elem LTIA 

[Course Details](#) [Sections](#) [Navigation](#) [Apps](#) [Feature Options](#) [Integrations](#)

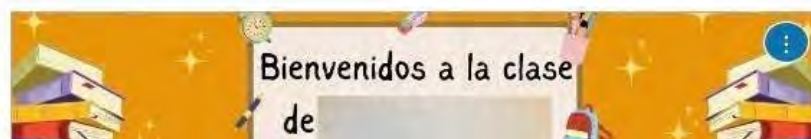
Course Details

Card Image:



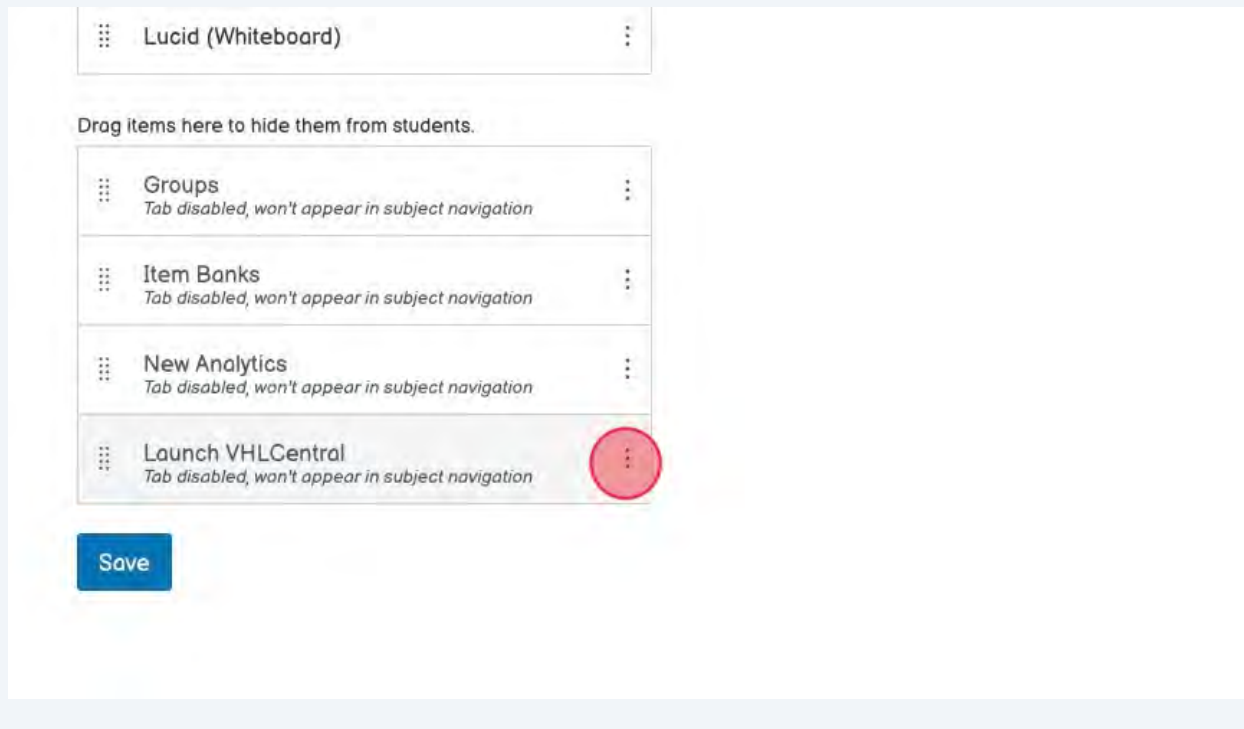
Wide Banner Image:

The image will be cropped to a 5:1 aspect ratio



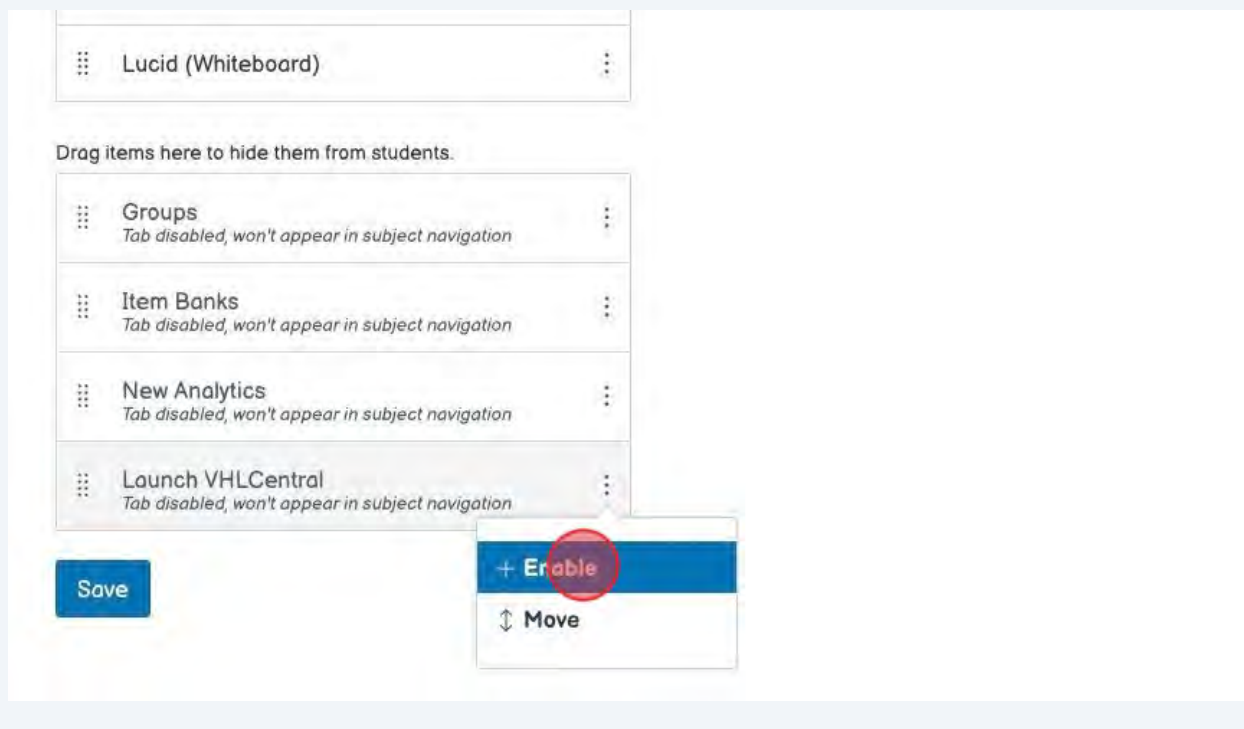
5

Scroll to the bottom of the Navigation page. To enable the "**Launch vhlcentral**" link.



6

Click "**Enable**" and move to your preferred navigation position.





Tip! You can also drag and drop **"Launch vhlcentral"**.

7

Click **"Save"**.

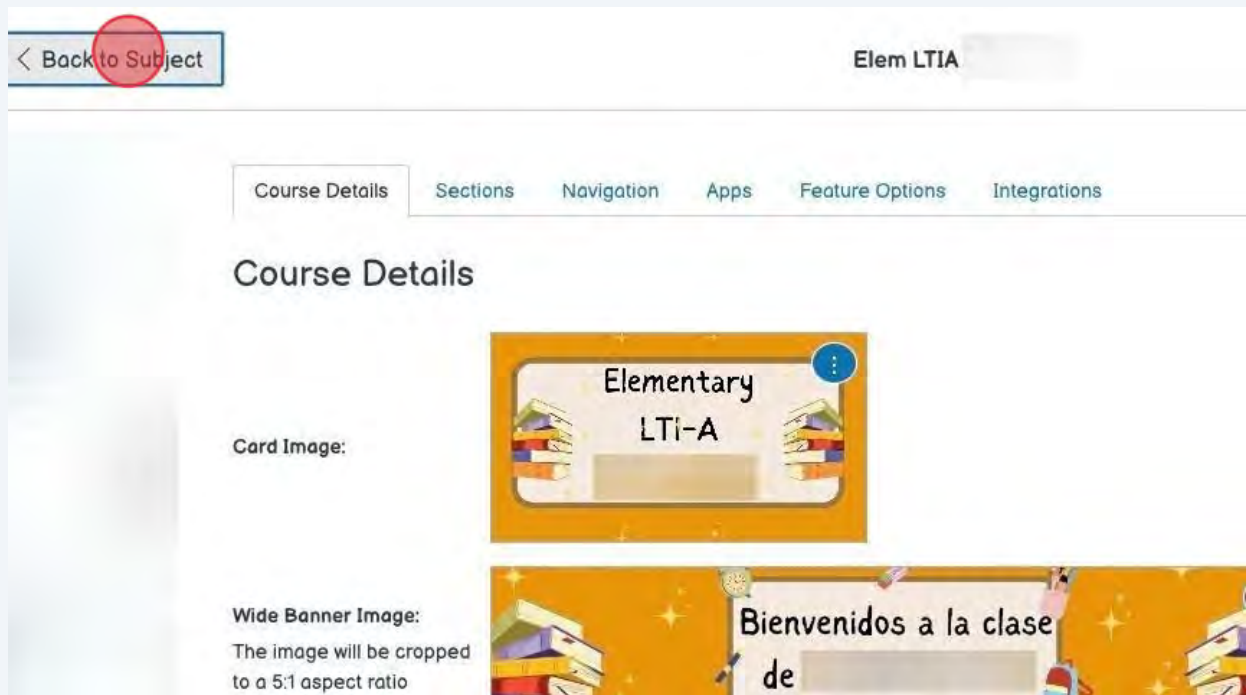
⋮	Launch VHLCentral	⋮
⋮	Lucid (Whiteboard)	⋮

Drag items here to hide them from students.

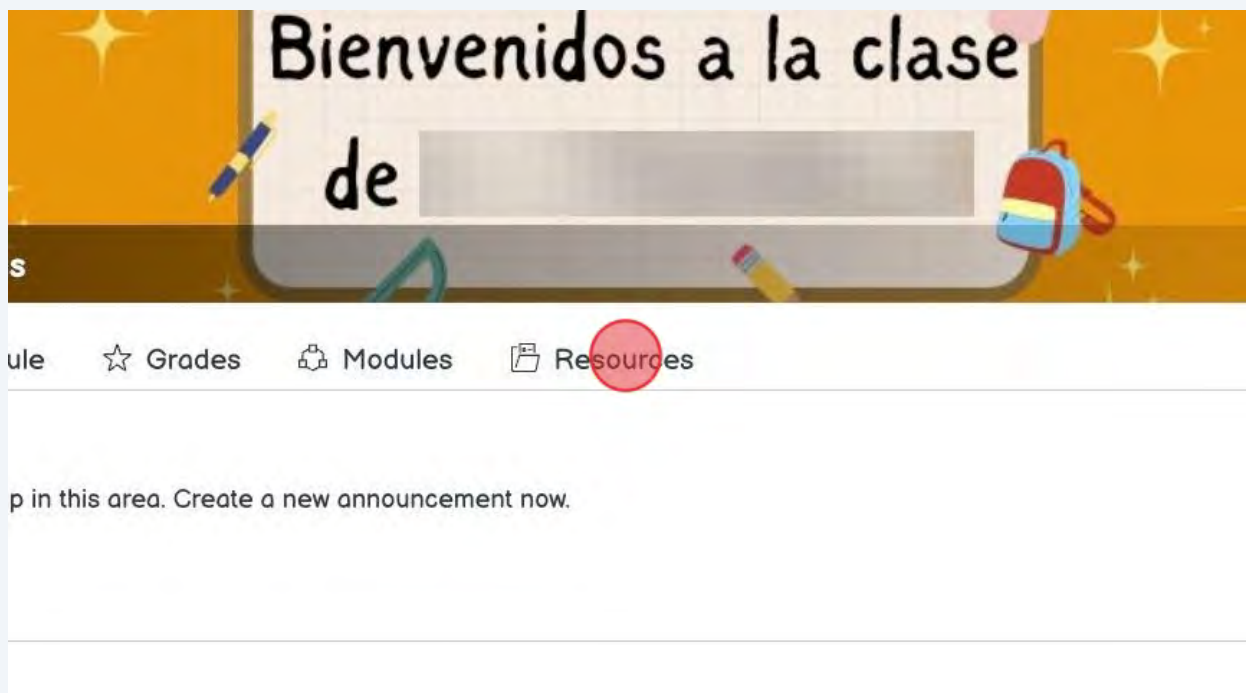
⋮	Groups <i>Tab disabled, won't appear in subject navigation</i>	⋮
⋮	Item Banks <i>Tab disabled, won't appear in subject navigation</i>	⋮
⋮	New Analytics <i>Tab disabled, won't appear in subject navigation</i>	⋮



8 Click **"Back to Subject"**.



9 Click **"Resources"**.



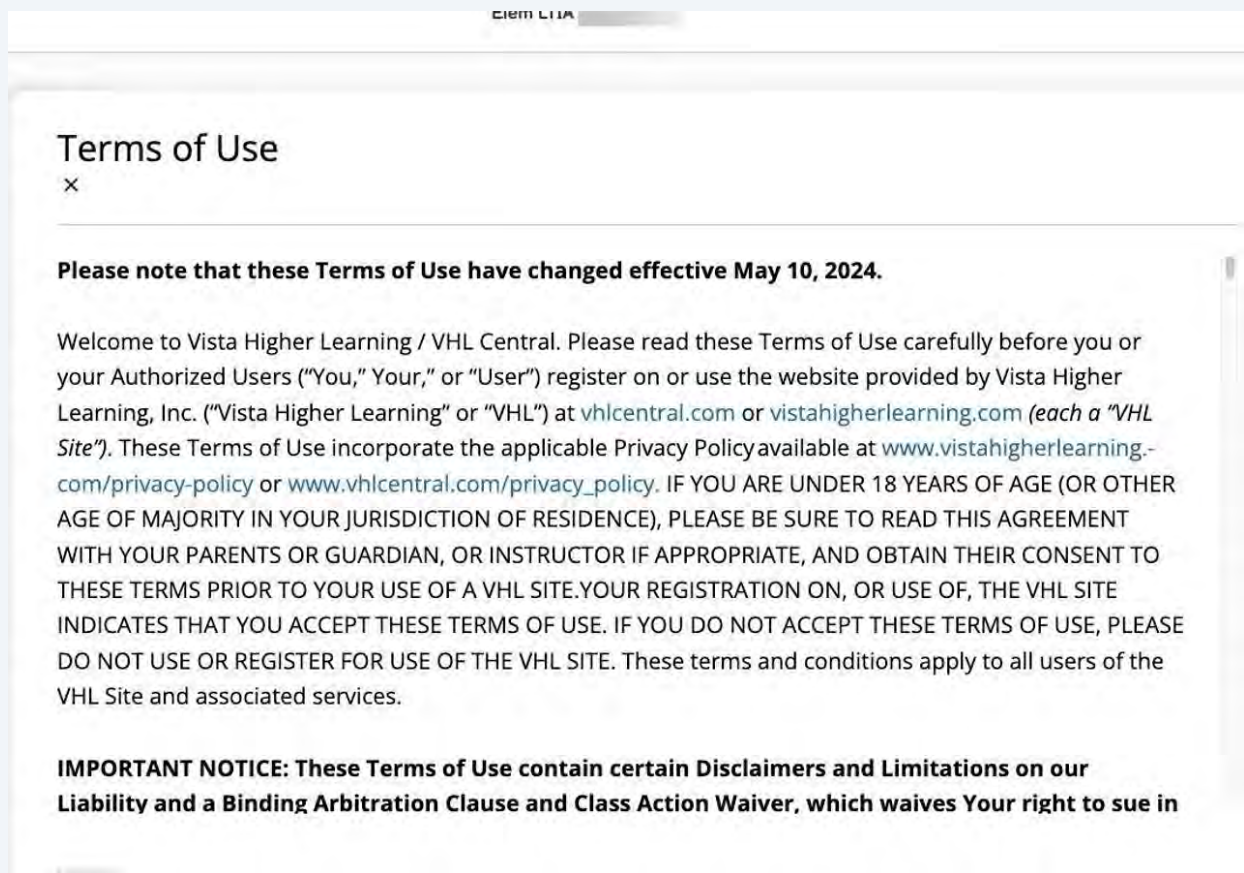
10 Click "**vhlc**entral".



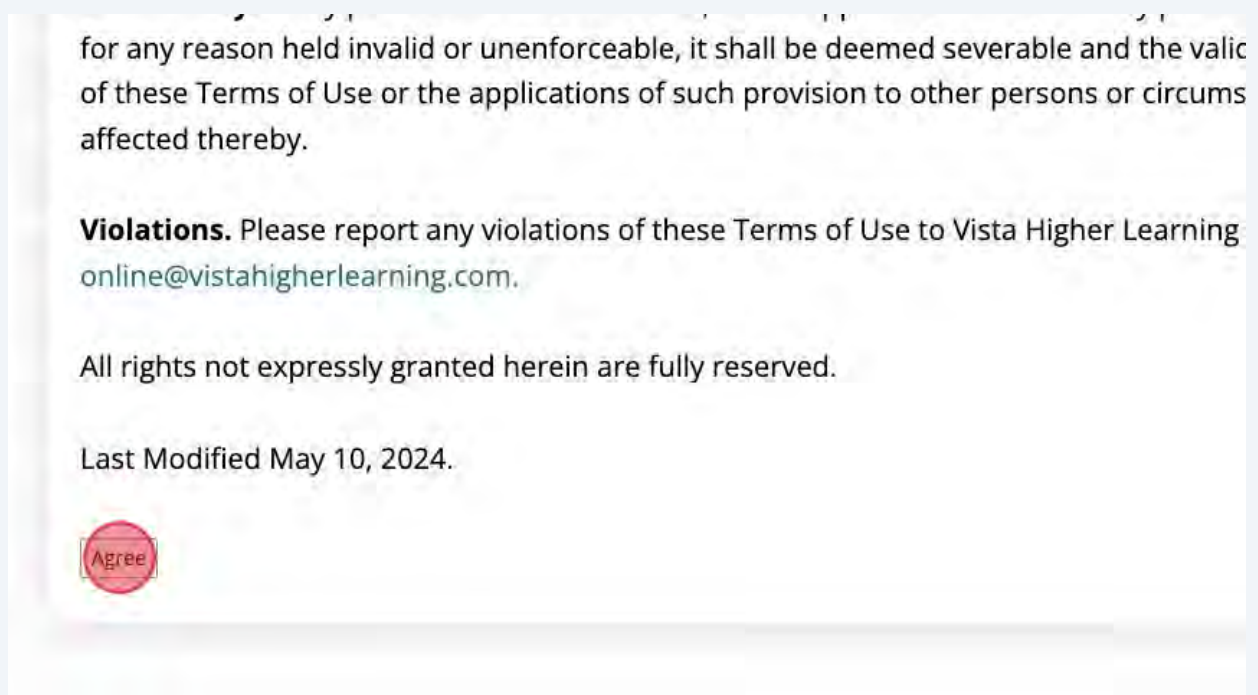
Alert! If this is the first time you are logging in to vhlcentral from Canvas, you will be prompted to log in and agree to the "**Terms of Use**".

Accepting Terms of Use for the First Time

11 Scroll and read through the "Terms of Use".



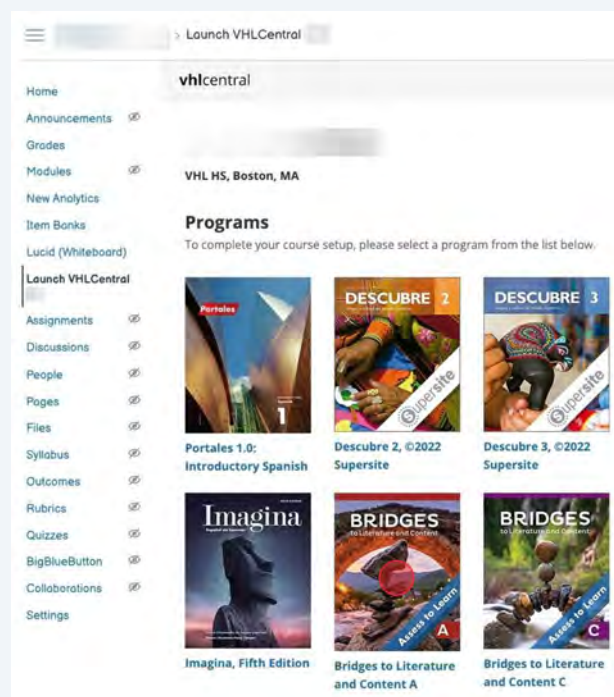
12 Click "Agree".



Selecting a Program

- 13 Click **"Launch vhlcentral"**. You will be taken to the vhlcentral course connector page. You will see all the programs available to your institution.

- 14 Select your program.



15 Set your Course "Start Date" & "End Date".

The screenshot shows the vhlcentral LMS interface. A modal dialog titled "Finish Course Setup" is open in the center. The dialog contains the following fields:

- Program: [blurred]
- Course: [blurred]
- School: [blurred]
- Start Date: [calendar icon] [red circle]
- End Date: [calendar icon] [red circle]

At the bottom of the dialog are two buttons: "CANCEL" and "CONFIRM".

The background shows a grid of course tiles:

- Portales 1.0: Introductory Spanish
- Descubre 2, ©20 Supersite
- Portales 2.0: Introductory Spanish
- Imagina, Fifth Edition
- Bridges to Literature and Content A
- Bridges to Literature and Content C
- Vista Online Test Program
- SS Junior Test Program



Alert! When setting the "**End Date**", verify whether the course tile on the LMS is for a semester- or year-long course. If it is a **Semester Course Tile**, the start date should be the beginning of the semester, and the end date should be the end of the semester. If it is a **Year-long Course Tile**, the start date should be the beginning of the year, and the end date should be the end of the year.

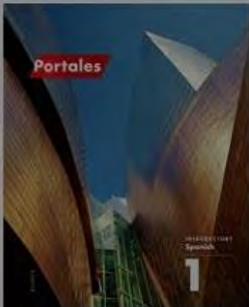
16 Click **"Confirm"**.

vhlcentral


VHL HS, Boston, MA

Programs


To complete your course setup, please select



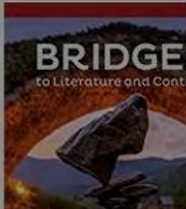
Portales 1.0:
Introductory Spanish




Descubre 2, ©20
Supersite



Imagina
Español sin fronteras



BRIDGE
to Literature and Content



Cover Image
Pending

Finish Course Setup ×


Program


Course

School

Start Date


End Date

 01-06-2025

 06-27-2025

CANCEL

CONFIRM

 Tip! The section will be created automatically when the course is created.

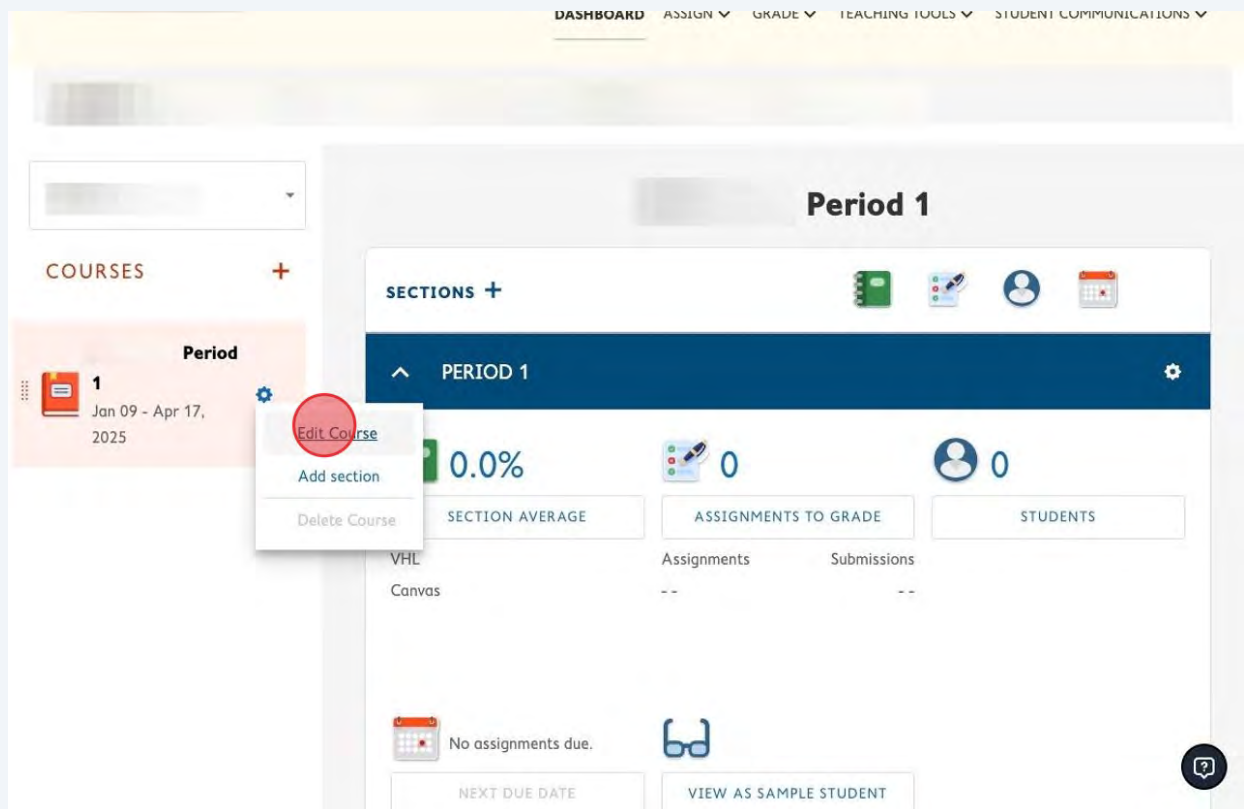
Course Editing

17 You will be taken to the vhlcentral **"Dashboard view"**.

The screenshot displays the vhlcentral dashboard interface. At the top, a black header bar contains the 'vhlcentral' logo, a user profile icon, and links for 'Help' and 'Logout'. Below this, a yellow navigation bar features a dropdown menu for 'Period 1' and 'All sections', and a main menu with 'DASHBOARD', 'ASSIGN', 'GRADE', 'TEACHING TOOLS', and 'STUDENT COMMUNICATIONS'. The main content area is divided into a left sidebar and a central panel. The sidebar, titled 'COURSES', shows a list of courses with a highlighted entry for 'Period 1' (Jan 09 - Apr 17, 2025). The central panel, titled 'Period 1', displays a 'SECTIONS +' header with icons for a calendar, assignments, users, and a calendar. Below this, a dark blue bar indicates 'PERIOD 1'. The main content area shows three summary cards: 'SECTION AVERAGE' (0.0%), 'ASSIGNMENTS TO GRADE' (0), and 'STUDENTS' (0). Below these cards, a table lists 'VHL' and 'Canvas' with corresponding 'Assignments' and 'Submissions' counts.

SECTION AVERAGE		ASSIGNMENTS TO GRADE		STUDENTS	
VHL		Assignments		Submissions	
Canvas		--		--	

18 Hover your cursor on the blue gear under **Courses** and click on **"Edit Course"**.



Course Tab

19

You will be taken to the **Course Information Page**, where you can set preferences for the **Course** start and end dates, **Content**, **Gradebook**, and the **Summary**.

return

Course Content Gradebook Summary

Editing " " Period 1"

COURSE NAME

Period 1

PREVIEW AS STUDENT ▾

START DATE

01/09/2025

END DATE

04/17/2025



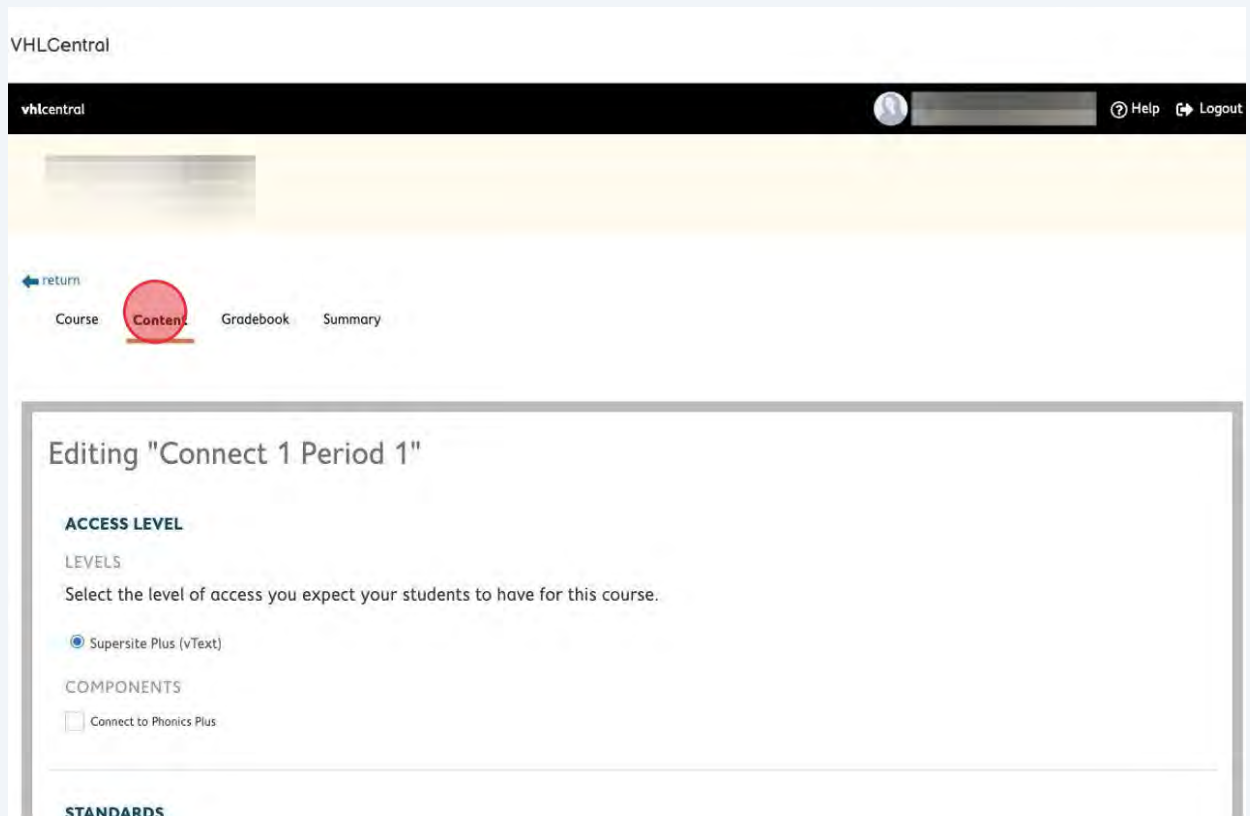
Alert! When setting the **"End Date"**, verify if the course tile on the LMS is for a semester- or year-long course. If it is a **Semester Course Tile**, the start date should be the beginning of the semester, and the end date should be the end of the semester. If it is a **Year-long Course Tile**, the start date should be the beginning of the year, and the end date should be the end of the year.

Content Tab



Alert! Content settings will vary based on the programs.

20 Click "**Content**".



21

Select your **"Access Levels"** and components. This will vary based on your programs.

The screenshot shows a web interface for editing a course. At the top, there is a navigation bar with a 'return' link and tabs for 'Course', 'Content', 'Gradebook', and 'Summary'. The 'Content' tab is selected. Below the tabs, the title 'Editing "Connect 1 Period 1"' is displayed. A red rectangular box highlights the 'ACCESS LEVEL' section, which includes a 'LEVELS' subsection with the instruction 'Select the level of access you expect your students to have for this course.' and a radio button selected for 'Supersite Plus (vText)'. Below this is a 'COMPONENTS' subsection with a checkbox for 'Connect to Phonics Plus'. Further down, the 'STANDARDS' section is visible, with the instruction 'Select the standards you would like to include in your course.' and a checked checkbox for 'AZ ELA'.

return

Course **Content** Gradebook Summary

Editing "Connect 1 Period 1"

ACCESS LEVEL

LEVELS

Select the level of access you expect your students to have for this course.

☒ Supersite Plus (vText)

COMPONENTS

☐ Connect to Phonics Plus

STANDARDS

Select the standards you would like to include in your course.

☒ AZ ELA

22

If your Program has **"Standards"** included, you will be able to select the standards that you'd like to apply.

ACCESS LEVEL

LEVELS

Select the level of access you expect your students to have for this course.

☒ Supersite Plus (vText)

COMPONENTS

☐ Connect to Phonics Plus

STANDARDS

Select the standards you would like to include in your course.

- ☒ AZ ELA
- ☒ AZ ELP
- ☒ CA ELA
- ☒ CA ELD
- ☒ CCSS
- ☒ ELPA21
- ☒ FL B.E.S.T.
- ☒ Texas ELPs
- ☒ Texas TEKS
- ☒ WIDA

ASSIGNMENT SETTINGS

23

Under "**Assignment Settings**", select the **first**, and **last** Lesson or Unit this course will cover.

Select "**Allow students to see the estimated time necessary to complete assignments**" if you'd like the students to know the time it should take an average student to complete an activity or assessment.

The screenshot shows the 'ASSIGNMENT SETTINGS' interface. A red rectangular box highlights the 'LESSONS' and 'ESTIMATED TIME' sections. In the 'LESSONS' section, there are two dropdown menus: 'Unit 1' and 'Unit 8', separated by a minus sign. Below this, in the 'ESTIMATED TIME' section, there is a checked checkbox labeled 'Allow students to see the estimated time necessary to complete assignments.' Below the red box, the 'ASSIGNING TOOLS' section is visible, featuring a checked checkbox labeled 'Enable Individualized Assigning to manage assignments specifically for selected students.' Further down, the 'MEDIA SETTINGS' section is partially visible, with 'AUDIO SUPPORT' listed below it.



Tip! Setting the first and last Lesson or Unit can help focus your students on the "current" unit. This can be changed by Unit/Lesson, Quarter, or Semester. For example, if you are currently on Lesson/Unit, you may set that as your last Lesson/Unit.

24

Click **"Enable Individualized Assigning to manage assignments specifically for selected students"** if you'd like the ability to assign activities for selected students.

ESTIMATED TIME

☒ Allow students to see the estimated time necessary to complete assignments.

ASSIGNING TOOLS

☒ Enable Individualized Assigning to manage assignments specifically for selected students.

MEDIA SETTINGS

AUDIO SUPPORT

AUDIO TEXT

☐ Allow students to see transcripts of recorded audio.

VIDEO SUPPORT

SUBTITLES AND CLOSED CAPTIONS (CC)

English [SEE EXAMPLE](#)

TRANSCRIPTS

None [SEE EXAMPLE](#)

25

Select your **Media Settings** for both **Audio**, and **Video support**.

Choose if you'd like to **"Allow students to see transcripts of recorded audio"**, subtitles, closed captions, and the language you'd like them to appear in.

ASSIGNING TOOLS

☒ Enable Individualized Assigning to manage assignments specifically for selected students.

MEDIA SETTINGS

AUDIO SUPPORT

AUDIO TEXT

☐ Allow students to see transcripts of recorded audio.

VIDEO SUPPORT

SUBTITLES AND CLOSED CAPTIONS (CC)

English [SEE EXAMPLE](#)

TRANSCRIPTS

None [SEE EXAMPLE](#)

Gradebook Tab



Alert! Vhlcentral gradebook categories do not need to match your LMS categories. Once the grades pass back from vhlcentral to Canvas, you will need to recategorize them under "Assignments". This information is detailed in the "**Recategorizing Activities / Assessments in Canvas Gradebook**" section of the guide. For example, you can create a VHL category for practice assignments that you don't want to be added to the gradebook of record, such as tutorials. You can also have a Canvas category for the assignments you want in your gradebook of record, like summative or formative assessments.

26 To set up Gradebook Categories, click "**Add Category**".

Default settings ▾

GRADEBOOK CATEGORIES ?

Here you will create categories and customize the layout and settings of your course gradebook.

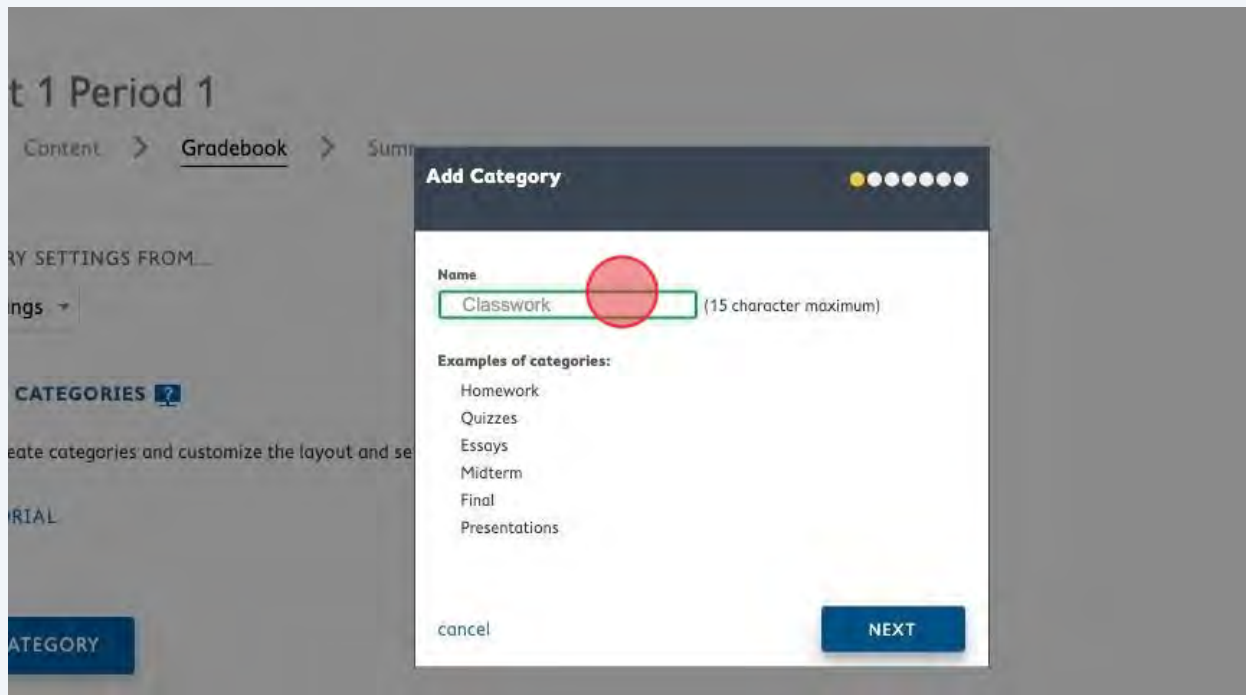
[VIEW TUTORIAL](#)

Click here to begin adding categories to your gradebook.

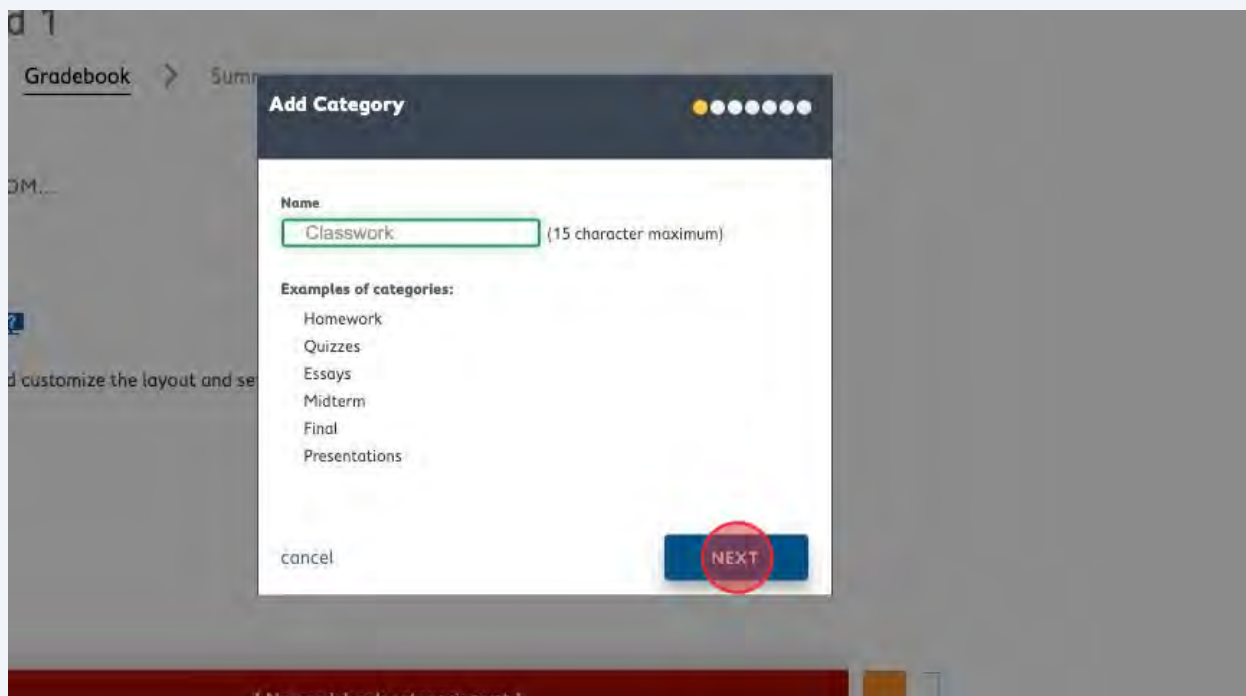
ADD CATEGORY

Students	[No gradebook categories yet]
Example Student 1	
Example Student 2	
Example Student 3	

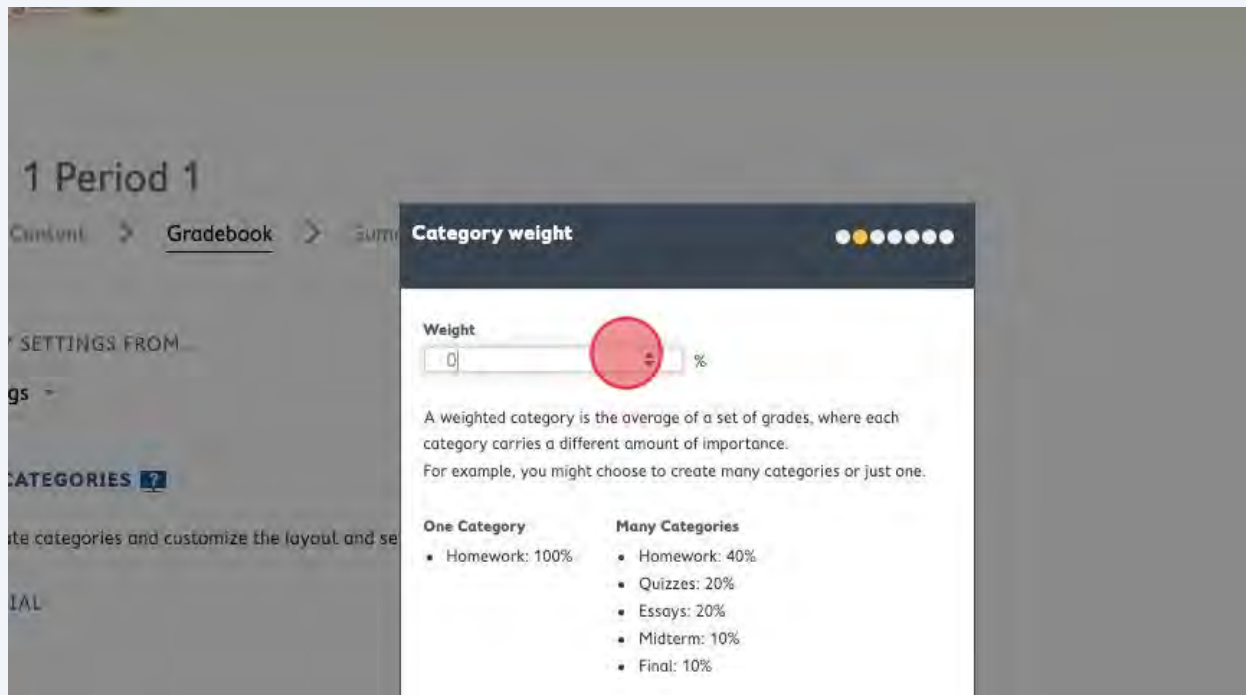
- 27 Type your first category, for example "Classwork".



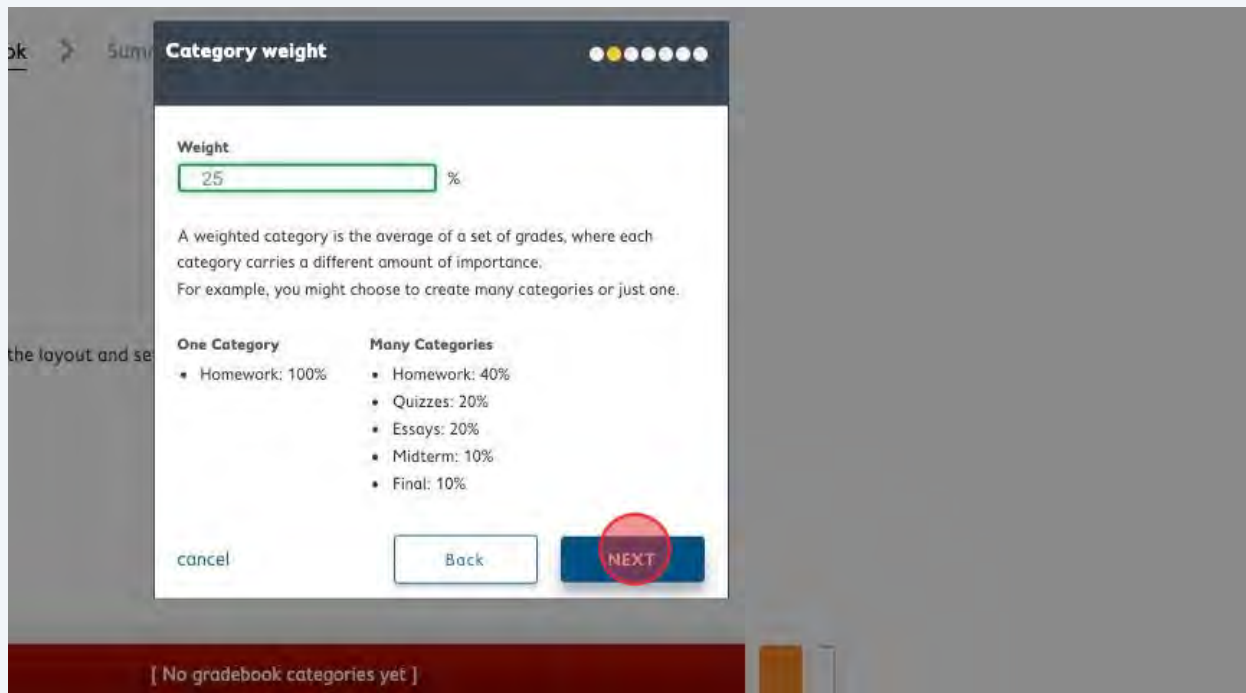
- 28 Click "Next".



- 29 Select the **"Weight"** for that category. For example, type "25".



- 30 Click **"Next"**.



31

Select **"For a grade"** if you want grades for each of your activities and assessments as well as the **"number of lowest grades dropped"**.

Course Content **Gradebook** Summary

Editing

GRADEBOOK CATEGORIES ?

Here you will create categories and customize the layout.

[VIEW TUTORIAL](#)

ADD CATEGORY

Category grading

Assignments in this category will be:

☒ For a grade

☐ Credit/no credit

Number of lowest grades dropped:

0 (default) ▼

cancel Back **NEXT**

Students	Canvas 50 %	VHL 50 %
Example Student 1	A	A
Example Student 2	B	B
Example Student 3	C	C

SAVE CHANGES EXIT

32 Click "Next".

Course Content **Gradebook** Summary

Editing

GRADEBOOK CATEGORIES ?

Here you will create categories and customize the layout

▶ VIEW TUTORIAL

ADD CATEGORY

Category grading

Assignments in this category will be:

☒ For a grade

☐ Credit/no credit

Number of lowest grades dropped:

0 (default)

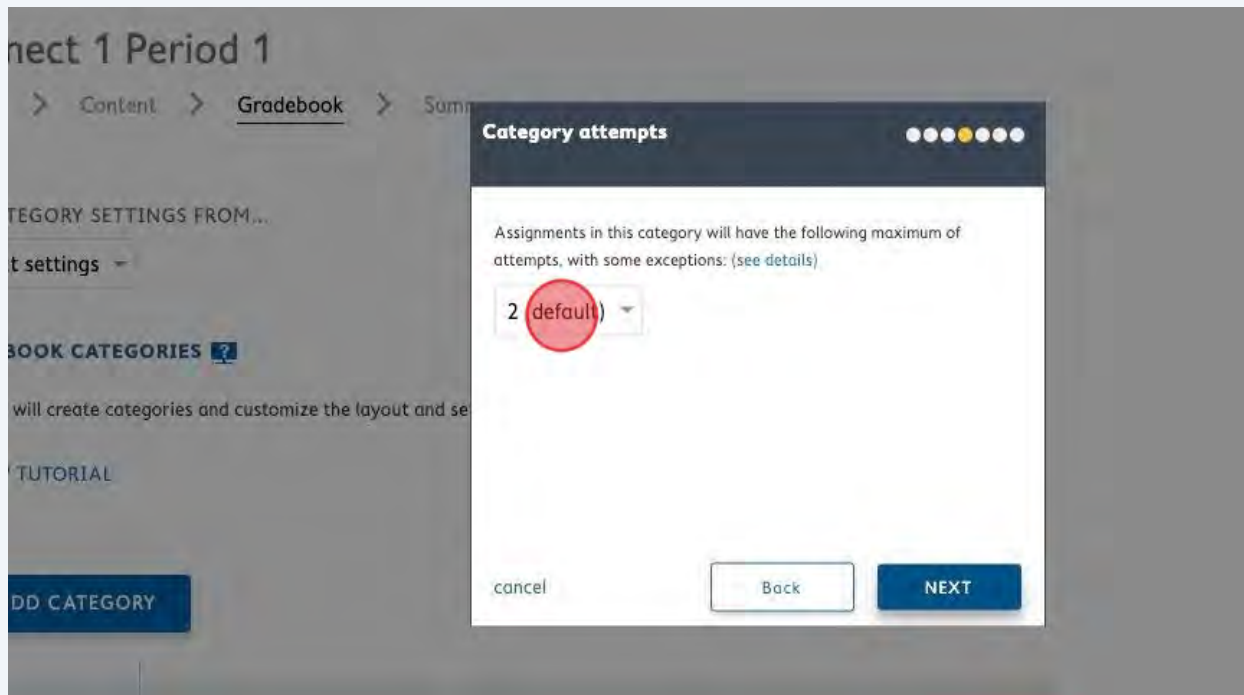
cancel Back **NEXT**

Students	Canvas 50 %	VHL 50 %
Example Student 1	A	A
Example Student 2	B	B
Example Student 3	C	C

SAVE CHANGES EXIT

33

Choose the maximum number of attempts a student will have for any activity that will allow multiple attempts.

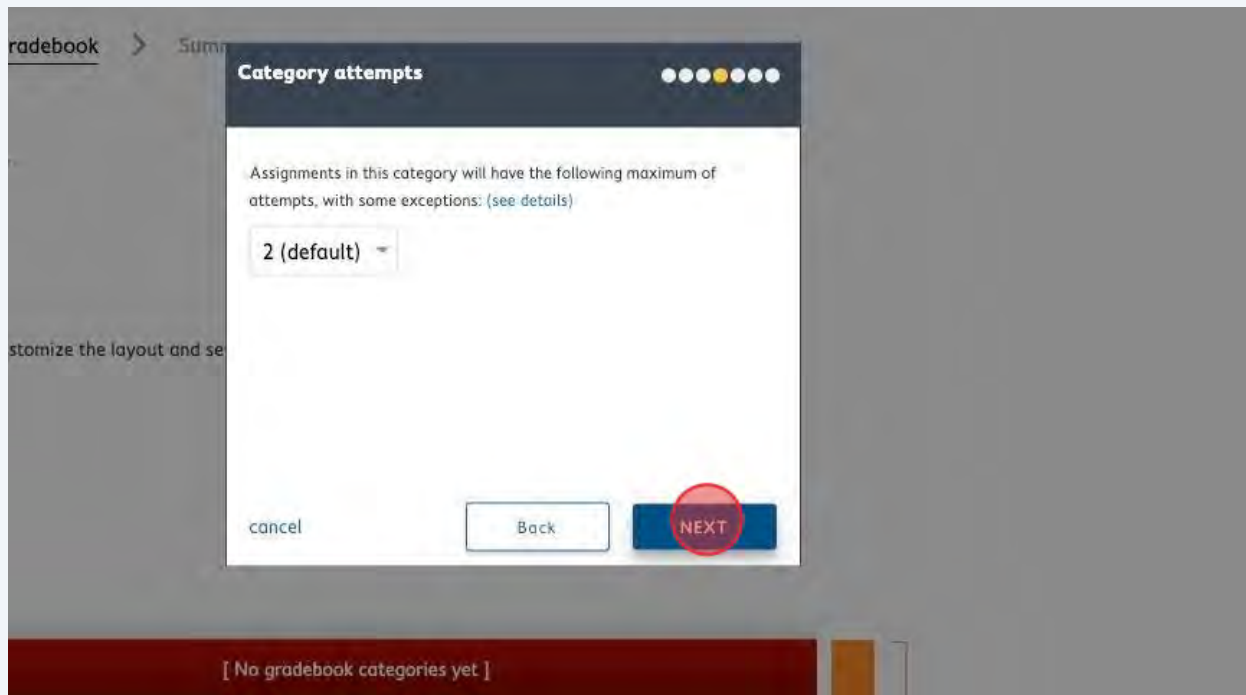


Tip! If you allow multiple attempts, consider adding an extra attempt for technology issues, such as loss of connectivity or timeouts caused by factors like fire drills.

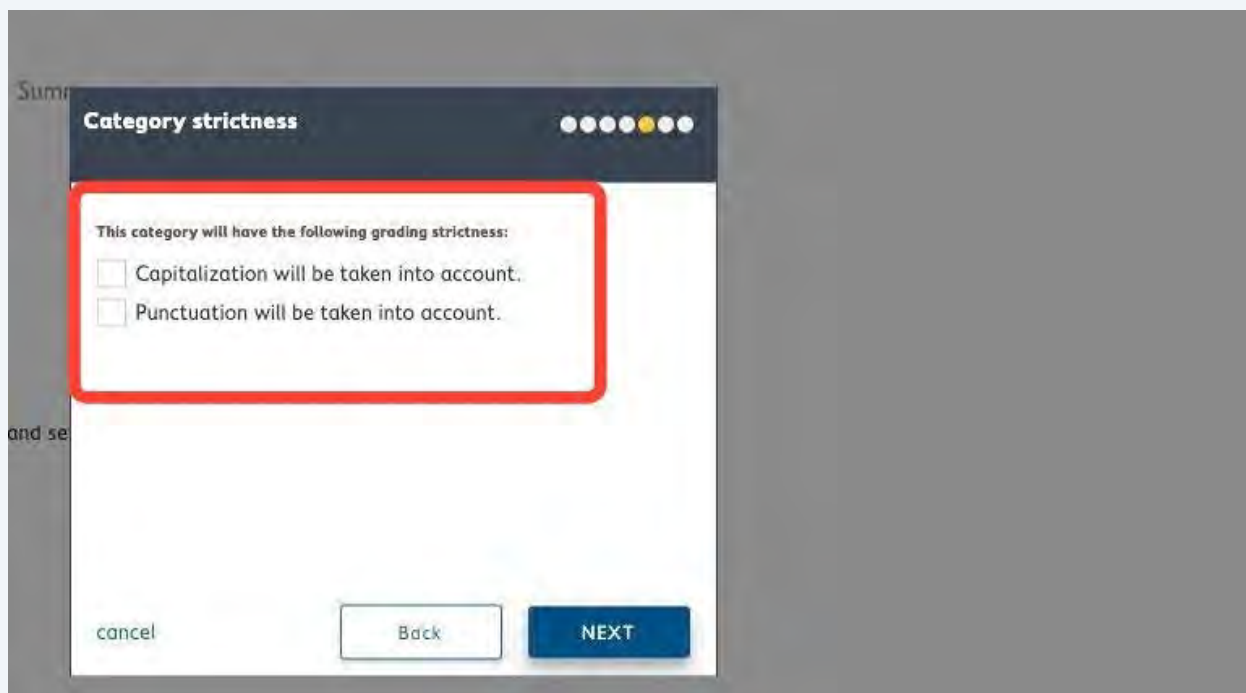


Alert! This setting will not affect the number of attempts for assessments.

34 Click **"Next"**.



35 Choose the **"Category Strictness"** for your students.





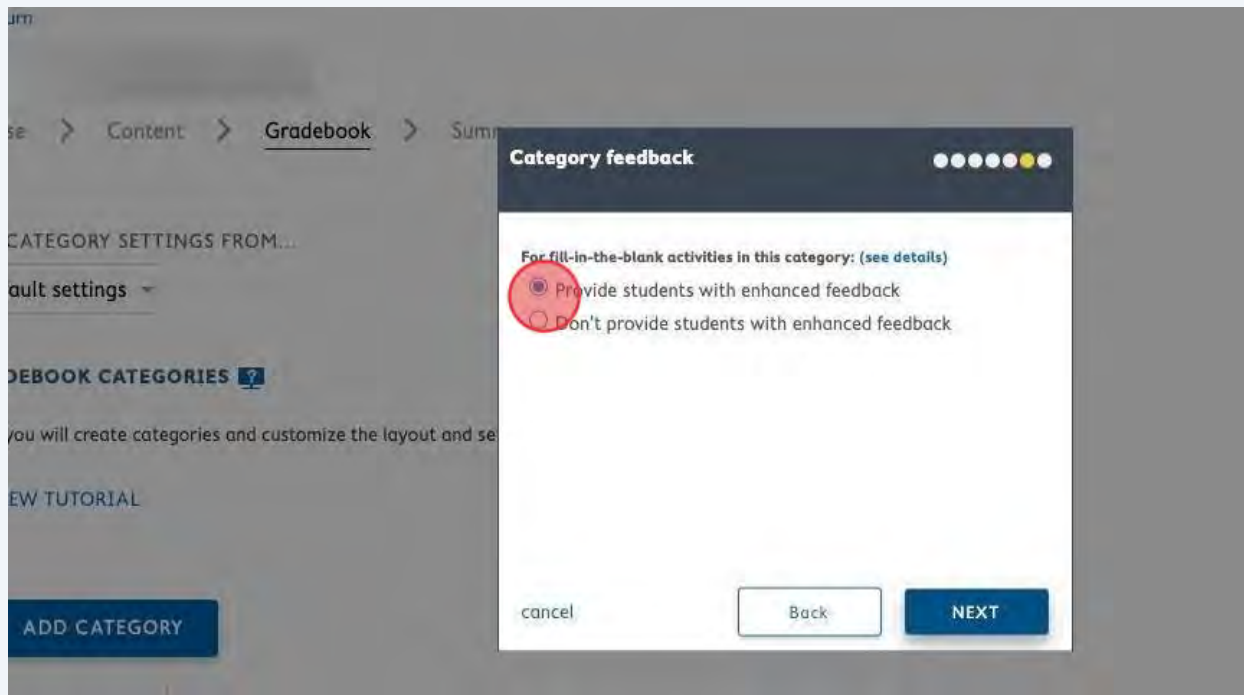
Tip! This can be changed throughout the year. For example, for a Level 1 course, you might not take capitalization or punctuation into consideration until the second semester, while you might take it into consideration starting the first semester for a Level 4 course.

36

Click **"Next"**.

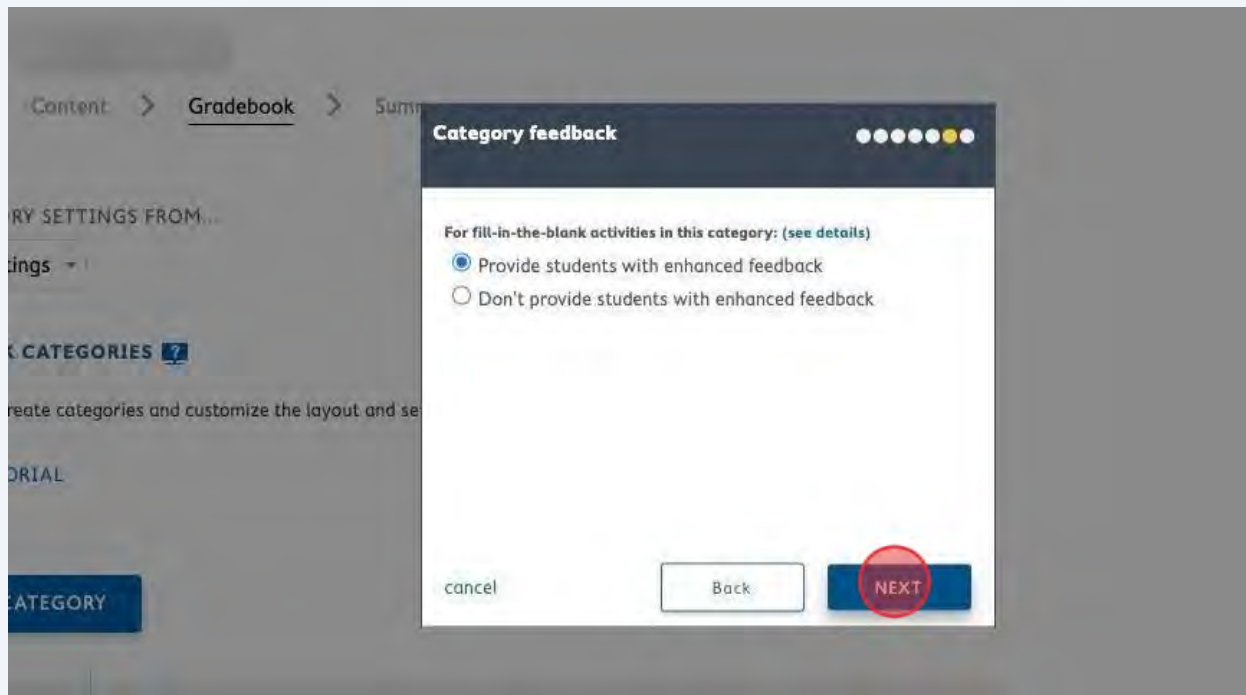
The screenshot shows a 'Category strictness' dialog box with a progress indicator at the top (6 dots, the 5th is yellow). The dialog contains the text 'This category will have the following grading strictness:' followed by two unchecked checkboxes: 'Capitalization will be taken into account.' and 'Punctuation will be taken into account.'. At the bottom, there are three buttons: 'cancel', 'Back', and 'NEXT'. The 'NEXT' button is highlighted with a red circle. The background shows a sidebar with 'Summary' and 'Layout and settings' options, and a main area with a red banner that says '[No gradebook categories yet]'.

37 Choose **"Provide students with enhanced feedback"**.

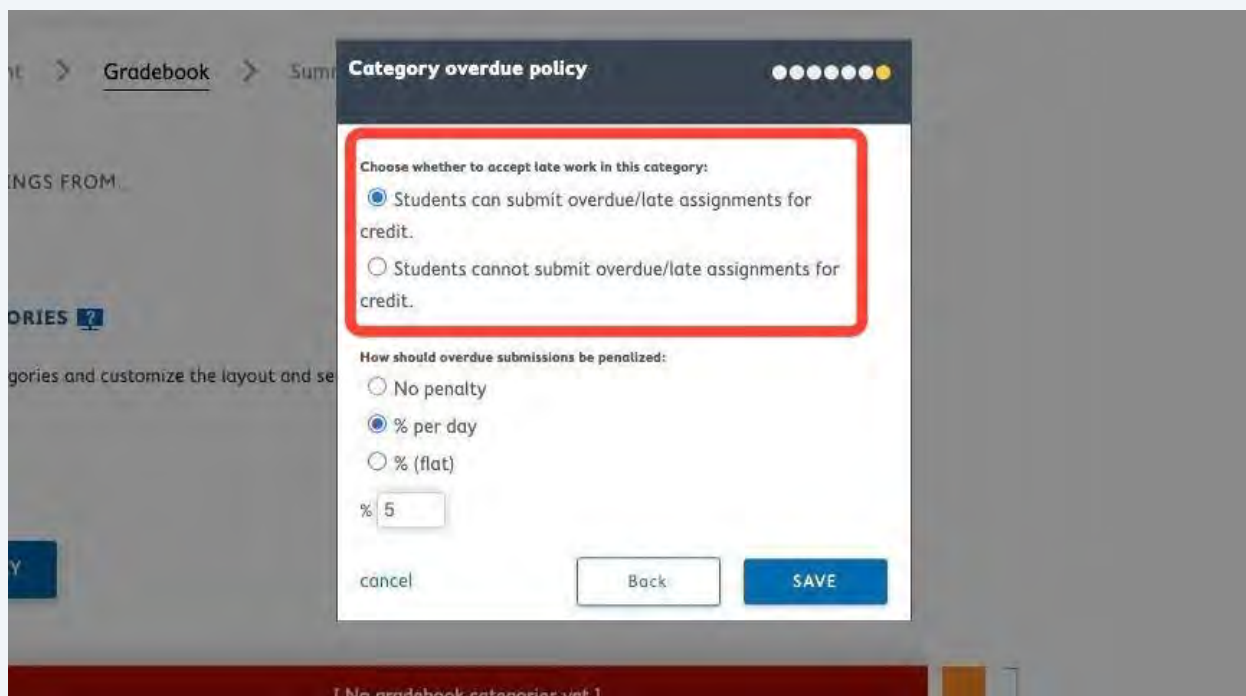


Tip! Providing enhanced feedback will not provide students with the correct answer, but it will provide some guidance on how to improve their response during any additional attempts.

38 Click **"Next"**.



39 To choose if you'd like students to be able to turn in overdue/late assignments for credit, click **"Students can submit overdue/late assignments for credit"**.



40

If you're allowing students to turn in overdue/late assignments, choose if there will be a penalty and what that penalty will be.

Gradebook > Sum

Category overdue policy

Choose whether to accept late work in this category:

- ☒ Students can submit overdue/late assignments for credit.
- ☐ Students cannot submit overdue/late assignments for credit.

How should overdue submissions be penalized:

- ☐ No penalty
- ☒ % per day
- ☐ % (flat)

% 5

cancel Back SAVE

[No gradebook categories yet]

41

Click "Save".

Gradebook > Sum

Category overdue policy

Choose whether to accept late work in this category:

- ☒ Students can submit overdue/late assignments for credit.
- ☐ Students cannot submit overdue/late assignments for credit.

How should overdue submissions be penalized:

- ☐ No penalty
- ☒ % per day
- ☐ % (flat)

% 5

cancel Back SAVE

[No gradebook categories yet]

42

The category and weight will be shown after the category has been added. The "Add Category" process should be repeated until you have your desired categories and the weights add up to 100%.

Default settings ▾

GRADEBOOK CATEGORIES ?

Here you will create categories and customize the layout and settings of your course gradebook.

▶ VIEW TUTORIAL

Click here to begin adding categories to your gradebook.

ADD CATEGORY

Students	Classwork 25 %	
Example Student 1	A	
Example Student 2	B	
Example Student 3	C	

43

Click **"Next"** once you have your categories and weights set.

Students	Classwork 25 %	Quizzes 25 %	Homework 10 %	Tests 40 %
Example Student 1	A	A	A	A
Example Student 2	B	B	B	B
Example Student 3	C	C	C	C
Example Student 4	D	D	D	D

Category weighting at 100%

< PREVIOUS **NEXT** >

Examples of Gradebook Categories

44

Here is an example of "simplified" categories. All work in the VHL Category will remain in the vhlcentral Gradebook, and the work in the Canvas Category will be synced to the Canvas Gradebook.

GRADEBOOK CATEGORIES ?

Here you will create categories and customize the layout and settings of your course gradebook.

▶ VIEW TUTORIAL

ADD CATEGORY

Students	<small>Edit</small>	<small>◀ ▶</small>	<small>Edit</small>	<small>◀ ▶</small>
	VHL 50 %		Canvas 50 %	
Example Student 1	A		A	
Example Student 2	B		B	
Example Student 3	C		C	
Example Student 4	D		D	

45

Here is an example of "traditional" categories. During the process of syncing the gradebook, you will select which categories remain in the vhlcentral Gradebook, and which categories will be synced to the Canvas Gradebook.

Students	<small>Edit</small>	<small>◀ ▶</small>	<small>Edit</small>	<small>◀ ▶</small>	<small>Edit</small>	<small>◀ ▶</small>	<small>Edit</small>	<small>◀ ▶</small>
	Classwork 25 %		Quizzes 25 %		Homework 10 %		Tests 40 %	
Example Student 1	A		A		A		A	
Example Student 2	B		B		B		B	
Example Student 3	C		C		C		C	
Example Student 4	D		D		D		D	

Category weighting a 100%

< PREVIOUS

NEXT >

Summary Tab

46 Verify the summary is correct.

Tests

40

Maximum Attempts: 2

Number of lowest grades dropped: 0

Grading Strictness

Capitalization must match: No

Punctuation must match: No

Fill in the Blank Feedback:

Show where errors are

LATENESS:

Students can submit overdue assignments for credit: Yes

Penalty assessed: None

ORGANIZATION:

Category will contain a lot of assignments grouped by lesson and strand (such as homework),

For all assignments in this category, students will receive full credit regardless of their score: No

GRADING:

Maximum Attempts: 2

Number of lowest grades dropped: 0

Grading Strictness

Capitalization must match: No

Punctuation must match: No

- 47 Click **"Save"** once you have verified the summary is correct.

Penalty assessed: None

Tests

40

ORGANIZATION:

Category will contain a lot of assignments grouped by lesson and strand (such as homework).
For all assignments in this category, students will receive full credit regardless of their score: No

GRADING:

Maximum Attempts: 2
Number of lowest grades dropped: 0
Grading Strictness
Capitalization must match: No
Punctuation must match: No

Fill in the Blank Feedback:
Show where errors are

LATENESS:

Students can submit overdue assignments for credit: Yes
Penalty assessed: None

< PREVIOUS

SAVE

?

Course Editing

- 48 If you need to make any changes to your course, once in the vhlcentral Dashboard, click on the blue gear icon shown below.

in 13,

SECTIONS +

Period 1

0.0%

0

0

SECTION AVERAGE

ASSIGNMENTS TO GRADE

STUDI

Classwork

Quizzes

Homework

Tests

Assignments

Submissions

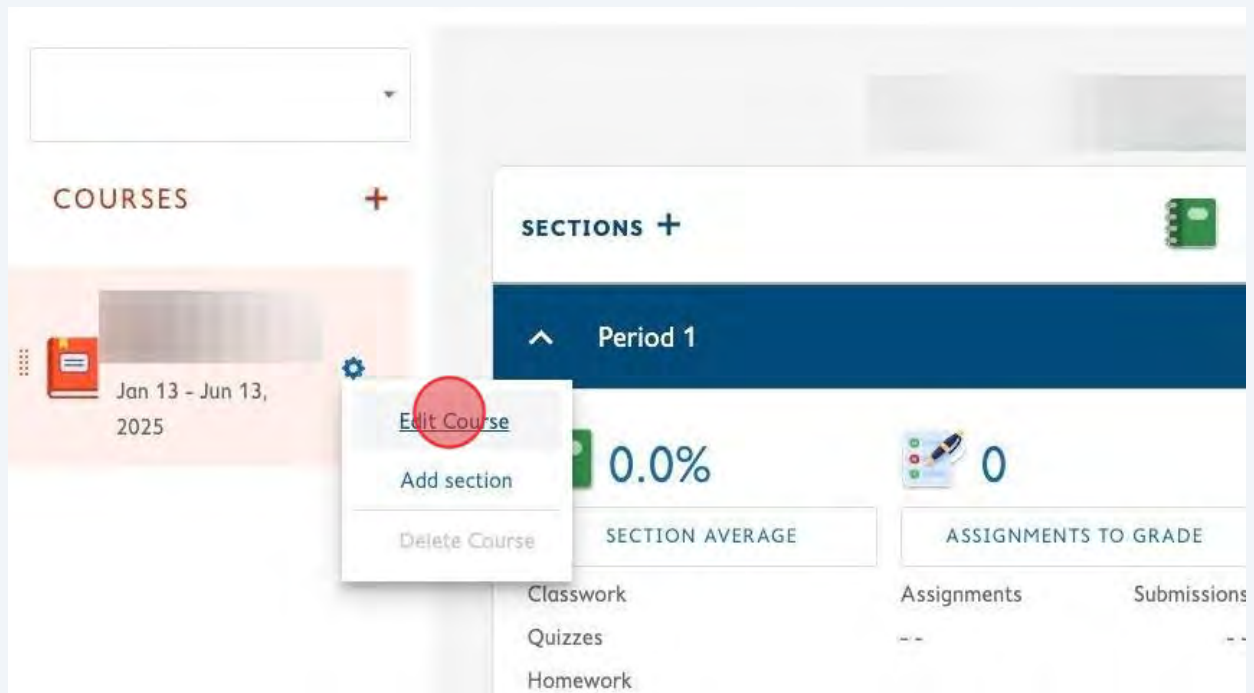
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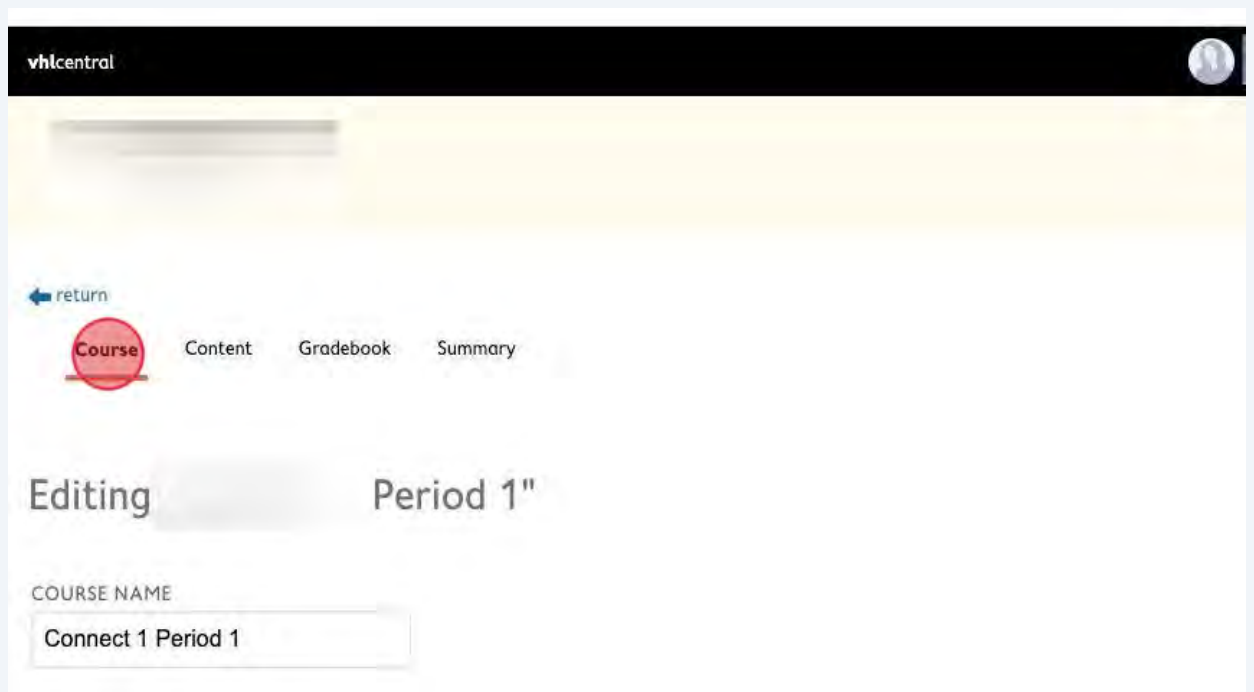
No assignments due.

6

49 Click **"Edit Course"**.



50 Click **"Course"** to edit Course Name, or Start / End dates.



51 Click **"Content"** to edit Access Level of Lessons/Units, or Standards.

The screenshot shows a web interface for editing a course. At the top, there is a navigation bar with a 'return' link and four tabs: 'Course', 'Content', 'Gradebook', and 'Summary'. The 'Content' tab is selected and highlighted with a red circle. Below the navigation bar, the main content area is titled 'Editing " " Period 1"'. It contains three sections: 'ACCESS LEVEL' with a 'LEVELS' subsection where 'Supersite Plus (vText)' is selected; 'COMPONENTS' with a 'Connect to Phonics Plus' checkbox; and 'STANDARDS' with a 'Select the standards you would like to include in your course.' instruction and a checked 'AZ ELA' option.

52 Click **"Gradebook"** to edit categories and weights.

The screenshot shows the same web interface as before, but with the 'Gradebook' tab selected and highlighted with a red circle. The navigation bar now shows 'Course', 'Content', 'Gradebook', and 'Summary'. The main content area is titled 'Editing " " Period 1"'. It features a 'vhlcentral' header at the top and a 'GRADEBOOK CATEGORIES' section with a help icon. Below this, there is a brief instruction: 'Here you will create categories and customize the layout and settings of your course gradebook.'

53 Click **"Summary"** to see your edited course settings.

← return

Course Content Gradebook **Summary**

Editing "Period 1"

START DATE	01/13/2025
END DATE	04/21/2025
FIRST LESSON	Unit 1
LAST LESSON	Unit 8
ACCESS LEVEL	Supersite Plus (vText)
STANDARDS SELECTED	<ul style="list-style-type: none">✓ AZ ELA✓ AZ ELP✓ CA ELA✓ CA ELD✓ CCSS✓ ELPA21✓ FL B.E.S.T.✓ Texas ELPs✓ Texas TFKS

SAVE CHANGES EXIT

Editing and Deleting Categories

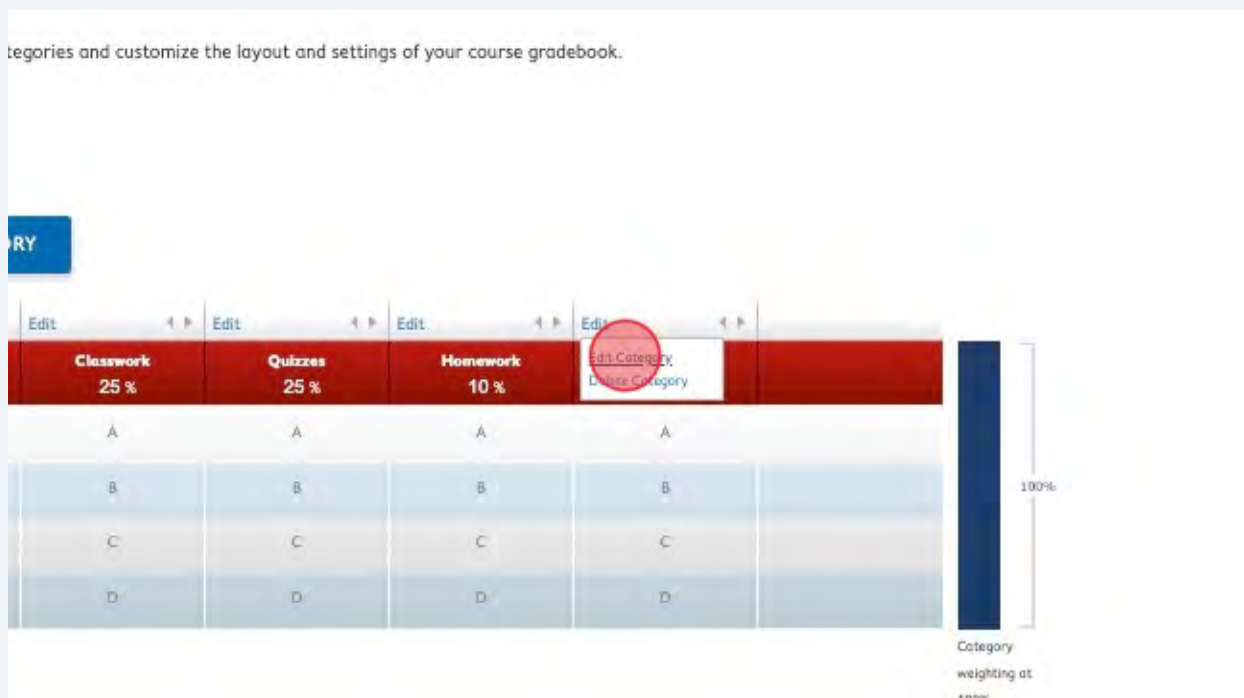
54

If you need to make changes to a category, click **"Edit"**.



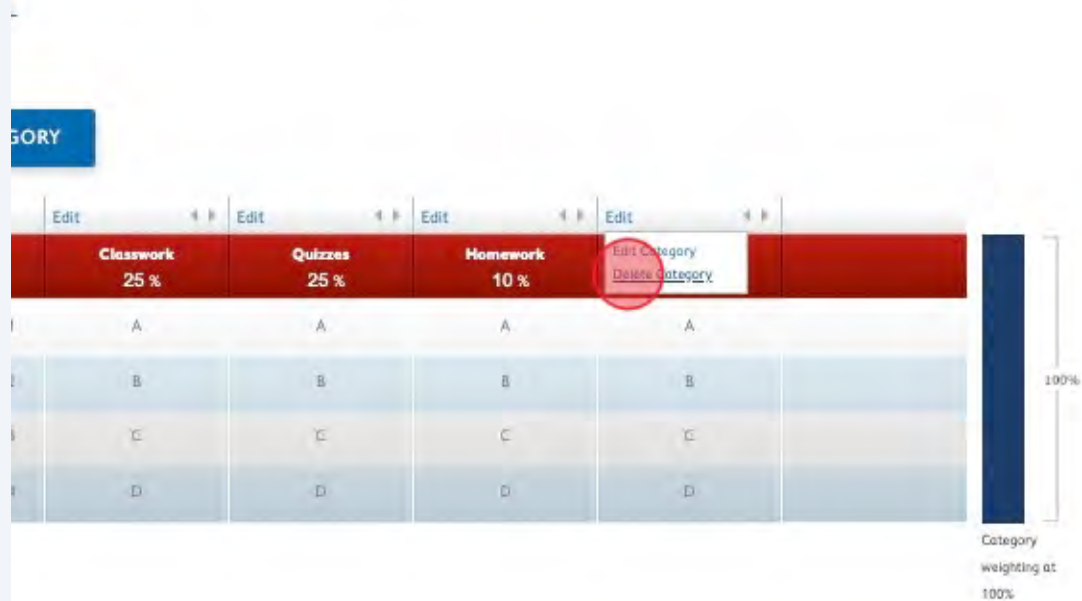
55

Click **"Edit Category"**, and make any necessary changes.

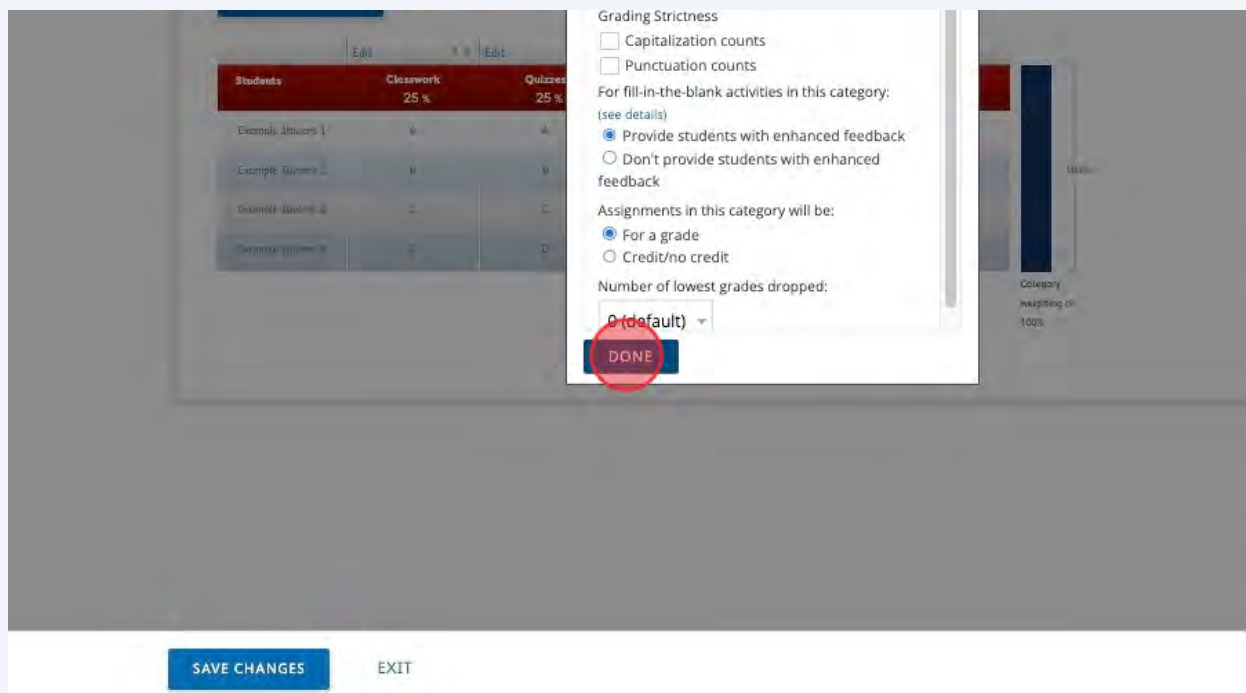


56 If you want to delete a category, click **"Delete Category"**.

categories and customize the layout and settings of your course gradebook.



57 Make any necessary changes, and click **"Done"**.



58 Click "**Save changes**" once any and all changes are made.

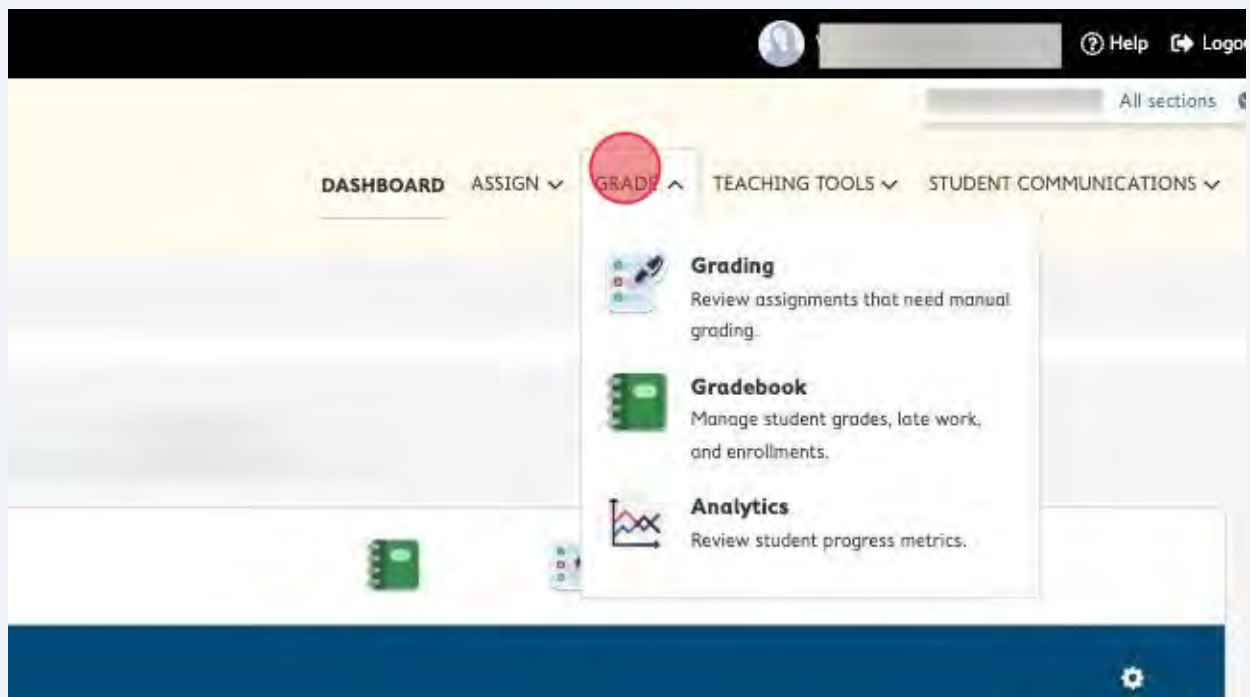


Enable Grade Passback from vhlcentral to Canvas

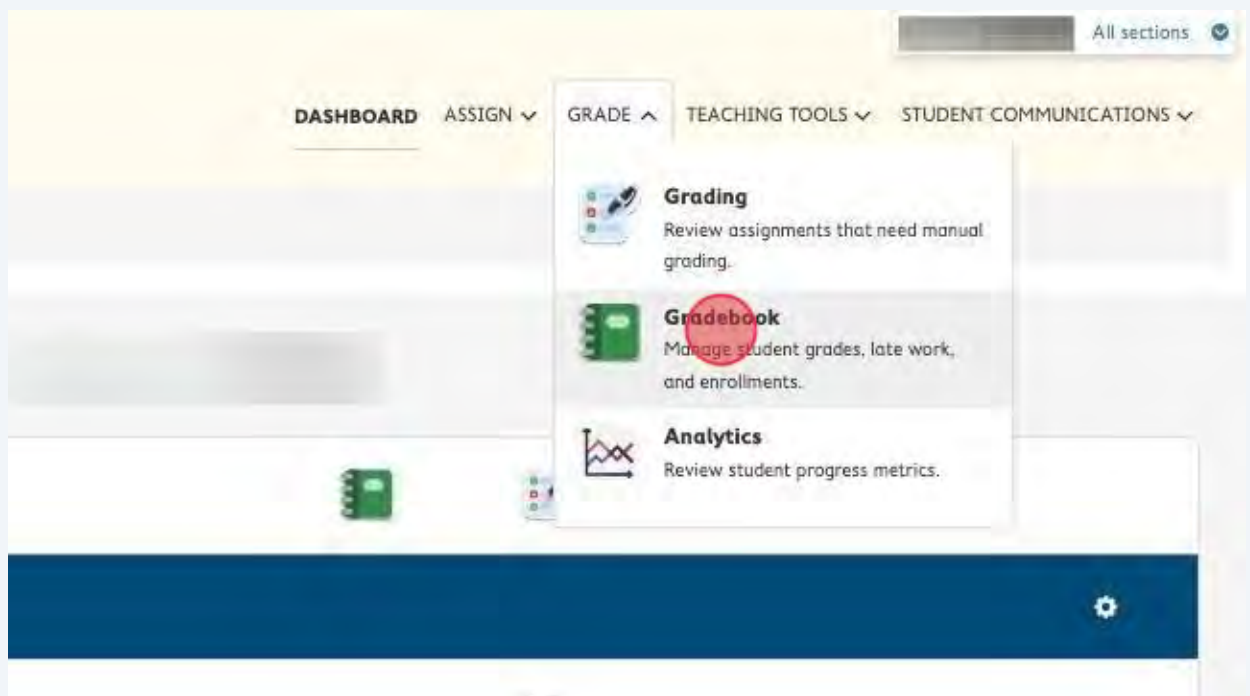


Tip! The vhlcentral Gradebook can be set to pass back either "Aggregated" or "Individual" grades to Canvas.

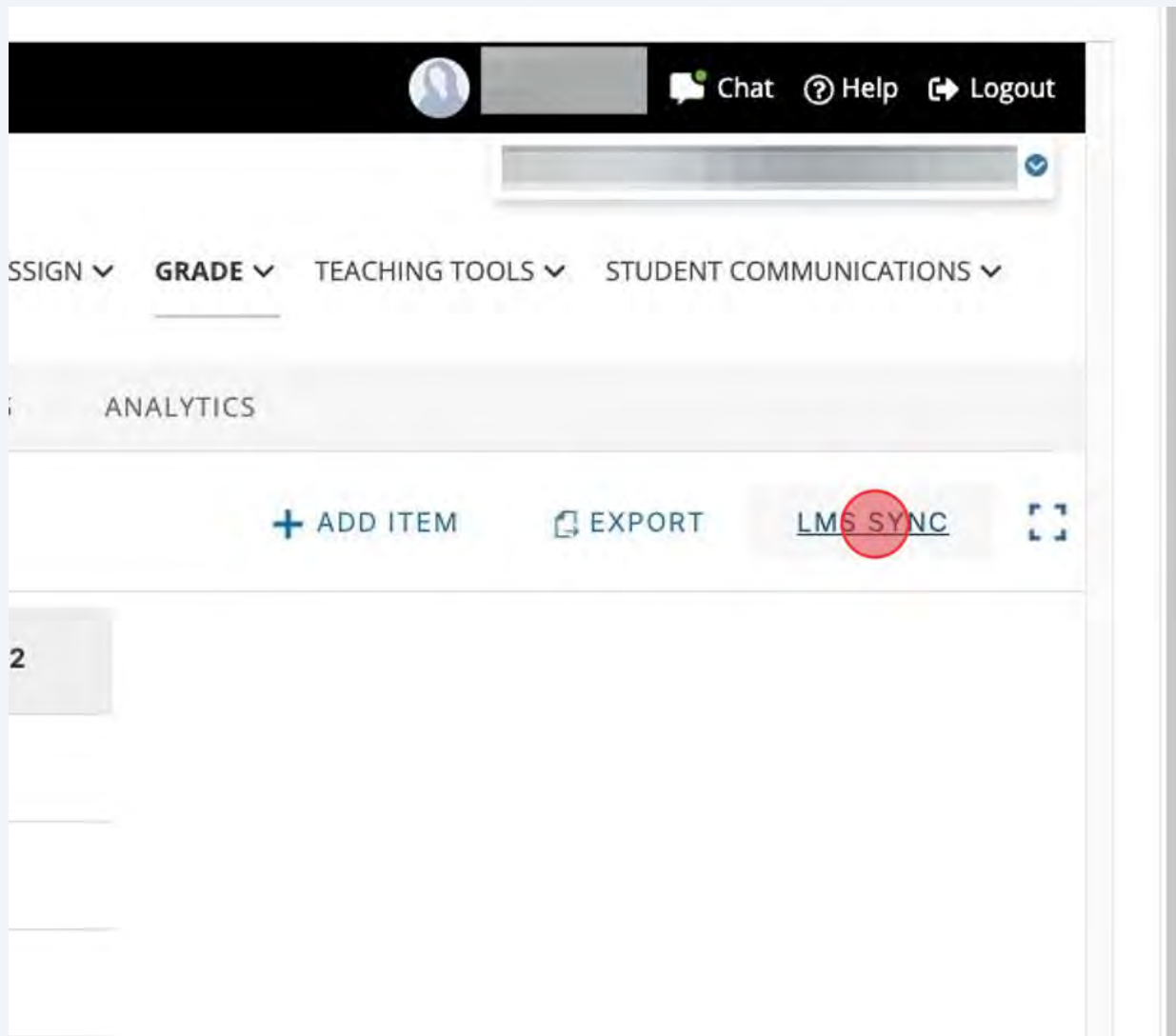
59 On your Course Dashboard, click "**Grade**".



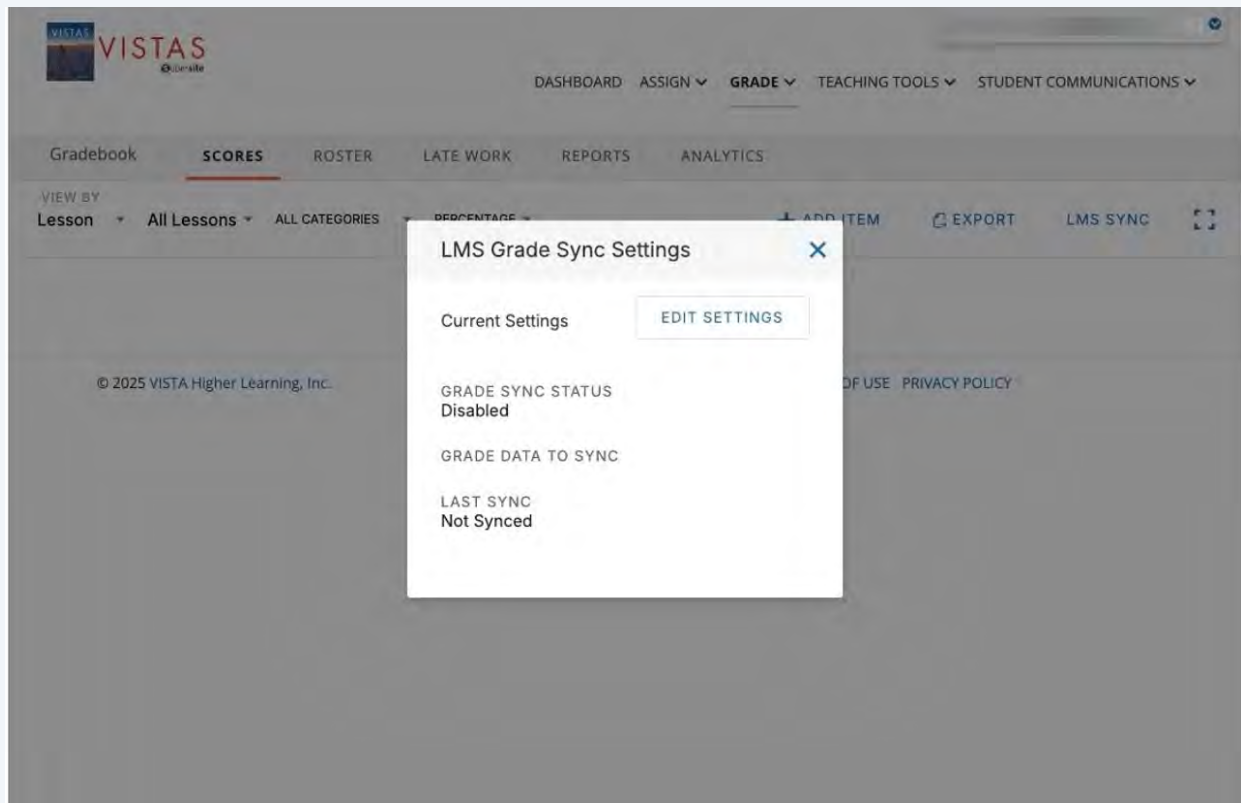
60 Click "**Gradebook**".



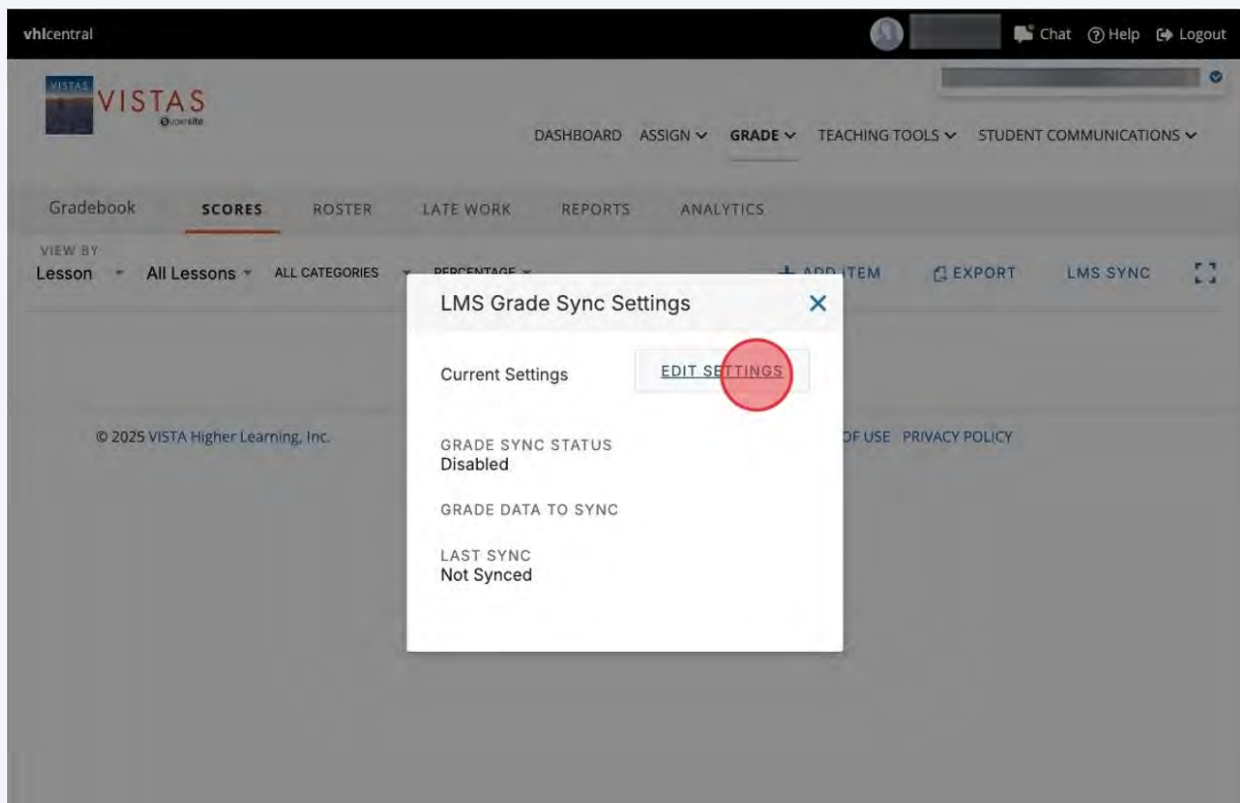
61 Click "LMS Sync".



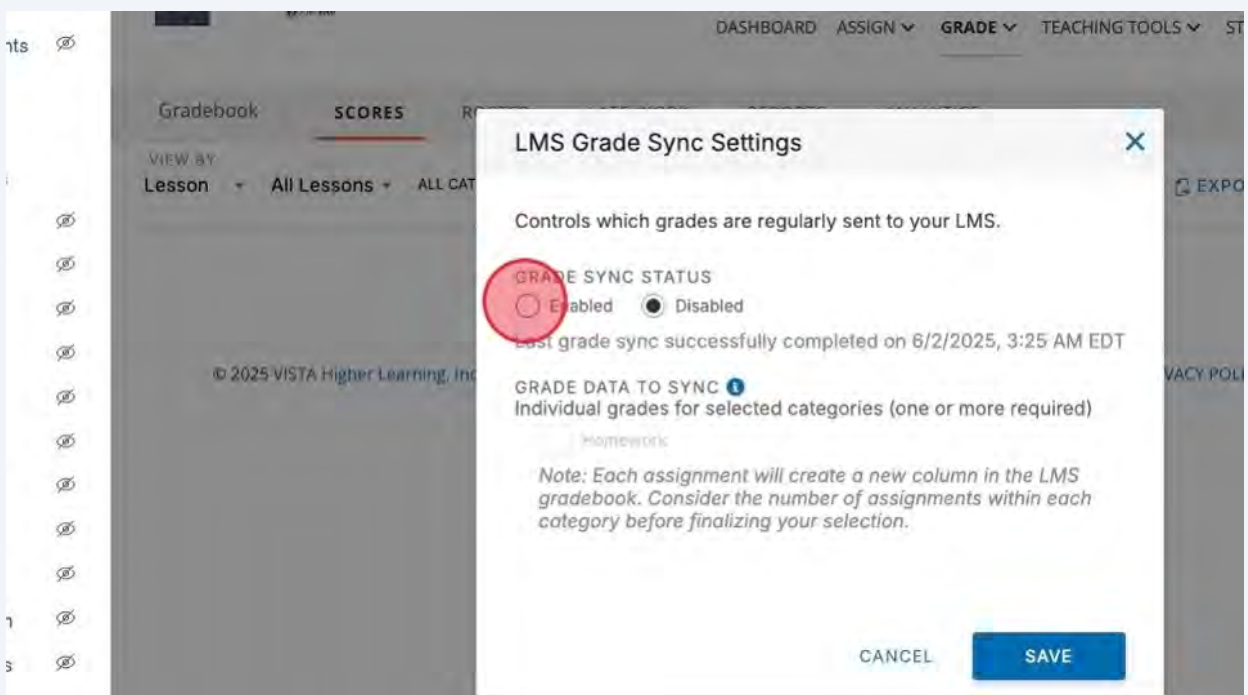
62 By default, the gradebook sync is **"Disabled"**.



63 Click "Edit Settings".



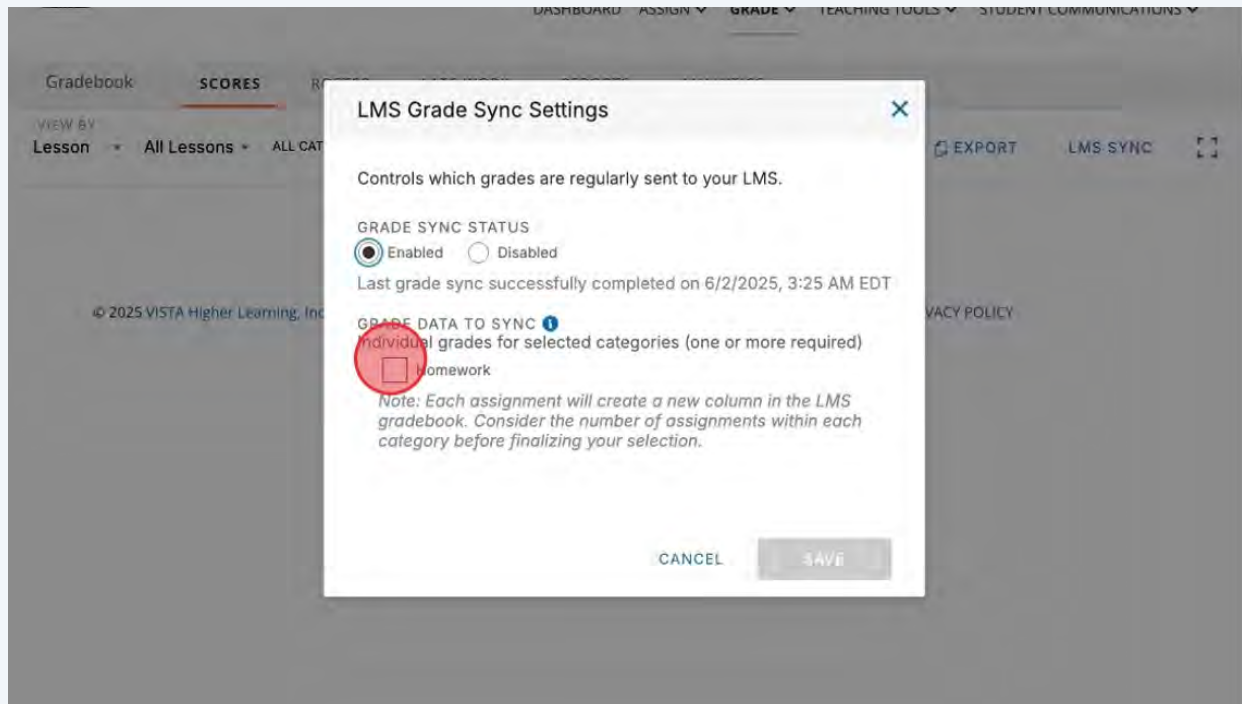
64 Click "Enabled" to enable gradebook sync.



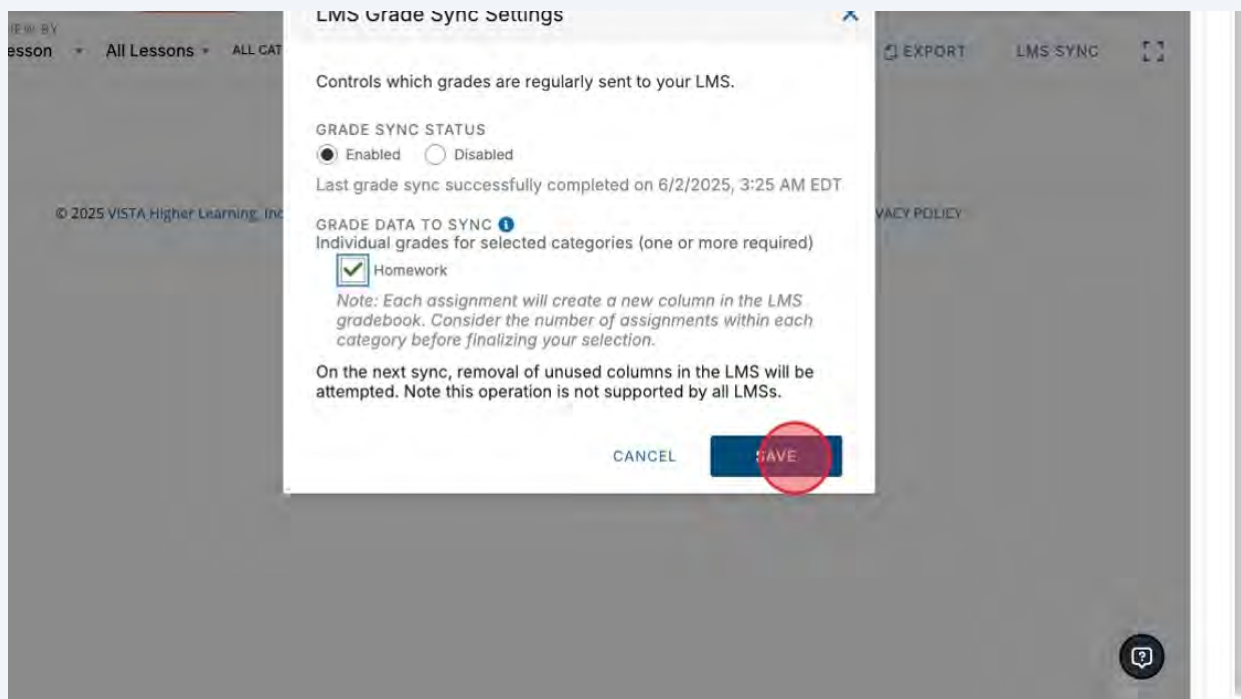


Alert! You will see the categories you previously created in your vhlcentral course. If you don't see the categories, go to "**Course Editing**".

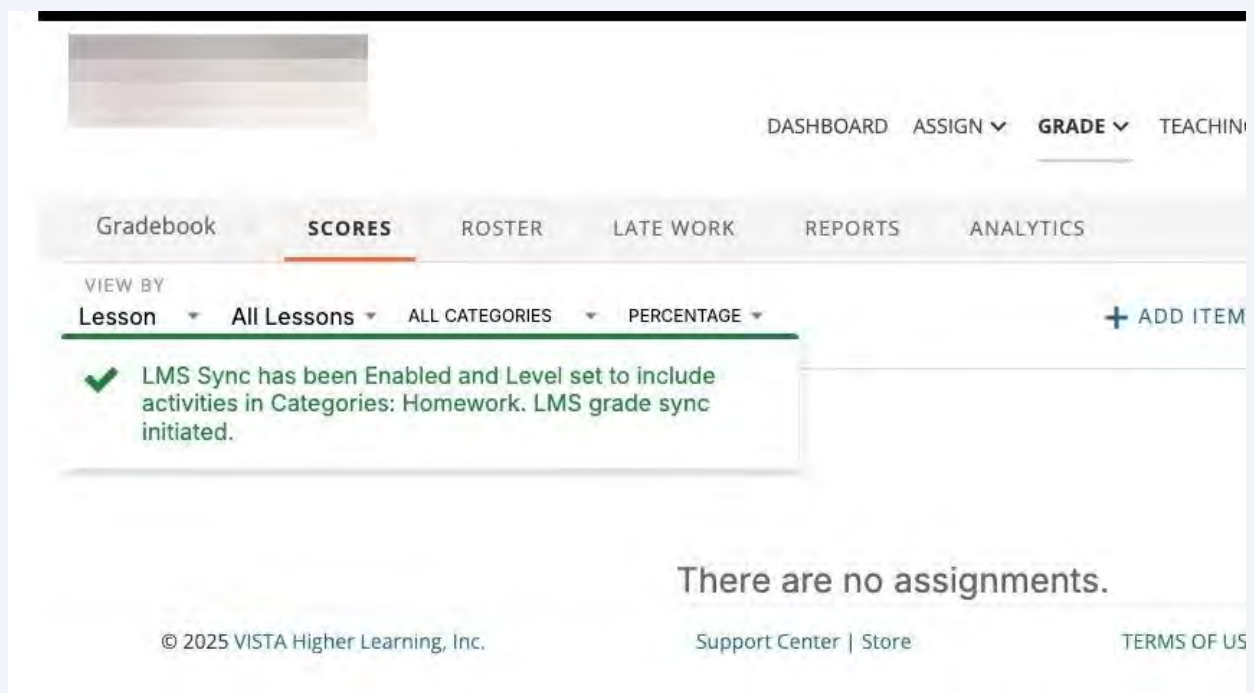
65 Select the category or categories you would like to passback to Canvas.



66 Click "Save".



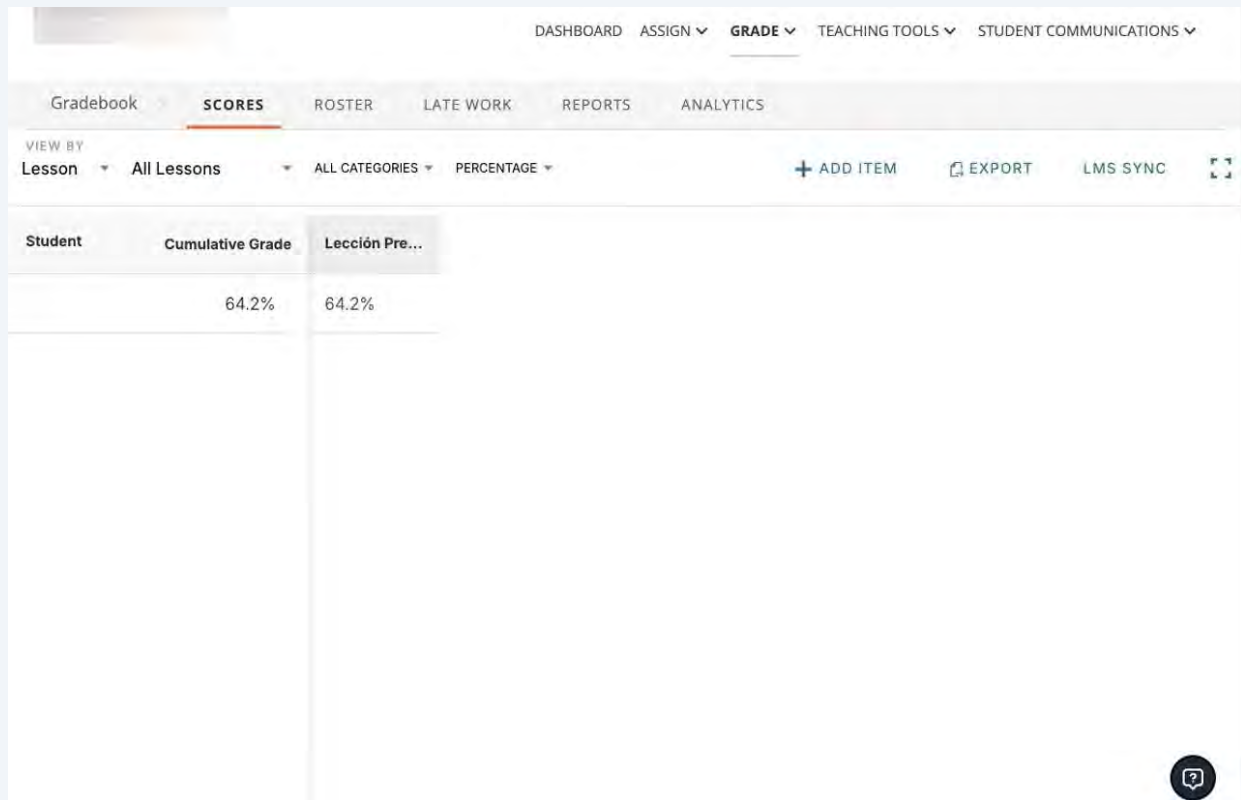
67 You will see a confirmation of the initiation of the grade sync.



vhIcentral Gradebook Views

68

"**All Lessons**" view will show the **Cumulative Grade** of **ALL** activities completed along with the cumulative grade per Unit / Lesson.

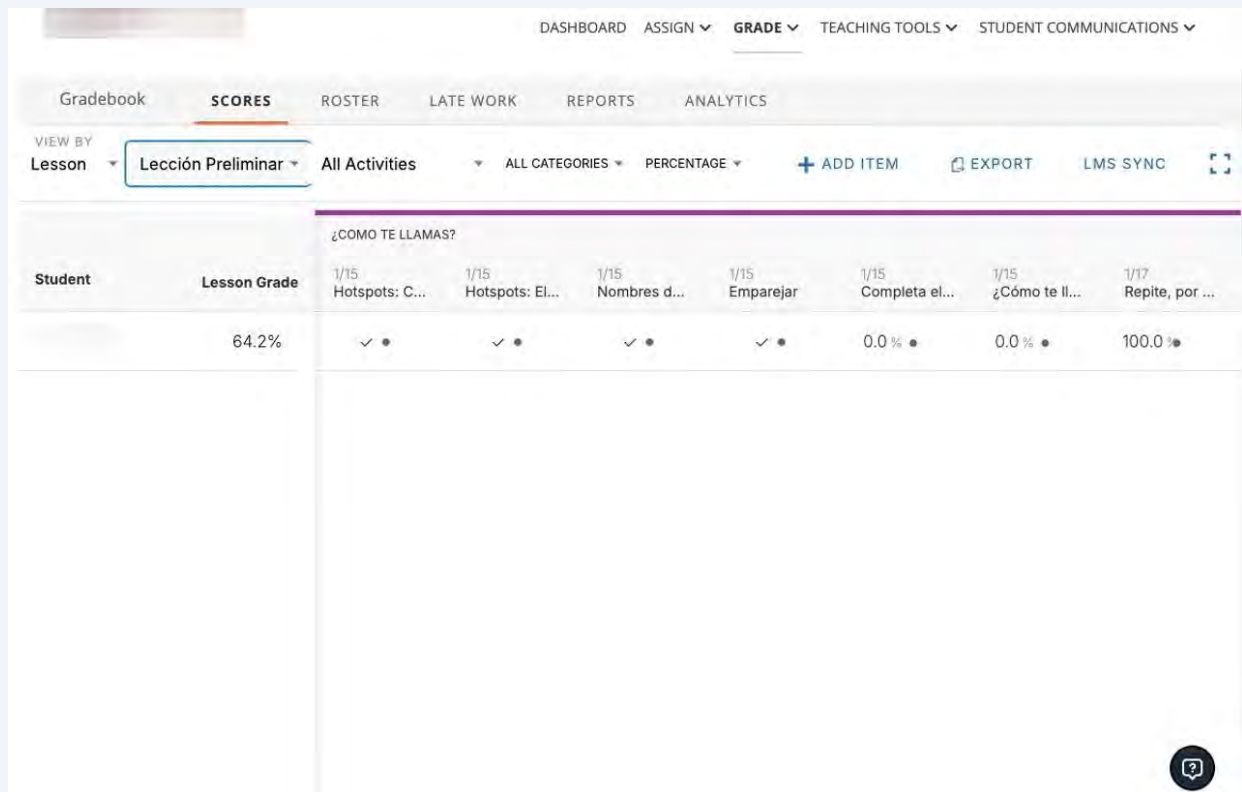


The screenshot shows a web application interface for a gradebook. At the top, there is a navigation bar with links: DASHBOARD, ASSIGN, GRADE (selected), TEACHING TOOLS, and STUDENT COMMUNICATIONS. Below this is a sub-navigation bar with links: Gradebook, SCORES (selected), ROSTER, LATE WORK, REPORTS, and ANALYTICS. Under the SCORES section, there is a 'VIEW BY' dropdown menu set to 'Lesson', and another dropdown set to 'All Lessons'. To the right of these are links for '+ ADD ITEM', 'EXPORT', 'LMS SYNC', and a full-screen icon. The main content area is a table with three columns: 'Student', 'Cumulative Grade', and 'Lección Pre...'. The first row of data shows a cumulative grade of 64.2% for both the 'Student' and 'Lección Pre...' columns. A help icon (question mark in a circle) is located in the bottom right corner of the table area.

Student	Cumulative Grade	Lección Pre...
	64.2%	64.2%

69

Changing from **"All Lessons"** to **"Lección Preliminar"** or any other lesson will allow you to view all individual grades based on the assigned activities and assessments.



The screenshot shows the Canvas LMS Gradebook interface. At the top, there are navigation tabs: DASHBOARD, ASSIGN, GRADE (selected), TEACHING TOOLS, and STUDENT COMMUNICATIONS. Below these are sub-tabs: Gradebook, SCORES (selected), ROSTER, LATE WORK, REPORTS, and ANALYTICS. A 'VIEW BY' dropdown is set to 'Lesson', and a secondary dropdown is set to 'Lección Preliminar'. Other filters include 'All Activities', 'ALL CATEGORIES', and 'PERCENTAGE'. Action buttons for '+ ADD ITEM', 'EXPORT', 'LMS SYNC', and a full-screen icon are visible. The table below has columns for 'Student', 'Lesson Grade', and several activities. The first student row shows a 64.2% overall grade and completion status for various activities.

Student	Lesson Grade	¿COMO TE LLAMAS?	1/15 Hotspots: C...	1/15 Hotspots: El...	1/15 Nombres d...	1/15 Emparejar	1/15 Completa el...	1/15 ¿Cómo te ll...	1/17 Repite, por ...
	64.2%		✓ ●	✓ ●	✓ ●	✓ ●	0.0 % ●	0.0 % ●	100.0 % ●

Individual Grades Canvas View

70

Canvas Gradebook Example of an "Individual Grades" sync.

Gradebook ▾

Import Export ▾ ⚙

Student Names Assignment Names

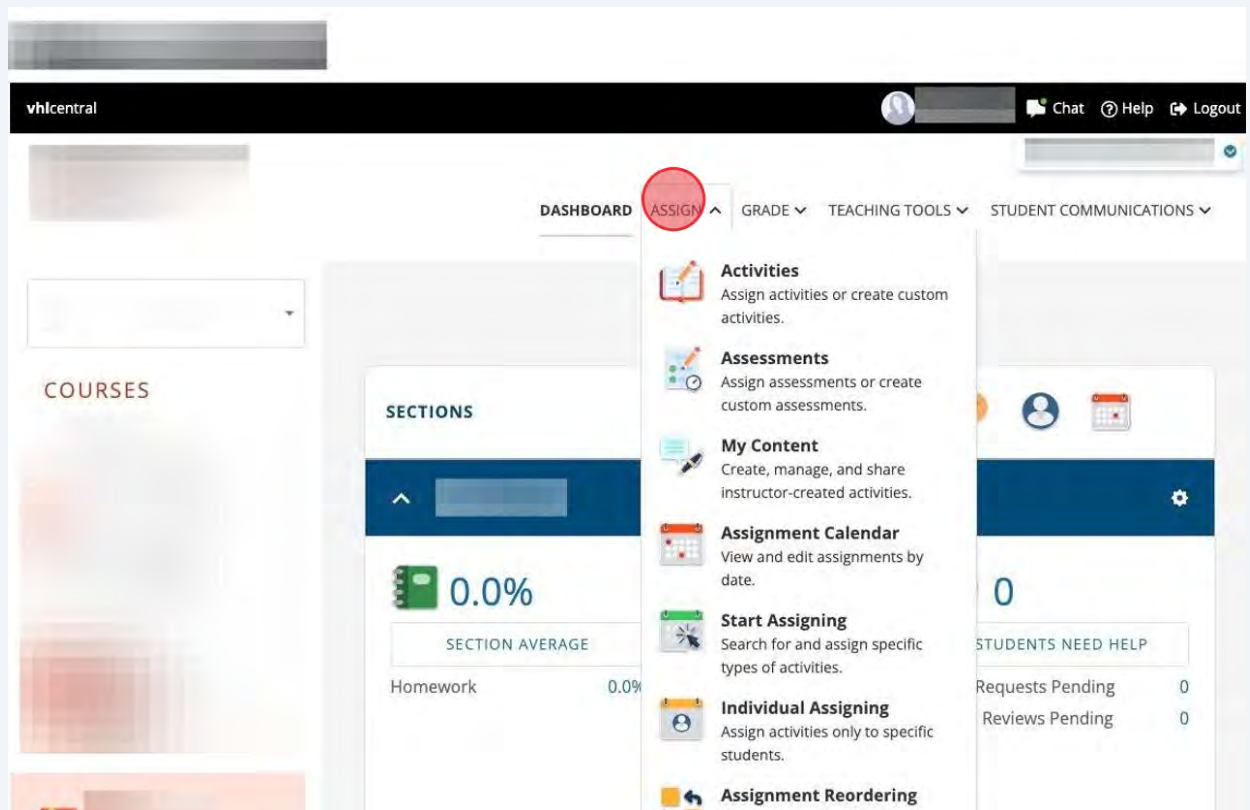
Search Students ▾ Search Assignments ▾

Apply Filters

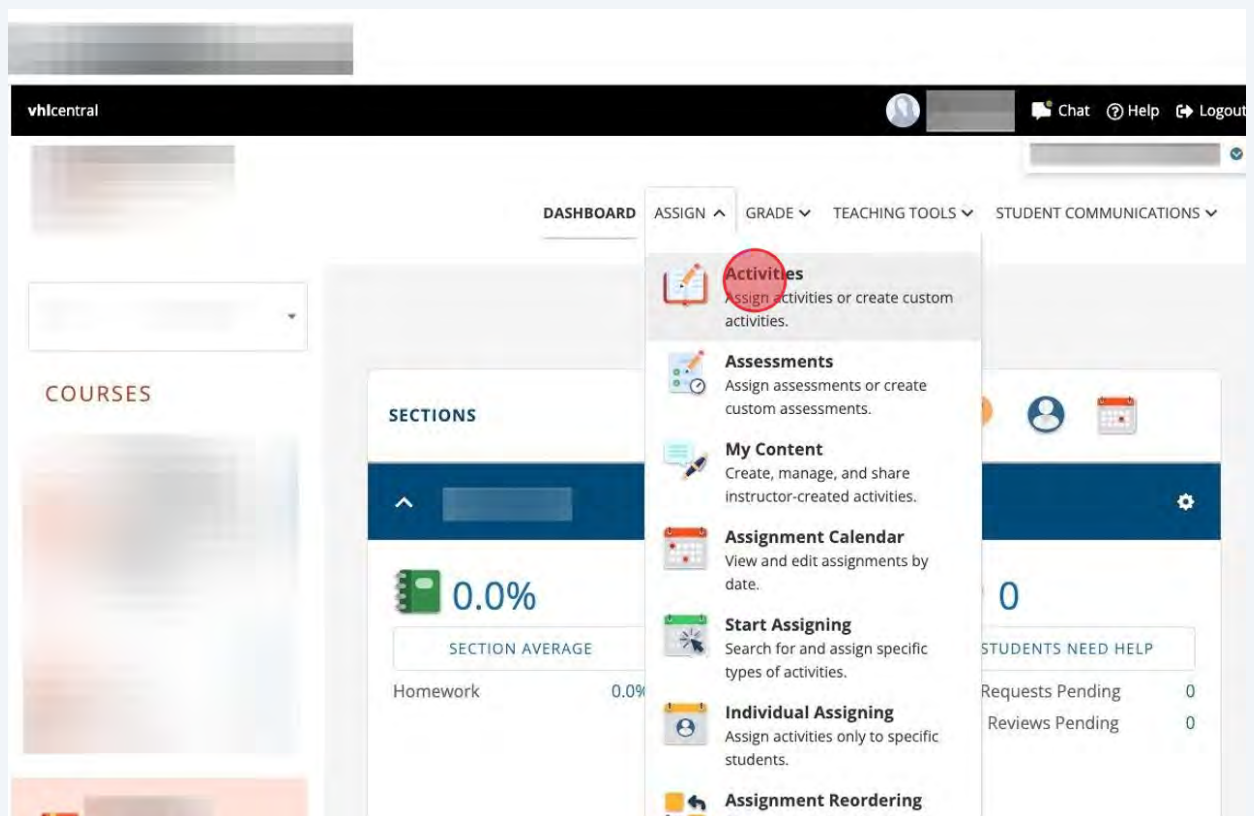
Student Name	VHL Completa el diálogo Out of 10	VHL ¿Cómo te llamas? ¿Có Out of 10	VHL ¿Cómo se escribe tu r Out of 10	VHL Palabras Out of 14	VHL Ordenar Out of 10	VHL Palabras revueltas Out of 12	
	7	10	8	0	0	0	
	6	9	10	0	0	0	
	5	10	10	0	0	0	
	8	10	2	12	10	10	
	10	7	10	0	0	0	
	10	10	2	12	2	8	
	0	0	0	0	0	0	

Assigning Activities

71 Click "Assign".



72 Click "Activities".



73

The **"Activities"** page allows you to assign activities individually or in bulk based on the current unit.

The screenshot shows the 'Activities' page in a learning management system. The sidebar on the left contains a list of units, with 'Lección Preliminar' highlighted by a red box. The main content area is titled 'Activities' and shows a list of activities for the selected unit. The activities are organized into sections: 'Presentations' and 'Practice'. Each section has a 'Due date' column. The 'Presentations' section lists activities like 'Hotspots: Conversaciones', 'Hotspots: El alfabeto', 'Nombres de chicos y chicas', and 'Emparejar'. The 'Practice' section lists 'Completa el diálogo' and '¿Cómo te llamas? ¿Cómo se llama usted?'.

Dashboard ASSIGN GRADE TEACHING TOOLS STUDENT COMMUNICATIONS

Activities
Lección Preliminar

ASSIGN SELECTED + CREATE NEW

Lección Preliminar | ¿Cómo te llamas?

All Activities

☐ Presentations Due date

☐ Hotspots: Conversaciones

☐ Hotspots: El alfabeto

☐ Nombres de chicos y chicas

☐ Emparejar

☐ Practice Due date

☐ Completa el diálogo

☐ ¿Cómo te llamas? ¿Cómo se llama usted?

74

Selecting the header of a section will select all of the activities under that heading. Once you have selected your activities, they will be highlighted in green. A green pop-up will allow you to select the due date. Click **"Assign"**.

The screenshot shows the vhlcentral interface. At the top, there's a navigation bar with 'vhlcentral', a user profile, and links for 'Chat', 'Help', and 'Logout'. Below this is a secondary navigation bar with 'DASHBOARD', 'ASSIGN', 'GRADE', 'TEACHING TOOLS', and 'STUDENT COMMUNICATIONS'. The main content area is titled 'Activities' and 'Lección Preliminar'. On the left, there's a 'STRANDS' sidebar with a list of topics. The '¿Cómo te llamas?' item is highlighted in green, and a red circle with 'Assign' and 'Hide' buttons is over the 'Assign' button. The main area shows a list of activities under 'Presentations', including 'Hotspots: Conversaciones', 'Hotspots: El alfabeto', 'Nombres de chicos y chicas', and 'Emparejar', all of which are highlighted in green. The 'Practice' section is also visible with the activity 'Completa el diálogo'.

75 Select a single activity.

¿Cómo te llamas?

¿De dónde eres?

¿Cuántos años tienes?

Fotonovela

Cultura

El salón de clases

Los días de la semana

Recapitula

Lista de vocabulario

Drop down
¿Cómo te llamas?
¿Cómo se llama usted?
Lección Preliminar |
¿Cómo te llamas?
Points possible: 10

☐ Lección Preliminar | ¿Cómo te llamas?

All Activities ▾

<input type="checkbox"/> Presentations	Due date
<input type="checkbox"/> Hotspots: Conversaciones 🗎	Wed 1/15
<input type="checkbox"/> Hotspots: El alfabeto 🗎	Wed 1/15
<input type="checkbox"/> Nombres de chicos y chicas	Wed 1/15
<input type="checkbox"/> Emparejar	Wed 1/15

<input type="checkbox"/> Practice	Due date
<input checked="" type="checkbox"/> Completa el diálogo 🗎	
<input type="checkbox"/> ¿Cómo te llamas? ¿Cómo se llama usted? 🗎	
<input type="checkbox"/> Repite, por favor 🗎 🗎 🗎	
<input type="checkbox"/> ¿Cómo se escribe tu nombre? 🗎 🗎	
<input type="checkbox"/> Palabras	
<input type="checkbox"/> Ordenar	

<input type="checkbox"/> Communication	Due date
<input type="checkbox"/> Preguntas 🗎 🗎	

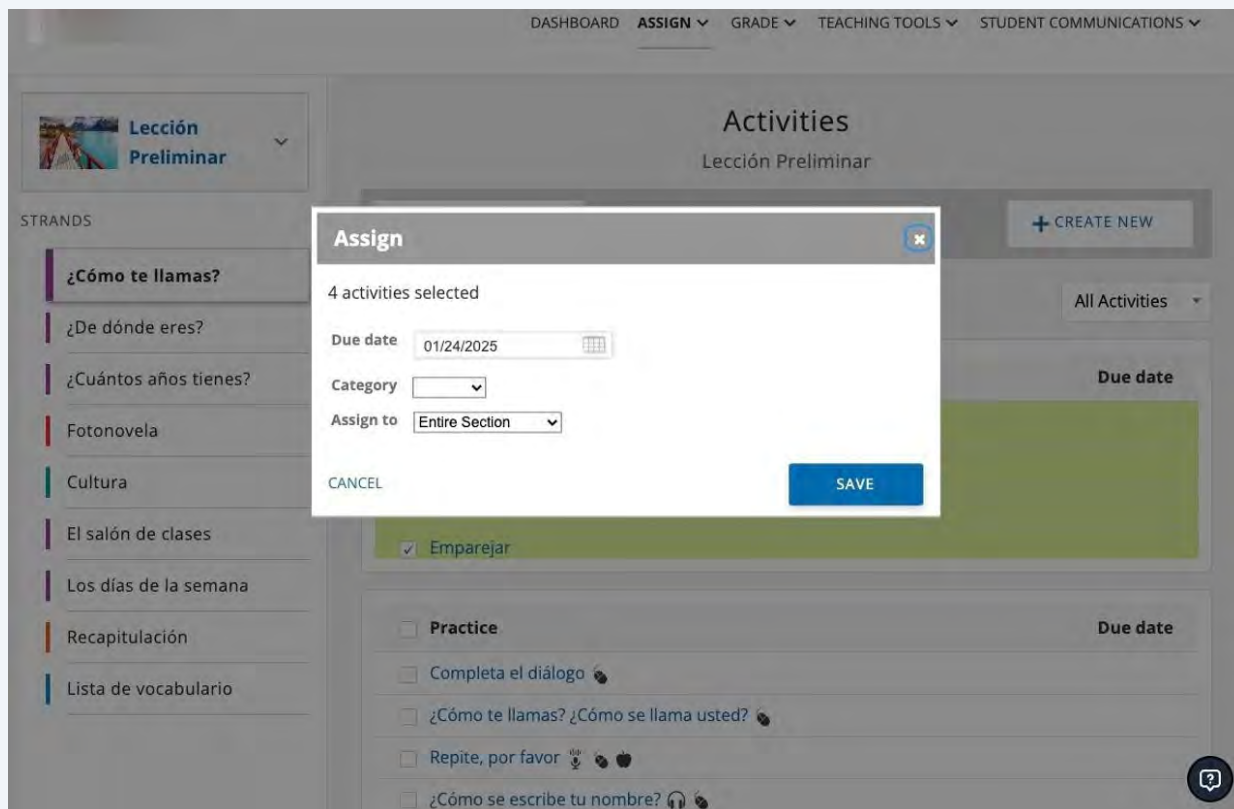
76 You can also click on "Assign Selected" to select due dates.

The screenshot shows the vhlcentral dashboard. At the top, there's a navigation bar with 'vhlcentral' on the left and user profile, Chat, Help, and Logout on the right. Below this is a secondary navigation bar with 'DASHBOARD', 'ASSIGN', 'GRADE', 'TEACHING TOOLS', and 'STUDENT COMMUNICATIONS'. The main content area is titled 'Activities' and 'Lección Preliminar'. On the left, there's a sidebar with 'STRANDS' including '¿Cómo te llamas?', '¿De dónde eres?', '¿Cuántos años tienes?', 'Fotonovela', 'Cultura', 'El salón de clases', and 'Los días de la semana'. The main area has a button 'ASSIGN SELECTED' (highlighted with a red circle) and a '+ CREATE NEW' button. Below these, there's a section for 'Lección Preliminar | ¿Cómo te llamas?' with a dropdown for 'All Activities'. Under this, there's a table with a header 'Presentations' and 'Due date'. The table contains four rows: 'Hotspots: Conversaciones', 'Hotspots: El alfabeto', 'Nombres de chicos y chicas', and 'Emparejar', each with a checkbox and a mouse cursor icon.

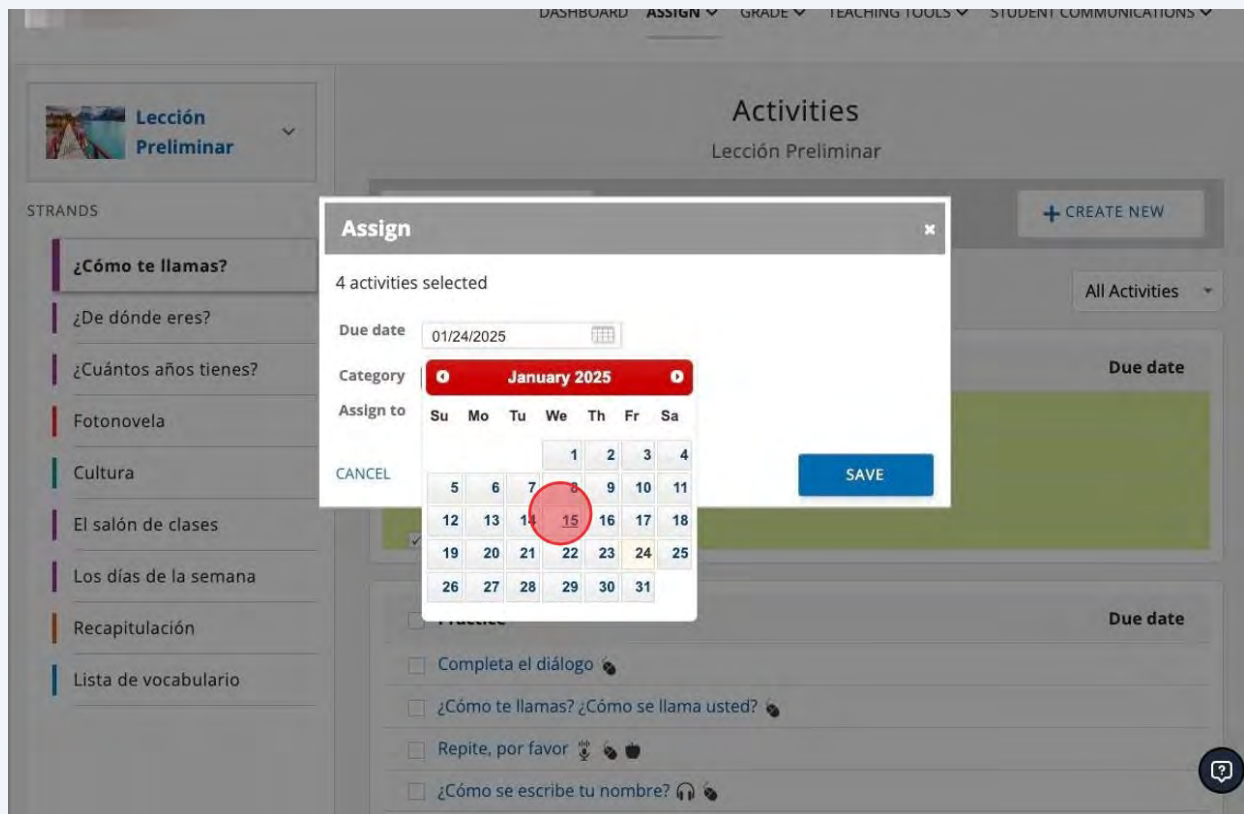
Presentations	Due date
<input checked="" type="checkbox"/> Hotspots: Conversaciones	
<input checked="" type="checkbox"/> Hotspots: El alfabeto	
<input checked="" type="checkbox"/> Nombres de chicos y chicas	
<input checked="" type="checkbox"/> Emparejar	

77

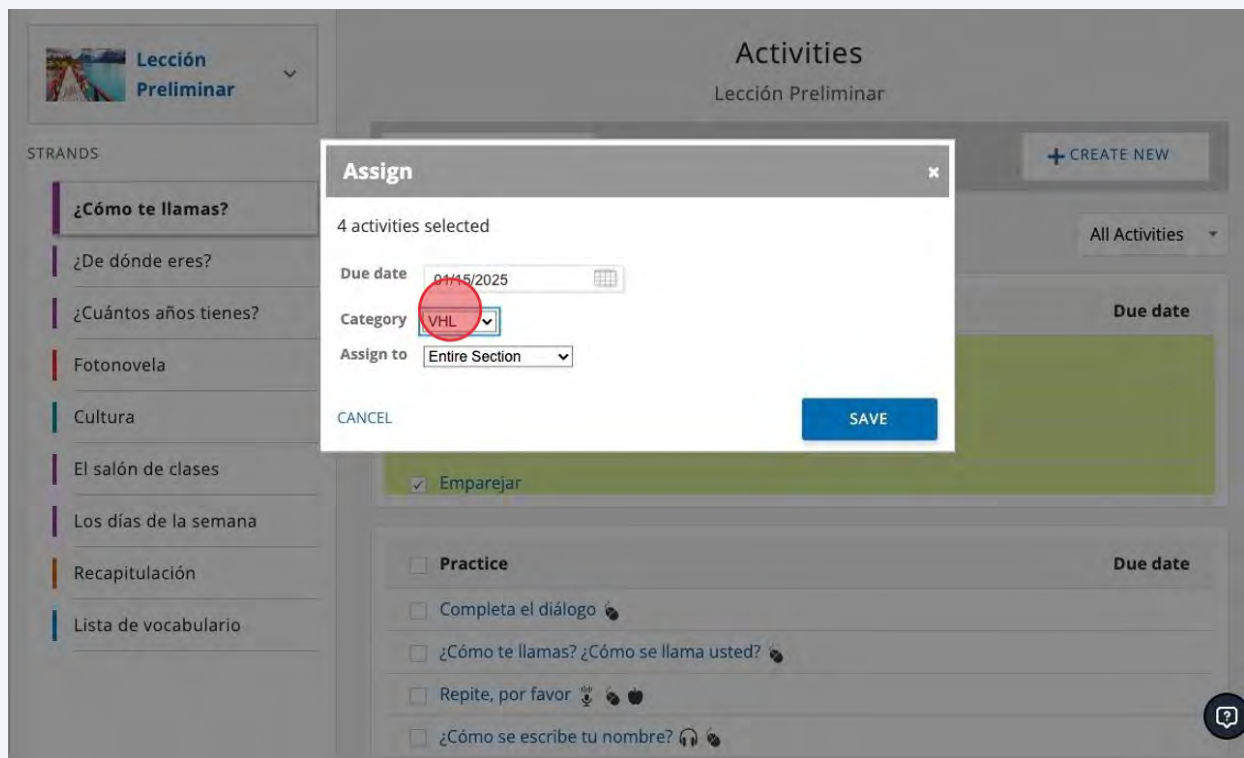
You will see a pop-up that will allow you to select the **"Due Date"**, **"Category"**, and **"Assign to"**.



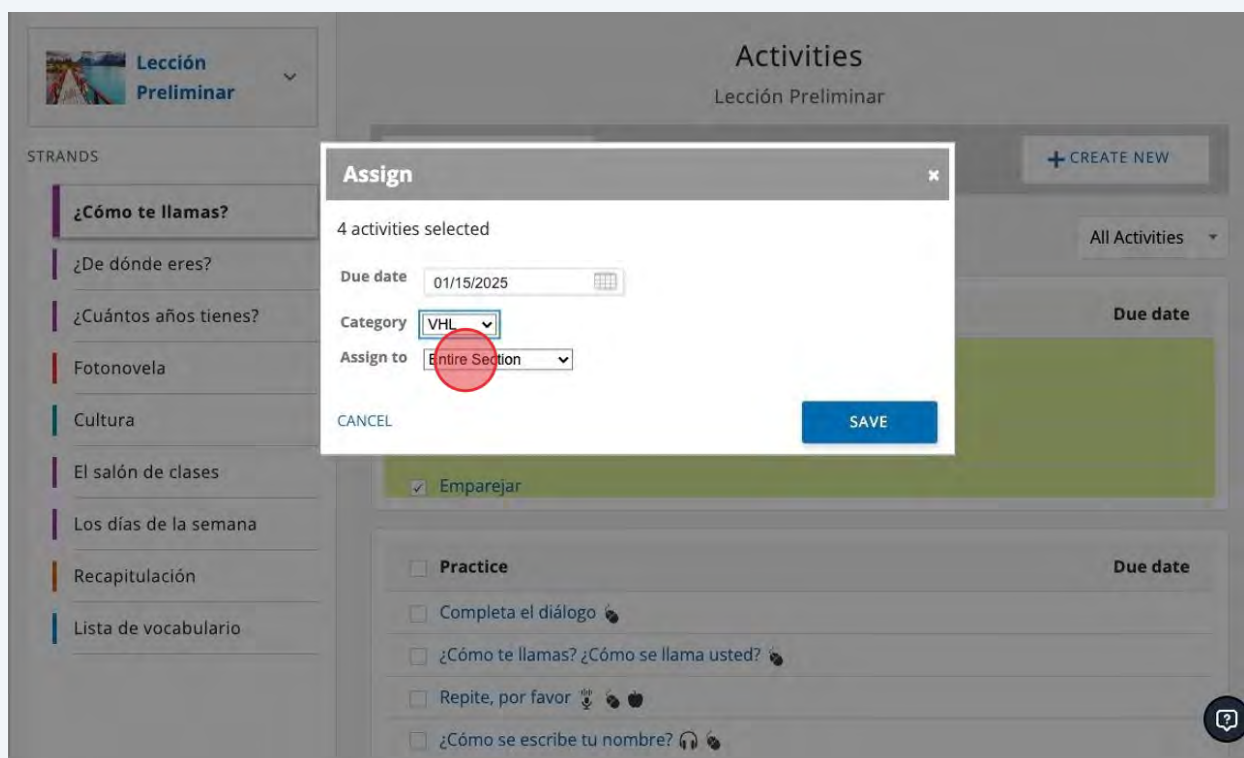
78 Select the **"Due Date"** from the calendar.



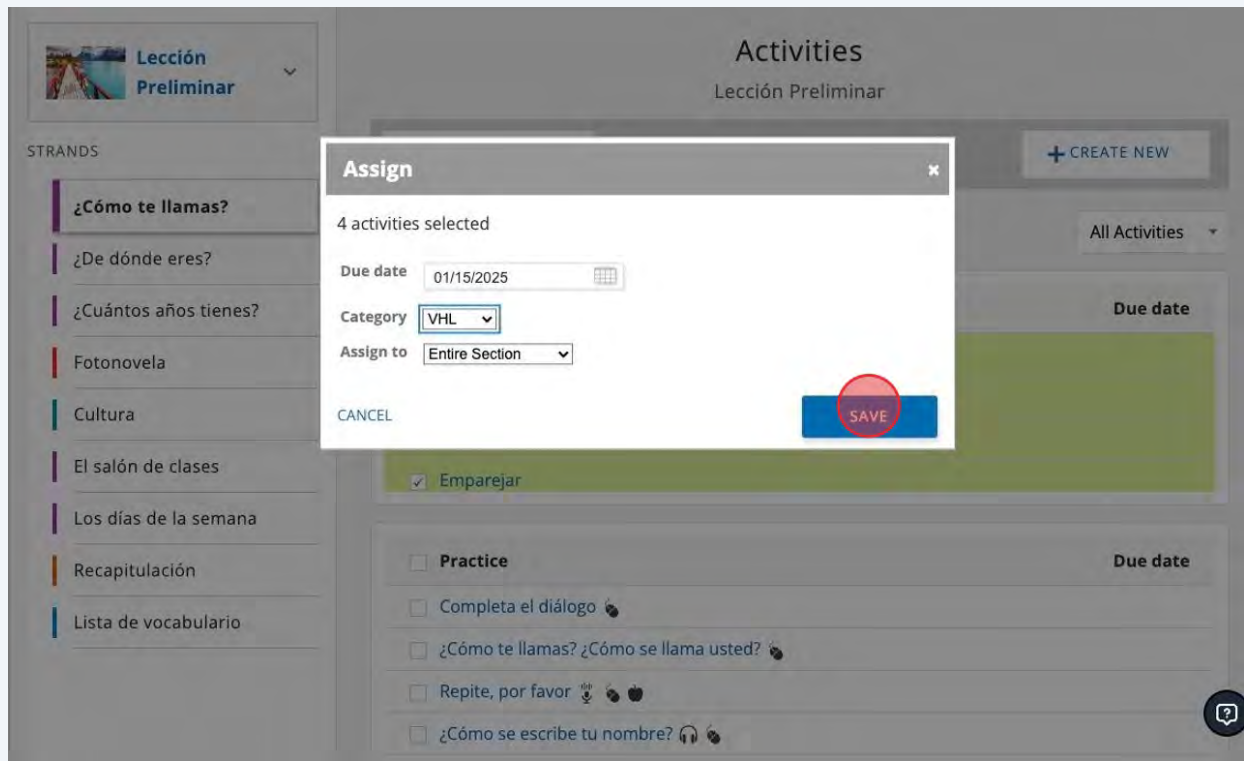
79 Select the "**Category**" that you would like those activities to be under.



80 Select who you want to "**Assign to**".

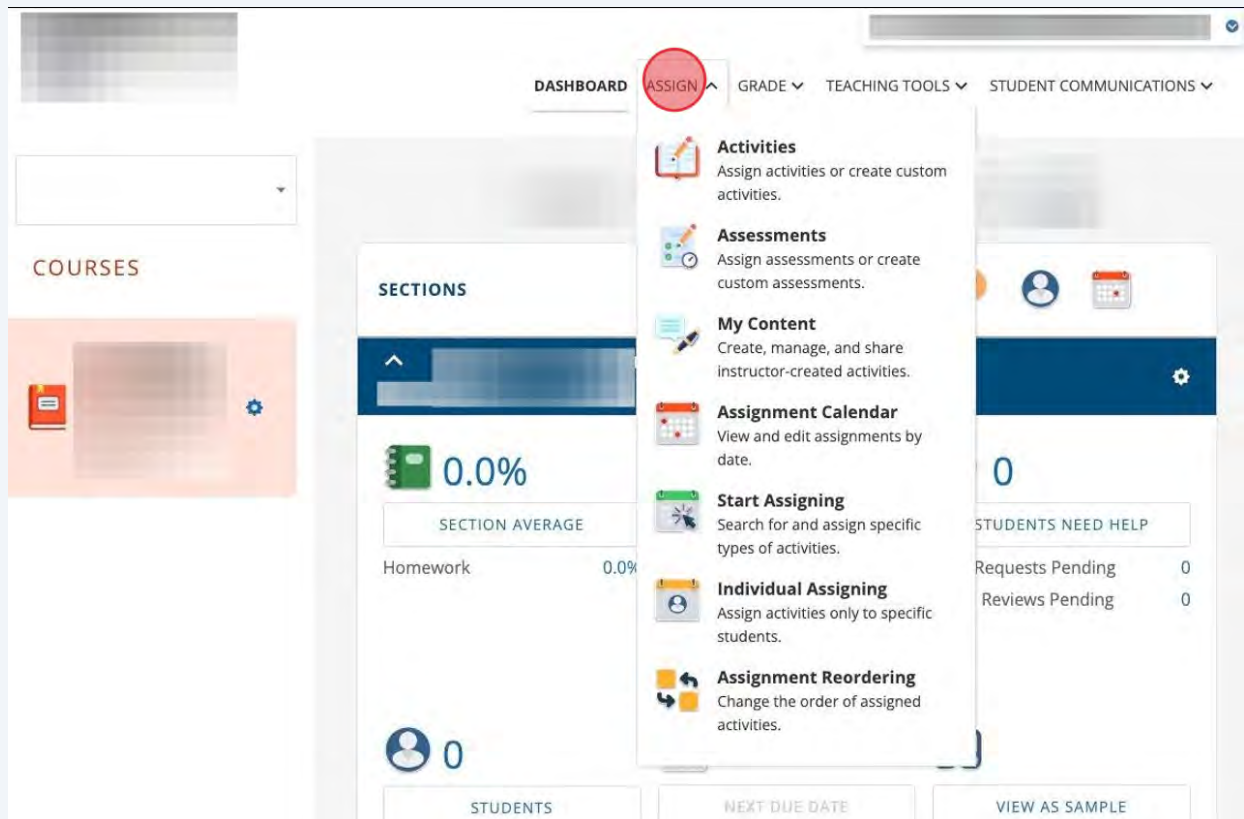


81 Click **"Save"**.

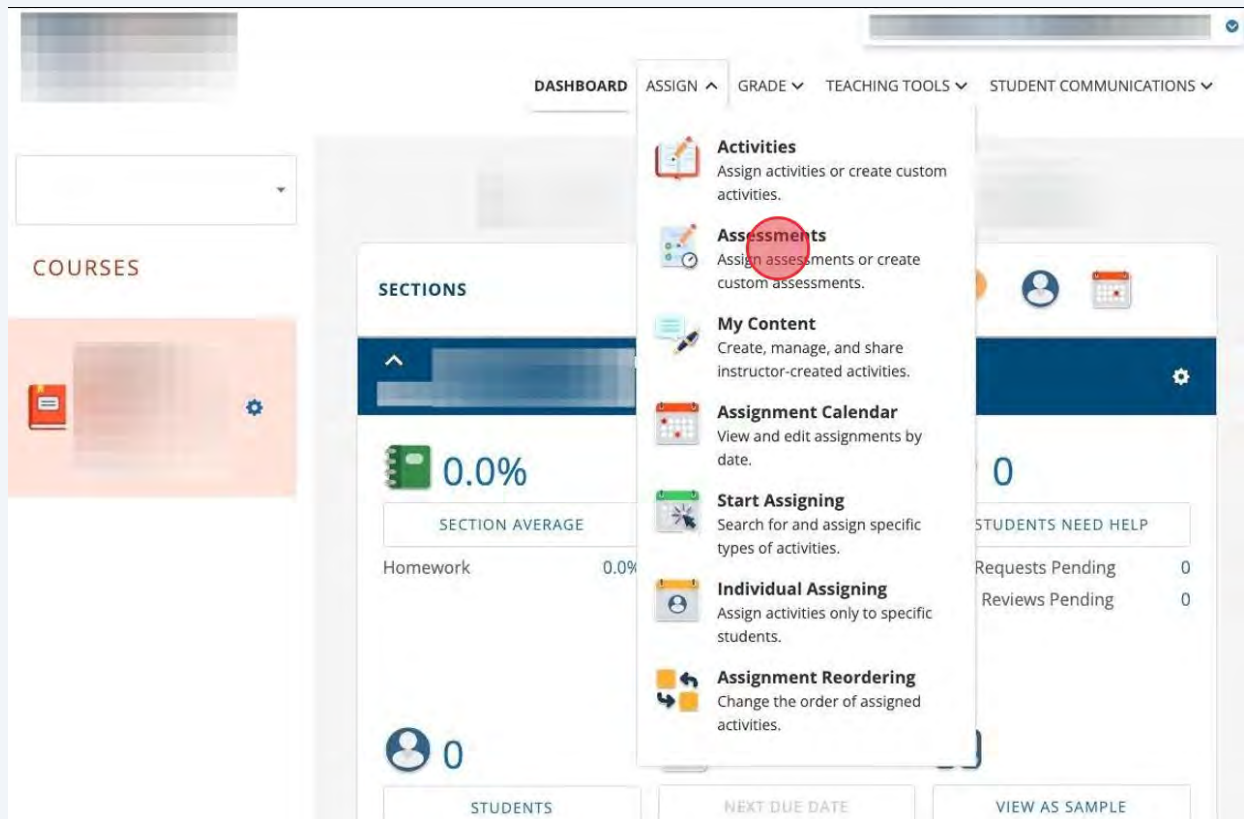


Assigning Assessment

82 Click "Assign".



83 Click "Assessments".



84 Click on the appropriate lesson/unit.

The screenshot shows a web interface for a language learning platform. At the top, there is a navigation bar with links: DASHBOARD, ASSIGN (selected), GRADE, TEACHING TOOLS, and STUDENT COMMUNICATIONS. Below the navigation bar, the 'Assessments' section is active. On the left, a sidebar lists several lessons, each with a thumbnail image and a title. The first lesson, 'Lección 1 | Hola, ¿qué ta?', is highlighted with a red circle. The main content area on the right displays a message: 'No assessment activities to show. Try selecting a different lesson using the dropdown menu.' At the bottom of the page, there is a footer with a 'submit help request' link, a copyright notice '© 2025 VISTA Higher Learning, Inc.', and links to 'Store', 'Terms of use', and 'Privacy policy'.

DASHBOARD **ASSIGN** ▾ GRADE ▾ TEACHING TOOLS ▾ STUDENT COMMUNICATIONS ▾

Assessments

No assessment activities to show. Try selecting a different lesson using the dropdown menu.

News and Cultural Updates ▾

News and Cultural Updates

Lección 1 | Hola, ¿qué ta?

Lección 2 | En la universidad

Lección 3 | La familia

Lección 4 | Los pasatiempos

Lección 5 | Las vacaciones

Lección 6 | ¡De compras!

[submit help request](#) © 2025 VISTA Higher Learning, Inc. | [Store](#) | [Terms of use](#) | [Privacy policy](#)

85

Each lesson/unit will include different assessment categories. Each program will have its own assessment categories. In this example, you see:

- **Vocabulary Quizzes**
- **Grammar Quizzes**
- **Lesson Tests**
- **Optional Sections**

The screenshot displays a web interface for managing assessments. At the top, there is a navigation bar with links: DASHBOARD, ASSIGN (selected), GRADE, TEACHING TOOLS, and STUDENT COMMUNICATIONS. Below the navigation bar, the main content area is titled 'Assessments'. On the left, there is a sidebar with a list of assessment categories: Vocabulary Quizzes, Grammar Quizzes, Lesson Tests, and Optional Sections. The 'Vocabulary Quizzes' category is selected, and a dropdown menu is open, showing details for 'Lección 1 | Hola, ¿qué tal?': Assessment, Contextos - Miniprueba A, Lección 1 | Vocabulary Quiz, Points possible: 40, Total Questions = 13, 5 Multiple choice, 5 Drop downs, and 3 Fill in the blanks. On the right, there is a section titled 'Vocabulary Quizzes' with a '+ CREATE NEW' button and a dropdown menu for 'All Activities'. Below this, there is a table with two columns: 'Assessment' and 'Due date'. The table lists two assessments: 'Contextos - Miniprueba A' and 'Contextos - Miniprueba B', both with a due date of '10/10/2025'. A red circle highlights the 'Assessment' column header. At the bottom of the page, there is a footer with the text: 'For technical support click support.vhlcentral.com, or submit help request' and '© 2025 VISTA Higher Learning, Inc. | Store | Terms of use | Privacy policy'.

DASHBOARD **ASSIGN** GRADE TEACHING TOOLS STUDENT COMMUNICATIONS

Assessments

Lección 1 | Hola, ¿qué tal?

Vocabulary Quizzes

Grammar Quizzes

Lesson Tests

Optional Sections

Assessment

Contextos - Miniprueba A

Lección 1 | Vocabulary Quiz

Points possible: 40

Total Questions = 13

5 Multiple choice

5 Drop downs

3 Fill in the blanks

ASSIGN SELECTED

+ CREATE NEW

Vocabulary Quizzes

All Activities

Assessment	Due date
Contextos - Miniprueba A	10/10/2025
Contextos - Miniprueba B	10/10/2025

For technical support click support.vhlcentral.com, or submit help request

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86 Select the desired assessment. A pop-up will appear. Click **"Assign"**.

The screenshot shows the vhlcentral dashboard with the 'ASSIGN' tab selected. Under 'Assessments', the 'Lección 1 tal?' assessment is highlighted. A red circle marks the 'Assign' button. A yellow tooltip provides details for the 'Contextos - Miniprueba A' assessment: 'Points possible: 40', 'Total Questions = 13' (5 Multiple choice, 5 Drop downs, 3 Fill in the blanks). The 'Vocabulary Quizzes' table shows 'Contextos - Miniprueba A' as the selected assessment.

Assessment	Due date
<input checked="" type="checkbox"/> Contextos - Miniprueba A	
<input type="checkbox"/> Contextos - Miniprueba B	

87

Once an assessment has been selected to be assigned, the following pop-up will appear. This pop-up will allow the educator to choose:

- **Due date**
- **Category**
- **Assign to**
- **Maximum attempts**
- **Availability**
 - The Quiz will be hidden until
 - Results will be available
- **Due time**
 - The quiz will be due at
- **Time limit**
- **Set time limit (minutes)**
- **Randomize per student**
- **Password**
 - Set a password

The screenshot shows a web interface with a top navigation bar containing 'DASHBOARD', 'ASSIGN', 'GRADE', 'TEACHING TOOLS', and 'STUDENT COMMUNICATIONS'. On the left, there's a sidebar with 'Assessments' and a list of items: 'Lección 1 | Hola, ¿quién eres?', 'Vocabulary Quizzes', 'Grammar Quizzes', 'Lesson Tests', and 'Optional Sections'. The main content area displays a '+ CREATE NEW' button and 'All Activities'. A modal window titled 'Assign' is open, showing the following settings for '1 Quiz selected':

- Due date:** 02/12/2025
- Category:** Homework
- Assign to:** Entire Section
- Maximum attempts:** 1
- Availability:**
 - The Quiz will be hidden until: I release it
 - Results will be available: when all students have been graded
- Due time:** The Quiz will be due at 11:59 PM
- Time limit:** Set a time limit (minutes): 0
- Randomize per student:** No
- Password:** Set a password (empty field)

At the bottom of the modal, there are 'CANCEL' and 'SAVE' buttons. The footer of the page includes 'For technical support click support.vhcer' and links for 'Store', 'Terms of use', and 'Privacy policy'.

88 Select your "Due Date".

Assign

1 Quiz selected

Due date: 02/12/2025

Category: February 2025

Assign to: Su Mo Tu We Th Fr Sa

Maximum: 1

Availability: 2 3 4 5 6 7 8

The Quiz will be available on: 9 10 11 12 13 14 15

Results will be available on: 16 17 18 19 20 21 22

Due time: 23 24 25 26 27 28

The Quiz will be due on: 23 24 25 26 27 28

Time limit: Set a time limit (minutes) edit

Randomize per student: No

Password: Set a password

CANCEL SAVE

89 Select "**Category**" and "**Assign to**" group.

The screenshot shows the 'vhlcentral' interface with an 'Assign' modal open. The modal contains the following fields and options:

- 1 Quiz selected**
- Due date:** 02/12/2025
- Category:** Homework
- Assign to:** Entire Section (highlighted with a red rectangle)
- Maximum attempts:** 1
- Availability:** The Quiz will be hidden until I release it. edit; Results will be available when all students have been graded edit
- Due time:** The Quiz will be due at 11:59 PM edit
- Time limit:** Set a time limit (minutes) edit
- Randomize per student:** No
- Password:** Set a password
- Buttons:** CANCEL, SAVE

The background shows a sidebar with 'Assessments' and a list of quiz types: Vocabulary Quizzes, Grammar Quizzes, Lesson Tests, and Optional Sections. The main content area shows a quiz titled 'Lección 1 | Hola, ¿qu... tal?'.

90

Select **"Maximum attempts"**, **"Availability"**, **"Due time"**, **"Time limit"** and **"Randomize per student"**.

The screenshot shows the 'Assign' dialog box in the vhlcentral interface. The dialog is titled 'Assign' and has a close button (X) in the top right corner. It displays the following settings:

- 1 Quiz selected
- Due date: 02/12/2025
- Category: Homework
- Assign to: Entire Section
- Maximum attempts: 1 (highlighted with a red box)
- Availability: 3 (highlighted with a red box)
- Due time: 6 (highlighted with a red box)
- Time limit: Unlimited (highlighted with a red box)
- Randomize per student: No (highlighted with a red box)
- Password: Set a password (empty field)

The background shows the vhlcentral dashboard with various navigation links and a sidebar with 'Assessments' and 'Vocabulary Quizzes'.

91 Under **Availability**, click "edit".

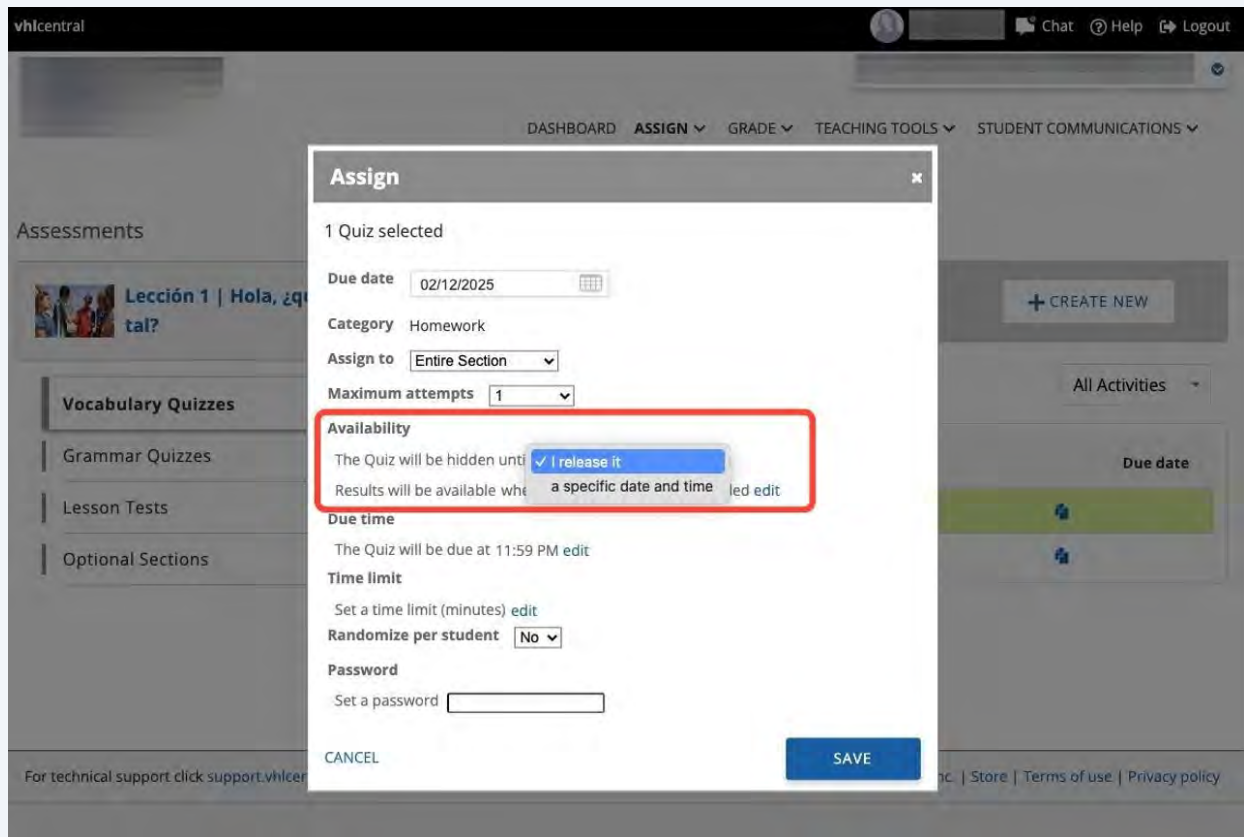
The screenshot shows a web interface with a top navigation bar containing 'DASHBOARD', 'ASSIGN', 'GRADE', 'TEACHING TOOLS', and 'STUDENT COMMUNICATIONS'. On the left, there's a sidebar with 'Assessments' and a list of items: 'Lección 1 | Hola, ¿quién eres?', 'Vocabulary Quizzes', 'Grammar Quizzes', 'Lesson Tests', and 'Optional Sections'. The main content area displays the 'Assign' dialog box for a selected quiz. The dialog has a title bar 'Assign' with a close button. It contains the following fields and options:

- 1 Quiz selected**
- Due date:** 02/12/2025 (with a calendar icon)
- Category:** Homework
- Assign to:** Entire Section (dropdown)
- Maximum attempts:** 1 (dropdown)
- Availability:** The Quiz will be hidden until I release it. [edit](#) (circled in red). Below it, 'Results will be available when all students have been graded' with an 'edit' link.
- Due time:** The Quiz will be due at 11:59 PM (with an 'edit' link)
- Time limit:** Set a time limit (minutes) (with an 'edit' link)
- Randomize per student:** No (dropdown)
- Password:** Set a password (text input)
- Buttons:** CANCEL and SAVE

At the bottom of the page, there is a footer with 'For technical support click support.vhlcenter.com', 'Store', 'Terms of use', and 'Privacy policy'.

92

Under "**Availability**", choose when the **assessment will be released**.



The screenshot shows the 'Assign' modal in the vhlcentral interface. The modal is titled 'Assign' and contains the following fields and options:

- 1 Quiz selected**
- Due date:** 02/12/2025
- Category:** Homework
- Assign to:** Entire Section
- Maximum attempts:** 1
- Availability:**
 - The Quiz will be hidden until ☒ I release it
 - Results will be available when ☐ a specific date and time
- Due time:** The Quiz will be due at 11:59 PM
- Time limit:** Set a time limit (minutes)
- Randomize per student:** No
- Password:** Set a password

The 'I release it' option is selected, and the 'Availability' section is highlighted with a red box. The 'SAVE' button is visible at the bottom right of the modal.

93

Choose when **results** will be available to the students.

The screenshot shows the 'Assign' dialog box in a learning management system. The dialog is titled 'Assign' and has a close button (X) in the top right corner. It contains the following fields and options:

- 1 Quiz selected**
- Due date:** 02/12/2025
- Category:** Homework
- Assign to:** Entire Section
- Maximum attempts:** 1
- Availability:**
 - The Quiz will be hidden until: I release it
 - Results will be available:** when all students have been graded (selected)
 - when I release them
 - after a specific date and time
 - after the due time
 - never
- Time limit:** never
- Randomize per student:** No
- Password:** Set a password
- Buttons:** CANCEL, SAVE

94 Click **"Edit"** under **Due Time** to determine when the assessment is due.

The screenshot shows a web interface for managing assessments. A modal titled "Assign" is open, displaying settings for a selected quiz. The "Due time" section is highlighted with a red circle around the time selection controls. The background shows a sidebar with "Assessments" and a list of quiz types: Vocabulary Quizzes, Grammar Quizzes, Lesson Tests, and Optional Sections. The main content area shows a quiz titled "Lección 1 | Hola, ¿q... tal?".

Assign

1 Quiz selected

Due date: 02/12/2025

Category: Homework

Assign to: Entire Section

Maximum attempts: 1

Availability

The Quiz will be hidden until: I release it

Results will be available: when all students have been graded

Due time

The Quiz will be due at: 11:59 PM

Time limit

Set a time limit (minutes): edit

Randomize per student: No

Password

Set a password:

CANCEL SAVE

95 Select the **Time limit**.

Assign

1 Quiz selected

Due date 02/12/2025

Category Homework

Assign to Entire Section

Maximum attempts 1

Availability

The Quiz will be hidden until I release it

Results will be available when all students have been graded

Due time

The Quiz will be due at 11 59 PM

Time limit

Set a time limit (minutes) edit

Randomize per student No

Password

Set a password

CANCEL SAVE

96

Decide if the questions will be **randomized per student** and if there will be a **password** included.

The screenshot shows the 'Assign' dialog box in the VISTAS interface. The dialog is titled 'Assign' and has a close button (X) in the top right corner. It contains the following fields and options:

- 1 Quiz selected**
- Due date:** 02/12/2025
- Category:** Homework
- Assign to:** Entire Section
- Maximum attempts:** 1
- Availability:**
 - The Quiz will be hidden until: I release it
 - Results will be available: when all students have been graded
- Due time:** The Quiz will be due at 11:59 PM
- Time limit:** Set a time limit (minutes): 0
- Randomize per student:** No (This field is highlighted with a red box)
- Password:** Set a password (This field is also highlighted with a red box)

At the bottom of the dialog, there are 'CANCEL' and 'SAVE' buttons. The background shows the VISTAS dashboard with navigation tabs: DASHBOARD, ASSIGN, GRADE, TEACHING TOOLS, and STUDENT COMMUNICATIONS.



Alert! Please note that randomized questions will also change the order of the answers.



Tip! Passwords could be used to ensure that students don't have access to assessments when reopening or re-assessing make-ups, or if multiple periods will take the same assessment. When creating passwords, avoid using "period 1", or "p1", or reusing the same password for all assessments.

97 Click "Save".

The screenshot shows a web interface with a sidebar on the left containing 'Assessments' and a list of quiz types: 'Vocabulary Quizzes', 'Grammar Quizzes', 'Lesson Tests', and 'Optional Sections'. The main area displays a modal dialog titled 'Assign' with the following fields and options:

- 1 Quiz selected**
- Due date:** 02/12/2025 (with a calendar icon)
- Category:** Homework
- Assign to:** Entire Section (dropdown)
- Maximum attempts:** 1 (dropdown)
- Availability:**
 - The Quiz will be hidden until: I release it (dropdown)
 - Results will be available: when all students have been graded (dropdown)
- Due time:** The Quiz will be due at 11:59 PM (time and AM/PM dropdowns)
- Time limit:** Set a time limit (minutes): 0 (input field)
- Randomize per student:** No (dropdown)
- Password:** Set a password (input field)
- Buttons:** CANCEL and SAVE (the SAVE button is highlighted with a red circle)

At the bottom of the sidebar, there is a link: 'For technical support click support,whic...'. The footer of the page includes links for 'Store', 'Terms of use', and 'Privacy policy'.

Assignment Calendar

98

Click on **"Assignment Calendar"** to view and edit assignments by date.

DASHBOARD ASSIGN ^ GRADE v TEACHING TOOLS v STUDENT COMMUNICATIONS v

Lección Preliminar

STRANDS

- ¿Cómo te llamas?
- ¿De dónde eres?
- ¿Cuántos años tienes?
- Fotonovela
- Cultura
- El salón de clases
- Los días de la semana
- Recapitulación
- Lista de vocabulario

ASSIGN SELECTED

☐ Lección Preliminar | ¿Cómo

☐ Presentations

☐ Hotspots: Conversaciones

☐ Hotspots: El alfabeto

☐ Nombres de chicos y chicas

☐ Emparejar

☐ Practice

☐ Completa el diálogo

☐ ¿Cómo te llamas? ¿Cómo se llama usted?

☐ Repite, por favor

☐ ¿Cómo se escribe tu nombre?

Activities
Assign activities or create custom activities.

Assessments
Assign assessments or create custom assessments.

My Content
Create, manage, and share instructor-created activities.

Assignment Calendar
View and edit assignments by date.

Start Assigning
Search for and assign specific types of activities.

Individual Assigning
Assign activities only to specific students.

Assignment Reordering
Change the order of assigned activities.

Activities assigned successfully.

+ CREATE NEW

All Activities

Due date
Wed 1/15
Wed 1/15
Wed 1/15
Wed 1/15

Due date
Wed 1/15
Wed 1/15
Thu 1/16
Thu 1/16

99

The Calendar will allow you to view the activities, category and the amount of time an average student should take to complete all of the assignments set for a particular day. You will also be able to see how many activities are assigned for the month and the average completion time.

< > JANUARY 2025						
assignments class days						
Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15 42m Lección Preliminar; Canvas: 2 Lección Preliminar: VHL: 4	16 21m Lección Preliminar; Canvas: 4	17	18
19	20	21	22	23	24	25
26	27 32m Lección Preliminar; Canvas: 4	28	29	30	31	

January Totals: 14 activities, 1h 35m

Reassigning Activities or Assessments

100

To reassign an activity or assessment. Click on the activity or assessment you wish to change. Click "reassign".

START ASSIGNING

4 activities selected

Course:

Sections:

Activity	Lesson	Category	Due date
<input checked="" type="checkbox"/> ¿cómo te llamas?: Repite, por favor	Lección Preliminar	Canvas	Thu 01/16
<input checked="" type="checkbox"/> ¿cómo te llamas?: ¿Cómo se escribe tu nombre?	Lección Preliminar	Canvas	Thu 01/16
<input checked="" type="checkbox"/> ¿cómo te llamas?: Palabras	Lección Preliminar	Canvas	Thu 01/16
<input checked="" type="checkbox"/> ¿cómo te llamas?: Ordenar	Lección Preliminar	Canvas	Thu 01/16

CANCEL UNASSIGN REASSIGN

assignments class days

Sunday Monday Tuesday Wednesday Thursday Friday Saturday

5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30 31

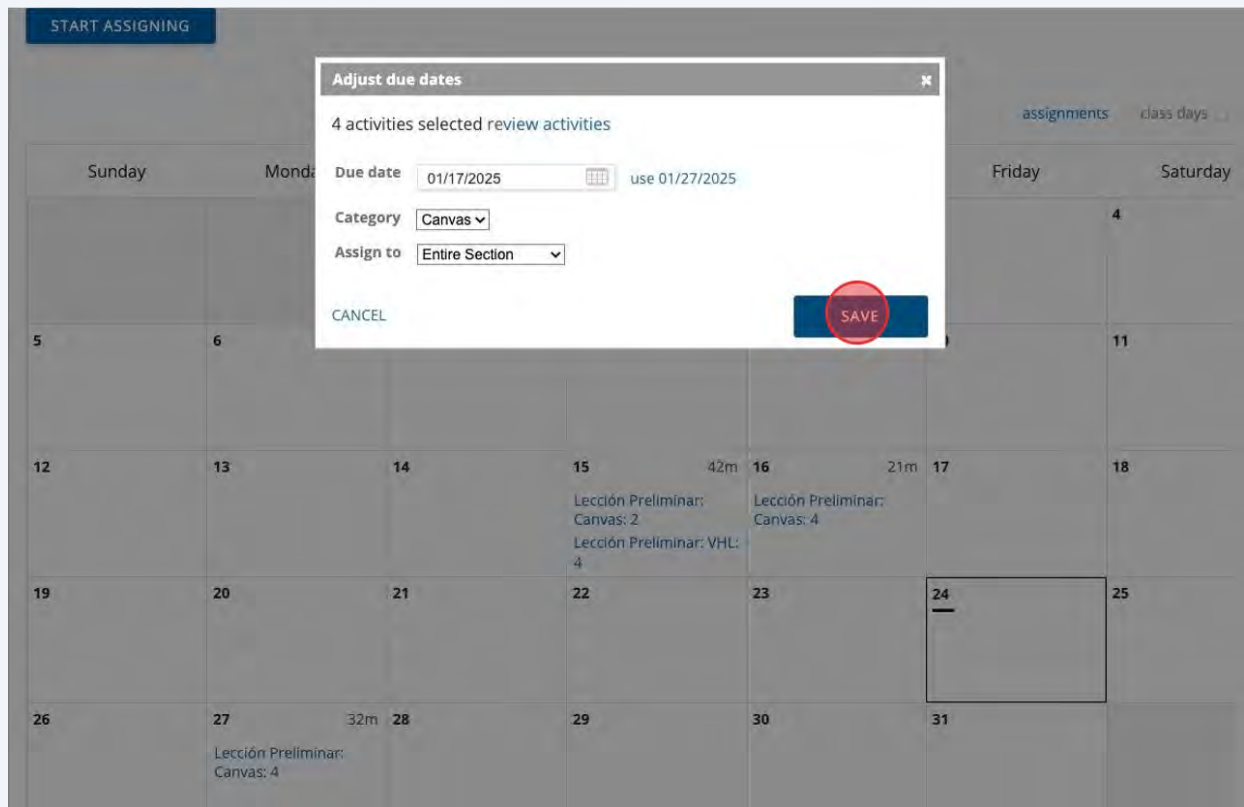
Lección Preliminar; Canvas: 2
Lección Preliminar; VHL: 4

Lección Preliminar; Canvas: 4

Lección Preliminar; Canvas: 4

Lección Preliminar; Canvas: 4

101 Click "Save".



- 102 Any changes made will be reflected in the **Assignment Calendar**, along with an acknowledgement that the changes have been made.

Assignment Calendar

START ASSIGNING

< > JANUARY 2025

assignments class days

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15 42m Lección Preliminar; Canvas: 2 Lección Preliminar: VHL: 4	16	17 21m Lección Preliminar; Canvas: 4	18
19	20	21	22	23	24	25

Recategorizing Assignments in Canvas



Alert! Assignments will sync to Canvas under the first or original "Assignment Group" **after** the vhlcentral due date has passed. This group should have a 0% weight if it only captures the grade sync. In that case, the assignments will need to be recategorized to their corresponding weighted category by dragging and dropping them accordingly. If they don't need to be categorized, adjust the percentage based on your district or school requirements.



Tip! Below, you will see that the first assignment group has been renamed VHL Assignments and other assignment groups have been added. If you have questions about creating, editing or adding weights to Assignment Groups, see your school IT or Canvas experts.

103 Vhlcentral activities and assessments will sync to the default (original) Assignment Category.

Search...

+ Group + Assignment

▼ VHL Assignments

- VHL Completa el diálogo
Due Jan 15 at 11:59pm | 10 pts
- VHL ¿Cómo te llamas? ¿Cómo se llama usted?
Due Jan 15 at 11:59pm | 10 pts
- VHL Repite, por favor
Due Jan 17 at 11:59pm | 150 pts
- VHL ¿Cómo se escribe tu nombre?
Due Jan 17 at 11:59pm | 10 pts
- VHL Palabras
Due Jan 17 at 11:59pm | 14 pts
- VHL Ordenar
Due Jan 17 at 11:59pm | 10 pts

▼ Classwork

No assignments in this group

104 To recategorize an assignment, click and hold the eight dots on the left-hand side of the assignment.

▼ VHL Assignments

- VHL Completa el diálogo
Due Jan 15 at 11:59pm | 10 pts
- VHL ¿Cómo te llamas? ¿Cómo se llama usted?
Due Jan 15 at 11:59pm | 10 pts
- VHL Repite, por favor
Due Jan 17 at 11:59pm | 150 pts
- VHL ¿Cómo se escribe tu nombre?
Due Jan 17 at 11:59pm | 10 pts
- VHL Palabras
Due Jan 17 at 11:59pm | 14 pts
- VHL Ordenar
Due Jan 17 at 11:59pm | 10 pts

▼ Classwork

No assignments in this group

105 Drag and drop the assignment to the appropriate category.

VHL ¿Cómo se escribe tu nombre?

Due Jan 17 at 11:59pm | 10 pts

VHL Palabras

Due Jan 17 at 11:59pm | 14 pts

VHL Ordenar

Due Jan 17 at 11:59pm | 10 pts

▼ Classwork

VHL Completa el diálogo

Due Jan 15 at 11:59pm | 10 pts

▼ Homework

No assignments in this group

▼ Quizzes

Made with Scribe - <https://scribehow.com>

81

106 Repeat that process until all assignments have been recategorized.

The screenshot displays a user interface for managing assignments. It features three main sections, each with a header bar and a list of items:

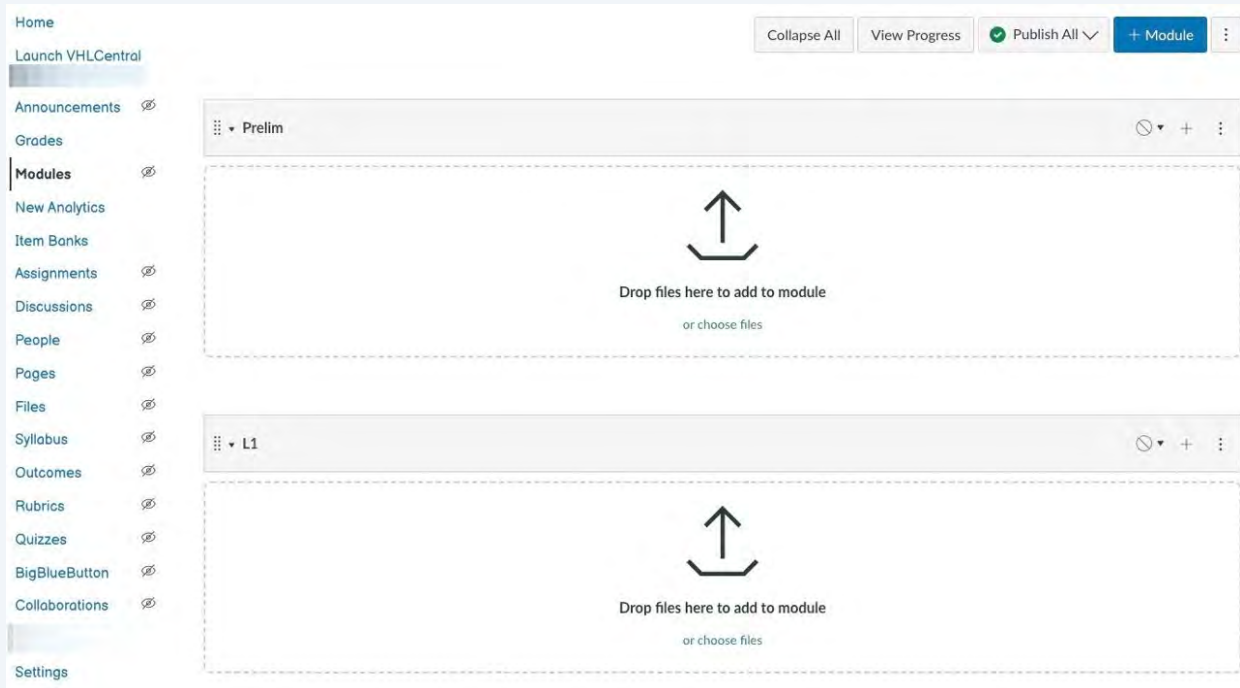
- VHL Assignments:** The header bar shows a dropdown arrow, the text "VHL Assignments", a plus icon, and a three-dot menu icon. Below the header, a message states "No assignments in this group".
- Classwork:** The header bar shows a dropdown arrow, the text "Classwork", a plus icon, and a three-dot menu icon. Below the header, there is a list of four assignments, each with a document icon, a title, a due date and time, a point value, a green checkmark, and a three-dot menu icon:
 - VHL Completa el diálogo**
Due Jan 15 at 11:59pm | 10 pts
 - VHL ¿Cómo te llamas? ¿Cómo se llama usted?**
Due Jan 15 at 11:59pm | 10 pts
 - VHL Palabras**
Due Jan 17 at 11:59pm | 14 pts
 - VHL Ordenar**
Due Jan 17 at 11:59pm | 10 pts
- Homework:** The header bar shows a dropdown arrow, the text "Homework", a plus icon, and a three-dot menu icon. Below the header, there is a list of one assignment with a document icon, a title, a due date and time, a point value, a green checkmark, and a three-dot menu icon:
 - VHL Repite, por favor**
Due Jan 17 at 11:59pm | 150 pts

Deep Links

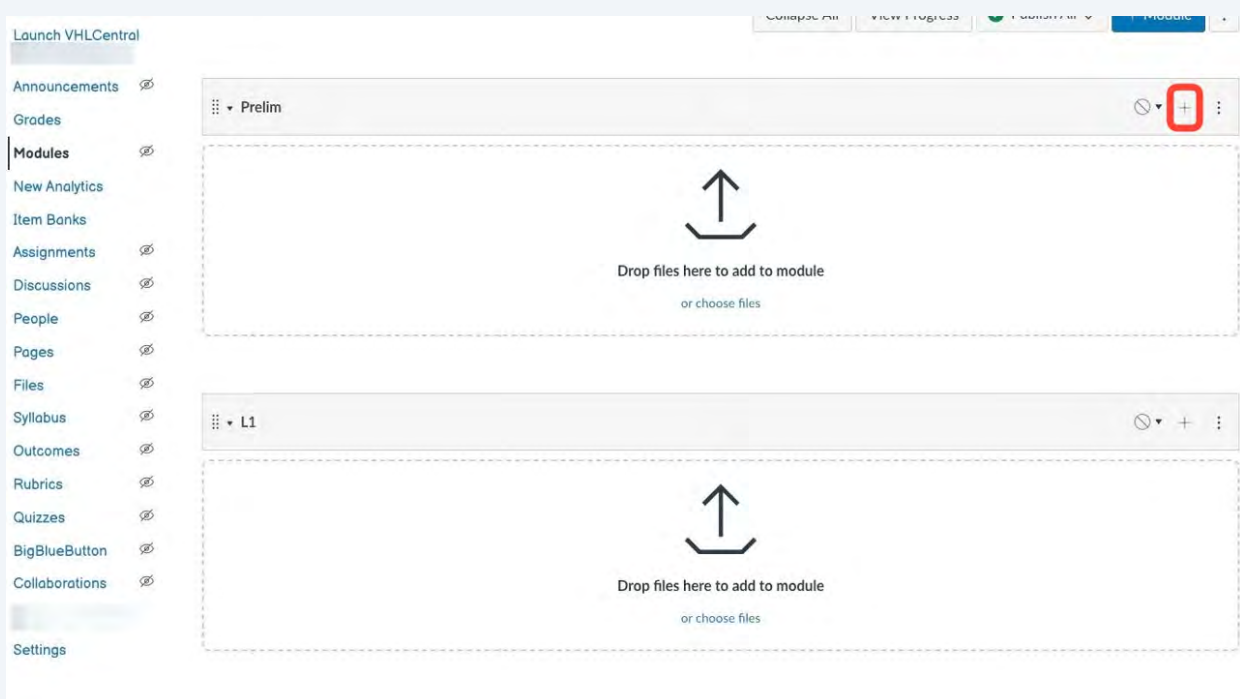


Alert! **Deep Links** are "**shortcuts**" or "**entry points**" to vhlcentral. Assignments must be completed via vhlcentral. Deep links help direct students to specific activities or assessments.

107 In Modules, go to the Module to which you would like to create the **"Deep Link"**.



108 Click on the "+" on the gray Module bar.



109 Select the "**External Tool**" option.

Add Item to Prelim

Add **External Tool** to Prelim

Select a tool from the list below, or enter a URL for an external tool you already know is configured with Basic LTI to add a link to it to this module.

Loading...

URL:

Page Name:

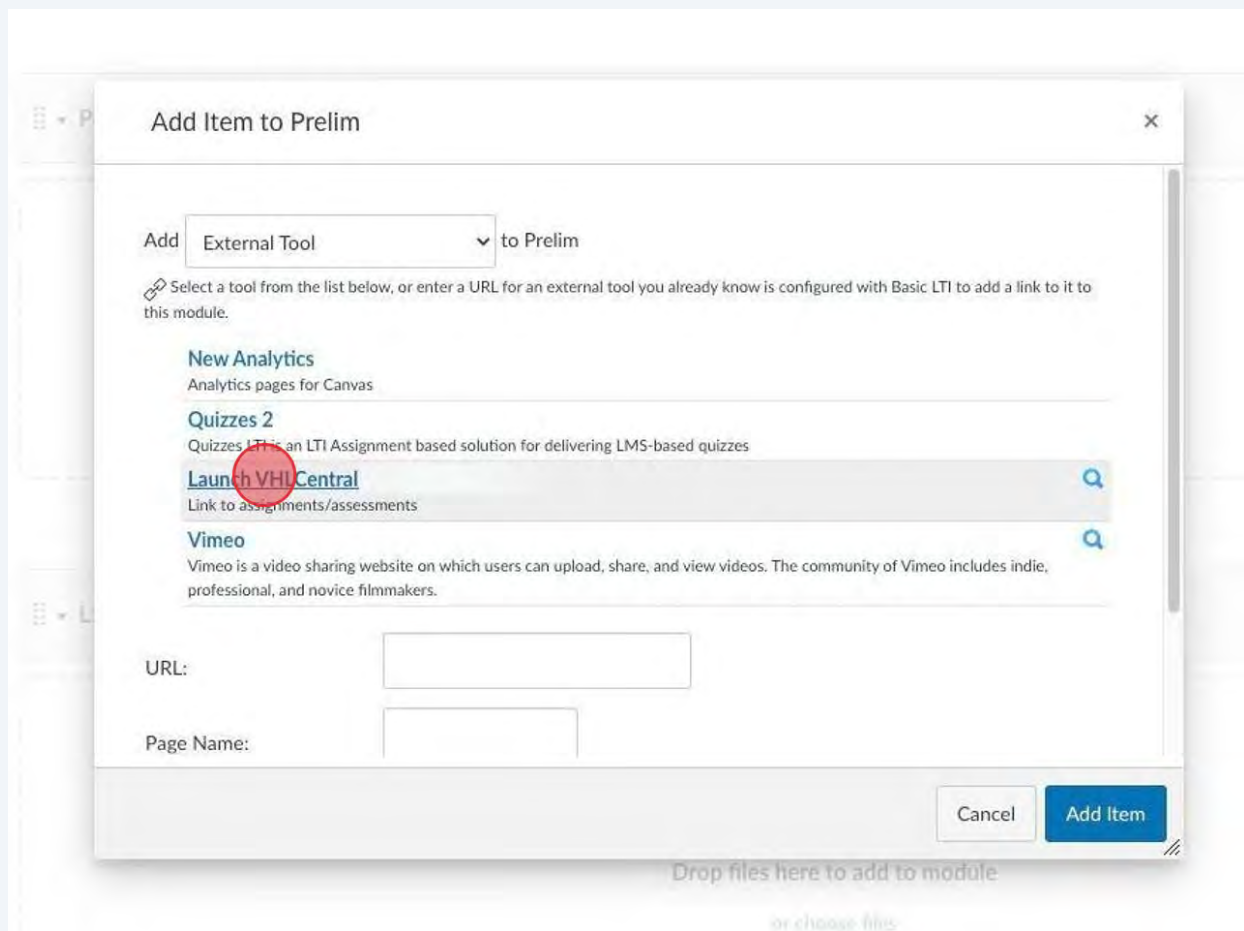
☐ Load in a new tab

Indentation: Don't Indent

Cancel Add Item

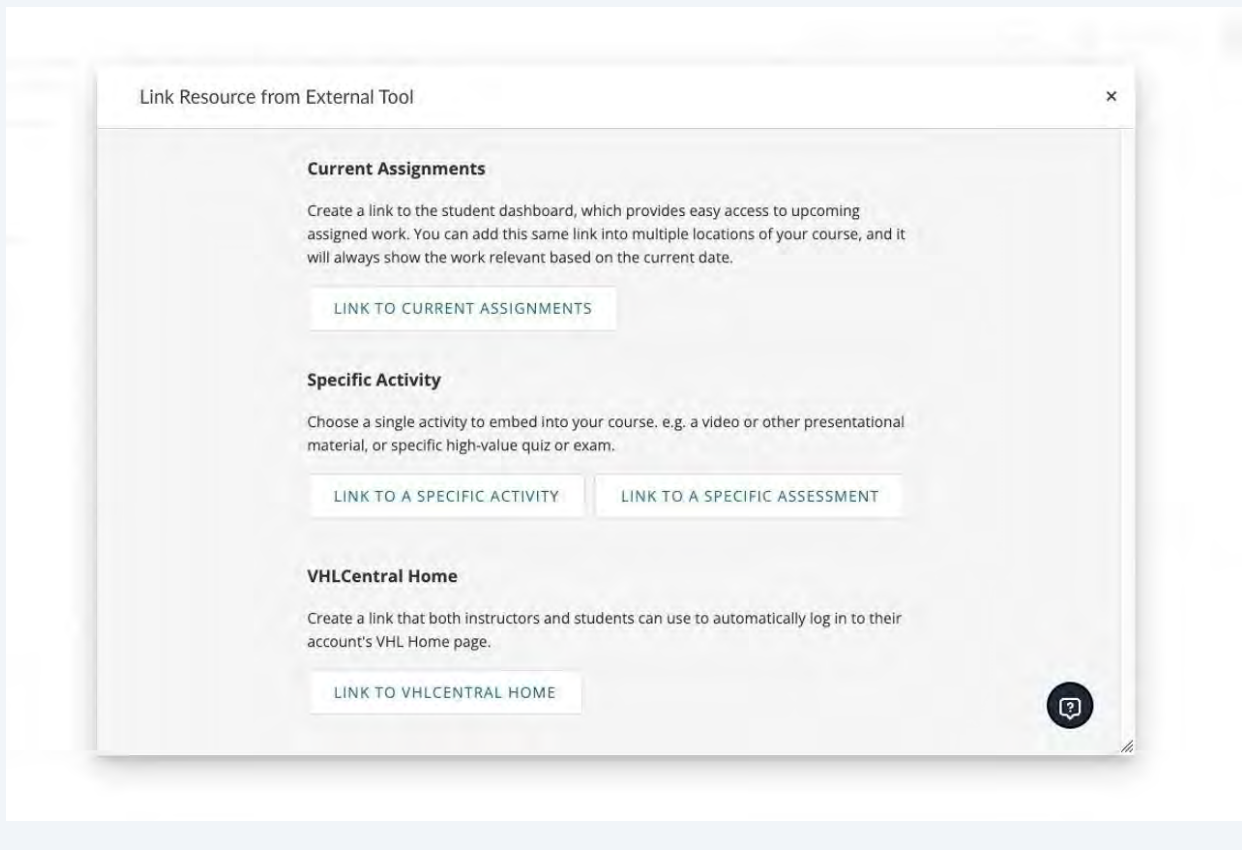
Drop files here to add to module

110 Click "Launch vhlcentral".

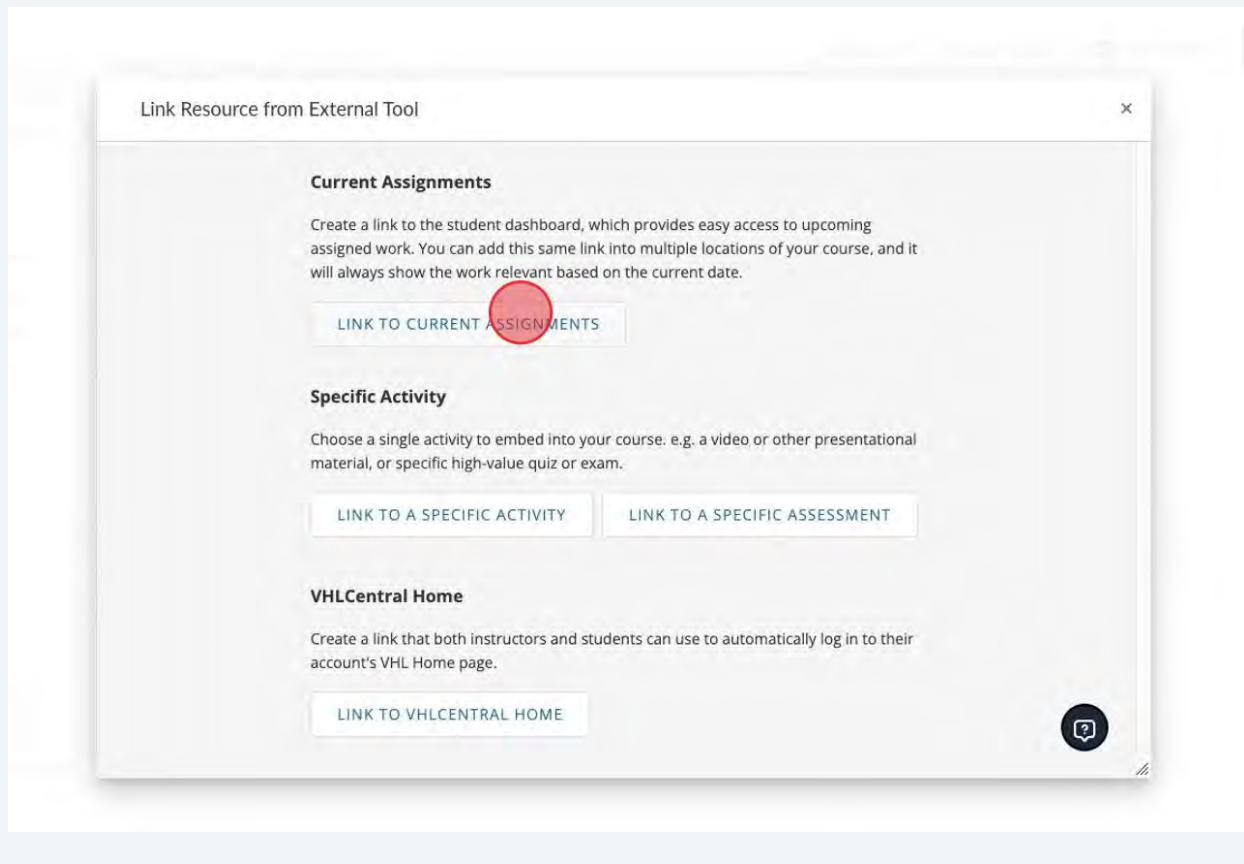


111 You will see the following pop-up with four options:

- **Link to Current Assignments** - takes the students to a modified dashboard that will show all of the assigned activities within a seven-day period.
- **Link to a Specific Activity** - takes students directly to a specific activity
- **Link to a Specific Assessment** - takes students directly to a specific assessment
- **Link to vhlcentral Home** - takes students to the vhlcentral homepage. This link is not necessary since there is a Launch vhlcentral link in Canvas Navigation



112 Click "Link to Current Assignments".



113

In the **"Page Name:"** field, you can leave the "Current Assignments" name or change the name. For example: L1 Current Assignments or add a due date for the Lesson or Unit, or week, etc.

Add Item to Prelim

New Analytics
Analytics pages for Canvas

Quizzes 2
Quizzes LTI is an LTI Assignment based solution for delivering LMS-based quizzes

Launch VHLCentral
Link to assignments/assessments

Vimeo
Vimeo is a video sharing website on which users can upload, share, and view videos. The community of Vimeo includes indie, professional, and novice filmmakers.

URL:

Page Name:

☐ Load in a new tab

Indentation:


Drop files here to add to module


114 Click "Add Item".

Add Item to Prelim

New Analytics
Analytics pages for Canvas

Quizzes 2
Quizzes LTI is an LTI Assignment based solution for delivering LMS-based quizzes

Launch VHLCentral K12 Private School 
Link to assignments/assessments

Vimeo 
Vimeo is a video sharing website on which users can upload, share, and view videos. The community of Vimeo includes indie, professional, and novice filmmakers.

URL:

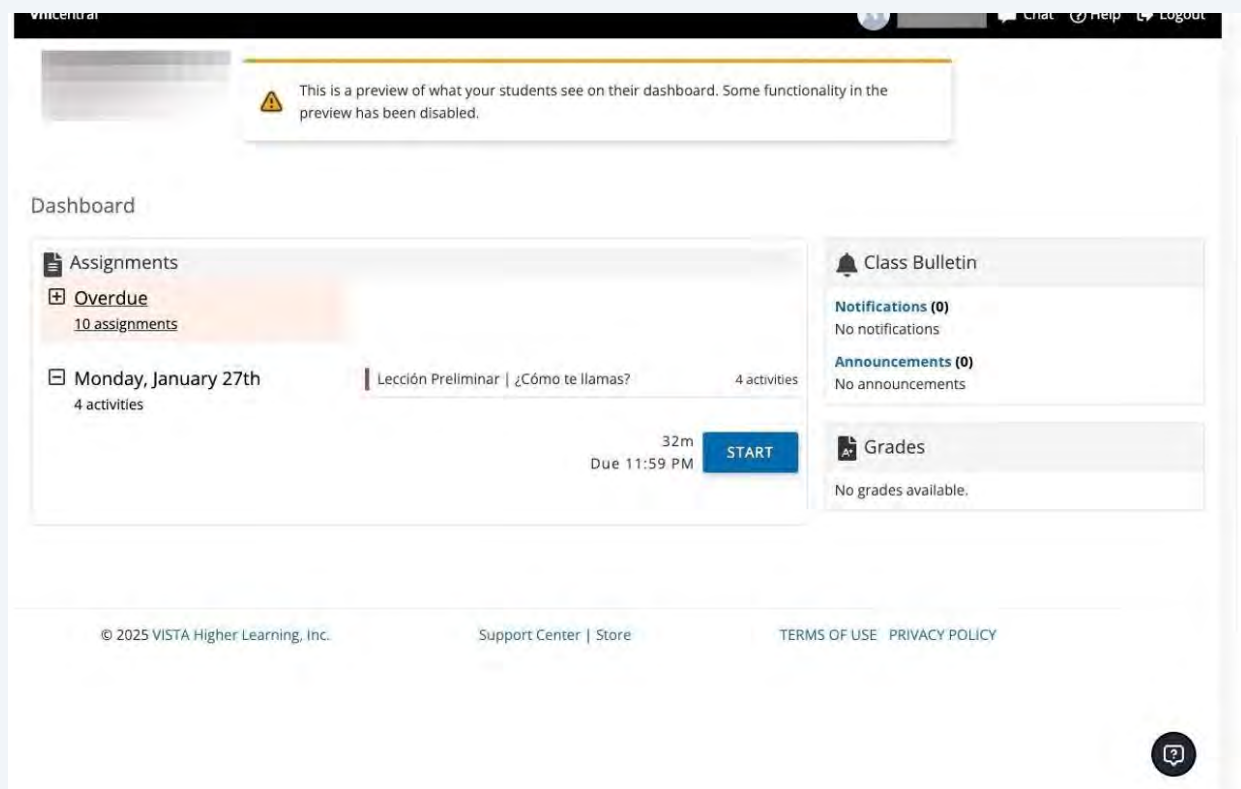
Page Name:

☐ Load in a new tab

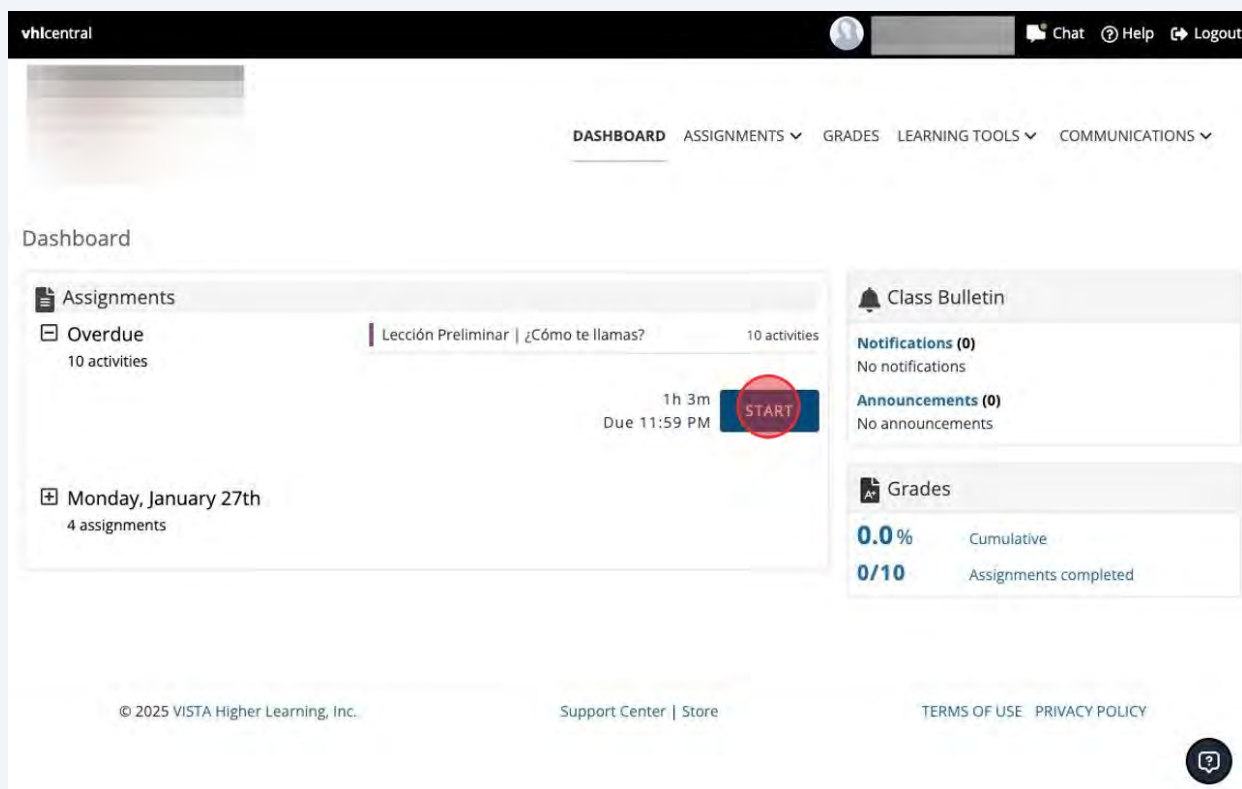
Indentation:

Drop files here to add to module

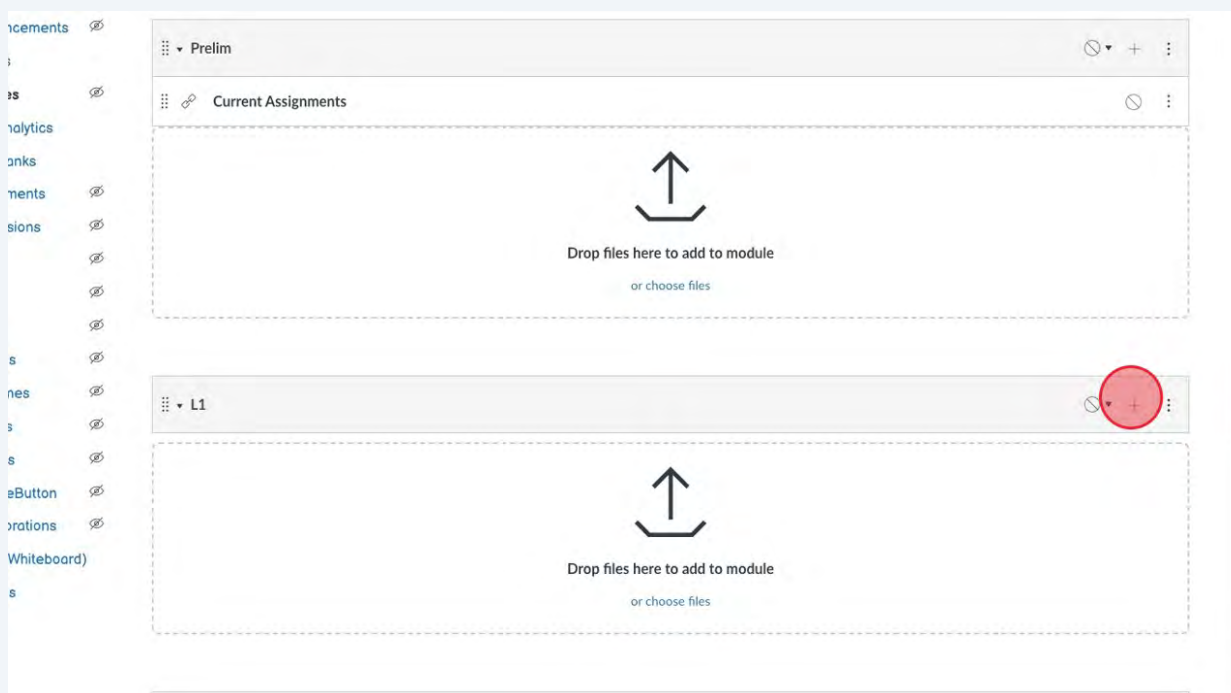
115 This is the student view of "Current Assignments".



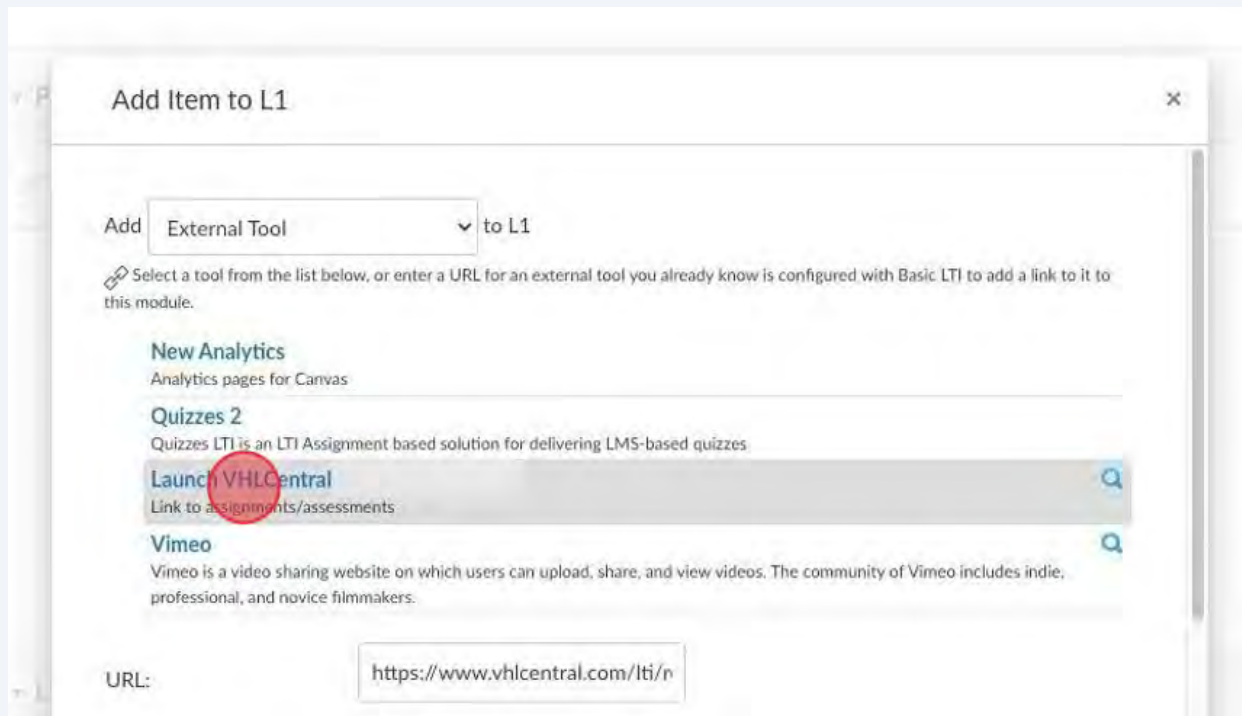
- 116 Students can click **"Start"** and they will be able to work through their assignments in order.



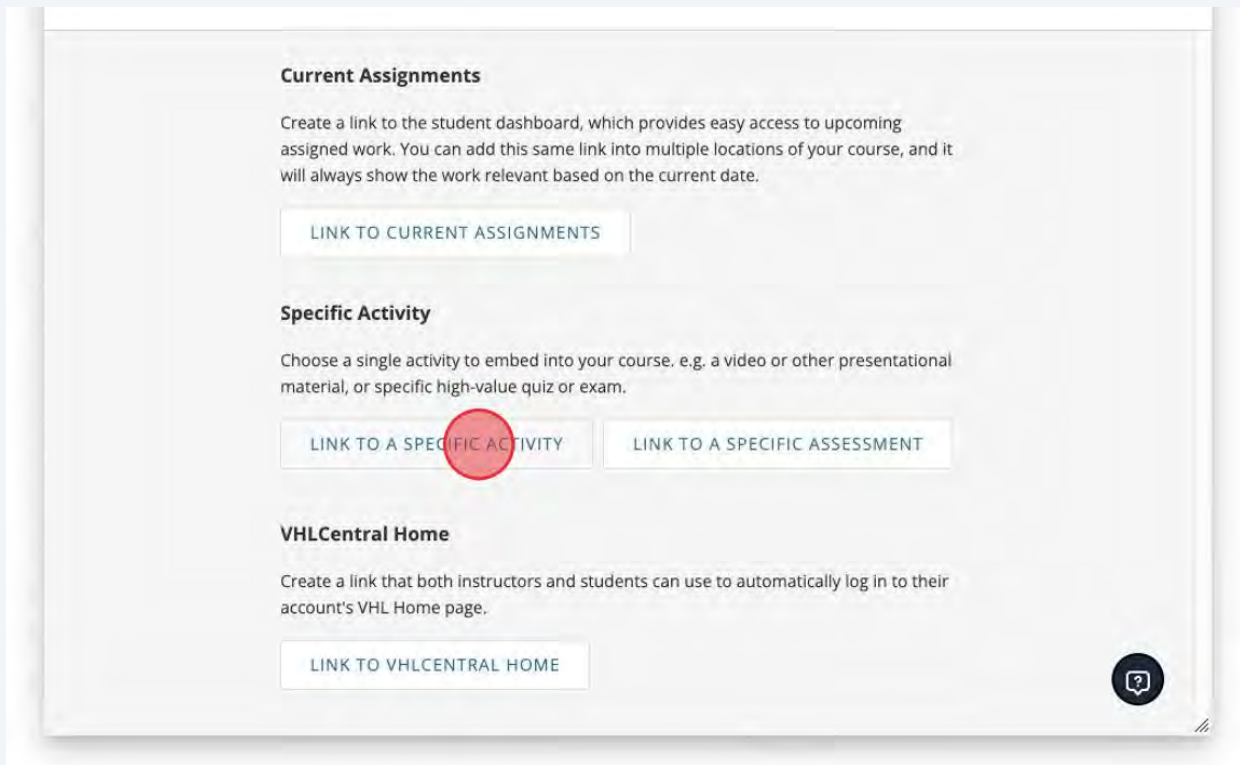
- 117 For **"Specific Activity"** or **"Specific Assessment"**, you will repeat the initial process of clicking the "+" on the gray bar of the module you would like to add the **"Deep Link"** to.



118 Click "Launch vhlcentral".



119 Click "Link to a Specific Activity".



Alert! For **Grade Passback** to work properly, activities and assessments must be assigned in vhlcentral. **Deep Links** do not assign activities or assessments. If you link a specific activity or assessment that is not assigned and has a due date, students will be able to complete it, but as a teacher, you will not see the grade in vhlcentral. It will go into the student's unassigned grades.

120 Click "LINK".

Link Resource from External Tool

tienes?

Fotonovela

Cultura

El salón de clases

Los días de la semana

Recapitulación

Lista de vocabulario

Multiple choice
Completa el diálogo
Lección Preliminar | ¿Cómo te llamas?
Points possible: 10

Presentations	Due date
Hotspots: Conversaciones	Wed 1/15 LINK
Hotspots: El alfabeto	Wed 1/15 LINK
Nombres de chicos y chicas	Wed 1/15 LINK
Emparejar	Wed 1/15 LINK

Practice	Due date
Completa el diálogo	Wed 1/15 LINK
¿Cómo te llamas? ¿Cómo se llama usted?	Wed 1/15 LINK
Repite, por favor	Fri 1/17 LINK
¿Cómo se escribe tu nombre?	Fri 1/17 LINK
Palabras	Fri 1/17 LINK
Ordenar	Fri 1/17 LINK

Communication	Due date
---------------	----------

121 Click "Create" once you have selected the appropriate "LINK".

Link Resource from External Tool

tienes?

Fotonovela

Cultura

El salón de clases

Los días de la semana

Recapitulación

Lista de vocabulario

Create Link
Lección Preliminar - ¿Cómo te llamas? - Completa el diálogo
CANCEL CREATE

Presentations	Due date
Hotspots: Conversaciones	Wed 1/15 LINK
Hotspots: El alfabeto	Wed 1/15 LINK
Nombres de chicos y chicas	Wed 1/15 LINK
Emparejar	Wed 1/15 LINK

Practice	Due date
Completa el diálogo	Wed 1/15 LINK
¿Cómo te llamas? ¿Cómo se llama usted?	Wed 1/15 LINK
Repite, por favor	Fri 1/17 LINK
¿Cómo se escribe tu nombre?	Fri 1/17 LINK
Palabras	Fri 1/17 LINK
Ordenar	Fri 1/17 LINK

Communication	Due date
---------------	----------

122 Click "Add Item".

The screenshot shows a dialog box titled "Add Item to Prelim" with a close button (X) in the top right corner. The dialog contains a list of items with search icons (magnifying glass) to their right:

- New Analytics**
Analytics pages for Canvas
- Quizzes 2**
Quizzes LTI is an LTI Assignment based solution for delivering LMS-based quizzes
- Launch VHLCentral K12 Private School** (highlighted)
Link to assignments/assessments
- Vimeo**
Vimeo is a video sharing website on which users can upload, share, and view videos. The community of Vimeo includes indie, professional, and novice filmmakers.

Below the list, there are input fields and a checkbox:

URL:

Page Name:

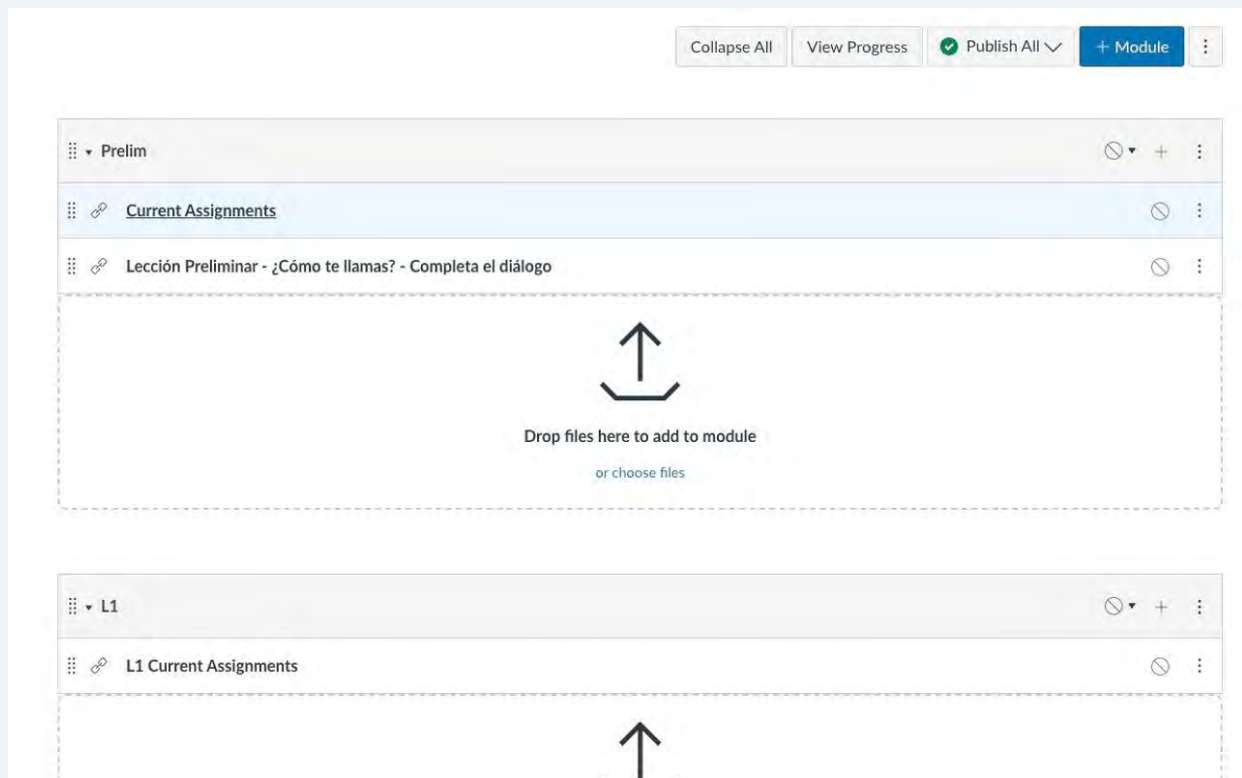
☐ Load in a new tab

Indentation:

At the bottom right, there are two buttons: "Cancel" and "Add Item". The "Add Item" button is highlighted with a red circle.

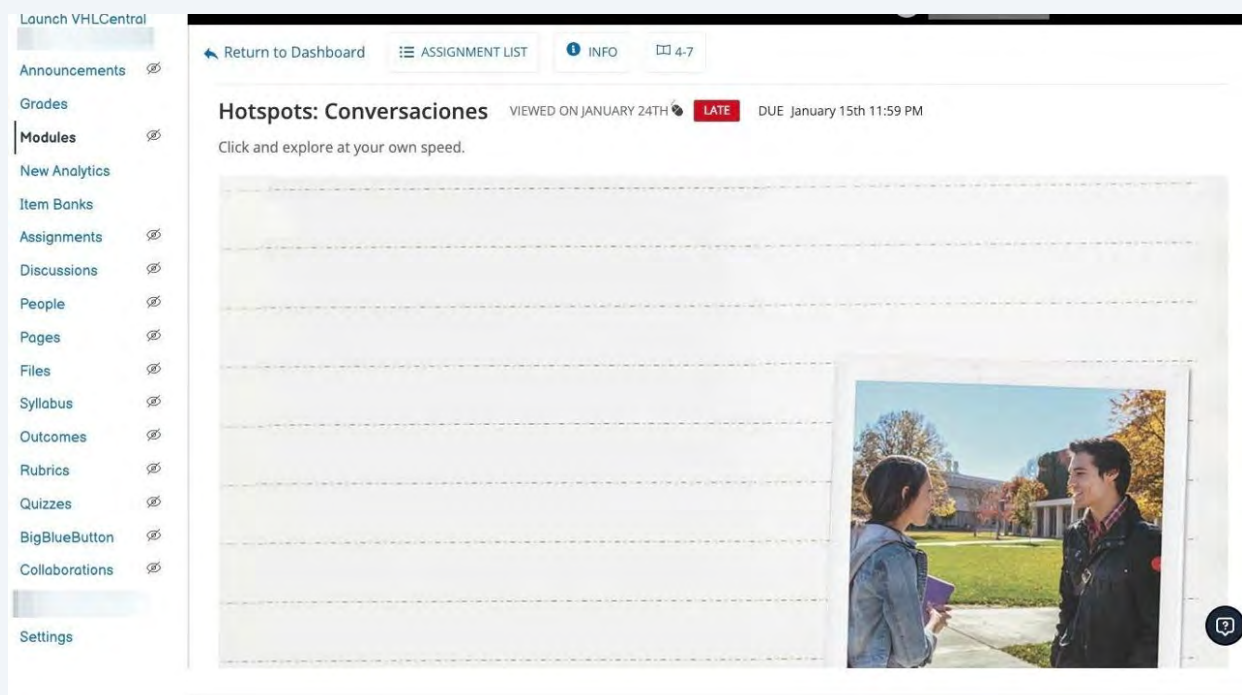
123

Below you will find examples of both **"Current assignments"** and a **"Specific Activity"** under **Modules**. Remember, the Current Assignments will take the students to a modified dashboard, while the other link will take you to the specific activity without having to see the dashboard first.



124

This is the student view of **"Specific Activity"**.



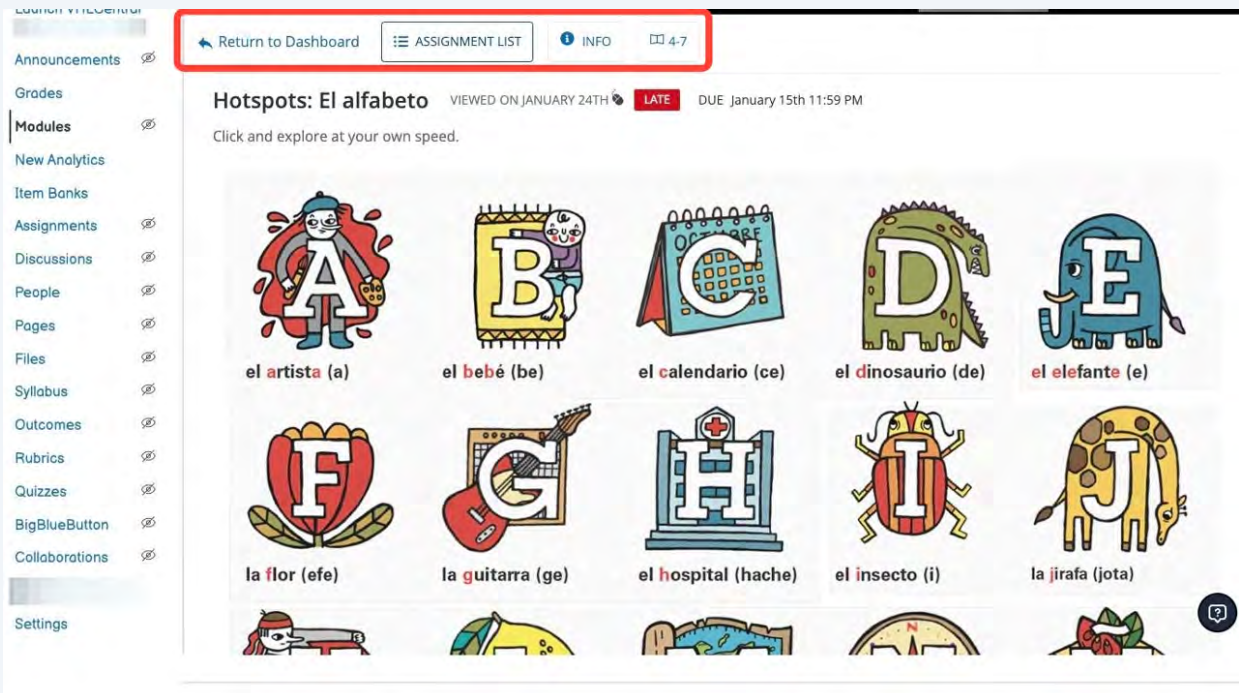
125

Once students are done with that activity, they can click on **"Next Activity"** to proceed to the next activity.

The screenshot displays a language learning interface. On the left is a sidebar menu with the following items: Announcements, Grades, Modules (highlighted), New Analytics, Item Banks, Assignments, Discussions, People, Pages, Files, Syllabus, Outcomes, Rubrics, Quizzes, BigBlueButton, Collaborations, and Settings. The main content area features a conversation exercise with two speech bubbles. The first bubble contains the text: "—Me llamo Antonia Guzman. ¿Y usted?", "—Daniel Soto. Encantado, señora Guzmán.", and "—Igualmente, señor Soto." The second bubble contains: "—Hola, señor. ¿Cómo se llama usted?", "—Mateo Pérez. ¿Y tú? ¿Cómo te llamas?", "—Me llamo Eduardo Salinas.", "—Mucho gusto, Eduardo.", and "—El gusto es mío, señor Pérez." Below the bubbles is a "Description" section. At the bottom of the main area is a blue button labeled "NEXT ACTIVITY", which is circled in red. The footer includes the copyright notice "© 2025 VISTA Higher Learning, Inc.", links for "Support Center" and "Store", "TERMS OF USE" and "PRIVACY POLICY", and a help icon. A "Next" button is visible at the bottom right of the page.

126 Once the students are in an actual activity, they will see a few links:

- **Return to Dashboard** - takes the student to the full vhlcentral dashboard
- **Assignment List** - shows a list of the assignments the students will need to complete
- **Book icon 4-7** - shows the students the textbook pages that are relevant to that particular activity



127 This is the student view of the "Assignment List".

The screenshot shows the student view of the "Assignment List" in VHLCentral. The interface includes a sidebar on the left with navigation links: Home, Launch VHLCentral, Announcements, Grades, Modules, New Analytics, Item Banks, Assignments, Discussions, People, Pages, Files, Syllabus, Outcomes, Rubrics, Quizzes, BigBlueButton, Collaborations, Lucid (Whiteboard), and Settings. The main content area is titled "Assignments" and shows a list of assignments for the course "¿Cómo te llamas?". The assignments are categorized by "Lección" (Lesson) and "Preliminar" (Preliminary). The assignments listed are:

- Hotspots: Conversaciones (Lección Preliminar) - Opened
- Hotspots: El alfabeto (Lección Preliminar) - In Progress
- Nombres de chicos y chicas (Lección Preliminar)
- Emparejar (Lección Preliminar)
- Completa el diálogo (Lección Preliminar)
- ¿Cómo te llamas? ¿Cómo se llama usted? (Lección Preliminar)
- Repíte, por favor (Lección Preliminar)
- ¿Cómo se escribe tu nombre? (Lección Preliminar)
- Palabras

The assignment "Hotspots: El alfabeto" is currently selected, showing a grid of 12 items. Each item consists of a large letter and a corresponding illustration. The items are:

- B: bebé (be)
- C: el calendario (ce)
- D: el dinosaurio (de)
- E: el elefante (e)
- G: guitarra (ge)
- H: el hospital (hache)
- I: el insecto (ii)
- J: la jirafa (jota)

The grid is titled "WED ON JANUARY 24TH" and "LATE DUE January 15th 11:59 PM". A red circle highlights the "ENT LIST" button in the top right corner of the assignment grid. A "Next" button is visible at the bottom right of the grid.

128

This is the student view of the **vh!central Dashboard**. Notice students now have access to:

- **Dashboard**
- **Assignments**
- **Grades**
- **Learning Tools**

As well as the **Modified Dashboard** they saw when they clicked on "**Current Assignments**".

