



vhlcentral

**LTI-Advantage with Rostering
Canvas**

Educator Guide

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Canvas Rostering Educator Guide

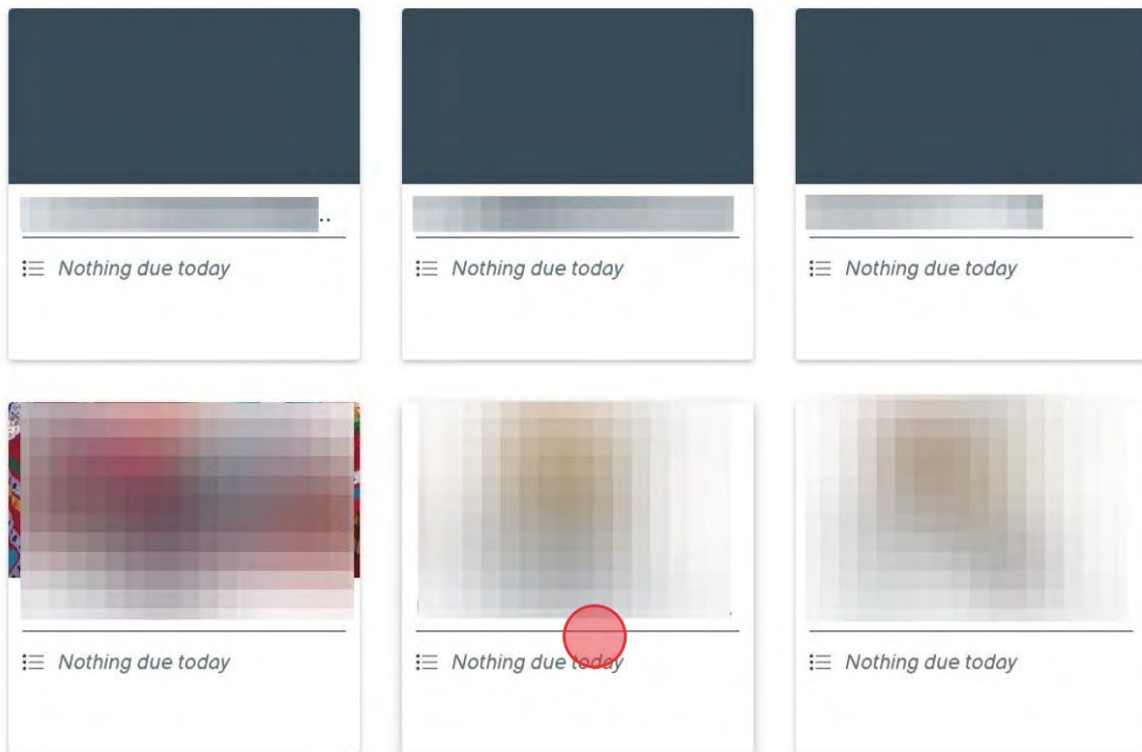
Enable "Launch vhlcentral" in Canvas

1 Navigate to your Canvas instance.

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

My Subjects

Published Courses (10)



3 Click "Settings".

New Analytics

Item Banks

Lucid (Whiteboard)

Assignments

Discussions

People

Pages

Files

Syllabus

Outcomes

Rubrics

Quizzes

BigBlueButton

Collaborations

Settings

Image:

Name:

Course Code:

Blueprint Course: ☐ Enable course as a Blueprint Course

Course Template: ☐ Enable course as a Course Template

Time Zone:

SIS ID:

Subaccount:

Term:

Participation:

Course participation is limited to **term** start and end dates.

Start

4 Click "Navigation".

Settings

Home

Announcements

Grades

Modules

New Analytics

Item Banks

Lucid (Whiteboard)

Assignments

Discussions

People

Course Details

Sections

Navigation

Apps

Feature Options

Integrations

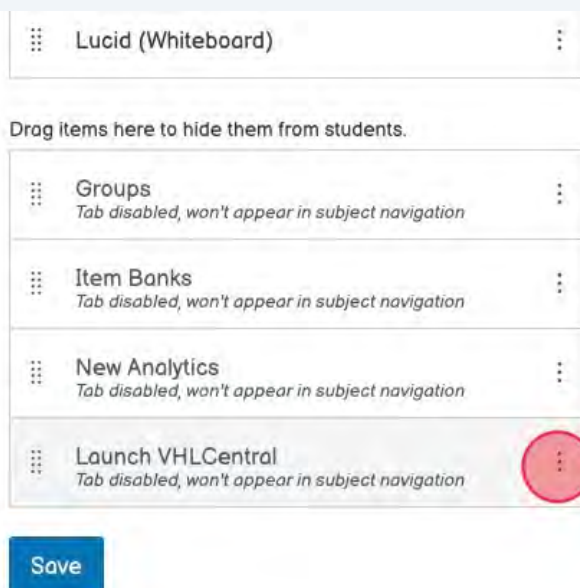
Course Details

Image:

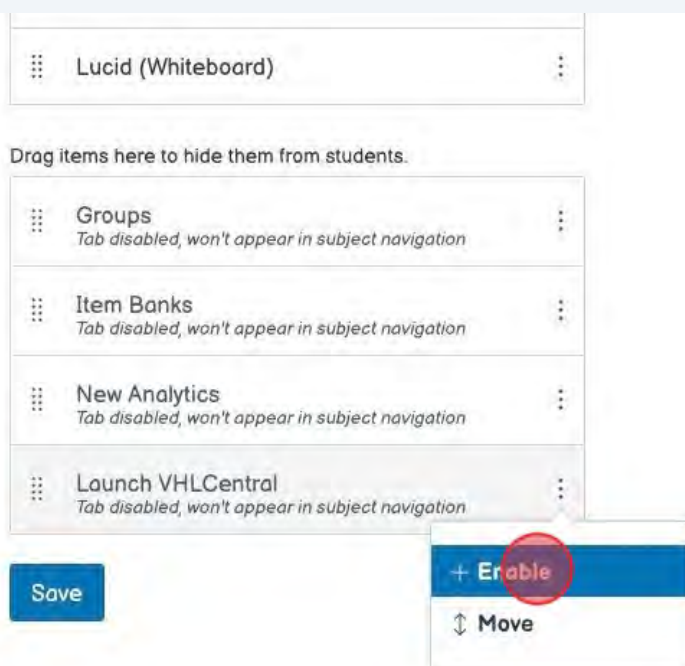
Name:

Course Code:

- 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.

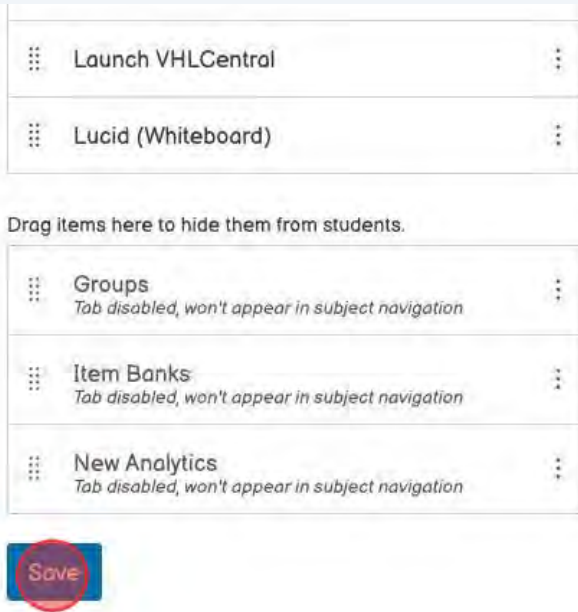




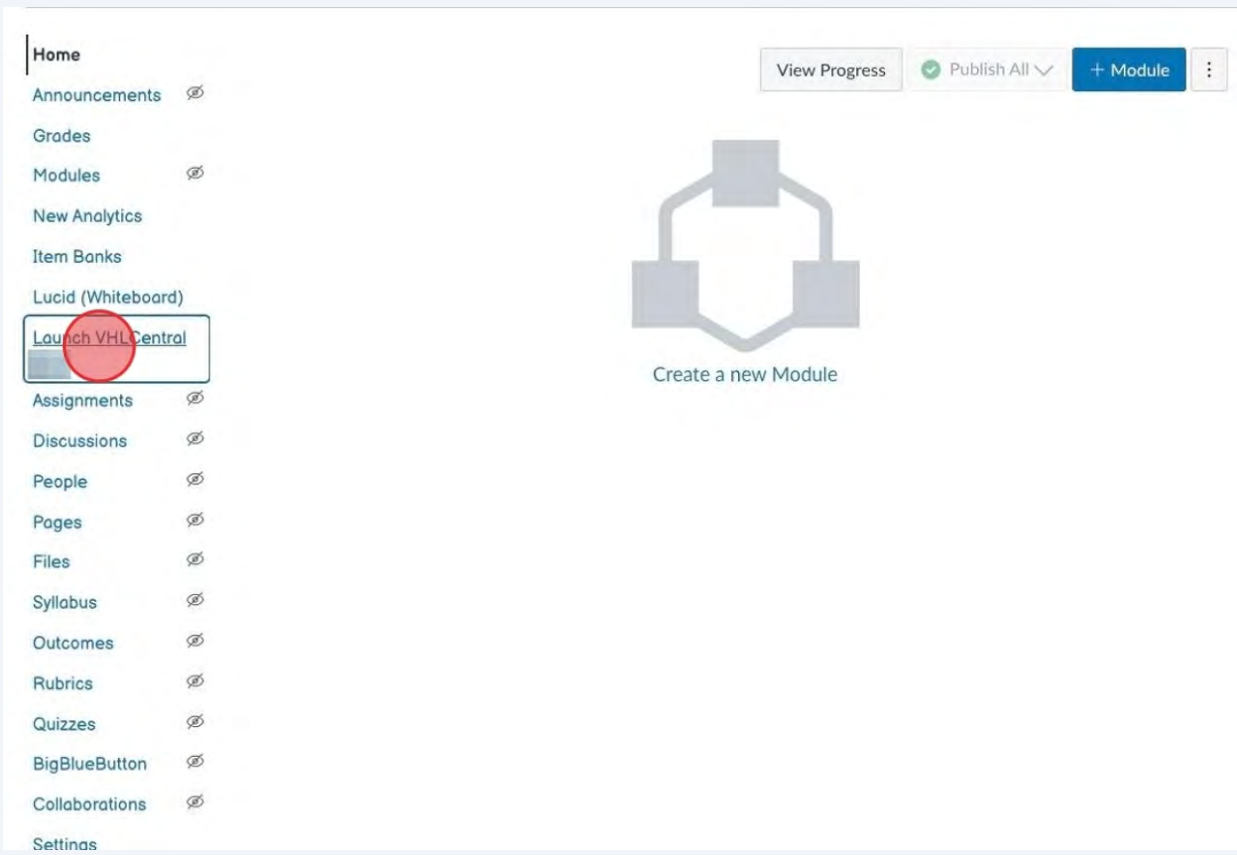
Tip! You can also drag and drop **"Launch vhlcentral"**.

7

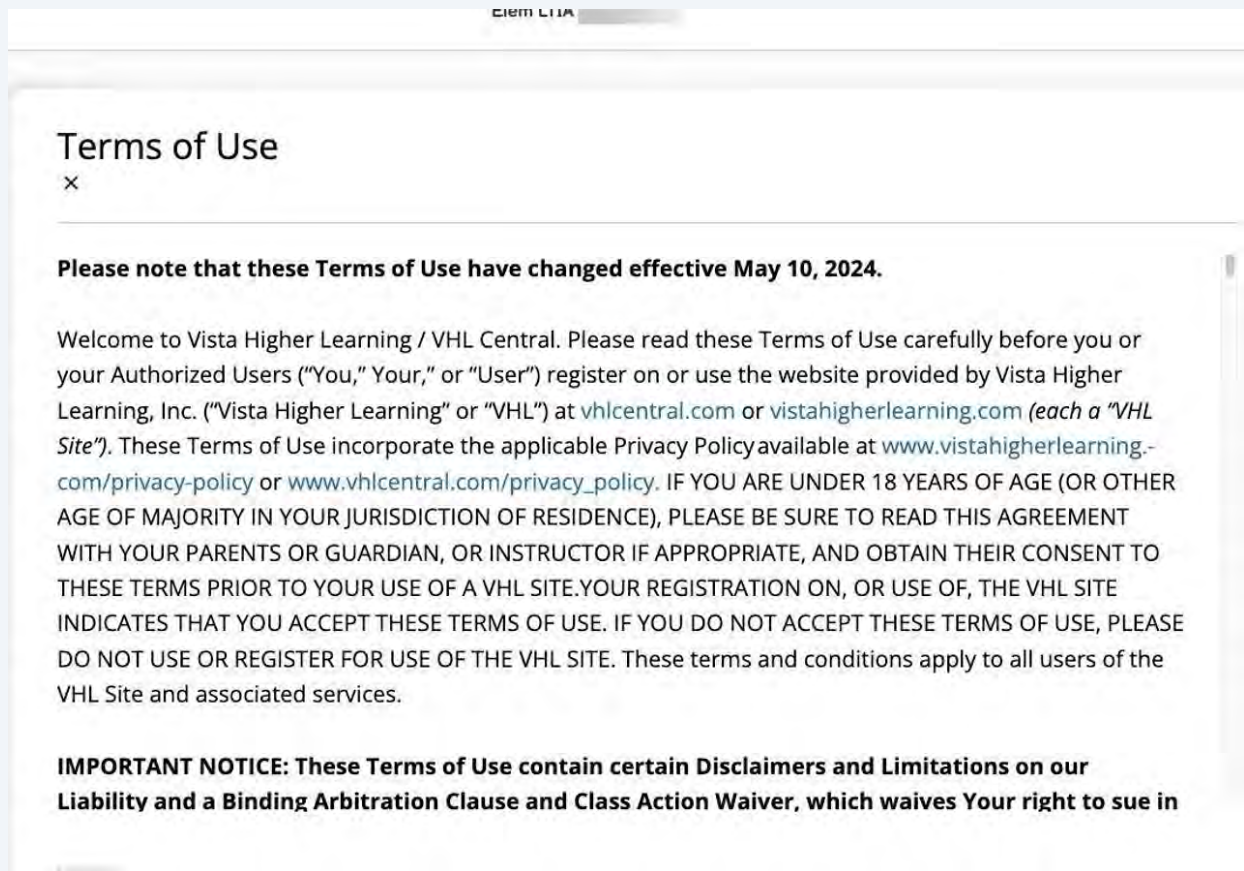
Click **"Save"**.



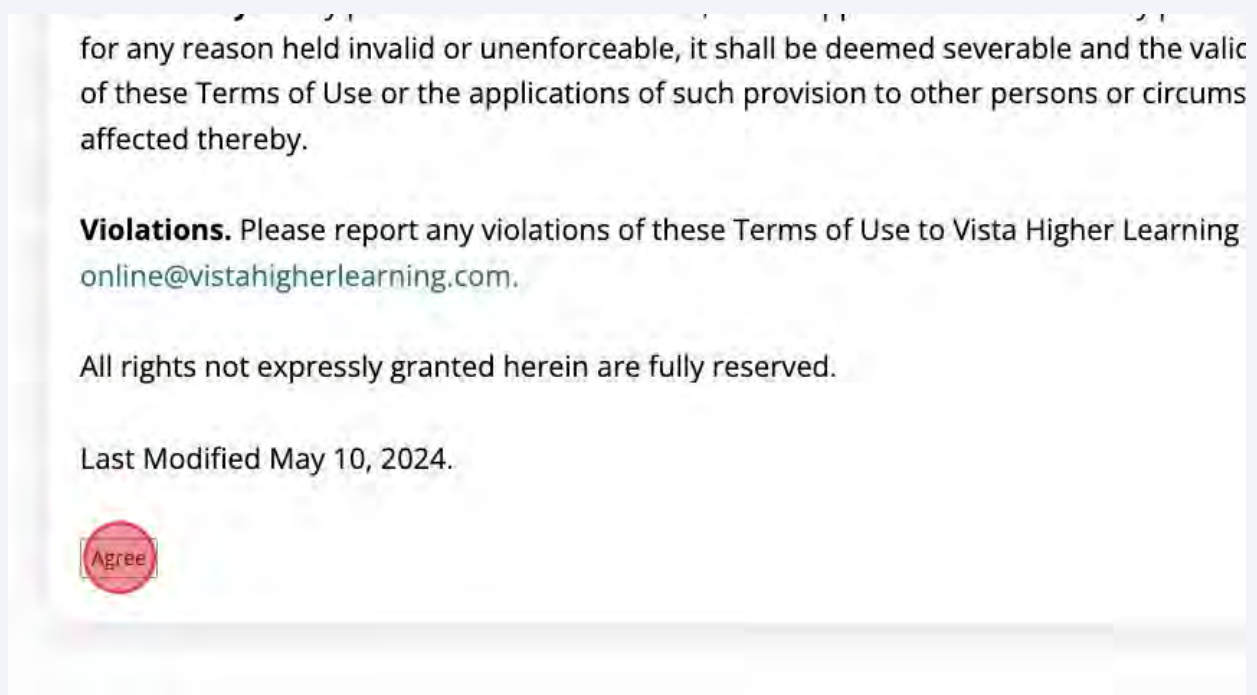
8 Click "Launch VHLCentral".



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



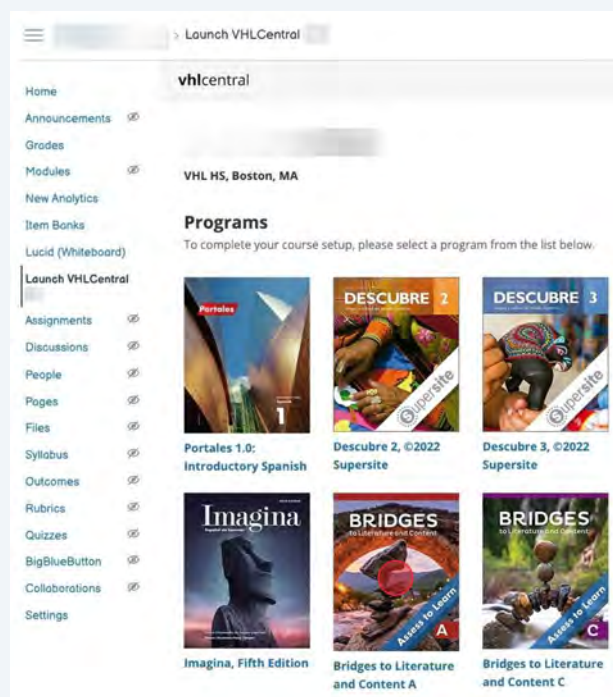
10 Click "Agree".



Selecting a Program

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

- 12 Select your program.



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


The screenshot shows the vhlcentral LMS interface. A modal dialog titled "Finish Course Setup" is open, allowing users to complete their course setup. The dialog includes fields for Program, Course, School, Start Date, and End Date. The Start Date and End Date fields have a red circle highlighting the date selection area. The background shows various course tiles including 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, and 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.

14 Click **"Confirm"**.

The screenshot shows the VHLcentral interface. At the top, it says "vhlcentral". Below that, it says "VHL HS, Boston, MA". The main section is titled "Programs" with the subtitle "To complete your course setup, please select". There are four program cards visible: "Portales 1.0: Introductory Spanish", "Descubre 2, ©20 Supersite", "Imagina", and "BRIDGE to Literature and Content". A modal window titled "Finish Course Setup" is open in the foreground. It has a close button (X) in the top right corner. The modal contains the following fields: "Program" (a dropdown menu), "Course" (a dropdown menu), "School" (a dropdown menu), "Start Date" (a date picker set to 01-06-2025), and "End Date" (a date picker set to 06-27-2025). At the bottom of the modal, there are two buttons: "CANCEL" and "CONFIRM". The "CONFIRM" button is highlighted with a red circle.

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

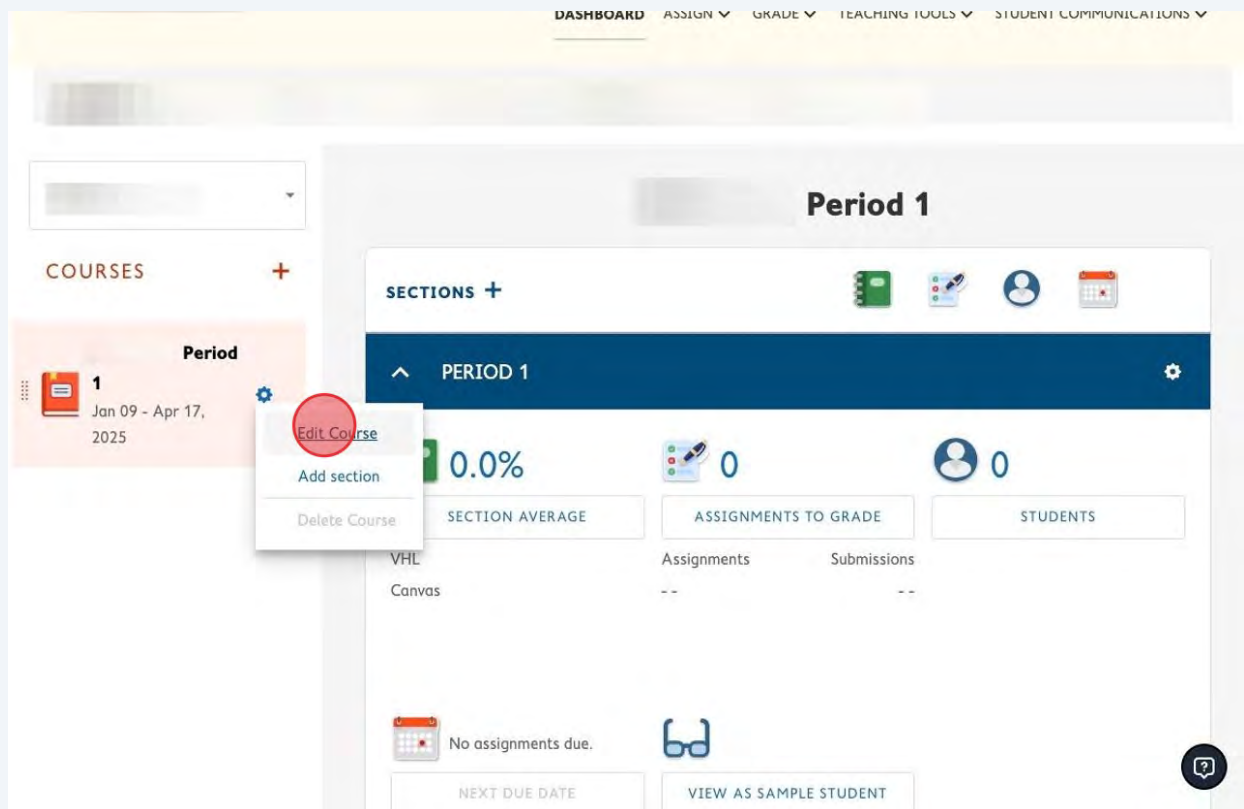
Course Editing

15 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	Canvas	Assignments	Submissions		
		--	--		

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



Course Tab

17

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**.



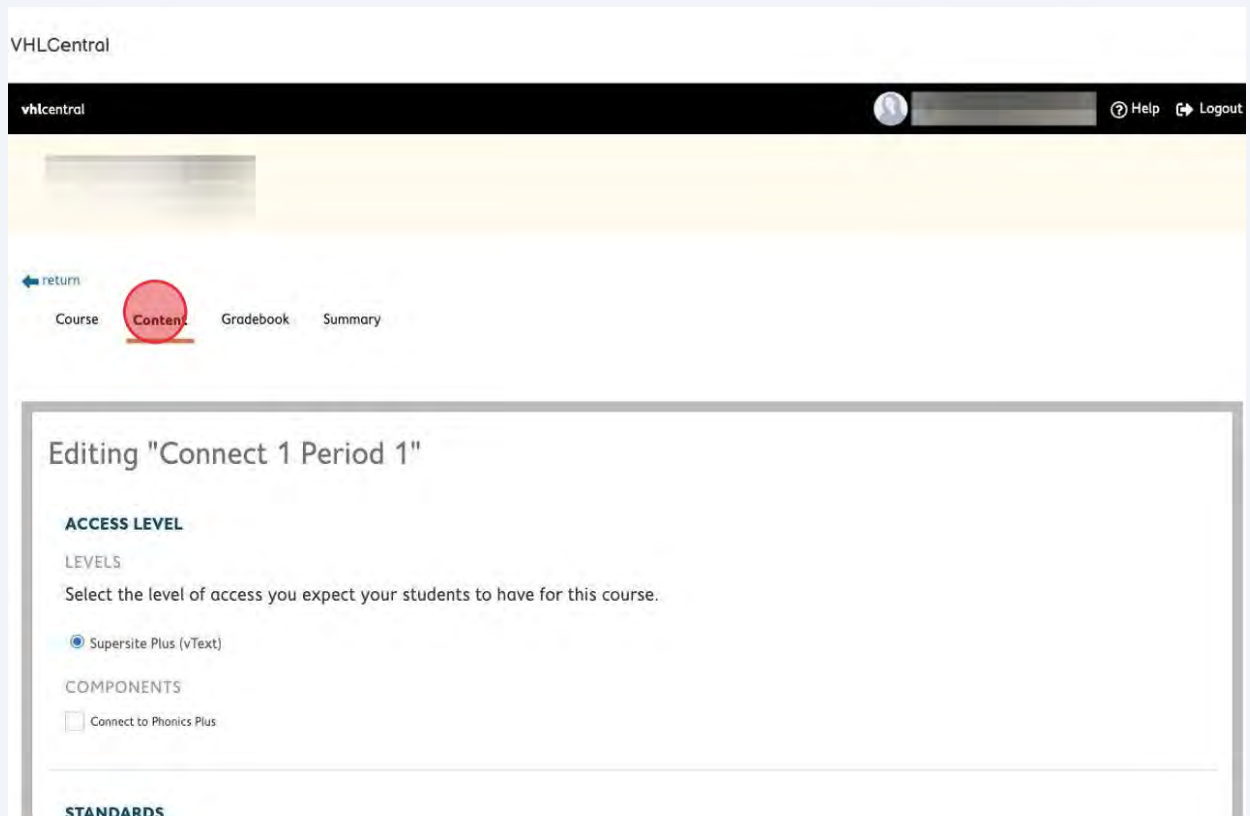
Alert! When setting the **"End Date"**, verify if the course tile on the LMS is for a semester- or year-long course. If it is a **Semester Course Tile**, the start date should be the beginning of the semester, and the end date should be the end of the semester. If it is a **Year-long Course Tile**, the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

18 Click "**Content**".



19

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's a navigation bar with 'VirtCentral' on the left and 'Help' and 'Logout' on the right. Below the navigation bar, there's a 'return' link and a set of tabs: 'Course', 'Content', 'Gradebook', and 'Summary'. The 'Content' tab is selected. The main content area is titled 'Editing "Connect 1 Period 1"'. It contains three sections: 'ACCESS LEVEL', 'COMPONENTS', and 'STANDARDS'. The 'ACCESS LEVEL' section is highlighted with a red box. It 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)'. The 'COMPONENTS' section has a checkbox for 'Connect to Phonics Plus'. The 'STANDARDS' section has the instruction 'Select the standards you would like to include in your course.' and a checkbox selected 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

20

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.

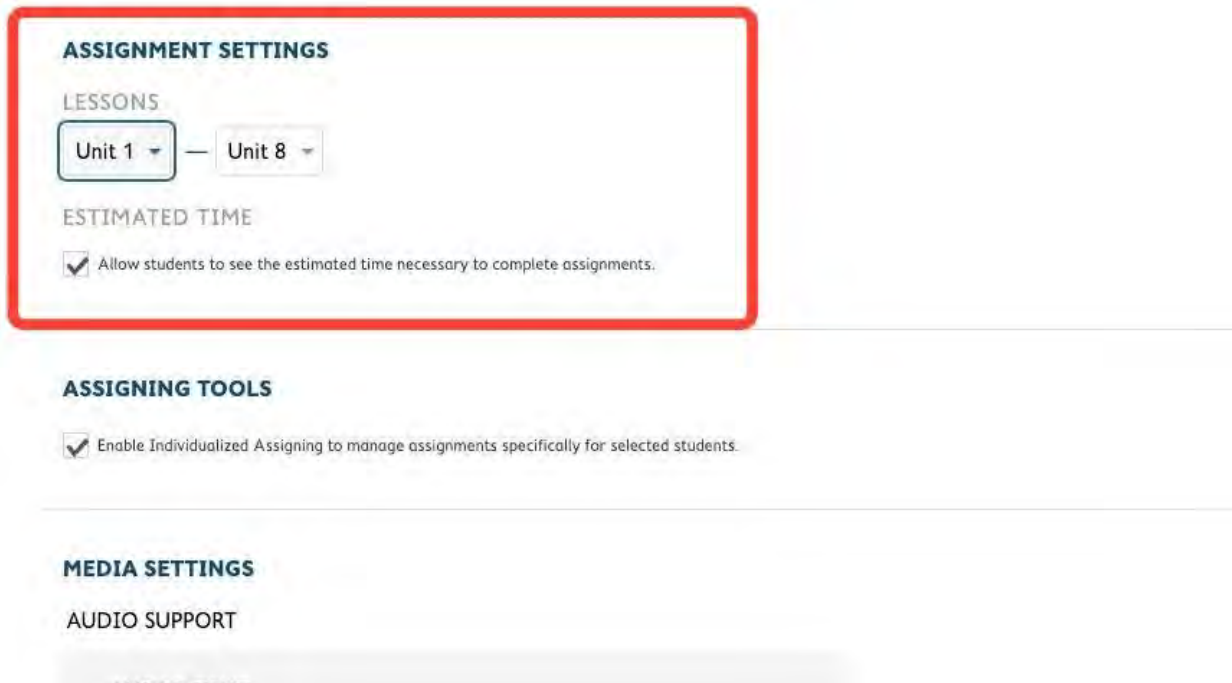
- ☒ AZ ELA
- ☒ AZ ELP
- ☒ CA ELA
- ☒ CA ELD
- ☒ CCSS
- ☒ ELPA21
- ☒ FL B.E.S.T.
- ☒ Texas ELPs
- ☒ Texas TEKS
- ☒ WIDA

ASSIGNMENT SETTINGS

21

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, the 'ESTIMATED TIME' section has a checked checkbox with the label 'Allow students to see the estimated time necessary to complete assignments.' Below the red box, the 'ASSIGNING TOOLS' section has a checked checkbox with the label 'Enable Individualized Assigning to manage assignments specifically for selected students.' Below that, the 'MEDIA SETTINGS' section has a sub-section 'AUDIO SUPPORT'.



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.

22

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](#)

23

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.

24 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.

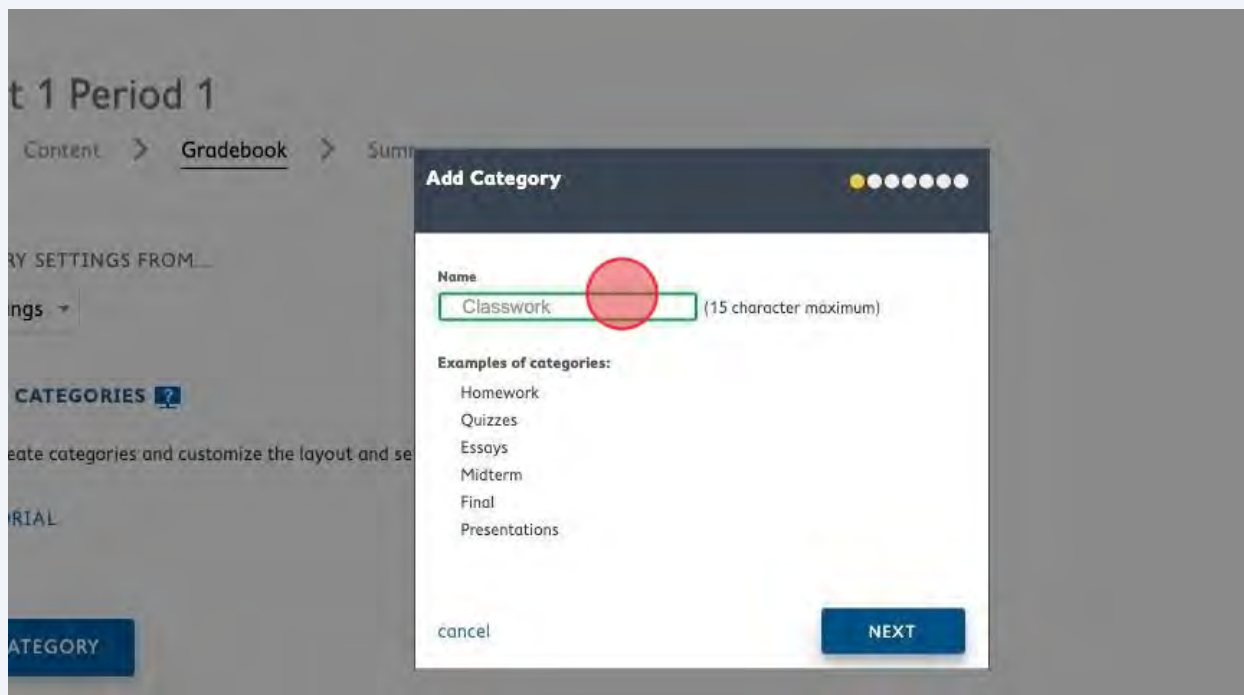
[VIEW TUTORIAL](#)

Click here to begin adding categories to your gradebook.

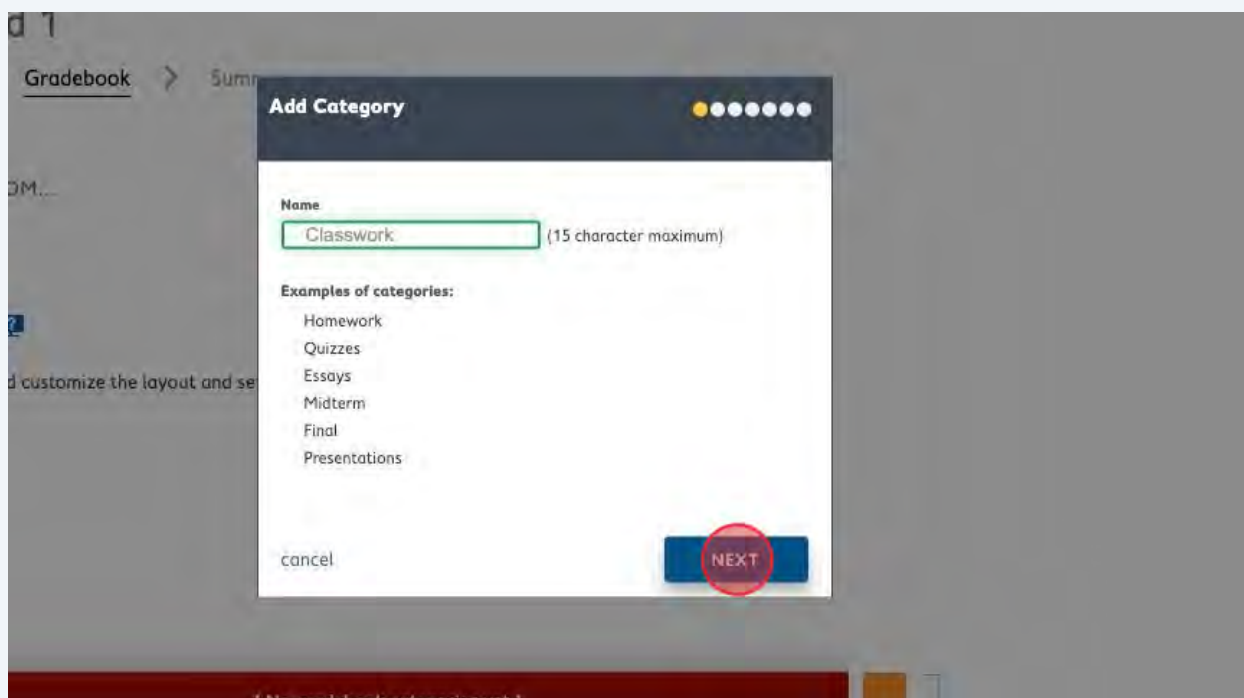
ADD CATEGORY

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

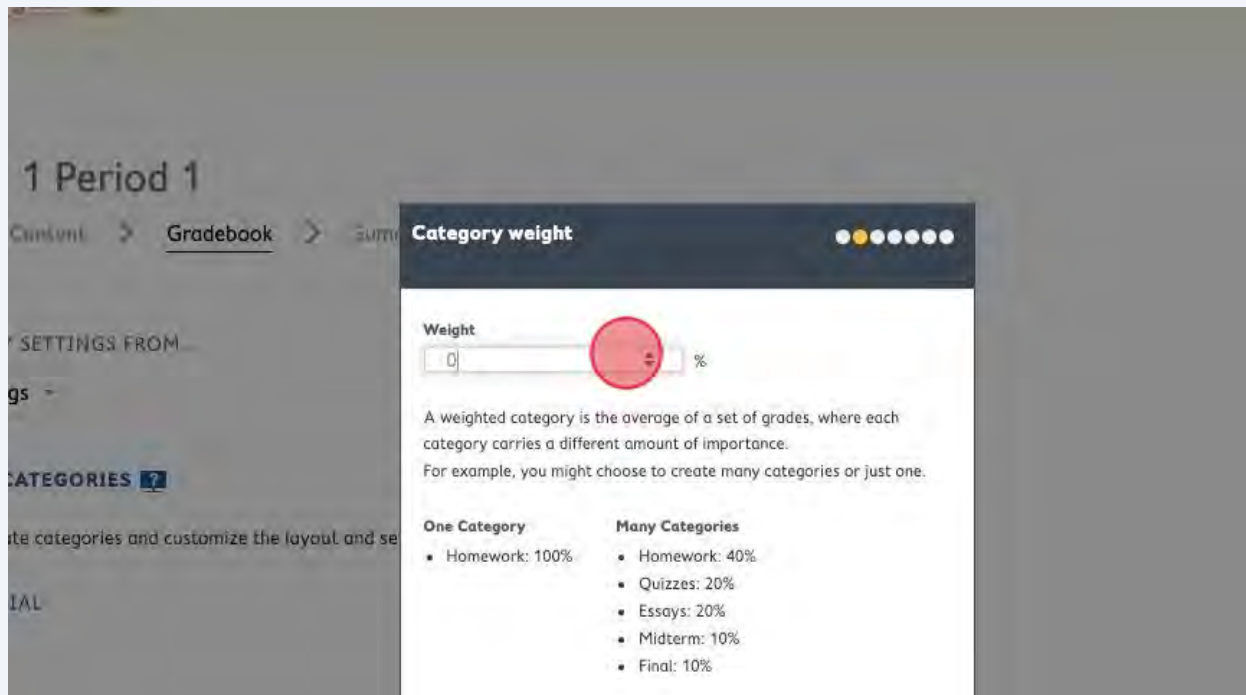
- 25 Type your first category, for example "Classwork".



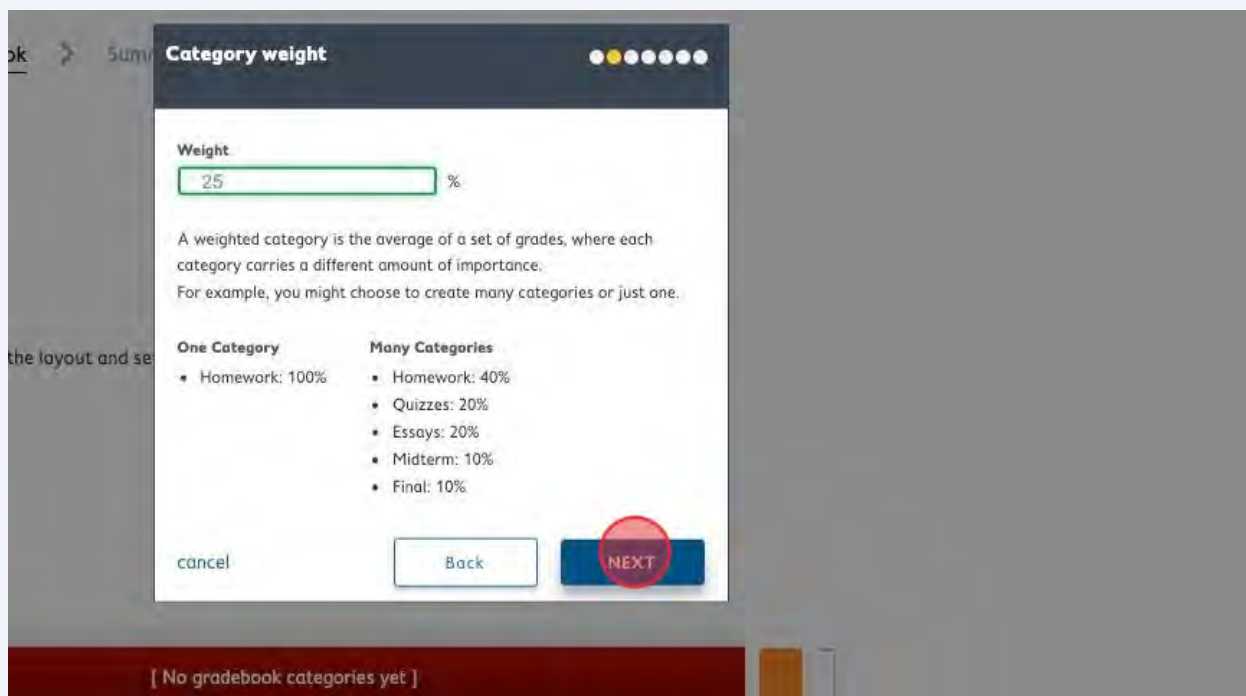
- 26 Click "Next".



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



- 28 Click **"Next"**.



29

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

30 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)

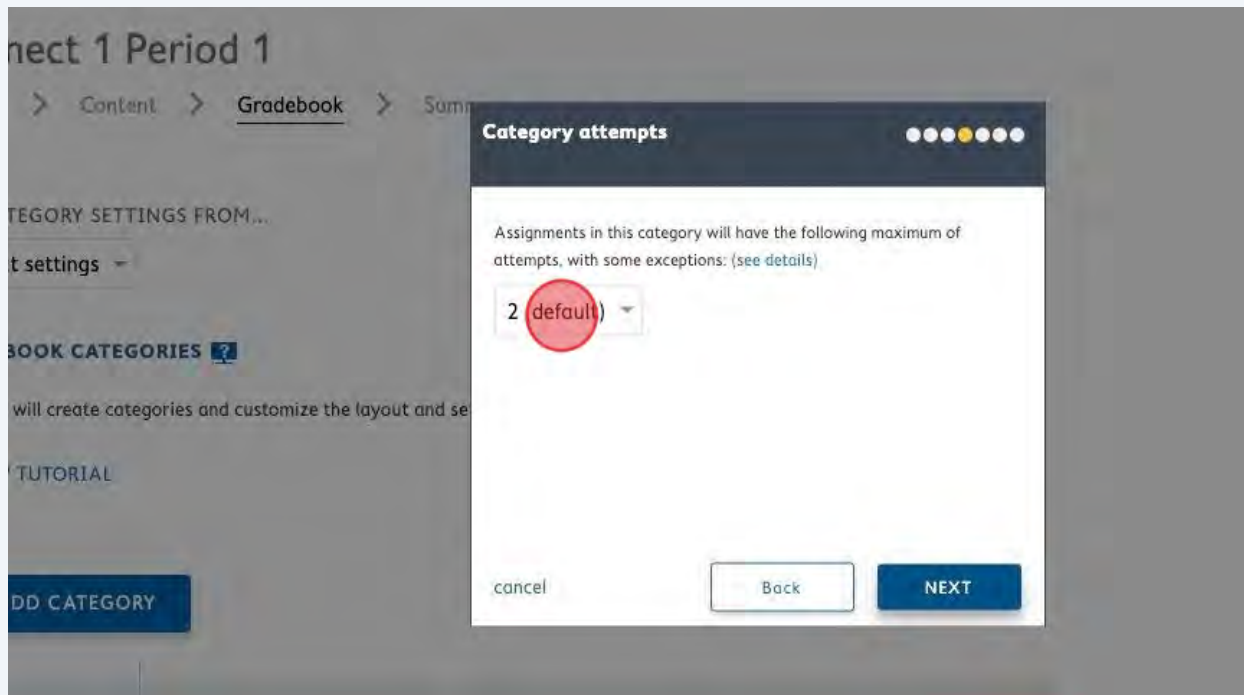
cancel Back **NEXT**

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

SAVE CHANGES EXIT

31

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.

32 Click **"Next"**.

The screenshot shows a 'Category attempts' dialog box with a dark header and a white body. The header has a progress indicator with five dots, the second of which is highlighted in yellow. The body contains the text: 'Assignments in this category will have the following maximum of attempts, with some exceptions: (see details)'. Below this is a dropdown menu showing '2 (default)'. At the bottom, there are three buttons: 'cancel', 'Back', and 'NEXT'. The 'NEXT' button is highlighted with a red circle. The background is a blurred view of a gradebook interface.

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

The screenshot shows a 'Category strictness' dialog box with a dark header and a white body. The header has a progress indicator with five dots, the third of which is highlighted in yellow. The body contains the text: 'This category will have the following grading strictness:'. Below this are two checkboxes: 'Capitalization will be taken into account.' and 'Punctuation will be taken into account.'. Both checkboxes are currently unchecked. At the bottom, there are three buttons: 'cancel', 'Back', and 'NEXT'. The 'NEXT' button is highlighted with a red circle. The background is a blurred view of a gradebook interface.

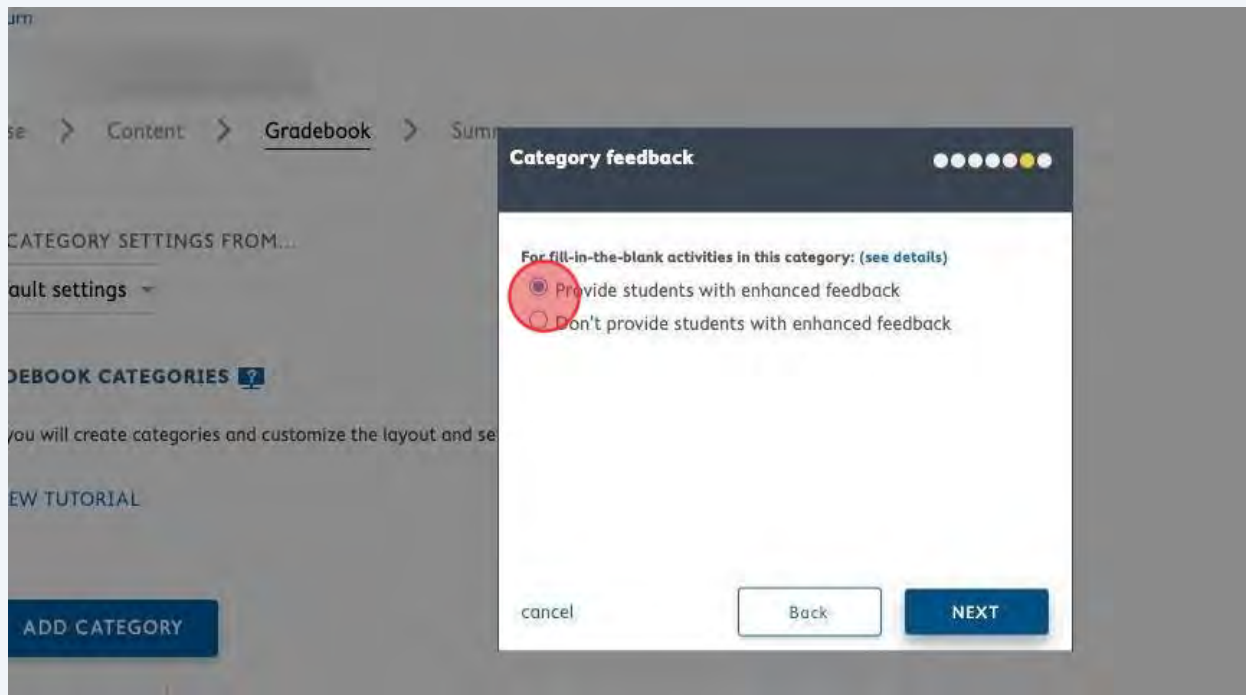


Tip! This can be changed throughout the year. For example, for a Level 1 course, you might not take capitalization or punctuation into consideration until the second semester, while you might take it into consideration starting the first semester for a Level 4 course.

34 Click "Next".

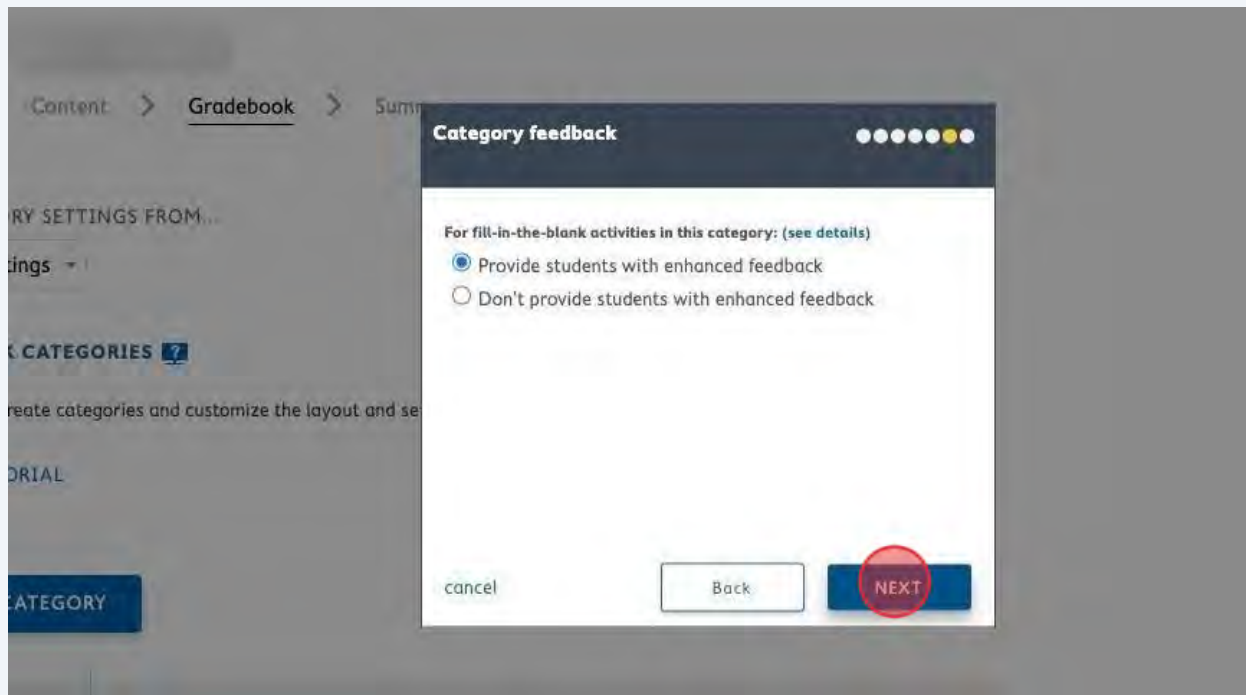
The screenshot shows a 'Category strictness' dialog box with a progress indicator at the top (6 dots, the 5th is yellow). The dialog contains the text 'This category will have the following grading strictness:' followed by two unchecked checkboxes: 'Capitalization will be taken into account.' and 'Punctuation 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]'.

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

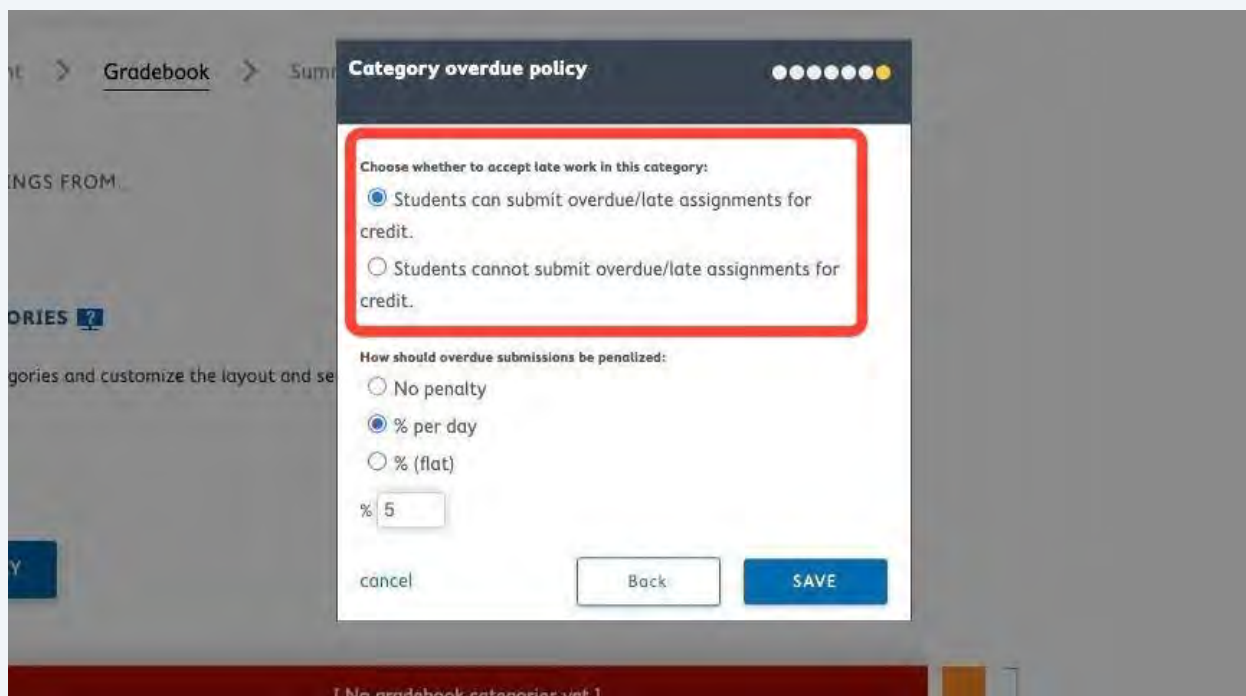


Tip! Providing enhanced feedback will not provide students with the correct answer, but it will provide some guidance on how to improve their response during any additional attempts.

36 Click **"Next"**.

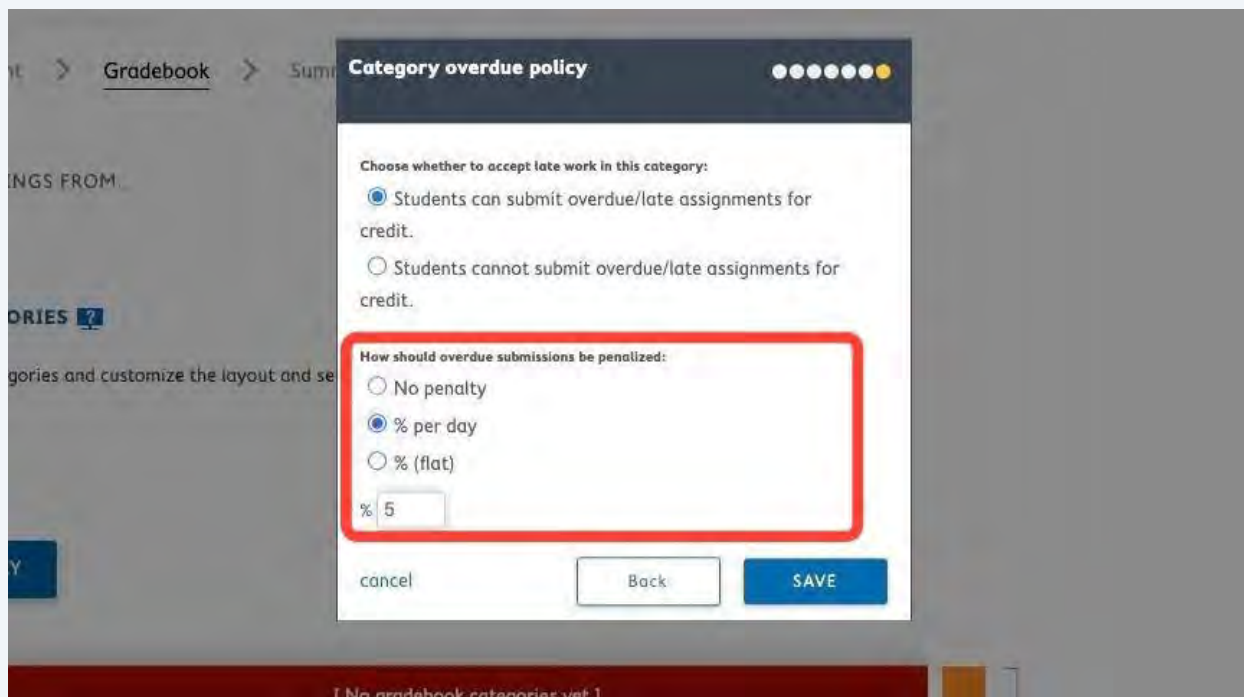


37 To choose if you'd like students to be able to turn in overdue/late assignments for credit, click **"Students can submit overdue/late assignments for credit"**.



38

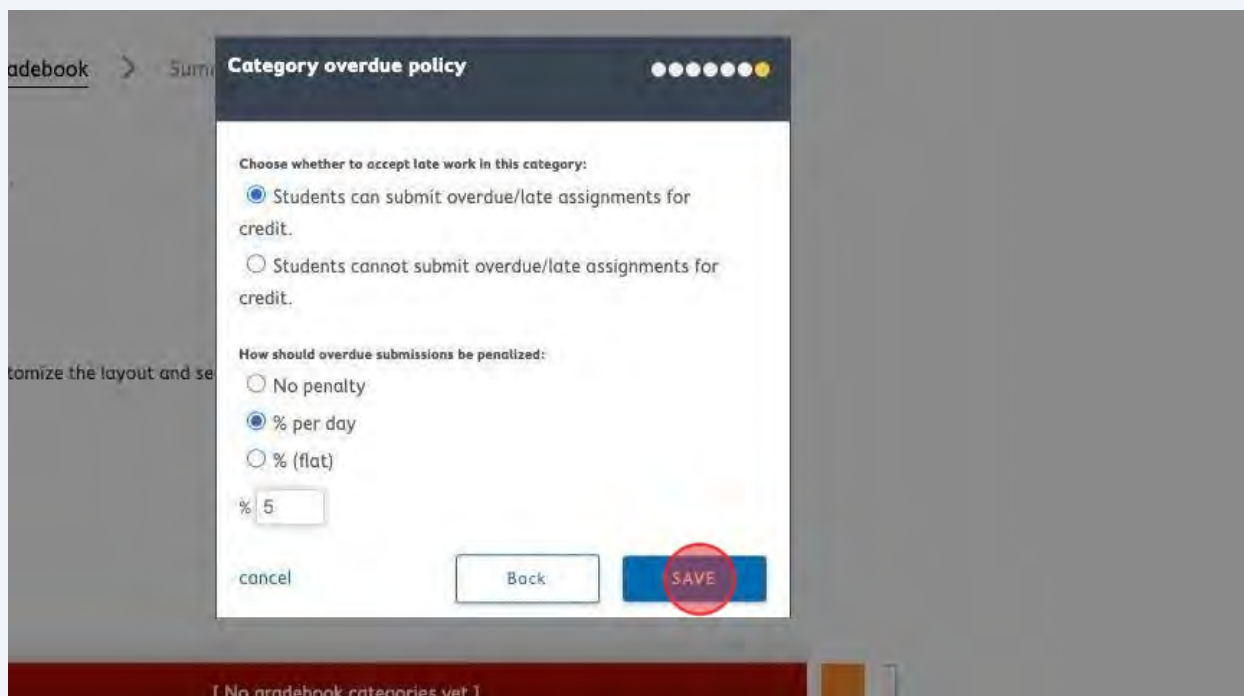
If you're allowing students to turn in overdue/late assignments, choose if there will be a penalty and what that penalty will be.



The screenshot shows a 'Category overdue policy' dialog box. It has a title bar with a progress indicator. The main content area has two sections. The first section is titled 'Choose whether to accept late work in this category:' and contains two radio buttons: 'Students can submit overdue/late assignments for credit.' (which is selected) and 'Students cannot submit overdue/late assignments for credit.' The second section is titled 'How should overdue submissions be penalized:' and is highlighted with a red rectangular box. It contains three radio buttons: 'No penalty', '% per day' (which is selected), and '% (flat)'. Below these radio buttons is a text input field containing the number '5'. At the bottom of the dialog box are three buttons: 'cancel', 'Back', and 'SAVE'.

39

Click **"Save"**.



This screenshot is identical to the one above, showing the 'Category overdue policy' dialog box. However, a red circle is drawn around the 'SAVE' button at the bottom right of the dialog box, indicating the next step in the process.

40

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

41

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

42

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	

43

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

44 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

- 45 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

- 46 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%

SECTION AVERAGE

ASSIGNMENTS TO GRADE

STUDI

Classwork

Quizzes

Homework

Tests

No assignments due.

0

0

0

Assignments

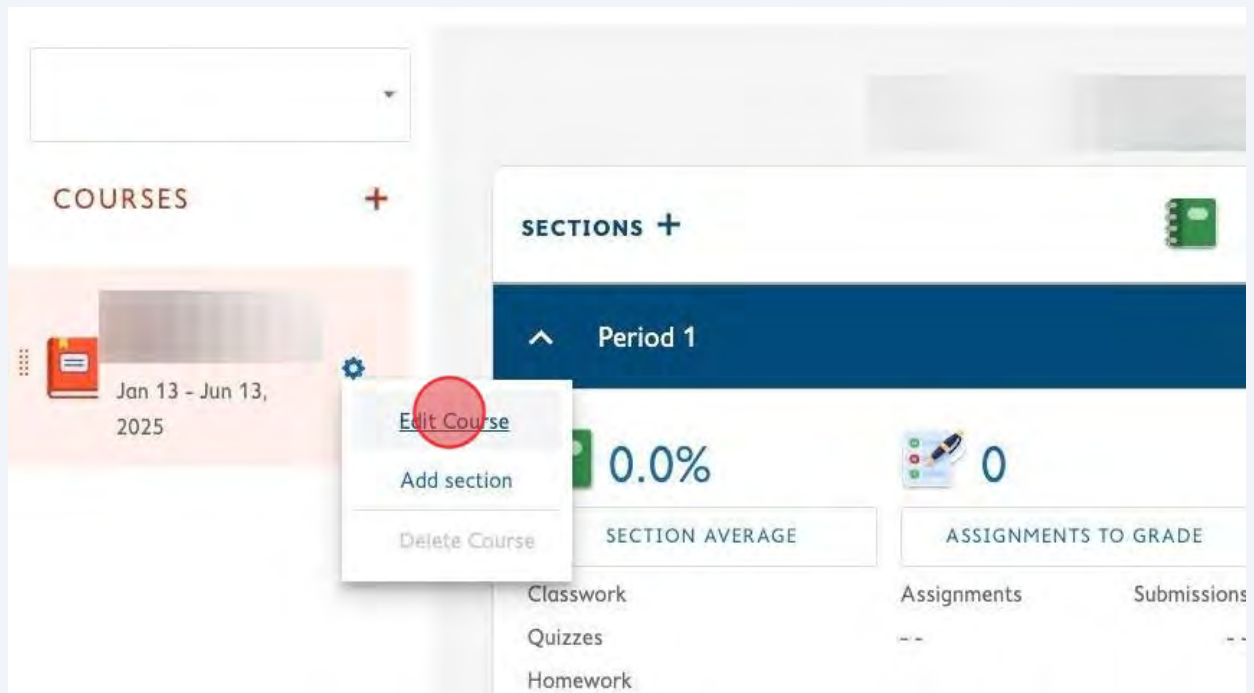
Submissions

--

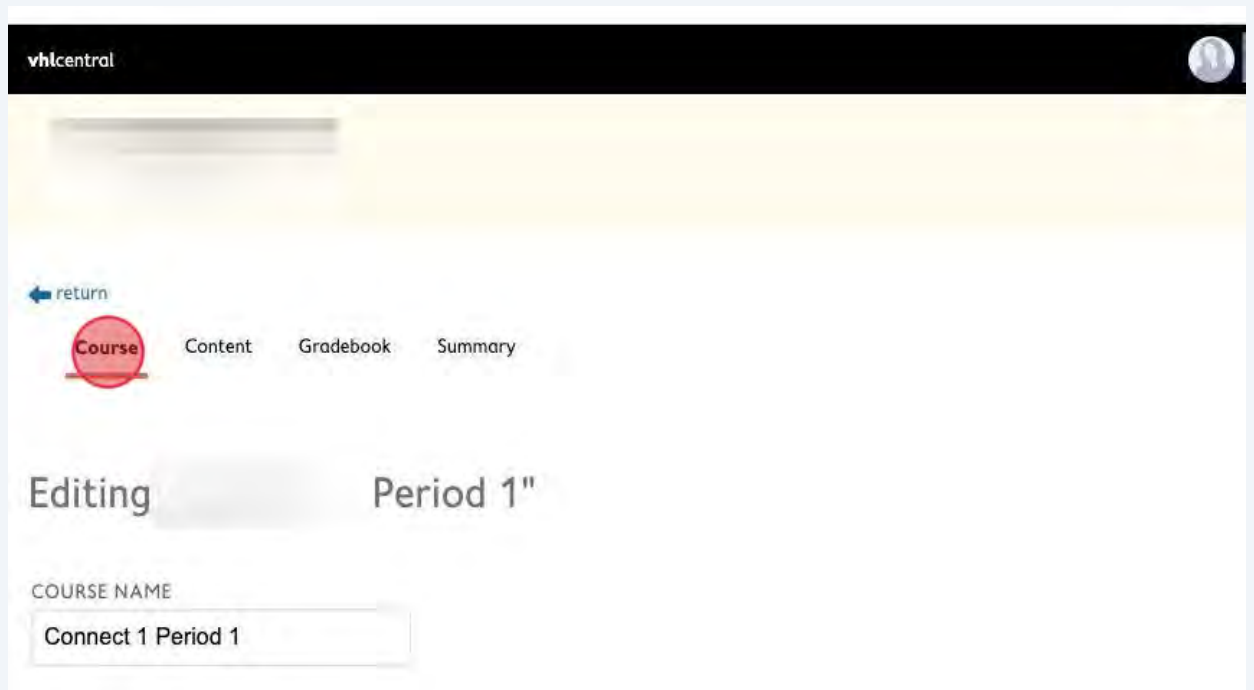
--

6

47 Click **"Edit Course"**.



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



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

The screenshot shows the 'Content' tab selected in a navigation bar at the top, with a red circle highlighting it. The navigation bar also includes 'Course', 'Gradebook', and 'Summary'. Below the navigation bar, the page title is 'Editing "Period 1"'. The main content area is divided into three sections: 'ACCESS LEVEL' with a 'LEVELS' subsection asking to select the access level for students, showing 'Supersite Plus (vText)' as the selected option; 'COMPONENTS' with a 'Connect to Phonics Plus' checkbox; and 'STANDARDS' with a section asking to select standards to include, showing 'AZ ELA' as a selected option.

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

The screenshot shows the 'Gradebook' tab selected in a navigation bar at the top, with a red circle highlighting it. The navigation bar also includes 'Course', 'Content', and 'Summary'. Below the navigation bar, the page title is 'Editing "Period 1"'. The main content area is divided into two sections: 'GRADEBOOK CATEGORIES' with a help icon, and a partially visible section below it.

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

← return

Course Content Gradebook **Summary**

Editing "Period 1"

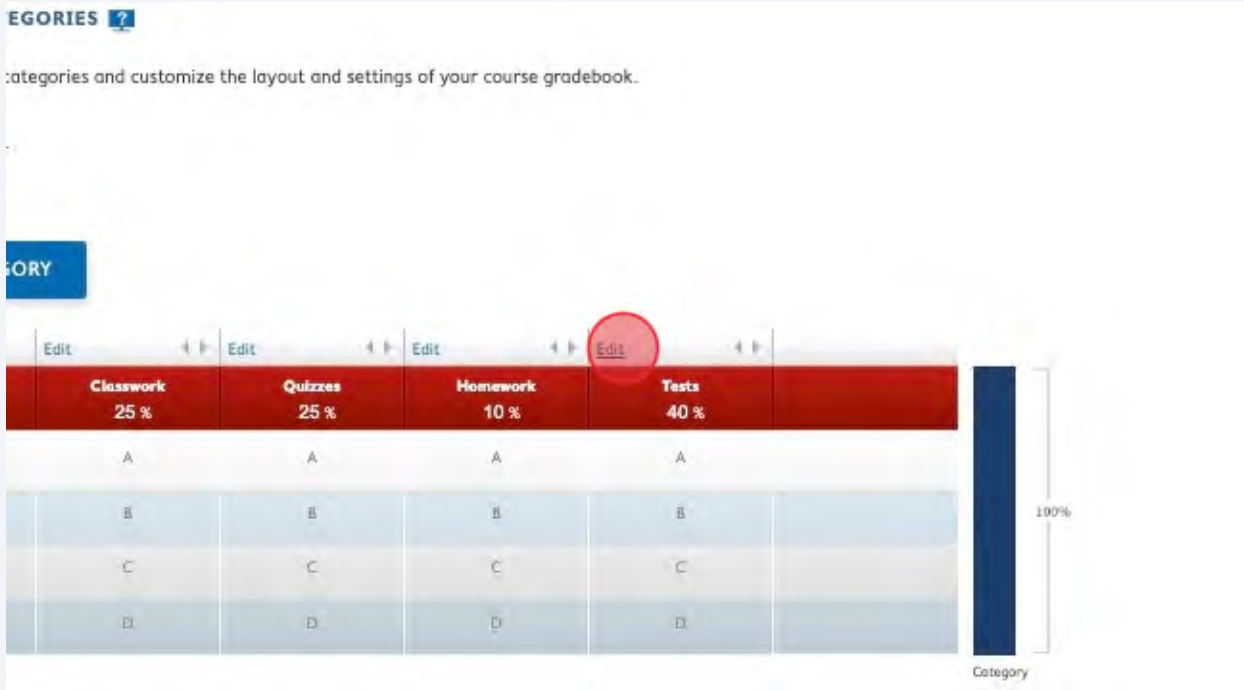
START DATE	01/13/2025
END DATE	04/21/2025
FIRST LESSON	Unit 1
LAST LESSON	Unit 8
ACCESS LEVEL	Supersite Plus (vText)
STANDARDS SELECTED	<ul style="list-style-type: none">✓ AZ ELA✓ AZ ELP✓ CA ELA✓ CA ELD✓ CCSS✓ ELPA21✓ FL B.E.S.T.✓ Texas ELPs✓ Texas TFKS

SAVE CHANGES EXIT

Editing and Deleting Categories

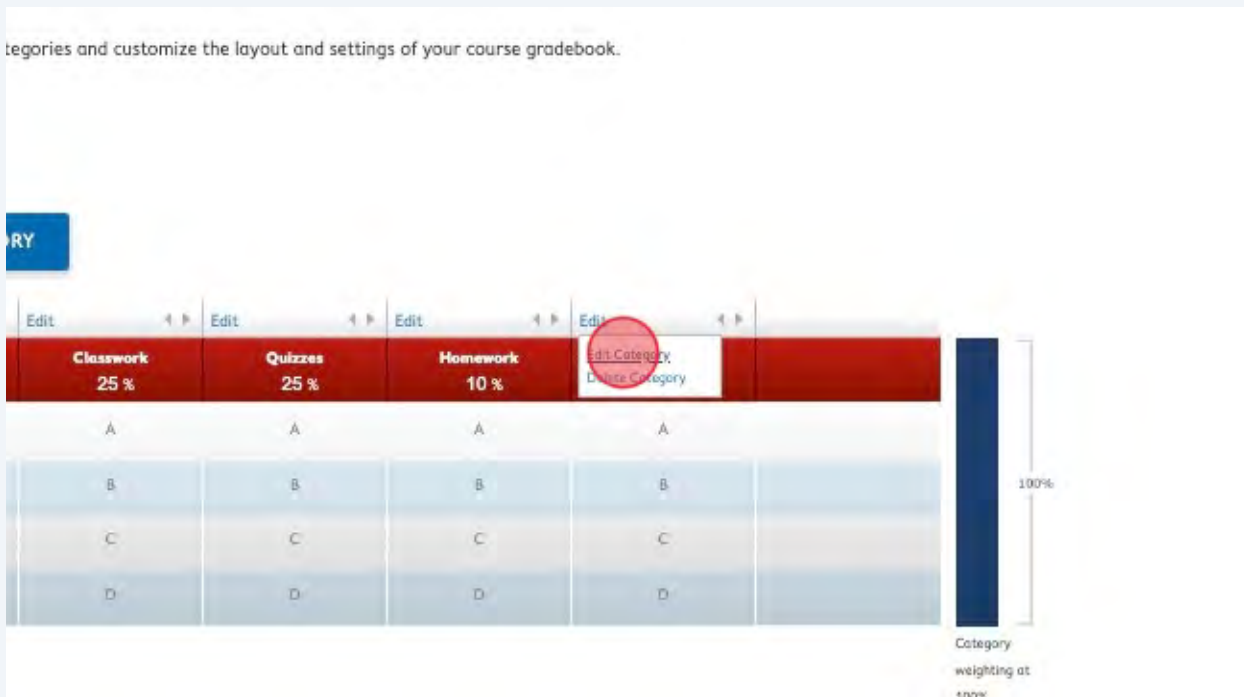
52

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



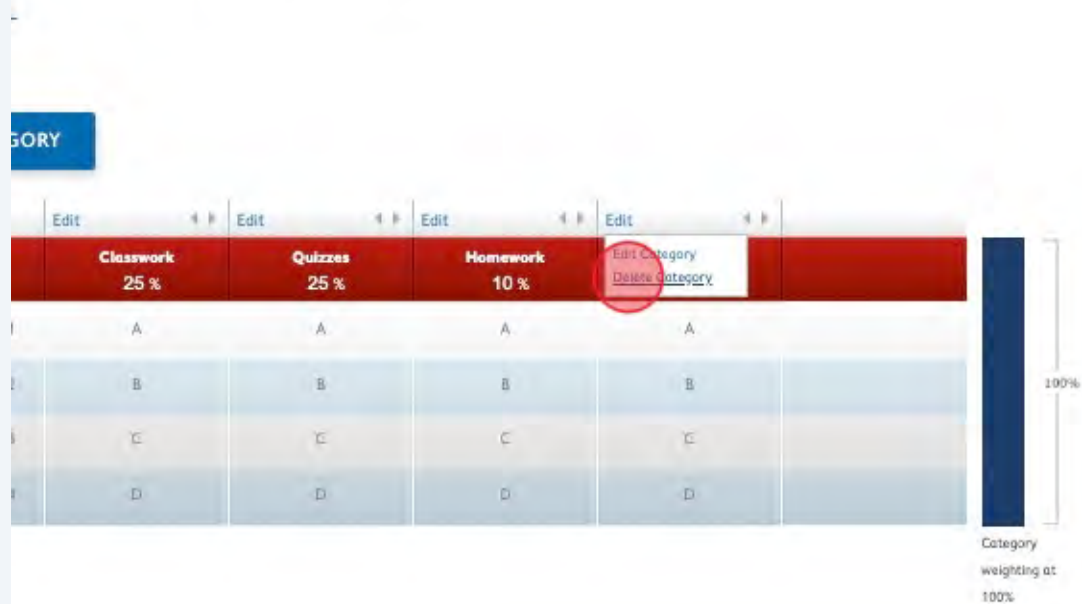
53

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

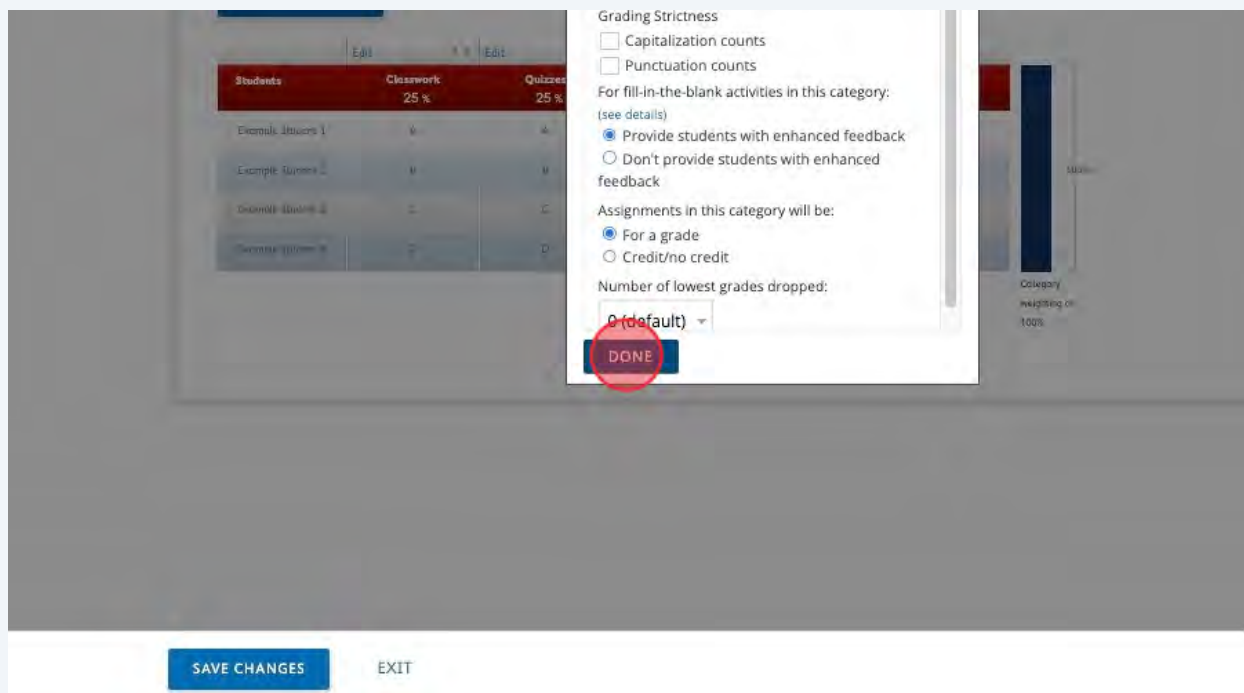


54 If you want to delete a category, click **"Delete Category"**.

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



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



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

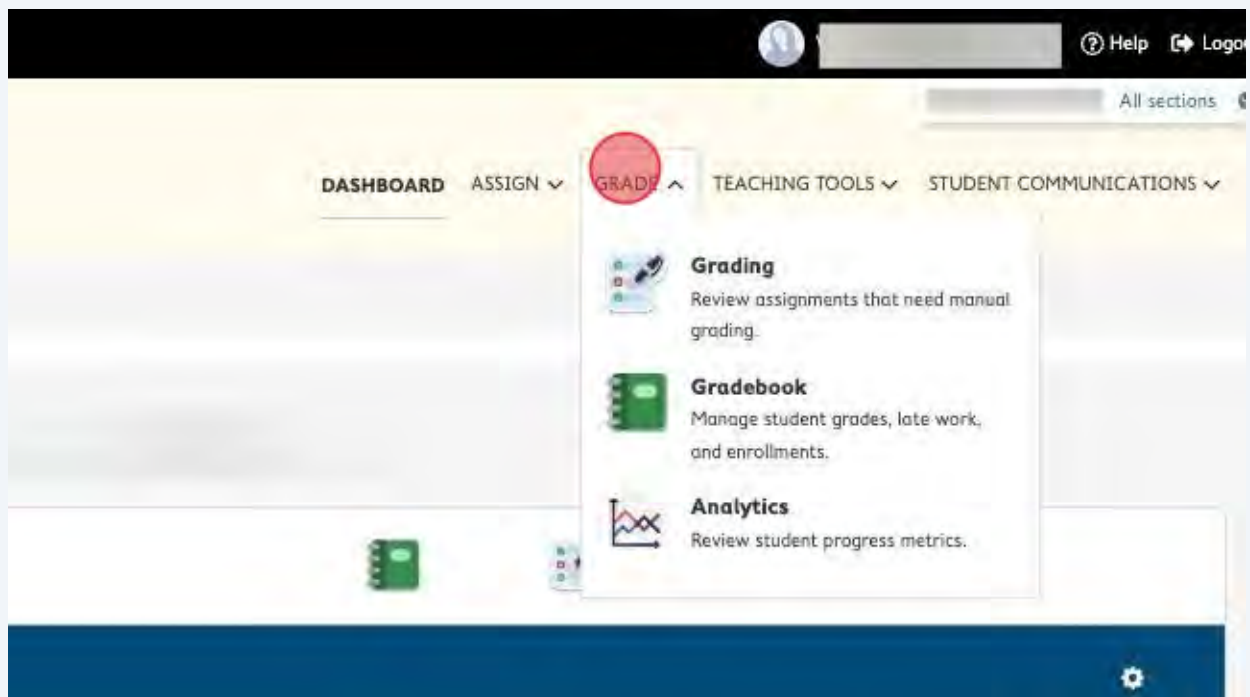


Enable Grade Passback from vhlcentral to Canvas

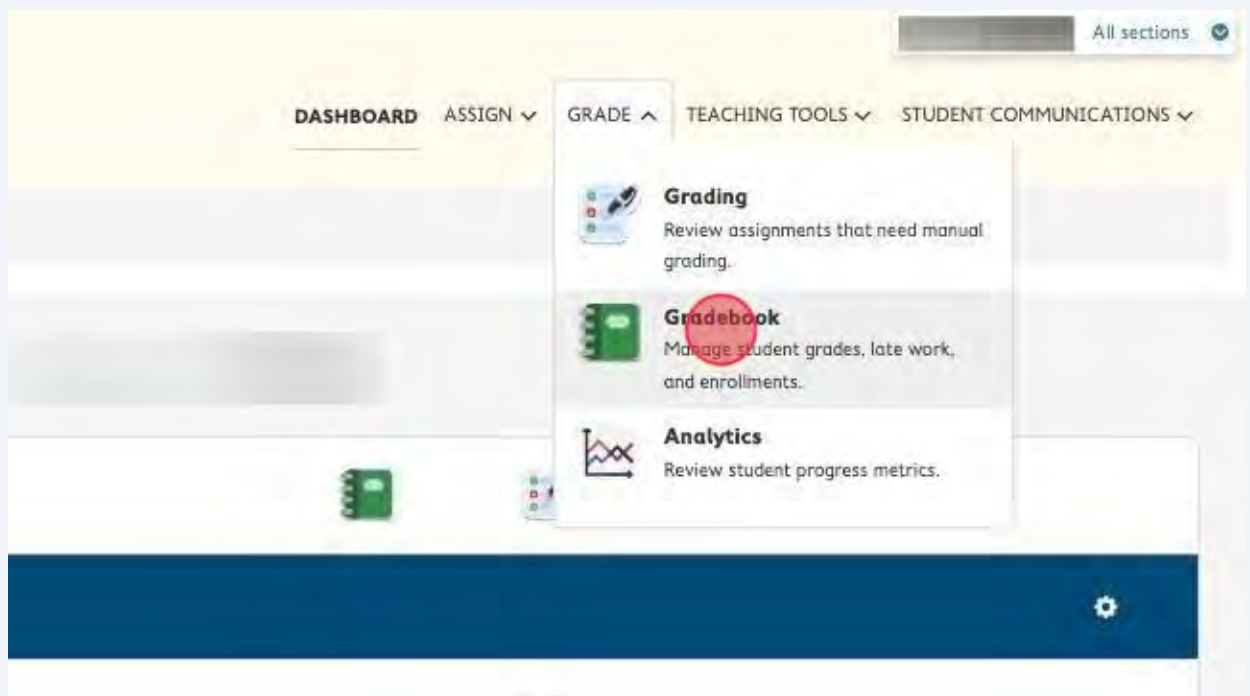


Tip! The vhlcentral Gradebook can be set to pass back either "Aggregated" or "Individual" grades to Canvas.

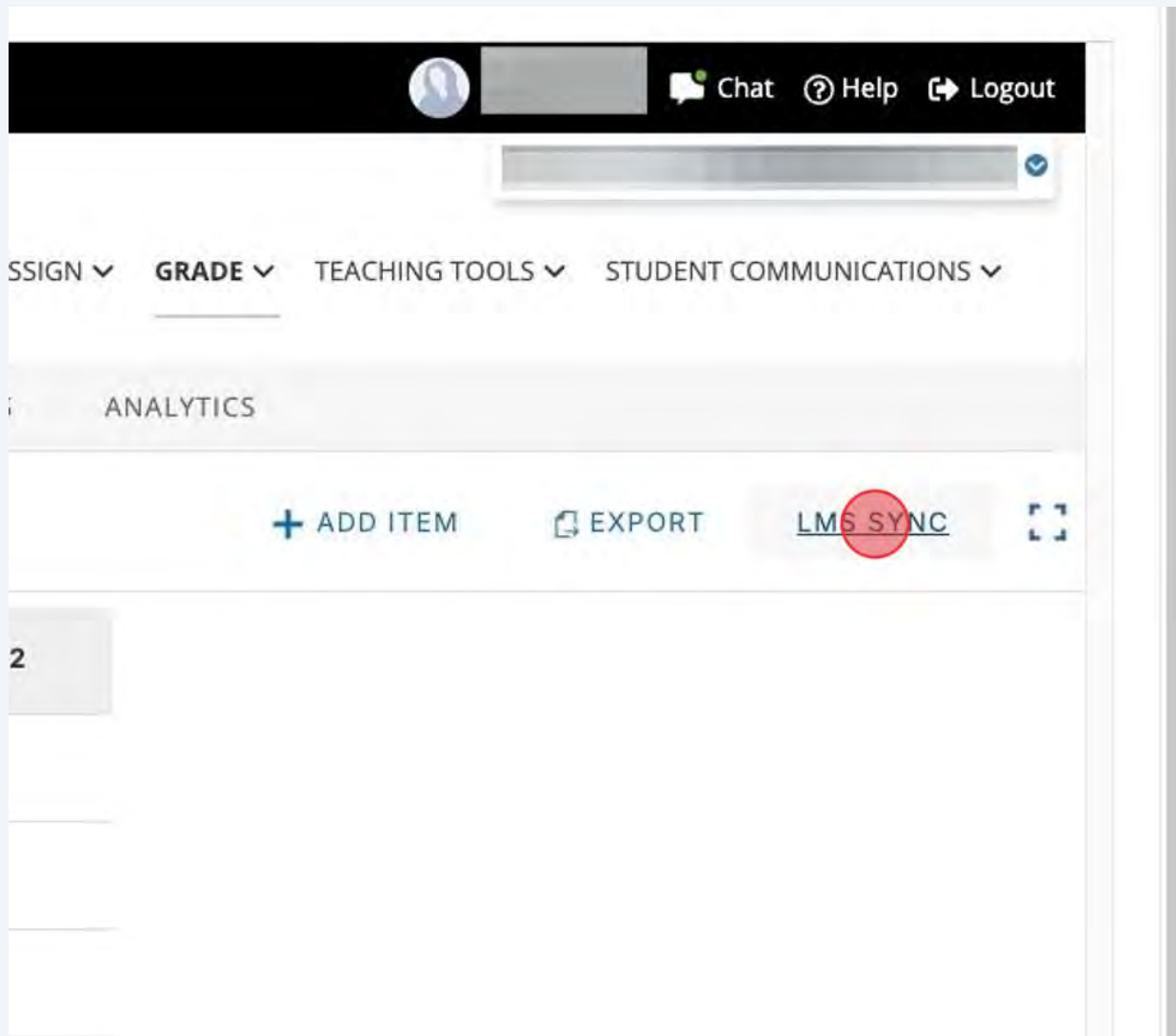
57 On your Course Dashboard, click "**Grade**".



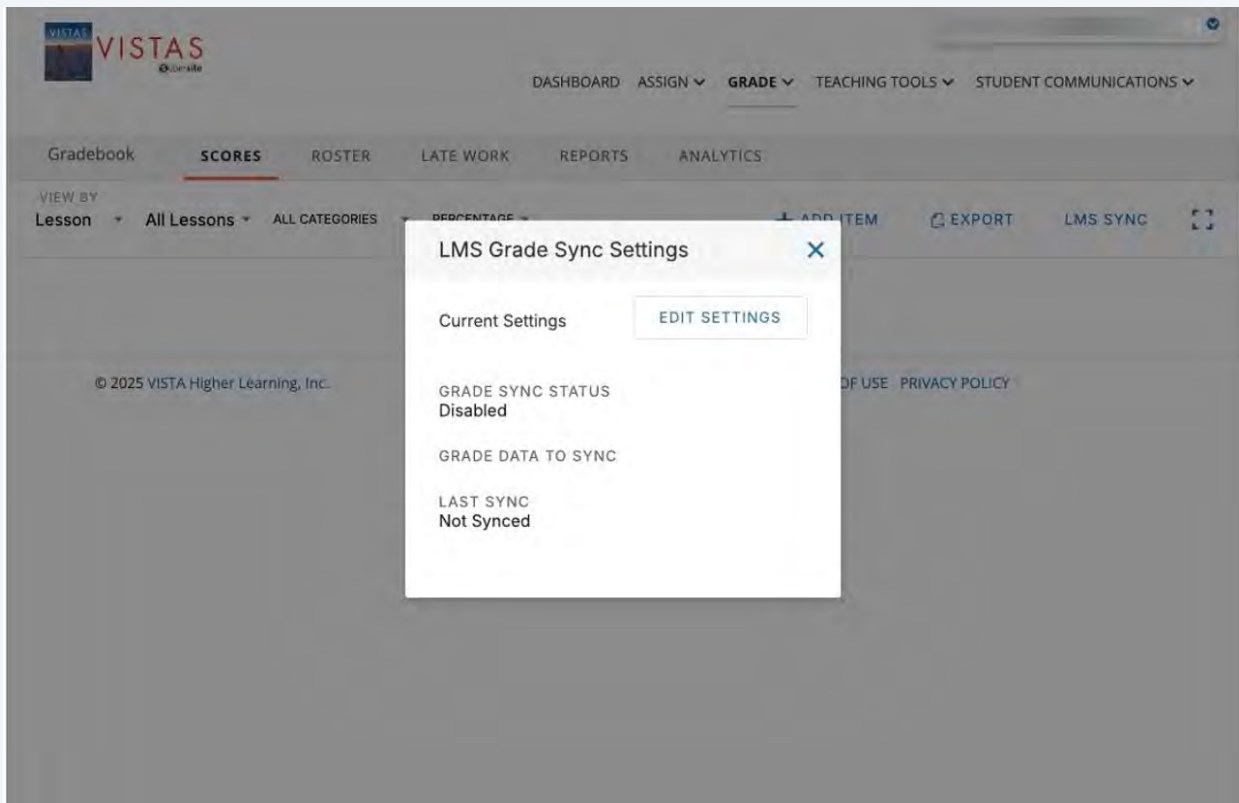
58 Click "**Gradebook**".



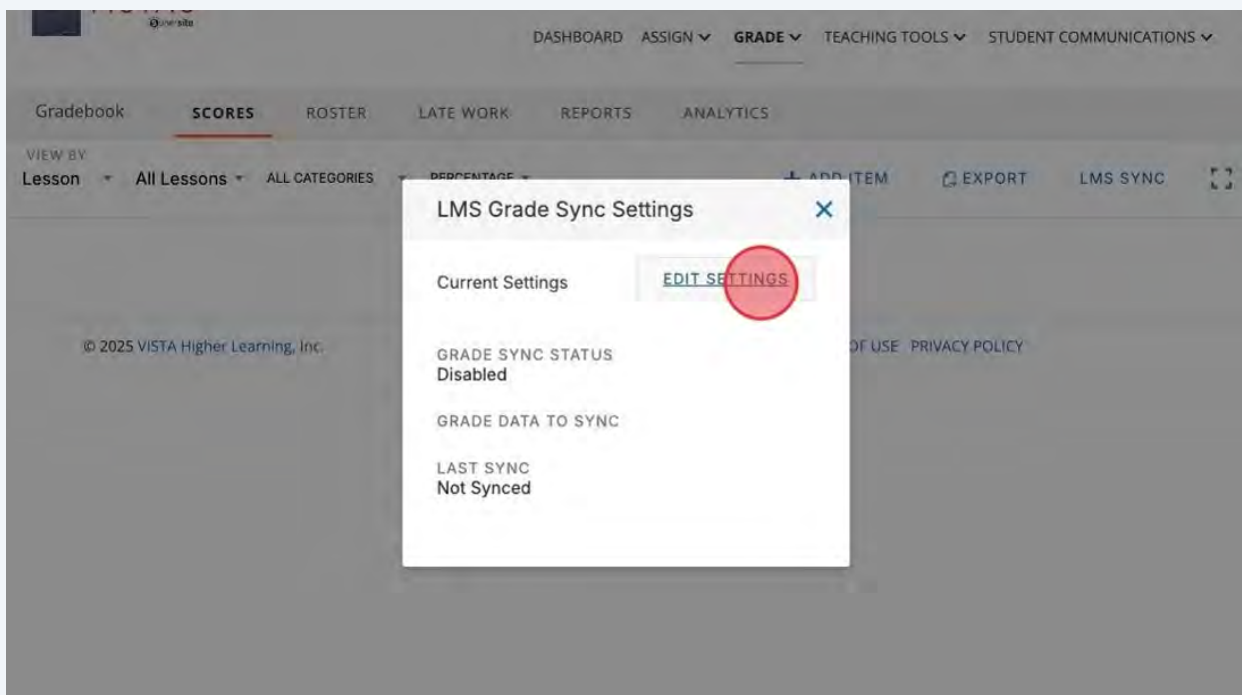
59 Click "LMS Sync".



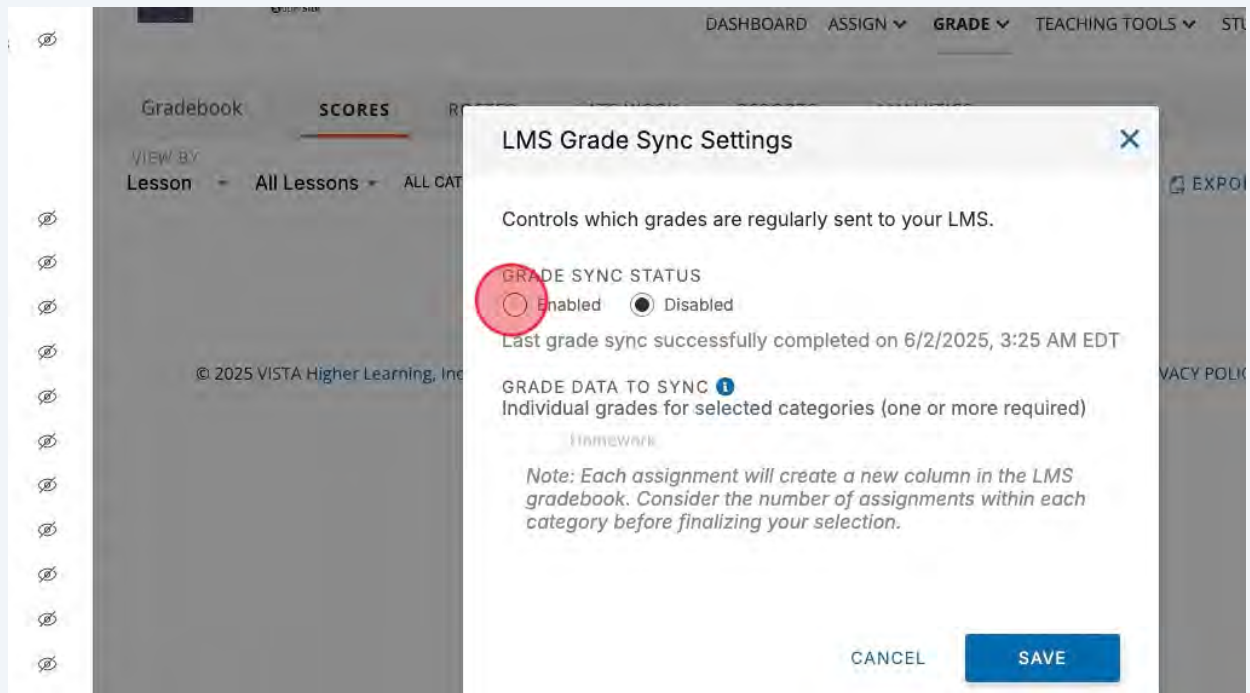
60 By default, the gradebook sync is **"Disabled"**.



61 Click **"Edit Settings"**.

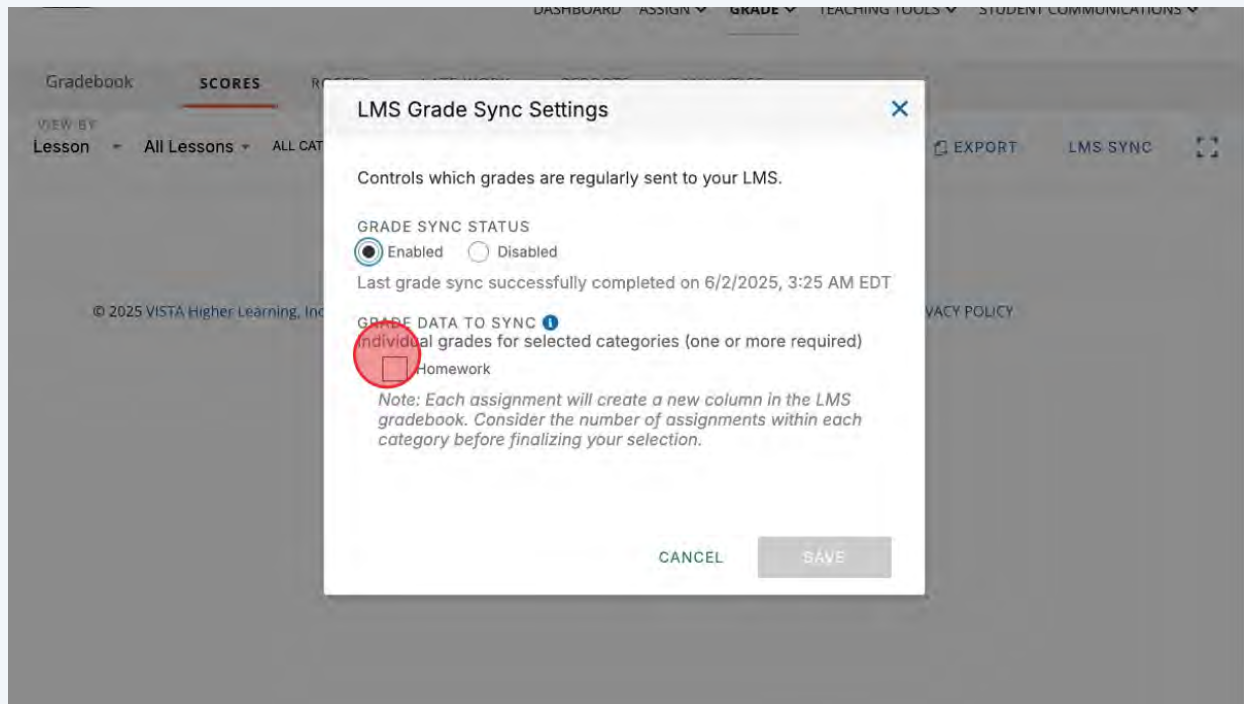


62 Click **"Enabled"** to enable gradebook sync.

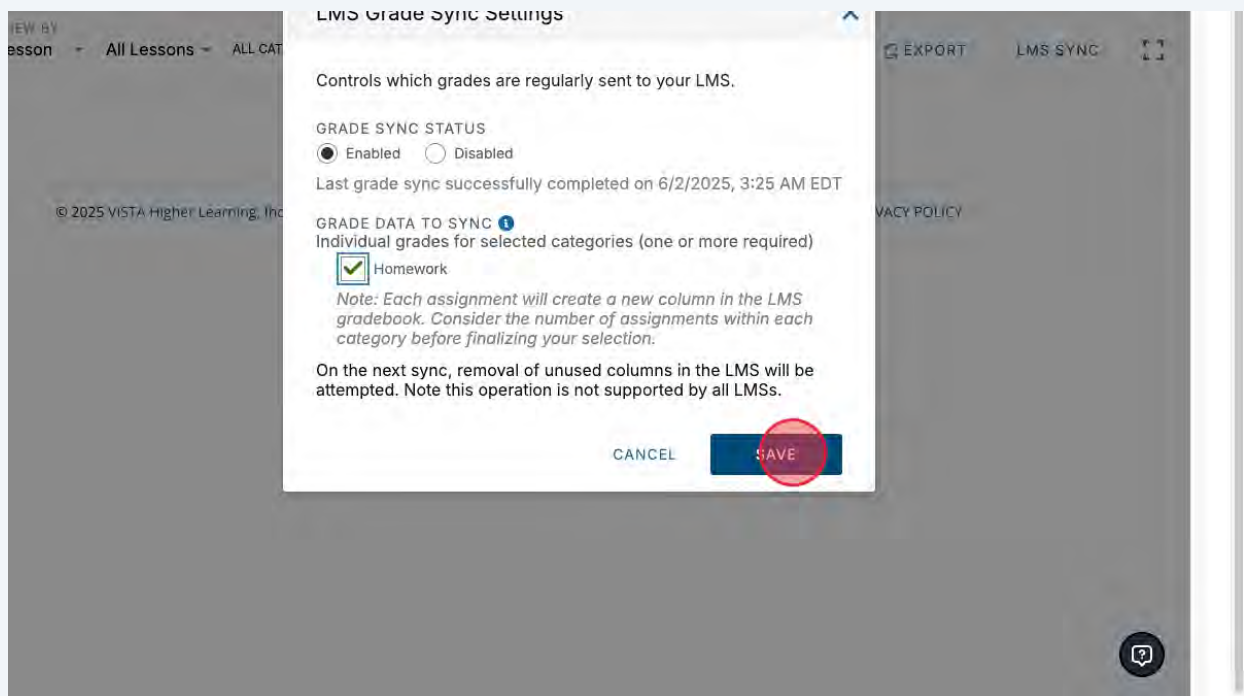


Alert! You will see the categories you previously created in your vhlcentral course. If you don't see the categories, go to **"Course Editing"**.

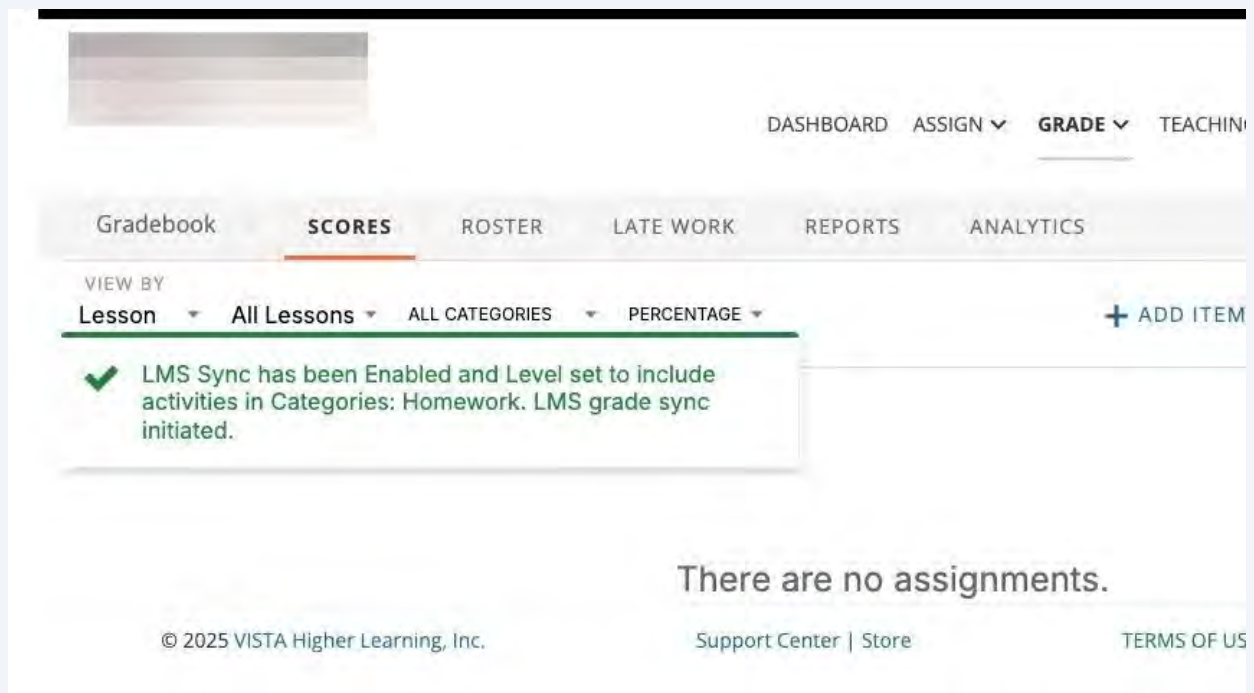
63 Select the category or categories you would like to passback to Canvas.



64 Click "Save".



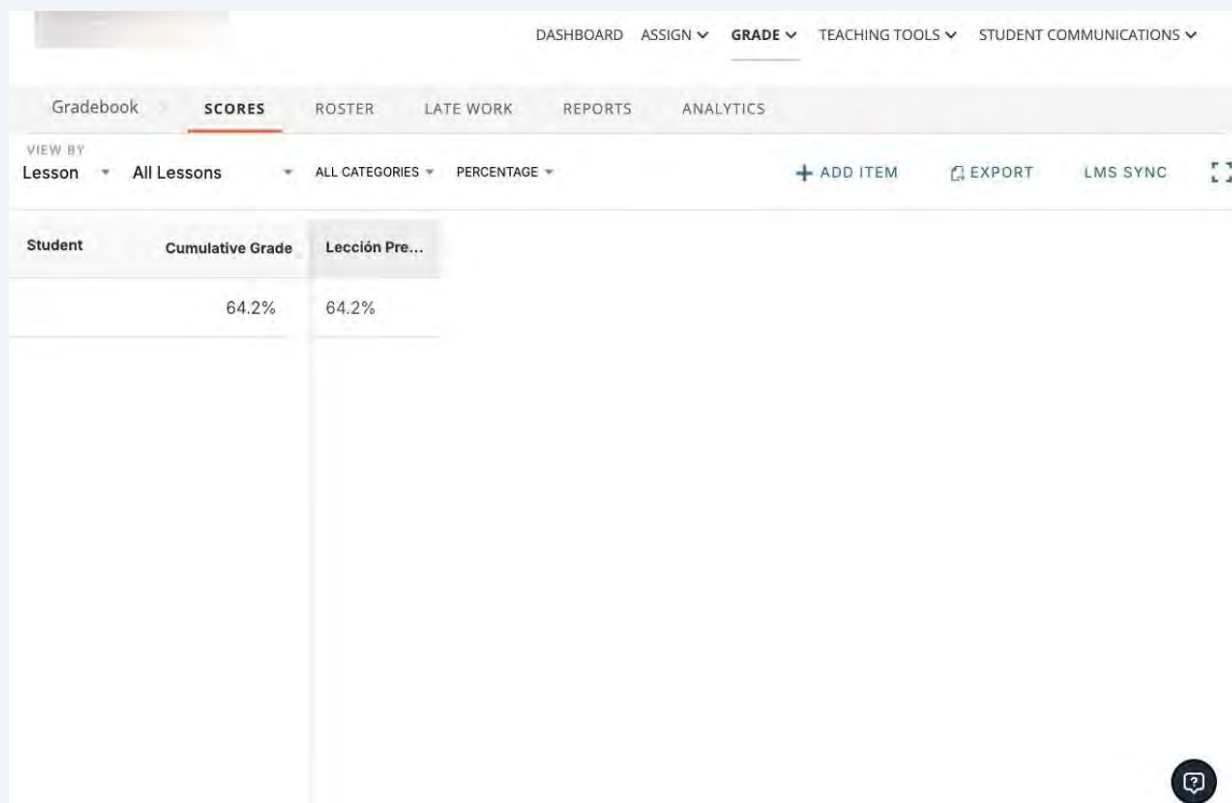
65 You will see a confirmation of the initiation of the grade sync.



vhIcentral Gradebook Views

66

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

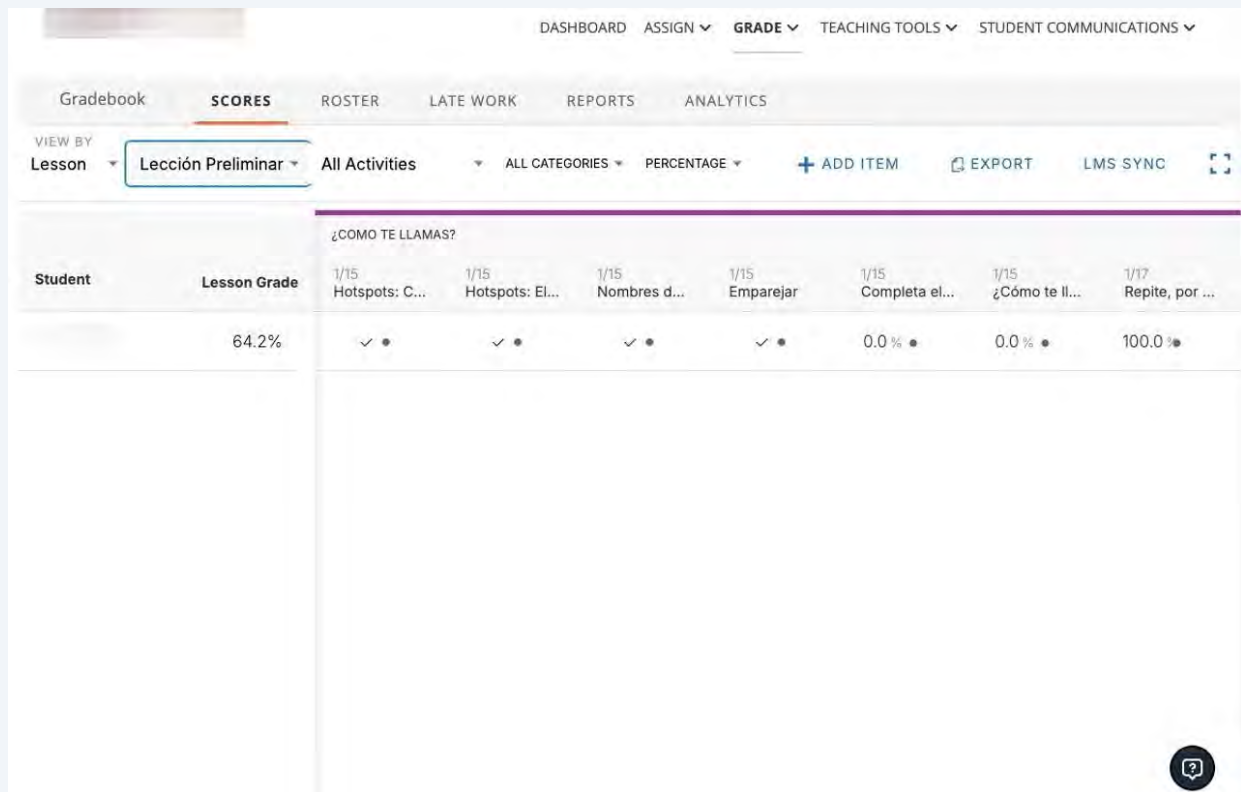


The screenshot shows a web-based gradebook interface. At the top, there is a navigation bar with links: DASHBOARD, ASSIGN, GRADE (selected), TEACHING TOOLS, and STUDENT COMMUNICATIONS. Below this is a sub-navigation bar with links: Gradebook, SCORES (selected), ROSTER, LATE WORK, REPORTS, and ANALYTICS.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

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

67

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. The 'VIEW BY' dropdown is set to 'Lesson', and the 'Lección Preliminar' lesson is selected. The 'All Activities' filter is active. The table displays student grades for various activities. The first student has a 'Lesson Grade' of 64.2%.

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

68

Canvas Gradebook Example of an "Individual Grades" sync.

Gradebook ▾

Import Export ▾ ⚙

Student Names Assignment Names

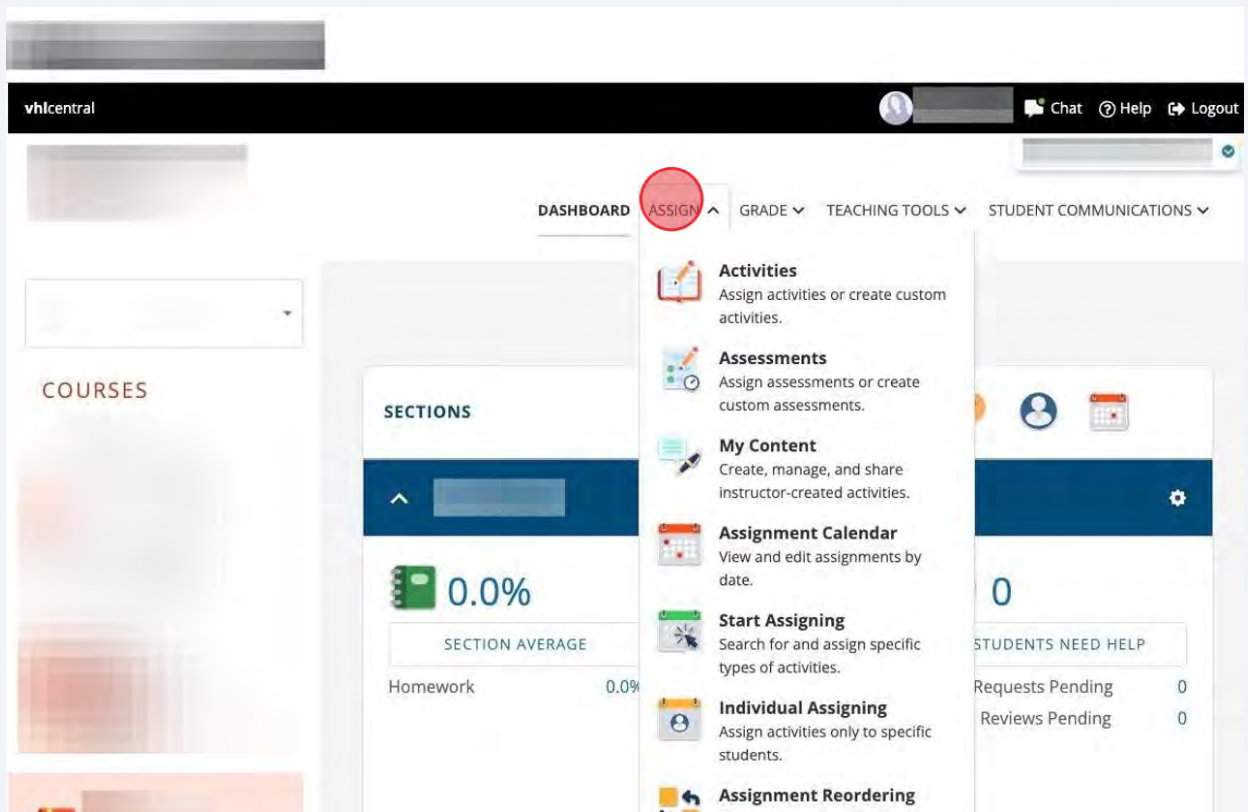
Search Students ▾ Search Assignments ▾

Apply Filters

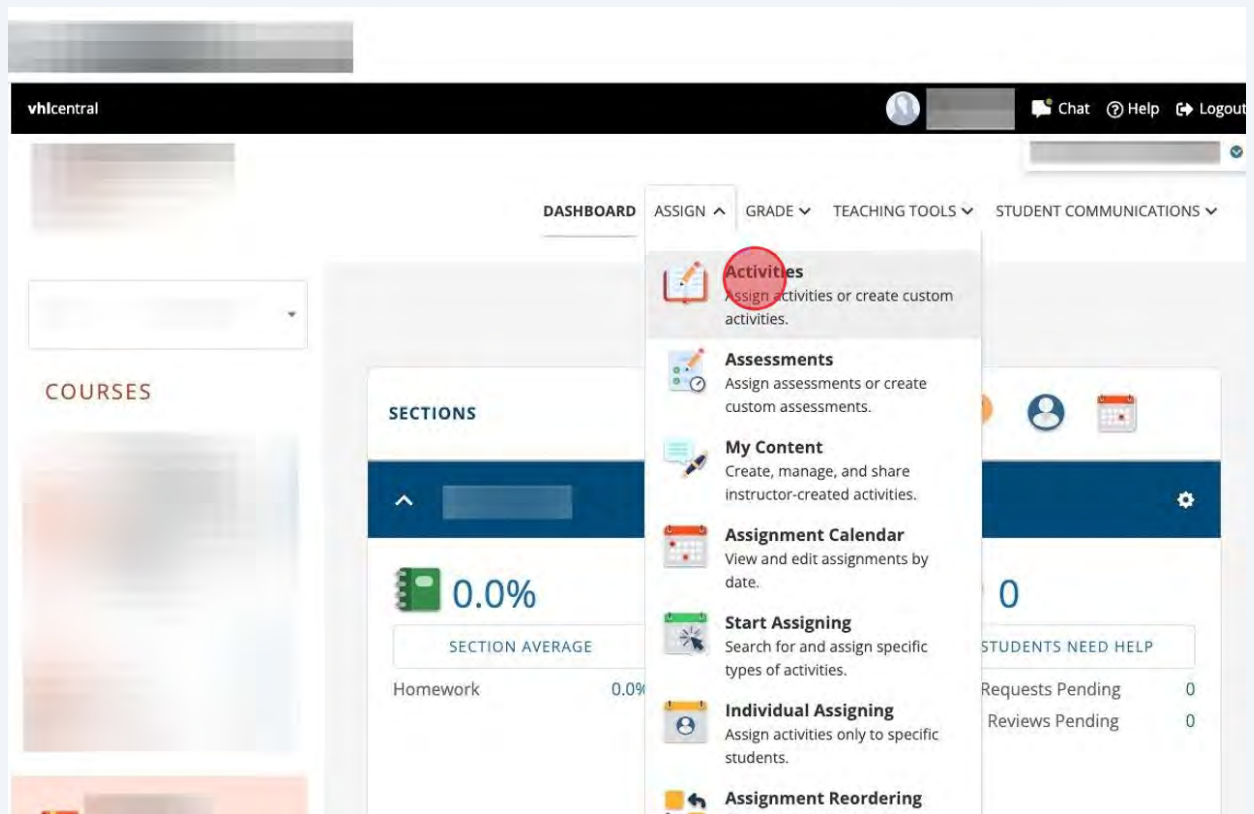
Student Name	VHL Completa el diálogo Out of 10	VHL ¿Cómo te llamas? ¿CÓ Out of 10	VHL ¿Cómo se escribe tu r Out of 10	VHL Palabras Out of 14	VHL Ordenar Out of 10	VHL Palabras revueltas Out of 12	
	7	10	8	0	0	0	
	6	9	10	0	0	0	
	5	10	10	0	0	0	
	8	10	2	12	10	10	
	10	7	10	0	0	0	
	10	10	2	12	2	8	
	0	0	0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

Assigning Activities

69 Click "Assign".



70 Click "Activities".



71

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?'.

72

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 displays the vhlcentral web application interface. At the top, the navigation bar includes 'vhlcentral', a user profile icon, and links for 'Chat', 'Help', and 'Logout'. Below this, a secondary navigation bar contains 'DASHBOARD', 'ASSIGN', 'GRADE', 'TEACHING TOOLS', and 'STUDENT COMMUNICATIONS'. The main content area is titled 'Activities' and 'Lección Preliminar'. On the left, a 'STRANDS' sidebar lists various topics, with '¿Cómo te llamas?' selected. A green pop-up menu is visible over this selection, showing 'Hotspots: Conversaciones' and 'Lección Preliminar | ¿Cómo te llamas?' with 'Points possible: 1'. The main 'Activities' panel shows a list of activities under the 'Presentations' category, including 'Hotspots: Conversaciones', 'Hotspots: El alfabeto', 'Nombres de chicos y chicas', and 'Emparejar'. The 'Practice' category is also visible with the activity 'Completa el diálogo'.

73 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 v

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	

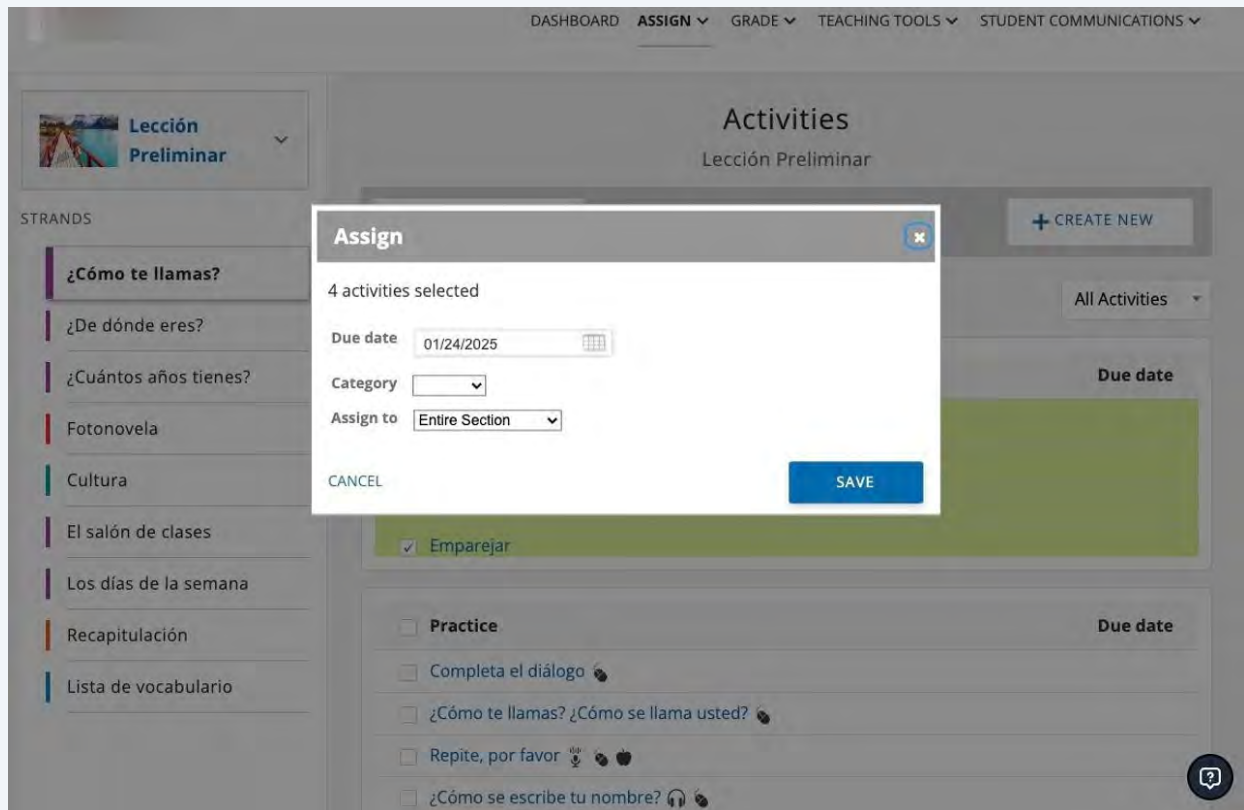
<input type="checkbox"/> Communication	Due date
<input type="checkbox"/> Preguntas 🗎 🗎	

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

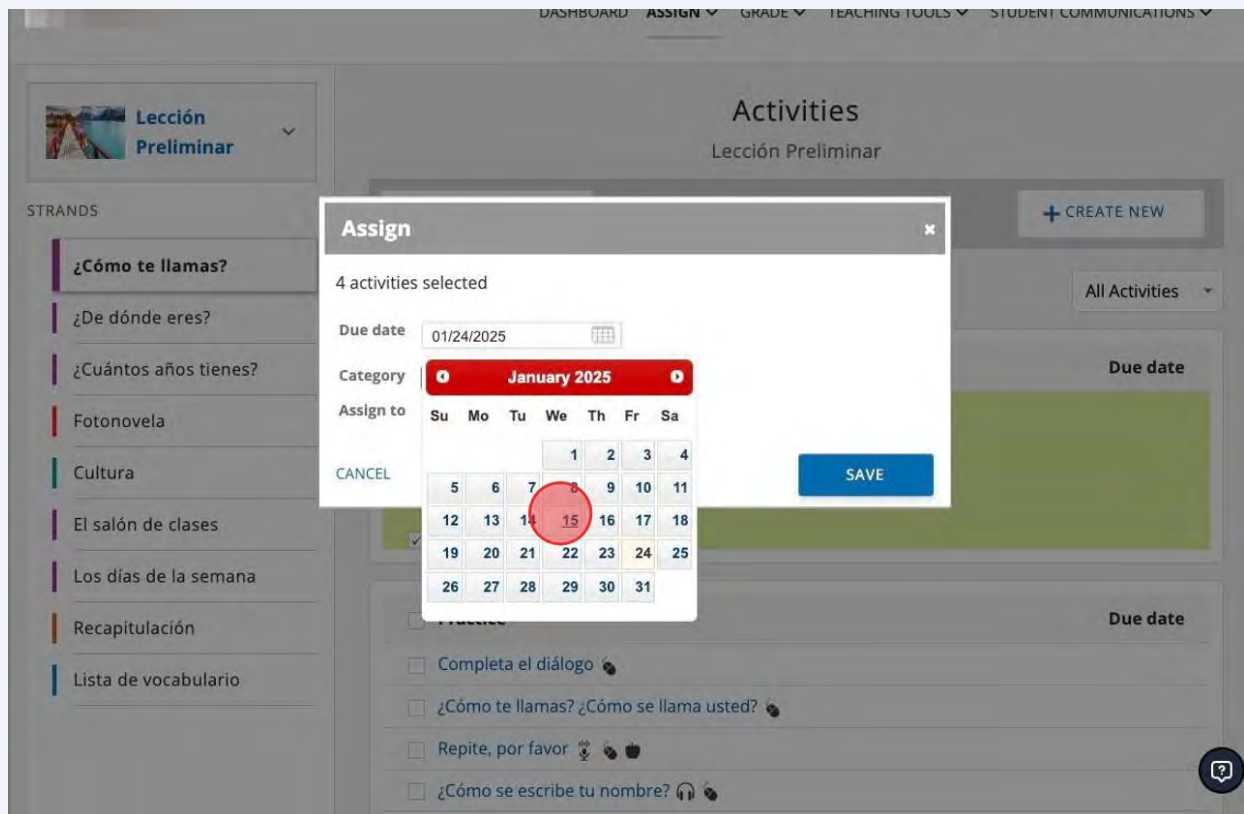
The screenshot shows the vhlcentral dashboard. At the top, there's a navigation bar with 'vhlcentral', a user profile icon, and links for 'Chat', 'Help', and 'Logout'. Below this is a secondary navigation bar with 'DASHBOARD', 'ASSIGN', 'GRADE', 'TEACHING TOOLS', and 'STUDENT COMMUNICATIONS'. The main content area is titled 'Activities' and 'Lección Preliminar'. On the left, there's a 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 'Presentations', there's a list of activities: 'Hotspots: Conversaciones', 'Hotspots: El alfabeto', 'Nombres de chicos y chicas', and 'Emparejar', each with a checkbox. A 'Due date' column is also visible.

75

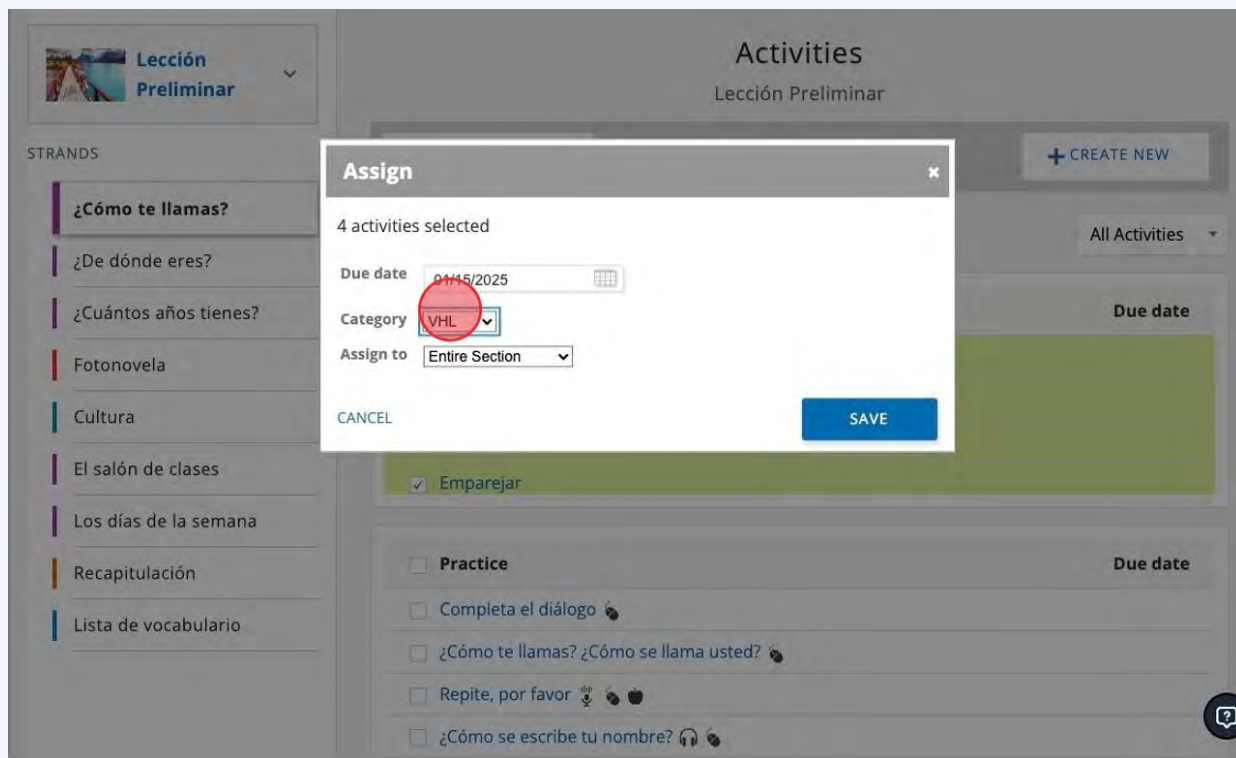
You will see a pop-up that will allow you to select the **"Due Date"**, **"Category"**, and **"Assign to"**.



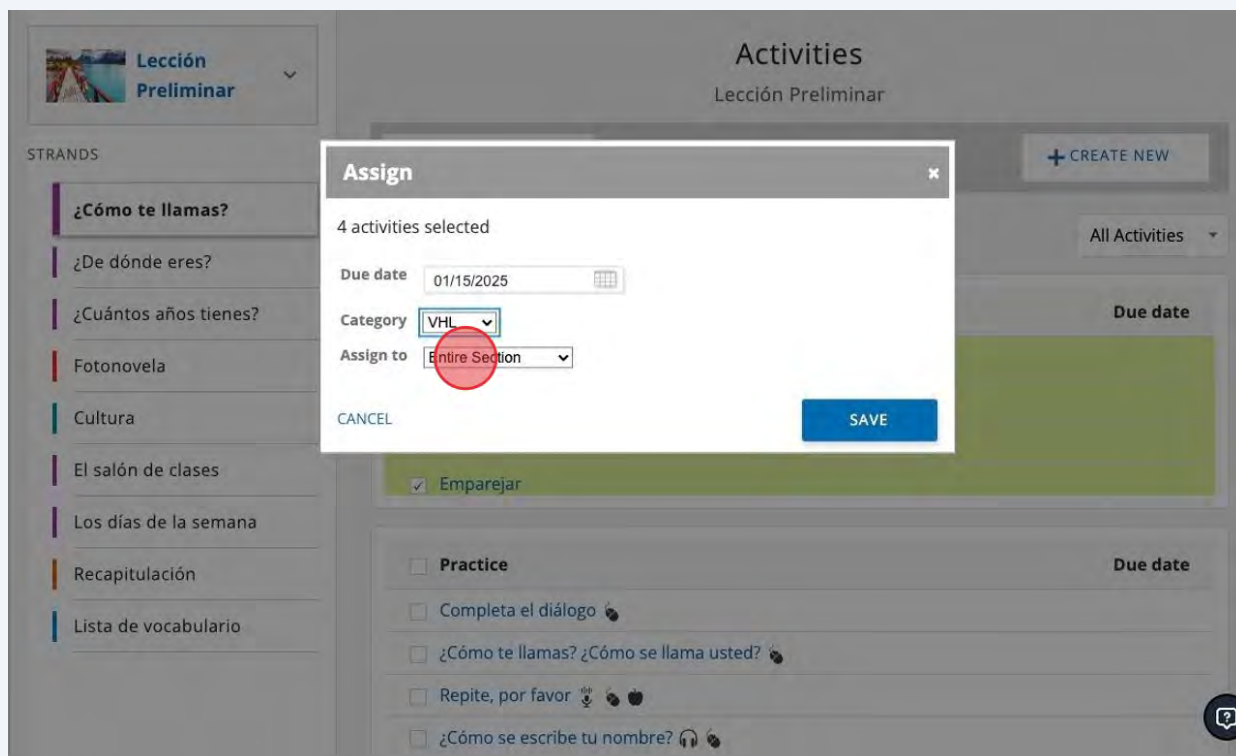
76 Select the **"Due Date"** from the calendar.



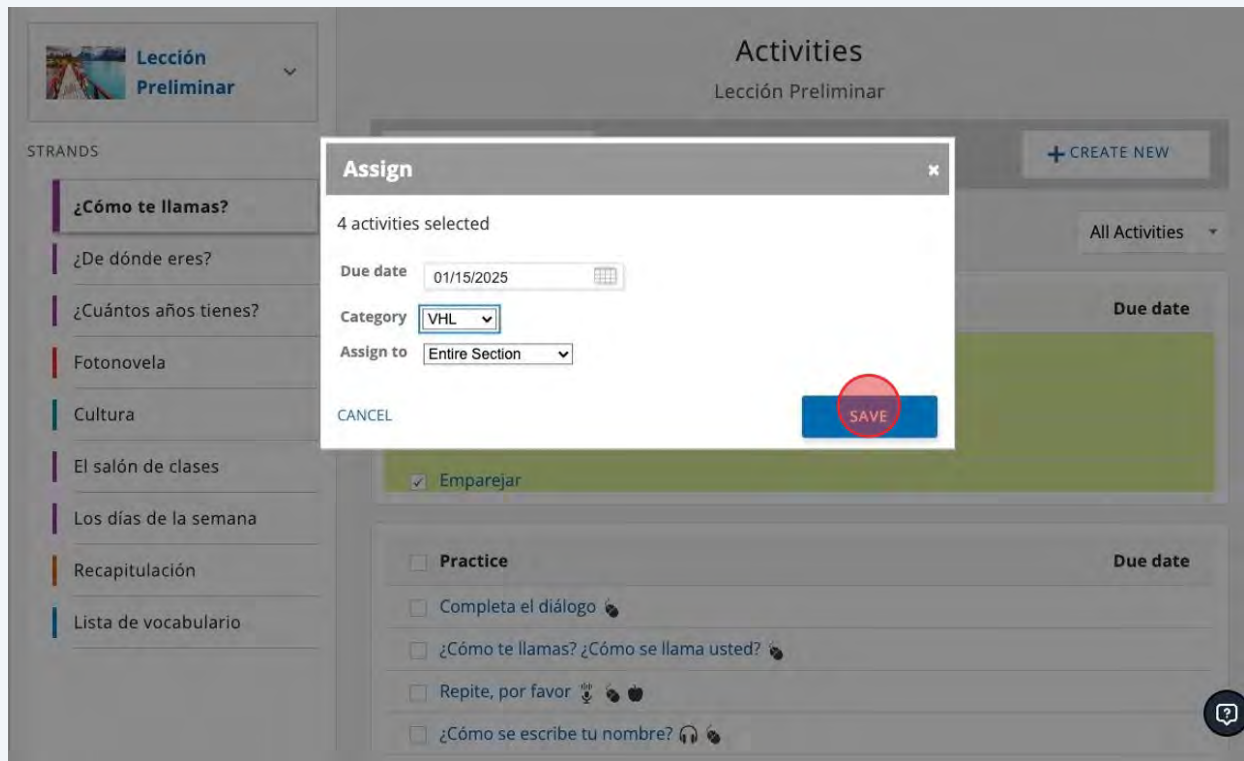
77 Select the "**Category**" that you would like those activities to be under.



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

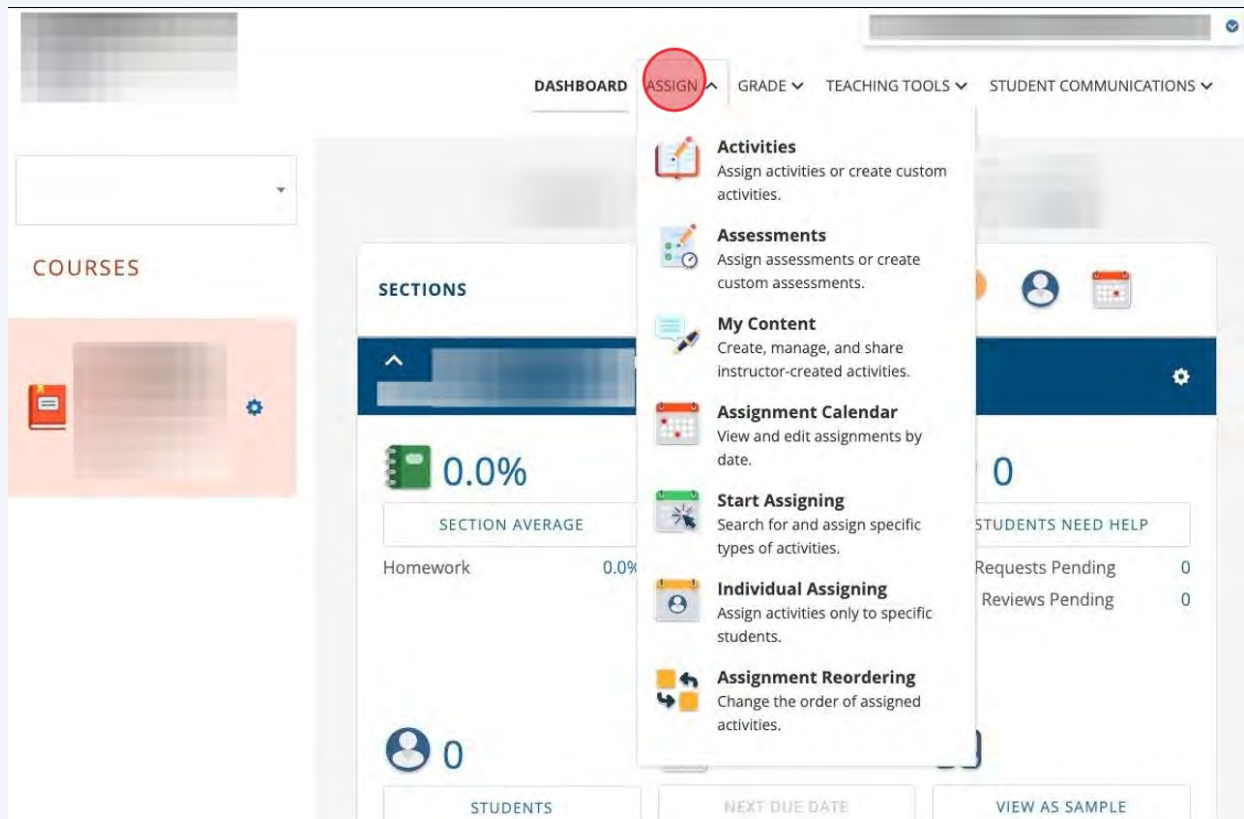


79 Click "Save".

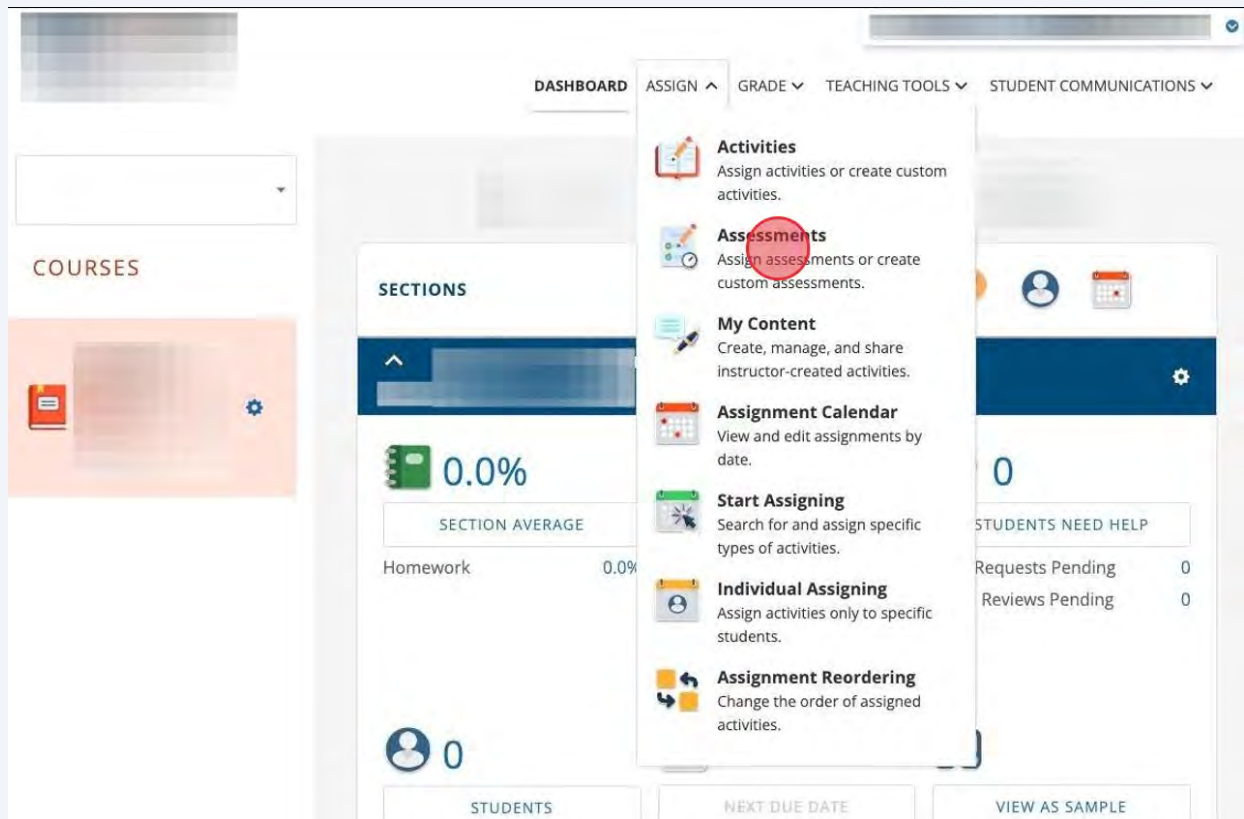


Assigning Assessment

80 Click "Assign".



81 Click "Assessments".



82 Click on the appropriate lesson/unit.

The screenshot shows a web dashboard for VISTA Higher Learning. At the top, there is a navigation bar with links: DASHBOARD, ASSIGN (with a dropdown arrow), GRADE (with a dropdown arrow), TEACHING TOOLS (with a dropdown arrow), and STUDENT COMMUNICATIONS (with a dropdown arrow). Below the navigation bar, the page is titled "Assessments". On the left, there is a sidebar menu with a dropdown arrow. The menu items are: "News and Cultural Updates" (with a colorful icon), "News and Cultural Updates" (with a colorful icon), "Lección 1 | Hola, ¿qué ta?" (with a red circle around the text), "Lección 2 | En la universidad" (with a photo of a person), "Lección 3 | La familia" (with a photo of a family), "Lección 4 | Los pasatiempos" (with a photo of people), "Lección 5 | Las vacaciones" (with a photo of people), and "Lección 6 | ¡De compras!" (with a photo of people). The main content area on the right displays the 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 the text "submit help request" and "© 2025 VISTA Higher Learning, Inc. | Store | Terms of use | Privacy policy".

83

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 highlighted with a green box, 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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84 Select the desired assessment. A pop-up will appear. Click **"Assign"**.

The screenshot shows the vhlcentral dashboard. At the top, there's a navigation bar with 'vhlcentral' on the left and 'Chat', 'Help', and 'Logout' on the right. Below the navigation bar, there's a menu with 'DASHBOARD', 'ASSIGN', 'GRADE', 'TEACHING TOOLS', and 'STUDENT COMMUNICATIONS'. The 'ASSIGN' menu is currently selected. The main content area is titled 'Assessments'. On the left, there's a sidebar with 'Lección 1' and a list of activities: 'Vocabulary Quizzes', 'Grammar Quizzes', 'Lesson Tests', and 'Optional Sections'. A red circle highlights the 'Assign' button next to 'Lección 1'. A yellow tooltip appears over the 'Assign' button, showing details for the 'Contextos - Miniprueba A' assessment: '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's a table titled 'Vocabulary Quizzes' with a dropdown menu 'All Activities'. The table has columns for 'Assessment' and 'Due date'. The first row, 'Contextos - Miniprueba A', is highlighted in green and has a checkmark in the 'Assessment' column. The second row, 'Contextos - Miniprueba B', is not highlighted. At the bottom, there's a footer with 'For technical support click support.vhlcentral.com, or submit [help request](#)' and '© 2025 VISTA Higher Learning, Inc. | [Store](#) | [Terms of use](#) | [Privacy policy](#)'.

85

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

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): 0

Randomize per student: No

Password

Set a password:

CANCEL SAVE

86 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 i: 1

Availability: 2 3 4 5 6 7 8

The Quiz w: 9 10 11 12 13 14 15

Results will: 16 17 18 19 20 21 22

Due time: 23 24 25 26 27 28

The Quiz w: 29 30

Time limit: Set a time limit (minutes) edit

Randomize per student: No

Password: Set a password

CANCEL SAVE

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

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 (highlighted with a red box)
- 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

At the bottom of the dialog, there are 'CANCEL' and 'SAVE' buttons. The background shows the vhlcentral dashboard with a sidebar containing 'Assessments' and 'Vocabulary Quizzes'.

88

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 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 menu)
- Maximum attempts:** 1 (dropdown menu, highlighted with a red box)
- Availability:** 3 (dropdown menu, highlighted with a red box)
- Due time:** 6 (dropdown menu, highlighted with a red box)
- Time limit:** Unlimited (dropdown menu, highlighted with a red box)
- Randomize per student:** No (dropdown menu, highlighted with a red box)
- Password:** Set a password (text input field)
- CANCEL** button
- SAVE** button

The background shows the vhlcentral dashboard with navigation links: DASHBOARD, ASSIGN, GRADE, TEACHING TOOLS, and STUDENT COMMUNICATIONS. There is also a sidebar with 'Assessments' and a list of activities including 'Vocabulary Quizzes', 'Grammar Quizzes', 'Lesson Tests', and 'Optional Sections'.

89 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 activities: 'Vocabulary Quizzes', 'Grammar Quizzes', 'Lesson Tests', and 'Optional Sections'. The main content area displays a 'Lección 1 | Hola, ¿quién eres?' section. A modal dialog titled 'Assign' is open, showing settings for '1 Quiz selected'. The settings include: 'Due date' (02/12/2025), 'Category' (Homework), 'Assign to' (Entire Section), 'Maximum attempts' (1), 'Availability' (The Quiz will be hidden until I release it. 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), and 'Password' (Set a password). The 'edit' link in the 'Availability' section is circled in red. At the bottom of the dialog are 'CANCEL' and 'SAVE' buttons.

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. **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

CANCEL SAVE

90

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

The screenshot shows the 'Assign' modal in the vhlcentral system. The modal 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 (with a calendar icon)
- Category:** Homework
- Assign to:** Entire Section (dropdown menu)
- Maximum attempts:** 1 (dropdown menu)
- Availability:** This section is highlighted with a red box. It contains the text 'The Quiz will be hidden until' followed by a blue button labeled 'I release it' which is selected. Below this, it says 'Results will be available when' followed by a dropdown menu showing 'a specific date and time' and 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 menu)
- Password:** Set a password (text input field)

At the bottom of the modal, there are two buttons: 'CANCEL' and 'SAVE'.

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

The screenshot shows the 'Assign' dialog box in a learning management system. The dialog box 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
- Time limit:** never
- Randomize per student:** No
- Password:** Set a password

The 'Results will be available' dropdown menu is highlighted with a red box. The 'when all students have been graded' option is selected and highlighted in blue. The 'SAVE' button is located at the bottom right of the dialog box.

92

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

The screenshot shows a web interface for managing assessments. A modal window titled "Assign" is open, displaying settings for a selected quiz. The "Due time" section is highlighted with a red circle, showing the time set to 11:59 PM. The modal includes fields for due date, category, assign to, maximum attempts, availability, time limit, randomize per student, and password. 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, ¿qué tal?" with a "Due date" field.

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

93 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

94

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.

95 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'. Inside the dialog, the following settings are visible:

- 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 dialog, there are 'CANCEL' and 'SAVE' buttons. A red circle is drawn around the 'SAVE' button. The background interface includes a top navigation bar with 'DASHBOARD', 'ASSIGN', 'GRADE', 'TEACHING TOOLS', and 'STUDENT COMMUNICATIONS'. On the right, there is a '+ CREATE NEW' button and a section for 'All Activities' with a 'Due date' field.

Assignment Calendar

96

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

The screenshot shows the Canvas LMS interface. At the top, there are navigation tabs: DASHBOARD, ASSIGN, GRADE, TEACHING TOOLS, and STUDENT COMMUNICATIONS. The 'ASSIGN' tab is active, and its dropdown menu is open, showing options: Activities, Assessments, My Content, Assignment Calendar (highlighted with a red circle), Start Assigning, Individual Assigning, and Assignment Reordering. On the left sidebar, under 'STRANDS', there is a list of items including '¿Cómo te llamas?', '¿De dónde eres?', '¿Cuántos años tienes?', 'Fotonovela', 'Cultura', 'El salón de clases', 'Los días de la semana', 'Recapitulación', and 'Lista de vocabulario'. The main content area shows a list of assignments under the heading 'ASSIGN SELECTED'. The first assignment is 'Lección Preliminar | ¿Cómo te llamas?'. Below it, there are sections for 'Presentations' and 'Practice', each with a list of activities and their due dates. A 'CREATE NEW' button is visible on the right side of the interface.

ASSIGN SELECTED

☐ Lección Preliminar | ¿Cómo te llamas?

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?

Due date

Wed 1/15

Wed 1/15

Wed 1/15

Wed 1/15

Thu 1/16

Thu 1/16

CREATE NEW

All Activities

Due date

Wed 1/15

Wed 1/15

Wed 1/15

Wed 1/15

Due date

Wed 1/15

Thu 1/16

Thu 1/16

97

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

98

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:

<input checked="" type="checkbox"/> 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

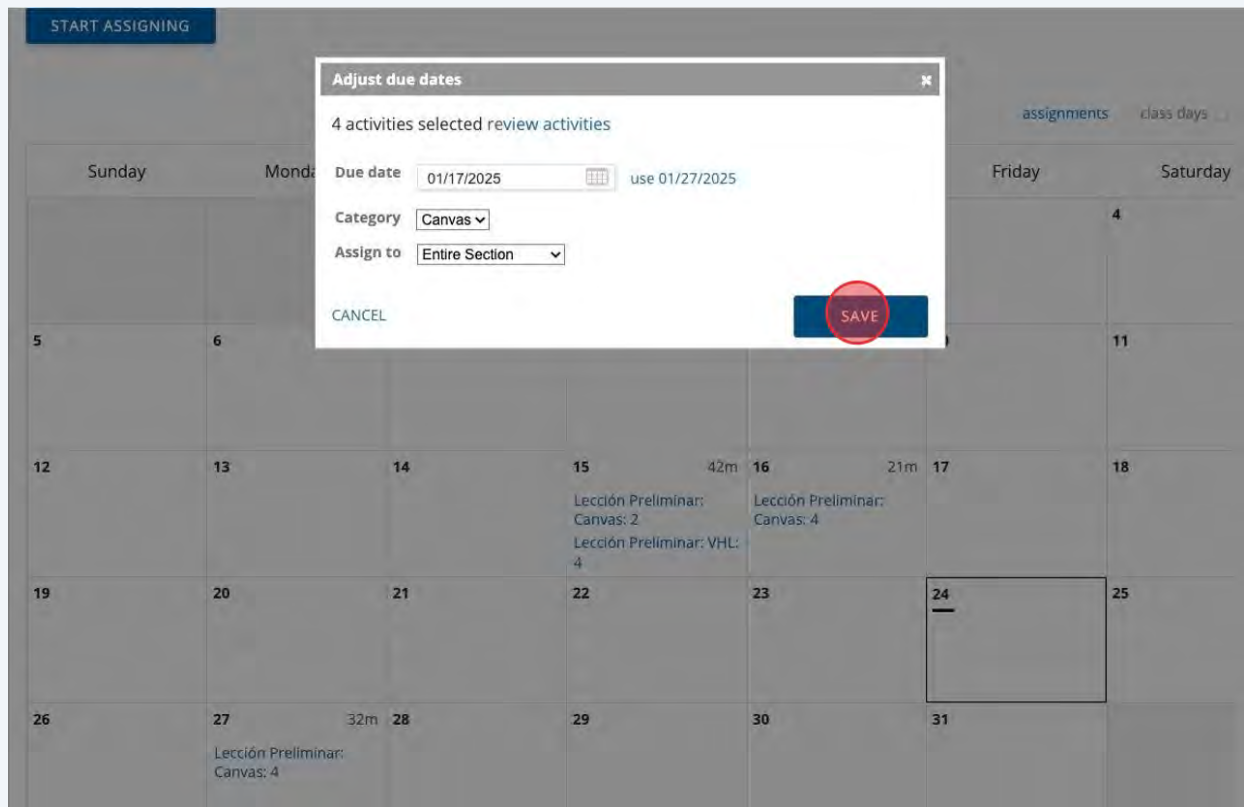
Lección Preliminar; Canvas: 2
Lección Preliminar; VHL: 4

Lección Preliminar; Canvas: 4

Lección Preliminar; Canvas: 4

Lección Preliminar; Canvas: 4

99 Click "Save".



- 100 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

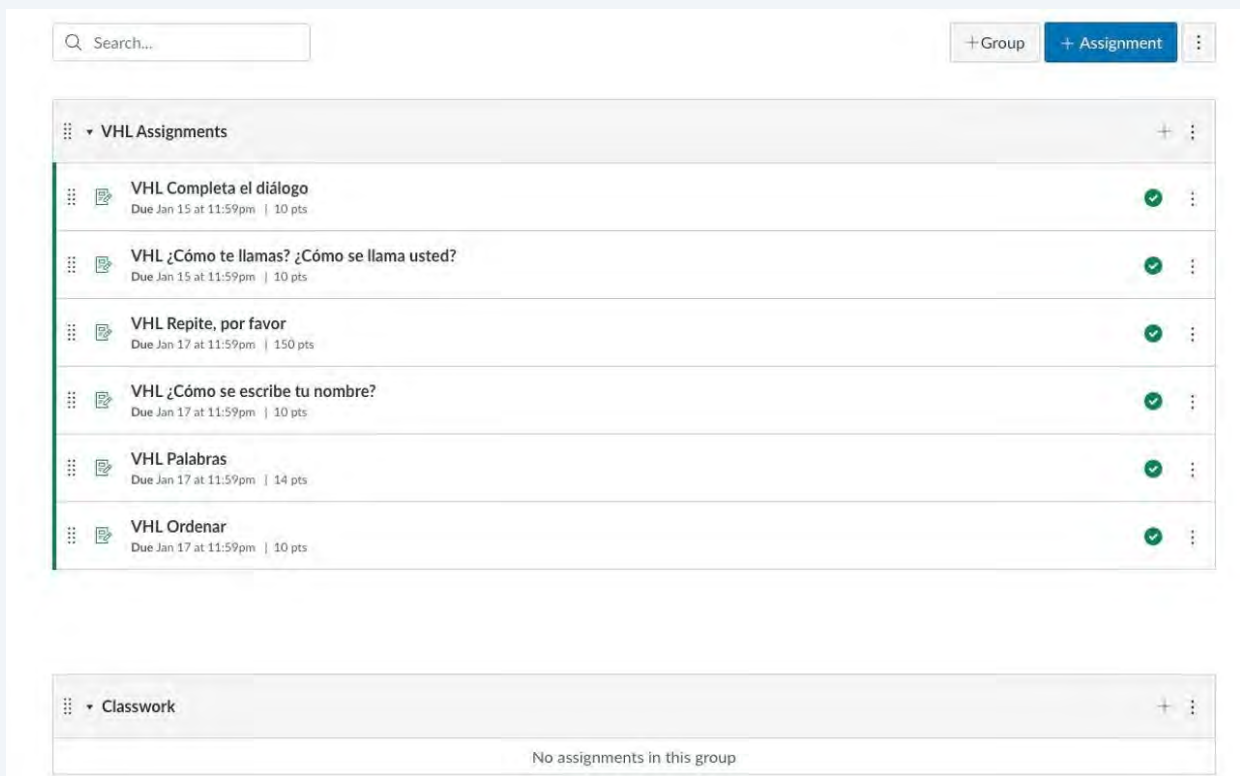


Alert! Assignments will sync to Canvas under the first or original "Assignment Group" **after** the vhlcentral due date has passed. This group should have a 0% weight if it only captures the grade sync. In that case, the assignments will need to be recategorized to their corresponding weighted category 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.

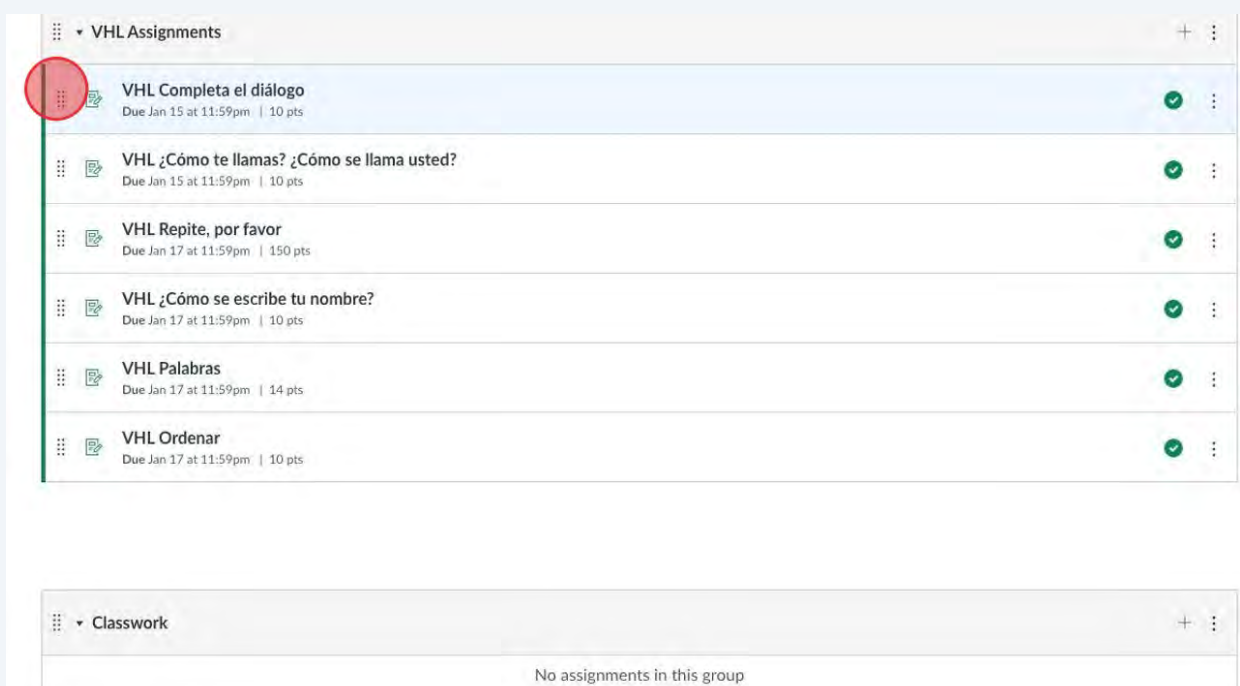
101 Vhlcentral activities and assessments will sync to the default (original) Assignment Category.



The screenshot shows a user interface for managing assignments. At the top, there is a search bar labeled "Search..." and two buttons: "+ Group" and "+ Assignment". Below this, there are two main sections: "VHL Assignments" and "Classwork". The "VHL Assignments" section contains a list of six assignments, each with a title, due date, points, and a status icon (a green checkmark). The "Classwork" section is currently empty, with the text "No assignments in this group" displayed below it.

Assignment Title	Due Date	Points	Status
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	✓

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



This screenshot is identical to the one in step 101, but with a red circle highlighting the menu icon (eight dots) on the left side of the first assignment, "VHL Completa el diálogo". This icon is used to access the assignment's settings, including the category.

Assignment Title	Due Date	Points	Status
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	✓

103 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>

80

104 Repeat that process until all assignments have been recategorized.

▼ VHL Assignments

No assignments in this group

▼ Classwork

- 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

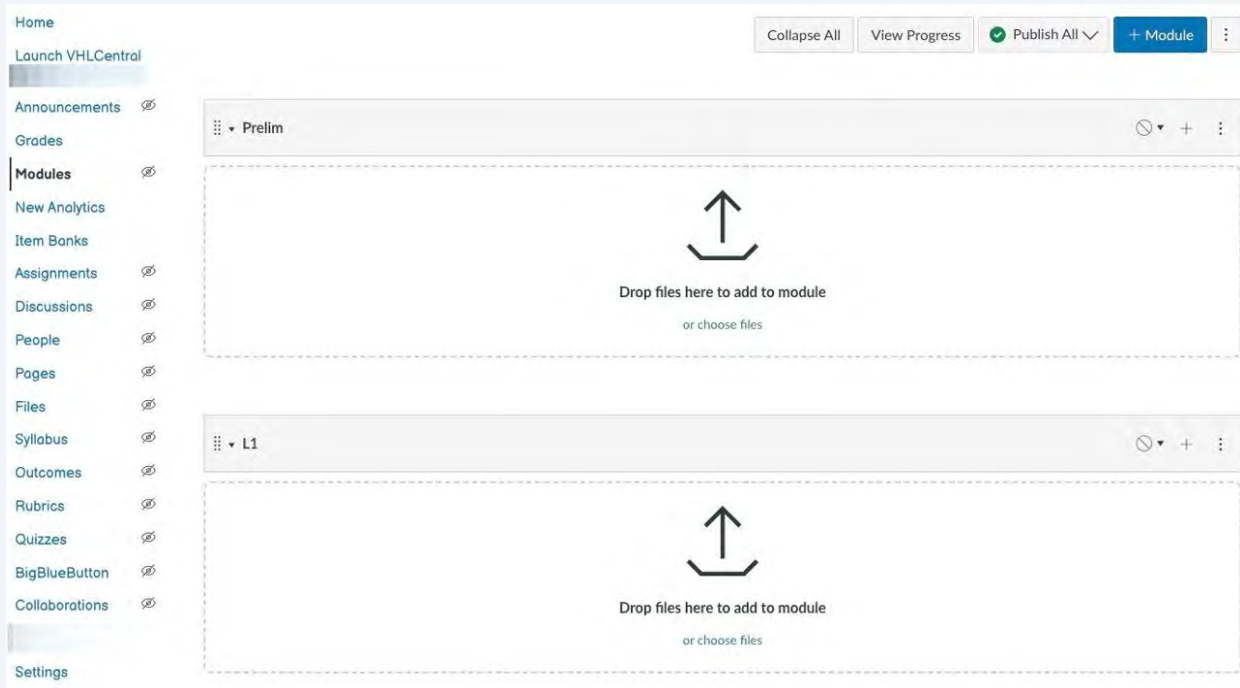
- VHL Repite, por favor
Due Jan 17 at 11:59pm | 150 pts

Deep Links

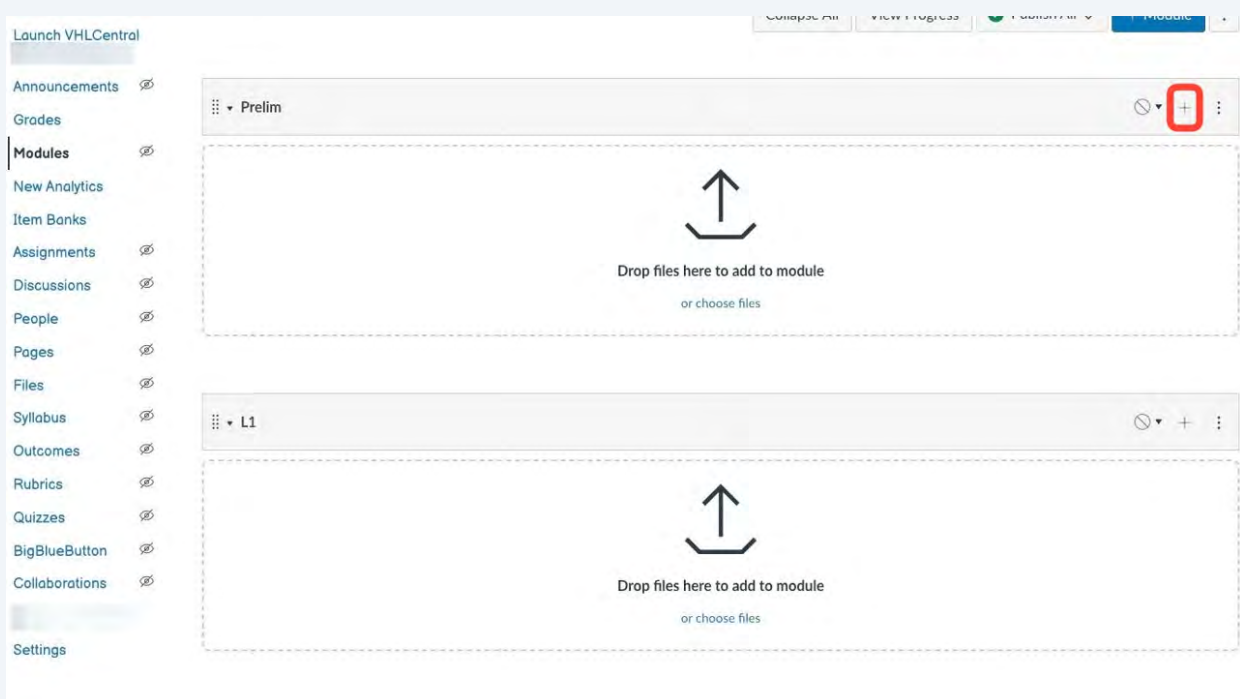


Alert! **Deep Links** are "**shortcuts**" or "**entry points**" to vhlcentral. Assignments must be completed via vhlcentral. Deep links help direct students to specific activities or assessments.

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



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



107 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:

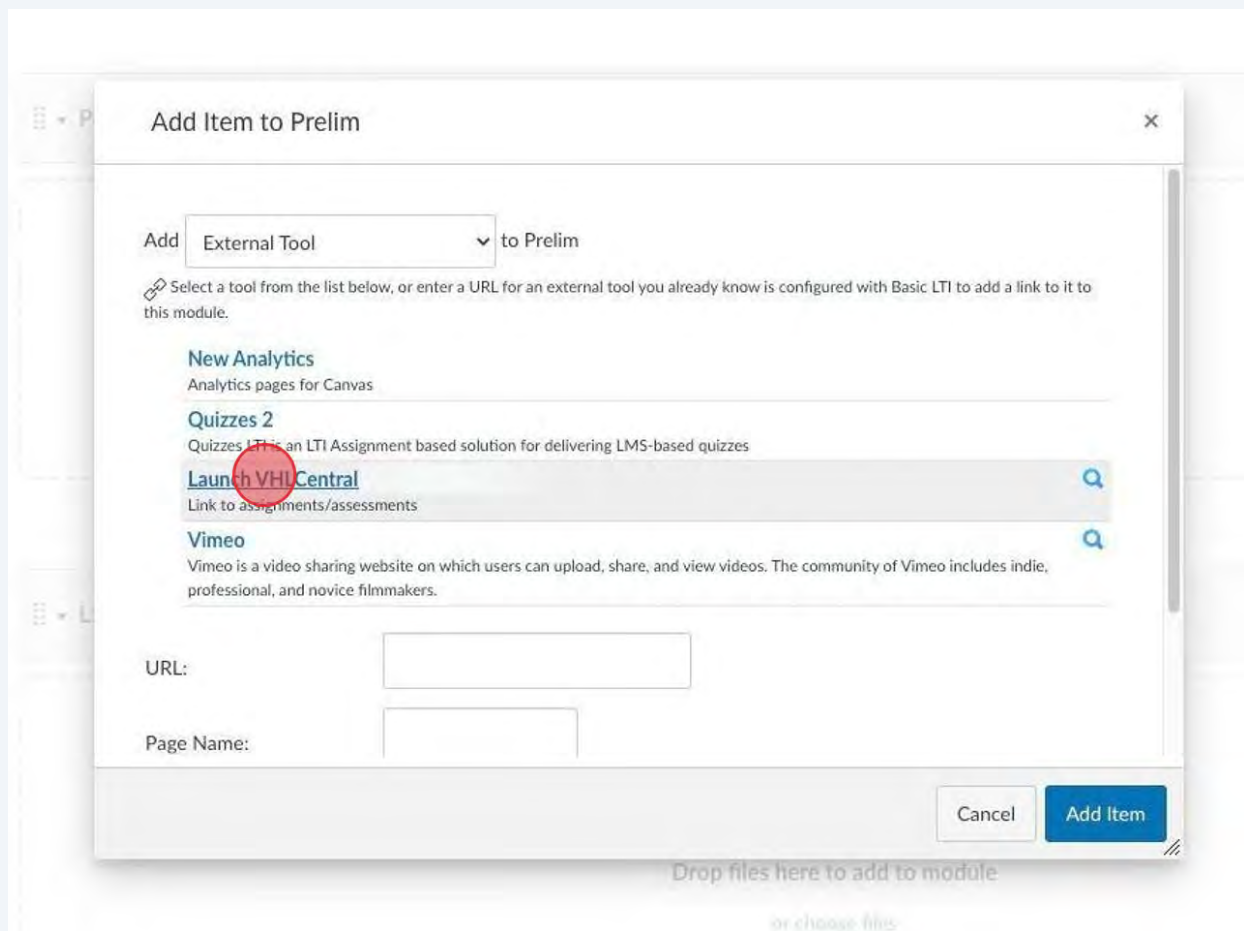
☐ Load in a new tab

Indentation: Don't Indent

Cancel Add Item

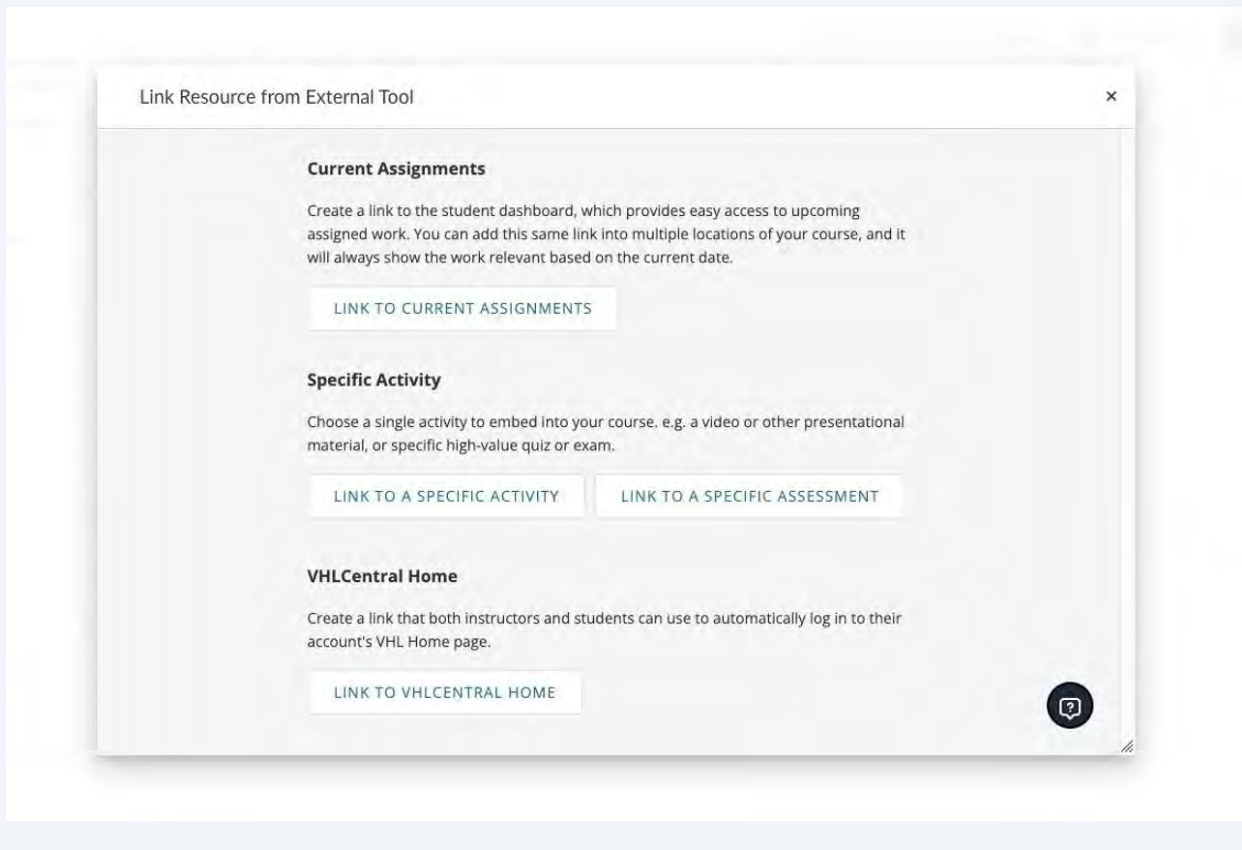
Drop files here to add to module

108 Click "Launch vhlcentral".

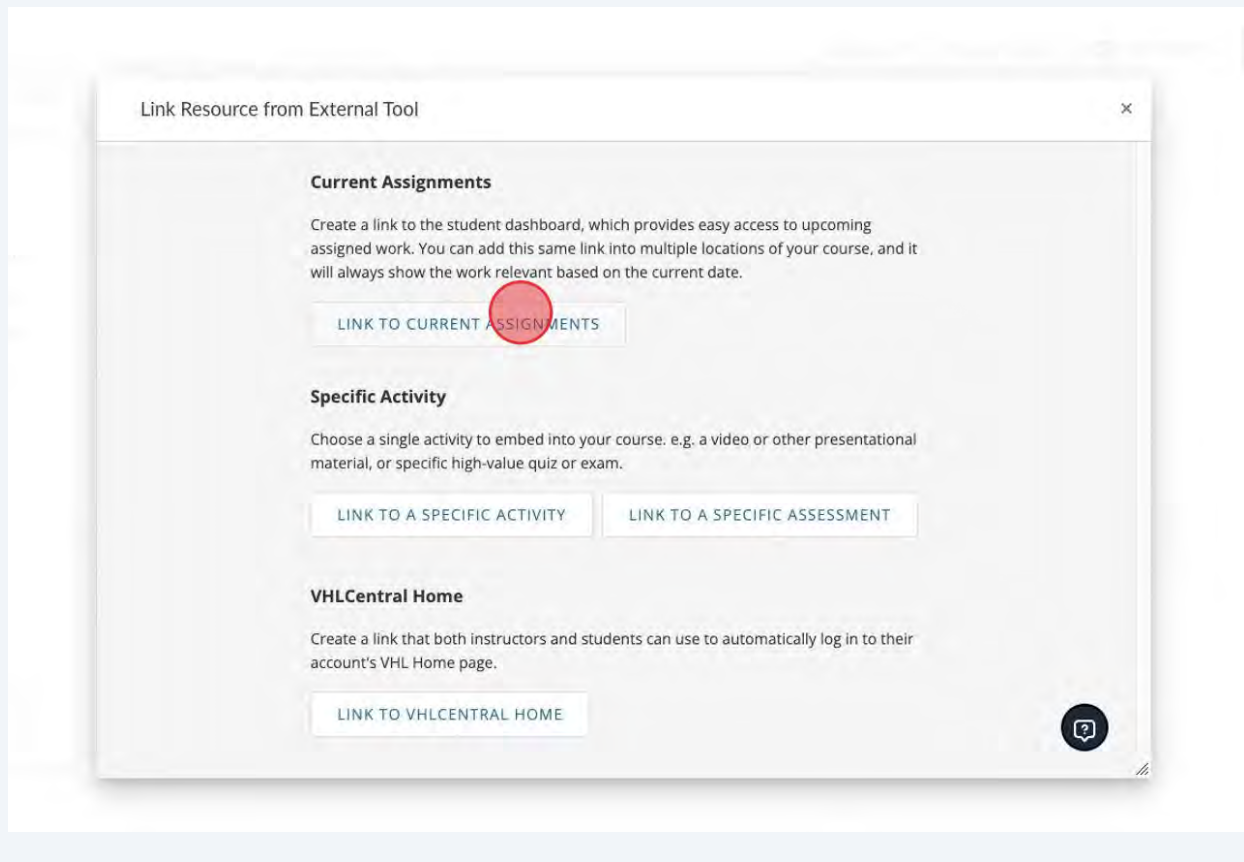


109 You will see the following pop-up with four options:

- **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



110 Click "Link to Current Assignments".



111

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

112 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:

Cancel **Add Item**

Drop files here to add to module

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

The screenshot shows a student dashboard with a top navigation bar containing 'vncentral', a profile icon, and links for 'Chat', 'Help', and 'Logout'. A yellow warning banner at the top states: 'This is a preview of what your students see on their dashboard. Some functionality in the preview has been disabled.' Below this is the 'Dashboard' section. On the left, the 'Assignments' panel shows an 'Overdue' section with '10 assignments' and a 'Monday, January 27th' section with '4 activities'. The current activity is 'Lección Preliminar | ¿Cómo te llamas?' with a '32m' duration and a 'Due 11:59 PM' deadline, accompanied by a blue 'START' button. On the right, the 'Class Bulletin' panel shows 'Notifications (0)' and 'Announcements (0)', both with 'No' items. Below this is the 'Grades' panel, which states 'No grades available.' The footer contains copyright information '© 2025 VISTA Higher Learning, Inc.', links to 'Support Center' and 'Store', and 'TERMS OF USE' and 'PRIVACY POLICY'. A help icon is located in the bottom right corner.

vncentral

Chat Help Logout

This is a preview of what your students see on their dashboard. Some functionality in the preview has been disabled.

Dashboard

Assignments

Overdue
10 assignments

Monday, January 27th
4 activities

Lección Preliminar | ¿Cómo te llamas? 4 activities

32m
Due 11:59 PM START

Class Bulletin

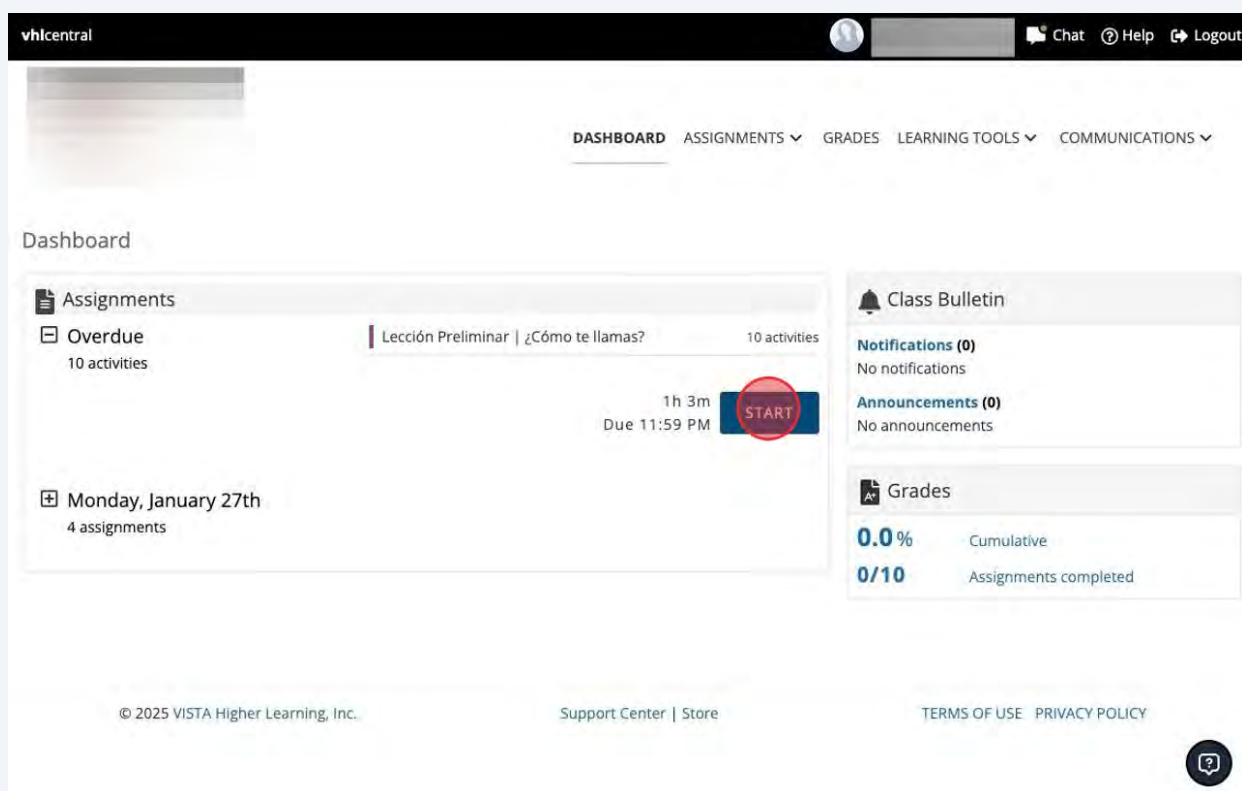
Notifications (0)
No notifications

Announcements (0)
No announcements

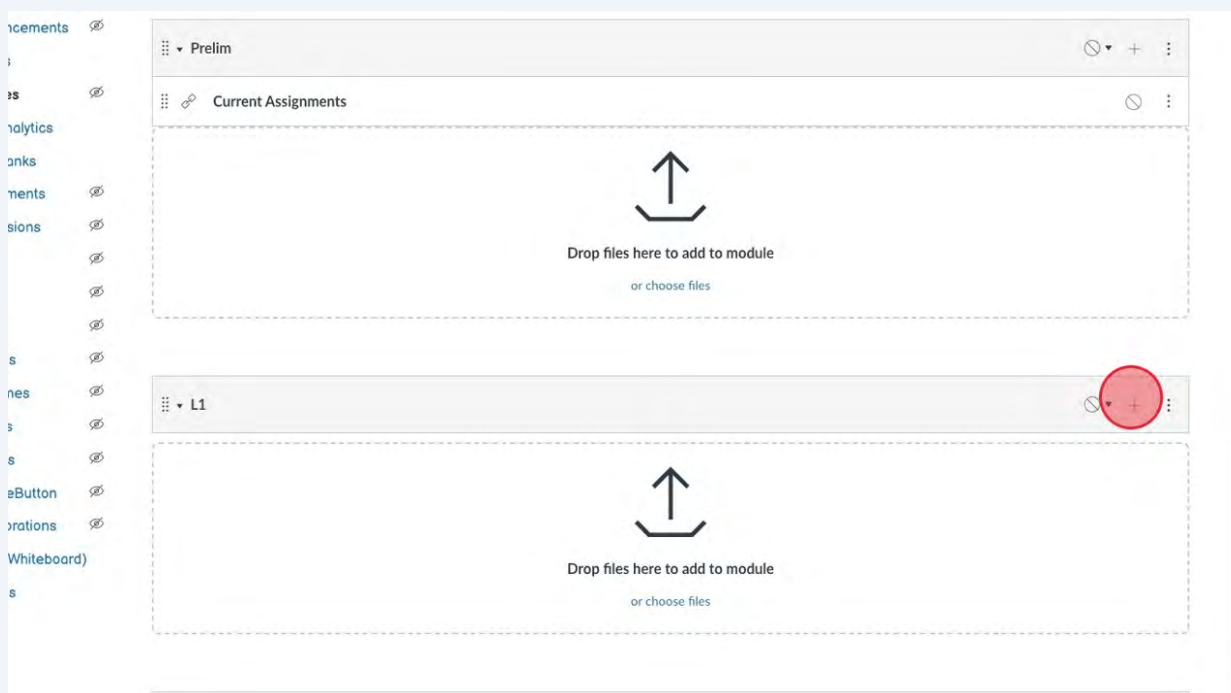
Grades
No grades available.

© 2025 VISTA Higher Learning, Inc. Support Center | Store TERMS OF USE PRIVACY POLICY

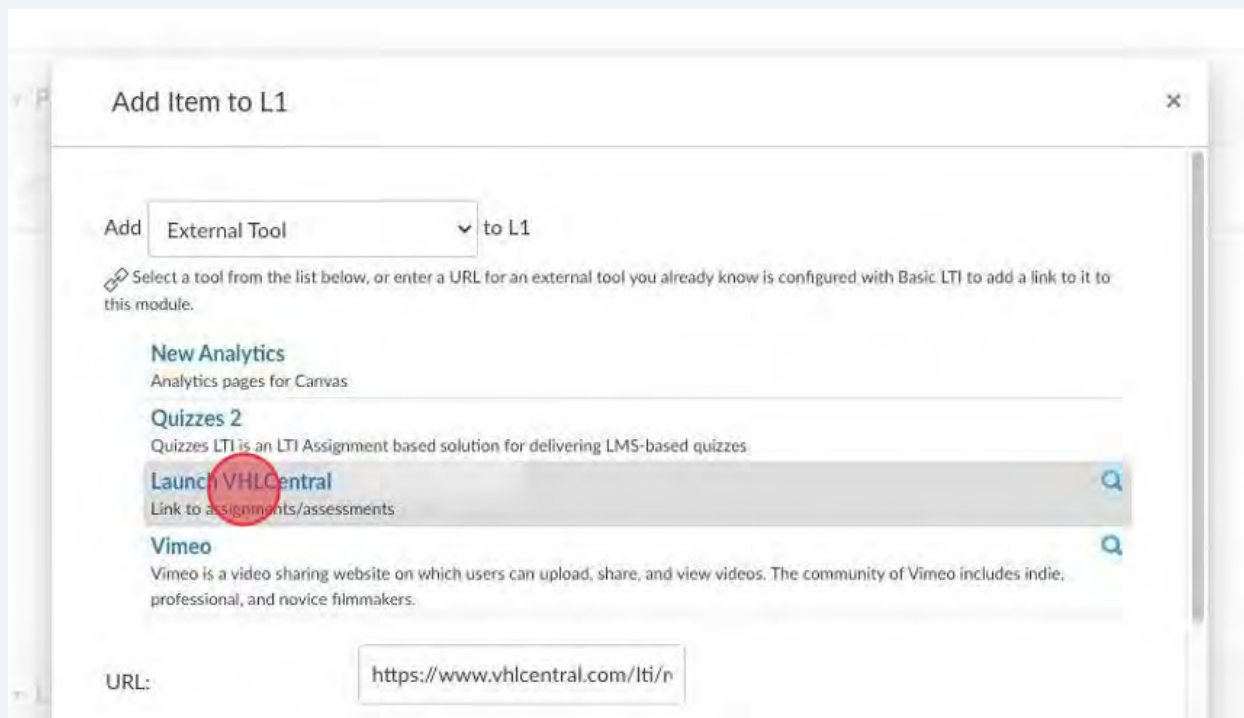
- 114 Students can click **"Start"** and they will be able to work through their assignments in order.



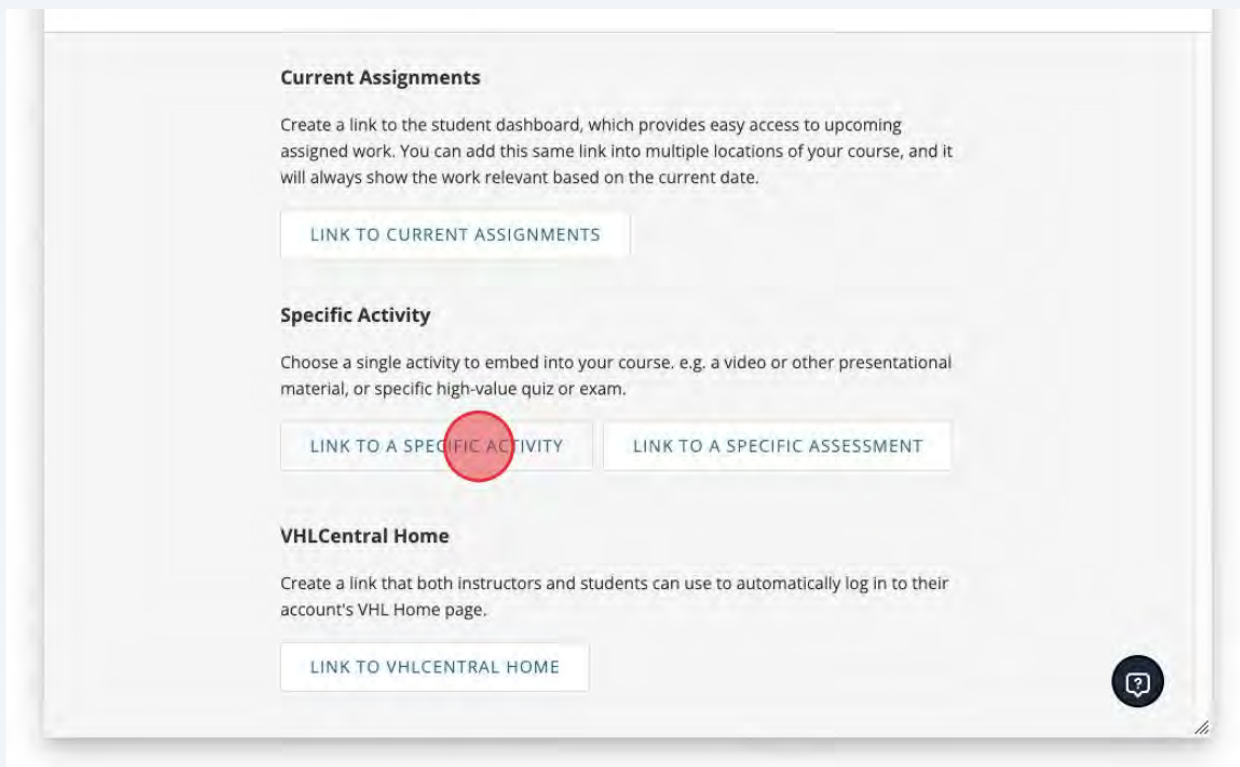
- 115 For **"Specific Activity"** or **"Specific Assessment"**, you will repeat the initial process of clicking the "+" on the gray bar of the module you would like to add the **"Deep Link"** to.



116 Click "Launch vhlcentral".



117 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.

118 Click "LINK".

LINK Resource from External Tool

tienes?

Fotonovela

Cultura

El salón de clases

Los días de la semana

Recapitulación

Lista de vocabulario

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	
--	----------	--

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

119 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

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	
--	----------	--

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

120 Click **"Add Item"**.

Add Item to Prelim [X]

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 [Q]
Link to assignments/assessments

Vimeo [Q]
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:

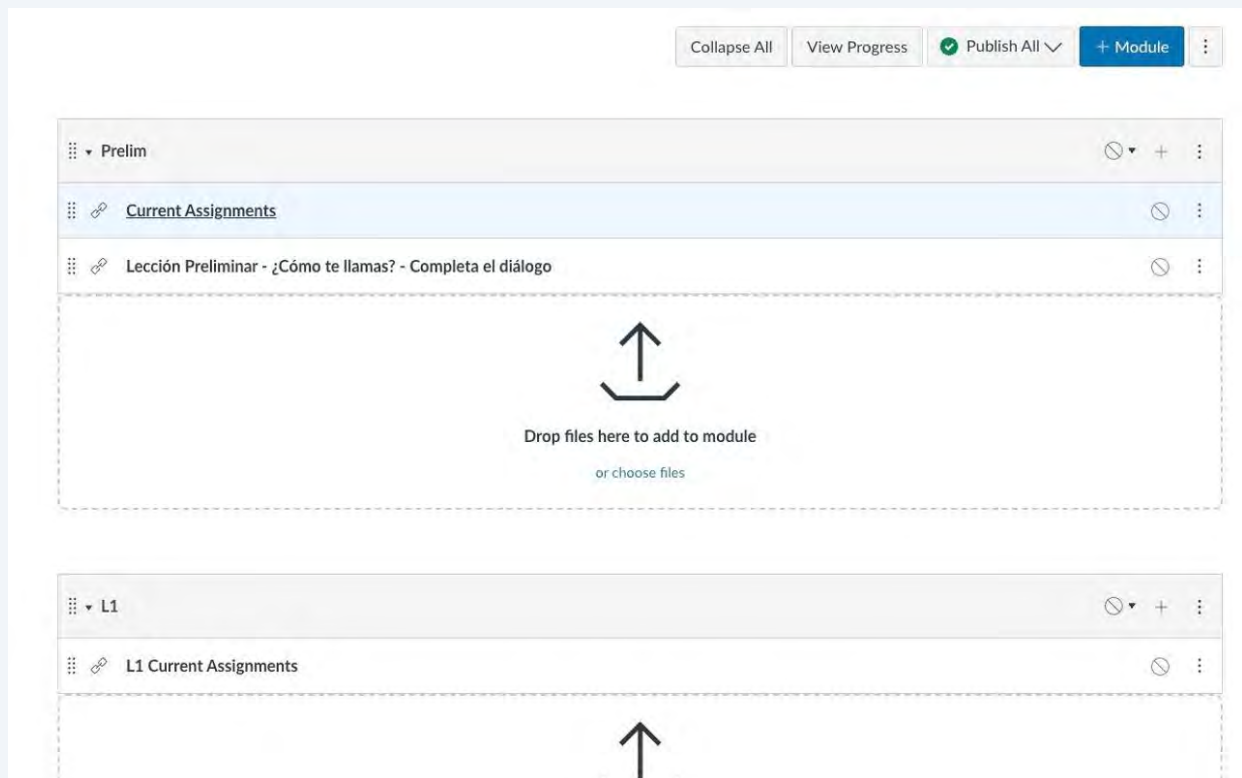
Page Name:

☐ Load in a new tab

Indentation:

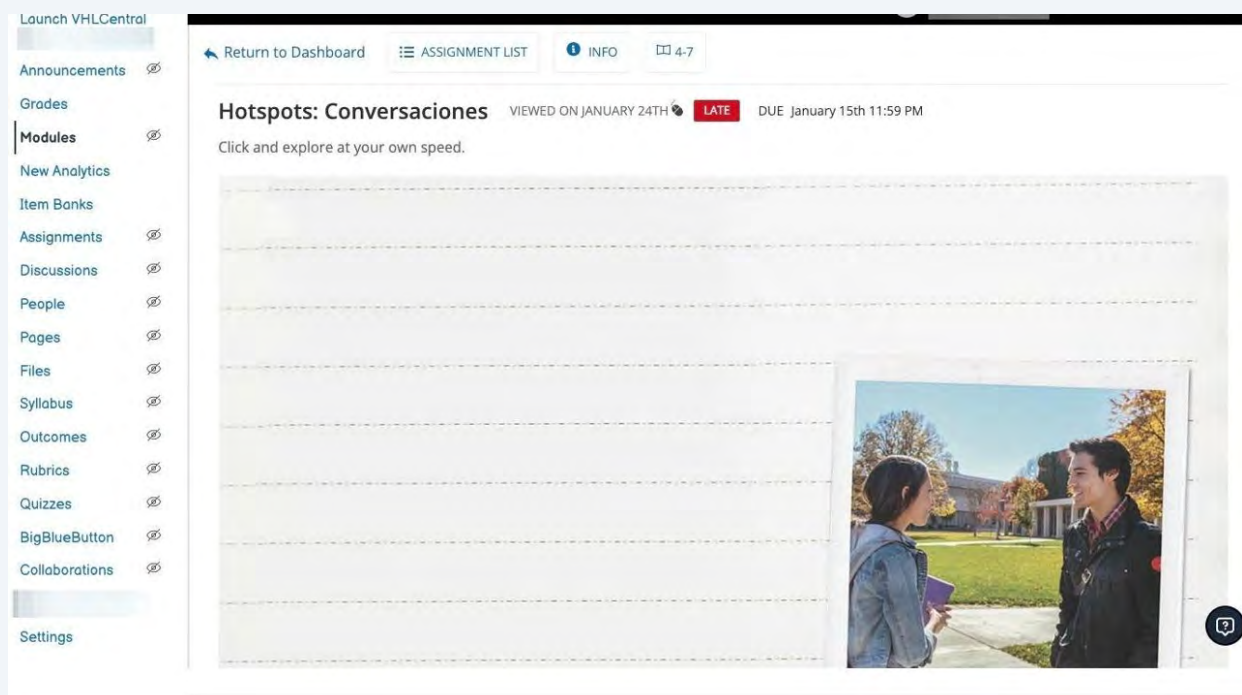
121

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.



122

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



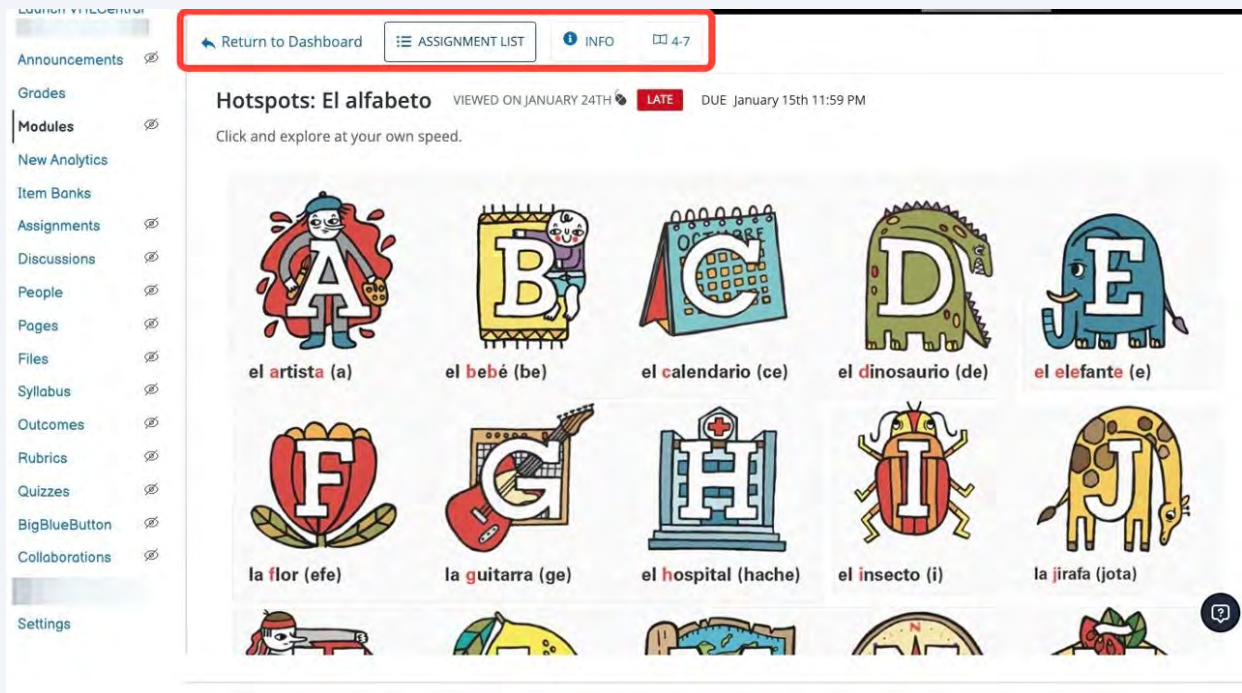
123

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 activity 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 speech bubbles is a "Description" section. At the bottom of the main content area, a blue button labeled "NEXT ACTIVITY" is circled in red. The footer of the interface includes the copyright notice "© 2025 VISTA Higher Learning, Inc.", links for "Support Center" and "Store", and links for "TERMS OF USE" and "PRIVACY POLICY". A "Next" button is visible in the bottom right corner.

124 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



125 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 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 organized in two rows of six items each. The first row shows B, C, D, and E. The second row shows G, H, I, and J. The letters are large and stylized, and the illustrations are colorful and cartoonish. The assignment is due on January 15th at 11:59 PM. A red circle highlights the "ENT LIST" button in the top right corner of the assignment list.

126

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**".

