



# **vhlcentral**

## **Supersite® 3.0**

### **Portales, Portails, PRIME**

# **Instructor Guide**

Technical Support Home: <http://support.vhlcentral.com/>

Online Bookstore: [www.vistahigherlearning.com/store](http://www.vistahigherlearning.com/store)

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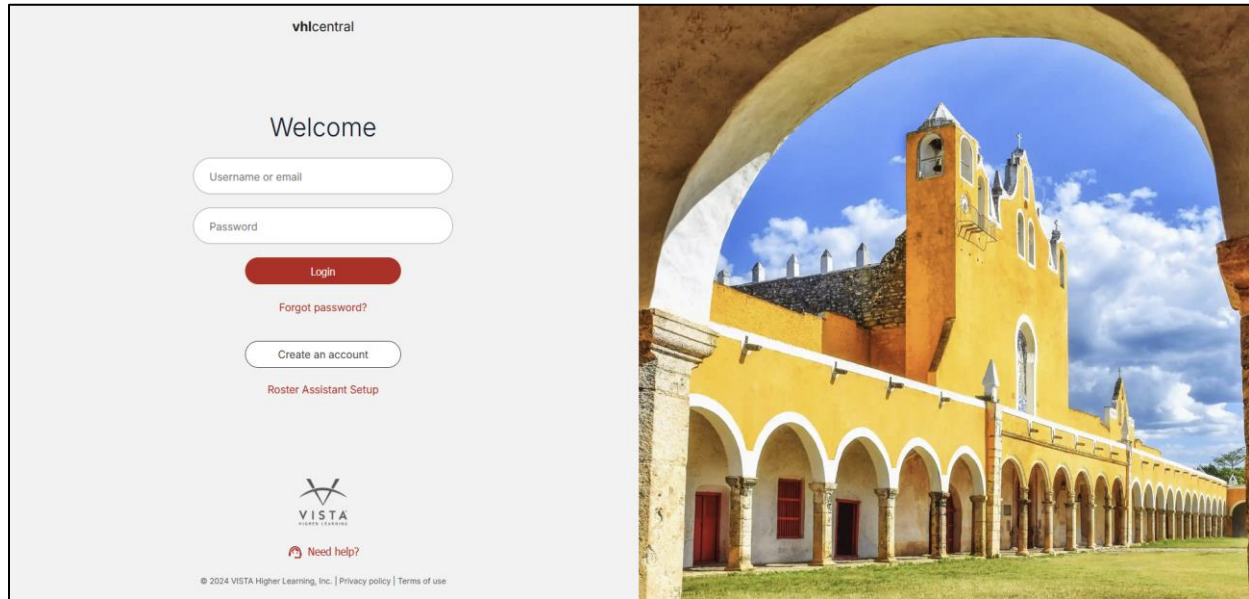
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# 1 Getting Started



To get started, you will need the following:

- A vhlcentral account
- Access to your textbook on vhlcentral (granted by your Language and Literacy Specialist)
- Access to the [Getting Started](#) guide

## 1.1 vhlcentral Login/Log Out

These login steps are for schools that are not using single sign-on to access vhlcentral.

1. Go to the vhlcentral login page by typing [www.vhlcentral.com](http://www.vhlcentral.com) in your browser's address bar.



You should add a bookmark or favorite to your browser for the vhlcentral login page.

2. Enter your username or email address and password in the login fields, then click **“Login.”**



Upon first login, you may be prompted to change your password.

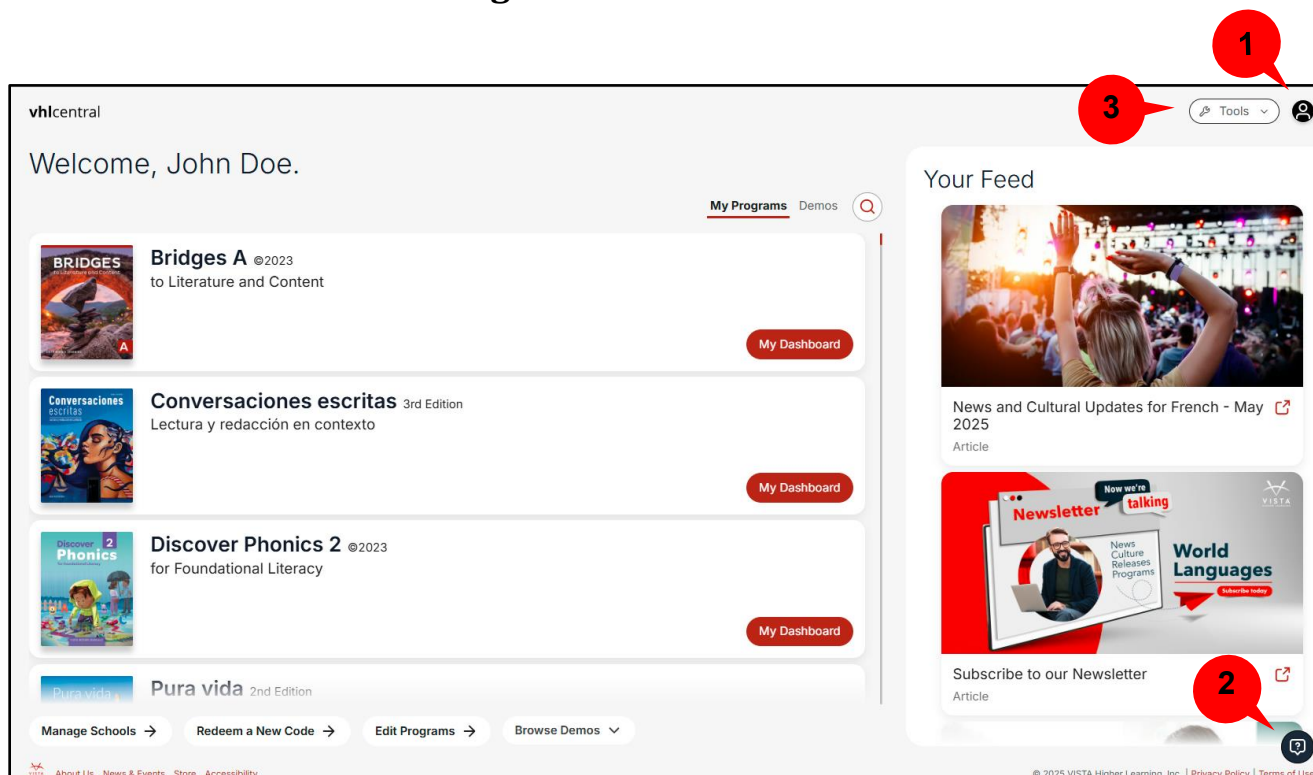


If you forget your password, you can use the **“Forgot password?”** link on the vhlcentral Home page for assistance.

The screenshot shows the vhlcentral login interface. At the top, it says 'vhlcentral' and 'Welcome'. Below this are two input fields: 'Username or email' and 'Password'. A red 'Login' button is positioned below the password field. Under the button is a link that says 'Forgot password?'. At the bottom of the page is the VISTA Higher Learning logo, which consists of a stylized 'V' above the word 'VISTA' and 'HIGHER LEARNING' below it. Below the logo are two links: 'Get Started' and 'Visit Our Store'. At the very bottom, there is a copyright notice: '© 2025 VISTA Higher Learning, Inc. | Privacy policy | Terms of use'.

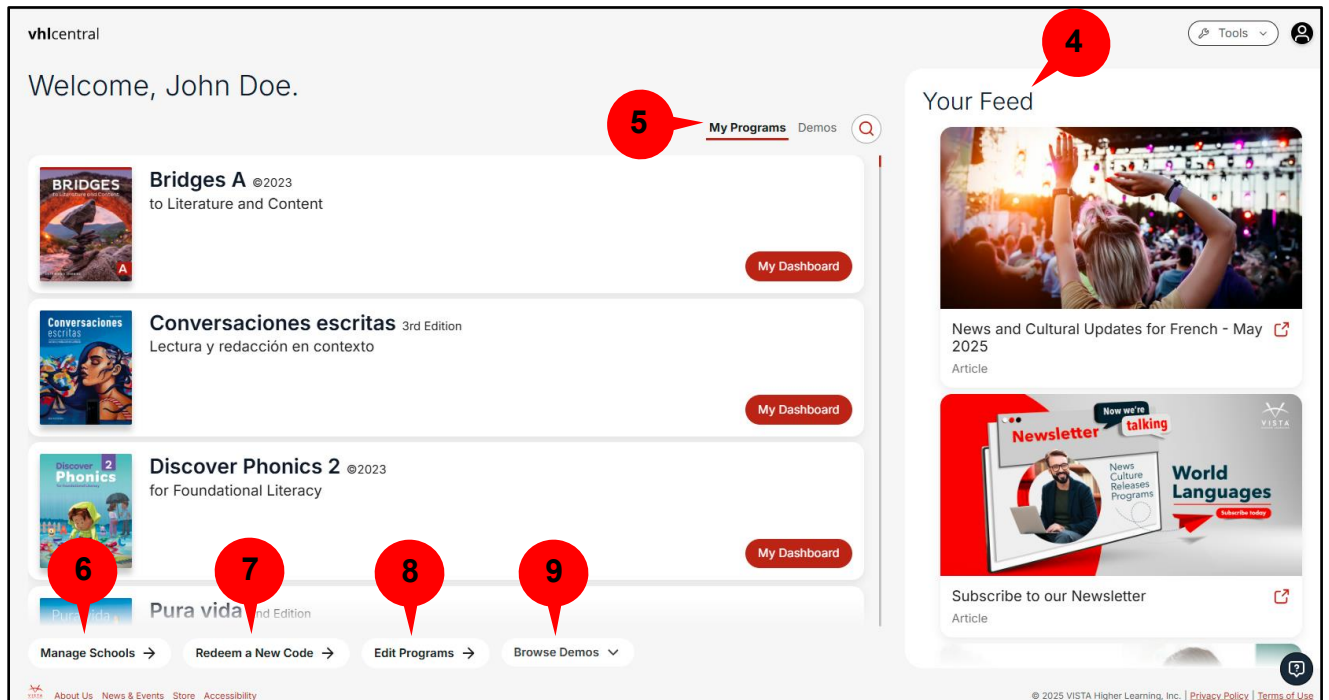


## 1.2 Your vhlcentral Home Page



1. At the top right-hand corner of your vhlcentral home page, click the **Profile icon** to access the following options within the drop-down menu:
  - a. **Settings:** Update your vhlcentral account information, including username, password, email, and secret question/answer. [Need help updating your account?](#)
  - b. **How-to Videos:** Access the how-to tutorial videos to help get you started on vhlcentral.
  - c. **Support Center:** Access Help Center articles for your review.
  - d. **Logout:** Exit your vhlcentral account.
2. **vhlcentral Support:** Chat with our technical support team.
3. The **Tools** drop-down menu is available only to educators and administrators with large enrollments to help manage their course and sections.

4. **Your Feed:** Read feature articles about language and culture, as well as tips and best practices for using the vhlcentral programs.



5. **My Programs:** Displays a lists all of the Vista Higher Learning programs to which you currently have access.
6. **Manage Schools:** If you are affiliated with more than one school or begin teaching at a new school, you can add or remove schools from your account. [Need help adding a school?](#) There's also a [how-to tutorial video](#).
7. **Redeem a New Code:** If you have an instructor code to redeem, you may do so after you login to your account. [Need help redeeming a code?](#) There's also a [how-to tutorial video](#).



If your Language and Literacy Specialist granted you access, you do not need to redeem an instructor code. Please do not redeem a student code in your instructor account.

8. **Edit Programs:**  
Personalize your vhlcentral programs by hiding or changing the order of the programs appearing on your vhlcentral home page.
9. **Browse Demos:** Read the following topic to learn more.

## 1.3 Browse Demos

Educators with a vhlcentral account may request trial access to other programs. A separate list of programs is available for Higher Education and School.

Instructors are granted a 30-day trial to content for selected lessons.



Educators who do not have a vhlcentral account may [submit a request](#) to their Language and Literacy Specialist.

1. Click to **Browse Demos**, as shown in Step 9` on the previous page.

2. Click on the Program title link.

Home / Higher Education Demos

Introductory Intermediate Advanced

**Chinese**

Journeys I: Simplified, Edition, An Introduction to Chinese Language and Culture

Journeys I: Traditional, Edition, An Introduction to Chinese Language and Culture

Journeys II: Simplified, Edition, An Introduction to Chinese Language and Culture

Journeys II: Traditional, Edition, An Introduction to Chinese Language and Culture

**Russian**

Troika, Edition, A Communicative Approach to Russian Language, Life, and Culture

**Spanish**

Aventuras, Edition, Primer curso de lengua española

Experiencias, Edition, Beginning Spanish

Nuevos mundos, Edition, Lectura, cultura y comunicación | Curso de español para bilingües

Panorama, Edition, Introducción a la lengua española

Vistas, Edition, Introducción a la lengua española

Dicho y hecho, Edition, Beginning Spanish

Conversaciones escritas, Edition, Lectura y redacción en contexto

Portales, 2.0, Introductory Spanish

Pura vida, Edition, Beginning Spanish

¡adelante! 1, Edition, An invitation to Spanish

¡Viva!, Edition, Primer curso de lengua española

Protagonistas, Edition, A communicative approach

¡Con brief, Edition, Beginning Spanish

**French**

Promenades, Edition, Introduction to French Language and Culture

Portales, 2.0, Introductory French

Espaces, Edition, Introduction to French Language and Culture

**German**

Sag mal, Edition, An Introduction to German Language and Culture

**Italian**

Sentieri, Edition, An Introduction to Italian Language and Culture

Parliamo Italiano!, Edition, A Communicative Approach to Italian Language, Life, and Culture

**Troika, Edition, A Communicative Approach to Russian Language, Life, and Culture**

A Communicative Approach to Russian Language, Life, and Culture

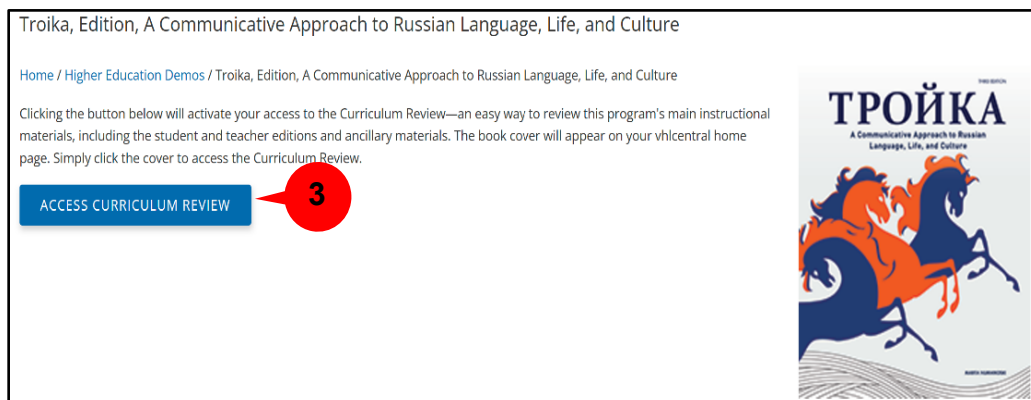
Details



A cursor-hover on any program title link will display a tool tip that identifies the general information about the program.

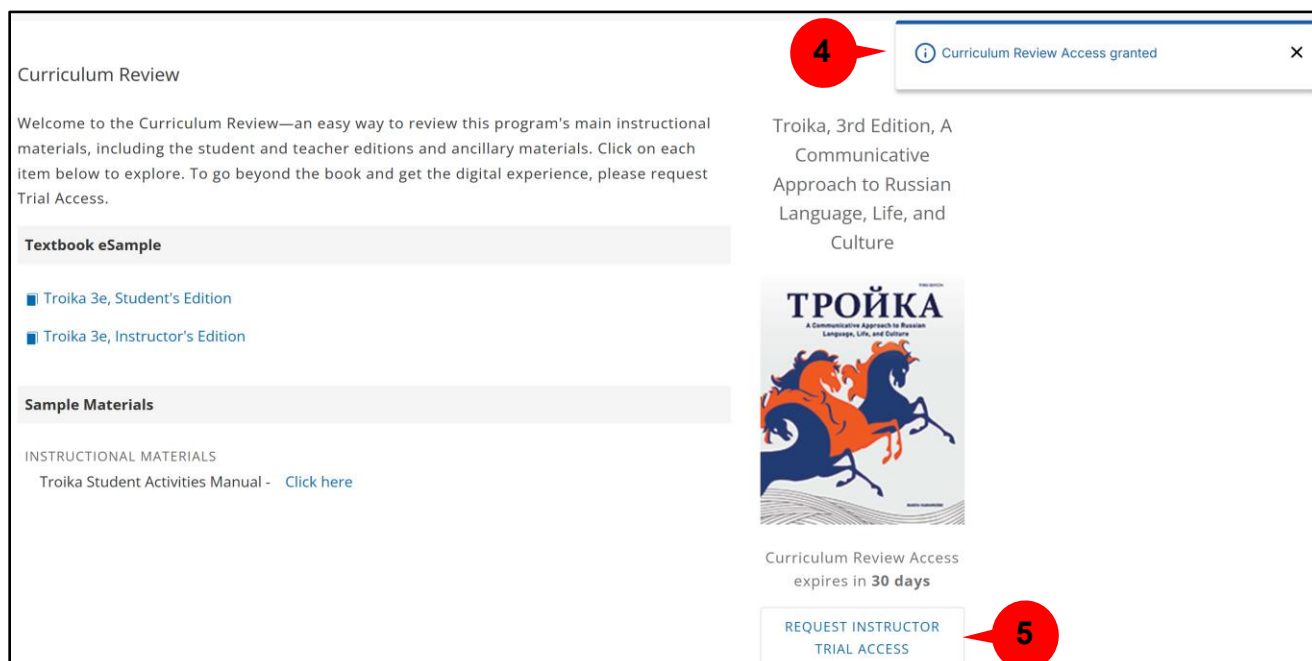
## 1.4 Curriculum Review and Trial Access Requests

### 3. Click **Access Curriculum Review**.



You cannot request demo access for a program you already have access to.

4. A flash message will appear to confirm that you have access to the Curriculum Review page. From there, you may review instructor and student textbooks in eSample format, as well as core instructional materials for the selected title – availability to these sample materials may vary depending on the book title.

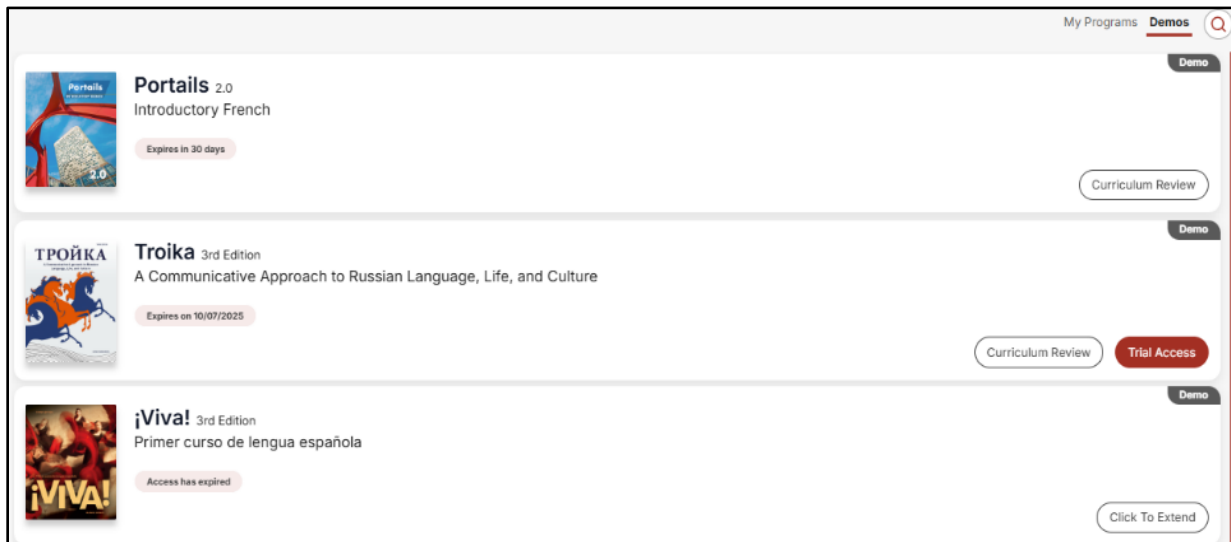


5. To start your trial access, click the **Request Instructor Trial Access** button.

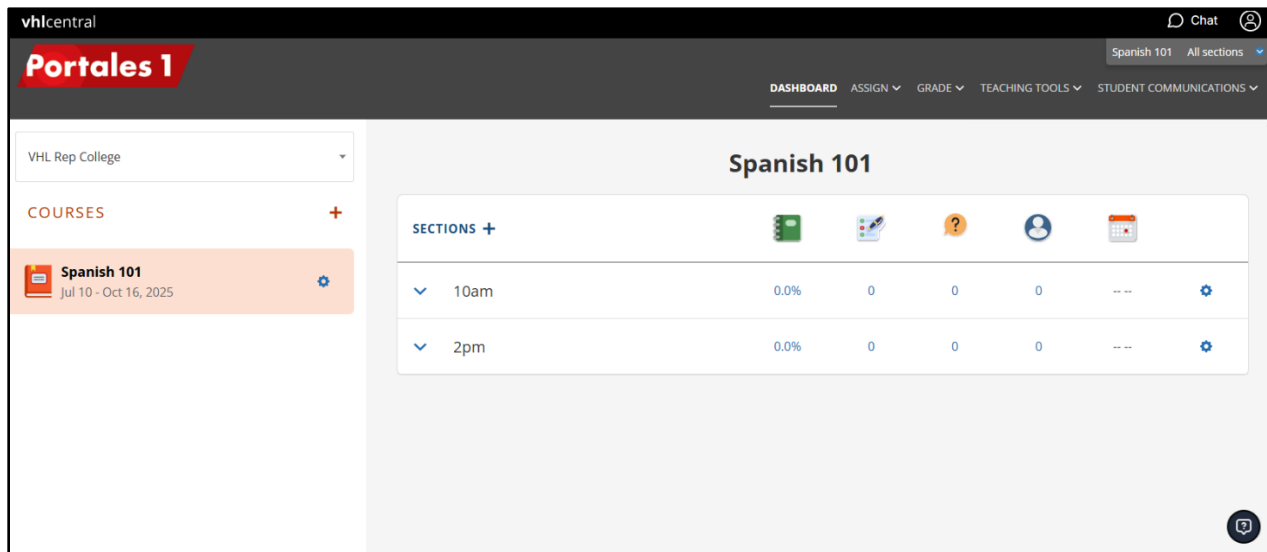
6. On your vhlcentral homepage, you will see a flash message confirming your 30-day trial access.
7. A sample course and section, with students and completed work, along with sample material for one of the lessons, is available for your review.
8. You may set up a new course and section within your trial account.

## 1.5 Demos

The **Demos** page lists all programs acquired through Curriculum Review and Trial Access.



## 2 Welcome!



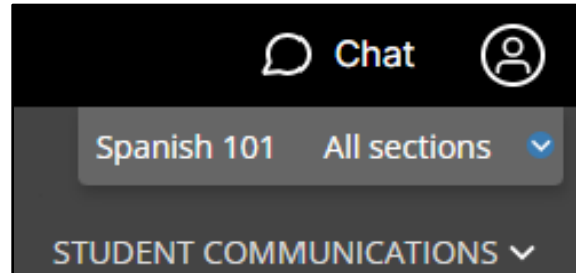
Developed in collaboration with hundreds of instructors and students, each book's vhlcentral program offers innovative solutions that address the challenges that language instructors encounter most. Features include:

- User-friendly interface keeps students focused on course work
- Simple yet powerful course and assignment setup
- Time-saving grading with question-by-question and student-by-student grading options, spot checking, and text and voice commenting options
- All-in-one Gradebook eliminates the need for additional gradebooks: adjust grades, add external work grades, and view cumulative grades
- Standard and customizable grade reports
- Individual student views allow instructors to share information with students one on one and pinpoint areas of need

Each time you arrive in the vhlcentral program you will begin at the **Dashboard**. The **Dashboard** allows you to quickly assess the status of your course(s) and section(s), as well as navigate to other areas of the vhlcentral program, including Assign, Grade, Teaching Tools, and Student Communications.

## 3 Managing and Accessing Your Course(s)

### 3.1 Using the Course/Section Menu



The course/section selector is located in the upper-right hand corner of most pages within your vhlcentral program. It allows you to access both active and old courses and sections.

To access active courses:

1. Click on the “**Course/Section drop-down menu.**”
2. Click on the target course.



3. After the selected course/section loads in the dashboard, click into one of the management area menus to work in the course.

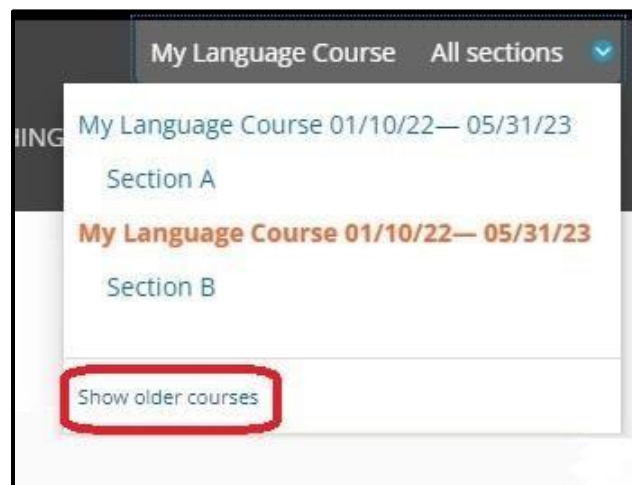
To access active sections:

1. Click on the “**Course/Section drop-down menu.**”
2. Click on the target section.



To access old courses/sections

1. Click on the “**Course/Section drop-down menu.**”
2. Select “**Show older courses.**”





3. Select a target year from the “Show courses from” list.

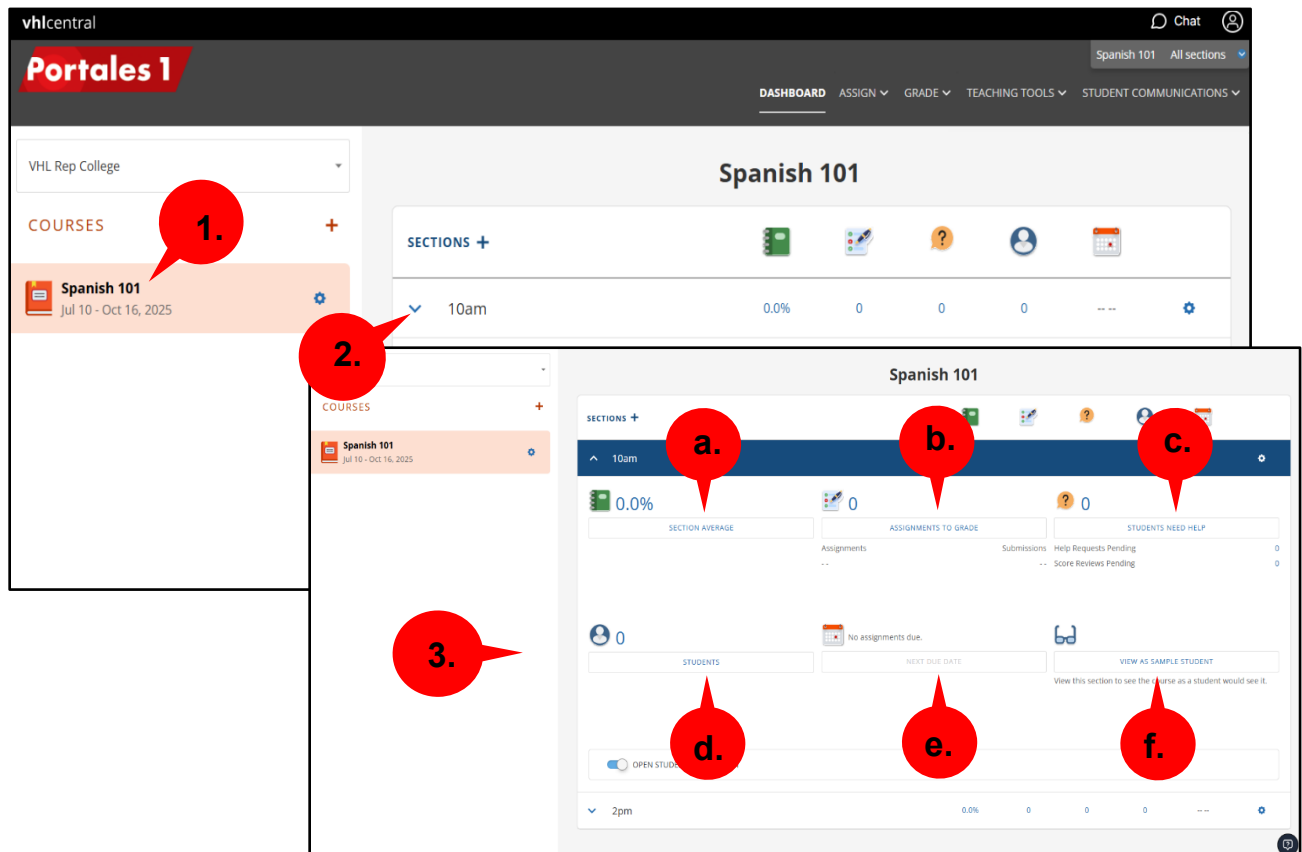


4. Click on the target course or section.



## 3.2 Using Dashboard Menus and Panels to Quickly Access Your Course

1. Select a course from the menu on the left-hand side of your Courses dashboard.
2. To see more details about a section of your course, click on the blue arrow located on the right-hand side of your Courses dashboard.



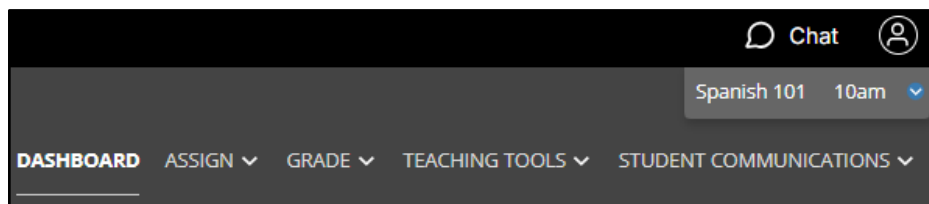
3. Click on one of the panels in the right-hand side of the Courses dashboard.
  - a. **Section Average:** Open the Gradebook
  - b. **Assignments to Grade:** Open the Grading page
  - c. **Students Need Help:**
    - Help Requests: Access student requests for help with an activity
    - Score Reviews: Access student requests for review on a specific graded item
  - d. **Student:** View the Roster
  - e. **Next Due Date:** View the Calendar
  - f. **View as Sample Student:** View section as a student would see it

### 3.2.1 Use Navigation Menus to Access a Course or Section

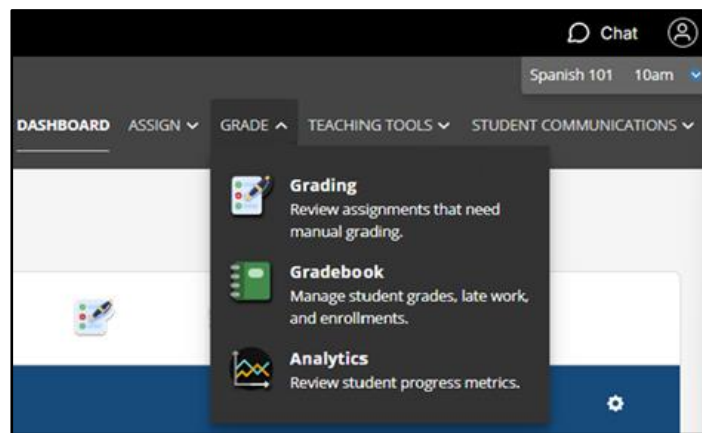
1. Select the target course or section from the course/section drop-down menu or from the Dashboard's left-hand menu.



2. Click on one of the management area menus: Assign, Grade, Teaching Tools, Student Communications (or Dashboard, if you are not already on the dashboard).



3. Click an item in the selected menu.

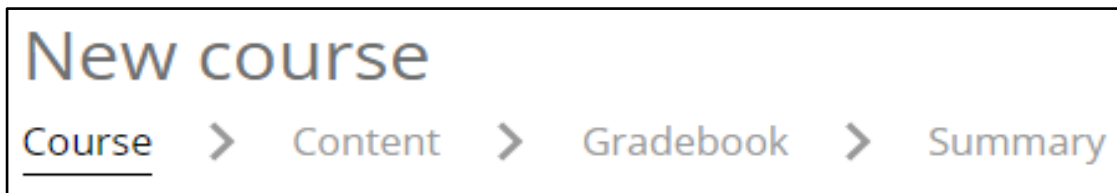


### 3.3 Add a Course to Your vhlcentral Program

Before you set up a course, your students can view and complete all of the activities in the vhlcentral program by redeeming a code. However, students cannot see your assignment due dates, announcements, vhlcentral notifications, or voice boards—and you will not be able to track their results until you set up a course.

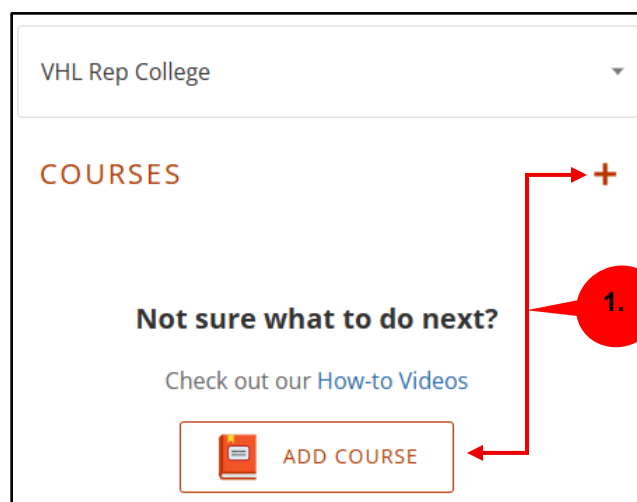
Adding a course is simplified by way of a step-by-step wizard that guides you through the creation process and concludes with a printable summary. After you create your first course, you can copy its settings to build other courses. **(Note that adding courses is not applicable to schools using VHL's RosterAssistant.)**

#### 3.3.1 Step 1: Course



In this step, you will name your course, identify the school at which the course will be taught, and set the start and end dates for the course.

1. From the left-hand side of the Courses dashboard, click “add +” or the “ADD COURSE” button for the school at which you would like to create your course.






For Portales/Portails programs, “Express” and “Customer” options will display. See image below.

### Course Setup

Both options provide access to the same course content and settings. Choose the option that best fits your needs:




#### EXPRESS

Choose from a variety of pre-built courses that have expertly-curated assignments, course settings, and gradebook categories

OR

Copy assignments, course settings, and gradebook categories from a previous course.



#### CUSTOM

Design your own course by choosing assignments, course settings, and gradebook categories

OR

Copy assignments, course settings, and gradebook categories from a previous course.

2. Enter a name for your course.

## Spanish 101

Course > Content > Gradebook > Summary

COURSE NAME

Spanish 101

PREVIEW AS STUDENT

COPY DATE SETTINGS FROM...

Default settings

START DATE

07/10/2025

END DATE

10/16/2025

HIDE PREVIEW

When your students enroll, they will see this:

Instructor	Course	Section	More Info
<input type="radio"/> Prof. J.Doe	Spanish 101	Section...	



Click PREVIEW AS STUDENT drop-down menu to preview your course as it will appear to students during enrollment.

3. From the “**Copy date settings from...**” drop-down menu, select one of the following:

- A previous course (settings will be copied)
- Basic course (commonly used settings)
- Default settings (system defaults)



If this is your first course, the only options available will be **Default settings** and **Basic course**.

COPY DATE SETTINGS FROM...

Default settings ▾

Default settings

Basic course

Spanish 101a

Xpress Smoke 1

NH Course 1

NH Express 1

VHL Express 1

NH 2 Course 2

Xpress Delete NH2

4. Set dates by clicking on the Start and End date fields, navigating to the desired month and selecting a date.

START DATE

07/25/2022

END DATE

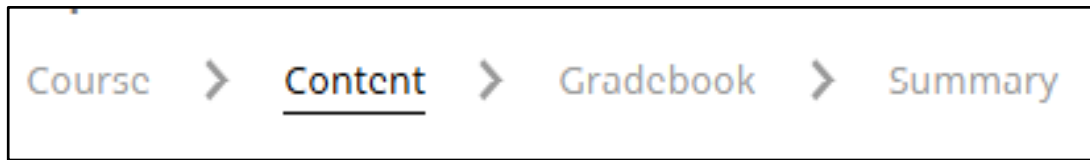
10/31/2022

« October 2022 »

Su	Mo	Tu	We	Th	Fr	Sa
25	26	27	28	29	30	1
2	3	4	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	1	2	3	4	5

5. Click “**next**” to move to the Content step.

### 3.3.2 Step 2: Content



In this step, you will set the range of coverage for your course, indicate what level of Supersite access you expect students to have for your course, assigning tools and select the settings for various student supports, including video and audio playback, technical support, and chat.



In Express setup, this will be named “Assignments.” From here, there will be an option to choose assignments from a previous course or add specific learning tracks. The gradebook categories will be predetermined.

Setup > Details > Assignments

**Step 1: Choose an existing course and section**

Course ▾

Section ▾

☐ Copy Instructor-created Activities and Items

☐ Copy Individually Assigned Activities ⓘ

Select

OR

**Learning Tracks**  
Choose a pre-built course template to automatically make all assignments for your course. You can customize the assignments later to fit your instructional needs.

▶ FULLY ONLINE

▶ HYBRID

▶ FACE-TO-FACE PREPARATORY

▶ FACE-TO-FACE HOMEWORK

1. The “**Use Settings from...**” drop-down is preset to the last course you created or to the course selected in step 1 of the wizard. You may change the selection to another course by clicking on the drop-down menu and making a new selection.

COPY DATE SETTINGS FROM...

Default settings ▾

Default settings

Basic course

Xpress Span 1

Span 101

2. Select the vhlcentral **Access Level**<sup>1</sup> that students are expected to have for the course.

**ACCESS LEVEL**

LEVELS

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

☒ Supersite   ☐ Supersite Plus (vText)

COMPONENTS

☐ WebSAM (online Student Activities Manual)

**ACCESS LEVEL**

LEVELS

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

☒ Supersite Plus (vText)

COMPONENTS

☐ eCuaderno



For selected titles<sup>2</sup>, you may choose an access level with or without WebSAM, Cahier interactif, or eCuaderno (K12 education titles) components, if applicable.

---

<sup>1</sup> Access level options include Supersite or Supersite Plus. For some programs, Supersite may be preselected as the only option (AP Spanish, Revista 4e, and Temas).

<sup>2</sup> Aventuras 4e, Descubre 2e 1-3, Enlaces, Mosaik 1-3, Panorama 4e, Promenades 2e, Sag Mal, and Vistas 4e.



The **STANDARD SETS**, currently available for Bridges, Engage, Connect and Get Ready 6-8 / 9-12 Supersite titles only, enables educators to include content by state and national standards suitable for English Language Development (ELD) or Multilingual learners who will be enrolled in the course.

**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



Select one or multiple standard sets

With Standards-based Assigning educators may:

- Easily search for relevant state and national standards and see content that satisfies those standards.
- Quickly review content results and assign content to an individual student or an entire section of students.
- In conjunction with our new standards-driven performance reports, educators may easily identify the standards a student needs more work on and instantly find and assign additional content that targets a specific standard or skill.



For more information visit our online article: [What's New on vhlcentral for academic Year 2023-2024](#)

4. On the **Assignment Settings**, set the lesson coverage for your course by selecting a First lesson and Last lesson from the drop-down menus.



Depending on the lesson privileges of the code purchased by students, they may or may not be able to access other lessons.

5. You may enable the translation feature to allow your students to view English translations for terms in Vocabulary Tutorial assignments.



By default, the translation feature is disabled. Click the check box to enable it.

6. You can opt to display or hide estimated time to complete assigned activities.



By default, time estimation data is displayed in the assignment menu within the student dashboard.

**ASSIGNMENT SETTINGS**

**LESSONS**

Lección 1 ▾ — Lección 18 ▾

Lección 1  
Lección 2  
Lección 3  
Lección 4  
Lección 5  
Lección 6  
Lección 7  
Lección 8  
Lección 9  
Lección 10  
Lección 11  
Lección 12  
Lección 13  
Lección 14  
Lección 15  
Lección 16  
Lección 17  
Lección 18

**ASSIGNING TOOLS**

7. The **Assigning Tools** option allows you to assign an activity or an assessment to selected students in a section, click the checkbox to enable the tool.

#### ASSIGNING TOOLS

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

8. Click the checkbox to enable **Portfolio**<sup>3</sup>. A learning Portfolio is a purposeful collection of student work that shows a student's effort, progress, achievements, and competencies gained during a course or over time.

**PORTFOLIO**  
☒ Create a Portfolio account for each student enrolled in this course. Students can add Composition, Solo Video Recording, and Video Virtual Chat activities to their Portfolio.  
**INCLUDE PARTNER AND GROUP CHAT**  
☒ Do not include  
☐ Include



To learn more about Portfolio, visit our online article: [vhlcentral Portfolio: Instructor Guides](#).

9. The **Media Settings** see will vary depending on whether a course is created from scratch or if it's copied from a previous course where the settings differed.
- If the newly created course was copied from another course, the settings will be the same as what the previous course had.
  - If the newly created course is being created from scratch, it will take the program default settings, which are:
    - Audio Transcripts: Off
    - Video Transcripts: Off
    - Video Subtitles and Close Captions: Target language

**MEDIA SETTINGS**  
Changes can be made in the **Student Interaction Settings** page after sections are created and students are enrolled.  
**DEFAULTS**

Video Subtitles and Closed Captions (CC)	French	<a href="#">Example</a>
Video Transcripts	Off	<a href="#">Example</a>
Audio Transcripts	Off	<a href="#">Example</a>



To customize your default Media Settings, navigate to the **6 Grades** section and select **6.1.1.4 Student Interaction Settings**.

<sup>3</sup> Currently available for higher ed titles: Portales 2.0 Intro/Intermediate, Portails 2.0 Intro, Portails **1.0** Intermediate, Experiencias 2e Beginning packages that **include WebSAM** and all Experiencias 2e Intermediate packages that **include WebSAM**

10. In **Student Support Requests**, you can opt to allow students to contact you with questions about their submission scores (fill-in-the-blank questions only) or for general assistance with assignments.

- a. Allow students to submit to your assignment help requests before their final attempt.
- b. Allow students to submit to your assignment score review requests, after their final attempt.

**STUDENT SUPPORT REQUESTS**  
☐ Allow students to submit to you assignment help requests, before their final attempt.  
☐ Allow students to submit to you assignment score review requests, after their final attempt.



If you don't enable this option, students may still report content errors or technical problems to VHL Support from the "Help" menu.

11. In Chat, you can opt to allow students to communicate using audio and video chat features. (Select only one.)

- a. **Never available:** When selected, disables **all** chat capabilities for students enrolled in your course, including Partner Chat activities.
- b. **Only in Partner Chat activities:** When selected, enables chat capabilities for students enrolled in your course in Partner Chat activities only (default setting).
- c. **Always available:** When selected, enables **all** chat capabilities for students enrolled in your course, including Partner and Live Chat.

**CHAT**  
TEXT AND VIDEO CHAT AVAILABILITY  
Allow students and / or yourself to send text messages and share and record live video or audio.  
☐ Never available  
☒ Only in chat activities  
☐ Always available

**AI CHAT**  
TEXT AND AUDIO CHAT AVAILABILITY  
Allow students and / or yourself to use AI virtual chat activities.  
☐ Never available  
☒ Always available

12. In AI Chat<sup>4</sup>, you can opt to allow students to communicate with an AI Partner to complete virtual chat assignments. (Select only one.)

- d. **Never available:** When selected, disables **all** AI chat capabilities for students enrolled in your course.
- e. **Always available:** When selected, enables **all** AI chat capabilities for students enrolled in your course.



To learn more about AI Chat, navigate to the **7.3 vhlcentral Chat Tools** section and select **7.3.2 AI Chat**.

13. Click “**next**” to move to the Gradebook step.



You may return to the previous step to make changes by clicking the “**previous**” button.

### 3.3.3 Step 3: Gradebook

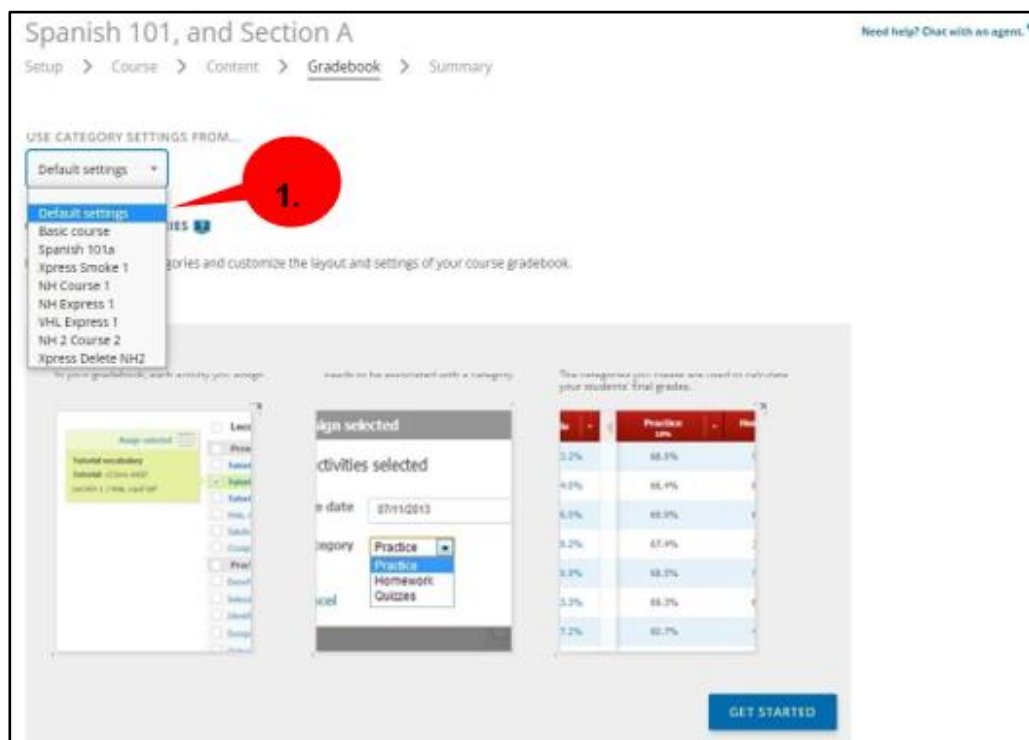


In the “**Gradebook Categories**” section, you can begin to customize the layout and settings for your course gradebook. Your choices will determine the layout and grade calculations within your course Gradebook. You’ll begin with your course’s grading policy and create weighted categories for each portion of the policy. You’ll finish by customizing the settings for each category, including defining its organization within the gradebook and setting the number of allowable attempts, lateness penalties, strictness settings, and the grading method (credit versus graded) for assignments. To learn more, watch the [how-to tutorial video](#).

---

<sup>4</sup> Currently available for higher ed titles: Portales 2.0 Intro and Espirales.

Before you begin, we recommend that you review the “**What is a category?**” tutorial, which outlines the importance of gradebook categories to your assignments and your students’ grades.



To close the tutorial, click the “get started” button or the “hide tutorial” link.

1. The “**Use category settings from...**” drop-down menu should be preset to the last course you created or to the course selected in step 1 of the wizard. If you are creating your first course, Default settings may be pre-selected. To choose something different, click the drop-down menu and make a new selection. Options include:
  - **A previous course:** this will copy the gradebook setup of the course selected. If you select this setting, you may skip to step 6.
  - **Default settings:** this allows you to build a gradebook setup to which you will manually add weighted categories. If you select this setting, continue to step 2.
  - **Basic course:** this pre-set Gradebook contains a single unweighted category called “Homework.” If you select this setting, you may skip to step 6.

2. To add a new category, click the “**ADD CATEGORY**” button. If you are not adding any additional categories, but wish to edit the existing category settings, see “[3.5.3 Edit Course Gradebook](#)” for instructions.

2.

The screenshot shows a gradebook interface. At the top left, there is a blue button labeled "ADD CATEGORY". A red callout bubble with the number "2." points to this button. Below the button is a table with a header row labeled "Students" and a red bar containing the text "[ No gradebook categories yet ]". The table has four rows labeled "Example Student 1", "Example Student 2", "Example Student 3", and "Example Student 4". To the right of the table is a vertical orange bar representing a weighting of 100%. Below the bar, a legend indicates "1 Category weighting 100% Under".

3. Enter a name for the category.

3.

The screenshot shows a dialog box titled "Add Category". At the top, there is a dark blue header bar with the title "Add Category" and a progress indicator consisting of six dots, the first of which is yellow. Below the header, there is a text input field labeled "Name" with a placeholder "(15 character maximum)". A red callout bubble with the number "3." points to this input field. Below the input field, there is a section titled "Examples of categories:" followed by a list of examples: "Homework", "Quizzes", "Essays", "Midterm", "Final", and "Presentations". At the bottom left of the dialog, there is a "cancel" link, and at the bottom right, there is a "NEXT" button.

4. Enter a weight.

**Category weight**

Weight

-1 %

Category weight must be between 0 and 100

A weighted category is the average of a set of grades, where each category carries a different amount of importance. For example, you might choose to create many categories or just one.

One Category	Many Categories
• Homework: 100%	• Homework: 40%
	• Quizzes: 20%
	• Essays: 20%
	• Midterm: 10%
	• Final: 10%

cancel Back NEXT



Category weights must be whole numbers between 0–100.

5. Adjust the Grading and Lateness settings for the category to meet your course requirements.
  - a. **Grading settings:** Number of allowable attempts; grading strictness on use of accents, capitalization, and punctuation; activate/deactivate enhanced feedback; set assignments to be graded or for credit only. For more details about grading settings, see “3.5.3 Edit Course Gradebook.”
  - b. **Lateness settings:** accept late assignment for credit or opt to give no credit for late assignments. For more details about late settings, see “3.5.3.2 Adjust a Gradebook Category’s Lateness Settings.”
6. Click “**save**” to apply settings and add the category.
7. Repeat steps 2–6 to add additional categories.



8. Make sure the categories' weights total 100%.



You may need to make adjustments by clicking into a category's weight field and entering an appropriate whole number.

Students	Homework 30 %	Participation 30 %	Quizzes 20 %	Exams 20 %
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

< PREVIOUS   **NEXT >**   cancel

9. Click “**next**” to move to the Summary step.



You may return to the previous step to make changes by clicking the “**previous**” button.

### 3.3.4 Step 4: Summary



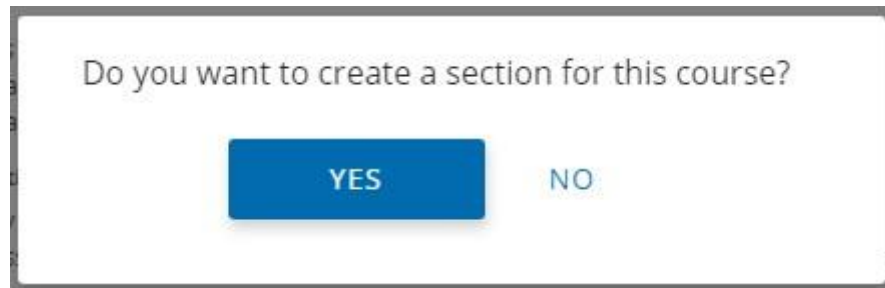
In this step, you will review the summary of information regarding your new course, make any adjustments before finalizing the course setup, print a summary for your records, and be prompted to create the first section for this course.

1. Review the details of the Summary step.



Use the “**previous**” button or click on a wizard step in the progress bar to make any adjustments.

2. To print a copy of your course summary, click “**generate pdf.**”
3. Click “**Save.**”
4. When prompted, select “**yes**” to create a section for this course. The system will continue to prompt you to create additional sections until you click “**no**”.



Do you want to create a section for this course?

YES NO



If you plan to return later to add sections, see the following topic “**Add a Section to Your Course**” for instructions or watch the [how-to tutorial video](#).

### 3.4 Add a Section to Your Course

The course creation process is not complete until you add a section (an individual class) to your course. Each course may contain one or many sections (K-12 schools using automated rostering via RosterAssistant are limited to one section per course). Students and assignments comprise each section.

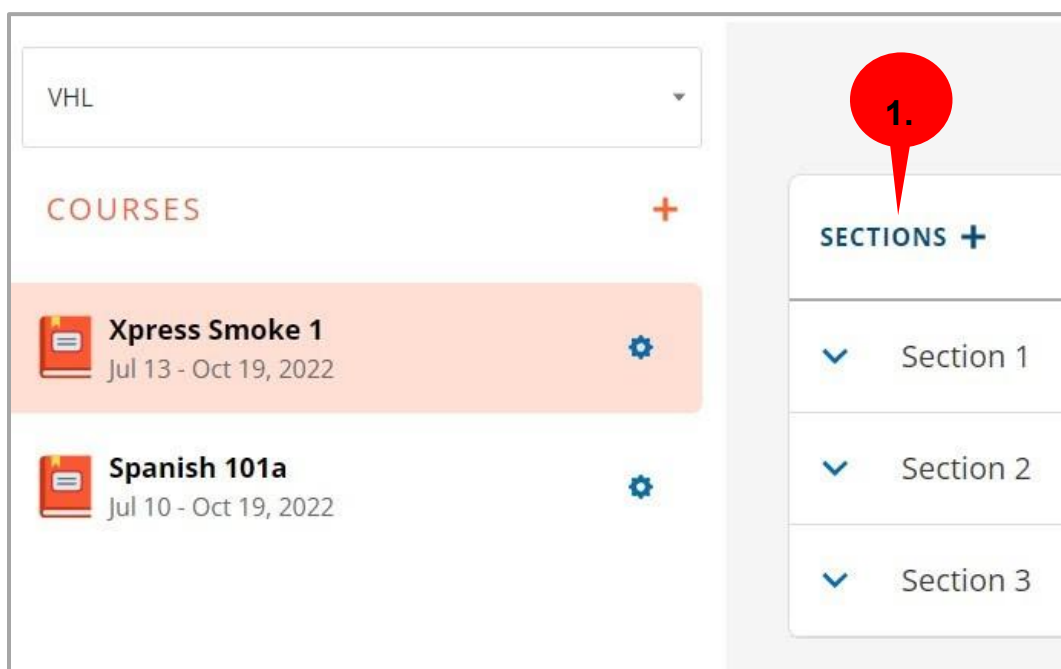
Adding a section to your course is simple. You will name the section, opt to copy settings and assignments from existing sections, allow student enrollment and visibility of upcoming assignments, set a due time, and, if applicable, build an instructor team. After you create your first section, you will be prompted to create others. (**Note that adding sections is not applicable to schools using RosterAssistant.**)



**Add section**

Course - Spanish 101 - Fall2020 [Preview as student](#)

1. From the Courses dashboard, click “**SECTIONS +**” for the course in which you would like to create a section.



2. Enter a name for your section.

The screenshot shows the 'Add section' form for 'Course - Spanish 101'. A red circle with the number 2 highlights the 'NEW SECTION NAME' field, which contains 'Fall 2025'. Below this is the 'ADDITIONAL SECTION INFORMATION (OPTIONAL)' field, which contains 'Room 101'. A 'PREVIEW AS STUDENT' button is visible. A success message at the top right states: 'Course Spanish 101 was created successfully.' Below the form, a 'HIDE PREVIEW' button is shown, followed by a preview table.

Instructor	Course	Section	More Info
Doe, Prof. Jon	Spanish 101	Section A	Room 101



The PREVIEW AS STUDENT dynamically displays your course section as it will appear to students during enrollment.

3. Enter additional section information (such as meeting location, days, and time) to help distinguish it from others.
4. From the Copy Assignments & Due Dates from Another Section drop-down menu, select a section whose settings you wish to copy to create the new section.



If this is your first section, the only option available is System Defaults.

### Add section

Course - Spanish 101 - Fall2020 [Preview as student](#)

NEW SECTION NAME

ADDITIONAL SECTION INFORMATION (OPTIONAL)

**Section Details**

COPY ASSIGNMENTS & DUE DATES FROM ANOTHER SECTION

NONE

NONE


SECTION 1 10AM

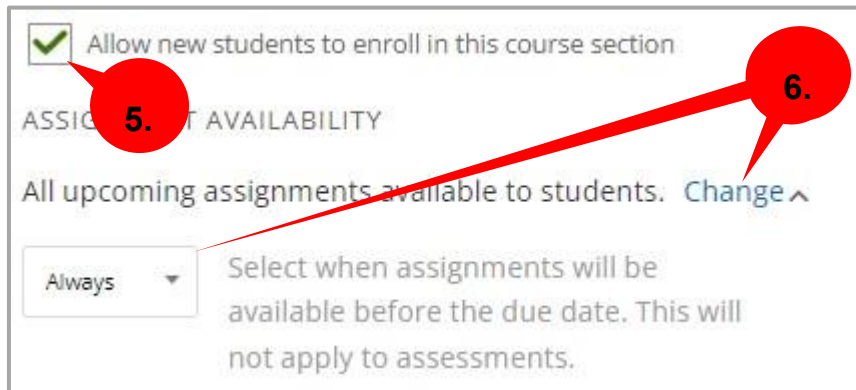
☒ Allow new students to enroll in this course section

ASSIGNMENT AVAILABILITY

All upcoming assignments available to students. [Change](#)

5. Allow or block student enrollment to new section.

 This control is easily accessible when accessing each of the section's panels in the course dashboard.



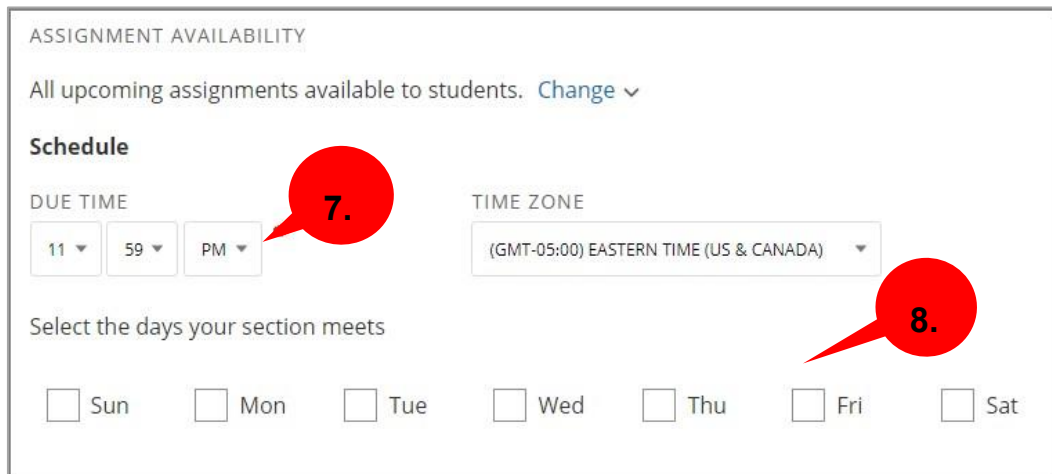
5. ☒ Allow new students to enroll in this course section

ASSIGNMENT AVAILABILITY

All upcoming assignments available to students. [Change ^](#)

6.  Select when assignments will be available before the due date. This will not apply to assessments.

6. To make all upcoming assignments available to students, click the Change link. The drop-down menu is then accessible to select days or weeks before the assignment due date.
7. Using the drop-down menus, select a due time for assignments and confirm your time zone.



ASSIGNMENT AVAILABILITY

All upcoming assignments available to students. [Change v](#)

**Schedule**

DUE TIME

7.

TIME ZONE

8.

Select the days your section meets

☐ Sun ☐ Mon ☐ Tue ☐ Wed ☐ Thu ☐ Fri ☐ Sat

8. Indicate the days of the week on which your section meets; these days are highlighted in your section's assignment Calendar.
9. Use **Add/Edit Additional Instructors** to build an instructor team.
  - a. Indicate whether you want your name to appear in the course information that students see when enrolling.



Names in the “Additional Instructor(s)” list are instructors at your school with access to vhlcentral for your textbook.

- b. For each member of this section’s team, assign a control level from the drop-down menu beside the instructor’s name and email address.

- **Co-instructor:** Grants full control to the individual to manage the section, but does not grant rights to change the course or course section setup.
- **Assistant:** Grants management rights to the individual to any items in the section’s Grades and Communication areas and grants viewing rights to all other areas of the course section.

**Instructor** ⓘ

Instructor	Lolita Stracke
Co-instructor	Zona Durgan
Co-instructor	Elise Herzog

[Add/Edit Additional Instructors](#) ^

☐ Do not show my name to students

Data Admin (data\_admin@vistahigherlearning.com)  
ASSISTANT

Zona Durgan (admin\_instructor@vistahigherlearning.com)  
Co-instructor

Elise Herzog (rf\_instructor@vistahigherlearning.com)  
Co-instructor

**UPDATE** **CANCEL**

10. When selecting the co-instructor option from the drop-down menu, you may enable content creation permissions. Co-instructors (with permission) can create IGC activities and assessments. Assistants do not have this as an option.

**Instructor** ⓘ

Can Create Content	Role	Name	Email
<input checked="" type="checkbox"/>	Instructor	John Doe ⓘ	instructoremail@hotmail.com
<input checked="" type="checkbox"/>	Co-instructor	Jess Doe	jdoe@email.com

[Add/Edit Additional Instructors](#) ^

☐ Do not show my name to students

Jess Doe (jdoe@email.com)  
Co-instructor

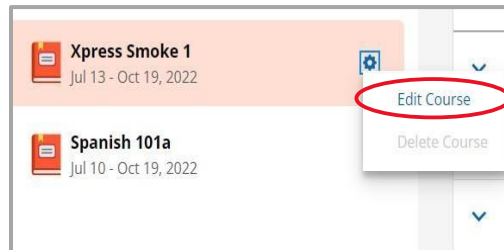
Mary Dane (mdane@email.com)  
[dropdown menu]

## 3.5 Adjust Your Course

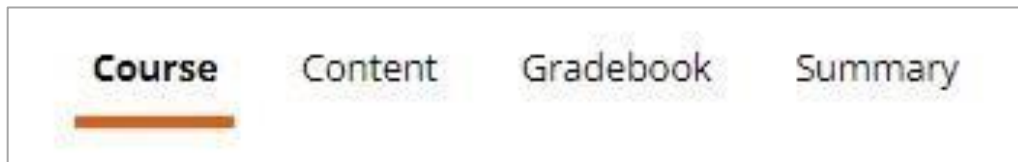
Some functionality may be pre-set or disabled for schools using RosterAssistant.

### 3.5.1 Edit a Course

1. From the Courses dashboard, select “**Edit Course**” from the course’s actions menu.



2. Click through to the desired wizard pages by clicking on “**Courses**,” “**Content**,” “**Gradebook**,” or “**Summary**.” You may also click on the “**next**” buttons within each step.



3. Make desired changes to the settings or information. See instructions for “[Add a Course](#)” for more details.

4. Click the “**save changes**” button on the wizard page to apply adjustments.



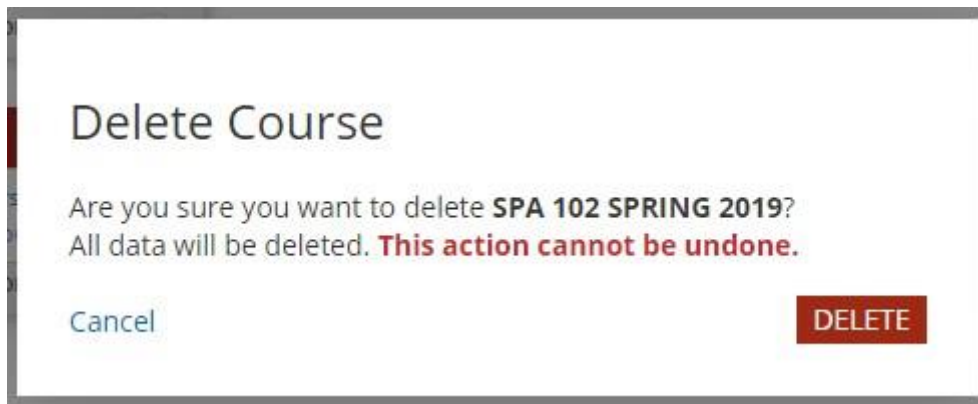
5. Click “**cancel**” when done.


### 3.5.2 Delete a Course

1. From the Courses dashboard, select “**Delete Course**” from the course’s actions menu.



2. When prompted, click **DELETE** to confirm.



 If you have assigned activities and student scores populated in each section of the course, you will see a flash message alert asking you to delete each section individually.

### 3.5.3 Edit Course Gradebook

#### 3.5.3.1 Adjust a Gradebook Category's Grading Settings

The Grading settings for a category determine how the assignments in a category will be graded upon submission by a student enrolled in your course. To adjust a course category's Grading settings, you must first select Edit Course from the Courses dashboard.



From the Gradebook section in Edit Course:

1. Click on the Edit menu for the category (“Edit” in column header) and select **Edit Category**.

Students	Edit		Edit		Edit		Edit	
	Edit Category	Delete Category	Participation	30 %	Quizzes	20 %	Exams	20 %
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	

2. Use the drop-down menu to select the maximum number of attempts.

**Edit Category** ✕

Name  
  
(15 character maximum)

Weight  
 %

**GRADING** **LATENESS**

Maximum attempts\*  

Unlimited ▾

1 (see details)  
2 (default)  
3  
4  
5  
6  
7  
8  
9  
Unlimited

Assignments in this category will be:  
☐ For a grade  
☒ Credit/no credit

Number of lowest grades dropped:

**DONE**



By default, the system allows two attempts except for assessment items.

3. Indicate the grading strictness to use on fill-in-the-blank activities.



By default, the vhlcentral program requires only accents to match exactly.

The screenshot shows the 'Edit Category' dialog box with the following elements and callouts:

- 3.** Points to the 'Grading Strictness' section, which includes three checkboxes: 'Accent marks count' (checked), 'Capitalization counts', and 'Punctuation counts'.
- 4.** Points to the 'For fill-in-the-blank activities in this category:' section, which includes two radio buttons: 'Provide students with enhanced feedback' (selected) and 'Don't provide students with enhanced feedback'.
- 5.** Points to the 'Assignments in this category will be:' section, which includes two radio buttons: 'For a grade' and 'Credit/no credit' (selected).
- 6.** Points to the 'DONE' button at the bottom of the dialog.

Other visible elements include the 'Name' field (set to 'Credit'), the 'Weight' field (set to '20 %'), and the 'GRADING' and 'LATENESS' tabs.

4. Indicate whether or not you would like students to see their errors noted on fill-in-the-blank activities.



This feature is called **“fill-in-the-blank feedback.”** By default, the vhlcentral program marks student errors after the first attempt.

5. Indicate if students should receive full credit regardless of their performance-based score (i.e., score is 100% regardless of the number of correct answers).



By default, the vhlcentral program calculates scores based on student performance.

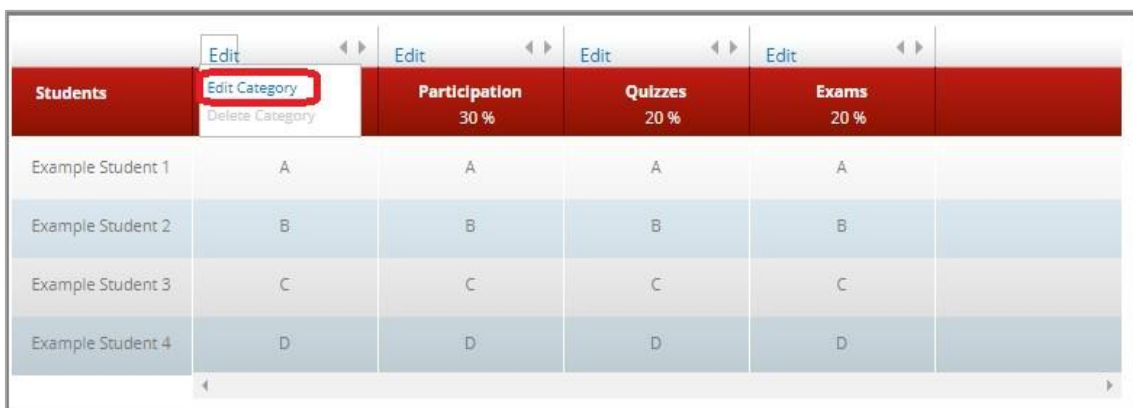
6. Click **“done”** to apply setting changes.

### 3.5.3.2 Adjust a Gradebook Category's Lateness Settings

The Lateness settings for a category determine how the assignments in a category will be graded upon late submission by a student enrolled in your course. To adjust a course category's Lateness settings, you must first select Edit Course from the Courses dashboard.

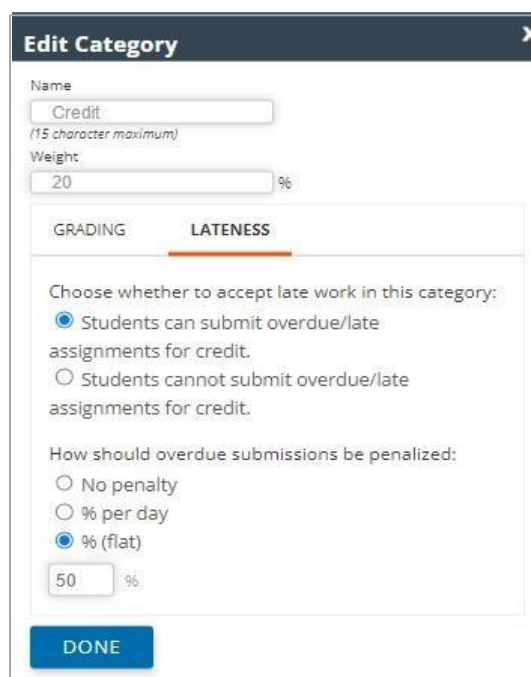
From the Gradebook section in Edit Course:

1. Click on the Edit menu for the category ("Edit" in column header) and select **Edit Category**.



Students	Participation 30 %	Quizzes 20 %	Exams 20 %
Example Student 1	A	A	A
Example Student 2	B	B	B
Example Student 3	C	C	C
Example Student 4	D	D	D

2. Click the "**Lateness**" tab to view and adjust settings.



**Edit Category**

Name  
Credit  
(15 character maximum)

Weight  
20 %

GRADING LATENESS

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)  
50 %

DONE

3. To allow students to submit late work and automatically receive partial credit, select **“Students can submit overdue assignments for credit.”**



By default, students cannot submit assignments late or receive any credit; their grade would be 0%.

The screenshot shows the 'Edit Category' dialog box. At the top, the title bar says 'Edit Category' with a close button (X). Below the title bar, there are two input fields: 'Name' with the value 'Credit' and a note '(15 character maximum)', and 'Weight' with the value '20' and a '%' symbol. Below these fields are two tabs: 'GRADING' and 'LATENESS'. The 'LATENESS' tab is selected and highlighted with an orange underline. A red circle with the number '3.' points to the first radio button under the heading 'Choose whether to accept late work in this category:'. This radio button is selected and is labeled 'Students can submit overdue/late assignments for credit.'. Below it is an unselected radio button labeled 'Students cannot submit overdue/late assignments for credit.'. Under the heading 'How should overdue submissions be penalized:', there are three radio buttons: 'No penalty' (unselected), '% per day' (unselected), and '% (flat)' (selected). A red circle with the number '4.' points to the '% (flat)' radio button. Below the radio buttons is an input field with the value '50' and a '%' symbol. At the bottom of the dialog box is a blue button labeled 'DONE'.

4. You must select a penalty to apply:
  - **“No penalty”**
  - **“% per day”** – enter a whole number for the % per day late
  - **“% (flat)”** – enter a whole number for the % (flat).



Penalty deduction rates must be a whole number between 0–100.

5. Click **“done”** to apply setting changes.


### 3.5.3.3 Change the Name and the Weight Value of a Gradebook Category

From the Gradebook section in Edit Course:

1. Click on the Edit menu for the category (“Edit” in column header) and select **Edit Category**.

Edit		Edit		Edit		Edit	
Students		Participation	Quizzes	Exams			
		30 %	20 %	20 %			
Example Student 1	C	D	C	C			
Example Student 2	A	B	D	C			
Example Student 3	A	A	D	A			
Example Student 4	B	A	C	B			

2. Enter a new name for the category.

 Names must be 15 characters or fewer.

### Edit Category

Name

Credit

(15 character maximum)

Weight

20

%


3. Enter the weight value for the category.

4. Click “done.”

### 3.5.3.4 Delete a Gradebook Category

From the Gradebook section in EditCourse:

1. Click on the Edit menu for the category (“Edit” in column header) and select **Delete Category**.

 You cannot delete a category if it has assignments posted to it.

Students	Edit	Edit	Edit	
	Edit Category Delete Category	Exams 50 %	Participation 20 %	
Example Student 1	A	A	A	
Example Student 2	B	B	B	
Example Student 3	C	C	C	
Example Student 4	D	D	D	


### 3.5.3.5 Reorder the Gradebook Categories

From the Gradebook section in EditCourse:

1. Click the right or left arrow icons in the category’s column header.

Students	Edit	Edit	Edit	
	Homework 30 %	Exams 50 %	Participation 20 %	
Example Student 1	A	A	A	
Example Student 2	B	B	B	
Example Student 3	C	C	C	
Example Student 4	D	D	D	

2. Repeat step 1 until all categories are in the desired order.

 This order determines the order in which the categories appear in your Gradebook.

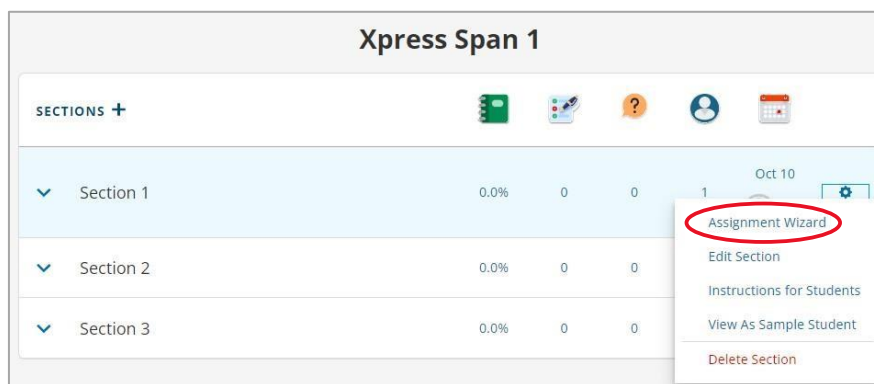
## 3.6 Adjust a Section

### 3.6.1 Copy Assignments Using the Assignment Wizard

Assigning can be simplified by way of a step-by-step wizard that guides you through the process of copying assignments from a previous or existing course section into a new course section. **Some functionality may be pre-set or disabled for schools using RosterAssistant.**

How do I get to the Assignment Wizard?

1. From the Courses dashboard, go to the course section menu for the course section into which you wish to copy assignments.
2. Select Assignment Wizard from the course section menu.



#### 3.6.1.1 Step 1: Choose a Course Template

1. Click "Change course template."
2. From the corresponding drop-down menus, select the desired course and section.
3. Click "confirm this selection."
4. Continue to Step 2.

#### 3.6.1.2 Step 2: Set the Content to Include

1. From the drop-down menus, select the lesson range you will be covering in your new course section.

2. Click “Show options” to view additional settings that will filter the assignments:
  - a. If necessary, deselect any lesson sections that you do not plan to assign from the course section being copied.
  - b. If necessary, deselect any activity types that you do not plan to assign from the course section being copied.
  - c. Click “Hide options” to close the content options menu.
3. Continue to Step 3.

#### **3.6.1.3 Step 3: Set the Due Date Information**

1. Select a day or days of the week on which assignments will be due by clicking on a corresponding check box.
2. The assignments will be grouped as they were in the course section being copied. If you wish to group the assignments differently, please uncheck “Keep assignments grouped as they were in my existing course.”
3. Click “Show options” to view additional assignment distribution options. Please deselect options as needed:
  - Allow assignments from two lessons on the same due date.
  - Allow assignments from one lesson section to be split across multiple due dates.
4. Click “Hide options” to close the options menu.
5. Continue to Step 4.

#### **3.6.1.4 Step 4: Review Assignment Distribution and Make Adjustments**

The chart in this step displays a visual representation of the assignment distribution being copied into your new course section based on the items you’ve selected in Steps 1–3. You may make additional changes to the assignment distribution by removing specific assignment dates or assignments, by moving assignments to another date, or by locking assignment dates that you do not want the Assignment Wizard to adjust.

To review the activities in the assignment distribution:

1. Move your cursor over any of the segments representing each lesson and/or lesson section to view tool tips that identify the number and type of activities as well as the estimated completion time.



2. Click on a segment to display a popup list of the activities assigned on that due date. After doing so you may:
  - Preview an activity by clicking on its title link
  - Move the first activity to the previous due date (if applicable)
  - Move the last activity to the next due date (if applicable)
  - Remove an assignment by clicking its “Delete” link



At any time after saving this assignment distribution, you may remove or reassign an assignment manually from the Assign area.

3. Click “**close**” to close the Assignments popup.
4. You may make additional manual adjustments to the assignment distribution, including:
  - **Remove a day/date:** Uncheck the box next to a desired day/date to remove the day (such as a holiday) from the assignment distribution.
  - **Lock an assignment day/date:** Click the lock icon next to a desired day/date to lock days you would like to remain unchanged when making overall adjustments to the assignment distribution.



Any further changes to Steps 1–3 will undo any edits made to the assignment distribution in Step 4.

5. Click “**save**” to generate the assignments for this course section.



It will take several moments for the wizard to generate the assignments.

### 3.6.2 Edit a Section

1. From the Courses dashboard, select “**Edit Section**” from the section’s actions menu.

SECTIONS +

▼ Section 1	0.0%	0	0	0	...	⚙️
▼ Section 2	0.0%	0	0	0		
▼ Section 3	0.0%	0	0	0		



Assignment Wizard  
 Edit Section  
 Student Interaction Settings  
 Instructions for Students  
 View As Sample Student  
 Delete Section



2. Make the desired changes to the settings or information. See instructions for “3.4 Add a Section to Your Course” for more details.
3. Click the “**update**” button to apply adjustments.

### 3.6.3 Delete a Section

1. From the Courses dashboard, select “**Delete Section**” from the course section’s actions menu.

SECTIONS +

<div>▼</div> <div>Section 1</div>	0.0%	0	0	1	Oct 10	⚙️
<div>▼</div> <div>Section 2</div>	0.0%	0	0			
<div>▼</div> <div>Section 3</div>	0.0%	0	0			

Assignment Wizard

Edit Section

Instructions for Students

View As Sample Student

Delete Section

2. Confirm by clicking “OK.”



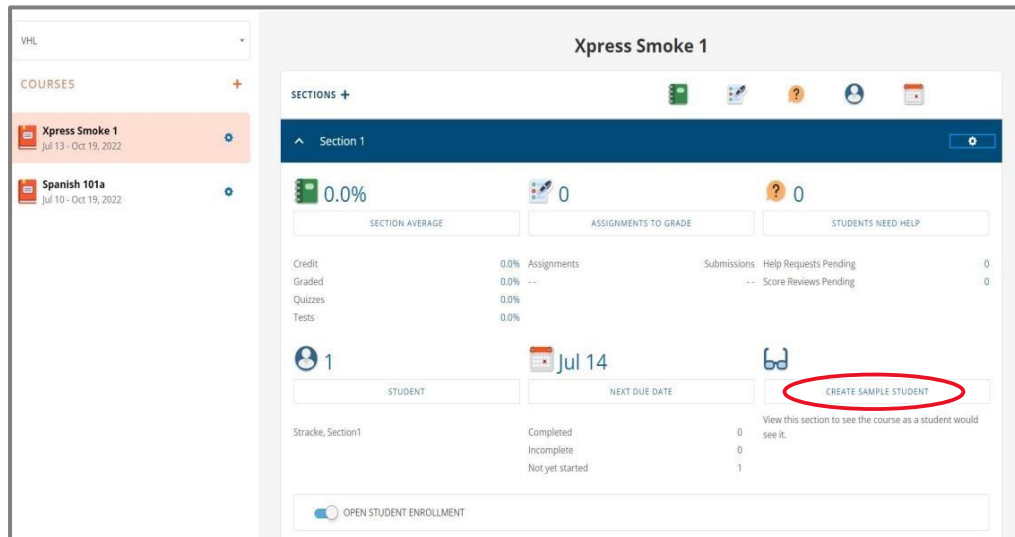
This action is irreversible.

## 3.7 View Your Course and Complete Work as a Student

For each section in any course, you can log in as a student and complete work. To do so, you must create a sample student in each course section.

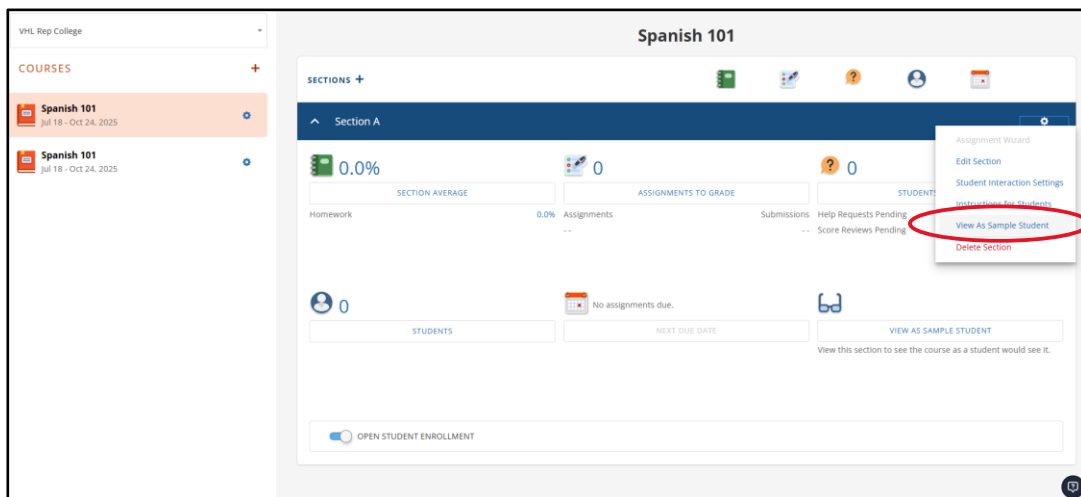
### 3.7.1 Create a Sample Student in a Course Section

1. From the Course dashboard, select “**Create sample student**” from the section’s actions menu. The sample student is added to the course section’s roster.



### 3.7.2 View as Sample Student

1. From the Course dashboard, select “**View as sample student**” from the section’s actions menu.



2. To return to your instructor account, click the “Return to (first/last name)” link located at the top left-hand corner of a sample student page.

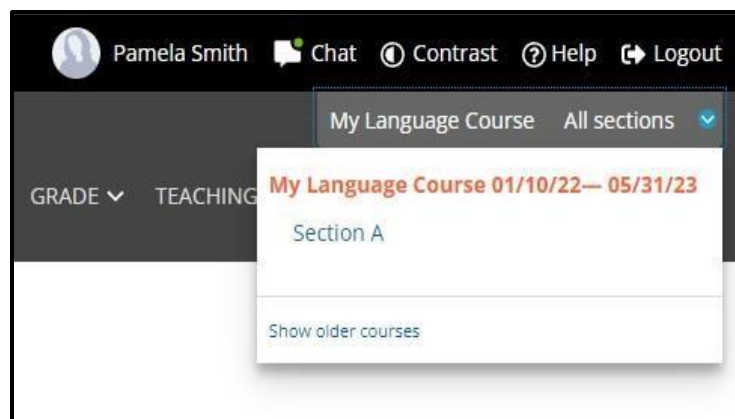


## 4 Assign

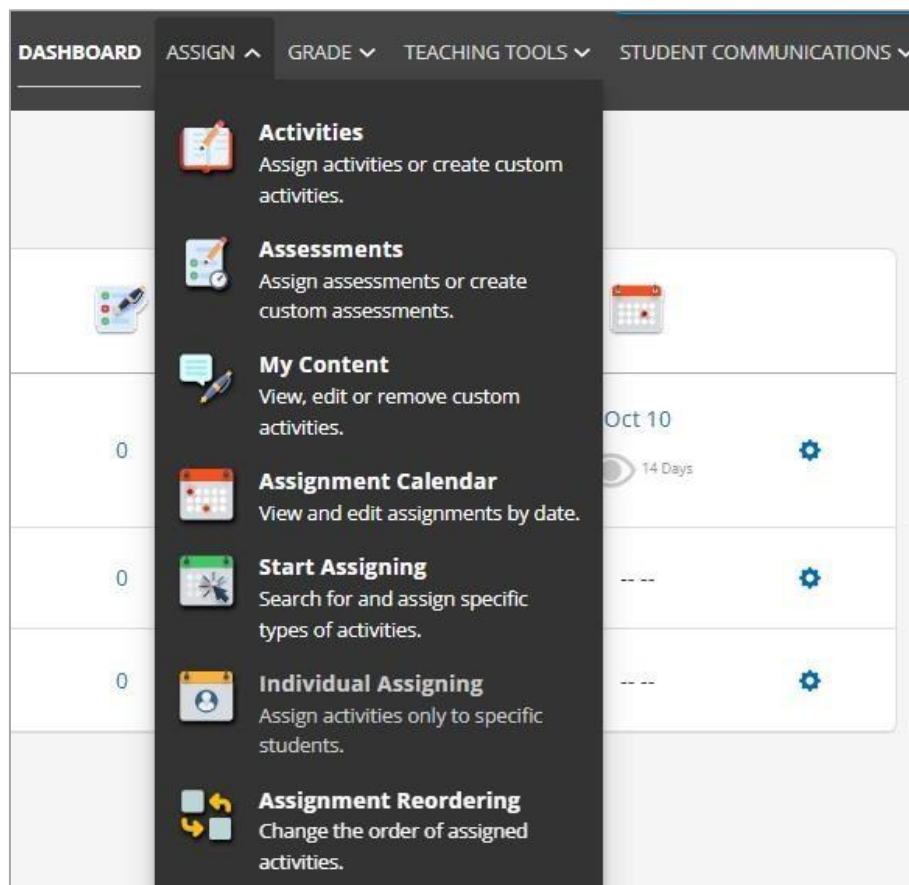
The Assign area organizes all of the material available for your course(s). It is one of the areas from which you can manually assign work (the other is the Assignment Calendar). From Assign, you can view materials in Activities, Assessment, My Content, Assignment Calendar, Start Assigning, and Individual Assigning. You can also add your own activities and instructor notes.

How do you get to the areas within Assign?

1. Be sure you are in the course or section you want to manage. Use the Course/Section drop-down menu to change your course or section.



2. Move your cursor to the “**Assign**” menu and select an item from the menu.



## 4.1 Activities

The Activities area is based on your textbook’s Table of Contents. Depending on the textbook in use, activities may be further organized into groups (vocabulary lists, pronunciation and grammar presentations, tutorials, video, maps, readings, games, textbook practice, and where available, workbook, lab manual, video manual, and instructor-created activities). The items in the presentations and tutorials group are not graded, so students can only get credit for submitting assignments from this group.

How do you get to the items within Activities?

1. Select a lesson from the lesson drop-down menu.

2. In the lesson menu on the left side of the page, click on a section name. The content will display on the right side of the page.



For lesson sections with subsections, be sure to click on the name of the subsection.

#### 4.1.1 Preview an Activity and Its Answer Key

1. To open a preview, click on the title of an activity.

2. The activity preview will open in a separate browser window for you to review.



You may answer questions and submit the activity.

3. Click **“Answer key”** to review the acceptable answers for the activity.

The screenshot shows the VHL Central interface. At the top, there is a navigation bar with the text 'VHL Central' on the left and user information 'John Doe', 'Contrast', 'Help', and 'Logout' on the right. Below the navigation bar, there is a row of buttons: 'ADD INSTRUCTOR NOTE', 'ANSWER KEY' (circled in red), 'INFO', and '1-6'. The main content area is titled 'Escoger' with the subtitle 'UNLIMITED ATTEMPTS LEFT'. Below this, there is a prompt: 'Choose the word or phrase in each group that doesn't belong.' followed by a list of four options: '1. ☐ Buenas tardes.', '☐ Buenos días.', '☐ Hola.', and '☐ Regular.'. At the bottom of the form, there are two buttons: 'SAVE' and 'SUBMIT'.

#### 4.1.2 Add Instructor Notes to an Activity

1. After opening an activity, click **“Add instructor note.”**

The screenshot shows the VHL Central interface with the 'ADD INSTRUCTOR NOTE' button circled in red. A warning message box is displayed over the main content area, stating: 'Choose the selectable area to add your Instructor Note. This note will appear to all students in all of your courses. Cancel Instructor Note'. The main content area is titled 'Escoger' with the subtitle 'UNLIMITED ATTEMPTS LEFT'. Below this, there is a prompt: 'Choose the word or phrase in each group that doesn't belong.' followed by two groups of options: '1. ☐ Buenas tardes.', '☐ Buenos días.', '☐ Hola.', and '☐ Regular.', and '2. ☐ Adiós.', '☐ Hasta luego.', '☐ Lo siento.', and '☐ Nos vemos.'.

2. Click the outlined activity item for which you wish to add a note to your students.



Instructor notes appear to all students in all your courses, present and future, unless you remove the note.

3. Select the type of instructor note you wish to add.


- **Expand by default:** Note will be placed above the section to which it was added.
- **Minimized by default:** Note will be placed on the right margin and collapsed until a student clicks the apple icon to open the note.


Add Instructor Note


☒ Expand by default






☐ Minimized by default








TITLE (PREVIEW)

Record

Play

Delete Recording





CANCEL

SUBMIT



4. Enter a title for the instructor note.

The screenshot shows the 'Add Instructor Note' dialog box. At the top, there are two radio buttons: 'Expand by default' (selected) and 'Minimized by default'. Below this is a text field labeled 'TITLE (PREVIEW)' with a red callout '4.' pointing to it. Underneath the title field is a section for audio recording controls, including 'Record', 'Play', and 'Delete Recording' buttons, with a red callout '6.' pointing to the 'Play' button. Below the audio controls is a large text area for the note content, with a red callout '5.' pointing to it. At the bottom right of the dialog is a 'SUBMIT' button, with a red callout '7.' pointing to it. A 'CANCEL' button is located at the bottom left of the dialog.

5. Enter the instructor note text in the text field and use the editing tools to adjust the formatting of the text.
6. You may also include an audio recording along with the note. After clicking the “**record audio**” button, use the recording controls to capture your recording.
  - a. **Record**: Begin recording or re-recording
  - b. **Play**: Review recording
  - c. **Delete**: Remove recording



7. When you are done creating your note, click “**Submit.**”

## 4.2 Composition Activities

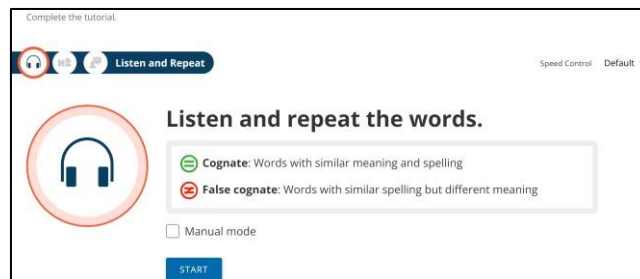
Composition activities allow students to write open-ended responses by using word-processing tools available within the activity, prepare a response using another software program, or upload a file. These activities are considered instructor-graded items, so student scores will always appear in the gradebook as "pending" until you grade each submission. For more information and instructions about grading composition activities, please see "[Student-by-Student Grading](#)," "[Question-by-Question Grading](#)," or "[Spotcheck Student Work](#)".

Gradebook > <b>SCORES</b> ROSTER LATE WORK REPORTS ANALYTICS											
VIEW BY		ALL CATEGORIES			PERCENTAGE			+ ADD ITEM		EXPORT	
Lesson ▾ Lección 1 ▾ All Activities											
		FOTONOVELA									
Student	Lesson Grade	9/06 Bienvenida, ...	8/19 ¿Cierto o fal...	9/06 Identificar	9/06 Seleccionar	8/31 Ahora dílo tú	9/06 1 - ¡Mucho g...				
Doe, Johnny	70.6%	✓ ⌚	100.0% ●	50.0% ●	83.3% ●	--	Pending				
Jones, Maria	38.1%	--	100.0% ●	--	--	--	Pending				

### 4.2.1 Interactive Vocabulary Tutorials

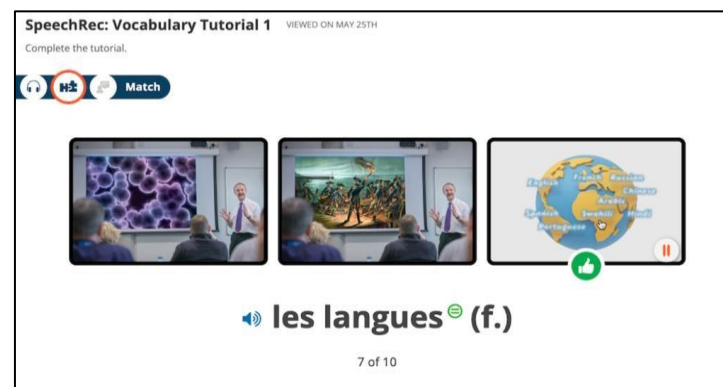
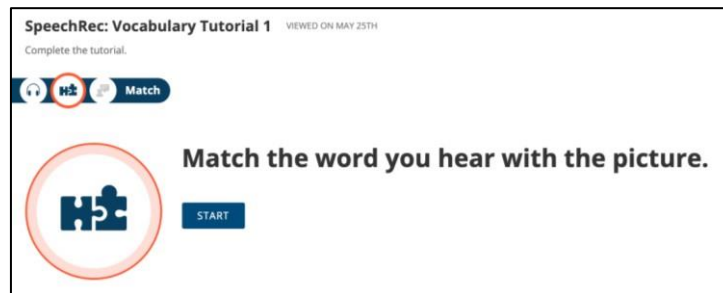
Interactive Vocabulary Tutorials, available only for Portales/Prime 2.0 Supersite titles, utilize updated images, gifs, and user-friendly elements to create a more dynamic experience for your students.

1. **Listen and Repeat.** Prior to clicking the **START** button, students may set the pace for how each vocabulary word is presented during the exercise.

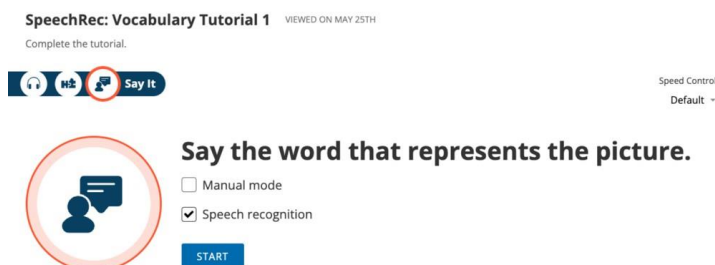


- **Manual mode.** Select the checkbox to remove the Speed Control options. This will allow students to review the image and click on the audio button at their own pace.

2. **Match.** For each vocabulary word, the student is presented with three images to select from and then is taken to the next vocabulary word.



3. **Say It.** Allows students to review a single image or gif, followed by a prompt to say the word it represents.



- **Manual mode.** Students may choose to move through the exercise at their own pace by enabling the manual mode option.
- If manual mode is left unchecked, the Speed Control drop-down menu will be available and each action will require students to click the appropriate button to be able to continue to the next prompt.
- **Speech recognition.** Students will be given feedback in the form of a thumbs up or thumbs down along with the correct answer.

## 4.2.2 Manually Assign One or More Activities

1. Check the box for a single activity or for several activities.



Focus on the course or section in which you wish to assign the activities (use the course/section drop-down menu).

The screenshot shows the 'Activities' interface for 'Lección 1 | Contextos'. At the top, there are buttons for 'ASSIGN SELECTED', '+ CREATE NEW', and 'ADD FROM'. Below these, there is a dropdown menu for 'Lección 1 | Contextos' and a filter for 'All Activities'. The main content area lists activities under two categories: 'Explore' and 'Learn'. Under 'Explore', there is one activity 'Las relaciones personales' which is checked. Under 'Learn', there are five activities: 'Vocabulary Tutorial 1' (checked), 'Vocabulary Tutorial 2' (unchecked), 'Vocabulary Tutorial 3' (checked), 'Vocabulary Tutorial 4' (unchecked), and 'Vocabulary Tutorial 5' (checked). Each activity has a 'Due date' column.

2. Click “Assign selected” or “Assign.”

This screenshot is a closer view of the 'Activities' interface. The 'ASSIGN SELECTED' button is circled in red. On the left side, there is a sidebar with a 'Grouped vocab' section. The 'Assign' button in this sidebar is also circled in red. The main content area shows the 'Explore' category with the 'Las relaciones personales' activity checked.

3. Select a due date by using the calendar or by entering a date using your keyboard.

The screenshot shows a 'Set due date' dialog box with a close button (X) in the top right corner. It indicates '3 activities selected'. The 'Due date' field contains '11/14/2019' with a calendar icon to its right. The 'Category' field is currently empty. A calendar for November 2019 is displayed, showing days from Sunday to Saturday. The date 14th is highlighted. There are 'CANCEL' and 'SAVE' buttons at the bottom.

4. Use the drop-down menu to select the category in which you wish the activities to be assigned.



The selected activities can only be assigned to one category. If the activities need to be assigned to different categories, cancel and start again.

This screenshot shows the 'Set due date' dialog box with the 'Category' dropdown menu open. The 'Due date' field now shows '11/22/2019'. The dropdown menu lists four options: 'Homework', 'Participation', 'Quizzes', and 'Exams'. The 'CANCEL' and 'SAVE' buttons are still visible at the bottom.

5. Click “**Save.**”

### 4.2.3 Adjust an Assignment Due Date

To change an existing assignment due date (reassign)<sup>5</sup>:

1. Check the box for a single activity or for several activities.



Focus on the course or section in which you wish to assign the activity (use the course/section drop-down menu).

2. Click “**Assign selected.**”



Review the list of selected items to make sure that the course/section and category designations are appropriate.

ASSIGN SELECTED		+ CREATE NEW	ADD FROM
<input type="checkbox"/>	Lección 1   Contextos	All Activities ▼	
<input type="checkbox"/>	Explore	Due date	
<input checked="" type="checkbox"/>	Las relaciones personales		

---

<sup>5</sup> Changes can be made to assignments that were manually assigned as well as assignments that were created using the Assignment Wizard.

3. Click “Reassign.”

**Set due date** [X]

3 activities selected

**Course:** Spanish 101 - Fall2020  
**Sections:** Section 1 10AM

Activity	Category	Due date
Contextos: Hotspot: La familia	Quizzes	Sun 11/24
Contextos: Tutorial: Los parientes	Quizzes	Sun 11/24
Contextos: Tutorial: Las profesiones	Quizzes	Sun 11/24

CANCEL UNASSIGN **REASSIGN**

4. Select a due date by using the calendar or by entering a date using your keyboard.

**Set due date** [X]

3 activities selected [review activities](#)

**Due date** [ ]


**Category** [ ]

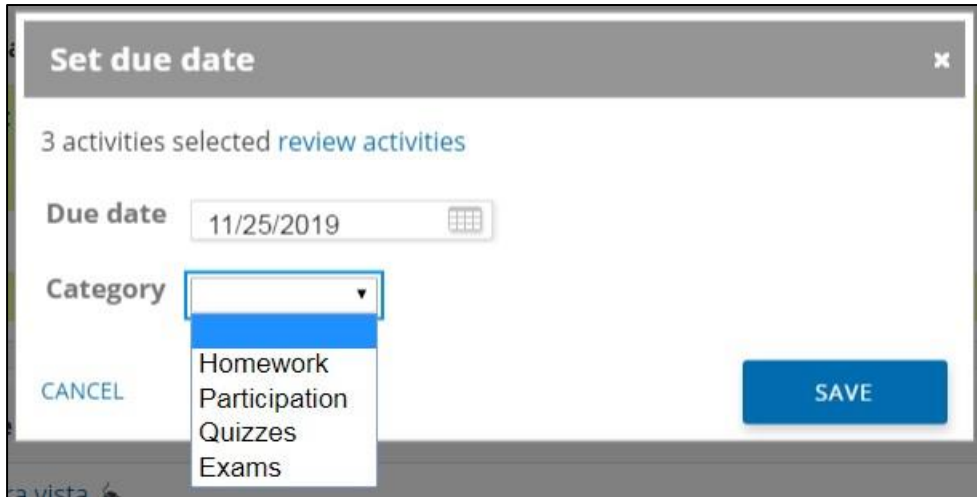
CANCEL **SAVE**

**November 2019**

Su	Mo	Tu	We	Th	Fr	Sa
					1	2
3	4	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

5. Use the drop-down menu to select the category in which you wish the activities to be assigned.

-  The selected activities can only be assigned to one category. If the activities need to be assigned to different categories, cancel and start again.




The dialog box is titled "Set due date" and has a close button (X) in the top right corner. It displays "3 activities selected" with a link to "review activities". The "Due date" field is set to "11/25/2019" with a calendar icon. The "Category" dropdown menu is open, showing options: "Homework", "Participation", "Quizzes", and "Exams". There are "CANCEL" and "SAVE" buttons at the bottom.

6. Click "**Save.**"

To remove an assignment due date (unassign):

1. Check the box for a single activity or for several activities.

-  Make sure you are focused on the course or section in which you wish to assign the activities (use the course/section drop-down menu).

2. Click "**Assign selected.**"

3. Click "**Unassign.**"



The dialog box contains the text "m3a.vhlcentral.com says" and "You are about to unassign 3 items." Below the text are "OK" and "Cancel" buttons.

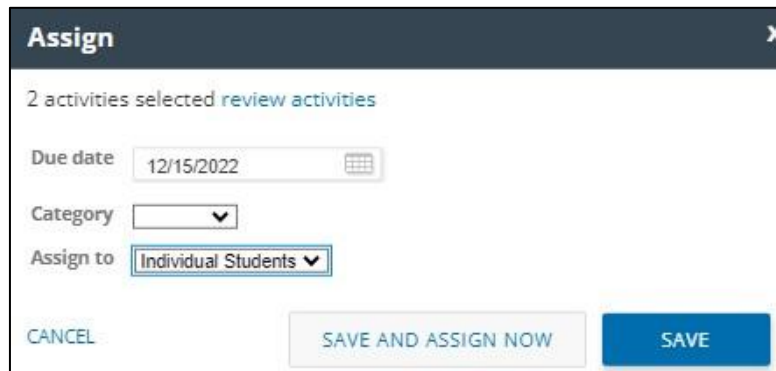


4. Click **“OK”** to confirm.

#### 4.2.4 Set Multiple Due Dates

This feature allows instructors to assign the same activity to different students on different due dates.

1. When assigning an activity, select “Individual Students” from the drop-down menu.



**Assign** x

2 activities selected [review activities](#)

Due date 12/15/2022

Category ▼

Assign to Individual Students ▼

CANCEL SAVE AND ASSIGN NOW SAVE

2. Click on “Save and Assign Now”.
3. The individual assigning view shows a column for the assigned activity along with the original due date displayed on the column header.

All Lessons ▾ All Weeks ▾

Student	CONNECT TO T...
Nelson, Emma	<input type="checkbox"/> 3/9 Video: Conne...
Houston, Nicola	<input type="checkbox"/>
Freeman, Curtis	<input type="checkbox"/>

- Check the box for individual assigning and the calendar is enabled to select specific due date.

All Lessons ▾ All Weeks ▾

Student	CONNECT TO T...
Nelson, Emma	<input checked="" type="checkbox"/> 3/9 Video: Conne...
Houston, Nicola	<input type="checkbox"/>
Freeman, Curtis	<input type="checkbox"/>

CONNECT TO T...

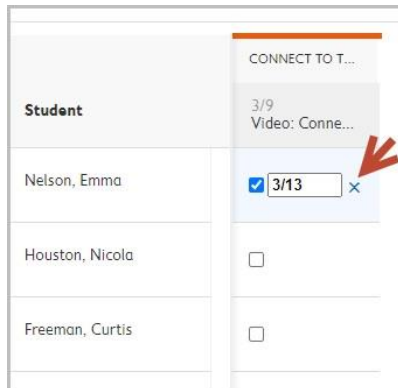
3/9 Video: Conne...

☒ 3/13/2023 x

« March 2023 »

Su	Mo	Tu	We	Th	Fr	Sa
26	27	28	1	2	3	4
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	1
2	3	4	5	6	7	8

- To remove the custom due date and revert to the original, click the x.



## 4.2.5 Hide Activities from Your Students

1. To hide activities, check the box for a single activity or for several.



Make sure you are focused on the course or section in which you wish to hide the activities (use the course/section drop-down menu).

2. Hover your cursor over a checked activity and click “**Hide**.”



You cannot hide assigned activities.

3. To show hidden activities, check the box for a single activity or for several that have been hidden.



Make sure you are focused on the course or section in which you wish to show the activities (use the course/section drop-down menu).

4. Hover your cursor over a checked hidden activity and click **Show.**

ASSIGN SELECTED + CREATE NEW ADD FROM

Lección 1 | Contextos All Activities

Assign Show

Reference activity  
Hotspot: Hola, ¿qué tal?  
Lección 1 | Contextos  
Points possible: 1


Presentations and Tutorials	Due date
<input checked="" type="checkbox"/> Hotspot: Hola, ¿qué tal?	hidden
<input checked="" type="checkbox"/> Tutorial: Hola, ¿qué tal?	hidden
<input checked="" type="checkbox"/> Tutorial: Saludos y despedidas	hidden

## 4.3 Assessment

From Assessment, you can view and assign quizzes, tests, and exams from your textbook's Testing Program.

How do you get to the items within Assessment?

1. Select a lesson from the lesson drop-down menu.
2. In the lesson menu on the left side of the page, click on an assessment type.

 The assessment items will display in the table of contents on the right side of the page.

Assessments

Lección 1 | Hola, ¿qué tal?

Vocabulary Quizzes Grammar Quizzes Lesson Tests


ASSIGN SELECTED + CREATE NEW ADD FROM

Vocabulary Quizzes All Activities

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

### 4.3.1 Preview an Assessment Item and Its Answer Key

1. Click on the title of an assessment item to open and review it.

 You may answer questions and submit the assessment.



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

2. Click “**Answer key**” to review the acceptable answers for the assessment.




[Return to Assessment](#) [ADD INSTRUCTOR NOTE](#) [ANSWER KEY](#) [PRINT](#) [INFO](#)

**Contextos - Miniprueba A** 1 ATTEMPT LEFT

#### 4.3.2 Assign an Assessment Item

1. Check the box for a single assessment.

 Make sure you are focused on the course or section to which you wish to assign the assessment (use the course/section drop-down menu).

2. Click “**Assign**” or “**Assign selected.**”

3. Select a due date by using the calendar or by entering a date using your keyboard.

4. Use the drop-down menu to select the category in which you wish the assessment to be assigned. (You can only select categories that you have set up to include assessment items. If the category you want is not listed, go to “edit course” to view or edit the category settings.)



If you are using a PRIME program, *Portails*, or *Portales*, you will also have to select a Group.

5. Use the drop-down menu to select the maximum number of attempts.

Maximum attempts



Assessments with open-ended question items are limited to 1 attempt.

6. In the Availability section, select the desired release settings.
  - a. **Assessment release:** “The [item] will be hidden until...”
    - i. Click “**edit**.”
    - ii. Select an option from the drop-down menu.

**Availability**

The Quiz will be hidden until

Results will be available when

- Hide until “I release it.”



See “[Release/Hide an Assessment Item](#)” for directions.

- Hide until “a specific date and time.”
  - a. Select a date using the calendar.
  - b. Select am/pm hour and minutes (use the sliding mechanism).

**November 2019**

Su	Mo	Tu	We	Th	Fr	Sa
					1	2
3	4	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

Time

Hour

Minute

- b. **Results release:** “Results will be available when...”
- Click “**edit.**”
  - Select an option from the drop-down menu.

**Availability**


The Quiz will be hidden until

Results will be available

**Due time**

The Quiz will be due at

**Time limit**

- Results will be available “when all students have been graded” (default setting).
- Results will be available “when I release them.”  
 See “[Release/Hide an Assessment Item](#)” for directions.
- Results will be available “after a specific date and time.”
  - Select a date using the calendar.
  - Select am/pm hour and minutes (use the sliding mechanism).
- Results will be available “after the due time.”
- Results will be available “never.”

7. In the Due time section, select the due time for the assessment.
- Click “**edit.**”
  - Select a due time by using the drop-down menus for hour, minutes, and AM/PM.

**Due time**

The Quiz will be due at 11:59 PM

**Due time**

The Quiz will be due at



8. In the Time limit section, select the amount of time that students will be allowed to complete the assessment.
  - a. Click “**edit**” to set a time limit.



The first screenshot shows a box titled "Time limit" with the text "Set a time limit (minutes)" followed by a blue "edit" link. The second screenshot shows the same box after clicking "edit", with a text input field containing the number "30".



To set individual student time limits, refer to the section “[Set Individual Student Time Limits on Assigned Assessment Items.](#)”

9. In the Password section, set a password to provide to a proctor or designee who will administer the assessment.
  - a. Type a unique password that will be required for accessing the assessment.



The first screenshot shows a box titled "Password" with the text "Set a password" followed by an empty text input field. The second screenshot shows the same box with the text input field containing the password "open sesame".

10. Click “**Save.**”

#### ***4.3.2.1 Set Individual Student Time Limits on Assigned Assessment Items***

For assigned assessment items in which you applied a time limit, a **Set individual times** link is included in the table of contents listing for the assessment.


1. Click on the **Set individual times** link for an assigned assessment.
2. In the dialog box, scroll to locate the individual student(s). You may reorder the student list (ascending or descending alpha order) by clicking on the Student column header.
3. From the Time limit drop-down menu for the student(s), select a new time limit setting: CUSTOM, UNLIMITED, or DEFAULT. You may reorder the student list (ascending or descending alpha-numeric order) by clicking on the Time limit column header.
4. If you select CUSTOM, enter a time (in minutes) in the field provided.
5. Click SAVE.

#### 4.3.2.2 Release/Hide an Assessment Item

For Assessment items, grades, or answers you set to "when I release," a Release link appears in the table of contents under the Release column.

1. Click the **"Release"** link at a time of your choosing to release the item.

**Vocabulary Quizzes** All Activities ▾

<input type="checkbox"/> <b>Assessment</b>	<b>Due date</b>
<input type="checkbox"/> Contextos - Miniprueba A AVAILABILITY <span>No   <b>Release</b></span> RESULT AVAILABILITY <span>Yes After grading</span> PASSWORD PROTECTED <span>No</span> TIME LIMIT <span>None</span> NUMBER OF ATTEMPTS <span>1</span> RANDOMIZE PER STUDENT <span>No</span>	 Wed 10/19

2. To hide a released assessment item, grade, or answers, click the appropriate **"Hide"** link in the Assessment table of contents.



For more information about applying release settings for assessment items, grades, and answers, please see [Assign an Assessment Item](#).

**Vocabulary Quizzes** All Activities ▾

<input type="checkbox"/> <b>Assessment</b>	<b>Due date</b>
<input type="checkbox"/> Contextos - Miniprueba A AVAILABILITY <span>Yes   <b>Hide</b></span> RESULT AVAILABILITY <span>Yes After grading</span> PASSWORD PROTECTED <span>No</span> TIME LIMIT <span>None</span> NUMBER OF ATTEMPTS <span>1</span> RANDOMIZE PER STUDENT <span>No</span>	 Wed 10/19

## 4.4 My Content

### 4.4.1 Create Instructor-Generated Activities / Assessments

1. Select the “All sections” level of the course in which you wish to add an activity (use the course/section drop-down menu).

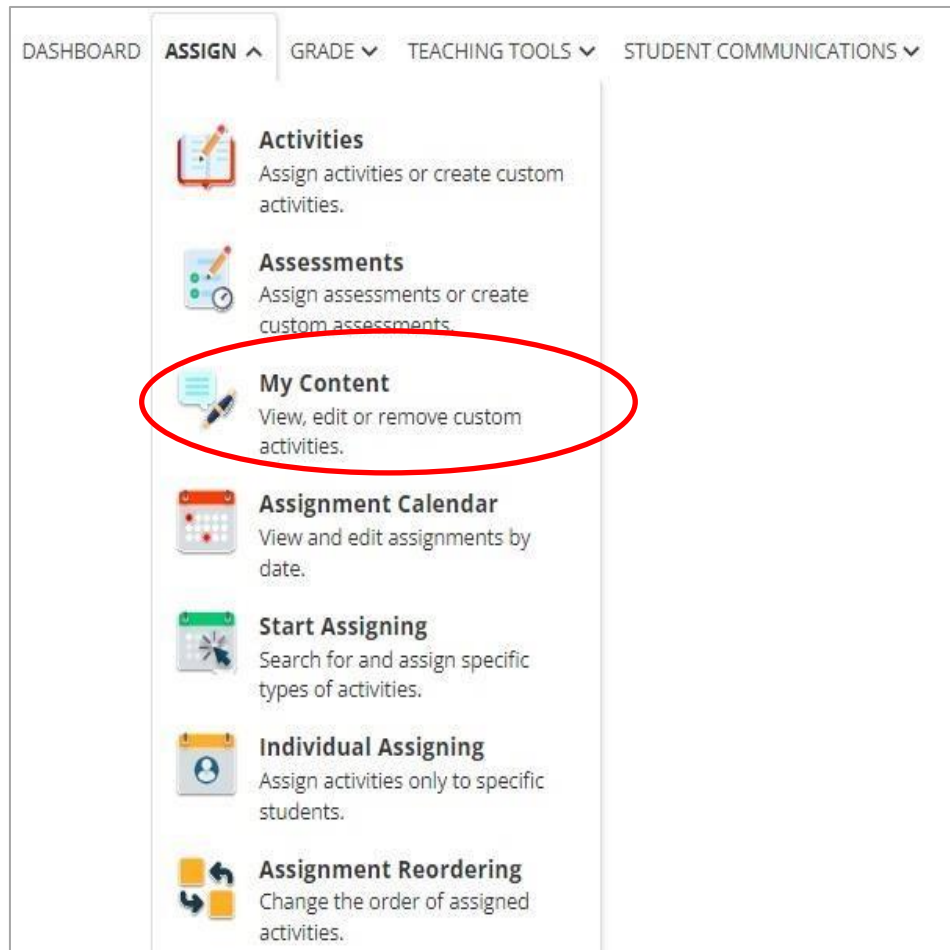


The “Add content” drop-down menu is not accessible within an individual course section.

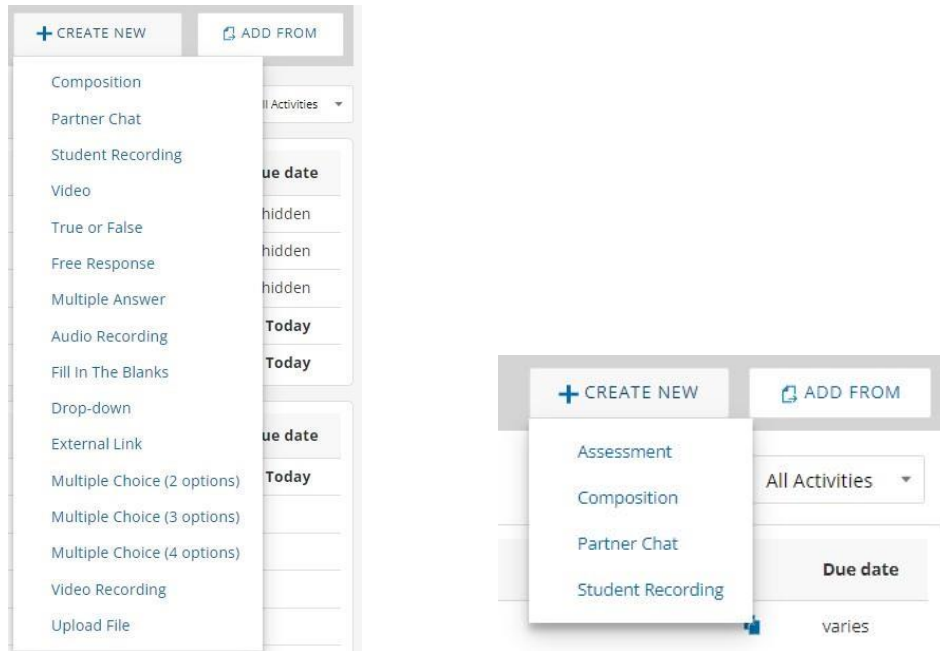
2. From the Assign menu, select Activities or Assessments in which you wish to add a new activity.



Instructor-generated content may be added to the Activities or Assessment areas.



3. At the top-right side of the Activities page, hover your cursor on **+ CREATE NEW**. A drop-down menu listing is displayed with several activity types.



4. From **New activity**, select an activity type.
- **Composition:** Open-ended writing activity (15 possible points)
  - **Partner Chat:** Interactive partner chat activity (10 possible points)
  - **Student Recording:** Open-ended audio recording activity (10 possible points)
  - **Video:** Share a video (1 possible point)



Video activities are not submittable and are not available for use as an Assessment.

- **True or False:** Open-ended writing activity (15 possible points)
- **Free Response:** Interactive partner chat activity (10 possible points)
- **Multiple Answer:** Open-ended audio recording activity (10 possible points)
- **Audio Recording:** Multi-question item recording activity (1 possible point)
- **Fill in the Blanks:** 2 possible points per blank
- **Drop-down:** 2 possible points per drop-down
- **Multiple Choice (2 options):** 2 possible points
- **Multiple Choice (3 options):** 2 possible points
- **Multiple Choice (4 options):** 2 possible points

- **Video Recording:** 10 possible points
- **Upload File:** 1 possible point
- **Assessment:** Points will vary as they may be custom.

5. Fill in the required information for the activity type selected. Options may include:

- Title
- Direction line
- YouTube video link (Video activities only)

[Return to Activities](#)

LOCATION  
Lección 1 | Contextos | [Create new Partner Chat activity](#)

Students will see attempt/completion status here.

Add your activity title here (required)

Add your direction line here (required)

6. Depending on the activity type, you may also add optional information including:

- **Reference materials:** add text, an image and/or a word bank, and/or record audio or video.
- **Question prompt:** this additional prompt may direct students to focus on the task that they have been asked to complete.

7. Click **save**.

☐ Lección 1 | Contextos

All Activities ▾

☐ Instructor-created Activities

All Content ▾

Created By

Due date

☐ Oral Project 1 🍏

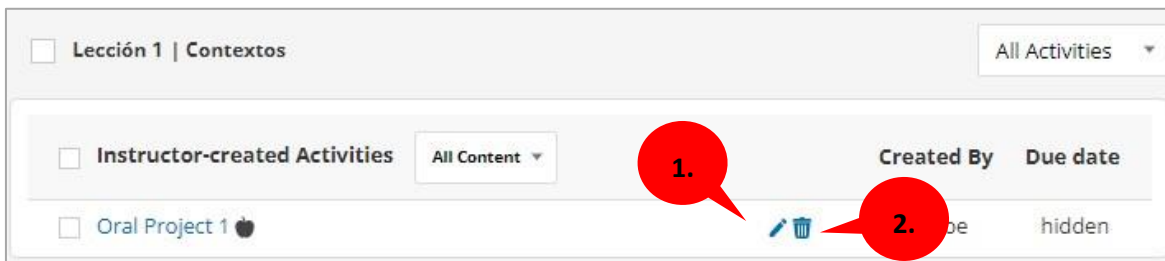
John Doe

hidden



New activities are hidden. Opting to show or assign the activity will make it visible to students.

#### 4.4.2 Edit or Remove Instructor-Generated Activity



1. To edit, click on the pencil icon for the activity in the table of contents. The instructor-generated activity opens in a separate browser window for you to make necessary changes. Click **“Save.”**
2. To remove an activity from a course/section, click the trash icon for the activity in the table of contents.

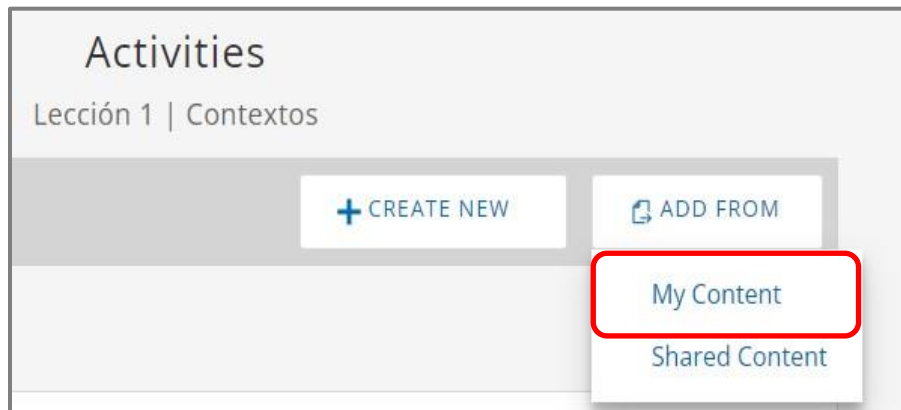


This action will remove the activity and any associated student scores from the gradebook for the course/section you are currently working in. This will not delete the activity from **My Contents** nor will it remove the activity from other courses/sections in which you have assigned it.

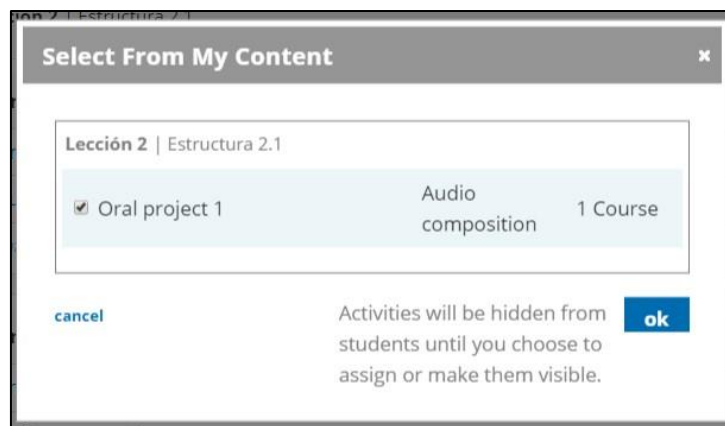
#### 4.4.3 Add Existing Instructor-Generated Activities to Other Courses

If an activity was created for one course in your book’s vhlcentral program, you can add the activity to your other courses in the same book’s program.

1. From the Activities page and lesson/unit of the course/section in which you wish to add the activity, click **ADD FROM** and select **My Content**.



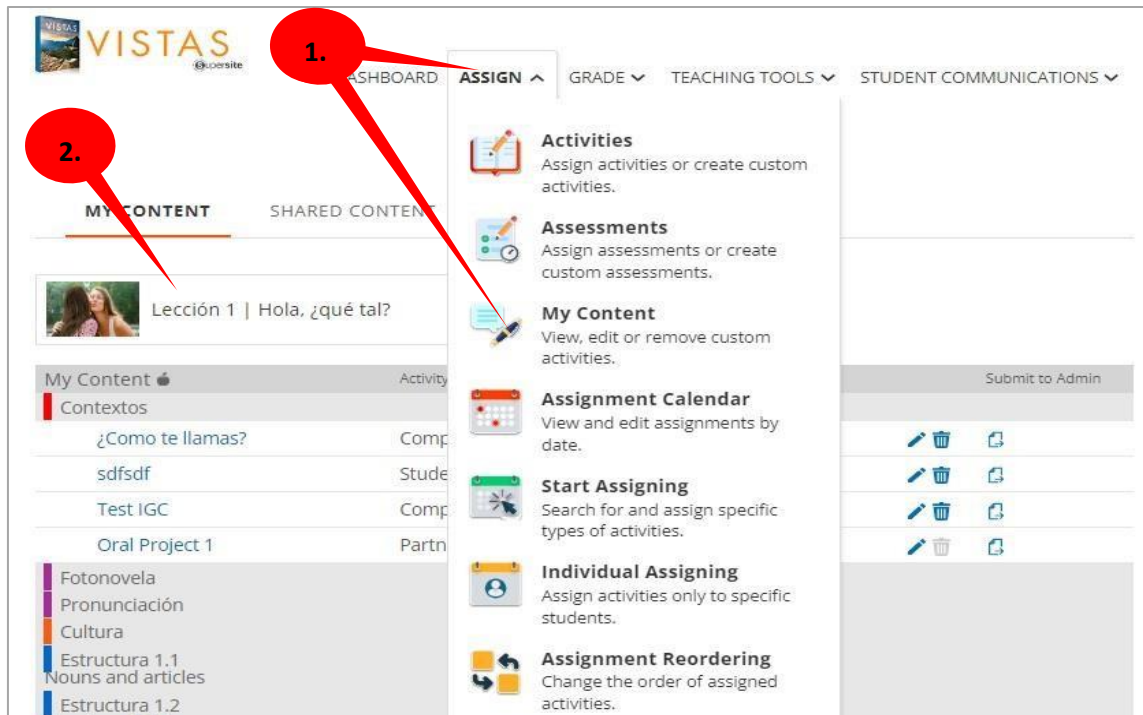
2. Check the boxes for the activities you wish to add to this course.



3. Click **ok**.

#### 4.4.4 Review the List of Instructor-Generated Activities for a Lesson/Unit

1. Go to the **Assign** menu and select **My Content**.
2. Select the lesson/unit you wish to view from the drop-down menu. (Be sure you are in the correct course.)



#### 4.4.5 Edit or Delete Instructor-Generated Activities from My Content

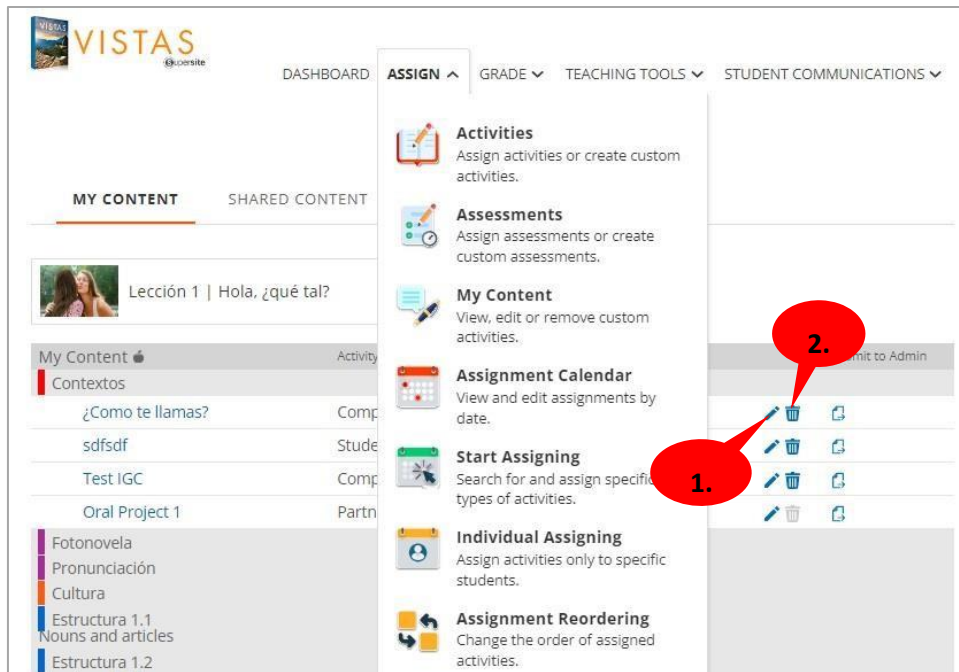
From the list of instructor-generated activities, you may edit the content within the activity or permanently delete an activity.

1. To edit, click on the pencil icon. The instructor-generated activity will be available for you to make necessary changes. Click **“Save.”**
2. To permanently delete an activity, click the trash icon.



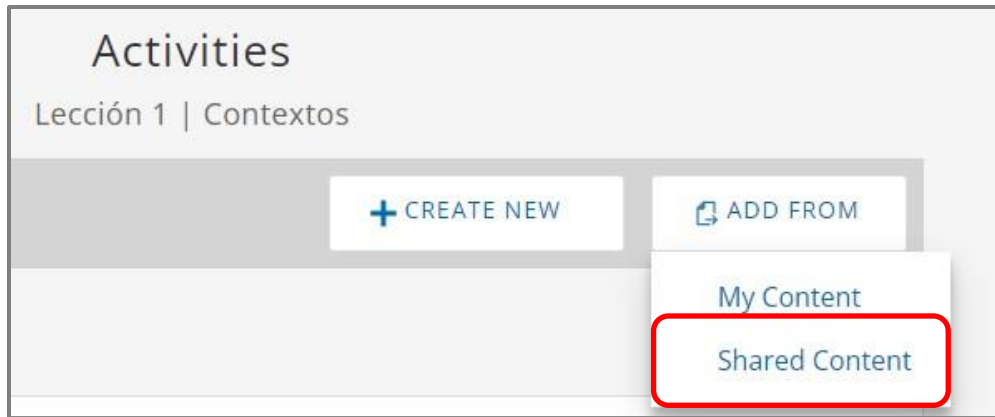
! This action will permanently remove the activity and any associated student scores from all active courses/sections. Student scores will remain in closed courses. This action cannot be reversed.





#### 4.4.6 Add Existing Instructor-Generated Activities from Other Instructors

You may access a library of shared content from activities created by other instructors. These activities have been revised and approved by the schools' Enterprise admin.

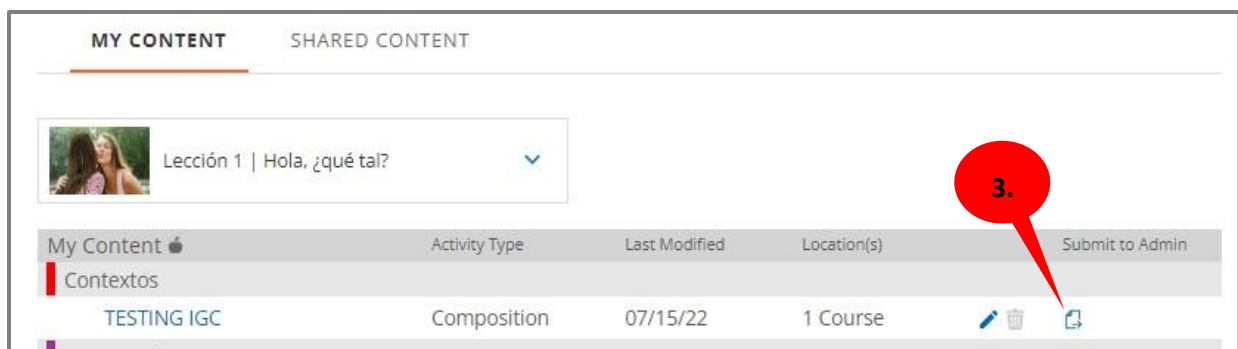


From the Activities page and lesson/unit of the course/section in which you wish to add the activity, click **ADD FROM** and select **Shared Content**.

#### 4.4.7 Add Instructor-Generated Activities to Shared Content library

You may contribute by making your Instructor-Generated content activities available via the Shared Content library for other instructors to use.

1. Go to the **Assign** menu and select **My Content**.
2. Select the lesson/unit you wish to view from the drop-down menu. (Be sure you are in the correct course.)
3. Click on the Request to Share icon.



4. A prompt asking if you want to request to share this activity with other instructors will display. Click "Yes."
5. You will see that a **Pending** message in place of the **Request to Share** icon is displayed during the Enterprise admin's review process.

6. Click on the **Null** icon to cancel Request to Share.

MY CONTENT SHARED CONTENT

✓ TESTING IGC has successfully been requested to share with VHL Rep College

Lección 1 | Hola, ¿qué tal?

My Content	Activity Type	Last Modified	Location(s)	Submit to Admin
Contextos				
TESTING IGC	Composition	07/15/22	1 Course	Pending

#### 4.4.8 Individual Assigning

1. Individualized assigning is enabled (default) or disabled within the course setup wizard.

VHL Central Lolita Stracke Chat Contrast Help Logout

VISTAS

addcourse Course Content Gradebook Summary

New

Copy content settings from... Default settings

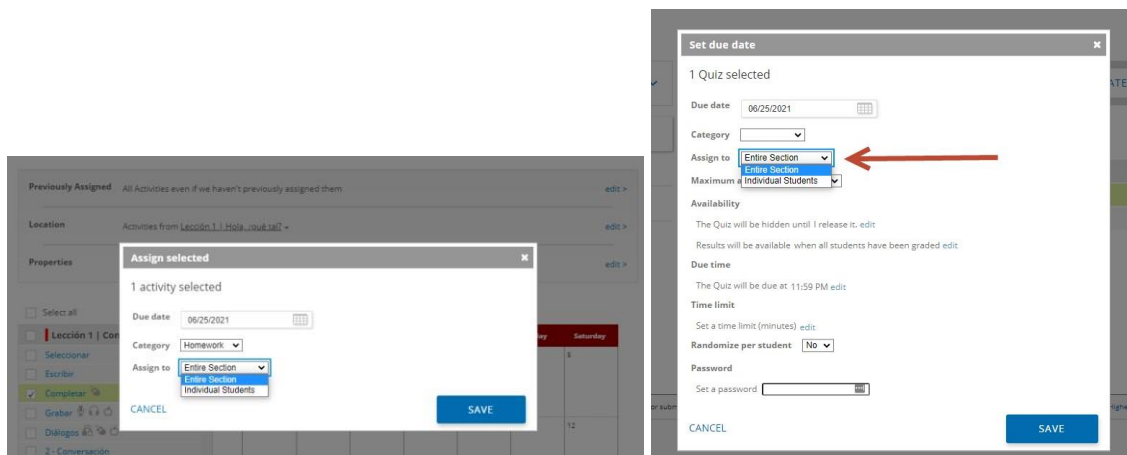
Lessons: Lección 1 Lección 1B

Individualized Assigning

Enable the option to have assignments apply only to selected students.

☒ Allow Individualized Assigning

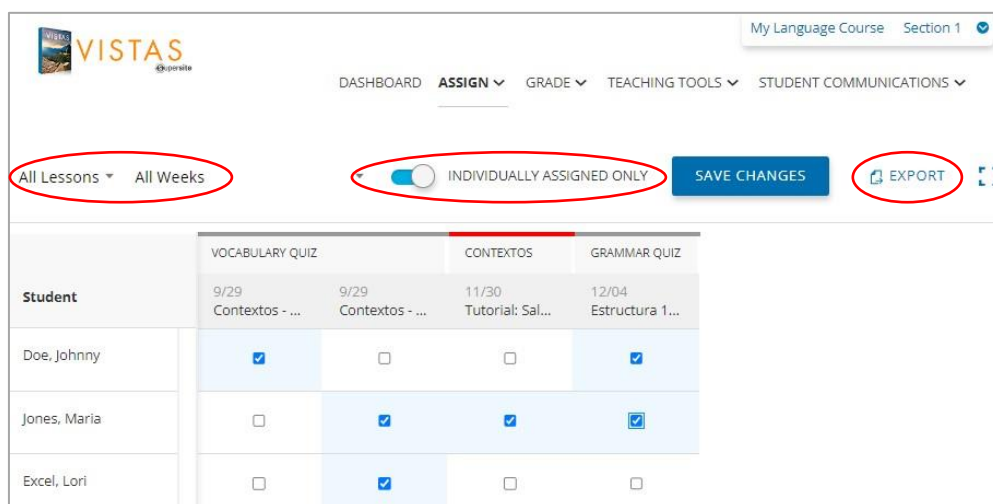
2. When assigning activities or assessments, you may change the assigning status from Entire Section to Individualized Assigning.




3. A new icon will be displayed in the table of contents and assessment view to indicate that the activity has been individually assigned.



4. The individual assigning tool management under the “Assign” view allows you to filter the view by Lesson or Weeks.



5. You can choose to see only individually assigned activities or activities assigned to the entire section.

All Lessons ▾ All Weeks ▾  INDIVIDUALLY ASSIGNED ONLY

	VOCABULARY QUIZ	CONTEXTOS	GRAMMAR QUIZ
Student	9/29 Contextos - ...	9/29 Contextos - ...	11/30 Tutorial: Sal... 12/04 Estructura 1...
Doe, Johnny	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Jones, Maria	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Excel, Lori	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>

6. You can export a specific view to a CSV file that shows which assignments have been assigned to all or individual students.

F12 ▾ : X ✓ fx

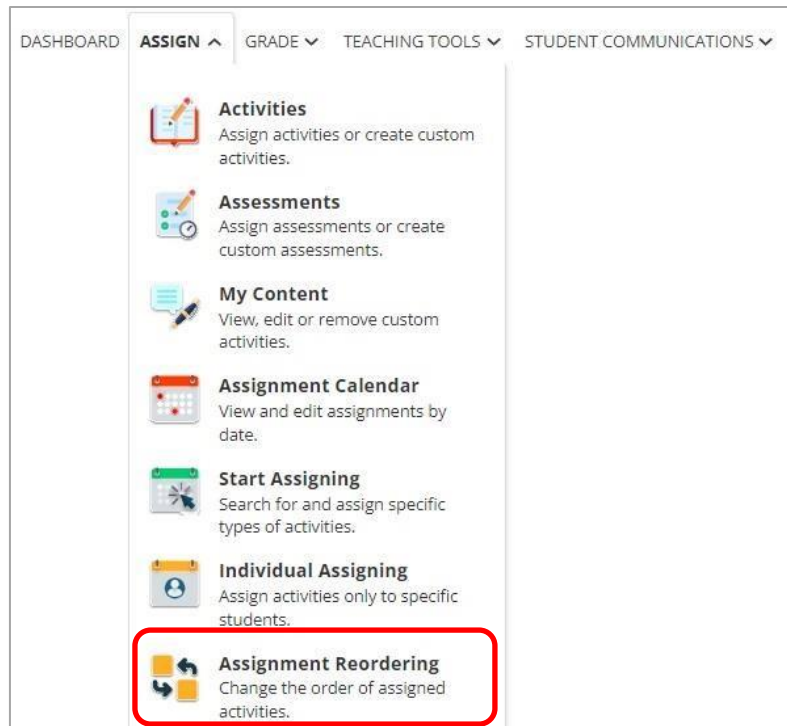
	A	B	C	D	E	F	G	H
1			Vocabular	Vocabular	Contextos	Grammar Quiz		
2			Contextos	Contextos	Tutorial: S	Estructura 1.1 - Miniprueba A		
3		Individual	yes	yes	yes	yes		
4	Last name	First name	29-Sep	29-Sep	30-Nov	4-Dec		
5	Doe	Johnny	x			x		
6	Jones	Maria		x	x	x		
7	Excel	Lori		x				

7. In the gradebook, activities that have been individually assigned will show N/A for the students who were not assigned the activity or assessment.

6/20 Tutorial: Ex...	6/20 Tutorial: Pre...
--	N/A
✓ •	✓ •
--	N/A
✓ Ⓢ	N/A
--	N/A
--	N/A
--	N/A
✓ Ⓢ	N/A

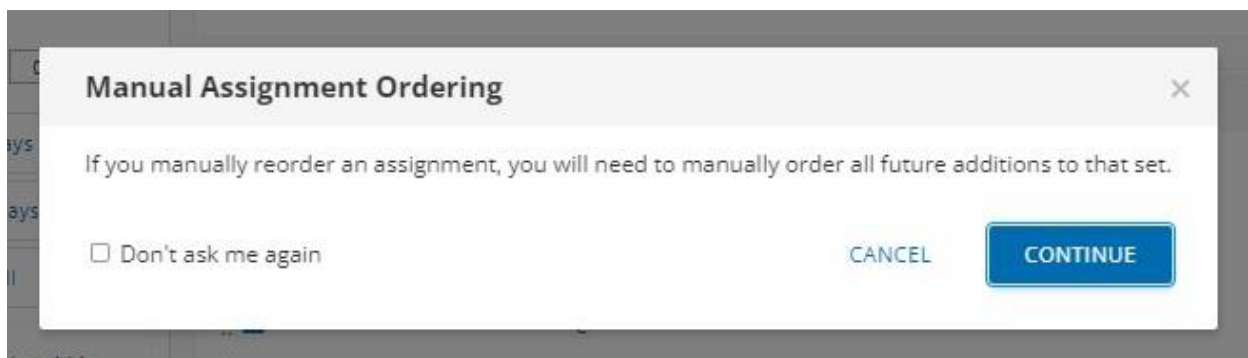
#### 4.4.9 Assignment Reordering

This feature allows you or a co-instructor to be able to change the order of assignments on a given due date.

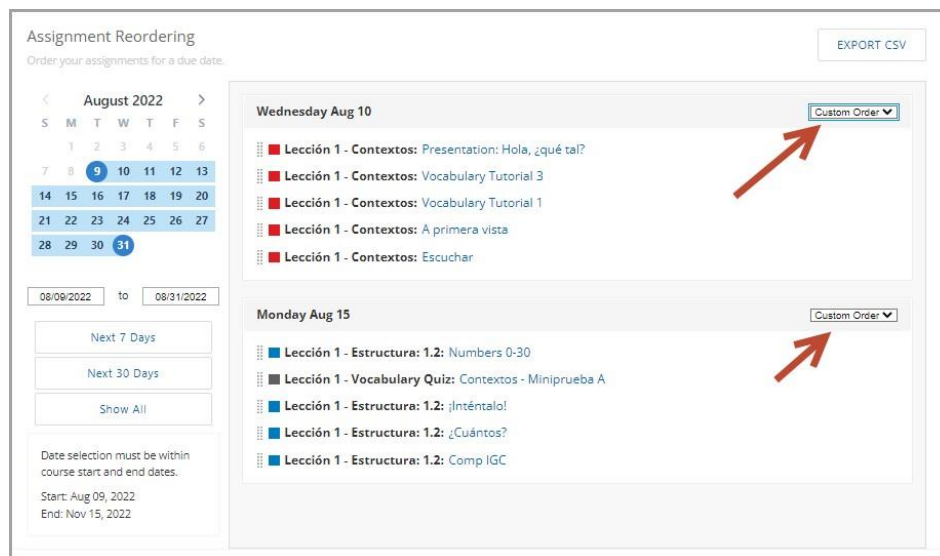


This is a section-level functionality. Changes must be made for each section. If the instructor is focused on a course, they will be prompted to pick a section.

1. You can drag and drop an assignment to a different location. Please note: This can only be done for the same due date.
2. Upon moving the activities, you will receive a notification that any additional activities will need to be put in order.



3. Once the change has been made to the desired order, a drop-down appears with "Custom Order."



4. You can select “Default Order.” However, please note that this will revert the order back to the original rank order.
5. You also can export as a CSV file. The CSV file will include all dates selected from the Calendar. This can then be edited as desired.

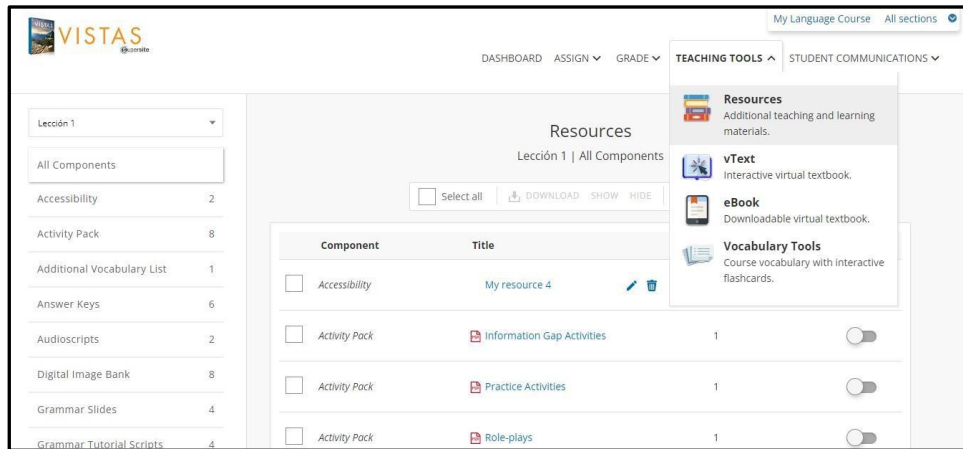


## 4.5 Resources

The Resources area provides access to extensive instructor and student ancillary materials correlated to the student textbook. Resources are organized alphanumerically by lesson and title so you can easily locate items. You may also upload your own materials and share with your students.

### 4.5.1 Navigation

To browse through all available resources, click **previous**,” “**next**,” or select a specific page.



To browse by lesson:

1. In the By Lesson menu on the left side of the Browse Resources page, click on the lesson of your choice.
2. In the lesson resources menu on the left, click on a Component, Format, or Source item to further refine the list of resources displayed in the table of contents.



Just above the table of contents, click “**Reset**” to view the full list of resources.

To browse by component:

1. In the By Component menu on the left side of the Browse Resources page, click on a component of your choice.
2. In the lesson resources menu on the left, click on a Lesson, Format, or Source item to further refine the list of resources displayed in the table of contents.



Click reset to view the full list of resources.


#### 4.5.2 Show/Hide a Resource

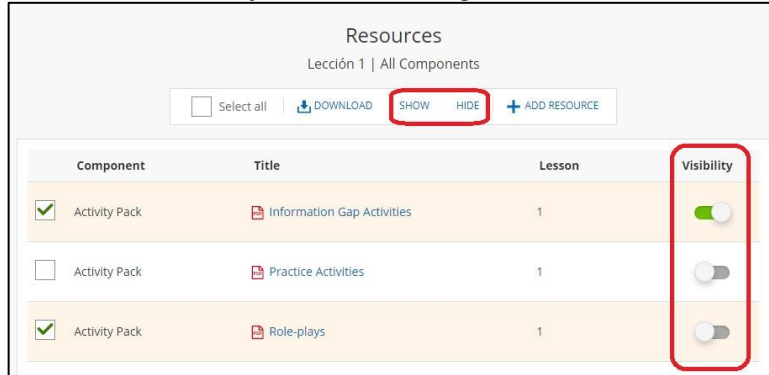
Some resources are not available to share with students, such as testing programs and answer key assets.

1. Navigate through the Resources table of contents.
2. Check the box(es) for the target resource(s), then choose one of the following options from the actions drop-down menu.



3. Click **“Show.”**

 Status in the “Visibility” column changes to Yes.



Component	Title	Lesson	Visibility
<input checked="" type="checkbox"/> Activity Pack	Information Gap Activities	1	<input checked="" type="checkbox"/>
<input type="checkbox"/> Activity Pack	Practice Activities	1	<input type="checkbox"/>
<input checked="" type="checkbox"/> Activity Pack	Role-plays	1	<input type="checkbox"/>

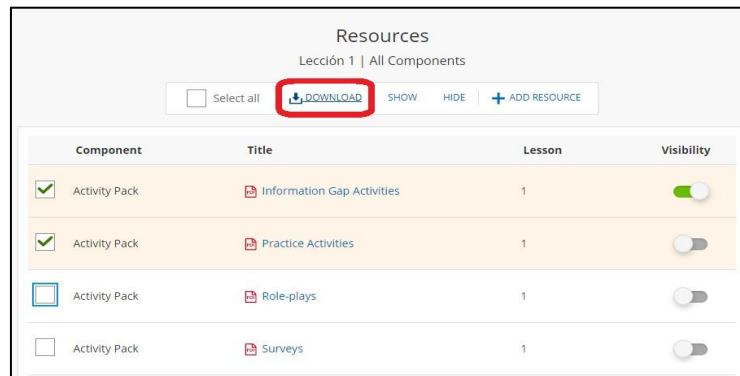
4. Click **“Hide.”**

 Status in the “Visibility” column changes to No.

### 4.5.3 Download

Check the box(es) for the target resource(s), then choose **“Download”** from the drop-down menu.

 Steps for saving/opening will vary by browser and operating system.



Component	Title	Lesson	Visibility
<input checked="" type="checkbox"/> Activity Pack	Information Gap Activities	1	<input checked="" type="checkbox"/>
<input checked="" type="checkbox"/> Activity Pack	Practice Activities	1	<input type="checkbox"/>
<input type="checkbox"/> Activity Pack	Role-plays	1	<input type="checkbox"/>
<input type="checkbox"/> Activity Pack	Surveys	1	<input type="checkbox"/>

#### 4.5.4 Upload Your Own Resource File

1. Click the “**+ ADD RESOURCES**” button.
2. On the “Add a Resource” page, click “**CHOOSE FILE**” (*Link name is browser dependent.*)
3. Browse your hard drive or other location for the resource file.



Each file undergoes a virus scan. Files with a detected virus will fail to upload.

4. Click “**Open/OK.**”

5. Enter a title and a description or additional information (optional) for the resource file you are adding.

6. From the “**LESSON**” options drop-down menu, indicate which lesson(s) the resource is associated with:
  - a. Select any lesson
  - b. Select Multi-lessonThis will allow you to select two separate lessons.

7. Select an option from the “**COMPONENT**” drop-down menu
8. If this resource should be shown to students, click the “**Visible to Students**” radio button.
9. Click “**SAVE**”.

#### 4.5.4.1 Edit Resource Information

To edit the information for an uploaded resource:



1. After locating the file in the Resources contents list, edit by clicking the pencil icon.



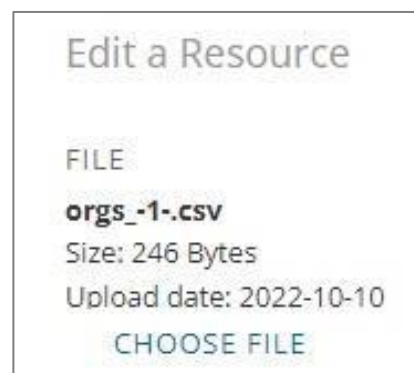
2. Make changes on the edit resource page to Title, Description, Lesson Options, Component, and Show to Students fields.
3. Click “**Save.**”

To replace an uploaded file:

1. After locating the file in the Resources contents list, click the pencil icon.



Component	Title		Lesson	Visibility
<input type="checkbox"/> Accessibility	Test file	 	1	<input type="checkbox"/>

2. Click “**Replace current file.**”
3. Click “**Choose File**” (Button name is browser dependent.)
4. Browse your hard drive or other location for the new file.
5. Click “**Open/OK.**”
6. Click “**Save.**”



To delete an uploaded resource:

1. After locating the file in the Resources contents list, click the pencil icon to edit.

Component	Title		Lesson	Visibility
<input type="checkbox"/> Accessibility	Test file	 	1	<input type="checkbox"/>

2. Click **“Delete this resource.”**

Delete Resource

Are you sure you want to delete this resource?

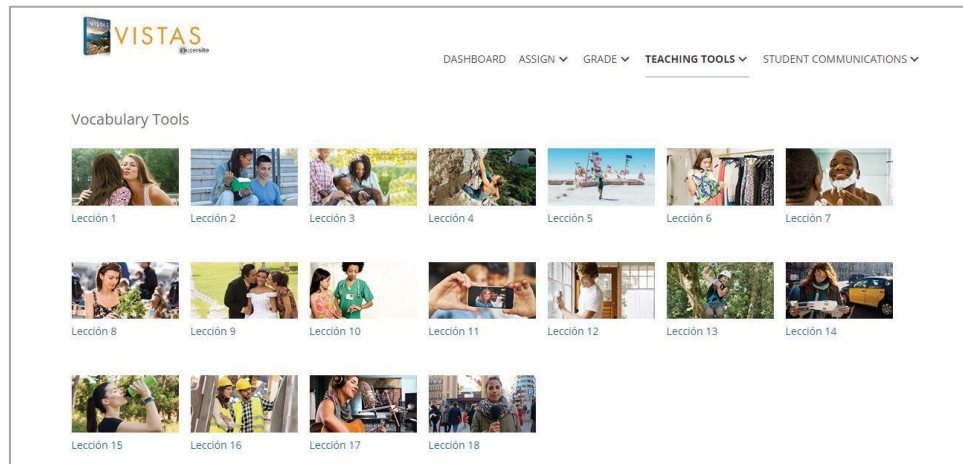
CANCEL

DELETE THIS RESOURCE

3. Click **“OK”** to confirm.

## 4.6 Teaching Tools

Vocabulary Tools<sup>6</sup> allows students to add, organize, and study vocabulary words. Students may add new words or customize each term and its respective definition to create a more focused vocabulary list, making this the perfect study tool.



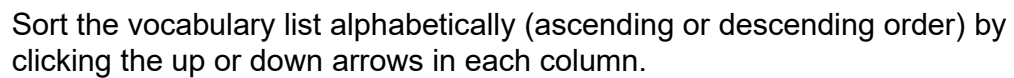
Vocabulary Tools offers several useful tools:

- a. **Search:** Search for a specific vocabulary word in the list.
- b. **Search in** (drop-down menu): Use to refine a search.
- d. **Print** (drop-down menu): Print a study sheet of terms and/or definitions in English and/or the target language. Choose from these formats:
  - Target language + English PDF
  - Target language + definition PDF
  - Target language + English + definition PDF
  - Target language words with blanks PDF
  - Definitions with blanks PDF

---

<sup>6</sup> *Temas*, AP Spanish and *D'accord* include preloaded vocabulary lists for all lessons (Temas or Units).

- Given English – provide the target language
  - Given Definition – provide the target language
  - Given target language – provide the English
  - Given target language – provide the Definition
  - Given Definition and English – provide the target language
- f. **Sort by:** Organize the vocabulary list by choosing the following filter options:
- Date added
  - Language of study
  - Definition
  - English
  - Lesson



- ### 4.6.1 Add or Edit Words in My Vocabulary

Vocabulary Tools

▼ Lección 1		B4/B4
<input checked="" type="checkbox"/> Select all		
<input checked="" type="checkbox"/> Saludos	4	
<input checked="" type="checkbox"/> Despedidas	8	
<input checked="" type="checkbox"/> ¿Cómo está?	9	
<input checked="" type="checkbox"/> Expresiones de cortesía	7	

Vocabulary | Flashcards
[PRINT](#)

---

Spanish
English

---

Lección 1 | Hola, ¿qué tal?

+
CANCEL ADD WORD

SAVE CANCEL

A

B

C

D

E

F

G

H

I

J

K

L

M

N

O

P

Q

R

S

T

U

V

W

X

Y

Z

ALL CAPS

1. Click in the **New Word** field, then type a new vocabulary word.
2. Click in the **Definition** field, then type the definition of the new word.
3. To include the English translation, click in the field, then type the translation.
4. Use the **Lesson** drop-down menu to associate the new word to a lesson.

5. Click **save** to add the new word to your list.

To edit an existing word:

1. Click the pencil icon for the word entry to activate the edit mode.
2. Make the necessary changes to the word by clicking into the fields.
3. Add tags to facilitate future searches.



To remove a word, click **delete**.

4. Click the pencil icon or click **ok** to save changes.

## 4.7 vText

- **Student Edition:** The online (virtual) version of the textbook offers notetaking and highlighting capabilities, plus direct access to audio, video, flashcards, and reference tools. The vText is interactively linked to your vhlcentral course, allowing students<sup>7</sup> to view and complete assigned vhlcentral Practice Activities and check scores on completed assignments.
- **Teacher Edition:** Offers the same tools as the student edition, but also includes supplementary material aimed at assisting teachers or professors in creating lesson plans.
- **eCompanion:** Offers the same tools as the student and teacher editions; however, this is a flat version of the vText with no clickable links.



Student Edition and Teacher Edition versions may be available for select programs only.

[illegible]

<sup>7</sup> Students must have Supersite or Supersite Plus with vText in order to use vText.



### 4.7.1 Reflowable vText 2.0

The Reflowable vText 2.0 allows content of the vText pages to automatically adjust to your device screen size.

The user interface provides a more streamlined experience, including: a split-screen view to show page content with an activity, audio and video that plays directly on the page, enhanced annotation tools, and simplified navigation.



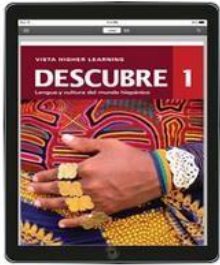
The Reflowable vText 2.0 is available in Bridges Volumes A, B and C. For more information visit our online article: [What's New on vhlcentral for academic Year 2023-2024](#)


### 4.8 eBook for iPad

iPad users may download the eBook version of their textbook<sup>8</sup> to access vhlcentral textbook activities (marked with a mouse icon), vocabulary audio exercises, videos, and all vhlcentral resources. Completed activities by students are automatically recorded in gradebook.

The eBook offers easy navigation with a searchable table of contents and page number browsing. Other notable features include notetaking and highlighting tools, single-page viewing, and zooming capabilities.

**ebook**





1. Download\* the Descubre, Second Edition, Level 1 eBook now at <http://appstore.com/Descubre2014level1ebook> (Works on iPad® only)  
\* Requires a wifi connection

2. After opening the app—you will be prompted to "sign in" Enter your vhlcentral Supersite username and password.

<sup>8</sup> iPad eBook is available for these titles: *Aventuras*, 4th Edition, *D'accord!* ©2015, Levels 1-3, *Descubre* ©2014, (Levels 1-3), *Temas*, *Imagina*, 3rd Edition, *Mosaik*, Levels 1-3, and *Vistas*, 5th Edition.

## 5 Calendar

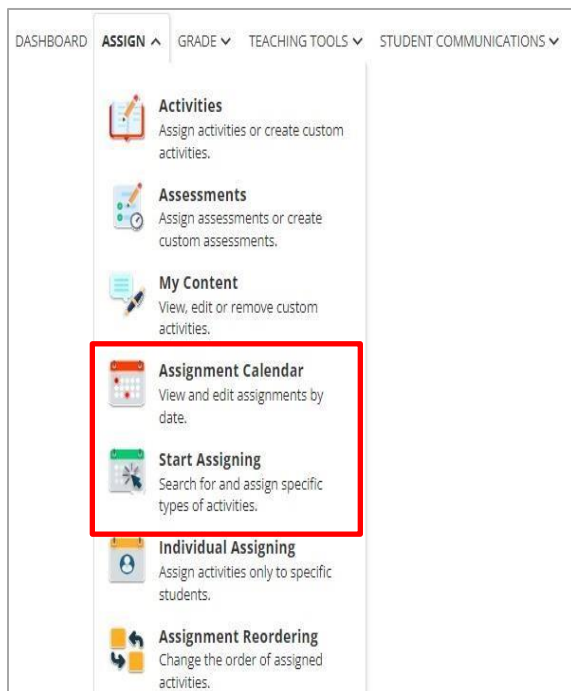
The Calendar presents course and course section schedules, highlighting class days and events, holidays, lessons being covered, and assignments for the course time frame (start date through the end date).

How do you get to the items within Calendar?

1. Be sure you are in the course or section you want to manage. Use the Course/Section Selector to change your course or section.



2. Move your cursor to the “Assign” menu and select the “Assignment Calendar” or “Start Assigning.”



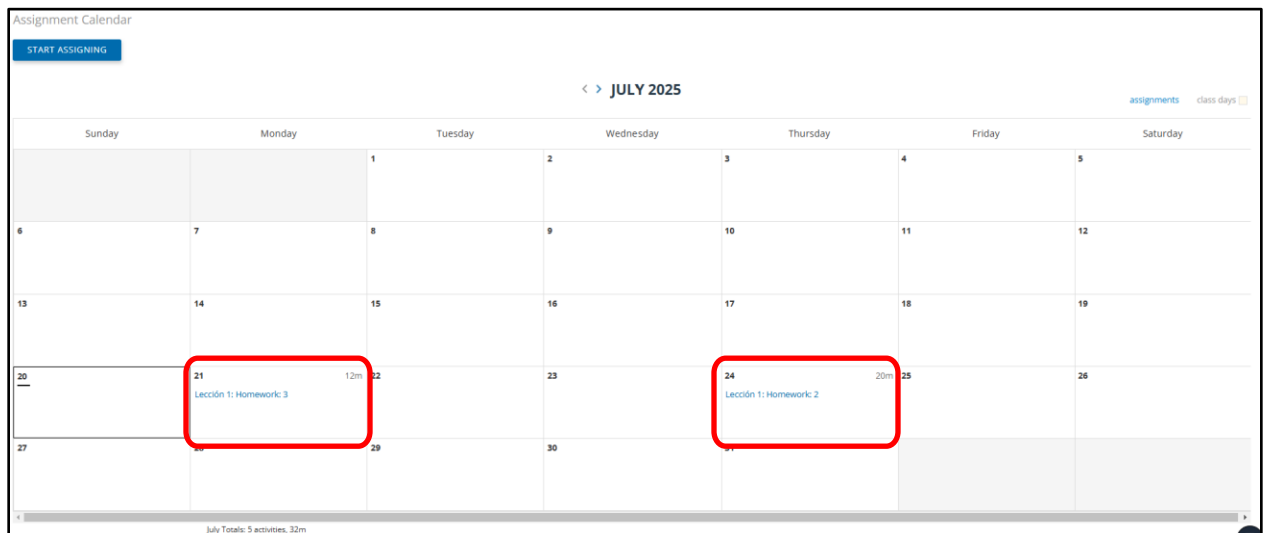
## 5.1 Assignment Calendar

Use the Assignment Calendar view to plan your week, or use it to compare assignment and holiday schedules between different sections of a course.

## 5.2 Change an Assignment

To change an assignment's existing due date (reassign):

1. Click on the assignment item or assignment set.
2. See steps for “4.2.3 Adjust an Assignment Due Date.”

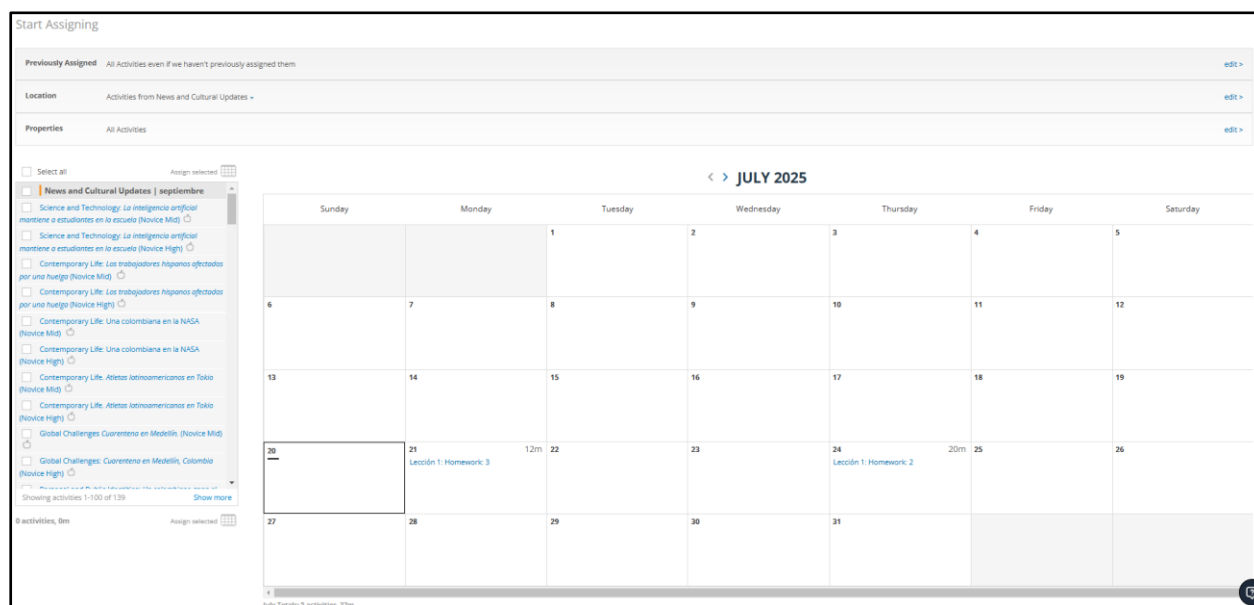


To remove an assignment (unassign):

1. Click on the assignment item or assignment set.
2. See steps to remove an assignment due date in the section “4.2.3 Adjust an Assignment Due Date.”

## 5.3 Start Assigning

Use the Start Assigning tool in the Calendar to save time locating the items you wish to assign; search for previously assigned items or filter for activities that offer a particular question type, such as multiple choice, Internet search, or recording questions.



### 5.3.1 Start Assigning Filters

- **Previously Assigned:** choose activities from a previous section
- **Location:** choose activities from a certain lesson, section, or component
- **Properties:** choose activities of a certain type or by a certain grading method

#### 5.3.1.1 Edit Filters

To find previously assigned activities:

6. Click on the Previously Assigned “edit” link and select parameters from one or more of the four options:
  - **Previous Section:** Choose a previous section’s assignments.
  - **Category:** Choose assignments from all or a specific category.
  - **Week:** Choose all weeks or a specific week.
  - **Day:** Choose a specific day from the calendar to further narrow the focus.

7. Click the **apply** button. Search results will display in the results window (bottom left).

The screenshot shows a search filter interface with the following elements:

- Previously Assigned**: A label for the filter section.
- Previous Section**: A dropdown menu currently set to "REVIEW COURSE - SECTION1".
- Category**: A dropdown menu currently set to "ALL CATEGORIES".
- Week**: A dropdown menu currently set to "WEEK 2".
- cancel**: A text link to clear the filters.
- apply**: A blue button to apply the filters.
- Location**: A section header for the results area.
- Activities from Lesson 1A**: A text link with a plus icon, indicating expandable content.
- edit >**: A text link to edit the location filter.
- Properties**: A section header for the results area.
- All Activities**: A text link, indicating expandable content.
- edit >**: A text link to edit the properties filter.

To find assignments in a lesson:

1. Click on the Location “edit” link and select parameters from the three options. □  
**Lesson:** Choose assignments from all or a single lesson.
  - **Section:** Choose assignments from all or one section with the lesson(s).
  - **Component:** Choose assignments from all or one component.
2. Click the **apply** button. Search results will display in the results window (bottom left).

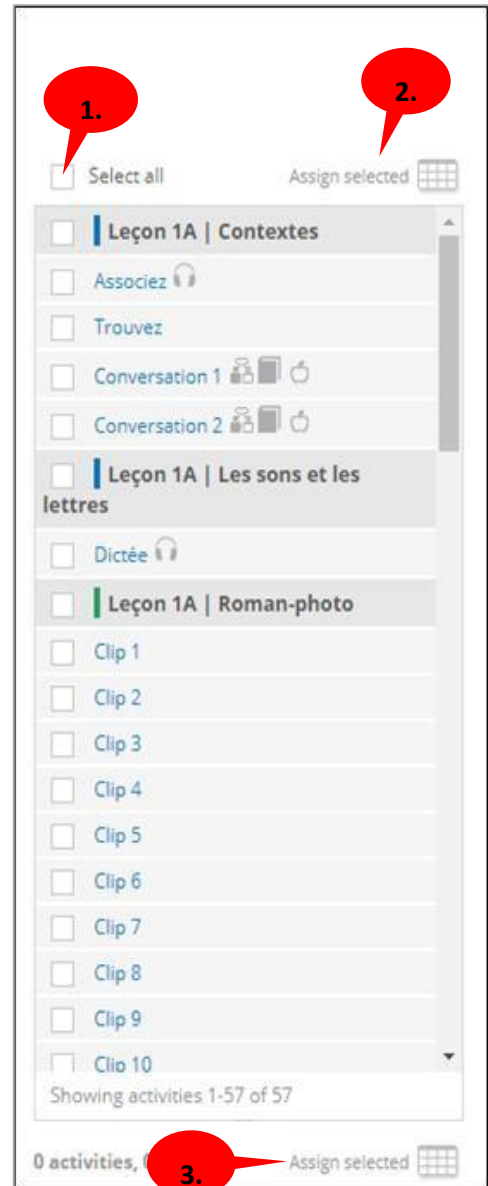
To find assignments containing certain question types:

1. Click on the Properties “edit” link and select parameters from the three options.
  - **Content:** Choose an Assign area from which to select assignments (e.g., Activities, Assessments, or both Activities and Assessments).
  - **Type:** Choose all or one activity type (e.g., multiple choice, fill-in-the-blank, flashcards, exams, etc.).
  - **Grading method:** Choose all or one activity grading type (e.g., instructor graded, auto graded, or a mix of both grading methods).
2. Click the **apply** button. Search results will display in the results window (bottom left).

### 5.3.2 Select Items to Assign

Results from the Previously Assigned, Location, and Properties filter options will appear in the results window. These activities will be all of the activities that match the description set in the filters.

- From the results list, select the check box for the activities you wish to assign. You may select all activities, a single activity, or an entire lesson section.
- Click “Assign selected.”
- To set due dates for Activities, see steps 3–5 in 4.2.2 Manually Assign One or More Activities. To set due dates and release options for Assessments, see steps 3–8 in 4.3.2 Assign an Assessment Item.



### 5.3.3 Review Assignment Totals

The Start Assigning calendar displays the total number of activities assigned per month.

- Click or roll your cursor over a date to see details about the activities assigned.
- Click on a Category assignment in the rollover pop-up to “unassign” or “reassign” items. See 4.2.3 Adjust an Assignment Due Date for directions.
- View the monthly total number of assignments along with an estimated time to complete at the bottom of the Start Assigning calendar.

Assignment Calendar

START ASSIGNING

< > JULY 2025

assignments class days

Sunday Monday Tuesday Wednesday Thursday Friday Saturday

6 13 20 27

14 21 28

15 22 29

16 23 30

17 24 31

18 25

19 26

Click a category assignment to make changes.

Adjust due dates

3 activities selected

Course: Spanish 101

Sections: Section A

Activity	Lesson	Category	Due date
<input checked="" type="checkbox"/> Comenzos: Escuchar	Leción 1   Hola, ¿qué tal?	Homework	Tomorrow
<input checked="" type="checkbox"/> Comenzos: Escoger	Leción 1   Hola, ¿qué tal?	Homework	Tomorrow
<input checked="" type="checkbox"/> Comenzos: Ordenar	Leción 1   Hola, ¿qué tal?	Homework	Tomorrow

CANCEL UNASSIGN REASSIGN

21 Leción 1: Homework: 3

24 Leción 1: Homework: 2

July Totals: 5 activities, 32m

## 6 Grades

Updated online at <https://support.vhlcentral.com/hc/en-us/articles/115002032887>.

### 6.1 Gradebook

Updated online at <https://support.vhlcentral.com/hc/en-us/articles/115002032987>

#### 6.1.1 Roster Work Area

##### ***6.1.1.1 Add or Drop a Student***

Updated online at <https://support.vhlcentral.com/hc/en-us/articles/115015412508>

##### ***6.1.1.2 Concurrent Enrollment (only available for K12)***

Updated online at <https://support.vhlcentral.com/hc/en-us/articles/24318466564119>

##### ***6.1.1.3 Add Grace Periods***

Educators can give students a two-week financial aid grace period, allowing students temporary access to their Supersite 3.0, Portales or Portails course material.

##### ***6.1.1.4 Email Students***

Updated online at <https://support.vhlcentral.com/hc/en-us/articles/115015332087>

##### ***6.1.1.5 Student Interaction Settings***

Updated online at <https://support.vhlcentral.com/hc/en-us/articles/32188224106263>

#### 6.1.2 Scores Work Area

Updated online at <https://support.vhlcentral.com/hc/en-us/articles/115015436067>

##### ***6.1.2.1 Preview an Assignment***

Updated online at <https://support.vhlcentral.com/hc/en-us/articles/115015410948>

##### ***6.1.2.2 Grade a Single Assignment***

Updated online at <https://support.vhlcentral.com/hc/en-us/articles/115015411908>



#### **6.1.2.3 Record External Work**

Updated online at <https://support.vhlcentral.com/hc/en-us/articles/115015331527>

#### **6.1.2.4 Adjust a Student's Cumulative Grade**

Updated online at <https://support.vhlcentral.com/hc/en-us/articles/115015331647>

#### **6.1.2.5 Adjust a Student's Earned Score on an Assignment**

Updated online at <https://support.vhlcentral.com/hc/en-us/articles/115015331647>

#### **6.1.2.6 AI-Assisted Feedback for Open-Ended and Composition Activities (NEW)**

Updated online at <https://support.vhlcentral.com/hc/en-us/articles/25446351643799>

#### **6.1.2.7 Accept Late Work for a Single Assignment**

Updated online at <https://support.vhlcentral.com/hc/en-us/articles/115015331747>

#### **6.1.2.8 Reset a Student's Work on an Assignment**

Updated online at <https://support.vhlcentral.com/hc/en-us/articles/115015412288>

#### **6.1.2.9 Quick Grade an Assignment for Several Students**

Updated online at <https://support.vhlcentral.com/hc/en-us/articles/115015412388>

#### **6.1.3.10 View History of Grade Changes**

Updated online at <https://support.vhlcentral.com/hc/en-us/articles/115015412468>

### **6.1.3 Accept Late Work Area**

#### **6.1.3.1 *Accept Late Work En Masse***

Updated online at <https://support.vhlcentral.com/hc/en-us/articles/115003149028>

#### **6.1.4 *Single Student View***

Updated online at <https://support.vhlcentral.com/hc/en-us/articles/115015372907>

##### **6.1.4.1 *View Unassigned Work***

Updated online at <https://support.vhlcentral.com/hc/en-us/articles/115015372907>

## **6.2 Reports**

The Grades: Reports tool allows you to export views from the gradebook and generate reports for all of your course sections.

### **6.2.1 Export Scores from the Gradebook**

Updated online at <https://support.vhlcentral.com/hc/en-us/articles/115015387507>

### **6.2.2 Create a Report**

Updated online at <https://support.vhlcentral.com/hc/en-us/articles/214135208>

### **6.2.3 Create a Section-Level, Standard-Driven Assessment Report**

Available for BRIDGES A,B,C Supersite titles only. Coming soon!

## **6.3 Grading**

In the Grading area, you can review the grading needs for past, present, and future assignments, as well as unassigned items. The Grading tools are designed to make more efficient use of the time you have to grade student work.

If you have an especially busy schedule, you may find the Spotcheck feature useful. It allows you to select a portion of the students from the roster to grade per assignment. Remaining student assignment submissions may be “quick graded.”

If you are teaching an online course, you may devote more time to grading. The question-by-question or student-by-student grading options may be better options because they allow you to review and individually grade each student response.

### 6.3.1 Grade an Assignment

To select an assignment to grade:

1. On the Grading page, click on the name of a grading group in the menu on the left (“**Already graded**,” “**Needs grading**,” “**Upcoming grading**,” or “**Unassigned activities**”).



Be sure you are focused on the desired course or section (check the course/section drop-down menu).

2. In the right-hand menu, click on the name of the assignment you wish to grade.



3. After selecting an assignment to grade, select a method (“**Student by Student**,” “**Question by Question**,” or “**Spotcheck Student Work**”) to use to grade the assignment.

4. To review auto-graded questions, be sure to click the “**Show auto-graded questions?**” checkbox.



For auto-graded questions, you may overwrite the points earned by manually adjusting the awarded points or by selecting the 100% or 0% quick grade buttons.

5. Click “**start grading.**” See “[Student-by-Student Grading](#),” “[Question-by-Question Grading](#),” or “[Spotcheck Student Work](#)” for instructions.



If an activity is tagged as a rubric activity, then the grading mechanism is set by default to grade in accordance with the rubric.

### 6.3.1.1 Grading Tools

1. **Grading set icons:** Roll your cursor over items in the grading set for more information, or click an icon to access the item.
2. **Inline Editing tools:** Click the respective buttons on the toolbar to activate the editing tools (active in free-response questions only).
  - a. **Comment Inline:** Type your comment to post within the student’s response.  
Click the red Comment Inline icon to review or include additional comments. You may save or delete your comment.



Click on the accent bar icons to enter diacritical characters and special punctuation within comments or while editing a student response.

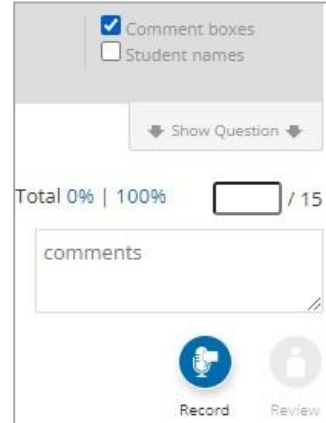
- b. **Undo and Redo** options are available.

- c. **Inline Correction:** Type your corrections within the student’s response. Your corrections are displayed in red font.



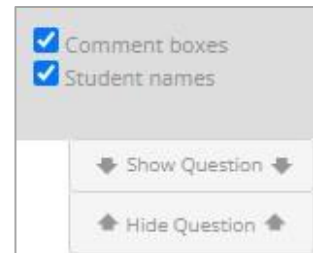
3. **Show/Hide comment fields:** This setting activates the comments text field and recording tools (see **b. Comment boxes**).

- a. **Quick grade buttons:** Set grades to 0% or 100% with one click.
- b. **Comment boxes:** Compose feedback for a student by typing a comment or by recording a voice comment.



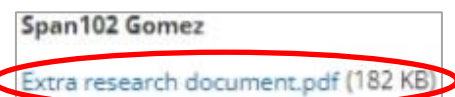
- c. **Recording Mode:** Record your feedback within student's response.

4. **Show/Hide student name:** Activate this setting to obscure student names in the grading set; items in the grading set will be numbered consecutively beginning at 1.



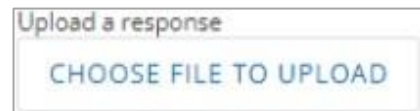
5. **Show/Hide question:** Available in Question-by-Question grading, this tool allows you to view the question and sample answer while grading.

6. **Attachment:** To access a student's attached file, click the attachment's title link (active in composition activities only).



Steps for saving/opening will vary by browser and operating system.

7. **Upload file:** Share your response by uploading and attaching a file created by other software programs (active in composition activities only).



## Grading Method: Rubric<sup>7</sup>

- a. Access the rubric before grading by clicking on the VIEW link.

The screenshot shows the 'Grading Student by Student' interface. At the top, there's a header with 'Lección 1 | Contextos | Composition Rubric 2 | Brando Kunde'. Below this, the 'Composition Rubric 2' section is visible, with a prompt: 'Write a paragraph about what a typical week looks like for you. Describe your schedule for the week, including classes, times, and professors.' There are three buttons: 'VIEW ACTIVITY', 'COMMENT INLINE' (highlighted with a red box), and 'EDIT ANSWER INLINE'. To the right of these buttons are checkboxes for 'Comment boxes' and 'Student names'. Below the buttons is a text area with 'asdfsdf' and a toolbar with icons for bold, italic, underline, link, unlink, and a link icon. A red arrow points to the 'VIEW' link next to the 'Grading Method' dropdown, which is currently set to 'RUBRIC'. The 'Grading Method' section shows a table of criteria and scores:

Grading Method	RUBRIC	View
Content	0.0	
Organization	0.0	
Accuracy	0.0	
Criteria 4	0.0	
Criteria 5	0.0	
<b>Total</b>	<b>0%   100%</b>	<b>0.0/25</b>

- b. Enter each criteria into the score field on the right or quick grade with 0% or 100%.

The screenshot shows the 'Grading Student by Student' interface with the 'Composition Rubric 2' section. The 'Grading Method' dropdown is set to 'RUBRIC'. The 'VIEW' link is highlighted with a red box. The 'Grading Method' section shows a table of criteria and scores:

Grading Method	RUBRIC	View
Content	5	
Organization	3	
Accuracy	1.5	
Criteria 4	5	
Criteria 5	4	
<b>Total</b>	<b>0%   100%</b>	<b>18.5/25</b>

<sup>7</sup> Programs with Rubrics: Portales 2.0: Intro, Portales 2.0: Intermediate, Portails 2.0: Intro, Senderos (c)23 PRIME, Chemins (c)23 PRIME, Temas (c)24, AP Spanish (c)24, D'accord (c)24 PRIME, Enfoques 6e, Facetas 6e, VISTAS 7e, Denk Mal 4e, Sentieri 4e, Imaginez 5e, Dicho y Hecho 11e

- c. Rubrics are used only in the following activity types:
- Partner Chat
  - Group Chat
  - Student Video Recording
  - Composition
- d. Instructors may customize and personalize the rubric to meet the needs of the course
- Criteria (1st column)
  - Header (Top row)
  - Description in the cell
  - Points

	5	3	1
<b>Content</b>	The brochure uses a sufficient amount of lesson vocabulary to describe in detail the suggested activities. <b>Points: 30</b>	The brochure uses some lesson vocabulary to describe the activities. <b>Points: 3</b>	The brochure uses little lesson vocabulary, suggests few activities. <b>Points: 1</b>
<b>Organization</b>	The brochure is well organized and visually engaging, with various attractive visuals. <b>Points: 30</b>	The brochure is somewhat organized and includes few interesting visuals. <b>Points: 3</b>	The brochure is not well organized and does not include interesting visuals. <b>Points: 1</b>
<b>Accuracy</b>	The lesson vocabulary (activities, dates, locations) is used correctly. <b>Points: 30</b>	The lesson vocabulary (activities, dates, locations) is mostly used correctly. <b>Points: 3</b>	The use of lesson vocabulary is limited (activities, dates, locations) and often incorrect. <b>Points: 1</b>

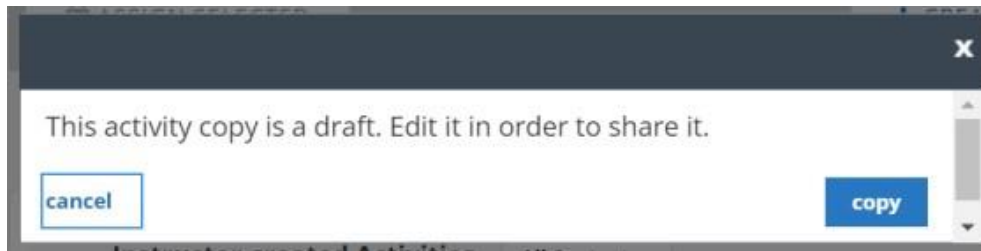
Total points: 90


SAVE EXIT

- e. To identify activities with a rubric, look for the “Create a copy to edit the rubric” icon and click to open.


















- f. Click the Copy button to access the edit view.





 You may not make more than one copy of a rubric. For this reason, the copy icon is disabled.

- g. Within the Rubric, click the pencil icon to edit, or add column to the right or left.

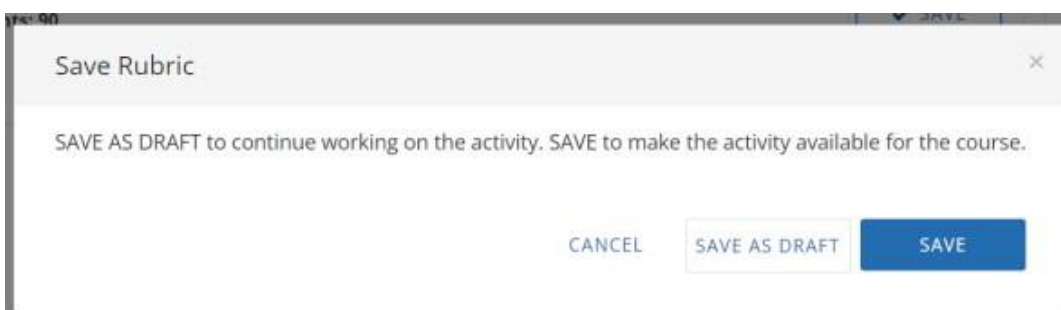
	5 	3 	1 
<b>Content</b> 	The brochure uses a sufficient amount of lesson vocabulary to describe in detail the suggested activities. <b>Points: 30</b> 	The brochure uses some lesson vocabulary to describe the activities. <b>Points: 3</b> 	The brochure uses little lesson vocabulary, suggests few activities. <b>Points: 1</b> 
<b>Organization</b> 	The brochure is well organized and visually engaging, with various attractive visuals. <b>Points: 30</b> 	The brochure is somewhat organized and includes few interesting visuals. <b>Points: 3</b> 	The brochure is not well organized and does not include interesting visuals. <b>Points: 1</b> 
<b>Accuracy</b> 	The lesson vocabulary (activities, dates, locations) is used correctly. <b>Points: 30</b> 	The lesson vocabulary (activities, dates, locations) is mostly used correctly. <b>Points: 3</b> 	The use of lesson vocabulary is limited (activities, dates, locations) and often incorrect. <b>Points: 1</b> 

Total points: 90

 SAVE EXIT

 The maximum number of header columns is 5. Once you reach 5, the + icons are disabled:

- h. Click **“Save”**.





### 6.3.1.2 Using the Inline Editing Tools

When reviewing student responses, the editing tools allow you to leave inline comments, corrections, and recorded feedback.

To use the Comment Inline:

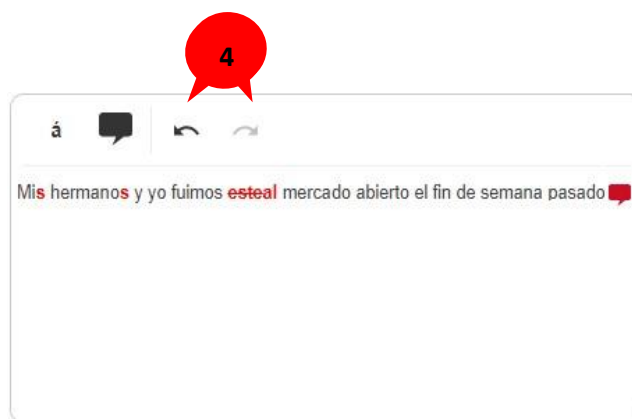
Click on the area of the text from the student's response in which you wish to post your comment.

1. Click on the “**Comment Inline**” icon and begin typing your comment. Click “**Save**”.
2. Click the **red “Comment Inline”** icon to review or include additional comments. You may save or delete your comment.



To use the Inline Correction:

1. Click on the area of the text from the student's response in which you wish to make a correction.
2. Begin typing. Inline corrections display in red font.
3. You may delete corrections by using the delete or backspace key on your keyboard. Deletions will display in red strike-through font.



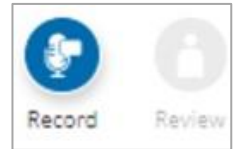
Click on the accent bar icon to enter diacritical characters and special punctuation while editing your student response.

4. Click on the Undo or Redo to adjust your corrections.

To use the Recording Mode:

The recorder controls allow you to record and review your comments.

1. Click “**Record**” and wait for recording to start before you begin speaking. When done, click “**Stop**.”



When recording, the sound indicator will alert you on your microphone connectivity status.



2. To review your recorded feedback, click “**Review**.” Click “**Record**” to replace existing recording.



### 6.3.1.3 Student-by-Student Grading

1. Grade the student's submission by entering a grade or by clicking the 0% or 100% quick-grade buttons for each instructor-graded question in the assignment.



Manually entered grades must be equal to or less than the possible points for the question.

2. When appropriate, use the editing tools to enter comments or simply type your corrections within the student's response. See [“Using the Inline Editing Tools”](#) for more information.



3. Click “**next.**”
4. Repeat steps 1-3 to grade each subsequent submission in the set.




A previous button is available to navigate to previous submissions.

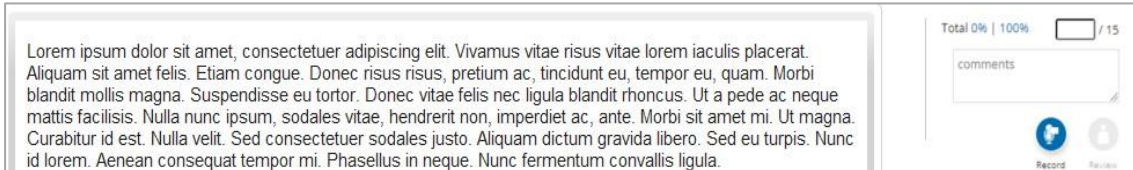
5. Click “**SAVE & DONE**” after grading the last student in the set.



#### 6.3.1.4 Question-by-Question Grading

1. Grade the question response for each student by entering a grade or by clicking the 0% or 100% quick-grade buttons.


 Manually entered grades must be equal to or less than the possible points for the question.



2. When appropriate, use the editing tools to enter comments or simply type your corrections within the student's response. See [“Using the Inline Editing Tools”](#) for more information.



3. Click **“next”** to grade student responses for the next question.
4. Repeat steps 1–3 to grade each subsequent set of question responses.


 A “previous” button is available to navigate to previous question responses.

5. Click **“SAVE & DONE”** after grading student responses for the last question in the grading set.



#### 6.3.1.5 Spotcheck Student Work

1. Select a **“Spotcheck”** method.

 You may review the submission statistics for each student to determine which Spotcheck method is most appropriate.

- **Random:** A randomly ordered and selected list of student submissions is generated for you.

- **Outliers:** This is an ordered list of student submissions based on submission statistics; time is the priority statistic, followed by length of response for you to use.
- **Manual:** You select the students you wish to include.

Grading - Spotcheck

Leçon 2A | Structures 2A.2 | Et vous?

How would you like to select students?

☐ Random
 ☒ Outliers
 ☐ Manual

How many outliers would you like to spotcheck? All ▼

spotcheck

Name	Submission Length	Time Spent (min:sec)	No. Spotchecks	Cumulative Grade
Sallamy, Sec.1	151	3:16	0	F

2. Select students to spotcheck. For Random and Outliers, use the drop-down menu to select the number of students to include. For Manual, check the box beside a student name to include the student.

Grading - Spotcheck

Lección 1 | Fotonovela | 1 - ¡Mucho gusto!

How would you like to select students?

☐ Random
 ☒ Outliers
 ☐ Manual

How many outliers would you like to spotcheck? 1 ▼

spotcheck


Name	Submission Length	Time Spent (min:sec)	No. Spotchecks	Cumulative Grade
Doe, Johnny	0	0:04	0	F
Jones, Maria	44	0:22	0	F

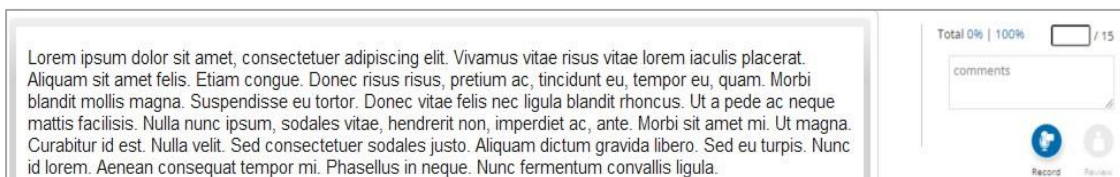
3. Click spotcheck.



Spotcheck opens the grading set in student-by-student mode.

4. Grade the student's submission by entering a grade or by clicking the 0% or 100% quick-grade buttons.

 Manually entered grades must be equal to or less than the possible points for the question.




Lorem ipsum dolor sit amet, consectetur adipiscing elit. Vivamus vitae risus vitae lorem iaculis placerat. Aliquam sit amet felis. Etiam congue. Donec risus risus, pretium ac, tincidunt eu, tempor eu, quam. Morbi blandit mollis magna. Suspendisse eu tortor. Donec vitae felis nec ligula blandit rhoncus. Ut a pede ac neque mattis facilisis. Nulla nunc ipsum, sodales vitae, hendrerit non, imperdiet ac, ante. Morbi sit amet mi. Ut magna. Curabitur id est. Nulla velit. Sed consectetur sodales justo. Aliquam dictum gravida libero. Sed eu turpis. Nunc id lorem. Aenean consequat tempor mi. Phasellus in neque. Nunc fermentum convallis ligula.

Total 0% | 100% ☐ / 15

comments

Record Review

5. When appropriate, use the editing tools to enter comments or simply type your corrections within the student's response. See "[Using the Inline Editing Tools](#)" for more information.
6. Click "**next.**"
7. Repeat steps 4–6 to grade each subsequent submission in the set.

 A "**previous**" button is available to navigate to previous submissions.

8. Click "**SAVE & DONE**" after grading the last student in the set.



9. If other student submissions for this assignment still need grading, a "finish spotchecking" popup will prompt you to quick grade the remaining submissions to 100%. Check the box if you would like to award 100% to all remaining submissions.

 A comment is required.

10. Click "**finish spotchecking.**"



Finish Spotchecking ...

☐ grant 100% to everyone

Comment

finish spotchecking

## 6.4 Student Requests

In the Student Requests area under Student Communications, you may review requests for assistance on specific assignments and review students' requests to review their computer-awarded score for an assignment. Use of the Student Request tools is optional. When creating or editing a course, you may activate the Student Request tools on the Content step.

Category	Count
Processed Help Requests	0
Pending Help Requests	1
Processed Score Reviews	0
Pending Score Reviews	1

**Pending Score Reviews**


Lección 2 | Contextos

¿Qué clase es?

Maria Jones 1 request

**Current course settings:**

- Allowing score reviews.
- Allowing help requests.

 To quickly access Student Requests settings for your course, click **Change these settings**.

### 6.4.1 Help Requests

Students may submit a request for instructor assistance with a specific assignment. New student Help Requests are organized by assignment in the Pending Help Requests menu.

1. To review new Help Requests from your students, click **Pending Help Requests** in the left-hand Student Requests menu.

Category	Count
Processed Help Requests	0
Pending Help Requests	1
Processed Score Reviews	0
Pending Score Reviews	1

**Pending Help Requests**

Lección 2 | Contextos

Presentación: En la universidad

Maria Jones 1 request

**Current course settings:**

- Allowing score reviews.
- Allowing help requests.

2. Click on a student name in the Pending Help Requests menu to open a request.



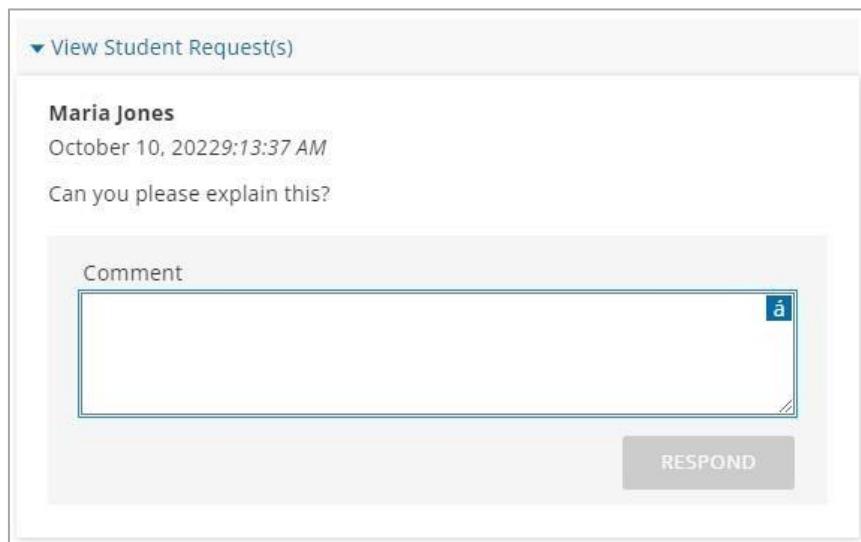
Pending Help Requests

Leçon 3A | Structures 3A.2

Qui est-ce? 

**Sec.1 Sallamy** request


3. Enter your response in the space provided.



▼ View Student Request(s)

**Maria Jones**  
October 10, 20229:13:37 AM  
Can you please explain this?

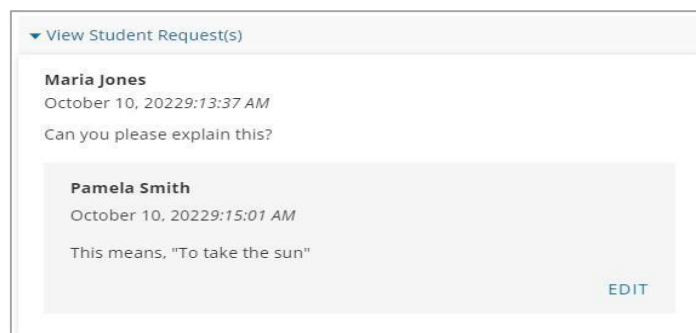
Comment



RESPOND

4. When you are finished, click **respond** to submit your reply to the Help Request.

5. After you respond, the Help Request is moved to the **Processed Help Requests** menu. You may edit your response by clicking **edit**.



▼ View Student Request(s)

**Maria Jones**  
October 10, 20229:13:37 AM  
Can you please explain this?

**Pamela Smith**  
October 10, 20229:15:01 AM  
This means, "To take the sun"

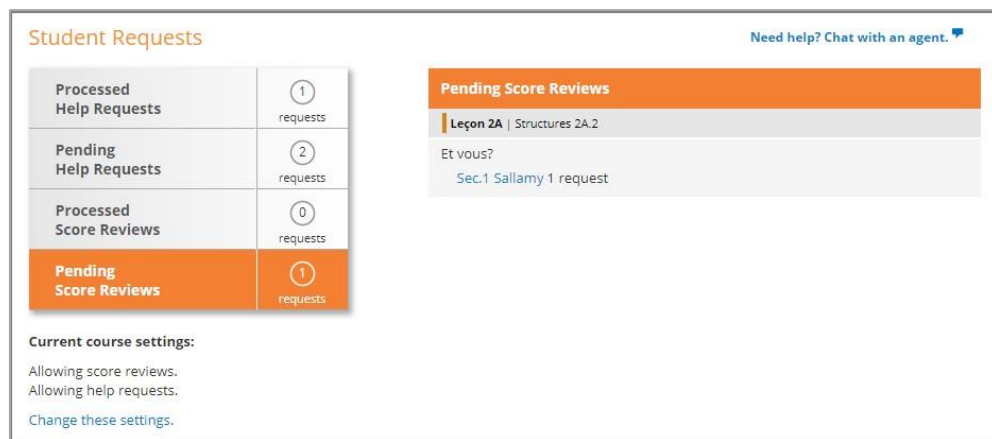
EDIT



### 6.4.2 Score Reviews

Students may submit a request for you to review a score for an auto-graded assignment that they believe was incorrectly graded by the vhlcentral program. New requests are organized by assignment in the Pending Score Reviews menu.

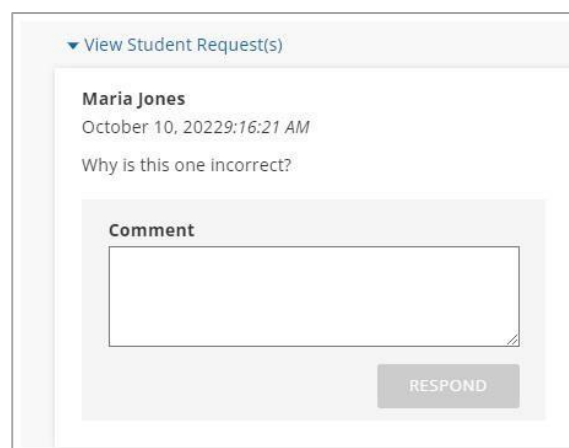
1. To review new score reviews from your students, click **Pending Score Reviews** found on the left side of the page.

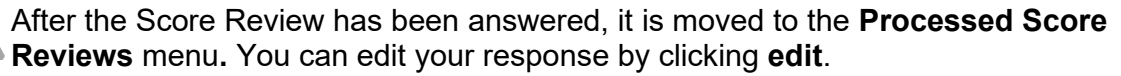


2. Click on the student name to open a submitted score review.



3. After adjusting the student's score (optional), enter a response in the space provided.
4. When you are finished entering a response, click **respond** to submit your reply.





6.  $\frac{2}{-}$

0.5 / 2

▼ View Student Request(s)

Maria Jones

October 10, 2022 9:16:21 AM

Why is this one incorrect?

**Comment**

The correct answer was 4.

RESPOND

5. If necessary, click **done** to save any adjustments made to a student's score.

## 7 Communication

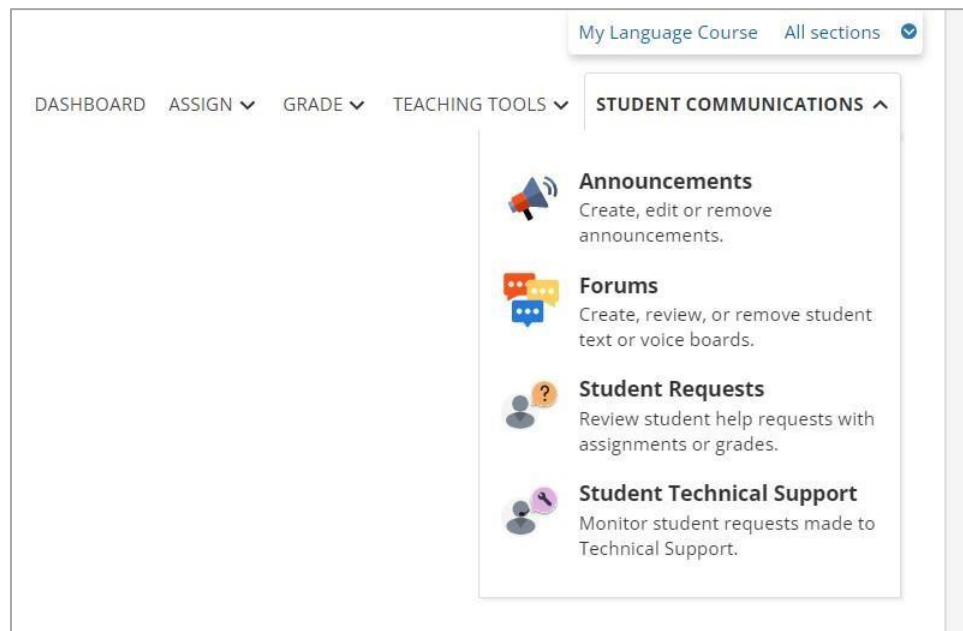
Within the Communication management area you can stay in contact with your students by using the Announcements, Voice Boards, and Pronto (known as Blackboard IM, formally Wimba Pronto) features.

How do you get to the areas within Communication?

1. Be sure you are in the course or section you want to manage. Use the Course/Section drop-down menu to change your course or section.



2. Move your cursor to the “**Student Communications**” menu and select “**Announcements**,” “**Forums**,” “**Student Requests**,” or “**Student Technical Support**.”



## 7.1 Announcements

From the Announcements area, you can create important messages for your students about your course or course section. Your announcements are posted to the class bulletin on students' Course dashboard and in their Communication area.

To create an announcement:

1. Click **"Create announcement."**



Make sure you are working in the course or course section for which the announcement is intended.

Create announcement

2. Enter a Title and Announcement text.

### Add announcement

Course: My Language Course  
Sections: All sections

**Title**

**Announcement text**

**Show announcement on calendar (optional)**

☐ Cancel Class

**Link title**

**Link URL**

**File**

No file chosen

3. If you plan to include a website address, enter the link title (name of the website) and link URL (web address).

<p><b>Link title</b></p> <input type="text"/>
<p><b>Link URL</b></p> <input type="text"/>

4. If you plan to post this on the course calendar, select a date in “show announcement on calendar”).
5. If you plan to send a file to your students, click “**Choose File/Browse.**” (Button name is browser dependent.)
6. Browse your hard drive or other locations for the file.
7. Select the file.
8. Click “**Open/OK.**”
9. Click “**Save.**”

To edit an announcement:

1. After locating the announcement, click its “**edit**” link.

Announcements

[Create announcement](#)

**Title:** Welcome to the course [edit](#)

Body:

Body: Welcome to your course "Spanish 101 - Fall 2020" with professor 'Antonia Sallamy', hope you will enjoy it as much as I do teaching it.

On calendar: **Today**, November 17th

Section: All sections

Posted on: Nov 17 06:51 PM

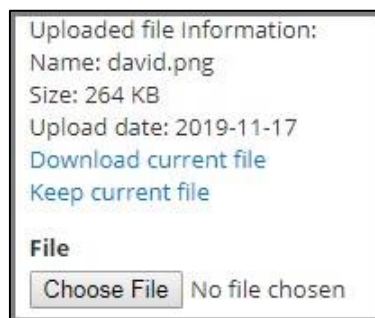
2. Make changes to title, announcement text, link title, and link URL.
3. Click “**Save.**”

To replace the attached file in an announcement:

1. After locating the announcement, click its **“edit”** link.
2. Click **“Replace current file.”**



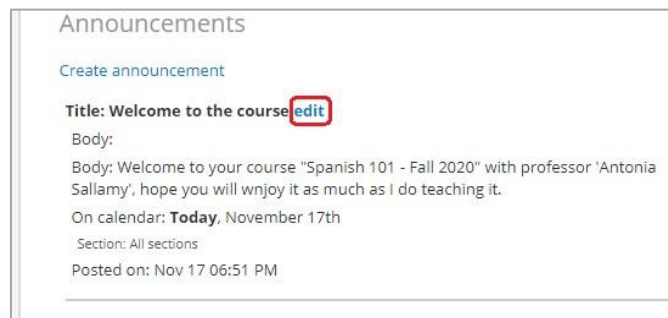
3. Click **“Choose File/Browse.”** (Button name is browser dependent.)



4. Browse your hard drive or other location for a new file.
5. Select the file.
6. Click **“Open/OK.”**
7. Click **“Save.”**

To delete an announcement:

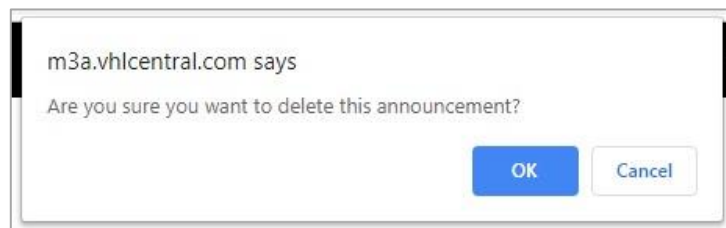
1. After locating the announcement, click its “**edit**” link.



2. Click “**delete**.”



3. Click “**OK**” to confirm deletion.



## 7.2 Forums

From the Forums area, you can create audio-enabled discussion boards that will allow you to post text as well as record messages. Forums allow you and your students to communicate asynchronously. See the online user guides:

Educator Guide

<https://support.vhlcentral.com/hc/en-us/articles/214575857-Forums-Educator-Guide>

Student Guide

<https://support.vhlcentral.com/hc/en-us/articles/214878597-Forums-Student-Guide>

## 7.3 vhlcentral Chat Tools

Live Chat is an instant messaging tool that allows you and your students to communicate with each other quickly and easily by using text chat, audio calling, and video calling features. Live Chat is available if you enable the use of chat for your course and your students have vhlcentral codes with sufficient access privileges.

Partner/Group Chat uses the same synchronous communication tools that Live Chat uses however, Partner Chat is assignment-based.

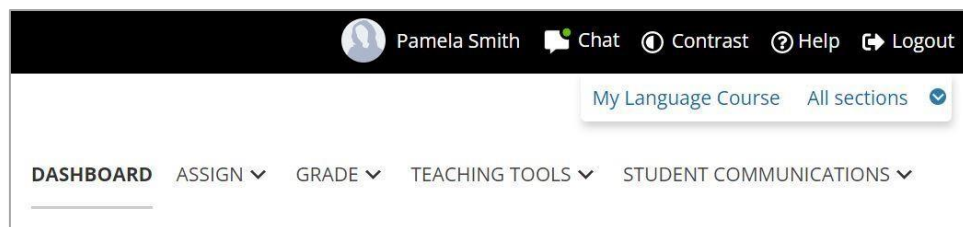
With Live Chat, Partner Chat and Group Chat, you can...

- **Chat via Text:** Students may send an instant message to available classmates or to you.
- **Chat via Audio:** Students may have a real-time audio conversation with an available classmate or with you. Audio Chat differs from Text Chat in that you must make a “call” and wait for it to be accepted before the Audio Chat session begins.
- **Chat via Video:** Students may have a real-time, face-to-face conversation with an available classmate or with you. As with Audio Chat, the “call” must be accepted before the Video Chat session begins.

Please visit our online Chat Guide for additional instructions: [vhlcentral Assignments: Partner, Group, and Live Chat Online Guide](#)

### 7.3.1 Start a Video, Audio, or Text Chat

1. Click on “Chat” in the account menu.



2. Select a partner by clicking on a name in the “**Choose partner**” list. Be sure that the selected person is online and available.
  - a. Green dot: available
  - b. Orange dot: idle



3. Use the chat text field to enter your message. After receiving a response, it will be displayed in the chat window.
4. Click on the “**video chat**” or “**audio chat**” button to connect with the selected partner. A notification will inform you that your partner is currently being invited.

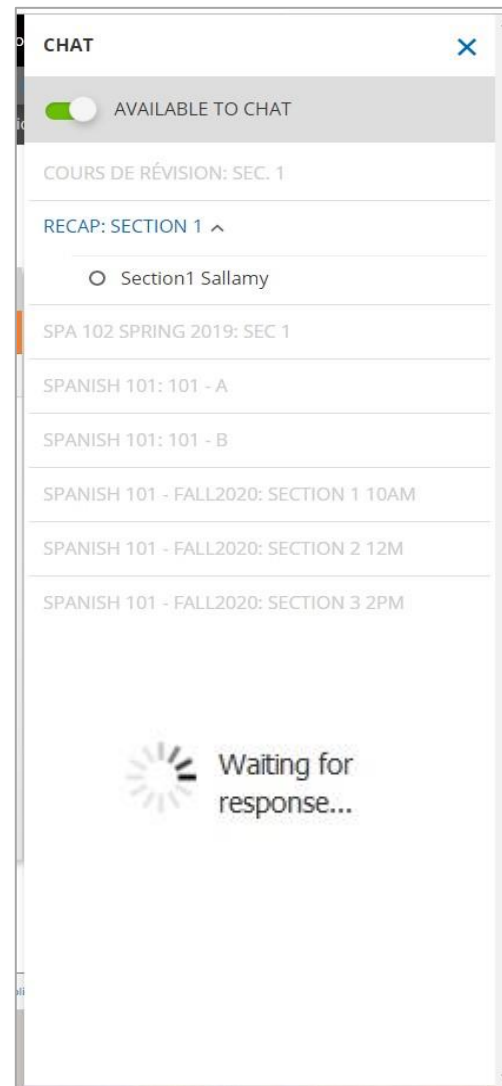


To withdraw the invitation, click the “cancel” link.

5. When an invitation is accepted, your web cam will broadcast live video and audio to your partner and vice versa.

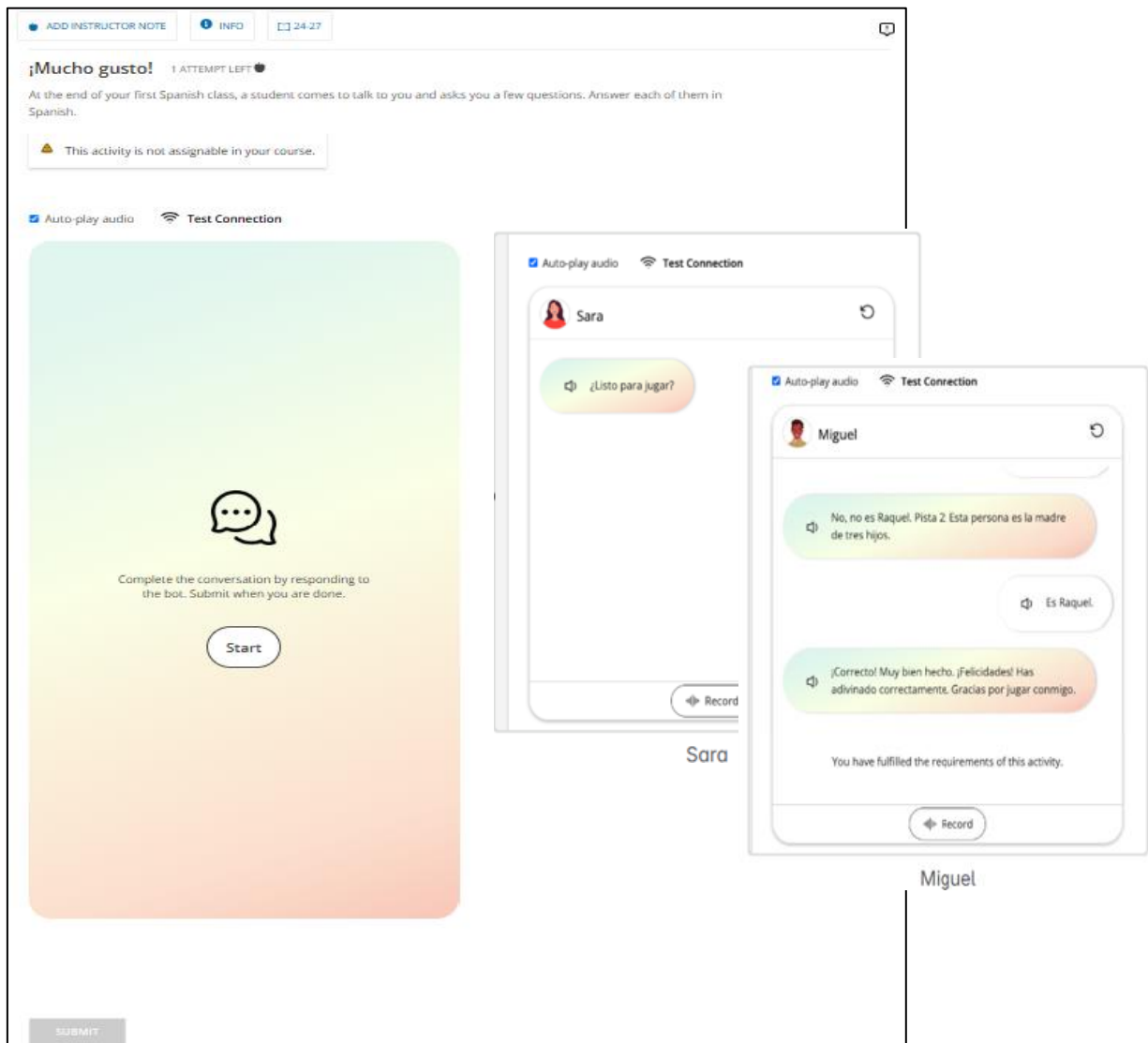


Your system will prompt you to allow access to your computer’s microphone/webcam.



### 7.3.2 AI Chat

AI Chat activities<sup>9</sup> build on what students normally experience when working on virtual chats, solo video recordings, and partner chats. These AI chat activities help students move from using scripted language to speaking more naturally, with help from our AI Personas (characters), Sara and Miguel.



<sup>9</sup> Currently available for higher ed titles: Portales 2.0 Intro and Espirales

There are now Student Interaction Settings<sup>10</sup> that apply to AI Chat: **Audio Transcripts** and **Input Mode**.

1. Enabling **Audio Transcripts** for a student - or all students enrolled in your course/section - will allow them to see the live transcription for both the AI and their own audio.
2. The **Input Mode** column allows the instructor to adjust how students interact with the AI Personas.
3. From the Input Mode drop-down menu allows you to adjust how your students will interact with the AI Personas. (go step 4 to see preview of each option)

Student Interaction Settings

Customize settings for each student's learning needs. [Manage default settings.](#)

Section 1

Video Subtitles & CC Video Transcripts Audio Transcripts Input Mode

All Students	Video Subtitles and Closed Captions (CC)	Video Transcripts	Audio Transcripts	Input Mode
<input type="checkbox"/> Heathcote, Curtis	Spanish	Off	<input checked="" type="checkbox"/>	speech-and-text
<input checked="" type="checkbox"/> Kuphal, Barton	Spanish	Off	<input type="checkbox"/>	speech-and-text



To customize your default Media Settings, navigate to the **6 Grades** section and select **6.1.1.4 Student Interaction Settings**.

<sup>10</sup> Currently available for higher ed titles: Portales 2.0 Intro/Intermediate, Portales 2.0 Intro, Portales **1.0** Intermediate, Experiencias 2e Beginning packages that **include WebSAM** and all Experiencias 2e Intermediate packages that **include WebSAM**

4. Here's a glance at the Input Mode options you can select from the drop-down menu:



Can't speak right now? [Switch to text](#)

Speech & Text



Text Input Only



Speech Input Only



Text Input with No Audio