



# **vhlcentral**

**LTI-Advantage Self-Rostering  
Schoology**

## **Educator Guide**

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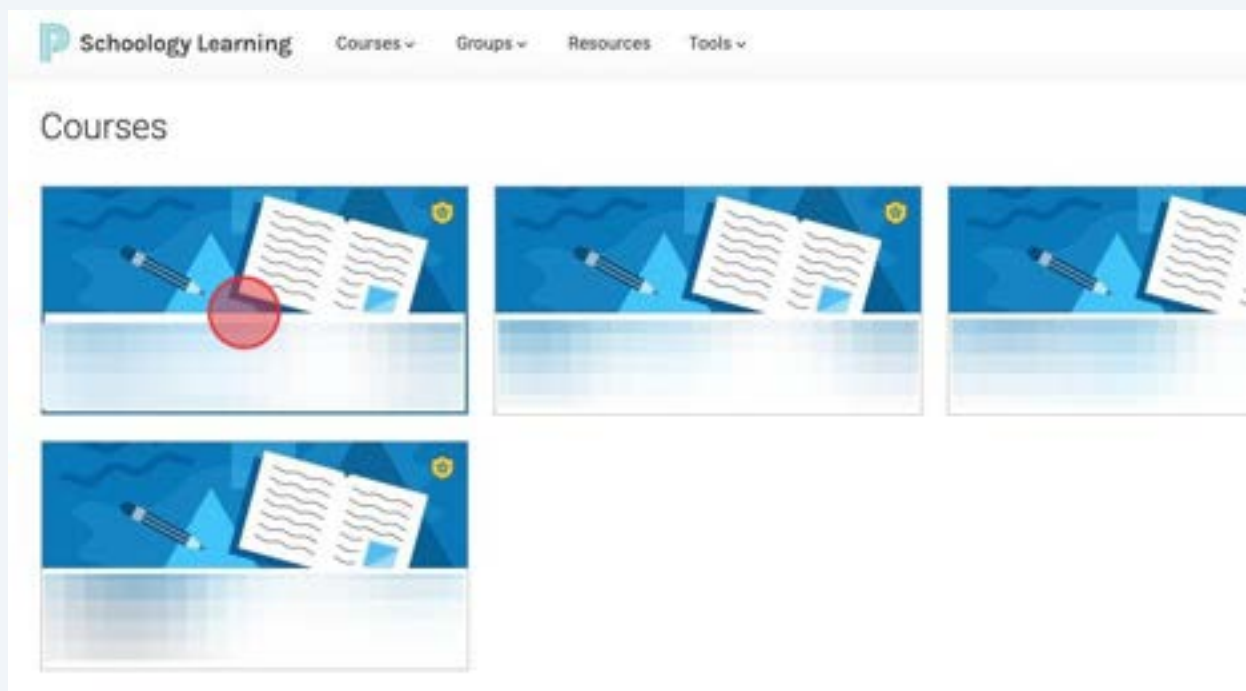
# Schoology Self-Rostering Educator Guide



## Enabling "Launch vhlcentral" in Schoology

- 1 Navigate to your Schoology instance.

- 2 Select the course you would like to sync with vhlcentral.

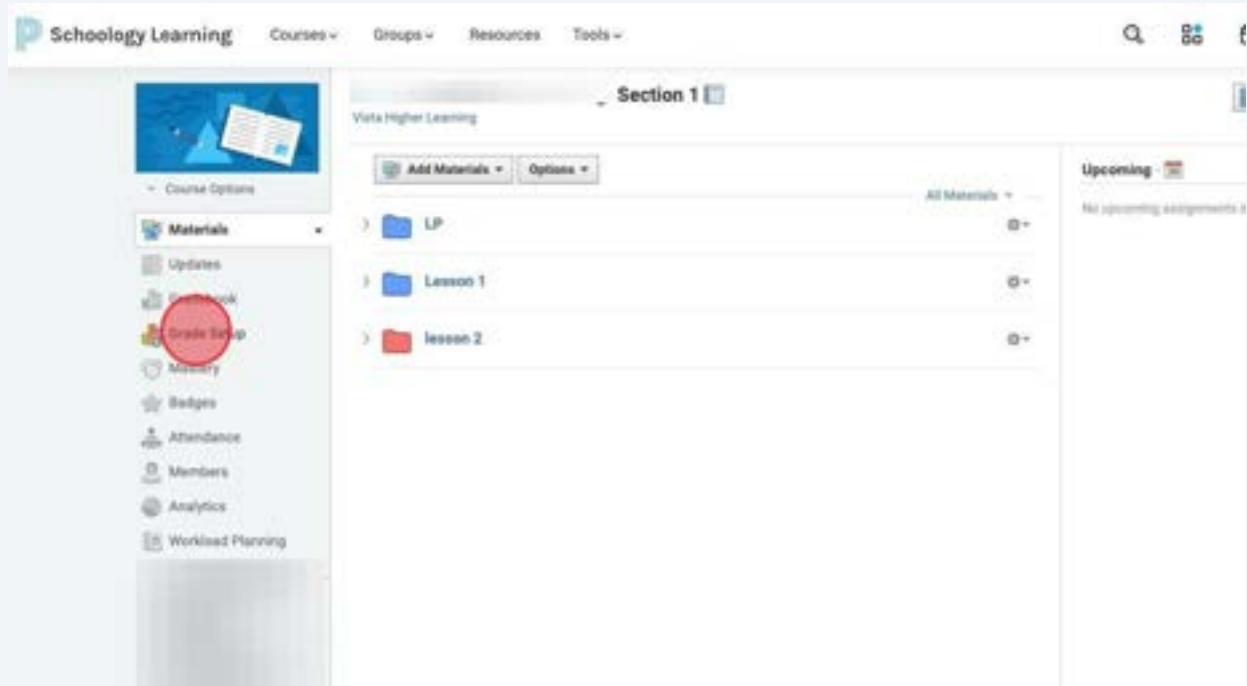


3 You will be taken to your Schoology Dashboard.



Setting "default" category in Schoology's "Grade Setup".

4 Click "**Grade Setup**".



5 Create your District/School required categories. Add a "VHL" category.

The screenshot displays the Schoology Grade Setup interface. On the left is a sidebar with navigation options: Course Options, Materials, Updates, Gradebook, Grade Setup (highlighted), Mastery, Badges, Attendance, Members, Analytics, and Workload Planning. The main content area is divided into three sections:

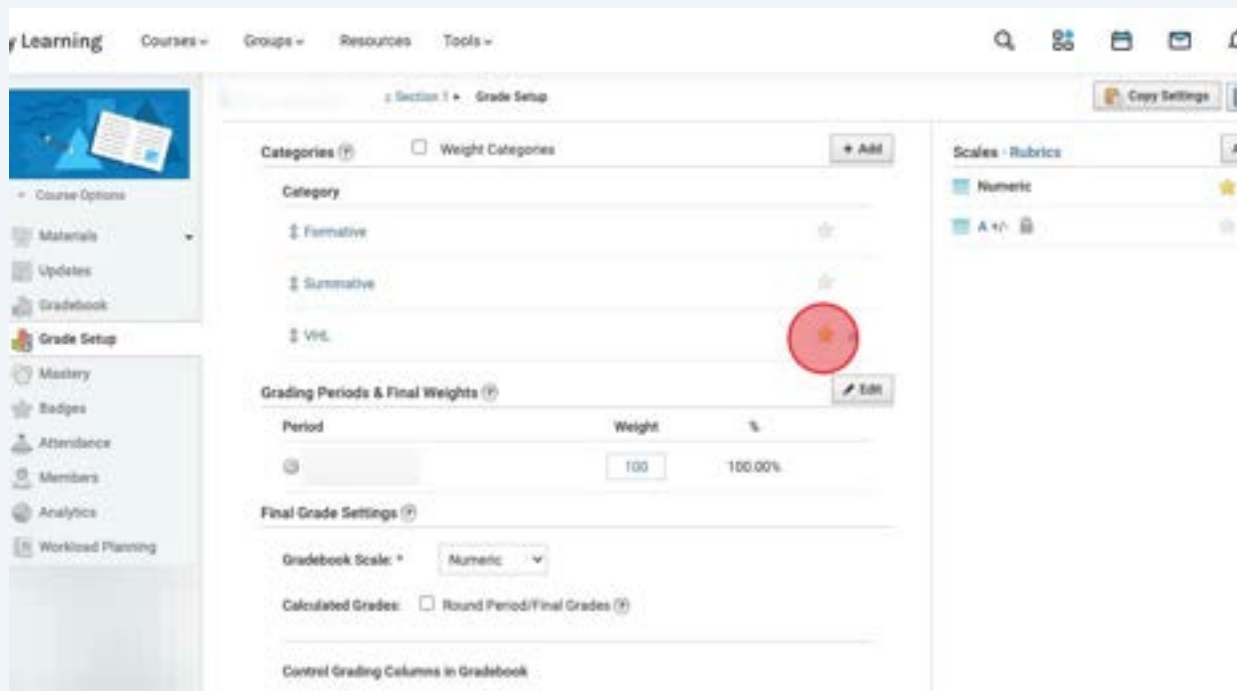
- Categories**: This section is highlighted with a red box. It includes a toggle for 'Weight Categories' and an '+ Add' button. Below is a table with three categories: 'Formative', 'Summative', and 'VHL'. Each category has a star icon to its right.
- Grading Periods & Final Weights**: This section includes an 'Edit' button and a table with three columns: 'Period', 'Weight', and '%'. The table contains one entry: 'VHL Continuous' with a weight of '100' and a percentage of '100.00%'.
- Final Grade Settings**: This section includes a 'Gradebook Scale' dropdown menu set to 'Numeric' and a 'Calculated Grades' checkbox labeled 'Round Period/Final Grades'.



Alert! In order for the grade passback to work properly, you need to set a default category in Schoology.

6

Click the "★" on the **"VHL"** category to make it the default category for grade passback from vhlcentral. This will be referenced again in the grade passback section of this document.

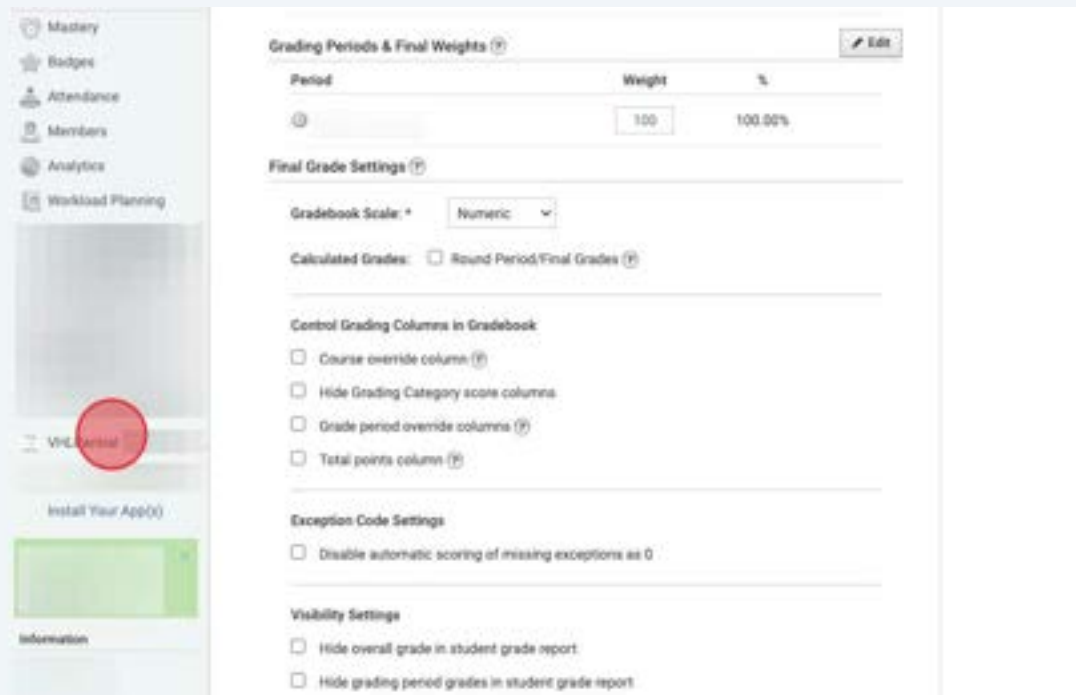


Tip! Note, your Schoology courses will show **"Launch vhlcentral"** and not "VHLCentral".



Alert! The "Launch vhlcentral" link should be on the left navigation bar of your course. If it's not in the left navigation, follow your institution's directions on how to "add an app". For example, you can click on "Install your apps" or go to the "App Center" via the Waffle on the top right navigation.

## 7 Click "Launch vhlcentral".



The screenshot shows the vhlcentral interface. On the left is a sidebar with navigation links: Mastery, Badges, Attendance, Members, Analytics, and Workload Planning. Below these is a section for 'Vhlcentral' with a red circle highlighting the 'Launch vhlcentral' button. Other buttons in this section include 'Install Your App(s)' and 'Information'. The main content area on the right is titled 'Grading Periods & Final Weights' and contains several settings sections: 'Grading Periods & Final Weights' (with a table showing Period, Weight, and %), 'Final Grade Settings' (with a dropdown for Gradebook Scale and a checkbox for Calculated Grades), 'Control Grading Columns in Gradebook' (with checkboxes for Course override column, Hide Grading Category score columns, Grade period override columns, and Total points column), 'Exception Code Settings' (with a checkbox for Disable automatic scoring of missing exceptions as 0), and 'Visibility Settings' (with checkboxes for Hide overall grade in student grade report and Hide grading period grades in student grade report).

Period	Weight	%
	100	100.00%

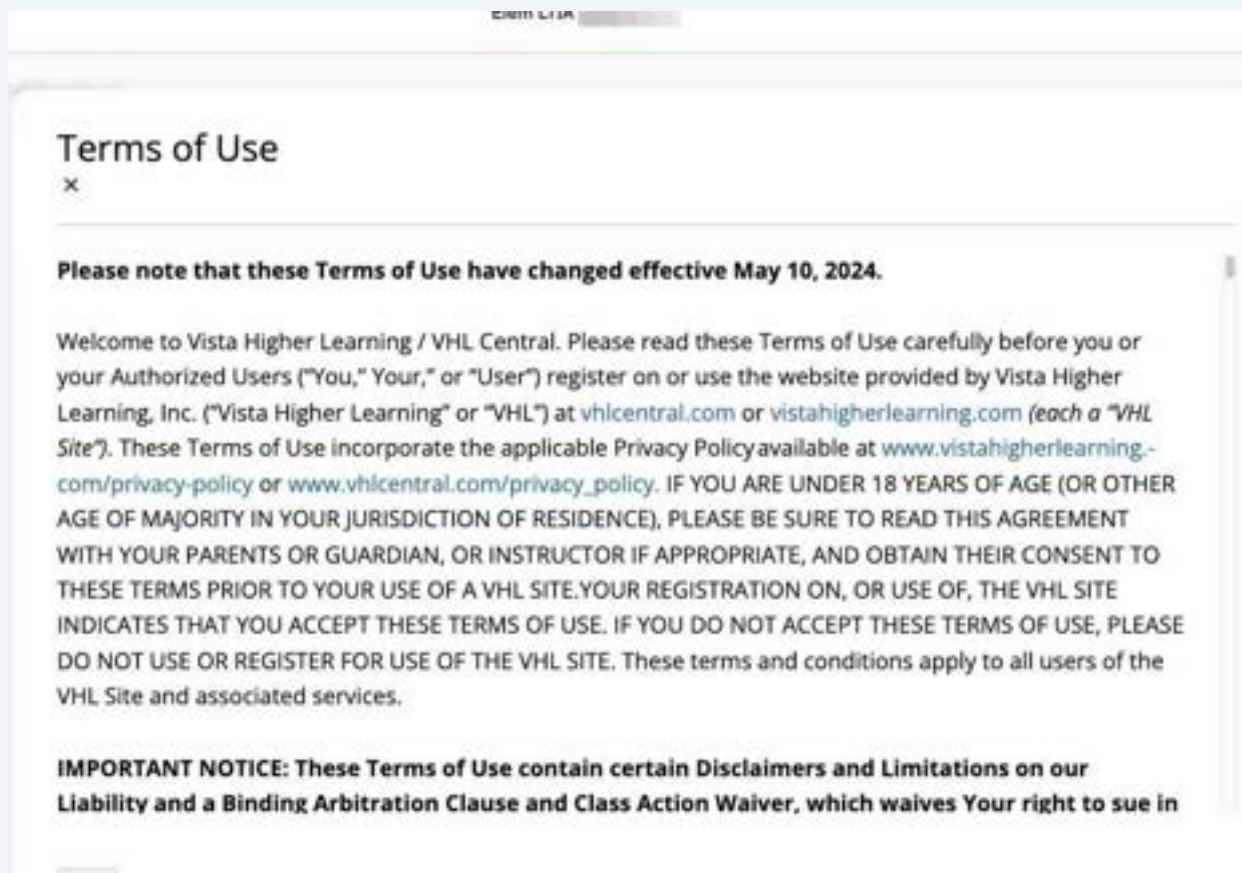
## Login to vhlcentral



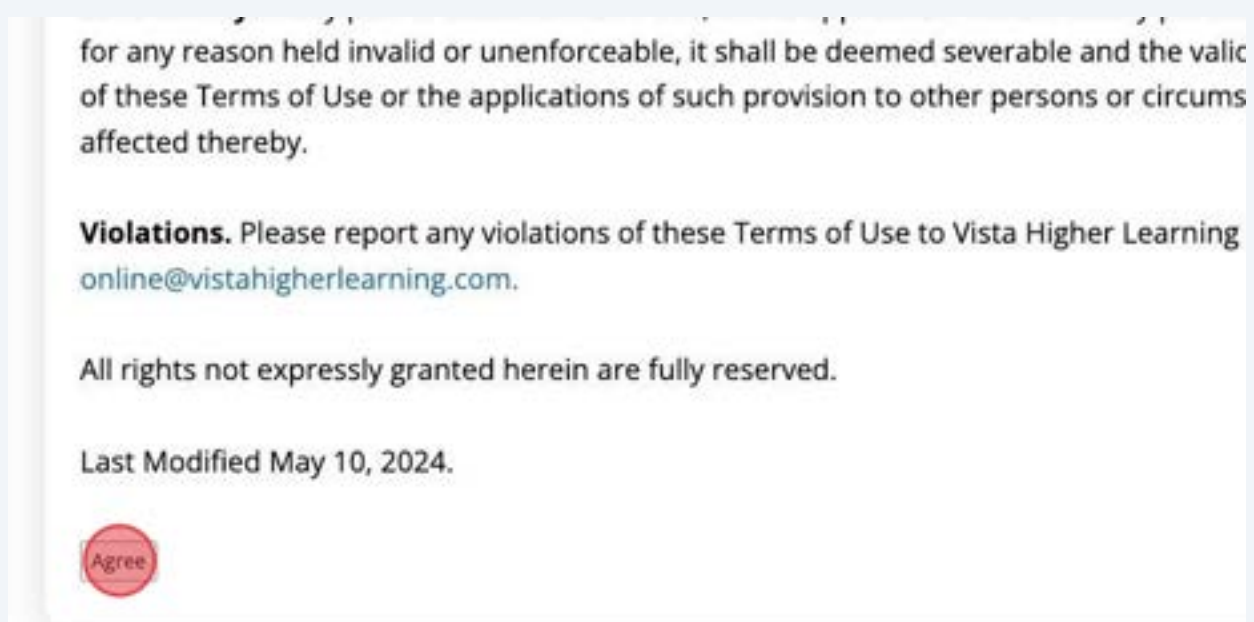
Alert! If this is the first time you are logging in to vhlcentral from Schoology, you will be prompted to agree to the **"Terms of Use"**.

## Accepting Terms of Use for the First Time

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




9 Click "Agree".



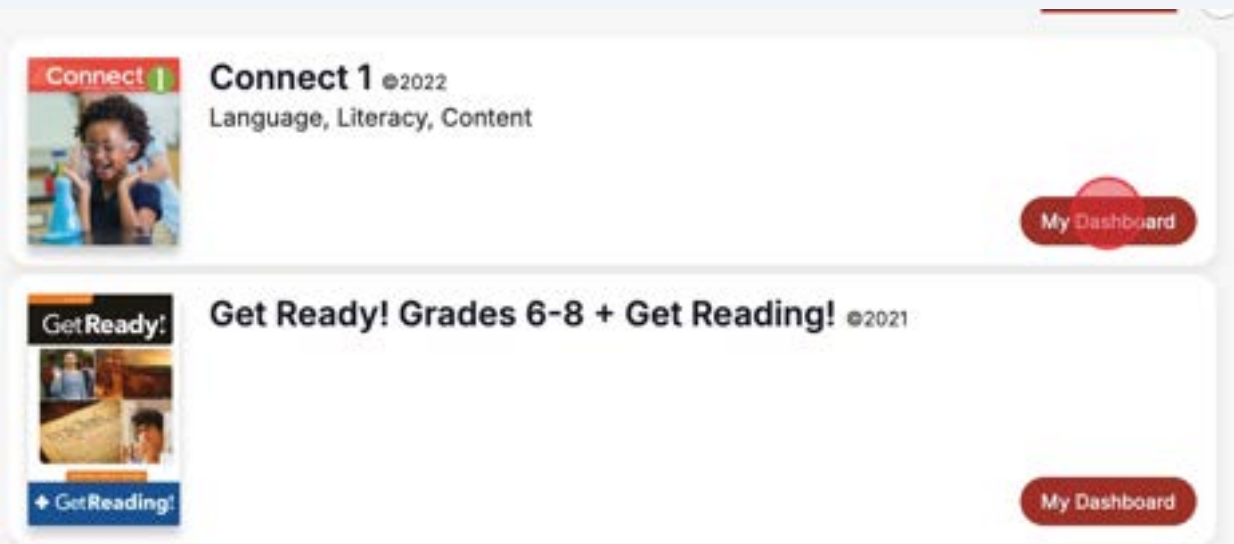


## Selecting a Program

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

 Tip! Once you have logged in to vhlcentral from Schoology, you will be taken to the **Course Connector** page.

- 11 Select your program.



## Start and End Dates

12 Click **"Start Date"** field.

PREVIEW AS STUDENT ▾

COPY DATE SETTINGS FROM...

Default settings ▾

START DATE

01/09/2025

END DATE

04/17/2025

13 Set **"Start Date"**.

PREVIEW AS STUDENT ▾

COPY DATE SETTINGS FROM...

Default settings ▾

START DATE

01/09/2025

« January 2025 »

Su	Mo	Tu	We	Th	Fr	Sa
29	30	31	1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18

NEXT >

14 Click the "End Date" field.

PREVIEW AS STUDENT ▾

COPY DATE SETTINGS FROM...

Default settings ▾

START DATE

01/13/2025

END DATE

04/17/2025

« April 2025 »

Su	Mo	Tu	We	Th	Fr	Sa
30	31	1	2	3	4	5

NEXT >

15 Set "End Date".

START DATE

01/09/2025

END DATE

04/17/2025

« April 2025 »

Su	Mo	Tu	We	Th	Fr	Sa
30	31	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	1	2	3
4	5	6	7	8	9	10

SAVE CHANGES EXIT



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

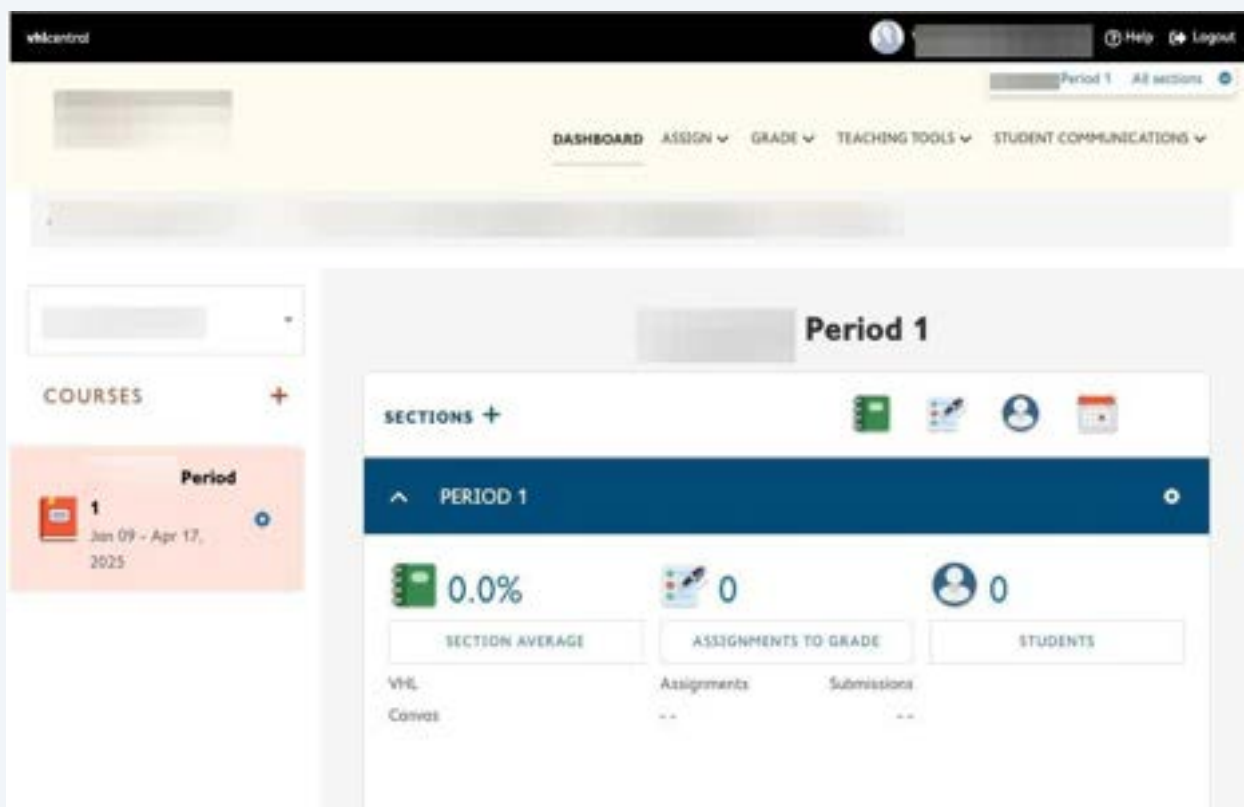
## Course Setup

16

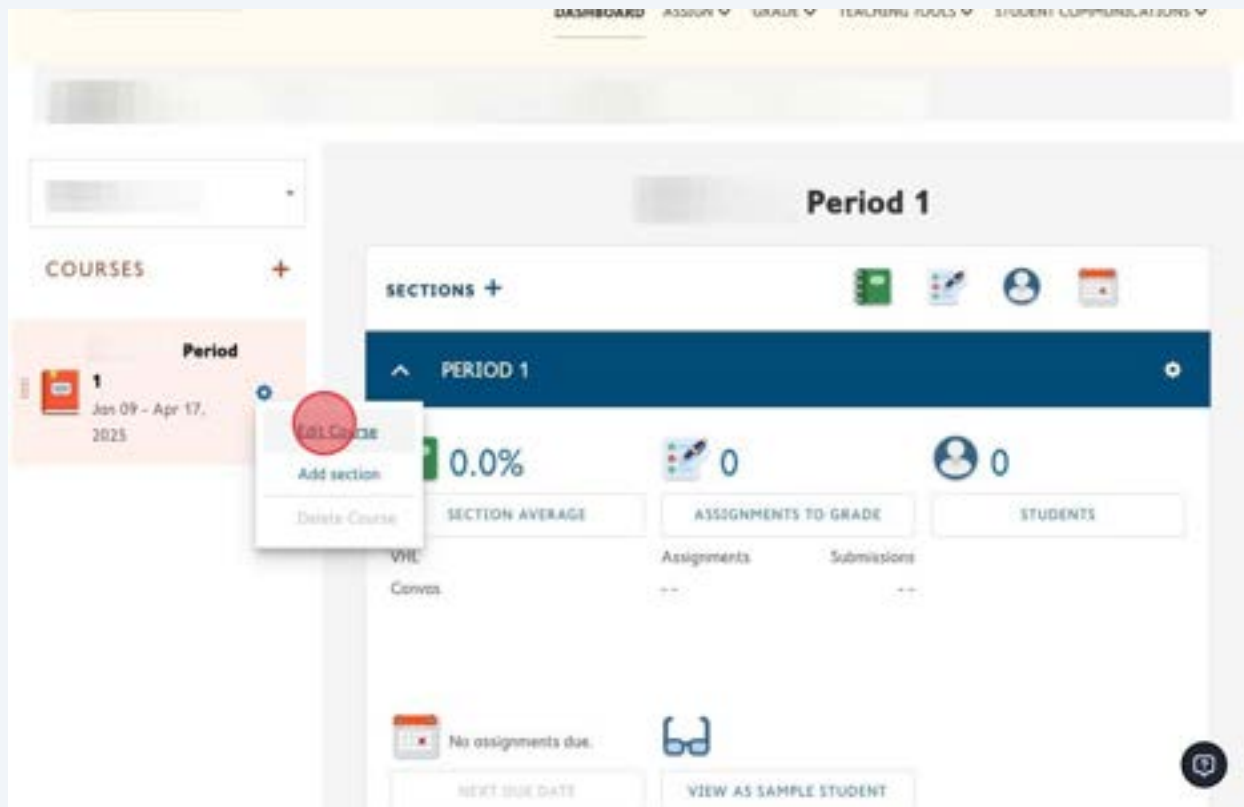
Click **"Launch vhlcentral"**. You will be taken to the vhlcentral Course Connector page, where you will see all the programs available to your institution.

17

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



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



## Course Tab

19

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

return

Course Content Gradebook Summary

Editing "Period 1" Period 1"

COURSE NAME

Period 1

PREVIEW AS STUDENT

START DATE

01/09/2025

END DATE

04/17/2025



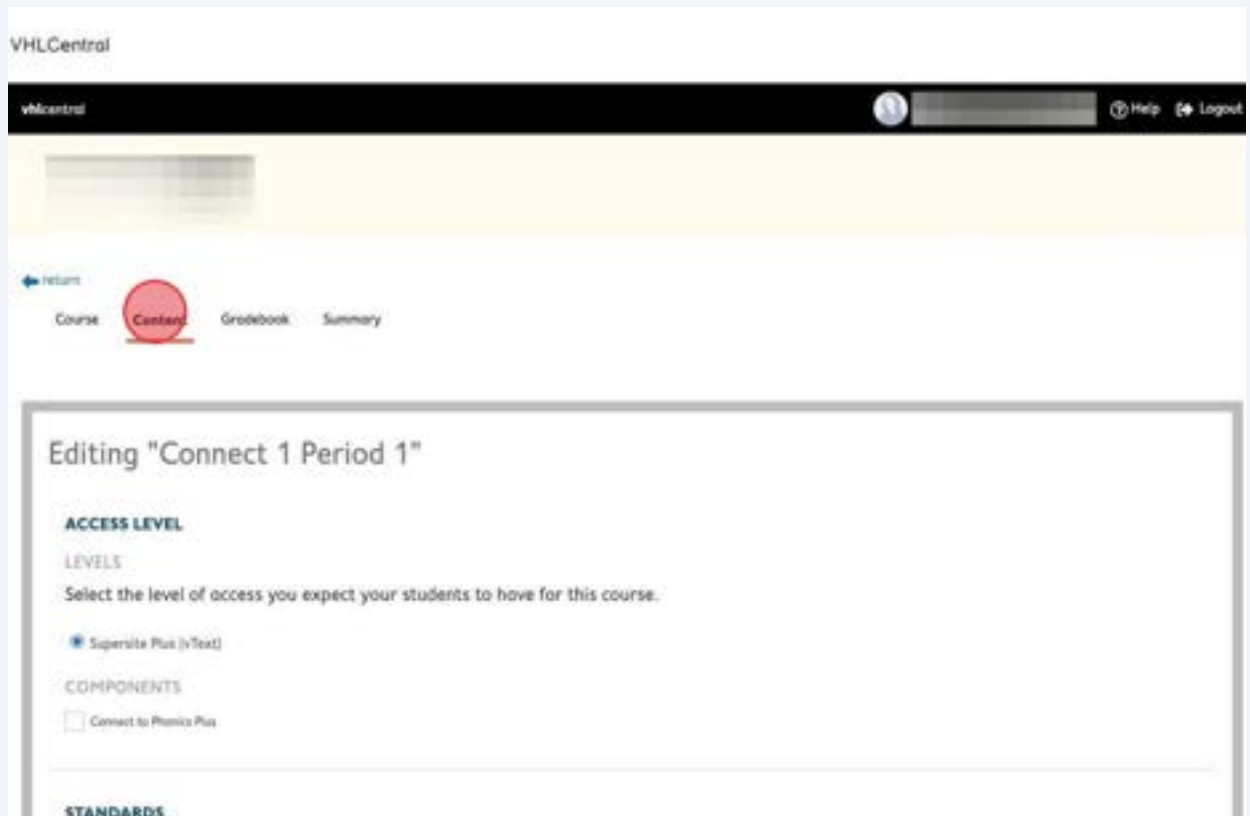
Alert! When setting the **"End Date"**, verify if the course tile on the LMS is for a semester- or year-long course. If it is a **Semester Course Tile**, the start date should be the beginning of the semester, and the end date should be the end of the semester. If it is a **Year-long Course Tile**, the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

## Content Tab



Alert! Content settings will vary based on the programs.

20 Click **"Content"**.



21

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

The screenshot shows a web interface for editing a course. At the top, there is a navigation bar with a 'return' link and tabs for 'Course', 'Content', 'Gradebook', and 'Summary'. The 'Content' tab is selected. Below the navigation bar, the title 'Editing "Connect 1 Period 1"' is displayed. The main content area is divided into three sections: 'ACCESS LEVEL', 'COMPONENTS', and 'STANDARDS'. The 'ACCESS LEVEL' section is highlighted with a red rectangular box. It contains the heading 'ACCESS LEVEL', a sub-heading 'LEVELS', and the instruction 'Select the level of access you expect your students to have for this course.' Below this, there is a radio button labeled 'Superior Plus (vText)'. The 'COMPONENTS' section has a sub-heading 'COMPONENTS' and a checkbox labeled 'Connect to Phonics Plus'. The 'STANDARDS' section has a sub-heading 'STANDARDS' and the instruction 'Select the standards you would like to include in your course.' Below this, there is a checkbox labeled 'AZ ELA' which is checked.

return

Course **Content** Gradebook Summary

Editing "Connect 1 Period 1"

**ACCESS LEVEL**

LEVELS

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

☒ Superior Plus (vText)

COMPONENTS

☐ Connect to Phonics Plus

**STANDARDS**

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

☒ AZ ELA



22

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

The screenshot displays a web interface for configuring a course. It is divided into several sections: 'ACCESS LEVEL', 'LEVELS', 'COMPONENTS', 'STANDARDS', and 'ASSIGNMENT SETTINGS'. The 'STANDARDS' section is highlighted with a red rectangular box. This section contains a list of standards with checkboxes, all of which are currently checked. The standards listed are: AZ ELA, AZ ELP, CA ELA, CA ELD, CCSS, ELPA21, FL B.E.S.T., Texas ELPs, Texas TEKS, and WIDA. The 'ACCESS LEVEL' section has a radio button selected for 'Supersite Plus (vText)'. The 'COMPONENTS' section has an unchecked checkbox for 'Connect to Phonics Plus'. The 'ASSIGNMENT SETTINGS' section is partially visible at the bottom.

**ACCESS LEVEL**

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

☒ Supersite Plus (vText)

COMPONENTS  
☐ Connect to Phonics Plus

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

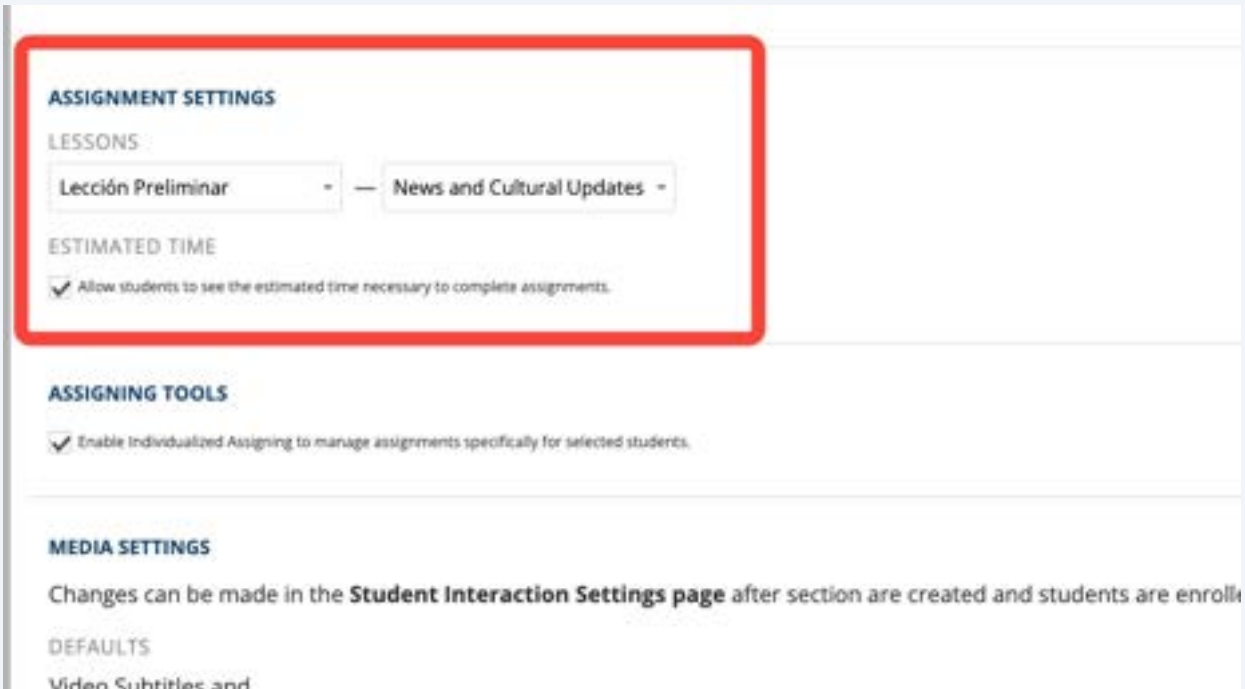
- ☒ AZ ELA
- ☒ AZ ELP
- ☒ CA ELA
- ☒ CA ELD
- ☒ CCSS
- ☒ ELPA21
- ☒ FL B.E.S.T.
- ☒ Texas ELPs
- ☒ Texas TEKS
- ☒ WIDA

**ASSIGNMENT SETTINGS**

23

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

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



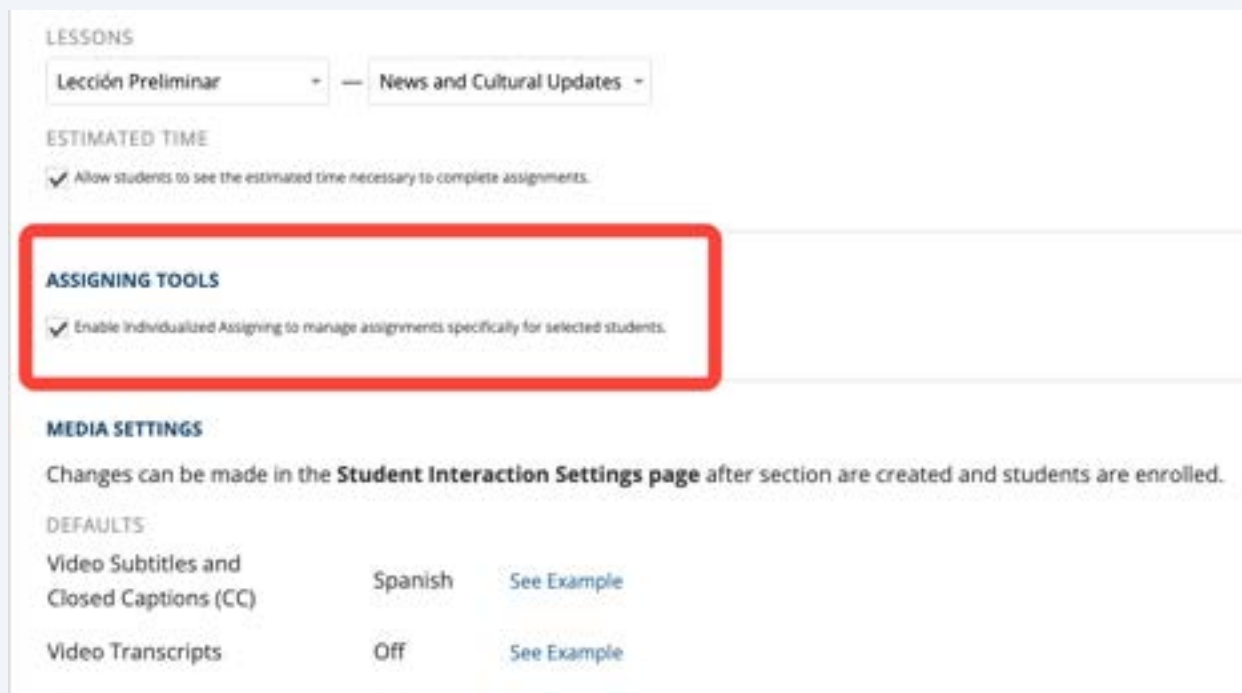
The screenshot shows the 'ASSIGNMENT SETTINGS' page. A red rectangular box highlights the 'LESSONS' and 'ESTIMATED TIME' sections. In the 'LESSONS' section, 'Lección Preliminar' is selected as the first lesson and 'News and Cultural Updates' as the last lesson. In the 'ESTIMATED TIME' section, the checkbox 'Allow students to see the estimated time necessary to complete assignments.' is checked. Below the red box, the 'ASSIGNING TOOLS' section shows the checkbox 'Enable Individualized Assigning to manage assignments specifically for selected students.' is also checked. Further down, the 'MEDIA SETTINGS' section is partially visible, along with a 'DEFAULTS' section.



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

24

Click **"Enable Individualized Assigning to manage assignments specifically for selected students"** if you'd like the ability to assign activities for selected students. The individual settings will be detailed further down in the document.



LESSONS

Lección Preliminar — News and Cultural Updates

ESTIMATED TIME

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

**ASSIGNING TOOLS**

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

**MEDIA SETTINGS**

Changes can be made in the **Student Interaction Settings** page after section are created and students are enrolled.

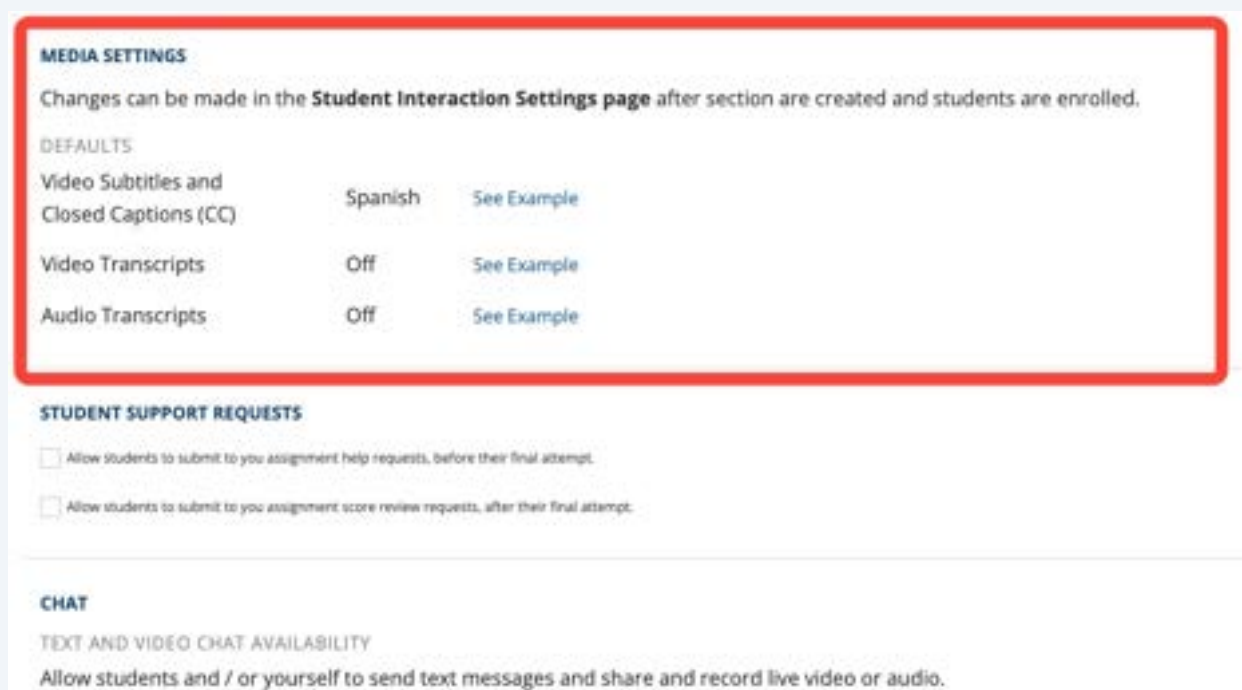
DEFAULTS

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

25

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

Choose if you'd like to allow students to see **"Video Subtitles and Closed Captions (CC)"**, **"Video Transcripts"** and / or **"Audio Transcripts"**, as well as the language(s) you'd like them to be in.



**MEDIA SETTINGS**

Changes can be made in the **Student Interaction Settings** page after section are created and students are enrolled.

DEFAULTS

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

**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.

**CHAT**

TEXT AND VIDEO CHAT AVAILABILITY

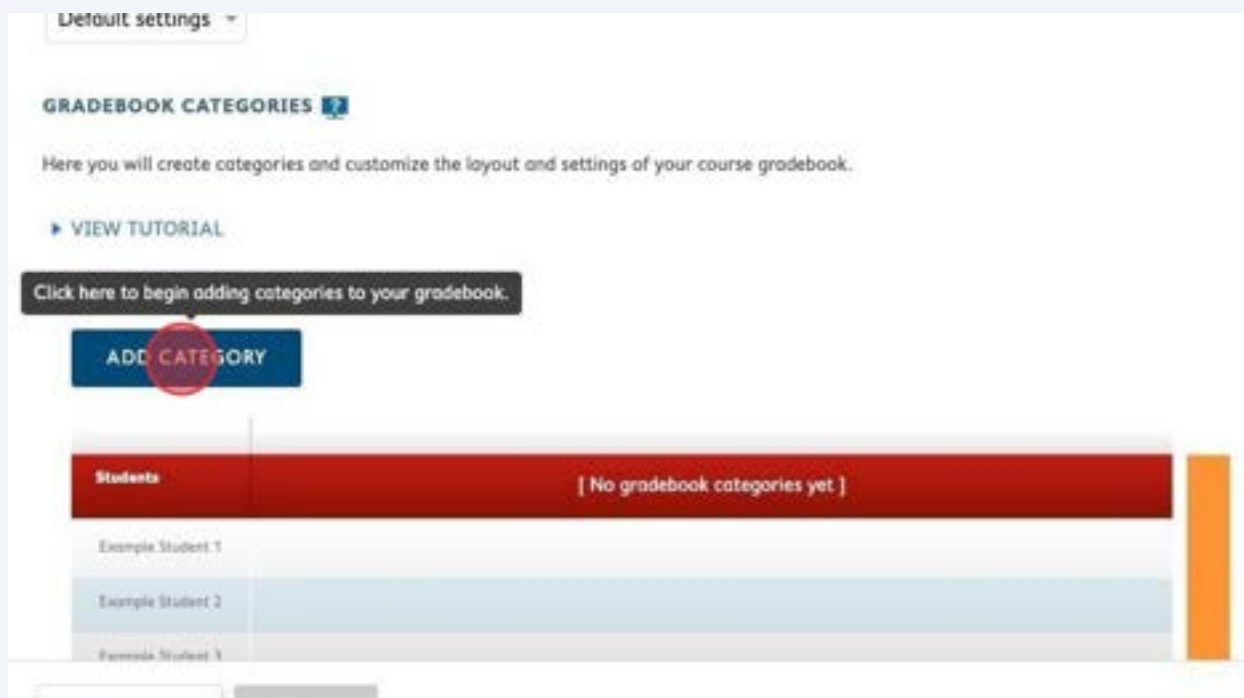
Allow students and / or yourself to send text messages and share and record live video or audio.

## Gradebook Tab

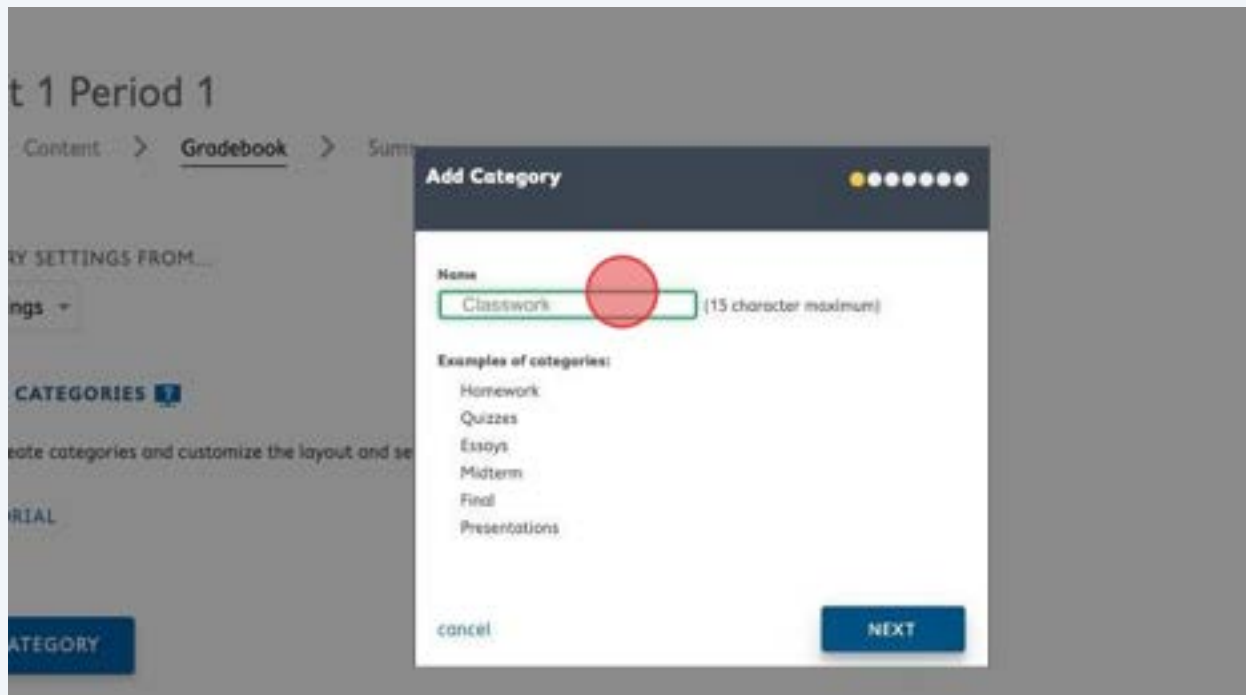


Alert! Vhlcentral gradebook categories do not need to match your LMS categories. Once the grades pass back from vhlcentral to Canvas, you will need to recategorize them under "Assignments". This information is detailed in the "**Recategorizing Activities / Assessments in Canvas Gradebook**" section of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

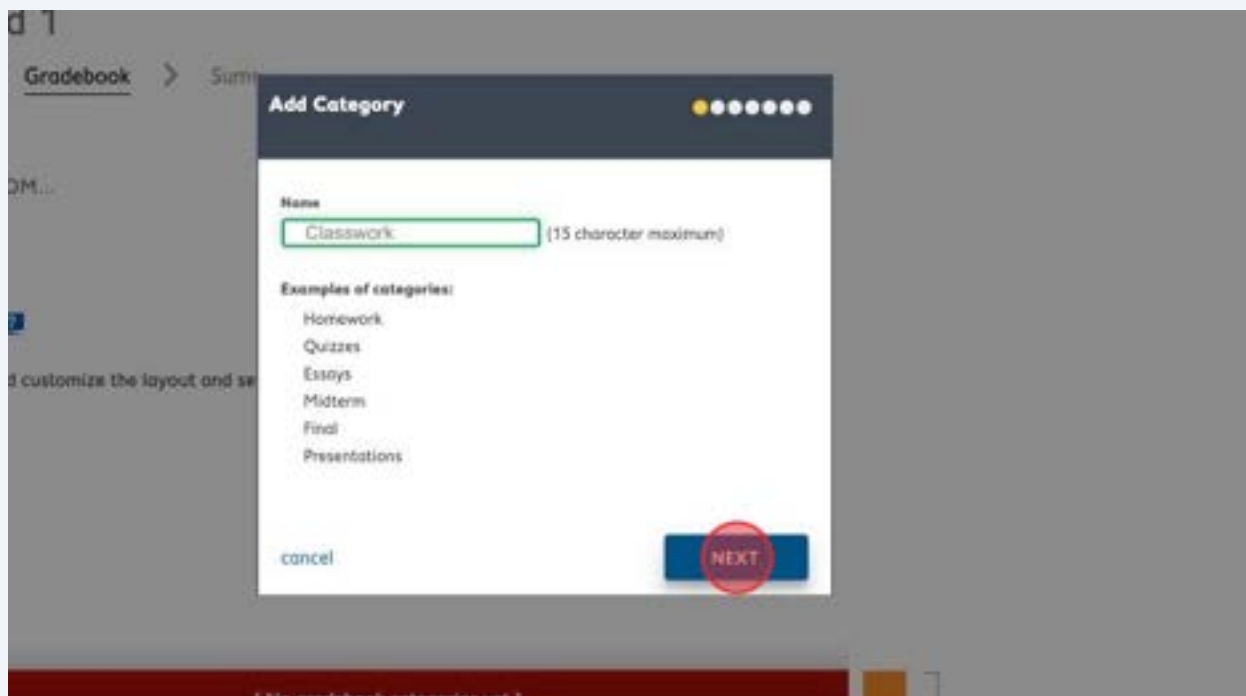
**26** To set up Gradebook Categories, click "**Add Category**".



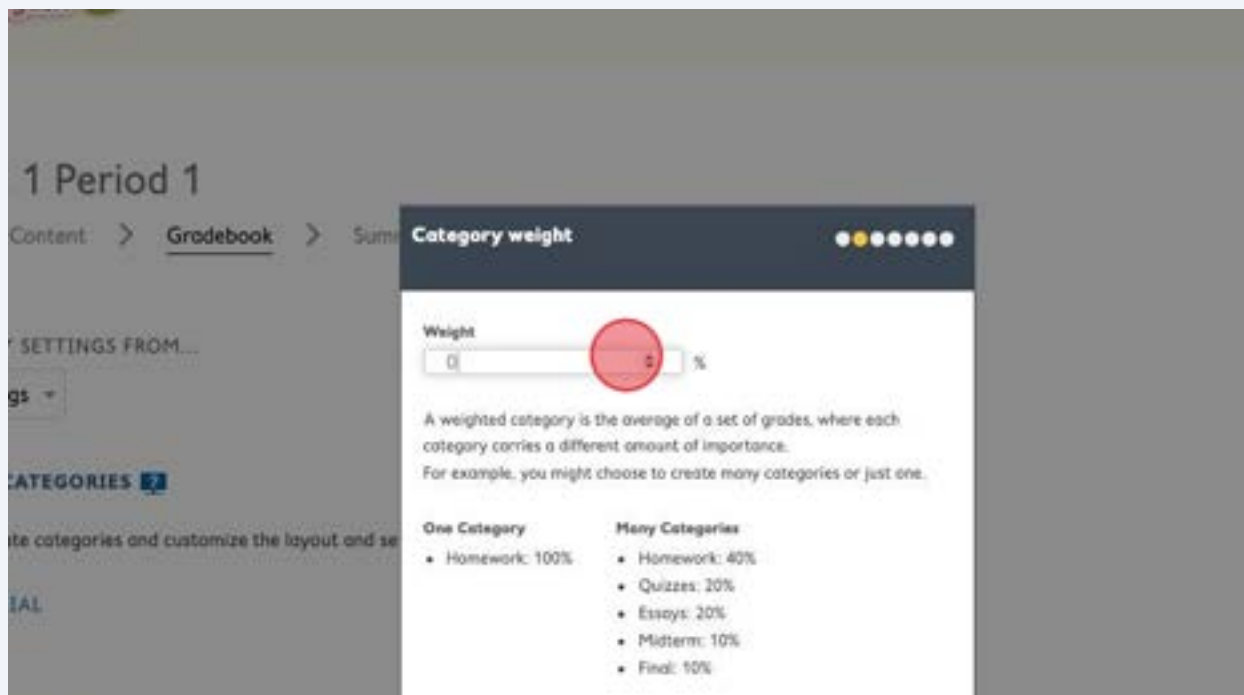
- 27 Type your first category, for example "Classwork".



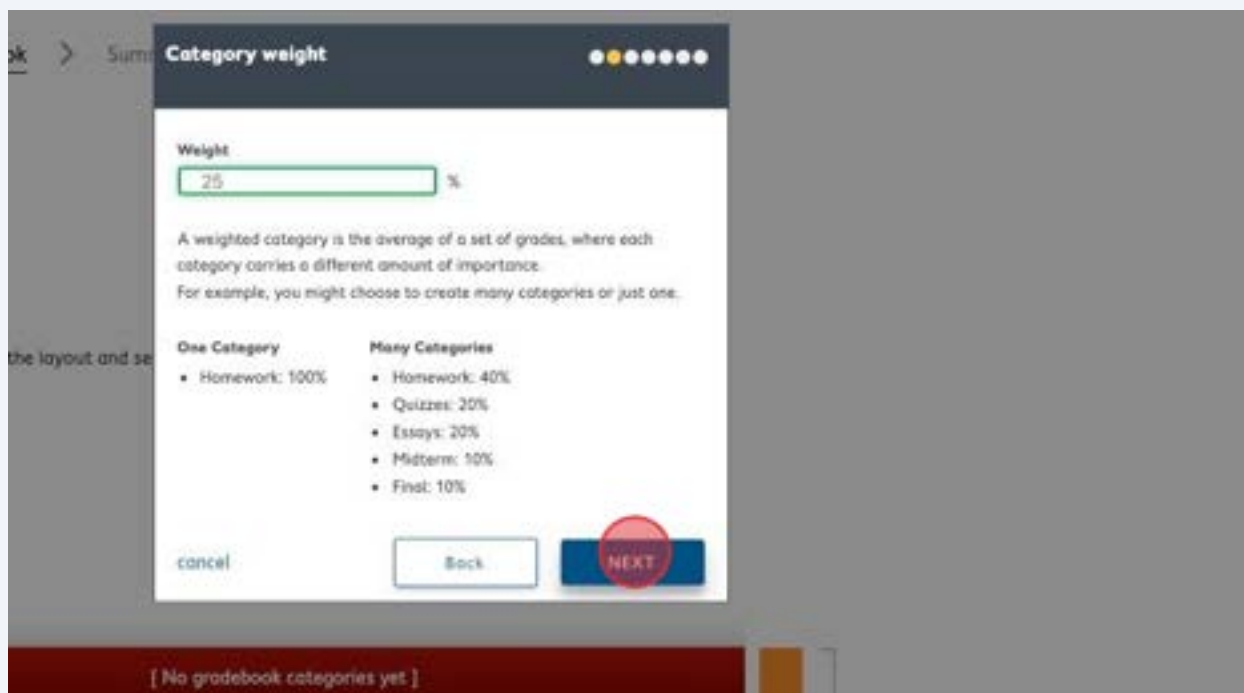
- 28 Click "Next".



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



- 30 Click "**Next**".



31

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

The screenshot shows the 'Gradebook' 'Editing' page in Canvas LMS. A 'Category grading' modal is open, allowing configuration for a specific category. The modal has a progress indicator at the top with five dots, the second of which is highlighted in yellow. The modal contains the following options:

- Assignments in this category will be:
  - ☒ For a grade
  - ☐ Credit/no credit
- Number of lowest grades dropped:
  - 0 (default) [dropdown arrow]

At the bottom of the modal are three buttons: 'cancel', 'Back', and 'NEXT'. The 'NEXT' button is highlighted in blue. In the background, the 'Editing' page shows a table of student grades for 'Canvas' and 'VHL' categories, with 'Example Student 1' through 'Example Student 3' listed. The 'Canvas' and 'VHL' columns show a '50 %' weight and grades of 'A', 'B', and 'C' respectively. At the bottom of the page are 'SAVE CHANGES' and 'EXIT' buttons.

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

32 Click "Next".

Course Content **Gradebook** Summary

## Editing

### GRADEBOOK CATEGORIES

Here you will create categories and customize the layout

[VIEW TUTORIAL](#)

**ADD CATEGORY**

**Category grading**

Assignments in this category will be:

☒ For a grade

☐ Credit/no credit

Number of lowest grades dropped:

0 (default)

cancel Back **NEXT**

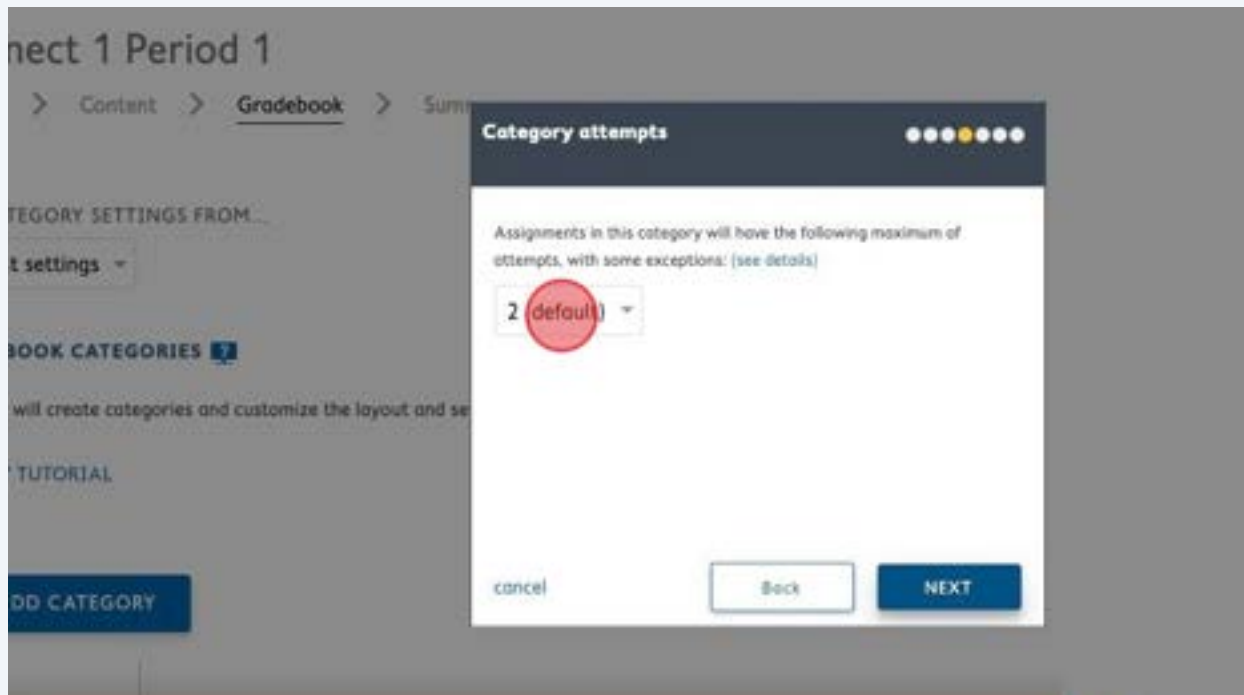
Students	Canvas 50 %	VHL 50 %
Example Student 1	A	A
Example Student 2	B	B
Example Student 3	C	C

**SAVE CHANGES** EXIT



33

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

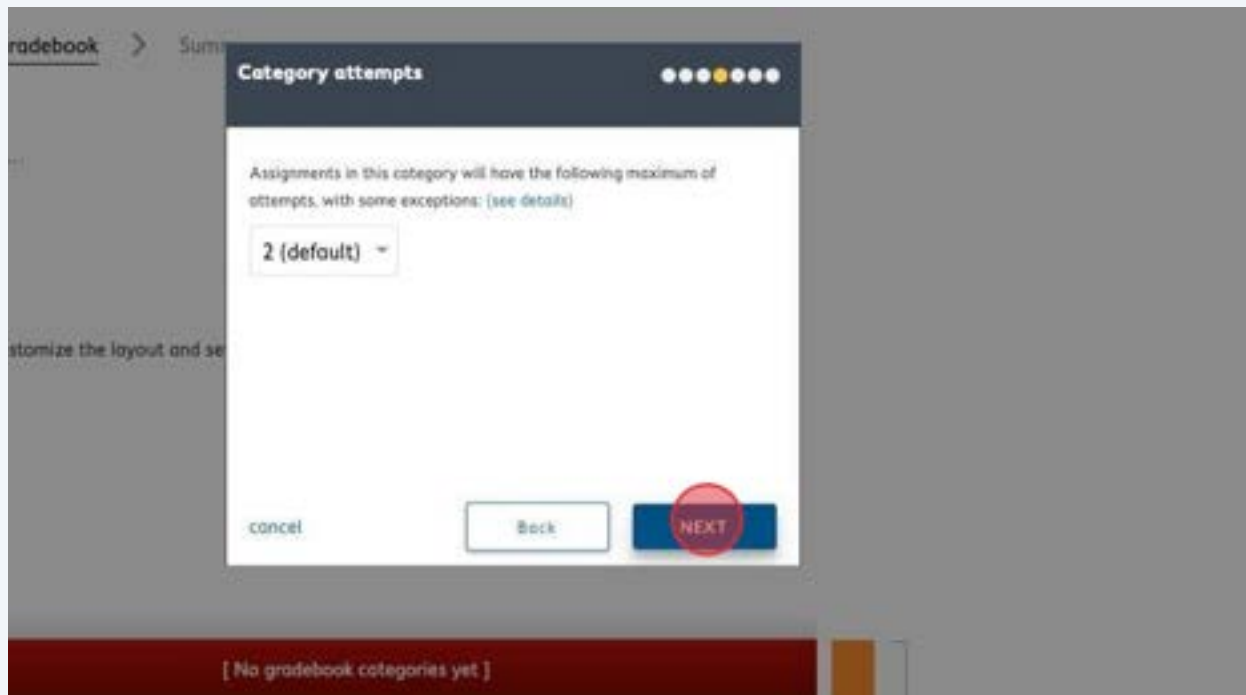


Tip! If you allow multiple attempts, consider adding an extra attempt for technology issues, such as loss of connectivity or timeouts caused by factors like fire drills.



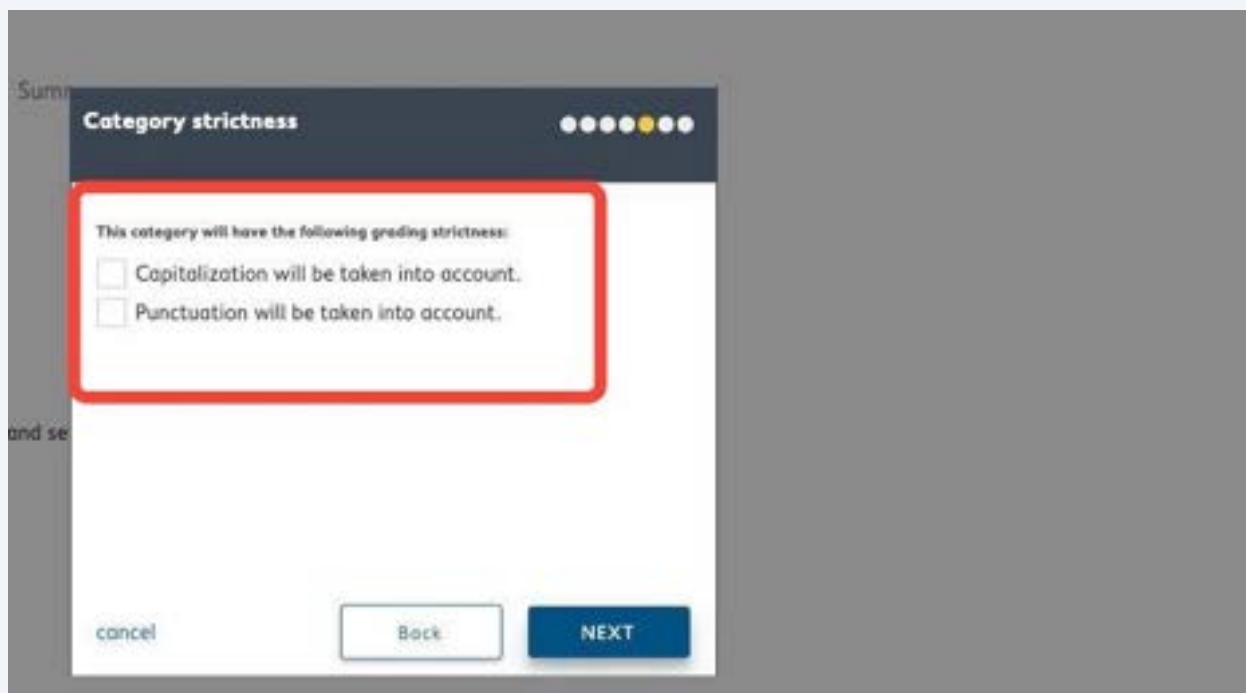
Alert! This setting will not affect the number of attempts for assessments.

34 Click **"Next"**.



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

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



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

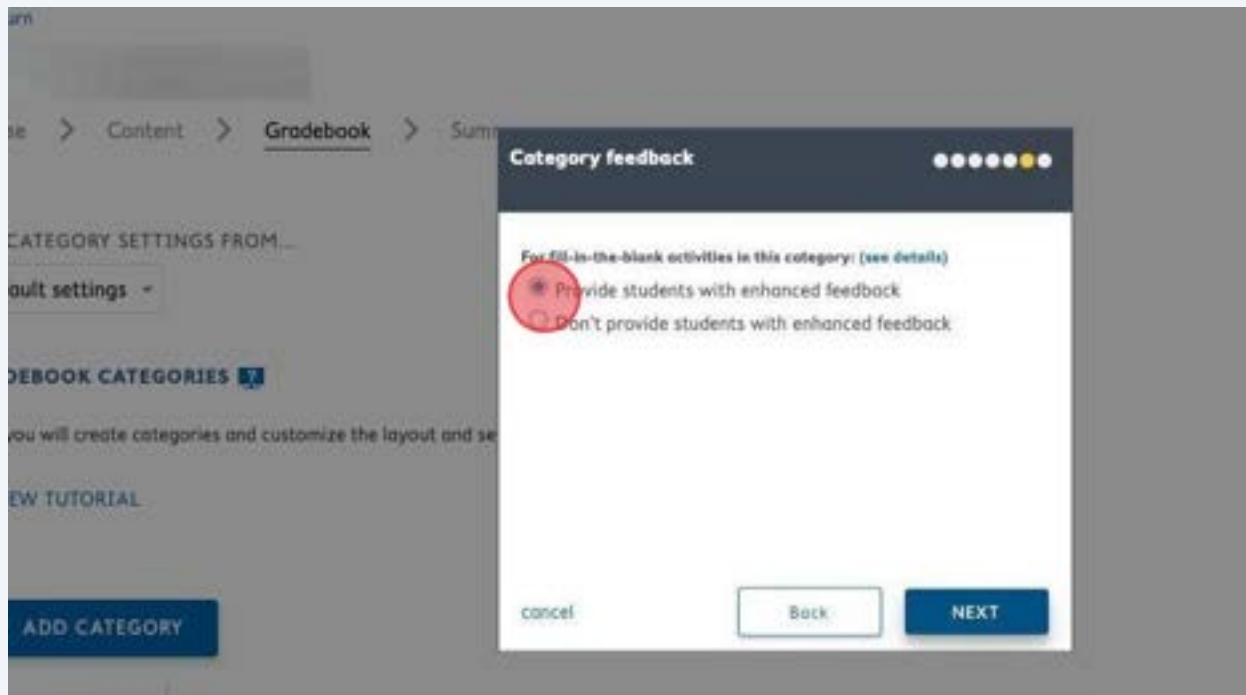


Tip! This can be changed throughout the year. For example, for a Level 1 course, you might not take capitalization or punctuation into consideration until the second semester, while you might take it into consideration starting the first semester for a Level 4 course.

36

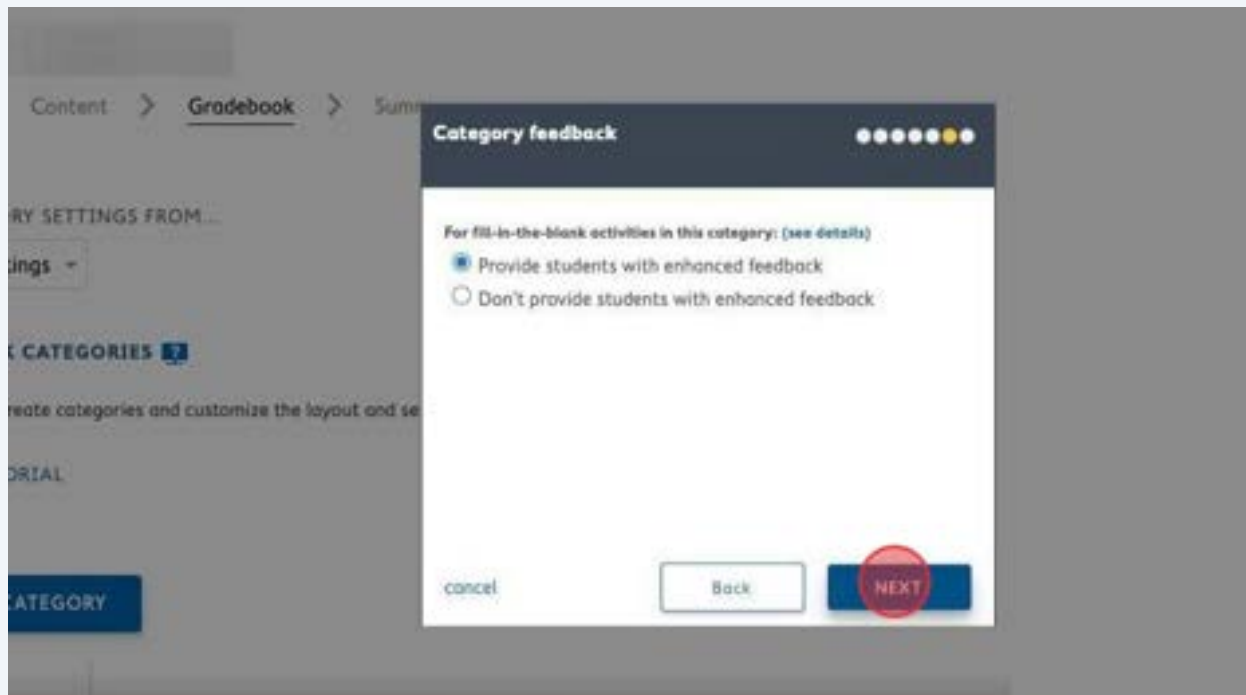
Click **"Next"**.

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

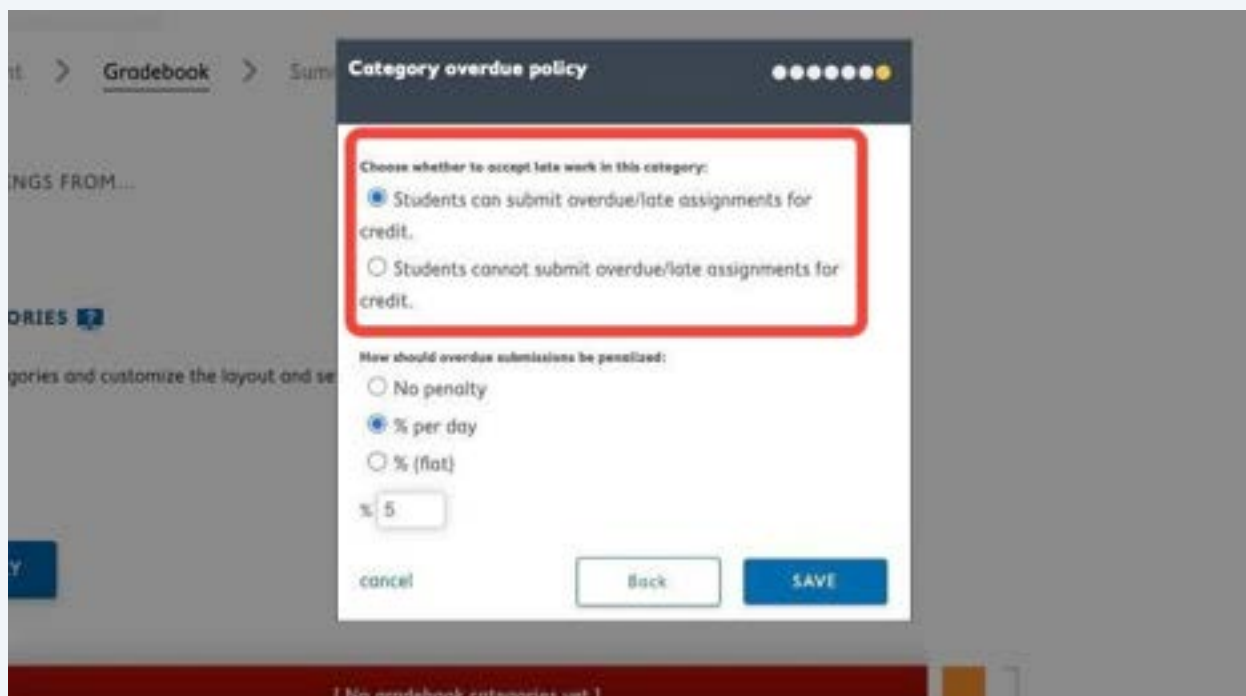


Tip! Providing enhanced feedback will not provide students with the correct answer, but it will provide some guidance on how to improve their response during any additional attempts.

38 Click **"Next"**.



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



40

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

Category overdue policy

Choose whether to accept late work in this category:

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

How should overdue submissions be penalized:

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

% 5

cancel Back SAVE

41

Click "Save".

Category overdue policy

Choose whether to accept late work in this category:

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

How should overdue submissions be penalized:

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

% 5

cancel Back SAVE

42

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

Default settings ▾

### GRADEBOOK CATEGORIES ?

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

[▶ VIEW TUTORIAL](#)

Click here to begin adding categories to your gradebook.

**ADD CATEGORY**

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

43

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

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

Category weighting at 100%

[< PREVIOUS](#) **NEXT >**

## Examples of Gradebook Categories

44

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

#### GRADEBOOK CATEGORIES

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

[▶ VIEW TUTORIAL](#)

ADD CATEGORY

Students	Schoology 100 %	VHL 0 %	
Example Student 1	A	A	
Example Student 2	B	B	
Example Student 3	C	C	
Example Student 4	D	D	

Category weighting at 100%

45

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

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

Category weighting at 100%

[< PREVIOUS](#)

[NEXT >](#)



# Summary Tab

46 Verify the summary is correct.

Tests

40

Maximum Attempts: 3

Number of lowest grades dropped: 0

Grading Strictness

Capitalization must match: No

Punctuation must match: No

Fill in the Blank Feedback:

Show where errors are

LATENESS:

Students can submit overdue assignments for credit: Yes

Penalty assessed: None

ORGANIZATION:

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

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

GRADING:

Maximum Attempts: 3

Number of lowest grades dropped: 0

Grading Strictness

Capitalization must match: No

Punctuation must match: No

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

Penalty assessed: None

Tests

40

ORGANIZATION:

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

GRADING:

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

Fill in the Blank Feedback:  
Show where errors are

LATENESS:

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

PREVIOUS SAVE

## Course Editing

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

SECTION +

Period 1

0.0%

0

0

SECTION AVERAGE

ASSIGNMENTS TO GRADE

STUDY

Classwork

Quizzes

Homework

Tests

Assignments

Submissions

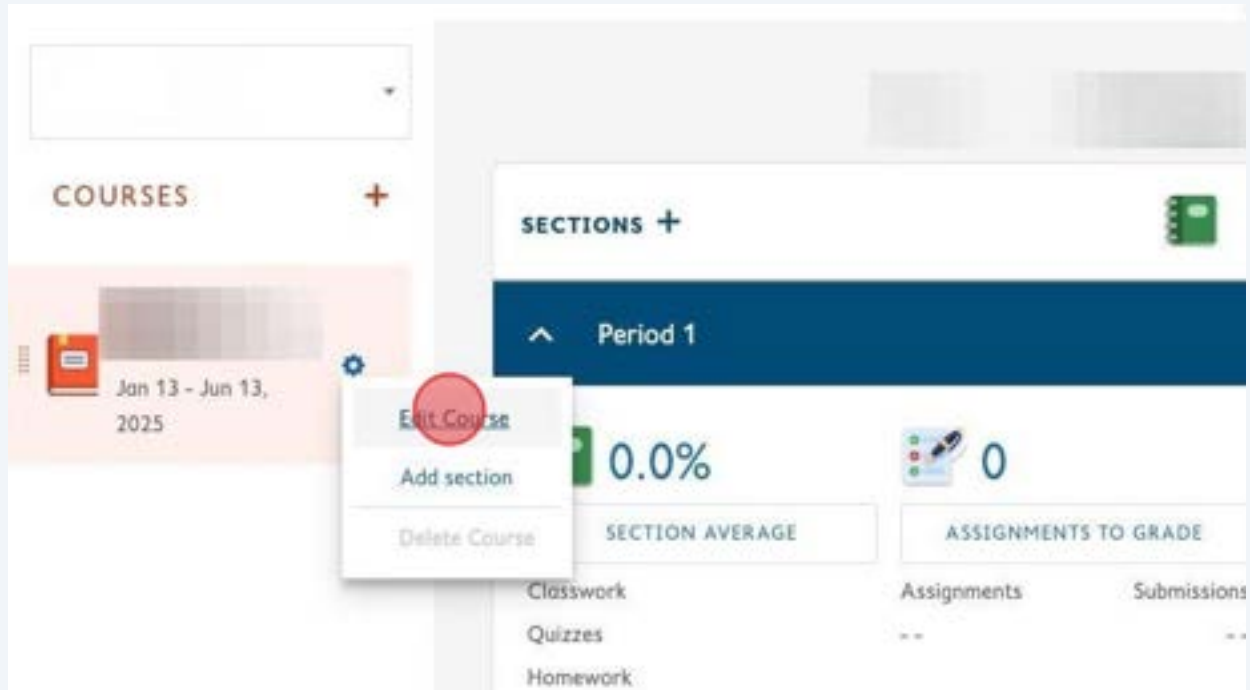
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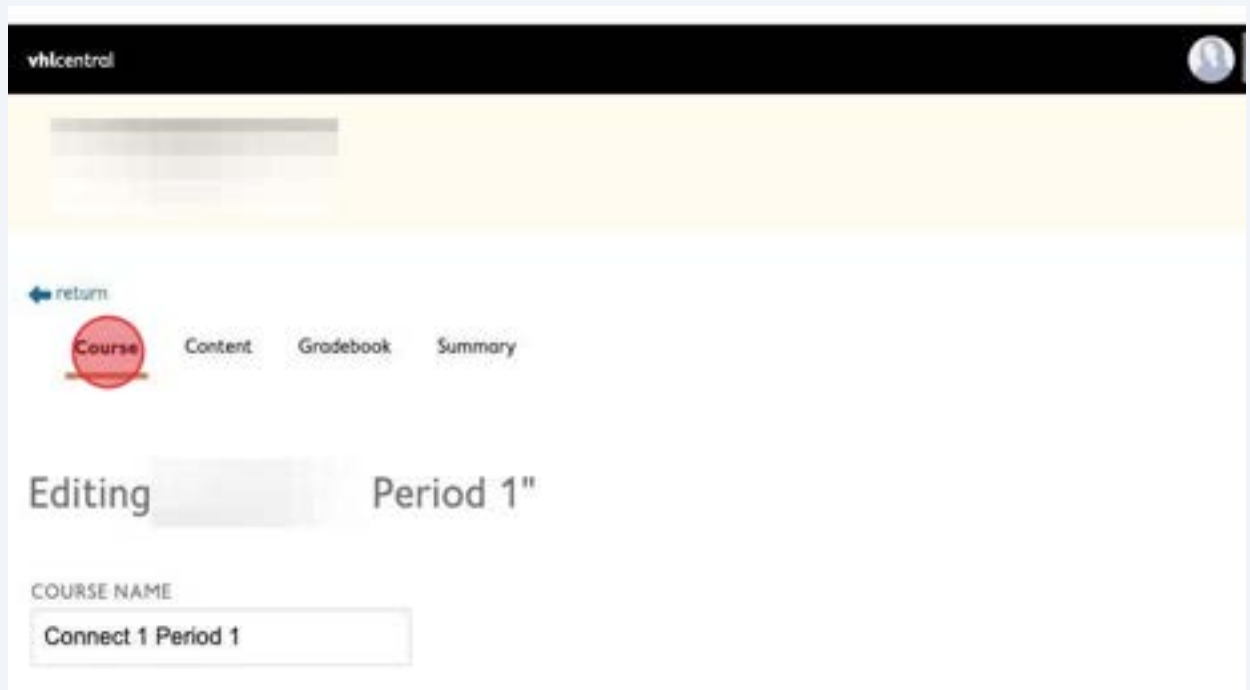
No assignments due.

gear icon

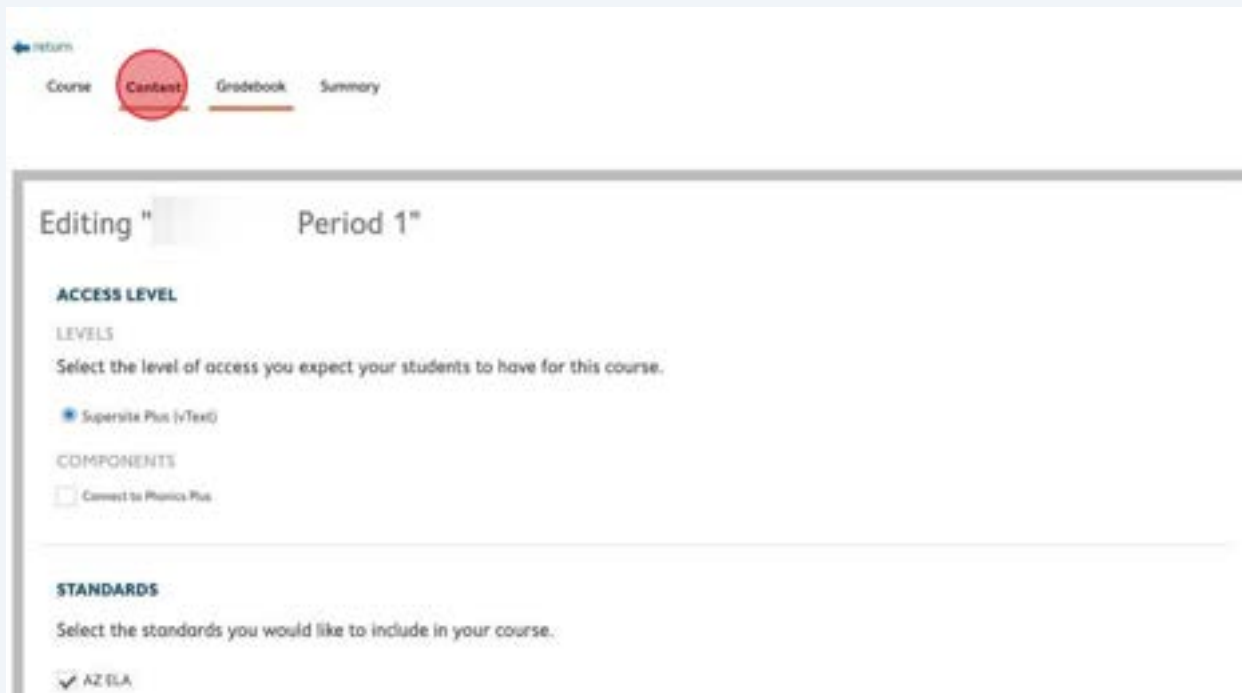
49 Click **"Edit Course"**.



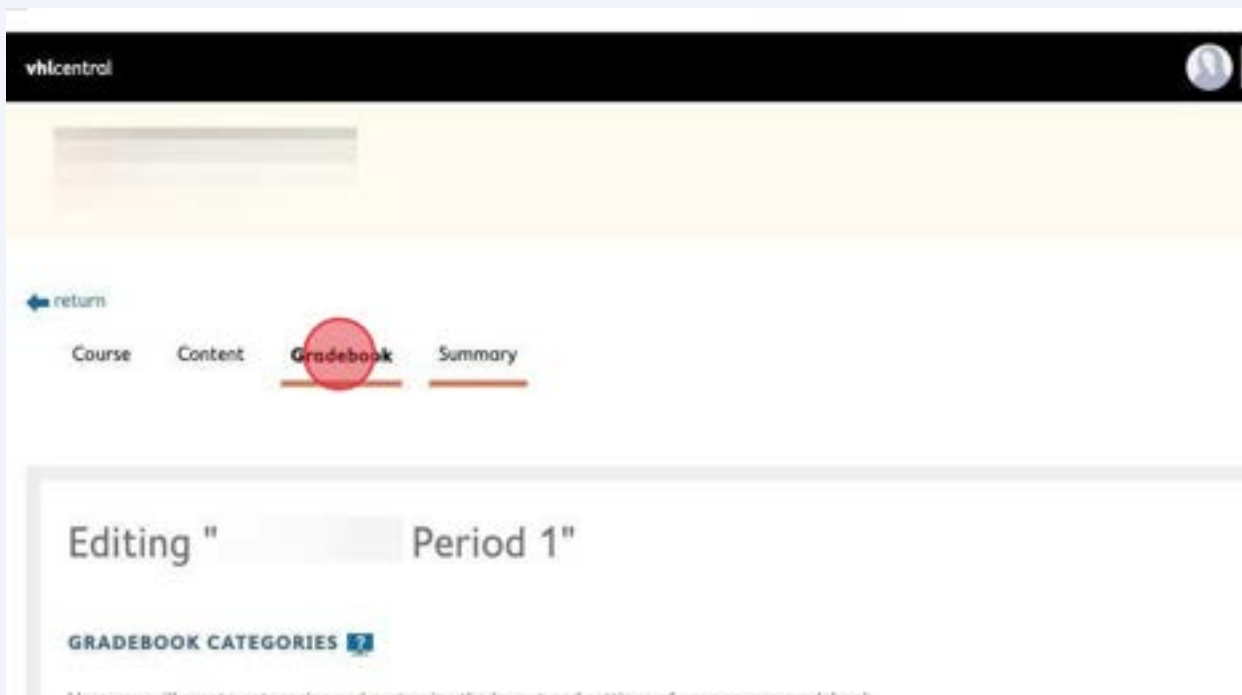
50 Click **"Course"** to edit Course Name, or Start / End dates.



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



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



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

The screenshot shows a web interface for editing course settings. At the top, there is a navigation bar with links: '← return', 'Course', 'Content', 'Gradebook', and 'Summary'. The 'Summary' link is highlighted with a red circle. Below the navigation bar, the main content area is titled 'Editing "Period 1"'. It contains a table of settings:

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

At the bottom of the form, there are two buttons: 'SAVE CHANGES' and 'EXIT'. A small circular icon with a question mark is located in the bottom right corner of the form area.

## Editing and Deleting Categories

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

#### CATEGORIES ?

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

#### CATEGORY

Edit	Classwork 25 %	Quizzes 25 %	Homework 10 %	Edit	Tests 40 %	
	A	A	A		A	
	B	B	B		B	
	C	C	C		C	
	D	D	D		D	

100%

Category

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

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

#### CATEGORY

Edit	Classwork 25 %	Quizzes 25 %	Homework 10 %	Edit		
	A	A	A		A	
	B	B	B		B	
	C	C	C		C	
	D	D	D		D	

100%

Category weighting at 100%

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

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

Category

	Edit	Classwork 25 %	Quizzes 25 %	Homework 10 %	Edit
1		A	A	A	<div>Edit Category Delete Category</div>
2		B	B	B	
3		C	C	C	
4		D	D	D	

Category weighting at 100%

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

Grading Strictness

- ☐ Capitalization counts
- ☐ Punctuation counts

For fill-in-the-blank activities in this category:  
(see details)

- ☒ Provide students with enhanced feedback
- ☐ Don't provide students with enhanced feedback

Assignments in this category will be:

- ☒ For a grade
- ☐ Credit/no credit

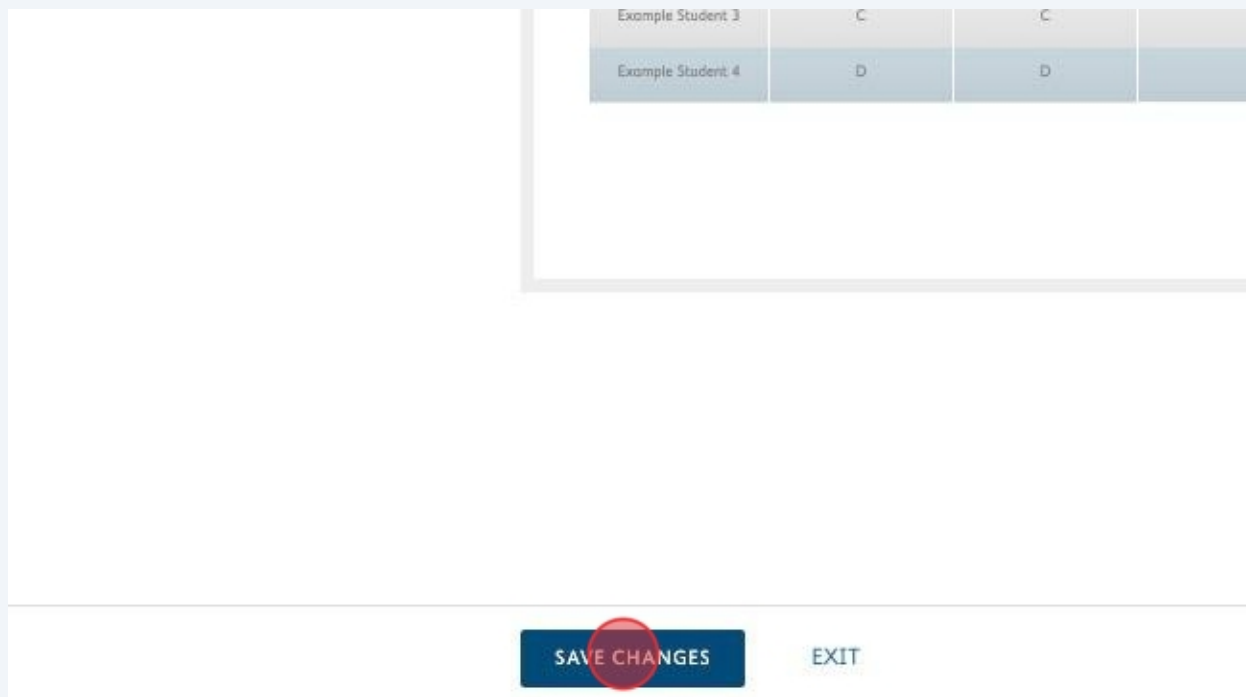
Number of lowest grades dropped:

0 (default) +

**DONE**

SAVE CHANGES EXIT

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



The screenshot shows a settings page with a table at the top and two buttons at the bottom. The table has two rows: 'Example Student 3' with a 'C' grade, and 'Example Student 4' with a 'D' grade. The 'SAVE CHANGES' button is highlighted with a red circle.

Example Student 3	C	C
Example Student 4	D	D

**SAVE CHANGES** **EXIT**

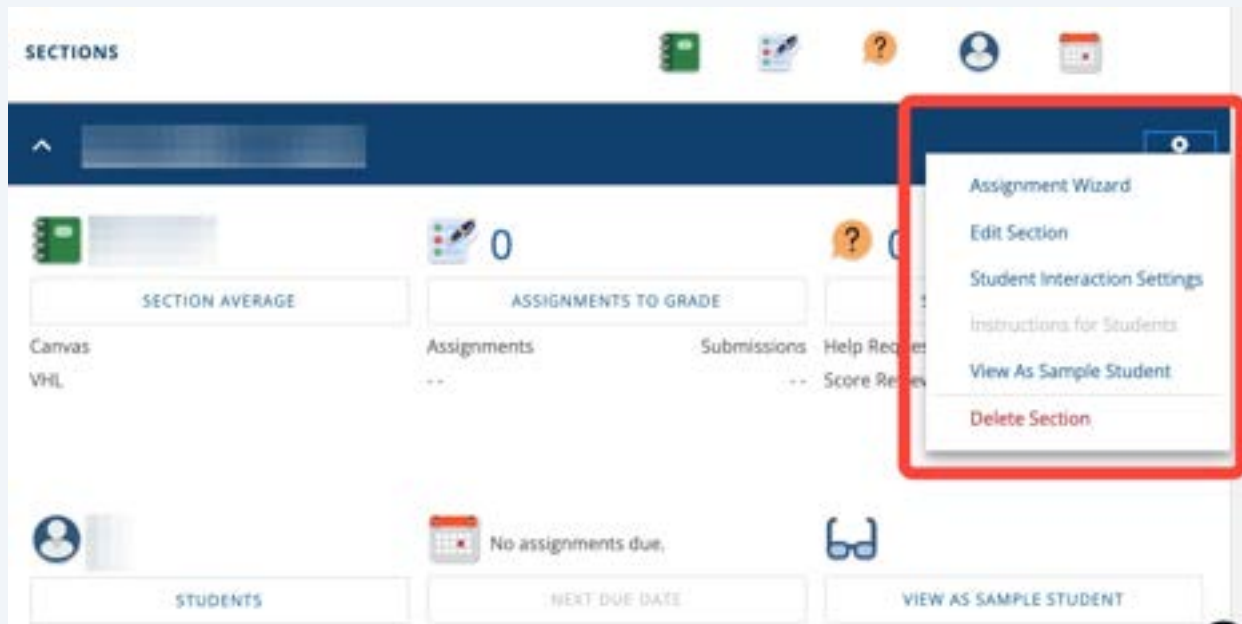
## Student Interaction Settings Page

**59** In order to change the Media Settings, go to your course "**Dashboard**".



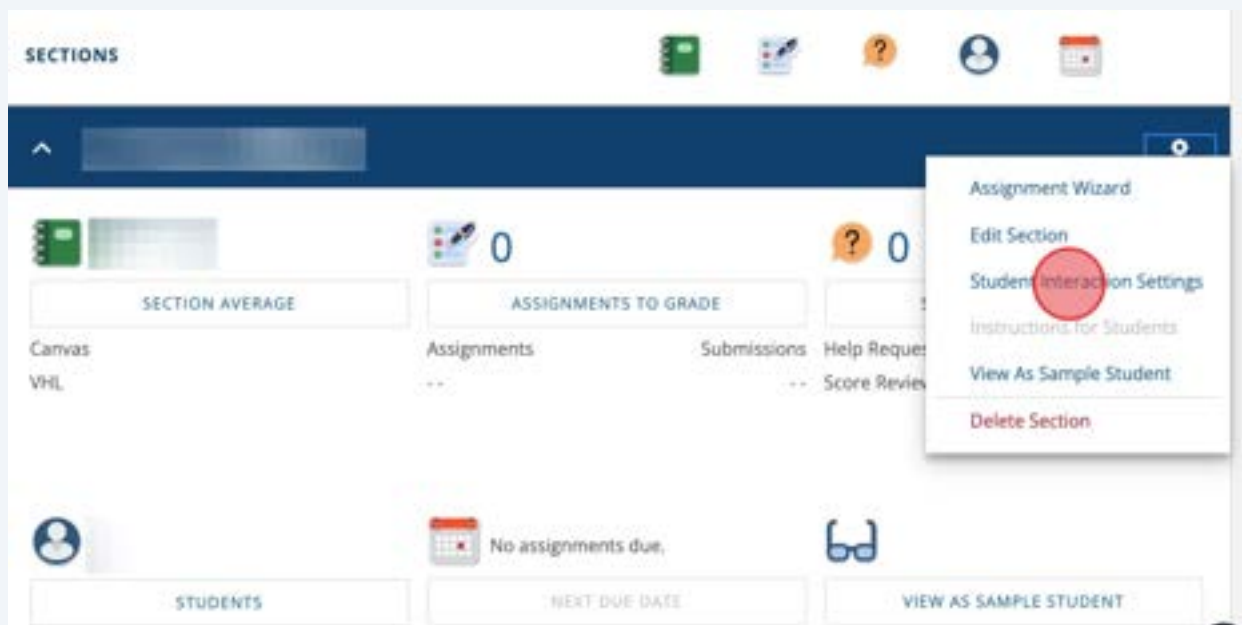
60

In your course "**Dashboard**". Click on the "**white star**" on the Sections blue stripe to show the edit pop-up.

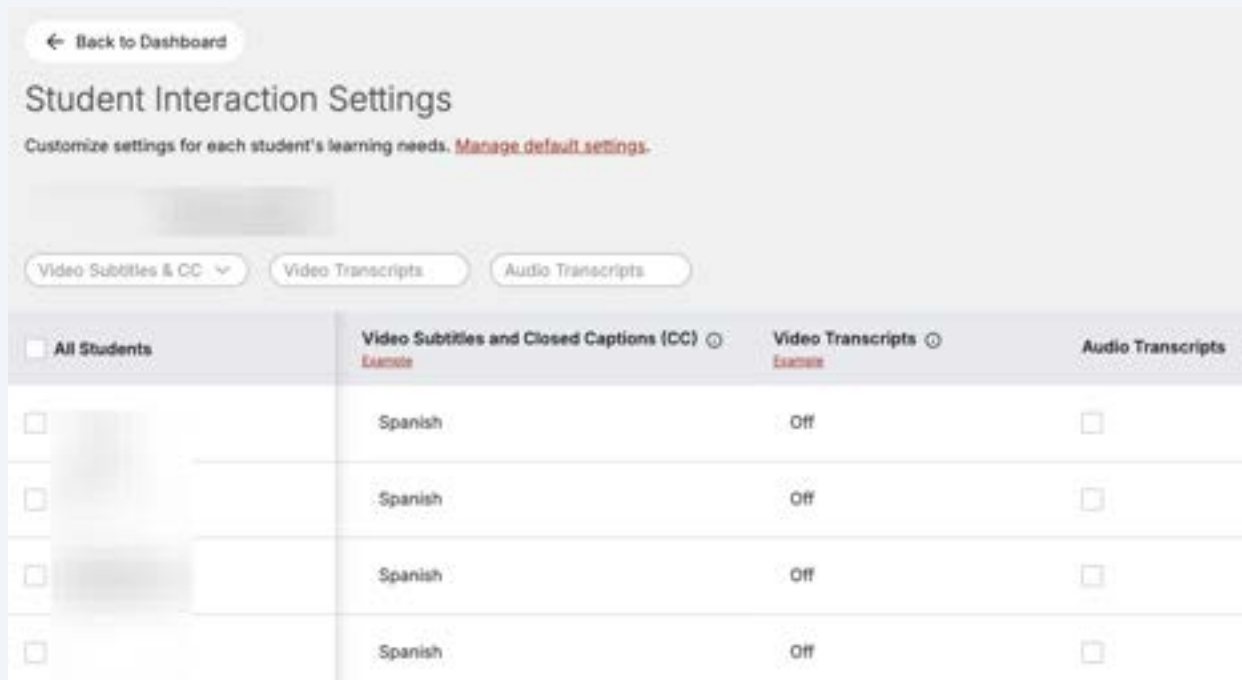


61

Click "**Student Interaction Settings**".



62 You will be taken to the **"Student Interaction Settings"** page.



← Back to Dashboard

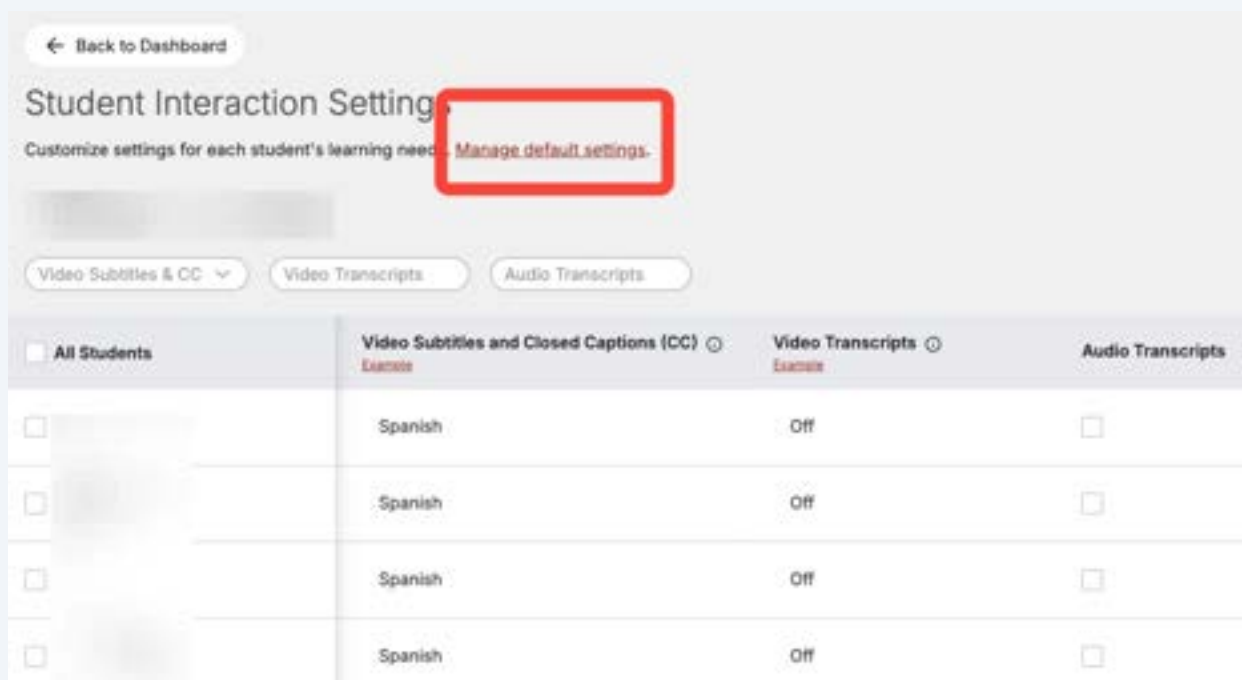
## Student Interaction Settings

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

Video Subtitles & CC Video Transcripts Audio Transcripts

<input type="checkbox"/> All Students	Video Subtitles and Closed Captions (CC) <a href="#">Example</a>	Video Transcripts <a href="#">Example</a>	Audio Transcripts
<input type="checkbox"/>	Spanish	Off	<input type="checkbox"/>
<input type="checkbox"/>	Spanish	Off	<input type="checkbox"/>
<input type="checkbox"/>	Spanish	Off	<input type="checkbox"/>
<input type="checkbox"/>	Spanish	Off	<input type="checkbox"/>

63 To **"Manage default settings"** click on the link.



← Back to Dashboard

## Student Interaction Settings

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

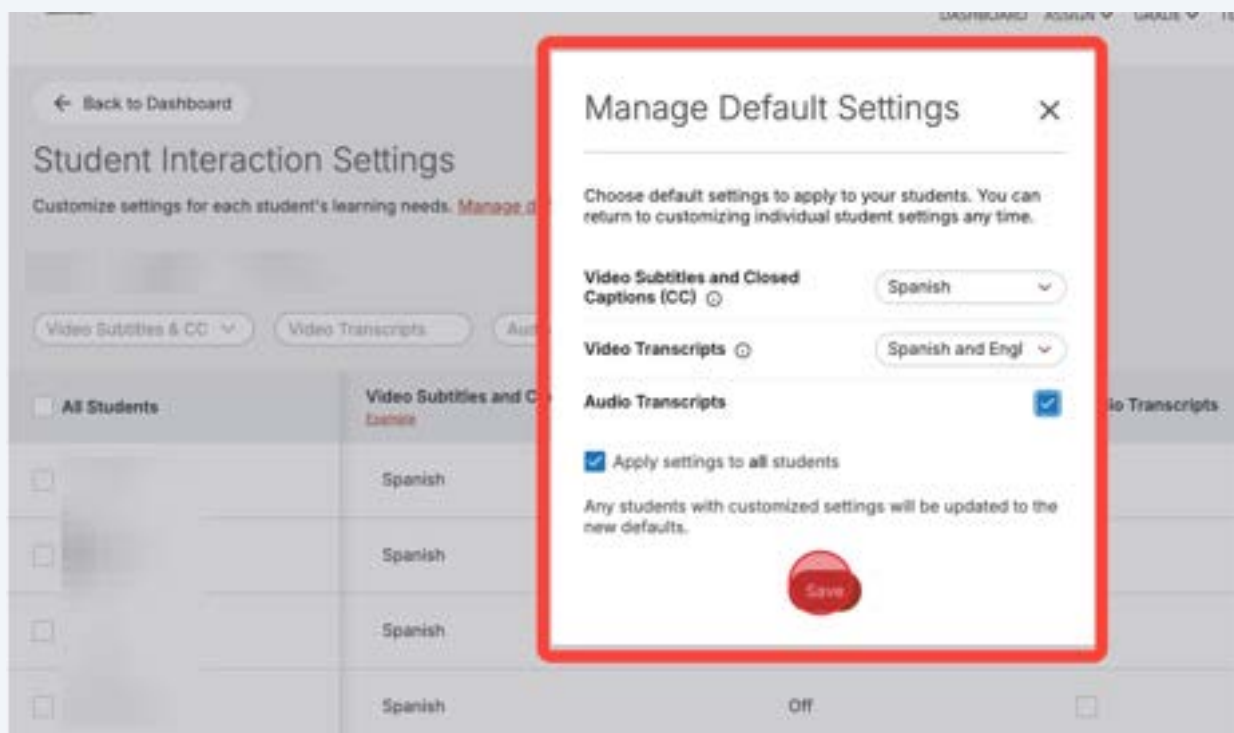
Video Subtitles & CC Video Transcripts Audio Transcripts

<input type="checkbox"/> All Students	Video Subtitles and Closed Captions (CC) <a href="#">Example</a>	Video Transcripts <a href="#">Example</a>	Audio Transcripts
<input type="checkbox"/>	Spanish	Off	<input type="checkbox"/>
<input type="checkbox"/>	Spanish	Off	<input type="checkbox"/>
<input type="checkbox"/>	Spanish	Off	<input type="checkbox"/>
<input type="checkbox"/>	Spanish	Off	<input type="checkbox"/>

64

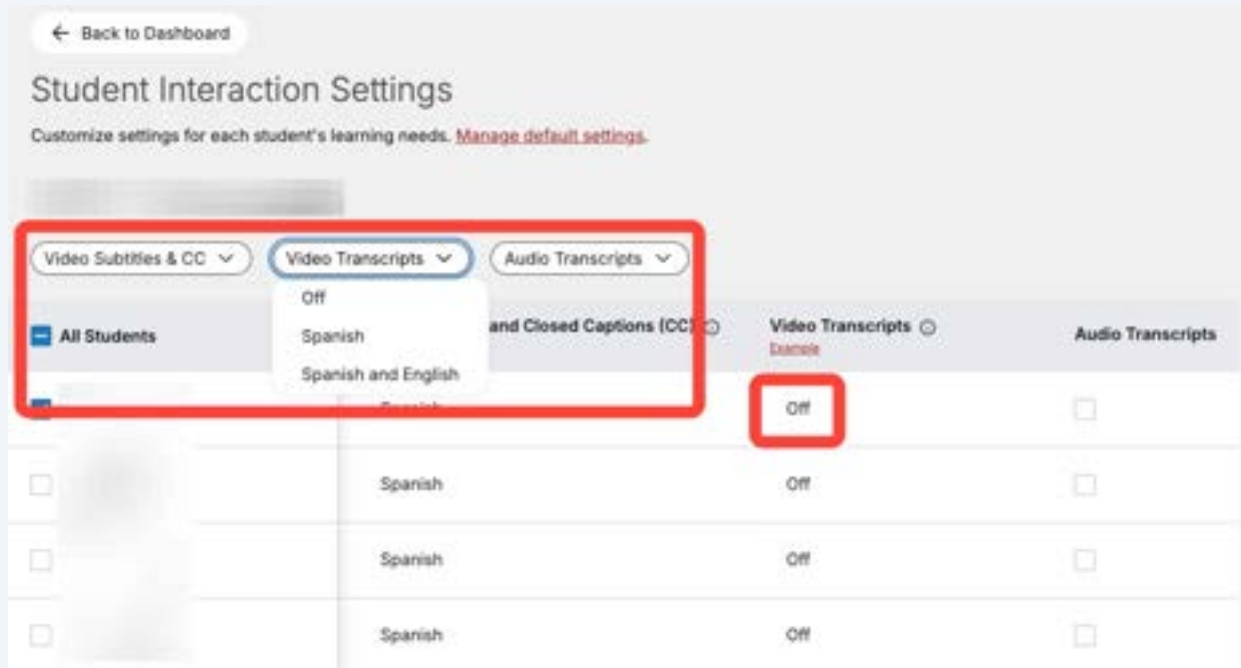
The **"Manage default settings"** pop-up will allow you to click "Apply settings to all students" by ticking the box. Click "Save" once you have chosen your default settings.

For the **"Video Subtitles & Closed Captions (CC)"**, and the **"Video Transcripts"** you can choose to turn them on, (default is set for off) as well as the language(s) of the subtitles and closed captions. The "Audio Transcripts" can be turned on or off.



65

To make changes for a specific student, click on the box next to their name. You can choose one student or several. The settings can be changed either to the right of each student or using the drop-down menus above the student list.

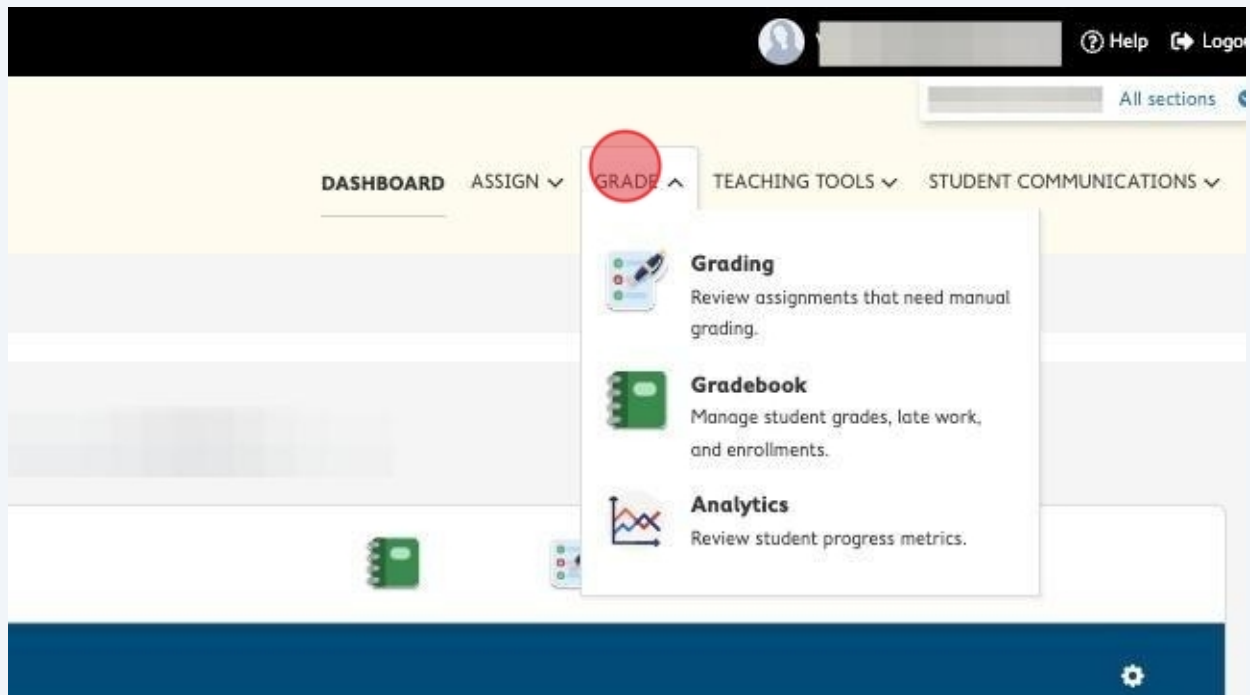


## Enable Grade Passback from vhlcentral to Schoology

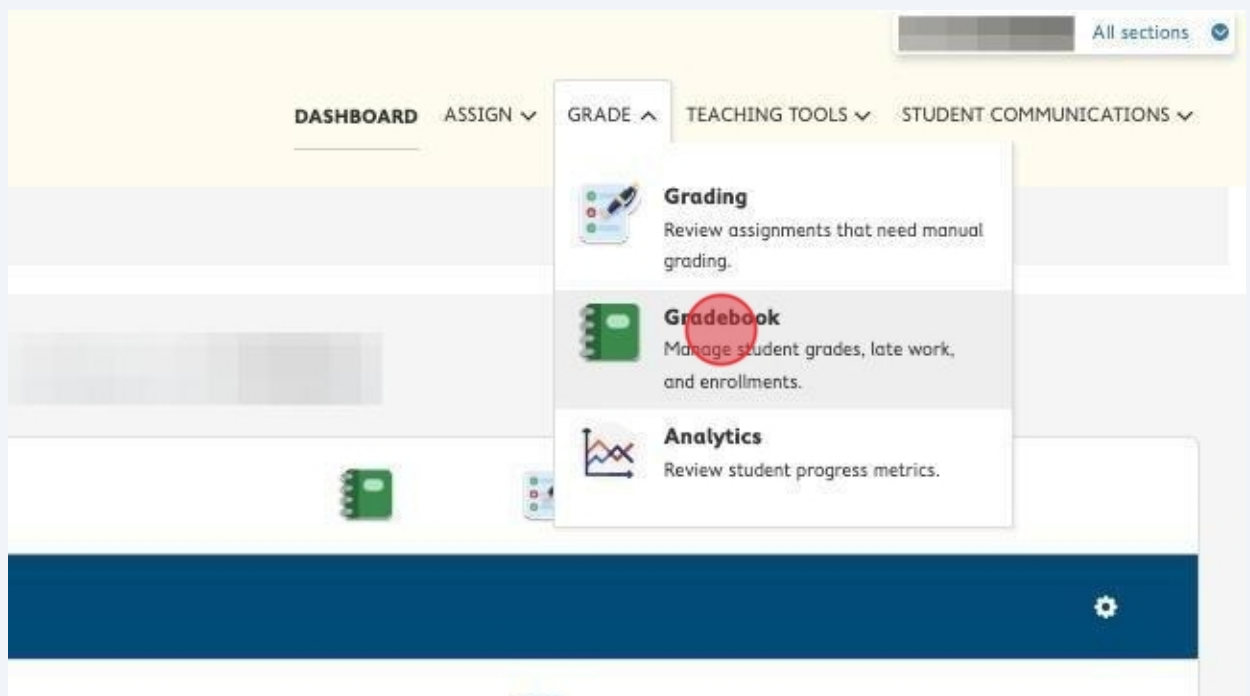


Tip! The vhlcentral Gradebook can be set to pass back either "Aggregated" or "Individual" grades to Schoology.

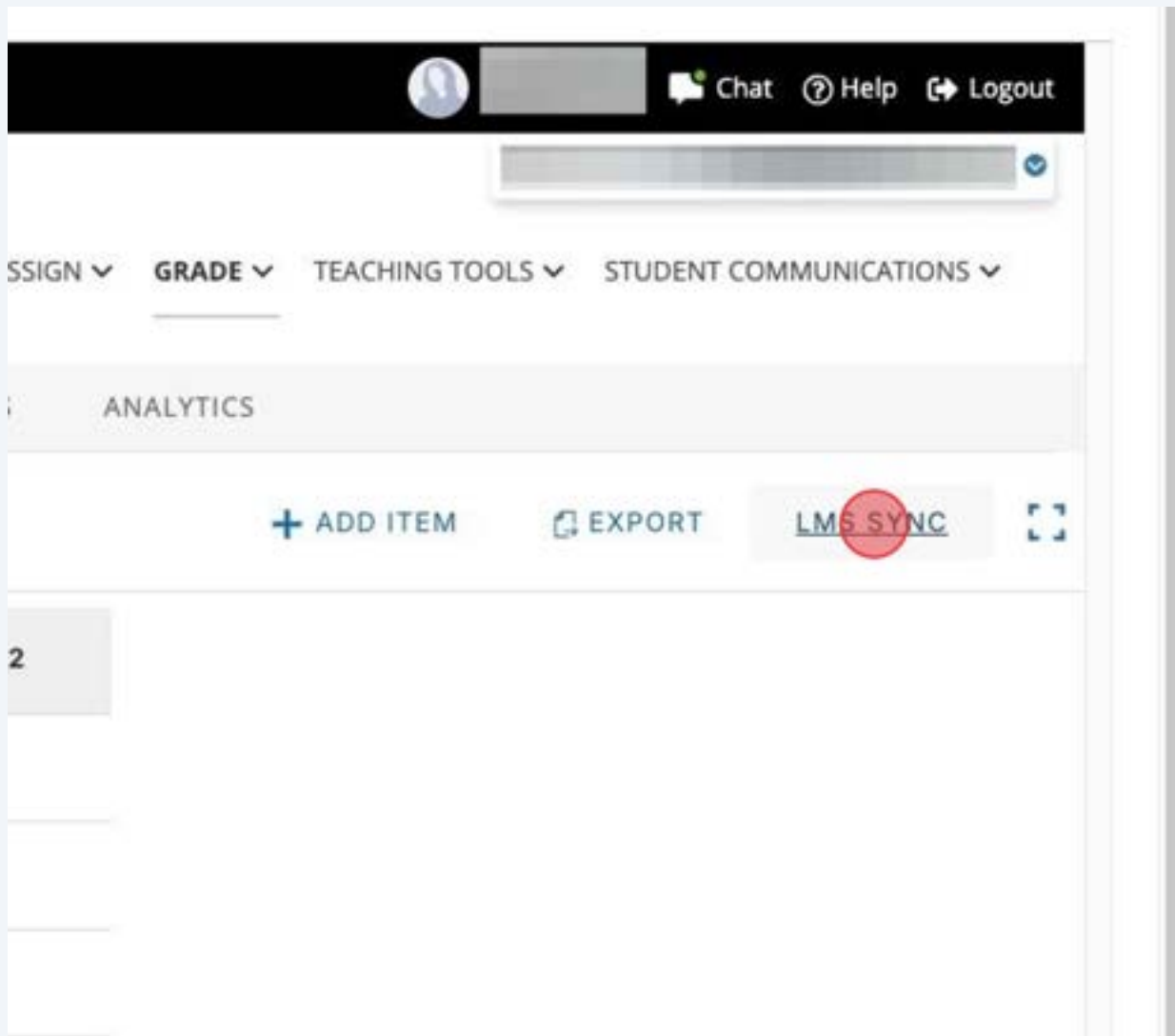
**66** On your Course Dashboard, click "**Grade**".



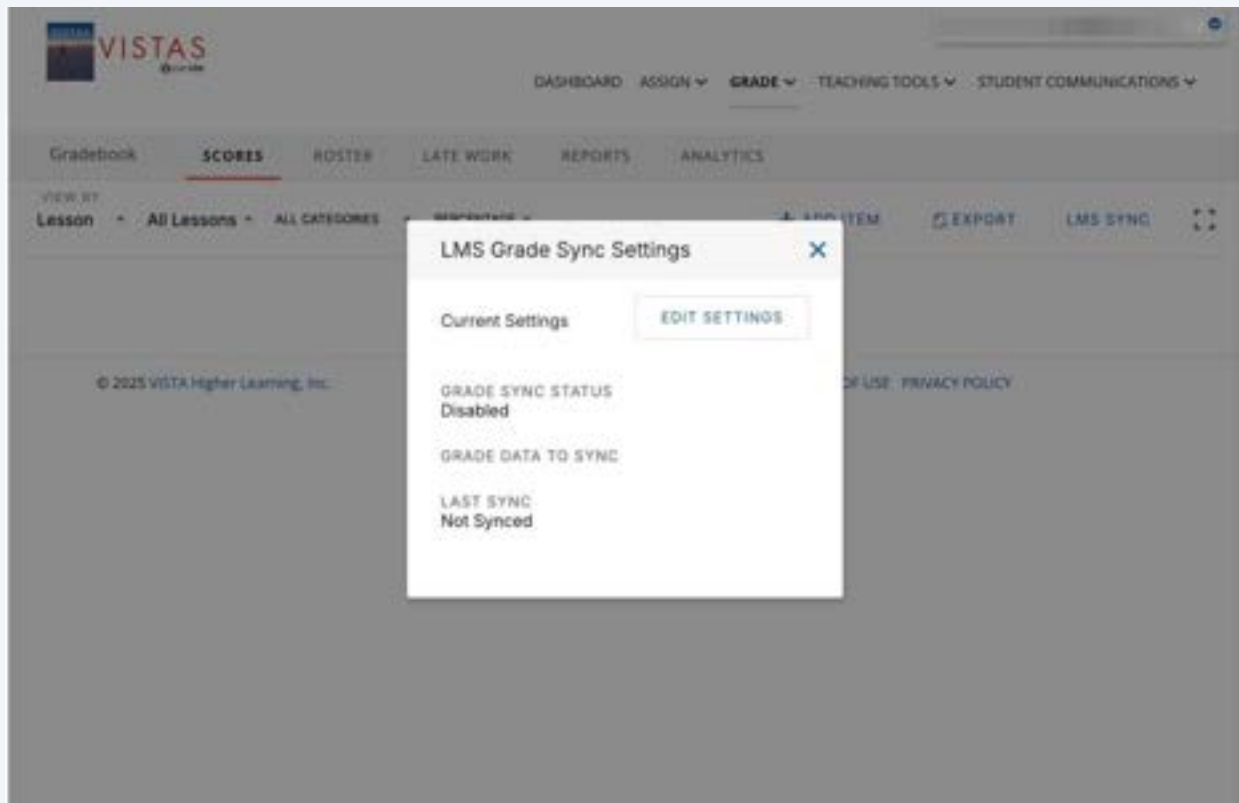
**67** Click "**Gradebook**".



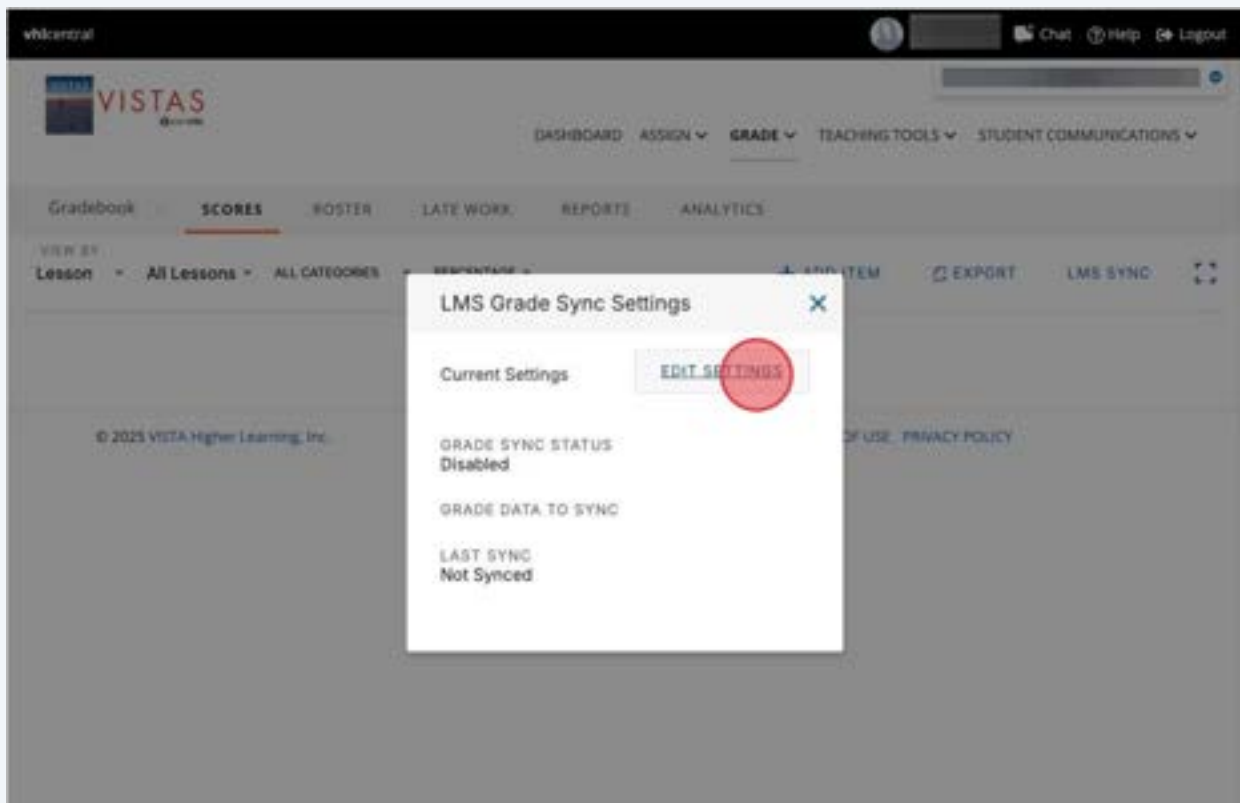
68 Click "LMS Sync".



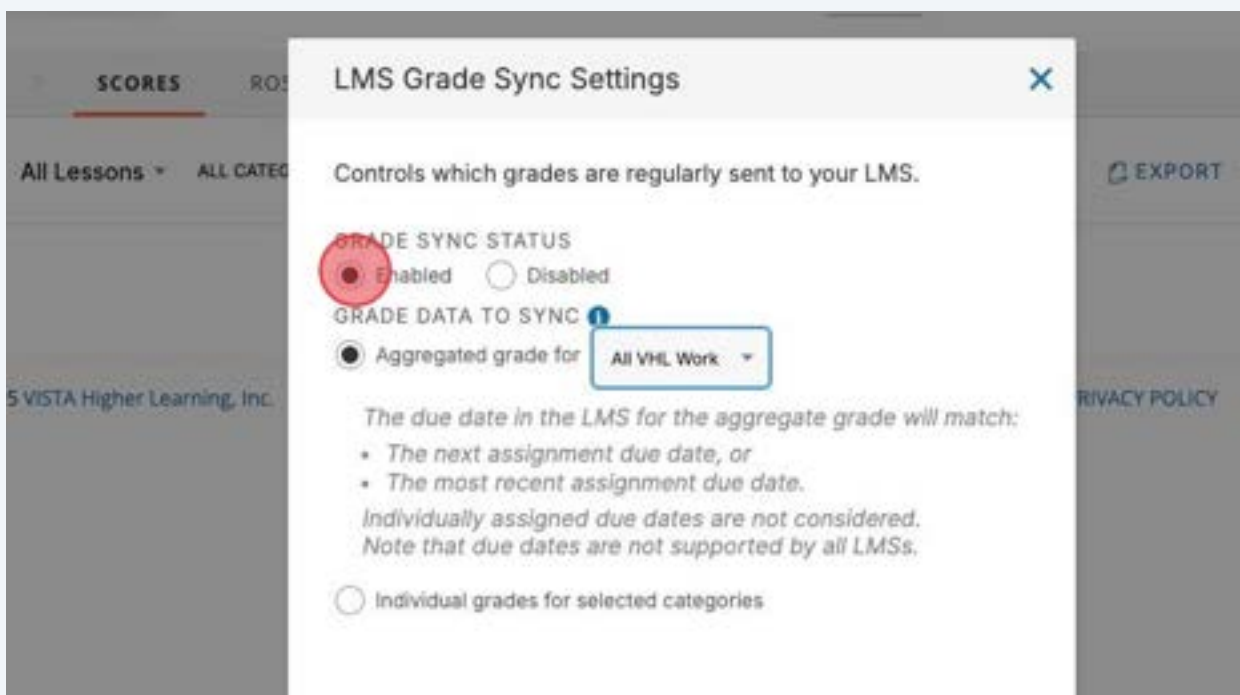
69 By default, the gradebook sync is **"Disabled"**.



70 Click **"Edit Settings"**.



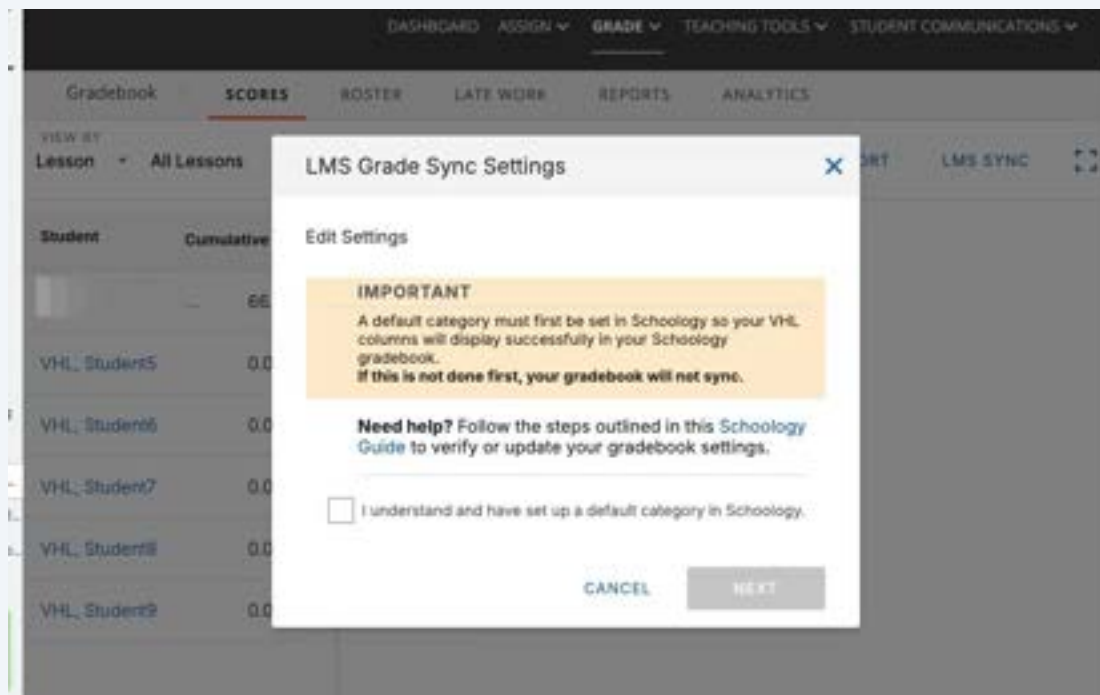
71 Click **"Enabled"** to enable gradebook sync.





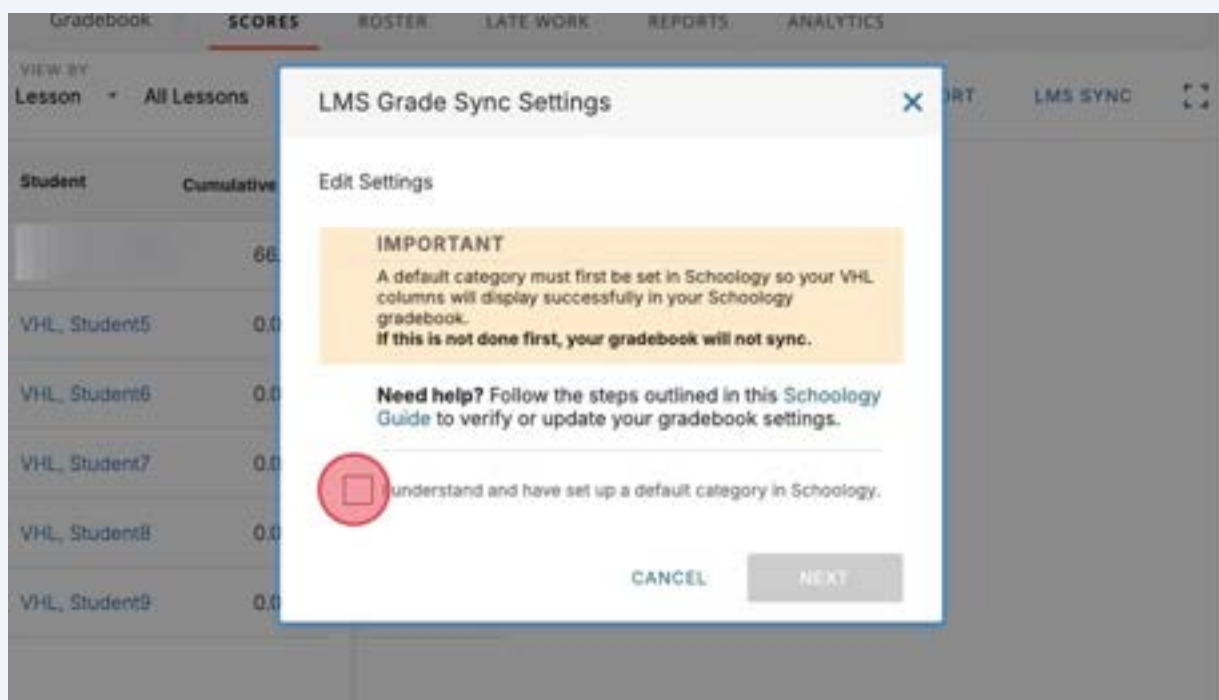
72

A pop-up verifying that a **"default category in Schoology"** must be set will appear.

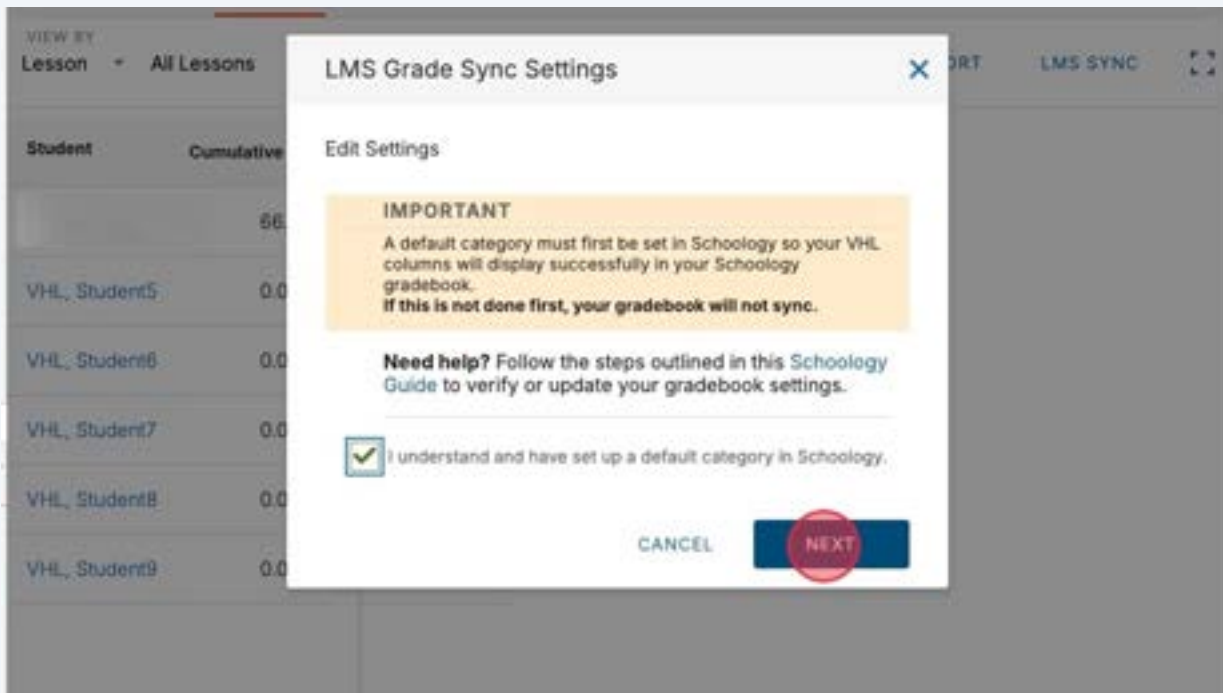


73

Click **"I understand and have set up a default category in Schoology"**.



74 Click "Next".



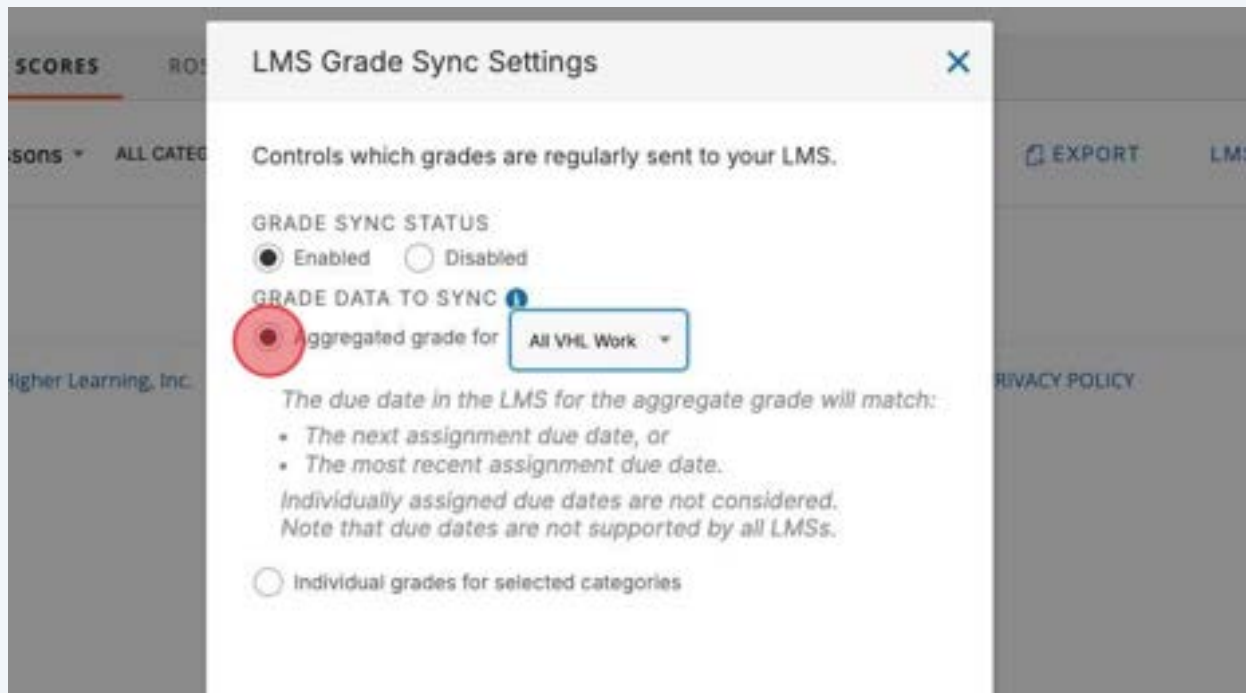
## Aggregated Grades



Tip! Aggregated grades will provide **one grade** that includes a variety of activities and assessments. There are several options to explore below.

75

Click "**Aggregated grade for**" to enable aggregated grades. You will see a drop-down menu with different options.



## 76 "Aggregated Grades" can be set to:

- **"All Work"** - includes **EVERY** activity and assessment in **ONE** combined grade
- **"Each Lesson"** - includes **EVERY** activity and assessment in **ONE** combined grade **per Lesson**. If you teach six units during the course, you will have a total of six grades.
- **"Each Week"** - includes **EVERY** activity and assessment in **ONE** combined grade **per week**.
- **"Each Category"** - includes **EVERY** activity and assessment in **ONE** combined grade **per category**.

LMS Grade Sync Settings

Controls which grades are regularly sent to your LMS.

GRADE SYNC STATUS

☒ Enabled ☐ Disabled

Last grade sync successfully completed on 1/23/2025, 7:15 AM EST

GRADE DATA TO SYNC

☒ Aggregated grade for

- ☒ All VHS Work
- ☐ Each Lesson
- ☐ Each Week
- ☐ Each Category

The due date in the LMS will match:

- The next assignment due date.
- The most recent assignment due date.

Individually assigned due dates are not considered.  
Note that due dates are not supported by all LMSs.

☐ Individual grades for selected categories

On the next sync, removal of unused columns in the LMS will be attempted. Note this operation is not supported by all LMSs.

CANCEL SAVE

77 Click "Save".

TA Higher Learning, Inc.

GRADE SYNC STATUS

☒ Enabled ☐ Disabled

GRADE DATA TO SYNC ⓘ

☒ Aggregated grade for All VHL Work ▼

The due date in the LMS for the aggregate grade will match:

- The next assignment due date, or
- The most recent assignment due date.

Individually assigned due dates are not considered.  
Note that due dates are not supported by all LMSs.

☐ Individual grades for selected categories

CANCEL SAVE

PRIVACY POLICY

## Individual Grades

78

Click "**Individual grades for selected categories**" to enable individual grades.

Controls which grades are regularly sent to your LMS.

PERCENTAGE

GRADE SYNC STATUS

☒ Enabled ☐ Disabled

Last grade sync successfully completed on 7/18/2025, 3:06 PM EDT

GRADE DATA TO SYNC ⓘ

☐ Aggregated grade for Each Week ▾

☒ Individual grades for selected categories (one or more required)

☐ Schoology

☐ VHL

*Note: Each assignment will create a new column in the LMS gradebook. Consider the number of assignments within each category before finalizing your selection.*

☐ Skip unsubmitted work.

On the next sync, removal of unused columns in the LMS will be



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

79

Select the category or categories you would like to passback to Schoology, as well as if you'd like to **"Skip unsubmitted work"**.

Controls which grades are regularly sent to your LMS.

GRADE SYNC STATUS

☒ Enabled ☐ Disabled

Last grade sync successfully completed on 7/18/2025, 3:06 PM EDT

GRADE DATA TO SYNC ⓘ

☐ Aggregated grade for

☒ Individual grades for selected categories (one or more required)

☒ Schoology

☐ VHL

*Note: Each assignment will create a new column in the LMS gradebook. Consider the number of assignments within each category before finalizing your selection.*

☒ Skip unsubmitted work.

On the next sync, removal of unused columns in the LMS will be attempted. Note this operation is not supported by all LMSs.



Alert! "Skip unsubmitted work" will prevent unsubmitted work being sent to the LMS and allows the instructor to use any LMS features related to unsubmitted work.

80 Click "Save".

Last grade sync successfully completed on 7/18/2025, 3:06 PM EDT

GRADE DATA TO SYNC ⓘ

☐ Aggregated grade for Each Week ▾

☒ Individual grades for selected categories (one or more required)

☒ Schoology

☐ VHL

*Note: Each assignment will create a new column in the LMS gradebook. Consider the number of assignments within each category before finalizing your selection.*

☒ Skip unsubmitted work.

On the next sync, removal of unused columns in the LMS will be attempted. Note this operation is not supported by all LMSs.

CANCEL **SAVE**

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

Gradebook > **SCORES** ROSTER LATE WORK REPORTS ANALYTICS

VIEW BY

Lesson ▾ All Lessons ▾ ALL CATEGORIES ▾ PERCENTAGE ▾ + ADD ITEM EXPORT

✓ LMS Sync has been Enabled and Level set to include activities in Categories: Schoology. LMS grade sync initiated.



# vhIcentral Gradebook Views

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

DASHBOARDASSIGNGRADETEACHING TOOLSSTUDENT COMMUNICATIONS

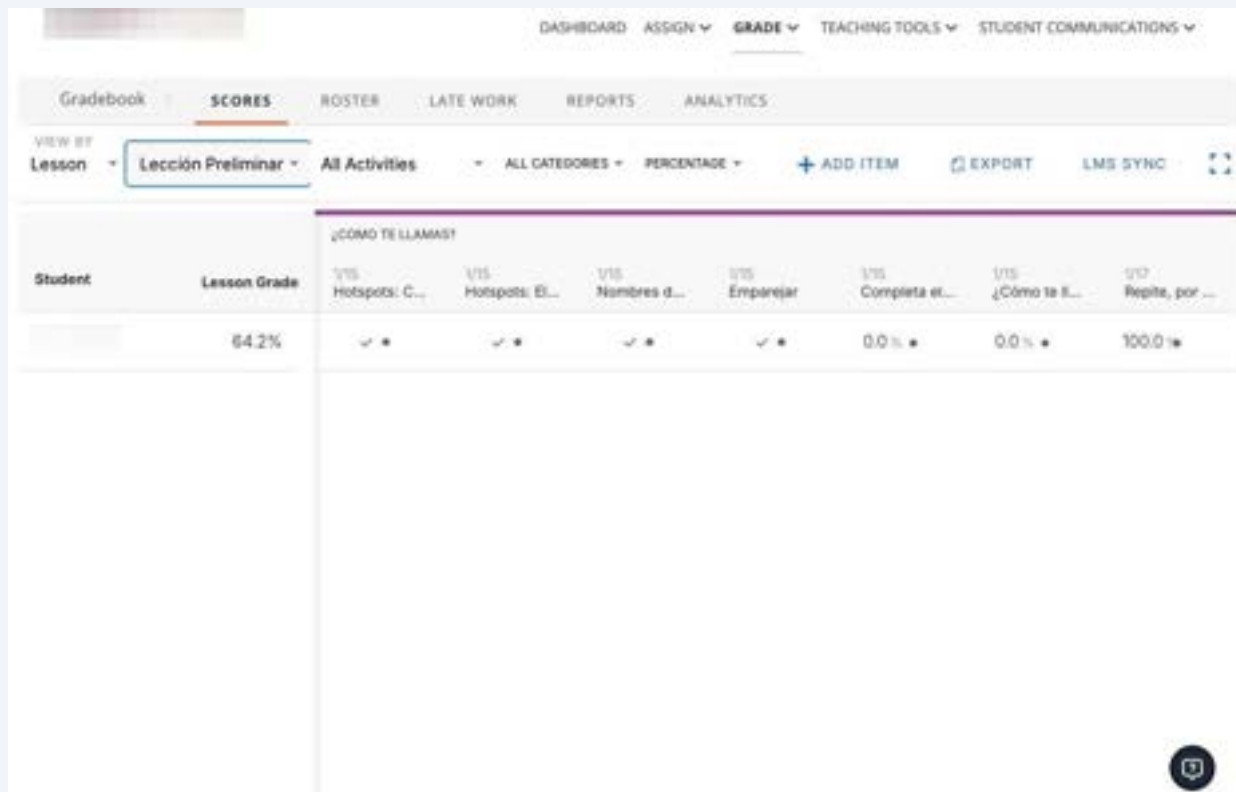
GradebookSCORESROSTERLATE WORKREPORTSANALYTICS

VIEW BYLessonAll LessonsALL CATEGORIESPERCENTAGE+ ADD ITEMEXPORTLMS SYNC

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

83

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



The screenshot shows the Schoology Gradebook interface. At the top, there are navigation tabs: DASHBOARD, ASSIGN, GRADE, TEACHING TOOLS, and STUDENT COMMUNICATIONS. Below these, there are sub-tabs: Gradebook, SCORES, ROSTER, LATE WORK, REPORTS, and ANALYTICS. The 'VIEW BY' dropdown is set to 'Lesson', and the selected lesson is 'Lección Preliminar'. The 'All Activities' dropdown is also visible. The table shows a single student with a 'Lesson Grade' of 64.2%. The table has columns for 'Student', 'Lesson Grade', and several activity/assessment items with their respective scores and percentages.

Student	Lesson Grade	¿CÓMO TE LLAMAST...	1/15 Hotspots: C...	1/15 Hotspots: El...	1/15 Nombres d...	1/15 Emparejar	1/15 Completa et...	1/15 ¿Cómo te ll...	1/17 Repite, por ...
	64.2%		✓ *	✓ *	✓ *	✓ *	0.0 % *	0.0 % *	100.0 % *





## Aggregated Grades Schoology View

## 84 Schoology Gradebook Example of an "Aggregated Grades by Lesson" sync.

Learning Courses ▾ Groups ▾ Resources ▾ Tools ▾

Section 1 ▾

VHL Continuous ▾ All Materials ▾ Due Date, A ▾ View ▾

Last Name, A-Z ▾	OVERALL		VHL Lección ...			
	Calc.	Calc.	100 Pts			
 	66.1	66.1	66.1			
 	N/A	N/A				

Course Options

Materials ▾

Updates

Gradebook

Grade Setup

Mastery

Badges

Attendance

Members

Analytics

Workload Planning





## Individual Grades Schoology View

## 85 Schoology Gradebook Example of an "Individual Grades" sync.

Groups ▾ Resources ▾ Tools ▾

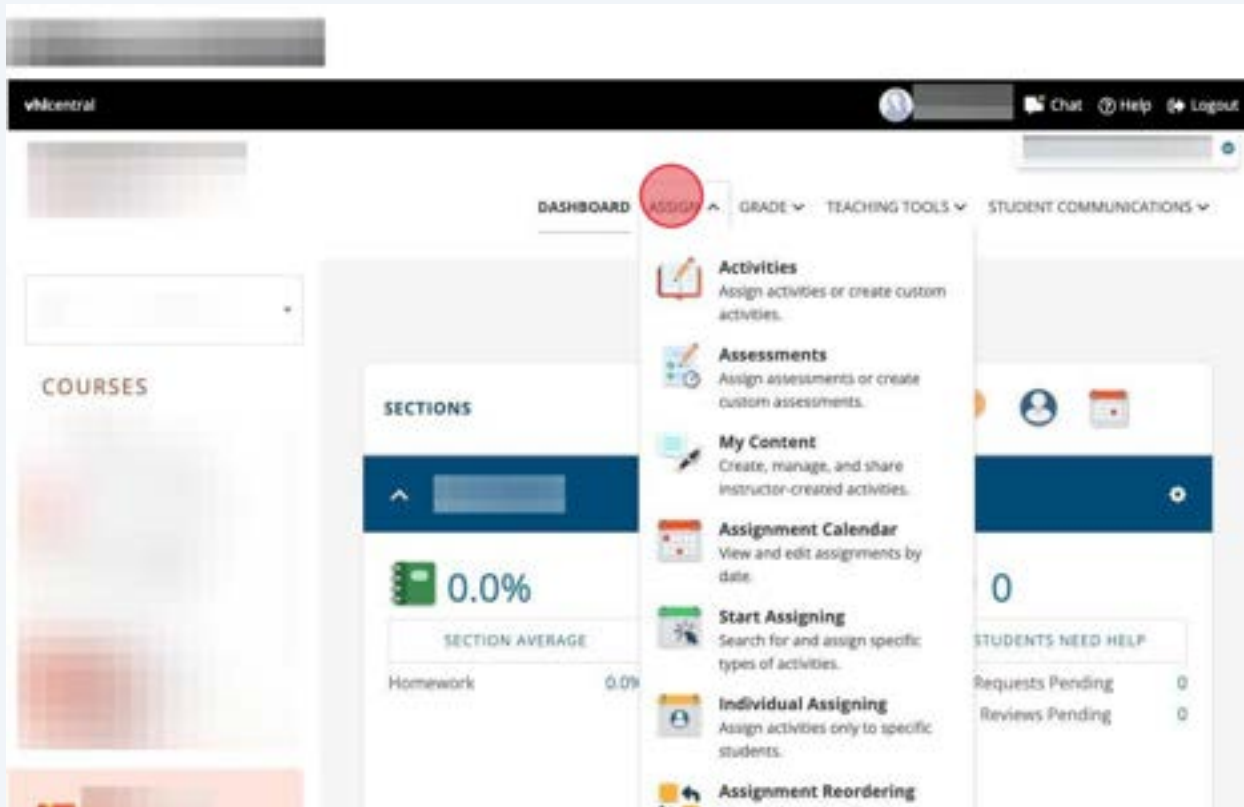
Section 1 ▾

VHL Continuous ▾ All Materials ▾ Due Date, A ▾ View ▾

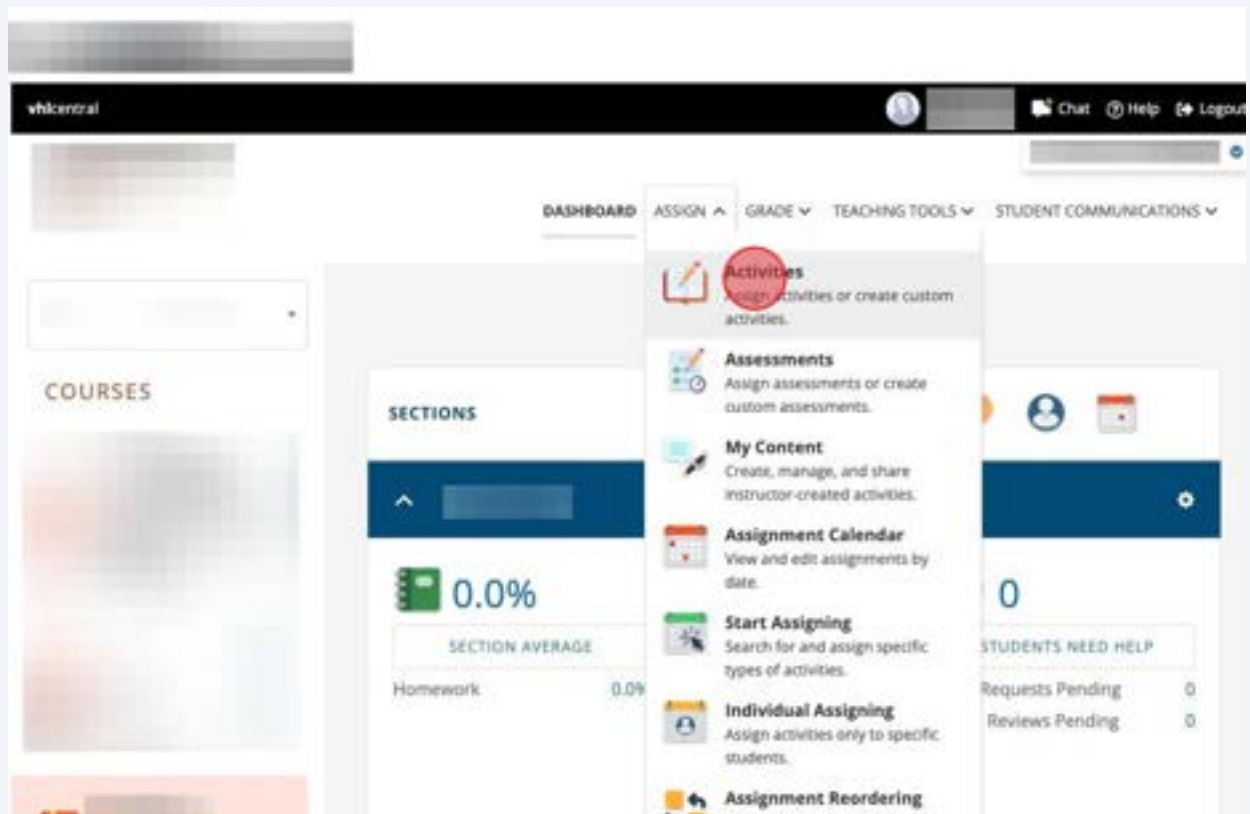
Last Name, A-Z ▾	OVERALL		VHL Vocabula...	VHL Autoeval...	VHL Autoeval...	VHL Emparejar	VHL Ordenar		
	Calc.	Calc.	1 Pts	20 Pts	20 Pts	1 Pts	10 Pts		
 	82	82	1	14	16	1	6		
 	N/A	N/A							

## Assigning Activities

86 Click **"Assign"**.

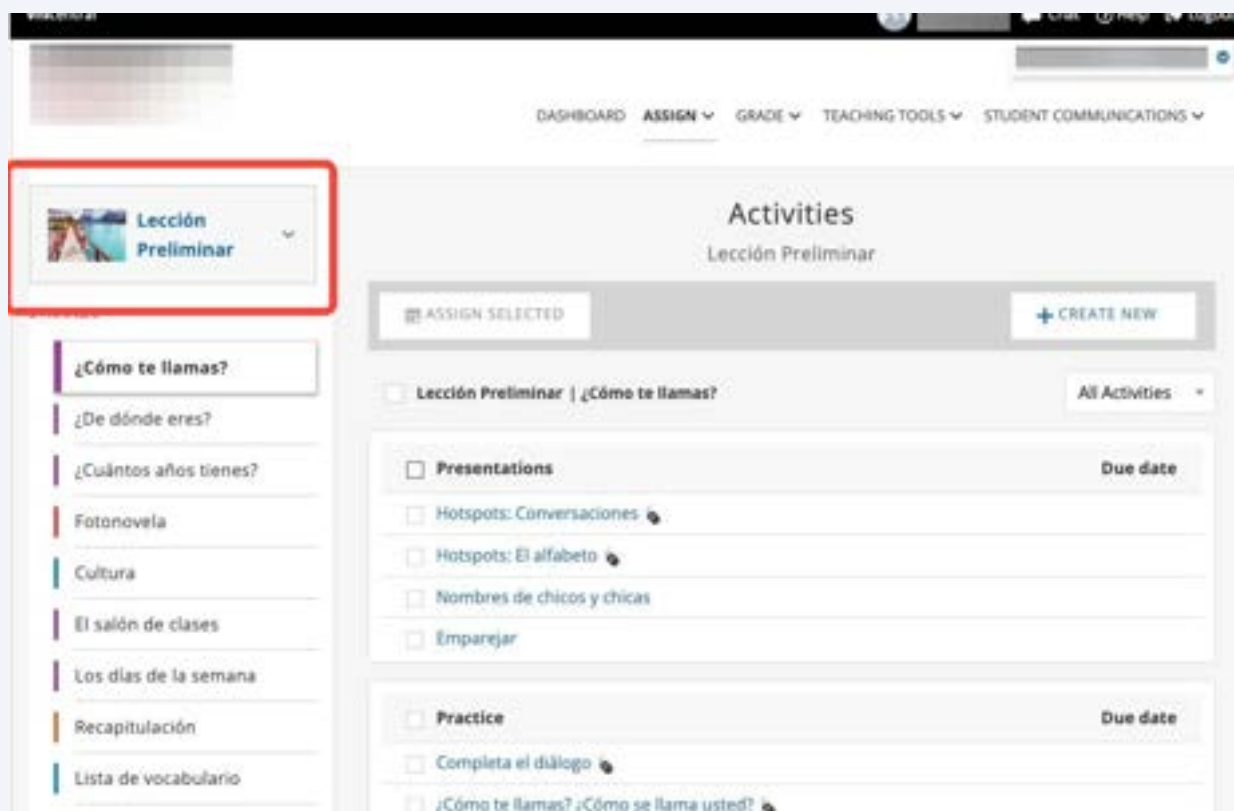


87 Click "**Activities**".



88

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



89

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

The screenshot shows the WHCentral interface. At the top, there's a navigation bar with 'whcentral', a user profile, and links for Chat, Help, and Logout. Below this is a secondary navigation bar with 'DASHBOARD', 'ASSIGN', 'GRADE', 'TEACHING TOOLS', and 'STUDENT COMMUNICATIONS'. The main content area is titled 'Activities' and 'Lección Preliminar'. On the left, under 'STRANDS', a list of topics is shown: '¿Cómo te llamas?', '¿De dónde eres?', '¿Cuántos años tienes?', 'Fotonovel', 'Cultura', 'El salón de clases', 'Los días de la semana', and 'Recapitulación'. The '¿Cómo te llamas?' strand is selected and highlighted in green. A red circle highlights the 'Assign' button next to it. The main area shows a list of activities under the 'Presentations' section, all of which are highlighted in green. The 'Practice' section is also visible below.

90 Select a single activity.

¿Cómo te llamas?

¿De dónde eres?

¿Cuántos años tienes?

Fotonovela

Cultura

El salón de clases

Los días de la semana

Recapitulación

Lista de vocabulario

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

☐ Lección Preliminar | ¿Cómo te llamas?

All Activities ▾

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

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

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



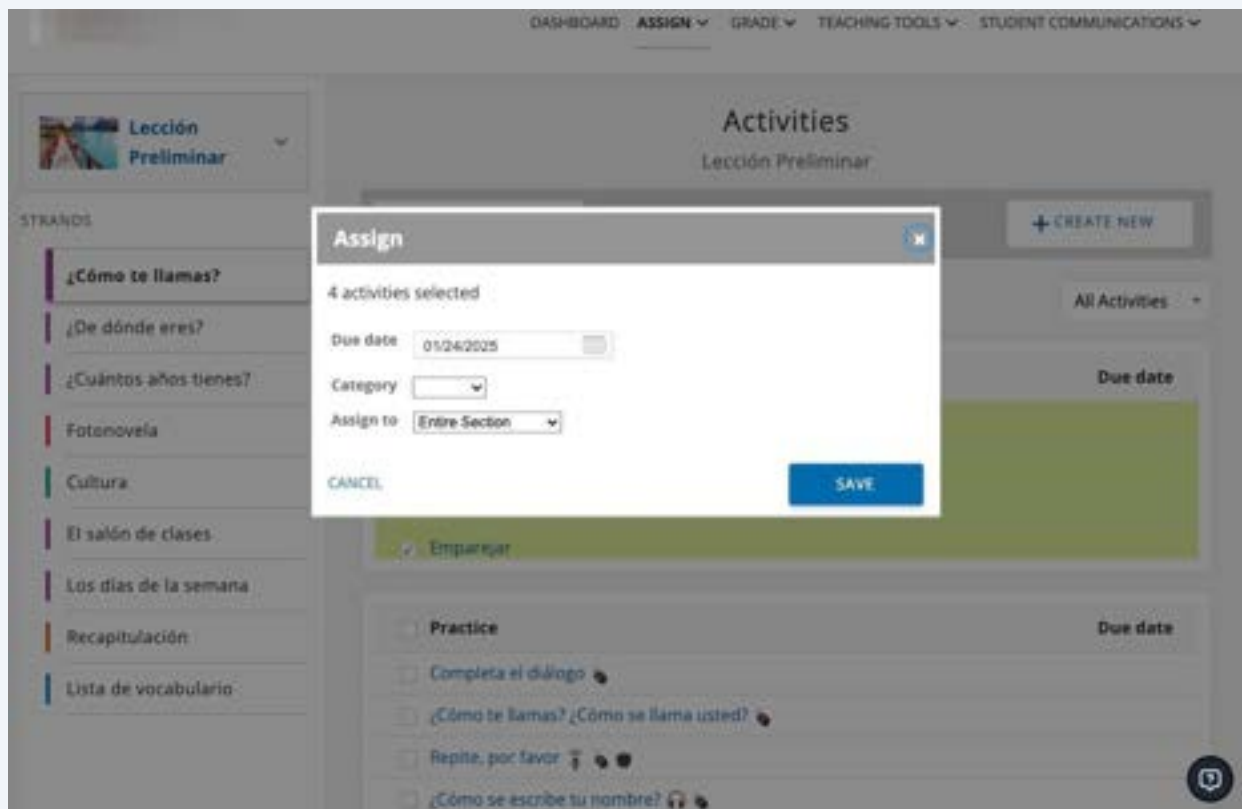
91 You can also click on "Assign Selected" to select due dates.

The screenshot displays the vHicentral web application interface. At the top, a black navigation bar contains the 'vhicentral' logo, a user profile icon, and links for 'Chat', 'Help', and 'Logout'. Below this, a white navigation bar features a search bar and a menu with options: 'DASHBOARD', 'ASSIGN' (highlighted with a dropdown arrow), 'GRADE', 'TEACHING TOOLS', and 'STUDENT COMMUNICATIONS'. The main content area is titled 'Activities' for 'Lección Preliminar'. It includes a grey bar with 'ASSIGN SELECTED' (circled in red) and '+ CREATE NEW' buttons. A filter dropdown shows 'Lección Preliminar | ¿Cómo te llamas?'. Below this, a table lists activities under the 'Presentations' category, with a 'Due date' column. The activities listed are 'Hotspots: Conversaciones', 'Hotspots: El alfabeto', 'Nombres de chicos y chicas', and 'Emparejar'. A sidebar on the left, titled 'STRANDS', lists various topics including '¿Cómo te llamas?', '¿De dónde eres?', '¿Cuántos años tienes?', 'Fotonovela', 'Cultura', 'El salón de clases', and 'Los días de la semana'.

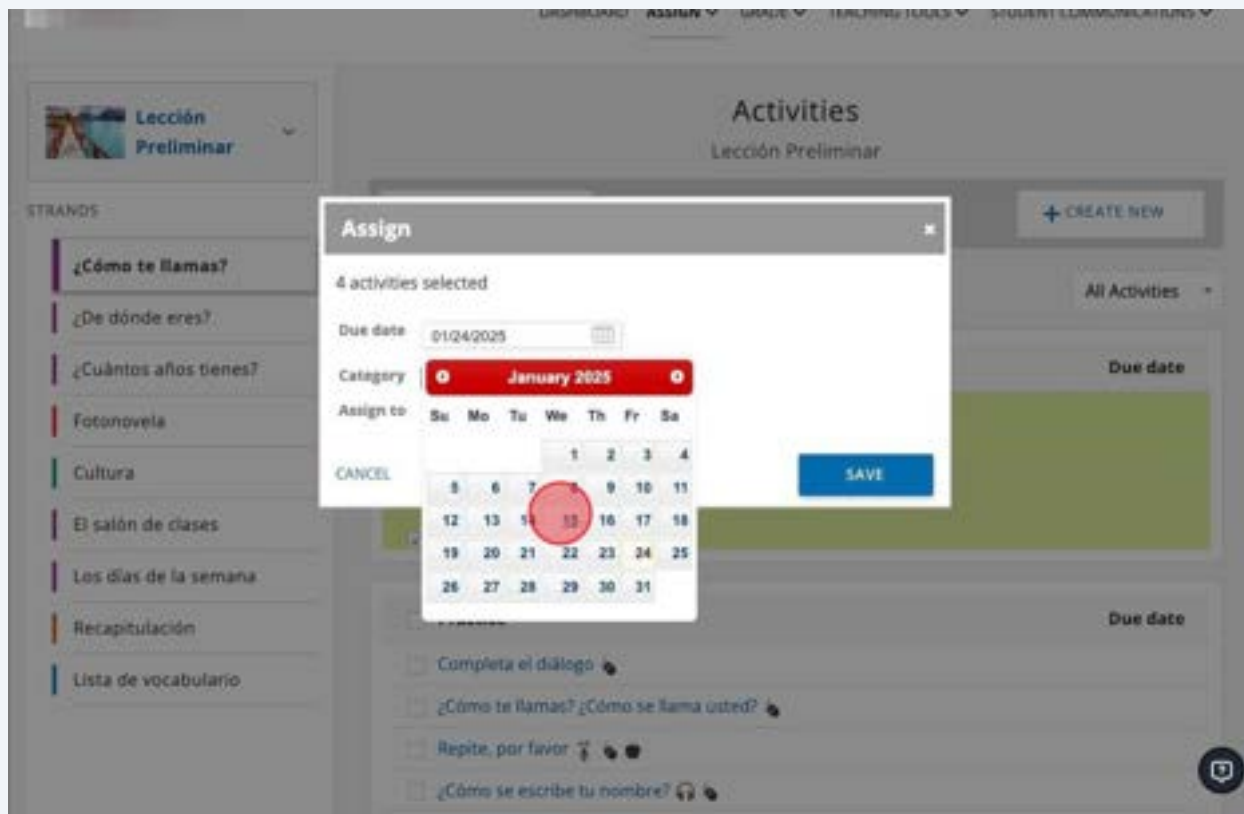
Presentations	Due date
✓ Hotspots: Conversaciones	
✓ Hotspots: El alfabeto	
✓ Nombres de chicos y chicas	
✓ Emparejar	

92

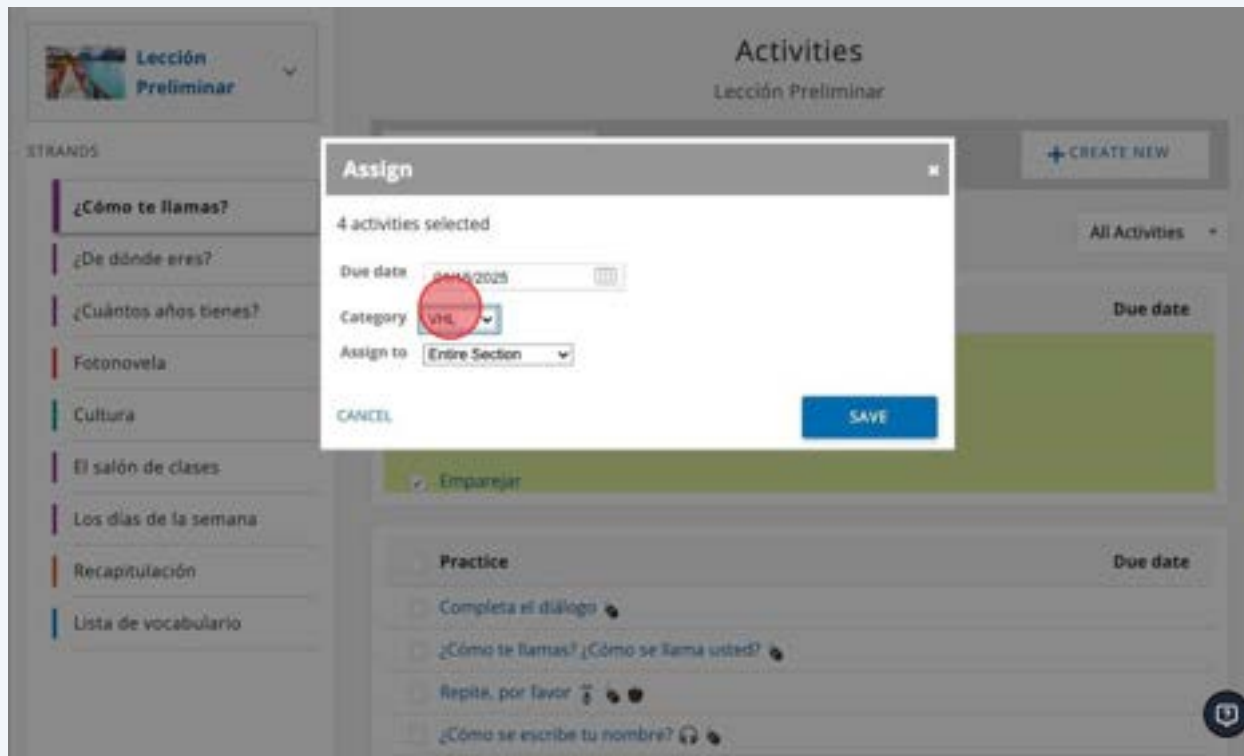
You will see a pop-up that will allow you to select the **"Due Date"**, **"Category"**, and **"Assign to"**.



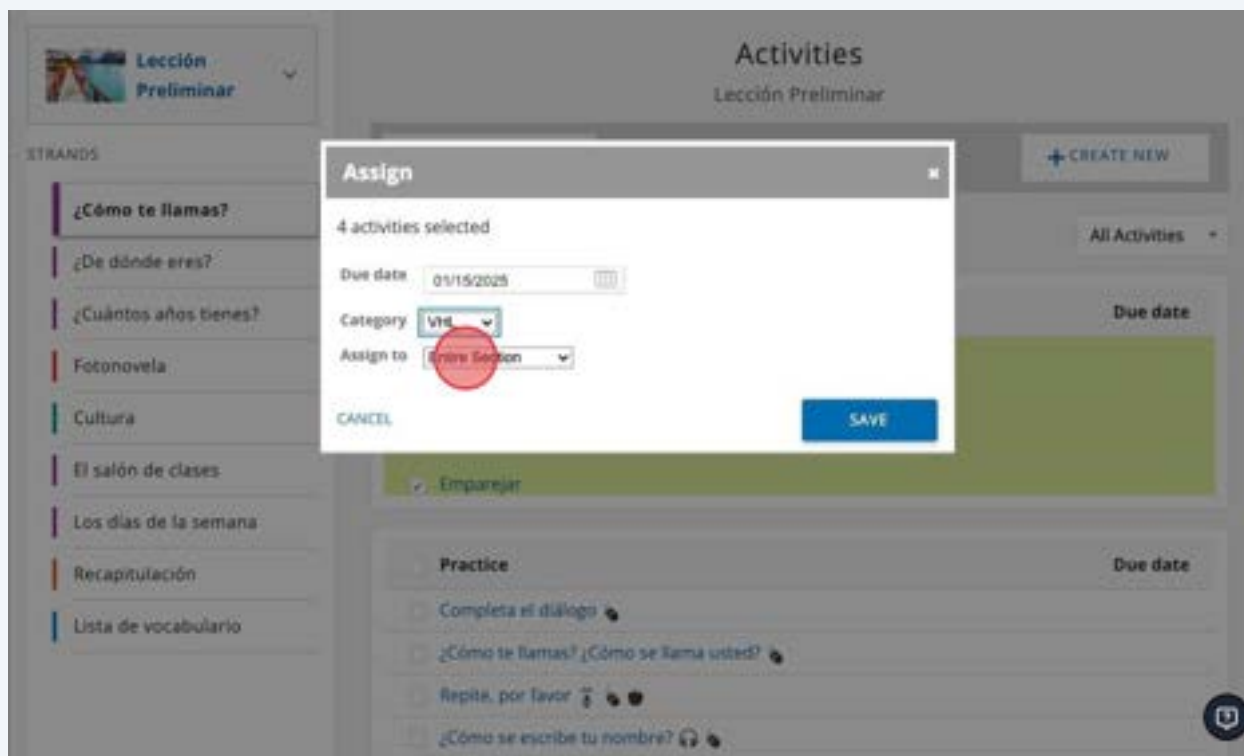
93 Select the "**Due Date**" from the calendar.



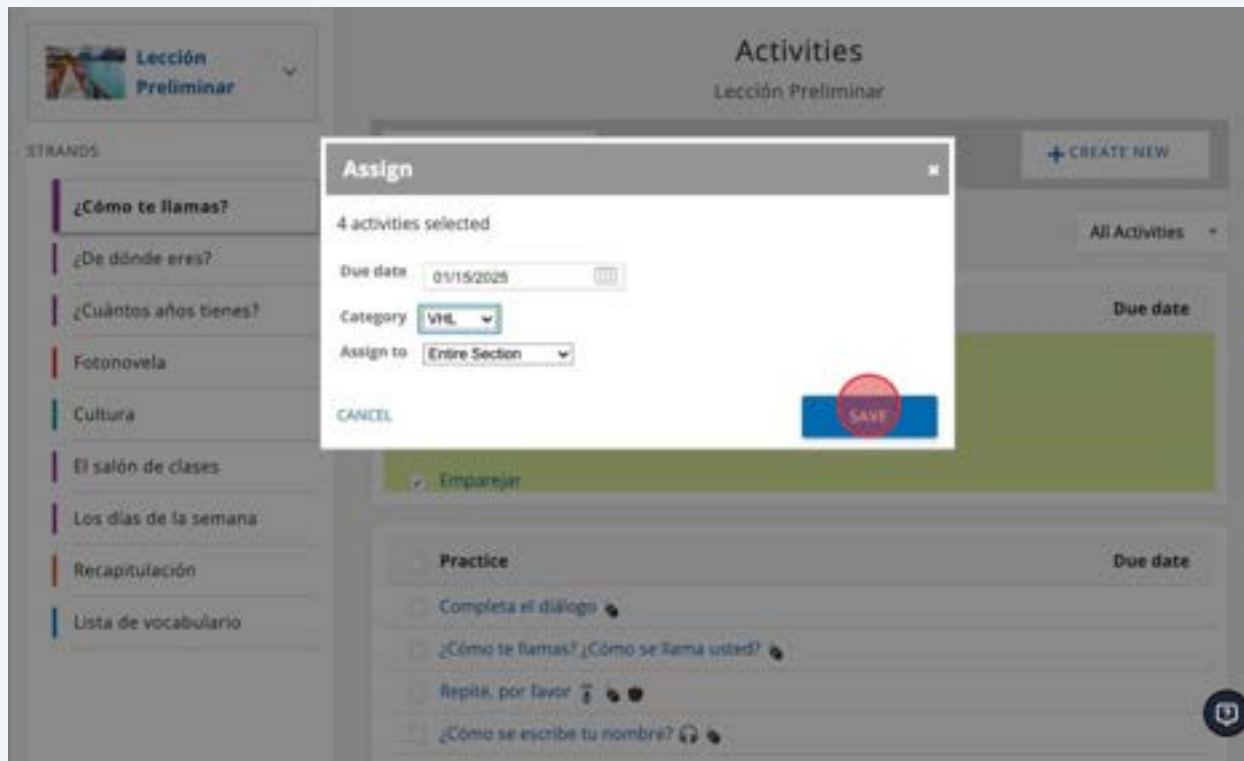
- 94 Select the "**Category**" that you would like those activities to be under.



- 95 Select who you want to "**Assign to**".

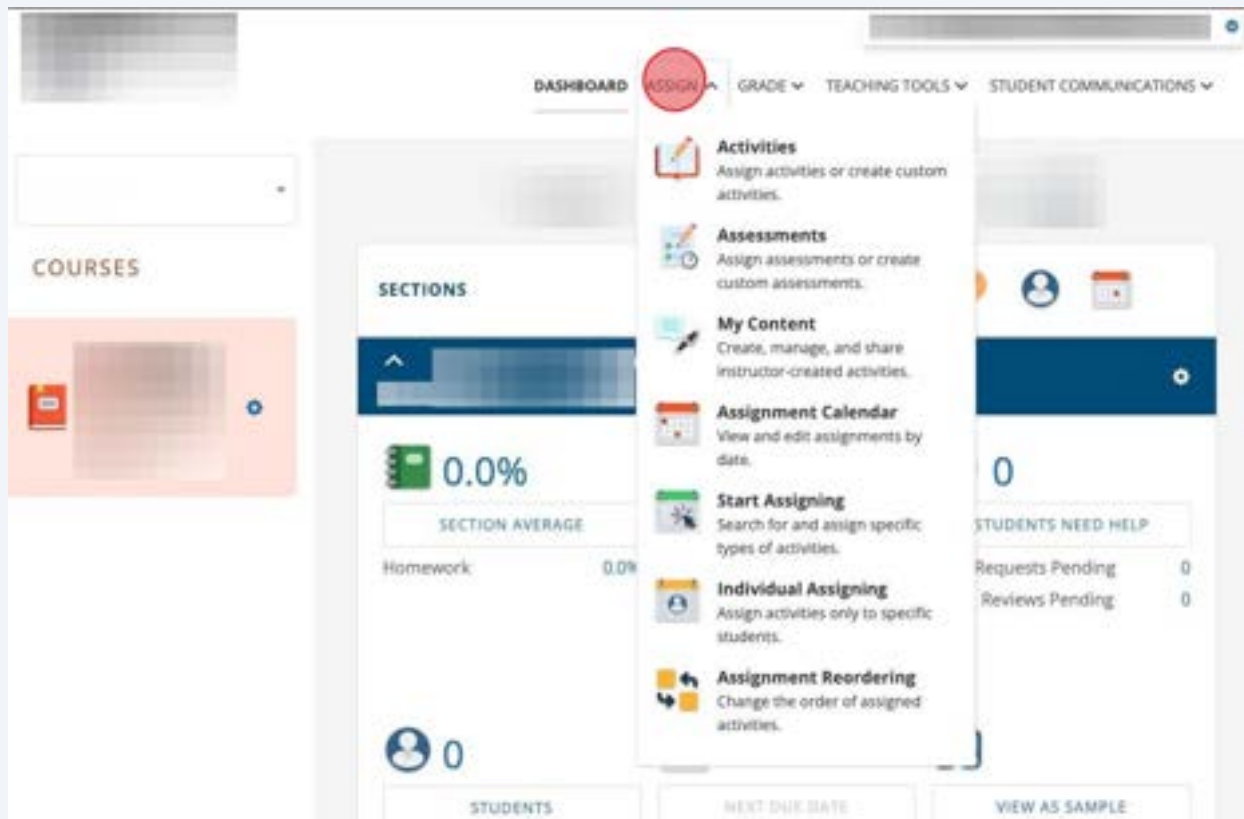


96 Click **"Save"**.

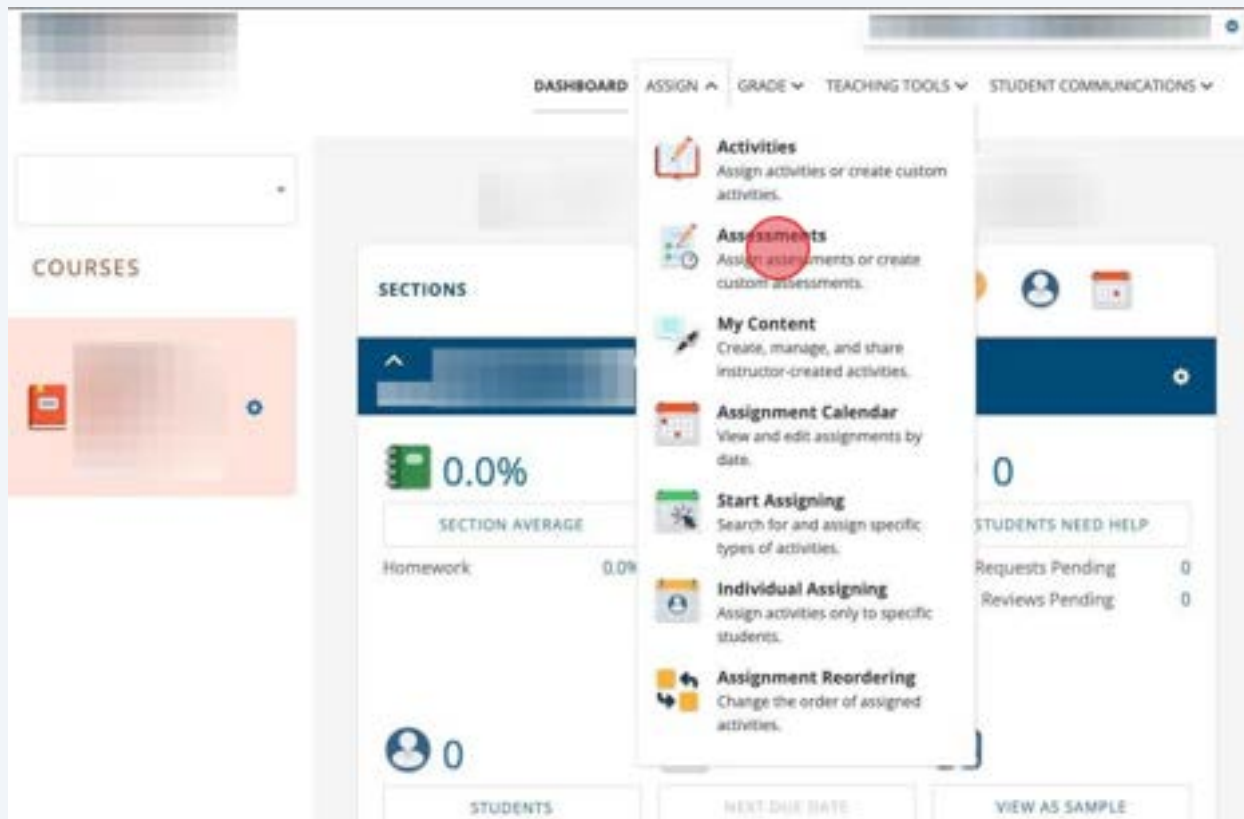


## Assigning Assessments

97 Click "Assign".



98 Click "Assessments".



99 Click on the appropriate lesson/unit.

The screenshot shows a web interface for a language learning platform. At the top, there is a navigation bar with links: DASHBOARD, ASSIGN (selected), GRADE, TEACHING TOOLS, and STUDENT COMMUNICATIONS. Below the navigation bar, the 'Assessments' section is active. On the left, a list of lessons is displayed, each with a thumbnail image and a title. The first lesson, 'Lección 1 | Hola, ¿qué tal?', is highlighted with a red circle. The other lessons are 'Lección 2 | En la universidad', 'Lección 3 | La familia', 'Lección 4 | Los pasatiempos', 'Lección 5 | Las vacaciones', and 'Lección 6 | ¡De compras!'. On the right side of the 'Assessments' section, a message states: 'No assessment activities to show. Try selecting a different lesson using the dropdown menu.' At the bottom of the page, there is a footer with a link to 'submit help request', a copyright notice '© 2025 VISTA Higher Learning, Inc.', and links to 'Store', 'Terms of use', and 'Privacy policy'.

DASHBOARD **ASSIGN** GRADE TEACHING TOOLS STUDENT COMMUNICATIONS

Assessments

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

News and Cultural Updates

News and Cultural Updates

Lección 1 | Hola, ¿qué tal?

Lección 2 | En la universidad

Lección 3 | La familia

Lección 4 | Los pasatiempos

Lección 5 | Las vacaciones

Lección 6 | ¡De compras!

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100

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

- **Vocabulary Quizzes**
- **Grammar Quizzes**
- **Lesson Tests**

The screenshot displays the VISTA Higher Learning interface. At the top, there is a navigation bar with links: DASHBOARD, ASSIGN, GRADE, TEACHING TOOLS, and STUDENT COMMUNICATIONS. Below this, the 'Assessments' section is visible. On the left, a sidebar lists assessment categories: Vocabulary Quizzes, Grammar Quizzes, Lesson Tests, and Optional Sections. A yellow callout box highlights the 'Vocabulary Quizzes' category, showing details: 'Assessment', 'Contextos - Miniprueba A', 'Lección 1 | Vocabulary Quiz', 'Points possible: 40', 'Total Questions = 13', '5 Multiple choice', '5 Drop downs', and '3 Fill in the blanks'. On the right, the 'Vocabulary Quizzes' section is active, showing a table of assessments. The table has columns for 'Assessment' and 'Due date'. Two assessments are listed: 'Contextos - Miniprueba A' and 'Contextos - Miniprueba B'. A red circle highlights the 'Assessment' column header. At the bottom, there is a footer with technical support information and copyright details.

DASHBOARD ASSIGN GRADE TEACHING TOOLS STUDENT COMMUNICATIONS

Assessments

Lección 1 | Hola, ¿qué tal?

Vocabulary Quizzes

Grammar Quizzes

Lesson Tests

Optional Sections

Assessment

Contextos - Miniprueba A

Lección 1 | Vocabulary Quiz

Points possible: 40

Total Questions = 13

5 Multiple choice

5 Drop downs

3 Fill in the blanks

ASSIGN SELECTED

+ CREATE NEW

Vocabulary Quizzes

All Activities

Assessment

Due date

Contextos - Miniprueba A

Contextos - Miniprueba B

For technical support click [support.vistalearning.com](https://support.vistalearning.com), or submit help request

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

The screenshot shows the VhCentral dashboard with the 'Assessments' section active. The top navigation bar includes 'DASHBOARD', 'ASSIGN', 'GRADE', 'TEACHING TOOLS', and 'STUDENT COMMUNICATIONS'. The 'Assessments' section features a sidebar with categories like 'Vocabulary Quizzes', 'Grammar Quizzes', 'Lesson Tests', and 'Optional Sections'. A red circle highlights the 'Assign' button next to 'Lección 1 tal?'. A yellow tooltip displays details for the 'Contextos - Miniprueba A' assessment, including 'Points possible: 40' and 'Total Questions = 13'. The 'Vocabulary Quizzes' table lists 'Contextos - Miniprueba A' and 'Contextos - Miniprueba B'.

Assessment	Due date
Contextos - Miniprueba A	
Contextos - Miniprueba B	

102

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

- **Due date**
- **Category**
- **Assign to**
- **Maximum attempts**
- **Availability**
- **Time limit**

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

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

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

## 103 Select your "Due Date".

The screenshot shows the 'Assign' modal in a learning management system. The modal is titled 'Assign' and contains the following fields and options:

- 1 Quiz selected:** A dropdown menu showing 'February 2025'.
- Due date:** A date picker showing '02/12/2025'.
- Assign to:** A calendar grid showing the days of the week (Su, Mo, Tu, We, Th, Fr, Sa) and the dates (1 through 28). The date '12' is highlighted with a red circle.
- Maximum:** A dropdown menu showing '1'.
- Availability:** A section with a 'The Quiz will be available on' label and a date picker showing '02/12/2025'.
- Results will be visible on:** A date picker showing '02/12/2025'.
- Due time:** A dropdown menu showing '12:00 PM'.
- Time limit:** A section with a 'Set a time limit (minutes):' label and a text input field.
- Randomize per student:** A dropdown menu showing 'No'.
- Password:** A section with a 'Set a password:' label and a text input field.

The background shows the 'Assessments' section of the LMS, with a list of assessment types: Vocabulary Quizzes, Grammar Quizzes, Lesson Tests, and Optional Sections. The 'Vocabulary Quizzes' section is currently selected.

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

The screenshot shows a web interface for a learning management system. A modal dialog titled "Assign" is open, displaying settings for a selected quiz. The "Category" is set to "Homework" and "Assign to" is set to "Entire Section", both of which are highlighted with a red rectangular box. Other visible settings include a due date of 02/12/2025, maximum attempts of 1, and a time limit of 11:59 PM. The background shows a sidebar with "Assessments" and a list of quiz types: Vocabulary Quizzes, Grammar Quizzes, Lesson Tests, and Optional Sections. The main content area shows a quiz titled "Lección 1 | Hola, ¿quién eres?" with a "Due date" section.

vhkcentral

DASHBOARD ASSIGN GRADE TEACHING TOOLS STUDENT COMMUNICATIONS

Assessments

Lección 1 | Hola, ¿quién eres?

Vocabulary Quizzes

Grammar Quizzes

Lesson Tests

Optional Sections

Assign

1 Quiz selected

Due date 02/12/2025

Category Homework

Assign to Entire Section

Maximum attempts 1

Availability

The Quiz will be hidden until I release it. edit

Results will be available when all students have been graded. edit

Due time

The Quiz will be due at 11:59 PM. edit

Time limit

Set a time limit (minutes). edit

Randomize per student No

Password

Set a password

CANCEL SAVE

+ CREATE NEW

All Activities

Due date

for technical support click support.whisker

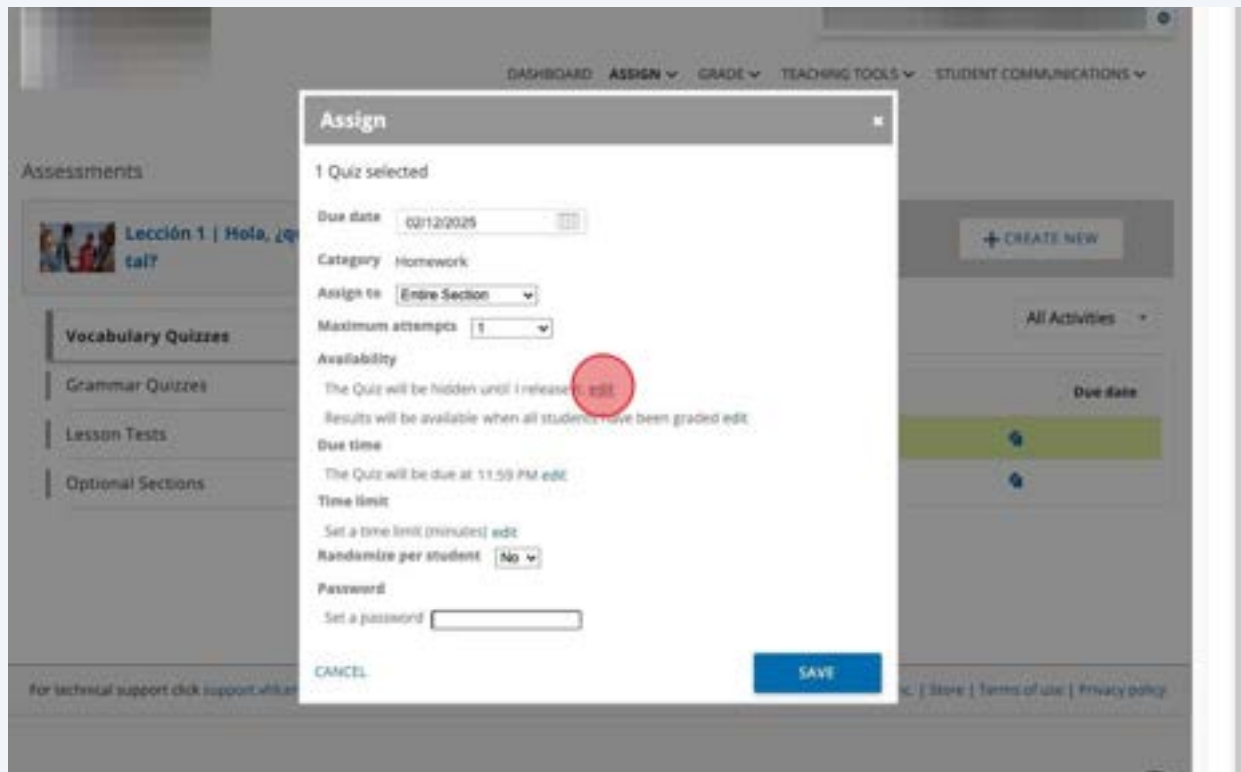
Store | Terms of use | Privacy policy

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

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

- 1 Quiz selected**
- Due date:** 02/12/2025
- Category:** Homework
- Assign to:** Entire Section
- Maximum attempts:** 1 (highlighted in a red box)
- Availability:** 2 (highlighted in a red box)
- The Quiz will be hidden:** 3 (highlighted in a red box)
- Results will be available:** 4 (highlighted in a red box)
- Due time:** 5 (highlighted in a red box)
- The Quiz will be due:** 6 (highlighted in a red box)
- Time limit:** 7 (highlighted in a red box)
- Set a time limit (min):** 8 (highlighted in a red box)
- Randomize per student:** No (highlighted in a red box)
- Password:** Set a password
- Buttons:** CANCEL, SAVE

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



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

The screenshot shows the 'Assign' dialog box for a quiz. The 'Availability' section is highlighted with a red box. It contains the following options:

- ☐ The Quiz will be hidden until a specific date and time
- ☒ I release it

Below the 'Availability' section, there are fields for 'Due date' (02/12/2025), 'Category' (Homework), 'Assign to' (Entire Section), 'Maximum attempts' (1), 'Due time' (11:59 PM), 'Time limit' (Set a time limit in minutes), 'Randomize per student' (No), and 'Password' (Set a password). The 'SAVE' button is at the bottom right.



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

The screenshot shows the 'Assign' dialog box for a quiz. The 'Results will be available' dropdown menu is open, showing three options: 'when all students have been graded' (selected), 'when I release them', and 'after a specific date and time'. The 'Time limit' dropdown is also open, showing 'never' as the selected option. The 'Due date' is set to 02/12/2025, and the 'Category' is Homework. The 'Assign to' dropdown is set to 'Entire Section'. The 'Maximum attempts' is set to 1. The 'Availability' section shows 'The Quiz will be hidden until' set to 'I release it'. The 'Randomize per student' dropdown is set to 'No'. The 'Password' section has a 'Set a password' field. The 'SAVE' button is at the bottom right.

whicentral

DASHBOARD ASSIGN GRADE TEACHING TOOLS STUDENT COMMUNICATIONS

Assessments

Lección 1 | Hola, ¿q  
tal?

Vocabulary Quizzes

Grammar Quizzes

Lesson Tests

Optional Sections

Assign

1 Quiz selected

Due date 02/12/2025

Category Homework

Assign to Entire Section

Maximum attempts 1

Availability

The Quiz will be hidden until I release it

Results will be available

- when all students have been graded
- when I release them
- after a specific date and time

Due time

The Quiz will be due at

Time limit

- never

For a time limit, time only, only

Randomize per student No

Password

Set a password

CANCEL SAVE

+ CREATE NEW

All Activities

Due date

For technical support click support.whicentral

Store | Terms of use | Privacy policy

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

**Assign**

1 Quiz selected

Due date: 02/12/2025

Category: Homework

Assign to: Entire Section

Maximum attempts: 1

Availability

The Quiz will be hidden until: I release it

Results will be available: when all students have been graded

Due time

The Quiz will be due at: 11:59 PM

Time limit

Set a time limit (minutes): edit

Randomize per student: No

Password

Set a password:

CANCEL SAVE

## 110 Select the **Time limit**.

**Assign**

1 Quiz selected

Due date: 02/12/2025

Category: Homework

Assign to: Entire Section

Maximum attempts: 1

Availability

The Quiz will be hidden until: I release it

Results will be available: when all students have been graded

Due time

The Quiz will be due at: 11:59 PM

**Time limit**

Set a time limit (minutes): edg

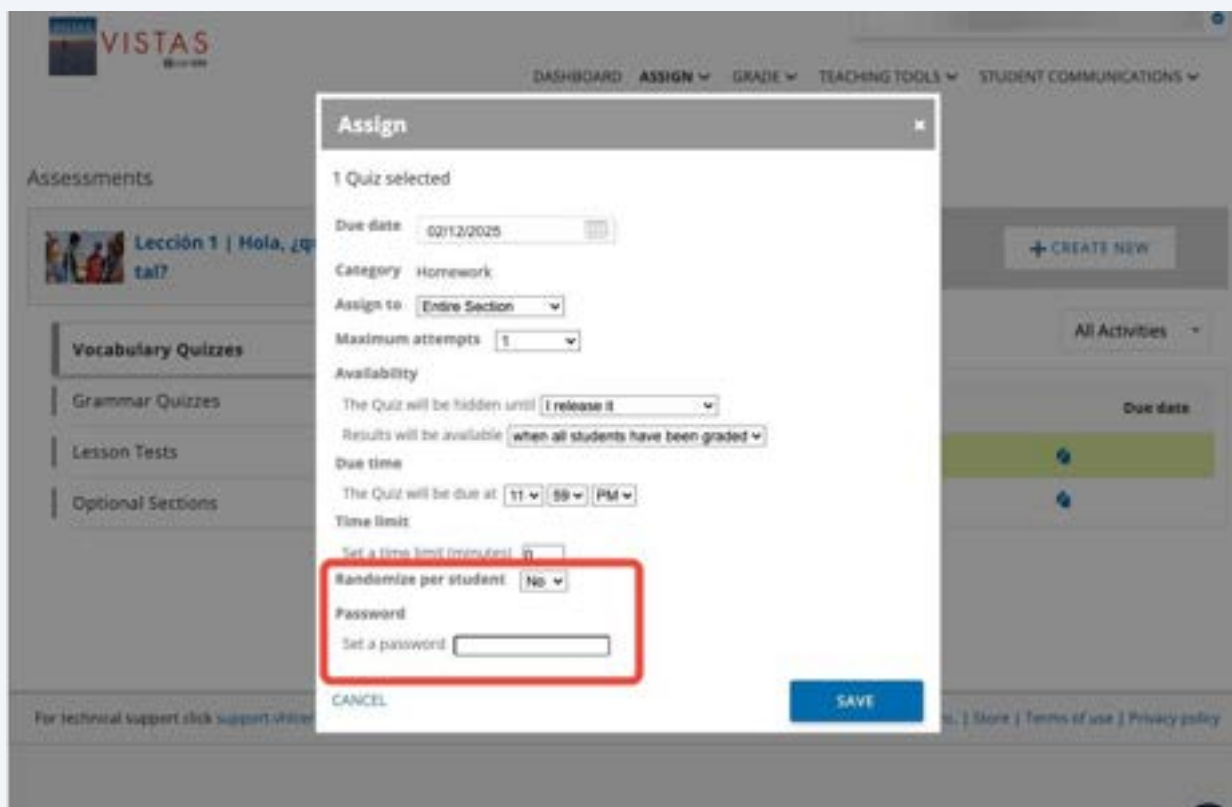
Randomize per student: Yes

Password

Set a password:

CANCEL SAVE

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



The screenshot shows the VISTAS Assign dialog box with the following fields and options:

- Due date: 02/12/2025
- Category: Homework
- Assign to: Entire Section
- Maximum attempts: 1
- Availability: The Quiz will be hidden until: I release it
- Results will be available: when all students have been graded
- Due time: The Quiz will be due at: 11:59 PM
- Time limit: Set a time limit (minutes): 15
- Randomize per student: No
- Password: Set a password

The 'Randomize per student' and 'Password' fields are highlighted with a red box. The 'SAVE' button is at the bottom right.



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



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

112 Click "Save".

The screenshot shows a web interface for assigning a quiz. A modal dialog titled "Assign" is open, displaying configuration options for a selected quiz. The background interface includes a sidebar with "Assessments" and a list of quiz types: "Vocabulary Quizzes", "Grammar Quizzes", "Lesson Tests", and "Optional Sections". The main content area shows a quiz titled "Lección 1 | Hola, ¿quién eres?" with a "Due date" section. The "Assign" dialog contains the following fields:

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

## Assignment Calendar

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

The screenshot shows the Canvas LMS interface. At the top, there are navigation tabs: DASHBOARD, ASSIGN, GRADE, TEACHING TOOLS, and STUDENT COMMUNICATIONS. The 'ASSIGN' tab is selected, and a dropdown menu is open, highlighting 'Assignment Calendar' with a red circle. The dropdown menu includes the following options:

- Activities**: Assign activities or create custom activities.
- Assessments**: Assign assessments or create custom assessments.
- My Content**: Create, manage, and share instructor-created activities.
- Assignment Calendar**: View and edit assignments by date. (Highlighted with a red circle)
- Start Assigning**: Search for and assign specific types of activities.
- Individual Assigning**: Assign activities only to specific students.
- Assignment Reordering**: Change the order of assigned activities.

On the left side of the interface, there is a sidebar with a section titled 'STRANDS' containing a list of items:

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

In the center, there is a section titled 'ASSIGN SELECTED' with a list of items:

- Lección Preliminar | ¿Cómo
- Presentations
- Hotspots: Conversaciones
- Hotspots: El alfabeto
- Nombres de chicos y chicas
- Emparejar
- Practice
- Completa el diálogo
- ¿Cómo te llamas? ¿Cómo se llama usted?
- Repite, por favor
- ¿Cómo se escribe tu nombre?

On the right side, there is a section titled 'All Activities' with a table of activities and their due dates:

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

Below this, there is another table with a 'Due date' column:

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

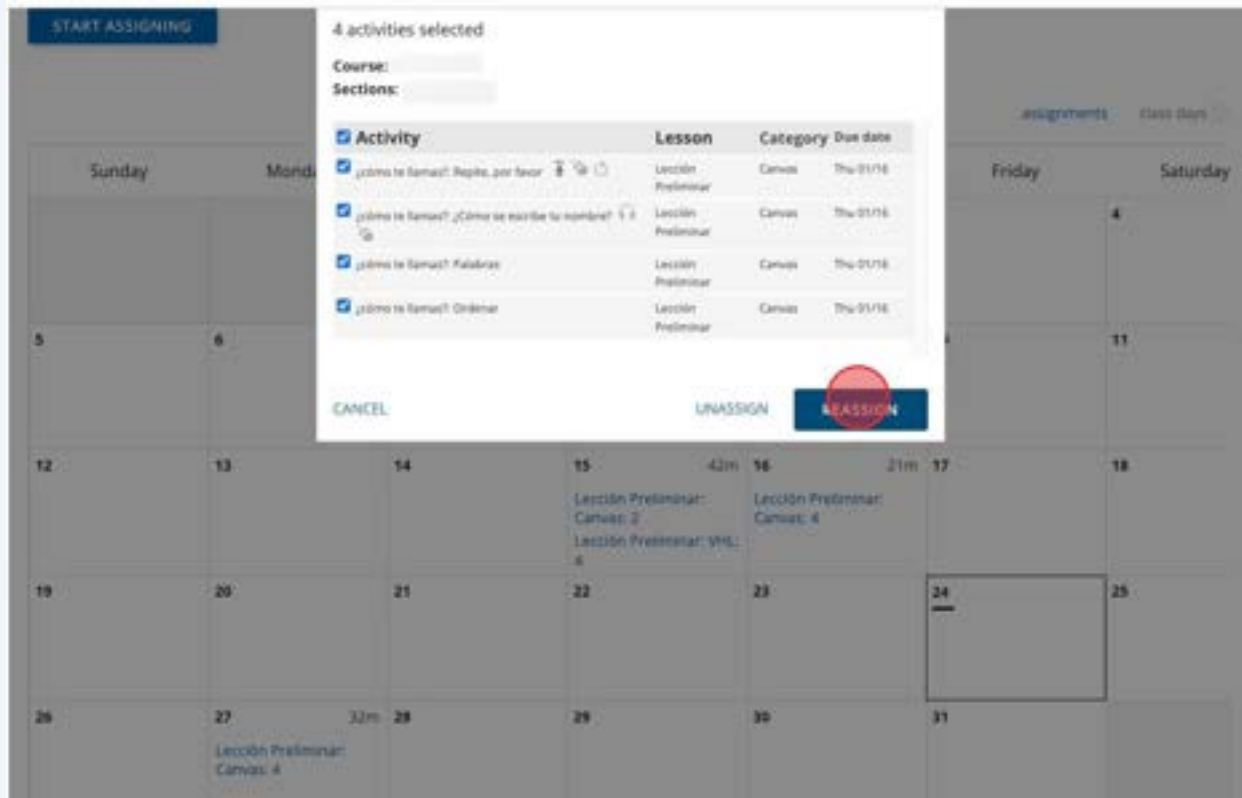
114

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



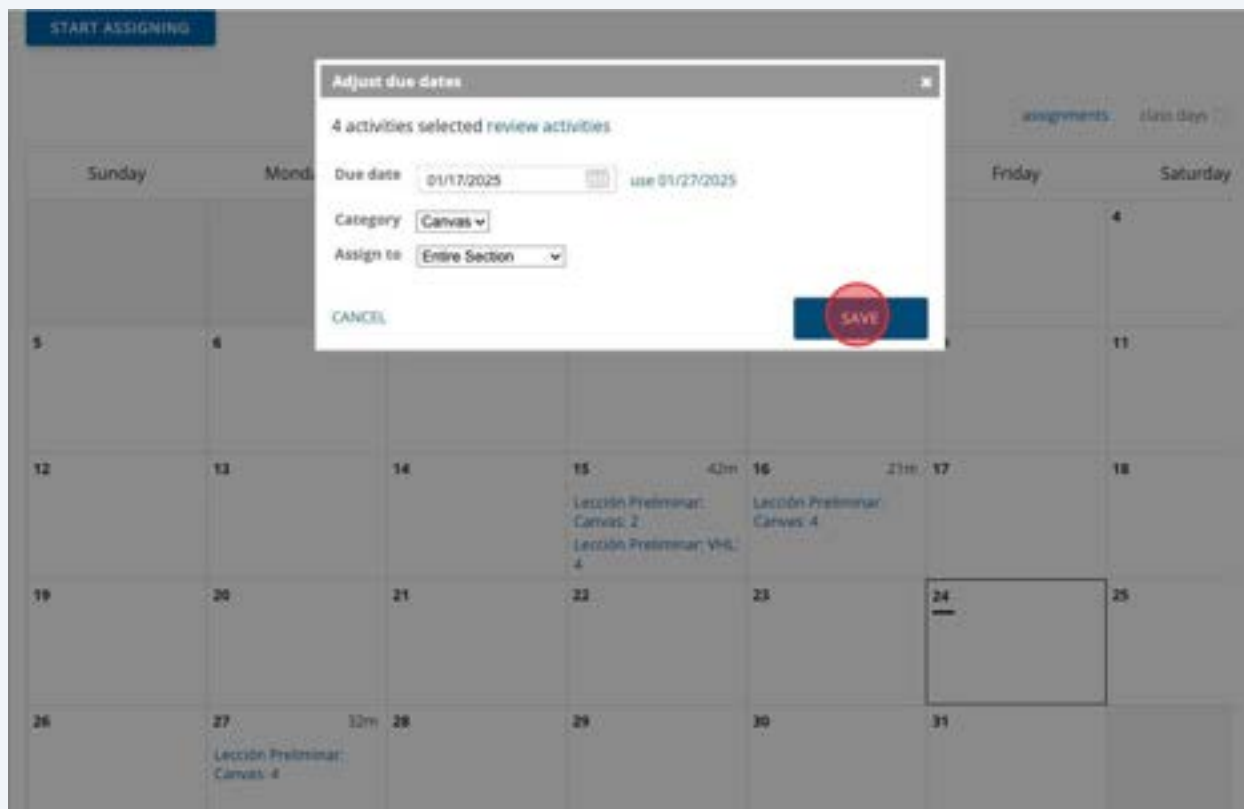
## Reassigning Activities or Assessments

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

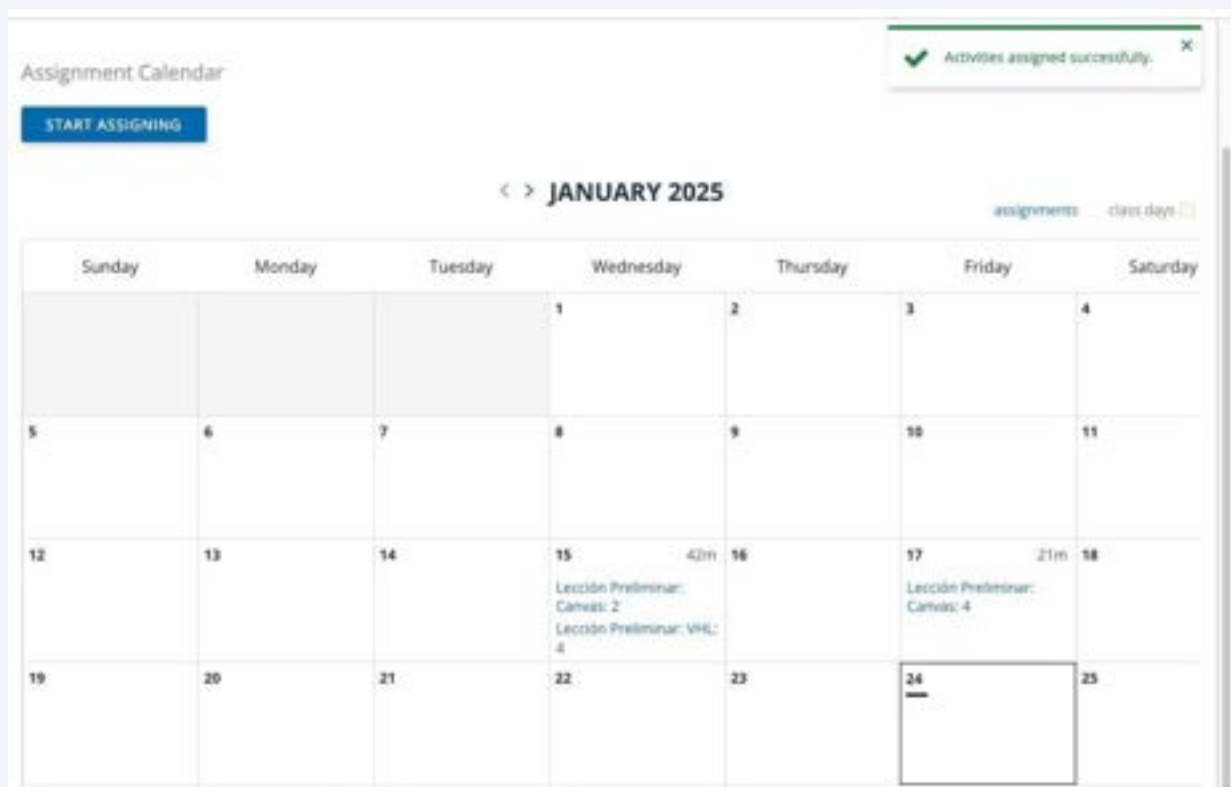




## 116 Click "Save".



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



## Recategorizing Assignments in Schoology

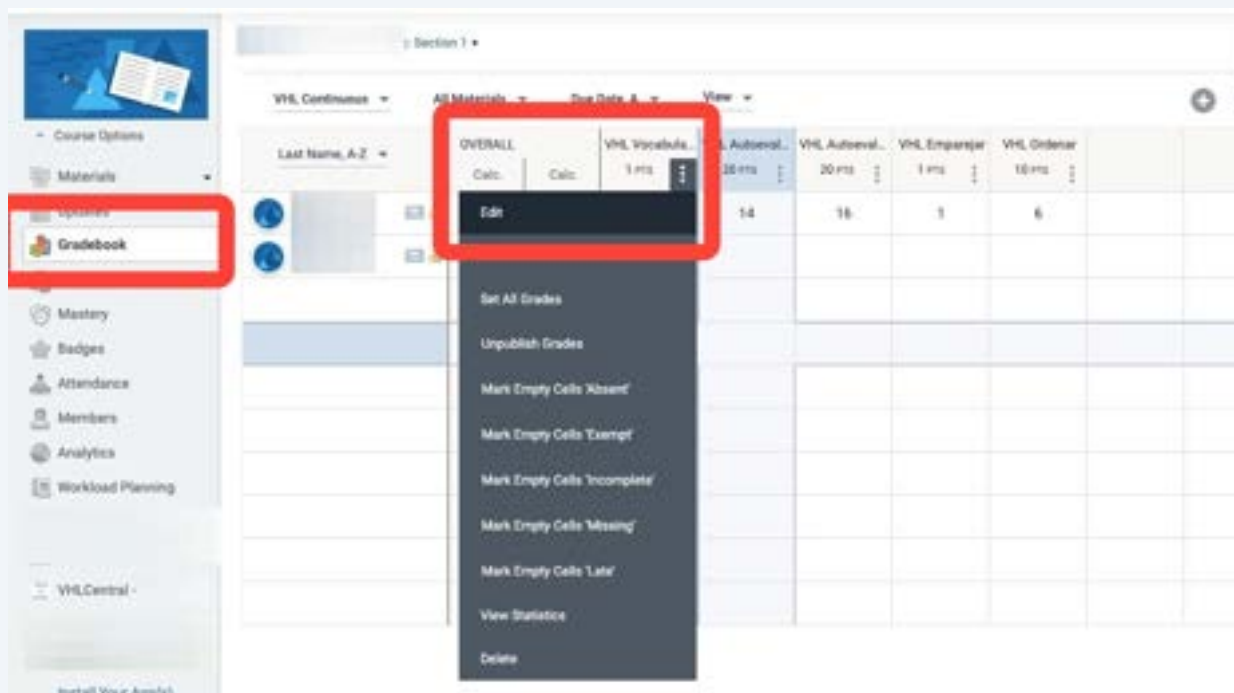


Alert! Assignments will sync to Schoology under the first or original "Assignment Group" **after** the vhlcentral due date has passed. This group should have a 0% weight if it only captures the grade sync. In that case, the assignments will need to be recategorized to their corresponding weighted category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

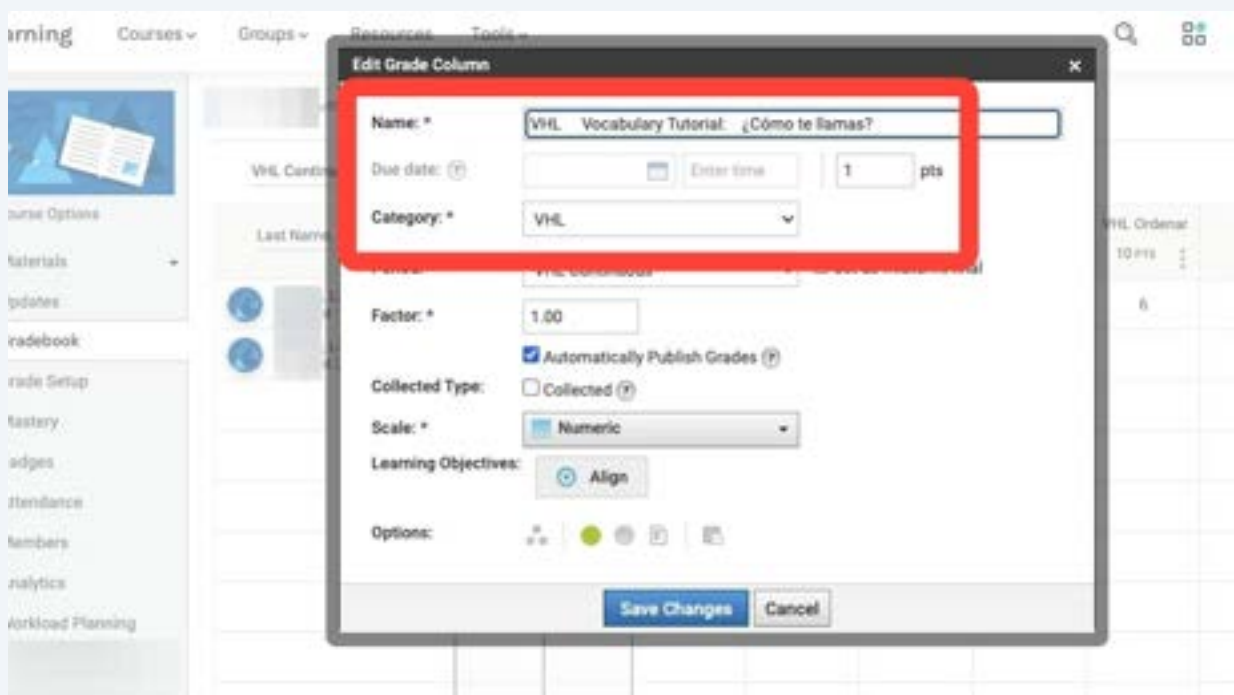


Tip! Below, you will see that the first assignment group has been renamed VHL Assignments, and other assignment groups have been added. If you have questions about creating, editing, or adding weights to Assignment Groups, see your school IT or Schoology experts.

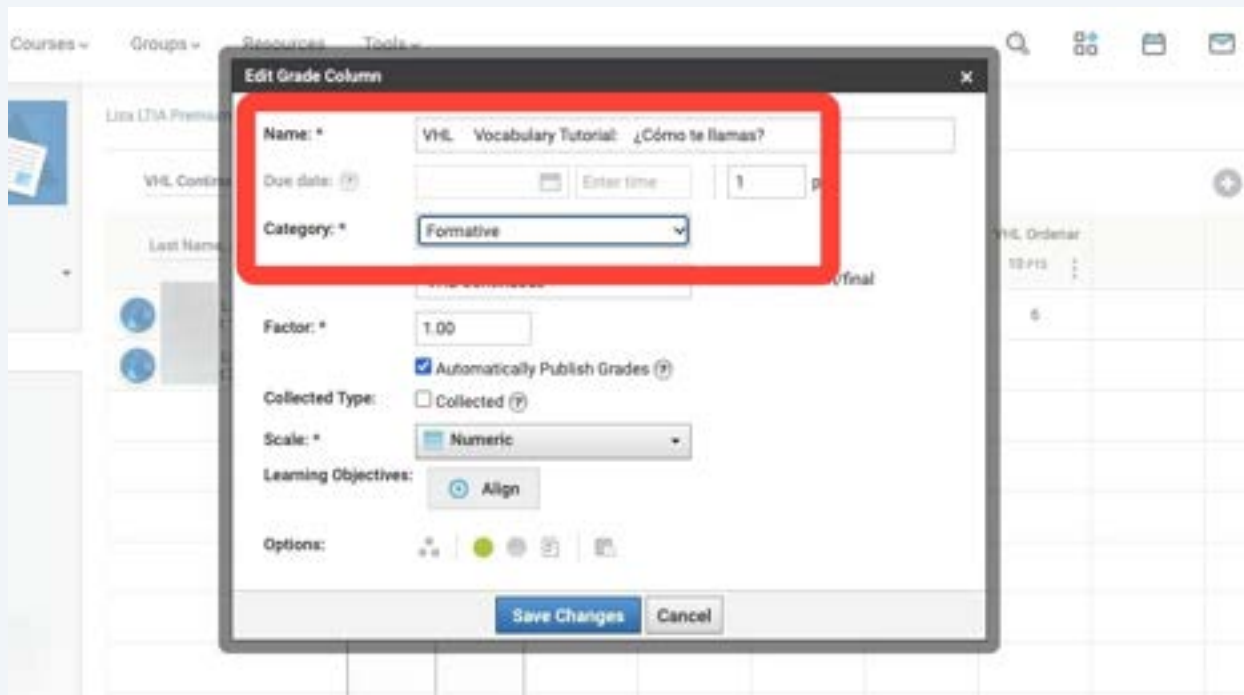
- 118** **Vhlcentral activities and assessments** will sync to the default "VHL" Assignment Category. To recategorize, go to the **Gradebook** link on Schoology. **Find the assignment or assessment** you want to recategorize. Click on the **three dots** after the points or percentage and click **"Edit"**.



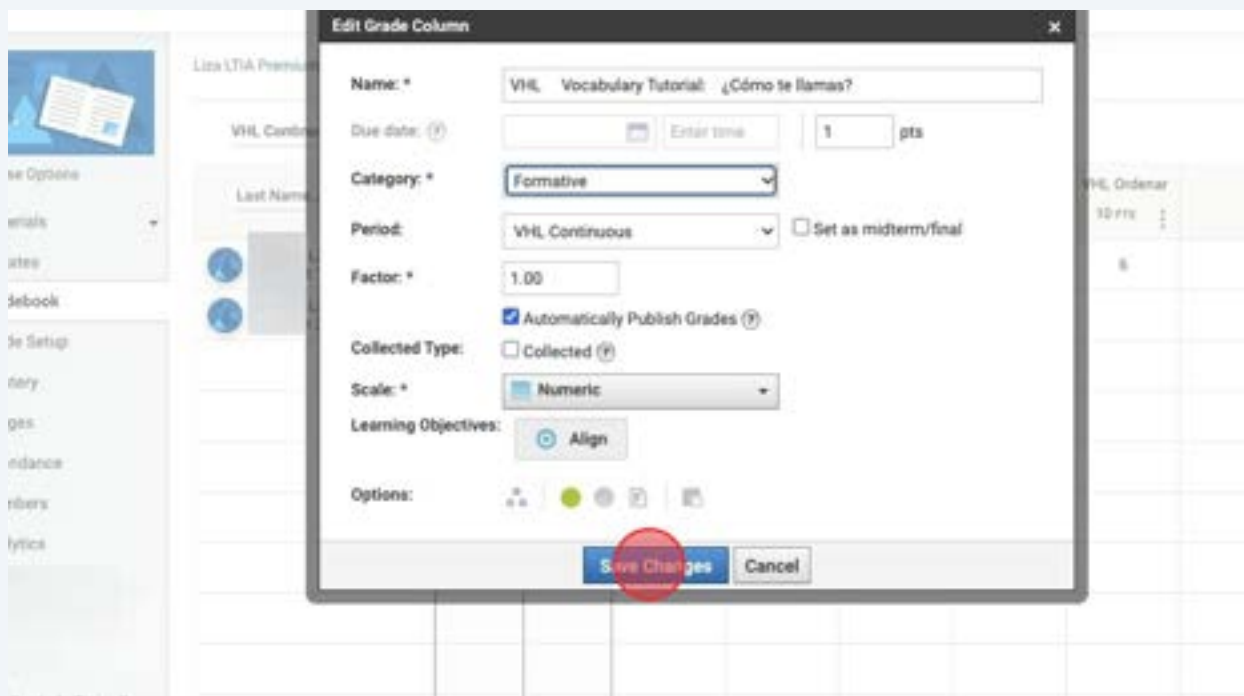
- 119** A pop-up of **"Edit Grade Column"** will appear where the category is **"VHL"**.



- 120 A pop-up of **"Edit Grade Column"** will appear where the category is changed to **"Formative"**.



- 121 Click **"Save Changes"**.



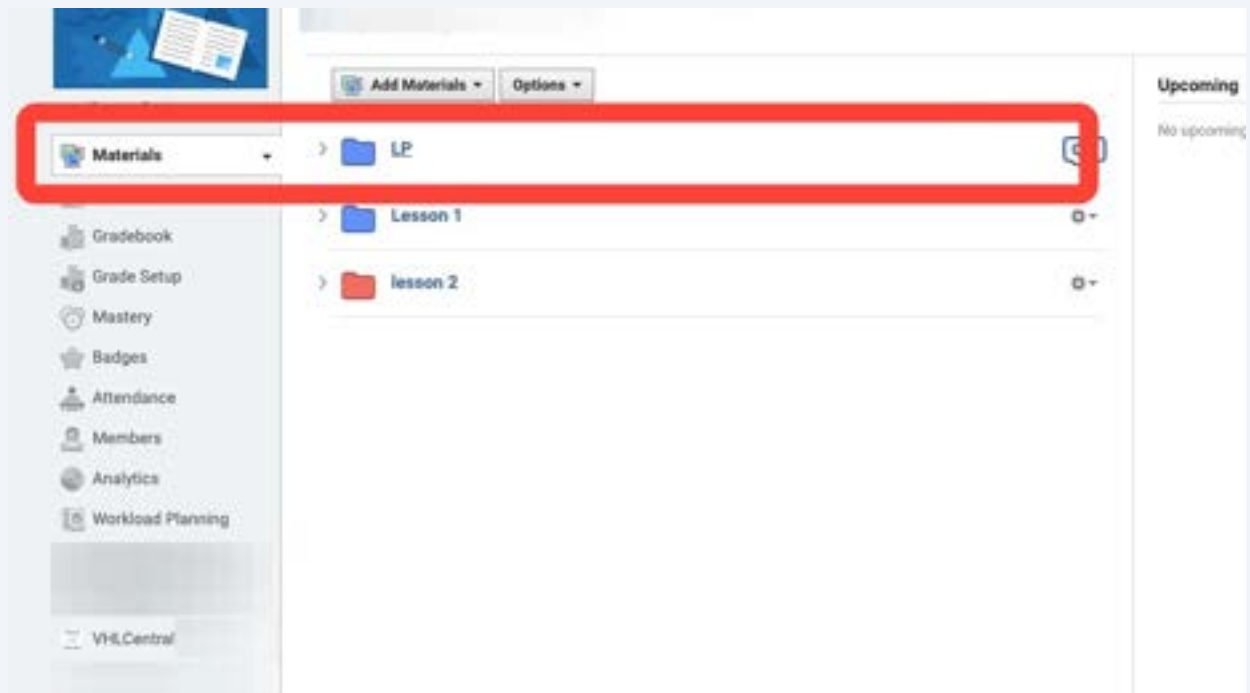
**122** Repeat that process until all assignments have been recategorized.

## Deep Links

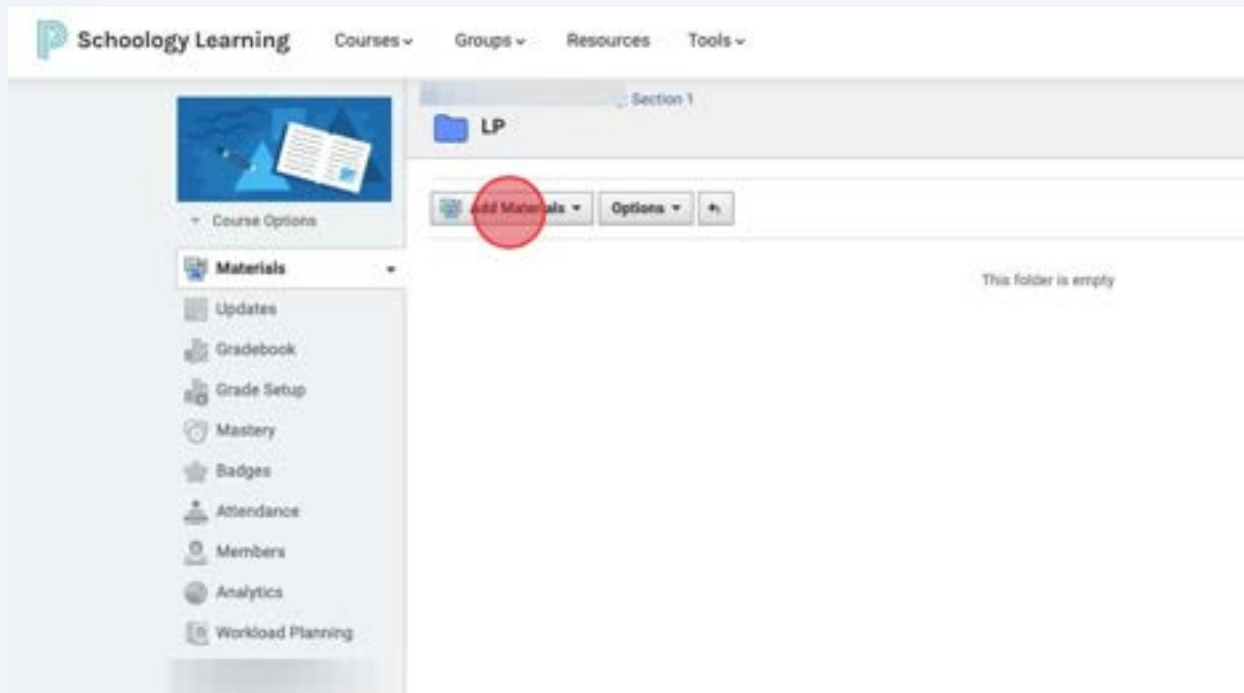


Alert! **Deep Links** are "**shortcuts**" or "**entry points**" to vhlcentral. Assignments must be completed via vhlcentral. Deep links help direct students to specific activities or assessments.

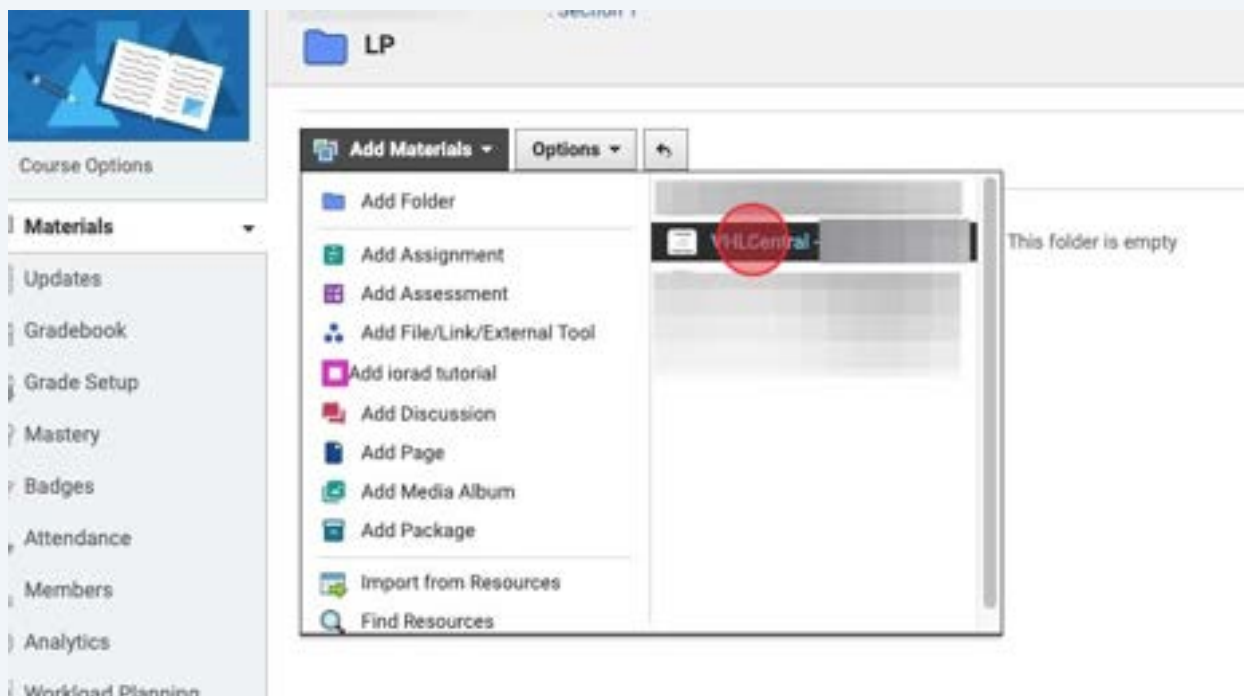
**123** In Materials, go to the Folder to which you would like to create the "**Deep Link**".



**124** Inside the **"LP"** folder, click on **"Add Materials"**.



**125** Inside the **"Add Materials"** in the **"LP"** folder, click on **"Launch vhlcentral"**.

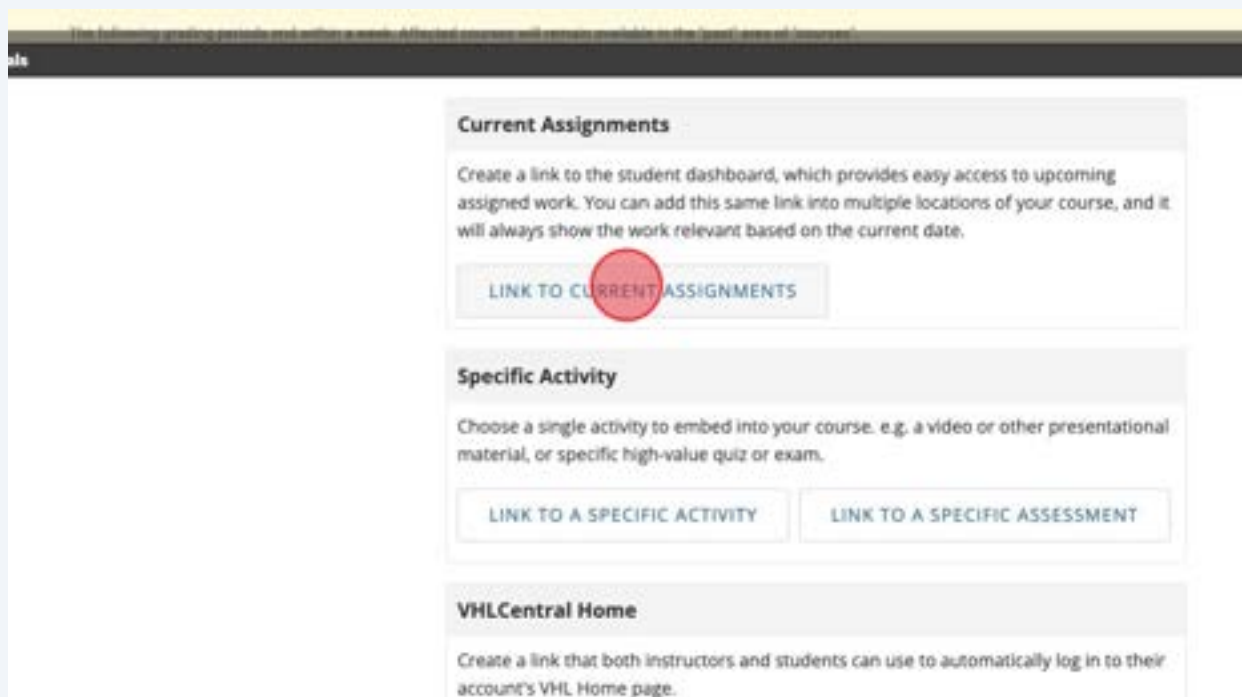


**126** You will see the following pop-up with four options:

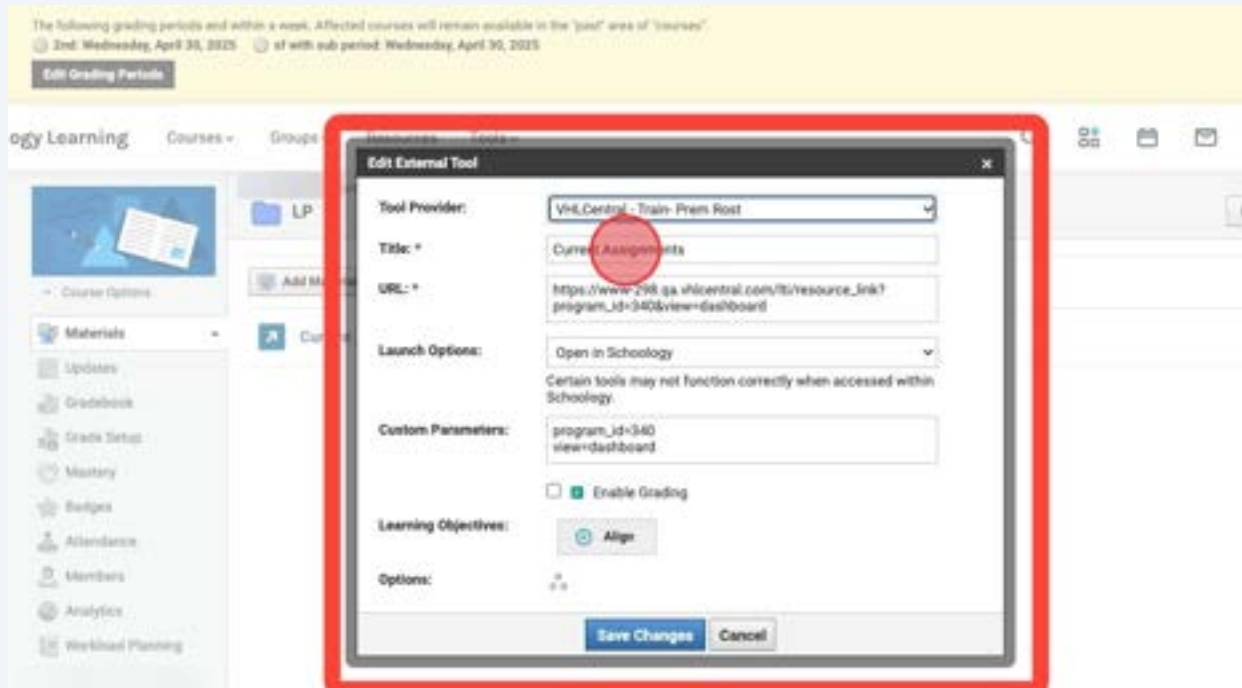
- **Link to Current Assignments** - takes the students to a modified dashboard that will show all of the assigned activities within a seven-day period.
- **Link to a Specific Activity** - takes students directly to a specific activity
- **Link to a Specific Assessment** - takes students directly to a specific assessment



## 127 Click "Link to Current Assignments".



## 128 In the "Title" field, you can leave the "Current Assignments" name or change the name. For example: "Lesson 1 Current Assignments" or add a due date for the Lesson or Unit, or week, etc.





**129** Click **"Save Changes"** once you have changed the title.

LP

Tool Provider: VHLCentral

Title: \* Lesson 1 Current Assignments

URL: \* [https://www-298.qa.vhlicentral.com/lti/resource\\_link?program\\_id=340&view=dashboard](https://www-298.qa.vhlicentral.com/lti/resource_link?program_id=340&view=dashboard)

Launch Options: Open in Schoology

Certain tools may not function correctly when accessed within Schoology.

Custom Parameters: program\_id=340  
view=dashboard

☐ ☒ Enable Grading

Learning Objectives: Align

Options: Save Changes Cancel

**130** Click **"Current Assignments"** or the name you changed the title to.

Schoology Learning Courses Groups Resources Tools

Section 1

LP

Add Materials Options

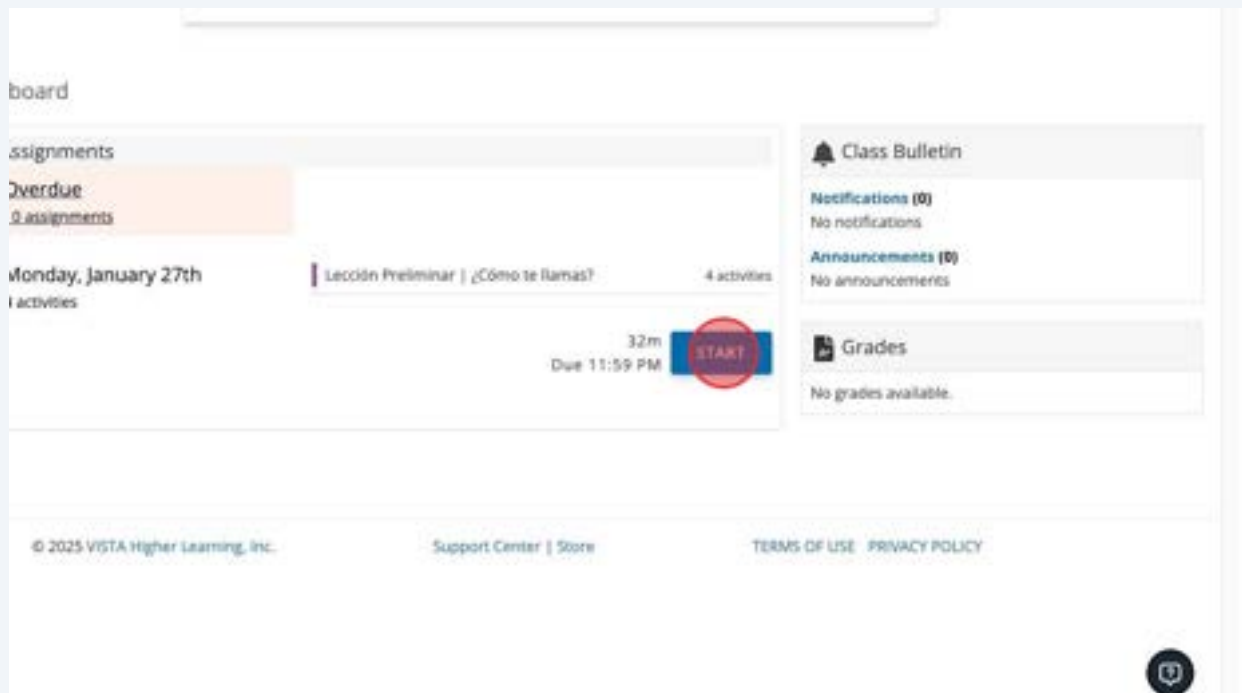
Current Assignments

Materials

- Updates
- Gradebook
- Grade Setup
- Mastery
- Badges
- Attendance
- Members
- Analytics

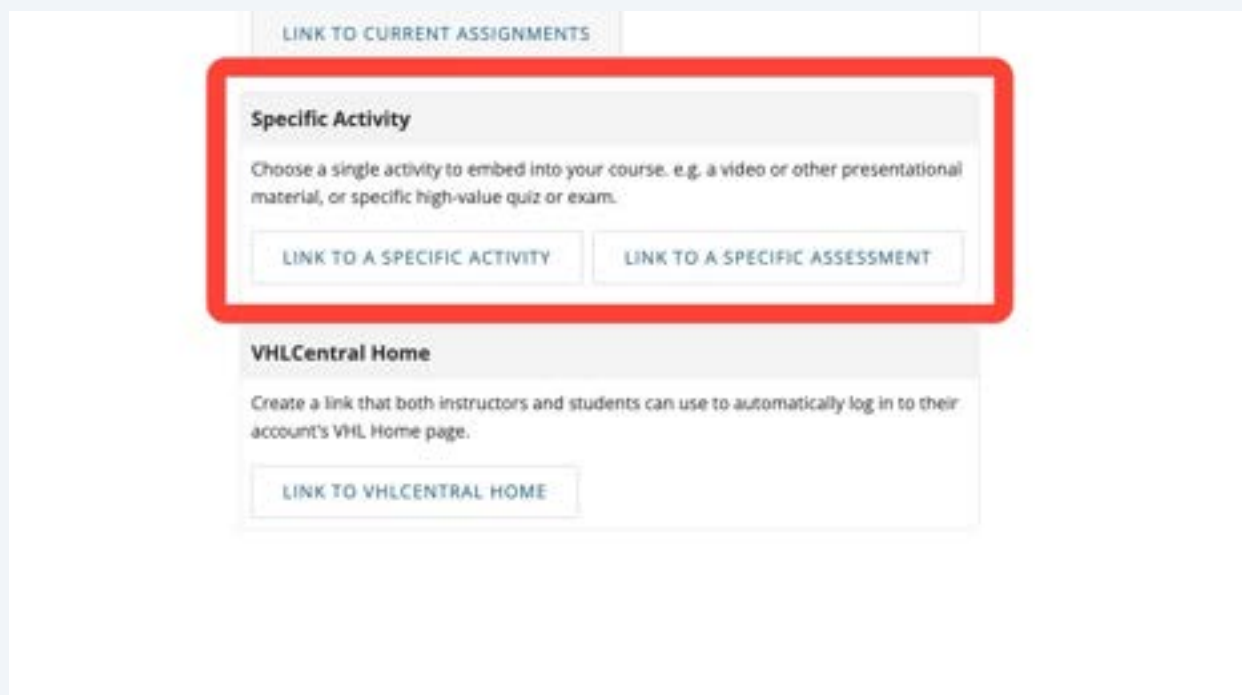
131

This is the student view of **"Current Assignments"**. Notice there is also an "Overdue" category. That will show if you have allowed students to complete late assignments, if not, students can click **"Start"** to begin to complete work in order.



132

For **"Specific Activity"** or **"Specific Assessment"**, you will repeat the initial process of clicking the **"Add Materials"** in the folder you would like to add the **"Deep Link"** to and choose either **"LINK TO A SPECIFIC ACTIVITY"** or **"LINK TO A SPECIFIC ASSESSMENT"**.





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

133

Once you are inside the activity page, you will see all of the available activities that have been assigned. Click **"Link"** next to the activity you would like to create a deep link for.

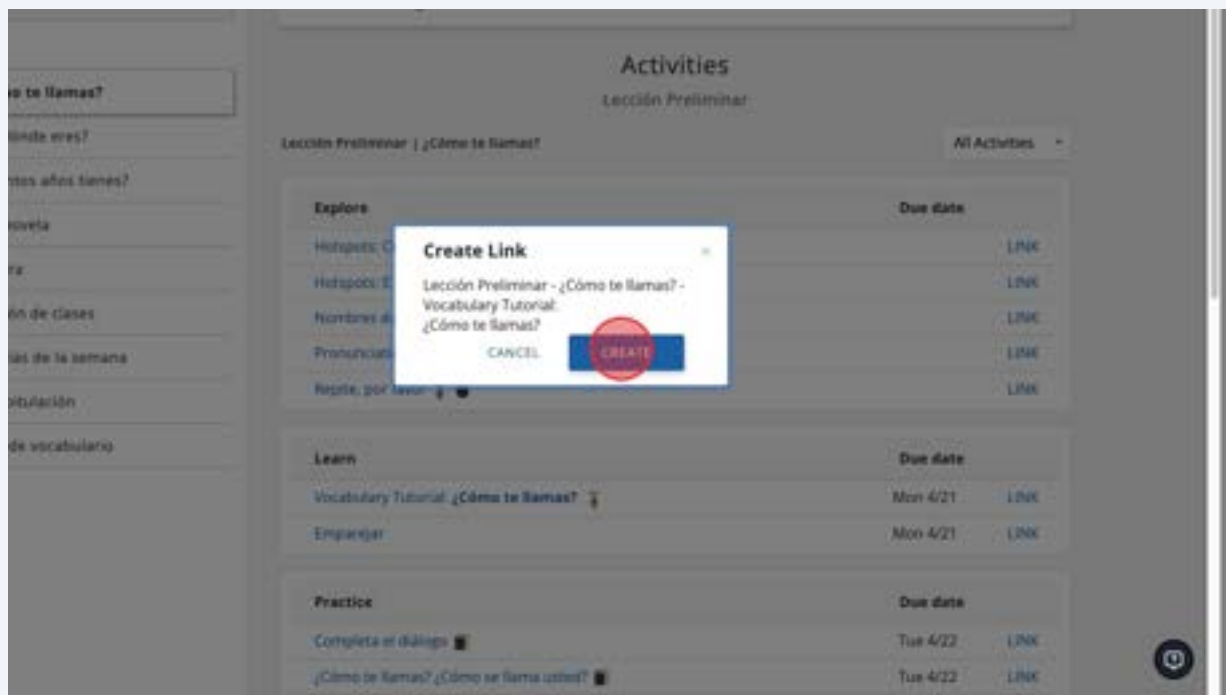
Lección Preliminar: ¿Cómo te llamas? All Activities

Explore	Due date
Hotspots: Conversaciones	LINK
Hotspots: El alfabeto	LINK
Nombres de chicos y chicas	LINK
Pronunciation Tutorial: Las vocales	LINK
Repite, por favor	LINK

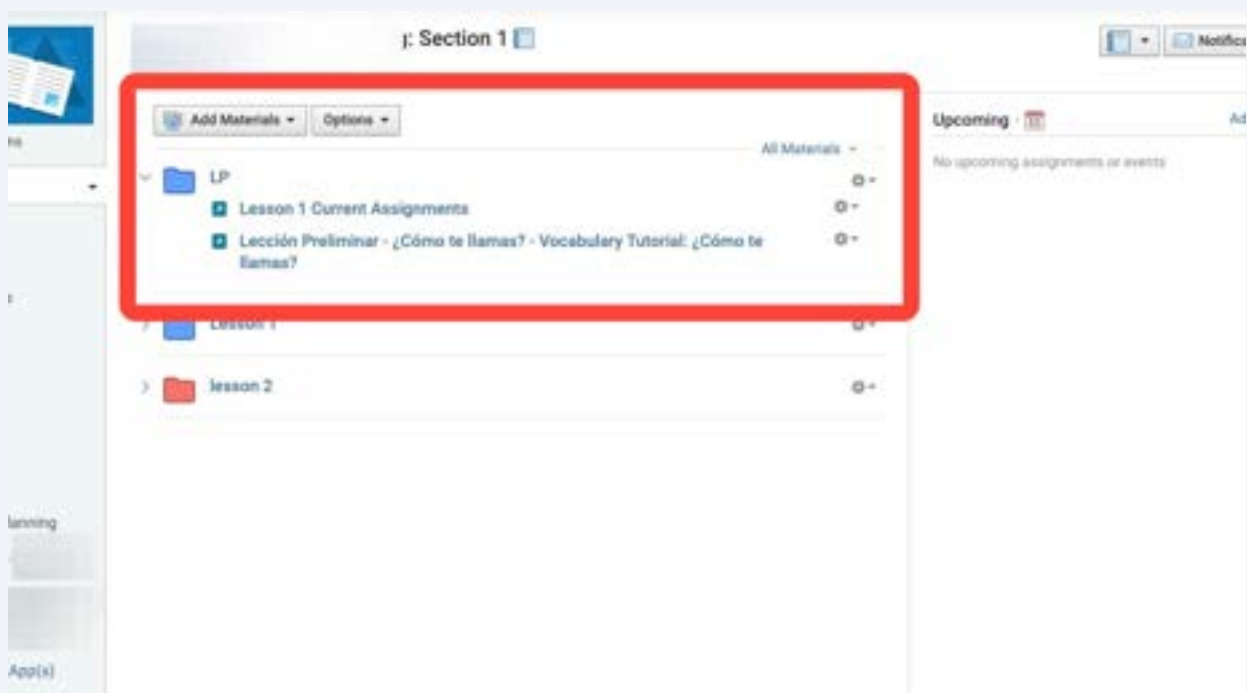
Learn	Due date
Vocabulary Tutorial: ¿Cómo te llamas?	Mon 4/21 LINK
Emparejar	Mon 4/21 LINK

Practice	Due date
Completa el diálogo	Tue 4/22 LINK
¿Cómo te llamas? ¿Cómo se llama usted?	Tue 4/22 LINK

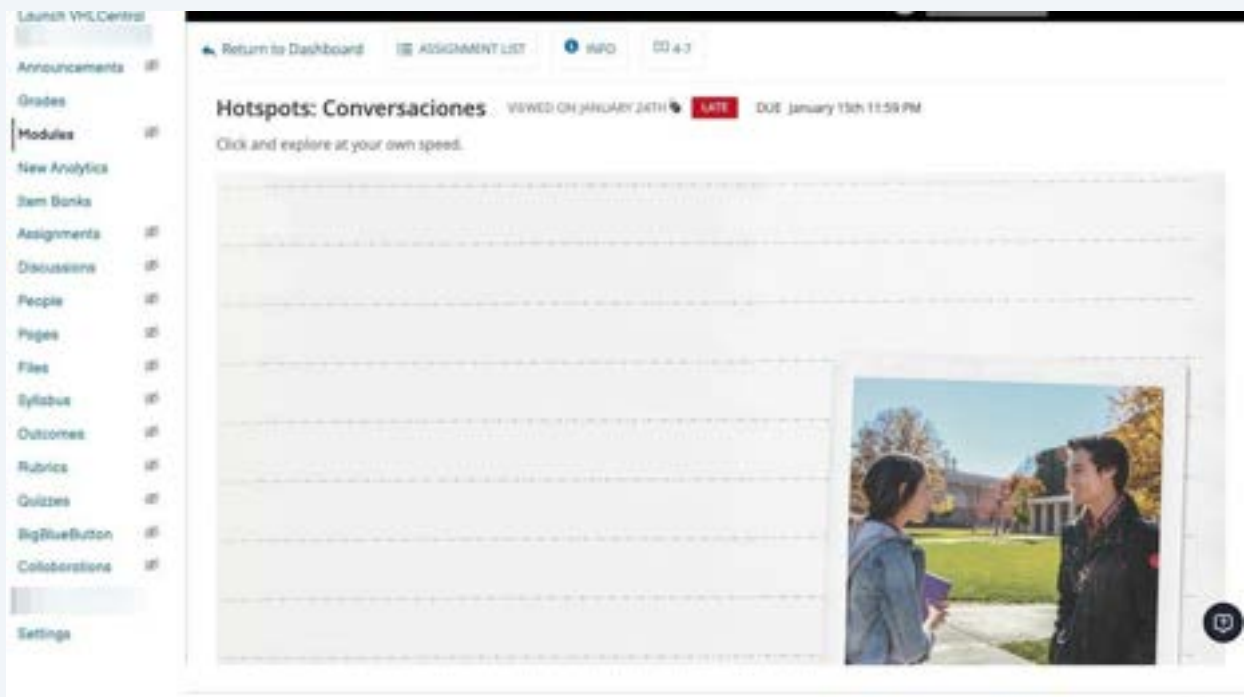
**134** Click **"Create"** once you have selected the appropriate **"LINK"**.



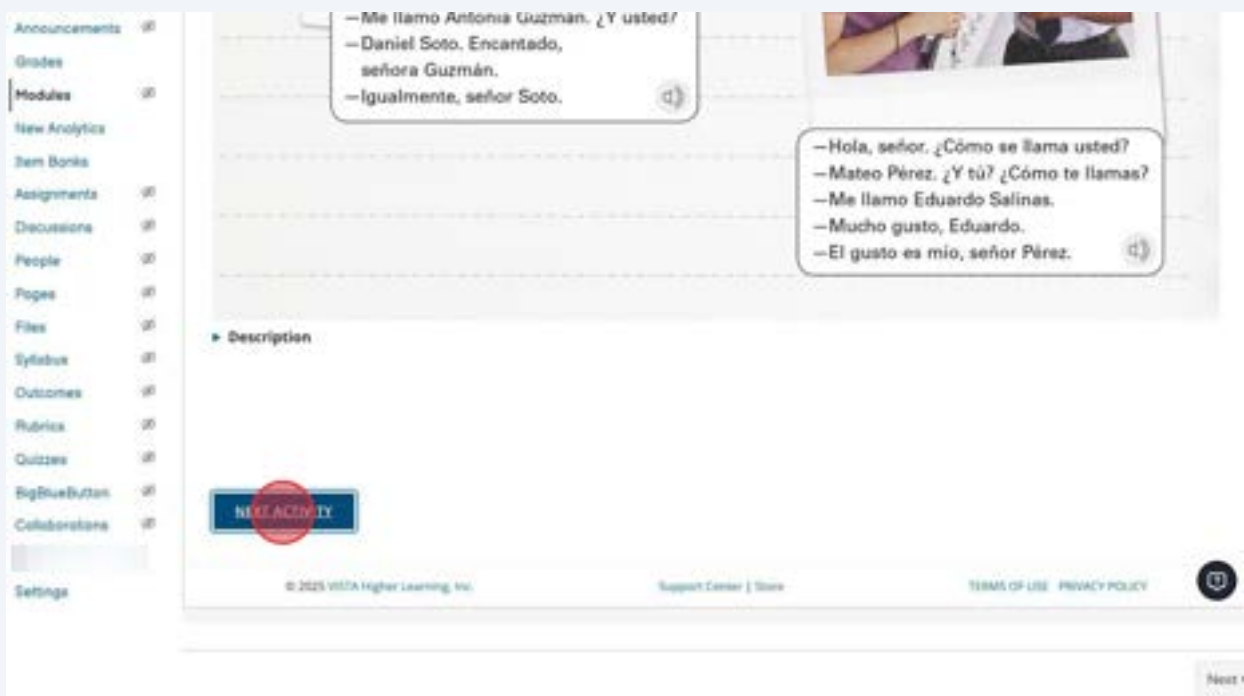
**135** Below you will find examples of both **"Current assignments"** and a **"Specific Activity"** under **Modules**. Remember, the Current Assignments will take the students to a modified dashboard, while the other link will take you to the specific activity without having to see the dashboard first.



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



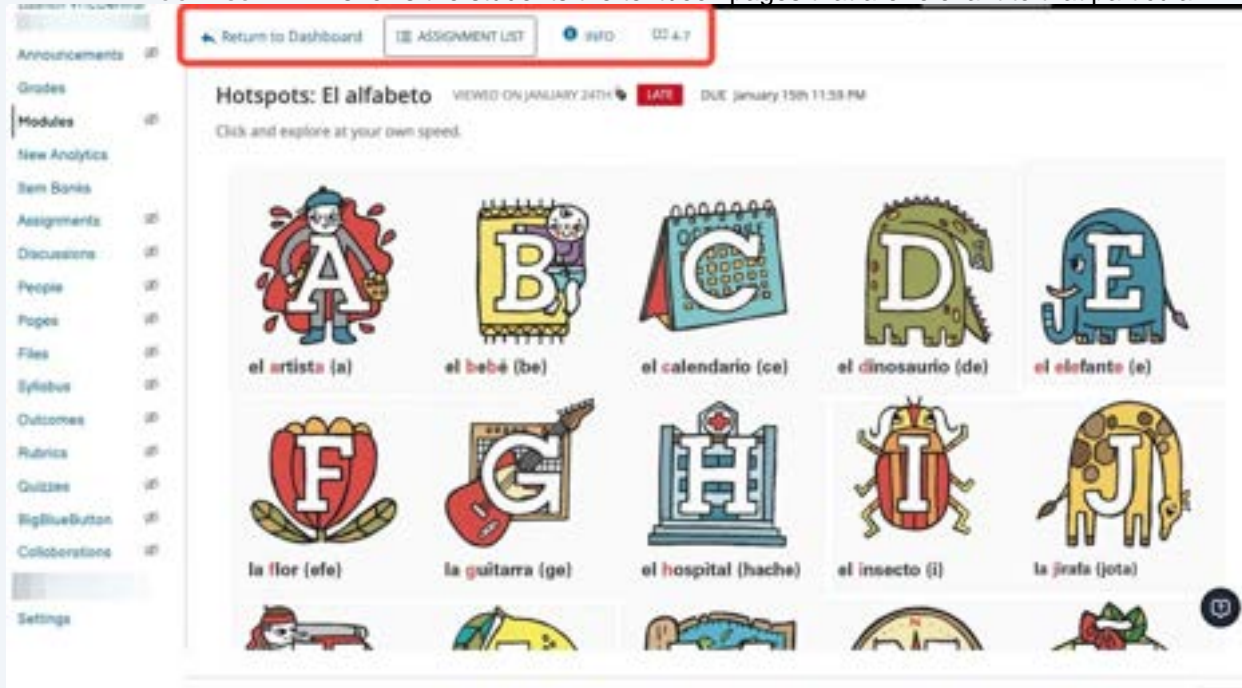
137 Once students are done with that activity, they can click on "Next Activity" to proceed to the next activity.



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

- **Return to Dashboard** - takes the student to the full vhlcentral dashboard
- **Assignment List** - shows a list of the assignments the students will need to complete

- **Book icon 4-7** - shows the students the textbook pages that are relevant to that particular



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

The screenshot shows a web interface for a language learning application. The top navigation bar includes a home icon, a user profile icon, and links for Chat, Help, and Logout. The main content area is titled "Assignments" and lists several tasks. A red circle highlights the "Hotspots: El alfabeto" assignment, which is currently in progress. Below the list, a grid of colorful illustrations shows the letters B, C, D, E, G, H, I, and J, each paired with a Spanish word and its pronunciation. The interface also includes a sidebar with navigation links and a bottom right corner with a "Sign Out" button.

Home  
Launch VHS Central  
Announcements  
Grades  
Modules  
New Analytics  
Item Banks  
Assignments  
Discussions  
People  
Pages  
Files  
Syllabus  
Outcomes  
Rubrics  
Quizzes  
BigBlueButton  
Collaborations  
Lucid (Whiteboard)  
Settings

Return to Live Monitor

Assignments

Hotspots: Conversaciones  
Lección Preliminar  
Opened

Hotspots: El alfabeto  
Lección Preliminar  
In Progress

Nombres de chicos y chicas  
Lección Preliminar

Emparejar  
Lección Preliminar

Completa el diálogo  
Lección Preliminar

¿Cómo te llamas? ¿Cómo se llama usted?  
Lección Preliminar

Repite, por favor  
Lección Preliminar

¿Cómo se escribe tu nombre?  
Lección Preliminar

Palabras

WED 01 JANUARY 20TH LATE DUE January 15th 11:59 PM

lebe (be)

el calendario (ce)

el dinosaurio (de)

el elefante (e)

la guitarra (ge)

el hospital (hache)

el insecto (i)

la jirafa (jota)

Sign Out



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

- **Dashboard**
- **Assignments**
- **Grades**

