



# **vhcentral**

## **LTI-Advantage Self-Rostering**

## **D2L /Brightspace**

# **Educator Guide**

## **Trademark and License Information**

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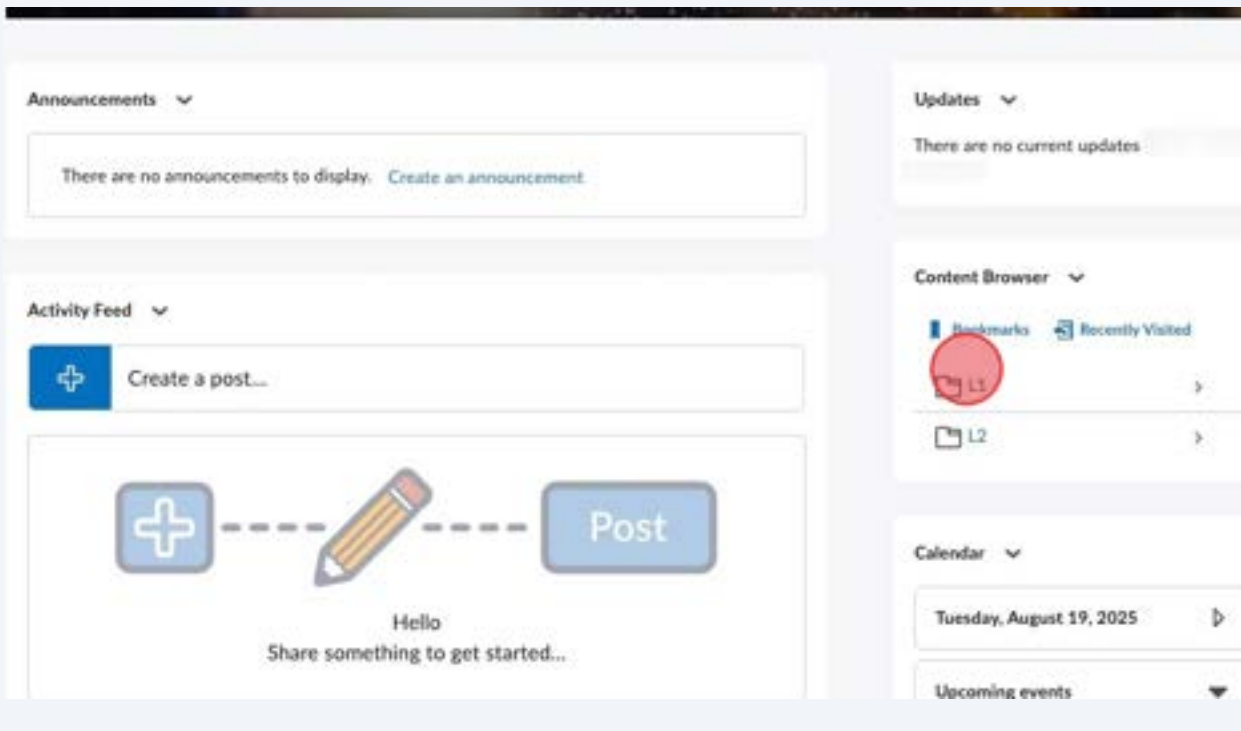
# D2L / Brightspace Self-Rostering Educator Guide



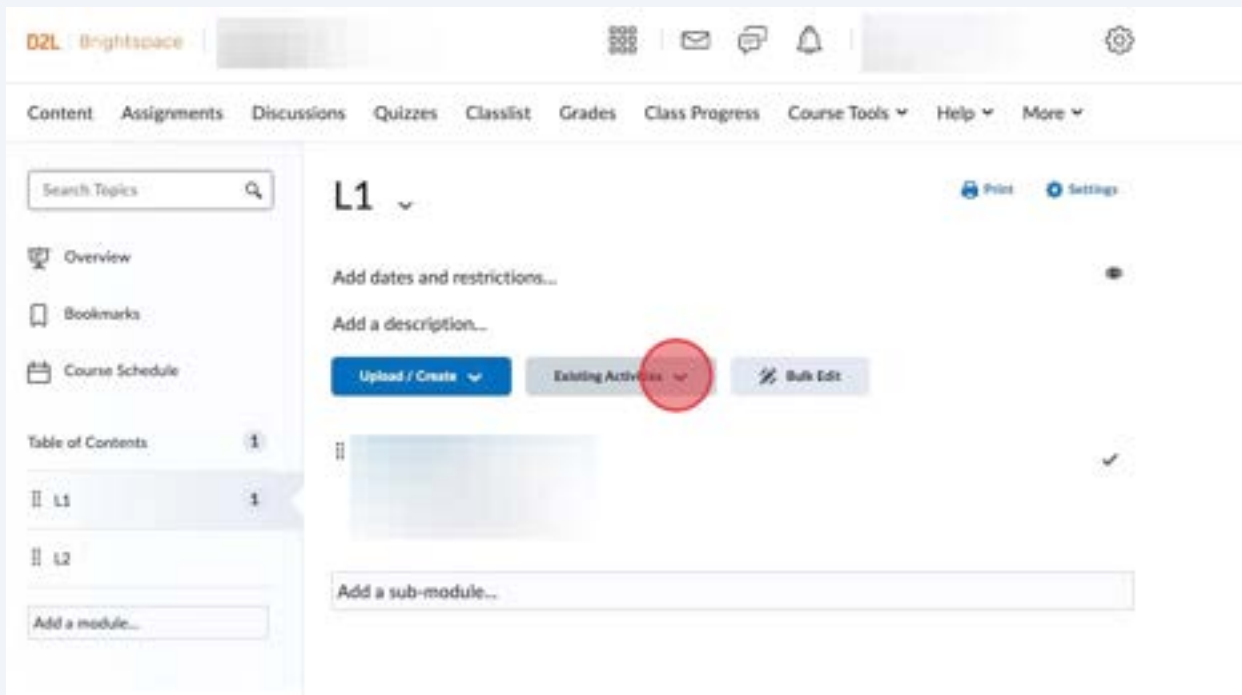
## Enabling the "VHL Quicklink" in D2L / Brightspace

1

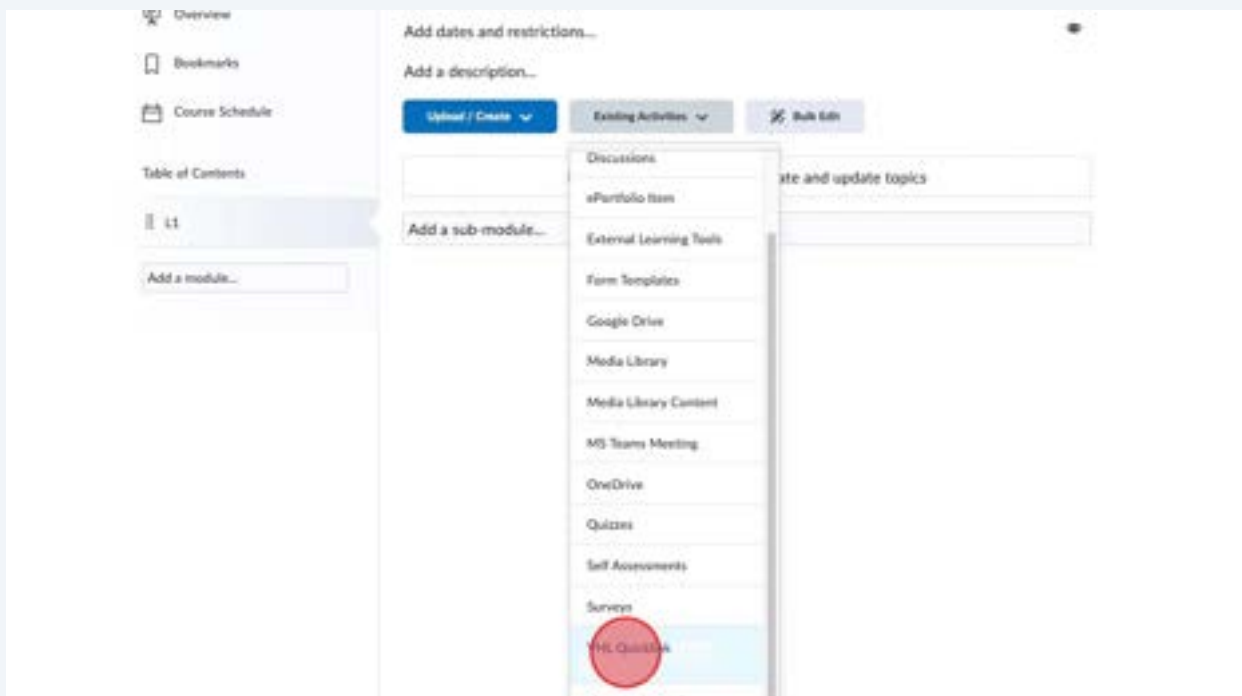
Navigate to your course. Go to the **Module** you would like to add the "**Quicklink**" for under **Content Browser**.



2 Click **"Existing Activities"** inside the Module.



3 Click **"VHL Quicklink"**.





Alert! Your Admin will provide you the name of the VHLCentral Tool Quicklink.

## Login to vhlcentral



Alert!

- If you **do not have a vhlcentral account**, you will need to create an account by either going to [vhlcentral.com](https://vhlcentral.com) or by launching the "**VHL Quicklink**" and being directed to [Create an account](#) in vhlcentral.
- **If you have a vhlcentral account** and this is the **first time** you are logging in to vhlcentral from D2L / Brightspace, you will be prompted to **Login to vhlcentral** and agree to the "**Terms of Use**".
- If you have **previously signed** in to vhlcentral through D2L / Brightspace but not in this particular course, you might be prompted to **Login to vhlcentral** but will not need to agree to the "**Terms of Use**".

4

If you have a vhlcentral account, enter your **vhlcentral credentials**. If you do not have an account, go to the ["Creating an account"](#) section below.

Welcome

Username or email

Password

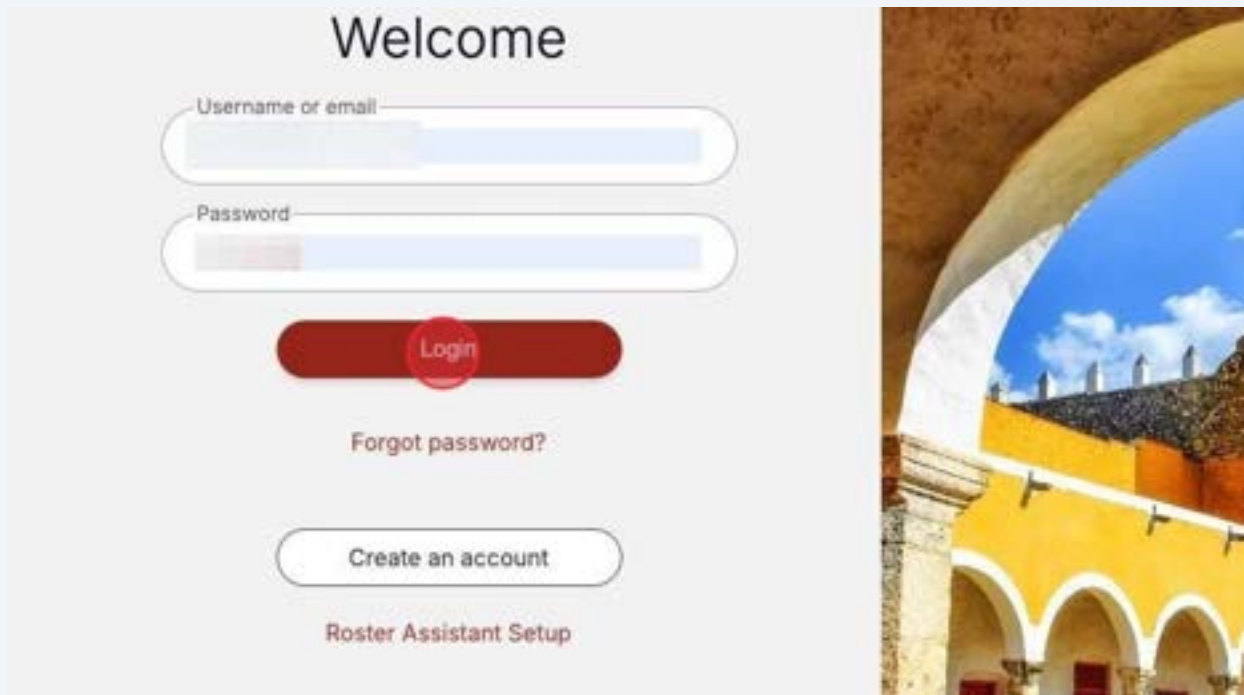
Login

[Forgot password?](#)

[Create an account](#)

[Roster Assistant Setup](#)

5 Click "**Login**".



The screenshot shows a login interface with the following elements:

- Welcome**: The main heading of the page.
- Username or email**: A text input field.
- Password**: A text input field with a red indicator on the left side.
- Login**: A prominent red button with a white circular highlight.
- Forgot password?**: A text link below the login button.
- Create an account**: A button with a light blue background and rounded corners.
- Roster Assistant Setup**: A text link at the bottom of the form area.

The right side of the image shows a photograph of a building with yellow walls and white arches under a blue sky.



Tip! Username and Password are case-sensitive. Also, ensure there are no extra spaces at the end or beginning of the fields.

## Accepting Terms of Use for the First Time

- 6 Scroll and read through the "Terms of Use".

**Terms of Use**  
x

**Please note that these Terms of Use have changed effective May 10, 2024.**

Welcome to Vista Higher Learning / VHL Central. Please read these Terms of Use carefully before you or your Authorized Users ("You," "Your," or "User") register on or use the website provided by Vista Higher Learning, Inc. ("Vista Higher Learning" or "VHL") at [vhlcentral.com](http://vhlcentral.com) or [vistahigherlearning.com](http://vistahigherlearning.com) (each a "VHL Site"). These Terms of Use incorporate the applicable Privacy Policy available at [www.vistahigherlearning.com/privacy-policy](http://www.vistahigherlearning.com/privacy-policy) or [www.vhlcentral.com/privacy\\_policy](http://www.vhlcentral.com/privacy_policy). IF YOU ARE UNDER 18 YEARS OF AGE (OR OTHER AGE OF MAJORITY IN YOUR JURISDICTION OF RESIDENCE), PLEASE BE SURE TO READ THIS AGREEMENT WITH YOUR PARENTS OR GUARDIAN, OR INSTRUCTOR IF APPROPRIATE, AND OBTAIN THEIR CONSENT TO THESE TERMS PRIOR TO YOUR USE OF A VHL SITE. YOUR REGISTRATION ON, OR USE OF, THE VHL SITE INDICATES THAT YOU ACCEPT THESE TERMS OF USE. IF YOU DO NOT ACCEPT THESE TERMS OF USE, PLEASE DO NOT USE OR REGISTER FOR USE OF THE VHL SITE. These terms and conditions apply to all users of the VHL Site and associated services.

**IMPORTANT NOTICE: These Terms of Use contain certain Disclaimers and Limitations on our Liability and a Binding Arbitration Clause and Class Action Waiver, which waives Your right to sue in**

- 7 Click "Agree".

for any reason held invalid or unenforceable, it shall be deemed severable and the valid of these Terms of Use or the applications of such provision to other persons or circumstances affected thereby.

**Violations.** Please report any violations of these Terms of Use to Vista Higher Learning [online@vistahigherlearning.com](mailto:online@vistahigherlearning.com).

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Last Modified May 10, 2024.

Agree

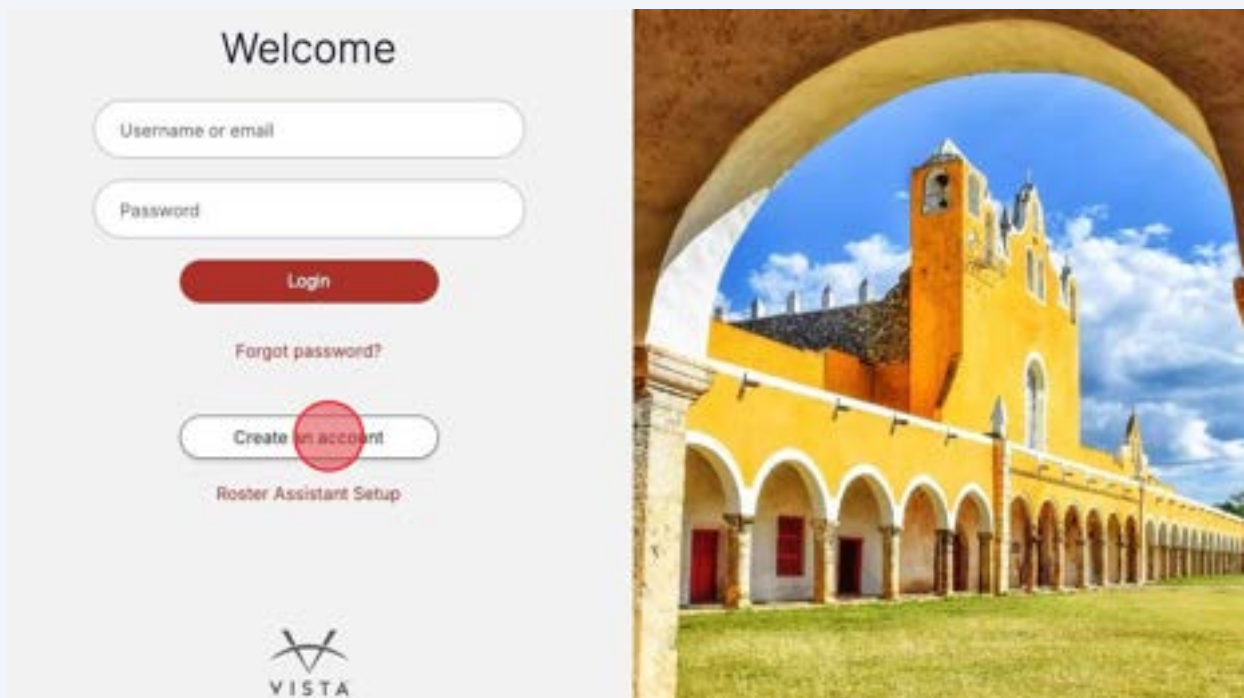
## Creating an Account



Alert! If you have not created an account with [vhlcentral.com](https://vhlcentral.com) you must create an account before proceeding.

- Keep in mind that:
  - Username and password are case-sensitive

8 Click "**Create an account**".




9 Complete all the fields required to create an account.

**Create an Account**

All fields required.

Username

Email

Password 

✓ Must contain a number and a letter.  
✓ Must be at least 8 characters.

Re-enter Password

First Name

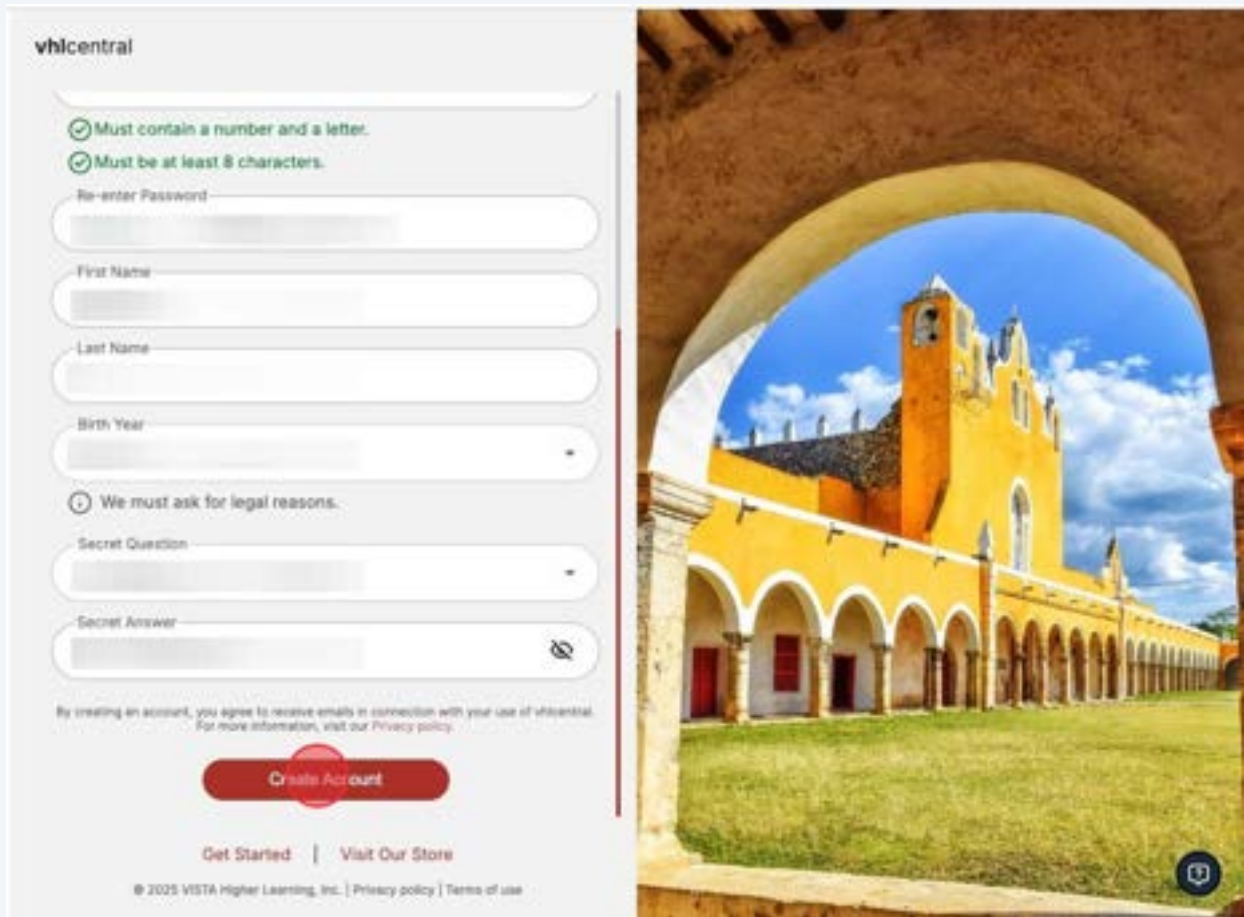
Last Name

Birth Year



Tip! When assisting students in creating their accounts, we suggest giving them the naming conventions and password conventions you'd like them to use. This will help with forgotten usernames and passwords, especially in K-12 settings. Also, verify with your institution whether students are required to use institutional emails or if they can use their personal emails.

10 Click "**Create account**".



The image shows a registration form for 'vhIcentral' overlaid on a background photograph of a large, yellow, arched building with a central tower. The form includes the following fields and instructions:

- vhIcentral
- Must contain a number and a letter.
- Must be at least 8 characters.
- Re-enter Password
- First Name
- Last Name
- Birth Year
- We must ask for legal reasons.
- Secret Question
- Secret Answer
- By creating an account, you agree to receive emails in connection with your use of vhIcentral. For more information, visit our Privacy policy.
- Create Account button
- Get Started | Visit Our Store
- © 2025 VISTA Higher Learning, Inc. | Privacy policy | Terms of use



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

## Selecting a Program

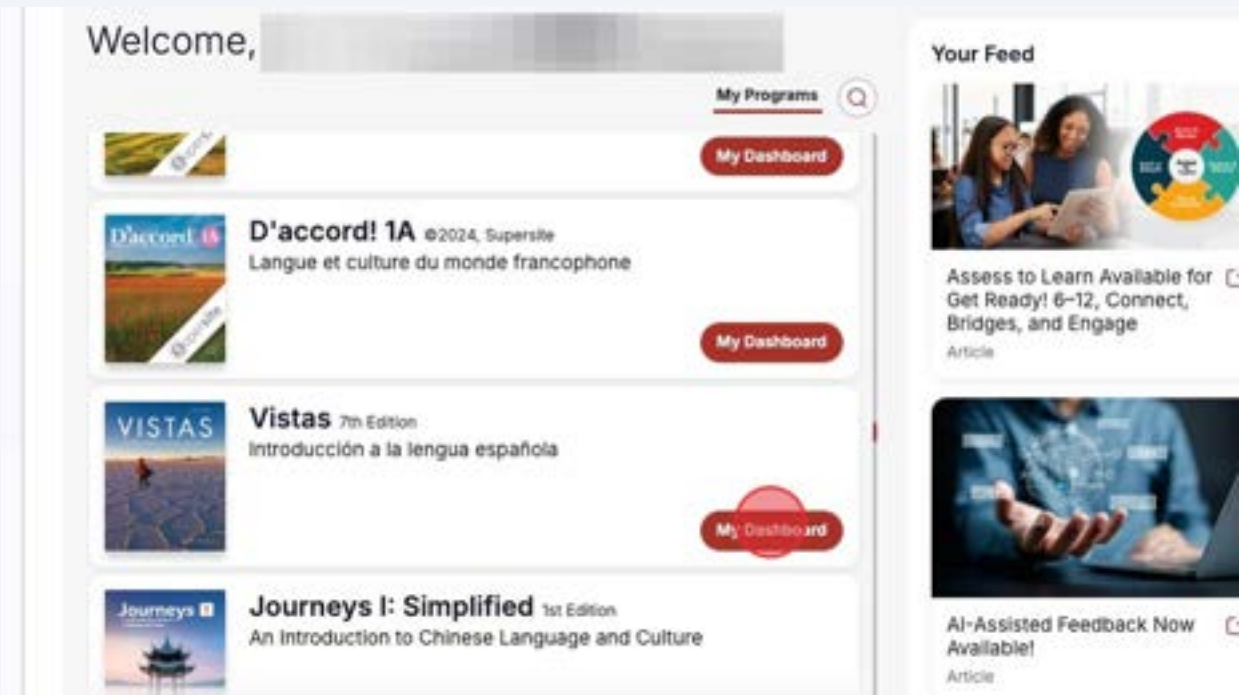


Tip! Once you have logged in to vhIcentral from D2L / Brightspace, you will be taken to the **Course Connector** page.

11

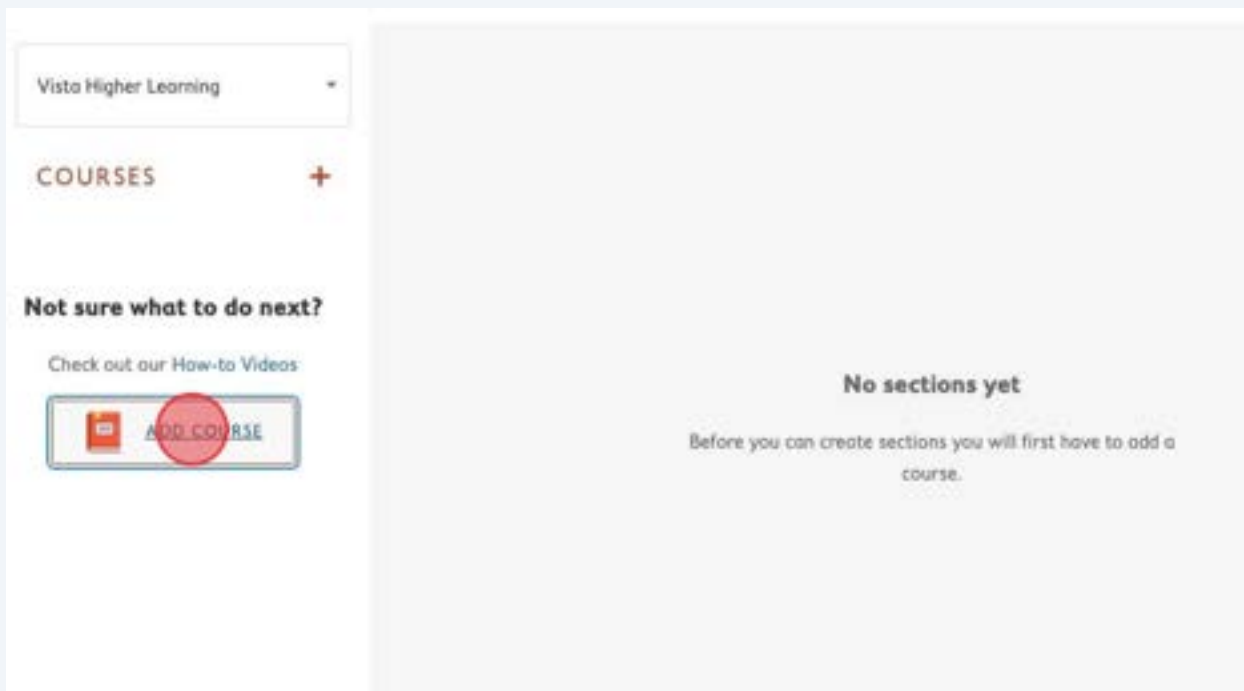
Click "**Launch vhIcentral**". You will be taken to the vhIcentral course connector page. You will see all the programs available to your institution.


12 Select your program by clicking on **"My Dashboard"**.



## Create a Course in vhlcentral

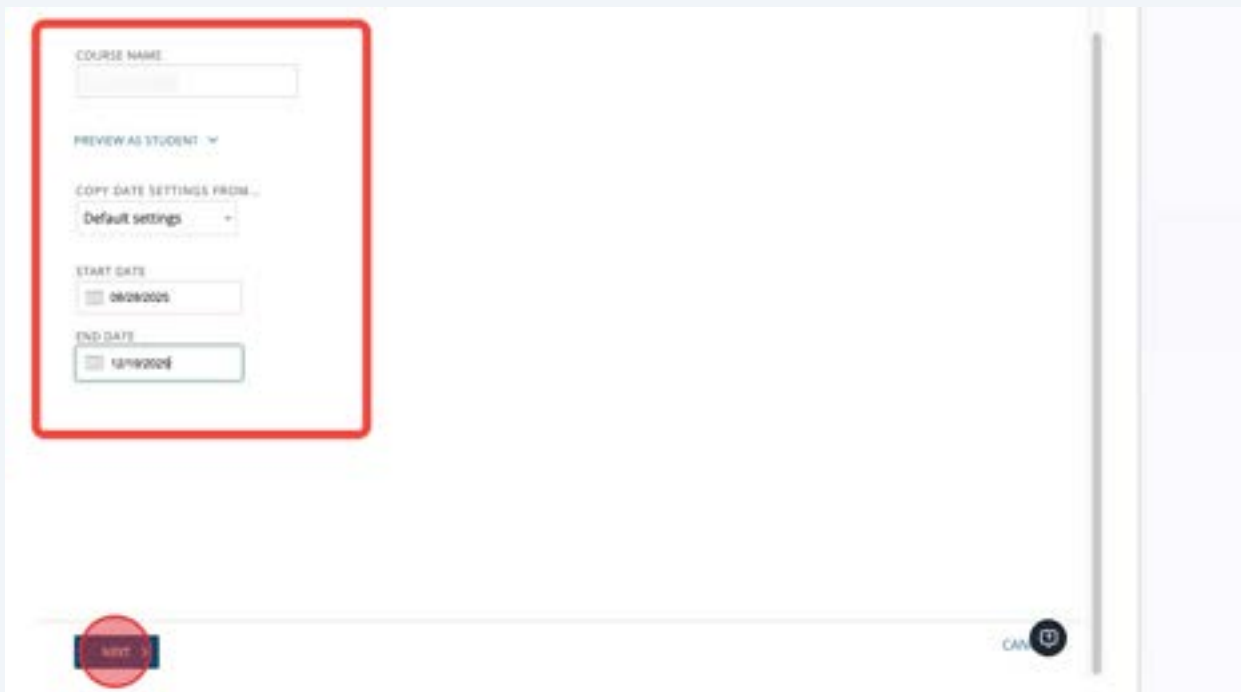
13 You will be taken to your **"vhlcentral Dashboard"**. Click **"Add Course"**.



 Tip! You can also click the "+" sign next to "**Courses**".

**14** Under the "**Course**" section tab complete the:


- **Course Name:** add your course name
- **Start Date:** enter the start date of your course
- **End Date:** enter the end date of your course




The screenshot shows a course creation form with the following fields and options:

- COURSE NAME:** A text input field.
- PREVIEW AS STUDENT:** A dropdown menu with a downward arrow.
- COPY DATE SETTINGS FROM:** A dropdown menu with "Default settings" selected and a downward arrow.
- START DATE:** A date input field with a calendar icon and the date "06/28/2025".
- END DATE:** A date input field with a calendar icon and the date "12/19/2025".

At the bottom of the form, there is a "NEXT" button and a "CANCEL" button with a trash icon.

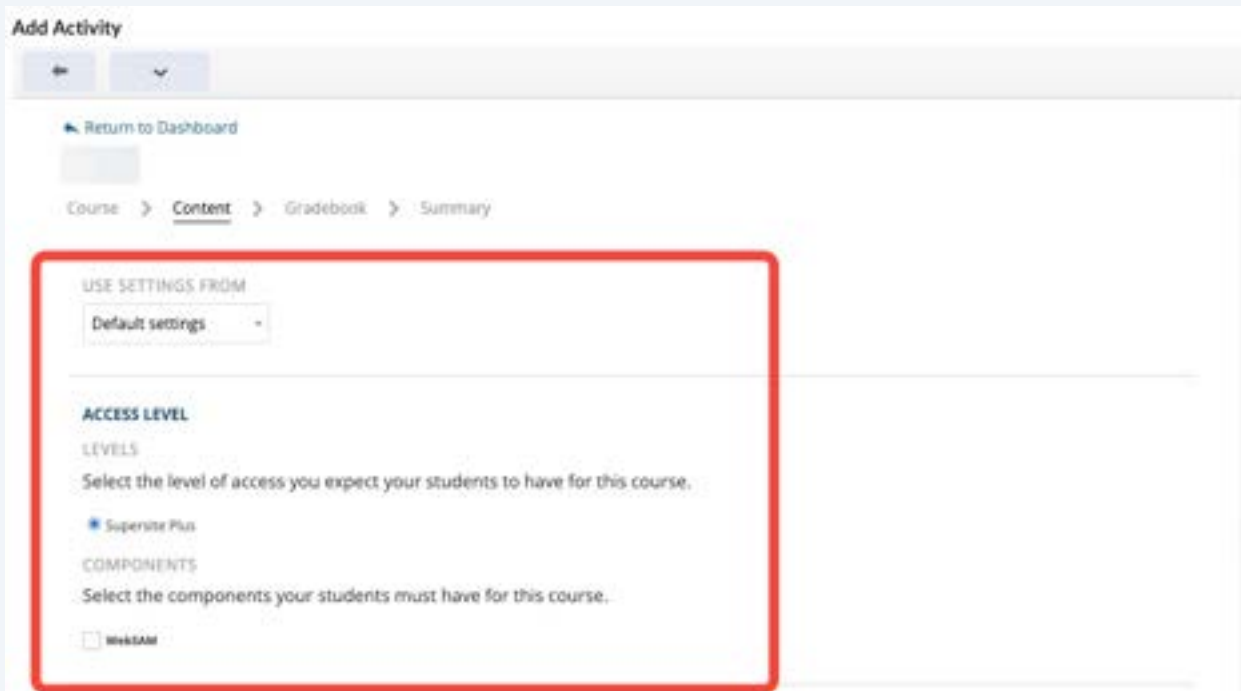
 Tip! For continuity, we suggest you utilize the LMS naming conventions.

 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.

## Content Tab

15 Under the "**Content**" tab, complete the "**Access Level**" section.

Select the **Access Level** and **Components** your students will have. This will vary based on your programs.



The screenshot shows the 'Add Activity' interface. At the top, there is a 'Return to Dashboard' link and a breadcrumb trail: 'Course > Content > Gradebook > Summary'. Below this, a red box highlights the 'USE SETTINGS FROM' section, which includes a dropdown menu set to 'Default settings'. Underneath, the 'ACCESS LEVEL' section is titled 'LEVELS' and asks the user to 'Select the level of access you expect your students to have for this course.' The 'Superior Plus' option is selected with a blue radio button. Below that, the 'COMPONENTS' section asks the user to 'Select the components your students must have for this course.' The 'WISAM' component is currently unchecked.

16 Under the "**Content**" tab, complete the:

- **Assignment Settings:**

- **Lessons** - select the **first**, and **last** Lesson or Unit this course will cover.

- " if you'd like students to see English translations

- **Translations** - select "**Allow students to view English translations in the Vocabulary Tutorials**" - 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.

- **Assigning Tools:**

- **Individualized Assigning**

- if you'd like the ability to assign activities for selected students.

WebSAM

**ASSIGNMENT SETTINGS**

LESSONS

News and Cultural Updates — Lección 18

TRANSLATIONS

Allow students to view English translations for terms in the Vocabulary Tutorials.

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.

17 Under the "Content" tab, complete the:

- **Media Settings:**

- This is where you can set the **defaults** for **Subtitles** and **Closed Captions, Video Transcripts** and **Audio Transcripts**. Individual settings can be found under **Edit Section** on the vhlcentral Dashboard.\*\*

- **Student Support Requests:**

- You can choose to allow students to send help requests or score reviews through

The screenshot shows the 'Add Activity' settings page. A red box highlights the 'MEDIA SETTINGS' and 'STUDENT SUPPORT REQUESTS' sections. The 'MEDIA SETTINGS' section includes a note that changes can be made in the 'Student Interaction Settings' page after section creation and enrollment. Below this, under 'DEFAULTS', there are three rows: 'Video Subtitles and Closed Captions (CC)' set to 'Spanish' with a 'See Example' link; 'Video Transcripts' set to 'Off' with a 'See Example' link; and 'Audio Transcripts' set to 'Off' with a 'See Example' link. The 'STUDENT SUPPORT REQUESTS' section has two unchecked checkboxes: 'Allow students to submit to you assignment help requests, before their final attempt.' and 'Allow students to submit to you assignment score review requests, after their final attempt.' Below the red box, the 'CHATS' section is partially visible.

18 Under the **"Content"** tab, complete the:

- **Chats:**

- **"Enable for chat activities only"** field should be checked if you'd like the students to only access chat during assignments if you'd like students to do chat activities. If you select Yes, students will have open access to chat with each other at all times.

Once all of the fields have been completed, click **"Next"**.

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.

**CHATS**

By enabling chat features, you and your students can send, share, and record messages (text, video, audio).

**Do you want to enable text and video chats?**

Yes

Enable for chat activities only

No

◀ PREVIOUS    **NEXT**    CANCEL

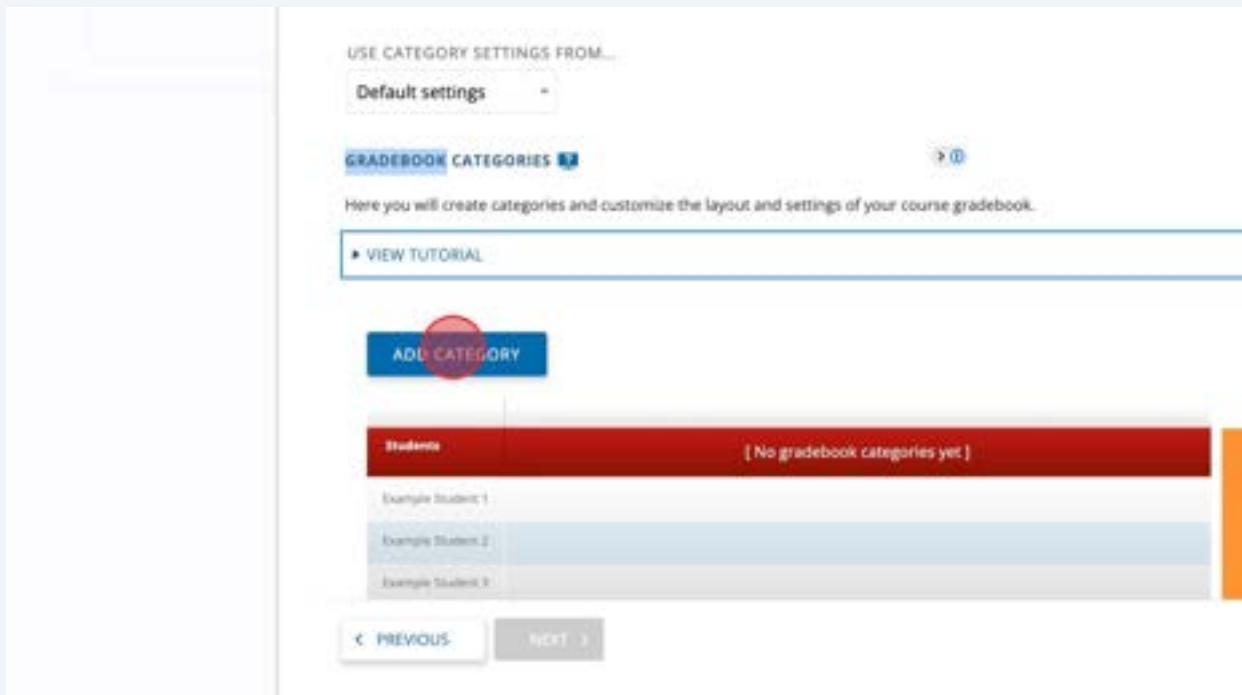
Cancel

## Gradebook Tab

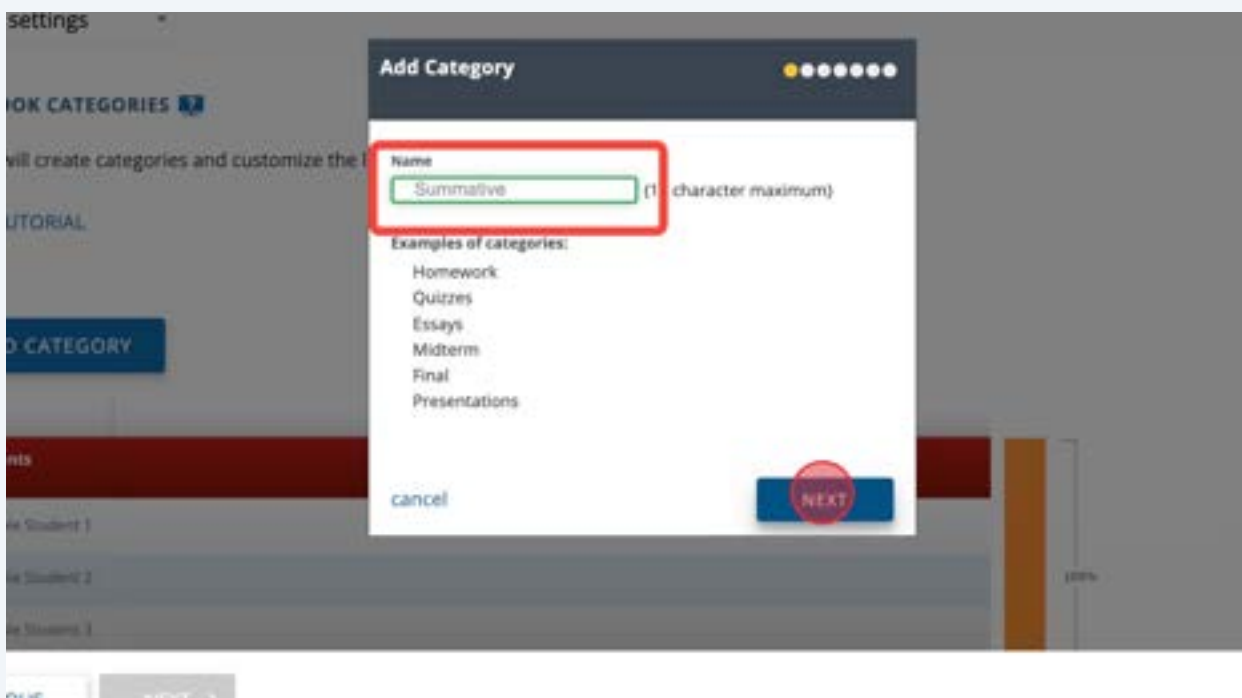


Alert! Vhlcentral gradebook categories do not need to match your LMS categories. Once the grades pass back from vhlcentral to your LMS, you will need to recategorize them in the D2L / Brightspace gradebook. You can create a category in vhlcentral for practice assignments that you don't want to be added to the gradebook of record, such as tutorials. You can also have a D2L category for the assignments you want in your gradebook of record, like summative or formative assessments.

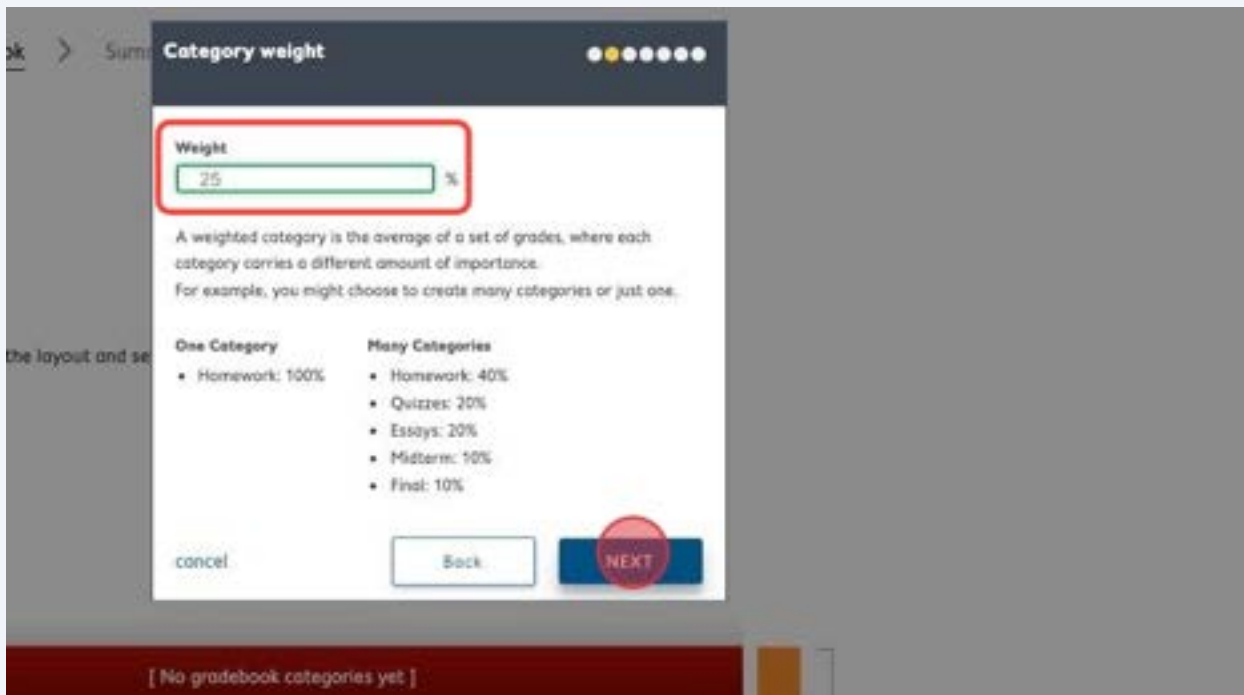
19 To set up Gradebook Categories, click **"Add Category"**.



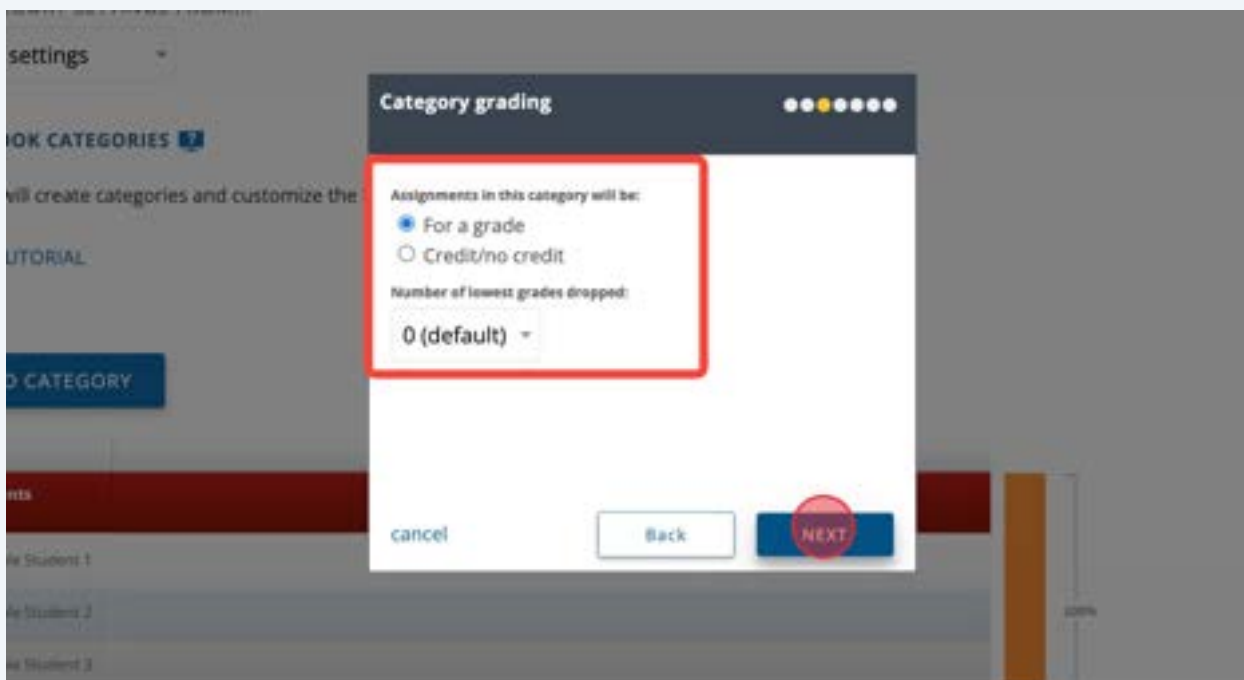
20 Type your first category, for example **"Summative"**. Click **"Next"**.



21 Select the **"Weight"** for that category. For example, type "25". Click **"Next"**.

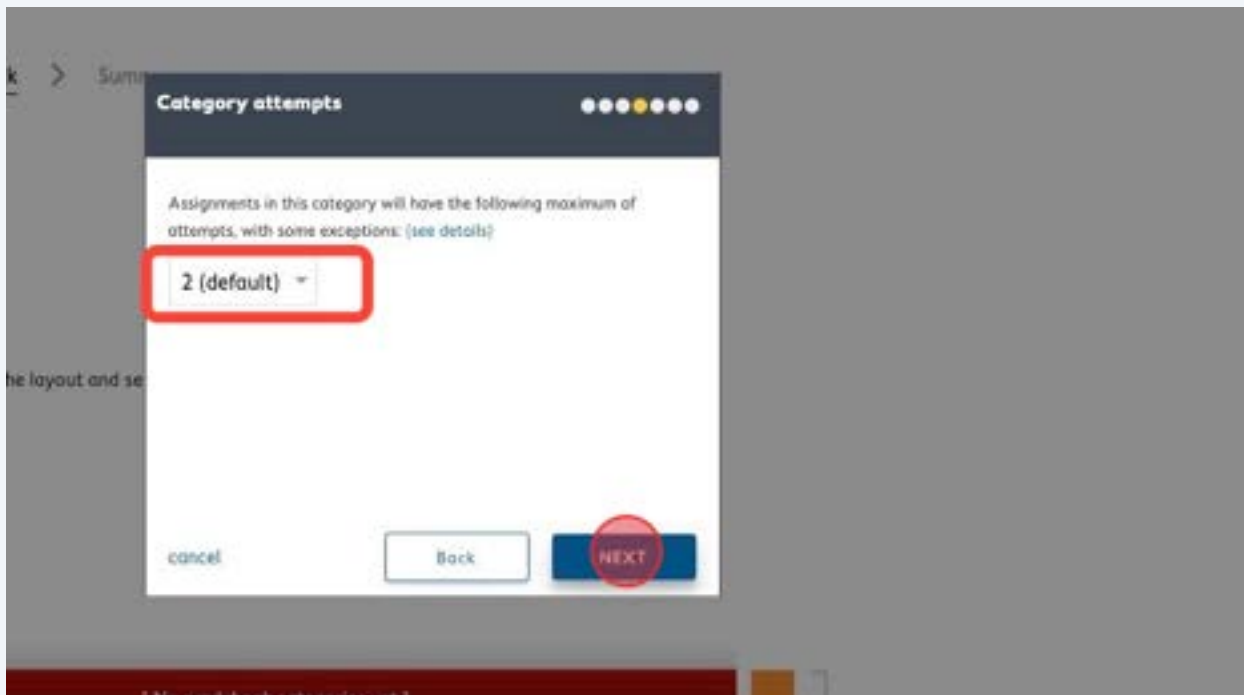


22 Select **"For a grade"** if you want grades for each of your activities and assessments as well as the **"number of lowest grades dropped"**. Click **"Next"**.



23

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

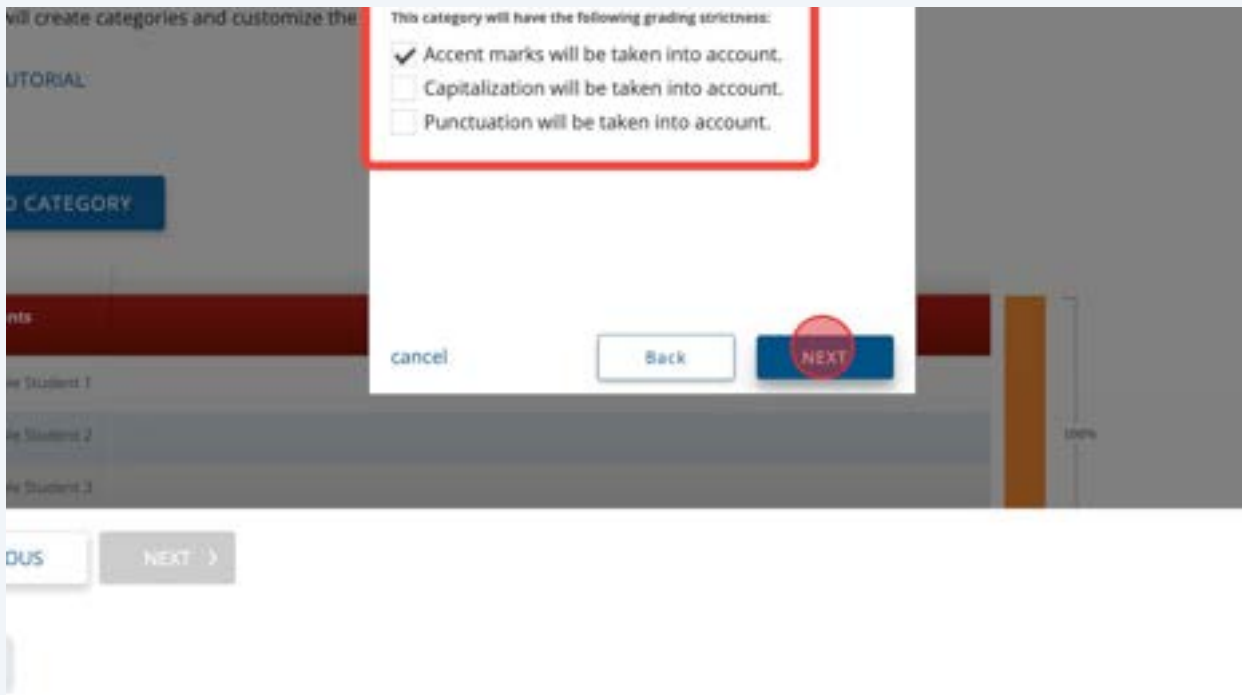


Tip! If you allow multiple attempts, consider adding an extra attempt for technology issues, such as loss of connectivity or other technology issues.

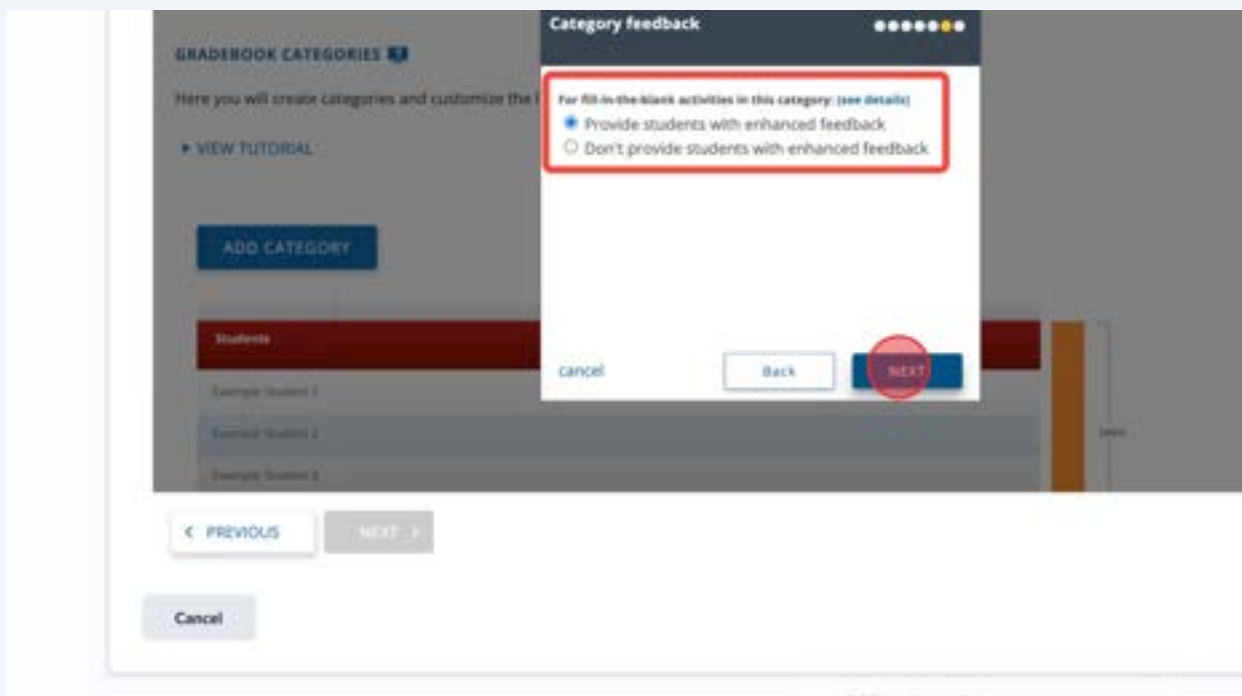


Alert! This setting will not affect the number of attempts for assessments.

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



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





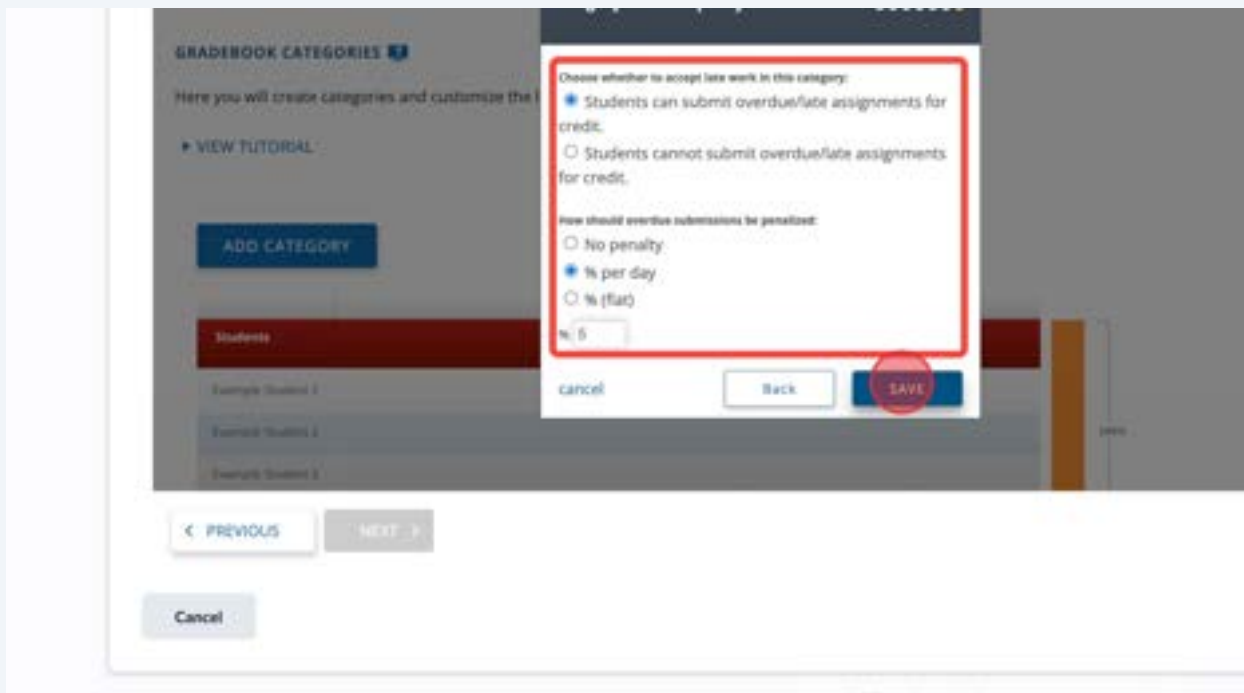
Tip! Providing enhanced feedback will not provide students with the correct answer, but it will provide some guidance on how to improve their response during any additional attempts.

26

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"**.

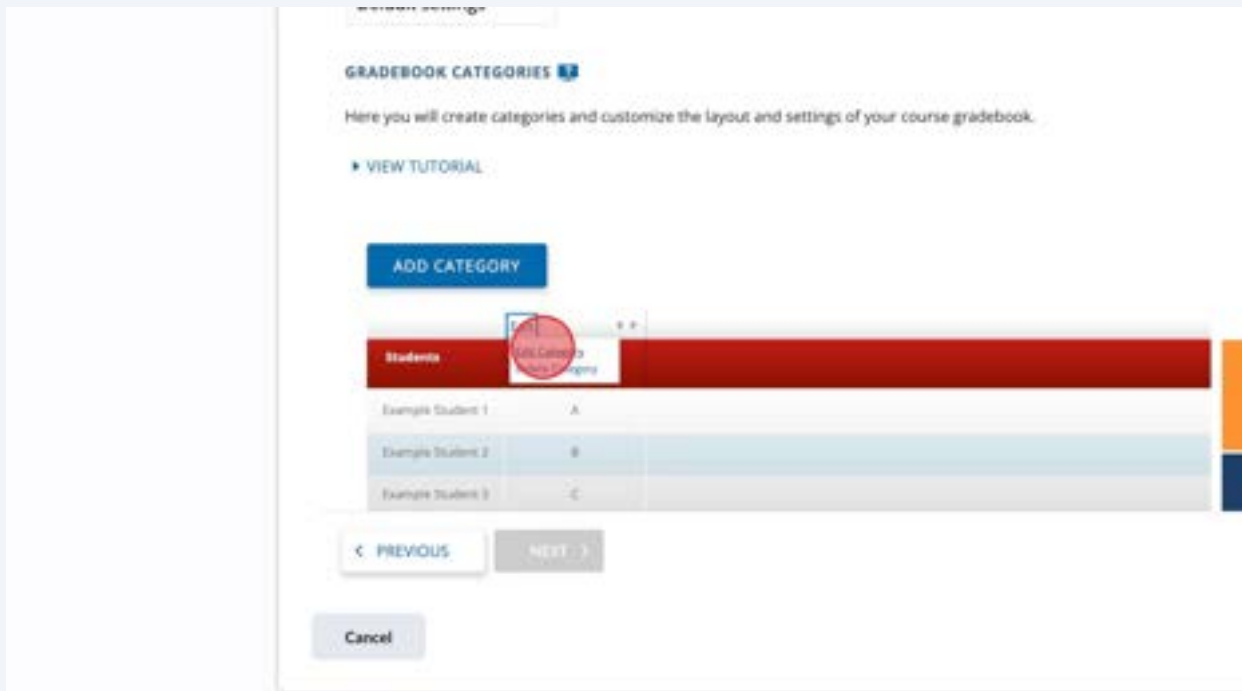
If you're allowing students to turn in overdue/late assignments, choose if there will be a penalty and what that penalty will be.

Click **"Save"**.

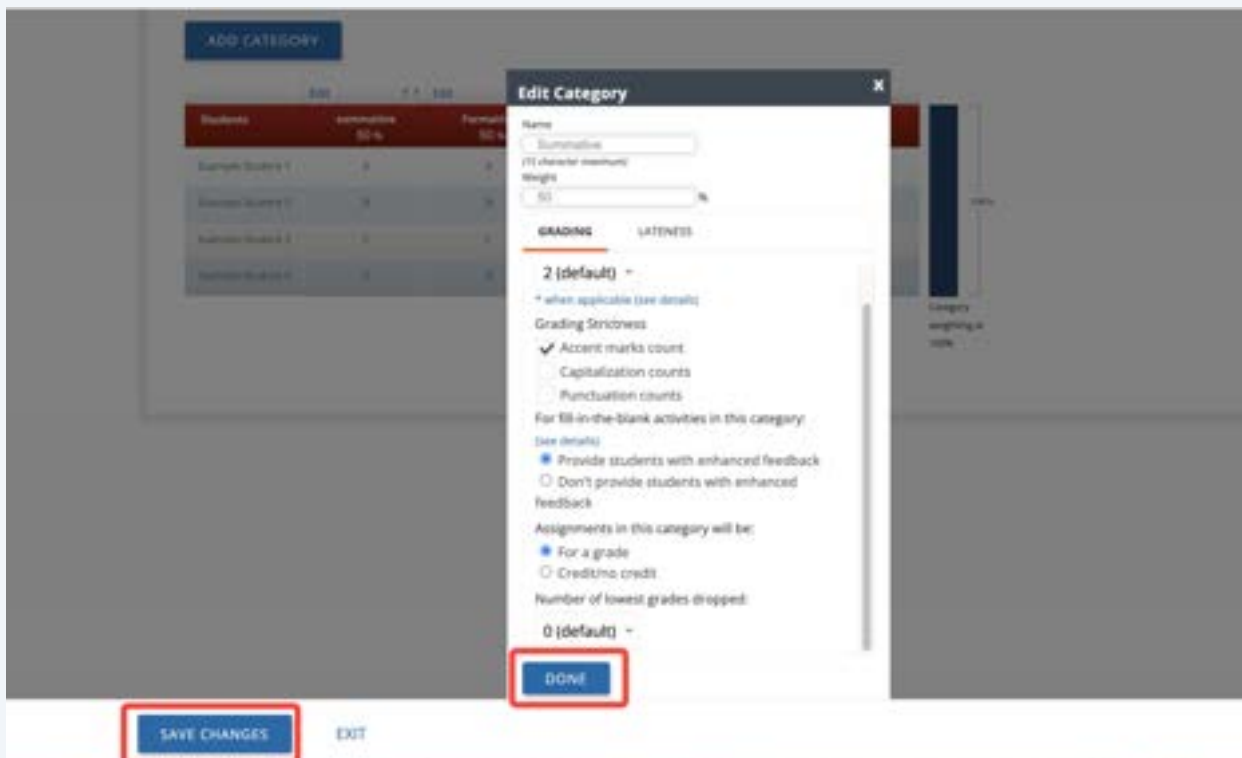


## Editing and Deleting Categories

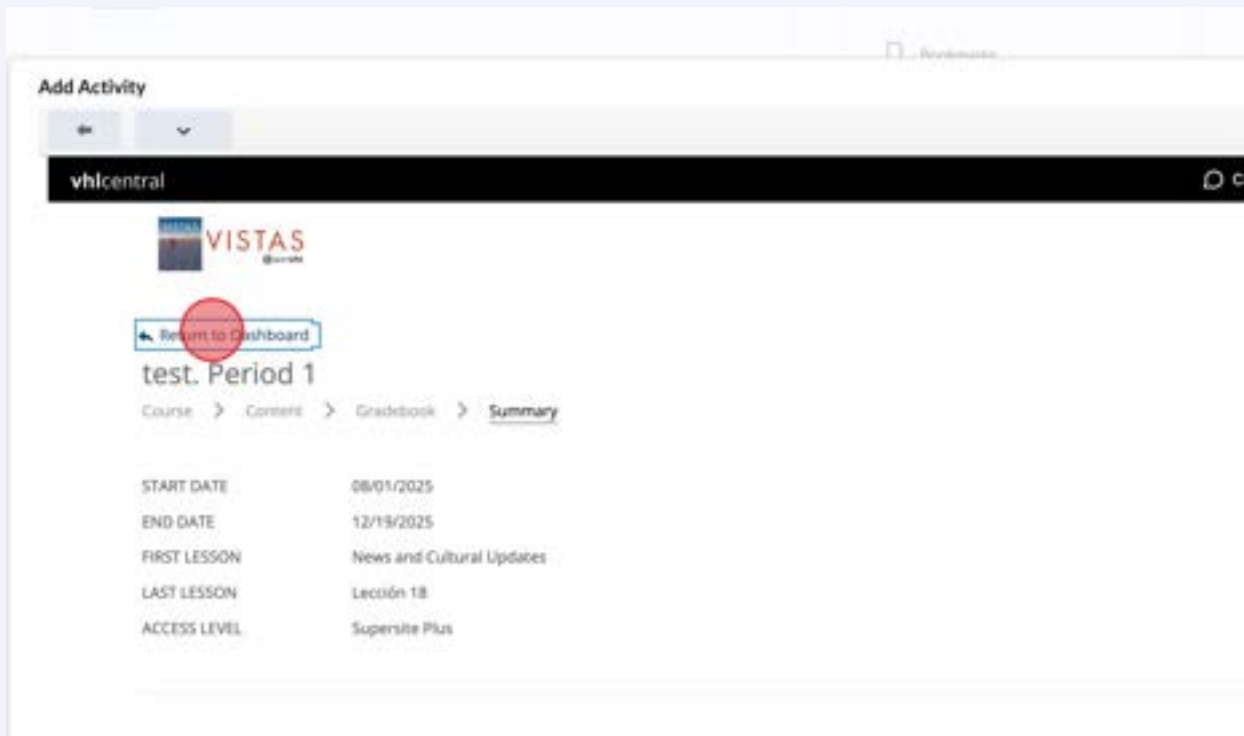
27 Click **"Edit Category"**.



28 Make any desired changes, click **"Done"**, and **"Save Changes"**.



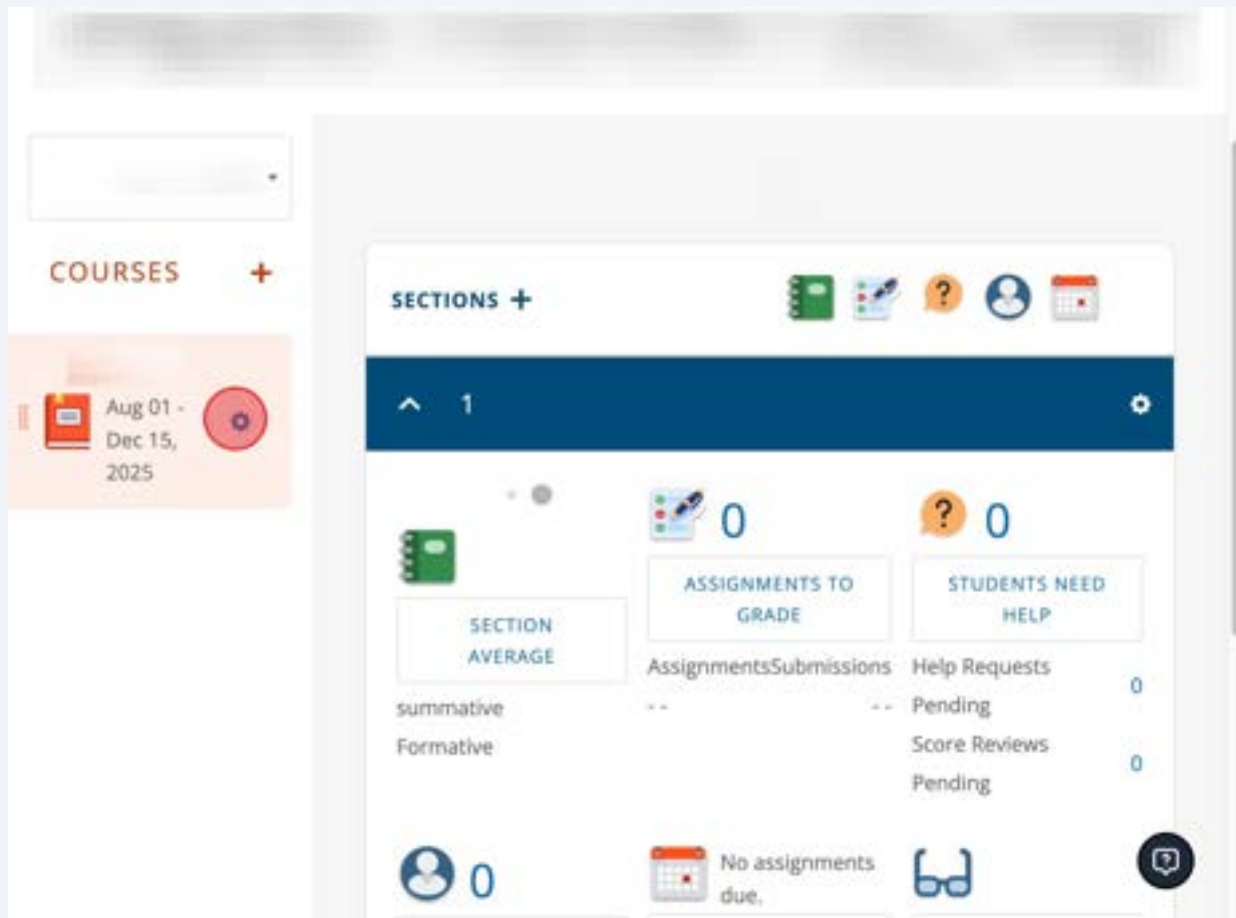
29 Click **"Return to Dashboard"** to continue the setup.



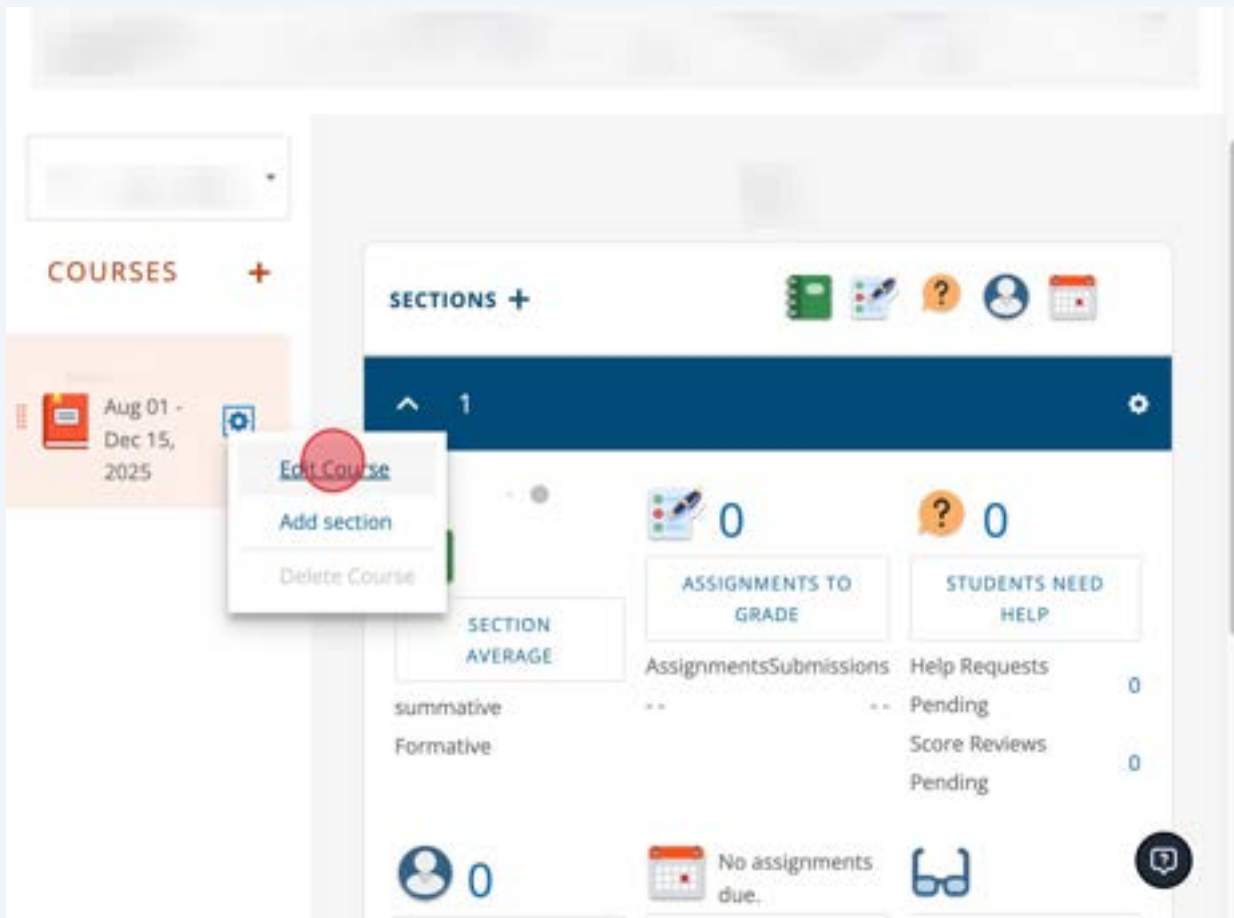
## Course Editing

30

If you need to make any changes to your course, in your **"Dashboard"**, click the **"Blue Gear"**.



31 Click "Edit Course".



32 Make the necessary changes and, click "**Save changes**".

vhlcentral

Chat

MOSAIC

Return to Dashboard

Course Content Gradebook Summary

Editing

COURSE NAME

PREVIEW AS STUDENT

START DATE

08/01/2025

END DATE

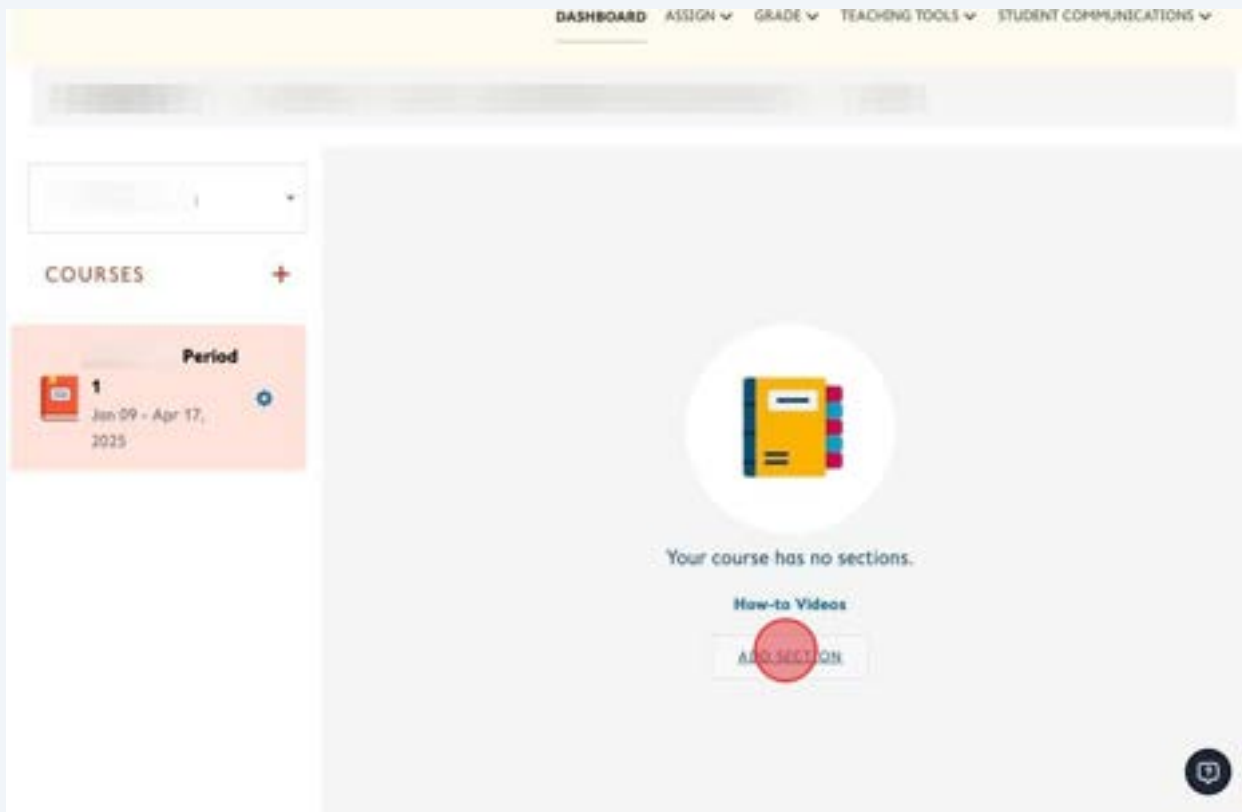
SAVE CHANGES EXIT

## Create a Section



Tip! If you have already created a section for this course, skip these directions and go to your course Dashboard for Course Editing or Enabling Grade Passback.

33 Click "ADD SECTION".



34 Click the "New Section Name" field and add the name of your section.



35 If this is the initial section creation, click **"Submit"**.

**Section Details**

Allow new students to enroll in this course section

ASSIGNMENT AVAILABILITY

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

**Schedule**

DUE TIME: 11 - 59 - PM

TIME ZONE: (GMT-05:00) Eastern Time (US & Canada)

Select the days your section meets

Sun  Mon  Tue  Wed  Thu  Fri  Sat

**Instructor** ⓘ

Can Create Content	Role	Name	Email
<input checked="" type="checkbox"/>	Instructor	[REDACTED]	[REDACTED]

[Add/Edit Additional Instructors](#) v

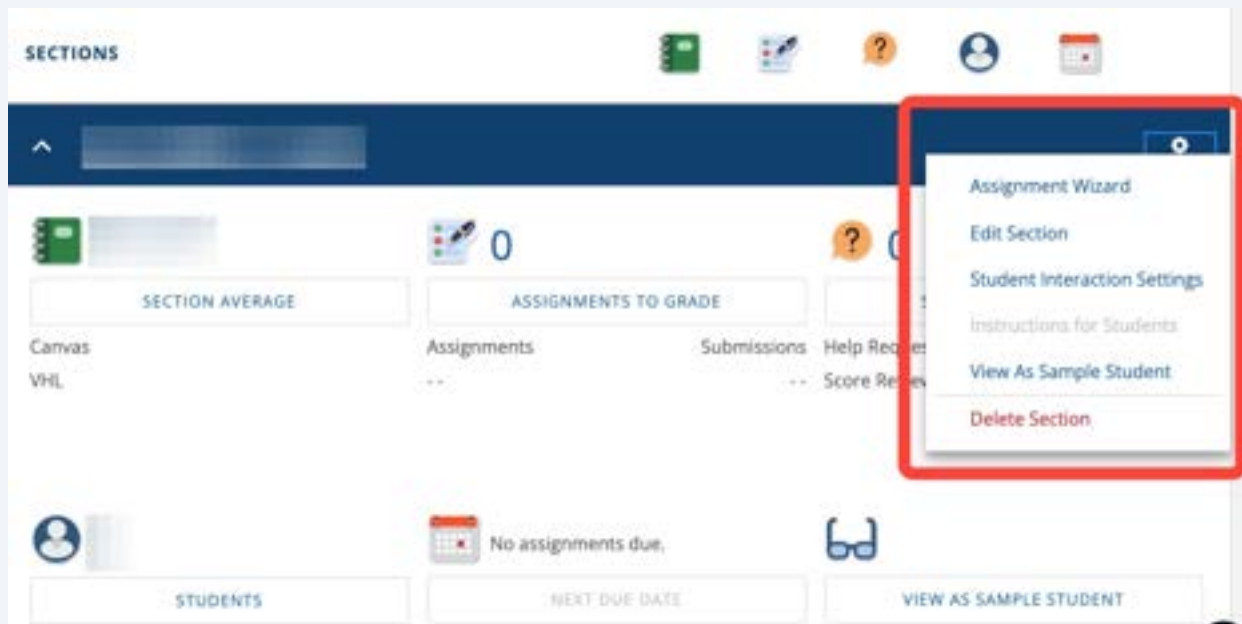
**SUBMIT** CANCEL

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## Student Interaction Settings Page

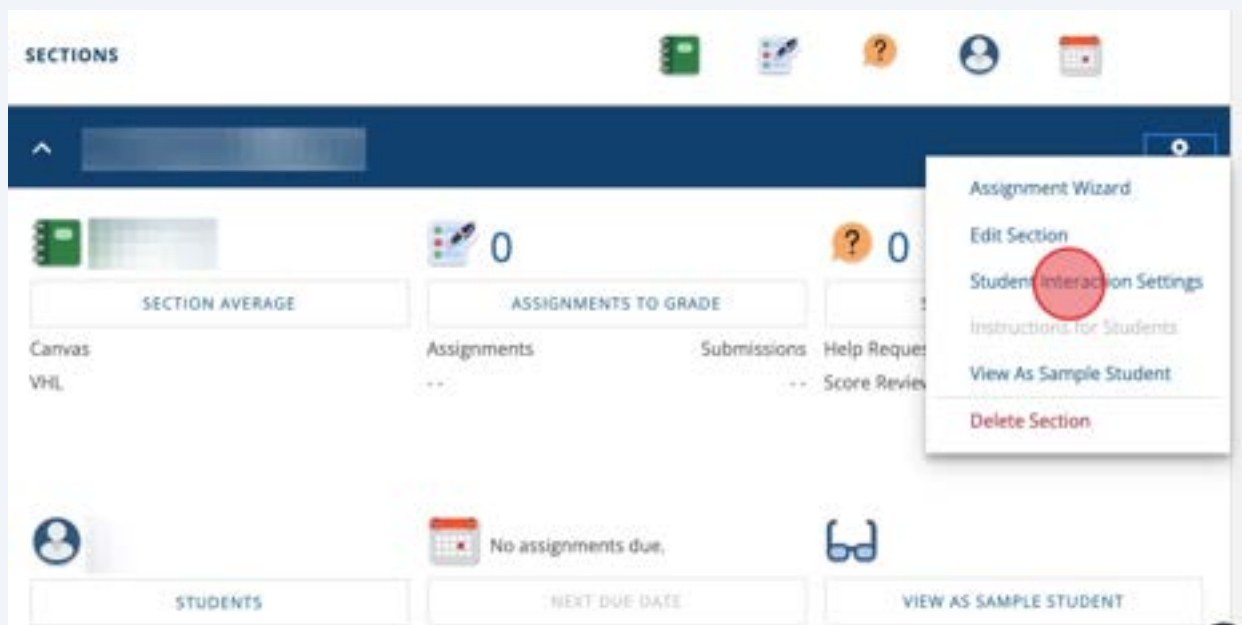
36

In order to change the "Student Interaction Settings", go to your course "Dashboard". Click on the "white gear icon" on the Section blue stripe to show the edit pop-up.



37

Click "Student Interaction Settings".



38 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) <small>Example</small>	Video Transcripts <small>Example</small>	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"/>

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

← Back to Dashboard

## Student Interaction Setting

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

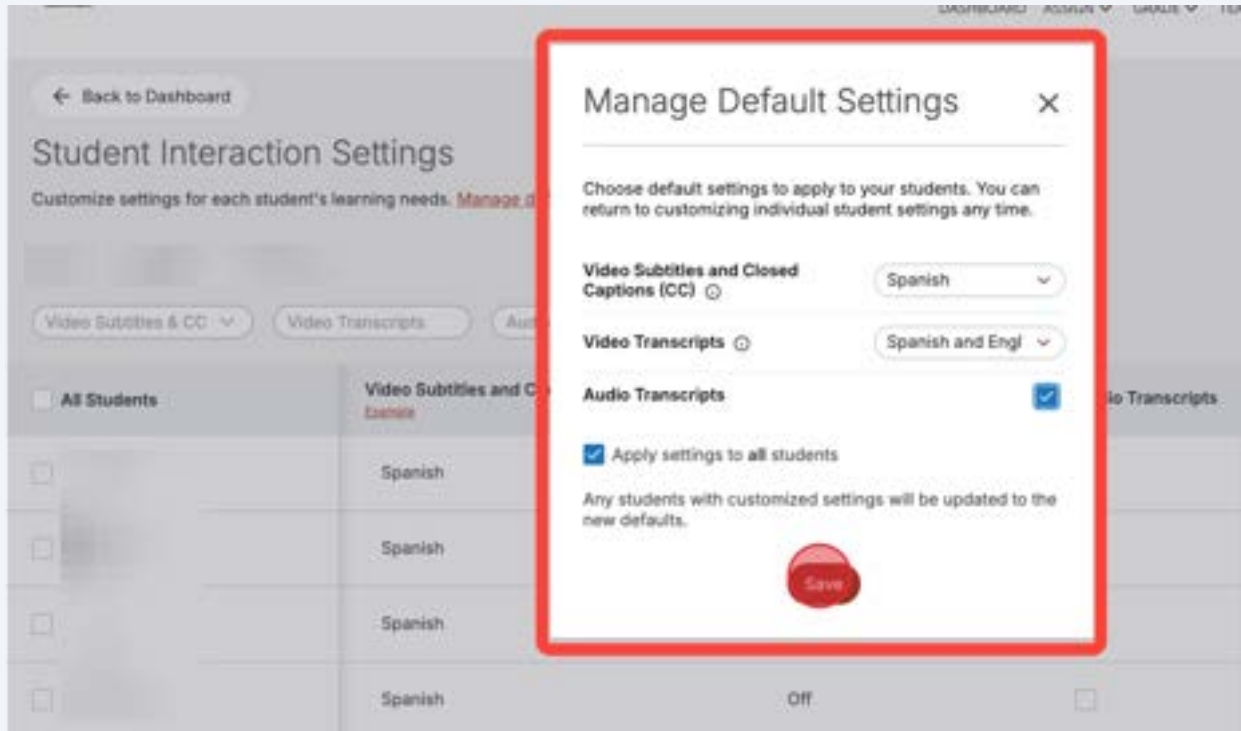
Video Subtitles & CC Video Transcripts Audio Transcripts

<input type="checkbox"/> All Students	Video Subtitles and Closed Captions (CC) <small>Example</small>	Video Transcripts <small>Example</small>	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"/>

40

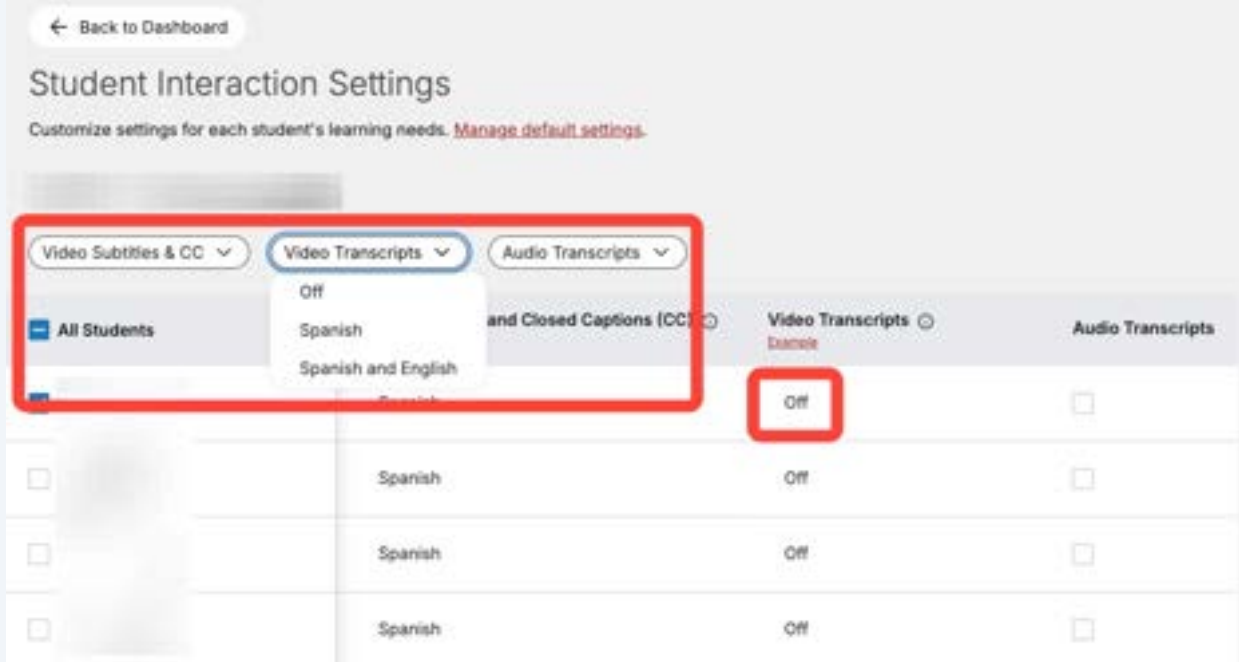
The **"Manage default settings"** pop-up will allow you to click "Apply settings to all students" by ticking the box. Click "Save" once you have chosen your default settings.

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.



41

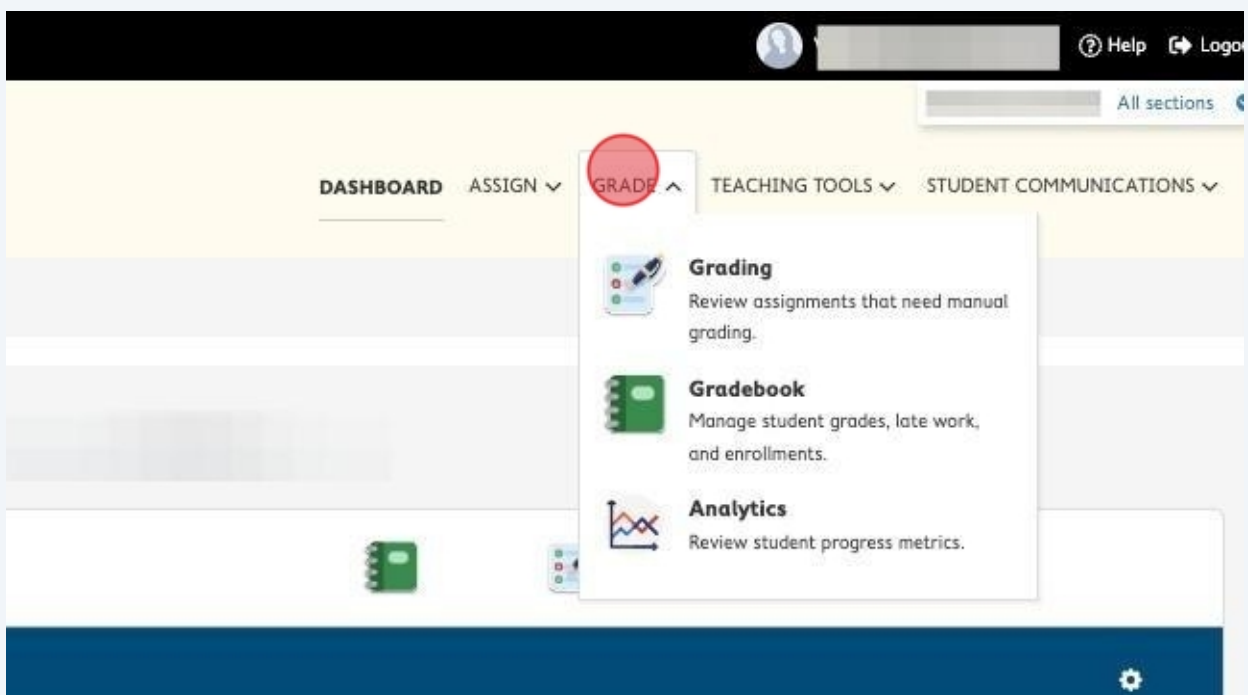
To make changes for a specific student, click on the box next to their name. You can choose one student or several. The settings can be changed either to the right of each student or using the drop-down menus above the student list.



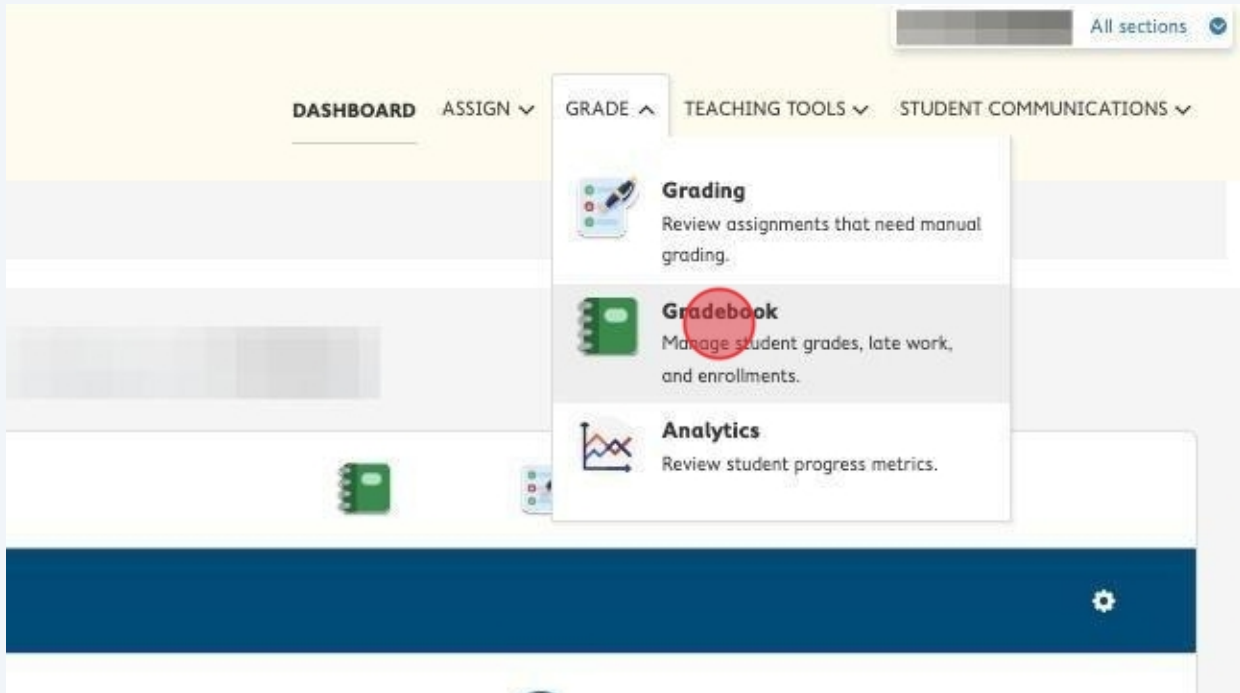
## Enable Grade Passback from vhlcentral to D2L/Brightspace

42

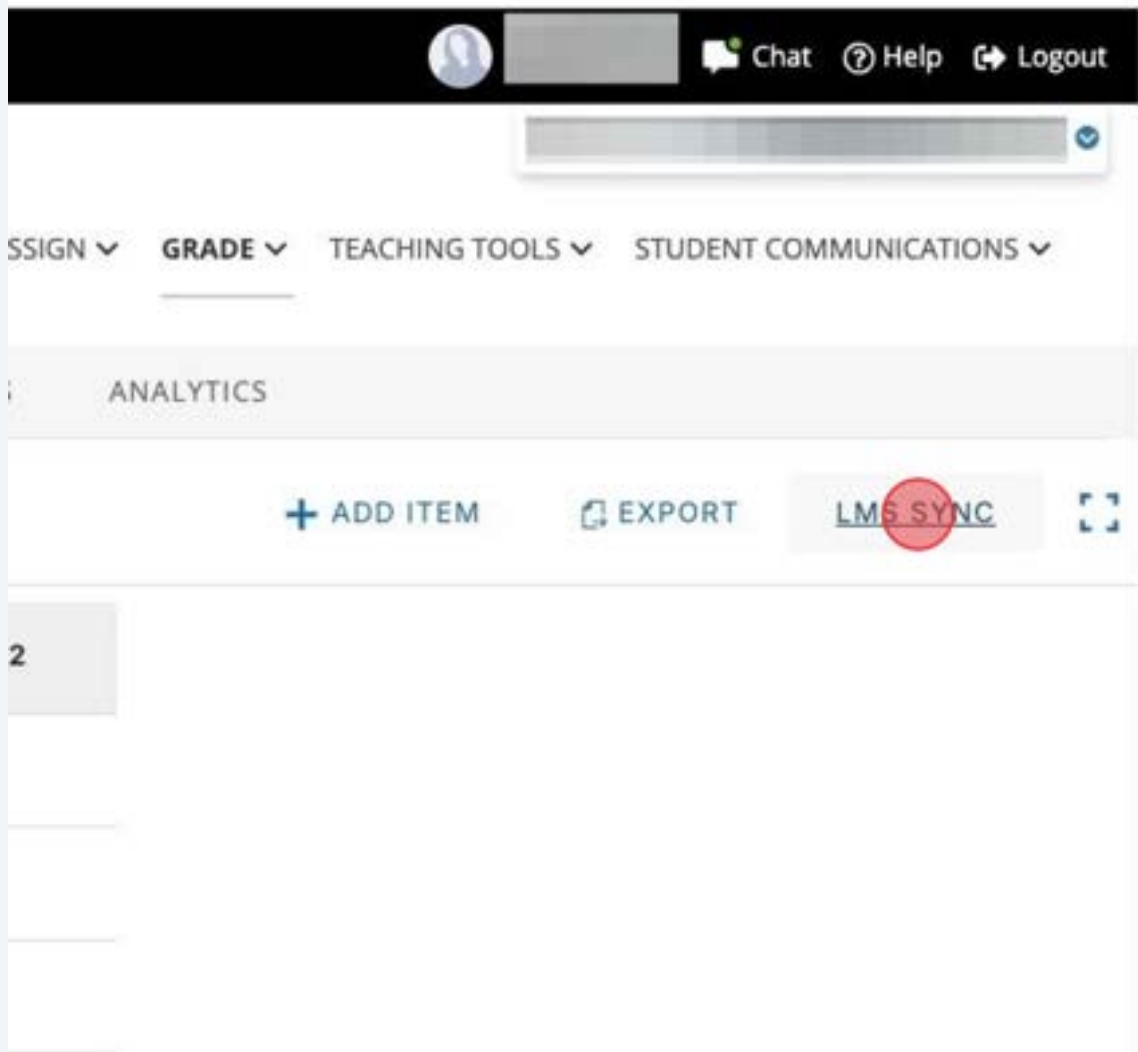
On your Course Dashboard, click "Grade".



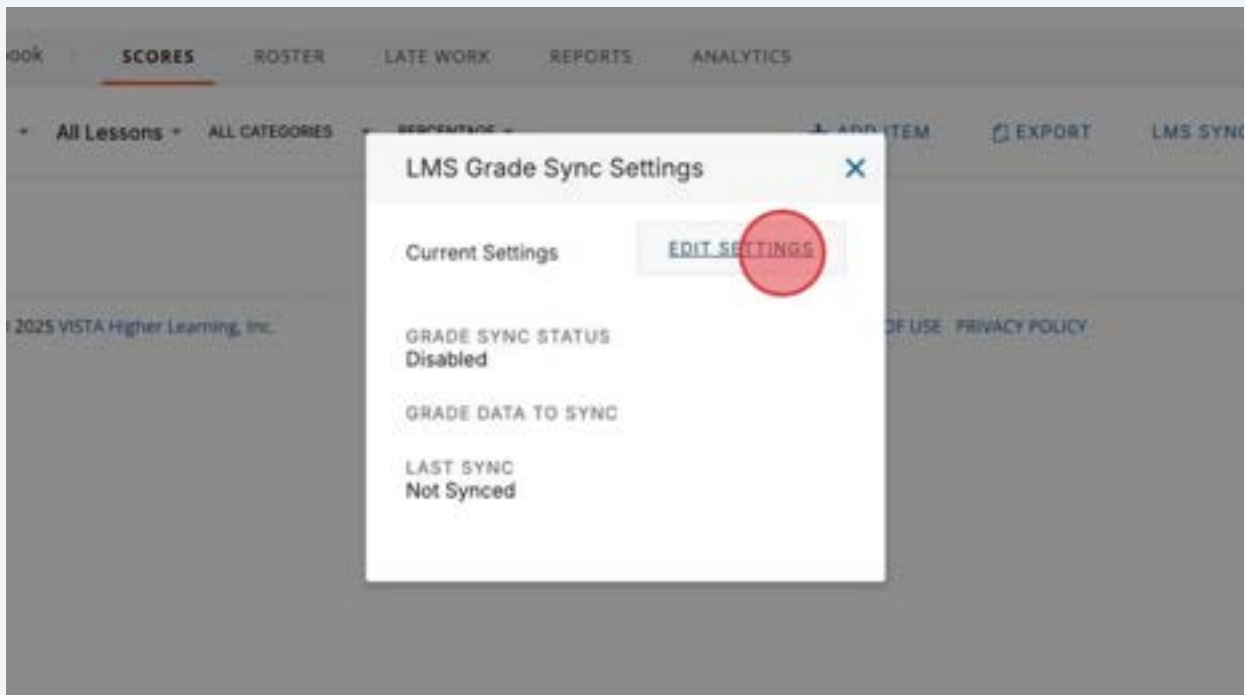
43 Click "Gradebook".



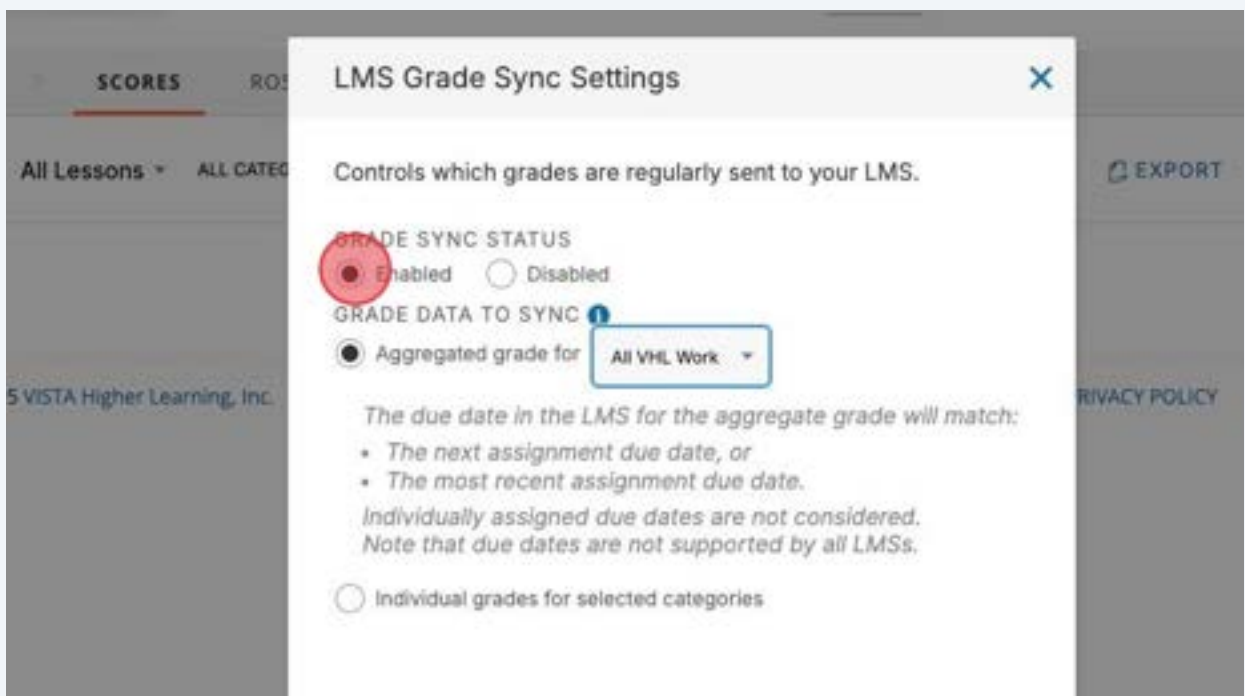
44 Click "LMS Sync".



45 By default, the gradebook sync is **"Disabled"**. Click **"Edit Settings"**.



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



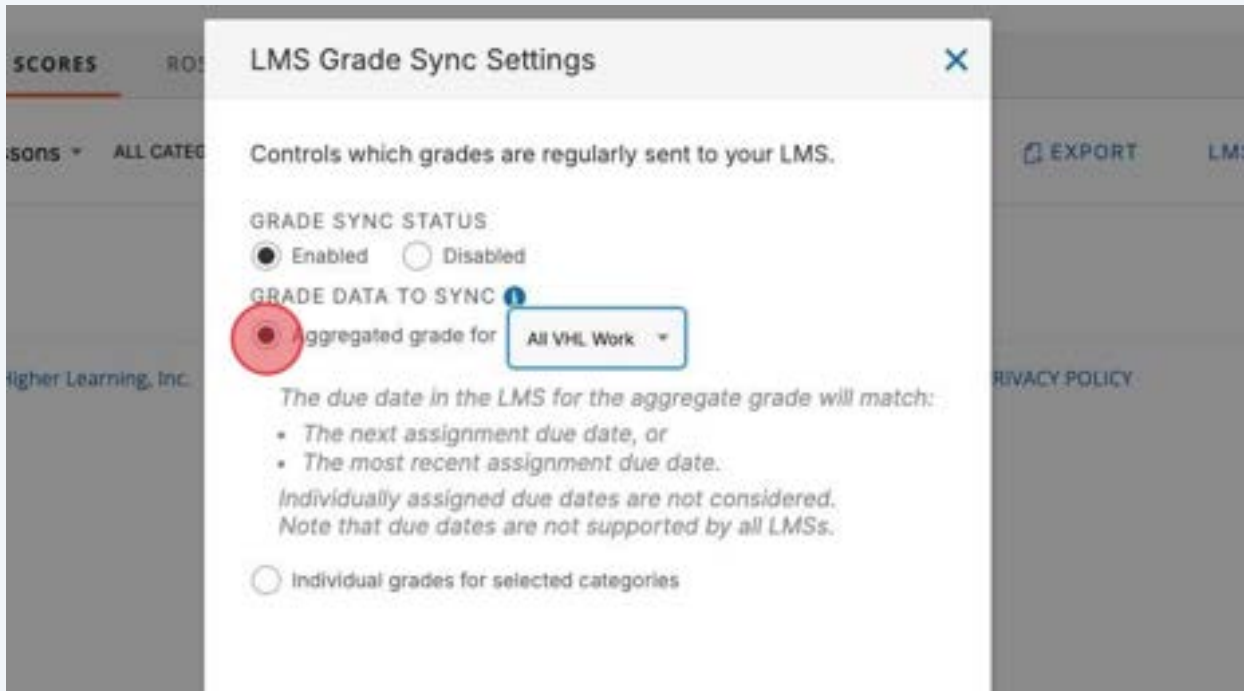
## Aggregated Grades



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

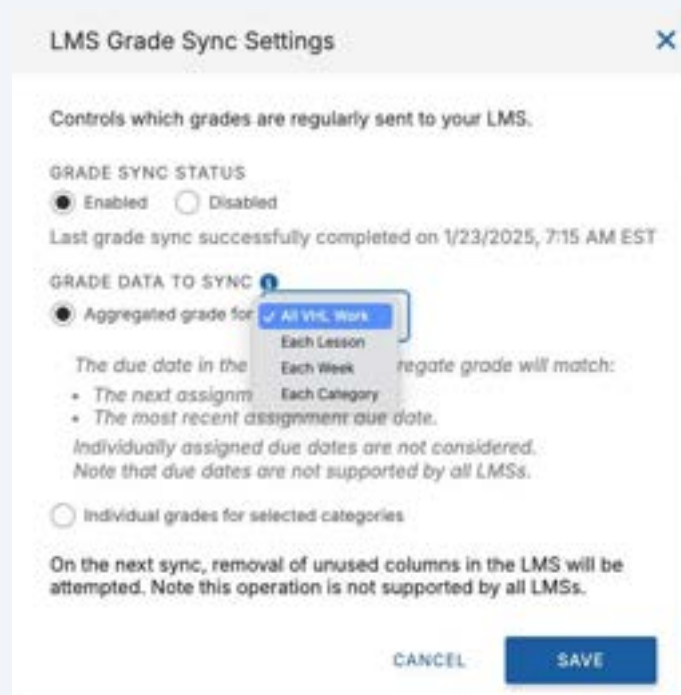
47

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



**48** "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**.



49 Click "Save".

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



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

## Individual Grades



Tip! Individual grades will send one grade per activity/assessment.

50

Click **"Individual grades for selected categories (one or more required)"**. Select the category or categories that you would like to passback to D2L. Select **"Skip unsubmitted work"** and click **"Save"**.

Controls which grades are regularly sent to your LMS.

GRADE SYNC STATUS  
 Enabled  Disabled  
Last grade sync failed on 9/9/2025, 1:43 AM EDT

GRADE DATA TO SYNC ⓘ

Aggregated grade for

Individual grades for selected categories (one or more required)

- D2L
- 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.

CANCEL SAVE



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.

51 You will have a confirmation pop-up.

The screenshot shows the 'SCORES' tab in the LMS interface. A red box highlights a green checkmark and a confirmation message: "LMS Sync has been Enabled. Level set to include activities in Categories: Formative. Skipping unsubmitted work. LMS grade sync initiated." Below the message is a table with columns for 'Student', 'Cumulative Grade', and 'Current Grade'.

Student	Cumulative Grade	Current Grade
	74.7%	74.7%
	0.0%	0.0%
	0.0%	0.0%
Student, Sample	0.0%	0.0%

52 Click "Sync Now" to "force" a sync.

The screenshot shows the 'LMS Grade Sync Settings' dialog box. The 'Current Settings' section displays the following information:

- GRADE SYNC STATUS: Enabled
- GRADE DATA TO SYNC: Activities in Categories: Formative, Skips unsubmitted work
- LAST SYNC: 9/8/2025, 4:51 PM EDT ✓

A red circle highlights the 'SYNC NOW' button at the bottom of the dialog box.

53 Example of Cumulative Grade for "All Lessons".

The screenshot shows the D2L Brightspace interface with the 'SCORES' tab selected. The 'VIEW BY' dropdown is set to 'Lesson', and the 'Lesson' dropdown menu is open, showing 'All Lessons' selected and highlighted with a red box. The table below displays cumulative grades for three students.

Student	Cumulative Grade	Lección 1
[Student]	74.7%	74.7%
[Student]	0.0%	0.0%
[Student]	0.0%	0.0%
Student, Sample	0.0%	0.0%

54 Example of Individual Grades for "Lección 1".

The screenshot shows the D2L Brightspace interface with the 'SCORES' tab selected. The 'VIEW BY' dropdown is set to 'Lesson', and the 'Lesson' dropdown menu is open, showing 'Lección 1' selected and highlighted with a red box. The table below displays individual grades for three students across different activities.

Student	Lesson Grade	CONTEXTOS		ESTRUCTURA...
		B/03 A primera vL...	B/03 Escoger	B/05 Plurales
[Student]	74.7%	75.0 %	75.0 %	74.4 %
[Student]	0.0%	--	--	--
[Student]	0.0%	--	--	--
Student, Sample	0.0%	--	--	--

## Gradebook in D2L / Brightspace

55

Click "**Grades**" in your D2L / Brightspace course. You will know which grades are passed back from vhlcentral because they will have a VHL prefix.

The screenshot shows the top navigation bar of a Brightspace course. The 'Grades' link is highlighted with a red circle. Below the navigation bar, there are buttons for 'Switch to Spreadsheet View' and 'More Actions'. A 'Show Search Options' link is also visible. The main content area displays a table with columns for 'Final Grades', 'VHL A primera vista', 'VHL 1 - Diferente', and 'VHL'. The 'Final Calculated Grade' column shows '-%' and the other columns show '0 %'. A red box highlights the 'VHL A primera vista' and 'VHL 1 - Diferente' columns.

56

To edit the grades that have passed back from vhlcentral in D2L / Brightspace, select the grade column that you would like to edit. Click "**Edit**".

The screenshot shows the same Brightspace Grades page as in the previous image. A dropdown menu is open over the 'VHL A primera vista' column, showing options for 'Properties', 'Edit', and 'Enter Grades'. The 'Edit' option is highlighted with a red circle. The table below shows the same data as in the previous image, with the 'Final Calculated Grade' column showing '-%' and the other columns showing '0 %'.

57 Edit the sections you need to.

**Edit Item: VHL A primera vista**

Properties Restrictions Objectives

**General**

Type  
Numeric

Name  
VHL A primera vista

Short Name

Category  
None [New Category]

Show Description

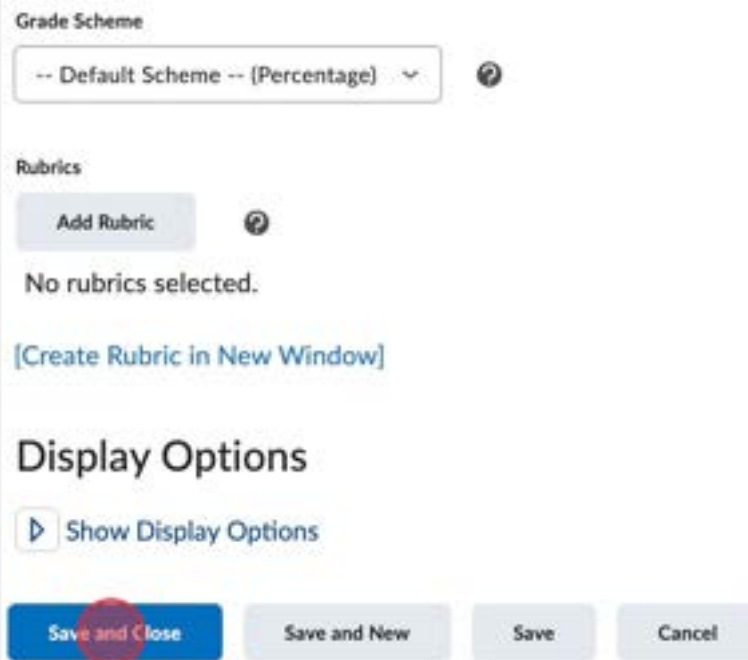
**Grading**



Alert! Do NOT change the name of the activity; that is how vhlcentral identifies the activity/assessment to update.

Any grade manipulation, needs to be done on vhlcentral. Vhlcentral will override any grade changes made in D2L / Brightspace during the nightly sync.

58 Once you are done editing the grades, click "**Save and Close**".

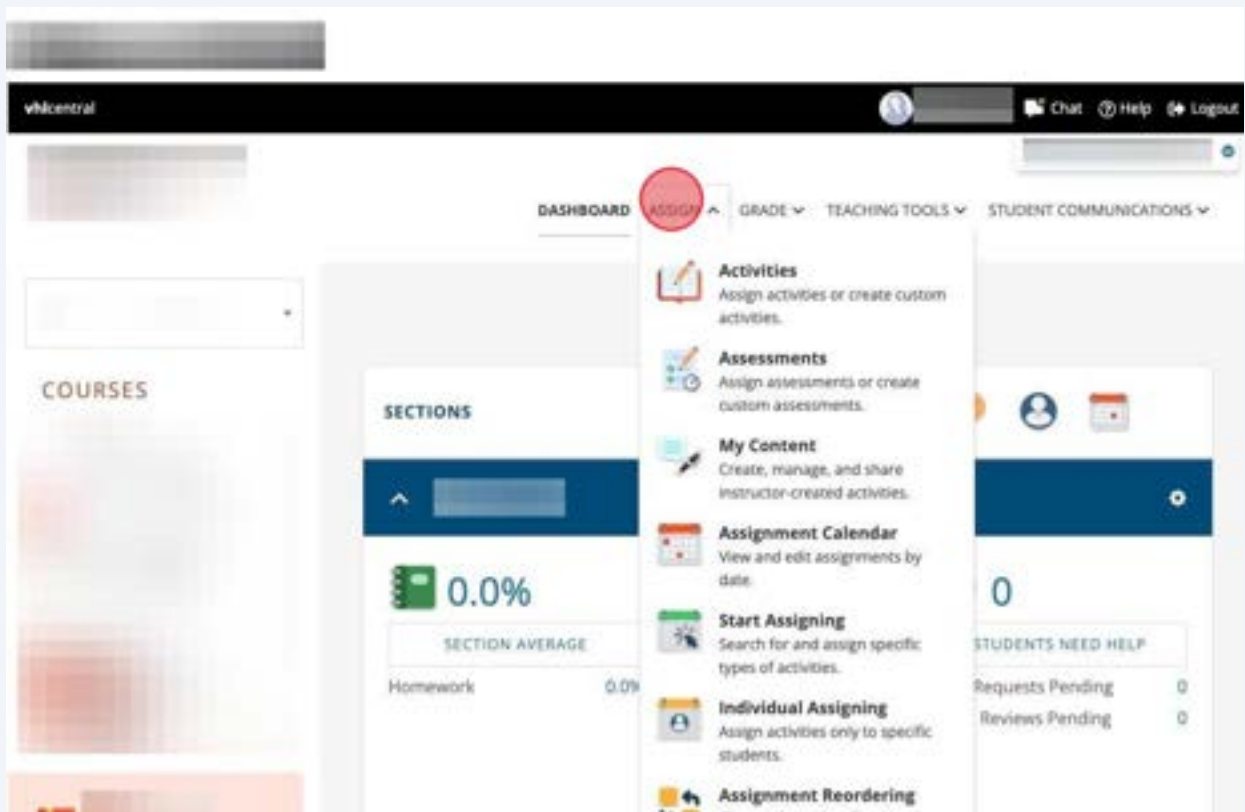


The screenshot shows a user interface for editing grades. At the top, there is a section labeled "Grade Scheme" with a dropdown menu currently set to "-- Default Scheme -- (Percentage)". Below this is a "Rubrics" section containing an "Add Rubric" button and the text "No rubrics selected." with a link "[Create Rubric in New Window]". Underneath is a "Display Options" section with a "Show Display Options" button. At the bottom, there are four buttons: "Save and Close" (highlighted with a red circle), "Save and New", "Save", and "Cancel".

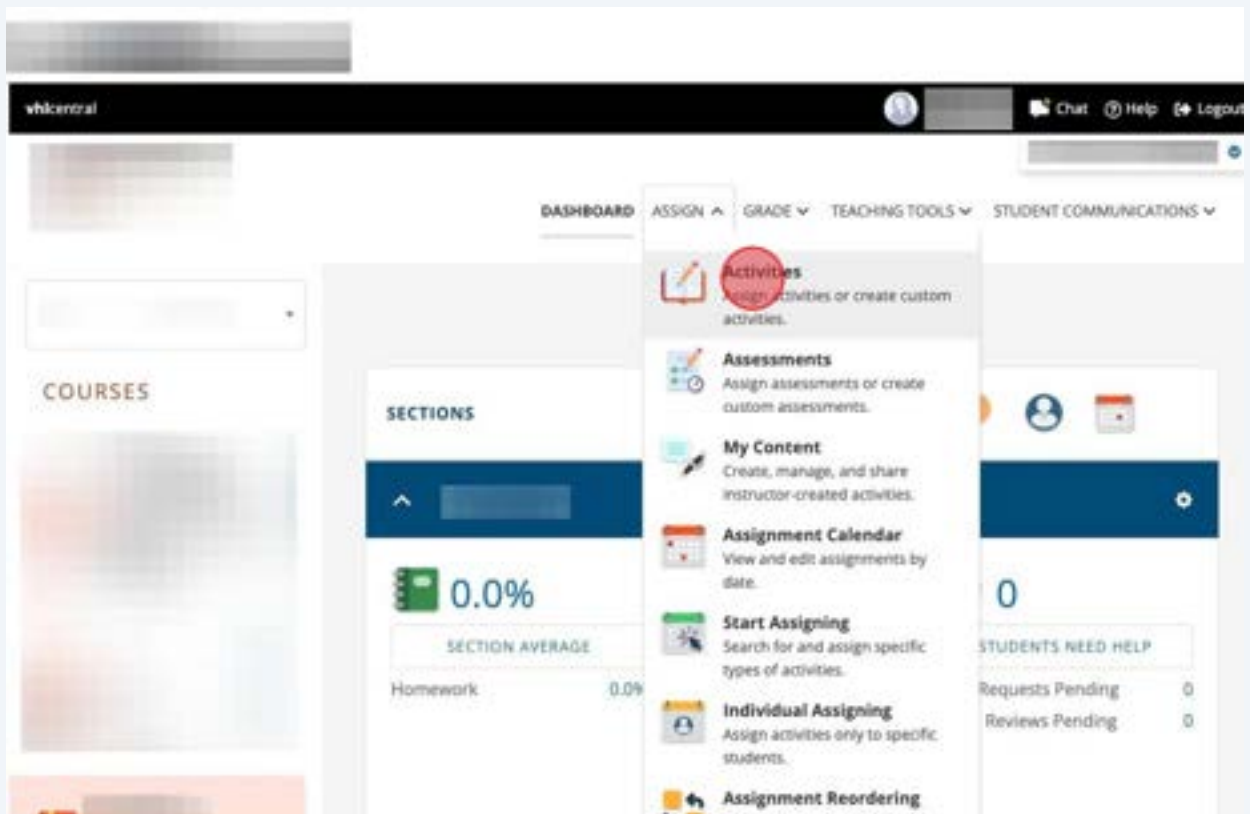
59 Repeat that process until all assignments have been reategorized.

## Assigning Activities

60 Click "Assign".

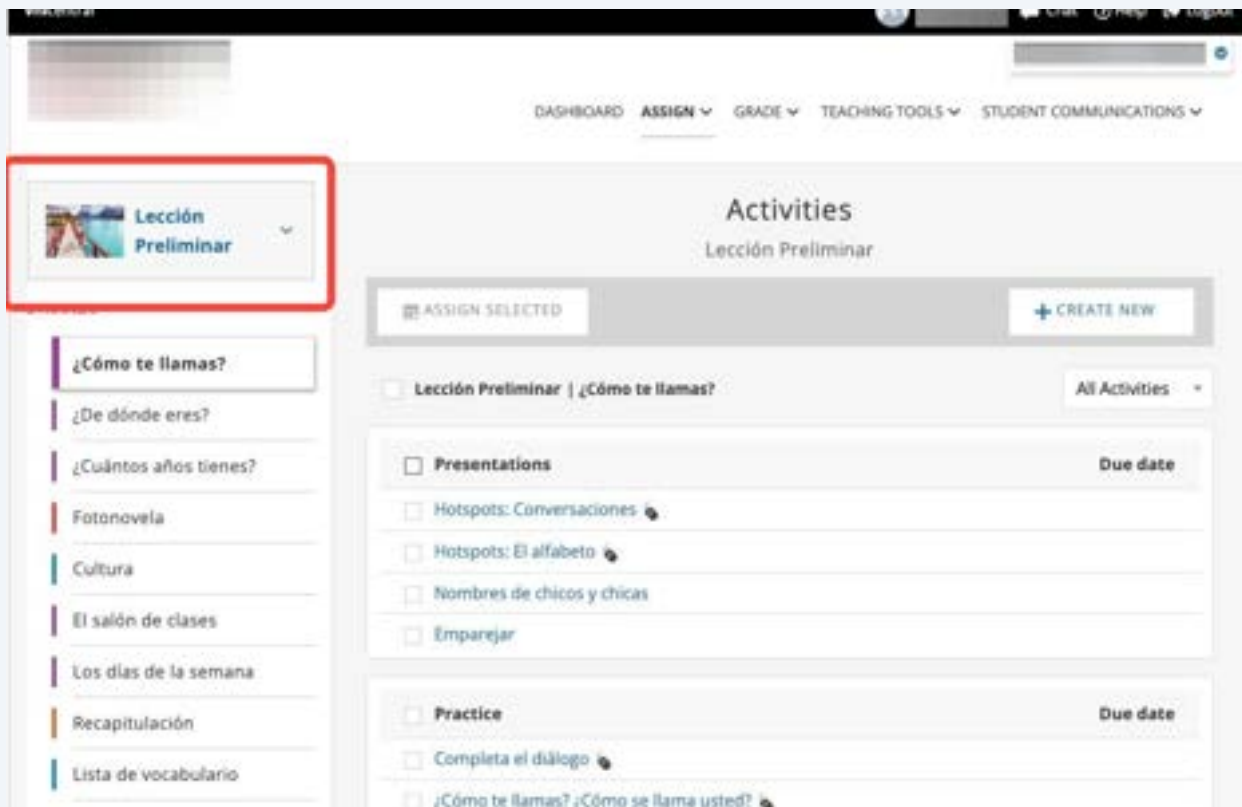


61 Click "Activities".



62

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



63

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

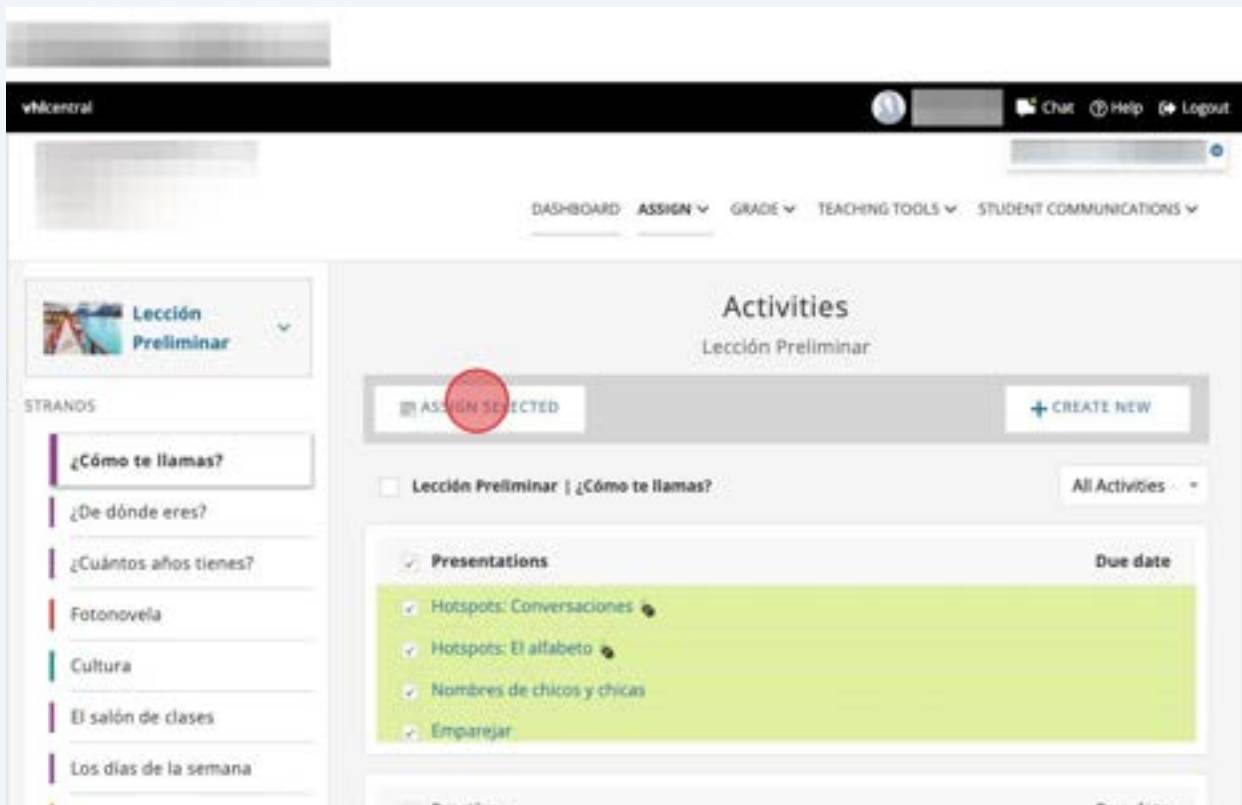
The screenshot displays the WHCentral interface for the 'Lección Preliminar' section. The top navigation bar includes 'DASHBOARD', 'ASSIGN', 'GRADE', 'TEACHING TOOLS', and 'STUDENT COMMUNICATIONS'. The main content area is titled 'Activities' and shows a list of activities under the 'Presentations' section. The activities listed are 'Hotspots: Conversaciones', 'Hotspots: El alfabeto', 'Nombres de chicos y chicas', and 'Emparejar'. A red circle highlights the 'Assign' button on the '¿Cómo te llamas?' activity. A green pop-up menu is visible over the '¿Cómo te llamas?' activity, showing options like 'Hotspots', 'Conversaciones', and 'Lección Preliminar | ¿Cómo te llamas?' with 'Points possible: 1'. The page also includes a sidebar with 'STRANDS' and a top navigation bar with 'DASHBOARD', 'ASSIGN', 'GRADE', 'TEACHING TOOLS', and 'STUDENT COMMUNICATIONS'.

64 Select a single activity.

The screenshot shows a user interface for selecting a single activity. On the left, a sidebar lists various activities, with a yellow callout box highlighting 'Lección Preliminar | ¿Cómo te llamas?' and indicating 'Points possible: 10'. The main content area displays a list of activities under the heading 'Lección Preliminar | ¿Cómo te llamas?'. The activities are organized into sections: 'Presentations', 'Practice', and 'Communication'. The 'Practice' section contains several activities, with 'Completa el diálogo' highlighted in green and circled in red. The 'Due date' for all activities is listed as 'Wed 1/15'.

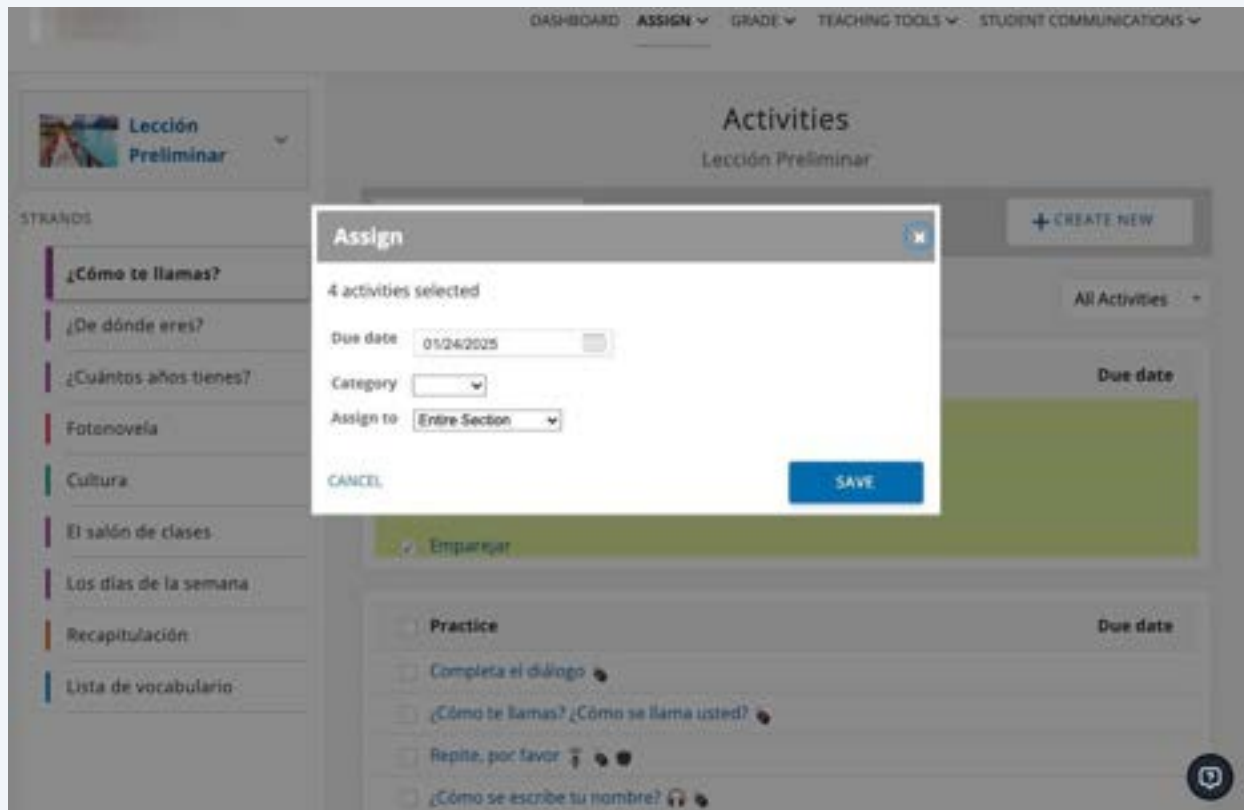
Section	Activity	Due date
Presentations	Hotspots: Conversaciones	Wed 1/15
	Hotspots: El alfabeto	Wed 1/15
	Nombres de chicos y chicas	Wed 1/15
	Emparejar	Wed 1/15
Practice	Completa el diálogo	Wed 1/15
	¿Cómo te llamas? ¿Cómo se llama usted?	Wed 1/15
	Repite, por favor	Wed 1/15
	¿Cómo se escribe tu nombre?	Wed 1/15
	Palabras	Wed 1/15
	Ordenar	Wed 1/15
Communication	Preguntas	Wed 1/15

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

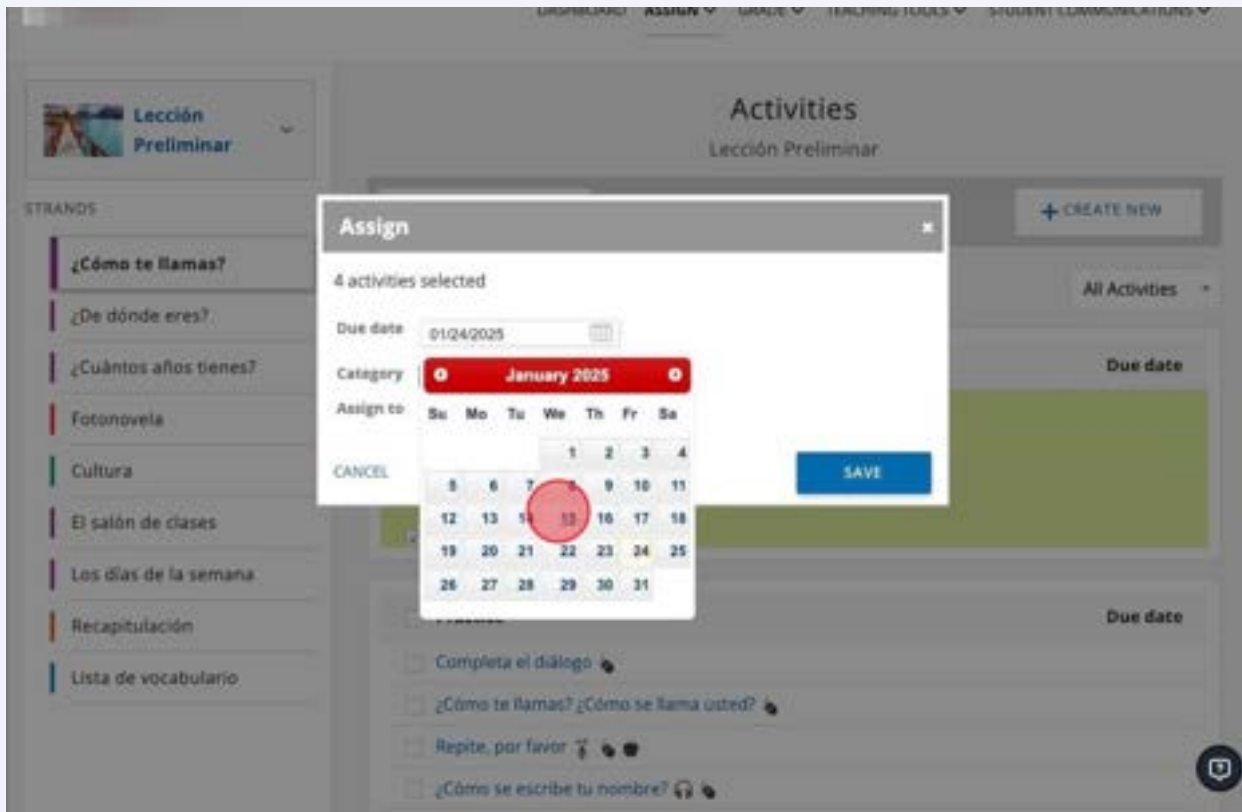


66

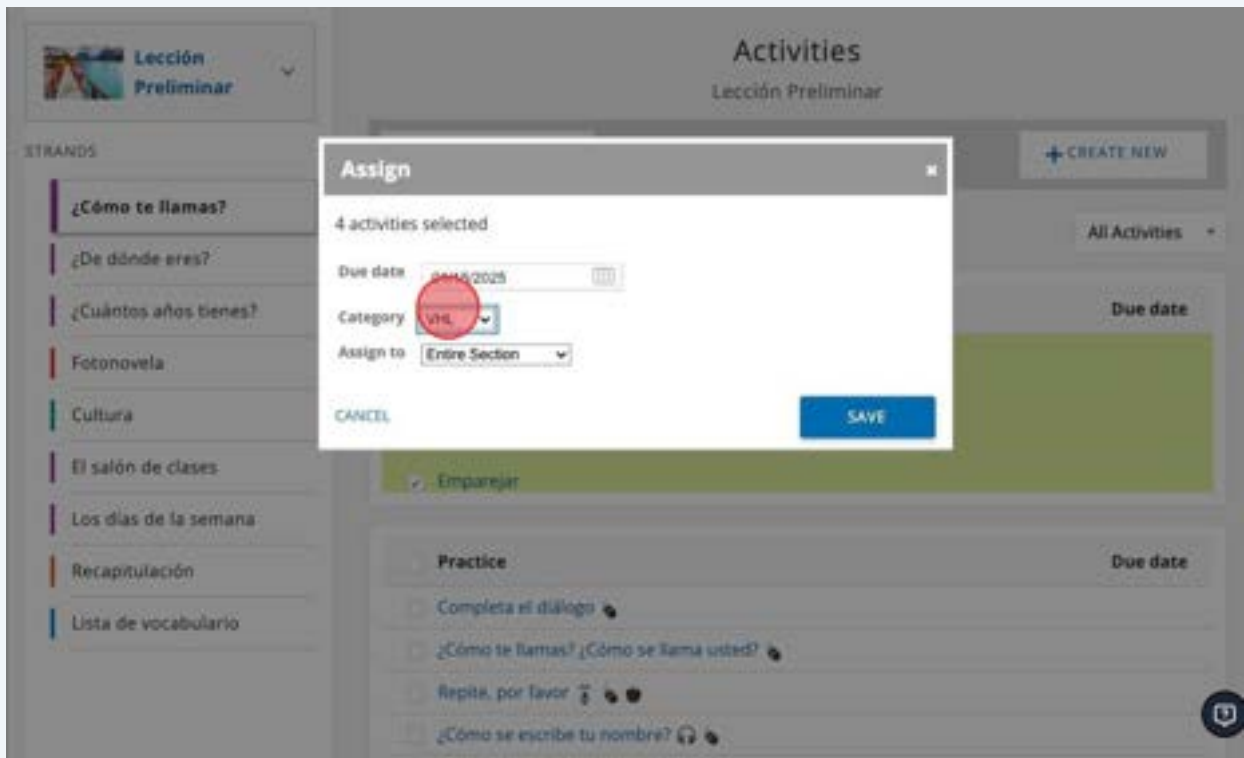
You will see a pop-up that will allow you to select the **"Due Date"**, **"Category"**, and **"Assign to"**.



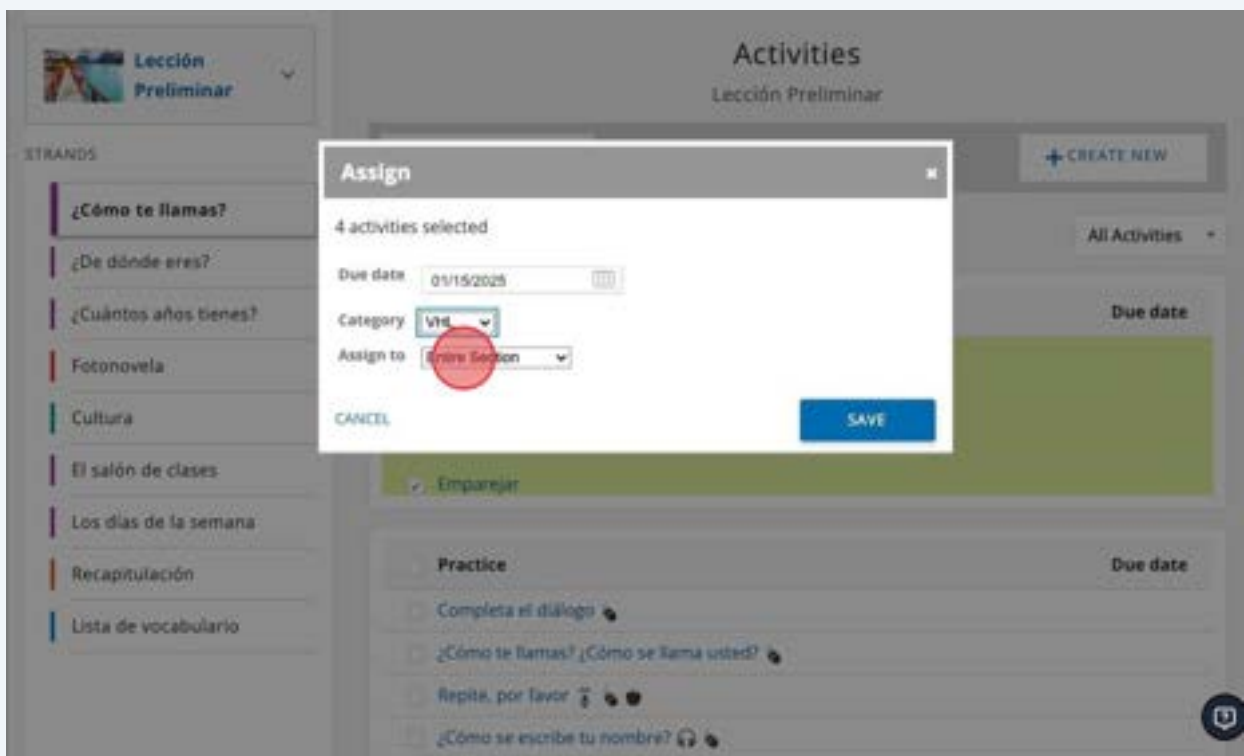
67 Select the "Due Date" from the calendar.



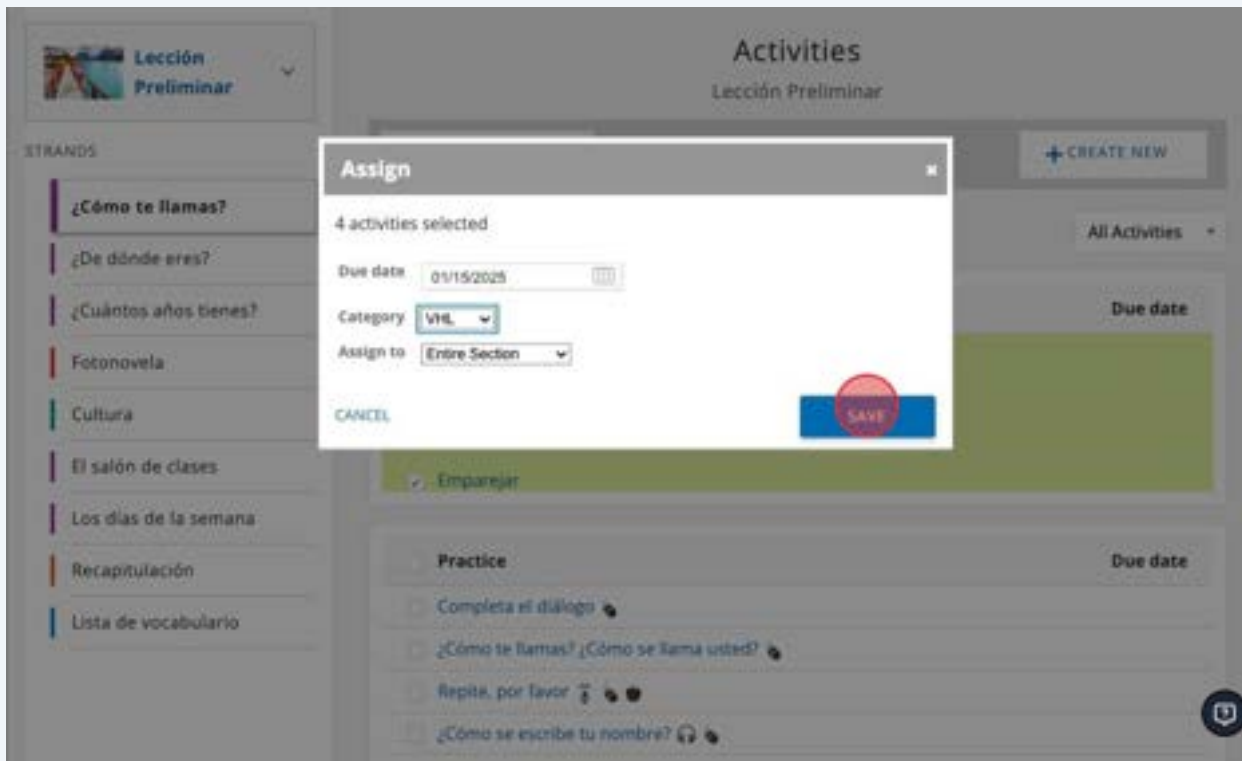
68 Select the "**Category**" that you would like those activities to be under.



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

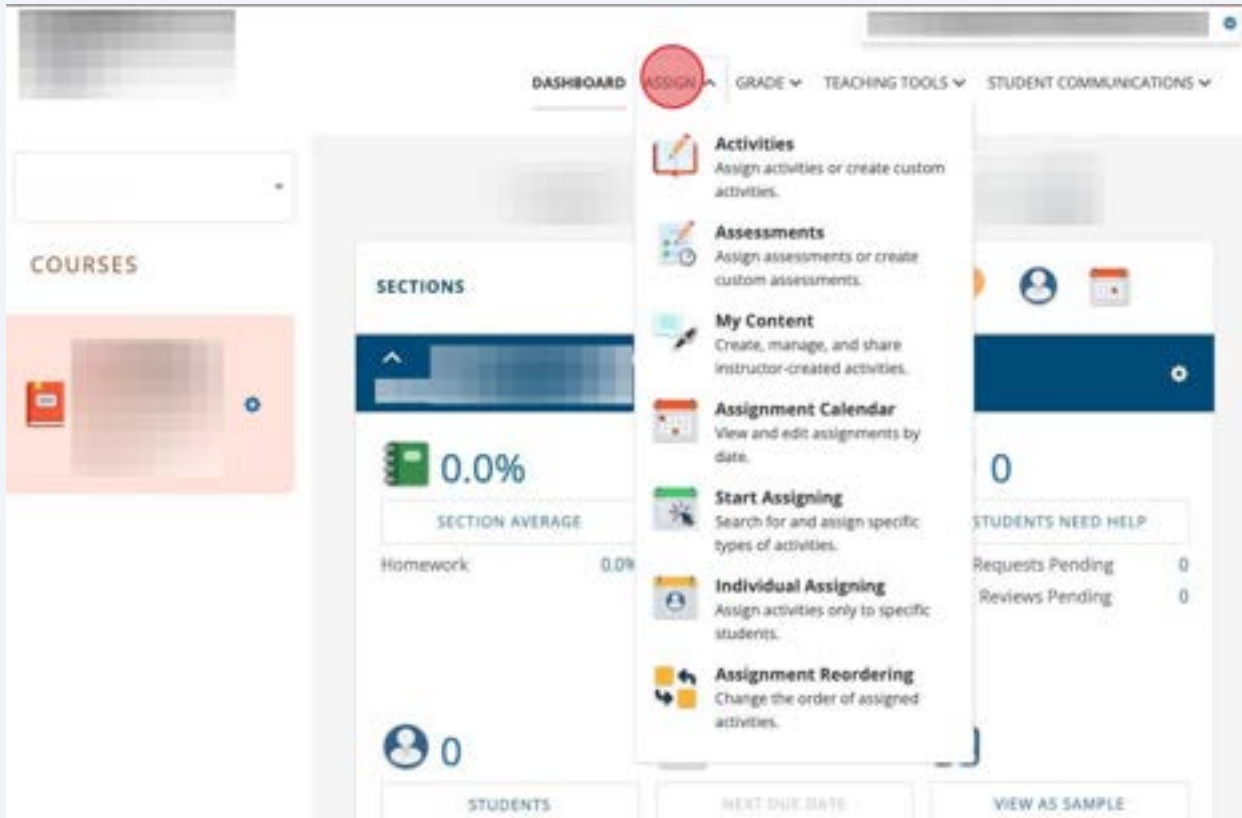


70 Click "Save".

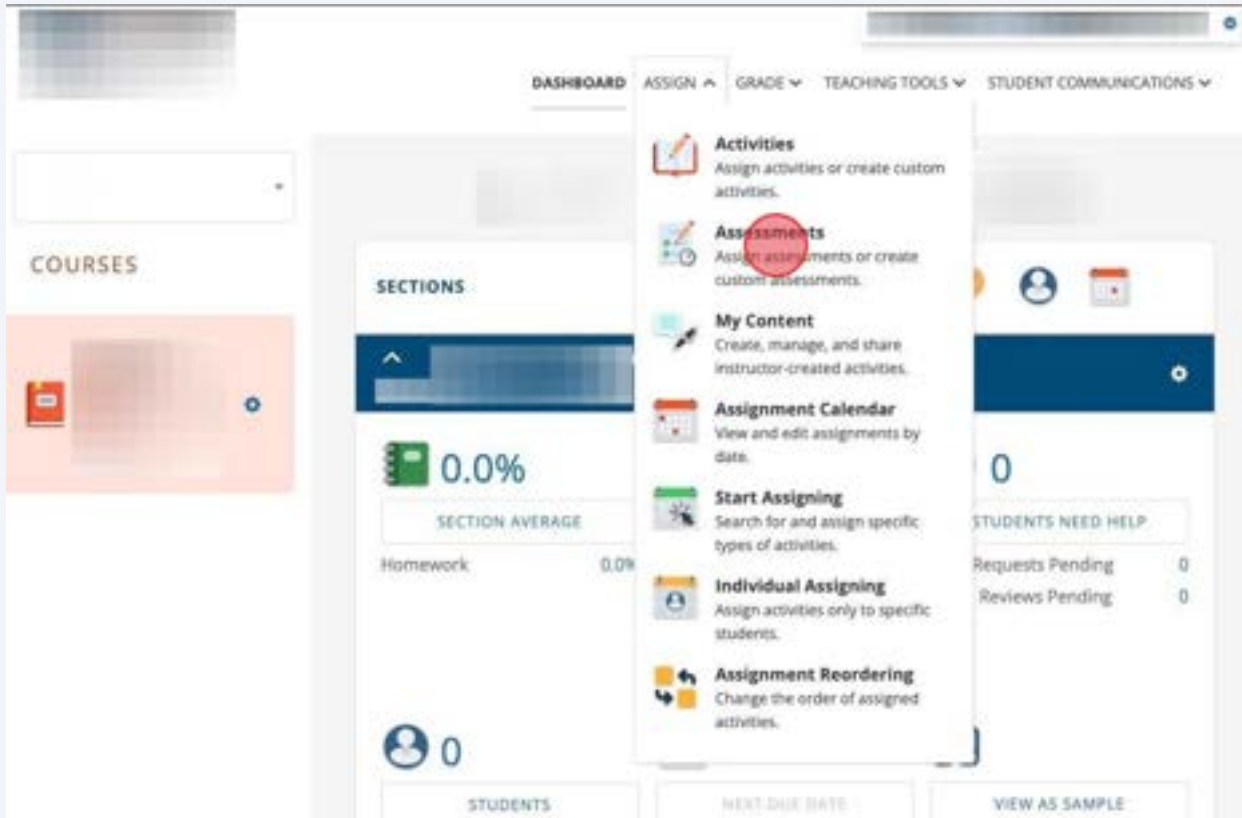


## Assigning Assessments

71 Click "Assign".



72 Click "Assessments".



73 Click on the appropriate lesson/unit.

The screenshot shows a dashboard with a navigation bar at the top containing 'DASHBOARD', 'ASSIGN', 'GRADE', 'TEACHING TOOLS', and 'STUDENT COMMUNICATIONS'. Below the navigation bar is the 'Assessments' section. On the left, there is a vertical list of lesson units, each with a small image icon and a title. The units are: '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', and 'Lección 6 | ¡De compras!'. The 'Lección 1 | Hola, ¿qué tal?' unit is highlighted with a red circle. To the right of this list, a message reads: 'No assessment activities to show. Try selecting a different lesson using the dropdown menu.' At the bottom of the dashboard, there is a footer with the text 'submit help request' and '© 2025 VISTA Higher Learning, Inc. | Stone | Terms of use | Privacy policy'.

74

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 a user interface for managing assessments. At the top, there are navigation tabs: 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 dropdown menu is open for 'Vocabulary Quizzes', showing details: 'Points possible: 40', 'Total Questions = 13', '5 Multiple choice', '5 Drop downs', and '3 Fill in the blanks'. The main content area shows a table of assignments under the heading 'Vocabulary Quizzes'. The table has columns for 'Assessment' and 'Due date'. Two items are listed: 'Contextos - Miniprueba A' and 'Contextos - Miniprueba B'. A red circle highlights the 'Assessment' column header. At the bottom of the page, there is a footer with technical support information and a copyright notice for VISTA Higher Learning, Inc. (© 2025).

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

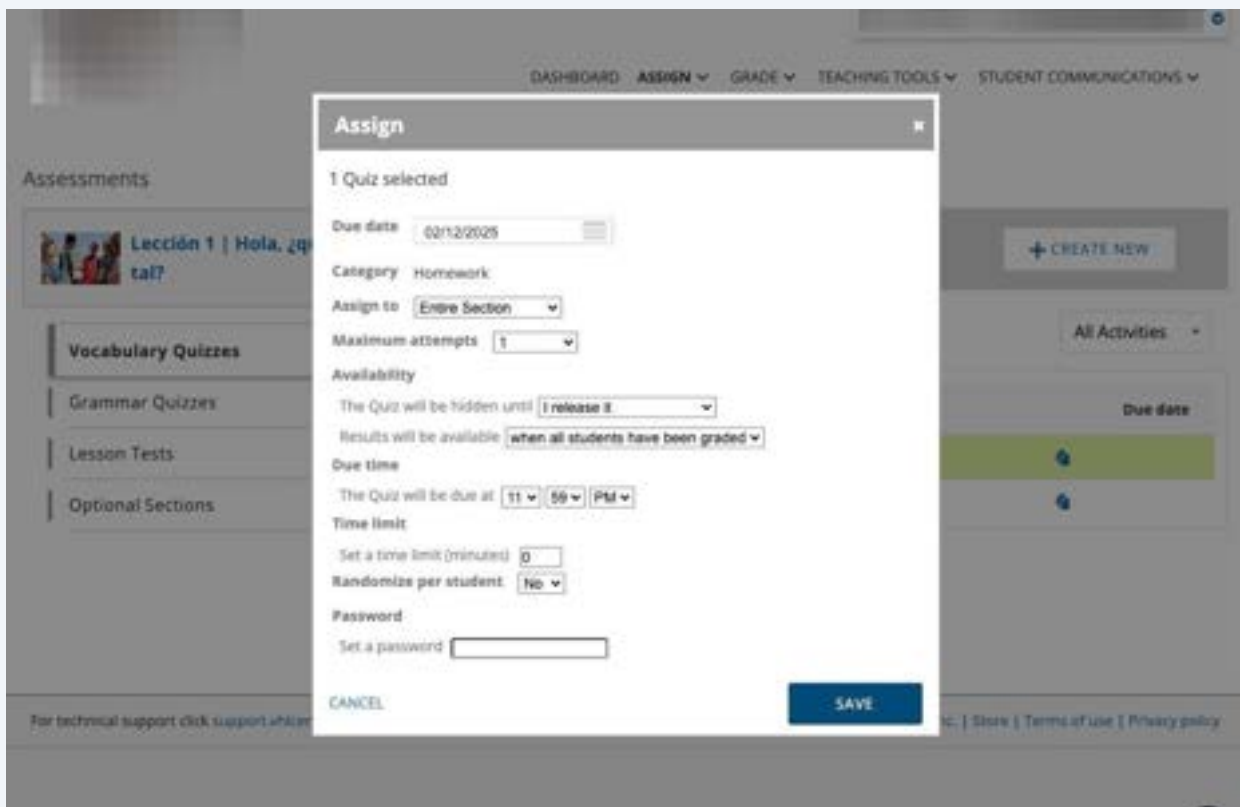
The screenshot shows the VISTA Higher Learning interface. At the top, there is a navigation bar with 'vhicentral' on the left and 'Chat', 'Help', and 'Logout' on the right. Below the navigation bar, there are tabs for 'DASHBOARD', 'ASSIGN', 'GRADE', 'TEACHING TOOLS', and 'STUDENT COMMUNICATIONS'. The main content area is titled 'Assessments'. On the left, there is a sidebar for 'Lección 1' with a 'Assign' button circled in red. A pop-up menu is open, listing assessment options: 'Assessment', 'Contextos - Miniprueba A', 'Lección 1 | Vocabulary Quiz', 'Grammar Quizzes', 'Lesson Tests', and 'Optional Sections'. The 'Vocabulary Quizzes' section is expanded, showing a table of assessments with columns for 'Assessment' and 'Due date'. The first row, 'Contextos - Miniprueba A', is highlighted in green.

Assessment	Due date
Contextos - Miniprueba A	
Contextos - Miniprueba B	

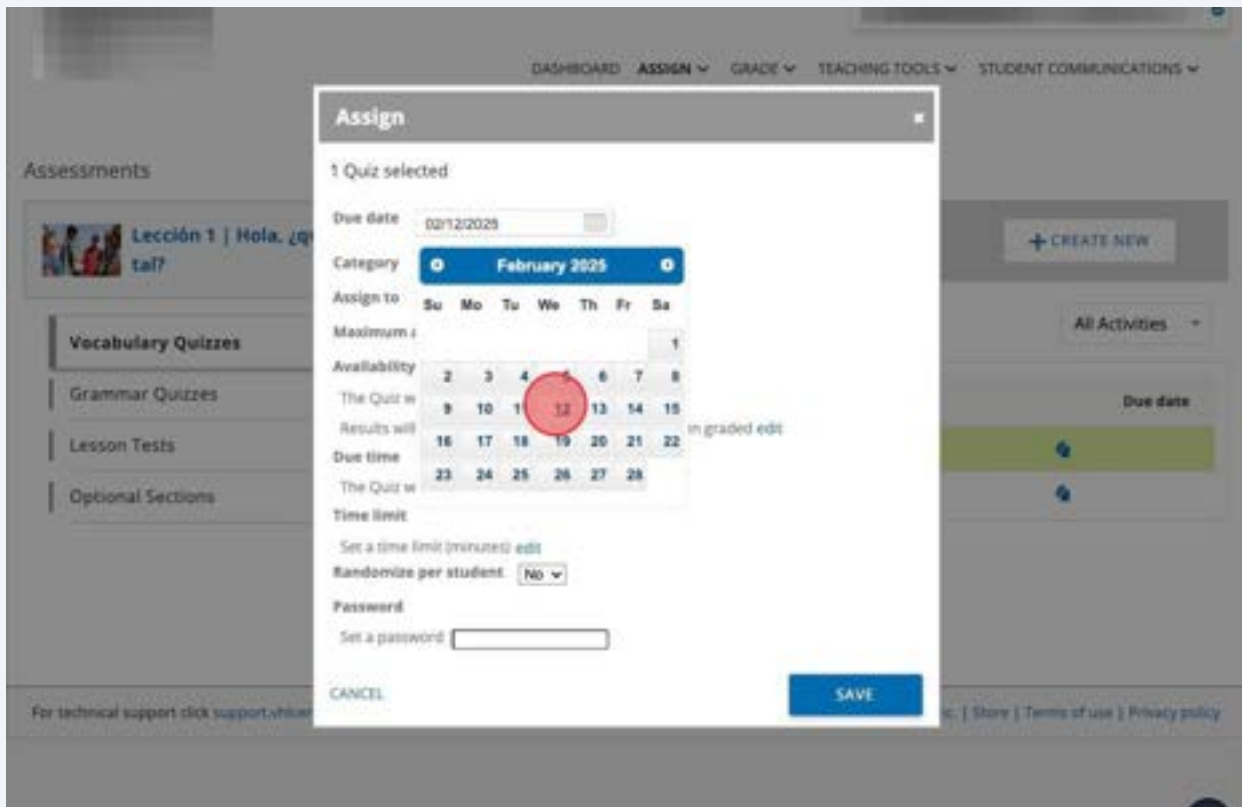
76

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

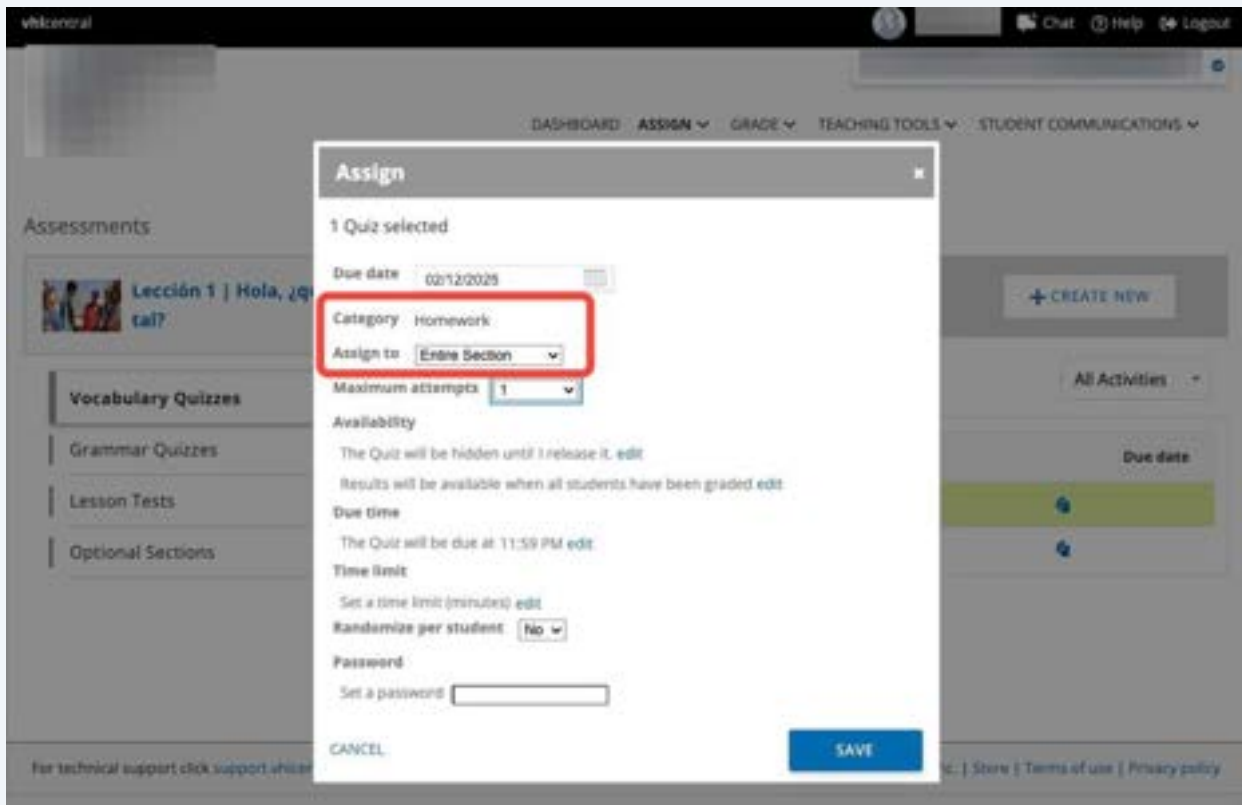
- **Due date**
- **Category**
- **Assign to**
- **Maximum attempts**
- **Availability**
- **Time limit**



77 Select your "Due Date".

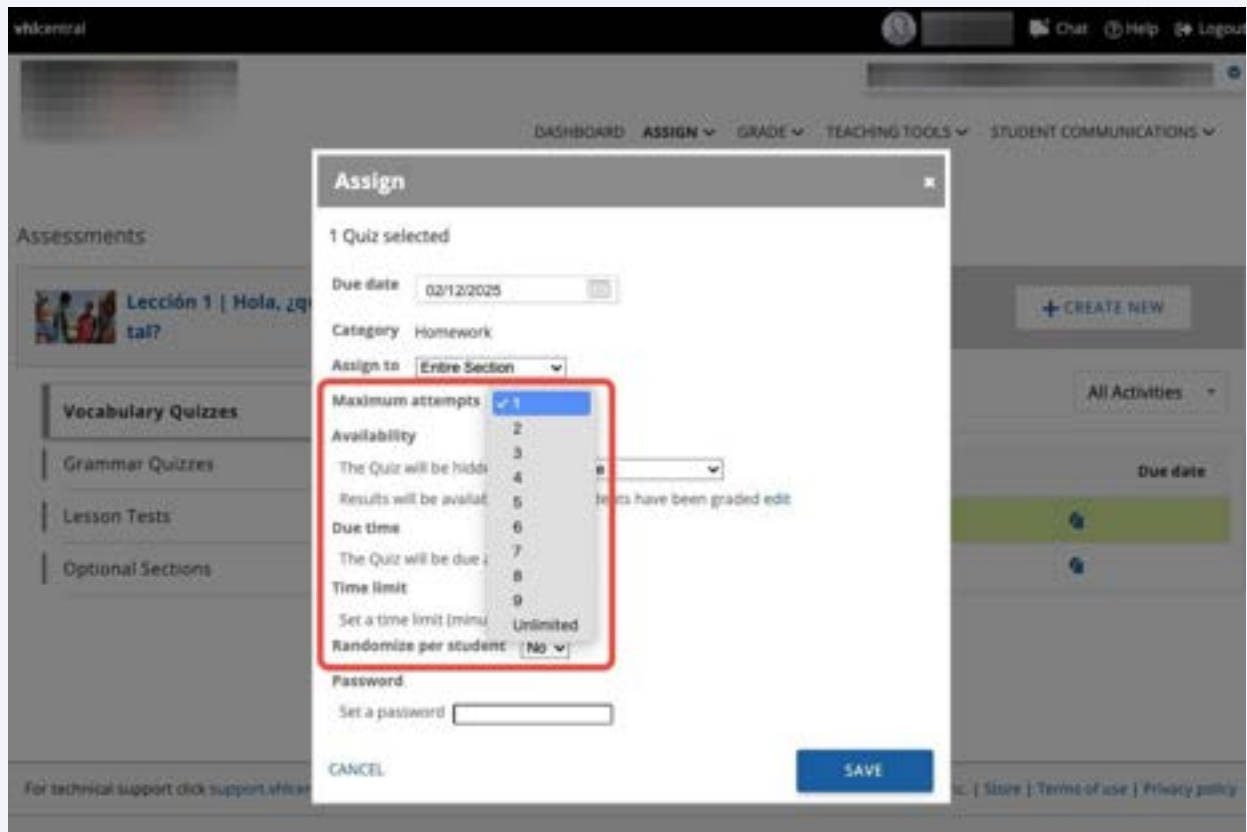


78 Select "Category" and "Assign to" group.

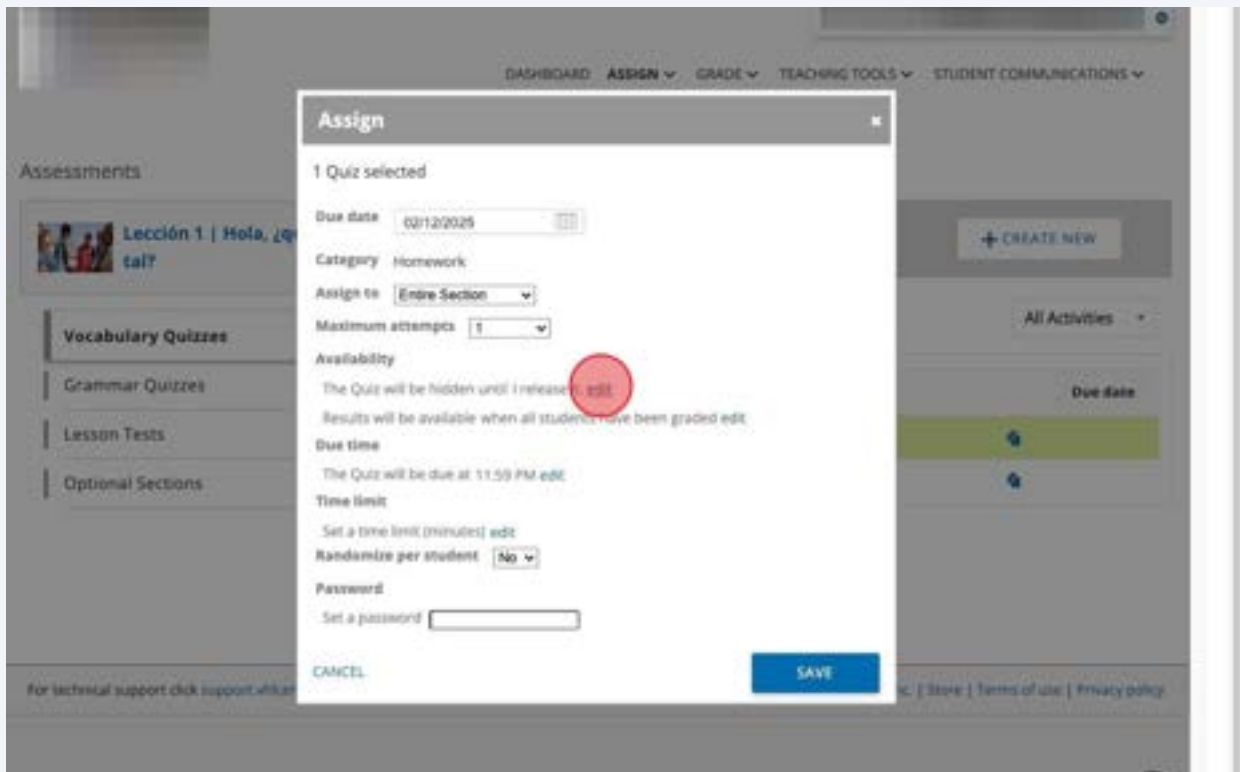


79

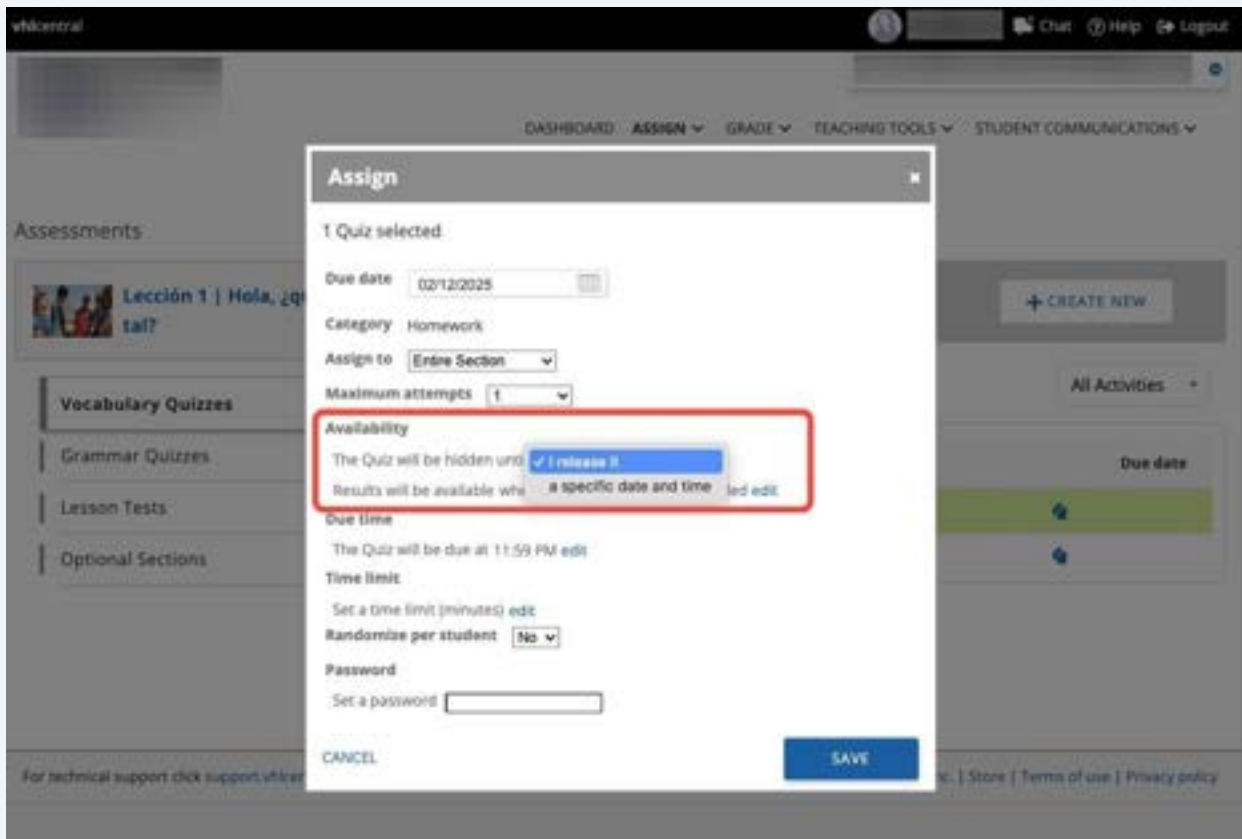
Select "Maximum attempts", "Availability", "Due time", "Time limit" and "Randomize per student".



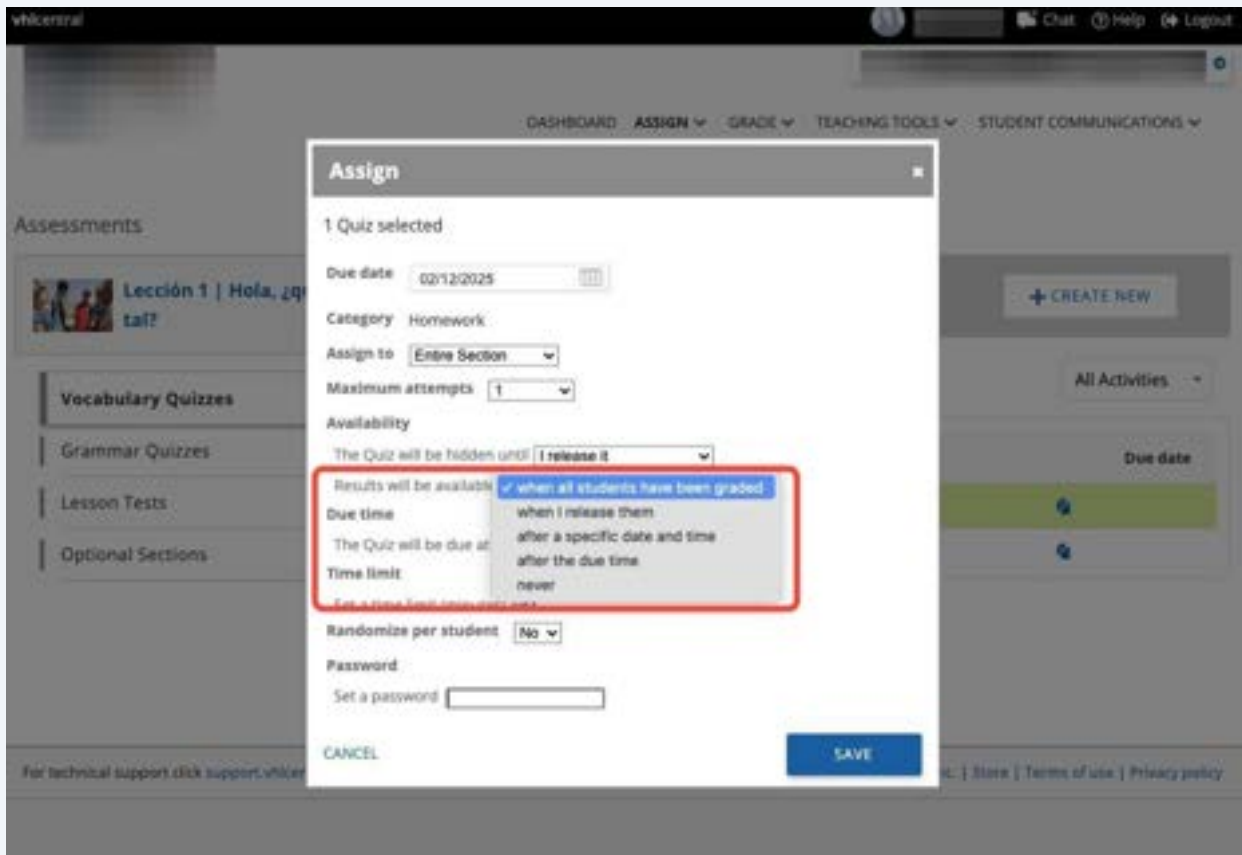
80 Under **Availability**, click "edit".



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

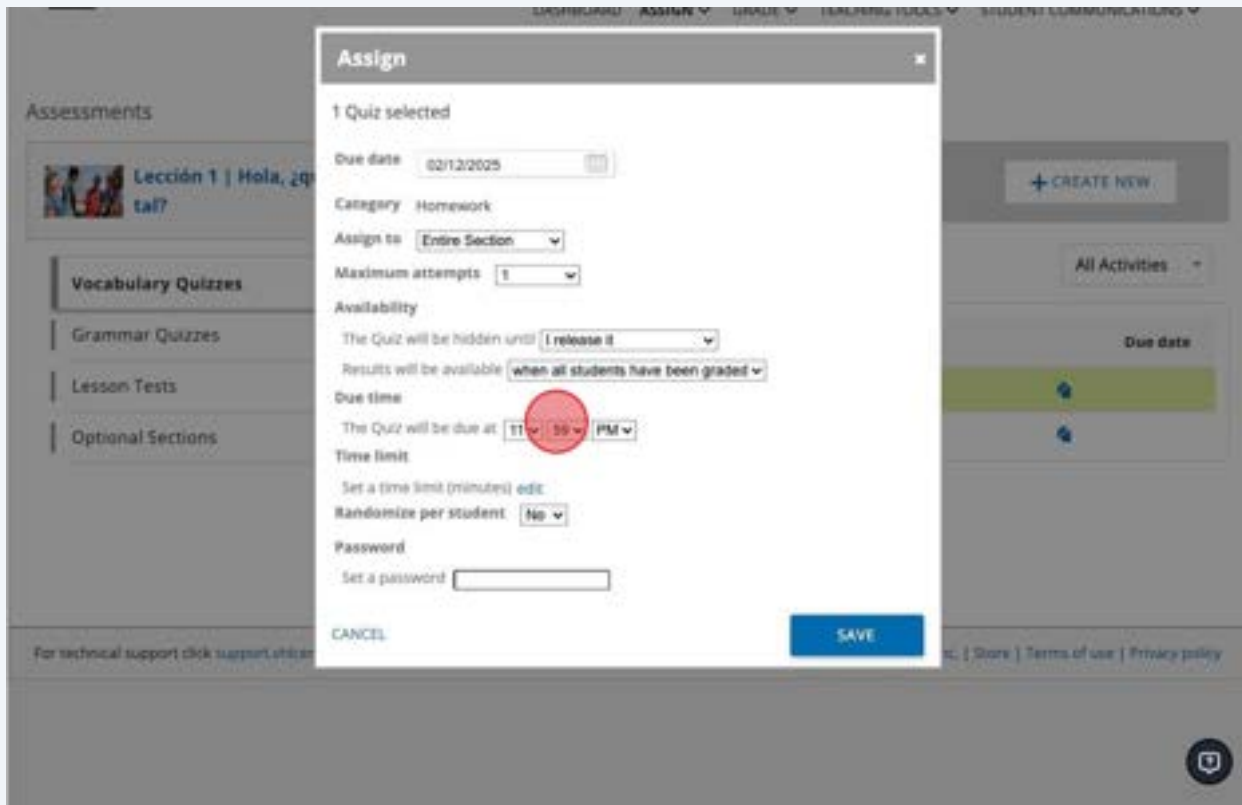


82 Choose when **results** will be available to the students.

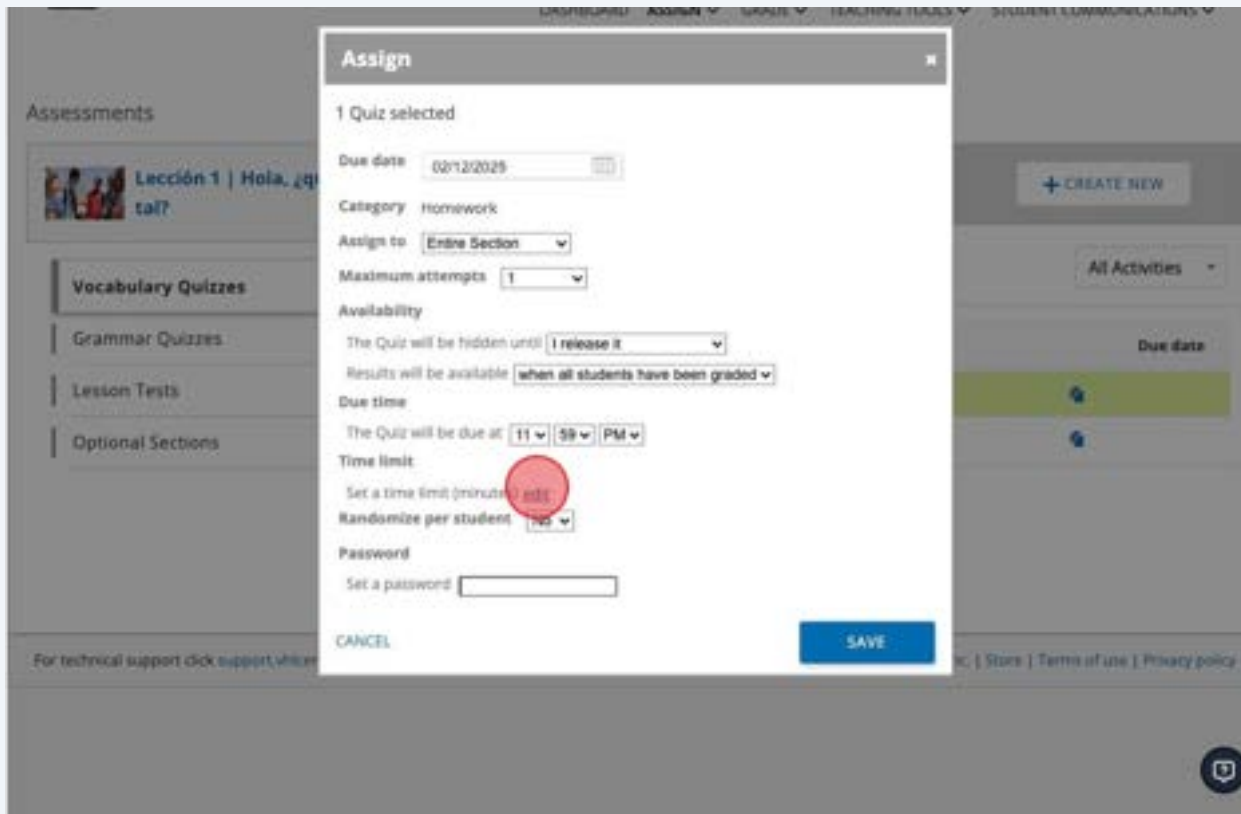


83

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



84 Select the **Time limit**.



85

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

The screenshot shows the 'Assign' dialog box in the VISTAS interface. The dialog is titled 'Assign' and contains the following fields and options:

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

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



Alert! Please note that randomized questions will also change the order of the answers. This will be important in some multiple choice 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.

86 Click "Save".



## Assignment Calendar

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

The screenshot shows a user interface for a learning management system. At the top, there are navigation tabs: DASHBOARD, ASSIGN (selected), GRADE, TEACHING TOOLS, and STUDENT COMMUNICATIONS. A dropdown menu is open under the 'ASSIGN' tab, listing several options: Activities, Assessments, My Content, Assignment Calendar (highlighted with a red circle), Start Assigning, Individual Assigning, and Assignment Reordering. The main content area is divided into three sections. On the left, under 'STRANDS', there is a list of activities including '¿Cómo te llamas?', '¿De dónde eres?', '¿Cuántos años tienes?', 'Fotonovela', 'Cultura', 'El salón de clases', 'Los días de la semana', 'Recapitulación', and 'Lista de vocabulario'. In the center, there is a section titled 'ASSIGN SELECTED' with a list of activities, including 'Lección Preliminar | ¿Cómo', 'Presentations', 'Hotspots: Conversaciones', 'Hotspots: El alfabeto', 'Nombres de chicos y chicas', 'Emparejar', and 'Practice'. On the right, there is a '+ CREATE NEW' button, a dropdown menu for 'All Activities', and a table with a 'Due date' column. The table contains several rows with dates: 'Wed 1/15', 'Wed 1/15', 'Wed 1/15', 'Wed 1/15', 'Wed 1/15', 'Wed 1/15', 'Thu 1/16', and 'Thu 1/16'. A notification banner at the top right says 'Activities assigned successfully.' with a close button.

88

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

89

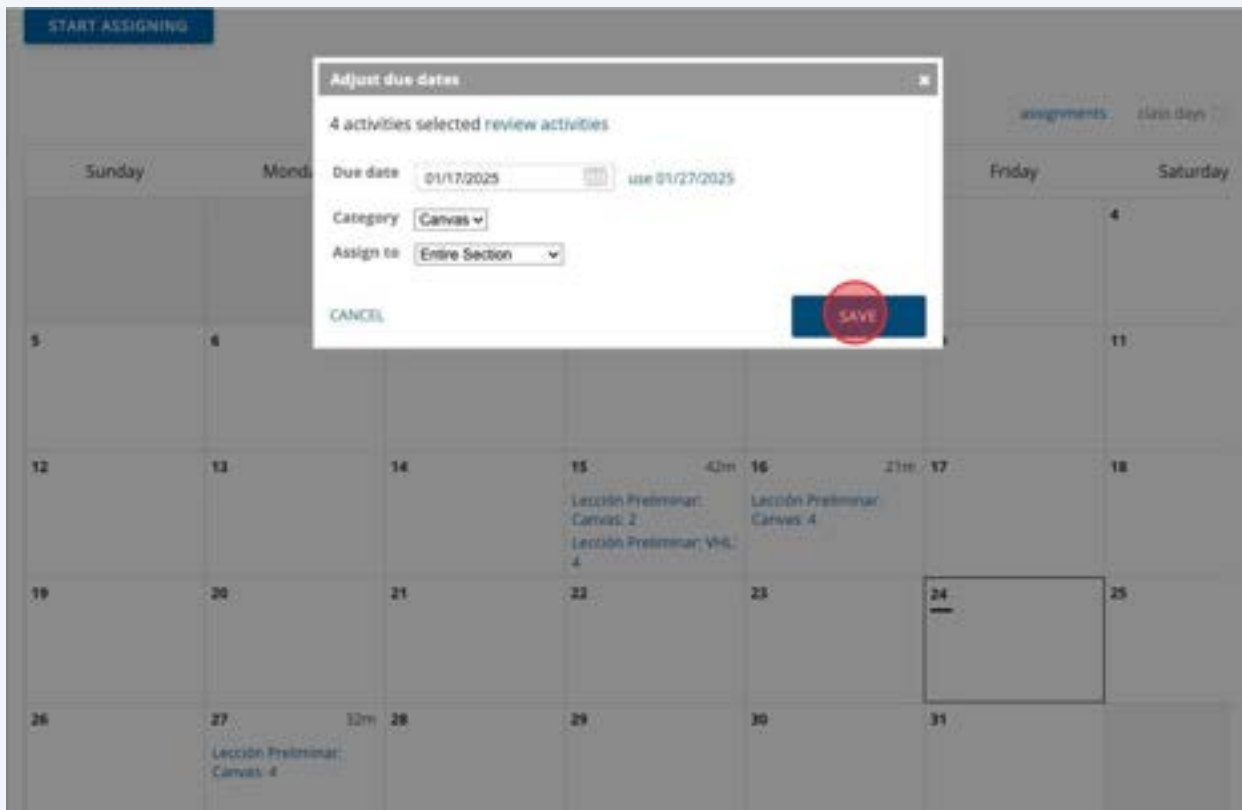
To reassign an activity or assessment, click on the activity or assessment you wish to change. Click "Reassign".

The screenshot shows a calendar interface with a modal window titled "START ASSIGNING". The modal displays "4 activities selected" and includes fields for "Course:" and "Sections:". Below these fields is a table with the following data:

Activity	Lesson	Category	Due date
<input checked="" type="checkbox"/> ¿Cómo se hacen? Repite, por favor	Lección Preliminar	Canvas	Thu 01/16
<input checked="" type="checkbox"/> ¿Cómo se hacen? ¿Cómo se escribe la palabra? 1 & 2	Lección Preliminar	Canvas	Thu 01/16
<input checked="" type="checkbox"/> ¿Cómo se hacen? Palabras	Lección Preliminar	Canvas	Thu 01/16
<input checked="" type="checkbox"/> ¿Cómo se hacen? Ordenar	Lección Preliminar	Canvas	Thu 01/16

At the bottom of the modal are three buttons: "CANCEL", "UNASSIGN", and "REASSIGN". The "REASSIGN" button is highlighted with a red circle. The background shows a calendar grid with dates from Sunday to Saturday, and some text like "assignments" and "class days" is visible in the top right corner.

90 Click "Save".



91

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

Assignment Calendar

START ASSIGNING

< > JANUARY 2025

assignments ... class days

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

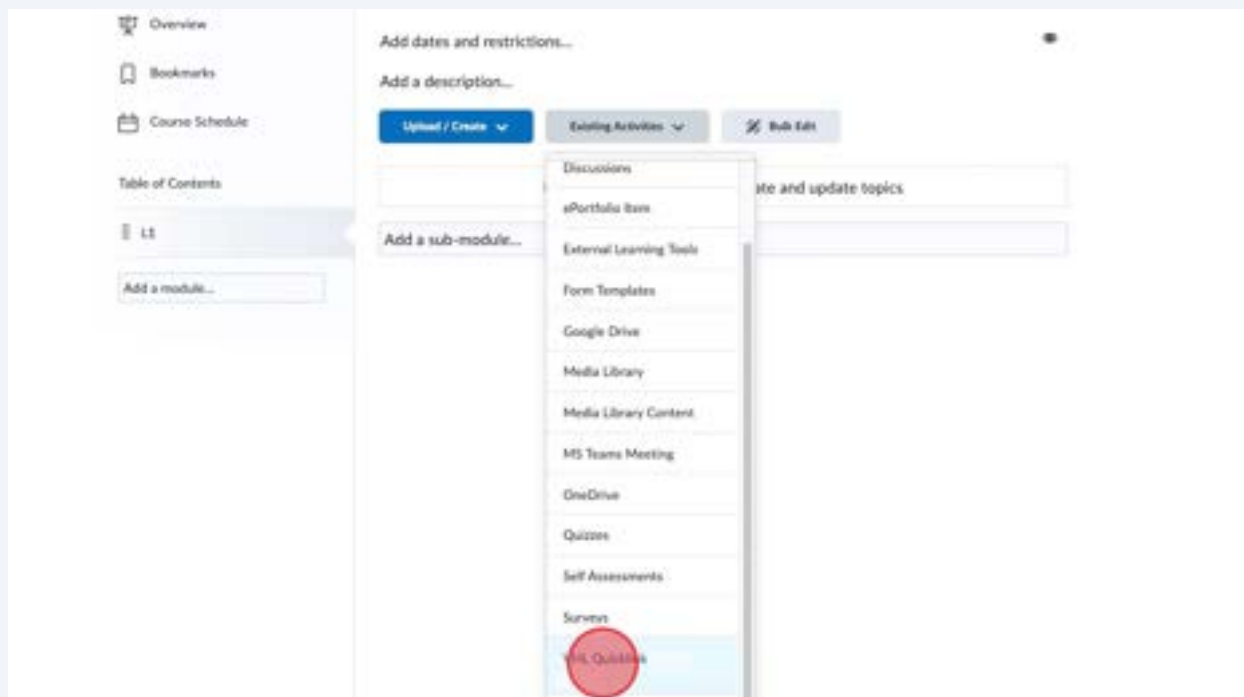
## Deep Links



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.

92

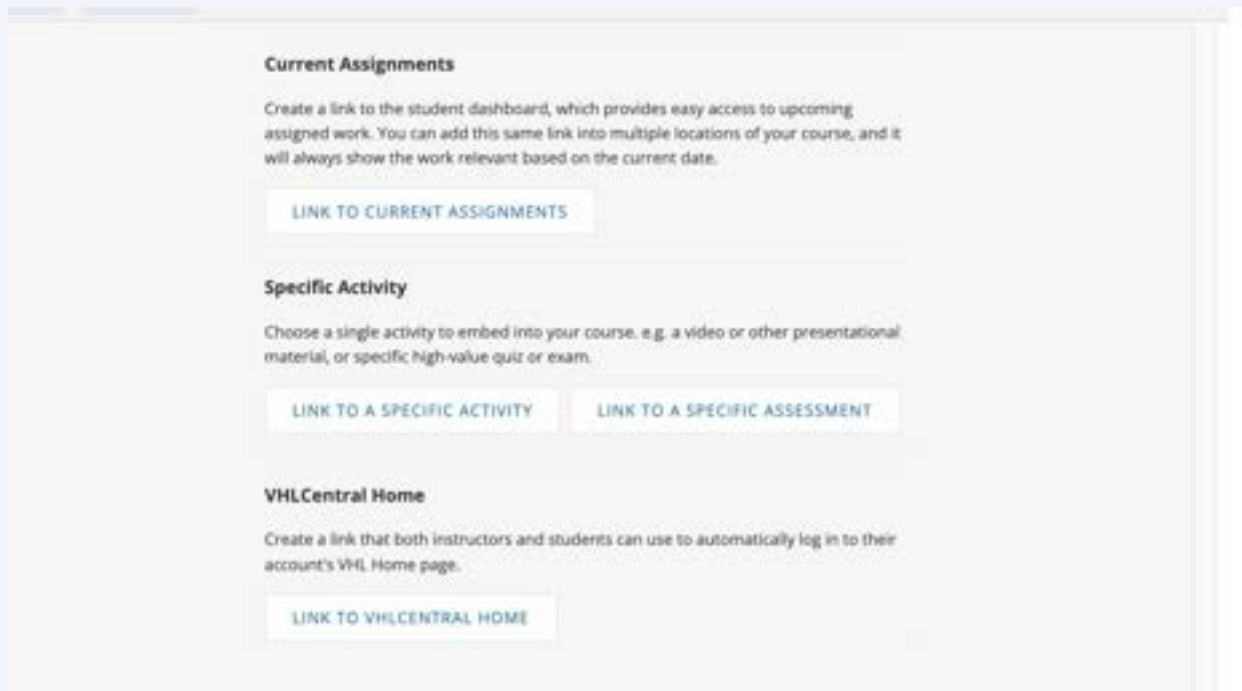
Go to the Module you would like to add the "Deep Link" to. Click **"VHL Quicklink"** in the Existing Activities drop-down menu.



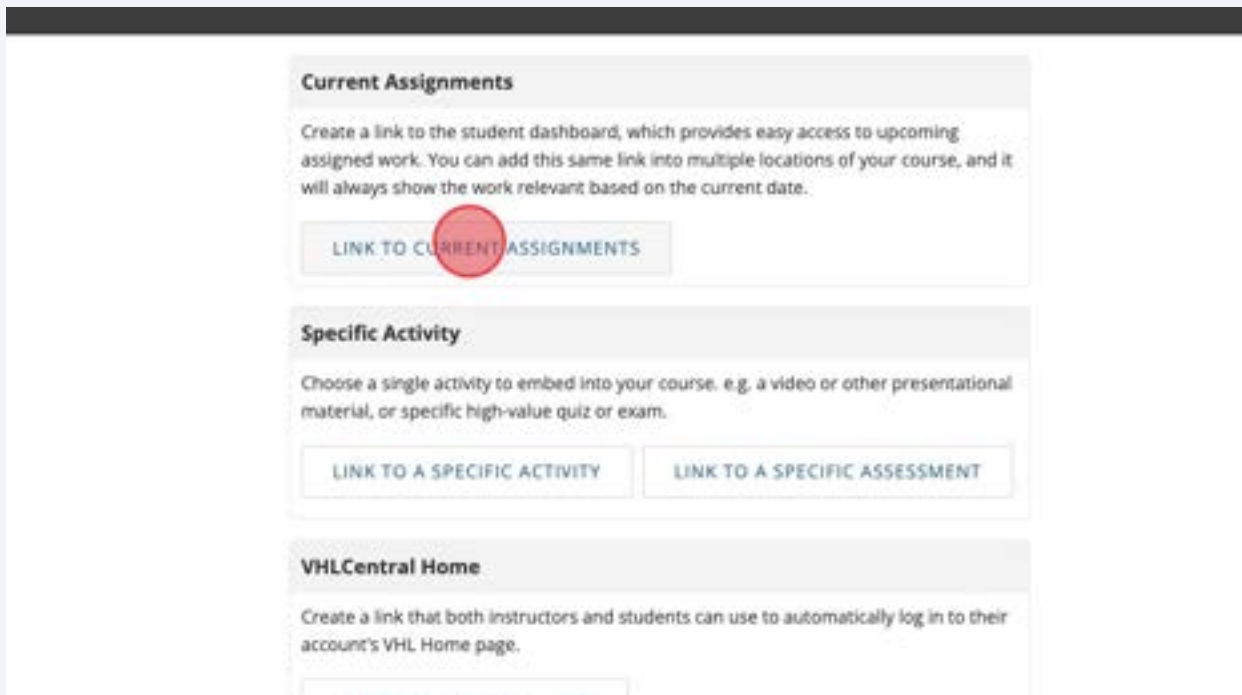
93

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

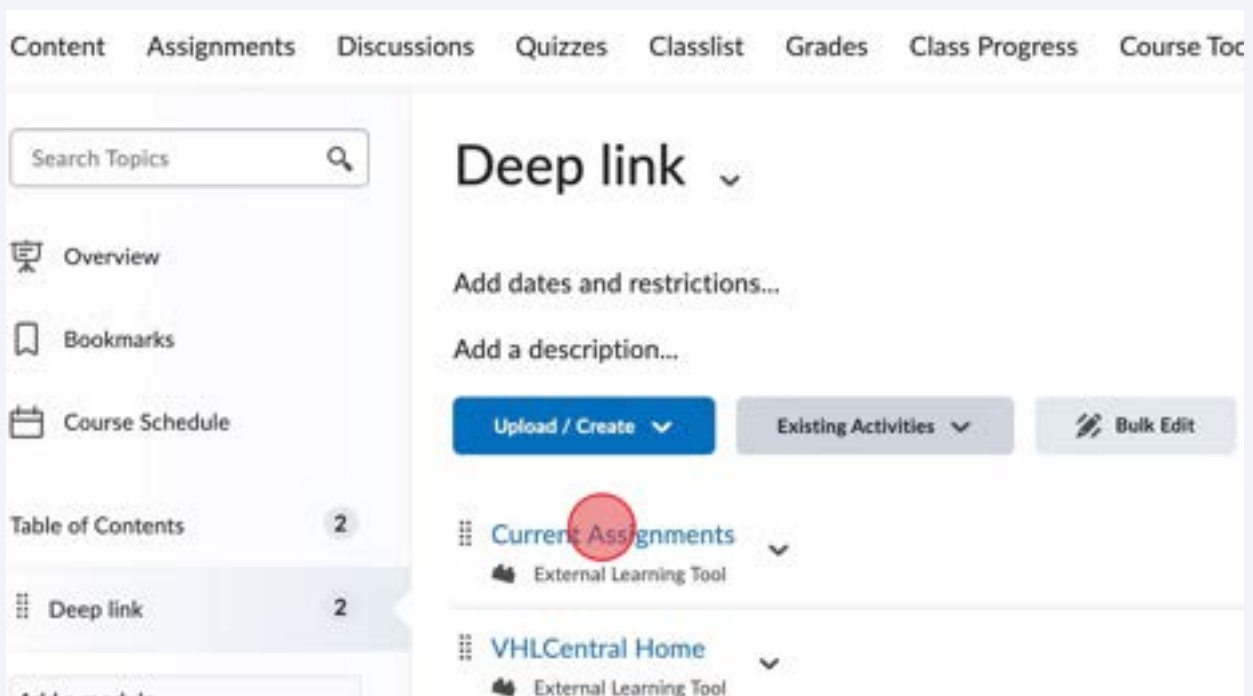
- **Link to Current Assignments** - takes the students to a modified dashboard that will show all of the assigned activities within a seven-day period.
- **Link to a Specific Activity** - takes students directly to a specific activity
- **Link to a Specific Assessment** - takes students directly to a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



94 Click "**Link to Current Assignments**".

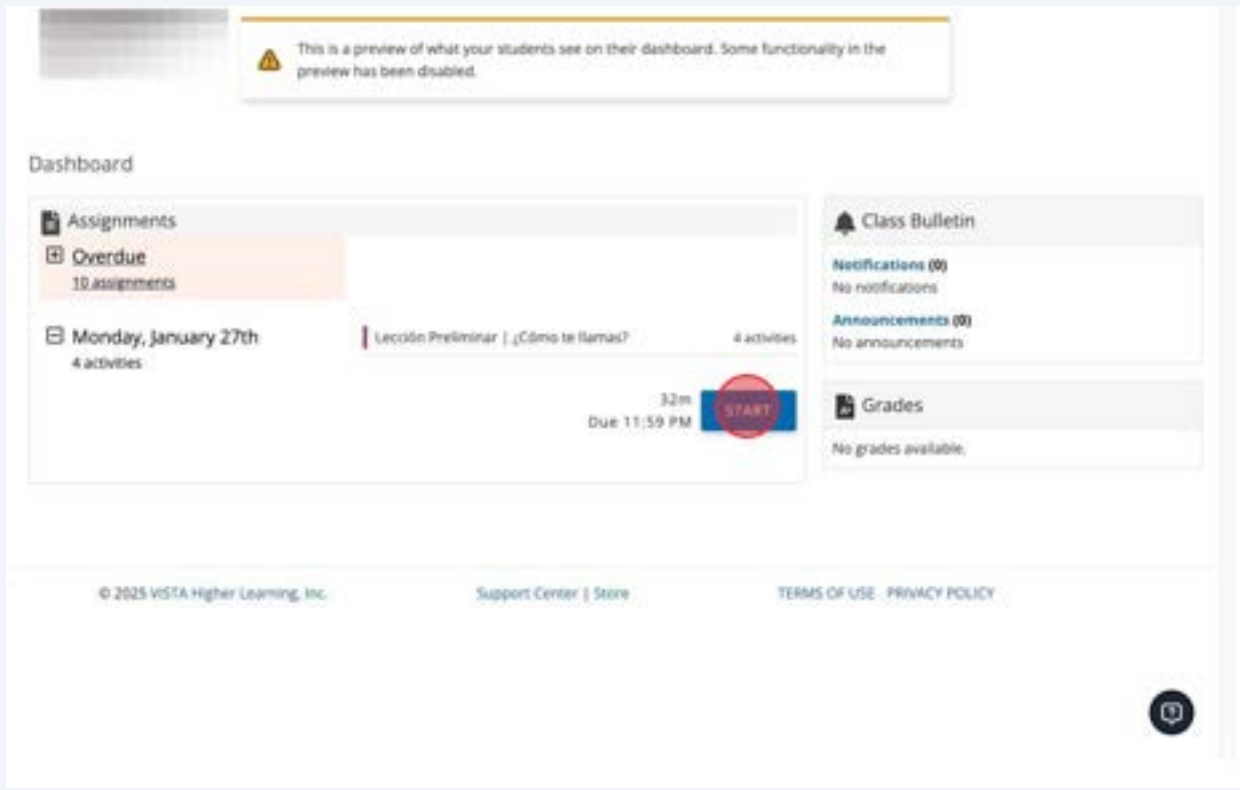


95 The Current Assignments link will be created in the selected module. Click "**Current Assignments**".



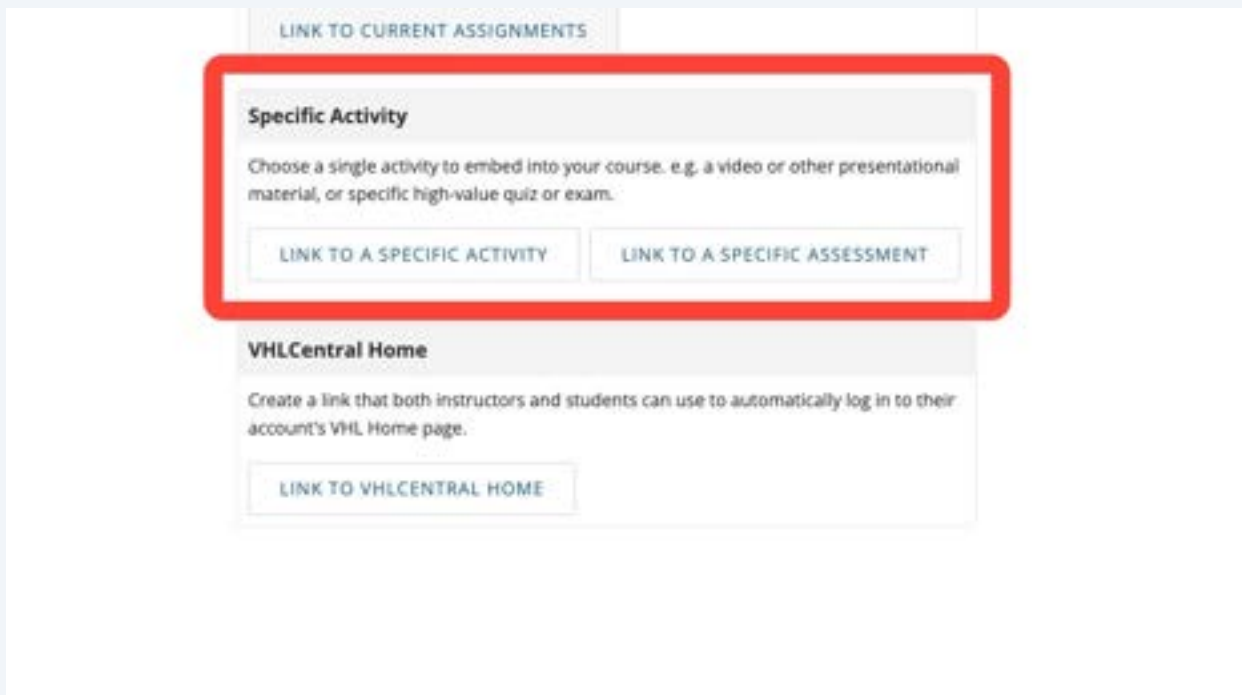
96

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 completing work in order.



97

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.

98

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.

The screenshot shows a user interface for a lesson titled "Lección Preliminar | ¿Cómo te llamas?". At the top right, there is a dropdown menu labeled "All Activities". Below this, the activities are organized into three sections: "Explore", "Learn", and "Practice". Each section contains a list of activities with their respective due dates and a "LINK" button. The "LINK" button for the activity "Vocabulary Tutorial: ¿Cómo te llamas?" is highlighted with a red circle.

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

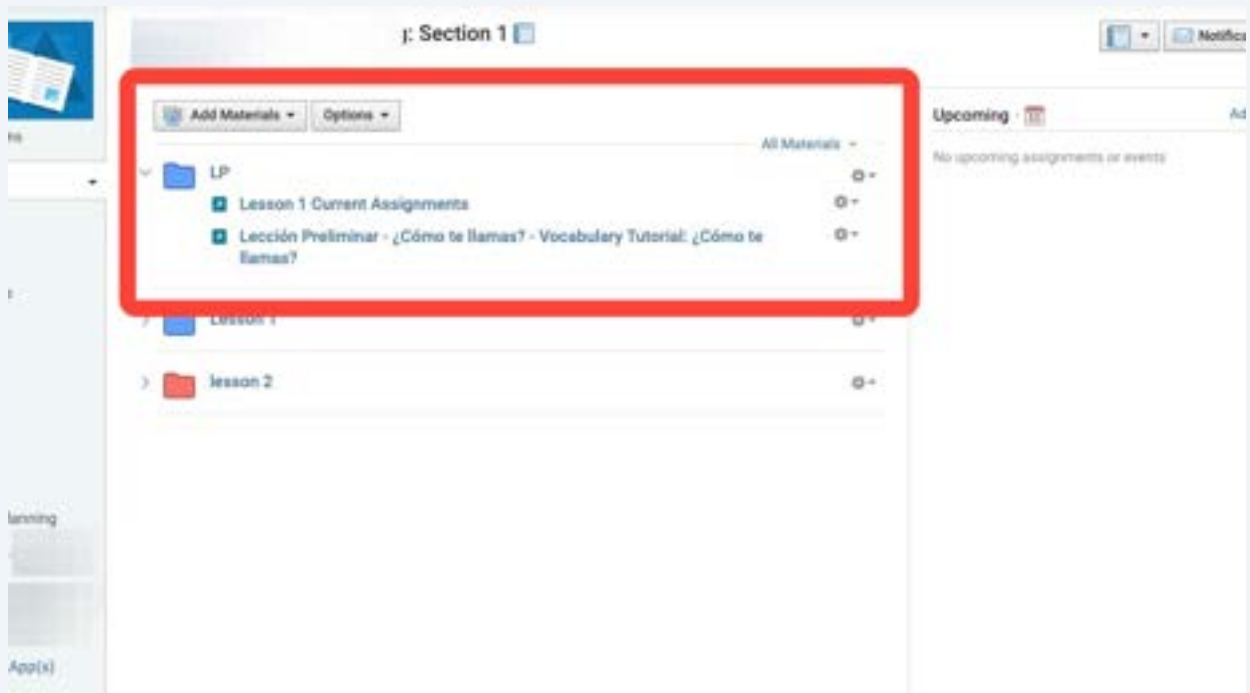
99

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

The screenshot shows the same "Activities" page as in the previous image, but with a "Create Link" dialog box overlaid in the center. The dialog box contains the text "Lección Preliminar - ¿Cómo te llamas? - Vocabulary Tutorial: ¿Cómo te llamas?" and has two buttons: "CANCEL" and "CREATE". The "CREATE" button is highlighted with a red circle.

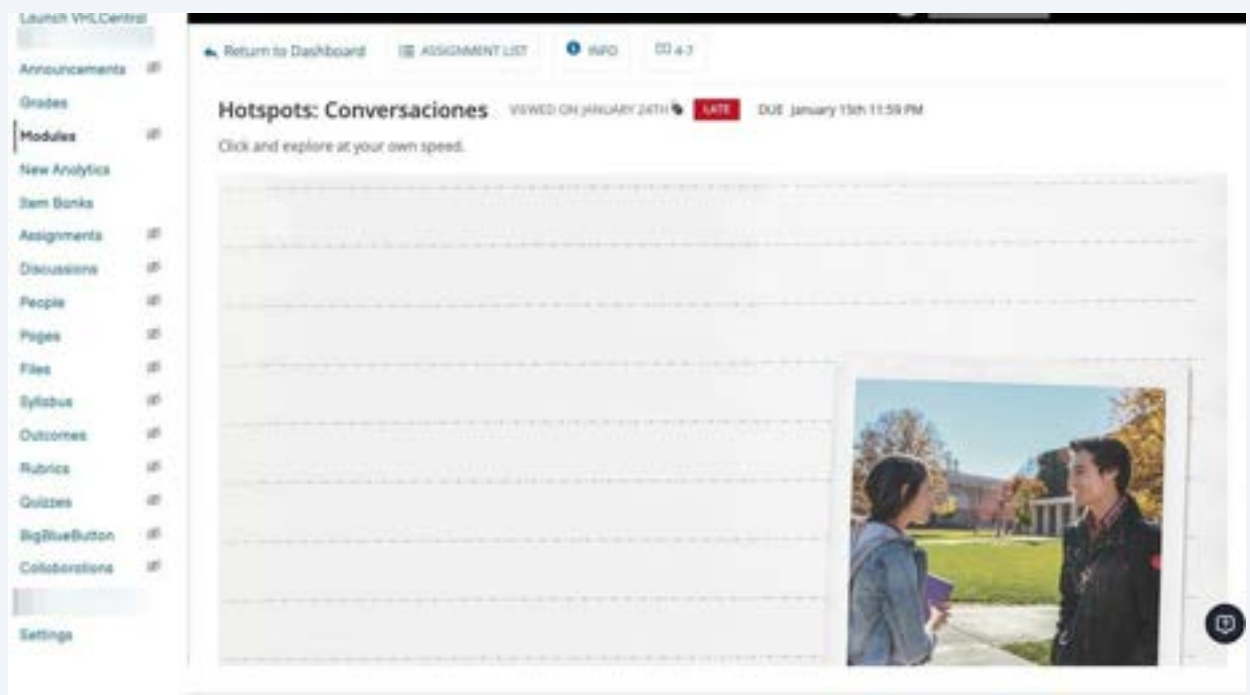
100

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.

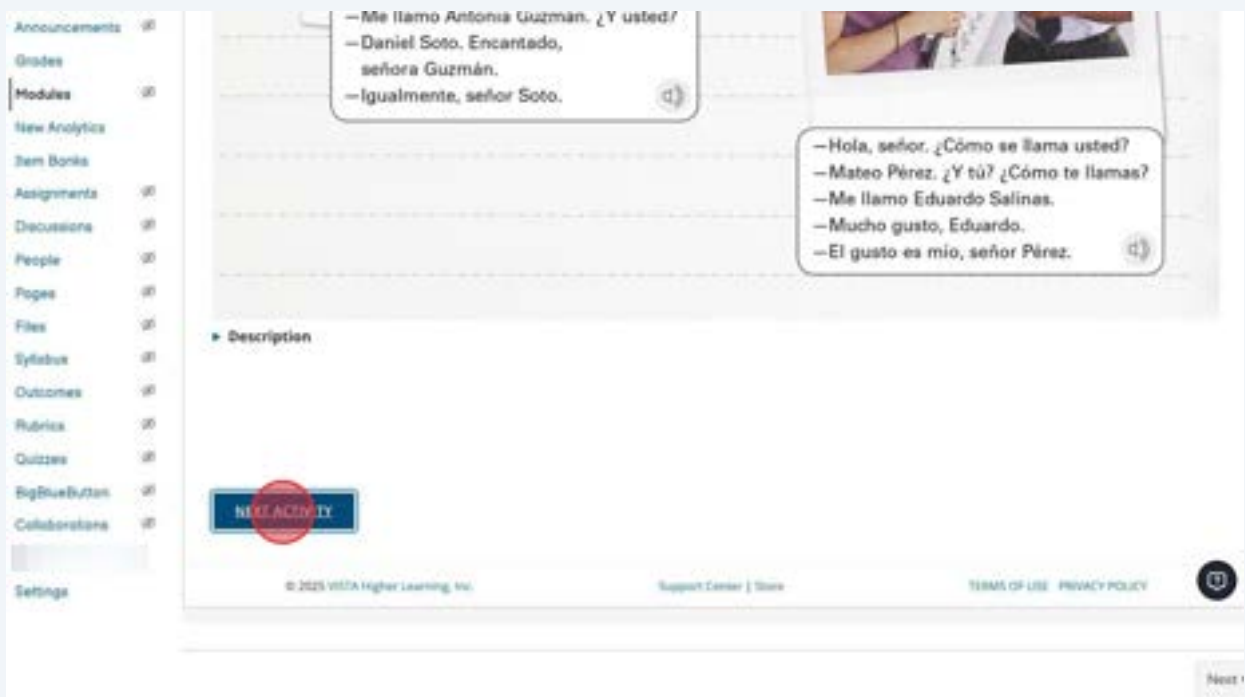


101

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



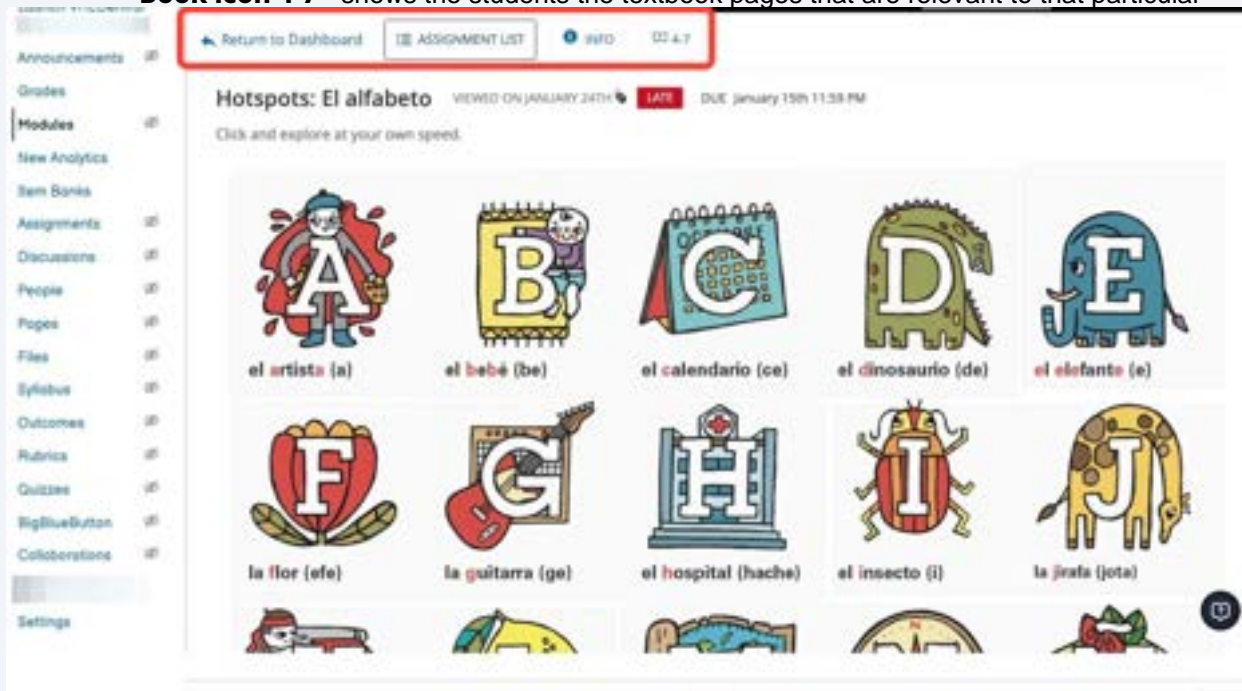
102 Once students are done with that activity, they can click on **"Next Activity"** to proceed to the next activity.



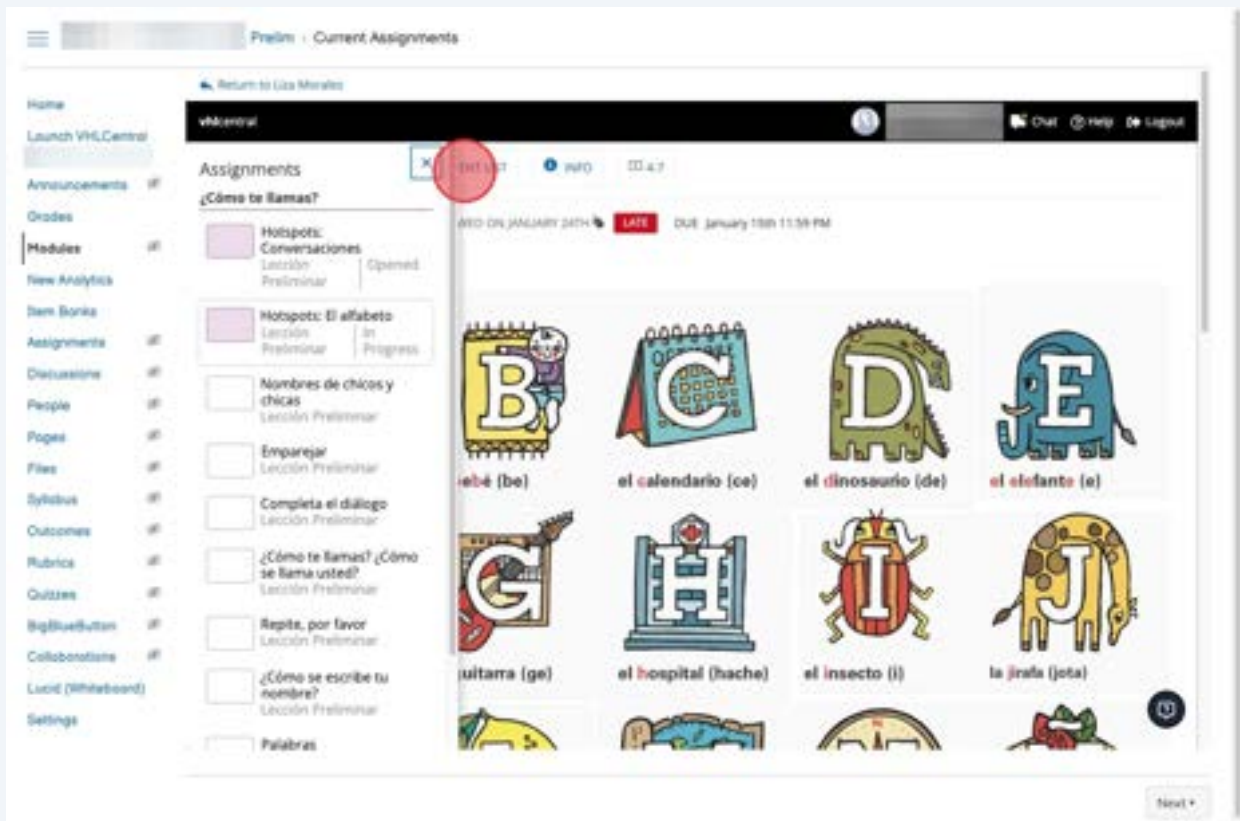
103 Once the students are in an actual activity, they will see a few links:

- **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



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



105

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

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

