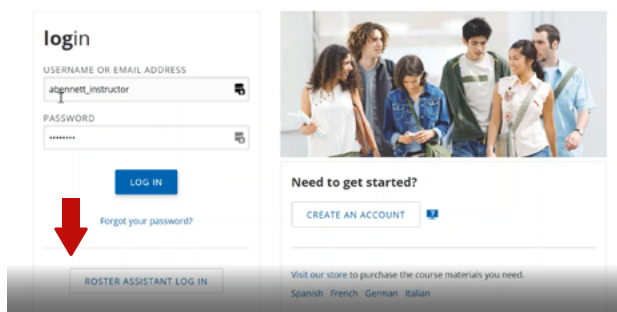**1**

Go to www.vhlcentral.com
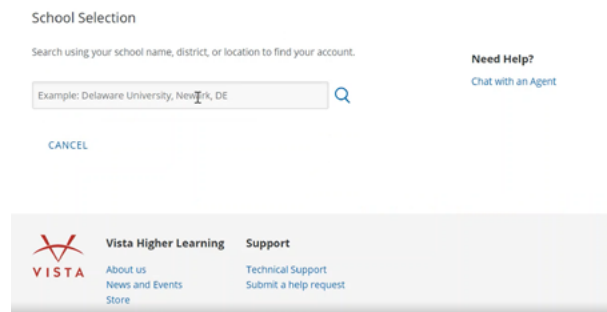The vhlcentral Log in page will have a "Roster Assistant Log in" option.

NOTE:
- If you are using SSO, please log in via your LMS, skip to step 3.
- To use Roster Assistant you'll need your username and district.
- Each school district has a specific URL that your district tech representative may have already shared with you. Using that allows you to skip the 'school search' step.
- If you do not know your specific URL, select "Roster Assistant Log In".

Once you've selected Roster Assistant Log In, you'll need to use the 'search for your school' feature.

You may need to search for your school or your district.
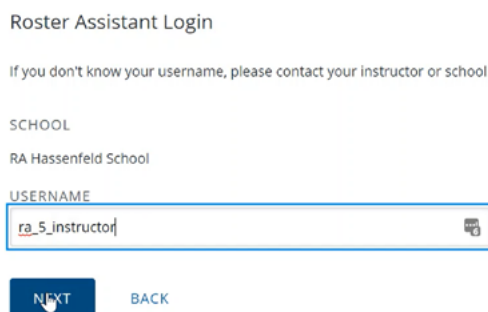
NOTE: If you have your specific URL, you can use that to skip the 'school search' steps and navigate directly to the custom URL.
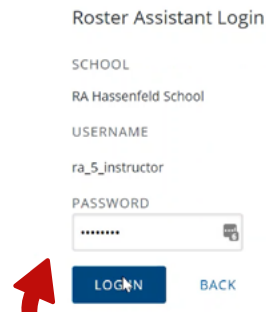
2

Enter your username first.
NOTE: Your district Tech Administrator will provide your usernames and may provide your password.
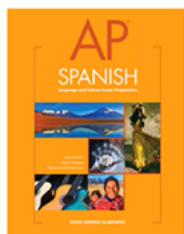

Enter your Password.

3

Instructors, please note you will see ANY program for which your district has an active Site License. You can use 'edit programs' to hide or rearrange the programs you want to see, i.e. the programs you are teaching from.

vhlcentral

Programs

EDIT PROGRAMS ◄━━

AP SPANISH

AP* Spanish Language and Culture Exam

4

Select the program in which you want to create a course.

5

Clicking "add course" will show you ALL courses in Roster Assistant that have you as an enrolled member.

AP SPANISH

Courses

ADD COURSE

You don't have any current courses. Use "Add course" to find the list of courses you can create.

AP SPANISH

Add Courses

These are the available courses to add to your program. ◄━━

RA Hassenfeld School

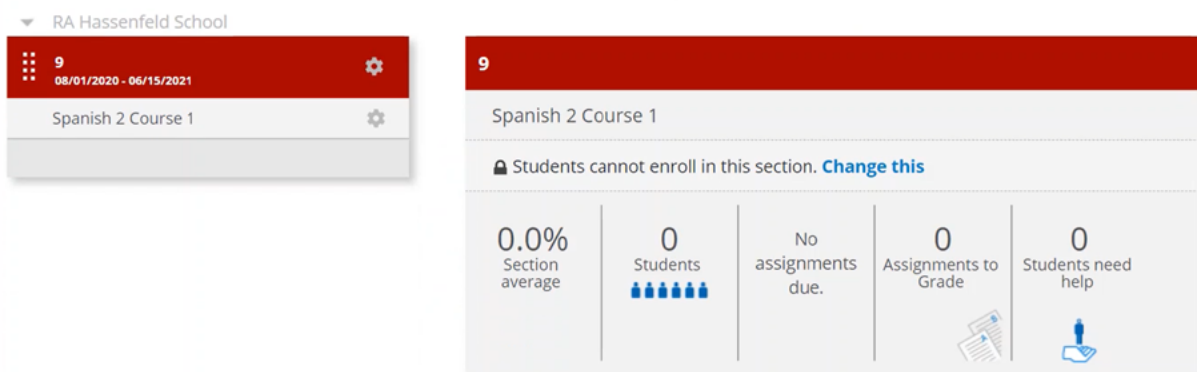| Course Name	Section	Start Date	End Date
☑ 9 ◄━━	Spanish 2 Course 1	📅 2020-08-01	📅 2021-06-15

RETURN TO DASHBOARD   CONFIRM ◄━━

****The Start-End dates for the course are auto-populated if shared via Roster Assistant. If not, the standard date-picker is present.
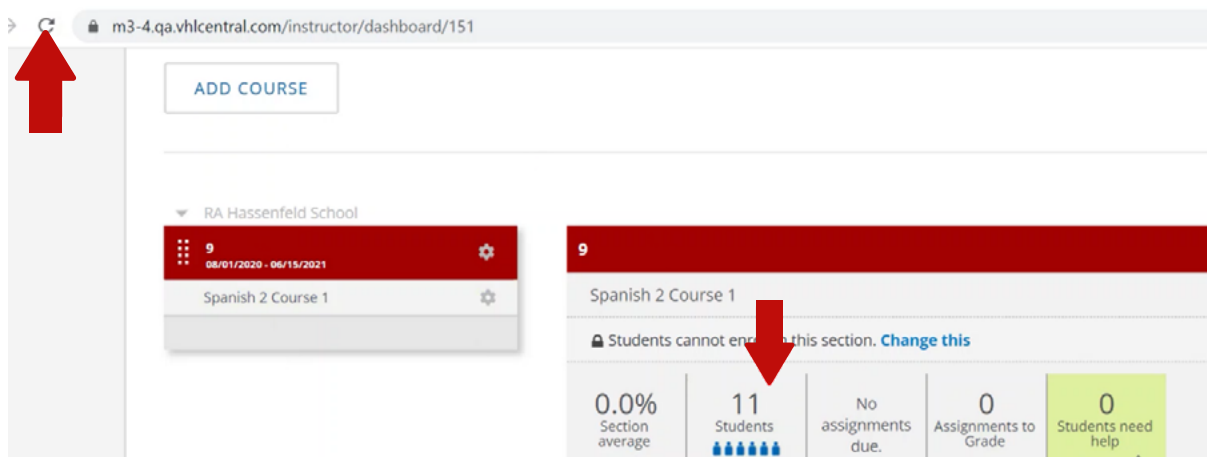
When you select the course and choose to create, the following happens:
a. A single course and single section are created, based on names in Roster Assistant.

   i. This is a 'default' course that you can then edit.
   ii. Gradebook has one category, called Homework, worth 100% of the grade.
   iii. All lessons are selected by default in the Content area.

b. vhlcentral looks at all the associated enrollments in Roster Assistant.

   i. Student accounts are created if they don't yet exist.
   ii. Instructor accounts are created for co-instructors if they don't yet exist, and are associated as co-instructors.
   iii. All students are automatically enrolled *This happens once the page is refreshed:

NOTE: If you create a course for the wrong program, or you need to move it to a different program for any reason, you will need to Delete the Section. This will free the Course to be created again in a new program.