



## **VHL Central**

Supersite® 3.0

Portales, Portales 2

Portails, Portails 2

## **Instructor Guide:**

- **Getting Started with Enterprise**

Vista Higher Learning Tech Support:

<https://support.vhlcentral.com/hc/en-us/requests/new>

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**With Enterprise, before you can create your Courses and Sections for the upcoming term, you must begin with creating the Templates.**

**STEP 1: Create Course Template**

Course Templates contain the start and end date, and the course content and gradebook settings.



1. Name the Course Template with enough detail that you may clearly select the correct option when later creating Courses based on this Template. For example: “Spanish 201 – 8 wk”, or “French 101 – Summer”.
2. Select the start and end dates for the Courses that will use this Template.
3. Select the appropriate content settings for the courses that will be based on this Template.
4. Set up the Gradebook categories.

IF	YOU SHOULD
all courses have <b>the same</b> start and end dates AND <b>the same</b> course and gradebook settings	create ONE Course Template.
you have <b>different</b> start and end dates for the SAME Course (e.g. Spanish 101 - 8 weeks and Spanish 101 - 16 weeks)	create <b>TWO</b> different Course Templates for Spanish 101 (8-week and 16-week).
you have one Course with <b>the same</b> start and end dates, but will have sections that have <b>different</b> course and/or gradebook settings (e.g. Honors sections with higher gradebook weight for speaking)	create TWO different Course Templates.  <i>*Be sure to name them with enough detail so you may clearly select the correct option when creating Courses based on the Template.</i>

**\*\*\*YOU NEED TO CREATE NEW TEMPLATES EACH TERM**

- Because Course Templates contain the start and end dates of the course, you will need to create NEW templates each term. You can copy from previously created templates and use the Assignment Wizard to copy the assignments.

## STEP 2: Create Section Templates

You will create section templates for the various section TYPES offered for this course that have different due dates and/or assignments from each other. For example: Face-to-Face, Online, MWF, TR, High Beginner, etc.

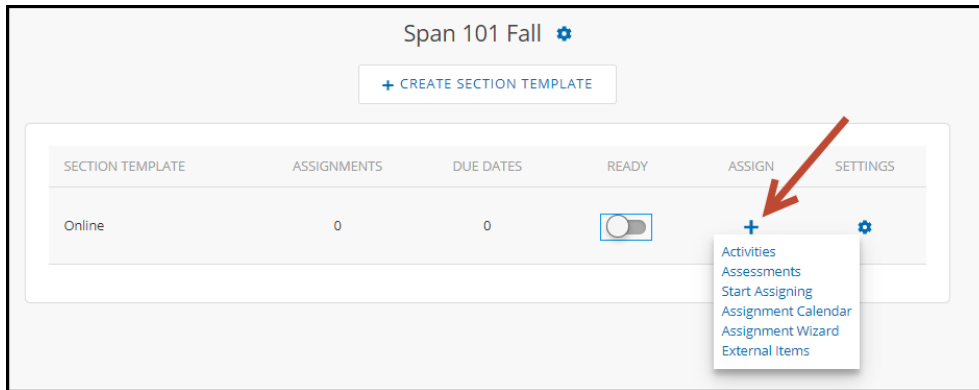
IF	AND	YOU SHOULD
You have a Course (French 101) that is offered in both HYBRID and ONLINE sections	they have <b>the same</b> assignments and due dates	create ONE Section Template.
	they have <b>the same</b> assignments but <b>different</b> due dates	create TWO Section Templates.
	they have <b>different</b> assignments AND <b>different</b> due dates	create TWO Section Templates.
IF	AND	YOU SHOULD
You have a Course (French 101) that is offered on MWF and TR	they have <b>the same</b> assignments but different due dates	create TWO Section Templates.
IF	AND	YOU SHOULD
You have a Course (French 101) with MWF sections only	they have <b>the same</b> due dates but <b>different</b> assignments	create TWO Section Templates.

### 1. Create Section Template

The screenshot shows a web interface for course management. At the top, there are tabs for 'COURSES', 'PROGRESS', 'TEMPLATES', and 'CONTENT'. The 'TEMPLATES' tab is active. On the left, there is a list of courses, with 'Spanish 101 fall' (9/22/2020 - 12/29/2020) highlighted. A red arrow points from this course to a '+ CREATE SECTION TEMPLATE' button in the main content area. Below the button, a message states 'This course doesn't have any section templates yet!'. On the right, there is a sidebar with form fields for 'START DATE' (09/22/20), 'END DATE' (12/29/20), 'CATEGORY' (100%), and 'Homework'.

### 2. Complete section information and SUBMIT

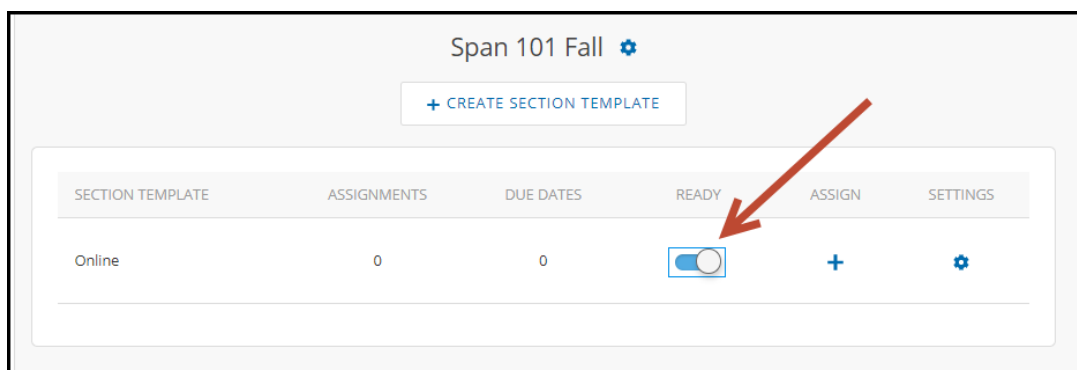
### 3. Add Assignments:



- a. Assignments can be added/viewed/edited via any of the established assigning options:
  - Content- Activities
  - Content- Assessments
  - Start Assigning
  - Assignment Calendar
  - Assignment Wizard
  - External Items (this add a column in the gradebook for the types of student work that aren't represented by activities in the platform – e.g. participation, oral presentations, etc.)
  
- b. **Please note:** Assignments are **not** a REQUIRED component of a Section Template (if the Instructors and Co-instructors are expected to create their own assignments).

#### 4. Mark as Ready

- a. Once a Section Template is ready to use in the Course/Section creation process, mark it as “Ready” for use. Until this setting is enabled, you can continue to build out the template, but it will not be available in the “Section creation” process.



- b. You can create any additional Templates now or begin to create the Courses with Sections for the upcoming term.
- c. **Please note:** Editing the Section Template will only change the assignments for NEW sections that are created, it will not change the assignments for all existing sections based on that Template.

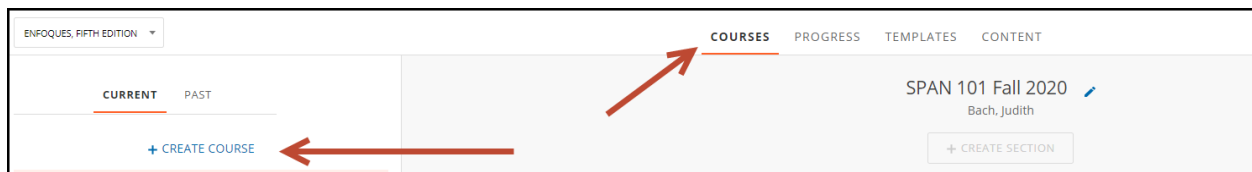
## 5. Remove templates

- a. You can remove a course or section template that is not needed anymore. A course template can only be removed once all section templates within it have also been removed.
- b. Removing a template will have no effect on any Courses/ Sections that were previously created using that template. You are only removing it for future use.
- c. An Admin can only Edit/Remove Templates that they have created (if more than one Admin is active for that program and school).

## STEP 3: CREATE A COURSE

These are the Courses being offered for the upcoming term. (e.g. SPAN 101 Fall 2020, SPAN 102 Fall 2020)

Courses can be created once you have at least one Course Template and one Section Template.



1. Select "Create Course" and fill in the Course Name (Spanish 101 Fall 2020)
2. Select the template (contains the start/end date, gradebook and content settings).
3. Select the course OWNER. This person has full access to change settings, gradebook and content for the Course.
  - a. If you are an Admin and also the Course owner, you can select to have this course show on your instructor dashboard or not.

IF	AND	YOU SHOULD
you are the coordinator	want to maintain control of the course and add co-instructors and/or assistants to the sections they teach	name yourself as the Course Owner.
	want to hand off <b>full control</b> to another instructor, but still monitor Course and Section progress	name the other instructor as the Course Owner.
IF	AND	YOU SHOULD
you are the coordinator	you are teaching one or more sections of the Course and want to hide other instructors' sections from your instructor dashboard	create a separate Course and add only YOUR sections to it.  <b><i>*See example below</i></b>

**\*For example:** Your **Spanish 101 Fall 2020** Course has 30 sections and you teach 2 of them. Create TWO Spanish 101 Courses (e.g. Spanish 101 Fall 2020 and Spanish Fall 2020 with something else to identify that this course contains YOUR Sections only). By doing this, you can hide the Course with 28 sections that are taught by other instructors from your instructor dashboard. As the Admin, you can still access them from your Admin portal.

This Course will have all sections taught by other instructors and I am going to HIDE it from my instructor dashboard.

**Create New Course**

NAME  
Spanish 101 Fall 2020 MA

COURSE TEMPLATE  
SPANISH 101 FALL

COURSE OWNER  
MARY ALBERTSON (MALBERTSON\_INSTRUCTOR\_150231@VISTAHIGHERLEARNING.COM)

Hide this course on your instructor dashboard

COURSE DATE 07/27/20 - 11/02/20

CATEGORY 20% Credit  
40% Graded  
10% Quizzes  
30% Tests

CANCEL CREATE

MA are my initials to identify that this course has only MY sections.

This Course is going to contain **only** the Sections that I teach. I am **NOT** going to hide this Course from my instructor dashboard.

## STEP 4: CREATE SECTIONS FOR THE COURSE

ENFOQUES, FIFTH EDITION

COURSES PROGRESS TEMPLATES CONTENT

CURRENT PAST

+ CREATE COURSE

SPAN 101 Fall 2020  
10/1/2020 - 1/7/2021  
Albertson, Mary

SPAN 101 Fall 2020  
Albertson, Mary

+ CREATE SECTION

This course doesn't have any sections!

Create the sections for THIS course.

**Create Section**

SECTION COUNT  
2

SECTION NAME  
01 Guerrero

SECTION TEMPLATE  
HYBRID

Mary Albertson  Show instructor

ADDITIONAL INSTRUCTORS ROLE  Show instructor

ADD MORE

1. Select how many sections you would like to create. (Max 10 at a time)
2. Name the Section with enough detail that students will be able to identify their section when enrolling.
3. Select the Section Template that will be applied to each Section.
  - a. In the example above, Section 01 (I used the instructor's last name, Guerrero) is a hybrid section.
4. The Course Owner will automatically be listed as the 'instructor', but you can add others to the instructor team for each section.
  - a. For listed members of the instructor team, select if you want their name to appear as part of the class on the "Enrollment" page for students. **Please note:** at least one name must be selected to show.



- b. Co-instructors can edit/create assignments, grade student-work, and utilize class communication tools. Co-instructors cannot change course/section settings such as Gradebook categories.
  - c. Assistants cannot edit/create assignments, but can grade student work and utilize class communication tools. Assistants cannot change course/section settings such as Gradebook categories.
5. Select CREATE when you are finished. You can always add more sections.

IF	AND	YOU SHOULD
you have more than one section template	you want to keep them separated from other section types <i>**If you plan to make changes at the course level</i>	create a <b>different</b> course for each section type.
	you want them all listed under the same course <i>**If you do NOT make changes at the course level</i>	create <b>ONE</b> course and add all sections for the upcoming term.