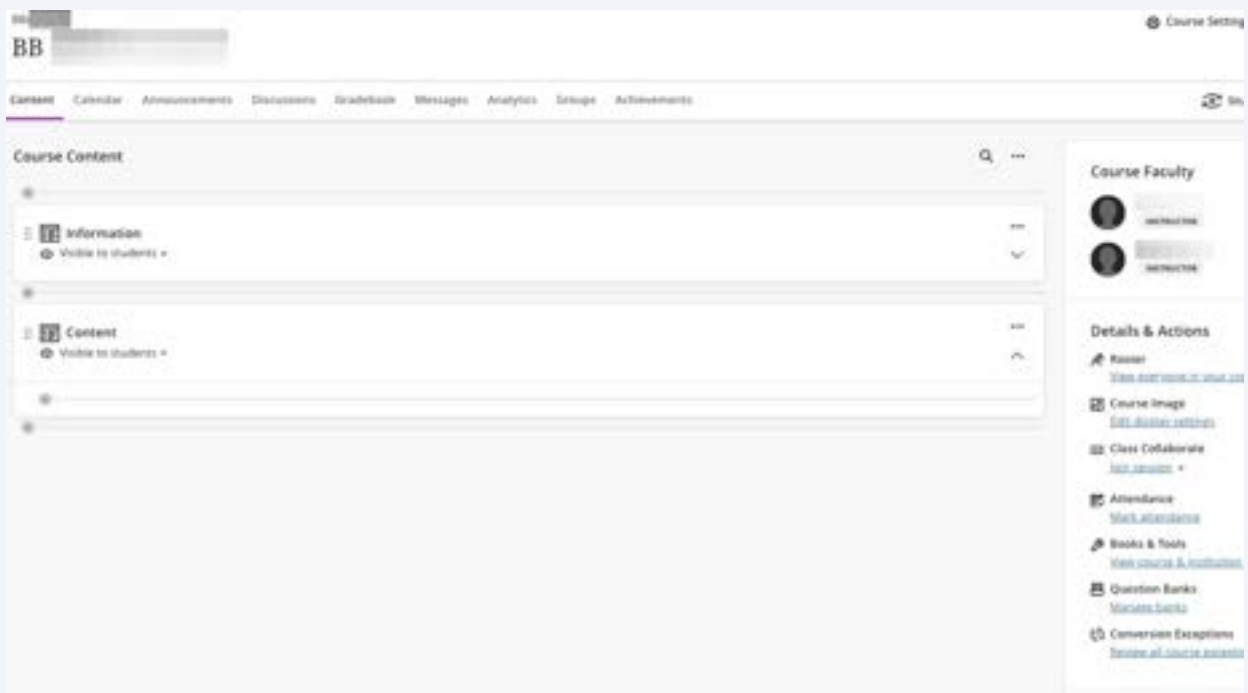


# Blackboard Ultra Self-Rostering Educator Guide

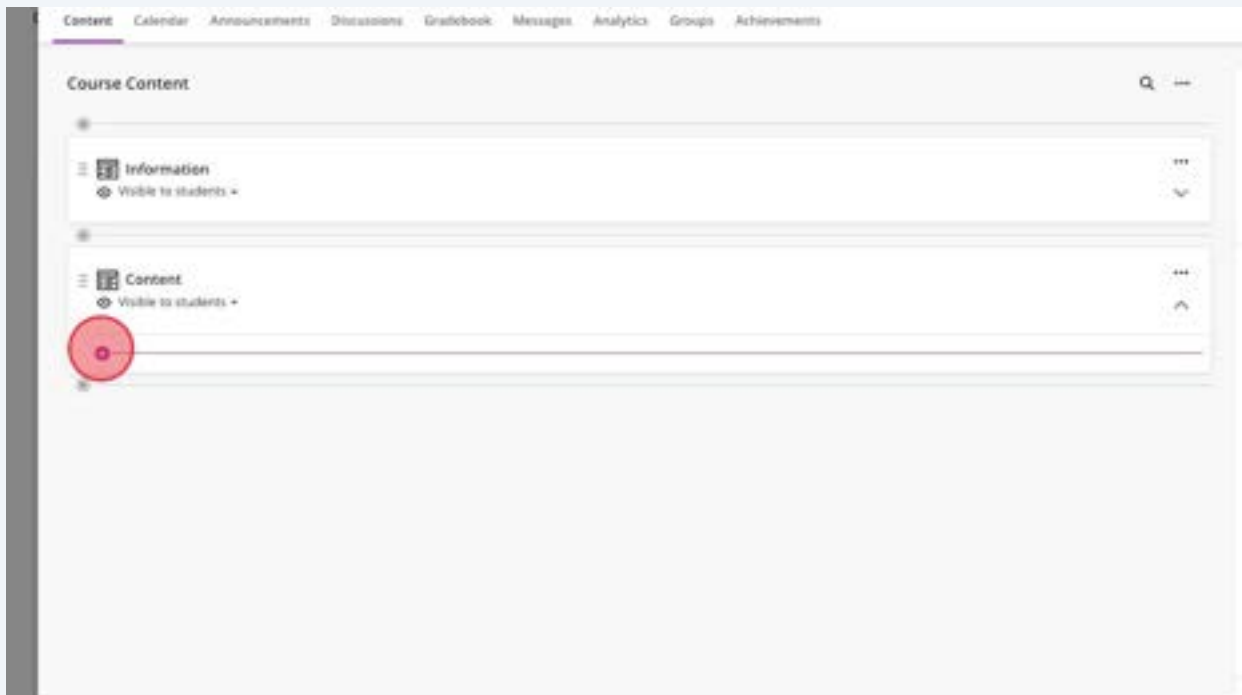


## Add vhlcentral Placement Link to a Course

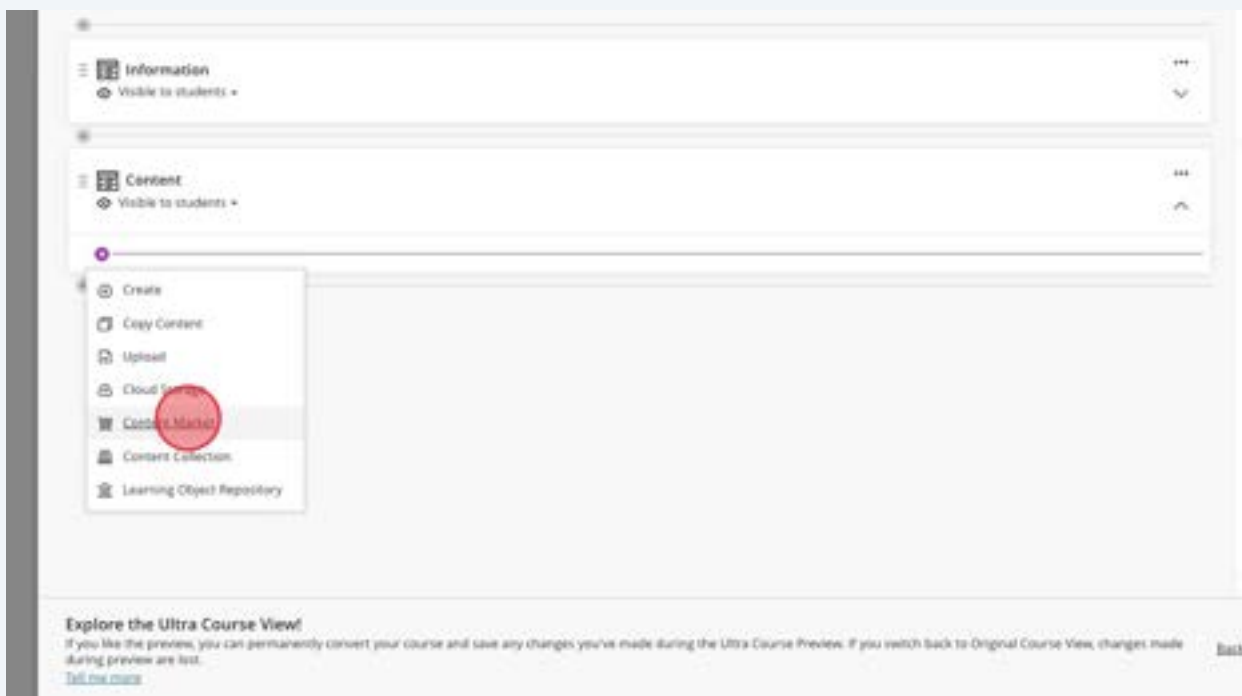
1 Inside a Blackboard course, go to "**Course Content**".



2 Under Content, click on the "+".

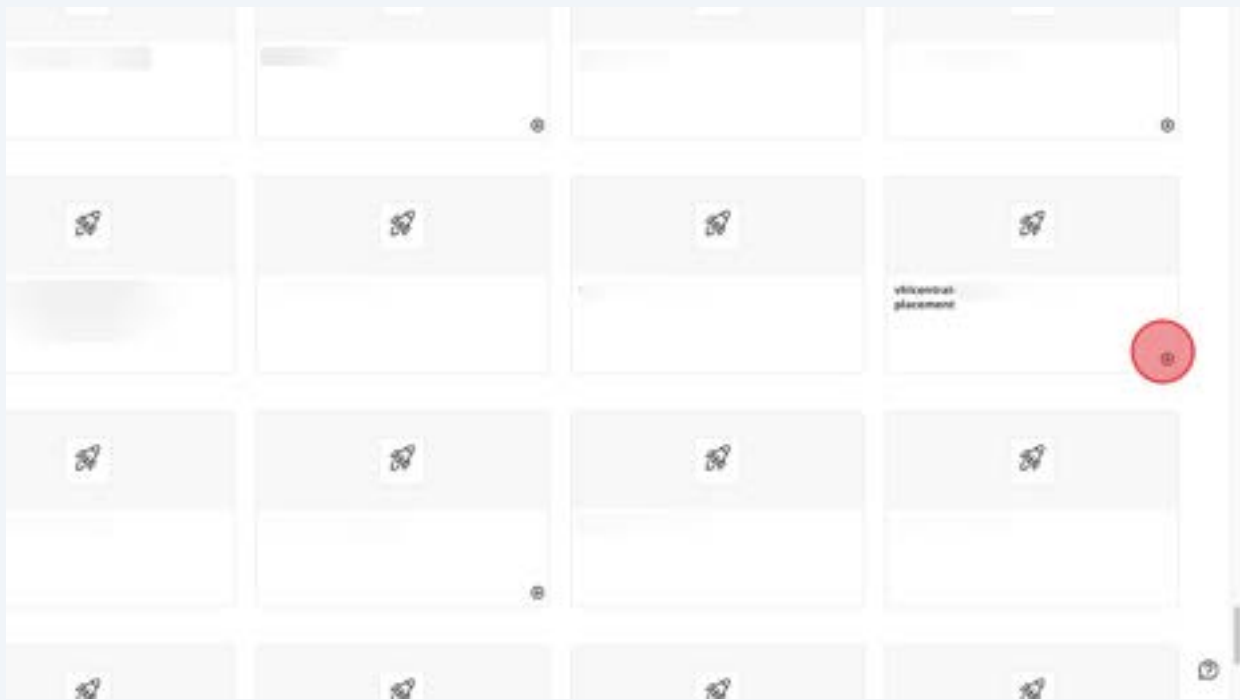


3 Click "Content Market".



4

Find the "**vhcentral placement**" link or the name provided by your institution. Click the "+".



Alert! Your Admin will provide you the name of the vhcentral Tool Placement

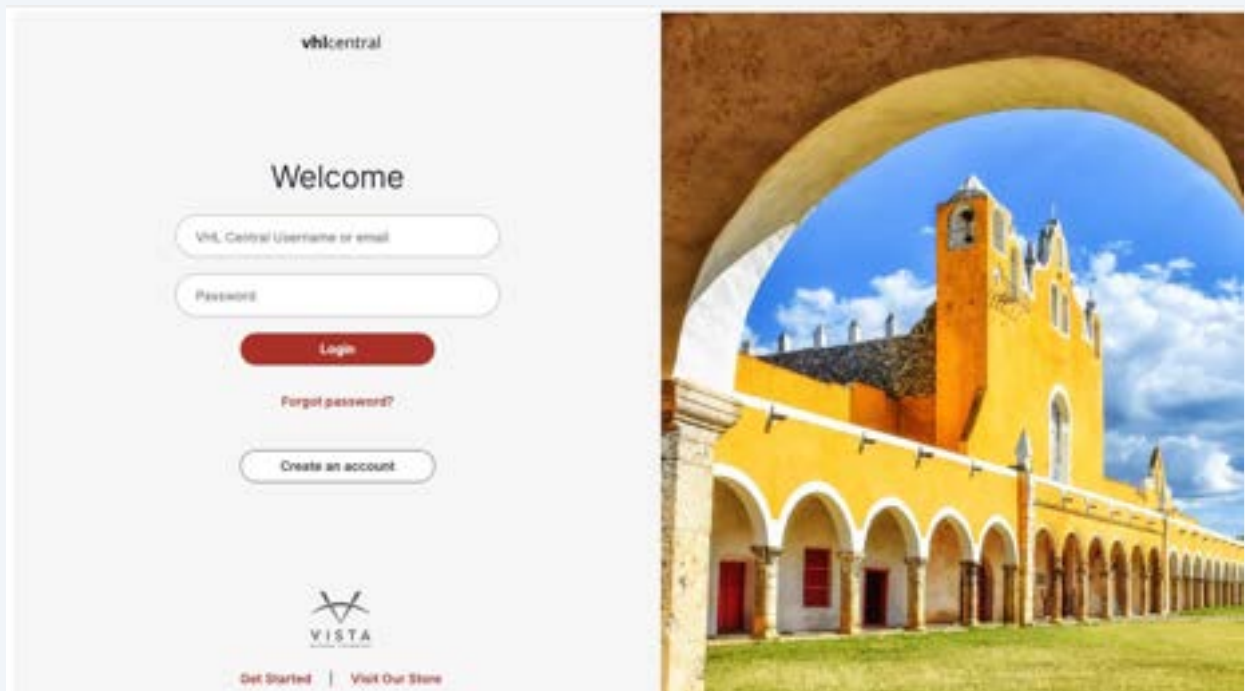
5

You will be taken back to the course content page. The vhlcentral placement will appear. Click "**vhlcentral content placement**".



6

You will be taken to the vhlcentral Login Page.



## 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 "**vhlcentral-placement**" link 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 Blackboard, you will be prompted to **Login to vhlcentral** and agree to the "**Terms of Use**".
- If you have **previously signed** in to vhlcentral through Blackboard 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**".

7

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

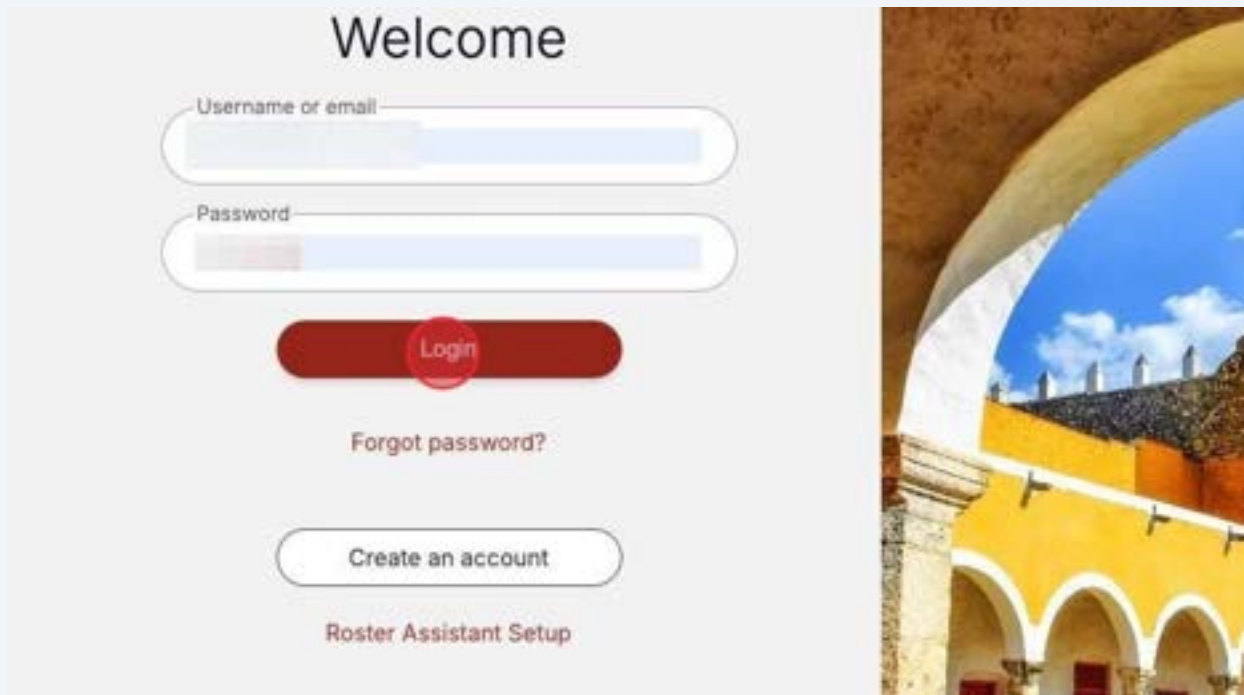
Login

[Forgot password?](#)

[Create an account](#)

[Roster Assistant Setup](#)

8 Click "**Login**".



The screenshot shows a login interface with the following elements:

- Title:** Welcome
- Input Fields:** Two rounded rectangular fields. The first is labeled "Username or email" and the second is labeled "Password".
- Login Button:** A dark red button with the word "Login" in white text.
- Forgot password?:** A text link below the login button.
- Create an account:** A white button with a dark border and the text "Create an account".
- Roster Assistant Setup:** A text link at the bottom of the form.

To the right of the form is a vertical image showing a yellow building with white arches under a blue sky with clouds.



Tip! Usernames and Passwords 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

9 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**

10 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).

All rights not expressly granted herein are fully reserved.

Last Modified May 10, 2024.

Agree

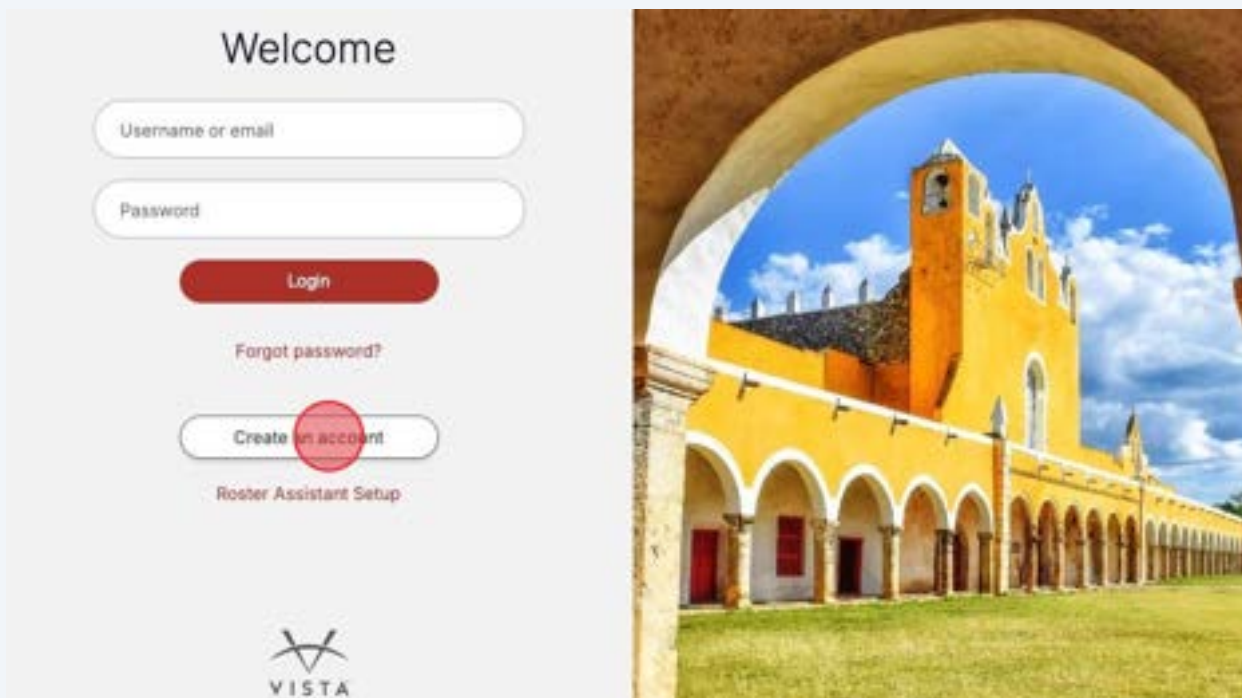
## Creating an Account



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:
  - Usernames and Passwords are case-sensitive

11 Click "**Create an account**".




12 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

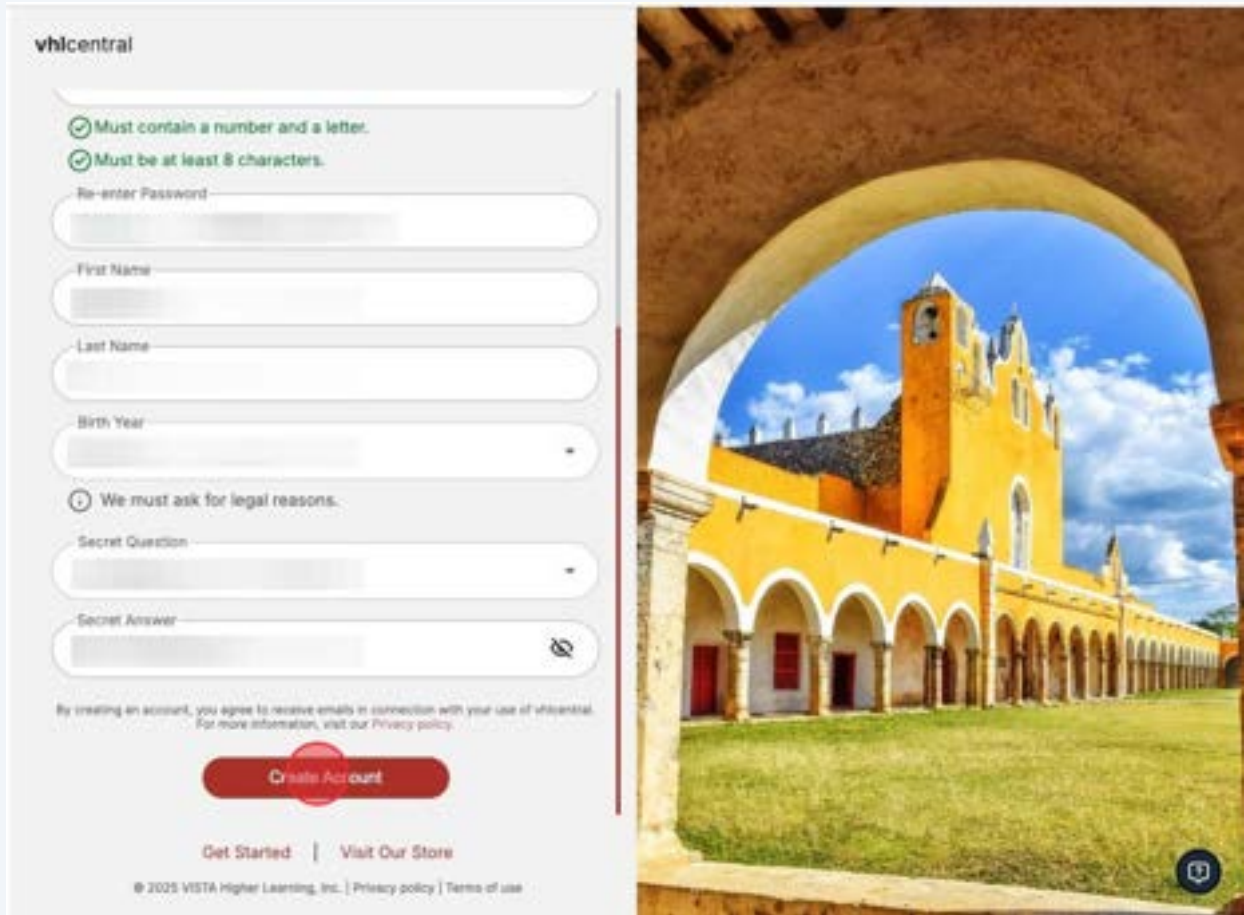
Last Name

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.

13 Click "**Create account**".



The image shows a registration form for 'vhIcentral' overlaid on a background photograph of a large, yellow, arched building. 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 Blackboard, 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 Blackboard, you will be taken to the **Course Connector** page.

14 Click "**vhIcentral**". You will be taken to the vhIcentral **Course Connector** page.

15 Click "My Dashboard".

The screenshot shows a dashboard with three course cards on the left and a sidebar on the right. Each course card has a 'My Dashboard' button. The sidebar contains two article cards.

Course Title	Version	Language	My Dashboard Button
D'accord! 1A	©2024, Supersite	Langue et culture du monde francophone	My Dashboard
Vistas	7th Edition	Introducción a la lengua española	My Dashboard
Journeys I: Simplified	1st Edition	An Introduction to Chinese Language and Culture	My Dashboard

Navigation links: Language, Redeem a, Edit, Browse

Articles in sidebar:  
1. News and Cultural Updates - French - October 2025 (Blog Post)  
2. Request Your MyConversationTrainer Demo! (Article)

16 The **Course Connector** page displays all your courses for selection. Click the radial button next to the section in the program you'd like to link to the Blackboard Course.

The screenshot shows the Course Connector page with a table of course sections. A red circle highlights the selection button for the first section of the 'Vistas, 7th Edition, Introducción a la lengua española' course.

Course Title	Section	Period	Linked?
D'accord! 1A	VHL Section		Linked?
	Section 1	Aug 17, 2025 - Nov 24, 2025	Not linked
Senderos 3, ©2023, Prime, Spanish for a Connected World	VHL Section		Linked?
	Section 1	Aug 29, 2025 - Dec 05, 2025	Not linked
Vistas, 7th Edition, Introducción a la lengua española	VHL Section		Linked?
	Section 1	Aug 17, 2025 - Nov 24, 2025	Not linked

17 Click "Link this section".

The screenshot shows the course management interface for "Vistas, 7th Edition, Introducción a la lengua española". It features a table with columns for "VHL Section" and "Linked?".

VHL Section	Linked?
Section 1 Aug 17, 2025 - Nov 24, 2025	Not linked
Section 2 Aug 17, 2025 - Nov 24, 2025	Not linked

A blue button labeled "LINK THIS SECTION" is highlighted with a red circle. At the bottom right, there is a copyright notice: "© 2025 VISTA Higher Learning, Inc. | Privacy Policy |".

18 Once the course is linked, you will receive a pop-up verifying the successful linking of the section.

The screenshot shows the course management interface with a success pop-up message. The pop-up message, highlighted with a red box, reads: "Successfully linked Section 1 to BB Original - docs.".

The main interface shows a "Link Summary" section with the following text: "e sign-on links between your courses on VHL and those on your LMS. You may unlink here." and "course is connected, you can optionally Set up Grade Sync between your VHL Gradebook and your LMS gradebook."

The "Learning" section displays a table of courses and sections:

VHL Section	Linked?
Section 1 Aug 17, 2025 - Nov 24, 2025	Not linked

The table lists three courses: "Aventuras, 7th Edition, Primer curso de lengua española", "Chemins 2, ©2026, Prime, French for a connected world", and "Encuentros 1, ©2026, Supersite, Comunicación y cultura".

19

On the Course Connector page you will see that the course is linked and have the ability to unlink if you link the wrong course/section.

VHL Section	Linked?
Aug 29, 2025 - Dec 05, 2025	Not linked

VHL Section	Linked?
Section 1 Aug 17, 2025 - Nov 24, 2025	Linked to Blackboard Context Name: _____ <a href="#">Unlink</a>
Section 2 Aug 17, 2025 - Nov 24, 2025	Not linked

[RETURN TO VHL CENTRAL](#)

## Unlinking a Course

20

Click **"Tools"** on the top right-hand side of the Welcome Page.

vhLcentral

Welcome, [Name]

[Tools](#)

LMS Partner Links

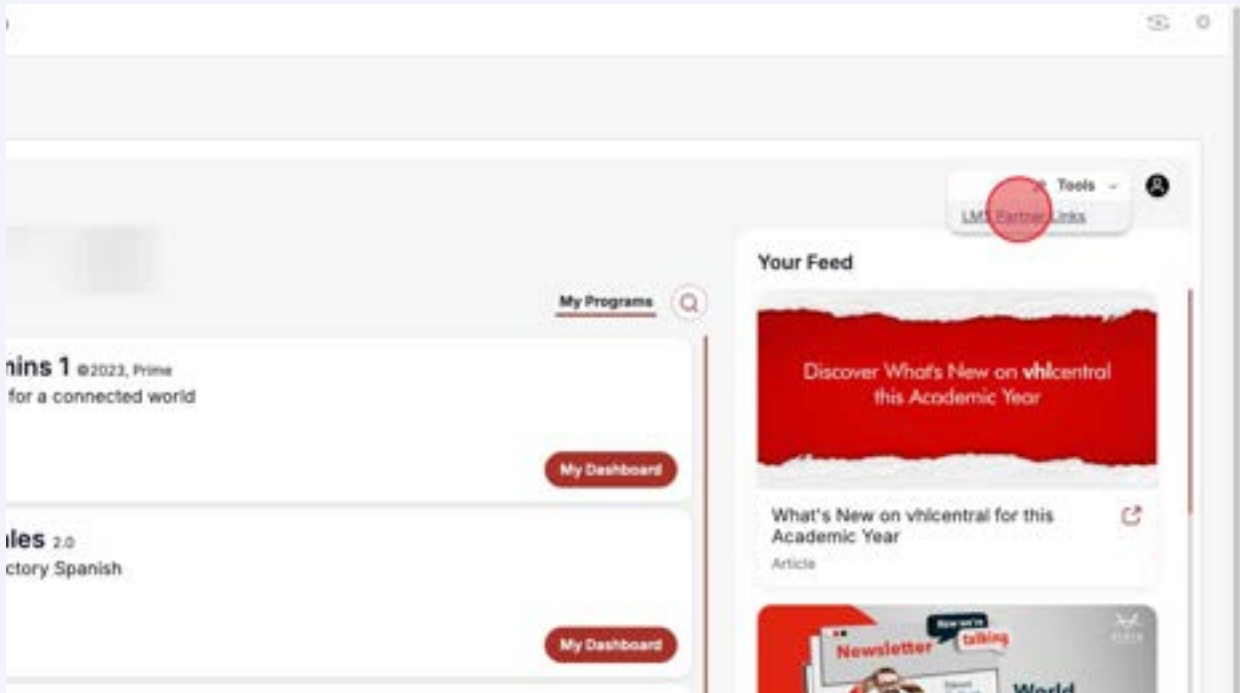
**My Programs**

- Chemins 1** ©2023, Prime  
French for a connected world  
[My Dashboard](#)
- Portales 1.0**  
Introductory Spanish  
[My Dashboard](#)
- Senderos 1** ©2023, Prime  
Spanish for a Connected World  
[My Dashboard](#)

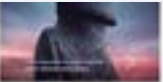




**Your Feed**

- Discover What's New on vhLcentral this Academic Year
- What's New on vhLcentral for this Academic Year  
Article
- Subscribe to our Newsletter  
Article

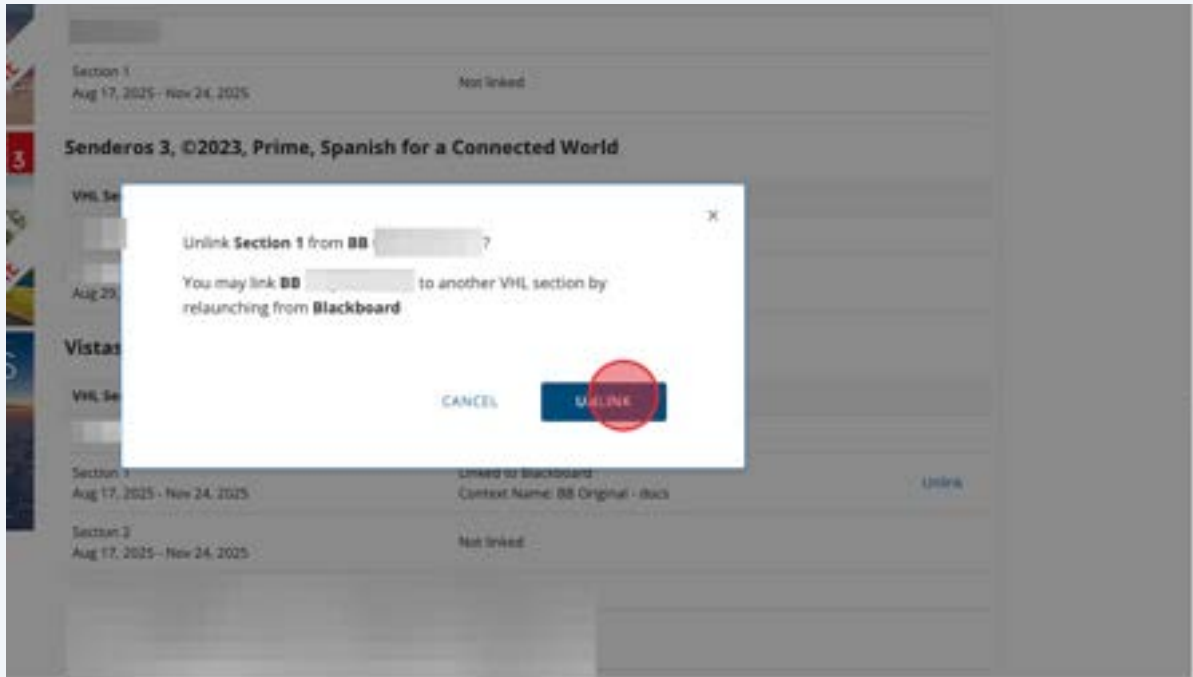
21 Click "LMS Partner Links".



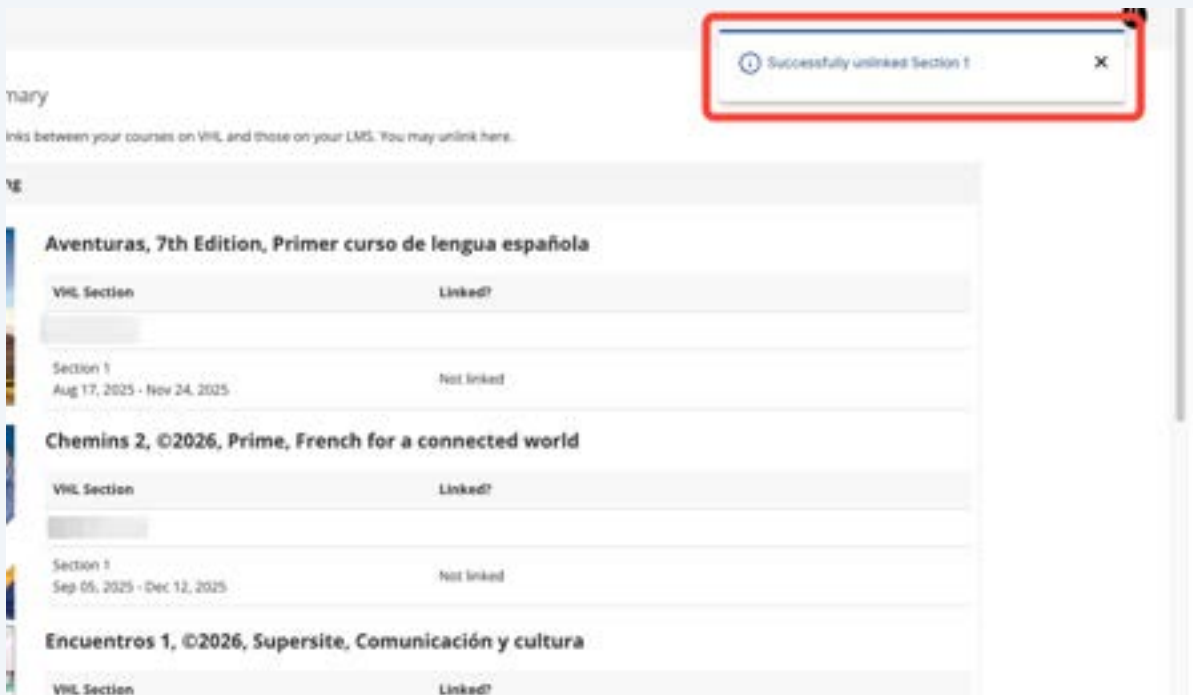
22 Go to the course you want to unlink. Click "Unlink".

	Section 1 Aug 15, 2025 - Nov 24, 2025	Not linked
	<b>Senders 1, ©2023, Prime, Spanish for a Connected World</b>	
	VHL Section	Linked?
	<input type="checkbox"/>	
	Section 1 Aug 17, 2025 - Nov 24, 2025	Not linked
	<b>Senders 3, ©2023, Prime, Spanish for a Connected World</b>	
	VHL Section	Linked?
	<input type="checkbox"/>	
	<input type="checkbox"/>	Not linked
	Aug 29, 2025 - Dec 05, 2025	
	<b>Vistas, 7th Edition, Introducción a la lengua española</b>	
	VHL Section	Linked?
	<input type="checkbox"/>	
	Section 1 Aug 17, 2025 - Nov 24, 2025	Linked to Blackboard Context Name: BB Original - docs
	Section 3	<input type="button" value="Unlink"/>

23 Click "Unlink".



24 Once the course is unlinked, you will receive a pop-up verifying the successful unlinking of the section.



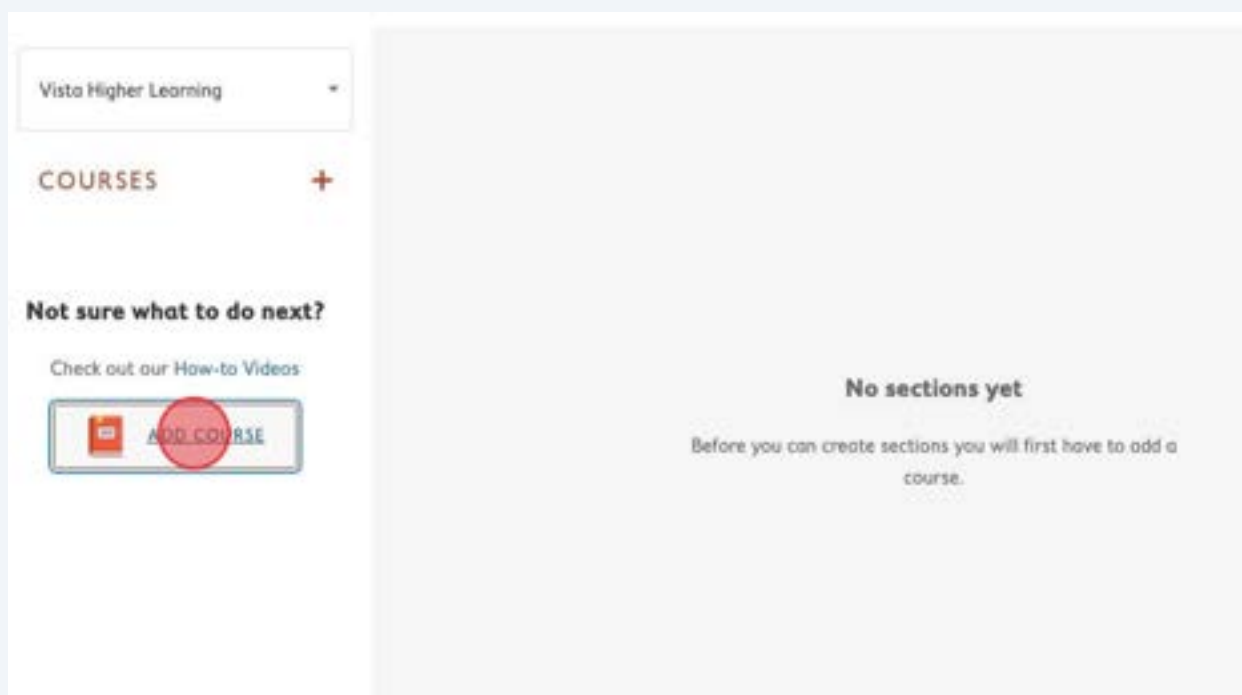


Tip! To link to the correct section after unlinking the incorrect section, follow the [Selecting a Program](#) steps above.

## Create a Course in vhlcentral

25

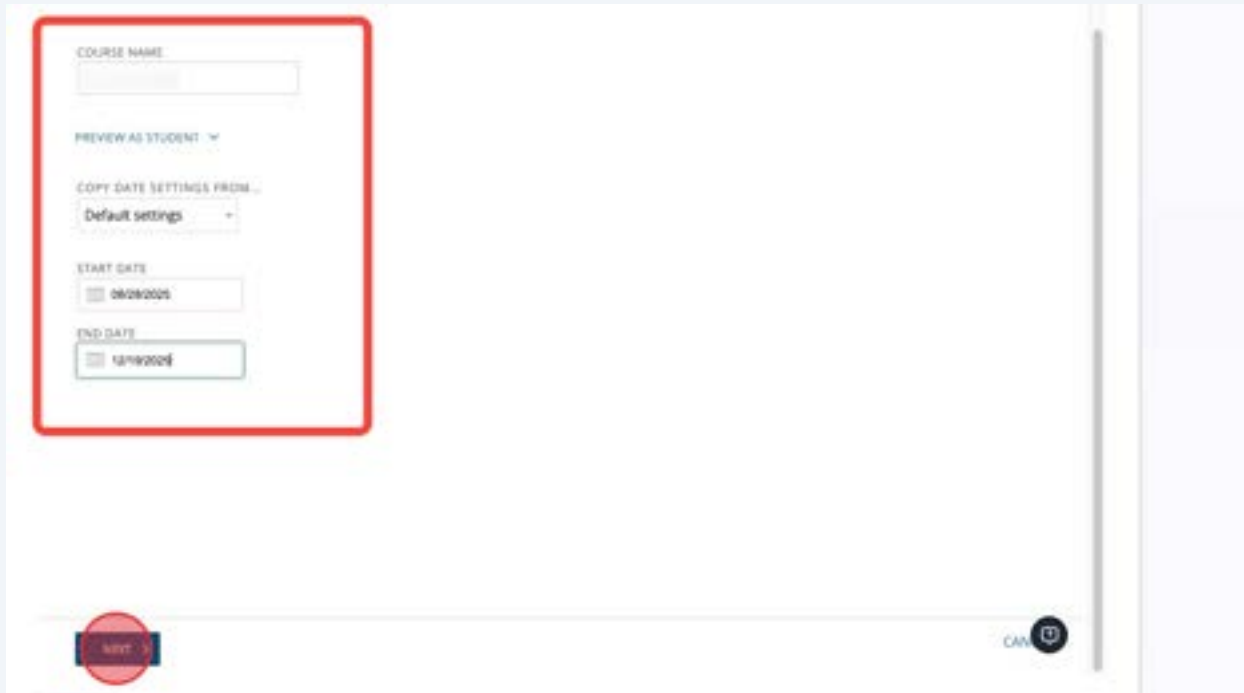
You will be taken to your "**vhlcentral Dashboard**". Click "**Add Course**".




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


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

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



The screenshot shows a web form for course setup. A red rectangular box highlights the following fields: "COURSE NAME" (text input), "PREVIEW AS STUDENT" (dropdown menu), "COPY DATE SETTINGS FROM..." (dropdown menu with "Default settings" selected), "START DATE" (calendar icon and text input showing "09/28/2025"), and "END DATE" (calendar icon and text input showing "12/18/2025"). At the bottom of the form, there is a "Save" button and a "Cancel" button.

 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

27 Under the **"Content"** tab, complete the **"Access Level"**

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

The screenshot shows the 'Add Activity' page in a learning management system. At the top, there is a navigation bar with a back arrow and a dropdown menu. Below the navigation bar, there is a 'Return to Dashboard' link. The main content area has a breadcrumb trail: 'Course > Content > Gradebook > Summary'. A red box highlights the 'ACCESS LEVEL' and 'COMPONENTS' sections. The 'ACCESS LEVEL' section is titled 'USE SETTINGS FROM' and has a dropdown menu set to 'Default settings'. Below this, the 'ACCESS LEVEL' section is titled 'LEVELS' and has the instruction 'Select the level of access you expect your students to have for this course.' There is a radio button next to 'Supernote Plus'. The 'COMPONENTS' section is titled 'COMPONENTS' and has the instruction 'Select the components your students must have for this course.' There is a checkbox next to 'MHSAM'.

28 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"**
    - **Estimated Time** - 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.

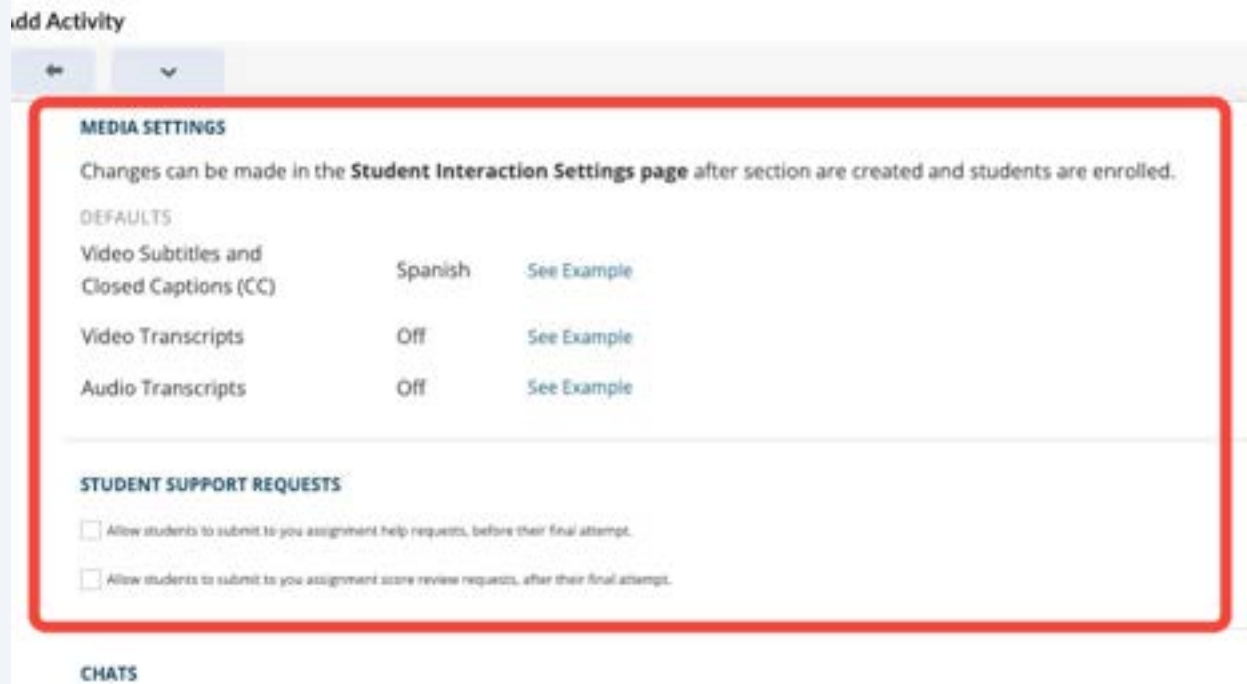
29 Under the "Content" tab, complete the:

- **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



30 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

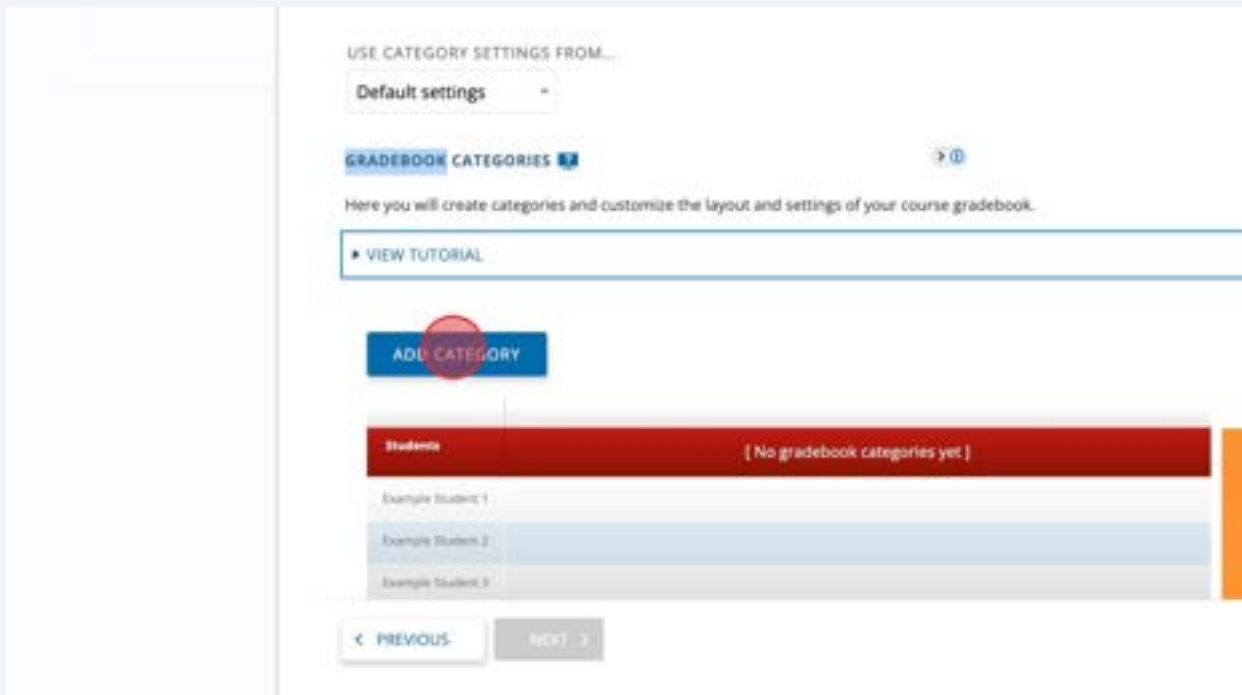
Cancel

## Gradebook Tab

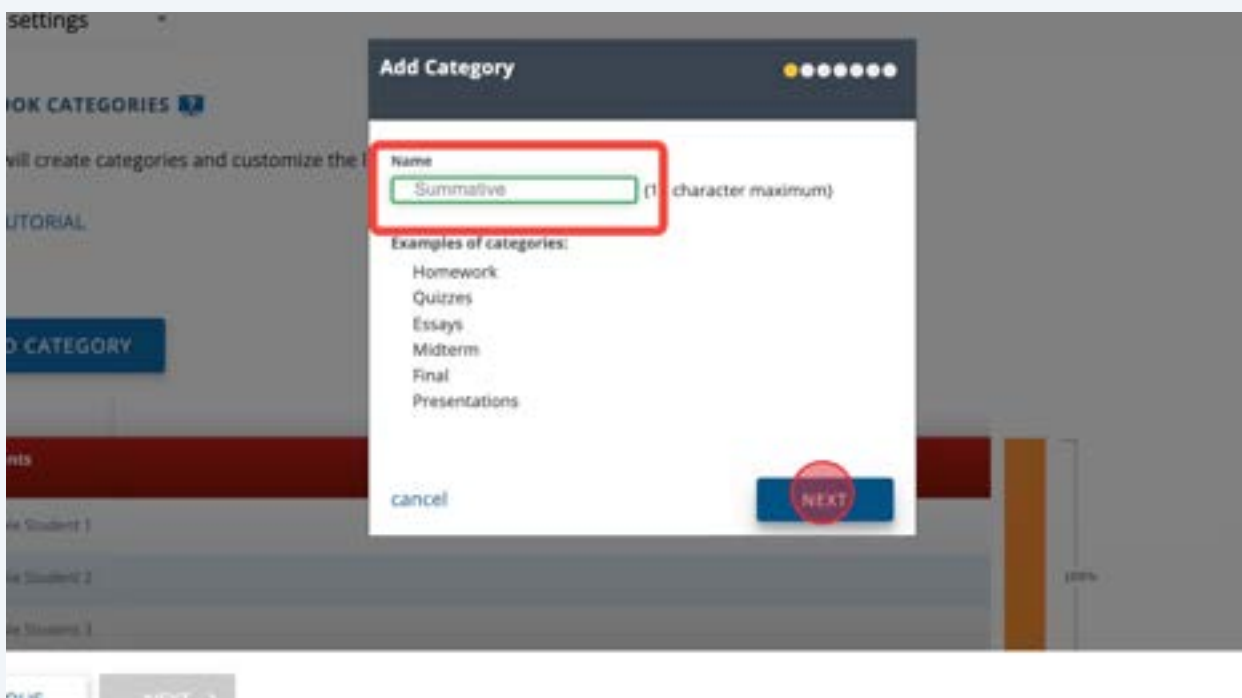


Alert! Vhlcentral gradebook categories do not need to match your LMS categories. Once the grades pass back from vhlcentral to your LMS, you will need to recategorize them in the Blackboard gradebook. You can create a category in vhlcentral for practice assignments that you don't want to be added to the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

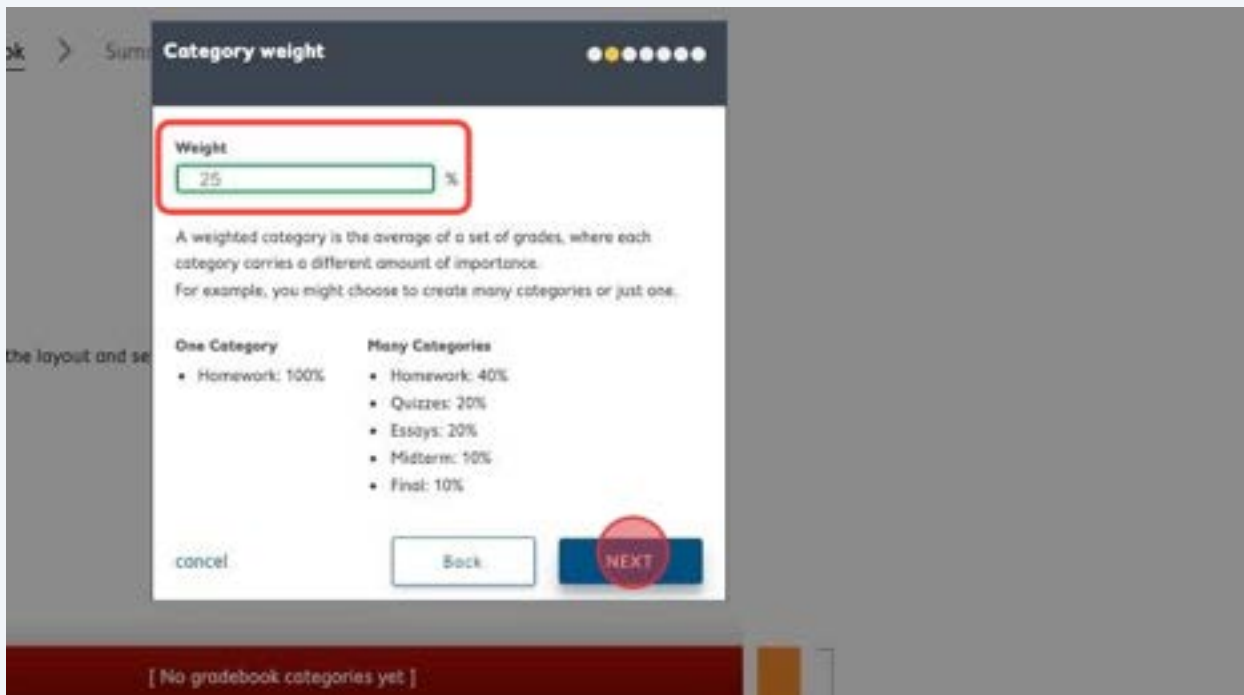
31 To set up Gradebook Categories, click **"Add Category"**.



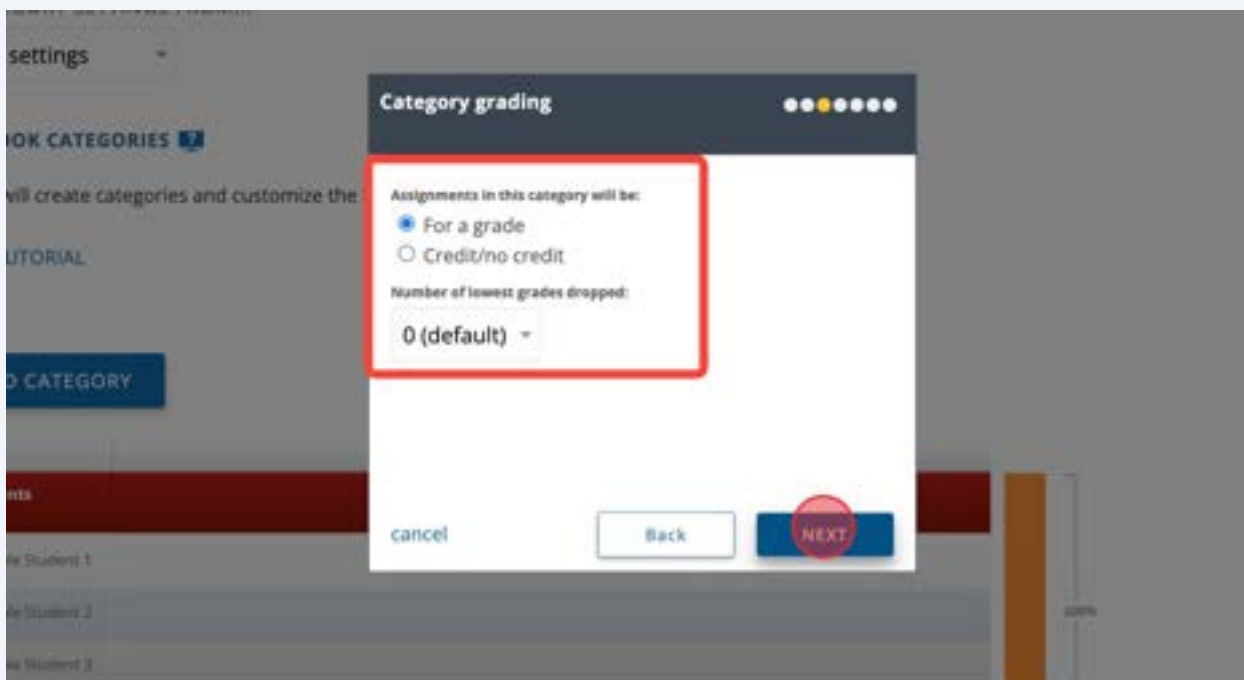
32 Type your first category, for example **"Summative"**. Click **"Next"**.



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

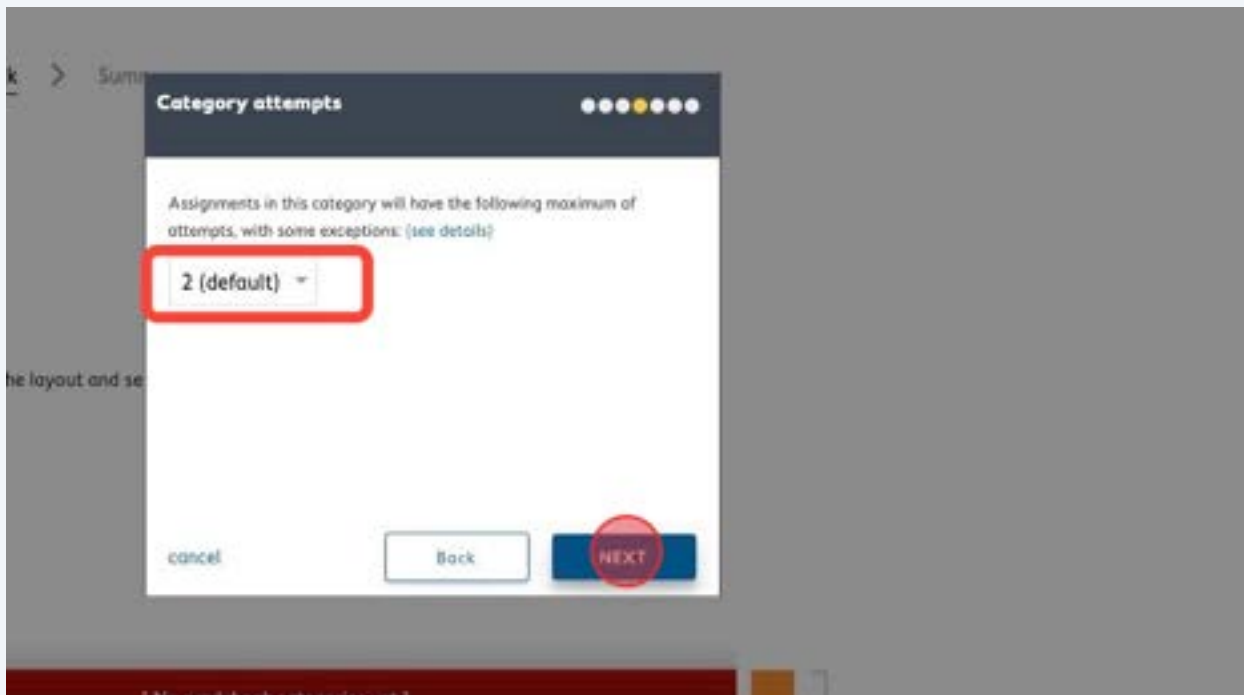


34 Select "**For a grade**" if you want grades for each of your activities and assessments as well as the "**number of lowest grades dropped**". Click "**Next**".



35

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

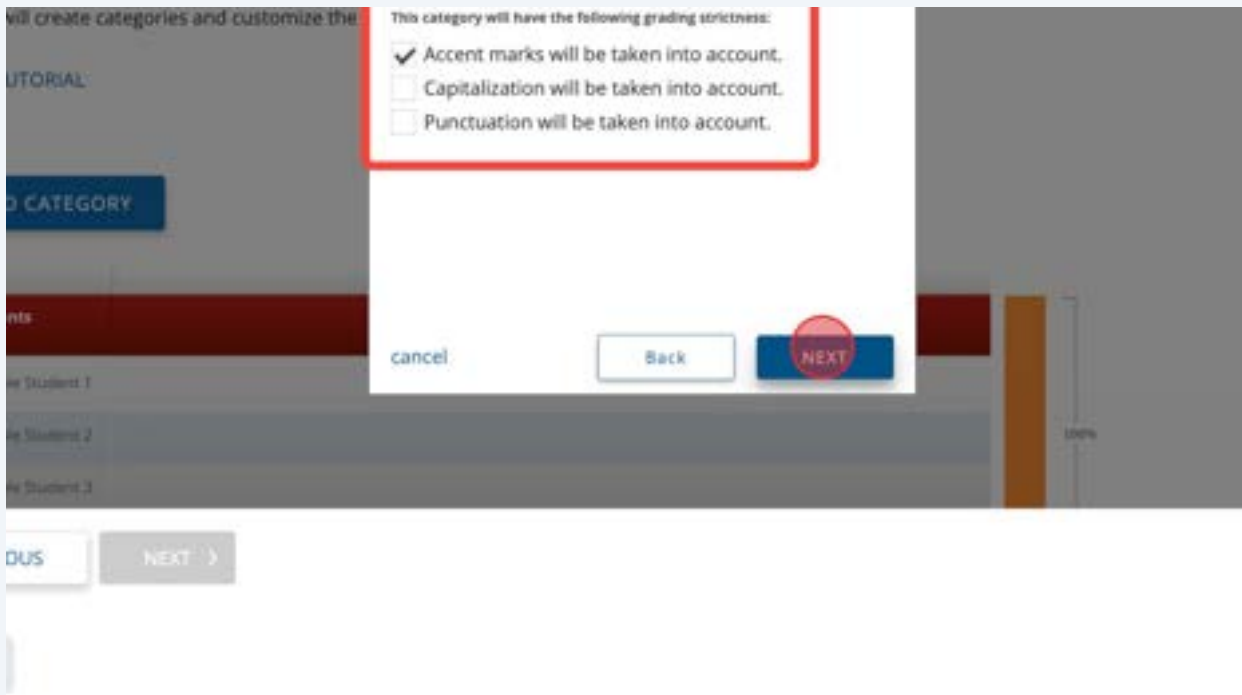


Tip! If you allow multiple attempts, consider adding an extra attempt for technology issues, such as loss of connectivity or other technology issues.

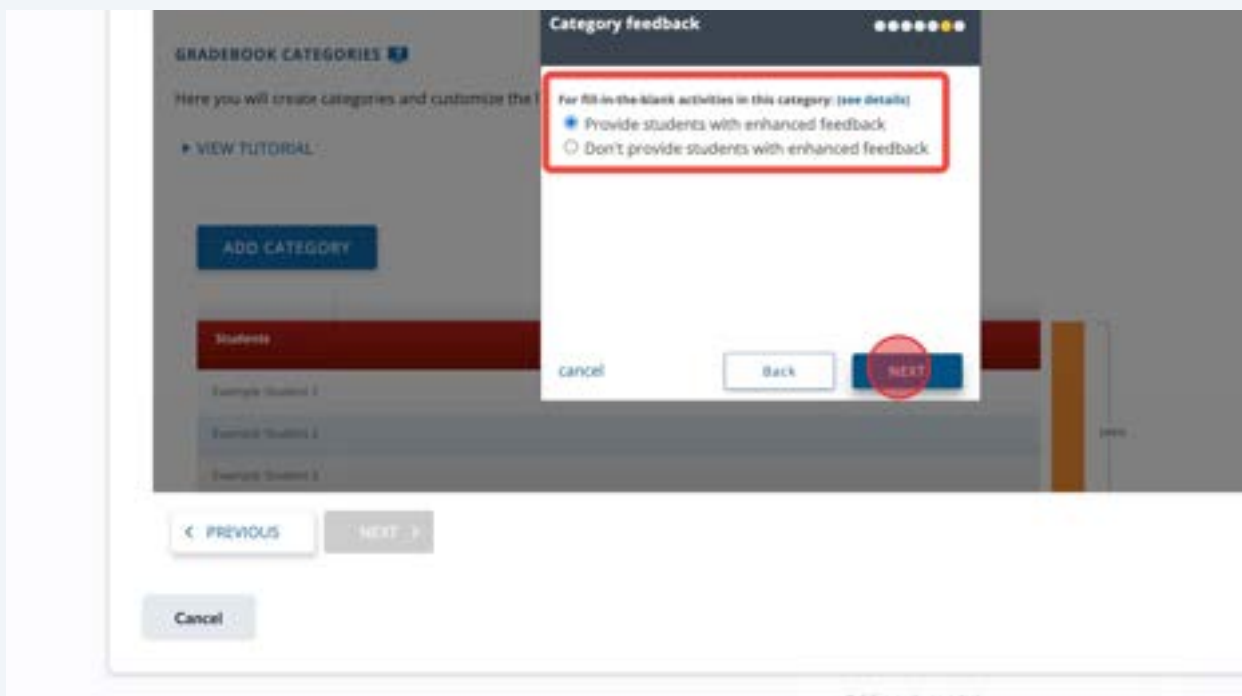


Alert! This setting will not affect the number of attempts for assessments.

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



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





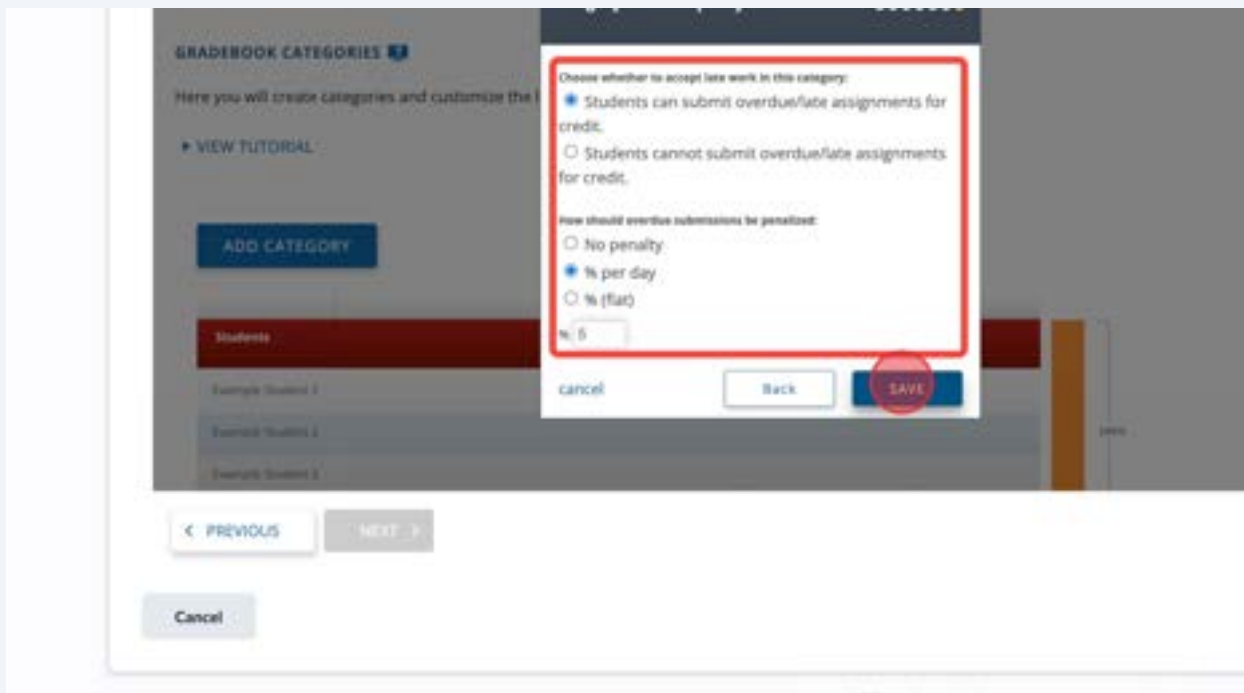
Tip! Providing enhanced feedback will not provide students with the correct answer, but it will provide some guidance on how to improve their response during any additional attempts.

38

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"**.

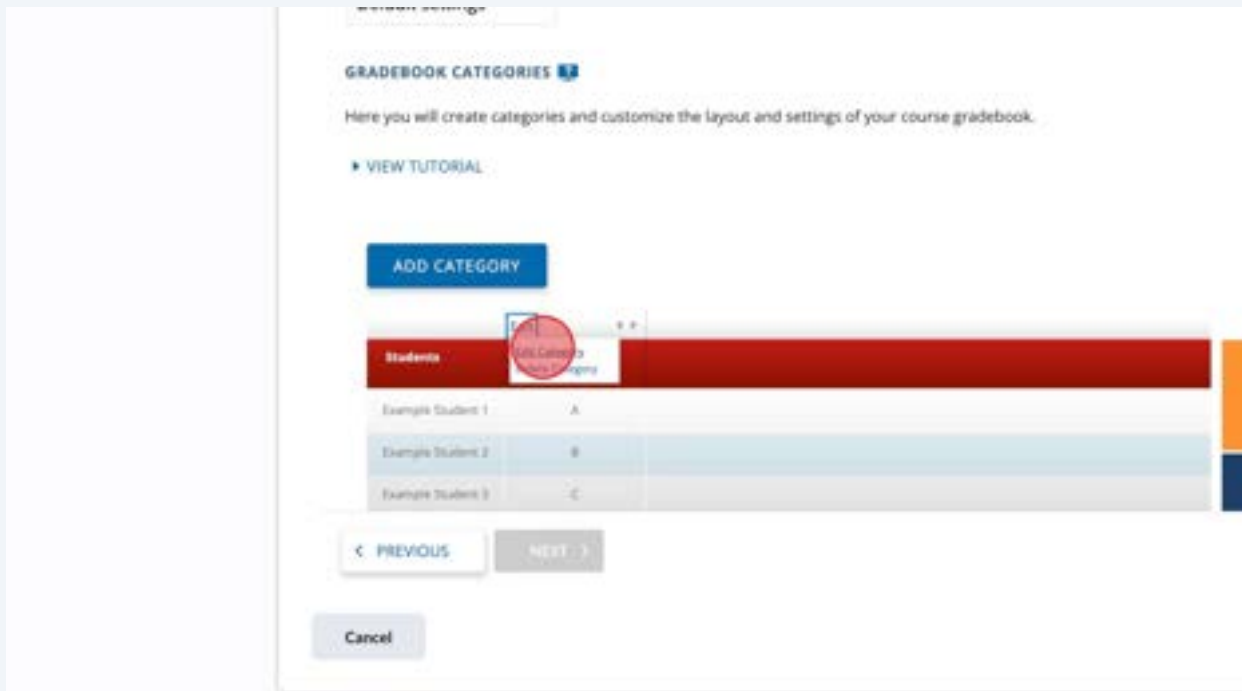
If you're allowing students to turn in overdue/late assignments, choose if there will be a penalty and what that penalty will be.

Click **"Save"**.

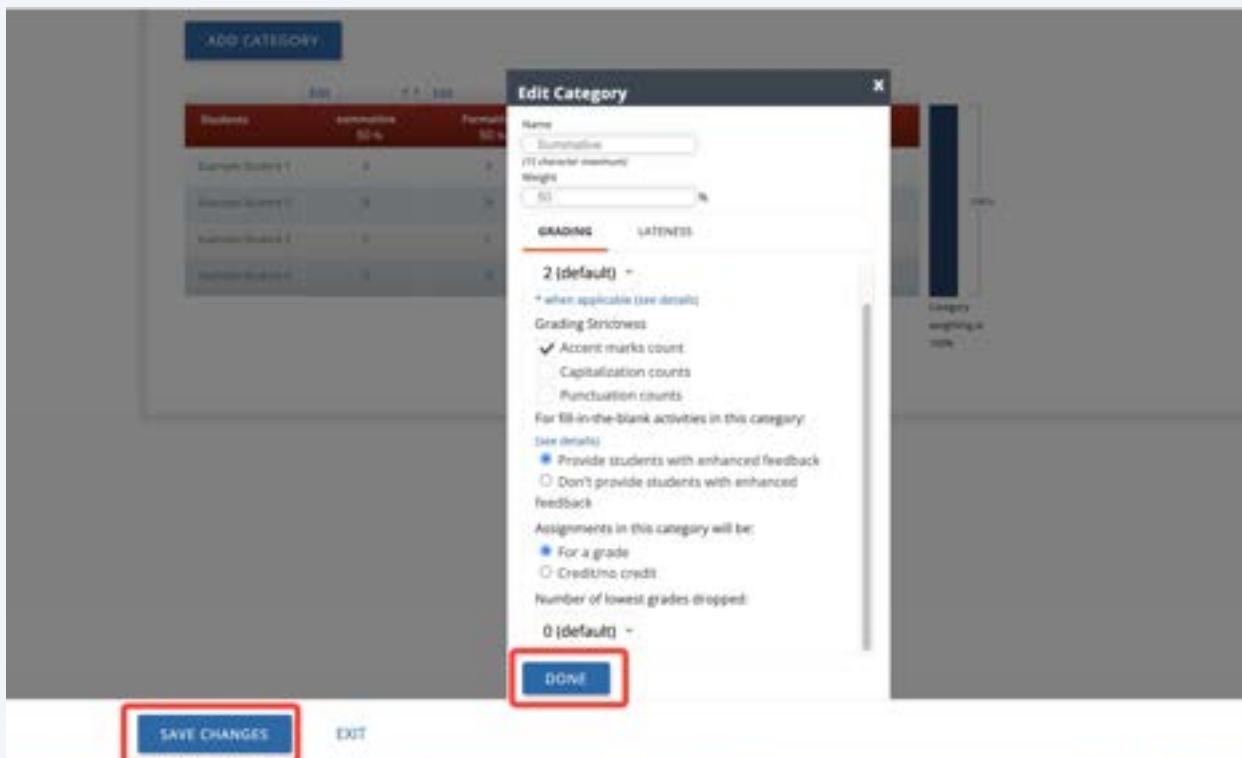


## Editing and Deleting Categories

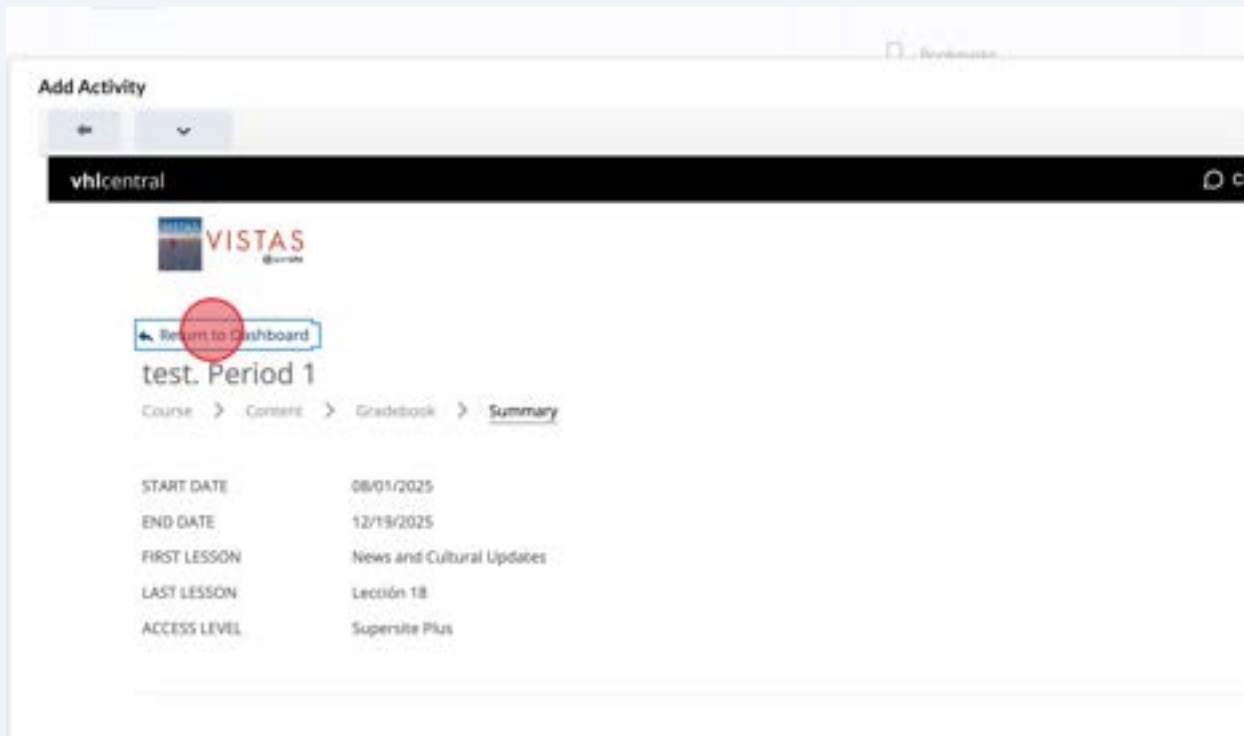
39 Click "Edit Category".



40 Make any desired changes, click "Done", and then click "Save Changes".



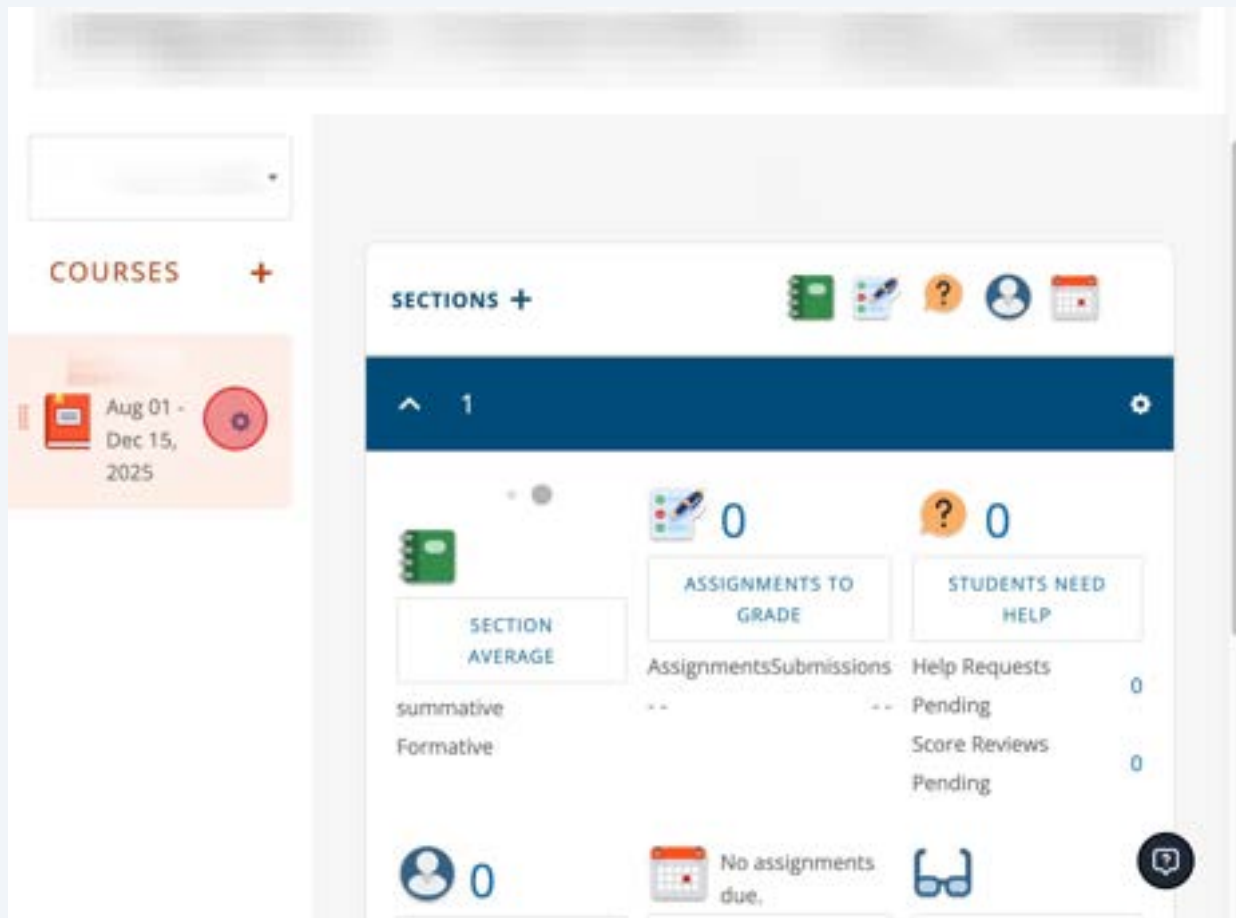
**41** Click "**Return to Dashboard**" to continue the setup.



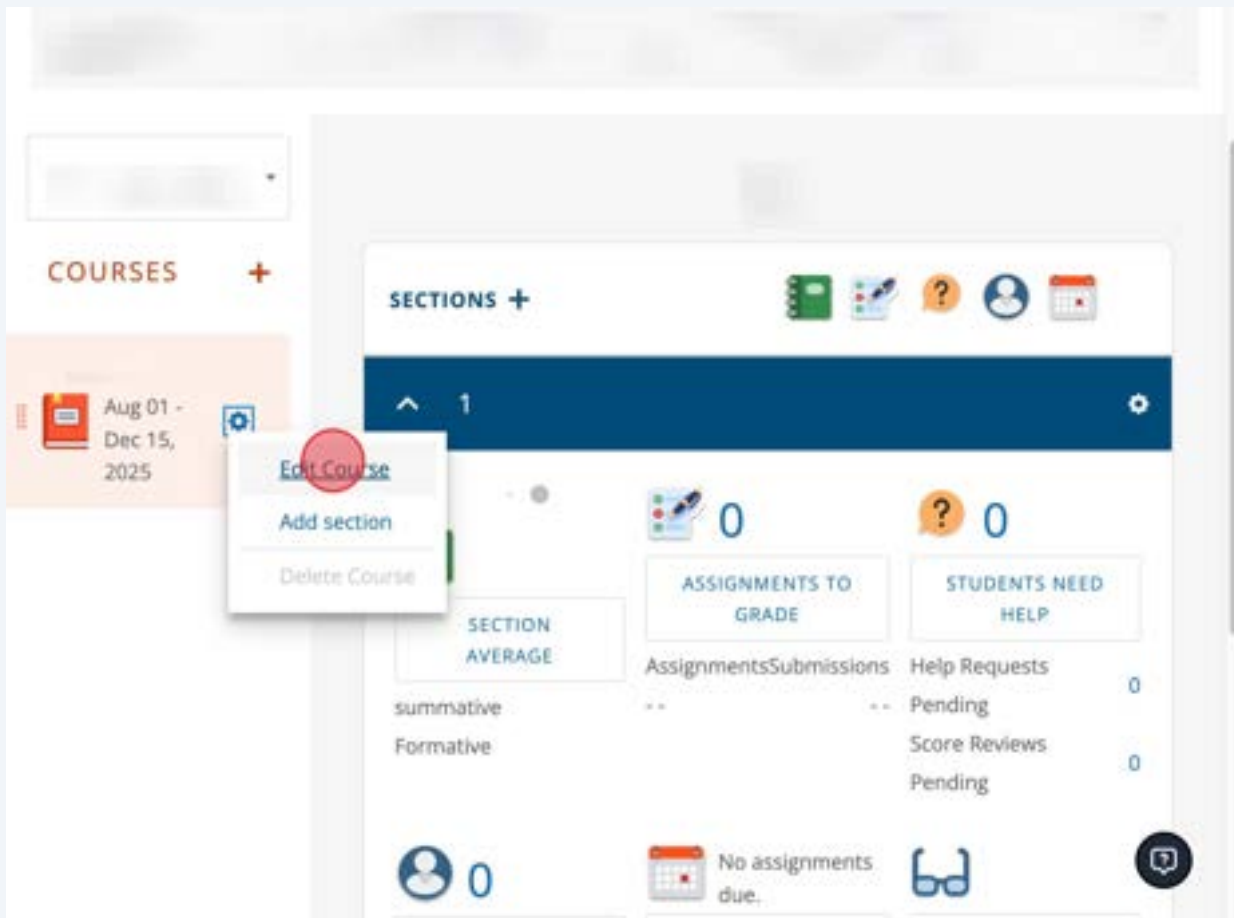
## Course Editing

42

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



43 Click "Edit Course".



44 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

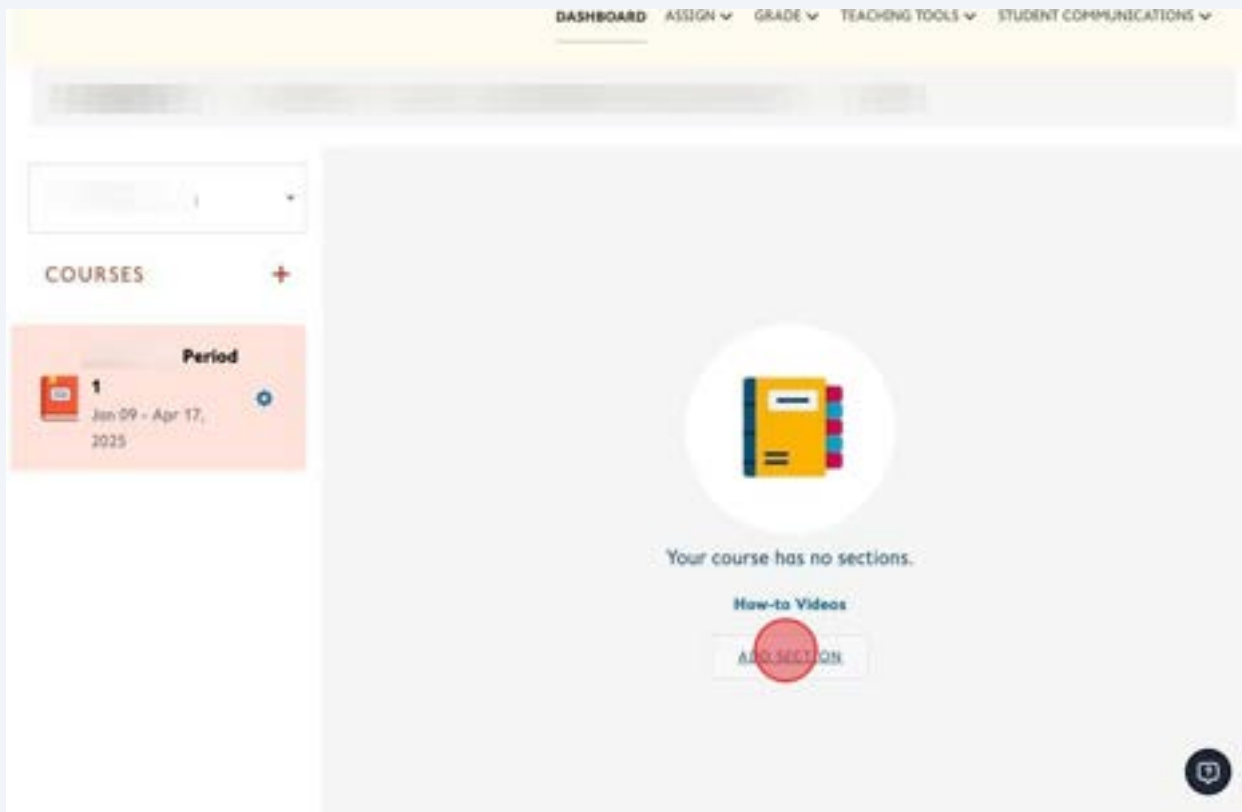
SAVE CHANGES EXIT

## 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.

45 Click "ADD SECTION".



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



47 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

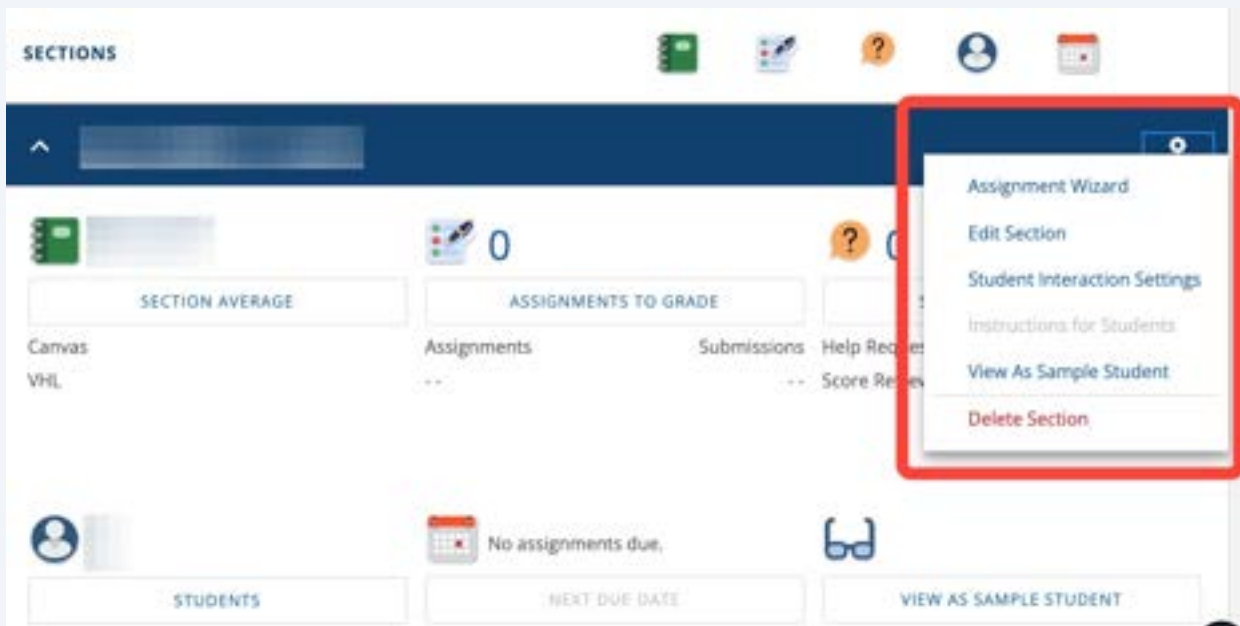
**SUBMIT** CANCEL

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## Student Interaction Settings Page

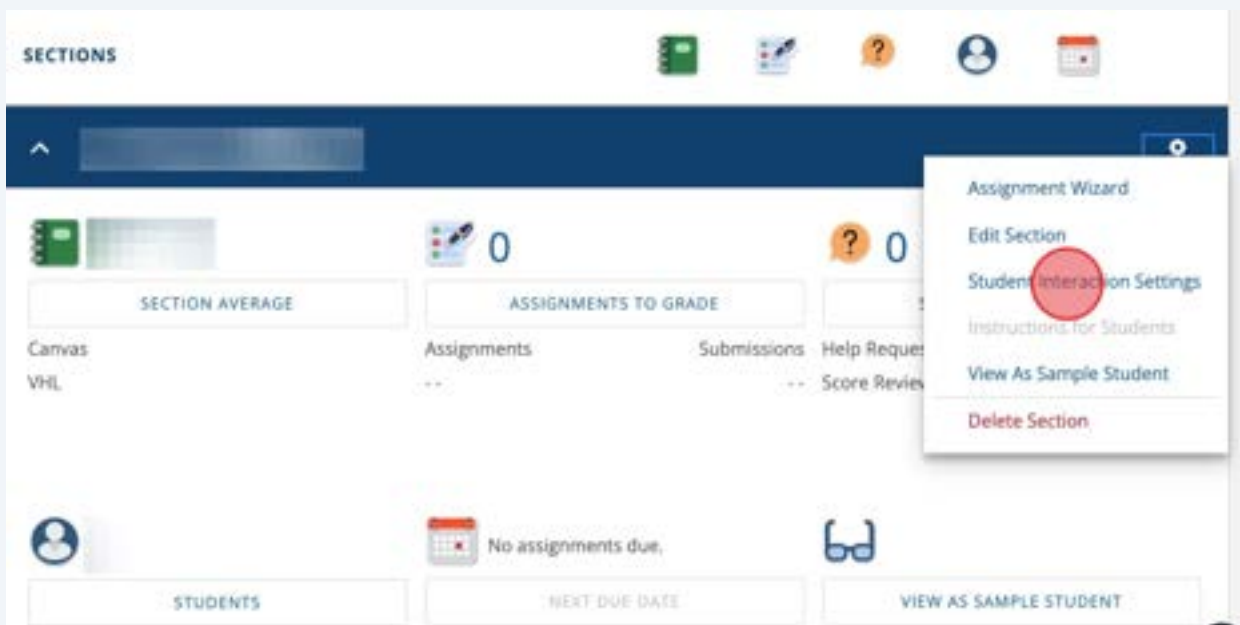
48

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



49

Click **"Student Interaction Settings"**.



50 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"/>

51 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.](#)

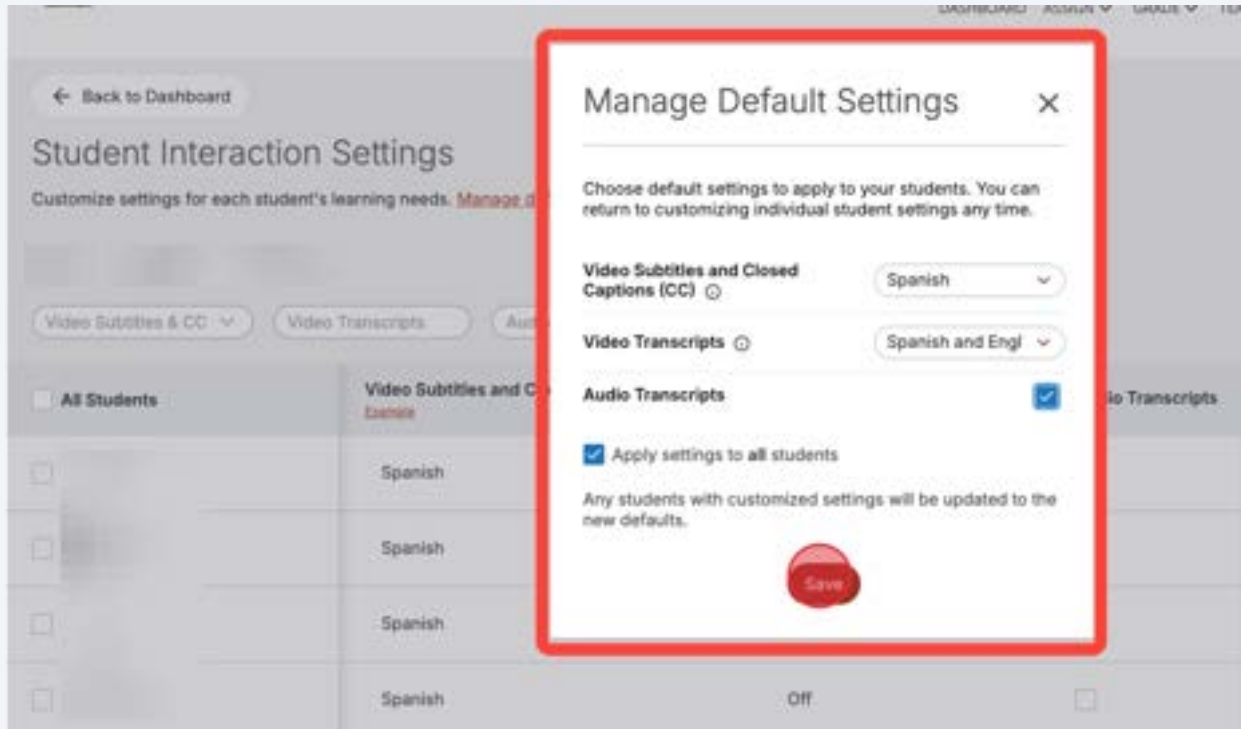
Video Subtitles & CC Video Transcripts Audio Transcripts

<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"/>

52

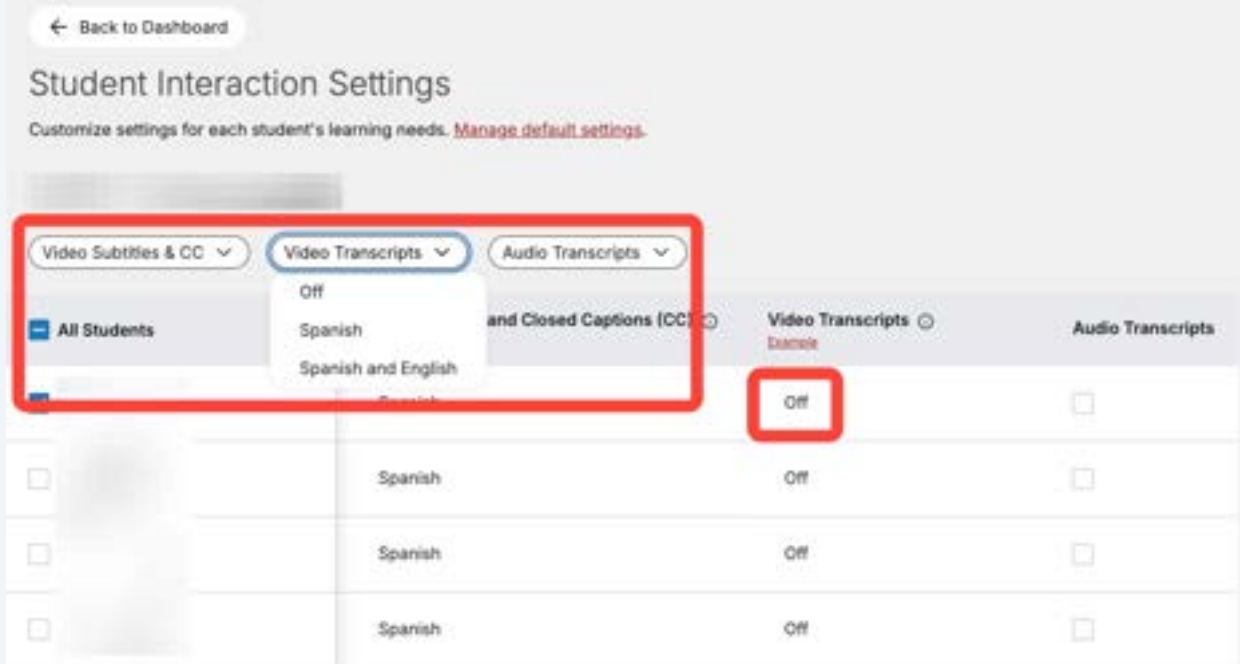
The **"Manage default settings"** pop-up will allow you to click "Apply settings to all students" by ticking the box. Click "Save" once you have chosen your default settings.

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.



53

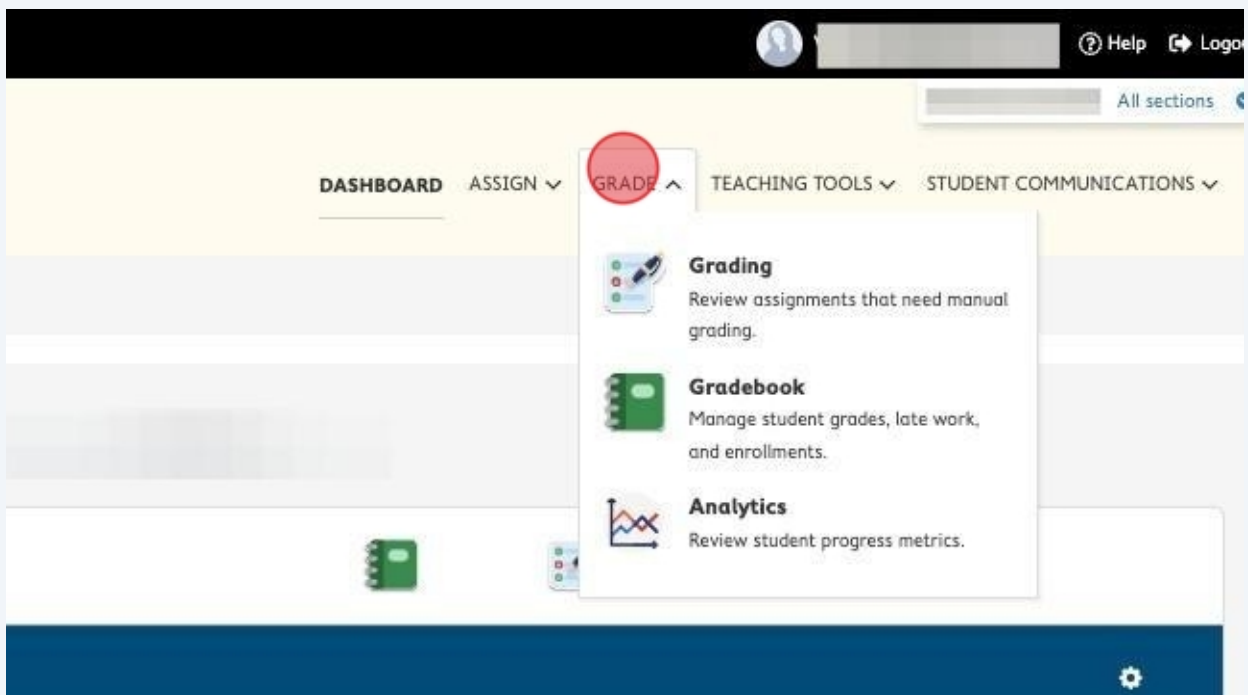
To make changes for a specific student, click on the box next to their name. You can choose one student or several. The settings can be changed either to the right of each student or using the drop-down menus above the student list.



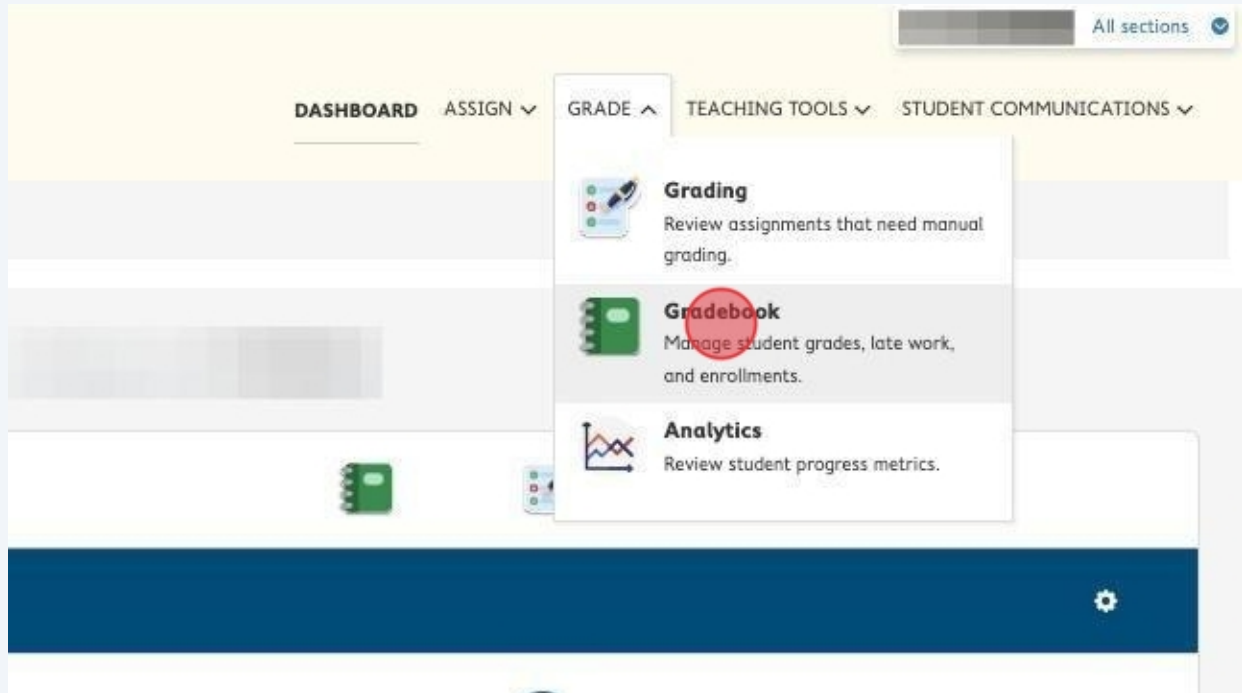
## Enable Grade Passback from vhlcentral to Blackboard

54

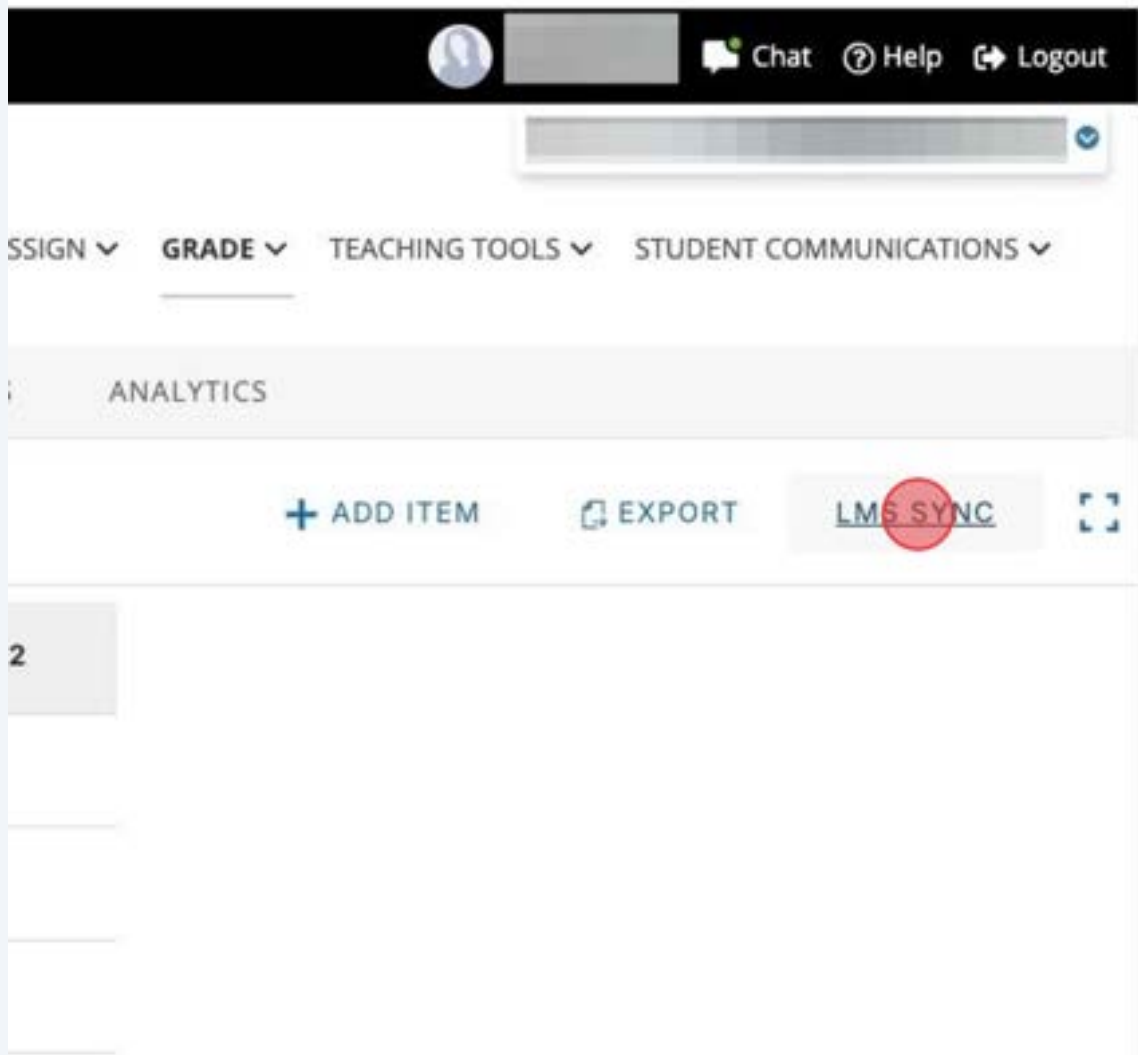
On your Course Dashboard, click "Grade".



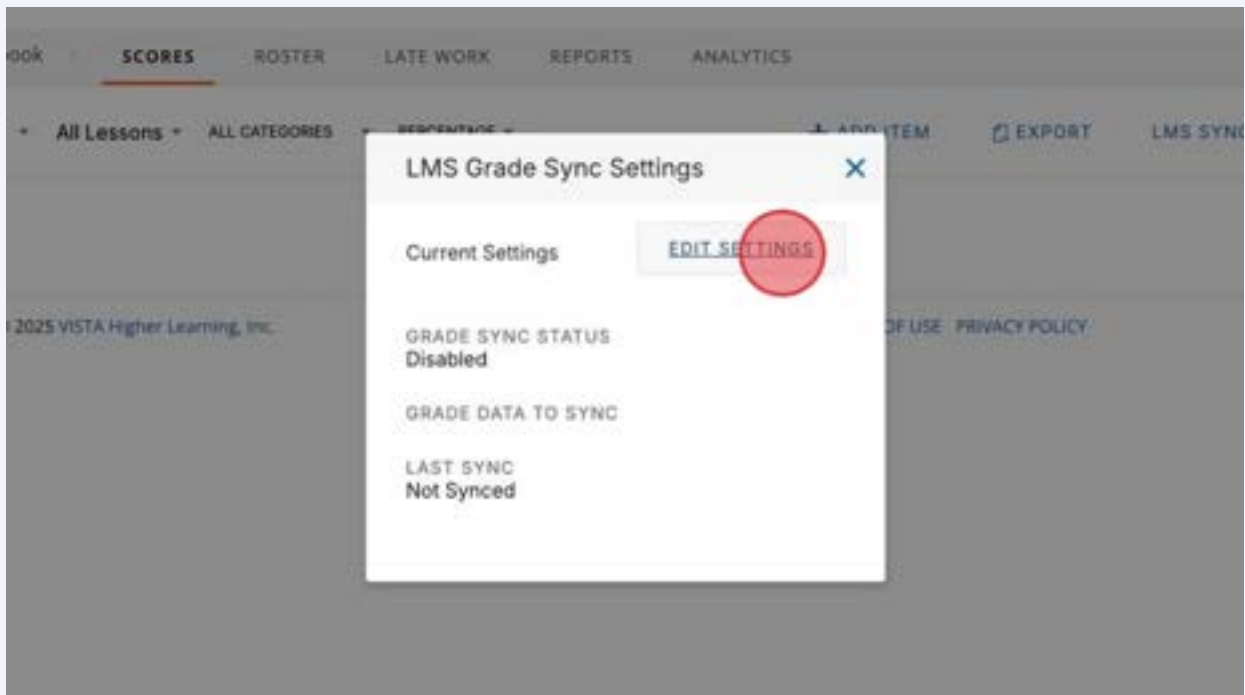
55 Click "Gradebook".



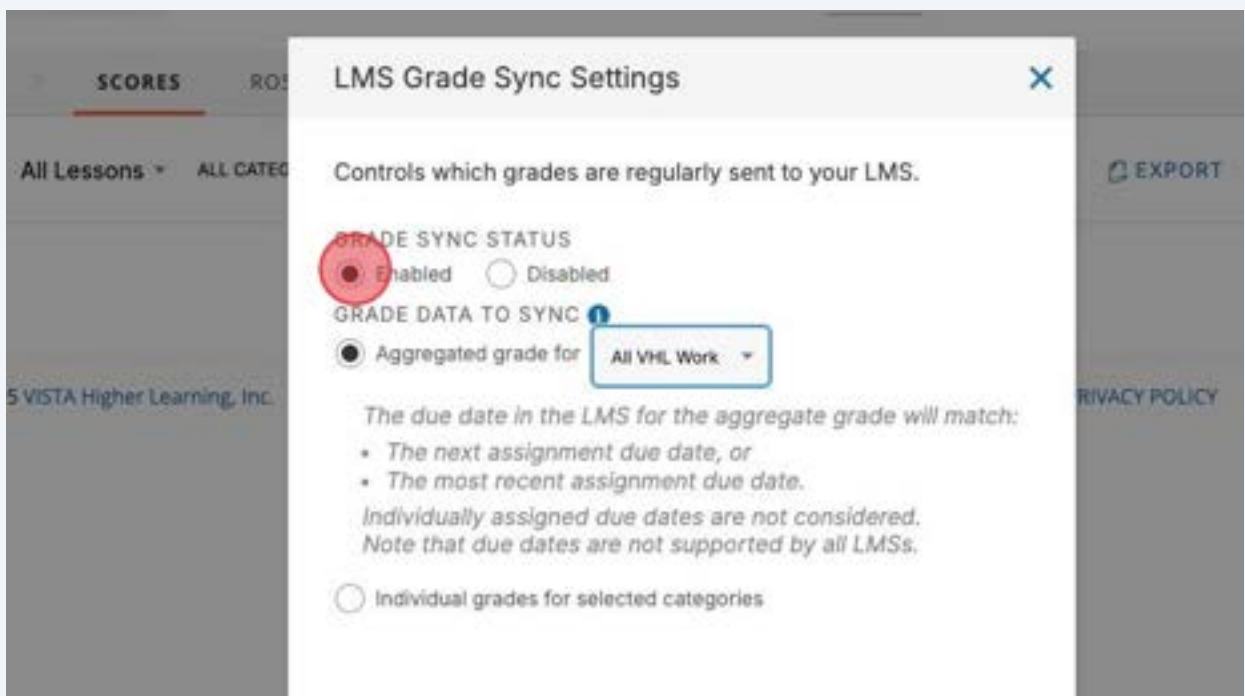
56 Click "LMS Sync".



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



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



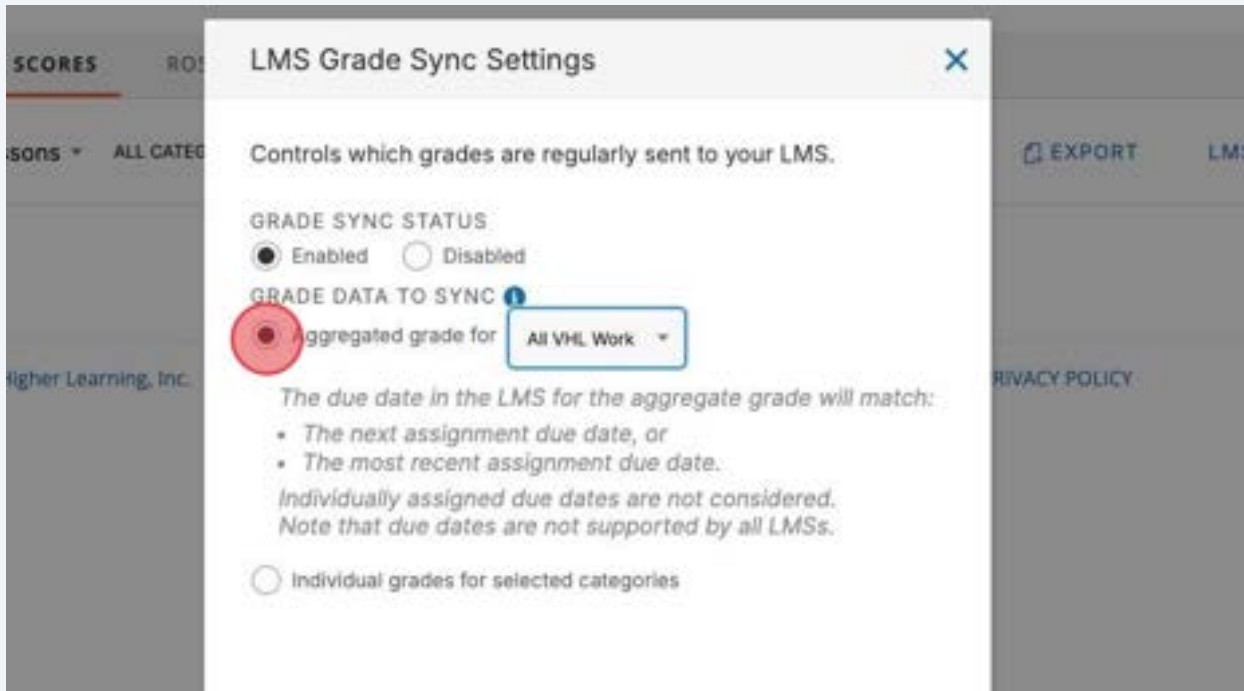
## Aggregated Grades



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

59

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



60

"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

The due date in the regate grade will match:

- The next assignment
- 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

61 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**".

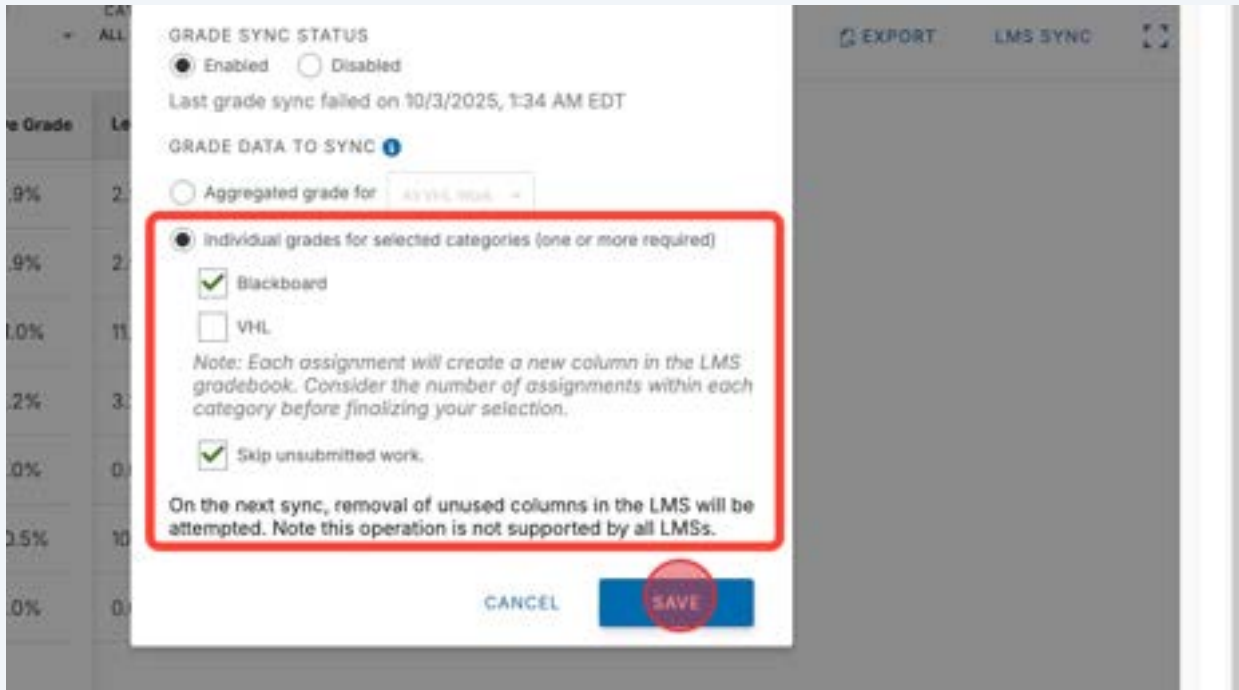
## Individual Grades



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

62

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"**.



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.

63 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 'Lesson', 'All Lessons', 'ALL CATEGORIES', and 'PERCENTAGE'. The table shows percentages for various lessons, with 'Student, Sample' at 0.0%.

Lesson	All Lessons	ALL CATEGORIES	PERCENTAGE
			74.7%
			74.7%
			0.0%
			0.0%
			0.0%
			0.0%
Student, Sample			0.0%

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

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

- Current Settings** (with an **EDIT SETTINGS** button)
- GRADE SYNC STATUS:** Enabled
- GRADE DATA TO SYNC:** Activities in Categories: Formative; Skips unsubmitted work
- LAST SYNC:** 9/8/2025, 4:51 PM EDT ✓
- SYNC NOW** button

The background shows the 'SCORES' tab with a table of cumulative grades for various lessons, including 'Student, Sample' at 0.0%.

65 Example of Cumulative Grade for "All Lessons".

The screenshot shows the Blackboard Gradebook interface. At the top, there are navigation tabs: DASHBOARD, ASSIGN, GRADE, TEACHING TOOLS, and STUDENT COMMUNICATIONS. Below these are sub-tabs: Gradebook, SCORES, ROSTER, LATE WORK, REPORTS, and ANALYTICS. The 'VIEW BY' section is set to 'Lesson', and a dropdown menu is open showing 'All Lessons' selected and highlighted with a red box. Other options include 'ALL CATEGORIES' and 'PERCENTAGE'. There are buttons for '+ ADD ITEM', 'EXPORT', and 'LMS SYNC'. The main table has columns for 'Student', 'Cumulative Grade', and 'Lección 1'. The data rows show cumulative grades for several students, with the first student having a cumulative grade of 74.7% and a grade for 'Lección 1' of 74.7%. Other students have 0.0% for both.

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%

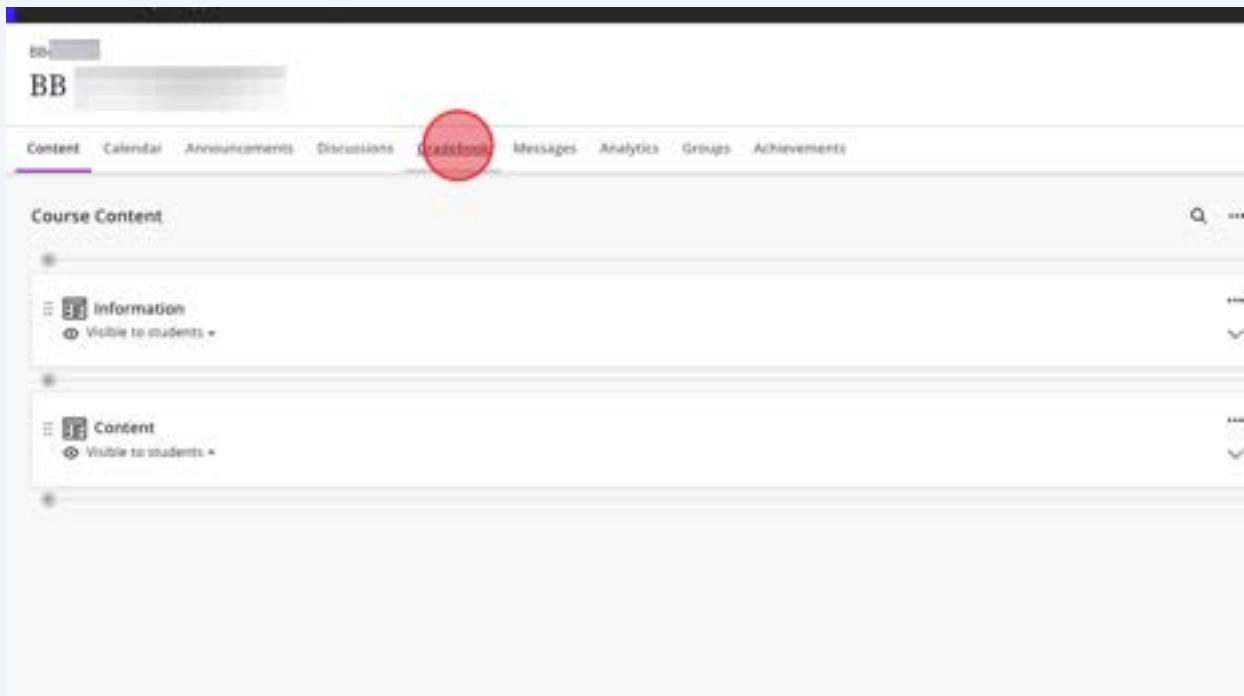
66 Example of Individual Grades for "Lección 1".

The screenshot shows the Blackboard Gradebook interface. At the top, there are navigation tabs: DASHBOARD, ASSIGN, GRADE, TEACHING TOOLS, and STUDENT COMMUNICATIONS. Below these are sub-tabs: Gradebook, SCORES, ROSTER, LATE WORK, REPORTS, and ANALYTICS. The 'VIEW BY' section is set to 'Lesson', and a dropdown menu is open showing 'Lección 1' selected and highlighted with a red box. Other options include 'All Actividades', 'ALL CATEGORIES', and 'PERCENTAGE'. There are buttons for '+ ADD ITEM' and 'EXPORT'. The main table has columns for 'Student', 'Lesson Grade', and three sub-columns under 'CONTEXTO' and 'ESTRUCTURA...'. The data rows show individual grades for 'Lección 1' for several students, with the first student having a lesson grade of 74.7% and sub-grades of 75.0%, 75.0%, and 74.4%. Other students have 0.0% for the lesson grade and dashes for the sub-grades.

Student	Lesson Grade	CONTEXTO		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%	--	--	--

## Blackboard Gradebook

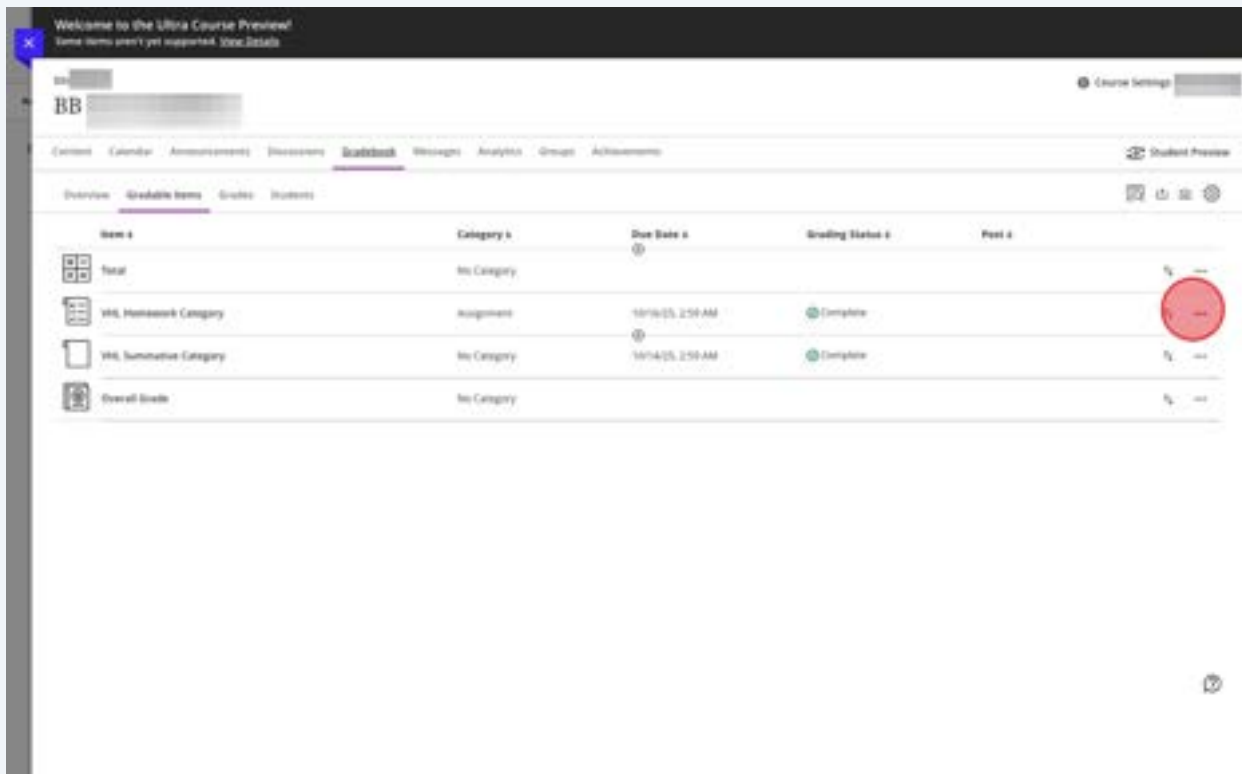
67 In the current course, click "**Gradebook**".



Alert! Grades that are passed back from vhlcentral will have a VHL prefix.

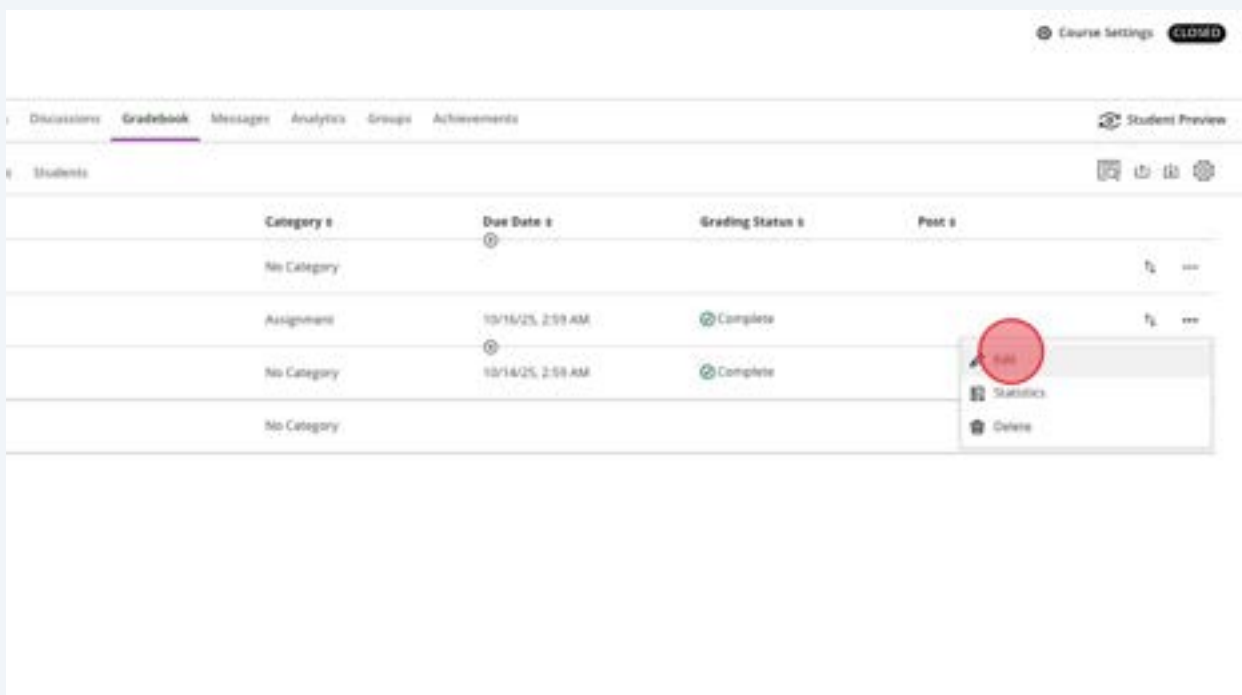
68

Under "**Gradable Items**", find the grade that has been passed back from vhlcentral. Click the "**three dots**" on the right of that grade category.



69

Click "**Edit**".





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 Blackboard during the nightly sync.

70

The "Edit" menu can also be found by clicking "**Grades**".

Welcome to the Ultra Course Preview!  
Some items aren't yet supported. View Details

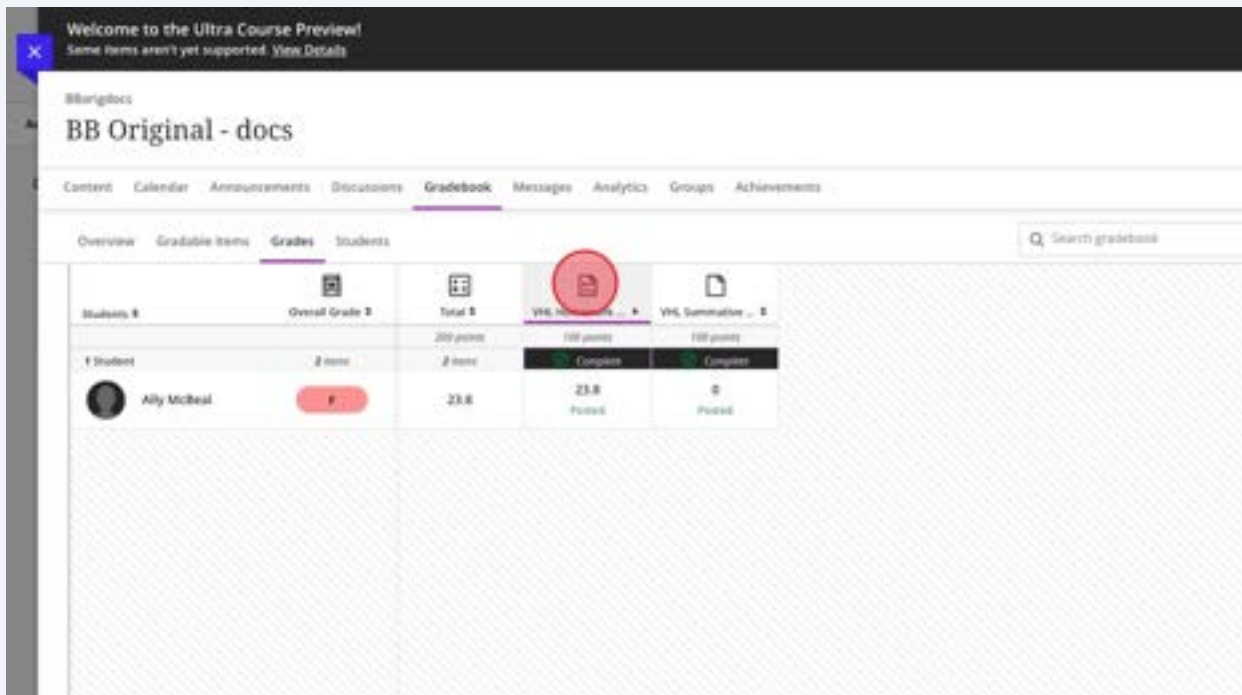
BB Original - docs

Content | Calendar | Announcements | Discussions | **Gradebook** | Messages | Analytics | Groups | Achievements

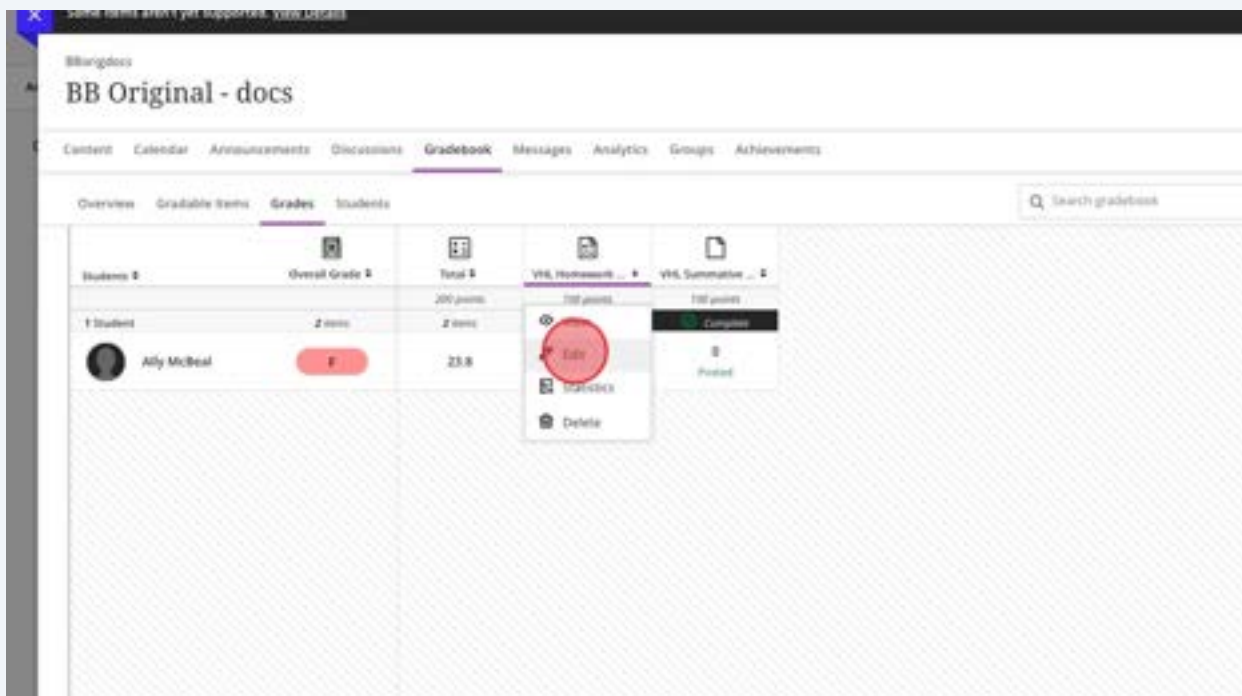
Overview | **Grading Items** | **Grades** | Students

Item s	Category s	Due Date s	Grading Status s	Pos
Total	No Category			
VHL Homework Category	Assignment	10/16/25, 2:59 AM	Complete	
VHL Summative Category	No Category	10/14/25, 2:59 AM	Complete	
Overall Grade	No Category			

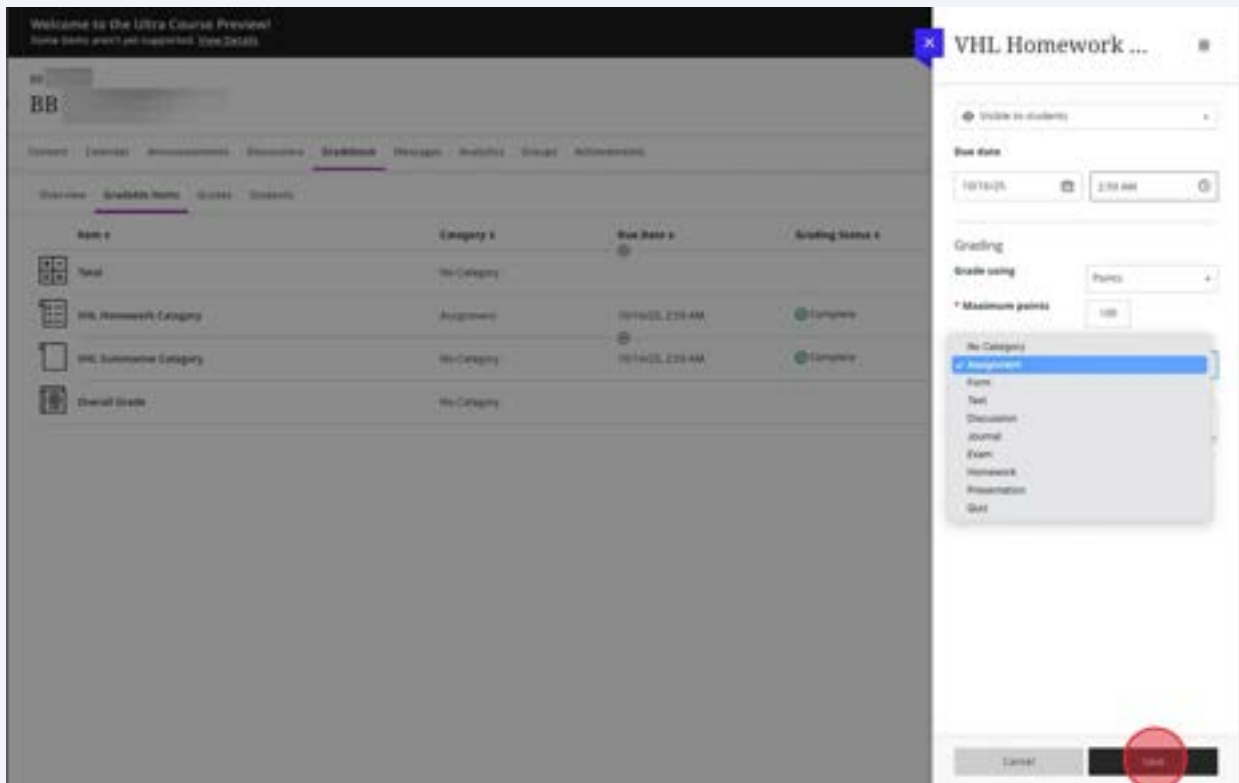
71 Click the "icon" above the name of the grade column.



72 Click "Edit".



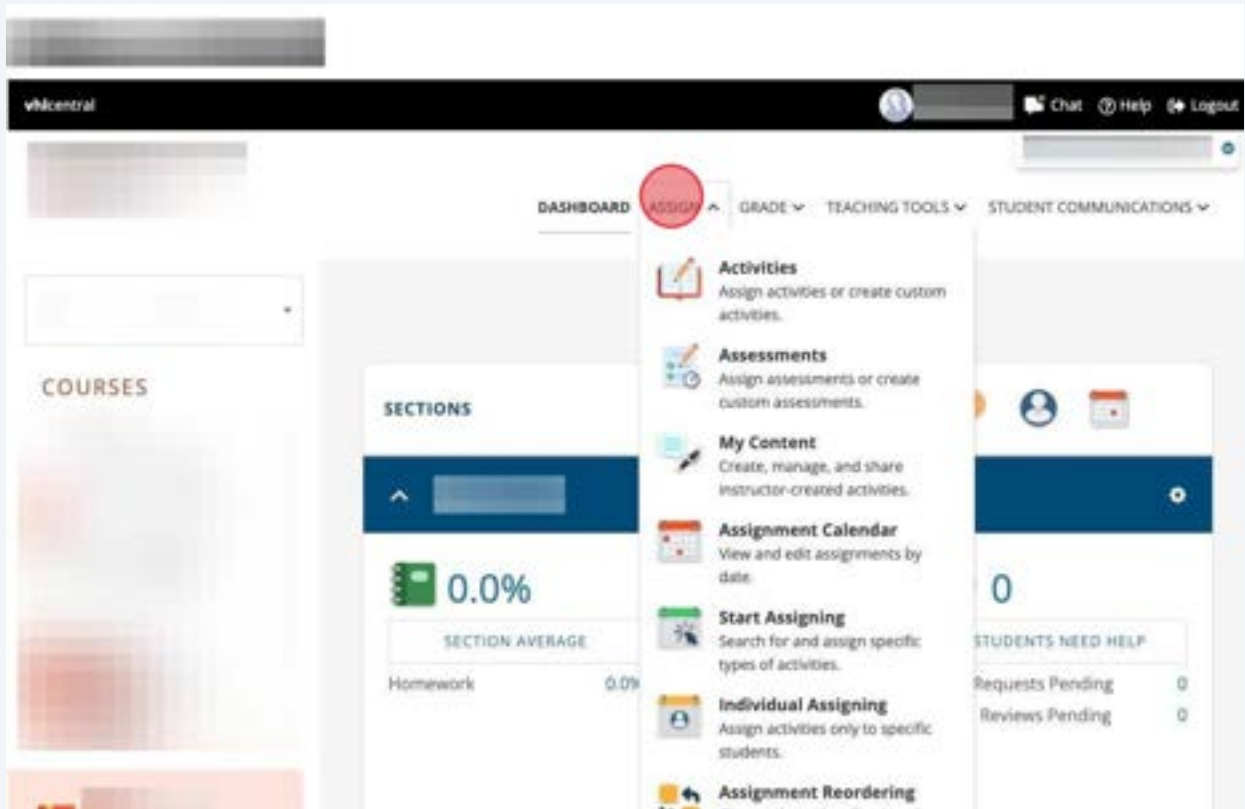
**73** Select the grading category you would like this grade to be under. Click **"Save"**.



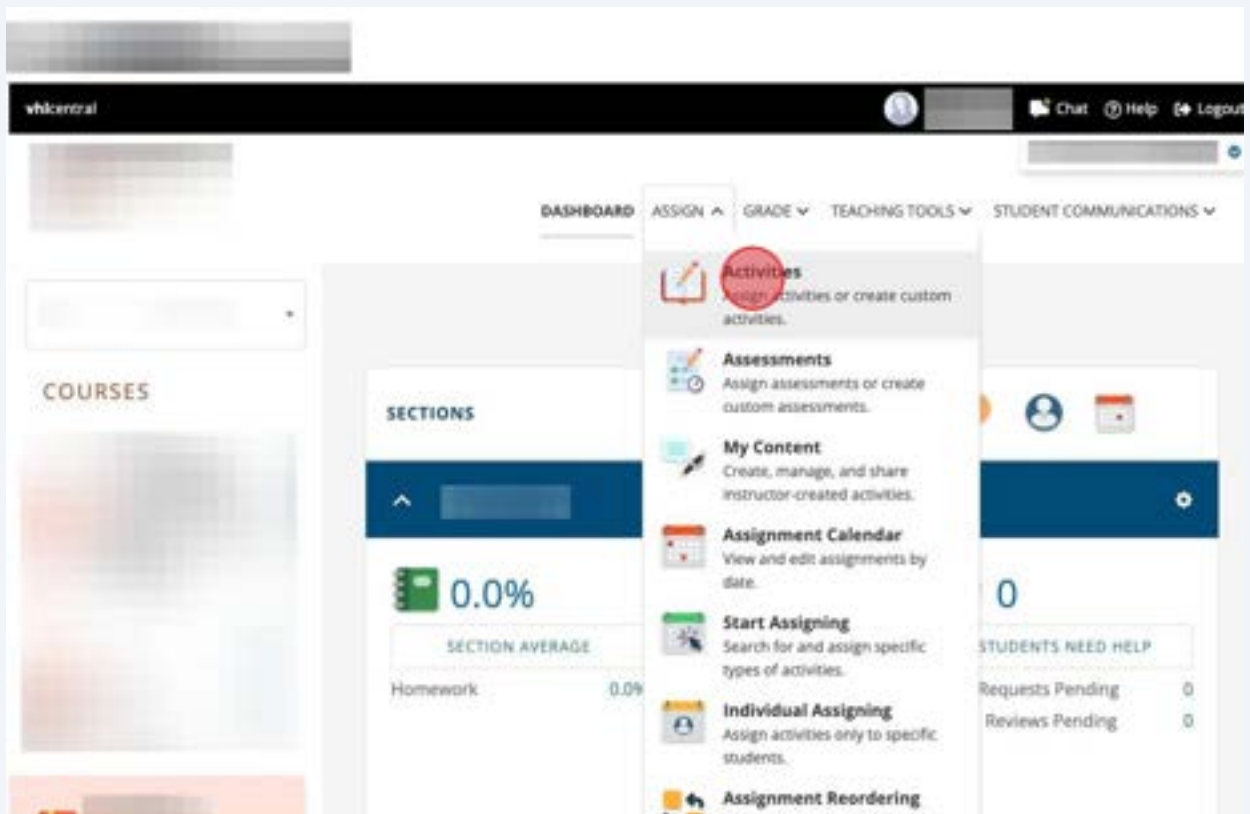
**74** Repeat that process until all assignments have been recategorized.

## Assigning Activities

75 Click "Assign".

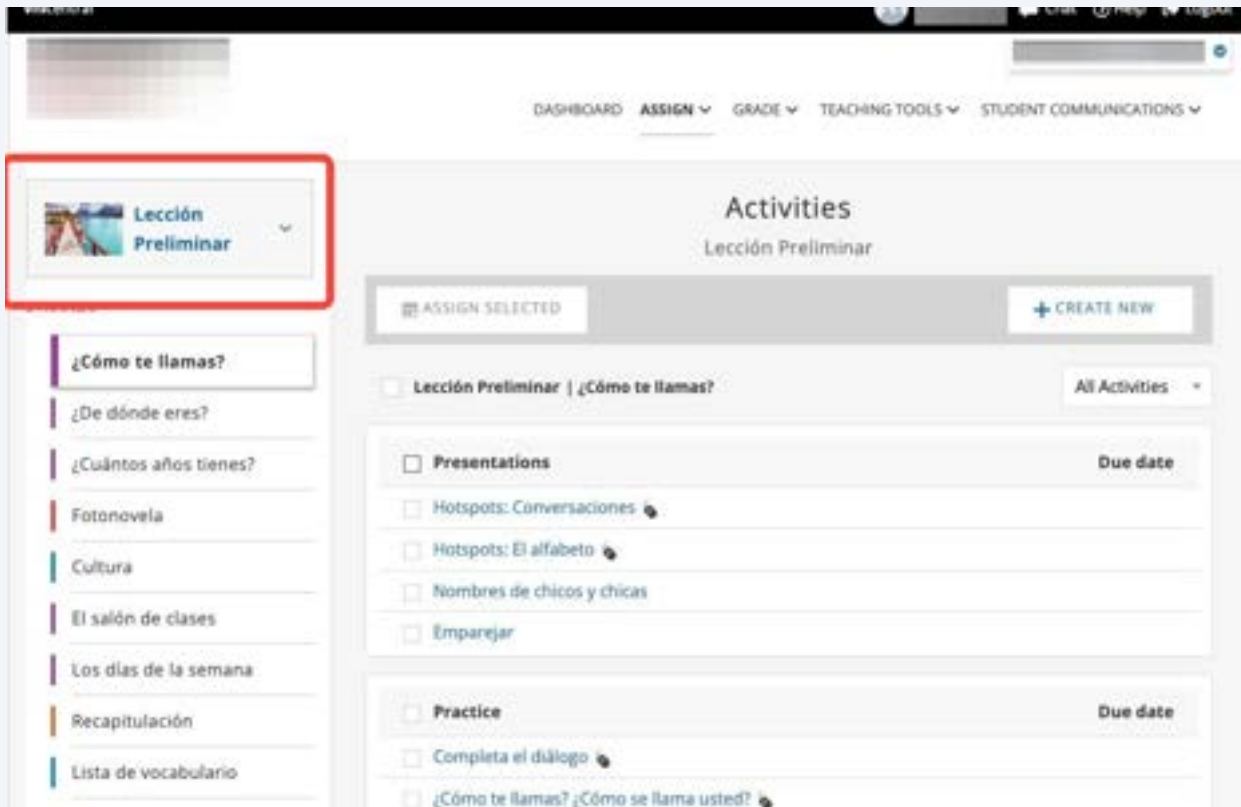


76 Click "Activities".



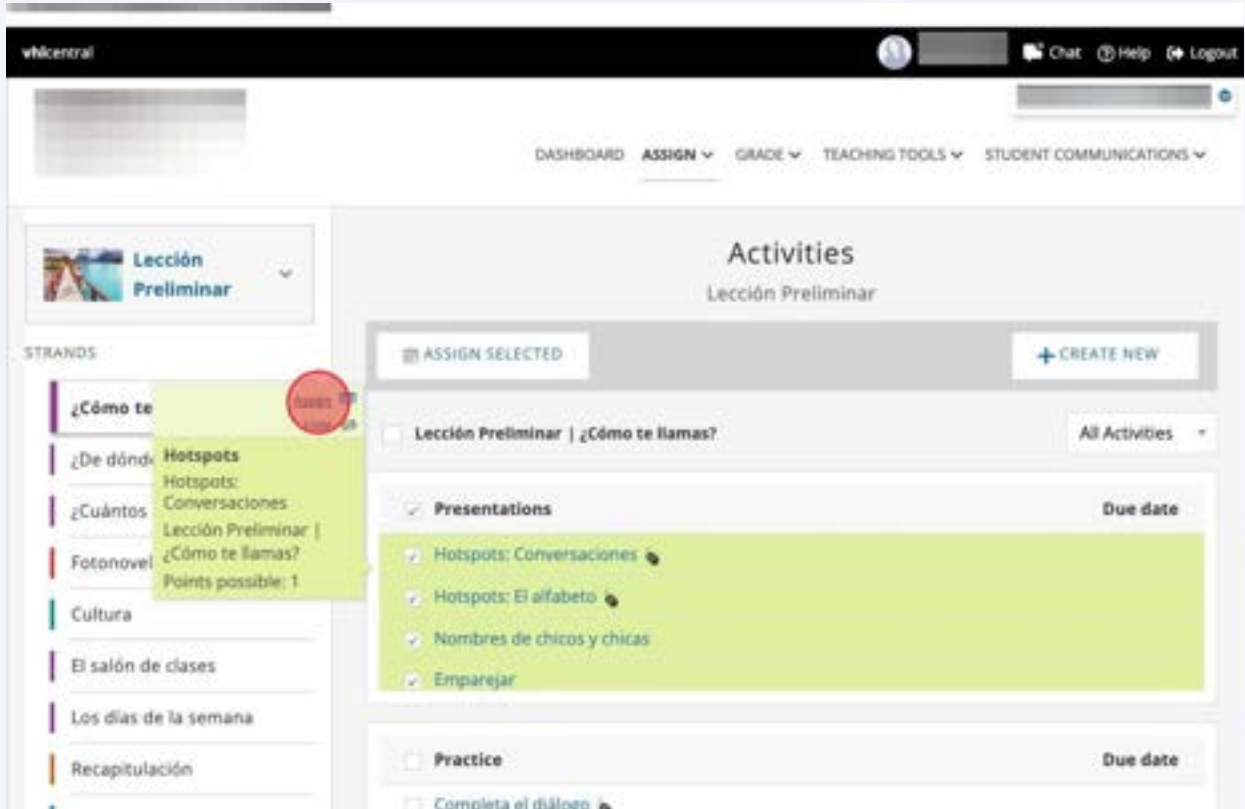
77

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



78

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"**.

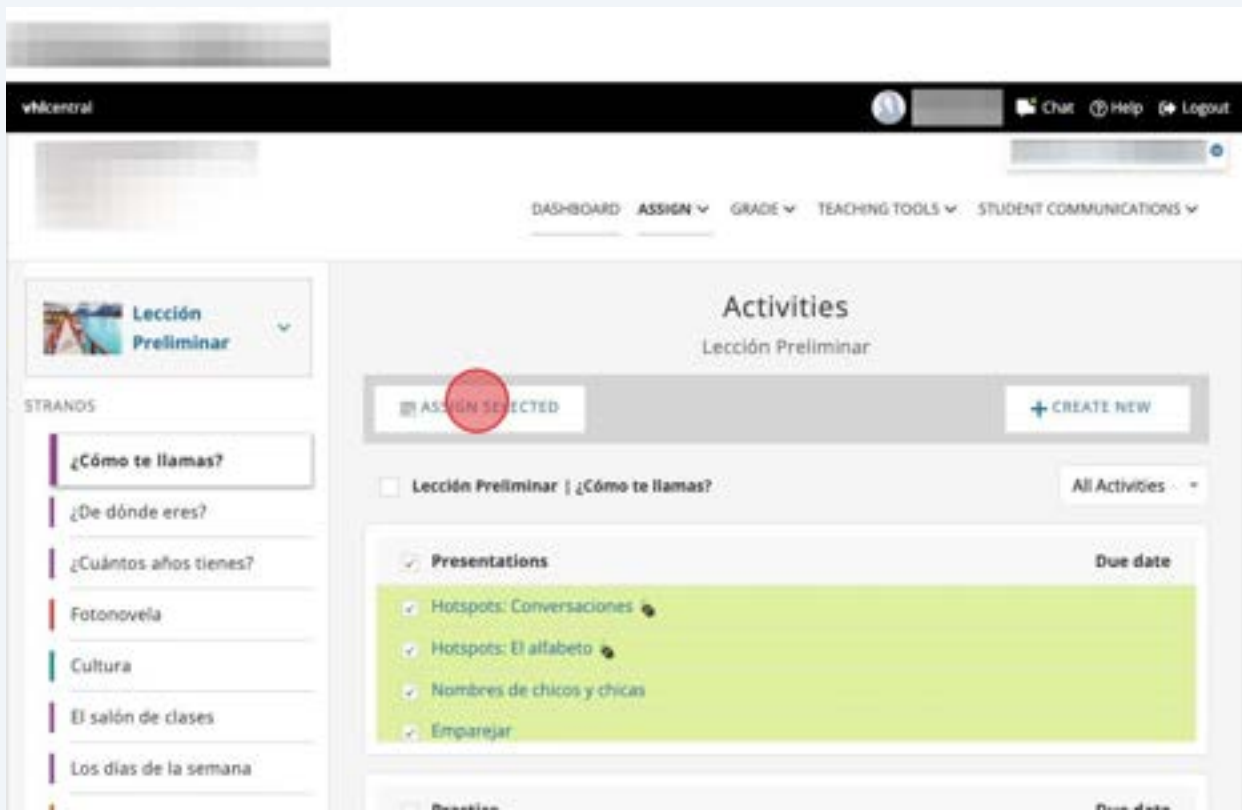


79 Select a single activity.

The screenshot shows a user interface for selecting a single activity. On the left is a sidebar with a list of activities. A yellow callout box labeled "Drop down" points to the activity "Lección Preliminar | ¿Cómo te llamas?" in the sidebar. The main content area shows a list of activities under the heading "Lección Preliminar | ¿Cómo te llamas?". The activities are grouped into sections: "Presentations", "Practice", and "Communication". The "Practice" section contains several activities, with "Completa el diálogo" highlighted in green and circled in red. The "Communication" section contains "Preguntas". A "Due date" column is visible on the right side of the activity list.

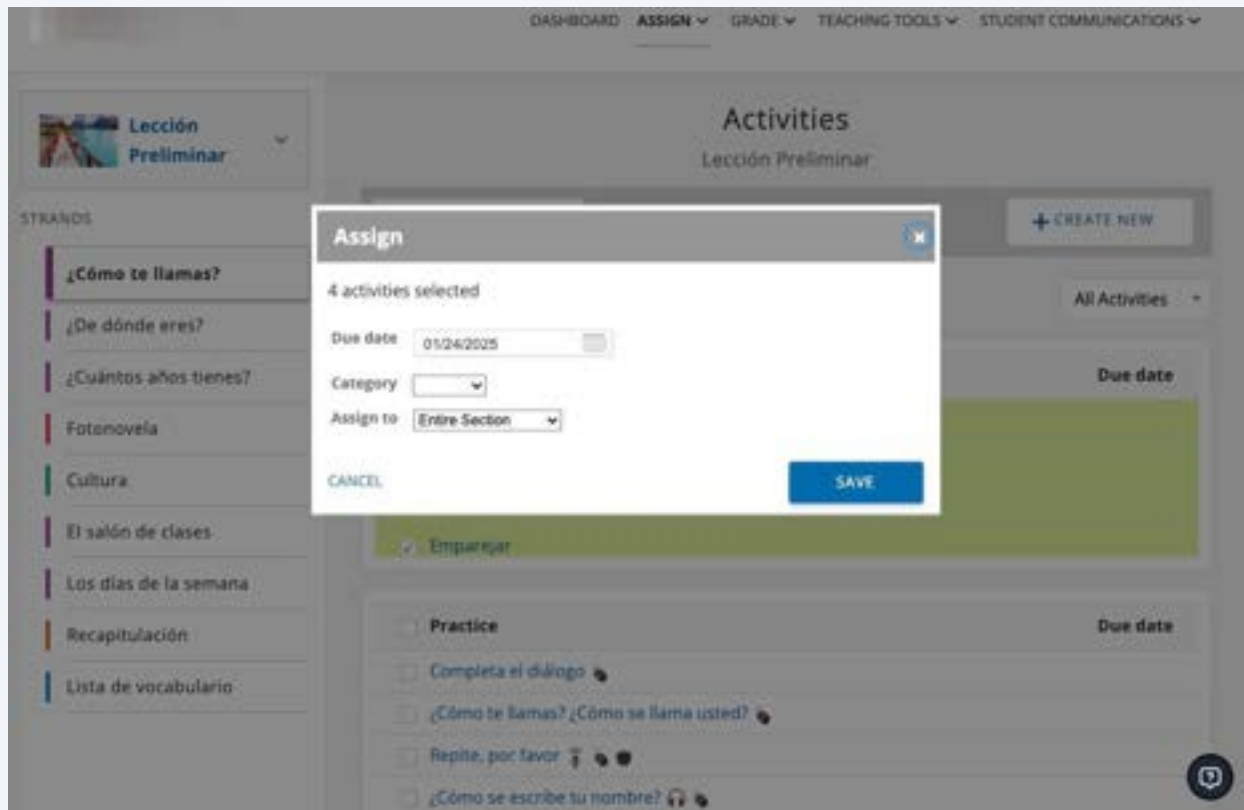
Section	Activity	Due date
Presentations	Hotspots: Conversaciones	Wed 1/15
	Hotspots: El alfabeto	Wed 1/15
	Nombres de chicos y chicas	Wed 1/15
	Emparejar	Wed 1/15
Practice	Completa el diálogo	
	¿Cómo te llamas? ¿Cómo se llama usted?	
	Repite, por favor	
	¿Cómo se escribe tu nombre?	
	Palabras	
Communication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

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

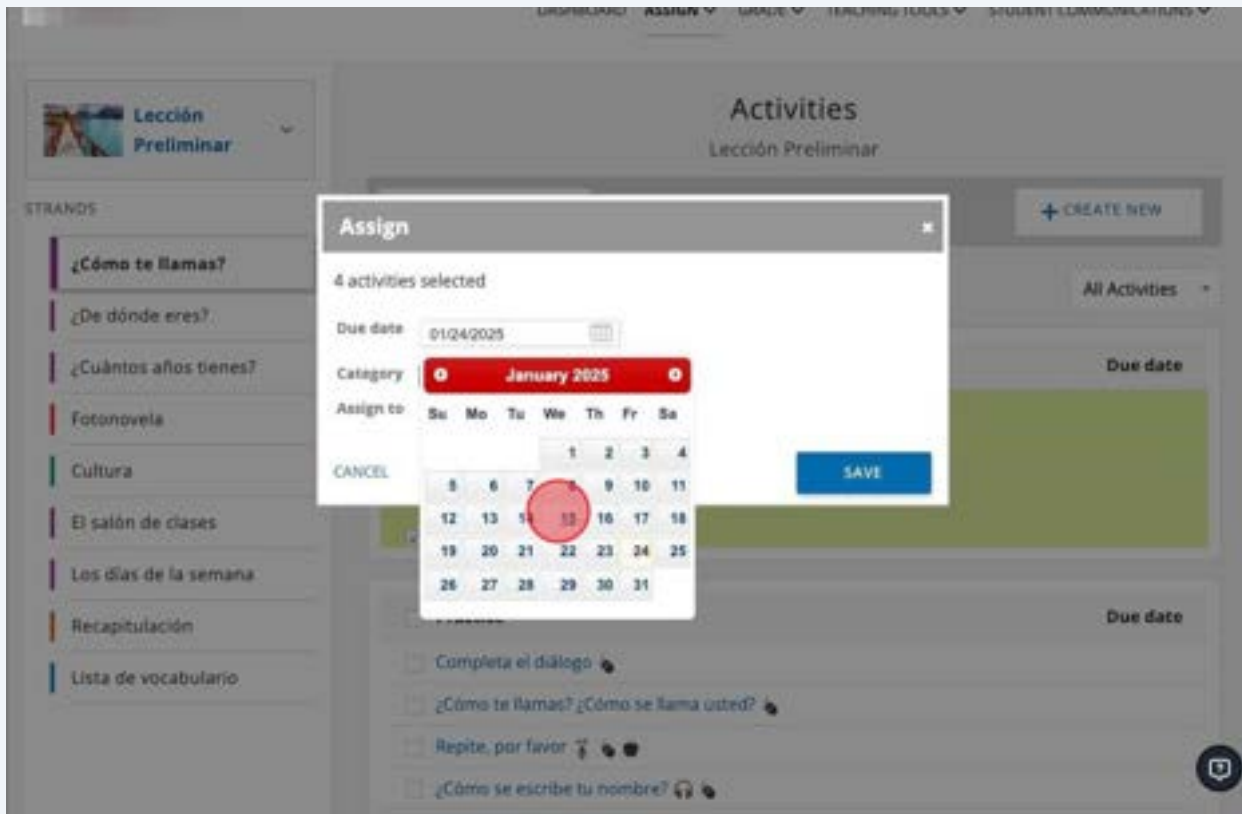


81

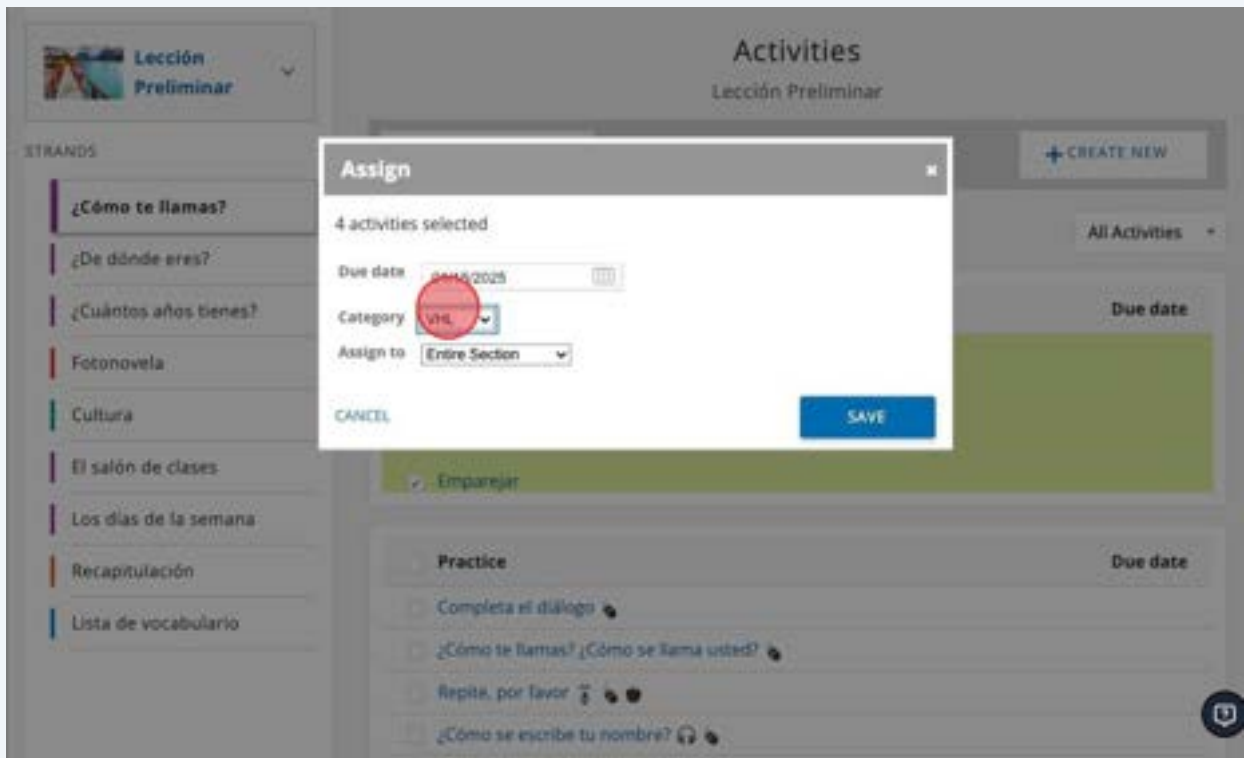
You will see a pop-up that will allow you to select the **"Due Date"**, **"Category"**, and **"Assign to"**.



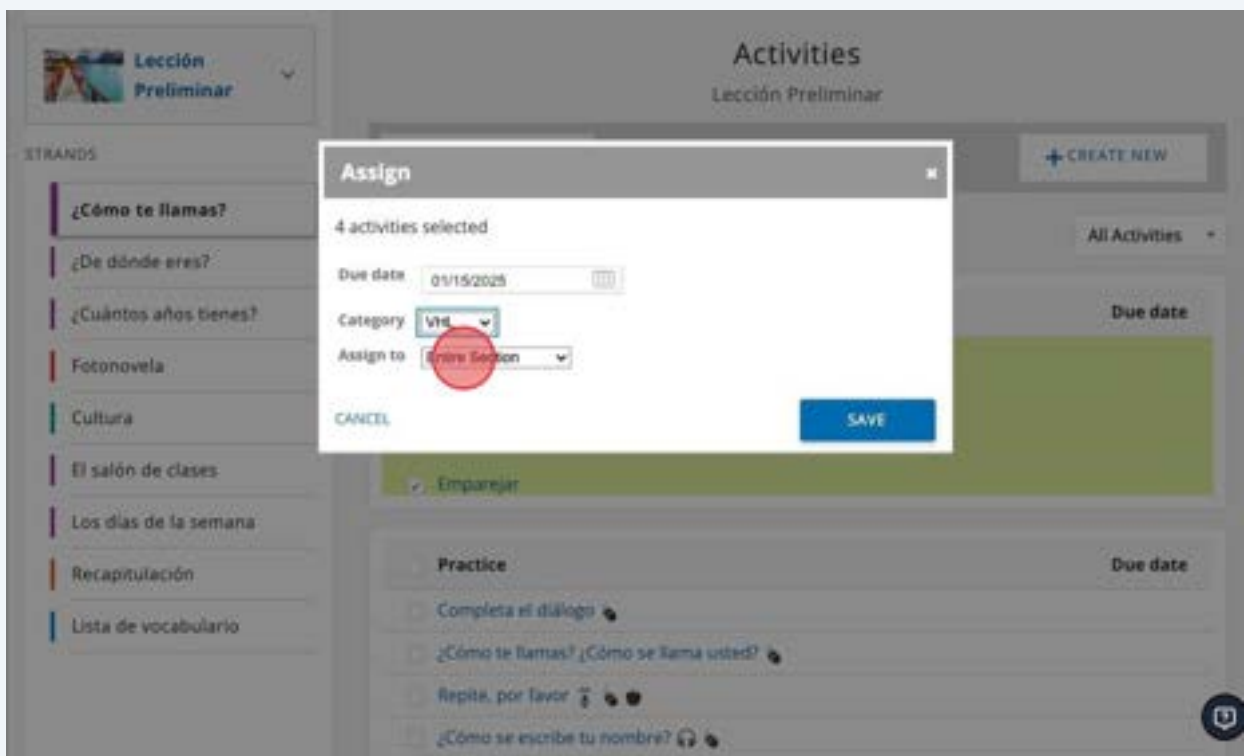
82 Select the "Due Date" from the calendar.



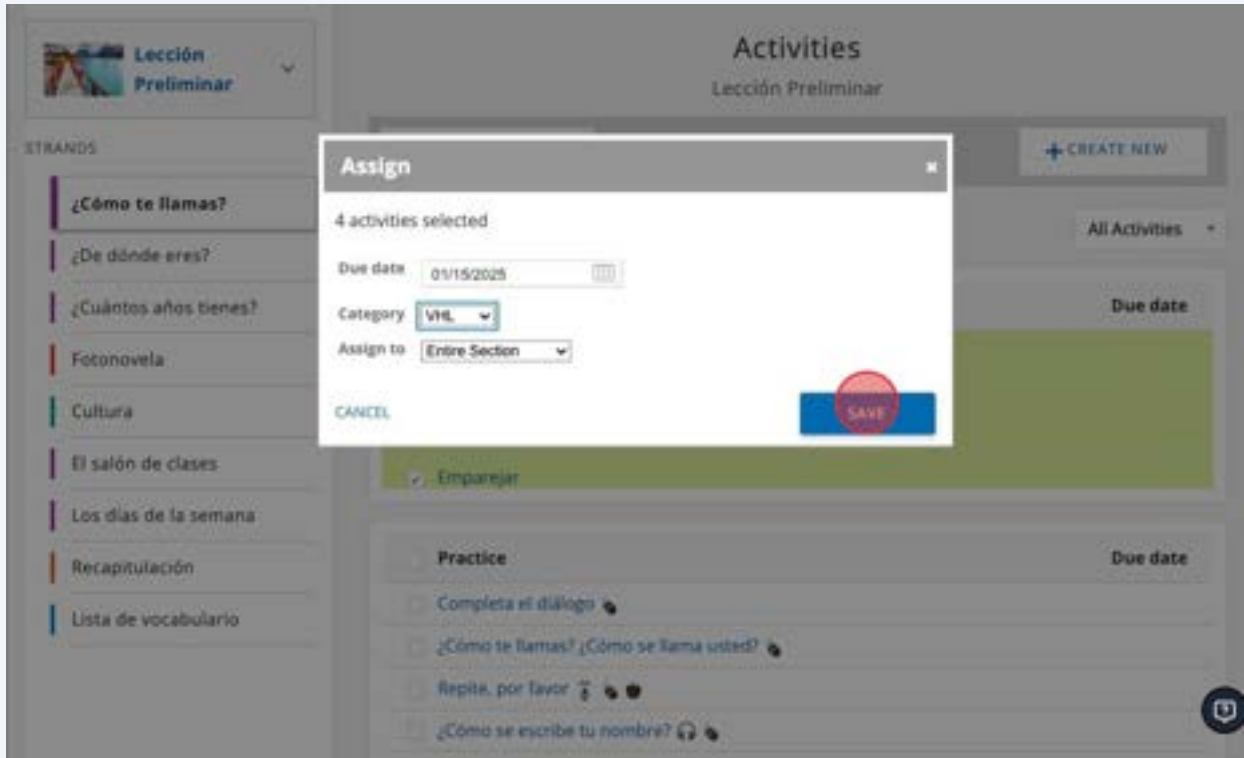
83 Select the "**Category**" that you would like those activities to be under.



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

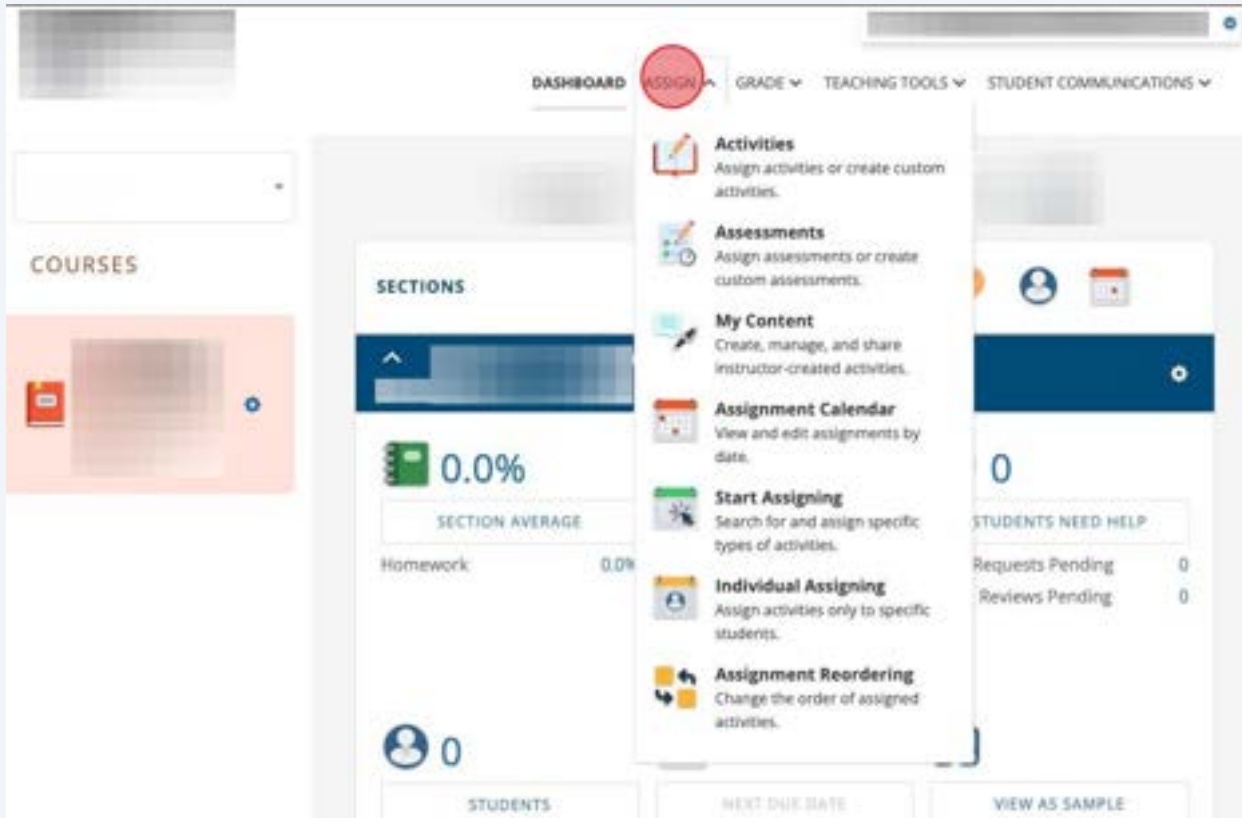


85 Click "Save".

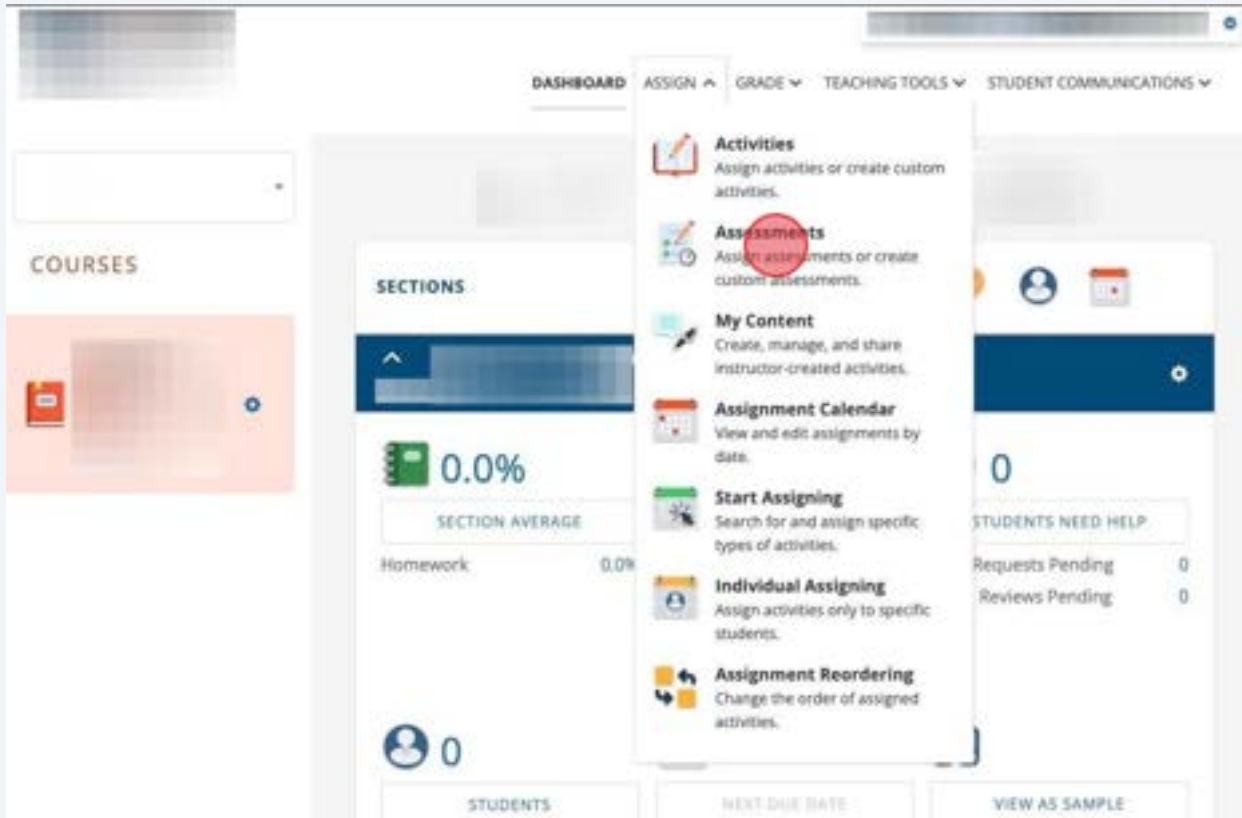


## Assigning Assessments

86 Click "Assign".



87 Click "Assessments".



88 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 first unit is 'News and Cultural Updates'. The second unit is also 'News and Cultural Updates'. The third unit is 'Lección 1 | Hola, ¿qué tal?', which is highlighted with a red circle. The fourth unit is 'Lección 2 | En la universidad', the fifth is 'Lección 3 | La familia', the sixth is 'Lección 4 | Los pasatiempos', the seventh is 'Lección 5 | Las vacaciones', and the eighth is 'Lección 6 | ¡De compras!'. 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'.

89

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 shows a dashboard with navigation tabs: DASHBOARD, ASSIGN, GRADE, TEACHING TOOLS, and STUDENT COMMUNICATIONS. The main content area is titled "Assessments". On the left, there is a sidebar menu with categories: "Lección 1 | Hola, ¿qué tal?", "Vocabulary Quizzes", "Grammar Quizzes", "Lesson Tests", and "Optional Sections". A yellow tooltip is visible over the "Vocabulary Quizzes" category, listing: "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". A red circle highlights the "Assessment" checkbox in the main list. The main list is titled "Vocabulary Quizzes" and has a "All Activities" dropdown. It contains two rows:

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

At the bottom of the page, there is a footer with technical support information and a copyright notice: "© 2025 VISTA Higher Learning, Inc. | Store | Terms of use | Privacy policy".

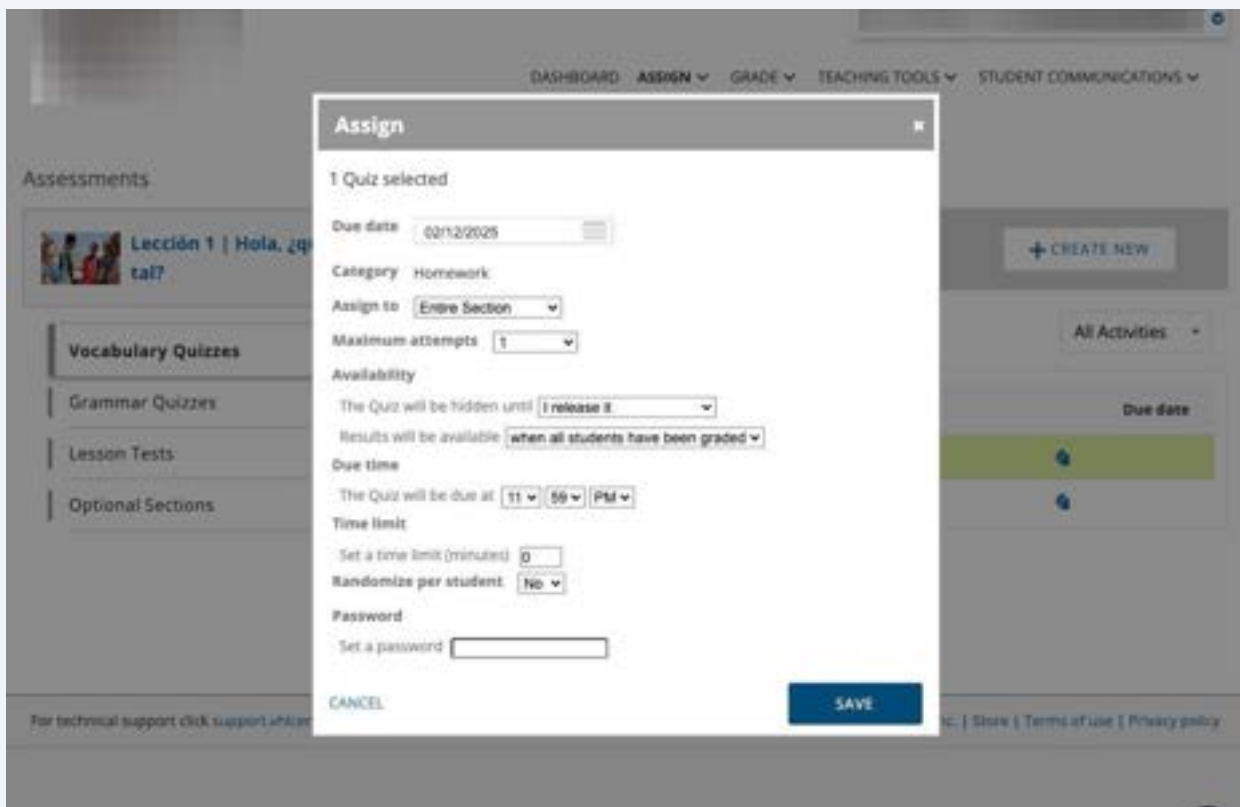
90 Select the desired assessment. A pop-up will appear. Click **"Assign"**.

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 card for 'Lección 1' with a red circle around the 'Assign' button. 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 with columns for 'Assessment' and 'Due date'. The table lists 'Contextos - Miniprueba A' and 'Contextos - Miniprueba B'. At the bottom, there is a footer with technical support information and copyright details.

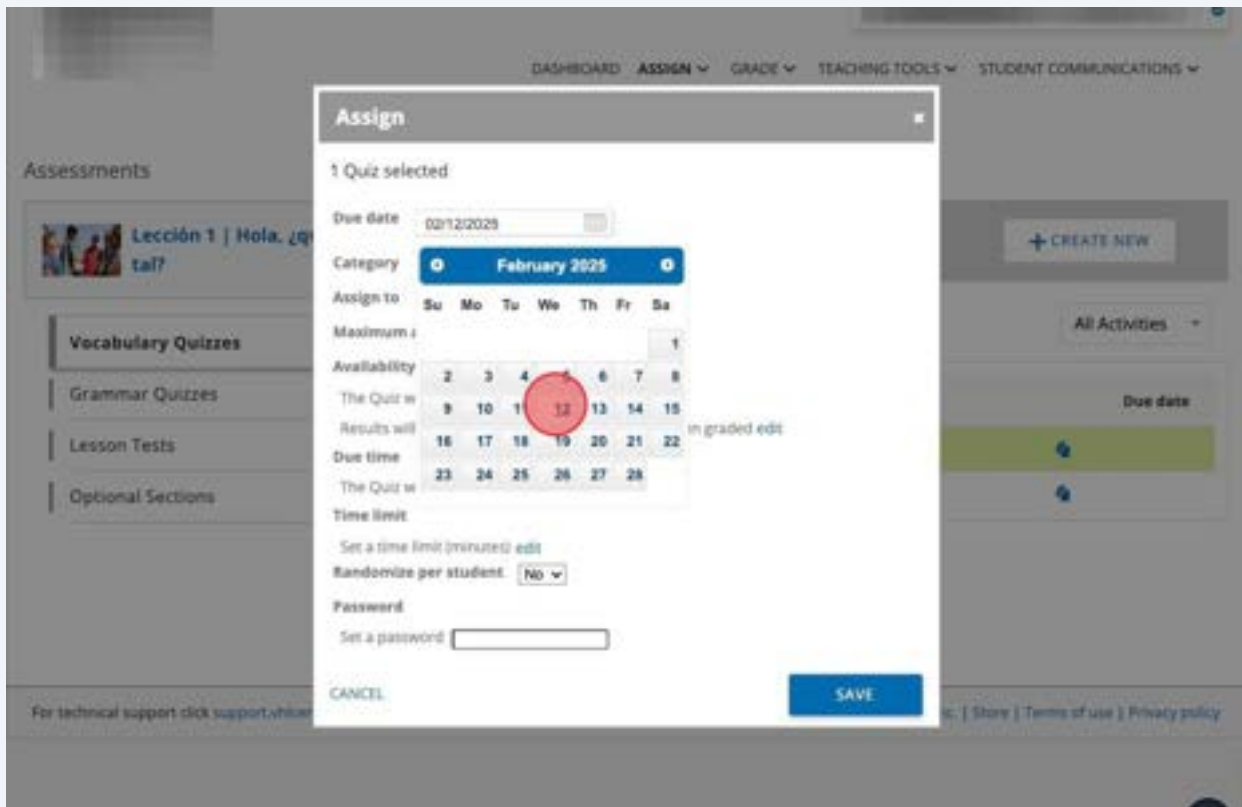
91

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

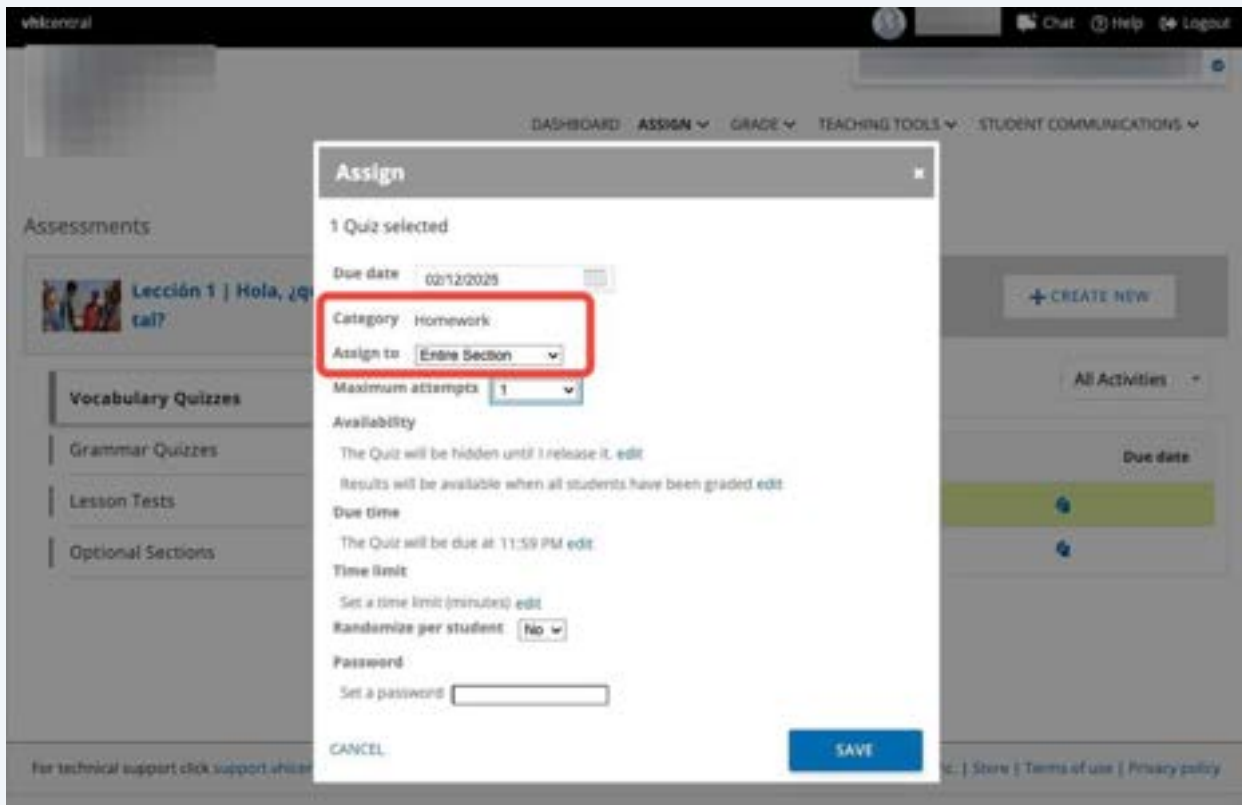
- **Due date**
- **Category**
- **Assign to**
- **Maximum attempts**
- **Availability**
- **Time limit**



92 Select your "Due Date".

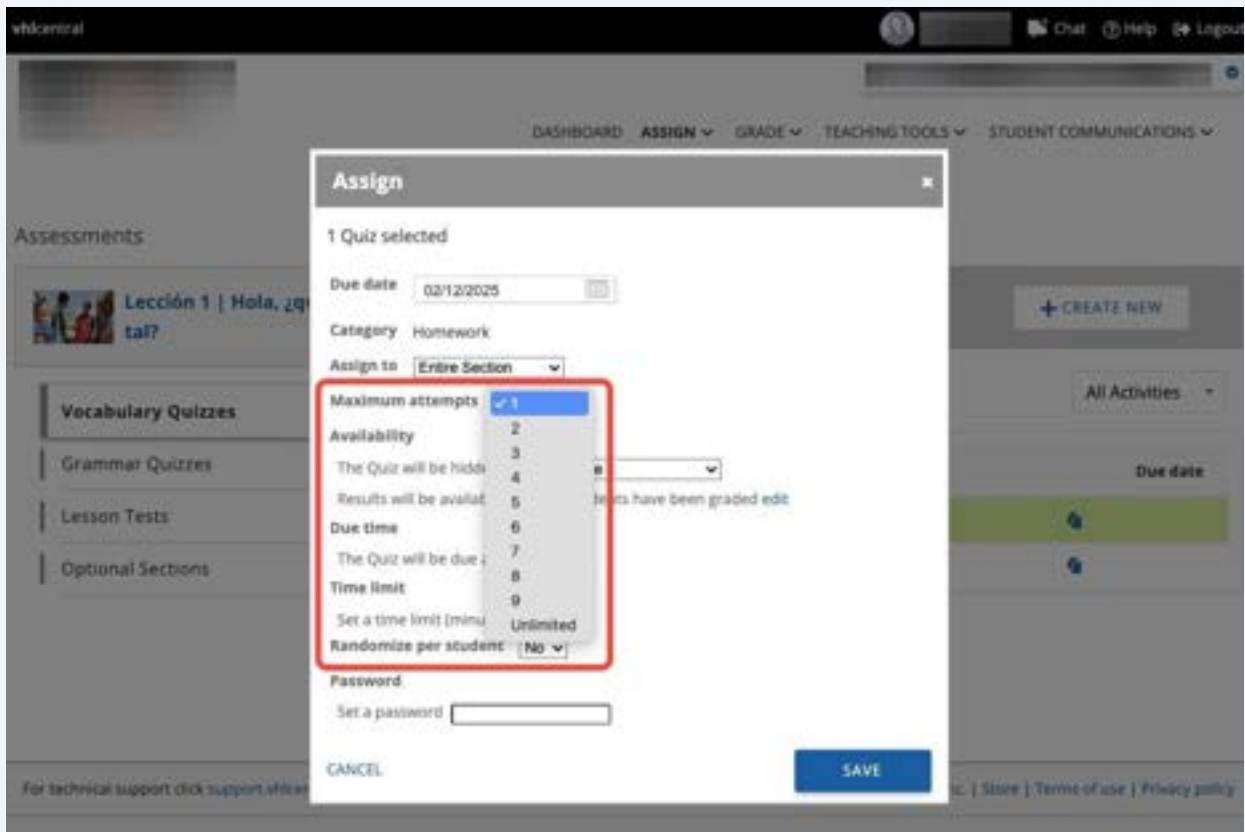


93 Select "Category" and "Assign to" group.

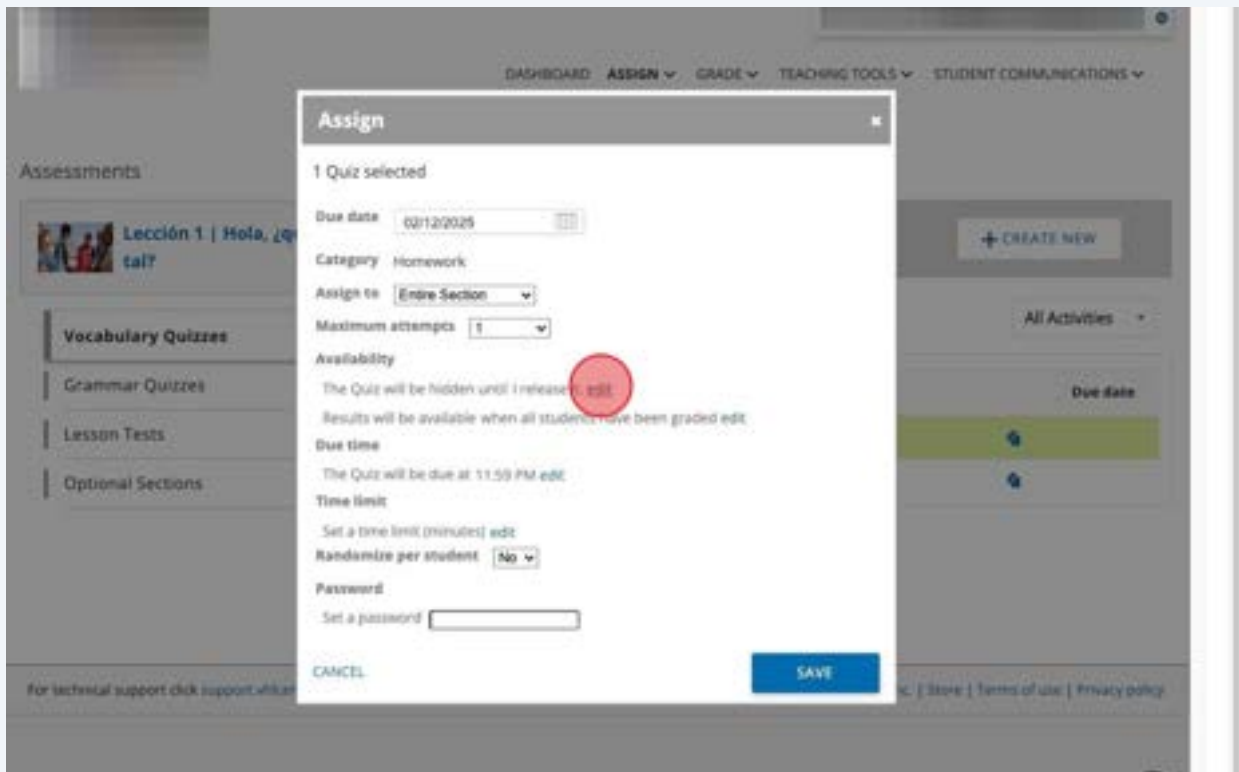


94

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

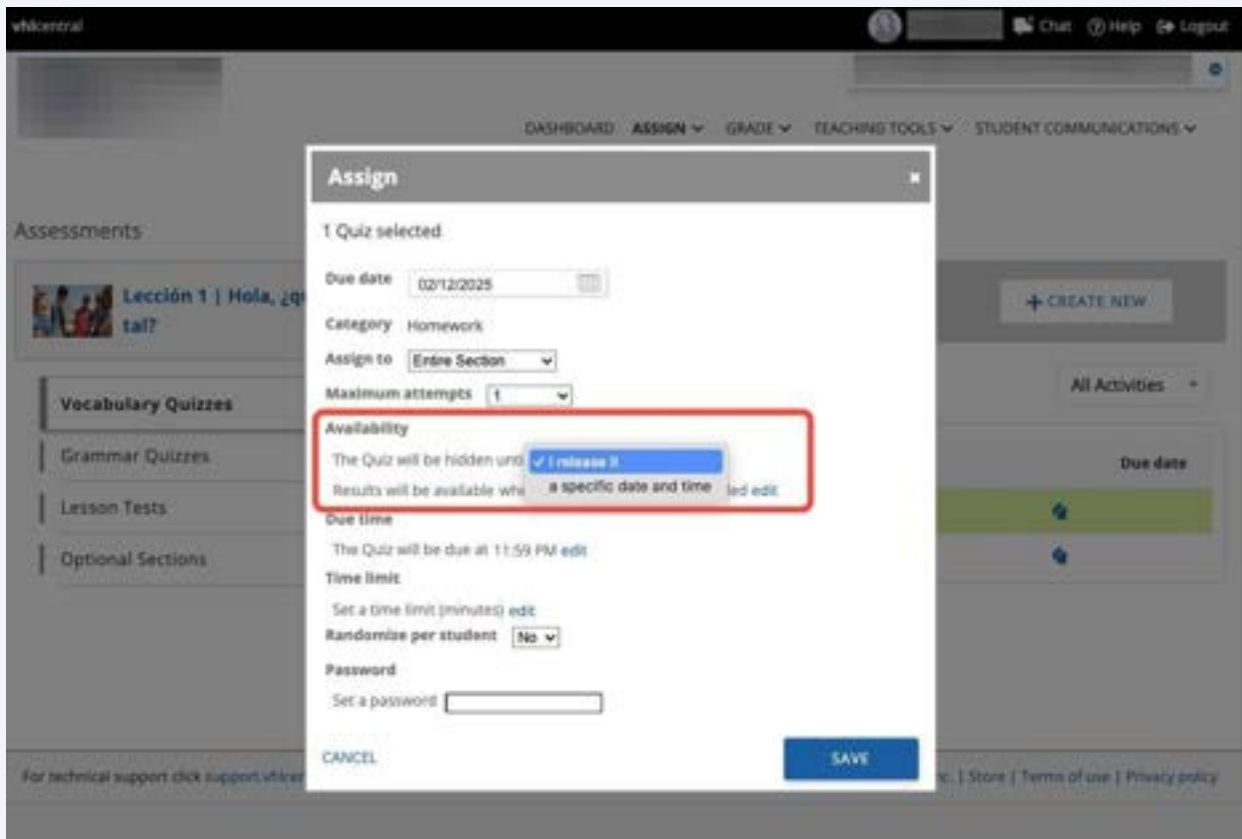


95 Under **Availability**, click "edit".



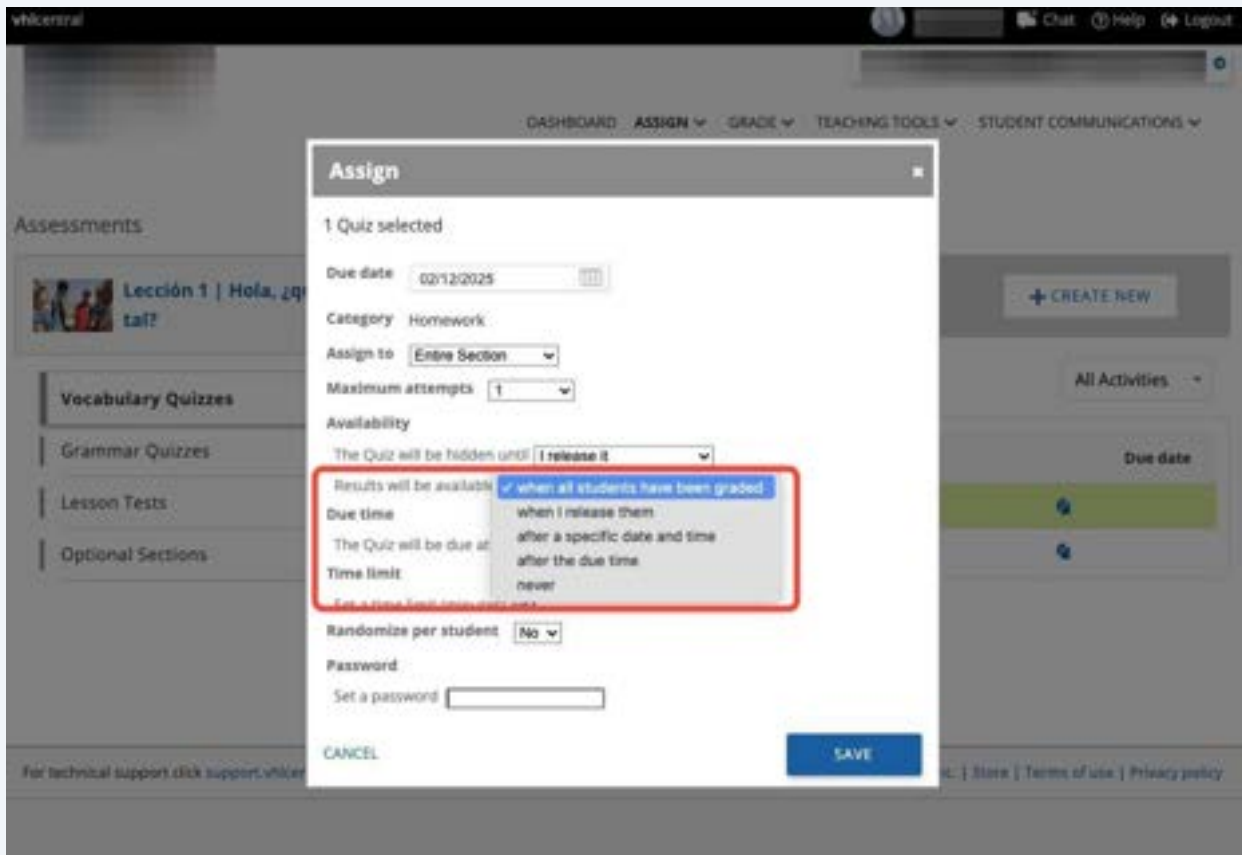
96

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



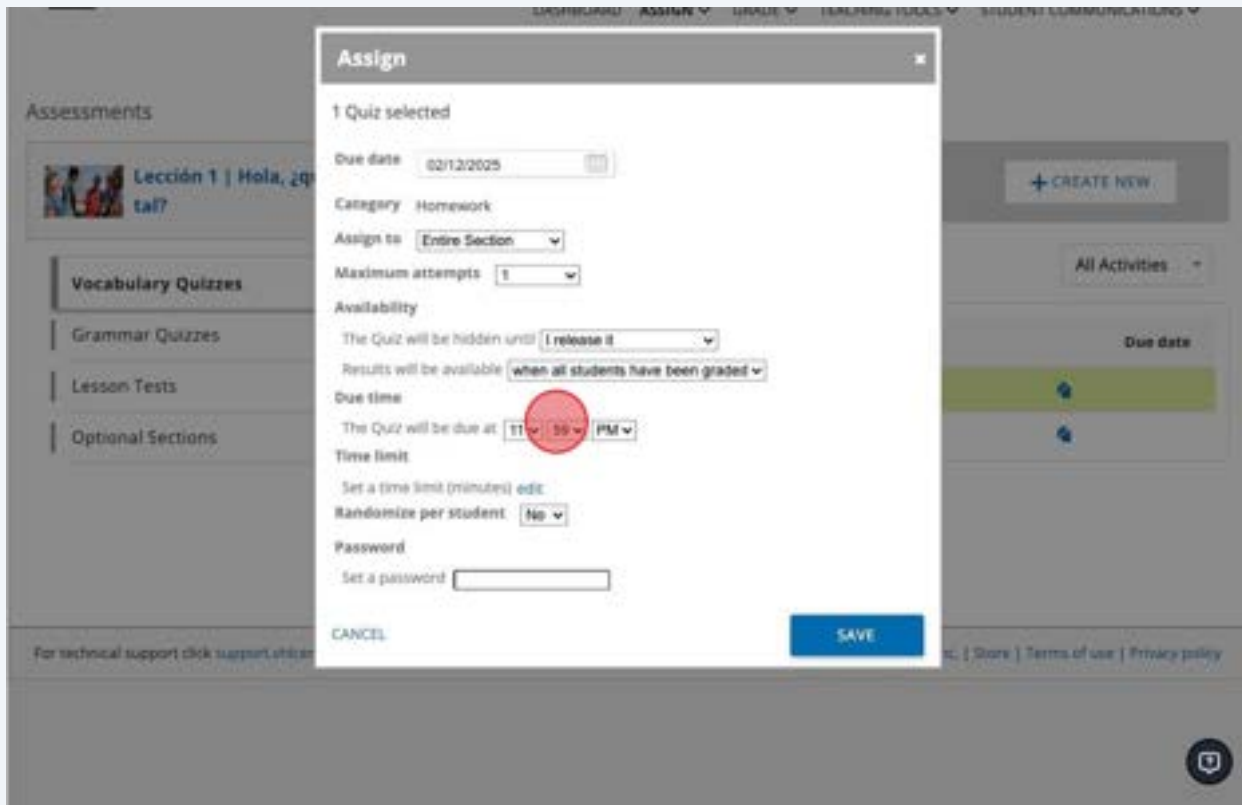
97

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

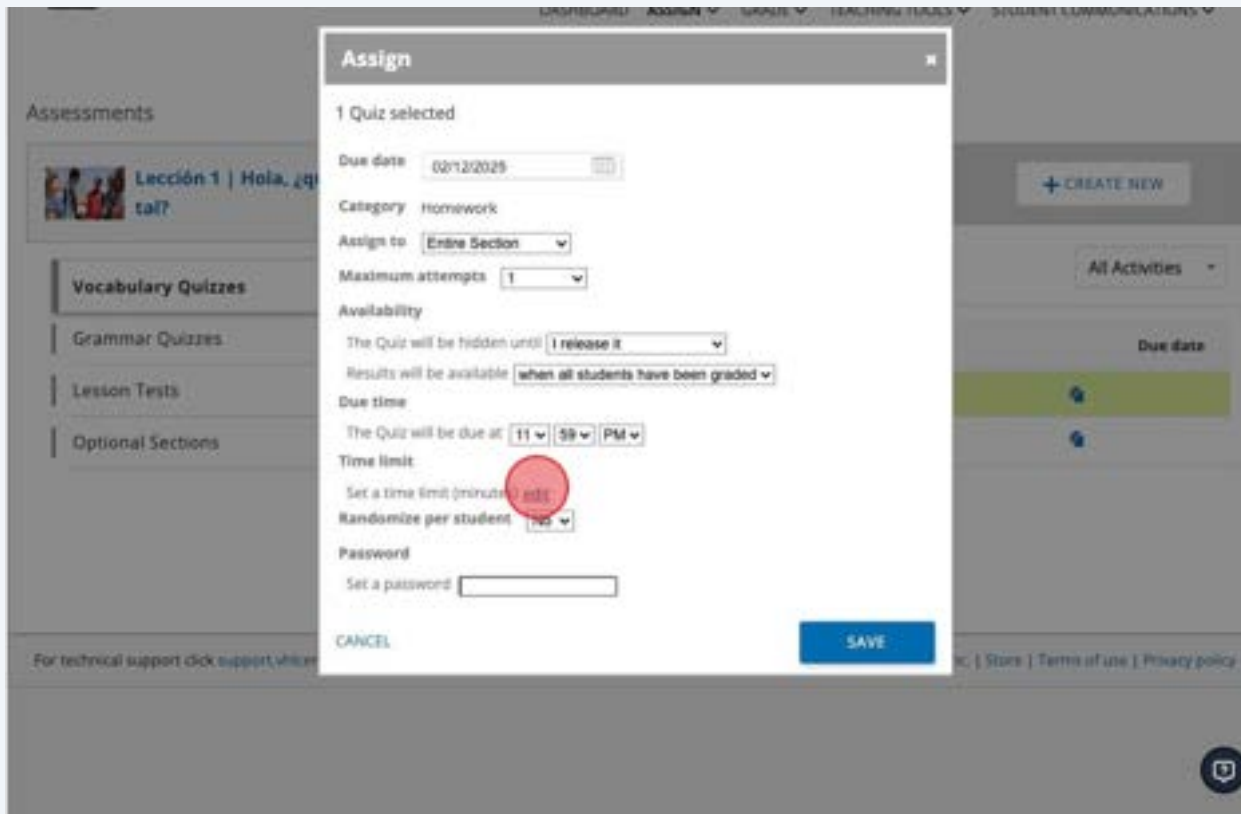


98

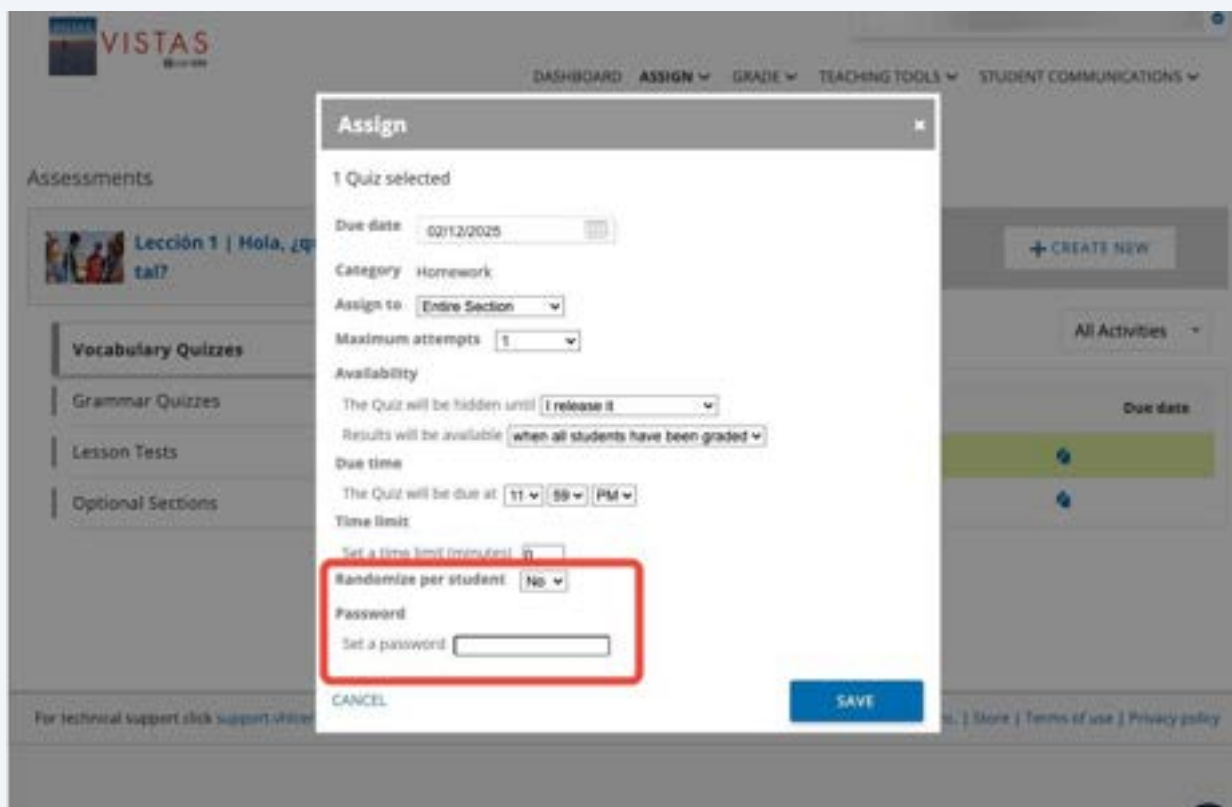
Click **"Edit"** under **Due Time** to determine when the assessment is due.



99 Select the **Time limit**.



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



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.

101 Click "Save".



## Assignment Calendar

102 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, GRADE, TEACHING TOOLS, and STUDENT COMMUNICATIONS. The 'ASSIGN' tab is active, and a dropdown menu is open, 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 items, 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. A small chat icon is visible in the bottom right corner.

103

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

104

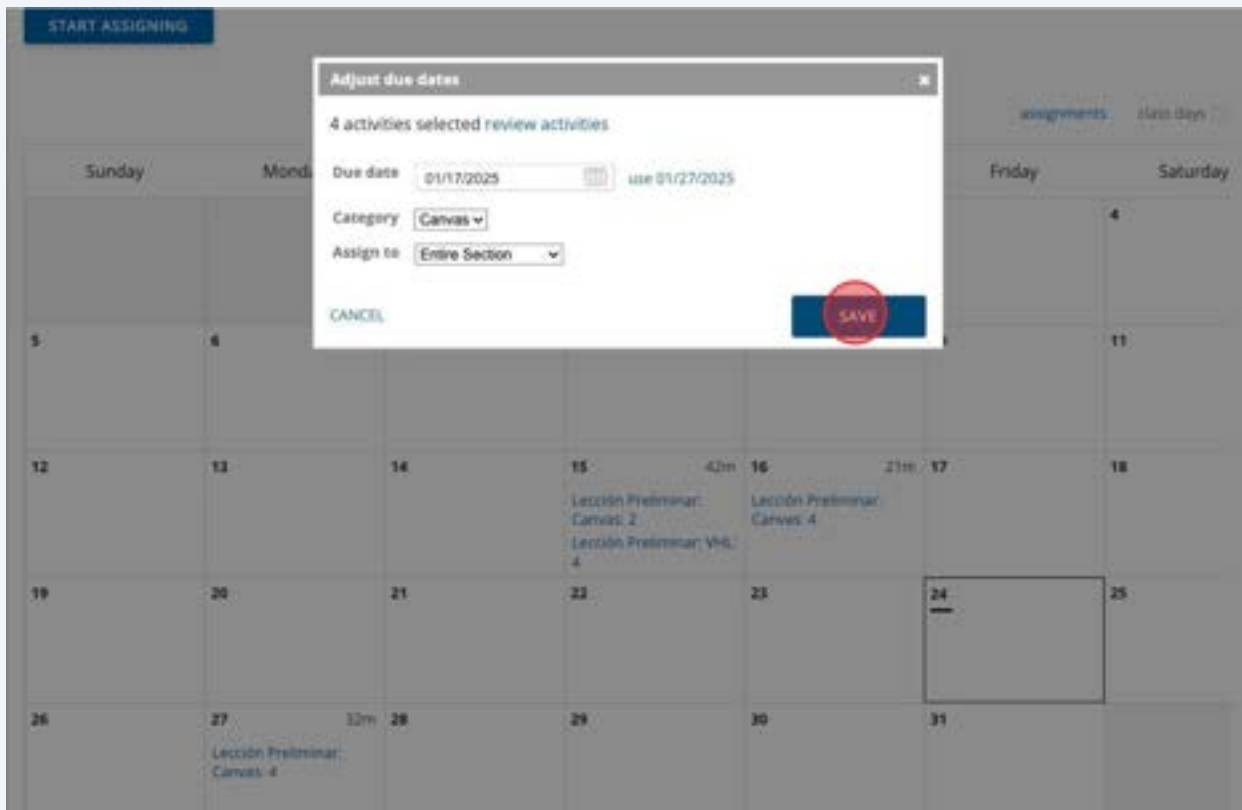
To reassign an activity or assessment, click on the activity or assessment you wish to change. Click "Reassign".

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, there are three buttons: "CANCEL", "UNASSIGN", and "REASSIGN". The "REASSIGN" button is highlighted with a red circular icon.

105 Click "Save".



106

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

Assignment Calendar

START ASSIGNING

< > JANUARY 2025

assignments ... class days

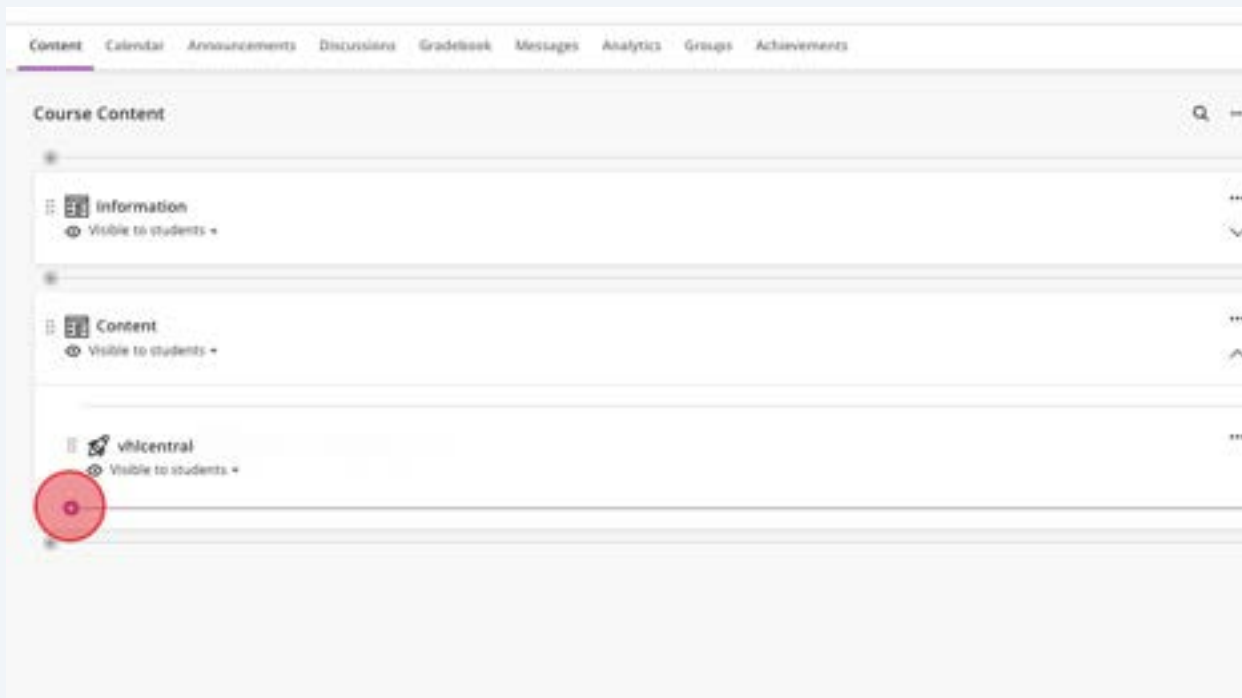
Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15 42m Lección Preliminar: Canvas: 2 Lección Preliminar: VHL: 4	16	17 21m Lección Preliminar: Canvas: 4	18
19	20	21	22	23	24	25

## Deep Links

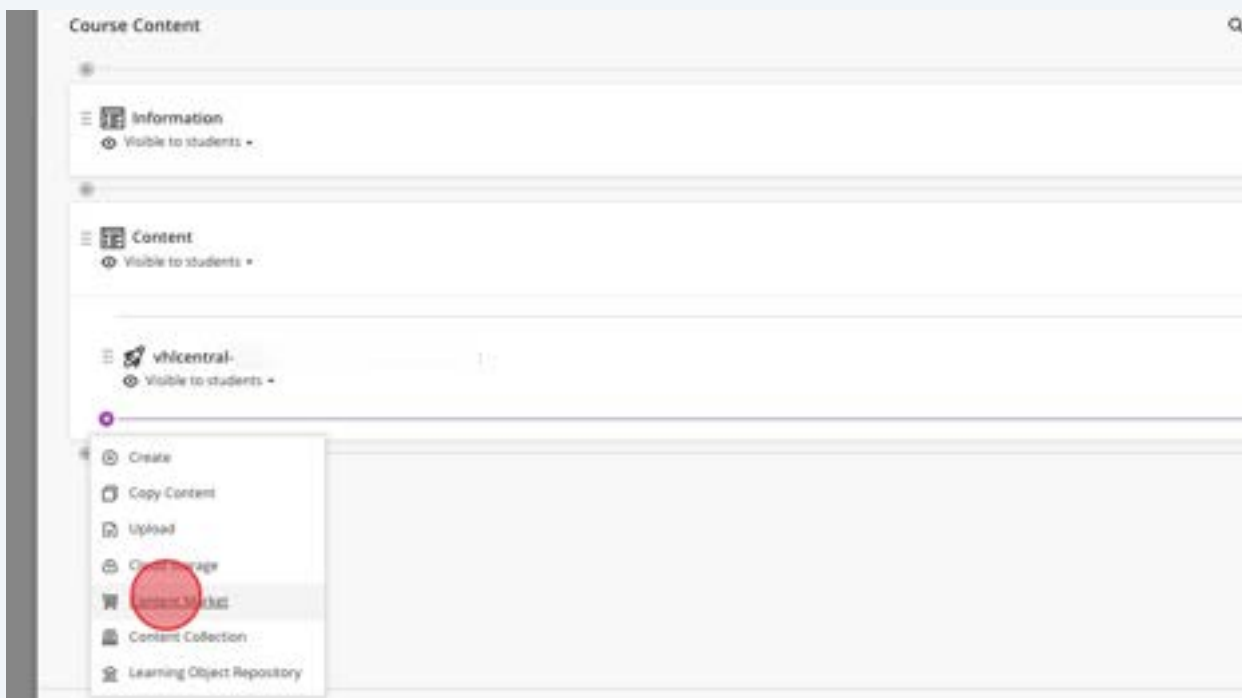


Alert! **Deep Links** are "**shortcuts**" or "**entry points**" to vhlcentral. Assignments must be completed via vhlcentral. Deep links help direct students to specific activities or assessments.

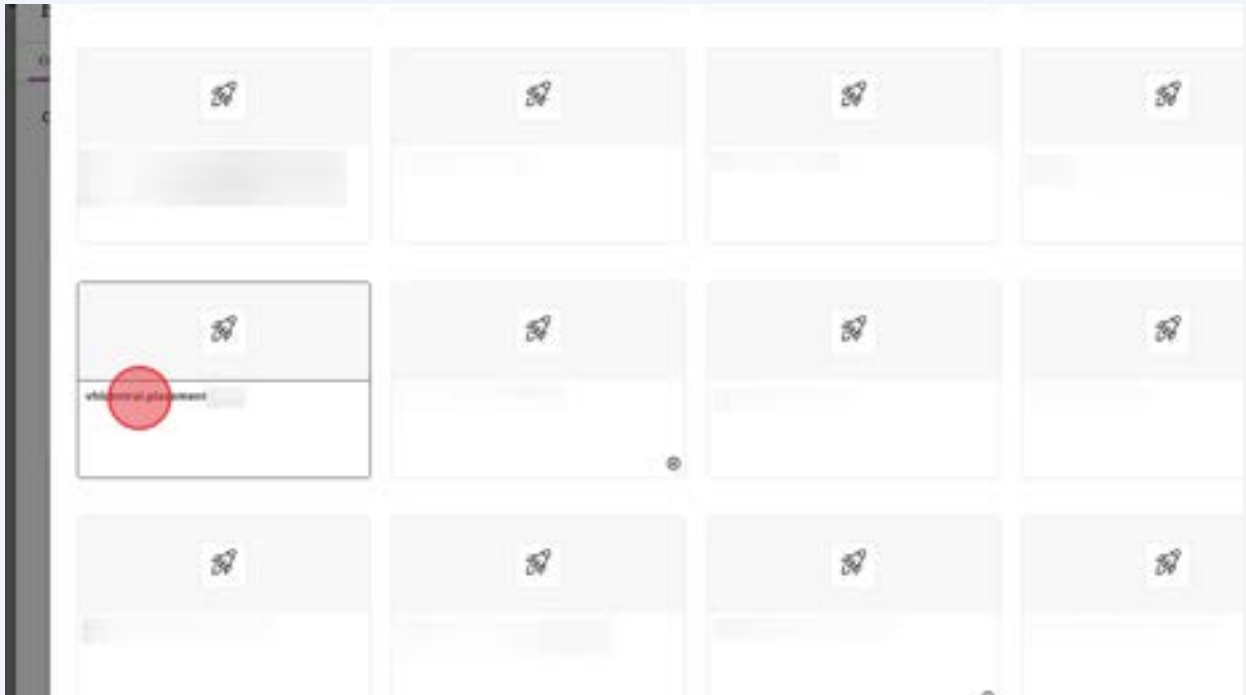
107 In Course Content, click the "+".



108 Click "Content Market".

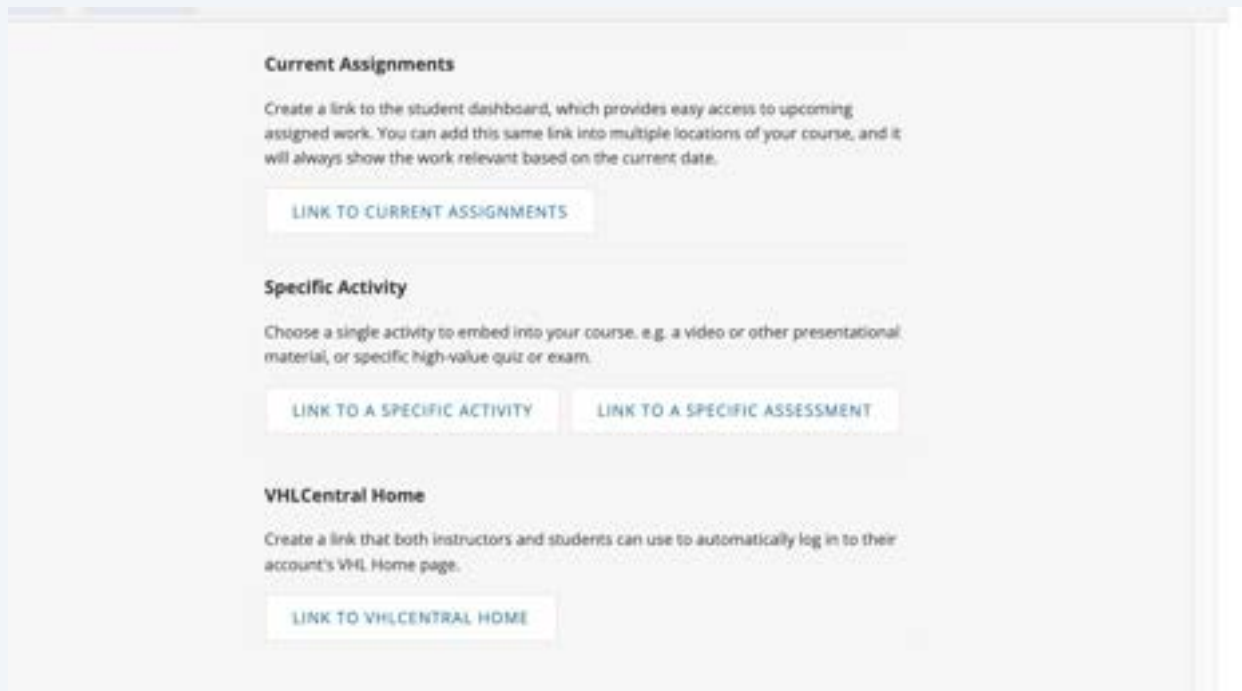


**109** Click "vhlcentral-placement, or the name given to you by your administrator.

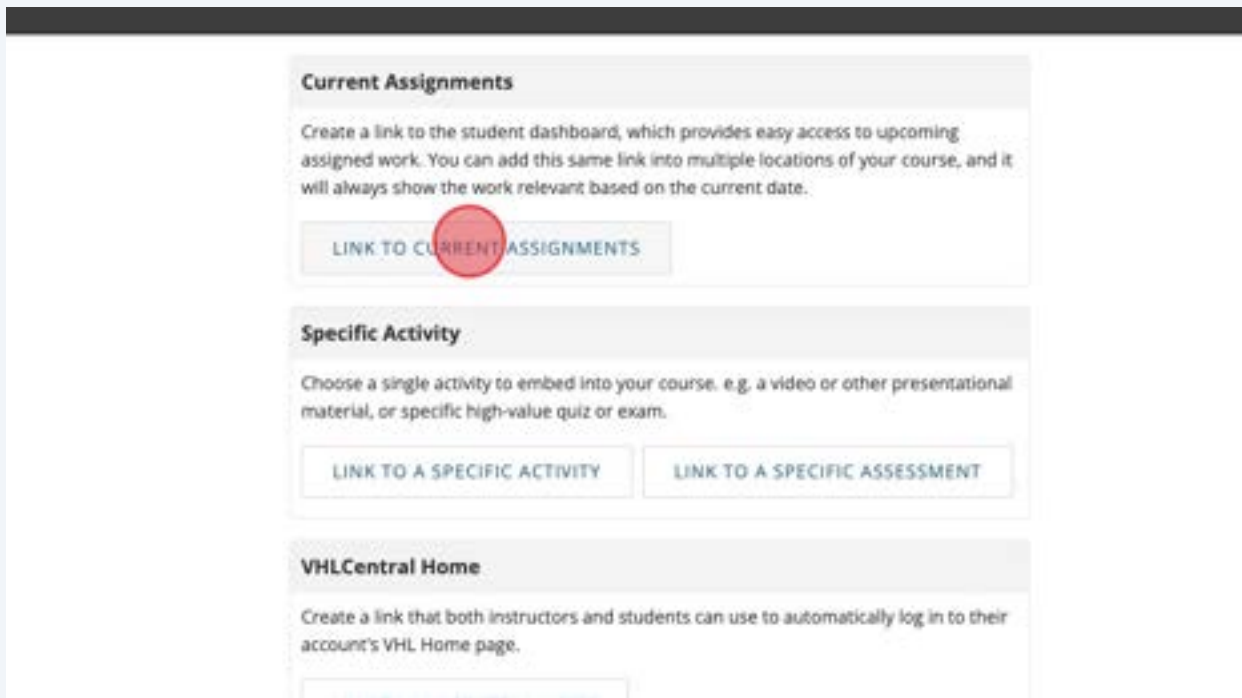


**110** You will see the following pop-up with four options:

- **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



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

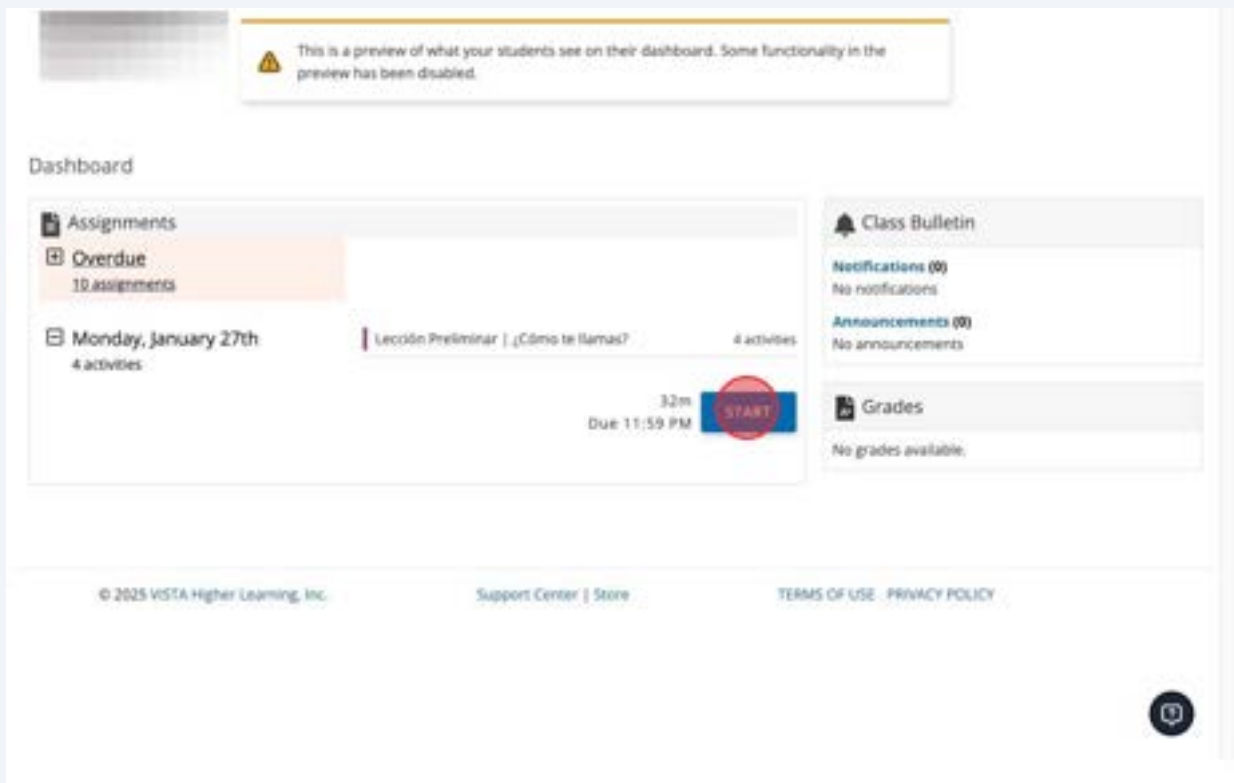


**112** The Current Assignments link will be created in the selected module. Click **"Current Assignments"**.



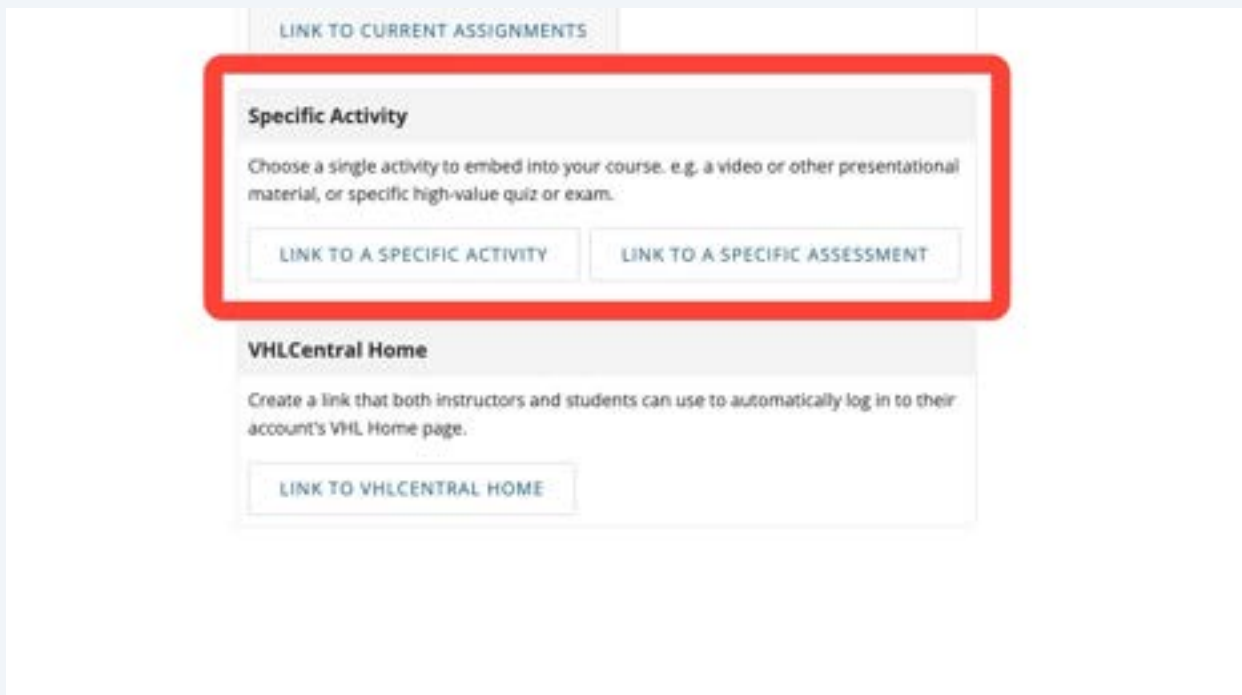
113

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.



114

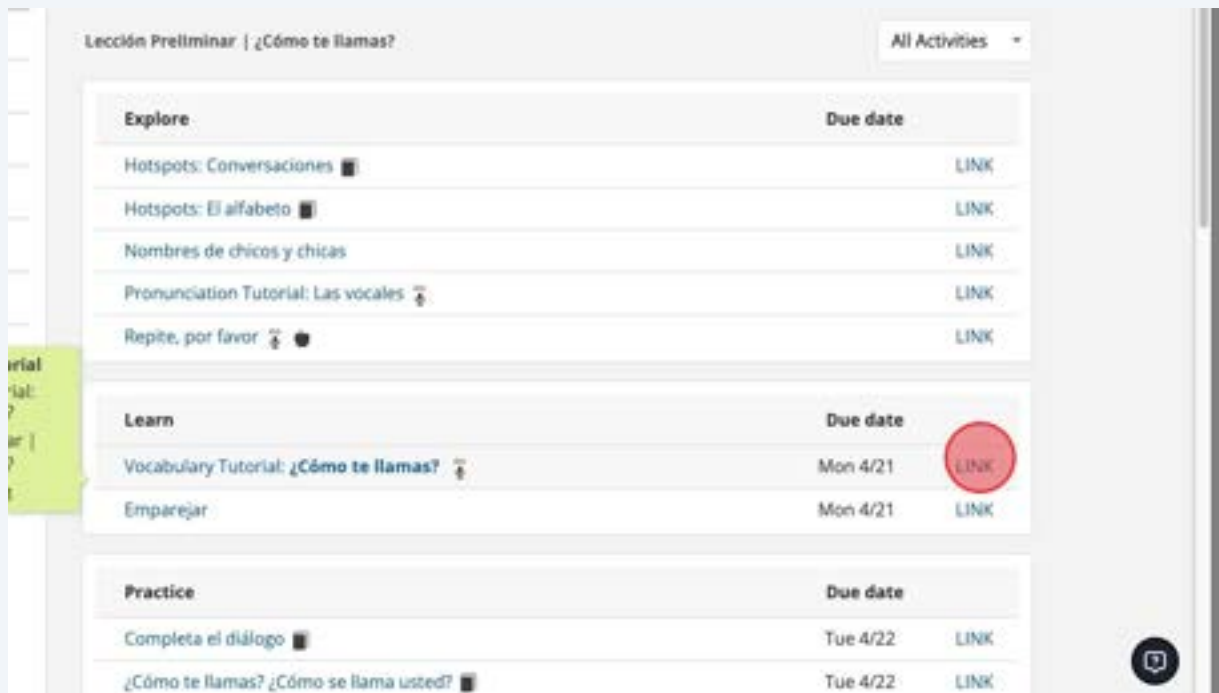
For "**Specific Activity**" or "**Specific Assessment**", you will repeat the initial process of clicking the "**Add Materials**" in the folder you would like to add the "**Deep Link**" to and choose either "**LINK TO A SPECIFIC ACTIVITY**" or "**LINK TO A SPECIFIC ASSESSMENT**".



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.

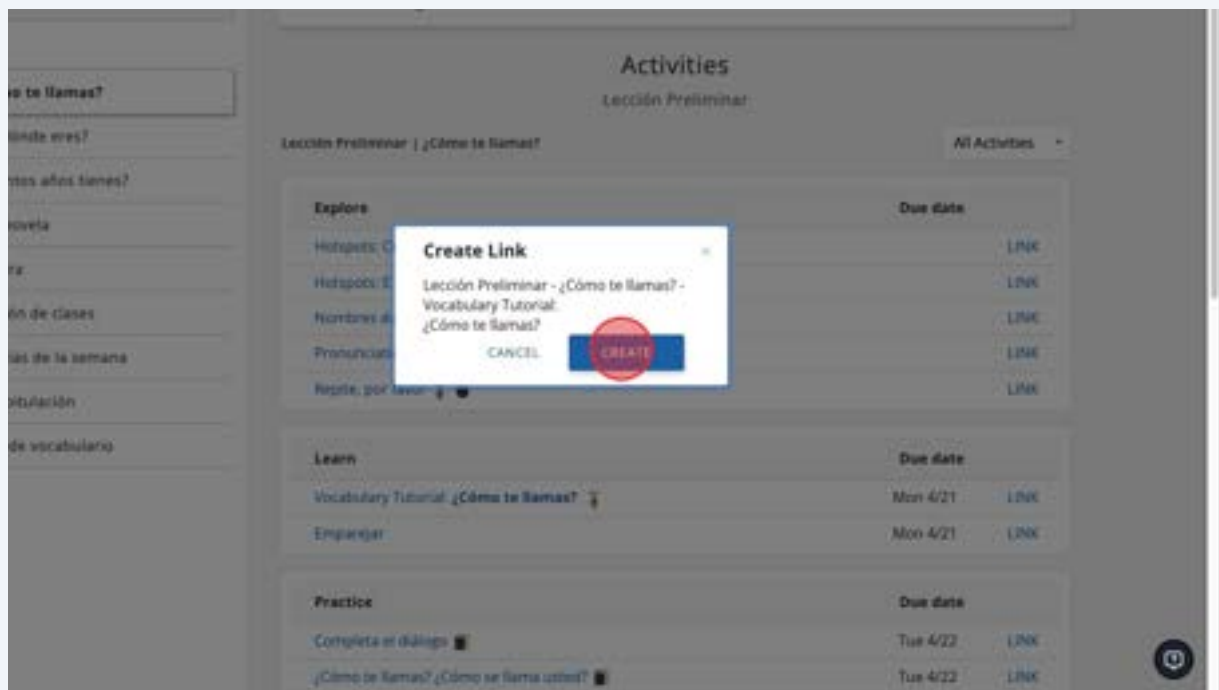
115

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.



116

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



117

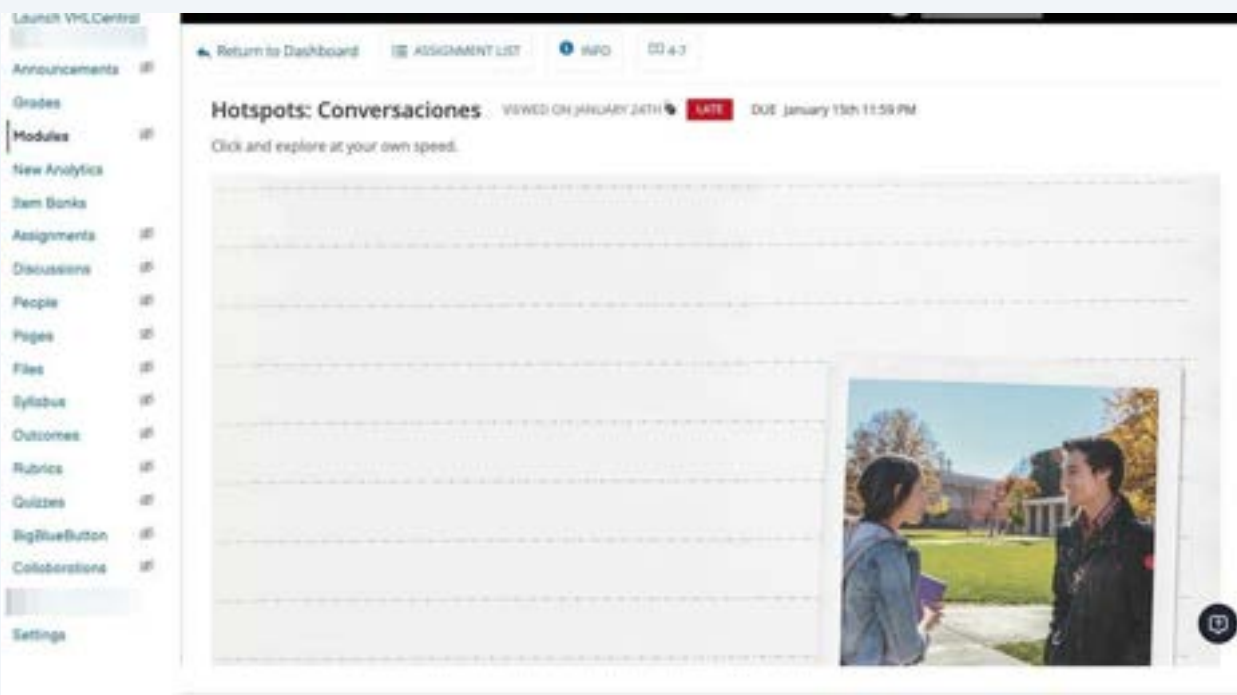
Below you will find examples of both **"Current assignments"** and a **"Specific Activity"** under **Course Content**. Remember, the Current Assignments will take the students to a modified dashboard, while the other link will take you to the specific activity without having to see the dashboard first.

### Course Content

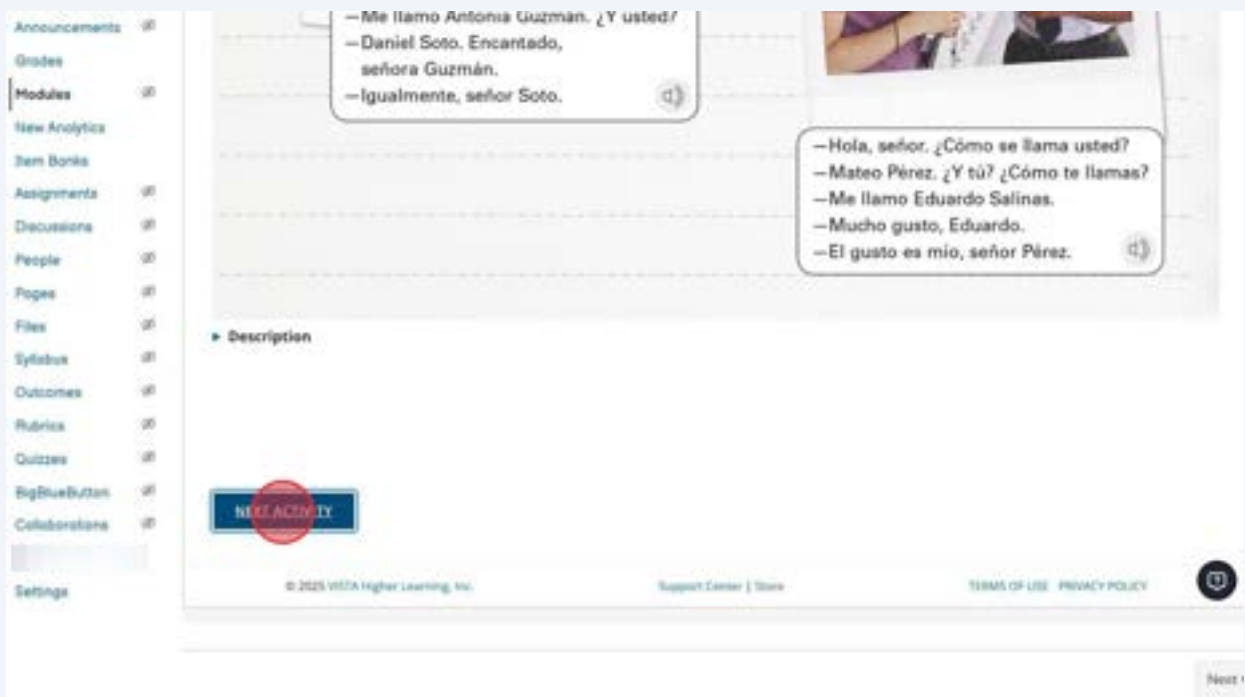


118

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



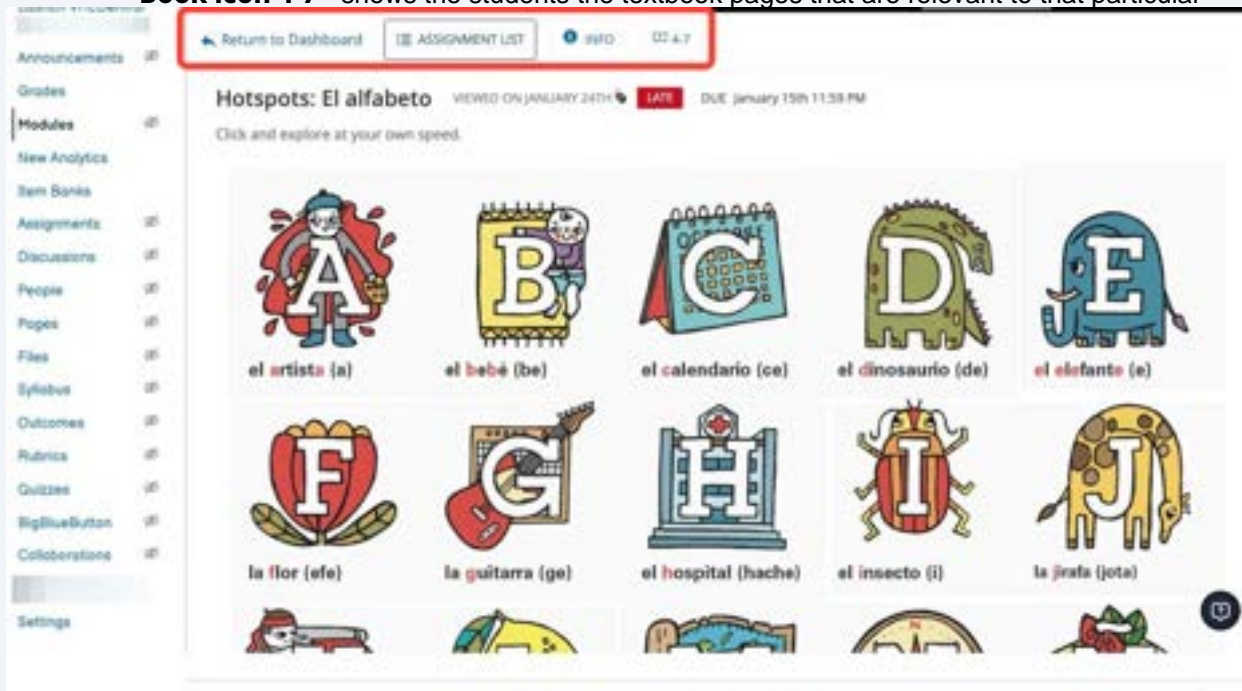
119 Once students are done with that activity, they can click on **"Next Activity"** to proceed to the next activity.



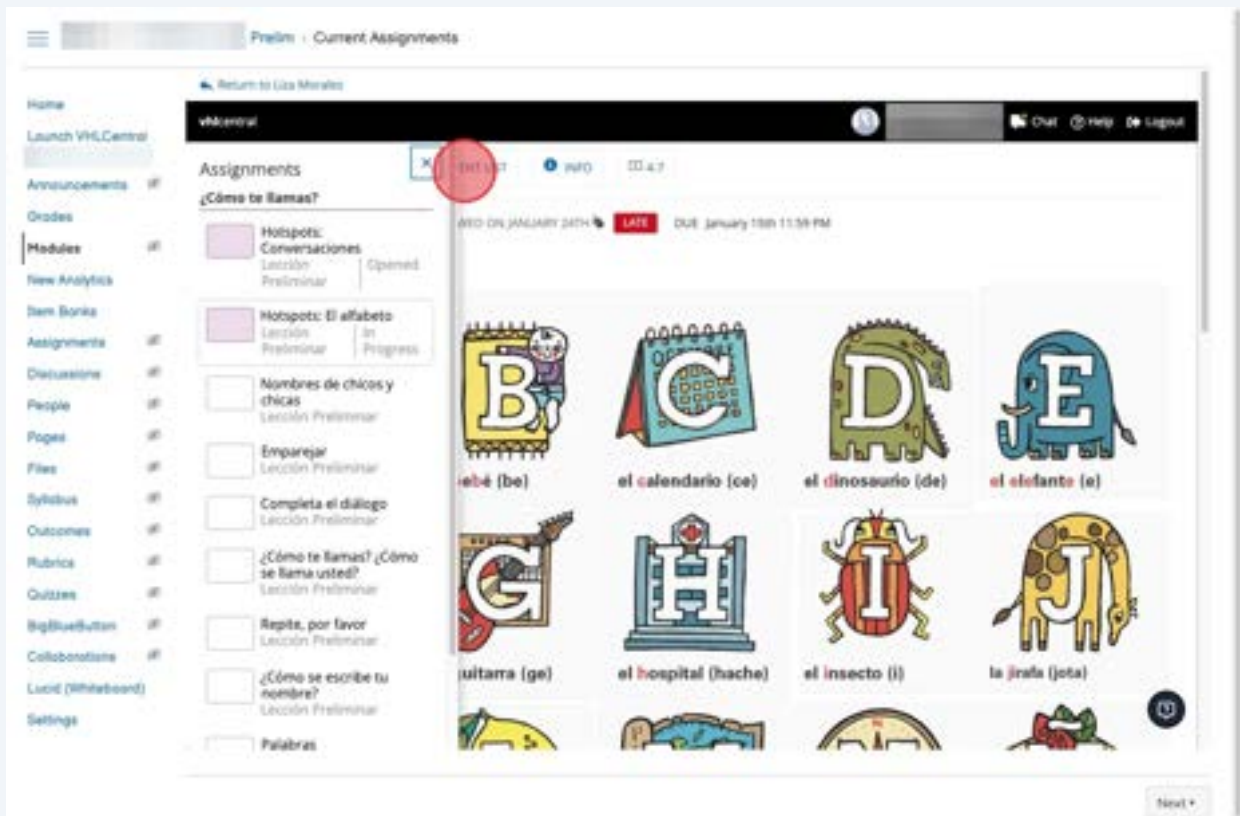
120 Once the students are in an actual activity, they will see a few links:

- **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



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



122

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

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

