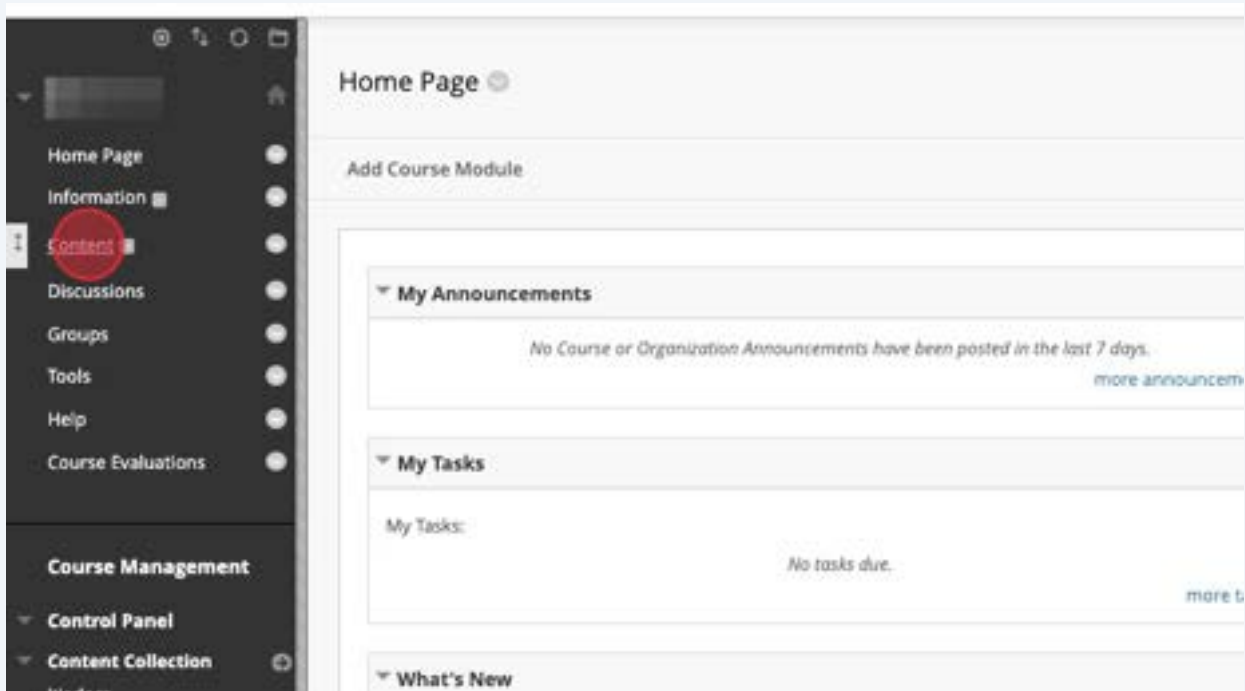


# Blackboard Self-Rostering Educator Guide

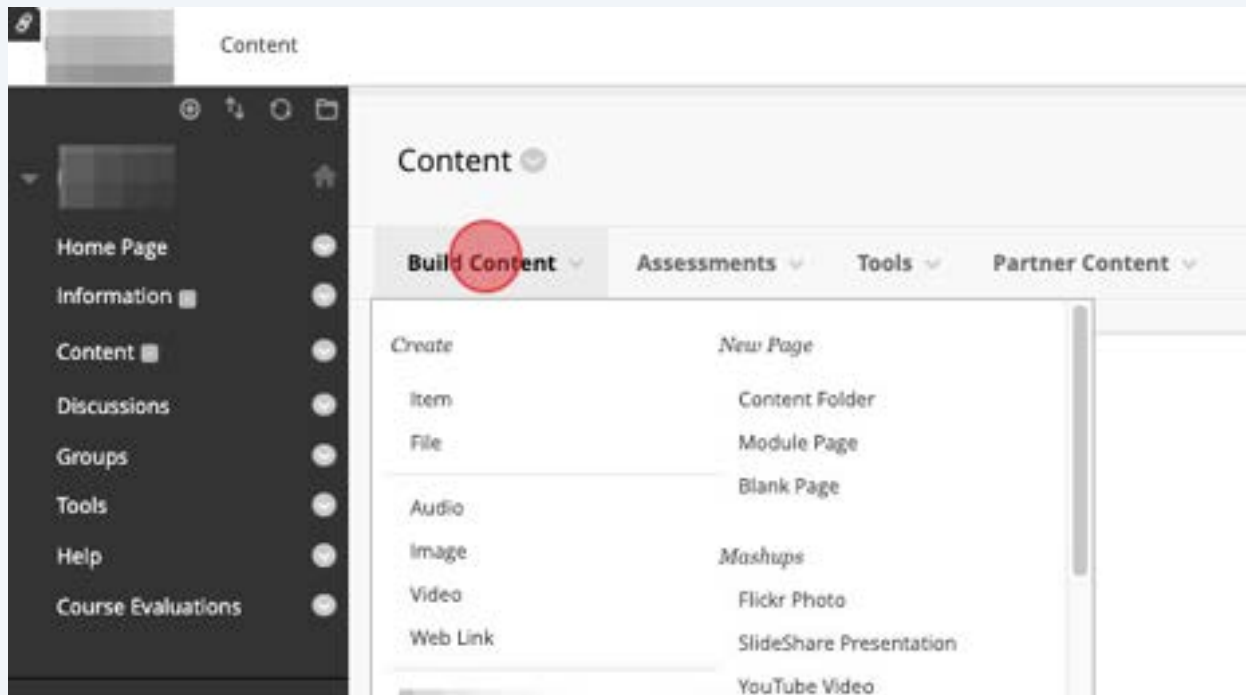


## Add vhlcentral Placement Link to a Course

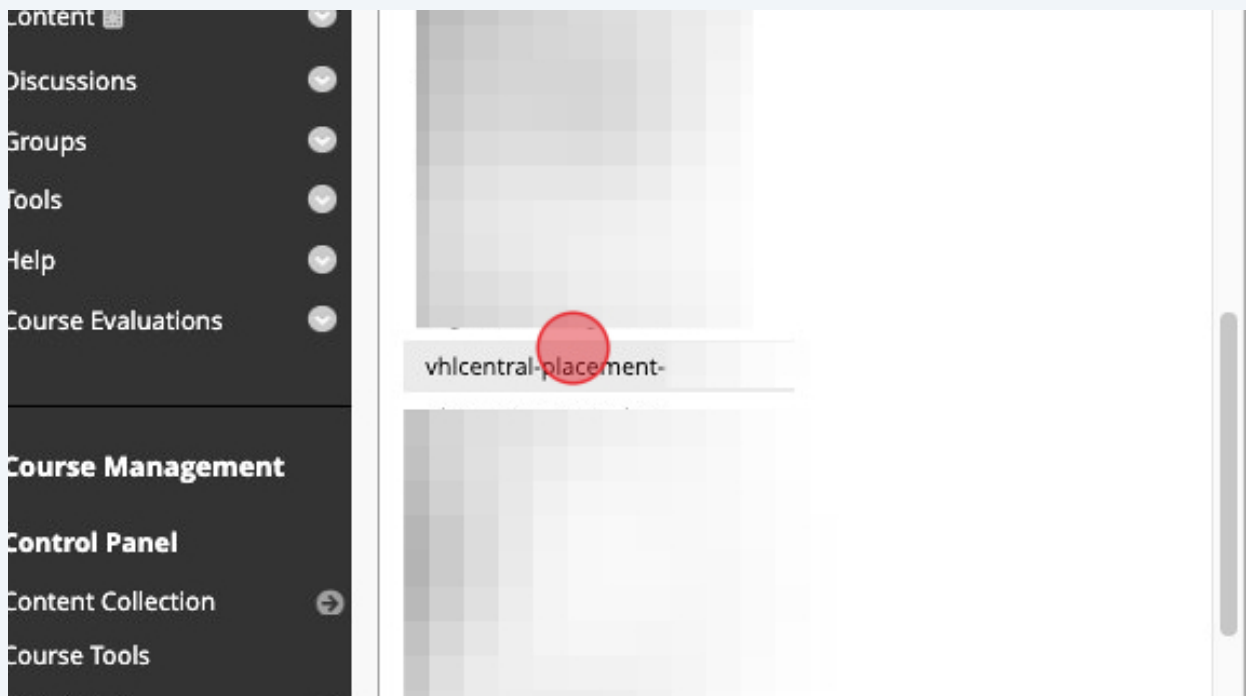
- 1 Inside a Blackboard course, click "**Content**".



2 Click "**Build Content**".



3 Click "**vhcentral-placement**" or the name provided by your institution.





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

4

Click the **"Name"** field and add "vhlcentral" or the name you'd like to use to identify this link.

The screenshot shows a web interface for creating a content placement. The title bar reads 'Create vhlcentral content placement'. The main content area is titled 'Create vhlcentral content placement'. It features a 'Name' input field with a red circle highlighting it, a 'Color of Name' dropdown menu set to 'Black', and a 'Description' text area with a rich text editor toolbar. Below the description are 'ATTACHMENTS' and 'GRADING' sections. At the bottom right, there are 'Cancel' and 'Save' buttons.

5 Click "Submit".



Do Not Attach to remove a selected file

Attach File

---

**ADDITIONAL**

Enable Evaluation  Yes  No

---

**ADVANCED**

Restrict Users to View this Item  Yes  No

Restrict Number of Views  Yes  No

Restrict Date and Time Restrictions

Display After

Enter dates as mm/dd/yyyy. Time may be entered in any increment.

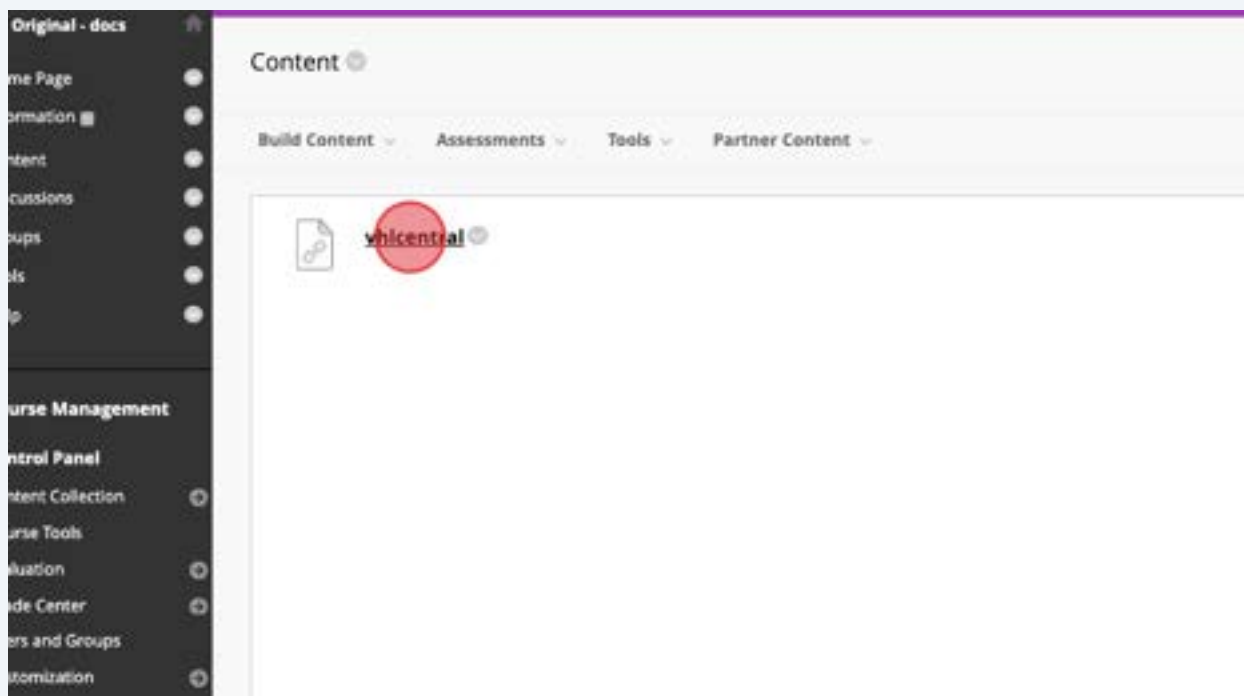
Display Until

Enter dates as mm/dd/yyyy. Time may be entered in any increment.

---

Click **Submit** to proceed.

6 Click "Content VHLCentral" to enter [vhcentral.com](http://vhcentral.com).



## Login to vhcentral



### 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](#) with 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

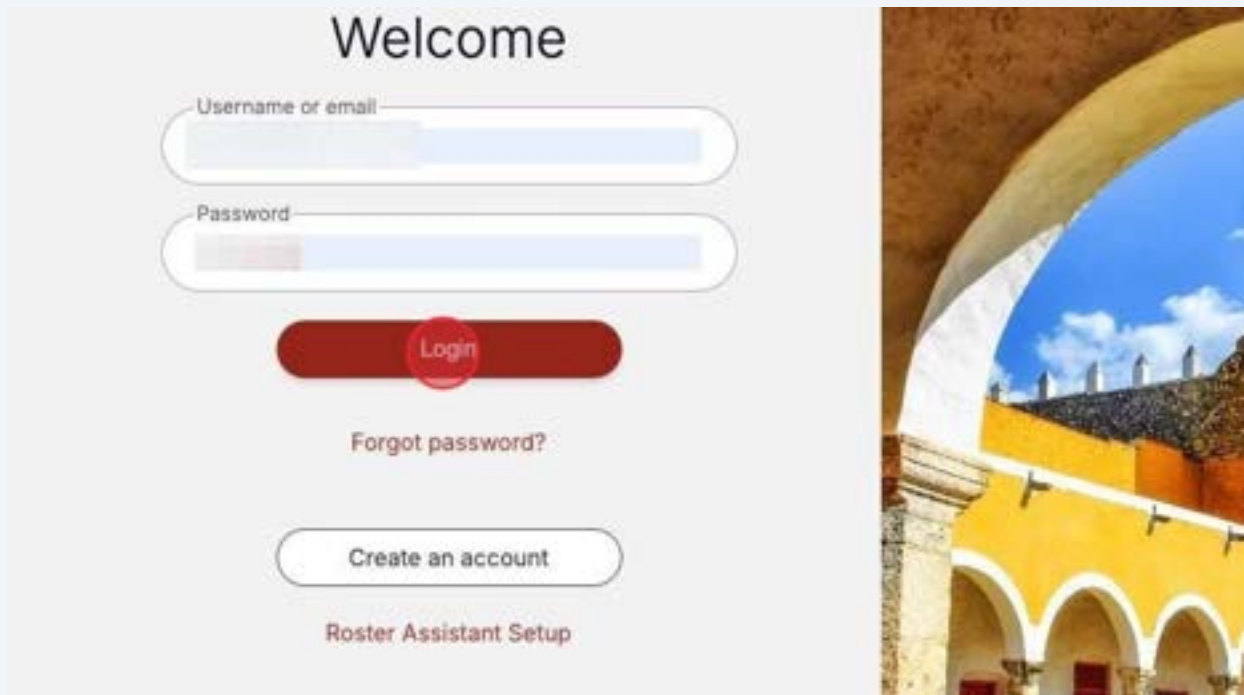
Login

[Forgot password?](#)

[Create an account](#)

[Roster Assistant Setup](#)

8 Click **"Login"**.



The image shows a login interface on a light gray background. At the top, the word "Welcome" is displayed in a large, dark font. Below it are two input fields: "Username or email" and "Password". The "Username or email" field is a light blue rounded rectangle with a white border. The "Password" field is a light blue rounded rectangle with a white border and a small red eye icon on the left. Below the input fields is a prominent red rounded button with the word "Login" in white. Underneath the button is the text "Forgot password?". Below that is a white rounded button with the text "Create an account". At the bottom of the form area is the text "Roster Assistant Setup". To the right of the form is a vertical image showing a yellow building with white arches under a blue sky with clouds.



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

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 [vhcentral.com](http://vhcentral.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

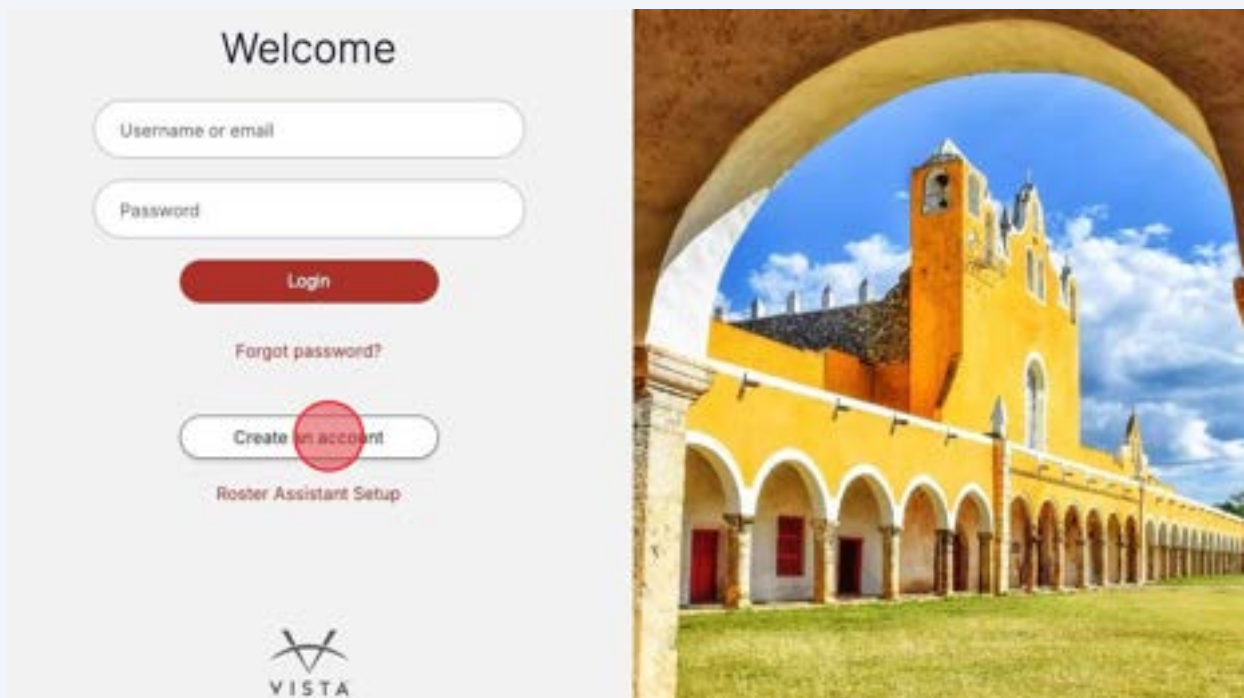
## Creating an Account



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:
  - Username and Password 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

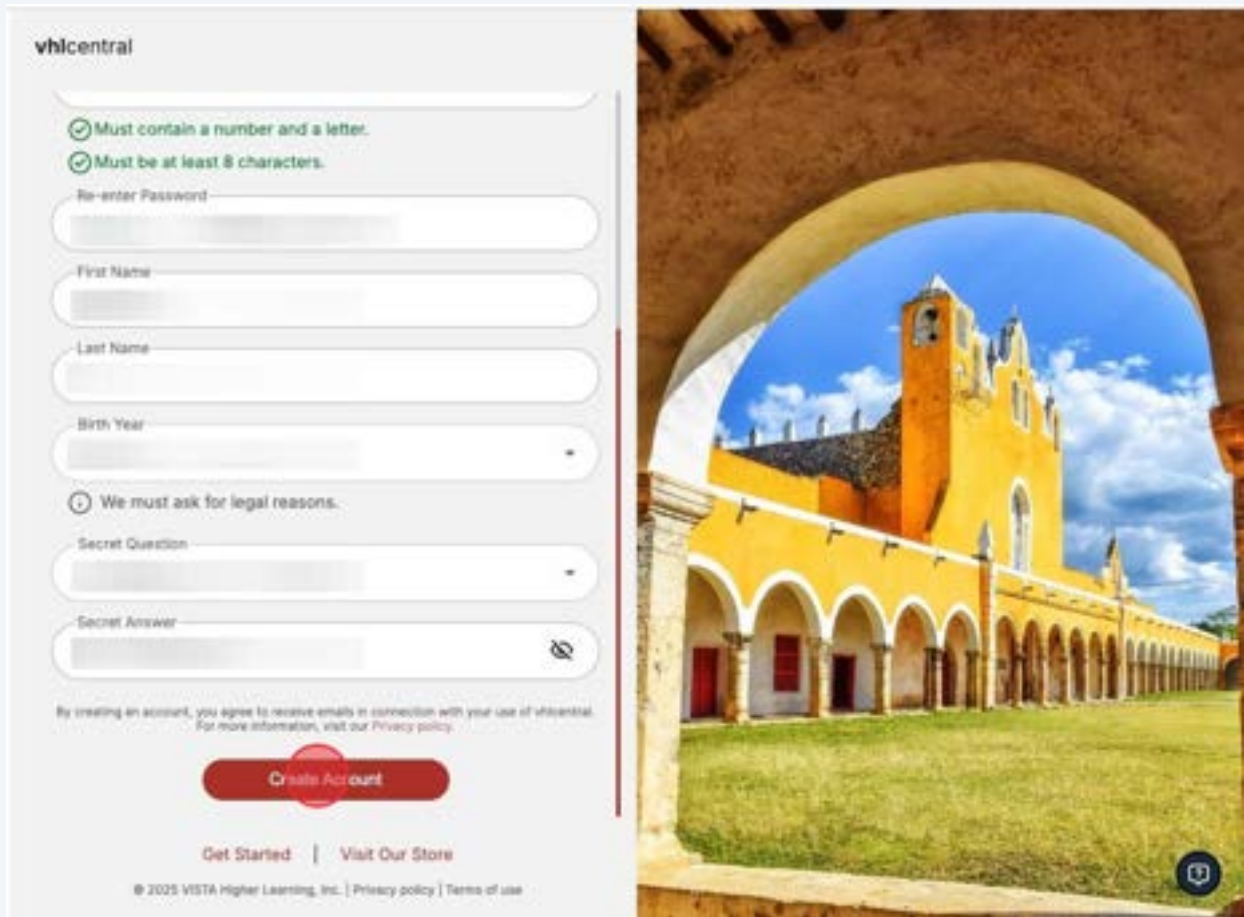
Last Name

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 articles.

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

Sidebar articles:  
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 radial button for the 'Section 1' 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 lists three courses:

- Aventuras, 7th Edition, Primer curso de lengua española**

VHL Section	Linked?
Section 1 Aug 17, 2025 - Nov 24, 2025	Not linked
- Chemins 2, ©2026, Prime, French for a connected world**

VHL Section	Linked?
Section 1 Sep 05, 2025 - Dec 13, 2025	Not linked
- Encuentros 1, ©2026, Supersite, Comunicación y cultura**

VHL Section	Linked?
-------------	---------

19

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

The screenshot shows the Course Connector interface. On the left, there are two course cards: 'SENDEROS 3 PRIME' and 'VISTAS'. The main area displays a table for 'Senderos 3, ©2023, Prime, Spanish for a Connected World' and 'Vistas, 7th Edition, Introducción a la lengua española'. The 'Vistas' section is highlighted with a red box, showing 'Section 1' with dates 'Aug 17, 2025 - Nov 24, 2025', 'Linked to Blackboard', and a 'Unlink' button. A 'RETURN TO VHC CENTRAL' button is at the bottom right.

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

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

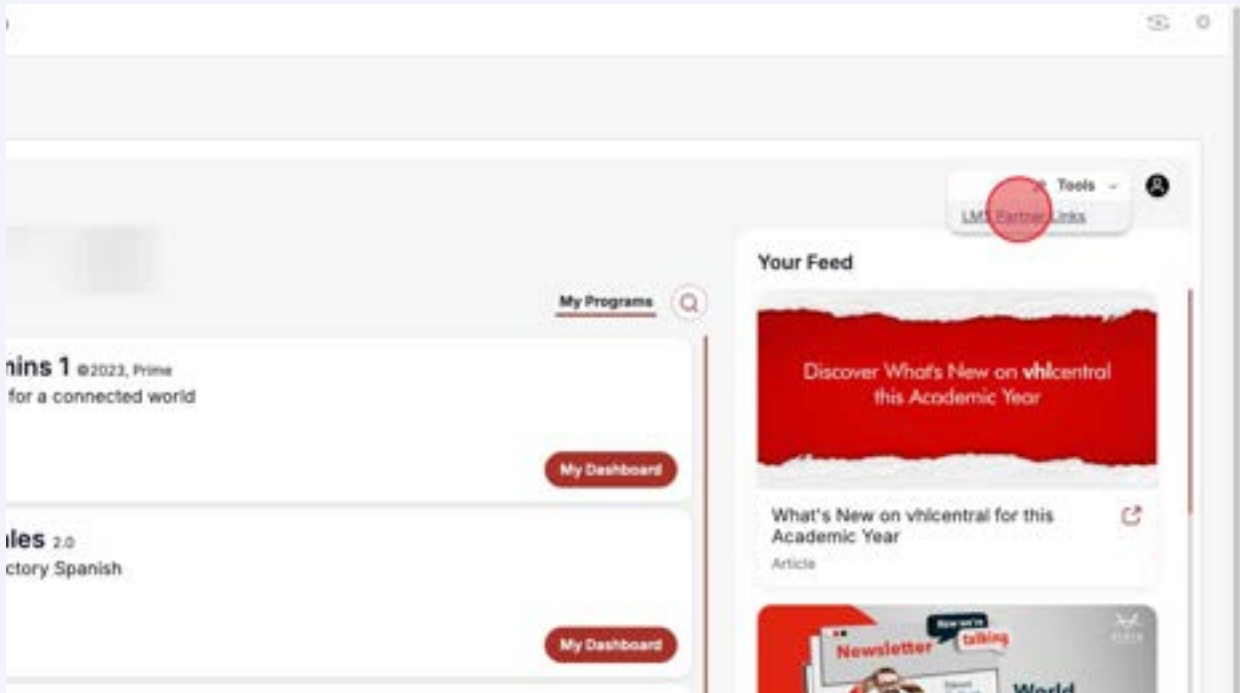
## Unlinking a Course

20

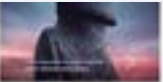




Click "Tools" on the top right-hand side of the Welcome page.

The screenshot shows the VHC Central Welcome page. The top right corner has a 'Tools' button circled in red. The main content area lists three courses: 'Chemins 1', 'Portales 1.0', and 'Senderos 1'. Each course has a 'My Dashboard' button. The right sidebar contains a 'Your Feed' section with a red banner and a newsletter subscription link.

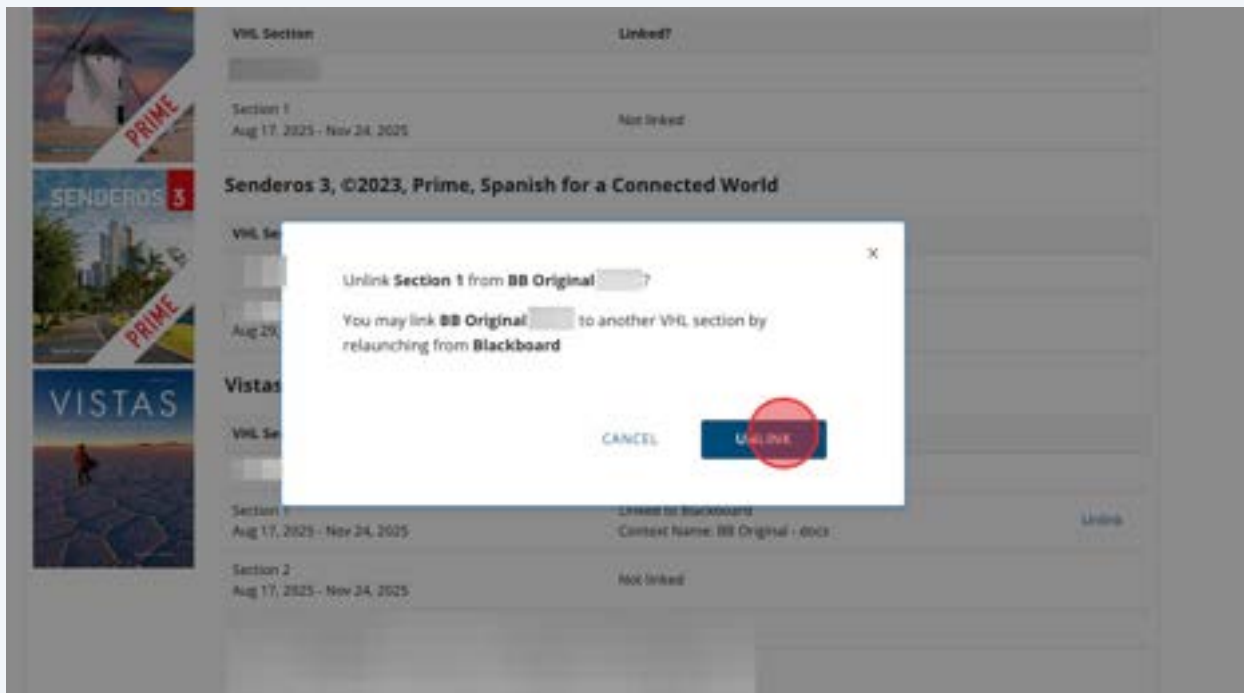
21 Click "LMS Partner Links".



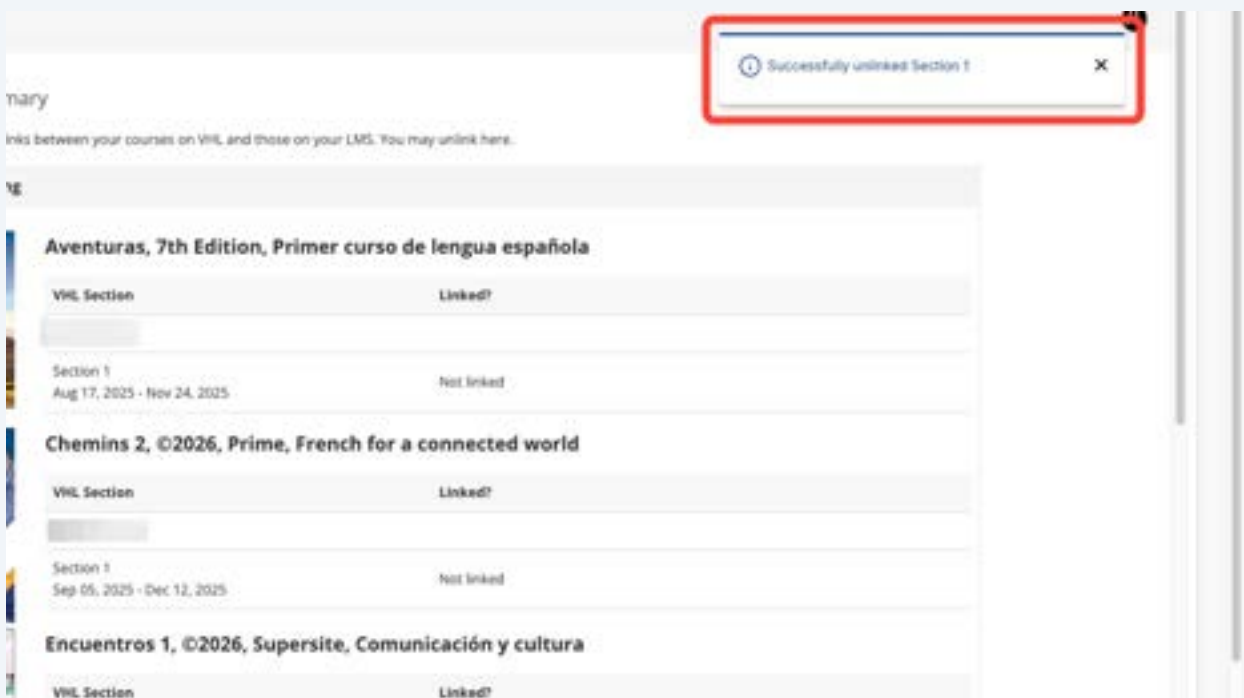
22 Go to the course you want to unlink. Click "Unlink".

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

23 Click "Unlink".



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



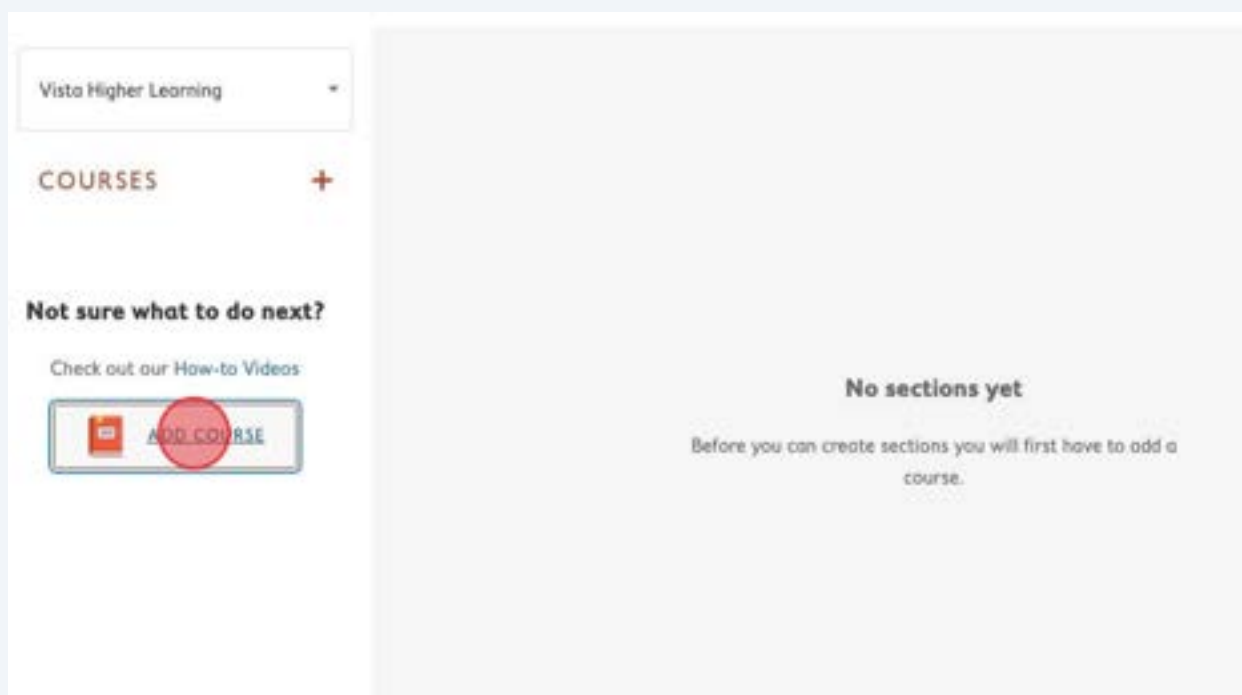


Tip! To link to the correct section after unlinking the incorrect section, follow the [Selecting a Program](#) steps above.

## Create a Course in vhlcentral

25

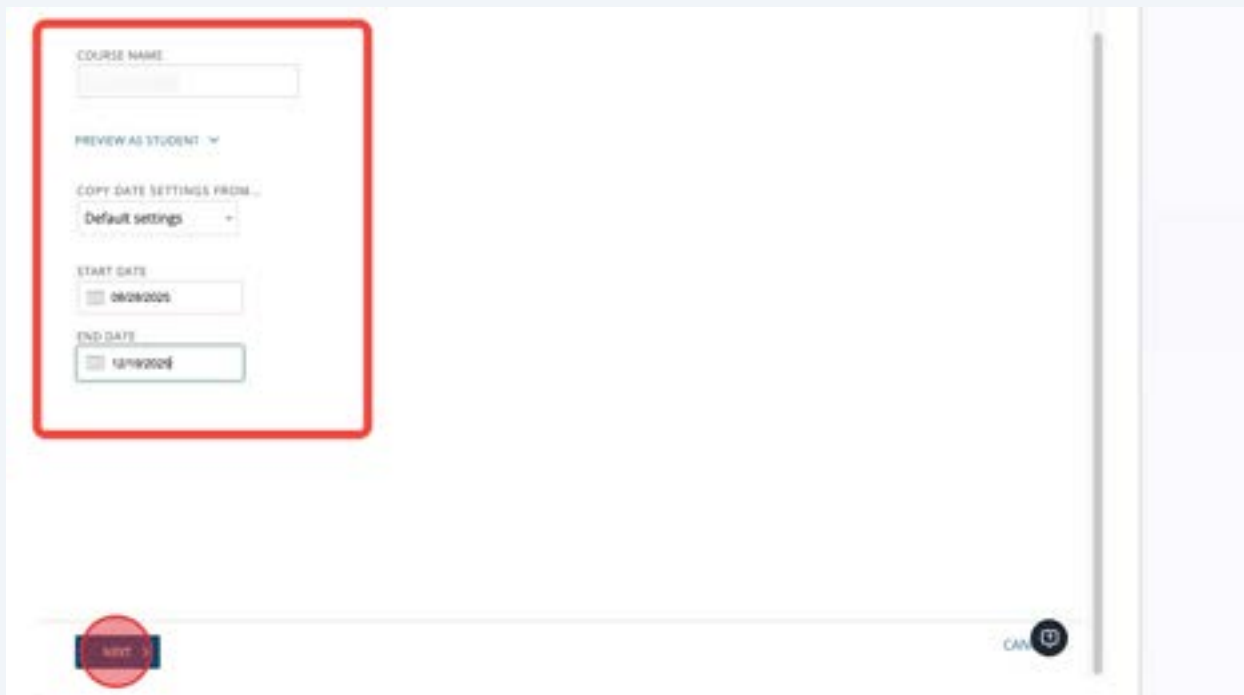
You will be taken to your "**vhlcentral Dashboard**". Click "**Add Course**".




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
- **End Date:** enter the end 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" (checkbox), "COPY DATE SETTINGS FROM..." (dropdown menu showing "Default settings"), "START DATE" (calendar icon and text input showing "09/28/2025"), and "END DATE" (calendar icon and text input showing "12/12/2025"). At the bottom of the form, there are "Save" and "Cancel" buttons.

 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 'Return to Dashboard' link. Below that is a breadcrumb trail: 'Course > **Content** > Gradebook > Summary'. The main content area is enclosed in a red rectangular box and contains the following sections:

- USE SETTINGS FROM**: A dropdown menu currently set to 'Default settings'.
- ACCESS LEVEL**: A section header.
- LEVELS**: A sub-section header.
- Select the level of access you expect your students to have for this course.**: A text instruction.
- Superior Plus**: A radio button option that is currently selected.
- COMPONENTS**: A section header.
- Select the components your students must have for this course.**: A text instruction.
- WHSAM**: A checkbox option that is currently unselected.

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**" - 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.

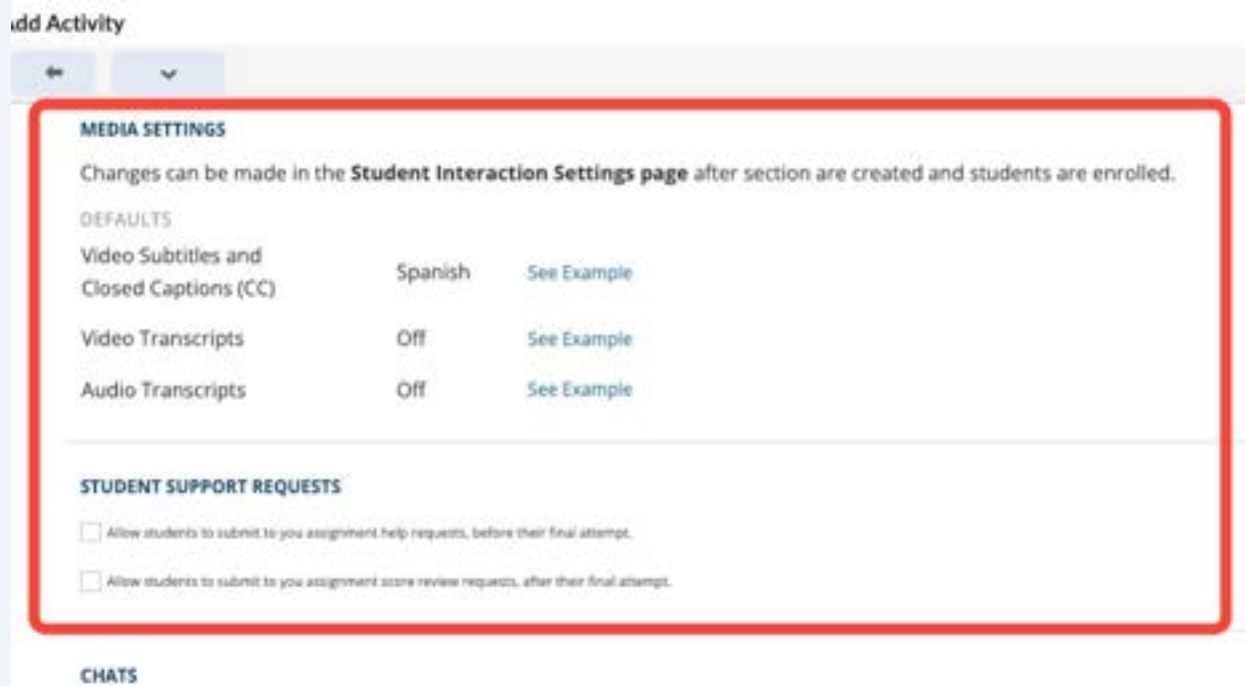
29 Under the "**Content**" tab, complete the:

- **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

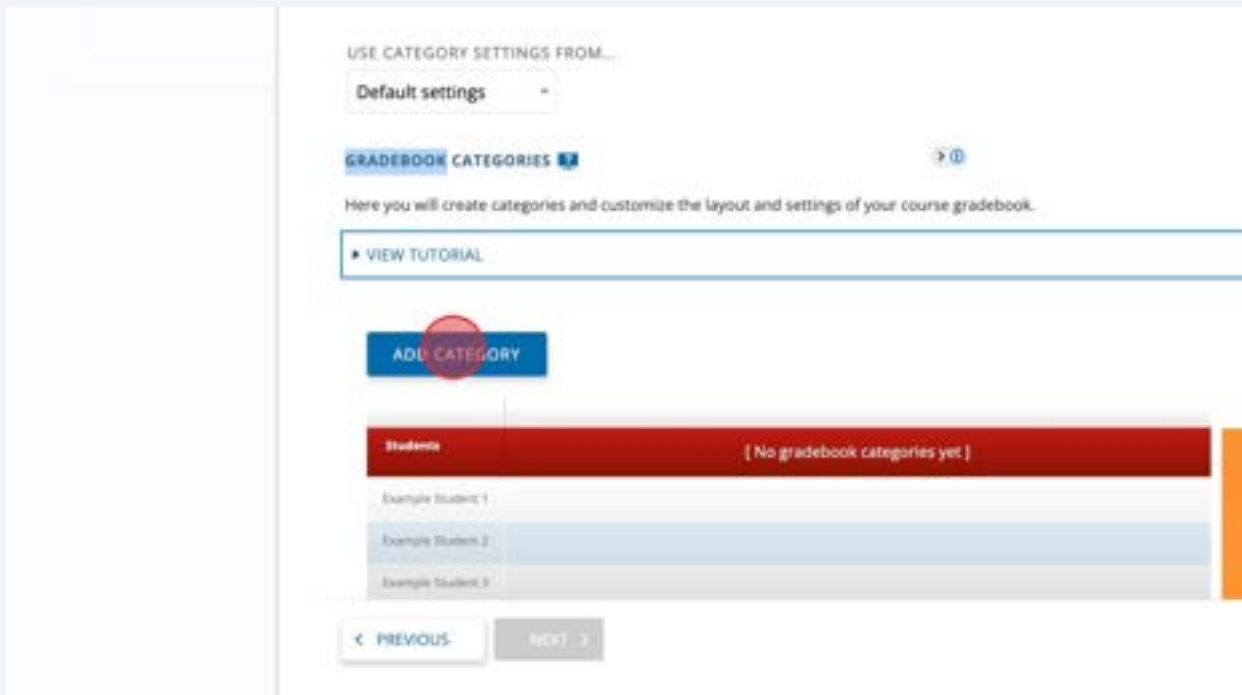
Cancel

## Gradebook Tab

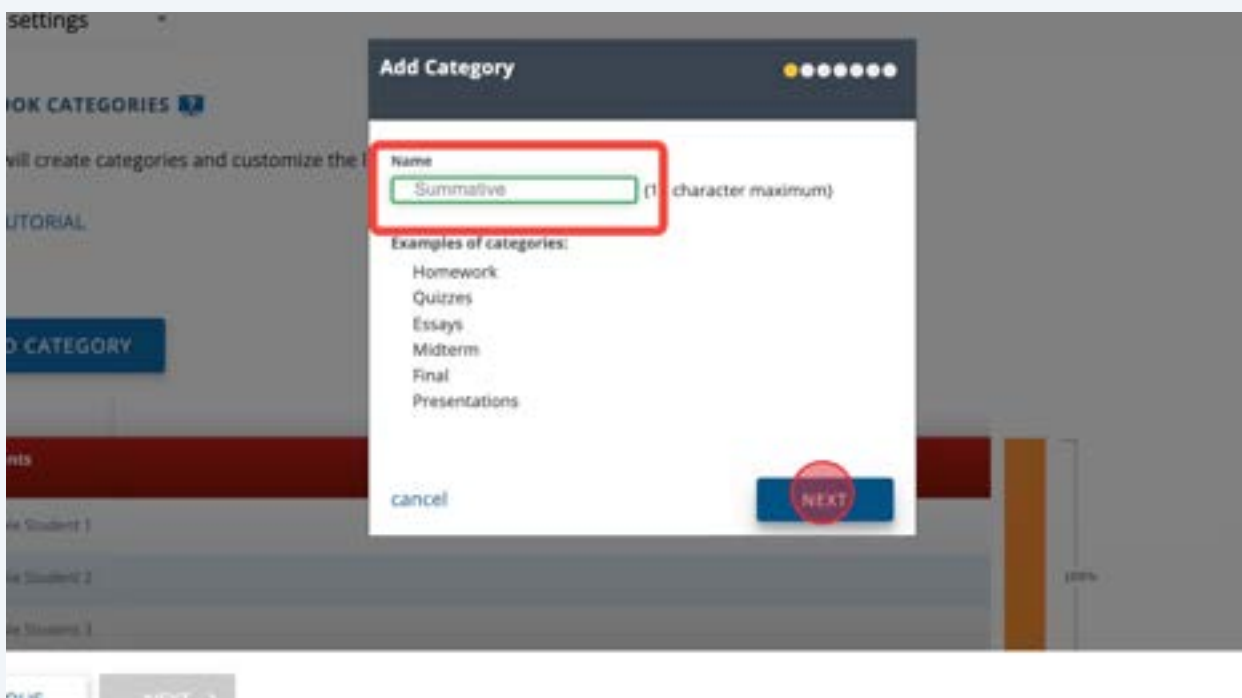


Alert! Vhlcentral gradebook categories do not need to match your LMS categories. Once the grades pass back from vhlcentral to your LMS, you will need to recategorize them in the Blackboard gradebook. You can create a category in vhlcentral for practice assignments that you don't want to be added to the 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.

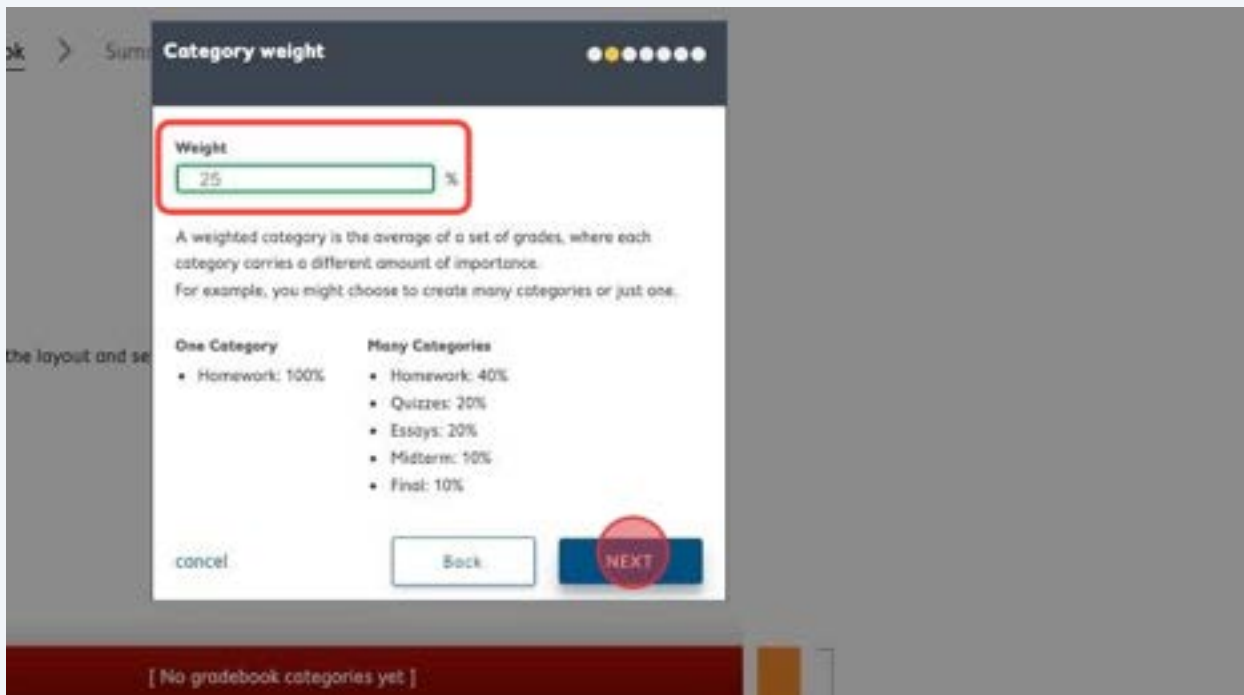
31 To set up Gradebook Categories, click **"Add Category"**.



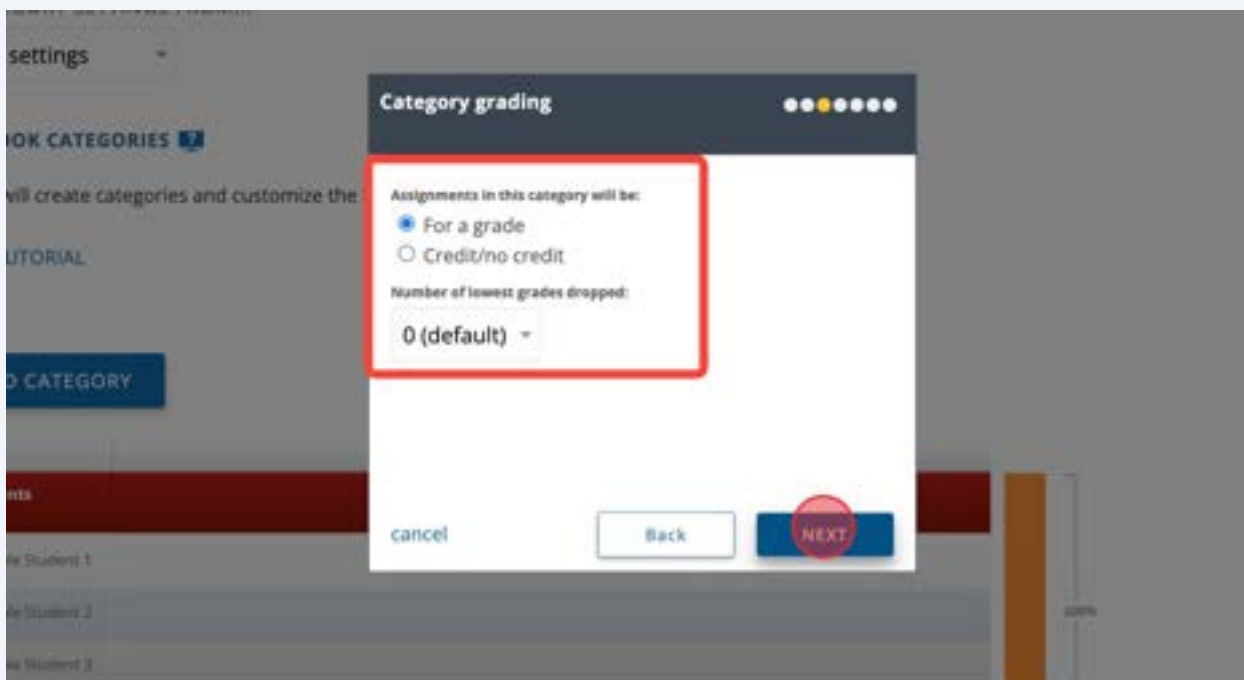
32 Type your first category, for example **"Summative"**. Click **"Next"**.



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

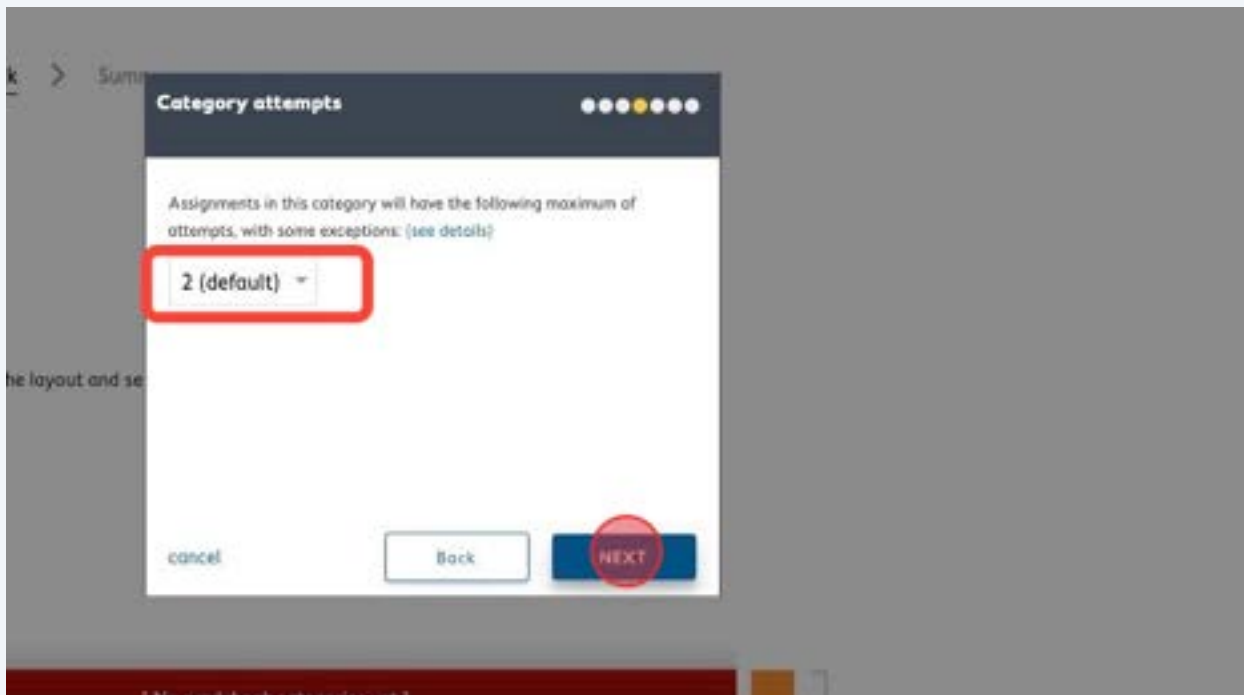


34 Select "**For a grade**" if you want grades for each of your activities and assessments as well as the "**number of lowest grades dropped**". Click "**Next**".



35

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

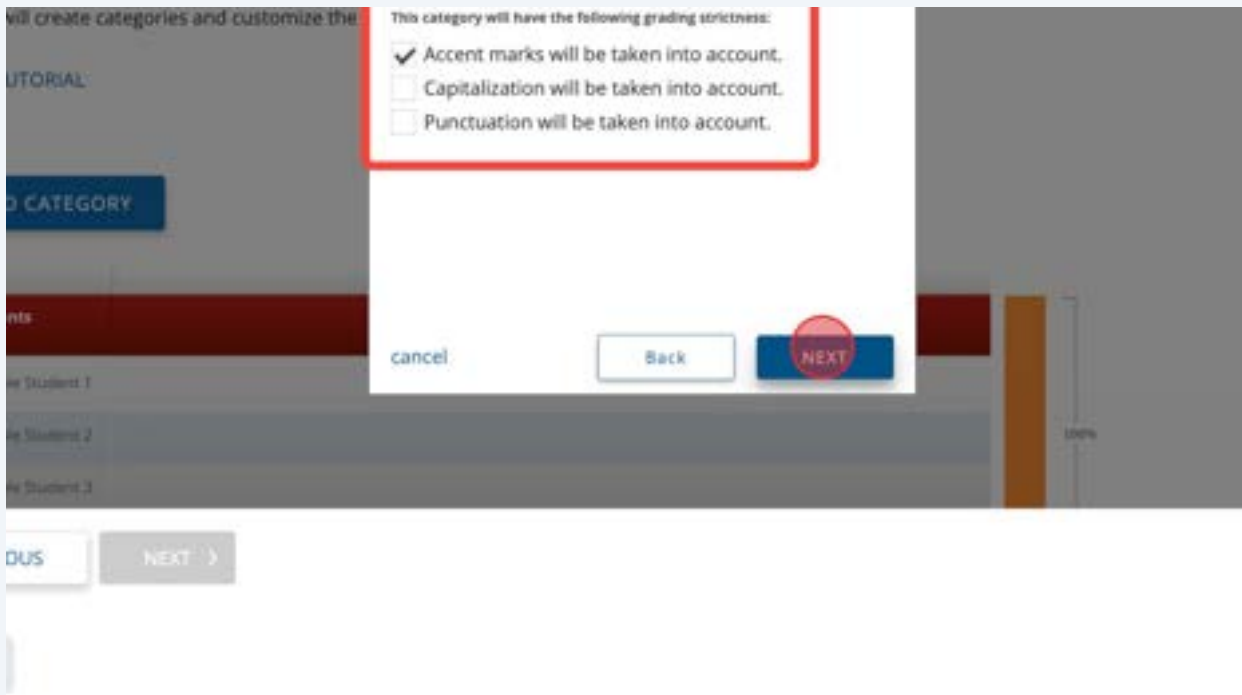


Tip! If you allow multiple attempts, consider adding an extra attempt for technology issues, such as loss of connectivity or other technology issues.

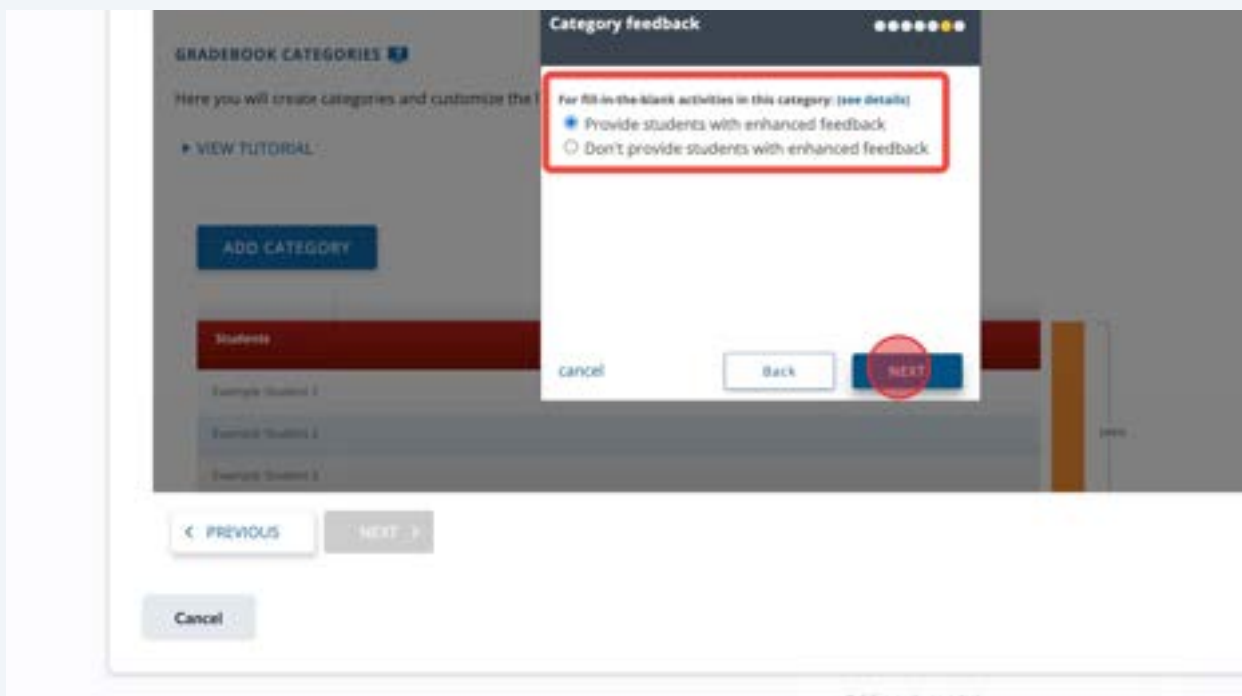


Alert! This setting will not affect the number of attempts for assessments.

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



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





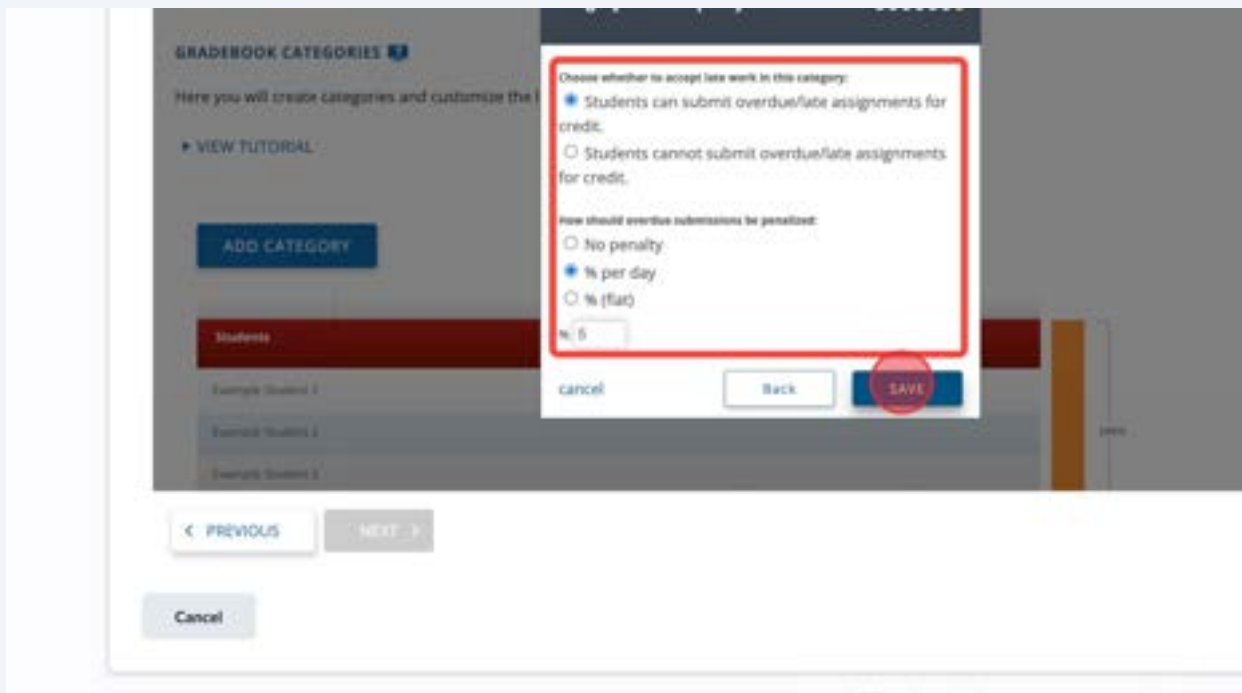
Tip! Providing enhanced feedback will not provide students with the correct answer, but it will provide some guidance on how to improve their response during any additional attempts.

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"**.

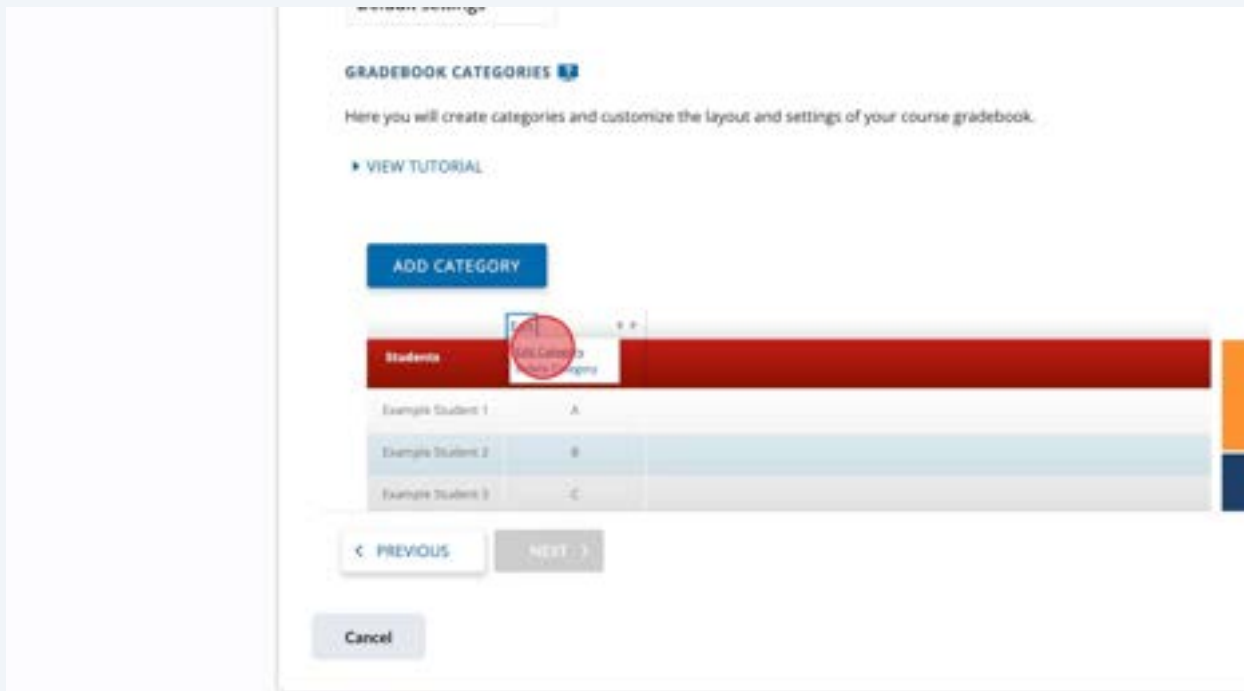
If you're allowing students to turn in overdue/late assignments, choose if there will be a penalty and what that penalty will be.

Click **"Save"**.

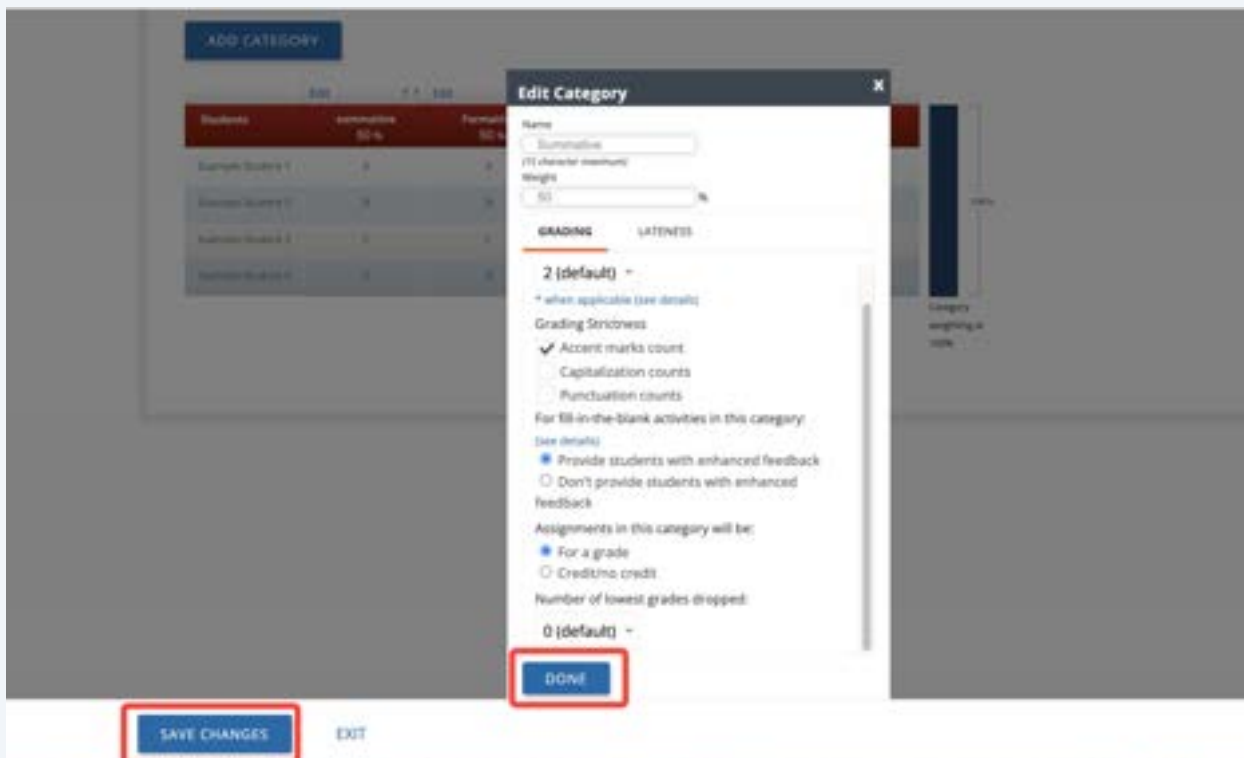


## Editing and Deleting Categories

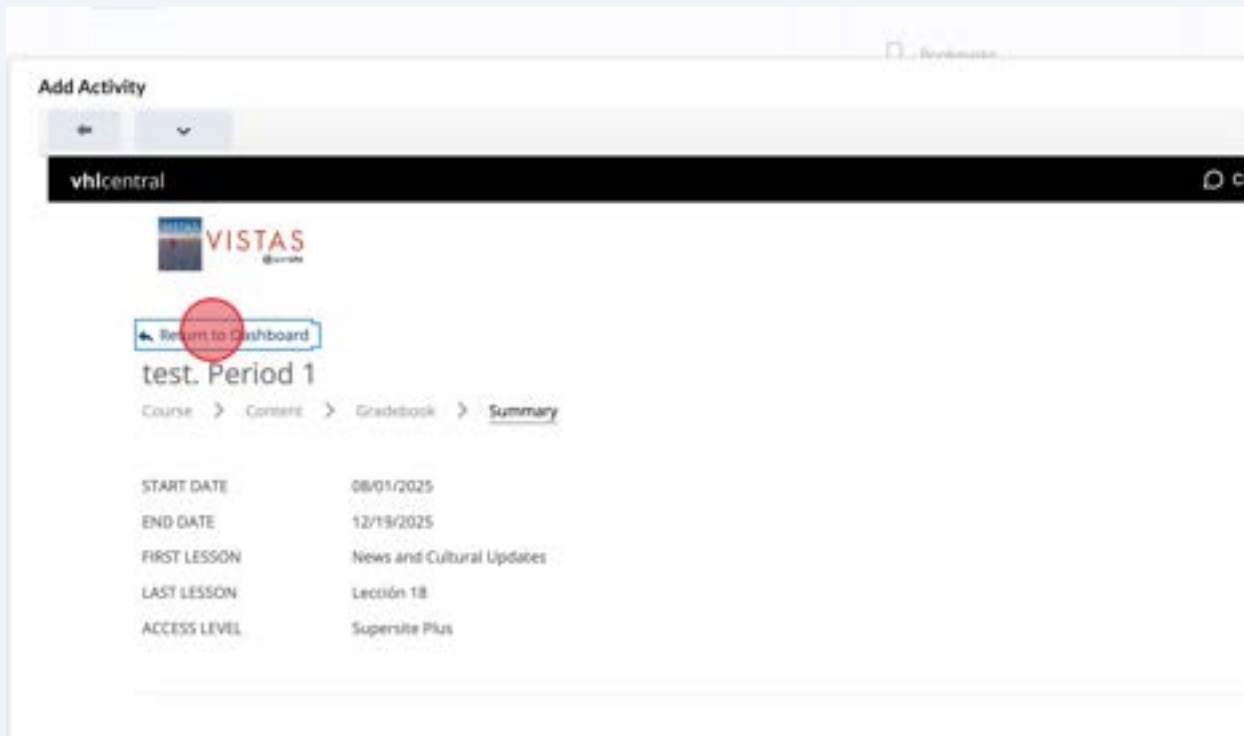
39 Click "Edit Category".



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



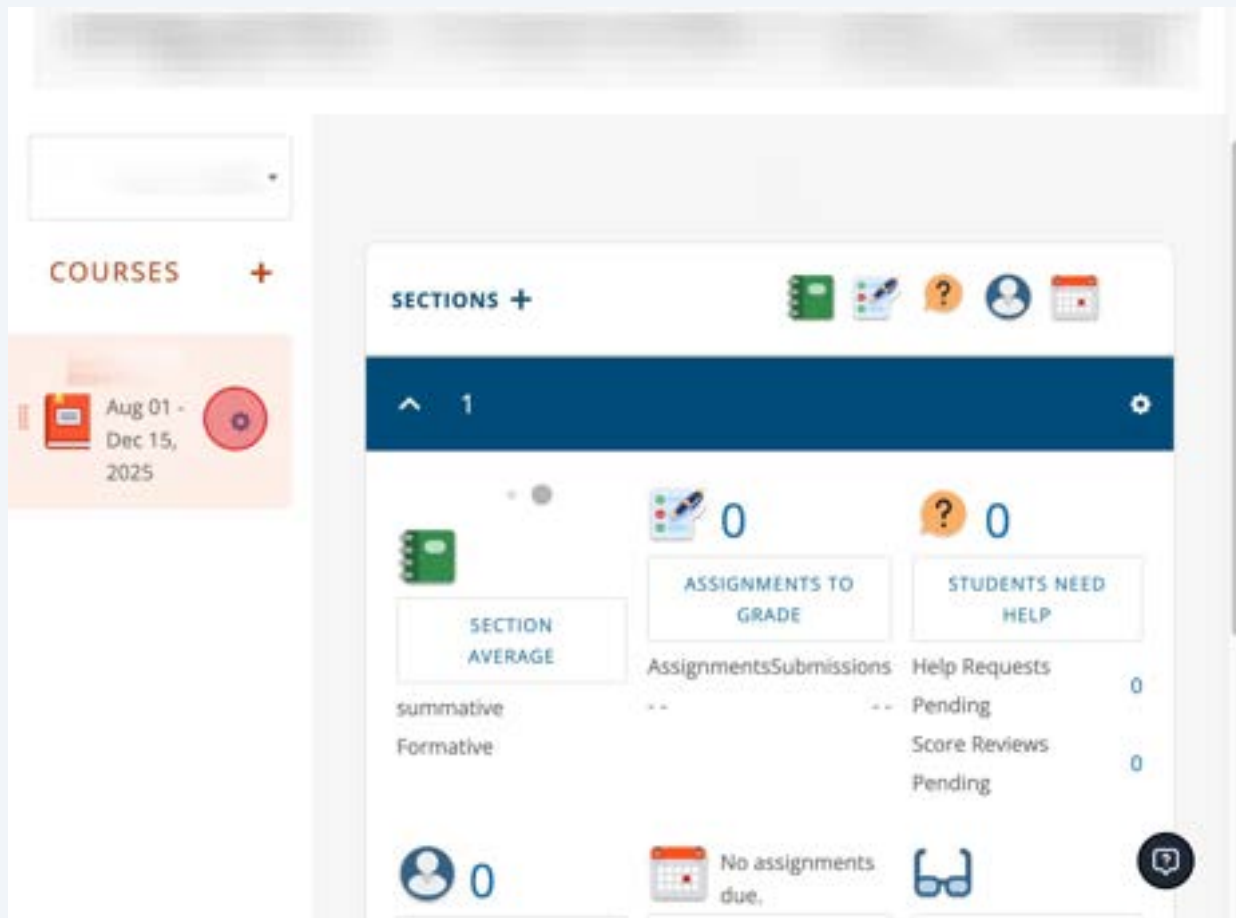
**41** Click "**Return to Dashboard**" to continue the setup.



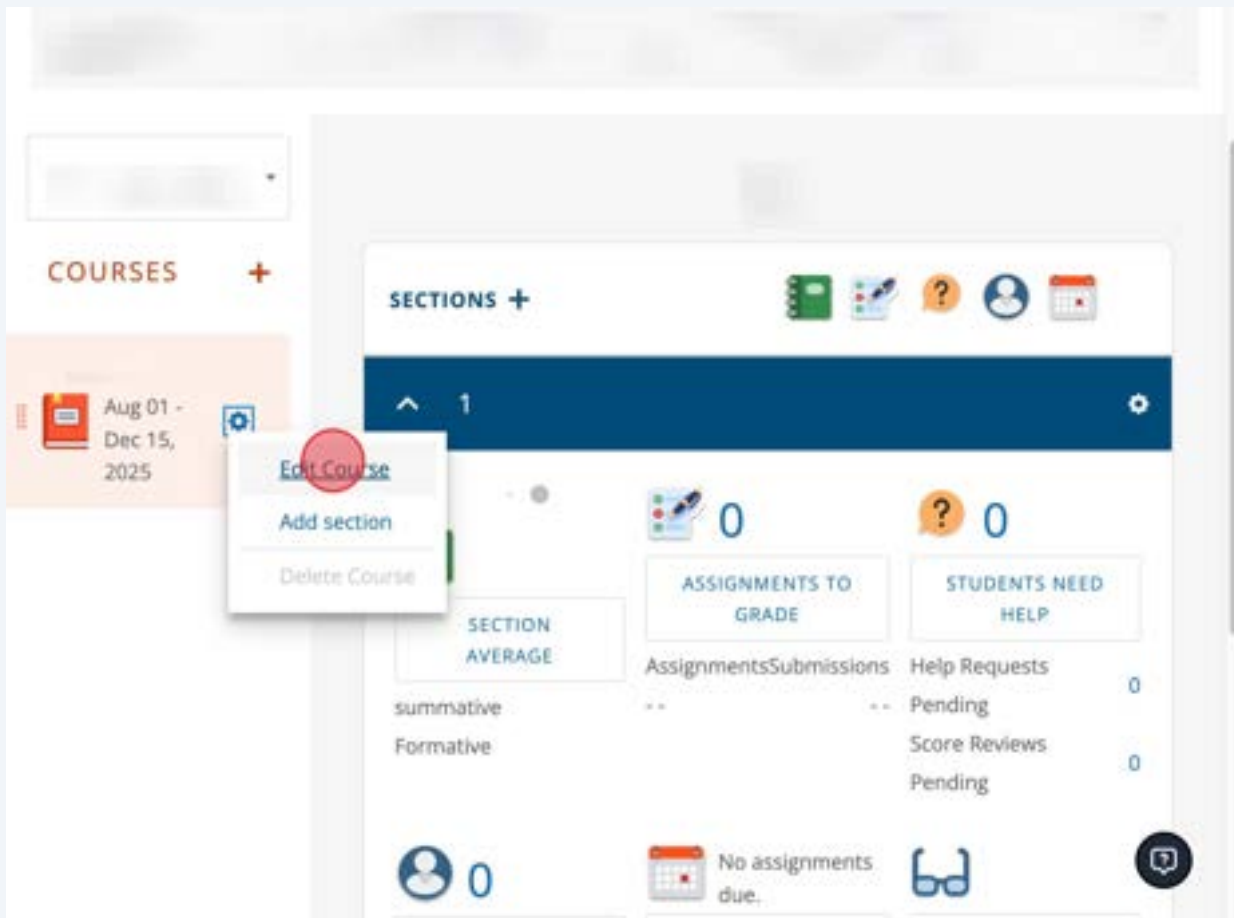
## Course Editing

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

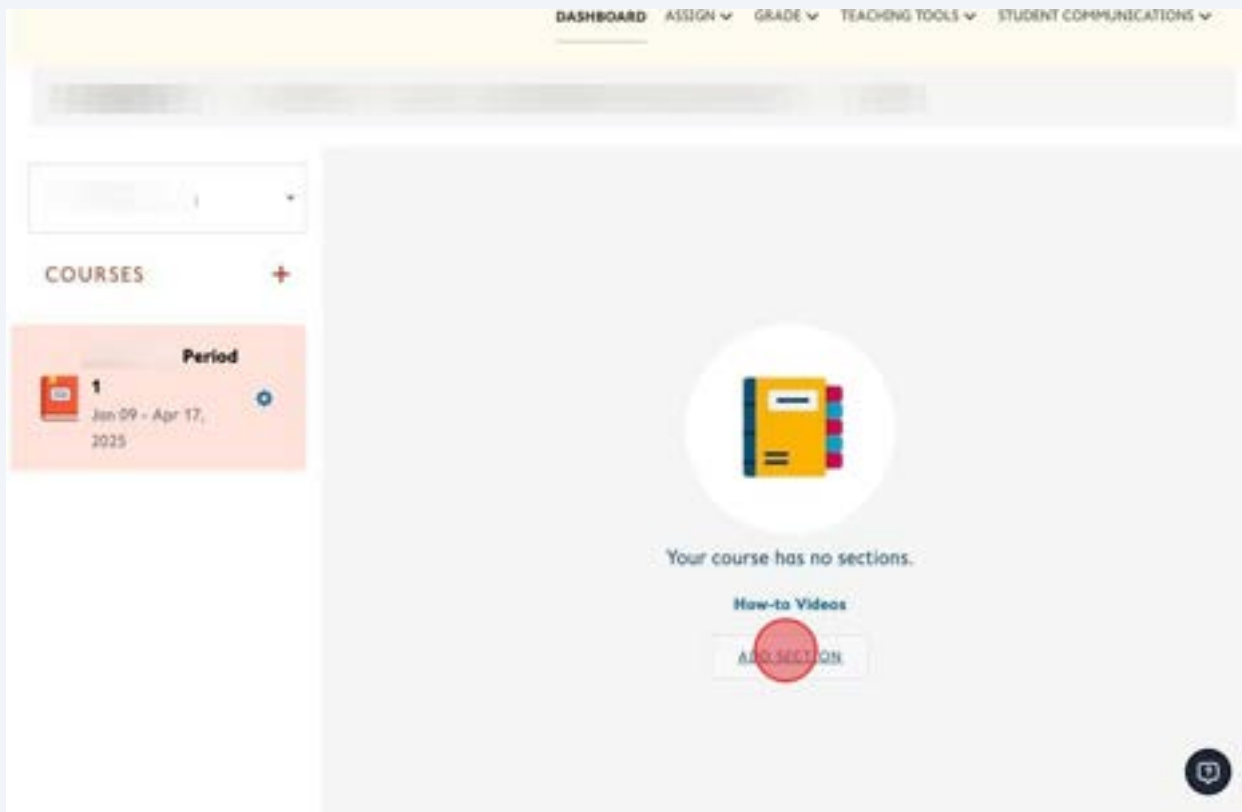
SAVE CHANGES EXIT

## 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

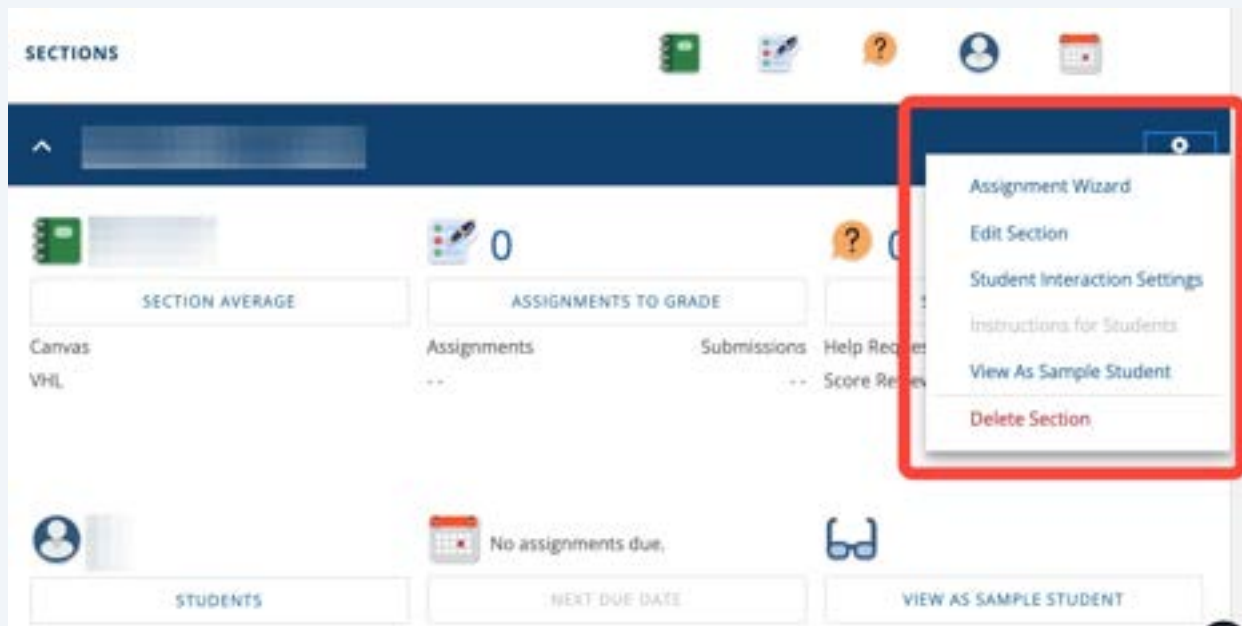
**SUBMIT** CANCEL

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## Student Interaction Settings Page

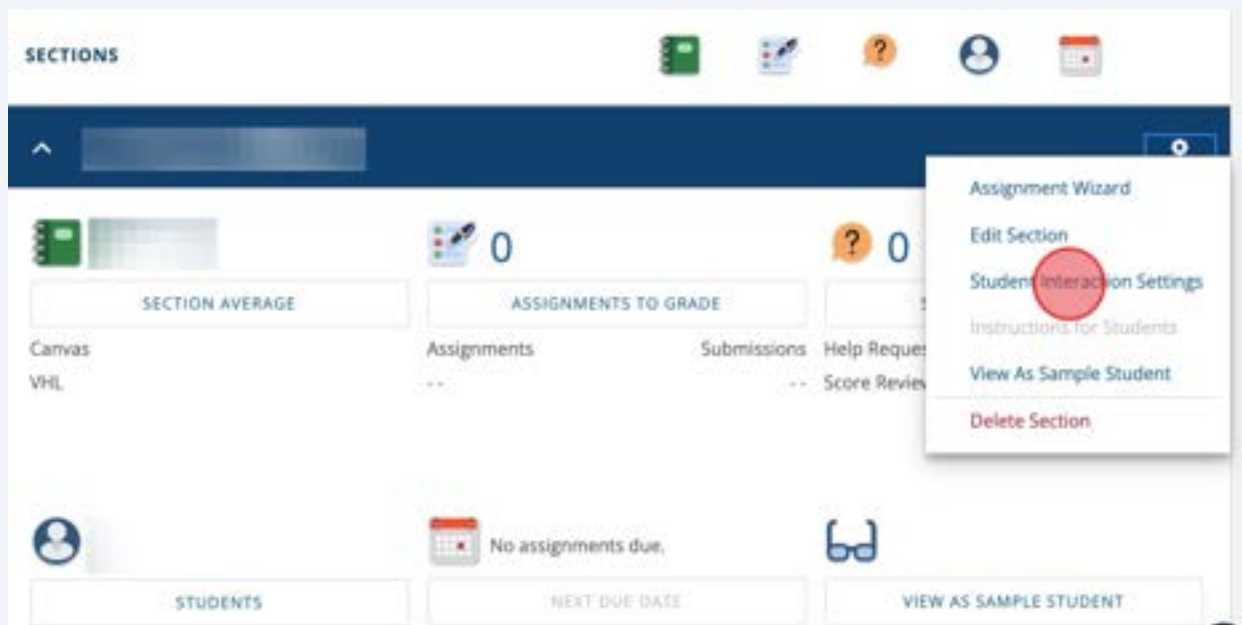
48

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.](#)

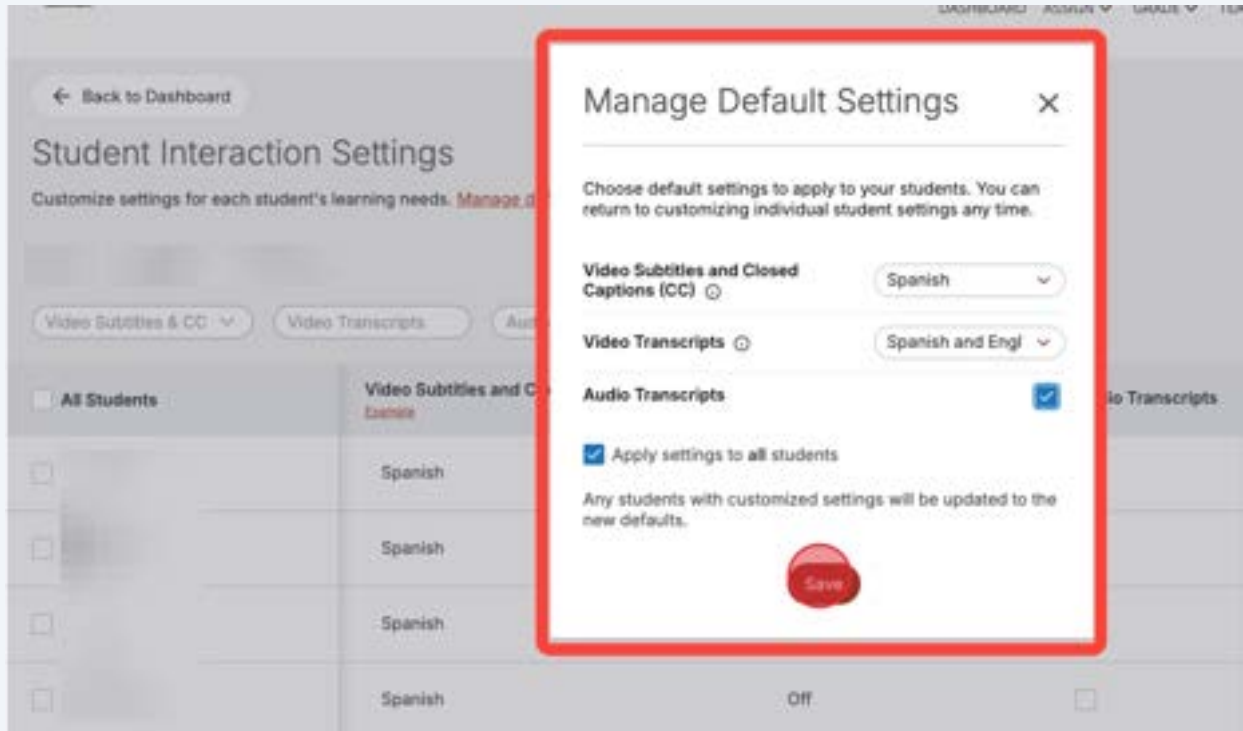
Video Subtitles & CC Video Transcripts Audio Transcripts

<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

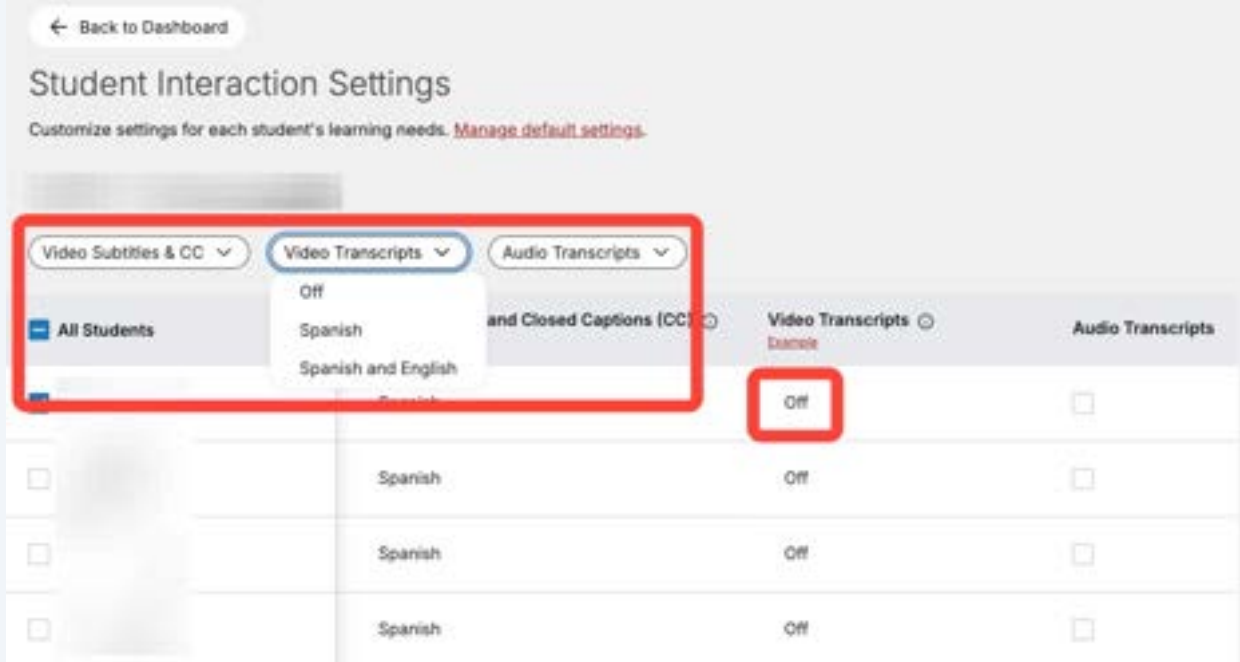
The **"Manage default settings"** pop-up will allow you to click "Apply settings to all students" by ticking the box. Click "Save" once you have chosen your default settings.

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

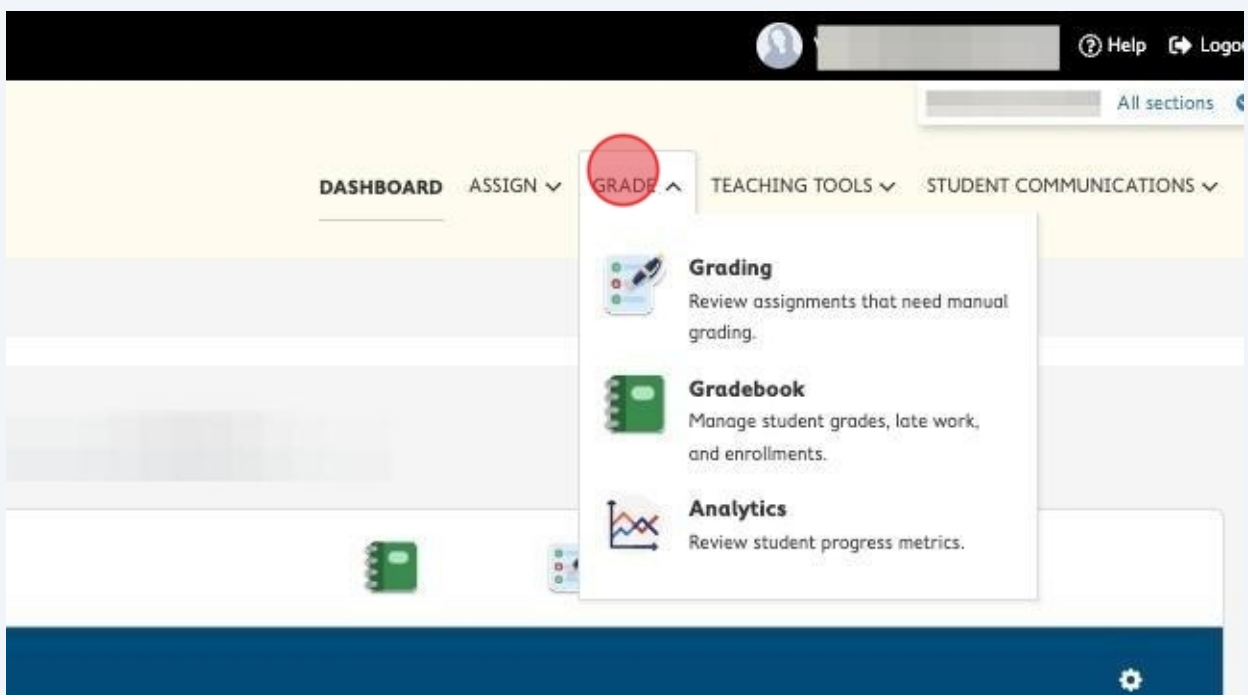
To make changes for a specific student, click on the box next to their name. You can choose one student or several. The settings can be changed either to the right of each student or using the drop-down menus above the student list.



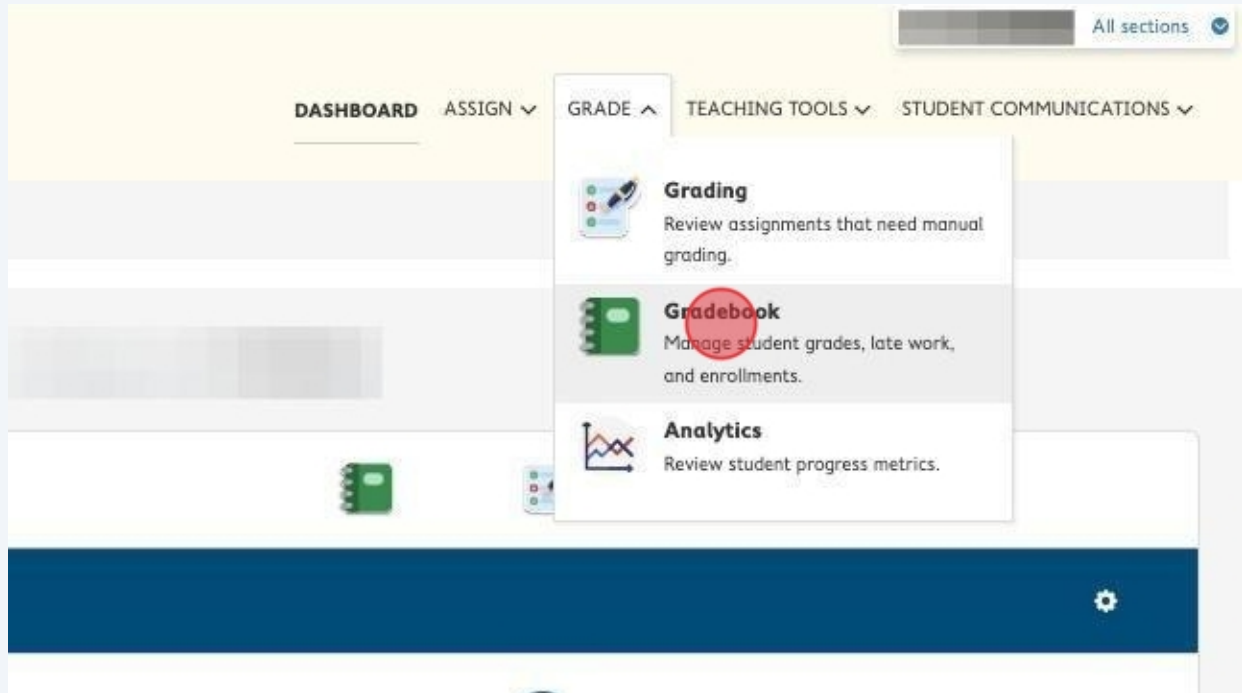
## Enable Grade Passback from vhlcentral to Blackboard

54

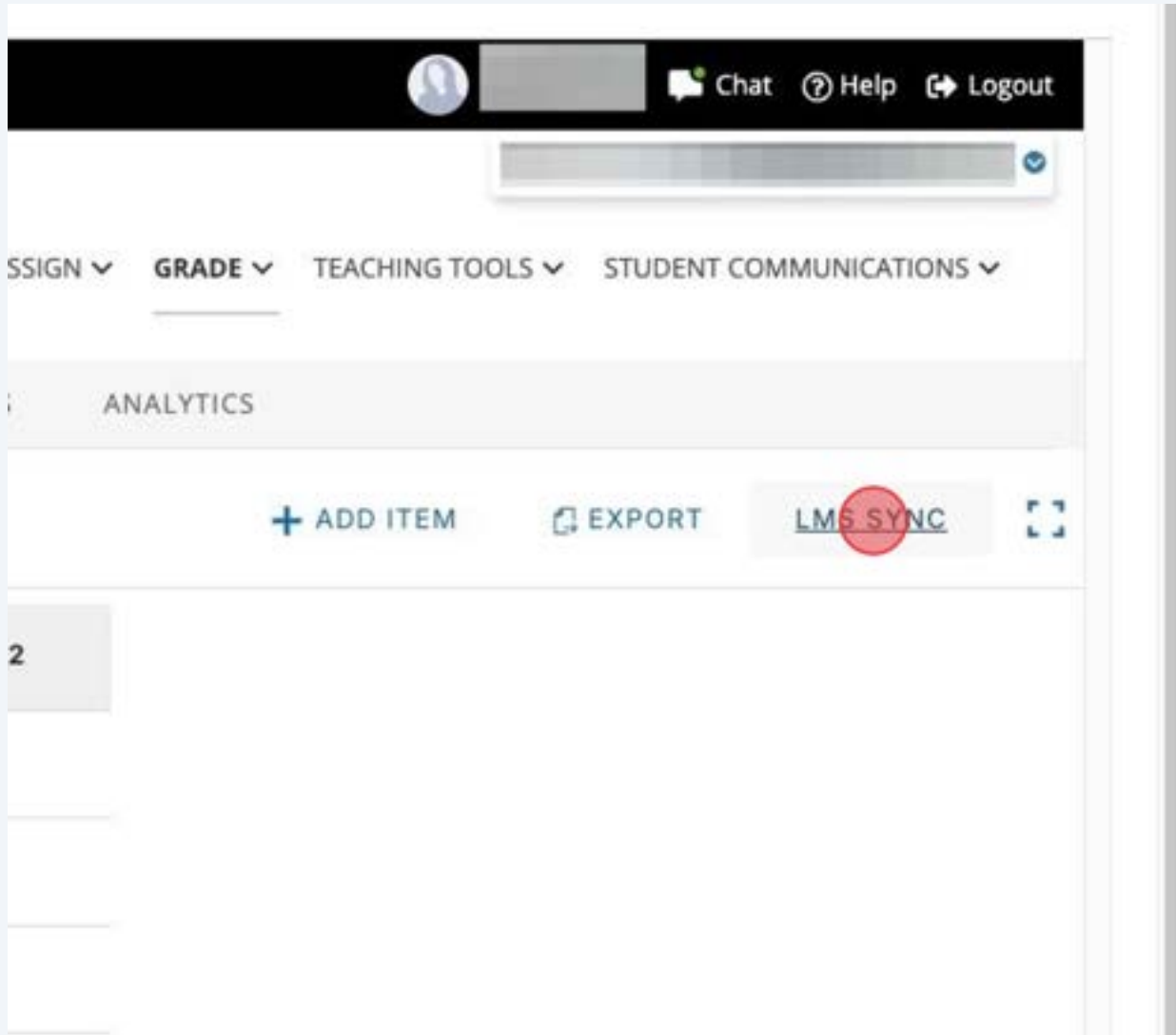
On your Course Dashboard, click "Grade".



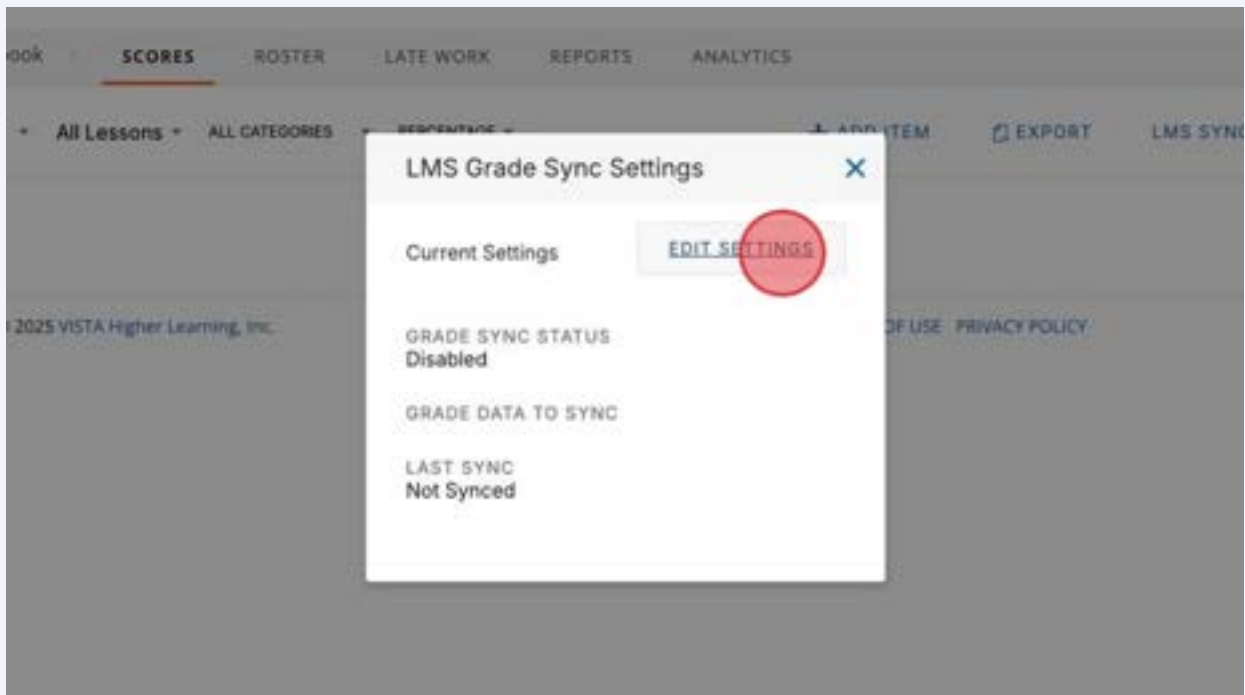
55 Click "Gradebook".



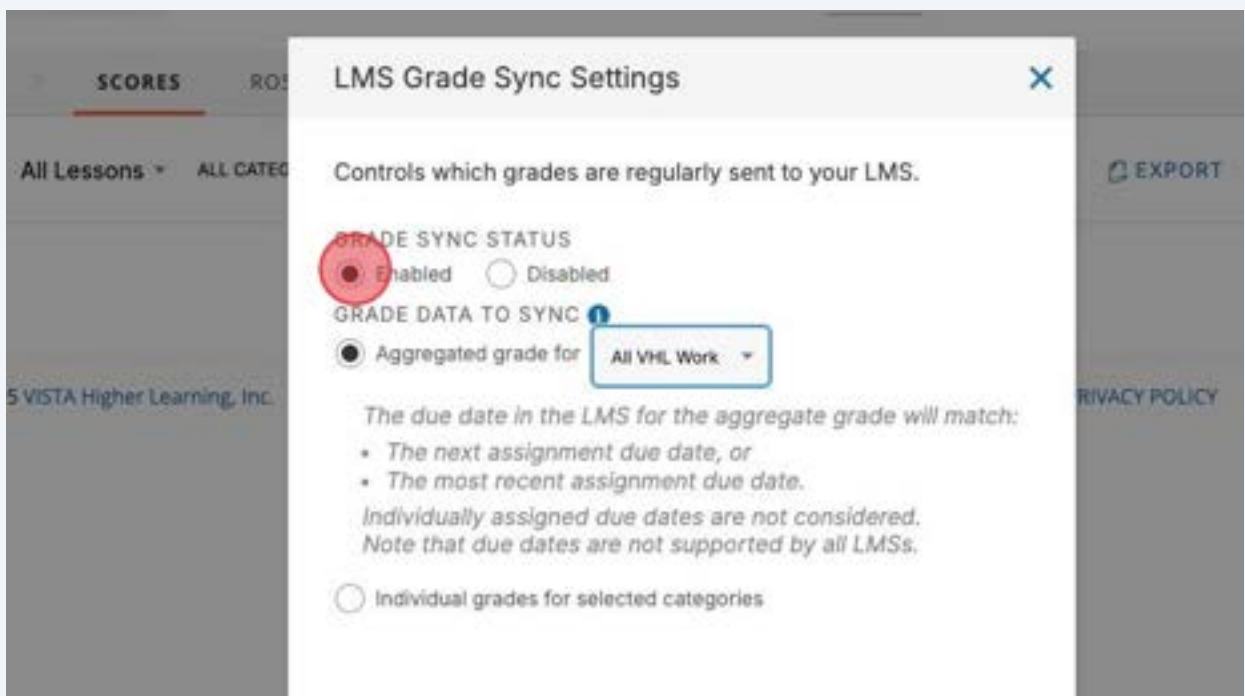
56 Click "LMS Sync".



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



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



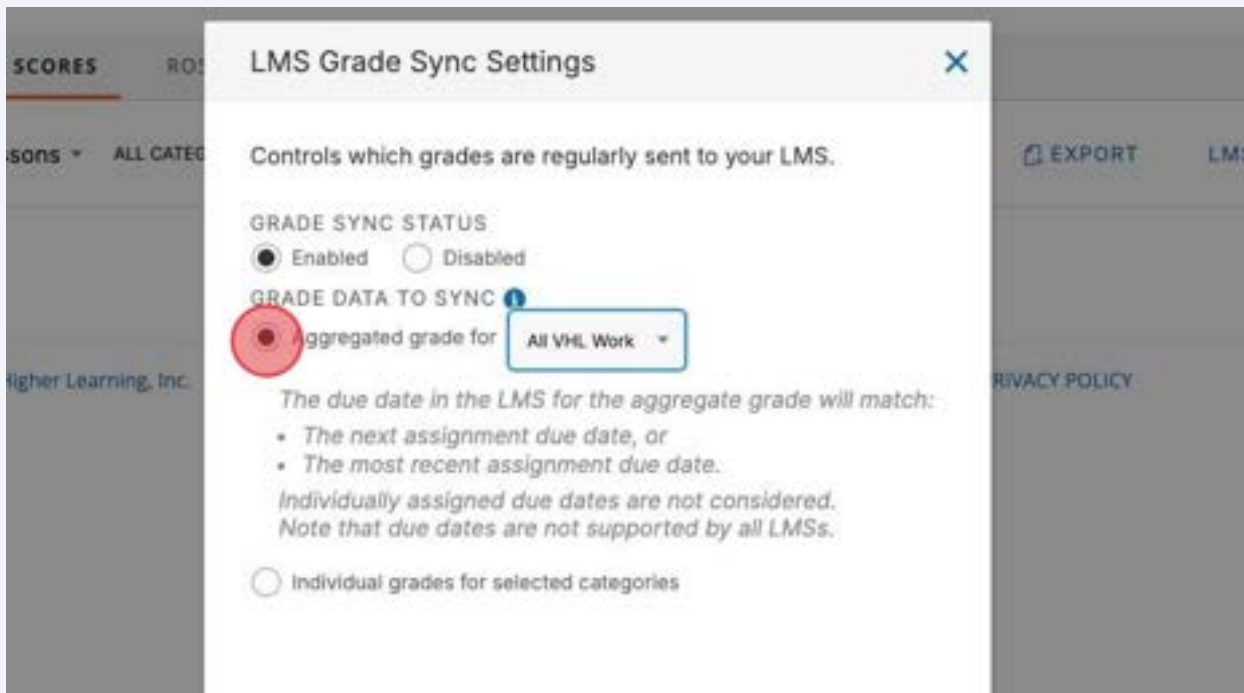
## Aggregated Grades



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**".

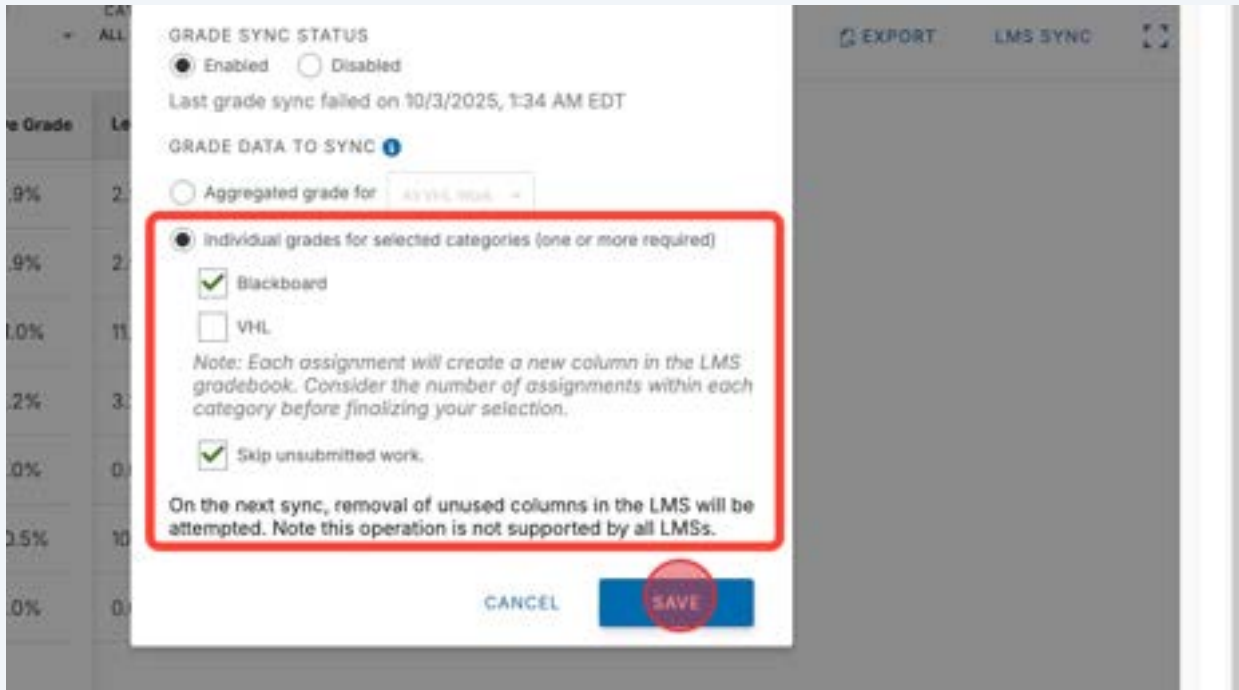
## Individual Grades



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. At the top, there are navigation tabs: 'Gradebook', 'SCORES', 'ROSTER', 'LATE WORK', 'REPORTS', and 'ANALYTICS'. Below these, there are filters for 'VIEW BY' (Lesson, All Lessons), 'ALL CATEGORIES', and 'PERCENTAGE'. A red box highlights a green checkmark and a message: 'LMS Sync has been Enabled. Level set to include activities in Categories: Formative. Skipping unsubmitted work. LMS grade sync initiated.' To the right of the filters are buttons for '+ ADD ITEM', 'EXPORT', and 'LMS SYNC'. Below the message is a table with columns for 'Student', 'Cumulative Grade', and 'Current Grade'. The table shows a student named 'Student, Sample' with a cumulative grade of 0.0% and a current grade of 0.0%.

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

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

The screenshot shows the 'LMS Grade Sync Settings' dialog box. The dialog has a title bar with 'LMS Grade Sync Settings' and a close button. Below the title bar, there is a section for 'Current Settings' with an 'EDIT SETTINGS' button. The settings are as follows: 'GRADE SYNC STATUS' is 'Enabled'; 'GRADE DATA TO SYNC' is 'Activities in Categories: Formative' and 'Skips unsubmitted work'; 'LAST SYNC' is '9/8/2025, 4:51 PM EDT' with a green checkmark. At the bottom of the dialog is a prominent blue button labeled 'SYNC NOW'.

65 Example of Cumulative Grade for "All Lessons".

The screenshot shows the Blackboard Gradebook interface. The 'VIEW BY' dropdown is set to 'Lesson', and the 'Lesson' dropdown menu is open, with 'All Lessons' selected and highlighted by a red box. The table below shows cumulative grades for three students and a sample student.

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

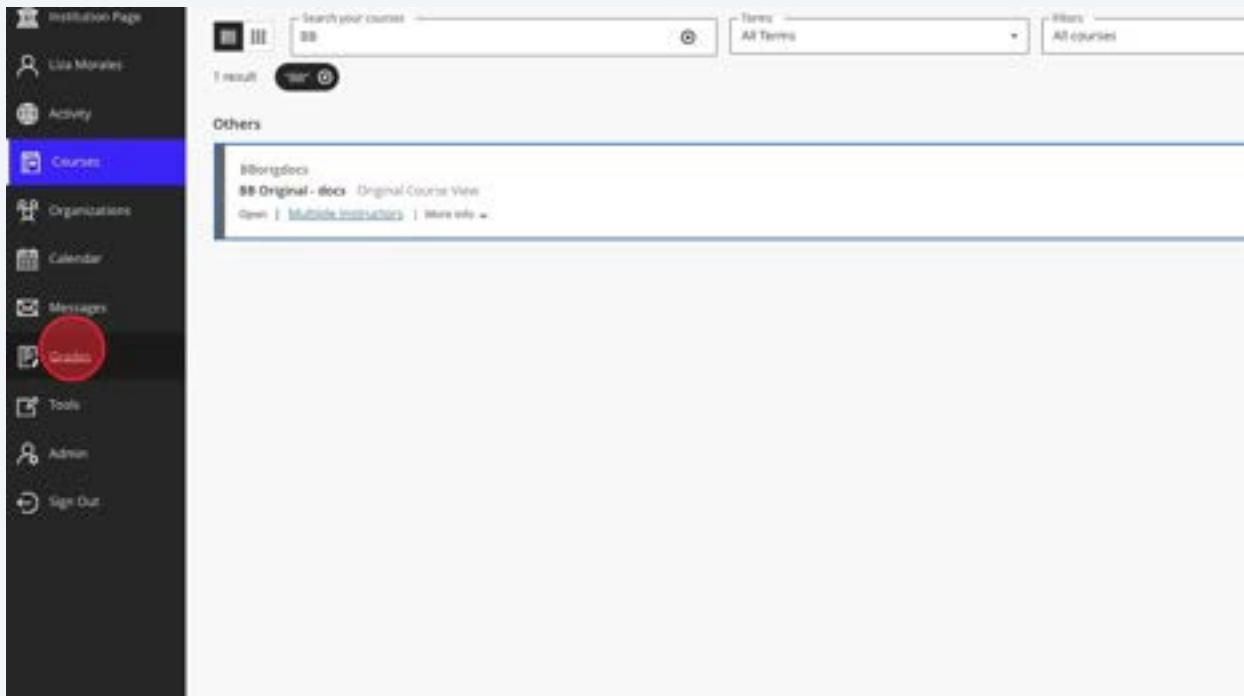
66 Example of Individual Grades for "Lección 1".

The screenshot shows the Blackboard Gradebook interface. The 'VIEW BY' dropdown is set to 'Lesson', and the 'Lesson' dropdown menu is open, with 'Lección 1' selected and highlighted by a red box. The table below shows individual grades for three students and a sample student, broken down by activity.

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

## Blackboard Gradebook

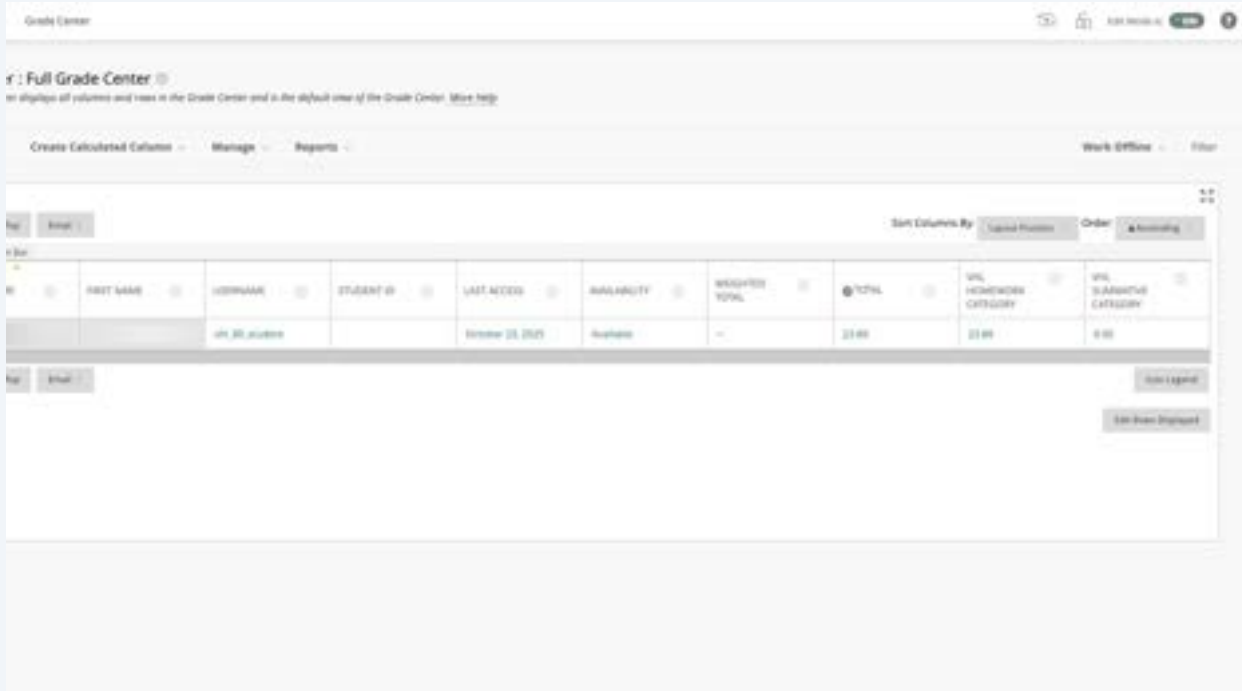
67 Click "Grades".



68 In grades, select the course you are currently working on.

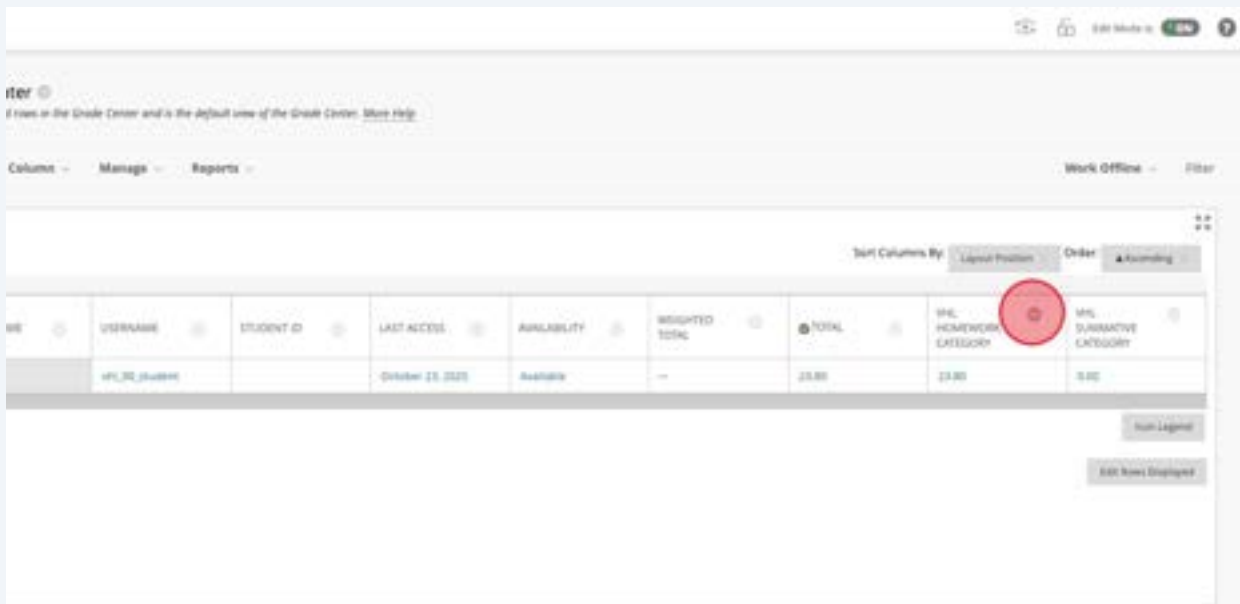


69 The **Full Grade Center** screen will appear.

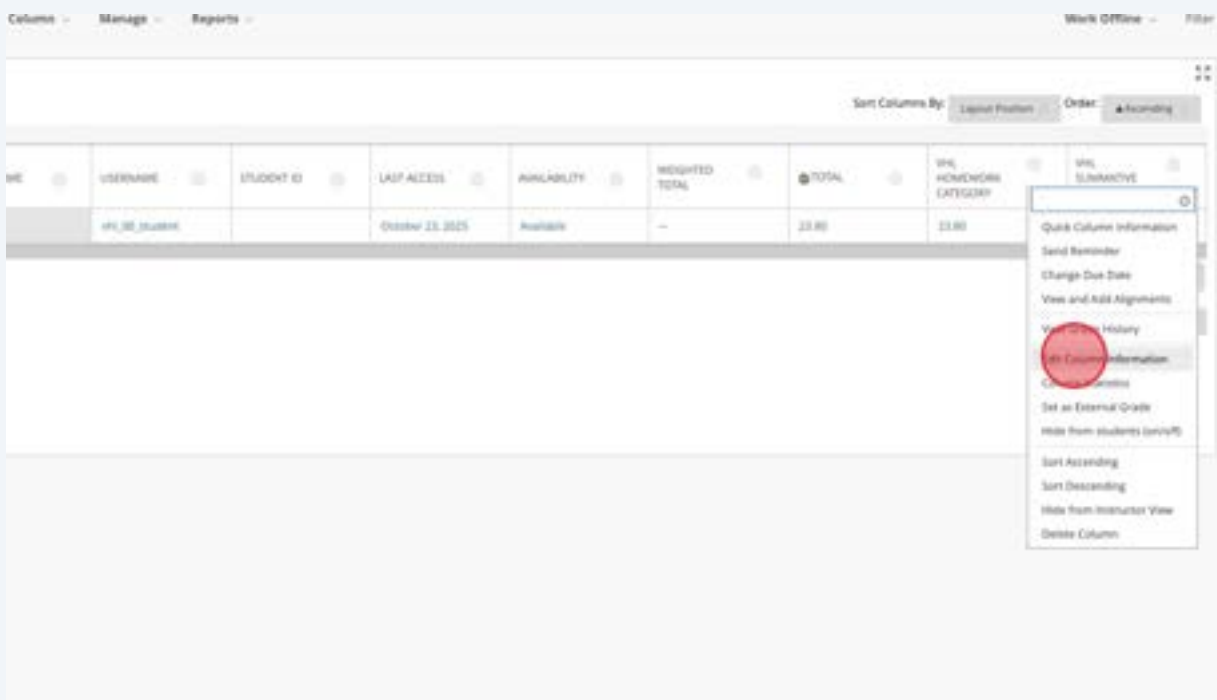


Alert! Grades that are passed back from vhlcentral will have a VHL prefix.

70 Click on the gear of the vhlcentral column you would like to edit.



71 Click "Edit Column Information".



72 Make any necessary changes within the red rectangle. Click **"Submit"**.

COLUMN INFORMATION

Column Name: vhl Homework Category

Grade Center Name: vhl Homework Category

Description: For the toolbar, press ALT+T (PC) or ALT+T (Mac)

Primary Display: Score

Secondary Display: None

Category: 

- No Category
- Assignment
- Quiz
- Test
- Discussion
- Blog
- Journal
- Self and Peer

Points Possible

Associated Subjects

DATES

Date Created: Oct 25, 2025

Due Date: 10/16/2025 12:59 AM

Submit



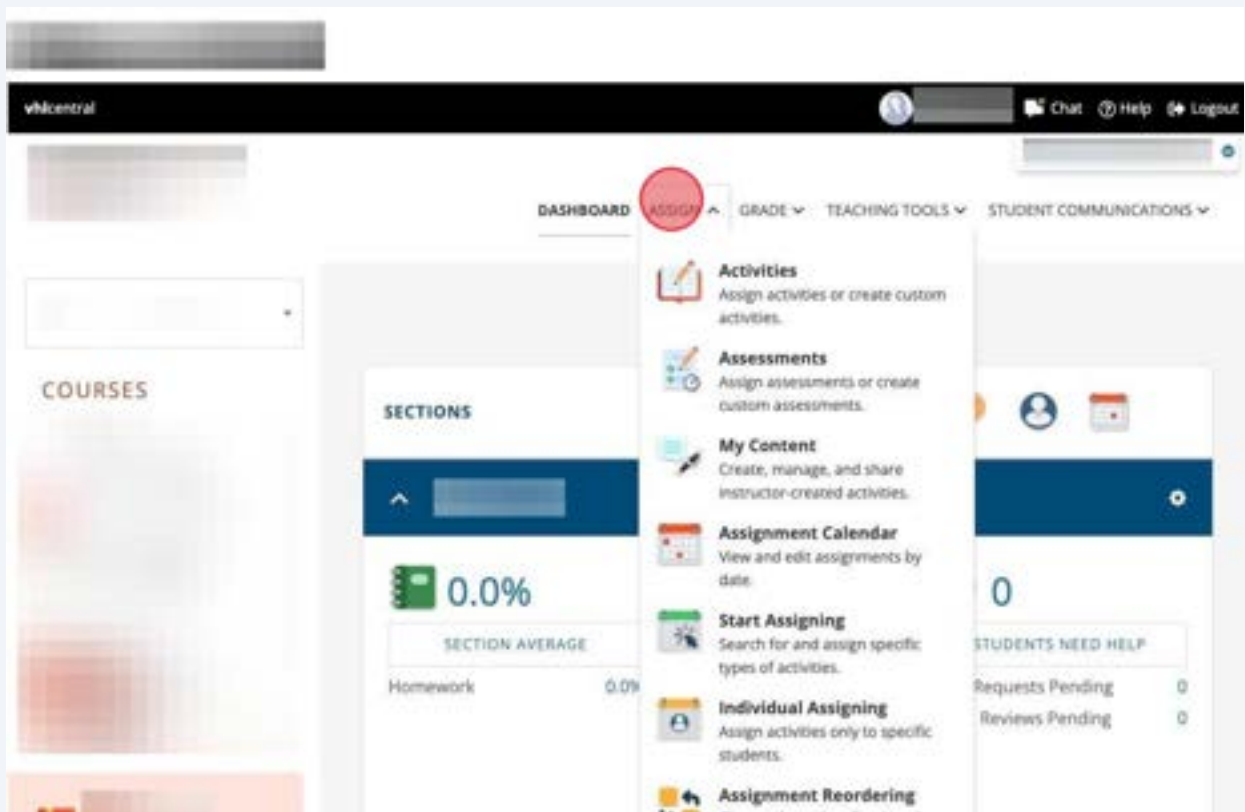
Alert! Do NOT change the name of the activity, that is how vhlcentral identifies the activity/assessment to update.

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

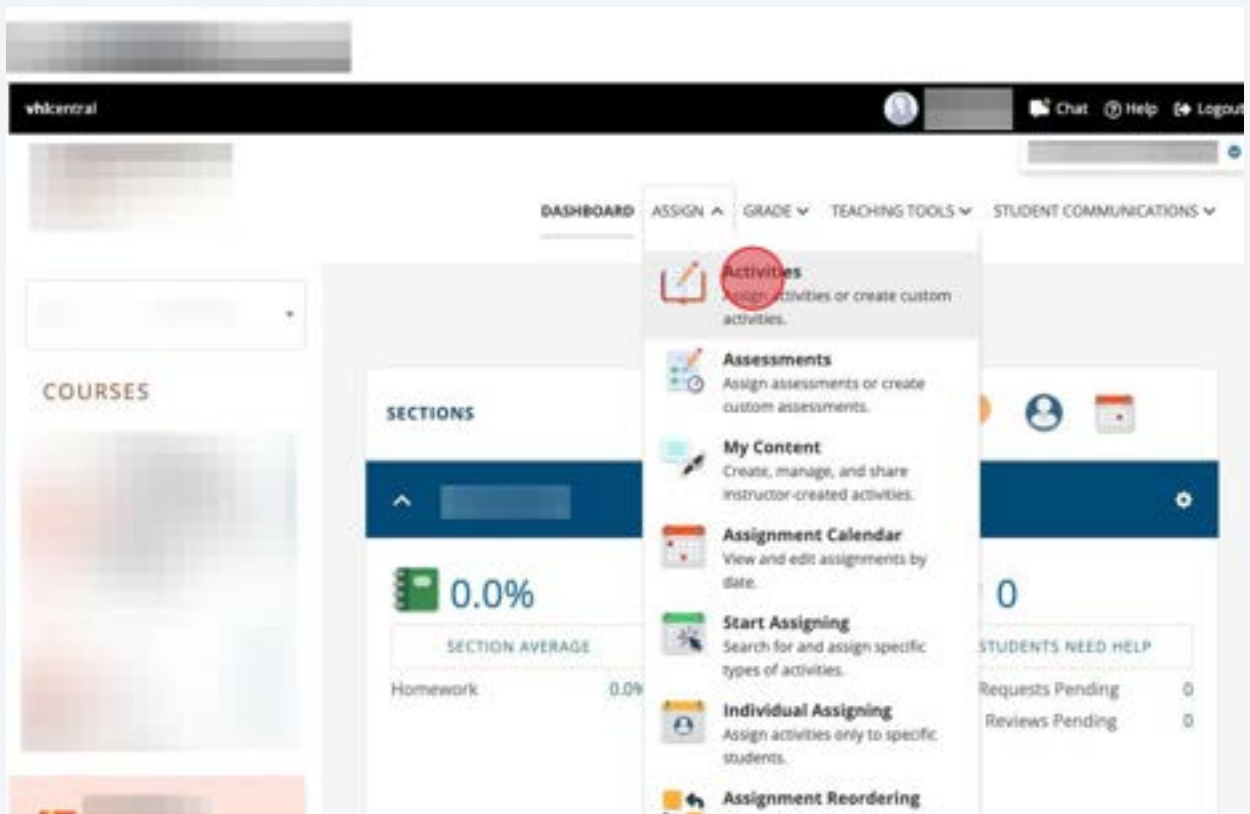
73 Repeat that process until all assignments have been recategorized.

## Assigning Activities

74 Click "Assign".

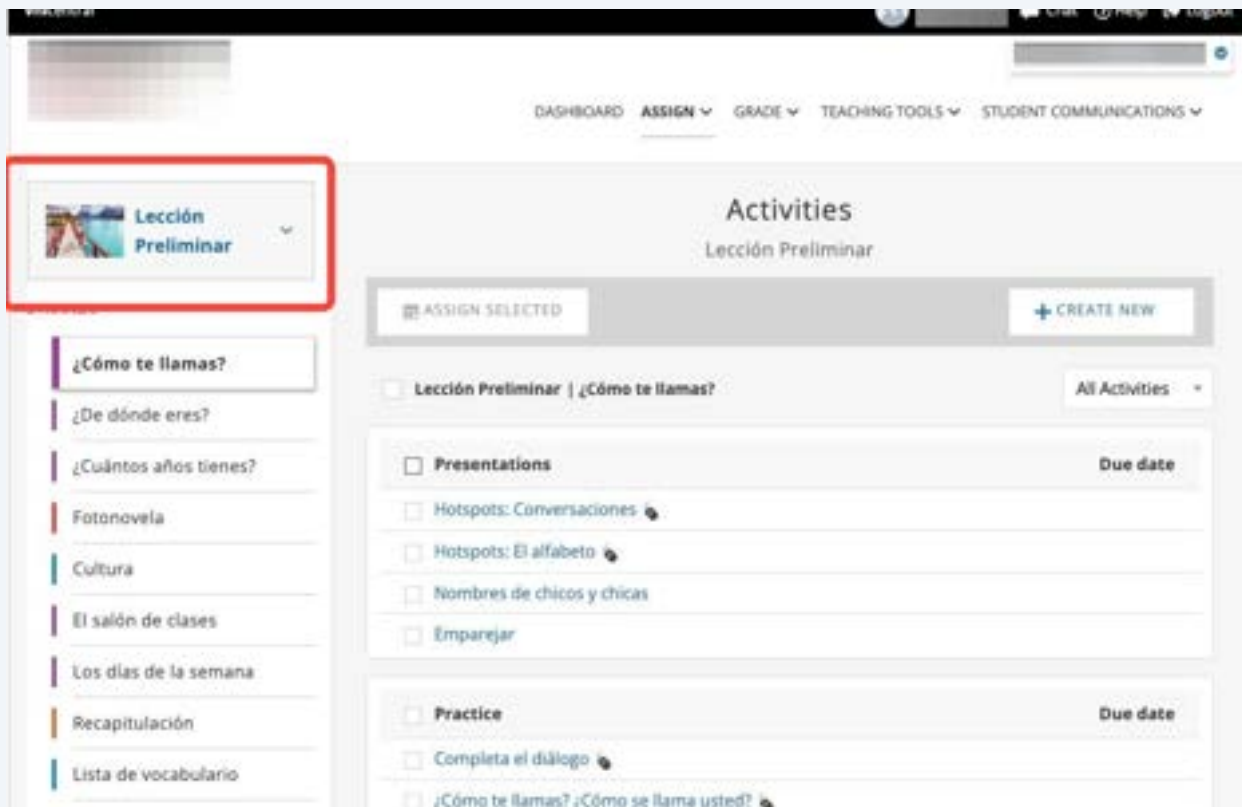


75 Click "Activities".



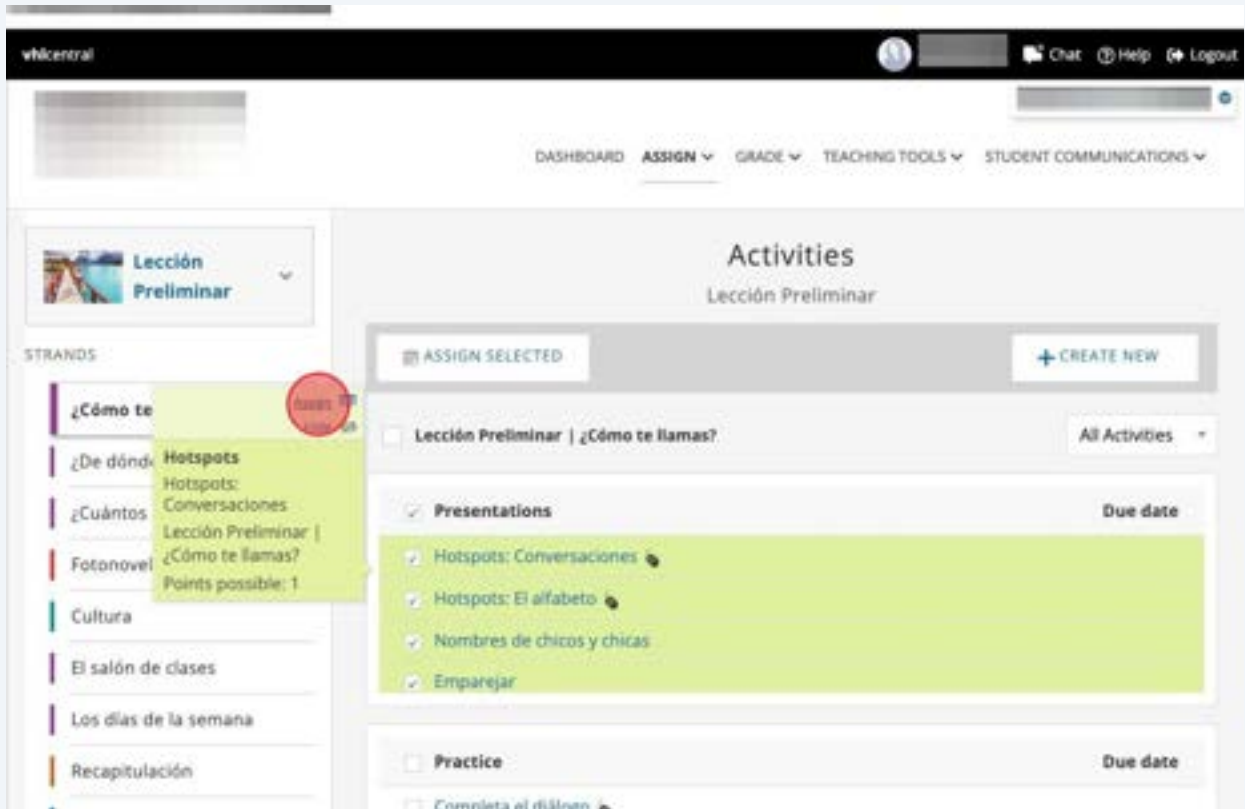
76

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



77

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"**.



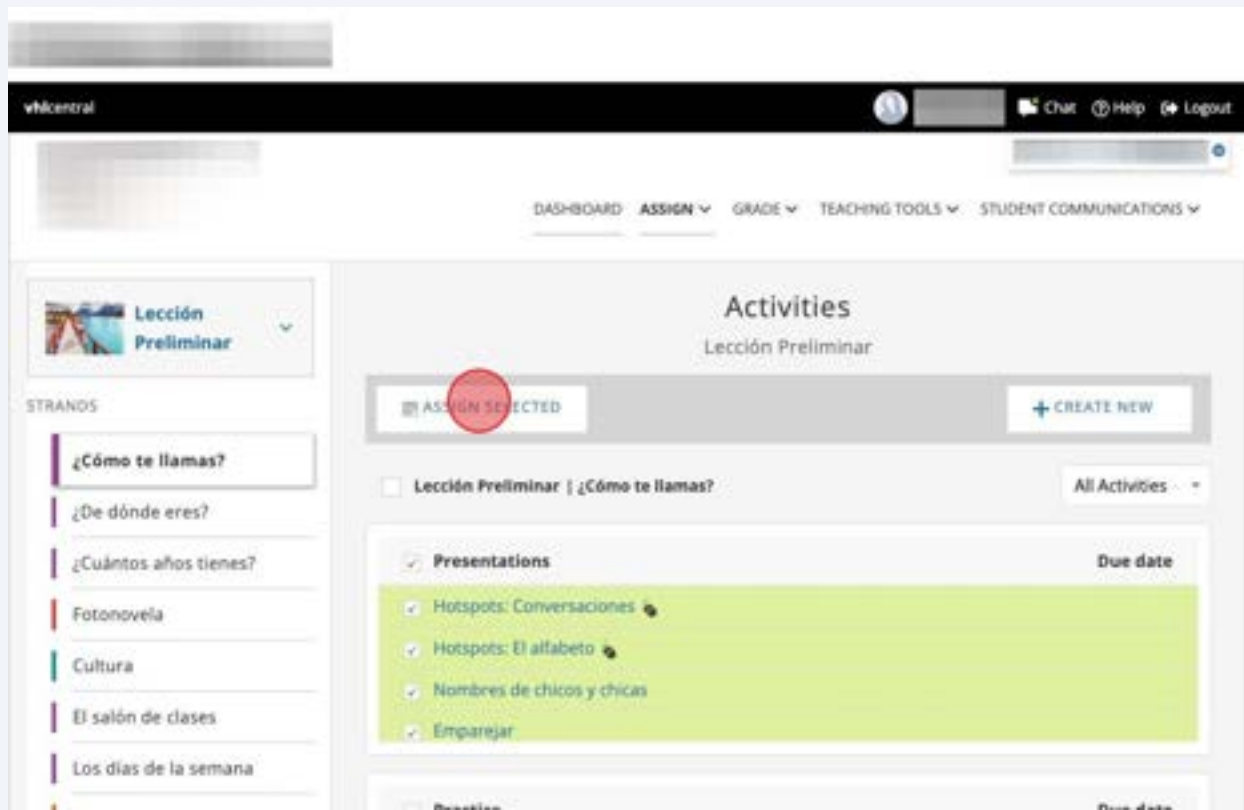
78 Select a single activity.

The screenshot shows a user interface for selecting a single activity. On the left, a sidebar lists various activities under different categories. A yellow callout box highlights the activity 'Lección Preliminar | ¿Cómo te llamas?' with the text 'Drop down', '¿Cómo te llamas?', '¿Cómo se llama usted?', 'Lección Preliminar | ¿Cómo te llamas?', and 'Points possible: 10'. On the right, the main content area displays 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 is highlighted in green, and the activity 'Completa el diálogo' is circled in red. The 'Due date' for all activities is 'Wed 1/15'. The 'Communication' section contains the activity 'Preguntas'.

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

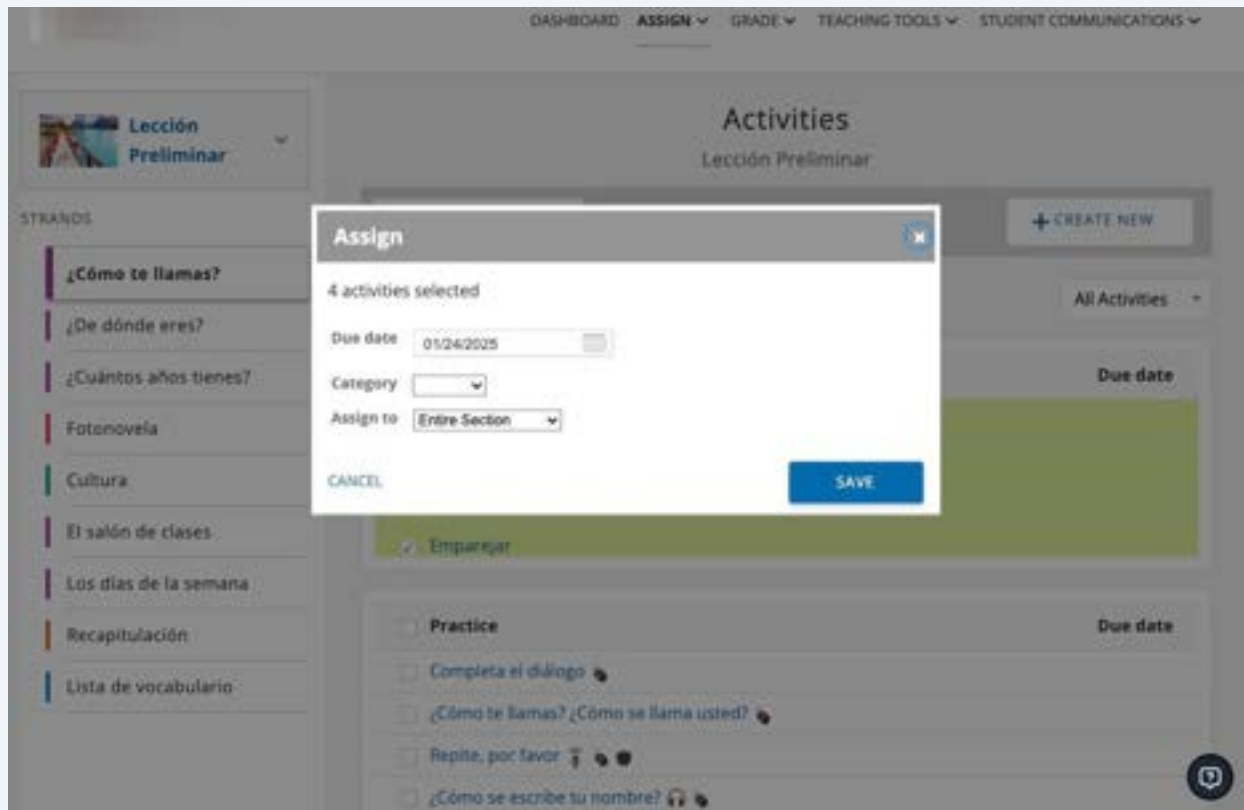
79

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

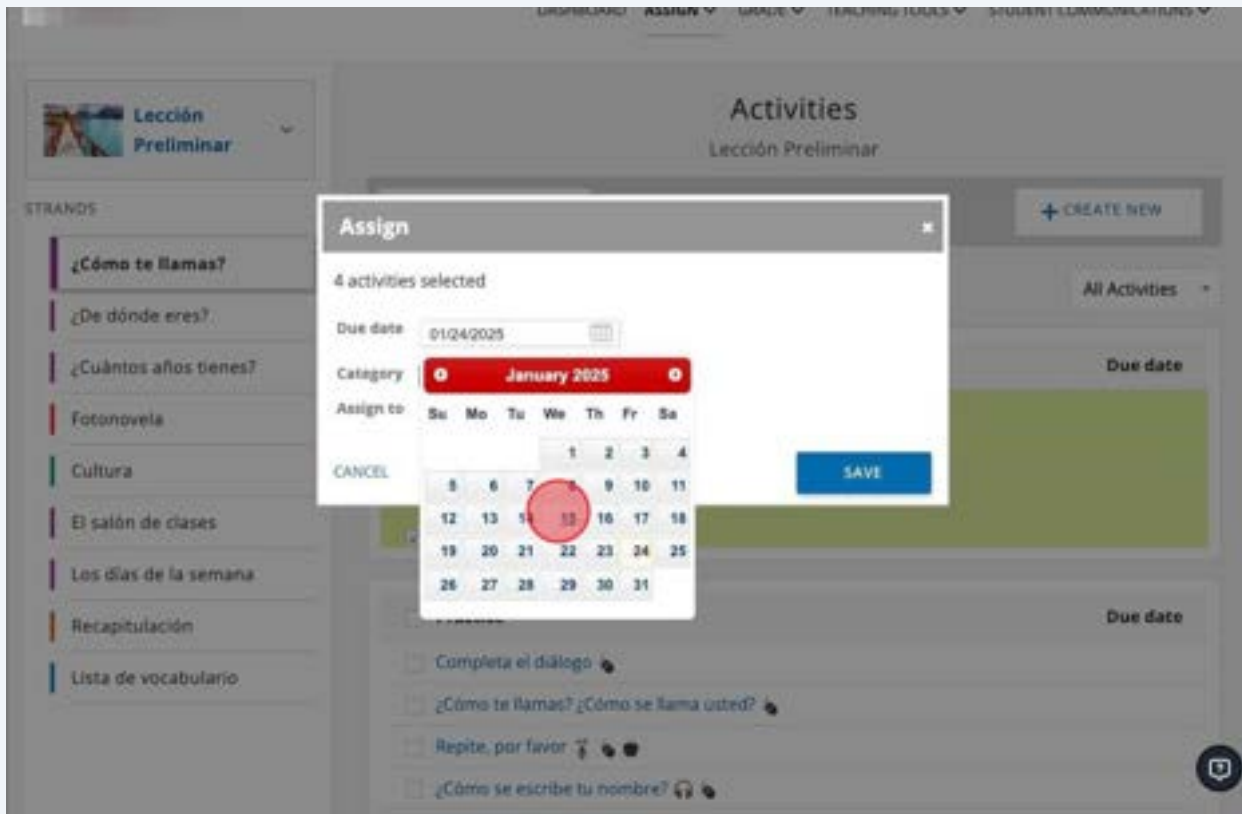


80

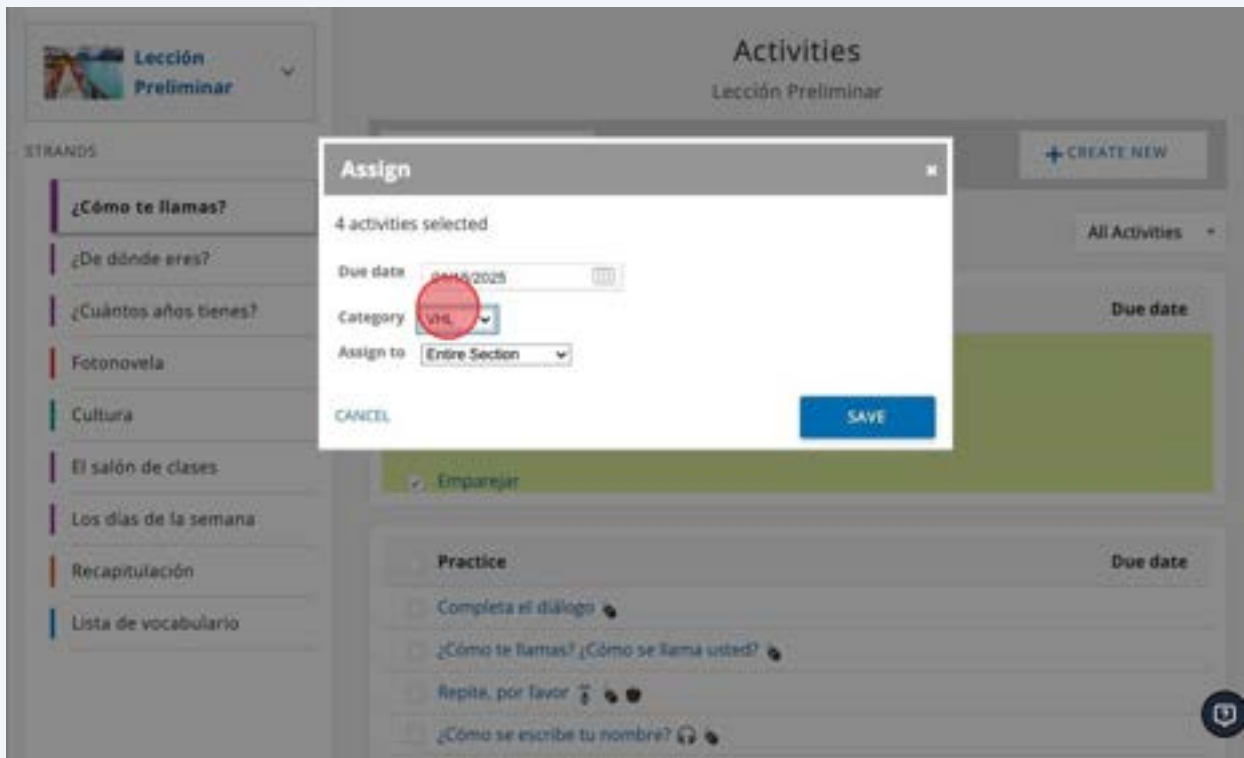
You will see a pop-up that will allow you to select the **"Due Date"**, **"Category"**, and **"Assign to"**.



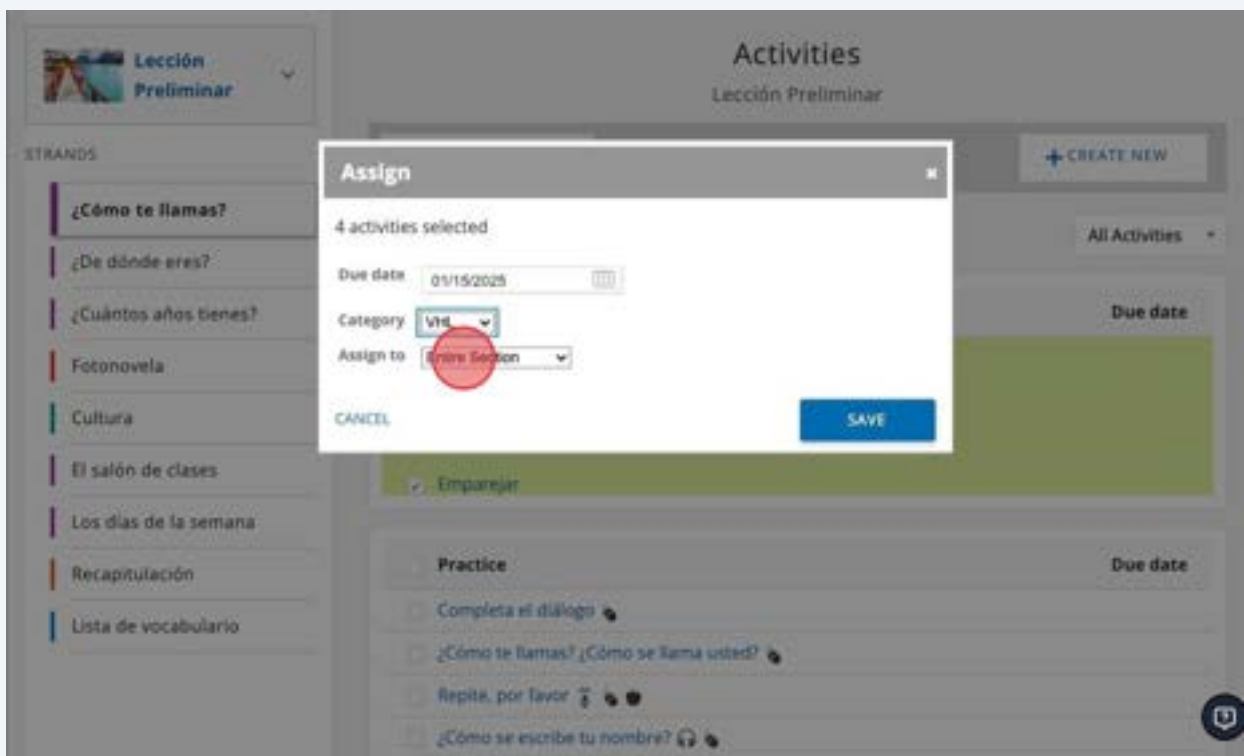
81 Select the "Due Date" from the calendar.



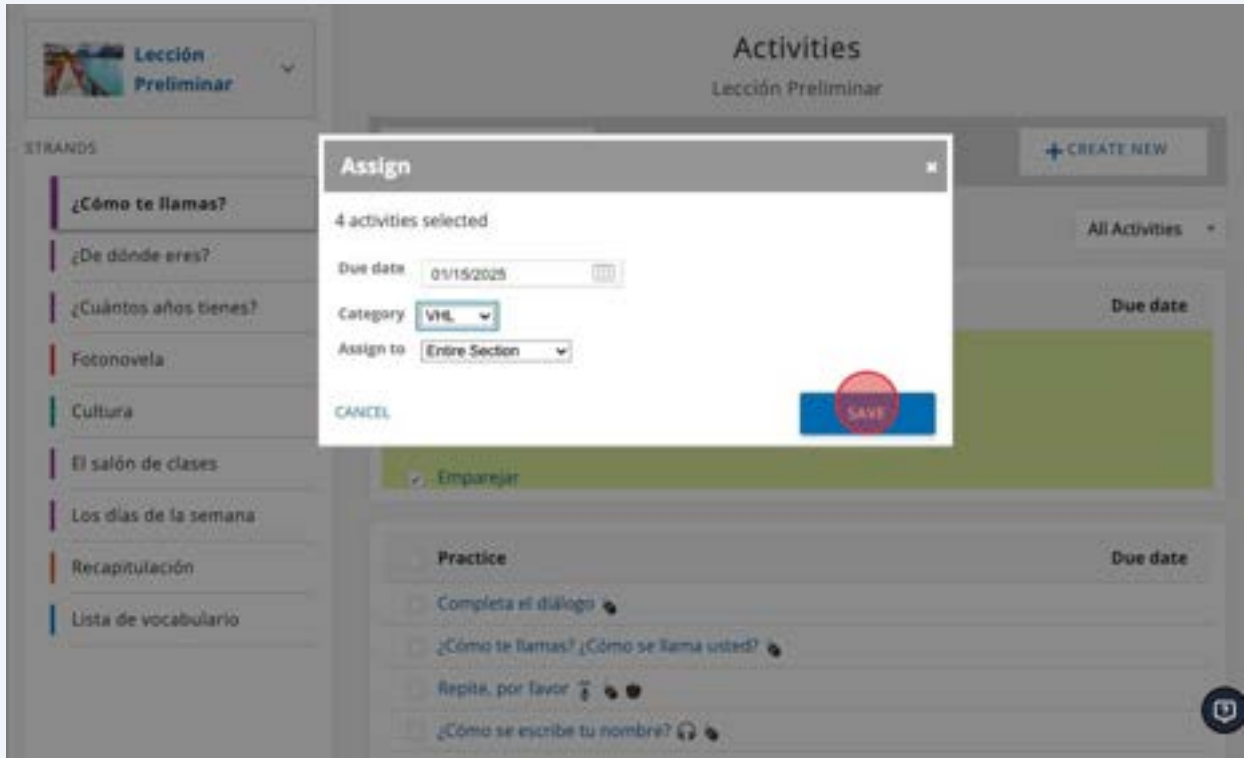
82 Select the "**Category**" that you would like those activities to be under.



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

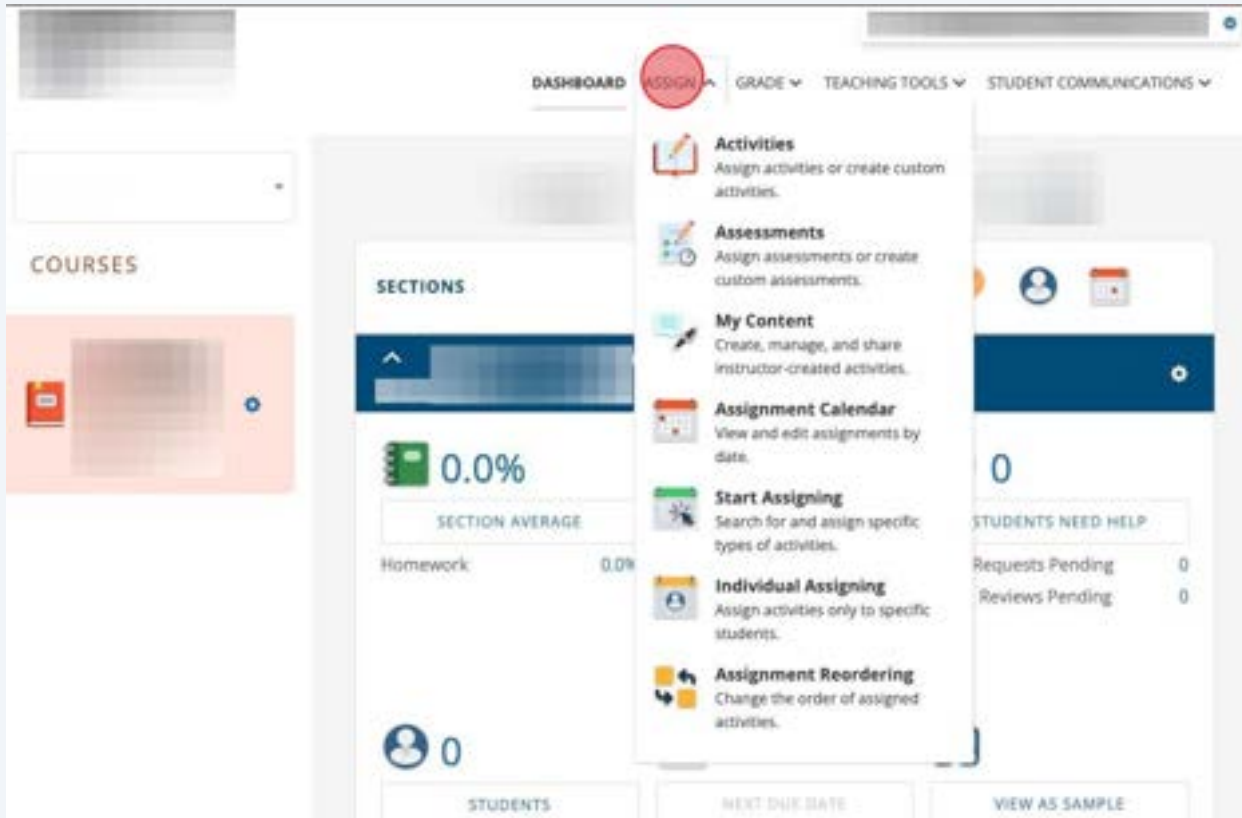


84 Click "Save".

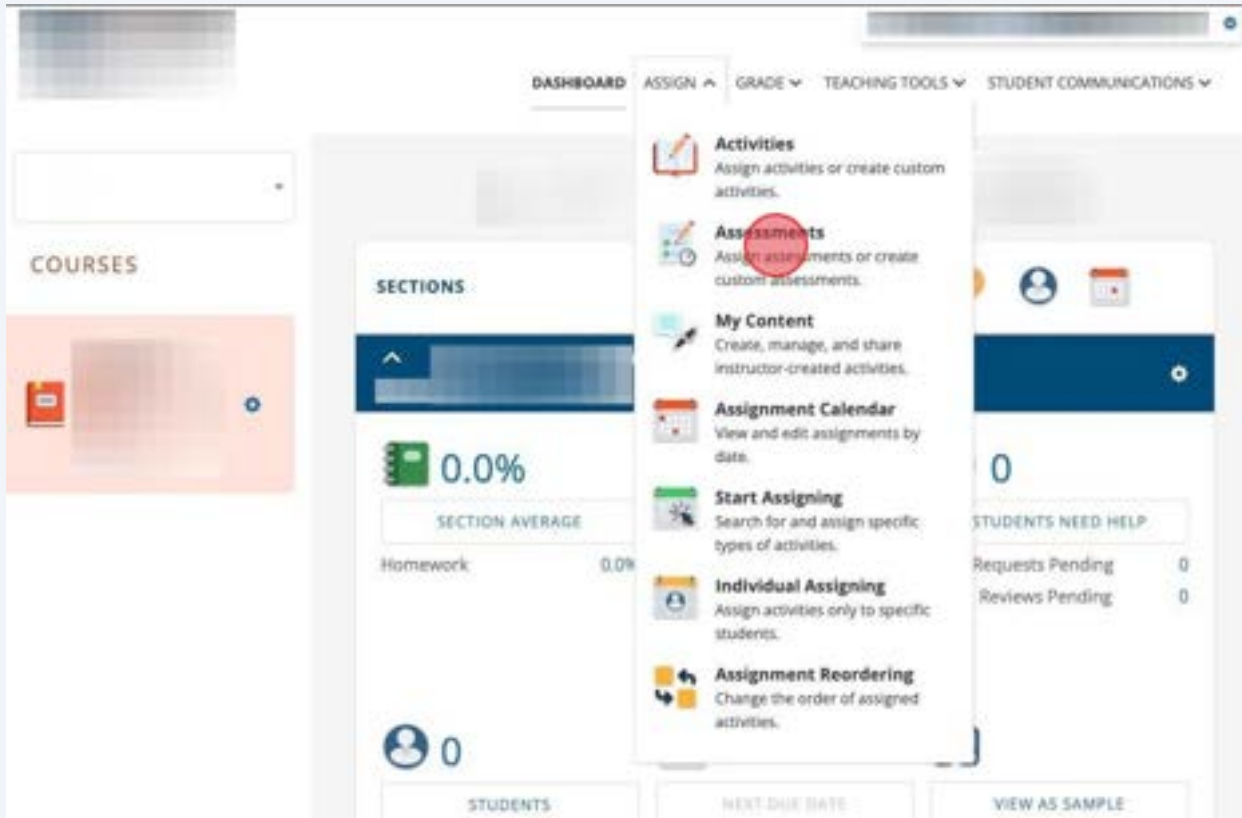


## Assigning Assessments

85 Click "Assign".



86 Click "Assessments".



87 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 a section titled 'Assessments'. On the left side of this section 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!'. A red circle highlights the text 'Lección 1 | Hola, ¿qué tal?' in the third item. To the right of the 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. | Store | Terms of use | Privacy policy'.

88

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 active. 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'. A red circle highlights the 'Contextos - Miniprueba A' item in the main assessment list. The main 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'. At the bottom, there is a footer with technical support information and a copyright notice for VISTA Higher Learning, Inc. (© 2025).

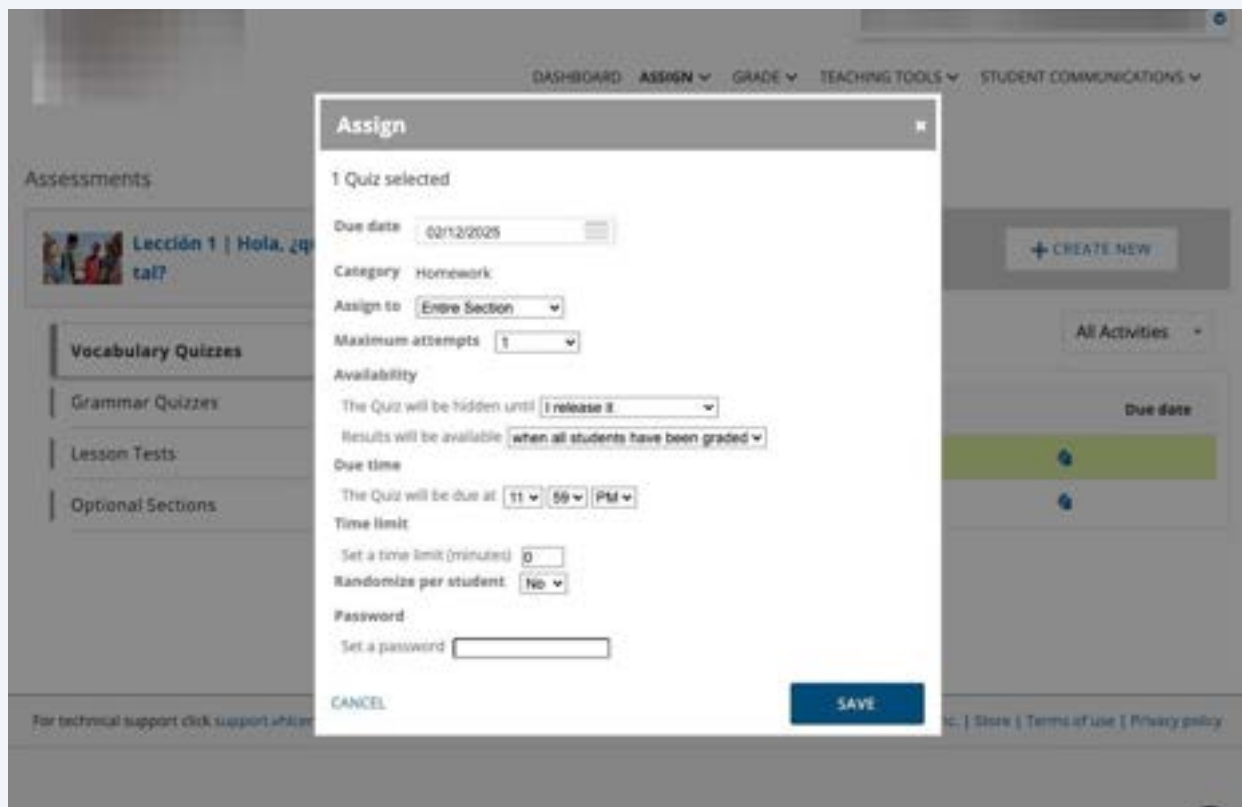
89 Select the desired assessment. A pop-up will appear. Click **"Assign"**.

The screenshot shows the vHcentral interface. At the top, there is a navigation bar with 'vhcentral' on the left and 'Chat', 'Help', and 'Logout' on the right. Below the navigation bar, there are menu items: '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, showing details for the assessment: 'Assessment: Contextos - Miniprueba A', 'Lección 1 | Vocabulary Quiz', 'Points possible: 40', and 'Total Questions = 13'. The breakdown of questions is: 5 Multiple choice, 5 Drop downs, and 3 Fill in the blanks. On the right, there is a table titled 'Vocabulary Quizzes' with columns for 'Assessment' and 'Due date'. The table has two rows: 'Contextos - Miniprueba A' and 'Contextos - Miniprueba B'. The first row is highlighted in green. 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'.

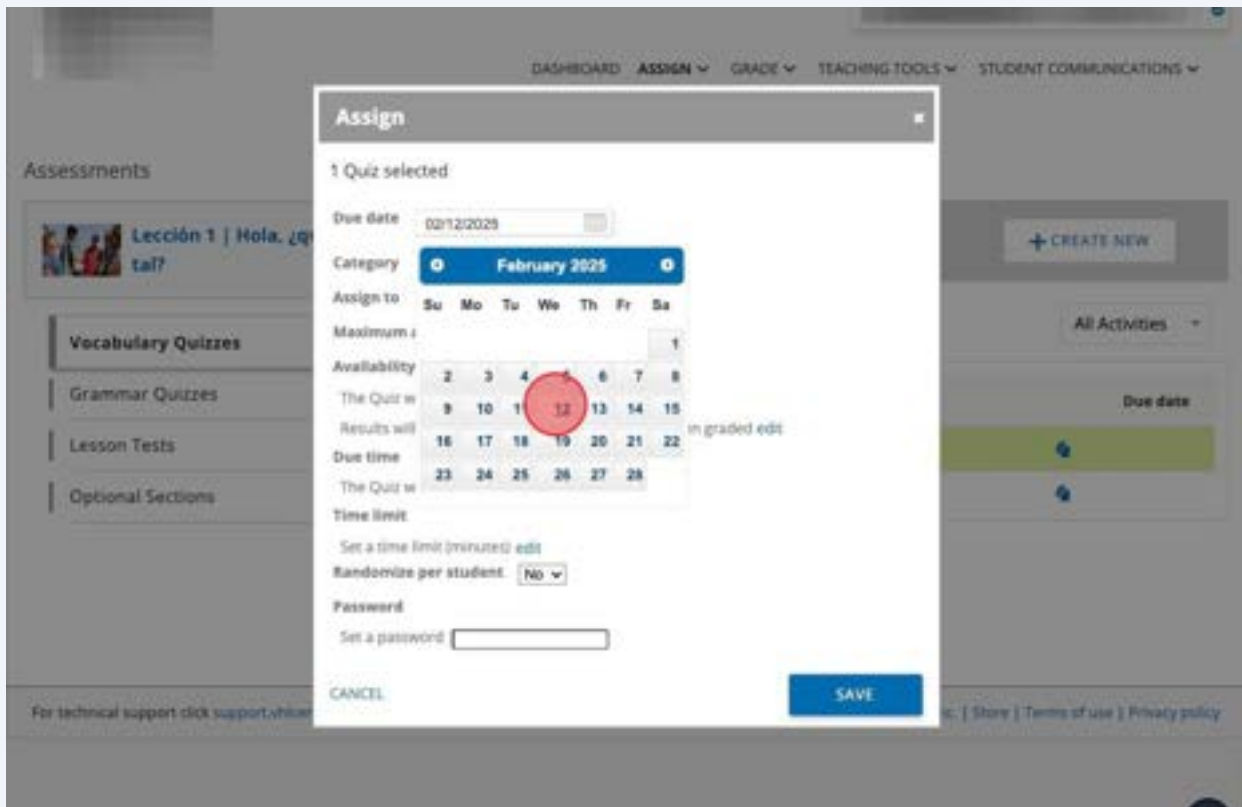
90

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

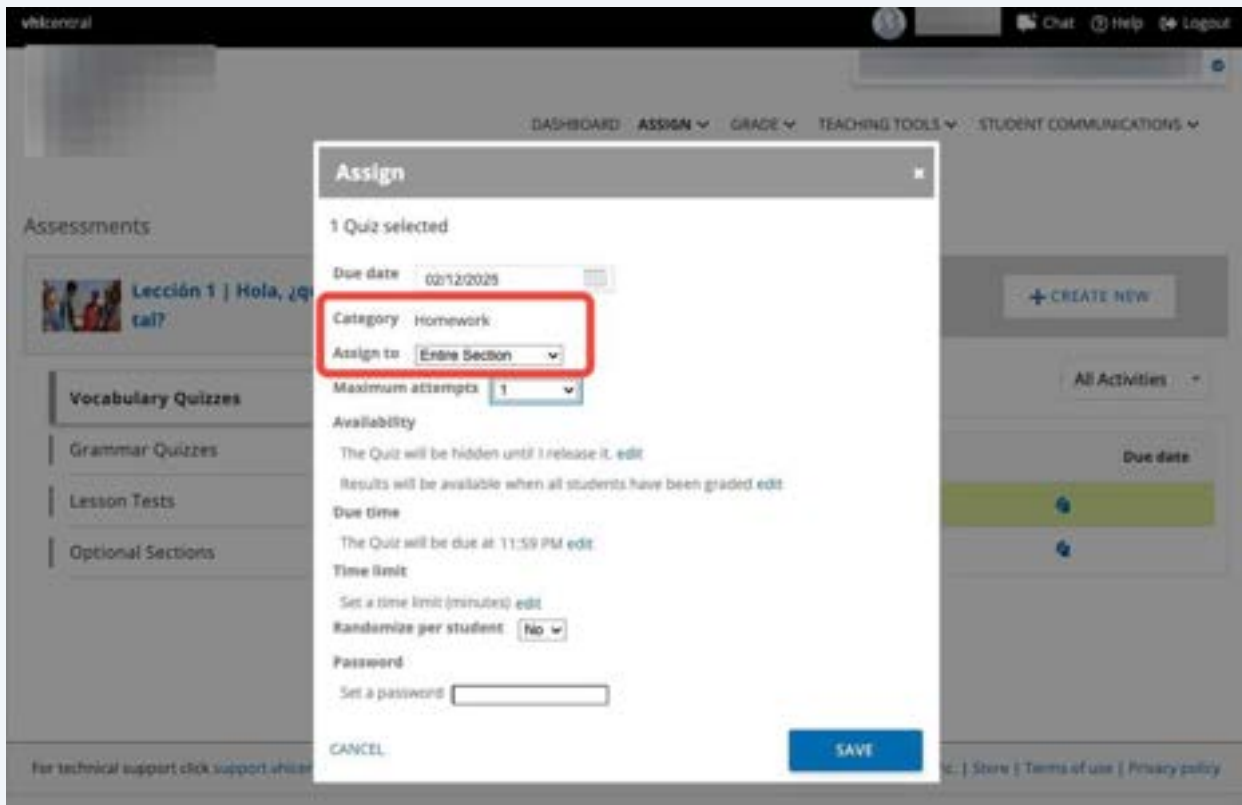
- **Due date**
- **Category**
- **Assign to**
- **Maximum attempts**
- **Availability**
- **Time limit**



91 Select your "Due Date".

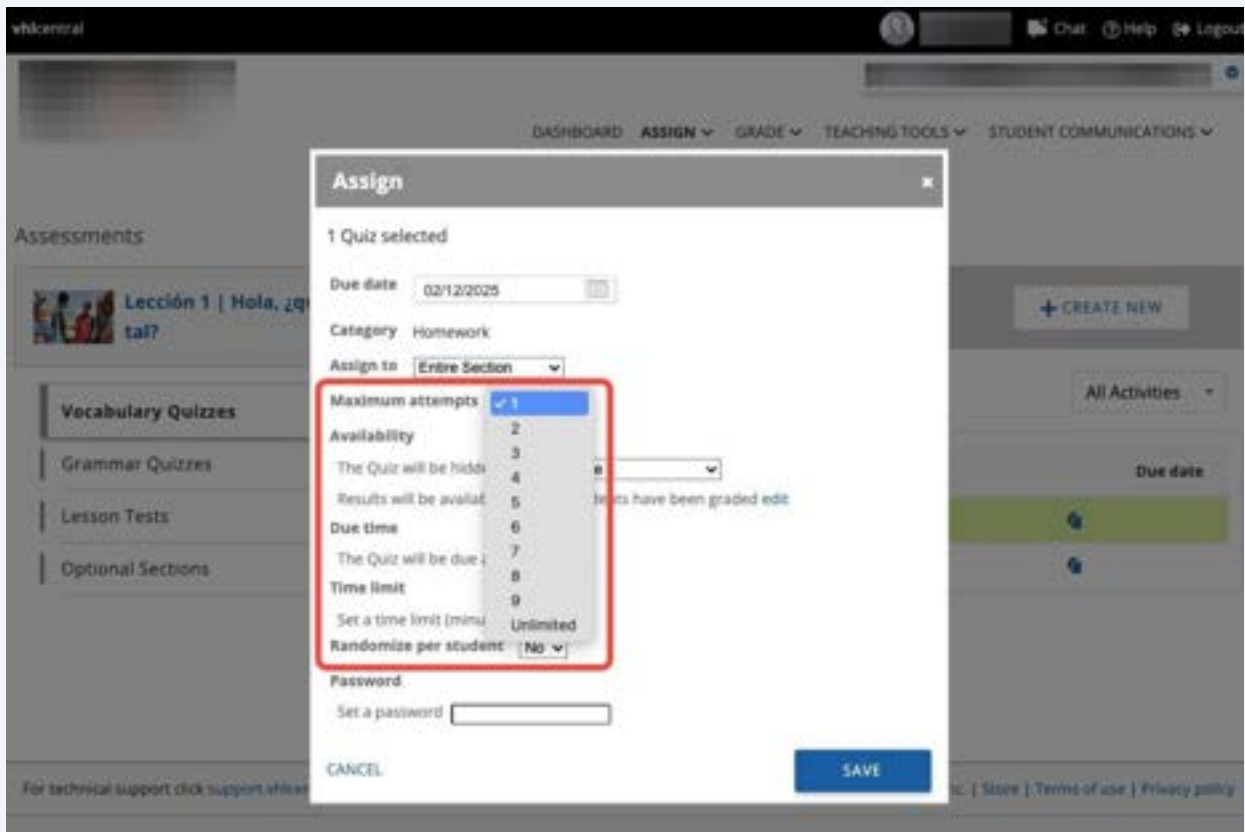


92 Select "**Category**" and the "**Assign to**" group.

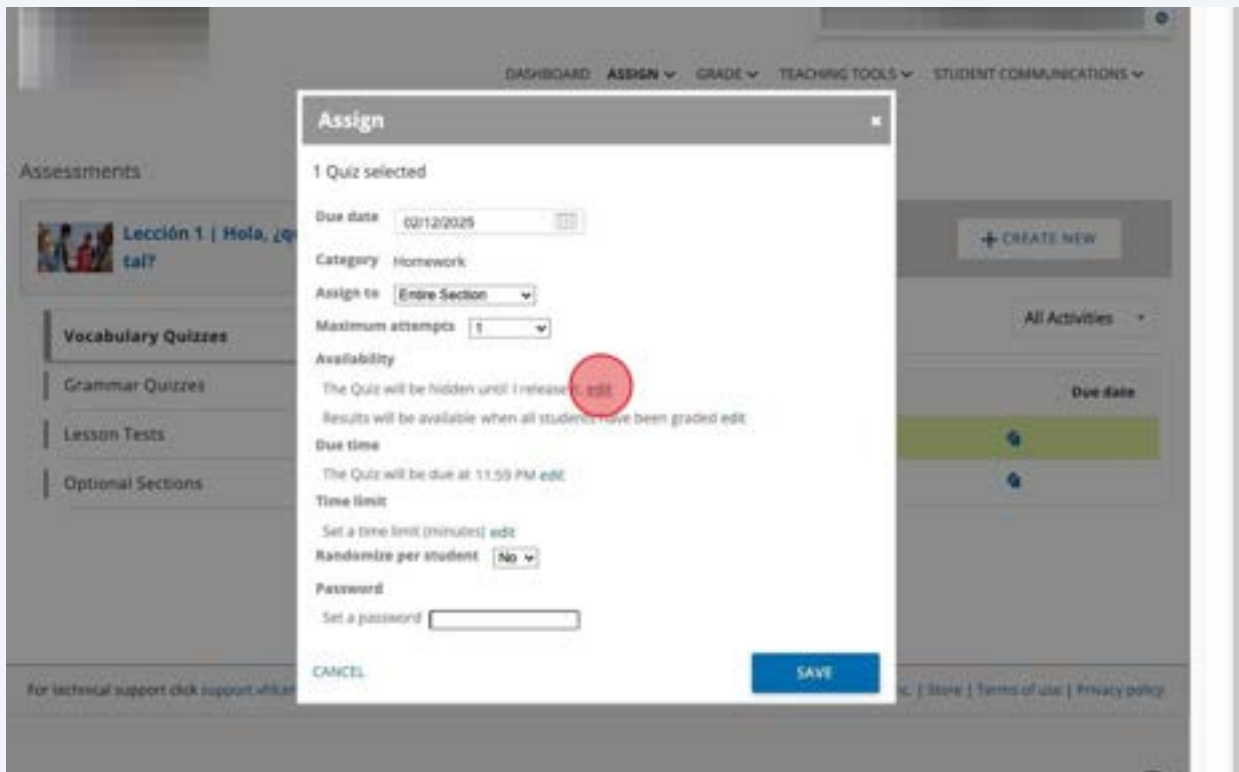


93

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

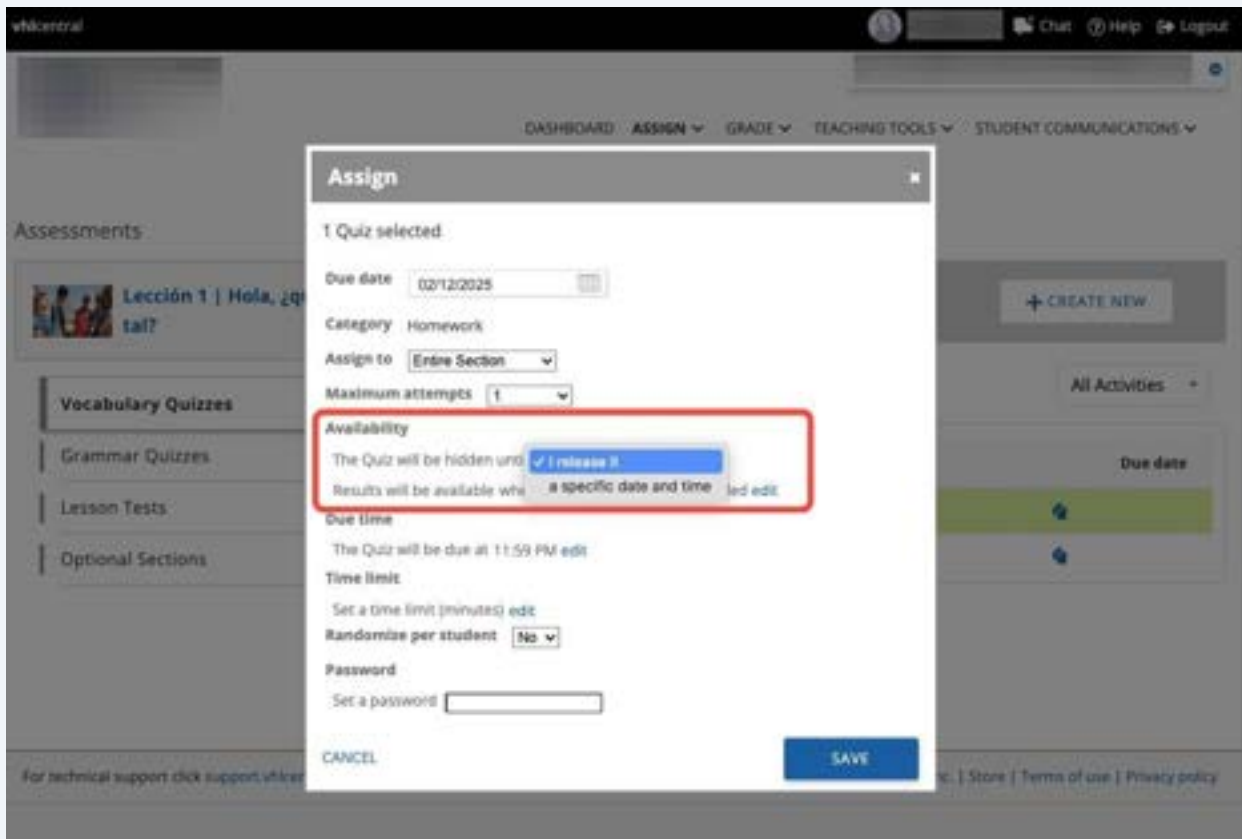


94 Under **Availability**, click "edit".



95

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

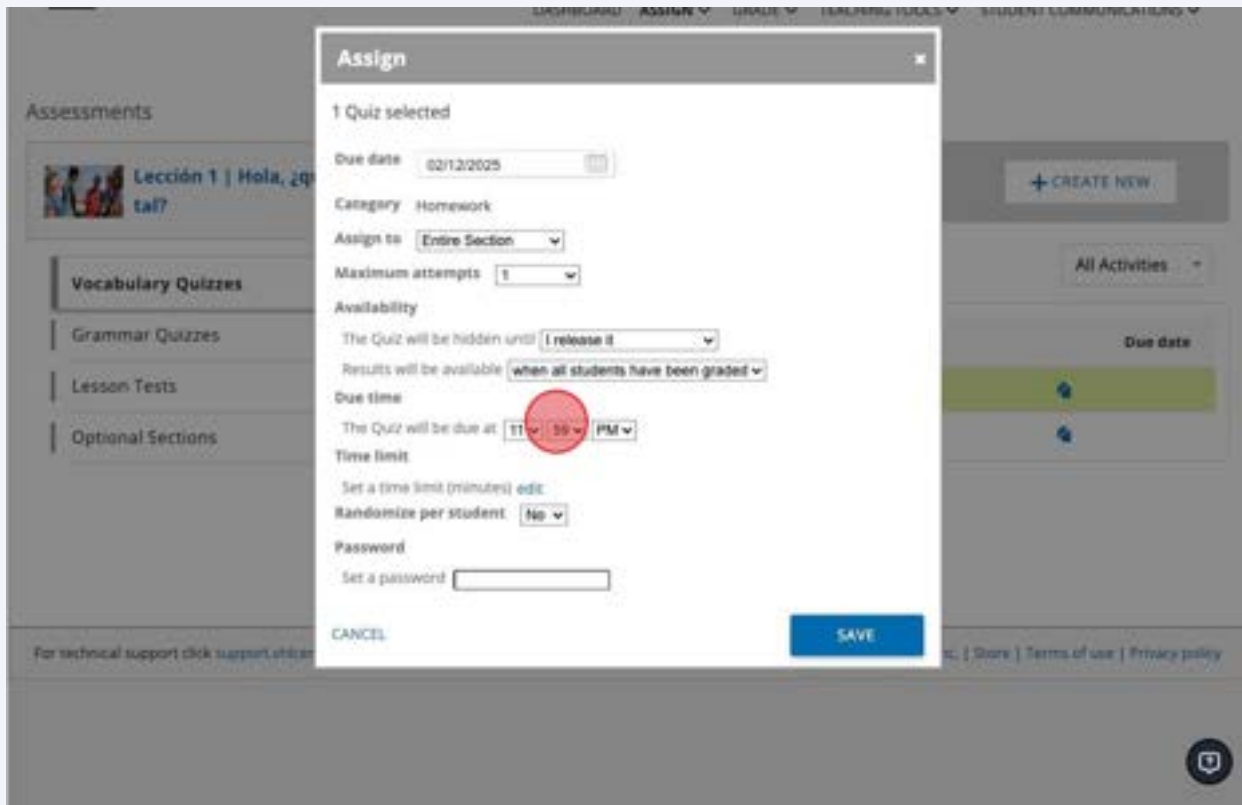


Choose when **results** will be available to the students.

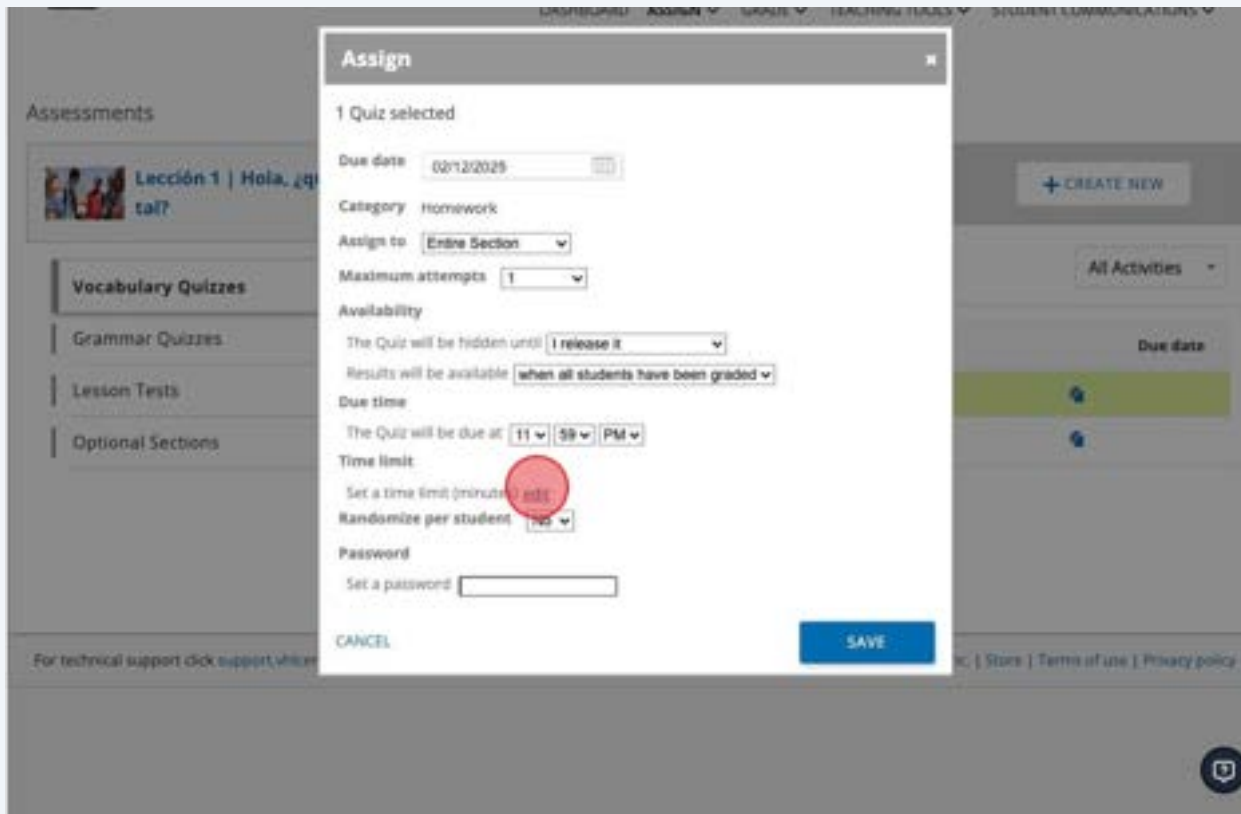
The screenshot shows the 'Assign' dialog box in a learning management system. The dialog is titled 'Assign' and shows '1 Quiz selected'. The 'Due date' is set to '02/12/2025'. The 'Category' is 'Homework'. The 'Assign to' is 'Entire Section'. The 'Maximum attempts' is '1'. The 'Availability' section is expanded, showing 'The Quiz will be hidden until' set to 'I release it'. The 'Results will be available' dropdown menu is open, with the following options: 'when all students have been graded' (selected), 'when I release them', 'after a specific date and time', 'after the due time', and 'never'. The 'Time limit' is set to 'never'. The 'Randomize per student' is set to 'No'. The 'Password' field is empty. The 'SAVE' button is highlighted in blue.

97

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

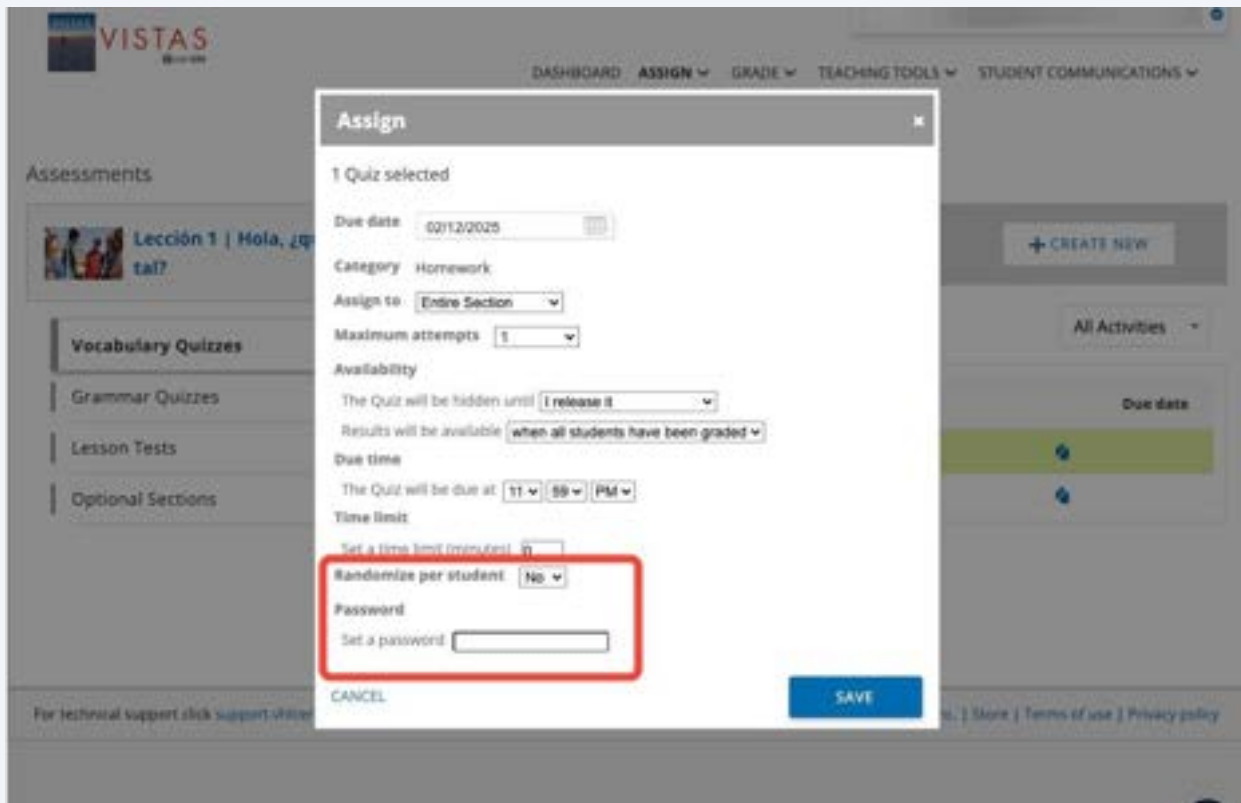


98 Select the **Time limit**.



99

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 (highlighted with a red box)
- Password: Set a password (text input field, highlighted with a red box)

Buttons for 'CANCEL' and 'SAVE' are visible at the bottom 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.

100 Click "Save".



## Assignment Calendar

101 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 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.

102

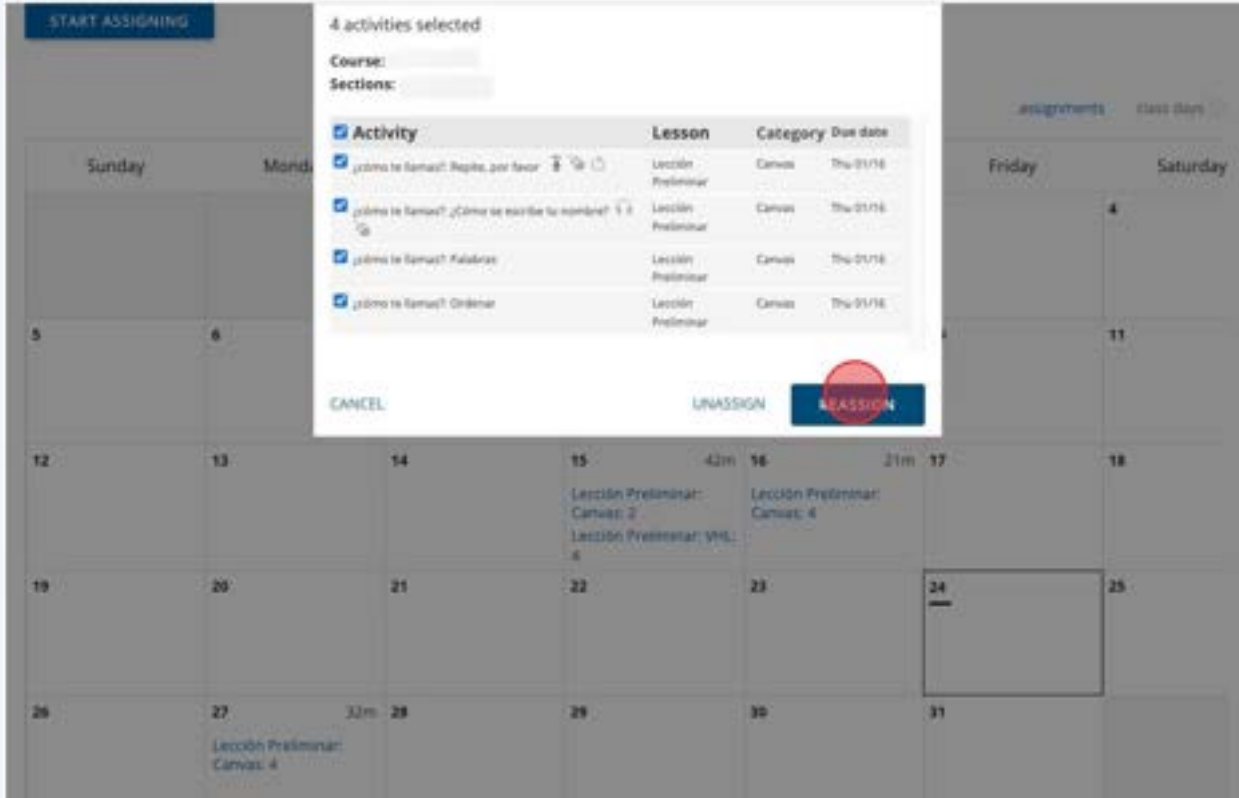
The Calendar will allow you to view the activities, category and the amount of time an average student should take to complete all of the assignments set for a particular day. You will also be able to see how many activities are assigned for the month and the average completion time.



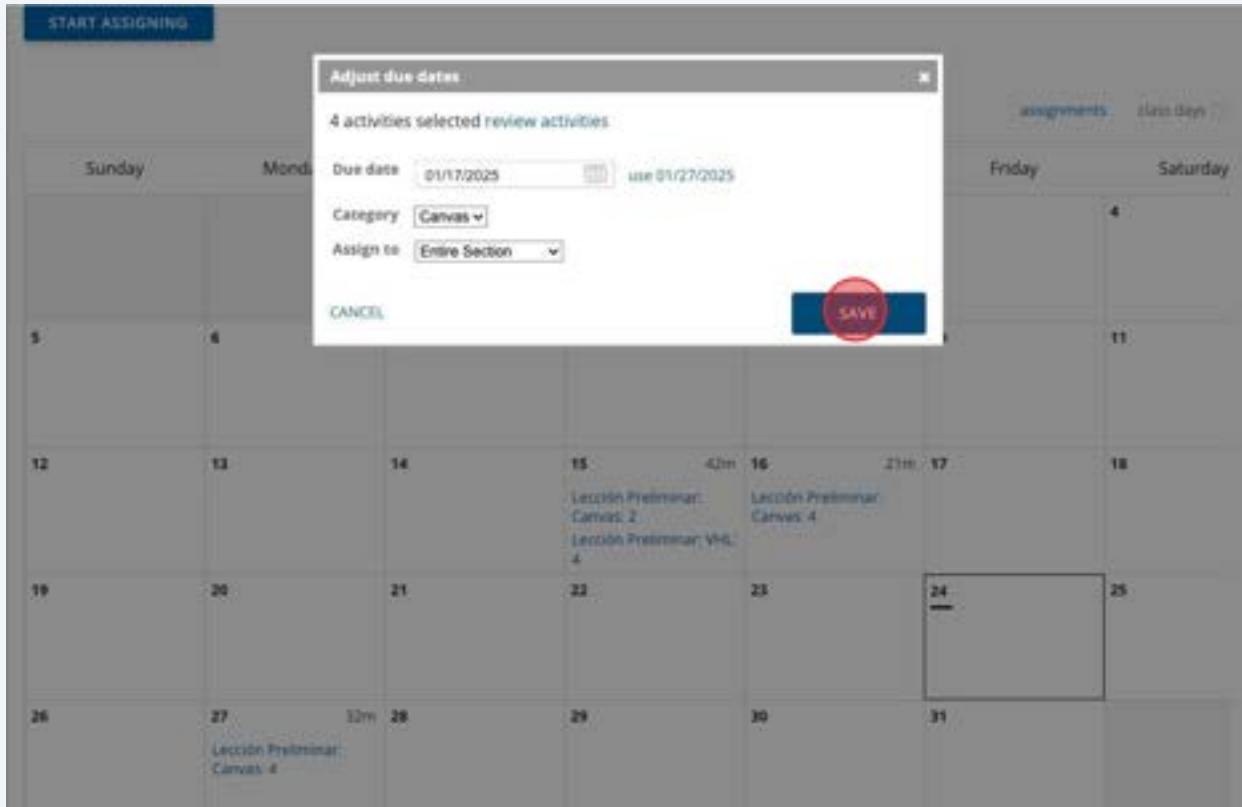
## Reassigning Activities or Assessments

103

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



104 Click "Save".



105

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

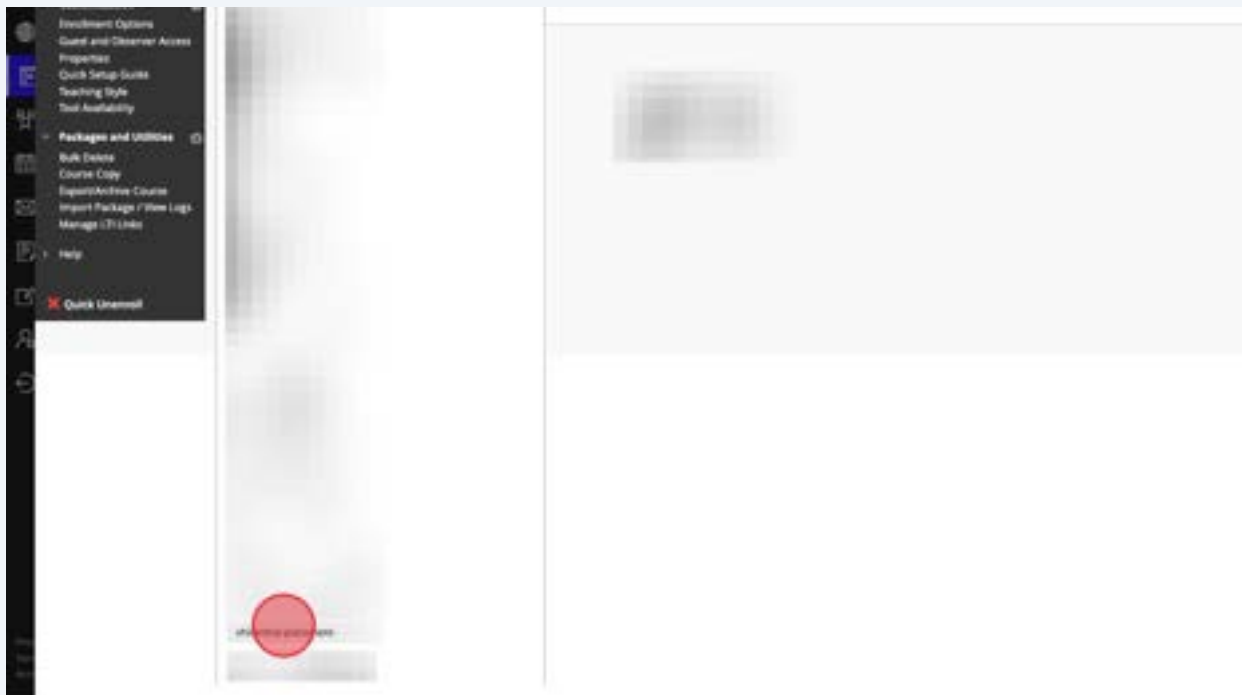
## Deep Links



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.

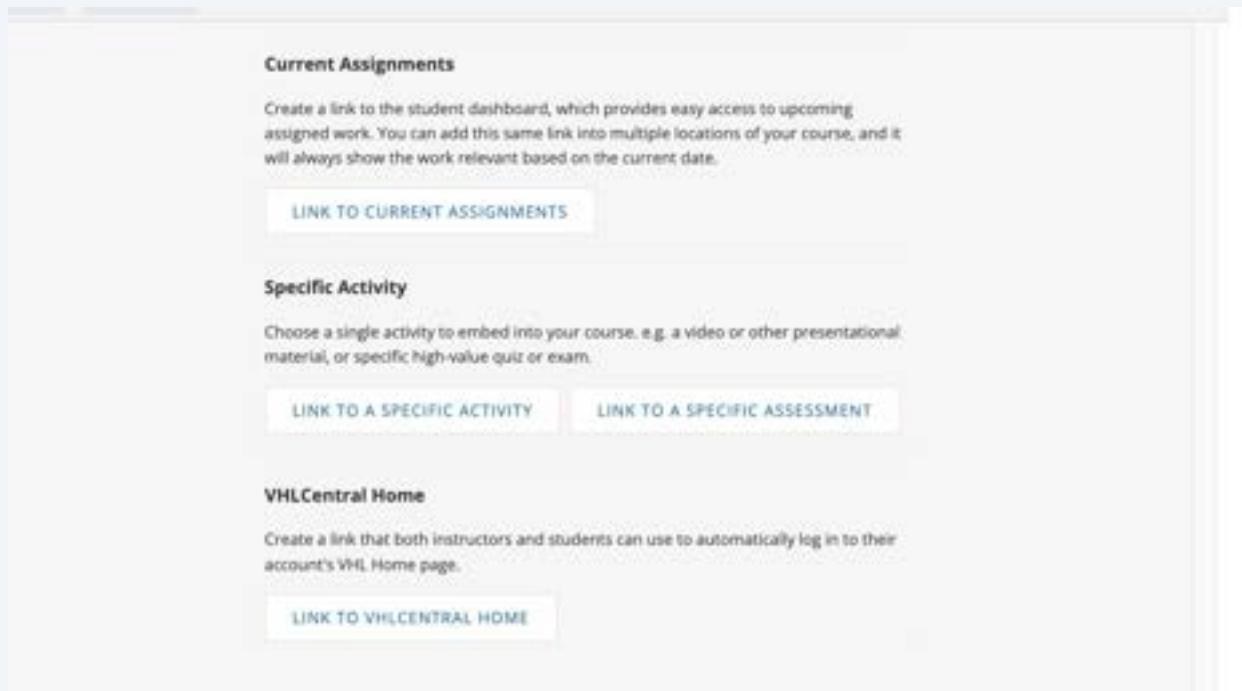
106

Under **Build Content**, click "**vhcentral-placement**" or the name given to you from your administrator.

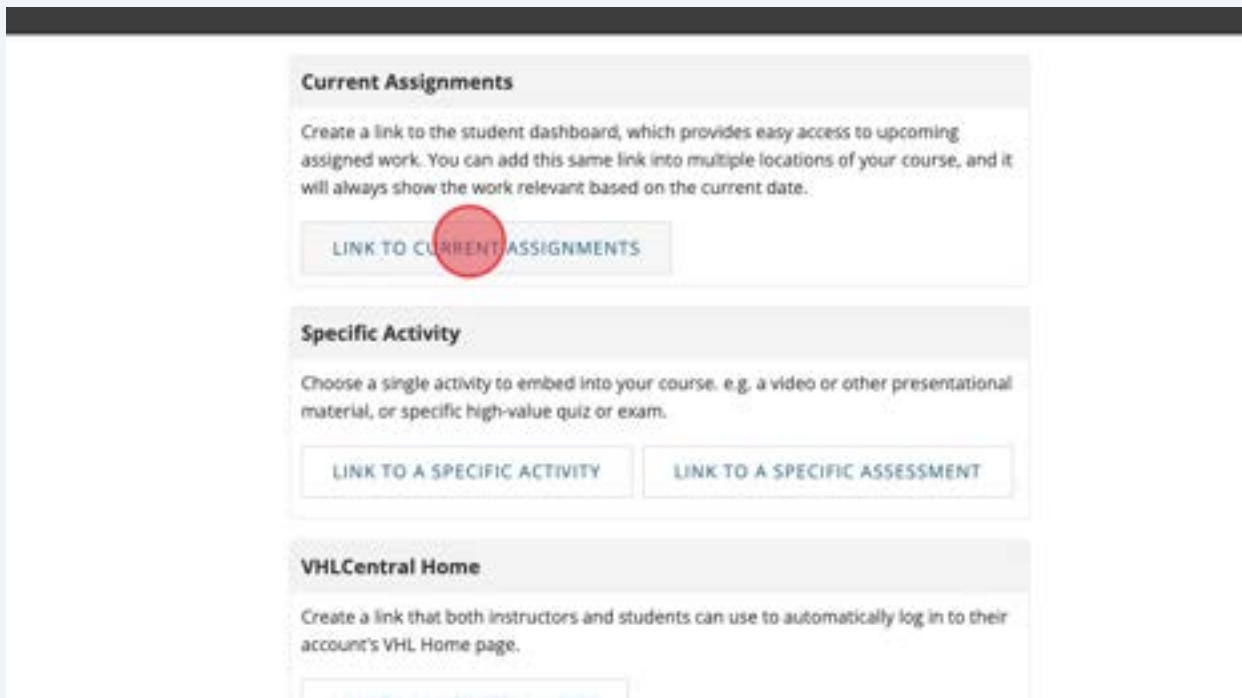


**107** You will see the following pop-up with four options:

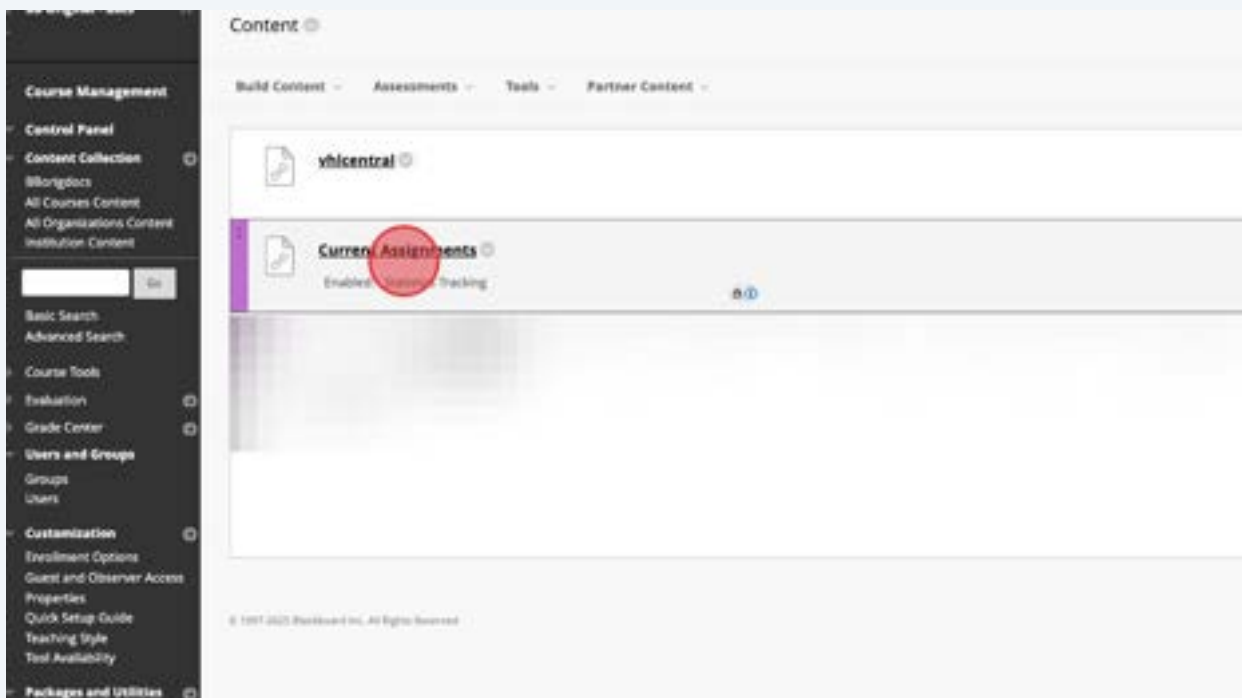
- **Link to Current Assignments** - takes the students to a modified dashboard that will show all of the assigned activities within a seven-day period.
- **Link to a Specific Activity** - takes students directly to a specific activity
- **Link to a Specific Assessment** - takes students directly to a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



108 Click "Link to Current Assignments".

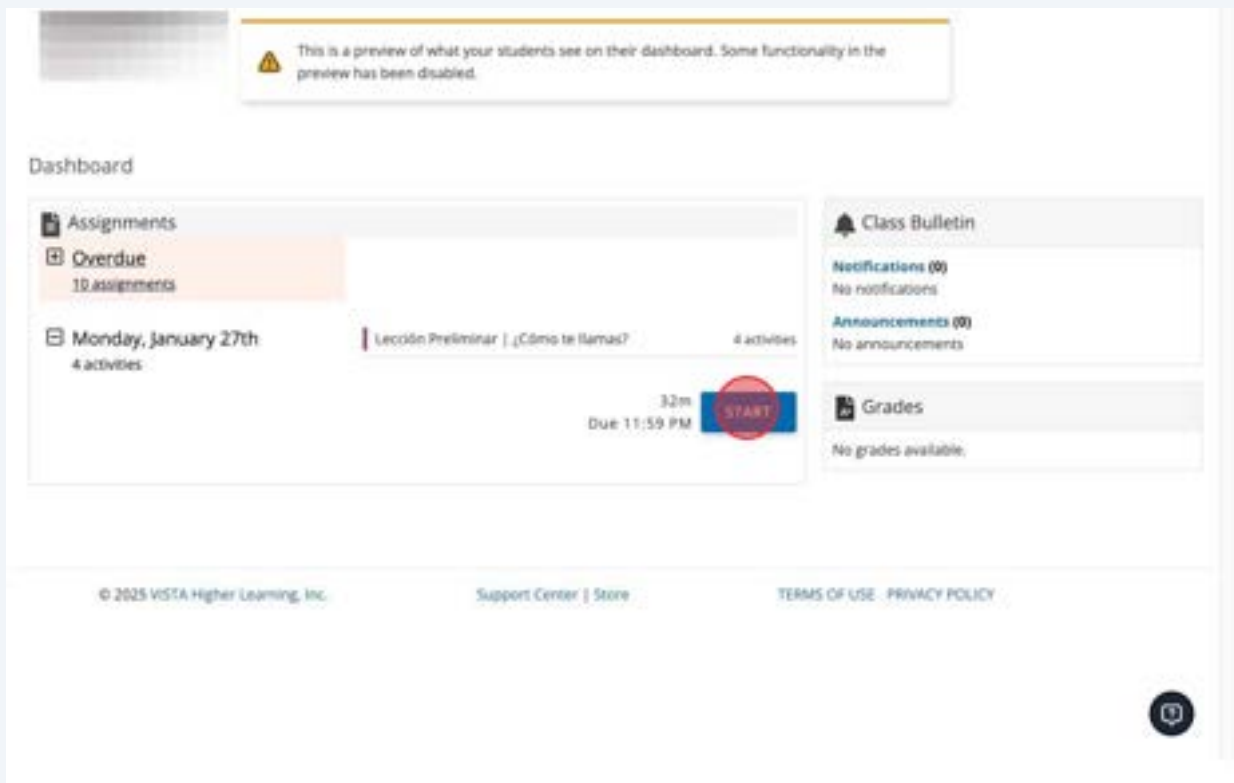


109 The Current Assignments link will be created in the selected module. Click "Current Assignments".



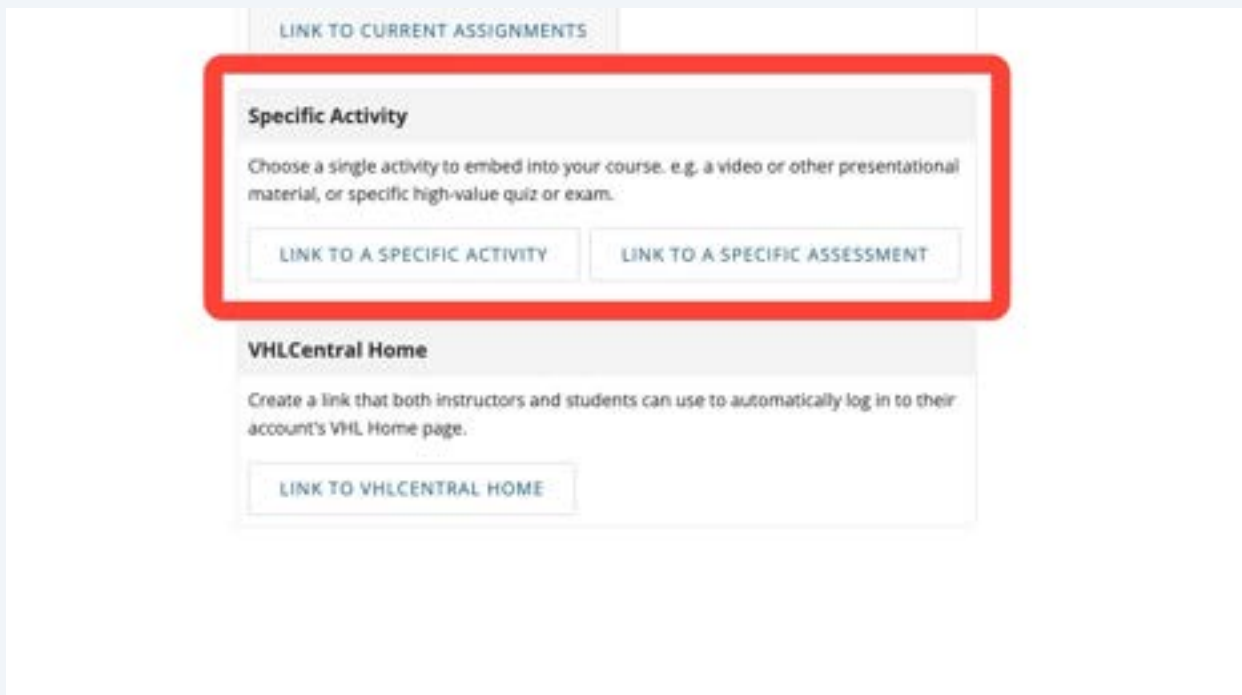
110

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



111

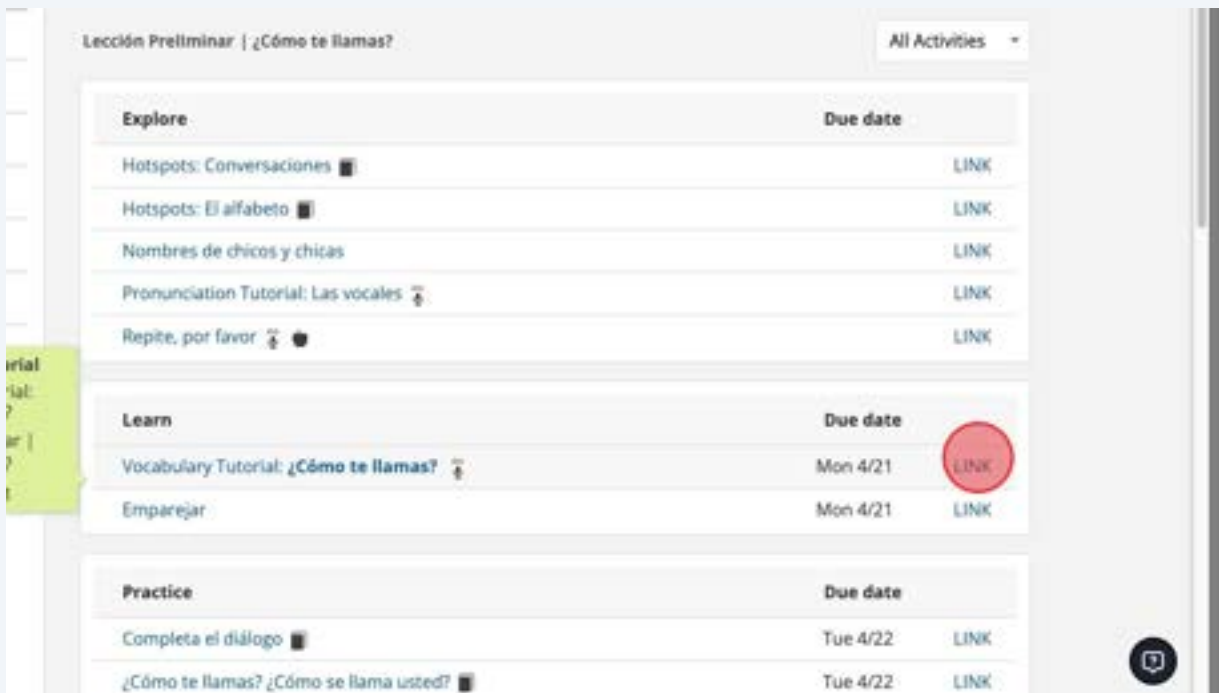
For "**Specific Activity**" or "**Specific Assessment**", you will repeat the initial process of clicking the "**Add Materials**" button in the folder you would like to add the "**Deep Link**" to and choose either "**LINK TO A SPECIFIC ACTIVITY**" or "**LINK TO A SPECIFIC ASSESSMENT**".



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.

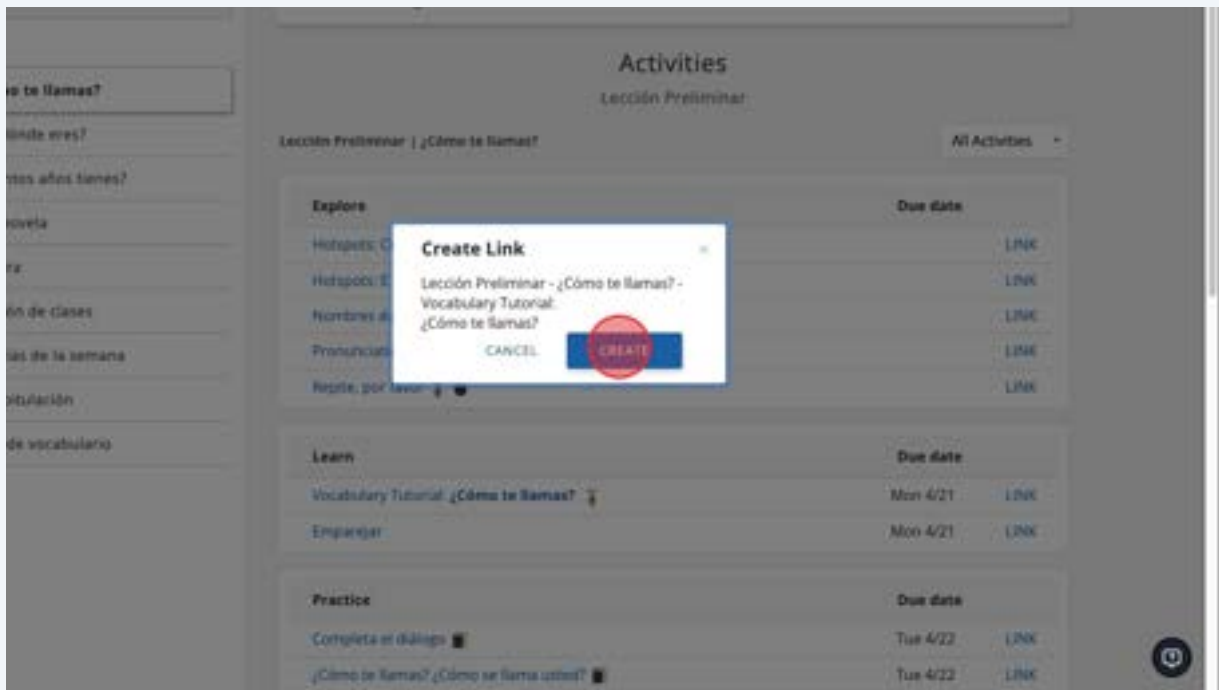
112

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.



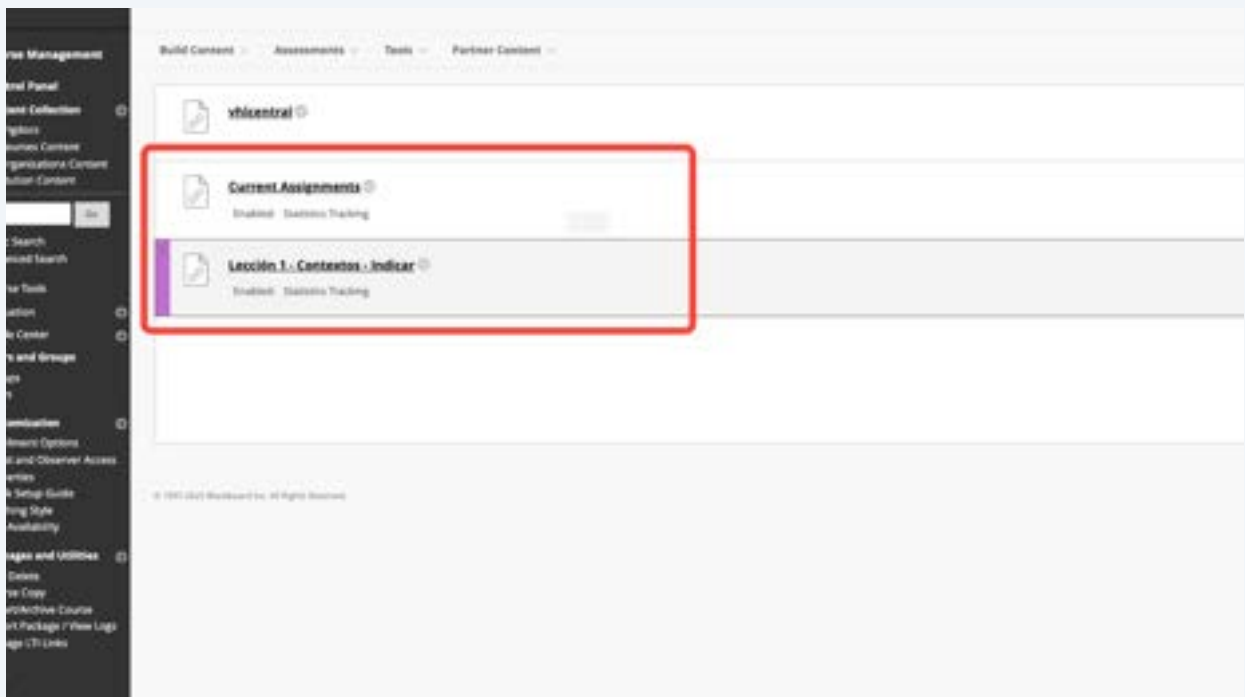
113

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



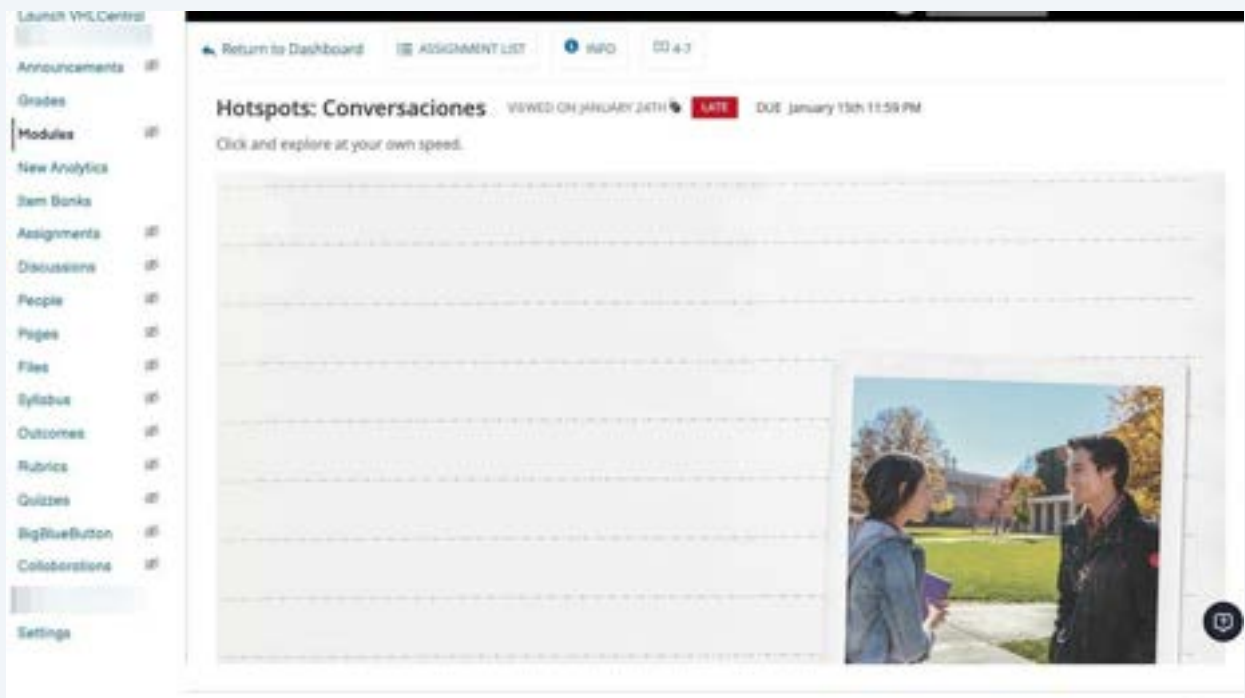
114

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.

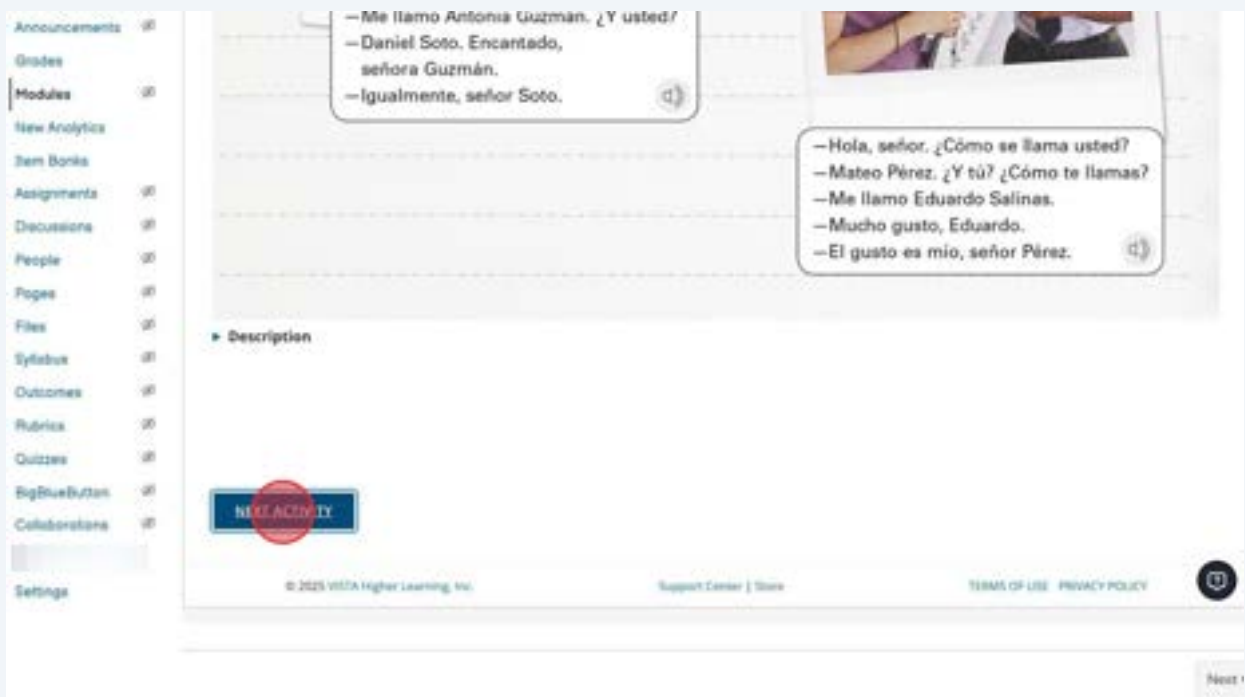


115

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



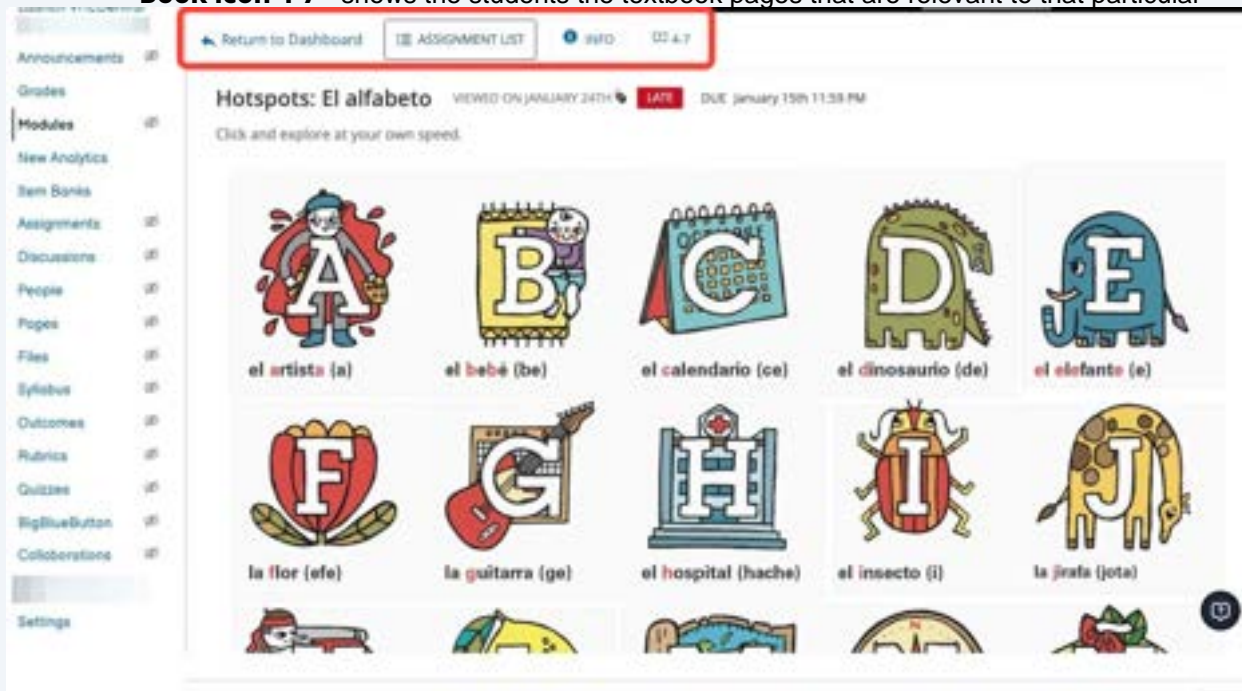
116 Once students are done with that activity, they can click on **"Next Activity"** to proceed to the next activity.



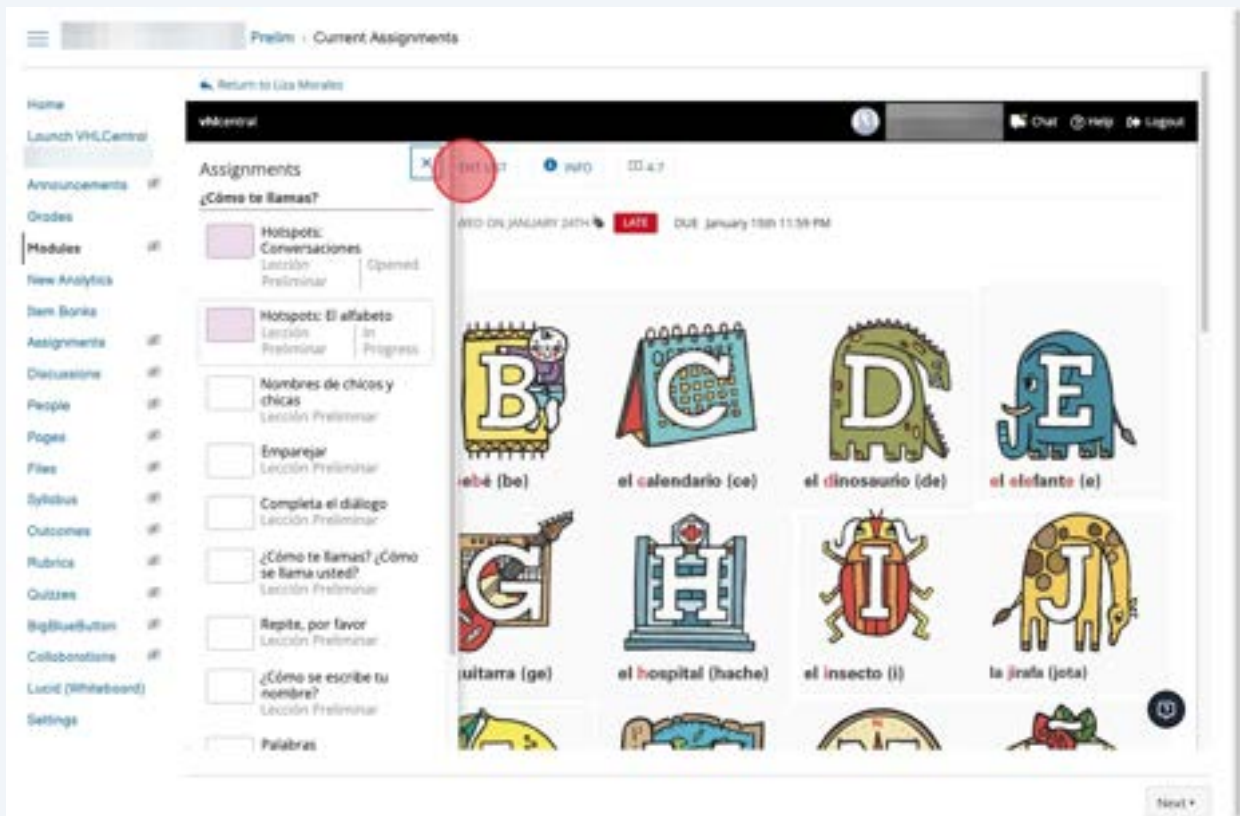
117 Once the students are in an actual activity, they will see a few links:

- **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



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



119

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

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

