



VHL Central

Supersite® 3.0

Portales, Portails, PRIME

Instructor Guide

Assessment Builder

Vista Higher Learning Tech Support:

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

Trademark and License Information

Copyright © and ® 2021 Vista Higher Learning

All rights reserved. No part of this publication may be reproduced without the prior written permission of the publisher. Published in the United States of America.

CONTENTS

Start from an Existing Assessment.....	4
Start from Scratch.....	4
Write your Content.....	5
Add Existing Content	5
Question Bank.....	6
Editing an Assessment	7
Saving an Assessment	8

Assessment Builder: Create a Custom Assessment

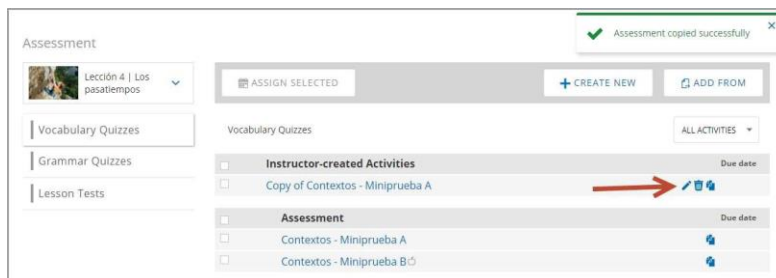
Getting started: You can start from an existing assessment or from scratch.

1. Start from existing assessment:

a. Make a copy of the existing content, click the copy icon.



b. Click the Pencil icon to EDIT and/or ADD SECTIONS to the assessment.



2. Start from scratch:

a. Go to CREATE NEW < Assessment



- b. Click the pencil icon to edit:
- The Instructor title – only the instructor will see this.
 - The assessment location in the table of contents and the gradebook.
 - The title that Students see in their account.
 - The assessment language.

New Assessment



Add an Assessment Title and confirm the Assessment Language.

Assessment Title

Assessment Language

[What's this for?](#)


Vocab Test

English  

Location
Where assessment will live in gradebook.

Lesson

Strand

[Add Student-Facing Title](#) 

Assessment Summary

Section Count | Total Points | Randomize Sections

[+ Add Activity](#)

ADD CONTENT TO YOUR ASSESSMENT

1. Write your own **CONTENT**
 - a. Click on **ADD ACTIVITY**, then **NEW CONTENT**
 - b. Select the question type.

The screenshot shows the assessment editor interface. At the top, there are dropdown menus for 'Location' (Lesson: Lección 1 | Hola, ¿qué tal? and Strand: Grammar Quizzes). Below that is the 'Assessment Summary' section with fields for 'Section Count', 'Total Points', and a 'Randomize Sections' toggle. A red box highlights the '+ Add Activity' button, and a red arrow points to the 'New Content' option in the dropdown menu.

The screenshot shows a dialog box titled 'Select an activity type'. It contains several buttons with right-pointing arrows, representing different question types: Audio Recording, Composition, Dropdown (Standard), Fill In The Blanks, Multiple Answer, Multiple Choice, Open Ended, and True/False. A scrollbar is visible on the right side of the dialog.

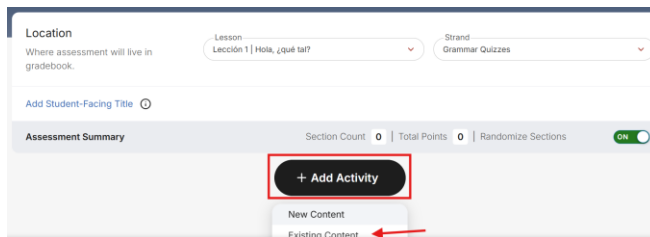
- Click in the appropriate fields to edit
- **SAVE** the section

The screenshot shows a question item in the assessment editor. It has a title '1' and a 'Test' icon. Below the title are fields for 'Item Prompt', 'Optional', and 'Sample Answer'. At the bottom, there are two buttons: 'Save as Draft' and 'Save Assessment', both highlighted with a red box.

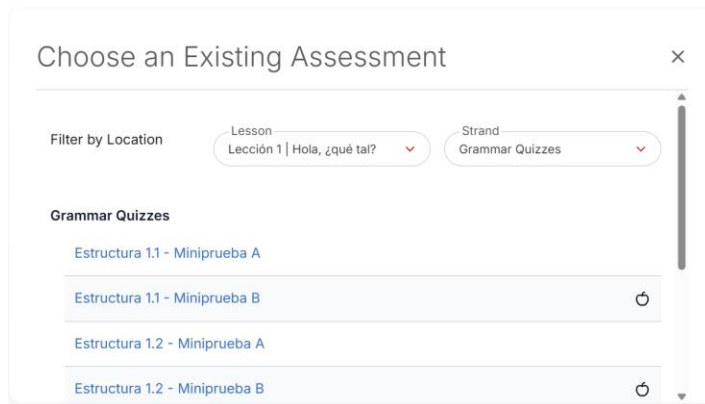
- You can continue adding sections of **NEW** Content by repeating the steps above.
- Each new section will be added to the bottom of the assessment

2. Add existing VHL assessment sections to your assessment:

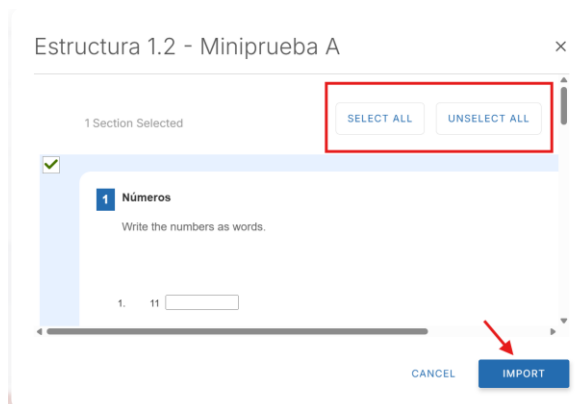
- a. Click ADD ACTIVITY
- b. Click EXISTING CONTENT



- Filter by Lesson and Strand (optional) and select the assessment



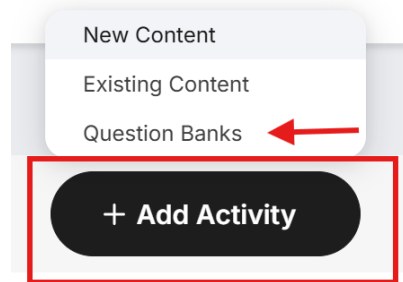
- c. You can SELECT ALL, UNSELECT ALL, or choose specific sections by checking the box next to the section.
- d. Click IMPORT to add the selected sections to your assessment.



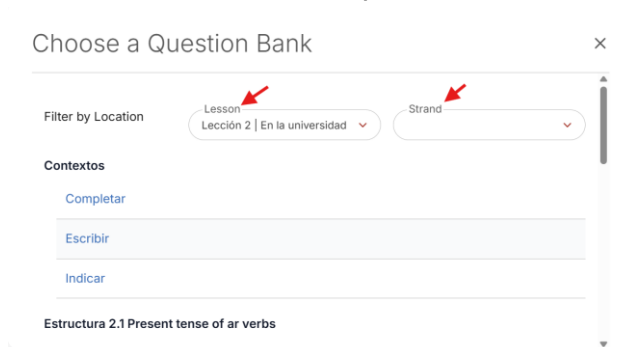
- You can continue to add existing content by repeating the steps above.
- Each new section will be added to the bottom of the assessment

3. Add questions from the NEW Vista Higher Learning QUESTION BANK.

- a. Click ADD ACTIVITY, then click QUESTION BANKS



- b. Choose the lesson and specific strand of the lesson (optional)



- c. Select the question type of the strand you want to open.

- d. You can:
- Select all questions
 - Unselect all questions
 - Select specific questions

e. Click IMPORT

Completar

4 Questions Selected

1 Completar
Complete each sentence with the appropriate word.

1. Necesitas una bicicleta para practicar [] .

2. Alfonso prefiere escribir [] a sus amigos, no correos electrónicos.

3. Los estudiantes juegan el [] americano en la universidad.

4. Qué bien, ganamos el [] de baloncesto!

5. La [] de tenis es pequeña.

6. Ustedes pasean por el [] central de la ciudad.

7. Mi [] favorito es jugar a los videojuegos.

8. Nosotras escalamos [] todas las semanas.

9. Alejandro practica [] ecuétrico en la playa.

10. Un equipo de [] tiene once jugadores.

11. []

CANCEL IMPORT

- You can continue to add existing content by repeating the steps above.
- Each new section will be added to the bottom of the assessment

EDIT the Assessment

- Edit the Section
 - Shuffle the questions within a section (*when applicable).
 - Edit questions within a section.
 - Delete the section.
- Click “shuffle sections” to change the order of the sections as they appear on the assessment
- Shuffle sections and move a section up or down in the assessment

The screenshot shows the 'Completer' assessment settings. At the top, it says 'Complete each sentence with the correct form of the descriptive adjective.' and 'Fill In The Blanks • 2 items, 4 pts'. On the right, there are buttons for 'Move up', 'Move down', and 'Delete item'. The 'Titles & Directions' section includes a 'Section Title' field with 'Completer' and a 'Directions' field with 'Complete each sentence with the correct form of the descriptive adjective.' The 'Settings' section includes: 'Points per blank' set to 2 (1-100 points), 'Item labels' with 'Numbers' selected, 'Size of each blank' with 'M' selected, and 'Randomize questions' turned ON.

- In **some** sections, you can edit the content of the questions:

The screenshot shows a question editor interface. It includes a text area with a rich text editor toolbar (undo, redo, bold, italic, link, unlink, image, video). The text in the editor is 'alto: El hermano de Juan es alto'. Below the text area is a '+ Blank' button.

SAVE your Assessment

- SAVE will keep you in the Assessment Builder

The screenshot shows the 'Create Assessment' interface. It includes a 'Completer' assessment preview with the text 'antipático: La sobrina de Raquel es antipática'. Below the preview are buttons for '+ Blank', '+ Add Item', and '+ Add Activity'. At the bottom left, a 'Save Assessment' button is highlighted with a red box.

You can further randomize the assessment in the assigning process.