



VHL Central

Supersite® 3.0

Portales, Portails, PRIME

Instructor Guide

Individual Assigning

Vista Higher Learning Tech Support:

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

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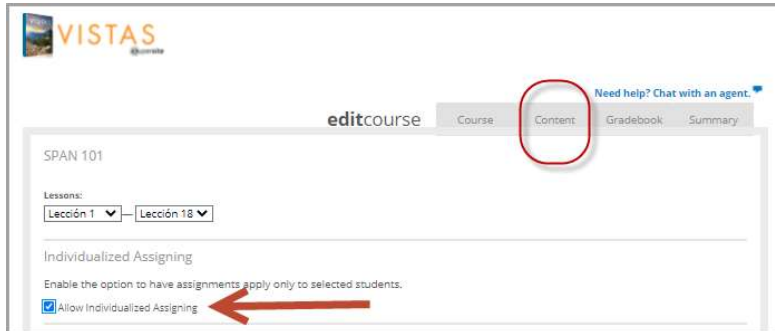
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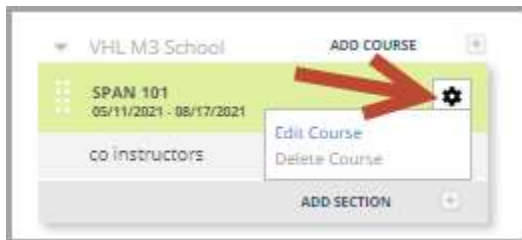
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Enable Individual Assigning

- In Course setup, individual assigning is enabled by default.
- To disable, uncheck the box and SAVE.



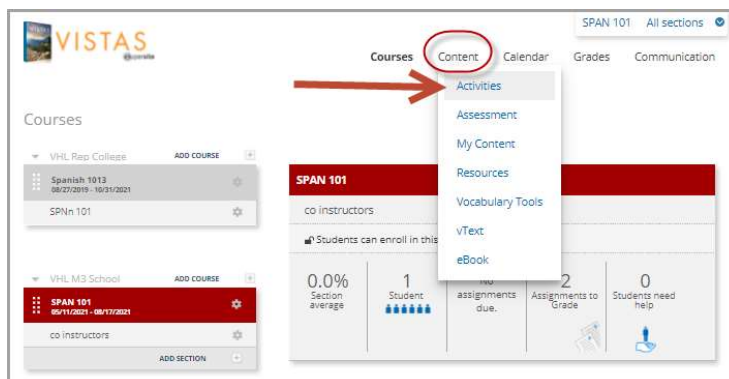
****For any courses already created, you must edit the course to enable and SAVE this feature**



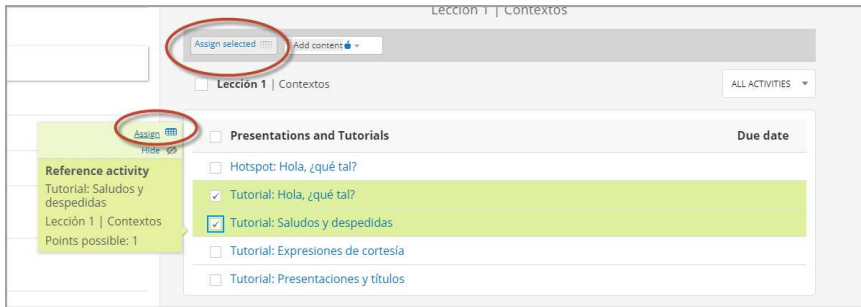
Assigning an Activity

From the Table of Contents:

- From your instructor dashboard:
 - Go to Content > Activities

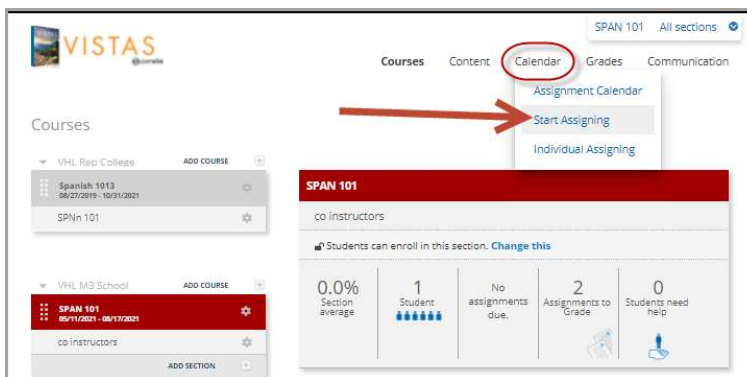


- Select the activity or activities and then either assigning calendar.

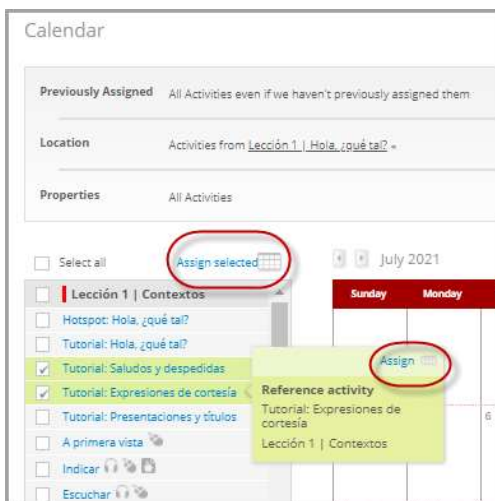


From Start Assigning:

- From your instructor dashboard:
 - Go to Calendar > Start assigning

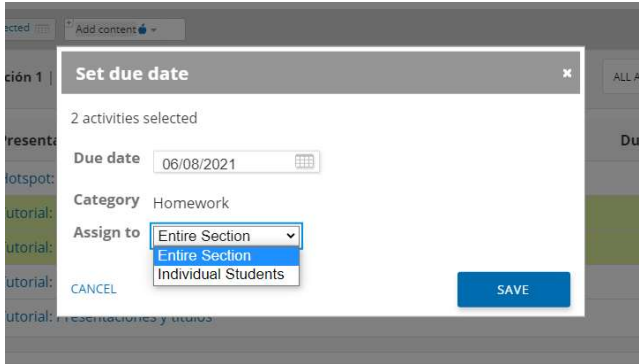


- Select the activity or activities and then either assigning calendar.



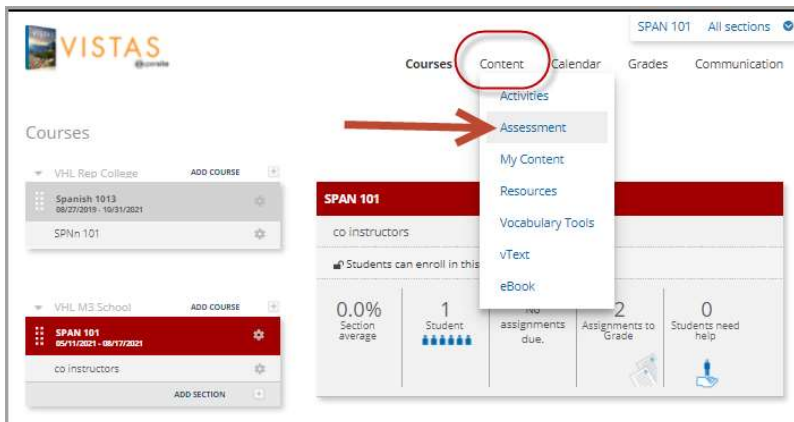
For both methods of assigning, the next steps are the same:

- Select the due date, the Category (if you have more than one), and the ASSIGNING STATUS:
 - **ENTIRE SECTION** – all current and future students in the section will be assigned this activity
 - **INDIVIDUAL STUDENTS** – selecting 1 or more, but not ALL students to assign the activity

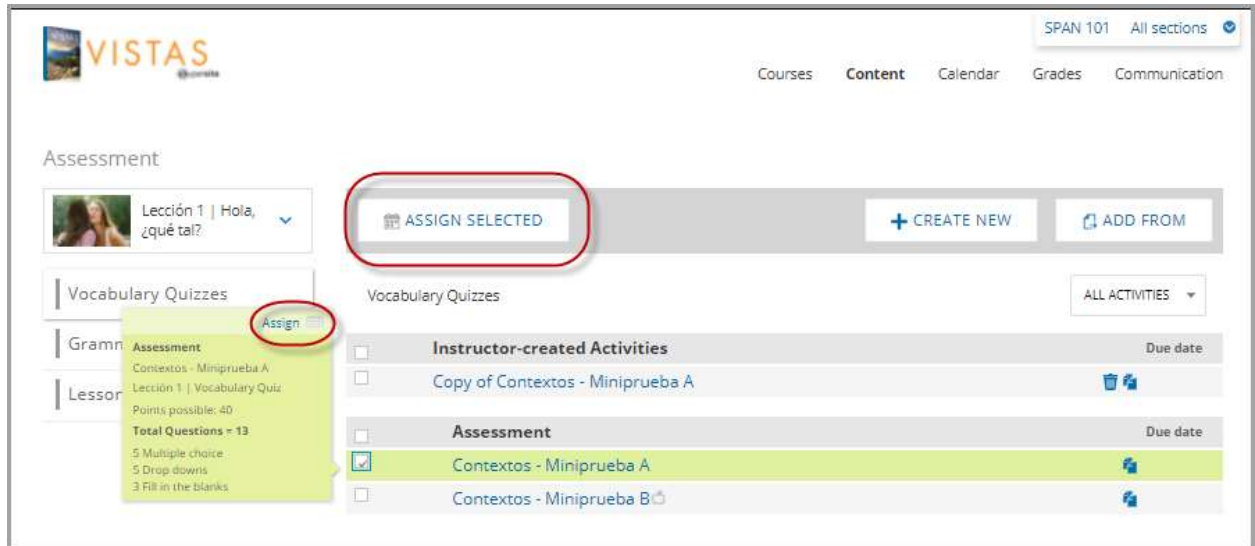


Assigning an Assessment

- From the instructor dashboard
 - Go to Content > Assessment

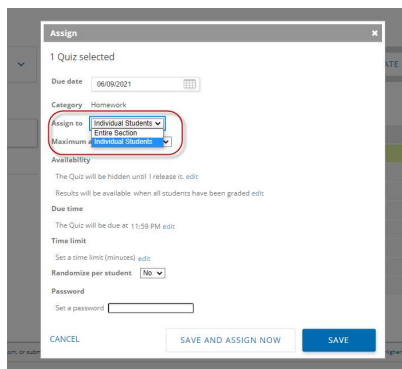


- Select the assessment and click on either assigning calendar



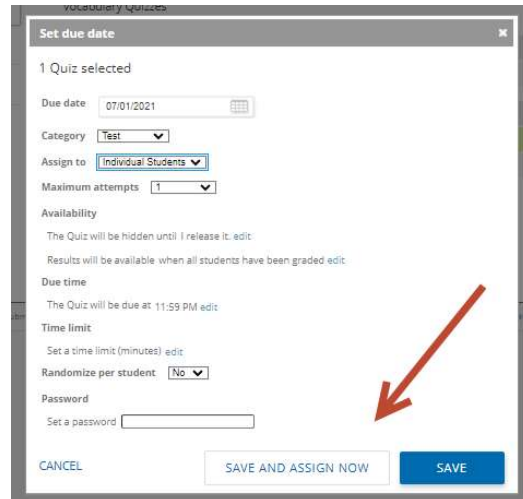
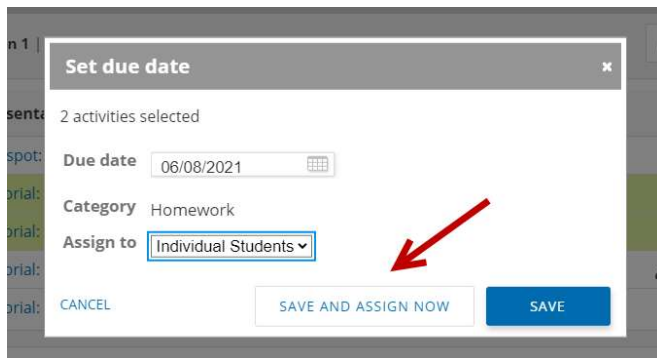
- Select the due date, the Category (if you have more than one), and the ASSIGNING STATUS:
 - **ENTIRE SECTION** – all current and future students in the section will be assigned this activity
 - **INDIVIDUAL STUDENTS** – selecting 1 or more, but not ALL students to assign the activity

Continue selecting the assessment assigning tools.



For both Activities and Assessments, when you select to individually assign, you can choose to:

- **SAVE** and go back to the list of activities, or
- **SAVE AND ASSIGN NOW**

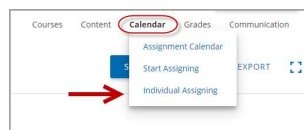


Individually assigned activities or assessments will have the icon (below) next to the due date:



SAVE - you will return to the activity list. You can select students later via the individual assigning management page.

- To get to the **individual assigning management** page:
 - Go to the **CALENDAR** dropdown in the menu:

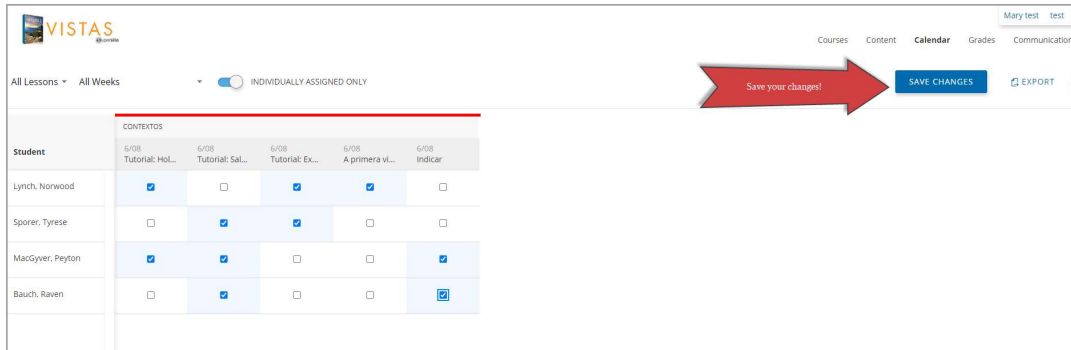


SAVE AND ASSIGN NOW takes you directly to the **individual assigning management** page, showing only the activities you just assigned.

- Check the box or boxes of the students to assign the activity/assessment
- **SAVE CHANGES**

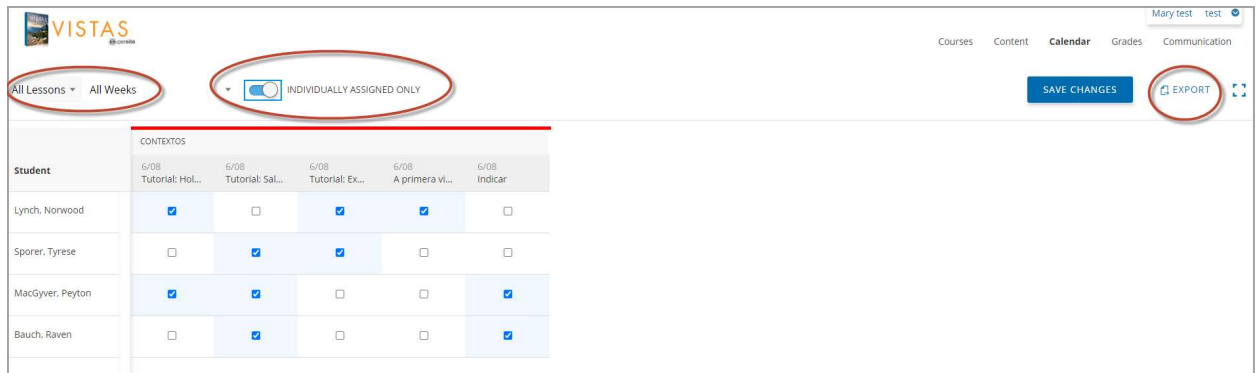
When you **SAVE**, you will then see all activities that have been individually assigned.

If you make ANY changes to the status of an assignment or a student, BE SURE TO SAVE CHANGES!

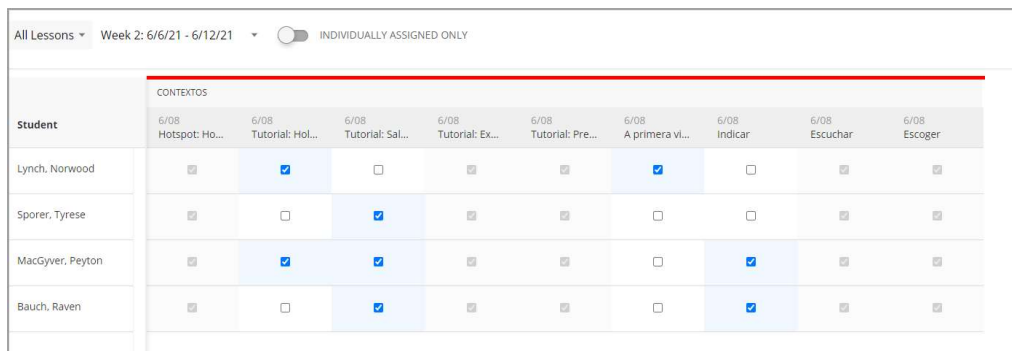


In this view, you can:

- Filter the view by LESSON or WEEKS
- Toggle to see ONLY individually assigned activities or to see ALL activities
- Export the view to a CSV file



If you change the view to see ALL assignments, you will see that the activity columns assigned to the entire SECTION are grayed out:



By clicking on the activity title that has been assigned to the Entire Section, you can:

- View the activity
- Assign to individual students
 - Edit the status
 - SAVE

- Select the student names to be assigned

| Student | CONTEXTOS | | | | | | |
|------------------|-------------------------------------|-------------------------------------|-------------------------------------|-------------------------------------|-------------------------------------|--------------------------|-------------------------------------|
| | 6/08 Hotspot: Ho... | 6/08 Tutorial: Hol... | 6/08 Tutorial: Sal... | 6/08 Tutorial: Ex... | 6/08 Tutorial: Pre... | 6/08 A primera vi... | 6/08 Indicar |
| Lynch, Norwood | <input type="checkbox"/> | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| Sporer, Tyrese | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| MacGyver, Peyton | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input checked="" type="checkbox"/> |
| Bauch, Raven | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input checked="" type="checkbox"/> |

Change Assignment Status

ASSIGN TO

ENTIRE SECTION

ENTIRE SECTION

INDIVIDUAL STUDENTS

Selecting ENTIRE SECTION assigns this activity to all current and future students who enroll in this course section.

CANCEL SAVE

By clicking on the title of an activity that has been individually assigned, you can:

- View the activity.
- Assign to the ENTIRE SECTION – this assigns the activity to all **current and future** students who enroll in this course section.
- Select column – this assigns the activity to all students CURRENTLY enrolled in this course section.
- Deselect column – this removes the assignment for all students CURRENTLY enrolled in this course section.

| | CONTEXTOS | | | | | |
|--|-------------------------------------|-------------------------------------|-------------------------------------|-------------------------------------|-------------------------------------|-------------------------------------|
| | 6/08 Hotspot: Ho... | 6/08 Tutorial: Hol... | 6/08 Tutorial: Sal... | 6/08 Tutorial: Ex... | 6/08 Tutorial: Pre... | 6/08 A primera vi... |
| | <input type="checkbox"/> | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input checked="" type="checkbox"/> |
| | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | <input type="checkbox"/> |
| | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |

ALWAYS REMEMBER TO SAVE YOUR CHANGES BEFORE LEAVING THE MANAGEMENT SCREEN

Reassigning and Unassigning

From the Table of Contents view (CONTENT > ACTIVITIES), you can unassign and reassign activities, as well as edit the status of the assignment.

For a **single** activity:

- Check the box of the activity or assessment
- Click on either Calendar (red arrows below)
- Choose to unassign or reassign
- To REASSIGN, you can:
 - Edit the Due Date
 - Edit the Category (if you have more than one)
 - Edit the status of the assignment
 - Individual students > Entire Section
 - Entire Section > Individual Students
- If you are editing the status from Entire Section to Individual Assigning, you will be prompted to either save or save and assign now. Then, follow the same steps as above.

Lección 1 | Contextos

Assign selected [calendar icon] Add content [heart icon]

Lección 1 | Contextos ALL ACTIVITIES

| | Due date |
|--|----------|
| <input type="checkbox"/> Presentations and Tutorials | Today |
| <input type="checkbox"/> Hotspot: Hola, ¿qué tal? | Today |
| <input type="checkbox"/> Tutorial: Hola, ¿qué tal? | Today |
| <input checked="" type="checkbox"/> Tutorial: Saludos y despedidas | Tue 6/8 |
| <input type="checkbox"/> Tutorial: Expresiones de cortesía | Tue 6/8 |
| <input type="checkbox"/> Tutorial: Presentaciones y títulos | Tue 6/8 |

Reference activity
Tutorial: Saludos y despedidas
Lección 1 | Contextos
Points possible: 1

Assign selected [calendar icon] Add content [heart icon]

Lección 1 | Contextos ALL ACTIVITIES

Assign [close icon]

1 activity selected [review activities](#)

Due date 06/08/2021 [calendar icon] use 06/09/2021

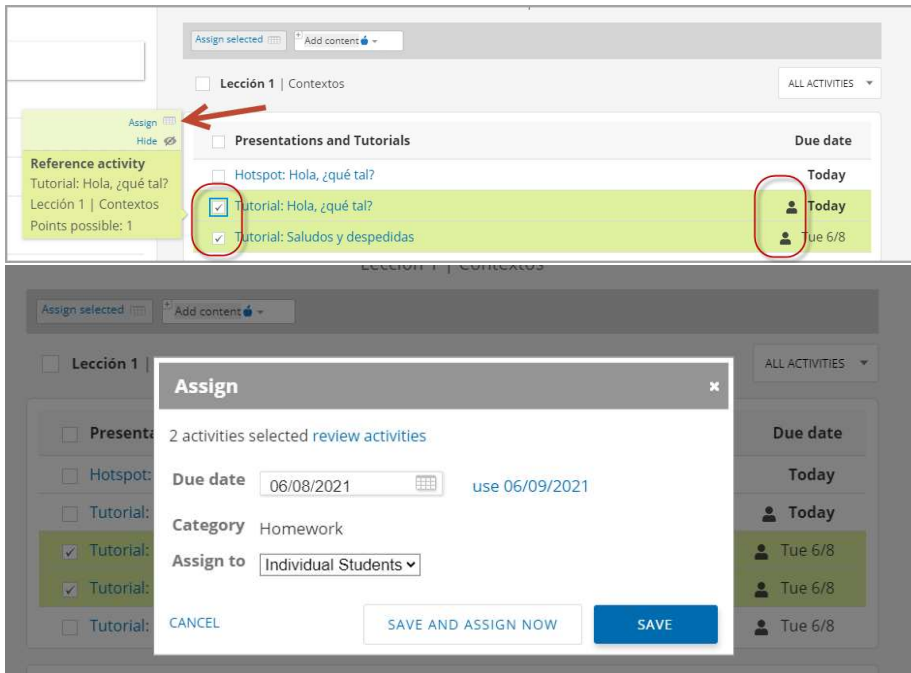
Category Homework

Assign to Individual Students [dropdown arrow]

CANCEL SAVE AND ASSIGN NOW SAVE

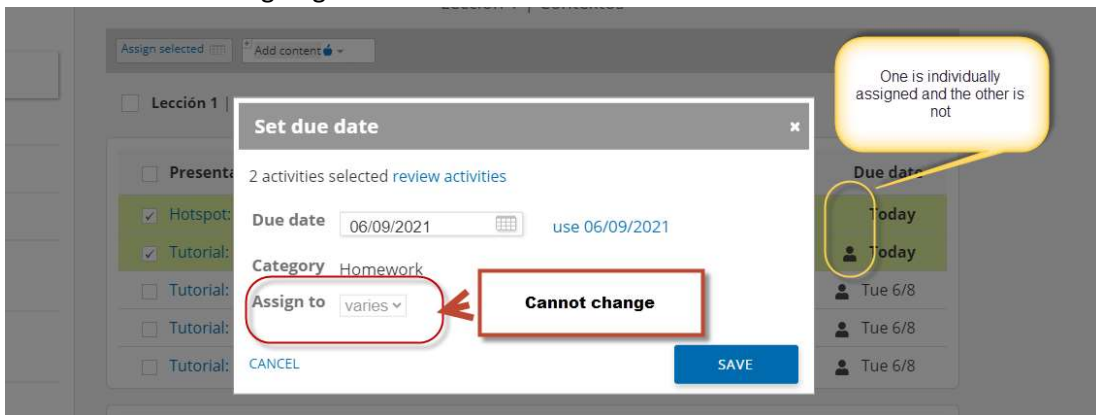
To edit multiple activities with the **SAME assigning status** (all are Entire Section or Individual Students), you can:

- Edit the Due Date for all of the activities
- Edit the assigning status from one to the other



To edit multiple activities with different assigning statuses, you:

- **CAN** edit the Due Date for all activities selection
- **CANNOT** edit the assigning status



If you want to edit the assigning status, all activities selected MUST have the same status.