D2L/Brightspace Instructor documentation

Initial use of Quick Link to Link Course to VHL and do Deep Linking

1. Your D2L Admin will provide you with the name of the VHL Tool Quick Link.
2. As a D2L instructor open a course and go to the Content Browser. Add a module if one is not already available for listing links to VHL.
3. Select the "Add Existing Activities" drop-down button dialog. A list of available activity options should appear, including the VHL Quicklink.

4. Select the VHL Quicklink from the drop-down. A VHL login page will be displayed the first time the instructor links to VHL.

5. The instructor should enter their VHL credentials. If they do not already have a VHL instructor account, they should contact their MLS to get one.
6. After logging in the instructor is directed to the **Course Connector** page, which will list what current VHL course sections the instructor has available for linking.

If the desired course section does not exist yet, the instructor is directed to the VHLCentral page to create it, and then re-enter VHL using the VHL Quicklink.

7.   On the **Course Connector** page select the desired course section and click LINK THIS SECTION. A dialog should open with 4 linking options:

> 1) **LINK TO CURRENT ASSIGNMENTS** - links to the student dashboard.
> 2) **LINK TO A SPECIFIC ACTIVITY**
> 3) **LINK TO A SPECIFIC ASSESSMENT**
> 4) **LINK TO VHL CENTRAL HOME**

Current Assignments

Create a link to the student dashboard, which provides easy access to upcoming assigned work. You can add this same link into multiple locations of your course, and it will always show the work relevant based on the current date.

LINK TO CURRENT ASSIGNMENTS

Specific Activity

Choose a single activity to embed into your course. e.g. a video or other presentational material, or specific high-value quiz or exam.

LINK TO A SPECIFIC ACTIVITY   LINK TO A SPECIFIC ASSESSMENT

VHLCentral Home

Create a link that both instructors and students can use to automatically log in to their account's VHL Home page.
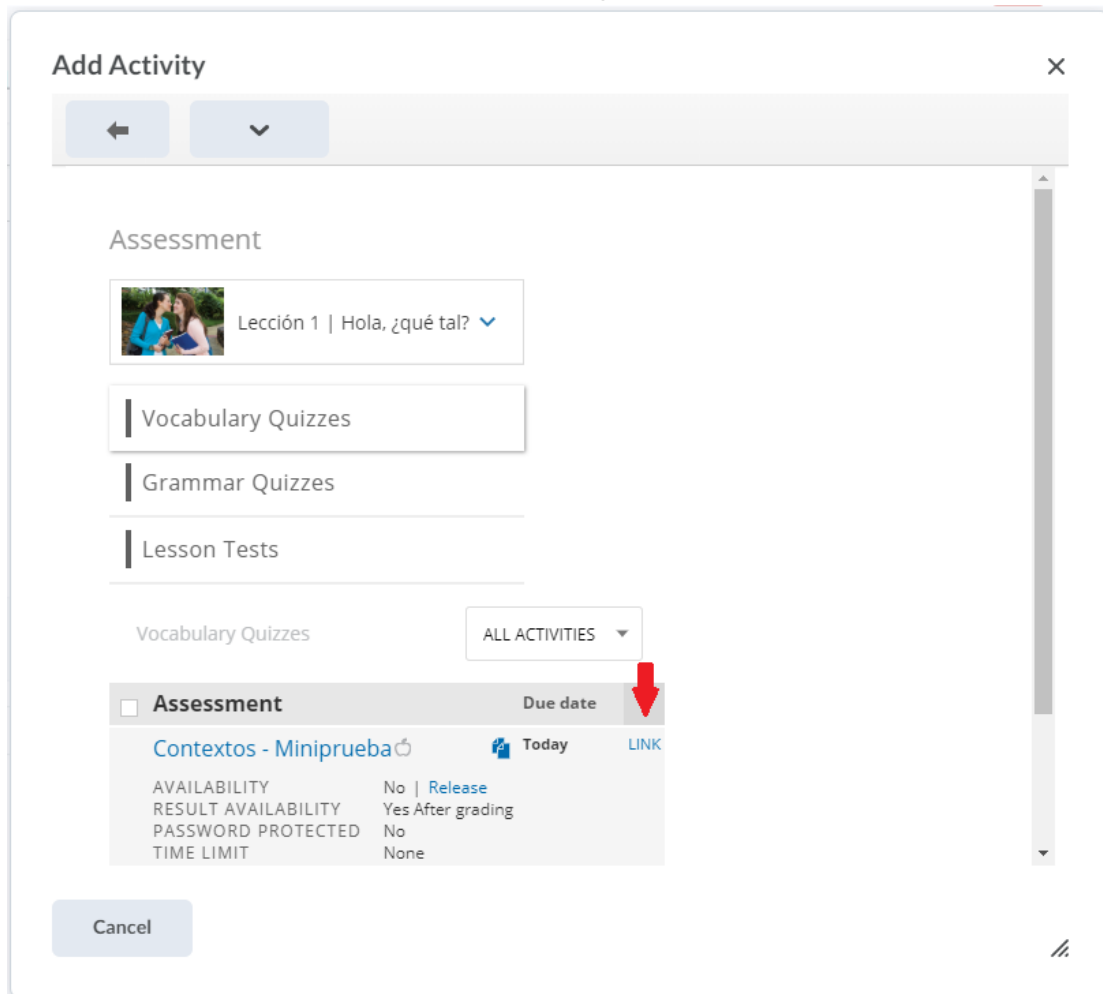
LINK TO VHLCENTRAL HOME

> a.   To link to the student dashboard choose **LINK TO CURRENT ASSIGNMENTS**. You should be returned to the VHL module and see an item link for **"Current Assignments"**. Next to the item link should be a drop-down button that lists options for the item. Click on the drop-down button and select the "Edit properties in place" item from that list. A check box should appear to "Open as External Resource" – check that box and click on the module title (under the Table of Contents) on the left to save your settings. Then the instructor can select that item to open a preview of the student dashboard in a new tab.

b. To link to a specific activity:

    i. Choose **LINK TO A SPECIFIC ACTIVITY.** You should be directed to a preview of the VHL program Content > Activities page. On the right side should appear a link for each activity. Activities that have been assigned in the VHL program will have due dates as expected.
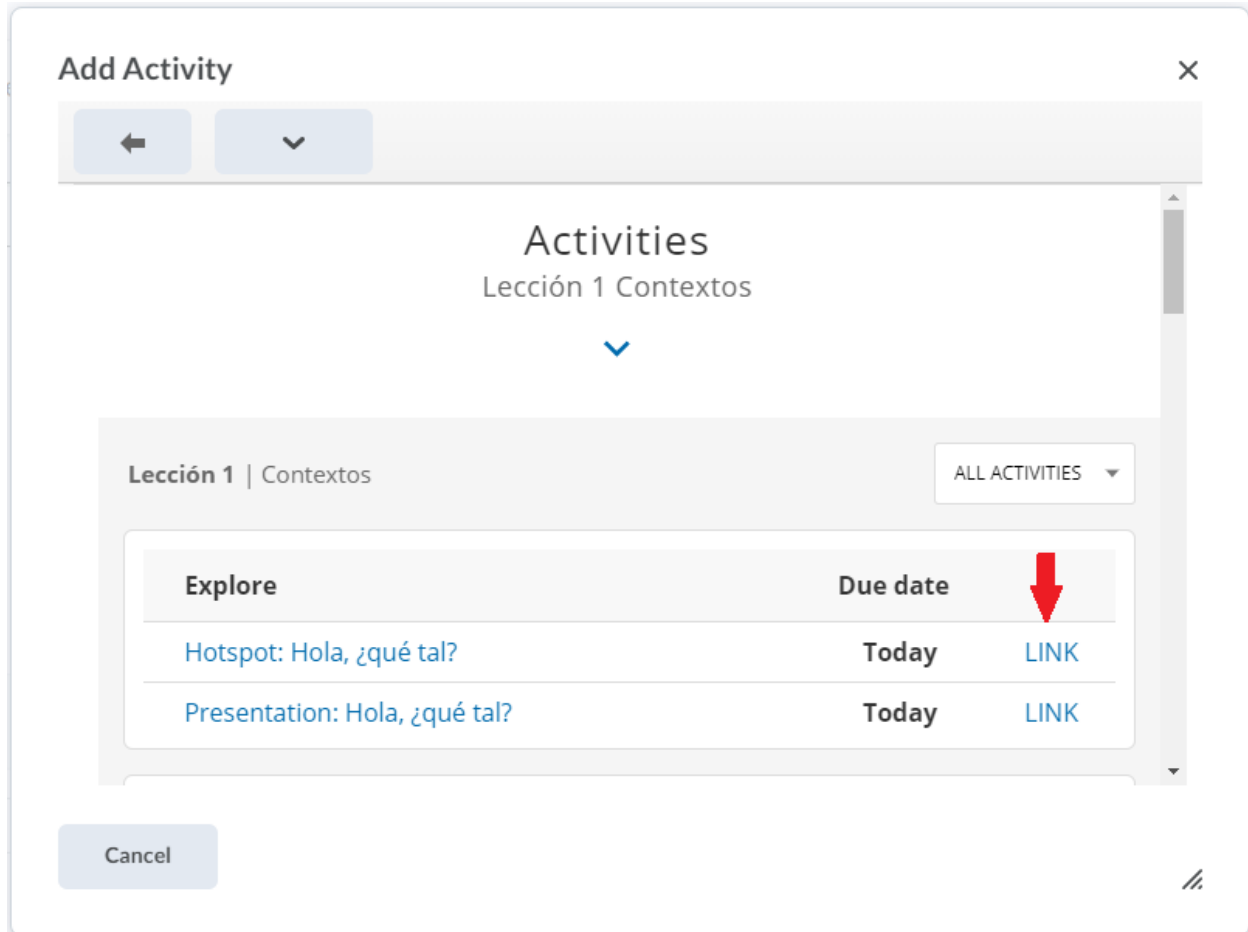
    ii. Select a link for the activity you wish to link to. A **Create Link** dialog should open with a CANCEL link and **CREATE** button.

    iii. Select the **CREATE** button. You should be returned to the VHL module and see an item link for the activity. Next to the item link should be a drop-down button that lists options for the item. Click on the drop-down button and select the "Edit properties in place" item from that list. A check box should appear to "Open as External Resource" – check that box and click on the module title (under the Table of Contents) on the left to save your settings. Then the instructor can select that item to open the activity.

c. To link to a specific assessment:

    i. Choose **LINK TO A SPECIFIC ASSESSMENT**. You should be directed to a preview of the VHL program Content > Assessment

page. On the right side should appear a link for each assessment. Assessments that have been assigned in the VHL program will have due dates as expected.
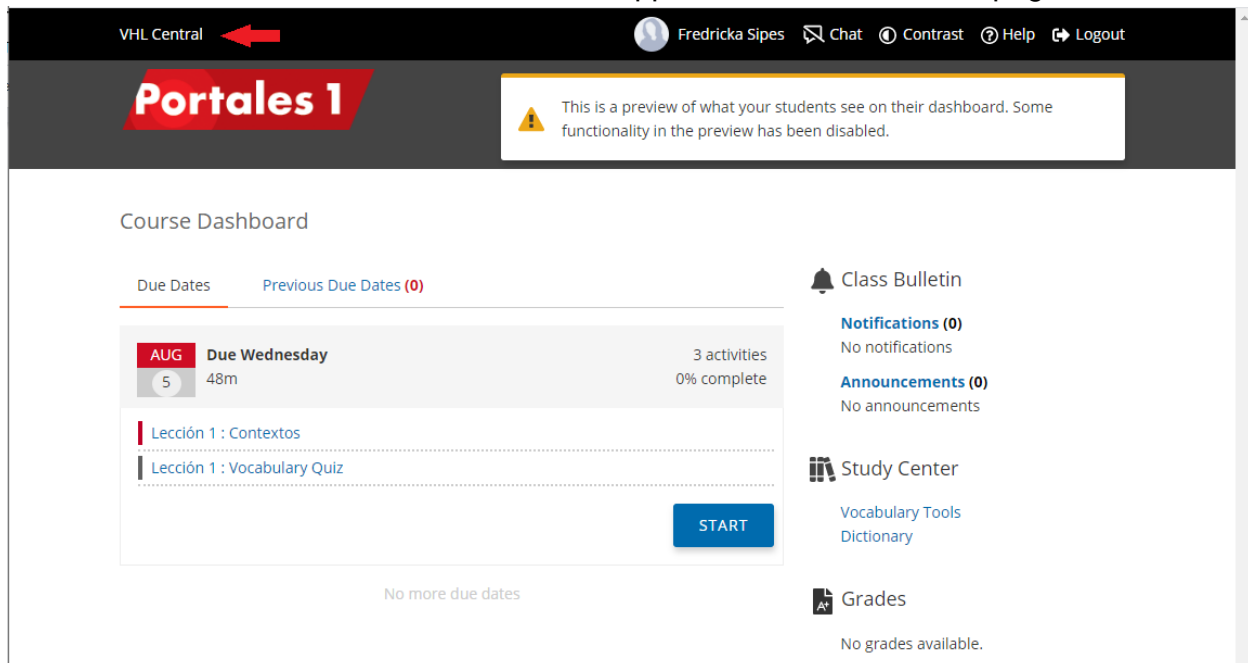
Add Activity ✕

Assessment

Lección 1 | Hola, ¿qué tal? ▼

Vocabulary Quizzes

Grammar Quizzes

Lesson Tests

Vocabulary Quizzes   ALL ACTIVITIES ▼

☐ **Assessment**	Due date	
Contextos - Miniprueba⟳	📄 Today	LINK
AVAILABILITY	No	Release	
RESULT AVAILABILITY	Yes After grading	
PASSWORD PROTECTED	No	
TIME LIMIT	None	

Cancel

    ii.   Select a link for the assessment you wish to link to. A **Create Link** dialog should open with a CANCEL link and **CREATE** button.

    iii.   Select the **CREATE** button. You should be returned to the VHL module and see an item link for the assessment. Next to the item link should be a drop-down button that lists options for the item. Click on the drop-down button and select the **"Edit properties in place"** item from that list. A check box should appear to **"Open as External Resource"** – check that box and click on the module title (under the **Table of Contents**) on the left to save your settings. Then the instructor can select that item to open a preview of the student dashboard, activity or assessment in a new tab.

   d. To link to the VHL Central page choose **LINK TO VHL CENTRAL HOME**. You should be returned to the VHL module and see an item link for **"VHLCentral Home"**. Next to the item link should be a drop-down button that lists options for the item. Click on the drop-down button and select

the "Edit properties in place" item from that list. A check box should appear to "Open as External Resource" – check that box and click on the module title (under the Table of Contents) on the left to save your settings. Then the instructor can select that item to open a preview of the student dashboard in a new tab.

Enabling Gradebook Sync:

The instructions below describe how to have VHL grades appear in the D2L gradebook.

1. In the Content area of the D2L course use the **Current Assignments** link previously created (see above) to load a preview of the student's dashboard. Select the **VHL Central** link in the upper left of the dashboard page.
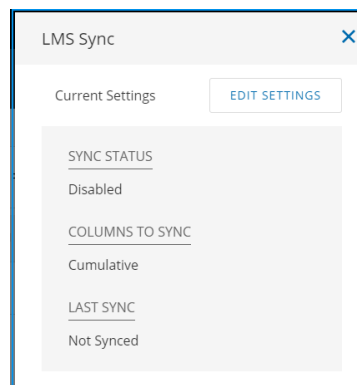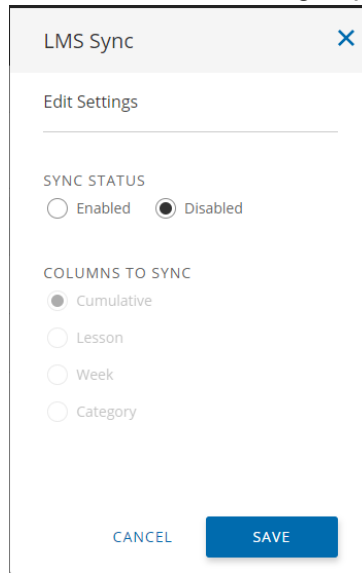
The instructor's VHL Central page should load.
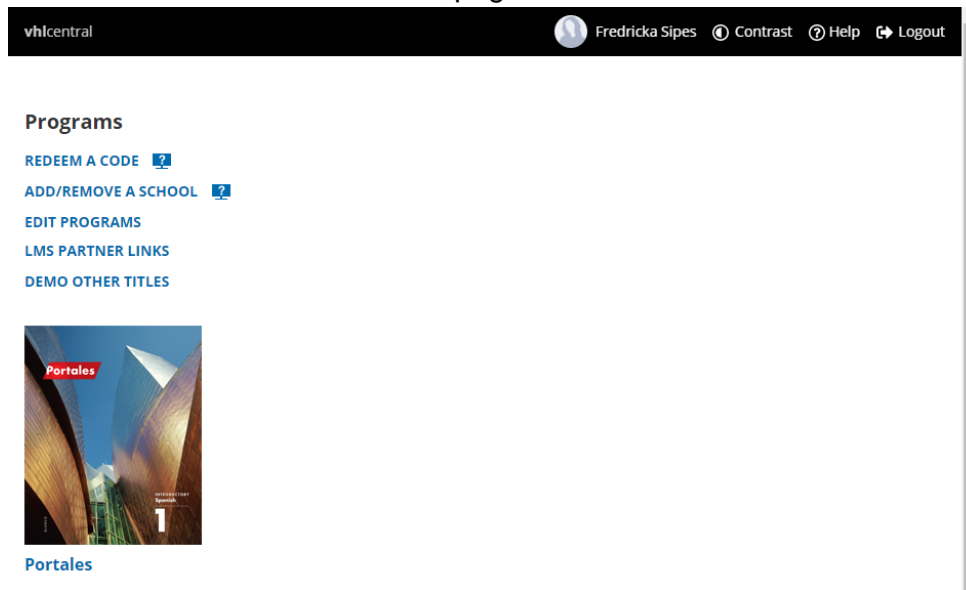
a. Go into the VHL book/program the course is in and in the linked VHL course section go to Grades > Gradebook > Scores (tab). A "LMS SYNC" link should appear on the right.
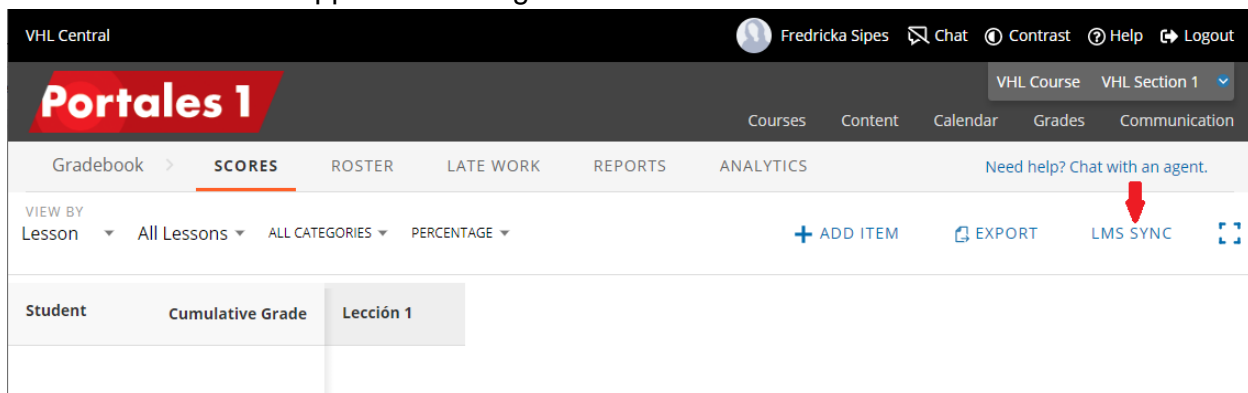
b. Select the "LMS SYNC" link and an **LMS Sync** dialog will open with an EDIT SETTINGS option where the instructor can enable syncing and choose what columns (Cumulative, Lessons, Weeks or Category) he/she wishes to appear in their LMS gradebook.
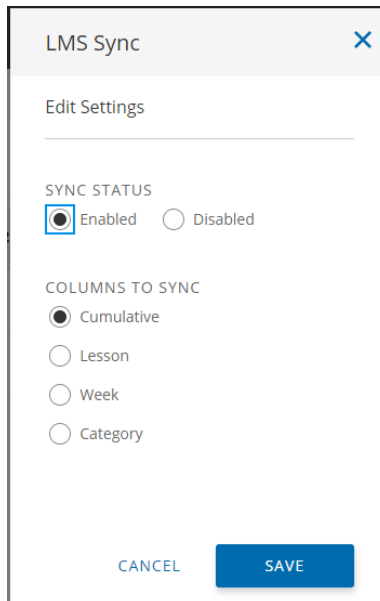
c. Select EDIT SETTINGS and the Edit Settings options appear.

d. Select "Enabled" for SYNC STATUS.

e. Select the COLUMNS TO SYNC and then click SAVE. The VHL course section grades will be synced periodically. The instructor can also re-open the dialog and use the SYNC NOW button to immediately sync grades. NOTE: Each column grade will appear in the LMS with a score that is based upon a maximum of 100 points.
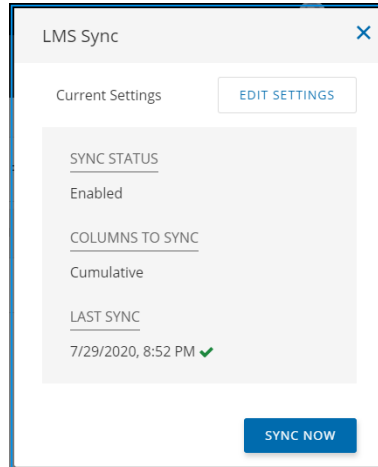
NOTE: If the instructor wants to adjust the Gradebook sync, the instructor can always return to the VHL Gradebook Scores tab and use the LMS SYNC button there to access to LMS Sync dialog and edit the settings.

NOTE: Students will need to link their D2L account to their VHL account by using one of the deep links the instructor has created to login just once to VHL before their work can be synchronized with the instructor gradebook. After that, students can open VHL directly if they do not want to go through D2L. We recommend giving the students the "Student workflow for LTI-Advantage:" document to help explain this procedure to them.

If a student has not yet linked their D2L account to their VHL account, a notification icon, which is a red circle with a slash, will appear by their name in the VHL gradebook. If you hover a mouse over the icon a message displays explaining this situation.