



VHL Central

Supersite® 3.0

Portales, Portails, PRIME

Instructor Guide

Vista Higher Learning Tech Support:

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

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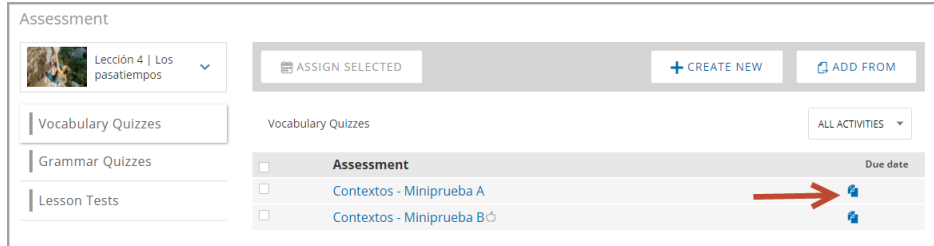
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Assessment Builder: Create a Custom Assessment

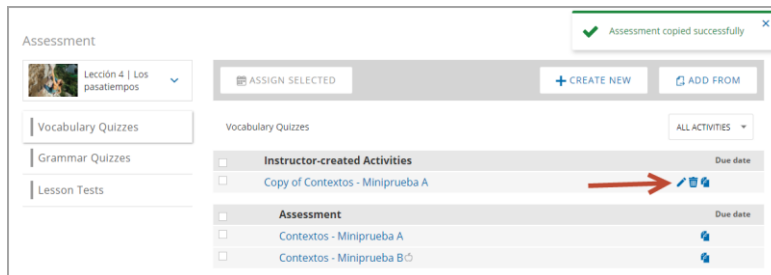
Getting started: You can start from an existing assessment or from scratch.

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.



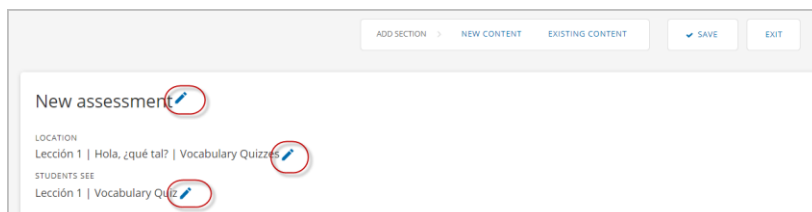
2. Start from scratch:

a. Go to CREATE NEW < Assessment



b. Click the pencil icon to edit:

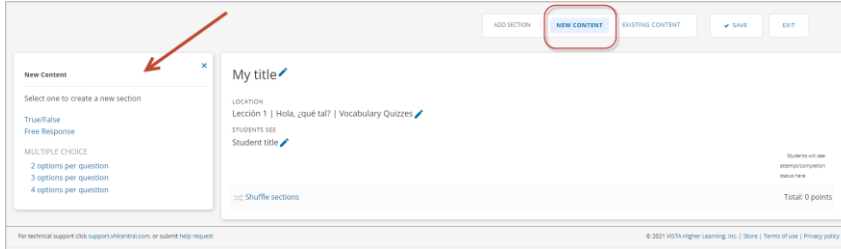
- The Instructor title – only the instructor will see this.
- The assessment location in the table of contents and the gradebook.
- The title that Students see in their account.



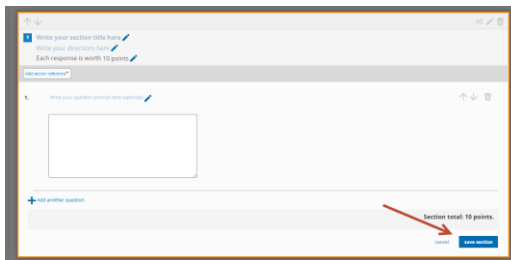
ADD CONTENT TO YOUR ASSESSMENT

1. Write your own CONTENT

- Go to NEW CONTENT
- Select the question type from the panel on the left



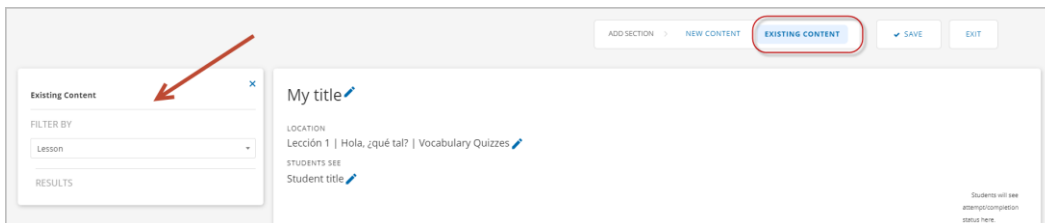
- Click the pencil icon to edit
- SAVE the section



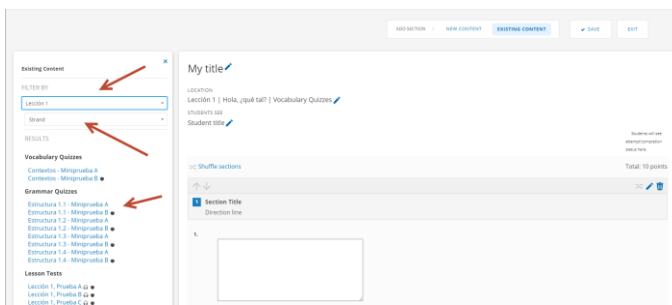
- You can continue adding sections of NEW Content by repeating the steps above.
- Each new section will be added to the bottom of the assessment

2. Add existing VHL content to your assessment:

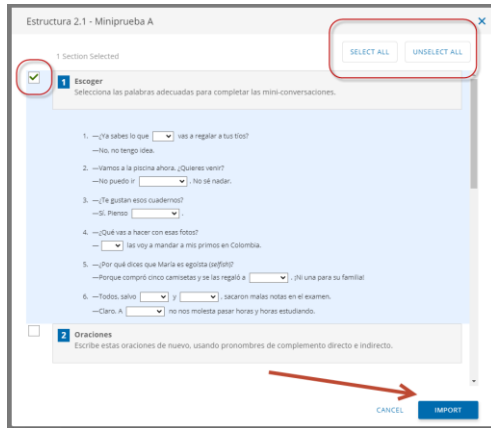
- Click EXISTING CONTENT at the top of your screen.



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



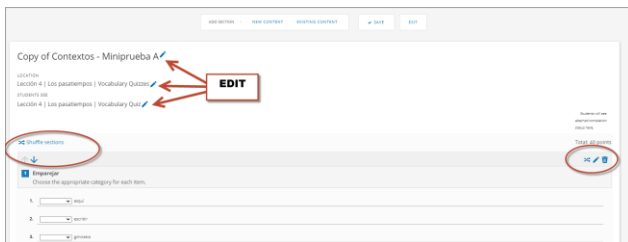
- b. You can SELECT ALL, UNSELECT ALL, or choose specific sections by checking the box next to the section.
- c. Click IMPORT to add the selected sections to your assessment.



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

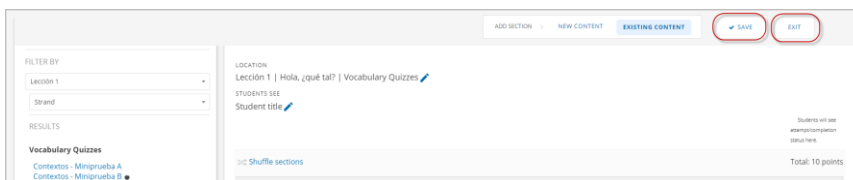
EDIT the Assessment

- The pencil icon indicates an area that can be edited
- 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



SAVE your Assessment

- SAVE will keep you in the Assessment Builder
- EXIT will take you back to the Assessment Dashboard



- If the assessment has not been saved, when clicking on Exit, you will see a pop-up message with more saving options

