

Canvas + vhlcentral: Self-Rostering Quick Start Guide



START HERE

1 Launch & Access



- Launch vhlcentral from the LMS course.
- Verify Launch vhlcentral is available in the LMS course.
- Create a new vhlcentral course for your class.
- Confirm the new vhlcentral course is linked to the correct Vista program.

2 Enrollment & Sync



- Students self-enroll using teacher-provided instructions.
- Students must enroll in the correct course and section.
- Teachers manage where Launch vhlcentral appears within the LMS course.

3 Course Dates



- LMS course dates determine vhlcentral course dates.
- Verify course dates during setup or under Edit Class in vhlcentral.
- Verify dates before assigning work.

4 Gradebook & Grade Sync



Verify LMS Sync settings are enabled.



Select Aggregated or Individual passback.



Review grading category settings.



Recategorize assignments in your LMS course according to district requirements.

5 Assign Work

Assignments



- Create assignments in vhlcentral.

Deep Links



- Optionally, create deep links in your LMS course.
- Deep links provide access only.
- Deep links are course-specific.

6 Check Grades



- Verify grades sync correctly to your LMS gradebook.
- If grades are not syncing correctly, confirm grading categories and verify the assignment due date has passed
- A null symbol indicates the LMS connection has not been established.



WATCH OUT FOR



Linked or combined courses cannot have different assignment due dates.



Linked/combined courses sync grades only to the parent section.



Incorrect course dates.



Students joining incorrect sections.



Enrollment is not automatic.



SELF-ROSTERING BASICS



Students create their own accounts.



Students enroll using teacher-provided instructions.



Teachers manage where Launch vhlcentral appears within the LMS course.



Enrollment is NOT automatic.



Need help?
Visit support.vhlcentral.com



Looking for detailed instructions?
Refer to the appropriate User Guide.