

Clever + vhlcentral: Rostering Quick Start Guide



START HERE

1 Launch & Access



- Launch Vista through Clever.
- Open the Vista application.
- Select and link the correct Vista program.

2 Enrollment & Sync



- Students are automatically rostered through Clever.
- Enrollment updates sync from district/SIS data.
- Sync timing may vary.

3 Course Dates



- Verify course dates during setup.
- Course dates control student access.
- Review course dates at the start of each term.

4 Gradebook & Grade Sync



Confirm students appear in the correct section.



Review enrollment changes regularly.



Verify roster updates have synced.

5 Assign Work



Assignments

Create assignments in vhlcentral.



Access

Verify students can access assigned work.

6 Check Grades



- Confirm students can launch and access content.
- Verify rostered students appear correctly.
- Test student access after setup.

WATCH OUT FOR COMMON ISSUES



 A roster can only be linked to one section at a time.

 The school must be mapped before instructors can access Clever rostering.

 Enrollment updates may take time to sync after district/SIS changes.

 Incorrect course dates may impact student access.

 Students may appear in the wrong section if SIS data is incorrect.

 Students may not appear in vhlcentral until roster sync processing is complete.

 Linking the wrong roster may require the roster to be unlinked and relinked to the correct section.



ROSTERING BEST PRACTICES



Verify enrollments regularly.



Confirm the correct program is linked.



Verify course dates before assigning work.



Check student access early.



Report roster discrepancies promptly.



Need help?
Visit support.vhlcentral.com



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