



Select a course at www.VHLCentral.com.

Click on the **3-dot menu** of the class you want to edit and select **Edit class**.

vhlcentral Chat

DESCUBRE 1 Spanish 1 | All Sections

Assignments Grades Content Tools Communication

Classes +

School: VHL Rep HS

Spanish 1 Apr 29, 2026 - Aug 5, 2026 **Edit Class** Add Section

Spanish 1 Apr 27, 2026 - May 1, 2026 **Delete Class** **Closed**

Dashboard Spanish 1

Select the three dot menu within the class you want to edit, then select edit class.

period 5 **1 Student** View as Student

0% Average Grade

Practice -
Explore -

Next Due Date

Complete -
Started -
Not Started -

0 Submissions to Grade

No submissions to grade.

View Gradebook **View Assignments** **Grade Now**

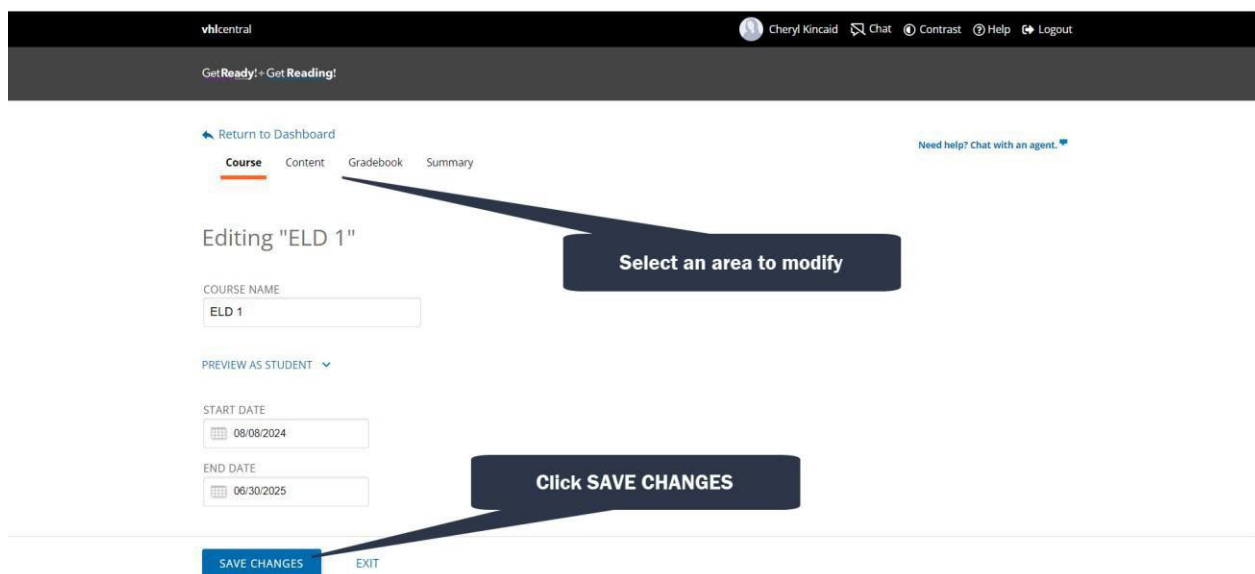
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Select an area to modify or go through each area to verify all settings.

Be certain to click **Save Changes** at the bottom.



The screenshot shows the VISTA interface for editing course settings. The top navigation bar includes the VISTA logo, user name 'Cheryl Kincaid', and links for Chat, Contrast, Help, and Logout. Below the navigation bar, there's a 'GetReady! + GetReading!' banner. The main content area has a 'Return to Dashboard' link and a 'Need help? Chat with an agent.' link. The 'Course' tab is selected, showing the 'Editing "ELD 1"' page. The 'COURSE NAME' field is set to 'ELD 1'. The 'START DATE' is '08/08/2024' and the 'END DATE' is '09/30/2025'. At the bottom, there are 'SAVE CHANGES' and 'EXIT' buttons. Callout boxes highlight the 'Content' tab and the 'SAVE CHANGES' button.

In the **Content** area, remember these settings are for the **students**. They do **not** affect what you see as a teacher. You can still come back and adjust these settings at a later date. Changes are not retroactive.

Access Level – this is determined by the purchased made by the district/school

Standards - only appear in programs for multi-lingual learners of English.

Assignment Settings – you select the **range of lessons** (typically the entire program), some programs ask about **English translations in vocabulary tutorials**, and if you want students to see the **estimated time** to complete an activity

Assigning Tools – enable this option to allow for individual assigning

Media Settings – this is now edited in settings of a section or in the roster section of the grade book

Student Support Requests – leave this disabled for now

Chat – leave Only in chat activities enabled to limit student interaction

Don't forget to click **SAVE CHANGES**

Newcomers 24-25

Setup > Course > **Content** > Gradebook > Enrollments

USE SETTINGS FROM

Default settings

If you have created courses previously, you can select to copy settings from one of those courses

ACCESS LEVEL

LEVELS

Select the level of access you expect your students to have for this course.

☒ Get Ready! Grades 9-12 + Get Reading!

This is already selected for license users, not for customers where students purchase codes

STANDARDS

Select the standards you would like to include in your course.

- ☒ AZ ELA
- ☒ AZ ELP
- ☒ CA ELA
- ☒ CA ELD
- ☒ CCSS
- ☒ FL B.E.S.T.
- ☒ Texas ELPs
- ☒ Texas TEKS
- ☒ WIDA

If you are using a program for Multi-lingual Learners of English, you will need to select which standards to include

ASSIGNMENT SETTINGS

LESSONS

Lección Preliminar

News and Cultural Updates

TRANSLATIONS

☐ Allow students to view English translations for terms in the Vocabulary Tutorials.

ESTIMATED TIME

☒ Allow students to see the estimated time necessary to complete assignments.

Turning it on does not mean you have to use it; it simply makes it available.

ASSIGNING TOOLS

☒ Enable Individualized Assigning to manage assignments specifically for selected students.

MEDIA SETTINGS

Changes can be made in the **Student Interaction Settings** page after section are created and students are enrolled

DEFAULTS

Video Subtitles and Closed Captions (CC) Spanish [See Example](#)

Video Transcripts Off [See Example](#)

Audio Transcripts Off [See Example](#)

These can be set for individual students versus an entire class

STUDENT SUPPORT REQUESTS

☐ Allow students to submit to you assignment help requests, before their final attempt.

☐ Allow students to submit to you assignment score review requests, after their final attempt.

Consider beginning with these "off" and as you become more familiar with the site, you can activate them

CHAT

TEXT AND VIDEO CHAT AVAILABILITY

Allow students and / or yourself to send text messages and share and record live video or audio.

☐ Never available

☒ Only in chat activities

☐ Always available

"Only in chat activities" limits students access to the chat feature so it is not used as another social media platform

Click Next

< PREVIOUS

NEXT >

CANCEL

In the **Gradebook** area there are a few items you need to be aware of:

1. This is **NOT** your gradebook. Most likely, you will not take every grade from this resource and send it to your school's gradebook. You could have a practice category that never gets shared, and then formative and summative categories that get shared. You have options.
2. The categories in the VHLCentral gradebook do **NOT** have to match the categories in the LMS gradebook.
3. If an activity has only two options for an answer (true/false; logical/illogical; etc.) no matter the setting you select students will only have **ONE** attempt.
4. Unless you are using German resources, it is best to select **only accents count under strictness**. German teachers will need to select accents and capitalization. Do NOT select punctuation because the computer will mark something wrong if the spacing before and after a comma, period, etc. is not correct.
5. When you finish making all of your changes, click SAVE CHANGES.

You begin with **editing the Homework category** already created. See the image below.



Editing "ELD 1"

GRADEBOOK CATEGORIES ?

Here you will create categories and customize the layout and settings of your course gradebook.

► VIEW TUTORIAL

ADD CATEGORY

Edit

Students	HOMEWORK 100 %
Example Student 1	A
Example Student 2	B
Example Student 3	C
Example Student 4	D

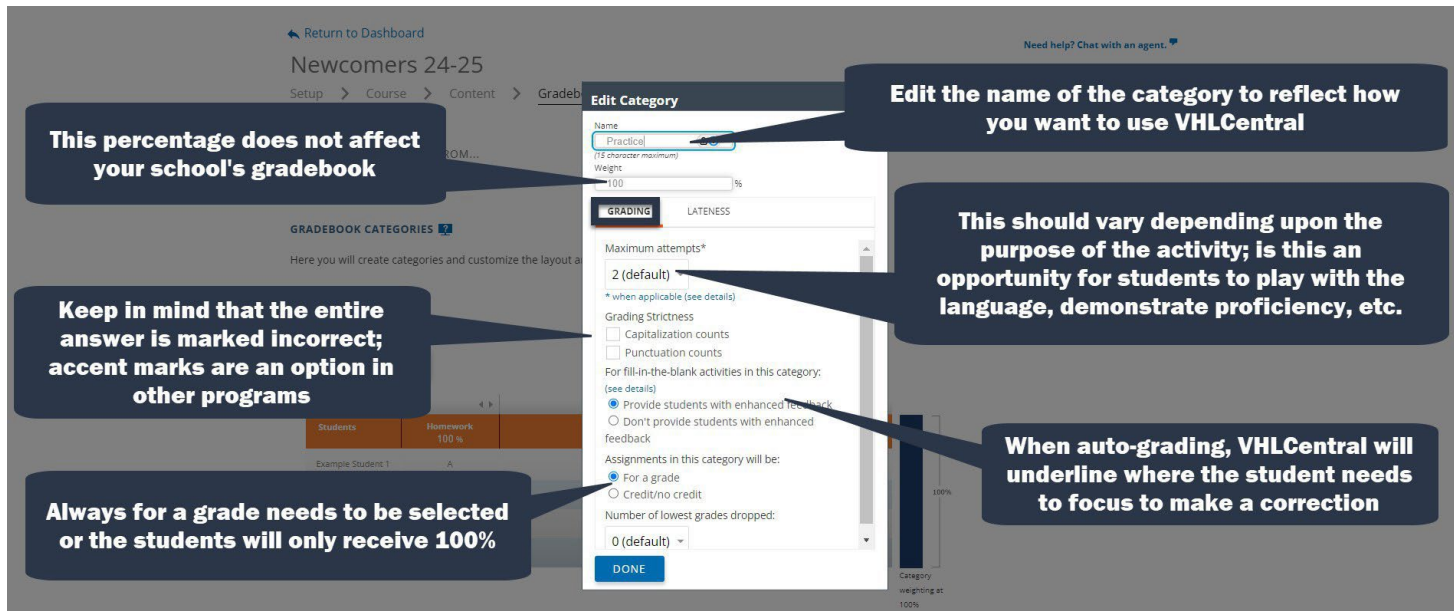
100%

Category

Click SAVE CHANGES

SAVE CHANGES EXIT

Remember, the percentages in the VHLCentral gradebook do not have to match the gradebook of record.



This percentage does not affect your school's gradebook

Edit the name of the category to reflect how you want to use VHLCentral

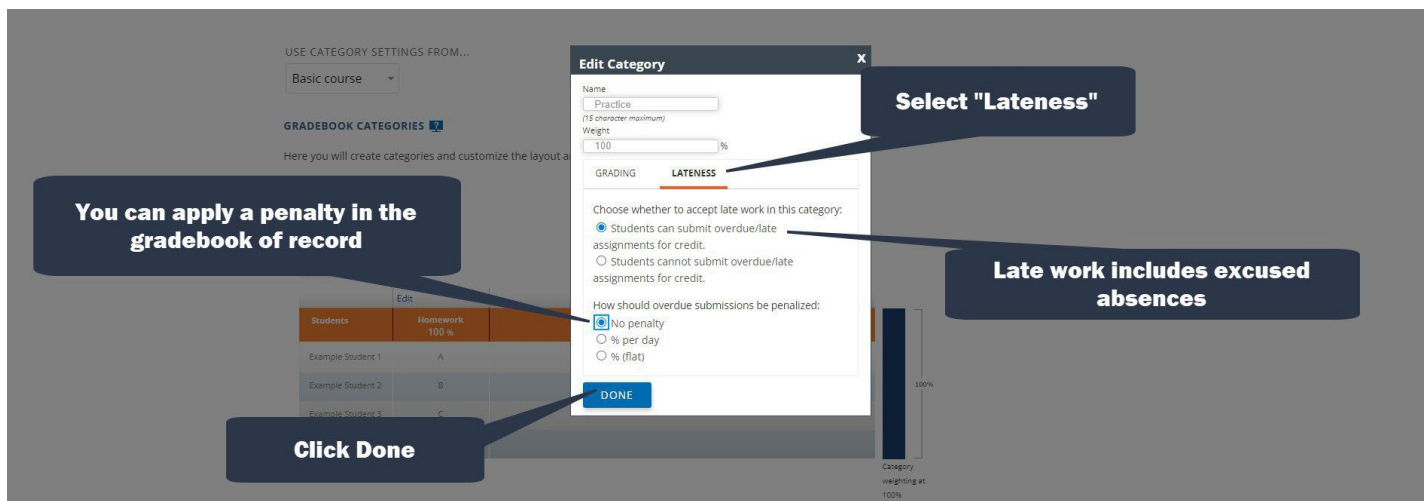
Keep in mind that the entire answer is marked incorrect; accent marks are an option in other programs

Always for a grade needs to be selected or the students will only receive 100%

This should vary depending upon the purpose of the activity; is this an opportunity for students to play with the language, demonstrate proficiency, etc.

When auto-grading, VHLCentral will underline where the student needs to focus to make a correction

Click on **Lateness** to select the last options in Gradebook.



You can apply a penalty in the gradebook of record

Select "Lateness"

Late work includes excused absences

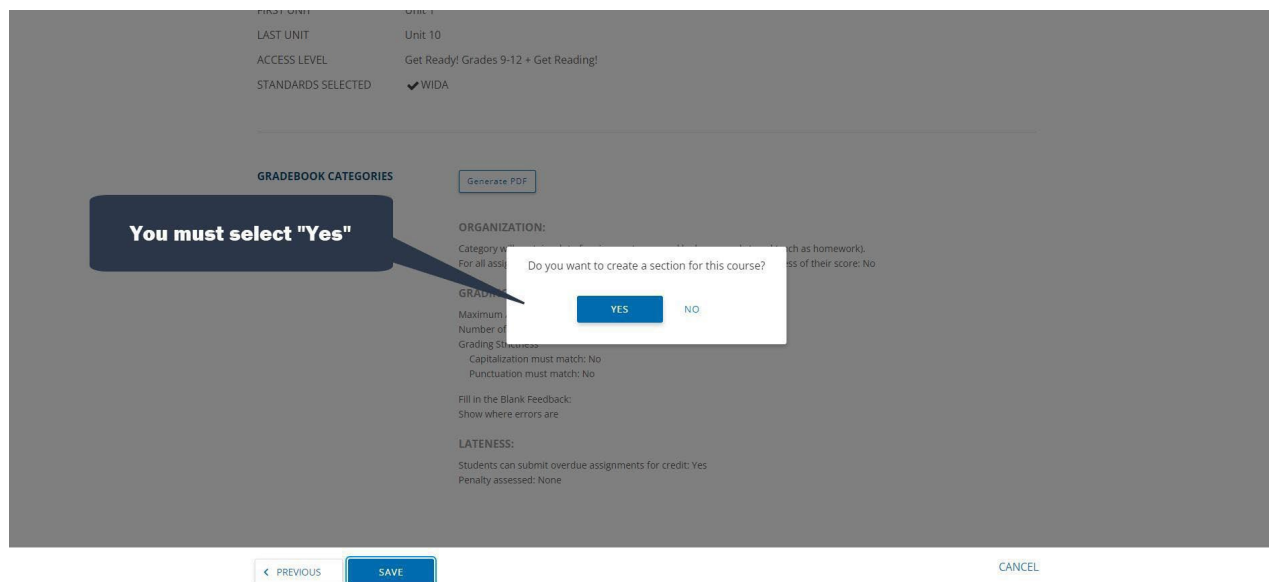
Click Done

Once you have finished editing the category, you can elect to add additional categories.

After you are finished with the categories in your gradebook, you need to click **SAVE CHANGES** and **EXIT**.

Create a Section

Once you have created your course, you are prompted to create a section (class period/block/group). You must have at least one section in order for a course to be valid. Even if you only teach one class from that book, one section is required.

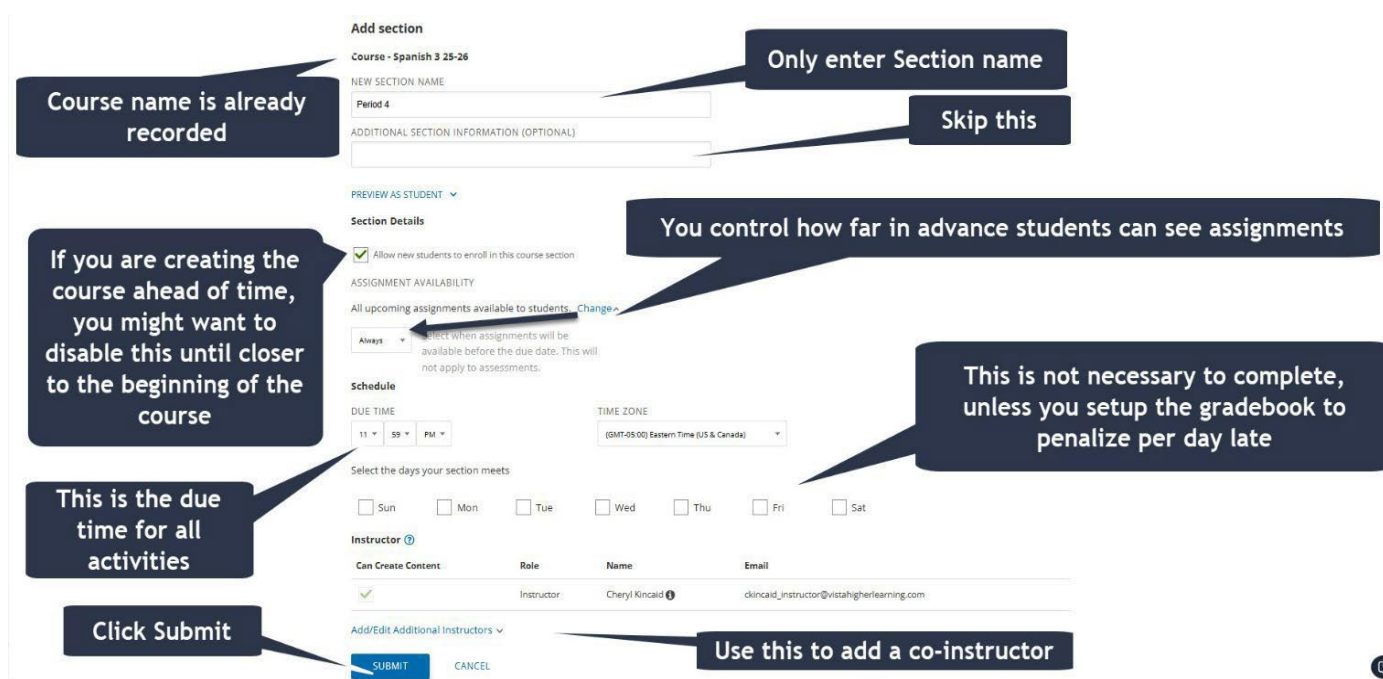


The screenshot shows the 'Create a Section' form. A modal dialog box is open with the question 'Do you want to create a section for this course?' and two buttons: 'YES' and 'NO'. A callout bubble points to the 'YES' button with the text 'You must select "Yes"'. The background form shows fields for 'GRADEBOOK CATEGORIES', 'ORGANIZATION', 'GRADING', 'LATENESS', and 'SCHEDULE'. At the bottom are 'PREVIOUS', 'SAVE', and 'CANCEL' buttons.

Section Name – class period or block, or a group of students

Assignment Availability – click on **Change** and view your options

Due Time – if students submit work after this time, it will be counted as late



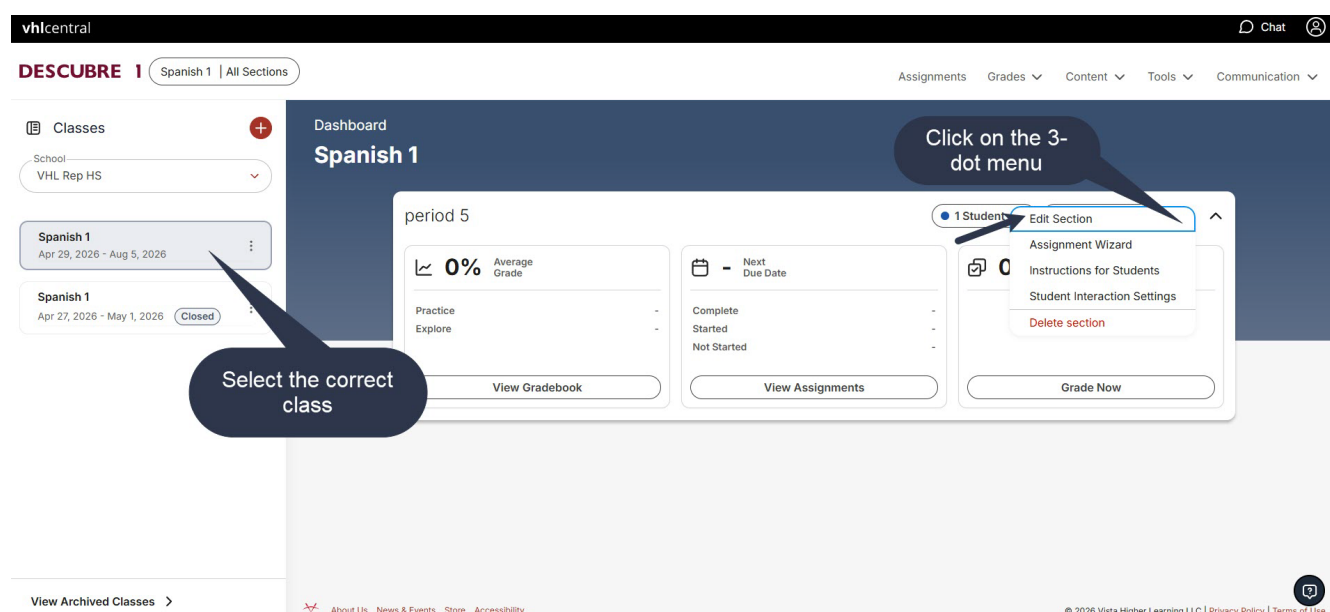
The screenshot shows the 'Add section' form with several callouts explaining different fields:

- Course name is already recorded**: Points to the 'Course - Spanish 3 25-26' field.
- Only enter Section name**: Points to the 'NEW SECTION NAME' field.
- Skip this**: Points to the 'ADDITIONAL SECTION INFORMATION (OPTIONAL)' field.
- If you are creating the course ahead of time, you might want to disable this until closer to the beginning of the course**: Points to the 'Allow new students to enroll in this course section' checkbox.
- You control how far in advance students can see assignments**: Points to the 'Assignment Availability' section, specifically the 'Change' link.
- This is the due time for all activities**: Points to the 'DUE TIME' field.
- This is not necessary to complete, unless you setup the gradebook to penalize per day late**: Points to the 'TIME ZONE' field.
- Click Submit**: Points to the 'SUBMIT' button.
- Use this to add a co-instructor**: Points to the 'Add/Edit Additional Instructors' link.

You can also edit the **SECTION** by selecting the SETTINGS gear for the section and clicking EDIT SECTION.

When you make edits, they are **not retroactive**. They begin the day you make the change and move forward.

In the Settings menu for the **Section**, you will find both the **Edit** function and the access to the **Student Interaction Settings** where you can adjust the audio and video transcript settings for the class and/or individual students.



Here are some helpful links as you are learning to navigate the site.

<https://go.vistahigherlearning.com/vhlcentral-tips.html>

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

Have any questions or want to learn more? Contact your rep at [vistahigherlearning.com/support/find-a-rep](https://support.vistahigherlearning.com/support/find-a-rep)