

Roster Assistant (OneRoster/ClassLink) + vhlcentral:

Rostering Quick Start Guide



START HERE

1 Launch & Access



- Access vhlcentral through your district portal.
- Select and verify the correct Vista program.
- Go to the respective dashboard and add a course.
- Link the corresponding section to the course.

2 Enrollment (Automatic)



- Enrollment data originates from district OneRoster data.
- After the teacher selects and links the desired program, students are automatically enrolled in the correct course.
- Enrollment updates may take time to sync.
- Refresh your browser to see student enrollment updates.

3 Course Dates



- Verify course dates are correct.
- Course dates control student access and visibility.
- If district dates are not shared, update course dates manually.

4 Course Setup



- Verify the correct program is linked.
- Verify student enrollments appear correctly.
- Review course settings before assigning work.

5 Assign Work



Assignments

Create assignments in vhlcentral.



Access

Confirm students can access assigned work.

6 Verify Access



- Verify students can access assigned coursework.
- Confirm enrollments and student access appear correctly.
- Report roster discrepancies to your District Data Administrator.
- If district data is correct, the District Data Administrator should contact Vista Support.



WATCH OUT FOR COMMON ISSUES



Missing students

Verify roster data with your District Data Administrator.



Incorrect sections

Verify district roster information.



Enrollment updates still processing

Sync updates may take time.



Incorrect course dates

may impact student access.



School mapping or data issues

Contact District Data Administrator.



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.