



Site Administration on vhlcentral

Site Administrator View

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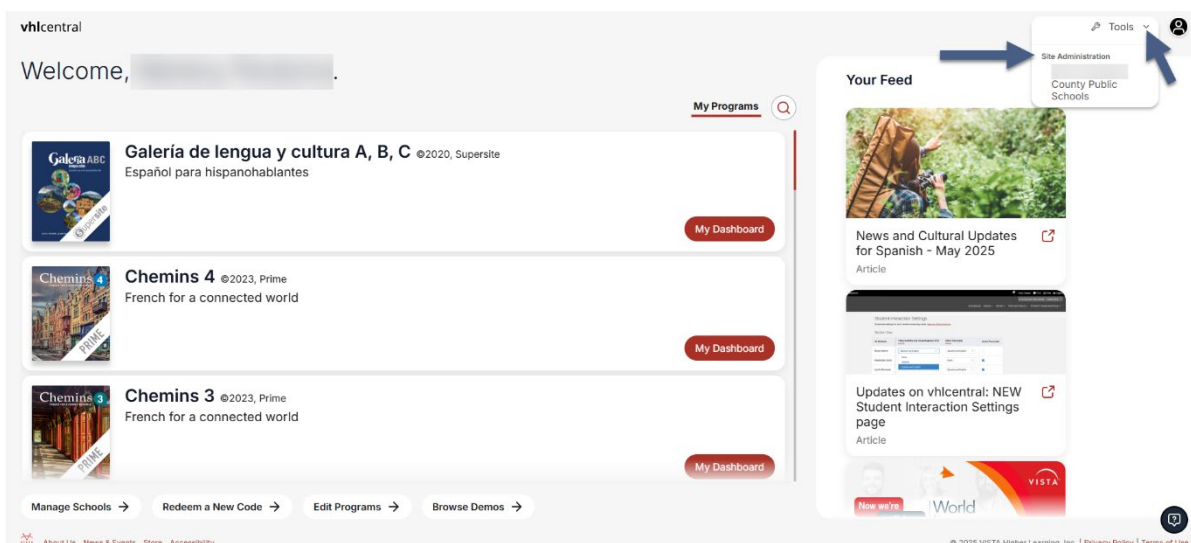
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Locating Site Administration

To be able to view the licenses that have been purchased by the district, begin by going to www.vhlcentral.com. Once there, click on **Tools** located to the left of your account icon. If it is not available, contact your sales representative for access.



Overview

Once you are in the site administration view, you are able to view all of the licenses that have been purchased by the district. This is an overview that provides general information at a glance. The column headings provide the following information:

Table Heading	Definition
Start Date	The month-date-year the license was enabled
Years Remaining	How many years are left before the license expires, including current academic year
Seats Purchased	Number of seats the school or district paid for in the active license year
Seats in Use	Occupied seats in a given context (package, school, course, section). Each student occupies one seat per license.
Single-Use Seats	Seats that are used only once within a license.
Multi-Use Seats	Seats that are used two or more times within a license by the same student.
Seat Associations	The number of sections that the seat grants access to. One seat may grant access to sections in multiple programs or, when concurrent enrollment is allowed, with multiple sections in the same program or both.

You can select to **sort** by any of the columns for viewing preference. You can also click on any of the **titles** of the programs to get a detailed look at one of the licenses.

Licenses Available

Licensed Products	Start Date	Years Remaining	Seats Purchased	Seats in Use	Single-Use Seats	Multi-Use Seats	Seat Associations
Senderos 1, ©2023 Prime Senderos 2, ©2023 Prime Senderos 3, ©2023 Prime Senderos 4, ©2023 Prime Senderos 5, ©2023 Prime	07/01/2022	0	490	317	232	85	320
D'accord! 2024, 1 Prime D'accord! 2024, 1A Prime D'accord! 2024, 1B Prime D'accord! 2024, 2 Prime D'accord! 2024, 3 Prime	07/01/2023	0	75	18	17	1	18

License Summary

Once you are reviewing a particular license, you can see more details. In the upper left corner, you can see the **duration of the license** and the **number of seats** available for the *current year*. If the package has multiple levels, the package is then broken down by level so that the **number of seats per level** can be viewed. In the right corner you have the option to select **seat usage summary**.

License Summary

Start Date: 07-01 Duration: 1 Year

License Year	2024
Seats Available	1869

Products/Packages

Product	Package	Seats in Use	Single-Use Seats	Multi-Use Seats	Seat Associations
Bridges to Literature and Content A	Bridges 2023 Level A Supersite Plus + WebSAM (12M)	594	564	30	598
Bridges to Literature and Content B	Bridges 2023 Level B Supersite Plus + WebSAM (12M)	670	608	62	670
Bridges to Literature and Content C	Bridges 2023 Level C Supersite Plus + WebSAM (12M)	495	423	72	496
					Total: 1764

History

Reference #	Notes	Action	Created by	Date
License was created for:				
PR25196484-1	Bridges to Literature and Content A and Bridges 2023 Level A Supersite Plus + WebSAM (12M) Bridges to Literature and Content B and Bridges 2023 Level B Supersite Plus + WebSAM (12M) Bridges to Literature and Content C and Bridges 2023 Level C Supersite Plus + WebSAM (12M) with 1869 seats and a duration of 1 years			08/06/2024

Seat Usage in a License

The seat usage summary link will show the details of the seats being used. The breakdown by school and then by teacher.

Bridges to Literature and Content A
Bridges 2023 Level A Supersite Plus + WebSAM (12M)

Bridges to Literature and Content B
Bridges 2023 Level B Supersite Plus + WebSAM (12M)

Bridges to Literature and Content C
Bridges 2023 Level C Supersite Plus + WebSAM (12M)

☐ Show rows with 0 seats

School	Instructor	Seats in Use	Single-Use Seats	Multi-Use Seats	Seats Associations
Public School District (MD)	All Instructors	69	67	2	69
		51	49	2	51
		18	18	0	18
Public School District (MD)	All Instructors	52	52	0	52
		38	38	0	38
		14	14	0	14
Public School District (MD)	All Instructors	87	81	6	87
		87	81	6	87
Public School District (MD)	All Instructors	10	8	2	10
		10	8	2	10
Public School District (MD)	All Instructors	60	36	24	60
		21	21	0	21
		17	14	3	17
		22	1	21	22

Teacher Usage within a License

Once in the school view of the license, you can click on the name of the individual teacher for a teacher view. This will show the number of seats being used in each section of each course.

Seat Usage Summary

Public School District (MD)

[Return to District Seat Usage Summary](#)

Bridges to Literature and Content A
Bridges 2023 Level A Supersite Plus + WebSAM (12M)

Bridges to Literature and Content B
Bridges 2023 Level B Supersite Plus + WebSAM (12M)

Bridges to Literature and Content C
Bridges 2023 Level C Supersite Plus + WebSAM (12M)

Shana Mezori

☐ Show rows with 0 seats

Course	Section	Seats in Use	Single-Use Seats	Multi-Use Seats	Seats Associations
ESOL MS 2: Sec 001 A PER01	All Sections	11	11	0	11
	ESOL MS 2: Sec 001 A PER01	11	11	0	11
ESOL MS 3: Sec 001 B PER01	All Sections	20	18	2	20
	ESOL MS 3: Sec 001 B PER01	20	18	2	20
ESOL MS 3: Sec 002 B PER04	All Sections	20	20	0	20
	ESOL MS 3: Sec 002 B PER04	20	20	0	20

Total: 69

Have any questions or want to learn more? Contact your rep at
vistahigherlearning.com/support/find-a-rep