



Before students can gain access, the **teacher must first create a class** (level of language) **and section(s)** (class periods/blocks).

Log in to your District Portal to find the Clever App. Do NOT go to Clever.com or **vhlcentral.com** to log in!

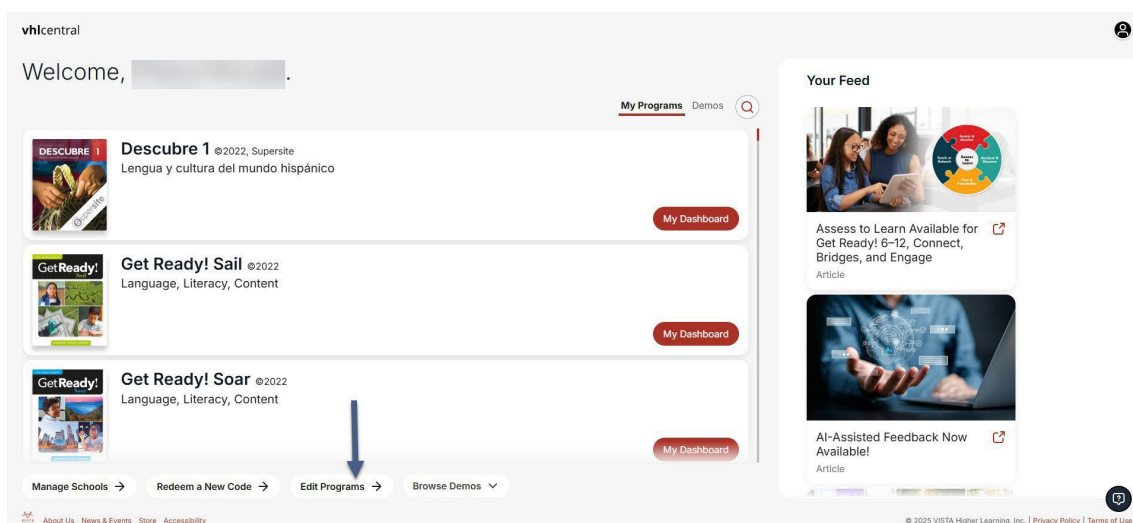
Click on the Vista icon inside the Clever App.



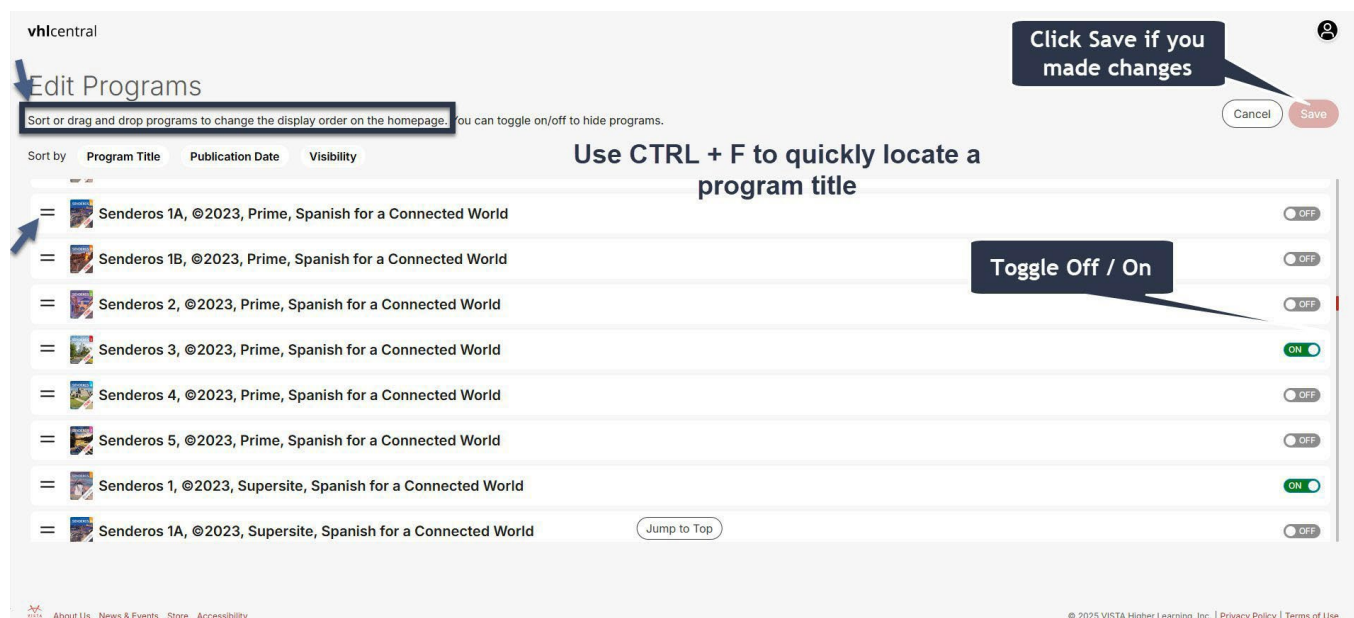
You will see a Clever icon briefly while the browser moves to VHLCentral.



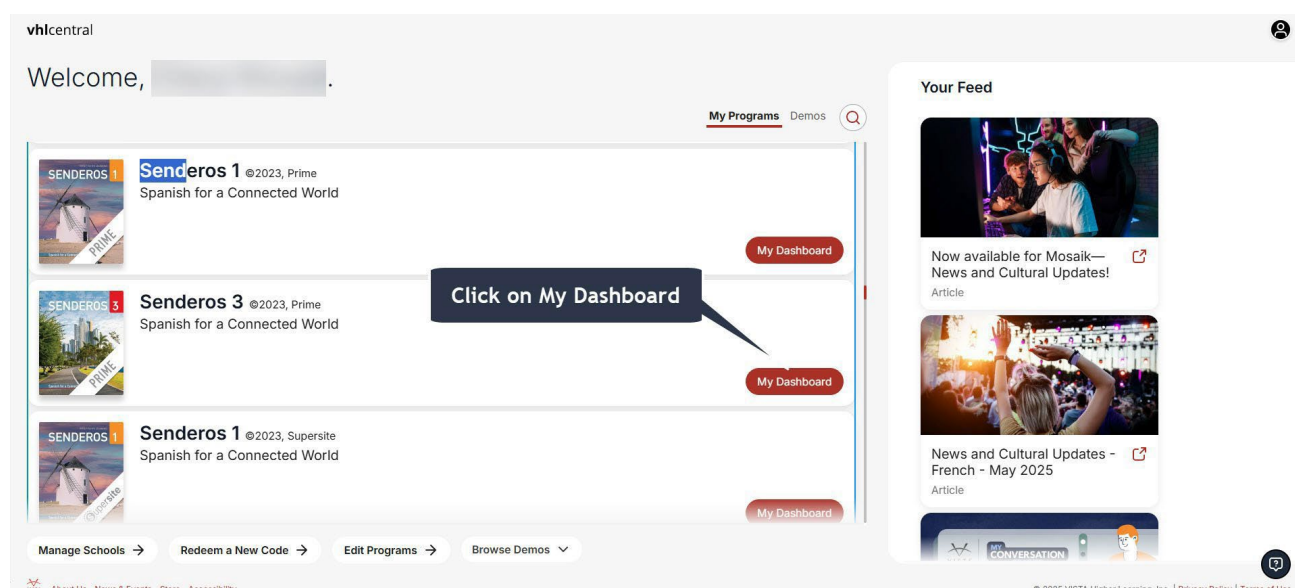
You can arrange your programs so they appear in the order you would like to use them by using **Edit Programs**. All of the school's programs will appear here.



If you have a lot of programs, **use CTRL + F** to quickly find your program's name. **Toggle the OFF/ON** switch to make the program viewable on the Welcome Teacher screen. **Sort the order** of your programs using the menu bars to the left of the program covers and dragging and dropping. Make certain to **Save changes**. To bring them back to your Welcome page or to change the order once again, you come back to **Edit Programs**.



You are back to the **Welcome** page where your programs that you selected are now located in the order that you placed them. Select a book from your list in which you want to begin creating a class and click on **My Dashboard**.

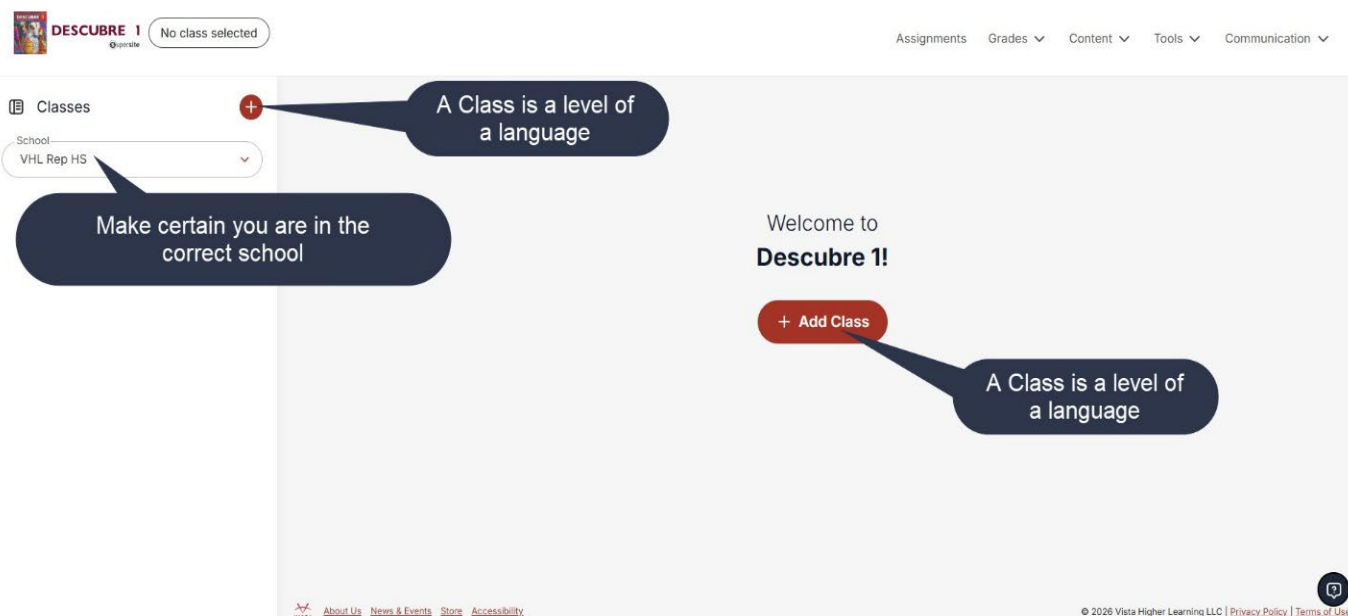


You can always find help by reviewing the **How-To Videos** found under the account icon  in the *black horizontal bar* across the top of the screen. We also have the “Chat with an agent” option, the icon  is found at the bottom of every page of the site.

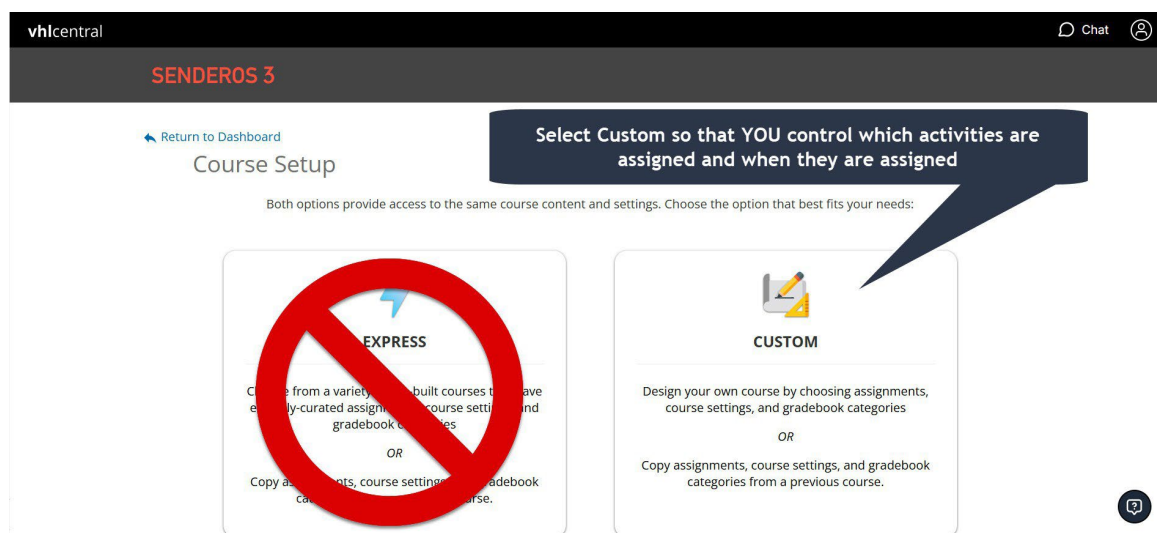
There are additional **Help** resources found at the end of this document.

You should now be on the Dashboard page where you will **Create a Class**. Make certain that you are in the correct school. If you work in two different schools, you will need to create classes in the two different schools. Students find you based on the name of the school.

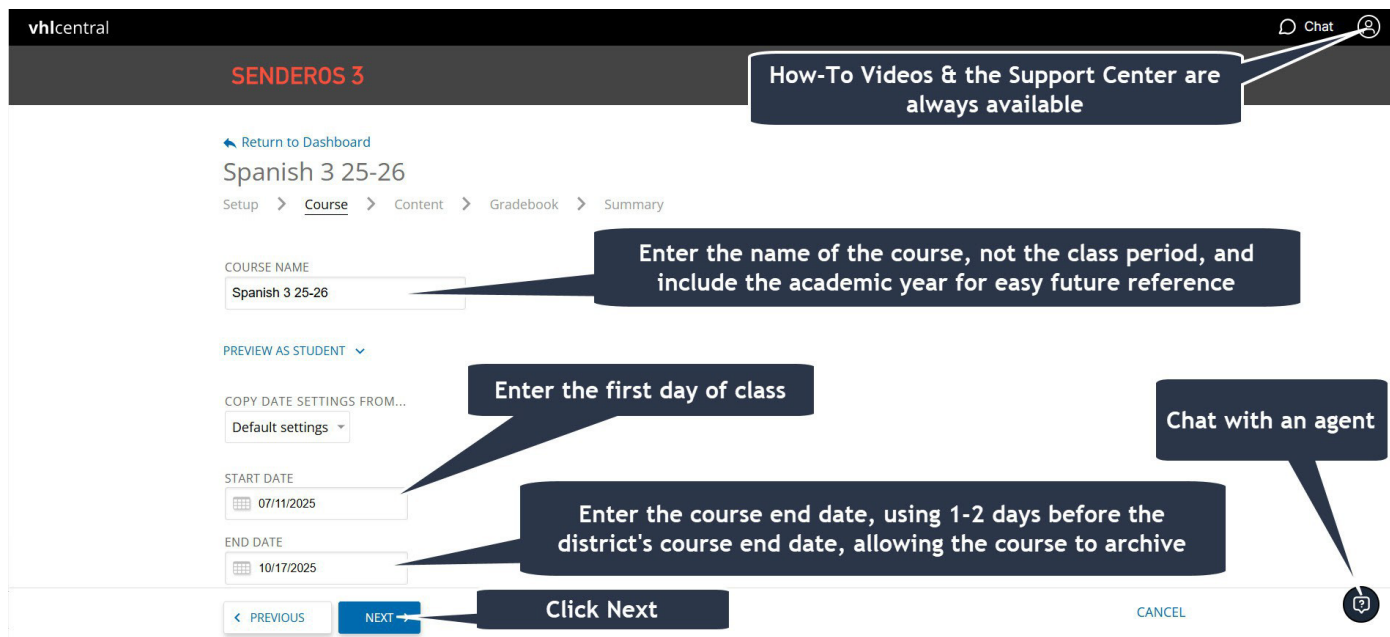
When you create a class, you are creating a level under which you could possibly have multiple sections. We are going to focus on the class level first though. You can either click on the red **+** sign or click on **Add Class** to begin.



If you are creating a **PRIME** class do NOT select Express, always select **CUSTOM**. If you select Express, the program will select assignments all the way through the end of the class. If there is a school cancellation day, then you would have to go in and change all the dates of the pre-assigned activities if they no longer make sense based on the school cancellation. Express is only a good idea if you never have to adjust due dates for student understanding or school interruptions.



There are **four steps** in creating a class. This first one is named **Course**. You will name your class, but you will not include the section (period/block/group). It is suggested to include the academic year for easy reference when you want to copy settings in following years.



SENDEROS 3

How-To Videos & the Support Center are always available

[Return to Dashboard](#)

Spanish 3 25-26

Setup > **Course** > Content > Gradebook > Summary

COURSE NAME
Spanish 3 25-26

Enter the name of the course, not the class period, and include the academic year for easy future reference

PREVIEW AS STUDENT

COPY DATE SETTINGS FROM...
Default settings

Enter the first day of class

START DATE
07/11/2025

END DATE
10/17/2025

Enter the course end date, using 1-2 days before the district's course end date, allowing the course to archive

Chat with an agent

< PREVIOUS NEXT >

Click Next

CANCEL

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 – select the standards you want to use if your program offers them.

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

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 >

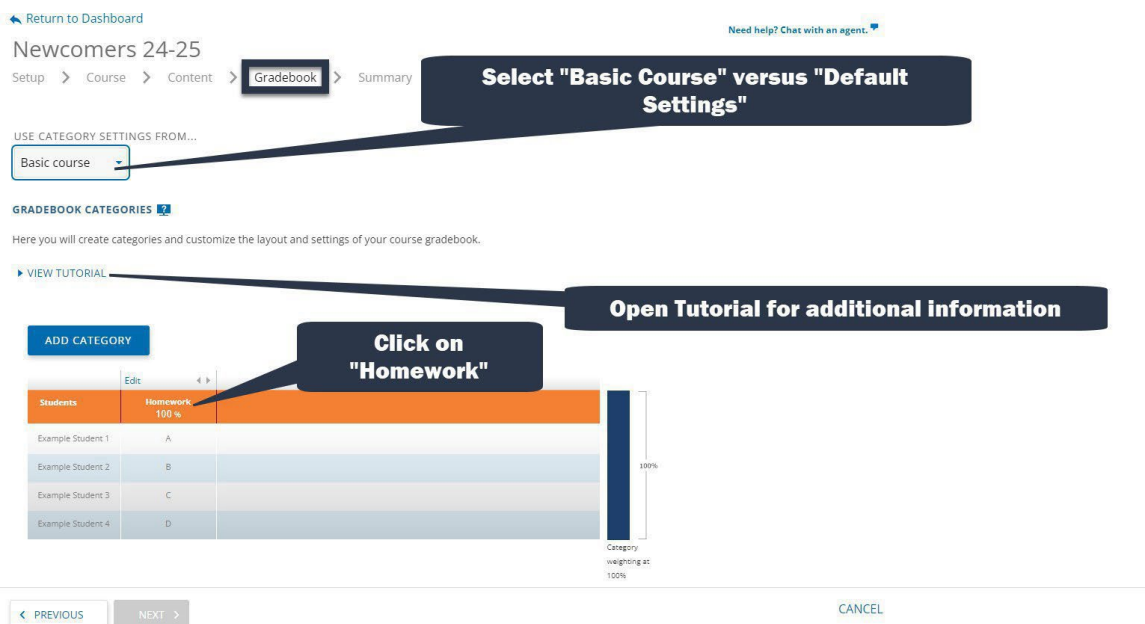
CANCEL

You are now in the third step, the **Gradebook** step, of creating your class. Begin by selecting **Basic Course** or selecting a class you have made previously.

A few items to be aware of:

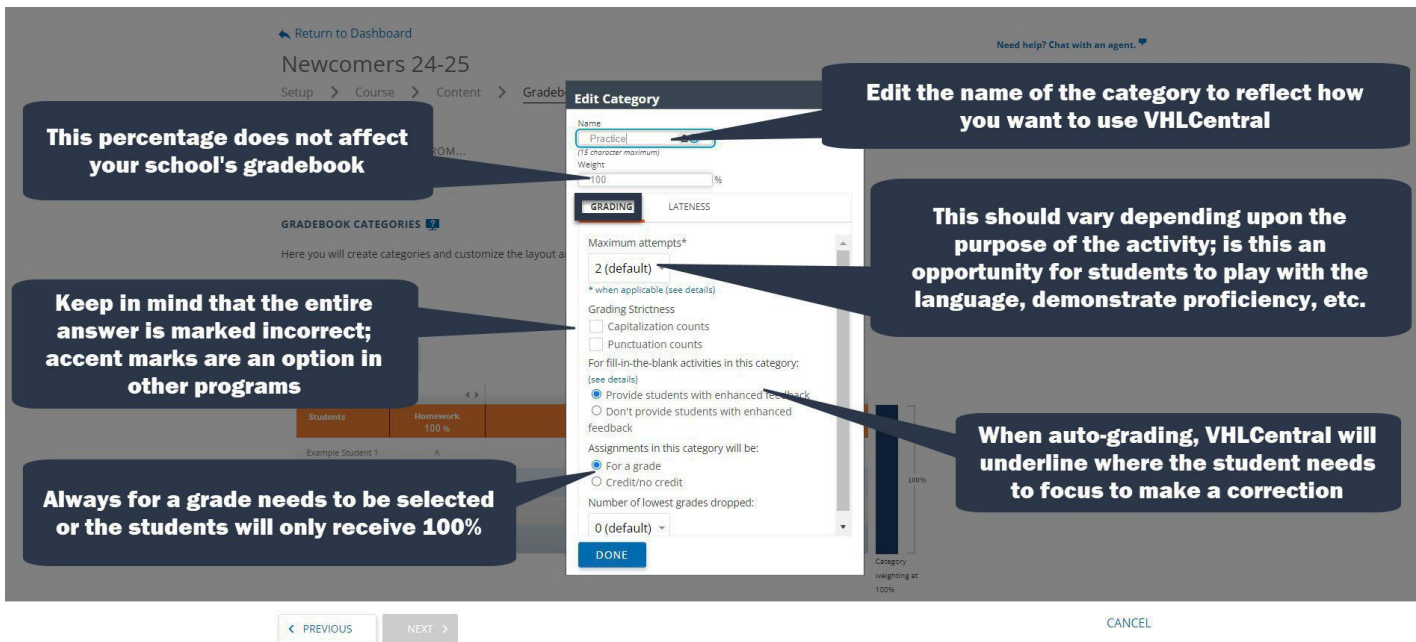
1. This is NOT your gradebook. Most likely, you will **not** take every grade from this resource and place it in your official gradebook.
2. If an activity has only two options for an answer (true/false; logical/illogical; etc.) no matter the setting you select students will only have ONE attempt.
3. 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.

Let's begin with **editing the Homework category** already created for us by selecting **Basic Course**.



The screenshot shows the 'Newcomers 24-25' Gradebook setup page. The breadcrumb trail is 'Setup > Course > Content > Gradebook > Summary'. A callout points to the 'Gradebook' link in the breadcrumb, stating 'Select "Basic Course" versus "Default Settings"'. Below the breadcrumb, there is a dropdown menu labeled 'USE CATEGORY SETTINGS FROM...' with 'Basic course' selected. Another callout points to this dropdown. Below this is the 'GRADEBOOK CATEGORIES' section with a 'VIEW TUTORIAL' link. A callout points to this link, stating 'Open Tutorial for additional information'. The main area shows a table with columns 'Students' and 'Homework 100 %'. The table contains four rows of example students with grades A, B, C, and D. A callout points to the 'Homework' column header, stating 'Click on "Homework"'. To the right of the table is a vertical bar chart showing 'Category weighting at 100%'. At the bottom, there are 'PREVIOUS', 'NEXT', and 'CANCEL' buttons.

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

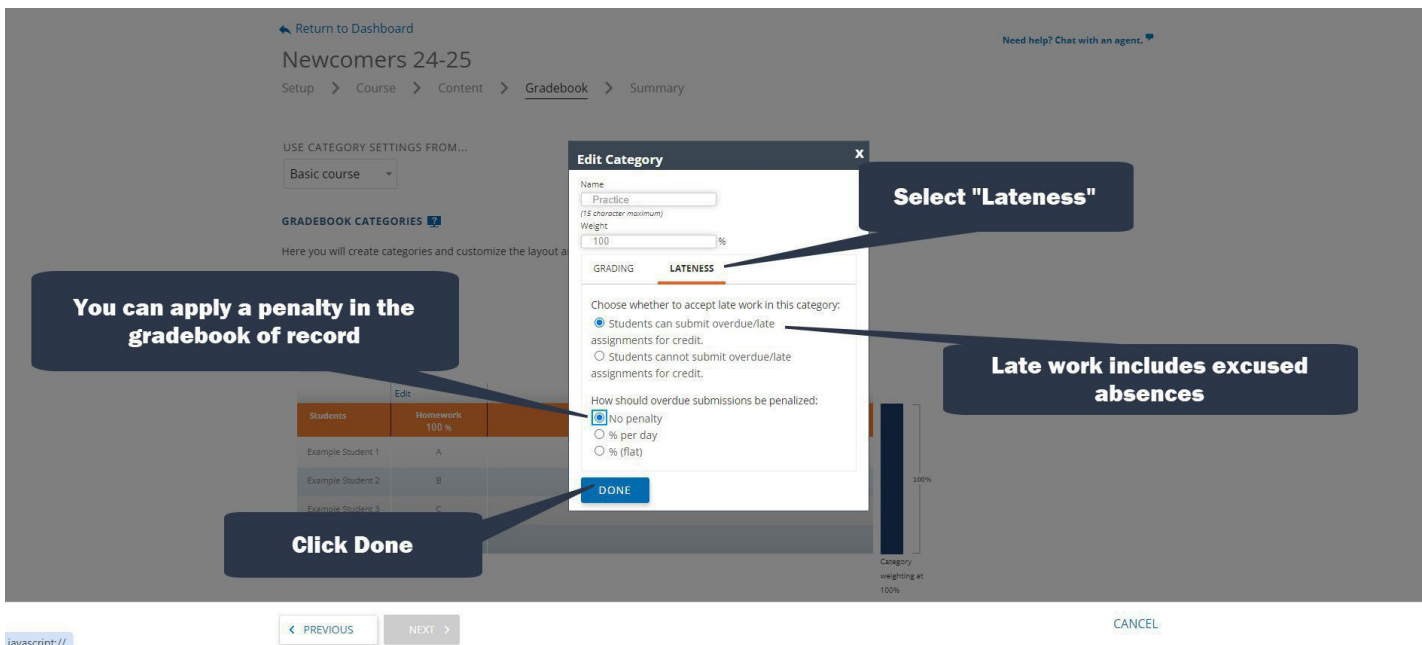
Always for a grade needs to be selected or the students will only receive 100%

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

Return to Dashboard
Newcomers 24-25
Setup > Course > Content > Gradebook
Edit Category
Name: Practice (15 character maximum)
Weight: 100 %
GRADING LATENESS
Maximum attempts*: 2 (default)
Grading Strictness
Capitalization counts
Punctuation counts
For fill-in-the-blank activities in this category:
Provide students with enhanced feedback
Don't provide students with enhanced feedback
Assignments in this category will be:
For a grade
Credit/no credit
Number of lowest grades dropped: 0 (default)
DONE
Category weighting at 100%

Click on Lateness to select the last options in Gradebook.



Select "Lateness"

You can apply a penalty in the gradebook of record

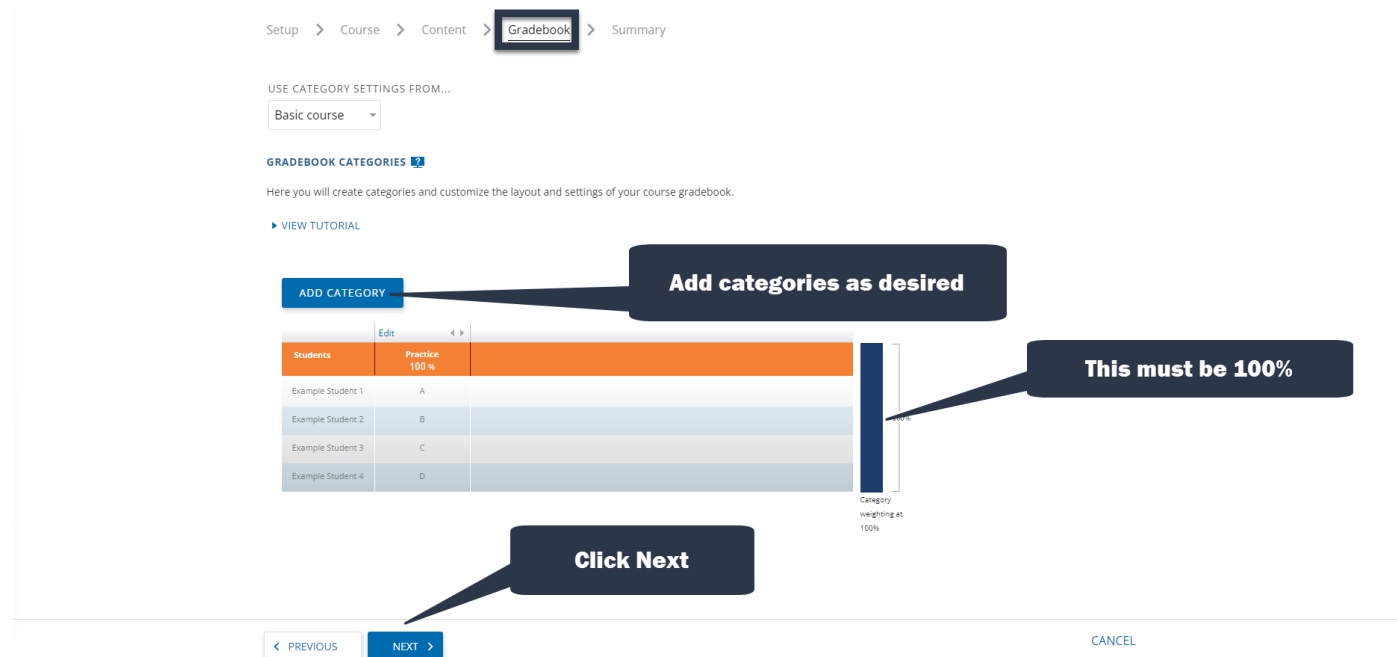
Late work includes excused absences

Click Done

Return to Dashboard
Newcomers 24-25
Setup > Course > Content > Gradebook > Summary
USE CATEGORY SETTINGS FROM... Basic course
GRADEBOOK CATEGORIES
Here you will create categories and customize the layout
Edit
Students Homework
Example Student 1 A
Example Student 2 B
Example Student 3 C
Edit Category
Name: Practice (15 character maximum)
Weight: 100 %
GRADING LATENESS
Choose whether to accept late work in this category:
Students can submit overdue/late assignments for credit.
Students cannot submit overdue/late assignments for credit.
How should overdue submissions be penalized:
No penalty
% per day
% (flat)
DONE
Category weighting at 100%

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 select NEXT.



Setup > Course > Content > **Gradebook** > Summary

USE CATEGORY SETTINGS FROM...
Basic course ▾

GRADEBOOK CATEGORIES 

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

[VIEW TUTORIAL](#)

ADD CATEGORY **Add categories as desired**

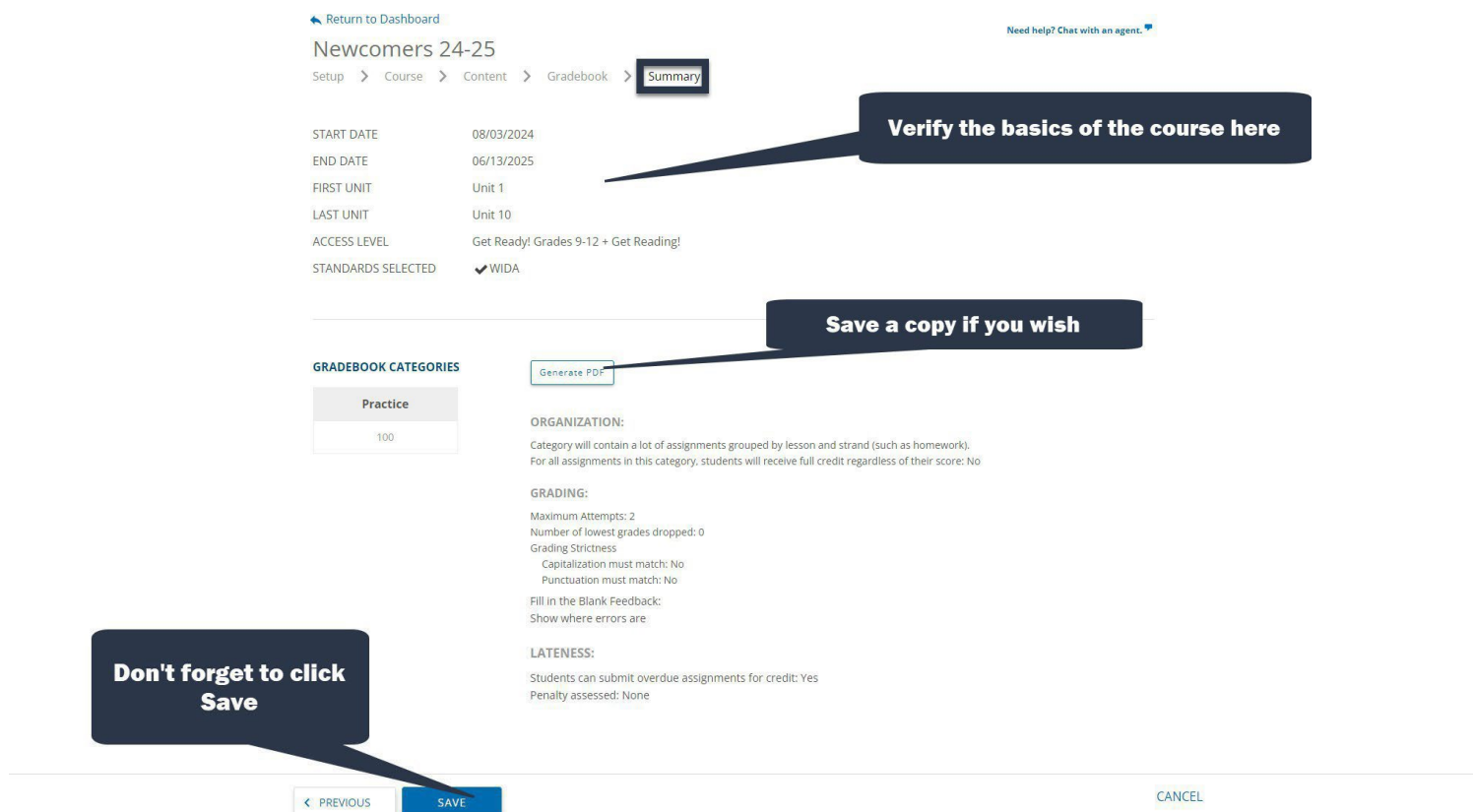
Students	Practice 100 %
Example Student 1	A
Example Student 2	B
Example Student 3	C
Example Student 4	D

This must be 100%

Click Next

[< PREVIOUS](#) [NEXT >](#) [CANCEL](#)

You are now in the final step, **Summary**, of class set-up. You have to scroll to the bottom to activate the **SAVE** button.



[Return to Dashboard](#) [Need help? Chat with an agent.](#)

Newcomers 24-25

Setup > Course > Content > Gradebook > **Summary**

START DATE: 08/03/2024
END DATE: 06/13/2025
FIRST UNIT: Unit 1
LAST UNIT: Unit 10
ACCESS LEVEL: Get Ready! Grades 9-12 + Get Reading!
STANDARDS SELECTED: ☒ WIDA

Verify the basics of the course here

Save a copy if you wish

[Generate PDF](#)

GRADEBOOK CATEGORIES

Practice
100

ORGANIZATION:
Category will contain a lot of assignments grouped by lesson and strand (such as homework).
For all assignments in this category, students will receive full credit regardless of their score: No

GRADING:
Maximum Attempts: 2
Number of lowest grades dropped: 0
Grading Strictness
Capitalization must match: No
Punctuation must match: No
Fill in the Blank Feedback:
Show where errors are:

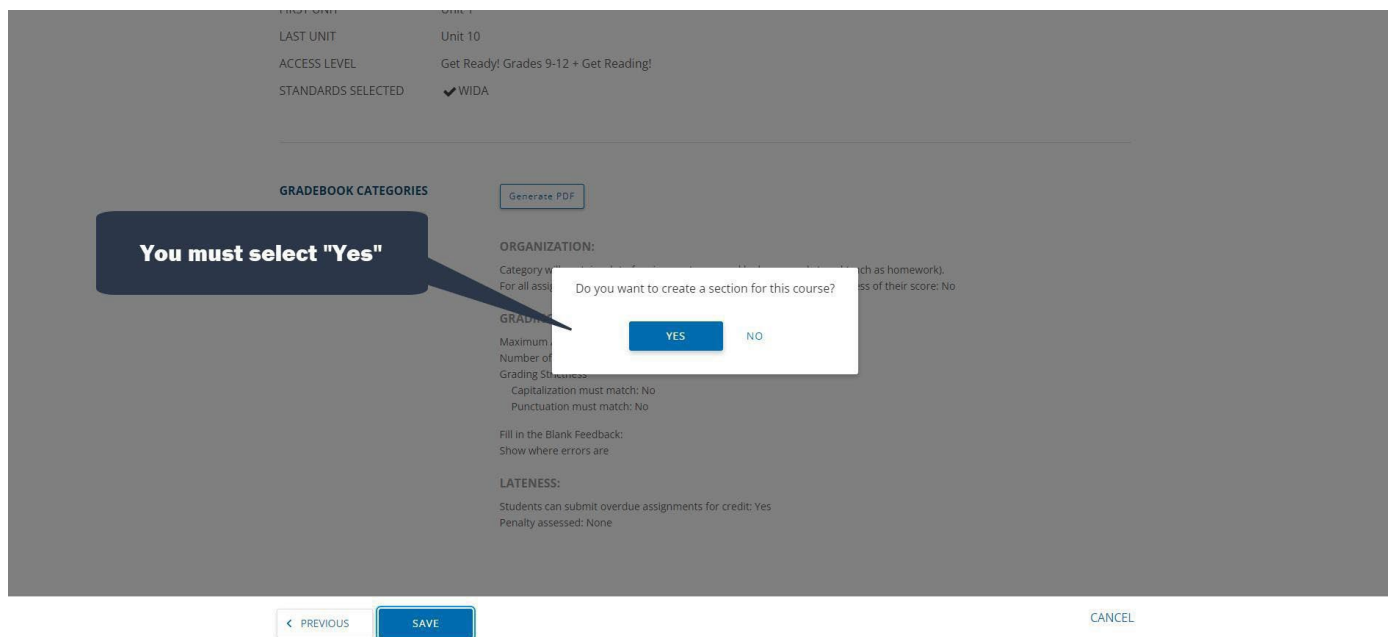
LATENESS:
Students can submit overdue assignments for credit: Yes
Penalty assessed: None

Don't forget to click Save

[< PREVIOUS](#) [SAVE](#) [CANCEL](#)

Create a Section

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



GRADEBOOK CATEGORIES

Generate PDF

You must select "Yes"

Do you want to create a section for this course?

YES NO

ORGANIZATION:

Category: [dropdown]

For all assignments, the category must match: No

GRADING:

Maximum Number of Grading Scales: [dropdown]

Capitalization must match: No

Punctuation must match: No

Fill in the Blank Feedback: [dropdown]

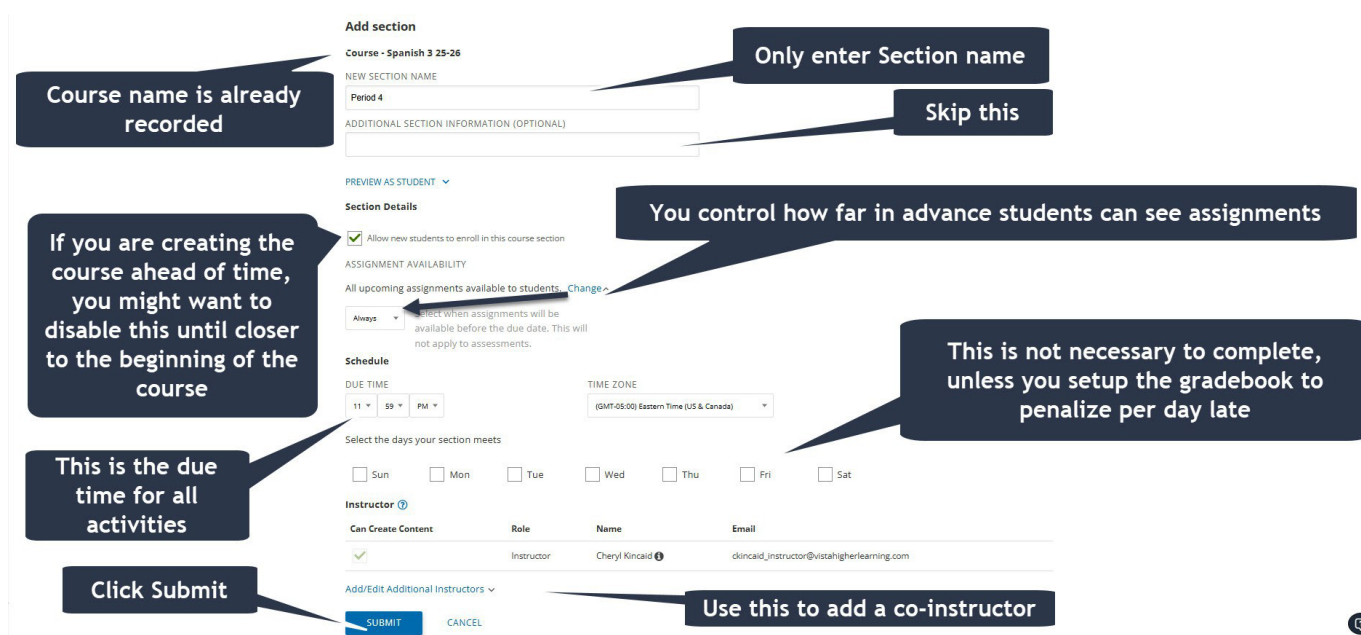
Show where errors are: [dropdown]

LATENESS:

Students can submit overdue assignments for credit: Yes

Penalty assessed: None

PREVIOUS SAVE CANCEL



Add section

Course - Spanish 3 25-26

NEW SECTION NAME

Period 4

ADDITIONAL SECTION INFORMATION (OPTIONAL)

PREVIEW AS STUDENT

Section Details

☒ Allow new students to enroll in this course section

ASSIGNMENT AVAILABILITY

All upcoming assignments available to students. [Change](#)

Always

Schedule

DUE TIME

11 59 PM

TIME ZONE

(GMT-05:00) Eastern Time (US & Canada)

Select the days your section meets

☐ Sun ☐ Mon ☐ Tue ☐ Wed ☐ Thu ☐ Fri ☐ Sat

Instructor

Can Create Content	Role	Name	Email
☒	Instructor	Cheryl Kincaid	ckincaid_instructor@vistahigherlearning.com

Add/Edit Additional Instructors

SUBMIT CANCEL

Only enter Section name

Skip this

You control how far in advance students can see assignments

This is not necessary to complete, unless you setup the gradebook to penalize per day late

Course name is already recorded

If you are creating the course ahead of time, you might want to disable this until closer to the beginning of the course

This is the due time for all activities

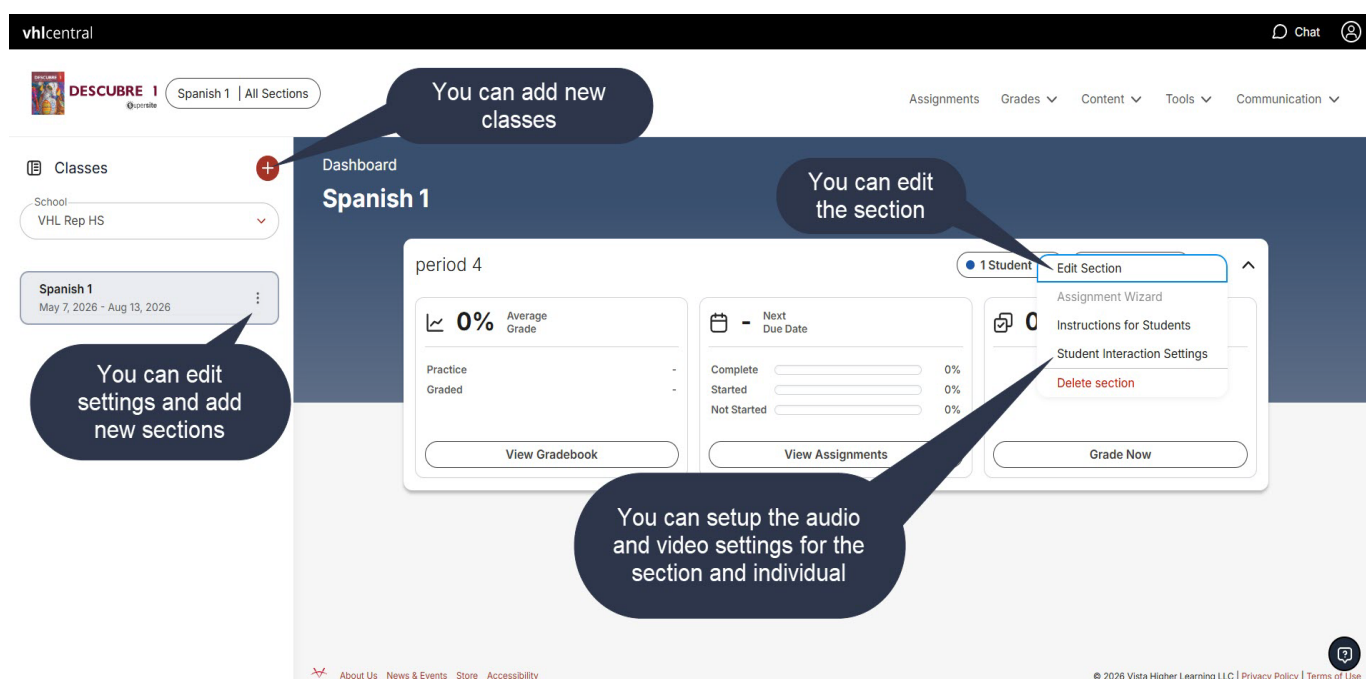
Click Submit

Use this to add a co-instructor

If you teach more than one section (period or block) of the same course, then you will need to create additional sections. If you teach multiple classes (different levels) from the same book, you will need to create additional classes and sections.

Remember to go to the other books and create classes in those books as well.

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



The screenshot shows the vhlcentral dashboard for a Spanish 1 class. The interface includes a sidebar with a 'Classes' section, a main dashboard area, and a top navigation bar. Callouts highlight the following features:

- You can add new classes:** Points to the '+' icon in the 'Classes' sidebar.
- You can edit the section:** Points to the 'Edit Section' button in the 'period 4' section.
- You can edit settings and add new sections:** Points to the three-dot menu icon next to the 'Spanish 1' class entry.
- You can setup the audio and video settings for the section and individual:** Points to the 'Student Interaction Settings' button in the 'period 4' section.

The dashboard displays the following information for 'period 4':

- 1 Student** (indicated by a blue dot)
- 0%** Average Grade
- Practice** and **Graded** sections with progress bars.
- Next Due Date** section with progress bars for **Complete**, **Started**, and **Not Started**.
- Buttons:** View Gradebook, View Assignments, Grade Now.
- Dropdown menu options:** Edit Section, Assignment Wizard, Instructions for Students, Student Interaction Settings, Delete section.

Students are ready to enroll!

Students log in to your District Portal to find the Clever App.

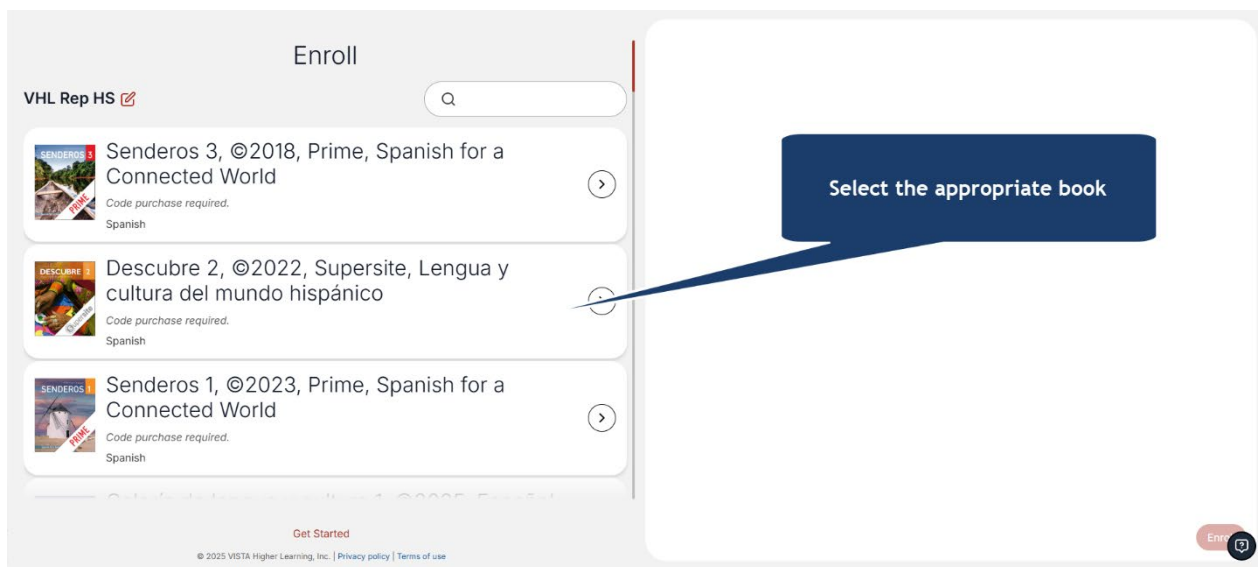
Click on the Vista icon inside the Clever App.



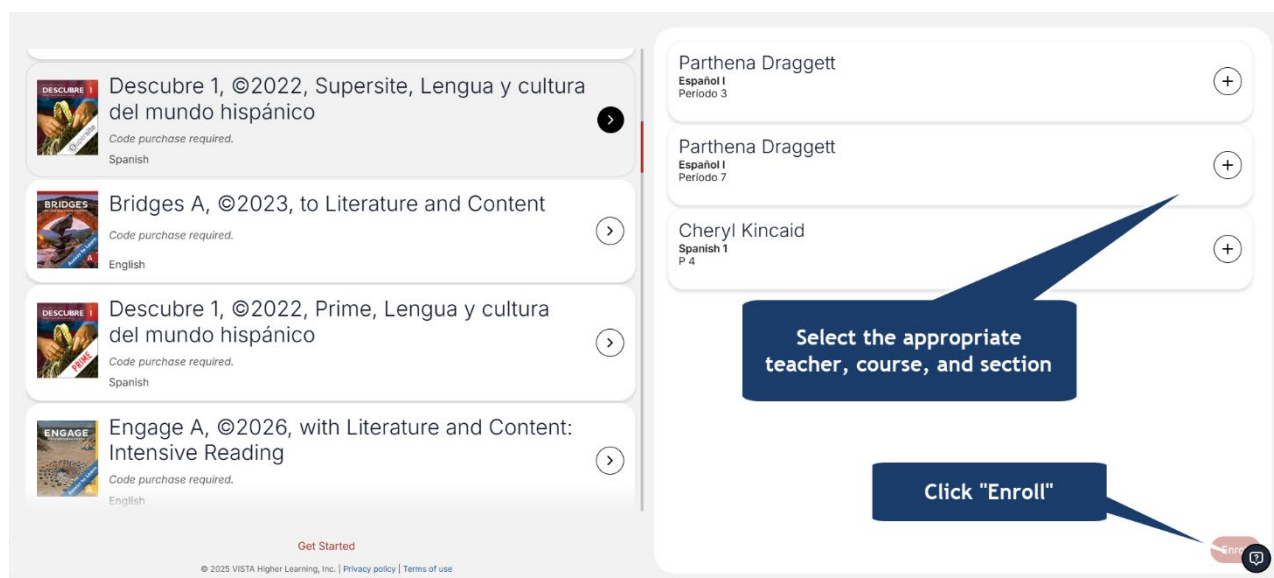
Students must agree to the terms.

Once they agree to the terms, their student account is auto-created.

Students then select the book their class is using.



Once they have selected a book cover, students will see all of the classes and sections that have been created for their school. Students should then select the correct teacher and then the correct class and section.



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

[Supersite Tips](#)

[Support Center](#)

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