

Vocabulary Power Plus Online User Guide

A practical guide for teachers, students, schools, and districts

VPPO turns Vocabulary Power Plus Level 9 into a guided online sequence: Learn, Practice, Show, Apply, and Quiz. Teachers organize classes and assignments; students sign in with a class code and private PIN; results return to the teacher workspace.

21 Level 9 lessons	315 vocabulary words	5 learning parts	1 seat per active student
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This manual and the searchable Help Center at vppo.app/help are published from one shared guide source.

USER GUIDE

What's inside

Use this manual front to back for setup, or jump directly to the classroom task you are doing now.

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Account rule

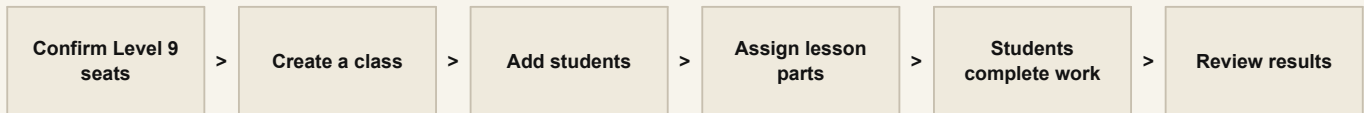
Adult passwords, names, and email addresses remain managed by Prestwick House. Students use only a class code and private PIN.

VISUAL MAP

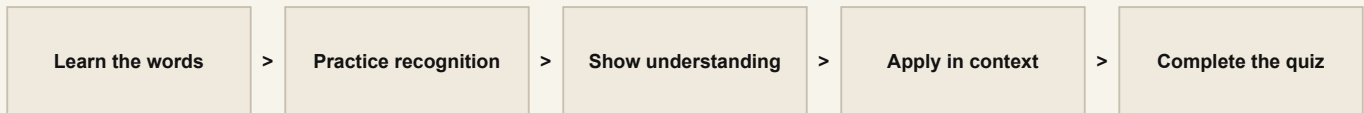
How the pieces fit together

These three maps show identity, classroom setup, and the student learning sequence before the detailed instructions begin.

From teacher setup to useful results



The Level 9 learning sequence



One adult account, one source of truth



VISUAL GUIDE

A lesson with a shape

Vocabulary moves through five purposeful parts, from first exposure to a scored checkpoint.



The Level 9 learning sequence

Learn the words

>

Practice recognition

>

Show understanding

>

Apply in context

>

Complete the quiz

Teacher choice

Assign one focused part, any custom combination, or Full lesson for the complete five-part sequence.

SECTION 01

What VPPO is

A Level 9 vocabulary learning and assessment workspace built for straightforward classroom use.

The short version

Vocabulary Power Plus Online gives teachers a Level 9 library, class rosters, assignment scheduling, student progress, scored results, and a gradebook in one site.

The pilot contains 21 Level 9 lessons and 315 vocabulary words. Each lesson can move through Learn, Practice, Show, Apply, and Quiz as separate assignments or as the full five-part sequence.

Pilot scope

Level 9 is the active pilot level. Additional levels follow the same structure after their curriculum is imported and reviewed.

Who uses which workspace

Teachers manage classes, rosters, assignments, results, and seats. Students see only their own assigned work and results. Prestwick House staff use separate administrative tools for customers, content, access, messages, activity logs, and support tickets.

Look at the workspace label

The top of each signed-in screen identifies the Student, Teacher, Account, or Administrative workspace so you can tell which role you are viewing.

SECTION 02

Teacher sign-in and account access

Prestwick House owns adult identity; VPPO separately checks what that adult may access.

Sign in with Prestwick House

Use the same email and password that you use at PrestwickHouse.com. VPPO verifies that account and then checks for an active Level 9 entitlement before opening teacher tools.

A valid Prestwick House account with no VPPO access reaches a locked account dashboard with zero seats. It does not expose classes, lessons, questions, answers, or teacher tools.

- 01 Open [vppo.app/login](#).
- 02 Choose Sign in with Prestwick House, or use the direct Prestwick House email and password fields.
- 03 After verification, review the Account page for your Level 9 seats and expiration.
- 04 Open the Teacher workspace when active access is shown.

Use the right adult email

A personal store account and a school account are different identities. Sign in with the Prestwick House account tied to your school or district access.

Passwords, names, and email changes

Prestwick House is the sole source for adult login information. VPPO does not create a second adult password and does not change store passwords, names, or email addresses.

Make account changes at PrestwickHouse.com, then return to VPPO and sign in again so the current details synchronize.

VPPO cannot email a store password

Password reset messages and profile updates come from Prestwick House, not VPPO.

[Manage Prestwick House account](#) [Reset Prestwick House password](#)

Sign out on shared computers

Use Sign out when you finish on a shared school computer. A teacher should never leave the teacher workspace open for students, and a student should never receive a teacher's Prestwick House credentials.

SECTION 03

Seats, trials, and organizations

A seat authorizes one active student for one level; identity alone never grants curriculum access.

How the seat count works

Granted is the number of active Level 9 seats available to the school or district. Assigned is the number used by active students across every Level 9 class, not only the class currently open. Available is granted minus assigned.

A student uses one Level 9 seat no matter how many Level 9 assignments or Level 9 classes that student receives. The class roster page shows the full pool and explains how many seats are used in that class versus elsewhere. The automatic teacher trial can therefore enroll up to three active students.

Reusing a seat

Archive a student's final active Level 9 enrollment to release the seat. The student's recorded work remains in history.

The 14-day teacher trial

The first eligible Prestwick House sign-in automatically activates one 14-day Level 9 trial for the account or organization. The trial contains three student seats and the same protected teacher materials needed for an honest evaluation.

Trial access is attributable to the verified adult account and recorded in the administrative audit trail. It expires automatically.

- 01** Sign in with the school or district Prestwick House account.
- 02** VPPO confirms that the three Level 9 trial seats and expiration date appear in Account.
- 03** Create one Level 9 class and add one student.
- 04** Assign a lesson and complete the teacher-to-student pilot loop before the expiration date.

Three trial seats means three active students

VPPO rejects a fourth active Level 9 student until another seat is granted or one of the first three allocations is released.

School and district pools

When Prestwick House identifies teachers as members of the same verified BigCommerce company hierarchy, VPPO can place them in the same organization and show the same shared seat pool.

An individual customer with no company remains separate and cannot borrow another customer's seats.

SECTION 04

Teacher quick start

The shortest safe path from first sign-in to a completed student activity.

Create your first class

A class connects a teacher, one curriculum level, a roster, and assignments. VPPO creates the class code; the teacher chooses a clear classroom name.

- 01 Open Teacher, then choose Create class.
- 02 Enter a class name students and staff will recognize.
- 03 Confirm Level 9 and save the class.
- 04 Keep the generated class code available for the roster handout.

[Create a class](#)

Add a student

Adding a student creates a private four-digit PIN and consumes one available Level 9 seat. Student accounts do not require an email address or a store account.

- 01 Open the class roster.
- 02 Add the student's classroom display name.
- 03 Give that student the class code and only that student's PIN.
- 04 Use the printable sign-in sheet or credential tools when distributing access.

PINs are private

Do not post a list of names and PINs where the whole class can see it, and do not send student PINs in a support ticket.

Assign a lesson

Open the Level 9 library or the class roster and choose Assign. Select individual segments and parts, or Select full lesson for Learn, Practice, Show, and Apply in all three segments plus the whole-lesson Quiz: 13 parts total.

- 01 Choose Select full lesson for all 13 parts, or select individual segments and lesson parts.
- 02 Select one or more classes.
- 03 Choose the lesson.
- 04 Make it available now or schedule an opening time; optionally set a closing time.
- 05 Save as draft to keep it hidden, or Assign now to release it according to the schedule.

[Open the Level 9 library](#)

SECTION 05

Classes, rosters, codes, and PINs

Add student names, get sign-in cards, and manage class access.

Why students enter two codes

The class code identifies the classroom. The four-digit PIN identifies one student inside that class. Both are required to open the correct student dashboard.

A classroom QR code can prefill the class code, but it never contains or bypasses a student's private PIN.

No student email needed

Students never create Prestwick House accounts and never use the teacher sign-in form.

Maintain the roster

Add a student directly under Roster on the class page. Enter a name and choose Add student; VPPO creates the PIN and offers a Download sign-in card button. Open Add several students to paste one name per line.

Choose Preview as beside a student to see their assigned work and availability for this class. Preview uses your teacher session; practice answers, progress, and scores are not saved. Use Preview as a student on an assignment to try its content even before adding a roster. Preview runs are untimed and start fresh.

Teachers can correct a student's display name, regenerate a lost or compromised PIN, print a classroom QR sheet, and archive a student who leaves the class.

Regenerating a PIN invalidates the old PIN. Archiving the last active Level 9 enrollment releases the seat while preserving recorded work.

View and print student sign-in cards

The class roster and Student sign-in cards panel show every active student's private four-digit PIN. The printable classroom QR sheet intentionally omits PINs because it can be posted for the whole class.

Print all or Download sign-in cards creates cut-apart sign-in cards for the full active roster, 12 cards per letter-size page. Every card repeats the student's name, class code, private PIN, and vpvo.app/join address. Additional students continue on another page.

- 01** Open the class from the Teacher workspace.
- 02** Review Student sign-in cards and confirm each student name and PIN.
- 03** Choose Print all for paper cards, or Download sign-in cards to save the same 12-up layout.
- 04** Give each student only that student's card.

Treat cards as private

The classroom QR poster is safe to display. Individual credential cards contain private PINs and should be distributed separately.

SECTION 06

Assignments and the five-part lesson

Teachers can assign one part, a custom combination, or the complete Level 9 sequence.

Learn, Practice, Show, Apply, and Quiz

Learn presents the lesson's vocabulary, pronunciation, definitions, examples, and available audio. Practice builds recognition. Show asks students to demonstrate understanding. Apply uses vocabulary in context. Quiz provides a scored checkpoint.

Each lesson has three five-word segments. Learn, Practice, Show, and Apply can be assigned per segment; the Quiz covers all 15 words. Full lesson selects 12 segment parts and one lesson Quiz. Each part keeps its own progress and results.

Choose the smallest useful assignment

Use one part when you want a focused activity. Use Full lesson when students should complete the complete learning arc.

Opening, closing, and drafts

Leave Opening date and time blank for immediate access, or choose a local opening time. Leave Closing date and time blank for no deadline. A new attempt captures the earlier of its closing time and optional timer. Later schedule edits do not shorten an active attempt; teachers can extend an active timed attempt from its results page. Subscription or trial expiration is separate from the assignment deadline.

Drafts remain invisible to students. Teachers choose the classroom time zone in Account. Each assignment snapshots that IANA zone and VPPO converts the selected wall-clock time to an exact UTC instant on the server.

If a daylight-saving transition makes a clock time missing or repeated, VPPO rejects the schedule and asks for another time instead of guessing. Existing assignments keep their original zone even if the teacher later changes the account preference. Assignment deadlines are enforced by the server, so refreshing or reopening the browser cannot extend the work period.

Remove an assignment: archive instead of delete

To remove an assignment you created by mistake or no longer want, archive it. This also applies to an unused Quiz that no student has started. VPPO does not offer permanent assignment deletion. Archiving removes the work from students' active assignments and keeps it available to restore.

Add missing parts to current lesson work attaches new segments or parts without duplicating existing work. Edit settings on the assignment results page to change saved choices. Assign again as new work creates a separate teaching occurrence with fresh progress.

Archive set removes every part in that set from active class lists, the teacher pipeline, due-date email scans, and student dashboards. Archive on one card removes only that part. Archiving does not delete attempts, grades, Learn progress, or audit history.

Archived assignments remain in the collapsed Archived assignments area. Restore set or Restore assignment returns the work to active views with its original schedule and settings.

- 01 Open the class and find the assignment or assigned set.
- 02 Choose Archive set for the complete group, or Archive on one part.
- 03 Open Archived assignments when you need historical work.
- 04 Choose Restore to make the saved work active again.

**Changed your mind
about a Quiz?**

Use Archive on that Quiz card. Use Archive set only when you want to remove every part of the assigned lesson. Both actions preserve existing work and can be undone with Restore.

Scores and correct-answer review

Student assessment payloads never contain answer keys while work is active. If the teacher enables correct-answer review, answers appear only on the graded results screen after submission.

Choose answer release after grading, after the final allowed attempt, or after the assignment closes. Final-attempt release requires a finite cap; after-close release requires a closing time. Student answer keys stay hidden until grading and the chosen release condition are both satisfied.

**Do not reuse review as
an active answer key**

Correct answers belong on an intentionally released graded review, never in the active student activity payload.

SECTION 07

The student experience

A focused workspace that works with touch, keyboard, mouse, and common school screens.

Join the class

Students go to vppo.app/join, enter the class code, and enter their private four-digit PIN. A QR code from the teacher can fill the class code automatically; the student still enters the PIN.

- 01 Open vppo.app/join.
- 02 Enter the class code exactly as shown by the teacher.
- 03 Enter your own four-digit PIN.
- 04 Choose Open my dashboard.

[Open student sign-in](#)

Read the dashboard

Up next points to available unfinished work. My lesson work groups all assigned parts under their lesson and segment, with saved progress, recorded grades, remaining attempts, and any prerequisite or schedule restriction. A lesson Quiz remains separate from segment work.

Complete Learn and scored activities

In Learn, use Previous/Next or the left/right arrow keys to study words. VPPO saves your last word and visited coverage; going backward does not reduce progress. Complete Learn remains reviewable. Use available audio for the word, definition, and example. In scored activities, read the activity instruction, answer each item, check the answered count, and submit once finished. If the page refreshes during a scored activity, VPPO restores answers saved in that browser before the student continues. When a deadline is active, VPPO closes the attempt at the server-owned cutoff and does not allow editing to resume afterward.

Choice rows and buttons are sized for touch. Matching uses alphabetically ordered, labeled menus. Each Words in Context paragraph has its own scrambled five-word bank. Type the required spelling and inflection; only explicitly authored alternatives count. Word Use can have one, several, or all four sentences correct and requires the complete correct set.

Use the reading controls

The reading control can change interface size, typeface, ink, line spacing, and theme. It does not change a student's answers or score.

Submit and review

The answered counter shows how many supported questions have a response. Blank questions are submitted as no response. VPPO asks for confirmation before a student submits manually. Practice, Show, and Apply let students submit each activity separately or submit the whole part. A submitted activity is saved and locked; other activities can still be finished. The combined result appears after every activity is submitted. Quiz keeps one whole-assessment submission. The results page shows only the score, item results, answer review, explanations, and teacher feedback that the assignment permits.

SECTION 08

Results, grading, and the gradebook

Follow completion, inspect attempts, and export class-level results without changing historical questions.

Assignment results

Open an assignment to review completion and scores. Open a student attempt for the submitted responses, awarded points, and any items that require teacher review.

Each response keeps an attempt-time snapshot of the question. A later curriculum edit cannot rewrite the question a student saw or silently change historical scoring.

Read and export the gradebook

The gradebook groups students and published assessments by class. A blank cell means no completed attempt; a grade marker means submitted work needs attention; a number is the recorded percentage.

Use the readable gradebook CSV for a familiar student-by-assignment grid. Use the detailed CSV for one row per student and assignment, including stable VPPO IDs, points, percentage, status, UTC timestamps, and the classroom time zone. Item analysis opens from an assessment column when question data is available.

Direct SIS exchange is a separate integration. VPPO will target 1EdTech OneRoster 1.2 for roster, line-item, and result exchange after schools can store their SIS student identifiers. LTI Advantage Assignment and Grade Services is the corresponding target for LMS grade passback.

- 01 Open Teacher, then Gradebook.
- 02 Find the class and student row.
- 03 Open an assessment heading for item or assignment detail.
- 04 Resolve any submitted work requiring review.
- 05 Download the readable or detailed class CSV when needed.

[Open the gradebook](#) [OneRoster 1.2 standard](#) [LTI Advantage implementation guide](#)

Current attempt policy

Teachers choose 1 to 100 total attempts, including the first, or unlimited attempts for non-quiz activities. The assignment form offers unlimited Practice by default while keeping quiz attempts finite. Latest completed or highest graded attempt determines the recorded grade consistently in student work, teacher results, and exports. Require earlier assigned parts is optional and applies separately to each student. Individual overrides appear on the assignment results page.

After a part has a graded result, students can choose Retry one activity on its assignment page. The other activities carry forward from the recorded result with their original answers, scores, question snapshots, and teacher comments. Each activity retry uses one of the same total attempts for that part. Latest and Highest still select one combined part result; they do not choose a separate best score from every activity. Quiz remains a whole-assessment retry.

An activity submission does not restart the timer, complete the part, or release its answer key early. The part completes when all activities are submitted. If its deadline expires, work already submitted on time keeps its points; remaining late work receives zero. Drafts that have not been submitted still depend on the current browser.

SECTION 09

Reading controls, accessibility, and devices

VPPO is designed to remain usable across phones, tablets, Chromebooks, laptops, and desktop browsers.

Personalize reading without changing the work

Open the reading control to adjust interface size, typeface, ink strength, line spacing, accent color, and light or dark theme. Settings stay on that browser and do not affect assignments, access, answers, or grades.

Touch, keyboard, and pointer use

Student choices use full-row targets and form controls that can be tapped, clicked, or reached by keyboard. Matching uses menus instead of pointer-only dragging. Focus indicators remain visible for keyboard users.

On a small screen, rotate only when a school device or browser makes a specific table easier to read. Student activity cards are intended to work in portrait orientation.

School device advice

Use a current Chromium, Safari, or Firefox browser allowed by the school. Keep JavaScript and cookies enabled for sign-in and saved progress. If a managed device blocks audio, pop-ups, or cookies, ask the school's technology administrator to allow vppo.app.

SECTION 10

Security, privacy, and fair use

Separate adult identity, student access, seat authorization, and answer review reduce accidental exposure.

Identity is not authorization

A successful Prestwick House sign-in proves the adult account. Active level-specific access independently determines whether teacher routes and curriculum material open. Protected server routes repeat this check; navigation visibility is not the security boundary.

Answer keys stay off active student screens

The active student player receives question text and safe choices only. Correct-answer flags, accepted answers, matching keys, private feedback, and answer-key data are excluded from the browser payload.

A graded review is assembled separately and reveals only the fields allowed by the assignment.

Operational activity is recorded

VPPO records important access, entitlement, support, content, assignment, and student-work events so authorized staff can diagnose problems and preserve an administrative trail. The purpose is support, security, and accountability - not classroom surveillance.

[Read VPPO security information](#) [Read the privacy notice](#)

SECTION 11

Help, support tickets, and troubleshooting

Start with the exact screen and keep the complete issue in one saved thread.

Use the question-mark help first

Question-mark buttons beside a field or activity explain it without forcing you to leave the current task. The Student Help button in the student header and each tip's full-explanation link open Help in a separate browser tab, so an active lesson or assessment stays open and keeps its place. The Help Center can also be searched in everyday language and filtered for teacher, student, or school-and-district questions.

Open a saved support ticket

Signed-in teachers and adult customers can create a support ticket from the Help or Account area. Students ask their teacher or an adult for help instead of opening a ticket directly. The ticket keeps the issue, account context, staff responses, and resolution in one thread and sends email updates when appropriate. Prestwick House staff can flag a resolved ticket when it reveals a missing or unclear Help answer so the guide improves from real support questions.

- 01 Open Help and choose Open a support ticket.
- 02 Describe what you expected and what happened.
- 03 Include the class name and assignment name when relevant.
- 04 Do not include student PINs, passwords, or answer keys.
- 05 Return to Support to read and reply in the saved thread.

[Open a support ticket](#)

Fast checks for common problems

Teacher cannot sign in: confirm the exact Prestwick House email, reset the password at Prestwick House if needed, and return to VPPO. Teacher sees zero seats: the identity is valid but the account has no active Level 9 access. Student cannot join: confirm the class code, current PIN, active roster status, and PIN lockout state.

Assignment is missing: confirm it is not a draft, its opening time has arrived, its closing time has not passed, and it belongs to the student's active class. Audio does not play: check device volume and school browser policy, then try a current allowed browser.

Contact VPPO

Email contact@vppo.app or call Prestwick House at 800-932-4593. Include the adult account email, school, and class name when useful, but never email a password or student PIN.

[Email VPPO support](#)

SECTION 12

Quick reference

The essential URLs, definitions, and classroom checklist on one page.

Essential URLs

Teacher and staff sign-in: vppo.app/login. Student sign-in: vppo.app/join. Public help: vppo.app/help. Signed-in support: vppo.app/support. Prestwick House adult account: prestwickhouse.com/account.php.

Teacher checklist

- 01 Sign in with the correct Prestwick House school account.
- 02 Confirm active Level 9 access and available seats.
- 03 Create the Level 9 class.
- 04 Add students and distribute private credentials.
- 05 Assign lesson parts or Full lesson.
- 06 Monitor completion and results.
- 07 Export grades or open a support ticket when needed.

Student checklist

- 01 Open vppo.app/join.
- 02 Enter the class code and your own PIN.
- 03 Open the activity shown under Up next.
- 04 Read the activity instruction before answering.
- 05 Check the answered count, then submit.
- 06 Review only the results your teacher has released.
- 07 Sign out on a shared device.

REFERENCE

Glossary

Assignment	One assigned segment or whole-lesson part for a class or selected enrolled students, with its own schedule, progress, and results.
Class code	The classroom identifier students enter at vppo.app/join .
Entitlement	Level-specific authorization that grants seats for a defined period.
Full lesson	Learn, Practice, Show, and Apply for all three five-word segments, plus one 15-word lesson Quiz.
PIN	A private four-digit student credential used together with a class code.
Seat	Authorization for one active student to use one VPPO level.
Teacher workspace	The signed-in area for classes, assignments, results, gradebook, and help.
Trial	A time-limited Level 9 entitlement with three student seats for evaluation.

Keep this guide useful

Use the searchable Help Center for the latest wording and contextual question-mark tips. Download a fresh PDF after major VPPO releases.