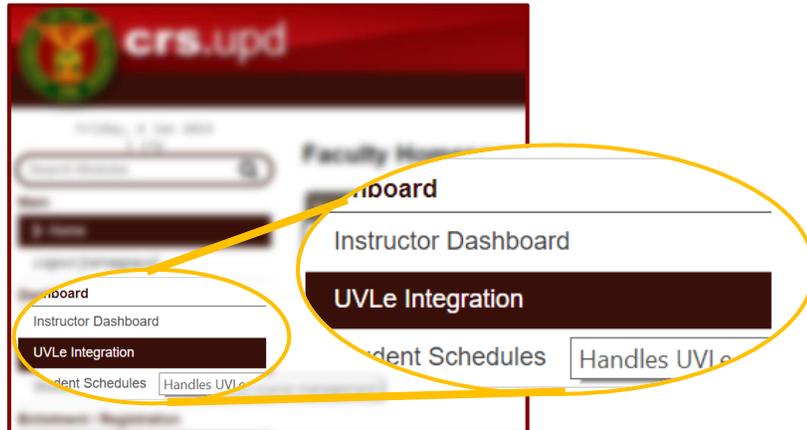


NEWS: CRS updates its UVLê Integration module



What's new in CRS? Teachers may now access a separate module for **UVLê integration**. This module allows teachers to do the following via/within CRS:

- ✓ Request an UVLê course page for their classes.
- ✓ Monitor the status of their course page request.
- ✓ Enroll students to an UVLê course page based on class list.
- ✓ Enroll students from multiple sections/class lists into a single UVLê course page.
- ✓ Upload class syllabus in CRS

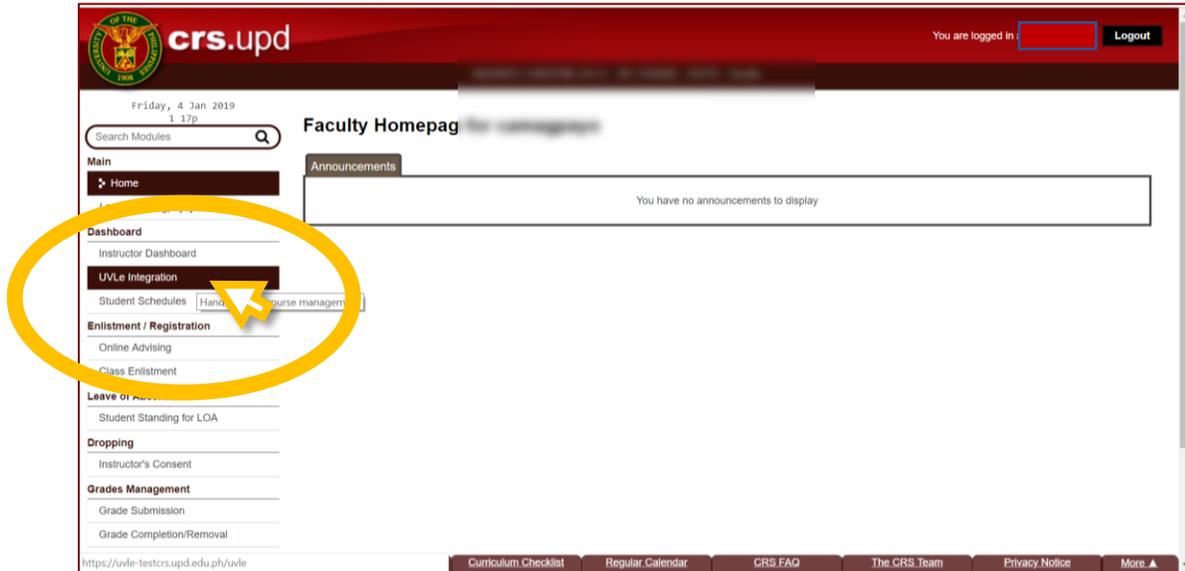
With these new features, it is easier for teachers to request a course page, and to enroll students to their course page.

(For full details, read through the next pages; or see similar document for the main features using the Help icon for each feature)

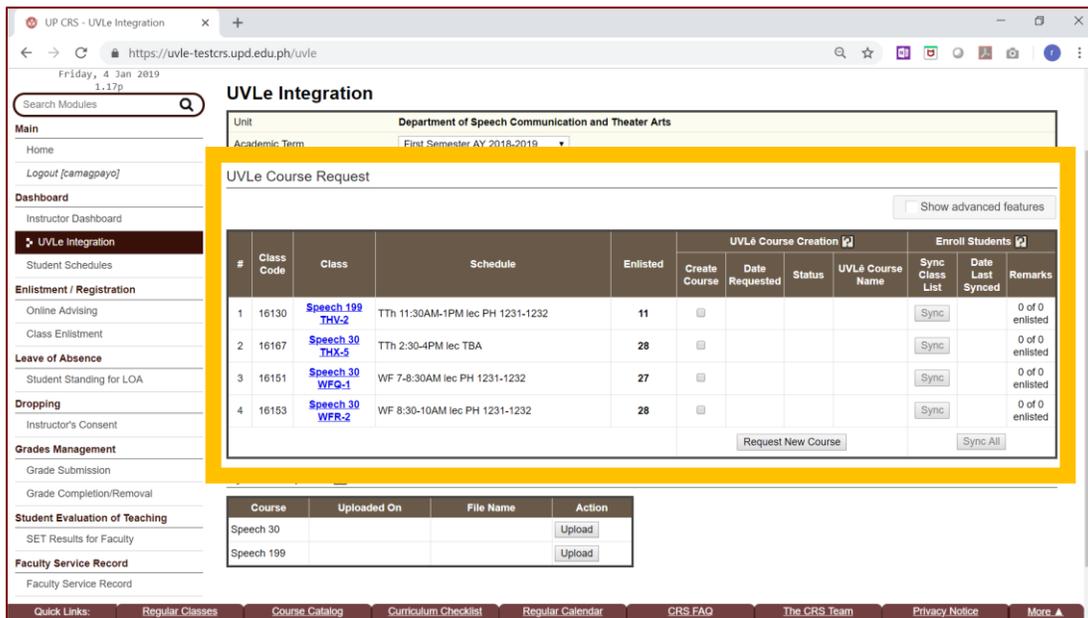
Walk-through of the UVLê Integration module.

Requesting a course page for your class via CRS

1. Log in to CRS and access your faculty module.
2. You will see **UVLê Integration** under **Dashboard**. Click the **UVLê Integration** menu to access the module.



3. The **UVLê course request dashboard** will appear.



- To request for an UVLê course page, **check the box** next to a class, and click **Request New Course** button.

UVLe Course Request

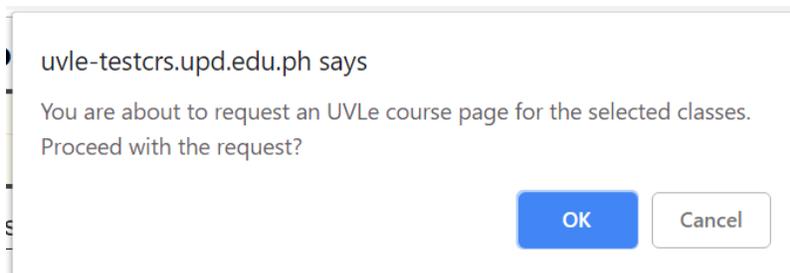
Show advanced features

#	Class Code	Class	Schedule	Enlisted	UVLê Course Creation				Enroll Students		Remarks
					Create Course	Date Requested	Status	UVLê Course Name	Sync Class List	Date Last Synced	
1	16130	Speech 199 THV-2	TTh 11:30AM-1PM lec PH 1231-1232	11	<input type="checkbox"/>				<input type="button" value="Sync"/>		0 of 0 enlisted
2	16167	Speech 30 THX-5	TTh 2:30-4PM lec TBA	28	<input type="checkbox"/>				<input type="button" value="Sync"/>		0 of 0 enlisted
3	16151	Speech 30 WFQ-1	WF 7-8:30AM lec PH 1231-1232	27	<input type="checkbox"/>				<input type="button" value="Sync"/>		0 of 0 enlisted
4	16153	Speech 30 WFR-2	WF 8:30-10AM lec PH 1231-1232	28	<input type="checkbox"/>				<input type="button" value="Sync"/>		0 of 0 enlisted
<input type="button" value="Request New Course"/>									<input type="button" value="Sync All"/>		

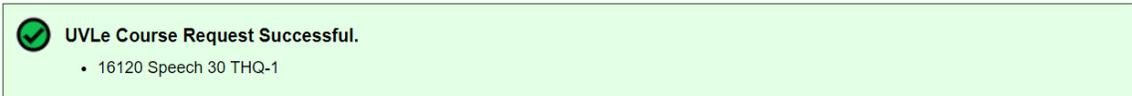
#	Class Code	Class	Schedule	Enlisted	UVLê Course Creation				Enroll Students		Remarks
					Create Course	Date Requested	Status	UVLê Course Name	Sync Class List	Date Last Synced	
1	16130	Speech 199 THV-2	TTh 11:30AM-1PM lec PH 1231-1232	11	<input checked="" type="checkbox"/>				<input type="button" value="Sync"/>		0 of 0 enlisted
2	16167	Speech 30 THX-5	TTh 2:30-4PM lec TBA	28	<input type="checkbox"/>				<input type="button" value="Sync"/>		0 of 0 enlisted
3	16151	Speech 30 WFQ-1	WF 7-8:30AM lec PH 1231-1232	27	<input type="checkbox"/>				<input type="button" value="Sync"/>		0 of 0 enlisted
4	16153	Speech 30 WFR-2	WF 8:30-10AM lec PH 1231-1232	28	<input type="checkbox"/>				<input type="button" value="Sync"/>		0 of 0 enlisted
with selected <input type="button" value="Request New Course"/>									<input type="button" value="Sync All"/>		

Note: You can request several UVLê course pages for different classes/sections at the same time. A course page will be created for each section. If you want to have a single course page for a subject with different sections, you may merge several course pages after creation. **The important initial step is to create a course page for each section.** Merging pages will be discussed separately (advanced feature Link/Merge document: [Merging multiple course pages into a single UVLê page](#)).

- After clicking Request New Course, a pop-up message will appear for confirmation. **Click OK** to confirm request.



A confirmation message will appear right after clicking OK.



Done! The course request will then be processed. You will see the status of your request within the **UVLê Course Request dashboard**.

Monitoring Status of Request

Right after making the request, details about the request will be displayed in the dashboard.

#	Class Code	Class	Schedule	Enlisted	UVLê Course Creation				Enroll Students		
					Create Course	Date Requested	Status	UVLê Course Name	Sync Class List	Date Last Synced	Remarks
1	16130	Speech 199 THV-2	TTh 11:30AM-1PM lec PH 1231-1232	1	<input type="checkbox"/>				Sync		0 of 0 enlisted
2	16167	Speech 30 THX-5	TTh 2:30-4PM lec TBA	2	<input type="checkbox"/>				Sync		0 of 0 enlisted
3	16151	Speech 30 WFG-1	WF 7-8:30AM lec PH 1231-1232	2	<input type="checkbox"/>				Sync		0 of 0 enlisted
4	16153	Speech 30 WFR-2	WF 8:30-10AM lec PH 1231-1232	2	<input type="checkbox"/>				Sync		0 of 0 enlisted

You will see the status of request here.

Example:

#	Class Code	Class	Schedule	Enlisted	UVLê Course Creation				Enroll Students		
					Create Course	Date Requested	Status	UVLê Course Name	Sync Class List	Date Last Synced	Remarks
1	16130	Speech 199 THV-2	TTh 11:30AM-1PM lec PH 1231-1232	11	<input checked="" type="checkbox"/>	04 Jan 2019 01:24 pm	Pending		Sync		0 of 0 enlisted

UVLê course page requests are processed **within 2 hours**. Upon successful processing, the status will be automatically updated, and **a link to the UVLê course page will appear** in the dashboard.

#	Class Code	Class	Schedule	Enlisted	UVLê Course Creation				Enroll Students		
					Create Course	Date Requested	Status	UVLê Course Name	Sync Class List	Date Last Synced	Remarks
1	16130	Speech 199 THV-2	TTh 11:30AM-1PM lec PH 1231-1232	11	<input type="checkbox"/>	04 Jan 2019 01:24 pm	Successful	Speech 199 - THV-2 - [1st] AY2018-2019	Sync		0 of 0 enlisted

Take note, If an UVLê course creation has status other than *Successful*, e.g., **Pending**, wait for some time until the course page is created. **If a “Failed” status is shown, contact ILC Diliman.**

Walk-through of the UVLê Integration module.

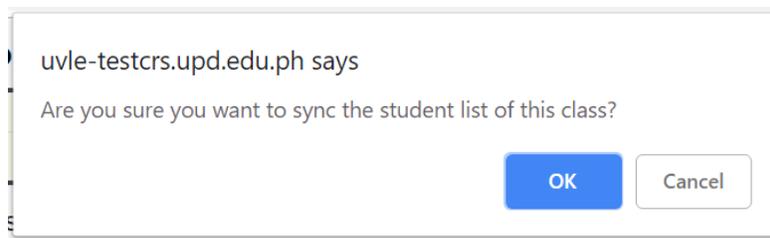
Enrolling Students to an UVLê Course Page via CRS

After creating an UVLê course page, you may upload and organize content. Once ready, you may enroll students to your course page. With the new UVLê Integration module, you can enroll students to your course page via CRS by clicking **Sync**.

To sync your class list to the corresponding UVLê course, click the Sync button under the Sync Class List:

#	Class Code	Class	Schedule	Enlisted	UVLê Course Creation				Enroll Students		
					Create Course	Date Requested	Status	UVLê Course Name	Sync Class List	Date Last Synced	Remarks
1	16130	Speech 199 THV-2	TTh 11:30AM-1PM lec PH 1231-1232	11	<input type="checkbox"/>	04 Jan 2019 01:24 pm	Successful	Speech 199 - THV-2 - [st] AY2018-2019	<input type="button" value="Sync"/>		0 of 0 enlisted

After clicking Sync, a pop-up message will appear. **Click OK** to confirm sync.



After clicking ok, a confirmation message will appear.



(Continued on the next page...)

Status of Syncing/Enrolling to an UVLê course page

The status of syncing will appear in the UVLê Course Request dashboard. **Syncing of students to the UVLê course page is done within 6 hours.**

Example:

#	Class Code	Class	Schedule	Enlisted	UVLê Course Creation				Enroll Students		
					Create Course	Date Requested	Status	UVLê Course Name	Sync Class List	Date Last Synced	Remarks
1	16130	Speech 199 THV-2	TTh 11:30AM-1PM lec PH 1231-1232	11	<input type="checkbox"/>	04 Jan 2019 01:24 pm	Successful	Speech 199 - THV-2 - [1st] AY2018-2019	<input type="button" value="Sync"/>	04 Jan 2019 01:30 pm	0 of 11 enlisted

#	Class Code	Class	Schedule	Enlisted	UVLê Course Creation				Enroll Students		
					Create Course	Date Requested	Status	UVLê Course Name	Sync Class List	Date Last Synced	Remarks
1	16130	Speech 199 THV-2	TTh 11:30AM-1PM lec PH 1231-1232	11	<input type="checkbox"/>	04 Jan 2019 01:24 pm	Successful	Speech 199 - THV-2 - [1st] AY2018-2019	<input type="button" value="Sync"/>	04 Jan 2019 01:30 pm	8 of 11 enlisted
		Speech 30									0 of 0

Notifications

- ✓ **For teachers:** When syncing / enrolling students, you may click the link under Remarks to view the Student List – listing which students were successfully enrolled in the UVLê course, and which students were not successfully enrolled.
- ✓ **For students:** students will be informed that they are successfully enrolled to an UVLê course page. They will also be advised if the system fails to enroll them to an UVLê course page.

Some students are not synced?

If fewer students are synced/enrolled into the UVLê course page than expected (or as reflected under the Enlisted column), **then possibly some students have not yet activated their UVLê accounts.** To activate their UVLê accounts, students must log in to the UVLê website using their DilNet accounts (the UVLê username and password are the same as those of DilNet's username and password).

When to sync students?

You only need to sync once. The system will process the request to sync either (1) until all students are enrolled to the UVLê course page, or (2) until the end of syncing procedure for the current semester/term (about the second month of the semester/term).

Ideally, it is best to sync/enroll your students into the UVLê course once the registration period has ended and/or the class list has been finalized.

What to do if there are changes in the class list? (add mat, change mat, did not enroll... etc.)

If there are changes/updates in the class list, then you must sync the soonest to update the UVLê course's student enrollment.

Note that only students included in the class list at the time of syncing will be synced/enrolled into the UVLê course page. Students who were previously synced/enrolled in the UVLê course but are now excluded in the most recent synced class list will be removed in the UVLê course.

The Sync All button

#	Class Code	Class	Schedule	Enlisted	UVLê Course Creation			Enroll Students			
					Create Course	Date Requested	Status	UVLê Course Name	Sync Class List	Date Last Synced	Remarks
1	16130	Speech 199 THV-2	TTh 11:30AM-1PM lec PH 1231-1232	11	<input type="checkbox"/>	04 Jan 2019 01:24 pm	Successful	Speech 199 - THV-2 - [1st] AY2018-2019	<input type="button" value="Sync"/>	04 Jan 2019 01:30 pm	8 of 11 enlisted
2	16167	Speech 30 THX-5	TTh 2:30-4PM lec TBA	28	<input type="checkbox"/>	04 Jan 2019 01:40 pm	Successful	Speech 30 - THX-5 - [1st] AY2018-2019	<input type="button" value="Sync"/>		0 of 0 enlisted
3	16151	Speech 30 WFG-1	WF 7-8:30AM lec PH 1231-1232	27	<input type="checkbox"/>	04 Jan 2019 01:40 pm	Successful	Speech 30 - WFG-1 - [1st] AY2018-2019	<input type="button" value="Sync"/>		0 of 0 enlisted
4	16153	Speech 30 WFR-2	WF 8:30-10AM lec PH 1231-1232	28	<input type="checkbox"/>	04 Jan 2019 01:40 pm	Successful	Speech 30 - WFR-2 - [1st] AY2018-2019	<input type="button" value="Sync"/>		0 of 0 enlisted
					<input type="button" value="Request New Course"/>			<input type="button" value="Sync All"/>			

Similarly, you may click **Sync All** to simultaneously sync different class lists to their respective pages. Note that **ALL classes (with assigned UVLê courses)** will be synced, including those that were synced prior to this.

Walk-through of the UVLê Integration module.

Merging multiple course pages into a single UVLê page

If a faculty member is teaching 2 or more sections of the same course, s/he may prefer to have a single UVLê course page for all sections. **Under advanced features of UVLê Integration module, teachers can merge previously created courses pages via CRS into a single course page.** For example, multiple sections of Speech 30 may be managed in a single UVLê course page. To do this:

1. Create individual UVLê course pages for each section. You may sync the class list before or after the merging.
2. Check the box beside **Show advanced features**. Link/Merge courses will appear.

UVLe Course Request

Show advanced features

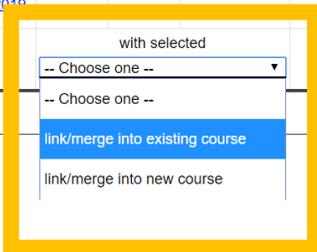
#	Class Code	Class	Schedule	Enlisted	UVLê Course Creation				Link/Merge Courses			Enroll Students		
					Create Course	Date Requested	Status	UVLê Course Name	Merge	Date Merged	Remarks	Sync Class List	Date Last Synced	Remarks
1	16130	Speech 199 THV-2	TTh 11:30AM-1PM lec PH 1231-1232	11	<input type="checkbox"/>				<input type="checkbox"/>			<input type="button" value="Sync"/>		0 of 0 enlisted
2	16167	Speech 30 THX-5	TTh 2:30-4PM lec TBA	28	<input type="checkbox"/>				<input type="checkbox"/>			<input type="button" value="Sync"/>		0 of 0 enlisted
3	16151	Speech 30 WFQ-1	WF 7-8:30AM lec PH 1231-1232	27	<input type="checkbox"/>				<input type="checkbox"/>			<input type="button" value="Sync"/>		0 of 0 enlisted
4	16153	Speech 30 WFR-2	WF 8:30-10AM lec PH 1231-1232	28	<input type="checkbox"/>				<input type="checkbox"/>			<input type="button" value="Sync"/>		0 of 0 enlisted
					<input type="button" value="Request New Course"/>				-- Choose one --			<input type="button" value="Sync All"/>		

3. Under Link/Merge, check all boxes corresponding to classes you want to merge.

#	Class Code	Class	Schedule	Enlisted	UVLê Course Creation				Link/Merge Courses			Enroll Students		
					Create Course	Date Requested	Status	UVLê Course Name	Merge	Date Merged	Remarks	Sync Class List	Date Last Synced	Remarks
1	16130	Speech 199 THV-2	TTh 11:30AM-1PM lec PH 1231-1232	11	<input type="checkbox"/>	04 Jan 2019 01:24 pm	Successful	Speech 199 THV-2 - [1s AY2018-2019]	<input type="checkbox"/>	04 Jan 2019 05:18 pm	MySpeech199	<input type="button" value="Sync"/>	04 Jan 2019 05:31 pm	8 of 11 enlisted
2	16167	Speech 30 THX-5	TTh 2:30-4PM lec TBA	28	<input type="checkbox"/>	04 Jan 2019 01:40 pm	Successful	Speech 30 THX-5 - [1s AY2018-2019]	<input checked="" type="checkbox"/>			<input type="button" value="Sync"/>	04 Jan 2019 05:31 pm	12 of 28 enlisted
3	16151	Speech 30 WFQ-1	WF 7-8:30AM lec PH 1231-1232	27	<input type="checkbox"/>	04 Jan 2019 01:40 pm	Successful	Speech 30 WFQ-1 - [1s AY2018-2019]	<input checked="" type="checkbox"/>			<input type="button" value="Sync"/>	04 Jan 2019 05:31 pm	12 of 27 enlisted
4	16153	Speech 30 WFR-2	WF 8:30-10AM lec PH 1231-1232	28	<input type="checkbox"/>	04 Jan 2019 01:40 pm	Successful	Speech 30 WFR-2 - [1s AY2018-2019]	<input checked="" type="checkbox"/>			<input type="button" value="Sync"/>	04 Jan 2019 05:32 pm	12 of 28 enlisted
					<input type="button" value="Request New Course"/>				with selected			<input type="button" value="Sync All"/>		

- Click “Choose one” dropdown list box. Choose **link/merge into existing course** if you want to merge them into an old/ready-made UVLê course existing page (e.g., a prepared UVLê course page, or a “reused” course page). Otherwise, choose **link/merge into new course**.

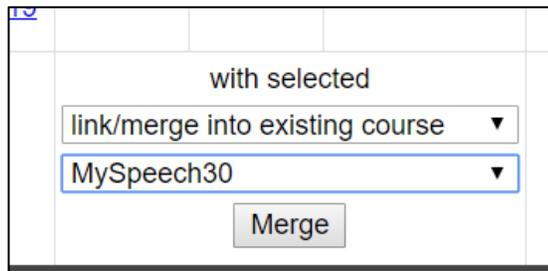
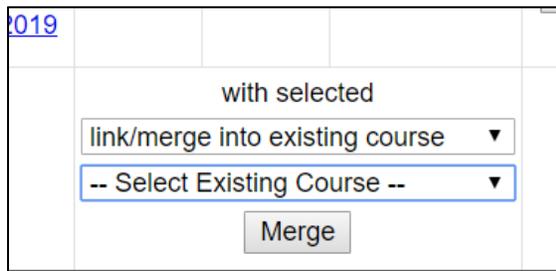
#	Class Code	Class	Schedule	Enlisted	UVLê Course Creation				Link/Merge Courses			Enroll Students		
					Create Course	Date Requested	Status	UVLê Course Name	Merge	Date Merged	Remarks	Sync Class List	Date Last Synced	Remarks
1	16130	Speech 199 THV-2	TTh 11:30AM-1PM lec PH 1231-1232	11	<input type="checkbox"/>	04 Jan 2019 01:24 pm	Successful	Speech 199 - THV-2 - [1st] AY2018-2019	<input type="checkbox"/>	04 Jan 2019 05:18 pm	MySpeech199	<input type="button" value="Sync"/>	04 Jan 2019 05:31 pm	8 of 11 enlisted
2	16167	Speech 30 THX-5	TTh 2:30-4PM lec TBA	28	<input type="checkbox"/>	04 Jan 2019 01:40 pm	Successful	Speech 30 - THX-5 - [1st] AY2018-2019	<input checked="" type="checkbox"/>			<input type="button" value="Sync"/>	04 Jan 2019 05:31 pm	12 of 28 enlisted
3	16151	Speech 30 WFG-1	WF 7-8:30AM lec PH 1231-1232	27	<input type="checkbox"/>	04 Jan 2019 01:40 pm	Successful	Speech 30 - WFG-1 - [1st] AY2018-2019	<input checked="" type="checkbox"/>			<input type="button" value="Sync"/>	04 Jan 2019 05:31 pm	12 of 27 enlisted
4	16153	Speech 30 WFR-2	WF 8:30-10AM lec PH 1231-1232	28	<input type="checkbox"/>	04 Jan 2019 01:40 pm	Successful	Speech 30 - WFR-2 - [1st] AY2018-2019	<input checked="" type="checkbox"/>			<input type="button" value="Sync"/>	04 Jan 2019 05:32 pm	12 of 28 enlisted



Syllabus Upload

Course	Uploaded On	File Name	Action
Speech 30			<input type="button" value="Upload"/>
Speech 199			<input type="button" value="Upload"/>

- Click the **Link/Merge** button.



- A pop-up message will appear. Click **OK**, then a confirmation message will appear. Done.

(Continued on the next page...)

The status of link/merge request will appear in the dashboard.

#	Class Code	Class	Schedule	Enlisted	UVLê Course Creation				Link/Merge Courses			Enroll Students		
					Create Course	Date Requested	Status	UVLê Course Name	Merge	Date Merged	Remarks	Sync Class List	Date Last Synced	Remarks
1	16130	Speech 199 THV-2	TTh 11:30AM-1PM lec PH 1231-1232	11	<input type="checkbox"/>	04 Jan 2019 01:24 pm	Successful	Speech 199 - THV-2 - [1st] AY2018-2019	<input type="checkbox"/>	04 Jan 2019 05:18 pm	MySpeech199	<input type="button" value="Sync"/>	04 Jan 2019 05:31 pm	8 of 11 enlisted
2	16167	Speech 30 THX-5	TTh 2:30-4PM lec TBA	28	<input type="checkbox"/>	04 Jan 2019 01:40 pm	Successful	Speech 30 - THX-5 - [1st] AY2018-2019	<input type="checkbox"/>	04 Jan 2019 06:29 pm	Pending	<input type="button" value="Sync"/>	04 Jan 2019 05:31 pm	12 of 28 enlisted
3	16151	Speech 30 WFQ-1	WF 7-8:30AM lec PH 1231-1232	27	<input type="checkbox"/>	04 Jan 2019 01:40 pm	Successful	Speech 30 - WFQ-1 - [1st] AY2018-2019	<input type="checkbox"/>	04 Jan 2019 06:29 pm	Pending	<input type="button" value="Sync"/>	04 Jan 2019 05:31 pm	12 of 27 enlisted
4	16153	Speech 30 WFR-2	WF 8:30-10AM lec PH 1231-1232	28	<input type="checkbox"/>	04 Jan 2019 01:40 pm	Successful	Speech 30 - WFR-2 - [1st] AY2018-2019	<input type="checkbox"/>	04 Jan 2019 06:29 pm	Pending	<input type="button" value="Sync"/>	04 Jan 2019 05:32 pm	12 of 28 enlisted
					<input type="button" value="Request New Course"/>				-- Choose one --			<input type="button" value="Sync All"/>		

#	Class Code	Class	Schedule	Enlisted	UVLê Course Creation				Link/Merge Courses			Enroll Students		
					Create Course	Date Requested	Status	UVLê Course Name	Merge	Date Merged	Remarks	Sync Class List	Date Last Synced	Remarks
1	16130	Speech 199 THV-2	TTh 11:30AM-1PM lec PH 1231-1232	11	<input type="checkbox"/>	04 Jan 2019 01:24 pm	Successful	Speech 199 - THV-2 - [1st] AY2018-2019	<input type="checkbox"/>	04 Jan 2019 05:18 pm	MySpeech199	<input type="button" value="Sync"/>	04 Jan 2019 05:31 pm	8 of 11 enlisted
2	16167	Speech 30 THX-5	TTh 2:30-4PM lec TBA	28	<input type="checkbox"/>	04 Jan 2019 01:40 pm	Successful	Speech 30 - THX-5 - [1st] AY2018-2019	<input type="checkbox"/>	04 Jan 2019 06:29 pm	MySpeech30	<input type="button" value="Sync"/>	04 Jan 2019 05:31 pm	12 of 28 enlisted
3	16151	Speech 30 WFQ-1	WF 7-8:30AM lec PH 1231-1232	27	<input type="checkbox"/>	04 Jan 2019 01:40 pm	Successful	Speech 30 - WFQ-1 - [1st] AY2018-2019	<input type="checkbox"/>	04 Jan 2019 06:29 pm	MySpeech30	<input type="button" value="Sync"/>	04 Jan 2019 05:31 pm	12 of 27 enlisted
4	16153	Speech 30 WFR-2	WF 8:30-10AM lec PH 1231-1232	28	<input type="checkbox"/>	04 Jan 2019 01:40 pm	Successful	Speech 30 - WFR-2 - [1st] AY2018-2019	<input type="checkbox"/>	04 Jan 2019 06:29 pm	MySpeech30	<input type="button" value="Sync"/>	04 Jan 2019 05:32 pm	12 of 28 enlisted
					<input type="button" value="Request New Course"/>				-- Choose one --			<input type="button" value="Sync All"/>		

NOTE: The course page under Remarks will then be the final UVLê course page for the merged classes. In the example above, the 3 UVLê courses initially created (those under the UVLê Course Name column for the 3 sections of Speech 30) are archived, and the MySpeech30 will be the (final) UVLê course page for the 3 sections of Speech 30 – THX5, WFQ1, and WFR2.

NOTE: When you merge classes into one final UVLê course, the class lists from the different classes are automatically synced to this final UVLê course.

(Continued on the next page...)

NOTE: For those with multiple classes/sections for a given course, DO NOT link/merge the UVLê course pages created via CRS. For example, suppose you have 2 sections, Section A and Section B, for a single course MyCourse, and you want a single UVLê page for managing the two sections. Proceed by creating an UVLê page for each (UVLê course creation) and then link/merge these two sections into a new course, i.e., select the two section pages to be merged, and then choose “link/merge into new course,” and name the new course, say MyCourseFinal, and proceed with the link/merge. With this, after successful linking/merging, the MyCourseFinal will be the UVLê page for MyCourse and with student enrollment synced from the 2 sections.

Should you have already prepared an existing UVLê page (THAT IS DIFFERENT FROM either Section A page or Section B page; say MyCourseOld), then you may proceed with using the “link/merge into existing course” (choose MyCourseOld) option.

Reusing Older pages by Linking/Merging

Using the same feature, you can reuse an old UVLê page by linking/merging a newly-created course page to an existing course page. For example, if you’re going to teach Subject 101 again and you want to reuse your old UVLê course page, you may request for a new course page then link/merge that to an existing Subject 101 UVLê page.

Walk-through of the UVLê Integration module.

Upload your Syllabus for archiving

Below the UVLê Course Request dashboard is a feature for uploading class syllabi.

The screenshot shows the UVLê Integration dashboard. On the left is a navigation menu with options like Main, Dashboard, and Enrollment/Registration. The main content area is titled "UVLê Integration" and includes a "UVLê Course Request" table. Below this table is a "Syllabus Upload" section, which is highlighted with a yellow box. This section contains a table with columns for Course, Uploaded On, File Name, and Action. Two rows are visible: "Speech 30" and "Speech 199", each with an "Upload" button.

#	Class Code	Class	Schedule	Enlisted	UVLê Course Creation	Enroll Students
1	16130	Speech 199 THV-2	TTh 11:30AM-1PM lec PH 1231-1232	11	<input type="checkbox"/>	<input type="button" value="Sync"/>
2	16167	Speech 30 THX-5	TTh 2:30-4PM lec TBA	28	<input type="checkbox"/>	<input type="button" value="Sync"/>
3	16151	Speech 30 WFG-1	WF 7-8:30AM lec PH 1231-1232	27	<input type="checkbox"/>	<input type="button" value="Sync"/>
4	16153	Speech 30	WF 9-30-10AM lec PH 1231-1232	28	<input type="checkbox"/>	<input type="button" value="Sync"/>

Course	Uploaded On	File Name	Action
Speech 30			<input type="button" value="Upload"/>
Speech 199			<input type="button" value="Upload"/>

Simply, click the **Upload** button. Then, click **Choose File**.

Syllabus Upload

Course	Uploaded On	File Name	Action
Speech 30			<input type="button" value="Upload"/>
Speech 199			<input type="button" value="Upload"/>

Uploading Syllabus for Speech 30

Only PDF files may be uploaded.

No file chosen

It will open a file browser. Open the file, and finally click upload file.

The screenshot shows a file browser window titled "Open" with the path "LAN > 2 Teaching > 0 Syllabi". The file list contains one entry: "Sample Detailed Syllabus" (PDF File, 17/08/2017 12:58 AM). The "File name" field is set to "Sample Detailed Syllabus" and the file type is "Adobe Acrobat Document". The "Open" button is highlighted. In the background, the "Syllabus Upload" table is visible, showing the "Upload" button for "Speech 30" and the "Choose File" button in the upload dialog.

#	Class Code	Class	Schedule	Enlisted	UVLê Course Creation	Enroll Students
1	16130	Speech 199 THV-2	TTh 11:30AM-1PM lec PH 1231-1232	11	<input type="checkbox"/>	<input type="button" value="Sync"/>
2	16167	Speech 30 THX-5	TTh 2:30-4PM lec TBA	28	<input type="checkbox"/>	<input type="button" value="Sync"/>
3	16151	Speech 30 WFG-1	WF 7-8:30AM lec PH 1231-1232	27	<input type="checkbox"/>	<input type="button" value="Sync"/>
4	16153	Speech 30	WF 9-30-10AM lec PH 1231-1232	28	<input type="checkbox"/>	<input type="button" value="Sync"/>

Course	Uploaded On	File Name	Action
Speech 30			<input type="button" value="Upload"/>
Speech 199			<input type="button" value="Upload"/>

When successful, the uploaded PDF file will be given a standardized name reflecting the course name, the academic year, the semester/term identifier, and the username of the faculty. Note that uploaded files are only saved in a private repository (currently being managed by ILC Diliman).

Click on the file name link to view the uploaded file.

Syllabus Upload

Course	Uploaded On	File Name	Action
Speech 30	04 January 2019 08:39:51 pm	Speech_30_120181_camagpayo.pdf	<input type="button" value="Upload"/>
Speech 199	04 January 2019 09:06:36 pm	Speech_199_120181_camagpayo.pdf	<input type="button" value="Upload"/>

Note that you only need to upload one syllabus per course. This is on the assumption that for a particular course, the objectives, materials, methods, assessments and grading (as reflected in the syllabus) are the same for all sections. In the example, there are 3 sections for the course Speech 30, but only one syllabus file shall be uploaded for (and thus associated with) Speech 30. Should there be a need to have specific syllabi for different sections of a course for that semester, format all to be reflected (i.e, combine them) in just one PDF file.

To modify/update the uploaded file, proceed with the usual Upload process.