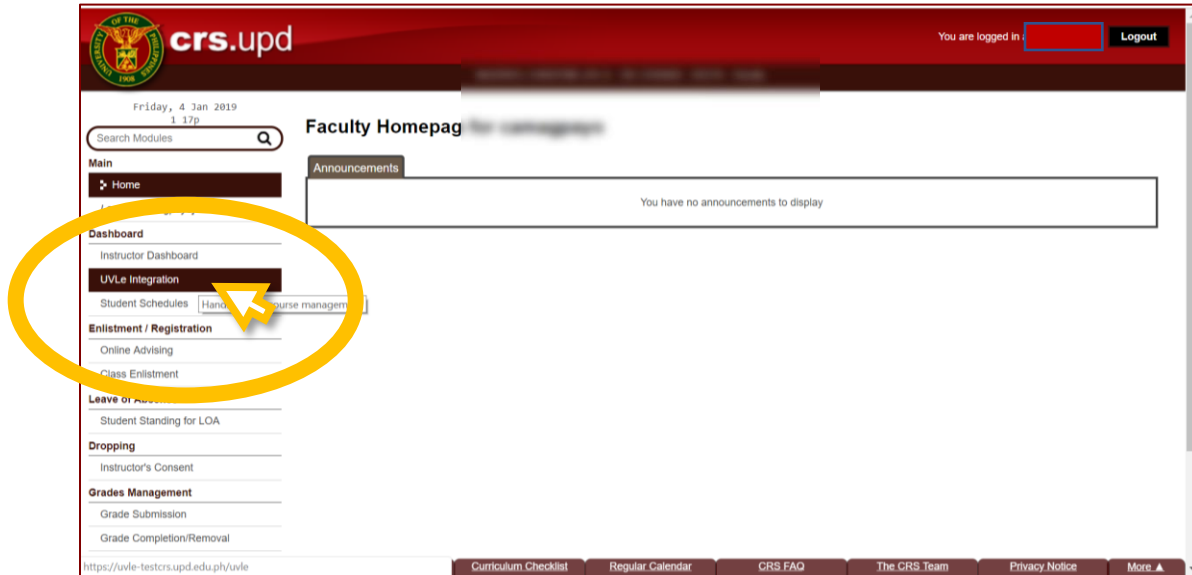


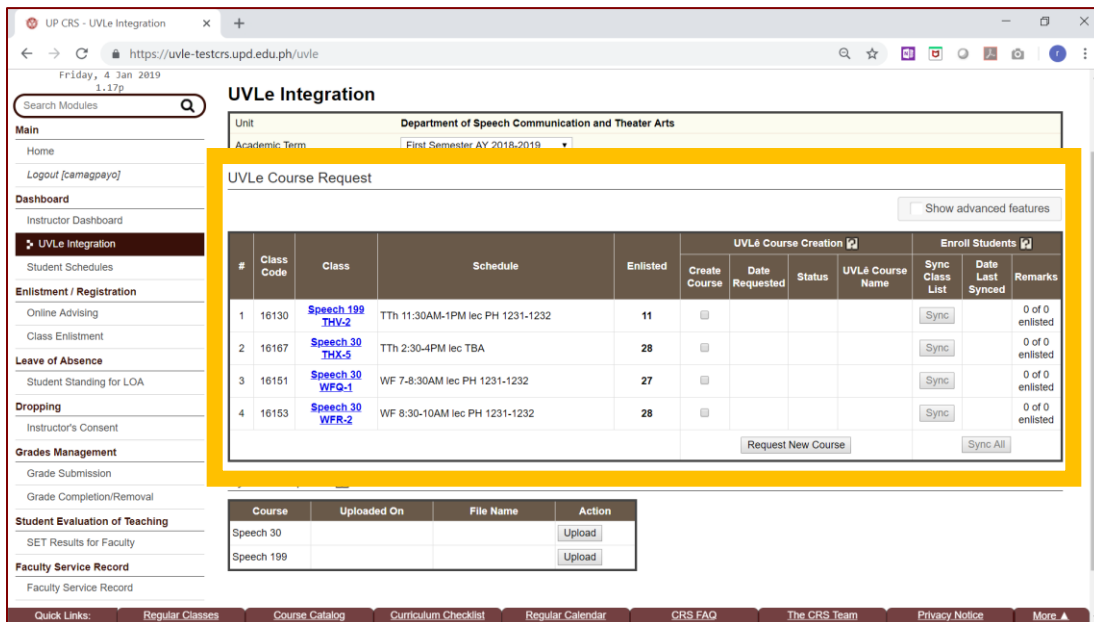
Walk-through of the UVLe Integration module.

Requesting a course page for your class via CRS

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



3. The **UVLe** 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

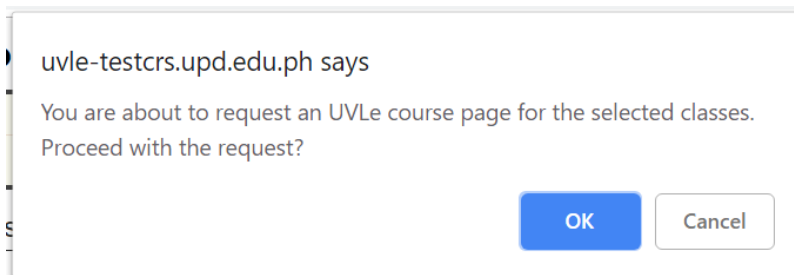
Show advanced features

#	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"/>		

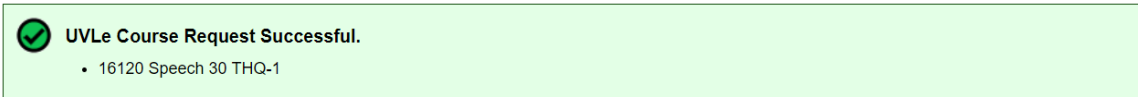
#	Class Code	Class	Schedule	Enlisted	UVLê Course Creation				Enroll Students		Remarks
					Create Course	Date Requested	Status	UVLê Course Name	Sync Class List	Date Last Synced	
1	16130	Speech 199 THV-2	TTh 11:30AM-1PM lec PH 1231-1232	11	<input checked="" type="checkbox"/>				<input type="button" value="Sync"/>		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 WFAQ-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.**