

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, Home, Logout, Dashboard, and various course management tools. The main content area is titled "UVLê Integration" and shows 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. The "Action" column has an "Upload" button for each row. Below the table is a "Choose File" dialog box with "No file chosen" and an "Upload File" 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 shows a single file named "Sample Detailed Syllabus" with a date modified of "17/08/2017 12:58 AM" and a type of "PDF File". The file is selected. Below the file list, the "File name" field contains "Sample Detailed Syllabus" and the file type is set to "Adobe Acrobat Document". The "Open" button is highlighted.

#	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"/>
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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.