# 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)

### 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.

| crs.up  | d               |                      |                  |                        | You are I    | logged in (    | Logo |
|---|-----------------|----------------------|------------------|------------------------|--------------|----------------|------|
|   |                 | -                    |                  |                        |              |                |      |
| Friday, 4 Jan 2019<br>1 17p<br>Search Modules | Faculty Homepag | for carriages        |                  |                        |              |                |      |
| Main  | Announcements   |                      |                  |                        |              |                |      |
| > Home  |                 |                      | You have no an   | nouncements to display |              |                |      |
| Dashboard                                     |                 |                      |                  |                        |              |                |      |
| Instructor Dashboard                          |                 |                      |                  |                        |              |                |      |
| UVLe Integration                              |                 |                      |                  |                        |              |                |      |
| Student Schedules Hand                        | irse managem    |                      |                  |                        |              |                |      |
| Enlistment / Registration                     |                 |                      |                  |                        |              |                |      |
| Online Advising                               |                 |                      |                  |                        |              |                |      |
| Class Enlistment                              |                 |                      |                  |                        |              |                |      |
| Leave or open                                 |                 |                      |                  |                        |              |                |      |
| Student Standing for LOA                      |                 |                      |                  |                        |              |                |      |
| Dropping                                      |                 |                      |                  |                        |              |                |      |
| Instructor's Consent                          |                 |                      |                  |                        |              |                |      |
| Grades Management                             |                 |                      |                  |                        |              |                |      |
| Grade Submission                              |                 |                      |                  |                        |              |                |      |
| Grade Completion/Removal                      |                 |                      |                  |                        |              |                |      |
| https://wle-testcrs.upd.edu.ph/wle            |                 | Curriculum Checklist | Regular Calendar | CRS FAQ                | The CRS Team | Privacy Notice | More |

3. The UVLê course request dashboard will appear.

| 🎯 UP CRS - UVLe Integration                   | × +         |               |                     |                                    |                  |        |           |            |         |         |             |              | - 0               | 1  |
|---|-------------|---------------|---------------------|------------------------------------|------------------|--------|-----------|------------|---------|---------|-------------|--------------|-------------------|----|
| ← → C â https://uvle                          | -testcrs.up | d.edu.ph      | /uvle               |                                    |                  |        |           |            | Q 🕁     |         | 5           | 0 J          | Ō                 | G  |
| Friday, 4 Jan 2019<br>1.17p<br>Search Modules | יט ה        | /Le In        | itegratior          | 1                                  |                  |        |           |            |         |         |             |              |                   |    |
| Main  |             | it            |                     | Department of Speech Communication | and Theater Arts |        |           |            |         |         |             |              |                   |    |
| Home  | Ac          | ademic Te     | rm                  | First Semester AY 2018-2019 V      |                  |        |           |            |         |         |             |              |                   |    |
| Logout [camagpayo]                            |             |               | rse Request         |                                    |                  |        |           |            |         |         |             |              |                   |    |
| ashboard                                      |             | 20 000        | 136 Nequesi         | ·                                  |                  |        |           |            |         |         |             |              |                   | -  |
| Instructor Dashboard                          |             |               |                     |                                    |                  |        |           |            |         | S       | how a       | advanced     | d features        | ł  |
| UVLe Integration                              |             |               |                     |                                    |                  |        | UVLê Cour | se Creatio | on 😭    |         | Enn         | oll Stude    | nts 😭             |    |
| Student Schedules                             | #           | Class<br>Code | Class               | Schedule                           | Enlisted         | Create | Date      | Status     | UVLê Co | JIRSE S | ync<br>Iass | Date<br>Last | Remark            | ks |
| nlistment / Registration                      |             |               |                     |                                    |                  | Course | Requested |            | Name    | ' ī     | .ist        | Synced       | 1                 | l  |
| Online Advising                               | 1           | 16130         | Speech 199<br>THV-2 | TTh 11:30AM-1PM lec PH 1231-1232   | 11               |        |           |            |         | S       | ync         |              | 0 of 0<br>enliste | d  |
| Class Enlistment                              | 2           | 16167         | Speech 30           | TTh 2:30-4PM lec TBA               | 28               |        |           |            |         | S       | ync         |              | 0 of 0            |    |
| eave of Absence                               | _           |               | Speech 20           |                                    |                  |        |           |            |         |         |             |              | 0 of 0            | u  |
| Student Standing for LOA                      | 3           | 16151         | WFQ-1               | WF 7-8:30AM lec PH 1231-1232       | 27               |        |           |            |         | 5       | ync         |              | enliste           | d  |
| Dropping                                      | _ 4         | 16153         | Speech 30           | WF 8:30-10AM lec PH 1231-1232      | 28               |        |           |            |         | S       | ync         |              | 0 of 0<br>enliste | d  |
| Instructor's Consent                          |             |               | - Interest          |                                    |                  |        |           |            |         |         |             | 0            | -                 | ŭ  |
| Frades Management                             |             |               |                     |                                    |                  |        | Request   | New Cour   | se      |         |             | Sync Al      |                   | _  |
| Grade Submission                              |             |               |                     |                                    |                  |        |           |            |         |         |             |              |                   |    |
| Grade Completion/Removal                      | _           |               |                     |                                    |                  |        |           |            |         |         |             |              |                   |    |
| Student Evaluation of Teaching                |             | Course        | Uploa               | ded On File Name Ac                | tion             |        |           |            |         |         |             |              |                   |    |
| SET Results for Faculty                       | Spe         | eech 30       |                     | Uploa                              | d                |        |           |            |         |         |             |              |                   |    |
| aculty Service Record                         | Spe         | eech 199      |                     | Uploa                              | d                |        |           |            |         |         |             |              |                   |    |
| Faculty Service Record                        |             |               |                     |                                    |                  |        |           |            |         |         |             |              |                   |    |
| Oujek Linker Begular C                        | 20000       | Cerr          | ree Catalog         | Curriculum Chacklint Desular Cales | dar 🔶 📈          |        |           | The CDC    | Team    |         | inci d      | lotice       | . Mar             |    |

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

|   |               |                                   |                                  |         |                  |   |                 |            |                     | Show a                | advanced               | features           |
|---|---------------|-----------------------------------|----------------------------------|---------|------------------|---|-----------------|------------|---------------------|-----------------------|------------------------|--------------------|
|   |               |                                   |                                  |         |                  | ι | Lê Cour         | se Creatio | n 😭                 | Enre                  | oll Student            | ts 🖸               |
| # | Class<br>Code | Class                             | Schedule                         | Enliste | Create<br>Course | F | Date<br>quested | Status     | UVLê Course<br>Name | Sync<br>Class<br>List | Date<br>Last<br>Synced | Remarks            |
| 1 | 16130         | <u>Speech 199</u><br><u>THV-2</u> | TTh 11:30AM-1PM lec PH 1231-1232 | 11      |                  |   |                 |            |                     | Sync                  |                        | 0 of 0<br>enlisted |
| 2 | 16167         | <u>Speech 30</u><br><u>THX-5</u>  | TTh 2:30-4PM lec TBA             | 28      |                  |   |                 |            |                     | Sync                  |                        | 0 of 0<br>enlisted |
| 3 | 16151         | Speech 30<br>WFQ-1                | WF 7-8:30AM lec PH 1231-1232     | 27      |                  |   |                 |            |                     | Sync                  |                        | 0 of 0<br>enlisted |
| 4 | 16153         | Speech 30<br>WFR-2                | WF 8:30-10AM lec PH 1231-1232    | 28      |                  |   |                 |            |                     | Sync                  |                        | 0 of 0<br>enlisted |
|   |               |                                   |                                  |         |                  |   | Request         | New Cour   | se                  |                       | Sync All               | ]                  |

UVLe Course Request

|   |               |                                   |                                  |          |                  | UVLê Cour         | se Creatio            | n 🔛                 | Enro                  | oll Student            | s 🖸                |
|---|---------------|-----------------------------------|----------------------------------|----------|------------------|-------------------|-----------------------|---------------------|-----------------------|------------------------|--------------------|
| # | Class<br>Code | Class                             | Schedule                         | Enlisted | Create<br>Course | Date<br>Requested | Status                | UVLê Course<br>Name | Sync<br>Class<br>List | Date<br>Last<br>Synced | Remarks            |
| 1 | 16130         | <u>Speech 199</u><br><u>THV-2</u> | TTh 11:30AM-1PM lec PH 1231-1232 | 11       |                  |                   |                       |                     | Sync                  |                        | 0 of 0<br>enlisted |
| 2 | 16167         | Speech 30<br>THX-5                | TTh 2:30-4PM lec TBA             | 28       |                  |                   |                       |                     | Sync                  |                        | 0 of 0<br>enlisted |
| 3 | 16151         | Speech 30<br>WFQ-1                | WF 7-8:30AM lec PH 1231-1232     | 27       |                  |                   |                       |                     | Sync                  |                        | 0 of 0<br>enlisted |
| 4 | 16153         | Speech 30<br>WFR-2                | WF 8:30-10AM lec PH 1231-1232    | 28       |                  |                   |                       |                     | Sync                  |                        | 0 of 0<br>enlisted |
|   |               |                                   |                                  |          |                  | with<br>Request   | selected<br>New Cours | se                  |                       | 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: <u>Merging multiple course pages into a single UVLê page</u>).

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

|   | uvle-testcrs.upd.edu.ph says  | Ì |
|---|---|---|
|   | You are about to request an UVLe course page for the selected classes.<br>Proceed with the request? |   |
| S | OK Cancel   | Ī |

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.

|   |               |                                   |                                  |      |    |                  | UVLê Cour                          | se Creatio | n 😭                 | Enr                  | oll Student            | s 🖸                |
|---|---------------|-----------------------------------|----------------------------------|------|----|------------------|------------------------------------|------------|---------------------|----------------------|------------------------|--------------------|
| # | Class<br>Code | Class                             | Schedule                         | Enli | ÷d | Create<br>Course | Date<br>Requested                  | Status     | UVLê Course<br>Name | Sync<br>Iass<br>List | Date<br>Last<br>Synced | Remarks            |
| 1 | 16130         | <u>Speech 199</u><br><u>THV-2</u> | TTh 11:30AM-1PM lec PH 1231-1232 | 1    |    |                  | Vou                                | ، الزيد    | oo tho              | Sync                 |                        | 0 of 0<br>enlisted |
| 2 | 16167         | Speech 30<br>THX-5                | TTh 2:30-4PM lec TBA             | 2    |    |                  | You will see the status of request |            | request             | Sync                 |                        | 0 of 0<br>enlisted |
| 3 | 16151         | Speech 30<br>WFQ-1                | WF 7-8:30AM lec PH 1231-1232     | 2    |    |                  | status of rec<br>here.             |            | e.                  | Sync                 |                        | 0 of 0<br>enlisted |
| 4 | 16153         | Speech 30<br>WFR-2                | WF 8:30-10AM lec PH 1231-1232    | 2    |    |                  |                                    |            |                     | Sync                 |                        | 0 of 0<br>enlisted |
|   |               |                                   |                                  |      |    |                  | Request                            | New Cour   | se                  |                      | Sync All               |                    |
|   |               |                                   |                                  |      |    |                  |                                    |            |                     |                      |                        |                    |

Example:

|   |               |                                   | Schedule                         | Enlisted |                  | UVLê Cour                  | se Creatio | n 😰                 | Enro                  | oll Student            | s 🖸                |
|---|---------------|-----------------------------------|----------------------------------|----------|------------------|----------------------------|------------|---------------------|-----------------------|------------------------|--------------------|
| # | Class<br>Code | Class                             |                                  |          | Create<br>Course | Date<br>Requested          | Status     | UVLê Course<br>Name | Sync<br>Class<br>List | Date<br>Last<br>Synced | Remarks            |
| 1 | 16130         | <u>Speech 199</u><br><u>THV-2</u> | TTh 11:30AM-1PM lec PH 1231-1232 | 11       | 1                | 04 Jan<br>2019 01:24<br>pm | Pending    |                     | Sync                  |                        | 0 of 0<br>enlisted |
|   |               | - · · · ·                         |                                  |          |                  |                            |            |                     |                       |                        | - r -              |

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.

|   |               |                                   |                                  |          |                  | UVLê (             | Cor     | Creation   |  | Enro                | oll Student            | s 🖸                |
|---|---------------|-----------------------------------|----------------------------------|----------|------------------|--------------------|---------|------------|--|---------------------|------------------------|--------------------|
| # | Class<br>Code | Class                             | Schedule                         | Enlisted | Create<br>Course | Da<br>Requ         | ited    | Status     | UVLê Course<br>Name  | Sync<br>lass<br>ist | Date<br>Last<br>Synced | Remarks            |
| 1 | 16130         | <u>Speech 199</u><br><u>THV-2</u> | TTh 11:30AM-1PM lec PH 1231-1232 | 11       |                  | 04<br>2019 0<br>pm | n<br>24 | Successful | <u>Speech 199 -</u><br><u>THV-2 - [1st]</u><br>AY2018-2019 | Sync                |                        | 0 of 0<br>enlisted |
|   |               | Sneech 30                         |                                  |          |                  |                    |         |            |  |                     |                        | 0 of 0             |

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.** 

### 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:

|   |               |                                   | Schedule                         | Enlisted |                  | UVLê Cou                   | se Creation | 2  |                           | Enro                  | oll Student            | s 🖬                |
|---|---------------|-----------------------------------|----------------------------------|----------|------------------|----------------------------|-------------|--|---------------------------|-----------------------|------------------------|--------------------|
| # | Class<br>Code | Class                             |                                  |          | Create<br>Course | Date<br>Requested          | Status      | UVLê Co<br>Nam                                     | rse                       | Sync<br>Class<br>List | Date<br>Last<br>Synced | Remarks            |
| 1 | 16130         | <u>Speech 199</u><br><u>THV-2</u> | TTh 11:30AM-1PM lec PH 1231-1232 | 11       |                  | 04 Jan<br>2019 01:24<br>pm | Successful  | <u>Speech</u><br><u>THV-2 -</u><br><u>AY2018</u> - | <u>)9 -</u><br>st]<br>)19 | Sync                  |                        | 0 of 0<br>enlisted |
|   |               | Sneech 30                         |                                  |          |                  |                            |             |  |                           |                       |                        | 0 of 0             |

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.

|   |   |               |                                   |                                  |          |                  | UVLê Cour                  | se Creation | 2  | Enroll                | Student                    | s 🔛                 |
|---|---|---------------|-----------------------------------|----------------------------------|----------|------------------|----------------------------|-------------|--|-----------------------|----------------------------|---------------------|
| # | • | Class<br>Code | Class                             | Schedule                         | Enlisted | Create<br>Course | Date<br>Requested          | Status      | UVLê Course<br>Name  | Sync<br>Class<br>List | Date<br>Last<br>Synced     | Remarks             |
| 1 |   | 16130         | <u>Speech 199</u><br><u>THV-2</u> | TTh 11:30AM-1PM lec PH 1231-1232 | 11       |                  | 04 Jan<br>2019 01:24<br>pm | Successful  | <u>Speech 199 -</u><br><u>THV-2 - [1st]</u><br>AY2018-2019 | Sync                  | 04 Jan<br>2019<br>01:30 pm | 0 of 11<br>enlisted |
| 1 |   |               |                                   |                                  |          |                  |                            |             |  |                       |                            |                     |
|   |   |               |                                   |                                  |          |                  | UVLê Cou                   | rse Creatio | n 😭  | Enrol                 | l tuden                    | ts 🖸                |
| # |   | Class<br>Code | Class                             | Schedule                         | Enlisted | Create<br>Course | Date<br>Requested          | Status      | UVLê Course<br>Name  | Sync<br>Class<br>List | )ate<br>.ast<br>nced       | Remarks             |
| 1 |   | 16130         | Speech 199<br>THV-2               | TTh 11:30AM-1PM lec PH 1231-1232 | 11       |                  | 04 Jan<br>2019 01:24<br>pm | Successful  | <u>Speech 199 -</u><br><u>THV-2 - [1st]</u><br>AY2018-2019 | Sync                  | Jan<br>019<br>0 30 pm      | 8 of 11<br>enlisted |
|   |   | =             | Speech 30                         |                                  |          | -                |                            |             |  |                       |                            | 0 of 0              |

Example:

### 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

|   |               |                                   |                                  |          |                  | UVLê Cou                   | rse Creatior | 1 🕄  | Enr                   | oll Student                | s 🖸                 |
|---|---------------|-----------------------------------|----------------------------------|----------|------------------|----------------------------|--------------|--|-----------------------|----------------------------|---------------------|
| # | Class<br>Code | Class                             | Schedule                         | Enlisted | Create<br>Course | Date<br>Requested          | Status       | UVLê Course<br>Name  | Sync<br>Class<br>List | Date<br>Last<br>Synced     | Remarks             |
| 1 | 16130         | <u>Speech 199</u><br><u>THV-2</u> | TTh 11:30AM-1PM lec PH 1231-1232 | 11       |                  | 04 Jan<br>2019 01:24<br>pm | Successful   | Speech 199 -<br>THV-2 - [1st]<br>AY2018-2019                     | Sync                  | 04 Jan<br>2019<br>01:30 pm | 8 of 11<br>enlisted |
| 2 | 16167         | Speech 30<br>THX-5                | TTh 2:30-4PM lec TBA             | 28       |                  | 04 Jan<br>2019 01:40<br>pm | Successful   | <u>Speech 30 -</u><br><u>THX-5 - [1st]</u><br>AY2018-2019        | Sync                  |                            | 0 of 0<br>enlisted  |
| 3 | 16151         | Speech 30<br>WFQ-1                | WF 7-8:30AM lec PH 1231-1232     | 27       |                  | 04 Jan<br>2019 01:40<br>pm | Successful   | <u>Speech 30 -</u><br><u>WFQ-1 - [1st]</u><br><u>AY2018-2019</u> | Sync                  |                            | 0 of 0<br>enlisted  |
| 4 | 16153         | Speech 30<br>WFR-2                | WF 8:30-10AM lec PH 1231-1232    | 28       |                  | 04 Jan<br>2019 01:40<br>pm | Successful   | <u>Speech 30 -</u><br><u>WFR-2 - [1st]</u><br>AY2018-2019        |                       |                            | 0 of 0              |
|   |               |                                   |                                  |          |                  | Reques                     | t New Cours  | е  |                       | 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.

UVLe Course Request

#### 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.

|   |               |                                   |  |          |                    |                   |            |                    |        |  |                                 | Show a              | advanced               | features           |
|---|---------------|-----------------------------------|--|----------|--------------------|-------------------|------------|--------------------|--------|--|---------------------------------|---------------------|------------------------|--------------------|
|   |               |                                   |  |          |                    | UVLê Cour         | se Creatio | n 😰                | Lini   | <th>urses <table-cell></table-cell></th> <th>Enr</th> <th>oll Student</th> <th>ts 😭</th> | urses <table-cell></table-cell> | Enr                 | oll Student            | ts 😭               |
| # | Class<br>Code | Class                             | Schedule                                   | Enlisted | Create<br>Course   | Date<br>Requested | Status     | UVLê Cours<br>Name | Merge  | Date<br>Merged   | Remarks                         | ync<br>lass<br>_ist | Date<br>Last<br>Synced | Remarks            |
| 1 | 16130         | <u>Speech 199</u><br><u>THV-2</u> | TTh<br>11:30AM-<br>1PM lec PH<br>1231-1232 | 11       |                    |                   |            |                    | •      |  |                                 | Sync                |                        | 0 of 0<br>enlisted |
| 2 | 16167         | Speech 30<br>THX-5                | TTh 2:30-<br>4PM lec<br>TBA                | 28       |                    |                   |            |                    | •      |  |                                 | Sync                |                        | 0 of 0<br>enlisted |
| 3 | 16151         | Speech 30<br>WFQ-1                | WF 7-<br>8:30AM lec<br>PH 1231-<br>1232    | 27       |                    |                   |            |                    | •      |  |                                 | Sync                |                        | 0 of 0<br>enlisted |
| 4 | 16153         | Speech 30<br>WFR-2                | WF 8:30-<br>10AM lec<br>PH 1231-<br>1232   | 28       |                    |                   |            |                    | •      |  |                                 | Sync                |                        | 0 of 0<br>enlisted |
|   |               |                                   |  |          | Request New Course |                   |            |                    | Choose | e one  | T                               | ]                   | Sync All               |                    |

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

|   |               |                                   |  |          |                  | UVLê Cou                   | rse Creatior | ı<br>M   | Link/  | erge Co                 | ourses 🔛    | Enre                  | oll Student                | s 🖸                  |
|---|---------------|-----------------------------------|--|----------|------------------|----------------------------|--------------|--|--------|-------------------------|-------------|-----------------------|----------------------------|----------------------|
| # | Class<br>Code | Class                             | Schedule                                       | Enlisted | Create<br>Course | Date<br>Requested          | Status       | UVLê Cours<br>Name                                   | Merge  | Date<br>erged           | Remarks     | Sync<br>Class<br>List | Date<br>Last<br>Synced     | Remarks              |
| 1 | 16130         | <u>Speech 199</u><br><u>THV-2</u> | TTh<br>11:30AM-<br>1PM lec<br>PH 1231-<br>1232 | 11       |                  | 04 Jan<br>2019 01:24<br>pm | Successful   | Speech 199<br>THV-2 - [1s<br>AY2018-201              |        | 4 Jan<br>2019<br>:18 pm | MySpeech199 | Sync                  | 04 Jan<br>2019<br>05:31 pm | 8 of 11<br>enlisted  |
| 2 | 16167         | Speech 30<br>THX-5                | TTh 2:30-<br>4PM lec<br>TBA                    | 28       |                  | 04 Jan<br>2019 01:40<br>pm | Successful   | <u>Speech 30</u><br><u>THX-5 - [1s</u><br>AY2018-201 | ۲      |                         |             | Sync                  | 04 Jan<br>2019<br>05:31 pm | 12 of 28<br>enlisted |
| 3 | 16151         | Speech 30<br>WFQ-1                | WF 7-<br>8:30AM<br>lec PH<br>1231-1232         | 27       |                  | 04 Jan<br>2019 01:40<br>pm | Successful   | <u>Speech 30</u><br>WFQ-1 - [1s<br>AY2018-201        | ۲      |                         |             | Sync                  | 04 Jan<br>2019<br>05:31 pm | 12 of 27<br>enlisted |
| 4 | 16153         | Speech 30<br>WFR-2                | WF 8:30-<br>10AM lec<br>PH 1231-<br>1232       | 28       |                  | 04 Jan<br>2019 01:40<br>pm | Successful   | <u>Speech 30</u><br>WFR-2 - [1s<br>AY2018-201        | ø      |                         |             | Sync                  | 04 Jan<br>2019<br>05:32 pm | 12 of 28<br>enlisted |
|   |               |                                   |  |          |                  | Reques                     | t New Cours  | е  | Choose | ith sele<br>e           | cted<br>•   |                       | Sync All                   |                      |

4. 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 page (e.g., a prepared UVLê course page, or a "reused" course page). Otherwise, choose **link/merge into new course**.

|      |               |                                   |  |          |                  | UVLê Cou                   | rse Creatior | 1 <b>[2]</b>   | Lin       | k/Merge Co                 | ourses 🔛    | Enr                   | Enroll Students 🔽          |                      |  |
|------|---------------|-----------------------------------|--|----------|------------------|----------------------------|--------------|--|-----------|----------------------------|-------------|-----------------------|----------------------------|----------------------|--|
| #    | Class<br>Code | Class                             | Schedule                                       | Enlisted | Create<br>Course | Date<br>Requested          | Status       | UVLê Course<br>Name  | Merge     | Date<br>Merged             | Remarks     | Sync<br>Class<br>List | Date<br>Last<br>Synced     | Remarks              |  |
| 1    | 16130         | <u>Speech 199</u><br><u>THV-2</u> | TTh<br>11:30AM-<br>1PM lec<br>PH 1231-<br>1232 | 11       |                  | 04 Jan<br>2019 01:24<br>pm | Successful   | Speech 199 -<br>THV-2 - [1st]<br>AY2018-2019                     |           | 04 Jan<br>2019<br>05:18 pm | MySpeech199 | Sync                  | 04 Jan<br>2019<br>05:31 pm | 8 of 11<br>enlisted  |  |
| 2    | 16167         | <u>Speech 30</u><br><u>THX-5</u>  | TTh 2:30-<br>4PM lec<br>TBA                    | 28       |                  | 04 Jan<br>2019 01:40<br>pm | Successful   | <u>Speech 30 -</u><br><u>THX-5 - [1st]</u><br><u>AY2018-2019</u> |           |                            |             | Sync                  | 04 Jan<br>2019<br>05:31 pm | 12 of 28<br>enlisted |  |
| 3    | 16151         | <u>Speech 30</u><br>WFQ-1         | WF 7-<br>8:30AM<br>lec PH<br>1231-1232         | 27       |                  | 04 Jan<br>2019 01:40<br>pm | Successful   | <u>Speech 30 -</u><br><u>WFQ-1 - [1st]</u><br>AY2018-2019        | ×         |                            |             | Sync                  | 04 Jan<br>2019<br>05:31 pm | 12 of 27<br>enlisted |  |
| 4    | 16153         | <u>Speech 30</u><br>WFR-2         | WF 8:30-<br>10AM lec<br>PH 1231-<br>1232       | 28       |                  | 04 Jan<br>2019 01:40<br>pm | Successful   | <u>Speech 30 -</u><br>WFR-2 - [1st]<br>AY2018-2019               | ۲         |                            |             | Sync                  | 04 Jan<br>2019<br>05:32 pm | 12 of 28<br>enlisted |  |
|      |               |                                   |  |          |                  | Reques                     | t New Cours  | e  | Choos     | with sele<br>e one         | cted<br>•   |                       | Sync All                   | ]                    |  |
| Syll | abus U        | pload 🖸                           |  |          |                  |                            |              |  | Choos     | e one                      |             |                       |                            |                      |  |
|      | Course        | Upload                            | led On   | File N   | ame              | Actio                      | n            |  | link/merg | je into exist              | ing course  |                       |                            |                      |  |
| Spe  | ech 30        |                                   |  |          |                  | Upload                     |              |  | link/merg | je into new                | course      |                       |                            |                      |  |
| Spe  | ech 199       |                                   |  |          |                  | Upload                     |              | _ L  |           |                            |             |                       |                            |                      |  |

### 5. Click the Link/Merge button.



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

(Continued on the next page...)

|   |               |                                   |  |          |                  | UVLê Cou                   | rse Creatior | 1 <b>2</b>   | Lin    | k/Merge Co                 | ourses 🞴    | Enr                   | oll Student                | s 🖸                  |
|---|---------------|-----------------------------------|--|----------|------------------|----------------------------|--------------|--|--------|----------------------------|-------------|-----------------------|----------------------------|----------------------|
| # | Class<br>Code | Class                             | Schedule                                       | Enlisted | Create<br>Course | Date<br>Requested          | Status       | UVLê Course<br>Name  | Merge  | Date<br>Merged             | Remarks     | Sync<br>Class<br>List | Date<br>Last<br>Synced     | Remarks              |
| 1 | 16130         | <u>Speech 199</u><br><u>THV-2</u> | TTh<br>11:30AM-<br>1PM lec<br>PH 1231-<br>1232 | 11       |                  | 04 Jan<br>2019 01:24<br>pm | Successful   | Speech 199 -<br>THV-2 - [1st]<br>AY2018-2019                     |        | 04 Jan<br>2019<br>05:18 pm | MySpeech199 | Sync                  | 04 Jan<br>2019<br>05:31 pm | 8 of 11<br>enlisted  |
| 2 | 16167         | <u>Speech 30</u><br><u>THX-5</u>  | TTh 2:30-<br>4PM lec<br>TBA                    | 28       |                  | 04 Jan<br>2019 01:40<br>pm | Successful   | <u>Speech 30 -</u><br><u>THX-5 - [1st]</u><br><u>AY2018-2019</u> |        | 04 Jan<br>2019<br>06:29 pm | Pending     | Sync                  | 04 Jan<br>2019<br>05:31 pm | 12 of 28<br>enlisted |
| 3 | 16151         | <u>Speech 30</u><br><u>WFQ-1</u>  | WF 7-<br>8:30AM<br>lec PH<br>1231-1232         | 27       |                  | 04 Jan<br>2019 01:40<br>pm | Successful   | <u>Speech 30 -</u><br>WFQ-1 - [1st]<br>AY2018-2019               |        | 04 Jan<br>2019<br>06:29 pm | Pending     | Sync                  | 04 Jan<br>2019<br>05:31 pm | 12 of 27<br>enlisted |
| 4 | 16153         | <u>Speech 30</u><br>WFR-2         | WF 8:30-<br>10AM lec<br>PH 1231-<br>1232       | 28       |                  | 04 Jan<br>2019 01:40<br>pm | Successful   | <u>Speech 30 -</u><br>WFR-2 - [1st]<br>AY2018-2019               |        | 04 Jan<br>2019<br>06:29 pm | Pending     | Sync                  | 04 Jan<br>2019<br>05:32 pm | 12 of 28<br>enlisted |
|   |               |                                   |  |          |                  | Reques                     | t New Cours  | e  | Choose | e one                      | ¥           |                       | Sync All                   | ]                    |

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

|   |               |                                   |  |          |                  | UVLê Cou                   | rse Creatior |  | Lin    | k/Merge Co                 | ourses 🔛    | Enroll Students <table-cell></table-cell> |                            |                      |  |
|---|---------------|-----------------------------------|--|----------|------------------|----------------------------|--------------|--|--------|----------------------------|-------------|---|----------------------------|----------------------|--|
| # | Class<br>Code | Class                             | Schedule                                       | Enlisted | Create<br>Course | Date<br>Requested          | Status       | UVLê Course<br>Name                          | Merge  | Date<br>Merged             | Remarks     | Sync<br>Class<br>List                     | Date<br>Last<br>Synced     | Remarks              |  |
| 1 | 16130         | <u>Speech 199</u><br><u>THV-2</u> | TTh<br>11:30AM-<br>1PM lec<br>PH 1231-<br>1232 | 11       |                  | 04 Jan<br>2019 01:24<br>pm | Successful   | Speech 199 -<br>THV-2 - [1st]<br>AY2018-2019 |        | 04 Jan<br>2019<br>05:18 pm | MySpeech199 | Sync                                      | 04 Jan<br>2019<br>05:31 pm | 8 of 11<br>enlisted  |  |
| 2 | 16167         | <u>Speech 30</u><br><u>THX-5</u>  | TTh 2:30-<br>4PM lec<br>TBA                    | 28       |                  | 04 Jan<br>2019 01:40<br>pm | Successful   | Speech 30 -<br>THX-5 - [1st]<br>AY2018-2019  |        | 04 Jan<br>2019<br>06:29 pr | MySpeech30  | Sync                                      | 04 Jan<br>2019<br>05:31 pm | 12 of 28<br>enlisted |  |
| 3 | 16151         | <u>Speech 30</u><br>WFQ-1         | WF 7-<br>8:30AM<br>lec PH<br>1231-1232         | 27       |                  | 04 Jan<br>2019 01:40<br>pm | Successful   | Speech 30 -<br>WFQ-1 - [1st]<br>AY2018-2019  |        | 04 Jan<br>2019<br>06:29 pr | MySpeech30  | Sync                                      | 04 Jan<br>2019<br>05:31 pm | 12 of 27<br>enlisted |  |
| 4 | 16153         | <u>Speech 30</u><br>WFR-2         | WF 8:30-<br>10AM lec<br>PH 1231-<br>1232       | 28       |                  | 04 Jan<br>2019 01:40<br>pm | Successful   | Speech 30 -<br>WFR-2 - [1st]<br>AY2018-2019  |        | 04 Jan<br>2019<br>06:29 pr | MySpeech30  | Sync                                      | 04 Jan<br>2019<br>05:32 pm | 12 of 28<br>enlisted |  |
|   |               |                                   |  |          |                  | Reques                     | t New Cours  | e  | Choose | e one                      | ▼           |   | 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 newlycreated 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.

### Upload your Syllabus for archiving

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

| lain                                 | Uni  | t             |                                  | Departmer      | nt of Speech Comm  | unication and T | heater Arts | 3      |           |            |             |               |              |                    |
|--------------------------------------|------|---------------|----------------------------------|----------------|--------------------|-----------------|-------------|--------|-----------|------------|-------------|---------------|--------------|--------------------|
| Home                                 | Aca  | ademic Te     | Term First Semester AY 2018-2019 |                |                    |                 |             |        |           |            |             |               |              |                    |
| Logout [camagpayo]                   | UV   | _e Cou        | rse Reauest                      |                |                    |                 |             |        |           |            |             |               |              |                    |
| ashboard                             |      |               |                                  |                |                    |                 |             |        |           |            |             | Show          | advanaad     | footuroo           |
| Instructor Dashboard                 | -    |               |                                  |                |                    |                 |             |        |           |            |             | Show a        | advanced     | reatures           |
| <ul> <li>UVLe Integration</li> </ul> |      |               |                                  |                |                    |                 |             |        | UVLê Cour | se Creatio | n 🔛         | Enn           | oll Studen   | ts 😭               |
| Student Schedules                    | #    | Class<br>Code | Class                            |                | Schedule           |                 | Enlisted    | Create | Date      | Status     | UVLê Course | Sync<br>Class | Date<br>Last | Remark             |
| listment / Registration              |      |               |                                  |                |                    |                 |             | Course | Requested |            | Name        | List          | Synced       |                    |
| Online Advising                      | 1    | 16130         | Speech 199<br>THV-2              | TTh 11:30AM-1  | PM lec PH 1231-123 | 2               | 11          |        |           |            |             | Sync          |              | 0 of 0<br>enlisted |
| Class Enlistment                     | 2    | 16167         | Speech 30                        | TTh 2:30-4PM I | ec TBA             |                 | 28          |        |           |            |             | Svnc          |              | 0 of 0             |
| ave of Absence                       | .  - |               | THX-5                            |                |                    |                 |             | _      |           |            |             |               |              | enlisted           |
| Student Standing for LOA             | 3    | 16151         | Speech 30<br>WFQ-1               | WF 7-8:30AM le | ec PH 1231-1232    |                 | 27          |        |           |            |             | Sync          |              | 0 of 0<br>enlisted |
| opping                               | 4    | 16153         | Speech 30                        | WE 8-30 100M   | Inc PH 1231 1232   |                 | 28          |        |           |            |             | Sync          |              | 0 of 0             |
| Instructor's Consent                 |      |               |                                  |                |                    |                 |             |        |           |            |             |               |              | enlisted           |
| ades Management                      |      |               |                                  |                |                    |                 |             |        | Request   | New Cour   | se          |               | Sync All     |                    |
| Grade Submission                     | Syll | abus U        | pload 😰                          |                |                    |                 |             |        |           |            |             |               |              |                    |
| Grade Completion/Removal             | É    |               |                                  |                |                    |                 | _           |        |           |            |             |               |              |                    |
| udent Evaluation of Teaching         | 0-1  | Course        | Upload                           | led On         | File Name          | Action          |             |        |           |            |             |               |              |                    |
| SET Results for Faculty              | Spe  | ech 30        |                                  |                |                    | Opioad          | _           |        |           |            |             |               |              |                    |
| culty Service Record                 | Spe  | ech 199       |                                  |                |                    | Upload          |             |        |           |            |             |               |              |                    |
| Faculty Service Record               |      |               |                                  |                |                    |                 |             |        |           |            |             |               |              |                    |

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

Syllabus Upload 😰

| Course     | Uploaded On | File Name | Action | Uploading Syllabus for Speech 30       |
|------------|-------------|-----------|--------|--|
| Speech 30  |             |           | Upload | Only PDF files may be uploaded.        |
| Speech 199 |             |           | Upload | Choose File No file chosen Upload File |
|            |             |           |        | Cancel                                 |

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

|      |               |      | <b>^</b>  | 199.50   | e 10        |                     |          |           | Enr                   | oll Studen             | ts 😭                 |
|------|---------------|------|---|--|-------------|---------------------|----------|-----------|-----------------------|------------------------|----------------------|
| #    | Class<br>Code |      | $\bigcirc$ Open<br>$\leftarrow \rightarrow \checkmark \uparrow $ $\blacksquare \ll$ | LANS > 2 Teaching > 0 Syllabi  | ٽ ~         | Search 0 Syllabi    | ×<br>م   |           | Sync<br>Class<br>List | Date<br>Last<br>Synced | Remarks              |
|      |               |      | Organize • New fo   | older  |             |                     |          | Г         |                       | 04 Jap                 |                      |
| 1    | 16130         | Sk   | Pictures  | ^ Name   |             | Date modified       | Туре     | <u>99</u> | Sync                  | 2019<br>05:31 pm       | 8 of 11<br>enlisted  |
|      |               |      | Public  | Sample Detailed Syllabus   |             | 17/08/2017 12:58 AM | PDF File |           |                       | color pill             |                      |
| 2    | 16167         | s    | 🧢 This PC   |  |             |                     |          | 0         | Sync                  | 04 Jan<br>2019         | 12 of 28             |
|      |               |      | 👌 3D Objects  |  |             |                     |          |           |                       | 05:31 pm               | enlisted             |
|      | 10151         | s    | besktop   |  |             |                     |          |           | Cumo                  | 04 Jan                 | 12 of 27             |
| 3    | 10151         |      | Documents   |  |             |                     |          | Q         | Sync                  | 05:31 pm               | enlisted             |
|      |               |      | Music   |  |             |                     |          |           |                       | 04 Jan                 |                      |
| 4    | 16153         | S    | E Pictures  |  |             |                     |          | Q         | Sync                  | 2019                   | 12 of 28<br>enlisted |
|      |               | _    | Videos  |  |             |                     |          |           |                       | 05:52 pm               |                      |
|      |               |      | 👟 OS (C:)   |  |             |                     |          | ۲         |                       | Sync All               |                      |
|      | abua II       | play | 🐴 Matwork   | v <  |             |                     | 3        |           |                       |                        |                      |
| yna  | abus U        | pioa | File  | name: Sample Detailed Syllabus   | ~           | Adobe Acrobat Docum | ent ~    |           |                       |                        |                      |
| (    | Course        |      |   | antice example of the office o |             | Onen                | Cancel   |           |                       |                        |                      |
| Spee | ech 30        |      |   |  |             | <u>Open</u>         | Cancel   |           |                       |                        |                      |
| Spee | ech 199       |      |   | Upload   | Choose File | No file chosen      | Upload   | File      |                       |                        |                      |
|      |               |      |   |  | Cancel      |                     |          |           |                       |                        |                      |

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<br>08:39:51 pm | Speech_30_120181_camagpayo.pdf  | Upload |
| Speech 199 | 04 January 2019<br>09:06:36 pm | Speech_199_120181_camagpayo.pdf | 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.