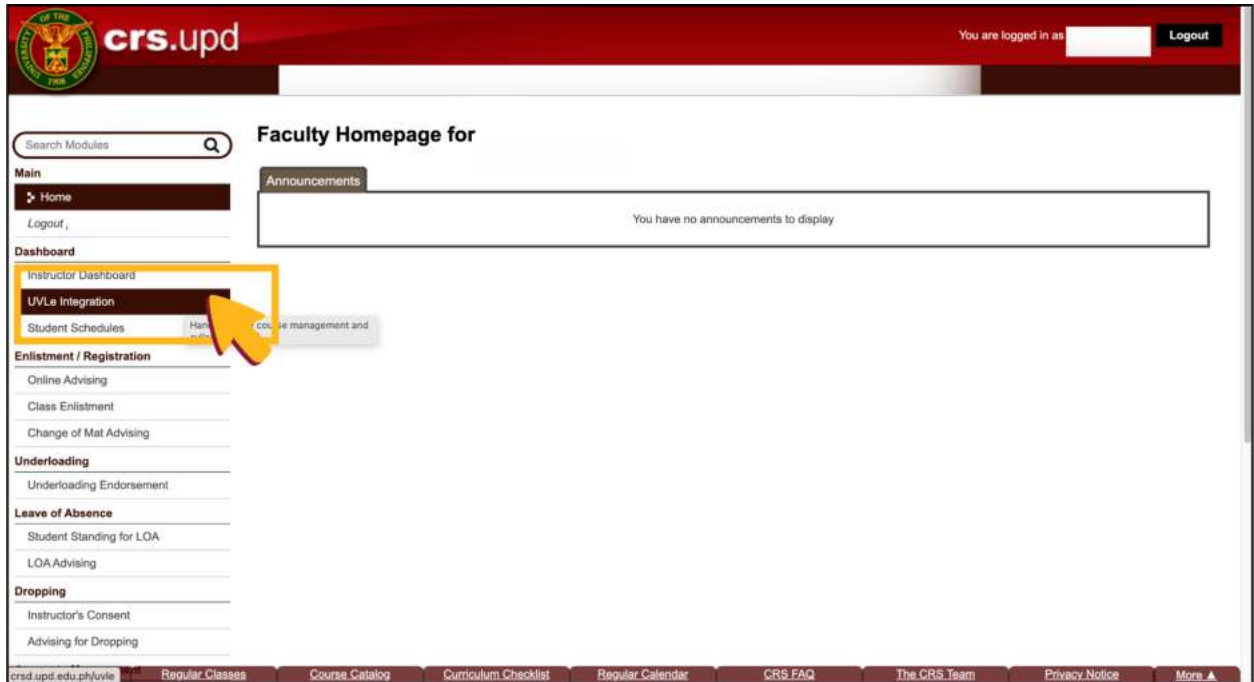


Walk-through of the UVLê Integration module.

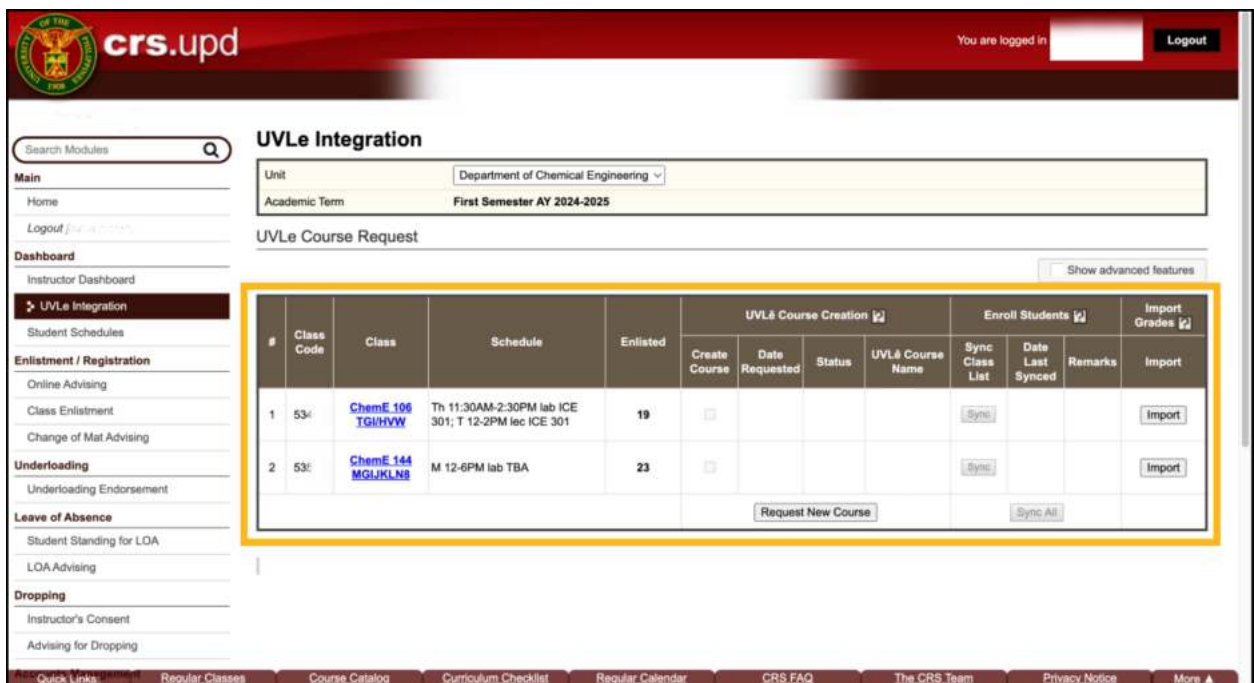
Requesting a course page for your class via CRS

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.



The screenshot shows the 'Faculty Homepage for' interface. The top navigation bar includes the 'crs.upd' logo and a 'Logout' button. A search bar is located at the top left. The main content area is divided into sections: 'Main' (Home, Logout), 'Dashboard' (Instructor Dashboard, **UVLê Integration**, Student Schedules), 'Enlistment / Registration' (Online Advising, Class Enlistment, Change of Mat Advising), 'Underloading' (Underloading Endorsement), 'Leave of Absence' (Student Standing for LOA, LOA Advising), and 'Dropping' (Instructor's Consent, Advising for Dropping). The 'UVLê Integration' menu item is highlighted with a yellow box and a red arrow. The bottom navigation bar contains links for 'Regular Classes', 'Course Catalog', 'Curriculum Checklist', 'Regular Calendar', 'CRS FAQ', 'The CRS Team', 'Privacy Notice', and 'More'.

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



The screenshot shows the 'UVLê Integration' dashboard. The top navigation bar includes the 'crs.upd' logo and a 'Logout' button. A search bar is located at the top left. The main content area is divided into sections: 'Main' (Home, Logout), 'Dashboard' (Instructor Dashboard, **UVLê Integration**, Student Schedules), 'Enlistment / Registration' (Online Advising, Class Enlistment, Change of Mat Advising), 'Underloading' (Underloading Endorsement), 'Leave of Absence' (Student Standing for LOA, LOA Advising), and 'Dropping' (Instructor's Consent, Advising for Dropping). The 'UVLê Integration' menu item is highlighted with a yellow box and a red arrow. The dashboard displays the following information:

- Unit: Department of Chemical Engineering
- Academic Term: First Semester AY 2024-2025
- UVLê Course Request
- Show advanced features

| # | Class Code | Class | Schedule | Enlisted | UVLê Course Creation | | | Enroll Students | | | Import Grades |
|---|------------|------------------------------------|---|----------|--------------------------|----------------|--------|----------------------|-----------------|------------------|------------------------|
| | | | | | Create Course | Date Requested | Status | UVLê Course Name | Sync Class List | Date Last Synced | Remarks |
| 1 | 53: | ChemE 106 TGIHWV | Th 11:30AM-2:30PM lab ICE 301; T 12-2PM lec ICE 301 | 19 | <input type="checkbox"/> | | | Sync | | | Import |
| 2 | 53: | ChemE 144 MGIJKLN9 | M 12-6PM lab TBA | 23 | <input type="checkbox"/> | | | Sync | | | Import |

Buttons: [Request New Course](#), [Sync All](#)

The bottom navigation bar contains links for 'Quick Links', 'Regular Classes', 'Course Catalog', 'Curriculum Checklist', 'Regular Calendar', 'CRS FAQ', 'The CRS Team', 'Privacy Notice', and 'More'.

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

UVLe Course Request

Show advanced features

| # | Class Code | Class | Schedule | Enlisted | UVLê Course Creation | | | | Enroll Students | | Import Grades |
|---|------------|-----------------------------|-----------------|----------|--------------------------|----------------|--------|------------------|--------------------|------------------|---------------|
| | | | | | Create Course | Date Requested | Status | UVLê Course Name | Sync Class List | Date Last Synced | Remarks |
| 1 | 57 | AI 221 TZZQ | T 6-9PM lec TBA | 14 | <input type="checkbox"/> | | | | Sync | | Import |
| 2 | 57 | AI 351 WZZQ | W 6-9PM lec TBA | 12 | <input type="checkbox"/> | | | | Sync | | Import |
| | | | | | | | | | Request New Course | Sync All | |

UVLe Course Request

Show advanced features

| # | Class Code | Class | Schedule | Enlisted | UVLê Course Creation | | | | Enroll Students | | Import Grades |
|---|------------|-----------------------------|-----------------|----------|-------------------------------------|----------------|--------|------------------|--------------------|------------------|---------------|
| | | | | | Create Course | Date Requested | Status | UVLê Course Name | Sync Class List | Date Last Synced | Remarks |
| 1 | 57 | AI 221 TZZQ | T 6-9PM lec TBA | 14 | <input checked="" type="checkbox"/> | | | | Sync | | Import |
| 2 | 57 | AI 351 WZZQ | W 6-9PM lec TBA | 12 | <input type="checkbox"/> | | | | Sync | | Import |
| | | | | | | | | | Request New Course | 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 course with different sections, you may merge several course pages after creation. **The important initial step is to create a course page for each class.**

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

crs.upd.edu.ph says

You are about to request an UVLe course page for the selected classes. Proceed with the request?

Cancel OK

A confirmation message will appear right after clicking the OK button.

 **UVLe Course Request Successful.**
• 53 ChemE 144 MGIJKLN8

Right after making the request, the status will be automatically updated, and a link to the **UVLê course page will appear** in the dashboard.

Note:

Unlike the old **UVLê-CRS Integration**, requestees no longer need to wait for hours for the request to be approved. The new **UVLê-CRS Integration** has made it easier for teachers, as clicking the **Request New Course** button grants them access to their new **UVLê course page** within a few seconds after the request is made.

| UVLe Course Request | | | | | | | | | | | | |
|---------------------|------------|------------------------------------|---|----------|--|----------------------|------------|---------------------------|---|------------------|---|---------------------------------------|
| # | Class Code | Class | Schedule | Enlisted | UVLê Course Creation  | | | | Enroll Students  | | Import Grades  | |
| | | | | | Create Course | Date Requested | Status | UVLê Course Name | Sync Class List | Date Last Synced | Remarks | Import |
| 1 | 53 | ChemE 106 TGI/HVW | Th 11:30AM-2:30PM lab ICE 301; T 12-2PM lec ICE 301 | 19 | <input type="checkbox"/> | 16 Aug 2024 04:17 am | Successful | ChemE 106 | <input type="button" value="Sync"/> | | | <input type="button" value="Import"/> |
| 2 | 53 | ChemE 144 MGIJKLN8 | M 12-6PM lab TBA | | <input type="checkbox"/> | | | | <input type="button" value="Sync"/> | | | <input type="button" value="Import"/> |
| | | | | | <input type="button" value="Request New Course"/> | | | | <input type="button" value="Sync All"/> | | | |

Walk-through of the UVLê Integration module.

Enrolling Students to an UVLê Course Page via CRS

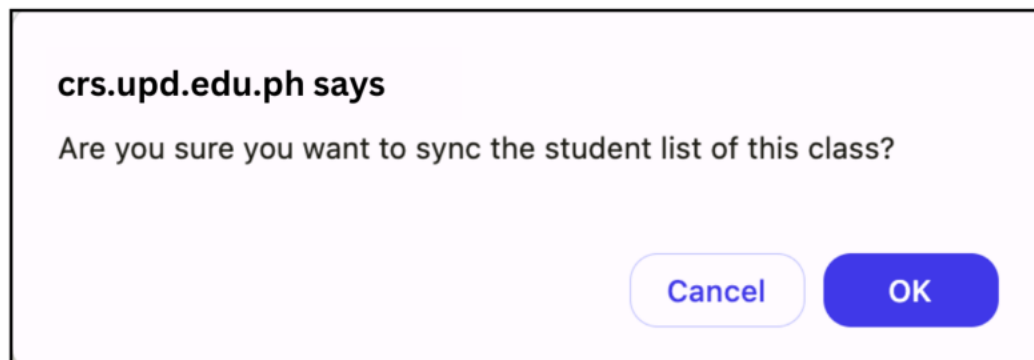
After creating an UVLê course page, you may upload and organize content. Once ready, you may enroll students to your course page. With the new **UVLê-CRS Integration** module, you can enroll students to your course page via CRS by clicking the **Sync** button.

To **synchronize** your class list to the corresponding UVLê course page click the **Sync** button under the **Sync Class List**:

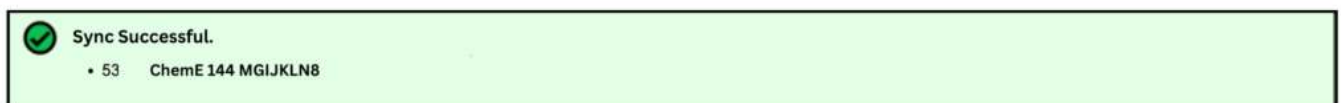


| # | Class Code | Class | Schedule | Enlisted | UVLê Course Creation | | | | Enroll Students | | | Import Grades |
|---|------------|------------------------------------|---|----------|--------------------------|----------------------|------------|---------------------------|-----------------|------------------|---------|---------------|
| | | | | | Create Course | Date Requested | Status | UVLê Course Name | Sync Class List | Date Last Synced | Remarks | Import |
| 1 | 53 | ChemE 106 TGI/HVW | Th 11:30AM-2:30PM lab ICE 301; T 12-2PM lec ICE 301 | 19 | <input type="checkbox"/> | 16 Aug 2024 04:17 am | Successful | ChemE 106 | Sync | | | Import |
| 2 | 53 | ChemE 144 MGIJKLN8 | M 12-6PM lab TBA | | <input type="checkbox"/> | | | | Sync | | | Import |

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



After clicking **OK**, a confirmation message will appear.



Note:

The new **UVLê-CRS Integration** has made it easier for teachers to enroll students within a few seconds after the sync.

UVLê Course Request

Show advanced features

| # | Class Code | Class | Schedule | Enlisted | UVLê Course Creation | | | | Enroll Students | | Import Grades | |
|---|------------|-----------------------------------|---|----------|--------------------------|----------------------|------------|---------------------------|-----------------|----------------------|-------------------|--------|
| | | | | | Create Course | Date Requested | Status | UVLê Course Name | Sync Class List | Date Last Synced | Remarks | Import |
| 1 | 53 | ChemE 106 TGI/HVW | Th 11:30AM-2:30PM lab ICE 301; T 12-2PM lec ICE 301 | 19 | <input type="checkbox"/> | 16 Aug 2024 04:17 am | Successful | ChemE 106 | Sync | 19 Aug 2024 11:11 pm | 19 of 19 enlisted | Import |
| 2 | 53 | ChemE 144 MGJKLN8 | M 12-6PM lab TBA | 23 | <input type="checkbox"/> | | | | Sync | | | Import |

Request New Course

Sync All

The Sync All button

UVLê Course Request

Show advanced features

| # | Class Code | Class | Schedule | Enlisted | UVLê Course Creation | | | | Enroll Students | | Import Grades | |
|---|------------|-----------------------------------|---|----------|--------------------------|----------------------|------------|---------------------------|-----------------|----------------------|-------------------|--------|
| | | | | | Create Course | Date Requested | Status | UVLê Course Name | Sync Class List | Date Last Synced | Remarks | Import |
| 1 | 53 | ChemE 106 TGI/HVW | Th 11:30AM-2:30PM lab ICE 301; T 12-2PM lec ICE 301 | 19 | <input type="checkbox"/> | 16 Aug 2024 04:17 am | Successful | ChemE 106 | Sync | 19 Aug 2024 11:11 pm | 19 of 19 enlisted | Import |
| 2 | 53 | ChemE 144 MGJKLN8 | M 12-6PM lab TBA | 23 | <input type="checkbox"/> | 22 Jan 2025 02:32 am | Successful | ChemE 144 | Sync | | | Import |

Request New Course

Sync All

Similarly, you may click **Sync All** to simultaneously sync different class lists to their respective UVLê course page.

Note:

ALL CLASSES (with assigned UVLê course page) will be synced, including those that were synced prior to this.

Status of Syncing/Enrolling to an UVLê course page

Notifications

For Teachers: In the remarks section, you can see the number of successfully synched students. Clicking on the link will display the list of students who were successfully enrolled in the UVLê course page, as well as those students who were not synched.

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.

What if some students are not synched?

If fewer students are synched/enrolled into the UVLê course page than expected, **then it is possible that some students have not yet activated their UVLê accounts.**

For Students: 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:

1. Until all students are enrolled in the UVLê course page.
2. Until the end of the syncing procedure for the current semester/term.

Ideally, it is best to sync/enroll your students into the UVLê course page 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 sonnet to update the UVLê course's student enrollment.

Note:

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 page but are now excluded in the most recent synced class will be removed in the UVLê course page.

Walk-through of the UVLê Integration module.

Merging multiple UVLê course pages into a single UVLê course page

If a faculty member is teaching more than one section of the same course, s/he may prefer to have a single UVLê course page for all sections. **Under the advanced features of UVLê Integration module, teachers can merge previously created course pages via CRS into a single UVLê course page.**

Example:

Multiple sections of ChemE 144 can be managed in a single UVLê course page.

To do this:

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

UVLê Course Request

Show advanced features

| # | Class Code | Class | Schedule | Enlisted | UVLê Course Creation | | | | Link/Merge Courses | | | Enroll Students | | | Import Grades |
|---|------------|------------------------------------|---|----------|--------------------------|----------------------|------------|---------------------------|--------------------------|----------------------|---------|-------------------------------------|----------------------|-----------------------------------|---------------------------------------|
| | | | | | Create Course | Date Requested | Status | UVLê Course Name | Link / Merge | Date Linked / Merged | Remarks | Sync Class List | Date Last Synced | Remarks | Import |
| 1 | 53 | ChemE 106 TGI/HYW | Th 11:30AM-2:30PM lab ICE 301; T 12-2PM lec ICE 301 | 19 | <input type="checkbox"/> | 16 Aug 2024 04:17 am | Successful | ChemE 106 | <input type="checkbox"/> | | | <input type="button" value="Sync"/> | 19 Aug 2024 11:11 pm | 19 of 19 enlisted | <input type="button" value="Import"/> |
| 2 | 53 | ChemE 144 MGJJKLN6 | M 12-6PM lab TBA | 28 | <input type="checkbox"/> | 22 Jan 2025 02:32 am | Successful | ChemE 144 | <input type="checkbox"/> | | | <input type="button" value="Sync"/> | | 28 of 28 enlisted | <input type="button" value="Import"/> |
| 3 | 53 | ChemE 144 MGJJKLN7 | W 1-7PM lab TBA | 26 | <input type="checkbox"/> | 22 Jan 2025 02:45 am | Successful | ChemE 144 | <input type="checkbox"/> | | | <input type="button" value="Sync"/> | | 26 of 26 enlisted | <input type="button" value="Import"/> |
| 4 | 53 | ChemE 144 MGJJKLN8 | F 8-2PM lab TBA | 23 | <input type="checkbox"/> | 22 Jan 2025 03:10 am | Successful | ChemE 144 | <input type="checkbox"/> | | | <input type="button" value="Sync"/> | | 23 of 23 enlisted | <input type="button" value="Import"/> |

with selected

- Under Link/Merge, check all the checkboxes corresponding to classes you want to merge.

UVLe Course Request Show advanced features

| # | Class Code | Class | Schedule | Enlisted | UVLê Course Creation | | | | Link Merge Courses | | | Enroll Students | | | Import Grades |
|---|------------|------------------------------------|---|----------|--------------------------|----------------------|------------|---------------------------|-------------------------------------|----------------------|---------|---|----------------------|-----------------------------------|---------------------------------------|
| | | | | | Create Course | Date Requested | Status | UVLê Course Name | Link / Merge | Date Linked / Merged | Remarks | Sync Class List | Date Last Synced | Remarks | Import |
| 1 | 53 | ChemE 106 TGI/HVW | Th 11:30AM-2:30PM lab ICE 301; T 12-2PM lec ICE 301 | 19 | <input type="checkbox"/> | 16 Aug 2024 04:17 am | Successful | ChemE 106 | <input type="checkbox"/> | | | <input type="button" value="Sync"/> | 19 Aug 2024 11:11 pm | 19 of 19 enlisted | <input type="button" value="Import"/> |
| 2 | 53 | ChemE 144 MGJJKLN6 | M 12-6PM lab TBA | 28 | <input type="checkbox"/> | 22 Jan 2025 02:32 am | Successful | ChemE 144 | <input checked="" type="checkbox"/> | | | <input type="button" value="Sync"/> | | 28 of 28 enlisted | <input type="button" value="Import"/> |
| 3 | 53 | ChemE 144 MGJJKLN7 | W 1-7PM lab TBA | 26 | <input type="checkbox"/> | 22 Jan 2025 02:45 am | Successful | ChemE 144 | <input checked="" type="checkbox"/> | | | <input type="button" value="Sync"/> | | 26 of 26 enlisted | <input type="button" value="Import"/> |
| 4 | 53 | ChemE 144 MGJJKLN8 | F 8-2PM lab TBA | 23 | <input type="checkbox"/> | 22 Jan 2025 03:10 am | Successful | ChemE 144 | <input checked="" type="checkbox"/> | | | <input type="button" value="Sync"/> | | 23 of 23 enlisted | <input type="button" value="Import"/> |
| | | | | | Request New Course | | | | with selected -- Choose one -- | | | <input type="button" value="Sync All"/> | | | |

- Clicking the "Choose one" dropdown list box will show different options. Choose **link/merge into existing course** if you want to merge them into an old/ready made UVLê course page. Otherwise, choose **link/merge into new course**.

UVLe Course Request Show advanced features

| # | Class Code | Class | Schedule | Enlisted | UVLê Course Creation | | | | Link/Merge Courses | | | Enroll Students | | | Import Grades |
|---|------------|------------------------------------|---|----------|--------------------------|----------------------|------------|---------------------------|--|----------------------|---------|---|----------------------|-----------------------------------|---------------------------------------|
| | | | | | Create Course | Date Requested | Status | UVLê Course Name | Link / Merge | Date Linked / Merged | Remarks | Sync Class List | Date Last Synced | Remarks | Import |
| 1 | 53 | ChemE 106 TGI/HVW | Th 11:30AM-2:30PM lab ICE 301; T 12-2PM lec ICE 301 | 19 | <input type="checkbox"/> | 16 Aug 2024 04:17 am | Successful | ChemE 106 | <input type="checkbox"/> | | | <input type="button" value="Sync"/> | 19 Aug 2024 11:11 pm | 19 of 19 enlisted | <input type="button" value="Import"/> |
| 2 | 53 | ChemE 144 MGJJKLN6 | M 12-6PM lab TBA | 28 | <input type="checkbox"/> | 22 Jan 2025 02:32 am | Successful | ChemE 144 | <input checked="" type="checkbox"/> | | | <input type="button" value="Sync"/> | | 28 of 28 enlisted | <input type="button" value="Import"/> |
| 3 | 53 | ChemE 144 MGJJKLN7 | W 1-7PM lab TBA | 26 | <input type="checkbox"/> | 22 Jan 2025 02:45 am | Successful | ChemE 144 | <input checked="" type="checkbox"/> | | | <input type="button" value="Sync"/> | | 26 of 26 enlisted | <input type="button" value="Import"/> |
| 4 | 53 | ChemE 144 MGJJKLN8 | F 8-2PM lab TBA | 23 | <input type="checkbox"/> | 22 Jan 2025 03:10 am | Successful | ChemE 144 | <input checked="" type="checkbox"/> | | | <input type="button" value="Sync"/> | | 23 of 23 enlisted | <input type="button" value="Import"/> |
| | | | | | Request New Course | | | | with selected <input checked="" type="checkbox"/> -- Choose one -- link/merge into existing course link/merge into new course | | | <input type="button" value="Sync All"/> | | | |

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

with selected

link/merge into existing course ▾

-- Select Existing Course -- ▾

Link/Merge

with selected

link/merge into existing course ▾

ChemE 144 ▾

Link/Merge

- A pop-up message will appear. Click **OK**, then a confirmation message will appear.
- The final UVLê course page for the merged classes will appear on the Remarks tab. The initially created courses for the individual sections will be archived.

UVLê Course Request Show advanced features

| # | Class Code | Class | Schedule | Enlisted | UVLê Course Creation | | | | Link/Merge Courses | | | Enroll Students | | | Import Grades |
|---|------------|------------------------------------|---|----------|---|----------------------|------------|---------------------------|-------------------------------------|----------------------|---------------------------|---|----------------------|-----------------------------------|---------------------------------------|
| | | | | | Create Course | Date Requested | Status | UVLê Course Name | Link / Merge | Date Linked / Merged | Remarks | Sync Class List | Date Last Synced | Remarks | Import |
| 1 | 53 | ChemE 106 TGI/HVW | Th 11:30AM-2:30PM lab ICE 301; T 12-2PM lec ICE 301 | 19 | <input type="checkbox"/> | 16 Aug 2024 04:17 am | Successful | ChemE 106 | <input type="checkbox"/> | | | <input type="button" value="Sync"/> | 19 Aug 2024 11:11 pm | 19 of 19 enlisted | <input type="button" value="Import"/> |
| 2 | 53 | ChemE 144 MGJJKLN6 | M 12-6PM lab TBA | 28 | <input type="checkbox"/> | 22 Jan 2025 02:32 am | Successful | ChemE 144 | <input type="checkbox"/> | 22 Jan 2025 06:29 pm | ChemE 144 | <input type="button" value="Sync"/> | | 28 of 28 enlisted | <input type="button" value="Import"/> |
| 3 | 53 | ChemE 144 MGJJKLN7 | W 1-7PM lab TBA | 26 | <input type="checkbox"/> | 22 Jan 2025 02:45 am | Successful | ChemE 144 | <input type="checkbox"/> | 22 Jan 2025 06:29 pm | ChemE 144 | <input type="button" value="Sync"/> | | 26 of 26 enlisted | <input type="button" value="Import"/> |
| 4 | 53 | ChemE 144 MGJJKLN8 | F 8-2PM lab TBA | 23 | <input type="checkbox"/> | 22 Jan 2025 03:10 am | Successful | ChemE 144 | <input type="checkbox"/> | 22 Jan 2025 06:29 pm | ChemE 144 | <input type="button" value="Sync"/> | | 23 of 23 enlisted | <input type="button" value="Import"/> |
| | | | | | <input type="button" value="Request New Course"/> | | | | with selected -- Choose one -- ▾ | | | <input type="button" value="Sync All"/> | | | |

Note:

When classes are merged into a single UVLê course page, the class lists from the different sections are automatically synced to the final UVLê course page. The students then become members of groups based on their respective sections.

Note:

For those with multiple classes/sections of the same course who want to have only one UVLê course page but do not have an existing UVLê course page to link, you may proceed by doing the following:

1. Create a UVLê course page for each class.
2. Select the classes and link/merge them into a NEW course.
3. Name the new UVLê course page and proceed with the procedure.
4. After successfully linking/merging, the new UVLê course page will be the final course page. You can now sync these classes in the new UVLê course page.