

## 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 [redacted]' in the CRS system. The left sidebar contains a 'Main' menu with 'Home' and 'Logout', and a 'Dashboard' menu with 'Instructor Dashboard', 'UVLê Integration' (highlighted with a yellow box and an arrow), 'Student Schedules', and 'Handbook'. Below these are sections for 'Enlistment / Registration', 'Underloading', 'Leave of Absence', and 'Dropping'. The main content area shows 'Announcements' with a message: 'You have no announcements to display'. The footer includes links to '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 left sidebar is similar to the previous page, but 'UVLê Integration' is now selected. The main content area shows 'Unit: Department of Chemical Engineering' and 'Academic Term: First Semester AY 2024-2025'. Below this is the 'UVLê Course Request' section, which includes a table of course requests and buttons for 'Request New Course' and 'Sync All'.

#	Class Code	Class	Schedule	Enlisted	UVLê Course Creation			UVLê Course Name	Enroll Students		Import Grades
					Create Course	Date Requested	Status		Sync Class List	Date Last Synced	
1	536	ChemE 106 TGI/HVW	Th 11:30AM-2:30PM lab ICE 301; T 12-2PM lec ICE 301	19	<input type="checkbox"/>				<input type="button" value="Sync"/>		<input type="button" value="Import"/>
2	536	ChemE 144 MGJ/KLN	M 12-6PM lab TBA	23	<input type="checkbox"/>				<input type="button" value="Sync"/>		<input type="button" value="Import"/>

Buttons: Request New Course, Sync All

4. 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	Import	
1	57	<a href="#">AI 221 TZZQ</a>	T 6-9PM lec TBA	14	<input type="checkbox"/>				<input type="button" value="Sync"/>			<input type="button" value="Import"/>	
2	57	<a href="#">AI 351 WZZQ</a>	W 6-9PM lec TBA	12	<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"/>				

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	Import	
1	57	<a href="#">AI 221 TZZQ</a>	T 6-9PM lec TBA	14	<input checked="" type="checkbox"/>				<input type="button" value="Sync"/>			<input type="button" value="Import"/>	
2	57	<a href="#">AI 351 WZZQ</a>	W 6-9PM lec TBA	12	<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"/>				

**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.**

5. 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?

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**, requesters 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													
<input type="checkbox"/> 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	<a href="#">ChemE 106 TGI/HVW</a>	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	<a href="#">ChemE 106</a>	<input type="button" value="Sync"/>			<input type="button" value="Import"/>	
2	53	<a href="#">ChemE 144 MGIJKLN8</a>	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**:


UVLe Course Request													
<input type="checkbox"/> 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	Import
1	53	<a href="#">ChemE 106 TG/HVW</a>	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	<a href="#">ChemE 106</a>	<b>Sync</b>			<input type="button" value="Import"/>	
2	53	<a href="#">ChemE 144 MGIJKLN8</a>	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"/>				

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

**crs.upd.edu.ph says**

Are you sure you want to sync the student list of this class?

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

**Sync Successful.**

- 53 ChemE 144 MGIJKLN8

**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												
<input type="checkbox"/> Show advanced features												
#	Class Code	Class	Schedule	Enlisted	UVLê Course Creation				Enroll Students		Remarks	Import Grades
					Create Course	Date Requested	Status	UVLê Course Name	Sync Class List	Date Last Synced		
1	53	<a href="#">ChemE 106 TGI/HVW</a>	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	<a href="#">ChemE 106</a>	<input type="button" value="Sync"/>	19 Aug 2024 11:11 pm	19 of 19 enlisted	<input type="button" value="Import"/>
2	53	<a href="#">ChemE 144 MGIJKLN8</a>	M 12-6PM lab TBA	23	<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"/>			

**The Sync All button**

UVLê Course Request												
<input type="checkbox"/> Show advanced features												
#	Class Code	Class	Schedule	Enlisted	UVLê Course Creation				Enroll Students		Remarks	Import Grades
					Create Course	Date Requested	Status	UVLê Course Name	Sync Class List	Date Last Synced		
1	53	<a href="#">ChemE 106 TGI/HVW</a>	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	<a href="#">ChemE 106</a>	<input type="button" value="Sync"/>	19 Aug 2024 11:11 pm	19 of 19 enlisted	<input type="button" value="Import"/>
2	53	<a href="#">ChemE 144 MGIJKLN8</a>	M 12-6PM lab TBA	23	<input type="checkbox"/>	22 Jan 2025 02:32 am	Successful	<a href="#">ChemE 144</a>	<input type="button" value="Sync"/>			<input type="button" value="Import"/>
					<input type="button" value="Request New Course"/>				<input type="button" value="Sync All"/>			

Similarly, you may click **Sync All** to simultaneously sync different class lists to their respective 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 synching 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 synched 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.

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	<a href="#">ChemE 106 TGI/HYW</a>	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	<a href="#">ChemE 106</a>	<input type="checkbox"/>			<input type="button" value="Sync"/>	19 Aug 2024 11:11 pm	<a href="#">19 of 19 enlisted</a>	<input type="button" value="Import"/>
2	53	<a href="#">ChemE 144 MGIJKLN6</a>	M 12-6PM lab TBA	28	<input type="checkbox"/>	22 Jan 2025 02:32 am	Successful	<a href="#">ChemE 144</a>	<input type="checkbox"/>			<input type="button" value="Sync"/>		<a href="#">28 of 28 enlisted</a>	<input type="button" value="Import"/>
3	53	<a href="#">ChemE 144 MGIJKLN7</a>	W 1-7PM lab TBA	26	<input type="checkbox"/>	22 Jan 2025 02:45 am	Successful	<a href="#">ChemE 144</a>	<input type="checkbox"/>			<input type="button" value="Sync"/>		<a href="#">26 of 26 enlisted</a>	<input type="button" value="Import"/>
4	53	<a href="#">ChemE 144 MGIJKLN8</a>	F 8-2PM lab TBA	23	<input type="checkbox"/>	22 Jan 2025 03:10 am	Successful	<a href="#">ChemE 144</a>	<input type="checkbox"/>			<input type="button" value="Sync"/>		<a href="#">23 of 23 enlisted</a>	<input type="button" value="Import"/>
					with selected										
					<input type="button" value="Request New Course"/>		-- Choose one --				<input type="button" value="Sync All"/>				

- 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	<a href="#">ChemE 106 TGI/HVW</a>	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	<a href="#">ChemE 106</a>	<input type="checkbox"/>			<input type="button" value="Sync"/>	19 Aug 2024 11:11 pm	<a href="#">19 of 19 enlisted</a>	<input type="button" value="Import"/>	
2	53	<a href="#">ChemE 144 MGJ/KLN6</a>	M 12-6PM lab TBA	28	<input type="checkbox"/>	22 Jan 2025 02:32 am	Successful	<a href="#">ChemE 144</a>	<input checked="" type="checkbox"/>			<input type="button" value="Sync"/>		<a href="#">28 of 28 enlisted</a>	<input type="button" value="Import"/>	
3	53	<a href="#">ChemE 144 MGJ/KLN7</a>	W 1-7PM lab TBA	26	<input type="checkbox"/>	22 Jan 2025 02:45 am	Successful	<a href="#">ChemE 144</a>	<input checked="" type="checkbox"/>			<input type="button" value="Sync"/>		<a href="#">26 of 26 enlisted</a>	<input type="button" value="Import"/>	
4	53	<a href="#">ChemE 144 MGJ/KLN8</a>	F 8-2PM lab TBA	23	<input type="checkbox"/>	22 Jan 2025 03:10 am	Successful	<a href="#">ChemE 144</a>	<input checked="" type="checkbox"/>			<input type="button" value="Sync"/>		<a href="#">23 of 23 enlisted</a>	<input type="button" value="Import"/>	
					<input type="button" value="Request New Course"/>				with selected <input type="button" value="-- 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	<a href="#">ChemE 106 TGI/HVW</a>	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	<a href="#">ChemE 106</a>	<input type="checkbox"/>			<input type="button" value="Sync"/>	19 Aug 2024 11:11 pm	<a href="#">19 of 19 enlisted</a>	<input type="button" value="Import"/>	
2	53	<a href="#">ChemE 144 MGJ/KLN6</a>	M 12-6PM lab TBA	28	<input type="checkbox"/>	22 Jan 2025 02:32 am	Successful	<a href="#">ChemE 144</a>	<input checked="" type="checkbox"/>			<input type="button" value="Sync"/>		<a href="#">28 of 28 enlisted</a>	<input type="button" value="Import"/>	
3	53	<a href="#">ChemE 144 MGJ/KLN7</a>	W 1-7PM lab TBA	26	<input type="checkbox"/>	22 Jan 2025 02:45 am	Successful	<a href="#">ChemE 144</a>	<input checked="" type="checkbox"/>			<input type="button" value="Sync"/>		<a href="#">26 of 26 enlisted</a>	<input type="button" value="Import"/>	
4	53	<a href="#">ChemE 144 MGJ/KLN8</a>	F 8-2PM lab TBA	23	<input type="checkbox"/>	22 Jan 2025 03:10 am	Successful	<a href="#">ChemE 144</a>	<input checked="" type="checkbox"/>			<input type="button" value="Sync"/>		<a href="#">23 of 23 enlisted</a>	<input type="button" value="Import"/>	
					<input type="button" value="Request New Course"/>				with selected <input checked="" type="button" value="-- 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	<a href="#">ChemE 106 TGI/HVW</a>	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	<a href="#">ChemE 106</a>	<input type="checkbox"/>			<input type="button" value="Sync"/>	19 Aug 2024 11:11 pm	<a href="#">19 of 19 enlisted</a>	<input type="button" value="Import"/>
2	53	<a href="#">ChemE 144 MGJJKLN6</a>	M 12-6PM lab TBA	28	<input type="checkbox"/>	22 Jan 2025 02:32 am	Successful	<a href="#">ChemE 144</a>	<input type="checkbox"/>	22 Jan 2025 06:29 pm	<a href="#">ChemE 144</a>	<input type="button" value="Sync"/>		<a href="#">28 of 28 enlisted</a>	<input type="button" value="Import"/>
3	53	<a href="#">ChemE 144 MGJJKLN7</a>	W 1-7PM lab TBA	26	<input type="checkbox"/>	22 Jan 2025 02:45 am	Successful	<a href="#">ChemE 144</a>	<input type="checkbox"/>	22 Jan 2025 06:29 pm	<a href="#">ChemE 144</a>	<input type="button" value="Sync"/>		<a href="#">26 of 26 enlisted</a>	<input type="button" value="Import"/>
4	53	<a href="#">ChemE 144 MGJJKLN8</a>	F 8-2PM lab TBA	23	<input type="checkbox"/>	22 Jan 2025 03:10 am	Successful	<a href="#">ChemE 144</a>	<input type="checkbox"/>	22 Jan 2025 06:29 pm	<a href="#">ChemE 144</a>	<input type="button" value="Sync"/>		<a href="#">23 of 23 enlisted</a>	<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.

## Walk-through of the UVLê Integration module

### Importing grades from UVLê to CRS

UVLê can now automatically import grades to the CRS. **This feature only works if the course was properly created through the CRS-UVLê Integration module** and the grades were correctly set up in UVLê. You may import grades from UVLê to the CRS at the end of the semester.

You may follow the steps below to import grades:

1. Log in to the CRS using your faculty account.
2. Click **UVLê Integration**
3. Click the **Import** button under the **Import Grades** column.

UVLe Course Request															
<input checked="" type="checkbox"/> 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	57864	<a href="#">AI 221 TZZQ</a>	T 6-9PM lec TBA	14	<input type="checkbox"/>	16 Aug 2024 04:17 am	Successful	<a href="#">AI 221</a>	<input type="checkbox"/>			Sync	07 Sep 2024 02:40 am	<a href="#">14 of 14 enlisted</a>	<input type="button" value="Import"/>
2	57858	<a href="#">AI 351 WZZQ</a>	W 6-9PM lec TBA	12	<input type="checkbox"/>	16 Aug 2024 04:17 am	Successful	<a href="#">AI 351</a>	<input type="checkbox"/>			Sync	07 Sep 2024 02:41 am	<a href="#">11 of 12 enlisted</a>	<input type="button" value="Import"/>
					<input type="button" value="Request New Course"/>		-- Choose one --			<input type="button" value="Sync All"/>					

4. After clicking, a pop-up message will appear for confirmation. Click **OK** to proceed with the request.

**crs.upd.edu.ph** says

Are you sure you want to import the grades of this class?

This will submit the grades in draft mode, removing the final status.


It will replace all existing grades, and it is recommended to do this when no grades have been input yet.

Please note, this action will be recorded as a draft submission.


5. After clicking **OK**, the page will load and redirect you to the **Grade Submission** page under the **Grades Management** menu.

The **Grades Management** menu contains several blocks, each displaying different information.

- a. One block displaying your students' student number, complete name, and their final computed grades from UVLÊ. This indicates that the grades have been successfully imported.

Grade Submission			
 UVLE grades imported!			
• 2	-		- 5.00
• 2	-		- 1.25
• 2	-		- 1.75
• 2	-		- 1.00
• 1	-		- 1.00
• 2	-	- 1.00	
• 2	-	- 1.00	
• 2	-	- 1.00	
• 2	-	- 1.25	
• 2	-	- 1.00	
• 2	-	- 1.25	


- b. The second block displays your class information.

Class Information	
AI 221 TZZQ Classical Machine Learning	
Semester / Term Offered	
Class Code	
Class Hours	
Instructor	
Credits	3.0
 <a href="#">print student contacts list</a>	

- c. The third block contains information about your course grade submissions. It will indicate whether you have any partial submissions.

Grade Submissions for this Class				
#	Date Submitted	Remarks	Submitted by	Action
There are no partial grade submissions yet.				

- d. The fourth block contains reminders, so make sure to read them carefully.

Class List	
 • <b>Your session expires in 60 minutes.</b> Please submit the grades within one hour of logging on to the University Information System.	
• It is highly recommended that you use <b>ONLY ONE TAB</b> when you are submitting grades.	
• Please also fill in the <b>Remarks</b> column for students given <b>INC</b> grades.	
• Students highlighted with a pink color either have submitted dropping slips at the OUR or have LOA status.	
• Students marked with a red asterisk (*) under the Grad? column are graduating this academic term.	
• Students marked with <b>"For Audit Only"</b> took the class for audit and thus can only be given an <b>S</b> or <b>U</b> for optional marking.	

- e. The imported grades from UVLe are now ready to be submitted.

List of Grades to be Officially Submitted						11 students
Grad?	Student No.	Name	Program	Paid?	Grade	Remarks
	2		PhD AI	✓	5.00	
	2		M Engg AI	✓	1.25	
	2		PhD AI	✓	1.75	
	2		PhD AI	✓	1.00	
	1		PhD AI	✓	1.00	
	2		M Engg AI	✓	1.00	
	2		PhD AI	✓	1.00	
	2		PhD AI	✓	1.00	
	2		PhD AI	✓	1.25	
	2		M Engg AI	✓	1.00	
	2		M Engg AI	✓	1.25	


When the students are graduating this term, a special mark (\*) will appear beside their student numbers.

Grad?	Student No.	Name	Program	Paid?	Grade	Remarks
*	2		BS ChE	✓	1.25	
*	2		BS ChE	✓	1.25	
*	2		BS ChE	✓	1.00	
*	2		BS ChE	✓	1.75	
*	2		BS ChE	✓	4.00	
*	2		BS ChE	✓	3.00	
*	2		BS ChE	✓	1.50	
*	2		BS ChE	✓	1.25	
*	2		BS ChE	✓	1.50	
*	2		BS ChE	✓	1.50	
*	2		BS ChE	✓	1.00	
*	2		BS ChE	✓	1.00	

- f. Another block requires you to input your Department Chair's name and the Submission Document Tag. After filling in the fields, you will see buttons that you can click. Clicking any of these buttons will save your submitted grades as a draft.

Department Chair	<input type="text"/>
Submission Document Tag (e.g., Graduating only)	<input type="text"/>
<input type="button" value="Save as Draft"/> <input type="button" value="Print Draft"/> <input type="button" value="Submit Grades"/>	


- g. After clicking any of the buttons, the page will reload and a new notification banner will appear. Please read the banner carefully to avoid any inconvenience.

 Grades have now been saved as **"Draft"**  
Please **verify** that the grades you are about to submit are correct and free of errors. A mistake in the online submission of grades will require the instructor to undergo the **Change of Grade** procedure. You may [print a draft](#) of the grades for easier verification. Once you are certain that all entries are correct, you may click the **Submit Grades Officially** button below.

- h. After verifying all the information, click the "Submit Grades Officially" button to complete the grade submission process.

Department Chair	
Submission Document Tag (e.g., Graduating only)	
<div>Print Draft Submit Grades Officially</div>	

6. After you submit the official grades, the page will reload and display a notification banner confirming that the process has been successfully completed.

**Grade Submission**  
 **Official Grades Submission for AI 351 WZZQ is successful!**  
You may generate the PDF printout by clicking the document under **Grade Submissions for this Class** section.  
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