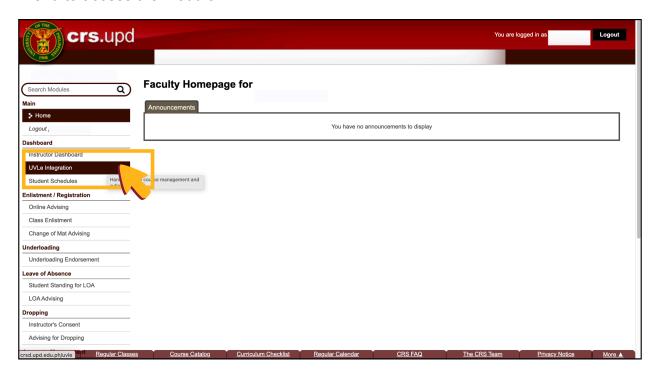
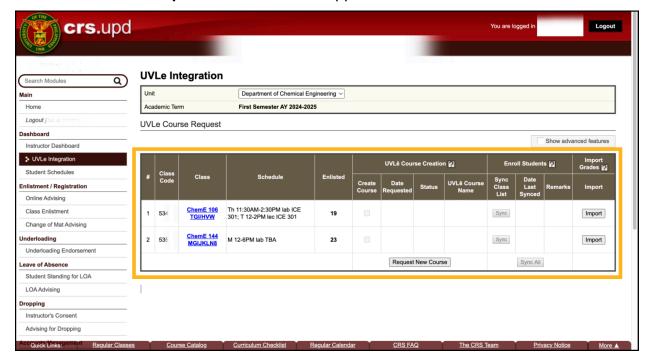
Walk-through of the UVLê Integration module.

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.



3. The UVLê course request dashboard will appear.



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

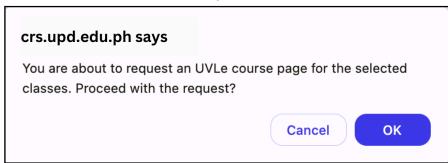
					UVLê Course Creation 🙀				Enroll Students			Import Grades 🔼
#	Class Code	Class	Schedule	Enlisted	Create Course	Date Requested	Status	UVLê Course Name	Sync Class List	Date Last Synced	Remarks	Import
1	57	AI 221 TZZQ	T 6-9PM lec TBA	14					Sync			Import
2	57	AI 351 WZZQ	W 6-9PM lec TBA	12					Sync			Import

	Class Code Class		Schedule		UVLê Course Creation 🙀				Enroll Students 🕍			Import Grades 🔼
#		Class		Enlisted	Create Course	Date Requested	Status	UVLê Course Name	Sync Class List	Date Last Synced	Remarks	Import
1	57	AI 221 TZZQ	T 6-9PM lec TBA	14	~				Sync			Import
2	57	AI 351 WZZQ	W 6-9PM lec TBA	12					Sync			Import

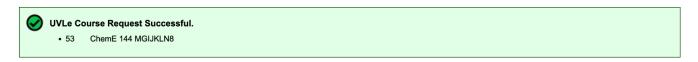
Note:

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.



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



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.



Walk-through of the UVLê Integration module.

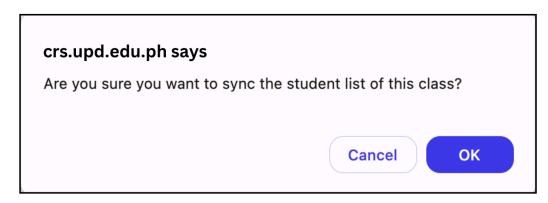
Enrolling Students to an UVLê Course Page via CRS

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**:

											Show adva	nced feature
						UVLê Cour		Enroll Students 🚰			Import Grades 🚰	
#	Class Code	Class	Schedule	Enlisted	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		16 Aug 2024 04:17 am	Successful	ChemE 106	Sync			Import
2	53	ChemE 144 MGIJKLN8	M 12-6PM lab TBA						Sync			Import
						Request	New Cours	е		Sync All		

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.

											Show adva	nced feature
						UVLê Cou	rse Creatior		Enr	Enroll Students		Import Grades 🔼
#	Class Code	Class	Schedule	Enlisted	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		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 MGIJKLN8	M 12-6PM lab TBA	23					Sync			Import
						Request	New Cours	е		Sync All		

The Sync All button



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 synched/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.

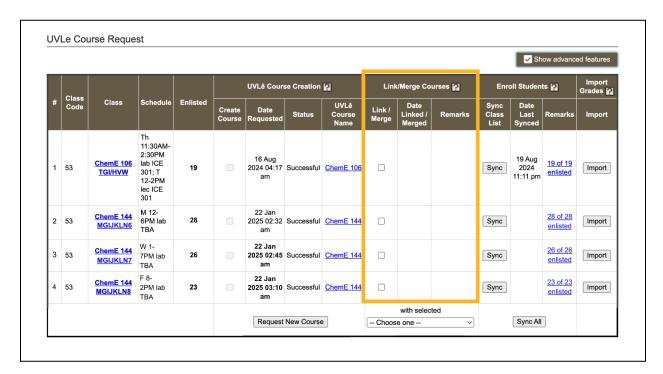
Merging multiple UVLê course pages into a single UVLê course page

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.

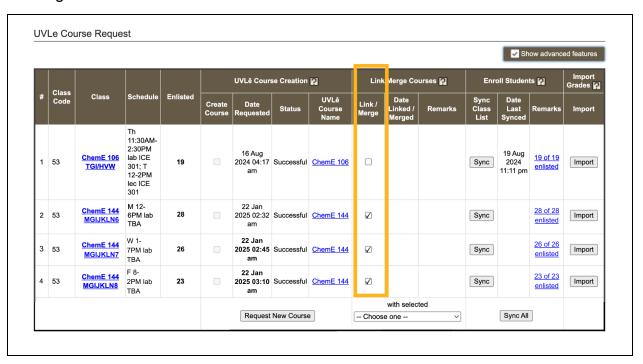
Example:

Multiple sections of ChemE 144 can be managed in a single UVLê course page. To do this:

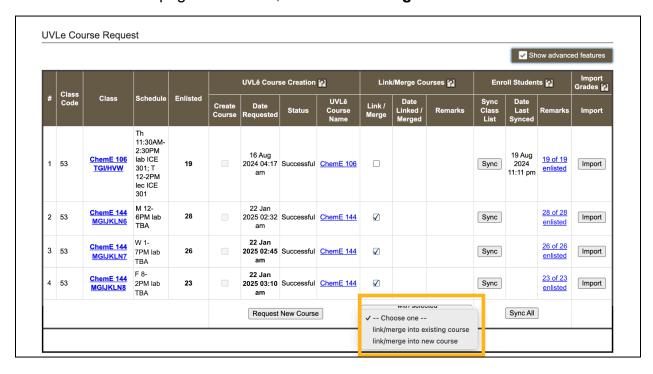
- Create an individual UVLê course page for each section. You may sync the class list before or after merging.
- 2. Check the checkbox beside **Show advanced features**. Link/Merge courses will appear.



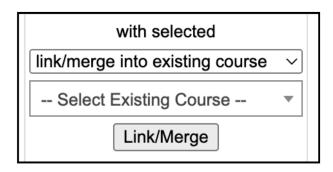
3. Under Link/Merge, check all the checkboxes corresponding to classes you want to merge.

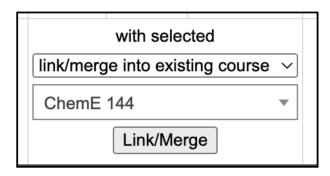


4. Clicking the "Choose one" dropdown list box will show different options. Choose **link/merge into existing course** if you want to merge them into an old/ready made UVLê course page. Otherwise, choose **link/merge into new course**.

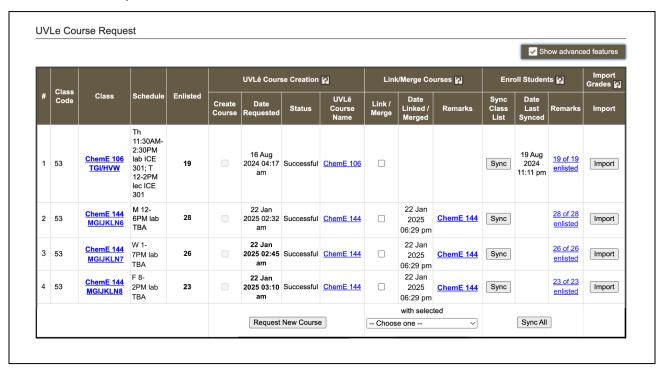


5. Click the Link/Merge button.





- 6. A pop-up message will appear. Click **OK**, then a confirmation message will appear.
- 7. 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.



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.

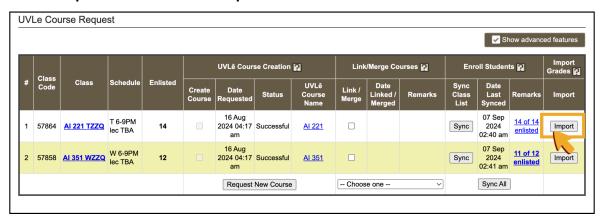
Walk-through of the UVLê Integration module

Importing grades from UVLê to CRS

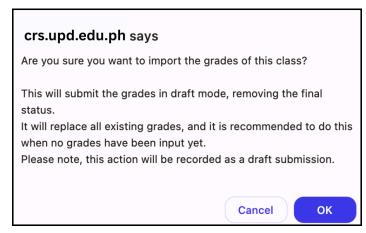
UVLê can now automatically import grades to the CRS. This feature only works if the course was properly created through the CRS-UVLê Integration module and the grades were correctly set up in UVLê. You may import grades from UVLê to the CRS at the end of the semester.

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.



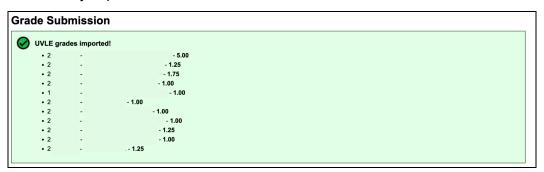
4. After clicking, a pop-up message will appear for confirmation. Click **OK** to proceed with the request.



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.



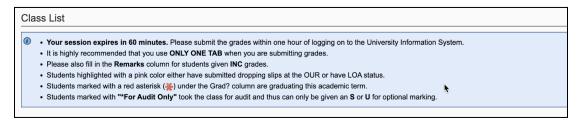
b. The second block displays your class information.



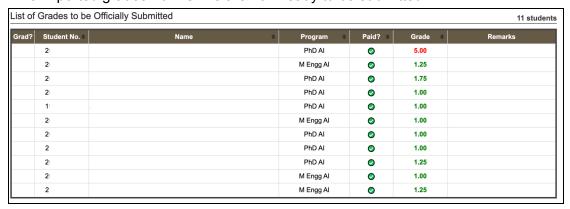
c. The third block contains information about your course grade submissions. It will indicate whether you have any partial submissions.



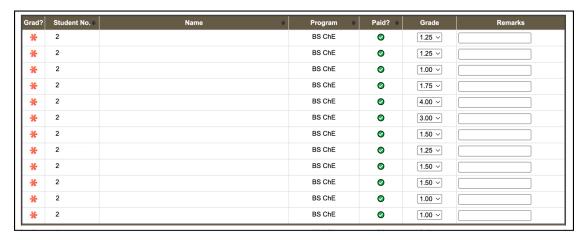
d. The fourth block contains reminders, so make sure to read them carefully.



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



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



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.

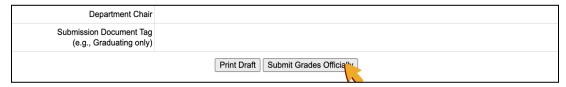
Department Chair	
Submission Document Tag (e.g., Graduating only)	
	Save as Draft Print Draft Submit Grades

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.



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

