



# Interactive Learning Center

University of the Philippines  
Diliman, Quezon City



## ILC Memorandum No. LCGJ-2020-01

For: All Faculty, Staff & Students

Through: Ma. Theresa T. Payongayong, Ph.D.  
Vice Chancellor for Academic Affairs

From: ~~Lorélie C.~~ Grepo-Jalao  
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Subject: UVLe Training and Guidelines

Date: 14 August 2020

In preparation for remote learning in the next semester, we are offering **UVLe 101 for Teachers (2020)** and **UVLe 101 for students** as a step-by-step guide on using UVLe.

### 1. UVLe 101 for Teachers

Due to the increased demand for UVLe training, we will be opening “UVLe 101 for Teachers (2020),” an online course about using UVLe for online, blended, and/or remote learning. This will cover topics from the basic functions to more advanced features of UVLe. This course is designed for asynchronous learning so that the teachers can go through it at their own pace. The course will also have a flexible structure to accommodate users of different backgrounds and levels of experience with UVLe. After completing the course, participants will be able to:

- Explore the different features (e.g. messaging, “my tools”, online grading, etc.) of UVLe
- Design their course pages appropriately using basic and/or advanced features
- Conduct appropriate online activities for their classes

The online course will be open and may be accessed in UVLe starting August 17, 2020. Kindly log in to UVLe, search for the course name and enter the enrollment key given below:

**Course Name:** UVle 101 for Teachers (2020)

**Enrollment key:** uvletraining2020

Consultation sessions will be scheduled to address questions about specific topics. This will be posted in the course site accordingly.

The how-to videos may also be viewed in the UVLe playlist at ILC's Youtube channel: [UVLe for Teachers 2020 series](#)

### 2. UVLe 101 for Students

We prepared a short video tutorial about using UVLe for the students. Please share this link to your students: [UVLe 101 for Students](#)



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In connection with the first two items, we would like to remind teachers and students on the following guidelines:

## 1. For Teachers and Students Requesting UVLe Access

For UP Diliman constituents who do not currently have access to UVLe, initial log in to UVLe is via DilNet account (@upd.edu.ph). Please refer to the link below for the memo from UP Computer Center for the processes related to Dilnet accounts: <https://dilnet.upd.edu.ph/kb/online-dilnet-and-upmail-creation/>

Those with existing UVLe accounts will be required to link their UVLe account to their UP email account (@up.edu.ph). This is being done for 2 main reasons: (1) to enable Two-Factor Authentication (2FA) mentioned in [UP Memo No. TJH 2019-07A](#) and (2) to be able to host and/or join Zoom meetings and webinars inside UVLe.

Here is the link to the step-by-step instruction on linking UP email to UVLe account: <https://ilc.upd.edu.ph/uvle/up-mail-account-authentication>

## 2. For Teachers Requesting for the Creation of Courses in UVLe

We encourage the faculty members to create their courses in UVLe via the Integration Module in CRS. This requires that the courses are uploaded in CRS, through which the teachers will be able to request a course via UVLe Integration Module. Please visit our article on [UVLe Integration Module](#) for the process on how to do this. With this option, the classlist from CRS can be synced to the UVLe course, and updated (by syncing again) as needed.

If the courses you are requesting are not in CRS, please send your request to ILC Diliman Helpdesk. Kindly provide the course number, course name, department and college/school/unit.

Thank you very much for your continuous support. Stay safe and well!!