



INTERACTIVE LEARNING CENTER
UNIVERSITY OF THE PHILIPPINES DILIMAN

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MEMORANDUM NO. ILCD MFMR 26 – 007

TO : Deans, Directors, Heads of Academic Units, and Faculty Members

FROM : MIGUEL FRANCISCO M. REMOLONA, PhD
Director

THROUGH : MARIA VANESSA LUSUNG-OYZON, PhD
Vice Chancellor for Academic Affairs

SUBJECT : UVLe '26 CARAVAN: UNIT-BASED TRAINING ON GRADEBOOK AND GROUPS & GROUPINGS

DATE : October 27, 2026

To further support faculty members and lecturers in using the University Virtual Learning Environment (UVLe '26), the Interactive Learning Center Diliman (ILC Diliman) will conduct another series of unit-based **face-to-face training sessions** under the **UVLe '26 Caravan**. This training series will focus on the **Gradebook** and **Groups & Groupings** features of UVLe '26.

Colleges, departments, institutes, and other academic units may request a unit-based **three-hour training session** covering the following topics:

1. **Gradebook in UVLe '26** – This segment will guide participants in organizing and managing grades in their UVLe course pages. Topics will include creating grade items and categories, configuring grade aggregation and weights, entering and reviewing grades, and using relevant Gradebook settings and reports.
2. **Groups & Groupings in UVLe '26** – This segment will guide participants in creating and managing groups, assigning course participants to groups, organizing groups into groupings, and configuring activities for group-based participation, separate class sections, and collaborative work.

Training sessions may be requested for either a **morning or afternoon schedule on any day from 9 to 26 November 2026**. All sessions will be conducted **face-to-face at a venue arranged by the requesting unit**. Requested schedules will be subject to the availability of ILC Diliman personnel and confirmation through coordination with the requesting unit.

The requesting unit shall be responsible for:

1. organizing the face-to-face training session and designating a focal person;
2. identifying and inviting faculty members and lecturers from the unit to participate;
3. preparing the program flow and assigning a moderator for the session;
4. reserving an appropriate training venue; and
5. preparing the venue and the necessary equipment, reliable internet connection, and technical setup for the training.

ILC Diliman will assign personnel who will serve as the **trainers, training assistants, and training support staff**, as needed. ILC Diliman will provide participants with access to a **test course page** that they may use for hands-on exercises and demonstrations during the face-to-face session.

Units interested in hosting a session are requested to submit the following information:

- preferred date;
- preferred schedule, whether morning or afternoon;
- expected number of participants;
- proposed face-to-face training venue; and
- name and contact details of the designated focal person.

Requests may be submitted through the **ILC Diliman Helpdesk**:

<https://helpdesk.ilc.upd.edu.ph/open.php?topicId=31>

Request for trainers here



Requests must be submitted **at least two (2) days before the preferred training schedule** to allow ILC Diliman sufficient time to prepare the test course page, training materials, and personnel assignments. Requested schedules will be confirmed upon coordination with ILC Diliman and will remain subject to personnel availability.

We encourage academic units to avail themselves of this opportunity to strengthen the capacity of their faculty members and lecturers to manage assessment records, class sections, and group-based learning activities more effectively through UVLe '26.

For inquiries or clarifications, please contact us through the ILCD Helpdesk at

<https://helpdesk.ilc.upd.edu.ph>.