

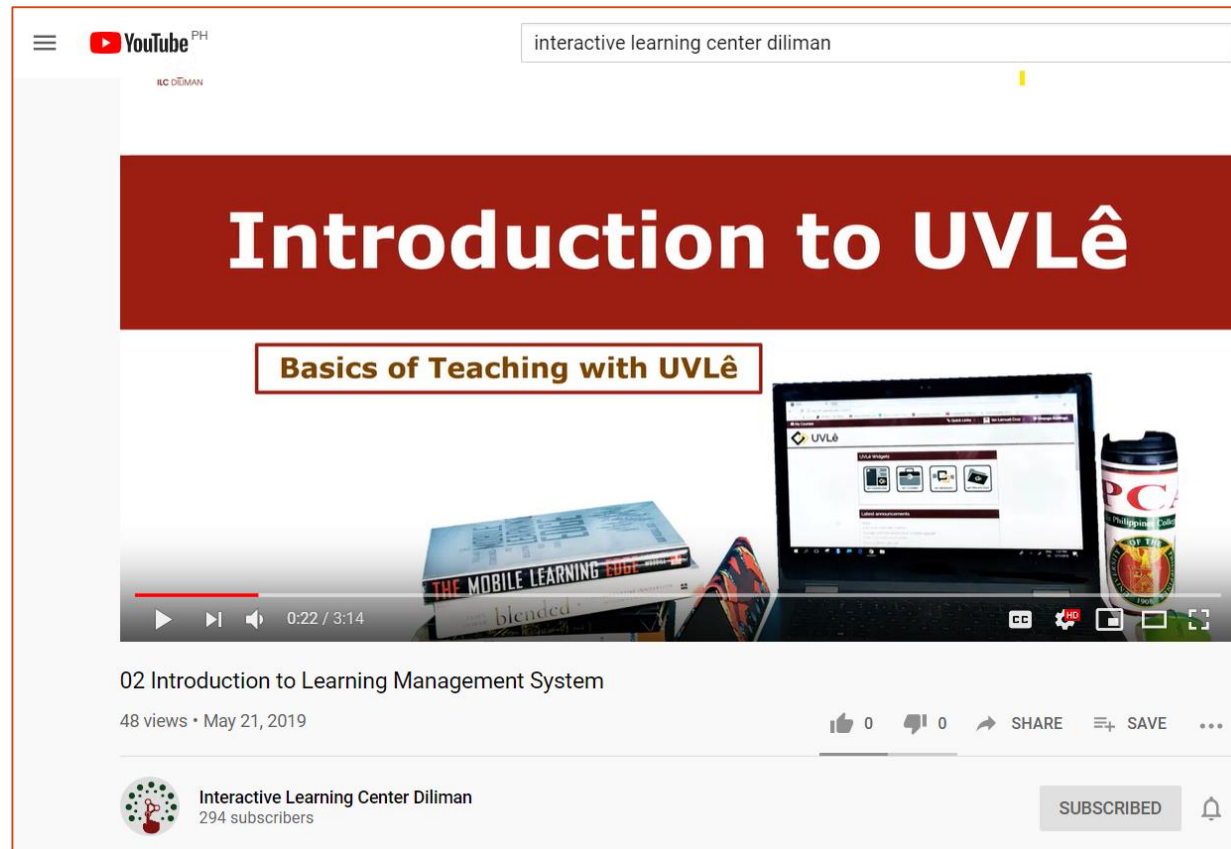
Basics of UVLE (Part 1)

- ACCESS, NAVIGATION, PREFERENCES WITHIN UVLE
- COURSE CREATION AND FORMATTING
- ADDING CONTENT / UPLOADING FILES

This material is prepared by ILC Diliman

For questions and clarifications, please open a ticket at ILC Helpdesk
(helpdesk.ilc.upd.edu.ph).

Not Familiar with UVLe?

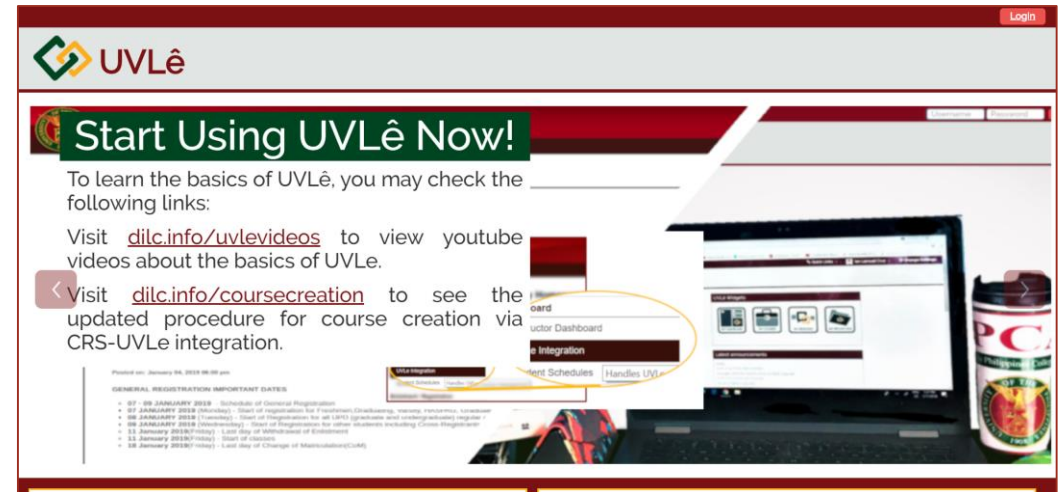


Please watch this video first:
<https://tinyurl.com/v5kebuf>

How to Access UVLe?

HOW TO ACCESS UVLE?



- ❑ Go to uvle.upd.edu.ph
- ❑ Log in using your **DilNet** account username and password
- ❑ For first time users, you have to do the following:
 - ❑ Update your profile information
 - ❑ Agree to the Acceptable Use Policy
- ❑ For DilNet account related concerns, please contact UP Computer Center (UPCC) at helpdesk@upd.edu.ph




The Homepage


THE HOMEPAGE

My Courses


 6  2


Quick Links ▾


 Ian Lemuel Cruz ▾





UVLê Widgets


MY DASHBOARD


MY COURSES


MY MESSAGES


MY PRIVATE FILES


MY TOOLS

Latest announcements

A Guide on Tools for Conducting Classes Online
10 Mar, 16:29 UVLe Administrator

Emergency Maintenance
10 Mar, 00:34 UVLe Administrator

UP Mail Account Authentication
14 Feb, 10:10 UVLe Administrator

Older topics ...

Resources



MY COURSES

shows the list of active and inactive course pages

UVLê Widgets



QUICK LINKS

For quick navigation, searching courses, etc.

UNDER YOUR NAME

Pop-up guide tour, help, preferences, etc.

UVLE WIDGETS

Latest announcements

A Guide on Tools for Conducting

10 Mar, 16:29 UVLe Administrator

Emergency Maintenance

10 Mar, 00:34 UVLe Administrator

UP Mail Account Authentication

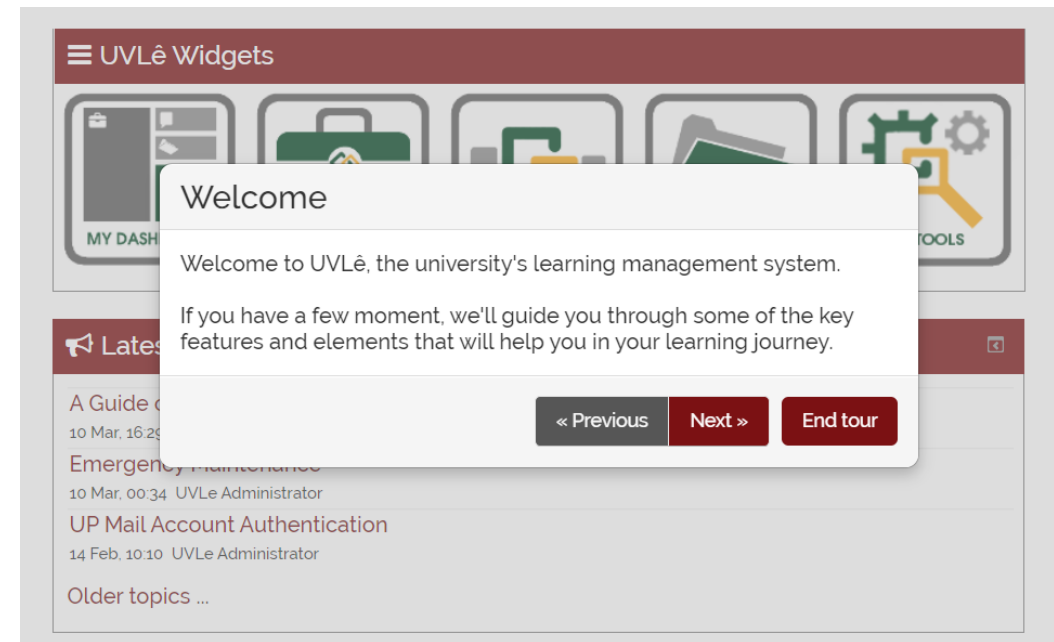
14 Feb, 10:10 UVLe Administrator

Older topics ...

Resources

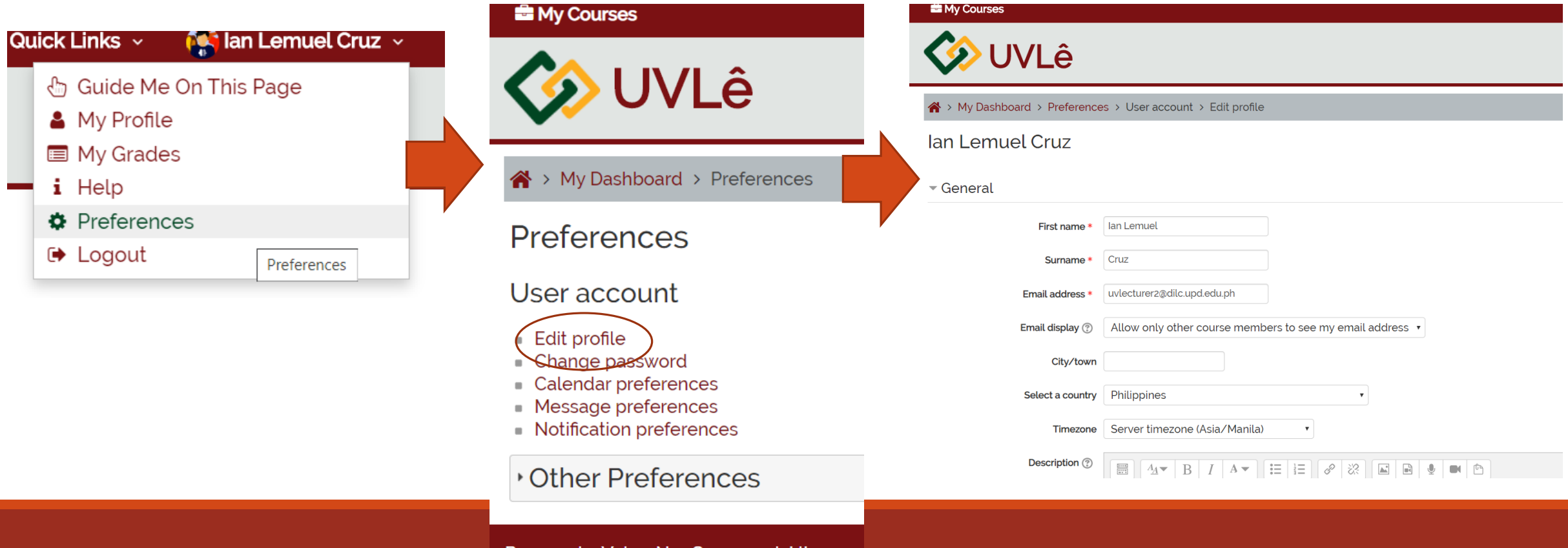
ACTIVATING A GUIDED TOUR

- ❑ Use this feature to learn more about a page in UVLe. Note: not all pages have a guided tour.
- ❑ Click your name. Then, click “Guide Me on This Page”



EDIT YOUR PROFILE

- ❑ Click your name > preferences > edit profile
- ❑ Update your profile and save changes

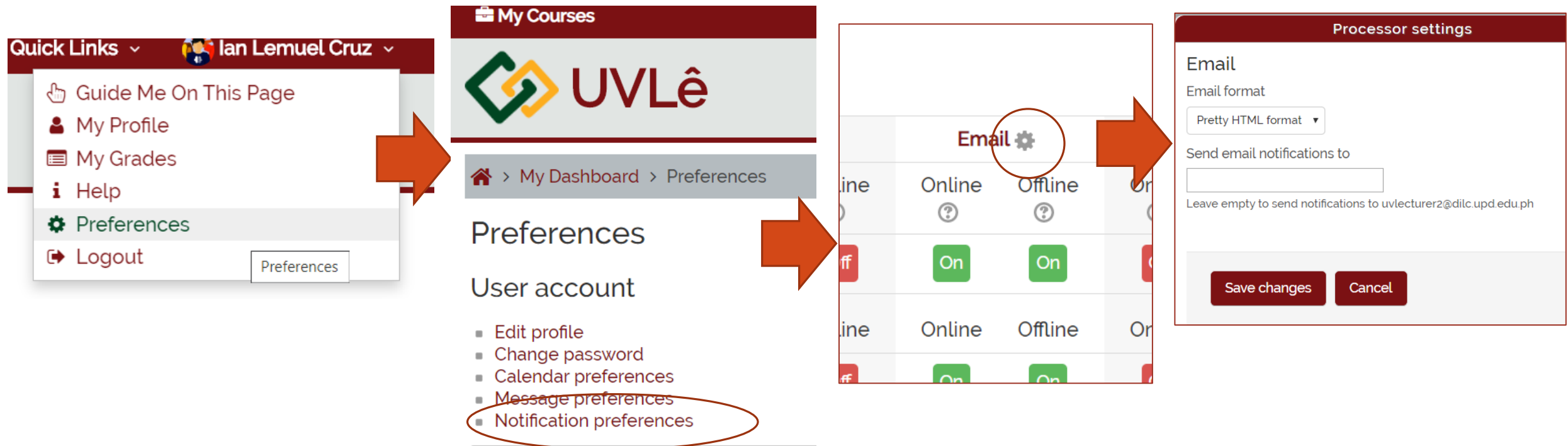


The diagram illustrates the process of editing a profile in three stages:

- Quick Links Menu:** A dropdown menu is shown with the following options: Guide Me On This Page, My Profile, My Grades, Help, **Preferences** (highlighted with a green gear icon), and Logout. A 'Preferences' button is also visible at the bottom right of the menu.
- My Courses Dashboard:** The dashboard header shows 'My Courses' and the UVLê logo. The breadcrumb trail is 'My Dashboard > Preferences'. Under the 'User account' section, the following options are listed: Edit profile (circled in red), Change password, Calendar preferences, Message preferences, and Notification preferences. An 'Other Preferences' button is located at the bottom.
- Edit Profile Form:** The form is titled 'Edit profile' and contains the following fields:
 - First name *: Ian Lemuel
 - Surname *: Cruz
 - Email address *: uvlecturer2@ilc.upd.edu.ph
 - Email display (?): Allow only other course members to see my email address
 - City/town: [Empty field]
 - Select a country: Philippines
 - Timezone: Server timezone (Asia/Manila)
 - Description (?): [Rich text editor with icons for bold, italic, link, etc.]

SET EMAIL FOR NOTIFS

- ❑ Click your name > preferences > Notification preferences
- ❑ Click the gear icon. ⚙ beside “email” and set the email that will receive notifications

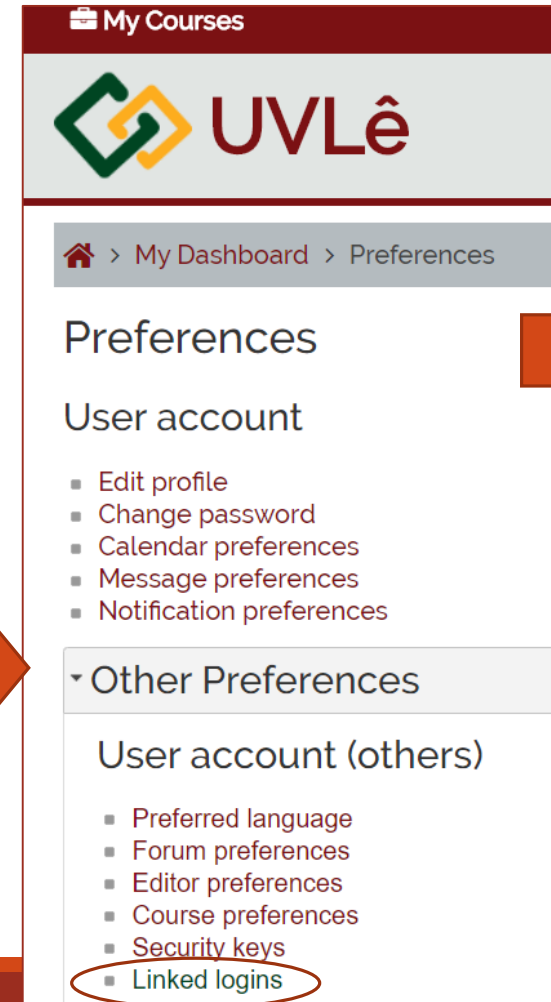
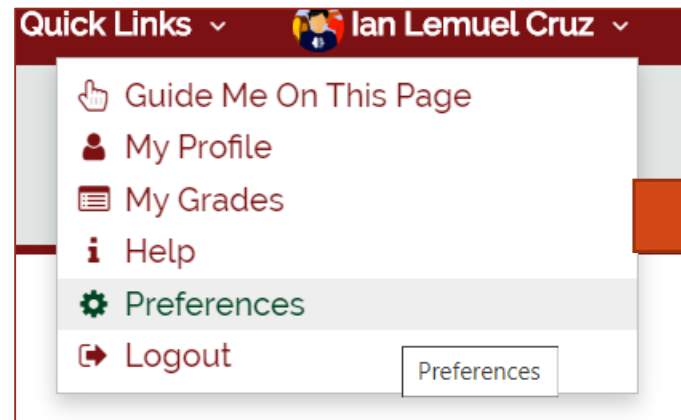


The diagram illustrates the steps to set email notifications in the UVLê system:

- Quick Links** menu: A dropdown menu showing options like Guide Me On This Page, My Profile, My Grades, Help, **Preferences** (highlighted with a green gear icon), and Logout.
- My Courses** header and **Preferences** page: The user is logged in as Ian Lemuel Cruz. The page shows the UVLê logo and a breadcrumb trail: Home > My Dashboard > Preferences. Under the **Preferences** section, the **Notification preferences** option is circled.
- Email** settings table: A table with columns for status (Online/Offline) and a gear icon (⚙) for settings. The gear icon is circled.
- Processor settings** form: A form titled "Email" with the following fields:
 - Email format: Pretty HTML format (dropdown)
 - Send email notifications to: (text input field)
 - Leave empty to send notifications to uvlecturer2@ilc.upd.edu.ph
 - Buttons: Save changes, Cancel

LINK ACCOUNT TO UP MAIL

- ❑ Click your name > preferences
- ❑ under other preferences and user account (others), click linked logins
- ❑ Click a link a new account (UP Mail Login)



Linked logins

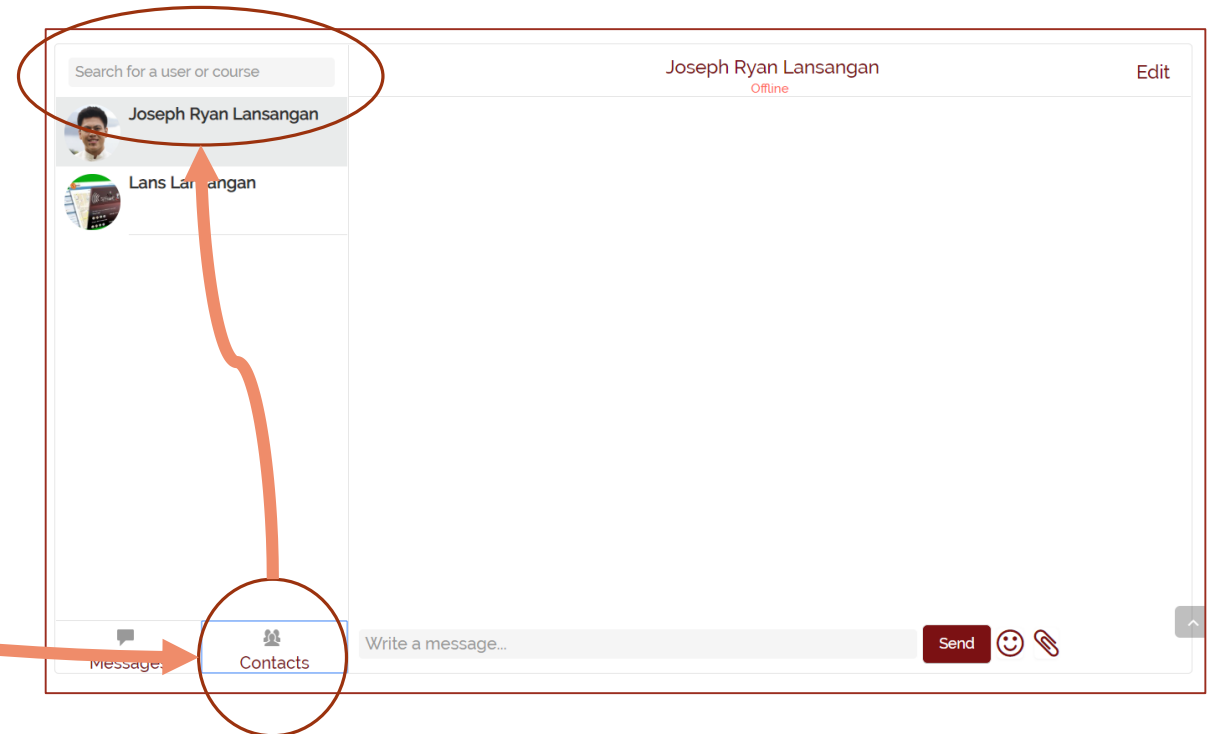
Help with linked logins

OAuth 2 Service External account Edit

Link a new account (UP Mail Login)

MESSAGING WITHIN UVLe

- ❑ Click “My Messages”. Then click “Contacts”
- ❑ Search the name of the user, click the name, and start the online chat!



NOTIFICATIONS

- ☐ By default, users (students/teachers) receive email notifications regarding **assignments**, **new uploads**, **announcements/ forums** (if subscribed), and **new messages**

Creating a Course Page

CREATING A COURSE PAGE

❑ Request a course page through the UVLe Integration feature in CRS. Please refer to dilc.info/coursecreation for the complete documentation.

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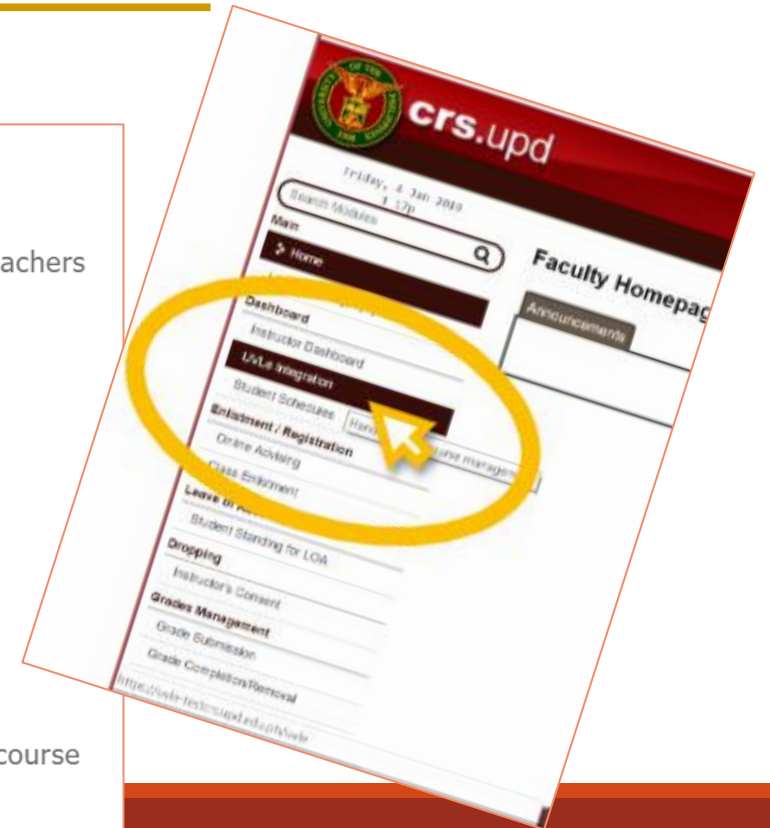
JAN 2019

CRS updates its UVLê Integration module

UP Diliman Teachers will now be able to access the UVLê integration module in CRS. This module allows teachers to do the following via/within CRS:

- ✓ Request an UVLê course page for their classes.
- ✓ Monitor the status of their course page request.
- ✓ Enroll students to an UVLê course page based on class list.
- ✓ Enroll students from multiple sections/class lists into a single UVLê course page.
- ✓ Upload class syllabus in CRS

With these new features, it is easier for teachers to request a course page, and to enroll students to their course page.




Setting Up a Course Page

DEFAULT COURSE PAGE

My Courses

6 2 Quick Links Ian Lemuel Cruz Administration

 **UVLe 101 (Ian Lemuel Cruz)**

★ UPGRADE to full Teacher features [Turn ON editing](#)

[Home](#) > [Courses](#) > [Administrative](#) > [ILC Diliman](#) > [Test Courses for ILC Trainings/Workshops](#) > [tc-01-2018](#)

Activities

[Assignments](#)
[Choices](#)
[Forums](#)

Search forums

[Go](#)
[Advanced search](#)

Announcements

Topic 1

Topic 2

Topic 3

Topic 4

Your progress

Latest announcements

[Add a new topic...](#)
[First Day of Classes](#)
24 Aug. 14:08 Ian Lemuel Cruz
[Older topics ...](#)

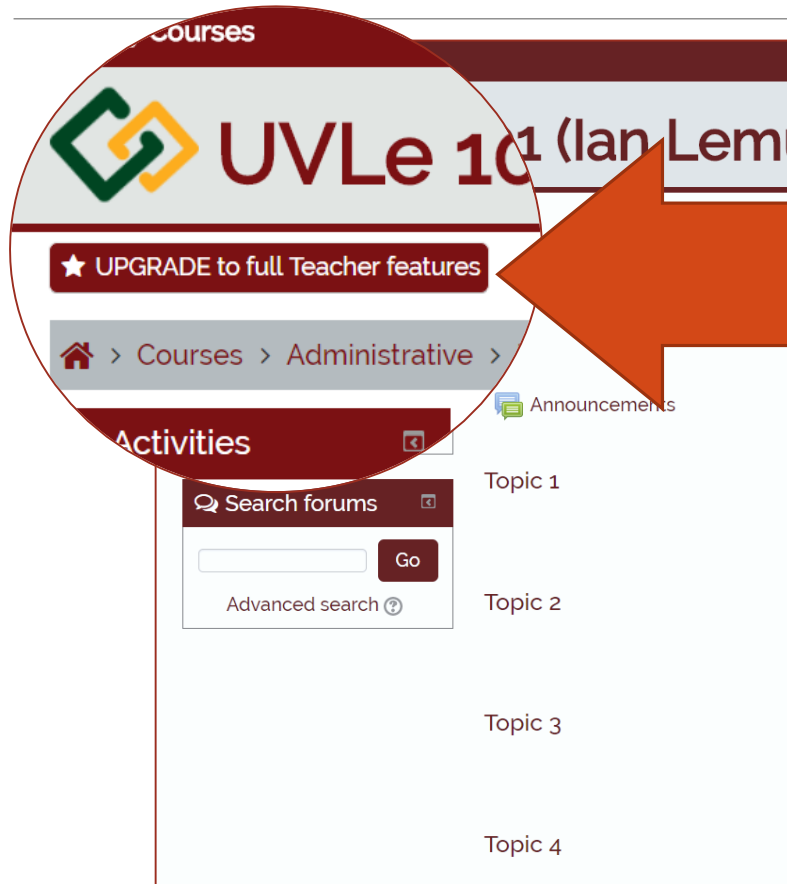
Upcoming events

[There are no upcoming events](#)
[Go to calendar...](#)

Recent activity

[Activity since Wednesday, 11 March 2020, 11:14 AM](#)

DEFAULT C



By default, teachers are assigned to a “basic teacher” role, which let teachers access the basic features of UVLe.

Basic features include: Sharing Files/ Webpages, Assignments, Forum, and Polls.

If you want to use other features like the Big Blue Button (Video Conference tool), Online Quizzes, etc.; click the **UPGRADE button**.

NOTE: THERE'S NO UNDO BUTTON. DO NOT UPGRADE, IF YOU'RE NOT READY. If you clicked the UPGRADE button and you want to return to a basic role, please send a ticket via Helpdesk.



UVLe 101 (Ian Lemuel Cruz)

★ UPGRADE to full Teacher

Home > Courses > Admin

ILC Trainings/Workshops > tc-01-2018

Activities

- Assignments
- Choices
- Forums

Search forums

Go

Advanced search

FORUM for
announcements.

Announcements

Topic 1

Topic 2

Topic 3

Topic 4

TOPIC SECTIONS AREA
*WHERE YOU PUT CONTENT (FILES) OR ACTIVITIES
(ASSIGNMENT OR QUIZZES)*

Click this button if you
want to edit the **topic
sections area.**

Turn ON editing

Latest announcements

Add a new topic...

First Day of Classes

24 Aug, 14:08 Ian Lemuel Cruz

Older topics ...

Upcoming events

There are no upcoming
events

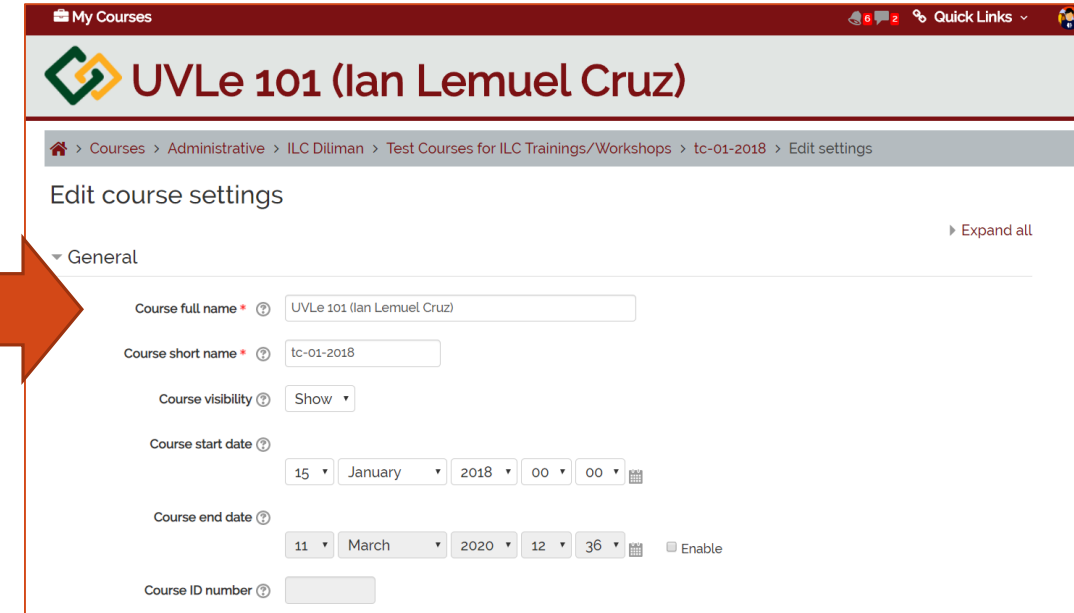
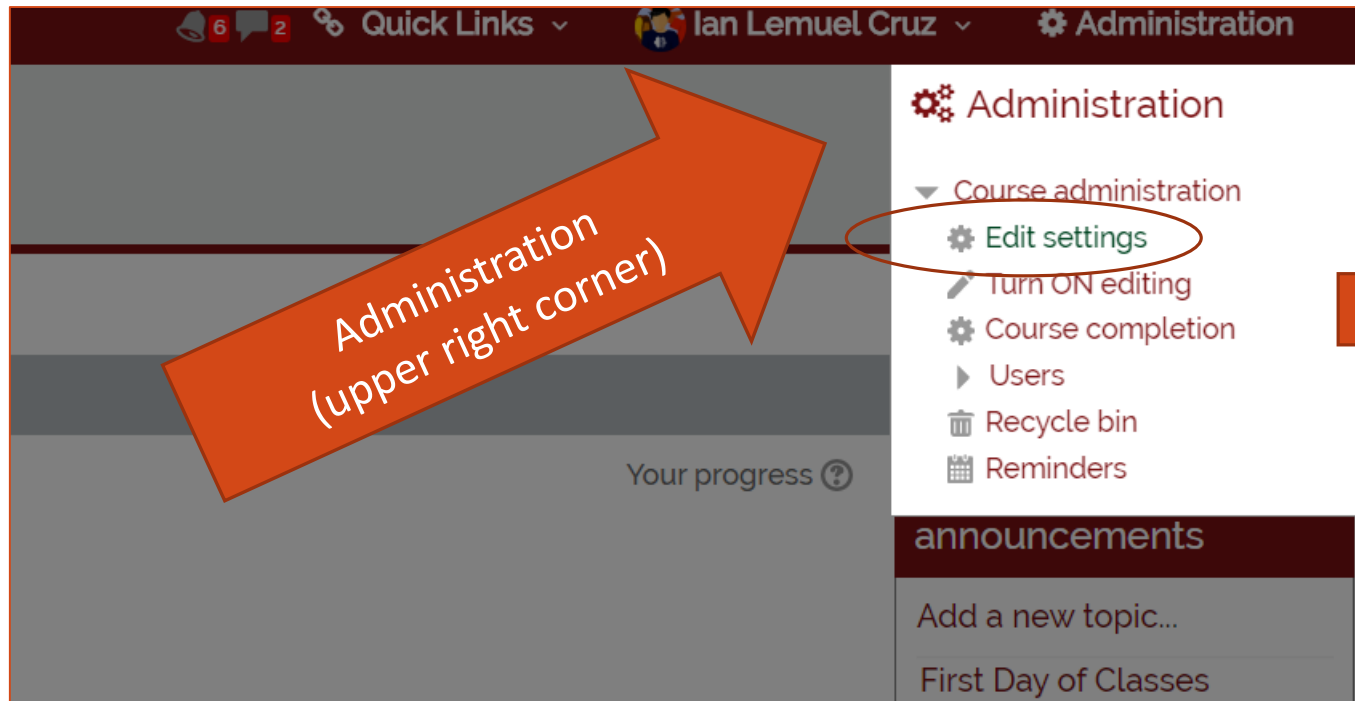
Go to calendar...

Recent activity

Activity since Wednesday,
11 March 2020, 11:14 AM

CHANGING THE LOOK/FORMAT

- ❑ Click Administration > Course Administration > Edit Settings
- ❑ Then, modify the settings. Don't forget to click save changes



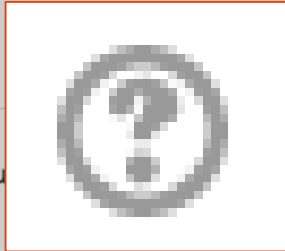


UVLe 101 (Ian Lemuel Cruz)

Home > Courses > Administrative > ILC Diliman > Test Courses for ILC Trainings/Workshops > tc-01-2018 > Edit settings

Edit course settings

General



Course short name *

Course visibility

Course start date

Course end date ☐ Enable

Course ID number

TIP:

Click this icon to view the description of a field/setting.



Cruz)

gs/Workshops > tc-01-2018 > Edit settings

There are different course formats. The default is the Topics format. The three commonly used course formats are Topics format, TabTopics format, and Weekly format.

▼ Course format

Format ?

- Topics format ▼
- Topics format
- TabTopics format**
- Weekly format
- Social format
- Single activity format

Hidden sections ?

completely invisible ▼

Course layout ?

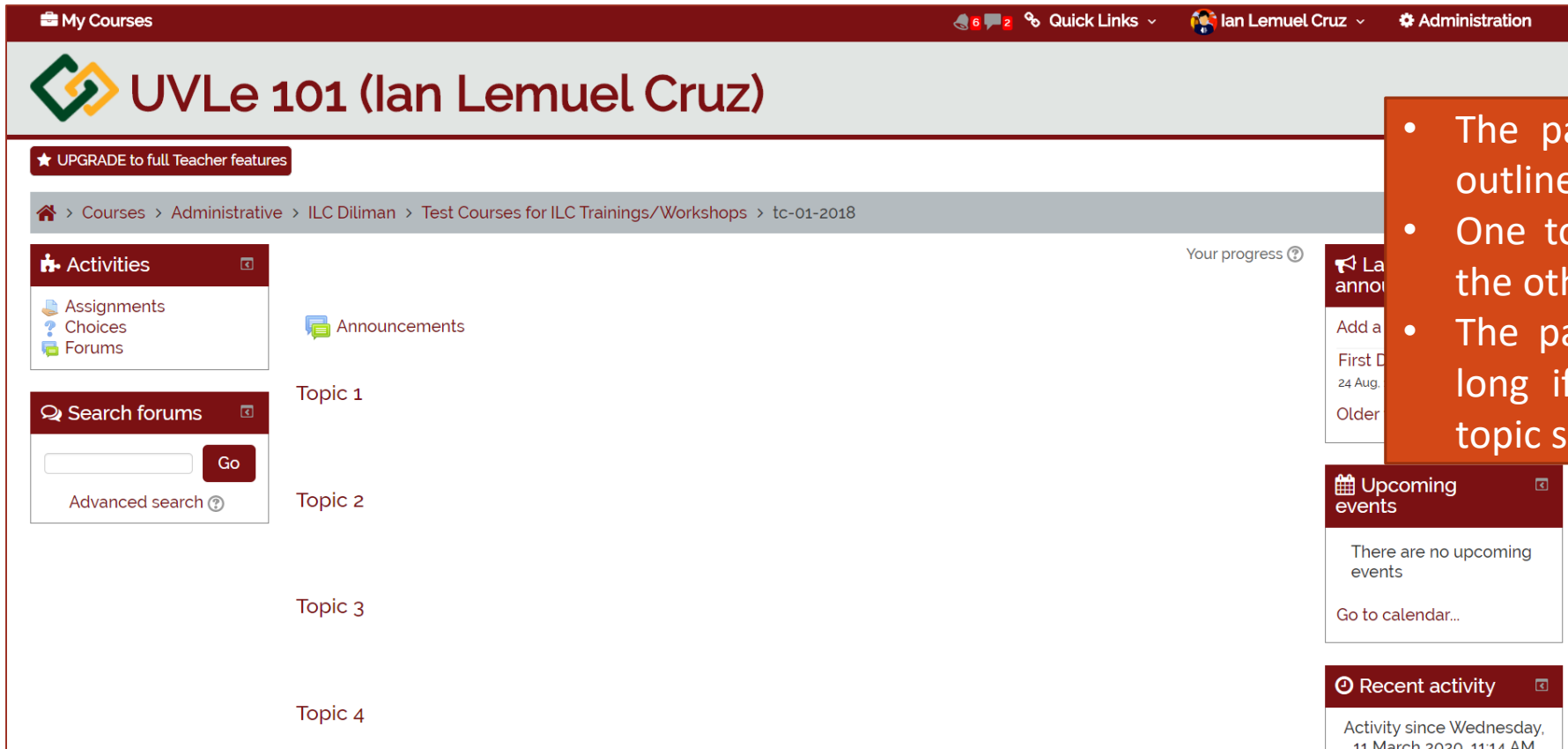
page ▼

Save and display

Cancel

Course ID number ?

Topics Format



The screenshot shows the UVLe 101 course page for Ian Lemuel Cruz. The page has a dark red header with navigation links: My Courses, Quick Links, Ian Lemuel Cruz, and Administration. Below the header, the course title "UVLe 101 (Ian Lemuel Cruz)" is displayed. A sidebar on the left contains "Activities" (Assignments, Choices, Forums) and a "Search forums" section. The main content area shows a list of topics: Topic 1, Topic 2, Topic 3, and Topic 4. A right sidebar contains "Your progress", "Upcoming events", and "Recent activity".

My Courses

Quick Links

Ian Lemuel Cruz

Administration

UVLe 101 (Ian Lemuel Cruz)

★ UPGRADE to full Teacher features

Home > Courses > Administrative > ILC Diliman > Test Courses for ILC Trainings/Workshops > tc-01-2018

Activities

- Assignments
- Choices
- Forums

Search forums

Go

Advanced search

Announcements

Topic 1

Topic 2

Topic 3

Topic 4

Your progress

Upcoming events

There are no upcoming events

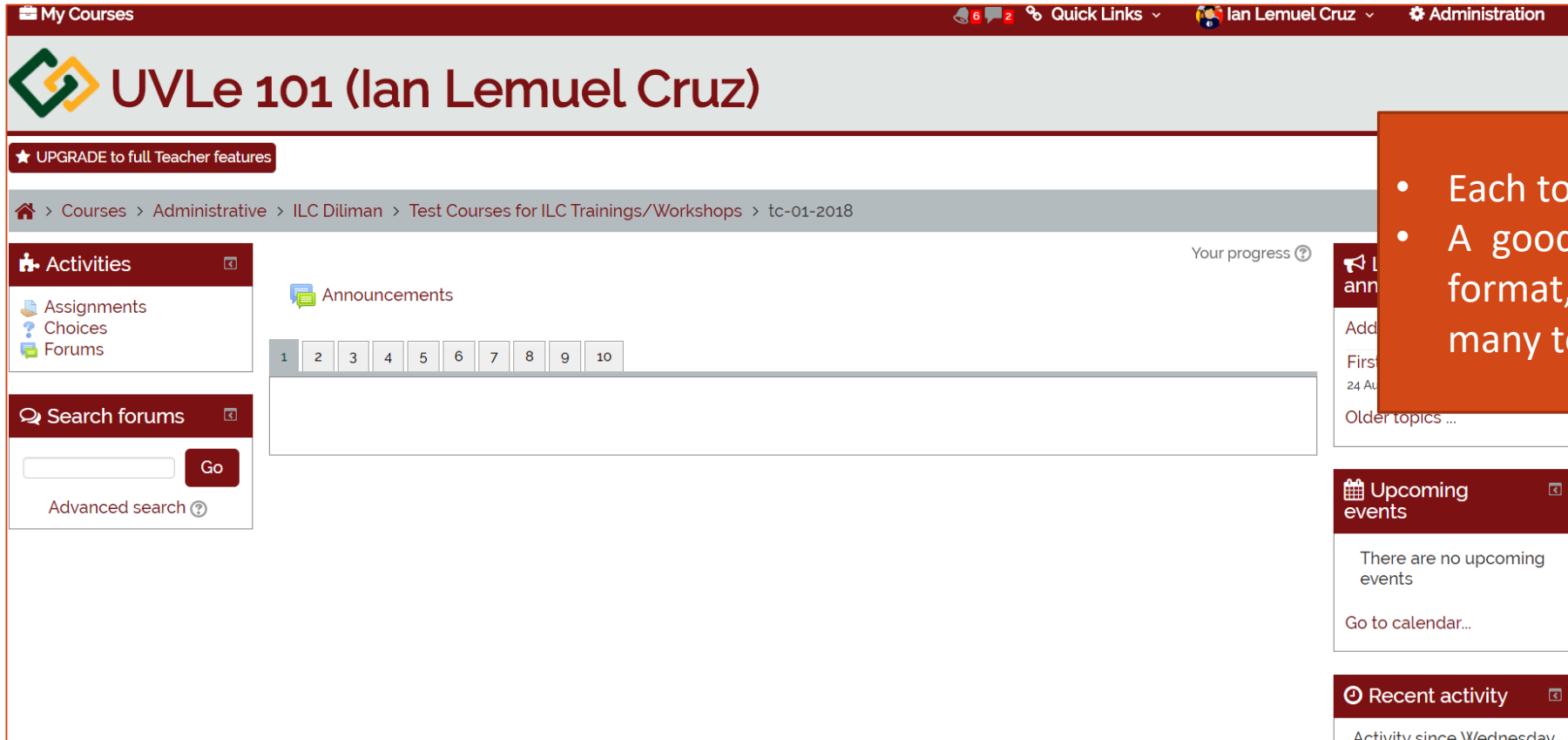
Go to calendar...

Recent activity

Activity since Wednesday, 11 March 2020, 11:14 AM

- The page looks like a topic outline.
- One topic section on top of the other.
- The page may become very long if there are too many topic sections.

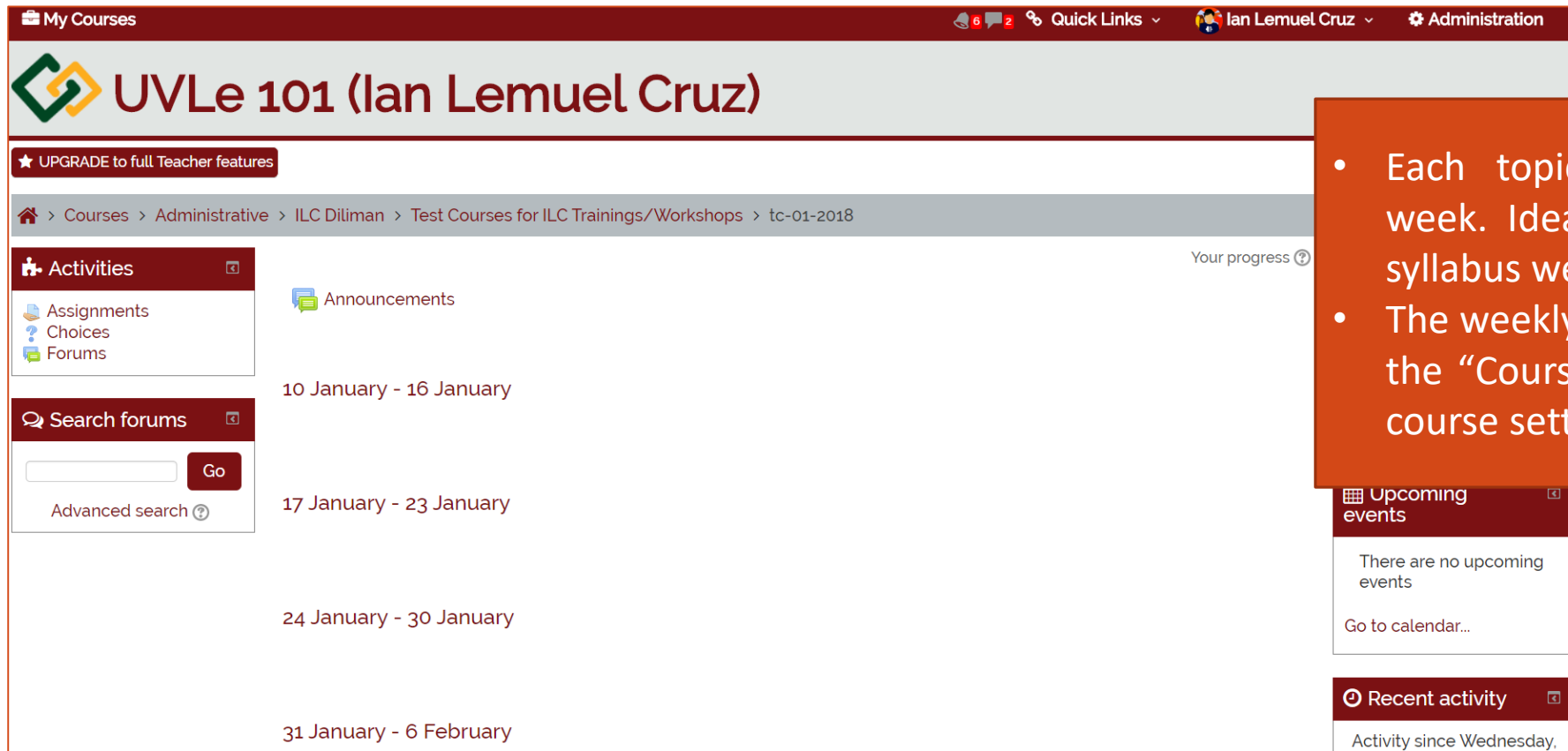
TabTopics Format



The screenshot displays the UVLe 101 course page for Ian Lemuel Cruz. The interface includes a top navigation bar with 'My Courses', 'Quick Links', and user information. The course title 'UVLe 101 (Ian Lemuel Cruz)' is prominently displayed. Below the title, there is a 'UPGRADE to full Teacher features' button and a breadcrumb trail: 'Home > Courses > Administrative > ILC Diliman > Test Courses for ILC Trainings/Workshops > tc-01-2018'. The main content area is divided into sections: 'Activities' (Assignments, Choices, Forums), 'Search forums', 'Announcements', and 'Your progress'. The 'Announcements' section shows a list of 10 topics, with the first topic selected. The 'Your progress' section shows a progress bar. The right sidebar contains 'Upcoming events' (no events) and 'Recent activity' (activity since Wednesday).

- Each topic section has a tab.
- A good alternative to topics format, when there are too many topics.

Weekly Format



My Courses

Quick Links

Ian Lemuel Cruz

Administration

UVLe 101 (Ian Lemuel Cruz)

★ UPGRADE to full Teacher features

Home > Courses > Administrative > ILC Diliman > Test Courses for ILC Trainings/Workshops > tc-01-2018

Your progress ?

Activities

- Assignments
- Choices
- Forums

Search forums

Go

Advanced search ?

Announcements

10 January - 16 January

17 January - 23 January

24 January - 30 January

31 January - 6 February

Upcoming events

There are no upcoming events

Go to calendar...

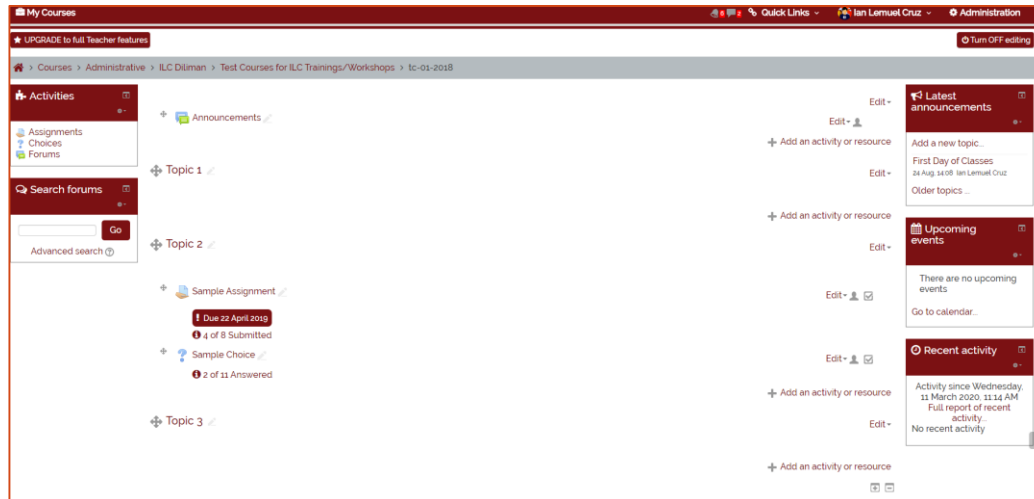
Recent activity

Activity since Wednesday.

- Each topic section represents a week. Ideal, if you structure your syllabus weekly.
- The weekly sections are sensitive to the “Course Start Date” (check the course settings)

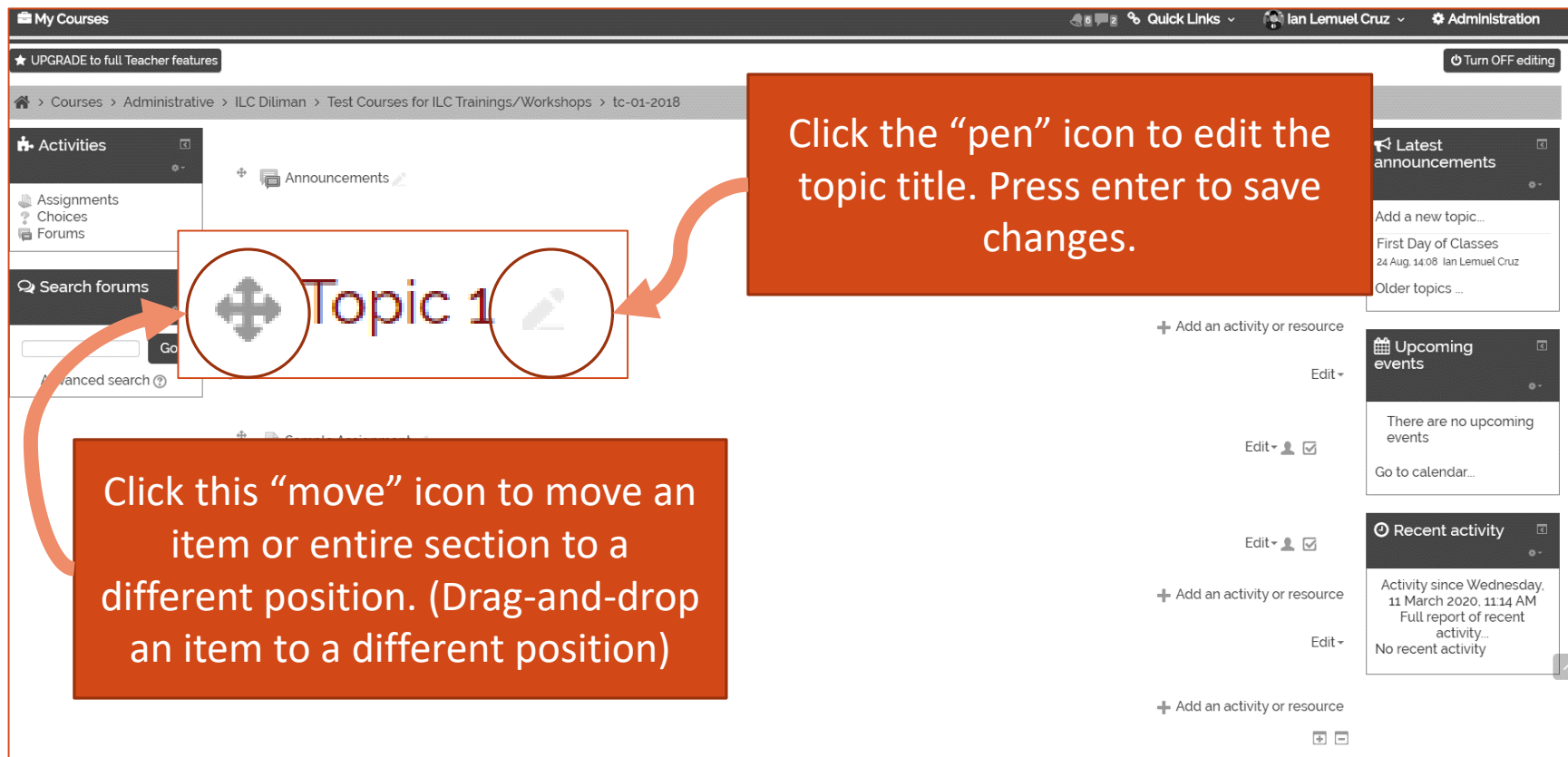
Editing Topic Sections

❑ Click “Turn ON editing”



Editing Topic Sections

❑ Click “Turn ON editing” > Edit the topic section



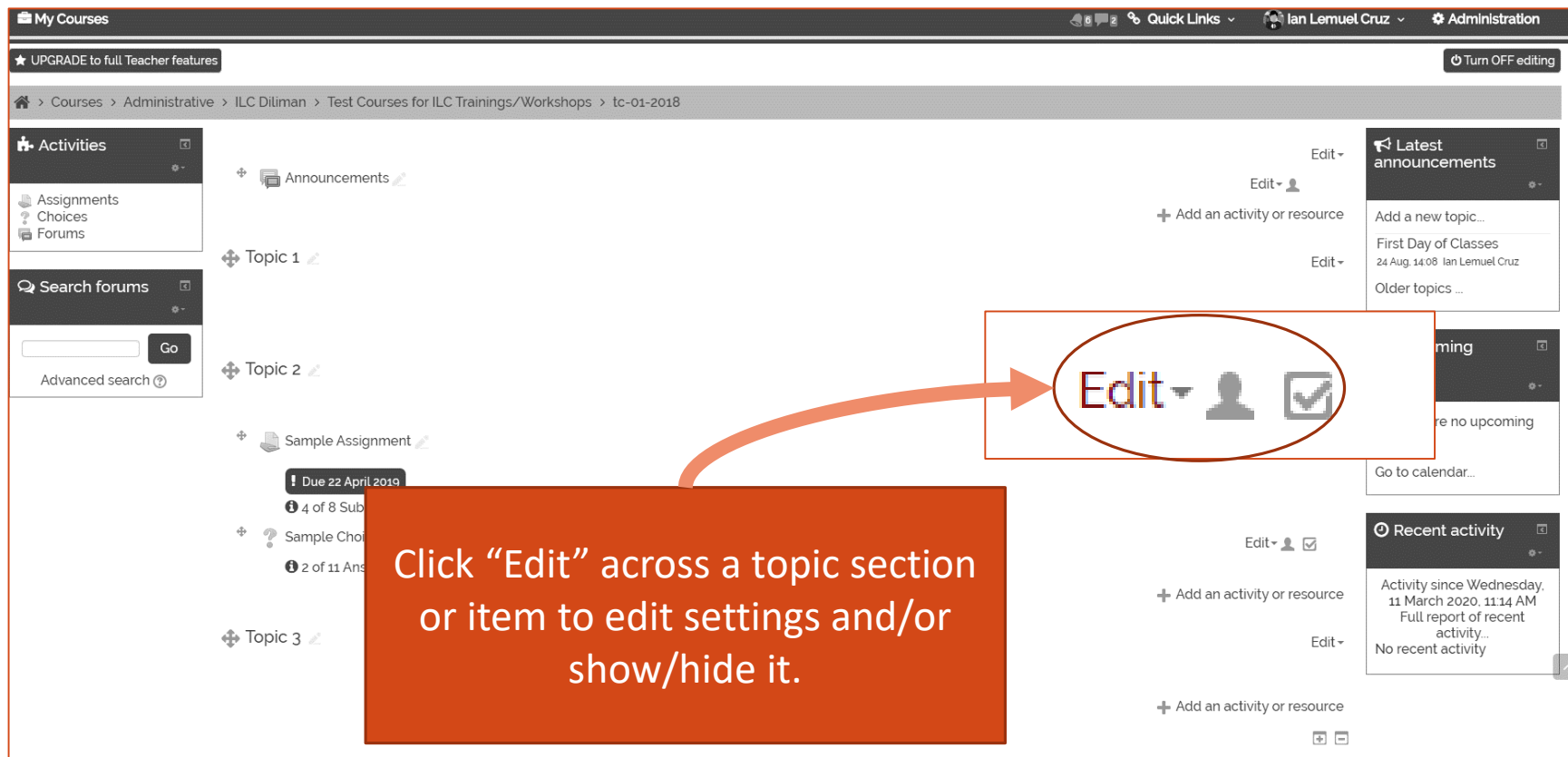
The screenshot shows the ILC Diliman course interface. The top navigation bar includes 'My Courses', 'Quick Links', 'Ian Lemuel Cruz', and 'Administration'. A banner at the top says '★ UPGRADE to full Teacher features'. The main content area shows a breadcrumb trail: 'Courses > Administrative > ILC Diliman > Test Courses for ILC Trainings/Workshops > tc-01-2018'. On the left, there's a sidebar with 'Activities' (Assignments, Choices, Forums) and 'Search forums'. The main content area displays 'Topic 1' with a 'move' icon (a square with a cross) and an 'edit' icon (a pen). Two orange callout boxes provide instructions: one points to the 'move' icon, stating 'Click this “move” icon to move an item or entire section to a different position. (Drag-and-drop an item to a different position)', and the other points to the 'edit' icon, stating 'Click the “pen” icon to edit the topic title. Press enter to save changes.' On the right, there's a 'Turn OFF editing' button and sections for 'Latest announcements', 'Upcoming events', and 'Recent activity'.

Click the “pen” icon to edit the topic title. Press enter to save changes.

Click this “move” icon to move an item or entire section to a different position. (Drag-and-drop an item to a different position)

Editing Topic Sections

 Click “Turn ON editing” > Edit the topic section



My Courses

UPGRADE to full Teacher features

Turn OFF editing

Courses > Administrative > ILC Diliman > Test Courses for ILC Trainings/Workshops > tc-01-2018

Activities

- Announcements
- Assignments
- Choices
- Forums

Search forums

Go

Advanced search

Topic 1

Topic 2

Topic 3

Sample Assignment

Due 22 April 2019

4 of 8 Sub

Sample Cho

2 of 11 Ans

Edit

Click “Edit” across a topic section or item to edit settings and/or show/hide it.

Latest announcements

Add a new topic...

First Day of Classes

24 Aug. 14:08 Ian Lemuel Cruz

Older topics ...

Recent activity

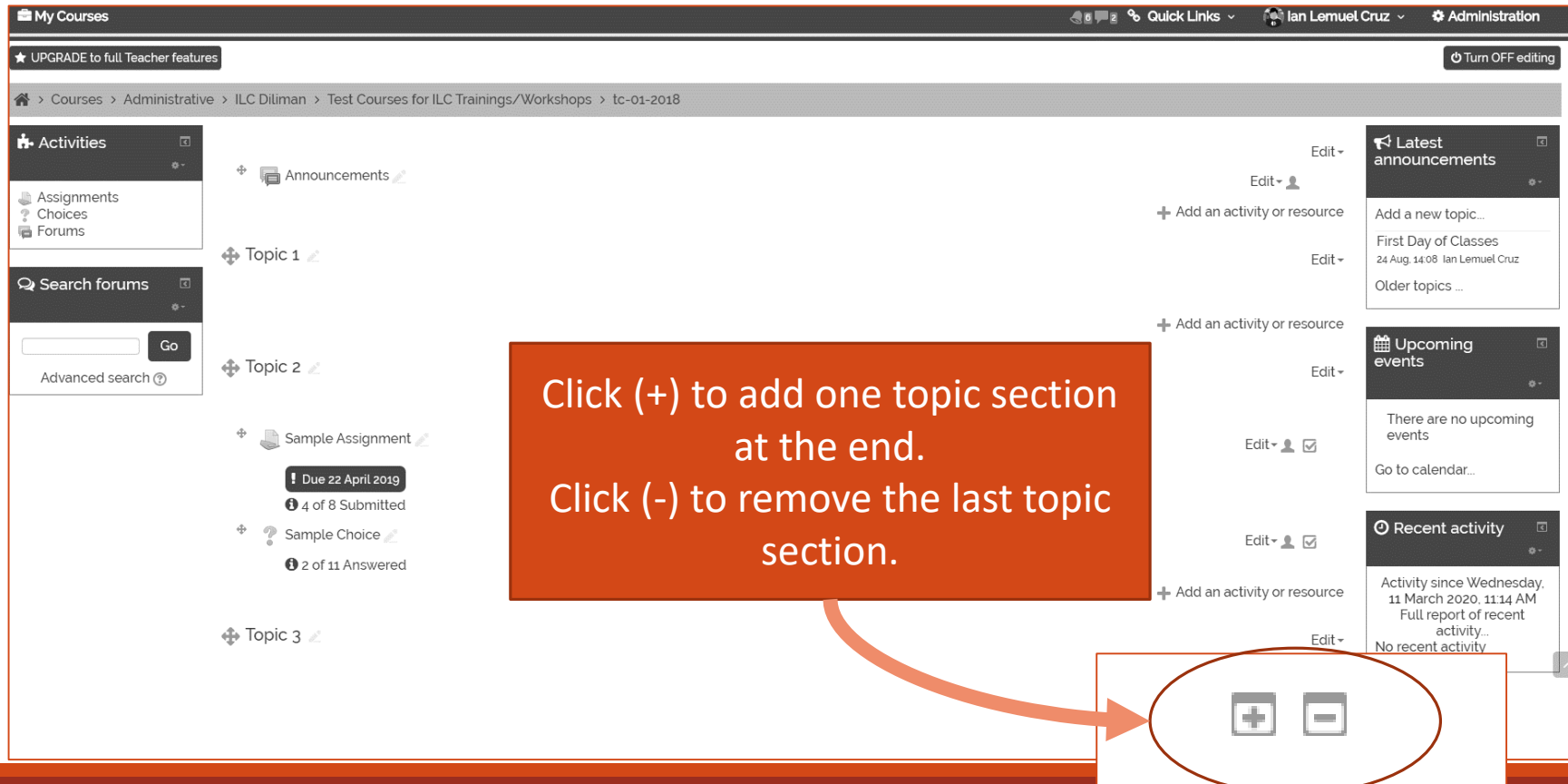
Activity since Wednesday, 11 March 2020, 11:14 AM

Full report of recent activity...

No recent activity

Editing Topic Sections

 Click “Turn ON editing” > Edit the topic section

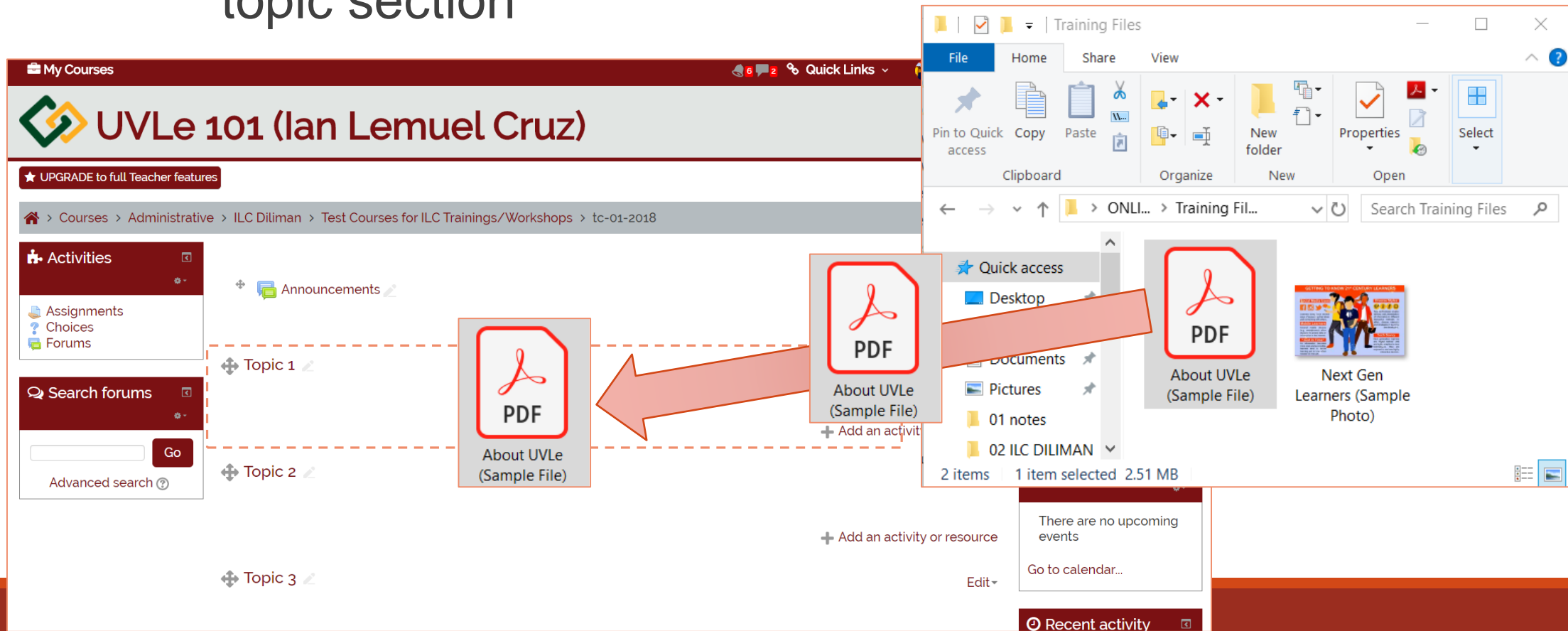


Click (+) to add one topic section at the end.
Click (-) to remove the last topic section.

Uploading Files

UPLOADING FILES

❑ Click “Turn ON editing” > Drag-and-drop the file to the topic section

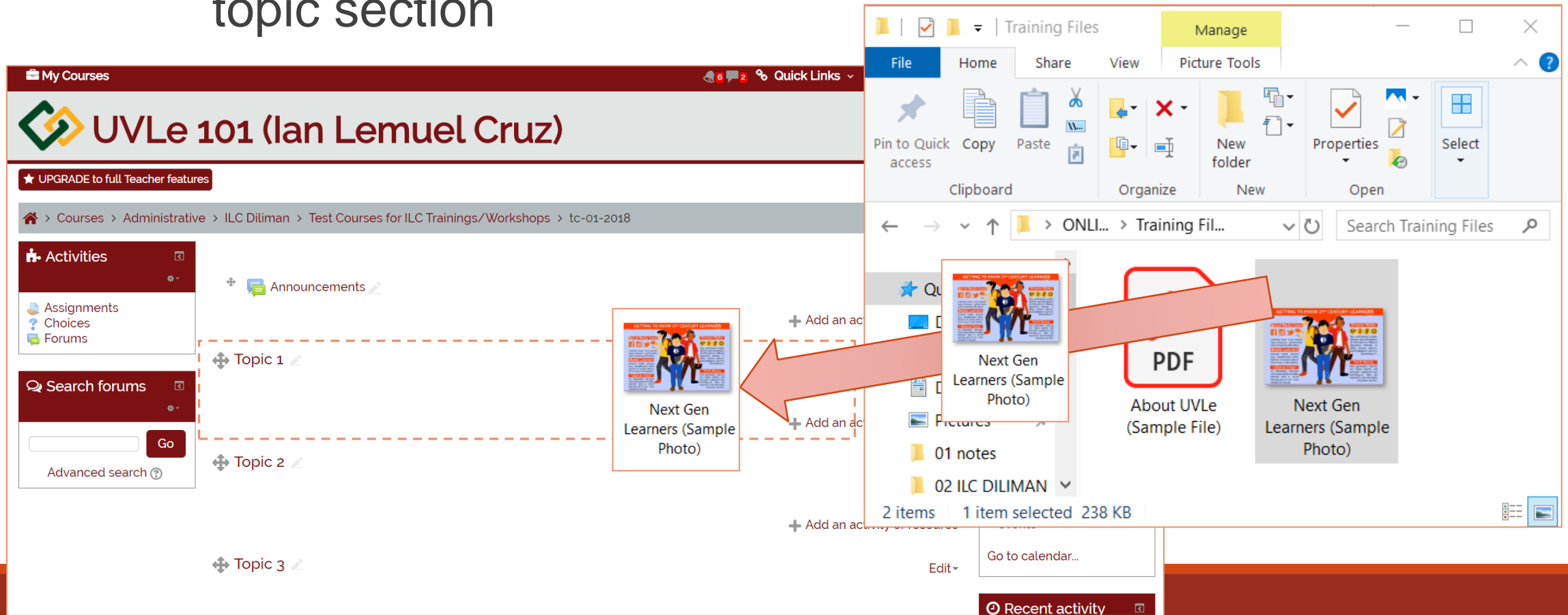


The screenshot illustrates the process of uploading a file to the UVLe 101 platform. The interface is divided into several sections:

- Header:** "My Courses" with a "Quick Links" dropdown.
- Breadcrumb:** "Courses > Administrative > ILC Diliman > Test Courses for ILC Trainings/Workshops > tc-01-2018".
- Left Sidebar:** Contains "Activities" (Assignments, Choices, Forums), "Search forums", and "Advanced search".
- Main Content Area:** Displays "Topic 1", "Topic 2", and "Topic 3". A red dashed box highlights the "Topic 1" section, which contains an "Announcements" icon and a "PDF" icon labeled "About UVLe (Sample File)".
- File Explorer:** A Windows File Explorer window titled "Training Files" is open, showing a folder named "ONLI... > Training Fil...". It contains a "PDF" icon labeled "About UVLe (Sample File)" and a "Next Gen Learners (Sample Photo)". A red arrow points from the "About UVLe (Sample File)" icon in the File Explorer to the "About UVLe (Sample File)" icon in the Topic 1 section.
- Bottom Bar:** Includes a "Recent activity" section with a "Go to calendar..." link.

UPLOADING MEDIA FILES (e.g. image/video)

❑ Click “Turn ON editing” > Drag-and-drop the file to the topic section



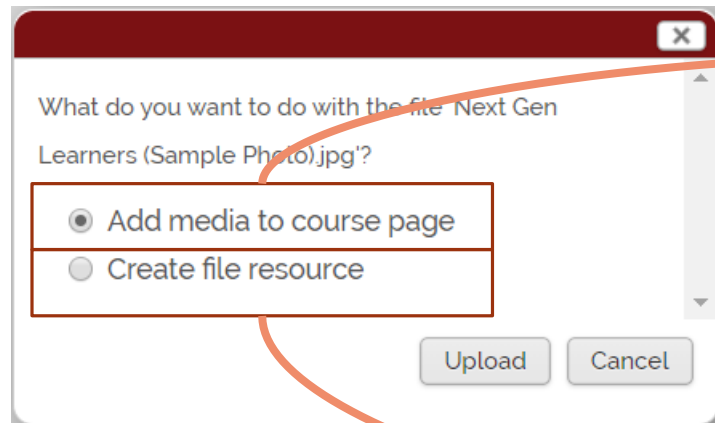
The screenshot illustrates the process of uploading a media file to a course topic. On the left, the course interface for 'UVLe 101 (Ian Lemuel Cruz)' is shown. The 'Activities' sidebar includes 'Announcements', 'Topic 1', 'Topic 2', and 'Topic 3'. A dashed orange box highlights 'Topic 1'. In the center, a file explorer window titled 'Training Files' is open, displaying a folder named 'ONLI...'. Inside this folder, three items are visible: 'Next Gen Learners (Sample Photo)', 'About UVLe (Sample File)', and another 'Next Gen Learners (Sample Photo)'. A red arrow points from the first 'Next Gen Learners (Sample Photo)' file in the explorer to the 'Topic 1' section in the course interface. The file explorer's toolbar includes options like 'Pin to Quick access', 'Copy', 'Paste', 'New folder', 'Properties', 'Open', and 'Select'. The bottom of the interface shows a 'Recent activity' section.

UPLOADING MEDIA FILES (e.g. image/video)

❑ Click “Turn ON editing” > Drag-and-drop the file to the topic section

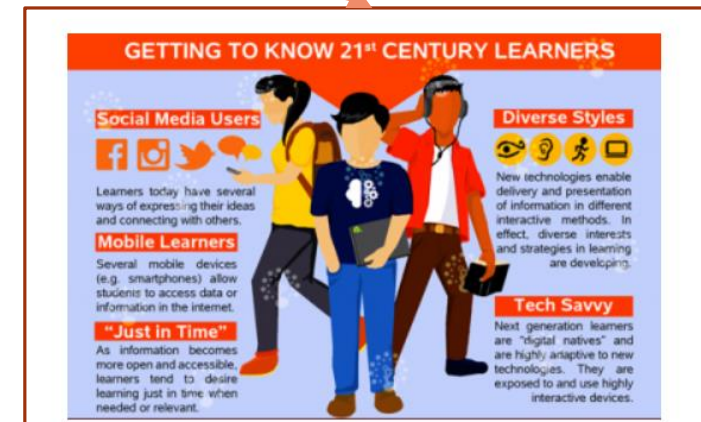
❑ Next, choose between the two options:

Upload as a viewable/
playable media embedded
in the course page



Topic 1

Upload as a
downloadable
file resource



 Next Gen Learners (Sample Photo) 238.6KB Image (JPEG) Uploaded 11/03/20, 13:33