

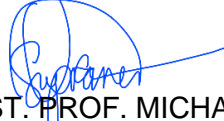


Interactive Learning Center

University of the Philippines
Diliman, Quezon City



MEMORANDUM NO. ILCD-MVS 20-1


FROM : ASST. PROF. MICHAEL VAN B. SUPRANES
Officer in Charge
Interactive Learning Center Diliman

SUBJECT: A Guide on Tools for Conducting Classes Online

DATE: 10 March 2020

In view of Memo OVCAA-ECA 20-580 dated 10 March 2020, the ILC Diliman is providing the following guidance related to the **University Virtual Learning Environment (UVLê)** and other education technologies.

UVLê is a learning management system with complete features from sharing simple files to conducting online quizzes, assignment submission, and other activities. It is managed by ILC Diliman and is mainly offered to UP Diliman faculty and students.

Some basic information about UVLê to get you started:

- You can access UVLê by visiting uvle.upd.edu.ph. Use your UP DilNet username and password to log in.
- “Online classrooms” in UVLê are called “Course Pages”. A course page for a class can be created through the UVLê integration feature in CRS. You may visit dilc.info/coursecreation for more details. The UVLê integration feature allows teachers to sync the CRS class list with the course page student list.
- Videos on how to use basic features in UVLê are available in ILC Diliman’s Youtube channel. Visit the channel via this link: dilc.info/uvlevideos
- Students may access the course page through any smart device. UVLê is mobile responsive. In addition, most contents are accessible through **Moodle Mobile** (a mobile application for any Moodle site). Moodle Mobile has an offline feature which allows students to download a resource and access it offline next time. More details are provided in this link: dilc.info/moodlemobile
- For questions and/or support, you may contact ILC Diliman via the Helpdesk <https://helpdesk.ilc.upd.edu.ph/>

Some recommendations when using UVLê:

- To keep the site traffic manageable, we are strongly recommending the faculty to advise their students to visit the course page during the official class schedule. That way, traffic is spread throughout the day.

- Teachers are not recommended to do live video conferencing in UVLê. Although UVLê has a video conferencing tool, ILC Diliman’s system may not be able to handle too many video conferences at the same time. Moreover, students without stable internet access may find it difficult to enter the online conference. Alternatively, we recommend teachers to record their lectures in several short videos, which they can then share as contents in their course page. Teachers may also consider video conferencing outside UVLê.
- The file size upload limit in UVLê is **50 MB per file**. However, there is no limit in the number of contents (e.g., file resources) within a course page. If a file is needed as a resource but it exceeds the 50 MB limit, we suggest that the file be uploaded in a file sharing site (e.g. Google drive or Microsoft Dropbox). And for students to access the site within your course page, simply provide a link to the site via a URL resource.

As an alternative to UVLê, teachers may also consider the following platforms:

- **Google Apps for Education** – our UP Mail (@up.edu.ph) accounts has access to Google Classroom and Google Hangouts Meet (or Google Meet). Google Classroom has features for file sharing, assignment, online quiz, and forum. Google Meet is a video conferencing tool. Please note that Google Meet does not record the online meeting. You may want to supplement Google Meet with a screen recorder (see this webpage for some tips on recording your screen: <https://www.techradar.com/how-to/record-your-screen>).
- **Facebook Groups and Facebook Live** may be convenient for teachers.
- **Microsoft Teams** is a communication and collaboration platform for video meetings, group chat, and file storage. Teams comes with your Office 365 subscription (with your UP mail account) or is currently free (if you don’t have Office 365 subscription yet). Quick tour about Teams may be accessed via <https://aka.ms/TeamsEDUQuickGuide>.
- **Other learning management systems** such as Edmodo, a free and open learning management system (<https://new.edmodo.com/?go2url=%2Fhome>). It has similar basic features as UVLê.

If you are looking for a tool that can be used to video record your Powerpoint or Keynote presentation, computer screen, and/or discussion via webcam, you may check the following applications and software packages:

Supplementary Tools	Description	How to links or website
Xbox Game Bar	It has a screencasting feature and is available in Windows 10.	https://tinyurl.com/wgx44zk
Quicktime Player or equivalent	For Mac users.	https://www.cnet.com/how-to/record-your-computers-screen-with-audio-on-a-mac/
Screencast-O-matic	Free version is sufficient for most lectures.	https://screencast-o-matic.com/screen-recorder

MS Powerpoint	You can record your presentation.	https://tinyurl.com/vkp6bbm
	You can save ppt as MPG (video file).	https://tinyurl.com/tz96ur7
Open Broadcasting Software (OBS)	It's a free and open source software for video recording and live streaming.	https://obsproject.com/

ILC Diliman will be posting guides and “how-to” instructions in the website (ilc.upd.edu.ph).

If you have questions related to UVLê or BBB, please inquire via ILC Diliman Helpdesk (helpdesk.ilc.upd.edu.ph). If you have inquiry regarding DiINet, please direct your inquiry to UP Computer Center or UPCC (email helpdesk@upd.edu.ph). If you have questions related to your UP Mail account or the G Suite, kindly direct your inquiry to UP Information Technology Development Center or ITDC (email helpdesk@up.edu.ph) or to UPCC.