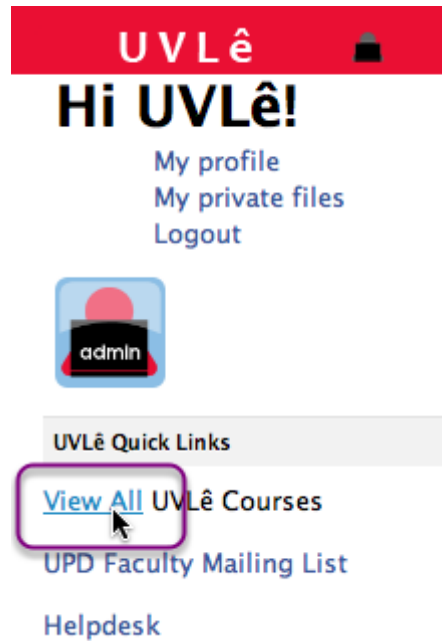


How to create a course (for course creators only)

This details how to create a course.

Step 1. View course category



From your home page click **View All** UVLe Courses

Step 2. Select category



Choose a category type

Step 3. Select a sub category

College of Engineering

Search courses:

Course categories: College of Engineering

1

Click the up-down arrow next to 1) Course category

ring

Course categories ✓

MISSION

Engineers and o
education should
Being the primary
Engineering to p
of profession

- College of Arts and Letters / Institute of Creative Writing
- College of Arts and Letters / New Media Lab
- College of Business Administration
- College of Engineering
- College of Engineering / Tutorials
- College of Engineering / Department of Chemical Engineering
- College of Engineering / Department of Computer Science
- College of Engineering / Department of Geodetic Engineering
- College of Engineering / Department of Mining, Metallurgical and Materials Engineering
- College of Engineering / Electrical and Electronics Engineering Institute
- College of Engineering / Engineering Science Department
- College of Engineering / Industrial Engineering & Operations Research
- College of Engineering / Institute of Civil Engineering

Search Courses: Go

2

2) choose a sub-category

Step 4. Create a course

Re-sort courses by name

Add a new course

Search courses: Go

click Add a new course at the bottom of the page

Step 5. Enter course name

Edit course settings

General

Category ? College of Engineering / Department of Chemical Engineering

Course full name* ? EM 146 : Rock Mechanics & Excavation Practice 1

Course short name* ? EM 146 2

Course ID number ?

Course summary ?

Font family Font size Paragraph

B *I* U ABC x₂ x² [List] [Align] [Image] [Table] [Link] [Unlink] [Media] [Code] [HTML] [ABCD]

Path: p

1) Enter course full name 2) enter course short name. Enter all other information pertinent to the course. All texts in red are required fields.

Step 6. Save changes

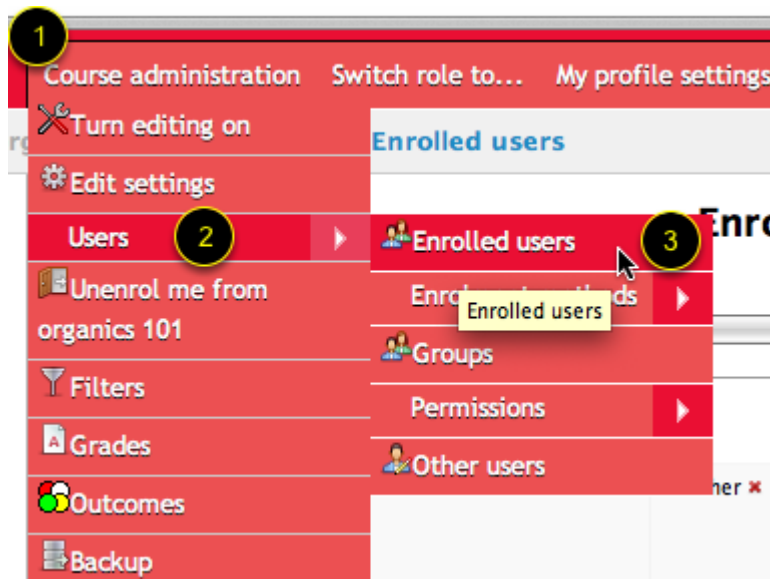
Your word for OJT Role

Save changes Cancel

University Virtual Learning Environment 2.2 © 2008-2012

Click save changes at the bottom of the page

Step 7. Enrol users



1) Click course administration 2) Users 3) Enrolled users



4) click Enrol uses

Step 8. Assign roles

Enrolled users

The screenshot shows a 'Enrol users' dialog box. At the top, there is a dropdown menu for 'Assign roles' currently set to 'Teacher', with a callout '1' pointing to it. Below this is a section titled 'Enrolment options' which states '5 users found'. A list of five users is displayed, each with a profile picture, name, and email address. To the right of each user entry is an 'Enrol' button, with a callout '3' pointing to the first one. At the bottom of the dialog, there is a search bar containing the text 'Macalalad', with a callout '2' pointing to it. Below the search bar is a button labeled 'Finish enrolling users', with a callout '4' pointing to it.

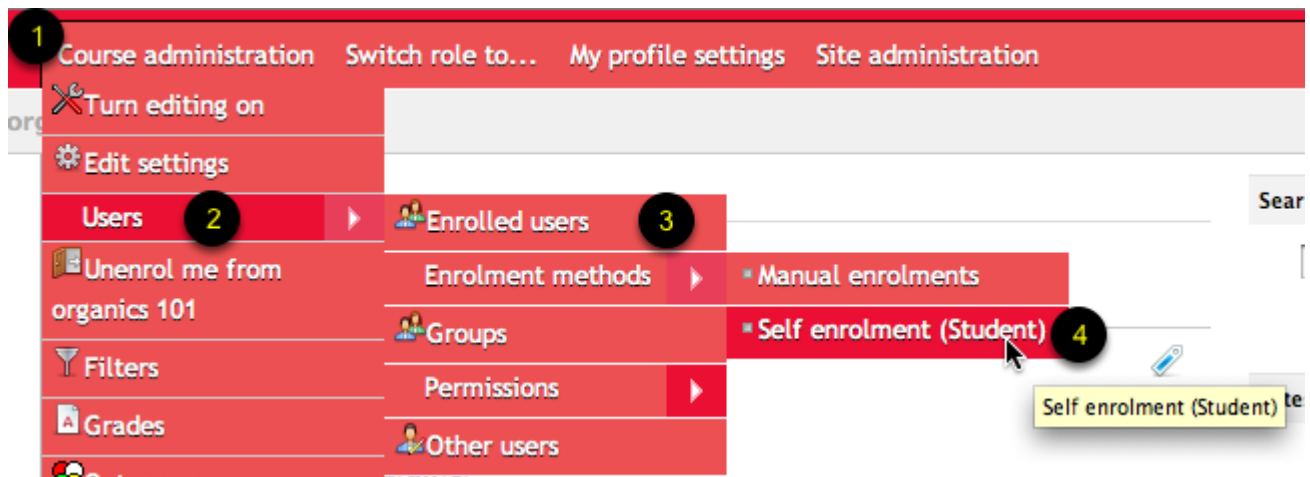
	Assign roles	Enrolment options
5 users found		
1	Jastinne Cesar Macalalad jsmacalalad1@up.edu.ph	Enrol
2	Aireen Keith Macalalad aksmacalalad@yahoo.com.ph	Enrol
3	Renald Jorelle Macalalad jmac_ren@yahoo.com	Enrol
4	Cresta Amor Macalalad cresta_89@yahoo.com	Enrol
5	Mark Andrian Macalalad mbmacalalad@up.edu.ph	Enrol

Search: Macalalad

Finish enrolling users

1) click the up-down arrow next to Assign roles 2) next to search box, enter the users name and hit *enter* key on your keyboard 3) click *Enrol* next to users name 4) click *Finish enrolling users* when done

Step 9. Assign /change enrolment key



Self enrolment

Custom instance name

Allow self enrolments

Enrolment key ☒ Unmask

Use group enrolment keys

Default assigned role

Under *Self enrolment* section, check *Unmask* and enter your enrolment key next to it.

Step 10. Save changes

Don't forget to click *save changes* at the bottom of the page.