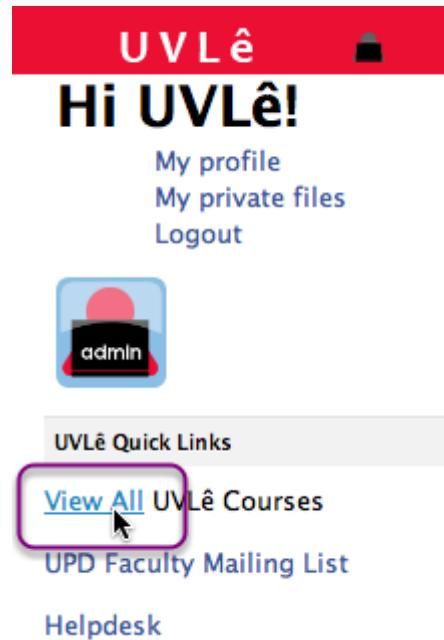


How to create a course (for course creators only)

This details how to create a course.

Step 1. View course category



UVLe

Hi UVLe!

My profile
My private files
Logout

admin

UVLe Quick Links

[View All](#) UVLe Courses

UPD Faculty Mailing List
Helpdesk

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

Step 2. Select category

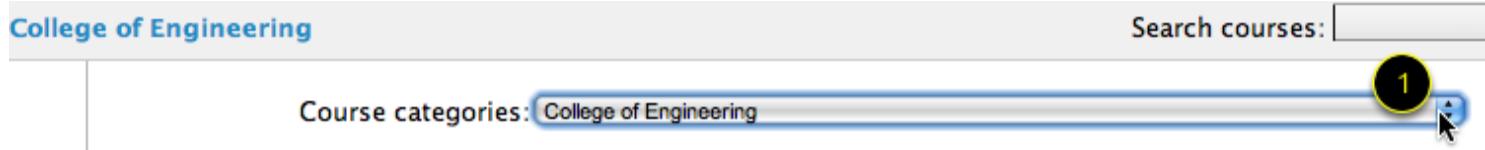


Course categories

- [UP DILC \(40\)](#)
- [Mailing Lists \(14\)](#)
- [Asian Institute of Tourism \(10\)](#)
- [College of Architecture \(11\)](#)
- [College of Arts and Letters](#)
- [College of Business Administration \(20\)](#)
- [College of Engineering](#)
- [College of Fine Arts](#)
- [College of Home Economics \(1\)](#)

Choose a category type

Step 3. Select a sub category



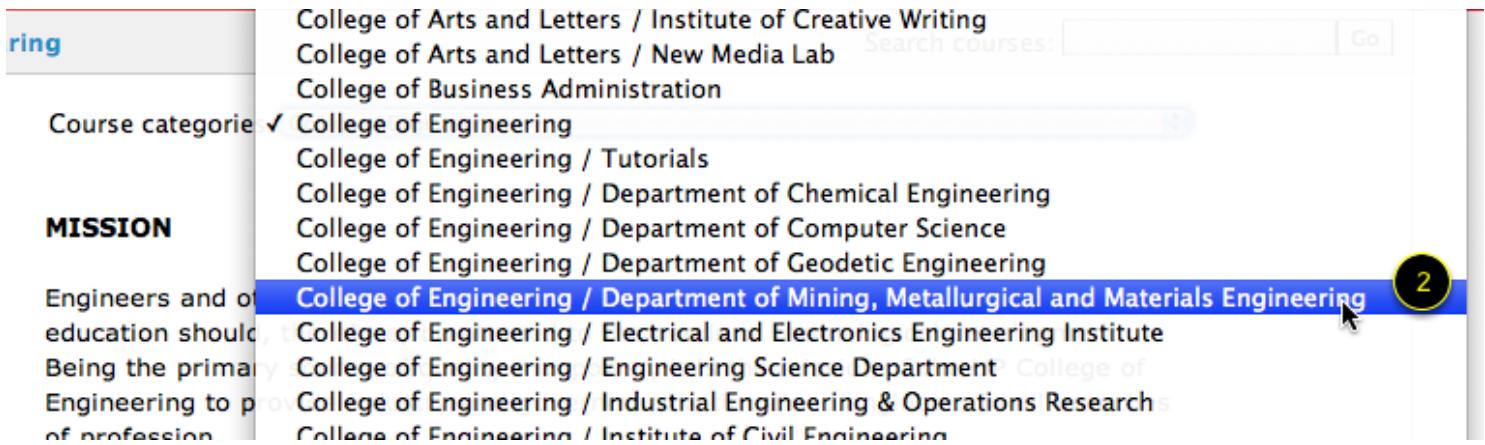
College of Engineering

Search courses:

Course categories: College of Engineering

1

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



ring

College of Arts and Letters / Institute of Creative Writing

College of Arts and Letters / New Media Lab

College of Business Administration

Course categories ✓ 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

MISSION

College of Engineering / Department of Mining, Metallurgical and Materials Engineering

Engineers and other professionals in the field of engineering should be educated to be able to:

Being the primary source of engineering to provide the country with qualified professionals

College of Engineering / Electrical and Electronics Engineering Institute

College of Engineering / Engineering Science Department

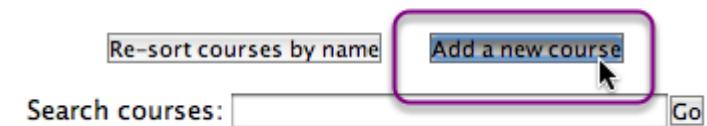
College of Engineering / Industrial Engineering & Operations Research

College of Engineering / Institute of Civil Engineering

2

2) choose a sub-category

Step 4. Create a course



Re-sort courses by name

Add a new course

Search courses:

Go

1

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 ?



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

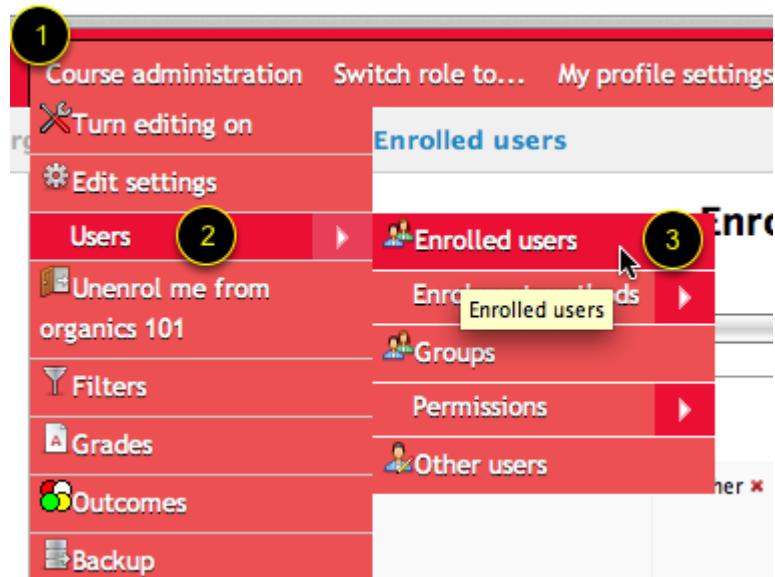
YOUR WORD FOR THIS NOTE



University Virtual Learning Environment 2.2 © 2008-2012

Click save changes at the bottom of the page

Step 7. Enrol users



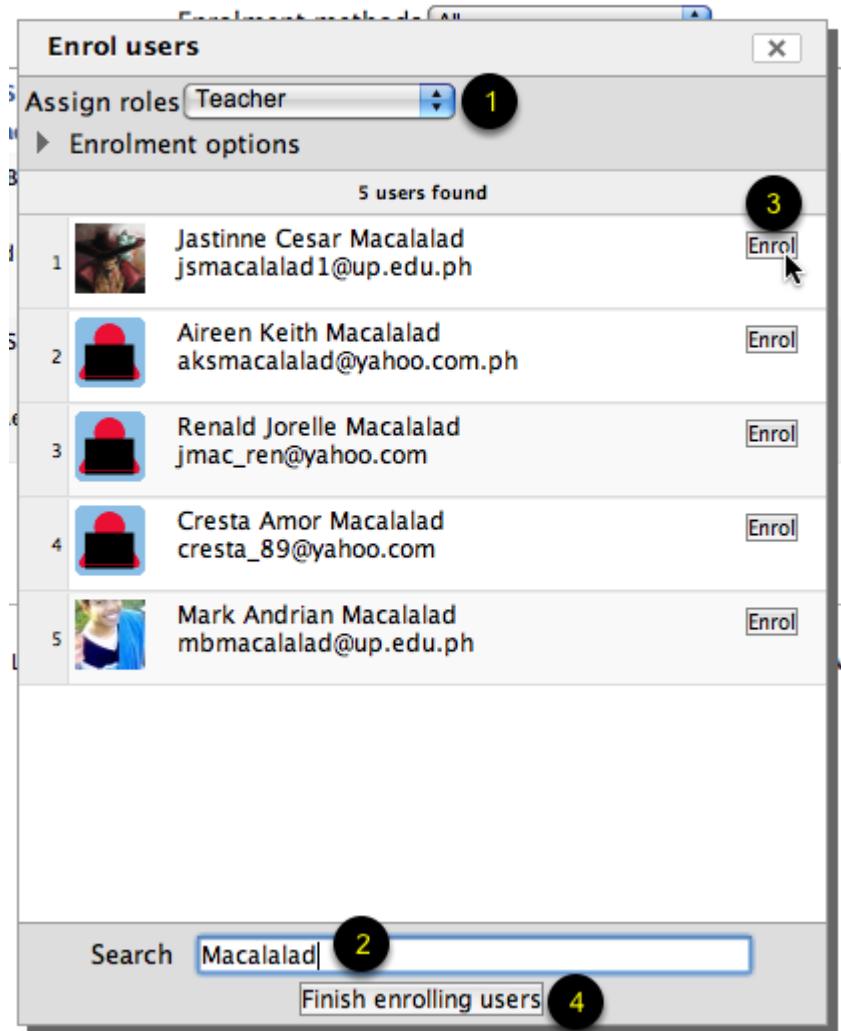
1) Click course administration 2) Users 3) Enrolled users



4) click Enrol users

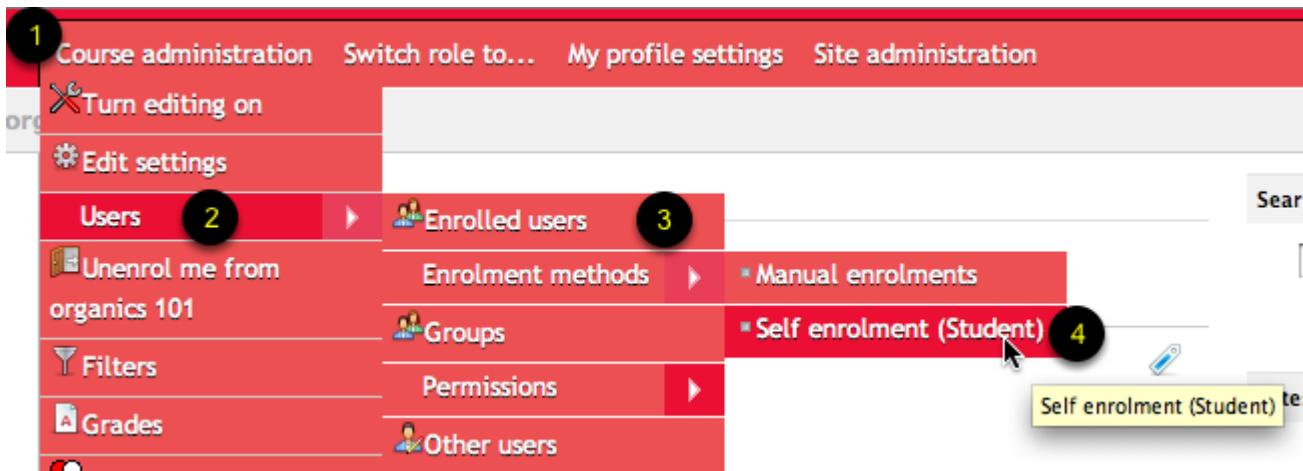
Step 8. Assign roles

Enrolled 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



Course administration Switch role to... My profile settings Site administration

Turn editing on

Edit settings

Users 2 Enrolled users 3

Unenrol me from organics 101

Groups

Filters

Permissions

Grades

Other users

Manual enrolments

Self enrolment (Student) 4

Self enrolment (Student) te

Self enrolment

Custom instance name

Allow self enrolments Yes

Enrolment key lovedenvironment Unmask

Use group enrolment keys Yes

Default assigned role Student

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.