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SUBJECT: A Guide on Tools for Conducting Classes Online

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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.
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> "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.
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> 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**
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> 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**
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> 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.

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