UNIVERSITY OF THE PHILIPPINES CEBU
UNIVERSITY VIRTUAL EDUCATION COMMONS (UVEC)

TEACHER'S GUIDE

CLICK ON THE TOPIC OR THE PAGE NUMBER TO ACCESS THE INFORMATION.

https://uvec.upcebu.edu.ph

UNIVERSITY VIRTUAL EDUCATION COMMONS (UVEC)

The University Virtual Education Commons (UVEC) is the official Moodle-based Learning Management System (LMS) of UP Cebu. Its name mirrors "Ubec," a literary reimagining of Cebu coined by Filipino-American author Cecilia Manguerra Brainard. By flipping the letters of Cebu, Brainard created a fictional hometown that evokes identity, culture, and creative spirit. Just as Ubec stands as a literary tribute to Cebu, UVEC reflects UP Cebu's commitment to providing a localized and meaningful virtual learning space rooted in homegrown excellence.

PURPOSE OF THIS GUIDE

This Guide is here to support you in navigating UVEC with confidence and ease. As UP Cebu continues to uphold its mission of providing quality education, we hope this platform and this Guide serve as valuable tools in your teaching journey.

Access UVEC: **https://uvec.upcebu.edu.ph**

Go to **https://uvec.upcebu.edu.ph**

UVEC is accessible via Google Single Sign-on (SSO) only. Click on the **GOOGLE ICON** to log in to your pre-created UVEC account via your linked UP mail.

Notifications and Messages

Now that your account is ready, you now need to make sure that you are updated with the courses that you are taking and keep up with the updates of the UP Cebu University Virtual Education Commons.

To enable your notifications, **click on the bell icon and then on the gear icon** on the top right part of your landing page. You will then be redirected to an options page regarding your notification preferences as shown.

Click on the necessary push notifications to keep you updated.

You have no notifications
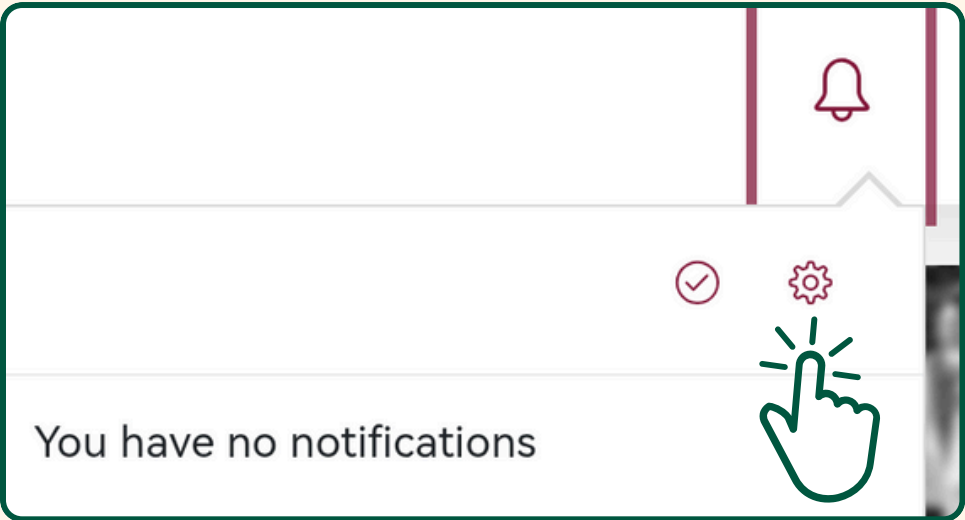
Notification preferences

☐ Disable notifications

		Web		Email ⚙	
		Online ⑦	Offline ⑦	Online ⑦	Offline ⑦
Assignment					
Assignment notifications		Off	Off	On	On
Feedback		Online	Offline	Online	Offline
Feedback notifications		Off	Off	On	On
Feedback reminder		Off	Off	On	On
Forum		Online	Offline	Online	Offline
Subscribed forum posts		Off	Off	On	On
Subscribed forum digests		Off	Off	On	On

Beside the notification bell icon is the dialogue icon for messaging. The messaging tool allows users to send private or group messages to their chosen contacts.

To add a contact, go to the individual's profile and click **ADD CONTACT.**

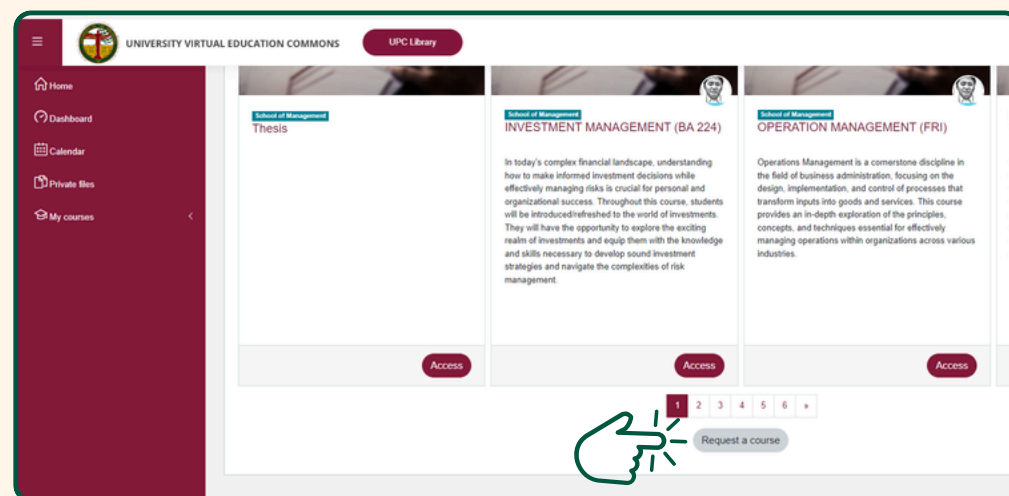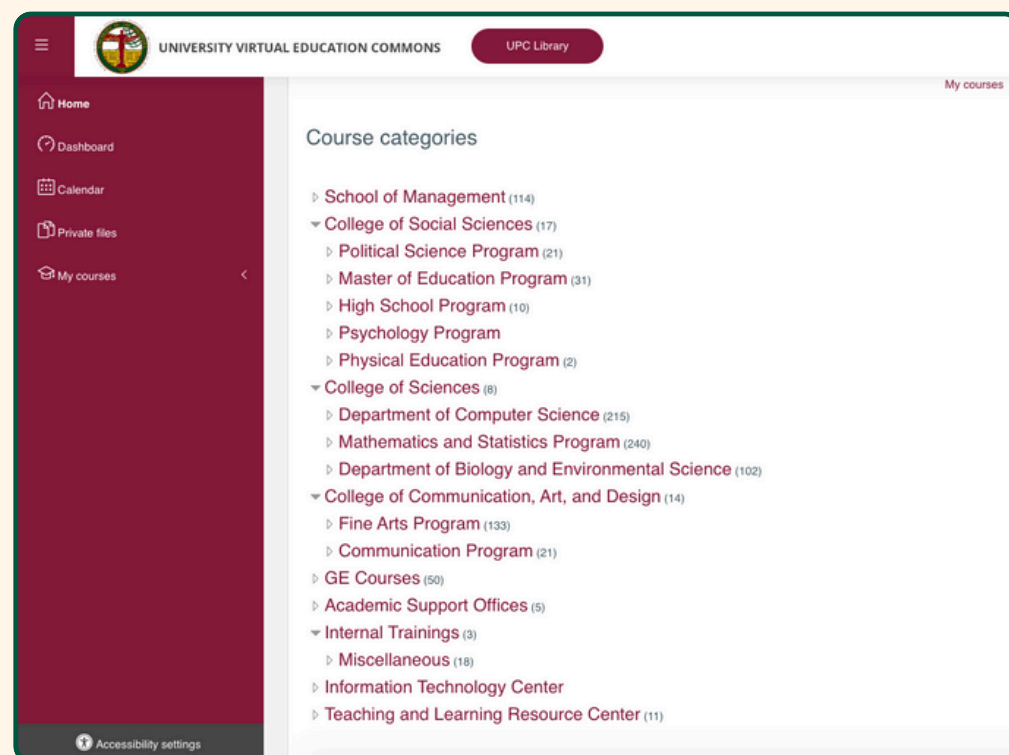The messaging feature allows users to mute, block, and delete conversations or any particular message.
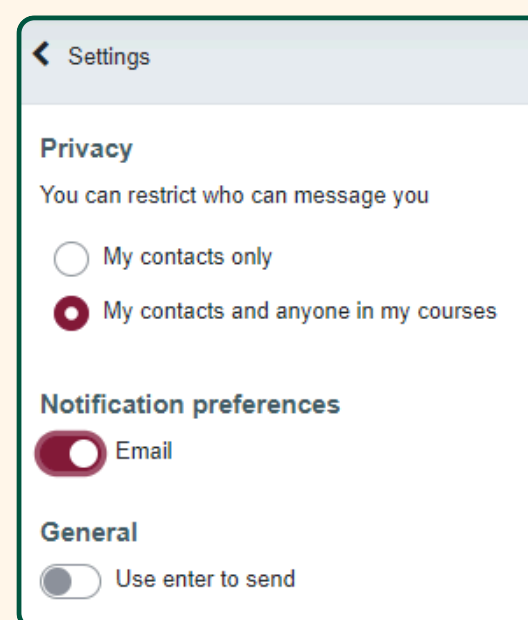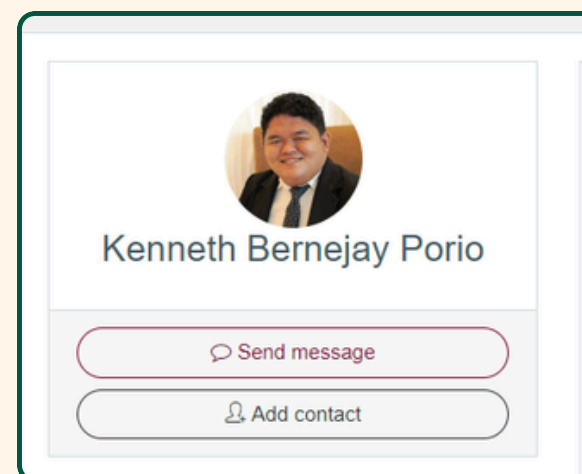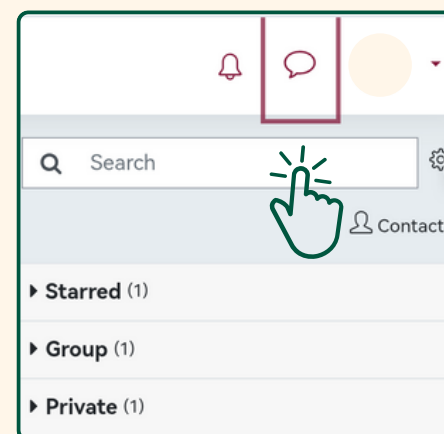
Requesting for a Course Site

Navigate to Home Page → Course Categories

Click on the link of the college under which you want to request for a course.

Scroll down to the bottom of the page and click on the **REQUEST A COURSE** button.

Fill out the necessary course details, such as the course's name, and summary of description.

After completing the required fields, click on the **REQUEST A COURSE** button at the bottom of the page.

There will be a confirmation message that your request has been saved successfully. An email will be sent to you once the course request is approved.

Setting up a Course Site

Navigate to Home Page → My Courses → Access the Course

You may also click on the hamburger icon (≡) at the top left corner of your homepage where you can find your courses.

Once at the course site, click on the **TURN EDITING ON** button to enable editing on the page. Now, each section is editable. Usually, the pre-assigned section title is a duration of a week's lesson. This is why it is also called a "Week Name."
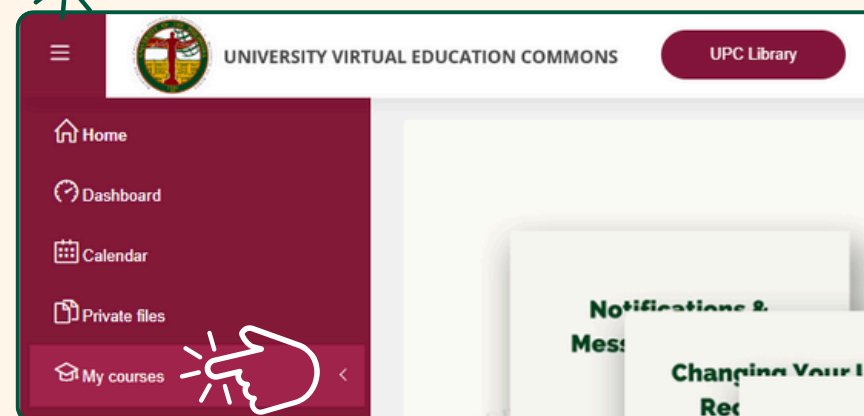
TWO WAYS TO EDIT SECTIONS:

1. Click on the **PEN ICON** beside the pre-assigned section title. After typing your section name, press enter.

2. Click the **EDIT** link found at the far right side of the section name. Click Edit week and it will enable you to edit the section name and add a section description.

Setting up a Course Site

Move your sections (reorder) by hovering your cursor over the **MOVE ICON** on the left side of the section name. Then drag your section upwards or downwards to your liking.

To hide or delete a certain section, click on the **EDIT** link to the far right of the section name and select accordingly.

Add more sections by going to the bottom of the page and clicking the **ADD WEEKS** link.

To add additional activities and resources, click on the **ADD AN ACTIVITY OR RESOURCE** link under your desired section.

A *pop-up* will prompt you to choose the type of activity or resource. Choose accordingly and fill out the necessary fields.

After filling the necessary information, click save and return to course or save and display at the bottom of the page.

After completely setting up the course page, click the **TURN EDITING OFF** button at the top of the page.

15 July - 21 July ✎

Edit ▾
⊕ Add
⚙ Edit week
👁 Hide week
🗑 Delete week

⊕ Add an activity or resource
⊕ Add weeks

Edit ▾
⊕ Add an activity or resource

Add an activity or resource ✕

Search 🔍

All | Activities | Resources

| Assignment | Book | Chat | Choice | Database | EJSApp |
| External tool | Feedback | File | Folder | Forum | EdPuzzle |

Setting up the Grade Book

The UP Cebu UVEC does not only allow teachers to set up course sites and activities, it also lets them grade the student's performance in accordance with the University's grading system.

In the course site, select the **GEAR ICON** at the opposite side of the Course name. A drop-down menu will appear. Click on the **GRADEBOOK SETUP**. This will redirect you to the Gradebook setup page.
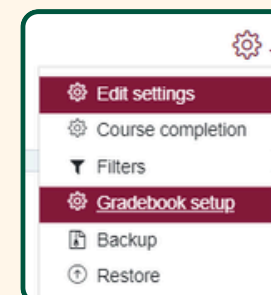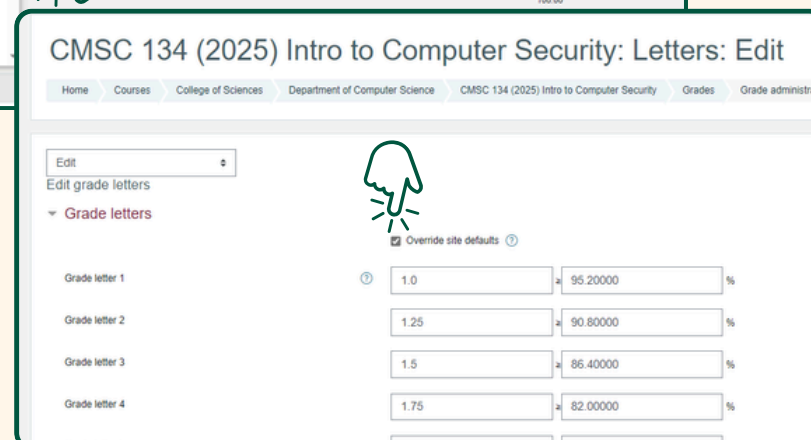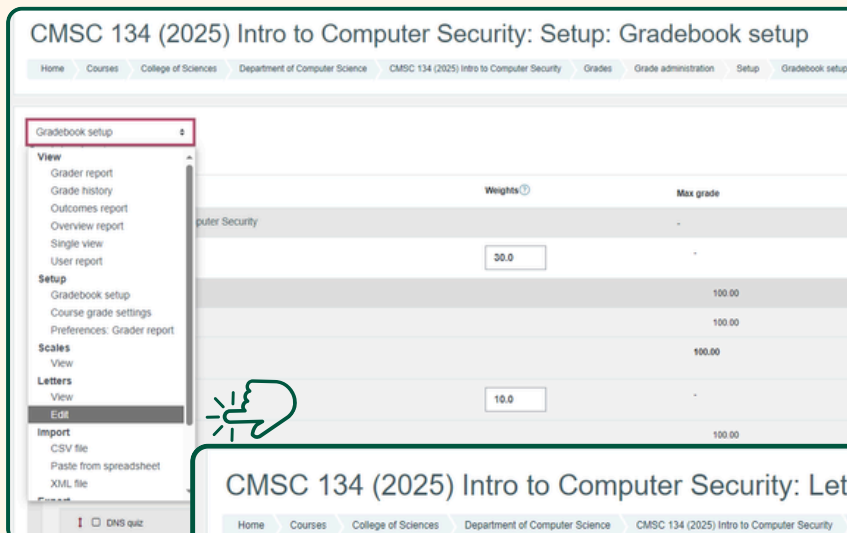

Editing Letter Grades

Since UVEC does not automatically follow UP Cebu's grading system, instructors need to manually adjust the grade letters to reflect the university's numerical grade point system.

Look for the dropdown menu and under the Letter category, select **EDIT**. This will allow you to modify the grade display settings.

After clicking **EDIT**, you will be taken to the **Grade Letters** page. Here, you'll see a list of letter grades and their corresponding percentage ranges. Tick the checkbox labeled **OVERRIDE SITE DEFAULTS.** This allows you to make changes to the letter grades and their associated percentage values.

Setting up the Grade Book

Click on the grade letter boxes to edit the letters. Replace the default letter grades with UP Cebu's numerical grade point system (i.e., 1.0, 1.25, 1.5, etc.). You may change the equivalent percentage range for each grade point.

Once you have updated all the necessary fields, click **SAVE CHANGES** at the bottom of the page. Your course will now reflect UP Cebu's official grading system in the gradebook.

Grade letter 5		2.0	≥	77.60000	%
Grade letter 6		2.25	≥	73.20000	%
Grade letter 7		2.5	≥	68.80000	%
Grade letter 8		2.75	≥	64.40000	%
Grade letter 9		3.0	≥	60.00000	%
Grade letter 10		4.0	≥	50.00000	%
Grade letter 11		5.0	≥	0.00000	%
Grade letter 12			≥		%
Grade letter 13			≥		%
Grade letter 14			≥		%

Save changes   Cancel

ⓘ **Course Grade Settings**
The course grade settings determine how the gradebook will appear for all the participants in the course.

There is a drop-down menu on the Gradebook Setup page of your chosen course. Click on the box to see the menu options, then select **COURSE GRADE SETTINGS** under the **SETUP** category.

You will be directed to the **Course Grade Setting page** which contains several boxes which need to be set up.

Grader report ⇕
View
Grader report
Grade history
Outcomes report
Overview report
Single view
User report
Setup
Gradebook setup
Course grade settings
Preferences: Grader report
Scales

Setting up the Grade Book

In the **GRADE ITEM SETTINGS** category, set the Grade Display Type to **LETTERS (PERCENTAGE)** as shown. This will apply the grade point system that you've overridden at the Editing Letter Grades sub-section.

It will be up to your discretion whether to edit or change the other settings. After setting up, you may now save the changes by clicking **SAVE CHANGES.**

Setting up the Grade Book

> **Course Grade Settings**
> The gradebook setup will let you decide the appearance and the calculation of your student's grades by category.

On the Gradebook Setup page of your chosen course, click on the drop-down menu and under the Setup category, click on **GRADEBOOK SETUP**.

Gradebook setup	⇕
View	
Grader report	
Grade history	
Outcomes report	
Overview report	
Single view	
User report	
Setup	
Gradebook setup	
Course grade settings	
Preferences: Grader report	
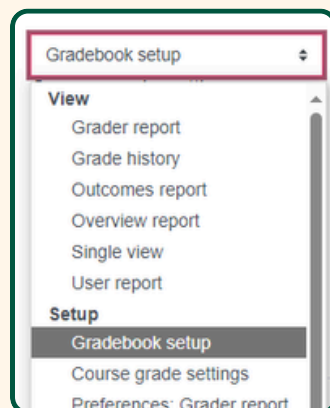
Grade categories, grade items, and the grade total will be displayed. Categories are the basis of the total or the final grade. These are final exams, course works, and presentations.

Gradebook setup

Name	Weights ⓘ	Max grade	Actions
📁 D 193 / Pro. Industry Workshop / Section B /2024	-		Edit ▾
⬍ Ⓐ Submit Signed Endorsement Letter/s	☐ 0.61	Competent (2.00)	Edit ▾
⬍ Ⓐ Submit Cover Letter	☐ 0.61	Competent (2.00)	Edit ▾
⬍ Ⓐ Submit Curriculum Vitae	☐ 0.61	Competent (2.00)	Edit ▾
⬍ Ⓐ Submit Creative Portfolio	☐ 0.61	Competent (2.00)	Edit ▾
⬍ Ⓐ Submit Signed Certificate of Acceptance	☐ 0.61	Competent (2.00)	Edit ▾
⬍ Ⓐ Submit Scanned Memorandum of Agreement (MOA)	☐ 30.488	100.00	Edit ▾
⬍ Ⓐ Submit Scanned Confidentiality and Non-Disclosure Agreement under Internship	☐ 0.61	Competent (2.00)	Edit ▾
⬍ Ⓐ Submit Signed Approved Calendar	☐ 0.61	Competent (2.00)	Edit ▾
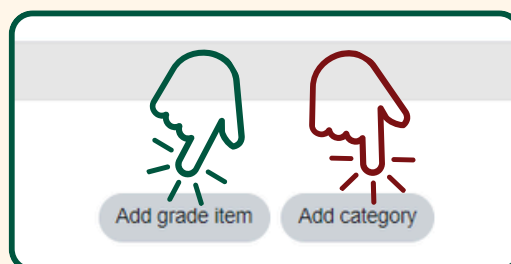
Click on **ADD GRADE ITEM** and once you are on the Grade Item page, click on the **SHOW MORE** links to see more items that you can set up.

Click on **ADD CATEGORY** and once you are on the Grade Cate page, click on the **SHOW MORE** links to see more items that you can set up.

Under the *Parent Category*, you can assign the weight of the category within the overall grade structure. Once done setting up, click on **SAVE CHANGES**.

Grade items can also be linked to activities added on your course site, where you will be prompted to assign them to a category.

You can choose whether to include or exclude empty grades in the final grade calculation. You can also set the maximum and minimum grade values allowed. Use the question mark icons if you need to clarify their function. Once done setting up, click on **SAVE CHANGES**.

Enrolling Students

On the left side of your home page, click on **MY COURSES** and then, on **PARTICIPANTS**.

Click the **GEAR ICON** on the top right part of the page and choose **ENROLMENT METHODS**.

On the new page, you will see the list of available enrolment methods, such as MANUAL ENROLMENT, SELF-ENROLMENT, and GUEST ACCESS.

To enable or disable these methods, click on the eye icon.
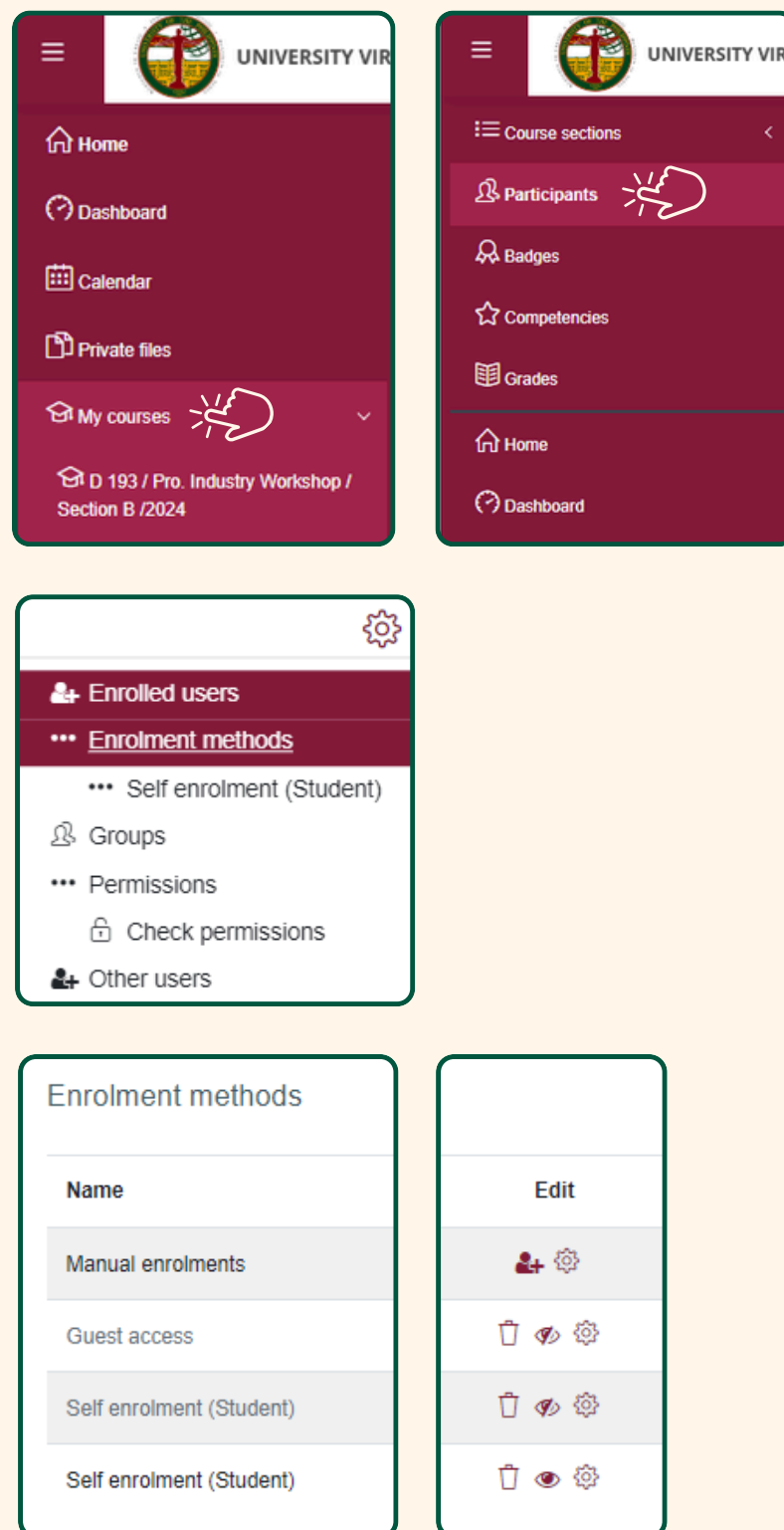
MANUAL ENROLLMENT

After clicking on **PARTICIPANTS**, click on **ENROL USERS** which will open a pop-up window where you can manually add students by filling out their name on the search bar. Make sure to select the correct account of the student. You may add multiple students or participants. Assign each of them the student role.

By clicking the **SHOW MORE** link, you may edit the enrolment duration dates.
Once you are done adding the students, click on the **ENROL SELECTED USERS AND COHORTS** button.

SELF-ENROLLMENT

Unbar the **EYE ICON** to enable the self-enrollment feature. Click on the **GEAR ICON** to modify its settings.

In the self-enrolment page, you may customize the instance name, set the enrolment key, choose the default role of the participants, among other options.

After setting up the self-enrolment method, click **SAVE CHANGES.**

Inform your students of the enrolment key for them to start self-enrolling in your course.

GUEST ACCESS

Unbar the **EYE ICON** to enable the Guest Access feature. Click on the **GEAR ICON** to modify its settings.

Enrolment methods	
Name	**Edit**
Manual enrolments	👤+ ⚙
Guest access	🗑 👁 ⚙
Self enrolment (Student)	🗑 👁̸ ⚙
Self enrolment (Student)	🗑 👁 ⚙

You may add a password if you want the course site to be restricted to those who have the password. Click **SAVE CHANGES** when done.

Guest access

▼ Guest access

Allow guest access	?	Yes ⬍
Password	?	·············· ✎ 👁

Save changes Cancel

Adding a Lesson

In the course site, click **TURN EDITING ON** to add a new activity to a course section where you want to add the quiz module.

Click on the **ADD AN ACTIVITY OR RESOURCE** link under your chosen section. Choose **LESSON** in the pop-up window.

Edit the general set-up of the lessons module (i.e. name, description, appearance, grading methods, etc.)

Click **SAVE AND DISPLAY** once done.
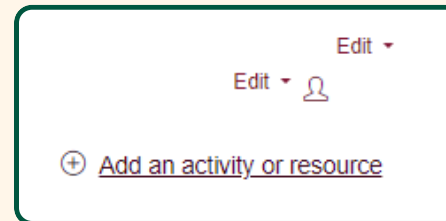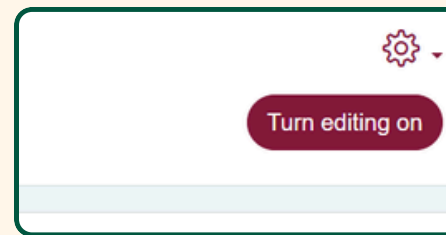
Turn editing on

Edit ▼

Edit ▼ 𝒬

⊕ Add an activity or resource

▼ General

Name

Description

☐ Display description on course page ⑦

▸ Appearance
▸ Availability
▸ Flow control
▸ Grade
▸ Common module settings
▸ Restrict access
▸ Tags
▸ Competencies

Save and return to course   Save and display   Cancel

There are required fields in this form marked ① .

You may add a cluster, a content page, and a question page, and import some questions by clicking on the corresponding links. Rearrange them as necessary.

Sample Lesson ⑦

Preview   Edit   Reports   Grade essays

Collapsed   Expanded

What would you like to do first?

Import questions

Add a cluster

Add a content page

Add a question page

Previous activity

◄ Announcements
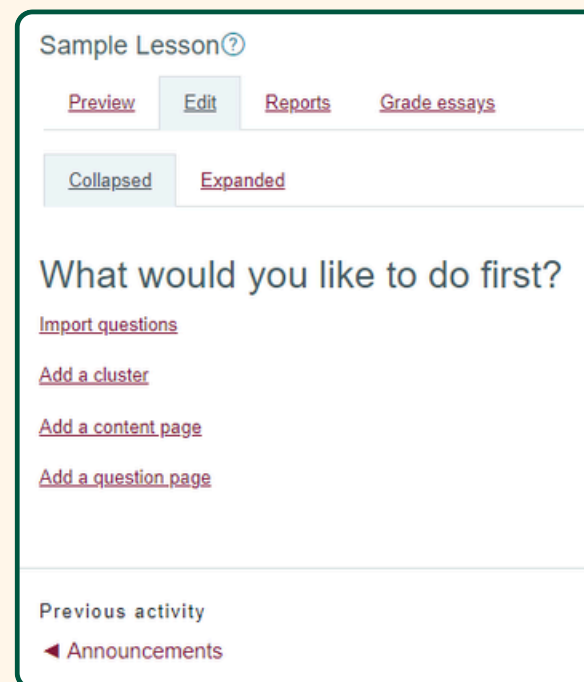
You may check the preview of the pages you created, edit them as needed, view reports on who accessed the lessons, and grade related outputs.

Sample Lesson ⑦   ⚙

Preview   Edit   Reports   Grade essays

Sample content page

Hello, World!

Previous activity   Jump to...   ⬍   Next activity

◄ Announcements   Read Internship Brief ►

Basics of Materials
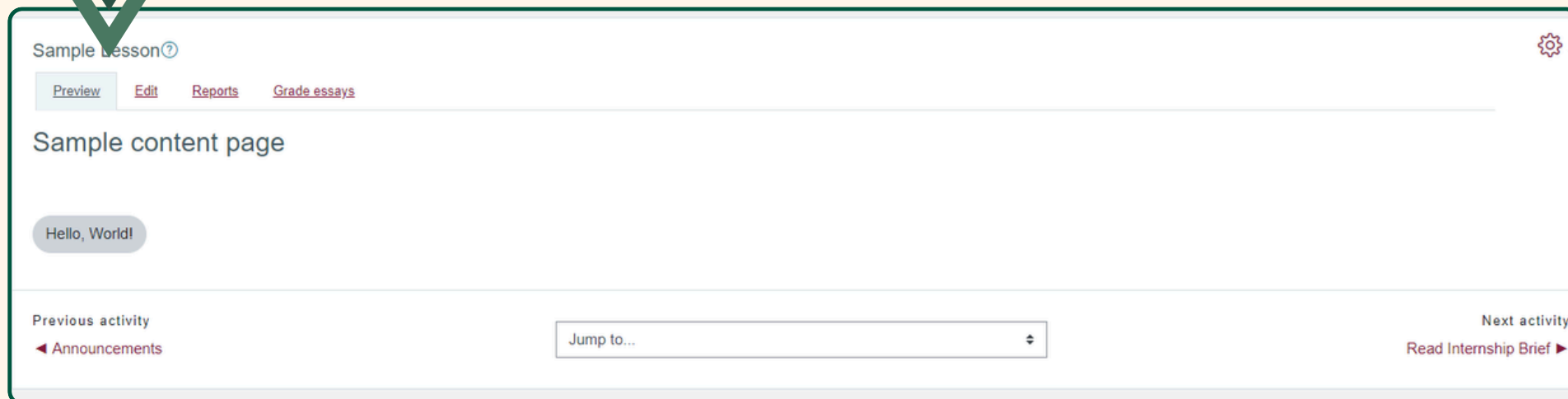
Bandwidth Capacity of Students

When planning online courses, it is important to choose activities that fit both your teaching goals and your students' internet capabilities. Select options that are accessible to all, considering both bandwidth and the immediacy needed for participation.

	Low Bandwidth	High Bandwidth
High Immediacy	Group Chat Collaborative Documents	Video/Audio Conferences
Low Immediacy	Readings Email Discussion Boards	Pre-recorded Video/Audio Asynchronous Discussions with Video/Audio

KEY RECOMMENDATIONS

- Prioritize activities that fall under low bandwidth and low immediacy (e.g., readings, emails, discussion boards).
- Use on-demand materials like pre-recorded videos and readings as needed
- Reserve high-bandwidth, high-immediacy options (like live video conferences) for special cases such as consultations.
- Avoid using high-bandwidth activities as replacements for regular lectures.

TIPS FOR LESSON DESIGN

- Sequence lessons so students can work independently when possible.
- Be mindful of students' overall workload.
- Focus on formative assessments that allow students to learn from mistakes and try again.

Basics of Materials

Adding an Assignment
In UP Cebu UVEC, assignment activity is a work submission assigned by teachers to students. Teachers may opt to assign work to individuals or groups. The teacher may also add attachments together with the instruction.

In the course site, click **TURN EDITING ON** to add a new activity to a course section.

Click on the **ADD AN ACTIVITY OR RESOURCE** link and choose **ASSIGNMENT** in the pop-up window.
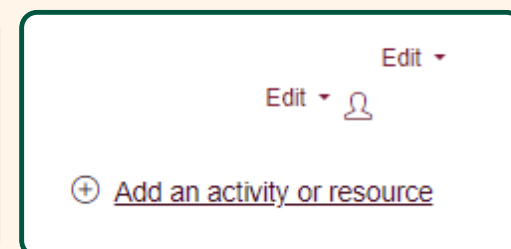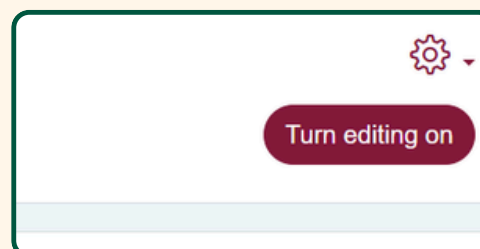
Turn editing on

Edit ▾

Edit ▾

⊕ Add an activity or resource

Configure the assignment settings. Enabling Turnitin and mLap plagiarism plugins are discussed in another **section**. Click on **SAVE AND DISPLAY** and then **TURN EDITING OFF** to save and finalize your setup.

Basics of Materials

> ### Adding Files
> There are two ways to add files in your course sections. One is by drag and drop action, and second is by using the file picker.

In the course site, click **TURN EDITING ON** to add a new activity to a course section.

Click on the **ADD AN ACTIVITY OR RESOURCE** link and choose the type of activity or resource you want to create.

After choosing a resource type to create, you will now be redirected to a setup page with a file upload box.

ADD YOUR FILE

Option 1: Drag and Drop
 1. Open the folder on your computer containing the file.
 2. Click and hold the file and drag it towards the **BLUE ARROW** on the file box.

Option 2: File Picker
1. On the same file box, click the **FILE ICON** in the top left of the box.
2. In the pop-up that will appear, click **CHOOSE FILE** and select your file.
3. Enter a new file name for your upload and choose a license.
4. Click **UPLOAD THIS FILE** when done.
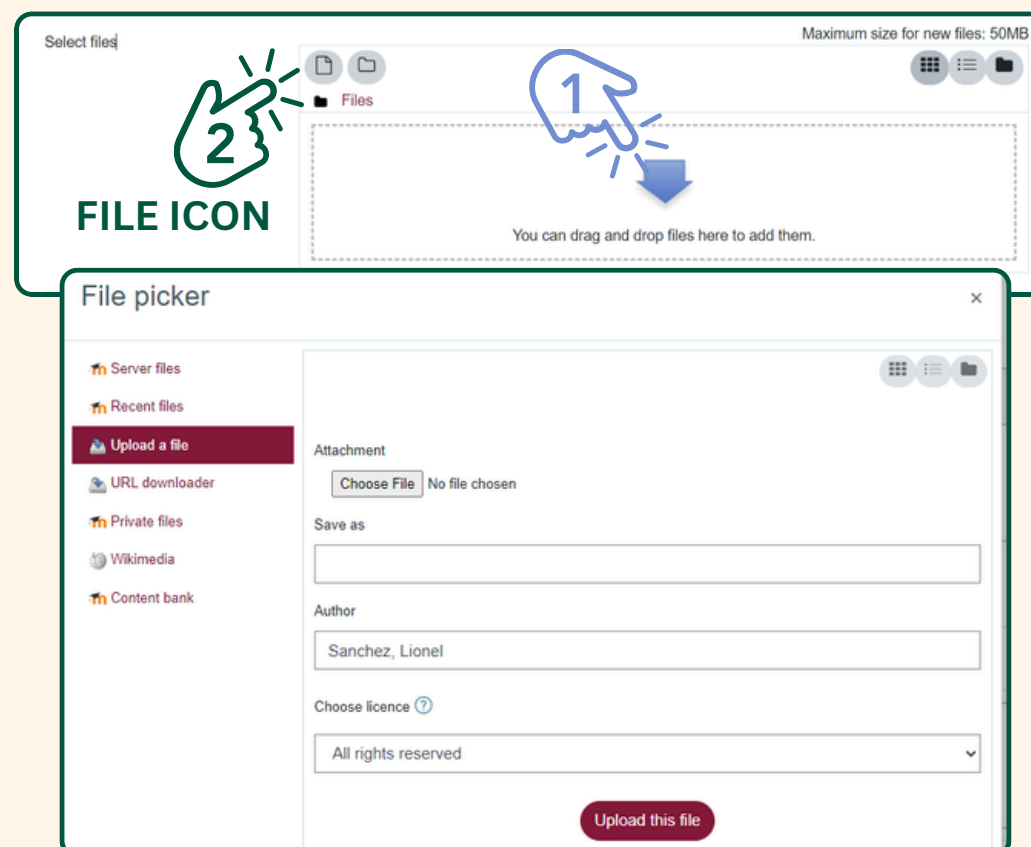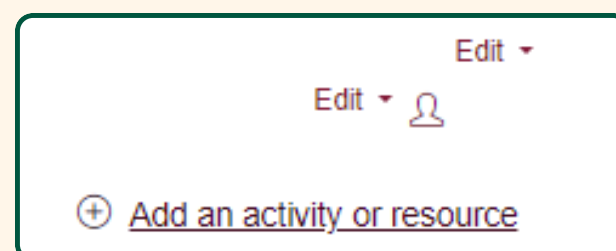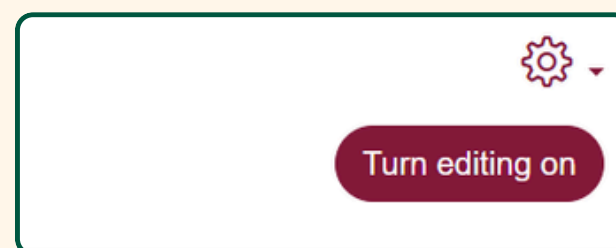
Basics of Materials

> **Adding Pages**
> Aside from uploading materials for resources, you can directly add content by adding a page. Through this, your students can access your content directly from UVEC without the need of downloading

In the course site, click **TURN EDITING ON** to add a new activity to a course section.

Click on the **ADD AN ACTIVITY OR RESOURCE** link and choose **PAGE** in the pop-up window.

Set the title or the name of the page, the description, and the content in the provided fields.

You may add images, links, audio, or videos if needed by clicking on the icons found at the top of the text box.

To save the changes you made, click **SAVE AND DISPLAY**.
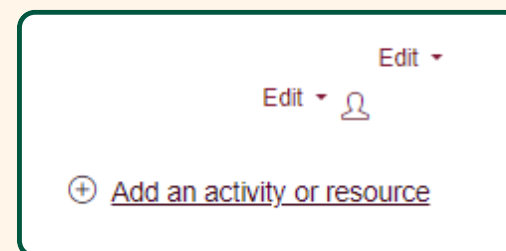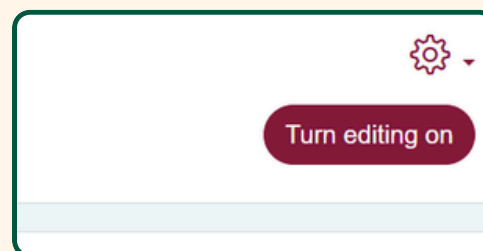
Adding Images

> **Adding Images**
> There are three ways to add images to your course site in UVEC: dragging and dropping images onto the course section and placing images as resource, or by uploading images using the image icon and file picker.

In the course site, click **TURN EDITING ON** to enable image uploading.
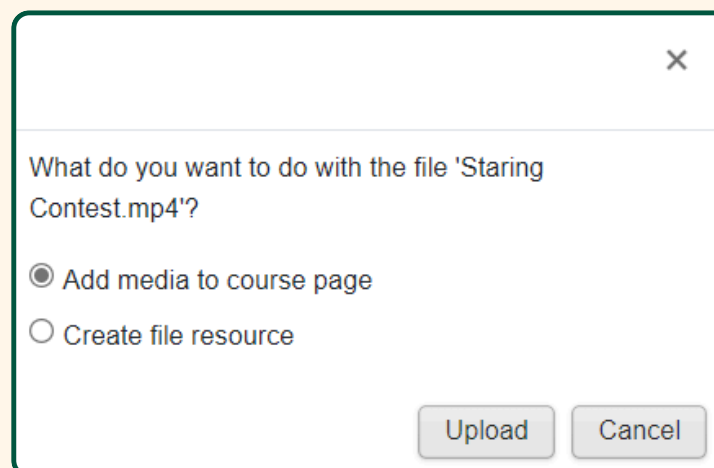
Turn editing on
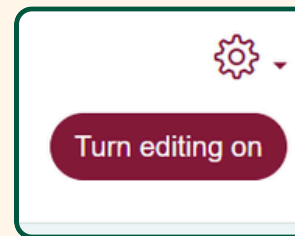
FIRST METHOD

A message that says **DRAG AND DROP FILES ONTO COURSE SECTIONS TO UPLOAD THEM** will appear briefly at the top of your course site.

Drag and drop files onto course sections to upload them
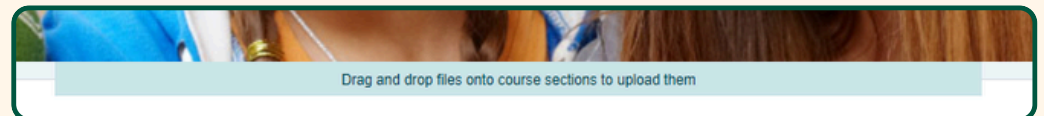
From your device, simply drag and drop a file in the course section. A pop-up window will ask if you want to add the chosen media to a course or if you want to create a file resource. Tick your choice and then click on **UPLOAD.** The image will show in your course site under your chosen course section.

What do you want to do with the file 'Staring Contest.mp4'?

⦿ Add media to course page

◯ Create file resource

Upload   Cancel

SECOND METHOD

After clicking on **TURN EDITING ON**, click on the **EDIT** link on the rightmost side of the course section. Choose **EDIT WEEK** or **EDIT SECTION,** whichever is shown in the options. You may drag and drop your image file in the text box under the Summary category. Once saved, your image will appear under the chosen section.

THIRD METHOD

There is a toolbar at the top of the text box which enables you to edit your content. To add an image, click the **IMAGE ICON**. This will open the **IMAGE PROPERTIES** window, and then the **FILE PICKER** which allows you to choose the image file that you want to upload.

After uploading, adjust the image description, size, and alignment as needed through the **PROPERTIES** pop-up. Once done, click **SAVE IMAGE**, then click **SAVE AND DISPLAY** at the bottom of the summary set up to return to the course site.

Basics of Materials

> **(i) Adding Interactive Activities**
> If you want to communicate with your students through activities, you may do so by creating interactive activities that are available in the UP Cebu UVEC.

> **☆ Forum**
> A forum activity enables participants to have asynchronous discussions that take place over an extended period of time.

In the course site, click **TURN EDITING ON** to add a new activity to a course section. Click on the **ADD AN ACTIVITY OR RESOURCE** link.

In the pop-up window, search for **FORUM**. To know more regarding the specific types of forum functions and their uses, click on the **INFORMATION** icon below it. To proceed with the setup, click on the **FORUM** icon itself.

In the **FORUM** set up page, enter the forum name, instructions, and details. Choose the forum type or format that you want to use. You may also set up availability dates of the forum, word count limits and attachment options on student responses, and grading method. After setting up the forum page, click **SAVE AND DISPLAY**.

Forum

INFORMATION ICON

Adding a new Forum
- General
- Availability
- Attachments and word count
- Subscription and tracking
- Discussion locking
- Post threshold for blocking
- mlap
- Whole forum grading
- Ratings
- Common module settings
- Restrict access
- Tags
- Competencies

Save and return to course   Save and display   Cancel

> **Adding Interactive Activities**
> If you want to communicate with your students through activities, you may do so by creating interactive activities that are available in the UP Cebu UVEC.
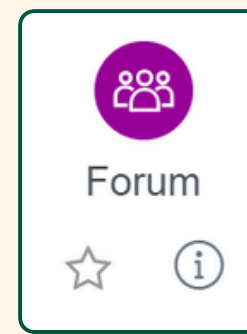
> **Choice**
> The choice activity module enables the teachers to ask questions to the students via polls or simple surveys where students select from predefined options.

In the course site, click **TURN EDITING ON** to add a new activity to a course section. Click on the **ADD AN ACTIVITY OR RESOURCE** link and click **CHOICE**.

Choice

In the setup page, you can:
- specify the choice name (this will be your main question)
- add the description, instructions, or any additional information, if necessary
- list the choices or options you want the students to choose from
- set up the appearance of your choice activity module such as availability dates of the activity, the display mode for the choices, and others.

After setting up, click **SAVE AND DISPLAY.**

Options

Allow choice to be updated	No
Allow more than one choice to be selected	Yes
Limit the number of responses allowed ⑦	No
Option 1 ⑦	
Option 2 ⑦	
Option 3 ⑦	
Option 4 ⑦	
Option 5 ⑦	

Add 3 field(s) to form

Workshop Activity Module

The workshop activity module of the UP Cebu UVEC facilitates a structured process for students to submit their work, engage in peer assessment, and receive feedback, enabling students to obtain two set of grades in a workshop activity. Teachers define submission requirements, set clear assessment criteria, and manage the workflow through distinct phases.

In the course site, click **TURN EDITING ON** to add a new activity to a course section.

Click on the **ADD AN ACTIVITY OR RESOURCE** link and choose **WORKSHOP** in the pop-up window.

In the Workshop setup page, you will be asked to modify the following:
- The name and description of your workshop
- The setting up of the grading, submission, and assessment settings

Under the **GRADING SETTINGS**, set up the grading strategy. You may adjust the grade ratio of the two grades that the student will receive (grade for submission and grade for the peer assessment).

To further understand each type of option you will choose when setting up, click on the **HELP ICON** ⑦

Workshop

Basics of Materials

Under the **SUBMISSION** settings, you may set up the submission instructions, type, and number of attachments, and the if you will allow late submissions or otherwise.

Under the **ASSESSMENT** settings, you may modify the assessment instructions and if you will allow a student to assess their own work.

Under the **AVAILABILITY** setting, you may set up the dates for the opening of submission and assessment as well as their deadlines and closing dates.

Once done setting up, click **SAVE AND DISPLAY** to go to the main Workshop Page where the workshop phases are displayed.

The main **WORKSHOP** Page guides you through the entire process with four phases: setup, submission, assessment, and grade evaluation. Each phase includes a checklist of tasks that must be completed before advancing to the next phase.

The **SETUP** phase allows you to:
1. setup the workshop description
2. provide submission instructions
3. edit the assessment form that peer assessors will complete during the assessment phase

Click the **EDIT ASSESSMENT** link under the Setup phase table. After completing all setup steps, click **SWITCH** to the next phase to proceed.

Under the **SUBMISSION** phase, provide the assessment instructions and decide how the submission must be allocated:
- Manual Allocation (the teacher decides who assesses whose submission)
- Random Allocation (the number of reviews per submission and the number of submissions per reviewer are set without knowing who will be assessed by whom)
- Scheduled Allocation (after the submission deadline passes, the workshop automatically assigns submissions based on Random Allocation)

You will not be able to switch to the next phase until the schedule you set has passed.

The **ASSESSMENT** phase is crucial because students actively engage in evaluating their peers' work based on the criteria set by the teacher. During this phase, the teacher's role shifts to monitoring the process and ensuring assessments are conducted properly, while the students perform the peer reviews themselves.

In the **GRADING EVALUATION** phase, the teacher reviews grades and sets the grading evaluation method along with assessment comparisons. After configuring these, click the **RE-CALCULATE** button to update grades and view a summary.
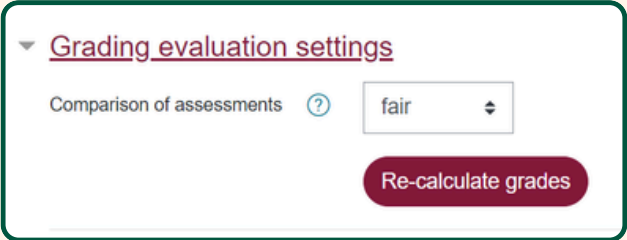
Teachers can edit grades if needed. You can also publish selected student submissions for the students to view by selecting them in the grade report that will direct you to a new page, then tick the box beside the publish submission under the feedback for the author category.

When the workshop is closed, the two grades will appear in the gradebook and if activity completion is used, the activity will be marked complete.

Making a Quiz

In the course site, click **TURN EDITING ON** to add a new activity to a course section where you want to add the quiz module.

Click on the **ADD AN ACTIVITY OR RESOURCE** link under your chosen section. Choose **QUIZ** in the pop-up window.

Edit the specifics of the quiz (i.e. name, description, number of attempts, etc.)

Click **SAVE AND DISPLAY** once done.
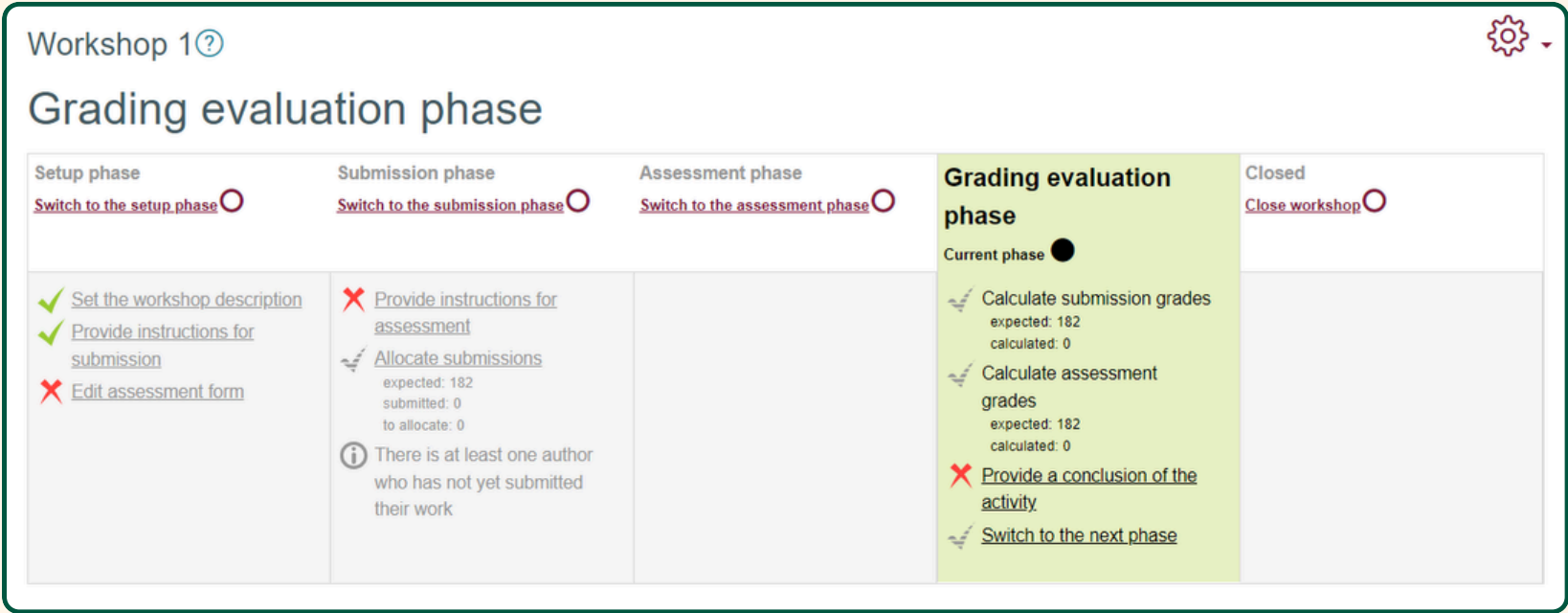
Making a Quiz

Click on the quiz you made to go to the QUIZ page. Click on **EDIT QUIZ.**

Grading method: Highest grade

No questions have been added yet

Edit quiz

Back to the course

Click the **PEN ICON** to name the quiz section. Click **ADD** link to start adding a question.

Editing quiz: Sample quiz ?

Questions: 0 | This quiz is open

Repaginate   Select multiple items

Maximum grade   10.00   Save

Total of marks: 0.00

☐ Shuffle ?

Add ▾

Choose whether to add a **NEW QUESTION**, add **FROM QUESTION BANK**, or add **A RANDOM QUESTION**. The question bank is where pre-made questions from a previous quiz are stored, while random questions are questions that will appear only once when your student takes the quiz.

Choose the type of question (i.e. multiple choice, true or false, short answer) then click **ADD** and input the details of the question.

Maximum grade   10.00   Save

Total of marks: 0.00

☐ Shuffle ?

Add ▾
⊕ a new question
⊕ from question bank
⊕ a random question

Choose a question type to add   ✕

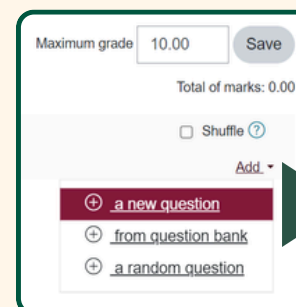QUESTIONS   Select a question type to see its description.

○ ⋮☰ Multiple choice
○ ·· True/False
○ ⣿ Matching
○ ⎯ Short answer
○ ⣐ Numerical
○ ▯ Essay
○ 2⁺³₂ Calculated
○ 2⁺³₂ Calculated multichoice
○ 2⁺³₂ Calculated simple
○ **Cr** CodeRunner
○ ⊹ Drag and drop into text
  Drag and drop

Add   Cancel
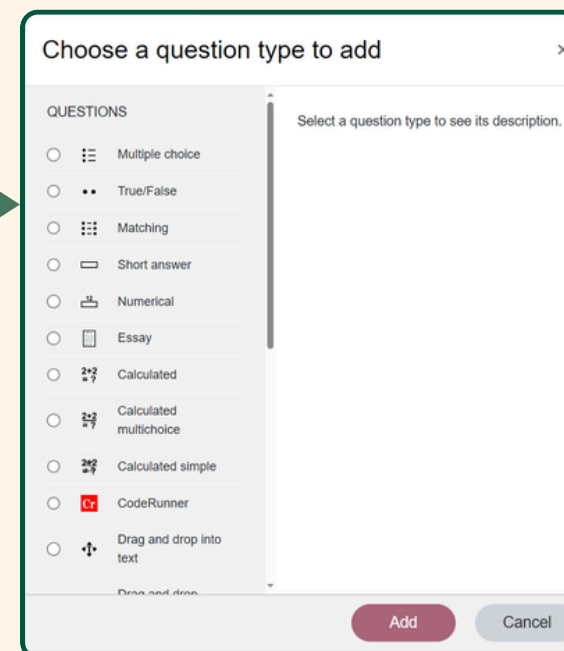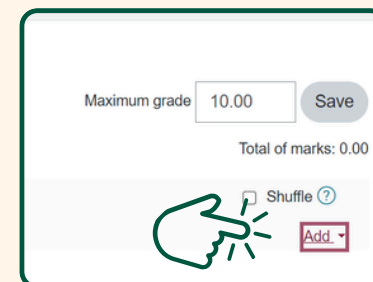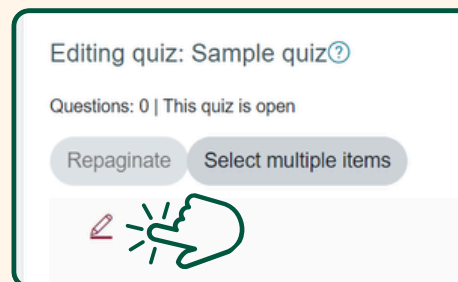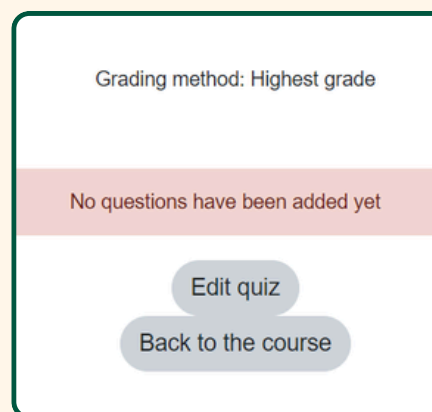
Input the details of the questions. Once done with all the questions, click on the **SAVE** button in the editing quiz page.

To have a preview of your quiz, click on **PREVIEW.**

This is how your quiz will look like.

Safe Exam Browser

In the course site, click **TURN EDITING ON** to add a new activity to a course section where you want to add the quiz module.

Click on the **ADD AN ACTIVITY OR RESOURCE** link under your chosen section. Choose **QUIZ** in the pop-up window.

On the Quiz setup page, under **SAFE EXAM BROWSER** category, in the item REQUIRE THE USE OF SAFE EXAM BROWSER, choose **YES.**

You can choose to configure the browser manually, upload your own configuration, or use SEB client configuration.

YES - CONFIGURE MANUALLY

Set up the rest of the quiz settings, especially the timing or number of attempts, grading method, and review options.

Enable the browser security under the EXTRA RESTRICTIONS ON ATTEMPTS category by choosing the "Full screen pop-up with some JavaScript security" option.

Safe Exam Browser
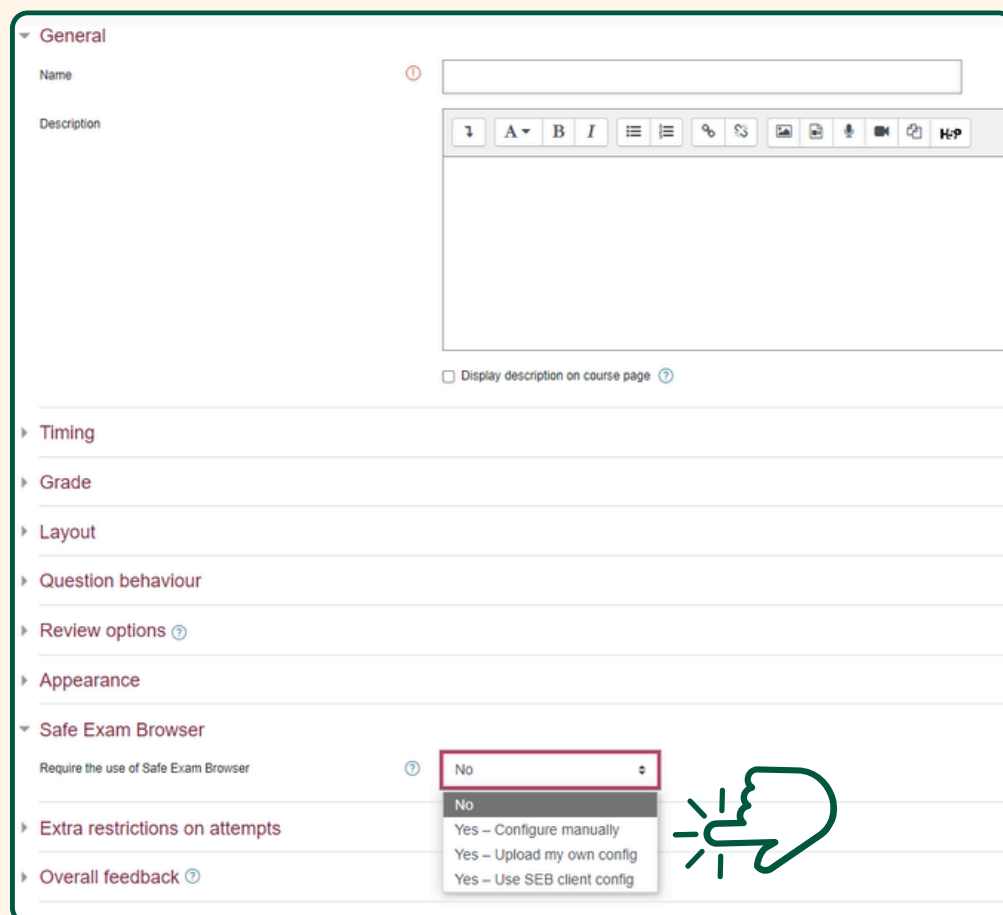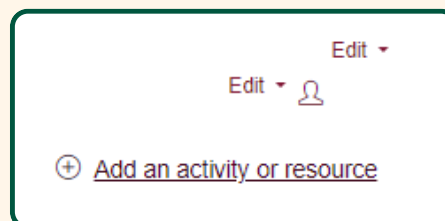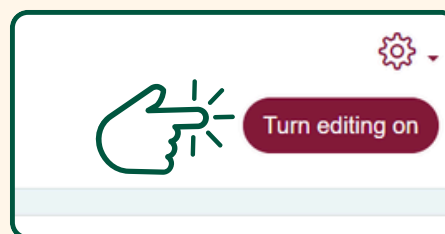
Require the use of Safe Exam Browser	?	Yes – Configure manually
Show Safe Exam Browser download button	?	Yes
Show Exit Safe Exam Browser button, configured with this quit link	?	
Ask user to confirm quitting	?	Yes
Enable quitting of SEB	?	Yes
Quit password	?	Click to enter text ✎
Enable reload in exam	?	Yes
Show SEB task bar	?	Yes
Show reload button	?	Yes
Show time	?	Yes
Show keyboard layout	?	Yes
Show Wi-Fi control	?	No
Enable audio controls	?	No
Enable spell checking	?	No
Enable URL filtering	?	No

Extra restrictions on attempts

Require password	?	Click to enter text ✎
Require network address	?	
Enforced delay between 1st and 2nd attempts	?	0 minutes ☐ Enable
Enforced delay between later attempts	?	0 minutes ☐ Enable
Browser security	?	None
Gradual entry to the quiz		None
		Full screen pop-up with some JavaScript security
Allow quiz to be attempted offline using the mobile app	?	No

Show less...

YES - UPLOAD MY OWN CONFIG or USE SEB CLIENT CONFIG

When you enable these features, the students will have to install SEB in their computers. You may choose to let the students see the download link for the SEB.

If you have sites that you want to block while students are taking the quiz, you may enable URL filtering.

After you finish setting up, click on **SAVE AND DISPLAY**.

In the student's view, a message confirming that the quiz has been configured so that students may only attempt the quiz while using the SEB will appear.
- The students will need to download this SEB file by clicking the download button.
- They will then be directed to the quiz in the safe exam browser as they open the file.

Anti-Plagiarism Plug-ins

> **mLap**
> The moodLearning antiPlagiarism (mLap) Service is the in-house anti-plagiarism checker of moodLearning, the LMS support provider of UPC UVEC.

Go to your course site and click **TURN EDITING ON** to add an activity.

Choose the section where you want to add an activity and click the **ADD AN ACTIVITY OR RESOURCE** link. Then select from assignments, forum, or workshop activity module.

In the activity settings, find the mLap section then set enable mLap to **YES** from the drop-down menu. You can also choose where to compare the participant's submission. Additionally, you can choose to email the students for the result of the anti-plagiarism checker.

Click **SAVE AND DISPLAY** once you are done.

The mLap results may be viewed once you start your assessment with the student's submission. You may access the results by clicking the **EYE ICON** under the submitted file. This will lead you to a new page where you can see if the document contains plagiarized content.
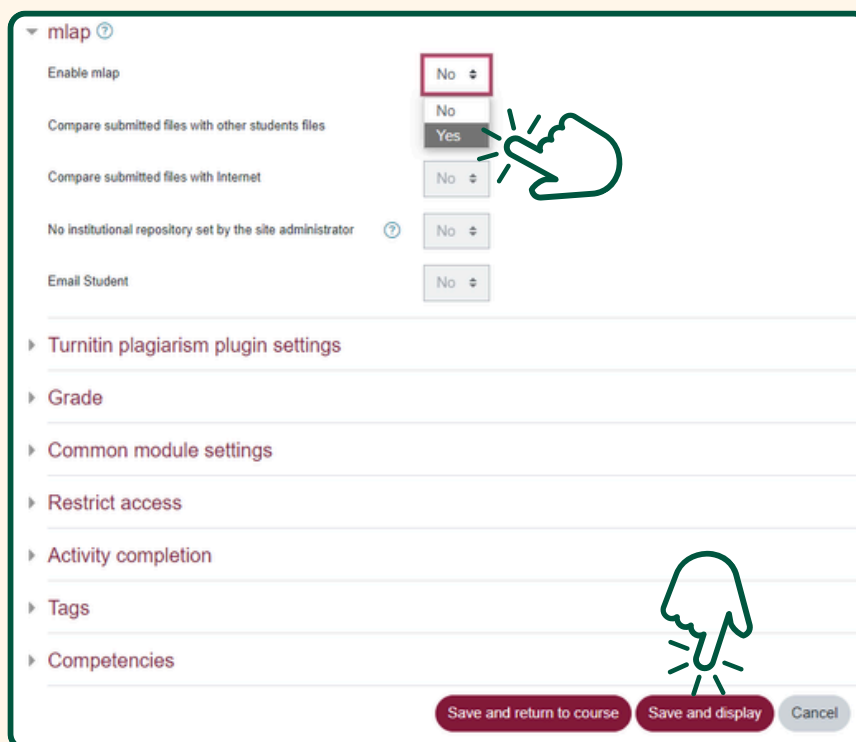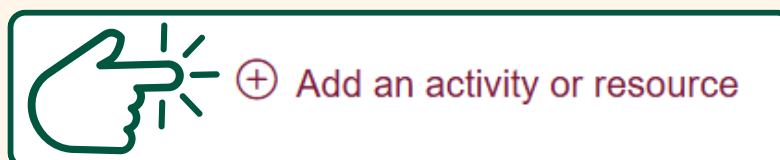
> **Turnitin**
> Turnitin is another anti-plagiarism checker that you can use in the UP Cebu UVEC. Unlike mLap, this is a plugin in the UP Cebu UVEC and is a separate and commercial plagiarsm detection system.

To run this checker, you will be needing a separate Turnitin account. For UP Cebu UVEC, Turnitin is enabled for Assignment activity modules only.

On the Assignment setup page, you can find the category setting for Turnitin then set enable Turnitin to **YES**. You can also choose where to compare the participant's submission and how the report will be generated. Additionally, you may also attach a rubric for you assignment and decide whether or not to display the similarity report to the students.

Click **SAVE AND DISPLAY** once you are done.

Students may submit their assignments in Turnitin via the UP Cebu UVEC after agreeing to the End User Agreement. When viewing and checking the submission, you will have to access your Turnitin account.

Tracking Students' Progress

Navigate to Home Page → My Courses → Access the Course

On the course site, click on the **GEAR ICON** on the upper right side of the page. Then, choose **MORE**.

You will be directed to the Course Administration page. Under the **REPORTS** category, you can find the useful links to track your student activities and progress.

Click on the links of your chosen report to be generated. *See next page for the link descriptions and functions.*

Aside from course reports, you can also know students' individual progress by clicking on their names in the list of course **PARTICIPANTS.**
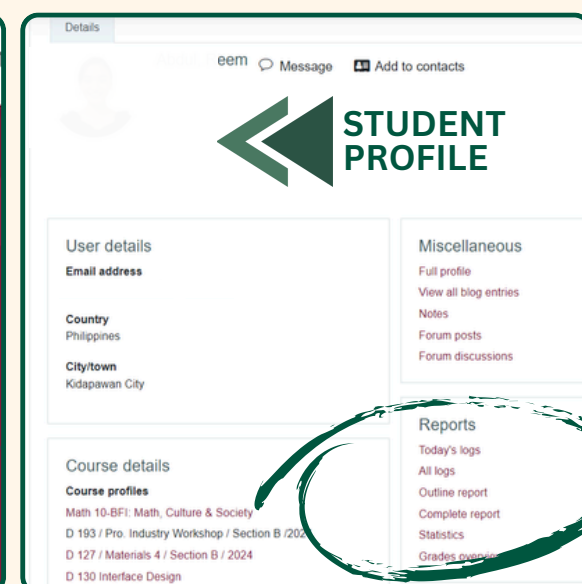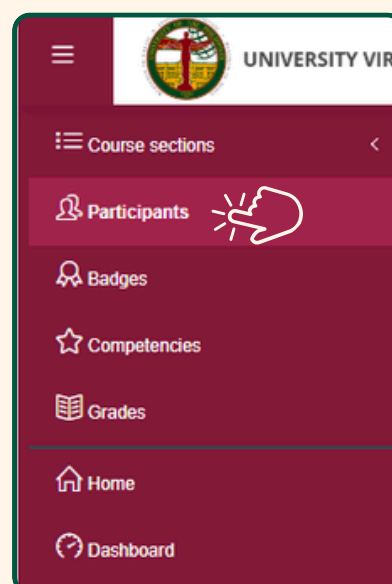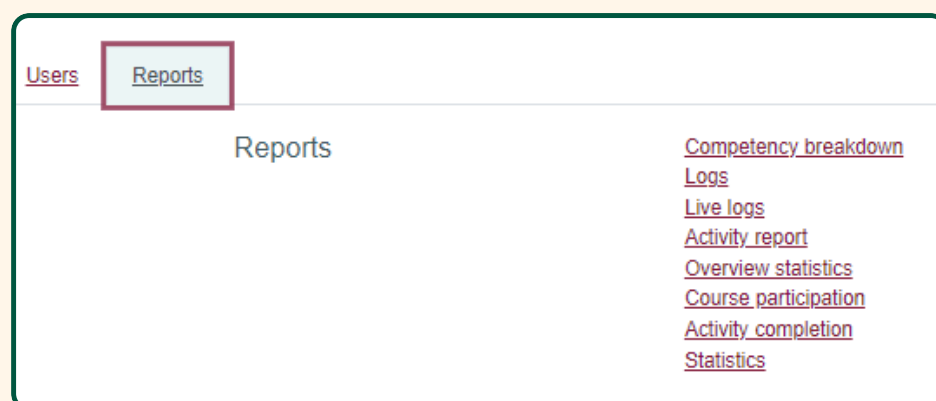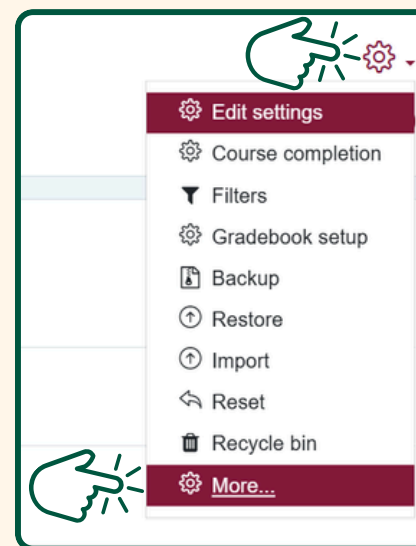
LINK DESCRIPTIONS AND FUNCTIONS

COMPETENCY BREAKDOWN	Shows competency ratings of each student vis-à-vis course requirements
LOGS	Shows everything that everyone has done in the course. Filter the logs list by specifying the participants, date, kind of activity, type of action, etc.
LIVE LOGS	Shows the list of activities that are currently happening inside your course site
ACTIVITY REPORTS	Shows the list of activities in the course site with their respective recorded number of views from a number of users or participants, as well as the date which the activity was last accessed
OVERVIEW STATISTICS	Shows average number of enrolled users in the past month and in the past year
COURSE PARTICIPATION	Shows who among the participants have participated in a specified activity
ACTIVITY COMPLETION	Shows the list of activities that were completed by the participants in the course
STATISTICS	Graphic presentation of activity logs of all users during specific periods of time

Navigate to Home Page → My Courses → Access the course where you want to view the insight reports
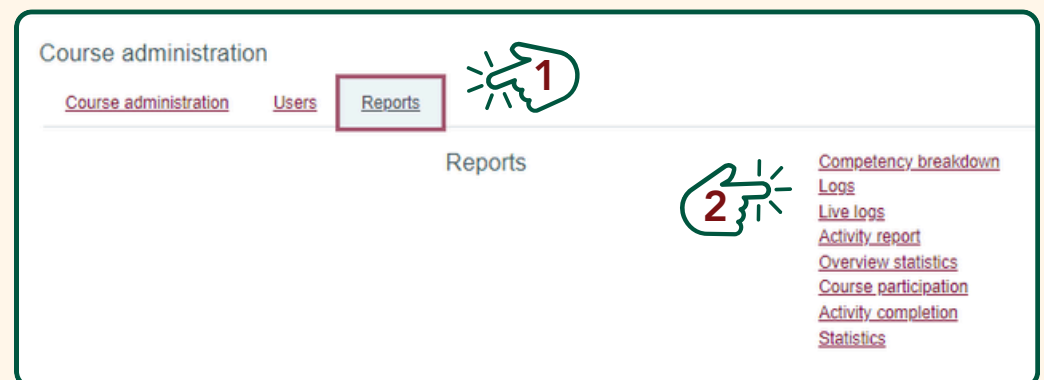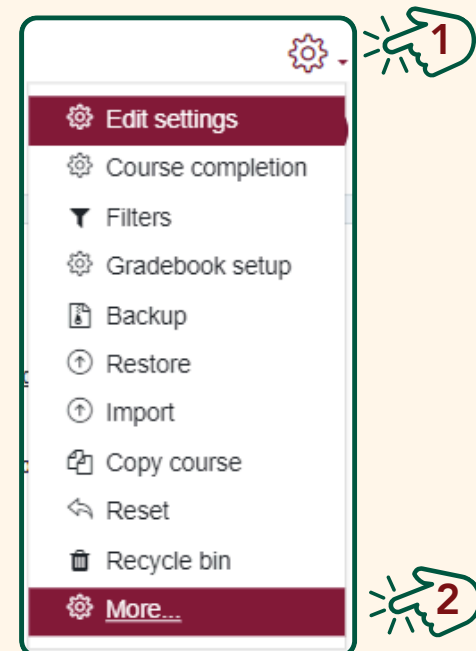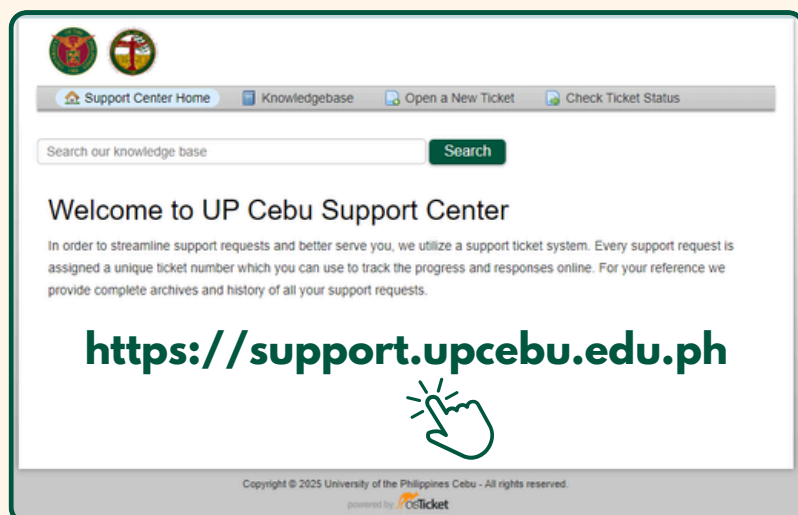
On the course site, click the **GEAR ICON** on the upper right side of the page. A drop-down menu will appear, then choose **MORE**

Click on the **REPORTS** tab to find different types of reports you can access in your course site.

Welcome to UP Cebu Support Center

Support Center Home | Knowledgebase | Open a New Ticket | Check Ticket Status

Search our knowledge base | **Search**

Welcome to UP Cebu Support Center

In order to streamline support requests and better serve you, we utilize a support ticket system. Every support request is assigned a unique ticket number which you can use to track the progress and responses online. For your reference we provide complete archives and history of all your support requests.

https://support.upcebu.edu.ph

Copyright © 2025 University of the Philippines Cebu - All rights reserved.

powered by osTicket

If you have UVEC concerns or inquiries, with your UP email, open a new ticket via the UP Cebu Support Site. Provide the requested details and choose **UPC TLRC/ UVEC Concerns** in the Help Topic dropdown menu.

Processing time is from **a few minutes to 3 to 5 business days** depending on the nature of the UVEC concern.

Open a New Ticket

Please fill in the form below to open a new ticket.

Contact Information

Email Address *

UP Mail is preferred.

yourupemail@up.edu.ph

Full Name *

Juanx M. Cruz

Client Type *

UP Cebu Student

Requesting Office/Unit *

UPC CSS (College of Social Sciences)

Help Topic

UPC TLRC / UVEC Concerns *

Ticket Details

Please Describe Your Issue

Issue Summary *

UVEC Password

Details on the reason(s) for opening the ticket.

⊕ Drop files here or choose them

UVEC Details

Browser *

Chrome, Safari...

Gadget *

Mobile Phone, Computer...

Operating System *

Windows 10, MacOS Ventura 13.7.2...

CAPTCHA Text:

B262E | B262E | Enter the text show image. *

Create Ticket | Reset | Cancel

UNIVERSITY OF THE PHILIPPINES CEBU
UNIVERSITY VIRTUAL EDUCATION COMMONS (UVEC)

TEACHER'S GUIDE

CLICK ON THE TOPIC OR THE PAGE NUMBER TO ACCESS THE INFORMATION.

https://uvec.upcebu.edu.ph