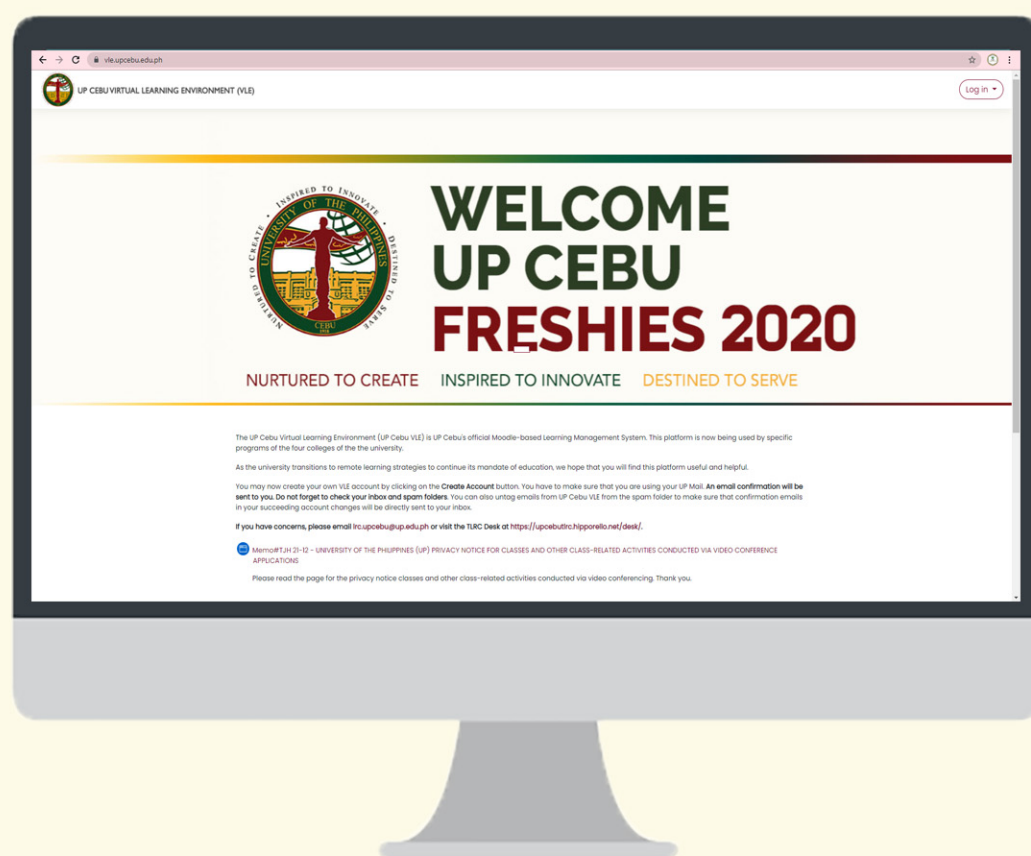




University of the Philippines Cebu  
Teaching and Learning Resource Center

# UP Cebu's VIRTUAL LEARNING ENVIRONMENT Student's Guide



[vle.upcebu.edu.ph](http://vle.upcebu.edu.ph)



# contents

The UP Cebu Virtual Learning Environment (VLE)	1
Creating your UP Cebu VLE Account	2
Notifications and Messages	3
Course Enrolment	4
Submission of Assignments	5
Taking a Quiz	6
Joining a Forum	7
Viewing your Grades	8
Retrieving your Username and Password	9
Adding Comments and Messaging your Teacher	10
Using the Text Editor Box	12
Enrolling in Remote Learning 101	14



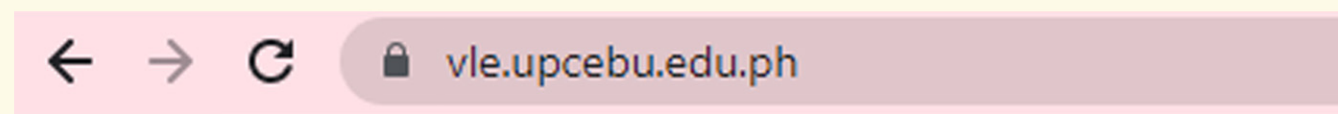
# The Virtual Learning Environment (VLE)

UP Cebu's Virtual Learning Environment (VLE) is the official Moodle-based Learning Management System of the university. It was officially introduced last 2014 and is now used by specific programs of the four colleges of UP Cebu. VLE aims to help students and teachers easily manage their courses and course requirements online.

As the university transitions to remote learning due to the pandemic, we hope that you'll find this platform useful and helpful.

This guidebook will help both students and teachers navigate through the Virtual Learning Environment with ease by following the step-by-step instructions found in the different sections of this guide.

To access UP Cebu's VLE, you may visit *vle.upcebu.edu.ph*.

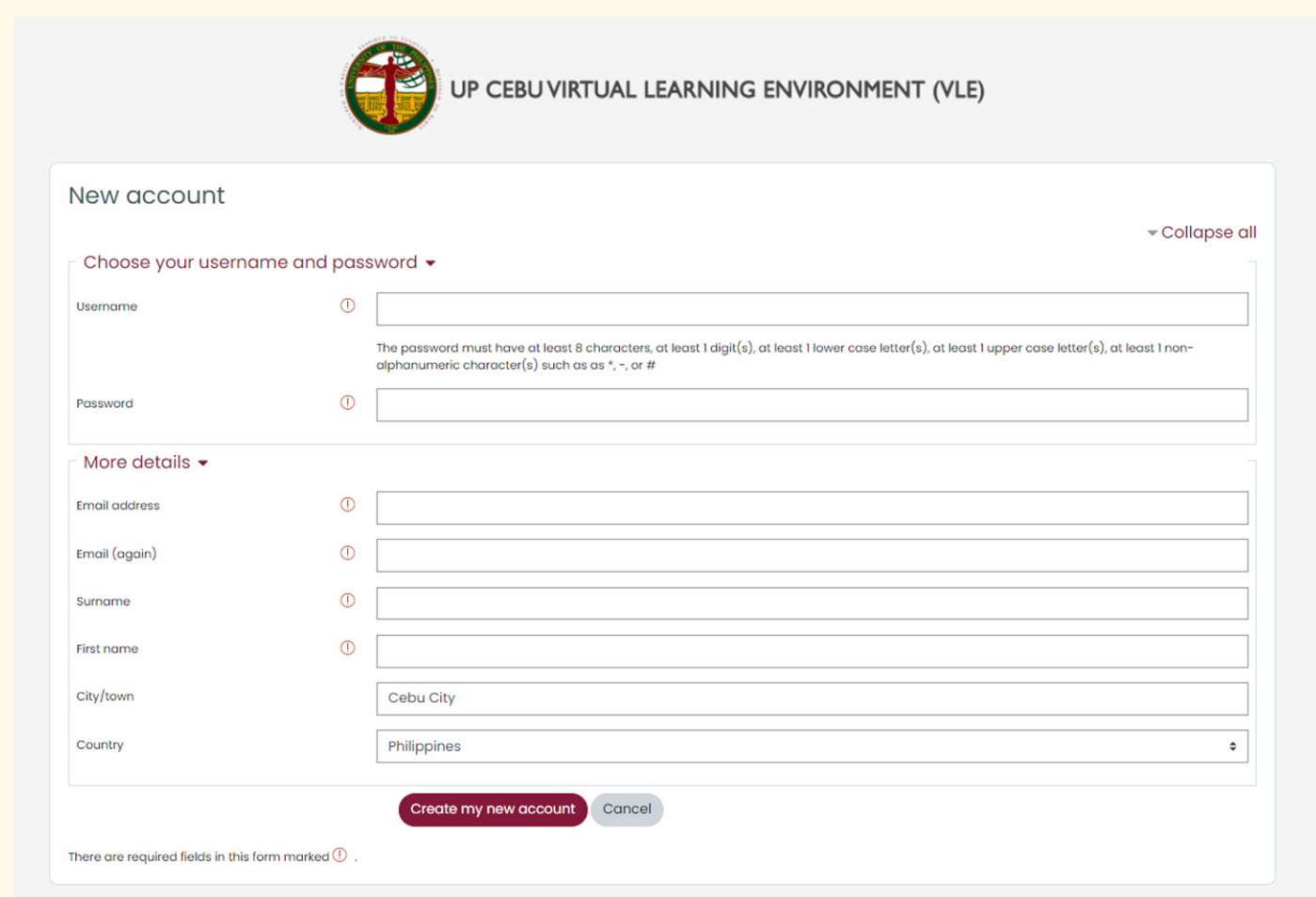
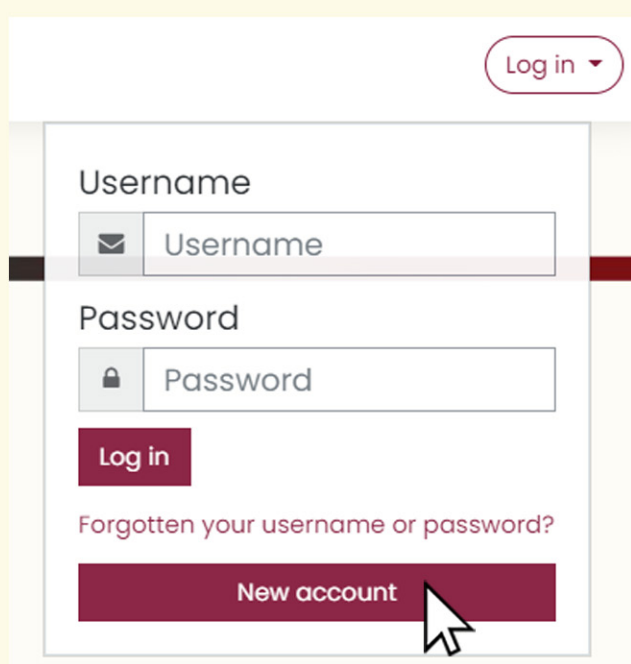




# Creating your UP Cebu VLE Account

To get started with UP Cebu VLE, you have to create your own account. Make sure to use your UP Mail as your official email address upon creating your UP Cebu VLE Account and follow these steps:

1. Go to [vle.upcebu.edu.ph](http://vle.upcebu.edu.ph).
2. At the upper right corner of the webpage, click LOG IN. A pop-up will open.
3. Click on the “NEW ACCOUNT” button. You will then be directed to another page.
4. In the new page, fill the required fields appropriately with your personal details. For the username field, **WE STRONGLY SUGGEST THAT YOU USE THE SHORTNAME OF YOUR UP MAIL**. For example, UP Mail is [jgmagiting@up.edu.ph](mailto:jgmagiting@up.edu.ph), the vle username is jgmagiting.
5. After providing all the needed information, click “Create my new account”.



6. After creating your account, head over to your email inbox, junk mail, or spam inbox for the confirmation email coming from [noreply@vle.up.edu.ph](mailto:noreply@vle.up.edu.ph). Click on the confirmation link and you will be redirected to your own UP Cebu VLE account landing page. Note that all changes you will make in your account will have confirmation emails to make sure that you are really the one customizing your account.

And Voila! You now have your own UP Cebu VLE Account.

If you have problems or concerns regarding your UP Cebu VLE account, please go to the UP Cebu TLRC Help Desk at <https://upcebutlrc.hipporello.net/desk/>.

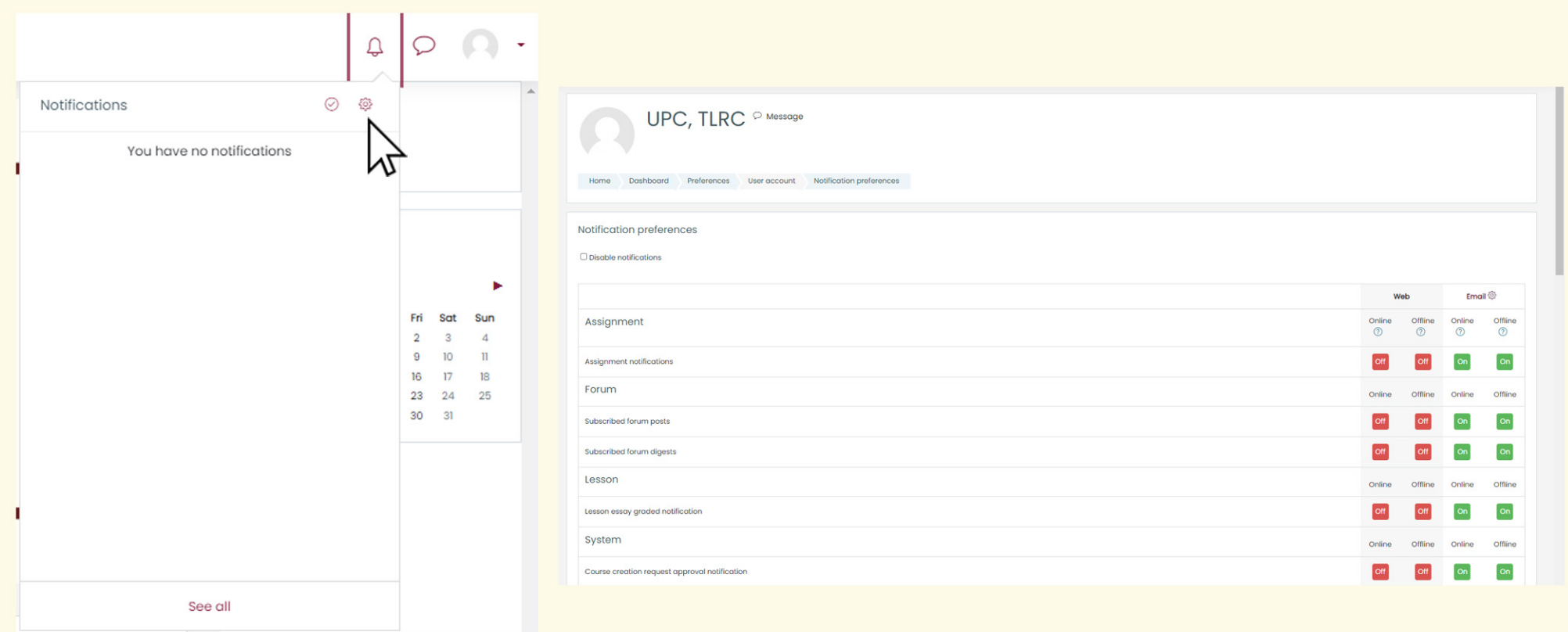


# Notifications and Messages

Now that your account is ready, you now need to make sure that you are updated and in the zone with the courses that you are taking up and with whatever updates there is in your UP Cebu Virtual Learning Environment.

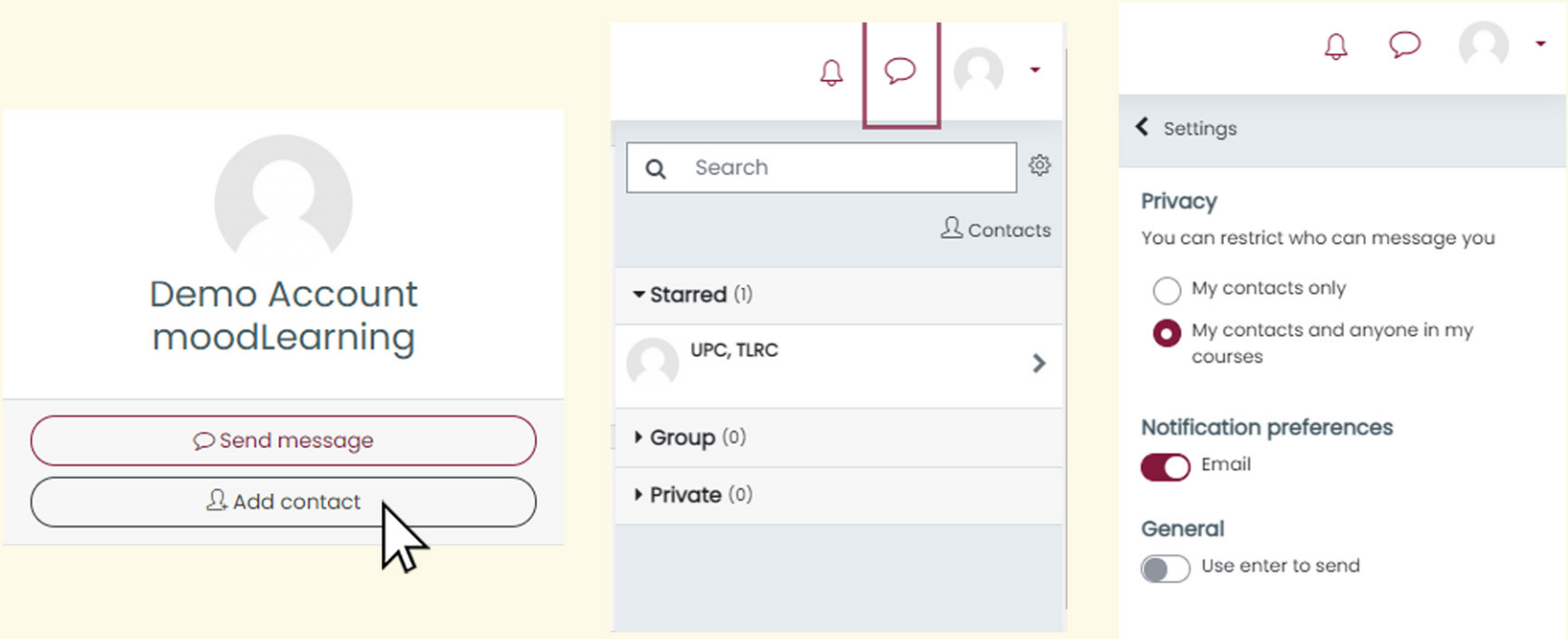
## Notifications

Make sure that you turn on your notifications. This will help you keep track of the upcoming activities and deadlines from the courses you are enrolled in. To enable your notifications, Click on the bell icon on the top right part of your landing page and on the gear icon. You will then be redirected to an options page. Click on the necessary push notifications.



## Messages

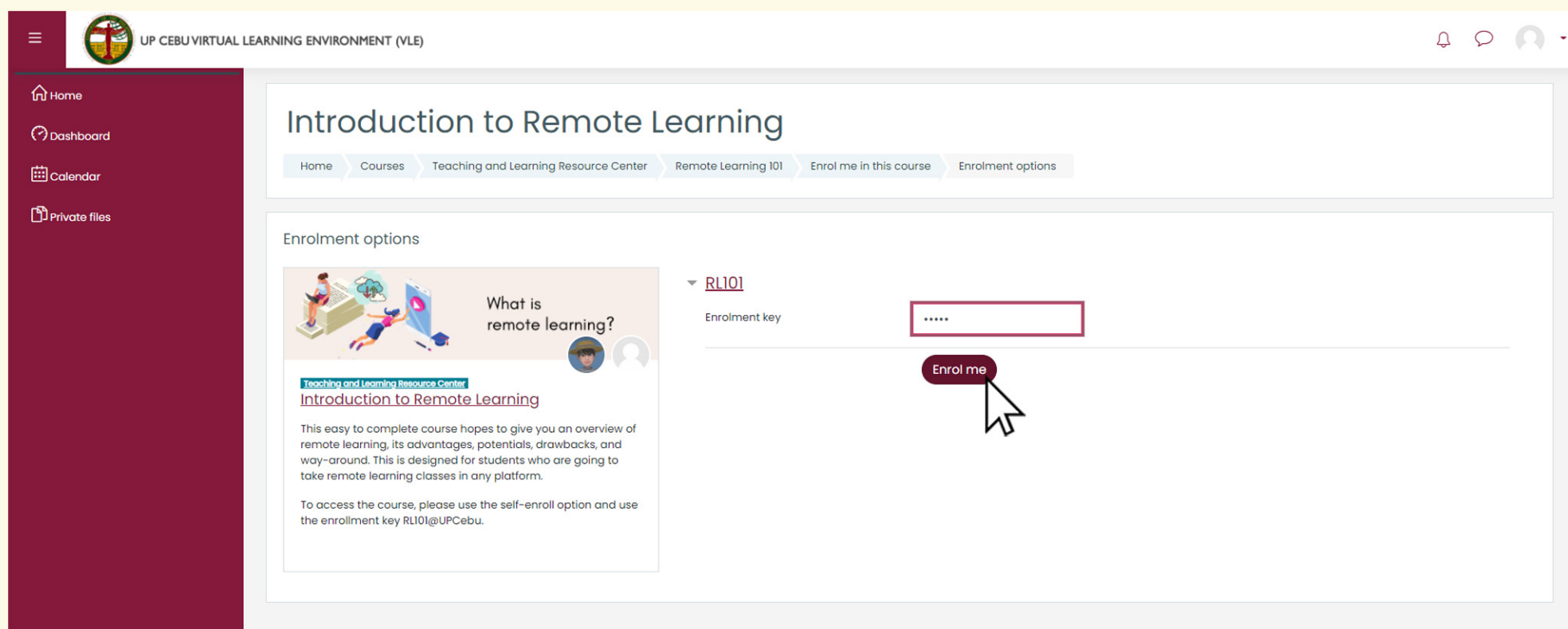
Beside the notification bell is the dialogue icon for messaging. Teachers, students, and other users may send private and group messages to their chosen contacts. You can add a contact by going to the individual’s profile and clicking the “Add Contact” button. This messaging feature allows one to mute, block, and delete conversations or any particular message.





# Course Enrolment

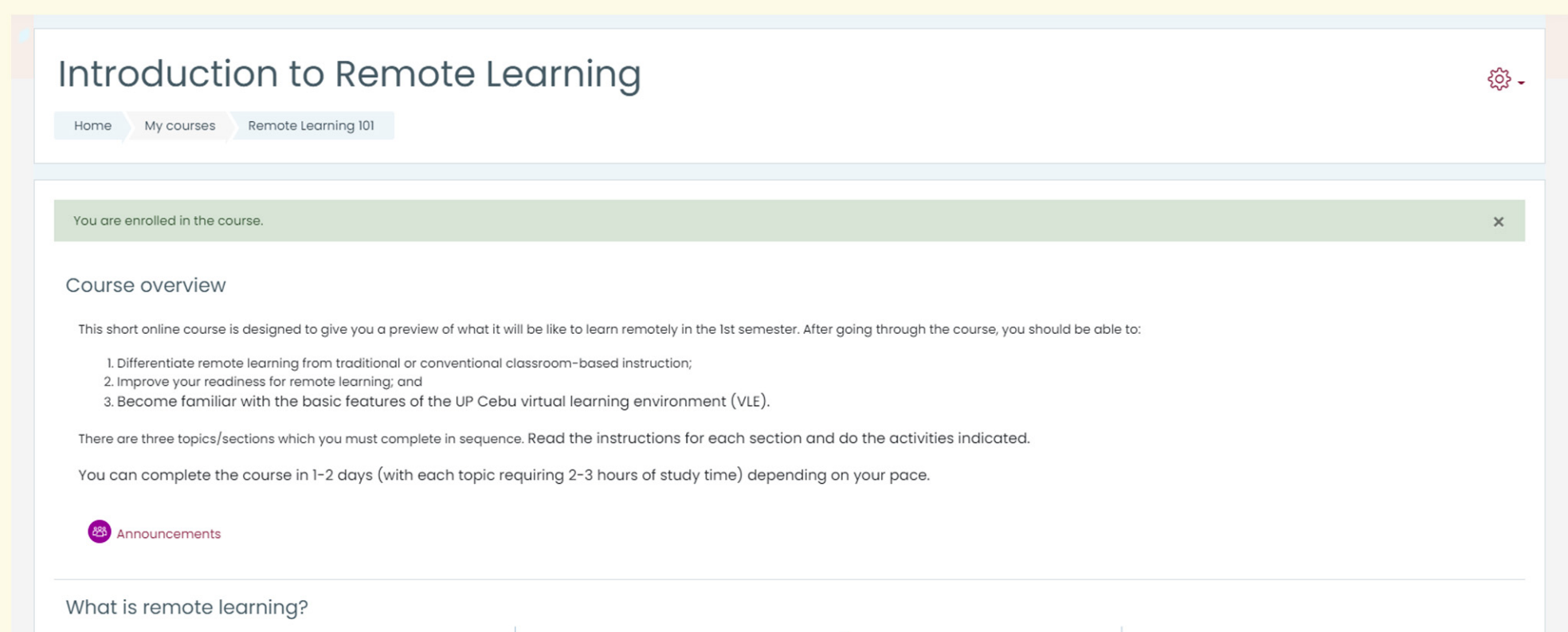
There are various ways on how to enrol a student in a course. Manual enrolment means that the teacher will be the one to add the students in the course. In this case, you will directly have the course shown in your “My Courses” section. There are also instances when a teacher enables “Self-enrolment” which will be done by the students in a particular course. In this section, we will talk about how to self-enrol in a course.



When a teacher enables the self-enrolment method, he/she shall notify the students with an enrolment key which could be used once the students enrol themselves in the course.

1. Once you receive the enrolment key, you may now proceed to your UP Cebu VLE home page, then scroll down to Course Categories and choose the college/department under which the course you have to enrol in is assigned.
2. You will then be directed to the courses page of the college/department. Choose the course you have to enrol in by clicking the access button.
3. You will then be asked to enter the enrolment key. Click the “Enrol me” button once you’re done.

You will know whether your self-enrolment is a success when you are now able to access the entire course site such as the image below:





# Submission of Assignments

The assignment activity module lets the teachers provide tasks, collect works, and give grades and feedback to the students.

1. From your home page, scroll down to Course Categories and select the college/department under which the course you're enrolled in is assigned.
2. Click the access button on the course to see the entire course site and choose the assignment module you need to complete.
3. Click “Add Submission” at the bottom of your assignment module page where you can also see the submission status, due date, time remaining before the due date, and other information.
4. You will now be able to upload your assignments in the form of files, images, and clips by clicking on the file icon or by dragging it in the box. Note that the type of files you can upload will depend on what your teacher will require you. If your teacher prefers your assignment to be submitted using online text, you just have to type in your output in the online text box provided.
5. Click “Save changes” when you finish uploading or typing your output. You will then see your submission status. Your teacher may allow you to edit your submission, hence, the presence of “Edit/Remove Submission”. If not, you will see the “Submit Assignment” button. Once you hit submit, you can no longer make any more changes.

The screenshot shows the 'Introduction to Remote Learning' course page. The 'Your feedback' section contains a form for submitting feedback. Below this, the 'Submission status' section displays a table with the following information:

Submission status	No attempt
Grading status	Not graded
Due date	Monday, 7 September 2020, 11:59 PM
Time remaining	Assignment is overdue by: 301 days 10 hours
Last modified	-
Submission comments	Comments (0)

At the bottom of the page, there is an 'Add submission' button. A mouse cursor is pointing at the button, and a tooltip message says 'You have not made a submission yet.'

The screenshot shows the 'Introduction to Remote Learning' course page. The 'File submissions' section contains a form for uploading files. The form includes a 'File submissions' header, a 'Maximum file size: 2MB, maximum number of files: 20' limit, and a file upload area with a dashed border and a blue arrow pointing down. Below the upload area, there is a 'Save changes' button and a 'Cancel' button. A mouse cursor is pointing at the 'Save changes' button.

UP Cebu's Virtual Learning Environment (VLE) also allows group assignment submissions depending on your teacher's preference.

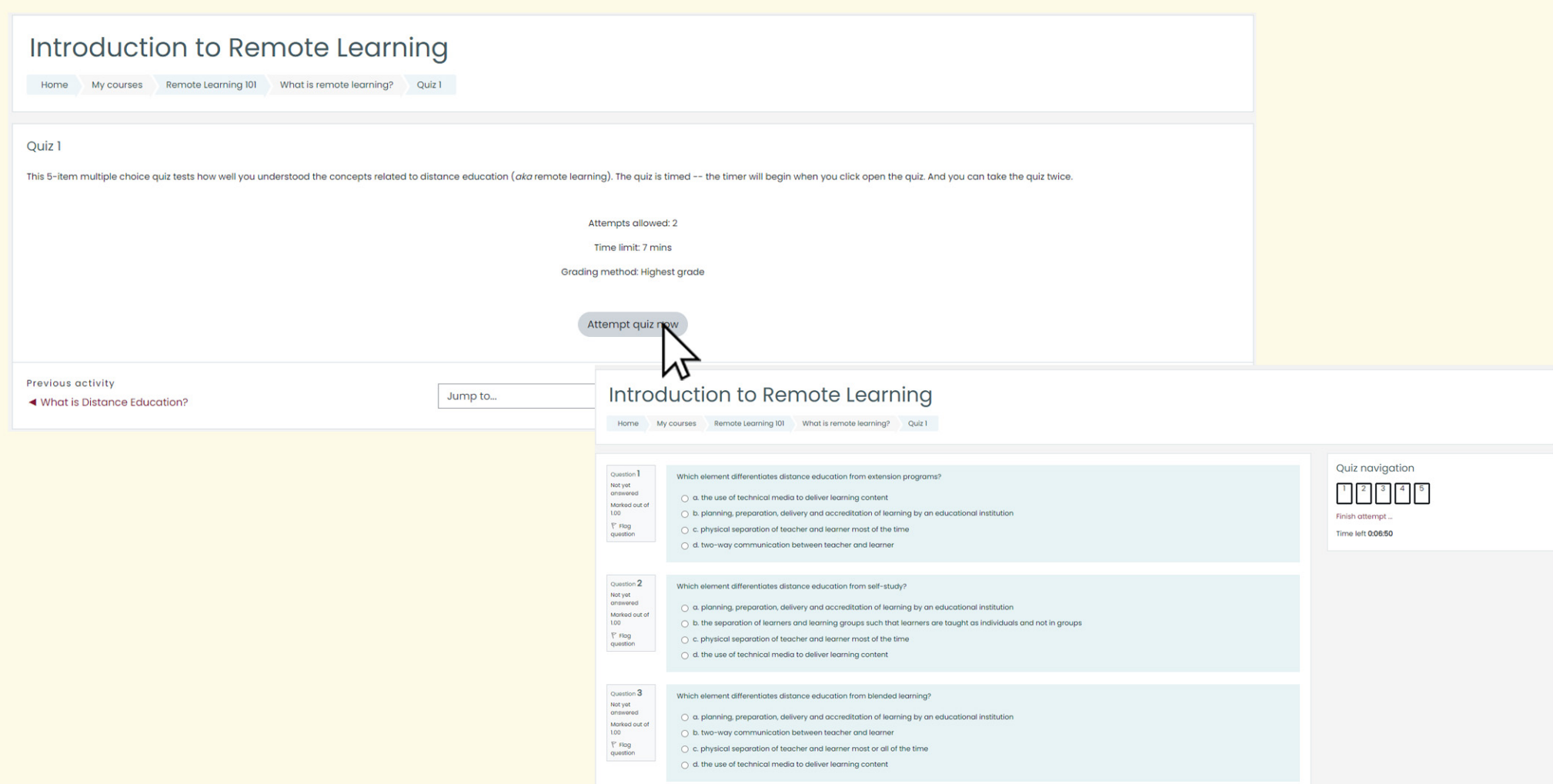


# Taking a Quiz

The quiz activity allows your teacher to evaluate your performance and your knowledge on the course by creating quizzes of various types such as multiple choice, matching, short-answer, and numerical.

Follow these steps to take a quiz:

1. In your home page, scroll down to Course Categories and choose the college/department under which the course you're enrolled in is assigned.
2. In the courses page, go to your enrolled course and click "Access". You are then directed to the full course site.
3. Look for the quiz activity that you need to take and click the link.
4. In the new page, you will see the instructions of your course teacher. You will also see the quiz details such as the number of attempts you are allowed to take the quiz, time limit, and the grading method for the quiz. To start answering, click the "Attempt quiz now" button.



5. You will then be reminded of the given time limit. Click "Start attempt" to continue. You can now start answering your quiz activity in the new page. A timer is also found on the same page so you can see the remaining time left to answer the quiz.
6. When you're done with all of the items, click "Finish attempt". You will be asked if you want to "Return to attempt" or "Submit all and finish". Choosing "Submit all and finish" means that you can no longer change your answers and will lead you to the page where you can view your grade for that quiz attempt.

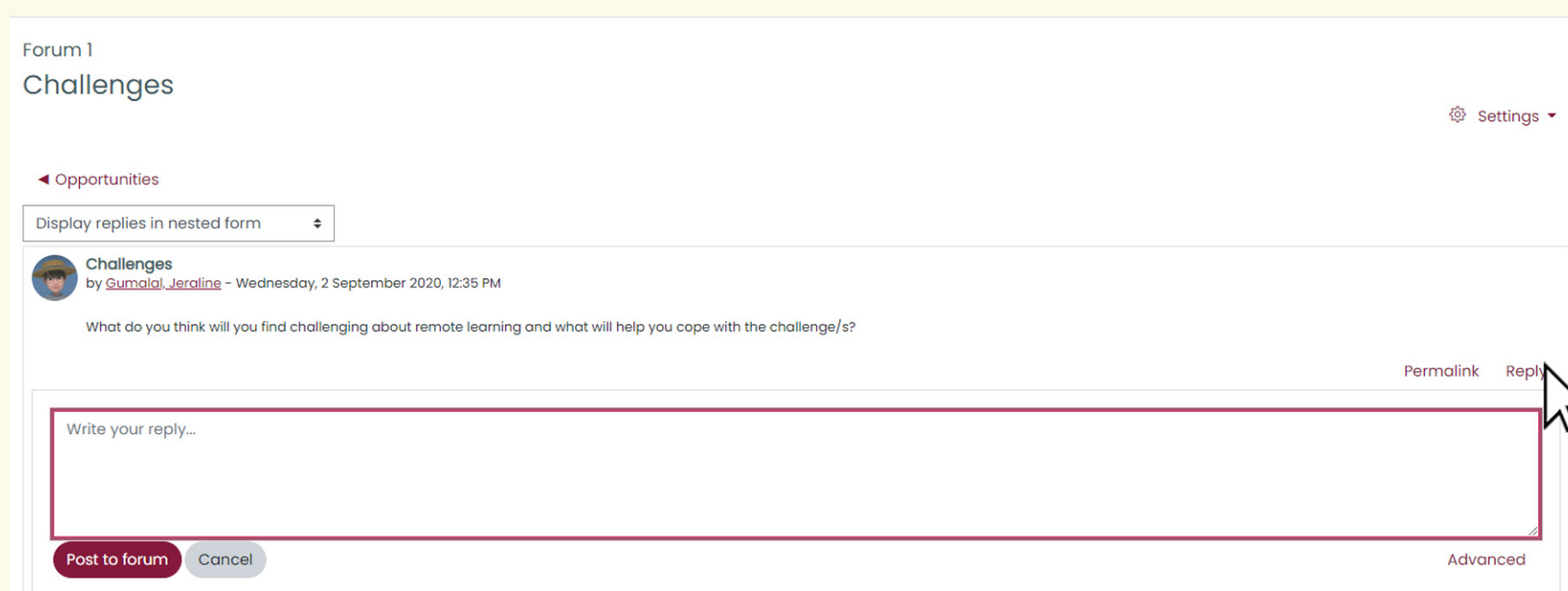
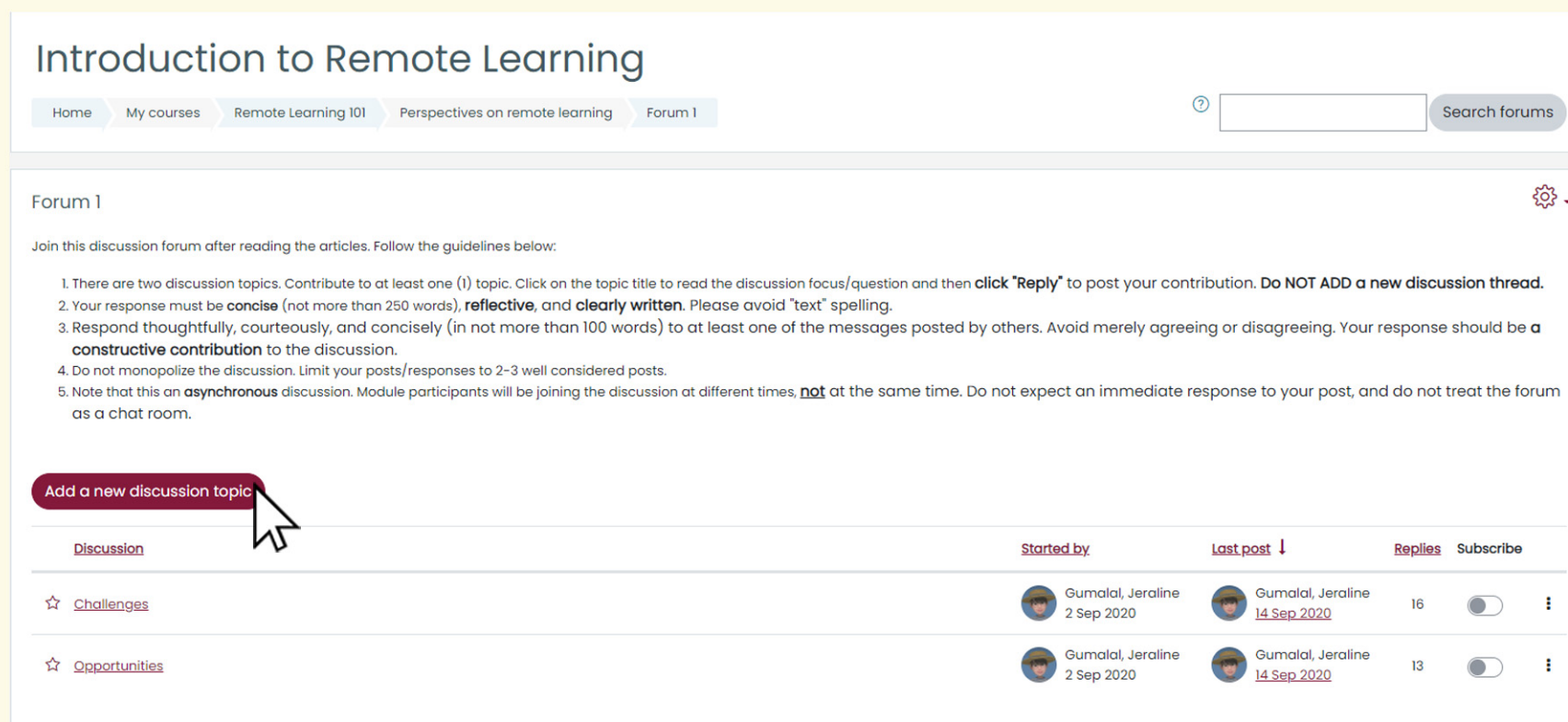
Take note that your final grade for the quiz will depend on the grading method chosen by your teacher. For quizzes which allow multiple attempts, your final grade might be the highest grade you got out of all the attempts, the average grade, or it might be from a specified attempt.



# Joining a Forum

The Forum module activity allows the teacher and the students of a course to form discussions about a given topic. To join a forum here are the steps you need to remember:

1. In your home page, scroll down to Course Categories and choose the college/department under which the course you're enrolled in is assigned.
2. In the courses page, go to your enrolled course and click "Access". You are then directed to the full course site.
3. Look for the forum activity where you want to participate.
4. In the new page, you will see the instructions of your course teacher and the topic that you will be discussing.



5. If your teacher allows you, you may add a new discussion topic in the forum. You may also reply to the discussion posted by your teacher or your classmates. Note that this will all depend on the forum type that your course teacher will choose. The number of discussions and replies you can post in a forum will also depend on your teacher's preference.
6. You may also attach files, images, or clips in your replies or discussions. Simply click on the "Advanced" link under the text box to access this feature.
7. If you are done, click the "Post to forum" button.



# Viewing your Grades

If your teacher uses the UP Cebu VLE's Gradebook, you can easily access your grades from the courses you are enrolled in:

1. In your home page, scroll down to Course Categories and choose the college/department under which the course you're enrolled in is assigned.
2. In the courses page, go to your enrolled course and click "Access". You are then directed to the full course site. You can also access your enrolled courses at the left side of the page at the "My Courses" section.
3. On the left side of the course site, you can find the Course Sections where the Grades section belongs. Click on "Grades".

The screenshot displays the UP Cebu VLE interface. On the left is a sidebar with navigation options: Course sections, Participants, Badges, Competencies, Grades (highlighted), Home, Dashboard, Calendar, My courses, and Private files. The main content area shows the 'Introduction to Remote Learning: View: User report' page. A dropdown menu is open, showing 'User report' (selected) and 'Overview report'. Below the menu, a table titled 'User report - UPC, TLRC' displays grade data. The table has columns for Grade Item, Calculated weight, Grade, Range, Percentage, Feedback, and Contribution to course total. The data rows are: Quiz 1 (100.00 % weight, 0.00 grade, 0-5 range, 0.00 % percentage), Your feedback (0.00 % weight, - grade, 0-100 range, - percentage), and Course total (- weight, 0.00 grade, 0-5 range, 0.00 % percentage).

Grade Item	Calculated weight	Grade	Range	Percentage	Feedback	Contribution to course total
Introduction to Remote Learning						
Quiz 1	100.00 %	0.00	0-5	0.00 %		0.00 %
Your feedback	0.00 % (Empty)	-	0-100	-		0.00 %
Course total	-	0.00	0-5	0.00 %		-

4. The grades page will show your grades in two types of view - the user report and the overview report.

The User report will show the overview of your marks in your course. You should see your grades on each assignments as well as the category total for these assignments. It will also show you the grades you received, range, percentage, the mark's weight on your course total gradee and your teacher's feedback, if there's any.

The Overview report will show you your total grades for each of the courses you are enrolled in.

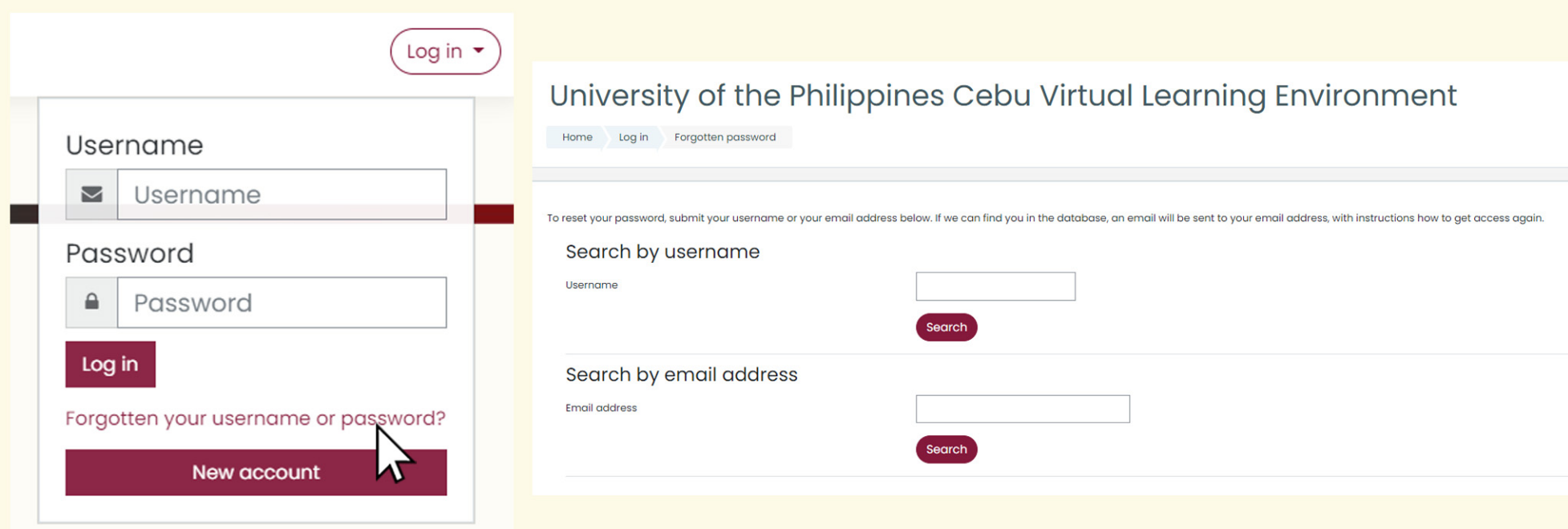
If an item or a course is not yet graded, the grade will appear as a "-".



# Retrieving your Username and Password

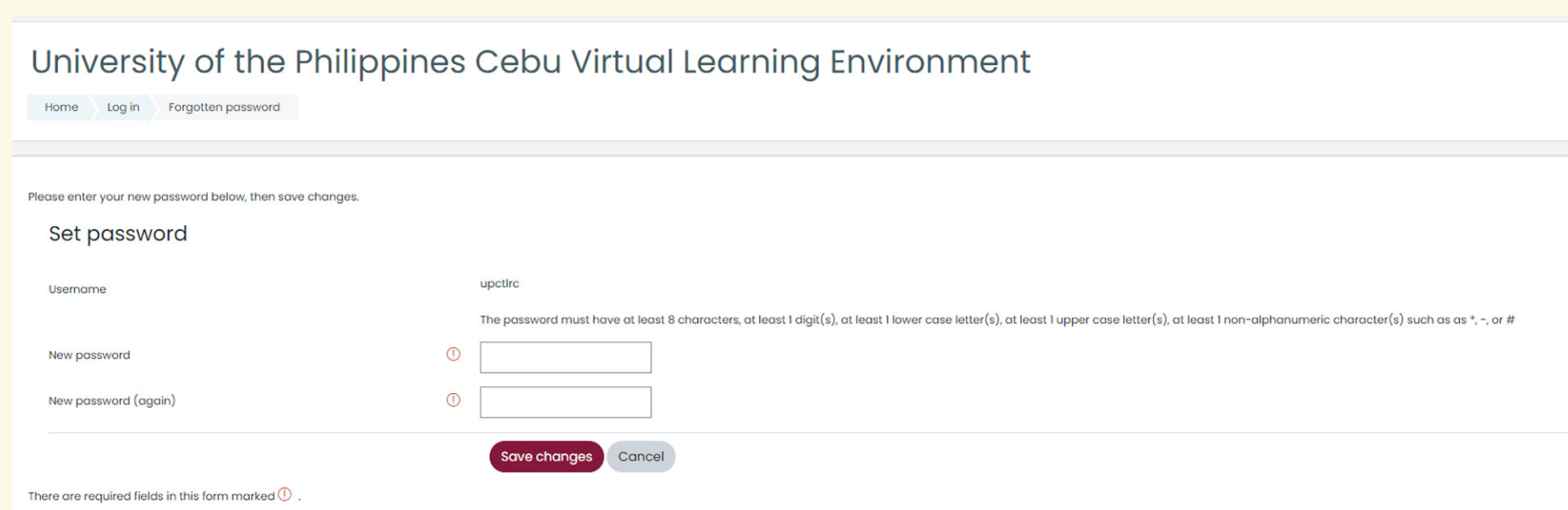
There will be times when you forget your username or the password in your UP Cebu VLE account especially if you're handling many accounts from other sites. Worry not, UP Cebu's VLE will help you retrieve your username or password in case you forget:

1. Go to [vle.upcebu.edu.ph](http://vle.upcebu.edu.ph).
2. Click the “Log in” button which is found at the upper left part of the page. A pop up will prompt you to enter your UP Cebu VLE credentials.
3. Since you will not be able to push through with lacking credentials, click on the “Forgotten your username or password?” link. This will lead you to a new page where you will be asked to enter either your username or your email address.



The first screenshot shows a login pop-up with fields for Username and Password, a Log in button, and a link for 'Forgotten your username or password?'. The second screenshot shows the 'Forgotten password' page with options to search by username or email address, each with a search button.

4. If you are able to remember either your email or your username, you will receive a password reset request confirmation email from [noreply@vle.upcebu.edu.ph](mailto:noreply@vle.upcebu.edu.ph). Click on the given web address to reset your password. Note that this link will only be accessible for 30 minutes.



The screenshot shows the 'Set password' page with fields for Username, New password, and New password (again). It includes a 'Save changes' button and a 'Cancel' button. A message at the bottom states: 'There are required fields in this form marked ⓘ'.

5. You will then be directed to a new page that shows your username and will allow you to enter a new password. Click “Save Changes” and you will be redirected to UP Cebu VLE’s log in page. You can now log in with your username and your new password.

6. In cases when you're not able to receive the email containing the password reset link or you forgot both of your email and username, you may ask assistance from the site administrators through our helpdesk: <https://upcebutlrc.hipporello.net/desk/>



# Adding Comments and Messaging your Teacher

Although we have discussed in the previous sections of this guide about the submission of assignments and the messaging feature of UP Cebu's VLE, we will be discussing them further here.

## Adding Submission Comments

If you have submitted a course requirement or an assignment through UP Cebu VLE and would want to attach additional message for your teacher to read, you may opt to type in your message in the submission comments. Your teacher will be able to read it once he/she checks your submission. The teacher can also write a response to your comment so make sure to check your course module activity from time to time.

1. Once you're logged in to your UP Cebu VLE Account, proceed to your home page and scroll down the Course Categories and choose the college/department under which the course you're enrolled in is assigned.
2. In the courses page, access the course where you need to submit your work or you may simply go to your "My Courses" tab in the left portion of the page and choose the course you need to work on.
3. In the course site, look for the activity module you will work on. Most often, the submission comments link is activated in an assignment module.
4. Submit your file or assignment. Check the **Submission of Assignments** section of this guide to know how to successfully submit your files.
5. After submitting your assignment/file, you will see your submission status. You will see the submission comments at the last row. To add a comment, simply click on the "+" button.

Submission status

Submission status	Submitted for grading
Grading status	Not graded
Due date	Monday, 7 September 2020, 11:59 PM
Time remaining	Assignment was submitted 303 days 10 hours late
Last modified	Thursday, 8 July 2021, 10:31 AM

Submission comments

[Comments \(2\)](#)

UPC\_TUBC - Mon, 12 Jul 2021, 1:41 PM  
sorry for the late submission. I was hospitalized.

Sena, Noelle Anne - Mon, 12 Jul 2021, 1:44 PM  
I will accept this. However, I will have to deduct some points.

[Save comment](#) | [Cancel](#)

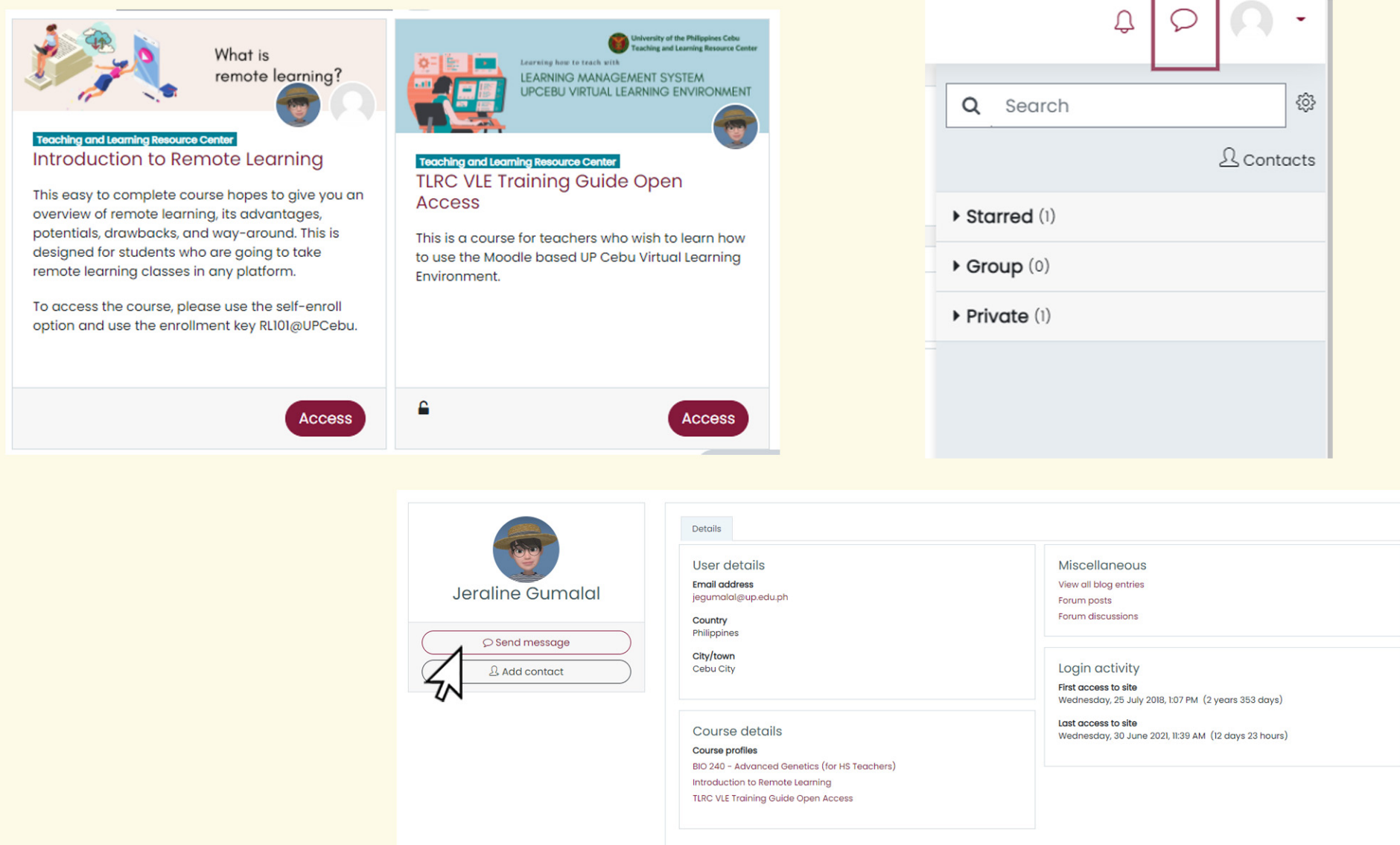
6. After typing your comment, click "Save Comment" to post.
7. You may also delete your comment if you want to retype or to completely disregard your message. Just click on the trash bin icon found at the opposite side of your comment. Refer to the image above.



# Adding Comments and Messaging your Teacher

## Messaging your Teacher

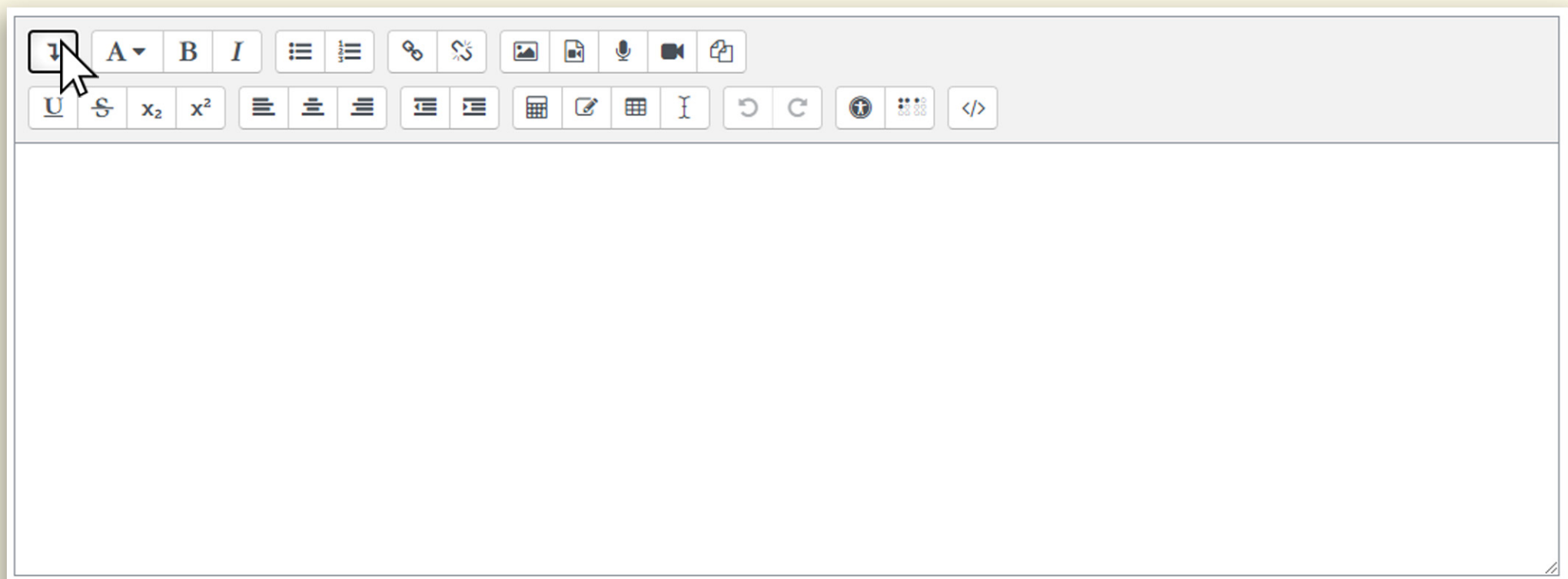
Aside from the submission comments, you may also reach your teacher using UP Cebu VLE by directly messaging him/her. Here's how:



1. In your home page, scroll down the Course Categories and choose the college/department under which the course you are enrolled in is assigned.
2. At the courses page, look for the course under which the teacher you want to message is in charge. You can see your teacher's account profile picture in the course description box. Click the photo. This will lead you to your teacher's account details.
3. Under your teacher's name and profile picture, you will see the "Send Message" button and the "Add Contact" button. Add your teacher as a contact so he/she can appear in your contacts list and so it will be easier for you to message him/her next time. You may also directly click the "Send Message" button.
4. Upon clicking the "Send Message" button, a new page will be loaded where you can now send a message and view your conversations. Simply type in your message in the text box and click the paper airplane icon beside the text box to send.
5. If you have already added your course teachers as contacts, you may go to the messenger icon at the upper right corner of your home page beside the notifications bell. Click the icon then, click contacts. Choose from your contacts and click the name of the teacher whom you want to send a message.




# Using the Text Editor Box



One important feature when using the UP Cebu VLE is that you can be allowed to submit responses for your course modules in text or html format by typing in the text editor. Here's how to use it:

1. In your UP Cebu VLE Account, scroll down to the Course Categories and select the department/college under which the course you're enrolled in is assigned. In the courses page, access the course you're enrolled in. Then, choose the course module you want to complete.

Take note that you can only use the text editor in a course module if your teacher has activated it.

2. In the course module you are about to complete, you can see a similar text box as shown in the image above. In the text editor, only the first row of the toolbar will be visible. Click the drop down (  ) icon to see the other tools from the toolbar. These tools will help you edit the appearance and attachments of your text.

3. Using the empty space below the toolbar, start typing your content. In cases where you accidentally click the exit button of the page, a pop up will appear to confirm whether you would really like to exit or stay in the site. If you click "leave", your work will not be saved.

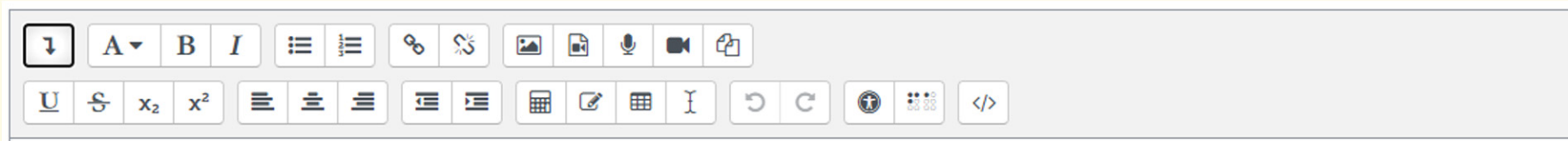
4. Once you finish your work in the text editor box, you may now click the "Save Changes" or "Submit" button.

To help you familiarize the functions of the different icons found in the toolbar of the text editor box, we will be enumerating them for you in the next page.

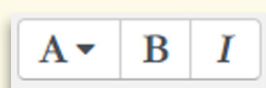


# Using the Text Editor Box

## The Toolbar and its Icons



**Drop Down Tool** is used when accessing the second row of the toolbar.



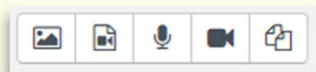
The **A icon** will help you adjust the size of your text. Simply click on icon to see the size options. The **B icon** will bold/thicken your text to highlight an important message while the **I icon** will italicize your text.



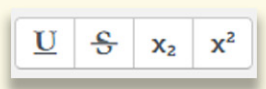
These icons can help you if you want to use **bullets** and **numbers**.



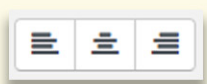
When you want to insert or remove a link, use the **link and unlink** icons.



These icons are used to **attach and edit an image, audio, and video**. You can also **record an audio and a video** by clicking the microphone and camera icons. There is also a **file manager** icon for your embedded files.



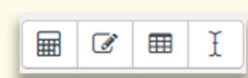
These icons can also change the appearance of your text. You can underline or strike through your text or make a letter/word a superscript or a subscript.



You may also change the alignment of your texts by using the **left align, center, and right align icons**.



Change the indentation of your text or paragraph by using the **indent and outdent** icons.



Insert equations through the **equation editor** icon or insert other characters and symbols through the **insert character icon**. you may also add a table using the **table** icon. Clear the format of your texts using the **clear formatting** icon.



Undo or redo your actions in the text editor box using the **undo and redo** icons.



The text editor provides a tool for checking your content for problems with accessibility. Use the **accessibility checker** for that. The **screenreader helper** provides additional information about the currently selected text (e.g. is it bold).



Toggle on the **html** icon to start html coding.



# Enrolling in Remote Learning 101

Due to the COVID-19 pandemic, schools from all around the world have shifted to remote learning. The University of the Philippines System was not an exemption. To help the new students adapt to these changes as well as to further understand the concept of remote learning, Remote Learning 101 (a.k.a RL 101) was introduced as a mandatory course in UP Cebu. You won't have to take this course for the entire semester since this is only a short course which you can complete within 1 to 2 days (with each topic requiring 2-3 hours of study time) depending on your pace.

Here's how to enrol:

1. Log in to [vle.upcebu.edu.ph](http://vle.upcebu.edu.ph).
2. In your home page, scroll down the Course Categories and look for "Teaching and Learning Resource Center" and click the link.
3. In the courses page, look for the course "Introduction to Remote Learning" and click the "Access Button".
4. RL 101 allows self-enrolment. You can use the self enrolment key that is shown in the course description. RL 101 is a free course for everyone although this is required to be taken by newly admitted students in the university.
5. Finally, click "Enrol me" to officially enrol in the course. You should see the entire course site of RL 101 if you have enrolled successfully.

The image displays two screenshots from the UP Cebu Virtual Learning Environment (VLE) interface. The top screenshot shows the 'Teaching and Learning Resource Center' page. It features a search bar, a list of courses, and a specific course card for 'Introduction to Remote Learning'. A red 'Access' button is highlighted with a mouse cursor. To the right, a modal window for 'RL101' is shown, containing an 'Enrolment key' input field and a red 'Enrol me' button. The bottom screenshot shows the 'Introduction to Remote Learning' course page. It includes a green notification bar stating 'You are enrolled in the course.' and a 'Course overview' section with a list of learning objectives and completion instructions.