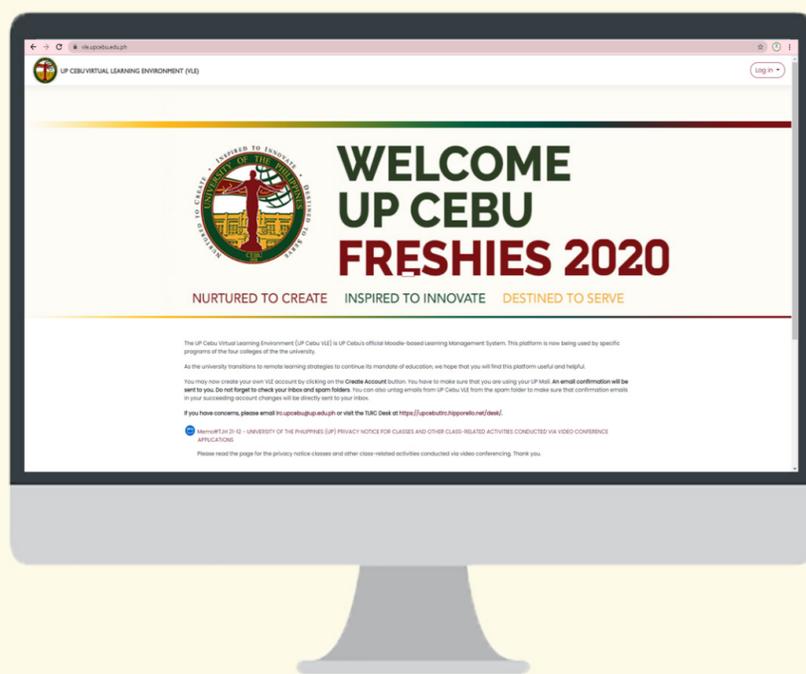




University of the Philippines Cebu
Teaching and Learning Resource Center

UP Cebu's VIRTUAL LEARNING ENVIRONMENT Teacher's Guide



vle.upcebu.edu.ph



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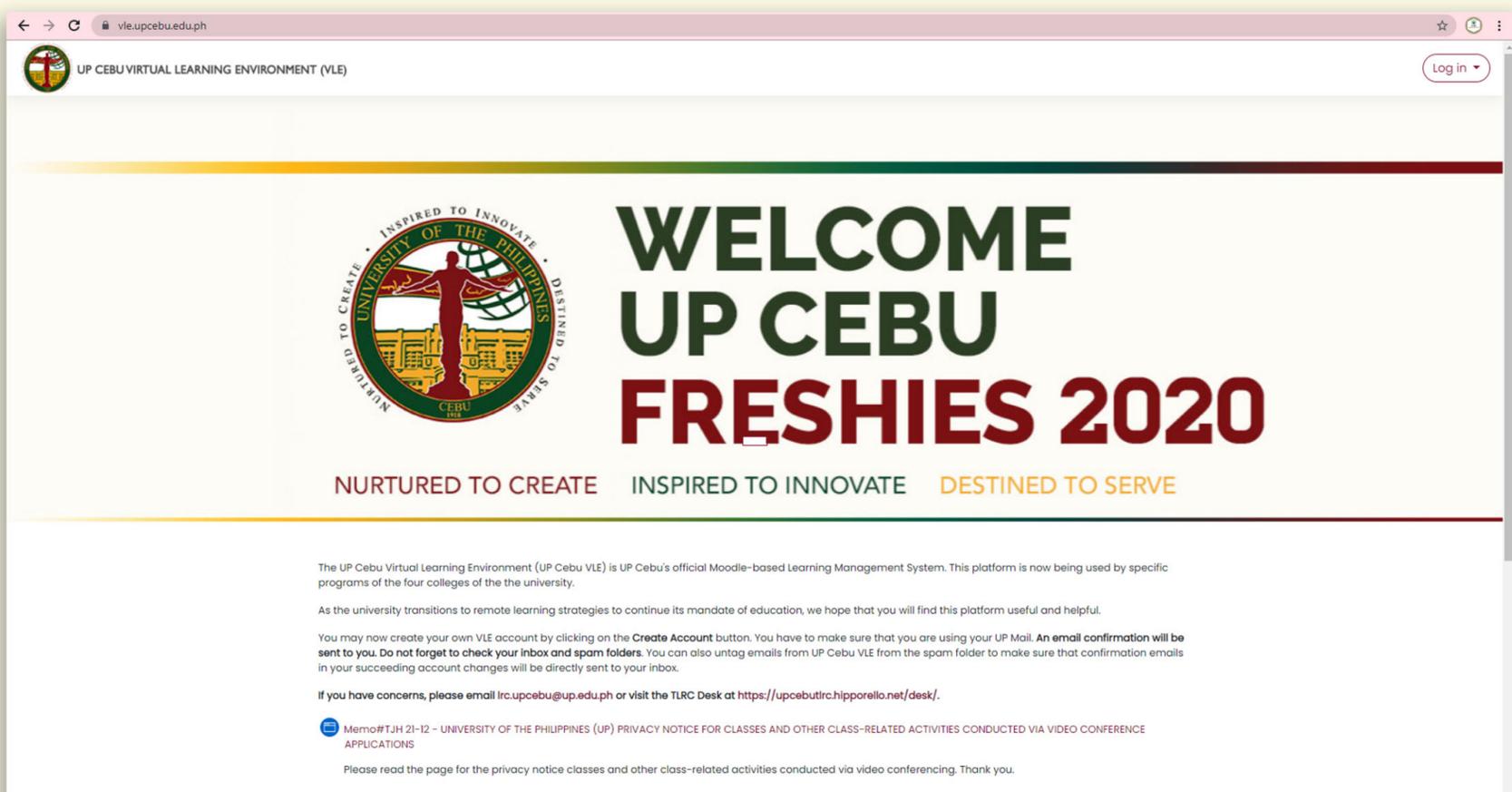
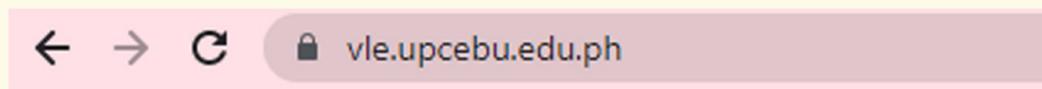
The Virtual Learning Environment (VLE)

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.

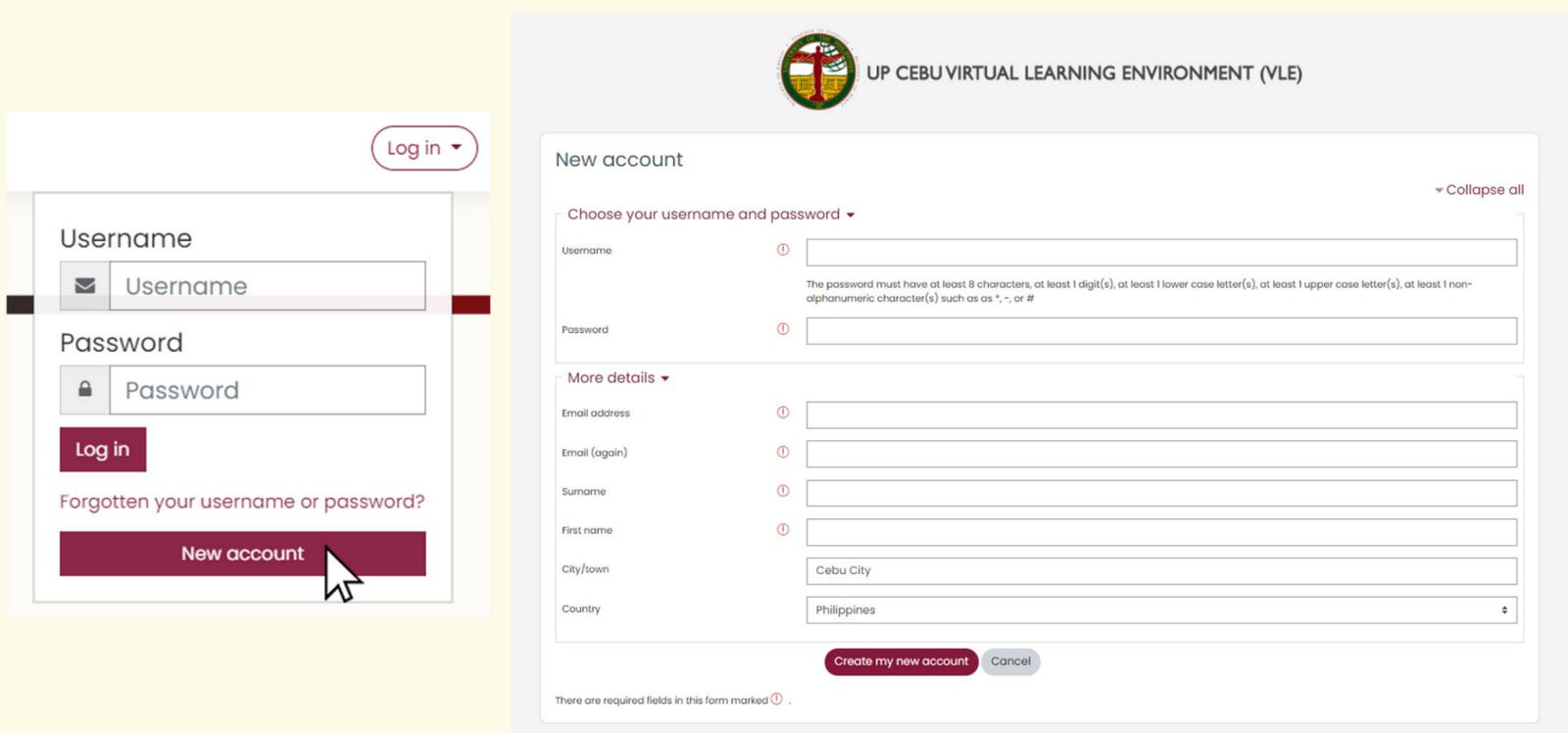
To access UP Cebu's VLE, you may visit vle.upcebu.edu.ph.



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.
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, 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. 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.

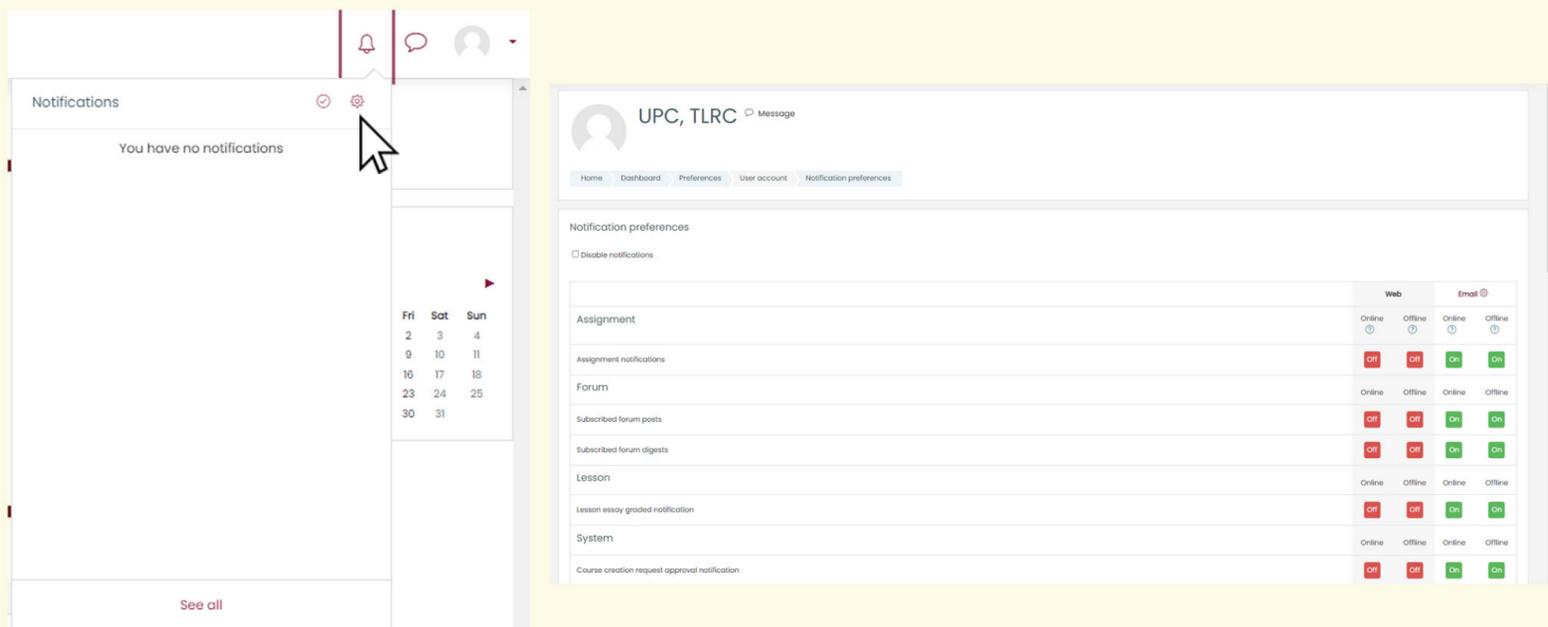
If you have problems or concerns regarding your UP Cebu VLE account, please go to the UP Cebu TLRC Help Desk at <https://upcebutlrc.hipporello.net/desk/>.

Notifications and Messages

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

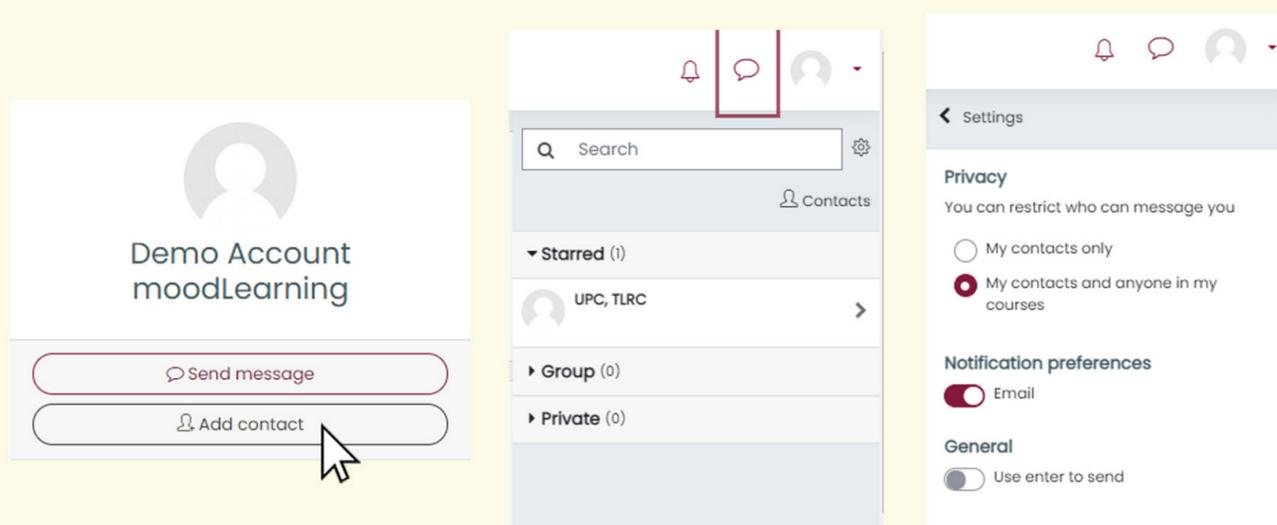
Notifications

Make sure that you turn on your notifications. This will help you keep track of the upcoming activities, deadlines, and grading in the courses you are handling. To enable your notifications, click on the bell icon on the top right of your landing page. Then, click on the gear icon so you can modify which type of notifications you want to receive and where you want to receive them (by email or through the web).



Messages

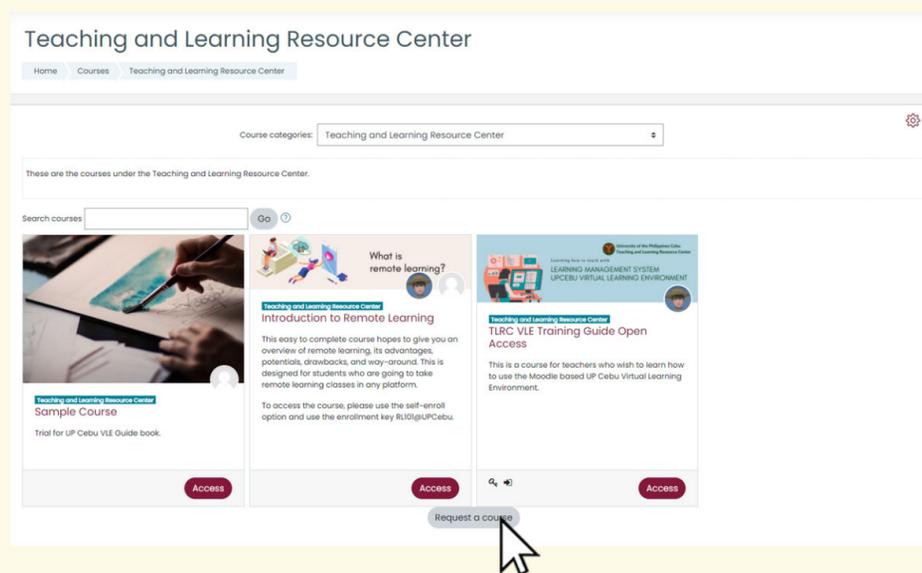
Beside the notification bell is the dialogue icon for messaging. Teachers, students, and other users may send private and group messages to their chosen contacts. You can add a contact by going to the individual's profile and clicking the "Add Contact" button. This messaging feature allows one to mute,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



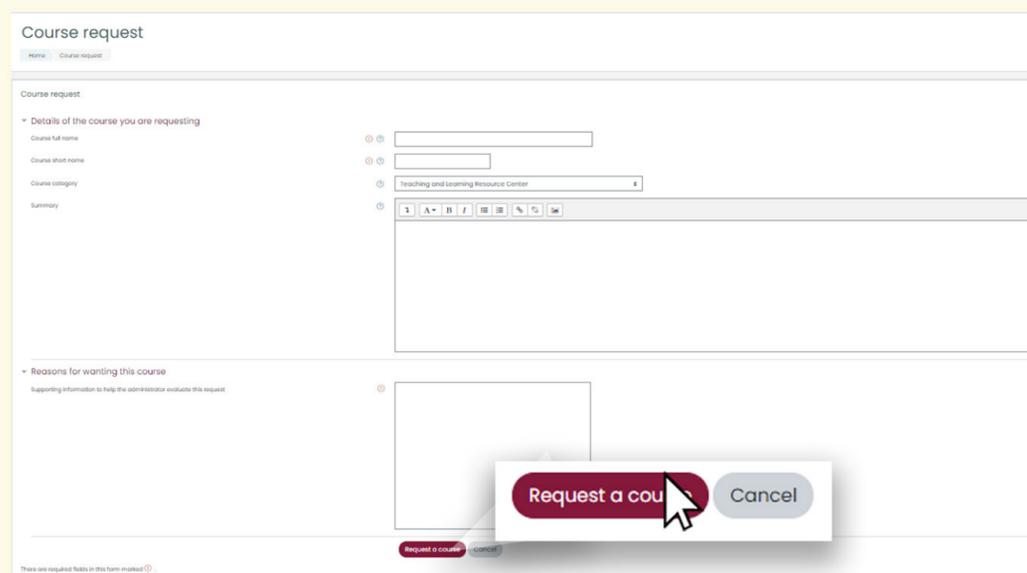
Requesting for a Course Site

For teachers who will utilize the UP Cebu VLE platform in conducting their classes, you have to request for a course site to be opened.

1. Log in to your UP Cebu VLE account at vle.upcebu.edu.ph
2. In your landing page or home page, scroll down to Course Categories and click the link of the college or department under which you want to request for a course.
3. Once you are in the courses page of your chosen department, scroll down the bottom of the page and find the “Request a Course” button and click it.



4. You will then be directed to a new page where you have to fill out the needed course details such as the course’s full and short name. Make sure to complete the required fields.



5. After filling out the form, click on the “Request a course” button at the bottom of the page. You will then be informed that your request has been saved successfully and that an email will be sent to you once the request is approved.

Setting Up a Course Site

Once your requested course has been approved, you may now set up your course site depending on your preference and on your designed course pack.

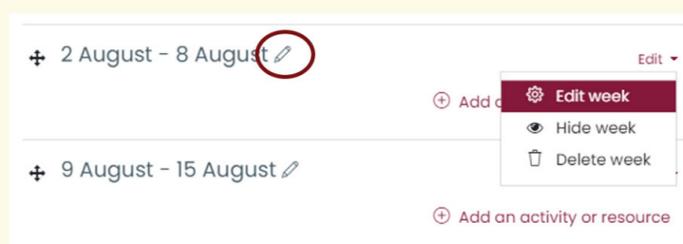
1. Log in to your UP Cebu VLE account at vle.upcebu.edu.ph. In your home page, scroll down the course categories and click the link of the college/department under which your course belongs.

2. In the department's courses page, look for the course you need to set up and click the "Access" button.

3. You will then be directed to a new page where you can see the course title and the pre-designed course sections. At the top right portion of the page, click the "Turn editing on" button to enable editing on the page. You will notice that each of the sections is now editable. This also means that you can now add an activity or a resource on each section.



4. To edit the name of your sections, simply click on the pen icon beside the pre-assigned section title. Usually, the pre-assigned section title is the date for the week. This is why it is also called the "week name". After typing in your decided section name, press enter.



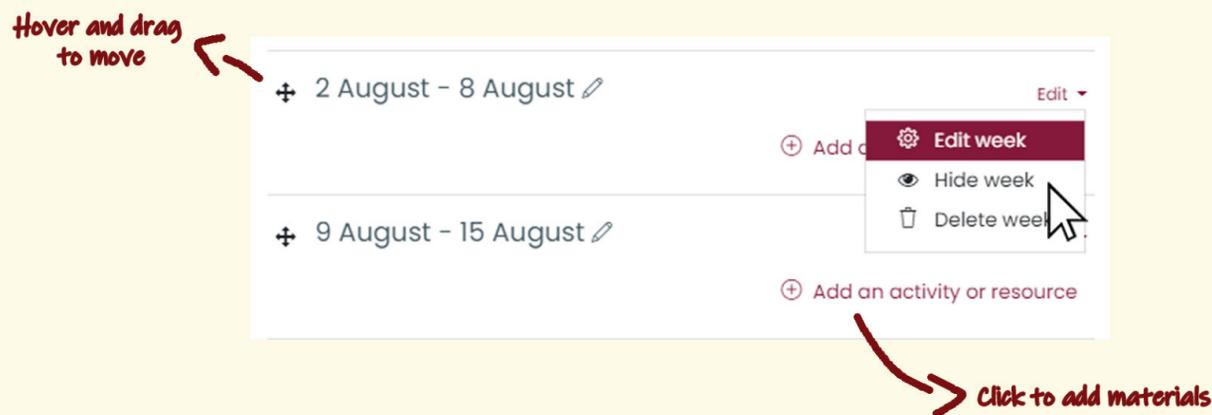
Another way to edit your section name is through the edit link found at the opposite side of the section name. Click on the "edit" link and a drop-down menu will appear. Click "Edit week" to get directed to a new page where it enables you to edit the section name and to add your section description.



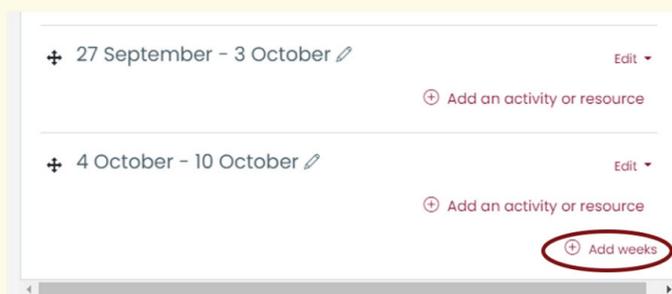
Setting Up a Course Site

5. You may also move your sections to the top or to the bottom of the sections list. Hover your mouse arrow over the move icon (↕) found on the left side of the section name until your mouse arrow also becomes a move icon. You may now drag your section upwards or downwards depending on where you want to place it.

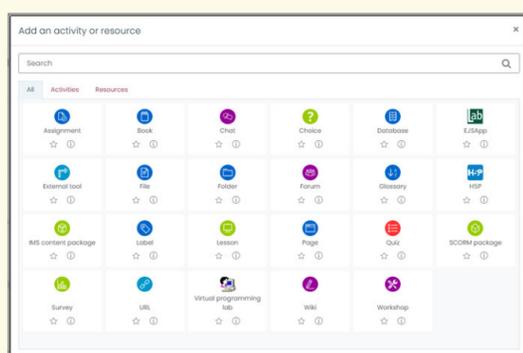
6. You may also opt to delete or hide your sections. This is found on the Edit link on the opposite side of the section name. Click on the “edit” link and a drop-down menu will appear. There you can choose whether to delete or hide your section.



7. You may also add more sections to your list by going to the bottom of your page. At the bottom right, you will find a “add week” link. Click it to add additional sections for your course.



8. Under each section of your course, you may put in additional activities and resources. All you have to do is click on the “Add an activity or resource” link under the section which you want to modify.



9. A pop up will then prompt you to choose which type of activity or resource you want to add to the section. Click on the icon of your desired activity or type of resource. You will be directed to a page where you will be asked to fill in the necessary information and instructions about the activity or resource. On the same page, you will also be asked to set up the submission and grading details.

10. After filling all the necessary information for your activity, click the “save and return to course” or the “save and display” button at the bottom of the page.

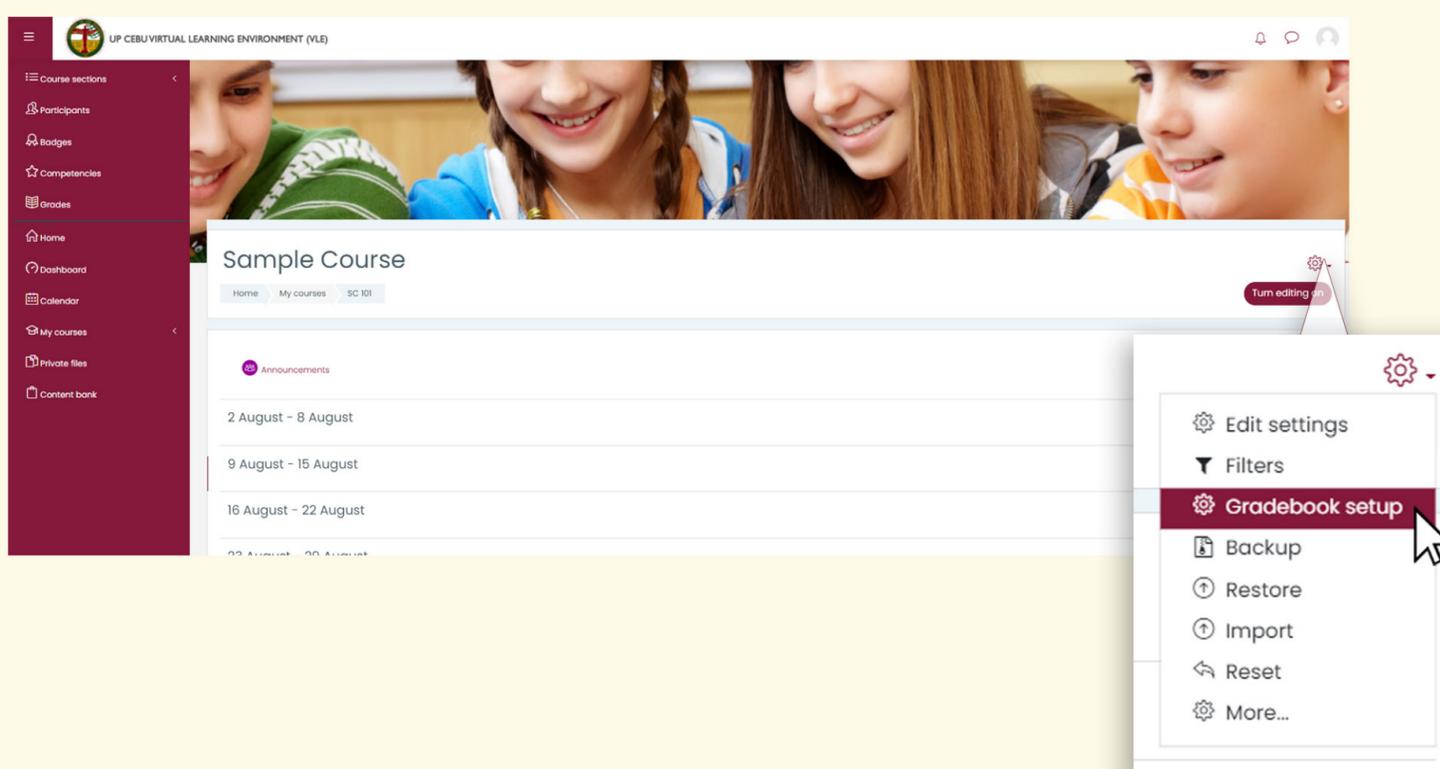
For a more detailed instruction on adding materials in your course sections, turn to the “Basics of Materials” section of this Guide.

11. After you’ve completely set up your course page, you may now click the “turn editing off” button at the top part of the page.

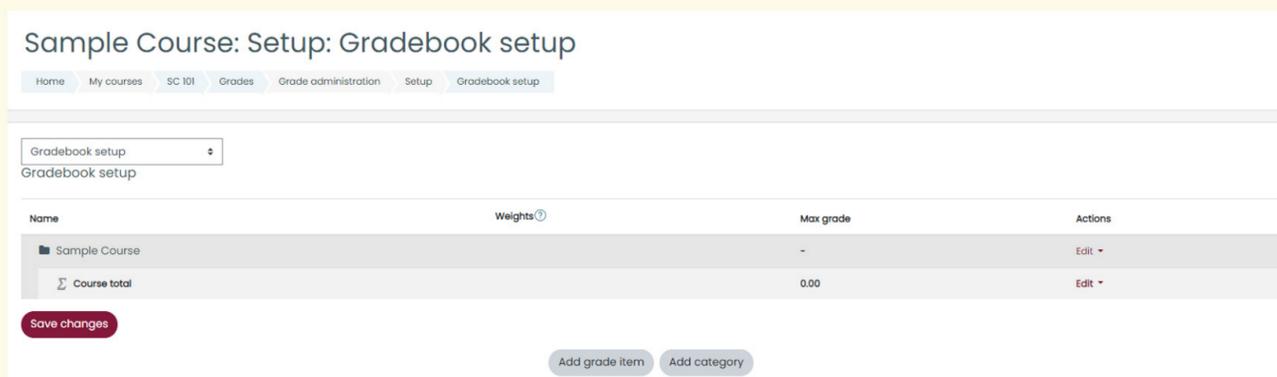
Setting Up the Gradebook

UP Cebu VLE does not only let teachers set up course sites and activities for the students. It also lets them grade the students' performance according to the University's grading system. Here's how:

1. Log in to your UP Cebu VLE account at *vle.upcebu.edu.ph*.
2. At the left side of your account's home page, click "My Courses" and select the course where you want to set up a gradebook.
3. In the course site, click on the gear icon found at the opposite side of the Course name. a drop down menu will appear.



4. Choose and click "Gradebook Setup". This will lead you to the Gradebook setup page where you are able to edit and view the grade settings of a specific course.



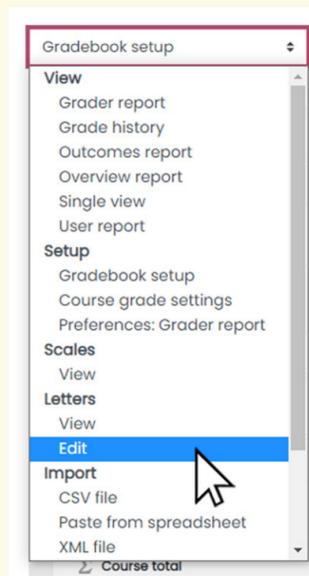
In this section, we will be dividing it into sub-sections: **Editing Letter Grades**, **Course Grade Settings**, and **Gradebook Setup** to give you a detailed and step by step instruction on how to successfully set up your UP Cebu VLE Gradebook as well as to introduce you to the important parts of your gradebook.

Setting Up the Gradebook

Editing Letter Grades

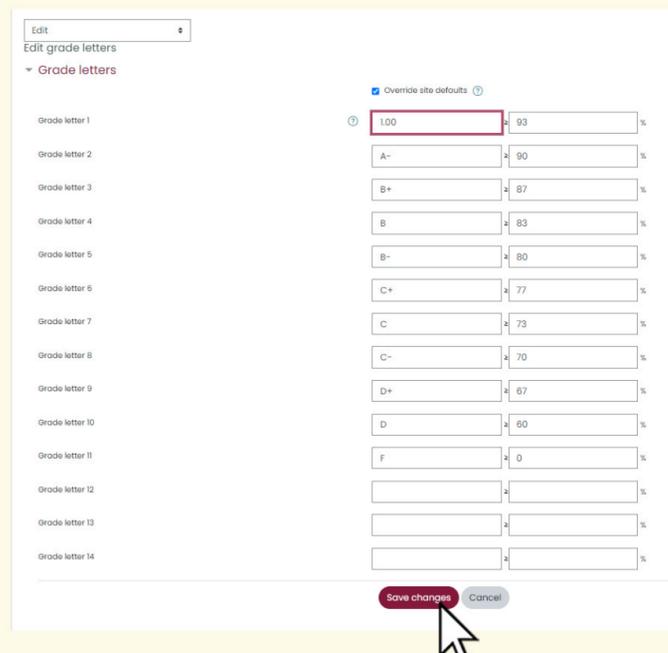
UP Cebu VLE is not automatically set up for UP Cebu's Grading System so a teacher has to adjust the letter grades of the site in order to adapt to the university grade point system. Instead of the letters representing a range of scores, you may change it to a numerical set up.

1. On the Gradebook Setup page of your chosen course, a drop down menu is found. Click on the box to see the menu and select "Edit" under the Letters category.



2. You will be directed to the Grade Letters page. On this page you will see an editable column of both letters and their equivalent grade range.

3. Above the column of boxes, you will see an unticked box with a label that reads "Override site defaults". Tick the box so you could edit the grade letters.



4. Place and click on the grade letter boxes to edit the letters. Since UP Cebu uses the grade point system, we will be editing these letters and replacing them with the grade points (from 1.00 as the highest and 5.00 as lowest). You may also change the equivalent percentage range for each grade point.

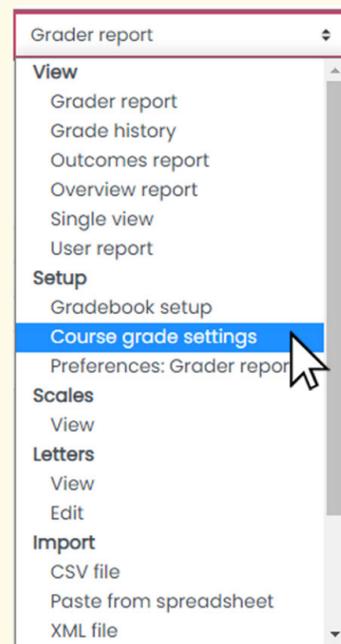
5. When you're done overriding the grade letters, you may now click "Save Changes".

Setting Up the Gradebook

Course Grade Settings

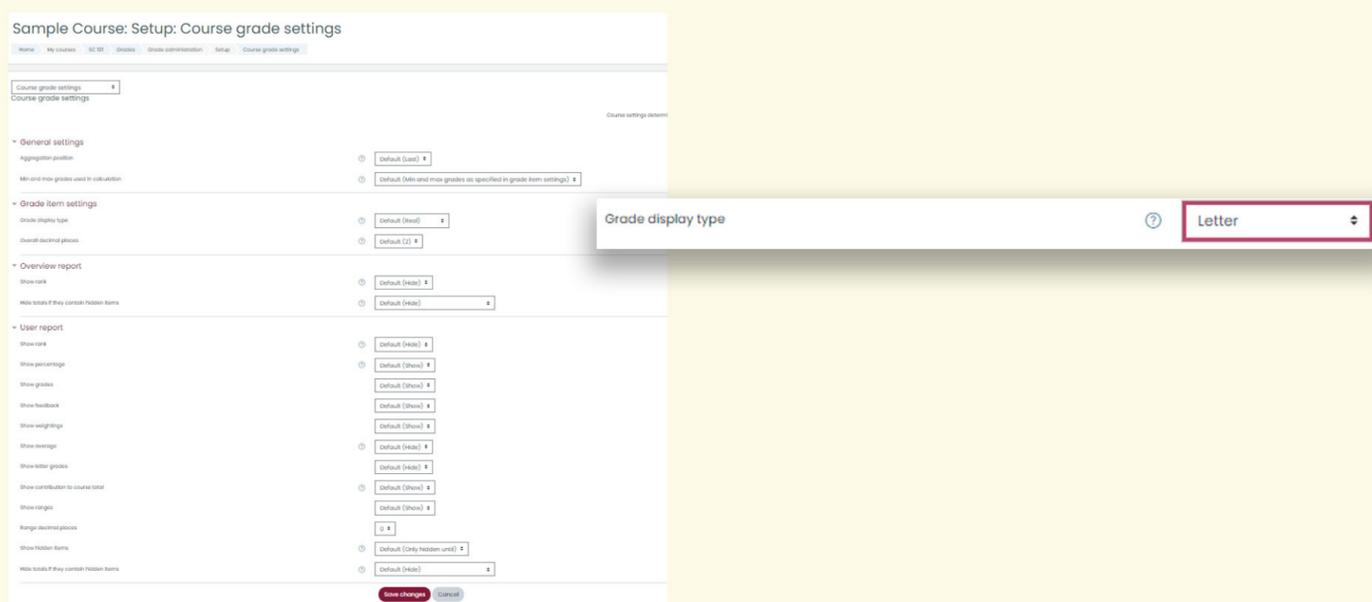
Before proceeding to the Gradebook Setup proper, you need to first set up the course grade settings. It determines how the gradebook appears for all the participants in the course.

1. On the Gradebook Setup page of your chosen course, a drop down menu is found. Click on the box to see the menu. Under the Setup Category, choose “Course Grade Settings”.



2. You will be directed to the Course Grade Settings page. On this page you will find several boxes which need to be set up.

3. In the Grade Item Settings Category, make sure to set the Grade Display Type to “Letters”. This will apply the grade point system that you’ve overridden at the “Editing Letter Grades” sub-section.



4. For the other settings, it will be up to you to change or to let it be in default. The only major changes in this setting would be the Grade Display Type.

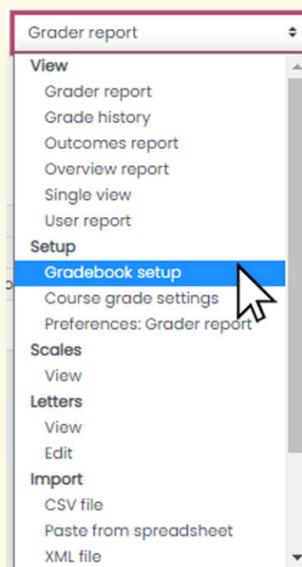
5. After setting up, you may now save the changes you made by clicking the “Save Changes” button.

Setting Up the Gradebook

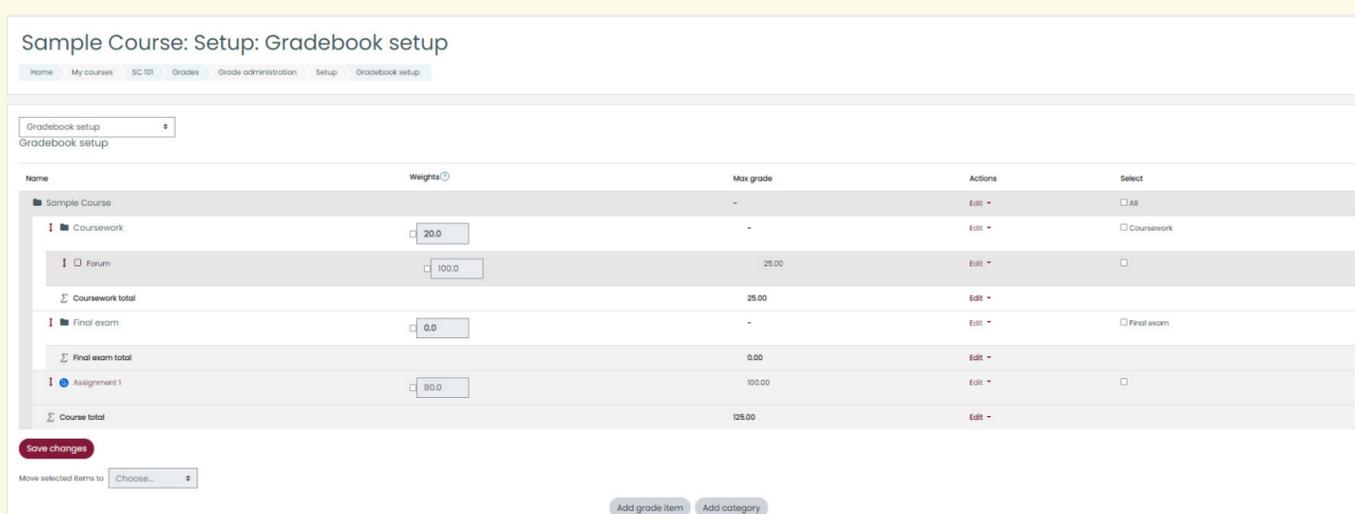
Gradebook Setup

Finally, for this section, we are now going to the gradebook setup proper. The gradebook setup will let you decide the appearance and the calculation of your student's grades by category.

1. On the Gradebook Setup page of your chosen course, a drop down menu is found. Click on the box to see the menu. Under the Setup Category, choose "Gradebook Setup".



2. This will lead you to the Gradebook Setup page where you can see a table where your grade categories, grade items, and grade total will be displayed. To add a category, click the "Add Category" button.



Category means the major categories that will be weighted to get the total or final grade for a student in your course. Examples of major categories are final exams, courseworks, and presentations.

3. You shall now be in the New Category Setup page. You may start with the input of your category name and the form of aggregation you want to choose. Aggregation determines how grades in a category are combined.

Setting Up the Gradebook

Gradebook Setup

Under the grade category, press show more. This will let you see more items you can setup under the said category. Here you can find an option where you can choose to exclude or include empty grades in the calculation of grades.

Under the category total, you can set up the maximum and minimum grade you input in this specific category that you're about to set up.

Under the parent category, you can set up the weight of the category.

If you have doubts regarding an item which you want to set up, you may click on the question mark icon beside the item to see how it functions.

4. After you're done setting up a new category, click the "save changes" button. This will redirect you to the Gradebook Setup page. You'll notice that the new category you added is now reflected on the gradebook table.

5. On the gradebook setup, you may also setup the grade item by clicking on the "Add grade item" button. Grade items are the specific activities under a Category. Another way of setting up a grade item is when you add an activity in your course site by which you may choose a grade category where you want to place that activity.

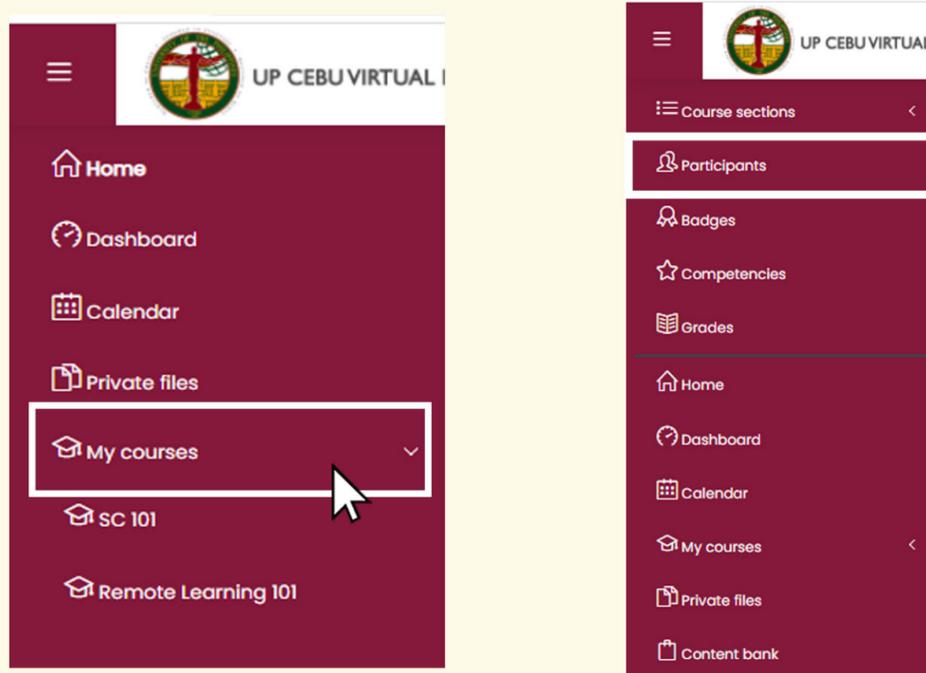


Adding Your Students

There are a number of ways by which your students can access your course. In this section you'll learn how to manually add your students in your course, how self-enrollment works, and giving individuals a guest access to your course site.

To activate these enrolment methods in your course, follow these steps:

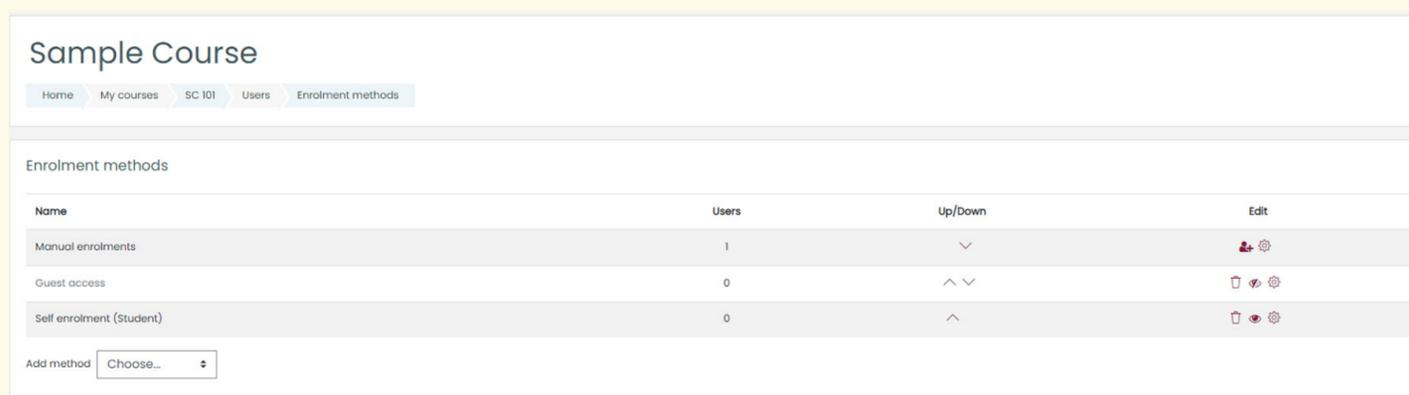
1. Log in to your UP Cebu VLE account. On the left side of your home page, click on “My Courses” and select the course by which you want to add you participants or students.



2. You will then be directed to your course site. On the left side of the same page, you will now see the “Participants” button. Click it. A new page will be loaded where the list of participants in your course, if there’s any, is found. In this section, we will be calling this page as participants page.

3. Click the gear icon on the top right part of the page and choose “enrolment methods”.

4. On the new page, you will see the list of available enrolment methods such as the manual enrolment, self-enrolment for students, and guest access. To enable or disable these methods for your course, click on the eye icon.

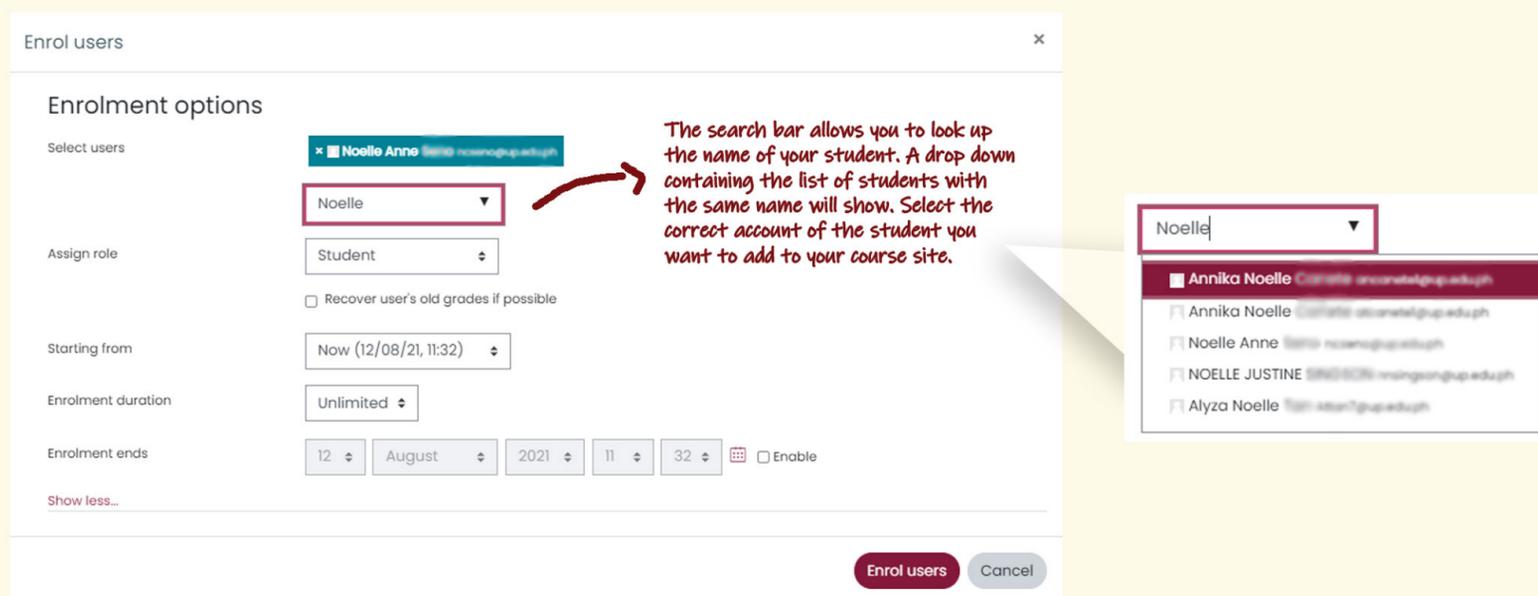
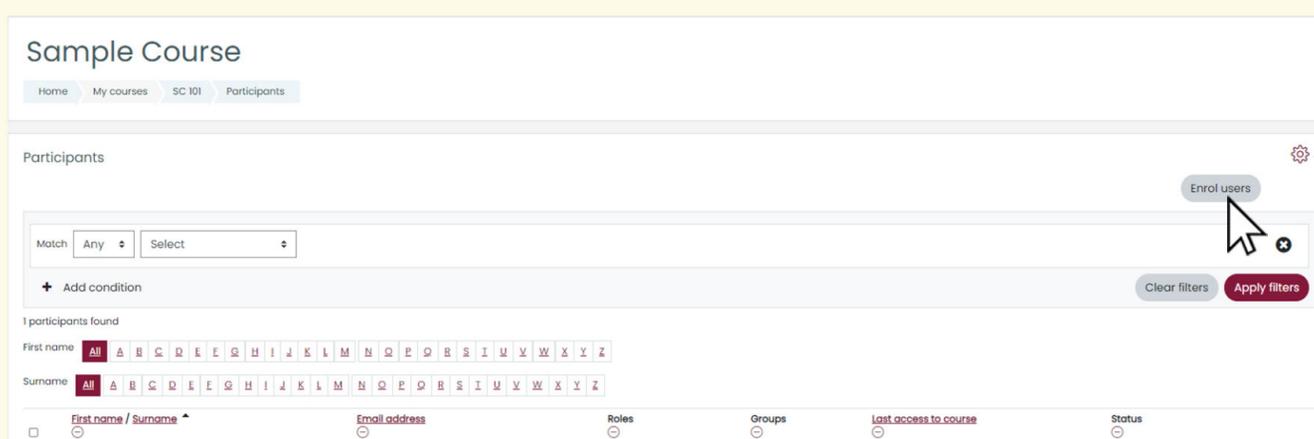


Adding Your Students

Manual Enrolment

Manual enrolment means you, as a teacher, can manually add students or participants in your course.

1. In the participants page of your chosen course, you will see the “Enrol users” button where you can manually add your students. Upon clicking, an Enrolment Options pop up will appear. This will allow you to manually add your students in by filling out the student’s name in the search bar and assigning the role of these individuals as students. Note that you may add multiple number of students/participants in this pop up.



2. By clicking the “show more” links, you will also be able to edit the enrolment duration dates.

3. Once done adding your students, you may now click the “enrol users” button in the pop up.

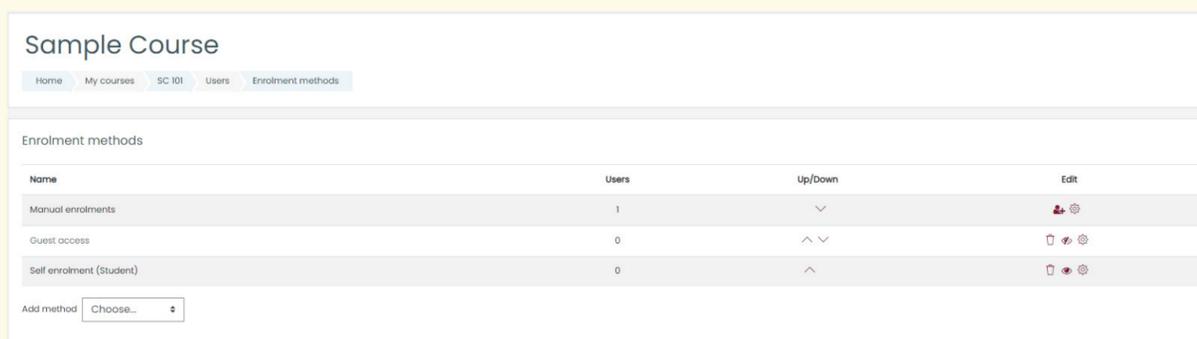


Adding Your Students

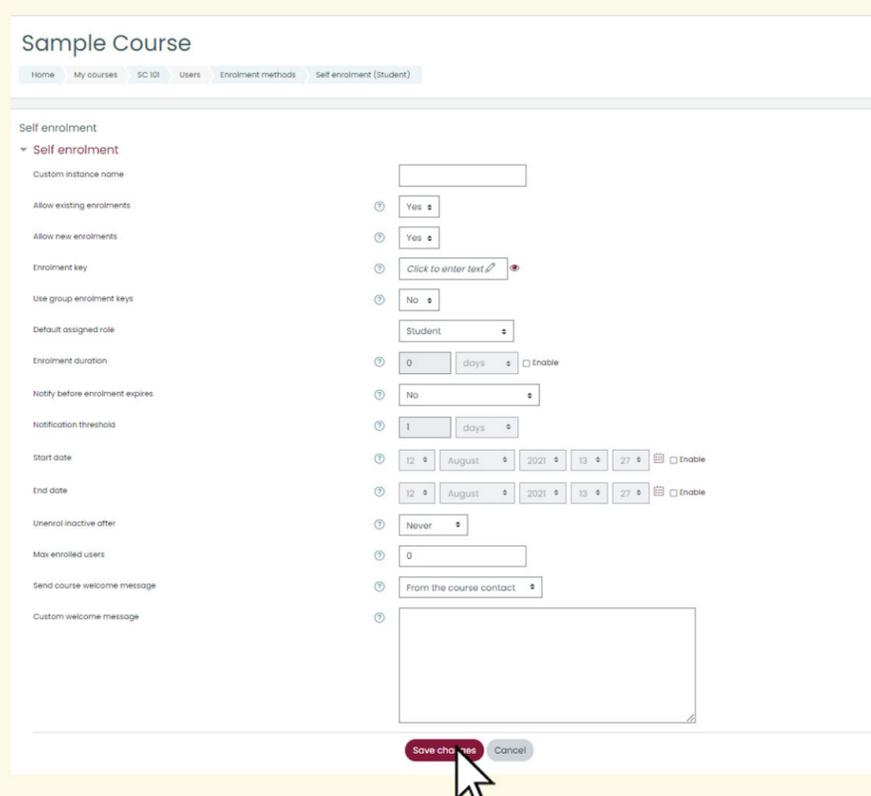
Self Enrolment

The self-enrolment method allows students to enroll in your course by using their UP Cebu VLE accounts and the enrolment key which you need to send them.

1. In the participants page, click on the gear icon and then choose “enrolment methods”. A new page will load where you’ll see the different enrolment methods: manual enrolment, self-enrolment, and guest access.
2. In the self-enrolment row, make sure that you enable it by checking the eye icon. The eye icon should have no bar (/) on it. If there is, this means that the method is disabled. Click on the icon to enable it.



3. On the same self-enrolment method row, you’ll see a gear icon. Click on the icon to modify its settings. You shall be directed to the self-enrolment page. You may customize its instance name and set the enrolment key in this page. You may also choose the default role of the participants who will choose to self-enroll. You can also set the dates of the enrolment period.



4. When you’re done setting up the self-enrolment method, click “save changes”. You may now email or inform your students of the enrolment key for them to start self-enrolling to your course.

Adding Your Students

Guest Access

The self-enrolment method allows students to enroll in your course by using their UP Cebu VLE accounts and the enrolment key which you need to send them.

1. In enabling this feature, access the participants page in your course site and click the gear icon.
2. Select “enrolment methods”. You will now be directed to the enrolment methods page.
3. In the guest access row, unbar the eye button to enable this feature and click the gear icon beside it to modify.
4. You will be directed to the guest access page where you can also disable or enable this feature. You may also provide a password in case you want your course site to be restricted to only those who know the password. Click “save changes” when done.

Sample Course

Home > My courses > SC 101

Guest access

▼ Guest access

Allow guest access

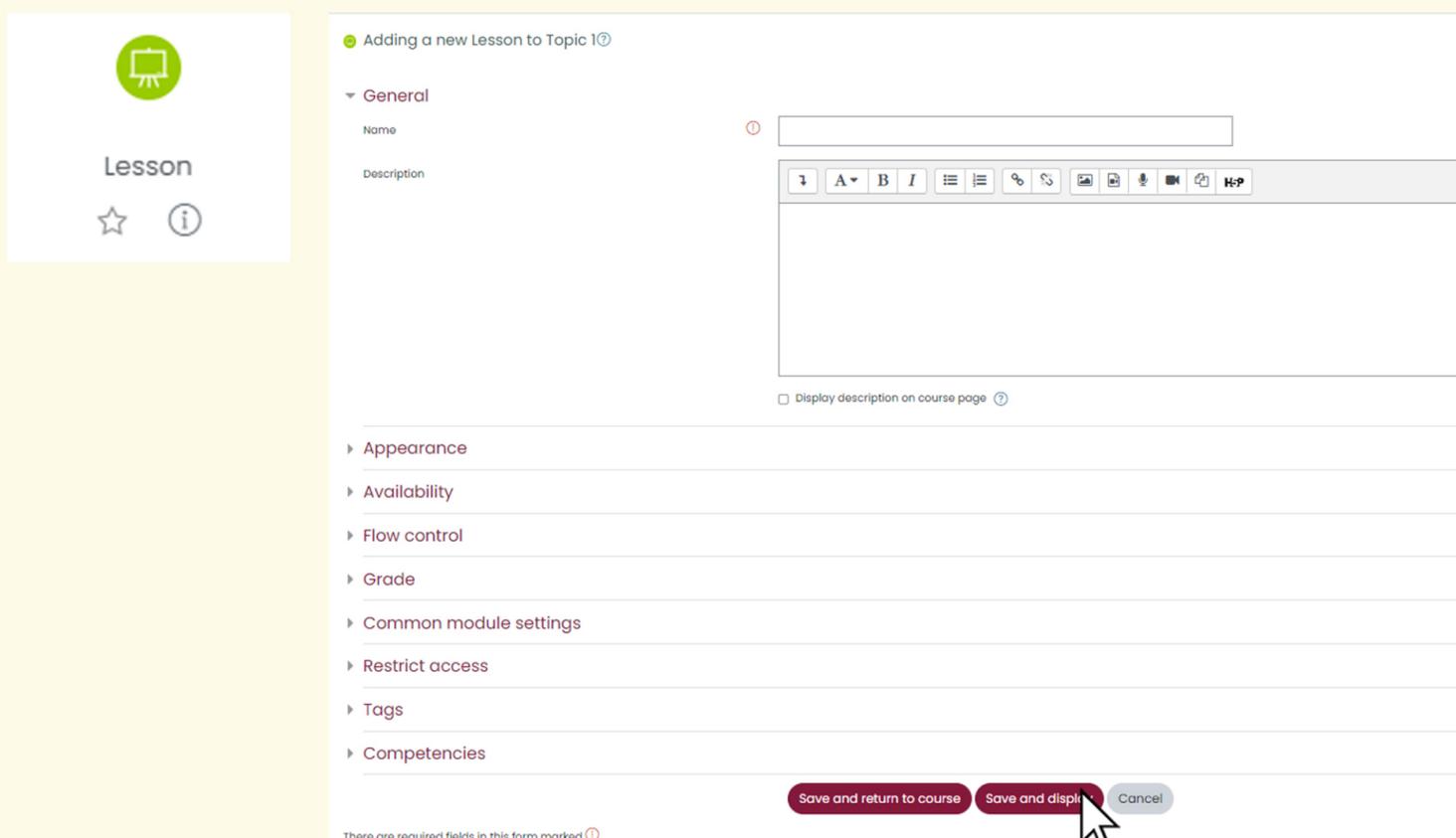
Password

Adding a Lesson

The Lesson Activity Module enables a teacher to deliver content and or practice activities in interesting and flexible ways. A teacher can use the lesson to create a linear set of content pages or instructional activities that offer a variety of paths or options for the learner. A teacher can set up a question page regarding the lesson content. Depending on the student's choice of answer and how the teacher develops the lesson, the student may be directed to the next topic or be redirected back to the previous page. The lesson module also helps the student navigate the lesson topics independently and asynchronously.

To set up a lesson activity module, follow these steps:

1. In your UP VLE home page, go to “My Courses” and access the course you want to edit. In the course site, click “turn editing on” to start adding a new activity to a course section.
2. Decide on the course section where you want to add the lesson module. Click the “Add an activity or resource” link under your chosen section and choose “Lesson”. You will then be directed to its setup page.
3. On the setup page, you will be asked to setup the name and description of your lesson. You can also choose to display a progress bar so your students know how close they are to finishing the lesson and enable the display menu to let students navigate the lesson pages on their own. You may also upload additional materials for your lesson by linking media. Aside from setting up the appearance of your lesson, you will also be asked to setup the availability dates of your lesson, flow control of your lesson topics, the number of pages in your lesson module, and the grading methods you want to apply.



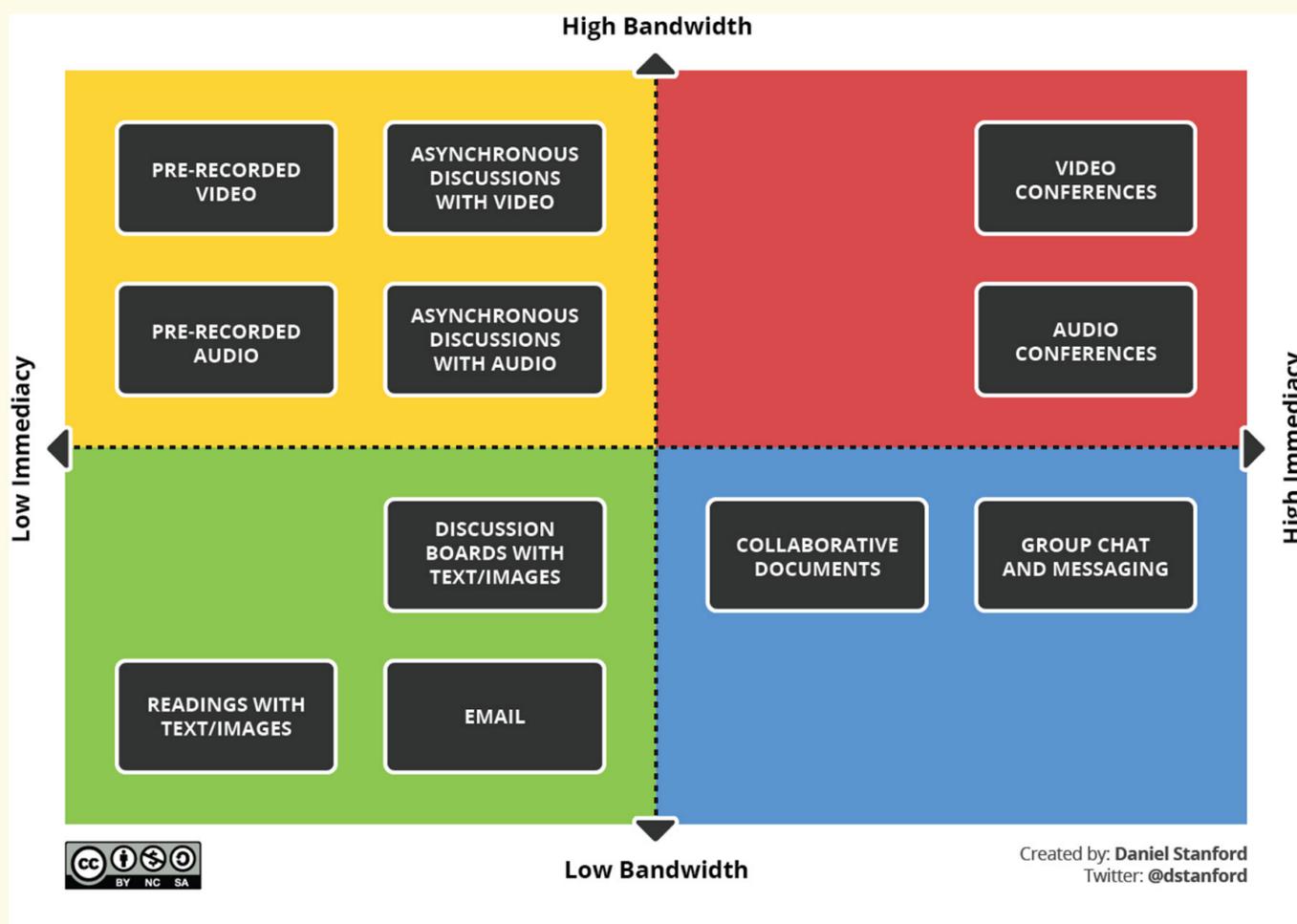
4. Once you have completed the general set up of your lessons module, click “save and display”. This will lead you to the main lesson page where you can set up each page of your lesson.

Basics of Materials

In this section, you will be learning how to add materials for your course site. In UP Cebu VLE, not only will you be able to add resources for your course, you can also add interactive activities and different forms of files and media.

Bandwidth Capacity of Students

Before we proceed, take note that when you open an online classroom, you identify activities that will not only suit the flow of your teaching but also puts into account the bandwidth capacity of your students.



Although we highly suggest that most of your activities would lie in the green and blue boxes, on-demand materials such as self-recorded videos hosted on YouTube and other types of recording are also good to give from time to time. The red box may be opted for consultation hours and are highly discouraged to be used as a replacement for the traditional lectures because of its high bandwidth cost.

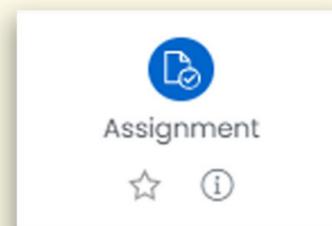
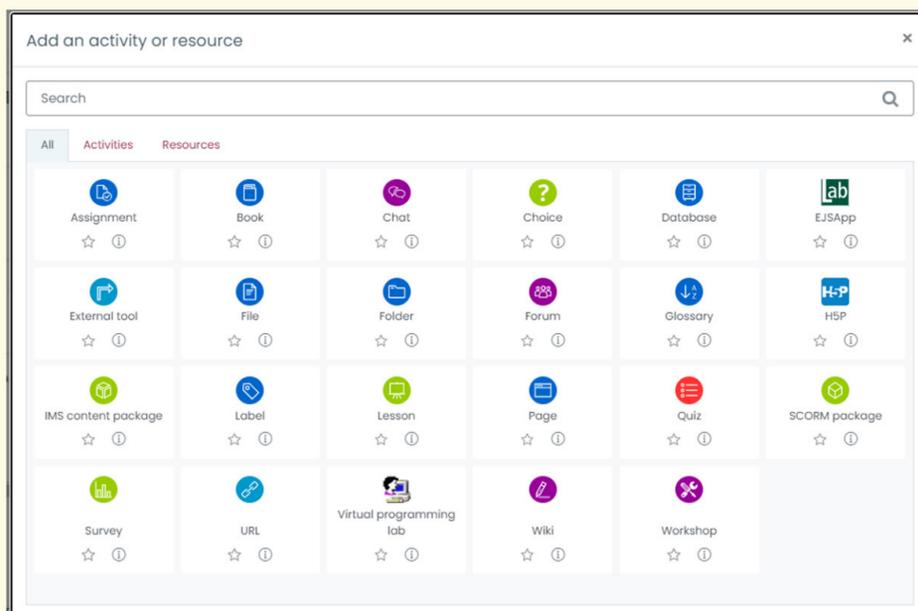
When designing your lessons, you have to make sure that your lesson sequence is amplified by activities that your students can do on their own. You also have to understand that the student will not only study your class but has to juggle all activities of other classes as well. This means that you have to time your required activities to be good enough for your traditional classroom's duration. And because students don't come to online class to listen to lectures (because online classes have the "result" based assessment), you have to design the activities so as not to compromise the student's capacity to work on a given day. You do not need to overdo assignments and focus more on formative examinations that allow them to answer questions repeatedly until they get the right answer.

Basics of Materials

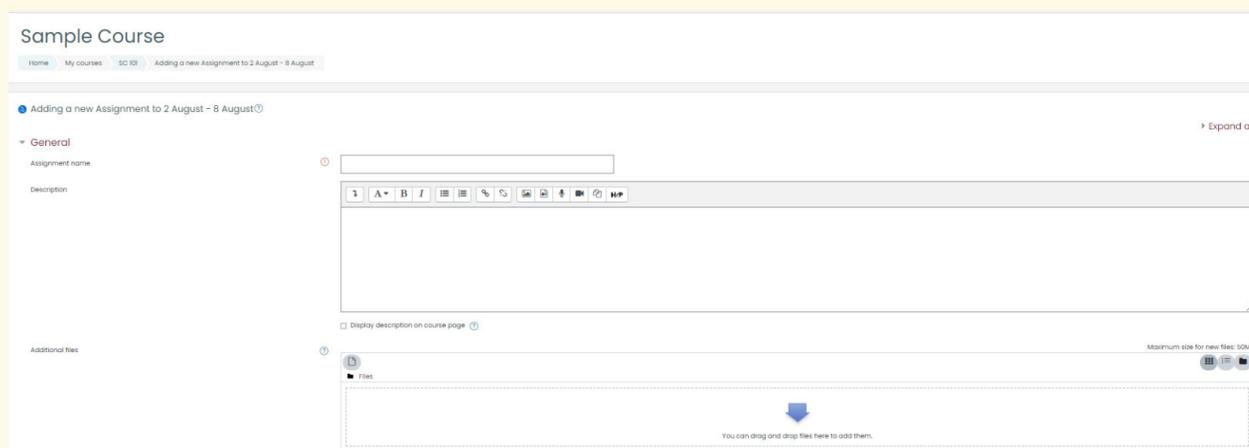
Adding an Assignment

In UP Cebu VLE, an assignment activity means work submissions assigned by teachers to the students. Teachers may opt to assign work to individuals or to groups. The teacher may also attach links, images, files, or videos together with the instructions which are relevant to the assignment. To add an assignment, follow these steps:

1. Log in to your UP Cebu VLE account. In your home page's left side, click on "My courses" and access the course where you want to add an assignment.
2. You will now be directed to your course site. Click "Turn editing on" to enable editing on your course site.
3. Decide on which course section you want to add the assignment. Under the chosen course section, click on the "Add an activity or resource" link. This will let you choose a type of activity to add. In this case, click on the Assignment icon. this will direct you to the Assignment page.



4. In the Assignment page, you will be able to set up the activity that you want to assign to your students. Some of the major set-ups you would have to make will be the Assignment Name, description or instructions for the activity, adding the files you might want to attach, the due date for the assignment, the submission settings, and grade settings.

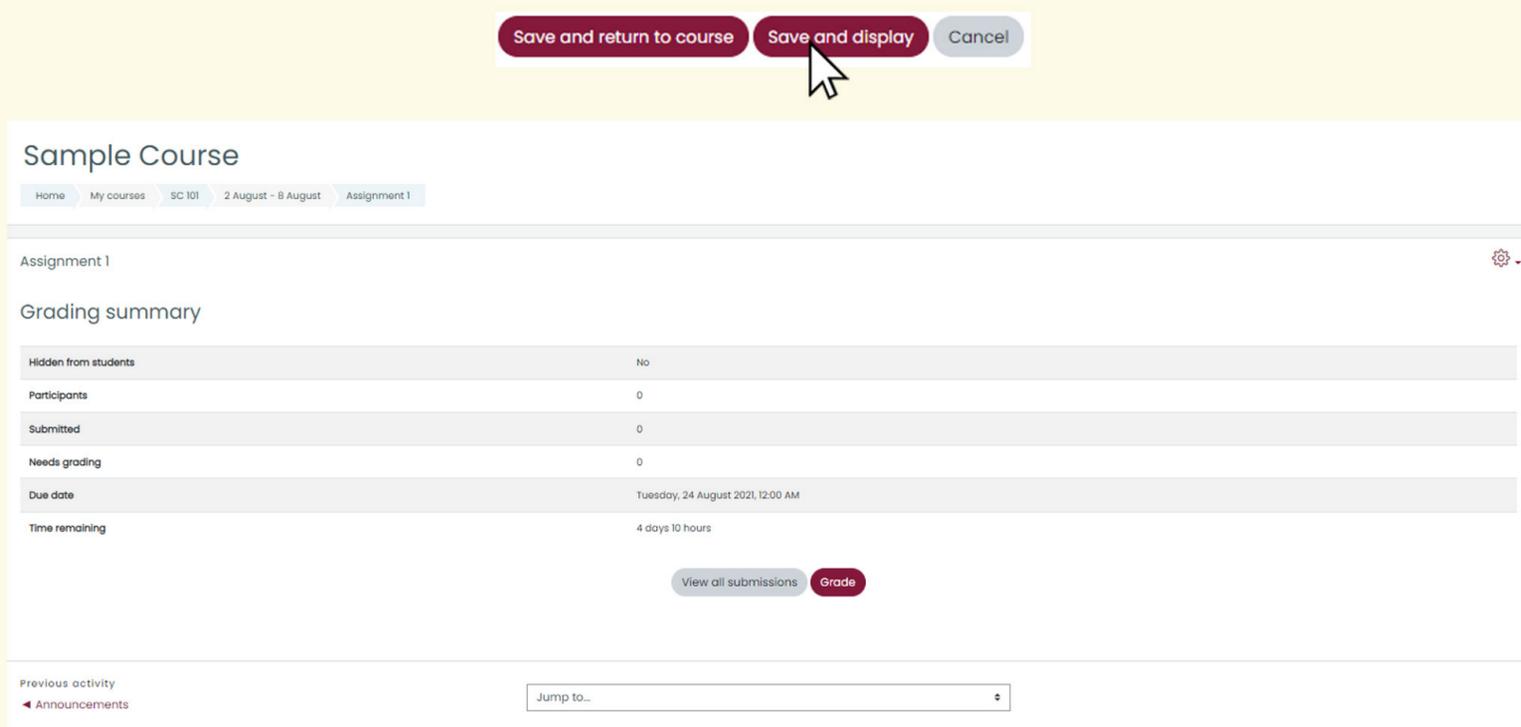


Basics of Materials

Adding an Assignment

There will also be special set-ups which you might opt to make such as enabling the turnitin plagiarism plugin which we will be discussing in another section.

5. After setting-up the assignment activity, click on the “Save and Display” button. When you click this button, the assignment will now be reflected in your course site. You will also be directed to a new page which will show the final details of your assignments including the status of submissions or grading summary of the assignment.



6. To go back to your course site, click the tab below the course name on the same page. Choose the tab where the course name is displayed. In your course site, click “Turn editing off” if you will no longer change anything from the page.

Adding Files

There are two ways on how to add files in your course sections. The first one is by dragging and dropping the file while the second one is by using the file picker.

1. In your UP VLE home page, go to “My Courses” and access the course you want to edit. In the course site, click “turn editing on” to start adding a new activity to a course section.

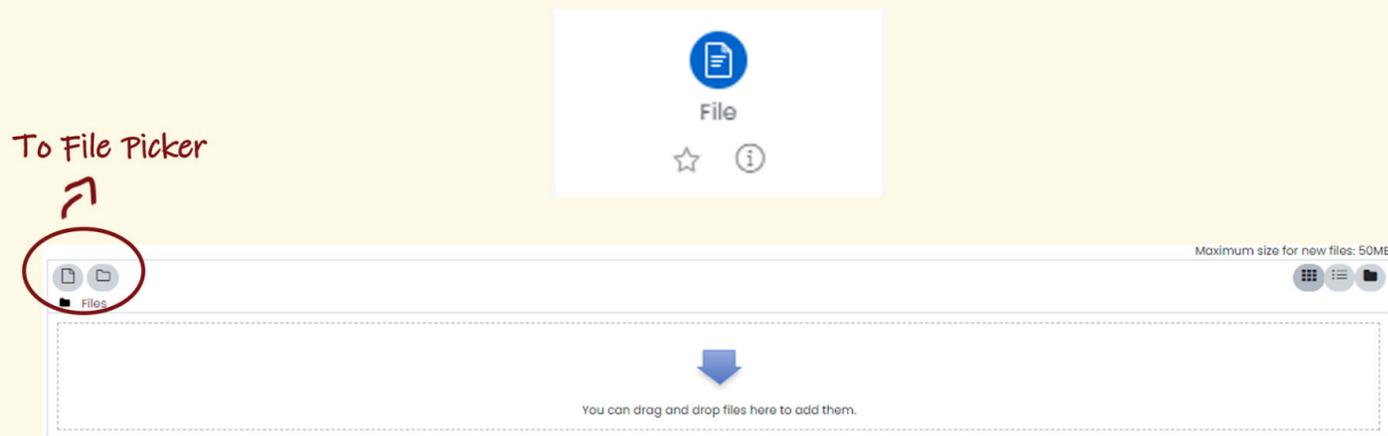
2. Decide which course section you want to edit and on your chosen section, click the “Add activity or resource” link. A pop up will let you choose the type of activity or resource you want to create. Most of the time, files or documents are added as resources for the course. However, other activities can also have files attached to them.

Basics of Materials

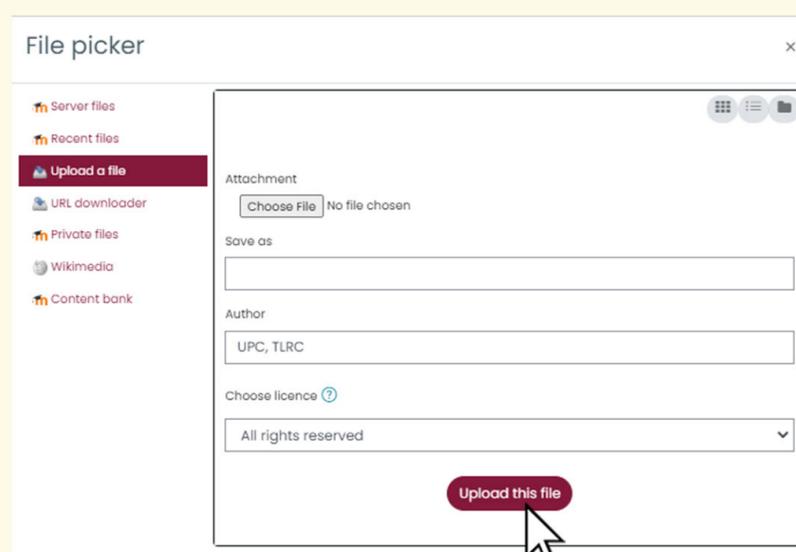
Adding Files

3. Once you have chosen a resource type to create, you will now be directed to its set up page where you can find a box containing a blue arrow which will allow you to select or drag and drop files. Most of the time, a maximum size of file is set and can be read on the top right of the file box.

3.1. To drag and drop a file, make sure to open the destination folder of the file you want to upload in your computer. At the same time, make sure that your browser, where the VLE is opened, is also active on your screen. Click and hold on the file you want to upload and drag it towards the blue arrow at the file box of the VLE. Once you've reached the box, unclick the file. The file will start to upload and once finished, the file will become clickable inside the box.



3.2. To use the file picker, on the same file box, locate the file icon on the upper left corner of the box. Click the icon and the file picker pop up will appear. This will allow you to upload a file from your computer. Click on the “choose file” button and choose the file you want to upload. You will also be asked to input the new file name for your upload and choose a license. Click the “Upload file” when done. You’ll know that the file is successfully uploaded once you go back to the file box and you now find the file you uploaded there.



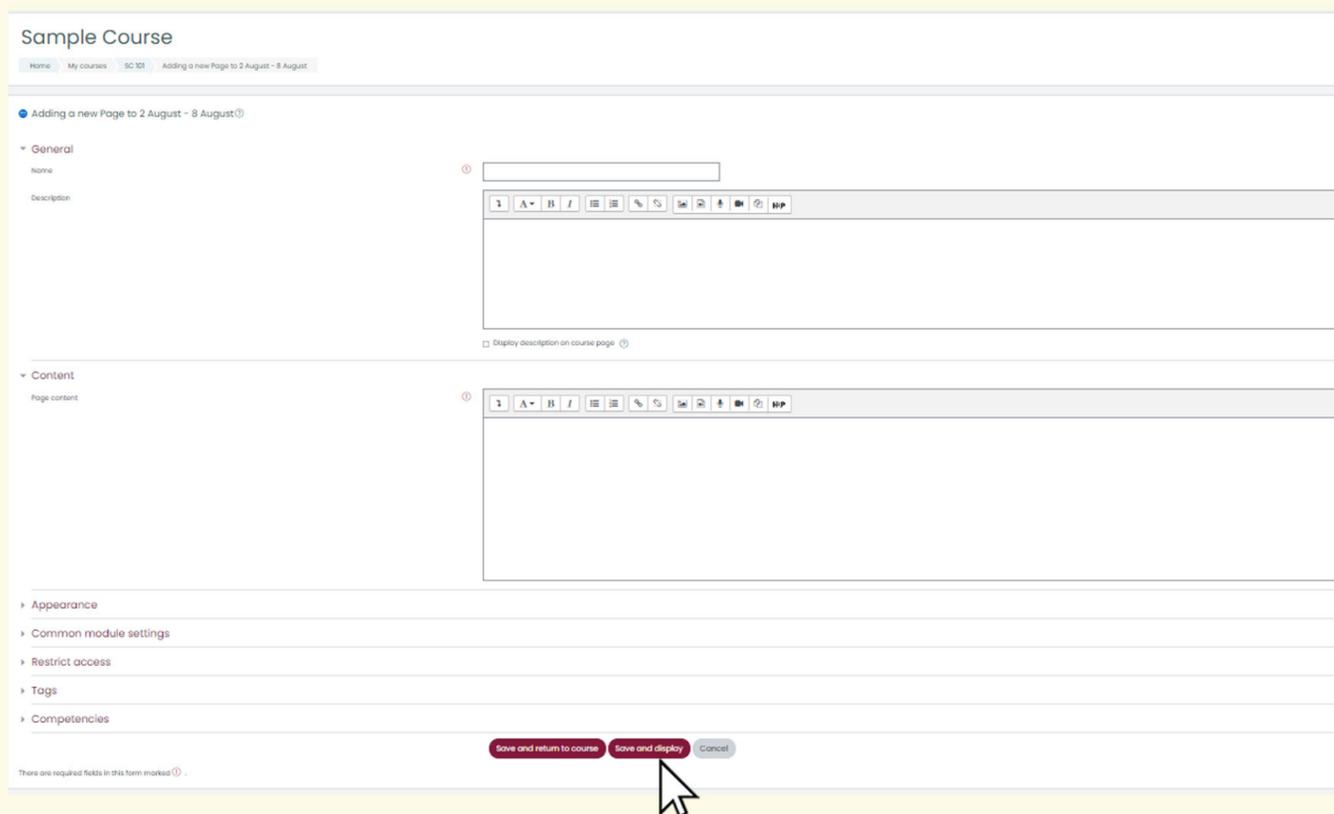
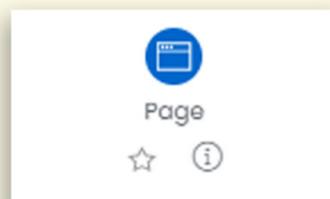
4. Once done with the other set ups for the activity or resource you created, click “Save and Display” to finish and go back to your course site.

Basics of Materials

Adding Pages

Aside from uploading materials such as word files, pdf files, and other materials for resources, you can also add your content directly by adding a page. Through this, the students may access and read it straight from the UP Cebu VLE and will not need to download any software to view the content. To add page:

1. In your UP VLE home page, go to “My Courses” and access the course you want to edit. In the course site, click “turn editing on” to start adding a new activity to a course section.
2. Decide which course section you want to edit and on your chosen section, click the “Add activity or resource” link. A pop up will let you choose the type of activity or resource you want to create. Click the page resource icon to add a page. You will be directed to the page setup.



3. On the page setup, you can set the title or name of the page, the description, and the page content. You can add the page content by typing into the designated text box. You may insert images, links, audio, and videos on your content by clicking on the icons found at the top of the text box. You may also change your content’s font style and size as well as the text’s alignment by using the task bar at the top of the text box.

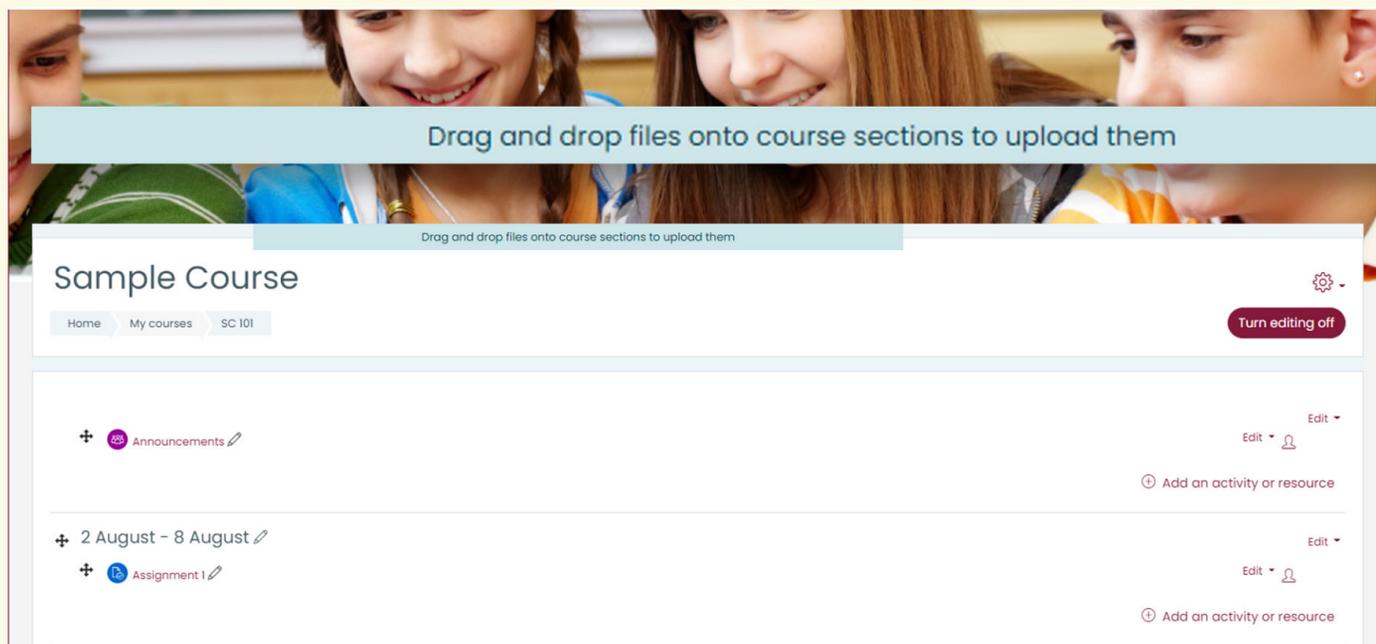
4. Click “Save and Display” when done.

Basics of Materials

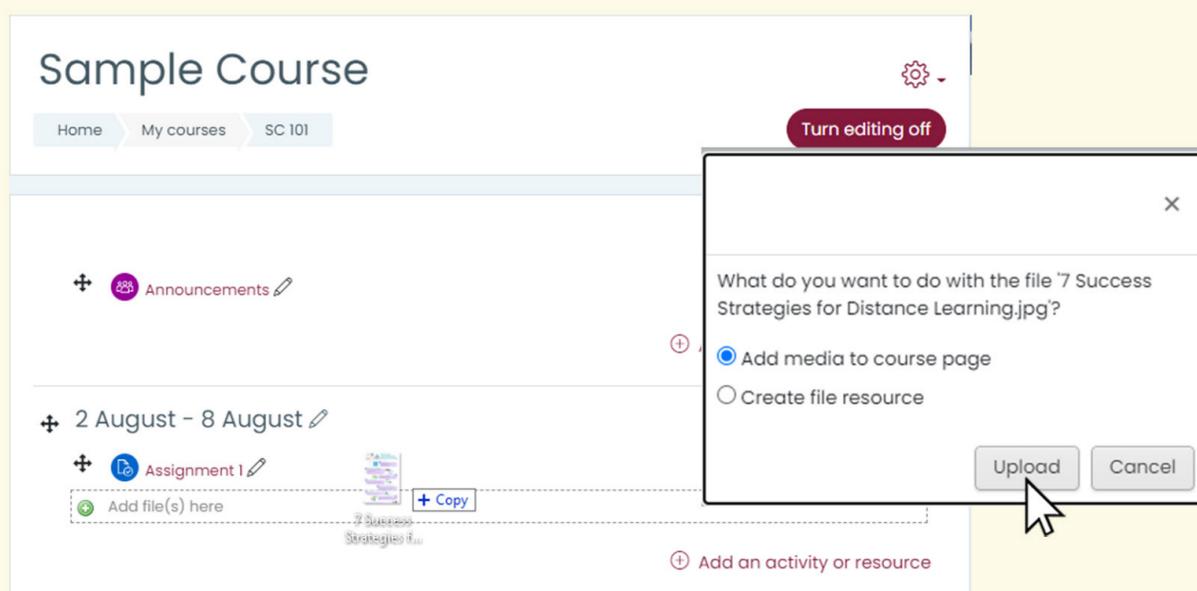
Adding Images

Aside from word documents, you might also need to attach images to your course site and activities. There are three ways to do this. Two ways are by dragging and dropping and the other one is by uploading an image in a text box using the image icon and file picker. We have discussed in the previous subsection about attaching media to the text box such as an image, audio, or video.

1. In your UP VLE home page, go to “My Courses” and access the course you want to edit. In the course site, click “turn editing on” to start uploading an image in the sections of your site. If you have received a message at the top of your course site saying that you can drag and drop files on the page, then you will be able to do the first two methods of uploading an image. If you don’t see the message, you may opt to use the third method.



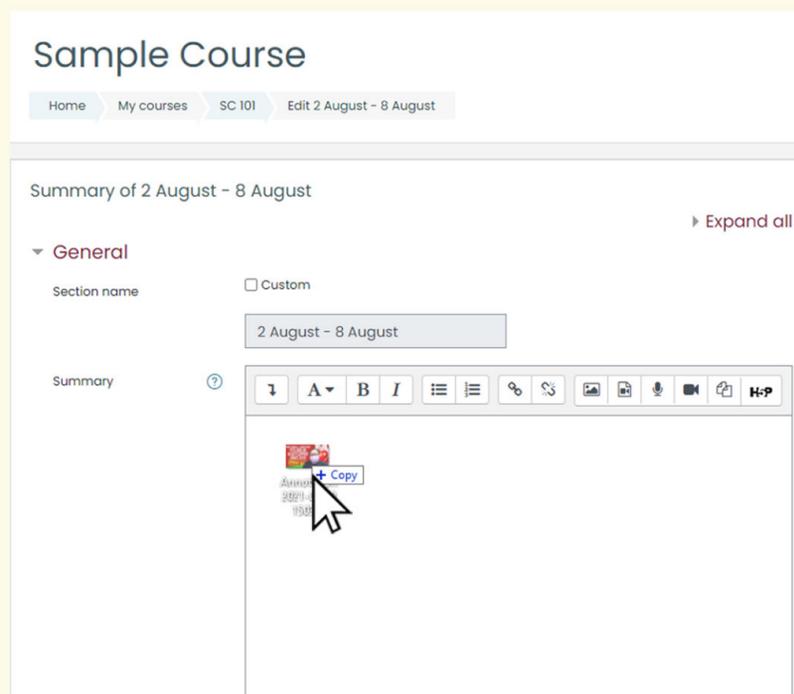
2. In your course page, you may start dragging and dropping images on your desired sections. Once you drop the file in the course section, a pop up will ask you if you want to add the media to the course page or you want to place it as a resource. Tick the circle beside each command to choose and then click “Upload”. The image will automatically show in your course site under your chosen course section.



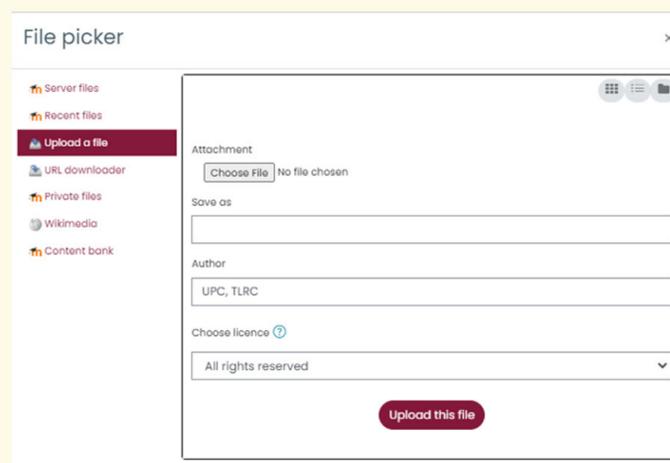
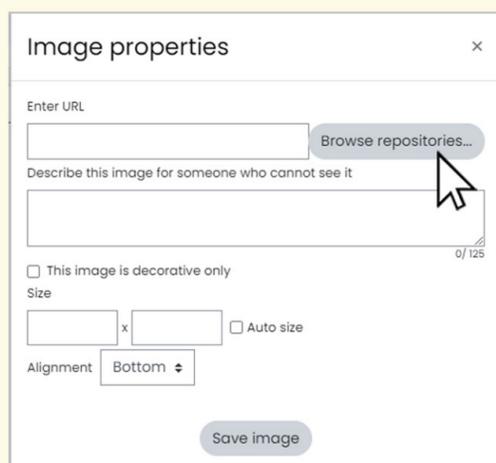
Basics of Materials

Adding Images

3. The second method under drag and drop will be shown as a topic summary of a section. Click the Edit link parallel to the name of the chosen course section and choose “Edit week/section”. This will lead you to the summary section set up page where you are able to edit the details of a section. From your computer folder or desktop, drag the image towards the text box under the summary category. When saved, this will show under the section you edited.



4. If you are unable to drag and drop the image, you may use the third method. Like the second method, you will have to make use of the summary section set up page. Access this page by clicking the Edit link parallel to the name of the section you want to edit in the course site. Once directed to the summary setup page, go to the text box under the summary category. At the top of the text box is a row of tasks you can do to edit your content. To add an image, click the image icon . The image properties will pop up. Click “Browse repositories”. This will lead you to the file picker. Click the “Choose file” button to upload an image from your computer then, click “upload this file”. You will be redirected to the image properties pop up. Once successfully uploaded, the image will display on the same pop up. You may also edit the image description, size and alignment on the same pop up. Click “Save image” when done with the pop up. Then, click “Save and Display” at the bottom of the summary set up page to go back to the course site.



Basics of Materials

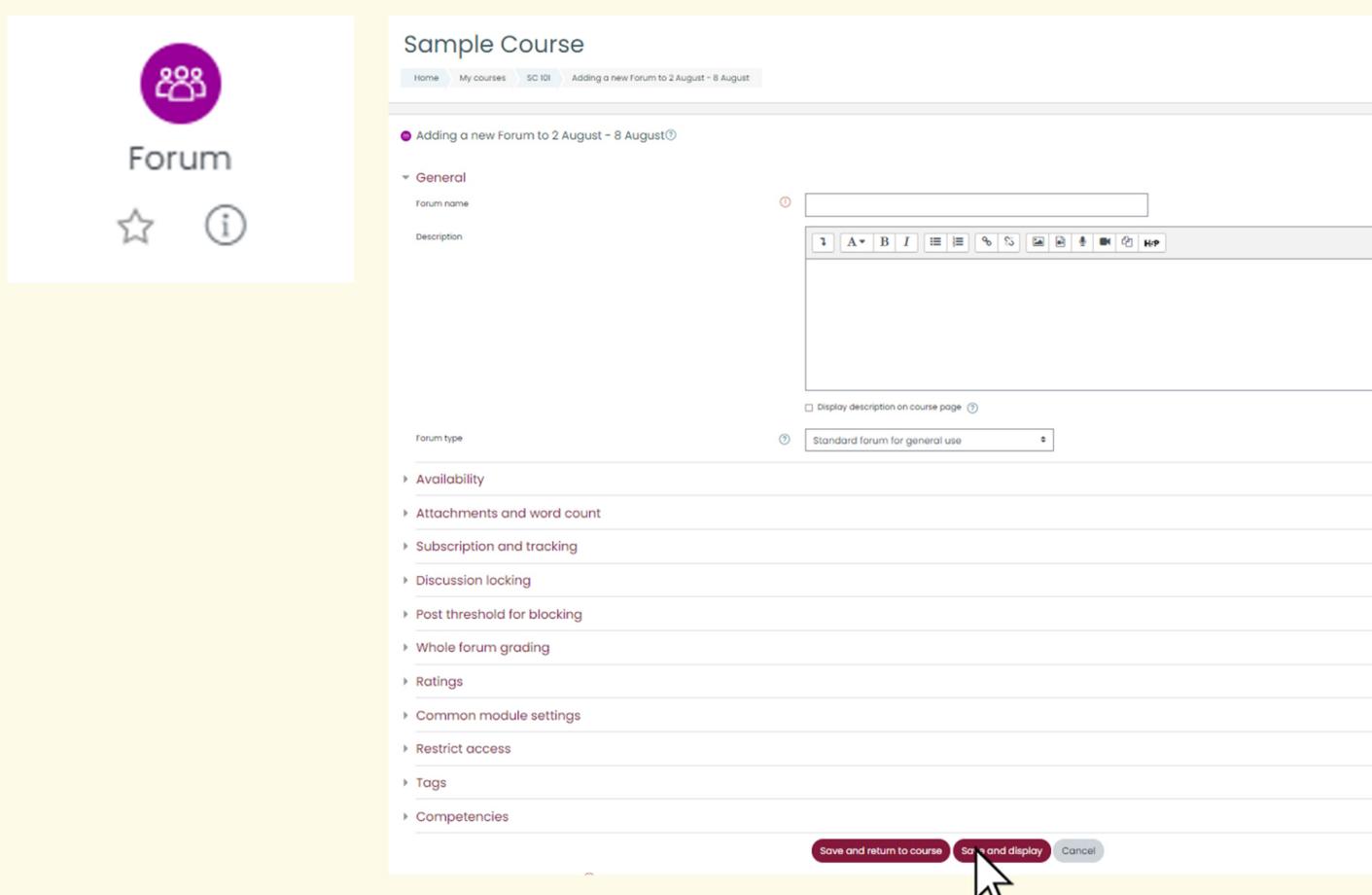
Adding Interactive Activities

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 VLE Course sites. These activities help teachers encourage intellectual interaction and discussion among students as well as know the knowledge and opinion of students regarding the course topics discussed in class.

Forum

The forum activity module enables participants to have asynchronous discussions that take place over an extended period of time. To create a forum, follow these steps:

1. In your UP VLE home page, go to “My Courses” and access the course you want to edit. In the course site, click “turn editing on”.
2. Decide on the course section where you want to add the forum module. Click the “Add an activity or resource” link under your chosen section and choose “Forum”. To know more about the specific types of functions and more of its uses, click the information icon below the forum logo. It will show you a more detailed information about the forum module. Click on the “Forum” logo or icon to proceed with its set-up.
3. Now that you are in the forum set-up page, start typing in your forum’s name, details or instructions, and select the forum type or format you want to use. You can also set-up the availability dates of the forum, if you’ll allow attachments on the students responses, word count limit, and grading method.



4. Click “Save and Display” after setting up the forum page.

Basics of Materials

Adding Interactive Activities

Choice

The choice activity module enables the teacher to ask questions to the students and offer a selection of possible responses. This may serve as a quick poll to stimulate students' thinking about a topic, quickly test students' understanding, and facilitate your students' decision making.

1. In your UP VLE home page, go to “My Courses” and access the course you want to edit. In the course site, click “turn editing on”.
2. Decide on the course section where you want to add the choice activity module. Click the “Add an activity or resource” link under your chosen section and choose “Choice”. You will then be directed to its setup page.

3. On the setup page, you may not start to modify the choice name (this will be your main question), the description (if you have additional instructions or information for the students regarding the activity), and the choices you want your students to choose. You may also set up the appearance of your choice activity module such as the availability dates of the activity, the display mode for the choices, and others.

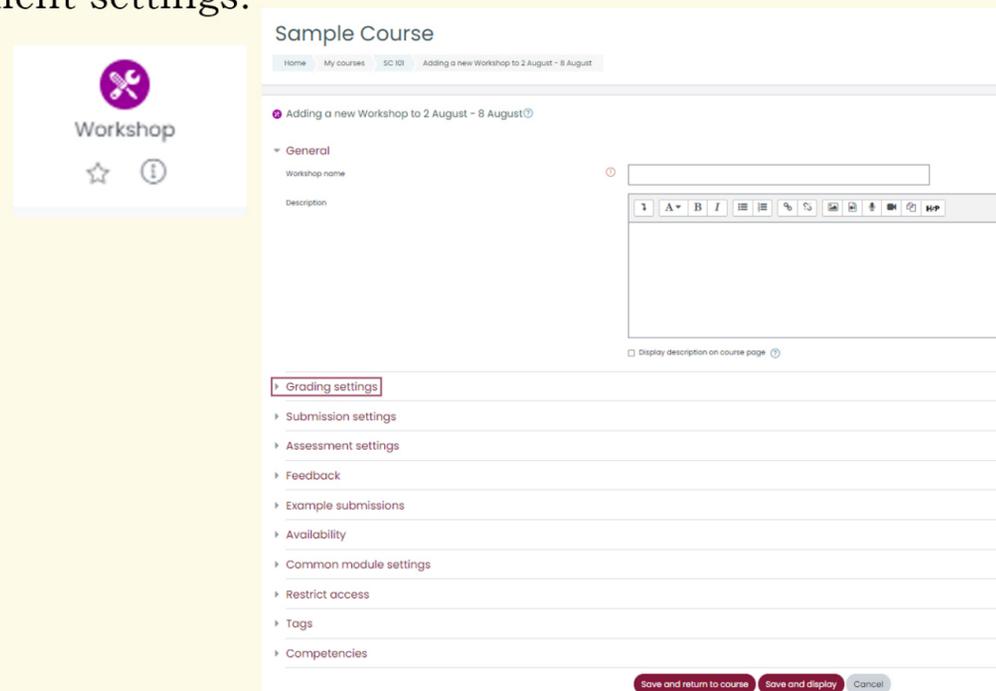
4. After setting up, click “save and display” to finish.

Basics of Materials

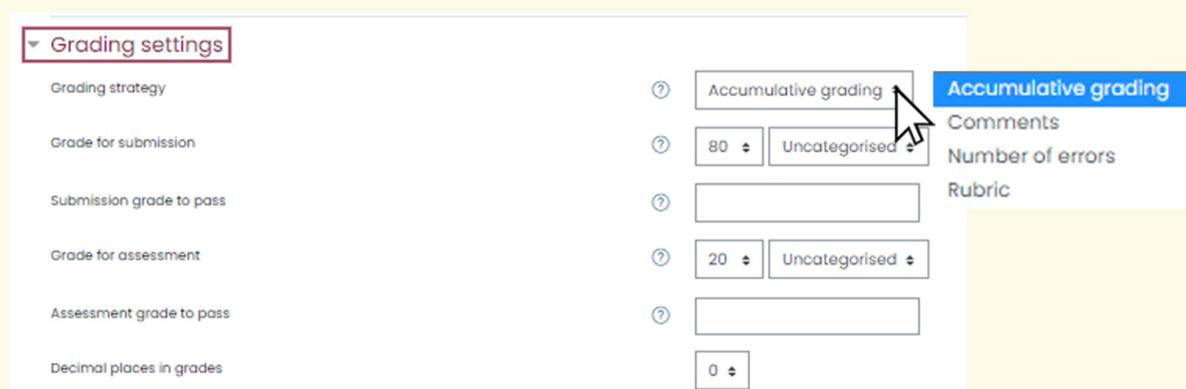
Workshop Activity Module

The workshop activity module enables the collection, review, and peer assessment of students' work. Students may submit any digital content or file such as in word form or in spreadsheet. The student may also type his/her content in the text box depending on the teacher's instruction. Unlike other activity modules, submissions from the workshop module are assessed using a multi-criteria assessment form defined by the teacher. Peer assessments are also allowed in this activity. Therefore, the student can obtain 2 grades in a workshop activity. To create a workshop activity module:

1. In your UP VLE home page, go to "My Courses" and access the course you want to edit. In the course site, click "turn editing on".
2. Decide on the course section where you want to add the forum module. Click the "Add an activity or resource" link under your chosen section and choose "Workshop". You will then be directed to its setup page.
3. In the Workshop setup page, you will be asked to modify the name and description for your workshop, and set up the grading, submission, and assessment settings.



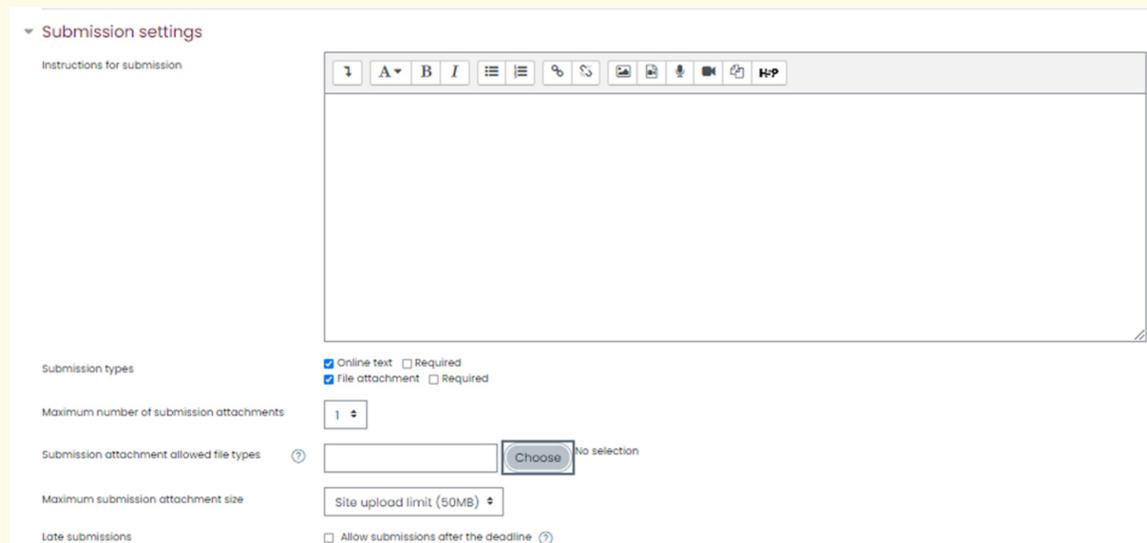
Under the grading settings, set up the grading strategy. You may click the help icon in order to understand each type of option you'll choose when setting up. You may also adjust the grade ratio of the 2 grades (submission and assessment) that the student will receive. These can be adjusted in the grade for submission and grade for assessment (by peers).



Basics of Materials

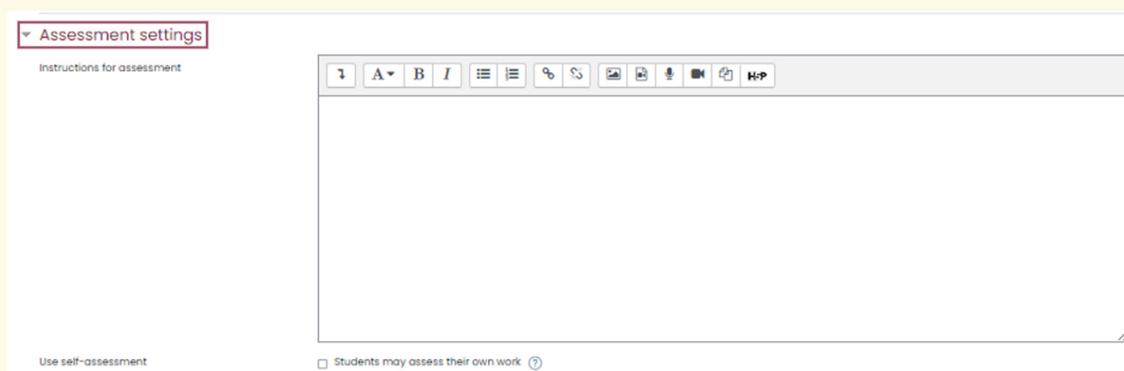
Workshop Activity Module

Under the submission settings, you may set up the submission instructions, submission type, number of attachments, and if you'll allow late submissions.



The screenshot shows the 'Submission settings' panel. It includes a text area for 'Instructions for submission' with a rich text editor toolbar. Below this are several configuration options: 'Submission types' with checkboxes for 'Online text' (checked) and 'File attachment' (checked), and 'Required' checkboxes for both. 'Maximum number of submission attachments' is set to 1. 'Submission attachment allowed file types' has a 'Choose' button and 'No selection' text. 'Maximum submission attachment size' is set to 'Site upload limit (50MB)'. 'Late submissions' has a checkbox for 'Allow submissions after the deadline' which is unchecked.

Under the assessment settings, you may modify the assessment instructions and if a student may assess their own work.



The screenshot shows the 'Assessment settings' panel. It features a text area for 'Instructions for assessment' with a rich text editor toolbar. At the bottom, there is a checkbox for 'Students may assess their own work' which is currently unchecked.

Under the availability setting, you may set up the dates for the opening of submissions and assessment as well as their deadlines or closing dates.



The screenshot shows the 'Availability' panel with four rows of date pickers. Each row includes a date, month, year, time, and an 'Enable' checkbox. The values shown are: 'Open for submissions from' (27, August, 2021, 13, 39), 'Submissions deadline' (27, August, 2021, 13, 39), 'Open for assessment from' (27, August, 2021, 13, 39), and 'Deadline for assessment' (27, August, 2021, 13, 39). All 'Enable' checkboxes are unchecked.

4. Once done setting up, click “Save and Display”. This will lead you to the Main Workshop Page where the workshop phases are displayed. This will guide you through the entire process of the workshop. These processes include setup phase, submission phase, assessment phase, and the grading evaluation phase. Under each phase is a checklist of steps you have to accomplish before you can move forward to the next phase.

Basics of Materials

Workshop Activity Module

The screenshot shows the 'Setup phase' of a workshop activity. The interface includes a breadcrumb trail: Home > My courses > SC 101 > 2 August - 8 August > Writing essays. The main heading is 'Writing essays' with a gear icon. Below it, the 'Setup phase' is highlighted in green. A table lists five phases: Setup phase (Current phase), Submission phase, Assessment phase, Grading evaluation phase, and Closed. Each phase has a list of tasks with checkmarks or status indicators. The 'Setup phase' tasks include: 'Set the workshop description' (checked), 'Provide instructions for submission' (unchecked), 'Edit assessment form' (checked), and 'Switch to the next phase' (checked). Below the table, there is a 'Description' section with the text: 'Write an essay about any social issue.'

4.1. The **Setup phase** allows you to setup the workshop description and provide submission instructions which we can do back in the workshop setup page. Under this phase you are also asked to edit the assessment form. This will be the form that the peer assessors will have to accomplish in the assessment phase. To edit the form, click the “Edit assessment form” link in the table under the Setup phase. Once all the steps under the setup phase is accomplished, you may now click the “Switch to the next phase” link.

4.2. Under the **Submission phase**, you will have to provide the assessment instructions. If already provided back in the workshop setup page, you can now proceed to the next activity. If not yet, simply click the “Provide instructions for assessment” link under the submission phase. After that, you may now start to decide how the submission must be allocated. You may allocate submissions by:

The screenshot shows the 'Submission phase' of a workshop activity. The interface includes a breadcrumb trail: Home > My courses > SC 101 > 2 August - 8 August > Writing essays. The main heading is 'Writing essays' with a gear icon. Below it, the 'Submission phase' is highlighted in green. A table lists five phases: Setup phase, Submission phase (Current phase), Assessment phase, Grading evaluation phase, and Closed. Each phase has a list of tasks with checkmarks or status indicators. The 'Submission phase' tasks include: 'Provide instructions for assessment' (checked), 'Allocate submissions' (checked), 'Open for submissions from Tuesday, 24 August 2021, 3:01 PM (3 days ago)' (checked), and 'Switch to the next phase' (checked). Below the table, there is a 'Workshop submissions report' section with the text: 'Submitted (0) / not submitted (0)'. At the bottom, there is a 'Showing 10 items per page' dropdown menu.

Manual Allocation - the teacher decides who assesses whose submission.

Random Allocation - just set the number of reviews per submission or number of submissions per reviewer without knowing who will assess a student.

Scheduled Allocation - means that as soon as the scheduled submission has passed, the workshop will send out the submissions to be assessed and like random allocation, you also have to set up the number of reviews per submission or the number of submission per reviewer.

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

Basics of Materials

Workshop Activity Module

4.3. The **Assessment phase** is where the peer assessment becomes really valuable because the students are the ones doing the work and the teacher can only monitor the process.

The screenshot shows the 'Assessment phase' of a workshop activity. The interface is divided into five columns representing different phases: Setup phase, Submission phase, Assessment phase (highlighted in green), Grading evaluation phase, and Closed. The Assessment phase is the current phase, with tasks like 'Open for assessment from Tuesday, 24 August 2021, 3:01 PM (3 days ago)', 'Assessment deadline: Monday, 30 August 2021, 3:01 PM (3 days left)', and 'Time restrictions do not apply to you'. Below the phase navigation, there is a 'Workshop grades report' section with a 'Change ...' dropdown set to 'Showing 10 items per page'. At the bottom, a message states 'Assigned submissions to assess' and 'You have no assigned submission to assess'.

4.4. The **Grading Evaluation phase** is where the teacher views the grades. In this phase you can set up the grading evaluation method and comparison of assessments. After setting up the grade evaluation, you may now re-calculate the grades by pressing the recalculate button. You will now see the calculated grades as well as the summary of given grades from the peer assessment in the workshop grade report on the same page. Note that in this report, a teacher may edit a grade if needed. In this same phase, you will be able to publish or make visible selected submissions from the workshop which are useful for students to peruse. Simply select the work you want to publish from the grade report and you will be directed to a new page. Under the feedback for the author category, tick the box beside publish submission.

The screenshot shows the 'Grading evaluation phase' of a workshop activity. The interface is divided into five columns representing different phases: Setup phase, Submission phase, Assessment phase, Grading evaluation phase (highlighted in green), and Closed. The Grading evaluation phase is the current phase, with tasks like 'Calculate submission grades', 'Calculate assessment grades', 'Provide a conclusion of the activity', and 'Switch to the next phase'. Below the phase navigation, there is a 'Grading evaluation method' dropdown set to 'Comparison with the best assessment'. Under 'Grading evaluation settings', there is a 'Comparison of assessments' dropdown set to 'fair'. A red button labeled 'Re-calculate grades' is highlighted with a mouse cursor. Below the settings, there is a 'Workshop grades report' section with a 'Change ...' dropdown set to 'Showing 10 items per page'. At the bottom, there is a 'Workshop toolbox' link.

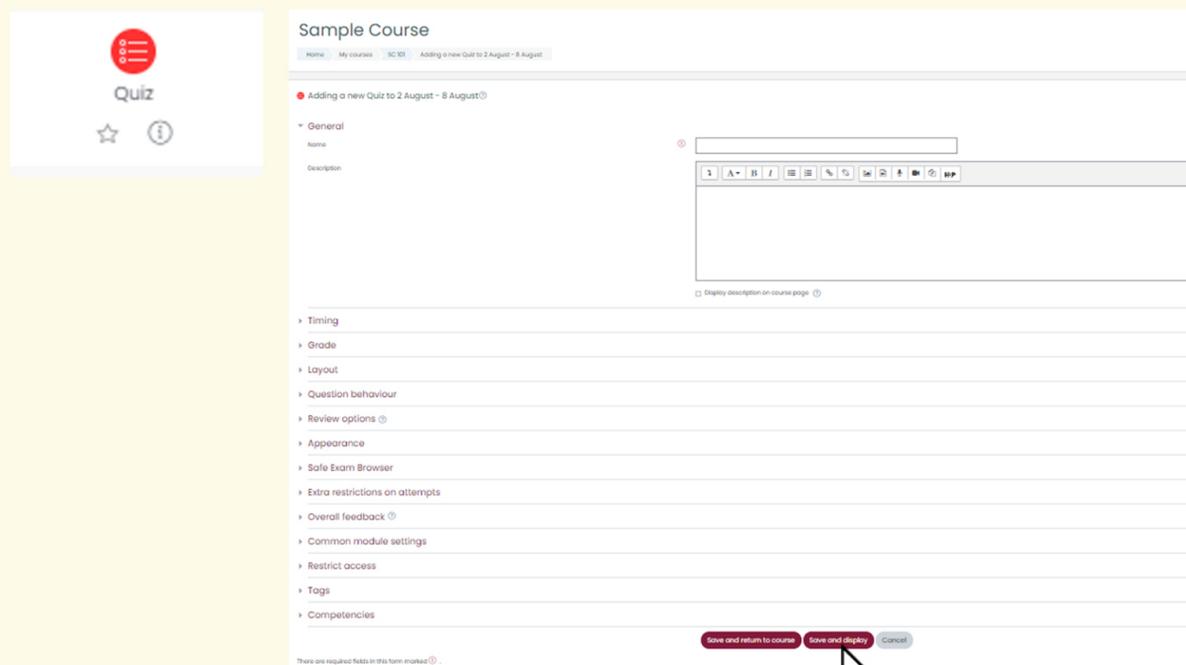
5. When the workshop is **closed**, the two grades will appear in the gradebook and if activity completion is used, the activity will be marked “complete”.

Making a Quiz

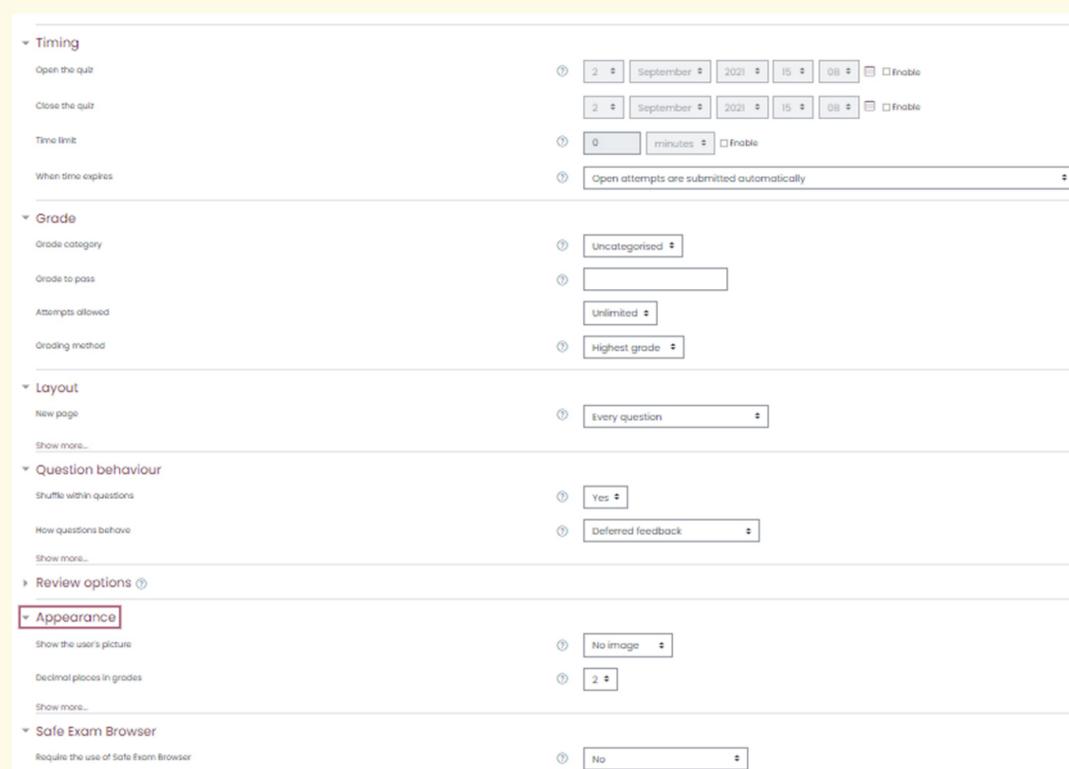
UPC VLE also enables teachers to post quizzes for their students. The Quiz activity module lets the teacher create quizzes of different types - be it a multiple choice quiz, matching, short-answer, or numerical. Using this activity module, teachers are able to evaluate the level of knowledge their students have in a course section.

To make a quiz, follow these steps:

1. In your UP VLE home page, go to “My Courses” and access the course you want to edit. In the course site, click “turn editing on” to start adding a new activity to a course section.
2. Decide on the course section where you want to add the quiz module. Click the “Add an activity or resource” link under your chosen section and choose “Quiz”. You will then be directed to its setup page.



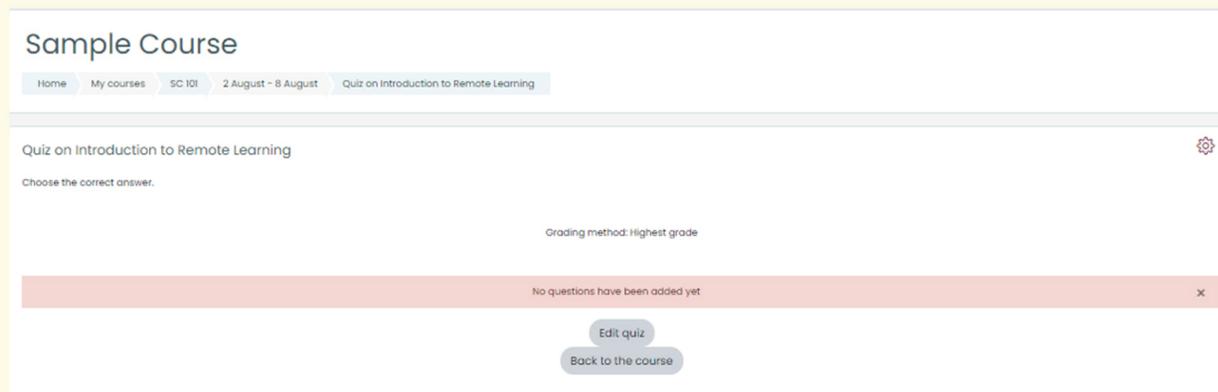
3. On the Quiz Set-up Page, type in the name and description/instructions for the quiz. You may also setup the date and time limit for the quiz, number of attempts allowed, grading method and category, the layout of your quiz, question behavior, review options for students after taking the quiz, and whether or not to require the safe exam browser. We will be talking about the Safe Exam Browser in the next section.



Making a Quiz

4. Click “Save and Display” if you are done setting up.

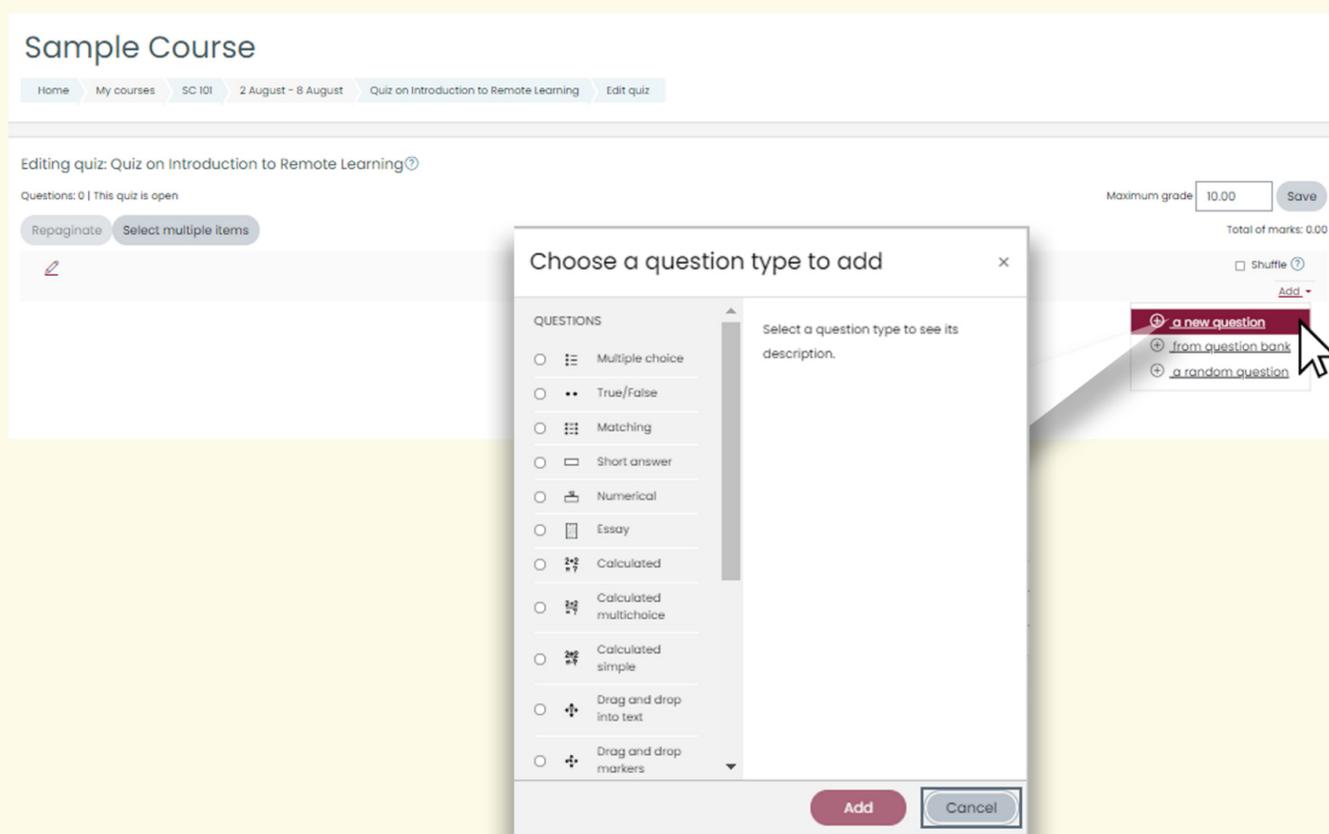
5. You will be directed to a new page where you can view the name and instructions for the quiz, the number of attempts, and the grading method which you setup before. You will also be asked if you want to go back to the course site or to edit the quiz. Click the “Edit Quiz” button to type in your quiz questions.



6. You shall now be in the editing quiz page. In this page you will be asked to name the quiz section by clicking on the pen icon. To add a question, simply click on the add link and you will be asked to choose what kind of question you will enter - a **new question**, a **question from the question bank**, or a **random question**.

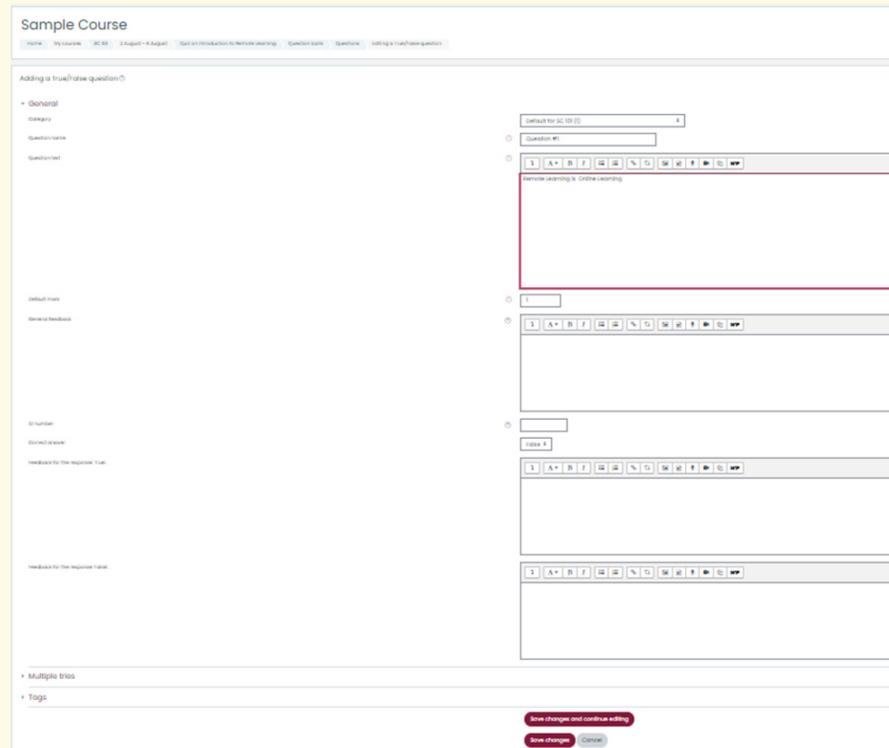
The **question bank** is where pre-made questions from a previous quiz are stored while **random questions** are questions that will only appear once when your students take the quiz. The more random questions you add, the more likely the more likely it will be that students get different questions on each attempt. Random questions will also need to be stored in the question bank.

Now, choose the type of question you want to add. If you choose a new question, assuming that you don't have questions in your question bank or you just wanted to create new questions, click on the “add a new question” link.

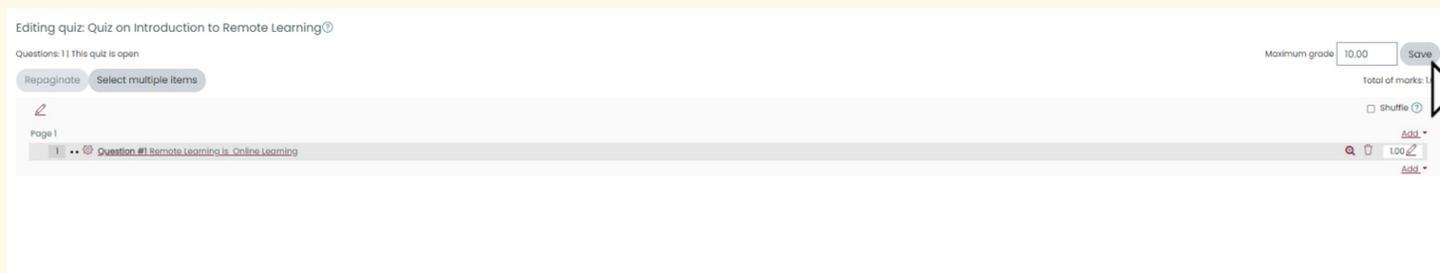


Making a Quiz

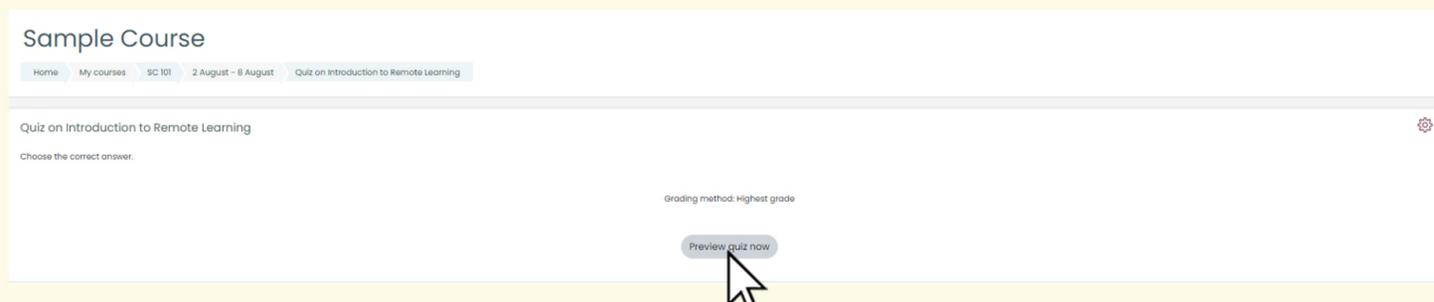
7. You will be asked to choose what type of question you will add such as multiple choice, true/false, or short answer. Click the “add” button once you have chosen. You will be directed to a new setup page where you are to setup the question, correct answer, and feedback for each item.



8. Once done with an item, you can choose whether to “Save Changes and continue editing” or “Save Changes”. When you click “Save Changes”, you will be redirected back to the editing quiz page.



9. If you’re done making all your quiz questions, click the save button in the editing quiz page. You may now see a preview of how your quiz will appear in a student’s view.



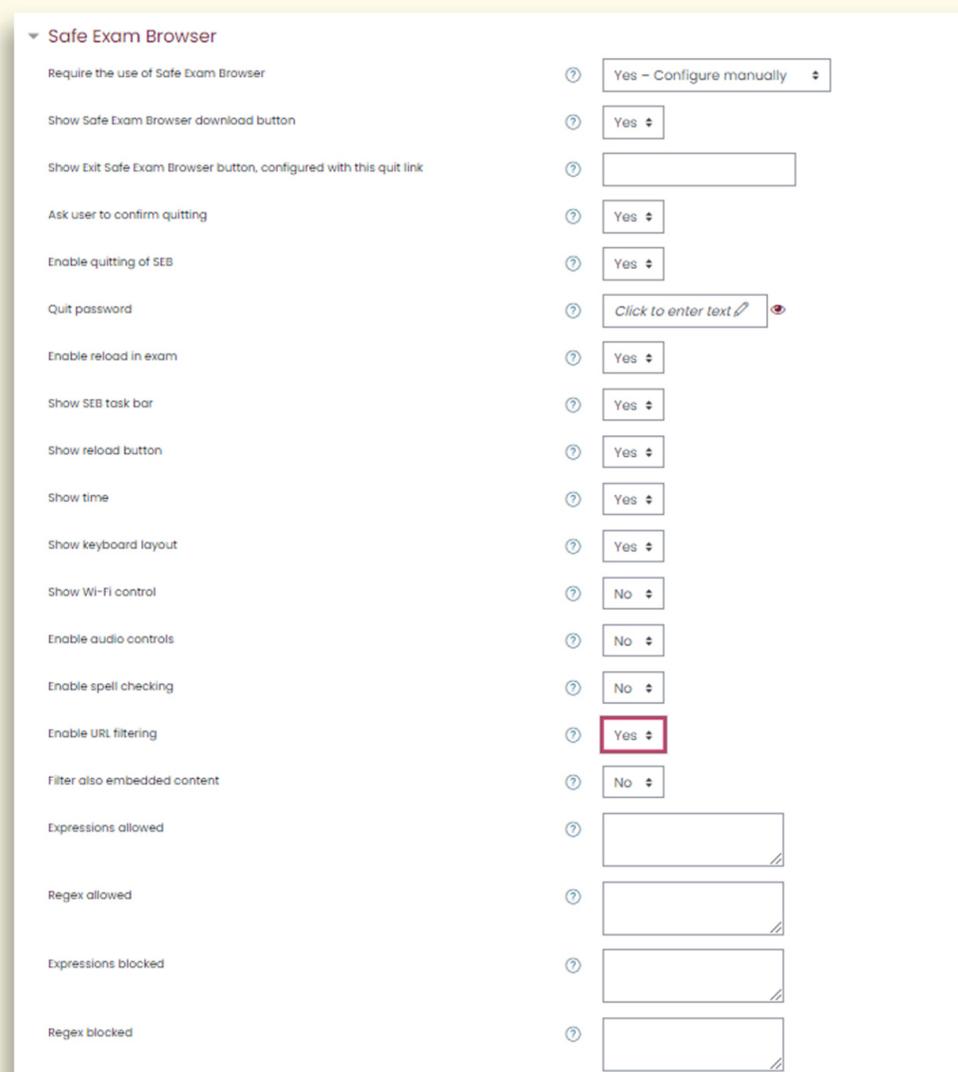
How the preview of your quiz will look like:



Safe Exam Browser

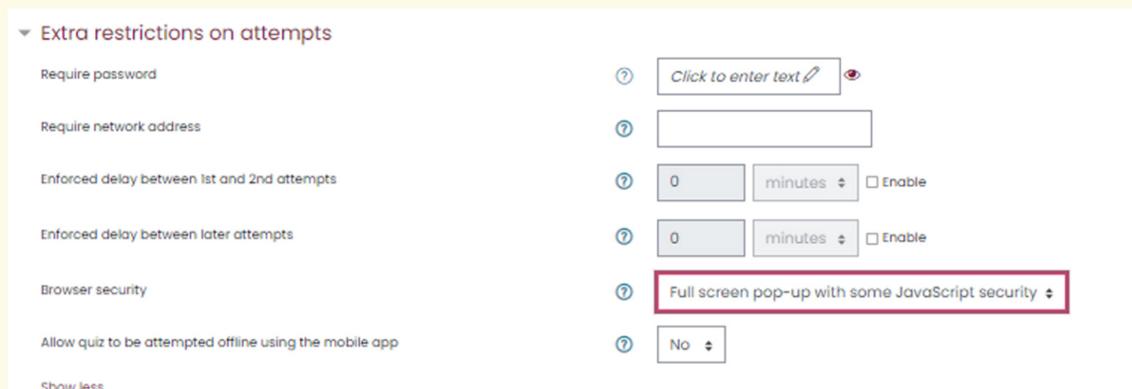
The open source Safe Exam Browser allows teachers to deliver a more secure online assessment. It regulates a student's access to other computer shortcuts and programs to focus on the quiz activity. It is available by default in the Quiz settings. To enable the safe exam browser, follow these steps:

1. In your UP VLE home page, go to "My Courses" and access the course you want to edit. In the course site, click "turn editing on" to start adding a new activity to a course section.
2. Decide on the course section where you want to add the quiz module. Click the "Add an activity or resource" link under your chosen section and choose "Quiz". You will then be directed to its setup page.
3. On the Quiz Set-up Page, under the Safe Exam Browser category, you may now enable the requirement to use the Safe Exam Browser in your quiz. Simply choose Yes in the item "Require the use of safe exam browser". There will be several Yes options. You can choose to configure the browser manually, upload your own configuration, or use SEB client configuration.



Safe Exam Browser

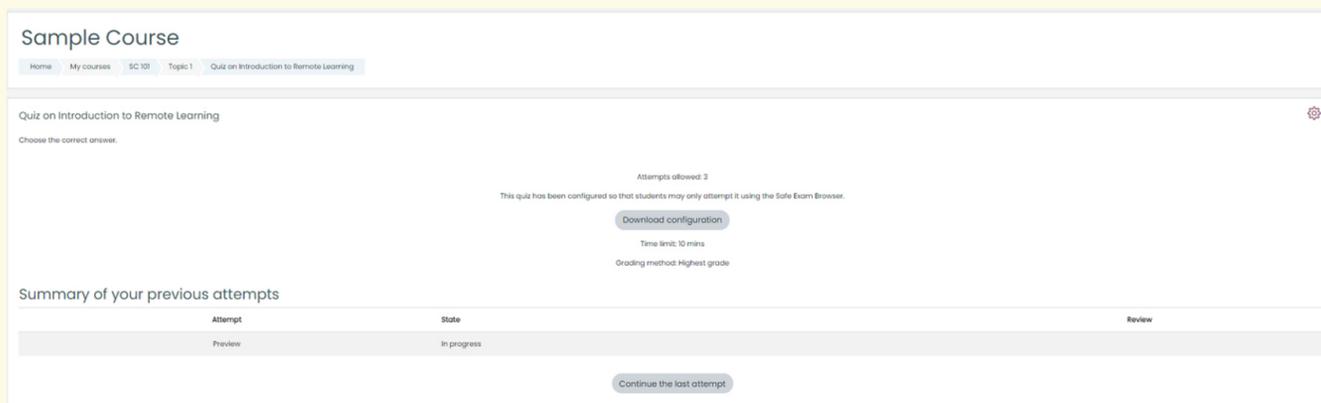
4. If you choose to configure it manually, make sure that you have also set up the rest of the quiz settings especially the timing or number of attempts, grading method, review options, and browser security under the “Extra restrictions on attempts” category (set to Full screen pop up with some Javascript security).



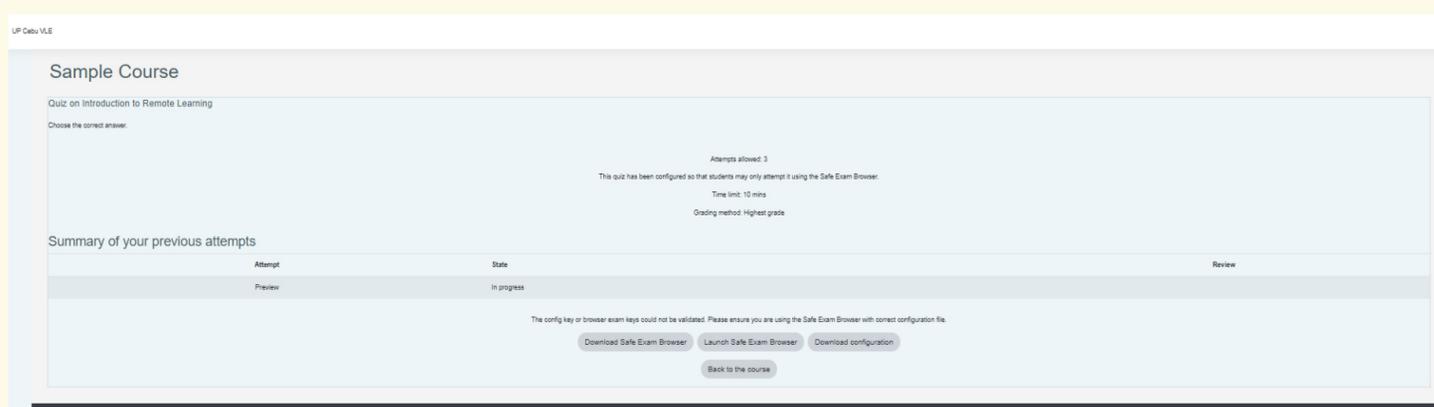
5. Back to the Safe Exam Browser (SEB) category settings, you may choose to let the students see the download link for the SEB. The students will have to install SEB in their computers when you enable this feature. You can also set up how the students can choose to quit SEB under this category. If you have sites which you want to block while the students are taking the quiz, you may also enable URL filtering. You may click on the help icon beside each setup item for their functions.

6. After you finish setting up, click “save and display”. This will lead you back to the main quiz page. A message confirming that the quiz has been configured so that students may only attempt the quiz while using the SEB shall appear along with the download button of the configuration file. The students will also need to download this SEB file and open it to be directed to the quiz in the safe exam browser.

Teacher’s View:



Student’s View:



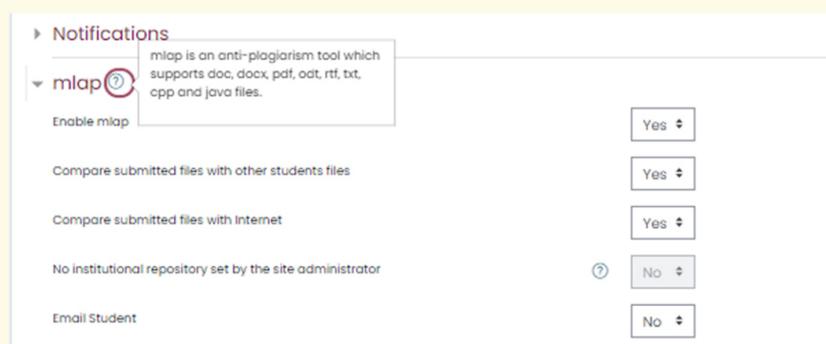
Using mLap and Turnitin Plugins for Anti Plagiarism

Another important feature in UPC VLE is the ability to check a student's work or submission for any plagiarised content. There are two ways to check for plagiarism in documents in UPC VLE. These anti-plagiarism checkers can be enabled in the Assignments, Forum, and Workshop module activities.

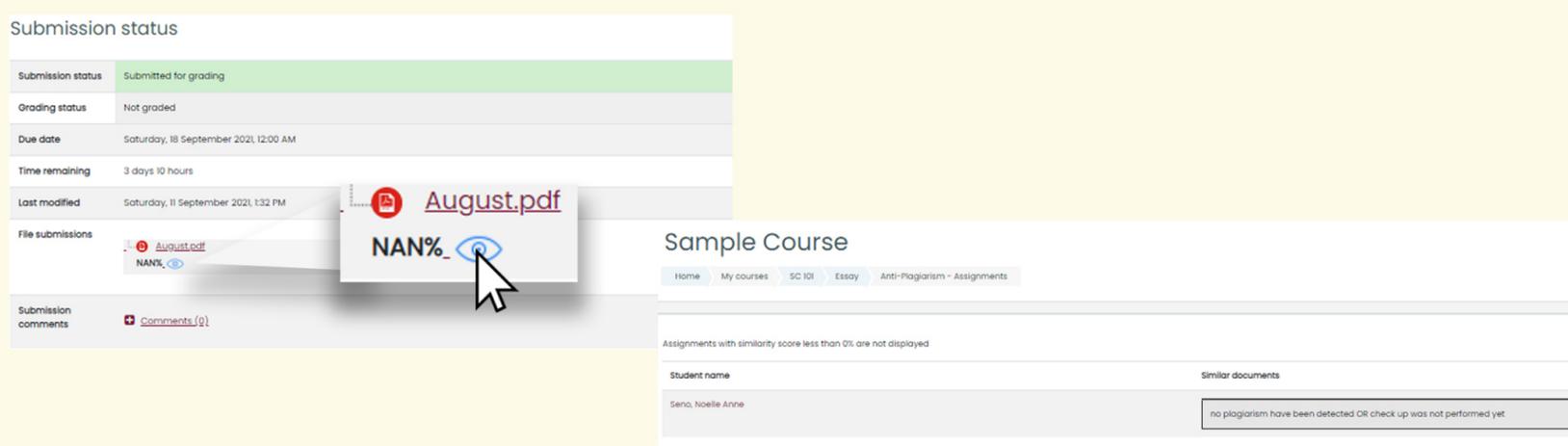
mLap

The moodLearning antiPlagiarism (mLap) Service is the in-house anti-plagiarism checker of moodLearning, the LMS support provider of UPC VLE. To enable mLap in your activity:

1. In your course site, click “turn editing on” to add an activity.
2. Choose the section under which you want to add the activity and click the “Add an activity or resource” link. Choose from the assignments, forum, or workshop activity module. These are the activities where mLap can be enabled.
3. Let's assume you chose the assignment module activity. You will then be directed to the assignment setup page where you are to set up the general settings of the module. Under the mLap category, you will have to enable the function by choosing “Yes” to the drop down menu. You can also choose where to compare the participant's submission - to fellow students, internet, or to the repository, if set by administrator. You can also choose to email the students for the result of the anti-plagiarism checker.



4. Click “Save and Display” once you are done with the set-up.
5. The result of mLap may be viewed once you start viewing and grading the submission of your participants. You may access the mLap result by clicking the Eye icon usually found under the submitted file of the participant. You will be led to a new page where you can see if the document contains plagiarised content.

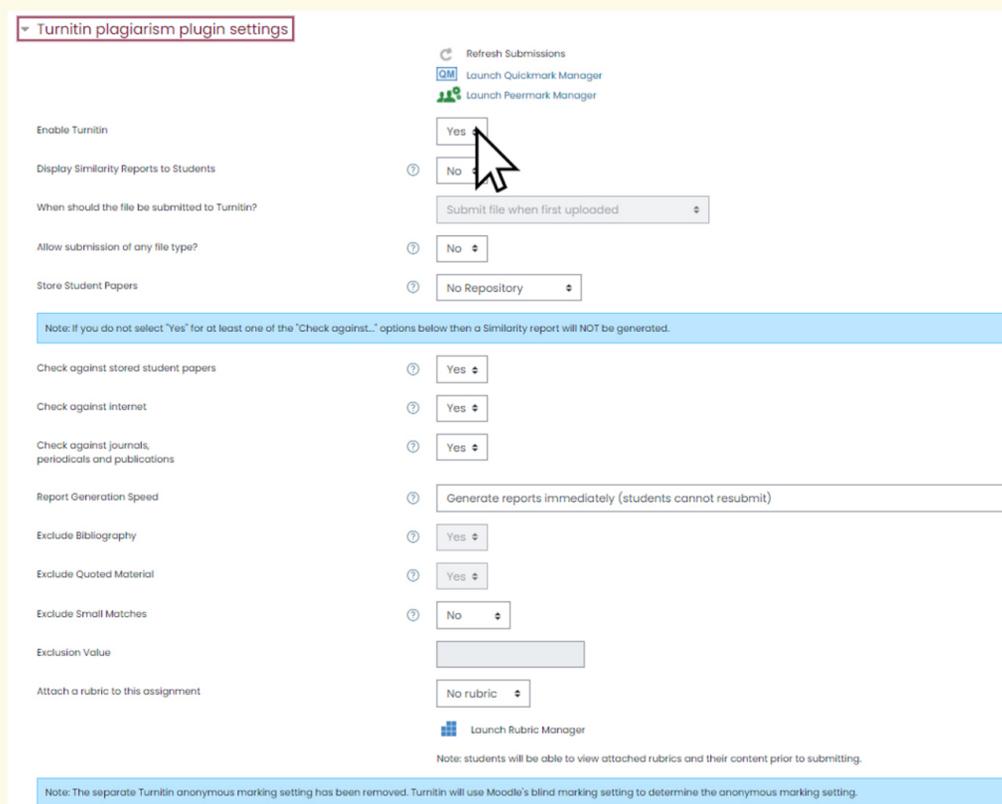


Using mLap and Turnitin Plugins for Anti Plagiarism

Turnitin

Turnitin is another anti-plagiarism checker that you can use in UPC VLE. Unlike mLap, this is a plugin in the UPC VLE and is a separate and commercial plagiarism detection system. You will also be needing a separate Turnitin account to run this checker. For UPC VLE, Turnitin is enabled for Assignment activity modules only.

1. In your course site, click “turn editing on” to add an activity.
2. Decide on the course section where you want to add the assignment module. Click the “Add an activity or resource” link under your chosen section and choose “Assignment”. You will then be directed to its setup page.
3. On the Assignment setup page, you can find the category setting for Turnitin. Under this category, you may choose to enable the plugin or not. You may also choose where to compare the participant’s submission and how the report will be generated. You may also attach a rubric for your assignment and choose whether or not to display the similarity report to the students.



The screenshot shows the 'Turnitin plagiarism plugin settings' page. At the top, there are three buttons: 'Refresh Submissions', 'Launch Quickmark Manager', and 'Launch Peermark Manager'. Below these are several settings:

- Enable Turnitin:** A dropdown menu with 'Yes' selected.
- Display Similarity Reports to Students:** A dropdown menu with 'No' selected.
- When should the file be submitted to Turnitin?:** A dropdown menu with 'Submit file when first uploaded' selected.
- Allow submission of any file type?:** A dropdown menu with 'No' selected.
- Store Student Papers:** A dropdown menu with 'No Repository' selected.

A blue note states: "Note: If you do not select 'Yes' for at least one of the 'Check against...' options below then a Similarity report will NOT be generated."

Below this are several 'Check against...' options, each with a 'Yes' dropdown:

- Check against stored student papers
- Check against internet
- Check against journals, periodicals and publications

Other settings include:

- Report Generation Speed:** A dropdown menu with 'Generate reports immediately (students cannot resubmit)' selected.
- Exclude Bibliography:** A dropdown menu with 'Yes' selected.
- Exclude Quoted Material:** A dropdown menu with 'Yes' selected.
- Exclude Small Matches:** A dropdown menu with 'No' selected.
- Exclusion Value:** A text input field.
- Attach a rubric to this assignment:** A dropdown menu with 'No rubric' selected.

At the bottom, there is a 'Launch Rubric Manager' button and a note: "Note: students will be able to view attached rubrics and their content prior to submitting." A final blue note at the very bottom states: "Note: The separate Turnitin anonymous marking setting has been removed. Turnitin will use Moodle's blind marking setting to determine the anonymous marking setting."

4. After setting up, click “Save and Display”.
5. Students may submit their assignments in Turnitin via the UPC VLE after agreeing to the End User Agreement. When viewing and checking the submission, you will have to access your Turnitin account.

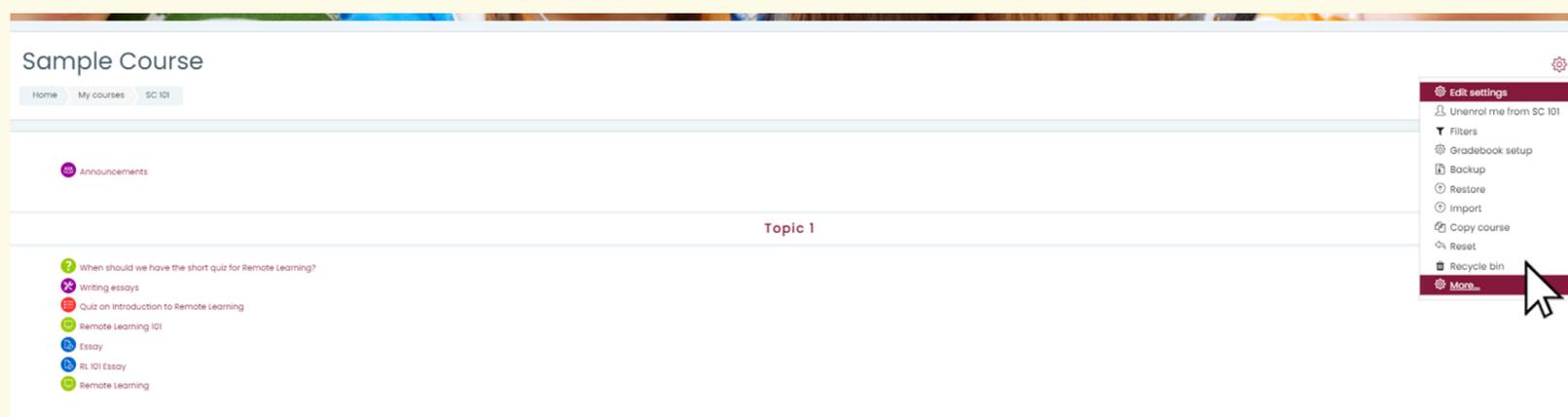
Students and teachers may process their Turnitin account requests from the University Library.

Tracking Student Activities and Progress

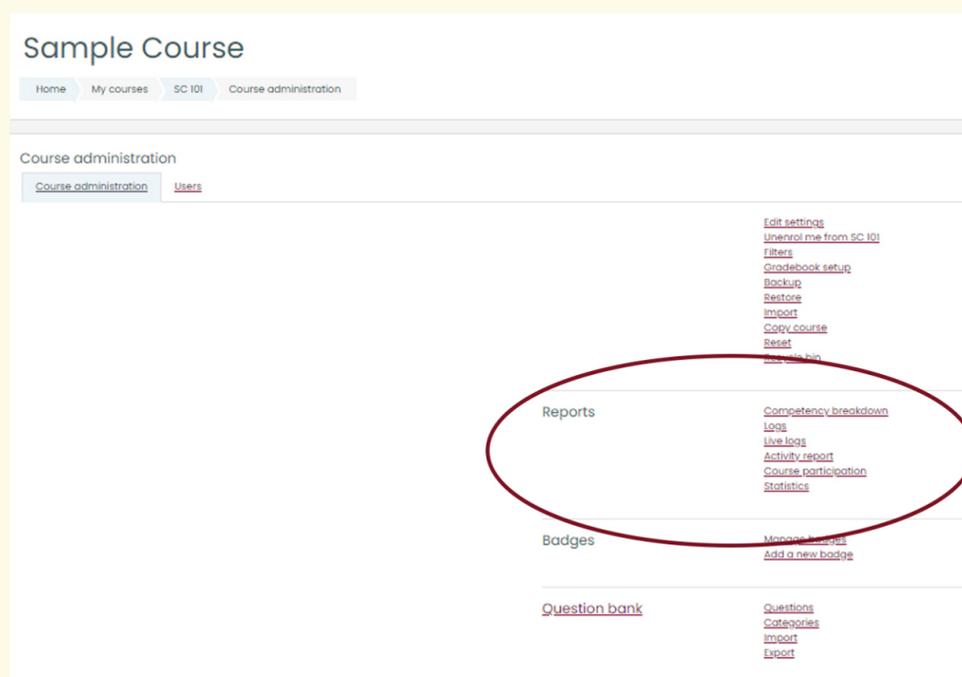
Aside from using a grade book in looking at the progress of your students, as a teacher, you can use a set of powerful reports to determine student activities. These are through your course reports. It allows you to monitor how your students are doing and even determine student pings and clicks in your course sites.

To access these reports, follow these steps:

1. In your UPC VLE account home page, go to “My Courses” and access the course under which you want to view the reports. You will then be directed to the course site of your chosen course or subject.
2. On the course site, click on the gear icon on the upper right side of the page. A drop down menu will appear. Choose “more”.



3. You will be directed to the Course Administration page where you can see the course administration and users tab. In the course administration tab, you will see the Reports category. Under the reports category is a list of the different types of reports you can access in your course site. This includes the logs, live logs, activity report, course participation, and statistics. All of these help the teachers view the activities and progress of the participants in the course and in specific activities. If enabled by site administrators, competency breakdown and activity completion reports will also be available.



Tracking Student Activities and Progress

4. Simply click on the links of your chosen report to be generated. This will lead you to their respective landing pages.

Live Logs - shows the list of activities that are currently happening inside your course site.

Logs - shows everything that everyone has done in the course. You can filter the logs list by specifying the participants, the date, the kind of activity, type of action, and the different type of logs - teaching refers to the teacher's activity that affects the learning experience of the participants, participating refers to the participants' learning experience, and others for things that does not directly affect learning.

Activity Report - 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.

Course Participation - shows who among the participants have participated in a specified activity. Teachers can utilize this report to find out who among the participants are inactive or have not yet participated in a particular activity so they can send them a message.

Activity Completion - shows the list of activities that were completed by the participants in the course. This is visualized through a checklist format.

Aside from course reports, you can also easily click on your students profile through the link in their names to determine student activities on an individual basis.

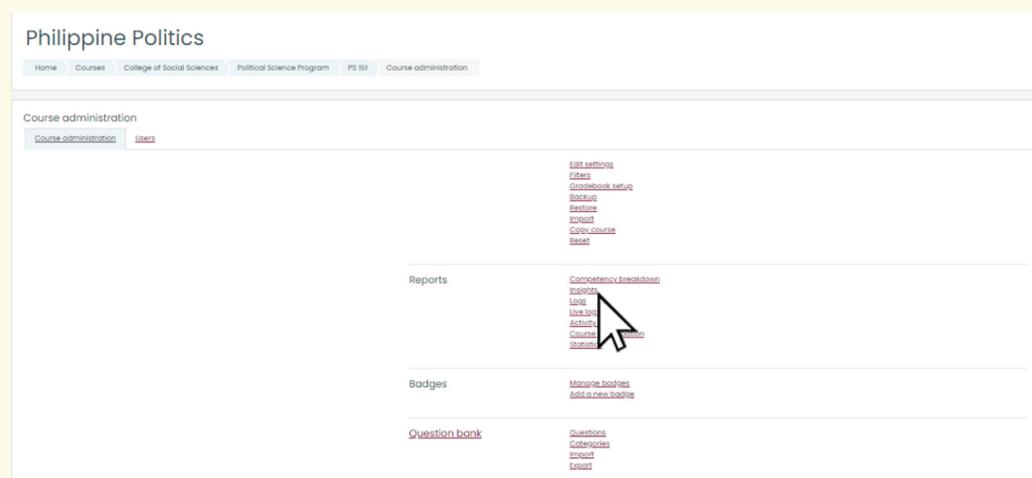
Activity	Views	Related blog entries	Last access
Announcements	1 views by 1 users	-	Thursday, 19 August 2021, 1:48 PM (25 days 20 hours)
Topic 1			
When should we have the short quiz for Remote Learning?	2 views by 1 users	-	Tuesday, 24 August 2021, 9:31 AM (21 days)
Writing essays	6 views by 1 users	-	Friday, 27 August 2021, 1:57 PM (17 days 20 hours)
Quiz on Introduction to Remote Learning	64 views by 2 users	-	Tuesday, 14 September 2021, 8:42 AM (1 hour 48 mins)
Remote Learning 101	60 views by 1 users	-	Tuesday, 14 September 2021, 7:55 AM (2 hours 35 mins)
Essay	26 views by 2 users	-	Monday, 13 September 2021, 12:57 PM (21 hours 33 mins)
RL 101 Essay	22 views by 2 users	-	Monday, 13 September 2021, 1:22 PM (20 hours 57 mins)
Remote Learning	-	-	-

Time	User full name	Affected user	Event context	Component	Event name	Description	Origin	IP address
13 September 2021, 2:07 PM	UPC, TLRC	-	Course: Sample Course	System	Course viewed	The user with id '3000' viewed the course with id '929'.	web	181.21.90.18
13 September 2021, 1:57 PM	UPC, TLRC	-	Course: Sample Course	System	Course viewed	The user with id '3000' viewed the course with id '929'.	web	181.21.90.18
13 September 2021, 1:32 PM	UPC, TLRC	-	Assignment: RL 101 Essay	Assignment	The status of the submission has been viewed.	The user with id '3000' has viewed the submission status page for the assignment with course module id '10249'.	web	181.21.90.18
13 September 2021, 1:32 PM	UPC, TLRC	-	Assignment: RL 101 Essay	Assignment	Course module viewed	The user with id '3000' viewed the assign' activity with course module id '10249'.	web	181.21.90.18
13 September 2021, 1:32 PM	UPC, TLRC	-	Course: Sample Course	System	Course viewed	The user with id '3000' viewed the course with id '929'.	web	181.21.90.18
13 September 2021, 1:32 PM	UPC, TLRC	-	Assignment: RL 101 Essay	Assignment	The status of the submission has been viewed.	The user with id '3000' has viewed the submission status page for the assignment with course module id '10249'.	web	181.21.90.18
13 September 2021, 1:32 PM	UPC, TLRC	-	Assignment: RL 101 Essay	Assignment	Course module viewed	The user with id '3000' viewed the assign' activity with course module id '10249'.	web	181.21.90.18
13 September 2021, 1:32 PM	UPC, TLRC	-	Course: Sample Course	System	Course viewed	The user with id '3000' viewed the course with id '929'.	web	181.21.90.18
13 September 2021, 1:26 PM	UPC, TLRC	-	Course: Sample Course	Statistics	Statistics report viewed	The user with id '3000' viewed the statistics report for the course with id '929'.	web	181.21.90.18
13 September 2021, 1:26 PM	UPC, TLRC	-	Course: Sample Course	Statistics	Statistics report viewed	The user with id '3000' viewed the statistics report for the course with id '929'.	web	181.21.90.18
13 September 2021, 1:26 PM	UPC, TLRC	-	Course: Sample Course	System	Course viewed	The user with id '3000' viewed the course with id '929'.	web	181.21.90.18
13 September 2021, 1:14 PM	UPC, TLRC	Sano, Noelle Anne	Assignment: RL 101 Essay	Assignment	Grading form viewed	The user with id '3000' viewed the grading form for the user with id '3007' for the assignment with course module id '10249'.	web	181.21.90.18
13 September 2021, 1:14 PM	UPC, TLRC	-	Assignment: RL 101 Essay	Assignment	Grading table viewed	The user with id '3000' viewed the grading table for the assignment with course module id '10249'.	web	181.21.90.18
13 September 2021, 1:14 PM	UPC, TLRC	-	Assignment: RL 101 Essay	Assignment	Course module viewed	The user with id '3000' viewed the assign' activity with course module id '10249'.	web	181.21.90.18
13 September 2021, 1:14 PM	UPC, TLRC	-	Assignment: RL 101 Essay	Assignment	The status of the submission has been viewed.	The user with id '3000' has viewed the submission status page for the assignment with course module id '10249'.	web	181.21.90.18
13 September 2021, 1:14 PM	UPC, TLRC	-	Assignment: RL 101 Essay	Assignment	Course module viewed	The user with id '3000' viewed the assign' activity with course module id '10249'.	web	181.21.90.18
13 September 2021, 1:14 PM	UPC, TLRC	-	Course: Sample Course	System	Course viewed	The user with id '3000' viewed the course with id '929'.	web	181.21.90.18
13 September 2021, 1:40 PM	UPC, TLRC	Sano, Noelle Anne	Assignment: Essay	Assignment	Grading form viewed	The user with id '3000' viewed the grading form for the user with id '3007' for the assignment with course module id '14995'.	web	48.145.169.35
13 September 2021, 1:36 PM	UPC, TLRC	Sano, Noelle Anne	Assignment: Essay	Assignment	Grading form viewed	The user with id '3000' viewed the grading form for the user with id '3007' for the assignment with course module id '14995'.	web	48.145.169.35

Simple Analytics

UPC VLE’s Analytics is a software algorithm used to predict or detect unknown aspects of the learning process. These are based on historical data and current behavior of the system’s users. In UPC VLE, the analysis interval to generate an insight report is set to quarterly. This means that you may access the insight reports for a course in the previous quarters. There is also a set of analytics models in the VLE. These models are used in generating the information or predictions in a course. Currently, the analytics models include *students who have not accessed the course recently*, *students who have not accessed the course yet*, and *courses at risk of not starting*. These models have specific indicators which help in the reporting of insights. In these insight reports, actions executed by users are shown together with the results.

1. In your UPC VLE account home page, go to “My Courses” and access the course under which you want to view the reports. You will then be directed to the course site of your chosen course or subject.
2. On the course site, click on the gear icon on the upper right side of the page. A drop down menu will appear. Choose “more”.
3. You will be directed to the Course Administration page where you can see the course administration and users tab. In the course administration tab, you will see the Reports category. Under the reports category is a list of the different types of reports you can access in your course site. To view the analytics insight reports, click on the Insight link.



4. Upon clicking the link, you will be presented with the generated data of the analytics along with the possible actions you can do.

