CREATING COURSE IN UPM VLE

Take note! UP Manila Virtual Learning Environment (UPM VLE) is different from UVLe (*uvle.upd.edu.ph.*)

UP Manila's very own can be visited via URL vle.upm.edu.ph

Step 1

After typing in http://vle.upm.edu.ph/ on your favorite browser, You should arrive on the VLE Home Page. Log in by clicking on the upper right hand part of the page. Then key in your username and password.

On the left Side of the page Under **Home**,
click on **Courses,** choose your corresponding
College on the list.

Proceed scrolling through the list, and click
On **Add a new course** button.

Fill in the Required Fields:

Course Full Name
Course Short Name

Further scrolling down the page would yield you to the following :
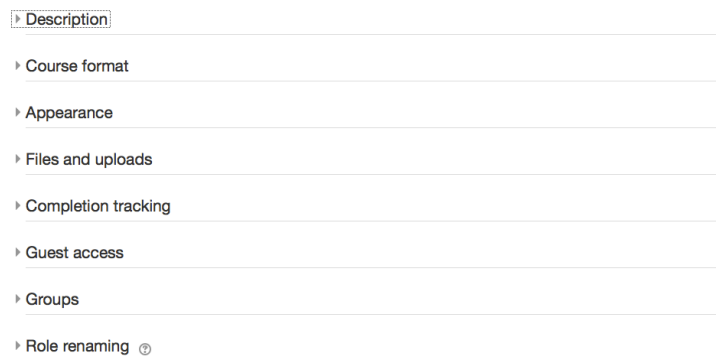
You may click on the small triangle before the sub sections to further customize your course. Normally, it is best to leave out the default settings save for the **Description** and **Course Format**.
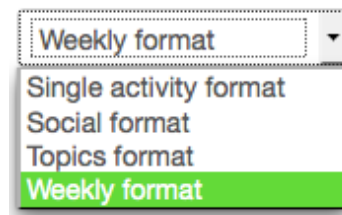
Clicking on **Description**
would reveal the following:

You may provide a brief description
On the space provided.
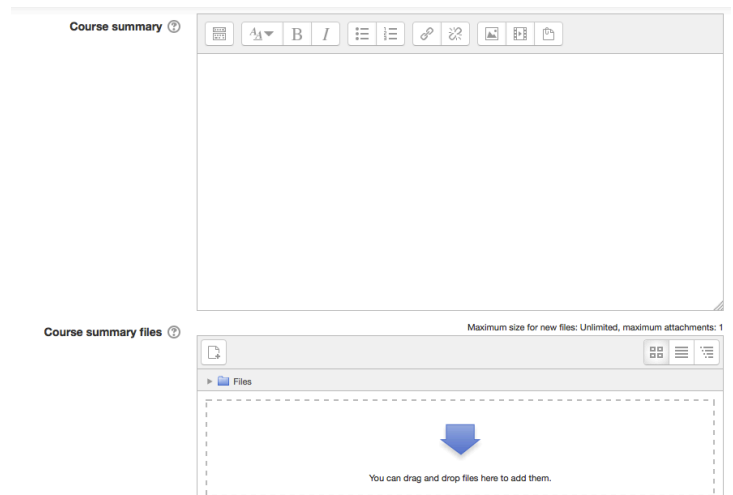
Clicking on **Course Format**:

Default is on Weekly Format,
but you may change it and has the
following as choices:

After editing all choices to your desired setting, Don't forget to click on the **Save Changes** Button found on the bottom part of the page.

Click **Save Changes** would lead you to **Enrolment Page**

Enrolled users

Enrol users

| Search | | Enrolment methods | All | Role | All | Status | All | Filter | Reset |

First name / Surname ▲ / First name - phonetic / Surname - Last access Roles Groups Enrolment
phonetic / Middle name / Alternate name / Email address to course methods

Enrol users

Clicking the button would reveal a small window. Just type in the names of your students on the Blank provided then click search. After finding the respective names, just click on enroll button after the name.

Then Finally click Finish Enrolling Users

Enrol users ×

Assign roles Student ▾
● Browse users ○ Browse cohorts
▶ Enrolment options

1752 users found

1	chin-chin charlotte c Castelltort cccastelltort@up.edu.ph	Enrol
2	LIWAG, AINA KEATE PULMONES 201255029@post.upm.edu.ph	Enrol
3	MAGNO, DARYL 200738524@post.upm.edu.ph	Enrol
4	POSADAS, JOHN HENDERSON CABANATAN 201127509@post.upm.edu.ph	Enrol
5	Sheryl N. Refuerzo snrefuerzo@up.edu.ph	Enrol
6	Zaldivar B. Marquez zbmarquez@up.edu.ph	Enrol
7	Marie Joyce A Abad maabad1@up.edu.ph	Enrol

Search

Finish enrolling users

After Enrolment, It should bring you to main page of your course. To edit the topics, just click on the Gear Symbol below the Topic 1

⚙

News forum ✎   Edit ▾ 👤

＋Add an activity or resource

Topic 1   ○
⚙ ←━━━━━━   👁

＋Add an activity or resource

Topic 2   ○
⚙   👁

＋Add an activity or resource

Untick the ✓ **Use Default Section Name** and provide your own. Don't forget to Click **Save Changes**.

Summary of Topic 1

▶ Expand all

▾ General

Section name   [   ] ☑ Use default section name

Summary ⓘ   [toolbar]

Just do the same for the rest of your Course's Sub Sections. To add content on your sub sections, just click on **Add Activity or Resource**.
(You may also drag and drop files from your desktop/ folder directly to the subsection you want them included.)