



30 September 2020

**MEMORANDUM NO. 427**  
Series of 2020

**T O: All College Deans, Chancellors, Department Heads, Directors,  
Principal and Faculty**

**R E: VSU E-Learning Environment (VSUEE)**

Based on our revised school calendar, classes will officially start on Monday, Oct. 5, 2020. It is expected that by now virtual classrooms are already ready, and printed learning guides are ready for distribution starting this week.

In relation to virtual classrooms, please be reminded of the following:

1. All virtual classrooms, except those created using Google Classroom, are embedded in the university's official e-learning platform, the VSU E-Learning Environment (VSUEE).
2. Every instructor/professor has only one account in the VSUEE using the faculty's official @vsu.edu.ph email account. All classrooms of the instructor/professor are under the same account, but each classroom has a separate class code.
3. Every enrolled student has only one account using his/her official @vsu.edu.ph email account. All his/her subjects enrolled in this 1<sup>st</sup> semester, 2020-2021 are under the same account, but each classroom has a different class code.
4. All enrolled students choosing either online or print mode of flexible learning are enrolled in the virtual classroom. Even if the student chose print mode, he/she still could access the online classroom.
5. The virtual classroom is designed to contain the course syllabus, modules and lessons, learning activities, assessments, among others. As much as possible, the materials found in the printed learning guide should also be contained in the online classroom. However, additional materials like power point presentation and links to online videos, and other resources can also be included in the classroom. It is advised to put only the link and not upload the whole videos in the classroom, as this can slow down the operation of the VSUEE.
6. The virtual classrooms will first be evaluated by the department heads and deans to ensure their appropriateness and readiness before they will be made available online. A Virtual Classroom Evaluation Form (FM-IMD-xx) will be used for the evaluation. The evaluation will be done starting September 30 until October 5, 2020.
7. For classrooms created by Google Classroom, the department head will need to get the CLASS/GROUP CODE from the concerned professors to enable the head to evaluate the classroom.



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For questions/clarifications related to the VSUEE, please contact the official VSUEE Technical Support ([elarning.support@vsu.edu.ph](mailto:elarning.support@vsu.edu.ph))

For your guidance.

  
**EDGARDO E. TULIN**  
President