

How to use Moodle

Sophia University ICT Office
April, 2023

1. Open Moodle website

Start a browser (Google Chrome etc.), then enter the URL below.

<https://moodle.cc.sophia.ac.jp/>

When you access Moodle from the ICT Office Web site, click [Moodle] on the left side of the window.

The screenshot shows the Sophia University ICT Office website. At the top, there is a navigation bar with links for Information, User Guide, FAQ, Application Form / Manuals, About ICT Office, and Contact. Below the navigation bar, there are two columns of information cards. The left column is titled 'Information' and contains several cards with dates and titles, such as '[NEU] Moodle Workshop (8 Apr.2023)'. The right column is titled 'Important Information' and contains a card with the date '2022.04.01' and the title '[Change of Schedule] Renewal/Deletion of Sophia ICT Account'. Below the information cards, there are two rows of service icons: 'For Newcomers', 'Our Facilities', 'E-Mail Guide', 'Printer Guide', 'Network Guide' in the first row; and 'Password', 'Class Support', 'Information Security', 'Services' in the second row. At the bottom, there are two columns of links: 'ICT OFFICE' with links for 'Passwords / Email address', 'Office365 Teachers Login', and 'Office365 Students Login'; and 'COM/CALL Info' with links for 'Opening Hours' and 'COM/CALL Info'. Below these, there is an 'OTHERS' section. A callout box on the left side of the screenshot, containing the Moodle logo and the text 'Moodle', points to a 'Moodle' link in the 'OTHERS' section, which is highlighted with a red box.

2. Log in

- ① Enter your 'Login ID for system on campus' and 'password' for Sophia ICT Account (the same one as you login to computers in the PC rooms), then click [Login] button.

Sophia University Moodle

ユーザー名

パスワード

Enter your login ID and password.

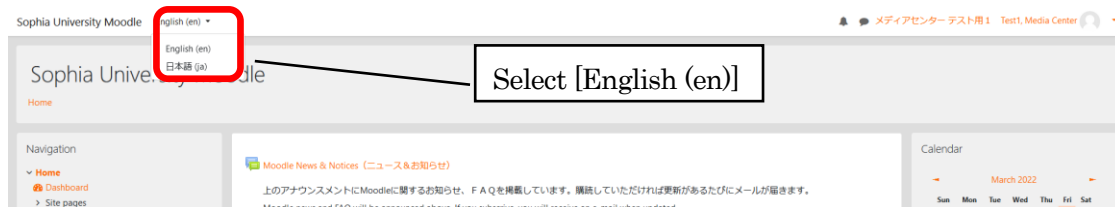
あなたのブラウザのクッキーを有効にしてください。

ユーザー名を記憶する

ログイン

Click [Login] button

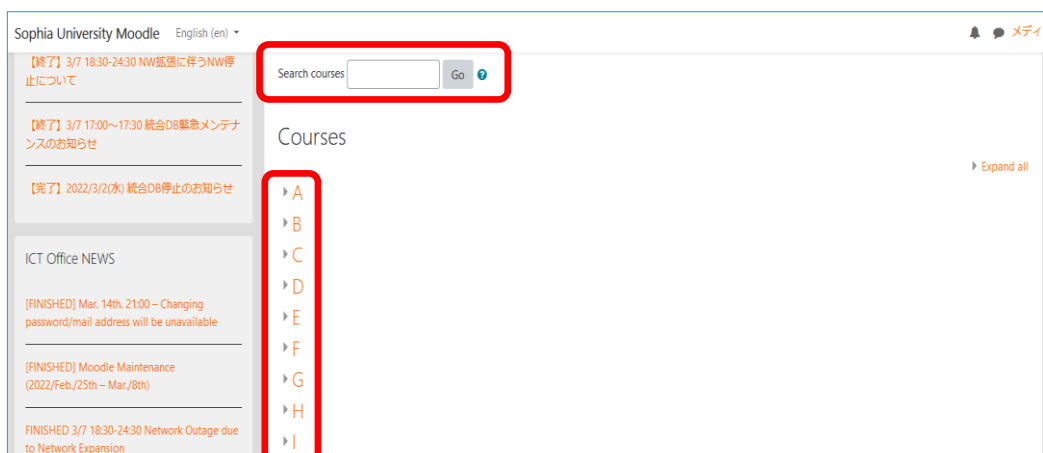
- ② Select [English(en)] from the list.



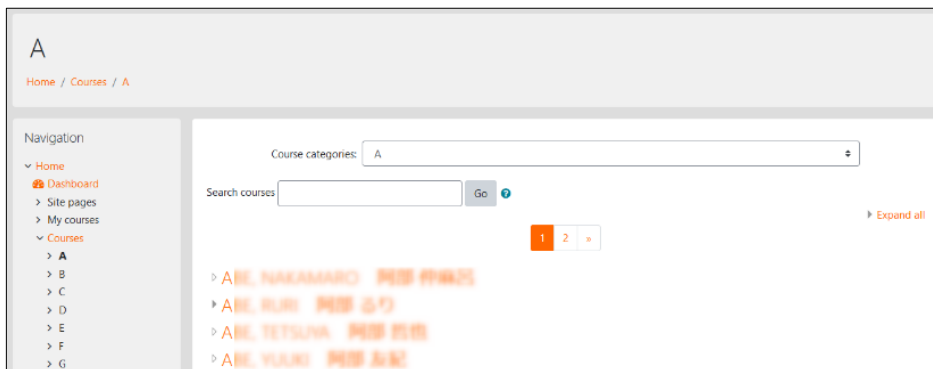
3. Registration for courses (for Students)

- ① When you login to Moodle, it shows a list of teachers & course categories. Select the initial letter of the teacher's family name that you take.

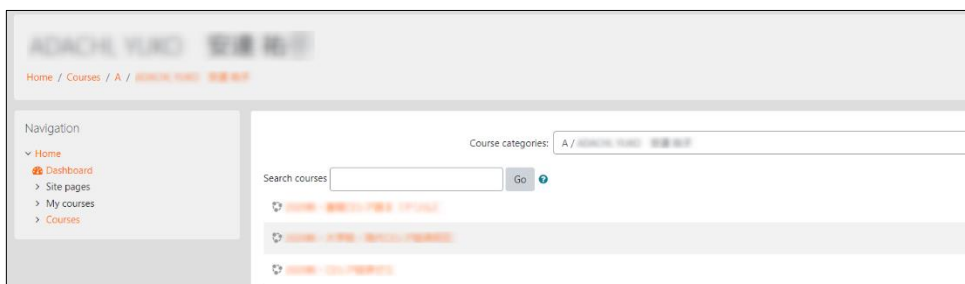
※When you go to your course directly, enter the course name into [Search courses] and click [Go] button. The course list will be displayed, then select the course and register it following step 4.



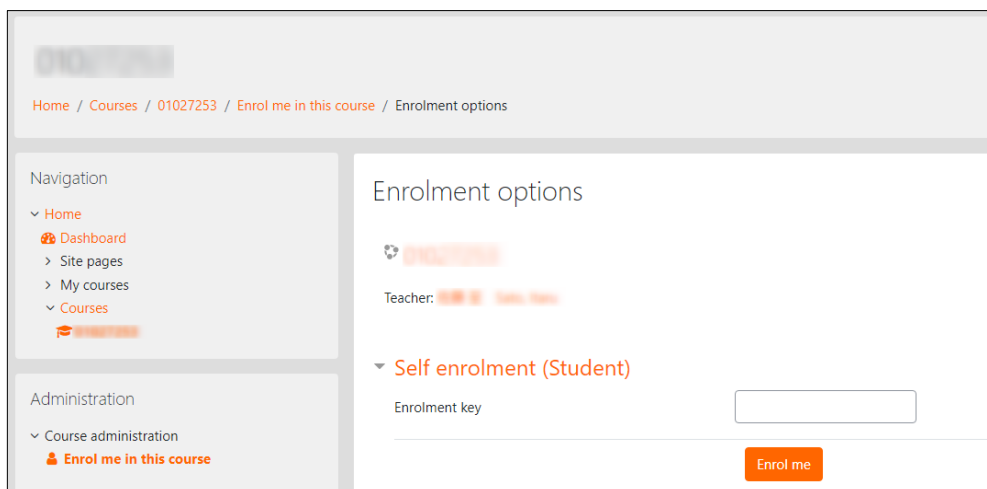
② A list of teachers will be displayed. Click the teacher's name.




③ The list of courses will be displayed. Click your course.



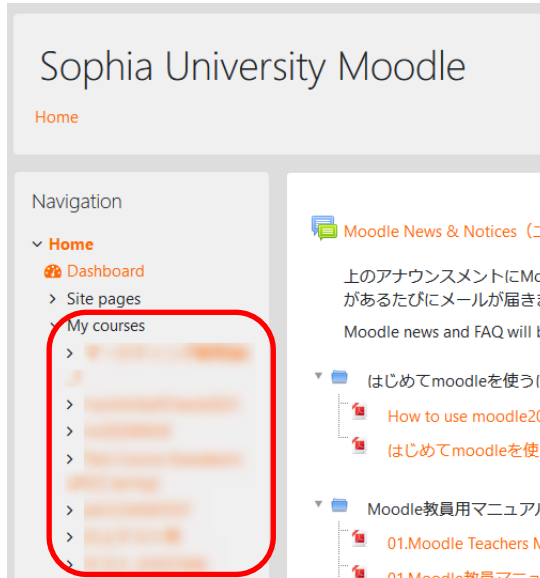
④ Click [Enrol me] button then the registration will be completed.



* If there is a key icon  on the right side of a course, you are required to enter the “enrolment key”, which you will receive from your teacher. Enter the enrolment key then click [Enrol me].

⑤ Enrolment has been completed and you can see the course.

- * The course which you have enrolled will appear in “My Courses” and you can access your course via “My Courses” from the next time.



Refer also to ‘Moodle Manual for Students’.

<https://ccweb.cc.sophia.ac.jp/en/manual/moodle/moodle-student-manual-web/>

5. For Teachers

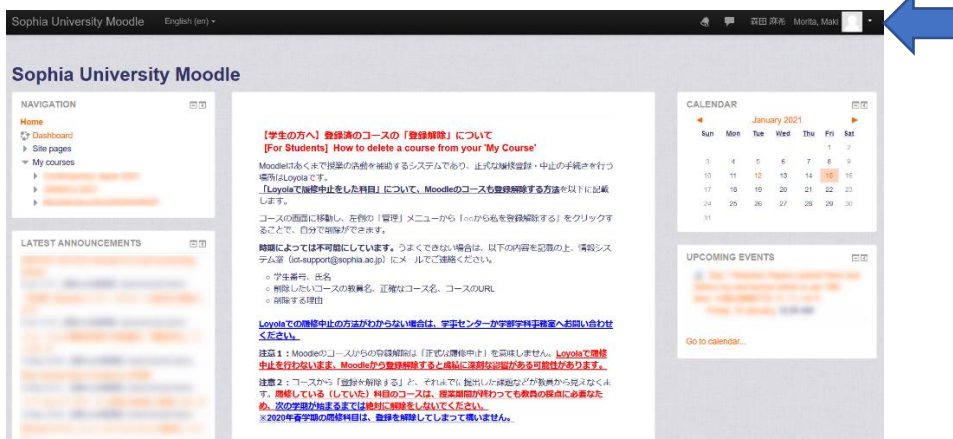
Once you create courses on Moodle, you will be able to upload your documents or add assignments on the course. Refer to ‘Moodle Teacher’s Manual’ for the usage of Moodle.

- * Moodle courses are not connected to Loyola. Students need to register the courses which they take on Moodle by themselves. By default, students who do not take your class can register your Moodle course. When you want to allow only the students who take your class to register your course, you can set “enrolment key” on your course. Refer to ‘Moodle Teacher’s Manual’ for more details.
- * Technical staff supports you about how to use Moodle, such as making courses, at Staff Preparation Room (Bldg.2 B2F).

How to Send a Message via Moodle

Log in to Moodle

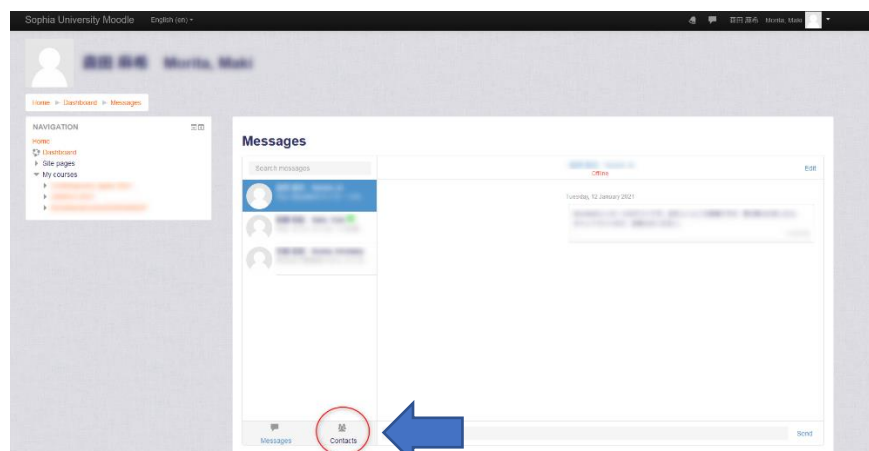
① Click ▼ on the right corner above



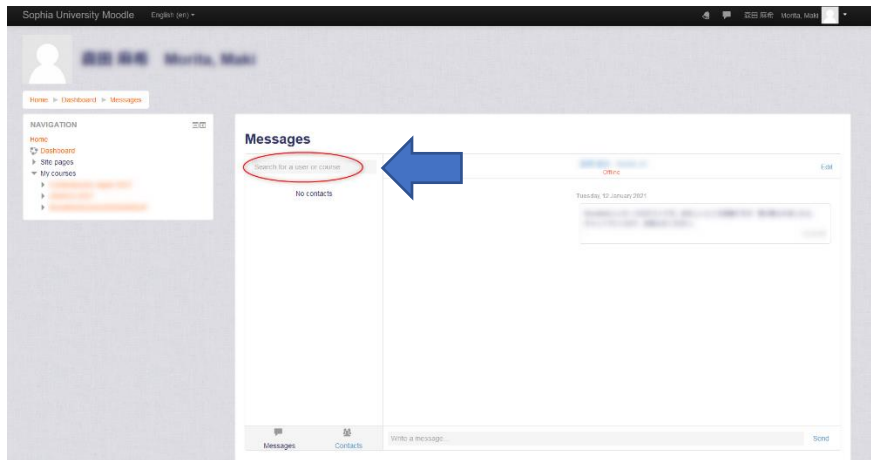
② Click “Messages”



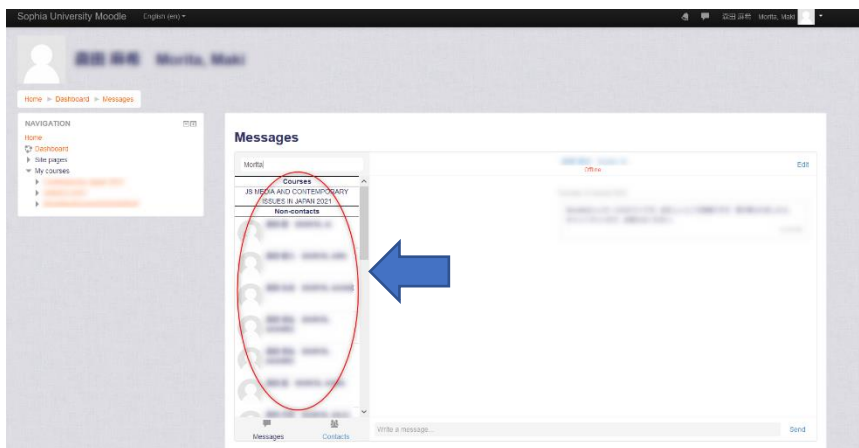
③ Click “Contacts”



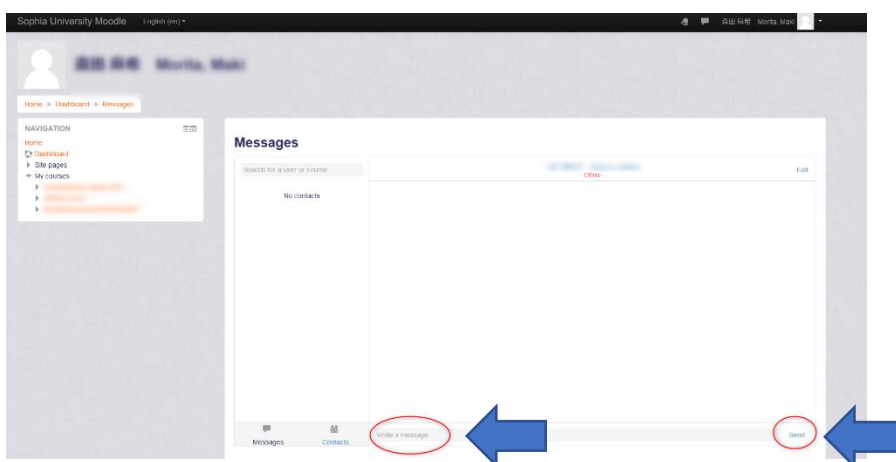
④ Find your teacher or course you would like to contact from “Search for a user or course”



⑤ Select the teacher or course



⑥ “Write a message” and “Send”



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