



上智大学

SOPHIA UNIVERSITY

叡智が世界をつなぐ

Moodle Manual (for students)

1. Introduction

● About Moodle

- Moodle is an e-Learning site operated by Sophia University.
"Courses" are available for each class, and students can view materials posted by faculty and submit assignments.
- To use Moodle, log in with the "Sophia ICT account".
This account can be used for Sophia Mail, PC classroom, and on-campus network and is distributed at the time of admission.
- ICT Office manages Moodle as a whole, and each faculty creates and manages each course.

● Inquiry about Moodle

- If you can not log in to Moodle, or if you have any questions **after reading the usage manual**, please contact the ICT Office (ict-support@sophia.ac.jp).
- **ICT Office cannot answer questions about the content or assignments of individual courses.** Please contact your faculty.

● Before starting to use Moodle

Please install at least the following software on your PC in order to view the materials posted in Moodle and submit the assignments.

● Microsoft Office (Word, Excel, PowerPoint, etc.)

Basically, the tasks to be submitted to Moodle should be created in Office unless instructed by a teacher.

Current students can download it from the Microsoft site. For details, please refer to the User's Guide on the ICT Office Web site.

<https://ccweb.cc.sophia.ac.jp/en/userguide/service/sv-11-en/>

● Acrobat Reader (PDF Viewing Software)

You can download it for free from Adobe's site.

<https://get.adobe.com/reader/>

● Log in to Moodle

Access to ICT Office Web site (<https://ccweb.cc.sophia.ac.jp>) then click the 'Moodle' icon.

The screenshot displays the Sophia University ICT Office website. The header includes the university logo, the text '上智大学 SOPHIA UNIVERSITY ICT Office', and navigation links for 'Information', 'User Guide', 'FAQ', and 'Application F'. A search bar is also present. The main content area is divided into two columns. The left column, titled 'Information', lists several news items with dates and titles, such as 'April 24: Service Suspension of VPN and Moodle' and '[NEW] Moodle Workshop (6 Apr.2020)'. A large blue arrow points downwards from the bottom of this list, with the text 'Scroll Down' written below it. The right column, titled 'ICT OFFICE', contains a list of service links, each with an icon and a document icon to its right. The 'Moodle' link, featuring an orange icon with a white 'm', is highlighted with a red rectangular border. Other links include 'Passwords / Email address', 'Office365 Teachers Login', 'Office365 Students Login', 'VPN', and 'Mailing List'. To the right of the 'ICT OFFICE' column, there are additional links under the heading 'COM/CAL' and 'OTHERS', including 'Opening H', 'COM/CAL', 'LOYOLA', and 'Library Da'.

● Log in to Moodle

Enter your Student ID and password then click [Log in].

The screenshot shows the login interface for Sophia University Moodle. The page title is "Sophia University Moodle". Below the title, there is a navigation bar with "Home" and "Log in to the site". The main content area has a "Log in" heading. The login form includes a "Username" field with the value "A2099999", a "Password" field with masked characters, a "Remember username" checkbox, and a "Log in" button. Annotations with red boxes and arrows point to the "Username" field (labeled "Student ID"), the "Password" field (labeled "Your password same as Sophia Mail"), and the "Log in" button. Below the login form, there is a link "Forgotten your username or password?". At the bottom, a message states "Cookies must be enabled in your browser". On the right side, there is a section titled "Is this y" with Japanese text explaining the site and providing instructions for using Moodle for course submission.

Sophia University Moodle

Home ► Log in to the site

Log in

Username A2099999

Password

☐ Remember username

Log in

Forgotten your username or password?

Cookies must be enabled in your browser ?

Is this y

サイトは上智大学のM

用やファイル共有としての

・ソフィアICTアカウント

生番号／教職員番号です。

・ Moodleで課題提出に使用

場合を除き(※)、Word

rtf)、PDFのみです。※国

で提出するよう指示があつ

- The password for the Sophia ICT account is written on the "Sophia ICT Account Notice" that is distributed at the time of admission, and is the same as the Sophiamail.
- All uppercase, lowercase, half-width and full-width characters are distinguished, so make sure when inputting them.

● Log in to Moodle

When you log in, the top page of Moodle will be displayed, and notices about Moodle will also be listed.

Sophia University Moodle

NAVIGATION

- Home
- Dashboard
- Site pages
- My courses

LATEST ANNOUNCEMENTS

- iPhoneでのオンラインテキストの入力異常について
11 Jun, 17:38 上智Moodle管理者, Sophia Moodle Admin
- Unenroll from courses DISABLED
11 Oct, 18:53 上智Moodle管理者, Sophia Moodle Admin

CALENDAR

May 2020

Sun	Mon	Tue	Wed	Thu	Fri	Sat
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

UPCOMING EVENTS

There are no upcoming events

[Go to calendar...](#)

NETWORK SERVERS

- Sophia University Mahara

Notice:

【教員の方へ】他の教員のコースカテゴリがない、ユーザ検索しても見つからない場合について

Moodleのコースカテゴリ（トップページでイニシャルの下に表示される名前）、およびユーザ情報は、その教員が初めてMoodleにログインした時に作られます。

そのため、ソフィアICTアカウントを持っても、まだMoodleにログインしたことがない教員は、カテゴリが表示されず、ユーザ一覧から検索しても表示されません。

このような場合には、ご本人にMoodleへのログインを行っていただけるようご依頼ください。ログインだけでよく、他に何か登録作業などをしていただく必要はありません。

下のフォーラムにMoodleに関するお知らせ、FAQを掲載していきます。購読していただければ更新があるたびにメールが届きます。

Moodle news and FAQ will be announced in the forum below. If you subscribe, you will receive an e-mail when updated