

# 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/

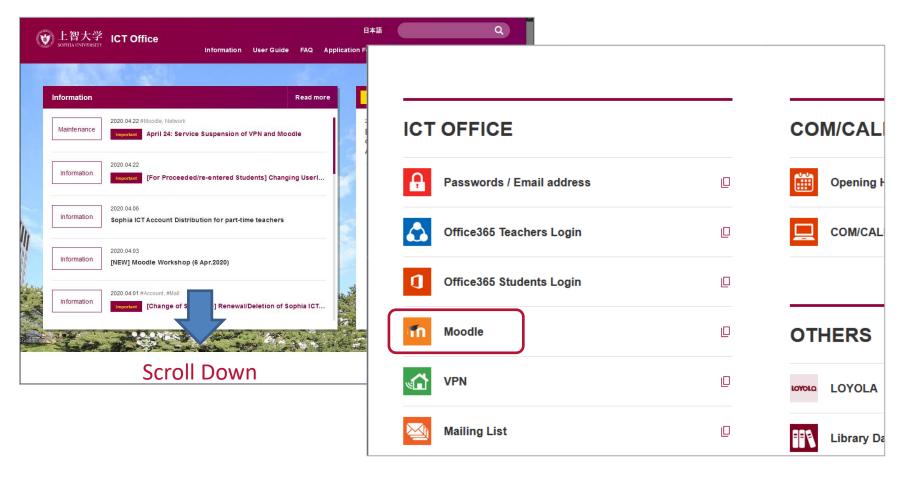
#### Acrobat Reader (PDF Viewing Software)

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 (<a href="https://ccweb.cc.sophia.ac.jp">https://ccweb.cc.sophia.ac.jp</a>) then click the 'Moodle' icon.



### Log in to Moodle

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



- 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.

