



上智大学
SOPHIA UNIVERSITY

叡智が世界をつなぐ

Moodle Manual (for students)

2. Enroll in a course

● About 'Course' of Moodle

- Moodle has pages associated with each class, which we call "Course".
- If your teacher instructs you to view materials or submit an assignment in Moodle, you need to enroll in a Moodle course.
 - Even if you register for courses at Loyola, Moodle courses will not be automatically registered. **Be sure to register yourself with Moodle.**
 - Not all classes have Moodle courses. Please check the teacher's instructions carefully.

● Find Course (by Teacher's Name)

On the Moodle top page, click on the teacher's surname initials and select the teacher's name.

The screenshot displays the Sophia University Moodle homepage. On the left, there is a 'NAVIGATION' sidebar with links to 'Home', 'Dashboard', 'Site pages', and 'My courses'. Below this is a 'LATEST ANNOUNCEMENTS' section. The main content area shows a list of courses under the heading 'Courses'. A search bar at the top right of the course list is labeled 'Search courses:' with a 'Go' button. The course list includes entries labeled 'A', 'B', 'C', and 'CA'. A red callout box with the text 'Click teacher's name' points to the 'CA' course entry. A blue arrow points to the 'My courses' link in the navigation sidebar, with the text 'Scroll Down' below it.

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

Scroll Down

Sophia University Moodle English (en)

Search courses: Go

Courses

▼ Collapse all

- A
- B
- C
- CA

Click teacher's name

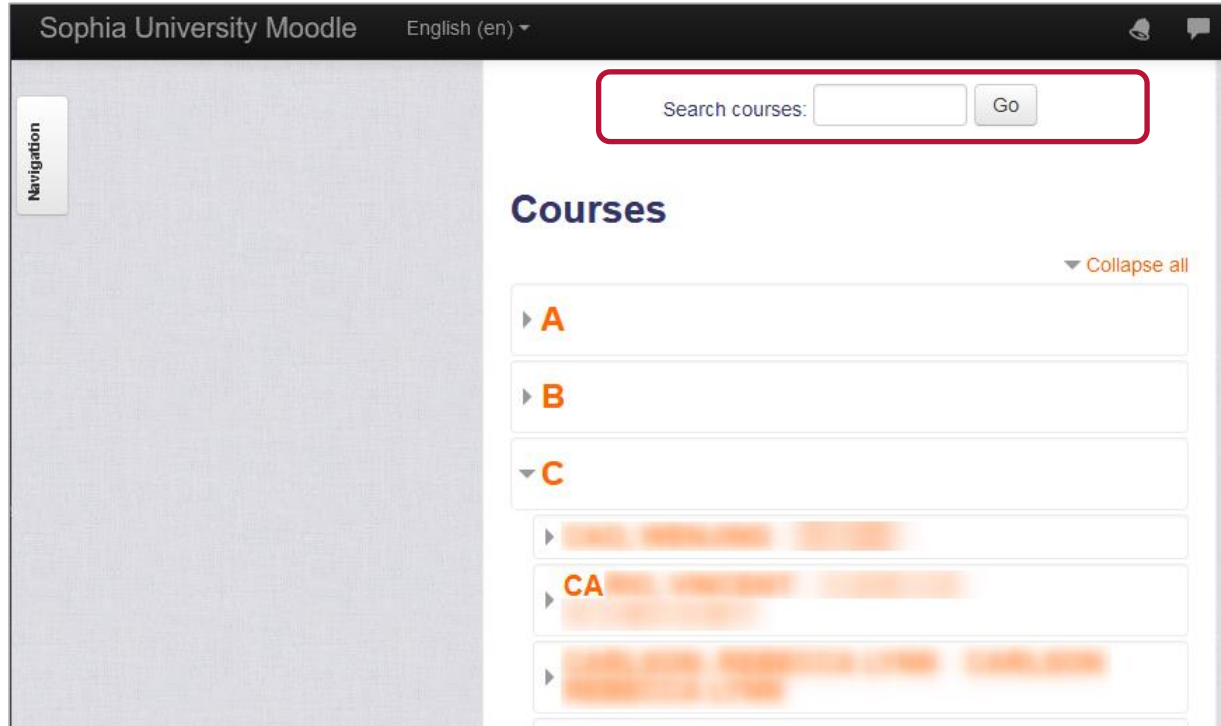
● Find Course (by Teacher's Name)

When you select a teacher's name, the list of courses created by that teacher will be displayed. Then click the course you want to register.



● Find Course (by Course Name)

If you know the course name, you can also search by the course name.



- You may find several courses with similar names.
Carefully check the course name, academic year / semester, and faculty name of the searched course.

● Enroll in the Course

Click the course to display the registration screen.
Click 'Enrol Me'.

The screenshot shows the Moodle interface for Sophia University. The top navigation bar includes 'Sophia University Moodle', 'English (en)', and a user profile. The main heading is '学生マニュアル用コース / Sample Course for Student Manual'. Below this is a breadcrumb trail: 'Home > Courses > 情報システム室 (ICT Office) > forstudent > Enrol me in this course > Enrolment options'. On the left, a 'NAVIGATION' sidebar lists 'Home', 'Dashboard', 'Site pages', 'My courses', and 'Courses'. The main content area is titled 'Enrolment options' and features a course card for '学生マニュアル用コース / Sample Course for Student Manual'. Below the card, the 'Self enrolment (Student)' section is active, showing an 'Enrolment key' input field with four dots and an 'Enrol me' button. A red speech bubble points to the input field with the text: 'If you need an enrolment key, enter it according to the teacher's instructions'.

- Some teachers may set a password (Enrolment Key) for registration.
Please ask your teacher for the enrolment key. ICT Office cannot answer.

● Enroll in the Course

Once enrolled, the course content will be displayed.
Class materials or assignments are posted.



The screenshot shows a Moodle interface for Sophia University. The top navigation bar includes the site name 'Sophia University Moodle', the language 'English (en)', and user-specific links like 'メディアセンター テスト用 1' and 'Test1, Medi'. The main heading is '学生マニュアル用コース / Sample Course for Student Manual'. Below this is a breadcrumb trail: 'Home > My courses > forstudent'. A left-hand navigation menu lists various options: 'Home', 'Dashboard', 'Site pages', 'My courses' (expanded to show 'forstudent' with sub-items like 'Participants', 'Badges', 'Grades', 'General', 'Topic 1', 'Topic 2', 'Topic 3', and 'Topic 4'), and 'Turnitin 課題'. The main content area features an 'アナウンスメント' (Announcement) section and a 'Topic 1' section containing links to '資料 1' (Material 1), '動画ファイル' (Video file), '課題 1' (Assignment 1), and 'Turnitin 課題' (Turnitin Assignment).

● My Courses

The registered course will be displayed in "My Courses" and you can join the course from the next time.

Sophia University Moodle English (en) ▼

Sophia University Moodle

NAVIGATION

- Home
- Dashboard
- Site pages
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【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。