



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 shows the ICT Office website interface. The top navigation bar includes the Sophia University logo, the text '上智大学 SOPHIA UNIVERSITY ICT Office', and a search bar. Below the navigation bar, there is a main content area with a 'Information' section. A blue arrow points to the bottom of this section with the text 'Scroll Down'. To the right, a sidebar menu is visible, listing various services: 'ICT OFFICE', 'COM/CAL', 'Others', 'Passwords / Email address', 'Office365 Teachers Login', 'Office365 Students Login', 'Moodle', 'VPN', 'Mailing List', 'COM/CAL', 'LOYOLA LOYOLA', and 'Library Da'. The 'Moodle' icon and text are highlighted with a red rectangular box.

***Using Moodle Apps is prohibited. Please access Moodle by Web browser.**

● Log in to Moodle

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

The screenshot shows the login interface for Sophia University Moodle. At the top, it says "Sophia University Moodle" and "Home ► Log in to the site". The main heading is "Log in | Is this yo". Below this, there are two input fields: "Username" with the value "A2099999" and "Password" with masked characters. A checkbox labeled "Remember username" is present. A "Log in" button is highlighted with a red box. A callout bubble points to the username field with the text "Student ID". Another callout bubble points to the password field with the text "Your password same as Sophia Mail". Below the login form, there is a link "Forgotten your username or password?" and a note "Cookies must be enabled in your browser". On the right side, there is a notice in Japanese: "サイトは上智大学のM...", "生番号/教職員番号です。", and "Moodleで課題提出に使用...".

- 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

【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いても、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くようご依頼ください。ログインだけでなく、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.