

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/

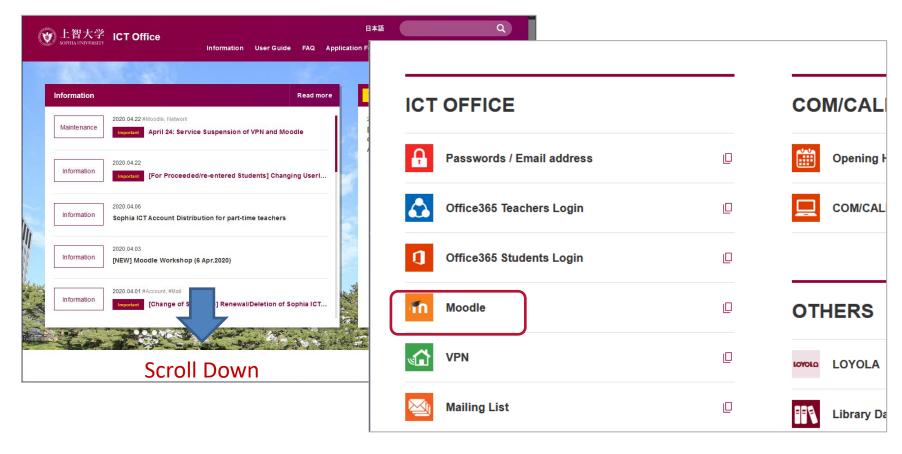
Acrobat Reader (PDF Viewing Software)

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.



^{*}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 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.

