



上智大学
SOPHIA UNIVERSITY

叡智が世界をつなぐ

Moodle Manual (for students)

4. Unenroll from a course

● Notice when Unenrolling a Course

- Unenrolling a course from Moodle does not mean “official cancellation”.
Make sure to cancel the course at Loyola.
- If you unenroll from a course, the teacher will not be able to see your assignments you have submitted and it may have a serious impact on your grades. Please do NOT unenroll from the course you are taking (or have taken) until the next semester starts because it is necessary for the teacher to grade even after the end of the class period.
- You can unenroll by yourself under the condition below:
 - You enrolled in the course by yourself.
 - During that period that ICT office allows such as course registration/cancellation period.

* To know when you can unenroll by yourself, see the Moodle top page.

● Unenroll from a Course

Open the course and click “Unenrol Me from ***” in the “Course Administration.”

学生マニュアル用コース / Sample Course for Student Manual

Home > My courses > 学生マニュアル用コース

NAVIGATION

- Home
- Dashboard
- Site pages
- My courses

ADMINISTRATION

- Unenrol me from 学生マニュアル用コース

Click “Continue” to unenroll.

Confirm

Do you really want to unenrol yourself from course "学生マニュアル用コース / Sample Course for Student Manual"?

Continue Cancel

● Unenroll from a Course

When “Course Administration” is not displayed, it may be folded on the left of the screen.

The image shows two screenshots of a Moodle course administration interface. The left screenshot shows the 'Administration' menu on the left side of the screen, which is folded. A red box highlights the 'Administration' menu item, and a red callout bubble with the text 'Click "Administration"' points to it. Below the menu, the breadcrumb trail reads 'Home > My courses > 学生マニュアル用コース'. The 'NAVIGATION' section lists 'Home', 'Dashboard', 'Site pages', and 'My courses'. The right screenshot shows the 'Administration' menu expanded. A red box highlights the 'Administration' menu item, and a red callout bubble with the text 'Click > icon to undock.' points to the right-pointing arrow icon next to it. The expanded menu shows 'ADMINISTRATION' with a sub-menu 'Course administration' containing the option 'Unenrol me from 学生マニュアル用コース'. The breadcrumb trail is 'Home > My courses > 学生マニュアル用コース'. The 'NAVIGATION' section is visible below the menu, and the 'アナウンスメント' (Announcements) section is visible to the right. The page title is 'Sample Course' and the topic is 'Topic 1'.

● When You cannot Unenroll by Yourself

If “Administration” is not on the screen, there are two possibilities:

1. Out of the period that ICT Office allows to unenroll by yourself.
-> Contact ICT Office and let us know **Teacher’s name, Course Name, Course URL and the reason for unenrolling.**
2. The teacher enrolled you manually.
-> Ask your teacher to unenroll you.



The screenshot shows a Moodle course page with the following elements:

- Course title: 学生マニュアル用コース / Sample Course for Student Manual
- Breadcrumbs: Home > My courses > 学生マニュアル用コース
- NAVIGATION menu (highlighted with a red box):
 - Home
 - Dashboard
 - Site pages
 - My courses
- Announcements section: アナウンスメント
- Topic 1 section: 資料 1