

# How to use Moodle

Sophia University ICT Office  
March, 2022

## 1. Open Moodle website

Start a browser (Internet Explore etc.), and then enter the URL below.

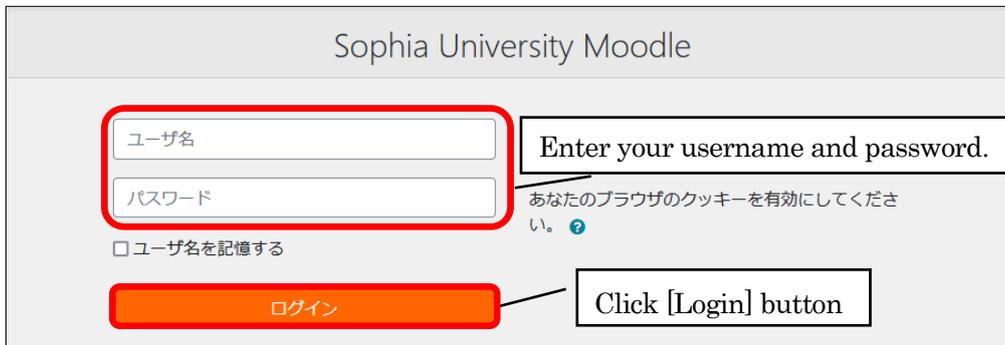
**<https://moodle.cc.sophia.ac.jp/>**

If you access Moodle from the ICT Office Web site, click [Moodle] on the left side of the window.

The screenshot shows the Sophia University ICT Office website. At the top, there is a navigation menu with links for Information, User Guide, FAQ, Application Form / Manuals, About ICT Office, and Contact. Below the menu, there are two columns of information cards. The left column is titled 'Information' and contains several cards with dates and titles, such as '[NEU] Moodle Workshop (6 Apr.2022)'. The right column is titled 'Important Information' and contains one card with the title '[Change of Schedule] Renewal/Deletion of Sophia ICT Account'. Below the information cards, there are two rows of service icons: 'For Newcomers', 'Our Facilities', 'E-Mail Guide', 'Printer Guide', 'Network Guide' in the first row; and 'Password', 'Class Support', 'Information Security', 'Services' in the second row. At the bottom, there are two sections: 'ICT OFFICE' and 'COM/CALL Info'. The 'ICT OFFICE' section has three links: 'Passwords / Email address', 'Office365 Teachers Login', and 'Office365 Students Login'. The 'COM/CALL Info' section has two links: 'Opening Hours' and 'COM/CALL Info'. Below these sections is an 'OTHERS' section. A callout box with the Moodle logo and the text 'Moodle' points to a link labeled 'Moodle' in the 'ICT OFFICE' section, which is highlighted with a red box.

## 2. Log in

- ① Enter your username and password (the same one as you login to computers in the computer rooms or Call rooms), then click [Login] button.



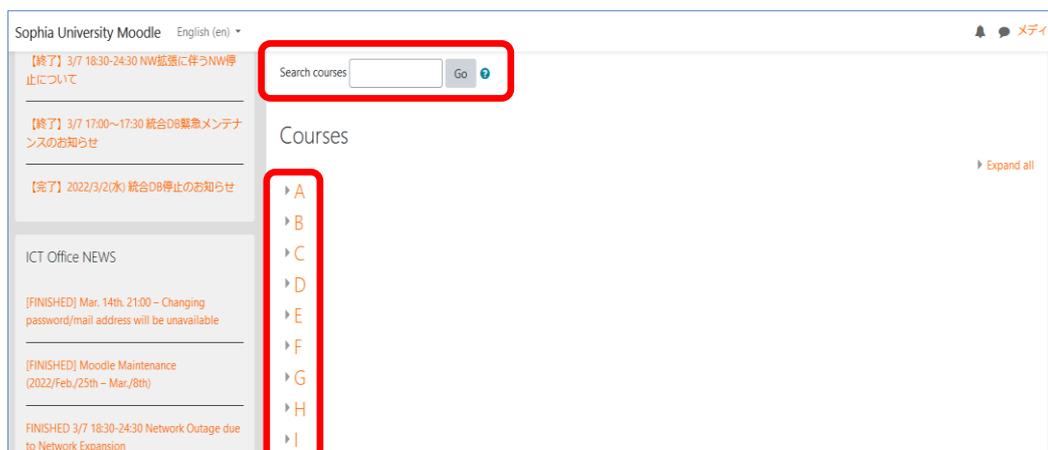
- ② Select [English(en)] from the list.



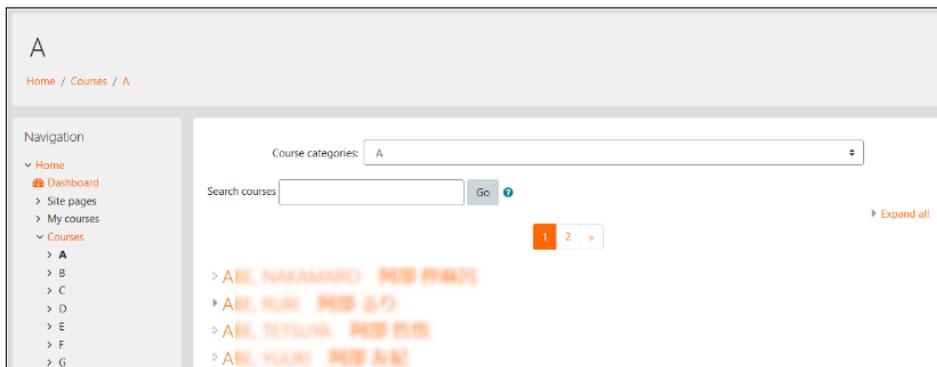
## 3. Registration for courses (for Students)

- ① When you login to Moodle, it shows a list of teachers & course categories. Select the initial letter of the teacher's family name that you take.

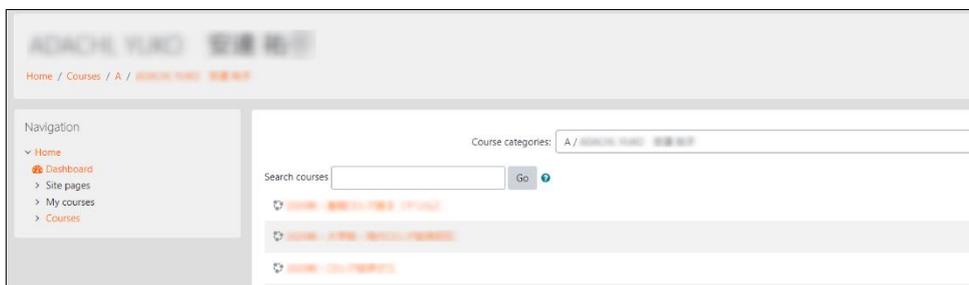
※When you go to your course directly, enter the course name into [Search courses] and click [Go] button. The course list will be displayed, then select the course and register it following step 4.



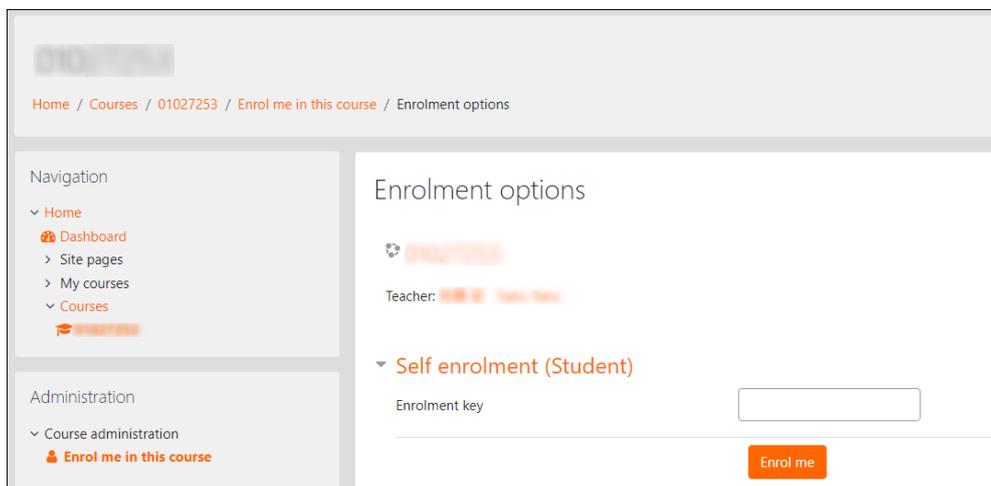
② A list of teachers will be displayed. Click the teacher's name.



③ The list of courses will be displayed. Click your course.



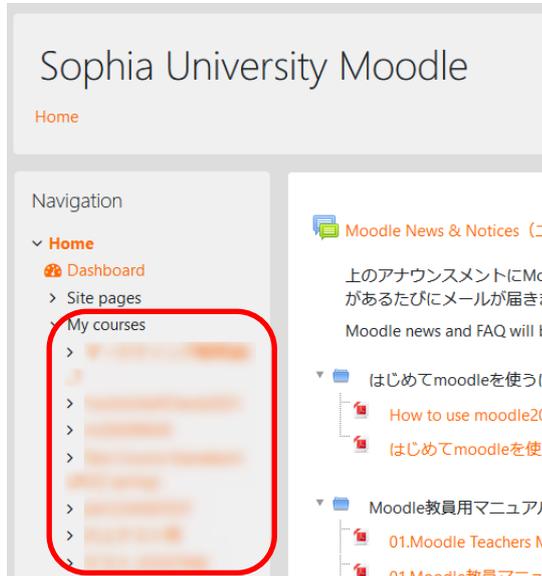
④ Click [Enrol me] button then the registration will be completed.



\* If there is a key icon  on the right side of a course, you are required to enter the “enrolment key”, which you will receive from your teacher. Enter the enrolment key then click [Enrol me].

⑤ Enrolment has been completed and you can see the course.

- \* The course which you have enrolled will appear in “My Courses” and you can access your course via “My Courses” from the next time.



## 5. For Teachers

Once you create courses on Moodle, you will be able to upload your documents or add assignments on the course. Refer to ‘Moodle Teacher’s Manual’ for the usage of Moodle.

- \* Moodle courses are not connected to Loyola. Students need to register the courses which they take on Moodle by themselves. By default, students who do not take your class can register your Moodle course. When you want to allow only the students who take your class to register your course, you can set “enrolment key” on your course. Refer to ‘Moodle Teacher’s Manual’ for more details.
- \* Technical staff supports you about how to use Moodle, such as making courses, at Staff Preparation Room (Bldg.2 B2F).