

How to use Moodle

Sophia University ICT Office
September, 2024

1. Open Moodle website

Start a browser (Google Chrome etc.), then enter the URL below.

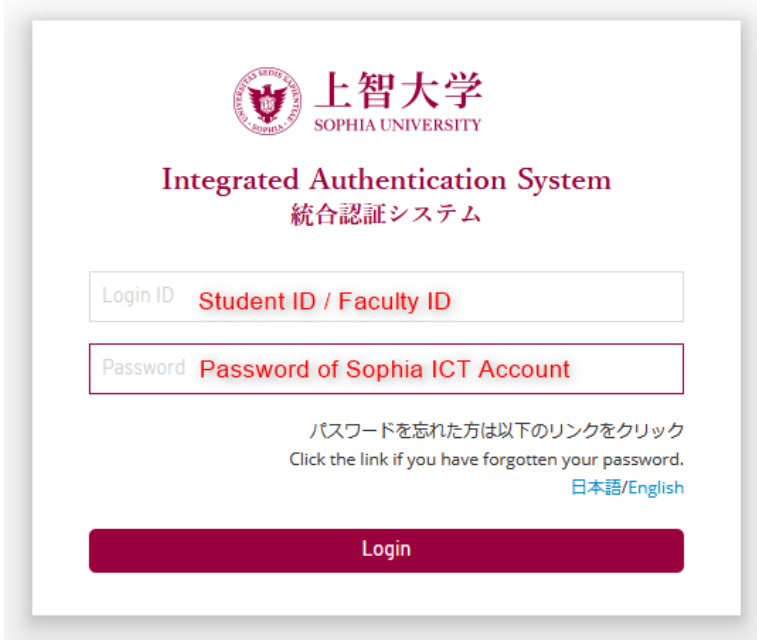
<https://moodle.cc.sophia.ac.jp/>

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

The screenshot shows the homepage of the Sophia University ICT Office. At the top, there is a navigation bar with links for Information, User Guide, FAQ, Application Form / Manuals, About ICT Office, and Contact. Below the navigation bar, there are several information panels. A callout box with the Moodle logo and the word "Moodle" points to a link labeled "Moodle" in the "ICT OFFICE" section of the page. The "ICT OFFICE" section includes links for Passwords / Email address, Office365 Teachers Login, Office365 Students Login, and Moodle. The "COM/CALL Info" section includes links for Opening Hours and COM/CALL Info. The "OTHERS" section is also visible at the bottom.

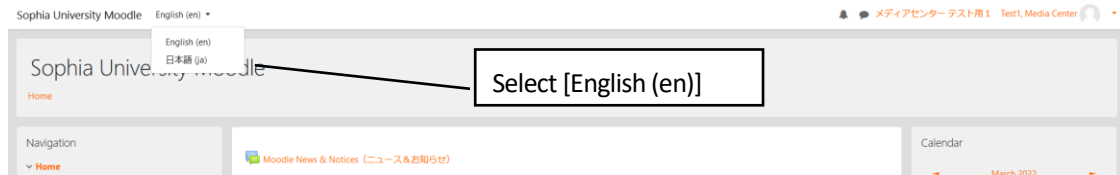
2. Log in

- ① Enter your 'Login ID for system on campus' and 'password' for Sophia ICT Account, then click [Login] button.
*If you have logged in to Loyola, Sophia Mail, etc. first and access Moodle without closing your browser, the Moodle top page will open immediately without logging in.



The screenshot shows the login page for Sophia University's Integrated Authentication System. At the top, there is the university's logo and name in Japanese (上智大学) and English (SOPHIA UNIVERSITY). Below this, the title 'Integrated Authentication System' and its Japanese equivalent '統合認証システム' are displayed. The login form consists of two input fields: 'Login ID' with a placeholder 'Student ID / Faculty ID' and 'Password' with a placeholder 'Password of Sophia ICT Account'. Below the password field, there is a link for users who have forgotten their password: 'パスワードを忘れた方は以下のリンクをクリック' and 'Click the link if you have forgotten your password.' with a blue link labeled '日本語/English'. At the bottom of the form is a large red 'Login' button.

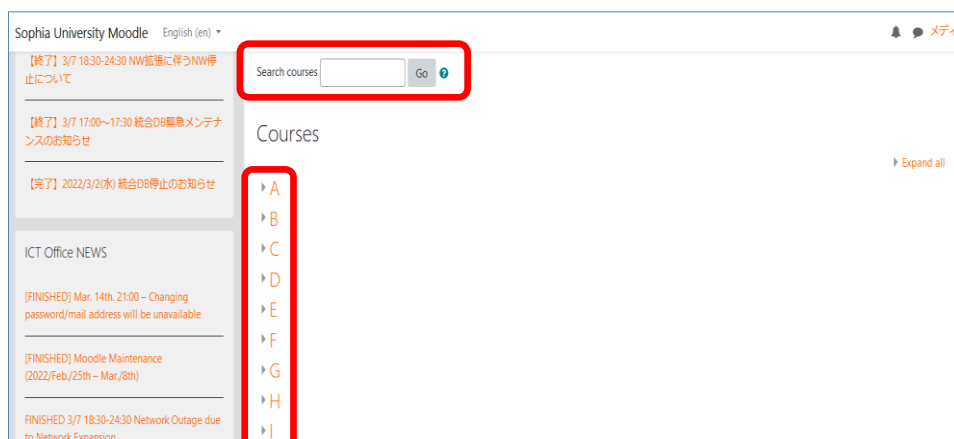
- ② Select [English(en)] from the list.



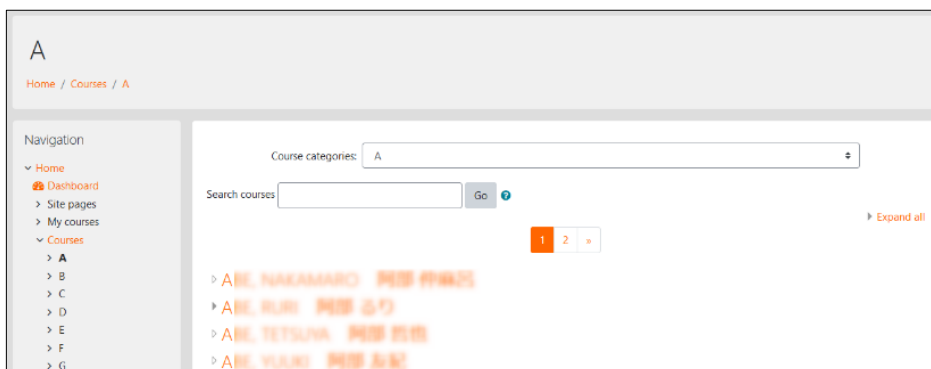
3. Registration for courses (for Students)

- 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.

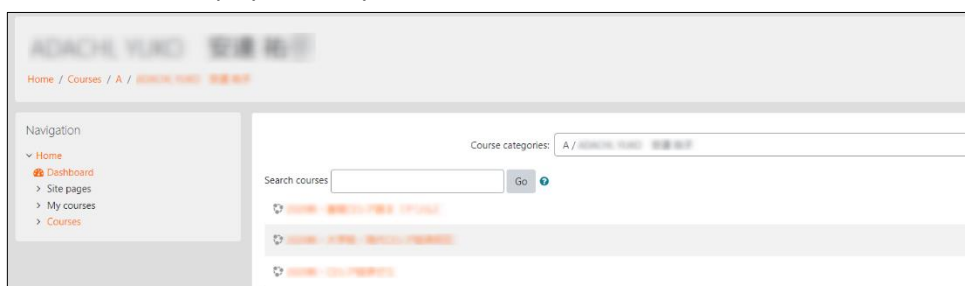
*When you go to your course directly, enter the course name into [Search courses] and click [Go] button. The course list will be displayed, then select the course and register it following step 4.



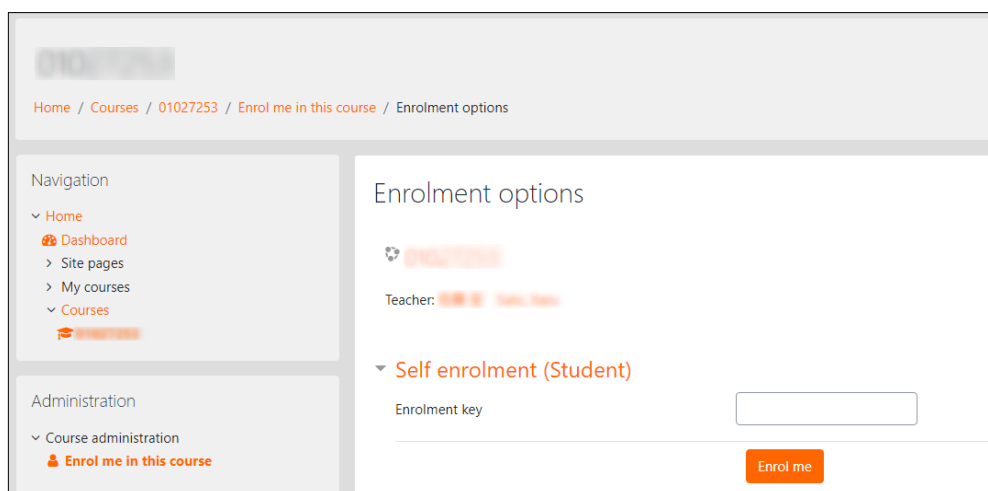
- ② A list of teachers will be displayed. Click the teacher's name.




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



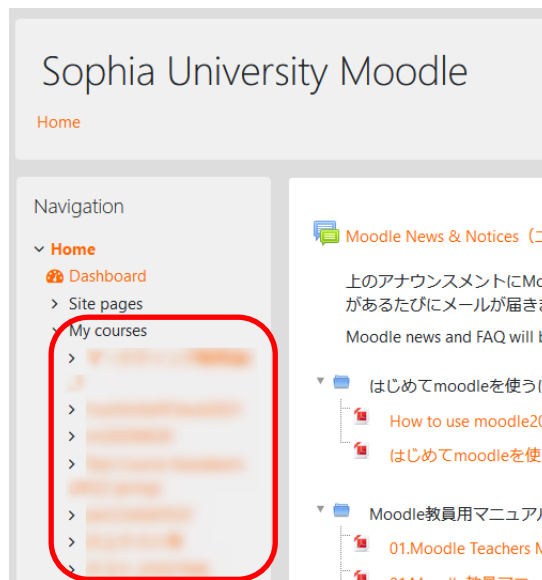
- ④ Click [Enrol me] button then the registration will be completed.



* 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.



Refer also to 'Moodle Manual for Students'.

<https://ccweb.cc.sophia.ac.jp/en/manual/moodle/moodle-student-manual-web/>

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 Editing Room (Kyozaï Junbi Shitsu) on Bldg.2 B2F.