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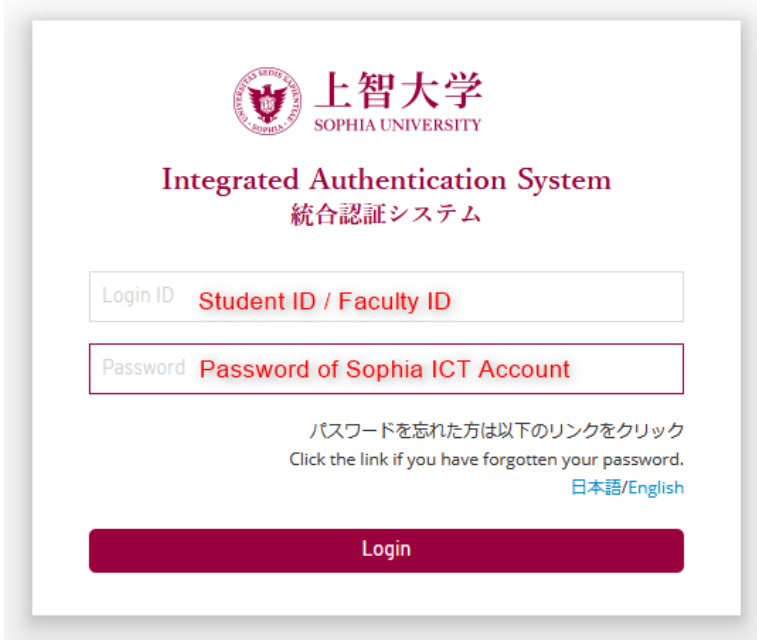
https://moodle.cc.sophia.ac.jp/

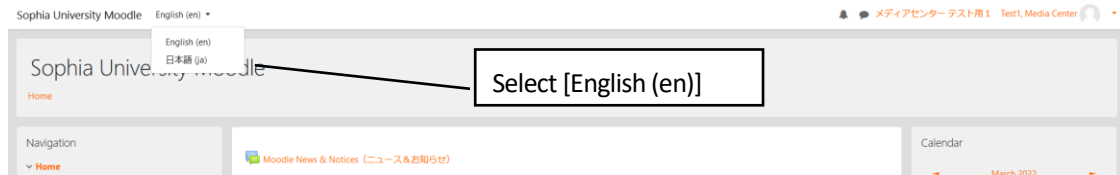When you access Moodle from the ICT Office Web site, click [Moodle] on the left side of the window.

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.

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.
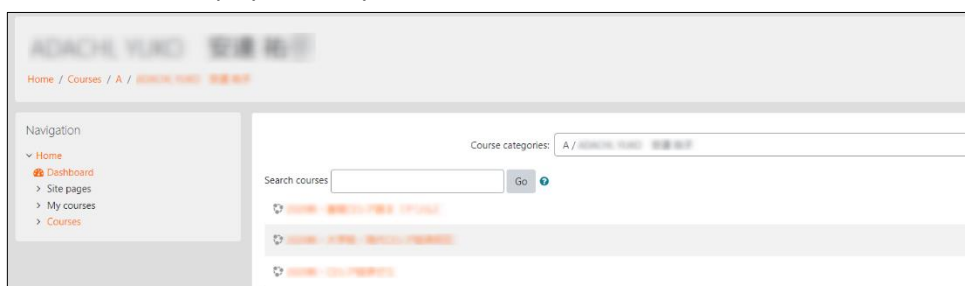
*When you go to your course directly, enter the course name into [Search courses] and click [Go] button. The course list will be displayed, then select the course and register it folloing step 4.
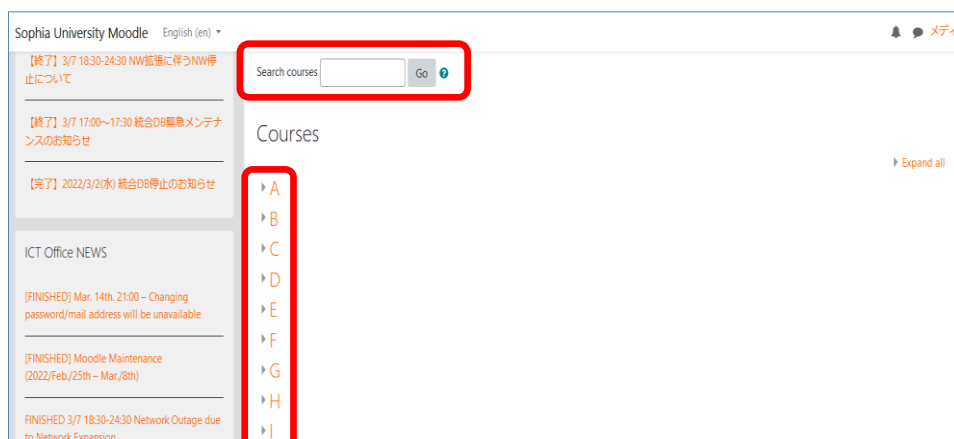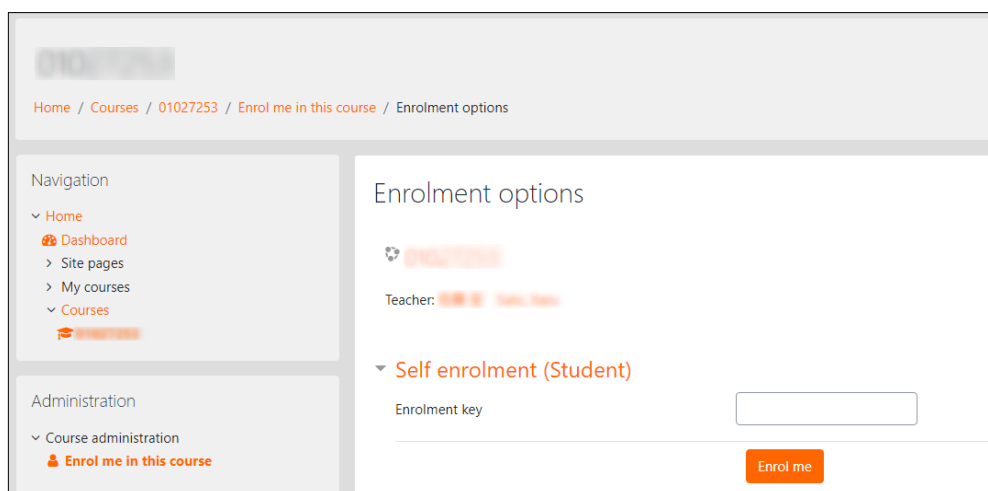
② A list of teachers will be displayed. Click the teacher's name.
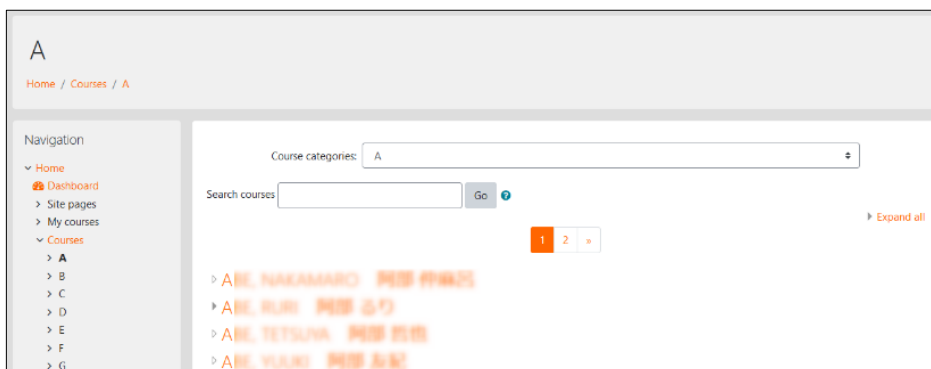
③ The list of courses will be displayed. Click your course.

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.
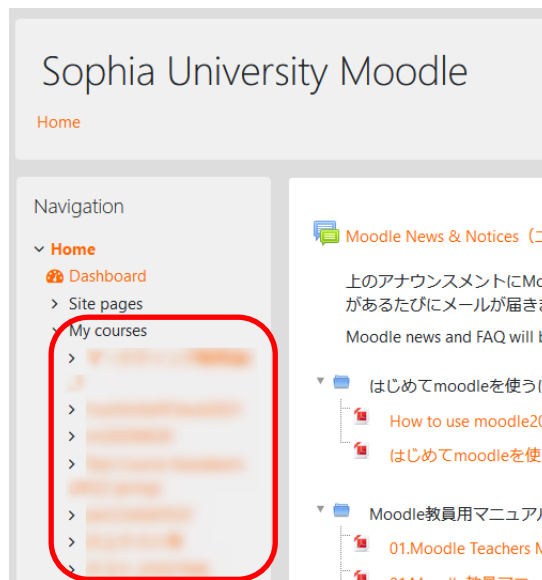
Refer also to 'Moodle Manual for Students'.

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 (Kyozai Junbi Shitsu) on Bldg.2 B2F.