# [For Faculty] Using the Student Portal "My Sophia"

Sophia University ICT Office

February 5, 2025

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# 1. About My Sophia

## 1.1. What is My Sophia

"My Sophia" is a student portal that distributes information from the university, including schedules, class cancellations, make-up classes, and classroom changes, to students via smartphone apps and websites. Starting from FY2025, the Loyola Bulletin Board, including the Class Bulletin Board, will be migrated to My Sophia. Therefore, posting to the Class Bulletin Board will be made on My Sophia.

However, the Loyola system will continue to be used for course registration, syllabus registration and reference, grades, etc.

## 1.2. Use of Loyola and My Sophia

#### Moved to My Sophia

- Class Bulletin Board
- Announcement for faculty posted on Loyola
- Schedules \*For students
- Class cancellations, make-up classes, classroom changes \*For students
- Download Center \*For students
- Referring Bulletin of Information \*For students

\*Articles from Loyola Bulletin Board will not be copied to My Sophia. To post articles that have already been posted on Loyola, please post them on My Sophia again.

#### Remains on Loyola

- Syllabus
- Course Management
- Report

- Final Exam
- TA Application
- Grades
- Class Survey

\*Loyola bulletin board can be viewed until the end of the FY2025, but no new posts can be made after March 10, 2025.





# 1.3. My Sophia Screen

#### [Home Screen]



#### [Schedules/Lecture information]

#### [Announcements/Class Bulletin Board]



# 2. How to Post on the Class Bulletin Board

\*Posts to the Class Bulletin Board will be made via a web browser. Please note that posting from smartphone apps is not available.

- Access My Sophia and log in with Single Sign On (same as Loyola or Moodle).
   Log in URL: <u>https://my.sophia.ac.jp/</u>
- (2) Click your name at the top-left of the screen then click [Portal Admin Menu].



(3) Click [Notification management].

R 教員1 さん     ▼		Notification management
		management
Home	Notification list	
Class Announcement manag…		
Notification management	Simple search Ac	dvanced search
Questionnaire management	Category	Please select a category
Universal form management	Keyword (Japanese)	Search from keyword
File share management	Keyword (English)	Search from keyword

(4) Click [Add New].

<u>     教員1さん</u> ▼		<b>这</b> 上智大学 SOPHIA UNIVERSITY			
	☆ Home > <b>석 Notification</b>	management			
Home	Notification list				
Class Announcement manag…					
Notification management	Simple search A	dvanced search			
Questionnaire management	Category	Please select a catego	ory		
Universal form management	Keyword (Japanese)	Search from keyword			
	Keyword (English)	Search from keyword			
File share management					Reset Q Search
Page management					
					⊕ Add New
	Title		Category	Delivery source	Publication period
	言語教育研究センタ Announcement fro	?ーからのお知らせ om the Center for	語学教育・LLC	言語教育研究センター Center for Language	From 2025.01.16(Th 13:58

(5) Select [Class] for the "Delivery category".

Enter the Delivery source (teacher's name), Title, Publication period, and Content. Files can be attached if necessary.

← Create notification								
* Delivery category ③	Please sele	ct a delivery category						
	Please don't se	nd the same notification mu	ltiple times in different c	ategories.				
* Delivery source ③	Japanese	Please enter a delivery	source		₹ A	English	Please enter a delivery source (English)	
	Please select a characters.	Please select a delivery source from the list or input it. You can input up to 64 Please select a delivery source from the list or input it. You can a characters.						
* Title 🕐	Japanese	Please enter a title		0 / 255	₹ A	English	Please enter a title (English)	
	Please keep it : half-width char	short and easy to understan racters).	d, within 30 full-width ch	aracters (6	0	Please keep half-width cł	it short and easy to understand, within 30 full-wi naracters).	
* Publication period 🕥	Start date	and time 🛁	End date and time		<b></b>			
	If the event, de	eadline or target period is fix	ed, please set it by the r	next day of	the dead	lline at the long	est.	
Hashtag	Please ente	er a hashtag						
	Please enter a	hashtag. You can enter muli	tiple hashtags. You can e	nter up to	100 char	acters per hash	tag.	
Delivery method	O Normal d	elivery 🔵 Merge delive	ery (Without merge a	ttachmen	t) 🔿 M	Merge deliver	y (With merge attachment)	
* Content (Japanese)	B i	<u>u</u> A 🖌	= = =	- =	> <>	Ä	5	
	Please ente	er the content						
	🕅 <u>Translate t</u>	o English Translate the con	ent and paste it into the	English for	m.			

\* Enter the English text, and then click the 🔯 or the [Translate to Japanese] link to have the automatically translated text inserted into the content (in Japanese). Modifying the translated text is also possible.

* Delivery source (?)	Japanese Please enter a delivery source	₹. A	Content (English)	в	i	ш	۵	0
	Please select a delivery source from the list or input it. You can input up to characters.	5		Please	enter	the co	ontent	40
* Title ③	Japanese         Please enter a title         0 / 255	, ŖĂ						
	Please keep it short and easy to understand, within 30 full-width characters half-width characters).	(60	•					
			Г	惑 <u>Transl</u>	ate to	Japane	ese Trar	ns ate the

(6) Click [Select notification targets] at the bottom of the screen.

Push notification to	O Notify O Don't notify
smartphone ③	If nothing special, please select [Notify].
Notification email 🕥	Notify ODn't notify If nothing special, please select [Notify].
* Notification target ③	A Select notification targets $\dot{\chi}$ Select form targets frequently use Please confirm the notification target before pressing the create button
* User with edit permission	A Select user with edit permission Please add affiliated department so that it can be edited even if it's not deliverer if necessary.

(7) Select the [Target subjects] tab then click [Add].

우 Target selection	on							~ ×
糸 Target group	A Target users	I Target subjects						
Target subje	ects		•				) Exclude	al 🕀 Add
Select all course p If you want to sele	articipants from the ect a specific course	specified course as targ participant from the co	get. If course participant i urse participants, or if yo	is changed af u do not wan	ter selection, the cha t to synchronize char	nged course participant nges in course participan	will be automatically syn ts, please select the cou	nchronized. rse participant fr
Year of study	Course cod	e Day	Period		Course name			
					If you check the box a	nd press 'Save' button, the u	J Save to frequently used users will be added to 'Freque	a target users ently Used Users'
						Close without saving	Check target audience	Save

(8) When the classes are listed, check the target class.

Classes can be searched by Year, Course code, Day/Period, Course name, or Teacher name.

유 Add target course						×						
						_						
Year of study		Ň										
Course code		Please input course code 0							Please input course code		0/25	
Day / Period		Select day of the week										
Course name	ame Please input course name		Please input course name				Please input course name 0 / 255		5			
Teacher name		Please input teacher name					er name 0/:		0 / 255	5		
					Reset Q. Search course							
Voar of st	dy Course code	Day	Doriod	Course name								
2024	ABCD1234	Tuesday	5 period(s)	環境政策学								
2024	MGTX8572	Tuesday	3 period(s)	現代経済学								
2024	LENG9876	Tuesday	1 period(s)	教育心理学								

(9) After checking the target class, click [Add] at the bottom right of the screen.

		2024					
Course code		ABCD1234	ABCD1234				
Day / Period	y / Period Select day of the week						
Course name		Please input course name					
Teacher name Please input teacher name 0				0 / 2			
					Reset Q. Search cou		
Year of stu	/ Course code	Day	Period	Course name			
	ABCD1234	Tuesday	1 period(s)	教育心理学			
2024							

(10) Back to the [Target subjects] screen, check that the subjects selected are correct, and then click [Save].

Students who are taking the selected subjects will be notified. \*Click [Check target audience] to see a list of students taking the course.

糸 Target group	A Target users 🕮 Target	subjects			
Target subject Select all course part If you want to select	LS icipants from the specified cou a specific course participant fr	rse as target. If course p om the course participar	varticipant is changed after its, or if you do not want to	selection, the changed co o synchronize changes in c	C Exclude all C Add urse participant will be automatically synchronized. ourse participants, please select the course participant fro
Year of study	Course code	Day	Period	Course name	Teacher name
2024	ABCD1234	Tuesday	1 period(s)	教育心理学	
			Ŀ	f you check the box and press '	Save to frequently used target users
				Clo	se without saving Check target audience Save

(11) Click [Select user with edit permission] and then click [Save] on the next screen At this point, only whoever created the announcement can edit it. It is also possible to grant editing permissions to other faculty members as necessary.

Push notification to	🔿 Notify 🗿 Don't notify	
smartphone 🕜	If nothing special, please select [I	Notify].
Notification email 🕥	Notify ODon't notify If nothing special, please select []	Notify].
* Notification target ⑦	A Select notification targets           Please confirm the notification tar	☆ Select form targets frequently use get before pressing the create button
* User with edit permissio	유 Select user with edit permiss	ion so trace is can be edited even if it's not deliverer if necessary.

(12) Click [Preview] to see how the notice will appear to students. Click [Create] to post the notice.

Priority	• Generally Important Urgent Please don't use urgent in principle. Please only use it for important and urgent matters related to natural disasters, infectious diseases, and physical safety in principle.
Event 🕐	Set O Don't set If you want to notify an event, please select [set] in principle
Push notification to smartphone ⑦	Notify O Don't notify If nothing special, please select [Notify].
Notification email 🕥	Notify O Don't notify If nothing special, please select [Notify].
* Notification target ②	A Select notification targets         ☆ Select form targets frequently use           Please confirm the notification target before pressing the create button
* User with edit permission	A Select user with edit permission Please add affiliated department so that it can be edited even if it's not deliverer if necessary.
	Close without savinc Preview Create

[For Faculty] Using the Student Portal My Sophia

First edition

February 2025

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