

[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.

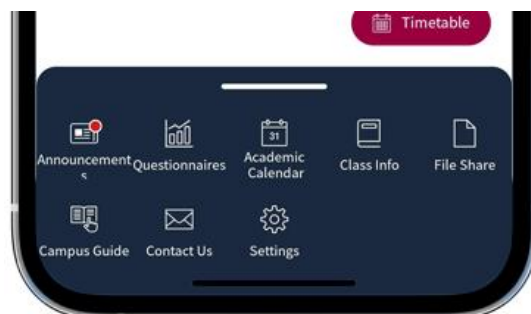
Starting from FY2025, the Loyola Bulletin Board, including the Class Bulletin Board, will be migrated to My Sophia. Therefore, posting to the Class Bulletin Board will be made on My Sophia.

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

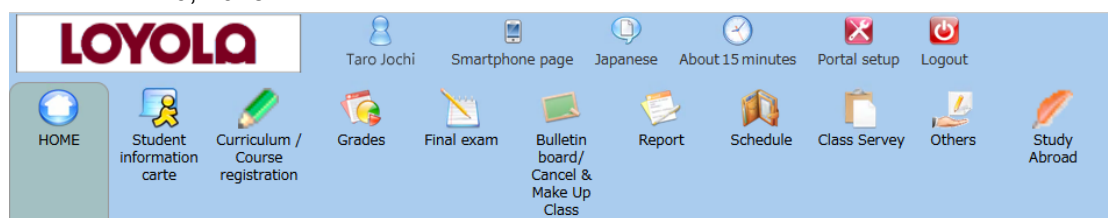


***Articles from Loyola Bulletin Board will not be copied to My Sophia.** To post articles that have already been posted on Loyola, please post them on My Sophia again.

●Remains on Loyola

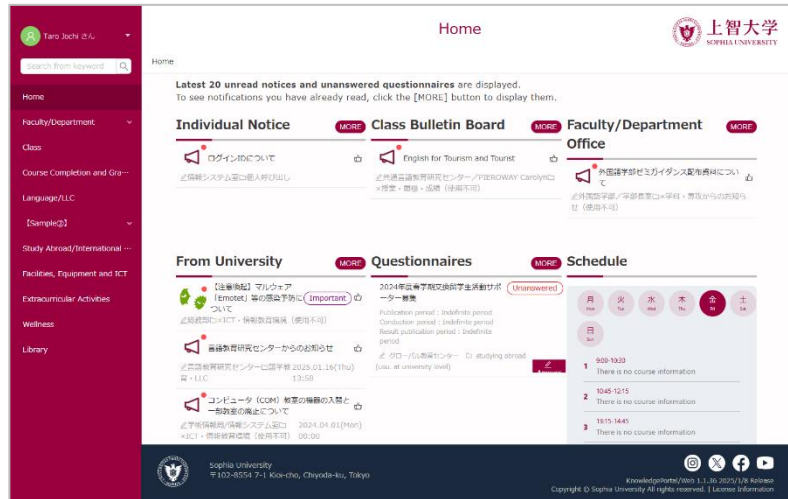
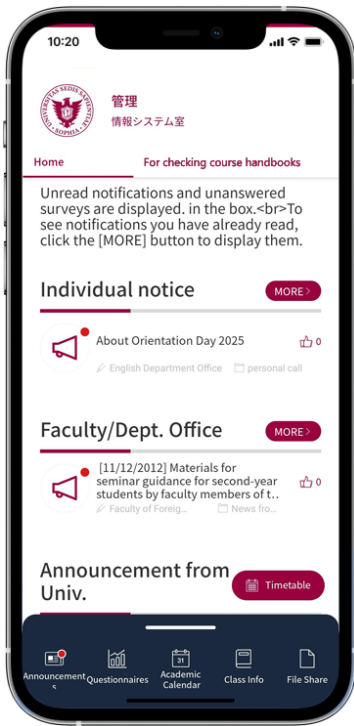
- Syllabus
- Course Management
- Report
- Final Exam
- Grades
- Class Survey
- TA Application

*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

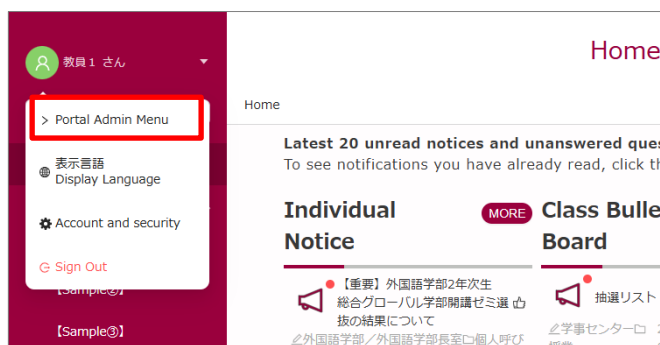
*Posts to the Class Bulletin Board will be made via a web browser.

Please note that posting from smartphone apps is not available.

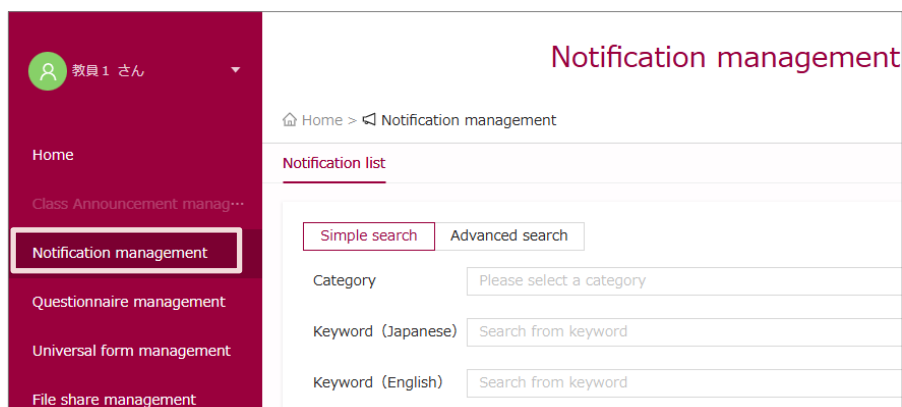
- (1) Access My Sophia and log in with Single Sign On (same as Loyola or Moodle).

Log in URL: <https://my.sophia.ac.jp/>

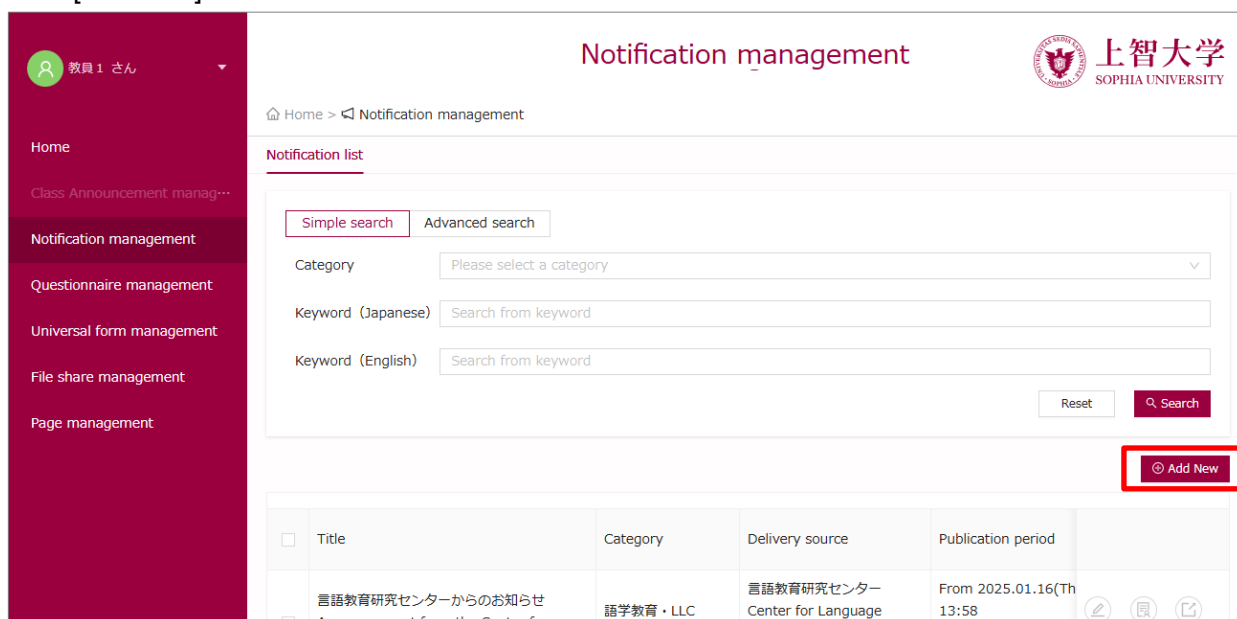
- (2) Click your name at the top-left of the screen then click [Portal Admin Menu].




- (3) Click [Notification management].



- (4) Click [Add New].



- (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.

- * 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.

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

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

Target selection

Target group Target users **Target subjects**

Target subjects Exclude all **Add**

Select all course participants from the specified course as target. If course participant is changed after selection, the changed course participant will be automatically synchronized.
If you want to select a specific course participant from the course participants, or if you do not want to synchronize changes in course participants, please select the course participant from the list.

Year of study	Course code	Day	Period	Course name

Save to frequently used target users
If you check the box and press 'Save' button, the users will be added to 'Frequently 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.

Add target course

Year of study: 2024

Course code: Please input course code 0 / 255

Day / Period: Select day of the week

Course name: Please input course name 0 / 255

Teacher name: Please input teacher name 0 / 255

Reset **Search course**

Year of study	Course code	Day	Period	Course name	
<input type="checkbox"/>	2024	ABCD1234	Tuesday	5 period(s)	環境政策学
<input type="checkbox"/>	2024	MGTX8572	Tuesday	3 period(s)	現代経済学
<input type="checkbox"/>	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.

Add target course

Year of study: 2024

Course code: ABCD1234 18 / 255

Day / Period: Select day of the week

Course name: Please input course name 0 / 255

Teacher name: Please input teacher name 0 / 255

Reset **Search course**

Year of study	Course code	Day	Period	Course name	
<input checked="" type="checkbox"/>	2024	ABCD1234	Tuesday	1 period(s)	教育心理学

1-1 of all 1 < 1 > 20 item(s) / page

Cancel **Add**

(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.

Target subjects

Exclude all Add

Select all course participants from the specified course as target. If course participant is changed after selection, the changed course participant will be automatically synchronized.
If you want to select a specific course participant from the course participants, or if you do not want to synchronize changes in course participants, please select the course participant from the list.

Year of study	Course code	Day	Period	Course name	Teacher name
2024	ABCD1234	Tuesday	1 period(s)	教育心理学	

Save to frequently used target users
If you check the box and press 'Save' button, the users will be added to 'Frequently Used Users'

Close 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 smartphone ☺
 Notify Don't notify
If nothing special, please select [Notify].

Notification email ☺
 Notify Don't notify
If nothing special, please select [Notify].

* Notification target ☺

Please confirm the notification target before pressing the create button

* User with edit permission
Please add affiliated department so that it 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 Don't set
If you want to notify an event, please select [set] in principle

Push notification to smartphone ☺
 Notify Don't notify
If nothing special, please select [Notify].

Notification email ☺
 Notify Don't notify
If nothing special, please select [Notify].

* Notification target ☺

Please confirm the notification target before pressing the create button

* User with edit permission
Please add affiliated department so that it can be edited even if it's not deliverer if necessary.

Close without saving Preview Create

[For Faculty]
Using the Student Portal My Sophia

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Search

