# How to use Moodle

## 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 website, click [Moodle] on the left side of the window.

## 2.Log in

① Access the Moodle sign-in page (https://moodle.cc.sophia.ac.jp/). The following login screen will appear. Enter your ID and password and click [Login].
Login ID: Student Number or Faculty ID Number
Password: The one for the Sophia ICT account (Same as Moodle, Sophia Mail, etc.)

For detailed login procedures to the Integrated Authentication System, please refer to the following page:
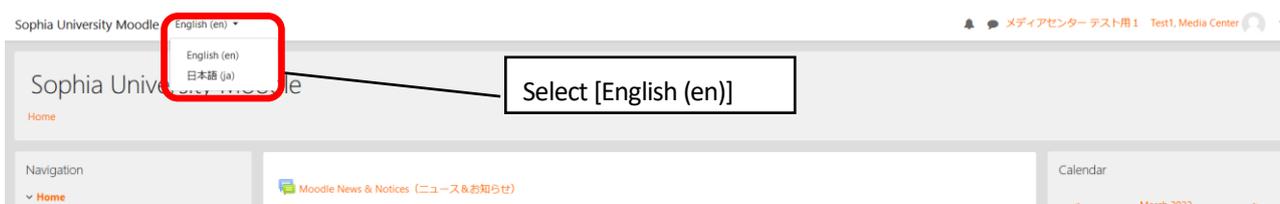https://ccweb.cc.sophia.ac.jp/en/userguide/newuser/sso2024/
(February 26, 2026- *Multi-factor Authentication/MFA is required)
Multi-factor authentication is not required when using the campus network (such as sophiawifi2019).
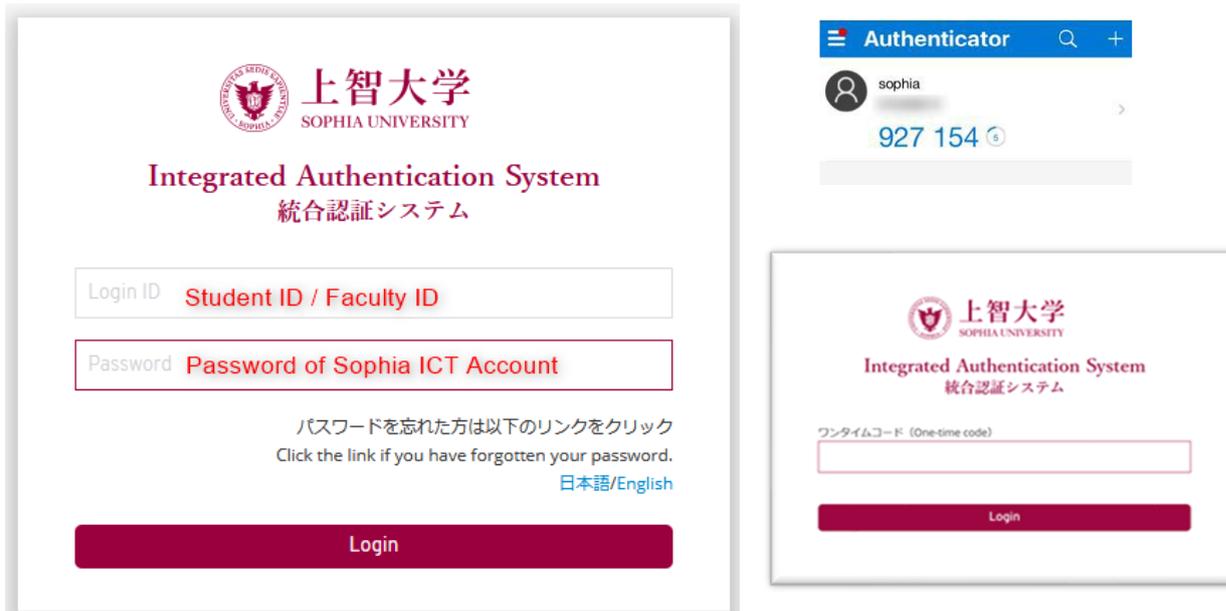


② Select [English (en)] from the list.



## 3. Registration for courses (for Students)

① When you log in to Moodle, it shows a list of teachers & course categories. Select the initial letter of the teacher's family name that you take.
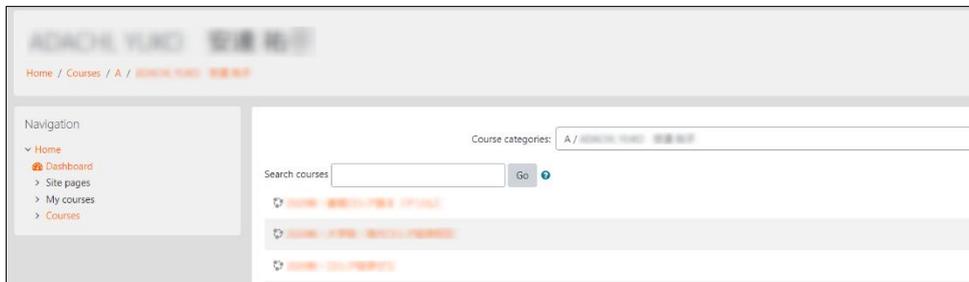
*When you go to your course directly, enter the course name into [Search courses] and click [Go]. The course list will be displayed, then select the course and register it following step 4.
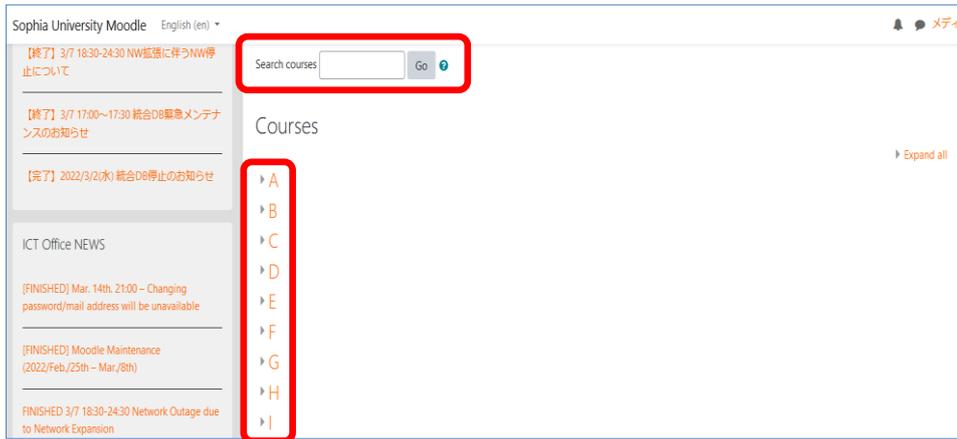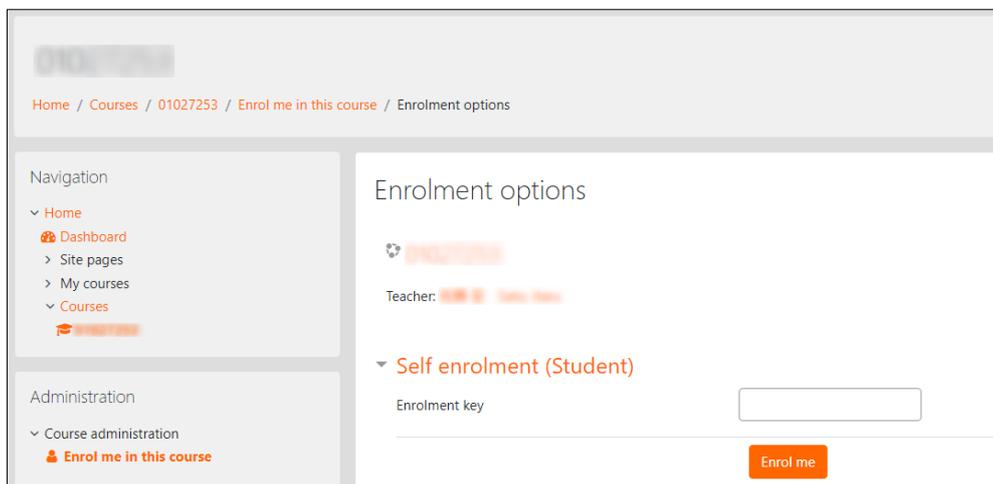
② A list of teachers will be displayed. Click the teacher's name.
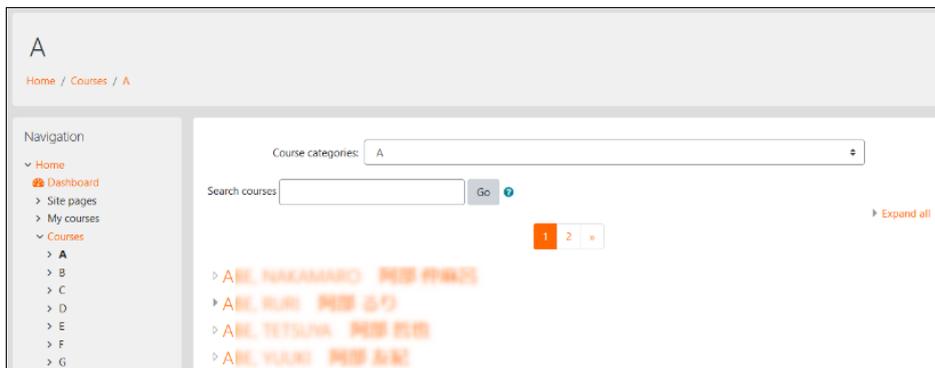


③ The list of courses will be displayed. Click your course.



④ Click [Enrol me], 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 that you have enrolled in will appear in "My Courses" and you can access your course via "My Courses" from the next time.
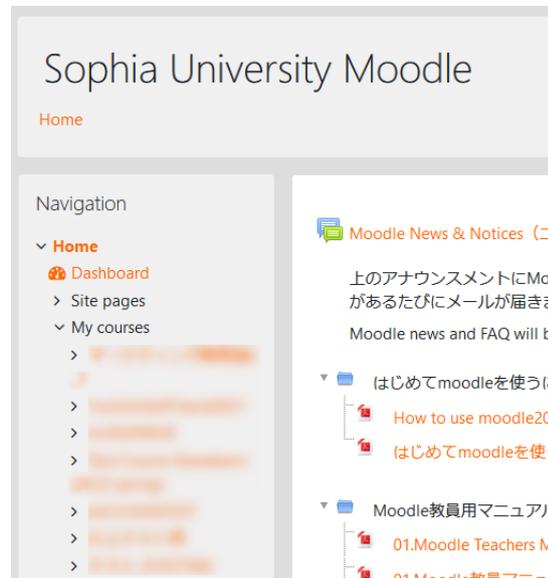


Refer also to 'Moodle Manual for Students'.

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

## 4. For Teachers

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

* Moodle courses are not connected to Loyola. Students need to register for the courses that they take on Moodle by themselves. By default, students who do not take your class can register for your Moodle course. When you want to allow only the students who take your class to register for your course, you can set "enrolment key" on your course. Refer to 'Moodle Teacher's Manual' for more details.
* Technical staff support you on how to use Moodle, such as making courses, at the Editing Room (Kyozai Junbi Shitsu) on Bldg. 2 B2F.