# Chiba University Moodle

## User Guide (Student Edition)

## 1 What is Moodle ?

Moodle is an online system to support learning in classes.

By accessing Moodle Class Pages created by Teachers (referred to as "courses"), it is possible to browse course materials and teaching materials outside of class hours, take quizzes, and prepare and review. You can also submit assignment reports online. In addition, using the forum (electronic bulletin board) it is possible to have discussions with course participants and collaborate with Wikis etc.

However, not all classes at Chiba University use Moodle. And each class uses Moodle in various different ways. Please follow the instructions of your teacher as to how to use it in your class.

**You can access the Chiba University Moodle site at the following URL.**

## https://moodle3.chiba-u.jp/moodle/

<A note about browsers>
It is recommended to install the latest version of Google Chrome, Firefox, Safari, or Edge for using Moodle. If content does not properly display, please try changing browsers.

<A note about cookies>
Please enable cookies on your browser when using Moodle. JavaScript must also be enabled for some of the features of Moodle (drag and drop file upload etc.). The following explanations will assume the use of JavaScript.

## 2 How to use Moodle ?

To use Moodle, login as below and then "Register user information (if required)" and register your courses if you need to do so.

### 1 Login to Moodle

Access https://moodle3.chiba-u.jp/moodle/ in your browser.

To login, use your "**Username** (ID for using Educational Compurter Terminals)" and **password** (PW for using Educational Compurter Terminals).

After accessing the page, click the login link or the " < " in the upper right corner of the screen to display the login field. After entering your info, click "Log in".

## ❷ Register user information (if required)

If you are prompted to register your user information when logging in for the first time, enter the following two items and then click "Update Profile" プロファイルを更新する at the bottom of the screen to update your registration information.

(1) Enter your first and last name
    Please enter the first and last name that you have used for university enrollment.

(2) Select your affiliation
    Please select your affiliation from the pull-down menu.

> ### <Email Address>
> Moodle correspondence is sent to your Chiba University Gmail account if you are an undergraduate or transfer student enrolled after 2020, or to your Chiba University e-mail address if you are a student enrolled before 2019. If you would like to receive messages at a different email address, please update your forwarding settings.
>
> *Please also refer to the following page that summarizes information on e-mail addresses.
>  https://sites.google.com/gs.chiba-u.jp/education-system?pli=1
>  When using the service, you must log in to your Chiba University Google Workspace account.
> *Please refer to the above page for information on graduate student e-mail addresses.

## ❸ My Courses: List of registered courses

The My Courses menu at the top of the Dashboard screen displayed after logging in shows your registered courses such as those from your Campus Plan.
You can select a course to access lesson information and materials.
If you need to register for a course yourself and you have a registration key from your teacher, please refer to ❹ below to do so.

By default, all registered courses are displayed, but you can change the display format.

### <Linking of registered courses>

If a class registered in your Campus Plan uses Moodle, it will automatically show up within about one day after enrolling in it.

## ❹ Register your courses (if required)

Select "All Courses" at the top of the screen to see the course categories categorized by general education and by department, and then select the course you wish to take. To use the selected course, you will need to register (first access only) by entering the Enrolment key (Password) provided by your class teacher.

**(1) Course selection**
    Under "Find courses" displayed on the screen, click "All courses" to display course categories sorted by general education and department, and select your course.

(1) Course selection

**(2) Enter your Enrolment key**
    Enter the course registration password provided by your instructor (called the enrolment key) and click "Enrol me" to gain access to course content.

(2) Enter your Enrolment key

<Note>
If you do not know the course enrolment key, please check directly with your instructor.

# ❸ Submission of report assignments

Please use according to the instructions of your instructor.
Report submission may be by uploading a file or by writing directly on the Moodle system, but this explains how to upload a file. The following is an example of how to submit a report.

**❶** Click on the assignments icon 📤 set within the course to display the content of the assignment.


課題
レポート課題

**❷** Please confirm the content of the assignment and the <u>Due date</u>.
Click "Upload/enter submission" to display the "File submission" screen shown in ❸.


課題
**レポート課題**
開始: 2023年 01月 16日(月曜日) 00:00
期限: 2023年 01月 30日(月曜日) 23:59

ここに課題の内容が表示されます。

提出物をアップロード・入力する

**❸** To upload the report file to be submitted to Moodle, drag and drop the file into the window indicated by the arrow.


最大ファイルサイズ: 5MB / 最大ファイル数: 6
Drag and drop
あなたはファイルをここにドラッグ＆ドロップして追加できます。
変更を保存する　キャンセル

**❹** Check that the uploaded file is displayed, and then click "Save Changes" to complete the submission. You can click on the file icon to display a screen where you can change the file name or delete files.


最大ファイルサイズ: 5MB / 最大ファイル数:
編集 レポート.pdf
Click to display
レポート.pdf
変更を保存する　キャンセル

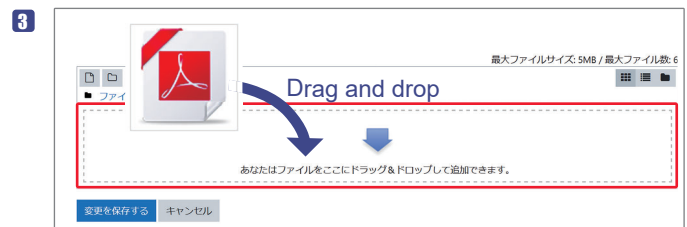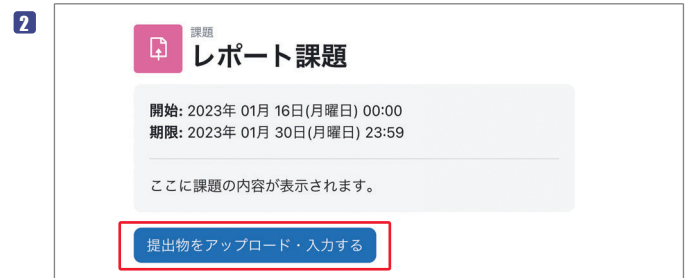**❺** **(1) Normal confirmation screen**

Finally, the confirmation screen will be displayed.
<u>Make sure that the submission status displays "Submitted for grading" as shown on the right.</u>
Also, if editing is allowed after submission, click "Edit Submission" to replace the submission file.

(1) Normal confirmation screen


提出を編集する　提出を削除する
**提出ステータス**

| 提出ステータス | 評定のために提出済み |
|---|---|
| 評定ステータス | 未評定 |
| 残り時間 | 課題は 17 日 8 時間 早く提出されました。 |
| 最終更新日時 | 2023年 01月 18日(水曜日) 15:09 |
| ファイル提出 | レポート.pdf　2023年 01月 18日 15:09 |

**(2) When "Draft (not submitted)" is displayed**

Depending on the course settings, "Draft (not submitted)" may be displayed in the submission status as shown on the right. In that case, select "Submit assignment" and change the submission status to "Submitted for grading".

(2) Submission status showing "Draft (not submitted)"

課題を提出する ？　提出を編集する　提出を削除する
**提出ステータス**

| 提出ステータス | 下書き (未提出) |
|---|---|
| 評定ステータス | 未評定 |
| 残り時間 | 10 日 13 時間 残り |
| 最終更新日時 | 2023年 01月 25日(水曜日) 10:02 |
| ファイル提出 | レポート.pdf　2023年 01月 25日 10:01 |

# 4 Take a quiz

The following is an example of how to take a quiz. Quiz settings differ depending on the class. Please use according to the instructions of your instructor.

1. Click on the quiz icon ☑ set for your course to display the content of the quiz.

2. Answer the displayed questions in sequence (the settings will depend on the class. The quiz may be set up so that you can only answer once, or it may allow you to continue answering until you answer correctly). Click "Next Page" to move on to the next question. Also, if you click "End test" you will be taken back to screen ❸.

3. After you have answered all of the questions, click "Submit all answers and finish" at the bottom of the screen.

4. A confirmation screen will be displayed. Select "Submit all answers and await grading" again. Please note that **if you do not complete the procedure above you will not be considered to have completed the quiz.**

5. Lastly, a test report summarizing your score and correct/incorrect answers will display, and the test will finish (the test report may not be displayed depending on your instructor's settings).

# 5 Viewing lesson videos

The following is an example of how to view a video. Viewing settings differ depending on the class. Please use according to the instructions of your instructor.

1. Click the video icon 🗁 set for the course to display the contents.

2. Access the displayed audio/video and start playback.

For information on how to view lesson videos, see "On-demand media lesson" on the "Media lesson site (for students)".

(1) After watching to the end, check that "**100% (viewed)**" is displayed on the upper left of the screen.
(2) Click "**Save viewing status**" at the bottom left of the screen.
(3) Click "**Exit from activity**" at the top right of the course to move to another screen and finish.

# 6 Inquiries

## Chiba University **Moodle** Support

e-mail
**moodle-support@chiba-u.jp**

▶**PC Help Desk**
In-person/online consultation with student staff available:
**https://alc.chiba-u.jp/eyr/2020/08/28/01alsatt**

▶**Content Production Room**
Academic Link Center
2nd Floor, Building I of the University Library Main Building

## Smart Learning Center

Student Affairs Department of Education Planning Division
Smart Office, Institute for Excellence in Educational Innovation