

Chiba University

Moodle User Guide

for faculty members

This manual is a PDF version of the "Chiba University Moodle User Guide" which is available on the web.

Please refer to the web version for the latest information.

<https://sites.google.com/office.gs.chiba-u.jp/moodle-manual-e/>

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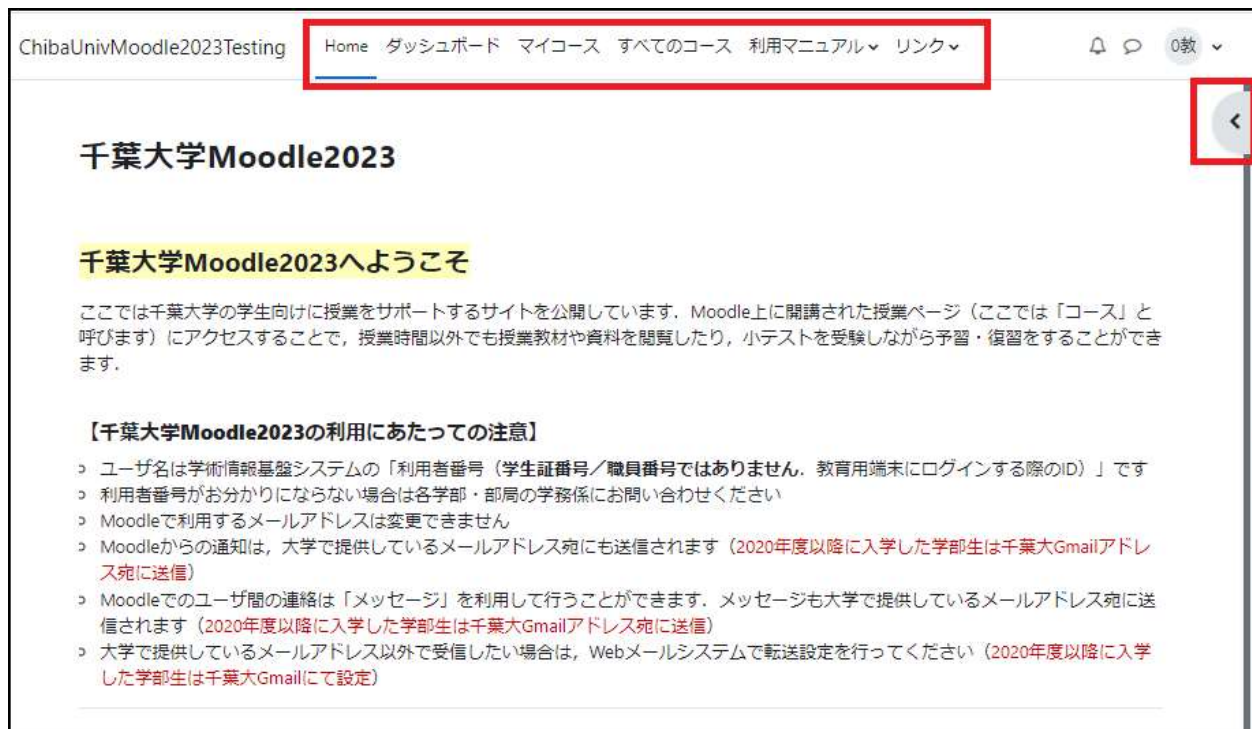
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0. Changes in Moodle 2023

The following changes were made for the release of Moodle 2023 in April 2023.

0.1 Changes to screen layout and navigation



Block drawer example

The screen layout in Moodle2023 has greatly changed.

- The first screen after logging in has been changed from the "Front page" to the "Home" screen.
- "Navigation" on the left side of the screen has been changed to "Navigation bar" at the top of the screen. A variety of information is linked from here

• The "**Block drawer**" has been added, which displays related information and an operation menu according to the content displayed on the central screen.

0.2 Changes to the course screen



Course index example

1. A "**Course index**" feature has been added to the course screen. Clicking on the button shown in 1 will display the course index as shown on the left. You can easily search for course topics and check the completion of activities.

2. The "navigation bar" will display on each screen.

3. It is now possible to switch to edit mode by clicking "**Edit mode**" next to the navigation bar.

After entering edit mode, it is now possible to change the location of topics by drag & drop from the course index.

4. "**Context navigation**" will appear at the top of the page.

In place of the previous "site management block," courses are now managed from the navigation bar, context navigation, and block drawer.



Comparison of old and new course screen

0.3 Changes and additional features in courses

* Activity and resource icons have changed.



* Students can now be notified when materials, assignments, and quizzes are added or updated in the course.



*A "passing score" can be set as a condition for activity completion.

▼ 活動完了

完了トラッキング 条件を満たした場合、活動完了を表示する

閲覧を必要とする 完了するには学生はこの活動を閲覧する必要があります。

評定を必要とする この活動を完了するには学生が評定される必要があります。

この活動を完了するには学生は合格点に達する必要があります。

学生は提出する必要があります。

期待される完了日 Yes

*"Time limits" can now be specified for assignments.

▼ 利用

開始日時 Yes

終了日時 Yes

遮断日時 Yes

次の日時まで私に評定を思い出させる Yes

制限時間 Yes

常に説明を表示する

0.4 Improved quiz "Question bank"

*Comments and other options in the question bank can be displayed by clicking on the eye icon.

*Drafts can now be made and the version is also displayed.

Links

Creating/applying for a course

In Chiba University Moodle, the administrator creates courses upon receiving an application. Please apply after reading the "[Course application/course usage information \(for faculty members\)](#)".

Importing past course content into a new course

You can import course content from a previous year and from another course of the current year into a new course.

For details, please refer to "[14. Importing](#)" in the manual.

TF/TA student course registration

Please apply from "[2-4. Registering a TF/TA student course](#)" in the Moodle course "For faculty members: Course application/course usage information".

Setting a registration key

For information on how to change the registration key used as the password for accessing a course, please see "[Setting a registration key](#)".

1. Basic operation

Moodle provides students with a learning environment to prepare for and review lectures by preparing lecture materials and various other teaching materials assigned for each lesson in their course. This section provides information on how to "Accept students into a course", "Edit a course", and "Confirm a course from the students' perspective", all of which is essential for faculty members to become a course administrator and manage their course.

When using Moodle, users are assigned a role for each course, namely a teacher or student role.

Instructors who have been assigned a teacher role have the authority to edit the course they are in charge of and prepare various contents for the course. Meanwhile, students are assigned a student role. The student role does not generally have editing authority, and is mainly for students to access content provided by an instructor.

1-1. What is Moodle?

Moodle is a software for creating lesson web pages called a Learning Management System (LMS). It is used mainly by educational institutions around the world as a useful tool and supplement to face-to-face classes that promotes students' voluntary learning on the web outside of class, and communication between teachers and students. Moodle is also an open-source software that is constantly being improved by volunteers.

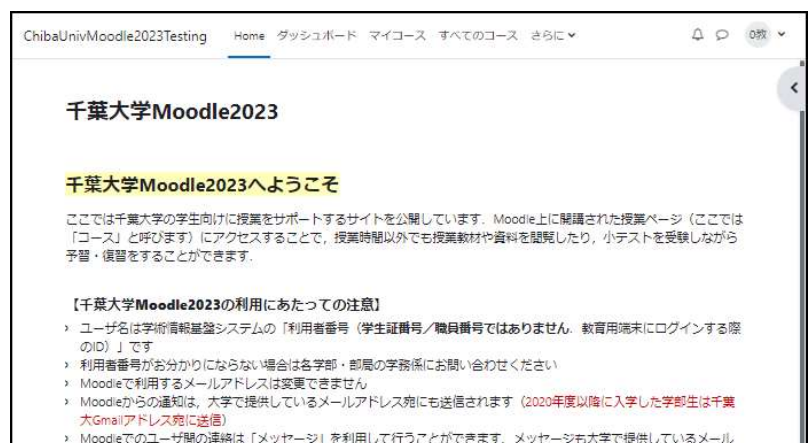
Moodle enables the following.

- Presentation of lecture materials
- Presentation of assignments and submission of reports
- Quizzes
- Questionnaires
- Provision of a forum for discussions
- Collaboration using Wikis
- Communication with students in the class

Moodle has various other features, but this manual explains only its basic uses.

Chiba University Moodle can be accessed from the following URL.

<https://moodle.gs.chiba-u.jp/moodle/>



1.2 Logging into Chiba University Moodle

Chiba University Moodle accounts are managed using Chiba University's integrated authentication system managed by the Chiba University Digital Transformation Enhancement Council.

Please prepare in advance your user number (the ID used for educational devices), which is the ID of the information infrastructure system, and password.

Chiba University Moodle login

Access

<https://moodle.gs.chiba-u.jp/moodle/>

on your browser.

Enter your "**User number**" and password in the "**Login**" block on the top left of the screen and click "**Login**".

- 1 You can choose between Japanese and English as the language used in Moodle.



ユーザー名

パスワード

ログイン

パスワードを忘れましたか?

1

日本語 (ja) ▾

User information registration

If your account is not registered in Moodle, you will be prompted to enter your user information (profile) when you log in for the first time. After setting the following three items, click "**Update profile**" at the bottom of the screen to update your registered information.

プリファレンス / プロファイルを編集する

メッセージ
O教 教員 O1

教員 O1 [すべてを折りたたむ](#)

▼ 一般

姓

名

学生証番号

IDナンバー

所属を選択する

タイムゾーン

▼ ユーザ画像

現在の画像 なし

i Enter first and last name

Please enter your last name and first name that is on file at the university. If your last name or first name changed at a later date, please contact Moodle Support (moodle-support◆chiba-u.jp).

ii Select affiliation

Select your affiliation from the pull-down menu.

iii About Email addresses

When using Chiba University Moodle, system notifications and messages from other users can be checked via your Chiba University email address ("... @chiba-u.jp" or "... @faculty.chiba-u.jp", etc.). You cannot change the email address in Moodle. If you wish to receive notifications with another Email address, please adjust the forwarding settings on your page in the Chiba University webmail system.

1.3 Dashboard

When you log in to Moodle, you will see the "Dashboard" screen.

It displays alerts for notifications and messages, and basic information such as "Timeline", "Recently accessed courses", "Overview of courses", and "Calendar".



Block drawer

This feature has been added not only to the dashboard, but to all screens in Moodle.

By clicking the "<" shown in 1., a screen called the "block drawer" will appear.

The block drawer displays information from the main screen and about any necessary operation menus.

The following is a description of the dashboard screen.



Timeline

The "Timeline" in the dashboard displays schedules, such as deadlines for submitting assignments given by the teacher.



Recently accessed courses

Displays a list of your most recently accessed courses.

Overview of courses

"**Overview of courses**" in the dashboard shows all available registered courses. They are classified as follows according to the course period.

- **In progress** : Displays courses that are currently in progress.
- **Future** : Displays courses that will be held in the future.
- **Past** : Displays past courses.
- **Starred** : Displays courses that have been marked with a star.
- **Removed from view** : Displays courses that have been deleted from the dashboard display.



These classifications are set by the "Start date" and "End date" in the settings screen of each course (displayed from "Course management" > "Edit course settings" in the management block) (Refer to 1-6 course preparation "Course settings"). Note that **even when a course has ended, this does not mean that you will not be able to access the course.**

1.4 My Course



A screen similar to the "Overview of courses" in "1.3 Dashboard" will be displayed.

1.5 All courses and course search



Course search

Selecting "Category" will display courses in the appropriate category.

- 1 Select the "Category" of the course you wish to search
- 2 Courses in the selected category will be displayed.



You can search for a course from "Search courses".

To search for a course, enter the course name or class code in the "Search for a course" field and click on the magnifying glass icon.



1.6 Creating a course in Chiba University Moodle

For a class course application

Courses are created in Chiba University Moodle by application.

There are two main ways to apply for a course. For details, please refer to the "[Course application/course usage information \(for faculty members\)](#)".

For a class course application

Click on the "Apply" button under "Create Moodle course" in the syllabus editing system. The course will be automatically created within about one day after the application is submitted.

For the teacher in charge (teacher role), the teacher registered in the "Teacher in charge" section of the syllabus is automatically registered with the "Teacher role" for the Moodle course.

For applications other than class courses and for other applications

Contact Moodle Support to apply, referring to the "[Course application/course usage information \(for faculty members\)](#)".

* A class course refers to a course that is registered in the student portal syllabus.

*If you have any questions when creating a course, please refer to "Q3-1. Creating and Setting Up Courses" in the "[Q&A](#)" section of the manual.

Importing past course content into a new course

You can import course content from a previous year and from another course of the year into a new course.

For details, please refer to "[14. Importing](#)" in the manual.

TF/TA student course registration

Please apply from "[2. Registering a TF/TA student course](#)" in Moodle course "For faculty members: Course application/course usage information".

1.7 Course home screen layout

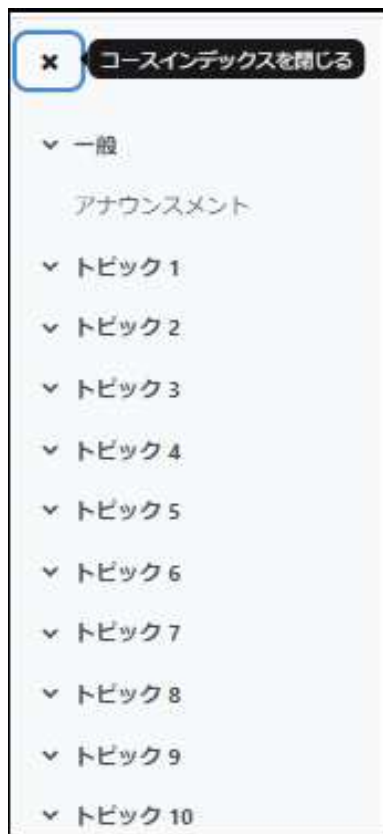
i When you log in to Moodle and access a course for which you have been assigned a teacher role, you will see the course home screen as shown in the figure.



ii Click the button on the left side of the screen to open the "**Course index**". You can easily view a list of course topics and rearrange their order.

On the right side of the screen is a button to open the "**Block drawer**," which, when clicked, displays the **Administration** block for the course.

The center contains the "**Course section**," which is a space for positioning content used in the course.



Course index



Block drawer

A You can check system notifications and messages.

B You can adjust your profile settings by clicking your first and last name displayed in the upper right corner of the screen. You can also log out from here.

C This button is used to toggle edit mode on/off. You can use edit mode to add various contents to the course.

D Open the "Course index".

E Open the "Block drawer" to display the management block.

F This section contains course content description and is used to add content for the class.

1.8 Course preparation

This section explains "**Course settings**" and "**Student registration to a course**" in preparation for students to use the course.

Confirming and editing course settings

1. Course settings can be adjusted from "Settings" under the course name, or from "Settings" in the administration block that appears when the block drawer is opened.

The menu under the course name is called "Course navigation".



2. A course setting screen labeled as "Edit course settings" will then be displayed.

The screenshot shows the Moodle course settings page for '2023-はじめてのMoodle'. The page is titled '2023-はじめてのMoodle' and has a navigation bar with 'Home', 'ダッシュボード', 'マイコース', and 'さらに'. The main heading is 'コース設定を編集する' (Edit course settings). The settings are organized into sections: '一般' (General), 'コース可視性' (Course Visibility), '説明' (Description), 'コースフォーマット' (Course Format), 'アピアランス' (Appearance), 'ファイルおよびアップロード' (Files and Uploads), '完了トラッキング' (Completion Tracking), 'グループ' (Groups), and 'ロールのリネーム' (Rename Roles). Red boxes highlight specific fields: A (Course Name, Short Name, ID Number, Category), B (Course Visibility), C (Start/End Dates), D (Yes checkbox), and E (Course Format).

A Set by administrator, so please use as is.

B Set "Course Visibility" to "Show" so that students can access the course. If it is set to "Hide", the course will not be displayed nor available to students. If you want to prepare a 4th term course during the 2nd term, you can temporarily hide it so that it cannot be accessed by students during the period.

C Please indicate the start date and end date of the class.

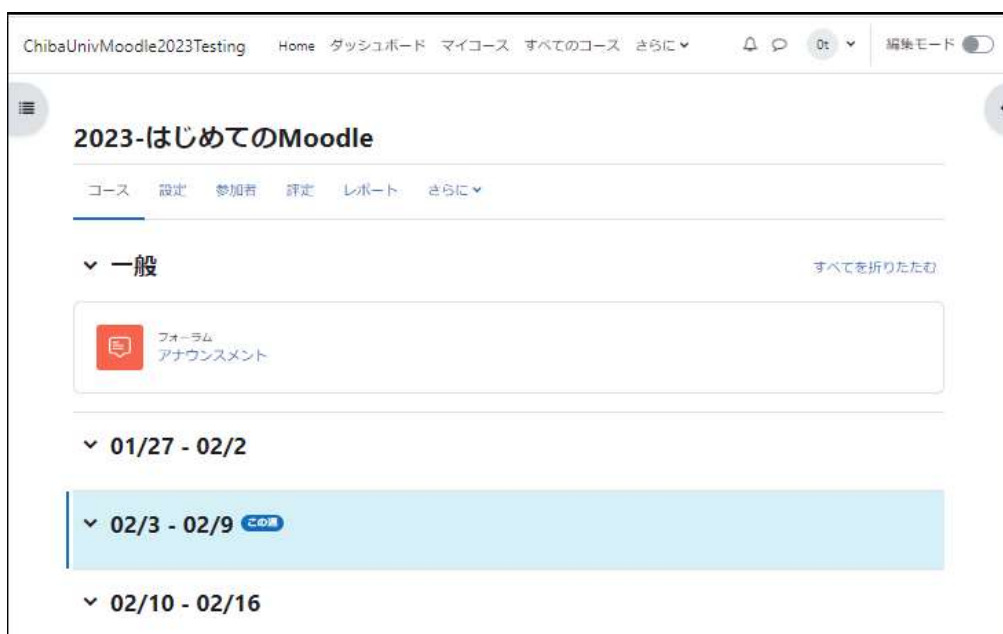
D The administrator will set the date, but please modify it accordingly. If you apply for a course from the syllabus, the start date and end date of the course will be set according to the syllabus.

E By default, the course format is the "Topic format" separated by course topic. A "Weekly format" that divides the course into weeks is also a convenient setting for weekly lessons. When using the weekly format, set the "Start date" in addition to the "Number of sections".

Examples of "Topic format" and "Weekly format"



Topic format



Weekly format

Tabs are closed and hidden except for the main configuration items. To configure an item included in this category, click on the category name to display the configuration item.

Registering students in a course

Automatic registration through enrollment

In Chiba University Moodle, students are automatically registered for a course after enrolling in it. Therefore, it is generally unnecessary to register for a course with an Enrolment key.

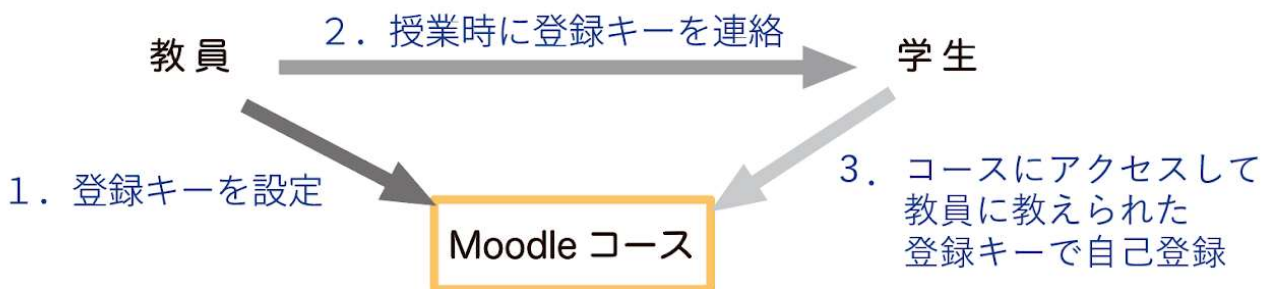
When registration is not automatic (course registration with an Enrolment key)

If students are not registered automatically, they can register on their own. In this case, it will be necessary to set a password known as the "**Enrolment key**" to access the course. Please refer to "Enrolment key" below for details on the process covering enrolment key setting to student self-enrolment in a course.

When registration is not automatic (manual registration)

If students are not registered automatically, they can be registered manually. Please refer to "Manual registration" below.

Course registration with an Enrolment key



2023-はじめてのMoodle
登録オプション

2023-はじめてのMoodle

教師: Moodleサポート スタッフ021
教師: tt 01

▼ 自己登録 (学生)

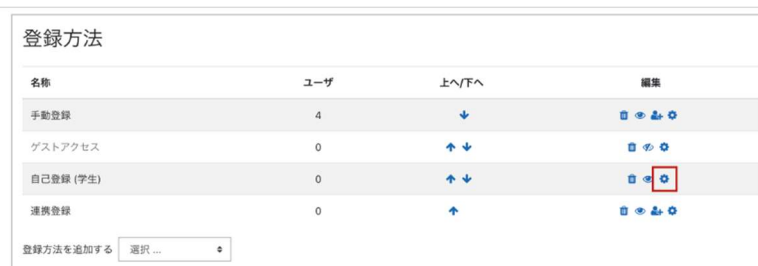
登録キー

1. Open the block drawer on the right side of the course screen to display the management block.

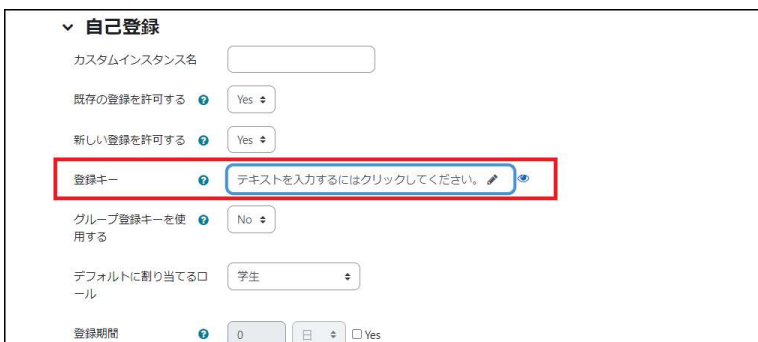
From the management block, click on **Users > Enrolled users > Enrolment methods**.



2. Click on the gear icon to the right of **Self enrolment (students)** to display the settings screen.



3. Set the "Enrolment key" (click the eye icon to display the entered characters). Also make sure that "Allow new registrations" is set to "Yes" so that the new registrations are valid.



Disabling Self enrolment

If you wish to prohibit student self enrolment, click the "Eye" icon in step 2 above to show a slash over the icon (the eye icon is next to the gear icon). The self enrolment option will then be grayed out and the feature will be disabled.

《Setting the registration period》

If you wish to limit the period during which self enrolment is possible to a certain range, check "Yes" for "Start date" and "End date" in the "Self enrolment" settings, and set each date. Meanwhile, there is also a similar option labeled "Registration period" which is for setting the period during which users who have self-registered for the course can access it. Therefore, please note that if the registration period is set to four weeks for example, self enrolment will become disabled (paused) four weeks after self enrolment, and students will not be able to access the course even if class is still in progress.

Manual registration

Students can be registered manually from the screen.

1. First, open the **"Enrolled users"** screen by one of the following methods.

*Click **"Participants"** from the menu under the course name.

*Open the "Administration block" from the block drawer and click on **"Users,"** then **"Enrolled users"**.



2. Click **"Enrol users"** on the **"Enrolled users"** screen.



Enter the student's user number, student ID number, or name (insert a space between their last name and first name) in the "Select user" field, and a list of candidates will appear. Make a selection by clicking on the student you wish to register.



Make sure that **the "Assign role" field is set to "Student"**.

Click **"Enrol user"**.

1.9 Editing a course

When you click the "**Edit mode**" button at the top right of the course home screen and switch to edit mode, you will be able to edit the course. To start editing, first try entering text in the topics section (editing using the "**Add an activity or resource**" feature will be introduced in the following chapters).

1. Click "**Edit mode**" to switch to edit mode.



2. You can change topic names displayed in the course, "Add an activities or resources" to a topic, or add a topic itself.



1.10 Editing a topic

1. Click "**Edit mode**" to switch to edit mode.

A Click on the "⋮" next to the topic displayed on the screen to open the edit menu,

B Select "**Edit topic**" from the edit menu to display the topic editing screen.

In addition, you can set highlights, show/hide topics, move/delete topics, etc. from the menu that appears.

C The topic name can also be changed by clicking on the pencil icon.



2. Editing a topic

Check the "Custom" checkbox if you wish to enter the "**Section name**" field. Enter the name of the class unit, etc., and it will become the name of the topic.

You can enter a description of the topic in the "**Summary**" field.

If you wish to set usage restrictions for each topic, you can do so here.






Click "**Save changes**" to save your edited content.


1.11 Editing activities and resources



The edit menu for activities and resources added to each topic can also be accessed by clicking the "⋮" button displayed on the screen to the right of the item.


Each activity and resource can be configured to "Edit Settings", "Move", "Show/Hide", "Duplicate", "Assign Roles", and "Delete".







▼ 第1回授業 



ファイル
dummy 




ファイル
第1回授業レジュメ 



-  設定を編集する
-  移動
-  非表示
-  複製
-  ロールを割り当てる
-  削除

SCORMパッケージ
第1回授業動画 

活動またはリソースを追加する

1.12 Description of editing icons

In Moodle, you can edit a course using various editing menus (editing icons). The main editing icons are introduced below.

アイコン	説明
	コースやコンテンツの設定を編集します。
	コンテンツを削除します。なお、後々利用するかもしれないコンテンツは削除せずに、次に説明する非表示を用いてください。
	学生ロールのユーザに対して、コンテンツの表示・非表示を切り替えます。目の開いた状態  が「表示」、斜線のある状態  が「非表示」です。非表示状態に設定したコンテンツは、教師ロールではグレーで表示されますが、学生ロールでは非表示となって利用できません。
	コンテンツの位置を変更します。アイコンをドラッグ & ドロップして変更したい位置に移動します。またアイコンをクリックした場合は、移動可能な場所が示されますので移動先を選択します。
	コンテンツを左右に移動します。
	グループ設定を変更します。左から順に「グループなし」「分離グループ」「可視グループ」を表します。詳しくは8章「グループの活用」で説明します。
	コンテンツのタイトルを編集します（コンテンツ全体の設定変更として  からでも編集可能ですが、タイトルのみを変更する場合に便利です）。
	設定情報も含めてコンテンツを複製します。ただし、学生が提出したファイルやアンケートの回答などのユーザ情報は含まれません。
	直近に位置するコンテンツのヘルプを表示します。分からないことがありましたら、まずはこちらを確認してみてください。
	必須入力フィールドです。

1.13 Confirming a course from the students' perspective

Courses are set up and their content is added from the instructor's perspective, but in managing the course, it is also important to confirm how the course appears to students. Teachers and students in the course differ in what they can do in the course due to the differences in authority. This section explains how to confirm the course from the students' perspective to ensure the content you want to show is visible not only to instructors but also to students.

Use the "Switch roles" feature to view from the students' perspective.

1. Click the username icon in the upper right corner of the screen to display the menu, then click "Switch role to...".



2. The "Switch role to..." screen will display. Select "Student".



- You will be switched to the student role, so check if files etc. posted in the topics section can be accessed from the students' perspective.

To return to your original teacher role, click **"Return to normal role"** from the menu at the top right of the screen.



Materials posted in a course that are not open to students can be hidden from students from the "Edit" menu for each topic.



《Confirmation of graded activities from the students' perspective》

When you wish to confirm graded activities such as assignments and quizzes (explained in Chapters 3 and 4, respectively) **from the students' perspective, you will need to set yourself as a "Student" who is subject to grading.** To do so, it is necessary to set up an actual student role, as it is not sufficient to simply switch to the student role. Here, confirmation of an assignment will be used as an example. Click on the assignment you wish to confirm from the students' perspective, and "Manage assignment" will be displayed in the management block on the left side of the screen. By selecting "Locally assigned role" here, you will be able to set a new role for the current assignment only, so select "Student" to set a student role for yourself.

This will allow yourself to be subject to grading, just like the other students are, and receive a grade and feedback after submitting the assignment. After confirming, exit the student role in the same way.

2. Publication of materials

In Moodle, content intended mainly for viewing, such as lesson material files and websites related to lessons, are called "Resources".

By using the modules included in the resource, you can edit text in Moodle, as well as present materials in various file formats such as PDF files, Word files, and PowerPoint files to students, and link to useful websites.

[リソースの一覧]	
ファイル	ファイルをアップロードします。
URL	Webサイトへのリンクを作成します。
フォルダ	フォルダを作成し、その中に複数ファイルをまとめて表示します。
ページ	Webページ（1 ページのみ）を作成します。
ブック	章、節といった階層構造を持つ Web ページを作成します。

2.1 Uploading files

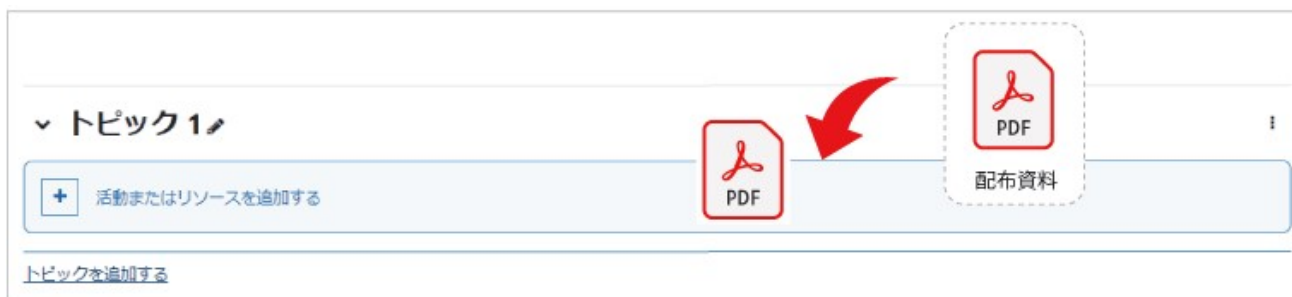
This section explains how to post lesson material files to a course. There are two ways to upload a file. One is to drag and drop the file to upload it (**Method 1**). If the browser you are using does not support drag and drop, from "Add activity or resource," select "File" and upload the file (**Method 2**).

Method 1: Upload using drag and drop

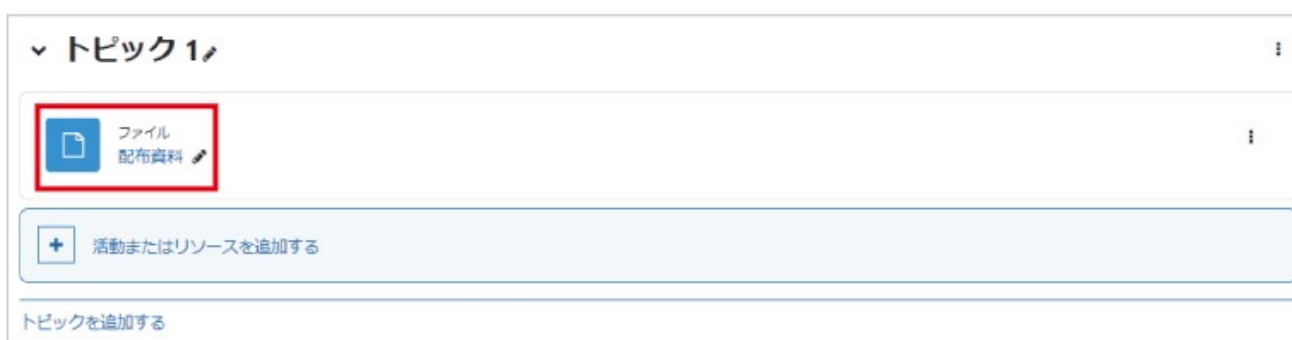
1. Click the "Edit mode" button at the top right of the course screen to switch to edit mode.



2. Drag and drop the file you wish to upload to the topic area in the course. After the progress is displayed, the file upload will complete.



3. The file has been uploaded.



You can also upload multiple files using drag and drop. However, when uploading an entire folder, it is convenient to do so using a Zip file described later.

《A cautionary note about file names》

To prevent printing errors on educational devices,

if you use Japanese for the name of the file to be uploaded to Moodle, please **keep the file name within 27 characters**.

Changing the display method

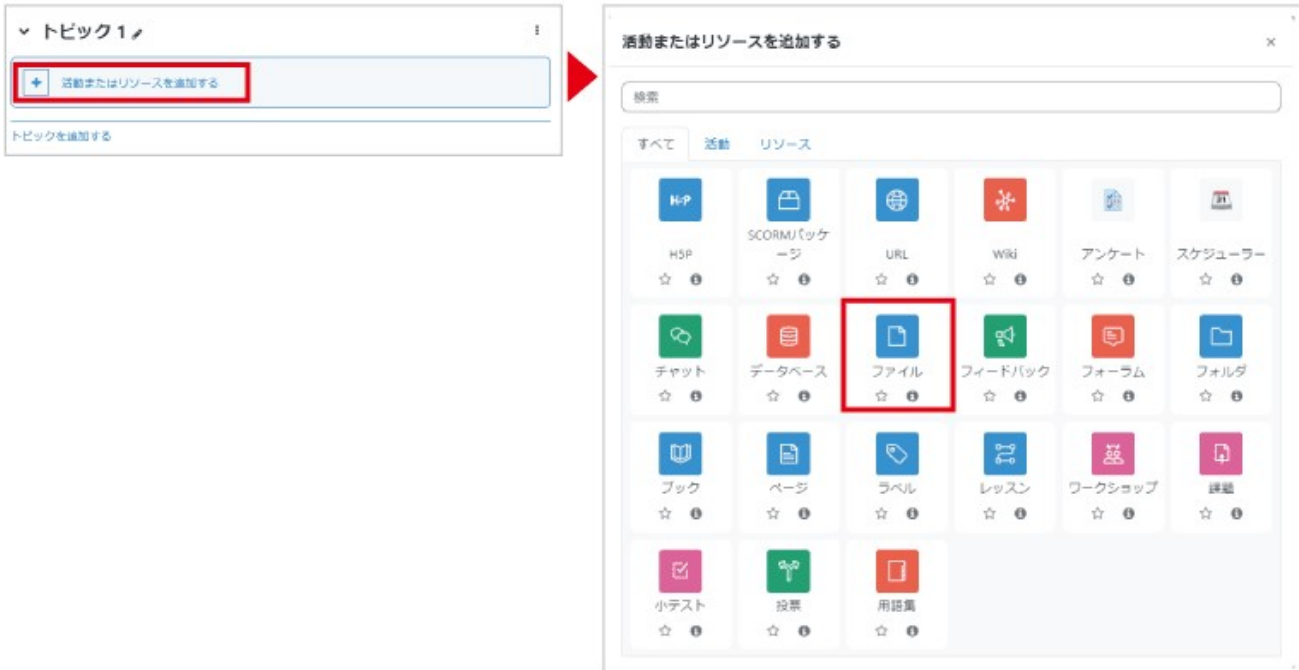
After uploading a file, to change its display method or other settings, click the "⋮" button on the right side of the file you just uploaded and then **"Edit settings"**. You can adjust various settings as needed such as the file name and description. The display method can be changed from **"Hide"** under **"Appearance"**. By default, it is set to "Open". Other possible selections include "Automatic", "Embed", "Force Download", and "Pop-up". However, caution must be used with "Automatic" and "Embed" because the file may not scroll properly when being viewed on a tablet, etc. Selecting "Hide" under "Edit" will make the file invisible to students. Upon doing so, the file field will be grayed out and labeled "Hidden from students" on the teacher's screen.

The image illustrates the process of changing the display method of a file in Moodle. On the left, a screenshot shows a file in a topic with a settings menu open, highlighting the '設定を編集する' (Edit settings) option. On the right, a screenshot shows the '配布資料' (File) settings page, with the 'アビアランス' (Appearance) section highlighted, showing the '表示' (Display) dropdown set to 'オープン' (Open).

Method 2: Upload by selecting a file from resources

After launching edit mode, click the topic "**Add an activity or resource**" to display available activities/resources.

Select "**File**" from the menu to display the file upload settings screen.



1. Enter the file name to display in the course from "**Name**" under "**General**".



2. Add the icon to add a file.



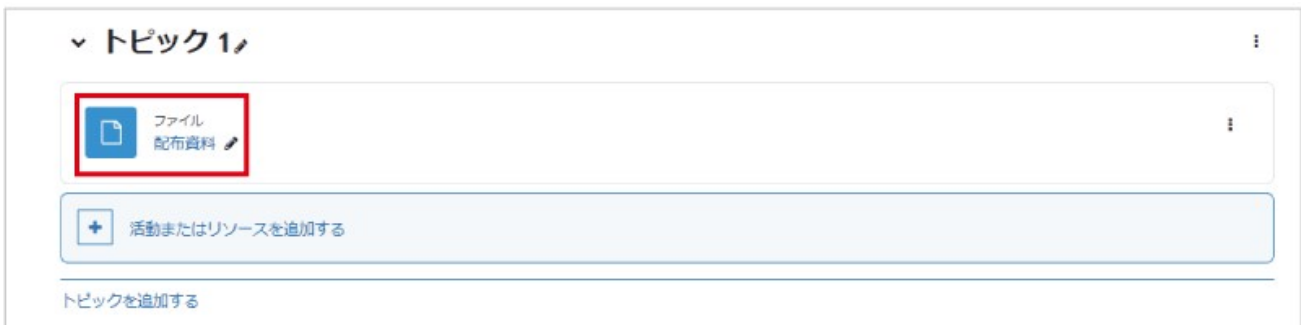
3. The file picker will be displayed. After selecting **A "Upload a file"**, select the file to be published from **B "Attachment"**. If you wish to change the file name when uploading, choose "Save as" and enter the new name. After selecting the file, click **C "Upload this file"**.



4. Confirm that the file has been added to the file field, and click "**Save and return to course**" at the bottom of the screen.



5. The file is posted to the course topic.



2.2 Uploading videos

Video files (MP4 format, etc.) cannot be uploaded to Moodle as they are.

Be sure to use the HLS video management site to create a SCORM package before uploading videos to Moodle.

◆ HLS video management site

You can log in to the HLS video management site **with the same ID and password (user number and password for the integrated authentication system) you use for Chiba University Moodle.**

The manual of the HLS video site can be viewed from the top page after logging in to the HLS video site once. > [HLS video management site](#)

◆ HLS video management site point of contact

The Smart Office is the contact point for inquiries regarding how to use the HLS video management site. > [Point of contact](#)

◆ Uploading to Moodle

SCORM packages can be downloaded as a Zip file from the HLS video management site. **Please upload such files to Moodle as they are without decompressing them.**

◆ Usage precautions

If you need to check the viewing status such as when making the viewing of a video an attendance requirement, **be sure to publish the video as a "SCORM package"**. Viewing status is only recorded when viewed as a SCORM package.

◆ Please note that viewing status is not recorded for "Privately published URLs".

> [How to check viewing status of videos \(SCORM packages\)](#)

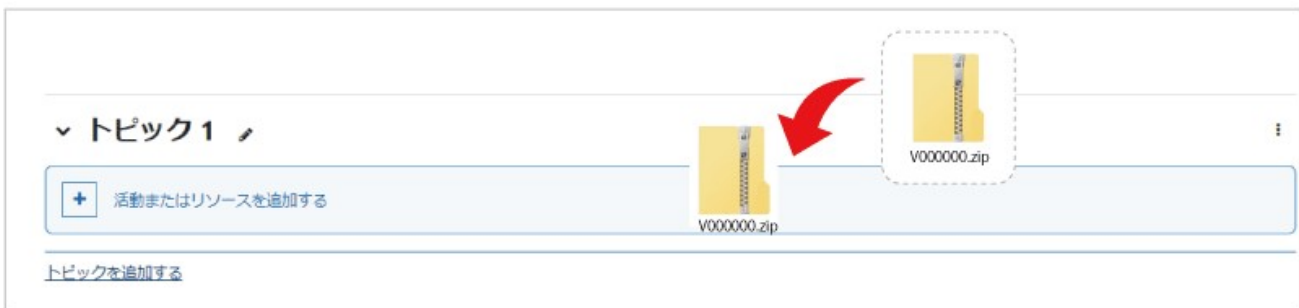
Method 1: Upload using drag and drop

1. Click the "Edit mode" button at the top right of the course screen to switch to edit mode.



2. Drag and drop the SCORM package created on the HLS video management site to the topic area of the course.

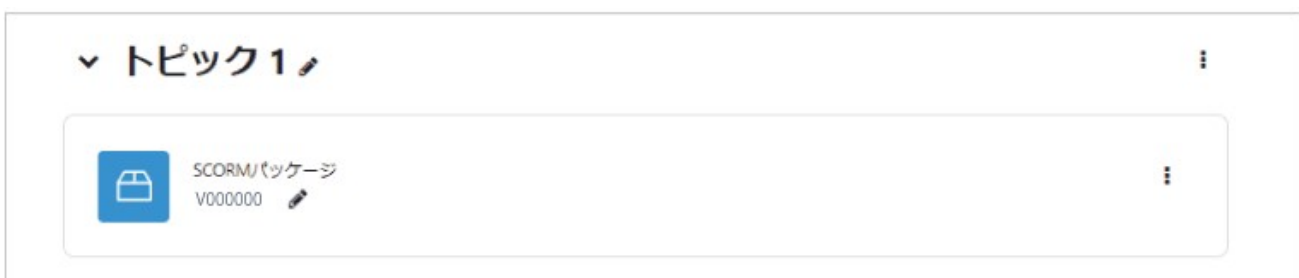
Upload the SCORM package as a Zip file without decompressing it.



The progress will be displayed. Select "Add SCORM package" and then click the upload button to complete .

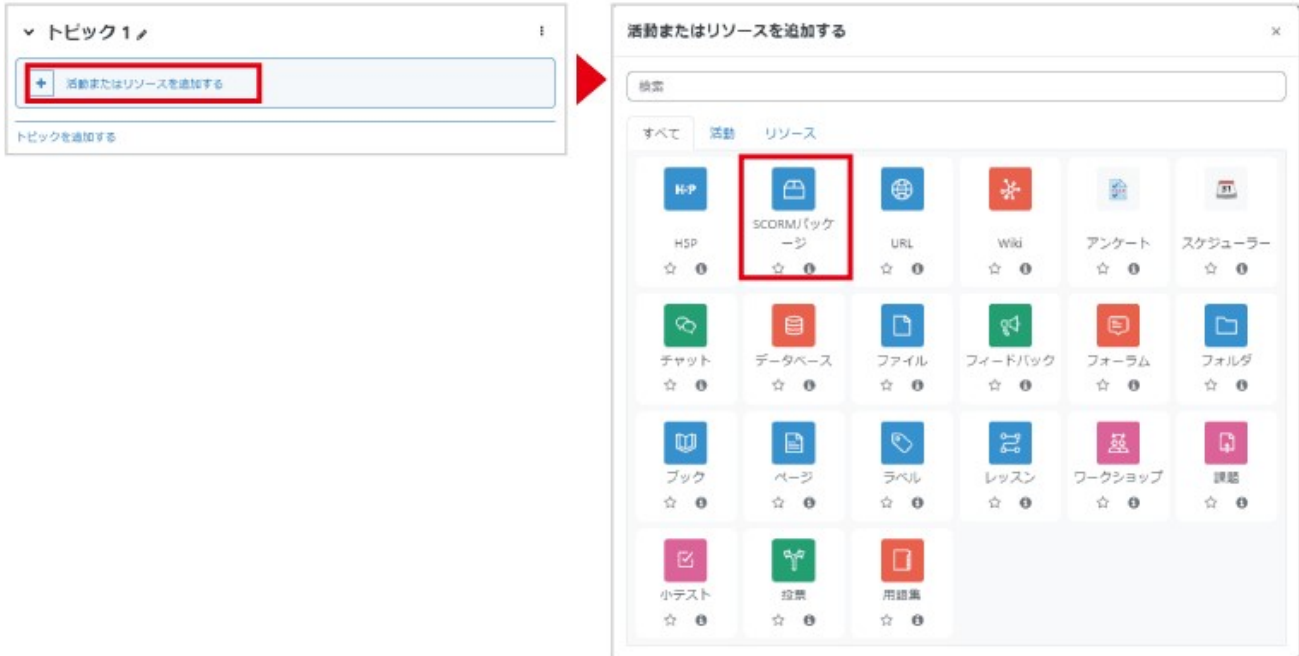


3. The file has been uploaded.



Method 2: Upload by selecting a file from resources

After launching edit mode, click the topic "**Add an activity or resource**" to display available activities/resources. Select "**SCORM Package**" from the menu and click "**Add**" to display the file upload settings screen.



1. Enter the file name to display in the course from "**Name**" under "**General**".



2. Click the icon to add a file.



3. The file picker will be displayed. After selecting **A. "Upload a file"**, select the file to be published from **B. "Attachment"**. After selecting the file, click **C. "Upload this file"**.

Select the SCORM package as a Zip file without decompressing it.



4. Confirm that the file has been added to the file field, and click "**Save and return to course**" at the bottom of the screen.



5. The file is posted to the course topic.



2.3 Uploading folders

You cannot upload folders directly with Moodle, but you can compress and decompress them on the server using Zip files, enabling you to upload them to Moodle by preparing the folder you want to upload as a Zip file in advance. This method allows batch uploading of multiple files organized in folders.

Upload Zip files by drag and drop.

Click the "**Edit mode**" button at the top right of the course screen to switch to edit mode. Drag and drop the Zip file prepared in advance to the course and upload the file (A). When you upload the file, you will be prompted to select a process (B).



If you **select "Extract files and create a folder" (1)**, a folder generated after extracting the Zip file will be posted in the course.

On the other hand, if you **select "Create file resource" (2)**, the Zip file will be posted as it is. Click on "Handouts" to start the download.



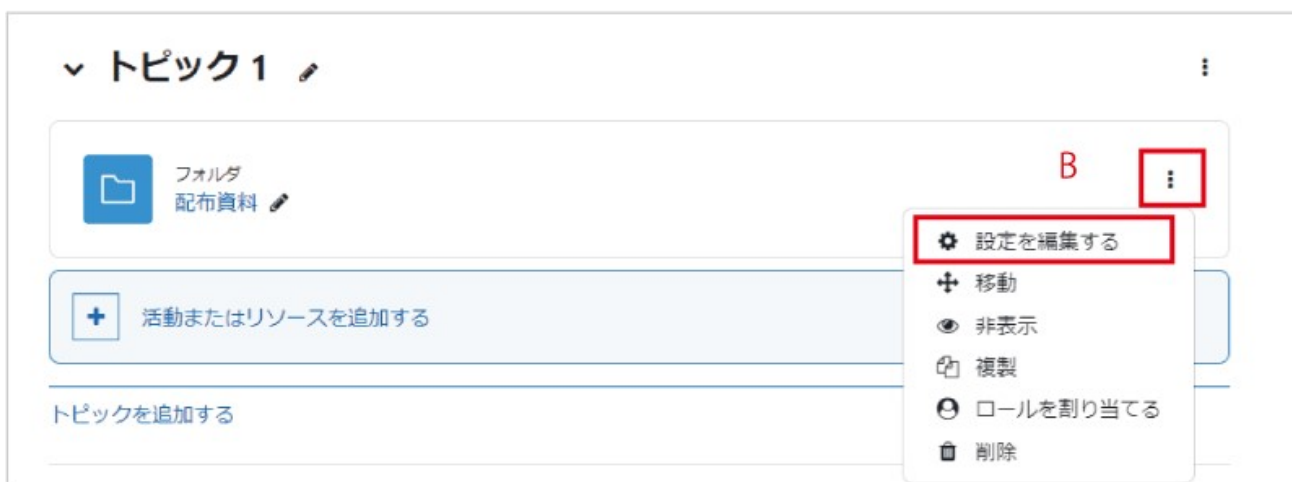
2.4 Usage restrictions

There is an option labeled as "**Usage restrictions**" on the settings screen of posted materials (select "Edit"> "Edit settings"), and it allows you to set usage conditions for content such as materials. In the condition settings for restricting usage, you can select and set "Date", "Scoring", "Group", "User profile", and "Restriction set", but this section will explain how to use "**Date**" to set the usage period of content.

A Click "**Edit mode**" at the top right of the screen.



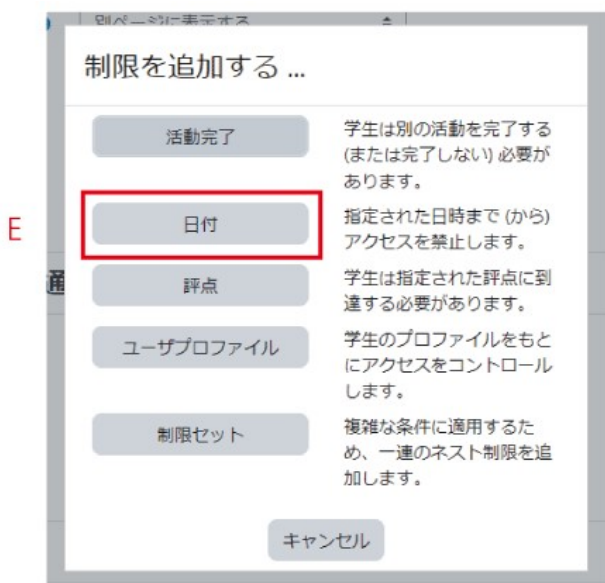
B Click "⋮" to the right of the content such as the material, and select the "**Edit settings**" gear mark from the displayed menu.



C Click "Restrict access" from the displayed screen.



D Click "Add restriction ...".



E You can limit the timing of the publication/Due date of an assignment for students by clicking "Date" and setting the "Start" and "End" dates and times in the Date field.

* "Activity completed" is displayed only when there is a module for which "Activity completed" is set in the course.

F. Set the start date and time field by selecting "from" from the pull-down menu.

G. Click "Add restriction ...".

H. Set the date and time field to "until" from the pull-down menu to set the Due date.

I. About the "eye icon." An open eye icon means that the item is visible to the student. Click the icon to hide the item from the student.

▼ 利用制限

アクセス制限

学生は 合致する必要がある ⇩ > 以下の条件に対して

👁️ 日付 開始 ⇩ 1 ⇩ 5月 ⇩ 2023 ⇩ 10 ⇩ 30 ⇩ ×

F

G 制限を追加する ...

▼ 利用制限

アクセス制限

学生は 合致する必要がある ⇩ > 以下の **すべて** ⇩ の条件に対して

👁️ 日付 開始 ⇩ 1 ⇩ 5月 ⇩ 2023 ⇩ 10 ⇩ 30 ⇩ ×

および

I 👁️ **H** 日付 終了 ⇩ 9 ⇩ 5月 ⇩ 2023 ⇩ 17 ⇩ 00 ⇩ ×

制限を追加する ...

J. Click "Save and display".

▼ 利用制限

アクセス制限

学生は 合致する必要がある ⇩ > 以下の **すべて** ⇩ の条件に対して

👁️ 日付 開始 ⇩ 1 ⇩ 5月 ⇩ 2023 ⇩ 10 ⇩ 30 ⇩ ×

および

👁️ 日付 終了 ⇩ 9 ⇩ 5月 ⇩ 2023 ⇩ 17 ⇩ 00 ⇩ ×

制限を追加する ...

▶ 活動完了

コンテンツ変更通知を送信する ⓘ **J**

保存してコースに戻る 保存して表示する キャンセル

K. "Start date and time" and "Due date" will be displayed on the teacher's screen.

L. Prior to the start date and time, only "start date and time" is displayed on the student screen, and the "Due date" will not be displayed. When the start date and time has passed, the "start date and time" display will disappear.

教員の画面



学生の画面



***Note:** On the student screen, the "Due date" will not be displayed until it has passed.

Therefore, it is recommended to indicate the Due date in the "Explanation" section and to check the option for "Display explanation on course page" to make students aware of the display period on the screen.

学生の画面 ※コース説明記入例



3. Using assignments

Moodle makes it easy to assign reports and receive submissions. It may be worthwhile to use Moodle to centrally manage reports. In Moodle, you can check report submission status as a list, as well as set report submission deadlines. It is also possible to give feedback by adding comments to submitted reports and returning them.

3.1 Creating assignments

Click "Launch edit mode" at the top right of the screen, click "**Add activity or resource**" in the topic area, and click "**Assignment**" from the list of available activities/resources displayed.



Adding an assignment and adjusting its settings

First, enter the "Assignment name" and "Description". In the assignment description, enter the details of the assignment and any necessary notes.

新しい課題をトピック1に追加する

すべてを展開する

▼ 一般

課題名

説明

次の問いに答えよ

- 1.
- 2.

なお、提出レポートは以下のテンプレートを利用して作成し、最終的にPDFファイルとして提出すること。

コースページに説明を表示する

If you wish to present an additional file related to the details of the assignment or a template for file submissions, upload the file from "Additional files". The uploaded file will be presented to students along with the description of the assignment.

追加ファイル

新しいファイルの最大サイズ: 100 MB

ファイル

Template.txt

提出中のみファイルを表示します。

▼ 利用

開始日時 Yes

Availability

In the "Availability" field, you can set periods such as "Allow submissions from", "Due date", and "Cut-off date" for an assignment.

The **"Allow submissions from" is when students can submit files** (please also see "Always show description" below). If it is not set, it will become available immediately after doing so. **"Due date"** indicates the **deadline for submitting assignments**. The Due date that you set is what students will see as the deadline for submitting the assignment, so when informing the students of a submission deadline, make sure it is the date and time set as the Due date.

"Due date" represents the submission deadline, while **"Cut-off date" represents the final deadline of the assignment (the Cut-off date must be set after the Due date)**. When the Due date and the Cut-off date are set to different dates and times, students can submit late assignments even if it is passed the Due date, up until the Cut-off date (you can confirm late assignments on the submission confirmation screen mentioned below). **If you do not wish to allow late submissions, set the Due date and the Cut-off date to the same values.**

If you check **"Always show description"**, the description of the assignment including additional files will be displayed even before the start date and time set above (in such cases, the start date and time will only apply to submissions).

▼ 利用

開始日時	?	1	5月	2023	10	30	📅	<input checked="" type="checkbox"/> Yes
終了日時	?	20	5月	2023	17	00	📅	<input checked="" type="checkbox"/> Yes
遮断日時	?	22	5月	2023	17	00	📅	<input checked="" type="checkbox"/> Yes
次の日時まで私に 評定を思い出させる	?	3	3月	2023	09	11	📅	<input type="checkbox"/> Yes
制限時間	?	0	分					<input type="checkbox"/> Yes
		<input type="checkbox"/> 常に説明を表示する ?						

《Due date and Cut-off date》

When an assignment becomes available, the "Due date" will be presented to students as the deadline for submitting the assignment. Even if the Due date has passed, it will still be possible to submit the assignment up until the "Cut-off date" (late submission). The deadline for late submissions set by the Cut-off date is displayed as "Submissions accepted up to XX" in the "Submission past the submission deadline" field of the grading summary. If the Cut-off date has passed, students are still able to submit an assignment when the teacher enables the "Allow extension" setting.

If you do not wish to allow late submissions, set the Due date and the Cut-off date to the same values. In such case, although you might think that you only need to set the Cut-off date since it is the final deadline without setting the Due date, the Due date is what is displayed as the submission deadline to students, therefore, you must still set both the Due date and the Cut-off date.

Submission types

"Submission types" are for setting the submission method of an assignment.

If you wish to make students edit the text of their assignment directly on Moodle and submit it, check "Online text". On the other hand, if you wish to make them upload a file created in advance in Word format etc. to Moodle, check "File submissions".

▼ 提出タイプ^o

提出タイプ オンラインテキスト[?] ファイル提出[?]

最大アップロードファイル数 [?]

最大提出サイズ [?]

許可されるファイルタイプ [?]

Feedback types

"Feedback types" are for setting the method of feedback for a submitted assignment.

You can also allow to students view online comments (feedback comments) and files uploaded by the teacher (feedback files). A feedback file can also be used to correct and return a student's submitted file. In addition, if you have required students to submit the assignment as a PDF file, you can check its contents and give feedback on Moodle by enabling PDF annotations.



▼ フィードバックタイプ

フィードバックタイプ フィードバックコメント ⓘ PDF注釈 ⓘ オフライン評価ワークシート ⓘ フィードバックファイル ⓘ

コメントインライン ⓘ

> 提出設定

> グループ提出設定

Notifications

In "Notifications", you can set whether or not to receive a notification when a student submits an assignment or when the teacher grades it.

If you set "Notify graders about submissions" to "Yes", an email will be sent to the teacher every time a student submits an assignment, so it is likely better to leave the default setting as "No".

"Notify graders about late submissions" is set to "No" by default, but if you wish to be notified, change it to "Yes".

"Notify students" is set to "No" by default.

The default setting for "Notify students" will determine the default setting for "Notify students" on the grading screen. If it is set to "Yes", students will be notified of their assignment has been graded (here, you only decide the default setting, and you can set whether or not to actually notify them on the grading screen).



> グループ提出設定

▼ 通知

評価者に提出を通知する ⓘ

提出遅延に関して評価者に通知する ⓘ

「学生に通知する」のデフォルト設定 ⓘ

> 評点

《Student replacement of submitted reports》

If you set "Require students to click the submit button" to "Yes", a submission status labeled as "Draft" will be added. An "Edit submission" button will also be displayed on the student screen. When a student uploads a file and clicks "Edit submission", it will be counted as a "Draft". Students



▼ 提出設定

学生に提出ボタンのクリックを求める ?	No ⇅
学生に提出同意書の同意を求める ?	No ⇅
追加提出 ?	なし ⇅

> グループ提出設定

will be able to replace their submitted report as it is not yet considered a submission. When the student clicks the "Submit assignment" button, the status will change to "Submitted for grading" and the student will no longer be able to replace the submission.

This function is usually used "When you want to keep track of the reports submitted prior to the submission deadline" or "When you want to be able to send back submitted reports and allow them to be resubmitted". If you want to check submitted reports and start scoring them before the submission deadline, you can use the "Require students to click the submit button" feature to prevent students from replacing a graded report, as submitted files will not be able to be replaced. When requesting a resubmission, you can allow the student to replace the file by clicking the "Return submission to draft" button on the teacher screen. In addition, since the student will not be notified that the status has changed to "Draft", you will need to keep "Notify students" checked and request them to resubmit by updating the "Feedback comments" or sending them a message.

- Precautions
 - Sometimes students may forget to click "Submit for grading" and leave the assignment as a draft.
 - It is possible to confirm submitted files even if the submission status remains as a draft after the assignment deadline.
 - If a student wishes to resubmit, use "Unlock submission" below to unlock the submission (see "Explanation of settings" in section 3.2).
- If "Require students to click the submit button" is set to "No", students can replace their assignment during the submission period.

3.2 Confirming and grading submitted reports

When you click on an **"assignment"** set for the course, a screen showing the description of the assignment, the number of participants (students), the number of submitters, the Due date of the assignment and the remaining period, etc. will be displayed. Click **"View all submissions"** under the grade summary to move to the submission status list page. You can check and grade submitted reports from here.

はじめてのMoodle2023: FUTAM 1 / レポート課題

レポート課題

課題 設定 高度な評定 さらに▼

開始: 2023年 02月 13日(月曜日) 00:00
期限: 2023年 05月 31日(水曜日) 23:59

次の問いに答えよ

- 1.
- 2.

なお、提出レポートは以下のテンプレートを利用して作成し、最終的にPDFファイルとして提出すること。

Template.txt 2023年 02月 13日 15:08

すべての提出を表示する 評点



提出

評定操作 選択 1

名 すべて A B C D E F G H I J K L M N O P Q R S T U V W X Y Z
姓 すべて A B C D E F G H I J K L M N O P Q R S T U V W X Y Z

選択	ユーザー名 / 姓 / Last name / 名 / First name	学生ID番号	ステータス	評点	種類	最終更新日時 (原出)	ファイル名	最終更新日時 (評定)	フィードバックコメント	PDF注釈	最終評点
<input type="checkbox"/>	学生 01	test01	評定のために提出済み	評点 / 100.00	檔案	2023年 02月 22日(水曜日) 11:22	提出レポート.docx	2023年 02月 22日 11:22			-
<input type="checkbox"/>	学生 02	studentid02	評定のために提出済み	評点 / 100.00	檔案	2023年 02月 14日(火曜日) 10:51	提出レポート.pdf	2023年 02月 14日 10:51			-
<input type="checkbox"/>	学生 03	studentid03	提出済み	評点 / 100.00							-
<input type="checkbox"/>	学生 04	studentid04	提出済み	評点 / 100.00							-
<input type="checkbox"/>	学生 05	test05	提出済み	評点 / 100.00							-

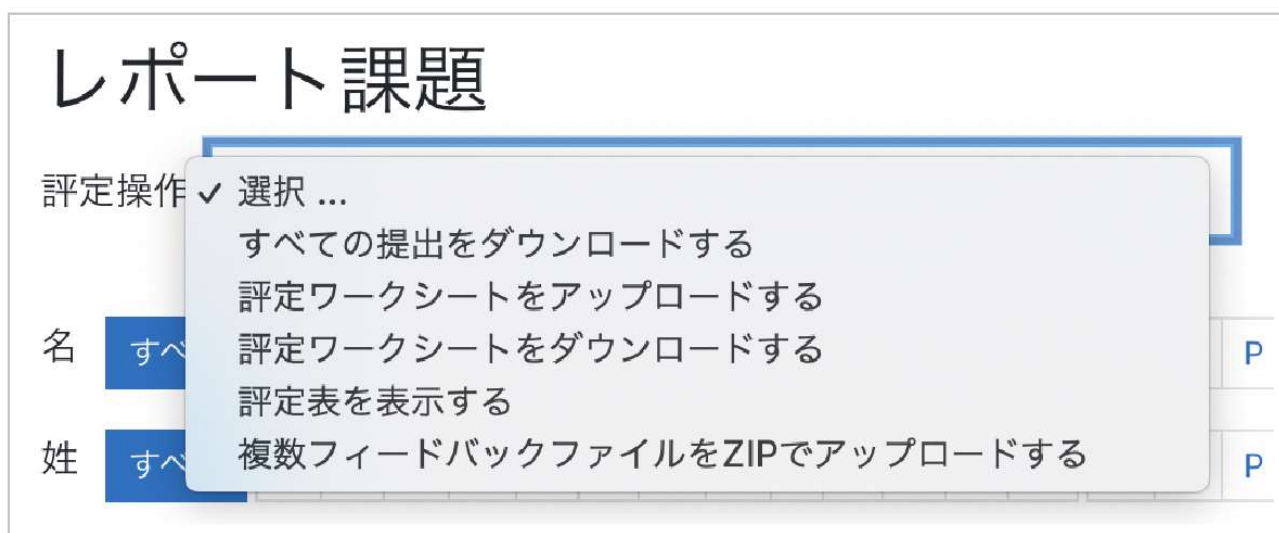
学生に通知する No

すべてのクイック操作の変更を保存する

選択した提出をダウンロードする Go

Batch download of submitted files

You can individually check files submitted by students, but it is also possible to download them all at once by using "Download selected submissions" from "Download selected lines..." in the center of the screen. The "Upload multiple Zip feedback files" option for uploading feedback files all at once is displayed when "Feedback files" is enabled in the feedback types explained in section 3.1. Similarly, "Upload (download) grading worksheets" for batch grading of assignments will be displayed when "Offline grading worksheets" is enabled.



《Corruption of file names for submitted assignments downloaded in bulk》

When downloading submitted assignments in bulk, you can do so as a compressed file (Zip file), but when decompressing the compressed file, if you use the decompression feature provided in Windows or decompression software that does not support UTF-8 character codes, the file name of the submitted assignment may appear corrupt. In such case, you can decompress the submitted assignment file without corrupt characters by using UTF-8 compatible file decompression software (for example, "7-Zip").

Grading

To perform grading (input of grades and feedback), click the blue **"Grade"** button on the submission status list screen of the previous page (you can also select "Update grade" from "Edit"). If the menu of options such as "Save changes" at the bottom of the screen is not displayed, use the "Change user" button at the top right of the screen to change the user once and the menu will appear.

A : You can change the user.

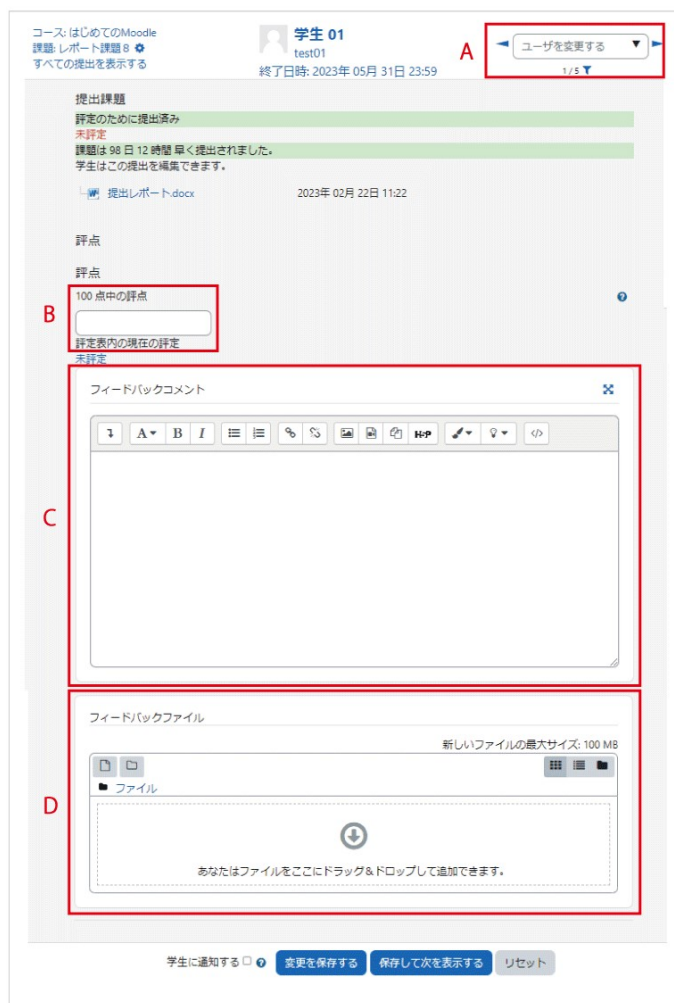
B : Enter a score in **"Grade out of 100"**.

C : You can give feedback to students here if you have enabled the use of feedback comments and feedback files.

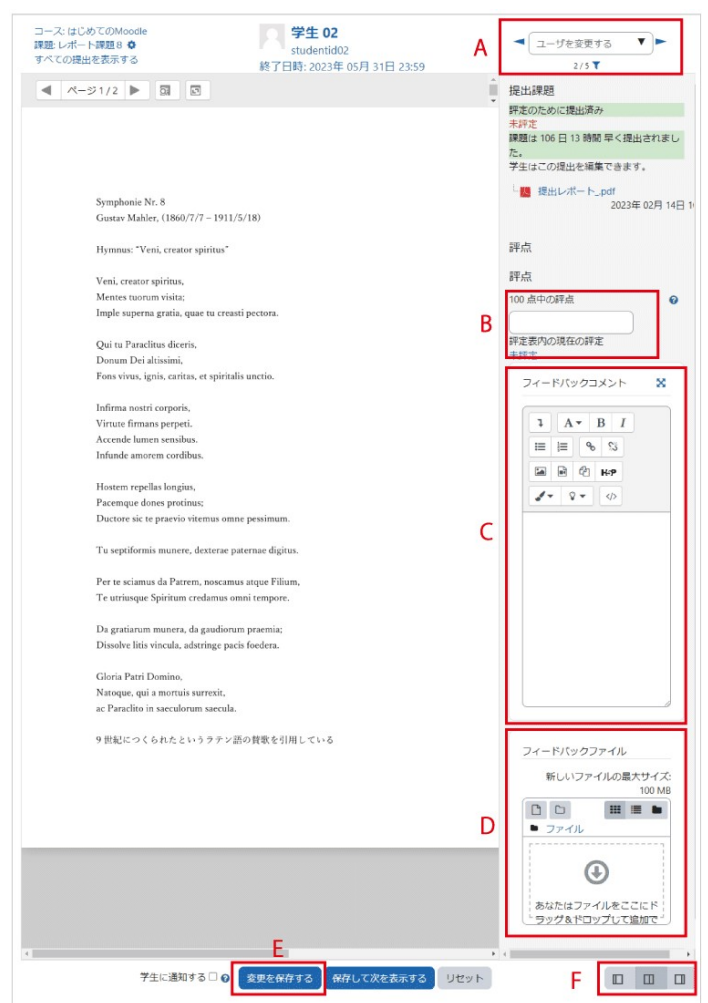
D : To upload a feedback file, drag and drop the file onto the arrow on the screen (see Manual 2 for uploading files). **E :** Lastly, don't forget to click **"Save changes"** at the bottom of the screen to save your editing.

F : You can click here to try out three screen layout patterns and change the screen to make it easier to see and work.

Screen when "PDF annotations" are disabled



Screen when "PDF annotations" are enabled



Quick grading

In addition to the grading method explained in "Grading" above, you can enter grades and feedback comments on the list screen by checking "**Quick grading**". By checking this option, you are able to enter information into the grade and feedback comment fields, so enter the grade and any comments. After grading, click "Save all quick grading changes" at the bottom of the list to save the grade and feedback comments. To finish quick grading, uncheck "Quick grading".

学生に通知する

選択した行に対して...

▼ オプション

1ページあたりの課題数

フィルタ

クイック評定

有効な登録のみ表示する

提出をフォルダに入れてダウンロードする

Batch settings for selected rows

It is possible to change settings for the locking, unlocking, and allowing extension of assignment submissions all at once. The method is as follows. After selecting the user in the selection field at the left end of the list, select the item you want to set from "**For the selected row**" and click "**Go**". If you want to adjust these settings individually, you can also set them from "Edit" in the list.

選択	ユーザー名	姓 / Last name / 姓 / First name	学生ID番号	ステータス	評価	編集	最終更新日時 (提出)	ファイル提出	最終更新日時 (評価)	フィードバックコメント	PDF注釈	フィードバックファイル	最終評価
<input checked="" type="checkbox"/>	0字	学生 01	test01	評価のために提出済み	<input type="text" value="評価"/>	<input type="button" value="評価"/>	編集	2023年03月22日 11:22	test01-report.docx	2023年03月22日 11:22	<input type="text"/>	-	
<input checked="" type="checkbox"/>	0字	学生 02	student02	評価のために提出済み	<input type="text" value="評価"/>	<input type="button" value="評価"/>	編集	2023年03月14日 10:51	test02-report.docx	2023年03月14日 10:51	<input type="text"/>	-	
<input type="checkbox"/>	0字	学生 03	student03	提出なし	<input type="text" value="評価"/>	<input type="button" value="評価"/>	編集	-	-	-	<input type="text"/>	-	
<input type="checkbox"/>	0字	学生 04	student04	提出なし	<input type="text" value="評価"/>	<input type="button" value="評価"/>	編集	-	-	-	<input type="text"/>	-	
<input type="checkbox"/>	0字	学生 05	test05	提出なし	<input type="text" value="評価"/>	<input type="button" value="評価"/>	編集	-	-	-	<input type="text"/>	-	

学生に通知する

選択した行に対して...

▼ オプション

1ページあたりの課題数

選択した提出をダウンロードする

提出をロックする

提出をロック解除する

選択した提出をダウンロードする

延長を許可する

フィードバックファイルを追加する

«When grading a submitted assignment, is there a way to only give feedback without notifying students of the grade? »

Since the grade and the feedback comments are published at the same time, it is not possible to give only feedback without publishing the grade.

For this reason, many teachers do not enter scores in Moodle and instead manage them separately in Excel etc., entering only feedback and uploading files in Moodle when they want to only give feedback without notifying students of the grade.

Explanation of settings

Lock submissions

When you lock a submission, students will not be able to submit (or change) the assignment report. You can use this to prevent the replacement of submissions after they have been graded.

Unlock submissions

Unlocks a locked submission.

Grant extension

Students are not able to submit a report after the Cut-off date. If you select "Grant extension", they will once again be able to submit it.

4. Using quizzes

4-1. Using quizzes: Settings

Quizzes in Moodle can be automatically graded online. Automatic grading also allows you to instantly grasp response status and check quiz results before class so that you can go over the most missed questions in class.

Moodle supports a variety of question types, as shown in the table on the right. Since it is assumed that students will use the online grading feature in their studies, the types of questions that will likely be used the most include those where a response is chosen from a list such as "**Multiple choice**", "**True/false**", and "**Matching**", as well as "**Embedded answers (Cloze)**".

小テストの種類	内 容
多肢選択問題	複数の選択肢から正解を選択する問題です。
○/× 問題	質問の内容が正しいか間違っているかを答える二者択一の問題です。
組み合わせ問題	正しい組み合わせとなるように、複数の選択肢から正解を選択する問題です。
Cloze (穴埋め問題)	問題文の一部を空欄とし、その部分に適切な語句を記入する問題です。
記述問題	自由記述にて解答する問題です。
数値問題	数値を入力して解答する問題です。
ドラッグ&ドロップを利用して解答する形式の問題	テキストまたはイメージをドラッグ&ドロップして解答する問題です。

4-1.1 Creating and setting up quizzes

After launching edit mode, click "**Add activity or resource**" in the topic section to display a list of available activities/resources. From the options, select "**Quiz**".

活動またはリソースを追加する

検索

すべて 活動 リソース

 HSP ☆ ⓘ	 SCORMパッケージ ☆ ⓘ	 URL ☆ ⓘ	 Wiki ☆ ⓘ	 アンケート ☆ ⓘ	 スケジューラー ☆ ⓘ
 チャット ☆ ⓘ	 データベース ☆ ⓘ	 ファイル ☆ ⓘ	 フィードバック ☆ ⓘ	 フォーラム ☆ ⓘ	 フォルダ ☆ ⓘ
 ブック ☆ ⓘ	 ページ ☆ ⓘ	 ラベル ☆ ⓘ	 レッスン ☆ ⓘ	 ワークショップ ☆ ⓘ	 課題 ☆ ⓘ
 小テスト ☆ ⓘ	 投票 ☆ ⓘ	 用語集 ☆ ⓘ			

The settings screen will open, allowing you to set up the quiz. First, enter the name and description of the quiz to be conducted in "**General**".

A Enter the "**Name**" of the quiz and its "**Description**".

B You can set the open date and time of the quiz (it can be set by checking "Yes". The same applies below).

C You can set the closing time of the quiz. The quiz can only be taken up until the "**Close the quiz**".

D You can assign a quiz with a time limit during the above quiz period by setting the "**Time limit**". Since students will not be able to continue taking a quiz past **its closing time**, actual test times may be shorter than the time limit depending on when exactly the student starts taking it.

E You can choose how to treat incomplete quizzes in "**When time runs out**".

☑ 新しい小テストをトピック5に追加する すべてを展開する

▼ 一般

名称 A

説明 A

↶ A B I ☰ ☷ 🔗 🔄 🖼️ 📄 📄 H-P
🖋️ 💡 </>

コースページに説明を表示する ?

▼ タイミング

小テスト受験可能期間の開始日時 B Yes

小テスト受験可能期間の終了日時 C Yes

制限時間 D Yes

制限時間を経過した場合 E

《The "When time runs out" setting》

If a student is in the middle of a quiz (on the page where the countdown timer is displayed) when the **closing time of the quiz** (or **time limit**) is reached, responses will automatically be submitted at the closing time when the quiz is over. Conversely, if the student is away from the quiz page (logged out, etc.) and has not submitted the quiz when the closing time (or **time limit**) is reached, you can choose how to treat the quiz by adjusting the "**When time runs out**" setting. The setting options are shown below.

1. If you select "**Open attempts are submitted automatically**", responses will be automatically submitted at the closing time.
2. If you select "**There is a grace period when open attempts can be submitted, but no more questions answered**" setting to allow students to submit their responses within the grace period (new responses cannot be submitted).
3. If you select "**Attempts must be submitted before time expires, or they are not counted**", students will not be able to submit responses after the **Close the quiz** (responses will not be submitted and the quiz will be treated as untaken).

Grading settings

The **Grading** field is for setting the "**Attempts allowed**" and the "**Grading method**". "**Grading method**" is set when the quiz can be taken two or more times.

最高評点	受験した中で、最も高い得点のときを評点とします。
平均評点	受験した各回得点の平均点を評点とします。
最初の受験	1回目の受験の得点を評点とします。
最後の受験	最後の受験の得点を評点とします。

Setting Question behaviour

The **question behaviour** field is used for adjusting "Question behaviour" settings. By default, this is set to "Deferred feedback" which allows students to receive correct answers and feedback after submitting their responses. After adjusting the settings, click "**Save and return to course**" at the bottom of the screen to save the settings.

遅延フィードバック
アダプティブモード
アダプティブモード (ペナルティなし)
即時フィードバック
即時フィードバック (CBM)
遅延フィードバック
遅延フィードバック (CBM)
複数受験インタラクティブ

" How questions behave " settings

Deferred feedback (default setting)

Displays correct answers and feedback after all quiz responses have been submitted.

Immediate feedback

Judges whether a response is correct or incorrect and displays the correct answer and feedback when students submit each response and click the "Check" button. Responses cannot be resubmitted even if they are incorrect, and the quiz will proceed to the next question.

Adaptive mode

Judges whether a response is correct or incorrect and displays feedback when students submit each response and click the "Check" button. Responses can be resubmitted if they are incorrect. However, students' scores will be penalized every time an incorrect response is submitted.

Adaptive mode (no penalties)

Judges whether a response is correct or incorrect and displays feedback when students submit each response and click the "Check" button. Responses can be resubmitted if they are incorrect. There are no penalties for resubmitting responses.

Interactive multiple attempts

Judges whether a response is correct or incorrect when students submit each response and click the "Check" button. When a response is incorrect, a "Retry" button will be displayed with a hint, and students can re-answer the question. A hint is displayed on each attempt, and students can retry the question as many times as the number of hints set for the question (set in "Multiple attempts"). However, students' scores will be penalized every time an incorrect response is submitted.

(CMB)

Stands for Certainty-Based Marking. When submitting a response, students select the degree of certainty for their response from three levels in addition to their answer. The higher their confidence, the higher their score will be when their response is correct, but if it is incorrect, the student's score will be greatly deducted.

Review option settings

Used for setting the information presented to the user in a quiz review.

▼ レビューオプション ?

学生の受験最中

- 受験 ?
- 答えの正誤 ?
- 素点 ?
- 個別フィードバック ?
- 全般に対するフィードバック ?
- 正解 ?
- 全体フィードバック ?

学生の受験直後 (2分間)

- 受験
- 答えの正誤
- 素点
- 個別フィードバック
- 全般に対するフィードバック
- 正解
- 全体フィードバック

学生の受験後、小テストがクローズされるまで

- 受験
- 答えの正誤
- 素点
- 個別フィードバック
- 全般に対するフィードバック
- 正解
- 全体フィードバック

小テストのクローズ後 (受験可能期限が設定されており、その期限を過ぎた後)

- 受験
- 答えの正誤
- 素点
- 個別フィードバック
- 全般に対するフィードバック
- 正解
- 全体フィードバック

グレーでチェックが入っている項目は無効です。

When to display a review

During the attempt

Displays each time a question is answered (can be set only for adaptive mode and interactive multiple attempts).

Immediately after the attempt (two minutes)

Displays within two minutes after the quiz is completed (after responses are submitted).

Later, while the quiz is still open

Displays when the quiz is accessed again within the quiz period (the period set for the timing) after the student completes the quiz.

After the quiz is closed

Displays when the quiz is accessed after the quiz period set in "**Timing**" (can be set only when the quiz Due date is enabled).

Feedback types

Specific feedback

Feedback displayed according to the response selected by the student. Corresponds to the following two kinds of feedback. Both can be set from the edit screen of the question.

1. One is feedback that is set for the response options in the question. It is displayed when the response is selected.
2. The other is feedback set in the "Comprehensive feedback" for the question. It is displayed according to correct and incorrect responses.

General feedback

Feedback set in "General feedback" on the question edit screen. It is displayed for each question after the quiz regardless of whether a response is correct or incorrect. It can be used to give an explanation of the question.

Overall feedback

Feedback set in "Overall feedback" on the quiz edit screen. It is displayed after the quiz. You can change the feedback according to the student's grade.

4-1.2 Creating questions

This section explains how to create questions: "**Multiple choice**," "**Embedded answers (Cloze)**," and "**Questions answered using drag and drop**."

When you view a quiz set up for the course, a message reading "No questions have been added" is displayed since no questions have been added yet. Here, click "**Add questions**" to create and select questions to add to the quiz.



Creating multiple choice question

If a question is already saved in the question bank (the storage location of questions created for the course), you can select the question from the question bank or designate questions from the question bank at random, but here we will select "+**New question**" from "**Add**" at the bottom right of the screen to create a new question (the created question will be saved in the question bank).



Select the type of question you want to create. Here, we have selected "**Multiple choice.**" Then click "**Add.**"



The multiple choice creation screen will be displayed, so enter the title of the question in "**Question name**" and the content of the question in the "**Question text**". Also select whether it is a single-answer question or a multiple-answer question in "**One or multiple answers?**"

多肢選択問題の追加

すべてを展開する

▼ 一般

カテゴリ: 多肢選択問題の追加のデフォルト

問題名

問題テキスト

問題ステータス: 準備完了

デフォルト評点

全般に対するフィードバック

IDナンバー

単一または複数解答?

選択肢をシャッフルしますか?

選択肢に番号付けしますか?

標準インストラクションを表示する

Set the choices in "Answer."

The screenshot shows the 'Answer' configuration section of a Moodle quiz. It is divided into two main sections: '選択肢 1' (Choice 1) and '選択肢 2' (Choice 2). Each section contains two rows: 'A' and 'B' for the first section, and 'C' and 'D' for the second. Each row has a '評点' (Score) field and a 'フィードバック' (Feedback) text area. The 'Answer' field for each choice is highlighted with a red box. Choice A has the answer 'Blackboard Learn' and a score of 'なし' (None). Choice B has the answer '不正解です。' (Incorrect) and a score of 'なし'. Choice C has the answer 'Moodle' and a score of '100%'. Choice D has the answer '正解です。2009年よりMoodleを利用しています。' (Correct. Using Moodle since 2009) and a score of '100%'.

A: Enter the "Answer" in the choices and give a "Score" for that answer.

B: Enter "Feedback" for the answer.

C: In the case of a single answer, the score of the correct answer will be 100%. In the case of multiple answers, the total score of the multiple correct answers will be 100%.

D: Continue setting the "Answer", "Score", and "Feedback" for each choice.

Initially, there are five choice input fields, but blank choices will be ignored. If you want to create a question with more than five choices, click "Add three more choice input fields" under "Choice 5" to add the choices.

If you have selected "Adaptive mode" or "Interactive multiple attempts" in "Question behaviours" when setting the quiz, students will be able to answer multiple times during a single quiz. In such a case, you can set the percentage

of points that will be deducted for each mistake as a penalty for incorrect answers in "Multiple attempts". The penalty is set to 33.3% on the screen, meaning 0.67 points will be given for the correct response after responding incorrectly once. 0 points will be given for the correct response after responding incorrectly three times in a row instead of a negative score.

The screenshot shows the '複数受験' (Multiple Attempts) section of the Moodle quiz configuration. It includes a question mark icon and a text field showing the penalty percentage '33.33333%' with a dropdown arrow.

***If the testing mode is set to "Interactive multiple attempts", responses can be resubmitted for as many hints provided.**

Click "**Save changes**" at the bottom of the screen to save the created question, and the question you just created will be added to the quiz being edited.

はじめてのMoodle : eldoom / 小テスト / 問題

小テスト
小テスト

小テスト 設定 問題 受験結果 問題バンク さらに▼

問題

問題: 1 | この小テストは公開されています。

最大評点 保存

改ページ調整 複数のアイテムを選択する 合計評点: 1.00

シャッフル ?

ページ 1 追加 ▼

1	MoodleQuiz 千葉大学で利用している学習支援システム(LMS)...	常に最新 ▼		1.00
---	--	--------	--	------

追加 ▼

Previewing quizzes

You can check the created quiz from "Management" > "Manage a quiz" > "Preview" displayed on the left side of the screen (here, two questions are shown on separate pages).



The screenshot shows the Moodle quiz management interface. The main content area displays the quiz details, including the title '小テスト' (Small Test) and the question list. The question list shows a single question titled 'MoodleQuiz 千葉大学で利用し...' with a maximum score of 1.00. The right sidebar contains a '管理' (Management) menu with various options. The '問題' (Questions) option is highlighted with a red box, and the 'プレビュー' (Preview) option is also highlighted with a red box.



The screenshot shows the Moodle quiz preview interface. The main content area displays the quiz details, including the title '小テストLMS' (Small Test LMS) and the question list. The question list shows a single question titled '千葉大学で利用している学習支援システム(LMS)の名称は何でしょうか?' (What is the name of the learning support system (LMS) used at Chiba University?). The question options are 'a. Blackboard Learn' and 'b. Moodle'. The 'チェック' (Check) button is visible. The right sidebar contains a '小テストナビゲーション' (Small Test Navigation) menu with a '1' button and a '新しいプレビューを開始する' (Start new preview) button. A red box highlights the text '問題は複数のページに分かれています。' (The questions are divided into multiple pages.) at the bottom left. A blue button 'テストを終了する...' (End test...) is visible at the bottom right.

4-1.3 Checking quiz results

To check quiz results, you can use the quiz result list sorted by students and the statistical information of quiz results.

If you click the icon of the quiz added to the course, "**Attempts:**" will be displayed as a link. Clicking on this will display a list of test results by student.

A: You can download quiz results as a "**CSV file**" or in "**Excel format**".

B: Click "**Review attempt**" to see a detailed review of the quiz results for the selected student.

You can sort items into descending/ascending order by clicking on headings such as "**Student ID**" or "**Grade**" on the list screen.



小テスト 確認テスト

小テスト 設定 問題 受験結果 問題バンク さらに▼

評定 ▼

受験件数: 5 すべてを折りたたむ

▼ レポートに含む内容

受験者

受験状況 進行中 期限切れ 終了 未送信

ユーザごとに最大1件の終了した受験を表示する (最高評点)

受験のみ表示する 再評定された/再評定が必要だとマークされた受験のみ

▼ 表示オプション

ページサイズ

問題ごとの評点

それぞれのユーザの評定済みおよび未評定の受験を表示しています。評定済みの受験はハイライトされています。この小テストの評定方法は最高評点です。

名 A B C D E F G H I J K L M N O P Q R S T U V W X Y Z

姓 A B C D E F G H I J K L M N O P Q R S T U V W X Y Z

テーブルデータをダウンロードする: **A**

	姓 / Last name / 名 / First name	学生証番号	状態	開始日時	受験完了	所要時間	評点/10.00	Q. 1 /5.00	Q. 2 /2.50	Q. 3 /2.50
B	0学 学生 02	studentid02	終了	2021年 01月 8日 17:42	2021年 01月 8日 17:42	10 秒	10.00	✓ 5.00	✓ 2.50	✓ 2.50
	受験をレビューする									
	0学 学生 03	studentid03	終了	2021年 01月 8日 17:43	2021年 01月 8日 17:43	16 秒	7.50	✓ 5.00	✓ 2.50	✗ 0.00
	受験をレビューする									
	0学 学生 04	studentid04	終了	2021年 01月 8日 17:43	2021年 01月 8日 17:44	12 秒	2.50	✗ 0.00	✓ 2.50	✗ 0.00
	受験をレビューする									
	0学 学生 01	test01	終了	2021年 01月 8日 17:41	2021年 01月 8日 17:41	18 秒	8.33	✓ 3.33	✓ 2.50	✓ 2.50
	受験をレビューする									
	0学 学生 05	test05	終了	2021年 01月 8日 17:45	2021年 01月 8日 17:45	10 秒	10.00	✓ 5.00	✓ 2.50	✓ 2.50
	受験をレビューする									
	全平均						7.67 (5)	3.67 (5)	2.50 (5)	1.50 (5)

0学	学生 02
開始日時	2021年 01月 8日(金曜日) 17:42
状態	終了
完了日時	2021年 01月 8日(金曜日) 17:42
所要時間	10 秒
素点	4.00 / 4.00
評点	10.00 / 10.00 (100%)

千葉県で利用している学習管理システム (LMS) は Moodle * ✓ このシステムは平成 21 * ✓ 年度に導入されました。

コメントを追加または素点を更新する

解答履歴				
ステップ	時間	動作	状態	評点
1	21/01/8 17:42:13	開始	未解答	
2	21/01/8 17:42:21	保存: パート 1: Moodle; パート 2: 21	解答保存済み	

✕

+ ブロックを追加する

小テストナビゲーション

1
✓

2
✓

3
✓

レビューを終了する

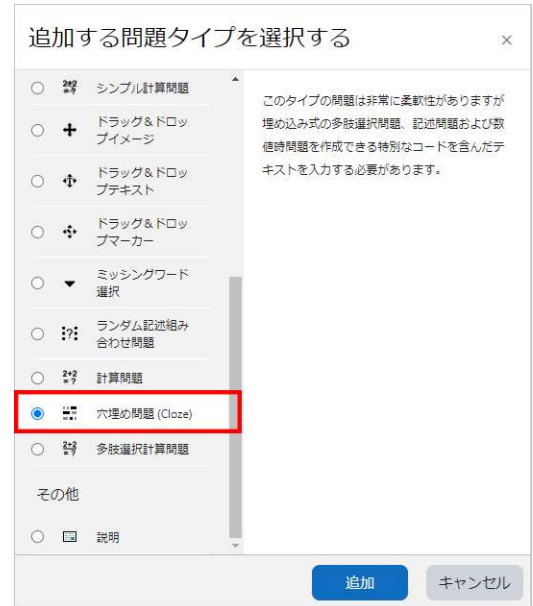
The above can also be confirmed from "Quiz results" > "Grade" displayed by clicking the gear mark to the right of the quiz. From here, you can also access features such as "Answers", "Statistics", "Manual grading", etc.

4-2. Using quizzes – Creating questions

Cloze (embedded answers)

As with the explanation on creating multiple-choice questions, select "**Embedded answers (Cloze)**" from "**Select the type of question to add**" and click "**Add**".

For Cloze questions, you can create "**Multiple-choice**," "**Short-answer**," and "**Numerical**" questions by providing blanks in the text. You can have multiple blanks for one question. However, when creating a question, you need to write a code for creating the question in "Question text".



穴埋め問題 (Cloze) の編集

すべてを展開する

▼ 一般

現在のカテゴリ Cloze (穴埋め問題) のデフォルト (4)

バージョン バージョン 11
作成日時 2023年 02月 16日(木曜日) 14:56 (ユーザ: 教員 02)

問題名

問題テキスト

Below are concrete examples which explain how to create Cloze questions.

Multiple-choice questions

Question types

MULTICHOICE (or MC; MCS when shuffling choices)

Choices are displayed in a drop-down menu, and select the correct answer from the menu.

MULTICHOICE_V (or MCV; MCVS when shuffling choices)

Choices are lined up vertically. The radio button displayed next to the choices is used to respond.

MULTICHOICE_H (or MCH; MCHS when shuffling choices)

Choices are lined up horizontally. The radio button displayed next to the choices is used to respond.

When using the created questions in a quiz, choices will not be shuffled when using "MC", "MCV", and "MCH" even if shuffle is enabled in the quiz settings ("Question behaviours" > "Shuffle question contents" set to Yes). Use "MCS", "MCVS" and "MCHS" to shuffle choices.

Format

{1: MC: = **Correct choice #Correct response feedback ~Incorrect choice 1 #Incorrect response feedback 1 ~Incorrect choice 2 #Incorrect response feedback 2...** (Repeat thereafter)...}

Enclose the question type symbol (MC, etc.) in a colon (:). Change the "MC" portion to "MCV", "MCH", "MCS", "MCVS", or "MCHS" according to the type of question being created. It does not matter whether the incorrect or correct answer choices are entered first. For example, if the correct answer is attributed to the second choice, it will look as follows.

{1: MC: **Incorrect choice 1#Incorrect response feedback 1 ~= Correct choice #Correct response feedback ~Incorrect choice 2 #Incorrect response feedback 2...** (Repeat thereafter)...}

Explanation of symbols

~	Each choice is separated by "~".
=	Indicates the correct answer by adding it just before the correct answer choice.
#	Indicates the start of feedback (optional).
The number just before ":MC:"	Represents the weight of the score (optional). If there is one blank in the question, or if there are multiple blanks but the weights of each grade are equal, the numbers can be omitted.

Specific examples

Ex 1: Inline, weighted scoring

Chiba University {2:MCS: ~ = **Moodle** #correct ~**Sakai** #incorrect ~**Blackboard Learn** #incorrect}
started operation in the academic year {1:MC:~ = **2009** ~**2010**, ~**2011**}.

If there are multiple blanks in the question, you can change the weight of each point. The ratio of each score of {1:MC: ...} and {2:MCS: ...} is 1:2.

Ex 2: Display choices vertically

Select the correct Learning Management System (LMS) used at Chiba University:

{:MCVS:~ = **Moodle** #correct ~**Sakai** #incorrect ~**Blackboard Learn** #incorrect}

Ex 3: Display choices horizontally

Select the correct Learning Management System (LMS) used at Chiba University:

{:MCHS:~ = **Moodle** #correct ~**Sakai** #incorrect ~**Blackboard Learn** #incorrect}

The screenshot displays a quiz interface with three questions. Each question has a sidebar on the left with details like '未解答' (Not answered), '最大評点' (Maximum score), and options to '問題にフラグを付ける' (Add flag to question) or '問題を編集する' (Edit question).
Question 1: '千葉大学で利用している学習管理システム(LMS)は [] です。このシステムは平成 [] 年度に導入されました。' (The LMS used at Chiba University is []. This system was introduced in the [] year of the Heisei era.)
Question 2: '千葉大学で利用している学習管理システム (LMS) として正しいものを選択してください:' (Select the correct LMS used at Chiba University as the correct one.)
Options: Moodle, Sakai, Blackboard Learn
Question 3: '千葉大学で利用している学習管理システム (LMS) として正しいものを選択してください:' (Select the correct LMS used at Chiba University as the correct one.)
Options: Sakai, Moodle, Blackboard Learn

Examples 1, 2, and 3 on the screen

Short-answer questions

Question types

SHORTANSWER (or SA, MW)

Used when not distinguishing between capital and lower-case letters

SHORTANSWER_C (or SAC, MWC)

Used when distinguishing between capital and lower-case letters

Format

```
{:SA:=Correct choice #Correct response feedback ~% Score percentage% Partial point choice  
#Partial point response feedback ~ * #Feedback other than the displayed choices}
```

Multiple partial point choices can be provided.

Explanation of symbols

%Percentage of score%	Represents the percentage of the score given as partial points. %50% is a half score (optional).
*	Represents all but the displayed choices (optional).

Specific examples

Ex 4: Short-answer: Not distinguishing between capital and lower-case letters.

Please answer with the 6 letters of the alphabet for the LMS currently used at Chiba University.

{:SA: =moodle #correct ~% 50% noodle #typo. Moodle is correct ~ * #incorrect. Moodle is the correct answer}

Ex 5: Short-answer: Distinguishing between capital and lower-case letters

The LMS used at Chiba University is {:SA: = Moodle}.The LMS used at Chiba University is {:SA: = Moodle}.

The LMS used at Chiba University is {:SAC: = Moodle} (distinguish between capital and lower-case letters).

問題 4
部分的に正解
0.50 / 1.00
問題をフラグを付ける

現在千葉大学で利用しているLMSをアルファベット6文字で教えてください:

noodle 部分的に正解
タイプです。Moodleが正解です
正解: moodle
0.50 / 1.00

問題 5
部分的に正解
1.00 / 2.00
問題をフラグを付ける

千葉大学で利用しているLMSは moodle です。

千葉大学で利用しているLMSは moodle です (大文字小文字を区別します)。

[レビューを終了する](#)

Examples 4 and 5 on the screen

Numerical questions

Question type

NUMERICAL (or NM)

Format

{:NM: = Correct number: tolerance #Correct response feedback #Feedback}

Explanation of symbols

Correct number: tolerance

The method of expressing tolerance. For example, for "= 73:2", the correct answer would be "73 ± 2", and any values from 71 to 75 will be counted as correct.

Specific examples

Ex 6

The measured values on two sides of a rectangular board were 16.3 ± 0.1 cm and 4.5 ± 0.1 cm. Therefore, the area of the board is {:NM:=**73:2#16.2×4.4 = 7.1×10, 16.4×4.6=7.5×10, so 73 ± 2 is considered correct.**} cm².

問題 1
正解
1.00 / 1.00
問題をフラグを付ける

長方形の板の2つの辺の測定値が 16.3 ± 0.1 cmと 4.5 ± 0.1 cmであった。よって板の面積は cm²である。

正解
16.2×4.4=7.1×10, 16.4×4.6=7.5×10であるので, 73±2を正解としています。
正解: 73
1.00 / 1.00

レビューを終了する

Example 6 on the screen

Questions answered using drag and drop

There are three types of questions that can be answered by drag & drop: "**Drag and drop into text**," "**Drag and drop onto image**," and "**Drag and drop markers**."

Drag and drop Text

Questions that are answered by arranging words and phrases into blanks through drag and drop.

与えられた語句を正しく並び替えてください。

アカデミック	リンク	センター

Drag and drop Images

Questions that are answered by dragging and dropping images or text into the appropriate blank spaces of a background image.

サイコロの展開図です。残りの数字を空欄の正しい場所にドラッグ & ドロップして、展開図を完成させてください。

2			
1	3		

Drag and drop Markers

Questions that are answered by dragging and dropping text into the appropriate area of a background image.

Instead of dragging text to a specified blank, it is dragged into an area set on the background image.

地図の下に表示されているマーカー（「工学部」「国際教養学部」「野球場」）をそれぞれ地図上の正しい領域にドラッグ&ドロップしてください（ドラッグ&ドロップする際は、マーカーの左上の緑の部分が領域に含まれるように移動させます）。

"General "

Enter the name of the question in "**Question name**" and the text of the question in "**Question text**". Create a fill-in-the-blank area by enclosing numbers in [[...]], such as [[1]], in the part of the question you want students to fill in the blank for.

▼ 一般

現在のカテゴリ ドラッグ&ドロップテキスト例8 のデフォルト(1)

バージョン1
作成日時 2023年 02月 20日(月曜日) 10:57 (ユーザ: 教員 02)

問題名

問題テキスト

"Choices"

Create choices for the fill-in-the-blank part of the question. The response to [[1]] in the above question text corresponds to Choice 1, and each number corresponds in the same way (it is also possible to create incorrect choices by creating more choices than the created fill-in-the-blank parts).

If you check "Shuffle", the choices will be randomly shuffled and displayed each time.

By classifying choices into different groups using "Group", you can separate the range of fill-in-the-blank fields to which the choices apply.

If you check "Unlimited", students will be able to use the choice as many times as they want when responding.

▼ 選択肢

シャッフル

選択肢 [[1]]	答え <input type="text" value="アカデミック"/>	グループ <input type="text" value="A"/>	<input type="checkbox"/> 無制限
選択肢 [[2]]	答え <input type="text" value="リンク"/>	グループ <input type="text" value="A"/>	<input type="checkbox"/> 無制限
選択肢 [[3]]	答え <input type="text" value="センター"/>	グループ <input type="text" value="A"/>	<input type="checkbox"/> 無制限

Finally, click "**Save changes**" to save the created question.

Drag and drop onto images

"General "

Enter the name of the question in "Question name" and the text of the question in "Question text".

The screenshot shows the '一般' (General) settings for a 'ドラッグ&ドロップイメージ' (Drag & Drop Image) question. The '質問名' (Question Name) field is highlighted with a red box and contains the text 'ドラッグ&ドロップイメージ'. Below it, the '質問テキスト' (Question Text) field is also highlighted with a red box and contains a rich text editor with a toolbar and the text 'サイコロの裏側面です。残りの数字を空欄の正しい場所にドラッグ&ドロップして、裏側面を完成させてください。' (This is the back side of a die. Drag and drop the remaining numbers to the correct empty space to complete the back side.)

"Preview "

Upload the image file to be used as the background image.

The screenshot shows the 'プレビュー' (Preview) settings for the question. The '背景イメージ' (Background Image) field is highlighted with a red box and contains a file selection button 'ファイルを選択する...' and a message '新しいファイルの最大サイズ: 100 MB'. Below the button is a dashed box with a plus icon and the text '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。' (You can add files by dragging & dropping them here.)

Before uploading the image file



The screenshot shows the 'プレビュー' (Preview) settings after an image has been uploaded. The '背景イメージ' (Background Image) field now displays the filename 'サイコロ裏側面 2023-02-20 110420.png'. Below the filename, the allowed file types are listed: '許可されるファイルタイプ: イメージ (GIF) .gif, イメージ (JPEG) .jpe, .jpeg, .jpg, イメージ (PNG) .png, イメージ (SVG+XML) .svg, .svgz'. At the bottom, a 3x3 grid is shown with the numbers 2, 1, and 3 in the top-left, middle-left, and middle-middle cells respectively, and empty cells elsewhere.

After uploading the image file

"Draggable items"

Set the image and text to be used for the answer.

In "Type", set a "Draggable image" or "Draggable text".

As with drag-and-drop into text, you can use "Group" to classify choices into different groups and separate the range of fill-in-the-blank fields to which the choices apply. If you check "Unlimited", students will be able to use the choice as many times as they want when responding. Repeat the same steps for the number of draggable items, and finally click "Refresh preview" in "Preview" to reflect the uploaded file.

▼ ドラッグ可能アイテム

問題の変換ごとにドラッグアイテムをシャッフルする

ドラッグ可能アイテム 1

タイプ ドラッグ可能イメージ グループ A 無制限

ファイルを選択する 新しいファイルの最大サイズ: 100 MB

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。

許可されるファイルタイプ:

- イメージ (GIF) .gif
- イメージ (JPEG) .jpe .jpeg .jpg
- イメージ (PNG) .png
- イメージ (SVG+XML) .svg .svgz

テキスト

If you select **draggable image**, upload the image file (A)

If you select draggable text, enter the text (B)

"Drop zone"

Decide on which part of the background image the draggable item should be dropped to be counted as a correct answer.

First, select an item from "**Draggable items**" (1). Next, specify the location to drag and drop the item (2). To specify the location, you need to enter the coordinate value, but you can also drag and drop the item in "**Preview**" used when uploading the background image earlier to determine the location (coordinate values are set automatically in conjunction).

▼ ドロップゾーン

ドロップゾーン1	左	<input type="text"/>	トップ	<input type="text"/>	ドラッグ可能アイテム	2. (DD5 2023-02-20 111513.png) ⌵	テキスト	<input type="text"/>
ドロップゾーン2	左	<input type="text"/>	トップ	<input type="text"/>	ドラッグ可能アイテム	3. (DD6 2023-02-20 111555.png) ⌵	テキスト	<input type="text"/>
ドロップゾーン3	左	<input type="text"/>	トップ	<input type="text"/>	ドラッグ可能アイテム	1. (DD4 2023-02-20 111407.png) ⌵	テキスト	<input type="text"/>

2			
1	3		4
	5	6	

▼ ドロップゾーン

ドロップゾーン1	左	<input type="text" value="20"/>	トップ	<input type="text" value="228"/>	ドラッグ可能アイテム	2. (DD5 2023-02-20 111513.png) ⌵	テキスト	<input type="text"/>
ドロップゾーン2	左	<input type="text" value="230"/>	トップ	<input type="text" value="124"/>	ドラッグ可能アイテム	3. (DD6 2023-02-20 111555.png) ⌵	テキスト	<input type="text"/>
ドロップゾーン3	左	<input type="text" value="336"/>	トップ	<input type="text" value="122"/>	ドラッグ可能アイテム	1. (DD4 2023-02-20 111407.png) ⌵	テキスト	<input type="text"/>

[さらに3個の空白のドロップゾーンを追加する](#)

Preview screen

Finally, click "**Save changes**" to save the created question.

Drag and drop markers

"General"

Enter the name of the question in "Question name" and the text of the question in "Question text".

▼ 一般

現在のカテゴリ IntroMoodle のデフォルト (13) このカテゴリを使用する

カテゴリに保存する IntroMoodle のデフォルト (13)

問題名* ドラッグ&ドロップマーカー

問題テキスト*

地図の下に表示されているマーカー（「工学部」「国際教養学部」「野球場」）をそれぞれ地図上の正しい領域にドラッグ&ドロップしてください（ドラッグ&ドロップする際は、マーカーの左上の円の部分が領域に含まれるように移動させます）。

デフォルト評点* 1

全般に対するフィードバック ?

正しいマーカーがドロップされていないドロップゾーンをハイライトする

"Preview"

Upload the image file to be used as the background image.

▼ プレビュー

背景イメージファイルを選択してマーカーのテキストレベルを入力した後、ドラッグされるための背景イメージのドロップゾーンを定義してください。

プレビューをリフレッシュする

背景イメージ

ファイルを選択する ... 新しいファイルの最大サイズ: 100 MB

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。

Before uploading the image file



背景イメージ

ファイルを選択する ... 新しいファイルの最大サイズ: 100MB

campus_map_nishichiba.png

許可されるファイルタイプ:

- イメージ (GIF) .gif
- イメージ (JPEG) .jpe .jpeg .jpg
- イメージ (PNG) .png
- イメージ (SVG+XML) .svg .svgz



After uploading the image file

"Markers"

Enter the name of the markers to be dragged and dropped when responding.

If you set the number of markers to **"Infinite"**, they can be used as many times as desired, but if set to an option other than unlimited, the markers can be used only the specified number of times.

▼ マーカー

問題の受験ごとにドラッグアイテムをシャッフルする

マーカー 1

工学部

マーカー数

1

マーカー 2

国際教養学部

マーカー数

1

マーカー 3

野球場

マーカー数

1

"Drop zone"

While checking the background image in "**Preview**", set the area to be counted as a correct answer when the marker is dropped.

▼ ドロップゾーン

ドロップゾーン 1 形状 多角形 マーカー 工学部 座標 212,269;253,268;255,327;255,364;297,

ドロップゾーン 2 形状 長方形 マーカー 国際教養学部 座標 164,187;44,53

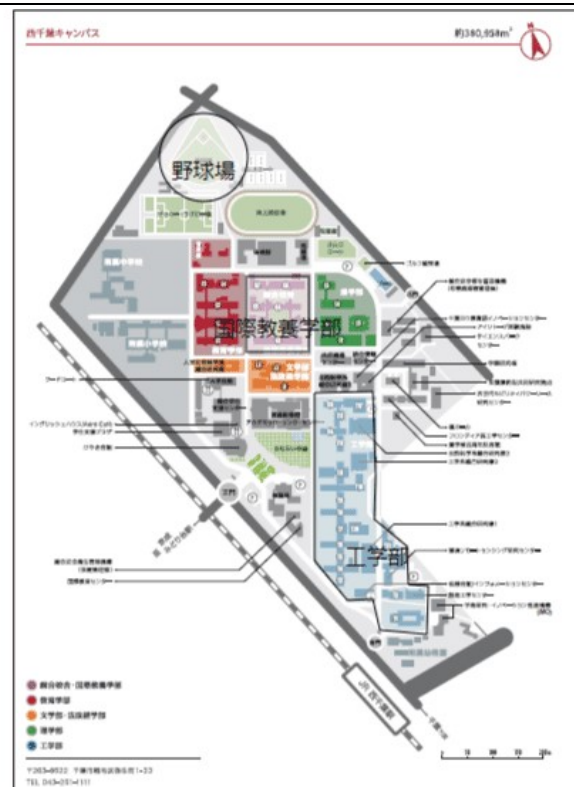
ドロップゾーン 3 形状 円 マーカー 野球場 座標 134,103;31

How to specify the area

- When coordinates are expressed as "x, y", x indicates a horizontal position and y indicates a vertical position.
- The area can be specified as three types: "Circle", "Rectangle", and "Polygon". Each of these are set as follows.

Circle	x,y;r	x and y are the coordinates of the center of the circle, and r is the radius.
Rectangle	x,y;w,h	x and y are the coordinates of the upper left corner of the rectangle, and w and h are the width and height of the rectangle, respectively.
Polygon	x1,y1;x2,y2;x3,y3; ... Repeat for the number of points.	x1 and y1 represent the coordinates of the first point, and in the case of a polygon, it is necessary to specify three or more points.

Finally, click "**Save changes**" to save the created Questions.



4-2.1 Creating questions in bulk

Moodle offers several ways to create quiz questions in bulk. This section explains how to use "GIFT format", which is a format used for importing quiz questions from a text file.

Creating questions in GIFT format

GIFT format is used as follows (the method for creating individual questions will be explained later).

- Answers are represented by enclosing them with "{}" as in "{answer}".
- Insert "#" after each answer and then add a comment to provide feedback on the answer.
- Words between "::" such as in ":: Question name ::" represent the name of the question.
- Lines starting with "/" are treated as comments.
- When inputting multiple questions, separate each question with a blank line.

When using GIFT format, it is necessary to save the character code of the text file as UTF-8.¹⁾ The differences between question types when creating questions in GIFT format are summarized below.

Multiple-choice questions	Input the correct answer after "=" and other choices after "~".
Combination questions	Input choices with "=" and the match to the choices with "->".
Numerical questions	Input the correct answer after "#".
True/false questions	If correct, enter "T", and if incorrect, enter "F".
Short-answer questions	Input the correct answers after "=". It is necessary to list all correct answers.

Please refer to "GIFT format example" below for specific details on creating questions.

1) Use caution when using "Notepad" which comes with Windows 10 to edit GIFT format because if your version of Windows 10 is 19H1 or earlier when saving a character code in UTF-8, it will be accompanied by unwanted data called a Byte Order Mark (BOM) (as of March 2021). An example of an alternative text editor is the free software "Mery", which allows you to create an appropriate text file by selecting UTF-8 (without BOM) and saving it. UTF-8 without BOM may also be expressed as "UTF-8N".

GIFT format example

<Notes on handling mathematical formulas>

Due to the processing order of PHP and LaTeX, when using the above symbols in LaTeX format, they should be preceded by a "\ (backslash)".

The "\ (backslash)" may be displayed as a "¥ (yen mark)" depending on your PC settings, in which case you can use the "¥ (yen mark)" as it is.

Adding questions using GIFT format

From "Course management" in the "Administration" block installed on the right side of the course top, select "Question bank" > "Import" to display the screen for importing externally created questions.



A : Select "Gift format".

B : Upload the question file created in Gift format to Moodle.

C : Import the file selected in A and B.

5. Using questionnaires

This section introduces how to conduct a questionnaire using "**Feedback**", a standard module of Moodle. With feedback, you can create not only multiple-choice questionnaires, but also free-form ones as well.

アンケートの種類	内 容
多肢選択回答	複数の回答候補の中から回答を選択する形式です。
多肢選択回答(評定)	多肢選択の選択肢に評点を設けることができるため、たとえば5段階評価の平均点を算出できます。
数値回答	数値を入力して回答する形式です。
記述回答	自由記述で回答する形式です。

5.1 Creating a questionnaire

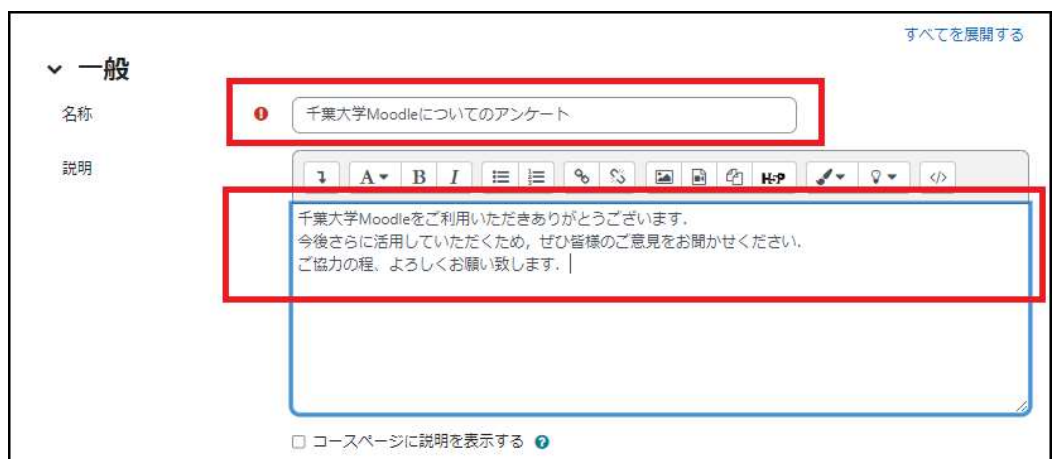
Adding feedback/advanced settings

After launching edit mode, click "Add activity or resource" in the topic section to display a list of available activities/resources. Select "Feedback" and click "Add".



Set the feedback "Name" and its "Description".

Set the feedback period and implementation method (anonymous, display of results) as needed.



The screenshot shows a settings page for a questionnaire. It is divided into several sections:

- 利用 (Usage):** Contains two date pickers for 'フィードバック開始日時' (Feedback start date) and 'フィードバック終了日時' (Feedback end date). Both are set to 1st and 15th of March 2023, with a 'Yes' checkbox checked. This section is labeled 'A'.
- 質問および回答設定 (Question and Answer Settings):**
 - 'ユーザー名を記録する' (Record username) is set to '匿名' (Anonymous). This is labeled 'B'.
 - '複数回答を許可する' (Allow multiple answers) is set to 'No'. This is labeled 'C'.
 - '送信通知を有効にする' (Enable sending notifications) is set to 'No'.
 - '質問の自動番号付け' (Automatic question numbering) is set to 'No'.
- 回答送信後 (After Answer Submission):**
 - '分析ページを表示する' (Show analysis page) is set to 'No'. This is labeled 'D'.
 - '完了メッセージ' (Completion message) is set to 'アンケートにご協力いただき、ありがとうございました。' (Thank you for your cooperation in the survey). This is labeled 'E'.
 - '次の活動にリンクする' (Link to next activity) is an empty field.
- モジュール共通設定 (Module Common Settings):** Includes '利用制限' (Usage Restrictions) and '活動完了' (Activity Completed).
- Footer:** A checkbox for 'コンテンツ変更通知を送信する' (Send content change notifications) is unchecked. There are three buttons: '保存してコースに戻る' (Save and return to course), '保存して表示する' (Save and display), and 'キャンセル' (Cancel).

A: Allow answers from/Allow answers to

By checking "Yes", you can set the response period at the time of confirmation.

B: Select between anonymous/nominal names for the questionnaire

Select "Anonymous" if you want students to answer anonymously, or "Record usernames and display them with responses" if you want students to include their name.

C: Allow multiple submissions

In the case of anonymous responses, each submission will be treated as a different response, but in the case of recorded usernames, they will be overwritten as a new response.

D: Show analysis page

Select "Yes" if you wish to display to students the aggregated results of the responses. After submitting their answers, students will be able to view the aggregated results of the responses at the time of confirmation.

E: Completion message

Input the message to display on the screen immediately after students submit a response.



フィードバック

千葉大学Moodleについてのアンケート

[フィードバック](#) [設定](#) [テンプレート](#) [分析](#) [回答](#) [さらに▼](#)

開始済み: 2023年 03月 1日(水曜日) 15:15

終了予定: 2023年 03月 15日(水曜日) 15:15

千葉大学Moodleをご利用いただきありがとうございます。
今後さらに活用していただくため、ぜひ皆様のご意見をお聞かせください。
ご協力の程、よろしくお願い致します。

質問を編集する

質問をプレビューする

概要

送信済み回答: 0

質問: 0

完了メッセージ

アンケートにご協力いただき、ありがとうございました。

Screen after clicking "Save and display"

Creating questions

You can add the following items to questions.

*There is a character limit of 255 characters for the question text.

Items that can be added when creating a question

Label

Used when displaying the explanation etc. as a label.

Multiple choice

Creates a multiple-choice question.

Multiple choice (graded)

You can provide scores for multiple-choice options and average the results. However, this score is not reflected in the student's grade.

Information

Response time: Displays response date and time.

Course: Displays the course abbreviation (class code) of the course.

Course category: Displays the course category to which the course belongs.

Add page break

Inserts a new page.

Numerical response

Allows responses with an integer value in the given range.

Short answer

You can limit the number of characters that can be entered. The response will only be one line and cannot contain line breaks.

Note) If the return (enter) key is pressed in the short answer field, a response may be unintentionally sent. It is generally recommended to use "Long answer" and set up a free entry field.

Long answer

Multiple lines of sentences can be entered. Used to provide a free entry field.

Next, the procedure for creating a question is explained below.

1. Click the feedback for the content from the course topic activities/resources.



2. Select the "Edit question" tab.



(1) Select "Add question".

(2) Click the box in the "Choose..." column to select items to be added as shown in (3).



【Example of how to create a question in multiple-choice format】

When selecting "Multiple choice" for a question, proceed as follows.

A: Enter the content of the question in "Question". You can check "Required", to make an answer required.

*There is a character limit of 255 characters for the question text.

B: Input the answer to the question. Enter one answer per line.

C: Click "Save changes" to save the created question.

*: "Label" is used to create an answer-dependent question (see "Creating an answer-dependent question" on the next page).

The screenshot shows the Moodle question creation interface for a multiple-choice question. The title is "多肢選択" (Multiple Choice). There are several fields and options:

- 必須 (Required):** A checkbox that is currently unchecked.
- 質問 (Question):** A text input field containing "Moodleで特に利用した機能は何でしょうか" (Which Moodle feature did you use most?). This field is highlighted with a red box and labeled 'A'.
- ラベル (Label):** A text input field containing "Q2". This field is highlighted with a red box and labeled with a red asterisk and 'B'.
- 多肢選択タイプ (Multiple Choice Type):** A dropdown menu set to "多肢選択 - 単一回答" (Multiple Choice - Single Answer).
- 表示方向 (Display Direction):** A dropdown menu set to "垂直" (Vertical).
- 「未選択」オプションを隠す (Hide 'Unselected' Options):** A dropdown menu set to "Yes".
- 分析時に空を省略する (Omit blanks during analysis):** A dropdown menu set to "No".
- 多肢選択値 (Multiple Choice Values):** A text area containing a list of options: "資料の提示" (Material presentation), "課題の提示, レポートの受領" (Assignment presentation, report receipt), "小テストの実施" (Small test implementation), "アンケートの実施" (Survey implementation), "フォーラムの利用" (Forum use), and "その他" (Other). This area is highlighted with a red box and labeled 'B'.
- それぞれの回答に1行使用してください! (Use 1 line for each answer!)** A note below the options.
- ポジション (Position):** A dropdown menu set to "1".
- 変更を保存する (Save changes):** A blue button highlighted with a red box and labeled 'C'.
- キャンセル (Cancel):** A grey button.

Click "Save question" to preview the question you have entered.

The screenshot shows the Moodle question preview interface. The title is "千葉大学Moodleについてのアンケート" (Survey about Chiba University Moodle). The question is "Q2) Moodleで特に活用した機能は何でしょうか" (Which Moodle feature did you use most?). The options are:

- 資料の提示
- 課題の提示, レポートの受領
- 小テストの実施
- アンケートの実施
- フォーラムの利用
- その他

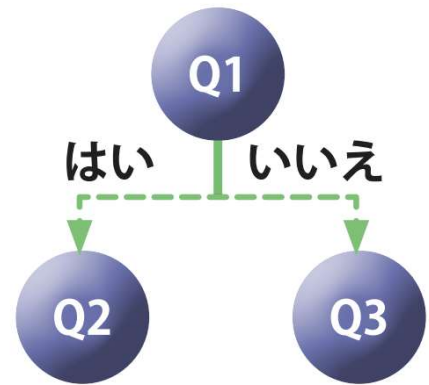
At the bottom, there is a button "新しいテンプレートとして保存する" (Save as new template).

To add a question, select the question type and repeat the process.

Creating answer-dependent questions

The feedback module can also display subsequent questions depending on the answer to a question. As an example, here, a question is being created that leads to Q2 if the answer to Q1 is "Yes" and to Q3 if the answer is "No".

When creating a question for Q1 that is the branch source, a "Label" is set so that it can be referenced from other questions (Q2 and Q3 in this case). When creating questions for Q2 and Q3, which are the branch destinations, use "Depend on the item" so that the question branches depending on the answer to Q1.



質問が同じページに表示されないようにQ1とQ2の間に「改ページ」を挿入、「質問を追加する」をプルダウンして「改ページを追加する」を選択する。

戻る 質問を追加する 選択 ...

(Q1) 授業でMoodleを使用したことはありますか。 編集

はい

いいえ

+

編集

+

(Q2) Moodleで特に活用した機能は何でしょうか (Q1->はい) 編集

資料の提示

課題の提示, レポートの受領

小テストの実施

アンケートの実施

フォーラムの利用

その他

+

編集

+

(Q3) Moodleをご存知でしょうか (Q1->いいえ) 編集

はい

いいえ

+

新しいテンプレートとして保存する

選択 ...

選択 ...

Captcha

ラベル

多肢選択

多肢選択 (評定)

情報

改ページを追加する

数値回答

短文回答

長文回答

質問をエクスポートする

上下の移動が可能

「改ページ」を挿入

依存関係の設定

アイテムに依存する Q1

値に依存する はい

依存関係の設定

アイテムに依存する Q1

値に依存する いいえ

5.2 Displaying and analyzing response results

You can check aggregated response results and individual responses from each respondent in the setting screen displayed by clicking the feedback icon.

Analyzing responses

To display responses, select the "Analysis" tab on the settings screen. For multiple-choice responses, the number of responses to the choices and their ratio are displayed along with a bar graph. In addition, the content of each response is displayed for written responses. The results can be exported to an Excel file.

1. Select the "**Analysis**" tab to see the analysis of the responses.
2. You can download the analysis results as an Excel file by clicking "**Export to Excel**".

The screenshot shows the Moodle survey analysis page. At the top, there is a navigation menu with tabs: フィードバック, 設定, テンプレート, **分析** (highlighted with a red box), 回答, and さらに▼. Below the menu, the title '千葉大学Moodleについてのアンケート' is displayed. Underneath, there is a button 'Excelにエクスポートする' (highlighted with a red box). The main content area shows the analysis for question (Q1) '授業でMoodleを使用したことはありますか.' (Have you used Moodle in class?). A horizontal bar chart displays the results: 'はい' (Yes) at approximately 2.9 and 'いいえ' (No) at 1.0. The x-axis ranges from 0 to 3.0. Below the chart, there is a link 'チャートデータを表示する'. The second question (Q2) 'Moodleで特に活用した機能は何でしょうか' (Which Moodle feature did you use most?) is partially visible at the bottom, showing a table header '資料の表示'.

Displaying individual responses

To view individual responses from each respondent, select the **"Responses"** tab on the settings screen. If you have changed the "Record username" setting when giving feedback, **"Non-anonymous entry"** and **"Anonymous entry"** will be displayed.

The contents of individual responses can also be downloaded as a "CSV file" or "Excel file".



The screenshot shows the Moodle feedback survey results page for '千葉大学Moodleについてのアンケート'. The page is titled '回答を表示する' and shows '匿名エントリ (4)'. Below the title, there is a dropdown menu for 'カンマ区切り値 (.csv)' and a 'ダウンロード' button. The table below displays the responses for four questions.

回答No	(Q1) 授業でMoodleを使用したことはありますか.	(Q2) Moodleで特に活用した機能は何でしょうか	(Q3) Moodleをご存知でしょうか
1	はい	小テストの実施	
2	いいえ		いいえ
3	はい	課題の提示, レポートの受領	
4	はい	課題の提示, レポートの受領	

Displaying non-respondents (only when recording usernames)

When using the option to record usernames, "**Display non-respondents**" tab will be added. Select this tab to view a list of students who have not yet responded. You can also select a student and send them a message reminding them to respond.

*If recording and using usernames: When creating a questionnaire in Announcements, if selecting "Record usernames and display them with answers" in the "Question and Answer Settings" section in Announcements

If you wish to record and use usernames, you can select "**Display non-respondents**" on the screen displayed in the Responses tab. Selecting this tab will display a list of students who have not yet responded.

*If recording and using usernames: When creating a questionnaire in Announcements, if selecting "Record usernames and display them with answers" in the "Question and Answer Settings" section in Announcements

Non-respondents will be displayed and a notification can be sent to prompt them to respond.

The screenshot shows the Moodle questionnaire interface. The '回答' (Responses) tab is selected. Below the navigation tabs, there is a dropdown menu for '未回答者を表示する' (Show non-respondents). The main content area displays a table of non-responding students:

ユーザ画像	姓 / Last name / 名 / First name	学生証番号	ステータス	選択
0字	学生 00	Studentid00	未開始	<input type="checkbox"/>
0字	学生 03	studentid03	未開始	<input type="checkbox"/>
0字	学生 04	studentid04	未開始	<input type="checkbox"/>

Below the table is a notification form titled '通知を送信する' (Send notification). It includes a text input field for the subject, a rich text editor with various formatting options (bold, italic, list, link, etc.), and a '送信' (Send) button.

The screenshot shows the Moodle questionnaire interface with the '回答' (Responses) tab selected. The '非匿名エントリ (4)' (Non-anonymous entries) tab is active. The interface shows a dropdown menu for '回答を表示する' (Show responses) and '未回答者を表示する' (Show non-respondents). Below this, there is a 'ダウンロード' (Download) button and a table of responses:

ユーザ画像	姓 / Last name / 名 / First name	グループ	学生証番号	日付	(Q1) 授業で Moodle を使用したことはありますか。	(Q2) Moodle で特に活用した機能は何でしょうか。	(Q3) Moodle をご存知でしょうか。
SM	Moodle サポート スタッフ 021	Group student グループ A グループ B		2023年 03月 1日(水曜日) 18:56	いいえ		いいえ
0字	学生 01	グループ A グループ B	Studentid01	2023年 03月 1日(水曜日) 18:55	はい	課題の提示、レポートの受領	
0字	学生 02	Group student グループ A	studentid02	2023年 03月 1日(水曜日) 18:56	はい	小テストの実施	
0字	学生 05	Group student グループ B	Studentid05	2023年 03月 1日(水曜日) 18:57	はい	フォーラムの利用	

5.3 Exporting and importing questions

If you want to set the same feedback for multiple items in the course (such as for a questionnaire following every lesson), you can easily copy it by using the "Duplicate" content feature (see page 14).

To use created feedback in other courses, you can use "**Export/import question**" to duplicate the feedback into the other courses.

Exporting and importing questions

Exporting questions

Click "**Export questions**" on the edit screen that appears under "Edit question".



A file named "**feedback_XX.xml**" will be created in the "Downloads" folder on your computer.

Importing questions

Open the other course from which you want to import questions.



Add "Feedback" to the topic you want to import.

Open the other course into which you want to import questions.



Set a name for the feedback and click "Save and display".

Open the other course into which you want to import questions.



Click "Edit question" on the Feedback screen that appears.



Click on the box labeled "Add questions" and select "Import questions".



Specify the file to be imported. Specify the "feedback_XX.xml" file that you exported earlier.

Select the file from the "Select file" button or drag and drop it into the designated box in the Explorer.



Delete old items: Overwrites existing questions with questions in the template file (existing responses are also deleted).

Add new items: Adds questions from the template file while leaving alone existing questions.

If the questions are successfully imported, "**Imported successfully**" will be displayed on the screen.

The imported questions will appear on the screen.



6. Contacting students

If you want to contact all students in a course, you can use "Announcements" to do so all at once. Conversely, if you want to contact only one or some students, you can use "Message".

6.1 Contacting students all at once using

Announcements

Announcements refers to the forum found at the top of the course screen by default, and only teachers can make a post (students can only view them). Content posted in an announcement will be displayed in the forum and sent to the email address of the student enrolled in the course. Announcements are very convenient for contacting students all at once.

Click on the "**Announcements**" icon on the course screen.



Click on the "**Add discussion topic**" icon.



1. Subject : Enter a subject.

2. Message : Enter the content of the notification to the students.

If you want to attach a file, click "**Advanced**" to display the file attachment field.

3. Pinned

If you check the "Pin" box, the topic will appear at the top of the forum.

"Send forum post notifications with no editing-time delay"

If you check here, your post will be e-mailed within about 5 minutes . If you do not check here, you can edit your message for 30 minutes after posting, but the emails will be sent 30 minutes later. If many people are using the system at the same time, the sending of the messages may be delayed

4. Click "Post to forum".

*Click on "Advanced" to display an entry field for attachments.

Students will be able to see the volume of notifications posted to Announcements in the "Announcements" section of the Moodle course.

A copy of the content will also be sent to students by email.

Please note, however, that **students are not able to reply to these emails.**

6.2 Individual communication using messages

If you want to contact only one or some students, you can use "Message" to do so.

There are two ways to display the message sending screen.

Method 1: Click on "Participants" from the menu under the course name.

Method 2: Open the block drawer and click on "Enrolled users" in the management block that appears.



The "Enrolled users" screen will appear.

A list of faculty members and students registered in the course is displayed.

登録済みユーザ

合致 選択

+ 条件を追加する

8名の参加者が見つかりました。

名 A B C D E F G H I J K L M N O P Q R S T U V W X Y Z

姓 A B C D E F G H I J K L M N O P Q R S T U V W X Y Z

<input type="checkbox"/>	姓 / Last name / 名 / First name	学生証番号	ロール	グループ
<input type="checkbox"/>	0教 教員 01		教師	Group student, グループ A, グループ B
<input type="checkbox"/>	スM Moodleサポート スタッフ021		教師	Group student, グループ A, グループ B
<input type="checkbox"/>	0学 学生 00	Studentid00	学生	Group student
<input type="checkbox"/>	0学 学生 01	Studentid01	学生	グループ A, グループ B
<input type="checkbox"/>	0学 学生 02	studentid02	学生	Group student, グループ A
<input type="checkbox"/>	0学 学生 03	studentid03	学生	Group student
<input type="checkbox"/>	0学 学生 04	studentid04	学生	グループなし
<input type="checkbox"/>	0学 学生 05	Studentid05	学生	Group student, グループ B

1. Check the box at the beginning of the line for the student(s) you wish to send a message to.

2. Click on the "With selected users..." field to select an action.

3. Click "Send message".



Enter your message in the message body field. The title will display as "New message from XX", with the first and last name registered in Moodle displayed in place of XX. By default, the content of the message is also sent to their Chiba University webmail address. **However, the email address shown as the sender of the email is one that cannot be replied to, so if you need to contact each other outside of the message, specify your contact information in the text.**



Note about student email addresses:

The e-mail address distributed by the university, "XX@chiba-u.jp" or "XX@student.gs.chiba-u.jp", is the e-mail address to which notifications are set to be sent from the university. In general, this is "XX@student.gs.chiba-u.jp" for undergraduate students and "XX@chiba-u.jp" for graduate students. (This does not apply when forwarding settings have been activated.)

After entering your message, if you are satisfied with the content, select "**Send message to X person**" to send it.

View from the student's perspective 1

A red balloon icon will appear on the navigation bar of the Moodle screen of the student who has received the message, indicating that a new message has arrived.

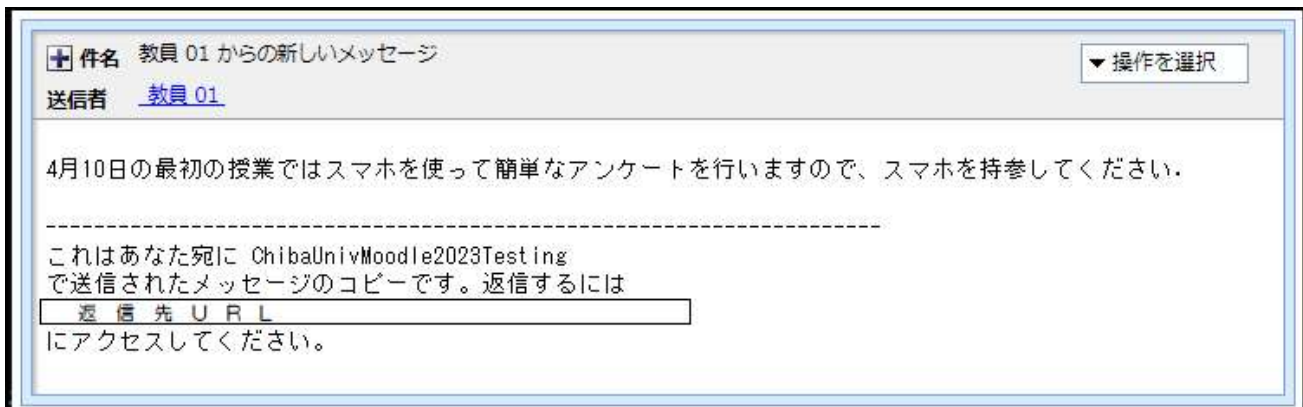
Clicking on this icon will open the message window, where the student can open and read the messages addressed to him/her.



View from the student's perspective 2

When a message is sent, a copy of the content is also sent to the student by email.

Please note, however, that **students are not able to reply to these emails.**



When a message is sent in Moodle, the sender will not receive an email

When sending a message in Moodle, it will also be sent to the recipient's email address, but following the Moodle 2021 version upgrade, an email will no longer be sent to the sender.

【Dealing with this change】

* How to check if a message has been sent

Select the balloon icon on the upper right to open the "Message" screen, and if there is a message in "Private", it has been sent.

* An alternate way for sending messages to all students in the class

You can make a post in "Announcements" instead of using the message feature to reach users (all student and teacher roles) enrolled in the course.

An email will also be sent to the sender.

7. Using forums

Moodle has two types of forums: "Announcements," which acts as a bulletin board for contacting course students, and a regular "Forum" that provides a platform for discussions.

Announcements (see "Chapter 6: Contacting Students")

This is used for communication from the teacher to the students. Posts made as an announcement will be sent to all students by email, providing an efficient way to contact students participating in the course (see section 6.1).

Forums (explained in this section)

Students as well as faculty members can make posts, providing an opportunity for mutual learning in which students can express their questions and opinions on matters related to the class. Use it to promote discussion among students. Instructors can pick a topic to encourage discussion.

The types of forums available in Moodle are shown in the table below.

フォーラムの種類	特徴
一般利用のための標準フォーラム	誰でも常に新しいトピックを開始することができます。通常はこちらを利用します。
ブログフォーマットで表示される標準フォーラム	表示方法が異なるだけで、機能としては「一般利用のための標準フォーラム」と同じです。
各人が1件のディスカッションを投稿する	各学生は新しいトピックを1件だけ開始することができます。これらのトピックに対して参加者はコメントを投稿することができますが、コメントに対する投稿制限はありません。
トピック1件のシンプルなディスカッション	教師が提供する1件のトピックについてのみ議論を行います。
Q&A フォーラム	自分が投稿するまで他の学生のメッセージを見ることができません。

7.1 Creating a forum

Adding a forum/adjusting settings

Add a "Forum" to the course topic.

After launching edit mode, click **"Add activity or resource"** in topics to display a list of available activities/resources. Select **"Forum"** from the list and click **"Add"**.



Set up the added forum.

1. Enter the forum name.
2. Enter the forum description.
3. Select the "Forum type".

There are five types of forums that can be used, but in general, please use the **"Standard forum for general use"** (the features of each are explained below).

In the standard forum for general use, students can also create topics and post to them.



After adjusting the settings, click **"Save and return to course"** at the bottom of the screen to save the settings.

7.2 Posting in a forum

The method of posting and replying to messages differs depending on the type of forum. This section explains the differences between each forum type.

Using a "Standard forum for general use", "Standard forum displayed in blog format" or "Each person posts one discussion"

Differences between these three forums

The two standard forums allow users to create as many topics as they wish.

In an "each person posts one discussion" topic, only one can be created.

Other than that, all three can be used in the same way.

Starting a topic

From the course, select the "Forum" you wish to adjust by clicking on it.



The forum will open.

Initially there are no topics or posts.

Click on "Add discussion topic".



The forum posting window will open.

Enter a topic subject and message content, and click "Post to forum".

ChibaUnivMoodle2023Testing Home ダッシュボード マイコース サイト管理 さらに▼

2023-はじめてのMoodle : 2023-@G1xx00001 / はじめてのmoodle 質問コーナー

フォーラム
はじめてのmoodle 質問コーナー

フォーラム 設定 高度な評定 購読 レポート さらに▼

Moodleで学習するにあたって、操作がわからない場合に投稿してください

フォーラムを検索する 🔍 ディスカッショントピックを追加する フォーラムを購読する

件名

メッセージ

このフォーラムに質問を投稿する場合は、個々の質問毎にトピックを追加してください。

件名欄に、質問事項を簡潔にまとめてタイトルとし、メッセージ欄に内容を書いて投稿します。

添付ファイルが必要な場合は、画面下部の「高度」をクリックすると添付ファイルを指定することができます。

教員の回答を待たず、回答できる人が回答してください。皆さんのディスカッションの内容をみていますので、投稿する際は適切な内容を心がけてください。

ピン留め

編集遅延時間なしにフォーラム投稿通知を送信する

高度

Viewing and replying to messages

From the course, select the "Forum" you wish to view by clicking on it.



The list of forum posts will be displayed.

The area labeled "Discussion" corresponds to the "Subject" when you enter a topic.

Click on the topic you wish to view.



This will allow you to view the posts.

If you are enrolled in the course as a teacher, you can "Edit", "Delete", and "Reply" to discussion posts. In this example, "Reply" is used.

To reply, click "Reply" in the lower right corner of the screen.



Click "Reply" to display the "Write your reply..." field.

Enter your reply and click "Post to forum".

Your post and reply will be visible to all teachers and students participating in the same forum.

(If you have specified a group in the "Restrictions" setting, your reply will be visible only to the group you have specified.)



The screenshot shows a Moodle forum interface. At the top, there is a breadcrumb trail: "2023-はじめてのMoodle : 2023-@G1xx00001 / はじめてのmoodle 質問コーナー / このフォーラムの使い方". Below this is a forum icon and the title "はじめてのmoodle 質問コーナー". A navigation bar includes "フォーラム", "購読", "レポート", "エクスポート", and "さらに▼". The main heading is "このフォーラムの使い方", with a sub-link "← 氏名の表示を英字表記にしたい場合". Below the heading are controls for "返信をネスト表示する", "このディスカッションを移動する...", "移動", and "設定". The post content, titled "このフォーラムの使い方" by "Moodleサポート スタッフ021", provides instructions on how to use the forum. At the bottom of the post are links for "パーマリンク", "編集", "削除", and "返信". A red box highlights the reply form, which contains the text "あなたの返信を記述する ...". Below the form are buttons for "フォーラムに投稿する", "キャンセル", and a checkbox for "プライベートに返信する". A "高度" button and a help icon are also visible.

Editing a message

Open the list of forum posts as described in "Viewing and replying to messages" to open your post.

Select "**Edit**" from the actions displayed at the bottom.



The "Edit discussion topic" window will appear.

You can change the subject, message, attachments, display period, etc.

In the figure, the text is added to the original post as indicated by the red frame.

After editing, click the "Save changes" button.



Using "Simple discussion of a single topic"

If you select "Simple discussion of a single topic" when setting up the forum, you can reply only to the first topic set, and you cannot add a new topic (the button "Add discussion topic" will not appear).

Using a "Q&A forum"

To use a Q&A Forum, click "**Add new question**" and enter the "**Title**" and "**Message**" for your question.

However, in order to view other students' answers in the Q&A forum, you must first post your own response.

If the responses of the other students are not displayed immediately after posting, please check again after the editing grace period (set to 30 minutes) has passed.

If you haven't posted your own response:

If you try to browse before posting your own response, a message will display reading "This is a Q&A forum. To read other people's answers to these questions, you must first post your own reply" and you will not be able to read other people's responses.



The screenshot shows a Moodle forum page titled "Q&A フォーラム" (Q&A Forum) with the subtopic "研究テーマの紹介" (Introduction of Research Topics). A red-bordered message box is displayed at the top, stating: "これはQ&Aフォーラムです。これらの質問に対する他の人の回答を読むにはまず最初にあなたの返信を投稿する必要があります。" (This is a Q&A forum. To read other people's answers to these questions, you must first post your own reply). Below the message box, the first post is visible, titled "研究テーマの紹介" (Introduction of Research Topics) by "教員 01" (Teacher 01) on February 28, 2023. The post content reads: "教員01です。このディスカッションのトピックは各自の研究テーマの共有です。各自の研究テーマと、研究の進め方を記載してください。" (Teacher 01 here. The topics of this discussion are for sharing individual research topics. Please describe your individual research topics and the progress of your research.)

After posting your response:

The screen shown in the figure belongs to "Student 05".

The student is able to view the responses of other students (red frame).



The screenshot shows the same Moodle forum page as above. The student's response is now visible. The response is titled "Re: 研究テーマの紹介" (Re: Introduction of Research Topics) by "学生 05" (Student 05) on February 28, 2023, at 20:11. The response content reads: "学生05です。回答します。" (Student 05 here. I will answer.) The response is highlighted with a red frame. Below it, another response is visible, titled "Re: 研究テーマの紹介" (Re: Introduction of Research Topics) by "学生 01" (Student 01) on February 28, 2023, at 21:02. The response content reads: "学生01です。返信します。" (Student 01 here. I will reply.)

8. Using groups

Within a Moodle course, participants (students, etc.) can be grouped using the group feature. Topics, activities and resources can be assigned to each group to perform group work.

8.1 Creating a group

Creating a new group

To open the screen for creating a group, open the block drawer and click on "Groups".



Click "Create group".



The group settings screen will be displayed.

1. Enter a group name.
2. Click "Save changes".

The screenshot shows the Moodle group settings interface. At the top, the page title is '2023-はじめてのMoodle: グループ'. Below the title, there are tabs for 'コース', '設定', '参加者', '評定', 'レポート', and 'さらに'. The '設定' (Settings) tab is active. Under the '一般' (General) section, the 'グループ名' (Group Name) field is highlighted with a red box. Below it are fields for 'グループIDナンバー' (Group ID Number) and 'グループ説明' (Group Description), which includes a rich text editor with various formatting options. Further down, there are fields for '登録者' (Registered Users), 'グループメッセージ' (Group Messages), and '新しい画像' (New Image). At the bottom, there are two buttons: '変更を保存する' (Save Changes) and 'キャンセル' (Cancel). The '変更を保存する' button is highlighted with a red box. A red circle with a question mark is located in the bottom right corner of the page.

Registering users to a group

Click "Save changes" on the previous screen to return to the group settings screen.

Click "Add/remove users".



The screenshot shows the Moodle interface for a group named "2023-はじめてのMoodle". The group is currently empty, with 0 members. A red box highlights the "ユーザを追加/削除する" (Add/Remove Users) button. Other buttons visible include "グループ設定を編集する", "選択したグループを削除する", "グループを作成する", "グループを自動作成する", and "グループをインポートする".

The "Add/remove users" screen will be displayed.

Course participants are displayed in the "Potential members" box. Select the users you wish to add to the group and click the "Add" button.

The selected users will be moved from the "Potential members" box to the "Group members" box.

After moving the user(s) you wish to add to the group to the "Group members" box, click the "Back to groups" button to return to the previous screen.



The screenshot shows the "ユーザを追加/削除する: Group student" screen. It displays a list of potential members, including "学生 00 (test00) (0)", which is highlighted with a red box. The "追加" (Add) button is also highlighted with a red box. Other buttons visible include "グループに戻る" (Back to groups), "検索" (Search), and "クリア" (Clear).

When you return to the groups screen, you will see that users have been registered to the groups you have registered.

Repeat the above steps for each necessary group, registering users to each group.

The screenshot shows the Moodle course interface for '2023-はじめてのMoodle'. The course title is '2023-@G1xx00001 グループ'. The page displays a list of groups under the heading 'グループ'. The first group, 'Group student (6)', is highlighted with a blue border and contains 'group02 (3)' and 'Group05 (3)'. Below this group is a button 'グループ設定を編集する'. The second group, 'メンバ: Group student (6)', is highlighted with a red border and contains '教師 Moodleサポートスタッフ021 (0) tt 01 (0)' and '学生 学生 00 (test001), 学生 02 (studentid02), 学生 03 (studentid03), 学生 05 (test05)'. Below this group is a button 'ユーザを追加/削除する'. At the bottom of the page, there is a button '選択したグループを削除する'.

8.2 Applying groups to activities and resources

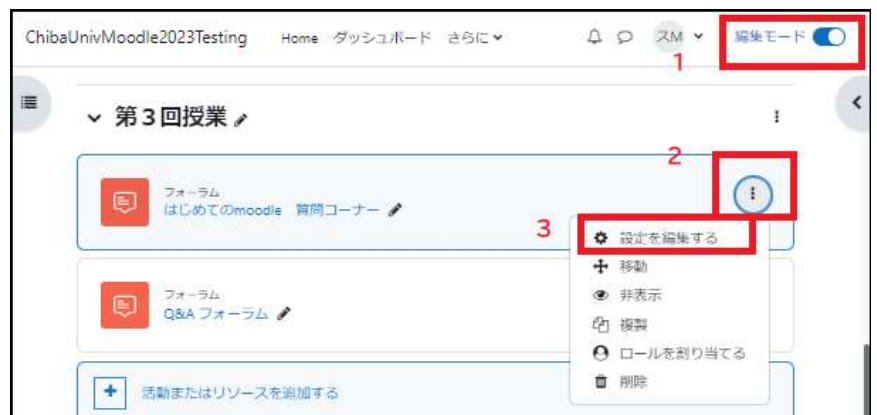
Groups that can be used for activities such as forums and tasks, resources such as files and pages, or topics where their contents are placed, can be specified in the "**Module common settings**" and "**Usage restrictions**" of the topic, activity or resource.

In this section, we will assume that the groups are applied to "Forums".

How to apply groups to activities and resources (when making a forum available only to Group A users)

Set the group mode

1. Click "Edit mode" to launch edit mode.
2. Click on the menu icon next to the activity (in this case, the forum) for which you wish to configure group settings.
3. Select "Edit settings" from the drop-down menu that appears.



Module common settings

Set the "Group mode" field.
Select

*No group mode

2. Click on the menu icon next to the activity (in this case, the forum) for which you wish to configure group settings.
3. Select "Edit settings" from the drop-down menu that appears.



Usage restriction settings

Click the "Access restrictions" field.



The screenshot shows the Moodle forum settings page for 'はじめてのmoodle 質問コーナー'. The '利用制限' (Usage Restrictions) section is expanded, and the 'アクセス制限' (Access Restrictions) field is set to 'なし' (None). A red box highlights the '制限を追加する...' (Add restriction...) button.

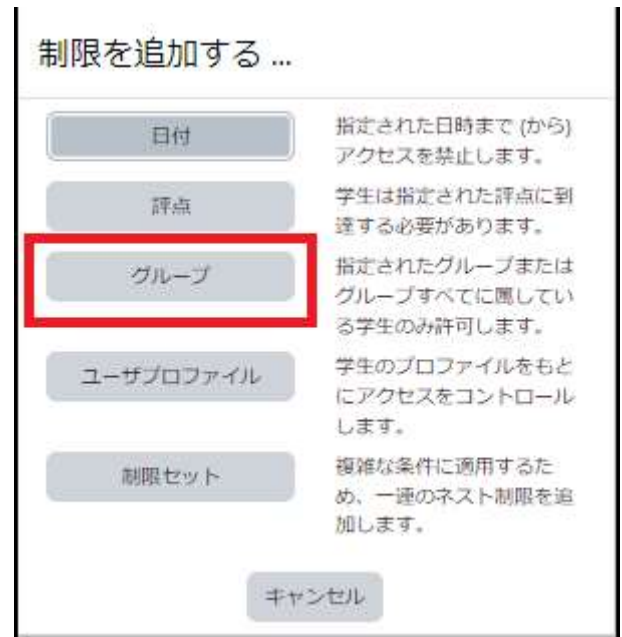
Usage restriction settings

Click the "Add restriction..." field.



The screenshot shows the Moodle forum settings page for 'はじめてのmoodle 質問コーナー'. The '利用制限' (Usage Restrictions) section is expanded, and the 'アクセス制限' (Access Restrictions) field is set to 'なし' (None). A red box highlights the '制限を追加する...' (Add restriction...) button.

A dialog box reading "Add restrictions" will be displayed, so select "**Group**".



4. The group settings field will be added to the access restriction settings screen.

5. Click the "Choose..." field.

6. Select "Group A" from the list of available groups.

7. Specify visibility to participants **outside** the group specified in 6.



- Eye icon: This forum will be grayed out to participants outside of Group A
- Slashed eye icon: This forum will be hidden to participants outside of Group A

Click "Save and return to course" when you have finished adjusting the settings.

Visibility to students

A message reading "This content is unavailable to those not meeting the following conditions: Belonging to Group A" is displayed.



8.3 Reference information

Group registration keys

When using the group feature, you can set a "group registration key" (to distinguish this from a course registration key, we will call it a "group registration key").

A group registration key, like a course registration key, is used by participants to self-register for a course. When a participant joins a course, he/she is also registered as a group member.

For example, in a situation where a participant is asked to enter a registration key when first joining a course, the group to which the participant belongs is automatically classified as below according to the type of registration key entered:

1. **"No Group"** when the registration key set at the time of course setup is entered.
2. **"Group A"** when the group registration key set for Group A is entered.
3. **"Group B"** when the group registration key set for Group B is entered.

Displaying the create a group screen

There is another way to open the create a group screen besides the method described in 8.1.

Select "**Participants**" from the menu tab on the course screen.



Click on the "Enrolled users" box shown to display a drop-down menu.

Select "**Groups**".

This will bring up the create a group screen.



Applying groups to topics

You can also assign topics to groups using the same method described in "Applying groups to activities and resources".

9. Using a Wiki

A Wiki is a tool for creating single content with multiple participants. It can be used for group learning, etc.

Wiki types

There are two types of Wikis in Moodle: "**Collaborative wiki**" and "**Individual wiki**".

Personal Wikis

One participant creates a single piece of content.

Joint Wikis

All participants or a group of participants create a single piece of content.

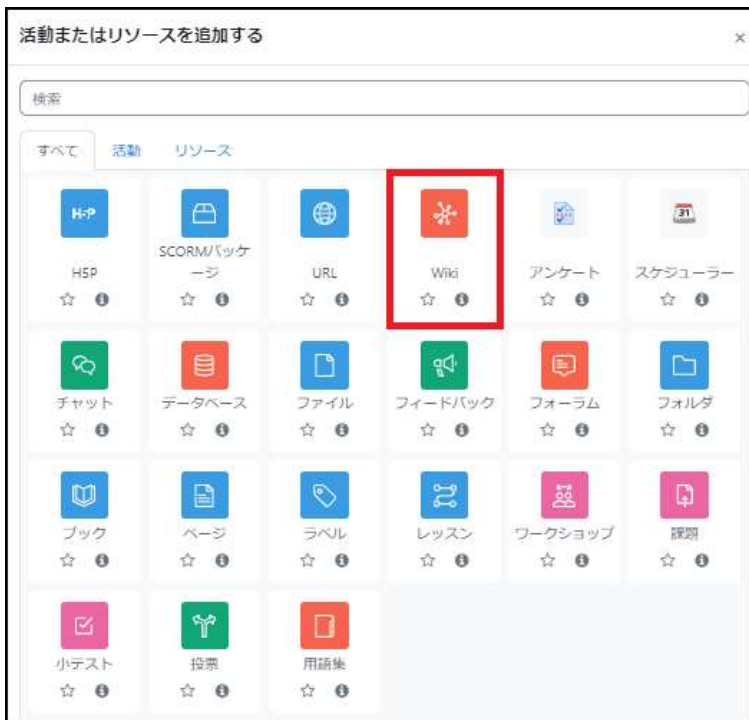
9.1 Creating a Wiki

Adding and setting up a Wiki

1. After launching edit mode, click "**Add activity or resource**" for the topic to which you want to add a wiki.



2. Click on **"Wiki"** from the list of available activities and resources displayed.



The Wiki settings page will open.

3. Enter a name for the Wiki page.

4. Enter a description of the Wiki page.

5. Select "Collaborative Wiki" or "Individual Wiki" from the "Wiki mode" field.

6. Enter the name of the first page of the wiki.

Click on "Save and return to course".



7. A screen for creating a page with the name entered in the "Name of first page" field will be displayed. Click "Create page" to create the wiki page.



9.2 Using a Wiki

With the current settings, the Wiki is available to all students participating in the course. This section describes how to edit and add pages to a Wiki.

Wiki input

1. Click the icon of the installed Wiki to display the edit screen.



2. Click on the "View" box in the figure to select an operation for the wiki.

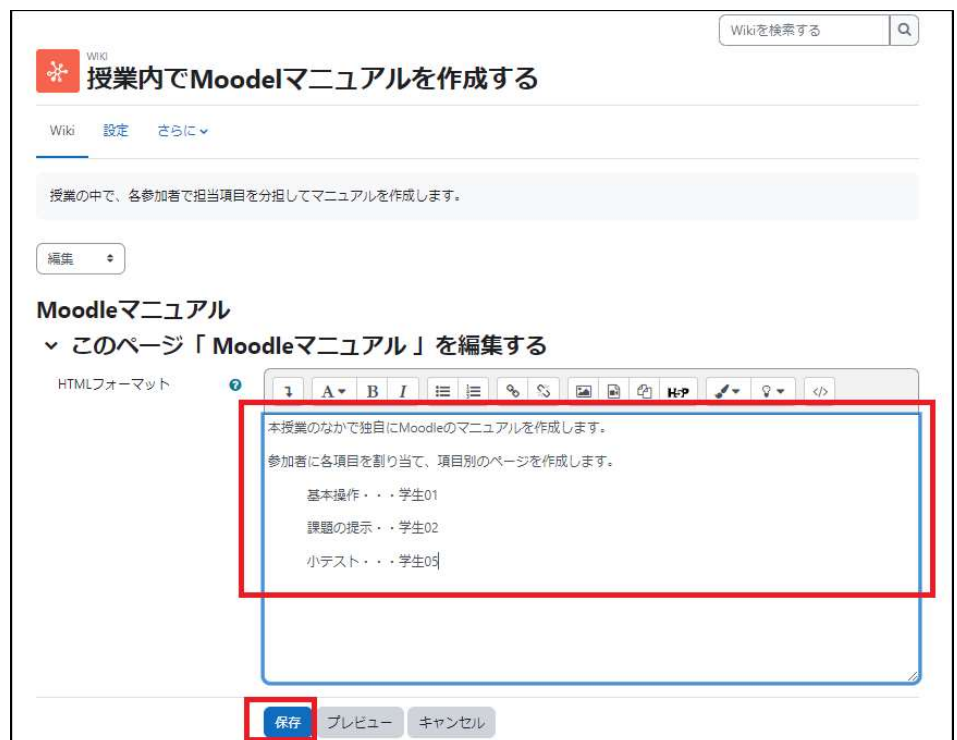
Click the box on the left side of the screen to display a drop-down menu.

Select "**Edit**".



3. Enter the text in the "Edit this "XX" page" field.

Click the "Save" button when you are finished.



Creating a page

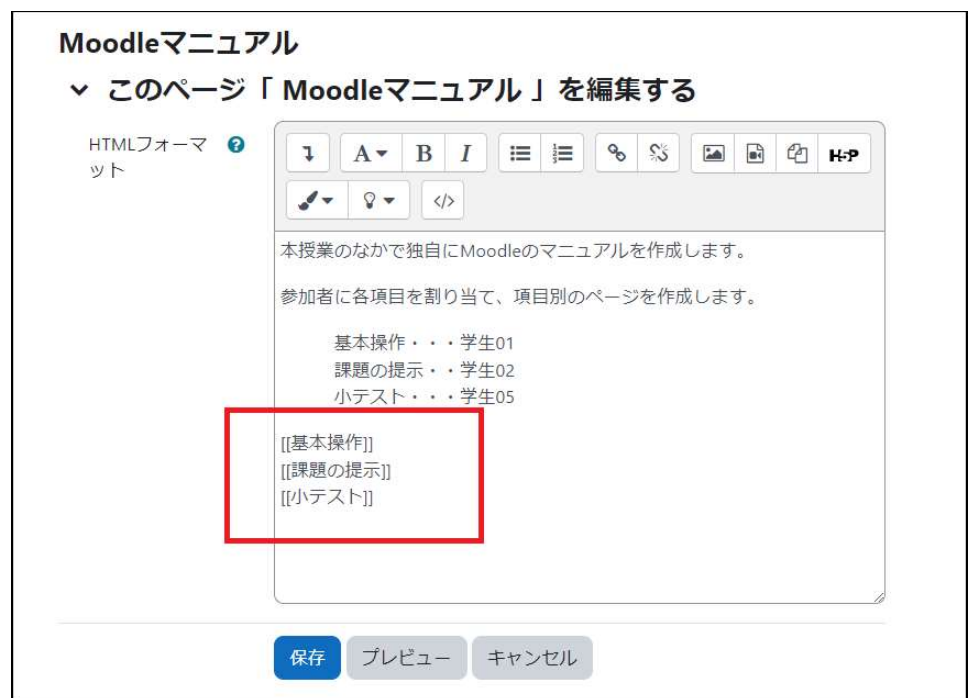
You can create a new page that is linked from the first page created in "9.1 Creating a Wiki".

When you save your changes, the name of the newly created page will appear as a red link. Clicking on this link will create a new page and bring up the page's edit window. The page can be edited in the same way as before.

In this way, you can create new pages one after another.

When using multiple pages, be careful not to create unlinked pages (lost pages).

1. Surround the names of the pages you wish to create with `[[...]]` and save your changes.



Moodleマニュアル
▼ このページ「Moodleマニュアル」を編集する

HTMLフォーマット

本授業のなかで独自にMoodleのマニュアルを作成します。
参加者に各項目を割り当て、項目別のページを作成します。

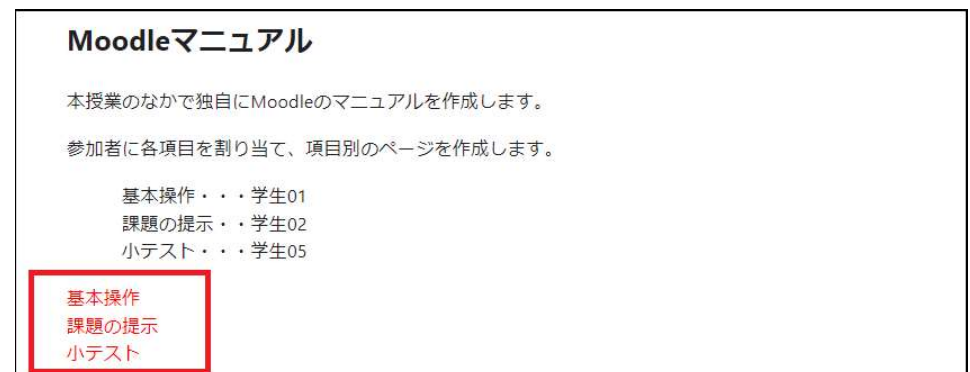
基本操作・・・学生01
課題の提示・・・学生02
小テスト・・・学生05

[[基本操作]]
[[課題の提示]]
[[小テスト]]

保存 プレビュー キャンセル

2. The specified pages are displayed in red.

Clicking on an area in red will display a screen for creating a new page.



Moodleマニュアル

本授業のなかで独自にMoodleのマニュアルを作成します。
参加者に各項目を割り当て、項目別のページを作成します。

基本操作・・・学生01
課題の提示・・・学生02
小テスト・・・学生05

基本操作
課題の提示
小テスト

3. Click "Create page" to create the specified page.



4. The edit screen for the new page will appear, so fill in the required information and click the "Save" button.

To create multiple pages, repeat this process.



Applying to groups

Course participants can also be divided into groups to work as a group.

In this case, please configure the settings using the "Restrict access" option, etc. of the Wiki.

1. After grouping the participants in the "Participants" section of the course, open the "Usage restrictions" section of the Wiki settings page.

Click the "Add restriction" button.



WIKI 授業内でMoodleマニュアルを作成する

Wiki 設定 さらに▼

※ 第8回授業のWikiを更新中。

すべてを展開する

一般

フォーマット

モジュール共通設定

利用制限

アクセス制限

なし

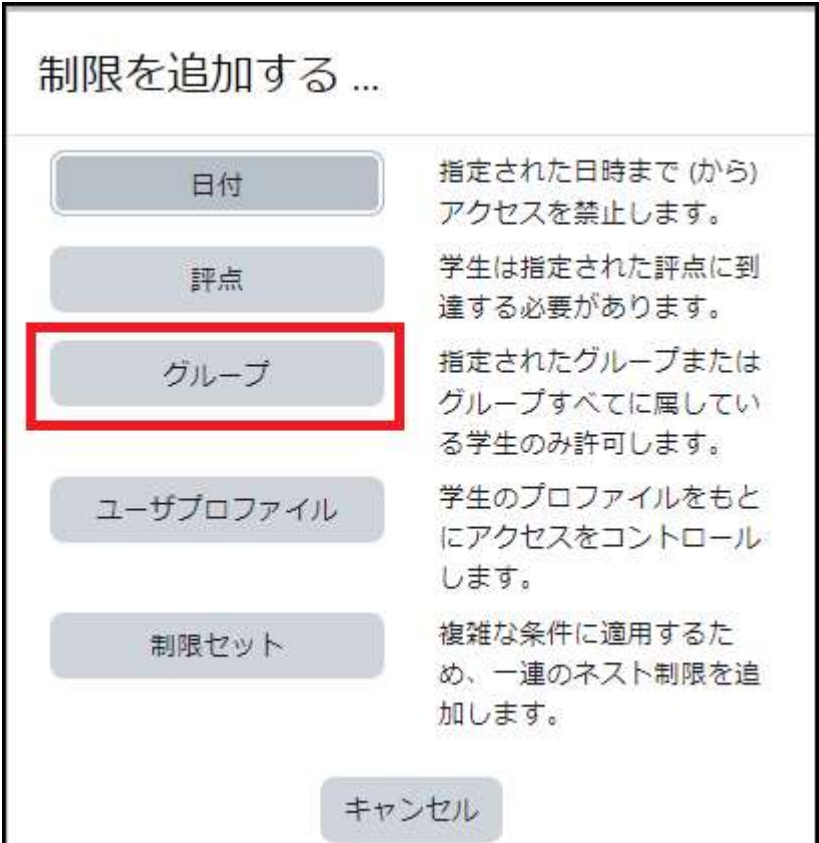
制限を追加する...

活動完了

コンテンツ変更通知を送信する

保存してコースに戻る 保存して表示する キャンセル

2. Select "Groups" from the "Usage restrictions" menu.



制限を追加する ...

日付	指定された日時まで (から) アクセスを禁止します。
評点	学生は指定された評点に到達する必要があります。
グループ	指定されたグループまたはグループすべてに属している学生のみ許可します。
ユーザプロフィール	学生のプロフィールをもとにアクセスをコントロールします。
制限セット	複雑な条件に適用するため、一連のネスト制限を追加します。

キャンセル

3. Click "Select" to display the groups set in the "Participants" section, select the group that will use the wiki, and click "Save and display".

The screenshot shows the Moodle Wiki configuration interface. At the top, it says 'Wiki 授業内でMoodleマニュアルを作成する'. Below this are navigation links for 'Wiki', '設定', and 'さらに'. A main heading reads '* 第8回授業のWikiを更新中'. There are several expandable sections: '一般', 'フォーマット', 'モジュール共通設定', and '利用制限'. Under '利用制限', the 'アクセス制限' section is active. It shows a dropdown menu for '学生は' set to '合致する必要がある' and a condition '以下の条件に対して'. A 'グループ' dropdown is open, showing options: '選択...', '(どのグループでも)', 'Group student', 'グループA', and 'グループB'. The 'グループB' option is highlighted. At the bottom, there is a checkbox for 'コンテンツ変更通知を送信する' and three buttons: '保存してコースに戻る', '保存して表示する', and 'キャンセル'.

History

You can check the history of changes to the Wiki you created and revert to an older version if necessary.

1. Check the history of changes to the wiki.

To check the history, open the Wiki and click on the "View" box to display the menu.

Select "History".



2. The modified/saved version will be displayed on the screen.

You can view the changes. If there are more than three versions, select the version you wish to compare and click "Compare selected".



In this example, we will compare versions 2 and 3.

3. The changes are highlighted as shown in "A" on the screen.

To revert to the previous version, click "Restore" as shown in "B".

In this case, the version is not reverted to 2, but a new version 4 is created.

Moodleマニュアル
バージョン 2 をバージョン 3 と比較する

バージョン 2 B リストア	バージョン 3 表示
2023年 03月 08日 14:46	2023年 03月 08日 16:58
0教 教員 01	0教 教員 01
本授業のなかで独自にMoodleのマニュアルを作成します。	本授業のなかで独自にMoodleのマニュアルを作成します。
参加者に各項目を割り当て、項目別のページを作成します。	参加者に各項目を割り当て、項目別のページを作成します。
基本操作・・・学生01 課題の提示・・・学生02 小テスト・・・学生05	基本操作・・・学生01 課題の提示・・・学生02 小テスト・・・学生05
[[基本操作]] [[課題の提示]] [[小テスト]]	A 下記のリンクからそれぞれページを作成してください。 [[基本操作]] [[課題の提示]] [[小テスト]]

バージョン: (前へ) 1 2

Map menu

If you open the "Map" tab and use the map menu, you can check the connection of links for pages edited so far or that are included in the Wiki you are currently using.

1. Open the Wiki and click on the box marked "View" to open the menu of operations.

Select "Map".



The screenshot shows the Moodle Wiki page titled "授業内でMoodleマニュアルを作成する". At the top, there are navigation links for "Wiki", "設定", and "さらに". Below this is a light blue box with the text "授業の中で、各参加者で担当項目を分担してマニュアルを作成します。". To the right of this box is a "印刷" (Print) button. A dropdown menu is open from the "表示" (View) button, which is highlighted with a red box. The menu options are: "表示" (View), "編集" (Edit), "コメント" (Comment), "履歴" (History), "マップ" (Map), "ファイル" (Files), and "管理" (Manage). The "マップ" option is highlighted with a red box. Below the menu, there is a list of items: "基本操作・・・学生01", "課題の提示・・・学生02", and "小テスト・・・学生05". At the bottom, there is a section titled "下記のリンクからそれぞれページを作成してください。" with links for "基本操作", "課題の提示", and "小テスト".

2. Select the item you wish to examine from the "Map menu".



The screenshot shows the same Moodle Wiki page. The "マップ" (Map) button is now highlighted with a red box. A dropdown menu is open from the "マップ" button, which is also highlighted with a red box. The menu options are: "寄稿" (Contribute), "リンク" (Link), "迷子ページ" (Orphan page), "ページインデックス" (Page index), "ページ一覧" (Page list), and "更新されたページ" (Updated pages). The "寄稿" option is highlighted with a red box. Below the menu, there is a section titled "マップメニュー:" with a dropdown menu for "寄稿". Below this, there is a section titled "寄稿" with a question mark icon. Below that, there are two items: "0教 Moodle" and "0教 基本操作".

Map menu choices

Choice	Description of choices
Contribution	Displays a list of pages edited by you.
Links	Displays the link sources and link destinations for the current page.
Lost pages	Displays a list of pages that are not linked from other pages.
Page index	Displays the tree structure of the pages.
Page list	Displays links to pages in alphabetical order.
Updated pages	Displays recently updated pages and the date of the update.

Files

By default, students are not able to upload to the "Files" area of the Wiki, therefore, if you want to allow students to upload files in the "Files" field, change the permissions to allow them to do so. The steps are as follows.

1. After installing the Wiki, click the Wiki icon.
2. Select "Permissions" in Wiki management under "Administration " on the right side of the screen.
3. In "Manage Wiki Files (mod/wiki: managefiles)", click the "+" under a teacher who does not have editing authority, a teacher, or a manager.
4. Select "Student" in "Select Role" and click "Allow".
5. Confirm that "Student" has been added to "Manage Wiki files (mod/wiki: managefiles)".

By following these steps, students will also be able to upload files from the "Files" field of the Wiki, allowing you to create a file-sharing environment.

Display the Wiki and click "More" from the context navigation.

Click on "**Permissions**" in the menu that appears.

Under "Manage Wiki files", allow students to manage files.



Students will be able to upload files from the "Files" section of the wiki, creating a file sharing environment.

9.3 Managing a Wiki

Teachers can delete pages and page versions from the "**Administration**" menu of the Wiki.

1. Teachers can manage their Wiki pages from the "**Administration**" menu (not visible to students).

You can

- * delete a Wiki page, or
- * delete a page version.



2. Deleting a Wiki page

You can delete files uploaded as Wiki pages or attachments.

Click "**List all**" on the screen to display a list of page names, select the page you want to delete and click the trash can icon.



When deleting a page, be careful not to delete the page in question or create a page that is not linked from anywhere in the process.

3. Deleting a page version

You can check the contents of each page version and delete unnecessary versions. To check contents, click the numbers in the "**Version**" column. To delete a page version, select the unwanted version and click "**Delete page version**".



10. Using a glossary

A glossary is a list of terms and their definitions. In general, a teacher prepares a glossary for students to explain terms to them, but Moodle glossaries are not only unilaterally created by the teacher; instead, students can also participate in editing them. The following two types of glossaries are available in Moodle.

用語集の種類	内 容
メイン用語集	コースに1つしか設置できません。
サブ用語集	コースに複数設置することができます。 エントリをメイン用語集へエクスポートすることが可能です。

In a main glossary, not only can you edit entries directly, but you can also export entries from a sub-glossary. Therefore, after all participants have added entries to the sub-glossary, it is possible to export the best ones to the main glossary to create a main glossary for the course. Since **only one main glossary can be set for the course**, it is recommended to place it in the topic section at the top of the course (the topic where the news forum has been set in advance).

If you prefer to set a glossary that anyone can easily edit, it is better to set up only one sub-glossary instead of a main glossary.

10.1 Creating a glossary

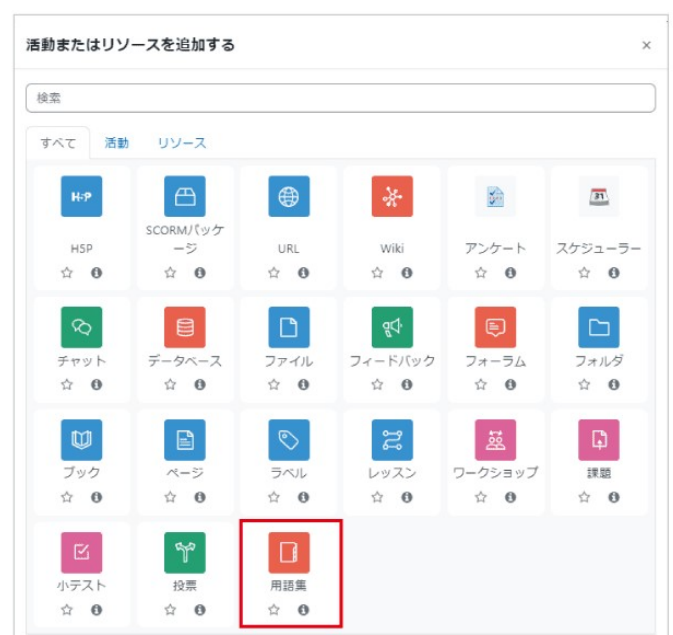
After launching edit mode, click "Add activity or resource", and click to select "**Glossary**" from the list of available activities/resources displayed.

This section explains the main settings

"General", "Entries", and

"Appearance". There are also other

additional items related to evaluation. If you want to include glossary contributions in student evaluations, set those as well.



"General" settings

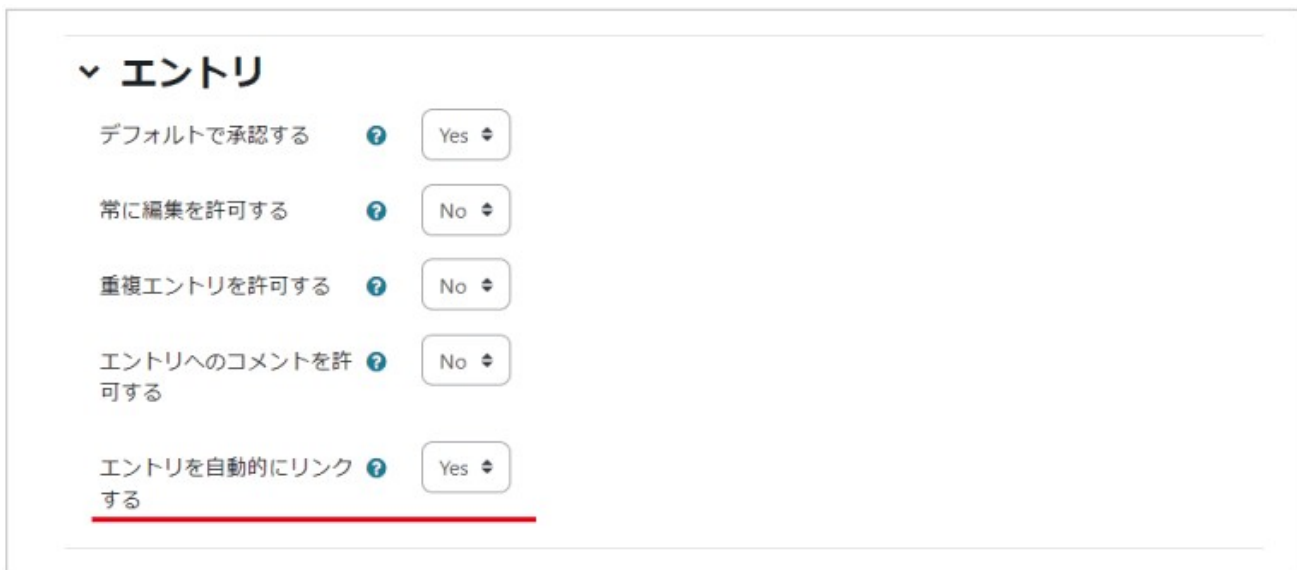
Enter the "Name" and "Description" of the glossary. The *default* glossary type is set to "**Sub-glossary**". There is also a "Main glossary" that can be used by exporting the entries created in a sub-glossary, but only one can be set for the course (see previous page).



The screenshot shows the Moodle glossary creation interface. At the top, there is a title "新しい用語集を10.用語集の作成に追加する" and a link "すべてを展開する". Below this is a section titled "一般" (General) with a dropdown arrow. Under "一般", there are two red-bordered boxes: "名称" (Name) and "説明" (Description). The "名称" field contains "Moodle用語集". The "説明" field is a rich text editor with a toolbar and the text "Moodleの用語をまとめましょう.". Below the description field is a checkbox "コースページに説明を表示する". At the bottom left, there is a red-bordered box "用語集タイプ" (Glossary Type) and a dropdown menu "サブ用語集" (Sub-glossary).

"Entries" settings

An entry refers to each item added to the glossary. If you enable "Automatically link entries", identical term entries in the course will be automatically linked. Note that in addition to the settings here, similar settings are required when creating entries.



The screenshot shows the Moodle glossary entry settings. The section is titled "エントリ" (Entries) with a dropdown arrow. There are five settings, each with a question mark icon and a dropdown menu:

- デフォルトで承認する (Default approval): Yes
- 常に編集を許可する (Always allow editing): No
- 重複エントリを許可する (Allow duplicate entries): No
- エントリへのコメントを許可する (Allow comments on entries): No
- エントリを自動的にリンクする (Automatically link entries): Yes

The "エントリを自動的にリンクする" setting is underlined in red.

"Appearance" settings

In the "Full without author" Display format, "Last updated date" is displayed in addition to "Term" and "Definition". Attached files are displayed as links. "Full without author" will not display the author's name, but if you also want to display it, select "Full with author".

In addition, there are also a "FAQ" that has "Question" and "Answer" headings added to the "Term" and "Definition" parts of the entry, as well as an "Entry list" that lists terms as links.



▼ アピアランス

表示フォーマット ? フル - 著者なし

表示フォーマットの承認 ? 表示フォーマットと同じデフォルトにする

1ページあたりのエントリ数 10

アルファベットリンクを表示 ? Yes

すべてのリンクを表示する ? Yes

特別リンクを表示する ? Yes

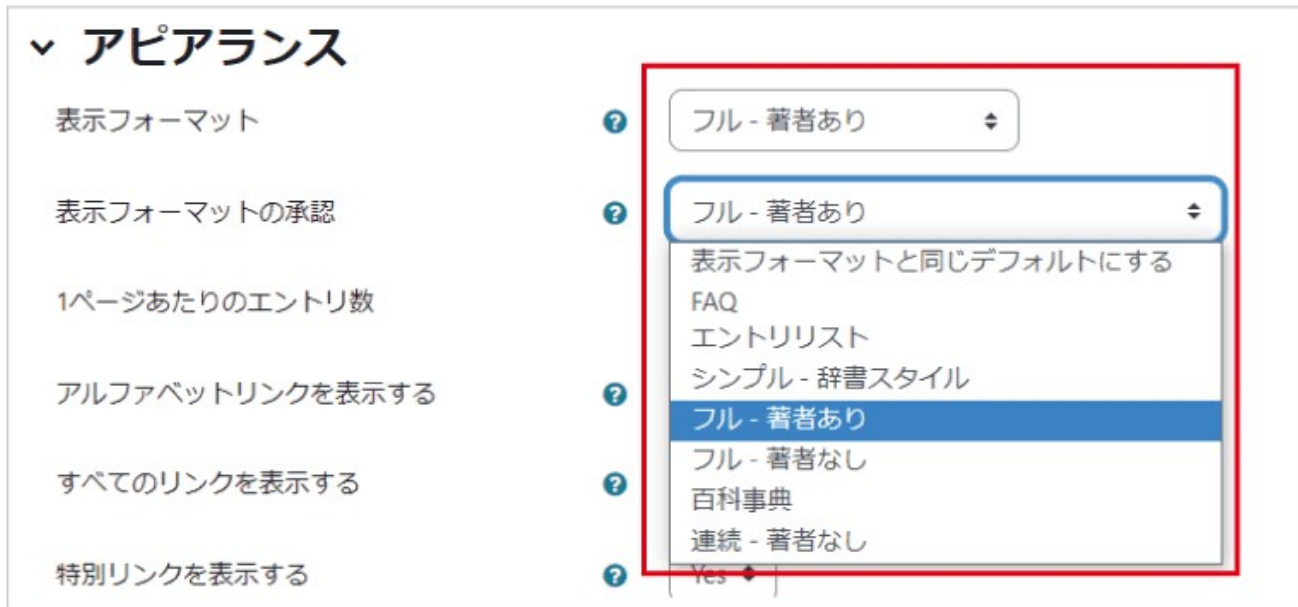
印刷ビューを許可する ? Yes

After adjusting all settings, select "**Save and return to course**" at the bottom of the screen to save the settings.

10.2 Using a glossary

Adding a category

To add a category, set a non-default value in the appearance settings. (In this case, "Full with author" has been chosen).



The screenshot shows the 'Appearance' settings for a glossary. The settings are listed on the left, and the 'Display Format' dropdown menu is open on the right, showing the selected option 'Full with author' highlighted in blue. A red box highlights the dropdown menu.

▼ アピランス

- 表示フォーマット
- 表示フォーマットの承認
- 1ページあたりのエントリ数
- アルファベットリンクを表示する
- すべてのリンクを表示する
- 特別リンクを表示する

フル - 著者あり

フル - 著者あり

表示フォーマットと同じデフォルトにする

FAQ

エントリリスト

シンプル - 辞書スタイル

フル - 著者あり

フル - 著者なし

百科事典

連続 - 著者なし

Entries are classified by "Browse by alphabet" or "Browse by date", but if you wish to perform other classifications, you need to create a category for the classification in advance (classified by "Browse by category").

To create a category, first click the glossary icon in the course to open the glossary,

A. Select the "Browse by category" tab.



B. Select "Edit categories".



C. Click "Add category" to proceed to the screen for adding a category.



D. Enter the "Name" of the category to be added and click "Save changes".



E. The added category will be displayed on the screen.



Adding an entry

When you open the glossary of the course, the entries added so far will be displayed on the screen. To add a term,

A. Select "Add entry".



B. In the settings screen, enter the "Concept" and its "Definition". If you want to use an alphabetical order index, enter half-width alphanumeric characters in the term field.



D. If enabled, the same word or phrase as the entry will be automatically linked when it appears in the course.



E. If Japanese characters are entered, they will be classified as "Special" and the index will not be usable. You can also select a category for classifying terms and attach a file to supplement the explanation as needed.



Importing and exporting entries

By using the import/export feature, you can link with other glossaries. When you select a glossary and display the glossary page, "**Import entries**" and "**Export**" are displayed on the left side of the screen. Use these to import and export entries.



The screenshot shows the Moodle Glossary interface. At the top, there is a header with the Moodle logo and the text "用語集 Moodle用語集". Below the header, there are navigation links: "用語集", "設定", and "さらに". A light blue box contains the text "Moodleの用語をまとめましょう。". Below this, there is a blue button "エンTRIESを追加する". To the right, a red box highlights a grey button "エンTRIESをインポートする" with a dropdown arrow, and a white button "エクスポート" with a sub-menu containing "印刷モード". Below the buttons, there is a search bar with the text "検索" and a magnifying glass icon, followed by a checked checkbox "全文検索する". Below the search bar, there is a link "このインデックスを使用して用語集を表示する". At the bottom, there is a navigation menu with links "特別 | A | B | C | D | E | F | G | H | I | J | K | L | M | N | O | P | Q | R | S | T | U | V | W | X | Y | Z | すべて". The main content area shows the heading "ワークショップ" and a paragraph of text: "ワークショップとは学生同士の相互評価をサポートする活動モジュールです。学生は自身のレポートを提出後、あらかじめ教師が設定した評価基準に従って他の学生が提出したレポートを評価します。". At the bottom right, there are three icons: a link icon, a trash icon, and a settings icon.

Exporting entries

To export an entry, select "**Export**" and click "**Export entry to file**". You will then be able to save entries contained in the glossary as an XML file.



用語集 設定 さらに▼

戻る

エントリをXMLファイルにエクスポートする

エントリをファイルにエクスポートする

Importing entries

To import entries, select "**Import entry**", then select the XML file to be imported in "**A. File to import**", and choose from "Current glossary" or "New glossary" in "**B. Destination of imported entries**". Use "**C. Import category**" to specify whether or not a category is to be included.



The screenshot shows the 'Moodle用語集' interface for importing entries. The main heading is 'エントリをXMLファイルからインポートする'. Below this, there are three main sections:

- A:** 'インポートするファイル' (File to import). This section includes a text input field for the file path, a '新しいファイルの最大サイズ: 100 MB' (Maximum size for new files: 100 MB) label, and a large dashed box with a download icon and the text '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。' (You can add files by dragging & dropping them here).
- B:** 'インポート先' (Import destination). This section has a dropdown menu currently set to '現在の用語集' (Current glossary).
- C:** A checkbox labeled 'カテゴリをインポートする' (Import category).


At the bottom of the form are two buttons: '送信' (Send) and 'キャンセル' (Cancel).

If the import destination glossary is set to "**New glossary**", a new glossary containing the imported data will be created in the top topic (where the news forum is located).

10.3 Linking a sub-glossary and a main glossary

With Moodle's glossary, you can export the entries contained in a sub-glossary to the main glossary. This allows outstanding entries from the sub-glossary edited by students to be reflected in the main glossary of the course. If you want to use category classification for the main glossary, you need to prepare the same category as in the sub-glossary in advance.

Exporting from a sub-glossary to the main glossary

In a sub-glossary, you can export an entry to the main glossary by clicking the  icon at the bottom right of the entry. This icon **only appears if a main glossary is available in the course**.



Entries exported to the main glossary can only be edited in the main glossary and cannot be edited or deleted from a sub-glossary. However, if deleted from the main glossary (see below for how to delete), you will be able to edit and delete the entry again in the sub-glossary.

Deleting entries from the main glossary

You can delete an entry from the main glossary by clicking the **"Trash"** icon at the bottom right of the entry.



11. Using the grading table

Each activity in Moodle is individually graded, but activities can be viewed collectively in the grading table. With the grading table, as explained in section 11.2, it is also possible to grade activities assigned in and outside of Moodle together, including activities other than those in Moodle.

11.1 Totaling and managing scores

The grade assigned to each piece of content is calculated using the grading table (grader's report) displayed in the "**Grades**" feature of Moodle. In addition, you can adjust grading table settings in "**Gradebook setup**" found in the settings tab.

By default, Chiba University Moodle hides the grading table from students. If you want to enable students to be able to check their grades (user reports), change the settings described later (see section 11.2). However, even if the grading table is hidden, students can check their scores for individual activities (assignments, quizzes, etc.) in each assigned activity content.

Displaying the grading table (grader report)

Click "**Grades**" from the context navigation of the course screen to display the "**Grader report**".

A list of users and activities that can be graded is displayed. In addition, the grade for each activity is displayed.



評定者レポート
すべての参加者:6/6

名 [すべて](#) A B C D E F G H I J K L M N O P Q R S T U V W X Y Z

姓 [すべて](#) A B C D E F G H I J K L M N O P Q R S T U V W X Y Z

2023-はじめてのMoodle					
姓 ^ / Last name / 名 / First name	学生証番号	第1回授業動画	第1回授業 小テスト	第2回授業 小テスト	コース合計
0学 学生 00	Studentid00	-Q	-Q	-Q	-
0学 学生 01	Studentid01	-Q	6.00Q	6.00Q	10.00
0学 学生 02	studentid02	-Q	5.00Q	10.00Q	12.50
0学 学生 03	studentid03	-Q	-Q	-Q	-
0学 学生 04	studentid04	-Q	-Q	-Q	-
0学 学生 05	Studentid05	-Q	6.00Q	10.00Q	13.33
全平均		-	5.67	8.67	11.94

Selecting a totaling method

You can choose how to calculate the total in the grading table.

1. Click "Grades" in the context navigation of the course screen to display the grading table.

Click on the box labeled "Grader report" to open the menu of operations for the grader report, then click on "Gradebook setup".

2023-はじめてのMoodle: 表示: プリファレンス: 評定者レポート

コース 設定 参加者 評定 レポート さらに▼

評定者レポート

表示

- 評定者レポート
- 評定履歴
- 概要レポート
- シングルビュー
- ユーザレポート

セットアップ

- 評定表セットアップ
- コース評定設定
- プリファレンス: 評定者レポート

さらに

- 評価尺度
- 評定文字
- インポート
- エクスポート

学生証番号	第1回授業動画	第1回授業 小テスト	第2回授業
Studentid00	-Q	-Q	
Studentid01	-Q	6.00Q	
studentid02	-Q	5.00Q	

2. The grading table setup screen will be displayed.

Click "Edit" on the far right of the course name (in this case "2023 - First time using Moodle") and select "Edit grades" from the drop-down menu that appears.

2023-はじめてのMoodle: 設定: 評定表セットアップ

コース 設定 参加者 評定 レポート さらに▼

評定表セットアップ

評定項目を追加する カテゴリを追加する

評定表セットアップ

名称	満点	操作
2023-はじめてのMoodle	-	編集
第1回授業動画		設定を編集する 非表示
第1回授業 小テスト	10.00	編集
第2回授業 小テスト	10.00	編集
※ コース合計 評点の単純加重平均値. 空白の評点を含む.	100.00	編集

変更を保存する

Upon doing so, the ※column will show the currently selected totaling method.

3. The "Edit category" screen will be displayed.

Click the box next to "Total" to display the calculation methods that can be used for totaling. Select an appropriate method.



The screenshot shows the Moodle interface for editing a category. The page title is "2023-はじめてのMoodle: 設定: カテゴリを編集する". The navigation menu includes "コース", "設定", "参加者", "評価", "レポート", and "さらに". The main heading is "カテゴリを編集する". Under the "評価カテゴリ" section, there is a "カテゴリ名" input field and a "総計" dropdown menu. The dropdown menu is open, showing "評点の単純加重平均値" selected. Below the dropdown is a checkbox labeled "空白の評点を除く". At the bottom, there are buttons for "変更を保存する" and "キャンセル".

Selectable calculation methods include:

- Average of score
- Weighted average of score
- Simple weighted average of score
- Average of score (additional points)
- Median of score
- Minimum value of score
- Maximum value of score
- Mode of score
- Natural

✘ Natural: Sum of score

Do not check the box "Exclude blank scores".

If you check this box, the calculation results will not include activities that the student did not take/respond to (e.g., quizzes not taken).

«"Simple weighted average of score" and "Average of score" »

With "Simple weighted average of score", the weight when taking the weighted average is calculated as the "maximum score - minimum score" of each grade item.

For example, for grading items A1 and A2 (minimum score: 0, maximum score: 100) and A3 (minimum score: 0, maximum score: 10), the weight of A1, A2, and A3 is 100, 100, and 10, respectively.

Now, when the scores of A1, A2, and A3 are set to 80, 90, and 5, respectively, the ratio of the scores for the "Simple weighted average" is

$$((80/100)*100 + (90/100)*100 + (5/10)*10)/210 \doteq 0.8333$$

Therefore, if 100.00 is considered a perfect score for the "Course total", the "Course total" will be 83.33.

On the other hand, the ratio of scores in the case of an "Average score" is

$$((80/100) + (90/100) + (5/10))/3 \doteq 0.7333$$

Therefore, the "Course total" is 73.33.

Adjusting settings to allow students to check their grading table (user report)

1. Click "Settings" from the context navigation of the course screen to open the course settings screen.

Under "Appearance", change "Show gradebook to students" to "YES" and click "Save and display".

The screenshot shows the '2023-はじめてのMoodle' course settings page. The 'Appearance' section is expanded, and the '学生に評価表を表示する' (Show gradebook to students) option is set to 'Yes'. A red box highlights this setting. Other options include '言語の強制' (Language forcing) set to '強制しない' (Do not force), 'アナウンスメントの表示件数' (Number of announcements to display) set to '0', '活動レポートを表示する' (Show activity reports) set to 'No', and '活動日付を表示する' (Show activity dates) set to 'Yes'. The '保存して表示する' (Save and display) button is visible at the bottom.

2. "Grading" will also appear in the context navigation on the student's course screen and can be selected.

The screenshot shows the '2023-はじめてのMoodle: 設定: 評価表セットアップ' (2023-はじめてのMoodle: Settings: Grading Setup) page. The 'Grading' option is selected in the context navigation, and a red box highlights it. The page shows a table of grading items with columns for '名称' (Name), '満点' (Maximum score), and '操作' (Action). The table lists several items, including '第1回授業動画' (1st lecture video) and '第1回授業 小テスト' (1st lecture quiz), with a total score of 100.00. The '変更を保存する' (Save changes) button is visible at the bottom.

名称	満点	操作
2023-はじめてのMoodle	-	編集
第1回授業動画	100.00	編集
第1回授業 小テスト	10.00	編集
第2回授業 小テスト	10.00	編集
コース合計	100.00	編集

3. A grading table (user report) will be displayed, listing your scores in the course.

The screenshot shows the '2023-はじめてのMoodle: 表示: ユーザレポート' (2023-はじめてのMoodle: Display: User Report) page. The 'ユーザーレポート' (User Report) option is selected in the context navigation. The page shows a table of grading items with columns for '評価項目' (Grading item), '計算済み加重' (Calculated weighted score), '評価' (Score), '範囲' (Range), 'パーセンテージ' (Percentage), 'フィードバック' (Feedback), and 'コース合計への寄与' (Contribution to course total). The table lists several items, including '第1回授業動画' (1st lecture video) and '第1回授業 小テスト' (1st lecture quiz), with a total score of 10.00. A red box highlights the table.

評価項目	計算済み加重	評価	範囲	パーセンテージ	フィードバック	コース合計への寄与
2023-はじめてのMoodle	-	-	0-100	-	-	-
第1回授業動画	83.33 %	-	0-100	-	-	0.00 %
第1回授業 小テスト	8.33 %	6.00	0-10	60.00 %	-	5.00 %
第2回授業 小テスト	8.33 %	6.00	0-10	60.00 %	-	5.00 %
コース合計	-	10.00	0-100	10.00 %	-	-

11.2 Managing grades of tests given outside of Moodle

It is possible to manage scores using the grading table for tests given outside of Moodle, such as mid-term exams.

Settings

1. Click "Grading" in the context navigation to select it, then click on "**Grading table setup**" from the box that appears to display the "Grading table setup" screen.



The screenshot shows the Moodle interface for a course titled "2023-はじめてのMoodle". The navigation menu includes "コース", "設定", "参加者", "評定", "レポート", and "さらに". The "評定" (Grading) tab is selected. A dropdown menu is open, showing options under "表示" (Display) and "セットアップ" (Setup). The "評定表セットアップ" (Grading table setup) option is highlighted with a red box. Below the menu, a table displays student grades for various assignments.

学生証番号	第1回授業動画	第1回授業 小テスト	第2回授業
Studentid00	-Q	-Q	
Studentid01	-Q	6.00	
studentid02	-Q	5.00	

2. Click "Add new grading item" on the screen to display the "New grading item" setting screen.



The screenshot shows the "Grading table setup" screen in Moodle. The navigation menu includes "コース", "設定", "参加者", "評定", "レポート", and "さらに". The "評定" (Grading) tab is selected. A dropdown menu is open, showing the "評定表セットアップ" (Grading table setup) option. A red box highlights the "評定項目を追加する" (Add new grading item) button. Below the menu, a table displays the current grading items and their scores.

名称	満点	操作
2023-はじめてのMoodle	-	編集
第1回授業動画	100.00	編集
第1回授業 小テスト	10.00	編集
第2回授業 小テスト	10.00	編集
コース合計 評点の単純加重平均値、空白の評点を含む。	100.00	編集

3. In the "New grading item" screen, set the necessary items such as "Item name" and "Maximum (minimum) score" and click "Save changes" to save the settings.

評価表セットアップ / 新しい評価項目

2023-はじめてのMoodle: 設定: 新しい評価項目

コース 設定 参加者 評価 レポート さらに▼

新しい評価項目

すべてを折りたたむ

▼ 評価項目

項目名

さらに表示する ...

評価タイプ

評価尺度

最大評点

最小評点

隠す

ロック

▼ 親カテゴリ

追加点

4. The items entered above will be added to the grading table.

評価表セットアップ

名称	満点	操作
2023-はじめてのMoodle	-	編集 ▼
第1回授業動画	100.00	編集 ▼
第1回授業 小テスト	10.00	編集 ▼
第2回授業 小テスト	10.00	編集 ▼
中間テスト	100.00	編集 ▼
コース合計 評点の単純加重平均値。空白の評点を含む。	100.00	編集 ▼

Inputting grades

Enter the score for the grading item (here, the mid-term exam) added to the grading table.

1. Open "Gradebook setup" by clicking "Grades" in the context navigation of the course screen.



2. Click "Edit mode" at the top right of the screen to begin editing, and then enter the score in the blank of the newly added grading item. To save the grade, click "Save changes" at the bottom left of the table. If you want to add a comment in addition to the score, click the gear icon on the upper right of the blank and enter it in "Feedback" on the displayed screen.

3. Enter the grade in the space provided for the added grade item.

To save the grades. Click "Save changes" in the lower left corner of the table. If you want to add a comment in addition to the grade, click the gear icon in the upper right corner of the blank column and write your comment in the "Feedback" field.

評定者レポート

すべての参加者:6/6

名 [すべて](#) A B C D E F G H I J K L M N O P Q R S T U V W X Y Z

姓 [すべて](#) A B C D E F G H I J K L M N O P Q R S T U V W X Y Z

		2023-はじめてのMoodle					
姓 / Last name / 名 / First name	学生証番号	第1回授業動画	第1回授業 小テスト	第2回授業 小テスト	中間テスト	コース合計	
コントロール							
0学 学生 00	Studentid00						
0学 学生 01	Studentid01		6.00	6.00		5.45	
0学 学生 02	studentid02		5.00	10.00		6.82	
0学 学生 03	studentid03						
0学 学生 04	studentid04						
0学 学生 05	Studentid05		6.00	10.00		7.27	
全平均		-	5.67	8.67		6.52	

変更を保存する

4. Click "Exit edit mode" at the top right of the screen to finish your input.

Overall grading changes

In the grading table, you can change not only the grading items added as described above, but also scores related to activities in Moodle and feedback comments in general. However, **if you change scores or feedback comments in the grading table, the score or feedback comment added in the original activity will be overwritten and you will not be able to enter it from the activity content afterwards (grading table changes will be prioritized).**

11.3 Using calculation formulas

You can also use a calculation formula to calculate the "Course total", which is the total of each grade item.

1. Click to select "Grading" in the context navigation, then click on "**Gradebook setup**" from the box that appears to display the "Gradebook setup" screen.

The screenshot shows the Moodle interface for the course "2023-はじめてのMoodle". The navigation menu includes "コース", "設定", "参加者", "評価", "レポート", and "さらに". The "評価" (Grading) menu is open, showing options such as "評価レポート", "表示", "評価履歴", "概要レポート", "シングルビュー", "ユーザレポート", "セットアップ", "評価表セットアップ", "コース評価設定", "プリファレンス: 評価者レポート", "さらに", "評価尺度", "評価文字", "インポート", and "エクスポート". The "評価表セットアップ" option is highlighted with a red box. The background shows a table with student IDs and activity scores.

2023-はじめてのMoodle				
学生証番号	第1回授業動画	第1回授業	小テスト	第2回授業
Studentid00				
Studentid01			6.00	
studentid02			5.00	

2. Select "Edit calculation" from "Edit" under "Course total".

名称	満点	操作
2023-はじめてのMoodle	-	編集
第1回授業動画	100.00	編集
第1回授業 小テスト	10.00	編集
第2回授業 小テスト	10.00	編集
中間テスト	100.00	編集
コース合計 評点の単純加重平均値。空白の評点を含む。	100.	計算を編集する 非表示

変更を保存する

Note) Values calculated using a calculation formula will not exceed the perfect score of the course total (100.00 on the screen).

3. Give a name (ID numbers) to the item to be used in the formula.

The items that can be used in the calculation are displayed. In the box next to the item, enter a name for the calculation and click "Add ID Numbers" to save the ID number.

計算を編集する

▼ 評価項目

項目名

計算

変更を保存する キャンセル

IDナンバー

- 2023-はじめてのMoodle
 - コース合計
 - 第1回授業動画 Video1
 - 第1回授業 小テスト test1
 - 第2回授業 小テスト test2
 - 中間テスト midterm_test

IDナンバーを追加する

4. Enter the calculation formula in the "Calculation" field using the ID number registered in 3.

The formula starts with "=". ID numbers in the formula are enclosed in [[...]].

Click "Save changes" to save, and the changes will be reflected in the "Course total" of the grader report.

計算を編集する

▼ 評価項目

項目名

計算

=[[Video1]]+[[test1]]+[[test2]]+[[midterm_test]]

変更を保存する キャンセル

Calculation formula examples

Here, it is assumed that Assignment 01 (Kadai01), Assignment 02 (Kadai02), and Quiz 01 (Quiz01) have been completed (numbers in parentheses are ID numbers; It is assumed that the perfect score for Assignment 01 and Assignment 02 is 100 points, the perfect score for Quiz 01 is 10 points, and the perfect score for the course total is 100).

Ex 1) Simple total calculation:

$$= [[Kadai01]] + [[Kadai02]] + [[Quiz01]]$$

Note) The result of the calculation does not exceed the perfect score of the "Course total".

Ex 2) Average score calculation:

$$= ([[Kadai01]] + [[Kadai02]] + [[Quiz01]] * 10) / 3$$

Ex 3) Calculation when the average score of Assignment 01 and Assignment 02 is calculated only when Quiz 01 is a perfect score, and when 0 points are given if the Quiz 01 is not a perfect score:

$$= \max(\min([[Quiz01]] - 9, 1), 0) * ([[Kadai01]] + [[Kadai02]]) / 2$$

Main functions that can be used

Function	format
Sum:	sum(Value 1, Value 2, ...)
Average:	average(Value 1, Value 2, ...)
Maximum value:	max(Value 1, Value 2, ...)
Minimum value:	min(Value 1, Value 2, ...)
Remainder:	mod(Value, Divisor)
Power:	power(Bottom of power, Exponent)
Round off:	round(Value, Digits after decimal point)
Maximum integer less than or equal to a given real number:	floor(Value)
Minimum integer greater than or equal to a given real number:	ceil(Value)
Square root:	sqrt(Value)
Absolute value:	abs(Value)
Power with e as the bottom:	exp(Value)
Pi:	pi()

Select the totaling method to calculate the "Course total" which totals up the scores of each grade item. The "Simple weighted average of score" is the default setting in Chiba University Moodle. "**Exclude blank scores**" is also disabled. In this case, items that have not been graded, such as ungraded assignments or quizzes that students have not yet taken, are treated as zero points.

12. Checking activity logs

You can check activity logs saved in Moodle to grasp the activity status of students in the course. Activity logs in Moodle can also be used to check the access status of course content or the access status of students for specific content in addition to basic activity history displayed in chronological order.

12.1 Course log

This section explains the "Log", "Live log", "Activity report", "Course participants", and "Activity completion" features that show activity status in the course.

Log

1. Click "**Reports**" from the course navigation on the course screen.



2. Click "**Logs**" from the list of logs that can be displayed.



3. Specify the log conditions to be displayed.

Normally, the required logs can be acquired by specifying columns A, B, and C.

Specify the necessary items and click "Acquire these logs".

The screenshot shows the Moodle log selection interface for the course "2023-はじめてのMoodle". At the top, there are navigation tabs: "コース", "設定", "参加者", "評価", "レポート", and "さらに". The "レポート" tab is selected. Below the tabs, there is a dropdown menu for "ログ" (Log). The main heading is "ログ" (Log), followed by the instruction "あなたが表示したいログを選択してください:" (Please select the log you want to display:). Below this, there are several selection boxes: "2023-はじめてのMoodle" (labeled A), "すべての参加者" (labeled B), "すべての日付" (labeled C), "すべての活動" (labeled D), "すべてのアクション" (labeled E), "すべてのソース" (labeled F), and "すべてのイベント" (labeled G). There is also a "標準ログ" (Standard Log) dropdown and a blue button labeled "これらのログを取得する" (Acquire these logs).

A: The course name is displayed. (Cannot be changed).

B: Specify the participants. You can select specific students.

C: Specify the date.

D: Select the type of activity. You can select from resources/activities in the course.

E: You can select the actions you want to display. Choose from "All actions", "Create", "View", "Update", "Delete" or "All changes".

F: You can select the source of the action for the change in Moodle, but you do not need to change this item.

G: You can select from "All events", "Teaching", "Participating", or "Other", but you do not need to change this item.

4. The log will be displayed.

The "Download" button at the bottom allows you to download the file in a specific format.

時間	ユーザー名	影響を受けるユーザー	イベントコンテキスト	コンポーネント	イベント名	説明	オリジン	IPアドレス
2023年03月16日 13:15:45 PM	教員 01	-	コース: 2023-はじめてのMoodle	システム	コースが閲覧されました。			
2023年03月16日 13:05:52 PM	教員 01	-	コース: 2023-はじめてのMoodle	システム	コースが閲覧されました。			
2023年03月16日 11:42:38 AM	教員 01	-	コース: 2023-はじめてのMoodle	システム	コースが閲覧されました。			
2023年03月16日 11:42:08 AM	教員 01	-	コース: 2023-はじめてのMoodle	システム	コースが閲覧されました。			
2023年03月16日 11:15:57 AM	教員 01	-	コース: 2023-はじめてのMoodle	評定者レポート	評定者レポートが閲覧されました。			

テーブルデータをダウンロードする:

1 2 3 4 5 6 7 8 9 10 ... 16 »

Live log

Selecting "**Live log**" will display the activity log for the past hour in the course. The content displayed is the same as that of the activity log.

1. Click "**Reports**" from the course navigation on the course screen.

2023-はじめてのMoodle

コース 設定 参加者 評定 **レポート** さらに ▾

▼ 一般 すべてを折りたたむ

 フォーラム
アナウンスメント

▼ 第1回授業

2. Click "Live logs" from the list of logs that can be displayed.

2023-はじめてのMoodle

コース 設定 参加者 評価 レポート さらに▼

レポート

ログ

ライブログ

活動レポート

コース参加

3. The live log (activity log for the past hour) will be displayed.

You can temporarily stop the log from updating by clicking "Pause live updates". The updated logs will be displayed together after you update them using "Resume live update".

The screenshot shows the Moodle course page for '2023-はじめてのMoodle'. The 'レポート' (Reports) menu is selected, and the 'ライブログ' (Live logs) option is highlighted. Below the menu, there is a 'ライブログ' button with a dropdown arrow. The main heading is 'ライブログ' (Live logs), with a subtitle '過去1時間のライブログ (60秒ごとに更新する)' (Live log for the past 1 hour (updates every 60 seconds)). Below this, there is a 'ログリーダーを選択する' (Select log reader) dropdown menu with '標準ログ' (Standard log) selected. A button labeled 'ライブアップデートを一時停止する' (Pause live updates) is highlighted with a red box. Below the button is a table of log entries.

時間	ユーザーフルネーム	影響を受けるユーザー	イベントコンテキスト	コンポーネント	イベント名	説明	オリジン	IPアドレス
2023年03月16日 13:57:41 PM	教員01	-	コース: 2023-はじめてのMoodle	ライブログ	ライブログレポートが閲覧されました。			
2023年03月16日 13:40:57 PM	教員01	-	コース: 2023-はじめてのMoodle	ログ	ログレポートが閲覧されました。			
2023年03月16日 13:15:45 PM	教員01	-	コース: 2023-はじめてのMoodle	システム	コースが閲覧されました。			
2023年03月16日 13:05:52 PM	教員01	-	コース: 2023-はじめてのMoodle	システム	コースが閲覧されました。			

Activity report

Select "**Activity report**" to display the viewing status of course content.

1. Click "**Reports**" from the course navigation on the course screen.



2. Click "**Activity report**" from the list of logs that can be displayed.



3. The activity report will be displayed.



Course participation

Select "**Course participation**" to display student participation status for specific course content. You can set the criteria for the participation status to be displayed.

1. Click "**Reports**" from the course navigation on the course screen.



2. Click "**Course participation**" from the list of logs that can be displayed.



3. Specify the course participation log conditions to be displayed. Specify the necessary items and click "Go".



A: Select the course content and resources/activities for which you would like to acquire a course participation log.

B: Specify the period of time (past days, past weeks, etc.) for which you would like to acquire a course participation log.

C: Specify the role of the participant for whom you would like to acquire a course participation log.

D: Select the type of activity. Select from "All actions," "View," and "Post".

E: If you have set up groups in the course, specify the group for which you would like to acquire the course participation log.

4. The "Course participation" log will be displayed.

2023-はじめてのMoodle

コース 設定 参加者 評価 レポート さらに▼

コース参加 ▼

コース参加

活動モジュール 第1回授業 小テスト ▼ 期間 選択... ▼ 表示限定 学生 ▼

行動の表示 すべてのアクション ▼ Go

グループ すべての参加者 ▼

小テスト表示
小テスト投稿

6

姓 ▼ / Last name / 名 / First name	すべてのアクション	選択
学生 01	Yes (13)	<input type="checkbox"/>
学生 02	Yes (8)	<input type="checkbox"/>
学生 03	No	<input type="checkbox"/>
学生 04	No	<input type="checkbox"/>
学生 05	Yes (9)	<input type="checkbox"/>
学生 00	No	<input type="checkbox"/>

すべて「No」を選択する

選択したユーザに対して... 選択...

5. The "Course participation" log will be displayed.

2023-はじめてのMoodle

コース 設定 参加者 評価 レポート さらに▼

コース参加 ▼

コース参加

活動モジュール 第1回授業 小テスト ▼ 期間 選択... ▼ 表示限定 学生 ▼

行動の表示 すべてのアクション ▼ Go

グループ すべての参加者 ▼

小テスト表示
小テスト投稿

6

姓 ▼ / Last name / 名 / First name	すべてのアクション	選択
学生 01	Yes (13)	<input type="checkbox"/>
学生 02	Yes (8)	<input type="checkbox"/>
学生 03	No	<input type="checkbox"/>
学生 04	No	<input type="checkbox"/>
学生 05	Yes (9)	<input type="checkbox"/>
学生 00	No	<input type="checkbox"/>

すべて「No」を選択する

選択したユーザに対して... 選択...

6. "To selected users" can also be used to send a message to multiple selected users at once. For example, you can send a message to students who have not taken a quiz just before the deadline, to urge them to do so.

The screenshot shows the Moodle course interface for "2023-はじめてのMoodle". The "参加者" (Participants) tab is active. The "コース参加" (Course Participation) section shows filters for "活動モジュール" (Activity Module) set to "第1回授業 小テスト" (Lesson 1 Quiz), "期間" (Period), "表示限定" (Display Limit), and "学生" (Students). The "行動の表示" (Display Actions) is set to "すべてのアクション" (All Actions). The "グループ" (Group) is set to "すべての参加者" (All Participants). Below this, there are options for "小テスト表示" (Quiz Display) and "小テスト投稿" (Quiz Submission). A table lists 6 students with their participation status and a "選択" (Select) column. A red box highlights the "選択" column, showing checkboxes for each student: Student 01 (unchecked), Student 02 (unchecked), Student 03 (checked), Student 04 (checked), Student 05 (unchecked), and Student 00 (checked). Below the table, there is a button "すべての「No」を選択解除する" (Deselect all "No") and a dropdown menu "選択したユーザに対して..." (For selected users...) with a "選択..." (Select...) button. A red box highlights the dropdown menu.

姓 / Last name / 名 / First name	すべてのアクション	選択
学生 01	Yes (13)	<input type="checkbox"/>
学生 02	Yes (8)	<input type="checkbox"/>
学生 03	No	<input checked="" type="checkbox"/>
学生 04	No	<input checked="" type="checkbox"/>
学生 05	Yes (9)	<input type="checkbox"/>
学生 00	No	<input checked="" type="checkbox"/>

Activity completion

If you enable "Completion tracking" in "Edit Settings" under course management and set "Activity completion" for each resource/activity, you can check the completion status of activities in the students' course. There will be a check shown in the completed activity field.

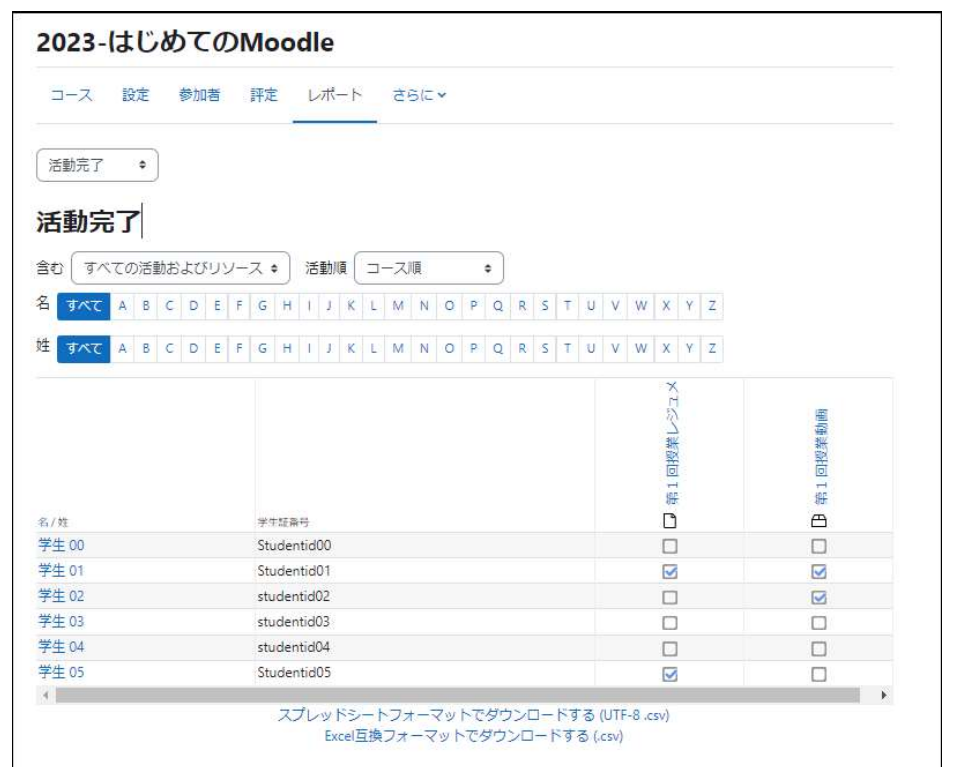
1. Click "Report" from the course navigation on the course screen.



2. Click "Activity completion" from the list of logs that can be displayed.



3. The activity completion status will be displayed.



12.2 Activity logs of each student

The previous section showed how to acquire logs related to a course or course content, but it is also possible to display the activity status of a specific student. You can display "Today's log" "All logs," "Outline report," "Detailed report," and "Grading summary".

Choosing a student

1. Click "Participants" from the course screen.



2023-はじめてのMoodle

コース 設定 **参加者** 評価 レポート さらに▼

▼ 一般 すべてを折りたたむ

フォーラム
アナウンスメント

▼ 第1回授業

ファイル
第1回授業レジュメ 完了マークする

2. Click the participant whose report you want to see from the list displayed, and the student's individual page will be displayed.



2023-はじめてのMoodle

コース 設定 **参加者** 評価 レポート さらに▼

登録済みユーザ ユーザを登録する

登録済みユーザ

合致 どれか▼ 選択▼ ✕

+ 条件を追加する フィルタをクリアする フィルタを適用する

10名の参加者が見つかりました。

名 すべて A B C D E F G H I J K L M N O P Q R S T U V W X Y Z

姓 すべて A B C D E F G H I J K L M N O P Q R S T U V W X Y Z

姓 / Last name / 名 / First name	学生証番号	ロール	グループ	コースへの最終アクセス	ステータス
0教 教員 01		教師	Group student, グループ A, グループ B	現在	アクティブ
スM Moodleサポートス トップ021		教師	Group student, グループ A, グループ B	1日 23時間	アクティブ
0教 教員 02		編集権限のない 教師	グループなし	16日	アクティブ
0学 学生 00	Studentid00	学生	Group student	なし	アクティブ
0学 学生 01	Studentid01	学生	グループ A, グループ B	32分 13秒	アクティブ
0学 学生 02	studentid02	学生	Group student, グループ A	31分 38秒	アクティブ

Displaying a report

On the displayed student's individual page, select the report you wish to view from the "Report" field indicated by the red frame.

2023-はじめてのMoodle

コース 設定 参加者 評価 レポート さらに▼

0学 学生 01 [メッセージ](#) [CONTACTに追加する](#)

コース詳細

ロール

学生

レポート

本日のログ

すべてのログ

アウトラインレポート

詳細レポート

評価概要

その他

プロフィール詳細

フォーラム投稿

フォーラムディスカッション

Today's log and all logs

The screen shown in the figure is the "All logs" screen.



Outline report

0学 **学生 01** [メッセージ](#) [📧 コンタクトに追加する](#)

アウトラインレポート

一般

[📧 アナウンスメント](#) -

第1回授業

<input type="checkbox"/> 第1回授業レジュメ	1 閲覧	2023年 03月 16日(木曜日) 15:24 (1 時間 54 分)
<input type="checkbox"/> 第1回授業動画	評点: 0.00 / 100.00	2023年 03月 16日(木曜日) 16:19 (59 分 26 秒)
<input checked="" type="checkbox"/> 第1回授業 小テスト	評点: 6.00 / 10.00	2023年 03月 10日(金曜日) 17:58 (5 日 23 時間)

第2回授業

<input type="checkbox"/> 第2回授業レジュメ	1 閲覧	2023年 03月 16日(木曜日) 15:25 (1 時間 53 分)
<input checked="" type="checkbox"/> 第2回授業 小テスト	評点: 6.00 / 10.00	2023年 03月 10日(金曜日) 18:00 (5 日 23 時間)

Complete report

0学 **学生 01** [メッセージ](#) [📧 コンタクトに追加する](#)

詳細レポート

第1回授業

- ファイル: 第1回授業レジュメ**
1 閲覧 - 直近の 2023年 03月 16日(木曜日) 15:24
- SCORMパッケージ: 第1回授業動画**
評点: 0.00 / 100.00
最初のアクセス: 2023年 03月 16日(木曜日) 15:24 (1 時間 57 分)
最終アクセス: 2023年 03月 16日(木曜日) 15:24 (1 時間 57 分)
レポート:
 - V029366
 - V029366
 -
- 小テスト: 第1回授業 小テスト**
評点: 6.00 / 10.00
受験 1: 6.00/10.00 - 2023年 03月 10日(金曜日) 17:58

Grades overview

The course name will be displayed, and clicking on it will display the grading report of the participant (student) you specified.

2023-はじめてのMoodle: 表示: 概要レポート

コース 設定 参加者 評価 レポート さらに▼

概要レポート

0学 学生 01 [メッセージ](#) [コンタクトに追加する](#)

ユーザを選択する 学生 01

コース名	評点
2023-はじめてのMoodle	5.45

0学 学生 01 [メッセージ](#) [コンタクトに追加する](#)

すべてまたは1ユーザを選択する 学生 01

次のユーザとして表示する ユーザ

評価項目	計算済み加重	評価	範囲	パーセンテージ	フィードバック	コース合計への寄与
■ 2023-はじめてのMoodle						
<input type="checkbox"/> 第1回授業動画	45.46 %	0.00	0-100	0.00 %		0.00 %
<input checked="" type="checkbox"/> 第1回授業 小テスト	4.55 %	6.00	0-10	60.00 %		2.73 %
<input checked="" type="checkbox"/> 第2回授業 小テスト	4.55 %	6.00	0-10	60.00 %		2.73 %
<input type="checkbox"/> 中間テスト	45.46 %	-	0-100	-		0.00 %
<input checked="" type="checkbox"/> コース合計 評点の単純加重平均値. 空白の評点を含む.	-	5.45	0-100	5.45 %		-

Checking video (SCORM package) viewing status

SCORM packages used on the video management site (HLS) are given a score according to the position of the slider, and when the video is watched all the way to the end, the score will be 100, so you can check viewing status by choosing to "Prohibit" "Skip playback" in the SCORM package settings.

You can check viewing status by checking the score in the SCORM "Report".

To check viewing status with more details, you can follow the same procedure as in "12.1 Course log" to acquire a video viewing log.

Acquiring a video viewing log

1. Click "Report" from the course screen.
2. Select "Logs" from the box displayed.
3. Specify the log criteria.

A: The course name is displayed.

B: Make a selection here to specify a specific student.

C: Make a selection here to specify a specific date.

D: Make a selection here to specify a specific video.

E, F, and G do not have to be specified.

時間	ユーザフルネーム	影響を受けるユーザ	イベントコンテンツ	コンポーネント	イベント名	説明	オリジン	IPアドレス
2023年03月16日 16:27:19 PM	学生 02	学生 02	SCORM/パッケージ: 第1回授業動画	システム	コース活動完了が更新されました。		web	
2023年03月16日 16:26:45 PM	学生 01	学生 01	SCORM/パッケージ: 第1回授業動画	システム	コース活動完了が更新されました。		web	
2023年03月16日 16:19:36 PM	教員 01	-	SCORM/パッケージ: 第1回授業動画	SCORM/パッケージ	コースモジュールが閲覧されました。		web	
2023年03月16日 16:19:35 PM	教員 01	-	SCORM/パッケージ: 第1回授業動画	システム	コースモジュールが更新されました。		web	
2023年03月16日 16:19:35 PM	教員 01	教員 01	SCORM/パッケージ: 第1回授業動画	システム	コース活動完了が更新されました。		web	
2023年03月16日 16:19:35 PM	教員 01	学生 01	SCORM/パッケージ: 第1回授業動画	システム	コース活動完了が更新されました。		web	

13. Backups

You should back up your course on a regular basis. Backup data is useful not only for saving data, but also for preparing for the coming year's course by utilizing past resources with reference to the previous year's course.

13.1 Course backup

Select "**Backup**" from "**Course administration**" in the "**Administration**" block of the block drawer on the **right** side of the course screen.

Backups are performed by navigating through the following steps: "**Initial settings**", "**Schema settings**", "**Confirmation and review**", "**Perform backup**", and "**Complete**".

Each procedure is explained below.



Initial settings


Select the items to back up and click "Next" at the bottom of the screen.


バックアップ ⇅

1. 初期設定 ▶ 2. スキーマ設定 ▶ 3. 確認およびレビュー ▶ 4. バックアップを実行する ▶ 5. 完了

バックアップ設定

IMS共通カートリッジ 1.1

登録済みユーザを含む 

ユーザ情報を匿名化する 

ユーザロール割り当てを含む

活動およびリソースを含む

ブロックを含む

ファイルを含む

フィルタを含む

コメントを含む

バッジを含む

カレンダーイベントを含む

ユーザ完了詳細を含む

コースログを含む

評価履歴を含む

問題バンクを含む

グループおよびグルーピングを含む

カスタムフィールドを含む

コンテンツバンクコンテンツを含む

レガシーコースファイルを含む

最終ステップにジャンプする キャンセル **次へ**

Schema settings

Select the topic and items to be backed up for the activities/resources included in the topic, and click "Next" at the bottom of the screen.

1. 初期設定 ▶ 2. スキーマ設定 ▶ 3. 確認およびレビュー ▶ 4. バックアップを実行する ▶ 5. 完了

次を含む:

選択
すべて / なし (タイプオプションを表示する)

<input checked="" type="checkbox"/> 一般	ユーザデータ	×	🔒
<input checked="" type="checkbox"/> アナウンスメント	-	×	🔒
<input checked="" type="checkbox"/> アンケート	ユーザデータ	×	🔒
<input checked="" type="checkbox"/> アンケート	-	×	🔒

Confirmation and review/Perform backup

Confirm the backup items and click "**Perform backup**" at the bottom of the screen to begin the backup.

1. 初期設定 ▶ 2. スキーマ設定 ▶ 3. 確認およびレビュー ▶ 4. バックアップを実行する ▶ 5. 完了

ファイル名

ファイル名 ! backup-moodle4-course-78-eldoom-20230224-1336-nu.ml

バックアップ設定

IMS共通カートリッジ 1.1	×	
登録済みユーザを含む	×	🔒
ユーザ情報を匿名化する	×	🔒
ユーザロール割り当てを含む	×	🔒
活動およびリソースを含む	✓	

Complete

If the backup completes successfully, the screen below will be displayed. Click "**Continue**" to confirm that the backup file has been saved in the "User private backup area". You can also navigate to this screen by selecting "Course Management" > "Restore" in the management block displayed on the **right** side of the screen.



If you want to restore course data used in the previous year's Moodle to the new year's version of Moodle, first download the backup file created here to your own PC. Then, upload the downloaded file to the new year's version of Moodle and restore it (see the next section for details).

13.2 Restoring a course

Select "**Restore**" from "**Course administration**" in the "**Administration**" **block** located in the **block drawer** on the **right** side of the screen to display the restore settings.



Selecting a backup file to use for a restore

There are two types of backup files used when restoring: (1) a **backup file created with the current year's version of Moodle**, or (2) a **backup file created with a previous years' version of Moodle or another version of Moodle**.

Backup files described in (1) will appear in the "**User private backup area**", so select restore for the file you want to replace. To use backup files described in (2), first ^① upload the backup file to the current year's version of Chiba University Moodle, and then ^② select restore.

The screenshot shows the Moodle backup management interface. At the top, there is a section titled "バックアップファイルをインポートする" (Import backup files) with a red border. It includes a "ファイル" (File) section with a "ファイルを選択する..." (Select file...) button and a note "新しいファイルの最大サイズ: 100 MB". Below this is a large dashed box with a red border containing the instruction "① バックアップファイルをアップロード" (Upload backup file) and a "リストア" (Restore) button. Below the dashed box is another instruction "② リストアをクリック" (Click restore). Below the red-bordered section is the "コースバックアップエリア" (Course backup area) section. Below that is the "ユーザプライベートバックアップエリア" (User private backup area) section, which has a blue border. It contains a table with columns for "ファイル名" (File name), "時間" (Time), "サイズ" (Size), "ダウンロード" (Download), and "リストア" (Restore). The table lists two backup files: "backup-moodle4-course-044nu.mbz" (12.6 KB) and "backup-moodle3-course-033nu.mbz" (482.5 KB). The "リストア" button for the first file is highlighted with a blue box. The text "(2)過年度版 Moodle" is visible in the top right of the red-bordered section, and "(1)当該年度版 Moodle" is visible in the top right of the blue-bordered section.

ファイル名	時間	サイズ	ダウンロード	リストア
backup-moodle4-course-044nu.mbz	2023年 02月 24日(金曜日) 13:59	12.6 KB	ダウンロード	リストア
backup-moodle3-course-033nu.mbz	2023年 02月 24日(金曜日) 13:59	482.5 KB	ダウンロード	リストア

After confirming the backup file to use, the restore will be performed by navigating through the following steps: "Destination", "Settings", "Schema", "Review", "Processing", and "Completion". Begin by confirming the contents of the backup file and then click "**Continue**" at the bottom right of the screen.

Destination

Here you will set the restore destination. You can restore the data to the current course or a different course you operate as a teacher. In addition to the restore destination, select the method of data restoration. There are two restoration methods: keep existing data and add backup data (addition), or delete existing data and add backup data (overwrite).

1. 確認 ▶ 2. 宛先 ▶ 3. 設定 ▶ 4. スキーマ ▶ 5. レビュー ▶ 6. 処理 ▶ 7. 完了

このコースにリストアする

バックアップコースをこのコースに結合する

このコースのコンテンツを削除してリストアする

続ける

現在のコースにリストアを行う場合はこちらを利用します。

既存のコースにリストアする

バックアップコースを既存のコースに結合する

既存のコースコンテンツを削除してリストアする

コースを選択する

コース省略名: IntroMoodle2

長いコース名: はじめてのMoodle2

検索

続ける

現在のコース以外にリストアを行う場合はこちらを利用します。

Settings

Select the items to restore and click "Next" at the bottom of the screen.

1. 確認 ▶ 2. 宛先 ▶ 3. 設定 ▶ 4. スキーマ ▶ 5. レビュー ▶ 6. 処理 ▶ 7. 完了

リストア設定

登録済みユーザを含む ✖

登録方法を含む

ユーザロール割り当てを含む ✖

活動およびリソースを含む ✔

ブロックを含む ✖

フィルタを含む ✖

コメントを含む ✖

バッジを含む ✖

カレンダーイベントを含む ✔

ユーザ完了詳細を含む ✖

コースログを含む ✖

評定履歴を含む ✖

グループおよびグルーピングを含む ✔

キャンセル

次へ

Schema

Select the topics and the items to be restored for the activities/resources included in the topics, and click "Next" at the bottom of the screen.

1. 確認 ▶ 2. 宛先 ▶ 3. 設定 ▶ 4. スキーマ ▶ 5. レビュー ▶ 6. 処理 ▶ 7. 完了

コース設定

コース設定を上書きする

コース名 上書き はじめてのMoodle

コース省略名 上書き IntroMoodle

コース開講日 1546873200

選択

セクション 0	<input type="checkbox"/>	ユーザーデータ	No
セクション 1	<input checked="" type="checkbox"/>	ユーザーデータ	No
第1回配布資料	<input type="checkbox"/>	-	No
アンケート	<input checked="" type="checkbox"/>	-	No

Review/Processing/Completion

A confirmation screen will be displayed. After confirming, click "Execute restore" at the bottom right of the screen to begin the restore.

If the restore is successful, the screen below will be displayed.

1. 確認 ▶ 2. 宛先 ▶ 3. 設定 ▶ 4. スキーマ ▶ 5. レビュー ▶ 6. 処理 ▶ 7. 完了

コースが正常にリストアされました。「続ける」ボタンをクリックすることにより、あなたがリストアしたコースを閲覧することができます。 ×

14. Importing

1. Overview

Using the import feature to reuse content

"Import" is a feature for adding content from other courses you taught in the previous year with a teacher role to the course currently in use. By importing, you can easily reuse content from the previous year's course.

Content that can be imported includes topics and their resources as well as activities

A Topics

Register activities and resources such as assignments, quizzes, etc. on the course home screen, in areas grouped by class times, units, etc.

B Resources/activities

Refers to materials, assignments, videos, quizzes, etc. included in the course.



The screenshot shows a Moodle course page titled "2023-Moodle活用法". The page has a navigation bar with links for "コース", "設定", "参加者", "評定", "レポート", and "さらに". Below the navigation bar, there is a section for "一般" (General) with a link "すべてを折りたたむ". Underneath, there is a section for "第1回授業" (Lesson 1) with a red letter "A" next to it. This section contains two items: "ファイル" (File) with the title "第1回授業レジュメ" and "SCORM/パッケージ" (SCORM/Package) with the title "第1回授業動画". A red box highlights the "第1回授業" section and its two items. A red letter "B" is placed between the two items in the highlighted box.

Student information and activity details cannot be imported.

Registered student information and activity details (assignment files submitted, quiz results, forum posts and uploaded files, Wiki edits, etc.) cannot be imported.

2. How to import

Importing is done in a new course to which you want to import topics from another course.

It is recommended to import at the start of a new year when you have not yet created any content for the course.

1. Open the import screen

Method 1: Opening from the block drawer

Open the block drawer and select **"Import"**.



Method 2: Opening from course navigation

- (1) Click **"More"** from the course navigation at the top of the screen.
- (2) Click **"Course reuse"** in the menu that is displayed.
- (3) Click the box on the screen to display the operation menu, and then click **"Import"**.



2. Find a course to import data from

The "Find a course to import data from" screen is displayed.

Courses for which you are registered as a faculty member will be displayed in the list. If the course you need is not displayed, you can search for it using the "Search" field.

When you find the course you wish to import data from, **click the "○" at the top, then click the "Continue" button.**

The screenshot shows the Moodle interface for selecting a course to import data from. The page title is "2023-Moodle活用法". At the top, there are navigation tabs: "コース", "設定", "参加者", "評定", "レポート", and "さらに". Below the tabs is a dropdown menu labeled "インポート". A progress bar indicates the current step: "1. コース選択 ▶ 2. 初期設定 ▶ 3. スキーマ設定 ▶ 4. 確認およびレビュー ▶ 5. インポートを実行する ▶ 6. 完了". The main heading is "データをインポートするコースを探す:". Below this, it says "コースを選択する" and "合計コース数: 5". A table lists the available courses:

コース省略名	長いコース名
<input type="radio"/> 2023-Moodle	2023-Moodle活用法
<input checked="" type="radio"/> 2022-Moodle	2022-Moodle活用法
<input type="radio"/> 2023-はじめてのMoodle2	2023-はじめてのMoodle2
<input type="radio"/> 2023-@G1xx00001	2023-はじめてのMoodle
<input type="radio"/> 情報処理概論 1	情報処理概論 1

At the bottom of the table, there is a search field "コースを検索する" with a "検索" button and a "続ける" button.

3. Select the type of items to import

The "Import settings" screen will be displayed.

Select the type of items to import.

Basic items are selected by default. **If you have not changed permissions, blocks, or filters in previous years' courses, you do not need to make any changes.**

Click "Next".

The screenshot shows the Moodle interface for selecting the type of items to import. The page title is "2023-Moodle活用法". At the top, there are navigation tabs: "コース", "設定", "参加者", "評定", "レポート", and "さらに". Below the tabs is a dropdown menu labeled "インポート". A progress bar indicates the current step: "1. コース選択 ▶ 2. 初期設定 ▶ 3. スキーマ設定 ▶ 4. 確認およびレビュー ▶ 5. インポートを実行する ▶ 6. 完了". The main heading is "インポート設定". A list of items to import is shown, with checkboxes:

- パーミッションオーバーライドを含む
- 活動およびリソースを含む
- ブロックを含む
- ファイルを含む
- フィルタを含む
- カレンダーイベントを含む
- 問題バンクを含む
- グループおよびグルーピングを含む
- カスタムフィールドを含む
- コンテンツバンクコンテンツを含む
- レガシーコースファイルを含む

At the bottom, there are buttons: "最終ステップにジャンプする", "キャンセル", and "次へ".

4. Select the items to import

A list of topics, activities and resources from the source course will be displayed.

All topics, activities, and resources from the source course will be shown selected.

Uncheck any items that you do not need.

Uncheck "General" and "Announcements".

Click "Next".

The screenshot shows the '2023-Moodle活用法' import settings page. The 'インポート' (Import) dropdown is set to 'インポート'. The progress bar indicates the current step is '3. スキーマ設定' (Schema Settings). The '次を含む:' (Include next:) section shows a list of items to be imported. The '選択' (Select) section has 'すべて / なし (タイプオプションを表示する)' (All / None (Show type options)). The '一般' (General) checkbox is unchecked, and the 'アナウンスメント' (Announcements) checkbox is checked. The '第1回授業' (Lesson 1) section has four items checked: '第1回授業' (Lesson 1), '第1回授業レジュメ' (Lesson 1 Summary), '第1回授業動画' (Lesson 1 Video), and '第1回授業 小テスト' (Lesson 1 Quiz). The '前へ' (Previous), 'キャンセル' (Cancel), and '次へ' (Next) buttons are visible at the bottom.

5. Confirm the items to import and execute the import process.

The import settings specified in 2, 3, and 4 will be displayed. Check the contents, and if there are no errors, click "Execute import" to import.

If any of the settings are incorrect, click "Previous" to correct them.

The screenshot shows the '2023-Moodle活用法' import settings page. The 'インポート' (Import) dropdown is set to 'インポート'. The progress bar indicates the current step is '4. 確認およびレビュー' (Review and Confirm). The 'インポート設定' (Import Settings) section shows a list of settings to be confirmed. The 'パーミッションオーバーライドを含む' (Include permission overrides) checkbox is unchecked, and the '活動およびリソースを含む' (Include activities and resources) checkbox is checked. The 'ブロックを含む' (Include blocks) checkbox is unchecked, the 'ファイルを含む' (Include files) checkbox is checked, and the 'フィルタを含む' (Include filters) checkbox is unchecked. The '前へ' (Previous), 'キャンセル' (Cancel), and 'インポートを実行する' (Execute import) buttons are visible at the bottom. A red box highlights the '前へ' button, and another red box highlights the 'インポートを実行する' button.

Make sure that the imported items are added to the new course. Even if resources and activities are placed in the topics of the imported course, they will not be overwritten or disappear.

3. If the new course to which I am importing already has topics that have been edited, how will assignments from previous years' courses be imported?

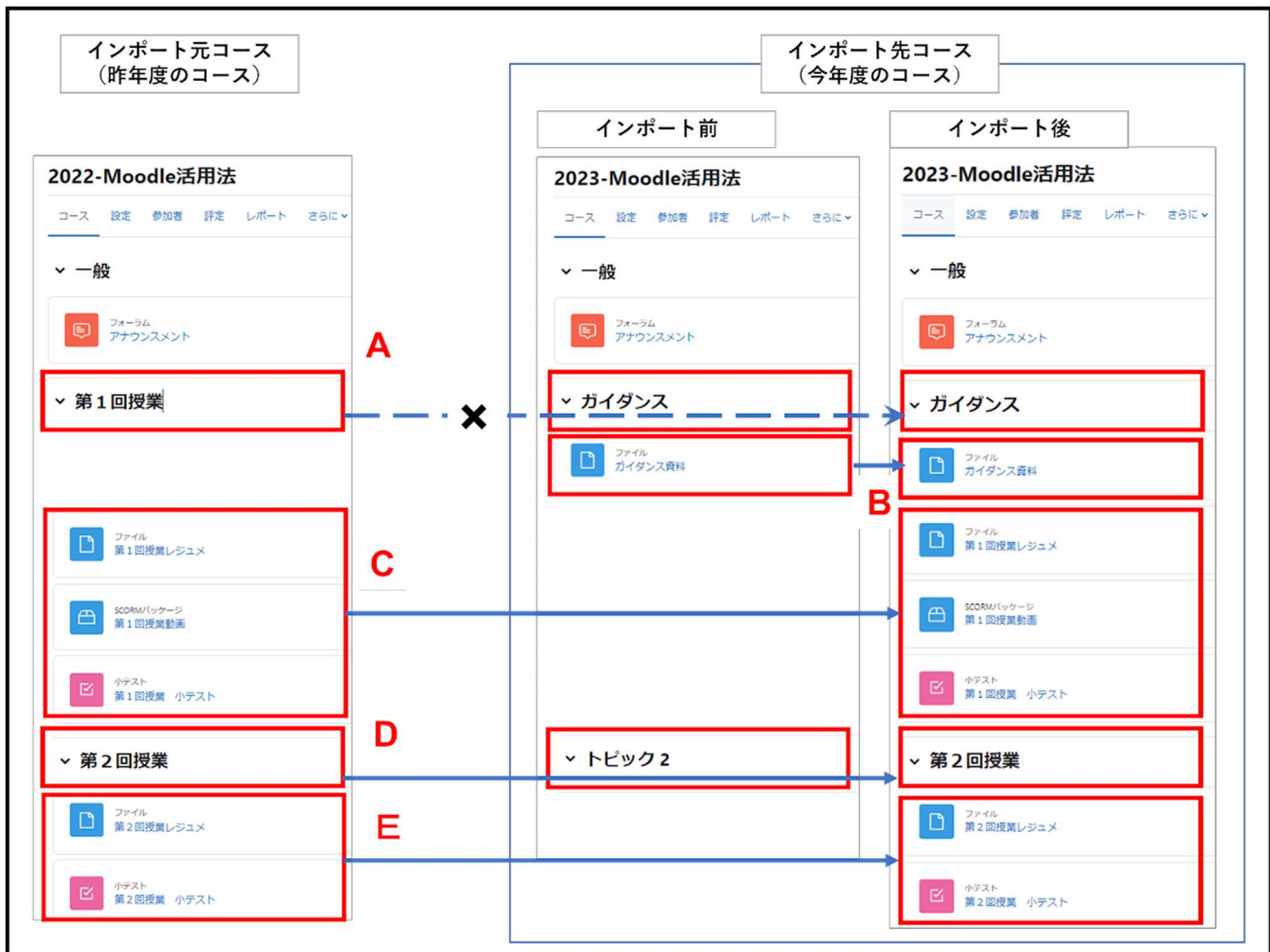
▷In this case, topic titles and summary text entered in the new course will remain unchanged and the original content in the new course will also remain (it will not be overwritten nor appended). On the other hand, the activities and resources from the import source will be added to the new course for assignments and resources, and both the original content in the new course and the content added by the import source will be displayed.

Importing topics

The topics of the previous year's course from which you are importing will be imported into the new course topic whose position in the display corresponds to that of the previous year's course.



Importing the previous year's course into the current year's course



A. If you have changed the name of the first topic to "Guidance" in the current year's course, the topic name in the previous year's course will not be copied and will remain the same after import.

B. The "Guidance materials" posted in the current year's course will not be overwritten after import.

C. Resources and activities from the previous year's course will be added to the current year's course after import.

D. The second topic in the current year's course will be copied from the previous year's topic name since the topic name and outline have not been changed.

E. The previous year's resources/activities will be added to the second topic of the current year's course.

Chiba University Moodle User Guide for faculty members

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Chiba University.