

## Moodle asynchronous lesson for online lesson application

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## Conditions for Online Classes with Moodle

- (1) Sufficient guidance through questions and answers is needed: correction guidance, questions and answers, etc.
- (2) Ensuring opportunities for students to exchange opinions.
- Conditions (1) and (2) must be satisfied.
- It's not the end of the distribution of teaching materials and videos.
  - cf.) These classes need to be "simultaneous", which means it is "two way."

[Reference] Partial amendment of 2001 Ministry of Education, Culture, Sports, Science and Technology Notification No. 51 (specifying classes that universities can take based on the provisions of Article 25, Paragraph 2 of the University Establishment Standards) (2007) Ministry of Education, Culture, Sports, Science and Technology Notification No. 114)

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## What is Moodle?

- Learning Management System (LMS) used at Hokusei Gakuen University
- What you can do with Moodle?
  - Presentation of materials
  - Conduct quizzes / questionnaires
  - Assignment of questions  
→ collection → scoring
  - Forum (bulletin board)
  - Attendance management etc.

Moodle basic terms  
• Course subject → Course  
• Each class → Topic



Example of an actual Moodle course used in a face-to-face class.

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## Flow of an Asynchronous Online Class using Moodle (example)

- This is just one example, equivalent to one lesson.
- 1. Implementing Moodle settings (preparation for class)
  - Posting materials (learning materials are provided)
  - Assignment settings (question answer / correction guidance)
  - Forum settings (secure opportunities for Q & A and exchange of opinions)
- 2. Instructions of the contents for the lesson by sent by e-mail or Moodle announcement.
- 3. Collection of submissions with Moodle, scoring and feedback.
- 4. Recording attendance upon submission of assignment.
  - Setting a deadline and treating later submissions as late.

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# How to set up Moodle

This document describes only the minimum settings and methods for conducting asynchronous lessons.

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## How to access Moodle.

From the Campus Guide Web top page, access here.

CGW: <http://cgw.hokusei.ac.jp>  
Moodle: <https://moodle.hokusei.ac.jp>

Use the same as when logging into the lab computer

My Courses: Display of Class Subjects (Courses)

Also accessible here



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## Edit the course : Editing topics

Click here to edit the course

Topic: For each class

Topics can be reordered (Just drag and drop)

Click the topic and enter the number of times, class theme, etc.

第1講

トピック 2

トピック 3



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## Just drag and drop for adding materials (electronic file)

Just drop your PDF or file here

Drag a File from Explorer or Finder

### Set up an Assignment (1)

Click the time you want to add

Click "Assignment"

活動またはリソースを追加する

Click "Add"

You can add a quiz or additional materials.  
\*Description is omitted.

### Set up an Assignment (2)

新しい課題をトピック1に追加する

Type assignment's name

課題名

課題01

説明

「課題説明」は学生に公開されませんが、「コースページに説明を表示する」にチェックを入れると学生に公開されます。

Enter assignment's description

コースページに説明を表示する

Set assignment's subscription period: Check yes to enable

開始日時

終了日時

更新日時

次の日時まで私に評定を思い出させる

常に説明を表示する

提出タイプ

提出タイプ

File submission: Submit the created file  
Online text: Enter text directly

オンライン提出

オンラインテキスト

### Set up an Assignment (3)

PoodLL Rec. Type

Audio Recorder

PoodLL Rec. Time Limit

PoodLL Whiteboard Back

PoodLL WhiteBoard Size

最大アップロードファイル数

最大提出サイズ

1

Select the number of files to be submitted (usually one is fine)

許可されるファイルタイプ

選択なし

提出制限

Yes

フィードバックタイプ

提出設定

グループ提出設定

通知

評価

モジュール共通設定

利用制限

タグ

コンベンション

保存してコースに戻る

保存して表示する

キャンセル

Set when sending individual comments or ratings to students  
\*Description is omitted.

### Confirming a Submission

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第4課スライド

第4課資料 (印刷用)

課題A-02

Select assignment that needs checking.

課題A-02

課題A-02はここに提出してくください。

評価概要

参加者

提出

実評定

終了日時

残り時間

Click to view all submissions

すべての提出を表示する

課題A-02

評価概要

参加者

提出

実評定

終了日時

残り時間

すべての提出を表示する

## Downloading and Grading Assignments

1. Uncheck "Put submissions in folder and download"

2. Select "Download all submissions" in the grade operation

3. Files are downloaded with student numbers and names

4. Open the file, check and score. Record on the student list.

## Providing Feedback

- When giving feedback on grades and comments to individual students,
  - Set "Feedback type" and "Score" when adding an assignment
- When giving feedback to students as a whole, such as answer examples, commentary, and general comments,
  - Create feedback materials in Word, video, etc. and upload to Moodle

Drag and Drop

Feedback type

## Forum settings (1)

Click "Forum"

Click what you want to add

Click "Add"

## Forum settings (2)

Give it a Name.

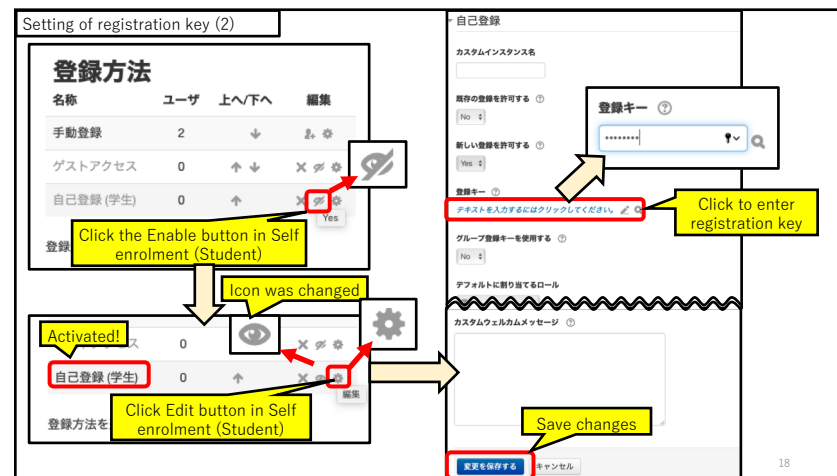
Description here.

Select forum type.

Save and view.

## Enrolling students in Moodle

- Students are registered from the start date of use of the attendance book
- If you want your students to use Moodle before then, you will need to manually enroll themselves in the course
- Set the registration key in Management → Users → Enrolment methods
- Have students enter their registration key and self-register



## Conclusion

- There are many other features besides those introduced here.
  - Contact us for more advanced and complex usage options.
- The Moodle manual has been uploaded in CampusGuideWeb → IT Systems Center → Information Practice Room Guide.
  - There are two manuals: teachers and students. (in Japanese)
- In order to use Moodle, you must first apply to the General Information Center (for each subject).
  - The application form can be found on the faculty staff homepage or the Information Systems Section.
- Opinions and questions should be directed to the Information Systems Section.
  - jouhou@hokusei.ac.jp or ext. 6241, 6242

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