

How to use Moodle at Hokusei Gakuen University (for exchange students)

2020 年 5 月 8 日

国 際 教 育 課

This document is a basic guide to accessing the subjects ("course") in Moodle. For more information on how to use Moodle, please read the attached "Moodle Quick Start Guide For Students".

I. Logging into Moodle

1. Access the Campus Guide Web

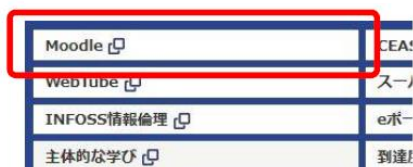
<https://cgw.hokusei.ac.jp>



3. Log into "Moodle"



2. Click "Moodle"



- The 6-digit alphanumeric character before the @ mark of Hokusei's email address (e19***@hokusei.ac.jp) is the "User ID".
- The password is a 7-8 digit alphanumeric "initial password" unless you have changed it yourself.

Note: You can't reset your password from the "Lost password?" link on the Moodle page. If you have forgotten your password, please inform the International Office immediately. We will re-enact your password.

2. Open the "Course" page.

After logging in to Moodle, click on the course name from the My Courses display on the right side of the screen, or access it from the course category displayed on the left side of the screen.



Courses offered to international students (such as "Japanese" and "Japanese literature") are classified as “大学共通科目”, "General Education Program Courses".

For degree-seeking courses (only international students with a JLPT N2 or higher can take these courses), each department is different, so check the timetable or course guide to find out which department it belongs to.

https://cgw.hokusei.ac.jp/registration/reg_guide/

Before the first class begins.

First, let's check out the class content!

There are three patterns of how class announcements are presented. The teacher in charge will decide which of these patterns will be the best.

1) Listed at the top of the course 2) Listed in the materials at the top of the course 3) Listed in the "Announcements" section at the top of the course

The information above may change with the number of times the class is held. Be sure to check in with each class.



3. Basic Information about Moodle

What is Course

In Moodle, each subject is referred to as a "course". You can check the distribution and reading of class materials, submission of assignments, and announcements from your instructor for each course.

Access to teaching materials

After selecting the course you want to use, click on the item name to open the posted material. If the file is posted, you will see an icon indicating the application to be viewed.

The screenshot shows a Moodle course page for '第3回' (3rd Session). The page lists several items with icons indicating the application type. Red arrows point to the item names and the instructions to read them. A speech bubble points to the icon for '第3回の課題に対するコメント' (Comments on the 3rd session assignment), explaining that this icon indicates the application created.

第3回

- 第3回授業の学習教材 **Click the name of the item.**
課題に取り組む前に読んでください。 **Be sure to read the instructions.**
- 第3回授業についての質疑応答・意見交換
第3回の授業についての質問やコメントを書き込んでください。
- 第3回授業の課題
学習教材を読んでその内容を要約した文章を作成し、○月○日までに提出してください。
- 第3回の課題に対するコメント
みなさんが提出した課題についての解説や質問に対する回答をまとめています。

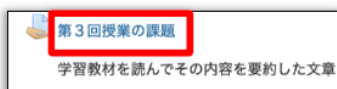
Here you will see an icon indicating the application that was created.

Submission of Assignment

Be sure to read the instructions carefully, such as the content of the assignment, how to submit it, and the deadline for submission.

If you do not follow the instructions, such as being late for the submission deadline, your application may not be accepted.

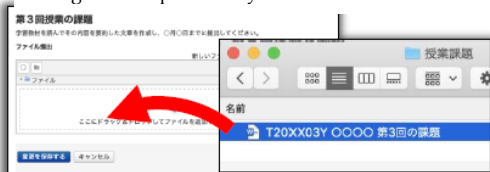
1. Click on the title of the assignment.



2. Click on "Add assignments".



3. Drag and drop the file you created.



4. Click "Save changes".



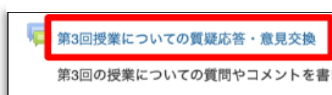
5. Confirming that the file has been uploaded.



Using the Forum

A forum (electronic bulletin board) may be provided for Q&A and the exchange of opinions. Be an active participant.

1. Click the title of "Forum"



2. Click on the name of the topic you want to post.



3. Click the "Reply".



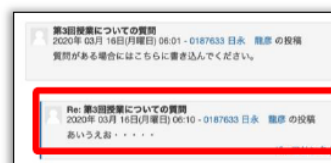
4. Enter text in the message field.



5. Click the "Post".



6. Confirming that the text has been uploaded.



参考資料：山梨大学版学生向けMoodleクイックスタートガイドV1.2