

Chiba University Moodle

User Guide (Student Edition)



What is Moodle?

Moodle is an online system to support learning in classes.

By accessing Moodle Class Pages created by Teachers (referred to as “courses”), it is possible to browse course materials and teaching materials outside of class hours, take quizzes, and prepare and review.

You can also submit assignment reports online. In addition, using the forum (electronic bulletin board) it is possible to have discussions with course participants and collaborate with Wikis etc.

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

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

<https://moodle3.chiba-u.jp/moodle/>



How to use Moodle

To use Moodle, login as below and then “Register user information (if required)” and “Register your courses”.

1 Login to Moodle

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

To login, use your “Username (ID for using education terminals)” and **password** (PW for using education terminals).

After entering, click “Log in”.



Current screen as of 02/26/2021

<A note about browsers>

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

<A note about cookies>

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



2 Register user information (if required)

If you are prompted to register your user information when logging in for the first time, enter the following two items and then click “Update Profile” [プロフィールを更新する](#) at the bottom of the screen to update your registration information.

(1) Enter your first and last name

Please enter the first and last name that you have used for university enrollment.

(2) Select your affiliation

Please select your affiliation from the pull-down menu.

<Email Address>

Moodle correspondence is sent to your Chiba University Gmail address if you are an undergraduate or transfer student enrolled in 2020 or 2021, and to the Chiba University webmail address if you are a graduate student or undergraduate student enrolled before 2019. If you would like to receive messages at a different email address, please update your transfer settings

3 Dashboard: List of registered courses

The Dashboard displayed after logging in shows your registered courses such as those from your student portal.

You can select a course to access lesson information and materials.



By default, all registered courses are displayed (except those deleted from the display), but you can change the display format.

Dashboard screen



If you need to register for a course yourself, please refer to (4) below to do so.

<Linking of registered courses>

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

4 Register your courses (if required)

To access an unregistered course that is not displayed in the Dashboard, click the pull-down menu bar on the screen and select it from “All courses”. To use the selected course, you will need to register (first access only) by entering the Enrolment key (Password) provided by your class teacher.

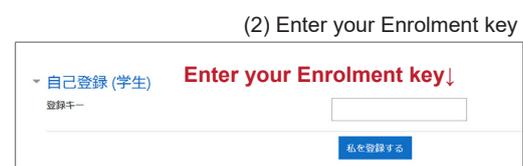
(1) Course selection

Under “Find courses” displayed on the screen, click “All courses” to display course categories sorted by general education and department, and select your course.



(2) Enter your Enrolment key

Enter the course registration password provided by your instructor (called the enrolment key) and click “Enrol me” to gain access to course content.



<Note>

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

3

Submission of report assignments

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

Please use according to the instructions of your instructor.

1 Click on the assignments icon  set within the course to display the content of the assignment.

2 Please confirm the content of the assignment and the **Due date**. Click “Upload/enter submission” to display the “File submission” screen shown in 3.

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

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

5 (1) Normal confirmation screen

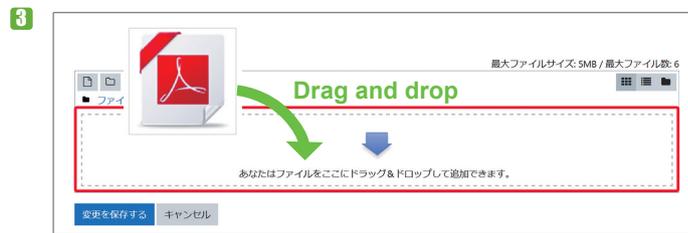
Finally, the confirmation screen will be displayed.

Make sure that the submission status displays “Submitted for grading” as shown on the right.

Also, if editing is allowed after submission, click “Edit Submission” to replace the submission file.

(2) When “Draft (not submitted)” is displayed

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



(1) Normal confirmation screen



(2) Submission status showing “Draft (not submitted)”



4 Take a quiz

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

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

2 Answer the displayed questions in sequence (the settings will depend on the class. The quiz may be set up so that you can only answer once, or it may allow you to continue answering until you answer correctly). Click “Next Page” to move on to the next question. Also, if you click “End test” you will be taken back to screen 3.

3 After you have answered all of the questions, click “Submit all answers and await grading” at the bottom of the screen.

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

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

5 Viewing lesson videos

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

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

2 Access the displayed audio/video and start playback.
For information on how to view lesson videos, see “On-demand media lesson” on the “Media lesson site (for students)”.

↓“How to take On-demand media lessons for students” URL
<https://sites.google.com/public.gs.chiba-u.jp/mediaclass-student/ondemand>

6 Inquiries

Chiba University Moodle Support
e-mail : moodle-support@chiba-u.jp

- ▶ PC Help Desk
(3rd Floor, Building N of the University Library Main Building)
- ▶ Content Production Room
(Academic Link Center #203, Building I of the University Library Main Building)

Academic Link Center

Academic Affairs Department of Student Affairs Education Planning
Division ICT Education Promotion Unit / University Library Planning
and User Support Division Academic Link Group