This Quick Start Guide (for Faculty and Staff Members) provides an overview of the features of our e-learning system Moodle focusing on the uses of Moodle courses.

Recommended web browsers (Windows & Mac): Chrome, Firefox

Some of the features may not work properly on other web browsers such as IE, Edge, and Safari

Moodle App may or may not work properly and it may or may not generate log data on the server.

For more information about various system settings, please take a look at our manual for faculty and staff members, which you can find on Moodle.

If you forget your SSOKID and/or password, please take a look at: https://web.sso.kyushu-u.ac.jp/contactfaq.html#service
I  Logging in to Moodle

Login

① Click the Moodle button on the M2B top page
   https://m2b.s.kyushu-u.ac.jp/

② Enter your SSO-KID and password, then click on the login button.

"Course request" for registering courses

If you cannot find a course using the search function with the Course Request, please ask a relevant staff member in your school to register the course with the educational information system.

Creating courses with "Course Request"

① Select "Course Request" from the ~LINK~ block in the right window pane at the home screen.

② Enter search words in the search box and click on "Search"

※ "[III] Creating Moodle Course" explains the next steps
Ⅱ Displaying "My Courses"（＝courses in which you have the teacher role）

Displaying "My Courses"

① Click on "Dashboard" in the left window pane of the Moodle home screen.

② "Course overview" > "Courses", then select a tab

Set proper course start and end dates so that courses appear under the right tab: "in progress", "past", and "future"

1. Select a course

2. Click on the gear icon 🛠 on the right of the course name, which is located at the upper area of the page

3. Select “Edit settings”

4. Specify the course dates
   - Course start date: Before the start date, the course is displayed under the “Future” tab, on and after the start date, it is displayed under the “In Progress” tab.
   - Course end date: After the course end date, the course is displayed under the “past” tab

5. Click on “Save and display” at the bottom of the page
Creating Courses

Creating courses by using "Course Request"

① Select a course by ticking the corresponding check box. Then Click on the “Select” button

② Fill out the form and click on the “setting” button

Long course name:
(Example) 2019 Spring – Mon 1 – Biology I – Taro Kyudai

Visible: 表示 (visible (default)) or 非表示 (invisible)
Course start date/Course end date
Number of classes in the course: corresponds to the number of sections in the Moodle course

③ Check the information and click on “create”

④ A Moodle course is now created. The user who requested the course and the main instructor of the course are registered in the course with the teacher role.

※ How to register students in a course
(It is not integrated with the university’s educational information system)

A. Show the course name to the students, so that they can enroll themselves in the Moodle course.

Alternatively,

B. If you want to register many students in a Moodle course in advance, →After the course is created, you can upload a csv file to register students at once
Easy Menu

Adding the “Easy Menu” block on a Moodle page

① Select a course
(e.g., from the “My Courses” pane on the left side of the home screen.)

② Click on near the top right corner, and select “Turn editing on”

③ Click on “Add a block” at the left bottom corner of the screen.

④ Select “Easy Menu” from the pop up menu.

⑤ Easy Menu should be now displayed on the course page.
Click on near the top right corner and select “Turn editing off”
Attendance

Taking attendance on Moodle

Attendance statuses:
「Present(P)」「Late(L)」「Early(E)」「Absent(A)」「Not called(N)」

<table>
<thead>
<tr>
<th>Items</th>
<th>Setting</th>
<th>Explanation</th>
</tr>
</thead>
<tbody>
<tr>
<td>Attendance</td>
<td>Automatic</td>
<td>Records attendance automatically according to whether a student accesses the course between the start date/time and the end date/time of the course.</td>
</tr>
<tr>
<td>Methods</td>
<td>Semi-automatic</td>
<td>Records attendance when a student clicks the attendance link</td>
</tr>
<tr>
<td>Manual*</td>
<td>Manual (default)</td>
<td>An instructor records attendance manually, for example, by making a roll call.</td>
</tr>
<tr>
<td>Late</td>
<td>15 Min</td>
<td>If a student accesses the course more than 15 minutes after the start date/time, her attendance is recorded as &quot;Late&quot; instead of &quot;Present&quot;. You can change the time setting.</td>
</tr>
</tbody>
</table>

Class date/time is not automatically created for intensive courses, etc. If you intend to take attendance on Moodle in such courses, create settings for classes manually by entering start and end date/time of each class.

① Find the “Easy Menu”, which would be located on the right side of the page

② Click on “To Attend”

③ Select a date and click “OK”

④ Use the Attendances page to check, input, and modify the attendance records (You can check all radio buttons in a column by clicking “P” above the first row of the table)

⑤ Click on the “OK” button

⑥ Confirm the message “Attendance has been successfully recorded”

※ Students can see what you write in the “Remarks” field of the Attendances page. When you download attendance data, the contents of the “Remarks” field are not downloaded.

(If a student enrolls in a course after the first classes, her attendance at the first classes is recorded as “Not called”)
VI Using Assignments

Creating assignments

① Find the “Easy Menu”

② Click on “Create an assignment.” Then, select the name of the assignment as well as the section in which the assignment is to be put. Click “OK.”

③ Confirm that the assignment is now added to the specified section (Topic).

Checking assignments

① Click on “Confirm assignment.” Then, select an assignment. Click “OK.”

② Click on “Grade”

③ Check each submission (you can do it one by one)

Alternatively, if you want to display all submissions, click on “View all submissions”

※ For more details about assignment, please take a look at our manual for faculty and staff members, which you can find on Moodle
Ⅶ Downloading Assignments

① Find “Easy Menu”

② Select “Download assignment”

③ Select an assignment and click on “Download”

④ The downloaded ZIP file includes all the submissions for the selected assignment.

Ⅷ Checking how the course is displayed on students’ screens

① Find “Easy Menu”

② Click on “Confirm how this page is visible to students”
Distributing Teaching Materials

Add a material to a course

① Find “Easy Menu”

② Click on “Distribute materials”

③ Select a section (topic) to put your material in. Drag and drop the material on the yellow area.

④ Confirm that the material is in the course

Distribute a material

(Students view and download a material within a course.)

Students can take a look at the materials in a course

Sending a message to all enrolled students in a course

(it will be sent to the university’s official email address.)

① Find “Easy Menu”

② Select “Send a message to all students”

③ Enter a subject and message, and then click “Send”