



APU Moodle: Basic Information

~TA Manual~

Academic Office

Ver.20230901

What is APU Moodle?



- APU has been using a Learning Management System (LMS) since 2001 to **track and support students' learning progress in class, for communication between faculty and students, and to support out of class learning.** From AY 2023 we introduced APU Moodle, a cloud-based service for distributing course materials, submitting assignments, managing class attendance, and other class support. Moodle is a world-standard open source eLearning platform that is being used by more than 70,000,000 people in more than 230 countries all over the world. **APU Moodle was built on the Moodle base system with customization to suit APU's unique needs.**

✘Please use only for classes, research, and educational work. Please use Microsoft Teams for faculty/staff office work.

- **Manuals on basic functions have all been uploaded to the Research / Educational Resources page. Moodle is an LMS used in countries all over the world, so if you cannot find an answer in these manuals you can also type "Moodle [your question]" or related keywords into a search engine such as Google to help find solutions.**
 - Some functions (customizations) are not available on APU Moodle.

What can you do with APU Moodle?

- APU Moodle contains a wide variety of basic and advanced functions, and **users can deal with a wide variety of situations just by changing the settings.** However, you don't have to change settings you don't need or figure out functions you don't use – it's completely fine to only learn how to use the APU Moodle functions you need for your own classes.
- TAs should check with the course instructor and follow their directions when using Moodle.
 - Only course instructors can work with grading information (TAs are forbidden from accessing it)
 - (Ex.) Grading, managing grades, marking assignments, making quiz questions, etc.
- It is forbidden to share course information with others or take any screenshots other than those needed to submit error reports. Please be very careful when handling personal info.

What can you do with APU Moodle?

• Examples of Functions

- ✓ Distribute materials
 - ✓ Give and collect assignments
(With plagiarism check function)
 - ✓ Set group assignments
 - ✓ Hold quizzes
 - ✓ Confirm class attendance
 - ✓ Give surveys
 - ✓ Send announcements to students
 - ✓ Hold discussions in the course
 - ✓ Prepare on-demand materials for implementing flipped classrooms
 - ✓ Check student access logs
 - ✓ Manage various grades
- etc.

• Examples of What you Can Change in Settings

- ✓ Give tests and assignments only to selected students in the course
 - ✓ Manage course content with your TA
 - ✓ Group settings
 - ✓ Link with other courses
 - ✓ Give assignment feedback in bulk
- etc.

TA Registration

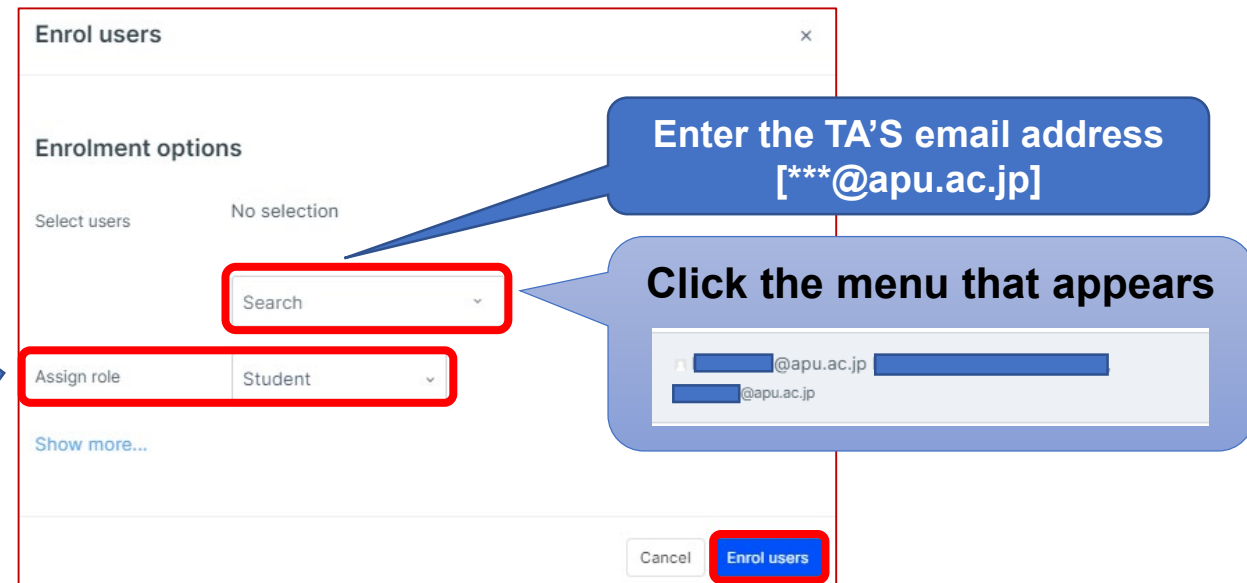
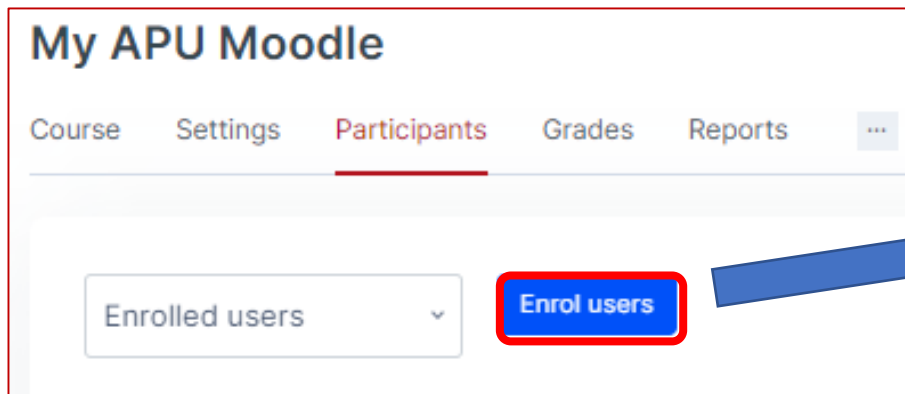
- Once you have been selected as a TA . . .
 - The course instructor has to register you in the Moodle course.
 - Please check with the instructor to make sure you have been registered in the course as a TA.

(Reference) How to register a TA

1. Select [Participants], then [Enrol users].
2. Enter the TA's email address in the user search box, then select them (click) from the list.
3. For [Assign role], choose [Teacher (TA)], then click [Enrol user] to finish the process.

*You can use this same method to enroll other instructors or students.

When doing so, please be sure to select the appropriate role for the user from the drop down menu.



Confirming Enrolled Students

Enrolments

- Enrolled users
- Enrolment methods

Groups

- Groups
- Groupings
- Overview

Permissions

- Permissions
- Other users
- Check permissions

Item	Description
Enrolled Users	List of enrolled users
Enrolment methods	Do not use
Groups	Access group settings
Groupings	Access grouping settings
Overview	See a list of all groups
Permissions	Set permissions for each role
Other users	Do not use
Check permissions	Do not use

My APU Moodle

Course Settings **Participants** Create

Enrolled users

Enrolled users

Match

+ Add condition

1 participants found

First name 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

Last name 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"/>	Alternate name / Last name ▲ / First name	ID number	Email address	Roles	Groups	Last access to course	Status
<input type="checkbox"/>	[Redacted]	[Redacted]	[Redacted]	Teacher	No groups	now	Active <input type="button" value="i"/>

Participants
List of students, TAs, and instructors in your course

Any ▾

None ▾

Any ▾

All ▾

Select ▾

Select

Keyword

Status

Roles

Enrolment methods

Groups

Inactive for more than

Search box for enrolled users
(Ex.) If you select [Keyword], enter part of their name, then click [Apply Filter], you can search for students

Student ID Number
Faculty ID Number

Course role
(Teacher, TA, or Student)

Group, if you have set up groups in your course

Course Settings (Details)

Do not edit the following (info under the red box)

- Course full name
- Course short name
- Course visibility
- Course start date
- Course end date
- Course ID number

*If you edit this information, students or student information will not be registered or updated correctly.

Dashboard, etc.

Course Settings (Details)

APU Shape your world
Akita Prefecture University

Course Settings Participants Grades Reports

Edit course settings

Expand all

General

Description

Course format

Appearance

Files and uploads

Completion tracking

Groups

Role renaming

Tags

RemUI Custom Fields

Save and display Cancel

Required

Set up how students see the sections

Course format

Format

Hidden sections

Choose layout List Layout

Hide general section when empty Show

Course layout Show all sections on one page

Course Header Image

You can drag and drop files here to add them.

Maximum file size: 512 MB, maximum number of files: 1
Accepted file types: image files used on the web .gif .jpeg .jpg .png .svg .svgz

Set the section/activities summary maximum length. 100

Choose default sections view Expand All

Course header background position

Course header background image size cover

Editing not recommended

Editing not recommended

List (initial settings)

Q&A by Faculty member

FAQ

[Moodle]マニュアル/Manual

説明会/Guidance

Card

Q&A by Faculty member

FAQ

[Moodle]マニュアル/Manual

説明会/Guidance

Images uploaded here will be used as backgrounds in card view

Appearance

Force language Do not force

Number of announcements 5

Show gradebook to students Yes

Show activity reports No

Show activity dates Yes

Can force the course to be displayed only in English or Japanese

Choose whether or not students will be able to see their registered grades

Choose whether students will be able to see their own activity logs

Course Settings (Details)

Set a file size limit for course uploads

- Please use **Panopto** for submitting videos (see separate manual)

Track completion of various activities or sections in the course

Please only change this setting if you are sure you do not need it

Default Group Settings

※If you put a course in group mode, it will affect all assignments in a course. If you are doing both individual and group work, you do not need to change the setting here (see separate manual).

The screenshot shows the Moodle 'Edit course settings' page. The 'Files and uploads' section is highlighted with a blue callout, 'Completion tracking' with a yellow callout, and 'Groups' with a green callout. A red-bordered box at the bottom contains the text 'Cannot be used on APU Moodle'.

Files and uploads

Maximum upload size ⓘ

Completion tracking

Enable completion tracking ⓘ

Show activity completion conditions ⓘ

Groups

Group mode ⓘ

Force group mode ⓘ

Default grouping

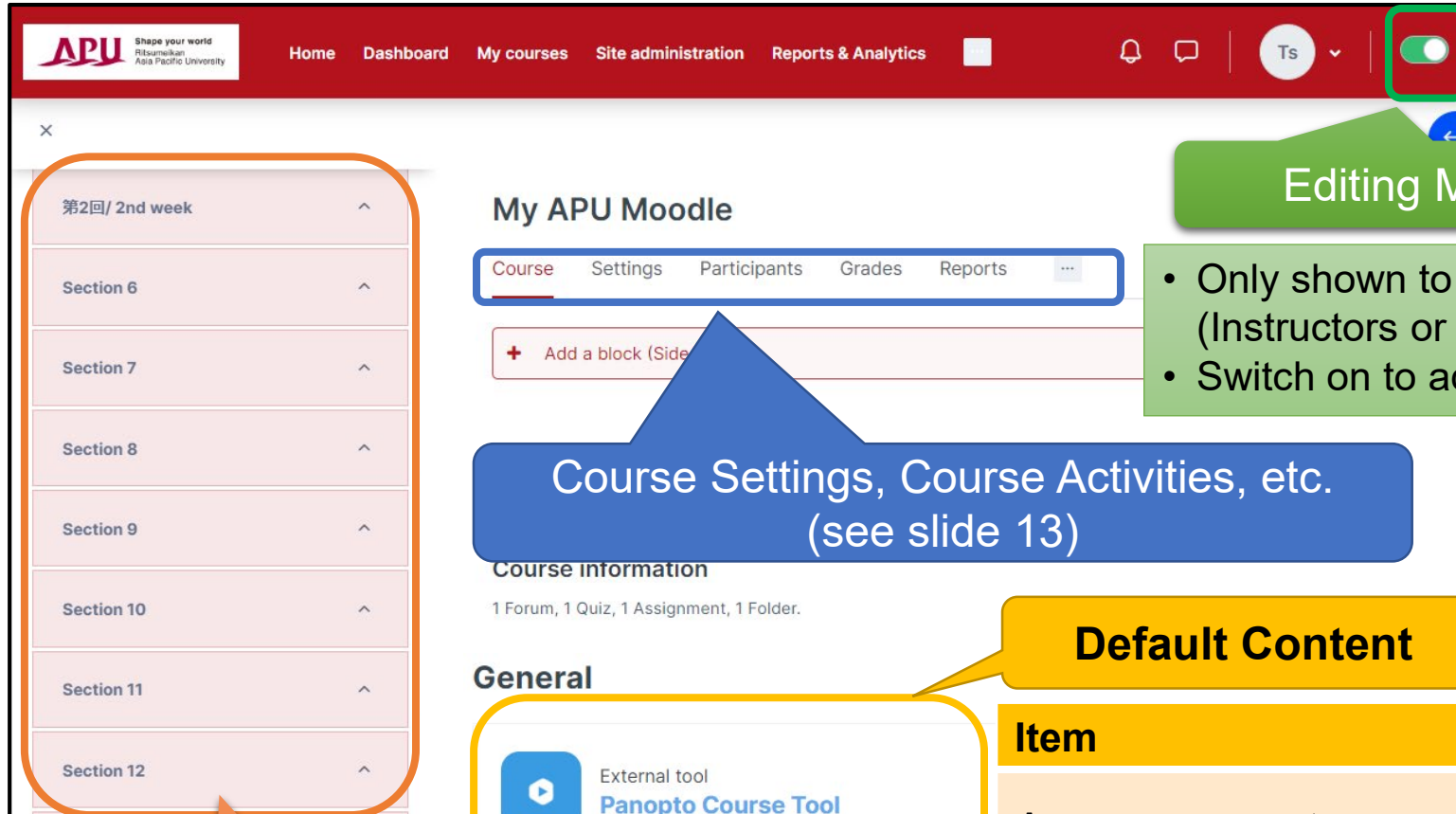
Cannot be used on APU Moodle

Save and display Cancel

Required

Preparing for Class

The Course Editing Screen



Editing Mode switch

- Only shown to those with permission to edit the course (Instructors or TAs)
- Switch on to add or edit course content

Course Settings, Course Activities, etc.
(see slide 13)

Default Content

Sections
(see slide 12)

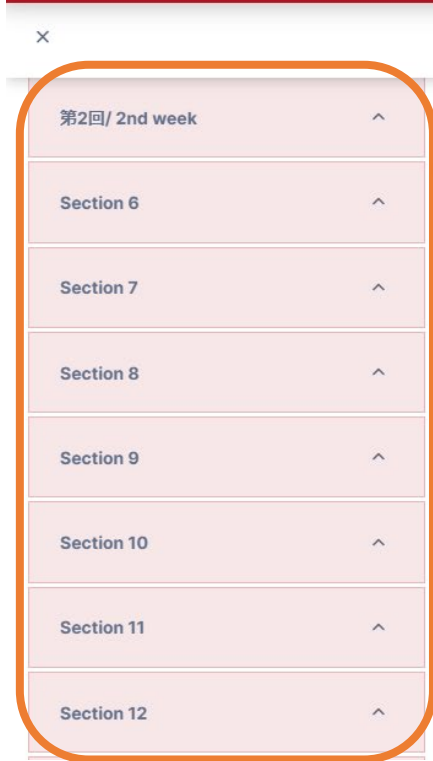
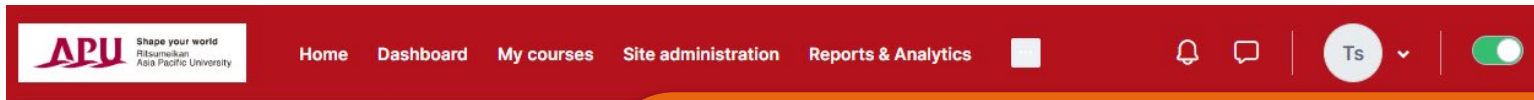
General

- External tool
Panopto Course Tool
- Forum
Announcement/アナウンスメント

Item	Description
Announcements	Send announcements to students in your course
Panopto Course Tool	Manage and upload videos for On Demand courses or Flipped-Classroom assignments

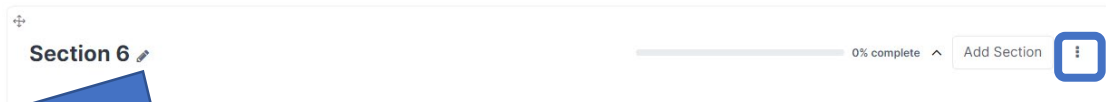
※NOTE: If you delete the default tools they cannot be restored

Preparing for Class Sections



Sections

- You can split content into categories.
- We recommend you set up a section for each week of a course (Week 1, Week 2) or set sections by activity (Quizzes, Homework, etc.)
- Please set up the sections freely in whatever way is easiest for you

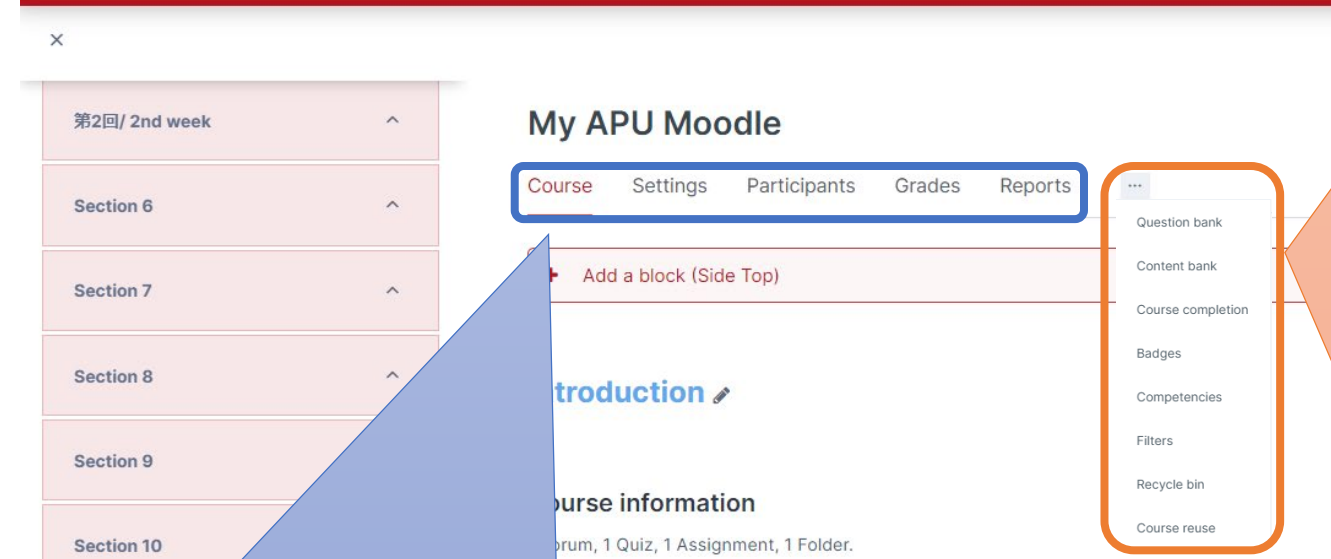
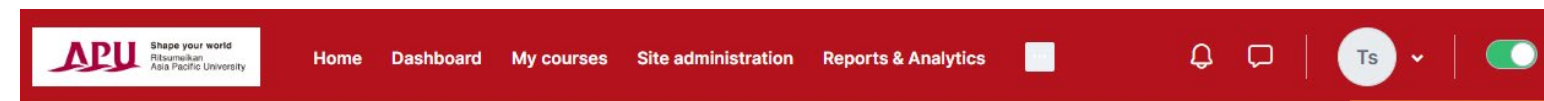


Click the  to change the section name

Setting	Description
Edit Topic	Edit section, section name, access permissions, etc.
Highlight	Highlight a section for students (will appear at top of list)
Hide topic	Hide section from student view
Delete	Delete the section

Preparing for Class

Course Settings, Functions

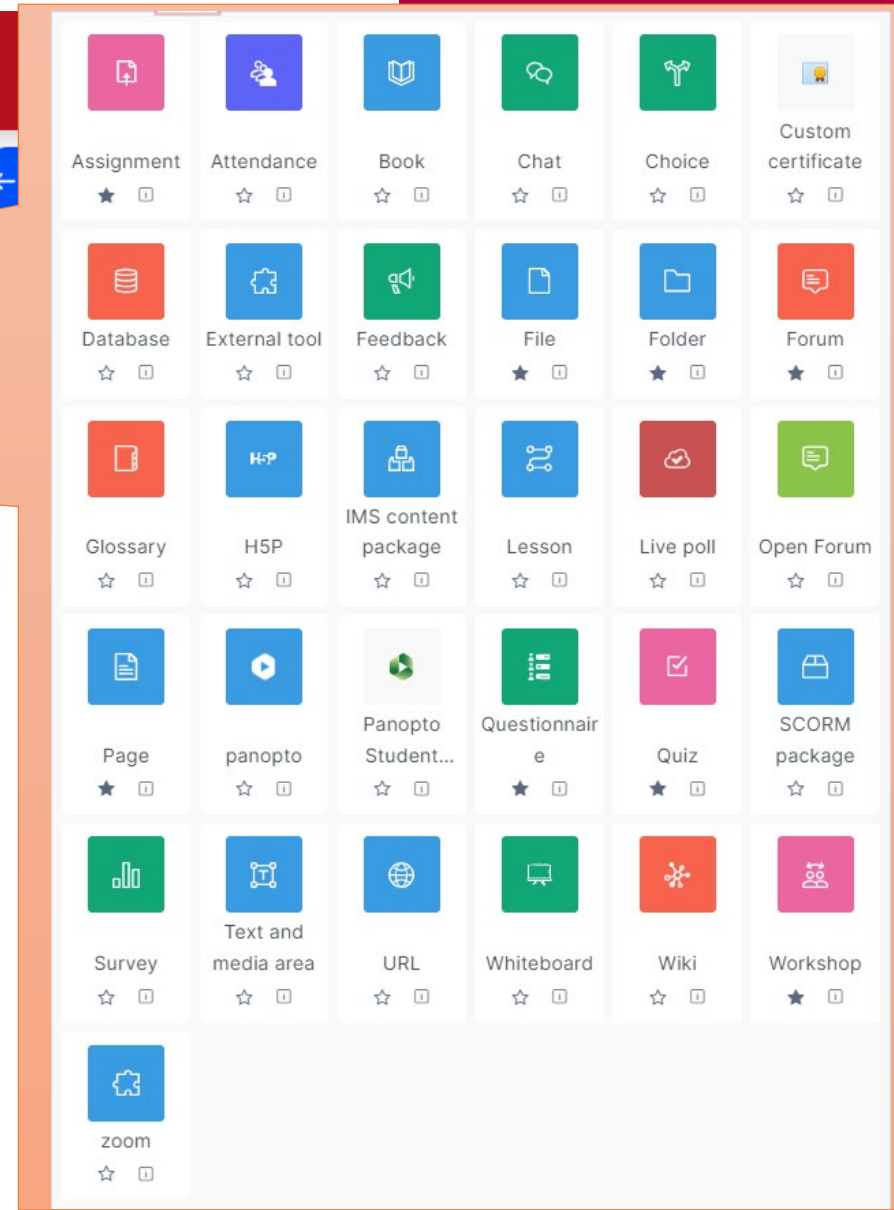
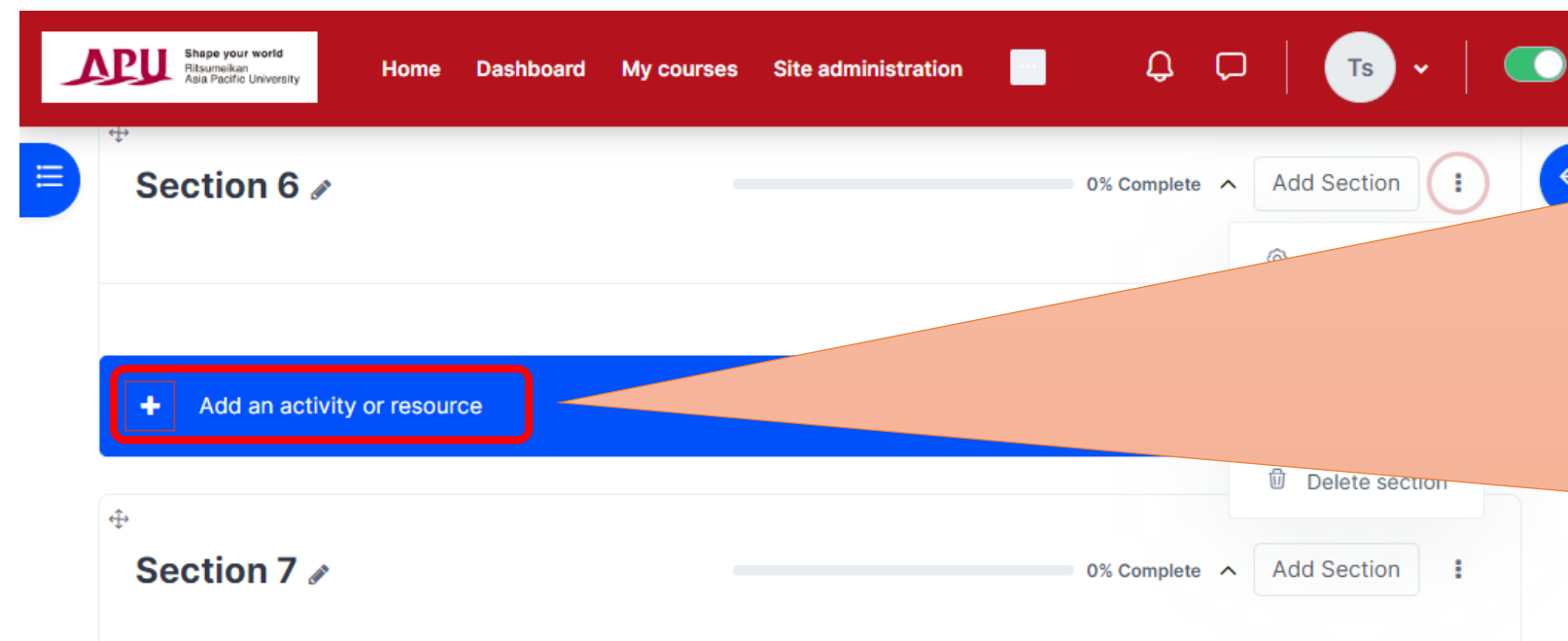


Item	Description
Question bank	Function used for quizzes
Content bank	Manage the content of your courses
Course completion	Set conditions for completing the course
Badges	Set up badge awards in your course
Competencies	Set up target competencies for your course
Filter	Set filters for your course
Course reuse	Copy content from your other courses(Faculty only)

Category	Description
Course	Show the course page
Settings	Confirm course settings
Participants	See a list of all users registered in the course
Grades	Can manage all course grades in one place (Faculty only)
Reports	Check user activity logs for the course

Preparing for Class

Adding activities / resources, changing settings

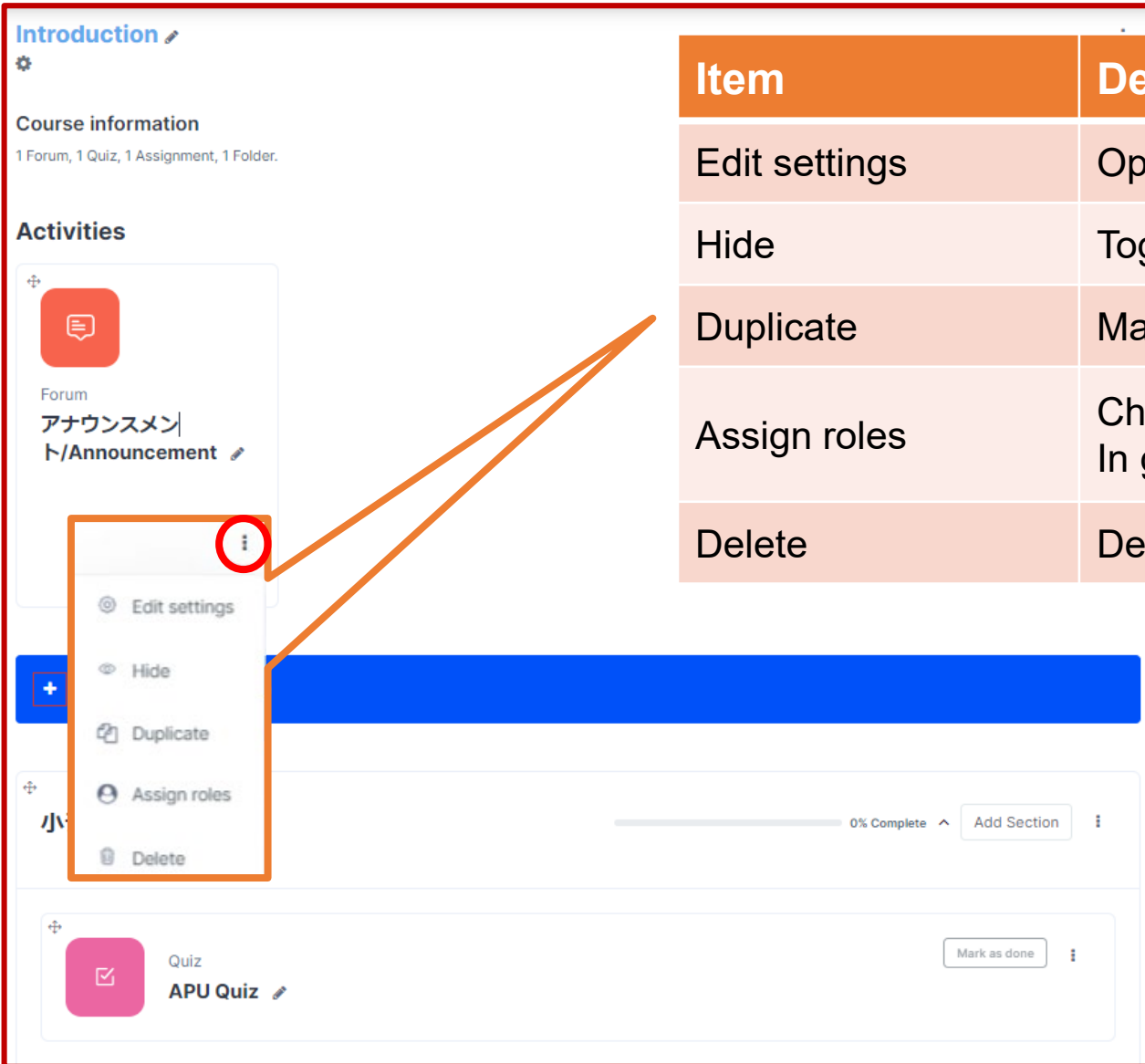


Adding activities / resources, changing settings

- You can click [+ Add an activity or resource] to select what to add
- Please see the separate manual for each function for detailed information on the function and its settings




Preparing for Class

Adding activities / resources, changing settings



The screenshot shows a Moodle course page with a sidebar on the left. The sidebar has a section titled "Activities" with a plus icon. Below it, there is a forum activity card titled "Forum アナウンスメント / Announcement". A context menu is open over this card, listing several actions: Edit settings, Hide, Duplicate, Assign roles, and Delete. The "Edit settings" option is circled in red, and an orange arrow points from it to the table on the right. Below the forum card, there is a progress bar showing "0% Complete" and an "Add Section" button. At the bottom, there is a quiz activity card titled "Quiz APU Quiz".

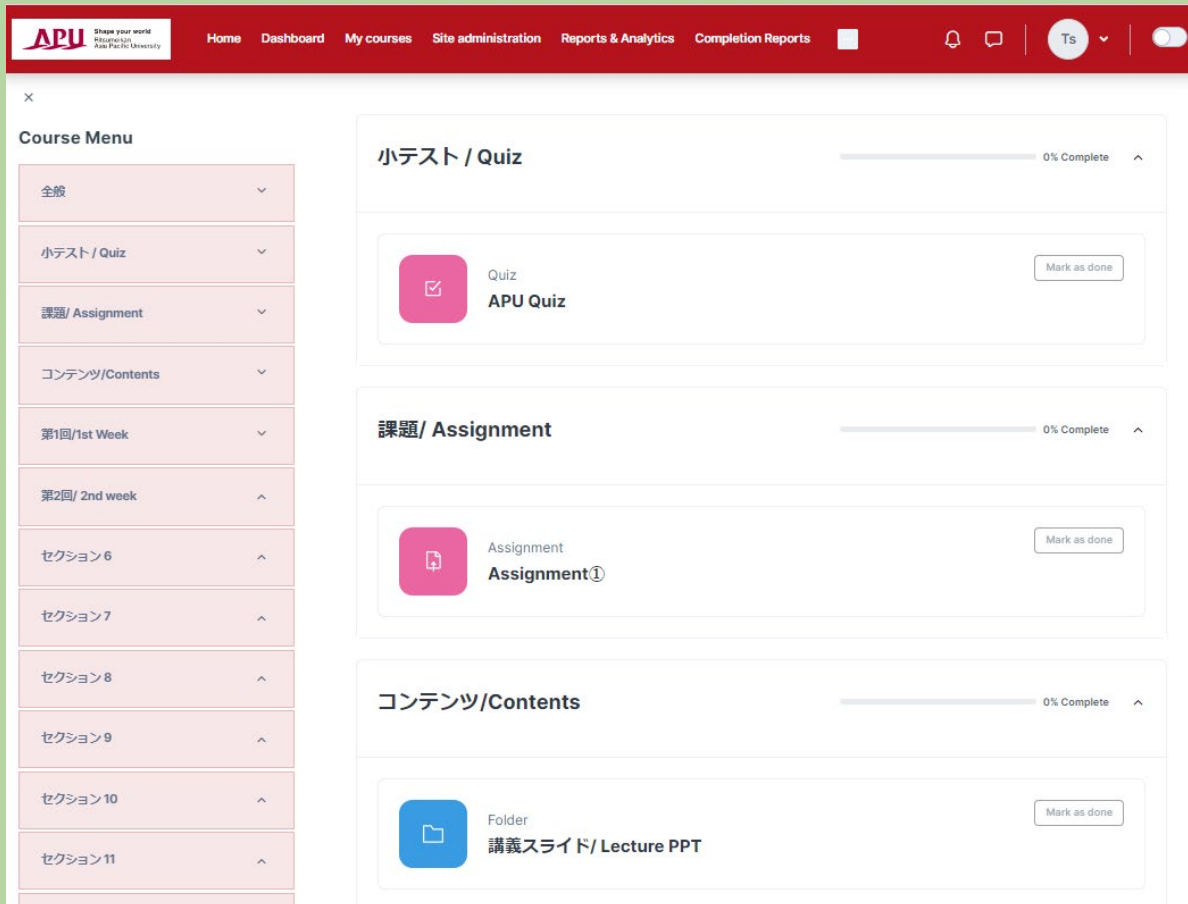
Item	Description
Edit settings	Open settings menu for selected activity or resource
Hide	Toggle to show or hide item in student view
Duplicate	Make a copy of a selected activity or resource
Assign roles	Change [Student], [TA], etc. roles for a selected activity or resource. In general, does not need to be changed.
Delete	Delete selected activity or resource

Icon	Description
	Edit title
	Drag and drop to move each item to a section
	Open settings menu for this section or item

Preparing for Class

Example of an Edited Course

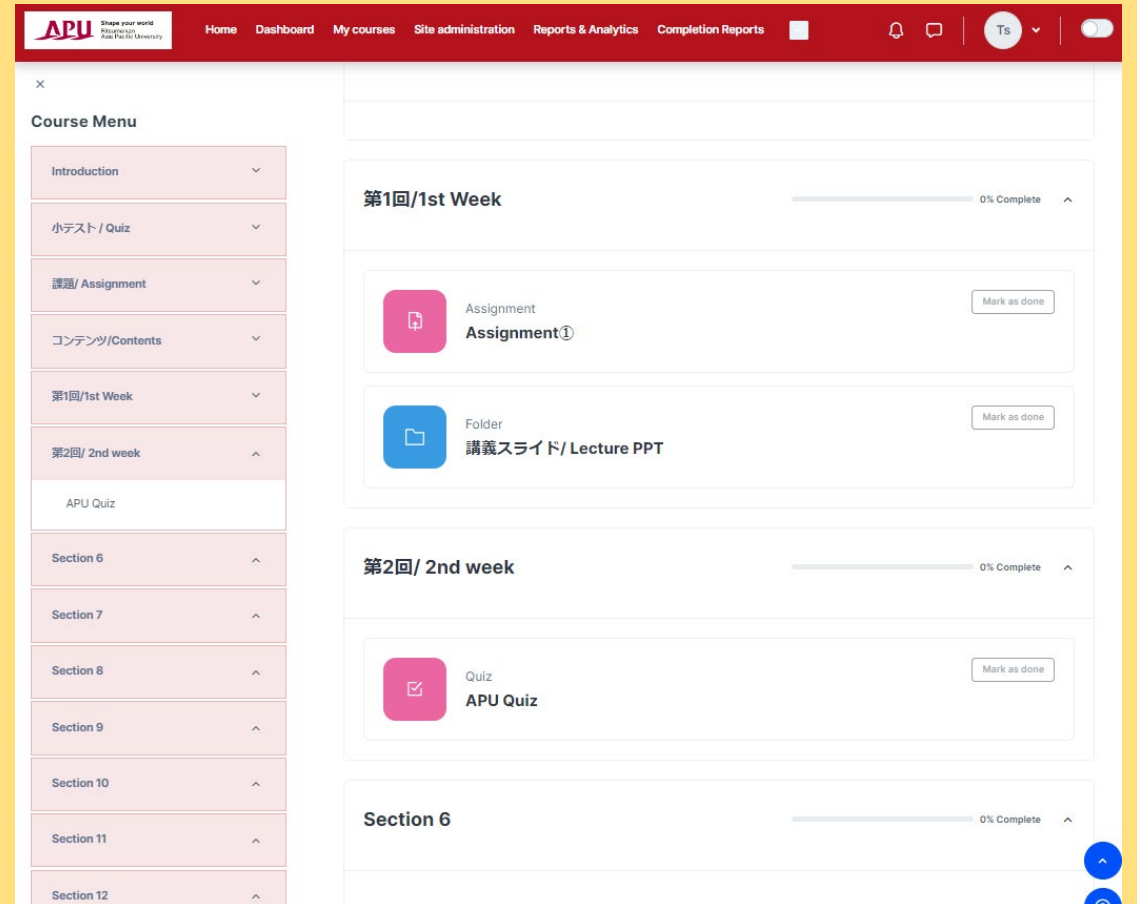
Display sections by function



The screenshot shows a Moodle course menu with a sidebar on the left and a main content area. The sidebar lists various sections, and the main area displays three sections based on function:

- 小テスト / Quiz** (0% Complete): Contains a Quiz titled "APU Quiz".
- 課題 / Assignment** (0% Complete): Contains an Assignment titled "Assignment①".
- コンテンツ / Contents** (0% Complete): Contains a Folder titled "講義スライド / Lecture PPT".

Display sections by week

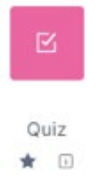

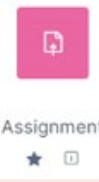
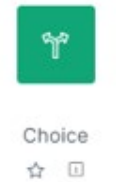
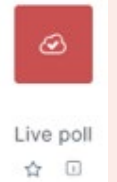
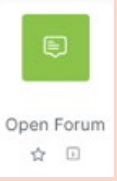

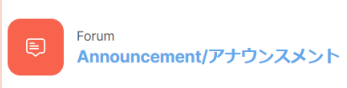
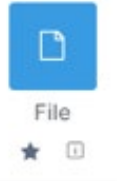


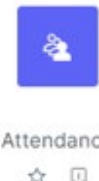
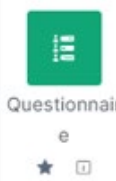


The screenshot shows a Moodle course menu with a sidebar on the left and a main content area. The sidebar lists various sections, and the main area displays three sections based on week:

- 第1回 / 1st Week** (0% Complete): Contains an Assignment titled "Assignment①" and a Folder titled "講義スライド / Lecture PPT".
- 第2回 / 2nd week** (0% Complete): Contains a Quiz titled "APU Quiz".
- Section 6** (0% Complete): Contains a Quiz titled "APU Quiz".

Preparing for Class

Examples of commonly used functions

Function	Description	Function	Description
 Quiz ★ □	Quizzes or online tests	 URL	Share external links
 Assignment ★ □	Report assignments, enter text	 Choice ★ □	Polls
 Live poll ★ □			
 Open Forum ★ □	Forums discussions	 Forum Announcement/アナウンスメント	Make announcements to students (notify all)
 Forum ★ □			
 File ★ □	Share course materials (PDF, Word, PPT, etc.)	 Whiteboard	Online Whiteboards Miro (external tool)
 Folder ★ □			
 Attendance ★ □	Confirm class attendance	 Questionnaire ★ □	Surveys

APU Moodle Inquiries

- The Information Systems Office offers support for Moodle users. Please contact us anytime with your questions.
 - We offer support not only for Moodle but for all information services
 - Contact info for problems during class (**※Please contact us while the issue is happening**)

Information Systems Office

Location: Building D, 3rd Floor
Opening Hours: Mon – Fri, 10:00 – 16:30
sysinfo@apu.ac.jp / 0977-78-1138 (Ext. 3007)

