



APU Moodle: Basic Information

~TA/SA Manual~

Academic Office

Ver.20250301

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.
- TA/SAs should check with the course instructor and follow their directions when using Moodle.
 - Only course instructors can work with grading information (TA/SAs 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

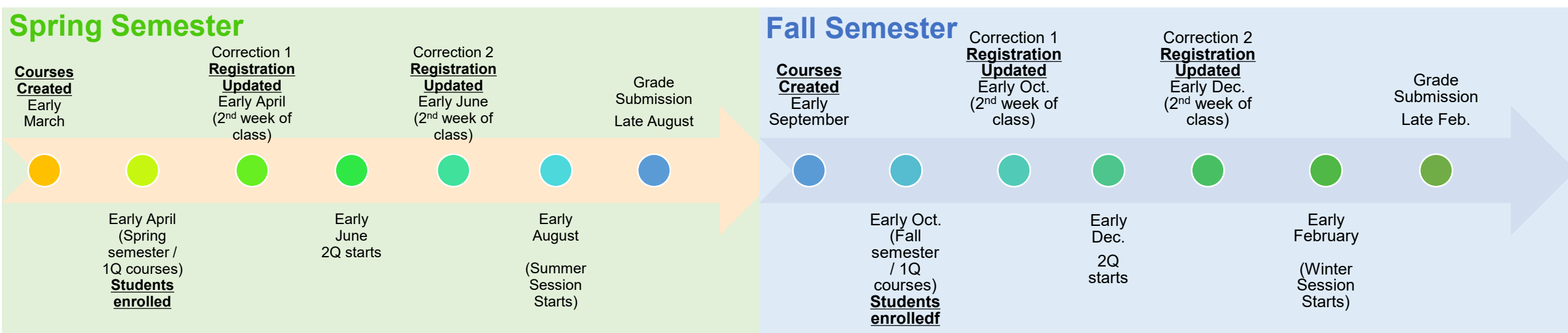
- ✓ Distribute materials
 - ✓ Give and collect assignments
(With plagiarism check function)
 - ✓ Set group assignments
 - ✓ Hold quizzes
 - ✓ Confirm class attendance
 - ✓ Give surveys
 - ✓ Send announcements to students
 - ✓ Hold discussions in the course
 - ✓ Prepare on-demand materials for implementing 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/SA
 - ✓ Group settings
 - ✓ Link with other courses
 - ✓ Give assignment feedback in bulk
- etc.

Course Creation and Registering Students

- Course creation and student registration is all done automatically.
 - Course creation
 - Spring semester: Early march; Fall semester: Early September
 - Student course registration
 - The day before the start of classes each semester
 - 2 work days after the end of each course correction period
 - In some cases withdrawals / leaves of absence may not be automatically updated. **Please check with the instructor for the final official list of course students.**



TA/SA Registration

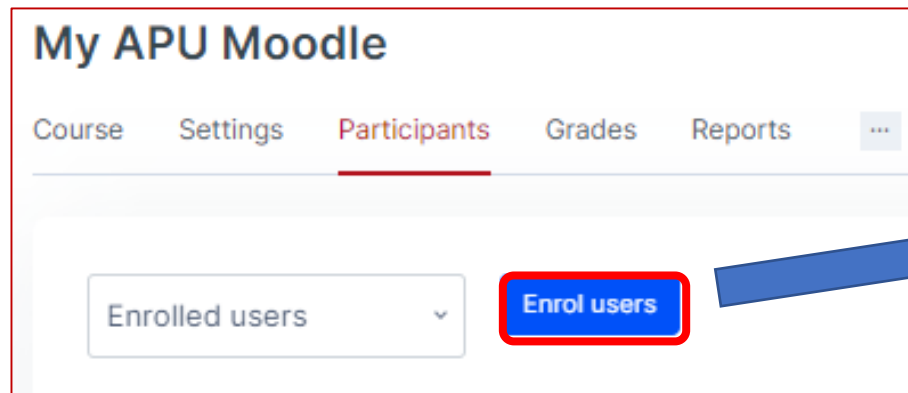
- Once you have been selected as a TA/SA . . .
 - The course instructor has to register you in the Moodle course.
 - Please check with the instructor to make sure you have been registered in the course as a TA/SA.

(Reference) How to register a TA/SA

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

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"/> <input type="button" value="x"/>

Participants
List of students, TA/SAs, and instructors in your course

Any

None

Any

All

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/SA, 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)

Set up how students see the sections

Editing not recommended

Editing not recommended

List (initial settings)

Card

Images uploaded here will be used as backgrounds in card view

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).

Files and uploads

Maximum upload size ⓘ

Completion tracking

Enable completion tracking ⓘ

Show activity completion conditions ⓘ

Groups

Group mode ⓘ

Force group mode ⓘ

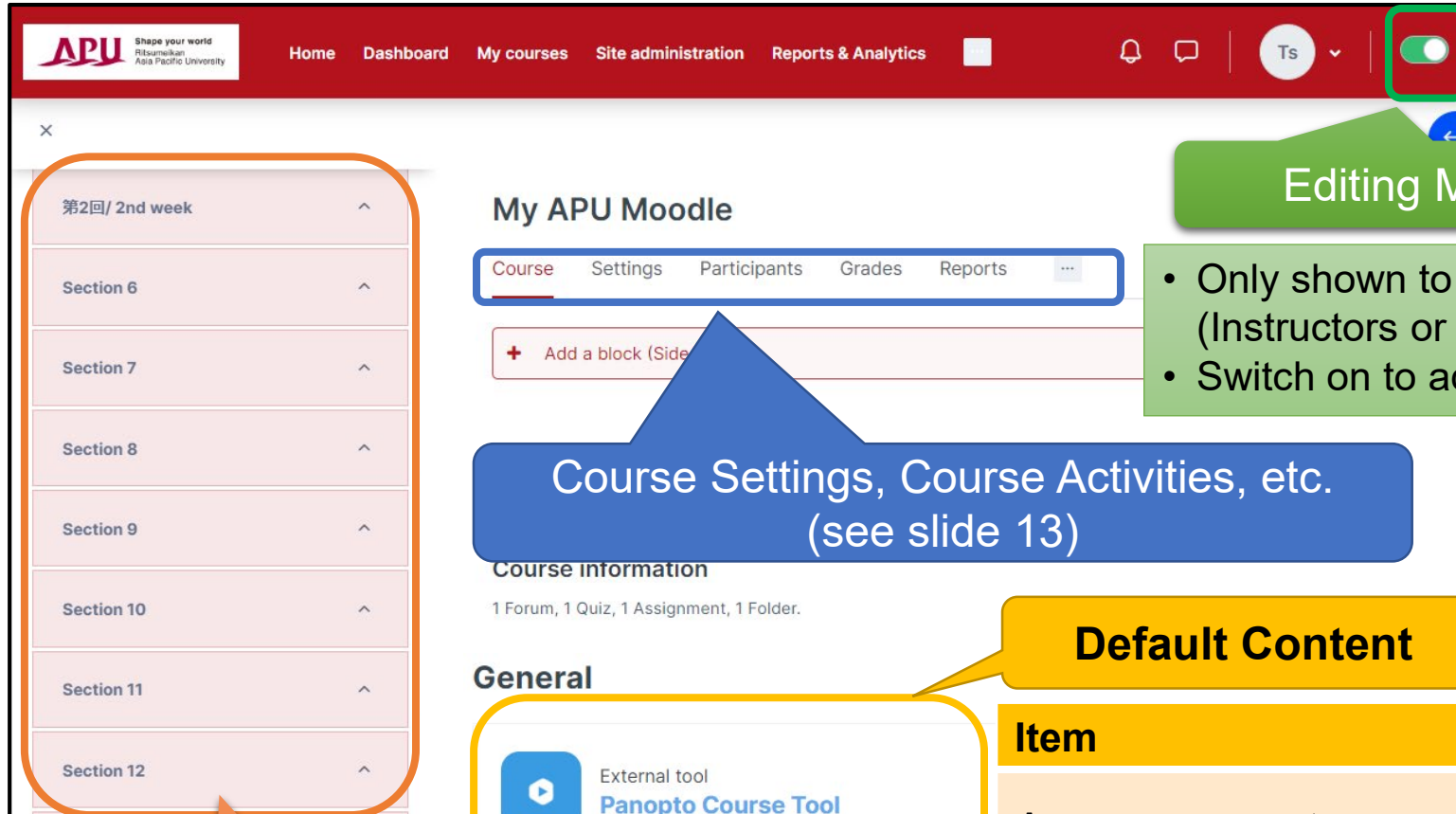
Default grouping

Cannot be used on APU Moodle

The screenshot shows the Moodle 'Edit course settings' page. The 'Settings' tab is selected. The left sidebar contains a list of settings categories: General, Description, Course format, Appearance, Files and uploads, Completion tracking, Groups, Role renaming, and RemUI Custom Fields. The 'Files and uploads', 'Completion tracking', and 'Groups' categories are highlighted with colored boxes (blue, yellow, and green respectively) and callout lines pointing to their respective detail boxes. The 'Role renaming' category is highlighted with a red box and a red callout line pointing to a red-bordered box containing the text 'Cannot be used on APU Moodle'. At the bottom of the page, there are 'Save and display' and 'Cancel' buttons, and a 'Required' indicator.

Preparing for Class

The Course Editing Screen



Editing Mode switch

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

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

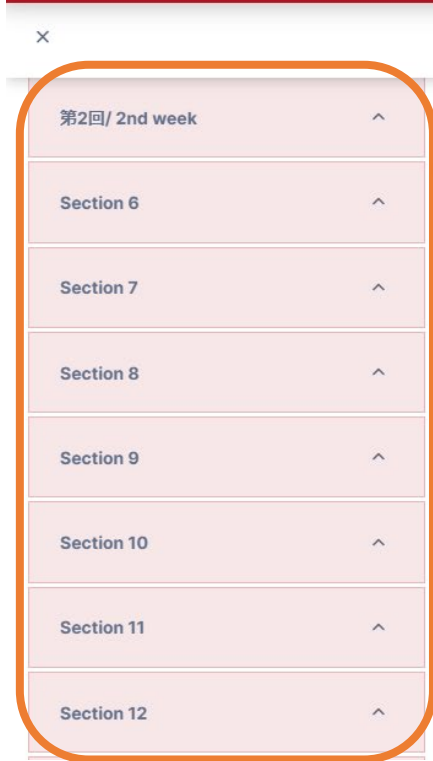
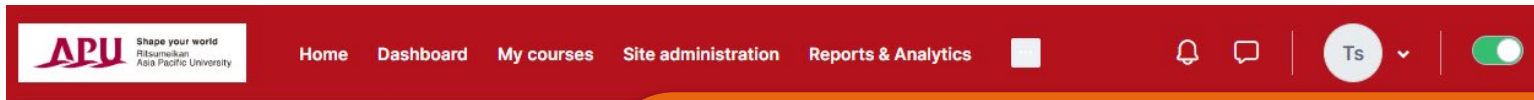
Default Content

Sections (see slide 12)

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

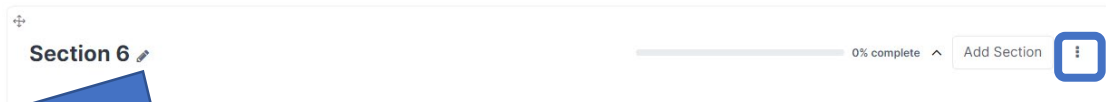
※NOTE: If you delete the default tools they cannot be restored

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

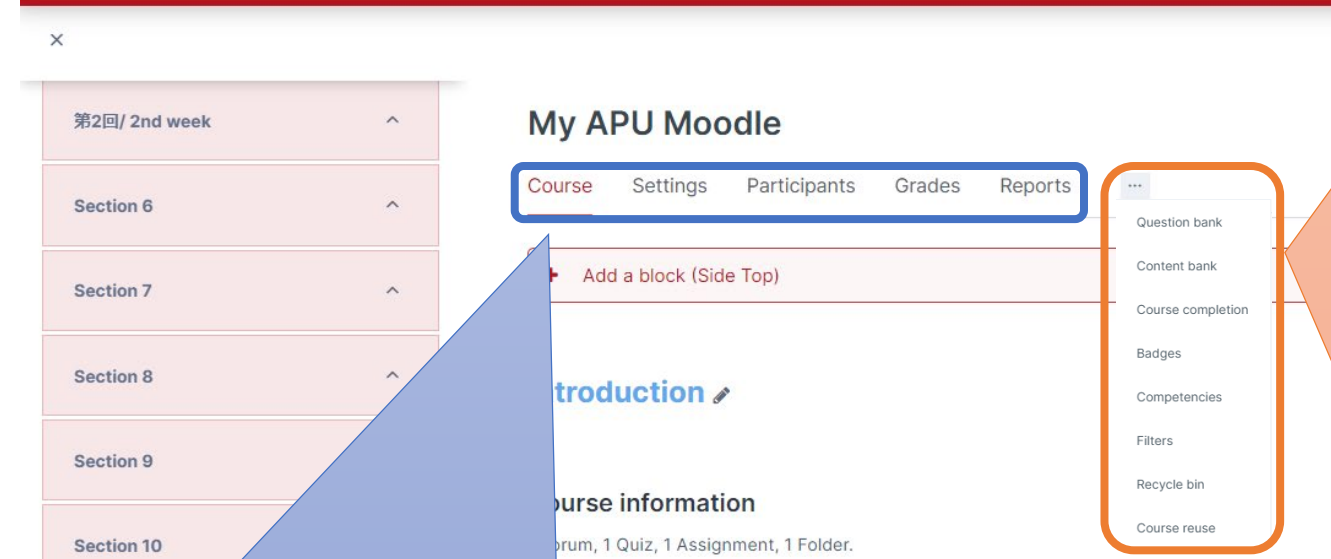
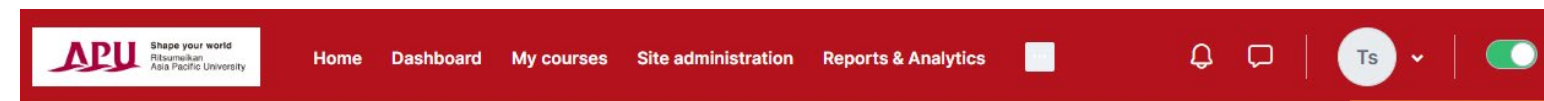


Click the  to change the section name

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

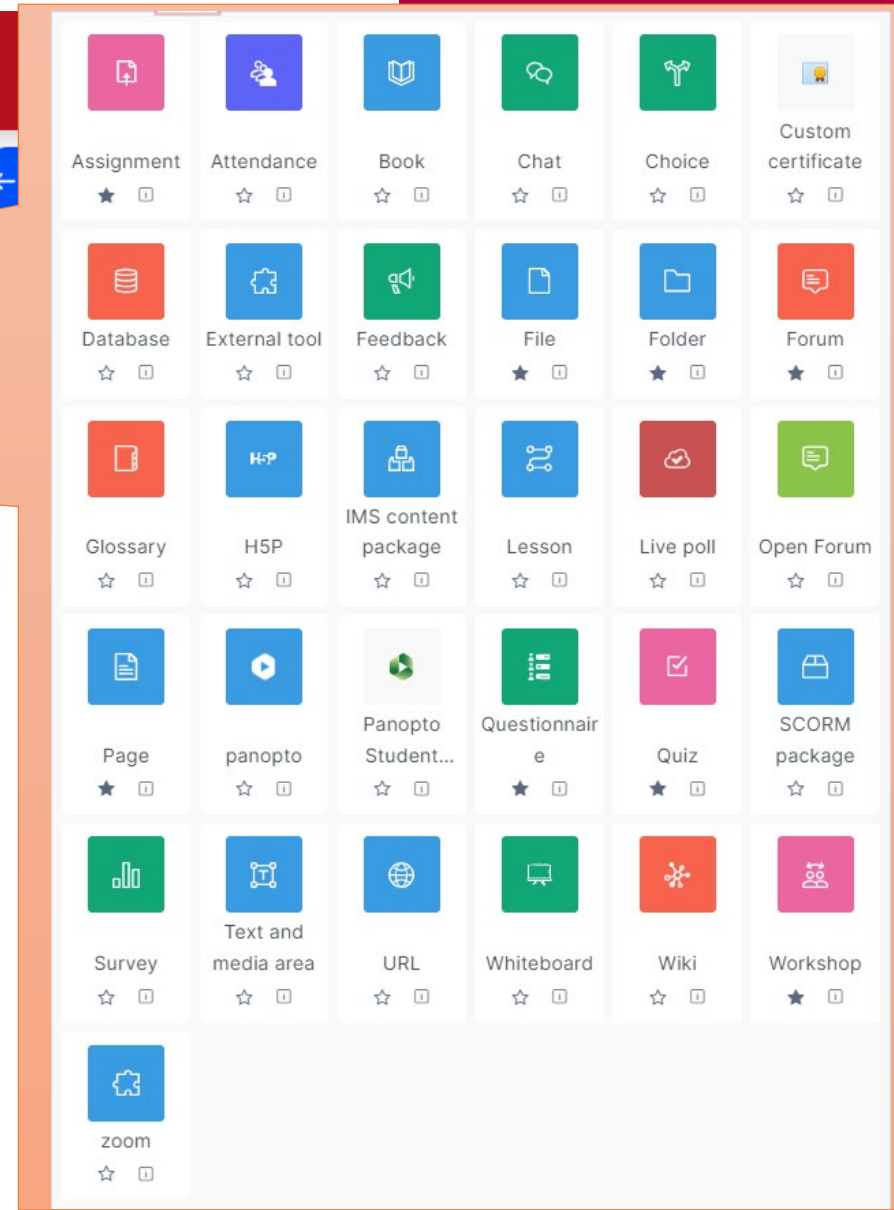
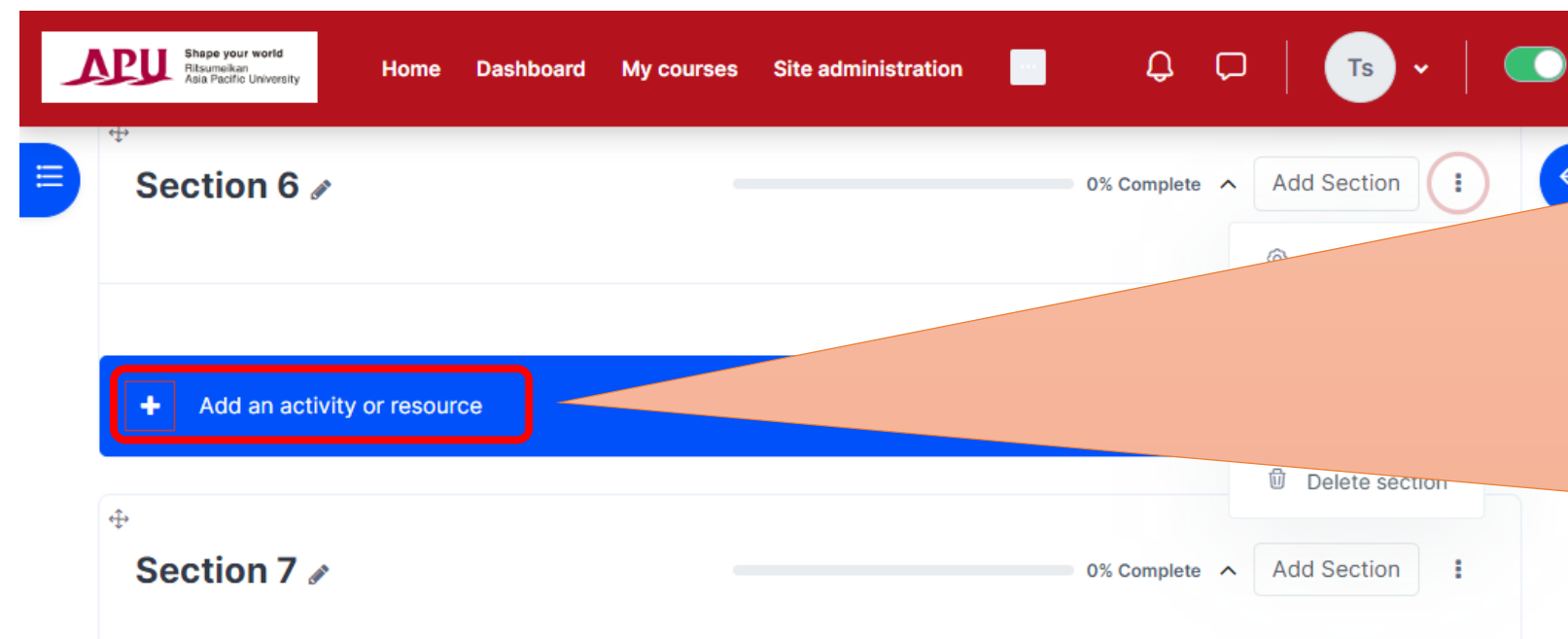


Item	Description
Question bank	Function used for quizzes
Content bank	Manage the content of your courses
Course completion	Set conditions for completing the course
Badges	Set up badge awards in your course
Competencies	Set up target competencies for your course
Filter	Set filters for your course
Course 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

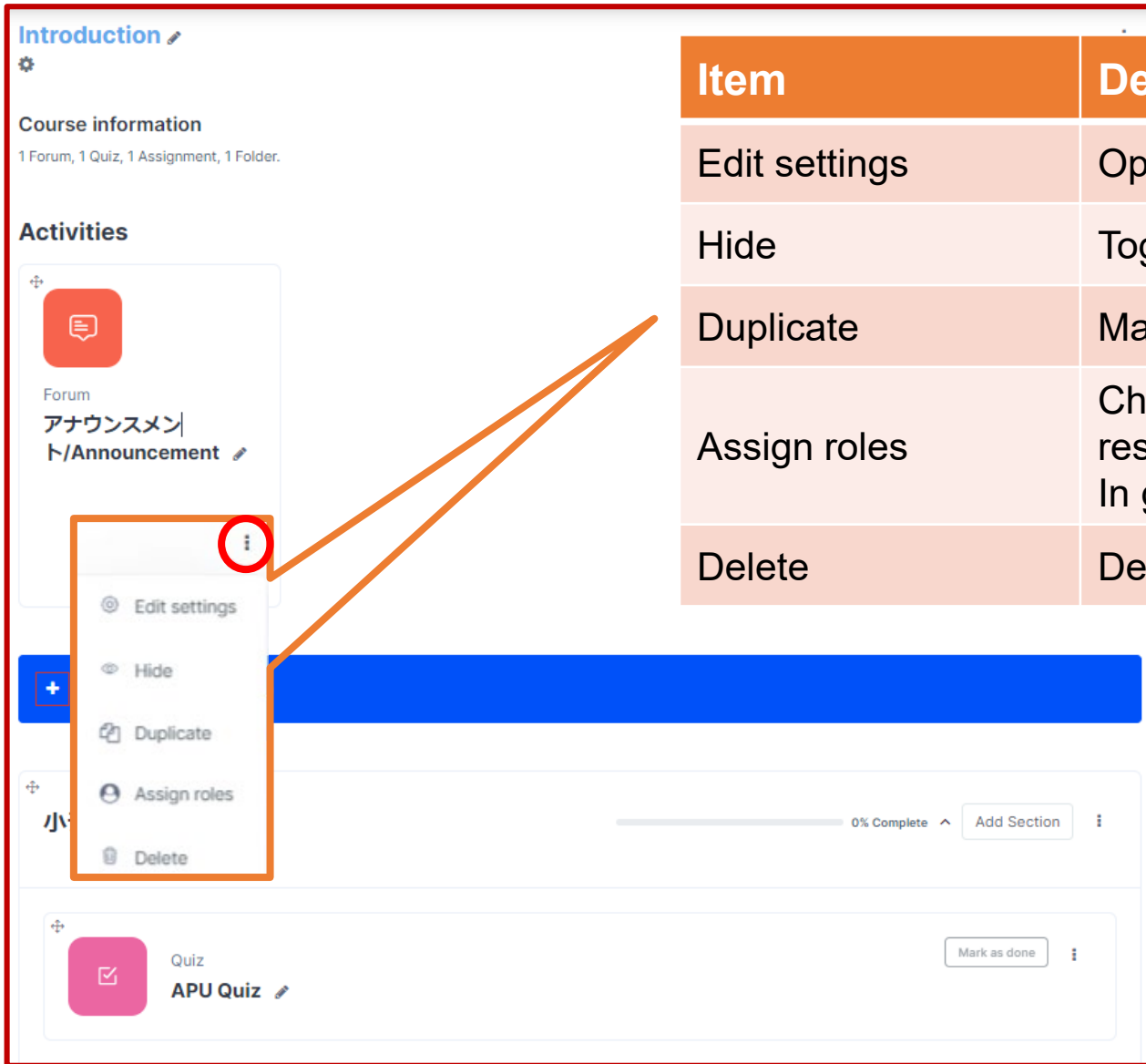


Adding activities / resources, changing settings

- 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. A context menu is open over a 'Forum' activity, listing options: 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 'Edit settings' row in the table to the right. Below the context menu, a blue bar is visible. At the bottom of the screenshot, a 'Quiz' activity is partially visible.

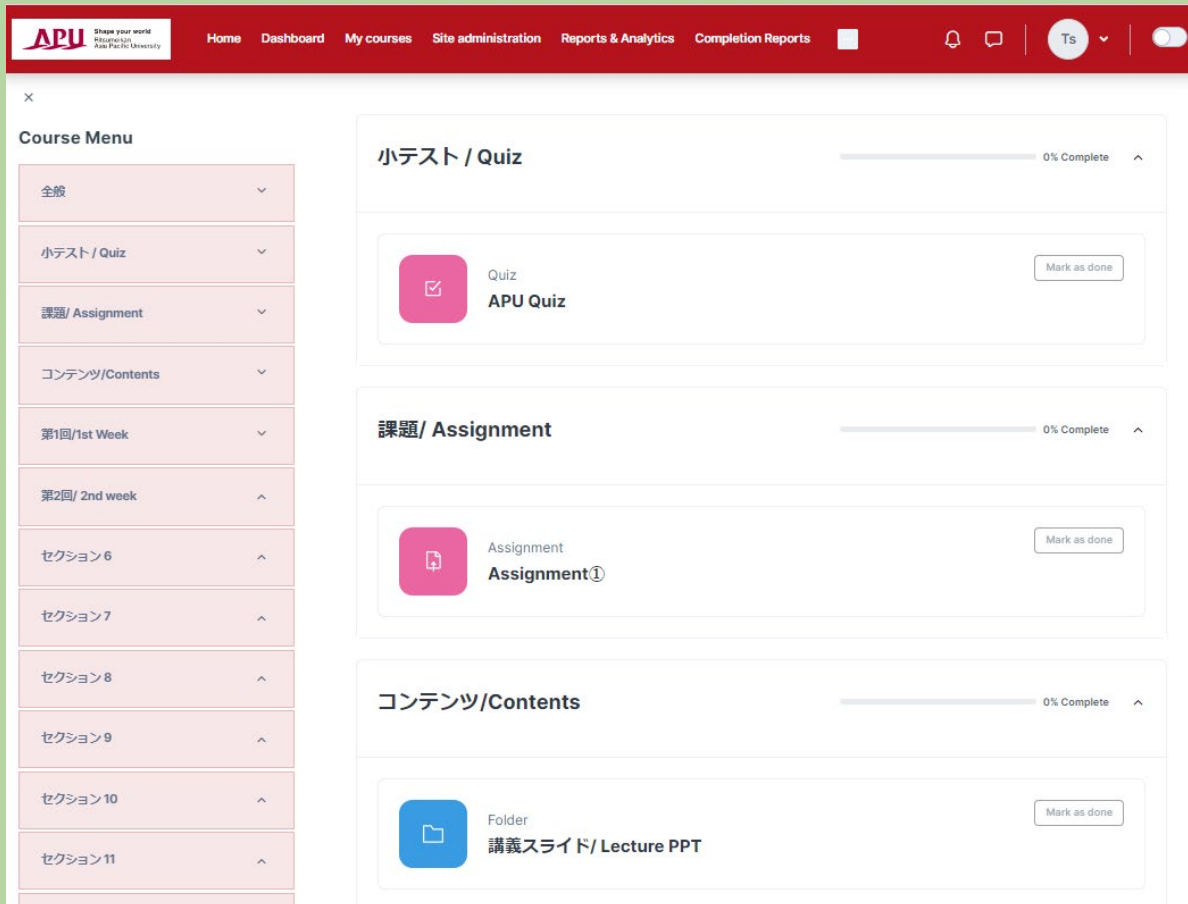
Item	Description
Edit settings	Open settings menu for selected activity or resource
Hide	Toggle to show or hide item in student view
Duplicate	Make a copy of a selected activity or resource
Assign roles	Change [Student], [TA/SA], etc. roles for a selected activity or resource. In general, does not need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

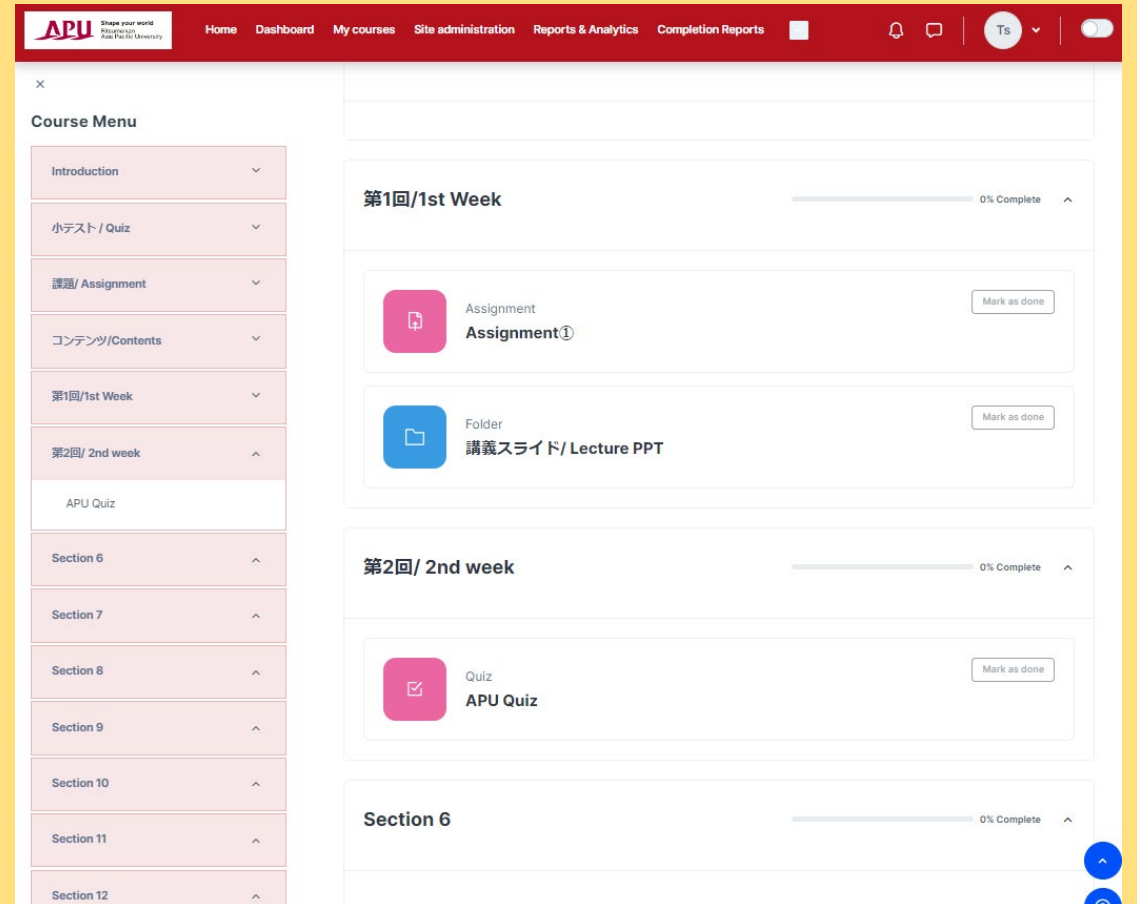
Display sections by function



This screenshot shows a Moodle course menu where sections are grouped by function. The left sidebar lists the following sections: 全般, 小テスト / Quiz, 課題 / Assignment, コンテンツ / Contents, 第1回 / 1st Week, 第2回 / 2nd week, セクション 6, セクション 7, セクション 8, セクション 9, セクション 10, and セクション 11. The main content area displays three functional groups, each with a progress bar at 0% Complete and a 'Mark as done' button:

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

Display sections by week

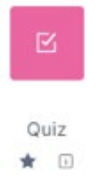

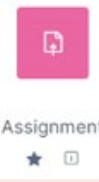
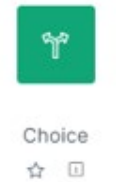
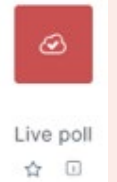
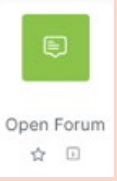

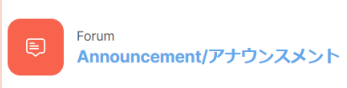
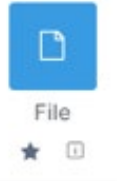


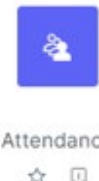
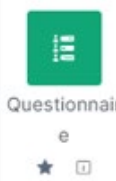


This screenshot shows a Moodle course menu where sections are grouped by week. The left sidebar lists the following sections: Introduction, 小テスト / Quiz, 課題 / Assignment, コンテンツ / Contents, 第1回 / 1st Week, 第2回 / 2nd week, APU Quiz, Section 6, Section 7, Section 8, Section 9, Section 10, Section 11, and Section 12. The main content area displays three weekly groups, each with a progress bar at 0% Complete and a 'Mark as done' button:

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

Preparing for Class

Examples of commonly used functions

Function	Description	Function	Description
	Quizzes or online tests		Share external links
	Report assignments, enter text	 	Polls
 	Forums discussions		Make announcements to students (notify all)
 	Share course materials (PDF, Word, PPT, etc.)		Online Whiteboards Miro (external tool)
	Confirm class attendance		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)

