



Basic Usage

What is APU Moodle?

- At APU we have been using Learning Management Systems (LMS) since 2001 as a tool to help with learning and support in class, promote communication between faculty and students, and help with out of class learning. From AY 2023 we introduced [APU Moodle], a cloud service that helps support classes through functions for distributing class materials, submitting reports, attendance management, and other tasks. Moodle is a service used in over 230 countries with over 70 million users, the most commonly used open source e-learning platform system in the world. APU Moodle is a customized system based on the Moodle system.

- What can you do with APU Moodle?

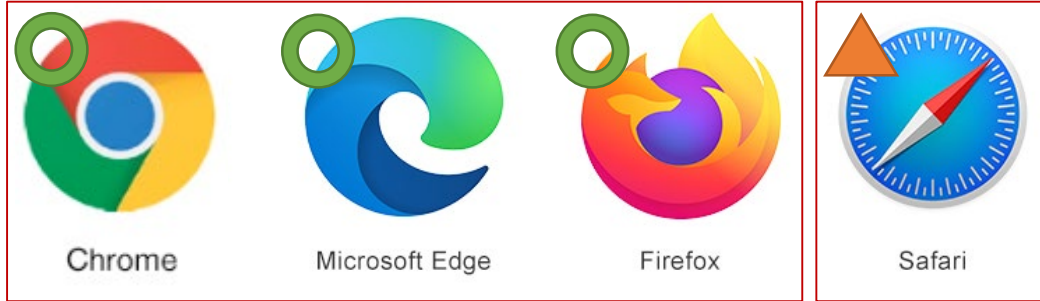
- Submit assignments
- Take attendance
- Implement online tests etc....

- It is used in almost all classes at APU, so let's learn how to use it!



What is APU Moodle?

- Recommended browsers (PC)



- Can be used on Safari, but courses may not be displayed correctly.
- Safe Exam Browser is a Moodle-specific browser. (See separate manual)
 - In some classes, you may need the Safe Exam Browser to take exams. [Must install on own PC in advance]
(Cannot be installed on smartphones or tablet devices)

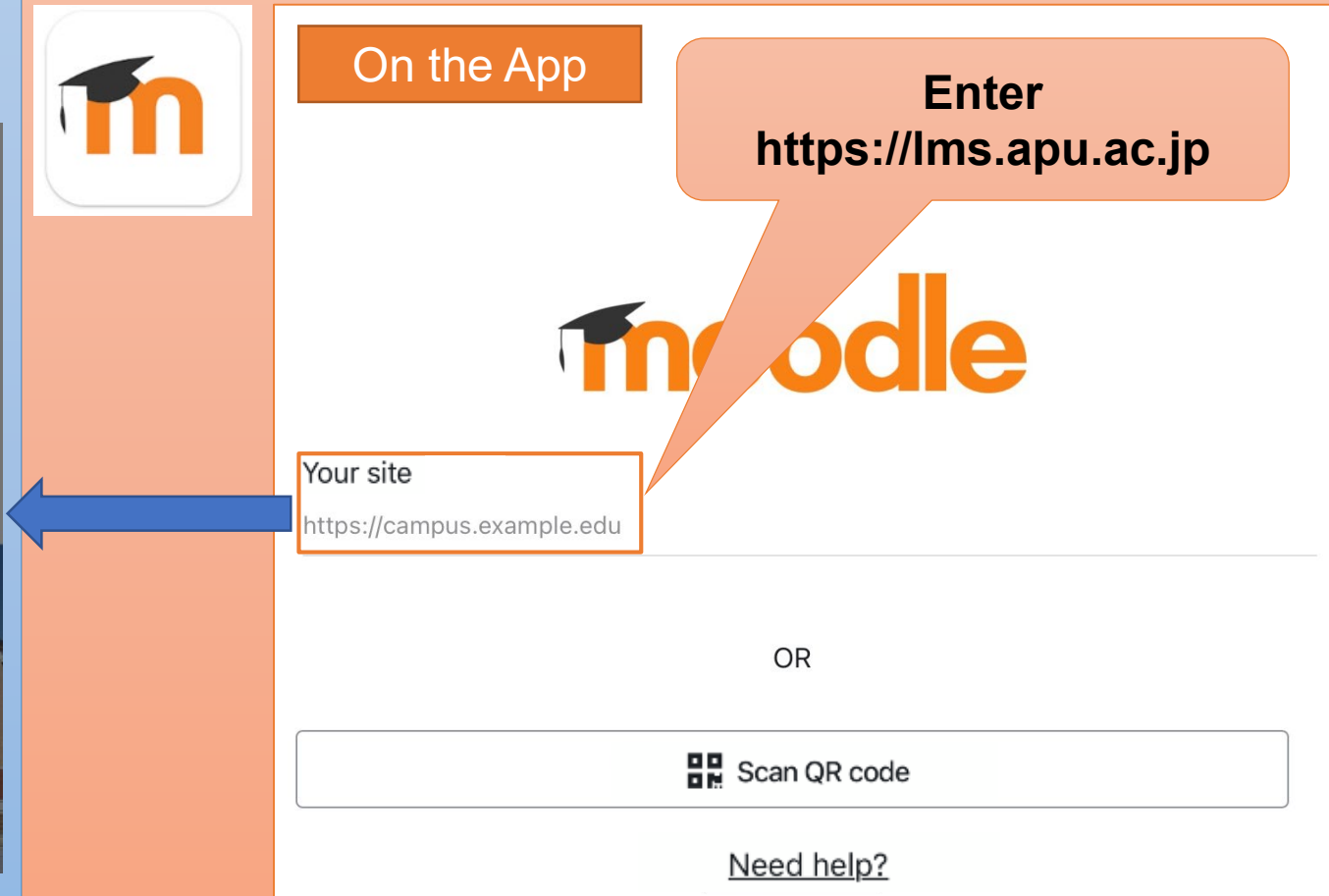
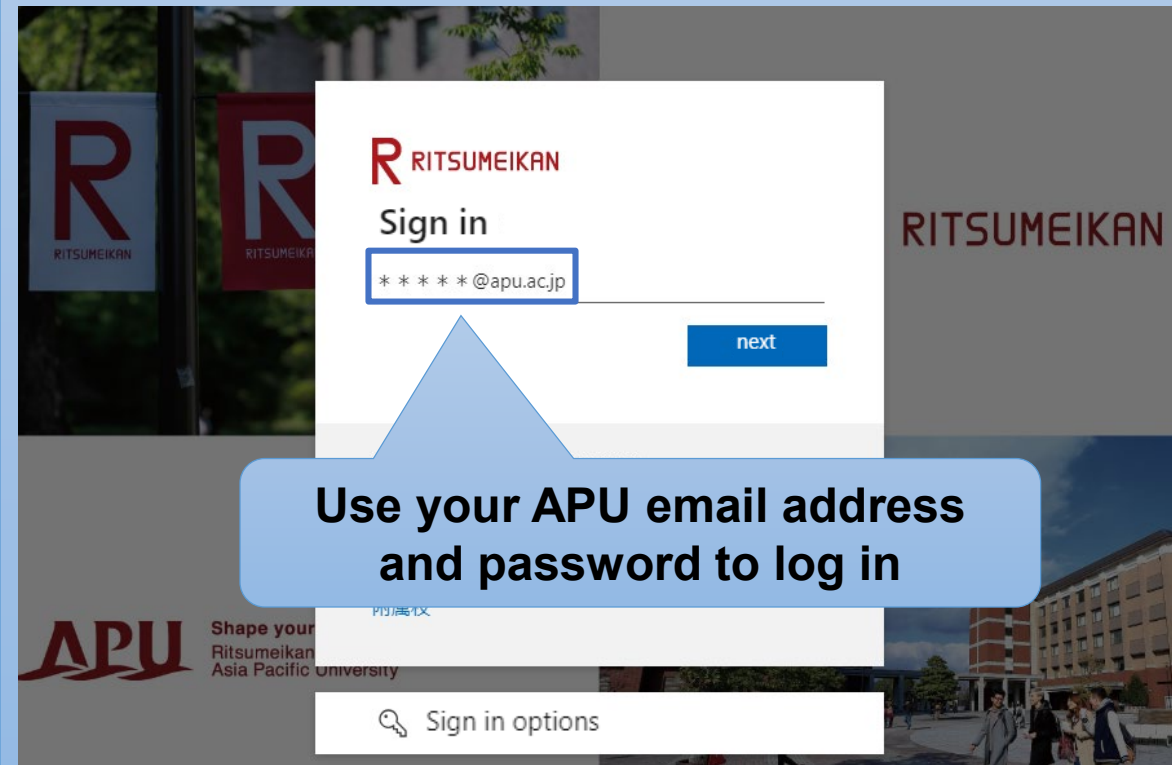
- Notes and Warnings

- When using a smartphone, some system functions are restricted.
 - In particular, you cannot take exams using a phone, **so you must use a PC to take exams.**
- If you log in from multiple PCs it will cause errors,** and you may not be able to use the system.
- The university takes no responsibility for issues that occur as part of improper system usage.

Logging In

- URL: <https://lms.apu.ac.jp/>
 - Use your **[APU Email address]** and **[Password]** to log in.
 - Can also use smartphones and tablet devices.

Login Screen



After logging in

You will see your Dashboard

No	Page	Description
①	Home	Contains info about system maintenance or other APU Moodle announcements.
②	Dashboard	You can check your course list and calendar.
③	My courses	You can see all of your registered courses.

The screenshot shows the Moodle dashboard interface. At the top, there is a navigation bar with 'Home', 'Dashboard', and 'My courses' tabs. Below this, there are three numbered callouts: ① points to the Home tab, ② points to the Dashboard tab, and ③ points to the My courses tab. On the right side, there is a 'Block Drawer' button with a left-pointing arrow. Below the navigation bar, there is a 'Calendar' block showing a calendar for February 2024. At the bottom, there is an 'Exabis ePortfolio' block with a list of items: My CV, My Portfolio Artifacts, My Views, Shared Views, Shared Categories, and Import/Export. A large text overlay in the center reads 'Shows your Registered Courses'.

Block Drawer

Can see the deadlines for assignments, tests, etc. in each of your courses.

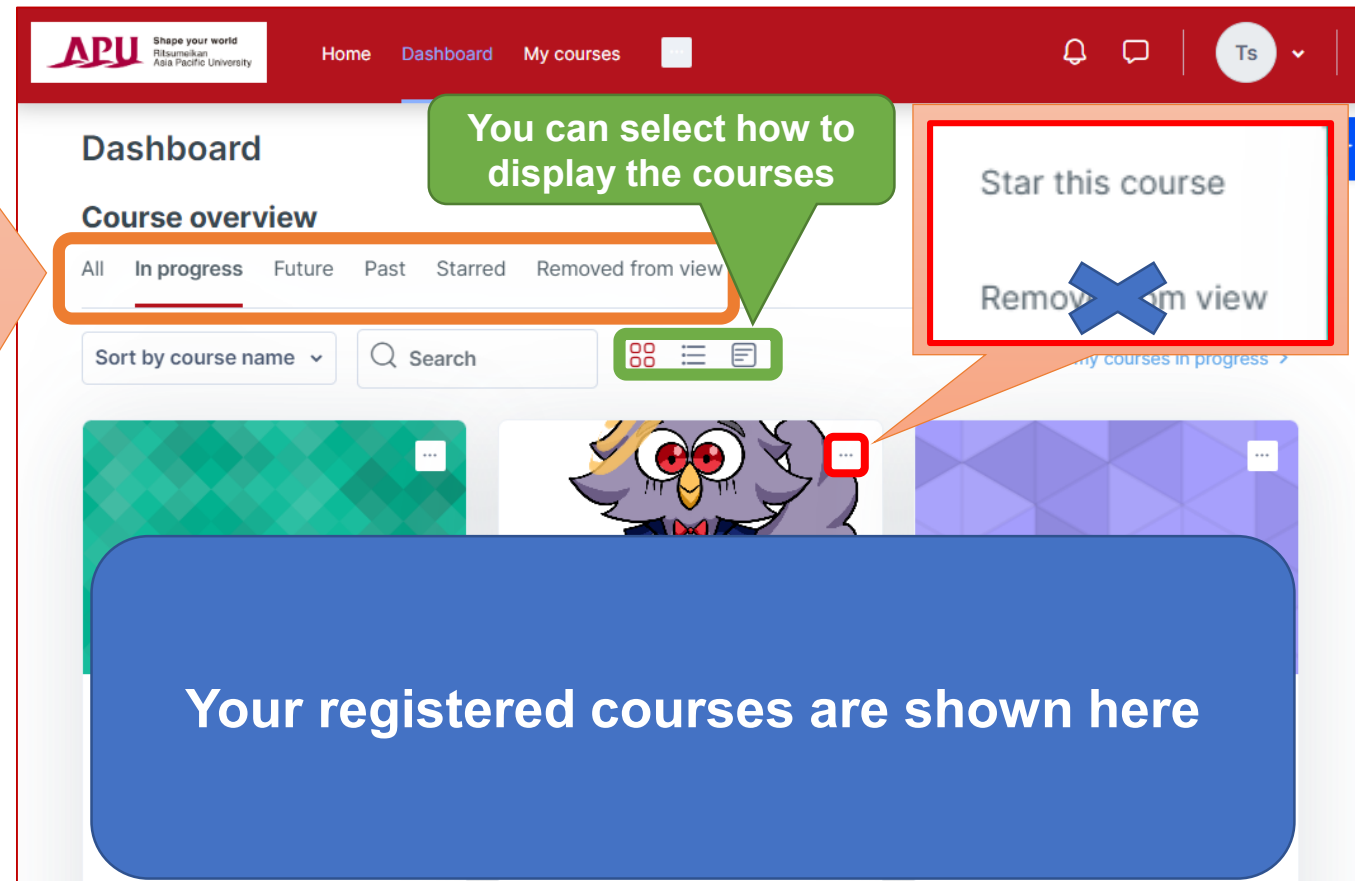
Shows your Registered Courses

Can create your own e-Portfolio.
(Can use as directed by course instructor.)

Dashboard

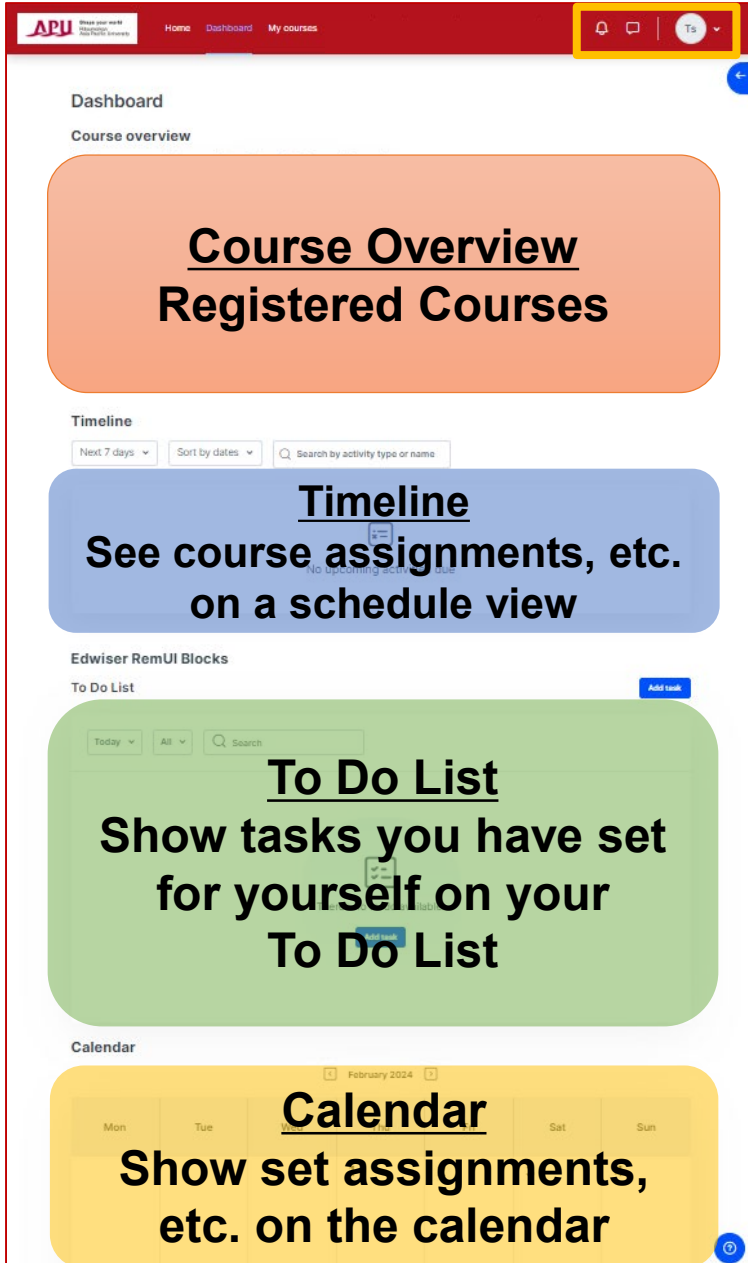
- You'll see this screen after logging in. (See next slide for details.)
- You can also see the assignments in each course you are registered in on the Timeline.

Display Categories	Explanation
All	See all courses, including past courses you have been registered in, and courses that have not started yet
In Progress	Set the course date to filter only courses that are currently active Courses with a star (★) are in progress
Past	Courses whose closing date has passed, or courses from previous years
Starred	You can choose to [Star] courses you use often, to show only those courses in this category.
Removed from View	Cannot use [Removed from View] on APU Moodle. Please use the star function to filter your courses.



The screenshot shows the APU Moodle dashboard interface. At the top, there is a navigation bar with 'Home', 'Dashboard', and 'My courses' links. The main heading is 'Dashboard' followed by 'Course overview'. Below this, there are filter tabs: 'All', 'In progress', 'Future', 'Past', 'Starred', and 'Removed from view'. A green callout box points to these tabs with the text 'You can select how to display the courses'. Below the tabs is a search bar and a 'Sort by course name' dropdown. A red box highlights a course card with a star icon and a 'Remove from view' button, with a callout box saying 'Star this course' and 'Remove from view'. A large blue callout box at the bottom of the dashboard area says 'Your registered courses are shown here'.

Dashboard



APU Home Dashboard My courses

Dashboard
Course overview

Course Overview
Registered Courses

Timeline
Next 7 days | Sort by dates | Search by activity type or name

Timeline
See course assignments, etc. on a schedule view

Edwiser RemUI Blocks
To Do List | Add task

To Do List
Today | All | Search

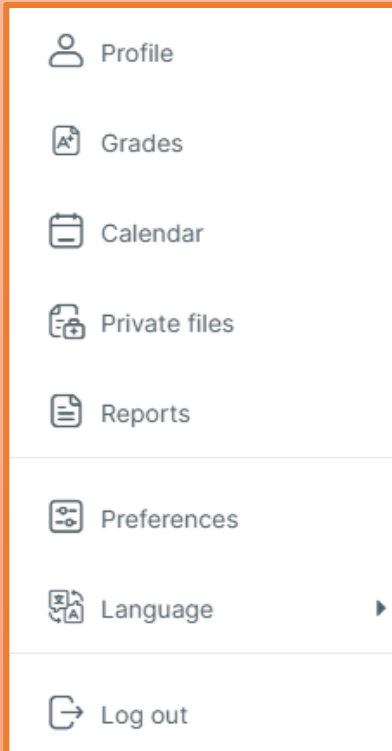
To Do List
Show tasks you have set for yourself on your To Do List

Calendar
February 2024

Calendar
Show set assignments, etc. on the calendar

List of Moodle Notifications and Announcements

Moodle Internal Chat Function



Profile

Grades

Calendar

Private files

Reports

Preferences

Language

Log out

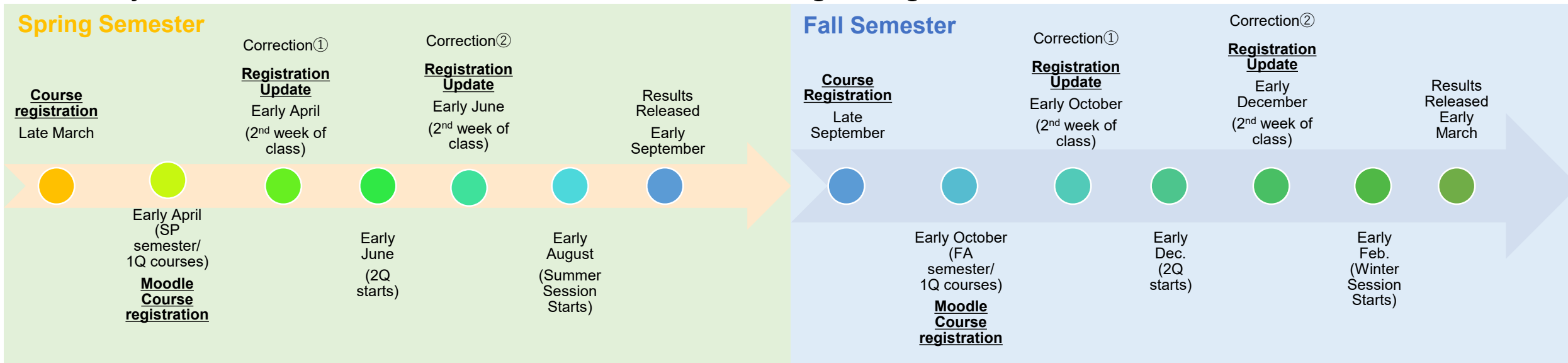
Item

Description

Profile	Show detailed APU Moodle account information
Grades	Check grades for registered courses
Calendar	Display calendar
Private files	You can save up to 100 MB of private files
Reports	Cannot be used on APU Moodle
Preferences	Adjust preferences like turning notifications On/Off
Language	Switch between English or Japanese
Log out	Log out of APU Moodle

Course Registration Periods

- Registered courses are all automatically added to your course list. The timing of this is shown below.
 - The day before the first day of classes each semester
 - The next working day after the end of each correction period (excluding Saturdays, Sundays, and holidays)
- In some cases, faculty members do not use Moodle or have set the course to hidden.
 - All students registered in the course will be added to the Moodle course, you must check with each course instructor regarding the use and content of Moodle.



Course Page

AY 2023 Curriculum Subject Name
(Name may differ from subject name under other curriculums.)

The screenshot shows the Moodle course page interface. At the top left is the APU logo with the tagline "Shape your world". The navigation bar includes "Home", "Dashboard", and "My courses". The main heading is "Dashboard" followed by "Course overview". Below this are filters for "All", "In progress", "Future", "Past", "Starred", and "Removed from view". There is a search bar and a "Sort by course name" dropdown. Three course cards are displayed, each with a "View Course" button. The third card is highlighted with an orange box, and an orange arrow points from it to a larger, detailed view of a course page on the right. This detailed view shows the "Course Menu" on the left and the course content on the right. The "Course Menu" lists sections like "Introduction", "小テスト / Quiz", "課題 / Assignment", "Section2", and "1st week". The course content area has a title "Course Title (Subject Name)" and a section "Introduction" with "Course information" and "Activities". An orange box highlights the "Course Information and Contents Shown Here" area. At the bottom, an orange callout box says "Click the name of the course you want to open".

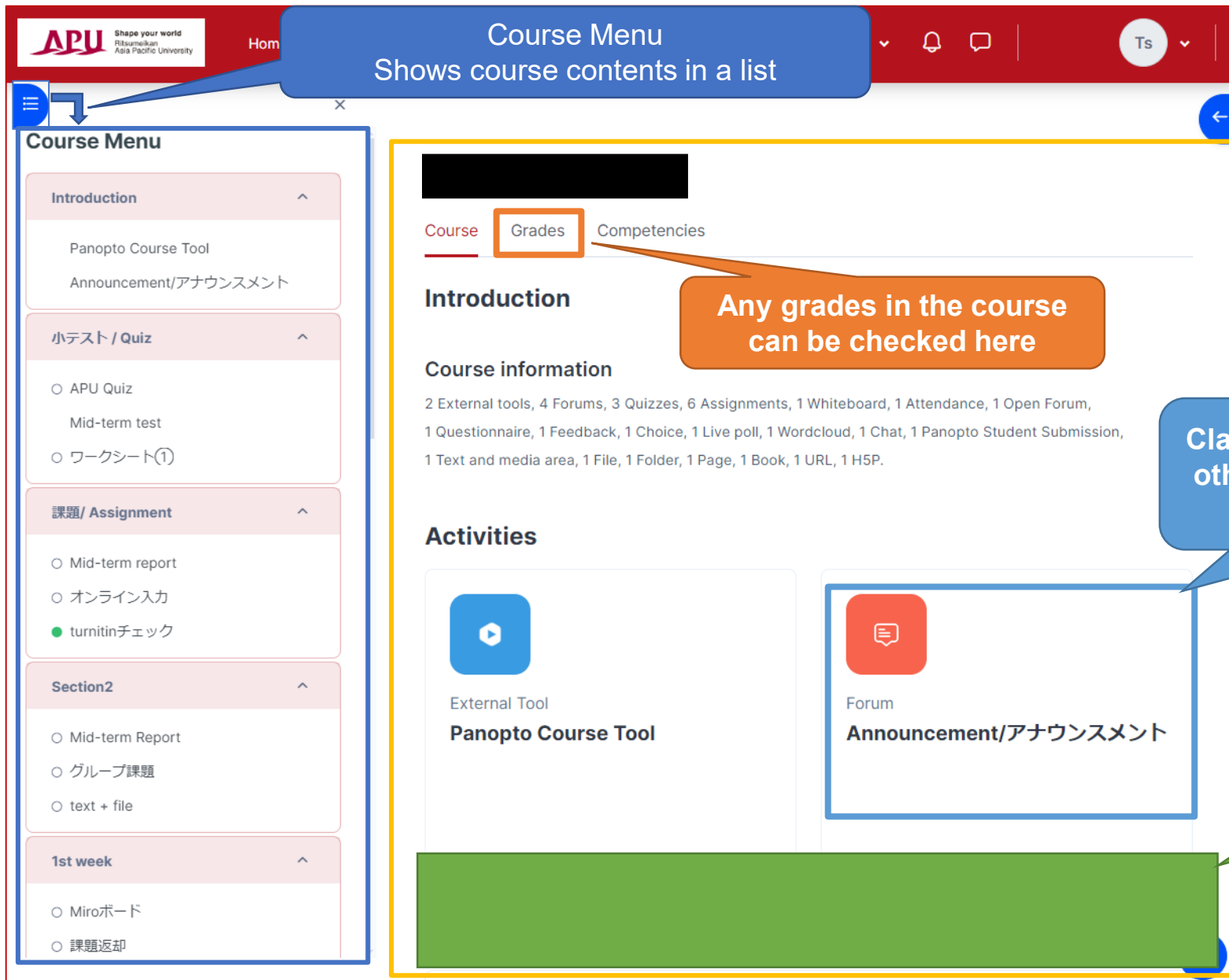
Course Title (Subject Name)

Introduction
Course information
2 External tools, 4 Forums, 3 Quizzes, 6 Assignments, 1 Whiteboard, 1 Attendance, 1 Open Forum, 1 Questionnaire, 1 Feedback, 1 Choice, 1 Live poll, 1 Wordcloud, 1 Chat, 1 Panopto Student Submission, 1 Text and media area, 1 File, 1 Folder, 1 Page, 1 Book, 1 URL, 1 H5P.

Course Information and Contents Shown Here

Click the name of the course you want to open

Course Page



The screenshot shows a Moodle course page with several callouts:

- Course Menu**: Shows course contents in a list. This callout points to the left-hand navigation menu.
- Grades**: Any grades in the course can be checked here. This callout points to the 'Grades' tab in the top navigation bar.
- Class announcements and other notifications can be seen here**: This callout points to the 'Announcement/アナウンスメント' forum activity.
- Other contents are shown below here. Click on the content you want to see to display it.**: This callout points to a green rectangular area at the bottom of the page, indicating that more content is hidden below.

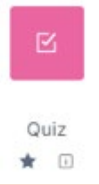

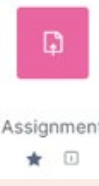
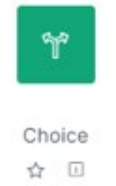
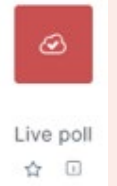
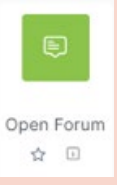
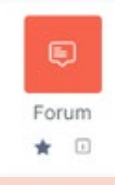
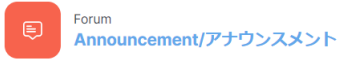
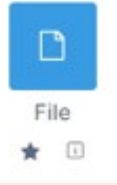
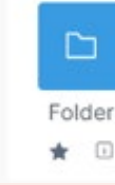

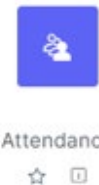
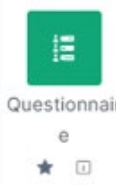
Each course may look different depending on the course instructor. This is a basic introduction, but please check with your course instructor for information on the display and details of each course.

Class announcements and other notifications can be seen here

Other contents are shown below here. Click on the content you want to see to display it.

Examples of commonly used functions

Please follow the directions of the instructor to use each function. If you have any questions or don't understand, ask the instructor.

Function	Description	Function	Description
 Quiz	Quizzes and online tests	 URL	Sharing external links
 Assignment	Report submission, text entry	  Choice Live poll	Voting/poll functions
  Open Forum Forum	Threaded discussions	 Forum Announcement/アナウンスメント	Sharing course news (Mass announcements, notices)
  File Folder	Sharing class materials (PDFs, Word files, PPTs, etc.)	 Whiteboard	Online whiteboards Miro (external tool)
 Attendance	Recording attendance in class	 Questionnaire	Surveys

APU Moodle Inquiries



- ALRCS (Student Organization)
 - Offers support for all APU services including Moodle, as well as help with using the library, self-learning support, etc.

Instagram



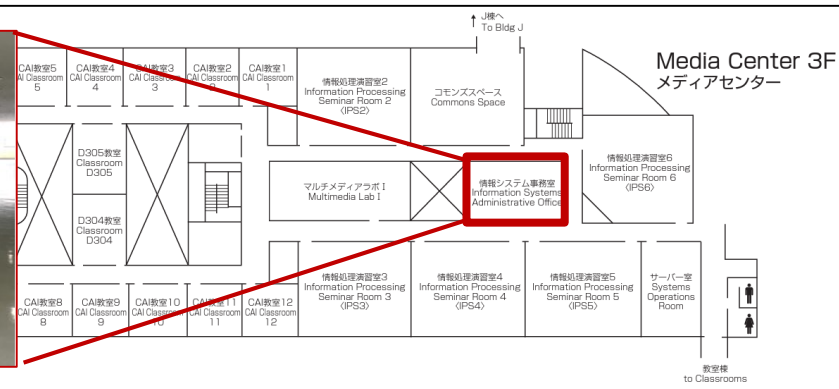
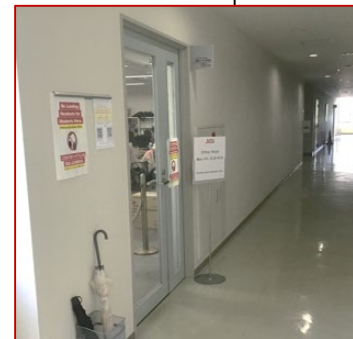
Location: Bldg. D, Library, 1st Floor
Next to the reference counter
Time: Class days, 2nd – 5th period
Contact: see SNS for details and inquiries

facebook

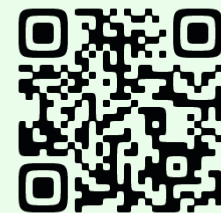


Information Systems Administrative Office

- Information Systems Administrative Office
 - Offers support with using each of APU systems, password resets, etc.
 - Report issues with Moodle or Wi-Fi here



Inquiry Form



Location: Bldg. D, 3rd Floor
Near IPS 4 and the Common Space
Time: Weekdays 10:00 – 16:30
Phone: 0977-78-1138 (Ext. 3007)