



上智大学
SOPHIA UNIVERSITY

叡智が世界をつなぐ

University Guide (1): Outline and Structure

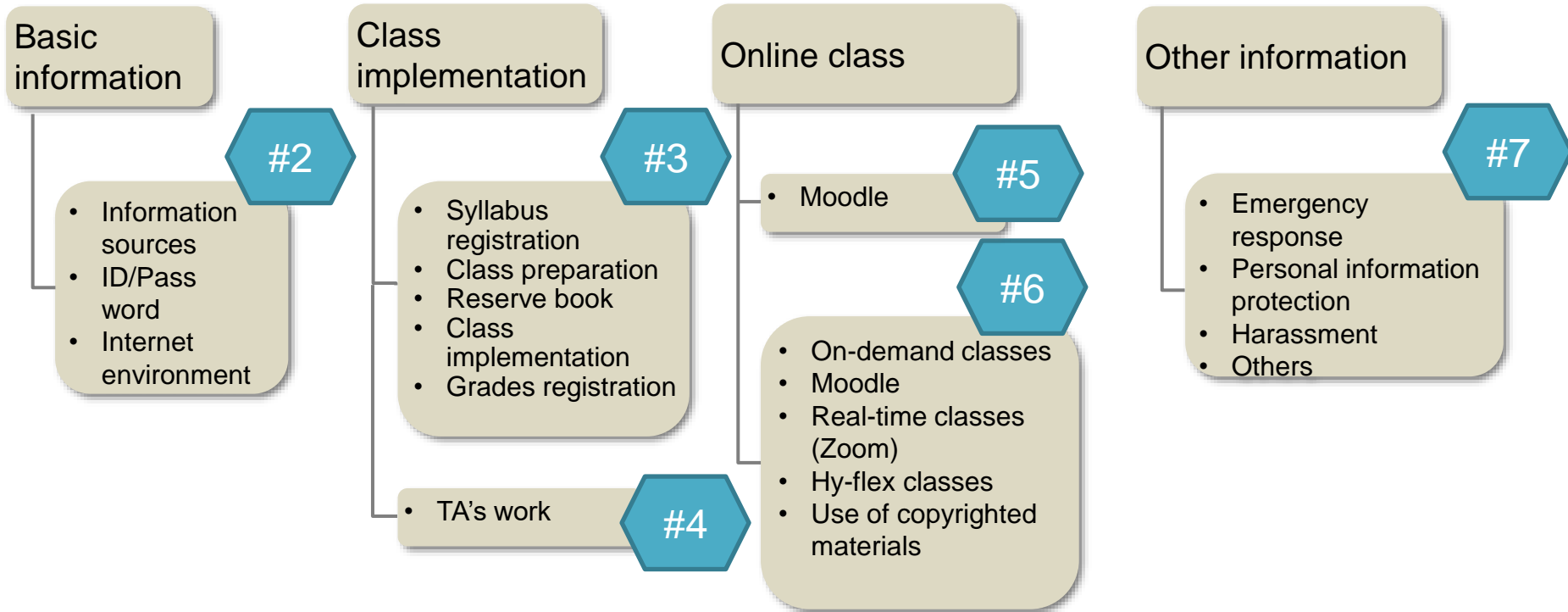
--For New Faculty Members and TAs--

FD Committee, Sophia University

Overview

- Part of FD (Faculty Development: class improvement) activities
- For new faculty members
 - Provides information on class preparation, implementation, and grading
 - Considerations for class implementation
- For TAs
 - Provides information on class support

Overall Structure



How to Watch the Video

- The video is released in segments
 - See the number on the previous slide
- It may contain information you already know
 - Example: How to use Moodle
 - Please determine the necessity before viewing



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University Guide (2)

Basic information

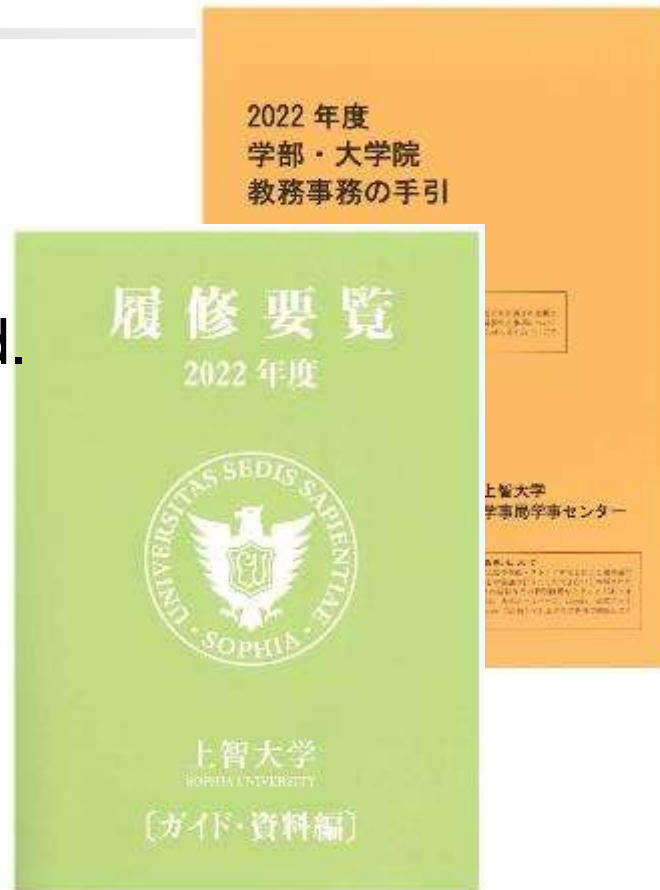
Contents

- Information sources
 - Booklets, Web
- ID / Password
- ICT environment
 - Networks, emails, and Office

Paper Source of Information

- Bulletin of Information
 - Requirements for graduation/completion are described.
Necessary for advising students
- Academic Affairs Handbook
 - Classes, courses, grades, classrooms, school register, etc.

Note: The color of the cover differs by year



Information sources on the Web

Web	Main uses	ID/Pass	VPN
University's Official Website	Notification of university-wide class cancellations, etc.	Not required	Not required
ICT Office	Links to the below websites	Not required	
Office 365 Portal	Bulletin boards, emails, Teams Office software download	Required	
Loyola	Syllabus registration Grades registration	Required	
Moodle	Posting of course materials Attendance, quizzes	Required	

HR, Financial Affairs, and other websites are also available (VPN connection required)

University's official website

www.sophia.ac.jp

The screenshot shows the homepage of Sophia University's website. At the top, there are two news items: "【重要なお知らせ】新型コロナウイルス感染症に関する本学の対応" (2022.03.10) and "2022年度の授業方針について" (2022.02.08). Below this is a video player for the Faculty of Theology with the title "Learning at Sophia". To the right, there are sections for "News" and "Event". The "News" section includes announcements from 2022.03.14, such as the publication of a journal and the start of a program. The "Event" section lists seminars and symposiums from 2022.03.15. At the bottom, there is a banner for "Caring for Each Other" and a video player for a video about campus life.

2022.03.10 【重要なお知らせ】新型コロナウイルス感染症に関する本学の対応
2022.02.08 2022年度の授業方針について

Faculty of Theology
Learning at Sophia

学生や教員が所属学部の魅力や学びを語る動画シリーズ「Learning at Sophia 神学部編」

News ニュース一覧

お知らせ 2022.03.14
日本研究の学術誌「モニュメンタ・ニポニカ」の最新号(MN 76:2)が発行になりました(英語)

NEWS 2022.03.14
教育学専攻でJICA開発大学院連携プログラムを開始

NEWS 2022.03.11
国連No.2のアミーナ・モハメッド国連副事務総長の特別講演の開催報告(日本語字幕つき動画も掲載)

入試情報 2022.03.11
2022年度一般選抜 補欠者の入学許可状況(3月11日更新)

Event イベント一覧

セミナー 2022.03.15
上智大学×UNFPA×Panasonic「"あかり"がケニアの女性の健康・教育に果たせる役割とは?～国連人口基金とパナソニックの挑戦～」

シンポジウム 2022.03.15
ソフィアシンポジウム "ENVIRONMENTAL OFFSHORING"

セミナー 2022.03.19
アジア文化研究所主催 アジア研究セミナー「中朝国境都市・丹東の民族誌的研究」

セミナー 2022.03.25
アジア文化研究所主催中東研究セミナー「中東のベーシック・インカムに関する研究会」

Caring for Each Other
みんなのために、自分のために

キャンパスでの新しい日常に求められる行動

ICT Office

<https://ccweb.cc.sophia.ac.jp/>

Basic information guide



Office 365 Portal

Moodle Website for classes

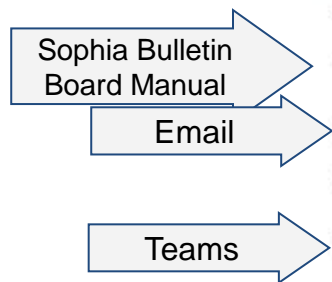
VPN (Off-campus access)



Loyola
Syllabus registration
Grades registration

Office 365 Portal

<https://sophiamail.sharepoint.com/sites/sophiaportal>



- Portal Top
- ソフィア掲示板・申請マ...
- Sophiamail
- Calendar
- Teams

送信 イマーシブリーダー

Notices are posted on the Sophia Bulletin Board to reduce paper use

A row of six red navigation tiles with white icons and text. From left to right: 1. Sophia Bulletin Board (icon: document with arrow) labeled 'ソフィア掲示板 申請・マニュ...'. 2. Online Learning Portal (icon: clipboard with checkmark) labeled 'オンライン授業ポータル'. 3. Sophiamail (icon: envelope) labeled 'Sophiamail'. 4. Calendar (icon: calendar) labeled 'Calendar'. 5. Teams (icon: group of people) labeled 'Teams'. 6. Stream (icon: play button) labeled 'Stream'. Below this row is a single red tile with a telephone icon labeled '業務一覧・学内電話番号帳'.

<https://scs.cl.sophia.ac.jp/campusweb/campusportal.do>

ユーザー名 パスワード ログイン **English** + スマホ版

Select English

Loyolaへようこそ

アカウントをお持ちの方はユーザー名とパスワードを入力してログインしてください。
パスワードを忘れた場合は、こちらで再発行を行ってください。

Welcome to Loyola

If you have an account ID, please enter a user name and a password to login.
If you forget your password, please click [here](#) to request for reissuance of password.



ojitHandbook (for teachers)

せ/Notice

<成績公開 / Grades available>
2022年度 成績公開情報 / 2022
Grades available

<学部・研究科連絡先一覧 / Contact
for consultant>

<クラス主任 / Class Advisor, アカ
デミック・アドバイザー / Academic
Advisor>
クラス主任 / Class Advisor
アカデミック・アドバイザー
/ Academic Advisor

■オンライン授業実施への対応について **重要**
オンライン授業をキャンパス内受講する場合は、当該授業のために配当されている教室（Loyola）「授業情報ポータル
フォリオ」に記載されている使用教室）で受講ができます。
そのため、当該授業を履修していない学生のその授業の教室利用はできません。授業履修者の受講の妨げになりますの
で、ご理解ください。自習や休講については教室ではなく、図書館や書庫等を利用するよう、ご協力をお願いします。

■新型コロナウイルス感染症に関する本学の対応
新型コロナウイルス感染症についてのお知らせは以下のページをご確認ください。
<https://www.sophia.ac.jp/jpn/news/PR/covid19.html>

For information relating to COVID-19, please check the following webpage:
<https://www.sophia.ac.jp/eng/news/covid19.html>

■Moodleへのアクセス集中について / Request for Cooperation on Access to Moodle
学生の増減も以下の対応にご協力くださいますよう、改めてお願いいたします。

Moodle

<https://moodle.cc.sophia.ac.jp/>

The screenshot shows the Moodle login interface for Sophia University. At the top, there is a language selection menu with 'English (en)' highlighted in a red box and a callout box pointing to it that says 'Select [English (en)]'. Below the language menu, there are fields for 'Username' and 'Password', and a 'Log in' button which is also circled in red with a callout box saying 'Click [Login] button'. A callout box above the login fields says 'Enter your username and password.'. To the right of the login fields, there is a section titled 'Is this your first time here?' with Japanese text explaining the site and providing instructions for new users.

This screenshot shows a sidebar menu on a Moodle course page. The menu items are:

- 授業全体に関わる情報
- ニュースフォーラム
- 読ませるといいかもしれない資料 (2011-2-19) [学生から提案](#)
- 課題のファイル名について [学生から提案](#)
- グループ別出席配置 (Com-X) [学生から提案](#)
- グループ別出席配置 (Com-A) [学生から提案](#)
- 教育情報工学URL整理 [学生から提案](#)

コースカテゴリがない、ユーザ検索しても見つからない場合について
新学期に際しての教員向け Moodle Tips / For Teachers

2. ICT Environment: Networks

- Laboratory network
 - Bldg. 2&7, individual rooms in the library: Fixed IP address
 - Other laboratories: DHCP (no configuration required)
- Classroom network
 - All classrooms: DHCP (no configuration required)
 - LAN sockets for wired connections available on AV consoles, AV racks, and on the wall at the front of the classroom
- Contact point for or inquiries about application for a fixed IP address or usage:
 - ICT Office: ict-support@sophia.ac.jp

2. ICT Environment (continued)

- Email address
 - Faculty members are assigned email addresses
 - Available on the university's Office 365 website
- MS Office applications, anti-virus software
 - Downloadable from Sophia Office 365 Portal
- Inquiries: ICT Office
ict-support@sophia.ac.jp



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University Guide (3)

Class Implementation

Academic Terms and Class Duration

- Academic term: Semesters (spring and autumn) and quarters (Q1 to Q4)
 - “Academic Calendar” and “List of Class Days” posted on the Sophia Bulletin Board
- Class duration: 100 min., for each of 1st to 6th classes

Period	Timetable
Period 1	9:00 ~ 10:40
Period 2	10:55 ~ 12:35
Lunch Break	12:35 ~ 13:30
Period 3	13:30 ~ 15:10
Period 4	15:25 ~ 17:05
Period 5	17:20 ~ 19:00
Period 6	19:10 ~ 20:50

Syllabus Registration

- Revision of course titles, etc.: Around Sept. to Oct., through Curriculum Committee
- Syllabus registration: Jan. to Feb., through [Loyola](#)
 - Syllabus cannot be changed after the release (March end)
- Importance of syllabus
 - Equivalent to contract between faculty and students
 - Particularly grading criteria and percentage
 - Presenting outline is mandated by Standards for Establishment of Universities (Article 25-2)

Contents of Syllabus

- Course outline
- Course aims and objectives
- Studying outside of class (prep., review, etc.)
- Course availability to students of other departments
- Grading criteria and weight
- Textbooks, reference books, required foreign languages
- Course schedule
 - Contents of each class. Enter a subtitle when using the same title
- TAs must read the syllabus before class

Course Materials Preparation

- Ordering course textbooks
 - Orders accepted at [Kinokuniya Sophia University Store](#)
- Printing and copying of course materials
 - Please inquire your department office
- Multimedia course materials development
 - Support is offered at Editing Room (B2 level, Bldg. 2)
 - Creating PDF, editing sound and video, Moodle Q&A

Reserve Book

- Books and materials for classes: Available at the library
 - Up to 3 books per title
 - Apply at least 1 month before use (may take longer if not held in the library)
 - Loans to students: 2 hrs, 24 hrs, or 72 hrs
 - Inquiry: Library staff in charge of Reserve Book
lib-tech@sophia.ac.jp

Moodle

- Website for classes
- Functions: attendance, posting of course material files, quizzes (simple auto-scoring available), assignments
- Simple user instructions are given in #5
- Inquiry: Editing Room (B2, Bldg. 2)

Plan-B: Course File Delivery via Loyola

HOME 学生情報 カリキュラム履修関係 成績 定期試験 掲示板(休/補/教室変更) レポート管理 スケジュール アンケート/各種申込 就職・キャリア支援 ダウンロードセンター その他

お知らせ お知らせ(教員) LoyolaHandbook(学生) **LoyolaHandbook(教員)**

お知らせ

<自己判定可能期間 / SELF-EVALUATION, CATEGORY CHANGE PERIOD (※FLA student only)>

2017年度 自己判定カレンダー
2017 SELF-EVALUATION / CATEGORY CHANGE PERIOD

<成績公開 / Grades available>

2017年度 成績公開期間
2017 Grades available

新着情報

あなた宛の新着情報はありません。

LoyolaHandbook(教員)

Loyolaの利用に関する情報倫理ガイドライン

1. [共通](#) / [Common Operation](#)
2. [シラバス](#) / [Syllabus](#)
3. [履修者管理](#) / [Course Registration](#)
4. [休講・補講](#) / [Cancelled & Make Up Cl](#)
5. [定期試験](#) / [Final Exam](#)
6. [成績](#) / [Grades](#)
7. [掲示](#) / [Bulletin board](#)
8. [レポート管理](#) / [Report](#)
9. [アンケート](#) / [Questionnaires](#)

Delivery of electronic course materials
→Files can be attached on Course Bulletin Board

Collecting reports
→Reports management functions

*Manual is included in Loyola Handbook

Moodle vs. Loyola

	Moodle	Loyola
Purpose	Course contents management (Sending course materials and assignments)	Course registration, grades registration, bulletin board
Course enrolment	Each student must individually enroll	Enrolment is automatically registered
Course structure (unit → class → activities)	Yes	No
Course materials (PDF, etc.) posting	Yes (within the unit system) Can be posted per unit and per class	Yes (on Course Bulletin Board) A few times per course
Report file upload	Yes (within the unit system) Can be set up per unit and per class	Yes (under Report Management) A few times per course
Quizzes/auto-scoring (YN choice)	Yes and No (hard to configure)	No
Text (copied & pasted, for plagiarism) check	Yes (Turnitin)	No
Giving faculty's access right to TA	Yes	No

Class Implementation

- Reaction paper, attendance card
 - Distributed at Center for Academic Affairs Reception Desk (1F, Bldg. 2)
 - Reaction paper (A6, B5, A4, B4)
 - Attendance card (business card size, 100 cards/pkg)→
- Classroom Audio-Visual Console
 - Projector, document camera, BD player, etc.
 - Access is controlled by key, Faculty ID, or IC card (See next page)
- Contact the Center for Academic Affairs for class cancellation and makeup classes



Classroom AV Console Key & Consumables

- 🔗 Rent or procure from Office of Property (1F, Bldg. 2) or Office Equipment Rental Room (1F, Bldg. 11)
 - Chalk / white board markers
 - Cassette recorders, loudspeakers, etc.

Office of Property reception desk for keys (1F, Bldg. 2)



Office of Property Key Locker



Access Methods for AV Consoles

	Key	Faculty ID	IC Card
Bldg. 1	407,408	101-106, 201-206, 301-306, 401-406	
Bldg. 2			
Bldg. 6			1-307, 3
Bldg. 10	Bldg. 10 lec B108A, B109, B115	323, 324, 405, 507, 420	
Bldg. 11	209-221,305-326,405-419, 505-528,618	205, 428, 603-615, 621-628 704, 719, 726	
Bldg. 12		302	102,201-203,301,401-402,502
Kioizaka Bldg.	104,108,112, 501-505	B210, B101-B115, 101-103, 105-107,109-111,113-115	303-307,403-417

Refer to “List of Classroom etc.”
inside the “Academic Affairs
Handbook”

Final Exam Schedule Example (Spring Sem.)

- ⑩ Mid to Late May ... Exam survey input
- ⑩ Mid June ... Request to prepare exam questions
- ⑩ Late June - Early July ... Exam questions submission due
- ⑩ Late July - Early Aug. ... Exam

Makeup Exam Schedule (only for courses applied for)

- ⑩ Mid Aug. ... Request to prepare makeup exam questions
- ⑩ Late Aug. - Early Sept. ... Makeup exam

Communication Method

- ⑩ Notices will be sent from the Center for Academic Affairs

The above does not apply to “In-class Exams” and “Report Assignments.” Teachers must give instructions to students for each course.

Authorized Absence/Disease Infection by Students

- ❧ No system of authorized absence or absence permission slip at Sophia
 - Refer to p.19 of [Bulletin of Information] for details
 - Bereavement leave, etc.
 - Students need to explain to the faculty member in charge about reasons for absence

- ❧ If contracting infectious diseases that are specified in School Health and Safety Act, students must not attend school for prescribed periods
(Refer to p.13 of [Bulletin of Information] for details)
 - Flu, measles, whooping cough, rubella, etc.
 - Fill in “Doctor’s Permission to Return to Campus Form” downloaded from University website and submit a photocopy to the class instructor

Grades registration

- Grades: Registered on Loyola
 - Pass: A (90 points or more) to D (60 points or more)
 - Fail: F (below 60 points)
- Grades Assessment Guidelines
 - Granting A grade should be limited to roughly 20% or less, or up to 30% of students. However, seminar courses, research courses, and lectures of 30 or fewer students are exceptions

Grading Confirmation Form

- Students may submit it to the Center for Academic Affairs after grades are released every semester (the center will contact you)
 - In cases where the grade is questioned
- In case of transcription or tallying errors, answer “scoring may be changed” and submit a separate request to change the scoring
- When inquired by students about their grades, respond by saying, “you should submit a Grading Confirmation Form to the Center for Academic Affairs

About “New Learning”

- “What is the Education Required in Modern Times?”
 - Cooperative learning, critical thinking...
 - Each faculty member is expected to practice within his/her classroom
- Founding anniversary event in Nov. 2021: Workshop held by FD Committee
- Please watch the following videos that are made available for viewing
 - Part 1: “Preliminary Briefing”
 - <https://youtu.be/Hk9zGz8HbOY>
 - Part 2: “New Learning” at Sophia
 - <https://youtu.be/d3TUYE86DWw>
 - Part 3: “Specific Activities to Incorporate into the Classroom”
 - <https://youtu.be/PthMXOruTQ4>

Reference Information for Class Improvement

- [Japan Private Universities FD Coalition Forum](#)
 - “Practical FD program,” on-demand lectures are available for viewing
 - Please contact Sophia FD Office
- [Cyber Symposium on Online Education and Digital Transformation in Universities, etc.](#) (National Institute of Informatics)
 - Archive available for viewing
- Scientific societies
 - [Japan Society for Educational Technology](#)
 - [Japanese Society for Information and Systems in Education](#)



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University Guide (4)

Teaching Assistant (TA)

About TA

Types of TA

- 🔗 TA1: Instruction assistance in lab courses, technical work
 - Instruction for report writing, correction of assignments, answer questions, class materials preparation
- 🔗 TA2: Simple work and support work other than the above
 - Set up equipment, support equipment operation, collect and manage attendance record/reaction paper, prepare/print out/distribute class materials
 - *Refer to the Sophia University Teaching Assistant Handbook
 - Sophia University FD website > Educational Activity Support Information > Publications
 - http://www.fd-sophia.jp/education/pdf/publication_04.pdf

TA's work

1. Prepare/print out class materials
2. Rent/set up/operate equipment for class
3. Distribute/collect attendance record and reaction paper
4. Manage Moodle

Points to Note for TAs

- ✂ Submit all HR related documents (Agreement, bank transfer request form, report on hours worked)
- ✂ Contact the faculty member in charge prior to class to confirm what work will be required
- ✂ Be conscious of TA's position as an educator
- ✂ Be aware of TA's responsibility and authority
- ✂ Dress and behave appropriately as expected of TA

Awareness as an Educator

- 🔗 Understand and support the course contents and faculty's intention
- 🔗 Never engage in something not related to a class while working as TA
- 🔗 Prohibited behaviors
 - Behavior contrary to the benefit of the University
 - Behavior that defames or damages credibility of the University
 - Behavior that corrupts the University's order, morals and discipline

TA's Responsibility and Authority

- ✎ Maintain reporting to, contact and consultation with the faculty in charge
- ✎ Never respond to or act on matters to be managed and decided by the faculty on one's own judgement
 - Student's inquiry on courses and grades
 - Administration and registration of grades
 - Administration of reports related to grades, quizzes, attendance book, etc.

Attire and Attitude of TA

- 🔗 Dress appropriately using common sense as an educator
 - Avoid attire that makes others uncomfortable or eccentric clothing
- 🔗 Important to be punctual
 - TA is in the position to teach students to be punctual
- 🔗 Build trust with students but keep appropriate distance
 - Build trust so students can feel comfortable asking questions and offering comments
 - Not a friendship or cozy relationship



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University Guide (5)

Moodle

Moodle = Website for classes

- One of LMSs
 - Learning Management System
 - There are many freeware for commercial use
 - Moodle: De facto standard LMS freeware
- Main functions
 - Authentication of faculty staff/students (no unspecified off-campus access)
 - Courses (lessons) and course materials are made available to students
 - Students submit assignments and reports
 - Supports active learning such as group discussions and voting

Login to Moodle

- <https://moodle.cc.sophia.ac.jp/>
- Log in by entering ID/password issued by ICT Office
→ Top page appears
(manual PDF available)



Correspondence between Class and Moodle Components

Class	Moodle components	Remarks
Subject classification	Course category	Mostly the faculty staff name in Sophia's Moodle
Subject	Course	Property: Name, ID, registration availability, Availability, no. of topics, Registration key...
Course start date Unit	Topic	Property: Title, Show/Hide...
Lecture material	Resource	Option: Text, file, URL, label...
In-class activity	Activity	Option: Attendance, assignment, quiz, forum, voting, survey...

Creating a New Course

- Scroll down the top page
 - Click the alphabet letters of your name
 - Search for your name and click on it
 - A list of courses belonging to your course category appears
- Scroll down the page and click “Add new course”

Setting Up Course Properties

- Course Name
 - Include the academic year and semester (ICT Office rule)
- Course Visibility: Show/Hide (hide outside of class period)
- Course start and end dates: Optional
- Course Overview: Convenient if a description in line with syllabus is included
- Course Format
 - Topic: Enter a name, etc., for the unit
 - Weekly: Sets the class dates by week automatically

Student Participation in Moodle Courses

- Sophia's current operational structure
 - Not linked to Loyola's course registration; students participate on their own
 - Anyone can attend courses (unintentional)
- To prevent this, courses are set with registration keys
 - The registration keys are written on the syllabus and Loyola Bulletin Board along with Moodle course names
 - Only the students who know the key can participate in the course

Roles in Moodle

- Type of roles
 - Teacher; teacher with non-editing privileges; student; guest
 - Upon login: Faculty staff → Teacher or TA, Students → Student
- Only the Teacher role is available
 - Creation/editing of courses, assignment evaluation
 - Students are not allowed to change the Moodle content
- TAs can be granted teaching privileges within the course
 - Enables them to support editing and evaluation of course content

Example of Moodle Screen

The screenshot shows a Moodle course page for '秋情報F 教育工学'. The page is divided into several sections:

- Course:** The main title '秋情報F 教育工学' is highlighted with a callout.
- PDF:** A callout points to a PDF document titled 'Cam2-PC設置' in the '一般' (General) section.
- Web page created with Moodle:** A callout points to a document titled 'Zoom、MS Officeについて' in the '一般' section.
- Link:** A callout points to a link titled 'スライド：オリエンテーション' in the 'オリエンテーション' (Orientation) section.
- Topic:** A callout points to the 'AMSコンテンツ管理' (AMS Content Management) section.
- 'Start edit mode':** A callout points to the '編集モードの開始' (Start edit mode) button in the top right corner.

The 'AMSコンテンツ管理' section contains a table of group work slides:

グループ作業用スライド					
グループ作業用スライド					
グループ1	グループ2	グループ3	グループ4	グループ5	グループ6
グループ7	グループ8	グループ9	グループ10	グループ11	グループ12

Clicking “Start edit mode”

秋情報F 教育学

Home / マイコース / 秋情報F 教育学

編集モードの終了

管理 + -

- コース管理
 - 設定を編集する
 - ユーザ
 - フィルタ
 - レポート
 - 設定表セットアップ
 - バッジ
 - バックアップ
 - リストア
 - インポート
 - コースをコピーする
 - 用語バンク
 - こみ帰

AMSコンテンツ管理 + -

コンテンツ管理

一般 編集

- アナウンスメント 編集
- ComZ-PC配置 編集
- 質問やトラブル時の連絡方法について 編集
- Zoom、MS Officeについて 編集

+ 活動またはリソースを追加する

+ グループ作業用スライド 編集

- グループ作業用スライド 編集

グループ1	グループ2	グループ3	グループ4	グループ5
グループ6	グループ8	グループ9	グループ10	グループ11

+ 活動またはリソースを追加する

ナビゲーション + -

- Home
 - ダッシュボード
 - サイトページ
 - マイコース
 - 人間情報_2022

+ 2021 ACS Tanaka

+ 01031883-1

+ DS(2021/SS/GSE17010)

+ DS2 (2020/2Q/GSE10260)

“Exit edit mode”

“Add activity or resource”

Resources That Can be Placed within a Topic

- Appears after clicking “Add activity or resource”



- These are the main items

Difference between Resource and Activity

Resource

- ⑩ Materials, etc., presented in a class
 - PDF, slides, URL
 - pages, videos
- ⑩ The contents are not accessible for students to edit or delete

Activity

- Things students are involved
 - Assignments, quizzes, voting
 - Forum (bulletin board)
- The contents change as students post or submit

Common points

- Only teachers can create them (modification/deletion by students is not possible)
- Settings such as Visible/Invisible and viewing period can only be set by teachers

Resource: Page

- Web page edited with Moodle
 - Name: Appears on the course page
 - Description: Page description, with course page display options
 - Page content: Details
- The description and page content can be HTML-modified

Page Modification

- Explanations to be entered can be modified by HTML
 - Bulleted lists, bold text, embedding links, inserting images, etc.
 - You can specify with buttons even with no knowledge of HTML
- Modification buttons are normally arranged in a single row but can be expanded to three rows by pressing the button on the upper left



Resource: URL/File/Label

● URL

- Links to web pages (other than Moodle)
- Google Drive files with reading permission settings






















● File

- Upload files created by PC to Moodle
- Word, Excel, PowerPoint, PDF ...

● Label

- Description directly shown on the Course (notes, etc.)

Activities That Can be Placed within a Topic

 AMSプレイヤー ☆ ⓘ	 H5P ☆ ⓘ	 HotPot ☆ ⓘ	 SCORMパッケージ ☆ ⓘ	 Wiki ☆ ⓘ	 アンケート ☆ ⓘ
 インタラクティブコンテンツ ☆ ⓘ	 チャット ☆ ⓘ	 データベース ☆ ⓘ	 フィードバック ☆ ⓘ	 フォーラム ☆ ⓘ	 レッスン ☆ ⓘ
 ワークショップ ☆ ⓘ	 出欠 ☆ ⓘ	 外部ツール ☆ ⓘ	 小テスト ☆ ⓘ	 投票 ☆ ⓘ	 日誌 ☆ ⓘ
 用語集 ☆ ⓘ	 課題 ☆ ⓘ	 調査 ☆ ⓘ			

Activity: AMS Player

- Streams lecture videos
 - Viewing: Limited to students registered to Moodle
 - Maybe better under the “Resource” category...
- How to use
 1. “AMS content management” → “Upload new content” → mp4 file(s) is uploaded from PC
 2. Encode the uploaded video
 3. Release the encoded video
 4. Specify a video by following “Activity” → “AMS Player”
- See “02. AMS Player Operating Instructions for Faculty Staff” of Moodle for details

Activity: Attendance

- ⑩ Records student attendance
- ⑩ Set start and end times for the entry
- ⑩ Select whether it was entered by faculty staff or student
- ⑩ Passwords can be set

▼ セッションを変更する

セッションタイプ すべての学生

旧日付: 2021/12/20 (月) 12午前 - 23:55

日付: 20 ▾ 12月 ▾ 2021 ▾ 📅

時間 開始: 00 ▾ 00 ▾ 終了: 23 ▾ 55 ▾

説明

夜間 **B** **I**

パス: p

セッションのカレンダーイベントを生成

▼ 学生記録

学生に自分の出欠の記録を許可する

自動マーキング

学生パスワード

Activity: Assignment

- ⑩ Enrollees submit assignments here
- ⑩ Start, end, and cutoff dates and times can be set
- ⑩ Options for assignment submission:
 - File submission
 - Maximum number of files and file size can be set
 - File type can be specified
 - Online text

The screenshot shows a web interface for an assignment titled "教育の情報化：分野別の状況" (Education Information: Status by Field). The page is in Japanese and includes the following elements:

- Header:** "教育の情報化：分野別の状況 の 課題 を更新中" (Updating the assignment for Education Information: Status by Field). A link "すべてを戻す" (Reset all) is visible in the top right.
- Assignment Name:** "事前課題：教育の情報化 分野別の状況" (Pre-assignment: Education Information Status by Field).
- Description:** A rich text editor containing:
 - 1. 分野における課題（調査）
 - 2. 上記の課題に対する対策（調査）
 - 3. 考察

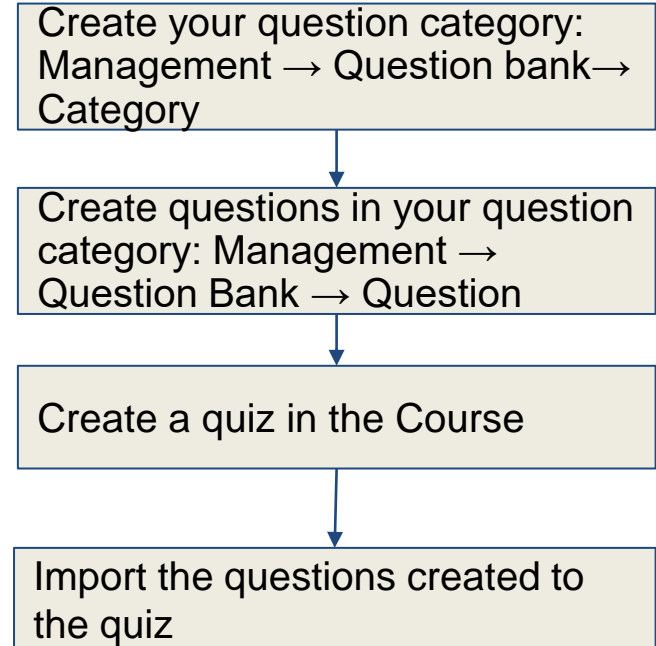
<分野の担当>

 - グループA, B, C, D：初等中等教育
 - グループE, F, G, H：高等教育
 - グループI, J, K, L：企業内教育
- Options:** A checkbox "コースページに説明を表示する" (Show explanation on course page) is currently unchecked.
- File Upload:** A section titled "追加ファイル" (Add files) with a note "新しいファイルの最大サイズ: 100MB". It features a file browser interface with a "ファイル" (Files) folder and a large dashed box containing a blue arrow pointing down and the text "ここにドラッグ&ドロップしてファイルを追加することができます。" (You can add files by dragging & dropping them here).

Activity: Quiz (1)

- ⑩ Quizzes need to be registered in the “Question Bank” in advance
- ⑩ The Question Bank is shared within a single course
- ⑩ “Question Category” can be created to sort out quizzes

Work procedure



Quiz (2): Question Bank

- ⑩ While in edit mode,
- ⑩ Select “Management” on the left and then “Question bank”
- ⑩ Question creation
- ⑩ Category management (incl. creation)



Quiz (3): Creating Questions



問題バンク

カテゴリを選択してください:

InfoF LearnTech のデフォルト (2)

コンテキスト「InfoF LearnTech」で共有される問題のデフォルトカテゴリです。

問題リスト内に問題テキストを表示する

検索オプション ▼

サブカテゴリの問題も表示する

古い問題も表示する

新しい問題を作成する ...

<input type="checkbox"/> T ▲	問題	作成者 名 / 姓 / 日付	最終更新 by 名 / 姓 / 日付
<input type="checkbox"/>	上智大学の所在	田村 恭久 Yasuhisa Tamura, 2017年 12月 18日 08:25	田村 恭久 Yasuhisa Tamura, 2017年 12月 18日 08:25
<input type="checkbox"/>	田村の所属	田村 恭久 Yasuhisa Tamura, 2017年 12月 18日 08:23	田村 恭久 Yasuhisa Tamura, 2017年 12月 18日 08:23

選択したものを:

削除 移動 >> InfoF LearnTech のデフォルト (2)

Quiz (4): Adding Questions

⑩ Add questions from an existing Question Bank

問題バンクから末尾に追加する

カテゴリを選択してください:

InfoF LearnTech のデフォルト (2)

コンテキスト「InfoF LearnTech」で共有される問題のデフォルトカテゴリです。

検索オプション ▼

サブカテゴリの問題も表示する

古い問題も表示する

↑

問題

+ ⓘ 上智大学の所在 上智大学 四谷キャンパスはどの都道府県にあるか?

+ ⓘ .. 田村の所属 田村の所属は理工学部 機能創造理工学科である。

選択した問題を小テストに追加する

Activity: Forum

- ⑩ Electronic bulletin board
- ⑩ Multi layered threads can be created and edited
- ⑩ Useful for non-real-time discussions

賛否と論拠の表明

返信をネスト表示する | このディスカッションを移動する... | 移動 | ビン留め

賛否と論拠の表明
2011年 08月 14日(火曜日) 18:19 - 田村 敏久 (Tamura, Yasuhisa) の投稿

以下の項目を箇条書きにして、意見を書き込んでください。

1.対象の発言	テーマ自身、あるいは他の参加者の発言
2.主張・賛否	新たな主張、既存意見への賛成あるいは反対
3.論拠	他人が納得できる客観的な論拠やデータ
4.その他	論拠のURLなど

主張が複数ある場合、それぞれ1つの発言にまとめるのではなく、別の発言として書き込んでください。またない、「発言XXの1つ目の論拠に対して賛成」といった風に、他の人が意見する場合理解しにくくなります。

[パーマリンク](#) | [編集](#) | [削除](#) | [返信](#)

Re: 賛否と論拠の表明
2011年 08月 22日(水曜日) 17:10 - 田村 敏久 (Tamura, Yasuhisa) の投稿

1. 問題提起に対して
2. 賛成、消費税を上げるべきである
3. 論拠1：現在の日本では、高度経済成長期から蓄積した国債・地方債の残高合計が87.3兆円にのぼっている。これは国民一人当たり68.5万円の借金を負っていることになる。ところが、このまま消費税を上げなければ国債・地方債はますます増額するばかりで減らず、これは日本の将来を担う若年層の借金を増やすだけである。よって、今のうちに消費税を上げ、日本全体が負う国債・地方債を減額し、将来の日本人が負う借金を減らすのが国の長期的な強みにかなる。
4. 国債・地方債残高：http://www.af-web.org/fin/ を参照

[パーマリンク](#) | [返信を表示する](#) | [編集](#) | [分割](#) | [削除](#) | [返信](#)

Activity: Voting

- ⑩ Voting by enrollees
 - Update (redo) of voting details
 - Single or multiple choice questions
 - Limits the number of voting times

The screenshot shows the Moodle 'Add new poll' configuration page. The title is '新しい投票を Moodle演習 に追加する' (Add new poll to Moodle activity). The page is divided into two sections: '一般' (General) and 'オプション' (Options).

一般 (General):

- 投票名*** (Poll name): 投票の例題 (Example question)
- 説明** (Description): A rich text editor with the text 'この科目の課題を挙げてください。' (Please list the assignments for this subject).
- パス:p** (Path):
- コースページに説明を表示する** (Show description on course page):
- オプション表示モード** (Option display mode): 水平に表示する (Display horizontally)

オプション (Options):

- 投票内容の更新を許可する** (Allow updating poll content): No
- 2つ以上の選択を許可する** (Allow multiple selections): Yes
- 投票可能数を制限する** (Limit the number of votes): No
- オプション 1** (Option 1): 反転投票のビデオを見る負担が重 (Burden of watching video for reverse voting)
- 回数 1** (Times 1): 0
- オプション 2** (Option 2): 投票中のグループ作業の負担が重 (Burden of group work during voting)

Activity: Survey

- Set a name
- Set a question type (options are on the right)
- Enter the question sentence
- Select whether the answer is required
- Enter answer choices
 - Click the Hint (?) for how to enter

✓ はい・いいえ
チェックボックス
ドロップダウン式
ラジオボタン式
ラベル
数値形式
日付
測定尺度 (尺度 1..5)
短文回答
長文回答

Moodle Summary

- Moodle: Website for classes
 - Useful for posting teaching materials & notifications, submitting assignments, and active learning
 - Accessible from web browsers on students' smartphones and tablets
 - It can be used during online classes and Hy-flex classes
- This document introduces only the basic usage of Moodle
 - There are other resources and activity types not mentioned
 - Please refer to Moodle Manual for details



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University Guide (6)

Online Class

What is Online Class?

- It refers to online classes using the teacher's PC, students' PCs, Loyola, Moodle, etc., instead of face-to-face classes in a classroom
 - Hy-flex classes include face-to-face lessons
- Its necessity and feasibility became apparent during the COVID-19 pandemic in 2020
 - For students participating from overseas, and students at risk of infection from the outing

Variations of Online Class

● On-demand class

- Loyola or Moodle are used to post lecture materials (e.g., PDF) and have the students submit assignments and reports
- PowerPoint with voice over are posted on Loyola or Moodle
- Lecture videos are recorded and posted, putting links on Loyola or Moodle

● Real-time online class

- Faculty staff and students are connected via Zoom to conduct a dialog-based class

● Hy-flex class

- A face-to-face class and a real-time online class are conducted in parallel simultaneously

Preparing an Online Class

- Obtain basic information
 - Sophia’s [“Online Class Portal”](#)
 - Also accessible from “Online class related” on the upper side of the menu in Loyola
 - It lists “On-demand Class,” “Hy-flex Class,” “Zoom Class,” “Secondary Use of Copyrighted Material,” “Understanding Student Comprehension,” and “FAQ”
- PCs, AV recording equipment, peripheral equipment, etc., used for preparation and implementation should be paid for from “Individual Education and Research Expenses”
- “Hy-flex Support Desk” set up at ICT Office handles questions and provides support

Key Points of Online Class Structure

- Put all the information students should refer to in one centralized location
 - Loyola and Moodle are easy to use
- Clarify “What” should be done by “When”
 - “Read the material posted in xx by xx o’clock, on xx (date)”
 - “Upload a reaction paper about xx by xx o’clock, on xx (date)”
 - “Access Zoom at xx:xx, on xx (date)” “Meeting ID is xx, and the password is xx”
- Decide how to contact and respond in case of trouble beforehand
 - Especially in a real-time class situation via Zoom, etc., the lesson does not progress if the faculty staff troubleshoot
 - “Contact xx if you cannot access Zoom (needs to be considered)”
 - Decide how to deal with students who attend late

Use of Copyrighted Works of Others

- Preconditions
 - “Public transmission”: Transmission to a specific/unspecified number of people through broadcasting or Internet transmission (Article 2.1 and 5 of the Copyright Act)
 - “Reproduction, etc. in educational institutions”: Copyrighted works can be reproduced for classroom use (Article 35 of the Copyright Act)
 - If a work is transmitted to the public pursuant to the provision of Article 35.1, a person that establishes an educational institution referred to in that paragraph must pay the copyright owner a reasonable amount of compensation (Article 35.2 of the Copyright Act)
- Sophia School General Affairs has paid remuneration to the Society for the Administration of Remuneration for Public Transmission for School Lessons ([SARTRAS](#)) since AY2021
 - Including others’ copyrighted works in online class materials (slides, distributed PDFs, etc.) is legal
- In this case, clearly indicate the work’s bibliographic information (author, title, publisher, year of publication, etc.) when it was first mentioned; From the second time on, clearly state “quoted from xx” each time
- For Type 0 to Type 3, please clearly indicate the bibliographic information for each file when you make secondary use of the work in a different file; For Type 4, please clearly or explicitly indicate the bibliographic information for each connection
- Clearly distinguish between your work and the work of others (as with citations in books and articles)

When Implementing Online Classes

- Whether the subject in charge should go on-demand/Hy-flex or not depends on the university's class implementation policy
 - Refer to instructions and policy given by the university



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University Guide (7)

Other Information

Emergency response

When public transportation is halted

- 🔗 Special measures such as canceling classes and setting makeup test days
 - Natural disasters (typhoon, heavy rain/snow, etc.)
 - Train service disruption due to an accident or a strike
- 🔗 Measures are announced on the University website, Loyola, official Facebook/Twitter
- 🔗 In case of class cancellation: Make-up classes will be held at a later date (as instructed by the university)

Earthquake Response

- 🔗 At the time of an earthquake, secure your safety first
 - Keep low (under a desk, etc.). Protect your head
- 🔗 After an earthquake has calmed down, take your time and check the situation
- 🔗 Evacuate following the University's emergency broadcasting, etc.

- 🔗 All buildings in Yotsuya Campus satisfy the nation's seismic resistance standards, and therefore, they will not collapse easily

Fire Response



If you find a fire nearby:

- Scream “Fire!” and make others aware of the danger



Reporting

- Push the start button of a nearby indoor fire hydrant
- Call emergency contacts: Main gate guard station (03-3238-3000), Disaster Prevention Center (03-3238-3119)



First-aid fire fighting: If possible, try to use a fire extinguisher

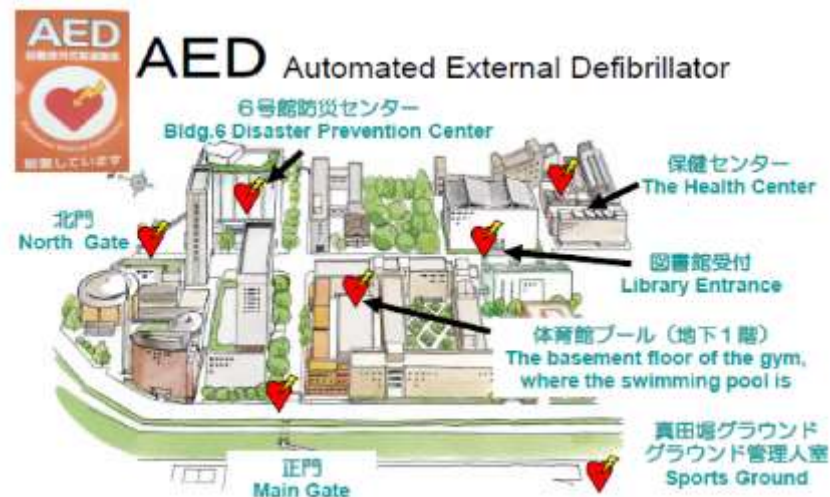


Evacuation

- Evacuate without caring about clothes or belongings. Never go back
- Cover your mouth with a towel to avoid inhaling smoke
- Keep a low posture. Never use elevators

If You Find an Unconscious Person

- 🔗 Speak to the fallen person first. If there is no response, call the emergency contact number
- 🔗 Use the first-aid: Automated External Defibrillator (AED)



Personal information protection

- 🔗 Personal information: Student IDs, names, etc.
- 🔗 Personal Information Protection Law
 - “Personal information must not be used outside of the scope that is necessary to achieve a purpose”
- 🔗 Faculty members and TAs are bound by confidentiality obligations as they handle personal information
- 🔗 Behaviors subject to disciplinary action
 - Leak to a third party, disclosure on Internet, taking out of the University
- 🔗 After use
 - Paper media: Shred, E-media: Delete

Personal Information Protection: Sophia School Corporation Policy

- 🔗 Points to note on “taking personal information out of school for educational and for research activities”
- Posted in July 2018
 - In principle, taking personal information out of school is prohibited
 - Allowed only when necessary to conduct classes and to carry out legitimate education activities
 - When taking out, security measures incl. password and encryption must be applied to the media and the files
 - In case of information leak (or possibility), report to the head of department without delay

Harassment

- ✂ Harassment occurs when words or behaviors make others uncomfortable, hurt their dignity, and/or give them disadvantage or threat
 - Regardless of the harasser's awareness or intention
- ✂ Sexual harassment
- ✂ Academic harassment
- ✂ Power harassment
- ✂ Harassment over pregnancy, childbirth maternity and/or child/elderly-care leaves

How to avoid Engaging in Harassment

- 🔗 Even the same words and behaviors can be taken differently by different people
- 🔗 Be sensitive to whether the others are feeling uncomfortable or not
- 🔗 Build trust so honest talk can be exchanged
- 🔗 Understand that a power balance exists where “no” cannot be said as an answer as it implies a situation of poor communication

When Encountered Harassment

- 🔗 When you feel subjected to harassment, tell the harasser clearly on the spot that the words/behavior made you uncomfortable and that you would like to ask the harasser to stop immediately
- 🔗 Report to the assistance desk when there has been no effect of your speaking-out or speaking-out does not seem like an option (use QR on the right)
- 🔗 Record harassment incidents (dates, location, circumstances, witnesses, etc.)



Registering Research Achievements

- Register to Researchmap
 - Papers, conference presentations, social activities, etc.
 - Employment history, education, degrees, licenses, etc.
 - Please refer to “Request for Reflection (Input) of Research Achievement Information to Researchmap” on the Sophia Bulletin Board
- Inquiry: Center for Research Promotion & Support

Information on Related Offices

Adm. Offices	Location	Extension
Center for Academic Affairs	1F, Bldg. 2	Academic Services: 3515, Record: 3519 FD Secretariat: 3522
ICT Office Editing Room	3F, Bldg. 2 B2, Bldg. 2	3101 4615
Office of Property Office Equipment Rental Room	1F, Bldg. 2 1F, Bldg. 11	3112 4195
Library	1F, Central Library	General: 3055 Borrow/return: 3510
Kinokuniya Sophia University Store	B1, Bldg. 2	3092

Calling from outside:
Press “03-3238”
before the extension

Introduction of FD Activities

- FD Committee
 - Class surveys, Good Practices (based on class surveys), various seminars and lectures
- Your active participation is encouraged
 - University-wide FD lectures, lectures hosted by departments and graduate studies, FD workshops of other universities
- [FD Committee Website](#)

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