University Guide (4) Teaching Assistant (TA)

FD Committee, Sophia University

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

University Guide (5) Moodle

FD Committee, Sophia University

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)

Manual

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

Clicking "Start edit mode"

Resources That Can be Placed within a Topic

- Appears after clicking "Add activity or resource"
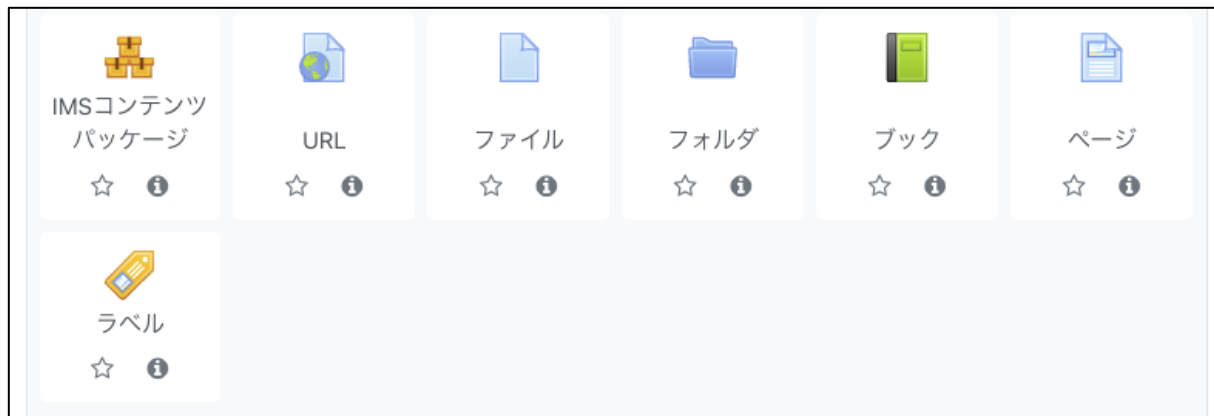
- These are the main items

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

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
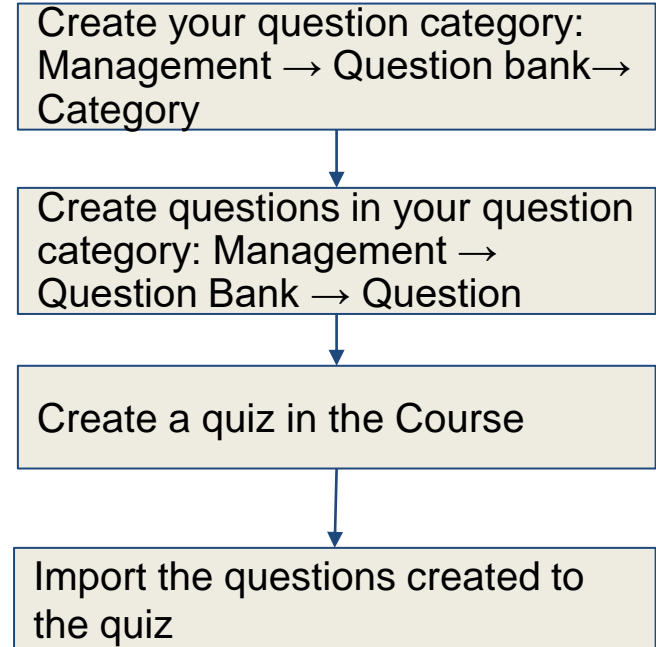
⑩ Passwords can be set

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

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

Create your question category: Management → Question bank→ Category

↓

Create questions in your question category: Management → Question Bank → Question

↓

Create a quiz in the Course

↓

Import the questions created to the quiz

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

Quiz (4): Adding Questions

❿ Add questions from an existing Question Bank

Activity: Forum

⑩ Electronic bulletin board

⑩ Multi layered threads can be created and edited

⑩ Useful for non-real-time discussions

Activity: Voting

❿ Voting by enrollees

– Update (redo) of voting details

– Single or multiple choice questions

– Limits the number of voting times

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

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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