



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

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

FD Committee, Sophia University

Contents

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

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	
Microsoft 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 (HR requires VPN connection)
Communications from the Center for Academic Affairs and the Center for Language Education and Research may be delivered through your personal My Sophia bulletin board.

Bulletin & Academic Affairs Handbook

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

University's official website

www.sophia.ac.jp

The screenshot displays the official website of Sophia University. The header features the university's name in English and Japanese, along with navigation links for Academics, Research, Campus Life, Admissions & Aid, and About. A secondary navigation bar includes links for ACCESS, APPLY, GIVE, and language options (JP, EN). The main content area is titled "Search departments by faculty" and lists various academic departments in a grid-like fashion, each enclosed in a colored box: Theology, Humanities, Human Sciences, Law, Economics, Foreign Studies, Global Studies, Liberal Arts, and Science and Technology. A vertical sidebar on the right contains icons for SEARCH, ARTICLES, BOOKMARKS, and MENU. A "SCROLL" indicator is visible on the left side of the page.

上智大学
SOPHIA UNIVERSITY

FOR OTHERS, WITH OTHERS

ACCESS APPLY GIVE JP EN

Academics Research Campus Life Admissions & Aid About

HEADLINE | ACADEMICS

Search departments by faculty

DETAILS →

Theology Humanities

Human Sciences

Law Economics

Foreign Studies

Global Studies Liberal Arts

Science and Technology

SEARCH

ARTICLES

BOOKMARKS

MENU

SCROLL

Basic information guide

My Sophia

Office 365 Portal

Moodle Website for classes

VPN (Off-campus access)



ICT OFFICE

	パスワード・メールアドレス	
	My Sophia	
	Microsoft365 教職員ログイン	
	Microsoft365 学生ログイン	
	Moodle	
	Sophia Web Print(学内ネットワーク/VPN経由)	
	VPN	
	Zoom	
	Mailing List	
	上智大学オープンコースウェア	

PC教室

	利用予定	
	現在の空き状況	

OTHERS

	LOYOLA	
	セルフ学修ポートフォリオ	
	図書館情報検索	
	上智大学	
	上智大学Web Pilot	

Loyola
Syllabus registration
Grades registration

Office 365 Portal

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

The screenshot displays the Sophia M365 Portal interface. On the left, a navigation pane includes 'Portal Top', 'ソフィア掲示板・申請マ...', 'Sophiamail', 'Calendar', and 'Teams'. To the left of this pane, three arrows point to the corresponding items: 'Sophia Bulletin Board Manual' points to 'ソフィア掲示板・申請マ...', 'Email' points to 'Sophiamail', and 'Teams' points to 'Teams'. The 'ソフィア掲示板・申請マ...' item is highlighted with a red box. The main content area features a header with 'Microsoft365' and 'Sophia M365 Portal', followed by a banner image of a building with the text 'Sophia M365 Portal' and '発行日時: 2022/1/20'. A blue callout box points to the banner with the text 'Notices are posted on the Sophia Bulletin Board to reduce paper use'. Below the banner is a row of six red tiles: 'Sophia掲示板 申請・マニュ...' (with a document icon), 'オンライン授業ポータル' (with a clipboard icon), 'Sophiamail' (with an envelope icon), 'Calendar' (with a calendar icon), 'Teams' (with a group of people icon), and 'Stream' (with a play button icon). A seventh red tile, '業務一覧・学内電話番号帳' (with a phone icon), is located below the first tile.

ユーザー名 パスワード ログイン English スマホ版

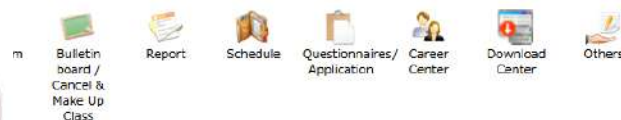
Select English

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.



LoyolaHandbook (for teachers)

せ/Notice

<成績公開/Grades available>
2022年度 成績公開期間/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

■オンライン授業教室への立ち入りについて **注意喚起**
オンライン授業をキャンパス内で受講する場合、当該授業のために配当されている教室（Loyolaの「授業情報ポートフォリオ」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時間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。自習や休憩については教室ではなく、図書館や食堂等を利用するよう、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大学の対応
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
学生の皆様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。



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

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)

学生から教員

課題のファイル名について

学生から教員

グループ別座席配置 (Com-X)

学生から教員

グループ別座席配置 (Com-A)

学生から教員

教育情報工学URL整理

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

FD Committee, Sophia University

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

- 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

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

Moodle

- Website for classes :LMS(learning Management System)
- 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 Collection 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
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 / Information Ethics Guideline for accessing to Loyola

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 Class](#)
5. [定期試験](#) / [Final Exam](#)
6. [成績](#) / [Grades](#)
7. [レポート管理](#) / [Report](#)
8. [アンケート](#) / [Questionnaires](#)
9. [TA申請](#) / [Teaching Assistant Questionnaire](#)

Collecting reports
→ Reports management functions
* Manual is included in
Loyola Handbook

Moodle vs. Loyola

In Moodle, instructors can view activity logs for their courses (such as students' submission history), which makes it easier to respond when submission-related issues occur.

	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

The image displays four sample attendance cards from Shanghai University, each with a different color: yellow, light blue, light pink, and orange. Each card is titled '出席票' (Attendance Card) and includes fields for '科目名' (Course Name), '學號' (Student ID), '姓名' (Name), and '時間' (Time). The cards are arranged vertically and are identical in layout, differing only in color.

Classroom AV Console Key & Consumables

- ✂ Rent or procure from ICT Class Support Desk(1F, Bldg. 2) or Office Equipment Rental Room (1F, Bldg. 11)
- Chalk / white board markers
 - Cassette recorders, loudspeakers, etc.

Office of ICT Class Support
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,	
Bldg. 2			
Bldg. 6			
Bldg. 10	Bldg. 10 B10		
Bldg. 11	209 505		
Bldg. 12			
Kioizaka Bldg.	104,106,112, 501-505	105-107,109-111,113-115	

Refer to “List of Classroom etc.” inside the latest “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**
 - Faculty members are advised to assign grades so that the average GPA for each course generally falls within the range of 2.00 to 3.00; however, it is not necessary to take the proportion of A grades into account when doing so.

*Please note that these guidelines are being implemented on a trial basis as a new framework for the 2025 and 2026 academic years.

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
- [Start-up Sophia : Whole-university FD](#)
- FD Committee Website
 - [Video Archive](#) *Campus network or VPN connection required

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](#)