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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
  - TA_handbook_2026_en.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
5. Final Exam support (when the number of enrolled students is 61 or more)

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

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)

※ Moodle uses single sign-on, and multi-factor authentication is required(Same as university e-mail and Loyola logins,)

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

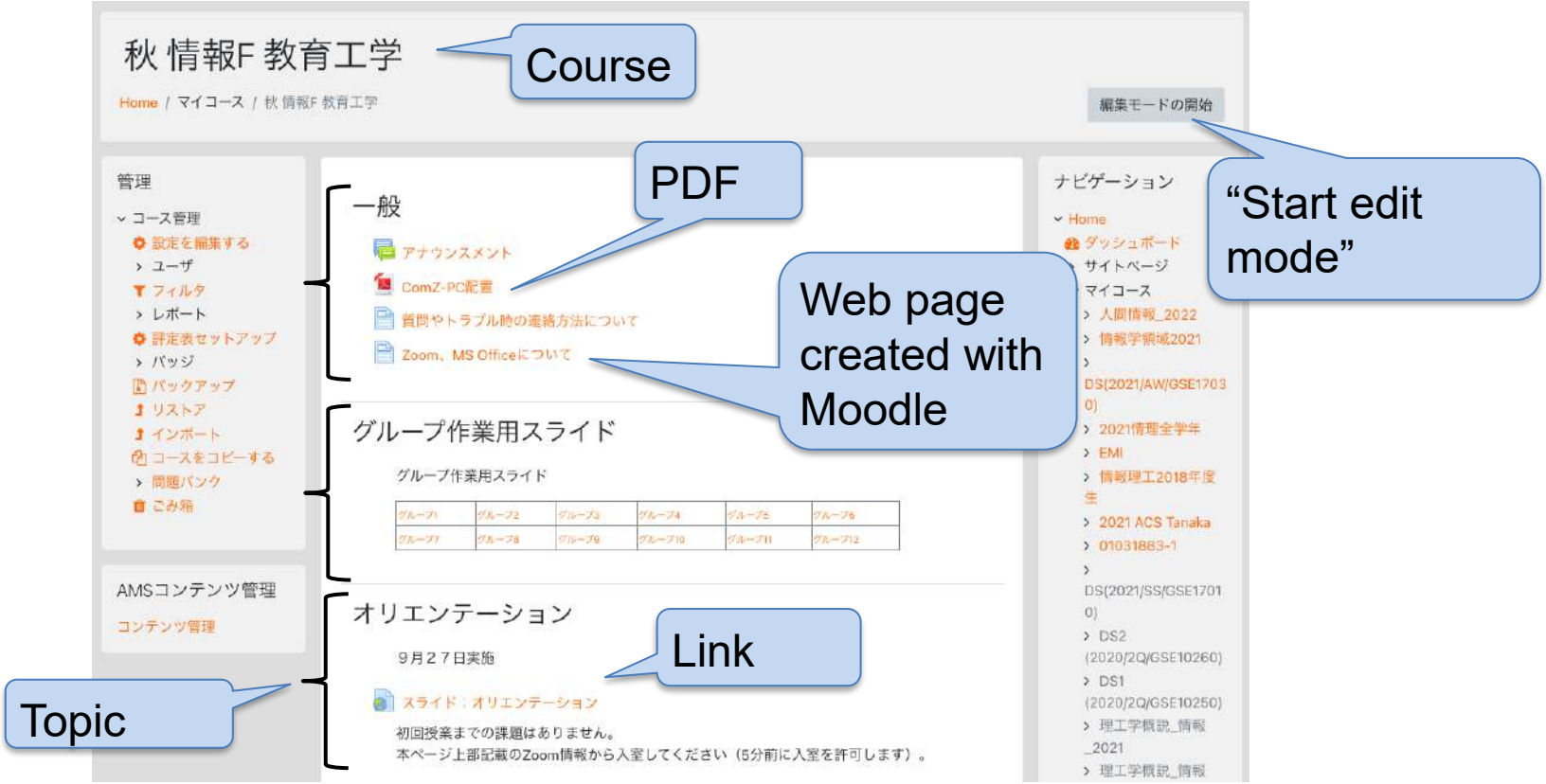
  → Anyone can attend courses (unintentional)
- To prevent this, courses are set with registration keys
  - The registration keys are written on the syllabus and My Sophia Bulletin Board along with Moodle course names

    → 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
  - 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

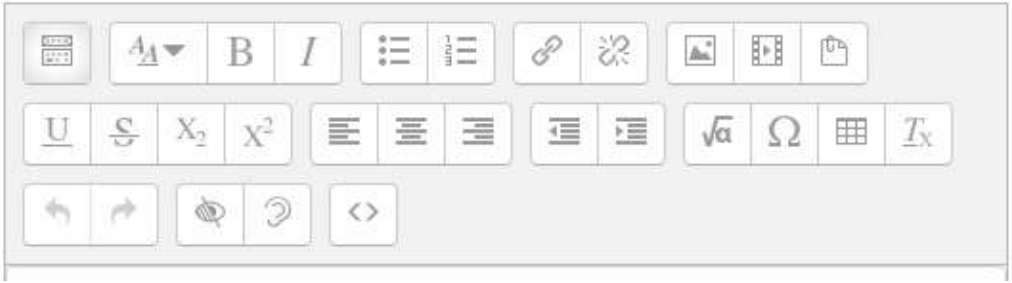
- Only teachers can create them (modification/deletion by students is not possible)
- Settings such as Visible/Invisible and viewing period can only be set by teachers

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/Text and Media Fields

- 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 …
- Text and Media Fields
  - Description directly shown on the Course (notes, etc.)

Activities That Can be Placed within a Topic

Activity: KMS Player

- Streams lecture videos
  - Viewing: Limited to students registered to Moodle
  - Maybe better under the “Resource” category...
- How to use
  1. “KMS 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” → “KMS Player”
- See “02. KMS Player Operating Instructions for Faculty Staff” of Moodle for details

Activity: Attendance

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

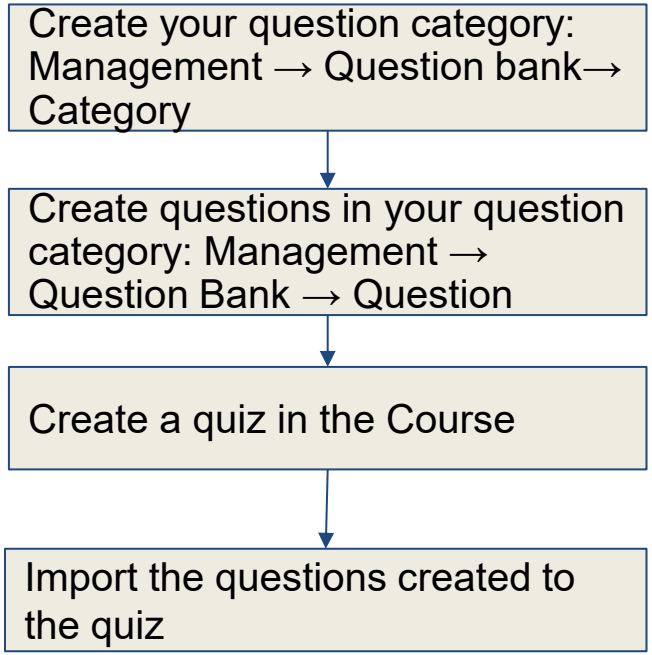
Activity: Assignment

- 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)

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

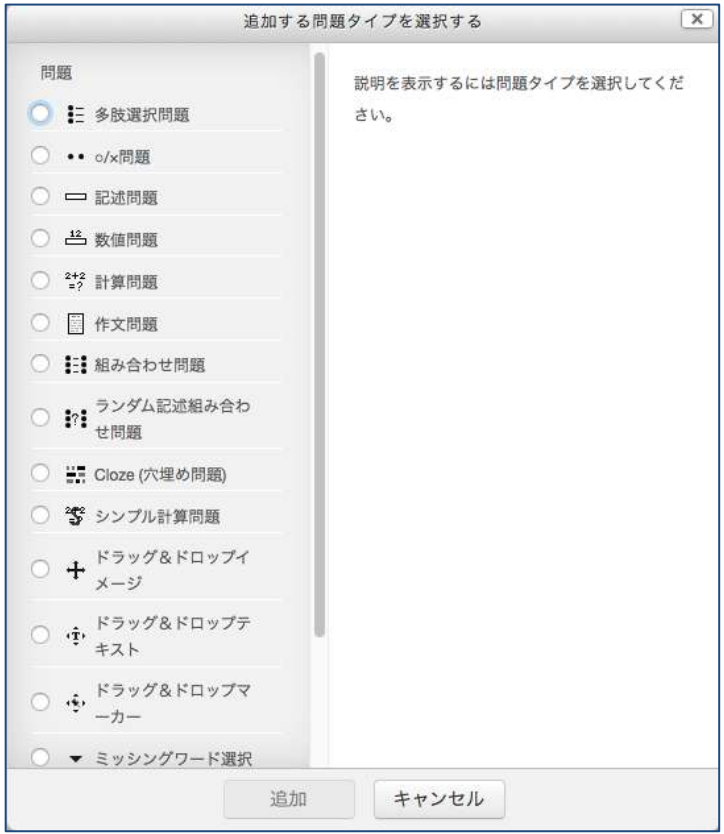
Work procedure



Quiz (2): Question Bank

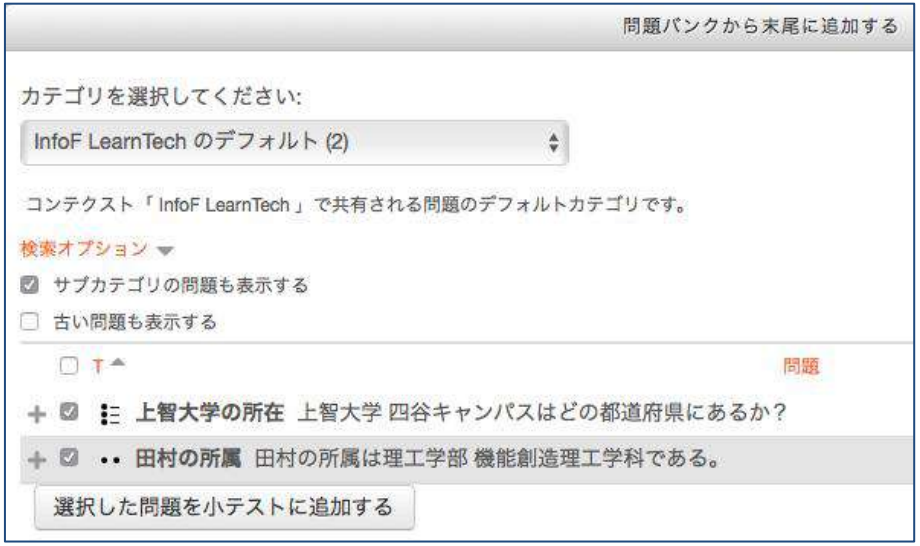
- ⑩ While in edit mode,
- ⑩ Select “Management” on the left and then “Question bank”
- ⑩ Question creation
- ⑩ Category management (incl. creation)

Quiz (3): Creating Questions



Quiz (4): Adding Questions

⑩ 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

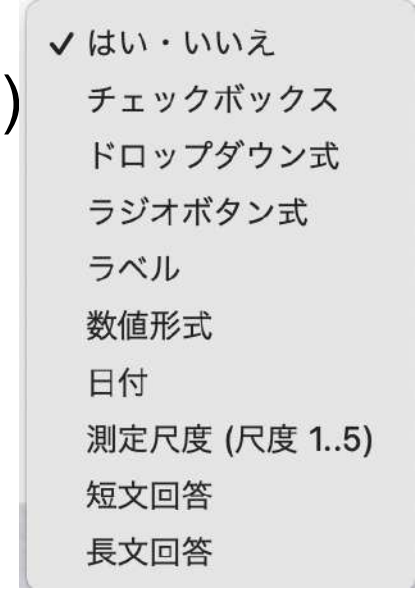
Activity: Voting

⑩ 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



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