



Hiroshima University

オンライン学習支援システム

Hirodai moodle

Guidebook for Students

29 March, 2022

Contents

Introduction	1
1 Login/Logout	2
1.1 Login	2
1.2 Language Settings	2
1.3 Logout	4
2 Dashboard	5
3 Changing registered e-mail address	7
4 Class Materials	8
4.1 File	8
4.2 Folder	8
4.3 Page	8
4.4 External page	9
4.5 Video	9
5 Assignment	11
5.1 File Submission	11
5.2 Text entry	14
5.3 Deadlines	15
5.4 Grades	15
6 Quiz	16
6.1 Taking a quiz	16
6.2 Reviewing quizzes	18
7 Forum	19
7.1 Posting to the forum	19
7.2 Subscribing to forums	21
8 Feedback	22
9 Grades	23

Introduction

In order to enhance our online learning support environment, moodle, an open source e-Learning platform, was introduced and customized to meet our needs in 2021. We call it "Hirodai moodle".

You will see some courses in moodle. A course is a set of web pages and is created for a class or training. You may review class materials, submit report assignments, or take quizzes.

This guidebook gives you a brief introduction of "Hirodai moodle".

1 Login/Logout

1.1 Login

(1) Open your browser and access the following URL
<https://moodle.vle.hiroshima-u.ac.jp>

(2) When the login screen appears, click [Login with Hirodai ID] .

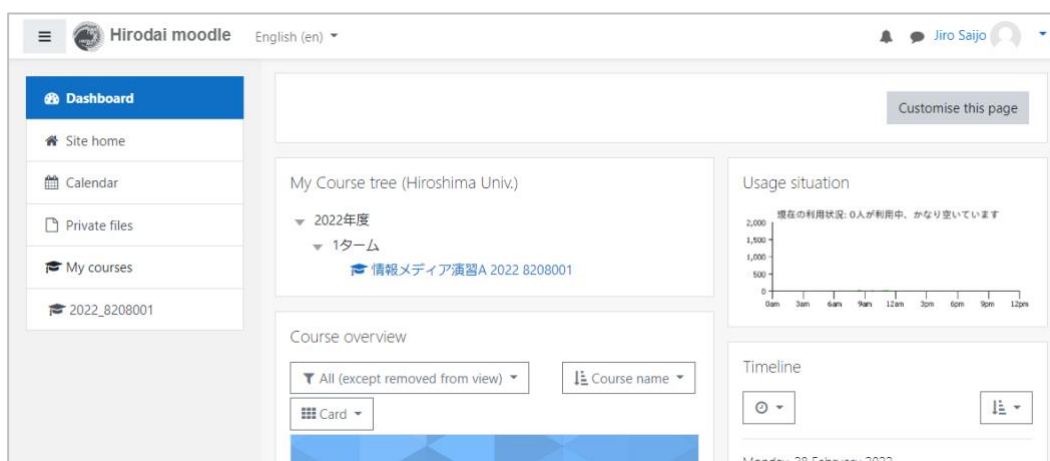


(3) Input your "Hirodai ID" and "Hirodai password" at Hiroshima University IdP to log in to the moodle

1.2 Language Settings

"Hirodai moodle" can detect your language from your browser settings and select the display language from either Japanese or English automatically.

If you see the first page in moodle in Japanese as below and find it difficult to understand, you can change the display language.



- (1) Click the ▼ button to the right of [日本語 (ja)] displayed in the upper left of the screen

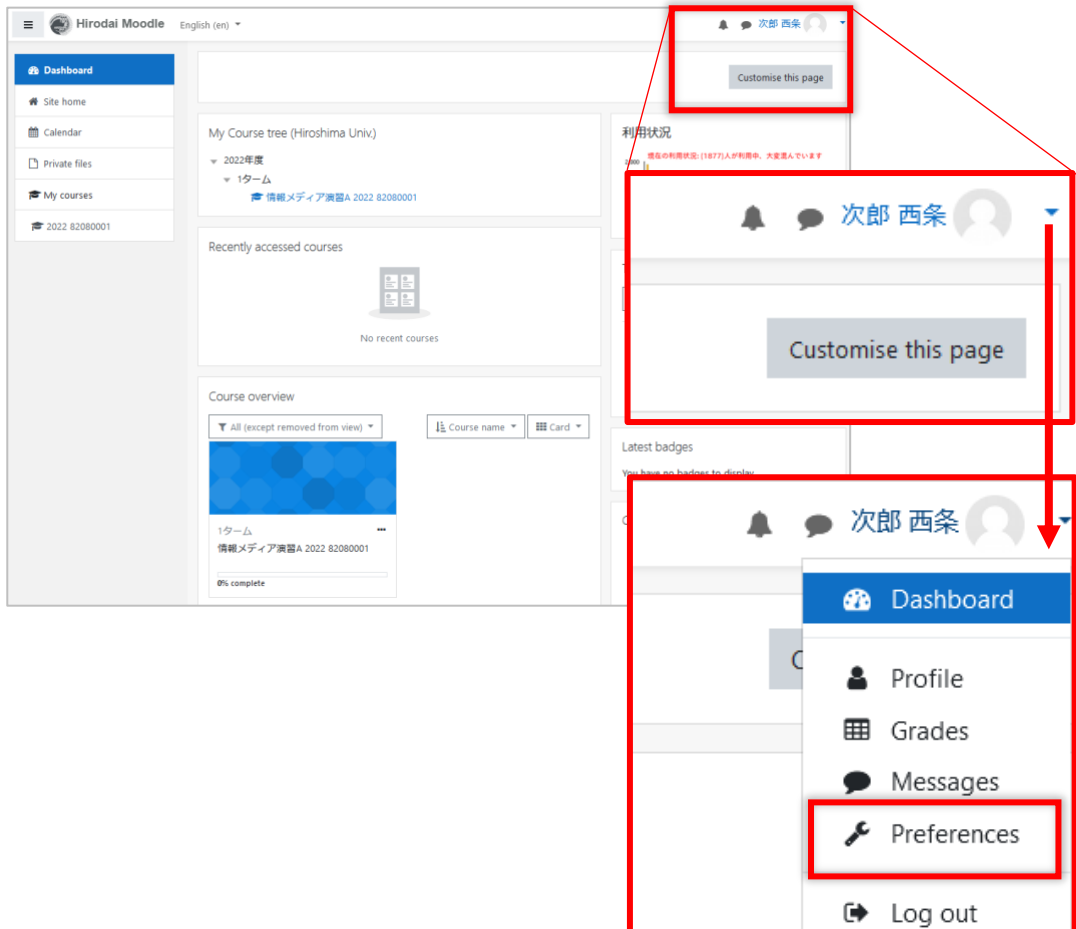


- (2) Select [English (en)]

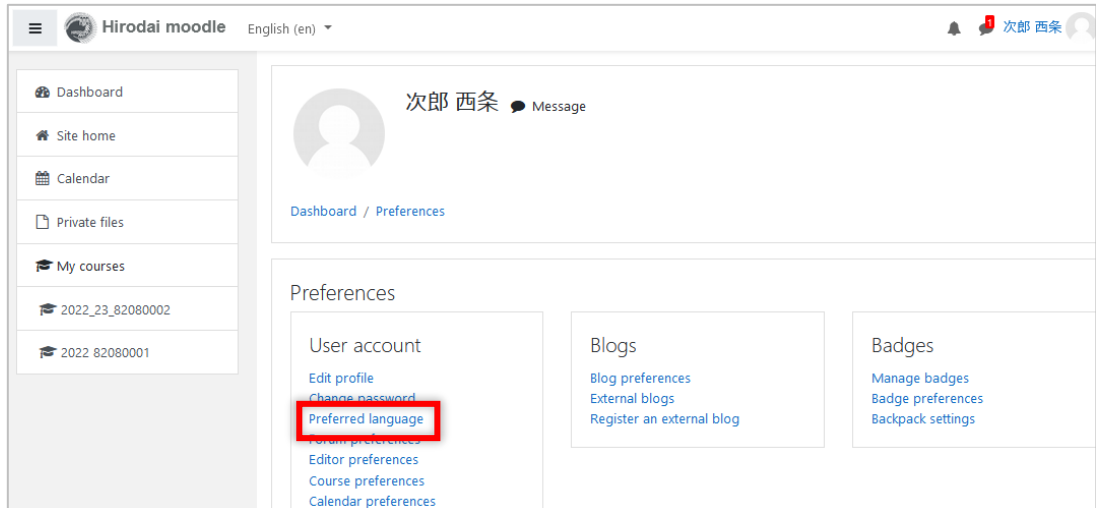


Now you can see the page in English. However, this settings is not saved and will be reverted to the default the next time you log in. If you want to use moodle in English permanently, you need to proceed to the next step.

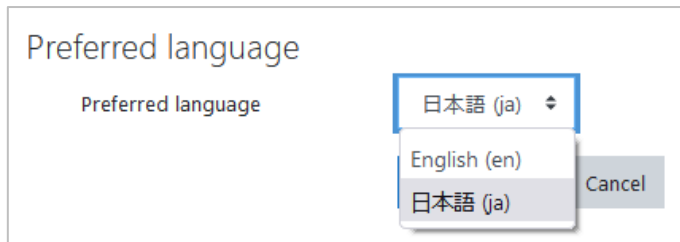
- (3) Click the ▼ button at the top right of the screen and select [Preferences]



(4) Click Preferred language



(5) Click up/down triangle to display the list and select English



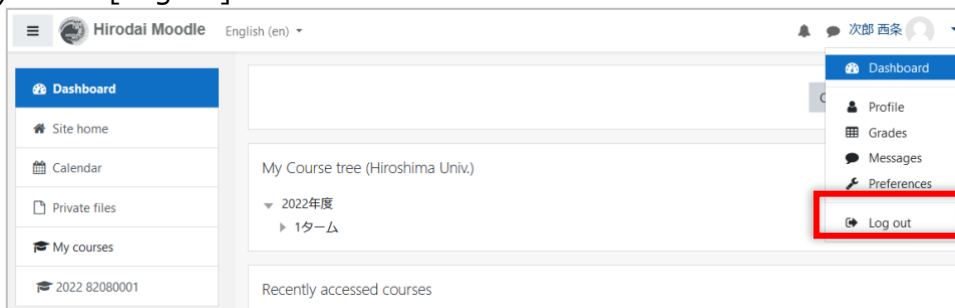
(6) Click [Save changes]

The language will be switched for menus, buttons, and messages from moodle. Some things, such as the course name, the user's name, and the content of the assignment, will not change the display language.

1.3 Logout

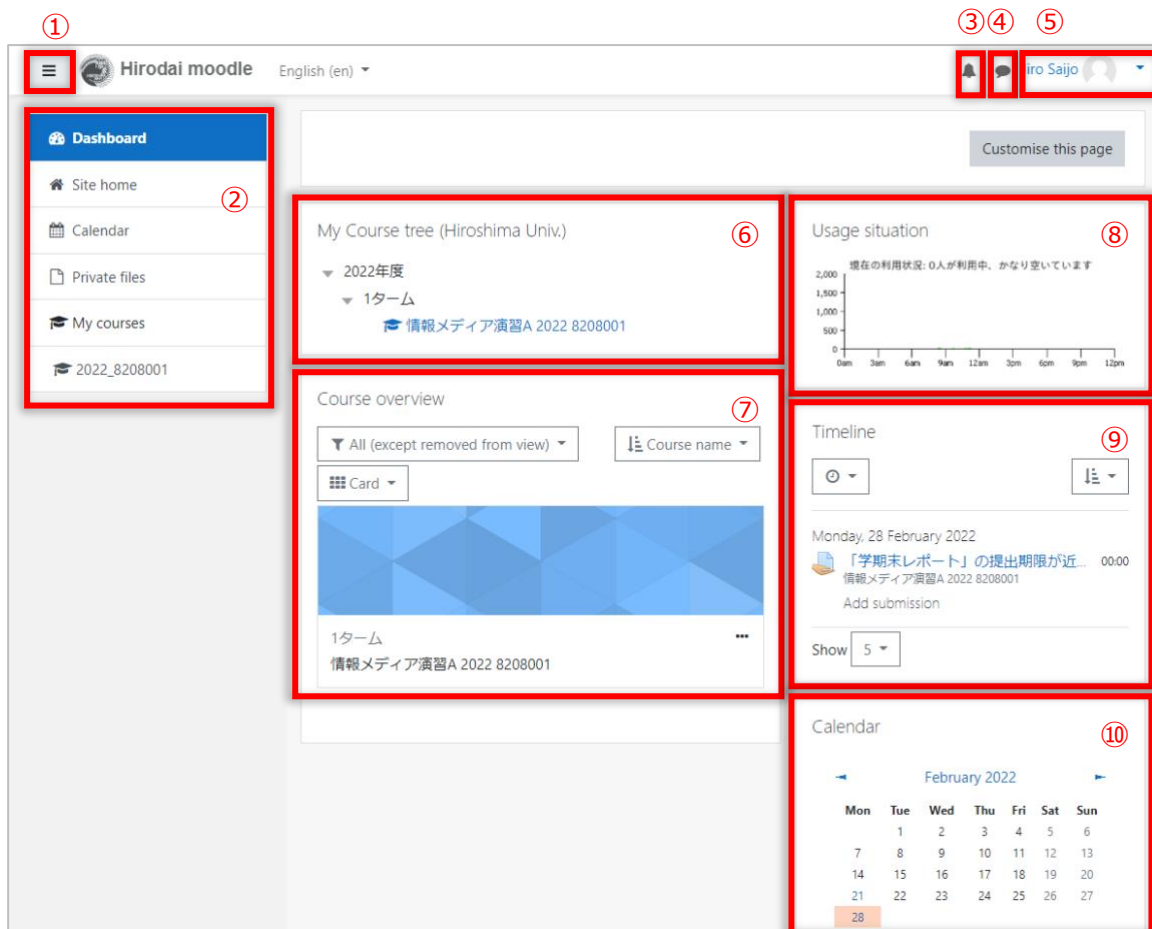
(1) Click the ▼ button at the top right of the screen to display the menu

(2) Click [Logout]



2 Dashboard

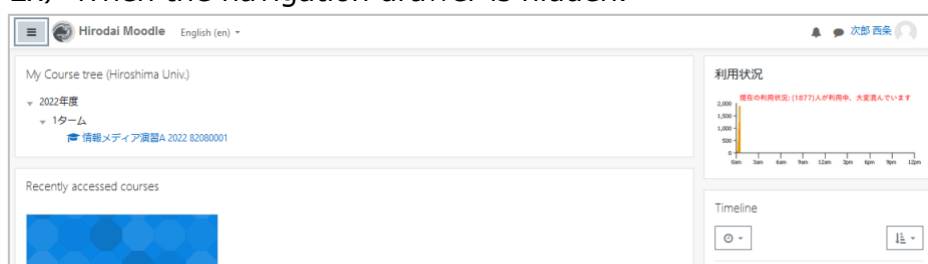
The screen that appears when you log in to moodle is called Dashboard. This section explains what you see in Dashboard.



① Hamburger icon

If you click it, you can show/hide the navigation drawer (②).

Ex) When the navigation drawer is hidden.



② Navigation drawer

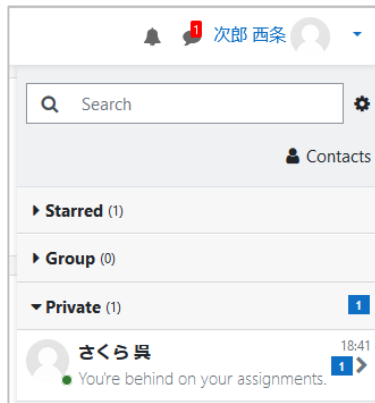
You can access the pages listed there.

③ Notification

A badge will be displayed when there are notifications that need your attention. Click on the badge to see them.

④ Message

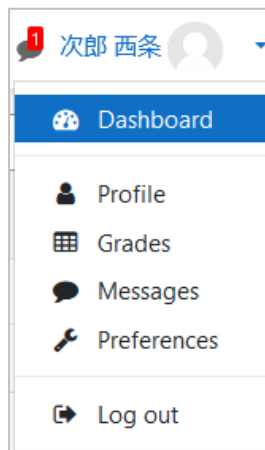
If you have some unread messages, a badge will be displayed. Click on it to see them.



⑤ User Name and User Menu

Your name will be displayed on the top right of the screen.

When you click on the ▼ button next to your name, the user menu will appear.



Dashboard: The screen that appears after you log in.

Profile: Your registration information will be displayed.

Grades: You can view your grades of all enrolled courses.

Messages : Check the messages that you received.

Preferences : You can access to various personal settings.

Log out : Logout from moodle.

⑥ My Course tree

Your enrolled courses are grouped by course category (year and term) and displayed in tree view.

⑦ Course overview

Your enrolled courses will be displayed.

⑧ Usage Status

You can check the current usage status.

⑨ Timeline

You can see the deadlines there.

⑩ Calendar

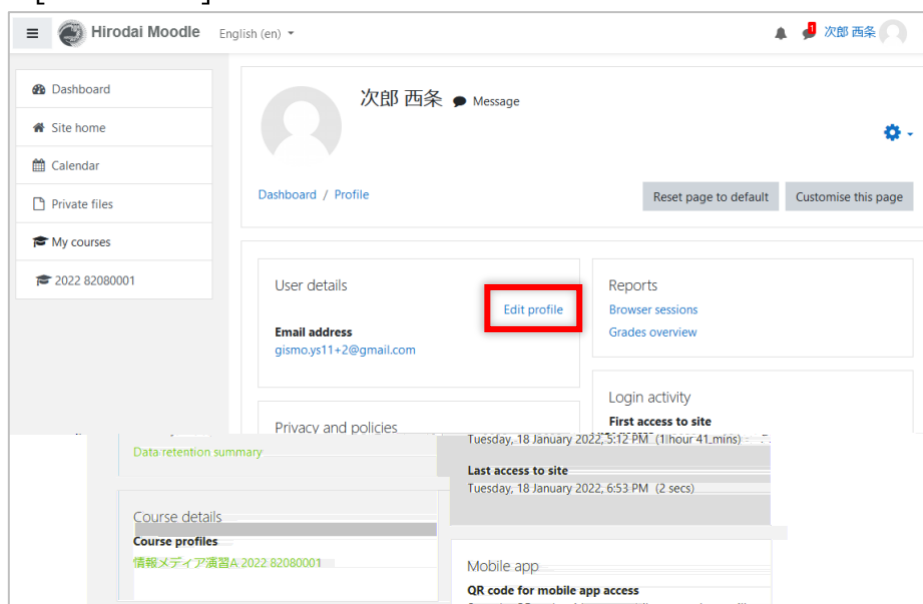
Events such as quizzes and assignment due dates will be displayed.

3 Changing registered e-mail address

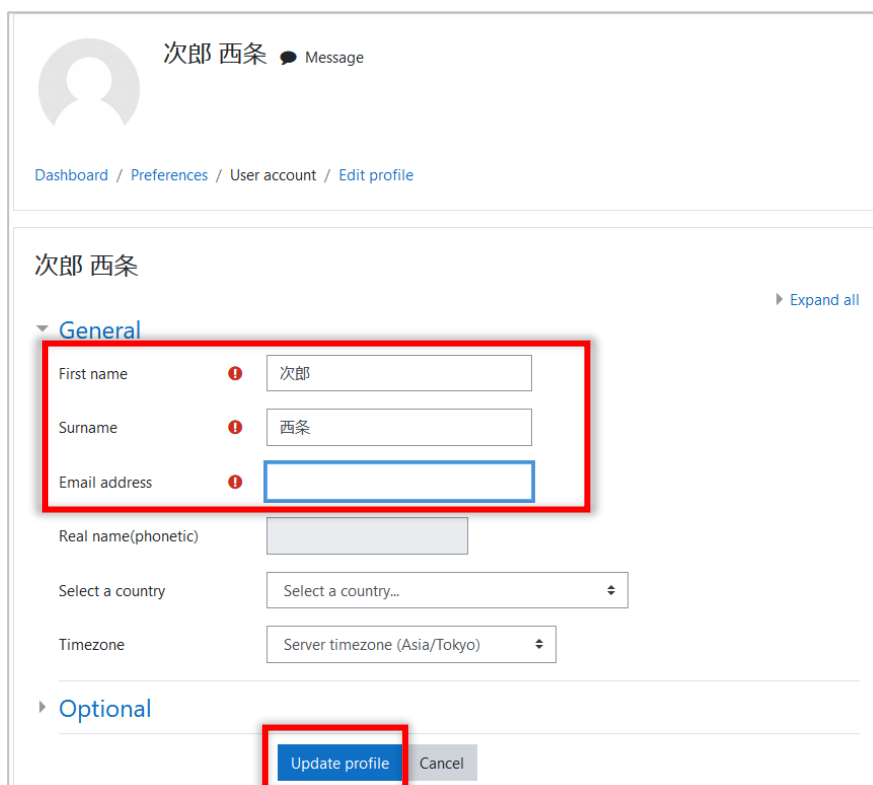
By default, your name and "Hirodai mail" address are registered in "Hirodai moodle". These can be changed if you need.

In particular, it is a good idea to change your registered email address to one that you use frequently so that you don't miss any notifications from the "Hirodai moodle".

- (1) Click ▼ in the upper right corner of the screen, select [Profile], and then click [Edit Profile]



- (2) Enter the information you want to change (first name, last name, email address), and click [Update Profile]

A screenshot of the Moodle "Edit profile" form. The user's name is "次郎 西条". The "General" section is expanded, showing input fields for "First name" (次郎), "Surname" (西条), and "Email address". The "Update profile" button is highlighted with a red box. Other fields include "Real name(phonetic)", "Select a country", and "Timezone".

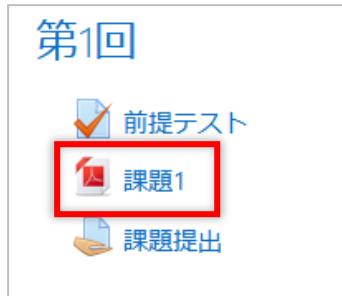
4 Class Materials

Review the materials shown in the moodle course.

4.1 File

The icon of the file will be displayed in the course. Click on it to see the contents.

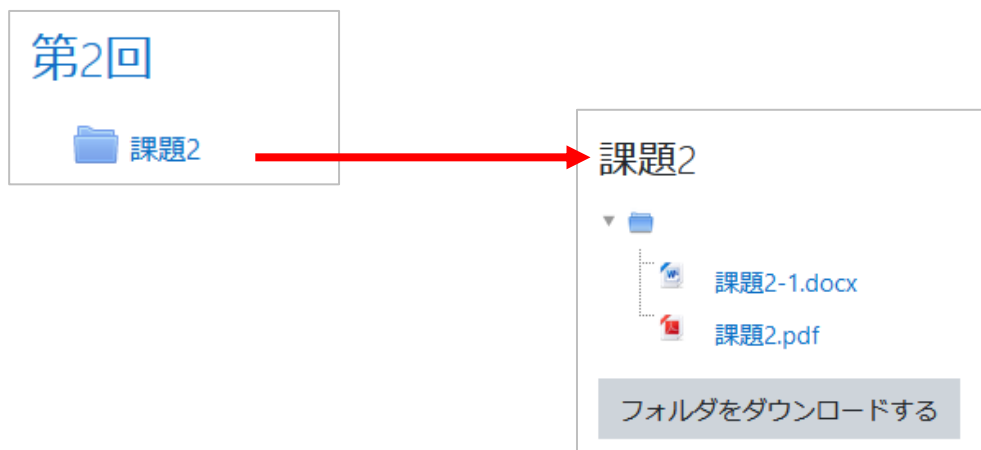
※ The image below shows a PDF file, but the icon differs depending on the file type.



4.2 Folder


Folders contain a collection of files.

Click on a folder to see a list of the files inside. You can also click [Download Folder] to download all the files in the folder at once.



4.3 Page

A page contains text, images, videos, or attachments.

Click on the  icon to view its contents.

4.4 External page

URLs may be presented to refer to external web pages or videos.

Click on the  icon to view the web page or video.



4.5 Video

In Moodle, you may see a video embedded into a page or may be provided a link to a certain movie. Most of the videos are available only to students enrolled in the class or members in Hiroshima University.

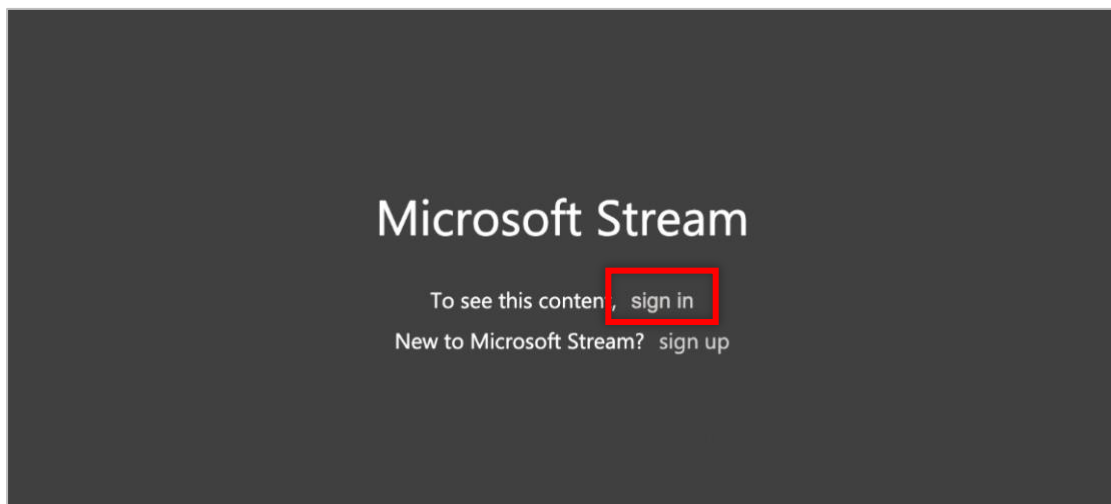
When you want to watch such videos, authentication is required.

If you see the following screen when you try to watch a video, please sign/log in to the system with an appropriate ID and its password.

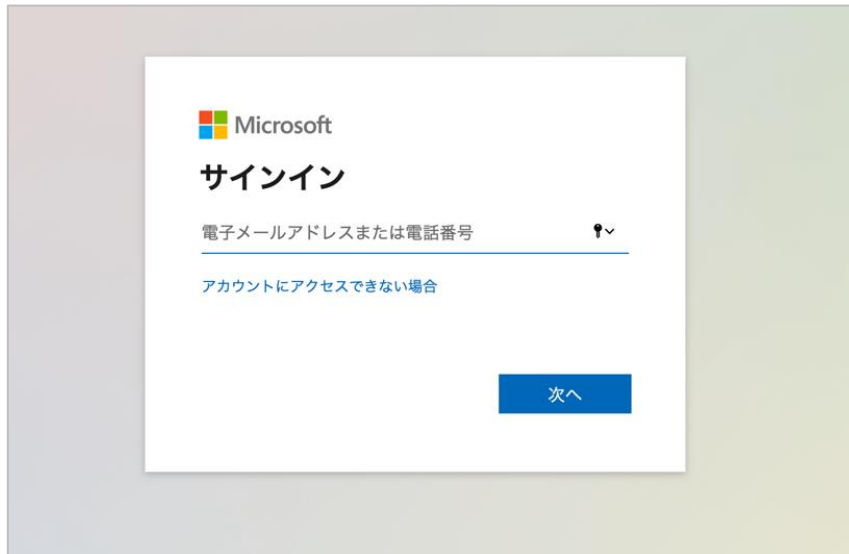
4.5.1 Microsoft Stream video

When the following screen appears, sign in to Microsoft Stream with "IMC account @hiroshima-u.ac.jp" and "Hirodai password".

- If the video is embedded into the page
Click [sign in] to authenticate.

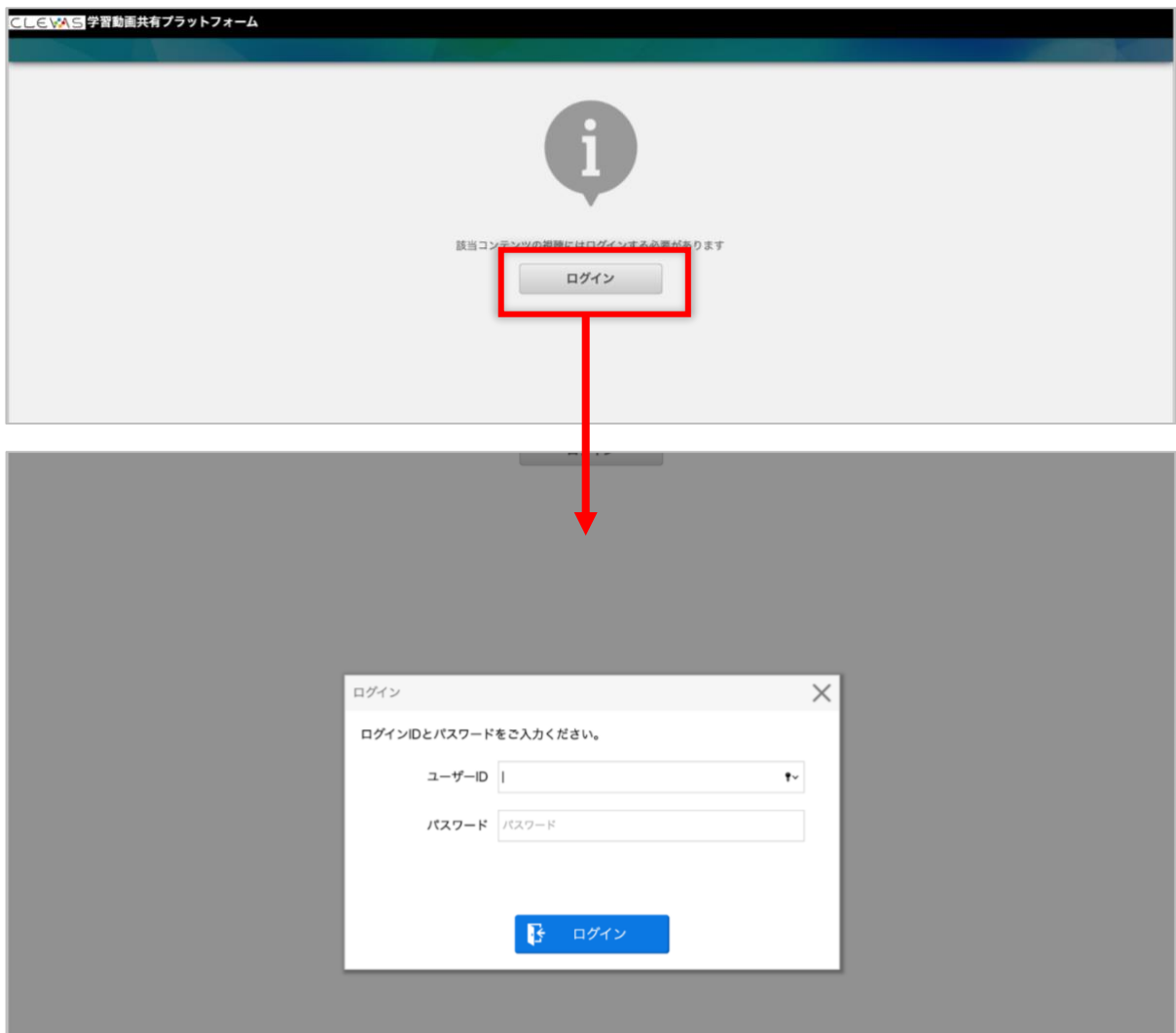


- If the video is on an external page



4.5.2 CLEVAS Video

When the following screen appears, click [Login] and log in to CLEVAS with your "Hirodai ID" and "Hirodai password".



5 Assignment

When an assignment is set for the course, the 📁 icon will appear.

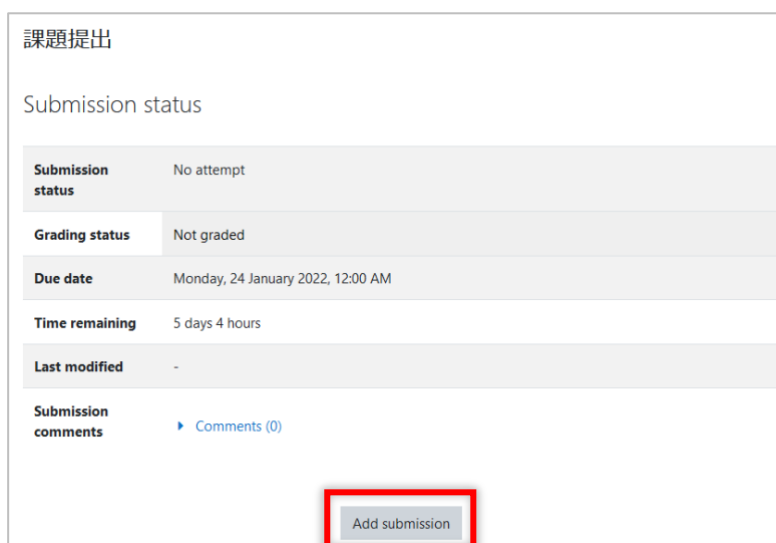


You can upload a file created in Word, Excel, etc. or by input text directly into the text area in moodle as an assignment submission. The assignment instructions will tell you which method you should take.

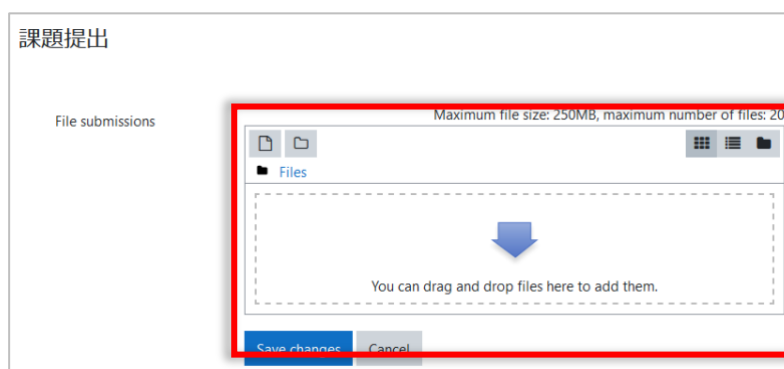
After submitting the assignment, you can also check the feedback (comments) from your instructor or grade on your submission.

5.1 File Submission

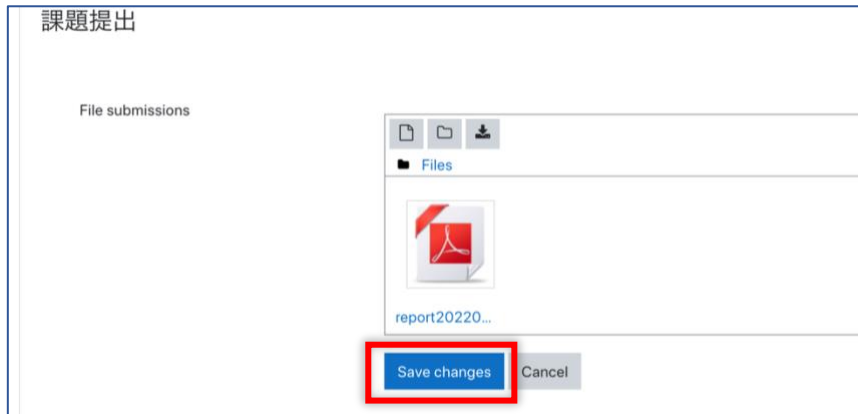
- (1) When you click on the assignment, you will see its deadline [Due date] and remaining time [Time remaining]
- (2) Click [Add submission]



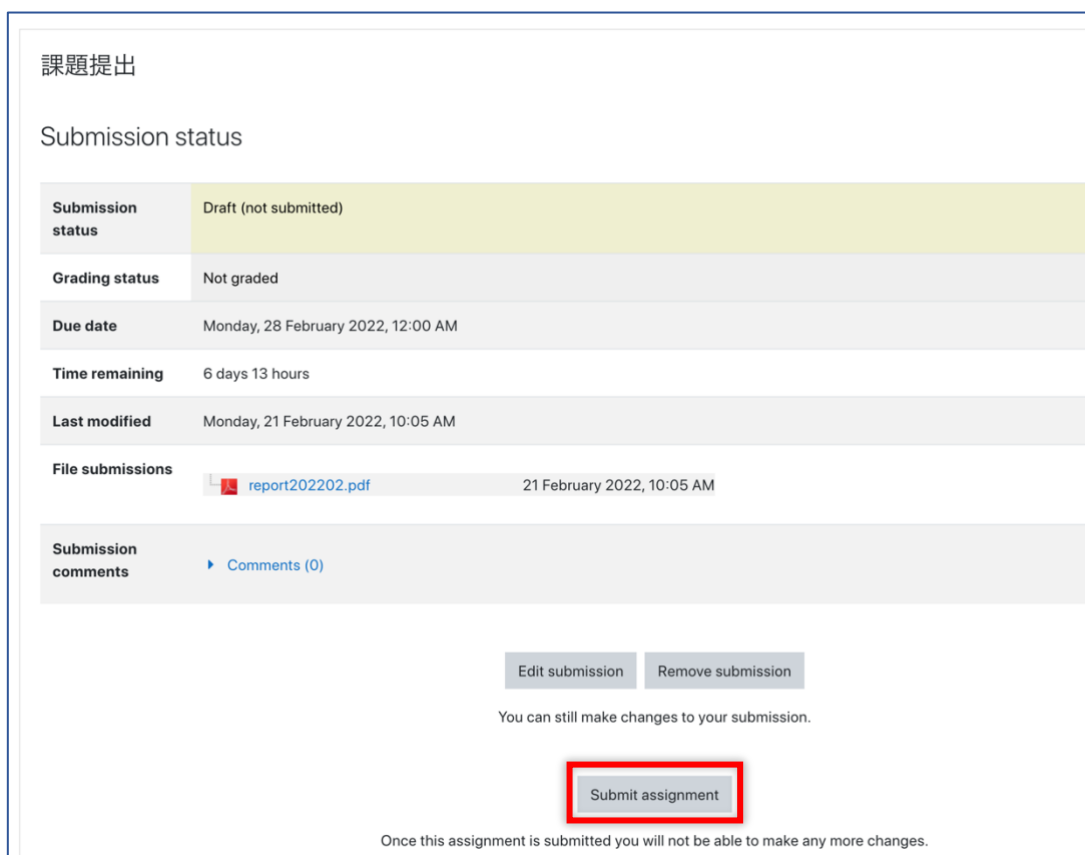
- (3) Drag and drop your file to the box



(4) Click [Save changes] and your work will be saved as a draft



(5) Click [Submit assignment]



- ※ Note that your [Submission status] is "Draft (not submitted) ".
- ※ You can still edit/delete your work.
- ※ Click [Edit submission], if you want to edit your work
- ※ Click [Remove submission], if you want to delete your work
- ※ Once you click [Submit assignment], you will not be able to edit/delete your work.

(6) Click [Continue]

課題提出


Confirm submission

Are you sure you want to submit your work for grading? You will not be able to make any more changes.

[Continue](#) [Cancel](#)

課題提出

Submission status

Submission status	Submitted for grading
Grading status	Not graded
Due date	Monday, 28 February 2022, 12:00 AM
Time remaining	6 days 13 hours
Last modified	Monday, 21 February 2022, 10:06 AM
File submissions	 report202202.pdf 21 February 2022, 10:05 AM
Submission comments	▶ Comments (0)

When you have submitted the assignment, the message [Submitted for grading] will appear.

5.2 Text entry

- (1) Click on the assignment, and then click [Add Submission]
- (2) After entering the information in the text entry field that appears, click [Save changes]

課題提出

Online text

Rich text editor toolbar with icons for undo, font color, bold, italic, bulleted list, numbered list, link, unlink, smiley, image, video, audio, and link.

Save changes Cancel

When the assignment has been submitted, the message "Submitted for Grading" will appear.

課題提出

Submission status

Submission status	Submitted for grading
Grading status	Not graded
Due date	Monday, 24 January 2022, 12:00 AM
Time remaining	5 days 4 hours
Last modified	Tuesday, 18 January 2022, 7:27 PM

Online text

+
Data science is a class that includes statistics.

Submission comments

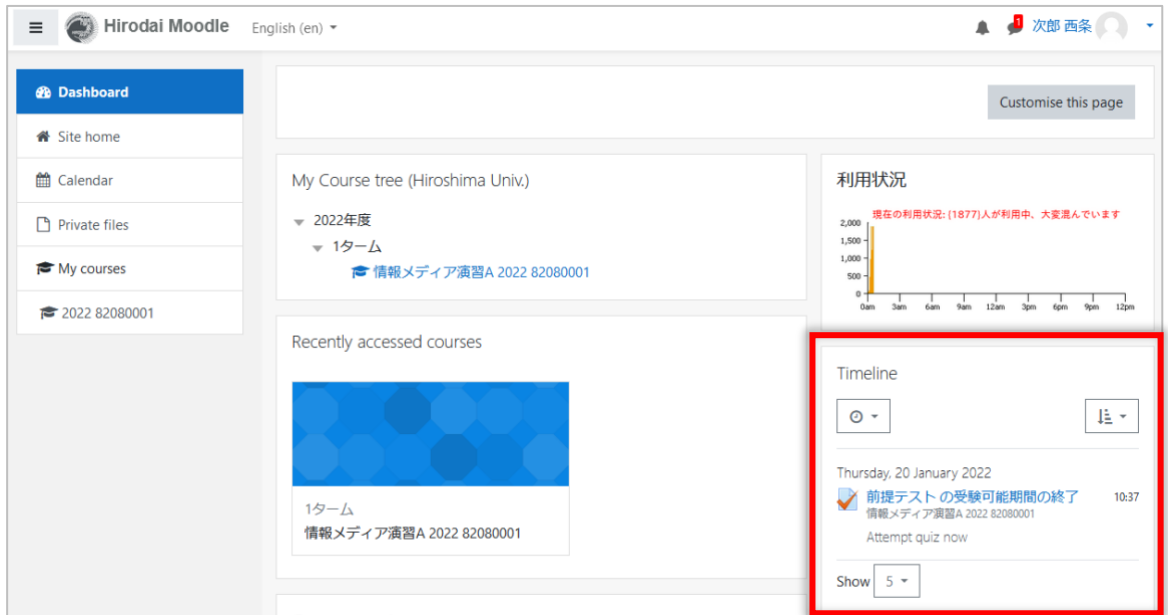
▶ Comments (0)

Edit submission Remove submission

If you want to change your answers, click [Edit submission]. If you want to delete your responses, click [Remove submission].

5.3 Deadlines

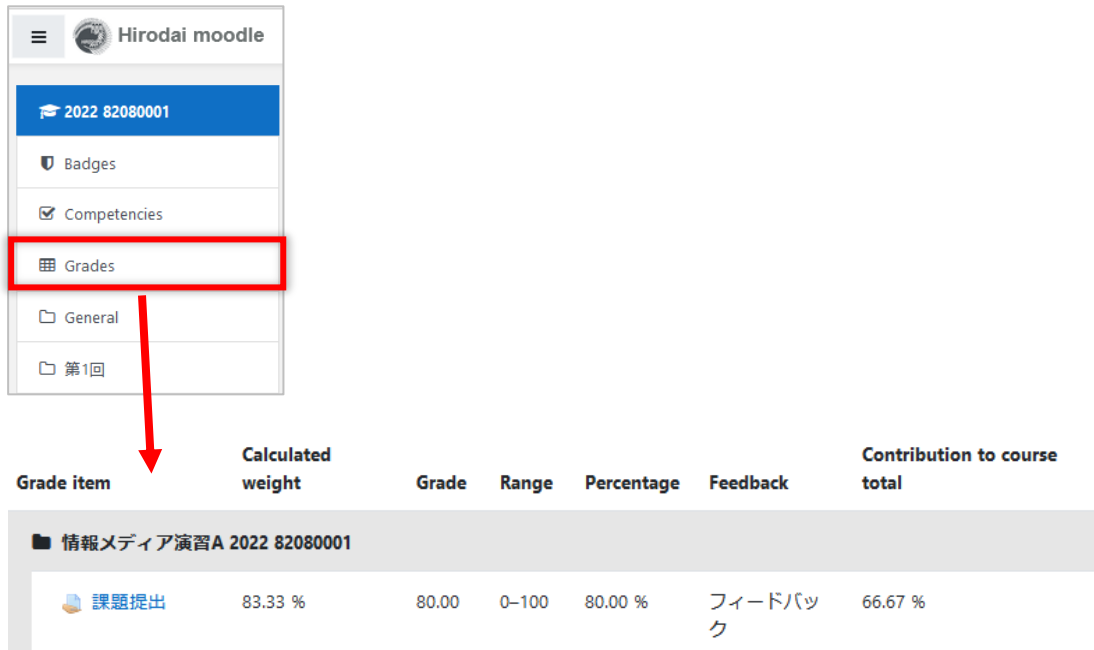
Deadlines for assignments will be listed in the Timeline in the Dashboard.



The screenshot shows the Moodle dashboard for Hirodai Moodle. The left sidebar contains navigation options: Dashboard, Site home, Calendar, Private files, My courses, and 2022 82080001. The main content area includes 'My Course tree (Hiroshima Univ.)' with a tree view for 2022年度 and 1ターム, showing '情報メディア演習A 2022 82080001'. Below this is 'Recently accessed courses' with a blue graphic and the same course name. On the right, there is a '利用状況' (Usage) chart showing a peak at 0am. The 'Timeline' section is highlighted with a red box, showing a dropdown menu, a list icon, and a notification for 'Thursday, 20 January 2022' regarding the end of the '前提テストの受験可能期間' (Pre-test attempt period) at 10:37. A 'Show 5' dropdown is also visible.

5.4 Grades

Click Grades in the navigation drawer on the left side of the screen, you will see grades of your submissions and comments from your instructor.



The screenshot shows the Moodle Grades page. The left navigation drawer is visible, with 'Grades' highlighted by a red box and a red arrow pointing to the table below. The table has the following columns: Grade item, Calculated weight, Grade, Range, Percentage, Feedback, and Contribution to course total. The table content is as follows:

Grade item	Calculated weight	Grade	Range	Percentage	Feedback	Contribution to course total
情報メディア演習A 2022 82080001						
課題提出	83.33 %	80.00	0-100	80.00 %	フィードバック	66.67 %

Clicking the name of assignment, you will see its page.

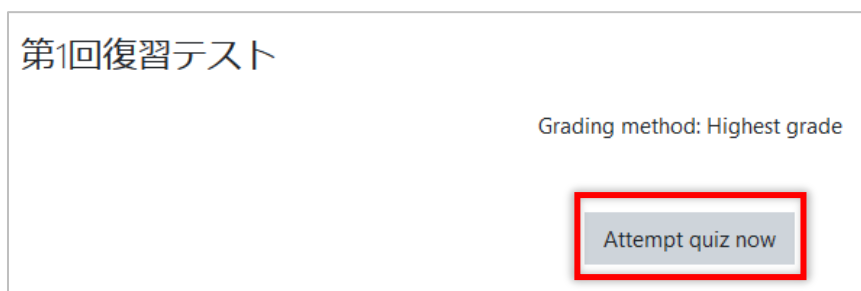
6 Quiz

If a quiz is set for the course, the  icon will appear.

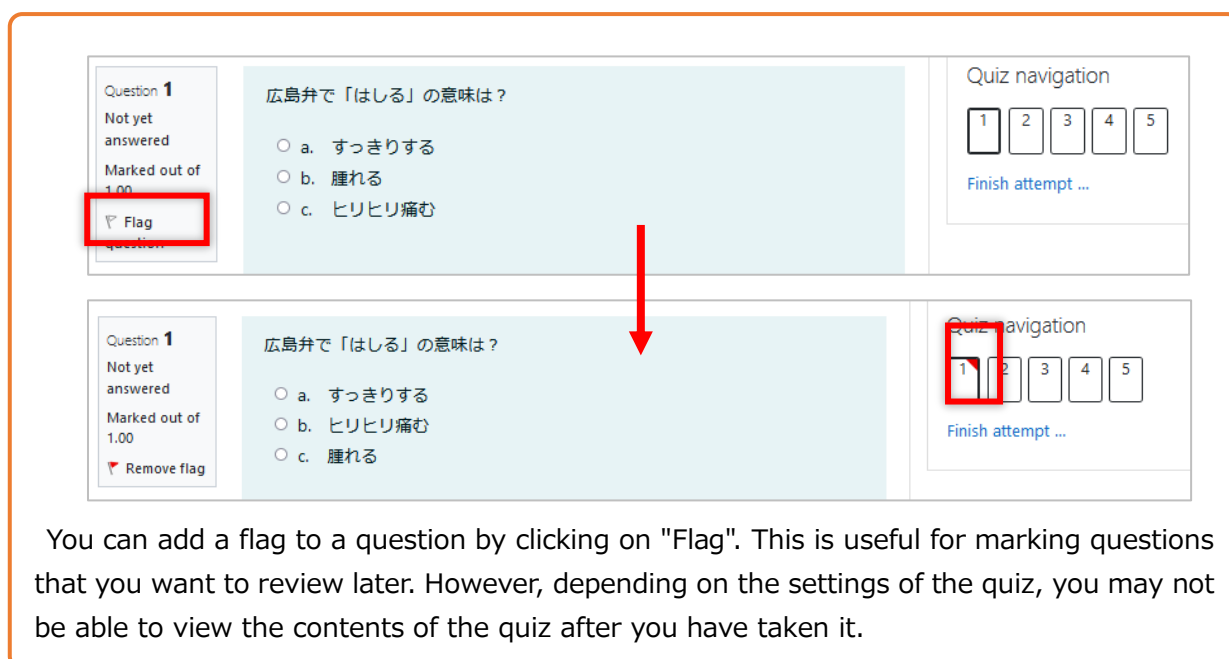


6.1 Taking a quiz

(1) Click on the quiz you want to take, and then click [Attempt quiz now]



(2) When a question appears, follow the instructions to answer it



(3) Answer all the questions and click [Finish attempt]

Question 5
Not yet answered
Marked out of 1.00
Flag question

広島県の名産「もみじ饅頭」。宮島では、串に刺してカラッと揚げた「揚げもみじ」も人気ですが、最近新しく人気の「もみじ」は？

a. 漬けもみじ
 b. 生もみじ
 c. 蒸しもみじ

Quiz navigation
1 2 3 4 5
Finish attempt ...

Previous page Finish attempt ...

(4) When the Summary of attempt screen will appear, click [Submit all answers and exit] to finish the exam

第1回復習テスト
Summary of attempt

Question	Status
1	Answer saved
2	Answer saved
3	Answer saved
4	Answer saved
5	Not yet answered

Return to attempt
Submit all and finish

Quiz navigation
1 2 3 4 5

※ Click [Return to attempt] to return to the quiz

※ Click on the question number in the table or the quiz navigation to view the question, you can review your answers.

(5) Click [Submit all and finish]

Confirmation

Once you submit, you will no longer be able to change your answers for this attempt.

Submit all and finish Cancel

You may see a review page after you finish the quiz.

What you see in the review page depends on the quiz settings. The review page may contain the quiz attempt (date and time of attempt, time required, answers submitted), correct and incorrect answers, or score. Click on a question number in Quiz navigation, you can jump to the question.

Click "Finish Review" to go back to the previous exam summary screen.

The screenshot shows a quiz review page. At the top, there is a table with quiz statistics:

Started on	Wednesday, 2 February 2022, 11:37 AM
State	Finished
Completed on	Wednesday, 2 February 2022, 12:37 PM
Time taken	59 mins 48 secs
Marks	4.00/5.00
Grade	8.00 out of 10.00 (80%)

Below the statistics, there are two questions:

Question 1
Correct
Mark 1.00 out of 1.00
Flag question

広島弁で「はしる」の意味は？

- a. すっきりする
- b. 腫れる
- c. ヒリヒリ痛む

標準語で言う「走る」は「駆ける」と言うことが多いです。
The correct answer is: ヒリヒリ痛む

Question 2
Correct
Mark 1.00 out of 1.00
Flag question

「選ぶなら身近な良いものひろしま製品」をスローガンに、広島県内製品の愛用を通じて地域経済の活性化を図ろうとする運動をなんというでしょう？

- a. ええじゃん広島
- b. 広島ブランド
- c. BUYひろしま

On the right side, there is a "Quiz navigation" panel with five buttons labeled 1 through 5. Buttons 1, 2, 3, and 5 have green checkmarks, while button 4 is red. Below the navigation panel is a "Finish review" button.

6.2 Reviewing quizzes

※ You may not be able to review some quizzes. It depends on the quiz settings.

When you click on a quiz, you will see the quiz summary. Click on [Review] to display the review page for that quiz.

The screenshot shows a quiz summary page titled "第1回復習テスト". It includes the following information:

Grading method: Highest grade

Summary of your previous attempts


Attempt	State	Marks / 5.00	Grade / 10.00	Review
1	Finished Submitted Tuesday, 18 January 2022, 7:47 PM	1.00	2.00	Review
2	Finished Submitted Wednesday, 19 January 2022, 11:39 AM	0.00	0.00	Review
3	Finished Submitted Wednesday, 2 February 2022, 12:37 PM	4.00	8.00	Review

Highest grade: 8.00 / 10.00.

[Re-attempt quiz](#)

7 Forum

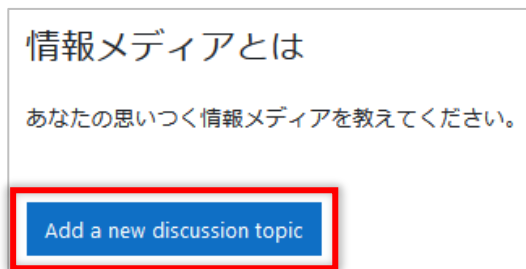
It is used for online discussions on moodle.

If a forum has been set up for the course, the  icon will be displayed.

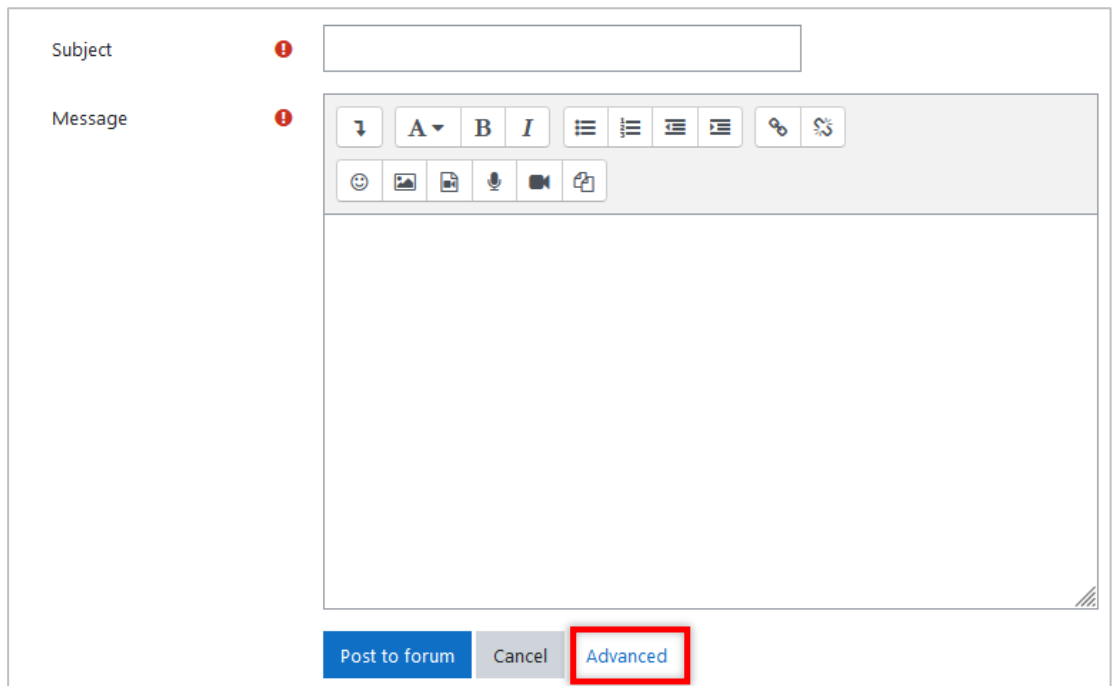


7.1 Posting to the forum

(1) Click on the forum, and then click [Add a new discussion topic]



(2) Input [Subject], [Message], or, if you want to attach a file, click [Advanced]



(3) Drag and drop the file that you want to upload

Subject

Message

Attachment

Maximum file size: 500KB, maximum number of files: 9

Files

You can drag and drop files here to add them.

Tags

Post to forum Cancel

(4) After filling in the required information, click [Post to Forum]

When you post in the forum, it will appear in the list.

Your post was successfully added.

You have 30 mins to edit it if you want to make any changes.

次郎 西条 will be notified of new posts in 'What is information media?' of '情報メディアとは'

情報メディアとは

あなたの思いつく情報メディアを教えてください。

Add a new discussion topic

Discussion	Started by	Last post ↓	Replies	Subscribe
☆ What is information media?	次郎 西条 18 Jan 2022	次郎 西条 18 Jan 2022	0	<input type="checkbox"/>

7.2 Subscribing to forums

You may be able to choose whether to subscribe to a certain forum or not.

If you choose "Subscribe," you will receive email notifications when new posts are added to the forum. If you do not want email notifications, gray out the subscribe.

Discussion	Started by	Last post ↓	Replies	Subscribe
 What is information media?	 次郎 西条 18 Jan 2022	 次郎 西条 18 Jan 2022	0	<input checked="" type="checkbox"/>
 テレビ	 太郎 広島 17 Jan 2022	 太郎 広島 17 Jan 2022	0	<input type="checkbox"/>

Clicking on the ☆mark, you can star a certain discussion.

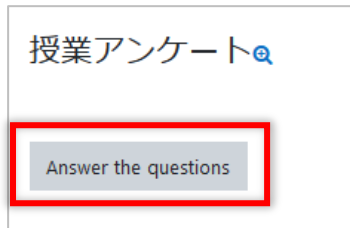
8 Feedback

This is a survey in moodle.

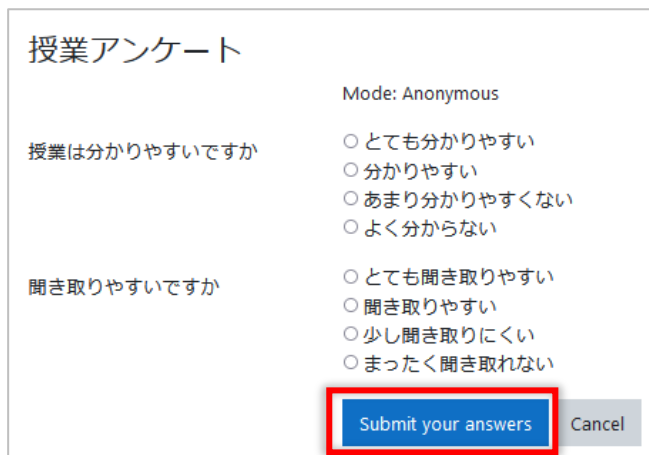
If feedback is set for the course, the 📢 icon will appear.



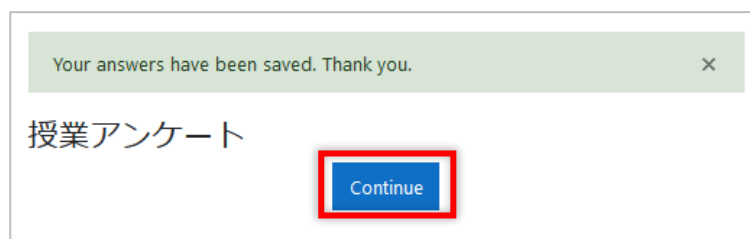
(1) Click the feedback, then click [Answer the questions]



(2) Answer the questions and click [Send your answers]

A screenshot of the survey questions. The title '授業アンケート' (Class Survey) is at the top. Below it, the text 'Mode: Anonymous' is displayed. There are two questions: '授業は分かりやすいですか' (Is the class easy to understand?) and '聞き取りやすいですか' (Is it easy to hear?). Each question has four radio button options: 'とても分かりやすい' (Very easy to understand), '分かりやすい' (Easy to understand), 'あまり分かりやしくない' (Not very easy to understand), and 'よく分からない' (Don't understand well). The 'Submit your answers' button is highlighted with a red border.

(3) Click [Continue] to return to the course



9 Grades

Check the grades in moodle.

- (1) Click Grades in the navigation drawer on the left side of the screen



- (2) See the grades for the items in the course



User report - 次郎 西条

Overview report | User report

Grade item	Calculated weight	Grade	Range	Percentage	Feedback	Contribution to course total
情報メディア演習A 2022 82080001						
課題提出	0.00 % (Empty)	-	0-100	-		0.00 %
前提テスト	0.00 % (Empty)	-	0-10	-		0.00 %
課題提出	0.00 % (Empty)	-	0-100	-		0.00 %
第1回復習テスト	100.00 %	2.00	0-10	20.00 %		20.00 %
Course total	-	2.00	0-10	20.00 %		-

If you click on the link for a quiz or assignment, you will move to a certain page.