

Moodle asynchronous lesson for online lesson application

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Conditions for Online Classes with Moodle

- (1) Sufficient guidance through questions and answers is needed: correction guidance, questions and answers, etc.
- (2) Ensuring opportunities for students to exchange opinions.
- Conditions (1) and (2) must be satisfied.
- It's not the end of the distribution of teaching materials and videos.
 - cf.) These classes need to be "simultaneous", which means it is "two way."

[Reference] Partial amendment of 2001 Ministry of Education, Culture, Sports, Science and Technology Notification No. 51 (specifying classes that universities can take based on the provisions of Article 25, Paragraph 2 of the University Establishment Standards) (2007) Ministry of Education, Culture, Sports, Science and Technology Notification No. 114

What is Moodle?

- Learning Management System (LMS) used at Hokusei Gakuen University
- What you can do with Moodle?
 - Presentation of materials
 - Conduct quizzes / questionnaires
 - Assignment of questions → collection → scoring
 - Forum (bulletin board)
 - Attendance management etc.


Moodle basic terms
 • Course subject → Course
 • Each class → Topic



Example of an actual Moodle course used in a face-to-face class.

Flow of an Asynchronous Online Class using Moodle (example)

- This is just one example, equivalent to one lesson.
 1. Implementing Moodle settings (preparation for class)
 - Posting materials (learning materials are provided)
 - Assignment settings (question answer / correction guidance)
 - Forum settings (secure opportunities for Q & A and exchange of opinions)
 2. Instructions of the contents for the lesson by sent by e-mail or Moodle announcement.
 3. Collection of submissions with Moodle, scoring and feedback.
 4. Recording attendance upon submission of assignment.
 - Setting a deadline and treating later submissions as late.



 北星学園大学

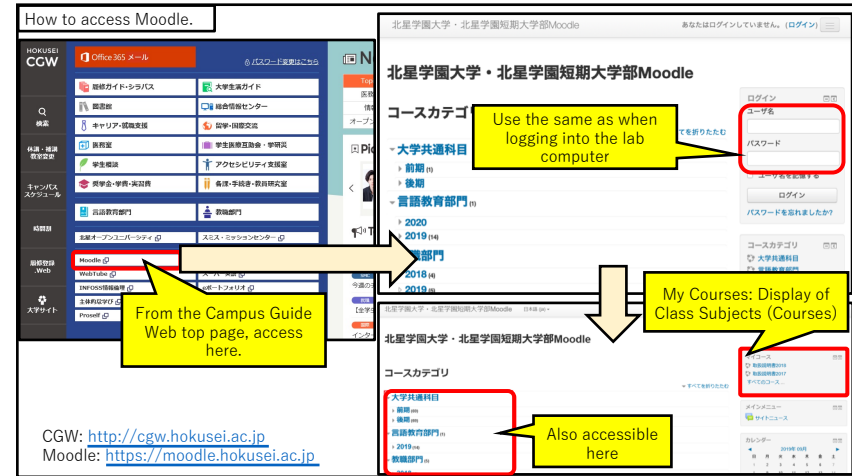
 北星学園大学短期大学部

How to set up Moodle

This document describes only the minimum settings and methods for conducting asynchronous lessons.

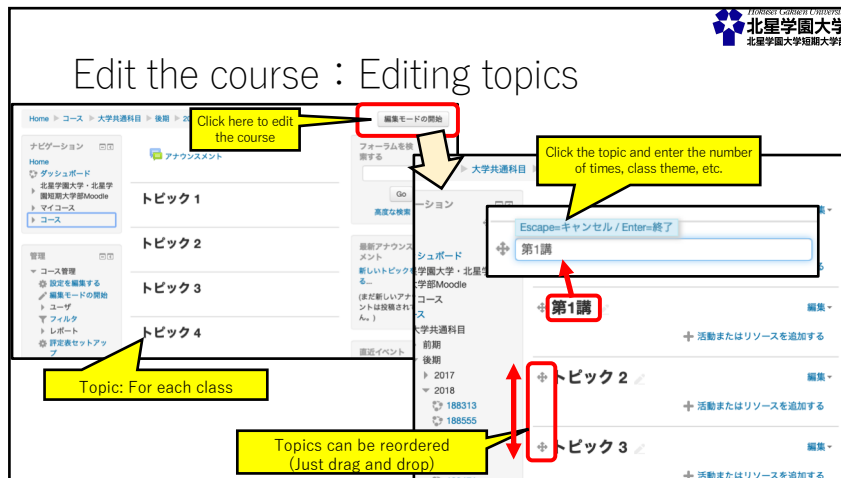
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How to access Moodle.

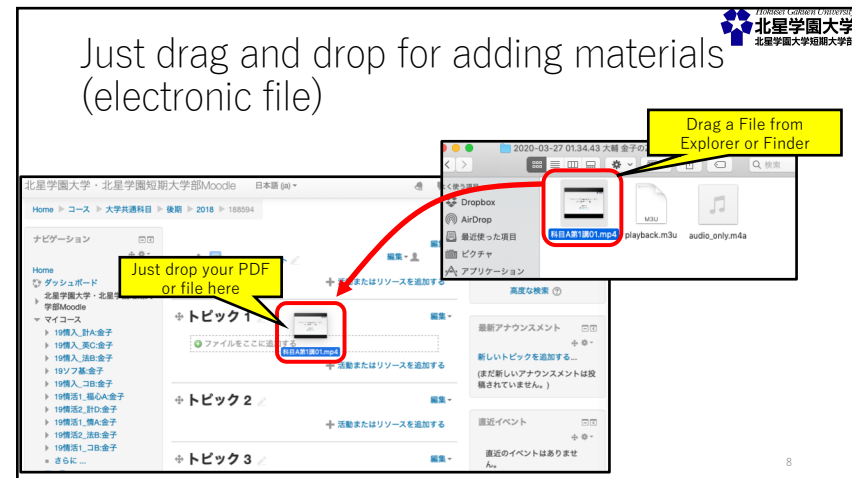


CGW: <http://cgw.hokusei.ac.jp>
 Moodle: <https://moodle.hokusei.ac.jp>

Edit the course : Editing topics



Just drag and drop for adding materials (electronic file)



Set up an Assignment (1)

Click the time you want to add

Click "Assignment"

Click "Add"

You can add a quiz or additional materials. *Description is omitted.

Set up an Assignment (2)

新しい課題をトピック1に追加する

Type assignment's name

課題名: 課題01

説明: 「課題説明」は学生に公開されませんが、「コースページに説明を表示する」にチェックを入れると学生に公開されます。

Enter assignment's description

Set assignment's subscription period: Check yes to enable

開始日時: 1 4月 2020 09:00 Yes

終了日時: 7 4月 2020 09:00 Yes

速断日時: 28 3月 2020 17:57 Yes

File submission: Submit the created file

Online text: Enter text directly

File submission: ファイル提出 オンラインテキスト

Set up an Assignment (3)

最大アップロードファイル数: 1

Select the number of files to be submitted (usually one is fine)

フィードバックタイプ

Set when sending individual comments or ratings to students *Description is omitted.

Save and view

Confirming a Submission

5/11

Select assignment that needs checking.

課題A-02

Click to view all submissions

すべての提出を表示する

ユーザー	メールアドレス	ステータス	提出	ファイル	コメント	フィードバックコメント
テスト太郎	hogehoge@hokusei.ac.jp	提出なし	提出済み	提出済み		
テスト太郎	hogehoge@hokusei.ac.jp	提出なし	提出済み	提出済み		
テスト太郎	hogehoge@hokusei.ac.jp	提出なし	提出済み	提出済み		

Downloading and Grading Assignments

The screenshot shows the Moodle assignment grading page for '課題A-02'. A table lists student submissions with columns for name, email, status, and score. A file explorer window is open, showing a folder named '課題A-02' containing files for each student, such as 'テスト 大塚 1078722_assignment_submissionレポート課題A-02.docx'. Annotations include: '1. Uncheck "Put submissions in folder and download"', '2. Select "Download all submissions" in the grade operation', '3. Files are downloaded with student numbers and names', and '4. Open the file, check and score. Record on the student list.'

Providing Feedback

- When giving feedback on grades and comments to individual students,
 - Set "Feedback type" and "Score" when adding an assignment
- When giving feedback to students as a whole, such as answer examples, commentary, and general comments,
 - Create feedback materials in Word, video, etc. and upload to Moodle

The screenshot shows the Moodle forum settings page. A 'Forum type' dialog box is open, listing five forum types. A '新しいフォーラムを5/11に追加する' (Add new forum to 5/11) dialog is also visible, with annotations: 'Drag and Drop' pointing to the forum type selection, 'Give it a Name.' pointing to the name field, 'Description here.' pointing to the description field, 'Select forum type.' pointing to the forum type dropdown, and 'Save and view.' pointing to the 'Save and view' button.

Forum settings (1)

The screenshot shows the Moodle forum settings page. The 'フォーラム' (Forum) option is selected in the left sidebar. Annotations include: 'Click what you want to add' pointing to the '活動またはリソースを追加する' (Add activity or resource) button, 'Click "Forum"' pointing to the 'フォーラム' option, and 'Click "Add"' pointing to the '追加' (Add) button at the bottom.

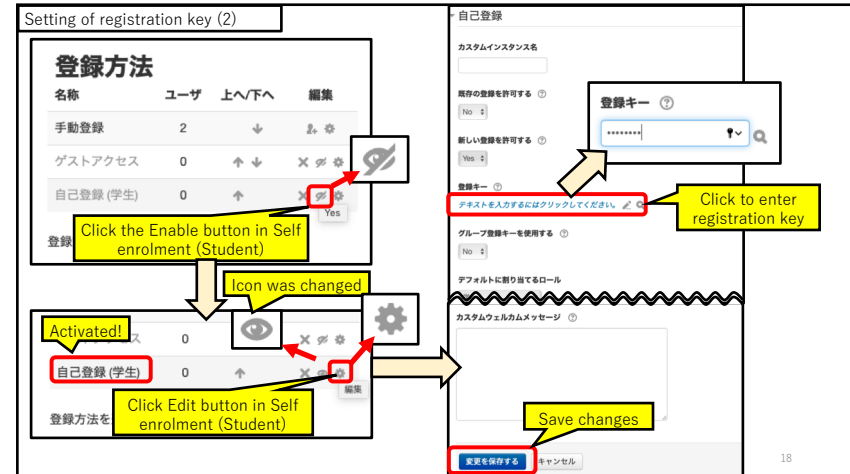
Forum settings (2)

The screenshot shows the Moodle forum settings page. The '新しいフォーラムを5/11に追加する' (Add new forum to 5/11) dialog is open. Annotations include: 'Give it a Name.' pointing to the name field, 'Description here.' pointing to the description field, 'Select forum type.' pointing to the forum type dropdown, and 'Save and view.' pointing to the 'Save and view' button.

"A single simple discussion" is the easiest way.
If you want to cover multiple topics, select "Standard forum for general use."

Enrolling students in Moodle

- Students are registered from the start date of use of the attendance book
- If you want your students to use Moodle before then, you will need to manually enroll themselves in the course
- Set the registration key in Management → Users → Enrolment methods
- Have students enter their registration key and self-register



Conclusion

- There are many other features besides those introduced here.
 - Contact us for more advanced and complex usage options.
- The Moodle manual has been uploaded in CampusGuideWeb → IT Systems Center → Information Practice Room Guide.
 - There are two manuals: teachers and students. (in Japanese)
- In order to use Moodle, you must first apply to the General Information Center (for each subject).
 - The application form can be found on the faculty staff homepage or the Information Systems Section.
- Opinions and questions should be directed to the Information Systems Section.
 - jouhou@hokusei.ac.jp or ext. 6241, 6242