



OKAYAMA UNIV.

# How to use Moodle

Center for Information Technology and Management, Okayama University



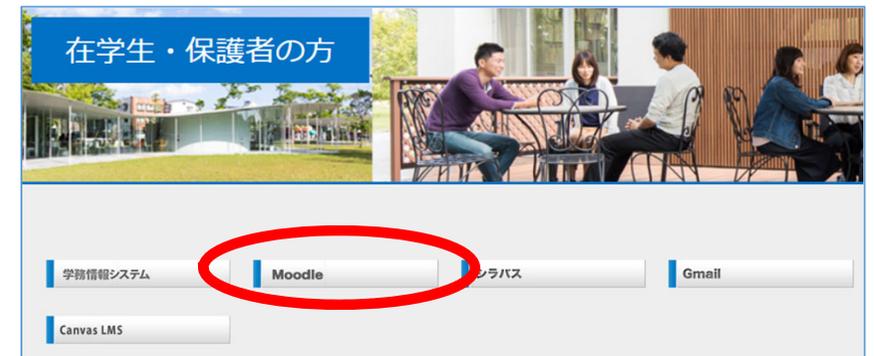
# e-Learning System (Moodle)

- One of the e-Learning systems
- Independent web pages (courses) for each subject
  - You only need a browser to use the system.
  - At our university, students are automatically enrolled in the Moodle course page once they register for a course on the Academic System.
- Sharing lecture materials and information
- Web-based examinations
- Attendance management
- Grade management
- Accessible from inside and outside the university (no one-time password required)

**Besides classes, you might need to use Moodle for guidance or training regarding various important procedures at the University, so please ensure you have access.**

# Access to Moodle

- Access to the login page
  - Enter the following URL (address) directly
    - <https://moodle.el.okayama-u.ac.jp/>
  - Access from Okadai's official website
    - 【 For current students and guardians】  
⇒ Click the 【Moodle】 banner at the top of the screen.
  
- Add this page to your favorite (Bookmark) as you will use it frequently.



# Login to Moodle

1. Click 【 Okadai ID Login 】 on the right side of the moodle top page.
2. Enter your Okadai ID and click 【Next】
  - If you check 【 Remember my Okadai ID 】 , it will be automatically entered next time.
3. Enter your password and click 【Login】
  - No one-time password is required.
  - After successfully logging in, the Moodle dashboard screen will appear.



- "My courses" tab on the top page
  - Lists courses in which you are registered.
  - You can star(bookmark) courses
    - Stars help you distinguish important courses from others
- "Course Search" block
  - Note that it displays all courses including those in which you are **not** registered
  - Multiple keywords can be specified
    - Search by course name or faculty member name
- If you cannot find the Moodle course page, please contact the course instructor.

- Course registration on Moodle is linked to course registration on the Academic Affairs System.
  - Once you register for a course on the Academic System, you are automatically enrolled in the corresponding course on Moodle.
- Be careful about the timing of the linkage
  - Course information is **reflected on Moodle the day after course registration**
    - If you do not register **by the day before the lecture starts**, you will not be able to use Moodle for the first lecture.

## Reference: How to self-register for the course

- If a professor or lecturer asks you to self-register for a course, please follow these steps:
  1. Search for the course in the **【Course Search】** block.
  2. Click on the course displayed in the search results  
⇒Self-registration menu appears.
  3. When the **【Registration Key】** entry field appears in the self-registration menu  
⇒Enter the key specified by the course administrator (professor, lecturer, etc.)
  4. Click **【Register Me】**  
⇒The top page of the course will be displayed.

## Contact information (for inquiries)

- How to inquire about the services provided by the Center for Information Technology and Management
  - Okadai ID, Okadai Gmail, Wi-Fi, Microsoft365, Virus Buster.

### 1. Inquiry form on the website of the Center for Information Technology and Management

<https://www.citm.okayama-u.ac.jp/>

- From Okadai's Homepage
  - ⇒ 【 Faculties, Graduate Schools, Hospitals, etc. 】
  - ⇒ 【 Center for Information Technology and Management 】
  - ⇒ Click the 【 Inquiry Form 】 banner on the website of the Center for Information Technology and Management.
  - ⇒ Fill-in questions and other necessary information.

### 2. Center for Information Technology and Management /User Consultation Desk

- Weekdays 8:30-16:30 (except 12:00-13:00)
- If you have forgotten your password, you will need your student card to request a password reset.

