Supplementary explanation on the UoA LMS (Moodl3.5)

1. How to log in

URL https://elms.u-aizu.ac.jp/login/

The ID and password are the same as those you use for AINS.

\*Part-time instructors who do not have an ID for the Academic Administration System are not eligible to log in.

報受入システム @] 福島県介護等応験管理シ	~	–
University of A Username Password Remember username	izu LMS(Moodle)	

2. How to choose the language you use on the site

By default, Moodle detects a user's language from their browser setting. (Japanese/English). You can change languages in the language menu at the top right of the screen.

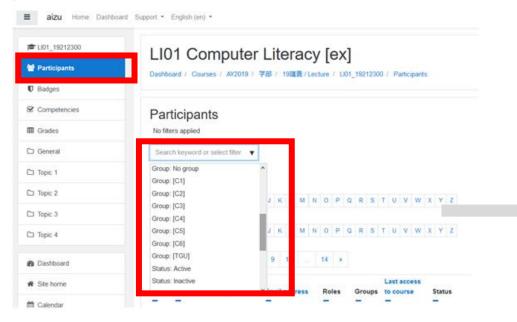


#### 3. Creation of a Moodle Course

One Moodle Course is created per course.

A Moodle Course is created for lectures and exercises respectively for a course consisting of lectures and exercises.

For a course taught in multiple number of classes, a "Group" is created for the classes respectively. Select the "Group" for your class on the "Participants" screen to see the students in your class.



In the event that multiple instructors teach a course, all the instructors are able to edit the course activities (contents). As such, a consensus among the instructors should be achieved before editing.

4. Updating information on courses and students registered for respective courses

The information reflected in the LMS will be that in the Academic Administration System on the previous day.

For system maintenance, there will be a time you may not be able to access to this service. Maintenance time: everyday 1:00-7:00 a.m.

In addition, course information such as "open/finish date" and "lists of students (incl. grouping) will also be updated in accordance with the Administration System (back to the original setting), so please do not change them. 5. Grade Data

Grade data on the LMS is not automatically in the Academic Administration System. You are asked to enter grades through the Academic Administration System during the grade registration period as before.

However, you can export grade data from the LMS to the Academic Administration System using the following method. Please export grade data as necessary on your own responsibility.

① Download the format for grade entry from the Academic Administration System. Grade • Exam>Grade Entry

HOME Student Info Registrat	on Grade · Exam	Syllabus Enqueto	e Bulletin Board O	ther Counseling Reservation		
《 Grade Entry 《 Registration in 《 定期試験時間割照会 (職)	quiry 🔍 View Grades	🔍 credit earned inquiry 🛛 🤇	View Regular Exam Sch	edule (Students View)	🔍 View Regular	Exam Schedule (Instructors View)
What's New           You got new information.           Topic           My Schedule           Mon Twe Wei Thm Fri Sar           1         2         3         4         5           13         1         2         3         4         5           13         1         15         16         11         12           20         21         23         24         25         26           27         28         29         30         31         24           2010/10.29(Tue)         no schedule.         Xet Bull         Xet Bull         Xet Bull         Xet Bull	Crade Entry / Course Academic year / semester Instructor's ID Select a course to regi Day/period AY Sem	2nd 1/3rd + 4th Instructor affiliation ster (or view) grades	The University of Aizu Course No. stud		tas Download Download Download Download Download	<ul> <li>Link</li> <li>MylinkEdit</li> <li>Student information carte'student register informa</li> <li>Course registration - registration s tatus inquiry</li> <li>Output of Course Attendance</li> <li>Output of Course Attendance</li> <li>Output Registered Student List pe r. Class Major</li> <li>Register grades</li> <li>grade inquiry</li> <li>credit earned inquiry</li> <li>Reference of Class Cancellation Up Class</li> <li>Syllabus registration</li> <li>Syllabus registration</li> <li>Syllabus registration</li> <li>Syllabus inquiry</li> <li>Answer screen</li> <li>Bulletin board registration</li> </ul>
					Download	Message Board

2 Export grade data from the LMS (Moodle). Course > Grades > Export > Excel spreadsheet

🞓 EN03_19111403	EN03 Introductory English 3: Export: Excel spreadsheet
Participants	Dashboard / My courses / EN03_19111403 / Grades / Grade administration / Export / Excel spreadsheet
Badges	
☑ Competencies	Export to Excel spreadsheet
I Grades	View Setup Scales Letters Imp Export
🗅 General	XnDocument spreadsheet Plain text fi Excel spreadsheet XML file
🗅 Topic 1	
🗅 Topic 2	Separate groups All participants  All participants
🗅 Topic 3	Grade ite <sup>My groups</sup> [C6]     L     ed
🗅 Topic 4	Other groups  C[1]
	[C2]
Dashboard	[C4] Select all/none
🕷 Site home	[C5]
🛗 Calendar	Export format options
Private files	Download
🞓 My courses	

\*If you wish to export the grade data of the students in your class only, choose the applicable class at "Separate groups."

- ③ Process the exported data to register them on the Academic Administration System.
  - (1) Reorder user names in column A in ascending order.
  - (2) Paste "course total" data of the Excel page of the Academic Administration System.
    - <u>\*Use the CSV file format.</u>
    - \* If you would like to include evaluation items and weight each of the items in the "course total" data, set them through "Grades>Grader report, Setup, Scale, etc." in the LMS before exporting.
  - <Image of data imported from LMS (Moodle)>

		PL01_19213035 Grades.xls
ファイル ホーム 挿入 ページレイアウト 萎	対 デ−タ 校閲 表示 ヘルプ AC	CROBAT チーム 🔎 実行したい作業を入力してください
Arial	- 10 - A^ A' = = = *	診折り返して全体を表示する 文字列 ▼
└──」 「□コピー マ 貼り付け マ ダ 書式のコピー/貼り付け B I U マ []		団 セルを結合して中央揃え ▼ 100 - 50
C1 · Course	e total (Real)	
АВ	C D	E F G H
Username Attendance: Attendance (Real)	Course total (Real) L st downloaded from this	; course

④ Import the processed data to the Academic Administration System.

HOME Student Info	Exam	Schedule	Syllabus	Enquete	Bulletin Board	Recruit	Other	/iow Rogular	Exam Schedule (Instructors View)
What's New		try / Studen		earned inqui	ry 🍠 Exal	n Schedule In	par 🤍 .	view Regular	
You got new information.  Bulletin board Questionnaire results Topic	Academic ye / semester Course designed fo	ar 2019AYF Quarter				Day/pe		10	MylinkEdit
My Schedule Nov 2019	Course Grader ID	Ventures 0208072	6		Rentaro Yoshioka	Registra code No. of stud	ents 24		Usual Menu Student information carte/s tudent register informa
Sun Mon Tue Wed Thu Fri         Sat           -         -         -         1         2           3         4         5         6         7         8         9           10         11         12         13         14         15         16	Grade	A 100-80	B 79-65	C 64-50	D 49-35	F 34-0			Course registration - registr ation status inquiry
17     18     19     20     21     22     23       24     25     26     27     28     29     30              2019/11/05(Tue)	Plance ento	r amdes.	/9-05	04-50	49-35	34-0			Output Registered Student     List per Class/Major     Register grades
Ist -4th period: @144F : PMC03A Creativity Development: Approaches and Examples	Import CSV Student sort b No. of results Showing searc	oy : Student	yed: 250 🔻						<ul> <li>grade inquiry</li> <li>credit earned inquiry</li> <li>Reference of Class Cancellat ion Up Class</li> <li>Svilabus inquiry</li> </ul>

\*<u>After the completion of the import, click "Enter" as before.</u>

#### 6. Role Permissions

Moodle roles are assigned per course.

Teacher: This role can be assigned to instructors including the course coordinator. This role allows them to edit activities (contents) and grades.

Assistant: This role can be assigned to students serving as TAs or SAs. This role allows them to edit activities and grades.

Student: This role is assigned to students enrolled in the course.

\*TAs or SAs can grade something like assignments in the "Assistant" role. However, the primary duties of TAs and SAs are helping undergraduate and graduate students with their exercises and experiments. If you have TAs and SAs grade assignments, please have them do so under your supervision.

<Reference>How to set "Marker" (Teacher, Assistant) for each assignment

X Individuals in the role of Teacher only are allowed to set "Marker." If you do not set "Maker," individuals in the role of Assistant can grade any assignments.

(1) Change the following items under "Grade" on the screen for editing assignment settings.

[Use marking workflow: Yes]

[Use marking allocation: Yes]

Grade		
Grade	▼ Type Point ◆ Scale デフォルトコンピテンシー尺度 ◆ Maximum grade 100	
Grading method	Ø Simple direct grading ◆	
Grade category	Output and Output	
Grade to pass	0.00	
Blind marking	R No	
Use marking workflow		
Use marking allocation		

(2) In order to set a "Marker" for an assignment, click [View all submissions] on the "Grading summary" screen for the assignment.

test	
Grading summary	
Participants	1
Submitted	1
Needs grading	1
Due date	Thursday, 31 October 2019, 12:00 AM
Time remaining	5 days 10 hours
	View all submissions

(3) Place a check mark in the box under "Select" to select all the students to be graded by a "Marker." Then select [Set allocated marker] from the pulldown menu under the list of all students and click [Go].

Grading action Choose ¢						
Separate groups All participants \$						
First name Al A B C D E F	G H I J K L	M N O P	Q R S	T U V	W X Y	Z
Surname AI A B C D E F	GHIJKL	M N O P	QRS	T U V V	Y X Y	Z
1 2 3 4 *						
User First name /	Email address	Status	Marker	Grade	Edit	Last (sub
፼	-	-	-	-	-	-
With selected						
		1000001-00000			Go	3
		Unlock subr	nissions			
a contraction of the				missions		
Assignments per page		diance arrests		tate		
Filter		Set marking Set alocate		čate		
	Separate groups All participants • First name Al A B C D E F Surname Al A B C D E F 1 2 3 4 • User First name / Sele. User First name /	Separate groups All participants 9 First name A A B C D E F G H I J K L Sumame J A B C D E F G H I J K L 1 2 3 4 s User First name / picture Sumame Email address With selected	Separate groups All participants = First name All A B C D E F G H I J K L M N O P Sumame All A B C D E F G H I J K L M N O P 1 2 3 4 = User First name / picture Surname Email address Status With selected User Coptions Assignments per page	Separate groups       All participants         First name       All B C D E F G H I J K L M N O P G R S         Sumame       All B C D E F G H I J K L M N O P G R S         1 2 3 4 a       Buser         Sele       User         First name / picture       First name / Email address         Status       Marker         With selected       Lock submissions         Unlock submissions       Dominad selected subficart extension         Assignments per page       Set marking workflow at	Separate groups       All participants         First name       All B C D E F G H I J K L M N O P G R S T U V         Sumame       All B C D E F G H I J K L M N O P G R S T U V         Sumame       All B C D E F G H I J K L M N O P G R S T U V         1       2       3       4         Sele       User       First name / picture       Email address       Status       Marker       Grade         With selected       Lock submissions       Lock submissions       Grade       Unlock submissions       Grade         Voltons       Assignments per page       Set marking worklow state       Set marking worklow state       Set marking worklow state	Separate groups       All participants         First name       All D C D E F G H I J K L M N O P G R S T U V W X Y         Sumame       All B C D E F G H I J K L M N O P G R S T U V W X Y         1 2 3 4 s         User       First name / Email address         Status       Marker Grade         Edit         Wth selected         Cotions         Assignments per page

(4) Select an "Allocated Marker" from the pull down menu and click [Save changes].



7. How to batch download assignments submitted by students

You can batch download all the assignments submitted within the Activity as follows.

1 Download from the assignment screen

(1) Click the applicable assignments from the course screen.

Participants	Dashboard / Courses / その他 / UoA_test
Badges	
Competencies	
I Grades	<u>帰 アナウン</u> スメント
C General	test
C Topic 1	
C Topic 2	Topic 1
C Topic 3	and test2

(2) Click [Settings] at the top right of the page and click [Download all submissions].

test		Ø -
1631		Edit settings
Consente graune: All participante		Group overrides
Separate groups: All participants Grading summary		User overrides
Grading summary		Locally assigned roles
		Permissions
Participants	1	Check permissions
Submitted	1	Fiters
		Logs
Needs grading	0	Backup
Due date	Wednesday, 30 October 2019, 12:00 AM	Restore
		Advanced grading
Time remaining	5 hours 7 mins	Define marking guide
		View gradebook
	View all submissions Grade	View all exhaustione
		Download all submissions

(3) Unzip the saved ZIP file.

C:¥Users¥admin¥Downloads¥UoA_test-test-4543 (1).zip¥				
ファイル(E) 編集(E) 表示(V) お気に入り(A) ツール(I) ヘルプ(H)				
- <b>↓</b> = √ • → ★ 1				
追加 展開 テスト コピー 移動 削除 情報				
C:¥Users¥admin¥Downloads¥UoA_test-test-4543 (1),zip¥				
名前	サイズ	格納サイズ	更新日時	作
会津大学 UoA 検証用学生 Sample Student_3_assignsubmission_file_	13 686	10 789		
A 会津大学 UoA 検証用教師 Teacher(Sample)_4_assignsubmission_file_	13 686	10 789		

Folders for each student with their full names and student ID will be created.

\* Use unzip software to correspond to UTF-8 file names for Windows in order to prevent text garbling, such as 7-Zip, Explzh for Windows.

# 2 Download from the Grades screen

(1) Click the applicable assignments on the "Grader Report" screen

🗅 General	Grader report
🗅 Topic 1	View Setup Scales Letters Import Export
🗅 Topic 2	Grader report Grade history Outcomes report Overview report Single view User report
⊐ Topic 3	Separate groups: All participants
) Topic 4	All participants: 1/1
	First name AII A B C D E F G H I J K L M N O P Q R S T U V W X Y
Dashboard	Surname         AI         A         B         C         D         E         F         G         H         I         J         K         L         M         N         O         P         Q         R         S         T         U         V         W         X         Y
Site home	
Calendar	
Jalehuai	First name / Surname 🄶 Email address 🕹 test 🗢 🖋 💄 test2 🗢 🖋 💆 Cours
Private files	検証用学生 / Sample
	Student 会津大学 / UoA
Site administration	Overall average 80.00 -

The remaining steps are the same as "① Download from the assignment screen."

## 8. Other

Visit the following site for more information including detailed settings.

< moodledocs >

English version: <u>https://docs.moodle.org/37/en/Main\_page</u>

[Attachment 1] List of role-based authorization

		Roles			
	Student	Assistant (SA,TA)	Course Instructor	Administrator	
Create user accounts				0	
Bulk user registration for courses				○※	
Create courses				○※	
Rename courses				○※	
Register students for courses manually				0	
Register TA for courses manually				0	
Register a assistant instructor for courses manually				0	
Register an instructor for courses manually				0	
Upload videos for courses		$\bigcirc$	0	0	
Upload videos for activities		$\bigcirc$	$\bigcirc$	0	
Edit course settings (with some exceptions)		$\bigcirc$	0	0	
Edit a course		$\bigcirc$	$\bigcirc$	0	
Add resources and activities		$\bigcirc$	$\bigcirc$	0	
Open/Hide recourses and activities		$\bigcirc$	0	0	
View/Grade quizzes		$\bigcirc$	0	0	
View/Grade assignments		$\bigcirc$	0	0	
Edit quizzes and assignments		$\bigcirc$	$\bigcirc$	0	
View an automatical report of attendance/absence		$\bigcirc$	$\bigcirc$	0	
Edit an automatical report of attendance/absence		$\bigcirc$	$\bigcirc$	0	
Check permissions of roles				0	
Change permissions of roles				0	
Rename roles				0	
Bulk deletion files of a course				0	
Extract a list of registered students			0	0	
Cerate back-up accounts				0	
Set maximum size of data upload				$\bigcirc$	
Display user profiles of students			$\bigcirc$	0	
Manage allocated graders per submission			$\bigcirc$	0	

\* Information of courses and uses are copied automatically from Administration System.

# [Attachment 2]Available file

#### Archive files

.7z .bdoc .cdoc .ddoc .gtar .tgz .gz .gzip .hqx .rar .sit .tar .zip

# Audio files

.aac .aif .aiff .aifc .au .flac .m3u .mp3 .m4a .oga .ogg .ra .ram .rm .wav .wma

## Audio files natively supported by browsers

.aac .flac .mp3 .m4a .oga .ogg .wav

# Audio files used on the web

.aac .flac .mp3 .m4a .oga .ogg .ra .wav

# Document files

.doc .docx .epub .gdoc .odt .ott .oth .pdf .rtf

#### HTML track files

.vtt

## Image files

.ai .bmp .gdraw .gif .ico .jpe .jpeg .jpg .pct .pic .pict .png .svg .svgz .tif .tiff

#### Image files used on the web

.gif .jpe .jpeg .jpg .png .svg .svgz

#### **Presentation files**

.gslides .odp .otp .pps .ppt .pptx .pptm .potx .potm .ppam .ppsx .ppsm .pub .sxi .sti

## Spreadsheet files

.csv .gsheet .ods .ots .xls .xlsx .xlsm

# Video files

.3gp .avi .dv .dif .flv .f4v .mov .movie .mp4 .m4v .mpeg .mpe .mpg .ogv .qt .rmvb .rv .swf .swfl .webm .wmv .asf

### Video files natively supported by browsers

.mov .mp4 .m4v .ogv .webm

## Video files used on the web

.avi .flv .f4v .mov .mp4 .m4v .mpeg .mpe .mpg .ogv .qt .swf .swfl .webm

## Web files

.css .html .xhtml .htm .js .scss

# Other files

application/inspiration .isf

application/inspiration.template .ist application/java-archive .jar application/maple .mws application/maple .mw application/msaccess.accdb application/octet-stream .dmg application/postscript.ps application/postscript.eps application/smil.smi application/smil.smil application/vnd.adobe.xdp+xml .xdp application/vnd.adobe.xfdf .xfdf application/vnd.fdf .fdf application/vnd.moodle.profiling .mpr application/vnd.ms-excel.addin.macroEnabled.12 .xlam application/vnd.ms-excel.sheet.binary.macroEnabled.12 .xlsb application/vnd.ms-excel.template.macroEnabled.12 .xltm application/vnd.ms-word.document.macroEnabled.12 .docm application/vnd.ms-word.template.macroEnabled.12.dotm application/vnd.oasis.opendocument.chart .odc application/vnd.oasis.opendocument.database .odb application/vnd.oasis.opendocument.formula .odf application/vnd.oasis.opendocument.graphics .odg application/vnd.oasis.opendocument.graphics-template .otg application/vnd.oasis.opendocument.image .odi application/vnd.oasis.opendocument.text-master.odm application/vnd.openxmlformats-officedocument.wordprocessingml.template .dotx application/vnd.sun.xml.calc .sxc application/vnd.sun.xml.calc.template .stc application/vnd.sun.xml.draw .sxd application/vnd.sun.xml.draw.template .std application/vnd.sun.xml.math .sxm application/vnd.sun.xml.writer .sxw application/vnd.sun.xml.writer.global .sxg application/vnd.sun.xml.writer.template .stw application/vnd.xfdl .xfd application/x-csh.cs application/x-director.dcr application/x-director.swa

application/x-director.dir application/x-director.dxr application/x-java-jnlp-file .jnlp application/x-latex .latex application/x-msaccess .mdb application/x-sh.sh application/x-smarttech-notebook .notebook application/x-smarttech-notebook .xbk application/x-smarttech-notebook .nbk application/x-smarttech-notebook .gallerycollection application/x-smarttech-notebook .galleryitem application/x-smarttech-notebook .gallery application/x-tex.tex application/x-texinfo .texi application/x-texinfo .texinfo application/xml .xml Excel 2007 template .xltx JSON text .json message/rfc822 .mhtml message/rfc822 .mht Moodle backup .mbz shockwave/director.cct Text file .txt Text file .cpp Text file .asm Text file .h Text file .php Text file .applescript Text file .asc Text file .m Text file .hpp Text file .c Text file .java text/calendar.ics text/richtext .rtx text/tab-separated-values .tsv text/x-component.htc text/xml .sqt text/xml.jcw

text/xml .jcb text/xml .jcl text/xml .jmt text/xml .jmx text/xml .jqz text/xml .rhb text/xml .xsl