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.
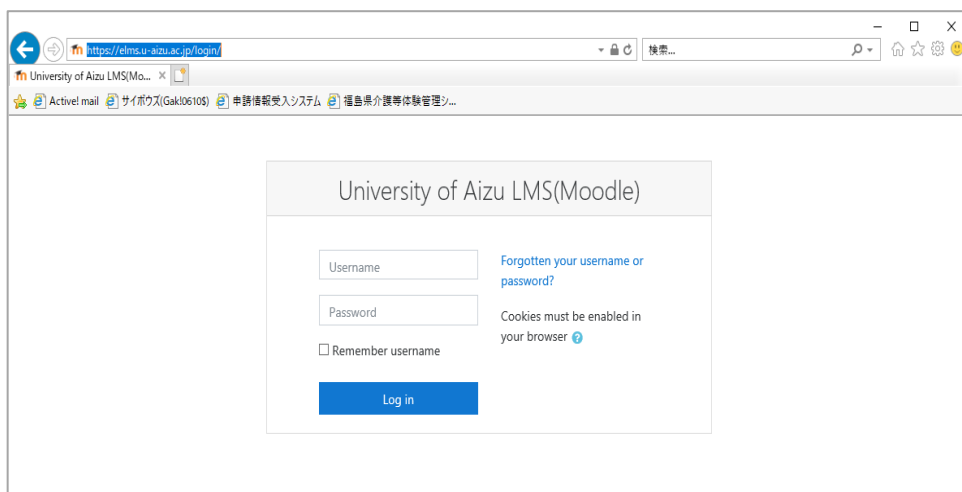
2. How to choose the language you use on the site
   By default, Moodle detects a user's language from their browser setting. (Japanese/English).
   You can change languages in the language menu at the top right of the screen.
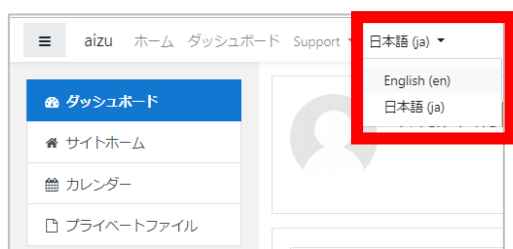
3. Creation of a Moodle Course

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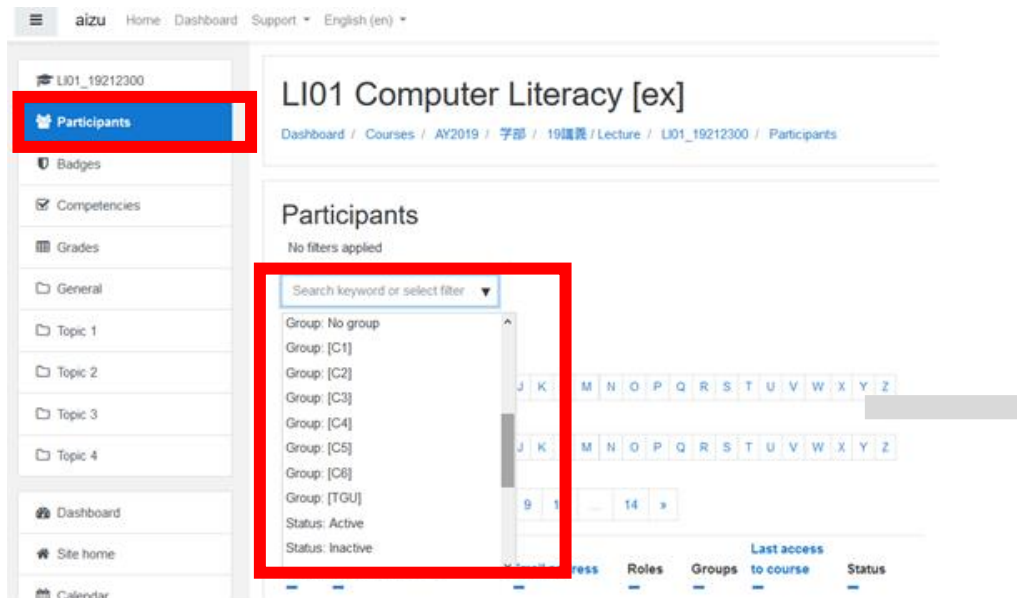
    <u>In the event that multiple instructors teach a course, all the instructors are able to edit the course activities (contents). As such, a consensus among the instructors should be achieved before editing.</u>

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.

<u>You are asked to enter grades through the Academic Administration System during the grade registration period</u> 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

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

*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.
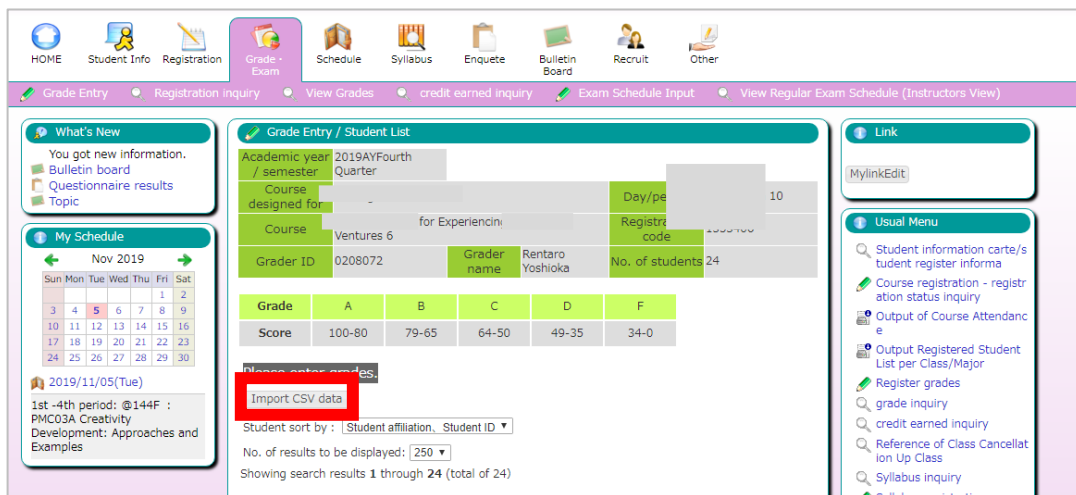　　<u>*Use the CSV file format.</u>
　　* If you would like to include evaluation items and weight each of the items in the "course total" data, set them through "Grades>Grader report, Setup, Scale, etc." in the LMS before exporting.

＜Image of data imported from LMS (Moodle)＞
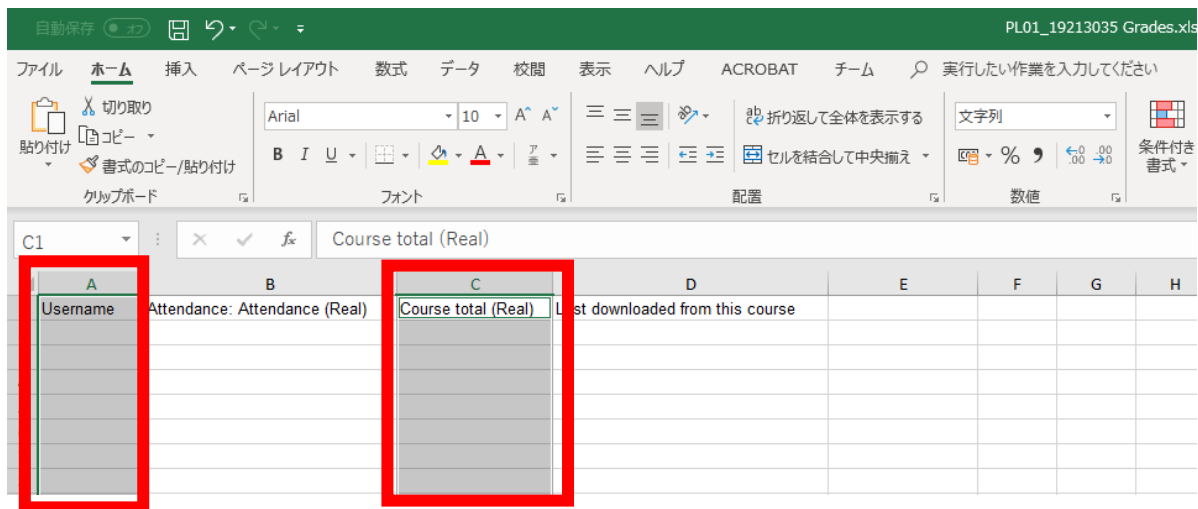
④　Import the processed data to the Academic Administration System.

*After the completion of the import, click "Enter" as before.

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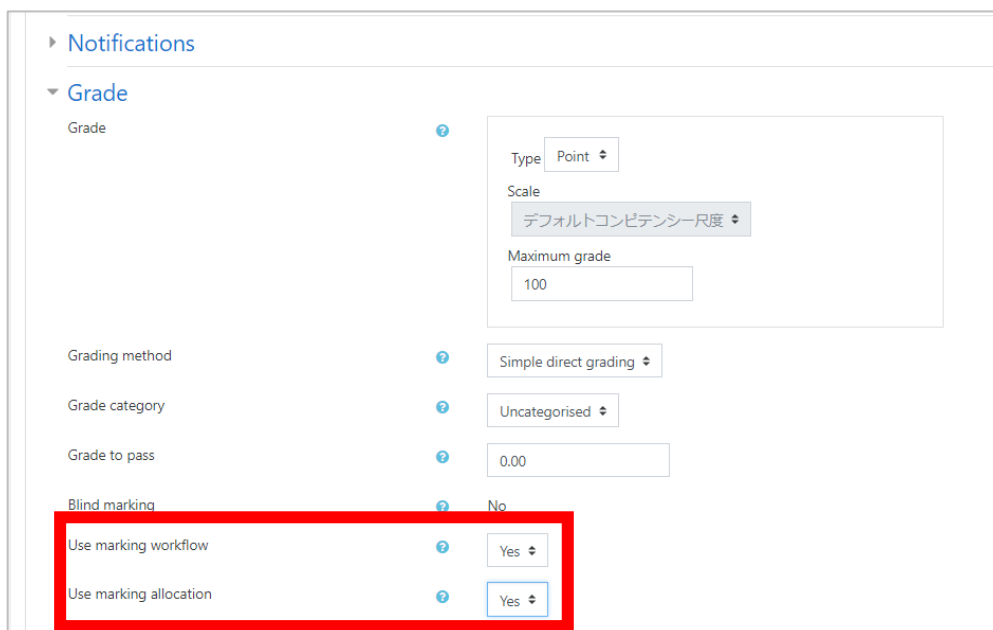
　　<Reference>How to set "Marker" (Teacher, Assistant) for each assignment

　　※ 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]
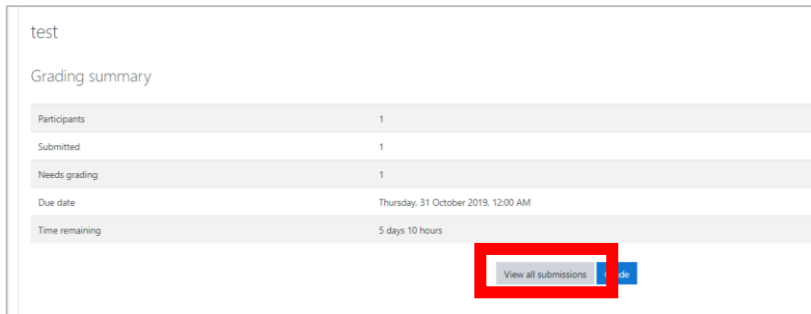
　　　　[Use marking allocation: Yes]

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

(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].
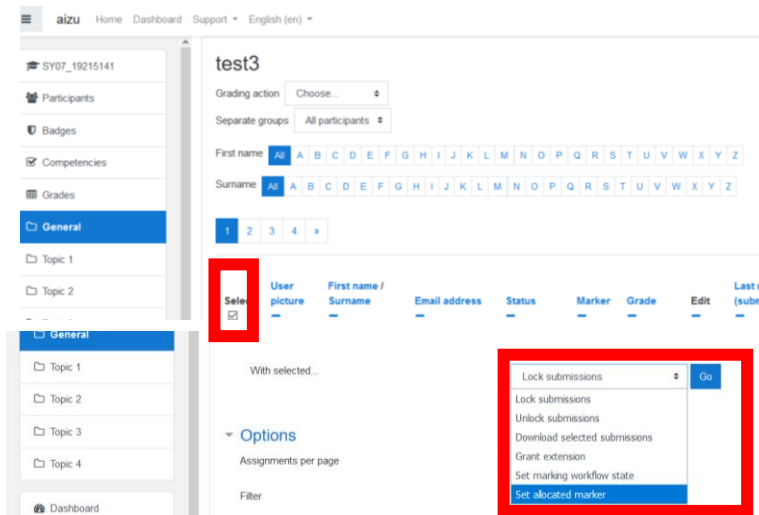
(4) Select an "Allocated Marker" from the pull down menu and click [Save changes].
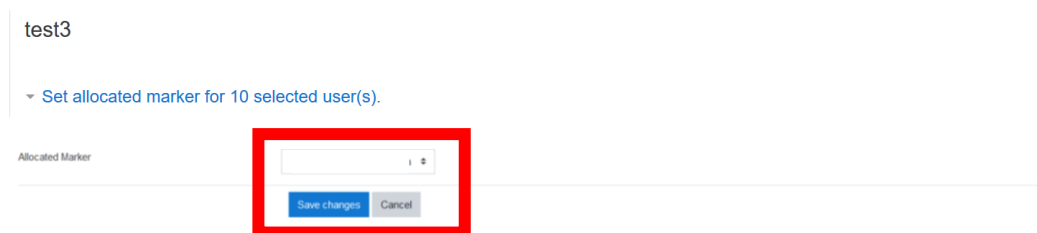
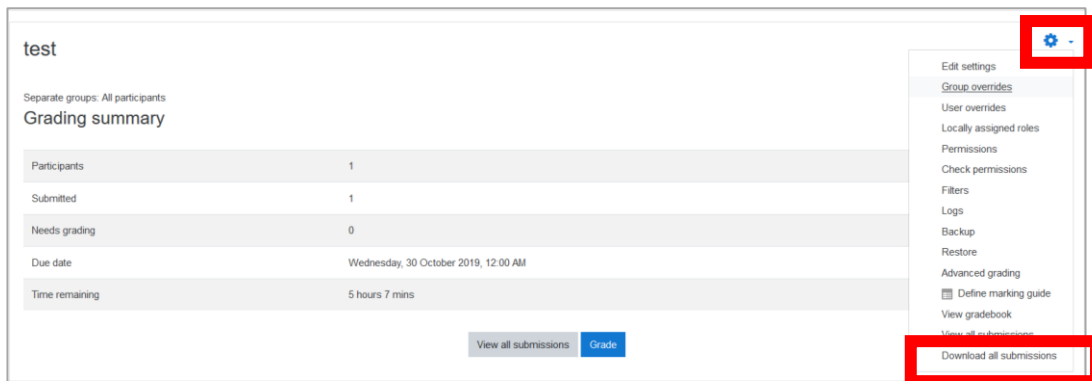7. How to batch download assignments submitted by students

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.

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

(3) Unzip the saved ZIP file.

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

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: https://docs.moodle.org/37/en/Main_page

[Attachment 1] List of role-based authorization

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

* 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
```