For new students

MuroranIT 2021

Preparation for Online Lessons
(A Beginner's Guide to MuroranIT Information Systems)

Center for ICT Education
情報教育センター

For attending online lessons

Before an online lesson starts

- Receive announcements from the lesson
  - By accessing CAMPUS SQUARE (system for course registration, etc.) and receiving e-mails form MuroranIT

- Obtain announcements and martials of the lesson
  - By accessing *Moodle*

When the online lesson starts, attend the lesson
  - By Using *Zoom*

3 things to do before online lessons start

① Receive e-mails from MuroranIT

② Log in to check materials on *Moodle* (learning management system)

③ Access a trial online meeting via *Zoom* (online meeting service)

Screenshots in the slides are for explanation purpose and may vary slightly from the actual screens

① Receive e-mails from MuroranIT

To-do
- Log in to Webmail system
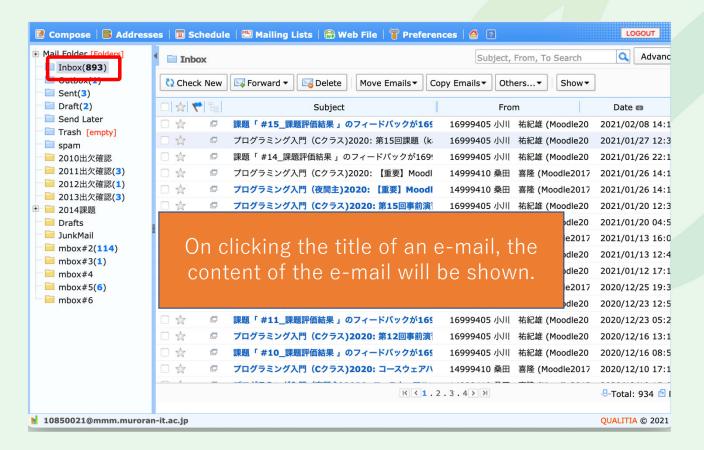- Receive e-mails form MuroranIT on your smartphone

Log in to Webmail system

1. Open a web browser
2. Access the website of *Center of ICT Education* ("情報教育センター), https://wp.mmm.muroran-it.ac.jp/
3. Click "Webメール" and log in to Webmail system

Select your language

Enter your ID and password on Account Notice

Check e-mails

1. Click Inbox ("受信トレイ")
2. Choose the title of an e-mail from the list

On clicking the title of an e-mail, the content of the e-mail will be shown.

Forward e-mails

Forward your e-mails in MuroanIT account to your smartphone or PC
 to receive announcements regarding class cancellations etc. on your own device.
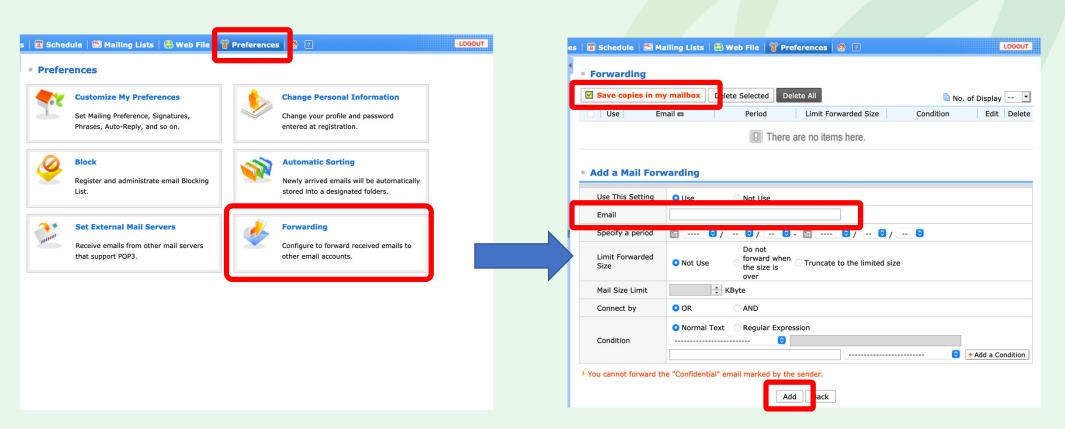
Ensure to complete this setting because faculty and staff in MuroranIT make an important announcement by e-mail.

Attention

Be careful not to forget to configure the setting to allow e-mails from *@mmm.muroran-it.ac.jp* in your mail client.

Forward e-mails (continued)

1. Click *Preference* and then *Forwarding*
2. Enter your e-mail address of your own device and press *Add*
   Do not forget to check "*Save copies in my mailbox*"

② Log in to check materials on Moodle

Moodle, MuroranIT's learning management system, provides the page for supporting online learning ("隔授業支援2021"). It also provides the pages of every courses, which supplies course materials including meeting IDs and passwords for online lessons.

To-do

• Enroll yourself into the page "遠隔授業支援2021"

• Enroll yourself into all the pages of your courses

Enroll in "遠隔授業支援2021前期"

1. Open a web browser
2. Type https://moodle2017.mmm.muroran-it.ac.jp/course/view.php?id=2940 in the browser. Then, press enter and log in.
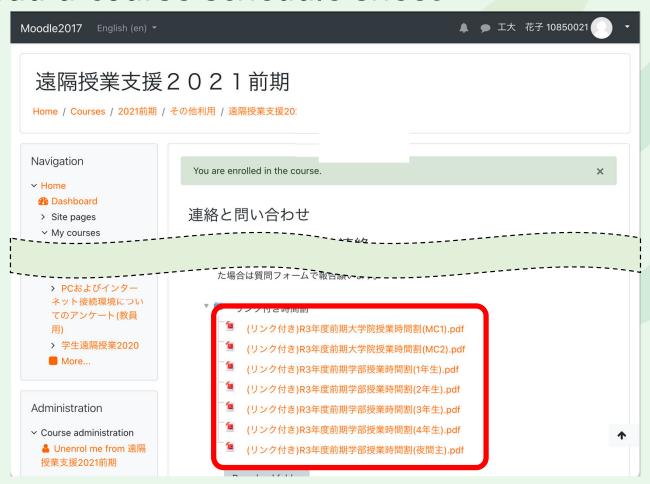3. Press "Enroll me" and enroll yourself.

Muroran Institute of Technology E-Learning

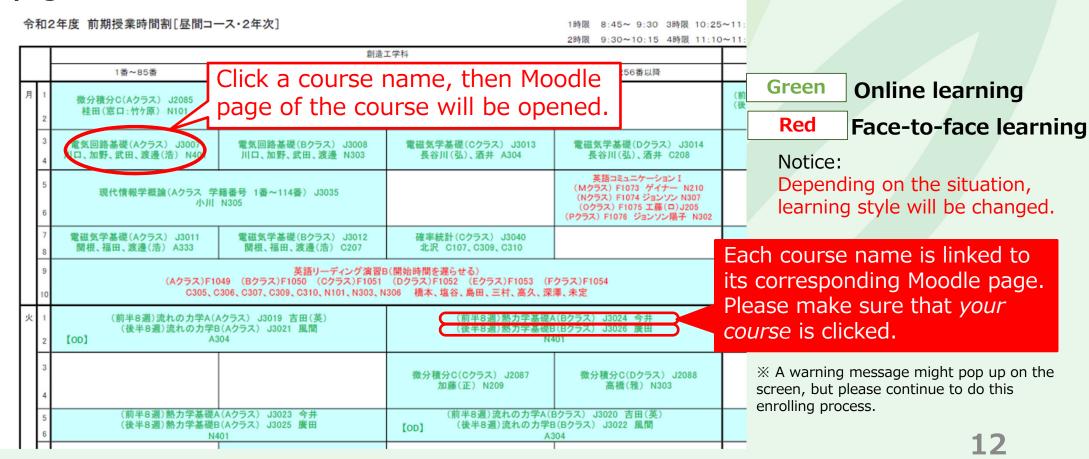Enter your ID and password on Account Notice

Enroll in Moodle page of your course (continued)
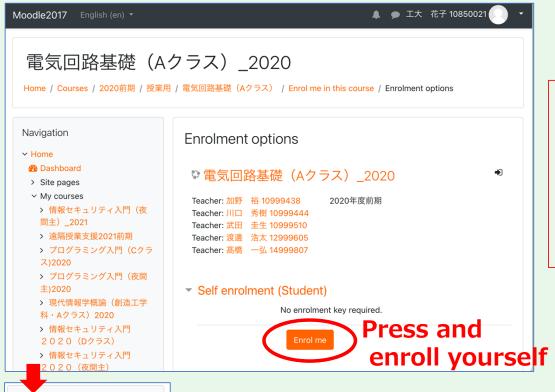
• Download a course schedule sheet.

Enroll in Moodle page of your course (continued)

Each course name on a schedule sheet provides the link to the Moodle page of the course.

Click a course name, then Moodle page of the course will be opened.

Green — **Online learning**

Red — **Face-to-face learning**

Notice:
Depending on the situation, learning style will be changed.

Each course name is linked to its corresponding Moodle page. Please make sure that *your course* is clicked.

※ A warning message might pop up on the screen, but please continue to do this enrolling process.

Enroll in Moodle page of your course （continued）

Example: Moodle page of "電気回路基礎（Aクラス）"

Repeat this enrolling process to complete enrolling yourself to all the Moodle pages of your courses.

Some courses have multiple classes such as "A class", "B class", "C class" and "D class". Pay attention to the course name on the schedule and be careful not to register the wrong Moodle pages.

Press and enroll yourself

※ if you enrolled a course by mistake, press the unenrolling button in the middle of the page and unenroll yourself from the course.
(I you have any troubles, contact Center for ICT Education (情報教育センター))

Attention

Enrolling yourself into the Moodle page of a course means that you become eligible for using the course's materials on the Moodle page. **It does not mean that you register for the course itself.** Please access CAMPUS SQUARE for the registration.

③ Access a trial online meeting via Zoom

To-do

• Install Zoom desktop client on your own PC

• Join a trial online meeting

※When joining online lessons, please use a PC and do not use a smartphone unless an online lesson specifies your device.

Install Zoom desktop client on your own PC

PC (Windows / Mac)

Install "Zoom Client for Meetings"
https://zoom.us/download

Though you can attend online lessons through Zoom meeting page (https://zoom.us/join) on a web browser, but MuroranIT recommends you to use Zoom Client Application because you can use more Zoom functions.

When you have already installed the Zoom client, do not forget to update the client program and make sure your PC runs with the latest version.

Join a trial online meeting

Start the Zoom client

↓

Click "Join a Meeting"

↓

Enter the meeting ID number

↓

Enter the password

↓

Now you are in!

【Online meeting for trial】

Schedule:

Apr. 4, 9:00 ～ Apr. 9, 17:00

（24 hours a day in this period）

- URL :

  https://zoom.us/j/95555041379

- Meeting ID : 955 5504 1379

- No password needed

You do not need a Zoom account.

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Additional notice

- When you join an online lesson, modify the display name according to the following format unless the lesson specifies a certain format.

  <mark>10850021_工大花子</mark>（"ID number"_"Full name"）

- MuroranIT wireless LAN is available for online lessons when you are in the buildings of MuroranIT.
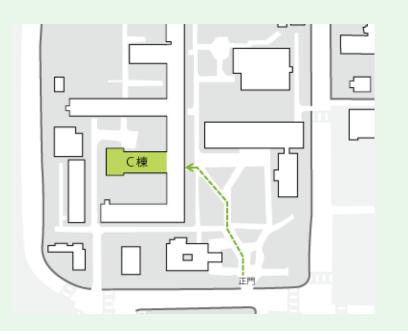
  SSID : ONLINE-CLASS
  PSK : MurokoudaiLan

Note that too many concurrent connections can slow down the network speed.

Appendix

Help desk

When you have any troubles with MuroranIT information systems, please feel free to contact Help desk in Center for ICT education (情報教育センター) on the 3rd floor of Education research building #1 (教育研究1号館・C棟3階).

Please bring you own PC to Help desk if possible.