

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 from MuroranIT
- Obtain announcements and materials 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

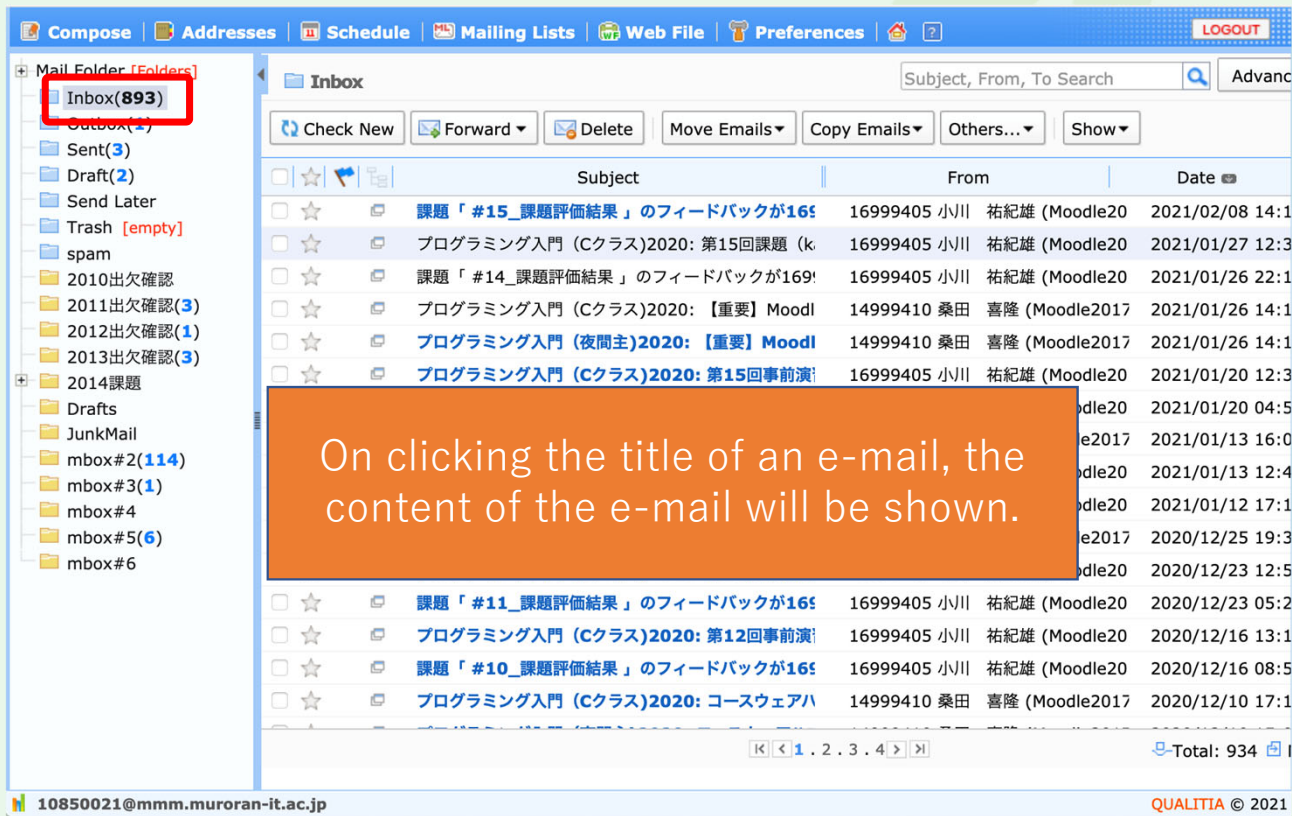
The screenshot shows the homepage of the Center of ICT Education at Muroran Institute of Technology. The header includes the logo and name '情報教育センター ICT education center'. A navigation menu contains links for 'センターについて', '在学生の方', '教職員の方', 'Q&A', 'サイト表示について', and 'はじめて利用する方へ'. A yellow notice bar states: 'お知らせ 情報メディア教育センターの名称が情報教育センターになりました。'. Below this, there are two large green buttons: '設置PC・実習室を使う' and 'ネットワークに接続する'. On the right side, there is a red-bordered box around the 'Webメール' link in the 'リンク' section. Other links include '教員用 Portal Menu' and a list of Moodle courses from 2010 to 2017.



The screenshot shows the login page for the Webmail System. The header includes the logo and name '室蘭工業大学 MURORAN INSTITUTE OF TECHNOLOGY'. A 'LANGUAGE' dropdown menu is visible. The main content area is titled 'WEBMAIL SYSTEM' and contains a login form with fields for 'User ID' and 'Password', and a 'LOG IN' button. A red-bordered box highlights the 'User ID' and 'Password' fields. An orange callout box points to the 'LANGUAGE' dropdown with the text 'Select your language'. Another orange callout box points to the 'User ID' and 'Password' fields with the text 'Enter your ID and password on Account Notice'. Below the login form is a 'NOTICE' section with a list of recent notices, including dates and titles like '2017/06/15 【重要】メール本文を印刷できない現象'.

Check e-mails

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



Compose | Addresses | Schedule | Mailing Lists | Web File | Preferences | LOGOUT

Mail Folder [Folders]

- Inbox(893)
- Outbox(2)
- Sent(3)
- Draft(2)
- Send Later
- Trash [empty]
- spam
- 2010出欠確認
- 2011出欠確認(3)
- 2012出欠確認(1)
- 2013出欠確認(3)
- 2014課題
 - Drafts
 - JunkMail
 - mbox#2(114)
 - mbox#3(1)
 - mbox#4
 - mbox#5(6)
 - mbox#6

Inbox

Subject, From, To Search | Advanced

Check New | Forward | Delete | Move Emails | Copy Emails | Others... | Show

	Subject	From	Date
<input type="checkbox"/>	課題「#15_課題評価結果」のフィードバックが169!	16999405 小川 祐紀雄 (Moodle20	2021/02/08 14:1
<input type="checkbox"/>	プログラミング入門 (Cクラス)2020: 第15回課題 (k	16999405 小川 祐紀雄 (Moodle20	2021/01/27 12:3
<input type="checkbox"/>	課題「#14_課題評価結果」のフィードバックが169!	16999405 小川 祐紀雄 (Moodle20	2021/01/26 22:1
<input type="checkbox"/>	プログラミング入門 (Cクラス)2020: 【重要】Moodl	14999410 桑田 喜隆 (Moodle2017	2021/01/26 14:1
<input type="checkbox"/>	プログラミング入門 (夜間主)2020: 【重要】Moodl	14999410 桑田 喜隆 (Moodle2017	2021/01/26 14:1
<input type="checkbox"/>	プログラミング入門 (Cクラス)2020: 第15回事前演	16999405 小川 祐紀雄 (Moodle20	2021/01/20 12:3
<input type="checkbox"/>		16999405 小川 祐紀雄 (Moodle20	2021/01/20 04:5
<input type="checkbox"/>		16999405 小川 祐紀雄 (Moodle2017	2021/01/13 16:0
<input type="checkbox"/>		16999405 小川 祐紀雄 (Moodle20	2021/01/13 12:4
<input type="checkbox"/>		16999405 小川 祐紀雄 (Moodle20	2021/01/12 17:1
<input type="checkbox"/>		16999405 小川 祐紀雄 (Moodle2017	2020/12/25 19:3
<input type="checkbox"/>		16999405 小川 祐紀雄 (Moodle20	2020/12/23 12:5
<input type="checkbox"/>	課題「#11_課題評価結果」のフィードバックが169!	16999405 小川 祐紀雄 (Moodle20	2020/12/23 05:2
<input type="checkbox"/>	プログラミング入門 (Cクラス)2020: 第12回事前演	16999405 小川 祐紀雄 (Moodle20	2020/12/16 13:1
<input type="checkbox"/>	課題「#10_課題評価結果」のフィードバックが169!	16999405 小川 祐紀雄 (Moodle20	2020/12/16 08:5
<input type="checkbox"/>	プログラミング入門 (Cクラス)2020: コースウェアハ	14999410 桑田 喜隆 (Moodle2017	2020/12/10 17:1

Total: 934

10850021@mmm.muroran-it.ac.jp | QUALITIA © 2021

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 MuroanIT make an important announcement by e-mail.

Attention

Be careful not to forget to configure the setting to allow e-mails from *@mmm.muroan-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"**

The screenshot shows the 'Preferences' page with several options: 'Customize My Preferences', 'Change Personal Information', 'Block', 'Automatic Sorting', 'Set External Mail Servers', and 'Forwarding'. The 'Forwarding' option is highlighted with a red box. A blue arrow points from this box to the right-hand screenshot.

The screenshot shows the 'Forwarding' configuration page. The 'Save copies in my mailbox' checkbox is checked and highlighted with a red box. The 'Email' input field is also highlighted with a red box. The 'Add' button at the bottom is highlighted with a red box. A warning message at the bottom states: "You cannot forward the "Confidential" email marked by the sender."

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

あなたのユーザ名またはパスワードを
入力してください

ユーザ名

パスワード

ユーザ名を記憶する

ログイン

Enter your ID and
password on
Account Notice

Moodle2017 English (en) 工大 花子 10850021

遠隔授業支援2021前期

Home / Courses / 2021前期 / その他利用 / 遠隔授業支援2021前期 / Enrol me in this course / Enrolment options

Navigation

- Home
- Dashboard
- Site pages

Enrolment options

遠隔授業支援2021前期

Teacher: 教育支援係, 教育支援係

授業を受講するための情報を提供し

情報セキュリティ入門2020 (夜間主)

PC環境アンケート

PCおよびインターネット接続環境についてのアンケート(教員用)

学生遠隔授業2020


Self enrolment (Student)

No enrolment key required.

Enrol me

Enroll in Moodle page of your course (continued)

- Download a course schedule sheet.



The screenshot shows a Moodle course page for '遠隔授業支援2021前期'. The user is logged in as '工大 花子 10850021'. A notification states 'You are enrolled in the course.' The page title is '遠隔授業支援2021前期'. The breadcrumb trail is 'Home / Courses / 2021前期 / その他利用 / 遠隔授業支援2021前期'. The left sidebar contains navigation and administration options. The main content area is titled '連絡と問い合わせ' and contains a list of PDF files for course schedules, which are highlighted with a red box:

- (リンク付き)R3年度前期大学院授業時間割(MC1).pdf
- (リンク付き)R3年度前期大学院授業時間割(MC2).pdf
- (リンク付き)R3年度前期学部授業時間割(1年生).pdf
- (リンク付き)R3年度前期学部授業時間割(2年生).pdf
- (リンク付き)R3年度前期学部授業時間割(3年生).pdf
- (リンク付き)R3年度前期学部授業時間割(4年生).pdf
- (リンク付き)R3年度前期学部授業時間割(夜間主).pdf

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.

令和2年度 前期授業時間割[昼間コース・2年次]

1時限 8:45~ 9:30 3時限 10:25~11:15
2時限 9:30~10:15 4時限 11:10~11:55

		創造工学科				
		1番~85番			86番以降	
月	1	微分積分C(Aクラス) J2085 桂田(窓口:竹ヶ原) N101				(前)
	2					(後)
	3	電気回路基礎(Aクラス) J3007 川口、加野、武田、渡邊(浩) N40	電気回路基礎(Bクラス) J3008 川口、加野、武田、渡邊 N303	電磁気学基礎(Cクラス) J3013 長谷川(弘)、酒井 A304	電磁気学基礎(Dクラス) J3014 長谷川(弘)、酒井 C208	
	4					
	5	現代情報学概論(Aクラス 学籍番号 1番~114番) J3035 小川 N305				
	6					
	7	電磁気学基礎(Aクラス) J3011 関根、福田、渡邊(浩) A333	電磁気学基礎(Bクラス) J3012 関根、福田、渡邊(浩) C207	確率統計(Cクラス) J3040 北沢 C107、C309、C310		
	8					
	9	英語リーディング演習B(開始時間を遅らせる) (Aクラス)F1049 (Bクラス)F1050 (Cクラス)F1051 (Dクラス)F1052 (Eクラス)F1053 (Fクラス)F1054 C305、C306、C307、C309、C310、N101、N303、N306 橋本、塩谷、島田、三村、高久、深澤、未定				
	10					
火	1	(前半8週)流れの力学A(Aクラス) J3019 吉田(英) (後半8週)流れの力学B(Aクラス) J3021 風間 A304	(前半8週)熱力学基礎A(Bクラス) J3024 今井 (後半8週)熱力学基礎B(Bクラス) J3026 廣田 N401			
	2	[OD]				
	3					
	4			微分積分C(Cクラス) J2087 加藤(正) N209	微分積分C(Dクラス) J2088 高橋(雅) N303	
	5	(前半8週)熱力学基礎A(Aクラス) J3023 今井 (後半8週)熱力学基礎B(Aクラス) J3025 廣田 N401	[OD] (前半8週)流れの力学A(Bクラス) J3020 吉田(英) (後半8週)流れの力学B(Bクラス) J3022 風間 A304			
	6					

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)”

Moodle2017 English (en) 工大 花子 10850021

電気回路基礎 (Aクラス) _2020

Home / Courses / 2020前期 / 授業用 / 電気回路基礎 (Aクラス) / Enrol me in this course / Enrolment options

Navigation

- Home
- Dashboard
- Site pages
- My courses
 - 情報セキュリティ入門 (夜間主) _2021
 - 遠隔授業支援2021前期
 - プログラミング入門 (Cクラス)2020
 - プログラミング入門 (夜間主)2020
 - 現代情報学概論 (創造工学科・Aクラス) 2020
 - 情報セキュリティ入門 2020 (Dクラス)
 - 情報セキュリティ入門 2020 (夜間主)

Enrolment options

電気回路基礎 (Aクラス) _2020

Teacher: 加野 裕 10999438 2020年度前期
Teacher: 川口 秀樹 10999444
Teacher: 武田 圭生 10999510
Teacher: 渡邊 浩太 12999605
Teacher: 高橋 一弘 14999807

Self enrolment (Student)

No enrolment key required.

Enrol me **Press and enroll yourself**

Administration

- Course administration
 - Unenrol me from 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.

※ if you enrolled a course by mistake, press the unenrolling button in the middle of the page and unenroll yourself from the course.
(If 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.

Additional notice

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

10850021_工大花子 (“ID number”_“Full name”)

- MurooranIT wireless LAN is available for online lessons when you are in the buildings of MurooranIT.

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 your own PC to Help desk if possible.