

moodle+R | Quick Manual for Students

Please refer to this manual when instructed to use moodle+R in class.

Access moodle+R from the banner link in “my page” on manaba+R.

*Please log-in with your RAINBOW email address (including “@” and beyond) and password.

You can make a request for early use to access course features as same as manaba+R (Self enrollment). Please refer to the relevant section of the Study Support Site.

Please follow the instructions from your instructor when using moodle+R.

Important notes:

University announcements will continue to be sent via manaba+R. Please be sure to check manaba+R as well.



Basic terms

Basic terms used in moodle+R

	Terms	Description of terms
1	Dashboard	The first page that appears after logging-in to moodle+R. It corresponds to “My Page” in manaba+R.
2	Course	The course you are taking. Similar concept as manaba+R.
3	Role	The user role within a course. Students are generally registered to be in the role of “student”.
4	Course Top	The first page of the course that you moved from the dashboard. It displays course contents and navigation.
5	Section	Divided areas in the course. The instructor can change the name of each section.
6	Contents	A generic term for “Activities” and “Resources” etc. that the instructor places in the course.
7	Activities	A generic term for materials that allows interaction between the instructor and students, or between students in the course. The activities available in moodle+R include assignments, quizzes, forums, etc.
8	Resources	A generic term for resumes, course materials, and other materials that the instructor distribute to students in the courses. It corresponds to “Resources” in manaba+R. The resources available in moodle+R include files, folders, books, pages, and URLs.

Dashboard - The first screen after logging in

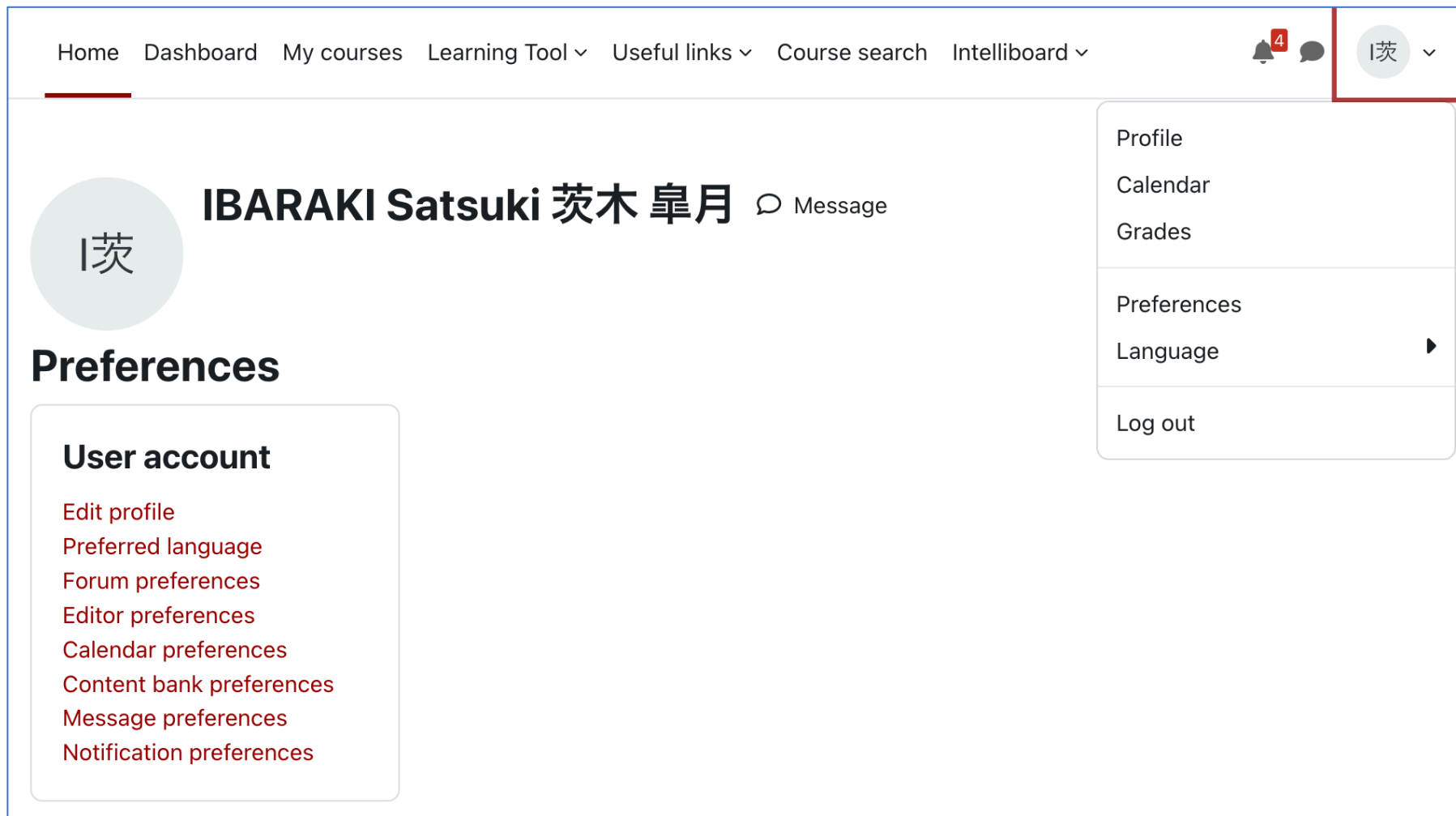
The screenshot shows the Moodle+R dashboard interface. Red boxes and numbers highlight specific elements:

- (1) Top navigation bar: Home, Dashboard, My courses, Learning Tool, Useful links, Course search, Intelliboard.
- (2) Course overview section: Includes filters for 'Future', 'Search', 'Sort by last accessed', and 'Summary'. It displays a 'DEMO COURSE' with a progress bar at 0% complete.
- (3) Timeline section: Shows a list of activities with dates. For Sunday, 6 October 2024, there is a 'Quiz 1' at 10:00. For Saturday, 12 October 2024, there is an 'essay 2' at 11:00. For Thursday, 17 October 2024, there is a 'Quiz 2' at 10:00.
- (4) Notification icon (bell) in the top right.
- (5) 'Edit mode' toggle switch in the top right.
- (6) Calendar widget showing October 2024.
- (7) 'Learning tools' icon (pencil and eraser) in the bottom right corner.

		Description
(1)	Menu	You can access the following pages from the menu. Dashboard: The title this page. My Courses: A list of courses you are currently enrolled in. Learning tools: You can view the bookmarks and notes you have added on moodle+R. To add bookmarks and notes, click on the icon (7) in the lower right corner of the page. Useful links: Links to the university website, etc.
(2)	Course overview	A list of the courses you are enrolled in.
(3)	Timeline	A list of deadlines of assignments.
(4)	Notifications, Messages, Preferences	(From left to right) Notifications: Notifications from moodle+R. Messages: Messages between instructors and students. Preferences: Personal settings such as language, notification settings, etc.
(5)	Edit mode	By switching to edit mode, you can add blocks to the dashboard, move the blocks around, and make simple customizations.
(6)	Block Drawer	The blocks added to the dashboard are displayed in this area. You can place the blocks in the center area as well.
(7)	Learning tools	Press this button to activate the Learning Tool to add bookmarks or notes on any page on moodle+R.

Preferences - Personal settings

Go to the Preferences menu screen from the personal settings icon in the upper right corner to set your language, notifications, and other personal settings.



The screenshot displays the Moodle user interface. At the top, a navigation bar includes links for Home, Dashboard, My courses, Learning Tool, Useful links, Course search, and Intelliboard. On the right side of this bar are notification icons (a bell with a red '4' and a speech bubble) and a user profile icon labeled 'I茨' with a dropdown arrow. A red box highlights this user icon. Below the navigation bar, the main content area shows a user profile for 'IBARAKI Satsuki 茨木 皐月' with a circular profile picture containing the character 'I' and the name '茨'. To the right of the profile is a 'Message' button. Below the profile, the 'Preferences' section is visible, listing various settings: User account, Edit profile, Preferred language, Forum preferences, Editor preferences, Calendar preferences, Content bank preferences, Message preferences, and Notification preferences. On the right side of the main content area, a dropdown menu is open, showing options: Profile, Calendar, Grades, Preferences, Language (with a right-pointing arrow), and Log out.

Preferences - How to switch preferred language

The default language in moodle+R is set to Japanese for all students.

Go to the Preferences menu screen from the personal settings icon in the upper right corner to switch your preferred language. (Click “プレファレンス”>“優先言語”)

The screenshot shows the moodle+R user interface. At the top, there is a navigation bar with links: Home, ダッシュボード, マイコース, 学習機能, リンク集, Course search, and Intelliboard. On the right side of the navigation bar, there is a user profile icon labeled '茨I' with a dropdown arrow. A red box highlights this icon. Below the navigation bar, the main content area shows the user's profile: a circular profile picture with '茨I', the name '茨木 皐月 IBARAKI Satsuki', and a 'メッセージ' button. Below the profile, there is a 'プレファレンス' (Preferences) section. A red arrow points from the '茨I' icon in the navigation bar to the '優先言語' (Preferred Language) option in the 'ユーザアカウント' (User Account) section of the preferences. The '優先言語' option is highlighted with a red box. Other options in the 'ユーザアカウント' section include 'プロフィールを編集する', 'フォーラムプレファレンス', 'エディタプレファレンス', 'カレンダープレファレンス', 'コンテンツバンクプレファレンス', 'メッセージプレファレンス', and '通知プレファレンス'. On the right side of the main content area, there is a sidebar menu with options: 'プロフィール', 'カレンダー', '評価', 'プレファレンス' (highlighted with a red background), '言語設定', and 'ログアウト'.

Preferences - How to switch preferred language

In the preferred language (優先言語) screen, you can switch your language.
Note that changing your preferred language here will only affect the Moodle interface and not the actual course content.

プレファレンス / 優先言語

 **茨木 皐月 IBARAKI Satsuki**  メッセージ

優先言語

優先言語

English (en) ▼

変更を保存する キャンセル

Course - Course top page

The screenshot shows the Moodle Course top page for '202507: SampleCourse'. The page is divided into three main sections:

- (2) Block drawer:** Located on the left, it contains a list of course blocks including 'General', 'New section', 'Sample Questionnaire', 'Sample Questionnaire2', 'Sample Assignment', 'Sample quiz', and several 'New section' buttons.
- (1) Course content area:** The main area of the course, currently showing the 'General' section with an 'Announcement' (アナウンスメント) and several 'New section' buttons.
- (3) Course summary and activities:** Located on the right, it includes a 'Course summary' (This is a sample course), a list of 'Activities' (Assignments, Attendances, Choices, Forums, Questionnaires, Quizzes, Resources, Wikis, Workshops), and a 'Message My Teacher' button with the contact information 'Ichiro Ritsumei 立命 一郎'.




	Block name	Description
(1)	Content area (Section)	Course content such as quizzes, assignments, resumes, etc. will be displayed here. The instructor may change the number of sections or section title.
(2)	Course index	Shortcuts to sections in the course, activities in each section, and to resources.
(3)	Block drawer	The blocks available in the course are displayed. The instructor may change the location of the blocks or hide them.

Course - Blocks in the course

Course summary

This is the course for demo use.

Activities

-  Assignments
-  Forums
-  Quizzes

Completion Progress

NOW



Mouse over or touch bar for info.

Message My Teacher

- Ichiro Ritsumeai 立命 一郎

Description of a standard course blocks. The instructor can change the block location or hide them.

Block name	Description
Course summary	the outline of the course (day of the week and period, instructor(s), etc.)
Activities	In moodle+R, activities and resources can be created by the instructor for any section in the course. For example, a “quiz” may be created for both “Topic 1” and “Topic 2”. By clicking on the title of an activity in the activity block, you can see a list of all the activities in the course by category.
Completion Progress	The progress status of the activity is displayed according to the completion conditions set by the instructor. You can check unsubmitted assignments here.
Message My Teacher	You can send a message to the course instructor. Files cannot be attached.

【 Examples of activity block usage 】

In the example below, a quiz and assignment are placed in Topic 1, and the quiz is also placed in Topic 2.

Topic 1	Quiz: 1 Progress: 0 / 1
Topic 2	Quiz: 1 Assignment: 1 Progress: 0 / 2

When you select “Quizzes” in the activity block, all quizzes in the course will be listed.


Quizzes


Topic	Name	Quiz closes	Grade
Topic 1	Quiz 1	Sunday, 6 October 2024, 10:00 AM	
Topic 2	Quiz 2	Thursday, 17 October 2024, 10:00 AM	


Course - Course Contents


In each section in a course, the activities and the resources provided by the instructor are shown.
There are various types of the activities, such as quiz, assignment, questionnaire, forum, attendance, etc.
And also there are various formats of presenting information, such as creating a simple webpage and posting files and URLs.


Click and check the contents.

 **Topic 1**

 Sample page

 Sample Assignment
Opened: Thursday, 18 September 2025, 1:00 PM **Due:** Friday, 19 September 2025, 1:00 PM

 PDF file PDF
192.2 KB · Uploaded 1/09/25, 16:22

 Sample quiz

Course - Submitting quizzes

Example of the process for submitting a quiz

2507samplecourse / Topic 1 / Sample quiz 1

Sample quiz 1

To do: Make attempts: 1

This is a sample quiz

Attempt quiz

Attempts allowed: 1

When the test has a time limit

Start attempt

Time limit

Your attempt will have a time limit of 10 mins. When you start, the timer will begin to count down and cannot be paused. You must finish your attempt before it expires. Are you sure you wish to start now?

Start attempt Cancel

Attempt screen

Question 1
Not yet answered
Flag question

Answer in five katakana characters for the word that fits in the blank.
The current British dynasty is the " " Dynasty

Answer:

Question 2
Not yet answered
Flag question

Match the following countries with their correct capitals.

Canada

Japan

U.K.

U.S.A

China

Question 3
Not yet answered
Flag question

The area of a 2m square piece of land is " " square meters.

Answer:

Finish attempt ...

Attempt summary

Sample quiz 1

Summary of attempt

Question	Status
1	Answer saved
2	Answer saved
3	Answer saved

Return to attempt

Submit all and finish

Submit all your answers and finish?

Once you submit your answers, you won't be able to change them.

Cancel **Submit all and finish**

Done!

Access to a quiz in a course and go to the quiz answer page.
Depending on the instructor's settings, a time limit may be given, multiple quiz attempts may be allowed, and so on.

Submission will proceed as followed:
Quiz starts → Answer page → Submission page → Submission confirmed → Done

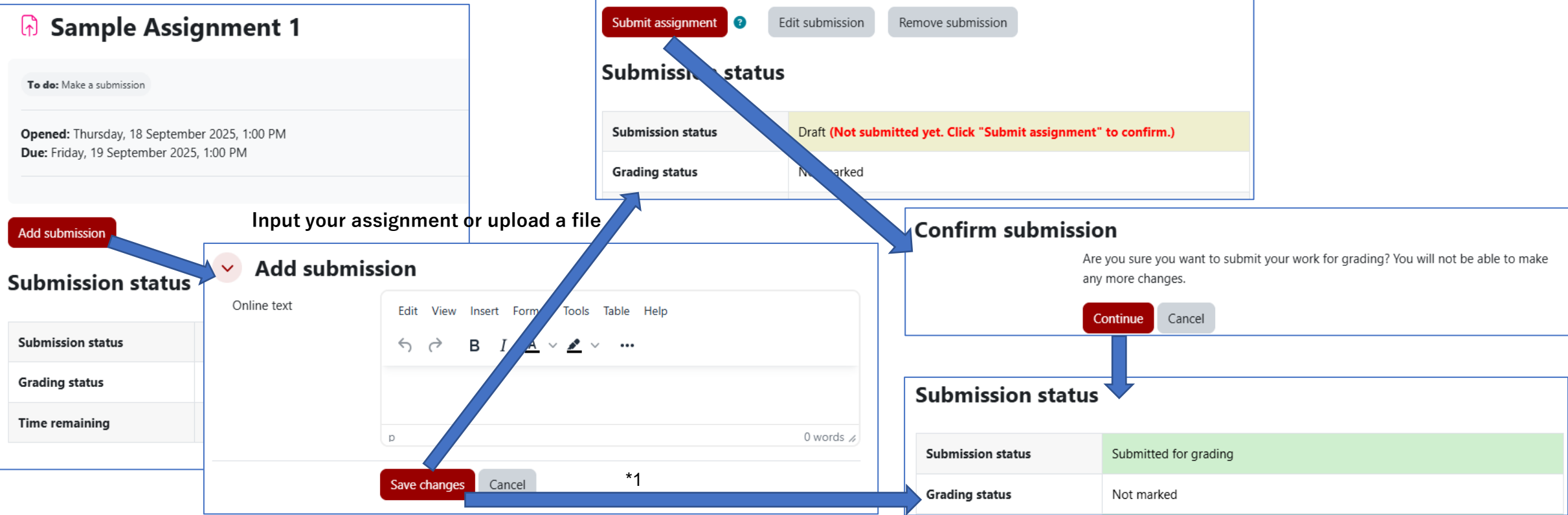
Once the completion conditions set by the instructor are met, the status will be updated and displayed.

Done

You must
• Make attempts: 1

Course - Submitting assignments

Example of the process for submitting an assignment



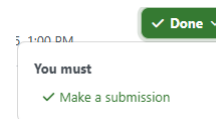
Access to an assignment in a course and go to the submission page.
Depending on the instructor's settings, online text input or file submission, multiple submissions may be allowed, and so on.

Submission will proceed as followed:

Add submission → Input screen → Confirm submission → Submission confirmed → Done

If the status is "Draft", the submission is not complete. Please make sure that the status is "Submitted".

Once the completion conditions set by the instructor are met, the status will be updated.



Done!

*1 Depending on your instructor's settings, the status may transition to "Submitted" without going through the submission confirmation screen.

In this case, you can always edit or delete your submission as long as it is within the assignment acceptance period.

Course - Submitting attendance (QR code)

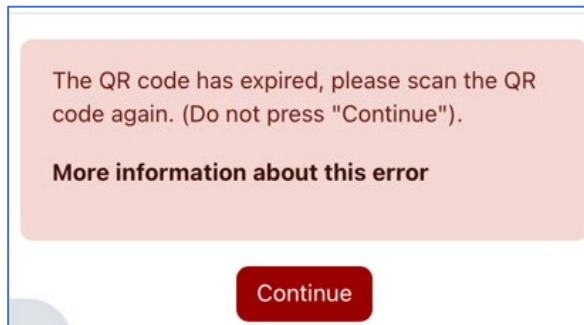


In moodle+R, there are various submission methods for attendance, depending on the instructor's settings.

- If the QR code is given by the instructor

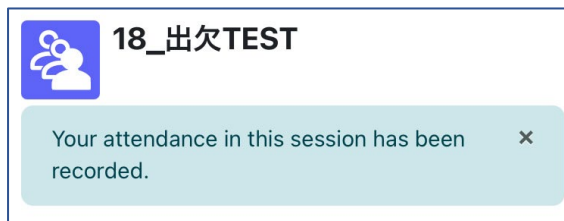
- ※ It will go smoother if you log in to moodle+R on the default browser of the device you want to scan with first.

1. Scan the QR code displayed with your smartphone or other device.
QR codes may be fixed or may change at regular intervals.
* If they change at regular intervals, the time remaining until the next change will be displayed below the QR code.



2. If you are asked to log in to moodle+R, log in using your RAINBOW email address and password.
* If the QR code expires while you are logged in, you will get an error after you have logged in (see left figure).
In that case, please scan the QR code again while you are still logged in (you can read it as many times as you like within the session time).
* It is smoother if you log in to moodle+R before scanning the QR code

* **Do not click "Continue". Your attendance submission is not completed while this error occurs. Clicking "Continue" will not complete the submission, please make sure to scan the QR code again.**



3. Your status is submitted.

Course - Submitting attendance (Password)

In moodle+R, there are various submission methods for attendance, depending on the instructor's settings.

• If the password is given by the instructor

1. Select the attendance activity you want to record in a course.
(The location and title of activities may vary depending on the instructor.)



General

アナウンスメント

18_出欠TEST

Mark as done

2. Click "Submit attendance" in the session where you want to register your attendance.

Date	Description	Status	Points	Remarks
Mon 22 Sept 2025 11AM - 11:15AM	Regular class session	Submit attendance		

3. Enter the password provided by your instructor and attendance status, then click "Save changes".



Password !

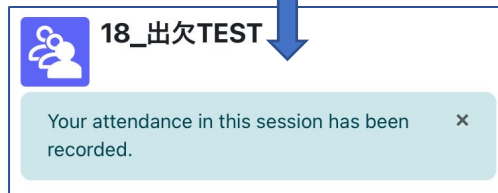
hgojt0

dummy student 1 ダミー学生1: !

☒ 出席/Present ☐ 欠席/Absent

Save changes Cancel

4. Your status is submitted.



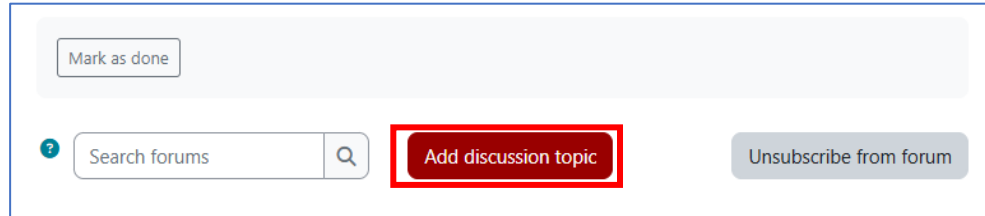
18_出欠TEST

Your attendance in this session has been recorded. ×

Course - Post and reply to a forum

Forum is a bulletin board function which can be used for discussions between students in the course.

Post a new discussion topic



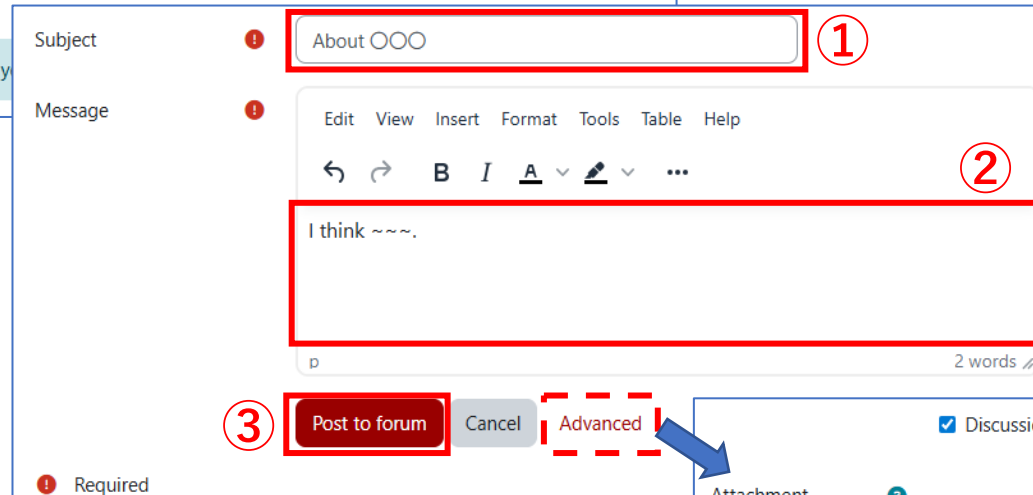
Mark as done

Search forums

Add discussion topic

Unsubscribe from forum

1. Click "Add discussion topic".



Subject

About ○○○

Message

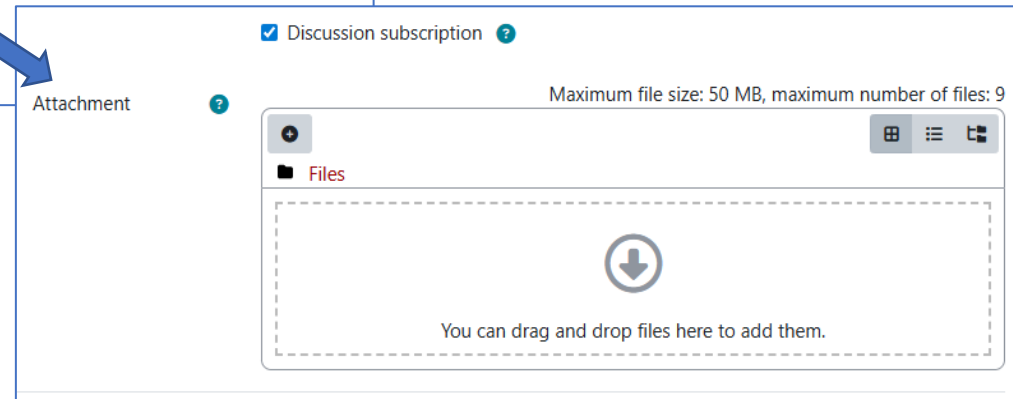
I think ~~~.

Post to forum Cancel Advanced

Required

2. Enter ①"Subject" and ②"Message", then click ③"Post to forum".

[Reference]
Click "Advanced" to
attach files.



Attachment

Discussion subscription

Maximum file size: 50 MB, maximum number of files: 9

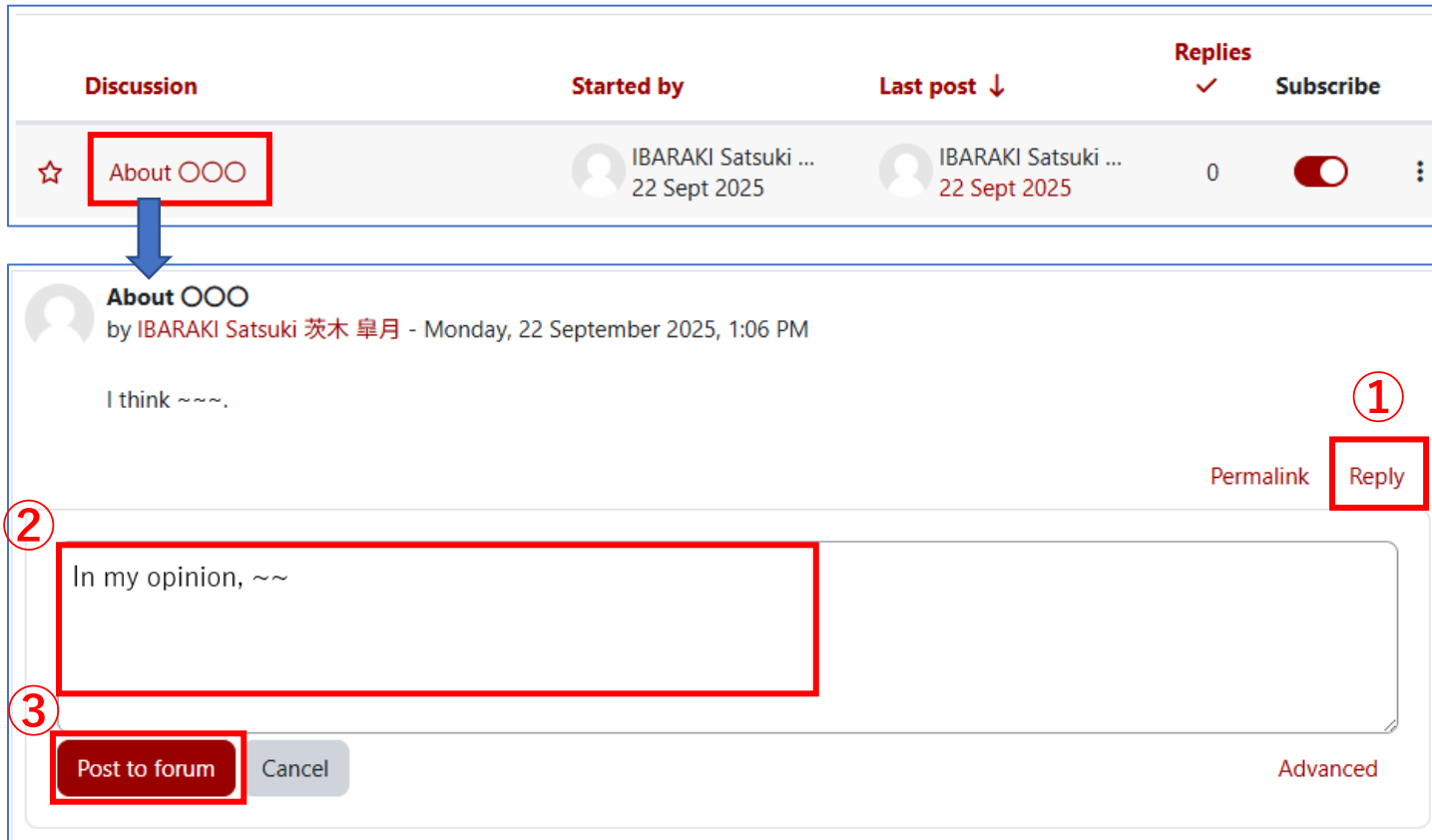
Files

You can drag and drop files here to add them.

Course - Post and reply to a forum

Forum is a bulletin board function which can be used for discussions between students in the course.

Reply to a post



The screenshot shows a Moodle forum interface. At the top, there is a table of discussions with columns: Discussion, Started by, Last post, Replies, and Subscribe. The first row shows a discussion titled 'About 000' started by 'IBARAKI Satsuki ...' on '22 Sept 2025', with 0 replies and a subscribe toggle. A red box highlights the discussion title, and a blue arrow points down to the discussion details.

Below the table, the discussion details are shown. The title 'About 000' is followed by 'by IBARAKI Satsuki 茨木 皐月 - Monday, 22 September 2025, 1:06 PM'. The content of the post is 'I think ~~~.'. To the right of the content, there are links for 'Permalink' and 'Reply' (labeled with a red circle 1). Below the content, there is a text input field (labeled with a red circle 2) containing the text 'In my opinion, ~~'. At the bottom left, there are two buttons: 'Post to forum' (labeled with a red circle 3) and 'Cancel'. At the bottom right, there is a link for 'Advanced'.

1. Click a discussion that you want to reply to.

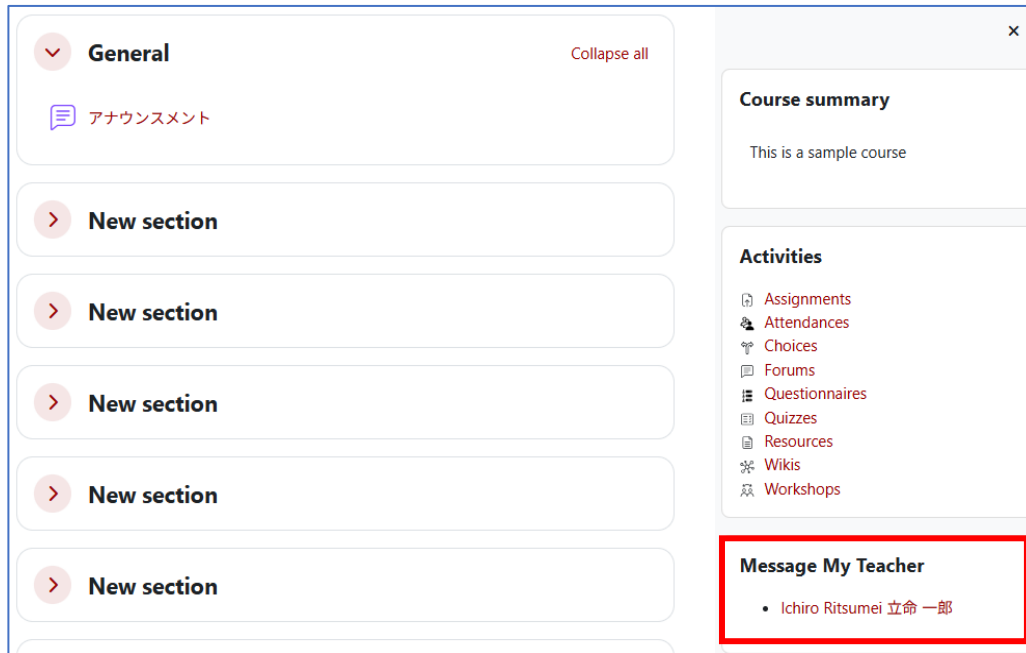
2. After clicking ①“Reply”, enter ②message and click ③“Post to forum”.

Course - Private contact to your instructor

To contact your instructor individually, you can use the "Message My Teacher" course block. **However, you cannot attach files.**

1. Click the instructor you want to contact with from "Message My Teacher" in the block drawer in the course.

2. Enter your message and click "Send".



The screenshot shows the Moodle course block drawer. On the left, there's a 'General' section with 'アナウンスメント' (Announcements) and several 'New section' buttons. On the right, there's a 'Course summary' section with 'This is a sample course' and an 'Activities' section listing various course activities. At the bottom right, the 'Message My Teacher' block is highlighted with a red box, showing a list of instructors with 'Ichiro Ritsumei 立命 一郎' selected.



The screenshot shows the 'Message My Teacher' form. The 'Message text' field is highlighted with a red box, showing the pre-filled text: '202507: SampleCourse Student ID number: 11111111111 I have a question regarding to ~~~.' The 'Send' button is also highlighted with a red box.

【Rule for use】

Please be sure to write the course name and your students ID number in the beginning, so that the instructor can identify which course you are a student in.