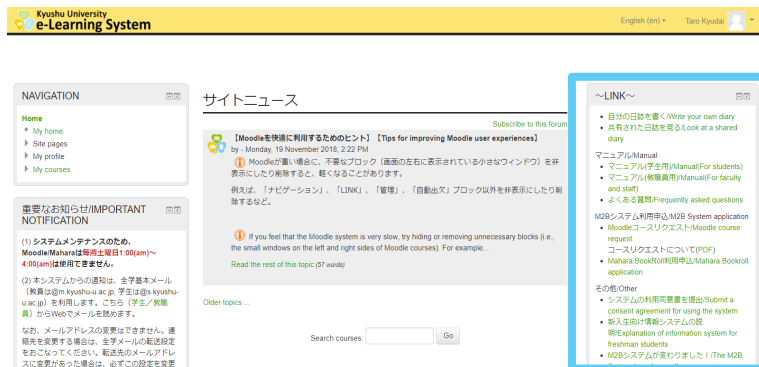


About course requests

If you intend to use Moodle during a class, you can create a course by making a course request. Only **faculty members** can make course requests.



〜LINK〜

- 自分の日誌を書く /Write your own diary
- 共有された日誌を見る/Look at a shared diary

マニュアル/Manual

- マニュアル(学生用)/Manual(For students)
- マニュアル(教職員用)/Manual(For faculty and staff)
- よくある質問/Frequently asked questions

M2Bシステム利用申込/M2B System application

- Moodleコースリクエスト/Moodle course request
- コースリクエストについて(PDF)
- Mahara.BookRoll利用申込/Mahara.Bookroll application

その他/Other

- システムの利用同意書を提出/Submit a consent agreement for using the system



How to make a course request

Make a course request by selecting either [class request] or [out of class request]. Please select [class request] in order to request a course for a normal class.

Class-linked requests

Year :	Semester :	Day of week :	Period of time :
All ▾	All ▾	All ▾	All ▾
Lecture id :	Lecture name :	Staff : (If you are responsible for in several faculty members , please enter the representative teachers)	
<input type="text"/>	<input type="text"/>	<input type="text"/>	
<input type="button" value="search"/>			

Non-class-linked requests

Class request

Creating a course is fast and simple when selecting from the list of classes already registered within the school information system.

The primary instructor for the class, as well as the user who makes the course request, will be registered in the teacher role for the course.

Out of class request

If you would like to prepare a course outside of class or if the class has not yet been registered within the school information system (if you cannot find the class by searching through the class request list), you can make an out of class request.

The user who makes the course request will be registered in the teacher role.

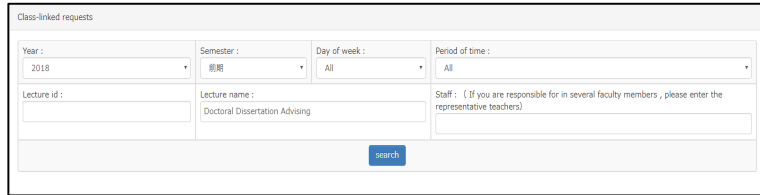
The course will be created once the administrator has approved the request.



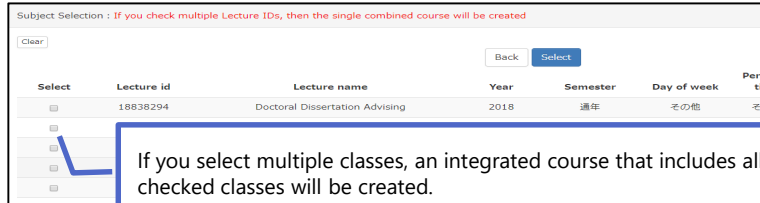
Class request

※One course is created per request

Step1 Filter the courses and search for the class



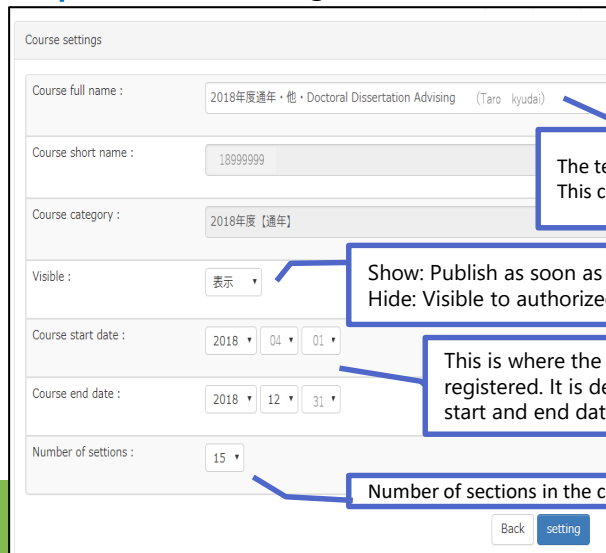
Step2 Select the class



Select	Lecture id	Lecture name	Year	Semester	Day of week	Period
<input checked="" type="checkbox"/>	18838294	Doctoral Dissertation Advising	2018	通年	その他	その他

If you select multiple classes, an integrated course that includes all of these checked classes will be created.
※Checking multiple classes does not mean that multiple courses will be created.

Step3 Course settings



The teacher's name is displayed. This can be edited as necessary.

Show: Publish as soon as the course has been created. Hide: Visible to authorized faculty only

This is where the automatic attendance function is registered. It is defined in relation to the class's start and end dates.

Number of sections in the course

Step4

Click [Create] after confirming that all of the settings on the confirmation screen are correct.

Step5 The course is created.



The user who requests the course, as well as the course's primary instructor, are registered in the [teacher] role.

- ◆ Course settings can be edited after the course has been created.
- ◆ Course request period
 - After a class has been registered with the school information system, course requests for the new academic year can be approved.
 - Can be approved on a rolling basis throughout the year.
- ◆ If you have created a course in error, please contact the M2B administrator.

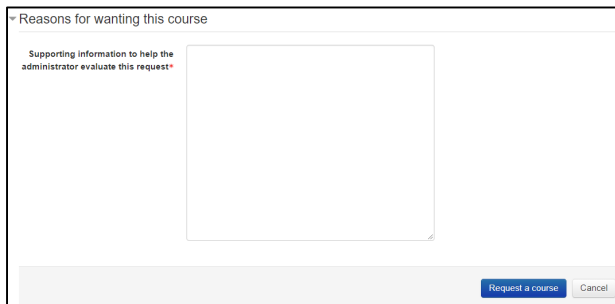
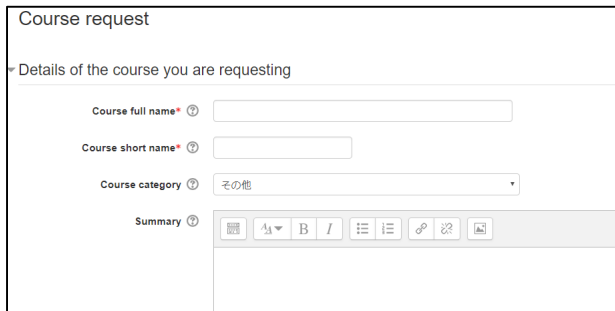
Out of class requests

※One course is created per request

Step1 Click the [Settings] button for out of class requests.



Step2 Fill in the details for the course you wish to request and click [Course request]



Step3 After making the request, the course is created as soon as the M2B administrator approves it

- ◆ The administrator will approve the request within 1 – 7 days.
- ◆ The user who made the request will be notified via their university email account as soon as the course has been approved or denied (in the event that the course request is denied, an explanation will be provided).
- ◆ In the event that a course request is denied, please resubmit the course request corrections have been made according to the details outlined in the explanation received.
- ◆ **The user who makes the course request** will be registered in the role of [teacher].

◆ Course request period

➤ Approved on a rolling basis, as necessary.

- ◆ 15 sections will be created by default. Please edit the number of sections according to need.
- ◆ The [Long course name] can also be changed in [Edit settings] after the course has been created.

