

## How to register to FUN Moodle, and access your online course

- In this class you will have to access a website called “**FUN Moodle**”.
- Before the next class, please access this website, and then register for the class.

### To do this you must:

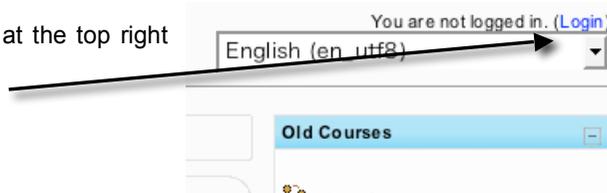
1. Start a web browser (Internet Explorer, Firefox, Mozilla, Safari, etc.)
2. Type in the following URL: <http://vle.c.fun.ac.jp/moodle/>

**Note:** If you are trying to access **FUN Moodle** from within FUN university, and you get an error message, it may be because your proxy setting is wrong. When in the university, you will need to have your 'Automatic configuration URL (自動でプロキシを設定する (URL) , or 自動構成スクリプトを使用する) set as follows: <http://auto.fun.ac.jp:8001/fun.pac>.

See the separate handout titled “**Accessing FUN Moodle from within the University**” to learn how to do this.

3. Once you have accessed **FUN Moodle**, make a bookmark (お気に入り、ブックマーク) of the URL; you will need to access it again!

4. Click on 'Login' at the top right of the screen



5. You will then see the login screen:

6. Click on the [Create new account] button

7. You will then see this:

8. Think of a 'Username' and 'Password' and then type them: think of a secure password:

### 良い安全なパスワード

- 大文字と小文字を使う
- 文字と一緒に数字や区切り記号を入れる
- 覚えやすいが書きにくい
- 7文字か8文字
- 速く打てる

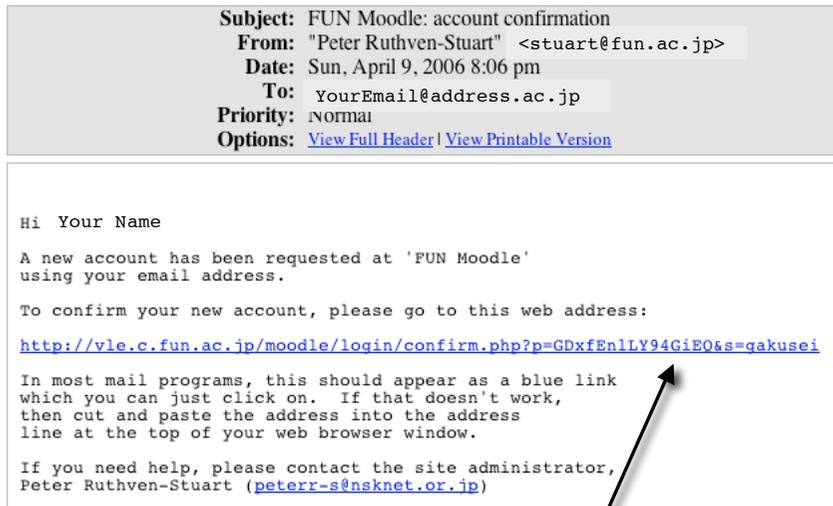
9. When you have filled in EVERY BOX using the roman alphabet (ローマ字), click on the [Create my new account] button

10. You will then see this message, read it:

... and then click on the [Continue] button.

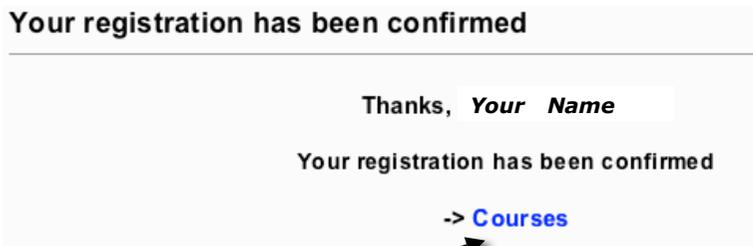
11. Wait a few minutes and then check your email.

12. You should get an email message like this:



13. Click on the long URL to confirm your registration.

14. This will open the following message in your Internet browser:



15. Click on **Courses**

16. A window with all the available courses will open. Click on the name of your course:

My FUN Moodle Course is called:

17. You will then see this message (if you do not see this message, then there is no enrolment key for your online course, go to step 21.):



18. Type in the [Enrolment Key] (登録キー). If you don't know what the Enrolment Key, ask your teacher.

My Enrolment Key is:

You will only need this 'Enrolment Key' once. You will not need it again once you have entered your course.

19. Then click on the [Enroll me in this course] (このコースに登録) button.

20. You will then enter your course.

21. The first thing you should do is to **edit your profile**. To do this, click on your name which appears at the top-right or bottom of most windows.



In the edit profile page, you should check your email address is correct, type in your ID Number (学籍番号), and then write a short Self-Introduction in the 'Description' (自己紹介) section'. **Other students in your class will be able to read this!** Also, upload a picture or photo that you don't mind your classmates seeing.

22. Finally, have a look around the course.

If you are not sure what to do, or have any questions about 'FUN Moodle', please contact your teacher.

My teacher's email / phone number is \_\_\_\_\_