# Information Security Lecture Attending Manual

## English Version 4<sup>th</sup> Edition

Editor	Information Technology Center	
Creation Date	2019. 04. 12	
Update Date	2021. 04. 08	

## Introduction

#### About Information Security Lecture

A menace of the information security increases in the university, and it is necessary to perform the measures recently. We lecture on information security measures to plan the certain enforcement of improvement and measures of the information security awareness of the university member as the measures.

The person targeted for the attendance is all staff and undergraduate student, graduate student.

The attendance of this lecture is required. When attendance is not completed within during an attendance period (90 days), your MID is stopped (access to medical department portal site is stopped, too). If you started for your new post or entered it in the middle year, you must take lectures within 90 days from the day when you started for your new post or entered it.

The attendance of this lecture is necessary to validate MID again when MID is stopped. Please offer the one that wants to validate MID again to IT center. While MID becomes effective temporarily, you must complete attendance of this lecture. When you are not complete the lecture within a period, it is stopped again.

In addition, the enforcement and the mandatory this lecture were decided in the third Information Security Committee in 2015.

#### About this manual

This manual shows the attendance method of "the Information Security Lecture". Along an attendance procedure, we comment on an operation method. When you do not understand an attendance method, please take lectures with reference to this manual. This manual consists of the following items. Look at a percessary part

This manual consists of the following items. Look at a necessary part.

- 1. Access to Lecture Page
- 2. Attend a Lecture
- 3. Examination
- 4. Logout
- 5. Confirmation of the learning state

#### **Contact Information**

Please directly contact us using the contact information below.

IT center e-mail: <u>query@cc.miyazaki-u.ac.jp</u> Direct phone: 0985-58-2867 Extension: 2867, 7842

## 1. Access to Lecture Page

## Access to Top Page

Start a web browser and access to <u>https://elg.cc.miyazaki-u.ac.jp/moodle/?lang=en.</u> Click "情報セキュリティ対策講習", then click "〇〇年度情報セキュリティ対策講習".

→ m https://elg.cc.miyazaki-u.ac.jp/moodle/?lang=en	- □ × 検索 <u>P▼</u> ↑★ ✿ 《
■ 情報セキュリティ対策講習 English (en) ▼	You are not logged in. (Log in)
情報セキュリティ対策講習	
お知らせ	
令和 2 年度情報セキュリティ 対策講習について(About Information Security Lecture 2020) by 管理者 情報基盤センター - Monday, 13 April 2020, 9:38 AM	
令和 2 年度情報セキュリティ対策講習は4月14日(火)より開始いたします。本学のMIDの発行を受 We will start the Information Security Lecture 2020 on April 14th. Please take the lecture.	けている方は全員受講してください。
	Permalink Discuss this topic (0 replies so far)
Available courses	
♥ 令和2年度情報セキュリティ対策講習	<b>#</b> ]

## Login Page

Input your ID and password of MID, and click "Login" button.

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You are not logged in. <u>Home</u> Data retention summary Get the mobile ann			
Get the mobile app			

#### Change Language

If indicate is not English, you click the "日本語(JA)" link and set language setting for "English (en)".



#### Enrolment

When "Enrolment options" is displayed, you have not been enrolled to this lecture yet. Please click a "Enroll me" button. (When you have been enrolled to this lecture, this is not showed.)



#### Contents

Contents have "日本語版(Japanese version)" and "English version", please attend "English version". The contents are comprised of "Text" and "Test".



## 2. Attend a Lecture

#### **Select Text**

Click the "Text". Another Window is opened.



#### Start Learning

Click the "Start Learning" button.



#### **Structure of Contents**

The text is shown. Left side shows a chapter menu and right side shows the texts. You can look at the texts that you want to study with clicking a chapter. If you have finished learning, close this window.



## 3. Examination

#### **Select Tests**

Click the "Test".



#### Take an Examination

Click the "Attempt quiz now" button.



#### **Answer Questions**

Answer all questions. When you answer all question, click the "Finish attempt ..." button.



#### Send the Answers

The summary of attempt is shown. When you want to change the answer, click the "Return to attempt" button. When you finish an answer, click the "Submit all and finish" button.



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講習		
U Badges	32	Not yet answered
Competencies	33	Not yet answered
I Grades		Return to attempt
🗅 General		Submit all and finish
🗅 日本語版	Confirmation	×
🗅 English Version	→ Text(2020 Once you submit, you will r	an longer be
# Home	able to change your answe	rs for this
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🛗 Calendar		
r My courses	22 23 24 25 26 27 28 29	30 31 32 33
■ R2情報セキュリティ対策	Finish attempt	

## **Check Right or Wrong**

An answer is sent, and the right/wrong and correct answer are shown.

← → https://elg.cc.miyazaki-u.ac.jp/mood m Test (2020) : Attempt review ×	le/mod/quiz/review.php?attem	ー ロ × pt=40983&cmid=328 ・ 🔒 🖒 検索 ・ P ・ 🏠 ☆ 😑
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Badges	Home / My courses /	/ R2情報セキュリティ対策講習 / English Version / Test(2020)
Competencies		
I Grades	Started on State	Monday, 13 April 2020, 9:59 AM Finished
🗅 General	Completed on Time taken	Monday, 13 April 2020, 10:00 AM 56 secs
🗅 日本語版	Marks Grade	0/132 0 out of 120 (0%)
🗅 English Version	Feedback	Review the text again and repeatedly take the test until you get all the correct answers. (The attendance is incomplete.)
🖨 Home		
🚯 Dashboard	Question <b>1</b> Not answered	Select the best answer regarding sharing the school or organization's network.
🛗 Calendar	Marked out of 4	Select one: <ul> <li>a. A large-sized file no longer needed can be left on a shared server.</li> </ul>
My courses		• b. As I forgot my password, I borrowed the user ID and password of my friend to login.
☎ R2情報セキュリティ対策 講習		<ul> <li>c. You don't have to logout each time you leave your computer as it is waste of time.</li> <li>d. You should not install software without permission even if you need it.</li> </ul>
		•

#### **Re-examination**

When you do not answer all the questions correctly, you click the "Re-attempt quiz" button and take an examination for it once again. You study the contents and take an examination for it again.



## 4. Logout

#### Logout

When your attendance was over or stopped, click your name and "Logout".



## 5. Confirmation of the learning state

#### Grades

After login, click "Grades" of the left menu.

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🗅 English Version	an information security measures lecture	. Please answer it until you answer a	Il questions correctly.
4 Homa	Text (2020)		
n nome	<b>V</b> Test (2020)		
Dashboard			
🛗 Calendar			
S My courses	You are logged in as <u>アオキ・ケンジ 青木 謙</u> .	(Log out)	
🞓 R2情報セキュリティ対策	Reset user tour on this page Home		
講習	Data retention summary		

#### **User report**

A "User report" is displayed. A value of the "Test" – "Grade" is the current your highest score. If it becomes a perfect score, it is attendance completion.

