

# 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 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: [query@cc.miyazaki-u.ac.jp](mailto:query@cc.miyazaki-u.ac.jp)

Direct phone: 0985-58-2867

Extension: 2867, 7842

## 1. Access to Lecture Page

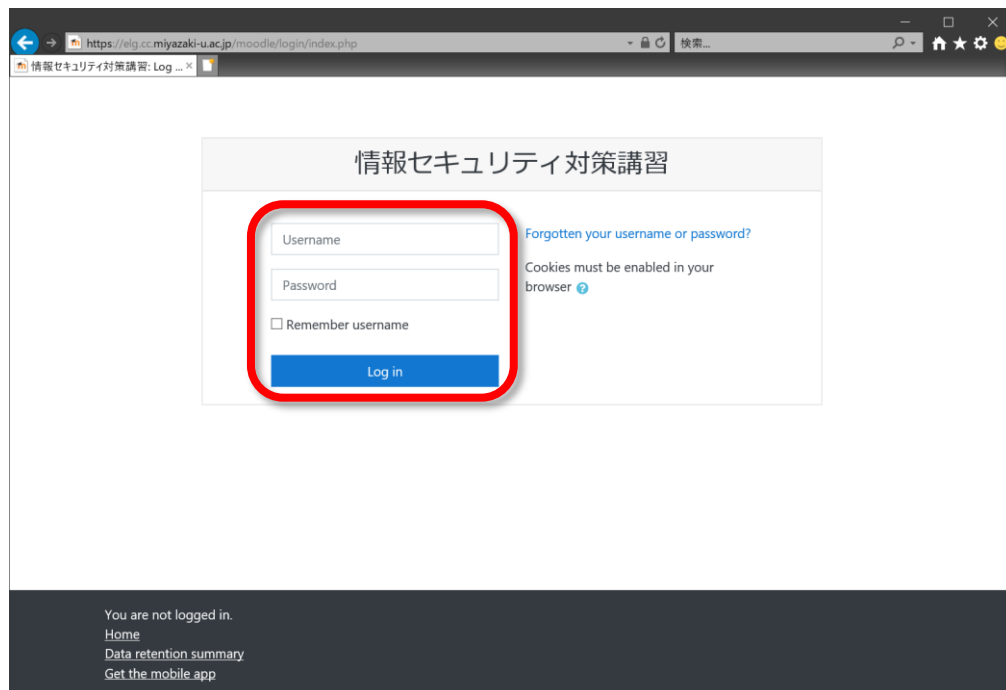
### Access to Top Page

Start a web browser and access to <https://elg.cc.miyazaki-u.ac.jp/moodle/?lang=en>.  
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”.



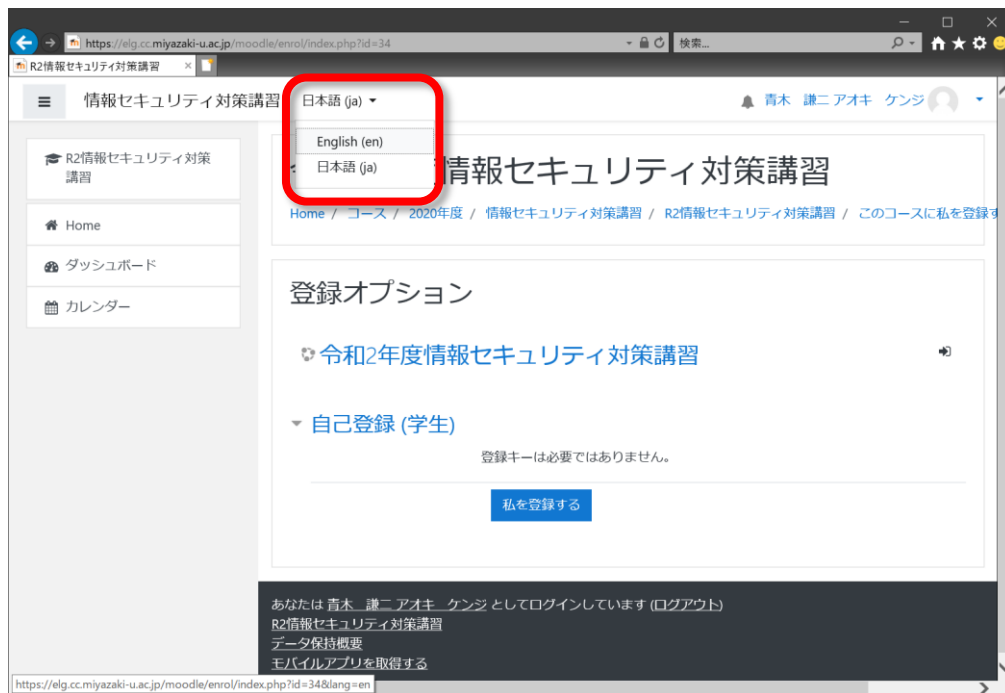
### Login Page

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



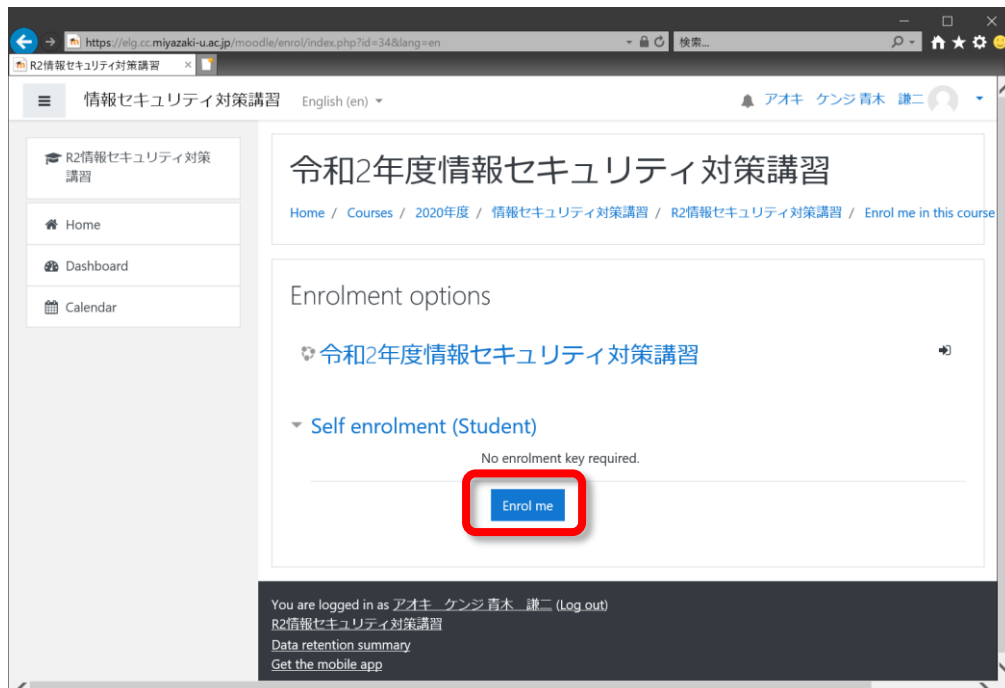
## Change Language

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



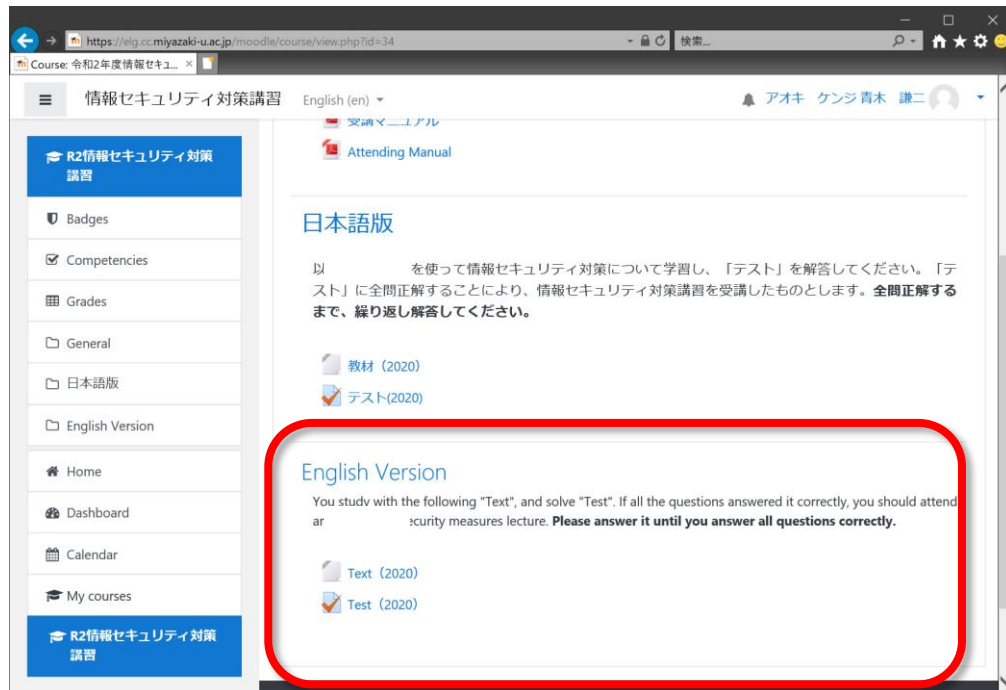
## Enrolment

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

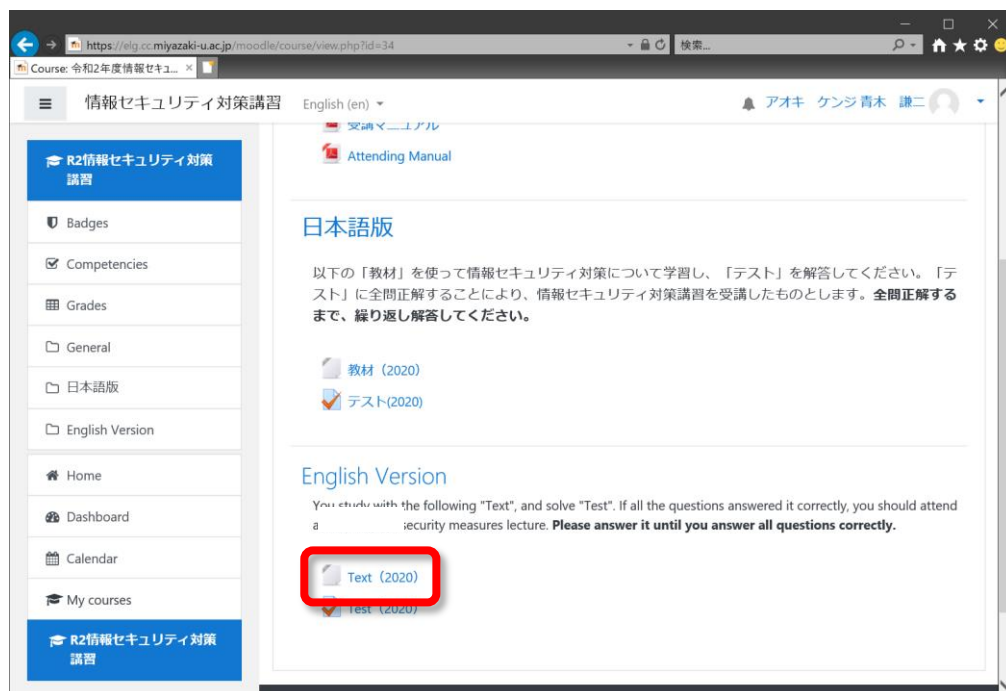
Contents have "日本語版(Japanese version)" and "English version", please attend "English version". The contents are comprised of "Text" and "Test".



## 2. Attend a Lecture

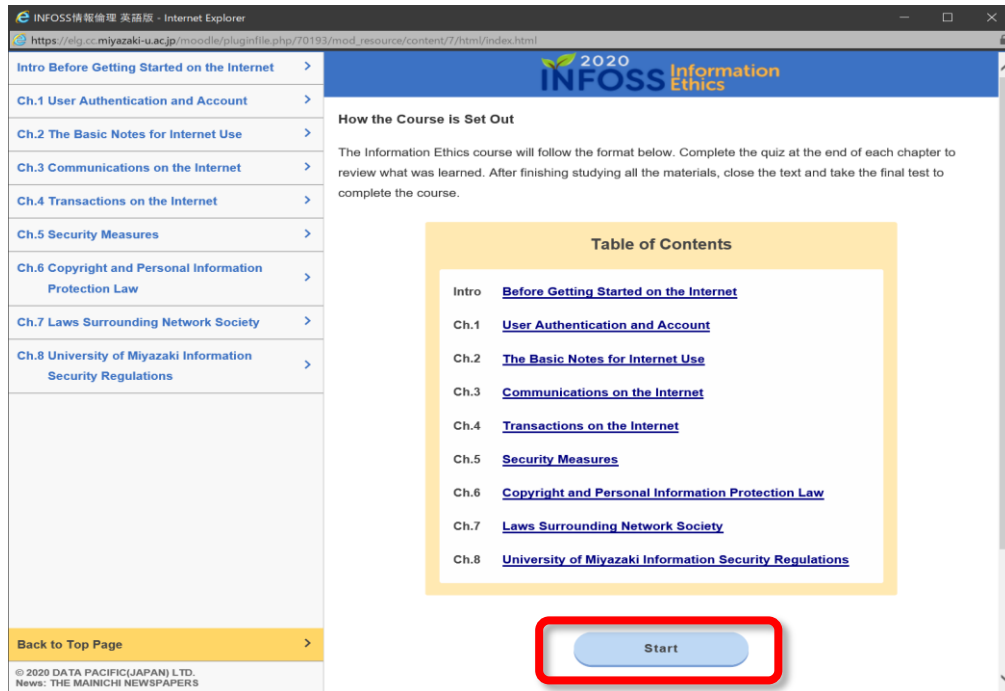
### Select Text

Click the "Text". Another Window is opened.



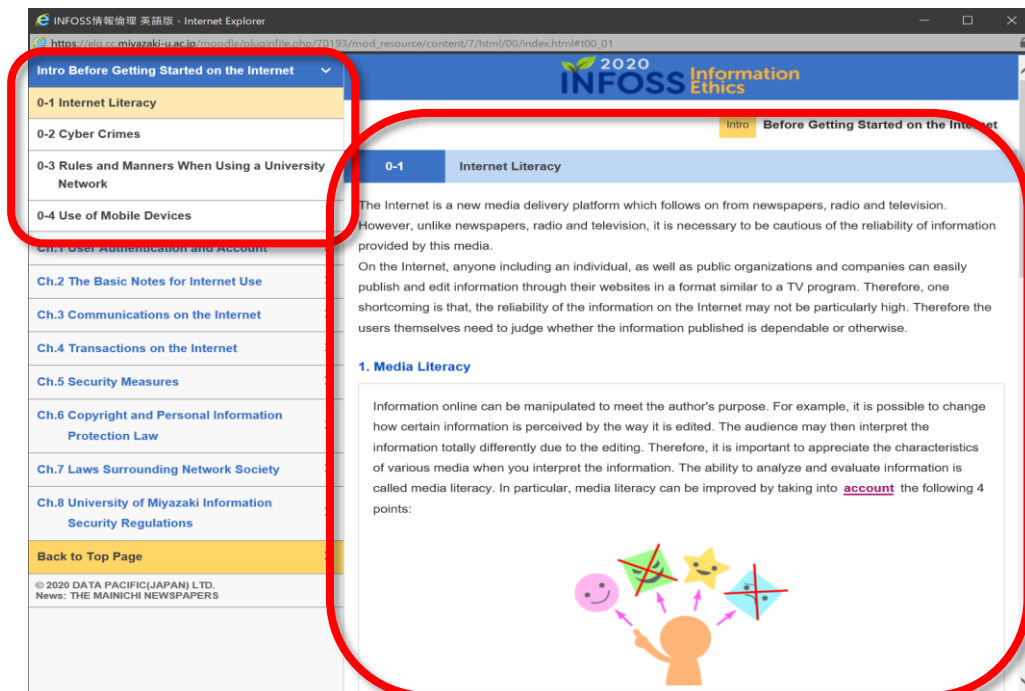
## Start Learning

Click the “Start Learning” button.



## Structure of Contents

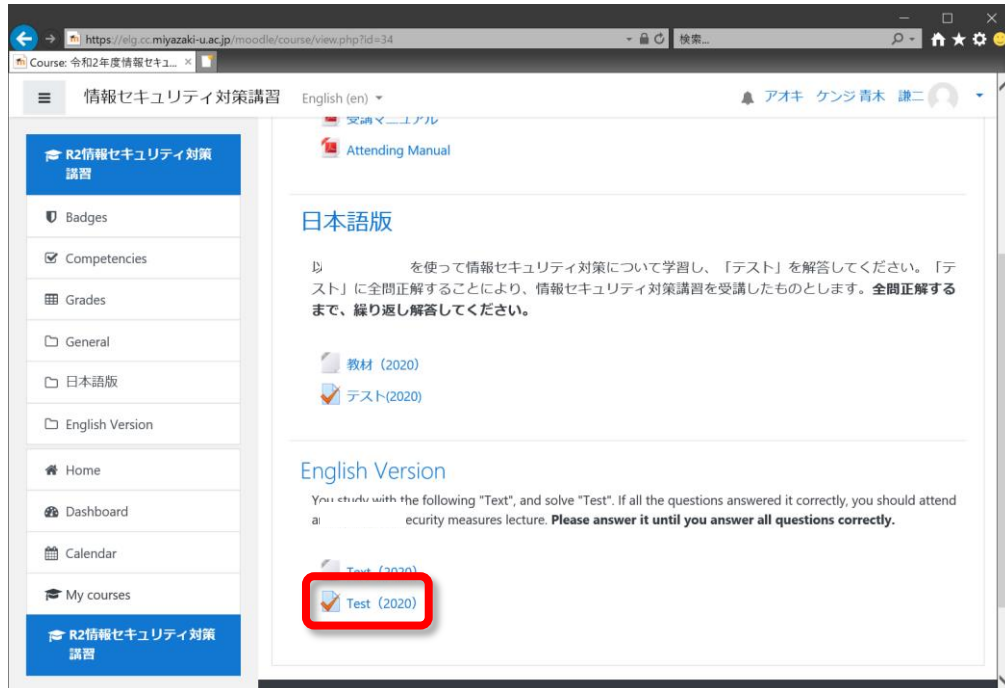
The text is shown. Left side shows a chapter menu and right side shows the texts. You can look at the texts that you want to study with clicking a chapter. If you have finished learning, close this window.



### 3. Examination

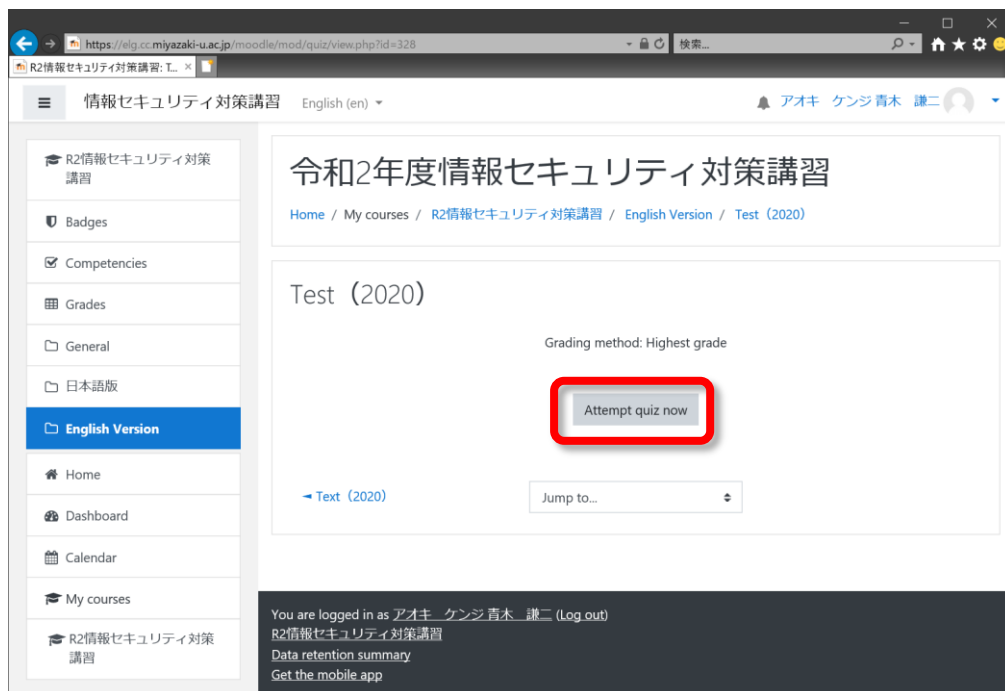
#### Select Tests

Click the “Test”.



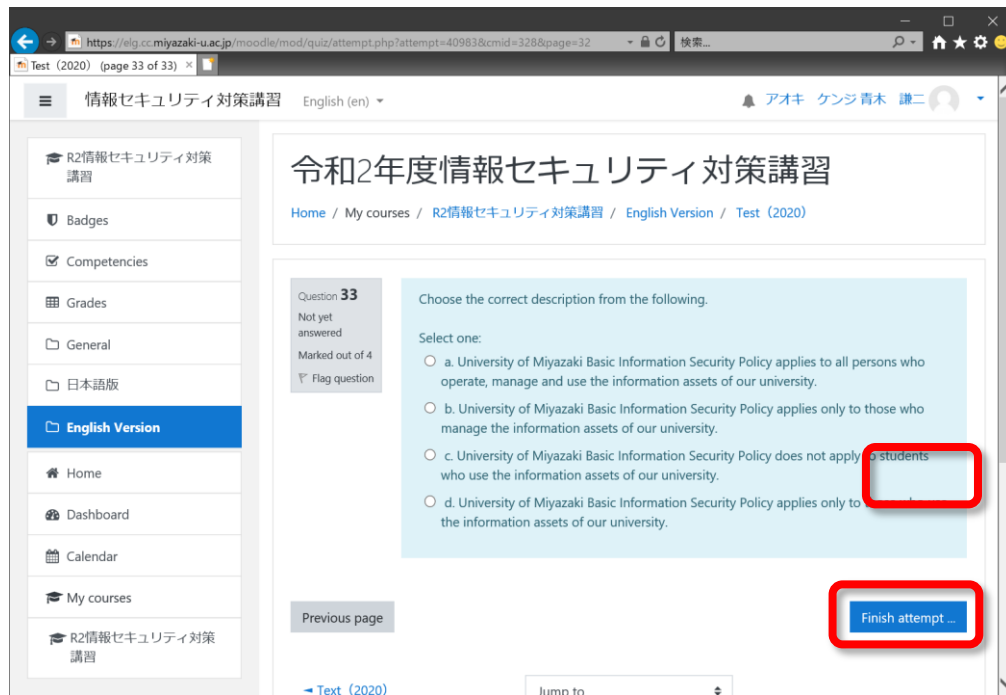
#### Take an Examination

Click the “Attempt quiz now” button.



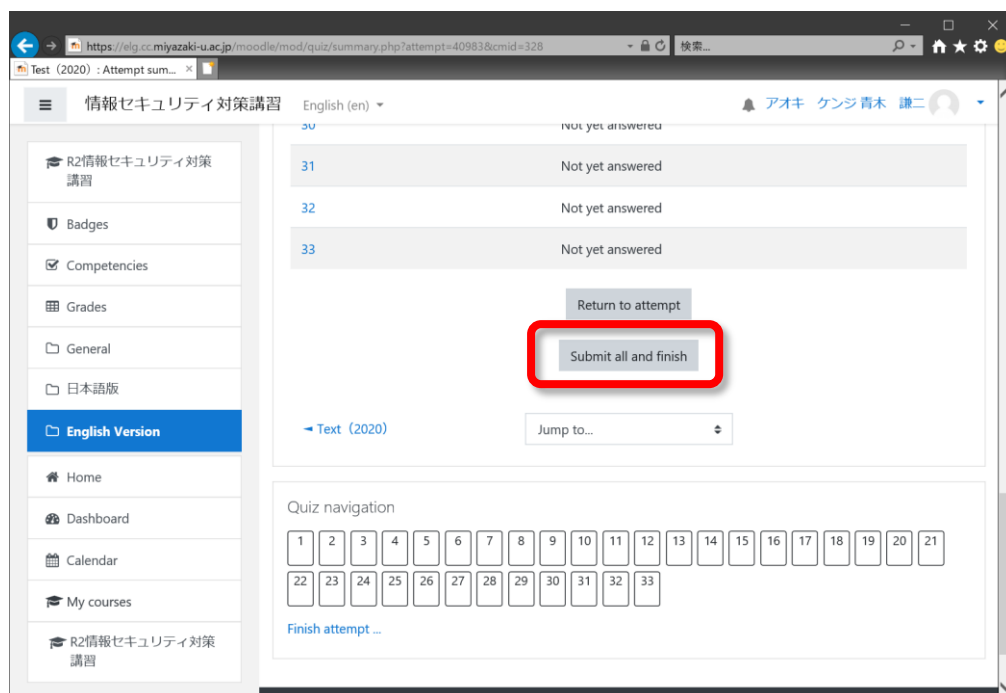
## Answer Questions

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

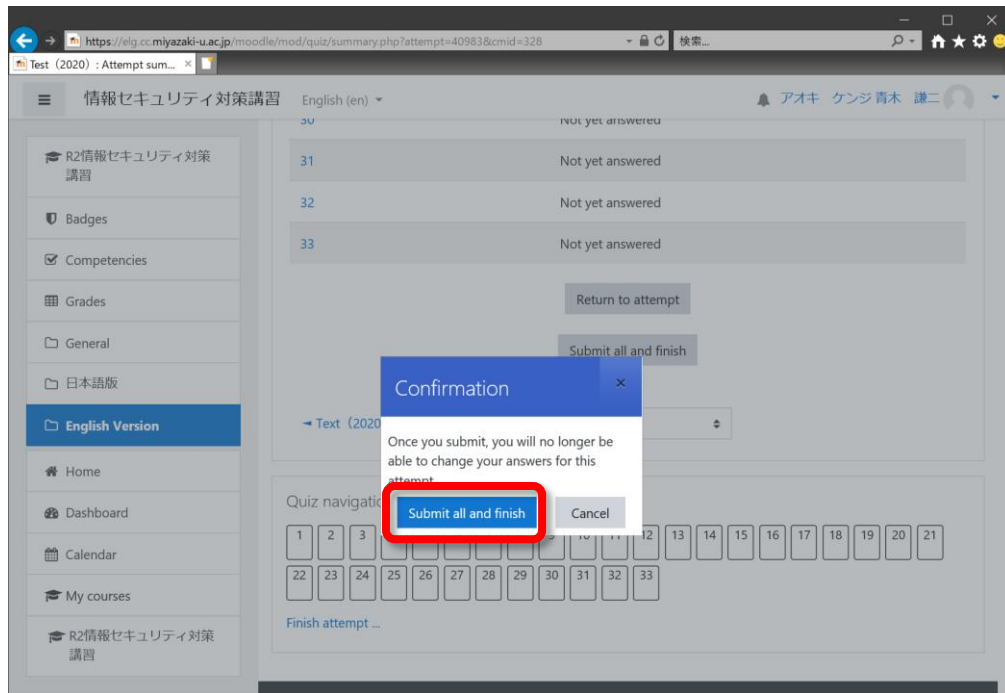


## Send the Answers

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.

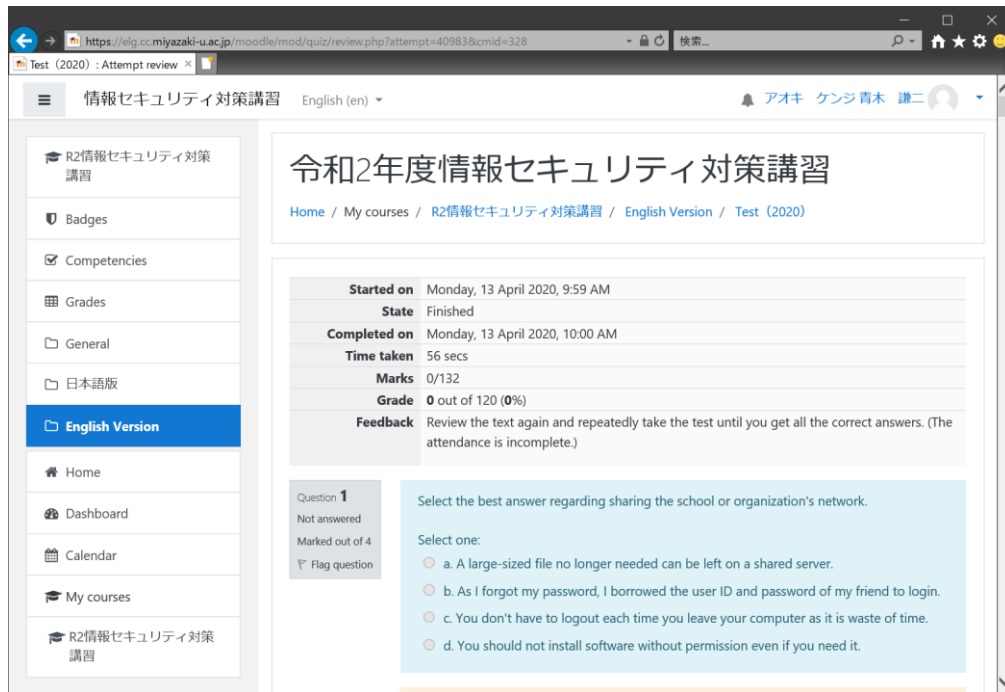






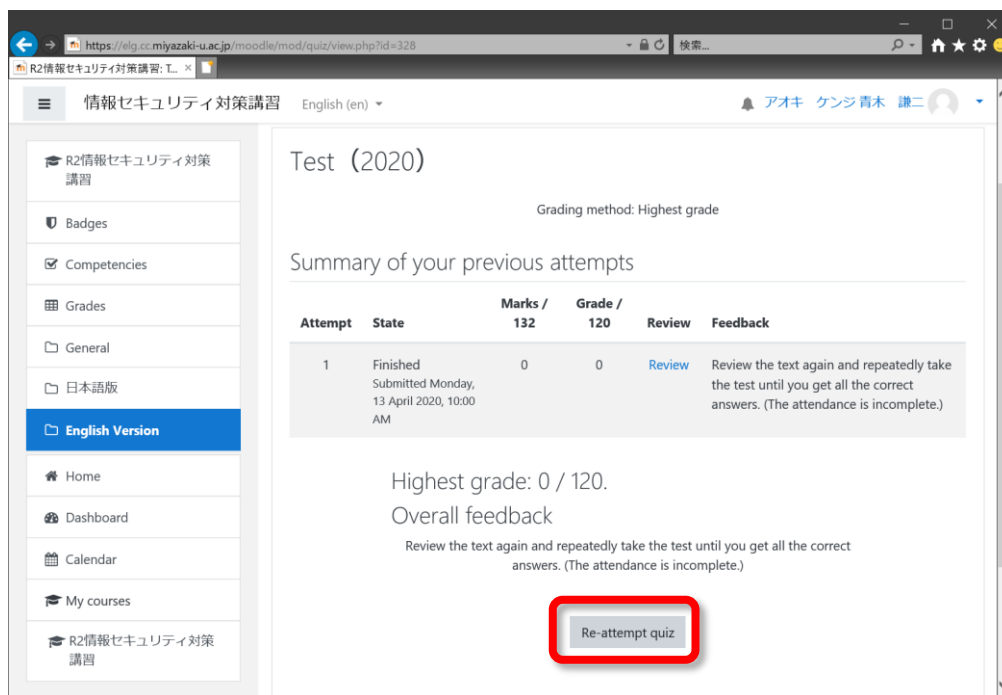
### Check Right or Wrong

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



## Re-examination

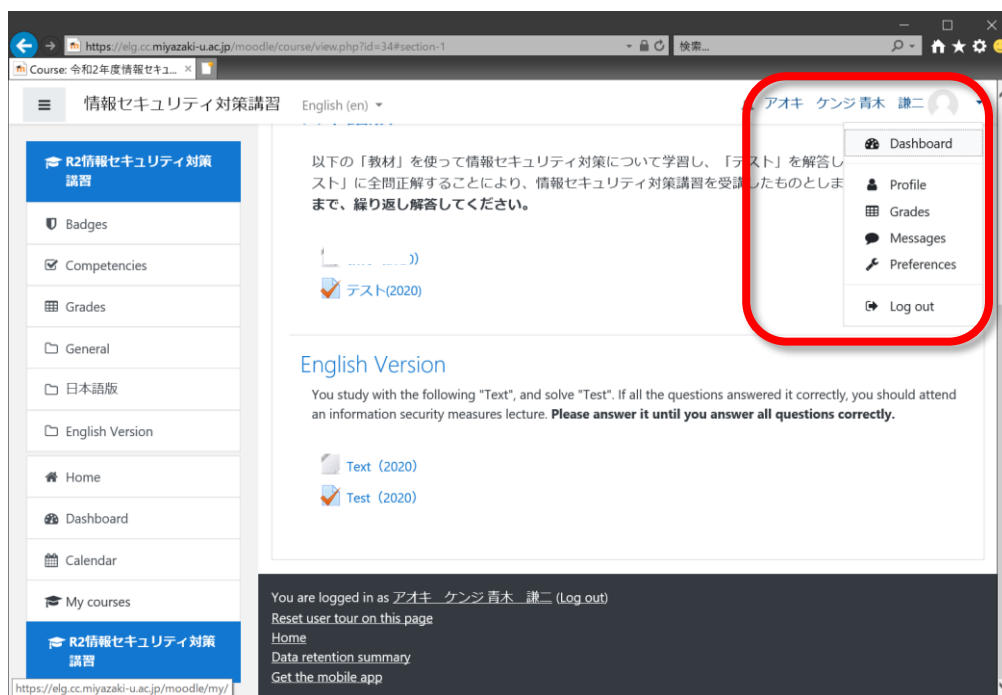
When you do not answer all the questions correctly, you click the “Re-attempt quiz” button and take an examination for it once again. You study the contents and take an examination for it again.



## 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.

The screenshot shows a Moodle course page. The left sidebar menu is visible, with 'Grades' highlighted by a red box. The main content area displays instructions for the 'テスト(2020)' (Test 2020) and an 'English Version' section. The user is logged in as 'アオキ ケンジ 青木 謙二' (Aoki Kenji Aoki Kenji).

### 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.

The screenshot shows the 'User report' page for the user 'アオキ ケンジ 青木 謙二'. The 'Grades' menu item is highlighted in the sidebar. The main content area displays a table with the following data:

Grade item	Grade	Range	Percentage	Feedback
テスト(2020)	-	0-120	-	
Test (2020)	0	0-120	0 %	

The 'Test (2020)' row is highlighted with a red box. The user is logged in as 'アオキ ケンジ 青木 謙二' (Aoki Kenji Aoki Kenji).