



manaba +R Manual for Students

(ver. 2.977)

Table of Contents

1 Introduction to manaba		9 Forum	22
1-1 Login	2	10 Resources	24
1-2 My Page	3	New! 10-1 Manage resource checking status	
1-3 Settings	4	11 Announcements	25
2 What is a course?	6	12 Search	26
3 Tests	8	13 Portfolio	27
4 Surveys	12	14 Early Use Request	28
5 Assignments		15 Syllabus	29
5-1 Form-based assignments	14	16 Tutoring Collections	31
5-2 File-based assignments	15	17 Smartphones	33
5-3 Re-submission of assignment	16	18 Other notes	34
6 Projects			
6-1 Teams	17		
6-2 Re-submission of project / Mutual review of submissions	18		
7 Grades	19		
8 Submission History / Unsubmitted assignments	20		

Login

To maintain security, a session timeout will occur automatically after 90 minutes.

Login with your login ID and password.

Recommended browsers

The following browsers are compatible with manaba.

Windows

Google Chrome / Mozilla Firefox / Microsoft Edge 79 or later(Except Internet Explorer mode)

Mac

Safari / Mozilla Firefox

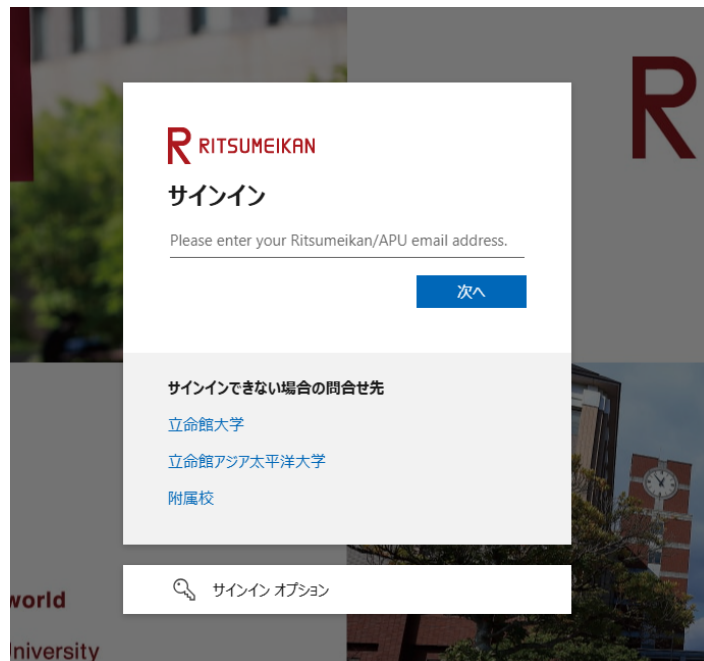
iOS

Safari

Android

Google Chrome

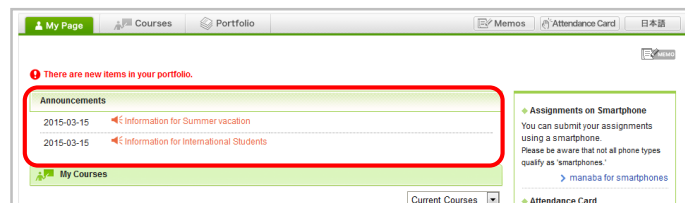
- Recommended OS versions are based on the supports by Google, Apple, and Microsoft.
- Recommended browsers are based on the latest edition of the OS.
- You can use some functions on smartphone-optimized screens.
- Please enable Cookies and JavaScript on your browser.



Login page

Announcements from Administration

There are announcements from the system administration in My page. Please don't miss it.



My page

View My Page

My Page allows you to view various information.

Whatsnew

In Whatsnew, the following information is shown.

- Announcements from the University
- Published course news
- Published assignments (tests, surveys, assignments, projects)
- New feedback comments from instructors
- Request for resubmission of assignments (assignments, projects)
- Submission of assignments by instructors on students' behalf
- Published resources
- Request to read the resources
- New comments (forum, projects, comments on submitted assignments)
- Published grades
- Published campus surveys
- Published report files of course surveys

etc.



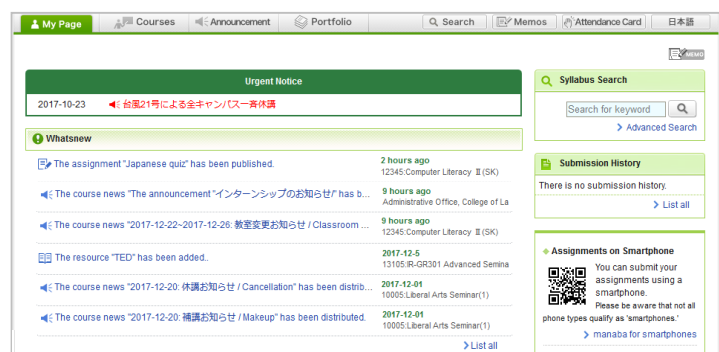
Urgent notice from the administrator is shown on the top of the page, if any.
Please do not forget to check them.

My Courses

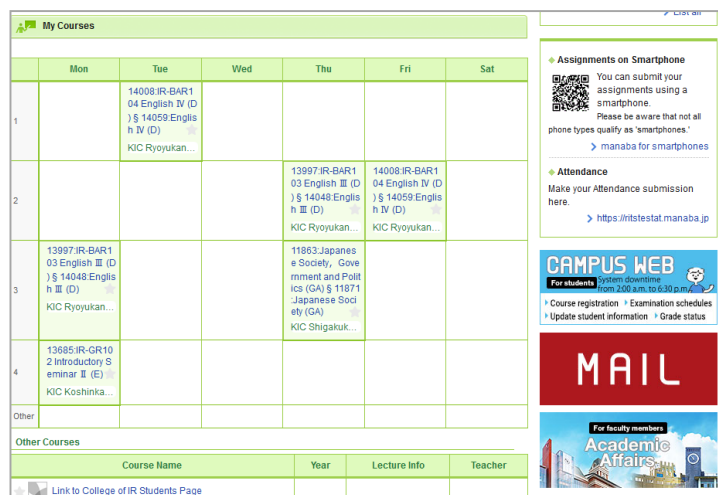
My Courses allows you to view your courses by the day of the week.

Links

Click the banner or hypertext link to go to each website.



Whatsnew



My Courses/Links

Change settings

Once you log into manaba, please configure the following settings from the Settings menu.

Reminder settings

You can receive reminders by email whenever new announcements are made or new posts are added.

Reminders

1. Click **Settings** in the upper right corner and select **Change reminder settings**.
2. Select **Receive** or **Do not receive**.
3. The field **Email address 1** is already filled with your school email address. You cannot change this field.
4. Enter any other email address in the **Email address 2** field.

Course-specific settings

You can specify courses which do not receive reminder emails.

1. Click Change settings, to open Courses which do not receive reminder emails Page.
2. Select or deselect Courses which do not receive reminder emails.
3. Click Save and complete the process, then return to the 'Change reminder settings' page to confirm that the 'Setting Status' for Course-specific settings has been updated.



You can stop the following reminders for the applicable courses by setting up which courses do not receive reminder emails.

- Course news
- New assignments (excluding notice of resubmission)
- Course Forum
- Project forum

Settings for each reminder type

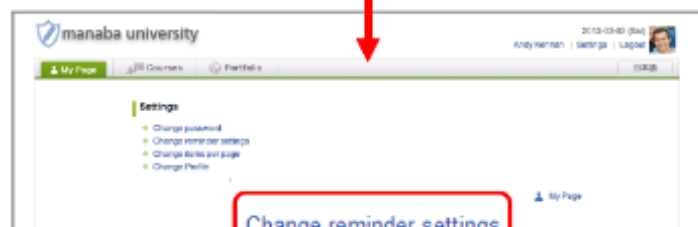
1. Select **Receive** or **Do not receive** a message whenever course news is posted.
 2. Select **Receive** or **Do not receive** a message when a new assignment is published.
 3. You may choose from one of three options when a new comment is posted on a thread:
 - Receive a message when a comment is made.
 - Receive all new comments at a certain time of a day. (→ Select a preferred time from the dropdown menu.)
 - Do not receive a message.

! Your own comments will not be sent as reminders.
 4. Select **Receive** or **Do not receive** a message when a project is published. This reminder is only sent to the course members who belong to the team.
 5. Select **Receive** or **Do not receive** a message when a new comment is made in a thread of your project.
 6. Click **Save and send test email** and confirm reminders are sent to the email address you registered.
- ! You will not receive messages if you choose Do not receive in the Reminders menu, even if you choose Receive in Individual Settings.

! The Ritsumeikan University students can receive reminder mail through CAMPUS WEB. Please change reminder settings after reading "14 Other notes".

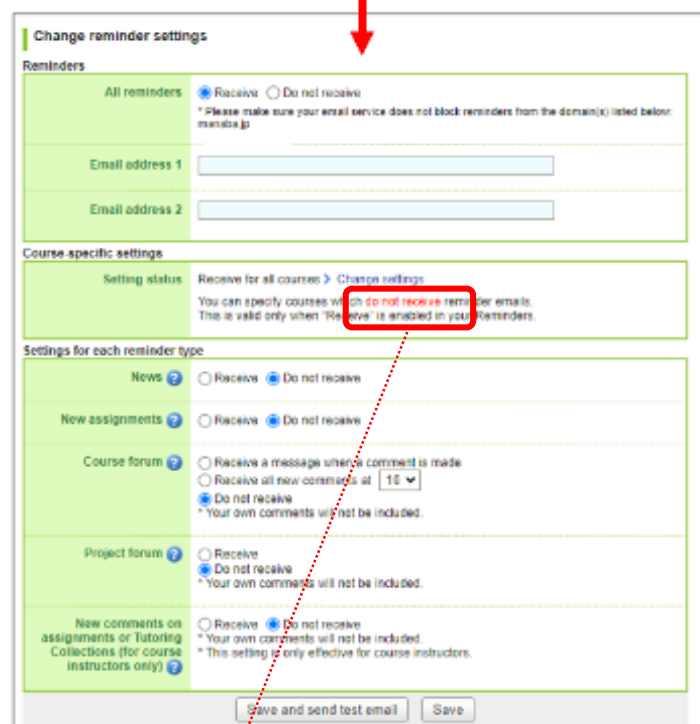


Settings



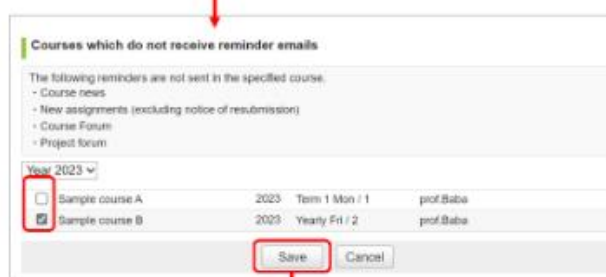
Change reminder settings

Settings page



Change Reminder Settings page

> Change settings



Save

Cancel



Profile settings

1. Click **Settings** on the upper right corner, and select **Change Profile**.
2. Upload an image of your choice.



The image you upload will be displayed beside your comments in a thread so that the course members will know whose comment it is.

Change Profile

A course in manaba is a space reserved for each class where you can view the announcements made by instructors, submit assignments (Tests and Assignments) or have discussions.

View your courses

In order to view a list of courses you have been registered for, click **Courses** at the top of the screen. Click the course title and the main page of the course will be displayed.



Four icons in each course indicate the latest status of the course (icons will turn red if there is a new action).



There is unread course news.



There are unsubmitted assignments or tests.



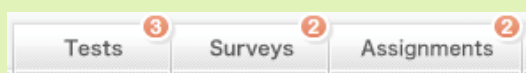
Grades have been distributed.



There are unread comments on the Forum.



Number of unsubmitted tests or assignments will be displayed.



❗ Click on the course name to go back to the course top page.

Change course display format

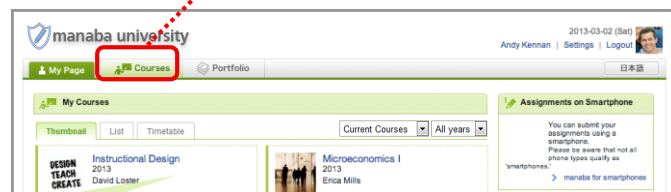
Display can be changed according to course status, course year and format.

- **Current Courses** ... Courses that can be used currently. You can post in the forum and submit assignments.
- **Past Courses** ... Courses used in the past. You can only view the forum and submitted assignments.
- **Upcoming Courses** ... Courses that will start in the future. Students cannot access the courses.
- **All Courses** ... All courses above are displayed.



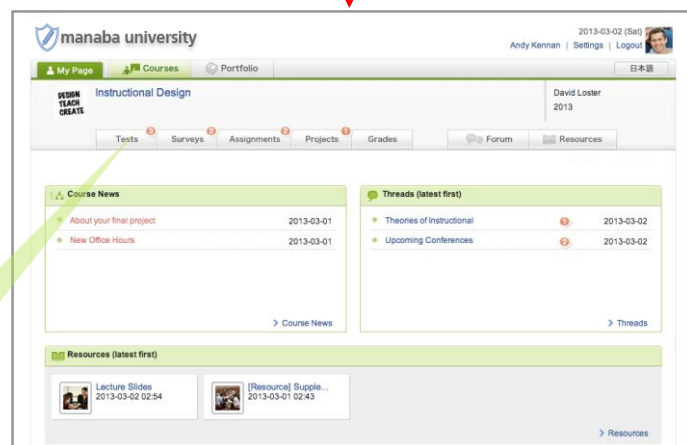
If you want to display the particular course at the top of the list, click the star icon on the course.

- **Thumbnail** ... This is the default format. You can check the course information, the assignments which you have not submitted, and the comments you have not read.
- **List** ... This is the format you want to view more courses at a glance. You can check only the course information.



Courses tab

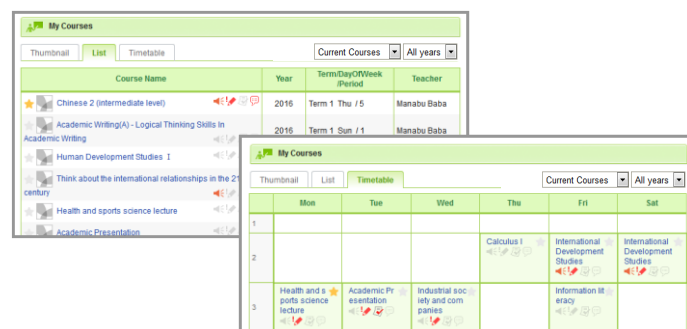
Select a course



Course page



Courses tab



Click the **Courses** tab to display Course News and your courses.

View course news

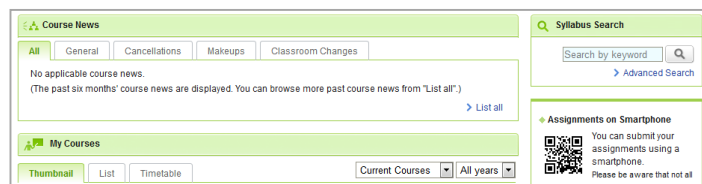
Course news field allows you to view course news by category.

- [All] ... All course news of your courses can be viewed.
- [General] ... General course news of your courses can be viewed.

! Course news can also be viewed in the Course page.



An orange line appears to the left of the first course news frame you view.
The orange line will remain faded for the first hour after it is displayed. After the hour is up, the orange line will disappear completely.



Course News page

View Submission History

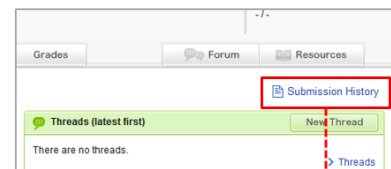
You can record the submission date and time of the assignments submitted in the course and check them in a list.

You can access Submission History from My Page or Course top page.

* The records (up to 5) submitted in the last week are displayed on My Page.



My Page(right menu)



Course top



Submission History

Types of tests

There are 3 types of tests on manaba.

Autoscore test

Answers will be scored automatically after submission.

Manual score test

Answers to this test will be scored by your instructors manually after submission.

Exercise

This is a type of test which you may repeatedly answer in order to practice. Unlike Autoscore tests, the grades will not be registered automatically.

Take a test

1. In **Tests** page, select a test you would like to take.
2. Check that the test is open for submission. Click **Start** to enter the test room.
3. Enter your answers to the questions.
4. Check your answers and click **Next** after you have answered all the questions.
5. Click **Submit** and send your answers. If you need to check or fix your answers, click **Back**.

※If there are plural pages, Click **Next** to display the next page. In the final page, you will be able to click **Confirm**.

❗ Make sure to check your answers before you submit.

Please be sure to click the submit button to confirm the submission. If you do not click submit button, the assignment will not become "submitted".



It is also possible to display the preferred page by clicking the navigation buttons above the question. When using a smartphone device, use the pull-down menu to move between the test pages.

Questions 3 Elapsed Time 00:00:51

The term intrapreneur is related to:

1. Growth
2. Innovation
3. Discovery

Buttons: Prev, Save and Quit, Next, Confirm



Answers are saved every 30 seconds after starting. If for some reason a failure to save is detected, you may be notified by a dialog box. In this case, please confirm your answer according to the contents of the dialog.

Tests

Title	Status	Start	End
Autoscore Weekly Quiz 1: Instructional Design	Accepting Not submitted	2013-02-27 11:10	2020-02-27 10:25
Autoscore Weekly Quiz 2: Instructional Design	Accepting Not submitted	2013-02-27 10:25	2020-02-27 10:25

Tests page

Select a test

Test Room

Autoscore Weekly Quiz 1: Instructional Design

Start	2013-02-27 11:10:00
End	2020-02-27 10:25:00
Portfolio	This survey will be added to student's portfolio
Status	Accepting Not submitted yet
Passing Score	over 75 points

Start

Test Room page

Start

Test Room

Enter Confirm Finish

Weekly Quiz 1: Instructional Design

Questions 4 Elapsed Time 00:00:19

Please answer the following questions.

True or False? When converting a successful face-to-face class to an online class, the most effective approach is to make lecture notes available as web pages.

☐ True ☐ False

During which phase do you identify the course constraints?

1. Design
2. Analysis
3. Evaluation
4. Assessment

Test Room page

Next

Status

Enter Confirm Finish

Click the 'Submit' button.

Answers 4 / 4 Elapsed Time 00:02:07

The survey is not yet submitted. Click the 'Submit' button below to submit.

To modify your answers, please click 'Back.'

Back Submit

Confirmation page

Back

Submit

Revise

Complete submission

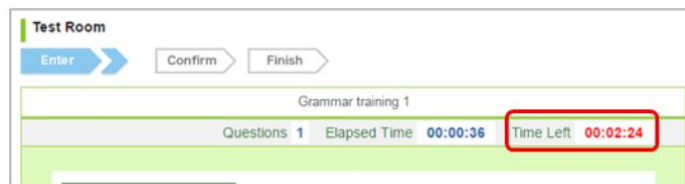
Test/Survey with Time Limit

The time limit is displayed as "Time Left" on the Test/Survey Room page.

The countdown of the time left begins when you first click "Start" on the Test / Survey Room page and ends when you click "Submit" on the Confirm page.

Once you click "Start", the countdown will not stop until you "Submit" the test/survey. The countdown will continue even if you move to another page.

There are two types of actions when the time limit is exceeded



Responses can be entered only within the time limit.

When the time left reaches 0 seconds, the response will be terminated and you will be automatically redirected to the Confirmation page, where the response up to that point will be saved. After that, you cannot rewrite the response.

Responses can be entered even after the time limit is exceeded.

Even if the time left reaches 0 seconds, you can continue to enter the response until the end date for the test/survey.

- ! If the end date for the test/survey comes before the time limit, the "Time Left" will be counted until the end date.

Tests with prerequisites

For tests with prerequisites, you will be able to take those tests by fulfilling the passing conditions of other tests/assignments/projects which are used as the prerequisites. You cannot start taking the test without fulfilling the passing conditions.

Tests with passing conditions

When you pass tests with passing conditions, Passed will be shown on the list of tests, results page, etc. which are published to students.

- ! If you have not passed the test, or if the test does not have passing conditions, pass results will not be shown.

Tests				
Title	Status	Start	End	
第1回小テスト	In progress Submitted Passed	2025-01-10 14:05	2025-04-18 16:51	
第1回ドリル問題	In progress Not submitted	2025-02-01 15:55		
第2回小テスト	In progress Not submitted	2025-02-08 20:54		
サンプルテスト	In progress Submitted	2025-02-19 21:02		

Display the correct answers after exercises are submitted

If your instructor has made them public, it is possible for you to check the test results and the correct answers in the Results page after submitting tests/exercises or after the end date. Please use it for self-study.

The correct answers can be checked by the following procedure.

1. Click the title of the test/exercise you want to check in the Tests page. Moreover, if you want to check the correct answers of exercise, click the Result link of Past Answers you want to check.
2. Click **Correct Answers** to display the correct answers.

❗ If your instructor has not published the following items, you will not be able to check them.

- Autoscore test : Test Results / Correct Answers
- Exercise : Answers



When there is more than one correct answer to Text line question, answers are separated with semicolon (;). If the question is using image, either Tokyo or Tokyo-to is correct."

1. Text line

The capital of Japan is **10 points**



If the course instructor set the explanation, you can check it with correct answers.

Q 1. Mr. Uhl will () the technical manual into German.

1.1

1. ☐ translatable
2. ☐ translation
3. ☒ **translate**
4. ☐ translator

10 points

★ Q 1. Mr. Uhl will **translate** the technical manual into German. (アール氏が技術マニュアルをドイツ語に翻訳するところ)

- translatable (翻訳可能)
- translation (翻訳文 / 翻訳訳)
- translatable (翻訳可能)

Scores **> Correct Answers**

Answers **1/4** Elapsed Time **00:00:02**

What is the color of sky?

1. ☐ Yellow
2. ☐ Brown
3. ☐ Purple
4. ☐ Pink
5. ☒ **Blue**

100 points

Total Score: 100 / 100

Grade Confirmation Screen

Test 1

Correct Answers and Points

Questions **1**

What is the color of sky?

1. ☐ Yellow
2. ☐ Brown
3. ☐ Purple
4. ☐ Pink
5. ☒ **Blue**

100 points

Total Score: 100

Close

Correct Answers Display Screen

See aggregate results

You can see the aggregate results including your own answer in graph/pie chart.

You can see the aggregate results in bar graph/pie chart/text by clicking the **Aggregate Results** link on the Submission Status list page.

❗ If instructor has set to hide results, the Aggregate Results link will not be shown and you cannot see the results.



The answer you chose will be zoomed in.



The aggregate results are shown in anonymous form.

Test Results

Enter >> Confirm > Finish

Autoscore Corporations and Sustainable Development Goals

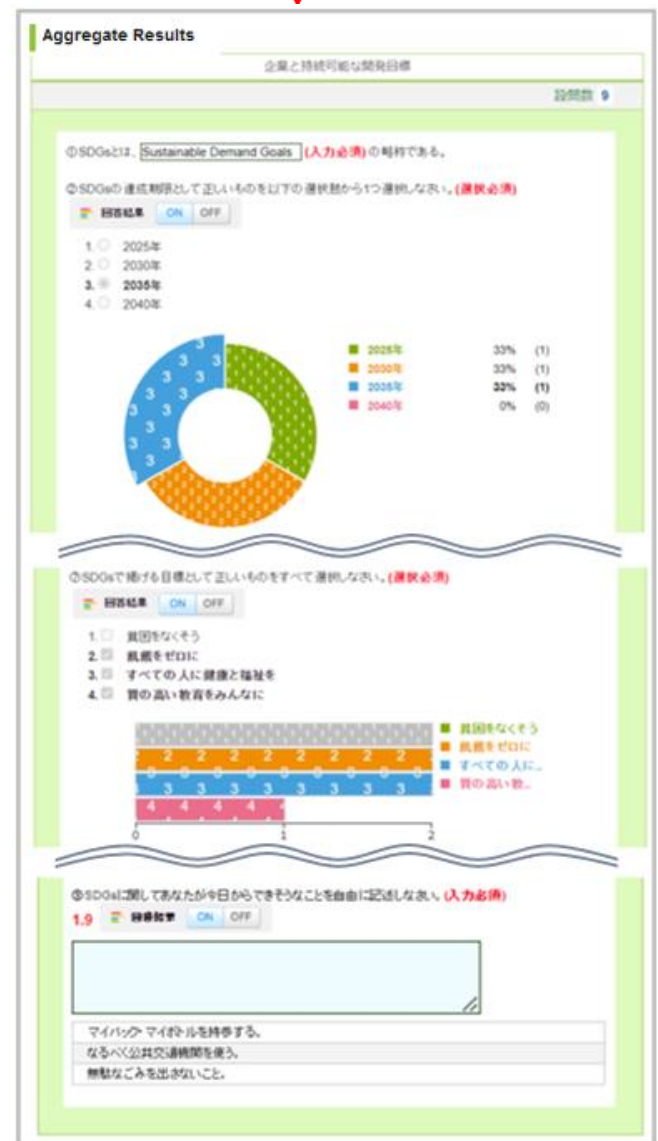
Description	This is a quiz on companies and sustainable development goals.
Time Limit	30 min. Closed when time is up
Start	2024-02-01 08:00:00
End	2024-02-15 19:40:19 Add Google Calendar
Portfolio	Added to student's portfolio.
Publish Test Results and Correct Answers	Published test results and correct answers after the submission deadline.
Publish aggregate results	Publish The aggregate results will be published to students after the submission deadline.
Status	In progress Submitted

Title	Grade	lower << Position >> higher
Autoscore Corporations and Sustainable Develo...	3	3

Total 0 / Avg 0.0 / Min 0 / Max 0

Published on 2024-02-04 19:40

[Grades](#)



Aggregate Results

Answer a survey

1. In the Surveys page, select a survey you would like to answer.
2. Click **Start**.
3. Enter your answers to the questions.
4. Check your answers and click **Next** after you have answered all the questions.

※If there are plural pages, Click **Next** to display the next page. In the final page, you will be able to click **Confirm**.

5. Click **Submit** and send your answers. If you need to check or fix your answers, click **Back**.

❗ Make sure to check your answers before you submit.

Please be sure to click the submit button to confirm the submission. If you do not click submit button, the assignment will not become "submitted".



It is also possible to display the preferred page by clicking the navigation buttons above the question. When using a smartphone device, use the pull-down menu to move between the test pages.

Re-submission of survey

Depending on the survey, it is possible to resubmit the assignment after your initial submission, providing this is done within the survey acceptance period.

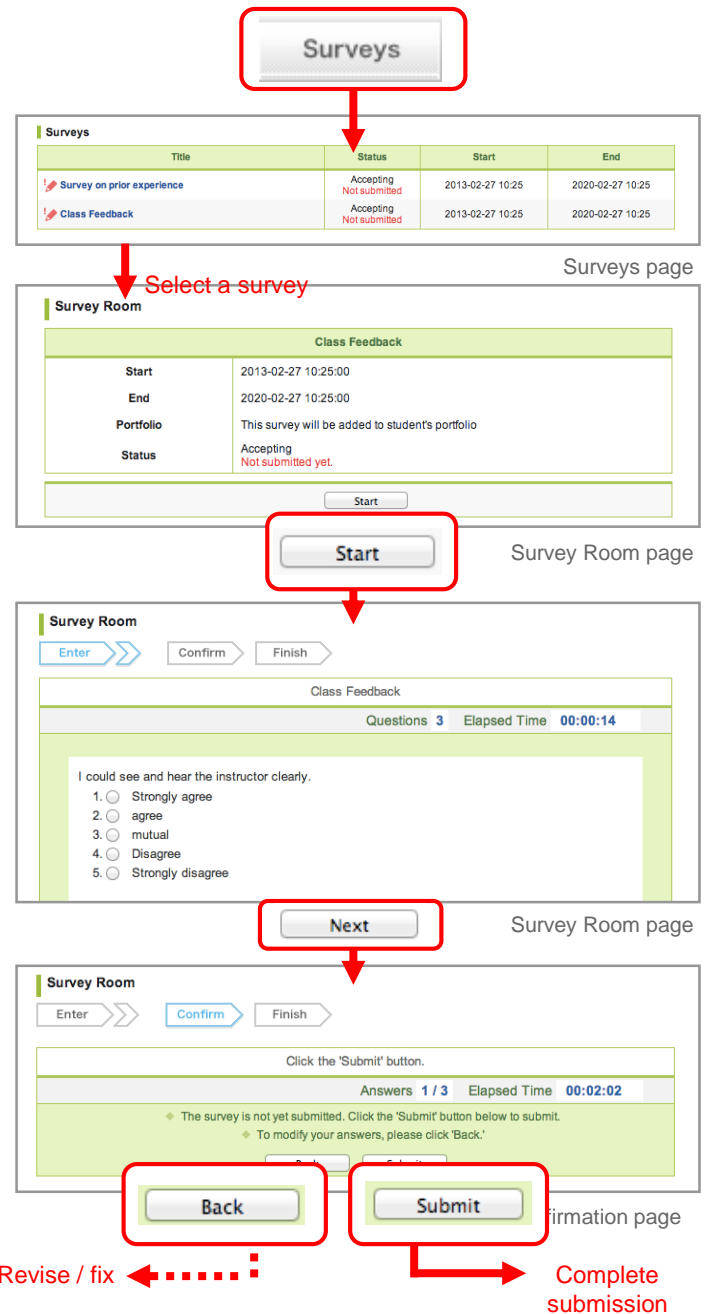
Following the steps listed below will return the survey to its status prior to submission. Revise the content of the survey and resubmit it.

1. On the Surveys page, select the survey you wish to resubmit. The Survey Room page will be displayed.
2. Click the Modify Answers button, and then click OK to return the survey to its status prior to submission.
3. After you have revised the survey, click the Confirm button.

❗ The submission is not complete at this point.

4. Check the content, and then click the Submit button to complete the submission process. Click Back if revision is needed.

❗ No reminder email will be sent.



See aggregate results

You can see the aggregate results including your own answer in graph/pie chart.

You can see the aggregate results in bar graph/pie chart/text by clicking the **Aggregate Results** link on the Submission Status list page.

❗ If instructor has set to hide results, the Aggregate Results link will not be shown and you cannot see the results.



The answer you chose will be zoomed in.



The aggregate results are shown in anonymous form.

Survey Room

Enter >>> Confirm > Finish >

Corporations and Sustainable Development Goals

Time Limit	30 min. Not closed when time is up
Start	2024-02-01 08:00:00
End	2024-02-04 20:00:00 Add Google Calendar
Portfolio	This survey will be added to student's portfolio
Allowing resubmission	Do not allow resubmission
Publish aggregate results	Aggregate Results
Status	Closed Submitted



Aggregate Results

Submit an assignment

There are two types of assignments on manaba.

Browser-based assignments

An assignment submitted by entering text into manaba.

File-based assignments

An assignment submitted as a file such as a Word document.

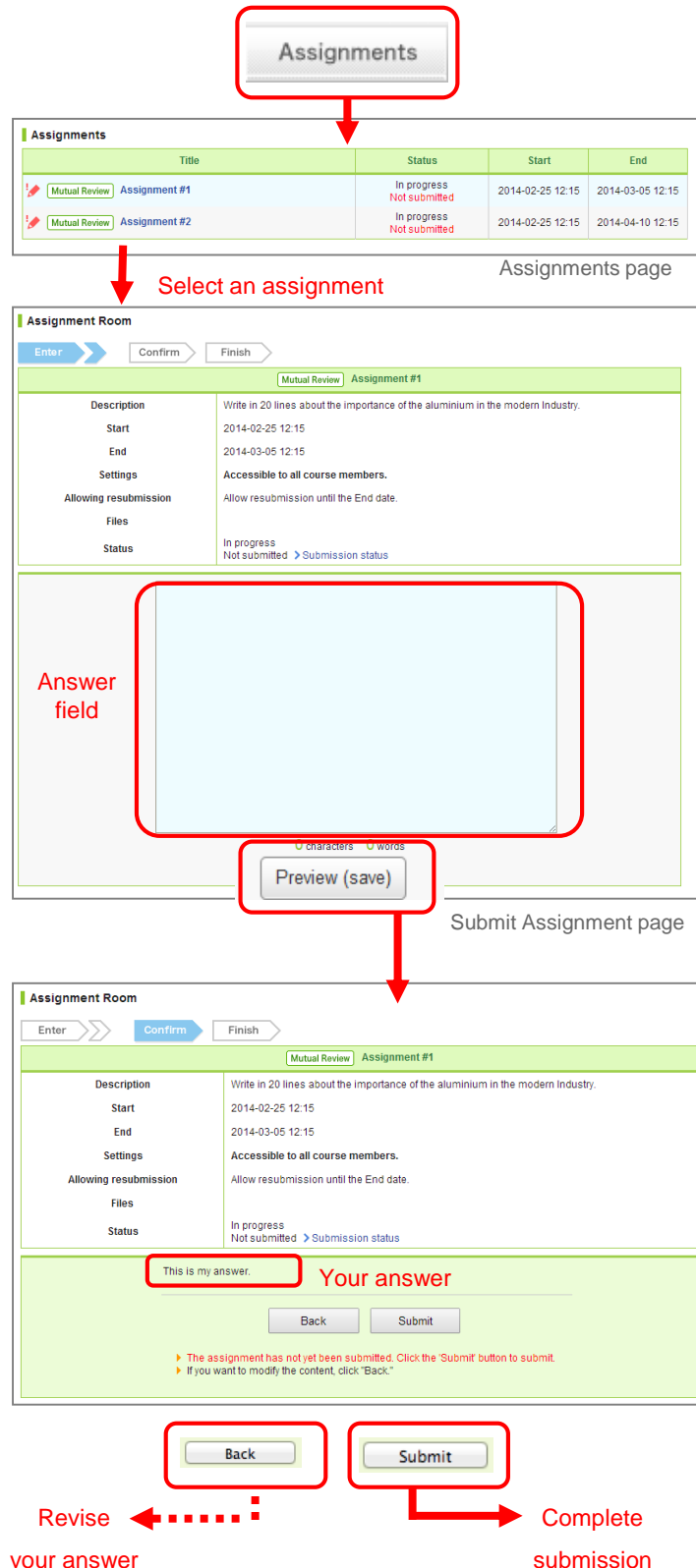
The maximum file size that can be uploaded is 20MB.

Browser-based assignments

1. In **Assignments** page, select an assignment you would like to answer.
2. View the details of the assignment and enter your answers.
3. Check your answers and click **Preview(save)** after you have answered all the questions.
4. Check your answers. If there are no revisions to make, click **Submit** to submit your answers. If you need to revise your answers, click **Back**.

! The assignment has not been submitted to the instructor yet.

Please be sure to click the submit button to confirm the submission. If you do not click submit button, the assignment will not become "submitted".



File-based assignments

1. In **Assignments** page, select an assignment you would like to answer.
2. View the details of the assignment and put together your response.
3. click **Add a file** to locate the file and upload the file into manaba.

! The assignment has not been submitted to the instructor yet.

4. To add more files, repeat 3.
5. If there are no mistakes, click **Submit** to submit your files.

! Please be sure to click the **submit** button to confirm the submission. If you do not click **submit** button, the assignment will not become "submitted".

Important Points for Report Examination Courses

Report Examination Topics will be announced on manaba+R. Some courses only allow reports to be submitted as PDF data.

In addition, some reports may need to be printed out and submitted to a designated submission location instead of on manaba+R. Please be sure to carefully follow the directions from your course instructor.

*For more details regarding report examinations, please navigate to 「College of xx / Graduate School of xx Students Page」→「Examinations」→「Report Examination」.

The maximum file size that can be uploaded for assignment submissions, etc. is 20MB.

Please be sure to click the submit button to confirm the submission. If you do not click submit button, the assignment will not become "submitted".

Assignments with passing conditions

When you pass assignments with passing conditions, Passed will be shown on the list of assignments which are published to students.

Assignments

Title	Status	Start	End
Mutual Review Assignment #1	In progress Not submitted	2014-02-25 12:15	2014-03-05 12:15
Mutual Review Assignment #2	In progress Not submitted	2014-02-25 12:15	2014-04-10 12:15

Assignments page

Select an assignment

Assignment Room

Upload File Confirm Finish

Mutual Review Assignment #2

Description Write in 20 lines about the role of the clean energy in the future industry.

Start 2014-02-25 12:15

End 2014-04-10 12:15

Settings Accessible to instructors and course members who have submitted the same assignment.

Allowing resubmission Allow resubmission at anytime during submission period.

Files

Status In progress
Not submitted

No upload data is found.

+ Add a file

Submit Assignment page

Upload files

Assignment Room

Upload File Confirm Finish

Mutual Review Assignment #2

Description Write in 20 lines about the role of the clean energy in the future industry.

Start 2014-02-25 12:15

End 2014-04-10 12:15

Settings Accessible to instructors and course members who have submitted the same assignment.

Allowing resubmission Allow resubmission at anytime during submission period.

Files

Status In progress
Not submitted

Uploaded files (1 files)

2014-02-26 12:29 PDF Assignment#2

+ Add a file

Submit

Uploaded file

Submit

Complete submission

Assignments			
Title	Status	Start	End
Mutual Review 第1回レポート課題	In progress Submitted (1 files) Passed	2025-01-09 14:10	2025-02-28 14:10
Mutual Review 第2回レポート課題	In progress Not submitted		
Individual 第3回レポート課題	In progress Not submitted		

Re-submission of assignment

Depending on the assignment, it is possible to resubmit the assignment after your initial submission, providing this is done within the assignment acceptance period.

Following the steps listed below will return the assignment to its status prior to submission. Revise the content of the assignment and resubmit it.

1. On the Assignment page, select the assignment you wish to resubmit. The Assignment Room page will be displayed.
2. Click the **Resubmit** button.
3. After you have revised the assignment (or re-uploaded the file), click the **Send** button.

❗ The submission is not complete at this point.

4. Check the content, and then click "Submit" to complete the submission process. Click **Back** if revision is needed.

Please be sure to click the submit button to confirm the submission. If you do not click submit button, the assignment will not become "submitted".

The screenshot shows the 'Assignment Room' page for an 'Individual presentation'. The 'Status' is 'Submitted'. Below the submission details, there is a 'Resubmit' button highlighted with a red box. A red arrow points from this button to the next screenshot.

Assignment Room (submitted)

The screenshot shows the 'Assignment Room' page for an 'Individual presentation'. The 'Status' is 'Not submitted'. Below the submission details, there is a 'Submit' button highlighted with a red box. A red arrow points from this button to the next screenshot.

Assignment Room (not submitted)

Re-submission of assignment

When you would like to review individually or mutually, click the **Individual / Mutual Review** on the assignment room page.

You can check grade and comments, and post comments to your assignment or others. If the course instructor allow mutual review, you can check other students' assignment.

❗ The assignment that the course instructor select "Only available to collect the submissions and is not added to anyone's portfolio" doesn't have Individual / Mutual Review page.

The screenshot shows the 'Assignment Room' page for a 'Mutual Review presentation'. The 'Status' is 'Submitted'. Below the submission details, there is a button labeled 'Individual / Mutual Review' highlighted with a red box. A red arrow points from this button to the next screenshot.

Assignment Room

The screenshot shows the 'Individual / Mutual Review page' for the assignment 'ファイルテストX: 国際政治 1 2013'. It displays the submission details for 'u-student1' and a 'Comment' button highlighted with a red box.

Individual / Mutual Review page

In projects, your instructor can provide a dedicated space for your team to interact so that you can discuss a topic and eventually submit your project. A forum and a window for submitting project are available for every team. The submitted assignments can be mutually reviewed depending on the settings.

View a project assignment

Click the title of the project and view the description of the project and assignment.

Forum and project submission

1. Select a project in Team Progress page.
2. Then click the team name.

! Depending on the setting your instructor made, you may be able to click only the team you belong to.

Discuss in the team forum

You may post comments in the team forum in the same procedure as for posting comments on a thread. (→please refer to “Add a comment” on P.22)

! After the end date of the project, you will not be able to make comments in the team threads. (You may still view the comments.)

Submit a project

The assignment will be submitted from the forum of each team. There are two ways to submit a project:

➤ Submit a project as a team

If the submission format is set to “Submit project as a team,” one team member out of the group will submit the assignment. The submitted project will be added to the portfolios of all team members.

➤ Submit a project individually

If the submission format is set to “Submit project individually,” each team member will submit their own files.

1. Click **Submit project** in your team forum.
2. click **Add a file** to locate the file and upload the file into manaba.
3. If there are no mistakes, click **Submit** to submit your files.

! You may submit files up to the end date set up by the instructor.

! After the end date, you will not be able to make comments in the team threads. (You may still view the comments.)

New!

Projects with passing conditions

If you pass projects with passing conditions, Passed will be shown on the list of projects which are published to students.

Projects					
Project	Type of project	Status	Start	End	Teams
プロジェクト課題	Team	In progress Submitted	2025-02-01 14:03		2
プロジェクト課題②	Team	In progress Not submitted	2025-02-20 15:55		2



Projects					
Project	Type of project	Status	Start	End	Teams
Group research project	Team	In progress Not submitted	2013-02-28 12:20	2020-02-28 12:25	2

* You can only click the projects you are a member of.

Group research project

Period: 2013-02-28 12:20:00 ~ 2020-02-28 12:25:00

Type of project: Submit project in teams

Settings: The project room of a team is open only to the members of that team and the instructors.

Submitted items: Can be mutually reviewed by all students in this course.

Group research topic

Read the Michaelson's paper about the three theories of Instructional Design and discuss what the 3 theories contribute to learning and why they are important.

Each group is required to submit a finalized paper through manaba by due date.

Your discussion will be evaluated and it will count toward your group project score.

Paper by Roger Michaelson
sample_slides.ppt - 2013-03-01 06:13:35

X Close

Project page

チーム : Team Thread

Project Description

Group research topic

Read the Michaelson's paper about the three theories of Instructional Design and discuss what the 3 theories contribute to learning and why they are important.

Each group is required to submit a finalized paper through manaba by due date.

Your discussion will be evaluated and it will count toward your group project score.

Paper by Roger Michaelson
sample_slides.ppt - 2013-03-01 06:13:35

Period: 2016-02-03 15:25:00 ~

Type of project: Submit project in teams

Settings: The project room of a team is open only to the members of that team and the instructors.

Submitted items: Accessible to all course members in this project.

Allowing resubmission: Do not allow resubmission

Style: List Tree

Comment

2 Re:My point of view from the reading

Indeed, the issue of individual perspectives raises the question of how those perspectives interact with each other. Constructivist theory discusses the issue of individual perspective.

Submit Project

Member List

- Christina Jones
- Max Li
- Andy Kennan

Team List

- Team A
- Team B

Access Data

Team forum

チーム : Team Thread

Project Description

Group research topic

Read the Michaelson's paper about the three theories of Instructional Design and discuss what the 3 theories contribute to learning and why they are important.

Each group is required to submit a finalized paper through manaba by due date.

Your discussion will be evaluated and it will count toward your group project score.

Paper by Roger Michaelson
sample_slides.ppt - 2013-03-01 06:13:35

Period: 2016-02-03 15:25:00 ~

Type of project: Submit project in teams

Settings: The project room of a team is open only to the members of that team and the instructors.

Submitted items: Accessible to all course members in this project.

Allowing resubmission: Do not allow resubmission

Style: List Tree

Comment

2 Re:My point of view from the reading

Indeed, the issue of individual perspectives raises the question of how those perspectives interact with each other. Constructivist theory discusses the issue of individual perspective.

Submit Project

Member List

- Team A
- Team B

Data

Submit Project Assignment (Team-based)

Upload File Confirm Finish

個人提出です

Description	>> Details
Start	2016-02-03 15:37:39
End	
Settings	Accessible to all course members.
Allowing resubmission	Do not allow resubmission
Status	In progress Not yet submitted > Submission Status

Submit Project page

Re-submission of project

Depending on the project, it is possible to resubmit the project after your initial submission, providing this is done within the project acceptance period.

Following the steps listed below will return the project to its status prior to submission. Re-uploaded the file into the project and resubmit it.

1. On the project page, click the project title you wish to resubmit and the Team Progress page will be displayed.
2. Click "Submitted" and Submissions page will be displayed.
3. Click the Resubmit button, and then click OK to return the project to its status prior to submission.

❗ If you cancel the submission, a reminder email will be sent to the following users.

- Team submission: You and your team members and the instructor.
- Individual submission: You and the instructor.

4. Click Submit Project button at the top right of the screen to display the project submission page.
5. Re-uploaded the file into the project and then click Submit button to complete the submission process.

Projects

Project	Type of project	Status	Start	End	Teams
サンプル(チームで課題を提出)	Team	In progress	2019-11-01 10:00		2
サンプル(個人で課題を提出)	Individual	Closed Not submitted	2019-11-01 19:00	2019-11-30 19:00	2

* You can only click the projects you are a member of.

Team Progress

Team	Members	Last Comment	Comments	Total Views	Status
Aチーム	3	2019-11-05 19:40	10	59	Submitted 2020-01-30 17:58
Bチーム	2		0	5	Not submitted

Aチーム : Submissions

Project Description
サンプルです。
掲示板内でチームごとに「<=>」についてディスカッションし、最終的にチームで1つレポートを提出してください。

Period 2019-11-01 10:00:00~
Type of project Submit project in teams
Settings The project room of a team is open only to the members of that team and the instructors.
Submitted items Accessible to all course members in this project.
Allowing resubmission Allow resubmission at any time during submission period.

Assignment submitted by Aチーム (Submitted on : 2020-01-30 17:58)

Aチーム: 提出用_Aチームv2.pptx - サンプル学生 2019-11-05 19:40

Mutual review of submissions

Once you submit assignments, view the submission in view submissions page.

If the instructor turned on mutual review for the project, you can view submissions of other teams or students. Feel free to comment on the submissions other students or teams have posted.

manaba university

2013-03-02 (Sat)
Carlos Macedo | Settings | Logout

My Page Courses Portfolio

Instructional Design

Tests Surveys Assignments Projects Grades Forum Resources

Group research project

Team Progress

Team	Members	Last Comment	Comments	Total Views	Status
Aチーム	6	2016-03-22 16:56	3	25	Submitted 2016-07-31 19:10
Bチーム	1		0	0	Not submitted

Submitted

Aチーム : Submissions

Project Description
Group research topic
Read the Michaelson's paper about the three theories of Instructional Design and discuss what the 3 theories contribute to learning and why they are important.
Each group is required to submit a finalized paper through manaba by due date.
Your discussion will be evaluated and it will count toward your group project score.

Period 2016-02-03 15:25:00~
Type of project Submit project in teams
Settings The project room of a team is open only to the members of that team and the instructors.
Submitted items Accessible to all course members in this project.
Allowing resubmission Do not allow resubmission

Assignment submitted by Aチーム

Team B: Essay1.doc - Carlos Macedo 2013-03-02 06:08

Member List
Christina Jones
Max Li
Andy Kennan

Team List
Team A
Team B

View submissions page

In Grades page, you may view the scores of tests and assignments you have submitted.

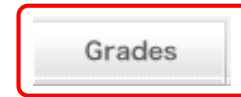
View your grades

Click **Grades** and view scores of the tests and assignments you answered.



You can also view your position among all the course members.

Course instructors decide whether or not to publish scores of assignments. Only the grades of assignments which course instructors choose to publish will display.



Grades		
Title	Grade	lower << Position >> higher
Autoscore Practice test	20 View Answers	20
Total 3 / Avg 20.0 / Min 10 / Max 30 / Stddev 8.2		
Grade published at 2013-02-15 02:45		
Autoscore Midterm 2	10 View Answers	10
Total 3 / Avg 16.7 / Min 10 / Max 20 / Stddev 4.7		
Grade published at 2013-02-13 12:10		
Midterm 1	2	2
Total 4 / Avg 30.2 / Min 2 / Max 43 / Stddev 16.7		
Grade published at 2013-02-13 02:39		
Please come to office hours if you feel you are unprepared for the tests.		

Grades page

In Submission history page, you may view your submission history.
The unsubmitted assignments list allows you to see a list of unsubmitted assignments or test.

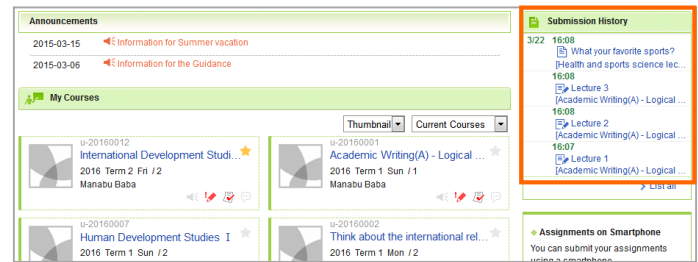
View Submission History

➤ Check the My page

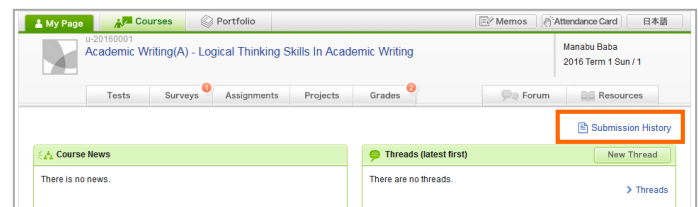
- You can view your submission history for the last week on the right side of the My page. Click the title of the submission to open the page of it.
- If you would like to check all your submission history, please **List all** to open the Submission History page.

➤ Check the course top

- Click **Submission History** under the course menu in the course top page to open the Submission History page, then you can check your submission history narrowed down to the course.



My Page Screen



Course Top



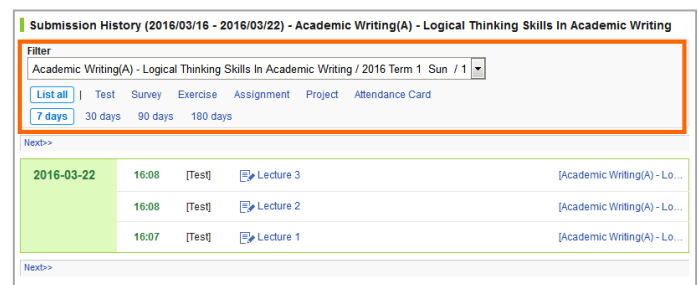
You can narrow down your submissions in the Submission History page by the type of assignments and the number of days to be displayed at a time.



In order to view the older submission history, click Next on the top or bottom of the list.



The assignments and attendance cards you will submit from now on will be accumulated on this submission history page. In case, the old ones you had already submitted have not been displayed.



Submission History

Check for unsubmitted assignments

To see the details, click on the "List all" link under "Unsubmitted assignments" on the right side of My Page.

The following assignments will appear in the list

- Tests (Autoscore, Manual Score, Exercise)
- Surveys
- Assignments
- * Projects will not appear in the list unless the Library option has been released to your manaba.

Assignments

◆ **Unsubmitted assignments**

[> List all](#)

◆ **Submission History**

There is no submission history.

[> List all](#)

My Page

Unsubmitted assignments - Tests (26 items)			
Tests	Surveys	Assignments	
Title		Course Title	End
Manual Score	Test(5/12)	International Relationship	2021-07-21 11:15
Exercise	Exercise (5/18)	International Relationship	2021-07-22 15:10
Exercise	Exercise (6/1)	International Relationship	2021-07-25 12:00
Autoscore	Assignment1	International Relationship	

Unsubmitted assignments

Register the Close Date of assignment to Google Calendar

You can register the Close Date of your tests, surveys, assignments and projects to Google Calendar. If the Close Date is not set, the date when you click the button will be registered to your schedule.



Please note that even if the acceptance period is changed in manaba, the changed period will not automatically be linked to Google Calendar.。

Test Room

[Autoscore](#) 経過時間のテスト

Description	
Start	2023-06-15 16:29:50
End	2023-06-22 16:29:50
	Add Google Calendar
Portfolio	Added to student's portfolio.
Publish Test Results and Correct Answers	Published test results and correct answers after the submission deadline.
Status	In progress Not submitted yet.

Start

Every course has a forum. The forum can be used for communication between instructors and students, and between fellow students.

Add a comment


1. Select a thread in the Forum and click **Comment (a)**.
2. Enter the title and text.

- Click **Reply (b)** to reply to a specific comment. The reply button is only available in the forum.

3. Click **Post** and your comment will be added to the thread.

* The other course members receive reminders by email if they set Receive in the following reminder on the Individual Settings. "New comments made on your course"

➤ Delete a comment

Comments can be deleted by their author and the instructor. Click  (c) to delete your comment.

Once you delete a comment, it can not be recovered.

Add files to your comment

You may add files to your comment, including images, video files and word files.

➤ Uploading videos or images from your computer

1. Click **File** button.
2. Enter the title of the file (optional).
3. Locate the file of your choice and click **Add file** to upload the file into manaba.
4. Click **Add** and complete the process.

Files supported

- Image files (GIF, JPG, PNG files, etc.)
- Video files (MP4, m4v, WMV, FLV, MOV, MPEG files, etc.)
- Audio files (mp3, m4a files, etc.)

! You may need to install one or more video players in order to play the uploaded video files. Some devices and browsers may not support playback.



MP3 and MP4 files can be played on smartphones and tablets.

Embed external content from other service

1. Click **File**.
2. Select **Embed content**.
3. Enter the embed code of the video you would like to embed.
4. Click **OK** and complete the process.

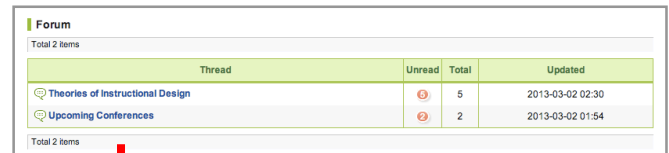
Types of embeddable external services

- YouTube
- TED
- Google Drive (videos, images, PDFs, audio files, spreadsheets, and slides)
- Microsoft Stream

- The permissions to view embedded external content are set on the external content side. Files that have not been configured for sharing cannot be viewed even if they are embedded.
- For instructions on how to obtain the embed code for external content, please refer to the relevant service provider's documentation.
- Users who are not signed in to the external service will not be able to view the embedded content.

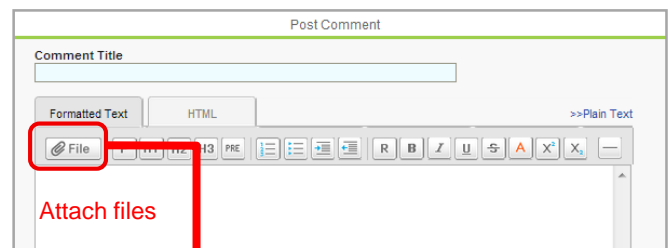
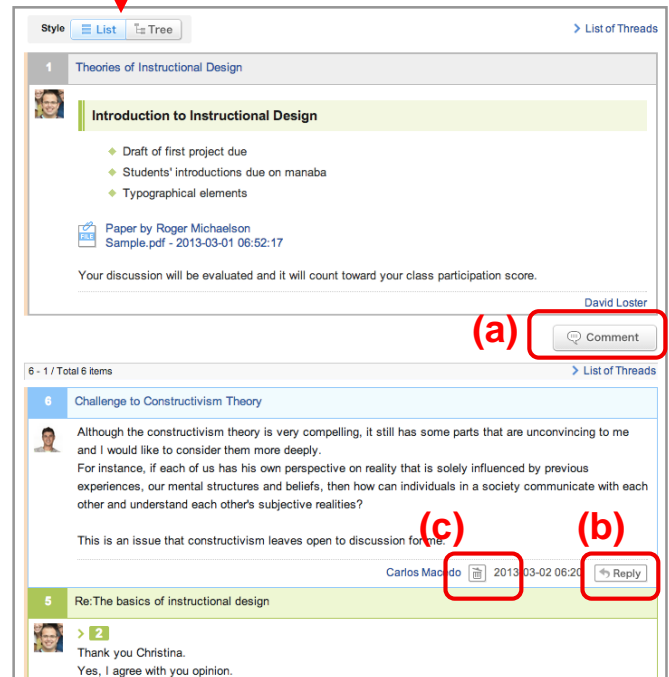


If you change the sharing settings after embedding, you do not need to reattach the file from the embed code.

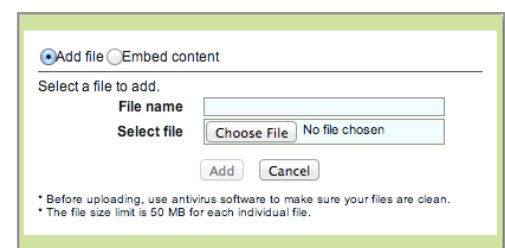


Select a thread

Threads page



Comment page



Display of comments

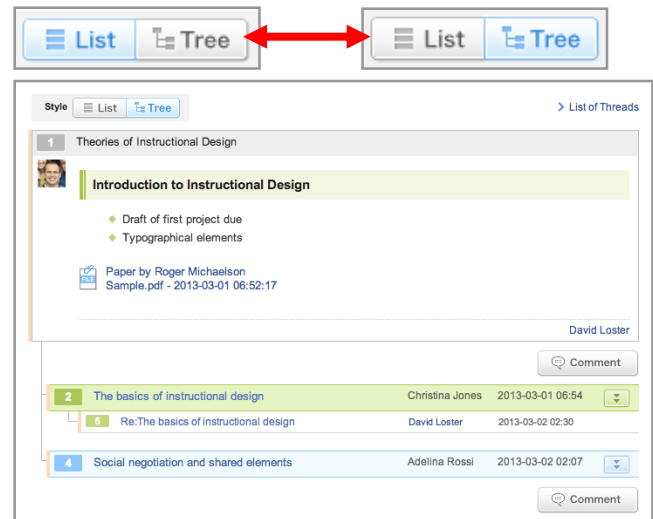
There are two ways to display comments.
Click the button in the top right corner to switch the setting.

List

Comments are displayed top-down from the latest post.

Tree

Comments are displayed top-down by the oldest post.
Response for each comment is displayed associating with the original comment.



Mutual evaluation by the "Like" button

By clicking the "Like" button(a), you can "Like" comments on the forum. You can also view the list of users who have liked your comment by clicking the "Reactions" button(b).

❗ You can cancel the "Like" you have given by clicking the button again.

❗ You cannot "Like" your own comments.



Resources is a space where instructors post resources such as teaching materials and presentations used in a course.

View resources

1. Click **Resources** and a list of resources will be displayed.
2. Click the title of a resource and its content will be displayed.
3. Titles of pages in the resource you selected are shown on the right. Click the title of a page and check the other pages in the resource.

New!

Manage resource checking status

Register and update the checking status

You can register and update your checking status using the button to change the header checking status on the resource page.



Checking status is registered by students themselves.
"Checking status" is not registered for each page, but for the entire resources.

The following information is shown in the header of the resources.

A button to change the checking status
(Checked, Revert to Unchecked)
Checking status
(Checked, Unchecked, Update unchecked)
Checking status (Checked, Unchecked, Update unchecked)

- ❗ The checking status applies to the entire resources. Updating the checking status on any page will update the information on all page headers within the same page. It is not possible to register checking statuses for individual pages.

Follow resource checking status

The checking status of each resource can be viewed via the icons on the course top screen and the resource list screen.

If instructors update a resource after it has been checked, the status will automatically be shown as "Update Unchecked."



Resources		
	Lecture Slides Please go to the corresponding page for lecture slides of each class.	Total 5 items 2013-03-02 02:54
	[Resource] Supplementary Readings I will post a list of supplementary readings related to our class here.	Total 2 items 2013-03-01 02:43












Resources page

Select resource

	Lecture Slides Please go to the corresponding page for lecture slides of each class.	Updated : 2013-03-02 02:54
Week 2 Please see the attached presentation material that I used during today's class. We covered the following topics: <ul style="list-style-type: none"> Behaviorism theory The Cognitivism theory The Constructivism theory Implications of each theory and their importance in education Feel free to share your questions and comments here on this discussion board.		
sample_slides.ppt - 2013-03-01 02:28:10 David Loster - Version 1.1 (2013-03-02 02:54)		
		Lecture Slides ▶ Week 1 ▶ Week 2 ▶ Week 3 ▶ Week 4 ▶ Week 5

Titles of pages

Resource page

 My Page	 Courses	 Portfolio	 Search	 Memos	 Attendance	 日本語
<div> Manual Course</div>			2024 -/-			
<div>Tests ² Surveys ¹ Assignments Projects Grades ¹</div>			<div> Forum</div> <div> Resources</div>			
<div> 講義資料</div>			Updated : 2025-02-02 16:07 Checked at : — Unchecked Change to Checked			

Change to Checked

Resources (latest first)		
	発表動画 2025-02-02 16:09	
	プレゼンテーションを行うにあたって 2025-02-02 16:07	
	講義資料 2025-02-02 16:07	Unchecked

Resources		
	講義資料	Total 4 pages 2025-02-02 16:07 Unchecked
	プレゼンテーションを行うにあたって	Total 1 pages 2025-02-02 16:07 Checked
	発表動画	Total 1 pages 2025-02-02 16:09 Checked

View announcements

Click the **Announcement** tab to view **Announcements to Individuals** and **Other Announcements**.

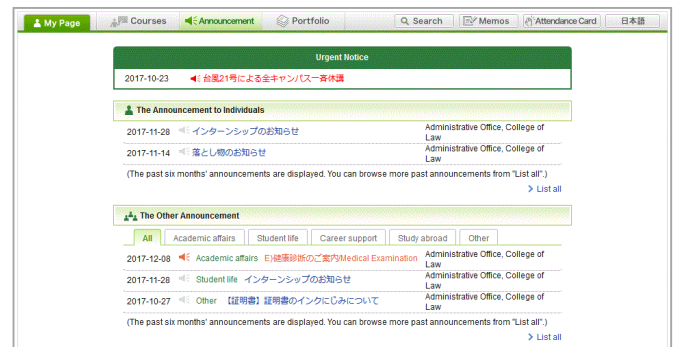
The Announcement to Individuals

Students can view announcements addressed to each student.

The Other Announcements

Students can view other announcements from the university by category.

- [All]・・・All announcements can be viewed.
- [Academic affairs]・・・Announcements concerning academic affairs can be viewed.
- [Student life]・・・Announcements concerning student life can be viewed.
- [Career support]・・・Announcements concerning career support can be viewed.
- [Study abroad]・・・Announcements concerning studying abroad can be viewed.
- [Other]・・・Other announcements can be viewed.



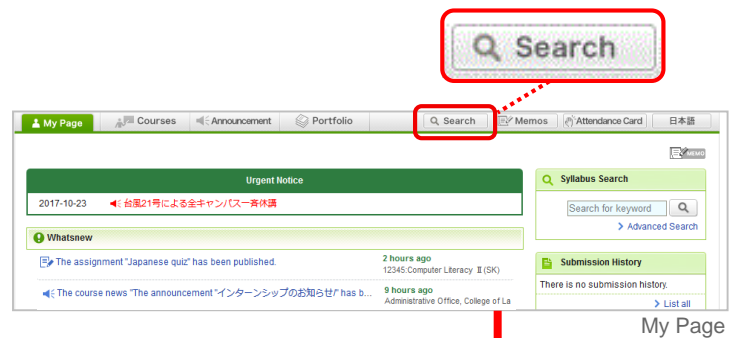
Announcement page

Search course news

Students can search course news using the search function.



Click **Advanced Search** and you can search course news by **Courses**, **Categories**, and **Distribution date and time**.



Search - Course News

Course News | Announcements

Search for Search

Results per page 10

Advanced Search

Courses All years

<input checked="" type="checkbox"/>	80582:Advanced Topics in Web I...	2017 Spring:Spring Mon 3(5-6)Period
<input checked="" type="checkbox"/>	13105:IR-GR301 Advanced Sem...	2017 Spring:Spring Mon 5(9-10)Period
<input checked="" type="checkbox"/>	10005:Liberal Arts Seminar(1)	2017 Spring:Spring Tue 4(7-8)Period
<input checked="" type="checkbox"/>	72274:Preliminary Project Semi...	2017 Spring:Spring Fri 5(9-10)Period/Spring:Spring Fri 6(11-12)Period
<input checked="" type="checkbox"/>	50923:Media and Contemporary...	2017 Fall:Fall Mon 6(11-12)Period

Select all Deselect all

Categories ☒ General ☒ Cancellations ☒ Makeups ☒ Classroom Changes

Distribution date and time -

Search - Course News page

Search announcements

Students can search announcements by clicking **Announcements** tab on the Search page.



Click **Advanced Search** and you can search announcements by **Distributors**, **Categories** and **Distribution date and time**.

Search - Announcements

Course News | **Announcements**

Search for Search

Results per page 10

Advanced Search

Distributors

<input checked="" type="checkbox"/>	Graduate School of Public Policy
<input checked="" type="checkbox"/>	Office of Teacher Education
<input checked="" type="checkbox"/>	International Admissions
<input checked="" type="checkbox"/>	Technology Management
<input checked="" type="checkbox"/>	Graduate School of Management
<input checked="" type="checkbox"/>	Office of Graduate Studies
<input checked="" type="checkbox"/>	manabi station (BKC)
<input checked="" type="checkbox"/>	manabi station (OIC)
<input checked="" type="checkbox"/>	manabi station (KIC)

Select all Deselect all

Categories ☒ Personal ☒ Academic affairs ☒ Student life ☒ Career support ☒ Study abroad ☒ Other

Distribution date and time -

Search - Announcements page

You have a portfolio space to accumulate your submitted work and comments for each course.

View your portfolio

Click **Portfolio** and all your submissions and comments will display.

❗ Not all assignments are collected in the portfolio; only assignments which the instructor set to store in your portfolio will be stored.

❗ Your portfolio is only accessible to you and the instructor.

Materials stored in the portfolio

- ◆ Tests
- ◆ Surveys
- ◆ Assignments
- ◆ Projects
- ◆ Grades
- ◆ Comments



If a comment is added, the icon and the number of comments will be displayed.
※ If there are unread comments, the icon and the number of comments will be red.



Portfolio page

Midterm essay: Instructional Design Year:2013

Accessible to instructors and course members who have submitted the same assignment.

Description

Enrolled students are required to write a midterm essay. You will decide on a topic related to the reading materials we have covered over the course. (1,000 words, 12pt, Times New Roman, single-spaced).

I am more than happy to discuss the topics with you upon request.

This paper counts towards 10% of your grade for this class.

Period: 2013-02-27 12:15:00 ~ 2020-02-27 12:15:00 In progress

Submitted by Carlos Macedo

sample.docx - 2013-03-02 04:48:16 - Preview

>> Instructional Design

- Submitted 2013-03-02 04:48 - - Updated 2013-03-02 04:48 -

Assignment collected in portfolio

My comments in this course: Instructional Design

Carlos Macedo's comment history (Total 2 items)

Total 2 items

Great research

Portfolio

Thank you for putting this research together!

I was able to use it in one of my classes and the professor was impressed by the results.

2013-03-02 06:58:20

Challenge to Constructivism Theory

Forum

Although the constructivism theory is very compelling, it still has some parts that are unconvincing to me and I would like to consider them more deeply.
For instance, if each of us has his own perspective on reality that is solely influenced by previous experiences, our mental structures and beliefs, then how can individuals in a society communicate with each other and understand each other's subjective realities?

This is an issue that constructivism leaves open to discussion for me.

2013-03-02 06:20:54

Comments collected in portfolio

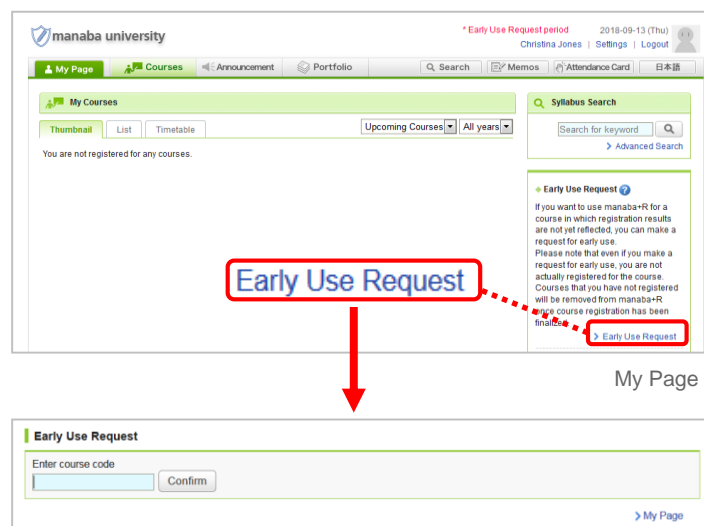
You can make a request for early use to access course features during the Early Use Request period without being registered for the course.

Make a request for early use

In the **Early Use Request** page, type the course code of the course (class) you would like to join and request permission to access the course.

❗ Ask your instructor for the course code.

If you are not officially registered for the course, the course will automatically be removed after the **Early Use Request** period.



Early Use Request page (Enter course code)

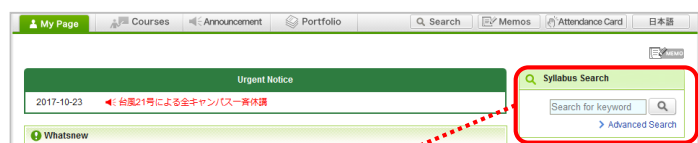
Search syllabus

Students can search/view syllabus with manaba.

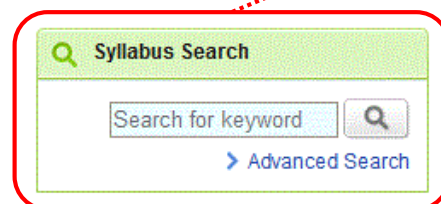
Syllabus can be searched by keywords related to course title, name of instructor or course contents, in the **Syllabus** box at the upper right hand corner of My Page.

Click the syllabus you wish to view in the search results to view the syllabus.

Search results can be filtered by **Faculty/Graduate School**, **Year/Semester** and **Period**.



My Page



Syllabus Search

Search for
english

You can search for syllabi using multiple keywords such as course title, instructor, etc.
When you search by the instructor's name, please enter a space between the first name and the surname.

Results per page 10

Advanced Search

Faculty / Graduate School: All

Year/Semester: 2019 All

Period: All

Search Results

Total 1 item(s)

Faculty / Graduate School	Course Name	Term	Period	Campus	All Instructors	Language	Credits
College Of Letters	17073:English VII (High?Intermediate) (A3)	Spring	Mon2	KIC	MANABU BABA	Japanese	1

Total 1 item(s)

Syllabus Search page

Advanced Search

Advanced search allows you to filter search results by **Faculty/Graduate School** and **Period**, etc.

Click to filter by **Period**. A time schedule will appear. To filter your search results by period, click the period you wish to search for in the time schedule, then click **OK**.

Advanced Search

Faculty / Graduate School: All

Year/Semester: 2019 All

Period: All

Search Results

Total 1 item(s)

Faculty / Graduate School	Course Name	Term	Period	Campus
College Of Letters	17073:English VII (High?Intermediate)	Spring	Mon2	KIC

Total 1 item(s)

92
© 2013 Asahi Net, Inc. All Rights Reserved.

Templates
tes

Period Selection

All Mon Tue Wed Thu Fri Sat Sun

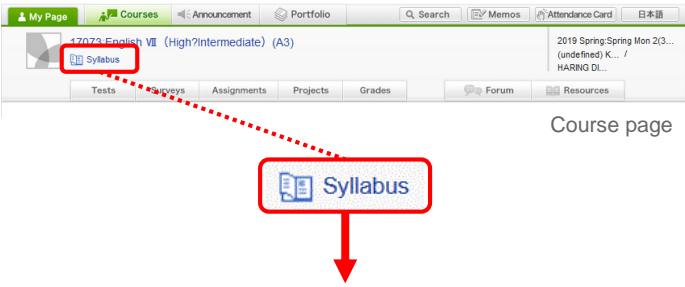
1 2 3 4 5 6 7 8 9

Others

Syllabus Search page

View course syllabus

When syllabus is published for the course, it can be viewed by clicking **Syllabus** shown below the course title in the Course page.



Course page

Syllabus

Course Name	Year	Term	Period	Faculty / Graduate School	All Instructors	Credits
17073 English VII (High?Intermediate) (A3)	2019	Spring	Mon2	College Of Letters	MANABU BABA	1

Campus
KIC

Class Venue
Keigakukan260

Language
Japanese

Course Outline and Method
English VII and VIII are required courses for sophomore students in the Faculty of Letters. This intensive program is for those who were in high intermediate or intermediate level classes in their freshman year. It is intended to help develop academic skills involving reading, listening, note taking, summary, discussion, research, writing, presentation, and so on.

Student Attainment Objectives

Goals
By the end of the course, students are expected to have acquired the following skills and sub-skills:

Reading
* Read slightly modified academic and non-academic texts with appropriate use of a dictionary, employing a range of reading skills and strategies as appropriate, including skimming, scanning, guessing meaning from context, prediction and reading between the lines.
* Identify key information, ideas and viewpoints.
* Summarize, evaluate and discuss the content.

Listening
* Understand short lectures and documentaries delivered by native speakers with strategic simplification, take relevant notes, ask appropriate questions, summarize and discuss the content.

Writing & Research
* Conduct research from a variety of print and digital sources on academic subjects.
* Write a short research paper in 2nd semester, following APA or MLA conventions, with proper citations.

Speaking
* Give research presentations, using posters or outlines, and discuss various themes.

Recommended Preparatory Course
English VII and VIII are required courses for sophomore students in the Faculty of Letters. This intensive program is for those who were in high intermediate or intermediate level classes in their freshman year.

Syllabus page

Comments can be exchanged between instructor and student individually.
You can use this function for various purposes, such as to give assistance for paper, career, note-taking, etc.

Add Tutoring Collections

Refer to the following steps to add new tutoring collection.

1. In the Course Top page, click **Tutoring Collections**.
2. In Tutoring Collections page, click **Add Collection**.



You can only add collection for the course which the instructor allows to add Tutoring Collections. If your instructor does not allow to add, this button will not be shown.

3. Enter Collection title and Description, and then click **Add**.
4. If you wish to notify instructor by email, click Add and send reminder. If you are not notifying the instructor by email, click Add without reminder.



If your instructor has not configured settings for reminder email address, reminder will not be sent.

The added Tutoring Collection can be only viewed by you and your instructor. Title and description could be edited later. (The user who added the collection and the instructor in charge have the editing rights.)



Tutoring Collection may be added by your instructor. Students cannot modify title and description of a Tutoring Collection added by instructor but can post comments to that Collection.

Course page



Tutoring Collections



Add Collection

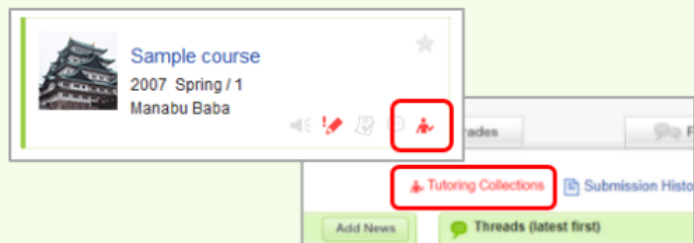


Check instructions/notification from instructor

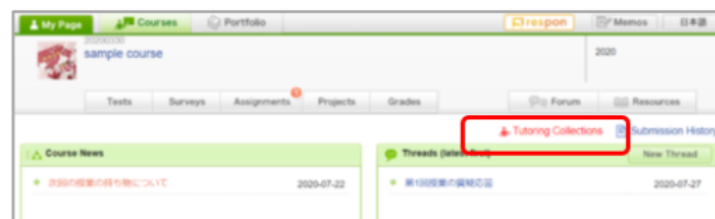
Refer to the following steps to check instructions and notification from your instructor.

1. In the Course Top page, click **Tutoring Collection**.
2. In Tutoring Collection page, click the collection title.
3. You can check details. If you want to leave a comment, click **Comment** to post a comment.

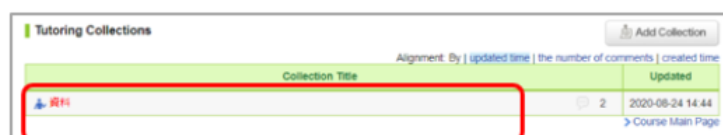
If there is any unread Tutoring Collection or comment, an unread icon will be shown in course list. Also, Tutoring Collection in the Course Top page of the course will be shown in red.



You can switch Alignment by clicking updated time, the number of comments, and created time in the right-hand side above of Manage Tutoring Collection page.



Course page



Tutoring Collections



You may use manaba either on a smartphone.



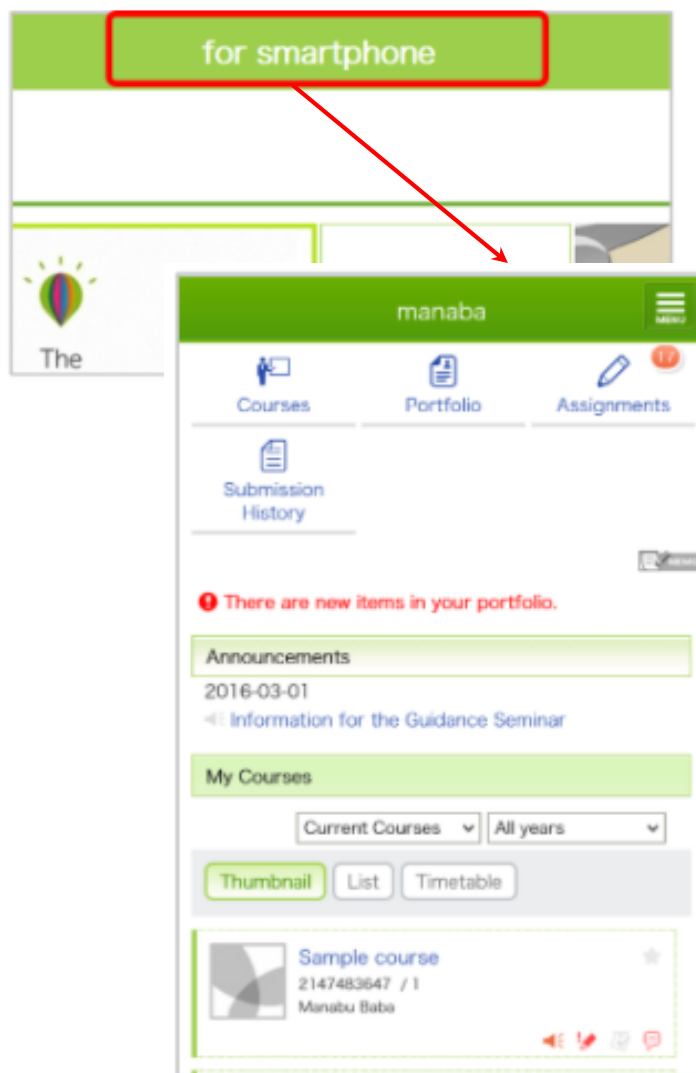
Smartphones

You may submit your work from your smartphones.

When you access the site page with your smartphone, the link for the smartphone-optimized screens are displayed at the top and you can tap to change.

* To return to the desktop-optimized screens, please access the link at the bottom of the screen

The smartphone-optimized screens mainly can be used on the student's functions.



My Page for smartphones

Notes when you logout from manaba

After you finish using manaba, please make sure to logout and close the web browser (including all the windows and tabs).

You must close browser applications if you are using smartphones or tablets.



Please note that a third party may be able to login with your user ID without verification if you leave the web browsers open.