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1 Introduction to manaba (1-1 Login)

Login

Login with your login ID and password.
To maintain security, a session timeout will occur automatically after 90 minutes.

Recommended browsers

The following browsers are compatible with manaba.

Windows
Google Chrome / Mozilla Firefox / Internet Explorer

Mac
Safari / Mozilla Firefox

iOS   Android
Safari  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.

Announcements from Administration

There are announcements from the system administration in My page. Please don’t miss it.
My Page allows you to view various information.

**Whatsnew**

In Whatsnew, the following information is shown.

- Announcements from the University
- Published course news (including information on class cancellations and makeup lectures, and classroom changes)
- 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

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.
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.

Individual Settings

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.

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.

Profile settings

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

You will not receive messages if you choose Do not receive in the Reminders menu, even if you choose Receive in Individual Settings.
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.

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.
2 What is a course?

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.
- [Cancellations] - Information on cancellation of your courses can be viewed.
- [Makeups] - Information on makeup lecture of your courses can be viewed.
- [Classroom Changes] - Information on classroom changes of your courses can be viewed.

Course news can also be viewed in the Course page.

Click List all in each category, and then click All Cancellations, Makeups, Classroom Changes to view a list of cancellations, makeups and classroom changes for all courses, including those that you are not enrolled for.

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.
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.
   ※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.

Tests with prerequisites

A test with prerequisites requires you to attain a certain number of points in another test before you can take it.
Check the correct answers after submitted

It is possible for you to check the correct answers in the Results page after submitting exercises. Please use it for self-study.

The correct answers can be checked by the following procedure.

1. Click the title of the exercise you want to check in the Tests page.
2. Click the Scores link of the past answer you want to check.
3. Click Correct Answers to display the correct answers.

Correct answers can only be checked for exercises that have been set to “Show correct answers” when your instructor created those exercises.

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

### 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.
   - The assignment has not been submitted to the instructor yet.
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**.
   - 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 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**.

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”.

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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」.
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.

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.
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.16)

- 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.)
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.

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

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.

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.

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.
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.

**Embed videos from YouTube**

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.

**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.
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.
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.
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 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.
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.
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.
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.

Advanced Search

Advanced search allows you to filter search results by Faculty/Graduate School and Period, etc. Click Select 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.
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.
You may use manaba either on a smartphone.

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 on the upper right.

The smartphone-optimized screens mainly can be used on the student’s functions.
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.
manaba Attendance Function Manual for Instructors

Contents

1 Submitting an attendance card ........................................ 2~3

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1 Submitting an attendance card

Submitting an attendance card

1. Click on manaba “Attendance Card” button (A).
2. Enter the Call Number (B)
3. In case of “Use for Attendance” card, Click on “Send” button (C) to submit attendance.
   In case of “Question” or “Survey”, Click on “Send” button to move to the questions page.

In case of “Question” or “Survey”, choosing “anonymous submission” (D), will allow you to submit your answers anonymously. Use it when you want to take the Survey anonymously.

The following cases will result in error at the time of submission.
- Attendance card corresponded to the call number does not exist.
- Choosing “anonymous submission” (D) in case of “Attendance only” card
- The Attendance card is already closed.

Submitting attendance is possible from PC.

➢ To answer a “Question”

1. You can submit the answer of the instructor question from the “Answering screen” Choose a number between 0 ~ 9 (necessary) and type in your comment.
2. Click on “Submit” (E) to submit your answer.

Example of Using Multiple Choice
Only choices of the question is displayed. Details of the answer will not appear there.
For the details of the question, follow the instructions of the teacher
(Example 1) What do you think about today’s class
‘was it difficult ? Submit your answer on scale 1 ~ 5 ‘
(Example 2) Simple Quiz
‘which slide number has the answer for the question? ‘

Example of Using comments
Comment is a text inserted by the student to summarize his/her answer (Reflection)
For the details of entry, follow the instructions of the teacher
(Example 1) What do you think about today’s class
‘What do you think about the lesson’ flow today? ‘
(Example 2) Question
‘Write the reason for choosing your answer ‘
1 Submitting an attendance card

➢ To answer a “Survey”

1. Select the answer from the multiple choice (necessary) and type in the text box.
2. Click on “Submit” (A) to submit the survey.