

manaba+R

Report Examination Manual

[For Students]

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1. Report Examination

1.1. Courses with Report Examinations

Courses that utilize Report Examinations will have specified "Report Examination" as the Grade Evaluation Method in the Online Syllabus for the course.

- * A report that is required to be submitted during a course (Report for Continuous Assessment) cannot be considered a "Report Examination".

1.2. Report Topic Announcement Method

All report topics will be announced on manaba+R.

- * Report topics are not announced on CAMPUS WEB.

1.3. Report Submission

You must submit your report data to manaba+R by the submission deadline (See 1.5. Report Examination Schedule).

- * Report resubmissions and submissions after the deadline are not accepted for any reason. It is recommended that the file name of the report be saved as the course title so that the report of another subject is not accidentally submitted.
- * For some courses, instructors will specify (when announcing Report Topics) that the report must be submitted as a PDF file. In such cases, prior to submitting the report, you will need to convert report files that are MS Word or other formats into a PDF file. (See 5. Procedures for Converting MS Word Files into PDF Files.)
- * For some courses, instructors may specify (when announcing Report Topics) that you need to submit a report to a designated submission location instead of manaba+R. In such cases, you need to print out the report, put on the prescribed report cover and submit it to the designated submission location. (The submission deadline is the same as if submitting through manaba+R.)

1.4. Differences between Report Examinations and Regular Reports on manaba+R

Ritsumeikan University considers Report Examinations as a replacement for Final Examinations, and as such are handled differently than reports that are submitted during a course (Reports for Continuous Assessment).

	Report Examination	Report for Continuous Assessment
Start of Report Acceptance Date	Unified date and time for all courses (Refer to "1.5 Report Examination Schedule")	Depends on the course
Report Submission Deadline	Unified date and time for all courses (Refer to "1.5 Report Examination Schedule")	Depends on the course
Submissions after Deadline	Not accepted	Depends on the course
Report Resubmissions	Not accepted	Depends on the course

1.5. Report Examination Schedule

Semester		
Spring	Fall	
Mid June	Early December	Start of Report Acceptance
Late July	Late January	<p>Report Submission Deadline (Must be submitted by 5:00 p.m. on the Submission Deadline for Report Examinations specified in the academic calendar)</p> <ul style="list-style-type: none"> * Report resubmissions and submissions after the deadline are not accepted for any reason. * Since access to manaba+R is expected to be busiest just before the submission deadline, it may take time to log in or submit a report. Please do not wait until the last minute to submit your report.

2. Use of manaba+R

The following Operating Systems and Internet browsers are compatible with manaba+R.

OS	Browser
Windows	Google Chrome / Mozilla Firefox / Internet Explorer/Microsoft Edge 79 or later
Macintosh	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 in your browser.
-
- * Depending on the browser type, you may not be able to submit PDF files to manaba+R.
In that case please change the browser.

3. Procedures for Confirming and Submitting Report Topics

Screen	Instructions
<p style="text-align: center;"><manaba+R Login Screen></p>  <p style="text-align: center;"><manaba+R Login Screen></p> <p>Web Single Sign-On</p> <p>User ID <input type="text"/></p> <p>Password <input type="password"/></p> <p>Sign On</p> <p>Information</p> <p><u>離席の際の注意事項</u></p> <p>SSO連携により、アプリケーションのログオフをしても無認証で再度、ログインできる場合等がございますので、離席の際はパソコンにロックをかけるか、全てのブラウザを閉じて下さい(1台のパソコンを複数人で利用する場合は、必ずブラウザを閉じて下さい)。詳細はこちら</p> <p><u>RAINBOW Webページについて</u></p> <p>RAINBOWのWebページには、RAINBOWサービスを利用する上での留意点や各種申請書・マニュアル等を公開しております。 RAINBOW Webページはこちらからご参照いただけます。</p>	<ol style="list-style-type: none"> ① Enter your RAINBOW ID. ② Enter your RAINBOW ID password. ③ Click the [Sign On] button to login.

<Front Page of manaba+R (My Page)>

Course Name	Year	Lecture Info	Teacher
test for student list	2017		
11022現代の経営 (J)	2017		
111111:test course1	2016		taro ritsumei
irregularCourse031101	2015	Monday	RITSUMEI TARO
休・補講・教室変更情報	2017		
(教務課) テスト用コース1	2016		Teacher test1
【Ritsumeikan】 Safety Confirmation			RU Safety Confirmation
教務課テストコース4	2017		
JSB Test course 1	2015		RITSUMEI ICHIRO
JSB Test course 2	2015		RITSUMEI ICHIRO
JSB Test course 3	2015		RITSUMEI ICHIRO

- ④ Under the "Course Name" section on the front page, the courses you have registered are displayed in a list. Click the course name of the appropriate course with a Report Examination.

<Individual Course Page>

If you have any reports that have not been submitted, the number of reports to be submitted is displayed.

- ⑤ Click the "Assignments" button displayed on the individual course page.

<Report Title Confirmation Screen>

manaba+R 2.29
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Under the "Title" section, "Report Exam" is displayed.



⑥ Report topics announced for corresponding classes are displayed in a list.

⑦ Click the title.

<Report Topic Confirmation Screen>

manaba+R 2.29
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If you select a report data file for step ⑬, a new window will open.

⑧ In the "Description" column, details of the report topic including required number of characters/pages are displayed.

* If you are required to submit the report to a specified location, not through manaba+R, the instructions will be displayed here.

⑨ In some courses, the course instructor will specify that reports must be submitted as a PDF file.

* Procedures for converting report files into PDF files are outlined in section 5 below.

⑩ The submission period is the same for all Report Examination courses.

manaba+R

2017-11-01 (Wed) mutsuki kinugasa | Settings | Logout

My Page Courses Announcement Portfolio Search Memos Attendance Card 日本語

111111: test course1 2018 - / taro nitsumei

Tests Surveys **Assignments** Projects Grades Forum Resources

Assignment Room

Upload File >> Confirm Finish

Report Exam 試験発表

Description	■字数/枚数 number of pages / characters 2,000文字以上
File format of the submission	■試験 Subject ○○○について PDF of A4 size (Details)
Start	2017-08-31 13:00
End	2018-01-23 17:00
Portfolio / Settings	Not added to anyone's portfolio. / Only available
Allowing resubmission	Do not allow resubmission
Files	In progress
Status	Not submitted

Uploaded files (1 files)
2017-11-01 16:14 report01.pdf

ファイルを選択 選択されていません
* The file format of submissions is limited PDF of A4 size> Details

⑭ Upload

⑮ Submit

▶ The assignment has not yet been submitted. Click the 'Submit' button to submit.
▶ You may upload multiple files.
▶ To delete the file, click [X].
▶ If you leave this screen without submitting the assignment, the information you entered will be saved.

Assignments

The file uploaded in step ⑭ is displayed. If you click on the file, the file will open.

• The submission has not been completed until you click the [Submit] button. Be sure to click the button.

• Reports cannot be resubmitted. Please be sure to confirm that the uploaded file is correct before clicking the [Submit] button.

• Depending on the browser type, you may not be able to submit PDF files to manaba+R. In that case please change the browser.

Report submissions after the deadline will not be permitted.

* Report Examinations must be submitted by **5:00 p.m.** on the Submission Deadline for Report Examinations specified on the Academic Calendar.

⑪ Submitted reports will not be saved in the portfolio in manaba+R.

⑫ Reports cannot be resubmitted.

⑬ Click the [Browse] button to choose a report to submit.

⑭ Click the [Upload] button.

⑮ Click the [Submit] button.

<Report Data Submission Completion Screen>

111111.test course1

2016
-/ taro ritsumei

Tests Surveys **Assignments** Projects Grades Forum Resources

Assignment Room

Enter Confirm Finish

Report Exam 論議発表

Description ■字数/枚数 number of pages / characters
2,000文字以上

■論議 Subject
○○○について

File format of the submission PDF of A4 size (Details)

Start 2017-08-31 13:00

End 2018-01-23 17:00

Portfolio / Settings Not added to anyone's portfolio. / Only ava

Allowing resubmission Do not allow resubmission

Files

Status In progress
Submitted

Assignment submitted by mutsuki kinugasa

Submitted files (1 files)
2017-11-01 10:14 report01.pdf

> Assignments

The report that you submitted is displayed.

<Report Title Confirmation Screen>

111111.test course1

2016
-/ taro ritsumei

Tests Surveys **Assignments** Projects Grades Forum Resources

Assignments

Title	Status	Start	End
Report Exam 論議発表	In progress Submitted (1 files)	2017-08-31 13:00	2018-01-23 17:00
Individual 最近気になったニュース	Not submitted	2013-01-29 15:00	2013-02-28 18:00
Report Exam 111111レポートテスト	Closed Submitted (3 files)	2017-03-15 10:00	2017-03-15 17:00
時間ぎりぎりのレポート	Closed Not submitted	2017-03-21 14:05	2017-03-21 14:05
Report Exam 【レポート試験】 テストテストテスト	Closed Submitted (3 files)	2017-03-01 17:35	2017-03-31 17:35
Report Exam test	Closed Not submitted	2017-05-11 10:45	2017-05-12 17:00
Mutual Review 再提出	Closed	2018-01-15 16:55	2018-01-15 16:55

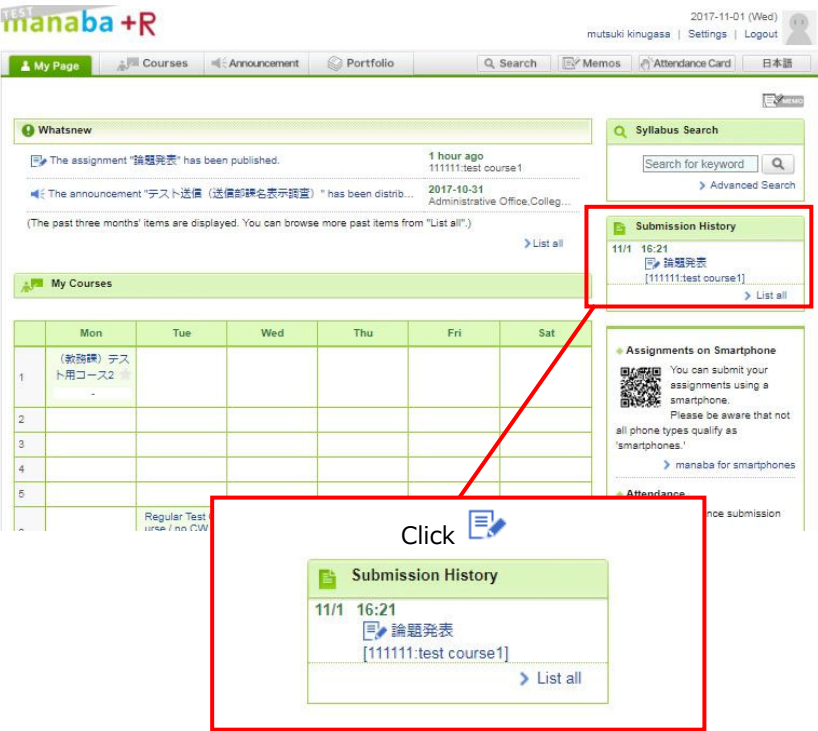


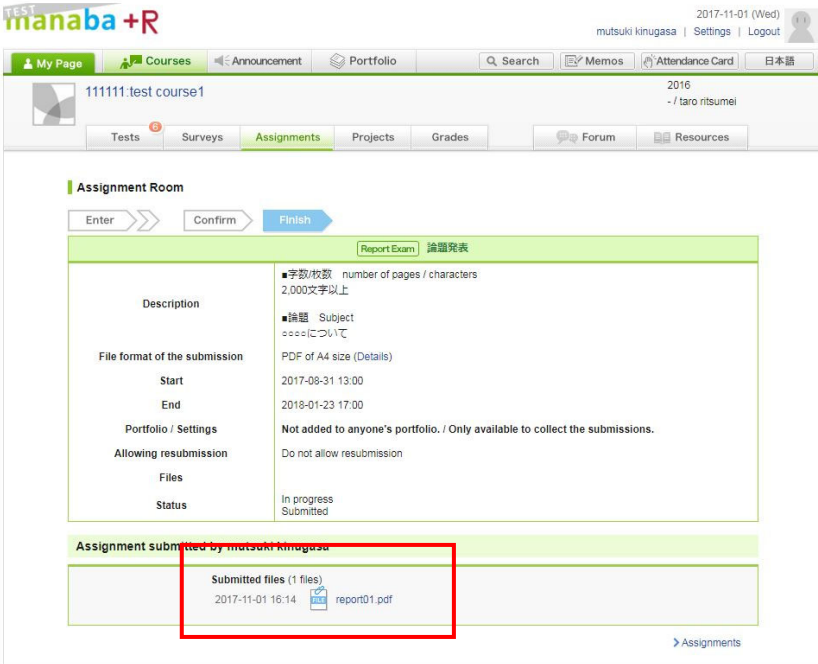
Confirm that "Submitted" is displayed as the Status.

Status

In progress
Submitted (1 files)

- ⑩ Report submission has been completed. Confirm that "Submitted" is displayed as the "Status" on the Report Title Confirmation screen.

4. Procedures for Checking Submitted Report Data

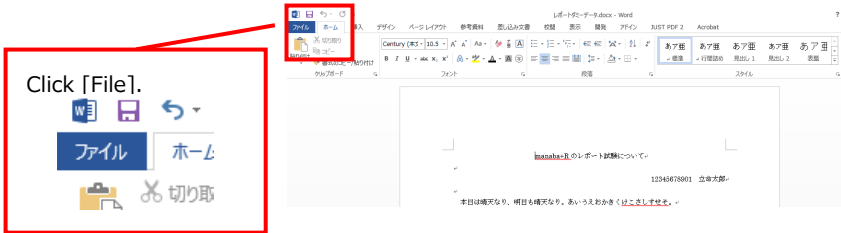
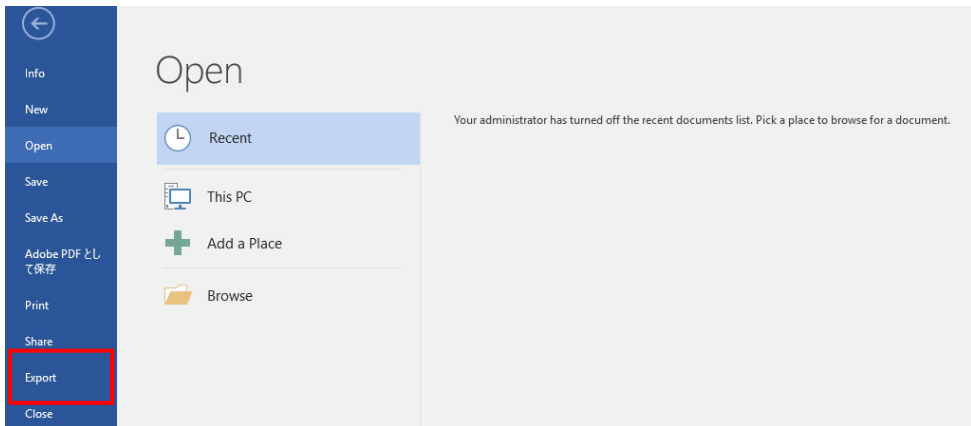
Screen	Instructions
<p style="text-align: center;"><Front Page of manaba+R></p>  <p style="text-align: center;">Click </p>	<p>① The course name and submission date and time are displayed in [Submission History] on My Page. Click the  icon.</p> <p>* Report Examinations will not be saved in Portfolio.</p>
<p style="text-align: center;"><Submitted Report Data Confirmation Screen></p> 	<p>② The report file you submitted is displayed. If you click the file, you can download it from manaba+R.</p>

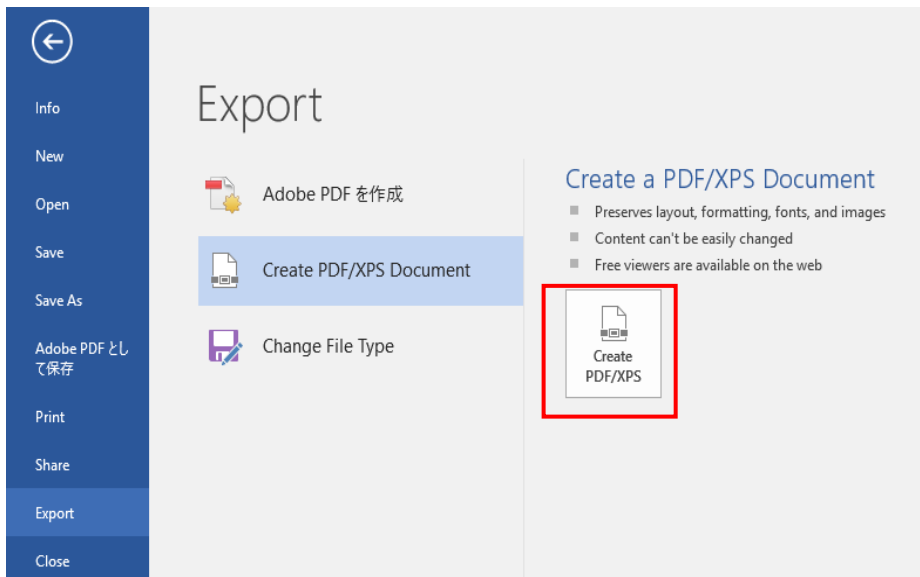
5. Procedures for Converting MS Word Files into PDF Files

Usually, you can submit reports in file formats such as Microsoft Word, Excel, or Power Point to manaba+R. However, for some courses, instructors will specify that a report must be submitted as a PDF file. In such cases, prior to submitting the report, you will need to convert it into a PDF file.

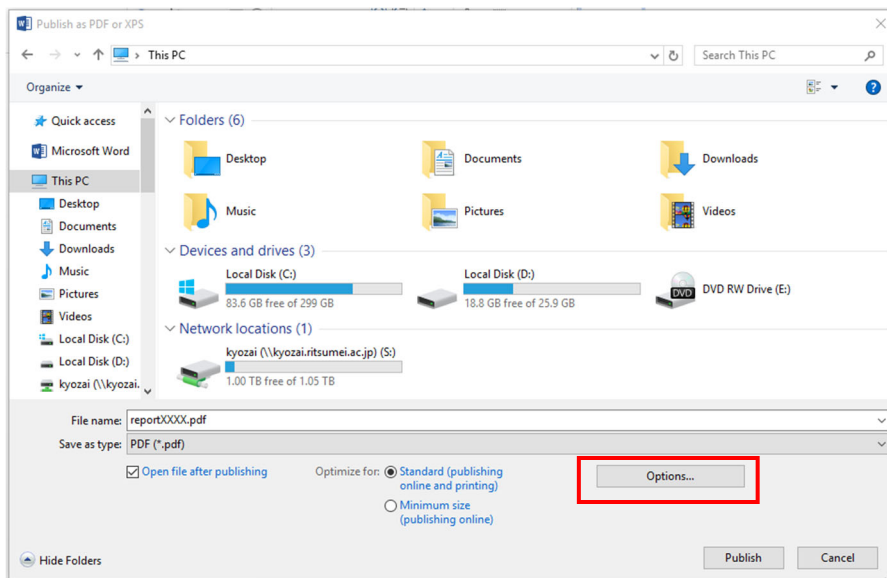
Procedures for converting a Microsoft Word file into a PDF file are explained below. (The procedures can also be used for converting Excel or Power Point files.)

- * The procedures described here are for MS Word, Excel, and Power Point 2016 or later. If you are using the 2010 or earlier versions, or if your report was written by software other than MS Word, Excel, and Power Point, the procedures will be different.
- * MS Word 2016 or later, Excel 2016 or later, and Power Point 2016 or later are installed in PCs placed in the Multimedia Rooms (MMR), computing facilities, and the Peer Learning Room within the university. Please convert files in accordance with the following procedures.

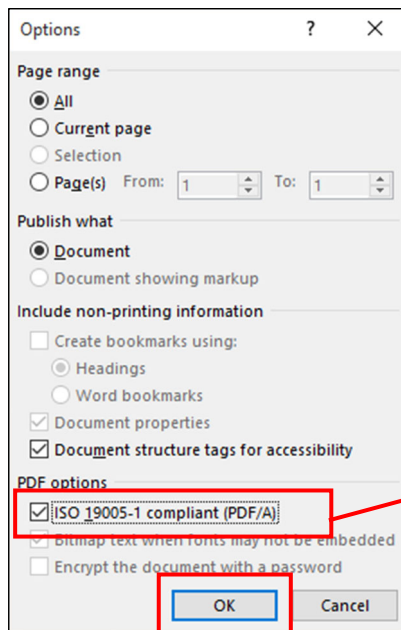
Screen	Instructions
	<p>① Click the File tab displayed on the upper part of the screen.</p>
	<p>② Click [Export].</p>



③ Click [Create PDF/XPS].

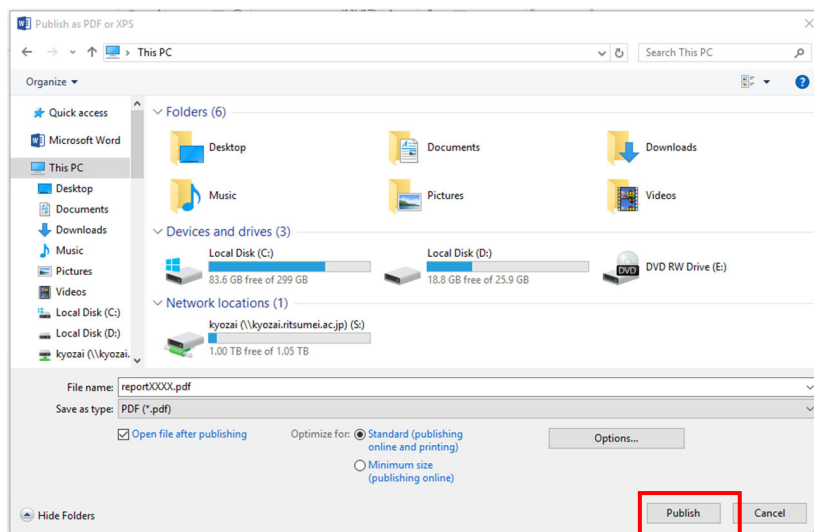


④ Click [Options].



Be sure to select this to prevent text corruption caused by conversion into PDF.

- ⑤ Select "ISO 19005-1 compliant (PDF/A)(1)" and click the [OK] button.



- ⑥ Specify a place to save the file and click the [Publish] button. The converted report data will be saved as a PDF file in the specified location.