How to submit assignments to manaba+R on your smartphone

It is convenient to use office365 when you submit assignments of the class by using your smartphone.

STEP 1

First, let's install office into your smartphone.

[Install Manuals of office for iOS](#) (Japanese Only)

[Install Manuals of office for Android](#) (Japanese Only)

STEP 2

Next, let's find out about One Drive.
*You can skip this page if you already know about One Drive.

[Let's use the online storage (OneDrive for Business)](#)

[Procedures for using the online storage (One Drive）](#)

STEP 3

Let's make an assignment and submit to manaba+R.

We would like to advise you on how to make and save reports by using Word (a word processing software of office) here. Then, we also introduce how to submit the reports to manaba+R.
*This is the screen image of iOS version.

How to create and save assignments on your smartphone

Create a report by Word.
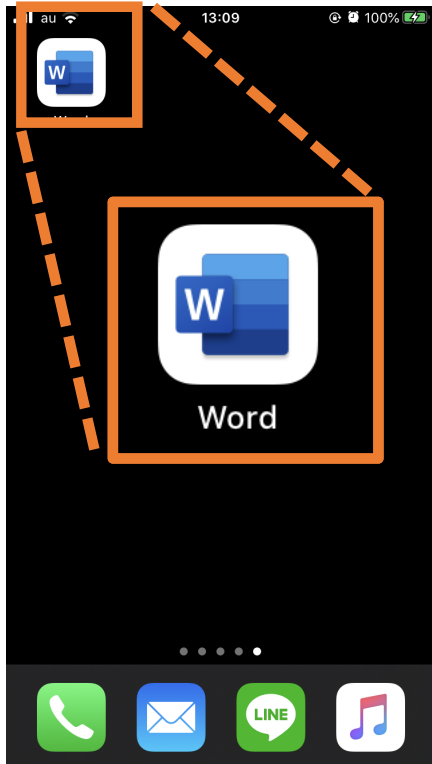
: First, install office into your smartphone.

Install the Word Apps（office）into your smartphone

Here is Install Manuals for Microsoft office Application.

・iOS version

・Android version

: Next, let's find out about One Drive.

After creating a report by using Word apps, save the file in One Drive.

Point

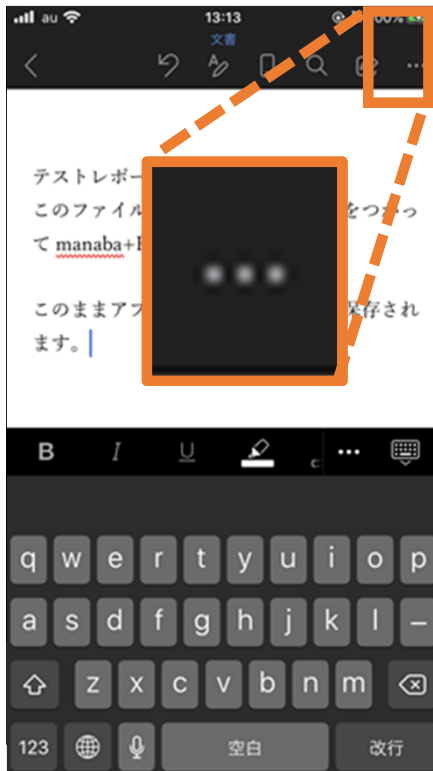**Save the created assignment in One Drive.**

You are able to temporarily save documents being created on Word apps, however you are unable to submit the assignment to manaba+R if its status is temporarily saved. Please always save the files to One Drive.
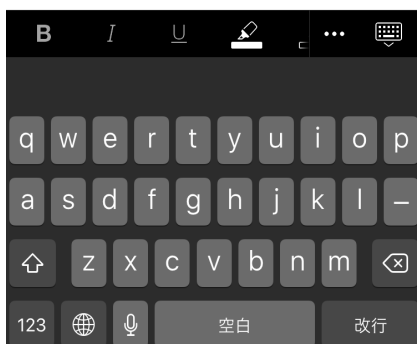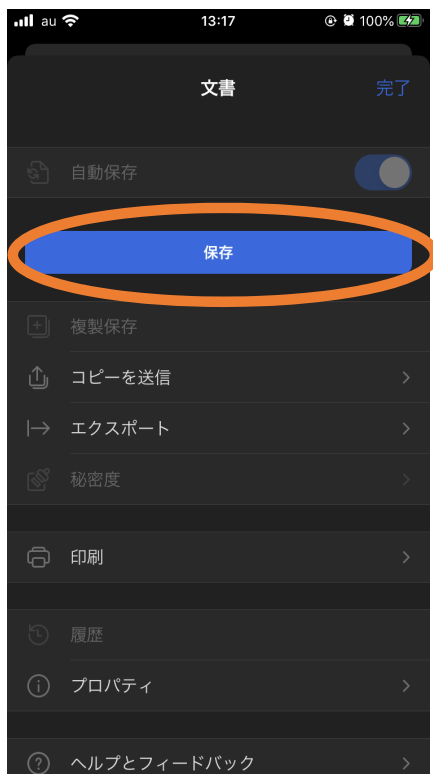
Next, we will explain how to save the files to OneDrive.

Save in One Drive.

Tap the button "…" on the upper right of the screen.

Tap the button "Save" displayed on the switched screen.

If it is required to change the file to PDF for submitting the assignments…

→Tap "Export"
→ Tap and select "PDF"

Next, we will advise you on how to name the documents and select where to store them.

How to create and save a report by smartphone

Name documents and select where to store them.

Name the created documents.

*It is basically not required but is appreciated to name. Please follow the instruction provided by the instructor.

For where to save, tap and select "OneDrive - 学校法人立命館"

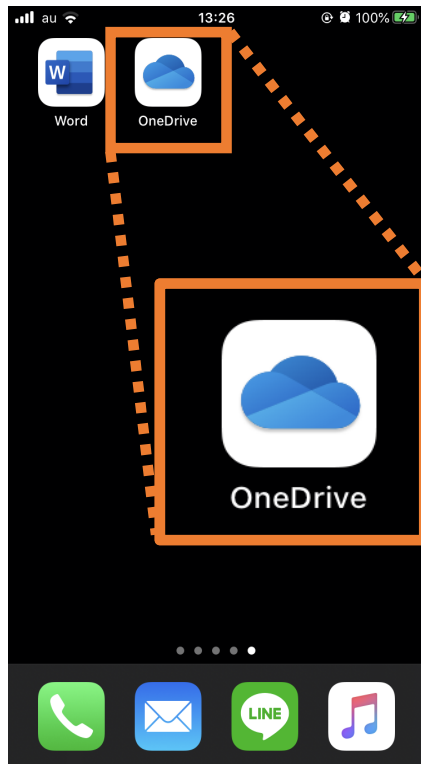**Tap "+ Create a folder"and create a folder for saving.**

Designate a created folder (where to save) -> Tap "Save" on the upper right

（**Tap "Export" if you would like to save them as PDF.**）

Completed to create and save the documents!

Next, we will explain how to submit them to manaba+R.

Install necessary applications.

Install the apps "OneDrive" to your smartphone.

After installing the apps "OneDrive", Tap the apps "File" *.

* The application "File" is the default apps of iOS. (it is not required to install by yourself.)

Next, we will explain about the necessary settings of the apps "File".

Check the settings.

Check if OneDrive is found on the screen of "Browse" in the apps "File" as you can see on this chart.

If you can find it →OK
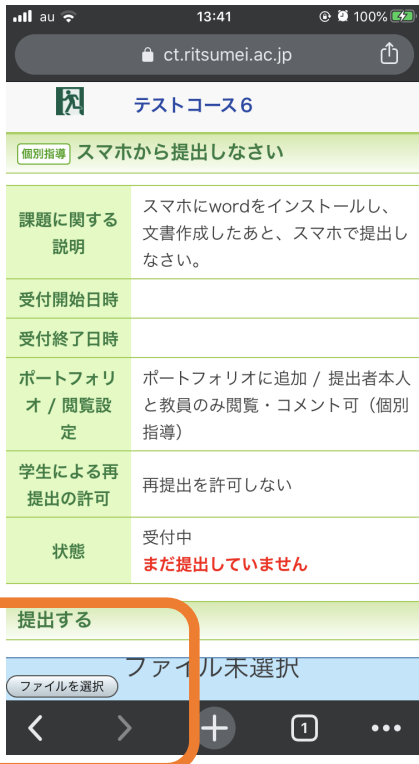

If you cannot find it…

Tap the button on the upper right of the browse screen → Tap the button "Edit"

Switch the status of OneDrive that you can find on the switched screen to "ON"!
(The left chart shows the "ON" status.）

Next, we will explain how to submit assignments to manaba+R.
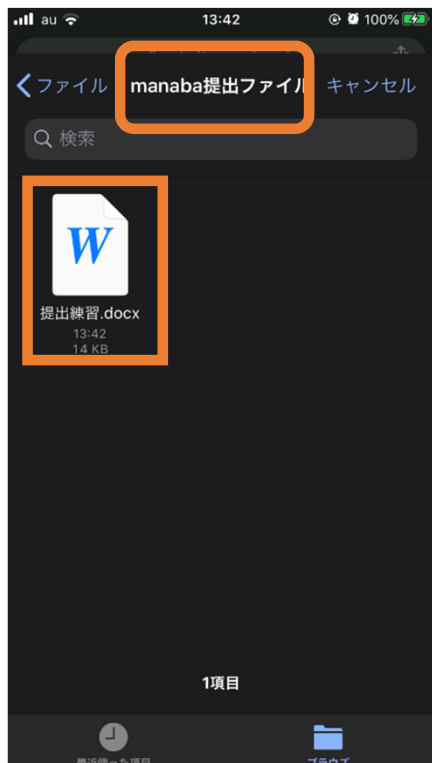
Submit assignments on manaba＋R.

STEP 3 ：Create and submit assignments on manaba+R

Login to manaba＋R and move to
the screen of assignment submissions.
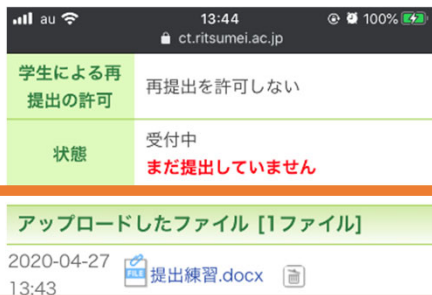
Tap "+ Add a file" → Tap "Browse"

Check the files in OneDrive and reach
to the folder that you saved the created
documents.

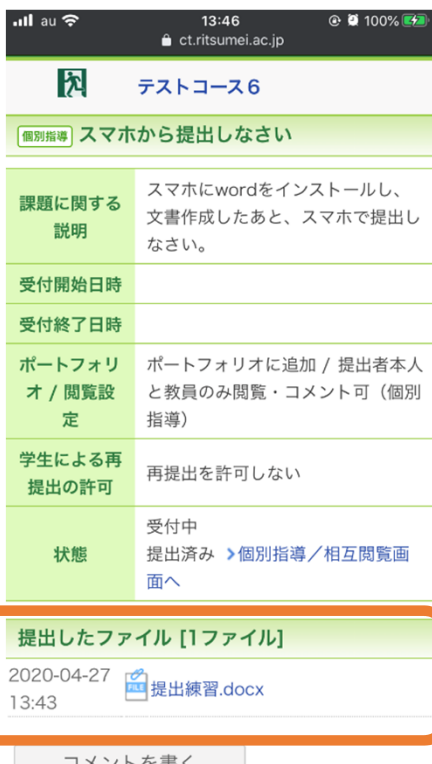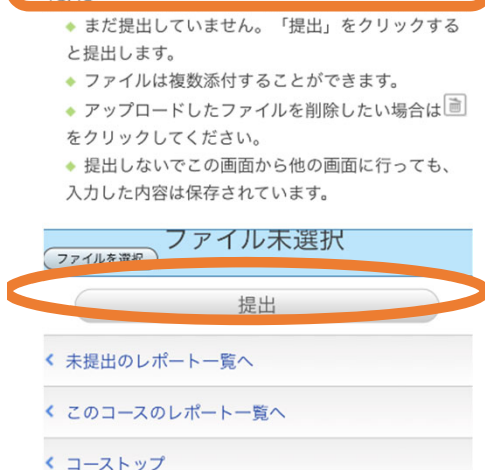Select the file you would like to submit
(the created documents).

Next, we will explain about the final confirmation of
assignment submissions.

Check and submit the file.

Check if the selected/uploaded file is found on the submission screen.

Tap the button "Submit" if the file is correct.

It is completed if the file of the created assignments is displayed as a "Submitted files" on manaba+R.

Thank you for your hard work!

Hope you are clear on how to create documents and submit assignment on your smartphone!