

manaba course

Individual Exchanges between Students and Instructors (Tutoring Collections)

Manual for Students

Contents

1. Send question or consultation to instructors
2. Confirm guidance and notification from instructors

In manaba, we call the place "collection" for exchanging the comments on students' submissions, deliverables, etc.. This "collection" includes the "Tutoring Collections" in which comments can be exchanged between the instructor and the student individually.

Tutoring Collections can be used for a variety of purposes, such as consultation on dissertations in a seminar, career advice or note-taking in class.

★Notes

Please use the "Tutoring Collections" function from the courses offered in AY2022 fall semester (including full-year courses).

Although the function is also available for courses offered in AY2022 spring semester, please refrain from using it for spring semester courses (including summer intensive courses).

Send question or consultation to instructors

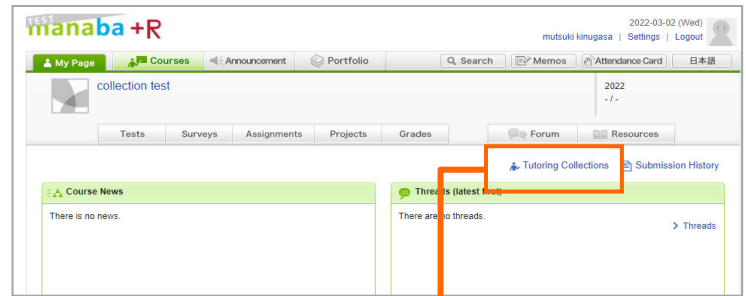
By using Tutoring Collections, you can send questions or consultations to your instructor by following the steps below.

*Sending questions and consultations is available only for courses for which the instructor in charge allows to create a tutoring collection.

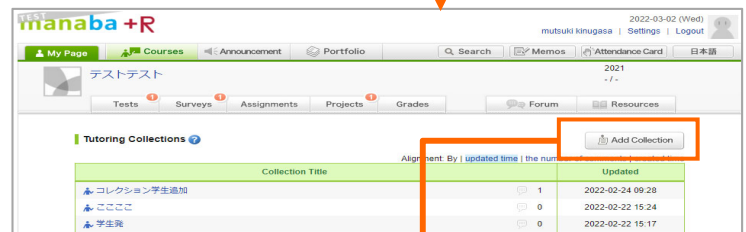
1. Click "Tutoring Collections" on the top page of the course.
2. Click "Add Collection" in the Tutoring Collections List page.
3. Enter the title and text, and click "Add".
4. When the confirmation panel appears, click "Add and send reminder" if you would like the instructor to be notified by email, or click "Add without reminder" if you do not want the instructor to be notified by email.
5. Completed. Only you and your instructor can view the tutoring collections you have added.

[Note]

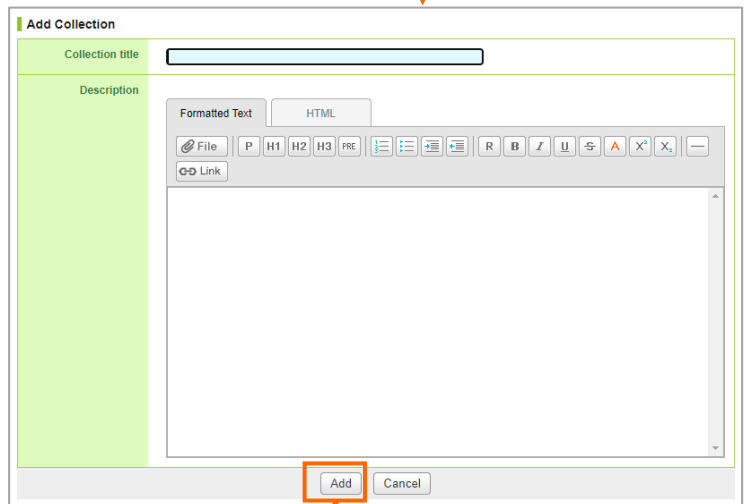
- ✓ You can confirm the content of created collection if you click the title in the list. Also, if you click "Edit" button in Collection Detail page, the title and text can be edited later. (by you and instructor).



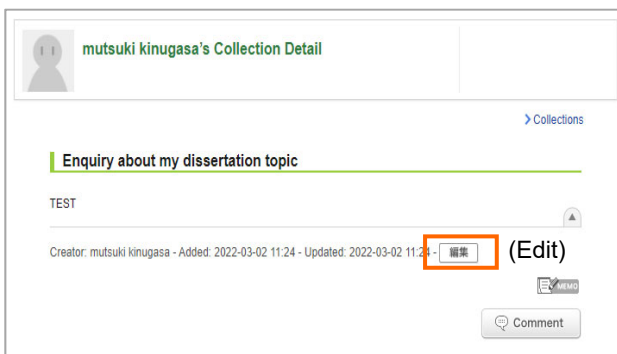
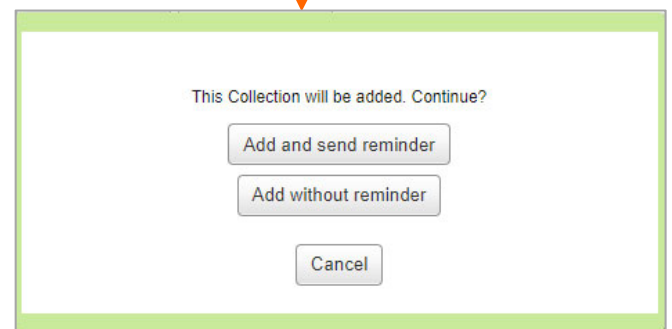
Top page of the course



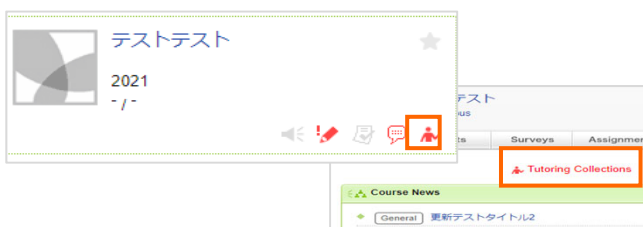
List of Tutoring Collections



Add Collection



- ✓ In addition to questions and consultations, you may also use to keep various records, such as field research and extracurricular training records. Please follow the instructions of your course instructor when using collections.
- ✓ If there are unread tutorial collections or comments, the icons in the course list and at the top of the course turn red.



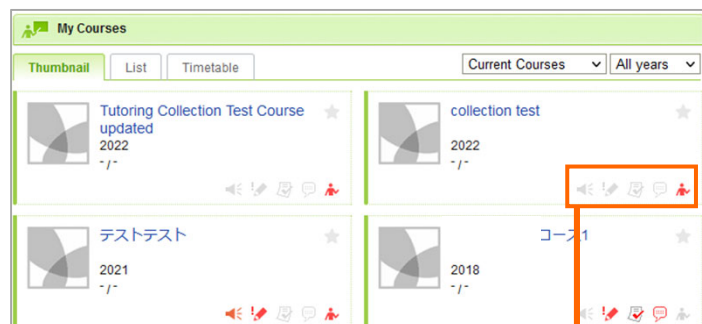
Confirm guidance and notification from instructors

You can check guidance and notification from instructors by following the steps below.

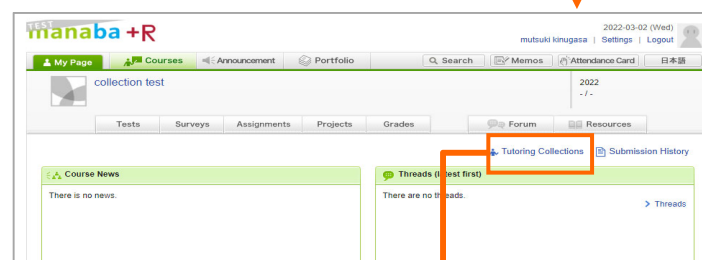
1. Click “Tutoring Collections” on the top page of the course.
2. Click the title of the collection on the Tutoring Collection List page.
3. You can check the details. If you would like to comment, click “Comment” button and post a comment.

[Note]

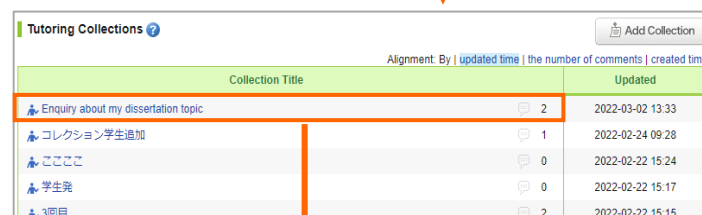
- ✓ If there are unread tutoring collections or comments, the unread icon (👤) is displayed on the course of My Page. In addition, the “Tutoring Collections” on the top page of the course is displayed in red.
- ✓ Click on the switch link at the top right of the list to change the order of display by updated time, the number of comments or created time.



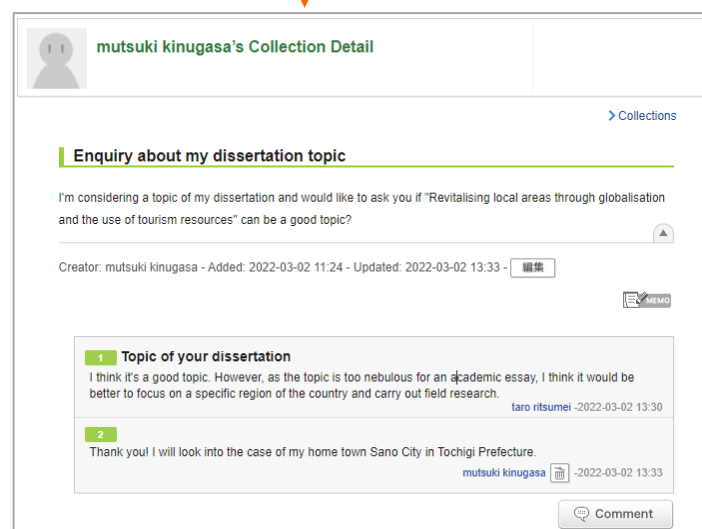
My Page



Top of the course



List of Tutoring Collections



Collection Detail