Introduction to manaba

Login

Login with your login ID and a password.

Recommended OS / browsers

manaba recommends the following OS / browsers.

Windows

Google Chrome / Mozilla Firefox / Internet Explorer

Мас

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.

Announcements from Administration

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

If your university use the unified authentication system, the school's private login page will be displayed.



Login page



My Page	Al- comata	123 mento	- Change of a line
Announcement	s		
2015-03-15	◄€ Information for Summer vacation		 Assignments on Smartphone You can submit your assignments
2015-03-15	Cinformation for International Students		using a smartphone. Please be aware that not all phone types
My Course	95		 manaba for smartphone
		Current Courses	Attendance Card

My page

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. Enter in the **Email address 1** the PC Email address that you want reminders to be sent to.
- 4. Enter in the **Email address 2** the cellphone Email address that you want reminders to be sent to.

Individual Settings

- 1. Select **Receive** or **Do not receive** a message whenever course news is posted.
- 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 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.

- Select Receive or Do not receive a message when a new comment is made in a thread of your project.
- 5. Select Receive or Do not receive a message when a new comment is made on your students' assignments.
- 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.

Select Receive or Do not receive a message when a new assignment is published.

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

ail List

DESION

What is a course?

In a course, instructors and students registered in the course have discussions in the forum, distribute / collect assignments or distribute course materials.

View your courses

In order to view a list of courses you have been registered for, click **Courses** at the top of the screen.



2013 Erica Mill

Change course display format

Display can be changed according to course status and format.

Current Courses ... Courses that can be used currently. Students can post comments in the forum and submit assignments.

Past Courses ... Courses used in the past. Students 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.

"Timetable format" do not always correspond to your actual timetable in your school. For example, there are cases where the same classes which are held on multiple days of the week are grouped together.

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

The system administrator makes settings and conducts registration for manaba courses. The course settings and policies differ for each school. Contact the system administrator for details.



urses 💌

My Page Screen

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View course members

Instructors can view the members who have been registered in the course you are a part of. Click **Course member list** and a list of instructors and students will appear.

The Course member list is only visible to instructors.

Users whose ID has been deleted by the system administrator will not be displayed in the course member list.

View reminder settings / grades

In the Course member list, you may view the reminder settings of course members for the following items:

- · Course news
- · New assignment notifications
- · New comments in Forum
- If reminder settings are set to Do not receive, "N" will be displayed for all items.
- Even if reminder settings are set to Receive, if there is no email address entered, "N" will be displayed for all items.
- We encourage you to make an announcement about reminders to the students in the first class of each course.

Also, if you click **Grades** for each student, you will be able to view every grade of tests and assignments that are assigned in the course.

View access data

Click **Usage Data** and you can view the following data regarding instructors and students in the course:

- Page views (# of pages)
- Last access (# in the course)
- Number of tests submitted
- · Number of surveys submitted
- · Number of assignments submitted
- Number of Forum comments
- · Last comment



View reminder settings/ grades

Name	Student ID		Reminder Settings			
Name	Student ID	Course News	Assignment Notifications	ns Forums		
Christina Jones sample@manaba.jp		N	N	N	Grades	
Max Li	35674523	Y	Y	Ν	Grades	
Andy Kennan sani1@asahinet.com	35693010	Y	Y	Ν	Grades	
Carlos Macedo sani2@asahinet.com	35693055	Y	Y	Ν	Grades	
Adelina Rossi						

	View usage data 🛛 🔻 🔻						
Cour	se Member List		Memberli	nformation Usage Data 🛃	irade Registra	tion Sheet	
Course	Students (57 course members)						
	No	10.0.4		Reminder Settings		Conden	
	Name	ID Code	Course News	Assignment Notifications	Forum	Grades	
2	TSUGARU TAMENOBU	u201601	Y	Y	Y	Grades	
	NAMBU NOBUNAO	u201602	N	N	N	Grades	
	AKITA SANESUE	u201603	N	Ν	N	Grades	
	DATE MASAMUNE	u201604	N	Ν	N	Grades	
2	MOGAMI YOSHIAKI	u201605	N	N	N	Grades	

Course member list page

Perform course settings

manaba manual

By clicking the "Settings" button, you can make various settings for the course.

Course Icon Settings

You can set icons for the course.

This icon is displayed in the course list of My page. Some sample icons are prepared, but you can freely set it by uploading the image (60×60 pixels).

Manage Course Data

You can confirm the assignment and grades deleted by someone, the student's operation within this course and the record of the screen accessed by the student.

Course Period

You can check the expiration date set for this course. The expiration date is set by the system administrator.

My Page Courses			
TEAN TEAN CEANE			P Settings Course Instructors
Tests Surveys A	ssignments Projects	Grades	Forum 🛄 Resources
			APR Course Plan 🟥 Course Me
	<i>⊮</i> Se	ttings	
			J
Settings			
Settings Change Course Settings Course Icon Settings			
Settings Change Course Settings • Course Icon Settings Manage Course Data • Manage deleted contents ?			
Settings Change Course Settings • Course Icon Settings Manage Course Data • Manage deleted contents ? • Access log ?			
Settings Change Course Settings + Course Icon Settings Manage Course Data + Manage detected contents @ + Access log @ Course Period			
Settings Change Course Settings + Course Icon Settings Manage Course Data + Manage detekted contents @ + Access log @ Course Period Start Date for Students Evel Date for Students	2007-01-01 00:00:00	After this, students	can access the course.

Add course news

Course News is a way for instructors to send out announcements about their courses to all course members (only instructors can add course news).

- 1. Click Add News on the course page.
- 2. Enter the title and write the content of the news.
- 3. Set the publication period of the news. (optional)
- 4. Click **Preview** to view the news as your students will see it. Then, click Publish.

You may send reminder emails to the students by using the **Publish and send reminder** function.

Once a course news is published, it cannot be edited.



View access data

- 1. Click any course news you published.
- 2. In order to view the access data of the course news, click **Access Data**.

About your fin	nal project	2016-03-14 20:54
Posted by	Prof. Baba	
Come and see y	your TAs who can assist you with the final project.	
		EMEMO
	> Manage Course Net	Access Data

Course News

Delete news

If you would like to delete course news, click **Delete** in the Course News Administration page.

Click **Manage Course News** in the Course News page, then you can access the Course News Administration page.

Course News Administratio	n			>	Course News
					Add News
Title	Posted by		During		Manage
About your final project	Prof. Baba	Current	2016-03-14 20:54 -	.8.	٥
Homework	Prof. Baba	Current	2016-03-11 20:50 -		Ø

Course News Administration

Tests

In the Tests function, instructors may hand out, collect and grade tests easily in manaba. Stimulate students' motivation to learn by effectively using exercises and passing scores.

Types of tests

There are three types of Tests on manaba.

Autoscore test

Instructors can register answers and assign points in advance, and the student's answers will be scored automatically after submission.

Manual score test

Instructors score the student's answers manually after the submission.

Exercise

Students may repeatedly answer this type of test in order to practice. Unlike Autoscore tests, the grades will not be registered automatically.

Add an autoscore test

- 1. Click Add Test in the Tests Administration page.
- 2. Select Autoscore Test.
- 3. Enter the title and the description of test.
- Enter a start date and end date for the test. If you click the Start and End fields, a calendar will appear. Select a date and time, and click OK. (optional)

Students cannot submit their answers to a test after the end date.

- 5. Enter questions you would like to ask your students. (See also "Add a test question")
- 6. Select the time of publishing test results and correct answers.
- 7. Click Next.
- 8. Register answers and points to the questions.
 - If there are multiple correct answers for a Text line question, separate the answers with a semicolon (';').
 - For Multiple(1), Multiple(2), True/False, Dropdown and Matching questions, register the correct answers by selecting the correct choices on each question.
 - For Ordering questions, click choices in the correct order. Click of to clear the selections.
 - Register points in the red box shown next to each question.
 - For Multiple(2) and Matching questions, register points per choice. The total points will be automatically calculated by multiplying by the number of choices. (Ex: If 2 points are registered per choice and there are five choices registered, the total points will be 10.)
 - For Multiple(2), you can also register points per question.

Answers in a text box and an uploader cannot be autoscored.

- 9. To set a Passing Score for a test, select Set **passing score** and enter a passing score.
 - Passing scores can be used as prerequisites for a student to take other tests.



10. Click Save to save the test in manaba.

Add a manual score test

1. Click Add Test on the Tests Administration page.

- 2. Select Manual Score Test.
- 3. Enter the title and the description of the test.
- 4. Enter a start date and end date for the test. If you click the Start and End fields, a calendar will appear. Select a date and time, and click OK. (optional)
- 5. Enter questions you would like to ask your students. (See also "Add a test question")
- 6. Click Save and save your test in manaba.

For how to set a passing score to a manual score test, refer to step4 of "score a test and register grades on the web"



Add Manual Score Test page

Add an exercise

An exercise is a type of test where questions are randomly picked from a pool of exercise questions that the instructor registers in advance. You may set up an exercise to be available for students to take multiple times.

manaba manual

STEP 1. Add a question

- 1. Click **Questions Administration** on the Tests Administration page.
- 2. Click Add Question in Questions Administration page.
- 3. Enter the title.
- 4. Enter questions you would like to ask your students. (See also "Add a test question")
- 5. Click Next.
- 6. Register answers and points to the questions and click **Save** to save the question in manaba.

uestior	ns Administration		E# Add Questio	n Import	> Add Exercis
ter adding Jestions. t is best t	g questions, you can add an exercise to allot the same number of points for	in the Tests Administration page.You all questions so that they are equivale	can give students a rand	form selection of the	ne following
No.	Title	Contained in Exercise	Last Edited	Total Score	Manage
#1	Exercise 1	i	2013-03-01 06:22	6	¢
#2	Exercise 2		2013-03-01 02:02	12	Ф
				X Toold	deale tration
		QL	iestions Adr	ninistrati	on page
Title		QL Title is not adde	lestions Adr	ministrati	on page
Title		Title is not adde	lestions Adr	ministrati	on page

Add Questions page

STEP 2. Add an exercise

- 1. Click Add Test on the Tests Administration page.
- 2. Select Exercise.
- 3. Enter the title and the description of the exercise.
- 4. Enter a start date and end date.
- 5. Write the Question Text.
- 6. Click Add Question, select exercise questions that you registered in STEP 1, and click Add. Should you want to exclude guestions that you selected from an exercise, check those guestions and click the Exclude Checked button.
- 7. Set the number of questions which should be chosen randomly in an exercise out of the number of questions you selected in 6.
- 8. Set the maximum times that a student is allowed to submit answers
- 9. If the order of the options in a question needs to be randomized when a student answers it, choose Shuffle for Shuffle Questions.
- 10. If you select Publish on submission for making the correct answer available after the student has submitted an answer, they will be able to check whether or not their answer was correct on the Results page.
- 11. You may choose Set passing score to register a passing score.
- 12. Click Preview to view the exercise as your students will see it.
- 13. Click Save and save the exercise in manaba.

Types of questions

You can add 8 types of questions in a test.

Text line

A question which allows for entering a word or a phrase.

Multiple(2)

A question which allows to select one or more answers from a list of possible answers.

Dropdown

A question which allows to select one answer from a list of possible answers. It is similar to a single answer question, but useful to save space for other questions.

Matching

A question which allows to match words or statements against another list of words or statements.

Multiple(1)

A question which allows to select only one answer from a list of possible answers.

True/False

A question which allows to select True or False.

Ordering

A question which allows to place answers in a particular order.

Text box

A question which allows to write paragraphs.

Uploader

A question which allows to upload a file.

Title Start Select exercise questions Env #2 Exercise 2 2. Chapter 1 Exercise Add Que

manaba manual

Add Exercise



Add Exercise page

>Questions

12



Add Tests page

Answers in a text box and an uploader cannot be autoscored.

Add a test question

- 1. Let's add a test question. Click a button in area (b) and a question template of your choice will be inserted.
- 2. Overwrite the example question with the one you would like to ask.
- 3. Should you want to format your text with headlines or bold text etc., use buttons in area (a).
- 4. If the order of the options in a question needs to be randomized when it is answered, choose Shuffle in the Shuffle Questions field.
- In Portfolio field, select Add if submission should be added in student's portfolio.
- 6. Click **Preview** to view the exercise as your students will see it.
- If you place a Required question, students will not be able to submit their answer unless they answer it.
- You may select the style of the list of answers (vertical or horizontal) by using the buttons within the frame of the possible answers.
- If the list of possible answers is composed of short words or phrases, you may want to select "horizontal" as you can save space on the page.
- With "Autoscore test" and "Manual score test", you can create up to 100 questions per test.
 If the number of questions exceeds 100, you can save the test but you can not publish it.

	Alignment	Ξ		- Vertical
	Alignment	i=	•-•-•	- Horizontal
	/	×		
	Questions			
Formatted Text HTML				
A multiple-choice question with	several possible answers.	`	~	P H1 H2 H3 P%
	Alignment			
1. Choice 1)	1-1	
2. Choice 2			(a) I	R B I U S
3. Choice 3			(/	A X' X,
4. Choice 4				
5. Choice 5				- ·= @ File
A multiple choice question with a	and passible answer(Passiled)			Optional
A multiple-choice question with a	Alignment 1=			Text line TrueFalse
	Augnment		(D)	Multiple(1) Multiple(2)
1. Choice 1			\	Dropdown Ordering
2. Choice 2				Matching Text box
3. Choice 3				Required
4. Choice 4				Text line TrueFase
5. Choice 5				Multiple(1) Multiple(2)
				Matching Text her
				Matching Text box
				1 line Multilines
			~	
Shuffle Questions	Do not shuffle Shuffle			
Portfolio	Add Do not add If you choose "Add," the answers will be added item.	to the submitter's	portfolio and comm	nents can be made on the portfolio
	Preview Next	Cancel		
			A	dd Tests page

Enter a text box

Click **Text box** and a window to set number of lines for the text box and the word/character counter will appear.

Number of lines

Enter the number of lines you would like in the text box.

Number of lines you enter does not determine the amount of text students can write in the text box.

Character count

Both half-width and full-width characters, symbols and space are counted as one character. Line breaks are not counted.

Word count

Mostly used for questions that allow to type text in English. Words are counted correctly if they are separated with a half-width space; note that they are not counted if separated with a full-width space. If you break a line, it will be counted as one word.

Number of lines and word/character counter will be a guide for students to know how much they should write.

How to add a file

You may add files such as Word documents, images, and videos inside a question.

Uploading video files 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. Depending on the browser, you cannot play the file on the screen.

MP3,MP4 files can be played on smart phones and tablets.

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. Press **OK** and complete the process.



Window to set up Text box question



File uploads

Insert an explanation

Click **Explanation** button, and you can insert the explanation in the question.

(The explanation cannot be inserted for Choices of True / False questions.)

You can select two types of the explanation below.

1 line Multi-lines

A explanation which you would like to insert into the individual question.

A explanation which you would like to insert into the whole question.

The explanation is not displayed when the student answer the questions. The background color of the description is yellow on making questions.



Formatted Text HTML		
A multiple-choice question with one possible answer.	• PH1H	2 H3 PRE
Alignment 🔢		
1. Choice 1 🍌 Enter the answer explanation here.		7 11 2
2. Choice 2 🌲 Enter the answer explanation here.		
3. Choice 3 🎄 Enter the answer explanation here.		<u> </u>
4. Choice 4 🎄 Enter the answer explanation here.		@ File
5. Choice 5 🍌 Enter the answer explanation here.	0	lional
	Text line	TrueFalse
♣ Enter the answer explanation here.	Multiple(1)	Multiple(2)
The explanation will appear when students confirm the correct answers.	Dropdown	Ordering
	Matching	Text box
	Req	uired
	Text line	TrueFalse
	Multiple(1)	Multiple(2)
	Dropdown	Ordering
	Matching	Text box
	- Expla	nation
	1 line	Multi-lines

Set a page break

Click the **Page break** button, and you can specify the position of page break.

Pages will be switched at the place indicated with a blue broken line.



Formatted Text HTML	
The term intrapreneur is related to:	P H1 H2 H3 PME
Alignment	R B I U S
1. Growth 2. Innovation 3. Discovery	A x ^a X, −
	Optional
Japan has a republic governing system	Multipl
1. True 2. False	Dropd Text box
	Required
	Multiple(1) Multiple(2)

Tests Administration

Please ch

Tests

Anstructor

1 Autoscore Weekly Quiz 1:

2 Exercise Chapter 1 Exercise

Autoscore Weekly Quiz 1: Instructi

Exercise Chapter 1 Exerci

Title 🗖

instructor A Student Student screen (Tests)

nal Design

Publish a test

In order to publish a test to students, click on Tests Administration page.

- Should you wish to send a reminder message, click **Publish** and send reminder.
- Use **Student** button to view the list of tests which are published to students.
- If you set a period, students can only respond after the start date; before the start date, the status of the test will be set as "Pending."

Edit a test

Follow the steps below, in order to change the dates or questions of a test.

- 1. Click on Tests Administration page and select Edit.
- 2. Revise the test and click Save.
 - * Save the test after registering answers and allotting points if it is an autoscore test.
- If you edit a test, it will automatically be unpublished. Once you finish editing, please publish it again.

Questions you are currently using for an exercise cannot be edited. Exclude questions from the Edit Exercise page and revise the question in the Manage Exercise Questions page.



In progress 2017-10-26 20:30 -

- In progress 2017-10-26 20:30 -

Accepting Not submitted

Accepting Not submitter

	Weekly Quiz 1: Instructional Design	
Title	Weekly Quiz 1: Instructional Design	
Start	2013-02-27 11:10:00	
End	2020-02-27 10:25:00	
	Questions	
Formatted Text	HTML	
Please answer th True or False? When co approach is to make lec	Following questions. werting a successful face-to-face class to an online class, the most effective ture notes available as web pages.	▶ P H1 H2 H3 PE = := := := := R B / U -5
1 True		A X X

Edit Test page

View as Automatical Automatical Student

.

Published

View as 👘 Ins

2013-02-27 11:10

2013-02-26 12:00

Er Add Test Import

Ø

Ø

tor AA Stude

End

2020-02-27 10:25

2020-02-28 12:00

Set prerequisite

Instructors may set a prerequisite for students to take a test based on whether they achieved a passing score on another test.

- 1. Click (1) on Tests Administration page and select **Set Prerequisites**.
- If you select Set, a list of tests which are set up with passing scores will appear.
- Select all the tests you would like to set as prerequisites and click either AND or OR.
 - * If you select AND: Students need to pass all the tests.
 - * If you select OR: Students need to pass at least one of the tests you selected.
 - * If you have selected only one test, you may click either **AND** or **OR**.
- 4. 4. Click **Save** and finish the process.



View submission status

You may view the names of the students who submitted answers to a test and their scores or grades.

Autoscore test / Manual score test

Click of a test in Tests Administration page and select **Submission Status**. A list of students and their submission status for the test will appear.

Exercise

Click of a test in Tests Administration page and select **View Scores**. A list of students and their scores for the test will appear.

If " * Saved data" is displayed, you can check the answer before confirming the submission.

-	In progress	2017-10-26 20:30 -	Publis	hed	🔺 1 items 🚺
-	In progress	2017-10-26 20:30 -	Publi	•	Edit
-	-	2017-10-26 20:30 -	Unpu	×	Export
-	In progress	2017-10-26 20:30 -	Publi	4	Set Prerequisites
-	In progress	2012-12-21 12:08 -	Publi	ß	Submission Status
-	In progress	2013-01-24 14:51 -	Publi	1 1 1 1	Manage Grades (Excel) Trial Submission 🗖
		2012 01 21			_

Select Submission Status

Period: 2013-02-27 1 Grades Administration	1:10:00~2020-02-2	7 10:25:00	In progress	Respondents: 2 me	mber(s)	Grade: Unpubl	ished
Name	Student ID	Grades	Passed	Submitted on	Grader	Graded on	Feedback
Christina Jones		-		Not submitted			0
🖹 Max Li	35674523			Not submitted			0
Andy Kennan	35693010			Not submitted			0
Carlos Macedo	35693055	50points	-	2013-03-02 04:33:15	-		0
Adelina Rossi	35693523			Not submitted			0
Alex Williams	35888423	50points		2013-03-02 05:40:56			0

Submission Status page

Request resubmission

In the following the steps, the instructor withdraws the student's answers that has already been submitted and can return to the state before the submission was confirmed. (Excluding Exercise)

After withdrawal by the instructor, students will be able to access the test and respond again.

- 1. Click on the name of the student whose assignment you wish to withdraw in "Submission Status".
- 2. Click the "Request resubmission" button on the "Student's Questions and Answers" screen.
- 3. Click "OK" button on the confirmation screen.

O The answer before resubmission is retained.

- Reminders are sent to the submitter and the instructor.
- If pass conditions are set, students who pass once will remain passed even if the instructor withdraws the answer.
- If the instructor withdraws the answer, the grade will also be deleted.

Submission Status Manage Grades (Excel) Student ID Submitted on Name Grade Passed 🖹 T.Asahi 11111.qqqqq2 30 points 2020-02-04 16:27:54 Passed 🖹 Stud 160203A Not submitted nt1

小テストA: T.Asahina(EN)'s Questions and Answers

Result	(Autoscore)	Submitted on: 2020-02-04 16:3 Elapsed Time : 434:52:1
1.1:	10 / 10	「はい」かしいえ」で答える問題です。選択肢は書き換えないでください。
Total	10/10	1.1
Grade	(Unpublished)	
Score	10	E Request resubmission
	The s	ubmission will be retracted and T.Asahina(EN)'s assignment returned to pre-submission status OK? After retracting the submission, a reminder will be sent to both the instructor and the student.

Trial submission function added to tests and surveys

The course instructor can simulate submission for tests and surveys from the **Tests Administration** and **Surveys Administration** pages.

The trial submission function allows the instructor of the course to confirm the submission procedure of the test or survey, as many times as wanted, regardless of the acceptance and submission status.

The trial submission can be made in the following way:

- Find the test or survey for which you want to make a trial submission and click on the gear icon in the Manage column of the Test Administration or Survey Administration page.
- 2. Click Trial Submission.
- 3. Click on the **Start** button to start the test. The answering steps are the same as how students would answer the test.
- 4. Finally, click on the **Close** button to close the window and finish the trial submission.
- Trial submissions for tests will not be included in the test evaluation sheet. The trial submission results will not affect the highest score, either. The passing score you set up will be ignored, too, so you may simulate the submission for any tests you add.



manaba manual

Score and register grades of a test

There are two methods to score and register grades of autoscore tests and manual score tests.

* If you need to register grades for an exercise, you may do so in the Grades tab. (See Also "Register grades")

A: Score a test and register grades individually through the web (Only available for manual score test).

B: Download a Test Evaluation Sheet, score students' answers and register grades for all students in a batch.

A: Score a test / Register grades on the web

STEP 1. Register scores

- 1. Click on Tests Administration page and select Submission Status.
- 2. Click Register Answers on the submission status page.
- 3. Enter points of questions.
- 4. Set passing score if needed.
- 5. Click Save and finish the registration process.

You can score multiple choice and matching question in two patterns bellow.

- Partial Match : The points you register will be multiplied by the number of choices, and that will make the total points of the question. (e.g. In a 5-choice question where 1 point is allotted for each choice: if 3 choices are selected or not selected correctly, the total points for this question will be 1 point x 3 correct choices = 3 points.)
- Exact Match : The points you register will be the full points for the question.(e.g. If 5 points is allotted for a 5-choice question, 5 points will be scored only when student chooses all the correct answers. If any of the choice is incorrect, students will get 0 point.)

STEP 2. Score a test individually

- 1. On Submission Status page, click name of each student. Student's answers and the score field will be displayed.
- 2. Click Correct if student's answer is correct; manaba will add up the score automatically. If you would like to give partial credit to an answer, enter points in the box.
- 3. Enter Rating In case of evaluating with character string such as "Good, Excellent, A, B". (optional)
- 4. Enter Feedback about the student's test.(optional)
- 5. If there is no revision to make, click Save and complete the score count.



Passing score

Register Answers page

			test1			
Publish / Unpu	blish	Published				
Period		2017-10-26 20	0:30 ~			
Responden	ts	1 members				
Grades		0				
		This test is c	urrently accepting answ	ers.		
Submission Status	Manage Grad	es (Excel)	Scores Pointe have no	t heen slintled		
Name	Student ID	Grades	Submitted on	Grader	Graded on	Feedba
TSUGARU TAMENOBU	u201601		Not submitted			0
NAMBU NOBUNAO	u201602		Not submitted			0
AKITA SANESUE	u201603		Not submitted			0
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- B : Score a test / register grades using an Excel sheet
- 1. Click on the Tests Administration page and select Manage Grades (Excel).
- Click **Download** in Test Grades administration page and download Test Evaluation Sheet.
- Enter in either "#Score", "#Rating" or "#Comment" on the Test Evaluation Sheet.If you would like to register a score of 0, please input 0 in "# Score".

*Test sheets of autoscore tests already have grades entered.

Enter scores for text box answers in the column titled "# item 1, 2, 3,...". The total score is updated once you enter points for each question.

4. Upload an Excel file with grades and complete registration of grades.

You cannot upload grades of an autoscore test until you click Close Test and Publish Correct Answers first.



Manage grades page

Publish grades

Autoscore tests

Once students submit their answers, their grades will be published.

Manual score tests

Grades are not published when they are registered using either the web or Excel sheets. Grades are published in the following way:

Click the **Grades** tab and open Grades Administration page.
 Click O of the test you would like to publish.

Should you wish to send a reminder message, click **Publish** and send reminder.



Manual Score Test Grades page

Import / Export a test

Instructors may export a test and save it to own their computer. You may replicate the test in another course by importing data you have exported.

Export an autoscored / manual score test

Export tests one by one

Click i of a test on Tests Administration page and select Export (a). The test will be downloaded as an MHT file.

Export all tests in a course

Click **Export All Tests (b)** at the bottom of the list and a zip file containing all the existing tests will be downloaded.



Export exercises

Export questions one by one

Click of an exercise and select **Export (c)** on Questions Administration page. The questions will be downloaded as an MHT file.

Export all exercises and questions in a course

Click **Export All Exercises (d)**, and a zip file containing all the existing exercises and their exercise questions will be downloaded.

Import a test or exercise

Click **Import (e)** on Tests Administration page and upload the test / exercise data. There are three different kinds of data that you can upload.

The sections to import are different:

- Autoscore tests / manual score tests
- $\boldsymbol{\cdot}$ Exercises and exercise questions
- · Exercise questions

Import an autoscore test and manual test

Use Import individually (Upload MHT files) under Autoscore and Manual Score Tests Import if tests should be uploaded one by one.

Use **Import All (Upload ZIP files)** below if tests should be uploaded all together in a zip file.

Import an exercise and exercise questions

Use Import All (Upload ZIP files) under Exercise and Questions Import if an exercise and its questions should be uploaded all together in a zip file. Use Import individually (Upload MHT files) under Questions Import if exercise questions should be uploaded one by one.

Imported tests need to be published.



Questions Administration page

Impo	irt
Import Tests	Tests Administration Manage Exercise Questions
Import tests from files on your computer.	
Autoscore and Manual Score Tests Import	
Import Individually (Upload MHT files) Choose File No file chosen Import Import all (Upload ZP files) Choose File No file chosen Import	
Exercises and Questions Import	
>> Import exercises and questions (Upload ZIP files) Choose File No file chosen Import	
Questions Import	
>> Import a question (Upload MHT files) Choose File No file chosen Import	
	> Back to List

Import Tests page

Survey

Instructors may hand out and collect surveys easily in manaba.

Add a survey

- 1. Click Add Survey on Surveys Administration page.
- 2. Enter the title of the survey.
- Enter a start date and end date for the survey.(optional) If you click the Start and End fields, a calendar will appear. Select a date and time, and click **OK**.
- Enter questions you would like to ask. (See also "Add a test question")
- In Portfolio field, select Add if submission should be added in student's portfolio.
- 6. Set resubmission permission / non-permission.
 - If resubmission is set, students will be able to return and resubmit the submitted answers before the submission is confirmed within the application period.
 - Instructors will not receive a reminder when a student returns before submitting.
- 7. Use the **Preview** button to view the survey as your students will see it.
- 8. Click Save and save the survey in manaba.
 - Students cannot submit their answers to a test after the end date.

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200	e check the submitted answers and	collect surveys	by clicking on the Mapage menu	@	Add Survey	Import
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	Title		•]	
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	End					
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Add Survey page

Publish a survey

In order to publish a survey you add, click on Surveys Administration page.

- Should you wish to send a reminder message, click **Publish** and send reminder.
- Use **Student** button to view the list of surveys which are published to students.
- If you set an acceptance period, students can only respond after the acceptance start date; before the acceptance start date, the status of the survey is set as "pending".

Sur	veys Administration			v	liew as 🗼 Ins	tructor 💷	Student Import
Pleas	se check the submitted answers and collect surveys	by clicking on t	he Manage menu	(Q).			
No	Title 🖸		Period	Publi	sh / Unpublish	Submitter	Manage
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Edit a survey			
Follow the steps below, in order to change the acceptance dates or questions of a survey.		2018-02-13 15:45 - 2018-02-01 15:45 -	Published 0 items 🗘
 Click on Surveys Administration page and select Edit. Revise the content of the survey and click Save. 			Submission Status
If you edit a survey, it will automatically be unpublished.			Collect Survey Trial Submission Delete
Once you finish editing, please publish it again.		Select Edit	Surveys Administration page
	Edit Survey Cuery is published. If you save this query is published.	very, it will be unpublished.	• · · ·
	Title	Survey on prior experience	
	Start	2013-02-27 10:25:00	
	End	2020-02-27 10:25:00	
		Questions	
	Formatted Text HTML This survey is not graded, but if 1. Atfiliation (e.g. college, depart 2. Year 1. 1 2. 2 3. 3 4. 4	you do not submit it, it will affect your class p ment, program, etc.)	articipation grade.
Collect survey responses			Edit Survey page
 Click on Surveys Administration page and select Collect. Click Download results. 	Surveys Administration		View as Architector

3. An Excel sheet with a list of students with their answers to the survey will download.

0	Title 🖸		Period	Publish / Ung	publish	Submitter	Manage
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Collect Survey page

Instructors may export a survey and save it to own computer. The survey will replicate the survey in another course by importing data you have exported.

Export

Export a survey individually

Click in Surveys Administration page and select Export (a). The test will be downloaded as an MHT file.

Export all surveys in a course

Click Export All Surveys (b) and a zip file containing all the existing surveys will download.

Surv	eys Administration		View as 👍 Instructor 🖾 Stude
			🔄 🖉 Add Surw y
Pleas	e check the submitted answers and collect su	rveys by clicking on the Manage menu(o).
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2	Class Feedback	- 2018-02-01 15:45 -	2 mart & Edit
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			Submission Status
			Collect Survey
			Trial Submission

Surveys Administration page

Import surveys

1. Click Import (c) on Surveys Administration page.

2. Use Import individually (Upload MHT files) if surveys should be uploaded one by one. Use Import All (Upload ZIP files) if surveys should be uploaded all together in a zip file.

Imported surveys need to be published. Ω



Survey Import page

Assignments

Instructors may hand out and collect an assignment easily in manaba.

Add an assignment

Click Add Assignment on Assignments Administration page.
 Select the format of the assignment (form-based or file-based).

File-based submission

These are assignments for which students send responses in files, such as Word documents.

Browser-based submission

These are assignments for which students answer questions in the web browser.

The number of characters in the answer is counted as follows.

Character count

Both half-width and full-width characters, symbols and space are counted as one character. Line breaks are not counted.

Word count

Mostly used for questions that allow to type text in English. Words are counted correctly if they are separated with a half-width space;note that they are not counted if separated with a full-width space. If you break a line, it will be counted as one word.

3. Enter the title of the assignment.

- 4. Enter a start date and end date for the assignment.(optional) Click **OK**.
 - Students cannot submit their response to the assignment after the end date.

Select Allow assignments to be submitted after end time and select the extra days you want to give. Late submissions will be accepted within the days you grant.

5. In the Settings field, select how you would like the assignment to be handled.

Accessible to all course members.

All course members can access and comment on the student's response.

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

Only instructors and those who have already submitted an assignment on the same topic can access and comment on the response.

Accessible only to the student and the instructors. (Individual)

Only the student and the instructors of the course can access and comment on the response.

Only available to collect the submissions and is not added to anyone's portfolio.

Assignments Administration	View as
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2 Individual Reflection	progress 2019-02-22,15:55 Unpublished 0 items 🍅
	Assignments
	Administration page
	*
Add Assignment	
Select type of assignment.	
 File-based submission 	sion
Students upload a file	and submit it.
 Browser-based sut Students answer que 	mission stions directly online and submit them.
	Cancel
	Select assignment format
Add Assignment (Browser-b	based submission)
Title	
Start	
End	
	Do not allow assignments to be submitted after end time.
	Allow assignments to be submitted after end time. Extra time allowed: * Assignments submitted after the deadline will be indicated in manaba and in evaluation Excel sheets.
Portfolio / Settings	Added to student's portfolio.
	Accessible to all course members. Accessible to instructors and course members who have submitted the same assignment.
	Accessible only to the student and the instructors. (Individual) Not added to anyone's portfolio.
	Only available to collect the submissions.
Allowing resubmission	Do not allow resubmission
	Allow resubmission at any time during submission period. * Course Instructor can retract the student's assignment and return it to pre-submission status at any time.
Description	
	a di seconda
Files	File name
	Select file クロークファイルが選択されていません。
	Add
	* After selecting a file, click 'Add." * The file size limit is 10 MB for each individual file. * Before uploading, use antivirus software to make sure your files are clean.
	Ŧ
	Preview Save Cancel

Add Assignment page

Instructor

Please check the submitted answers and registe

/iv-Instructor

Title 💭

Assignments Administratio

1 Mutual Review Mi

Ind

Assignments

Mutual Review Midterm es

Individual Reflection

No.+

The instructor will only collect the student's response. The student's response will not be added to their portfolio. It cannot have mutual review.

- 6. Set whether to allow or disallow resubmissions.
- 7. Write the description of the questions you would like to ask students.
- Use the Files section to add various files you would like your students to use for reference when completing the assignment, such as PDF files and images.
- 9. Click Preview to view the assignment as your students will see it.
- 10. Click Save to save the assignment in manaba.

Publish an assignment

In order to publish an assignment you add, click on Assignments Administration page.

- Should you wish to send a reminder message, click **Publish** and send reminder.
- Use **Student** button to view the list of assignments which are published to students.
- If you set a period, students can only respond after the start date; before the start date, the status of the assignment is set as "pending".

Edit an assignment

Follow the steps below, in order to change the dates or questions of an assignment.

Click on Assignments Administration page and select Edit.
 Revise the assignment and click Save.

If you edit an assignment, it will automatically be unpublished. Once you finish editing, publish it again.



Instructor screen

r grades by clicking on the Manage menu

Period
In 2018-02-02 18:55
progress 2019-02-28 18:55

Student screen (Assignments)

In progress Not submitted

In progress

(Assignments Administration page)

View as Aunstructor

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View as Au Instructor

2013-02-27 12:15 2020-02-27 12:15

2013-02-27 12:15 2020-02-27 12:15

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End

	Midterm essay
Subject	Midterm essay
Start	2013-02-27 12:15:00
End	2020-02-27 12-15:00 Conclusion assignments to be submitted after end time. Allow assignments to be submitted after end time. Extra time allowed Allow assignments to be submitted with the date in maska and in evaluation Excet sheets.

Edit Assignment (File-based submisson) page

View / Collect submissions

There are two methods to view student's responses to an assignment.

A: View individual responses on the web

B: Download all responses submitted

A: View individual responses on the web

- 1. Click i on Assignments Administration page and select **Submission Status**.
- On Submission Status page, you may view the student's response by clicking on the name of the student.
 - If a submitted response is a .docx file, you may view the response on the web by clicking Preview without downloading it on your computer.

Re-submission of an assignment

It is possible for the instructor to have a student resubmit the assignment. If you click **Request resubmission**, the assignment will return to one step before the submission and the student will be able to edit and resubmit the assignment.

- If the assignment is already closed, edit the close date of the assignment.
- If a student uploads an assignment but fails to click the Submit button, the instructor can finalize the submission on the student's behalf.
- You can upload the files on behalf of individual students for the File-based submission assignments. And you can delete only the files the instructor uploaded on behalf of the student.
- You can do these two actions on the individual student's Assignment Room page after clicking the student's name on Submission Status page.
- For the Browser-based submission assignment, you can't enter the answer on behalf of the students.

B: Download all responses submitted

- 1. Click i on Assignments Administration page and select Manage Grades.
- Click **Download with submissions** and you will be able to download submitted responses in a zip file. (Submitted responses are separated in folders by student.)



Assignments details

	Miditerm essay
Status	Published
Period	2018-02-02 18:55 ~ 2019-02-28 18:55
Respondents	0 members
Grades	Oitems
	This assignment is currently accepting answers.
	ge diades (cxcel)
Download Assignment e vanaaoo Include temporarily saved assignm Download Download with submissions	r sineer in swhich are not submitted
Overnova Assignment examination Include temporally saved assignm Download with submissions Opcompare value Upola and register grades. ● 10 - 10 - 10 - 10 - 10 - 10 - 10 - 10	s diamas (b.Acon) 1 sineer: rets which are not submitted c t v # tt An Uplead onfirm

Assignment Grade Registration page

Evaluate submissions / Register grades

There are two kinds of methods to evaluate students' responses and register grades of an assignment.

A: Evaluate students' responses and register grades individually on the web.

B: Download an Excel sheet, evaluate students' responses and register grades on the sheet in a batch.

A: Evaluation / grade registration on the web

- 1. Click 💿 on Assignments Administration page, select Submission Status and Submission Status page will appear.
- 2. On Submission Status page, you may view the students' responses by clicking on the name of each student.
- 3. Enter the points in the field Score.
- 4. Enter Rating In case of evaluating with character string such as "Good,Excellent,A,B". (optional)
- 5. Enter your comments to the student's response.(optional)
- Use Guidance Note as a memo that is only visible to you; students will not be able to view your memos.
- 7. Click Update once you fill out the necessary fields.

 Winds
 2016-02/2018/90 - 2019-02/2018/95

 Respondents
 Ommbers

 Other
 This assignment is currently accepting answers.

 Image: Status:
 Image: Status:

 Image: Status:</

Grading field

Submission details

B: Evaluation / grade registration using an Excel sheet

- 1. Click on Assignments Administration page and select Manage Grades.
- 2. Click **Download** and download Assignment Evaluation Sheet (this is an Excel file).
- 3. Enter in either "#Score", "#Rating" or "#Comment" on the Assignment Evaluation Sheet .If you would like to register a score of 0, please input 0 in "# Score".
- Upload the Excel file with grades and complete registration of grades.

	Miditerm essay
Status	Published
Period	2018-02-02 18:55 ~ 2019-02-28 18:55
Respondents	0 members
Grades	Unpublished (0items)
	This assignment is currently accepting answers.
Download Assignment Evaluati Include temporarily saved assign Download Download	on Sheet nenis which are not submitted
Download Assignment Evaluati Include temporarily saved assign Lounload Download Download with submissions Upload grade data Upload and register grades. 使新品、ファイルが潮沢され	on Sheet nents which are not submitted
Download Assignment Evaluation Indude temporarily saved assign Loownload Download Download Download Upload grade data Upload and register grades. (参釈) ファイルが単尺さす Download register of grades to Download register of grades to Download register of grades to	on Sheet ments which are not submitted

Assignment Grade Registration page

Publish grades

Neither uploading the grades on the web nor using an Excel sheet makes the grades available to your students. You must now publish the grades to let your students know about them.

- 1. Click **Grades** tab in course menu and open Grades Administration page.
- 2. Click of the assignment you would like to publish.

Should you wish to send a reminder message, click **Publish** and send reminder.

		Grad	les			
Grades Ad	dministration			- Inste	utur 11.0	tudant
					Add	Grades
'lease edit t	he date, check and register th	e grades by clicking on the Mana	ge menu(()).	Published		
Please edit t	he date, check and register th Title	e grades by clicking on the Mana	ge menu(@)). Publish / Unpublish	Published on	Registered	Manag
Please edit t # ^ 1 Test	he date, check and register th Title Weekly Quiz3	e grades by clicking on the Mana Administered on 2018-02-19 14:43 -	ge menu()). Publish / Unpublish	Published on Not specified	Registered 0 items	Manag
Please edit t # * 1 Test 2 Assign	he date, check and register th Title Weekly Quiz3 Imment Reflection	e grades by clicking on the Mana Administered on 2018-02-19 14:43 - 2018-02-01 15:00 - 2018-02-28 15:00 -	ge menu()). Publish / Unpublish Urpublished	Published on Not specified Not specified	Registered 0 items 1 items	Manag Q
Please edit t # * 1 Test 2 Assign 3 Grade	Title Title Weekly Quiz3 meet Reflection Weekly Quiz1	e grades by clicking on the Mana Administered on 2018-02-19 14,43 - 2018-02-20 115:00 - 2018-02-20 15:05 - 2018-02-20 15:05 - 2018-02-20 15:05 -	pe menu(@)). Publish / Unpublish Unpublish-od Unpublish-od Unpublish-od Unpublish-od	Published on Not specified Not specified Not	Registered 0 items 1 items 4 items	Manag O O

Grades Administration page

Import / Export an assignment

Instructors may export an assignment and save it to their own computer. The survey will replicate the survey in another course by importing data you have exported.

Export assignments

Export an assignment individually

Click in Assignments Administration page and select **Export** (a). The test will be downloaded as an MHT file.

Export all assignments in a course

Click **Export All Assignments (b)** and a zip file containing all the existing assignments will download.



Assignments Administration page

Import assignments

- 1. Click Import (c) button on Assignments Administration page.
- 2. Use **Import individually (Upload MHT files)** if assignments should be uploaded one by one. Use **Import All (Upload ZIP files)** if assignments should be uploaded all together in a zip file

Imported surveys need to be published.



Import Assignment page

Projects

In projects, course instructors can provide space to divide enrolled students into several teams and have them discuss and eventually submit their project.

A forum and a window for submitting a project are available for every team.

The submitted projects can be mutually reviewed by students depending on the settings.

Add a project

There are two ways to submit a project.

A: Team submission

- 1. Click New Project on Projects Administration page.
- Select Submit project as a team and Add Project page will display.
- 3. Enter the title of the project.
- 4. Enter a start date and end date for the project.(optional)
 - Students cannot submit the project after the end date. The end date of the project becomes the submission deadline for the project.
 - As of the End date of the project, students cannot make comments in the forum of the project.
- 5. In the View Settings field, you may specify who has access to the team space.

Instructors may view all teams.

Students who are not assigned to a team cannot view any project.

 In the Submitted Items field, you may specify who has access to the submitted items. For team submission, you may choose from the following options:

Accessible to all course members in the project.

All course members in the project can access and comment on the submitted items .

Accessible to team members who have submitted the same project.

Only instructors and students who have already submitted a project on the same topic can access and comment on the submitted items.

- 7. In Allowing resubmission field, select whether to allow students to resubmit.
 - If set to "Allow resubmission at any time during submission period.", mamber can delete a submission submitted by not only himself but also another member and resubmit another submission.
 - If a member resubmits the submission, a reminder email will also be sent to team members other than the member and the instructor.
- 8. Enter details of the project or questions you would like to ask.
- In Portfolio field, select if submission should be added in the students' portfolios.
- 10. Click Preview to check details of the project
- 11. Click **Save**. Then, add a team in the next page.

Projects Administration				View as	instructor
				Ē	New Project Import
Please check the submitted ans	wers and register grade	s by clicking on the	Manage menu 🔅)	
No.^ Ti	tle	Pe	riod	Publish / Unpu	blish Submitter Manage
1 🕞 Group research proje	ct	-	2018-02-01 20:05~ 2019-02-28 20:05	•* Unpublis	hed 4. 0 teams
	≛ Exp	ort All Projects			
		lew Project	Proje	ects Admi	inistration page
Add Project		•			
Please select the type of	assignment:				
Submit assignme A member of the text team. The submitted assignment Submitt assignments are su The assignment is of	nt as a team am is designated as anment is saved in a nt in ividually bmil ed individually, aved in the ind	a representati II team membe īvidual's portfo	ve and submits ars' portfolios. lio.	the assignment	nt on behalf of the
		Cance	èl		
Title					* required field
Start					
End					
View Settings	Accessible only to Accessible to all on Instructors can see in	assigned team me ourse members in t all teams.	mbers. his project.		
Submitted Items	Accessible to all co Accessible to team	urse members in t members who ha	his project. ve submitted the sa	me project.	
Allowing resubmission	 Do not allow resub Allow resubmission Course Instructor ca 	mission n at any time during in retract the stude	g submission perior nt's assignment an	i. d return it to pre-su	bmission status at any time.
		Descripti	on		
Formatted Text H	TML				
				A	P H H2 H3 FK III III III R B / L G A X, V III V III
	R.U. 0			-	
Portfolio		e submitted item w	ill be saved in all te	am members' port	folios.
		Preview	Cancel		

Add Project page

B: Individual submission

- 1. Click New Project on Projects Administration page.
- Select Submit project individually and Add Project page will display.
- 3. Enter the title of the project.
- 4. Enter a start date and end date for the project.(optional)
- 5. In the View Settings field, you may specify who has access to the team space.

Instructors may view all teams.

- Students who are not assigned to a team cannot view any project.
- 6. In the Submitted Items field, you may specify who has access to the submitted items.

Accessible to all course members in this project.

All course members in the project can access and comment on the submitted items.

Accessible to course members who have submitted the same project.

Only instructors and those who have already submitted a project on the same topic can access and comment on the submitted items.

Accessible only to the student and the instructors. (Individual)

Only the student and the course instructors can access and comment on the submitted items.

- 7. In Allowing resubmission field, select whether to allow students to resubmit.
- 8. Enter details of the project or questions you would like to ask.
- 9. In Portfolio field, select Add if submission should be added in student's portfolio.
- 10. Use Preview to check details of the project.
- 11. Click **Save** if no revision needs to be made. Then, add a team in the next page.

							ſ	New Pr	oject	Imp
Plan	e check the submit	ed answere	and register grades	by clicking on	the Manage more	ulith	Ļ			
1692	e creck are submit	eu answers a	and register grades	by clicking of	ure manage men	o(selv	1			
1 NO. ^	Group research	Title			2018-02-01 20:	05~	Urout	febral a	Submitter	Me
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1	Submit annie	assignme	iurs saved in al	r team men	ibers portrolio	15.				-
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Ш		тие						* requi	ired field	
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	Vie	w Settings	Accessible on	ly to assigned tr	eam members.					
			Accessible to Instructors can se	all course memb e all teams.	ers in this project.					
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			O Accessible on	ly to the student	t and the instructors	. (Individu	al)			
Ш	Allowing res	ubmission	Do not allow n Allow resubmic	esubmission ission at any tim	ne during submission	n period.				
			* Course Instructor	can retract the s	tudent's assignment	and return	it to pre-sub	mission statu	s at any time.	
Н				Descr	iption					
	Formatted Text	HTML								
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		lf)	ou select "Add,"	the assignme	ent will be save	d in all te	am memb	ers' portfo	plios.	
		If y Portfolio	rou select "Add," ®Add Obo net i	the assignme	ent will be save	d in all te	am memb	ers' portfo	pios.	

Add Project page

Manage teams

manaba manual

Add a team

- 1. Click i on Projects Administration page and select Manage Teams (a).
- 2. Click **Add Team** and Add Team page will display. In the field for the team name, manaba has automatically allocated a team name. (e.g. Team A, Team B ...)
- 3. Check course members you would like to add in a team and click **Add Team**.
- 4. Check details and click Save if no revision needs to be made.

Copy teams from past projects

You may copy teams of past projects.

All teams belonging to a project will be copied.

- 1. Click Manage Teams in Projects Administration page.
- 2. Click Use previously created teams (b) in Add Team page.
- 3. A list of past projects will appear in a pop-up. Confirm team names and members from Teams. Select the project which contains teams that you would like to add and click **Add Team**.

		Period	P	ublish / Unpublish	Submitter Manage
		- 2018-02 2019-02	-01 20:05~	Unpublished A	0 teams
Use	(b)	(a)	Pro	P Ma ≥ Su © Su © Re ≧ De	inage Teams port bmission Status gister Grades (Excel) lete stration page
Ad	d Team		•		
Sele	act the members of the tea	m. (Students not part of a	ny team: 0:)		
	New	ïeam D			
	Name	Student ID			Team
	Christina Jones	nadmstudent1	Course Student		
	Max Li	nadmstudent2	Course Student		
	Andy Kennan	nadmstudent3	Course Student		
-	Carlos Macedo	nstudent1	Course Student		
	Adelina Rossi	nstudent2	Course Student		
	Alex Williams	nstudent3	Course Student		
		Preview	Save		

	Use previously created teams.	
	Choose a project and click "Add Team."	
	Title	
	Group research project [Teams]	
	Add Team Cancel	
		(C)
Ado	i Team	No. 1 : F- 61 (11 member)

Modify a team

Follow the steps below in order to change a team name or team members:

- 1. Click **Edit (c)** on the team you would like to modify.
- 2. Modify the team name and members and click **Edit Team**.
- 3. Check details and click Save if no revision needs to be made.

Delete team

Follow the steps below in order to delete a team:

1. For the team you wish to delete, click Delete \overline{m} (d)

The team forum and submitted projects (except submissions added to the portfolio) will be deleted. Additionally, once the team is deleted, it cannot be restored.

					(C)
Ad	d Team act the members of the t	leam. (Students not part of ar	ty team: 0:)		No. 1 : F−&1 (11 member) 📄 Edit
	New	Team D			No. 2: ≠-42 (11 men Co) > Ede
	Name	Student ID		Team	
	Christina Jones	nadmstudent1	Course Student		No. 3 : F−L3 (11 members)
8	Max Li	nadmstudent2	Course Student		Ţ
	Andy Kennan	nadmstudent3	Course Student		> Projects Administration
8	Carlos Macedo	nstudent1	Course Student		
	Adelina Rossi	nstudent2	Course Student		
	Alex Williams	nstudent3	Course Student		
		Preview	Save		

Work on a project in teams

Each team has their own forum where only the assigned team members and course instructors can post comments.

No comments can be made in forums of other teams' even if the team space is open to all students registered in the course to view.

Forum

You may comment in the forum of your team's project in the same process as adding a comment to a forum in a course. (Also see see "Add a thread/Add a comment")

Instructors may make a comment on the forum of any team.

Students cannot comment after the end date, which the instructor entered when the project had been added. (Students can still view the forum after the end date.)

②Aチーム:Team Thread	1 Submit Project
Project Description	
Group research topic	C Member List
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.	Christina Jones Max Li Andy Kennan
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	⊖ Team List >Access Dat
veniod 2016-02-03 15:25:00- yape of project. Submit project in learns attemps. The register on of a learnin's open only to the members of that learn and the instructors. Attemps attemps of the statement of the statement of the statement of the attemps resubmission. On one atlower sectomission.	Team B
Style List Tarree	
2 Re:My point of view from the reading	
Indeed, the issue of individual perspectives raises the question of how do those perspectives interact with each other. Constructivist theory discusses the issue of individual perspective,	

Team forum

Submit project

In the forum of a students' team, students will submit their work from the **Submit Project** button. They may submit files until the end date which the instructor entered when the project was added.

The Submit project button does not appear on instructor's page.

Group research topic	Sec. 1			
Submit of the stream of t	iss what	 ○ Me > A > A ○ Tex > 1 > 1 	mber List hristina Jones Aax Li Indy Kennan Im List Ieam A Jeam B	> Access Data
Style EList T= Tree	© Comment			
2 Re:My point of view from the reading				

Mutual review

In order to view submissions of other teams or members, click **Submitted.**

You can post comments to their submissions.

						₽ Manage Team
Team 🖸	Members	Last Comment	Comments	Unread	Total Views	Status
<u>↑</u> ≠=41	11		0		0	Not submitte
	11		0			Not submitted
. ≠-43	11		0		0	Not submitted
		*****			> Proj	ects Administration
				_		

Request resubmission

In the following the steps, the instructor withdraws the student's submission that has already been submitted and can return to the state before the submission was confirmed.

After withdrawal by the instructor, students will be able to access and resubmit the assignment.

- 1. In the "Projects Administration" screen, click the "Submitter" field of the assignment.
- 2. On the "Submission Status" screen, click the team (or student) you want to resubmit in the "Team List".
- Click the "Request resubmission" button on the "Submissions" screen.
- 4. Click "OK" button on the confirmation screen.
- If the end date of the project has already passed, please change the end date to a later date so that students may resubmit their projects.
 - Reminders are sent to the students,

Even you click **Request resubmission**, the old file that the student had submitted remains available in manaba. Students may send the old file and the new file together as a resubmission, so that the old file will also be added in their portfolio.

Score project / register grades

You may score the student's submissions for projects and register grades in manaba.

- 1. Click and select **Register Grades (Excel)** in Projects Administration page.
- 2. Project Evaluation Sheet will download.
- 3. Enter points in the column titled # Grade and enter your feedback in the column titled # Comment.
- Upload the Project Evaluation Sheet with grades data from Upload, and complete registration of grades.
- 5. Click Grades tab in the course menu and publish grades from the Grades Administration page.





Grades

You may publish grade information of tests and assignments handed out in manaba; grade information may include scores and feedback. You may also register grades of extracurricular activities, practical training, labs or attendance.

Register grades

Register grades of tests and assignments

- 1. Register grades of a test or an assignment from the administration page.
 - * Please refer to "Score and register grades of a test" to register test grades.
 - * Please refer to Evaluate submissions / Register grades to register assignment grades.
- 2 Click Grades tab in the course menu and open Grades Administration page. All grades registered from Tests Administration page and Assignments Administration page are automatically listed in the Grades area.

Register other grades

- 1. Click Add Grades from Grades Administration page.
- 2. Enter the title of the grade.
- 3. Enter the start date and end date of the test / assignment. (optional)
- 4. Download Grade Registration Sheet.
- 5. Enter in either "#Score", "#Rating" or "#Comment" on the Grade Registration Sheet.

* Steps to fill out the sheet are explained inside this sheet.

6. Click **Upload** and upload the Grade Registration Sheet you have filled out.

On this sheet, registration is possible only for the line in which information is entered in one of "#Score", "#Rating" and "#Comment".

If you would like to register a score of 0, please input 0 in "# Score".

If you do not register any grades, you can not publish it.

- Saving the grades does not make it available to your students. You must now publish the grades to let your students know about them.
- Once grade registration is completed, Download registered grades to confirm section will appear. Click Download and check the grade data you uploaded.



Register Grades page

Publish grades to students

In order to publish registered grades to students, click in Grades Administration page.

- Should you wish to send a reminder message, click **Publish** and send reminder.
- Use **Student** button to view the list of grades which are published to students.

Check uploaded grade data thoroughly before you publish grades.

			Vie	was A-instru	ictor AL SI	udent
					Add	Grades
Plea	se edit the date, check and register the	grades by clicking on the Mana	ge menu(🕸).			
# -	Title	Administered on	Publish / Unpublish	Published	Registered	Manag
1	Test Weekly Quiz3	2018-02-19 14:43 -	Unpublished	Not specified	0 items	٥
2	Assignment Reflection	2018-02-01 15:00 - 2018-02-28 15:00	Unpublished	Not specified	1 items	٥
3	Grade Weekly Quiz1	2018-02-19 15:05 - 2018-02-20 15:05	Unpublished	Not specified	4 items	٥
		Export All	Grades ents' rating			
					T	
÷.	Instructor	Student	Student so	reen		

Instructor screen

manaba manual

Instructor

This page replicates the screen seen by students. The review screen of sights freedock entered by the instructor for themselves as if they were students, in order to see how it will display on the screen for the students. Similarit, the position graph shows the score entered by the instructor, as seen by students. (Use this function to review your entry.) Data such as average scores and standard deviations are calculated without including the instructor's own score. Title Grade Iower << Position >> higher Reflection Not Submitted .

Overwrite grades / Download grades

Follow the steps below in order to change scores or comments of a test or assignment.

A : Register grades on the web

- 1. Click on Grades Administration page and select Submission Status.
- Click the user's name you would like to score and the user's Register Grades page will be opened.
- 3. Click Update once you fill out the necessary fields.
 - To delete all items of registered grades, please click the "Delete Grade" button.

If you want to return only registered "#Score" to "Unscored" not all items, please confirm the next "B : Register grades using an Excel sheet".

B : Register grades using an Excel sheet

You can not use the Excel sheet to delete all items of registered grades.

The method of correcting the registered grade is as follows.

- Click is on Grades Administration page and select Manage Grades.
- 2. Upload Grade Registration sheet again from **Upload** and the grade data will be updated with new data.
- Once update is completed, click **Download** and check grade data you uploaded.

On the Grade Registration sheet, overwrite registration is possible only for the line in which information is entered in one of "#Score", "#Rating" and "#Comment". Even if all the items are left blank, the results of registered students will not be deleted.

To return the registered "#Score" to "Unscored", make "#Score" cell blank and enter text or numerical values in either "#Rating" or "#Comment" Please register. To register "#Rating" or "#Comment" in addition to "#Score"

already registered, leave "#Score" cell entered Please upload.



		F	teflection	
Publish / Unpublis	shed	Not published		
Administered betv	veen	2018-02-01 15:0	0~2018-02-28 15:00	
Registered		1 items		
e grades edited here are als Name	o reflected to the s	tudent's submissi Score	on status of the assignme Grader	nt. > Submission Status Submitted on
e grades edited here are als Name TSUGARU AMENOBU	so reflected to the s StudentID u201601	Score 4 points	on status of the assignme Grader Prof. Baba	nt. > Submission Status Submitted on 2017-08-03 16:12:59
a grades edited here are als Name TSUGARU AMENOBU NAMBU NOBUNAO	o reflected to the s StudentID u201601 u201602	tudent's submissi Score 4 points 13 points	on status of the assignmen Grader Prof. Baba Prof. Baba	nt > Submission Status Submitted on 2017-08-03 16:12:59 2017-08-03 16:12:59
e grades edited here are als Name § TSUGARU AMENOBU § NAMBU NOBUNAO § AKITA SANESUE	o reflected to the s StudentID u201601 u201602 u201603	tudent's submissi Score 4 points 13 points 14 points	Grader Grader Prof. Baba Prof. Baba Prof. Baba	nt > Submission Status Submitted on 2017-08-03 16:12:59 2017-08-03 16:12:59 2017-08-03 16:12:59

Grades List page



Register Grades page

Download all grades

Click **Export All Grades** from Grades Administration page. You may download all the grades registered in manaba at the moment.

If you check **Include students' rating** column, you can download not only total score but also "rating".

Gra	des Administration		Vie	w as 🗼 Instru	ictor 💷 St	udent
					Add	Grades
Pleas	se edit the date, check and register the	e grades by clicking on the Mana	sge menu(🚯).			
# -	Title	Administered on	Publish / Unpublish	Published	Registered	Manage
1	Test Weekly Quiz3	2018-02-19 14:43 -	Unpublished	Not specified	0 items	¢
2	Assignment Reflection	2018-02-01 15:00 - 2018-02-28 15:00	Unpublished	Not	1 items	٥
3	Grade Weekly Quiz1	2018-02-19 15:05 - 2018-02-20 15:05	Unpublished	Adminis	it Title and stration Date	
		La Export All	Grades	🖉 Gra	ades List	
			ents rating	🐑 Ma	inage Grades	
			G	rades A	dminis	trati
)		ра
	Expo	rt All Grade	2			
	📥 Ехро	rt All Grade	s			

Forum

There is a forum in each course. You can use it for discussion purposes among instructors and students.

Add a thread

- 1. Click New Thread in Forum page.
- 2. Enter the title of the thread.
- 3. Enter the description of the thread.

You can attach various files such as video files and images. (For more information about adding a file, please check "How to add a file".)

orum	Q New Thread
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Thread	Access Data
Theories of Instructional Design	View
A New Thread	_
	Forum pag
•	
lew Thread	
Thread	_
]
Description of this thread (e.g. discussion topics, notes for posting comments)	
Formatted Text	>>Plain Text
	< x, -
	^
	-
Preview Post	

New Thread page

Delete a thread

Each thread can be deleted the author and the instructor. Click **Delete Thread (a)** to delete the thread.

Once a thread is deleted, all comments and attached files in the thread will be deleted as well. This is not a recoverable operation.

Style	E List Tarree Delete Thread	nreads
1	Upcoming Conferences	
	EDUCAUSE	
	As you might know already, EDUCAUSE is an organization that helps those who lead, manage, and use information technology to shape strategic IT decisions at every level within higher education.	
	They hold a conference once a year and have many materials and publications that are great resources for you. They also have a career center available for those who are looking for jobs invelated fields.	r
	Check out their website: (a)	
	David Loster 2013-03-01 06:05	ad
> View A	ccess Data	nt

Add a comment

1. Select a thread you would like to add a comment to and click **Comment (b)**.

You can add a response to a particular comment on a thread by clicking **Reply (c)**.

- 2. Enter the title and text.
- 3. Click Post to add a comment in 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

Each comment can be deleted by the person who posted it as well as instructors by clicking (d) on the comment. Once you delete a comment, it can not be recovered.

E List Tree > List of Threads Style Upcoming Conferences EDUCAUSE As you might know already, EDUCAUSE is an organization that helps those who lead, manage, and use information technology to shape strategic IT decisions at every level within higher education. y hold a conference once a year and have many materials and publications that are great reso I. They also have a career center available for those who are looking for jobs in related fields. ces for Check out their website ww.educause.ed nttp:/ De De Thread 03-01 06:05 Comment > View Access Data (b) Post C Comment Title Formatted Text



Christina Jones

Andy Kennan

Carlos Macedo

35674523

35693010

35693055

Max Li

View access data of a thread

Instructors can view student access data of each thread. Please click **View** on the target thread.

Instructors can download a list of access data in an Excel sheet. Instructors can grade student participation in forum by using data from the Excel sheet. (For more information about grades, please go to "Register Grades".)

Click on the **Printer friendly** link on the thread you would like to print, then the printer-friendly page will appear.



Theories of Instruction	ional Design	011	3	2013-03-01 08-	55 View	v
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Access Data page

2013-03-02 02:24:40

2013-03-02 02:25:08

2013-03-01 06:54:34

2013-03-01 06:55:40

Select display of comments

There are two ways to display comments. Go the Style button 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.

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	Your discus	sion will be evaluated	and it will count toward your class p	participation scor	e.
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Resources

Resources is a space where instructors can easily post resources, including teaching materials. Resources added are published only to the course members.

Add resource

- 1. Click **Add Resource** from Resources page, to open Add Resource Page.
- 2. Enter the title of the resource.
- 3. Set the resource icon or description, click Additional Settings. You can select the icon and enter the description. Size of an icon is 60x60 pixels. (Different image sizes can be uploaded.)
- 4. Enter the title of the page.
- 5. Set the period for this resource to be published.(optional)
- 6. Enter the text for the page of the resource.

You can attach various files such as video files and images. (For more information about adding a file, please check \rightarrow "How to add a file" .)

- 7. 7. A panel will appear after you click on Save.
- 8. 8. Click on **Add a resource published** if you want to make the page available to the students immediately. Or choose **Add a resource unpublished** if you want to keep the page unavailable to students for the time being.

Resources			Add Resource	Je Manage Resources
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Edit Resources

Edit title and description of resources

- 1. Click in Manage Resources page and select Edit Title and Description (a).
- 2. Modify the contents title, icon and description then click Save.

Add page

- 1. Click in Manage Resources page and select Edit Pages (b).
- 2. Click Add Page (c) and open Add Page screen.
- 3. Enter the page title and text. You may add multiple pages.
- 4. For each page, you may set the publication period.
- 5. Check details of the page and click **Add** to add the page if no revision is needed.

Edit each page

- Click in Manage Resources: Resource's page and select Edit (d). Then, you can open the Edit Page.
- 2. Click Update after editing the page.
- * You can also edit pages from the bottom of each page for the students.

Prof. Baba - Version 1.1 (2016-07-04 11:09) (Edit Track Changes Access Data)

Publish Resources

Pages can be published individually and the entire resource can also be published including all its pages.

Publishing entire resource

Click in Manage Resources page

Publish specific pages

- 1. Click 🔯 and select Edit, and open Manage Resources page.
- 2. Click _____ to publish or click _____to unpublish each page.



Select Edit Pages

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Manage Resources: Resource's page





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Setting for publishing selected pages

Instructors can view access data of each student. Click Access Data on each page to view it.



Access Data page

Import / Export a resource

Instructors may export a resourse and save it to own their computer. You may replicate the resourse in another course by importing data you have exported.

Please refer to the tests or assignments' page, in order to inport / export a resourse.

You cannot replicate the comments of the resources.

Manage Resources E Add F ish to course stude ou set the publica To publi Even if y Publich (11 Title iblish M E Lecture Slide C Publi 2018-02-21 14:35 • 0 5 2 2018-02-21 CEdit Title and Descriptio Published 1 0 Edit Pages Export All Resources +

Manage Resources

Portfolio

Students have a portfolio space to accumulate their work submitted and comments for each course.

Collect items in portfolio

Tests / Surveys

Course instructors can choose to add or not to add tests or surveys into the course members' portfolios from the add test and add survey pages.



Add Test page

Assignments

Course instructors can choose to add or not to add assignments into the course members' portfolios from the add assignment page. Submitted assignments by students can be stored into their respective portfolio by selecting the setting from the list below:

- · Accessible to all course members.
- Accessible to instructors and course members who have submitted the same assignment.
- · Accessible only to the student and the instructors. (Individual)



Add Assignment page

Projects

Projects submitted are all added into course members' portfolios. All projects submitted by team are added into each team member's portfolio.



Add Project page

Comments

All comments made in forums and mutually reviewed projects / assignments are stored into each course member's portfolio.

View students' portfolios

- 1. Click Course Member List from the course main page.
- 2. Click the name of a student and open the corresponding portfolio.

You can also access the student's portfolio by clicking the individual's name who made a comment in Forum.

- 3. Click the title of the assignment to view student's submission.
- Click Comments to view the history of students' comments. If you click the title of the comment, the corresponding page will appear.

Files added to the original comment can be downloaded from the comment history page from each student's portfolio.

Instructors may not access all students' portfolios. <u>They can only</u> access their course members' portfolios.

The data instructors have access to:

- Grades
- · Comments in the forum
- Assignments which have been set up to be added into student's portfolio

Course member's portfolio page is displayed by academic year and course. Course instructors only have access to the courses they teach. (For other courses, just the names of the courses are displayed.)

Students cannot access other students' portfolios.

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Smartphones

You may use manaba either on a smartphone or a feature phone.

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.

manaba	2018-02-16 (Fri)
My Page	
Announcem ents	Ay Courses Assignment
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	© 2013 Asahi Net, Inc.

My Page for smartphones