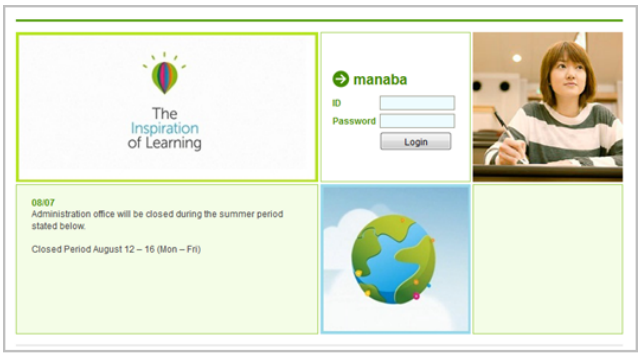
Introduction to manaba

Login

Login with your login ID and a password.



Login page

Recommended OS / browsers

manaba recommends the following OS / browsers.

Windows

Google Chrome / Mozilla Firefox / Internet Explorer / Microsoft Edge 79 or later

Mac

Safari / Mozilla Firefox

iOS

Safari

Android

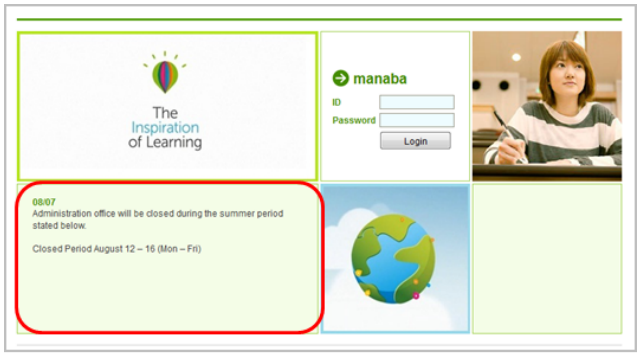
Google Chrome

- 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.

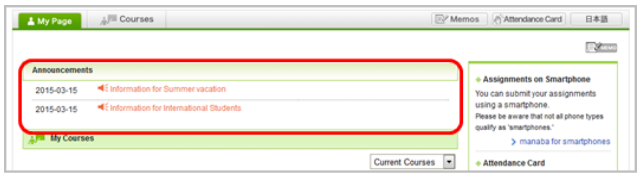
Announcements from Administration

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



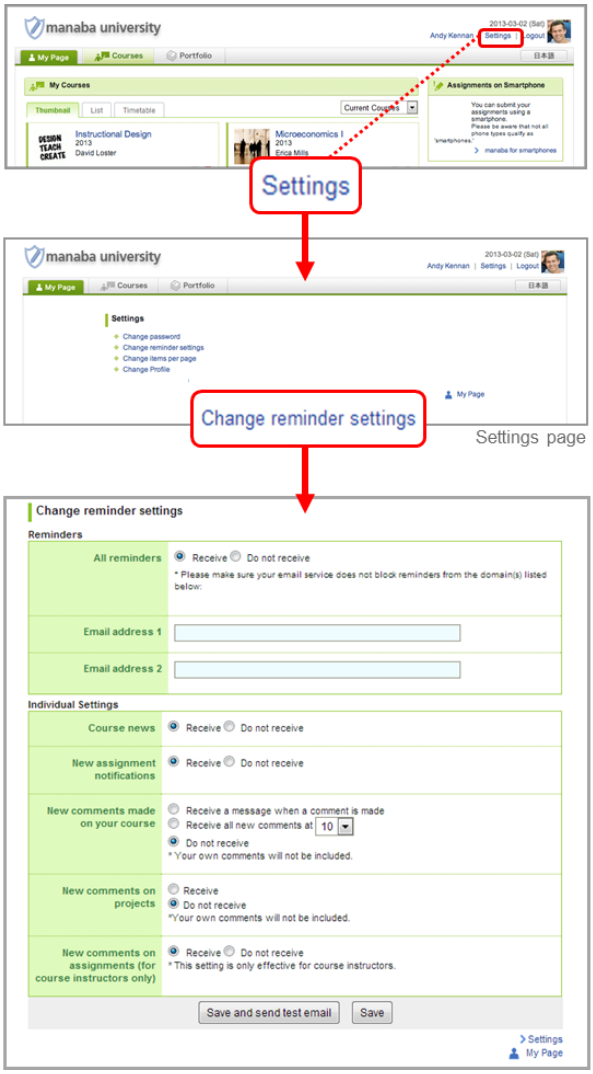
My page

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.
2. Select Receive or Do not receive a message when a new assignment is published.
3. You may choose from one of three options when a new comment is posted on a thread:
   - Receive a message when a comment is made.
   - Receive all new comments at 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.

4. 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.

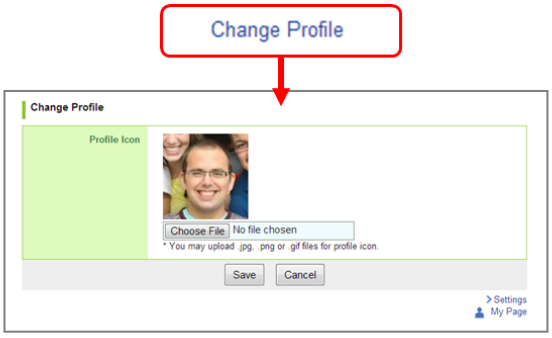
   You will not receive messages if you choose **Do not receive in the Reminders** menu, even if you choose Receive in Individual Settings.

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.



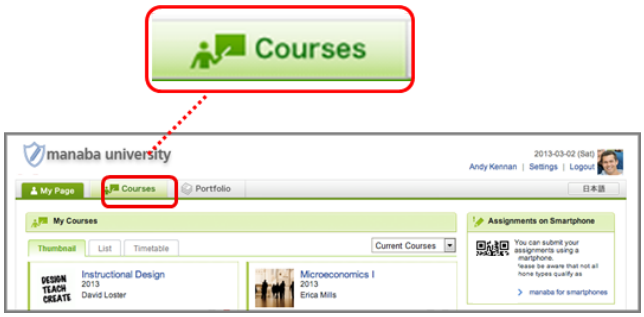
Change Profile

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

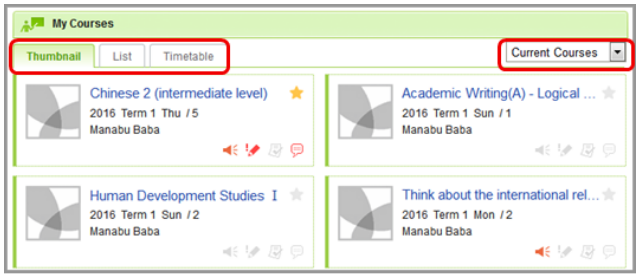
In order to view a list of courses you have been registered for, click **Courses** at the top of the screen.



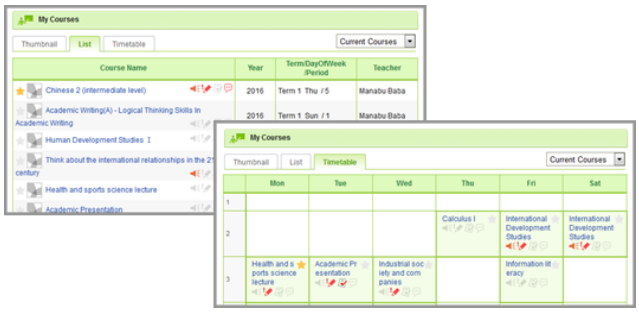
Change course display format

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.



My Page Screen



"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.

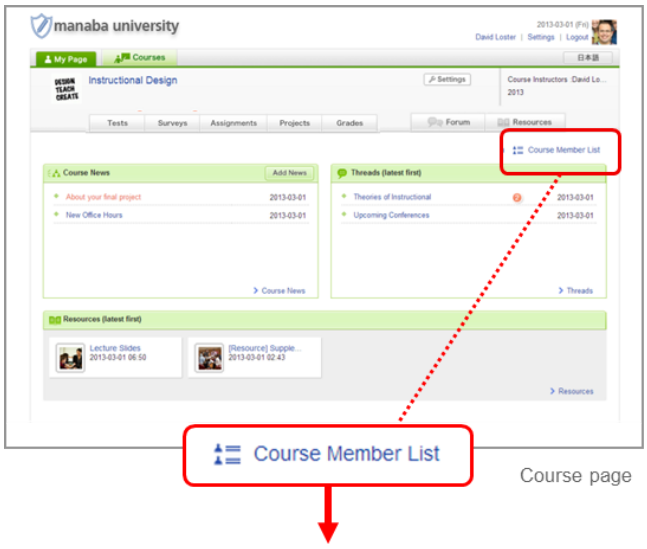
The system administrator makes settings and conducts registration for manaba courses. The course settings and policies differ for each school. Contact the system administrator for details.

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.

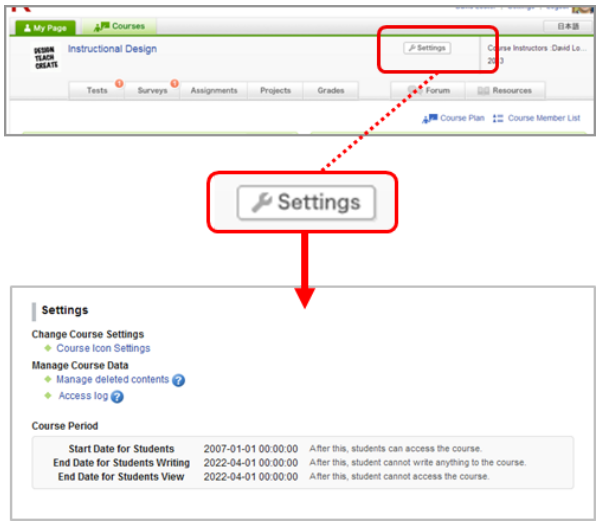
View access data

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

Perform course settings

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 x 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.

Add course news

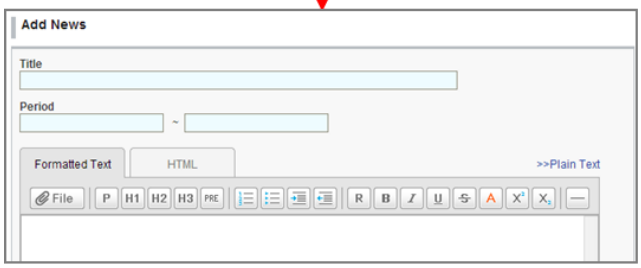
Course News is a way for instructors to send out announcements about their courses to all course members (only instructors can add course news).

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.

Course page



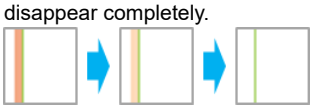
Add News page

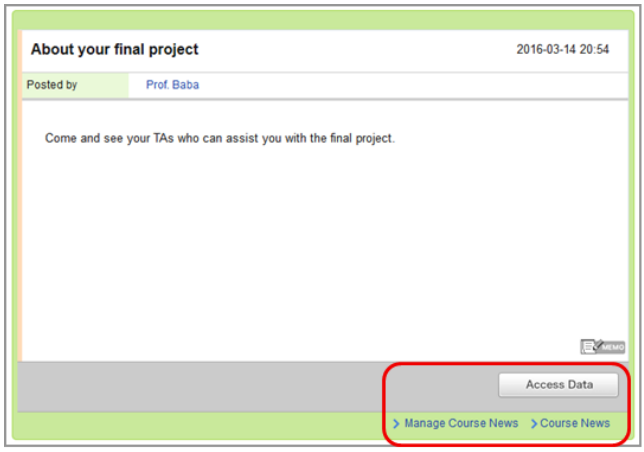
View access data

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

An orange line appears to the left of the first course news frame you view.

The orange line will remain faded for the first hour after it is displayed. After the hour is up, the orange line will disappear completely.



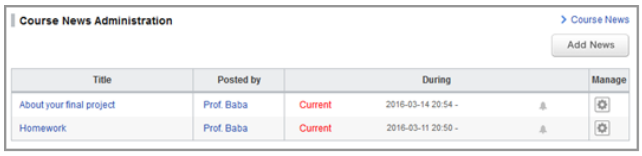


Course News

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 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.
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)

   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.

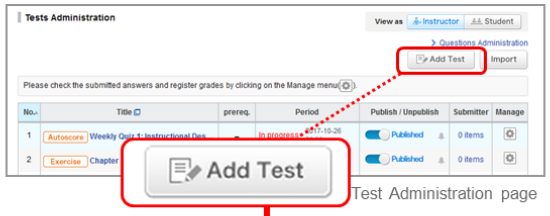
   - If there are multiple correct answers for a Text line question, separate the answers with a semicolon (';').
   - For Multiple(1), Multiple(2), True/False, Dropdown and Matching questions, register the correct answers by selecting the correct choices on each question.
   - For Ordering questions, click choices in the correct order. Click 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.

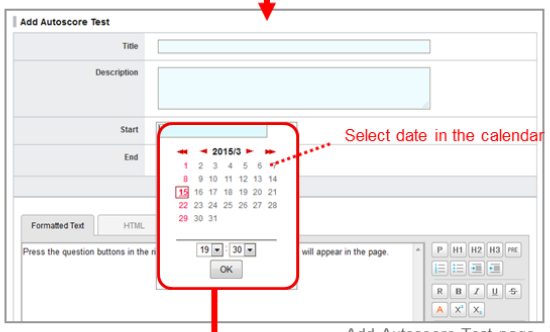
   You cannot download all answers at once when marking. Please use the Assignments if you need to download all the answers at once.

9. To set a Passing Score for a test, select Set **passing score** and enter a passing score.

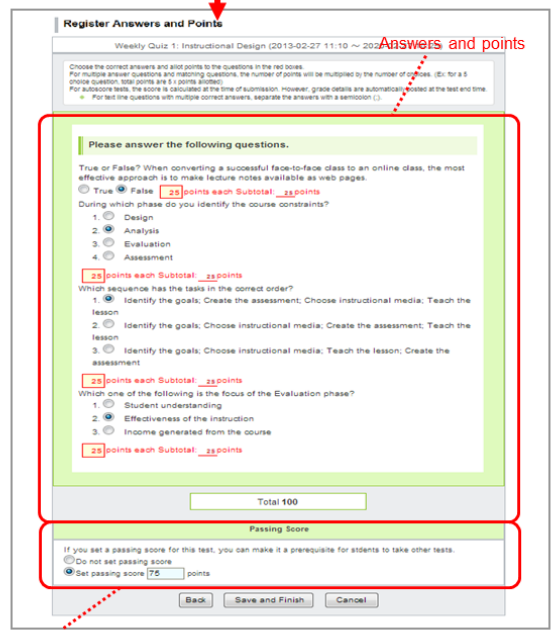
   Passing scores can be used as prerequisites for a student to take other tests.



Test Administration page



Add Autoscore Test page



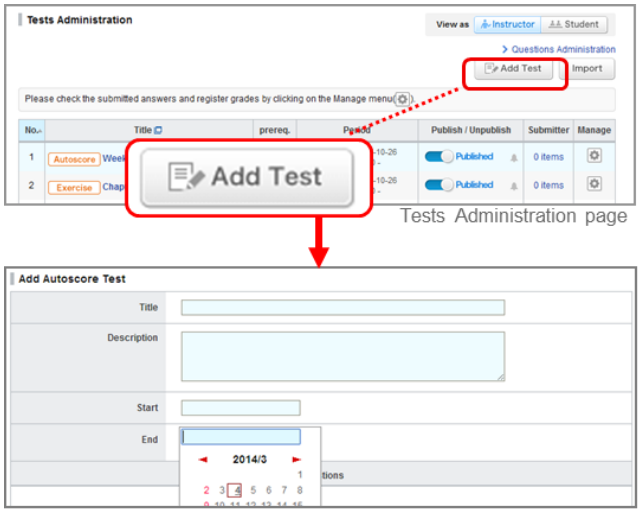
Register Answers and Points page

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”



Tests Administration page

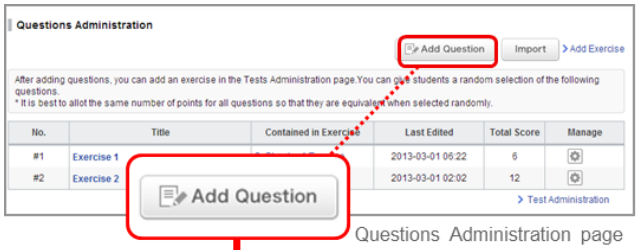
Add Manual Score Test page

Add an exercise

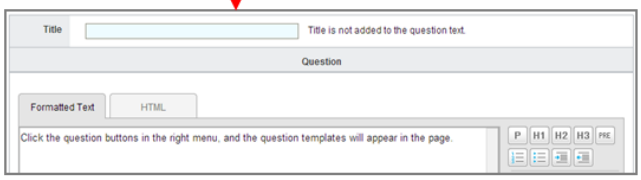
An exercise is a type of test where questions are randomly picked from a pool of exercise questions that the instructor registers in advance. You may set up an exercise to be available for students to take multiple times.

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.



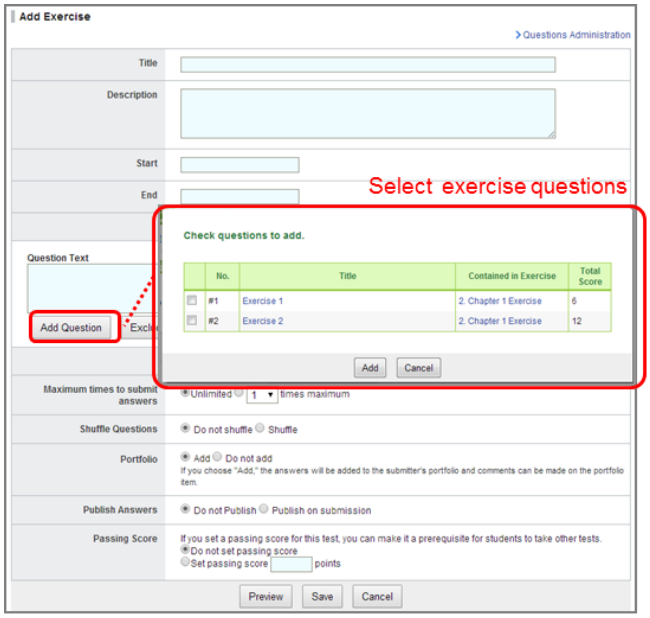
Questions Administration page



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 questions that you selected from an exercise, check those questions 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.



Add Exercise page

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

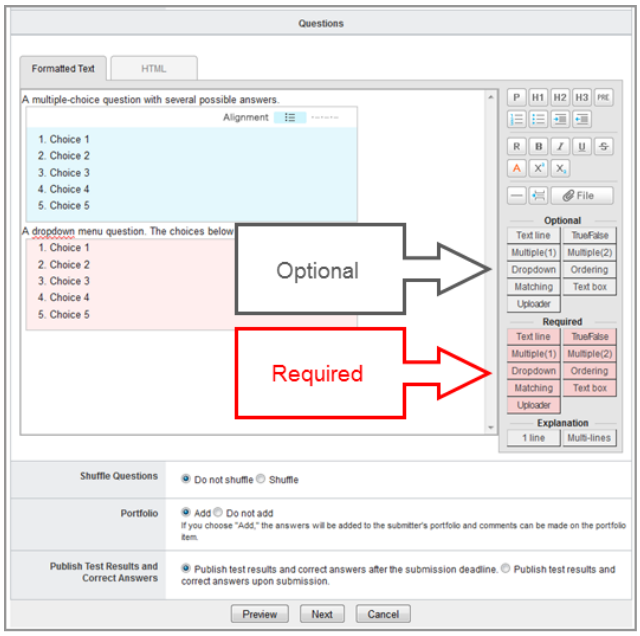
A question which allows to place answers in a particular order.

Text box

A question which allows to write paragraphs.

Uploader

A question which allows to upload a file.



Add Tests page

"Semicolon(;)", "Half-width Katakana" and "Full-width alphanumeric characters, spaces, hyphens etc." cannot be registered as correct answers or submitted as answers in a Text line question.

Automatically, "Half-width Katakana" answers will be converted to full-width characters, and "Full-width alphanumeric characters, spaces, hyphens etc." answers will be converted to half-width characters before being registered.

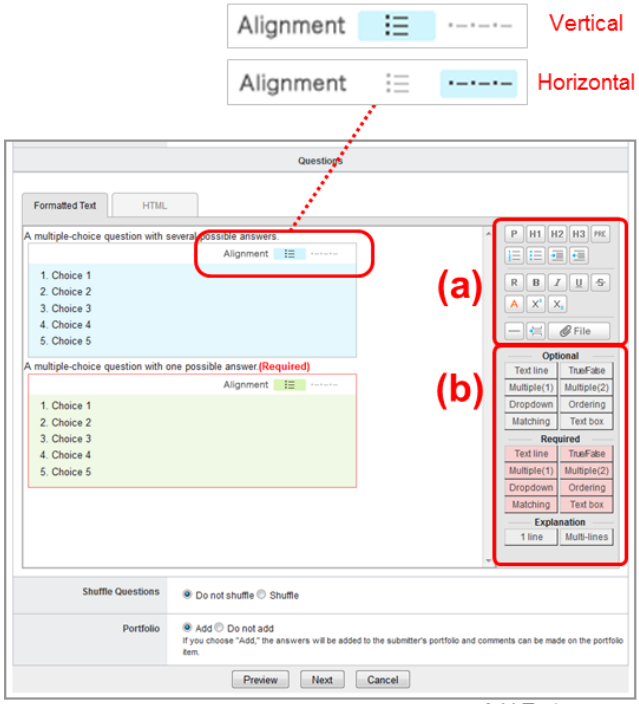
Add a test question

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.
5. 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.

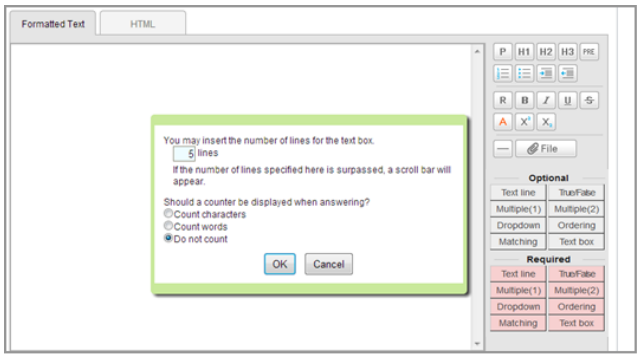
With "Autoscore test" and "Manual score test", you can create up to 100 questions per test.
If the number of questions exceeds 100, you can save the test but you can not publish it.



Add 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.



Window to set up Text box question

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.

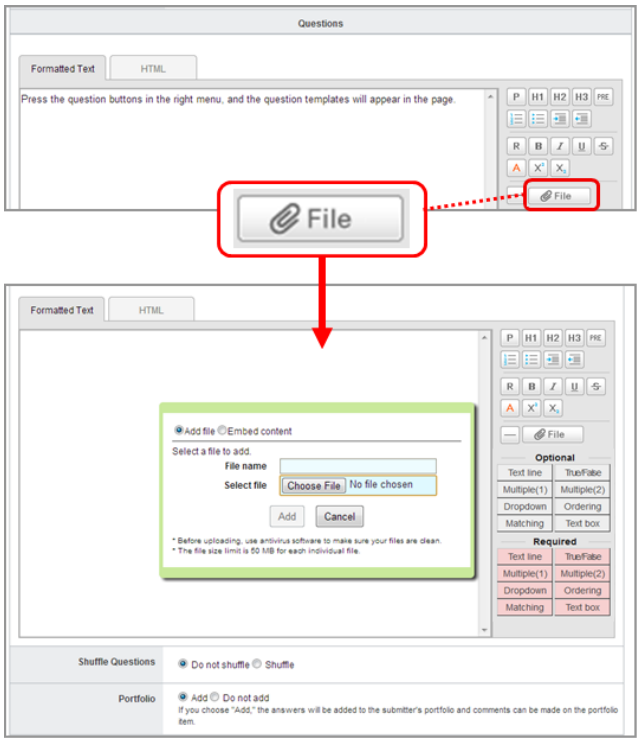
Word count

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.



File uploads

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.

> **Types of files that can be previewed**
>
> - 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.

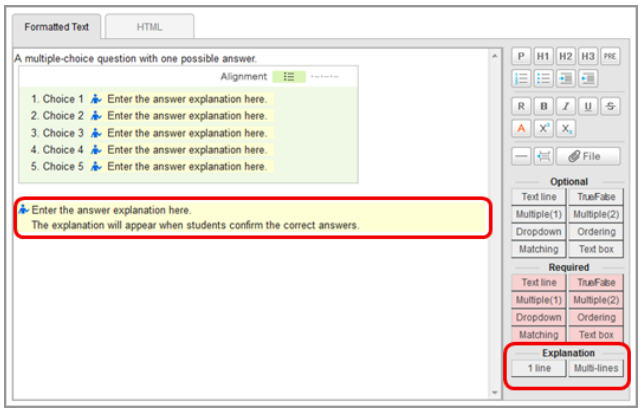
> MP3,MP4 files can be played on smart phones and tablets.

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.

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.



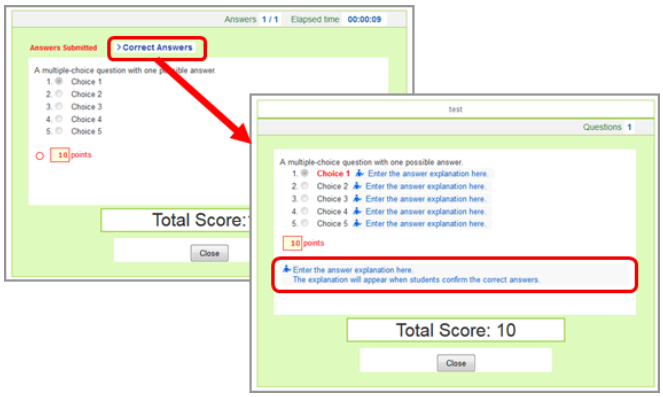
1 line

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

Multi-lines

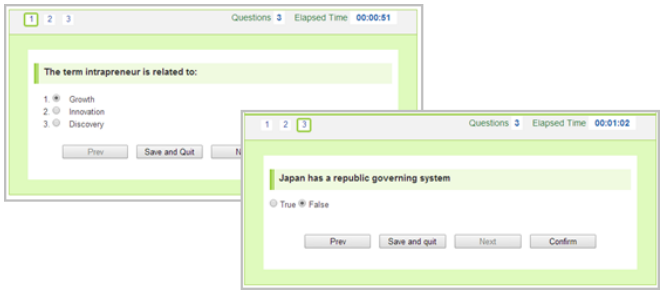
A explanation which you would like to insert into the whole question.

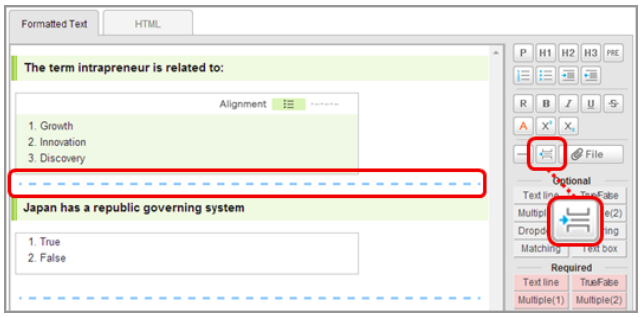
> The explanation is not displayed when the student answer the questions. The background color of the description is yellow on making questions.



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.





Publish a test

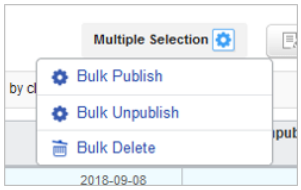
In order to publish a test to students, click on Tests Administration page.

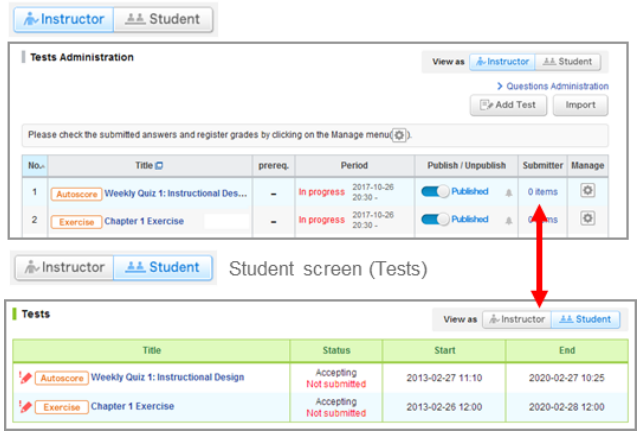
- Should you wish to send a reminder message, click **Publish and send reminder**.
- Use **Student** button to view the list of tests which are published to students.

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.”

About Multiple Selection

In Multiple Selection in the upper right corner of Tests Administration page, you can choose to publish, unpublish or delete all the selected tests in bulk.





Edit a test

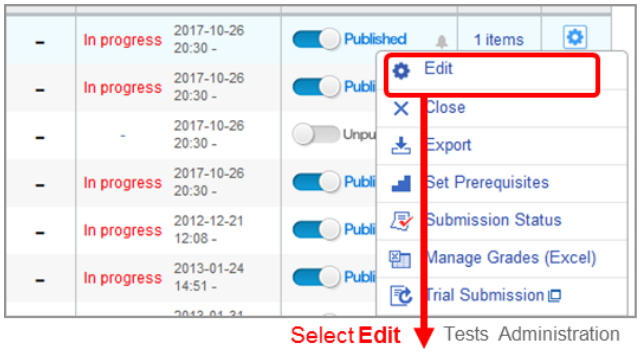
Follow the steps below, in order to change the dates or questions of a test.

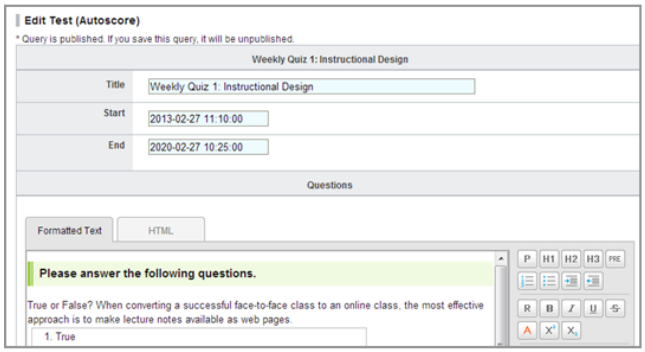
1. Click on Tests Administration page and select **Edit**.
2. Revise the test and click Save.
   * Save the test after registering answers and allotting points if it is an autoscore test.

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.

To avoid student confusion, editing the title of a test after a student's answer and grade registration will not be reflected in the grade and portfolio title. (Grades titles can be manually edited from the edit page.)



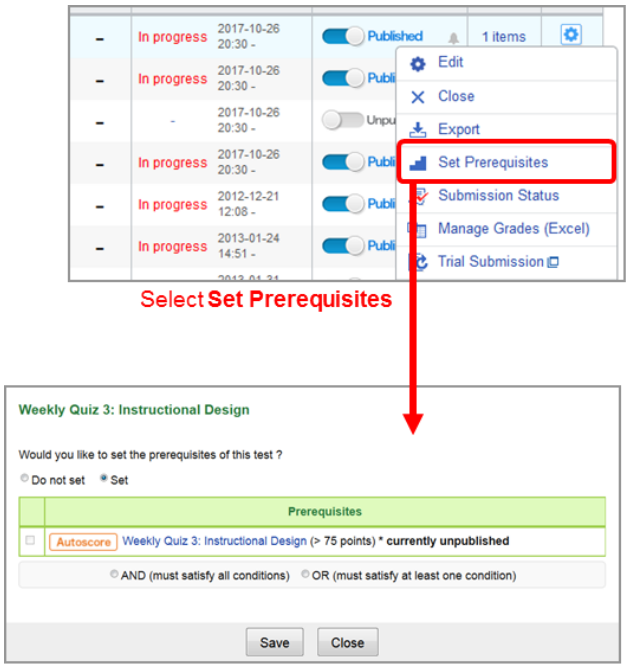


Edit Test page

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 ⚙ on Tests Administration page and select **Set Prerequisites**.
2. If you select **Set**, a list of tests which are set up with passing scores will appear.
3. 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.



Set Prerequisite page

View submission status

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

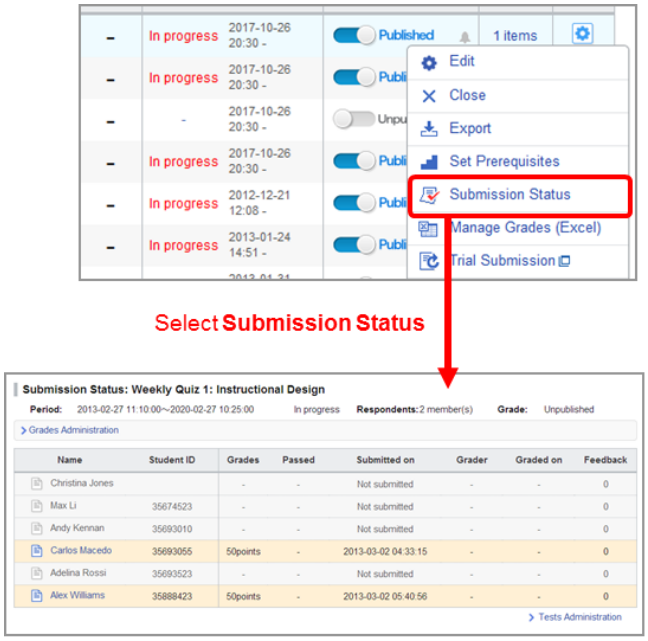
Autoscore test / Manual score test

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 answers has been temporarily saved, * **Saved data** appears in the Submitted on column for students who have not yet submitted the test.
> *Answers are saved when the student clicks on Quit (Save), Confirm, Prev, or Next while answering.Or the answers are saved every 30 seconds after the student starts to answer. And you can check the answers before the submission is finalized and complete the submission on the student's behalf.

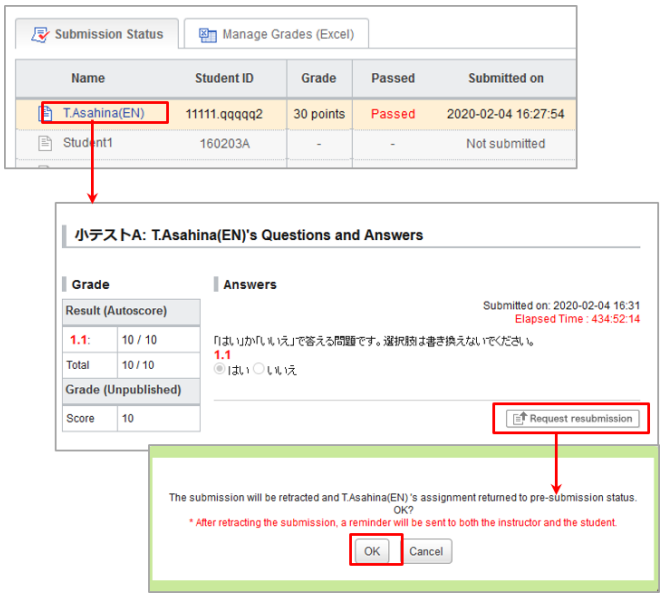


Submission Status page

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.

- 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.

Trial submission function added to tests and surveys

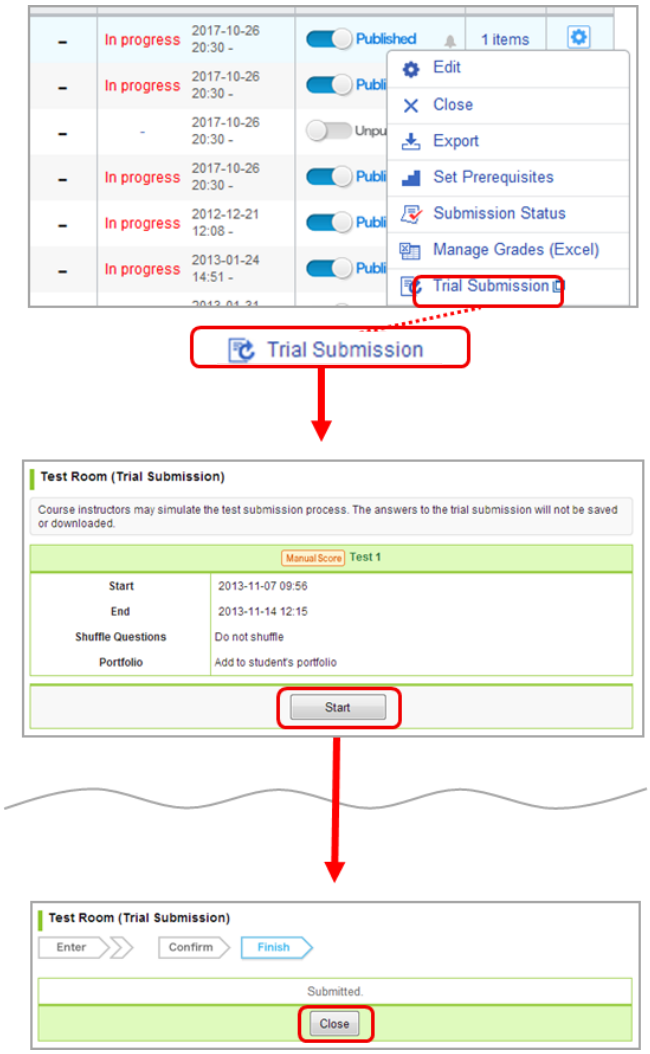
The course instructor can simulate submission for tests and surveys from the **Tests Administration** and **Surveys Administration** pages.

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:

1. 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.



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.

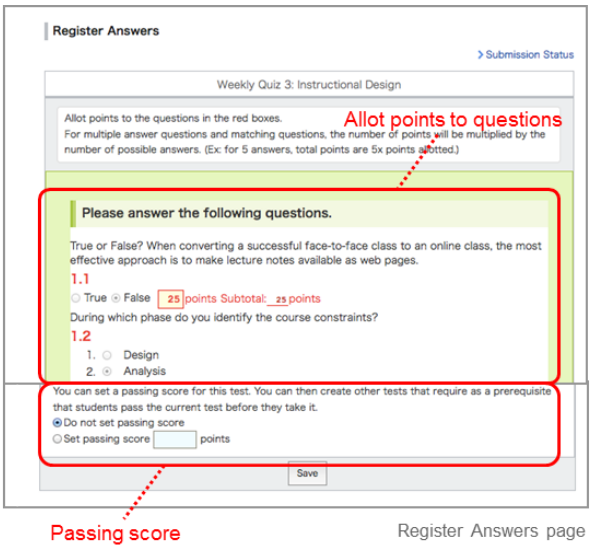
A: Score a test / Register grades on the web

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.

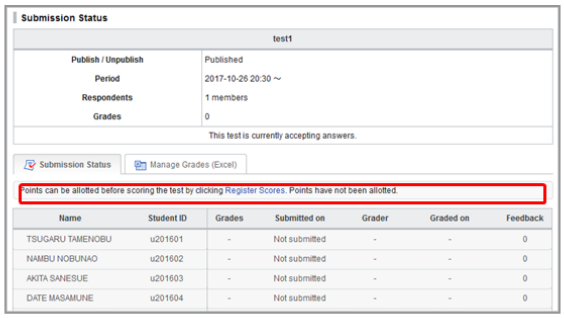
- **Partial Match**：The points you register will be multiplied by the number of choices, and that will make the total points of the question. (e.g. In a 5-choice question where 1 point is allotted for each choice: if 3 choices are selected or not selected correctly, the total points for this question 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.)



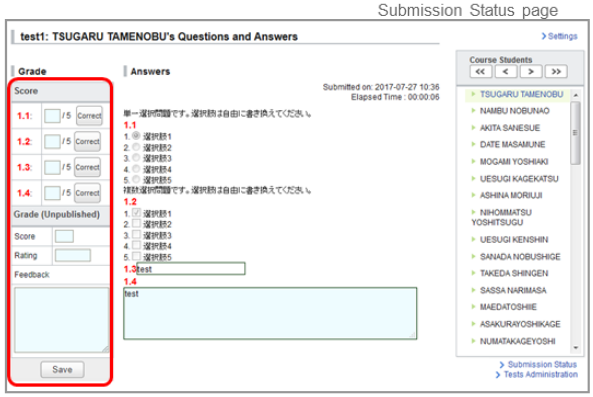
Register Answers page

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.



Submission Status page



Score page

B：Score a test / register grades using an Excel sheet

1. Click ⚙ on the Tests Administration page and select **Manage Grades (Excel)** .
2. Click **Download** in Test Grades administration page and download Test Evaluation Sheet.
3. 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.

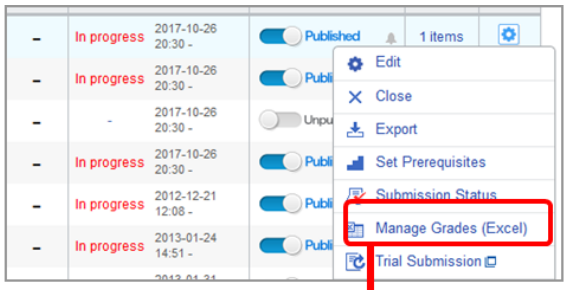
   The test evaluation sheet of for the Autoscore Test has already been entered with the total score.

   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.

   If you have registered scores on the web, the test evaluation sheet for Manual Score Test will have a string of "********" in the unanswered "expected" cell.

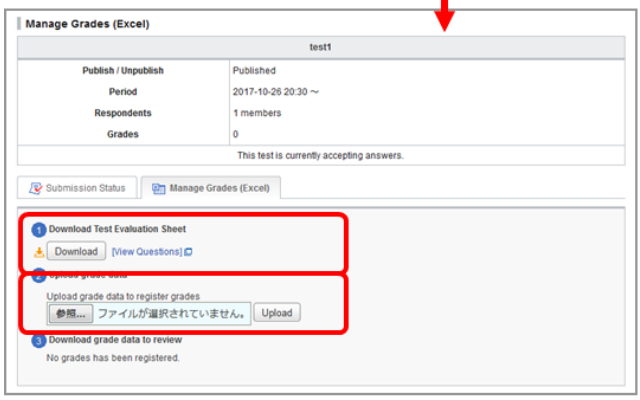
4. Upload an Excel file with grades and complete registration of grades.

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



Select Manage Grades

Manage Tests page



Manage grades page

Publish grades

Autoscore tests

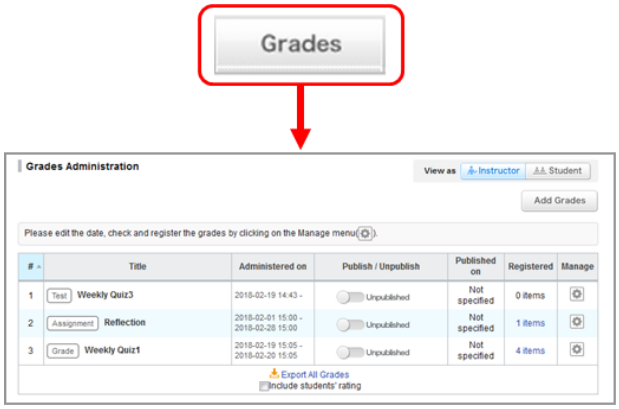
Once students submit their answers, their grades will be published.

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:

1. Click the **Grades** tab and open Grades Administration page.
2. Click ⬭ 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.

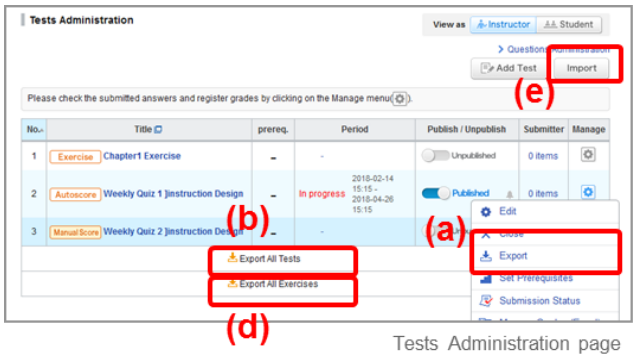
Export an autoscored / manual score test

Export tests one by one

Click ⚙ 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.



Tests Administration page

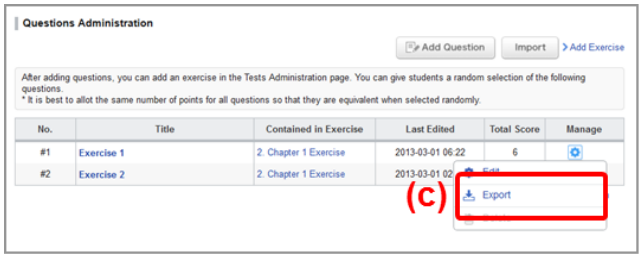
Export exercises

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.



Questions Administration page

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:

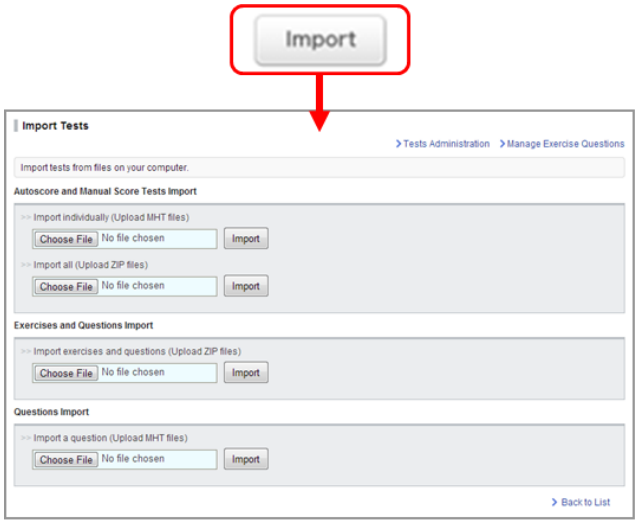
- Autoscore tests / manual score tests
- Exercises and exercise questions
- Exercise questions

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.



Import Tests page

Imported tests need to be published.

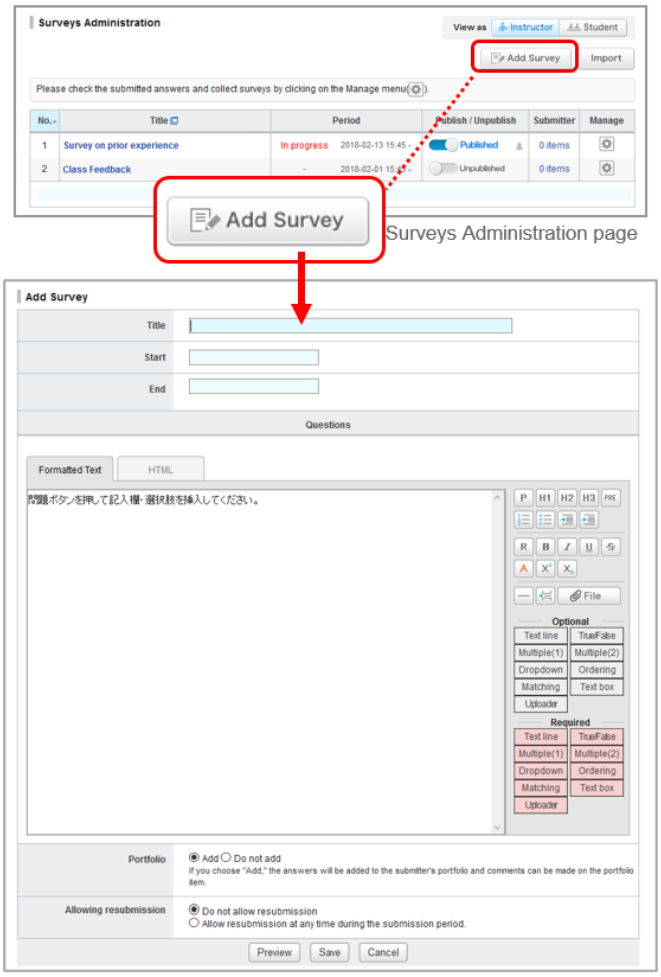
Survey

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.
3. 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**.
4. Enter questions you would like to ask. （See also “Add a test question”）
5. 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.



Surveys Administration page

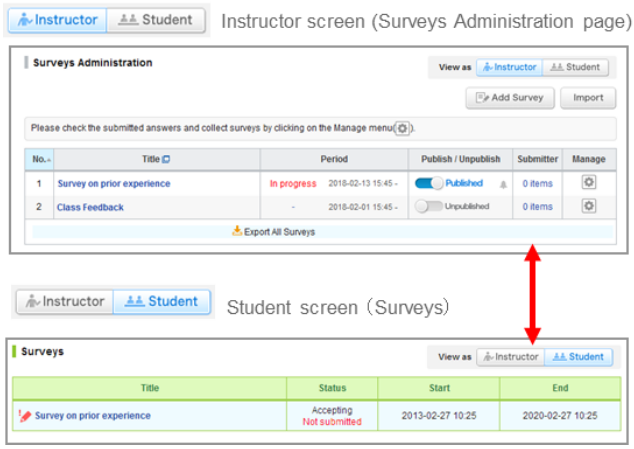
Add Survey page

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”.



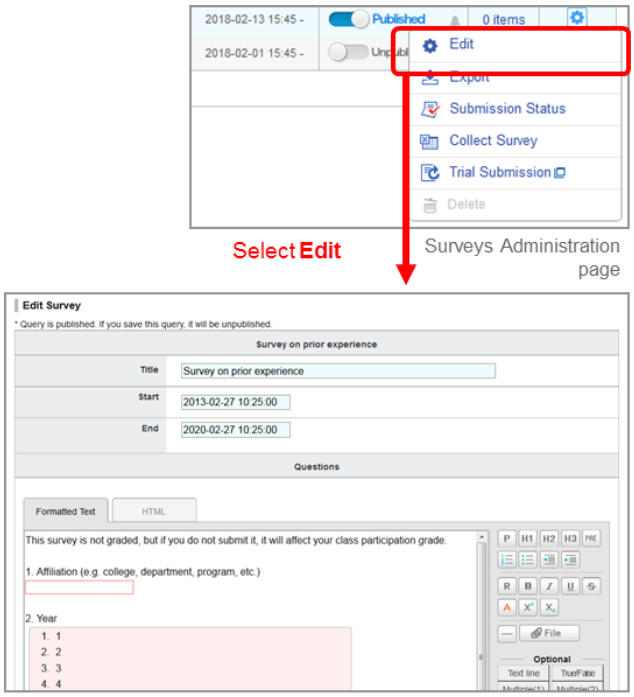
Edit a survey

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

1. Click ⚙ on Surveys Administration page and select **Edit**.
2. Revise the content of the survey and click **Save**.

> If you edit a survey, it will automatically be unpublished. Once you finish editing, please publish it again.

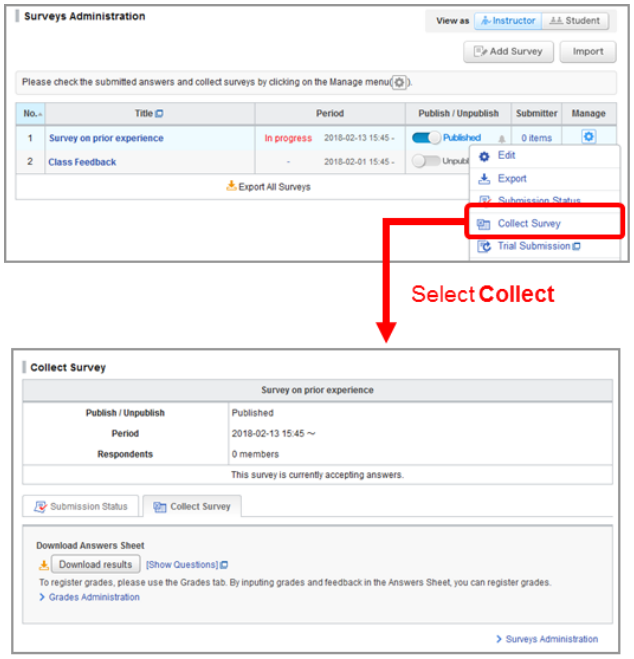
> To avoid student confusion, editing the title of a survey after a student's answer and grade registration will not be reflected in the grade and portfolio title. (Grades titles can be manually edited from the edit page.)



Edit Survey page

Collect survey responses

1. Click ⚙ on Surveys Administration page and select **Collect.**
2. Click **Download results**.
3. An Excel sheet with a list of students with their answers to the survey will download.



Collect Survey page

Import / Export a Survey

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.

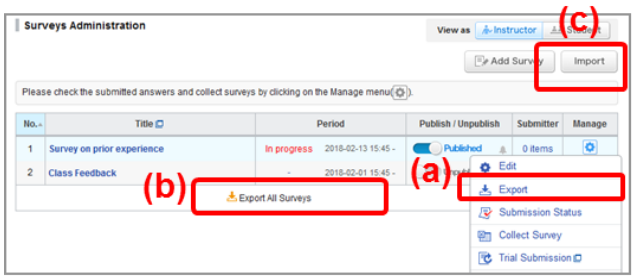
Export

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.

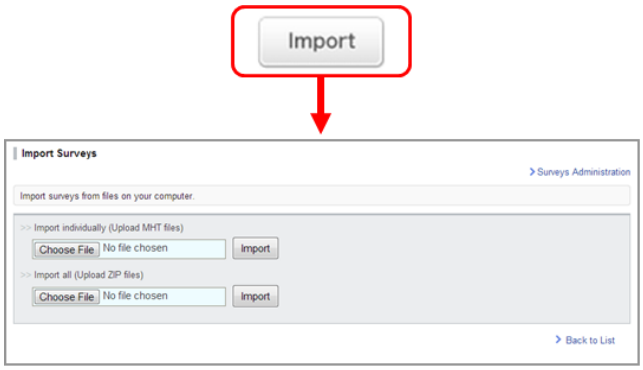


Surveys Administration page

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.



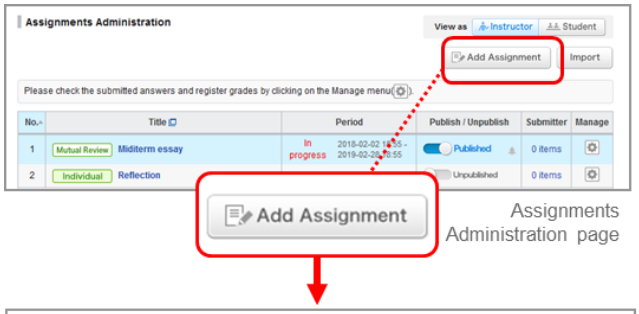
Survey Import page

Assignments

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

Add an assignment

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



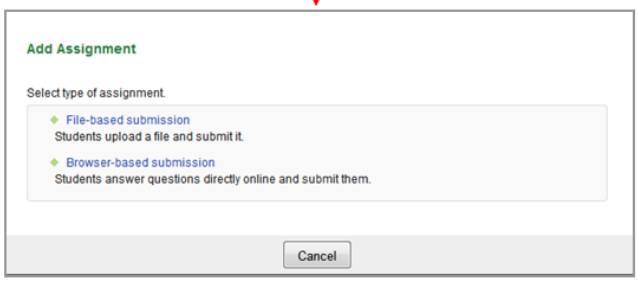
Assignments Administration page

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.



Select assignment format

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.

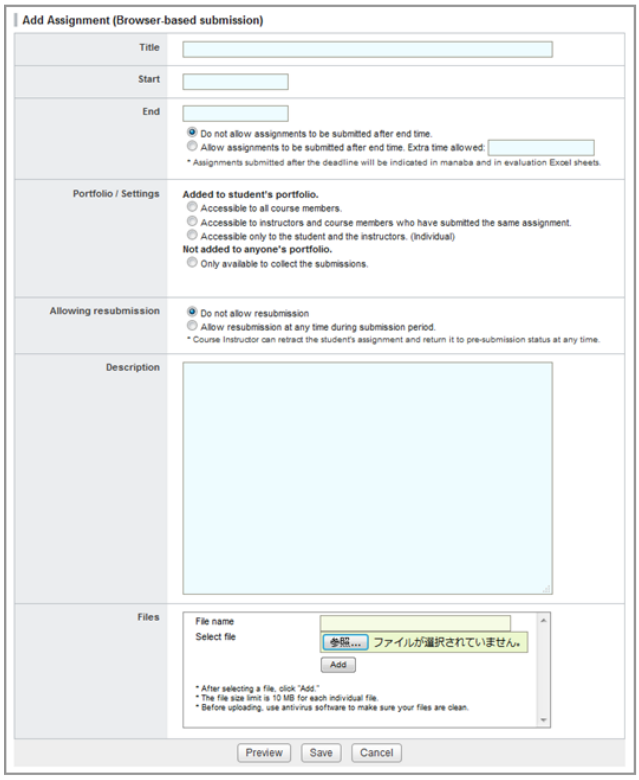
Word count

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.



Add Assignment page

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.

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.

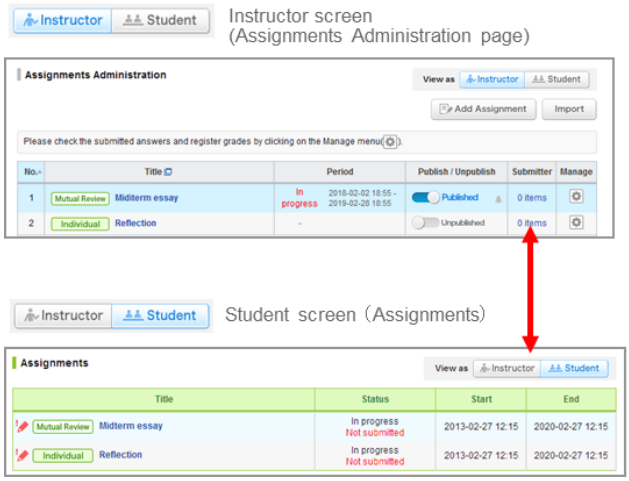
6. Set whether to allow or disallow resubmissions.
7. Write the description of the questions you would like to ask students.
8. Use the Files section to add various files you would like your students to use for reference when completing the assignment, such as PDF files and images.
9. Click **Preview** 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".



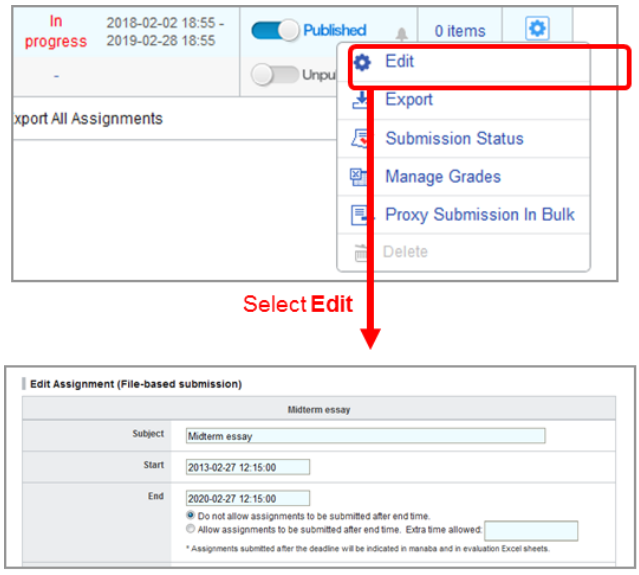
Edit an assignment

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

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

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

To avoid student confusion, editing the title of an assignment after a student's answer and grade registration will not be reflected in the grade and portfolio title. (Grades titles can be manually edited from the edit page.)



Edit Assignment (File-based submisson) page

View / Collect submissions

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

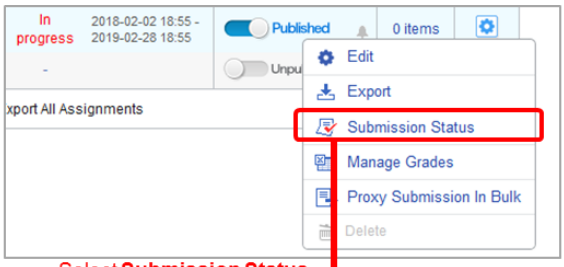
A: View individual responses on the web

B: Download all responses submitted

A: View individual responses on the web

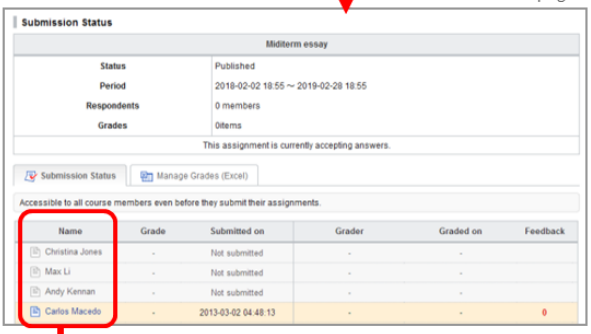
1. Click ⚙ on Assignments Administration page and select **Submission Status**.
2. On Submission Status page, you may view the student's response by clicking on the name of the student.

> If Added to student's portfolio. is seted, the previewable files can be viewed on the screen. → Types of files that can be previewed
>
> If the file type is "docx", you can click the **Preview** button next to the file name to view the contents of the file in your browser.



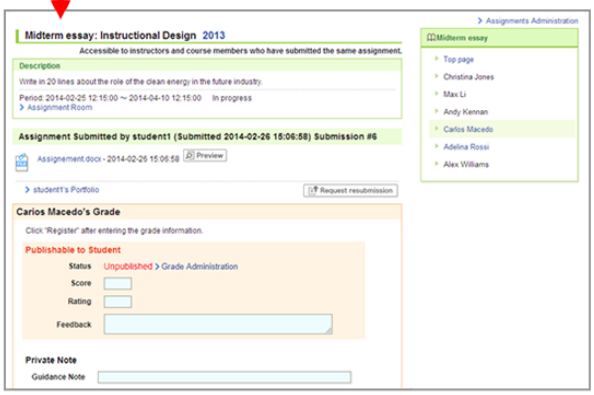
Select **Submission Status**

Assignments Administration page



Click student's name

Submission Status page



Assignments details

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.

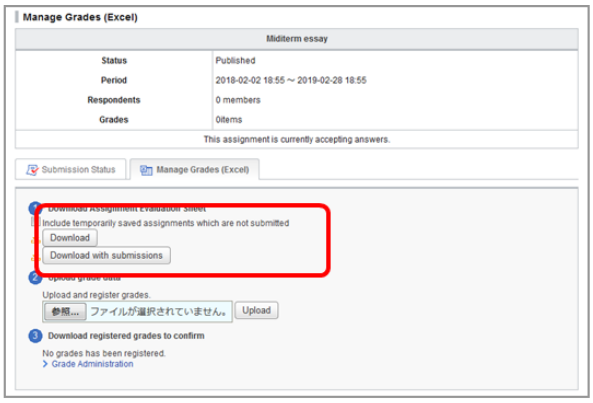
> If the assignment is already closed, edit the close date of the assignment.

- 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 ⚙ on Assignments Administration page and select **Manage Grades**.
2. 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.)



Assignment Grade Registration page

Evaluate submissions / Register grades

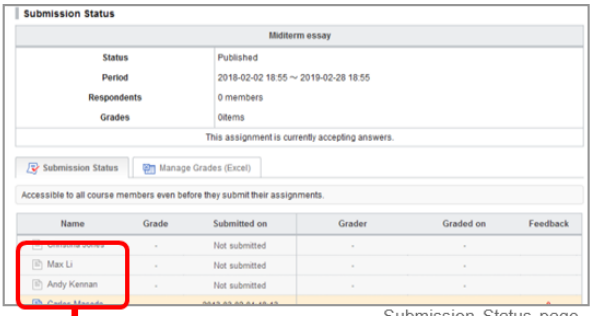
There are two kinds of methods to evaluate students' responses and register grades of an assignment.

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.

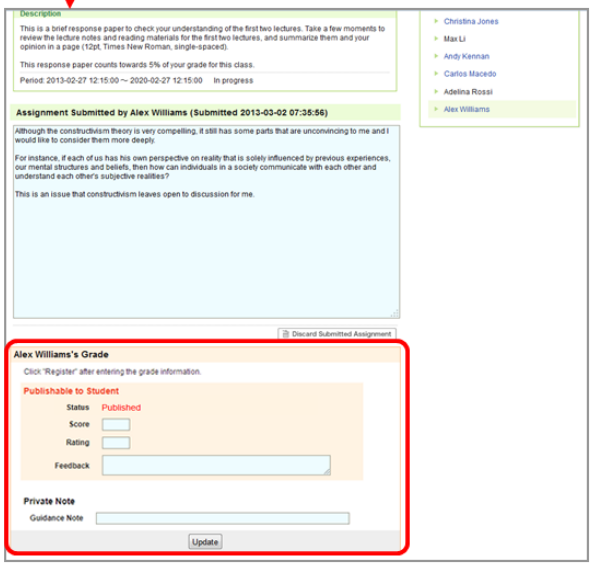
A: Evaluation / grade registration on the web

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)
6. 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.



Click student's name

Submission Status page

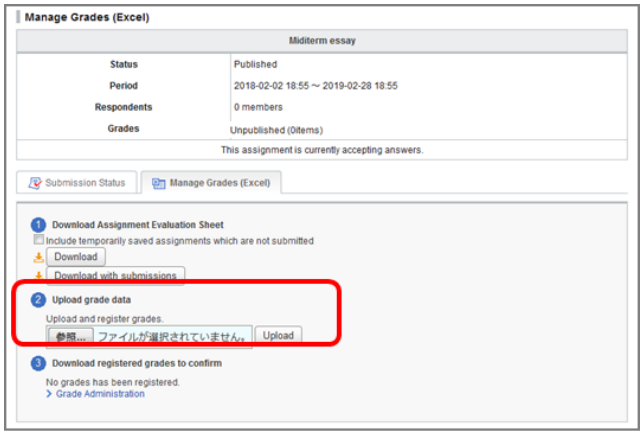


Grading field

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".
4. Upload the Excel file with grades and complete registration of grades.



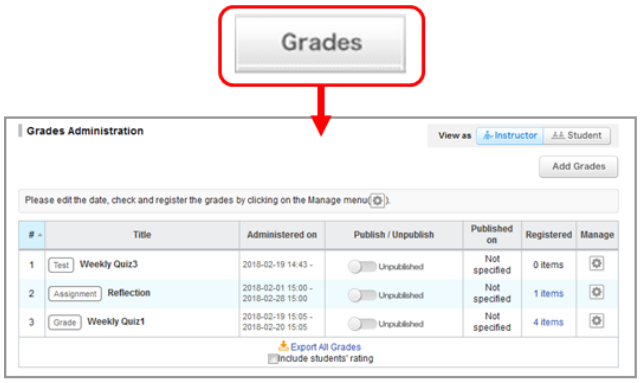
Assignment Grade Registration page

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.**



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.

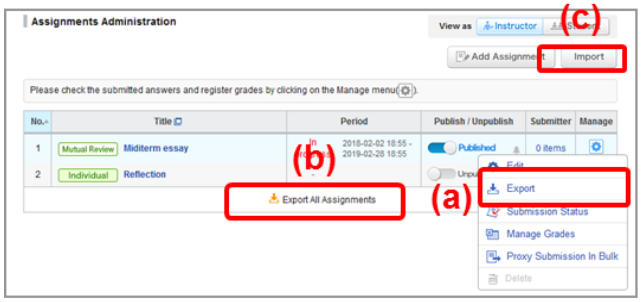
Export assignments

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.

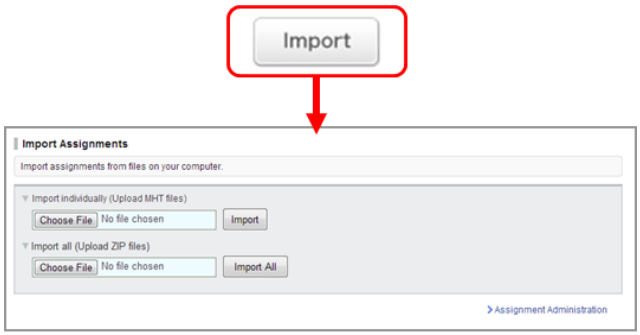


Assignments Administration page

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.
2. 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.

6. 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 .

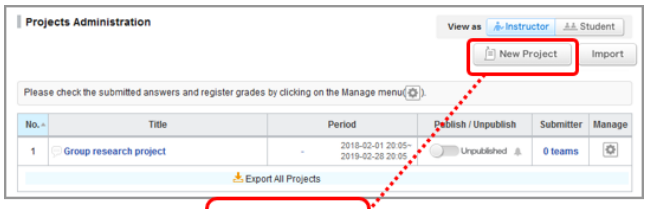
   Accessible to team members who have submitted the same project.

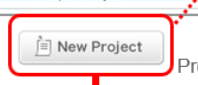
   Only instructors and students who have already submitted a project on the same topic can access and comment on the submitted items.

7. In Allowing resubmission field, select whether to allow students to resubmit.

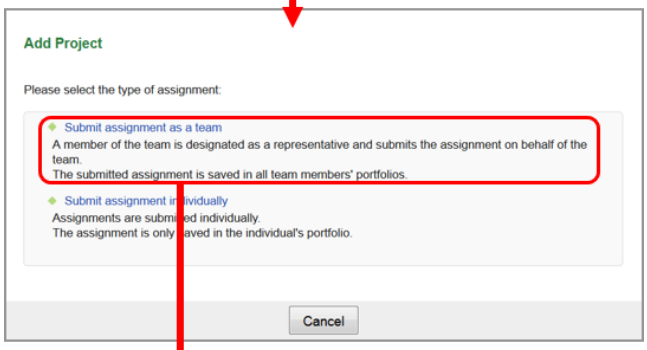
   - If set to "Allow resubmission at any time during submission period.", mamber can delete a submission submitted by not only himself but also another member and resubmit another submission.
   - If a member resubmits the submission, a reminder email will also be sent to team members other than the member and the instructor.

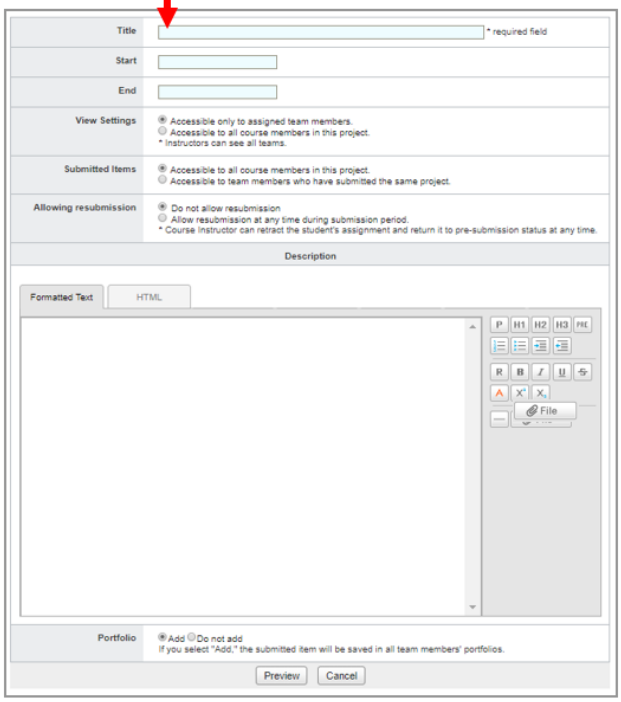
8. Enter details of the project or questions you would like to ask.
9. In Portfolio field, select if submission should be added in the students' portfolios.
10. Click **Preview** to check details of the project
11. Click **Save**. Then, add a team in the next page.





Projects Administration page





Add Project page

B: Individual submission

1. Click **New Project** on Projects Administration page.
2. 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.

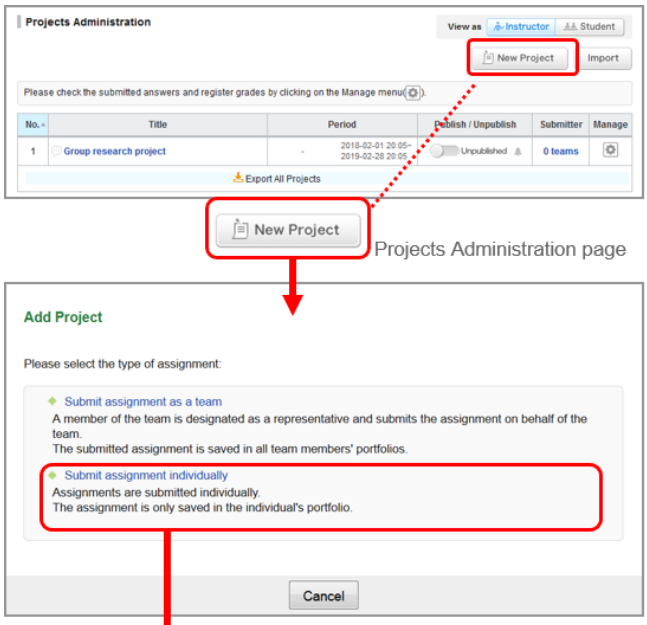
   Accessible to course members who have submitted the same project.

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

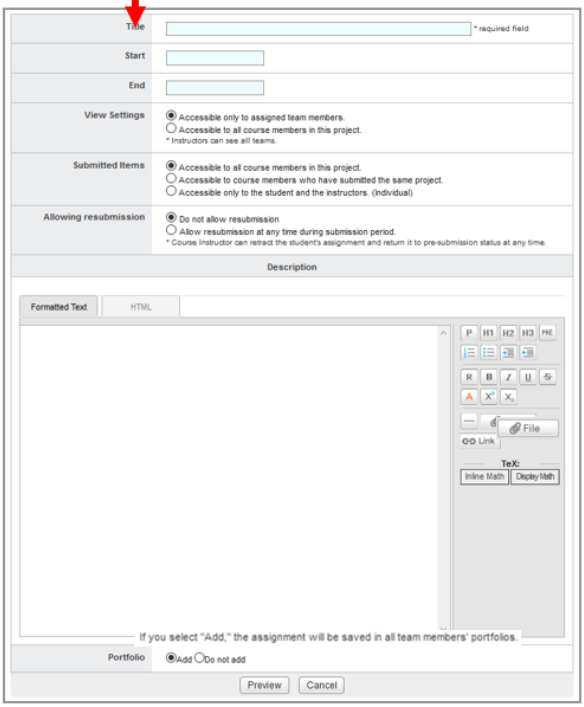
   Accessible only to the student and the instructors. (Individual)

   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.



Projects Administration page

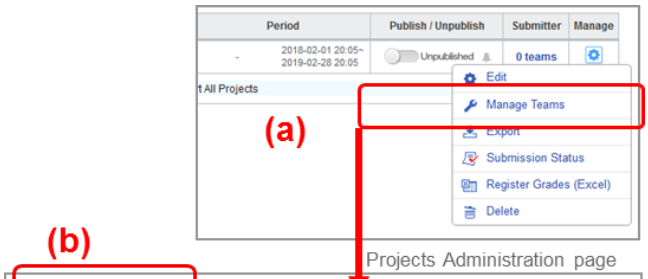


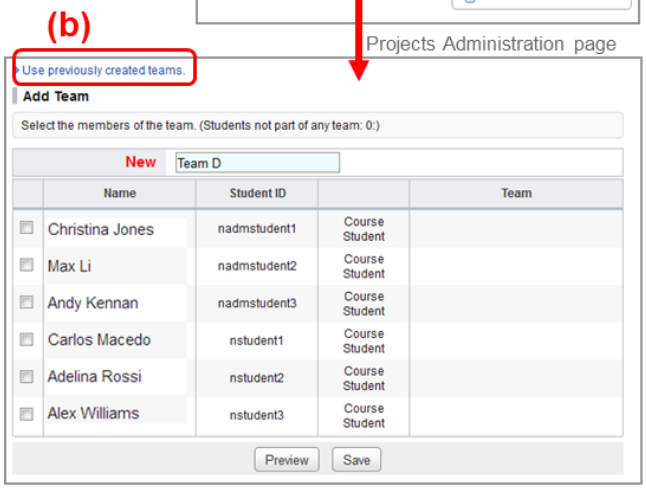
Add Project page

Manage teams

Add a team

1. Click ⚙ 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.



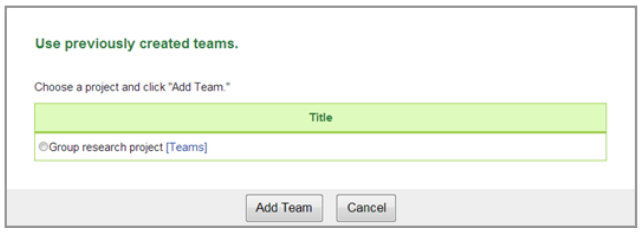


Copy teams from past projects

You may copy teams of past projects.

> All teams belonging to a project will be copied.

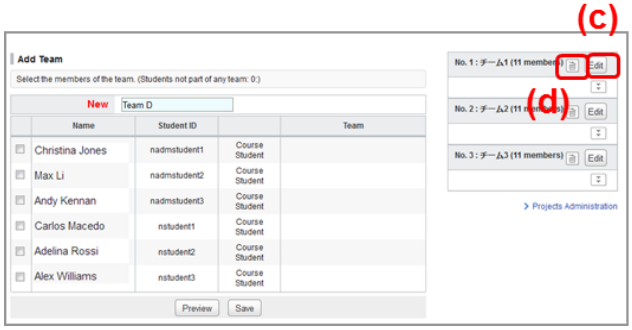
1. Click Manage Teams in Projects Administration page.
2. Click **Use previously created teams (b)** in Add Team page.
3. A list of past projects will appear in a pop-up. Confirm team names and members from Teams. Select the project which contains teams that you would like to add and click **Add Team**.



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 🗑 **(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.

Work on a project in teams

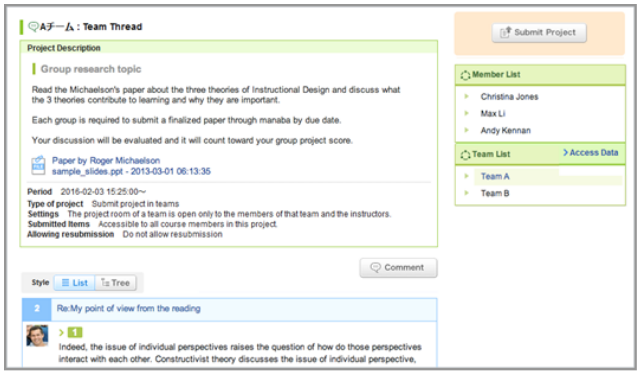
Each team has their own forum where only the assigned team members and course instructors can post comments.

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.)

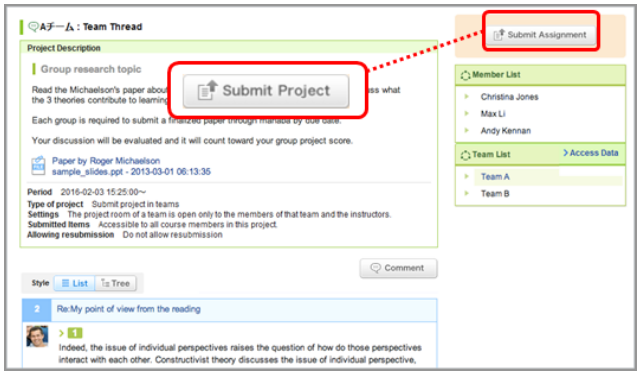


Team forum

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.

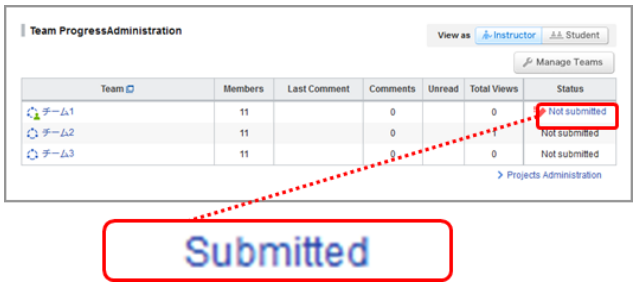
The **Submit project** button does not appear on instructor's page.



Mutual review

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

You can post comments to their submissions.

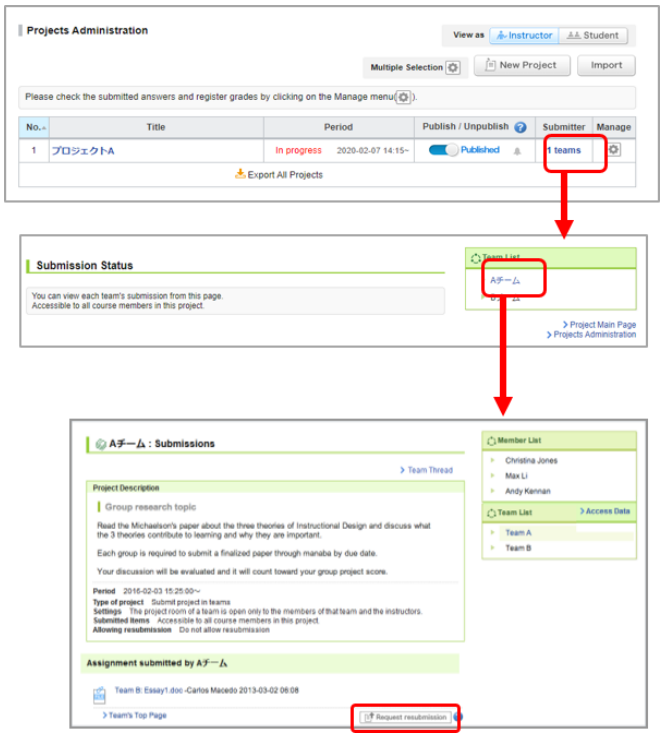


Request resubmission

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".
3. Click the **"Request resubmission"** button on the "Submissions" screen.
4. Click **"OK"** button on the confirmation screen.



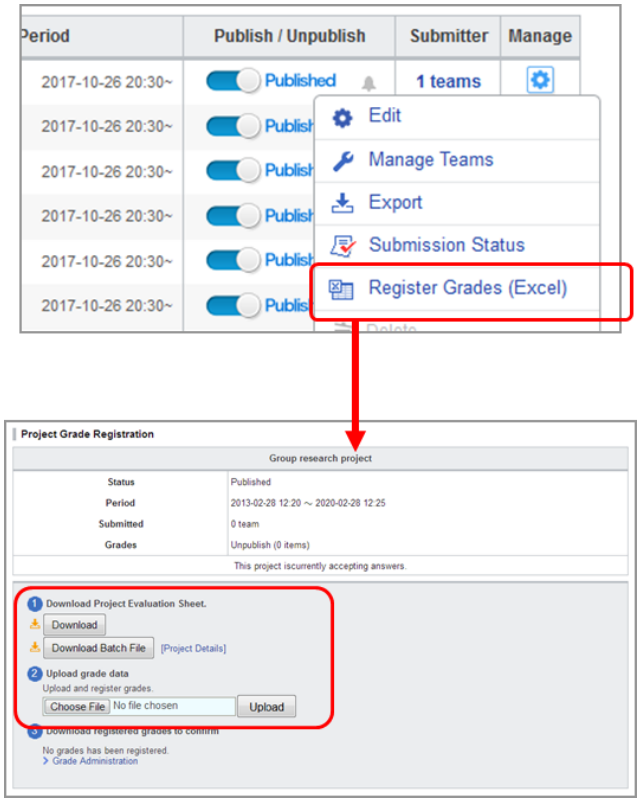
- If the end date of the project has already passed, please change the end date to a later date so that students may resubmit their projects.
- Reminders are sent to the students,

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.
4. 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. 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.

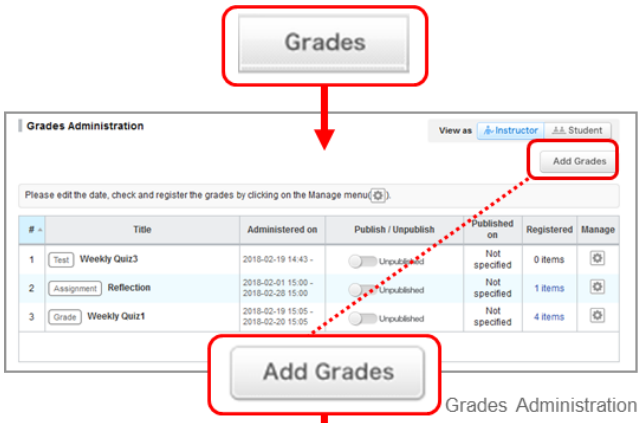
Register other grades

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".

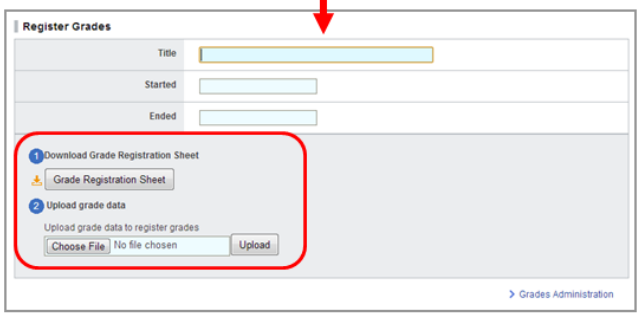
> If you do not register any grades, you can not publish it.

> Saving the grades does not make it available to your students. You must now publish the grades to let your students know about them.

7. Once grade registration is completed, **Download registered grades to confirm** section will appear. Click **Download** and check the grade data you uploaded.



Grades Administration page



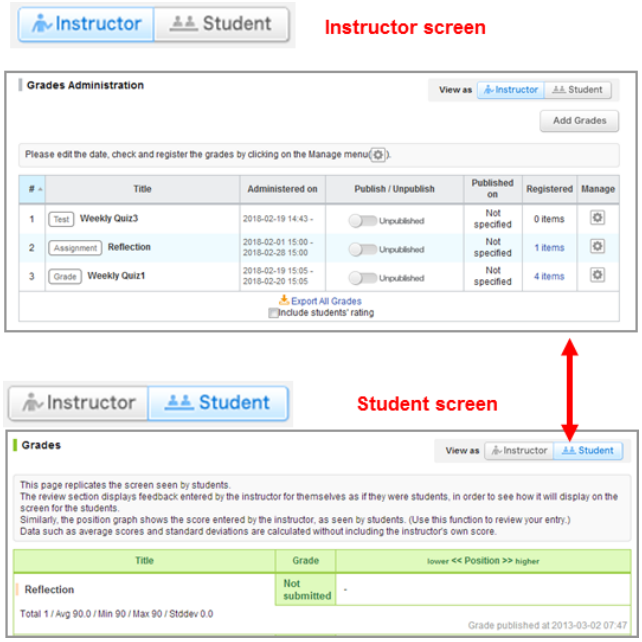
Register Grades page

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.



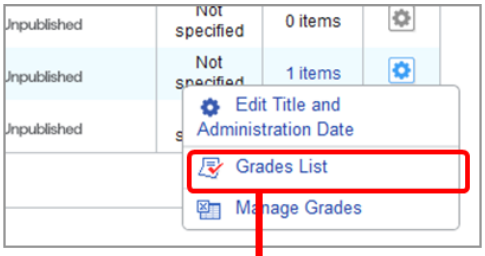
Overwrite grades / Download grades

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

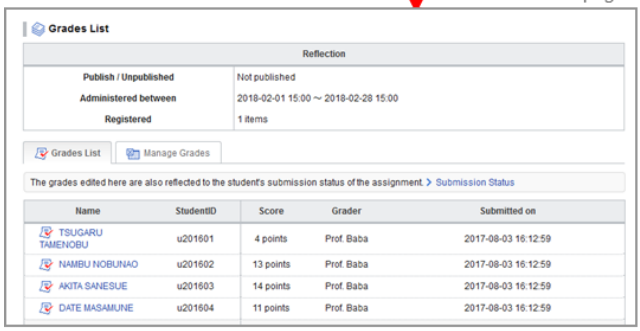
A : Register grades on the web

1. Click on Grades Administration page and select **Submission Status**.
2. 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".



Grades Administration page



Grades List page

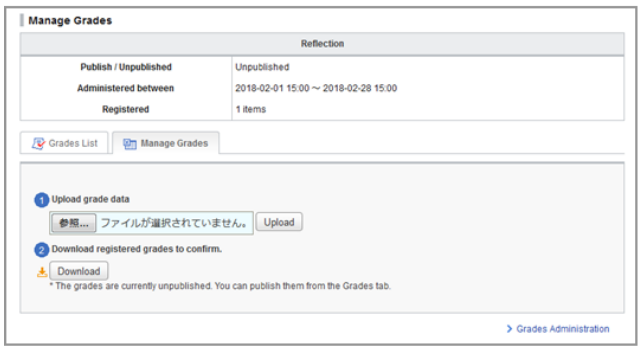
B : Register grades using an Excel sheet

You can not use the Excel sheet to delete all items of registered grades.
The method of correcting the registered grade is as follows.

1. Click 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.
3. 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.

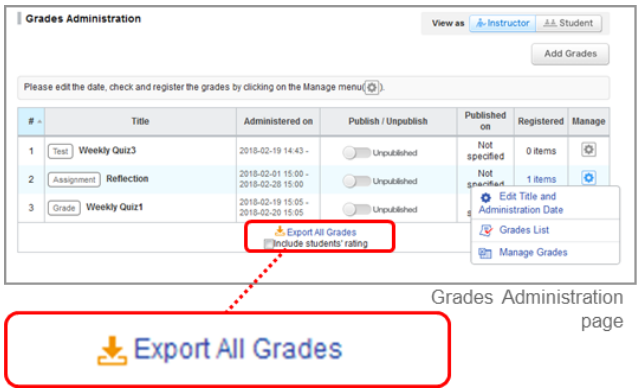


Register Grades page

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".



Grades Administration page

Forum

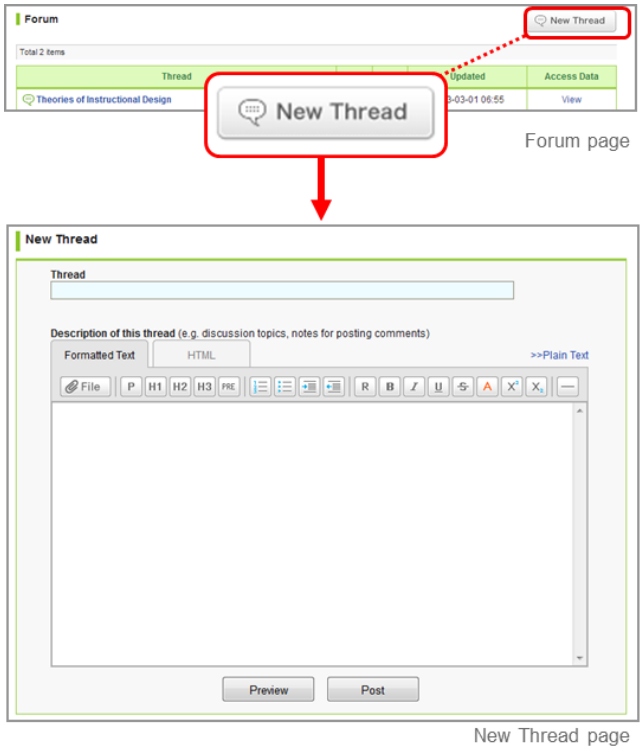
There is a forum in each course. You can use it for discussion purposes among instructors and students.

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”.)

4. Click Post and create a new thread.
   ※Students receive reminders by email if they set Receive in the following reminder on the Individual Settings. “New comments made on your course”



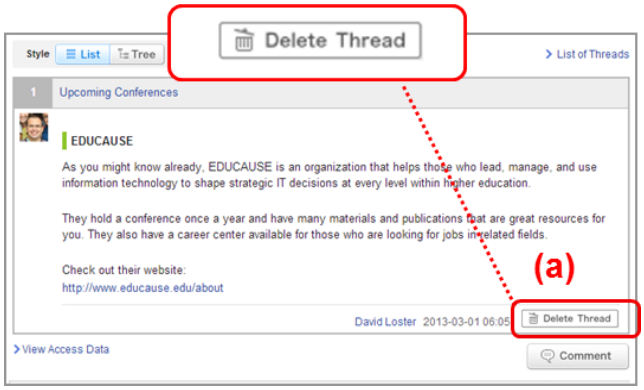
Forum page

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.

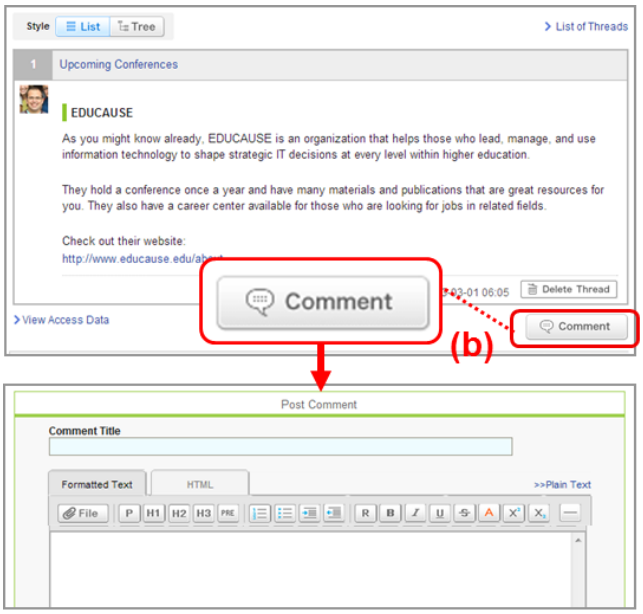


Add a comment

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

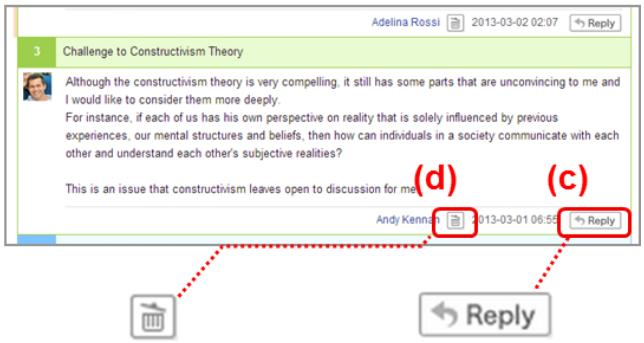
   > You can add a response to a particular comment on a thread by clicking **Reply (c)**.

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.**

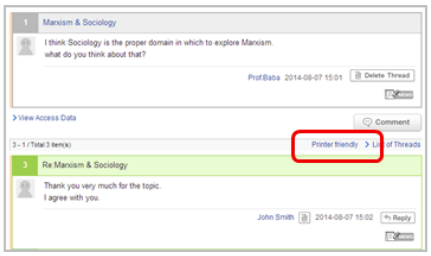


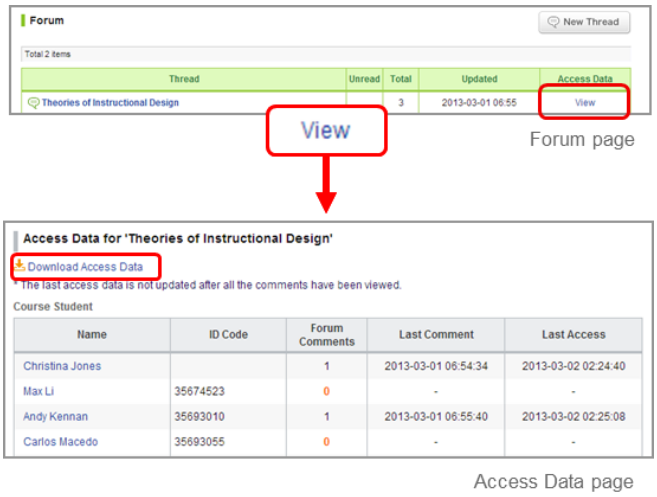
View access data of a thread

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.





Access Data page

Select display of comments

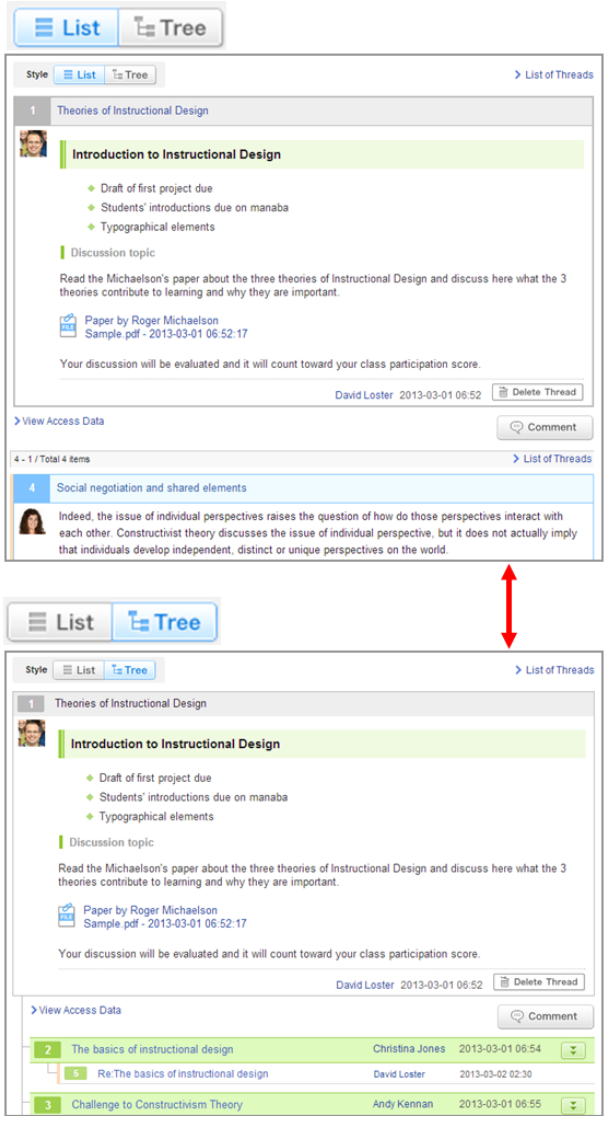
There are two ways to display comments.
Go the Style button to switch the setting.

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.



Resources

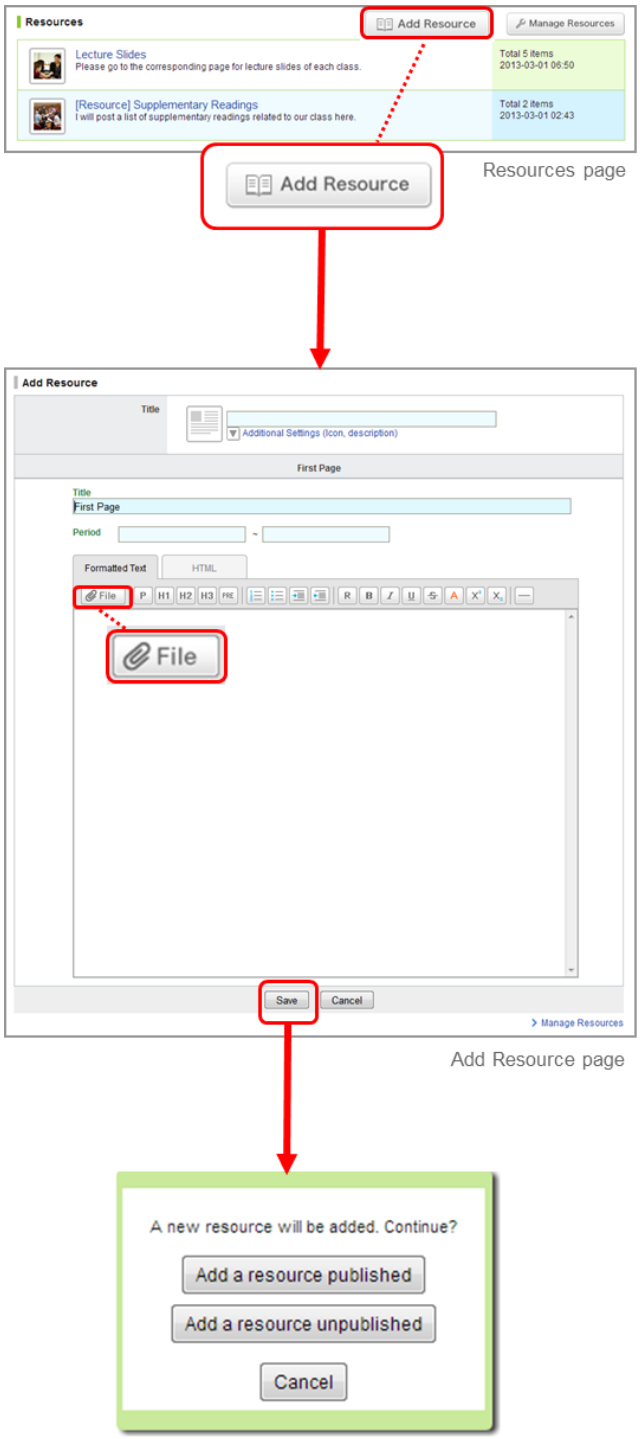
Resources is a space where instructors can easily post resources, including teaching materials.
Resources added are published only to the course members.

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 →“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.



Edit Resources

Edit title and description of resources

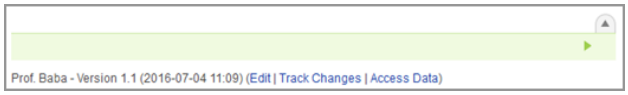
1. Click in Manage Resources page and select **Edit Title and Description (a).**
2. Modify the contents title, icon and description then click **Save**.

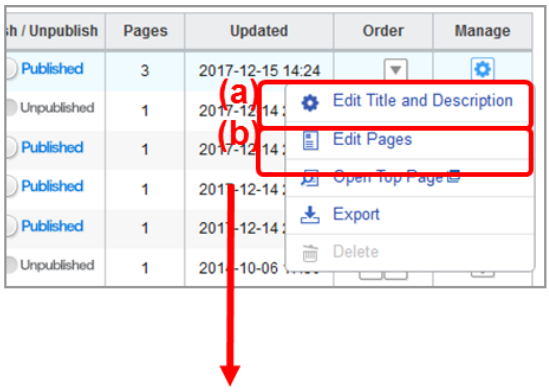
Add page

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

1. 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.





Select **Edit Pages**

Manage Resources: Resource's page

Publish Resources

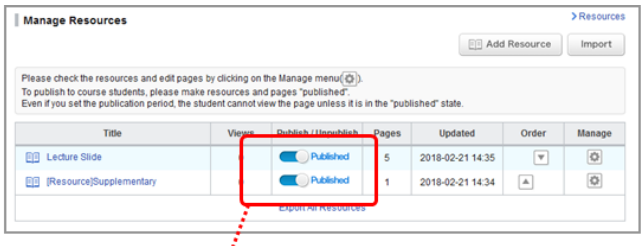
Pages can be published individually and the entire resource can also be published including all its pages.

Publishing entire resource

Click in Manage Resources page

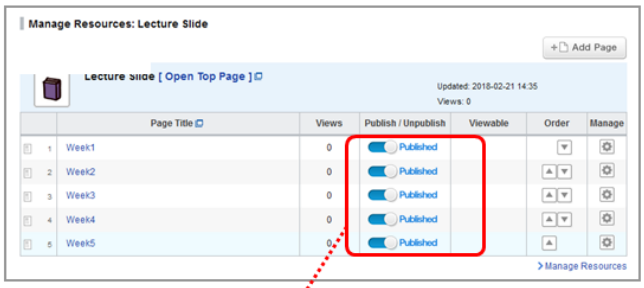
Publish specific pages

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



Manage Resources page

Setting for publishing entire resource



Manage Resources page

Setting for publishing selected pages

View access data

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

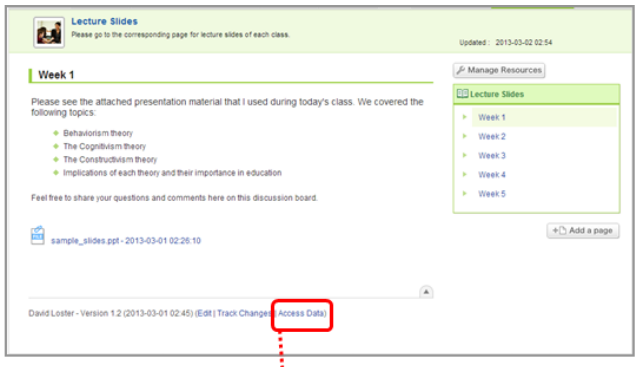
Depending on the student's access, it will change into three status.

- **Unread** :
  The resource has not been accessed by the student after it has been published.
  *Even if the resource is accessed outside the period for this resource to be published, it will be treated as unread.
- **Read :**
  The resource was accessed by the student during the period for this resource to be published after it was published.
- **Update unread :**
  Instructor has updated an already published resource (which students have accessed before), but that updated resource is not yet been accessed by students.

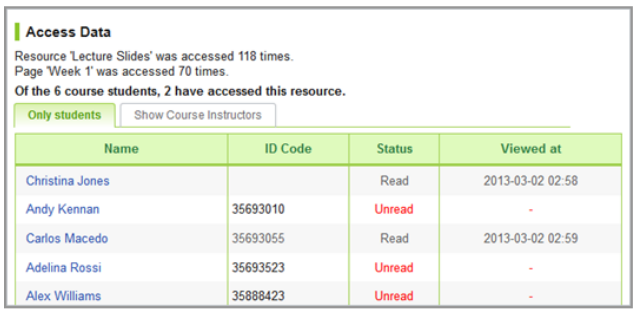
The student's first access to the newly published resource after creating or editing the resource, is displayed in the "Viewed at" column.

Even if the resource is accessed many times after the first access,unless the instructor edits the resource, the "Viewed at" column is not overwritten,and the first access is displayed.

If you access the resource again with the status of "Update unread", the status will be changed to "Read" and "Viewed at" column will be overwritten by the date and time of the re-access.



Resource page



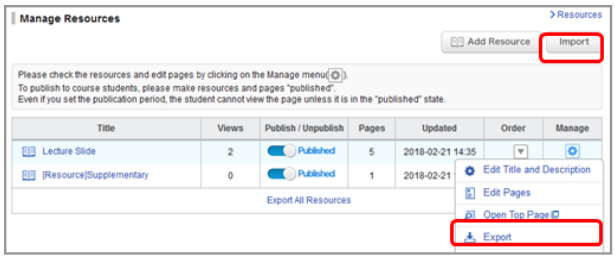
Access Data page

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.

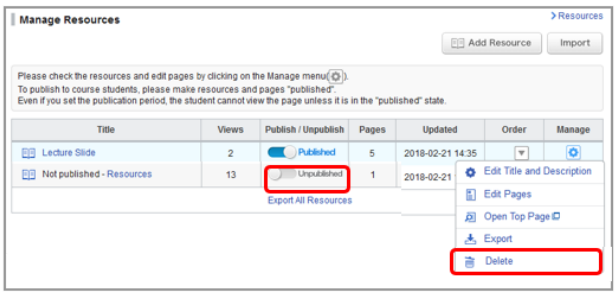


Manage Resources

Delete Resources

Delete entire resource

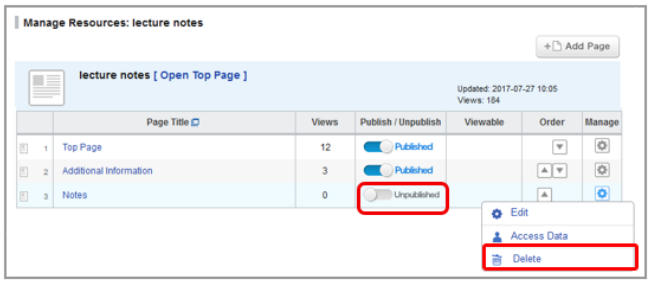
1. Click **Manage Resources** on the top right button of the **Resources** screen.
2. Change the content to **Unpublish** on the **Manage Resources** screen.
3. Click ⚙ of the content and select **Delete**.



Manage Resources

Delete page by page of content

1. Click **Manage Resources** on the top right button of the **Resources** screen.
2. On the **Manage Resources** screen, click on the **Title** of the content.
3. Change the status of the page to **Unpublish**.
4. Click ⚙ of the page and select **Delete**.



Manage Resources: Resource's page

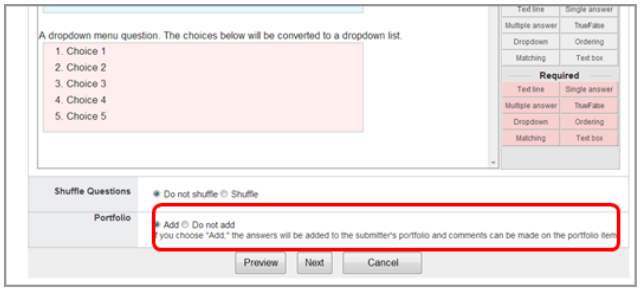
Portfolio

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.

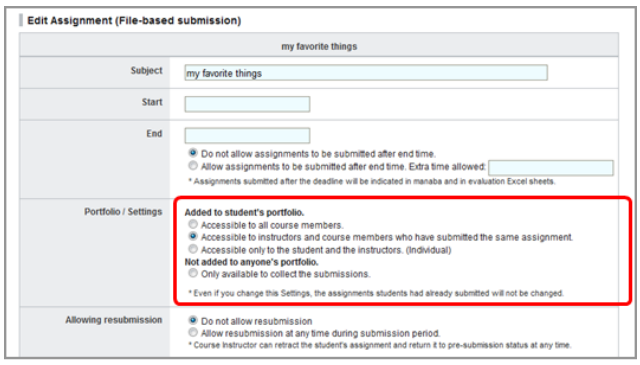


Add Test page

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:

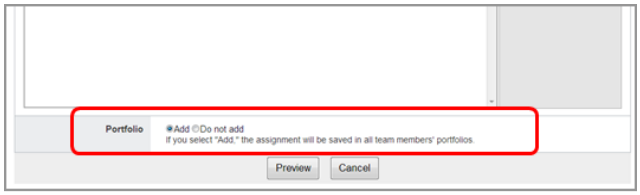
- Accessible to all course members.
- Accessible to instructors and course members who have submitted the same assignment.
- Accessible only to the student and the instructors. (Individual)



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

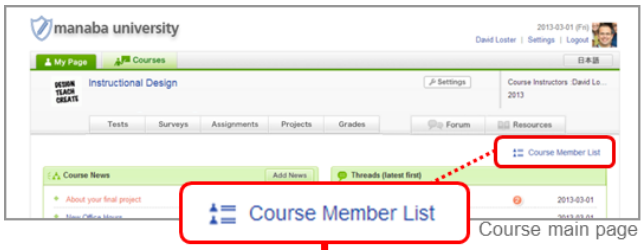
1. Click **Course Member List** from the course main page.
2. Click the name of a student and open the corresponding portfolio.

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

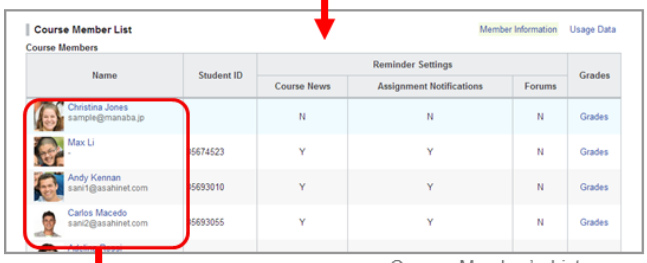
3. Click the title of the assignment to view student's submission.
4. Click **Comments** to view the history of students' comments. If you click the title of the comment, the corresponding page will appear.

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. They can only access their course members' portfolios.

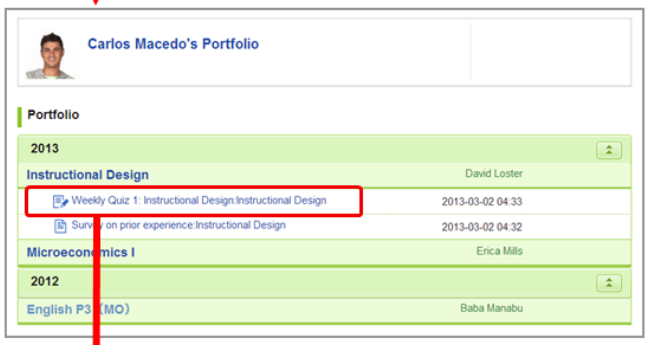


Course main page



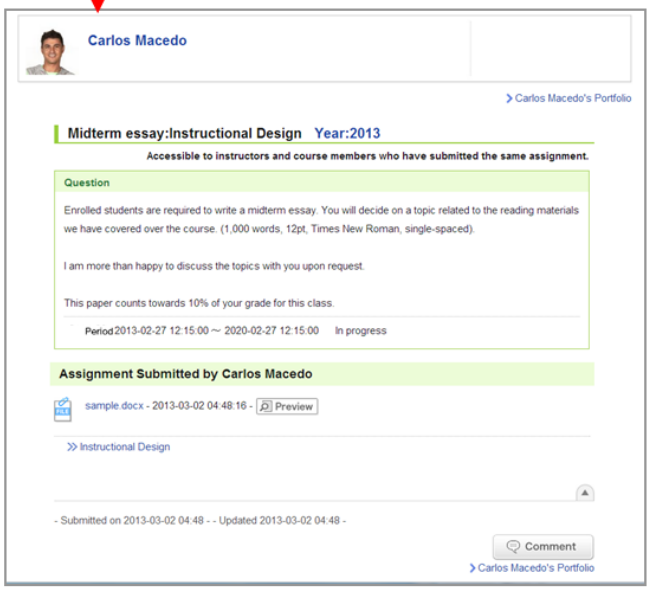
Click student name

Course Member's List page



Click title of assignment

Portfolio page



Review assignment

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.

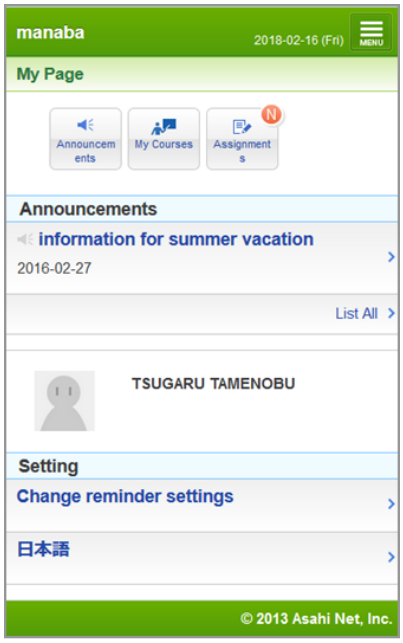
Smartphones

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.



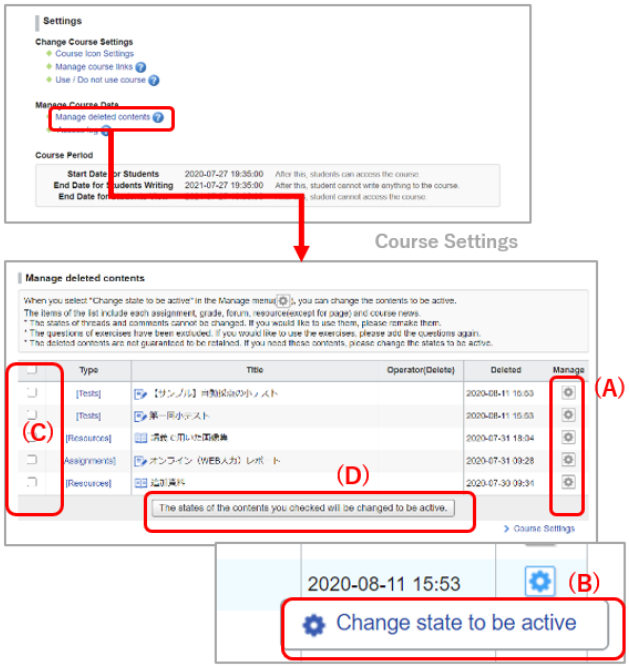
My Page for smartphones

Manage Deleted Contents

You can check the deleted date and user who deleted for deleted grades, forums, resources (excluding pages), and course news. Mistakenly deleted contents can be restored by selecting Change state to be active from **Manage** ⚙.

How to check deleted contents and revert to previous state

1. Click **Manage** deleted contents from Course settings.
2. List of deleted contents within the course shows up.



Manage deleted contents

How to restore deleted contents to previous state individually

1. Click ⚙ **(A)** in Manage column of applicable content.
2. Select **(B) Change state to be active**.
3. Select **OK** in confirmation popup.

How to restore more than one deleted contents to active state

1. Place a check in the check box under the very left column **(C)** of the applicable content.
2. Click **(D) The states of the content you checked will be change to be active** in the bottom of the page.
3. Select **OK** in confirmation popup.

In the page, you can only see the title. Assignments and forum details cannot be seen.

By reverting assignment to active state, submitted contents for the reverted assignment can be viewed again.

Deleted items which can be reverted

- Course news
- Tests *
- Surveys
- Assignments
- Grades
- Resources (excluding pages)

* All added exercise questions are deselected when the exercise is deleted. You need to re-add exercise questions after you revert to active state.

* The states of threads and comments cannot be changed. If you would like to use them, please remake them.

This function is a temporary way of checking contents which are mistakenly deleted. Deleted data such as assignments and grades are out of data assurance. Please try not to delete important data but keep them in Private state.

Student Access Log Function

Access Log

Students' operation history (e.g., assignment answers, access to news, etc.) within the course could be viewed by specifying date, applicable assignment, and news.

- You can only check logs after this function was added.
- Access Log Function can only be used by course instructors and campus dept administrators.

If you get an inquiry from a student that his/her submitted project says Not submitted, you can check that student's operationhistory (whether that student has been accessing the assignment and proceeded to submission page, etc.)

Check Access Log - How to view log

Log is shown in updated order, meaning that the latest log is showing in the very top of the list. The viewed page (e.g., List) will be shown under **Display/Operation** in black, and operation (e.g., Submit) such as button click will be shown in red.

Access Log function covers only major operations from answering to submission of assignment, but it may not be covering activities via optional function. In that case, **Function** and **Display/Operation** will be blank, but URL will be shown for reference.

Total 51 item(s)

Recorded	URL	Note			
		Function	Display /Operation	Title	Terminal
2020-08-24 15:10:27	/ct/course_87320_query_87709?answer=1&an...	Test	Correct Answers	【サンプル】自動採点の小テスト	Desktop
2020-08-24 15:10:22	/ct/course_87320_query_87709?ReviewMode=1	Test	Test Room		Desktop
2020-08-24 15:10:22	/ct/course_87320_query_87709_confirm	Test	Submit		Desktop
2020-08-24 15:10:21	/ct/course_87320_query_87709_confirm	Test	Confirm		Desktop
2020-08-24 15:10:20	/ct/course_87320_query_87709_1p1	Test	Confirm		Desktop
2020-08-24 15:10:06	/ct/course_87320_query_87709__87711	Test	Attachment		Desktop
2020-08-24 15:10:06	/ct/course_87320_query_87709_1p1	Test	Test Room		Desktop
2020-08-24 15:10:06	/ct/course_87320_query_87709	Test	Start		Desktop
2020-08-24 15:10:04	/ct/course_87320_query_87709	Test	Test Room		Desktop

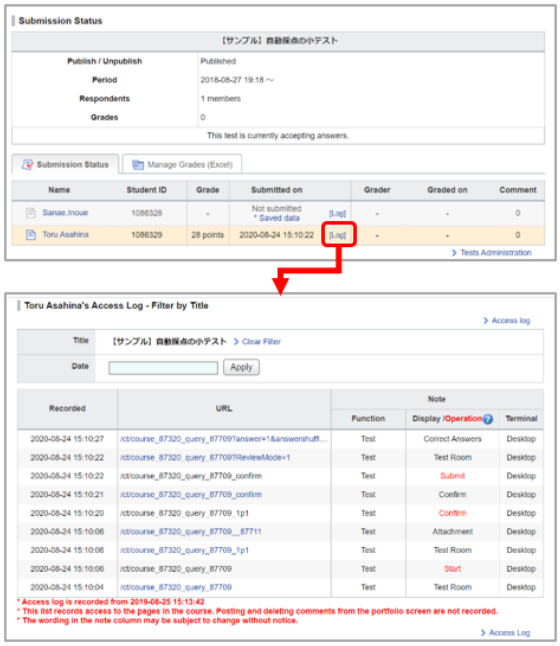
Check Access Log - How to check assignment operation log

1. Click **Log** in **Submission Status** page of assignment.
2. You can check the applicable students' access log and operation history.

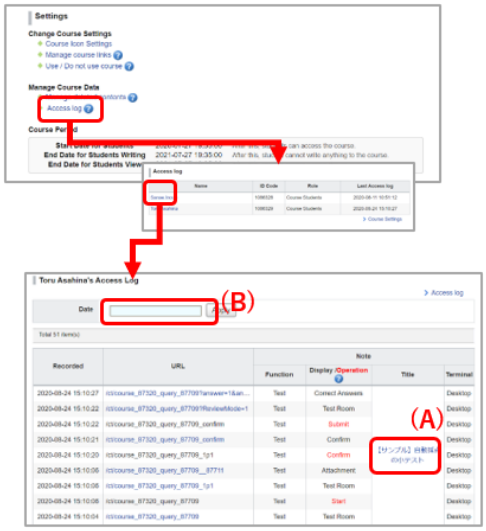
You can only check the access log within the course. You cannot check log for posting/deleting comments from portfolio.

Operation is log for the action itself such as clicking the button etc., and it does not necessarily mean the completion of a certain process. For that reason, details indicated in **Operation** and the actual assignment status may not be the same.

Examples
・Assignment was submitted, but it was not actually accepted because it did not make the end date.
・Assignment was submitted, but cancelled submission because it was out of the specified date/time.
However, if there is no Submit under **Display/Operation**. It is likely that submission was not performed.



How to check Access Log - entire log within courses

1. Click **Access Log** in course settings page. List of students taking the course shows up.
2. You can check the operation log within the course of an applicable student by clicking the student name.
3. Click the **Title (A)** shown under Note and you can show only the log related to that assignment and news by specifying the date **(B)**.

You can only check the operation log of the student who is taking the course. Operations by instructors such as **Publish/Unpublish** of a project are not shown.