

# manaba course Manual for Students

(ver. 2.86)

## Table of Contents

<b>1 Introduction to manaba</b>	<b>7 Grades</b> .....	14
1-1 Login .....	<b>8 Forum</b> .....	15
1-2 Settings .....	<b>9 Resources</b> .....	16
<b>2 What is a course?</b> .....	<b>10 Portfolio</b> .....	17
<b>3 Tests</b> .....	<b>11 Smartphones and feature phones</b> .....	18
<b>4 Surveys</b> .....		
<b>5 Assignments</b>		
5-1 Form-based assignments .....		9
5-2 File-based assignments .....		10
5-3 Re-submission of assignment ....		11
<b>6 Projects</b>		
6-1 Teams .....		12
6-2 Mutual review of submissions ....		13

## Login

Login with your login ID and password.

**NEW!**

### Recommended browsers

The following browsers are compatible with manaba.

#### Windows

Internet Explorer / Mozilla Firefox

#### Macintosh

Safari / Mozilla Firefox

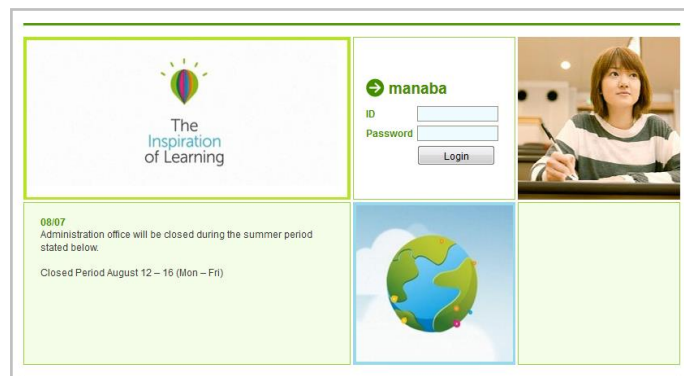
#### iOS

Safari

#### Android

Google Chrome

- Recommended OS versions are based on the supports by Microsoft, Apple and Google.
- 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.
- Your feature phone needs to be compatible with SHA-2 certificates.

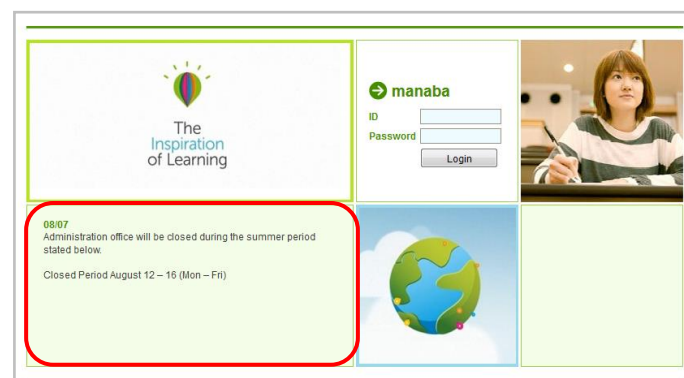


Login page

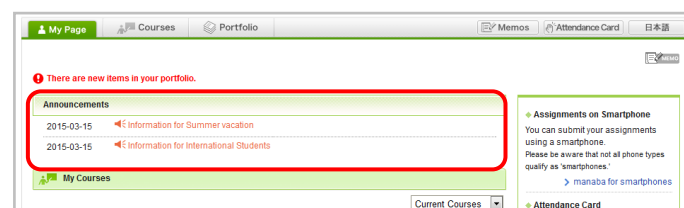
## Announcements from Administration

There are announcements from the system administration 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 your PC Email address that you want reminders to be sent to.
4. Enter in the Email address 2 your 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 a certain time of a day. (→ Select a preferred time from the dropdown menu.)
  - Do not receive a message.
4. Select **Receive** or **Do not receive** a message when a project is published. This reminder is only sent to the course members who belong to the team.
5. Select **Receive** or **Do not receive** a message when a new comment is made in a thread of your project.
6. Click **Save and send test email** and confirm reminders are sent to the email address you registered.

! Your own comments will not be sent as reminders.

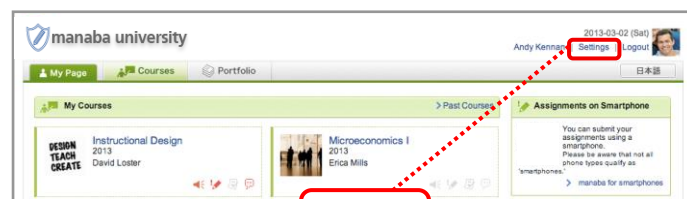
! You will not receive messages if you choose Do not receive in the Reminders menu, even if you choose Receive in Individual Settings.

### Profile settings

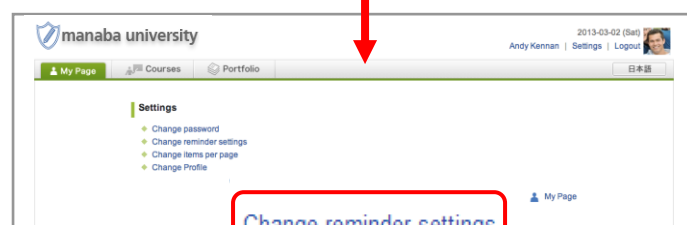
1. Click **Settings** on the upper right corner, and select **Change Profile**.
2. Upload an image of your choice.



The image you upload will be displayed beside your comments in a thread so that the course members will know whose comment it is.

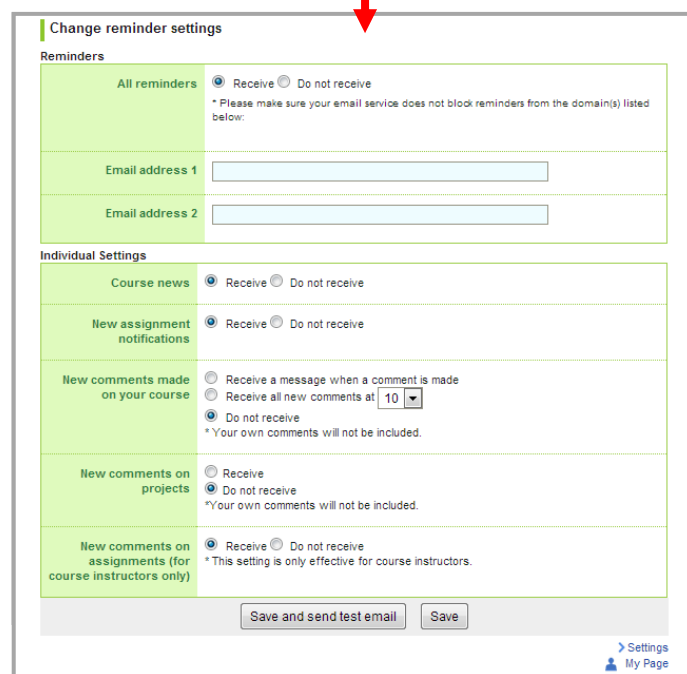


Settings

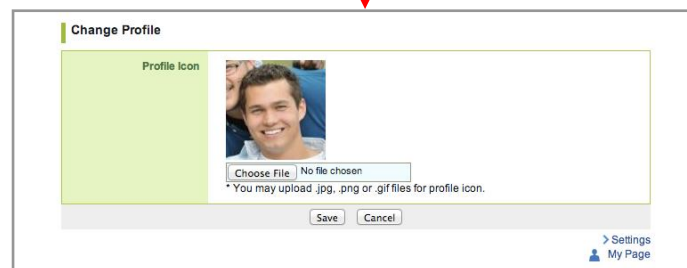


Change reminder settings

Settings page



Change Profile



Change Profile

A course in manaba is a space reserved for each class where you can view the announcements made by instructors, submit assignments (Tests and Assignments) or have discussions.

## View your courses

In order to view a list of courses you have been registered for, click **Courses** at the top of the screen. Click the course title and the main page of the course will be displayed.



Four icons in each course indicate the latest status of the course (icons will turn red if there is a new action).



There is unread course news.



There are unsubmitted assignments or tests.



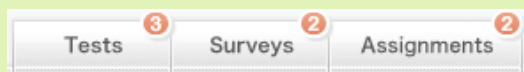
Grades have been distributed.



There are unread comments.



Number of unsubmitted tests or assignments will be displayed.



Click on the course name to go back to the course top page.

NEW!

## Change course display format

Display can be changed according to course status and format.

**Current Courses** ... Courses that can be used currently. You can post in the forum and submit assignments.

**Past Courses** ... Courses used in the past. You can only view the forum and submitted assignments.

**Upcoming Courses** ... Courses that will start in the future. Students cannot access the courses.

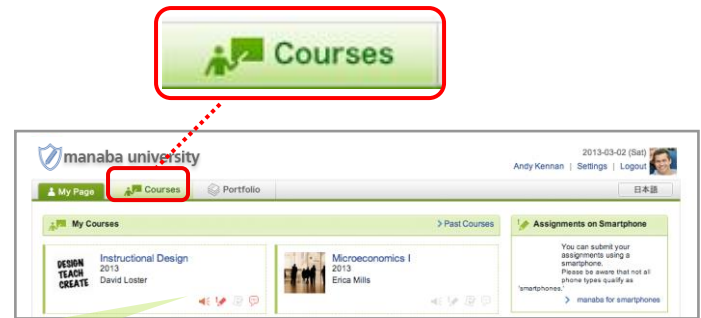
**All Courses** ... All courses above are displayed.



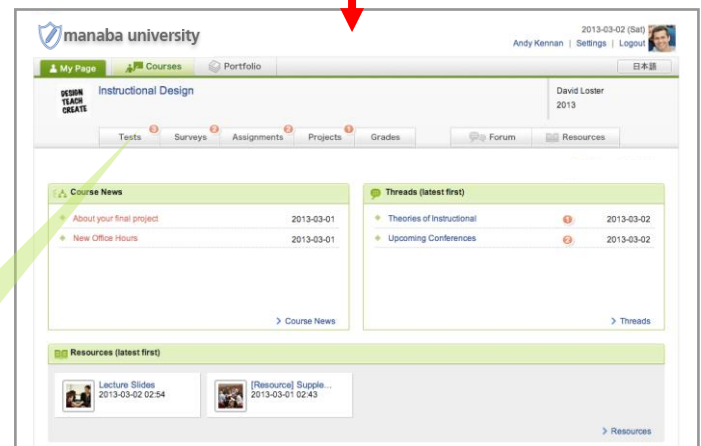
"Timetable format" do not always correspond to your actual timetable in your school. For example, there are cases where the same classes which are held on multiple days of the week are grouped together.



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



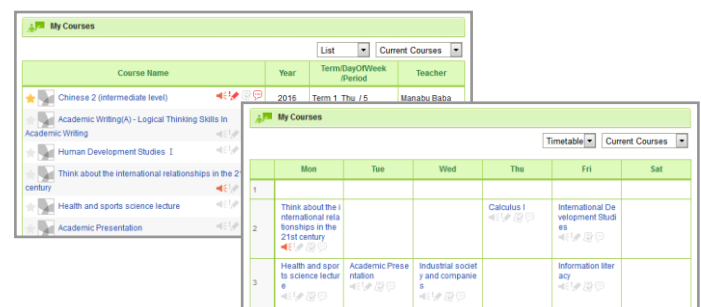
Select a course



Course page



My Page Screen



View course news

News published by course instructors can be viewed in the course news section. Click **Course News** and view new announcements posted in your course.

Course News		
Title	Posted by	Posted at
About your final project	David Loster	2013-03-01 06:10
New Office Hours	David Loster	2013-03-01 00:54
Total 2 items		

Course News page



New Office Hours2013-03-01 00:54

Posted byDavid Loster

My office hours have been changed as shown below.

- Monday, Wednesday: 1:30 P.M. to 2:30 P.M.
- Friday: 11:00 A.M. to 1:00 P.M.

> Course News

Course News

## Types of tests

There are 3 types of tests on manaba.

### Autoscore test

Answers will be scored automatically after submission.

### Manual score test

Answers to this test will be scored by your instructors manually after submission.

### Exercise

This is a type of test which you may repeatedly answer in order to practice. Unlike Autoscore tests, the grades will not be registered automatically.

## Take a test

1. In **Tests** page, select a test you would like to take.
2. Check that the test is open for submission. Click **Start** to enter the test room.
3. Enter your answers to the questions.
4. Check your answers and click **Next** after you have answered all the questions.

※If there are plural pages, Click **Next** to display the next page. In the final page, you will be able to click **Confirm**.

5. Click **Submit** and send your answers. If you need to check or fix your answers, click **Back**.

❗ Make sure to check your answers before you submit.



It is also possible to display the preferred page by clicking the navigation buttons above the question. When using a smartphone device, use the pull-down menu to move between the test pages.

Questions: 3 Elapsed Time: 00:00:51

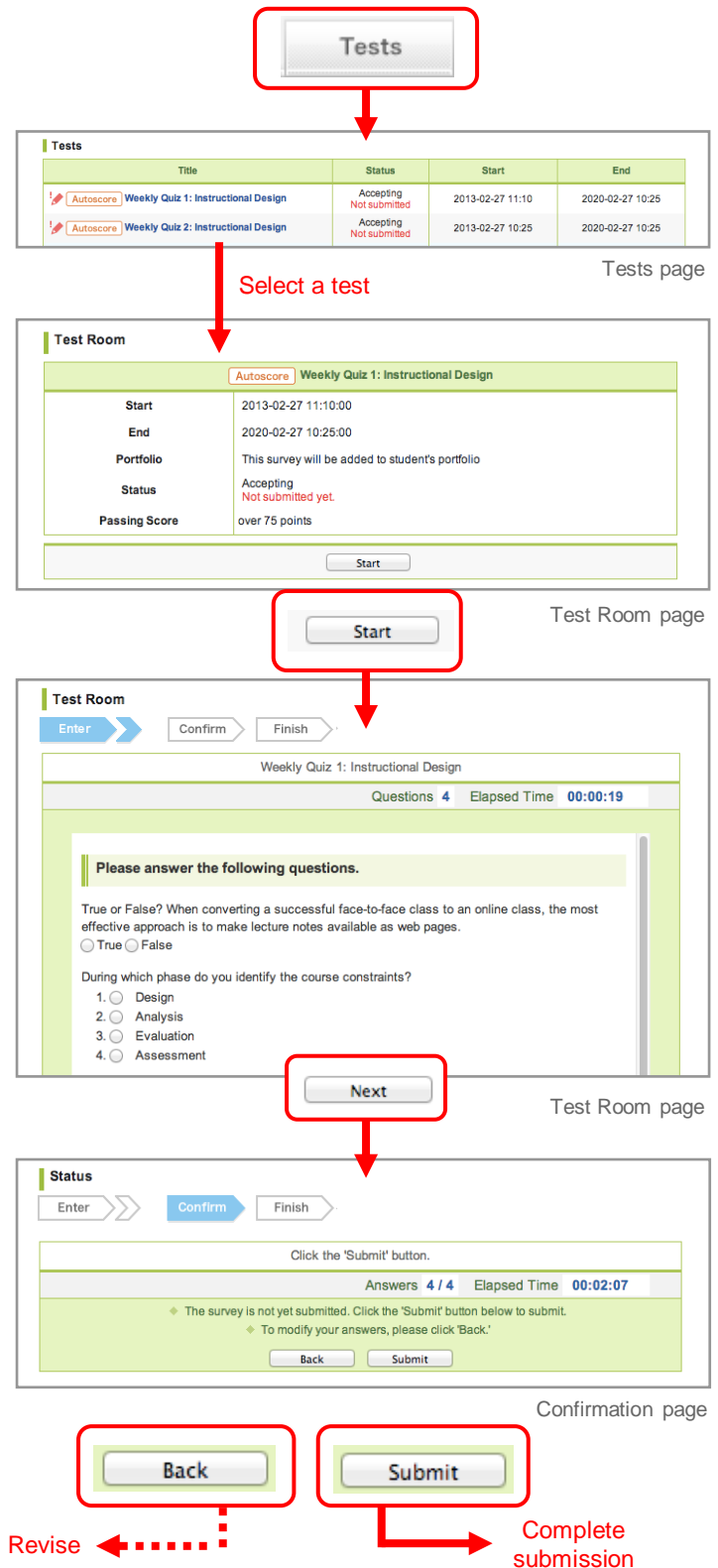
The term intrapreneur is related to:

1. ☒ Growth
2. ☐ Innovation
3. ☐ Discovery

Buttons: Prev, Save and Quit, Next, Confirm

## Tests with prerequisites

A test with prerequisites requires you to attain a certain number of points in another test before you can take it.



### Display the correct answers after exercises are submitted

It is now possible for you to check the correct answers in the Results page after submitting exercises. Please use it for self-study.

The correct answers can be checked by the following procedure.

1. Click the title of the exercise you want to check in the Tests page.
2. Click the **Scores** link of the past answer you want to check.
3. Click **Correct Answers** to display the correct answers.

❗ Correct answers can only be checked for exercises that have been set to "Show correct answers" when your instructor created those exercises.



The explanation of the questions can be checked with the answers when your instructor set them.

Q 1. Mr. Uhl will ( ) the technical manual into German.

1.1

1. ☐ translatable
2. ☐ translation
3. ☒ **translate**
4. ☐ translator

10 points

★ Q 1. Mr. Uhl will **translate** the technical manual into German. (アール氏が技術マニュアルをドイツ語に翻訳するだろウ)

- ◆ translation(翻訳)
- ◆ translator(翻訳者／翻訳家)
- ◆ translatable(翻訳可能)

**Test Results**

Scores **> Correct Answers**

Answers: 1/1 Elapsed Time: 00:00:02

What is the color of sky?

1. ☐ Yellow
2. ☐ Brown
3. ☐ Purple
4. ☐ Pink
5. ☒ **Blue**

100 points

**Total Score: 100 / 100**

Grade Confirmation Screen

**Test 1**

Correct Answers and Points

Questions 1

What is the color of sky?

1. ☐ Yellow
2. ☐ Brown
3. ☐ Purple
4. ☐ Pink
5. ☒ **Blue**

100 points

**Total Score: 100**

Close

Correct Answers Display Screen

## Answer a survey

1. In the Surveys page, select a survey you would like to answer.
2. Click **Start**.
3. Enter your answers to the questions.
4. Check your answers and click **Next** after you have answered all the questions.

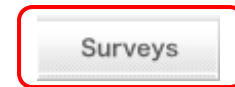
※If there are plural pages, Click **Next** to display the next page. In the final page, you will be able to click **Confirm**.

5. Click **Submit** and send your answers. If you need to check or fix your answers, click **Back**.

❗ Make sure to check your answers before you submit.



It is also possible to display the preferred page by clicking the navigation buttons above the question. When using a smartphone device, use the pull-down menu to move between the test pages.



Surveys			
Title	Status	Start	End
Survey on prior experience	Accepting Not submitted	2013-02-27 10:25	2020-02-27 10:25
Class Feedback	Accepting Not submitted	2013-02-27 10:25	2020-02-27 10:25

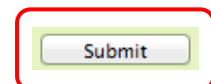
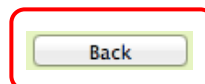
Surveys page

Select a survey

Survey Room page

Survey Room page

Confirmation page



Revise / fix

Complete submission



## Submit an assignment

There are two types of assignments on manaba.

### Browser-based assignments

An assignment submitted by entering text into manaba.

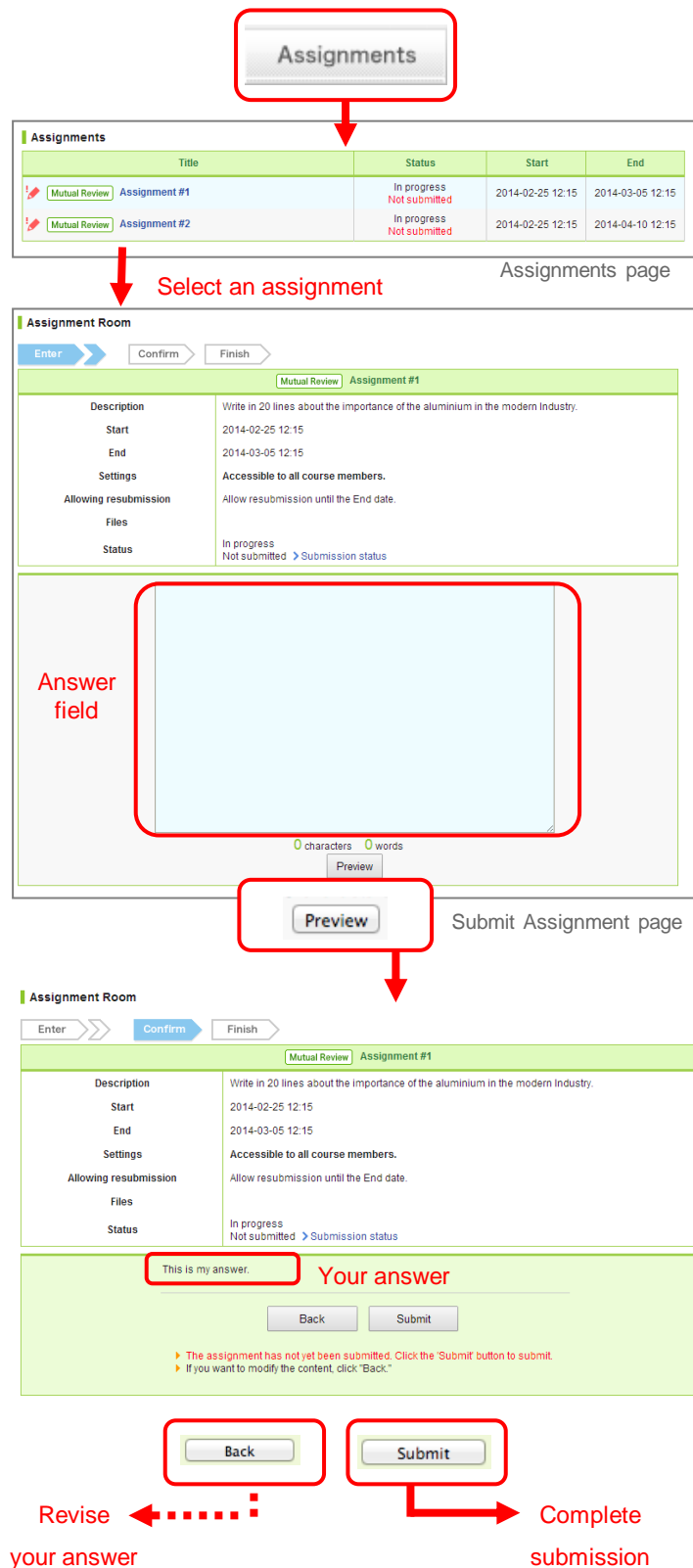
### File-based assignments

An assignment submitted as a file such as a Word document.

### Browser-based assignments

1. In **Assignments** page, select an assignment you would like to answer.
2. View the details of the assignment and enter your answers.
3. Check your answers and click **Preview** after you have answered all the questions.
4. Check your answers. If there are no revisions to make, click **Submit** to submit your answers. If you need to revise your answers, click **Back**.

! The assignment has not been submitted to the instructor yet.



## File-based assignments

1. In **Assignments** page, select an assignment you would like to answer.
2. View the details of the assignment and put together your response.
3. Locate the file and click **Upload** to upload the file into manaba.

❗ The assignment has not been submitted to the instructor yet.

4. To add more files, repeat 3.
5. If there are no mistakes, click **Submit** to submit your files.

**Assignments**

Title	Status	Start	End
Mutual Review Assignment #1	In progress Not submitted	2014-02-25 12:15	2014-03-05 12:15
Mutual Review Assignment #2	In progress Not submitted	2014-02-25 12:15	2014-04-10 12:15

Assignments page

Select an assignment

**Assignment Room**

Upload File >> Confirm Finish

Mutual Review Assignment #2

Description	Write in 20 lines about the role of the clean energy in the future industry.
Start	2014-02-25 12:15
End	2014-04-10 12:15
Settings	Accessible to instructors and course members who have submitted the same assignment.
Allowing resubmission	Allow resubmission at anytime during submission period.
Files	In progress Not submitted
Status	In progress Not submitted

No upload data is found.

Choose File No file chosen Upload

Submit Assignment page

Upload files

**Assignment Room**

Upload File >> Confirm Finish

Mutual Review Assignment #2

Description	Write in 20 lines about the role of the clean energy in the future industry.
Start	2014-02-25 12:15
End	2014-04-10 12:15
Settings	Accessible to instructors and course members who have submitted the same assignment.
Allowing resubmission	Allow resubmission at anytime during submission period.
Files	In progress Not submitted
Status	In progress Not submitted

Uploaded files (1 files)  
2014-03-26 12:29 Assignment.mht

Choose File No file chosen Upload

Submit

Uploaded file

Submit

Complete submission

## Re-submission of assignment

Depending on the assignment, it is possible to resubmit the assignment after your initial submission, providing this is done within the assignment acceptance period.

Following the steps listed below will return the assignment to its status prior to submission. Revise the content of the assignment and resubmit it.

1. On the Assignment page, select the assignment you wish to resubmit. The Assignment Room page will be displayed.
2. Click the **Resubmit** button.
3. After you have revised the assignment (or re-uploaded the file), click the **Send** button.
4. Check the content, and then click "Submit" to complete the submission process. Click **Back** if revision is needed.

❗ The submission is not complete at this point.

**Assignments**

Assignments page

Select an assignment

**Assignment #2: Information Technology Special Lecture II 2013**  
Accessible to instructors and course members who have submitted the same assignment.

**Description**  
Write in 20 lines about the role of the clean energy in the future industry.

Period: 2014-02-25 12:15:00 ~ 2014-04-10 12:15:00 In progress  
[Assignment Room](#)

**Assignment Submitted by student1**

Assignment.txt - 2014-02-26 12:37:40

**student1's Grade**

There are no grades registered yet.

- Submitted 2014-02-26 12:37:40 - Updated 2014-02-26 12:37:40 -

Comment

**Assignment Room**

Upload File >> **Confirm** Finish

**Mutual Review Assignment #2**

Description	Write in 20 lines about the role of the clean energy in the future industry.
Start	2014-02-25 12:15
End	2014-04-10 12:15
Settings	Accessible to instructors and course members who have submitted the same assignment.
Allowing resubmission	Allow resubmission at anytime during submission period.
Files	
Status	In progress Submitted > <a href="#">Submission status</a>

**Assignment submitted by student1**

Submitted files (1 files)  
2014-02-26 12:36 Assignment.txt

**Resubmit**

The assignment returned to pre-submission status.

In projects, your instructor can provide a dedicated space for your team to interact so that you can discuss a topic and eventually submit your project. A forum and a window for submitting project are available for every team. The submitted assignments can be mutually reviewed depending on the settings.

## View a project assignment

Click the title of the project and view the description of the project and assignment.

## Forum and project submission

1. Select a project in Projects page.
2. Then click the team name.

! Depending on the setting your instructor made, you may be able to click only the team you belong to.

## Discuss in the team forum

You may post comments in the team forum in the same procedure as for posting comments on a thread. (→please refer to “Add a comment” on p.15)

! After the end date of the project, you will not be able to make comments in the team threads. (You may still view the comments.)

## Submit a project

The assignment will be submitted from the forum of each team. There are two ways to submit a project:

### ➤ Submit a project as a team

If the submission format is set to “Submit project as a team,” one team member out of the group will submit the assignment. The submitted project will be added to the portfolios of all team members.

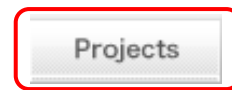
### ➤ Submit a project individually

If the submission format is set to “Submit project individually,” each team member will submit their own files.

1. Click **Submit project** in your team forum.
2. Locate the file and click **Upload** to upload the file into manaba.
3. If there are no mistakes, click **Submit** to submit your files.

! You may submit files up to the end date set up by the instructor.

! After the end date, you will not be able to make comments in the team threads. (You may still view the comments.)



Project	Type of project	Status	Start	End	Teams
Group research project	Team	In progress Not submitted	2013-02-28 12:20	2020-02-28 12:25	2

\* You can only click the projects you are a member of.

**Group research project**

Period: 2013-02-28 12:20:00~2020-02-28 12:25:00

Type of project: Submit project in teams

Settings: The project room of a team is open only to the members of that team and the instructors.

Submitted items: Can be mutually reviewed by all students in this course.

**Group research topic**

Read the Michaelson's paper about the three theories of Instructional Design and discuss what the 3 theories contribute to learning and why they are important.

Each group is required to submit a finalized paper through manaba by due date.

Your discussion will be evaluated and it will count toward your group project score.

Paper by Roger Michaelson  
sample\_slides.ppt - 2013-03-01 06:13:35

X Close

Project page

**Team A**

Access Data

Comment

Submit Project

Total 2 items

2 Re: My point of view from the reading

Indeed, the issue of individual perspectives raises the question of how those perspectives interact with each other. Constructivist theory discusses the issue of individual perspective, but it does not actually imply that individuals develop independent, distinct or unique perspectives on the world.

There may well be a physical world that individuals share, and it does operate by laws that affect how we perceive it. For instance, although an apple might look tasty to one person but unappealing to another, to most people it will never look like a banana. Thus, there is a shared element to how we construct our perspective of the world.

Furthermore, some constructivists argue that there is a process of "social negotiation," in which individuals enforce their perspective on each other until there is an acceptable level of shared vision. This process is critical in building any kind of group, whether it is a classroom, a company or a country. This is a very interesting topic.

Andy Kennan 2013-03-01 06:35:41 Reply

1 My point of view from the reading

Although the constructivism theory is very compelling, it still has some parts that are

Member List

- Christina Jones
- Max Li
- Andy Kennan

Team List

- Team A
- Team B

Team forum

**Team A**

Access Data

Comment

Submit Project

Total 2 items

2 Re: My point of view from the reading

Indeed, the issue of individual perspectives raises the question of how those perspectives interact with each other. Constructivist theory discusses the issue of individual perspective, but it does not actually imply that individuals develop independent, distinct or unique perspectives on the world.

There may well be a physical world that individuals share, and it does operate by laws that affect how we perceive it. For instance, although an apple might look tasty to one person but unappealing to another, to most people it will never look like a banana. Thus, there is a shared element to how we construct our perspective of the world.

Furthermore, some constructivists argue that there is a process of "social negotiation," in which individuals enforce their perspective on each other until there is an acceptable level of shared vision. This process is critical in building any kind of group, whether it is a classroom, a company or a country. This is a very interesting topic.

Andy Kennan 2013-03-01 06:35:41 Reply

1 My point of view from the reading

Although the constructivism theory is very compelling, it still has some parts that are

Submit Project

**Submit Project Assignment (Team-based)**

Group research project

Question >> Details

Start: 2013-02-28 12:20:00

End: 2020-02-28 12:25:00

Settings: Accessible to all course members.

Status: In progress  
Not yet submitted. >Submission Status

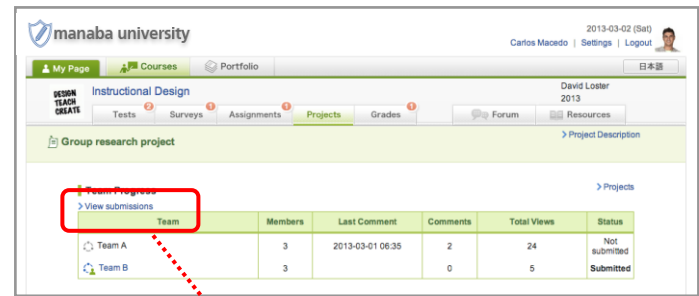
Choose File | No file chosen Upload

Submit Project page

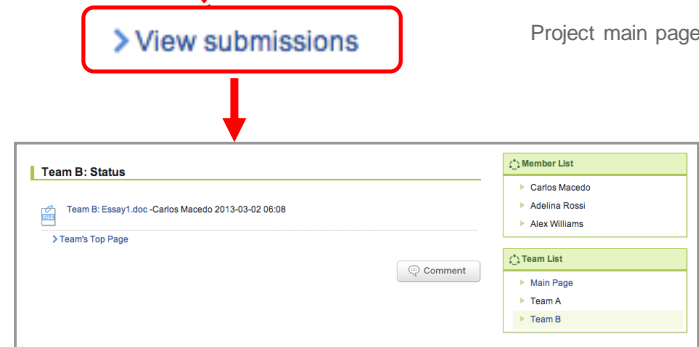
## Mutual review of submissions

Once you submit assignments, view the submission in view submissions page.

If the instructor turned on mutual review for the project, you can view submissions of other teams or students. Feel free to comment on the submissions other students or teams have posted.



Project main page



View submissions page

In Grades page, you may view the scores of tests and assignments you have submitted.

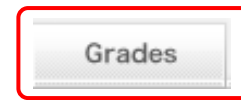
## View your grades

Click **Grades** and view scores of the tests and assignments you answered.



You can also view your position among all the course members.

Course instructors decide whether or not to publish scores of assignments. Only the grades of assignments which course instructors choose to publish will display.



Grades		
Title	Grade	lower << Position >> higher
<b>Autoscore</b> Practice test	20 View Answers	20
Total 3 / Avg 20.0 / Min 10 / Max 30 / Stddev 8.2		
Grade published at 2013-02-15 02:45		
<b>Autoscore</b> Midterm 2	10 View Answers	10
Total 3 / Avg 16.7 / Min 10 / Max 20 / Stddev 4.7		
Grade published at 2013-02-13 12:10		
Midterm 1	2 View Answers	2
Total 4 / Avg 30.2 / Min 2 / Max 43 / Stddev 16.7		
Grade published at 2013-02-13 02:39		
Please come to office hours if you feel you are unprepared for the tests.		

Grades page

Every course has a forum. The forum can be used for communication between instructors and students, and between fellow students.

## Add a comment


1. Select a thread in the Forum and click **Comment (a)**.

- Click **Reply (b)** to reply to a specific comment. The reply button is only available in the forum.

1. Enter the title and text.

2. Click **Post** and your comment will be added to the thread.

### ➤ Delete a comment

Comments can be deleted by their author and the instructor. Click  **(c)** to delete your comment.

## Add files to your comment


You may add files to your comment, including images, video files and word files.

### ➤ Uploading videos or images from your computer

- Click **File** button.
- Enter the title of the file (optional).
- Locate the file of your choice and click **Add file** to upload the file into manaba.
- Click **Add** and complete the process.

#### Files supported

- Image files (GIF, JPG, PNG files, etc.)
- Video files (WMV, FLV, MOV, MPEG files, etc.)
- Audio files (WAV, AIFF, mp3, WMA files, etc.)

 You may need to install one or more video players in order to play the uploaded video files.



MP3 files can be played on smartphones and tablets.

### ➤ Embed videos from YouTube

- Click **File**.
- Select **Embed content**.
- Enter the embed code of the video you would like to embed.
- Click **OK** and complete the process.

## Display of comments

There are two ways to display comments. Click the button in the top right corner 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.

The screenshots illustrate the forum workflow:



- Threads page:** Shows a list of threads. A red arrow points to the 'Theories of Instructional Design' thread, labeled 'Select a thread'.
- Thread view:** Displays the selected thread. Red boxes highlight the 'Comment' button (a), the 'Reply' button (b), and the trash icon (c) for deleting a comment.
- Post Comment form:** Shows the 'File' button in the toolbar, which is used to attach files. A red arrow points to it, labeled 'Attach files'.
- File upload dialog:** Shows the 'Add file' section where a file can be selected from the computer.
- Display settings:** Shows the 'List' and 'Tree' view toggle buttons at the top right of the thread view.

Resources is a space where instructors post resources such as teaching materials and presentations used in a course.

### View resources


1. Click **Resources** and a list of resources will be displayed.
2. Click the title of a resource and its content will be displayed.
3. Titles of pages in the resource you selected are shown on the right. Click the title of a page and check the other pages in the resource.



Resources		
	<b>Lecture Slides</b> Please go to the corresponding page for lecture slides of each class.	Total 5 items 2013-03-02 02:54
	<b>[Resource] Supplementary Readings</b> I will post a list of supplementary readings related to our class here.	Total 2 items 2013-03-01 02:43

Resources page



**Lecture Slides**  
Please go to the corresponding page for lecture slides of each class.


Updated : 2013-03-02 02:54

**Week 2**

Please see the attached presentation material that I used during today's class. We covered the following topics:

- ◆ Behaviorism theory
- ◆ The Cognitivism theory
- ◆ The Constructivism theory
- ◆ Implications of each theory and their importance in education

Feel free to share your questions and comments here on this discussion board.

 sample\_slides.ppt - 2013-03-01 02:26:10

Lecture Slides

- ▶ Week 1
- ▶ Week 2
- ▶ Week 3
- ▶ Week 4
- ▶ Week 5

Titles of pages

Resource page



You have a portfolio space to accumulate your submitted work and comments for each course.

## View your portfolio

Click **Portfolio** and all your submissions and comments will display.

❗ Not all assignments are collected in the portfolio; only assignments which the instructor set to store in your portfolio will be stored.

❗ Your portfolio is only accessible to you and the instructor.

### Materials stored in the portfolio

- ◆ Tests
- ◆ Surveys
- ◆ Assignments
- ◆ Projects
- ◆ Grades
- ◆ Comments



Portfolio page

Assignment collected in portfolio

Comments collected in portfolio

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

NEW!



## 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.

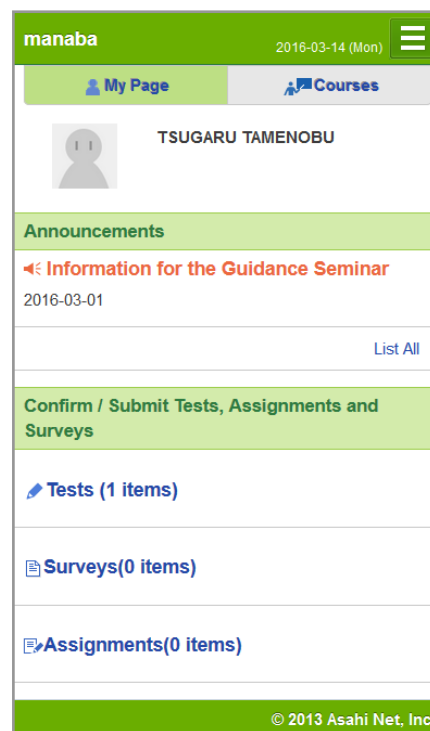
! Only plain text can be used for making comments and messages (file upload is not possible via smartphone page).



## Feature phones

You may view course news and assignments on a feature phone.  
You may also make comments in Forum,.

\* You may not submit your work.



My Page for smartphones