manaba course Manual for Students

（ver. 2.86）

Table of Contents

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   Android
Safari   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.
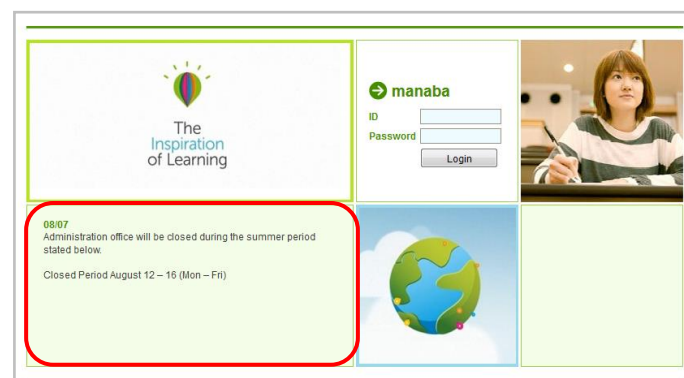- Your feature phone needs to be compatible with SHA-2 certificates.
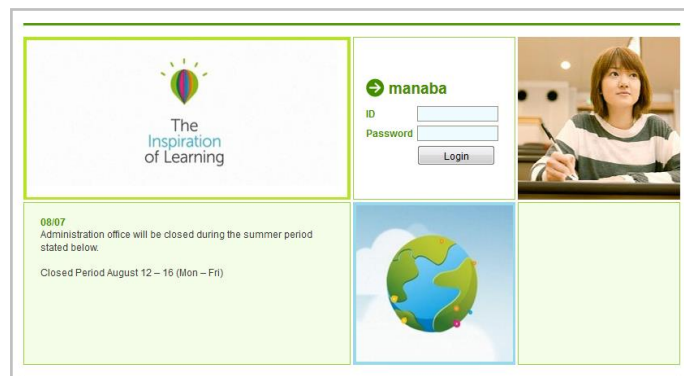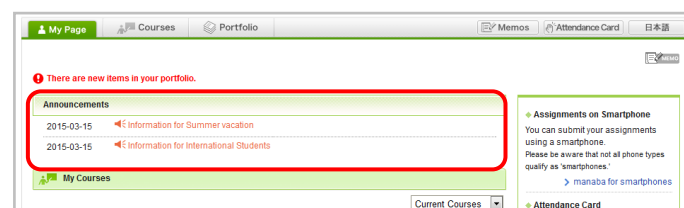
Login page

Announcements from Administration

There are announcements from the system 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 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.

   ⚠ Your own comments will not be sent as reminders.

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.

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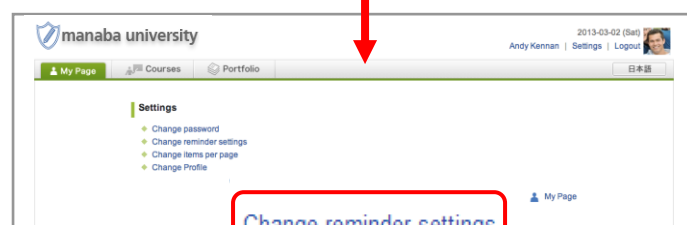
Profile settings

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.
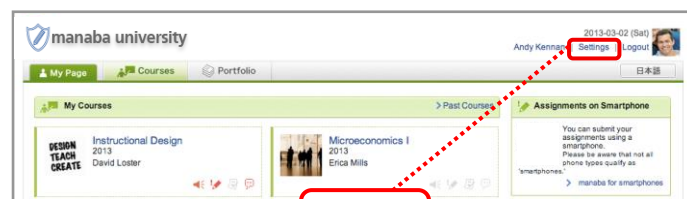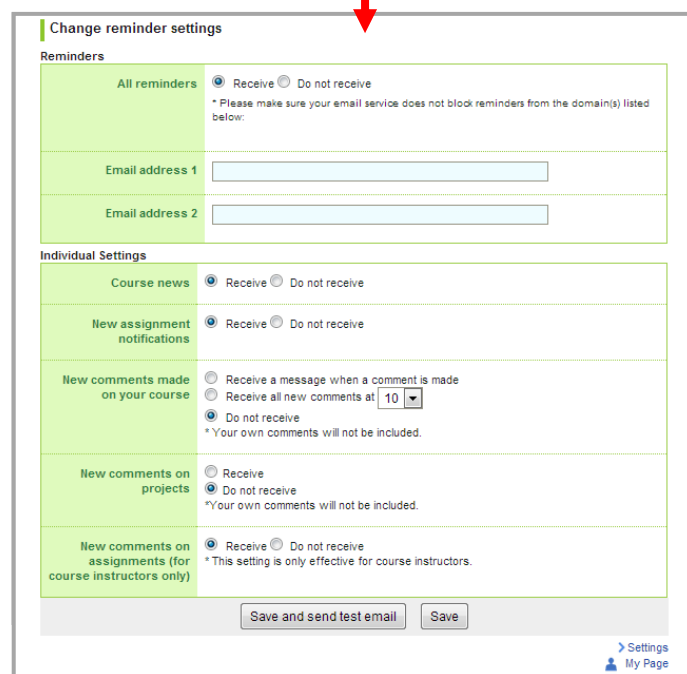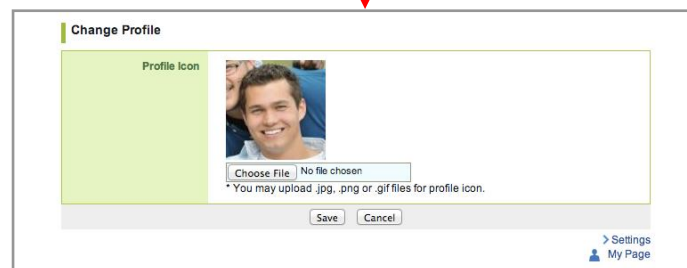

Settings

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.

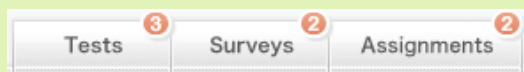There are unsubmitted assignments or tests.

Grades have been distributed.

There are unread comments.

Number of unsubmitted tests or assignments will be displayed.

Courses

Select a course

Course page

❗ 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.
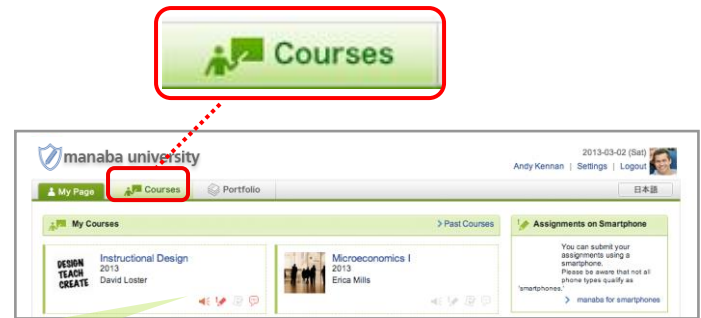**Upcoming Courses** ••• Courses that will start in the future. Students cannot access the courses.
All Courses ••• All courses above are displayed.
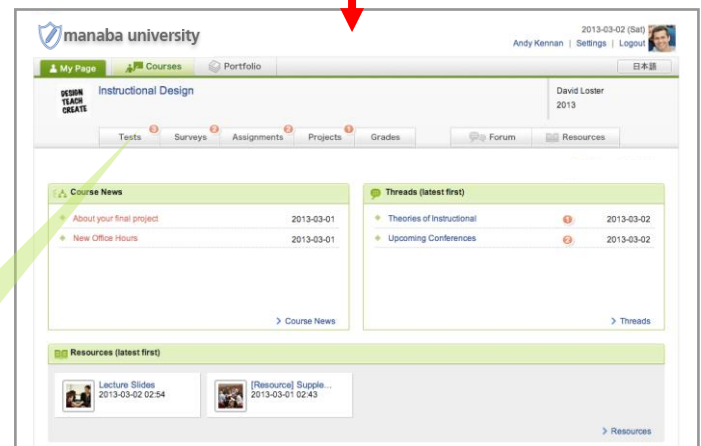
My Page Screen

❗ "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.
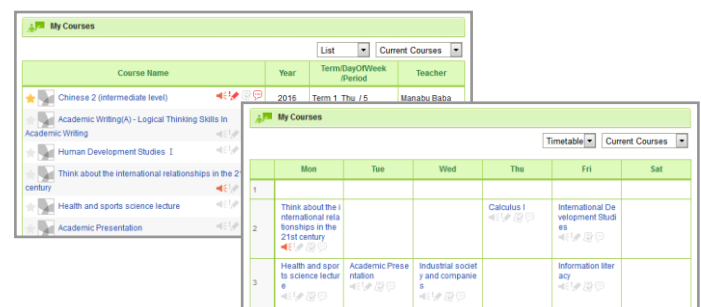
View course news

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 Hours   2013-03-01 00:54

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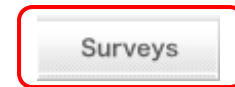
   ※If there are plural pages, Click **Next** to display the next page. In the final page, you will be able to click **Confirm**.

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.

Tests with prerequisites

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

Tests page

Select a test

Test Room page

Start

Test Room page

Next

Confirmation page

Back — Revise

Submit — Complete submission
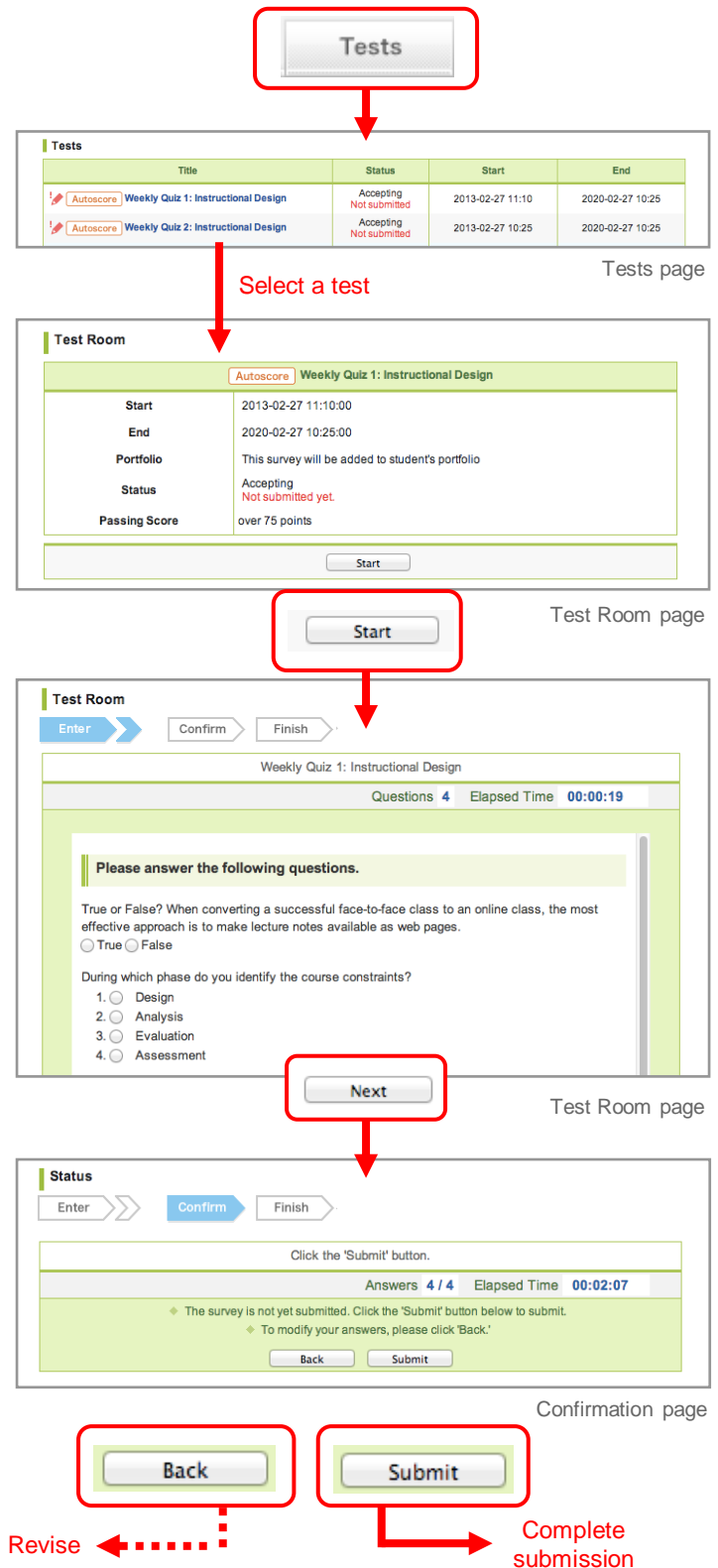
Display the correct answers after exercises are submitted

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う）
- ◆ translation〈翻訳〉
- ◆ translator〈翻訳者／翻訳機〉
- ◆ translatable〈翻訳可能の〉

Test Results

Scores › Correct Answers

Answers ¶•/1 Elapsed Time 00:00:02

> **Correct Answers**

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

Select a survey

Surveys page

Survey Room page

Start

Survey Room page

Next

Confirmation page

Back   Submit
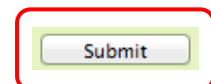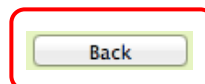
Revise / fix   Complete submission

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.

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

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**.
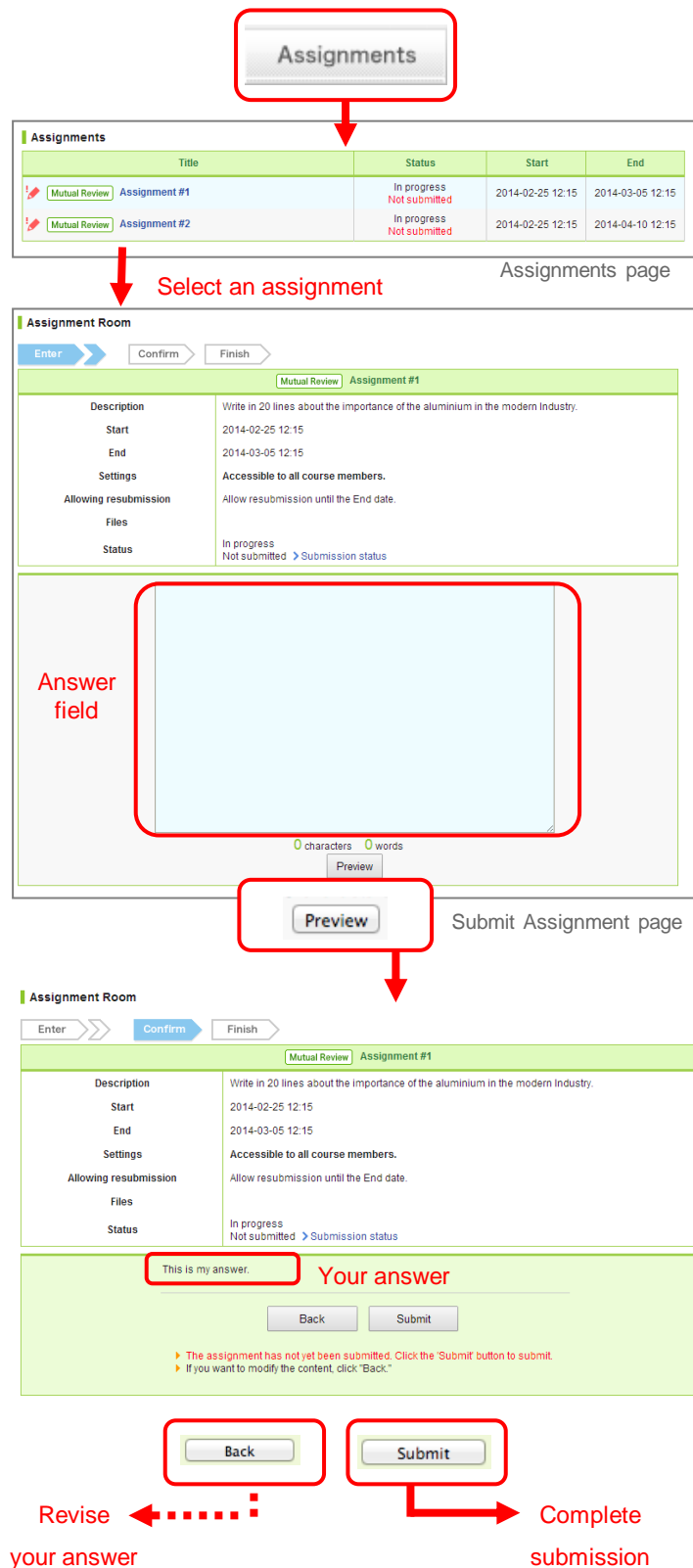
Assignments page

Select an assignment

Answer field

Submit Assignment page

This is my answer. | Your answer

Revise your answer | Complete submission

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.

Select an assignment

Assignments page

Upload files

Submit Assignment page

Uploaded file

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.

⚠ The submission is not complete at this point.

4. Check the content, and then click "Submit" to complete the submission process. Click **Back** if revision is needed.

Select an assignment

Assignments page

The assignment returned to pre-submission status.

In projects, your instructor can provide a dedicated space for your team to interact so that <u>you can discuss a topic and eventually submit your project.</u> 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 page
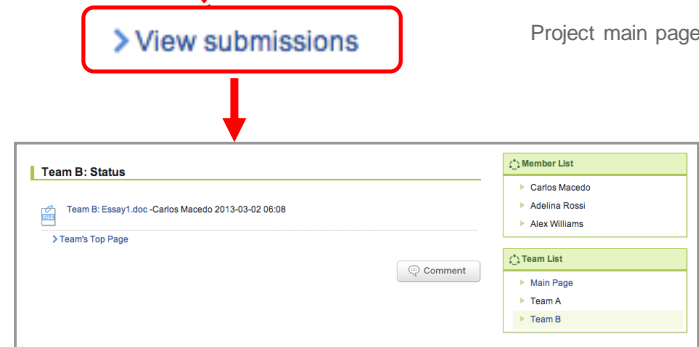
Team forum

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.
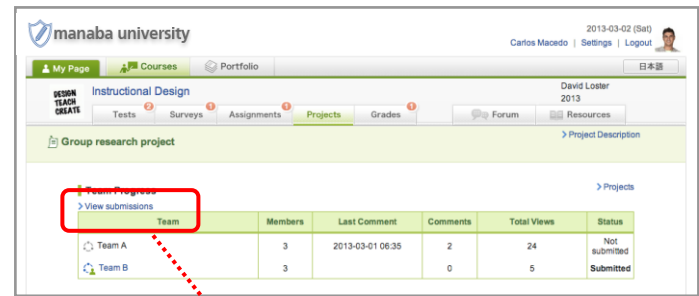
Project main page

View submissions page

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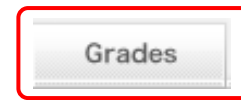
View your grades

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 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**

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

> **Files supported**
> - Image files (GIF, JPG, PNG files, etc.)
> - Video files (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**

1. Click **File**.
2. Select **Embed content**.
3. Enter the embed code of the video you would like to embed.
4. 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.

Select a thread   Threads page

(a)

(c)   **(b)**

Post Comment

Attach files   Comment page

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 page

Select resource

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.

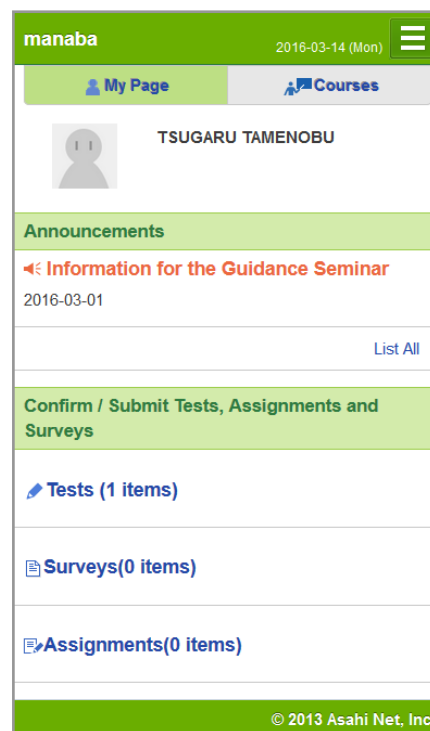The smartphone-optimized screens mainly can be used on the student's functions.

⚠ 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.

manaba	2016-03-14 (Mon) ☰
👤 **My Page**	🏫 **Courses**

TSUGARU TAMENOBU

Announcements

📢 **Information for the Guidance Seminar**
2016-03-01 ›

List All ›

Confirm / Submit Tests, Assignments and Surveys

✏ **Tests (1 items)** ›

📄 **Surveys(0 items)** ›

📝 **Assignments(0 items)** ›

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My Page for smartphones