

manaba course Manual for Instructors

(ver. 2.86)

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Login

Login with your login ID and a password.

NEW!

Recommended browsers

The following browsers are compatible with manaba.

Windows

Internet Explorer / Mozilla Firefox

Macintosh

Safari / Mozilla Firefox

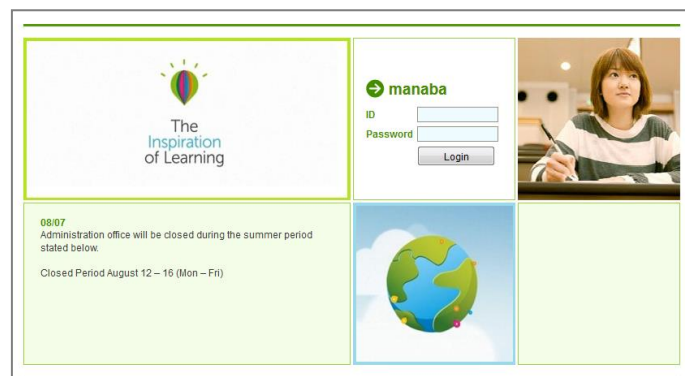
iOS

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.

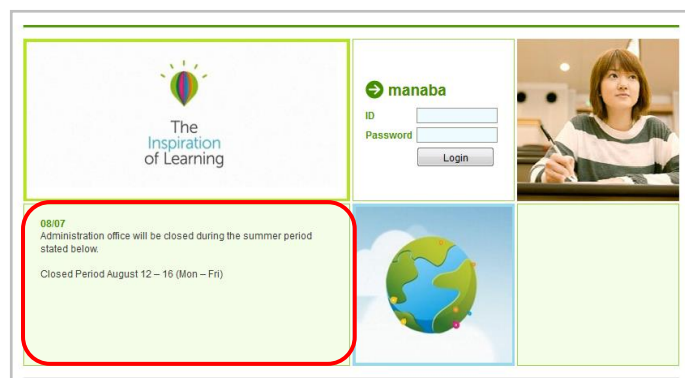


Login page

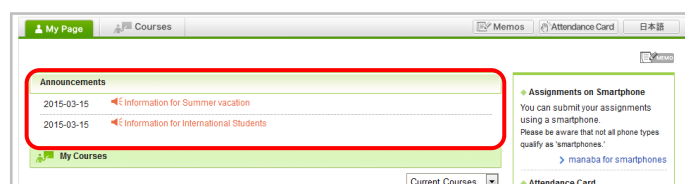
Announcements from Administration

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** 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.
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.

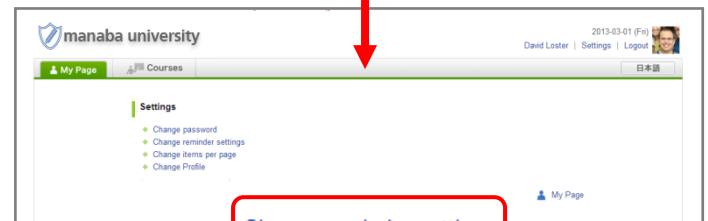
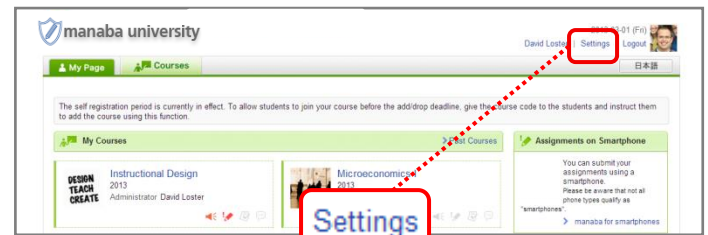
! You will not receive messages if you choose **Do not receive** in the **Reminders** menu, even if you choose **Receive** in Individual Settings.

Profile settings

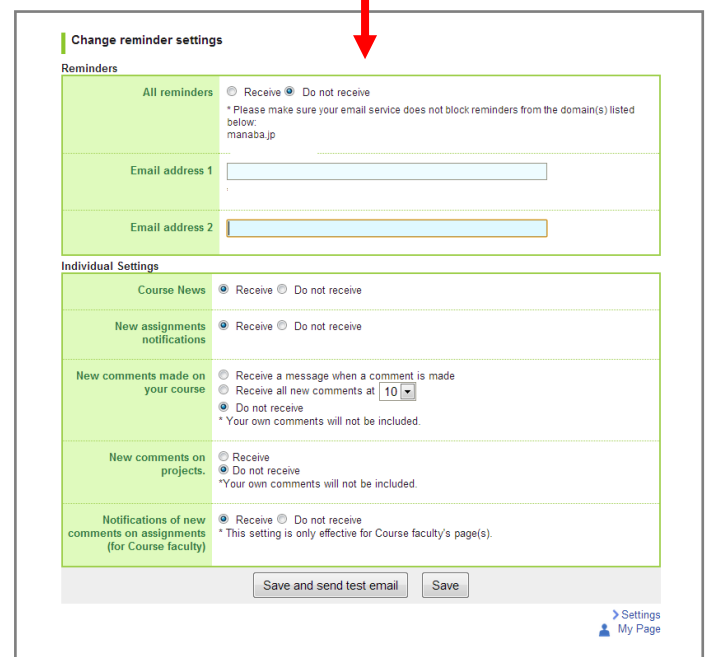
1. Click **Settings** on the upper right corner, and select **Change Profile**.
2. Upload an image of your choice.



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

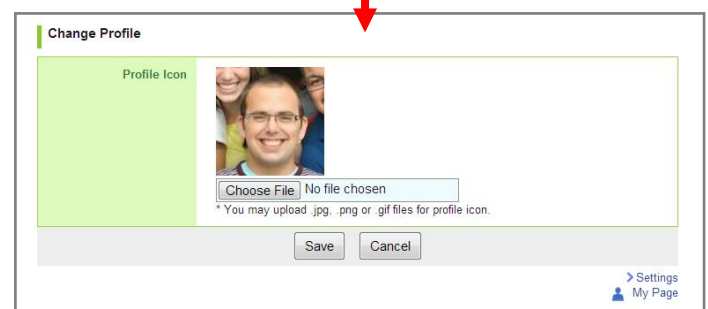


Settings page



Change Reminder Settings page

Change Profile



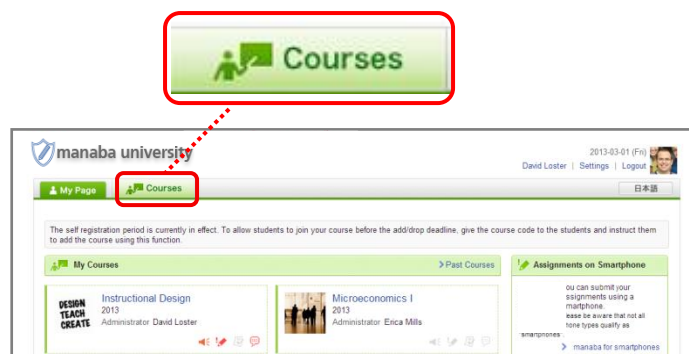
Change Profile

2 What is a course? (2-1 View your courses)

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.



NEW!

Change course display format

Display can be changed according to course status and format.

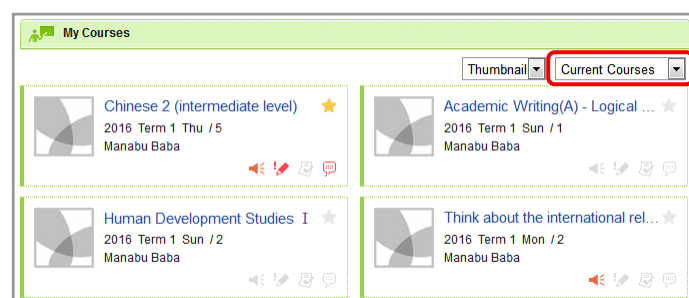
- **Current Courses** ... Courses that can be used currently. Students can post comments in the forum and submit assignments.
- **Past Courses** ... Courses used in the past. Students can only view the forum and submitted assignments.
- **Upcoming Courses** ... Courses that will start in the future. Students cannot access the courses.
- **All Courses** ... All courses above are displayed.

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

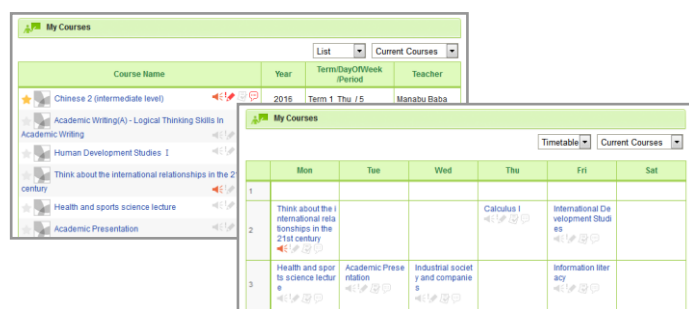


If you want to display the particular course at the top of the list, click the star icon on the course.

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



My Page Screen



2 What is a course? (2-2 View course members)

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.

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.

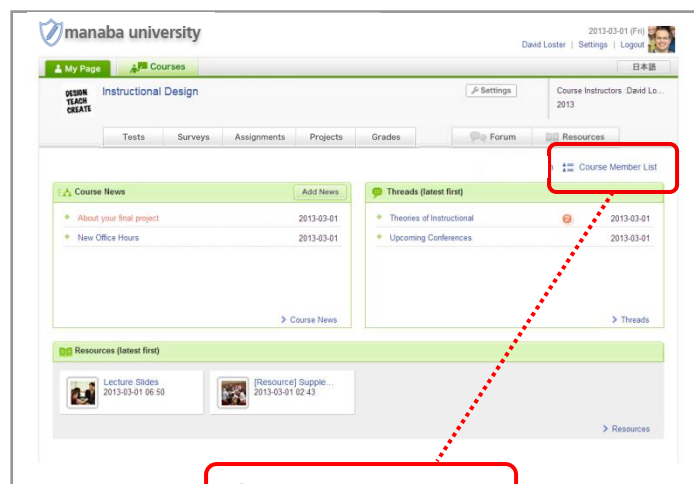
! We encourage you to make an announcement about reminders to the students in the first class of each course.

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:

- ◆ Page views (# of pages)
- ◆ Last access
- ◆ Number of tests submitted
- ◆ Number of surveys submitted
- ◆ Number of assignments submitted
- ◆ Number of Forum comments
- ◆ Last comment



Course page

View reminder settings/grades

Course Member List					
Course Members					Usage Data
Name	Student ID	Reminder Settings			Grades
		Course News	Assignment Notifications	Forums	
Christina Jones sample@manaba.jp		N	N	N	Grades
Max Li	35674523	Y	Y	N	Grades
Andy Kennan sam1@asahinet.com	35693010	Y	Y	N	Grades
Carlos Macedo sam2@asahinet.com	35693055	Y	Y	N	Grades
Adelina Rossi					

View usage data

Course Member List					
Course Students (57 course members)					Grade Registration Sheet
Name	ID Code	Reminder Settings			Grades
		Course News	Assignment Notifications	Forum	
TSUGARU TAMENOBU	u201601	Y	Y	Y	Grades
NAMBU NOBUNAO	u201602	N	N	N	Grades
AKITA SANESUE	u201603	N	N	N	Grades
DATE MASAMUNE	u201604	N	N	N	Grades
MOGAMI YOSHIKI	u201605	N	N	N	Grades

Course member list page

2 What is a course? (2-3 Add course news)

Add course news

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

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

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

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

View access data

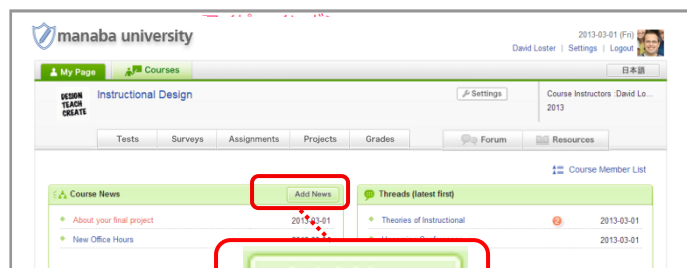
1. Click any course news you published.
2. In order to view the access data of the course news, click **Access Data**.

NEW!

Delete news

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

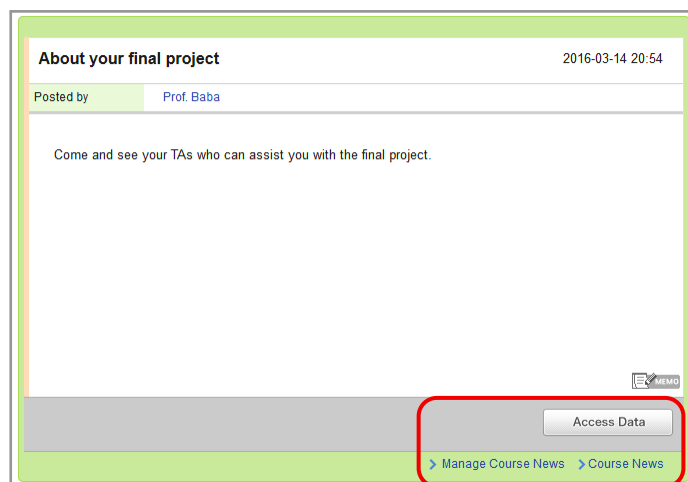
Click **Manage Course News** in the Course News page, then you can access the Course News Administration page.



Course page

The 'Add News' form includes a 'Title' field, a 'Period' field with a date range selector, and a rich text editor with tabs for 'Formatted Text', 'HTML', and '>>Plain Text'. The editor has various formatting tools like bold, italic, underline, and link.

Add News page



Course News

Title	Posted by	During	Manage
About your final project	Prof. Baba	Current 2016-03-14 20:54 -	
Homework	Prof. Baba	Current 2016-03-11 20:50 -	

Course News Administration

3 Tests (3-1 Add a test (1))

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.

NEW!

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)
5. Enter questions you would like to ask your students. (See also "Add a test question" on p.9.)
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.

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



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

10. Click **Save** to save the test in manaba.

Passing score

No.	Title	Prerequisites	Period	Publish / Unpublish	Manage
1	Autoscore Weekly Quiz 1: Instructional Des...	-	2013-03-11 10:00-02-27 10:25	Published Unpublished	0 Item(s)
2	Exercise Chapter...			Published Unpublished	0 Item(s)

Test Administration page

Add Autoscore Test page

Weekly Quiz 1: Instructional Design (2013-02-27 11:10 ~ 2020-02-27 11:10)

Choose the correct answers and allot points to the questions in the red boxes.
For multiple answer questions and matching questions, the number of points will be multiplied by the number of choices. (Ex: for a 5 choice question, total points are 5 x points allotted)
For autoscore tests, the score is calculated at the time of submission. However, grade details are automatically posted at the test end time.
For text line questions with multiple correct answers, separate the answers with a semicolon (;).

Please answer the following questions.

True or False? When converting a successful face-to-face class to an online class, the most effective approach is to make lecture notes available as web pages.
☐ True ☒ False 25 points each Subtotal: 25 points

During which phase do you identify the course constraints?
 1. ☐ Design
 2. ☒ Analysis 25 points each Subtotal: 25 points
 3. ☐ Evaluation
 4. ☐ Assessment

Which sequence has the tasks in the correct order?
 1. ☒ Identify the goals; Create the assessment; Choose instructional media; Teach the lesson
 2. ☐ Identify the goals; Choose instructional media; Create the assessment; Teach the lesson
 3. ☐ Identify the goals; Choose instructional media; Teach the lesson; Create the assessment
25 points each Subtotal: 25 points

Which one of the following is the focus of the Evaluation phase?
 1. ☐ Student understanding
 2. ☒ Effectiveness of the instruction 25 points each Subtotal: 25 points
 3. ☐ Income generated from the course

Total 100

Passing Score

If you set a passing score for this test, you can make it a prerequisite for students to take other tests.
☐ Do not set passing score
☒ Set passing score 75 points

Back Save and Finish Cancel

Register Answers and Points page

3 Tests (3-1 Add a test (2))

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" in p.9.)
6. Click **Save** and save your test in manaba.

! For how to set a passing score to a manual score test, refer to step 4 of "score a test and register grades on the web" in p.12

Add an exercise

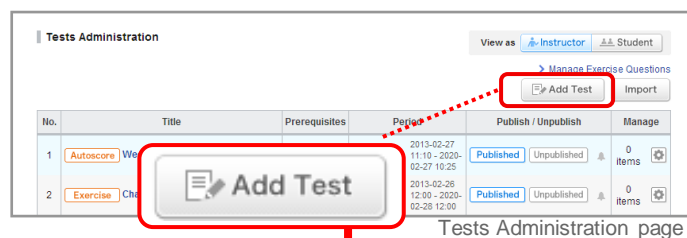
An exercise is a type of test where questions are randomly picked from a pool of exercise questions that the instructor registers in advance. You may set up an exercise to be available for students to take multiple times.

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 and the description of the question.
4. Enter questions you would like to ask your students. (See also "Add a test question" in p.9.)
5. Click **Next**.
6. Register answers and points to the questions and click **Save** to save the question in manaba.

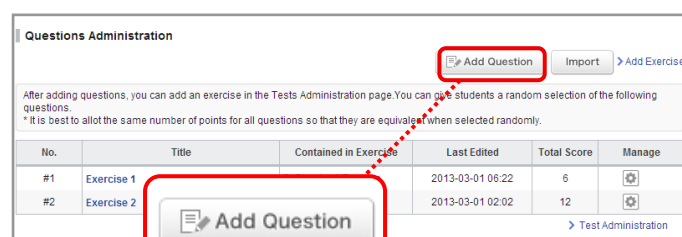
STEP 2. Add an exercise

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 description.
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.



Tests Administration page

Add Manual Score Test page



Questions Administration page

Add Questions page

Add Exercise page

3 Tests (3-2 Add questions (1))

NEW!

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

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

Add a test question

- Let's add a test question. Click a button in area **(b)** and a question template of your choice will be inserted.
- Overwrite the example question with the one you would like to ask.
- Should you want to format your text with headlines or bold text etc., use buttons in area **(a)**.
- If the order of the options in a question needs to be randomized when it is answered, choose **Shuffle** in the **Shuffle Questions** field.
- In Portfolio field, select **Add** if submission should be added in student's portfolio.
- 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.

Add Tests page

3 Tests (3-2 Add questions (2))

Enter a text box

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

Number of lines

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

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

Character count

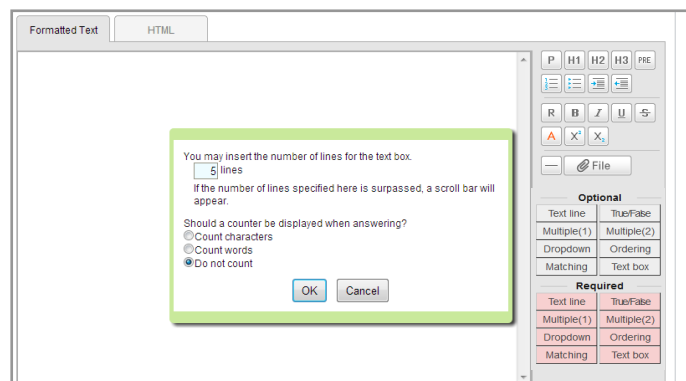
Both half-width and full-width characters are counted as one character. Line breaks are not counted.

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.



Window to set up Text box question

How to add a file

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

➤ Uploading video files or images from your computer

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

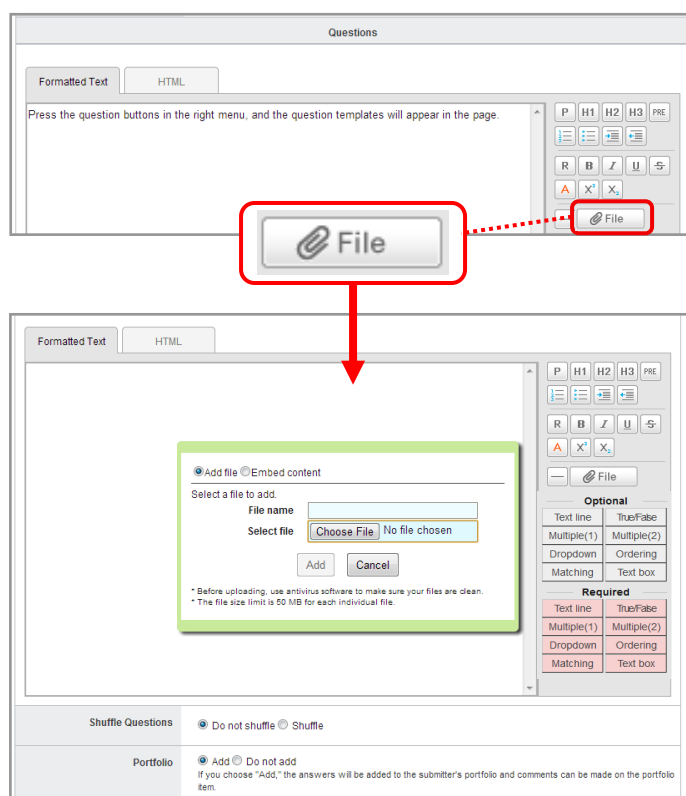
Files supported

- Image files (GIF, JPG, PNG files, etc.)
- Video files (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 smart phones and tablets.



File uploads

➤ 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.

3 Tests (3-2 Add questions (3))

Insert an explanation

Click **Explanation** button, and you can insert the explanation in the question.
You can select two types of the explanation below.

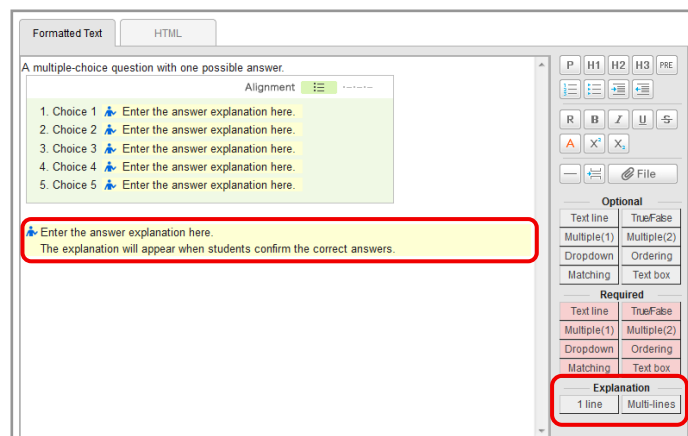
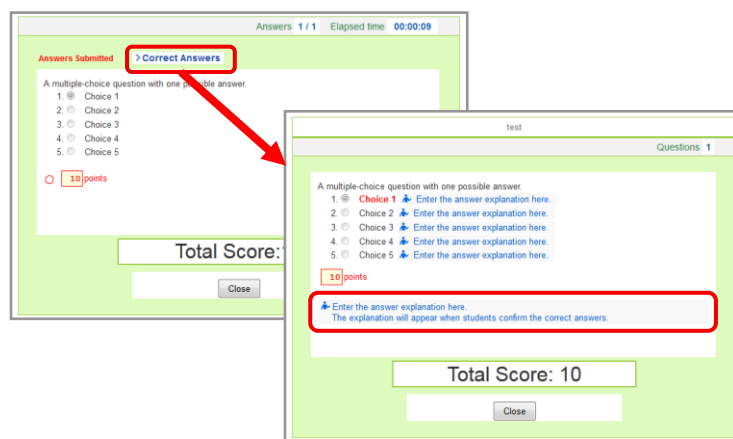
1 line

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

Multi-lines

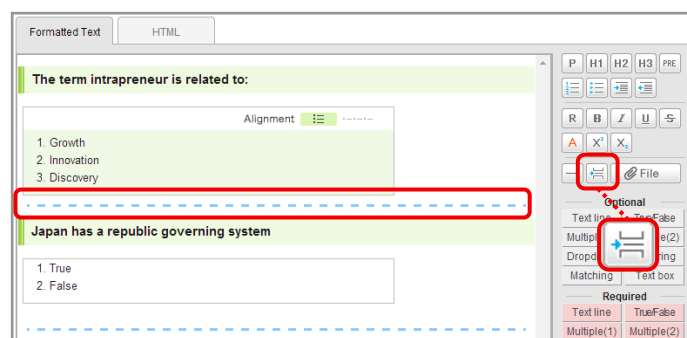
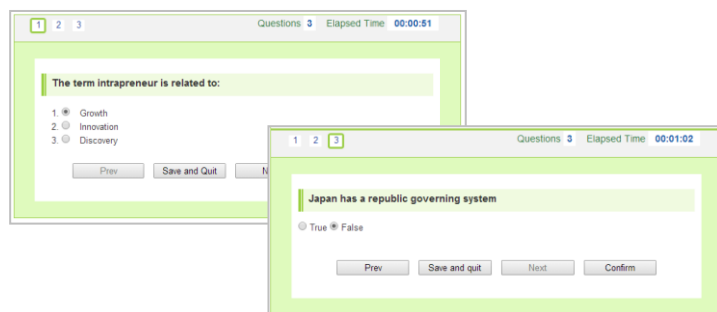
A explanation which you would like to insert into the whole question.

! 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.



3 Tests (3-3 Publish / Edit a test)

Publish a test

In order to publish a test to students, click **Published** 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."

Instructor **Student** Instructor screen (Tests Administration page)

Tests Administration View as **Instructor** **Student**

Manage Exercise Questions
Add Test Import

No.	Title	Prerequisites	Period	Publish / Unpublish	Manage
1	Autoscore Weekly Quiz 1: Instructional Des...	-	In progress 2013-02-27 11:10 - 2020-02-27 10:25	Published Unpublished	0 items
2	Exercise Chapter 1 Exercise	-	In progress 2013-02-26 12:00 - 2020-02-28 12:00	Published Unpublished	0 items


Instructor **Student** Student screen (Tests)

Tests View as **Instructor** **Student**

Title	Status	Start	End
Autoscore Weekly Quiz 1: Instructional Design	Accepting Not submitted	2013-02-27 11:10	2020-02-27 10:25
Exercise Chapter 1 Exercise	Accepting Not submitted	2013-02-26 12:00	2020-02-28 12:00


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.

Instructional Des...	-	In progress	2013-02-27 11:10 - 2020-02-27 10:25	Published	Unpublished	0	
Instructional Des...	-	In progress	2013-02-26 12:00 - 2020-02-28 12:00	Published			
Instructional Des...	-	-	2013-02-27 10:25 - 2020-02-27 10:25	Published			

Export All Tests
Export All Exercises

Edit
Allow no more submissions
Export
Set Prerequisites
Submission Status
Manage Grades (Excel)
Delete

Select Edit

Tests Administration page

Edit Test (Autoscore)
* Query is published. If you save this query, it will be unpublished.

Weekly Quiz 1: Instructional Design

Title: Weekly Quiz 1: Instructional Design

Start: 2013-02-27 11:10:00

End: 2020-02-27 10:25:00

Questions

Formatted Text HTML

Please answer the following questions.


True or False? When converting a successful face-to-face class to an online class, the most effective approach is to make lecture notes available as web pages.

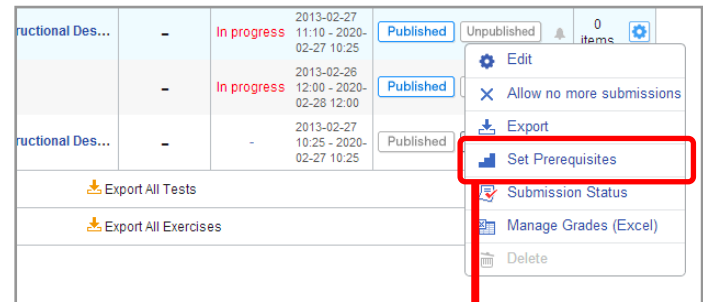
1. True

Edit Test page

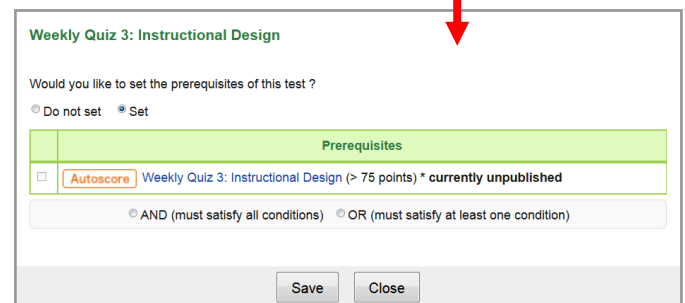
Set prerequisite

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. Click **Save** and finish the process.



Select Set Prerequisites




The dialog box asks 'Would you like to set the prerequisites of this test?'. It has two radio buttons: 'Do not set' and 'Set' (selected). Below is a table with the header 'Prerequisites' and one row: 'Autoscore Weekly Quiz 3: Instructional Design (> 75 points) * currently unpublished'. At the bottom, there are two radio buttons: 'AND (must satisfy all conditions)' and 'OR (must satisfy at least one condition)'. 'Save' and 'Close' buttons are at the bottom right.

Set Prerequisite page


View submission status

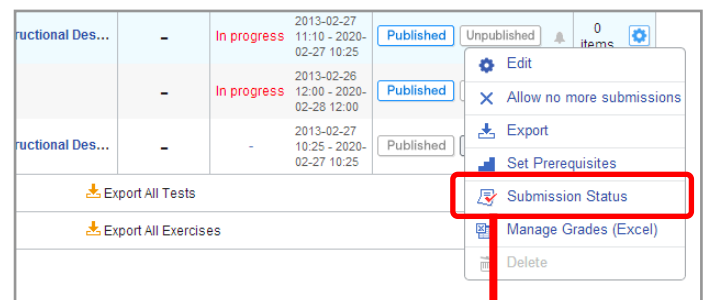
You may view the names of the students who submitted answers to a test and their scores or grades.

➤ Autoscore test / Manual score test

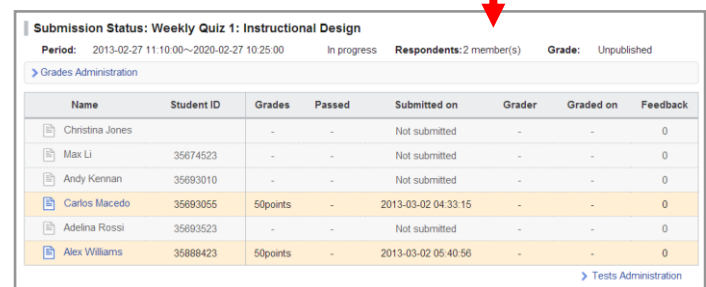
Click  of a test in Tests Administration page and select **Submission Status**. A list of students and their submission status for the test will appear.

➤ 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.



Select Submission Status



The page shows the submission status for 'Weekly Quiz 1: Instructional Design'. It includes a table with student information and submission details.

Name	Student ID	Grades	Passed	Submitted on	Grader	Graded on	Feedback
Christina Jones		-	-	Not submitted	-	-	0
Max Li	35674523	-	-	Not submitted	-	-	0
Andy Kennan	35693010	-	-	Not submitted	-	-	0
Carlos Macedo	35693055	50points	-	2013-03-02 04:33:15	-	-	0
Adelina Rossi	35693523	-	-	Not submitted	-	-	0
Alex Williams	35688423	50points	-	2013-03-02 05:40:56	-	-	0


Submission Status page


Trial submission function added to tests and surveys

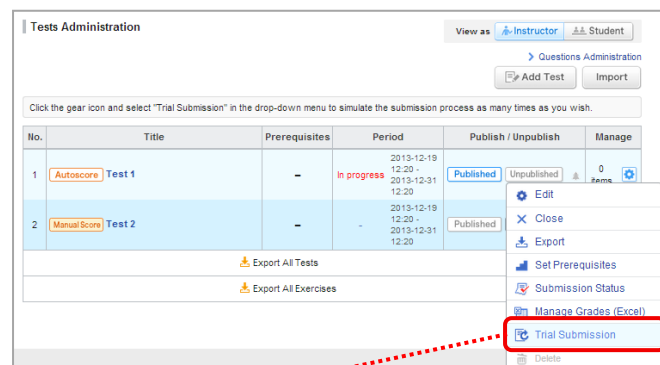
The course instructor can simulate submission for tests and surveys from the **Tests Administration** and **Surveys Administration** pages.

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.

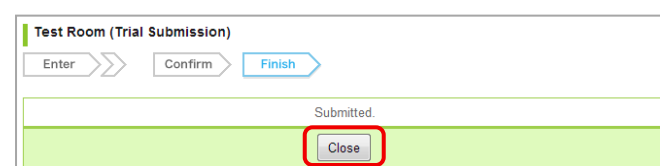
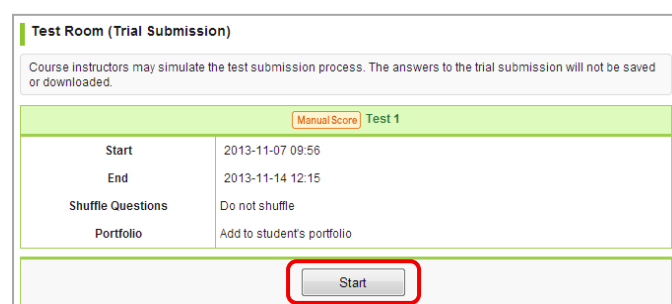
The trial submission can be made in the following way:

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.



Trial Submission



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" in p.26.)


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.

NEW!

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** page on the top right corner.
3. Enter points of questions.
4. Set passing score if needed.
5. Click **Save** and finish the registration process.

You can score multiple choice question in two patterns below.

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

STEP 2. Score a test individually

1. On Submission Status page, click name of each student. Student's answers and the score field will be displayed.
2. Click **Correct** if student's answer is correct; manaba will add up the score automatically. If you would like to give partial credit to an answer, enter points in the box.
3. Enter feedback about the student's test (optional).
4. If there is no revision to make, click **Save** and complete the score count.

❗ For autoscore tests, you can only check Submission Status, since you have already entered answers and points.



If you register the score incorrectly, please click and delete the score information. Then, all the information including the posing and feedback that you entered will be deleted.









Passing score

Register Answers page

Submission Status: Weekly Quiz 3: Instructional Design

Period: 2013-02-27 10:25:00 ~ 2020-02-27 10:25:00 In progress Respondents: 1 member(s) Grade: Unpublished [Register Answers](#)

Name	Student ID	Grades	Submitted on	Grader	Graded on	Feedback
 Christina Jones		-	Not submitted	-	-	0
 Max Li	35674523	-	Not submitted	-	-	0
 Andy Kennan	35693010	-	Not submitted	-	-	0
 Carlos Macedo	35693055	-	Not submitted	-	-	0
 Adelina Rossi	35693523	Unscored	2013-03-02 06:19:20	-	-	0
 Alex Williams	35888423	-	Not submitted	-	-	0

[Tests Administration](#)


Submission Status page

Score

Score page


3 Tests (3-6 Score and register grades of a test (2))

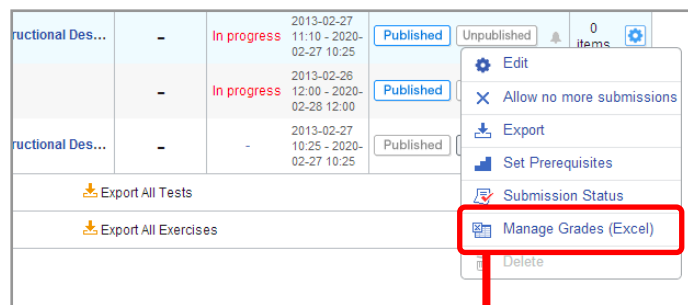
B : Score a test / register grades using an Excel sheet

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 points in the column titled **# Grade** and enter your comments in the column titled **# Comment**.
*Test sheets of autoscore tests already have grades entered.

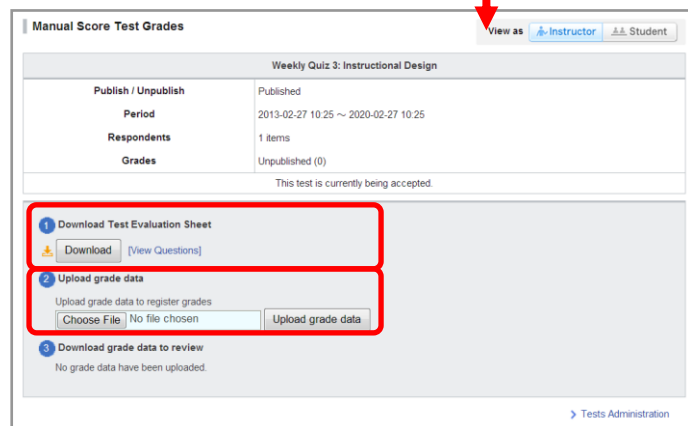
- Enter scores for text box answers in the column titled "# item 1, 2, 3,...". The total score is updated once you enter points for each question.

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

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



Select Manage Grades Manage Tests page



Manage grades page

Publish grades

➤ Autoscore tests

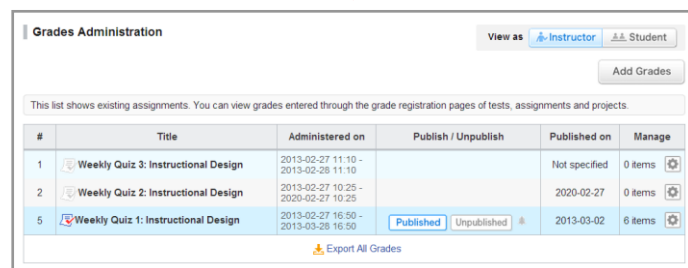
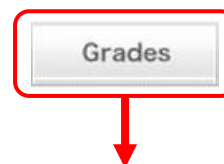
Once students submit their answers, their grades will be published.

➤ 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 **Published** 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


3 Tests (3-7 Import / Export a test)

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.

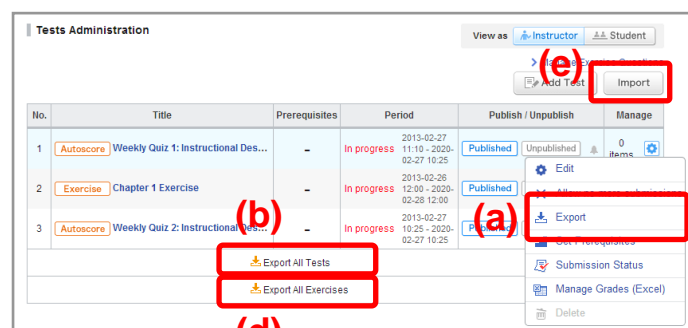
Export an autoscored / manual score test

➤ 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

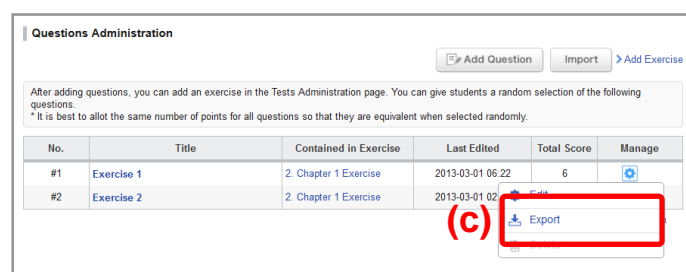
Export exercises

➤ 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:

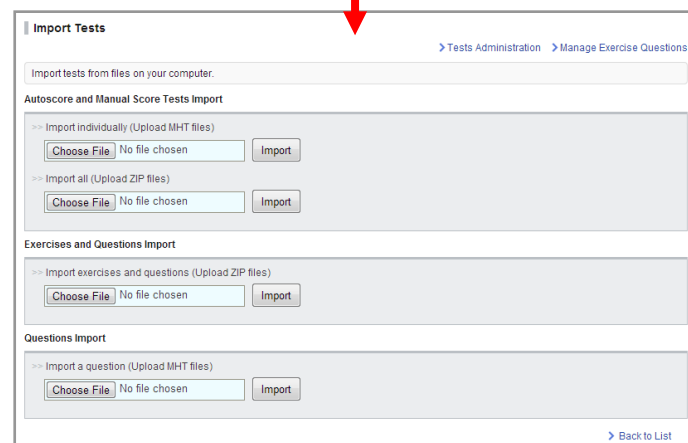
- Autoscore tests / manual score tests
- Exercises and exercise questions
- Exercise questions

➤ 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.

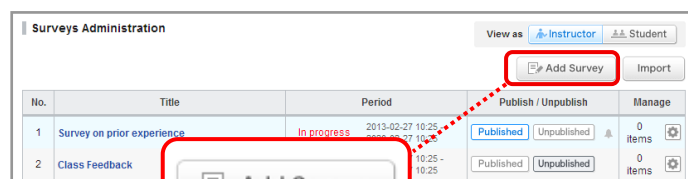
4 Survey (4-1 Add a survey)

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" in p.9.)
5. In Portfolio field, select Add if submission should be added in student's portfolio.
6. Use the **Preview** button to view the survey as your students will see it.
7. Click **Save** and save the survey in manaba.

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



Surveys Administration page

The screenshot shows the 'Add Survey' form. It has fields for 'Title', 'Start', and 'End'. Below these is a 'Questions' section with a rich text editor. At the bottom, there is a 'Portfolio' section with radio buttons for 'Add' and 'Do not add'. The 'Add' button is selected. The form also has 'Preview', 'Save', and 'Cancel' buttons at the bottom.

Add Survey page

4 Survey (4-2 Publish / Edit a survey)

Publish a survey

In order to publish a survey you add, click **Published** 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".

Instructor **Student** Instructor screen (Surveys Administration page)


Surveys Administration					
		View as Instructor Student			
		Add Survey Import			
No.	Title	Period	Publish / Unpublish		Manage
1	Survey on prior experience	In progress 2013-02-27 10:25 - 2020-02-27 10:25	Published	Unpublished	0 items
2	Class Feedback	- 2013-02-27 10:25 - 2020-02-27 10:25	Published	Unpublished	0 items

Instructor **Student** Student screen (Surveys)

Surveys			
		View as Instructor Student	
Title	Status	Start	End
Survey on prior experience	Accepting Not submitted	2013-02-27 10:25	2020-02-27 10:25

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.

In progress	2013-02-27 10:25 - 2020-02-27 10:25	Published	Unpublished	0 items	
In progress	2013-02-27 10:25 - 2020-02-27 10:25	Published	Edit		

Select Edit

Surveys Administration page

Edit Survey

* Query is published. If you save this query, it will be unpublished.

Survey on prior experience

Title: Survey on prior experience

Start: 2013-02-27 10:25:00

End: 2020-02-27 10:25:00

Questions

Formatted Text HTML

This survey is not graded, but if you do not submit it, it will affect your class participation grade.

1. Affiliation (e.g. college, department, program, etc.)

2. Year

1. 1

2. 2


3. 3

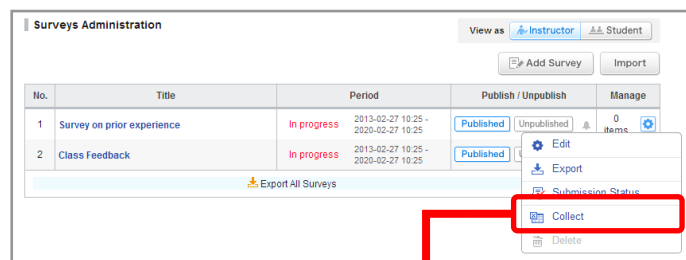
4. 4

Edit Survey page

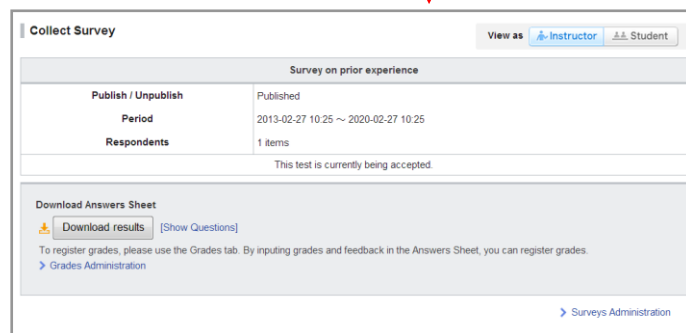
4 Survey (4-3 Collect surveys, Import / Export a survey)

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.




Select **Collect**



Collect Survey page

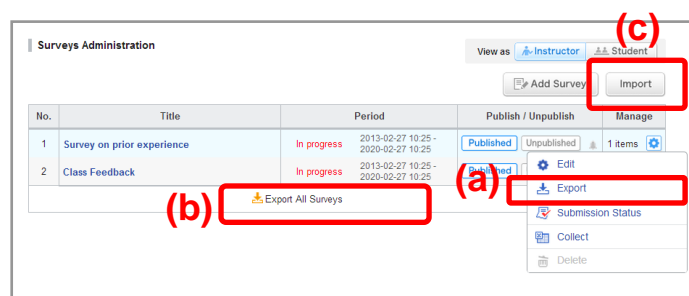
Instructors may export a survey and save it to own computer. The survey will replicate the survey in another course by importing data you have exported.

Export 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.

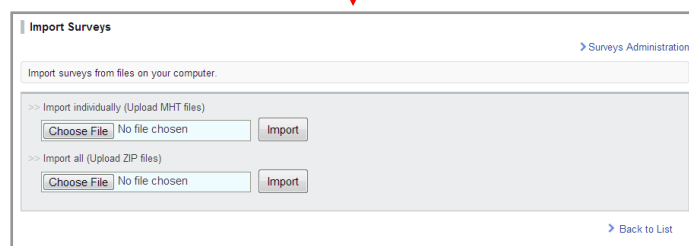


Surveys Administration page

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

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).

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.



Students may use their smartphone or tablet computer to submit their assignment for browser-based submission.

3. Enter the title of the assignment.
4. Enter a start date and end date for the assignment (optional). Click **OK**.

! Students cannot submit their response to the assignment after the end date.

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

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

Accessible to all course members.

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

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

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

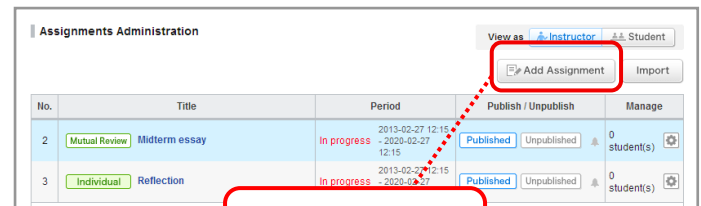
Accessible only to the student and the instructors. (Individual)

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

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

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.



Assignments Administration page

Add Assignment

Select type of assignment.

- ◆ **File-based submission**
Students upload a file and submit it.
- ◆ **Browser-based submission**
Students answer questions directly online and submit them.

Cancel

Select assignment format

Add Assignment (File-based submission)

Title:

Start:

End:

☒ Do not allow assignments to be submitted after end time.
☐ Allow assignments to be submitted after end time. Extra time allowed:

* Assignments submitted after the deadline will be indicated in manaba and in evaluation Excel sheets.

Settings

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

Allowing resubmission

☒ Do not allow resubmission
☐ Allow resubmission until the End date.
☐ Allow resubmission at anytime during submission period.

Description

Files

File name:
 Select file:

* After selecting a file, click "Add."
 * The file size limit is 10 MB for each individual file.
 * Before uploading, use antivirus software to make sure your files are clean.

Preview Save Cancel

Add Assignment page

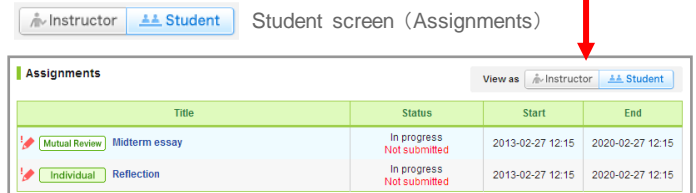
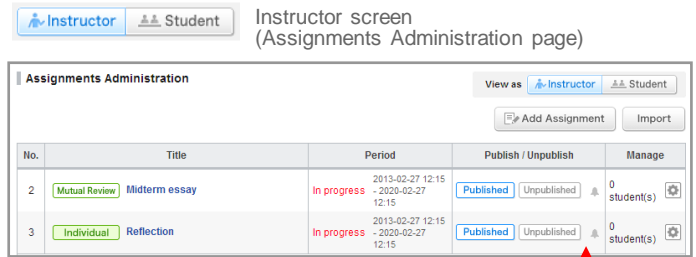
Publish an assignment

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

Published


- 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".

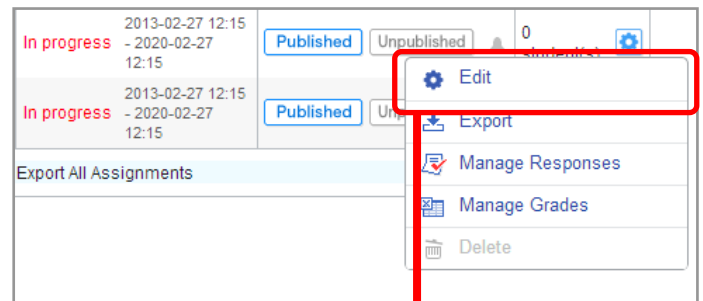


Edit an assignment

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.



Select Edit

Edit Assignment (File-based) page

Edit Assignment (File-based submission) 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 **Manage Responses**.
2. On Submission Status page, you may view the student's response by clicking on the name of the student.



If a submitted response is a .docx file, you may view the response on the web by clicking **Preview** without downloading it on your computer.

➤ Re-submission of an assignment

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

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

- If a student uploads an assignment but fails to click the **Submit** button, the instructor can finalize the submission on the student's behalf.
- You can upload the files on behalf of individual students for the File-based submission assignments. And you can delete only the files the instructor uploaded on behalf of the student.
- You can do these two actions on the individual student's Assignment Room page after clicking the student's name on Submission Status page.

❗ For the Browser-based submission assignment, you can't enter the answer on behalf of the students.

Select Manage Responses

Assignments Administration page

Name	Grade	Submitted on	Grader	Graded on	Feedback
Christina Jones	-	Not submitted	-	-	-
Max Li	-	Not submitted	-	-	-
Andy Kennan	-	Not submitted	-	-	-
Carlos Macedo	-	2013-03-02 04:48:13	-	-	0
Adelina Rossi	-	2013-03-02 04:47:31	-	-	0
Alex Williams	-	Not submitted	-	-	-


Click student's name

Submission Status page

The response student has submitted

Assignments details

B: Download all responses submitted

1. Click  on Assignments Administration page and click **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 **Manage Responses** 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 your comments to the student's response (optional).
5. Use **Guidance Note** as a memo that is only visible to you; students will not be able to view your memos.
6. Click **Update** once you fill out the necessary fields.

Submission Status: Reflection
 Period: 2013-02-27 12:15:00 ~ 2020-02-27 12:15:00 In progress Respondents: 4 Items Grade: Published
 Accessible to course instructors and the student who submitted the assignment. Only the instructors and the student can post comments.

Name	Grade	Submitted on	Grader	Graded on	Feedback
Christina Jones	90points	2013-03-02 07:28:27	David Loster	2013-03-02 07:46:06	0
Max Li	-	Not submitted	-	-	-
Andy Kennan	-	2013-03-02 05:42:17	-	-	0
Carlos Macedo	-	2013-03-02 07:28:49	-	-	0
Adelina Rossi	-	Not submitted	-	-	-
Alex Williams	-	2013-03-02 07:35:54	-	-	0

[Assignments Administration](#)

Click student's name

Submission Status page

Description
 This is a brief response paper to check your understanding of the first two lectures. Take a few moments to review the lecture notes and reading materials for the first two lectures, and summarize them and your opinion in a page (12pt, Times New Roman, single-spaced).
 This response paper counts towards 5% of your grade for this class.
 Period 2013-02-27 12:15:00 ~ 2020-02-27 12:15:00 In progress

Assignment Submitted by Alex Williams (Submitted 2013-03-02 07:35:56)
 Although the constructivism theory is very compelling, it still has some parts that are unconvincing to me and I would like to consider them more deeply.
 For instance, if each of us has his own perspective on reality that is solely influenced by previous experiences, our mental structures and beliefs, then how can individuals in a society communicate with each other and understand each other's subjective realities?
 This is an issue that constructivism leaves open to discussion for me.

Alex Williams's Grade
 Click "Register" after entering the grade information.

Publishable to Student

Status **Published**

Score

Feedback

Private Note

Guidance Note


Update

[Discard Submitted Assignment](#)

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 the grade in the column titled # Grade and enter your feedback in the column titled # Comment.
4. Upload the Excel file with grades and complete registration of grades.

Assignment Grade Registration

Test	
Status	Published
Period	
Respondents	1 items
Grades	Unpublished (0 items)

This assignment is currently accepting answers.

1 Download Assignment Evaluation Sheet

[Download](#) ☐ include just uploaded (but not submitted) files

[Download with submissions](#) ☐ include just uploaded (but not submitted) files

2 Upload grade data

Upload and register grades.

[Choose File](#) No file chosen [Upload](#)

3 Download registered grades to confirm

[Download](#)

* The grades are currently unpublished. You can publish them from the Grades tab.
[Grade Administration](#)

[Assignments Administration](#)

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 **Published** of the assignment you would like to publish.

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

Grades

Grades Administration

View as Instructor Student

Add Grades

This list shows existing assignments. You can view grades entered through the grade registration pages of tests, assignments and projects.

#	Title	Administered on	Publish / Unpublish	Published on	Manage
1	Weekly Quiz 3: Instructional Design	2013-02-27 11:10 - 2013-02-28 11:10		Not specified	0 items
2	Weekly Quiz 2: Instructional Design	2013-02-27 10:25 - 2020-02-27 10:25		2020-02-27	0 items
5	Weekly Quiz 1: Instructional Design	2013-02-27 16:30 - 2013-03-28 16:50	Published Unpublished	2013-03-02	6 items
6	Reflection	2013-02-27 12:15 - 2020-02-27 12:15	Published Unpublished	2013-03-02	1 items

Export All Grades


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.

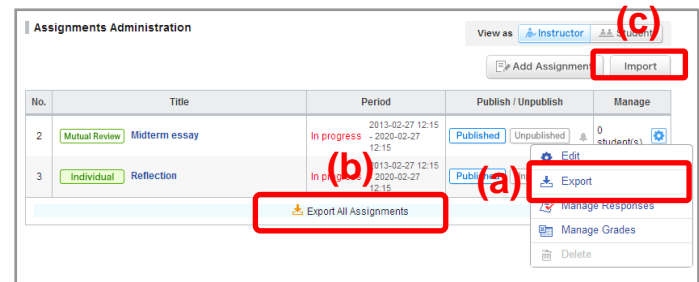
Export assignments

➤ 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.

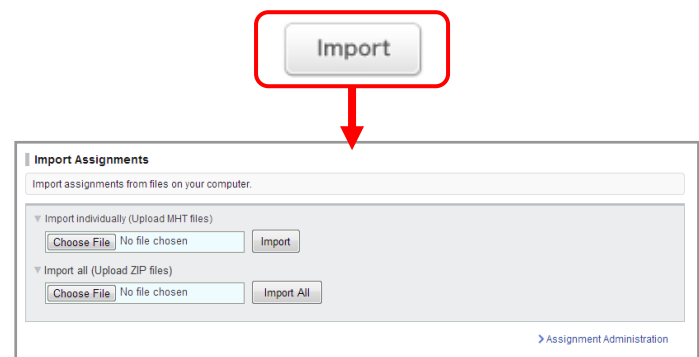


Assignments Administration page

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

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 p.14 to register test grades.
 - * Please refer to p.23 to register assignment grades.
2. Click **Grades** tab in the course menu and open Grades Administration page. All grades registered from Tests Administration page and Assignments Administration page are automatically listed in the Grades area.

Register other grades

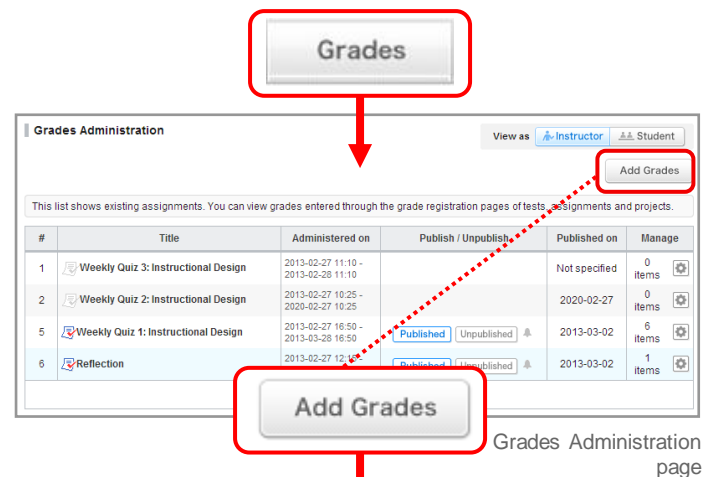
1. Click **Add Grades** from Grades Administration page.
 2. Enter the title of the grade.
 3. Enter the start date and end date of the test / assignment (optional).
 4. Download Grade Registration Sheet.
 5. Enter points your feedback in Grade Registration Sheet
 - * Steps to fill out the sheet are explained inside Grade Registration Sheet.
 6. Click **Upload** and upload Grade Registration Sheet you have filled out. Grades will not be saved without entering points in # Grade.
- ! Saving the grades does not make it available to your students. You must now publish the grades to let your students know about them.
6. Once grade registration is completed, **Download registered grades to confirm** section will appear. Click **Download** and check the grade data you uploaded.

Publish grades to students

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

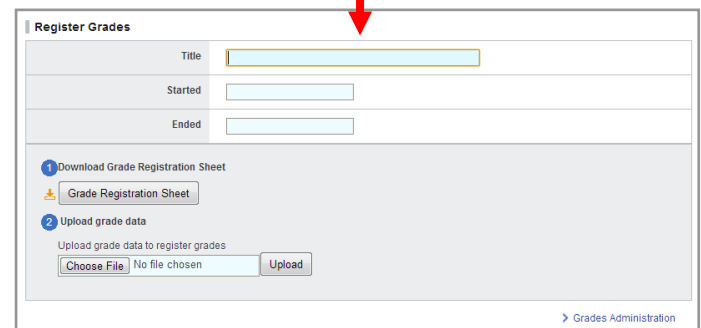
- Should you wish to send a reminder message, click **Publish and send reminder**.
- Use **Student** button to view the list of grades which are published to students.

! Check uploaded grade data thoroughly before you publish grades.



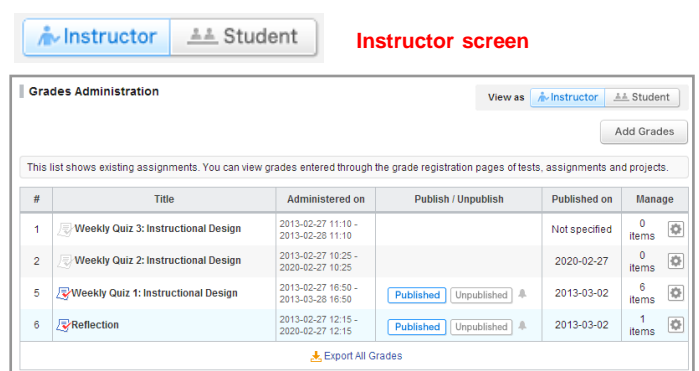
The screenshot shows the 'Grades Administration' page. At the top, there is a 'Grades' tab highlighted with a red box. Below it, there is an 'Add Grades' button also highlighted with a red box. The main area contains a table of existing assignments with columns: #, Title, Administered on, Publish / Unpublish, Published on, and Manage. The table lists four items: Weekly Quiz 3, Weekly Quiz 2, Weekly Quiz 1, and Reflection. The 'Reflection' item is highlighted with a red box, and its 'Published' status is also highlighted with a red box. A red arrow points from the 'Grades' tab to the 'Add Grades' button, and another red arrow points from the 'Add Grades' button to the 'Register Grades' page below.

Grades Administration page



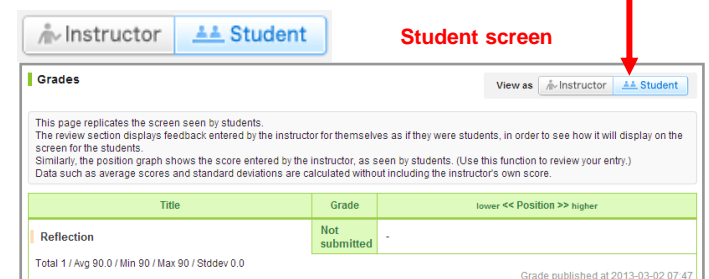
The screenshot shows the 'Register Grades' page. It has a form with fields for Title, Started, and Ended. Below the form, there are two sections: '1 Download Grade Registration Sheet' with a 'Grade Registration Sheet' button, and '2 Upload grade data' with an 'Upload' button. A red arrow points from the 'Add Grades' button in the previous page to the 'Register Grades' page.

Register Grades page



The screenshot shows the 'Instructor screen' of the 'Grades Administration' page. At the top, there are 'Instructor' and 'Student' tabs, with 'Instructor' selected. The page content is identical to the 'Grades Administration' page shown earlier, including the table of assignments and the 'Add Grades' button. A red arrow points from the 'Student' tab to the 'Student screen' below.

Instructor screen




The screenshot shows the 'Student screen' of the 'Grades' page. At the top, there are 'Instructor' and 'Student' tabs, with 'Student' selected. The page content shows a table with columns: Title, Grade, and a position indicator. The table lists 'Reflection' with a grade of 'Not submitted'. Below the table, there is a summary line: 'Total 1 / Avg 90.0 / Min 90 / Max 90 / Stdev 0.0'. A red arrow points from the 'Student' tab to the 'Student screen'.


Student screen

Overwrite grades / Download grades

Overwrite grades

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

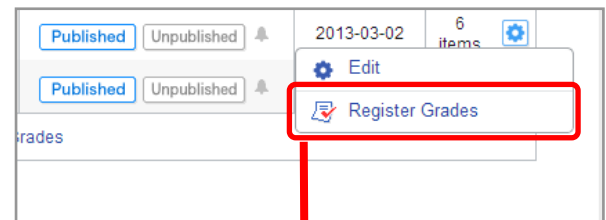
1. Click  on Grades Administration page and select **Register Grades**.
2. Upload Grade Registration sheet again from **Upload** and the grade data will be updated with new data.
3. Once update is completed, click **Download** and check grade data you uploaded.

 If you update grades, grades will automatically be unpublished. Once you finish updating, please publish them again.

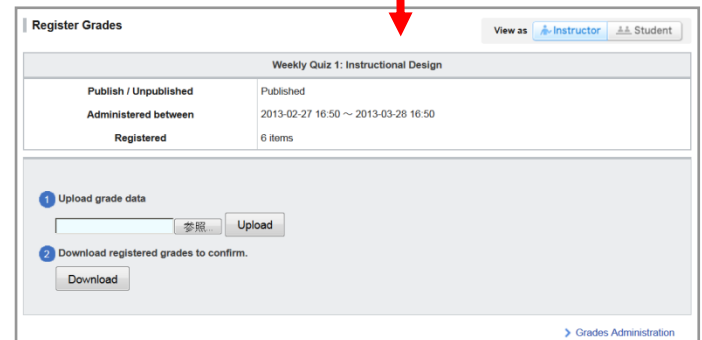
- Only data entered in Grade Registration Sheet will be registered. Student's grade data that are already registered will not be deleted. Only additional information will be overwritten.



We encourage you to download Grade Registration Sheet from **Download registered grades to confirm** section so that you may instantly view whose grades need to be added.



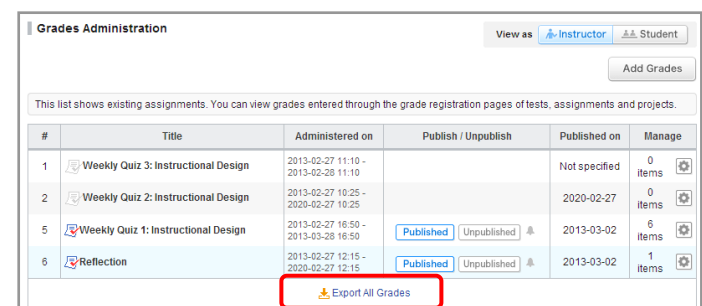
Select Register Grades



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.



Grades Administration page

 **Export All Grades**

7 Forum (7-1 Add a thread / Add a comment)

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" on p.10.)

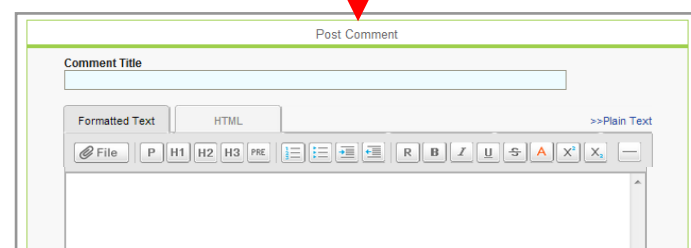
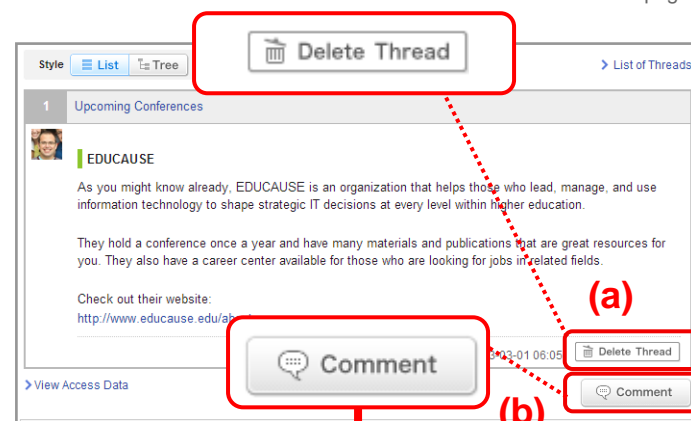
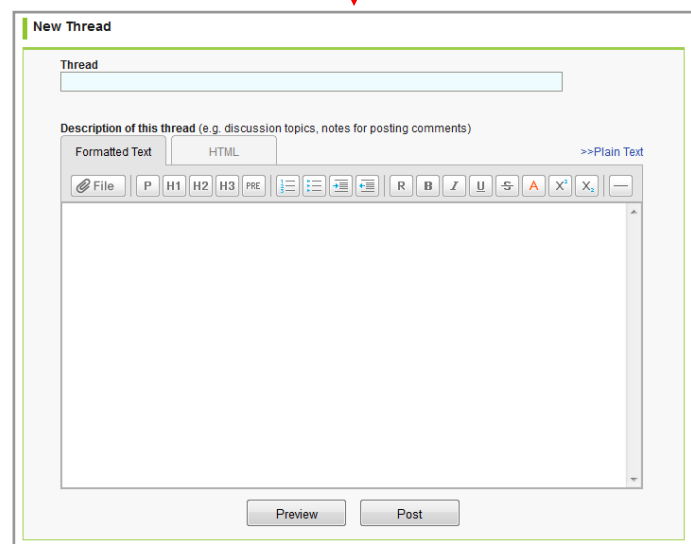
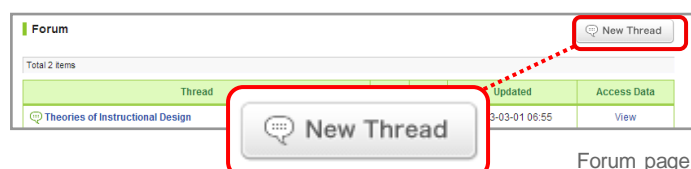
4. Click **Post** and create a new thread.

! Students cannot add a new thread.

➤ 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.



Add a comment

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

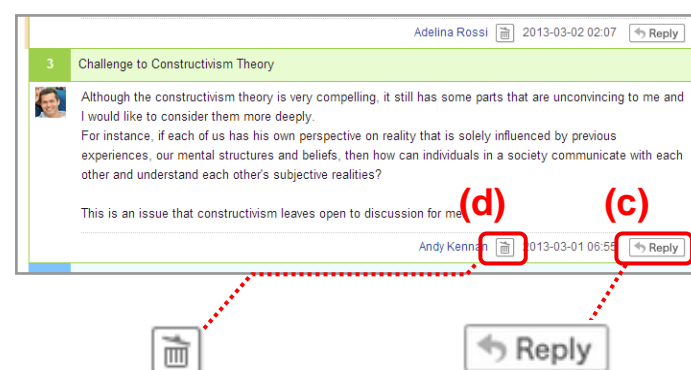
- You can add a response to a particular comment on a thread by clicking **Reply (c)**.

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

➤ Delete a comment

Each comment can be deleted by the person who posted it as well as instructors by clicking **(d)** on the comment.

! Comments cannot be changed.



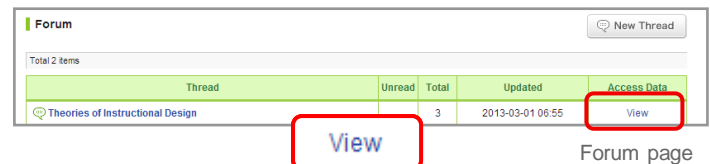
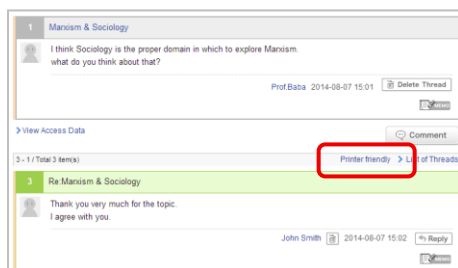
View access data of a thread

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" on p.26.)



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



Forum page

Access Data for 'Theories of Instructional Design'

Download Access Data

The last access data is not updated after all the comments have been viewed.

Course Student

Name	ID Code	Forum Comments	Last Comment	Last Access
Christina Jones		1	2013-03-01 06:54:34	2013-03-02 02:24:40
Max Li	35674523	0	-	-
Andy Kennan	35693010	1	2013-03-01 06:55:40	2013-03-02 02:25:08
Carlos Macedo	35693055	0	-	-

Access Data page

Select display of comments

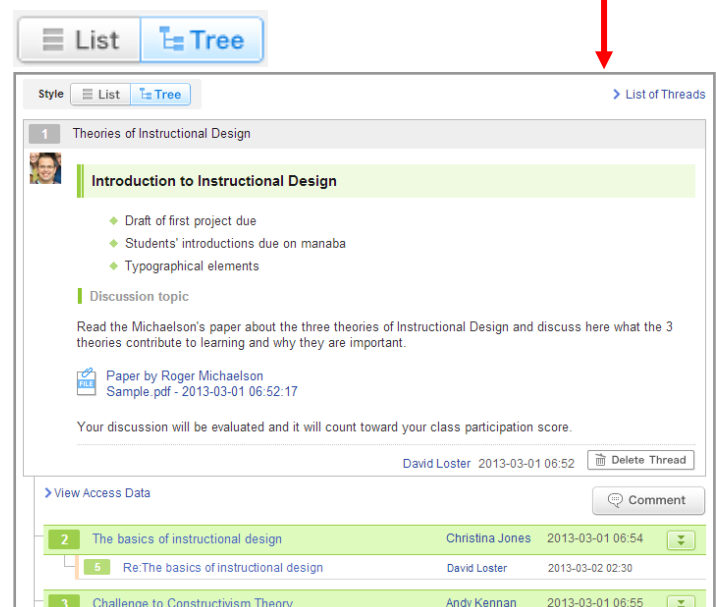
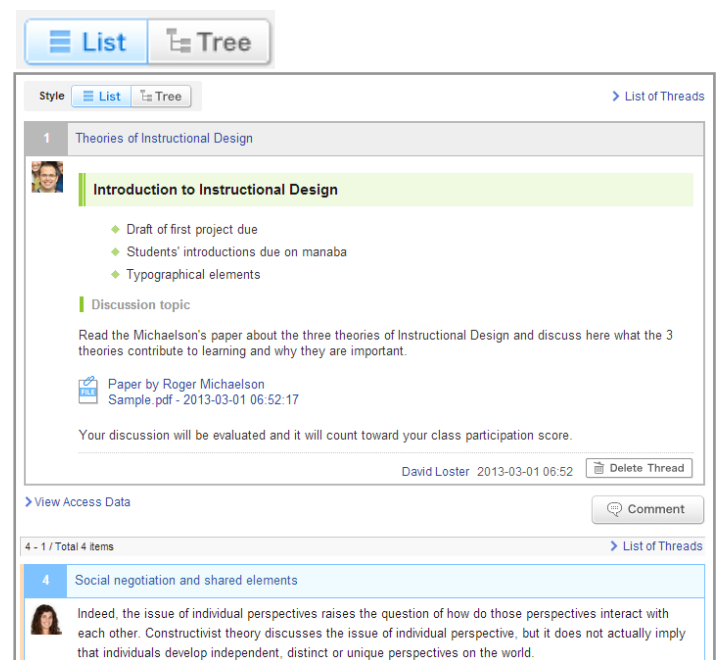
There are two ways to display comments. Go the Style button to switch the setting.

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.



8 Resources (8-1 Add resource)

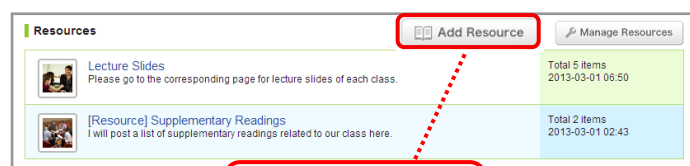
Resources is a space where instructors can easily post resources, including teaching materials. Resources added are published only to the course members.

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" on p.10.)

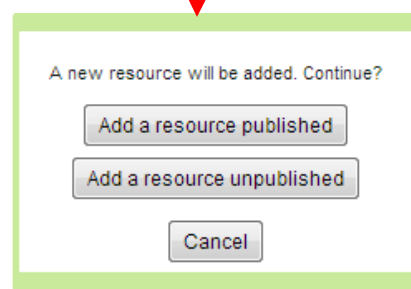
7. A panel will appear after you click on **Save**.
8. Click on **Add a resource published** if you want to make the page available to the students immediately. Or choose **Add a resource unpublished** if you want to keep the page unavailable to students for the time being.



Resources page


The screenshot shows the 'Add Resource' form. The 'File' icon in the toolbar is highlighted with a red box. A red arrow points from this icon to the 'Save' button at the bottom of the form, which is also highlighted with a red box. A red arrow points from the 'Save' button to the confirmation dialog below.

Add Resource page




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. (optional)
5. Check details of the page and click **Add** to add the page if no revision is needed.


➤ Edit each page


1. Click a page title **(d)** and open edit screen of the page.
2. Click **Update** after editing the page.


Pages	Updated	Order	Manage
5	2014-02-19 15:39		

(a)  Edit Title and Description

(b)  Edit Pages

 Open Top Page

 Export

 Delete

Select Edit Pages

Manage Resources: Lecture Slides

(c)  Add Page

Lecture Slides [Preview]
Please go to the corresponding page for lecture slides of each class. Updated: 2013-03-02 02:54 Views: 99

	Page Title	Views	Publish / Unpublish	Viewable	Order	Manage
	Week 1	51	 		 	
	Week 2	17	 		 	
	Week 3	11	 		 	
	Week 4	8	 		 	
	Week 5	12	 		 	

> Manage Resources

Edit 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.

 You cannot publish any pages while entire resource is unpublished.

Manage Resources

> Resources

 Add Resource  Import


Title	Views	Publish / Unpublish	Pages	Updated	Order	Manage
 Lecture Slides	37	 	5	2013-03-01 06:50	 	
 [Resource] Supplementary ...	3	 	2	2013-03-01 02:43	 	

> Export All Resources































Manage Resources page

Setting for publishing entire resource

Manage Resources: Lecture Slides

+  Add a page

Lecture Slides [Preview]
Please go to the corresponding page for lecture slides of each class. Updated: 2013-03-02 02:54 Views: 41

	Page Title	Views	Publish / Unpublish	Viewable	Order	Manage
	1 Week 1	23	 		 	
	2 Week 2	5	 		 	
	3 Week 3	4	 		 	
	4 Week 4	3	 		 	
	5 Week 5	6	 		 	

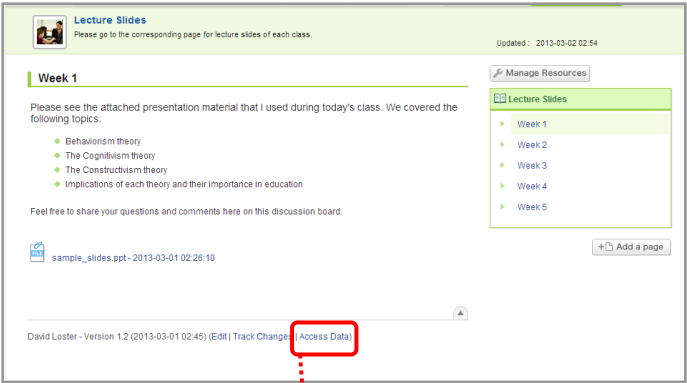
> Manage Resources

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.



Resource page



Access Data

Resource 'Lecture Slides' was accessed 118 times.
Page 'Week 1' was accessed 70 times.
Of the 6 course students, 2 have accessed this resource.

Course Students

Name	ID Code	Status	Viewed at
Christina Jones		Read	2013-03-02 02:58
Andy Kennan	35693010	Unread	-
Carlos Macedo	35693055	Read	2013-03-02 02:59
Adelina Rossi	35693523	Unread	-
Alex Williams	35888423	Unread	-

Access Data page

9 Projects (9-1 Add a project (1))

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.

NEW!

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:

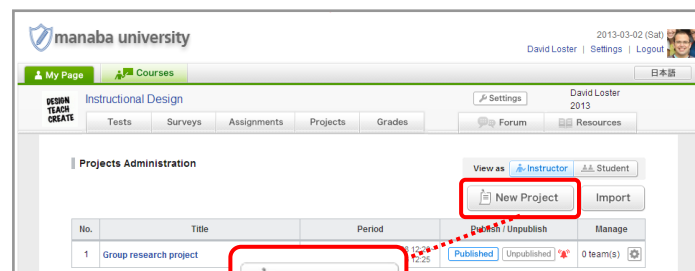
Accessible to all course members in the project.

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

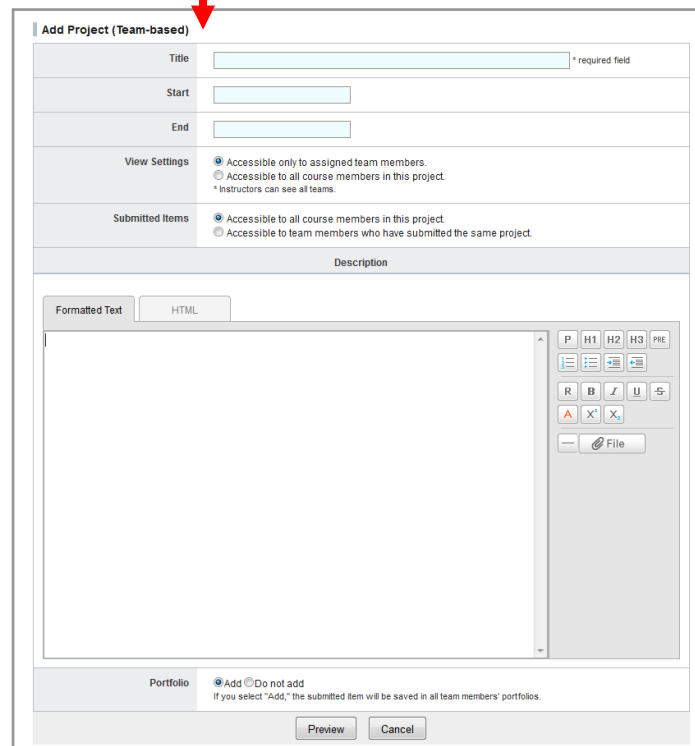
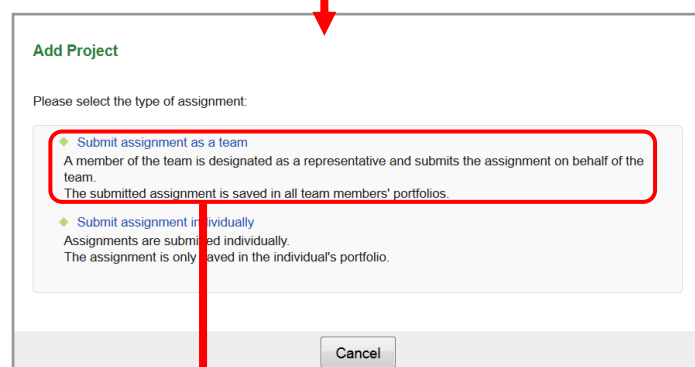
Accessible to team members who have submitted the same project.

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

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



Projects Administration page



Add Project page

Add a project

NEW!

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.

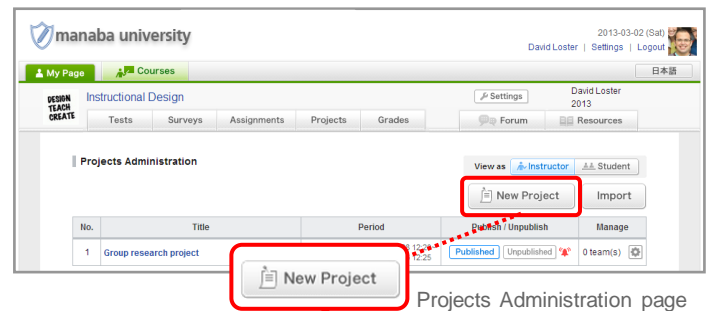
Accessible to course members who have submitted the same project.

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

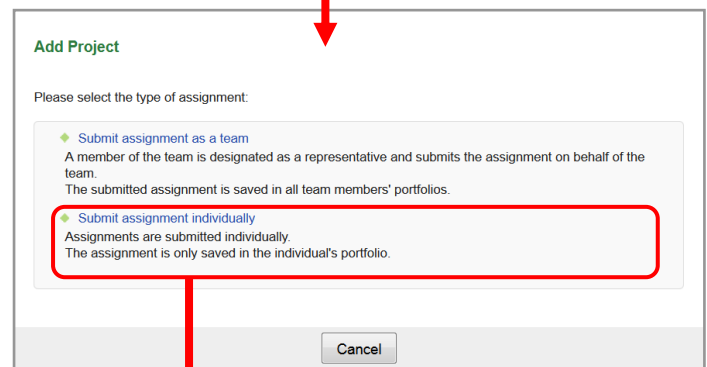
Accessible only to the student and the instructors. (Individual)

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

7. Enter details of the project or questions you would like to ask. (See also "Add a test question" in p.9.)
8. In Portfolio field, select Add if submission should be added in student's portfolio.
9. Use **Preview** to check details of the project.
10. Click **Save** if no revision needs to be made. Then, add a team in the next page.




Projects Administration page

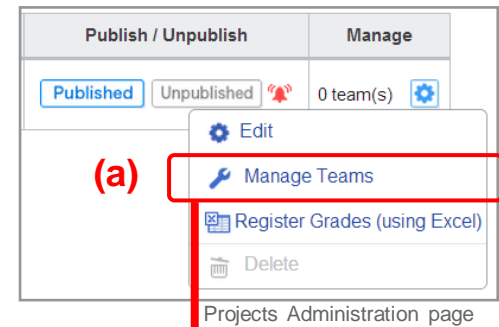


Add Project page

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.

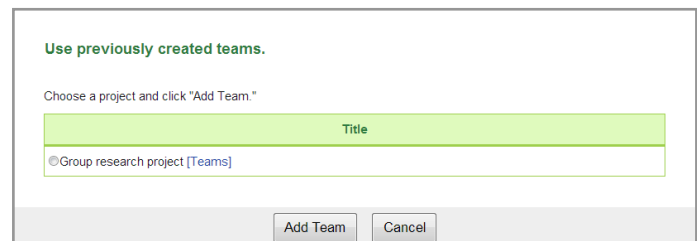
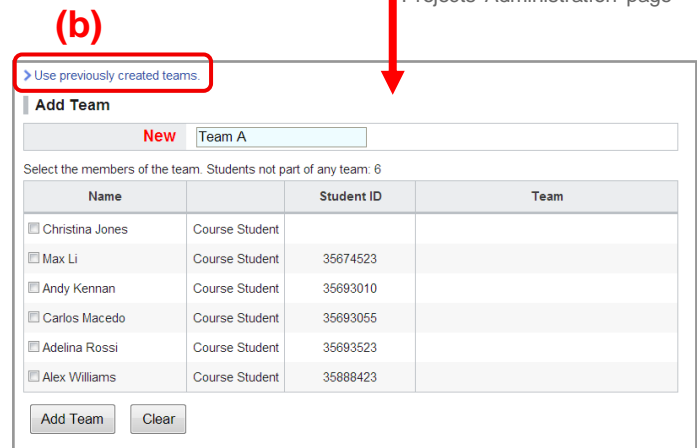


Copy teams from past projects

You may copy teams of past projects.

 All teams belonging to a project will be copied.

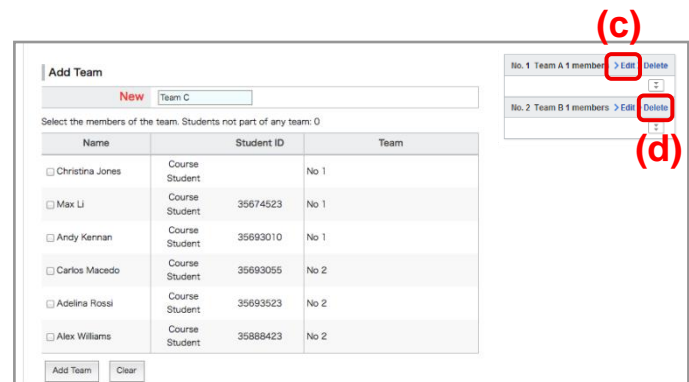
1. Click **Manage Teams** in Projects Administration page.
2. Click **Use previously created teams (b)** in Add Team page.
3. A list of past projects will appear in a pop-up. Confirm team names and members from **Teams**. Select the project which contains teams that you would like to add and click **Add 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 "Add a thread/Add a comment" in p.28.)

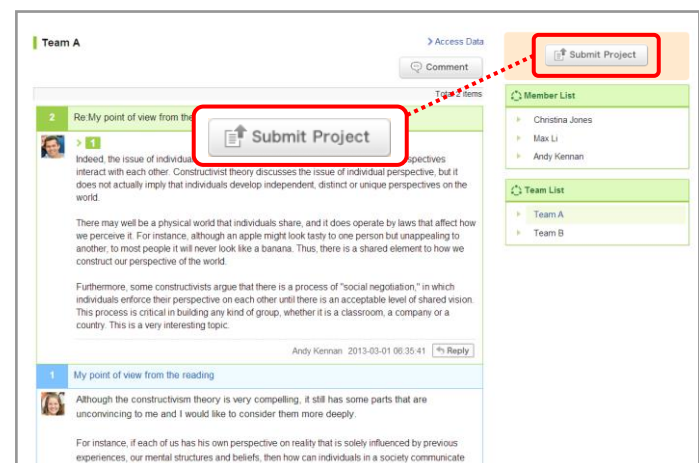
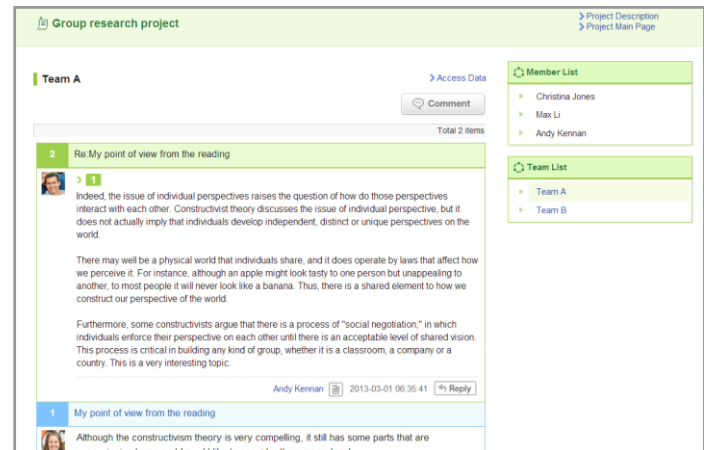
Instructors may make a comment on the forum of any team.

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.)

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 **View submissions**.

You can post comments to their submissions.

Request resubmission


Instructors may ask students to resubmit their projects. Click **Request resubmission (a)** on the response in View submissions page.

❗ 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.

- 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.

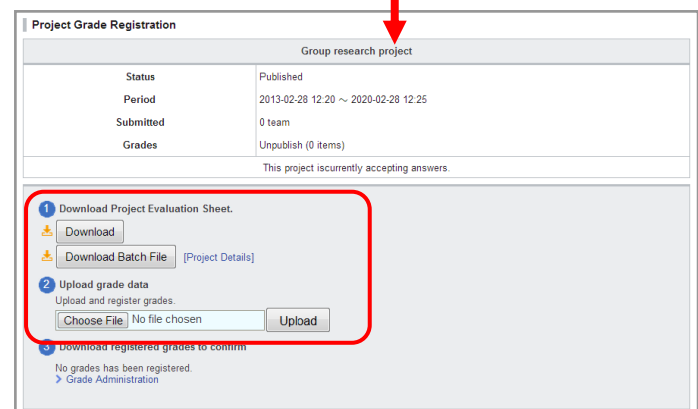
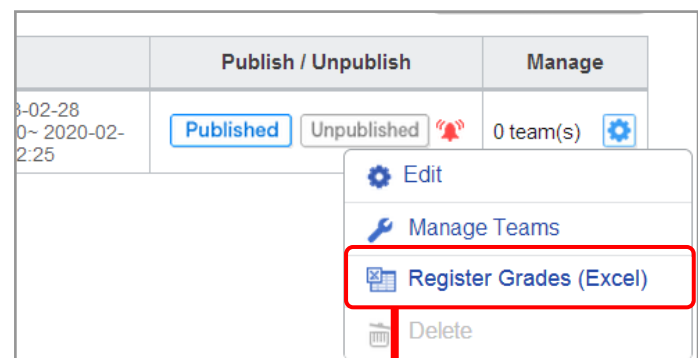
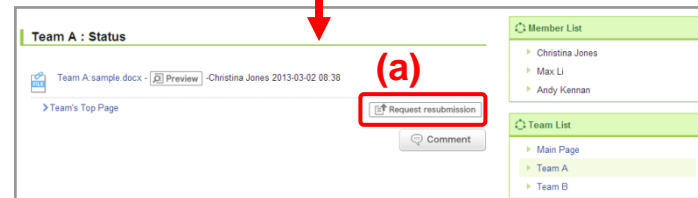
Score project / register grades

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

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



[View submissions](#)



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.

➤ 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)
- Submissions are not added to course members' portfolios when selecting "Only available to collect the submissions and is not added to anyone's portfolio."

➤ Projects

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

➤ Comments

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

Add Test page

Add Assignment page

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.

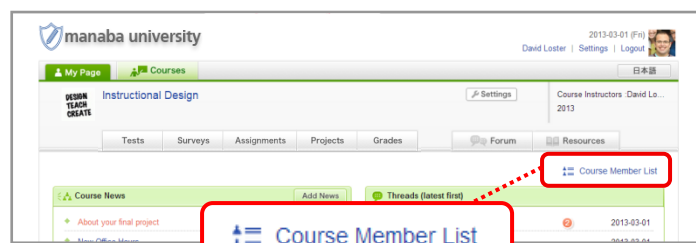
Instructors may not access all students' portfolios. **They can only access their course members' portfolios.**

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.)

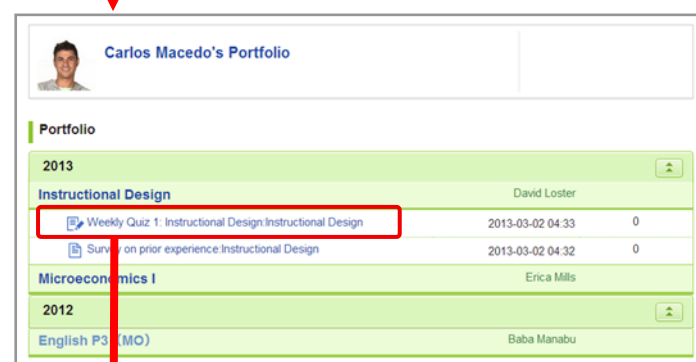
❗ Students cannot access other students' portfolios.



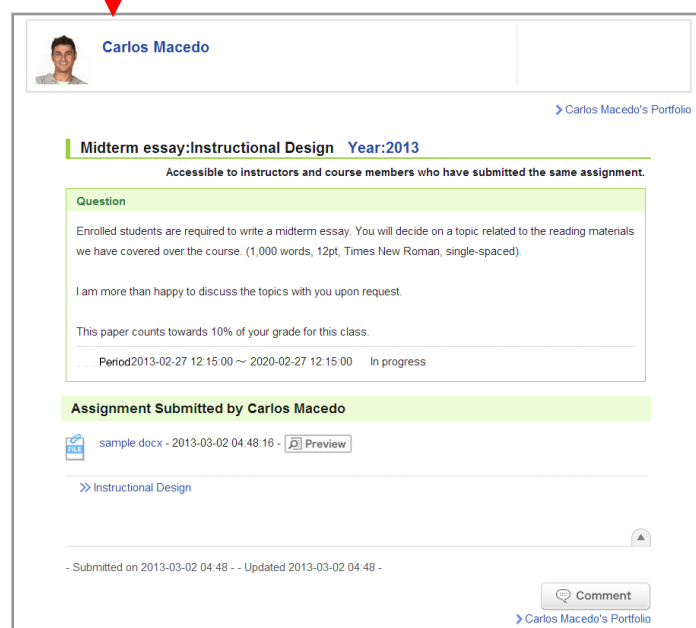
Course main page

Course Members		Reminder Settings			Grades
Name	Student ID	Course News	Assignment Notifications	Forums	Grades
Christina Jones sample@manaba.jp		N	N	N	Grades
Max Li	5674523	Y	Y	N	Grades
Andy Kennan sani1@asahinet.com	5693010	Y	Y	N	Grades
Carlos Macedo sani2@asahinet.com	5693055	Y	Y	N	Grades

Course Member's List page



Portfolio page



Review assignment

11 Smartphones and feature phones

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.

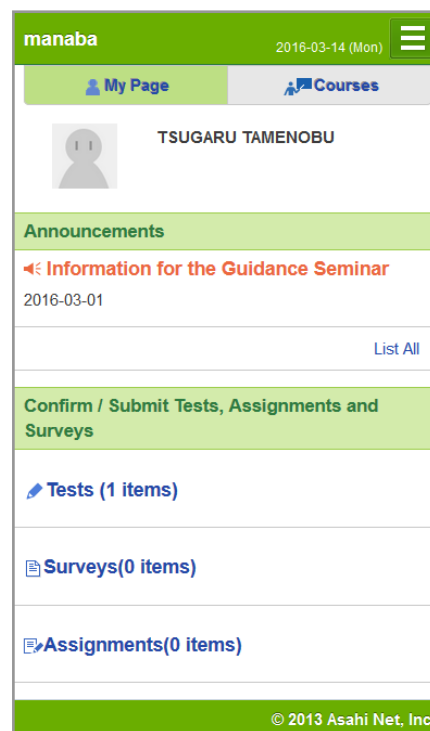
The smartphone-optimized screens mainly can be used on the student's functions.

! 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 the forum, but you cannot compose course news on a feature phone.



My Page for smartphones