

Introduction to manaba

Login

Login with your login ID and a password

Recommended OS / browsers

manaba recommends the following OS / browsers.

Windows

Google Chrome / Mozilla Firefox / Microsoft Edge 79 or later(Except Internet Explorer mode)

Mac

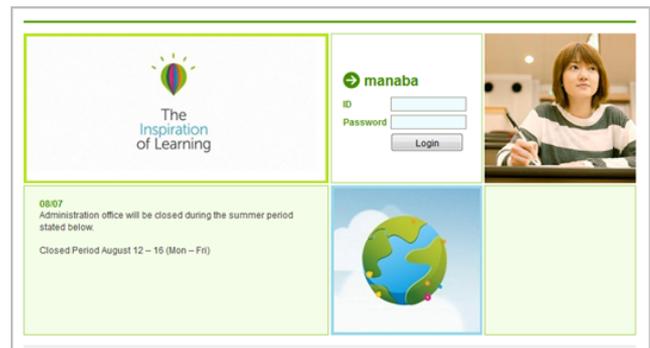
Safari / Mozilla Firefox

iOS

Safari

Android

Google Chrome



Login page

- Recommended OS versions are based on the supports by Google, Apple, and Microsoft.
 - * The new OS version will be added to the recommended OS about two months after it is released.
- Recommended browsers are based on the latest edition of the Recommended OS.
- Please enable Cookies and JavaScript on your browser.

Announcements

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

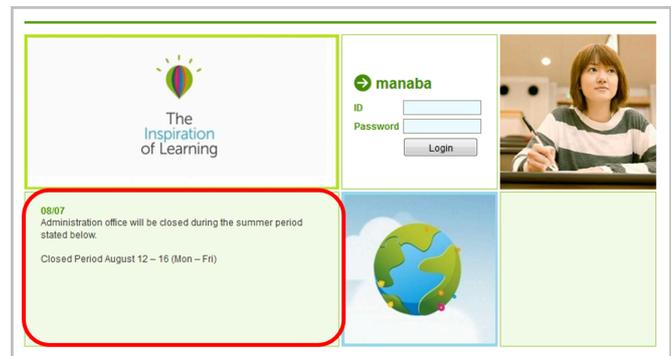
- ! If your university use the unified authentication system, the school's private login page will be displayed.

Announcements from manaba

When there is an announcement (such as when there is a release of an updated version), a panel will be shown on My Page.

- ! The announcement panel will close if you click Close (don't show this again).

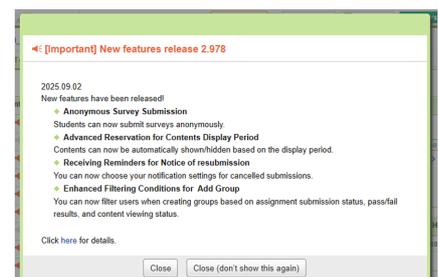
You can check the announcements anytime by clicking the link in the bottom right-hand corner even after closing the popup or if the period to show the popup has been finished.



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.

Step 1: Adding a reminder email address and its verification

Students must complete the verification process to confirm ownership of the new email address.

If the address is not verified, it will not be added to the system, and students will not be able to receive reminders.

1. Click **Settings** in the upper right corner and select Change reminder settings.
2. Click **Change settings**, enter the required information, and click Save.
3. An email containing a six-digit verification code will be sent to the entered address.

! The validity period for the verification code is 24 hours.
* The alert "You need to verify your email address" is shown on My Page until verification is complete.

4. Once you receive the email, return to manaba's settings page, enter the verification code and click Verify. When the message "Setting is complete" is shown, return to Reminder settings and complete your advanced settings.

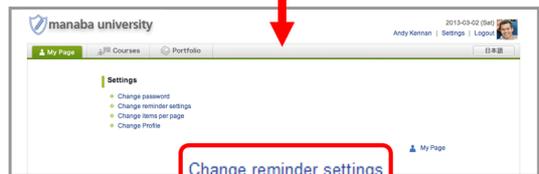
- A completion email will be sent to the added reminder email address once it is verified.
- The verified email address can be used to reset your password if you forget it. * If your university uses the unified authentication system, or if you disabled the * If your university uses the unified authentication system, or if you disabled the password change settings, this does not apply.

Email address added by system administrators

The system administrator may add a reminder email address on your behalf. Please complete the verification process by following the steps written above.



Settings



Change reminder settings

Settings page

Change Reminder Settings page

> Change settings

Step 2: Selecting the content (Course-specific/Type-specific settings)

Once your address is verified, select the types of notifications you wish to receive.

Reminders

Select Receive or Do not receive.

Course-specific settings

You can specify courses which do not receive reminder emails.

1. Click **Change settings**, to open **Courses which do not receive reminder emails** Page.
2. Select or deselect **Courses which do not receive reminder emails**.
3. Click **Save** and complete the process, then return to the 'Change reminder settings' page to confirm that the 'Setting Status' for **Course-specific settings** has been updated.

 You can stop the following reminders for the applicable courses by setting up which courses do not receive reminder emails.

- Course news
- Group news
- Assignments
- Course Forum
- Project forum

[> Change settings](#)

Courses which do not receive reminder emails

The following reminders are not sent in the specified course.

- Course news
- New assignments (excluding notice of resubmission)
- Course Forum
- Project forum

Year: 2023

<input type="checkbox"/>	Sample course A	2023	Term 1 Mon / 1	prof.Baba
<input checked="" type="checkbox"/>	Sample course B	2023	Yearly Fri / 2	prof.Baba

Save **Cancel**

Course-specific settings

Setting status: **Do not receive for the following courses** [Change settings](#)

2023 Sample courseB

You can specify courses which do not receive reminder emails. This is valid only when "Receive" is enabled in your Reminders.

Settings for each reminder type

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.
Also, for Notice of resubmission, select **Receive** or **Do not receive** reminders whenever the instructor asks for resubmission or whenever the student withdraws the assignment.

 Announce Reminders for publishing project assignment will only be sent to team members.

3. You may choose from one of three options when a new comment is posted on a thread:
 - Receive a message when a comment is made.
 - Receive all new comments at certain time of a day. (→ Select a preferred time from the dropdown menu.)
 - Do not receive a message.

 Your own comments will not be sent as reminders.

4. Select **Receive** or **Do not receive** a message when a new comment is made in a thread of your project.
Select **Receive** or **Do not receive** a message when a new comment is made on your submissions within your portfolio, or when a tutoring collection is added/edited.
5. Select **Receive** or **Do not receive** a message when a new comment is made on your students' assignments.
6. Select **Receive** or **Do not receive** to manage reminders for new submissions and resubmissions.

 ◦ By selecting **Receive**, you will receive reminders regardless of course-specific settings.

◦ You will also receive reminders when the team makes a project assignment submission and your instructor makes a proxy submission.

7. 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.

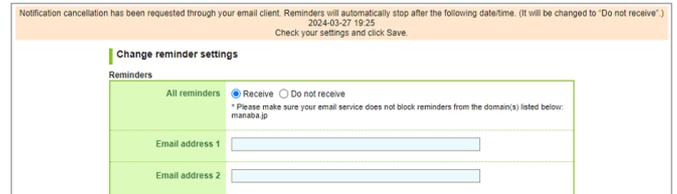
! Even if you set a specific course not to receive reminders, the reminders for comments on that course's collections will not be stopped.

Notification Cancellation through Email Client

Depending on the email client you use, you may be able to send a request to stop receiving reminder emails without logging into manaba.

Once you send a request, the setting will be change to "Do not receive" after 48 hours or later.

The status and results of your request will be shown on your My Page and the Reminder Settings page for 31 days from making a request.

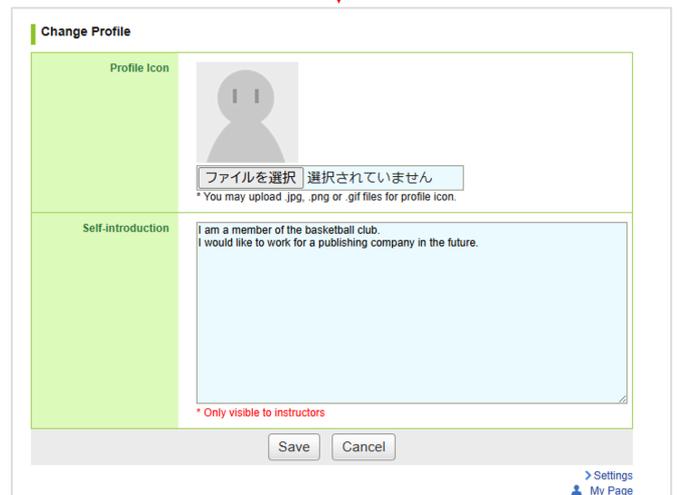


Profile settings

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

- The image you upload will be displayed beside your comments in a thread so that the course members will know whose comment it is.
- Once the image is changed, it cannot be restored to the default image.
- Only instructors granted permission by the administrator can see the self-introduction.

Change Profile



Change Profile

Memos

In forums, collections and other parts of manaba, the [Memo] button will appear. By clicking the button, you can write a memo.

A memo is only visible to you; other users will not be able to view your memos.

Add Memos

1. After clicking the Memo button, a new window will open.
2. Write the memo, and then click the Update button.

You can also display the written memo list by clicking [Memo] button at the top right of My Page. In the list, there is link to the location of the memo.

The screenshot shows a user profile for T.Asahina on 2022-02-21 (Mon). The 'Memos' button is highlighted with a red box. A red arrow points from this button to a screenshot of the 'Memos' list page. The list page shows a table with columns for 'Updated Location (click to display)' and 'Memo (click to edit/delete)'. The first row shows a memo titled 'Sample courseA' with a link to 'Contents' and a timestamp of 2022-02-21 19:02. The second row shows a memo titled '次回の授業の資料' with a link to 'Portfolio' and a timestamp of 2022-02-21 16:36.

The sequence of screenshots illustrates the memo creation process. The first screenshot shows the 'MEMO' button highlighted with a red box. A red arrow points from this button to the second screenshot, which shows the memo editor. The editor contains the text 'Memos are only visible to you. No other user can see your memo.' and 'When you paste the memo, it will be displayed like this.' The 'Update' button is highlighted with a red box. A blue arrow points from the 'Update' button to the third screenshot, which shows the memo successfully posted in a forum thread. The thread title is 'Prof. Baba(ProfBaba) - Version 1.8 (2017-10-12 15:30)' and the memo content is 'When you paste the memo, it will be displayed like this.' with a checkmark icon.

What is a course?

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.

Some assignments can be submitted within the application period and for new submissions.

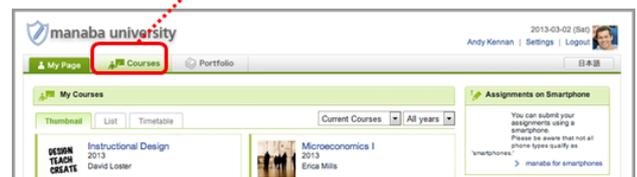
Grades have been distributed.

There are unread comments on the Forum.

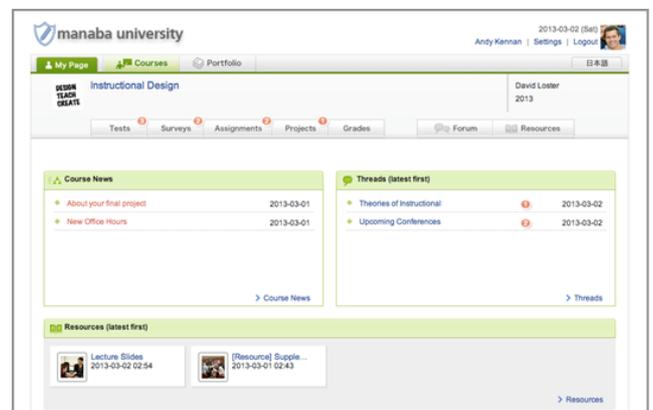
Number of unsubmitted tests or assignments will be displayed.



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



Select a course



Course page

Change course display format

Display can be changed according to course status, course year and format.

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

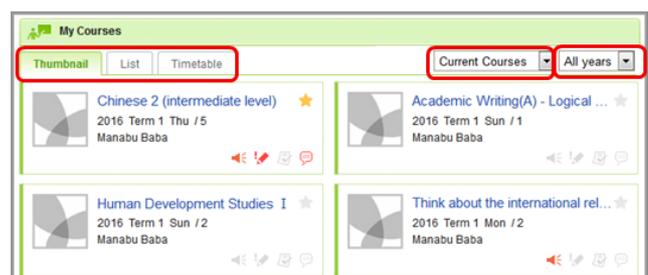
[Past Courses] . . . Courses used in the past. You can only view the forum and submitted assignments.

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

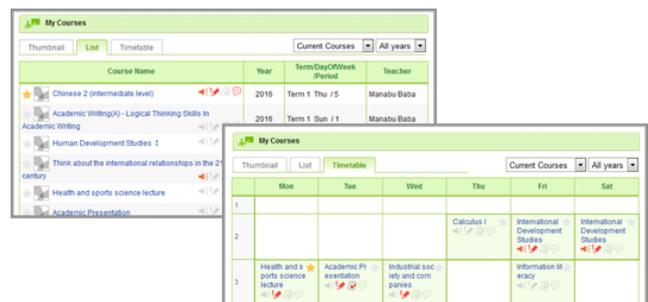
[All Courses] . . . All courses above are displayed.

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.



My Page Screen



View news

News from instructors can be checked on the Home of Courses.

Types of news

- News for you (group news)
News for certain members (including you)
- Course news
News for the whole course

Check the details by clicking the respective list (a) (b).

Unread news title will be in orange text, and already-read news title will be in blue text.

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

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



The screenshot shows two sections of news. The top section is titled "News sent to you (group news)" and contains three items: "Aチームへのお知らせ", "追試を行います", and "前回欠席者への連絡事項". The third item is marked with a red "(a)" and a red box around the "Group News" link below it. The bottom section is titled "Course News" and contains two items: "休講のお知らせ" (dated 2024-12-16) and "TOEICテスト回体申し込み受付中" (dated 2024-10-01). The second item is marked with a red "(b)" and a red box around the "Course News" link below it.



The screenshot shows a table with the following data:

Title	Posted by	Published
休講のお知らせ	scTeacher1	2024-12-16 11:00
TOEICテスト回体申し込み受付中	scTeacher1	2024-10-01 12:00

Course News page



The screenshot shows the details of the "TOEICテスト回体申し込み受付中" news item. The title is "TOEICテスト回体申し込み受付中" and the date is "2024-10-01 12:00". The author is "scTeacher1". The content includes a notice about TOEIC and a list of details: "試験日:2025年9月23(日)", "申し込み締め切り:2025年8月13日(月)", and "申し込み窓口:大学生協". The last updated date is "2025-02-05 19:17". A red arrow points from the "Course News" link in the previous screenshot to this page.

Course News

Manage unsubmitted assignments

Check the Unsubmitted assignments page

You can find details by clicking Assignments (a) on My Page.

Filter results

You can filter your assignments by using the pull-down menu (b) (c). If there is no result, a message "There is no applicable assignment" will be shown.

Filterable conditions

- Type of assignment
Tests (including exercises), Surveys, Assignments, projects
- Time period until the close date
Up to tomorrow, Within 1 week, Within 1 month

 Details of filtering conditions for the time period until the close date are as follows.
Up to tomorrow: Assignments due by 23:59:59 (11:59:59 p.m.) of the current day and the next day
Within 1 week: Assignments due by 23:59:59 (11:59:59 p.m.) of 7 days after the current day
Within 1 month: Assignments due by 23:59:59 (11:59:59 p.m.) of 31 days after the current day
If the due date is the last day of the month, this applies to assignments due by 23:59:59 (11:59:59 p.m.) of the last day of the following month.

 For assignments that allow submissions after the deadline, there is a separate submission period after the assignment deadline.
That Assignment will continue to appear in the "Unsubmitted Assignments" list until that date. And will also appear in all filtering results when filtered by the Time period until the close date.



Type	Title	Course	Start	End
Test	当日23時59分まで	MSDテスト	2023-08-15 11:3	2023-08-15 23:59
Test	翌日0時まで	MSDテスト	2023-08-15 11:3	2023-08-16 00:00

Unsubmitted assignments



Type	Title	Course	Start	End	Hide
アンケート	「アクティブラーニング」に関するアン...	応用無機化学	2023-07-17 20:30	2023-07-22 20:00	<input type="checkbox"/>
ドリル	7月第一回ドリル	応用無機化学	2023-09-03 20:22	2023-09-22 21:00	<input checked="" type="checkbox"/>
ドリル	6月第一回確認ドリル	数学基礎	2023-09-03 20:22	2023-09-22 20:00	<input type="checkbox"/>

Unsubmitted assignments
- Choose assignments to hide

Unsubmitted assignments

* Hidden: 14 item(s)

Type	Title
------	-------

Choose assignments to hide

1. Click Specify assignments to hide (d).
2. Place a check mark next to the assignment which you want to hide and save.
3. The assignment(s) you chose will be hidden in the Unsubmitted assignments page.

If you want to show again the hidden assignment(s), go again to the page via Choose assignments to hide, remove the check mark and save.

- In the Unsubmitted assignments page, the number of assignments which you chose to hide will be shown. You can always choose to show again while acceptance is open.
- Assignments which are hidden will be shown in the list of assignments of each course (unsubmitted assignments are also counted)

! This check mark will not be reset (removed) even when the instructor changes the publishing status or Acceptance period of assignments.

Register the Close Date of assignment to Google Calendar

You can register the Close Date of your tests, surveys, assignments and projects to Google Calendar. If the Close Date is not set, the date when you click the button will be registered to your schedule.

! Please note that even if the acceptance period is changed in manaba, the changed period will not automatically be linked to Google Calendar.

The screenshot shows the 'Test Room' interface for an assignment titled '経過時間のテスト'. The 'End' date is 2023-06-22 16:29:50, and there is a red box around the 'Add Google Calendar' button. Other details include 'Autoscore', 'Portfolio' (Added to student's portfolio), and 'Status' (In progress, Not submitted yet).

View Submission History

You can record the submission date and time of the assignments submitted in the course and check them in a list.

You can access Submission History from My Page or Course top page.

* The records (up to 5) submitted in the last week are displayed on My Page.

The image shows two ways to access the Submission History page. On the left, the 'My Page (right menu)' shows the 'Assignments' section with a 'Submission History' link highlighted. On the right, the 'Course top' page shows the 'Submission History' link in the top navigation bar. Red dashed arrows point from these links to a larger screenshot of the 'Submission History' page.

The 'Submission History' page shows a filter for 'All Courses' and a list of submission records:

Date	Time	Type	Assignment Name	Course
2020-01-29	09:57	[Test]	Japan Quiz	[Sample course]
2020-01-28	15:15	[Test]	小テストA	[Sample course]
	11:27	[Survey]	再提出発許可	[Sample course]
2020-01-27	14:46	[Test]	小テストA	[Sample course]
	14:07	[Test]	小テストA	[Sample course]
	13:55	[Test]	小テストA	[Sample course]

Submission History

Tests

Types of tests

There are 4 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

LTI test

This is an assignment in which an external tool is embedded using a collaboration method called LTI.

Take a test

1. In **Tests** page, select a test you would like to take.
2. Check that the test is open for submission and whether there is a time limit. 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**.

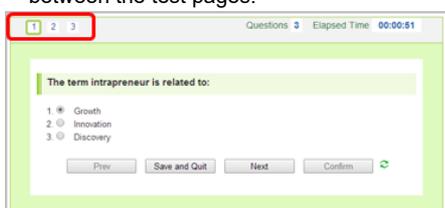
💡 If the test contains an uploader question: Students' file-based submissions can be previewed in a separate window by clicking the Show button to the right of the file link on the Test/Survey Room page or Submissions page.

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.

⚠️ Please be sure to click the submit button to confirm the submission. If you do not click submit button, the assignment will not become "submitted".

💡 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.



Title	Status	Start	End
Autoscore Weekly Quiz 1: Instructional Design	Accepting Not submitted	2013-02-27 11:10	2020-02-27 10:25
Autoscore Weekly Quiz 2: Instructional Design	Accepting Not submitted	2013-02-27 10:25	2020-02-27 10:25

Select a test

Tests page

The screenshot shows the 'Test Room' page for 'Autoscore Weekly Quiz: Instructional Design'. It displays the test description, start and end times (2013-02-27 11:10:00 to 2020-02-27 10:25:00), and a 'Start' button. Other details include 'Portfolio: Added to student's portfolio', 'Publish Test Results and Correct Answers: Published test results and correct answers after the submission deadline', and 'Status: In progress, Not submitted yet'.

Test Room page

The screenshot shows the 'Test Room' page with a question: '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 or False?'. Below the question are radio buttons for 'True' and 'False'. A list of phases is shown: 'During which phase do you identify the course constraints? 1. Design, 2. Analysis, 3. Evaluation, 4. Assessment'. A 'Next' button is highlighted at the bottom.

Test Room page

The screenshot shows the 'Status' page with navigation buttons 'Enter', 'Confirm', and 'Finish'. It displays 'Click the "Submit" button.' and 'Answers 4 / 4 Elapsed Time 00:02:07'. Below this, there are instructions: 'The survey is not yet submitted. Click the "Submit" button below to submit.' and 'To modify your answers, please click "Back".' There are 'Back' and 'Submit' buttons at the bottom.

Confirmation page

Revise ← Back → Complete submission Submit

 The answers are saved every 30 seconds after you start to answer. If autosave failure for any reason is detected, a dialog may appear. In that case, please check the information in the dialog.

* Please note that audio recordings are not auto-saved until you manually click the Save button.

How to answer audio recording questions

This question requires an audio recording for submission. Converting recorded audio may take some time. You cannot submit your answer until the audio conversion is complete. Please allow extra time before the time limit and close time when answering this type of questions.

1. Recording will start by clicking the Record button  of audio recording questions on the Tests room page. If your browser requires microphone access, please allow it. You must allow microphone access in order to answer the question.

-  If you accidentally block the microphone, please re-enable through your browser's permission settings.
- When audio is correctly recognized, the waveform will animate. If the waveform does not move while speaking, please recheck your microphone settings.
- Recording will stop automatically once you reach the maximum limit of 20 minutes. Please note that audio recording is not included in the automatic 30-second save feature.

2. To finish, click the End recording button .
3. To listen to your recording, click the Play button . If you want to record again, you can delete your current recording by clicking the Trash button .

* Please note that you can only submit one recording.

-  If you reset the data using the Trash button , unsaved data will be deleted.

 To listen to a specific section, click any point on the waveform to start playback from there.

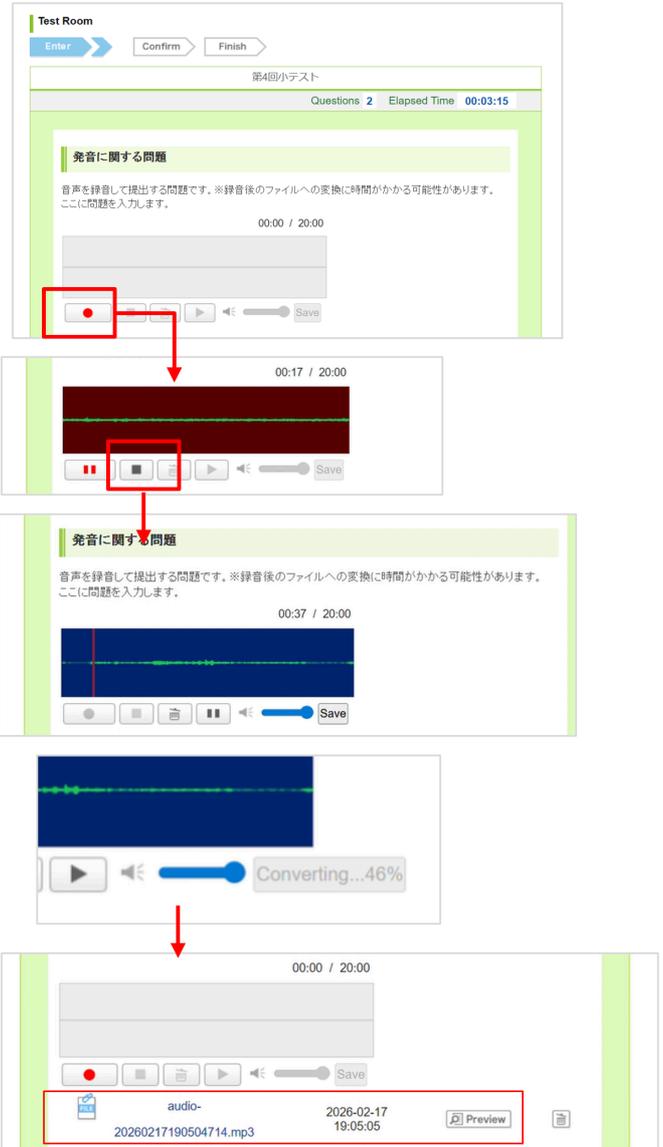
4. Click the Save button  once you have finalized your recording. The progress of the MP3 conversion and upload will be shown on the screen.

-  If you navigate away from the page without clicking the Save button  or if the time limit expires, the recorded data will be lost. Please be sure you complete the upload process.

5. Once the audio file is attached and you finished the other questions, click Confirm. Click the Submit button to complete your submission.

Tests with prerequisites

For tests with prerequisites, you will be able to take those tests by fulfilling the passing conditions of other tests/assignments/projects or the completion conditions of resources which are used as the prerequisites. You cannot start taking the test without fulfilling the prerequisites.



The screenshots illustrate the audio recording workflow: starting with the 'Record' button, followed by recording progress, ending with the 'End recording' button, showing the conversion progress, and finally displaying the uploaded audio file with a 'Preview' button.

Test/Survey with Time Limit

The time limit is displayed as "Time Left" on the Test/Survey Room page.

The countdown of the time left begins when you first click "Start" on the Test / Survey Room page and ends when you click "Submit" on the Confirm page.

Once you click "Start", the countdown will not stop until you "Submit" the test/survey. The countdown will continue even if you move to another page.

There are two types of actions when the time limit is exceeded

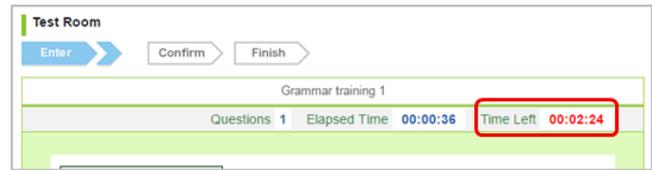
Responses can be entered only within the time limit.

When the time left reaches 0 seconds, the response will be terminated and you will be automatically redirected to the Confirmation page, where the response up to that point will be saved. After that, you cannot rewritten the response.

Responses can be entered even after the time limit is exceeded.

Even if the time left reaches 0 seconds, you can continue to enter the response until the end date for the test/survey.

! If the end date for the test/survey comes before the time limit, the "Time Left" will be counted until the end date.



Tests with prerequisites

For tests with prerequisites, you will be able to take those tests by fulfilling the passing conditions of other tests/assignments/projects which are used as the prerequisites. You cannot start taking the test without fulfilling the passing conditions.

Tests with passing conditions

When you pass tests with passing conditions, Passed will be shown on the list of tests, results page, etc. which are published to students.

! If you have not passed the test, or if the test does not have passing conditions, pass results will not be shown.

Title	Status	Start	End
Autoscore 第1回小テスト	In progress Submitted Passed	2025-01-10 14:05	2025-04-18 16:51
Exercise 第1回ドリル課題	In progress Not submitted	2025-02-01 15:55	
Manual Score 第2回小テスト	In progress Not submitted	2025-02-08 20:54	
Autoscore サンプルテスト	In progress Submitted	2025-02-19 21:02	

Check the correct answers and explanations after taking the test

Test results, correct answers and explanations may be published after taking the test or after the Close Date. Published information can be seen on the test results or Complete submission page. Please use the information for self-study.

1. Click the title of the test/exercise you want to check on the Tests page. If you want to check the correct answers of exercises, click the Result link of Past Answers of the respective exercise.
2. Click **Correct Answers** or **Explanation and Points** on the Test results page or Past answers page.

! If your instructor has not published the following items, you will not be able to check them.

- Autoscore test : Test Results / Correct Answers
- Manual test score and/or Explanation/allotted points (or both)
- Exercise : Answers

💡 When there is more than one correct answer to Text line question, answers are separated with semicolon (;). If the question is using image, either Tokyo or Tokyo-to is correct."

1. Text line

The capital of Japan is 10 points .

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. (アル氏が技術マニュアルをドイツ語に翻訳すること)

- translation(翻訳)
- translator(翻訳者/翻訳機)
- translatable(翻訳可能な)

Test Results

Scores > Correct Answers

Answers 1/1 Elapsed Time 00:00:02

What is the color of sky?

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

100 points

> Correct Answers

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

Correct Answers Display Screen

Take a LTI Test

1. In Tests page, select a test you would like to take.
2. Click **Open** to enter the LTI Test room. External tools are displayed embedded there.
3. Follow the indications.
4. Check your answers and click **Finish**.
5. Click OK and Close to complete the submission.
If you need to check or fix your answers, click **Open**.



In case of display problems

- If you have difficulty viewing on the smartphone-optimized screens, temporarily switching to "the desktop-optimized screens" may make it easier to view.
- If you receive an access error or other error message from the LTI Tool, please contact your instructor.



Depending on the settings made by your instructor, what you have operated in the external tool may automatically be reflected on to LTI test status (e.g., if you make your submission through an external tool, the LTI test status will also become Submitted).



LTI Test does not save responses automatically. Please make sure to save your answers according to the LTI tool's display and the instructor's instructions, especially when interrupting.

Title	Status	Start	End
LTI Writing Exercises I	In progress Not submitted	2024-02-21 10:45	2024-02-28 10:45
LTI Writing Exercises II	In progress Not submitted	2024-02-21 16:40	2024-02-29 16:40

Tests page

Test Room

LTI Writing Exercises

Description	
Start	2024-02-21 10:45:00
End	2024-02-28 10:45:00 Add Google Calendar
Allowing resubmission	Do not allow resubmission
Status	In progress

While taking this test, please refrain from clicking the **Open** button in the browser.

Open

[Tests](#)

Test Room page

Writing Exercises

(Embedded LTI tools)

Pause **Finish**

Test Room page

You will Submit this test. Continue?

OK **Cancel**

See aggregate results

You can see the aggregate results including your own answer in graph/pie chart.

You can see the aggregate results in bar graph/pie chart/text by clicking the **Aggregate Results** link on the Submission Status link page.

- If instructor has set to hide results, the Aggregate Results link will not be shown and you cannot see the results.
- Certain questions and answers entered in text boxes may not be shown even if the results are published.

The answer you chose will be zoomed in.

The aggregate results are shown in anonymous form.

Test Results

Enter >>> Confirm Finish

Autoscore Corporations and Sustainable Development Goals

Description This is a quiz on companies and sustainable development goals.

Time Limit 30 min. Closed when time is up

Start 2024-02-01 08:00:00

End 2024-02-15 19:40:19 Add Google Calendar

Portfolio Added to student's portfolio.

Publish Test Results and Correct Answers Published test results and correct answers after the submission deadline.

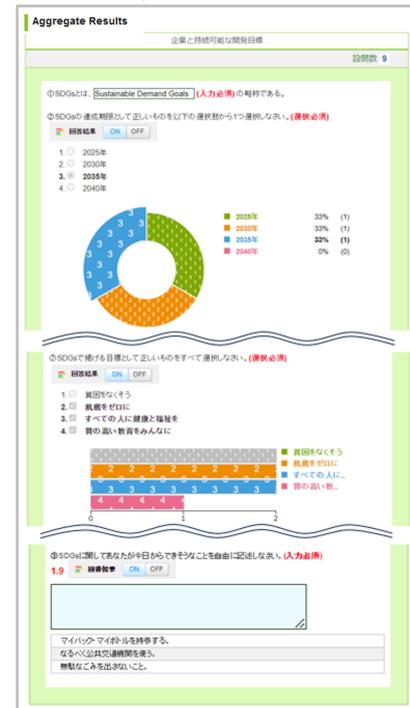
Publish aggregate results Publish The aggregate results will be published to students after the submission deadline.

Status In progress Submitted

Title	Grade	lower << Position >> higher
Autoscore Corporations and Sustainable Develo...	3	3

Total 0 / Avg 0.0 / Min 0 / Max 0

Published on 2024-02-04 19:40 > Grades



Aggregate Results

Surveys

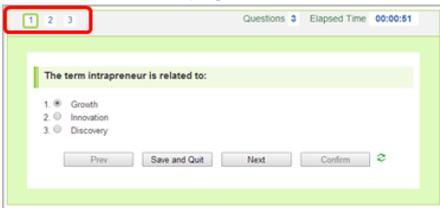
Answer a survey

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.

! Please be sure to click the **submit** button to confirm the submission. If you do not click submit button, the assignment will not become "submitted".

💡 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.



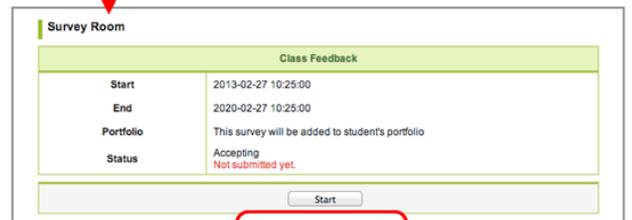
💡 Instructors cannot see the name of submitters for surveys with the "Anonymous" icon in their title.

How to answer audio recording questions

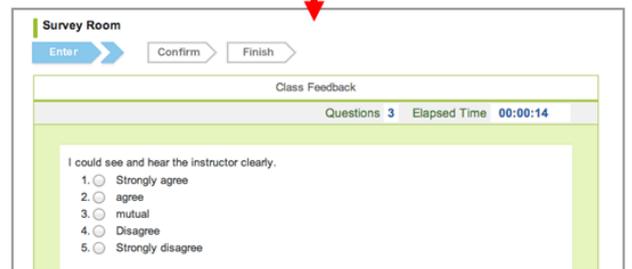
This question requires an audio recording for submission. (Refer to How to answer audio recording questions for tests)



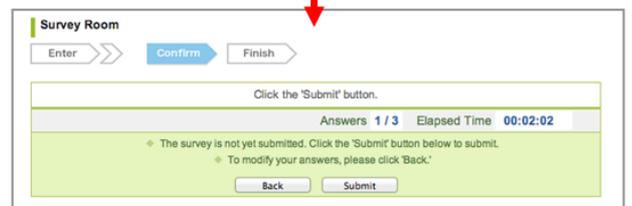
Select a survey



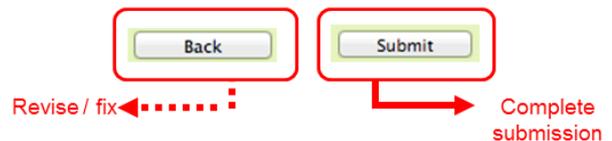
Survey Room page



Survey Room page



Confirmation page



Re-submission of survey

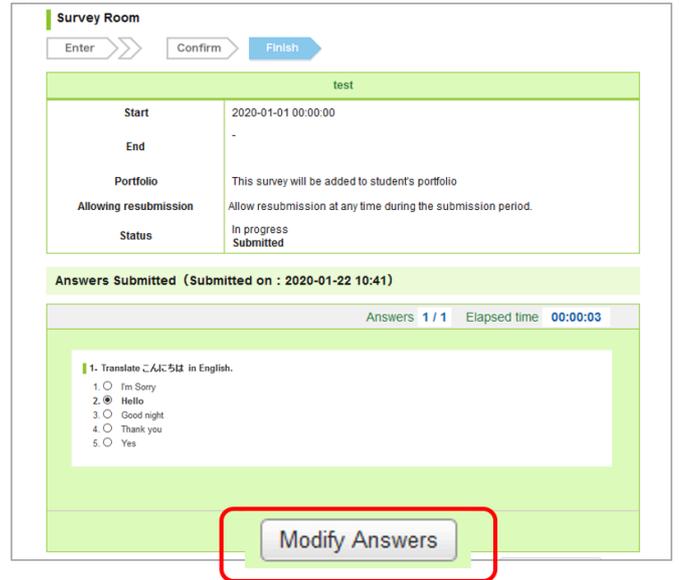
Depending on the survey, it is possible to resubmit the assignment after your initial submission, providing this is done within the survey acceptance period.

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

1. On the Surveys page, select the survey you wish to resubmit. The Survey Room page will be displayed.
2. Click the Modify Answers button, and then click OK to return the survey to its status prior to submission.
3. After you have revised the survey, click the Confirm button.

 The submission is not complete at this point.

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



See aggregate results

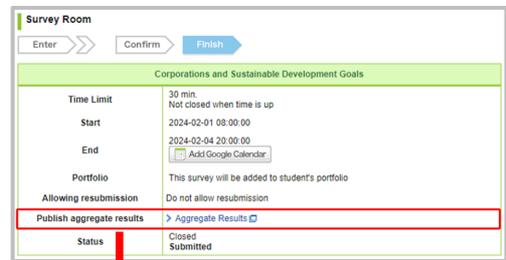
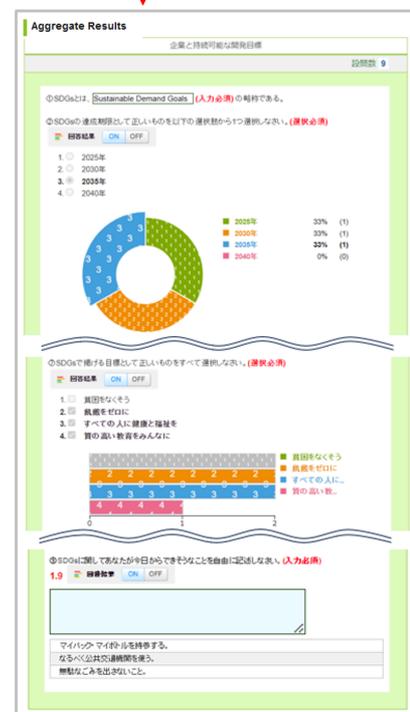
You can see the aggregate results including your own answer in graph/pie chart.

You can see the aggregate results in bar graph/pie chart/text by clicking the Aggregate Results link on the Submission Status list page.

- If instructor has set to hide results, the Aggregate Results link will not be shown and you cannot see the results.
- Certain questions and answers entered in text boxes may not be shown even if the results are published.

 The answer you chose will be zoomed in.

 The aggregate results are shown in anonymous form.

Assignments

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

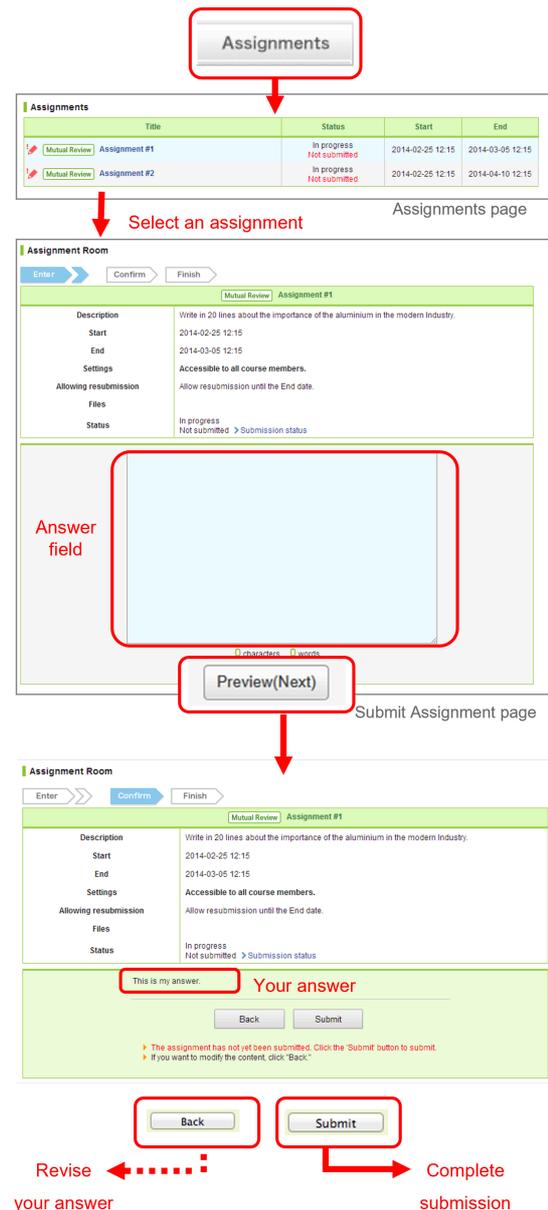
1. In **Assignments** page, select an assignment you would like to answer.
2. View the details of the assignment and enter your answers.
3. Check your answers and click **Preview(Next)** after you have answered all the questions.

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

! Your answer data may be erased even though you have clicked the Preview (Next) button while making a submission through a browser due to timeout or if you go back using the Back button on your browser. Make sure to take a backup (e.g., text file) when you need a long time to submit your answer. Please note that the erased content cannot be restored.

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**.

! Please be sure to click the submit button to confirm the submission. If you do not click submit button, the assignment will not become "submitted".



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. click **Add a file** to locate the file and upload the file into manaba.

 The assignment has not been submitted to the instructor yet.

4. To add more files, repeat 3.

 For file-based submissions, the submitted files can be previewed in a separate window by clicking the Show button to the right of the file link on the Test/Survey Room page or Submissions page.

5. If there are no mistakes, click **Submit** to submit your files.

 Please be sure to click the submit button to confirm the submission.
If you do not click submit button, the assignment will not become "submitted".

Assignments

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

Assignments page

Select an assignment

Assignment Room

Upload File >> Confirm > Finish

Mutual Review Assignment #2

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

Start: 2014-02-25 12:15

End: 2014-04-10 12:15

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

Allowing resubmission: Allow resubmission at anytime during submission period.

Files

Status: In progress
Not submitted

No upload data is found.

+ Add a file

Submit Assignment page

Upload files

Assignment Room

Upload File >>> Confirm > Finish

Mutual Review Assignment #2

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

Start: 2014-02-25 12:15

End: 2014-04-10 12:15

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

Allowing resubmission: Allow resubmission at anytime during submission period.

Files

Status: In progress
Not submitted

Uploaded files (1 files)

2014-02-26 12:29  Assignments

+ Add a file

Submit

The assignment has not yet been submitted. Click the 'Submit' button to submit.

You may upload multiple files.

To delete the file, click .

If you leave this screen without submitting the assignment, the information you entered will be saved.

Uploaded file

Submit

Complete submission

Assignments with prerequisites

For assignments with prerequisites, you will be able to take those tests by fulfilling the passing conditions of other tests/assignments/projects or the completion conditions of resources which are used as the prerequisites. You cannot start taking the test without fulfilling the passing conditions.

Assignments with passing conditions

When you pass assignments with passing conditions, Passed will be shown on the list of assignments which are published to students.

Assignments				
Title	Status	Start	End	
Mutual Review 第1回レポート課題	In progress Submitted (1 files) Passed	2025-01-09 14:10	2025-02-28 14:10	
Mutual Review 第2回レポート課題	In progress Not submitted			
Individual 第3回レポート課題	In progress Not submitted			

Re-submission of assignment

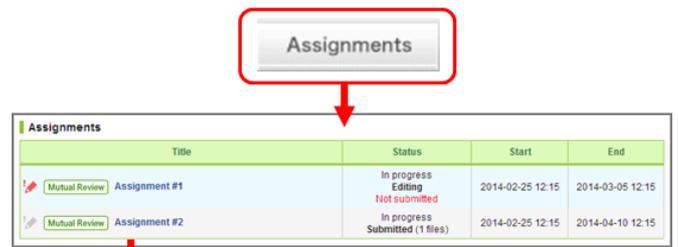
Depending on the assignment, it is possible to resubmit the assignment after your initial submission, providing this is done within the assignment acceptance period.

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.

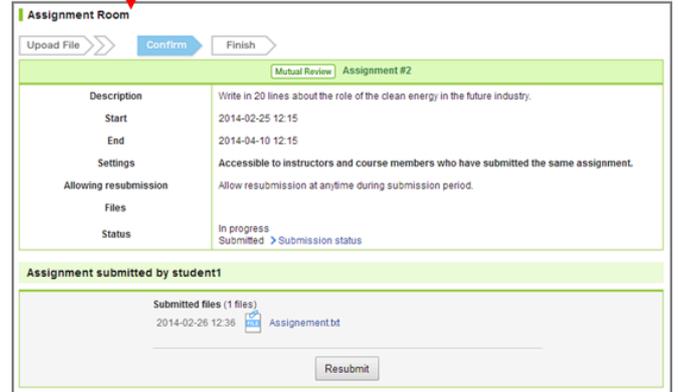
 The submission is not complete at this point.

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



Assignments page

Select an assignment



The assignment returned to pre-submission status.

Peer review of assignments

Instructors acting as assignment peer reviewers may be assigned to reviewer for students' works.

Reviewers and reviewees for peer review will be anonymous.

Once the link Peer review (Unreviewed: {0}) on the Course main page turns red, please check your assigned submissions.

Add a peer review

1. Click Peer review (Unreviewed: {0}) on the Home of Courses page.

 Once the review period ends, you will not be able to enter or edit your evaluation.

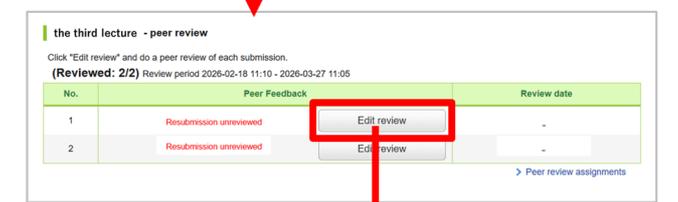
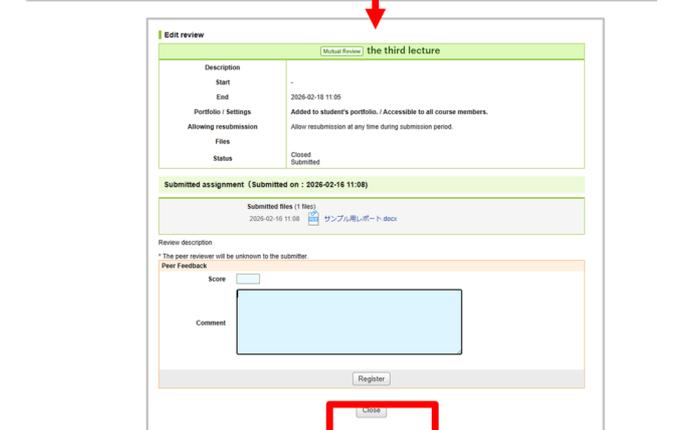
2. Click the assignment you wish to review.
3. Click Edit review.
4. Enter your score and comment, and then click Register.

 View your submitted peer feedback clicking the score link.

 You can also access the peer review page via the Assignments page or the Submit Assignment page.



Title	Review period	Review date
Peer review (2)	2026-01-31 17:10 - 2026-02-28 14:25	Rev

Check the results of peer reviews

1. To check the results of peer reviews, go to the list of assignments page and select the assignment you want to review.
2. Scroll down to the bottom of the page and check the section labeled [Peer Review (Completed: {0/0})].

⚠ Please note that some evaluation comments may not be visible depending on the settings configured by the instructor.

Title	Status	Start	End
Mutual Review the third lecture	Closed Submitted (1 files) Peer review		2026-02-18 11:05

Assignment Room

[Mutual Review](#) the third lecture

Description

Start -

End 2026-02-18 11:05
[Add to Google Calendar](#)

Portfolio / Settings Added to student's portfolio. / Accessible to all course members.

Allowing resubmission Allow resubmission at any time during submission period.

Files

Status Closed
Submitted > Individual / Mutual Review > Peer review

Assignment submitted by ogata_st1 (Submitted on : 2026-02-16 11:07)

Submitted files (1 files)

Peer review Reviewed: 2/2

Max: 90 / Min: 80 / Avg: 85.0

90 The data was abundant and compelling.

80 The structure was simple, and the message was clear.

[Hide](#)

Projects

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

View a project assignment

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

The screenshot shows a 'Projects' button at the top, which leads to a table of projects. The table has columns for Project, Type of project, Status, Start, End, and Teams. One project is listed: 'Group research project' with a status of 'In progress Not submitted', start date '2013-02-28 12:20', end date '2020-02-28 12:25', and 2 teams. Below the table is a note: '* You can only click the projects you are a member of.' A red arrow points from the 'Group research project' row to a detailed 'Group research project' page. This page shows metadata like 'Period' (2013-02-28 12:20:00~2020-02-28 12:25:00), 'Type of project' (Submit project in teams), 'Settings' (The project room of a team is open only to the members of that team and the instructors), and 'Submitted items' (Can be mutually reviewed by all students in this course). It also contains a 'Group research topic' section with instructions to read a paper by Roger Michaelson and submit a finalized paper. A sample paper is attached: 'Paper by Roger Michaelson sample_slides.ppt - 2013-03-01 06:13:35'. A 'Close' button is at the bottom.

Project page

Forum and project submission

1. Select a project in Team Progress 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”)

! 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.)

The screenshot shows a 'Team Thread' page. At the top right is a 'Submit Project' button. The main content area is titled 'Project Description' and contains the same project information as the project page, including the 'Group research topic' and the attached paper. Below the description is a 'Member List' on the right with names: Christina Jones, Max Li, and Andy Kennan. Below that is a 'Team List' with 'Team A' and 'Team B'. At the bottom, there is a 'Comment' section with a 'Comment' button. A comment is visible: 'Re:My point of view from the reading' by a user with a profile picture, dated '2016-02-03 15:25:00~'. The comment text reads: 'Indeed, the issue of individual perspectives raises the question of how do those perspectives interact with each other. Constructivist theory discusses the issue of individual perspective.'

Team forum

Submit a project

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

Submit project in teams

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. click **Add a file** to locate the file and upload the file into manaba.

File-based submission by teams or students can be previewed on a separate window can be previewed in a separate window by clicking the Show button to the right of the file link on the Submissions page or Assignment submission page.

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.

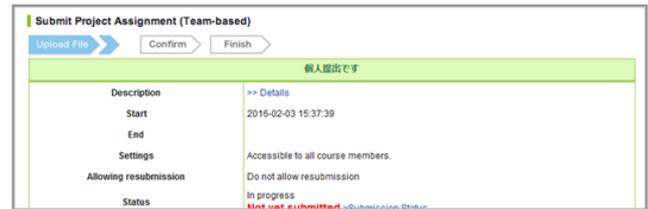
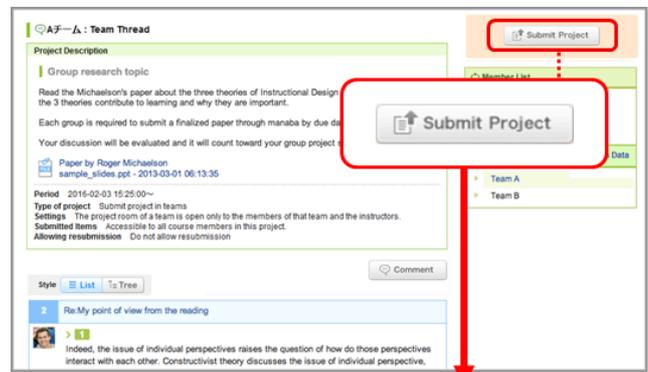
! After the end date, you will not be able to make comments in the team threads. (You may still view the comments.)

Projects with prerequisites

For projects with prerequisites, you will be able to take those tests by fulfilling the passing conditions of other tests/assignments/projects or the completion conditions of resources which are used as the prerequisites. You cannot start taking the test without fulfilling the passing conditions.

Projects with passing conditions

If you pass projects with passing conditions, Passed will be shown on the list of projects which are published to students.



Submit Project page

Project	Type of project	Status	Start	End	Teams
プロジェクト課題	Team	In progress Submitted Passed	2025-02-01 14:03		2
プロジェクト課題②	Team	In progress Not submitted	2025-02-20 15:55		2

Re-submission of project

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

Following the steps listed below will return the project to its status prior to submission. Re-uploaded the file into the project and resubmit it.

1. On the project page, click the project title you wish to resubmit and the Team Progress page will be displayed.
2. Click "Submitted" and Submissions page will be displayed.
3. Click the Resubmit button, and then click OK to return the project to its status prior to submission.

- !** If you cancel the submission, a reminder email will be sent to the following users.
- o Team submission : You and your team members and the instructor.
 - o Individual submission: You and the instructor.

4. Click Submit Project button at the top right of the screen to display the project submission page.
5. Re-uploaded the file into the project and then click Submit button to complete the submission process.

Project	Type of project	Status	Start	End	Teams
サンプルチームで課題を提出	Team	In progress Submitted	2019-11-01 10:00		2
サンプル(個人で課題を提出)	Individual	Closed Not submitted	2019-11-01 19:00	2019-11-30 19:00	2

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

Projects

Team	Members	Last Comment	Comments	Total Views	Status
Aチーム	3	2019-11-05 19:40	10	59	Submitted 2020-01-30 17:58
Bチーム	2		0	5	Not submitted

Team Progress

Aチーム : Submissions

Project Description
サンプルです。
掲示板内でチームごとに「○○」についてディスカッションし、最終的にチームで1つレポートを提出してください。

Period 2019-11-01 10:00:00~
Type of project Submit project in teams
Settings The project room of a team is open only to the members of that team and the instructors.
Submitted items Accessible to all course members in this project.
Allowing resubmission Allow resubmission at any time during submission period.

Assignment submitted by Aチーム (Submitted on : 2020-01-30 17:58)

Aチーム : 提出用_Aチームv2.pptx - サンプル学生 2019-11-05 19:40

Submissions

Aチーム : Team Thread

Project Description
サンプルです。
掲示板内でチームごとに「○○」についてディスカッションし、最終的にチームで1つレポートを提出してください。

Period 2019-11-01 10:00:00~
Type of project Submit project in teams
Settings The project room of a team is open only to the members of that team and the instructors.
Submitted items Accessible to all course members in this project.
Allowing resubmission Allow resubmission at any time during submission period.

Team List
Aチーム
Bチーム
Members List(Aチーム) Access Data
講師等
サンプル学生

Style

[Project Main Page](#)

Team Thread

Project Submission (Team-based)

Upload File

サンプルチームで課題を提出

Description >> Project Description
Start 2019-11-01 10:00:00
End
Settings Accessible to all course members.
Allowing resubmission Allow resubmission at any time during submission period.
Status In progress
Not yet submitted > Submission Status

Uploaded files [1 files]
2019-11-05 19:40 サンプル学生

> The assignment has not yet been submitted. Click the 'Submit' button to submit.
> You may upload multiple files.
> To delete the file, click [削除].
> If you leave this screen without submitting the assignment, the information you entered will be saved.

[Team's project](#)

Project Submission

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.

The screenshot shows the 'Team Progress' section of a Manaba University course page. It features a table with columns for Team, Members, Last Comment, Comments, Total Views, and Status. A red box highlights the 'Submitted' status for team 'AF-△'.

Team	Members	Last Comment	Comments	Total Views	Status
AF-△	6	2016-03-22 16:56	3	25	Submitted 2016-07-31 10:50
BF-△	1		0	0	Not submitted

Submitted

Team Progress

The screenshot shows the 'View submissions page' for team 'AF-△'. It includes a 'Project Description' section with instructions for the group research project, a 'Member List' on the right, and a section for 'Assignment submitted by AF-△' showing a document titled 'Team B: Essay1.doc - Carlos Macedo 2013-03-02 06:08'.

View submissions page

Grades

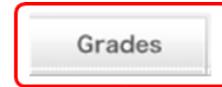
In Grades page, you may view the scores of tests and assignments you have submitted.

View your grades

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

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

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



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

Grades page

Forum

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)**.
2. Enter the title and text.

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

3. Click **Post** and your comment will be added to the thread.
* The other course members receive reminders by email if they set Receive in the following reminder on the Individual Settings.
"New comments made on your course"

Delete a comment

Comments can be deleted by their author and the instructor. Click **(c)** to delete your comment.
Once you delete a comment, it can not be recovered.

The screenshot shows a forum interface. At the top, there is a 'Forum' section with a table of threads. A red arrow points to the 'Theories of Instructional Design' thread, with the text 'Select a thread' next to it. Below this, the 'Threads page' is shown, displaying the details of the selected thread. The thread title is 'Theories of Instructional Design' and the content includes a list of items: 'Draft of first project due', 'Students' introductions due on manaba', and 'Typographical elements'. There is also a link to a paper by Roger Michaelson. At the bottom of the thread, there is a 'Comment' button labeled **(a)**. Below the thread, there is a list of comments. The first comment is by Carlos Machado, dated 2013-03-02 06:20, and has a 'Reply' button labeled **(b)**. The second comment is by David Lester, dated 2013-03-01 06:52:17, and has a 'Delete' button labeled **(c)**.

Thread	Unread	Total	Updated
Theories of Instructional Design	5	5	2013-03-02 02:30
Upcoming Conferences	2	2	2013-03-02 01:54

Threads page

Style List Tree List of Threads

1 Theories of Instructional Design

Introduction to Instructional Design

- Draft of first project due
- Students' introductions due on manaba
- Typographical elements

Paper by Roger Michaelson
Sample.pdf - 2013-03-01 06:52:17

Your discussion will be evaluated and it will count toward your class participation score.

David Lester

(a) Comment

6 - 1 / Total 6 items List of Threads

6 Challenge to Constructivism Theory

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.

Carlos Machado 2013-03-02 06:20 **(b)** Reply

5 Re:The basics of instructional design

> 2

Thank you Christina.
Yes, I agree with you opinion.

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.

Types of files that can be previewed directly on manaba

- Image files (GIF, JPG, PNG files, etc.)
- Video files (MP4, m4v, MOV files, etc.)
- Audio files (mp3, m4a files, etc.)

! You may need to install one or more video players in order to play the uploaded video files. Depending on the browser, you cannot play the file on the screen.

! MP3 files can be played on smartphones and tablets.

Embed external content from other service

1. Click **File**.
2. Select **Embed content**.
3. Enter the embed code of the content you would like to embed.
4. Press **OK** and complete the process.

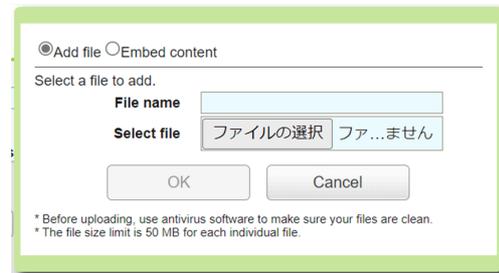
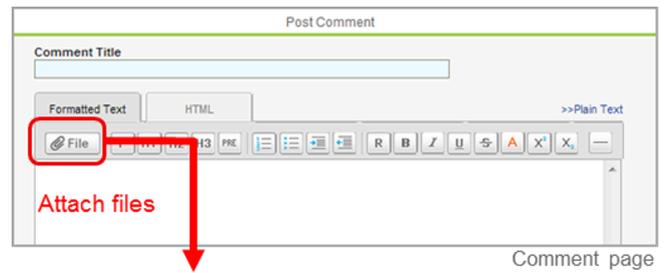
Types of embeddable external services

- YouTube
- TED
- Google Drive (videos, images, PDFs, audio files, spreadsheets, and slides)
- Microsoft Stream

! • The permissions to view embedded external content are set on the external content side. Files that have not been configured for sharing cannot be viewed even if they are embedded.

- For instructions on how to obtain the embed code for external content, please refer to the relevant service provider's documentation.
- Users who are not signed in to the external service will not be able to view the embedded content.

! If you change the sharing settings after embedding, you do not need to reattach the file from the embed code.



Display of comments

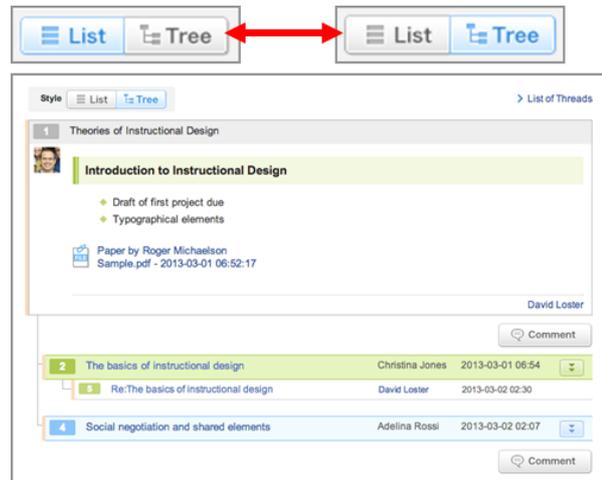
There are two ways to display comments. Click the button in the top right corner to switch the setting.

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.

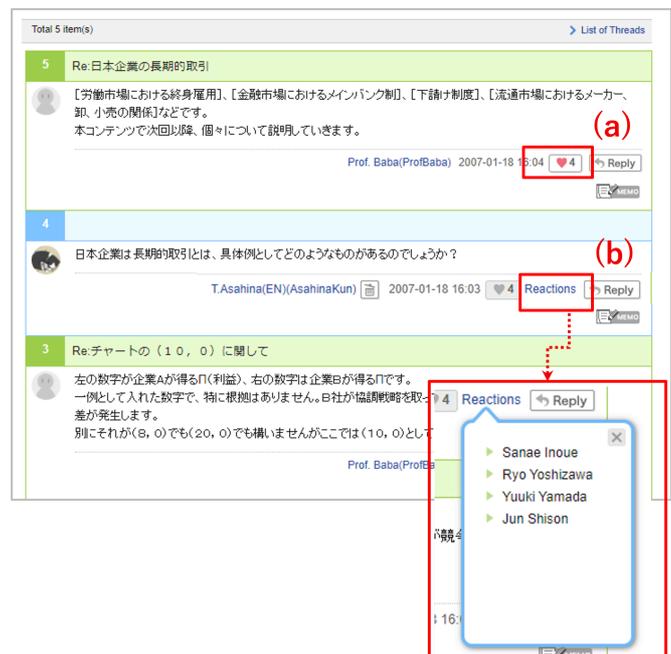


Mutual evaluation by the "Like" button

What is the "Like" button?

By clicking the "Like" button (a), you can "Like" comments on the forum. You can also view the list of users who have liked your comment by clicking the "Reactions" button (b).

- You can cancel the "Like" you have given by clicking the button again.
- You cannot "Like" your own comments.



Resources

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.

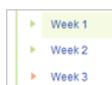
 An orange line appears to the left of the first resource frame you view.

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

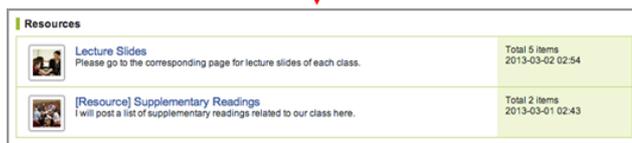
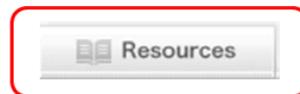


 The color of the triangle icon of the page title displayed in the list on the right side of the screen will be as follows.

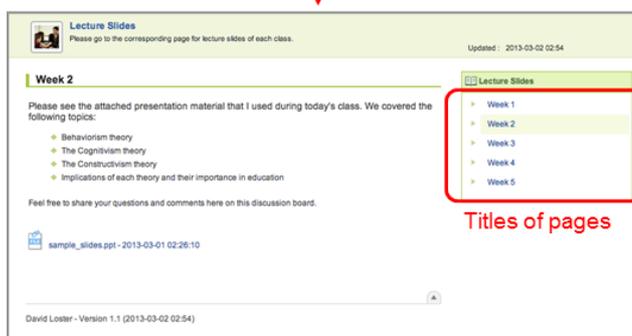
- Pages that have not been read and have been displayed for less than an hour: Orange
- Pages that have been open for an hour since they were first displayed: Green



 You cannot print out, copy, or download resource pages or files with the "Prohibited" icon.

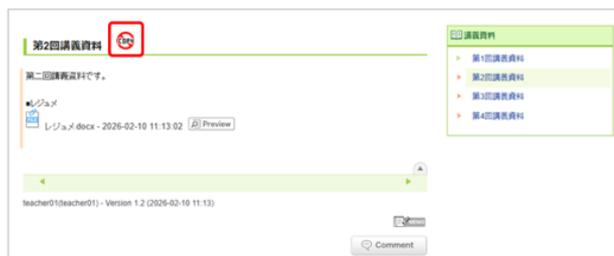


Resources page



Titles of pages

Resource page



Resource with prerequisites

For resource with prerequisites, you will be able to take those tests by fulfilling the passing conditions of other tests/assignments/projects or the completion conditions of Resources which are used as the prerequisites. You cannot start taking the test without fulfilling the passing conditions.

Resource with completion conditions

Resources with completion conditions can be completed by clicking the "Change to checked" button. The method for managing the checking status is the same as for other Resources. (Refer to "Manage resource checking status")

Manage resource checking status

Register and update the checking status

You can follow the resource checking status if your instructor has enabled the Resource checking function.

You can register and update your checking status using the button to change the header checking status on the resource page.

- Checking status is registered by students themselves. "Checking status" is not registered for each page, but for the entire resources.

The following information is shown in the header of the resources.

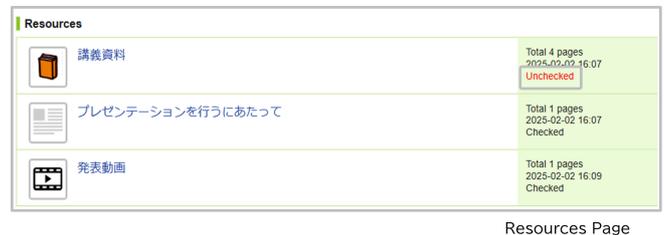
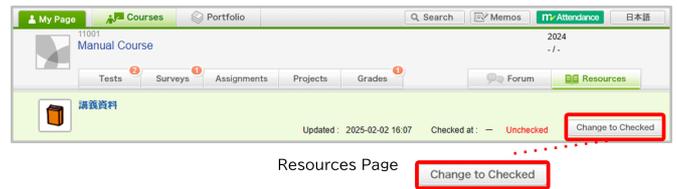
- A button to change the checking status (Checked, Revert to Unchecked)
- Checking status (Checked, Unchecked, Update unchecked)
- Checking status (Checked, Unchecked, Update unchecked)

- The checking status applies to the entire resources. Updating the checking status on any page will update the information on all page headers within the same page. It is not possible to register checking statuses for individual pages.

Follow resource checking status

The checking status of each resource can be viewed via the icons on the course top screen and the resource list screen.

If instructors update a resource after it has been checked, the status will automatically be shown as "Update Unchecked."



Portfolio

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.

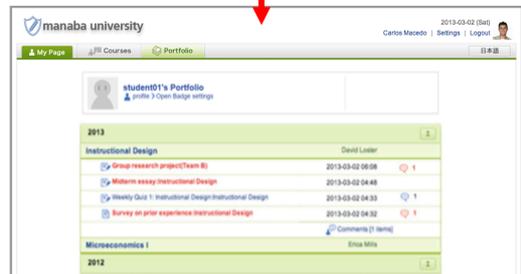
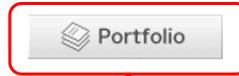
! Not all assignments are collected in the portfolio; only assignments which the instructor set to store in your portfolio will be stored

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

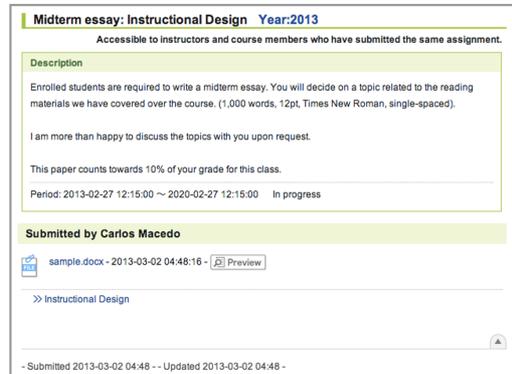
Materials stored in the portfolio

- Tests
- Surveys
- Assignments
- Projects
- Grades
- Comments
- Tutoring Collections

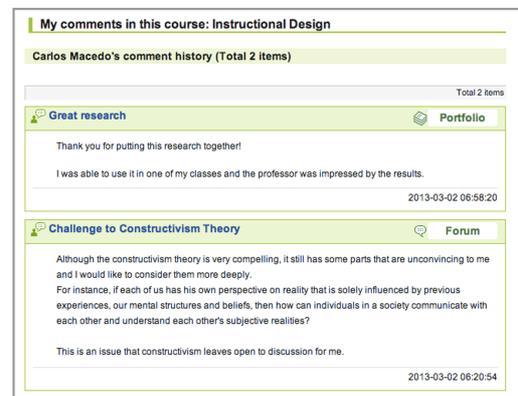
💡 If a comment is added, the icon and the number of comments will be displayed.
※ If there are unread comments, the icon and the number of comments will be red.



Portfolio page



Assignment collected in portfolio



Comments collected in portfolio

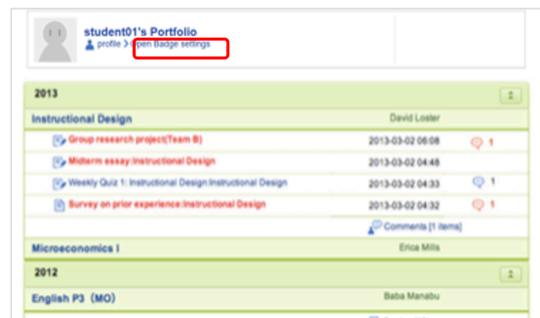
Add/Renew Open Badge

If you have Open Badges, you can add their sharing websites' URLs to your portfolio.

You can show your Open Badges to your instructor as certifications of skills and knowledge you learned outside of manaba.

1. Click **Open Badge settings**
2. Enter the URL and click **Add**.

! Only one URL can be added.



Use on your smartphone

You may use manaba either on a smartphone.

Use smartphone-optimized screens

When you access the site page with your smartphone, the link for the smartphone-optimized screens are displayed at the top and you can tap to change.

* To return to the desktop-optimized screens, please access the link at the bottom of the screen

The smartphone-optimized screens are mainly for student functions (assignment submission, content viewing, etc.). Please use the desktop-optimized screens for instructor functions (assignment creation, editing, etc.).

To switch from the smartphone-optimized screens to the desktop-optimized screens, tap "for PC" at the bottom of the screen.

