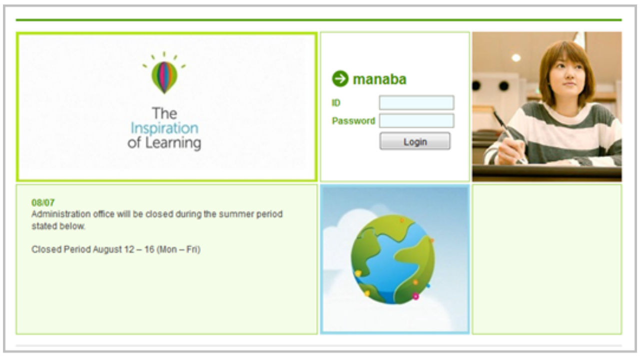
Introduction to manaba

Login

Login with your login ID and a password.



Login page

Recommended OS / browsers

manaba recommends the following OS / browsers.

Windows

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

Mac

Safari / Mozilla Firefox

iOS

Safari

Android

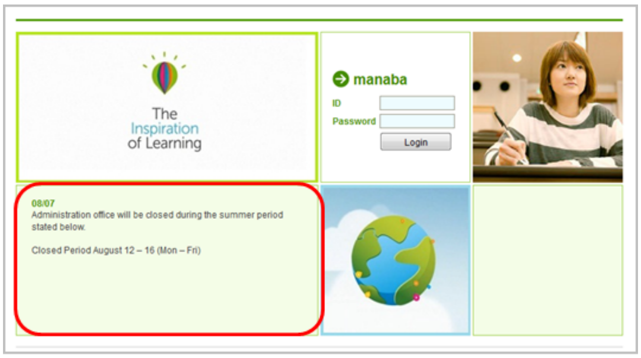
Google Chrome

- 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.

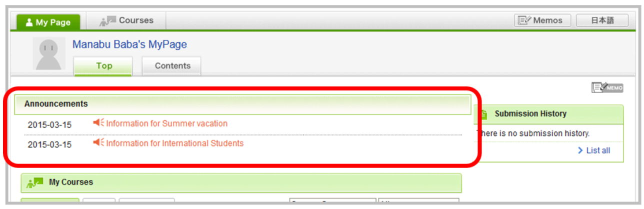
Announcements

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

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



Login page

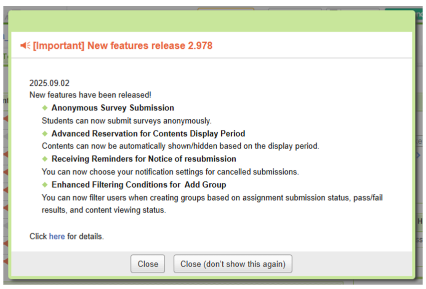


My page

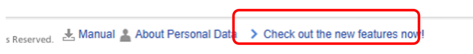
Announcements from manaba

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.



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.

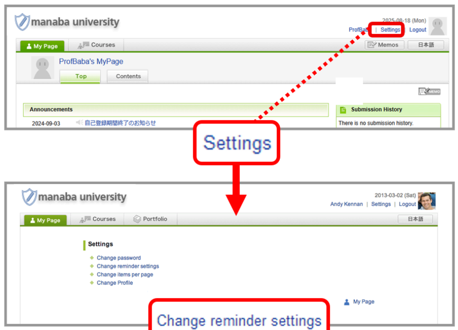
> The validity period for the verification code is 24 hours.
> * The alert "You need to verify your email address" is shown on My Page until verification is complete.

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.

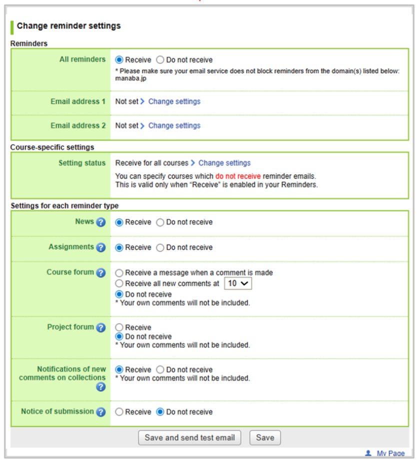
> - A completion email will be sent to the added reminder email address once it is verified.
> - The verified email address can be used to reset your password if you forget it.   * If your university uses the unified authentication system, or if you disabled the
>
> * If your university uses the unified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

Email address added by system administrators

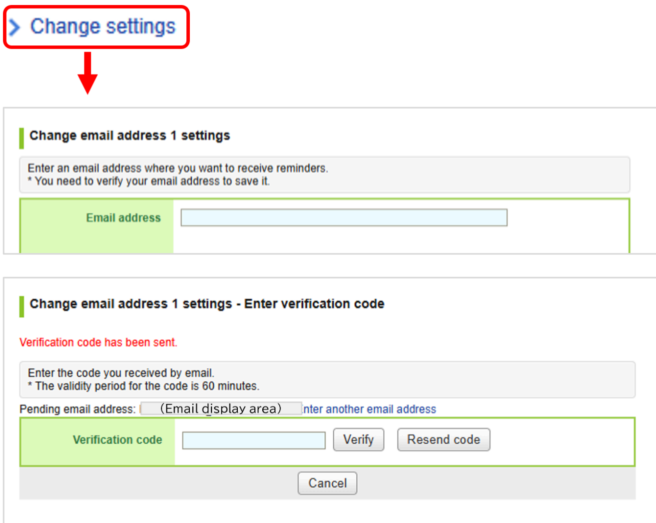
The system administrator may add a reminder email address on your behalf. Please complete the verification process by following the steps written above.



Settings page



Change Reminder Settings page



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.

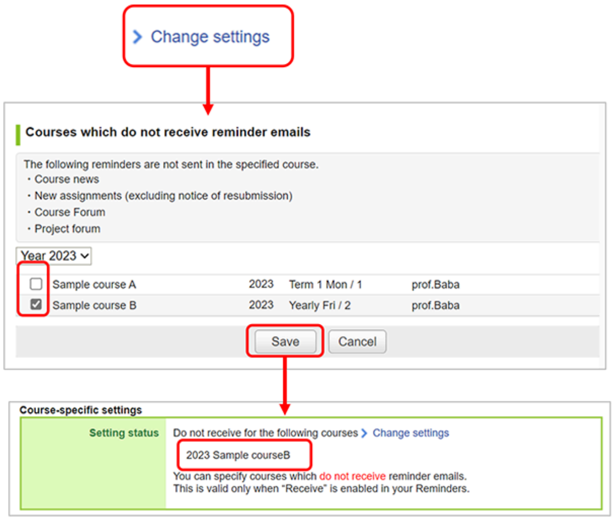
Course-specific settings

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



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 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. 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.

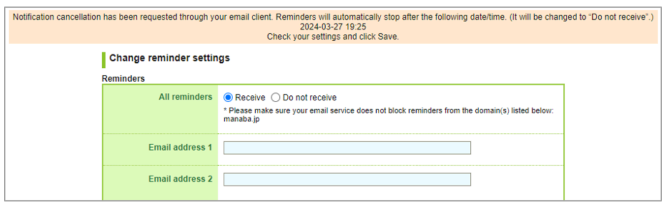
   > Even if you set a specific course not to receive reminders, the reminders for comments on that course's collections will not be stopped.

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.

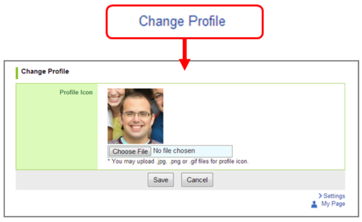
The status and results of your request will be shown on your My Page and the Reminder Settings page for 31 days from making a request.



Profile settings

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

- 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.



Change Profile

Memos

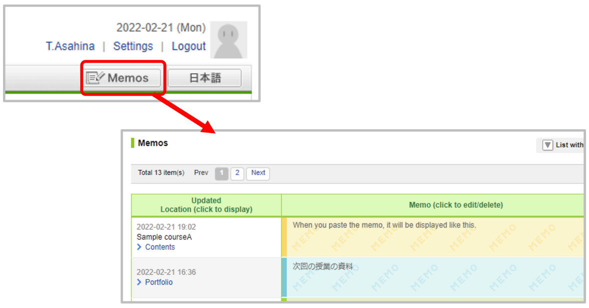
In forums, collections and other parts of manaba, the [Memo] button will appear. By clicking the button, you can write a memo.

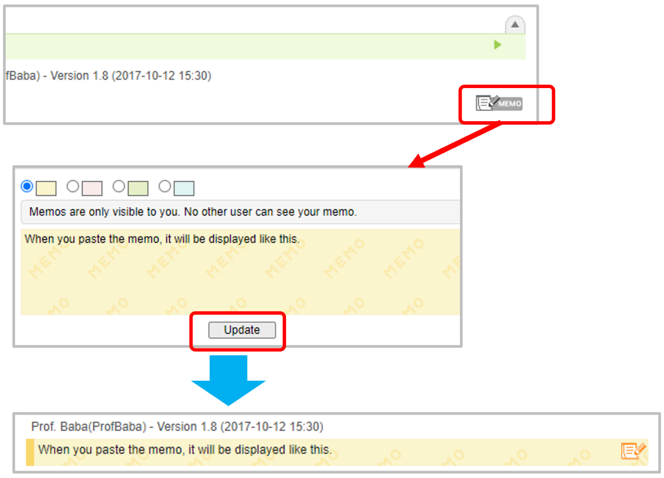
A memo is only visible to you; other users will not be able to view your memos.

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.



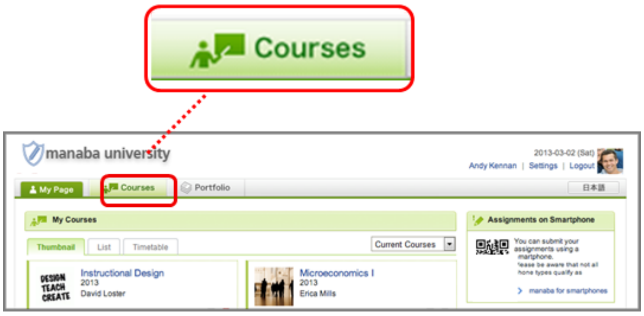


What is a course?

In a course, instructors and students registered in the course have discussions in the forum, distribute / collect assignments or distribute course materials.

View your courses

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



Change course display format

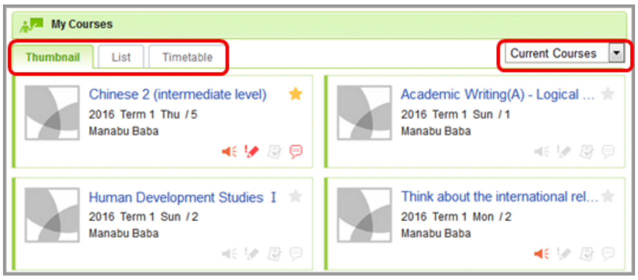
Display can be changed according to course status and format.

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

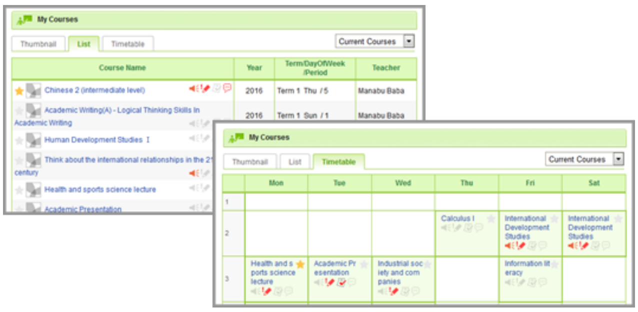
There are cases where the same classes which are held on multiple days of the week are grouped together.

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

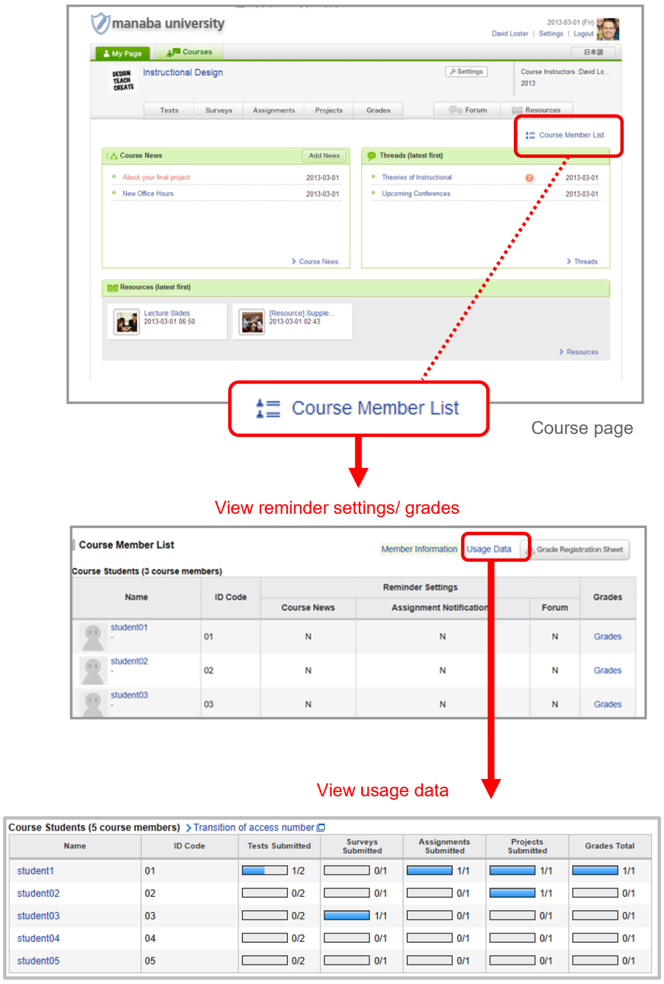


View course members

Instructors can view the members who have been registered in the course you are a part of. Click **Course member list** and a list of instructors and students will appear.

> The Course member list is only visible to instructors.

> Users whose ID has been deleted by the system administrator will not be displayed in the course member list.



Course page

Course member list page

View reminder settings / grades

In the Course member list, you may view the reminder settings of course members for the following items:

- Course news
- 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", "N" will be displayed for all items in the following cases:
>   - If there is no email address entered.
>   - If set to courses which do not receive reminder emails.

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

Also, if you click **Grades** for each student, you will be able to view every grade of tests and assignments that are assigned in the course.

View access data

Click **Usage Data** and you can view the following data regarding instructors and students in the course:

- Page views (# of pages)
- Last access (# in the course)
- Number of tests submitted (except for Exercise)
- Number of surveys submitted
- Number of assignments submitted
- Number of Forum comments
- Last comment in Forum

> Deleted or closed tests, surveys and assignments are not counted in the submission count.
>
> The number of assignments (denominator) may be different for each student based on the assigned projects and group assignments.

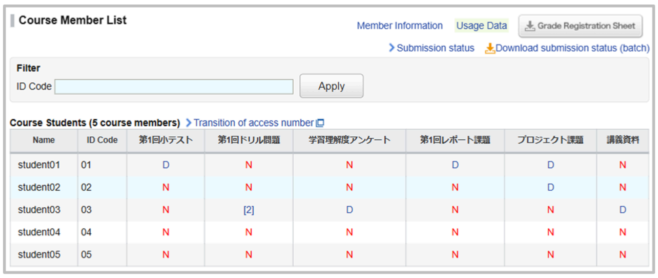
Submission status (detail)

You can check the following data of course students by clicking submission status (detail).

- Test submission status
- Number of exercise submission
- Survey submission status
- Assignment submission status
- Resource checking status

If you want to check the details of answer for each assignment, you can go to the Answer Details page of the respective assignment by clicking the link "D" (for exercises, click the number of submission) on the Submission Status page. (For resources, the page will make a transition to the home of Resources.)

- Assignments which are not published will not be shown.
- Items shown on the page depends on the installed optional function.



Submission status (detail) page

Perform course settings

By clicking the "Settings" button, you can make various settings for the course.

Course Icon Settings

You can set icons for the course.
This icon is displayed in the course list of My page. Some sample icons are prepared, but you can freely set it by uploading the image (60 x 60 pixels).

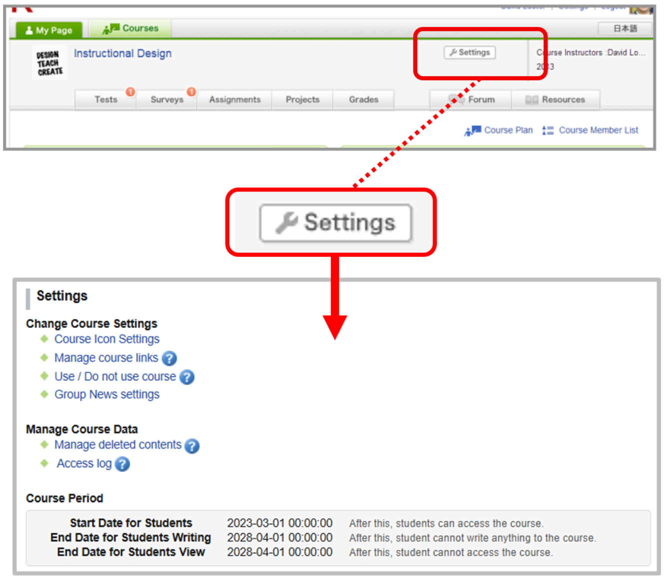
If your Course Icon does not change even after the setting is done, try reloading your browser (clear your browser's cache).

Group news settings

You can show the menu of group news on the Home of Courses by clicking Enable group news.

For details, refer to Group News.

If the course has any published group news, you cannot revert it back to Disable group news.



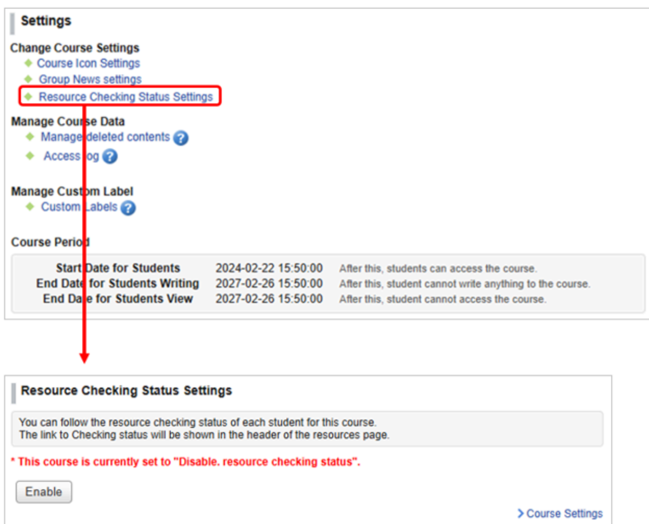
Resource checking status settings

You can show the menu of resource checking status on the Home of Courses by clicking Enable. As a default setting, this is disabled.

For details, refer to View access data.

- If it is disabled, the checking status link and its associated items within resources and download data will be hidden.
- Existing resource checking statuses will be maintained when switching between Enable and Disable.

- You cannot specify a resource checking status as a prerequisite of assignments or resources for courses set to Disable. However, if there is any assignment with resource checking status as a prerequisite before disabling it, such prerequisite will be maintained.



- You cannot filter resource checking statuses when adding a group for courses set to Disable

Manage Course Data

You can confirm the assignment and grades deleted by someone, the student's operation within this course and the record of the screen accessed by the student.

Course Period

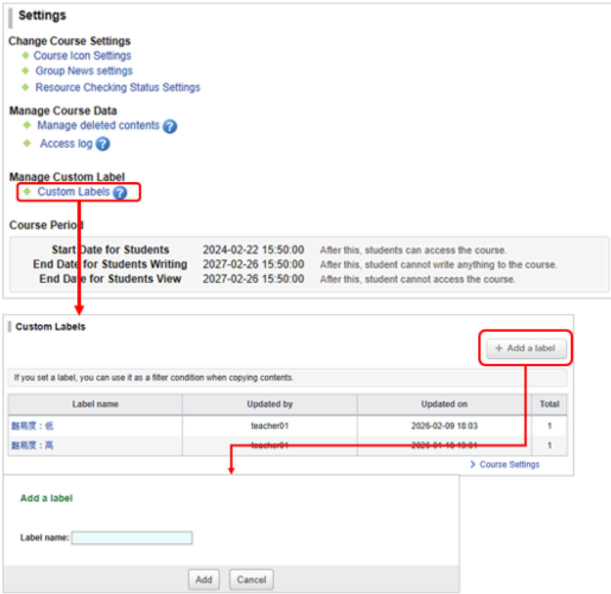
You can check the expiration date set for this course. The expiration date is set by the system administrator.

Manage labels

If you set a label, you can use it to filter target contents when copying contents. (Refer to Filter by label [sequence number, custom])

There are two types of label: sequence number and custom. Only Custom labels can be added, edited, checked and deleted.

Labels are not visible to students.



Add a label

1. Click **Labels.**
2. Click **Add a label.**
3. Enter a label name into Add a label name field.

> You cannot register a label name identical to one of the sequence numbers or existing label names.

4. Click **Save**.

Edit/Check/Delete Labels

On the Manage Labels page, you can perform the following.

- Edit a label

> If you edit a label, the labels set to assignments will also be edited.

- Check a label
- Delete a label

Check the usage status of label

On the Labels page, you can see which assignments and course resources are being set by clicking the label name.

Manage groups

You can create a Group within a Course and can choose which Group to publish Tests, Surveys and Assignments.
You can also choose a certain Group which you added as a Team in Projects.

Add a Group

1. Click Group.
2. Click Add Group.
3. Choose a member through one of the following :

Individual (= choose individually)

Place a check mark next to the member you want to add.

Batch (= choose all at once)

Enter the ID code of a member you want to add (add one number for each line).

*Batch registration isn't possible if a user's ID code is unregistered or if the same ID code is used by multiple users.

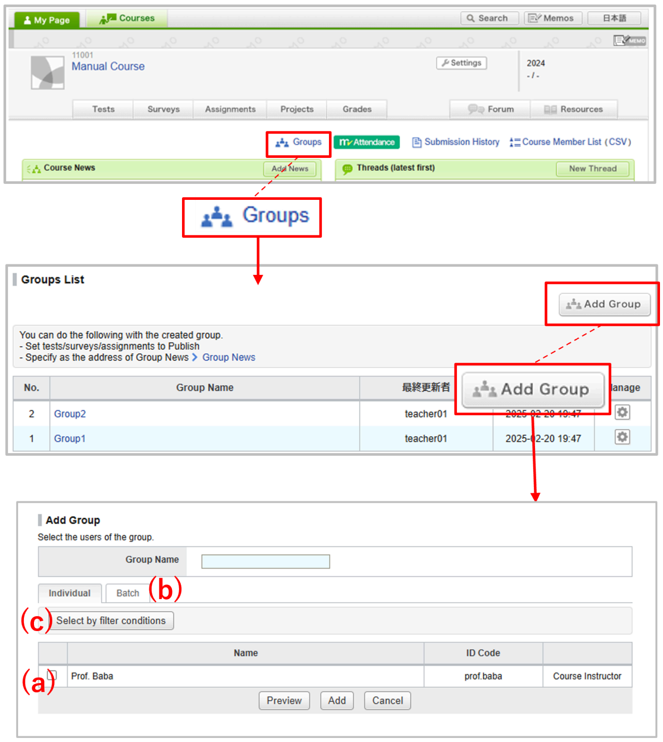
ID code could be copied from Excel Evaluation Sheet.

For instructors to view assignments published to a group or group news as Student, the instructor has to be added to that group as a member.

(c) Select by filter conditions

1. Click **Select by filter conditions**
2. Choose the tab of the assignment which you want to filter to set the conditions.
3. Click **Add.**

If a submission or a passed grade is withdrawn after adding a group, that withdrawn status will not be reflected on the added group.



4. Enter the group name, check the details by clicking Preview, and click Add.

When creating a new group, or when choosing which group to publish tests/surveys/assignments/group news, the name of the group, its members and its existence will not be published to class students.

Groups can be managed only by users who have the authority to evaluate and register grades.

Use of groups

Use for group news

(Refer to Enable Group News.)

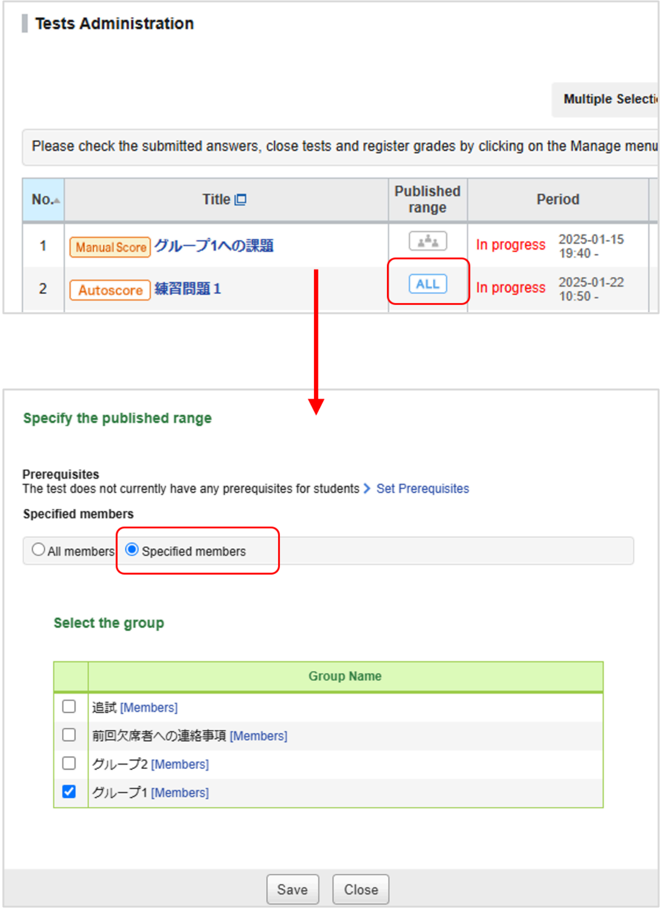
Choose a Group to Publish Tests/Surveys/Assignments

By setting the Publish to of Tests/Surveys/Assignments/Resources of a Group that you added, you can choose users of a specific Group to publish assignments.

1. After adding Tests/Surveys/Assignments on Administration page, click the icon (ALL /) in the Published range row.

> There is a need to Unpublish (= hide) the applicable assignments and course resources from Class students beforehand.

2. Choose Specified members.
3. Choose any added Group, and click Save.
4. When the assignment is published, it will be published only to users in the applicable Group.



> This icon ( ) will be shown when there is any prerequisite for the Tests/Surverys/Assignments; or when any Group is chosen to be published to.
>
> *To choose all Class students, click All members under Specified members and click Save. By doing this, Tests/Surverys/Assignments will be again shown to all Class students who are taking the Course.

> When choosing which group to publish Tests/Surveys/Assignments, the Group name and List of group members will not be published to Class students who are in the Group.

How Tests/Surveys/Assignments will be shown/work when choosing which Group to be published

- List of Tests/Surveys/Assignments

  Tests/Surveys/Assignments will be shown only to Class students of the applicable Group.However, on the List of Tests/Surveys/Assignments page for students, projects published to all, and projects published to a certain group will be shown without being distinguished.

- Reminder

  Reminders will be sent only to the Class instructor and students of the applicable Group.

- List of Submission Status

  ・Row of a Class student who belongs to the applicable Group: The name of the Group will be shown.

  ・Submitted on row of a Class student who does not belong to the applicable Group: Out of the published range will be shown.

- Evaluation Sheet

  ・Row of a Class student who belongs to the applicable Group: The name of the Group will be shown.

  ・Submitted row of a Class student who does not belong to the applicable Group: Out of the published range will be shown.

- List of Grades

  Whether a student is part of a Group or not, grades will be shown to those whose grades are registered.

- All Grades (= An Excel sheet which shows the total grade)

  Just like an ordinary Tests/Surverys/Assignments, grade data will be shown in each line, but students who are not in the applicable Group will be seeing [-] in their lines.

Choose a Group as a Team in Projects

(Refer to Add a team.)

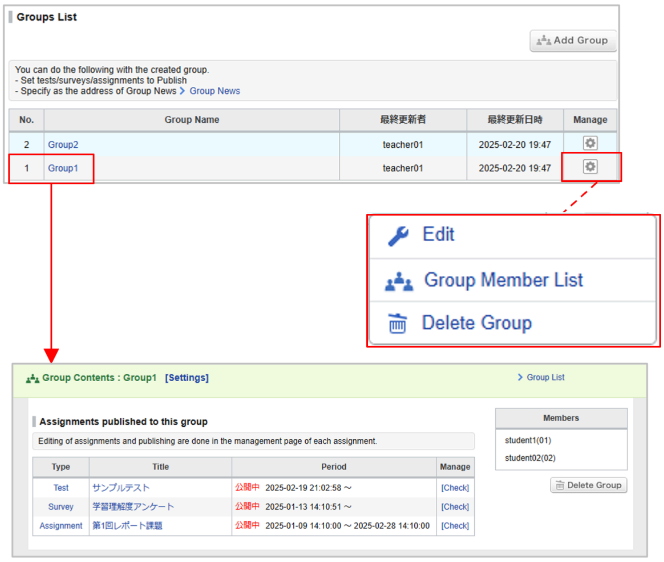
Edit/Check/Delete Groups

In the Manage Groups page, you can perform the following.

Click the Manage button.

- Edit a Group (Changing the name of a Group, add or delete a Member)
- Check Group Member List
- Delete a Group

If you wish to check the usage status of a group before editing or deleting it, proceed to the next Check the usage status of group.



Check the usage status of a group

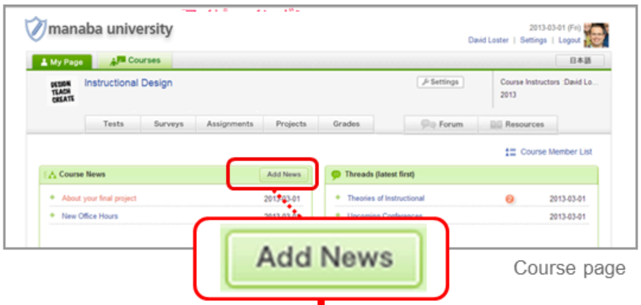
On the group list page, you can see who the group is being published to by clicking the group name.

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).

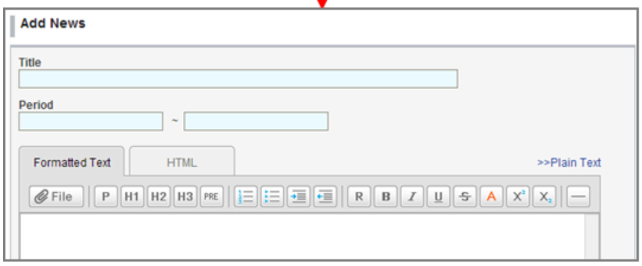
1. Click **Add News** on the course page.
2. Enter the title and write the content of the news.
3. Set the publication period of the news. (optional)
4. Click **Preview** to view the news as your students will see it. Then, click Publish.



Course page

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

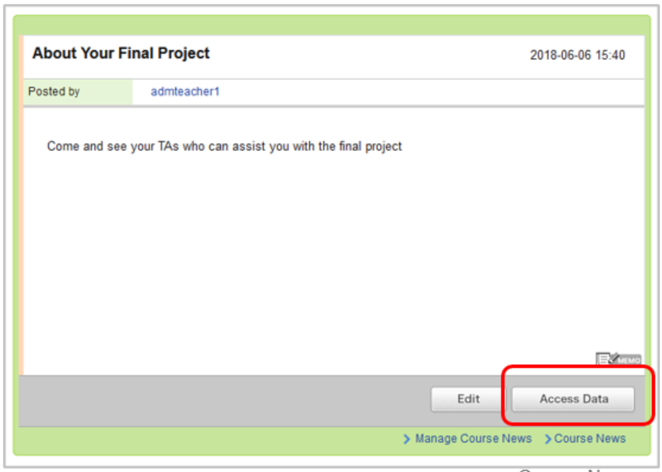
* If you send a reminder from "Upcoming Courses", students will not be able to access the URL of the reminder email.



Add News page

View access data

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



Course News

About status

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

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

Last Updated:2021-02-24 19:27
Download Access Data

Name	ID Code	Status	Viewed at
T.Asahina	C12345	Update unread	2021-02-24 19:25:31
S.Sanae	C12346	Read	2021-02-24 19:26:07
H.Koizumi	X12347	Unread	-

The student's first access to the newly published course news is displayed in the "Viewed at" column.

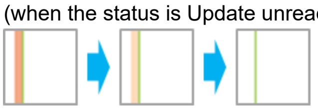
Even if the course news is accessed many times after the first access,unless the instructor edits the course news, the "Viewed at" column is not overwritten,and the first access is displayed.

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

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

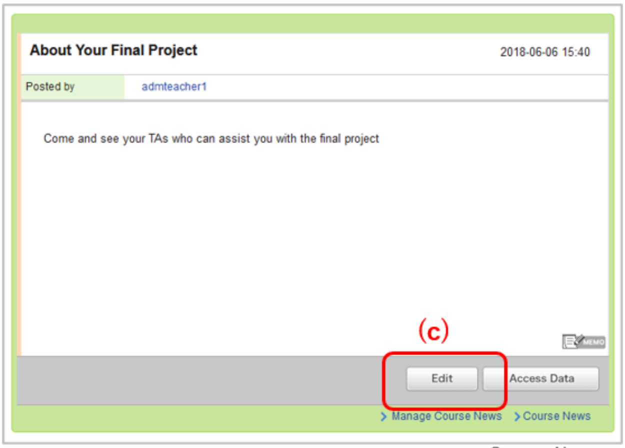
The orange line will remain faded for the first hour after it is displayed. After the hour is up, the orange line will disappear completely.

* When there is no access to the updated course news (when the status is Update unread), it turns back to orange.



Edit course news

1. Click **Manage Course News (a)** in the Course Top page.
2. Click ⚙ in Course News Administration page, and click **Edit Date (b)**.
   * You can also click **Edit (c)** in Course News to go to the Edit News page.



Course News

3. Revise the course news and click **Preview**.
   * Course news is displayed in descending order of publication start date. If you want the edited course news to display at the top of the list, please set a new publication start date.
4. Click **Update**, and choose whether or not to send reminder.

In the reminder, it is not possible to confirm whether the course news has been edited.

So,Please include the word "add" in the title or the details of the edit in the body.

Delete news

1. Click **Manage Course News** in the Course Top page.
2. Click ⚙ in Course News Administration page, and click **Delete**.

Course News Administration

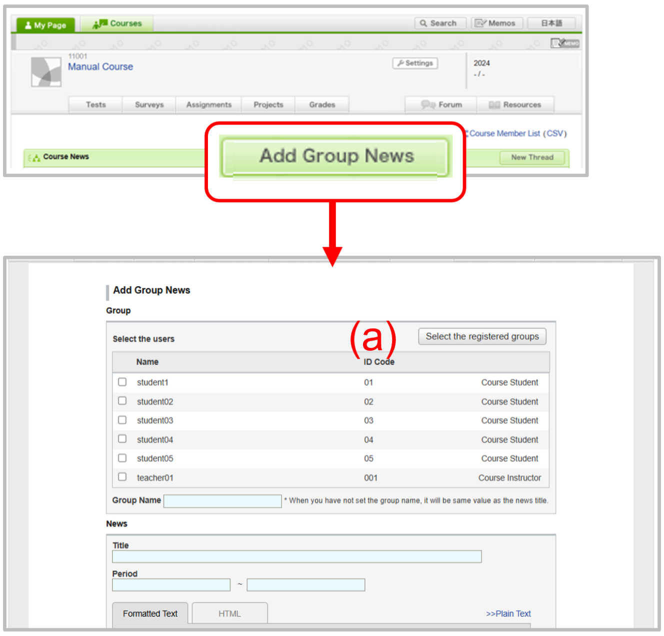
Add group news

When you want to send announcements to a certain group (and not to all course members), you can use group news.

* Before using group news, settings are required. (Refer to 「Group News settings.)

1. Click Add group news on the Home of Courses.
2. Choose the recipients.

> For instructors to view news from a list of group news, the instructor has to be added to the applicable group as a member.



Select from existing groups

Click (a) to choose a group.

Place a check mark next to the recipient

Place a check mark next to the addressed user.
This is only available to users who have the authority to create a group. The group is saved at the same time when news is saved.

3. Enter the title and main text of news.
4. Specify the publishing period. (Optional)

> You can also send a reminder to class students when publishing the news. Reminders will be sent only to members of the recipient group.

5. Click Preview to view the news as your students will see it. Then, click Publish.

> When adding new Group News, the Group name and List of group members will not be published to Class students who are in the Group.

Check access data of group news

1. On the Manage Group News page, click the group news you want to check.
2. Click View access data. Rules on how access data is shown are the same as course news.
   (Refer to View access data.)

Edit group news

1. Click Manage Group News (a) on the Home of Courses.
2. Other editing rules are the same as course news. (Refer to 「Edit course news.)

> Only news can be changed in Group News Edit. You cannot change the assigned group.

Delete group news

1. Click Manage Group News on the Home of Courses.
2. Click Delete.

Tests

In the Tests function, instructors may hand out, collect and grade tests easily in manaba.
Stimulate students’ motivation to learn by effectively using exercises and passing scores.

Types of tests

There are three types of Tests on manaba.

Autoscore test

Instructors can register answers and assign points in advance, and the student’s answers will be scored automatically after submission.

Manual score test

Instructors score the student’s answers manually after the submission.

Exercise

Students may repeatedly answer this type of test in order to practice.□Unlike Autoscore tests, the grades will not be registered automatically.

LTI test

Instructors can create a test that is linked to an external tool using a linkage method called LTI. It is only available for courses set up by the system administrator.

Add an autoscore test

1. Click Add **Test** in the Tests Administration page.
2. Select **Autoscore Test**.
3. Enter the title and the description of test.
4. Enter a start date and end date for the test. If you click the Start and End fields, a calendar will appear. Select a date and time, and click **OK**. (optional)

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

> You can also set the tests to be shown on student’s page only when their acceptance is Open. (See also "Schedule the showing period of Tests/Surveys")

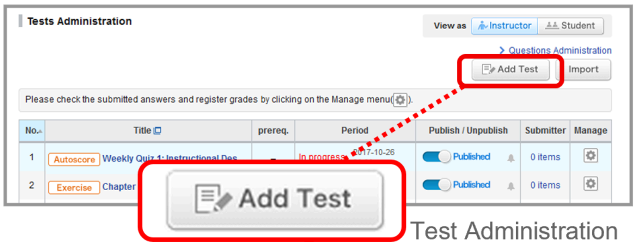
5. Set a Time Limit.（optional）(See also “Set a Time Limit ")
6. Enter questions you would like to ask your students. （See also “Add a test question”）
7. Select the time of publishing test results and correct answers.

> You can choose whether or not to publish the test results and the correct answers, respectively. Only those items that are specified to publish will be published on the student's results page.

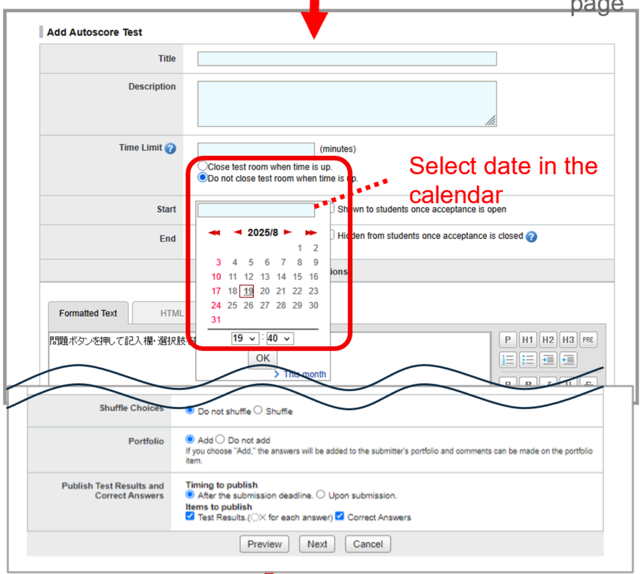
8. Select whether to publish or not the aggregate results.(See also “Publish aggregate results")

> You can choose whether to publish or not the aggregate results of answers.
> If you choose "Publish," the aggregate results will be published to students after the submission deadline.

9. Set a label (sequence number, custom).



Test Administration page



Add Autoscore Test page

- If you set a label, you can use it to filter target contents when copying contents. (Refer to Filter by label [sequence number, custom])
- If an applicable label does not exist, you can add a new label by entering the name directly into the new label name field. You can also add a new label via the Manage labels page. (Refer to Manage labels)

10. Click Next.
11. 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 for a text box, uploader and audio recording questions cannot be autoscored.

12. 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.

Be sure to set the Passing Score before the start date. If you set them after students have submitted their answers, they will not be scored for pass or fail.

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

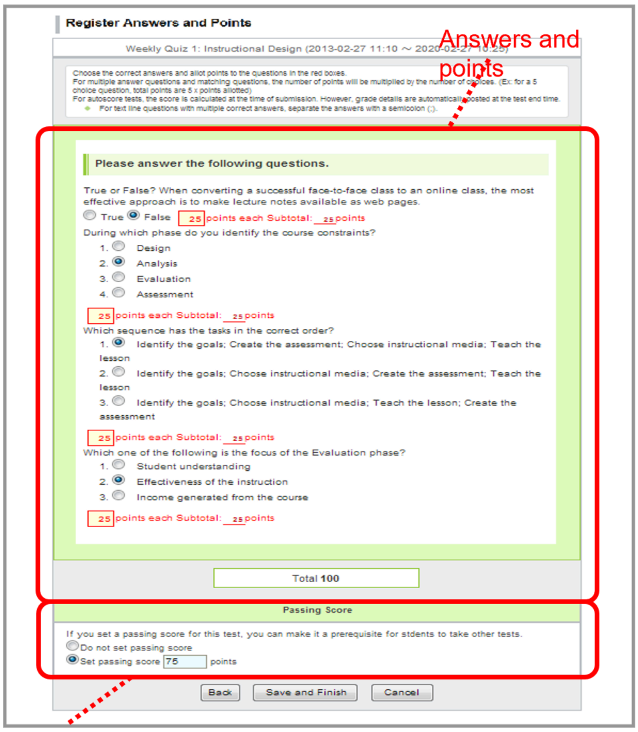
If you wish to give assignments to a certain group, you can do so by setting who to publish to. (Refer to Choose a Group to Publish Tests/Surveys/Assignments.)

Schedule the showing period of Tests/Surveys

Tests/Surveys with a check mark next to Open/Close Date will not be shown on student's page when acceptance is not open even when the status of those Tests/Surveys are Published. You can check the showing status for students on the Manage Tests/Surveys page.

If tests are Hidden due to editing and other actions, they cannot be shown on student's page. Please be sure to click the toggle button to switch back to Publish.

If you put a check mark next to Hidden from students once acceptance is closed, you will not be able to show the results to students.



Passing score

Register Answers and Points page

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)

> You can also set the tests to be shown on student's page only when their acceptance is Open. (See also "Schedule the showing period of Tests/Surveys")

5. Enter questions you would like to ask your students. （See also "Add a test question")
6. Set a Time Limit.（optional）(See also "Set a Time Limit ")
7. Choose whether to publish the score/explanation/allotted points after the Close Date.

> Only the items which are checked as Published and registered will be shown on student's score page.
> You can register the explanation/allotted points beforehand.
> (Refer to Insert an explanation and Register scores.)
>
> Test scores can be published after the tests are evaluated and their grades are registered.（Refer to Score and register grades.)

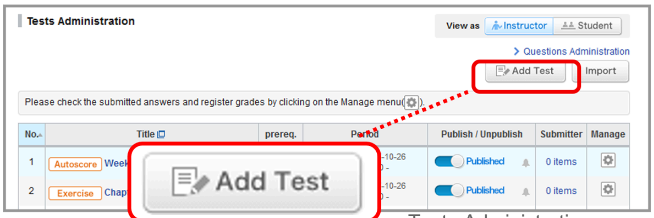
8. Set a label (sequence number, custom).

> - If you set a label, you can use it to filter target contents when copying contents. (Refer to Filter by label [sequence number, custom])
> - If an applicable label does not exist, you can add a new label by entering the name directly into the new label name field. You can also add a new label via the Manage labels page. (Refer to Manage labels)

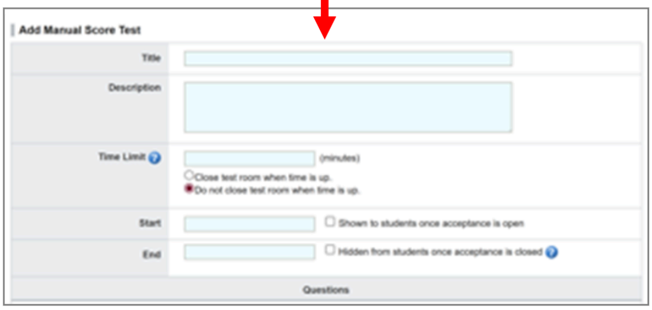
9. Click **Save** and save your test in manaba.

> If you wish to give assignments to a certain group, you can do so by setting who to publish to. (Refer to Choose a Group to Publish Tests/Surveys/Assignments.)

> For how to set a passing score to a manual score test, refer to step4 of "score a test and register grades on the web"



Tests Administration page

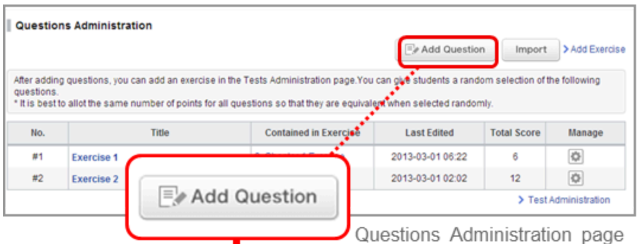


Add Manual Score Test page

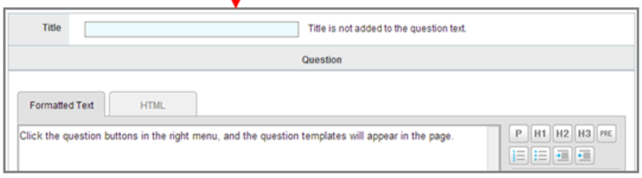
Add an exercise

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

STEP 1. Add a question



Questions Administration page



Add Questions page

1. Click **Questions Administration** on the Tests Administration page.
2. Click **Add Question** in Questions Administration page.
3. Enter the title.
4. Enter questions you would like to ask your students. （See also “Add a test question”）
5. Set a Time Limit.（optional）(See also “Set a Time Limit ")
6. Set a label (custom).
   - If you set a label, you can use it to filter target contents when copying contents. (Refer to Filter by label [sequence number, custom])
   - If an applicable label does not exist, you can add a new label by entering the name directly into the new label name field. You can also add a new label via the Manage labels page. (Refer to Manage labels）
7. Click **Next**.
8. 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.

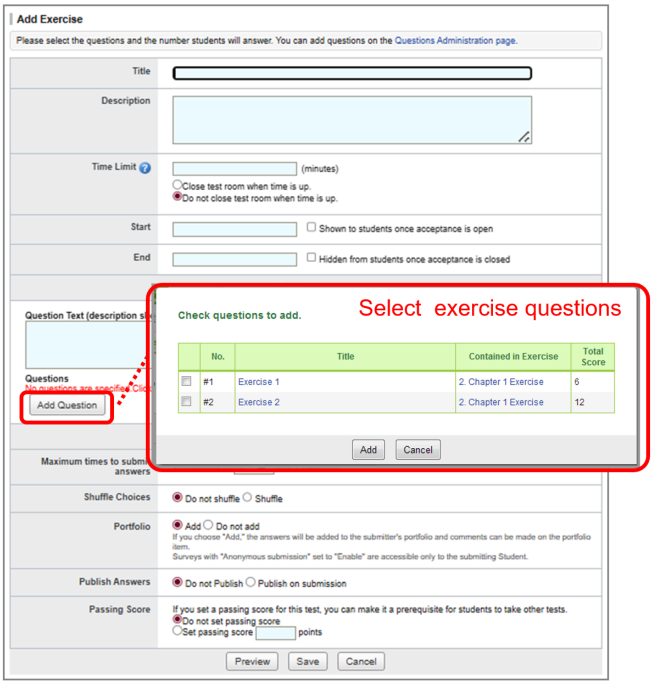
> You can also set the tests to be shown on student's page only when their acceptance is Open. (See also "Schedule the showing period of Tests/Surveys")

5. Write the Question Text.
6. Click **Add Question**, <u>select exercise questions that you registered in STEP 1</u>, 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. Set a label (sequence number, custom).

> - If you set a label, you can use it to filter target contents when copying contents. (Refer to Filter by label [sequence number, custom])
> - If an applicable label does not exist, you can add a new label by entering the name directly into the new label name field. You can also add a new label via the Manage labels page. (Refer to Manage labels)

13. Click **Preview** to view the exercise as your students will see it.
14. Click **Save** and save the exercise in manaba.

> If you wish to give assignments to a certain group, you can do so by setting who to publish to. (Refer to Choose a Group to Publish Tests/Surveys/Assignments.)



Add Exercise page

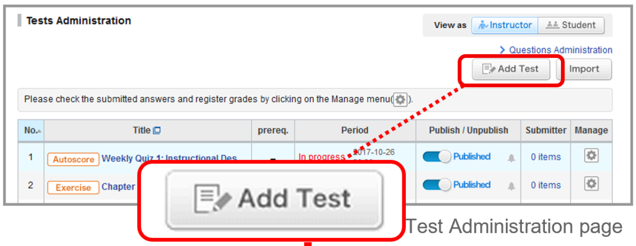
Add an LTI Test

The course which is using this function may be controlled by the system administrator. Contact your system administrator if the link for LTI Test is not showing.

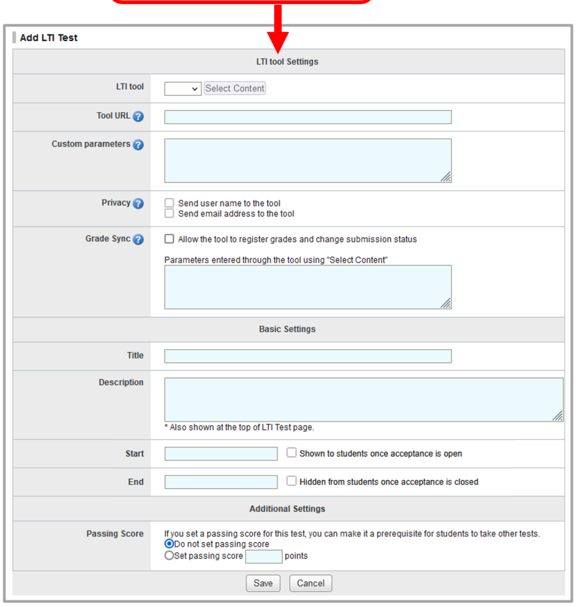
Export/import functions do not support LTI test.
* LTI test cannot be exported by Export All.

1. In the Tests Administration page, click Add Test and select LTI Test.

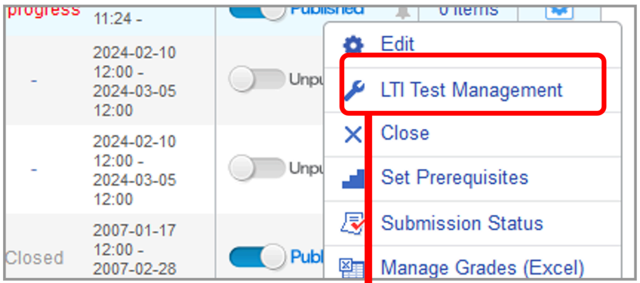
   After selecting a tool from the dropdown, the Select Contents button next to the list may be enabled. (It depends on the tool.) The settings can be reflected on to manaba's LTI test when you click the button to start and operate the tool. In this case, the following steps 2 to 4 may be entered automatically depending on the tool.



Test Administration page



Add LTI Test



Tests Administration page

LTI Test Management

2. Enter the information required for the setup.

   - ［LTI tools］ Select a preferred tool from the dropdown menu.
   - ［Tool URL］ Specify the URL that the user will first access. If left blank, the tool URL set by the administrator will be used. If you want to use a different URL specified by the tool, please enter it.
   - ［Custom parameters］ It can be used, for example, to display specific resources of an LTI tool.

     If specified in the LTI tool, please enter them in this field.

     The input format should be in the form of 'name=value', where the parameter name and value are connected by an equal sign, for example, 'page=2'."
   - ［Privacy］ manaba will also send the following information to the tool:

     For example, when the tool has grading functionality and submission status display, some tools may show this information as well.
   - [Grade Sync]

     Set up to use AGS (Assignment and Grade Services).When checked, assessments conducted on the tool side may be reflected in the manaba grading sheet or the submission status may be updated according to the tool used.

     This feature is available only when the tool supports LTI Advantage's Assignment and Grade Services (AGS), and the system administrator has enabled AGS during tool registration.

   Once the LTI test is saved, it is no longer possible to change the tool to be linked. *Other settings can be modified.

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)

   You can also set the tests to be shown on student's page only when their acceptance is Open. (See also "Schedule the showing period of Tests/Surveys")

5. To set a Passing Score for a test, select Set passing score and enter a passing score.
6. Set a label (sequence number, custom).

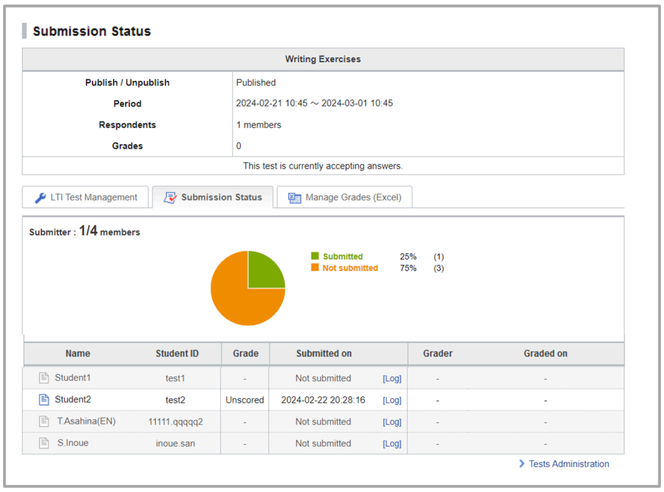
> - If you set a label, you can use it to filter target contents when copying contents. (Refer to Filter by label [sequence number, custom])
> - If an applicable label does not exist, you can add a new label by entering the name directly into the new label name field. You can also add a new label via the Manage labels page. (Refer to Manage labels)

7. Click Save and save your test in manaba.
8. Return to the Tests Administration page, click on the of the test you created to open "LTI Test Management" and see if the screen of the linked tool appears.

View submission status

In tne Submission status page, you may view the names of the students who clicked Finish button to a LTI Test.

To view student submissions, please go to the LTI Test Management page to view the management screen on the LTI tool side

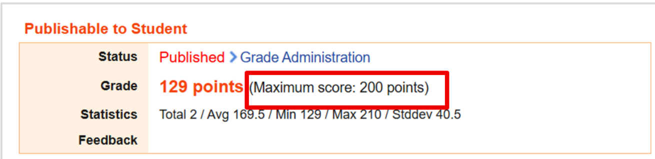


Submission Status

Register LTI Test’s grades

Register manually

Refer to Register grades of Autoscore Tests, Manual Score Tests, LTI Tests, Assignments and Projects under Register grades.



Register using the tool's grade sync

When you place a check mark next to “Allow tool to register grades/change submission status” for LTI tests, evaluations made on the tool will be synced and grades may be added.

In this case, you can check information other than each student’s grades on manaba if information of a perfect score which is specified by the tool is synced.

> When grades are registered or overwritten through Grade Sync, the grader’s name will be shown as “-” on the page for instructors.
> Also, even when changes are made in submission status, its change records will not be shown in student’s Access Log.

Types of questions

You can add 10 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

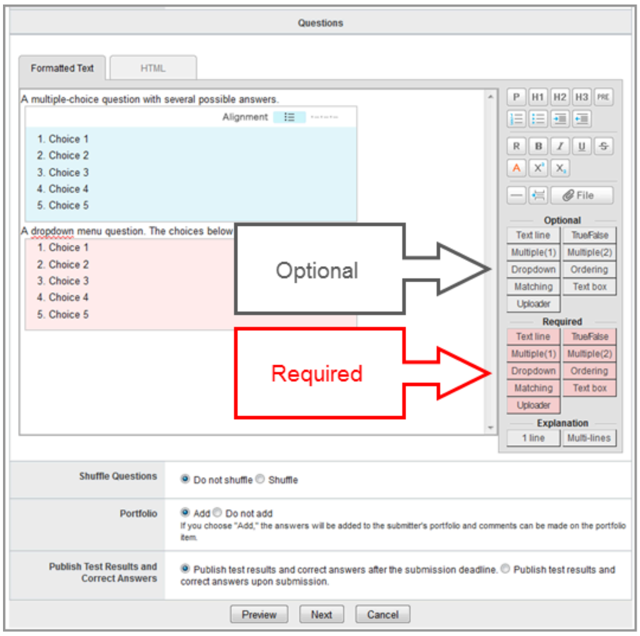
A question which allows to write paragraphs.

Uploader

A question which allows to upload a file.

Audio rec.

This question requires an audio recording for submission.
* Students need to enable microphone access.



Add Tests page

"Semicolon(;)", "Half-width Katakana" and "Full-width alphanumeric characters, spaces, hyphens etc." cannot be registered as correct answers or submitted as answers in a Text line question.
Automatically, "Half-width Katakana" answers will be converted to full-width characters, and "Full-width alphanumeric characters, spaces, hyphens etc." answers will be converted to half-width characters before being registered.

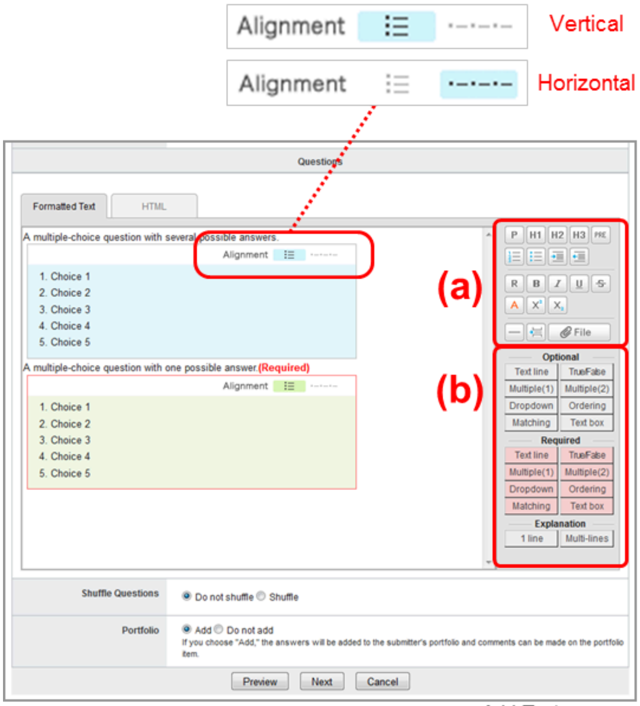
Add a test question

1. Let's add a test question. Click a button in area **(b)** and a question template of your choice will be inserted.
2. Overwrite the example question with the one you would like to ask.
3. Should you want to format your text with headlines or bold text etc., use buttons in area **(a)**.
4. If the order of the options in a question needs to be randomized when it is answered, choose Shuffle in the Shuffle Questions field.
5. In the Portfolio field, select **"Add"** if you want to add a submission to a student's portfolio. Only when the submission is added to the student's portfolio, the instructor and the student himself/herself can post a comment.
6. Click **Preview** to view the exercise as your students will see it.

- If you place a Required question, students will not be able to submit their answer unless they answer it.
- You may select the style of the list of answers (vertical or horizontal) by using the buttons within the frame of the possible answers.

If the list of possible answers is composed of short words or phrases, you may want to select "horizontal" as you can save space on the page.

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



Add Tests page

Enter a text box

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

Number of lines

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

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

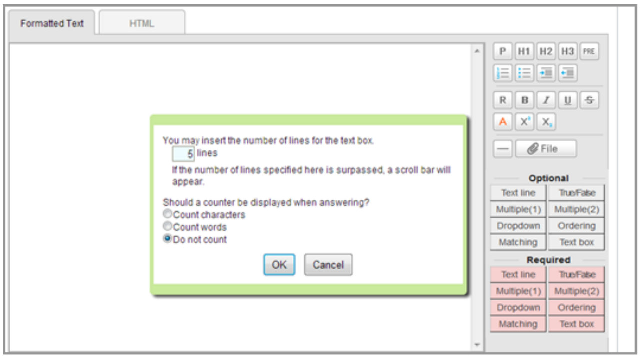
Character count

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

Word count

Mostly used for questions that allow to type text in English. Words are counted correctly if they are separated with a half-width space; note that they are not counted if separated with a full-width space. If you break a line, it will be counted as one word.

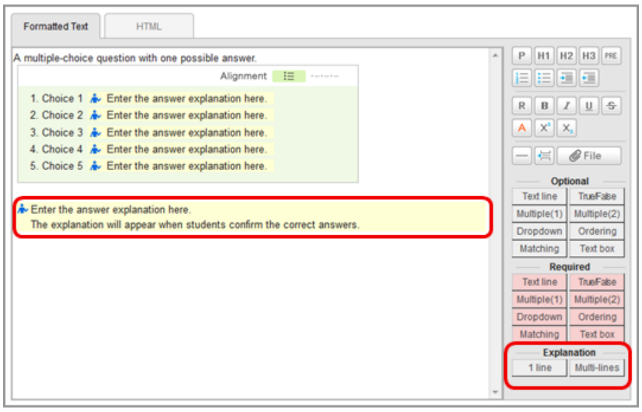
Number of lines and word/character counter will be a guide for students to know how much they should write.



Window to set up Text box question

Insert an explanation

Click **Explanation** button, and you can insert the explanation in the question.
(The explanation cannot be inserted for Choices of True / False questions.)
You can select two types of the explanation below.



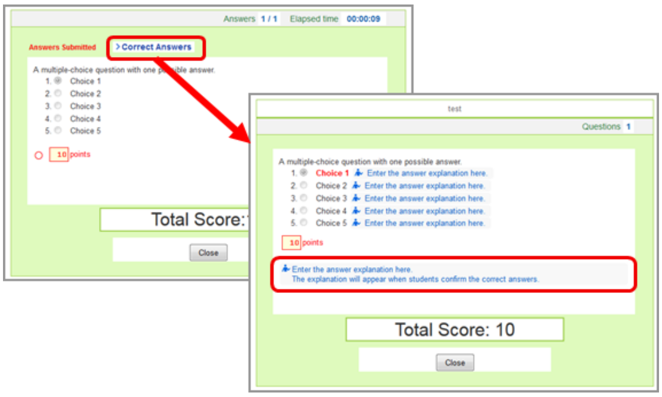
1 line

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

Multi-lines

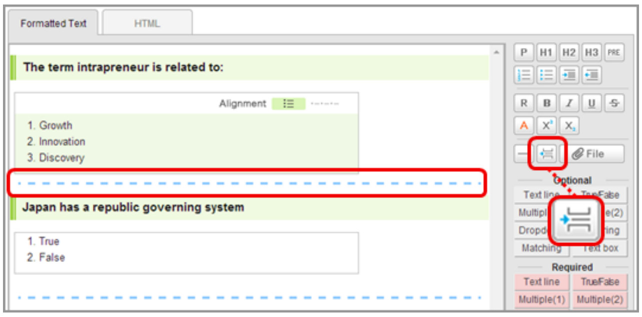
A explanation which you would like to insert into the whole question.

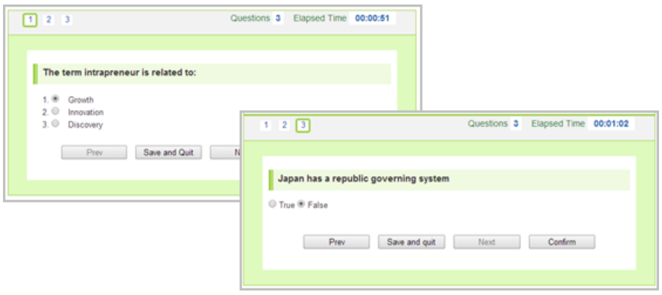
Explanations will not be made available to students for Autoscore tests or Exercises where correct answers are not published (although explanations can be set, there will effectively be no opportunity for them to be published to students).



Set a page break

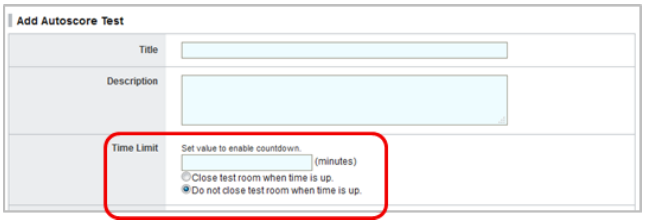
Click the **Page break** button, and you can specify the position of page break.
Pages will be switched at the place indicated with a blue broken line.



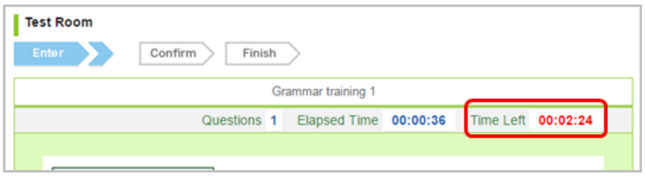


Set a Time Limit

You can set a time limit in increments of one minute on tests and surveys. When a time is set up for a test, students will see the countdown of the time left in the Test / Survey Room, while taking the test/survey. You can choose if you close the Test/Survey room after the time limit:



Add Test / Survey page



Test / Survey Room page

Close test / survey room when time is up.

When the time is up, the Test/Survey Room will be automatically closed and students will be transferred to the Confirm page. Answers entered within the test time will be saved. In this case, Submit is clickable even if required questions are left unanswered.

The answers students have entered are sent to manaba (Required questions will be left unanswered).

In this setting, you can submit required questions unanswered, even if it is within the time limit.

Do not close test / survey room when time is up.

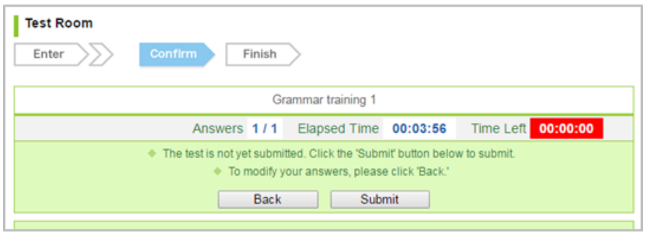
The Test / Survey Room will not be closed and students can continue to answer test questions even after the time is up.

> "Time Limit" should be set shorter than the period.

"Time Left" Display

The countdown of the time left begins when clicking the Start button in the Test / Survey Room page and ends when clicking Submit in the Confirm page. Once a student clicks the Start button, the countdown does not stop until clicking the Submit button.

If the Instructor request resubmission, the elapsed time is still the time since you clicked **Start** the first time. If you have set Close test room when time is up. and the elapsed time is over the time left, students cannot be made to resubmit.



Test / Survey Room (Confirm) page

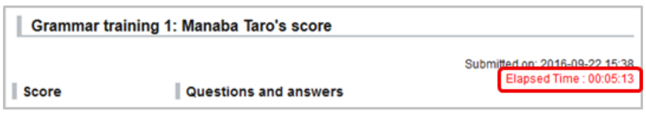
> Once a student clicks Start button, the countdown will neve stop until the time limit. Please be advised that you should use Export and Import function if you wish to edit/reuse tests or surveys once students started taking tests/surveys.

> In case a student clicks Start button of a test that has the test / survey deadline earlier than the time limit expires, the time left display will show the remaining time until the end of the test/survey submission deadline.

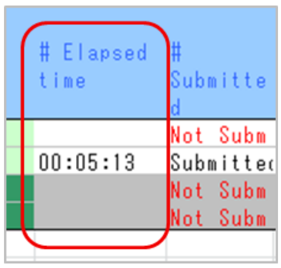
Elapsed Time

The "elapsed time" of a test/survey without a timer calculates the time taken between when a student clicks the Start button and the Submit button.

However,the "elapsed time" of a test/survey with a timer calculates the time taken between when a student first clicks the Start button and the Submit button. Once the student clicks "Start", the timer begins counting down until the student clicks "Submit".



Score page



Excel file

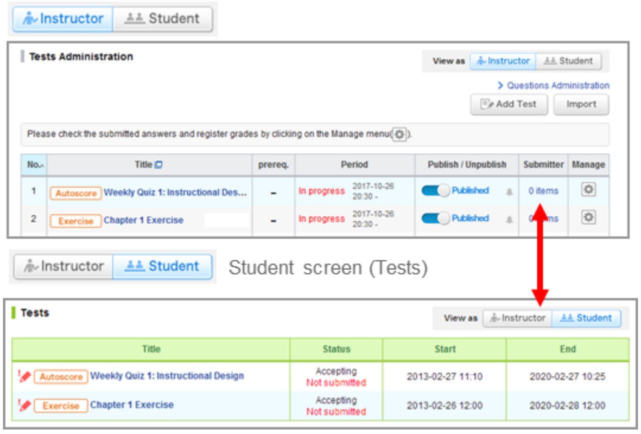
> When a student's test/survey room page moves automatically to the Confirm page because of timeout, etc., the elapsed time may be calculated longer than the time-limit. This is because manaba will not stop calculating the time until the student click "Submit" button.

Publish a test

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

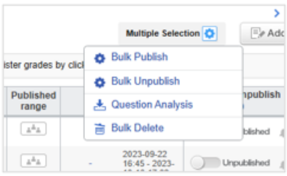
- Should you wish to send a reminder message, click **Publish and send reminder**.
- Use **Student** button to view the list of tests which are published to students.
  * For assignments published to a group: For instructors to check those assignments as Student, the instructor has to be added to that group as a member.

If you set a period, students can only respond after the start date; before the start date, the status of the test will be set as “Pending.”



About Multiple Selection

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



Edit a test

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

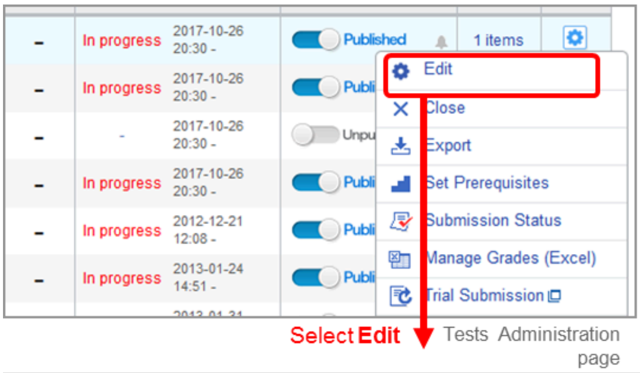
1. Click [icon] on Tests Administration page and select **Edit**.
2. Revise the test and click Save.
   * Save the test after registering answers and allotting points if it is an autoscore test.

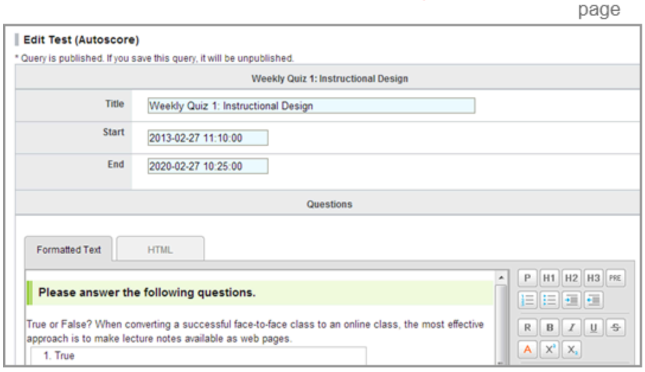
If you edit a test, it will automatically be unpublished. Once you finish editing, please publish it again.

If you rewrite the answer and allotted points of autoscore tests which are still Open and questions already used in exercises, it may not be calculated correctly. Please be aware of answers which are already submitted.

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

In the Tests(Except Exercise) , you can change "Portfolio" settings later after submitting the student. If you select "Do not add", the submission will be hidden from the student portfolio.



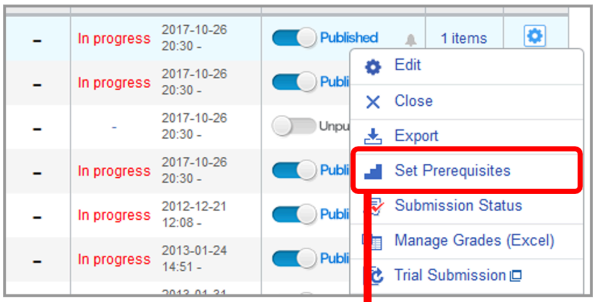


Edit Test page

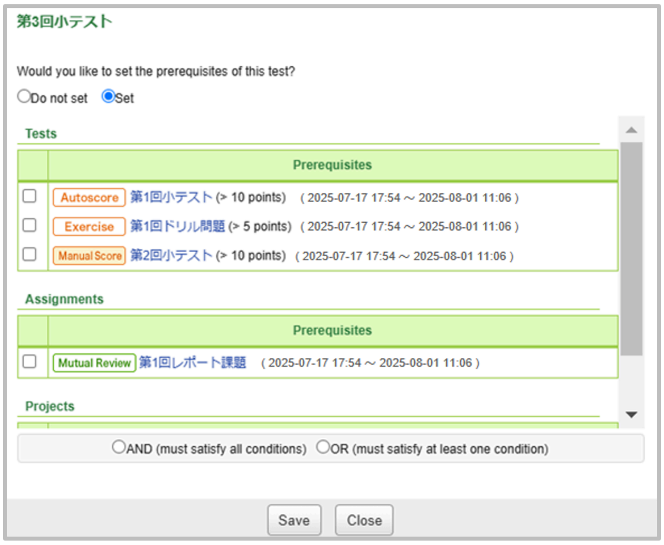
Set prerequisite

Prerequisites is a setting which allows students to take a test if they pass specific items or check Resources (click the "Change to Checked" button).

1. Click ⚙ on Tests Administration page and select **Set Prerequisites**.
2. By setting Enable all items within the course with passing conditions (Tests, Assignments, Projects) or completion conditions (Resources) will be shown in a list.
3. After selecting the items you wish to set as prerequisites, choose either of the following conditions: “must satisfy all conditions (AND)” or “must satisfy at least one condition (OR)”.
   *If you have selected only one prerequisite, you may choose either AND or OR.
4. Click **Save** and finish the process.



Select **Set Prerequisites**



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.

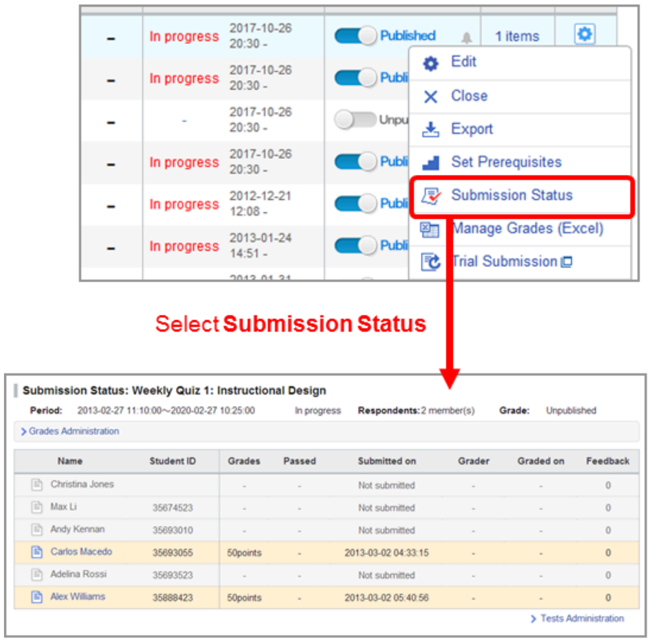
1. Click ⚙ of a test in the Tests Administration page and select **Submission Status.** A list of students and their submission status for that test will be shown.
2. On the Submission Status page, you can see students' submitted answers by clicking on the name of each student.

If Saved data is showing in the Submitted on column, you can check the answers which are not submitted yet

About Exercise Past answers can be seen by clicking Saved data. You can see the answers which are not submitted yet by clicking Check unsubmitted answers.

*Once an exercise has been submitted, its status cannot be reverted to Unsubmitted.

*Answers are saved either when students click on Quit (Save), Confirm, Prev, or Next while answering, or every 30 seconds after students start answering.



Submission Status page

Send Reminders

You can send a reminder email to students who have not submitted the test during the acceptance period.

You can send a reminder only to student course members who have enabled the "Assignments" notifications on manaba's Reminder settings page.

（Refer to View reminder settings/grades）

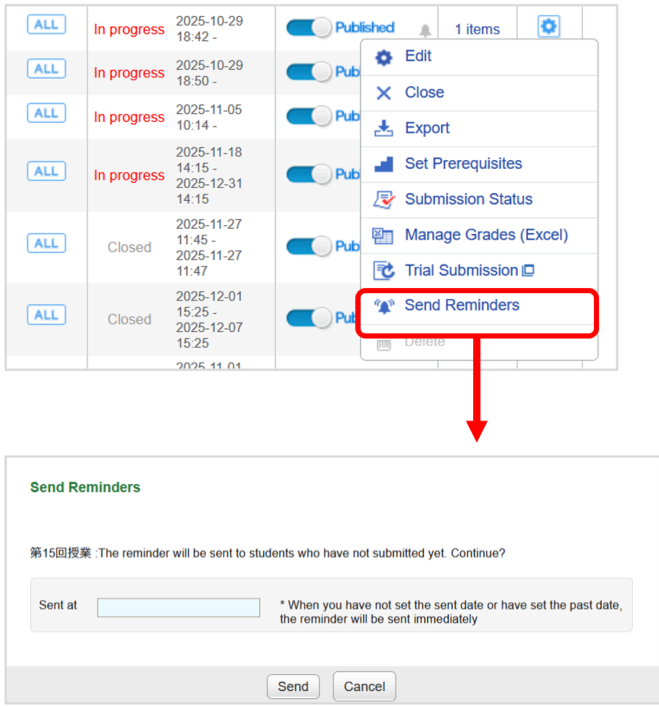
1. Click the ⚙ button on the Tests Administration page and click **Send Reminders.**

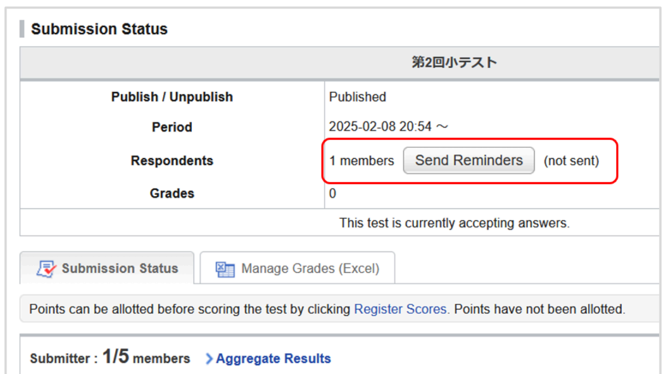
   This menu will not be shown if the date has passed the acceptance period.

2. Enter a date and time for Sent at and click **Send** to complete.

   - If you specify a passed date for Sent at, or if you leave it blank, the reminder will be sent immediately.
   - If you specify a future date, reminders will be sent at the scheduled date/time. Any students who have not submitted as of the scheduled date/time will receive a reminder.
     To cancel a schedule, reopen the Send Reminders panel and click the Cancel button.

You can also check the details of students who have not submitted yet on Submission Status before sending reminders.





Submission Status

Show aggregate results

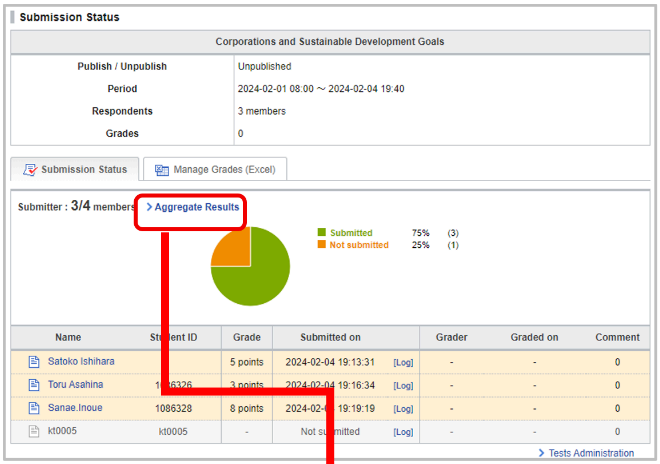
1. You can see the aggregate results in bar graph/pie chart by clicking the Aggregate Results link on the Submission Status list page. Bar graph/pie chart will also be shown on answer detail page by clicking the name of student.
2. Results can be updated by clicking the Update to latest button while acceptance is Open.

Types of graphs/charts are as follows:

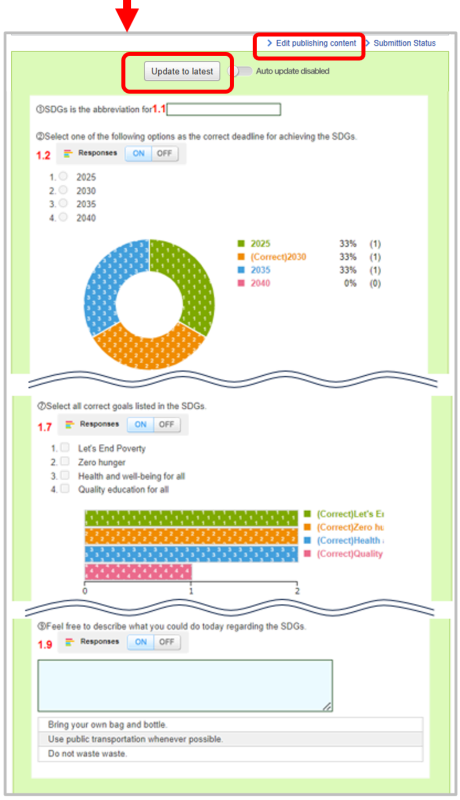
- Multiple(1), True/False, Dropdown → Pie chart
- Multiple(1), True/False, Dropdown → Pie chart
- Text box → Text
- other question form → No graph

For text box questions, results are shown as follows:

- Answers are shown in anonymous form.
- Submitted answers are sorted in descending order (submitted date/time).
- Re-submitted answers replace the older version.



Submission Status



Aggregate Results

Edit publishing content

If there is a question you want to hide on results page, you can hide them one by one on Edit publishing content page.

- Choose the question which you want to hide its results.
- Choose the answer to the text box question that you want to hide.

1. Click **Edit publishing content.**
2. Place a check in the check box which hides the results.
3. Click **Save.**

Auto update of results

Results will be updated automatically on a periodic interval by clicking for auto update.

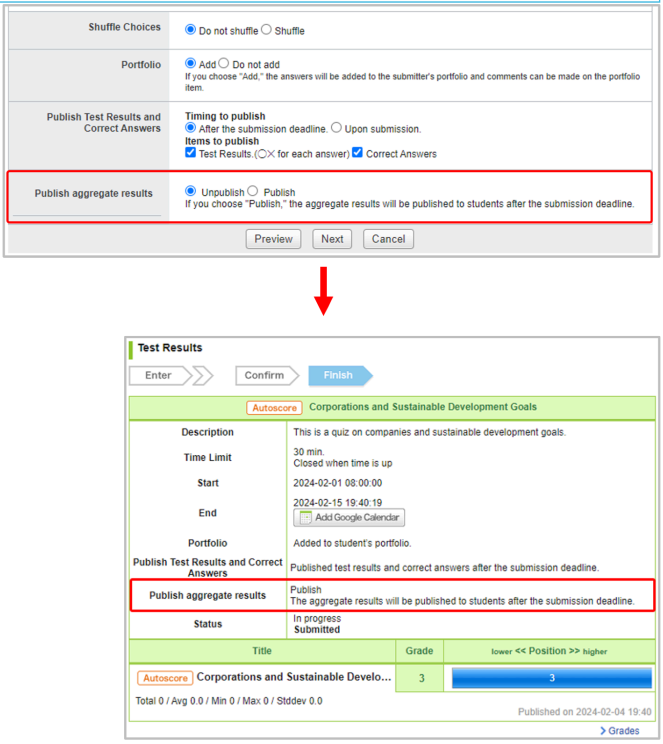
Automatic updates are performed only on the currently open tab. If you have multiple tabs open, only the active tab will be enabled.

Publish aggregate results

Graphs and charts of results can be published to student.

You can choose whether to publish the aggregate results to students or not when adding tests (exercises are not applicable). If you choose "Publish," the aggregate results will be published to students after the submission deadline.

> You can also change later to publish or hide results.



Test Room (Results) page

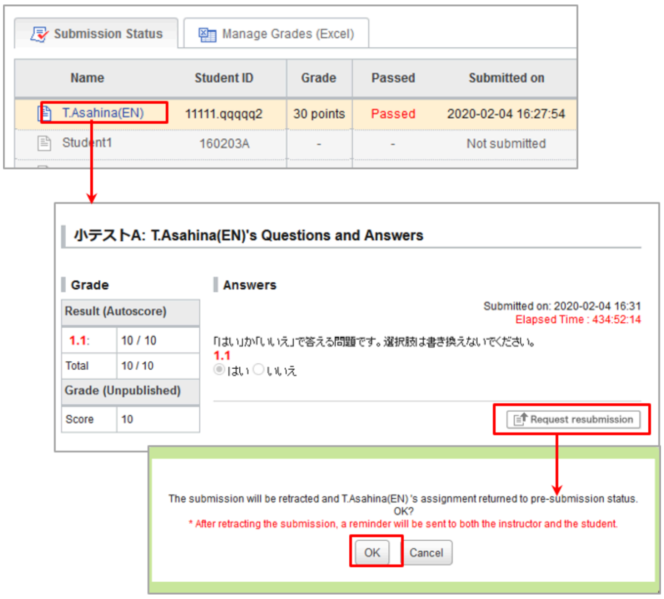
Request resubmission

In the following the steps, the instructor withdraws the student's answers that has already been submitted and can return to the state before the submission was confirmed. (Excluding Exercise)

After withdrawal by the instructor, students will be able to access the test and respond again.

1. Click on the name of the student whose assignment you wish to withdraw in "Submission Status".
2. Click the "Request resubmission" button on the "Student's Questions and Answers" screen.
3. Click "OK" button on the confirmation screen.

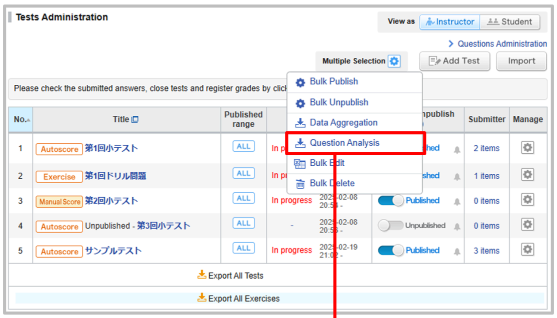
> - The answer before resubmission is retained.
> - Reminders are sent to the submitter and the instructor.
> - If pass conditions are set, students who pass once will remain passed even if the instructor withdraws the answer.
> - If the instructor withdraws the answer, the grade will also be deleted.



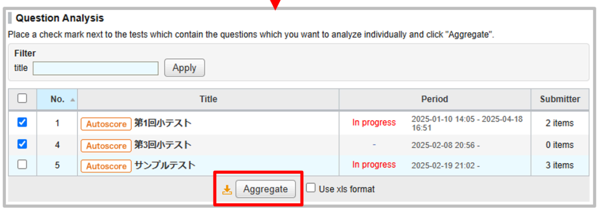
Check the answer status of each question

You can check the number of answers and correct answer rate of autoscore test questions by downloading Excel.

1. On the Test Administration page, click Multiple Selection ⚙ and choose Question Analysis.
2. Place a check mark next to the test which contains the questions which you want to analyze and click Aggregate.



Tests Administration



Question Analysis

Preview：

The URL for previewing the respective test.

Submission rate：

The ratio of the number of submissions against course students (if “Publish range” is specified, the number of submissions against group members). It will be entered in the first line of the respective test.

Question ID：

The number corresponding the one written on each question on the preview page.

Question type：

How the question is asked such as Multiple(1), Dropdown, etc.

Correct answer rate：

The ratio of the number of correct answers against questions. The correct answer rate will be left blank depending on the question type. (Refer to Exception)

Number of answers：

Basically, the number of submissions which do not include the number of blank answers.How it is counted depends on the type of question, and it may be left blank.(Refer to Exception)

Number of correct answers：

How it is aggregated depends on how the question is scored.
-Exact Match question： The total number of correct answers.
-Partial Match question：The ratio of the number of correct choices against checkboxes/dropdowns expressed in decimal number.
(E.g., if the question is scored in partial match form and have multiple choices containing three checkboxes, and if the total number of correct answers (partial) is 20, 6.666 is the number of correct answers for that question [it is calculated: 20/3=6.666].)

Number of correct answers (partial)：

answers for the following two question types.
- Multiple Choice question：The total number of correctly answered checkboxes.
- Matching question：The total number of correctly chosen dropdowns. (Refer to Score multiple choice and matching question)

Blank answers are basically excluded from being counted as part of the number of answers and correct answer rate.
However, blank answers are included in the number of correct answers and correct answer rate in the following cases.

- The question type is Multiple(2)
- The question type is either Ordering or Matching and the correct answer is not specified by the instructor.

This is to deem blank submission as one of the answers for questions which may not have choices with the instructor’s intention.

Trial submission function added to tests and surveys

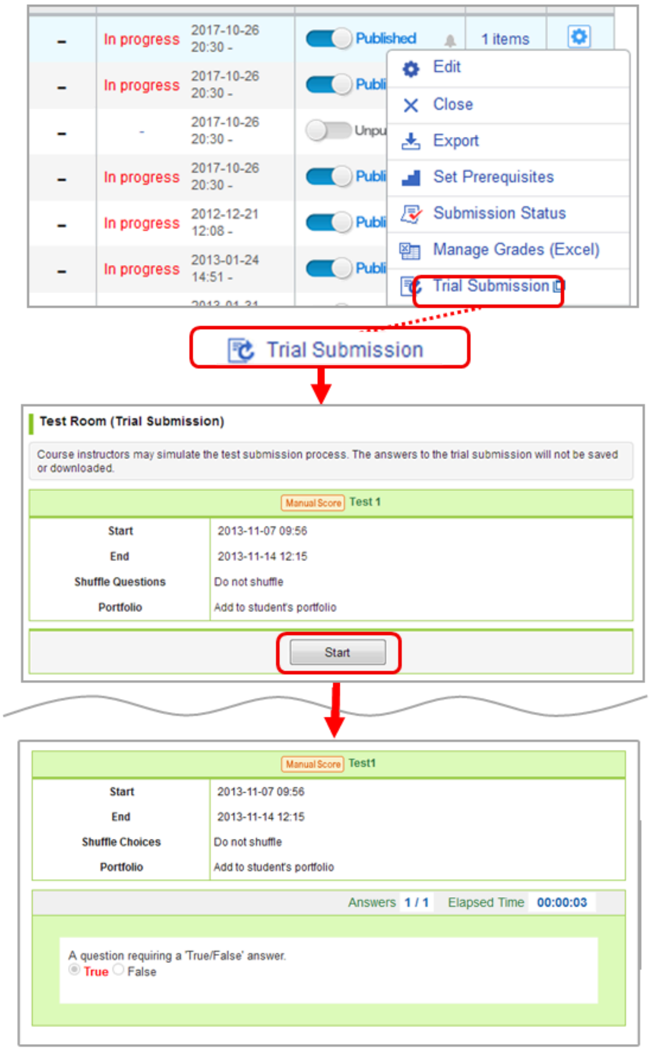
The course instructor can simulate submission for tests and surveys from the **Tests Administration** and **Surveys Administration** pages.

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. If you want to finish the trial submission, close the tab of the window.

Trial submissions for tests will not be included in the test evaluation sheet. The trial submission results will not affect the highest score, either. The passing score you set up will be ignored, too, so you may simulate the submission for any tests you add.



Score and register grades of a test

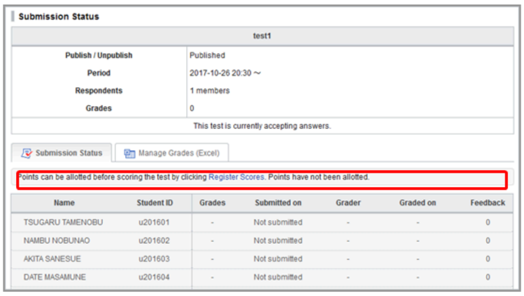
There are two methods to score and register grades of tests.

A：Score a test / Register grades on the web （Manual score tests/Exercise）

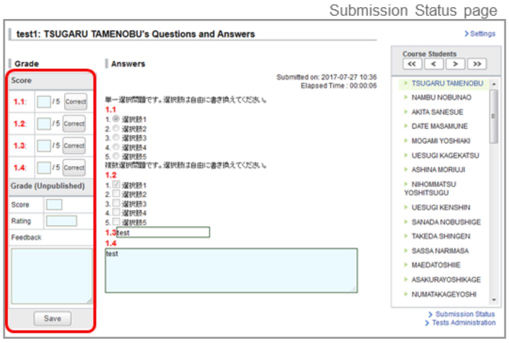
B: Download a Test Evaluation Sheet, score students' answers and register grades for all students in a batch.

You can also register pass results for assignments with passing conditions. Refer to Register pass results for how to set passing conditions.

A：Score a test / Register grades on the web （Manual score tests/Exercise）



Submission Status page



Score page

1. Click on Tests Administration page and select Submission Status.
2. Click Register Answers on the submission status page.

   For manual score tests, it is convenient to register scores before scoring. (See also ""Register scores for manual score tests")

   If files submitted for uploader and other questions have a Show button to the right of the file link, they can be previewed in a separate window by clicking it.
   Types of files that can be previewed are the same as those attached to resources. (->Types of files that can be previewed by clicking the Show button）

3. Enter points of questions.

   When scoring a manual score test, if points are already registered, 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.

4. Enter Rating In case of evaluating with character string such as "Good,Excellent,A,B". (optional)
5. Enter Feedback about the student's test.(optional)
6. If there is no revision to make, click Save and complete the score count.

Register scores for manual score tests

1. Click Register Scores on the submission status page.
2. Enter points of questions.
3. Set passing score if needed.
4. Click **Save** and finish the registration process.

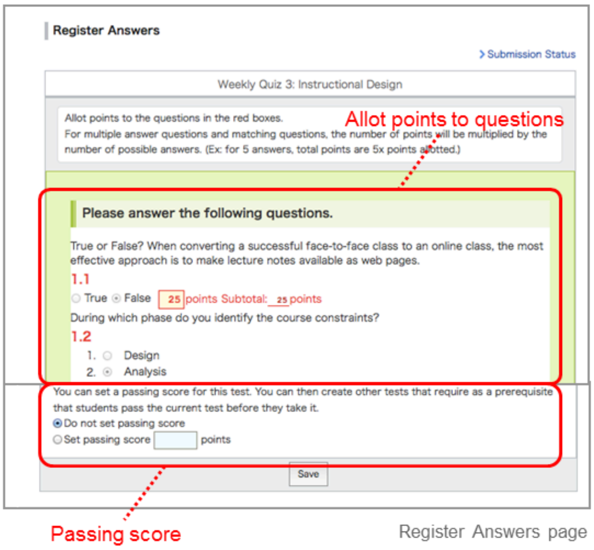
You can score multiple choice and matching question in two patterns bellow.

- **Partial Match**：The total score of the question equals the number of checkboxes/dropdowns times the number of allotted points.
  *Each unselected checkbox/dropdown is also scored.
  (E.g., if the number of allotted points is 1, and 3 out of the 5 checkboxes are registered as correct answers, the total score for the question is calculated as follows when the correct 3 checkboxes are chosen: 1 point × each correct checkbox = 3 points; and 1 point × each unselected checkbox = 2 points; totaling to 5 points.)
- **Exact Match**：The total score for the question equals the number of allotted points
  registered. (E.g., if the number of allotted points is 5 for a 5-checkbox question, students can get the full score only when

they choose all the correct answers. If any of their choice is incorrect, they 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 Rating In case of evaluating with character string such as "Good,Excellent,A,B". (optional)
4. Enter Feedback about the student's test.(optional)
5. If there is no revision to make, click Save and complete the score count.



Register Answers page

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

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

> A button for collecting evaluation sheets and submitted files all together will appear only when there is an uploader or audio recording question.
> You can download files by choosing how to collect them using the dropdown shown next to the button.
> Details of file submitted by students differ as follows by what you choose in the dropdown.
>
> 【Make a folder for each student (default)】
> How it is stored: Folder for each student
> Folder name: ID code@User ID
> File name: Question code@Name of original file
>
> 【Put them in one folder】
> How it is stored: No folder for each student
> File name: Question code@User ID@Name of file submitted

3. Enter in either "#Score","#Rating" or "#Comment" on the Test Evaluation Sheet.If you would like to register a score of 0, please input 0 in "# Score".
*Test sheets of autoscore tests already have grades entered.

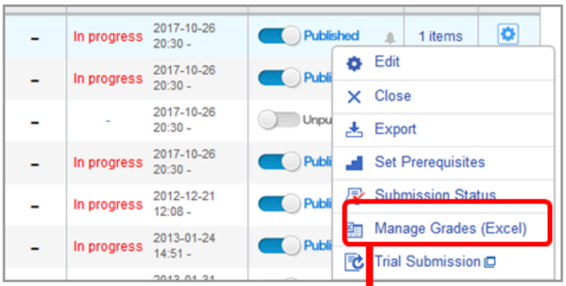
> The test evaluation sheet of for the Autoscore Test has already been entered with the total score.

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

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

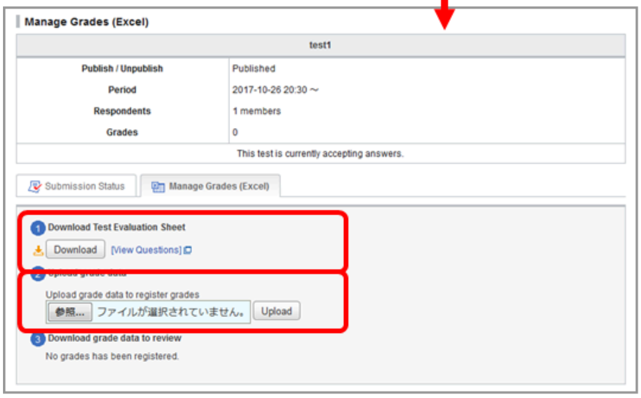
4. Upload an Excel file with grades and complete registration of grades.

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



Select Manage Grades

Manage Tests page



Manage grades page

Publish grades

Autoscore tests

Once the Test submission deadline passes, grades will be automatically published.

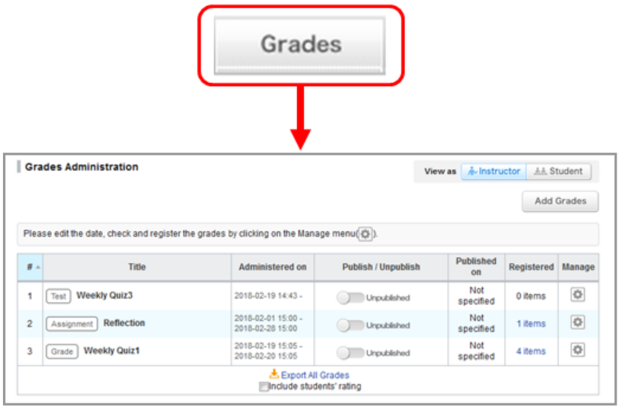
Additionally, a reminder will be sent out simultaneously with the automatic grade publication.
*This does not apply if the 'do not automatically publish grades' option is enabled.

Manual score tests / Exercise

Grades are not published when they are registered using either the web or Excel sheets. Grades are published in the following way:

1. Click the **Grades** tab and open Grades Administration page.
2. Click of the test you would like to publish.

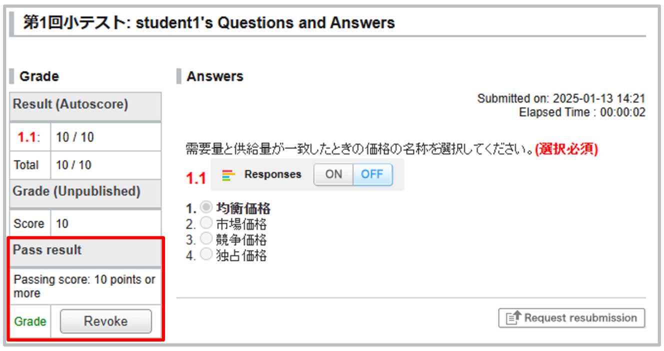
> Should you wish to send a reminder message, click **Publish and send reminder.**



Manual Score Test Grades page

Manage pass results

You can register and change your pass results.
Pass results are also shown on the student screen.
Pass results can also be used as a prerequisite for tests.



Register pass results

A.Register pass results on the web

1. Click on the Tests Administration page, and select Submission Status.
2. On the Submission Status page, click the name of the student who have already submitted.
3. Click the Pass results button to register or revoke Passed.

> For tests and exercises with passing conditions, pass results will be registered automatically depending on the score results.
>
> However, pass results will not be rechecked automatically if the score results are changed after the pass results are registered.

B：Register pass results by using Excel (evaluation sheet)

1. Click on the Tests Administration page and choose Manage Grades (Excel).
2. Download the evaluation sheet from the Test Grades Administration page.
3. In the Pass results column of the evaluation sheet, choose either Pass or Revoke.

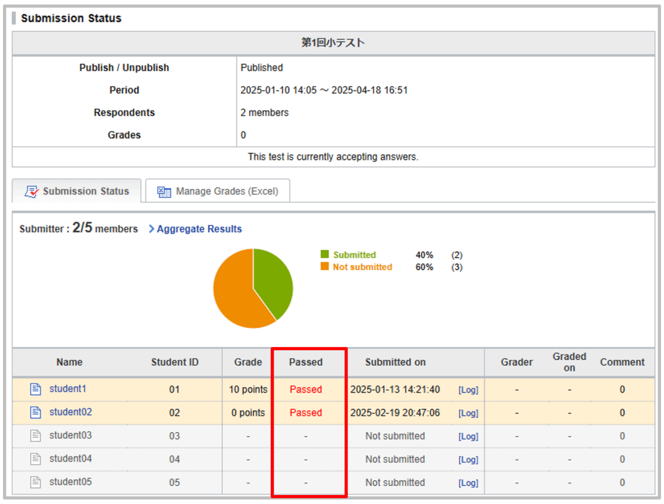
> If you upload a file with blank lines: Blank lines will be determined as there is no change, and information relevant to those lines will not be updated.

4. Upload the evaluation sheet with pass results and complete registration of grades.

Check pass result

1. Click on the Tests Administration page and select Submission Status.
2. In the Pass results column on the Submission Status page, “Passed” is written if a student has passed, and a hyphen “-“ for other status.

> Pass results can be checked on the Submission Status page, answer detail page and Excel (evaluation sheet).



Submission Status

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.

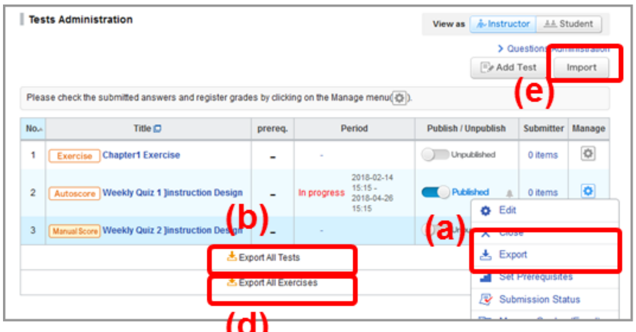
Export an autoscored / manual score test

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

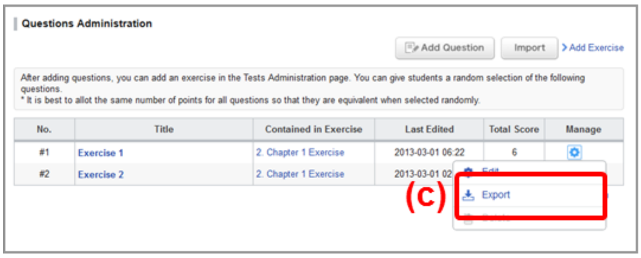
Export exercises

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.

<u>The sections to import are different</u>:

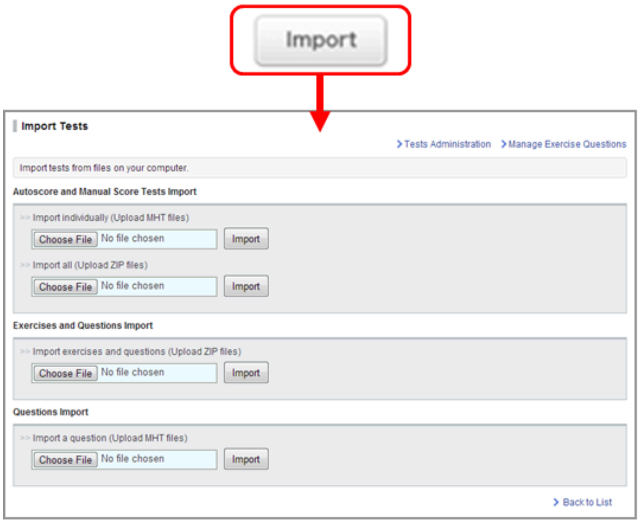
- Autoscore tests / manual score tests
- Exercises and exercise questions
- Exercise questions

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

When importing an exported MHT/ZIP file into manaba, the maximum size that can be imported at one time is about 400MB.

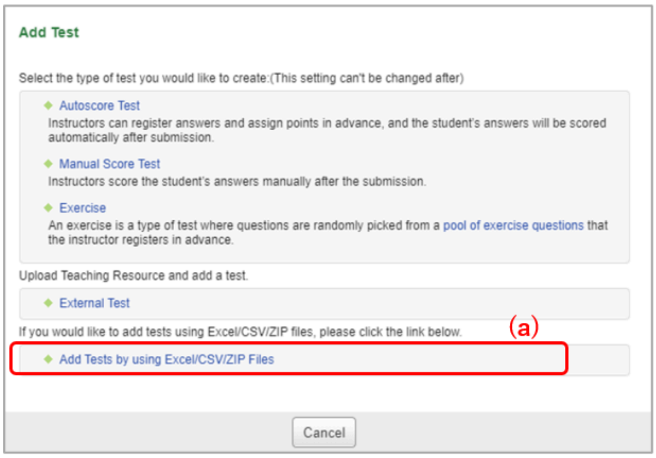
Imported tests need to be published.

Add Tests by using Excel and CSV

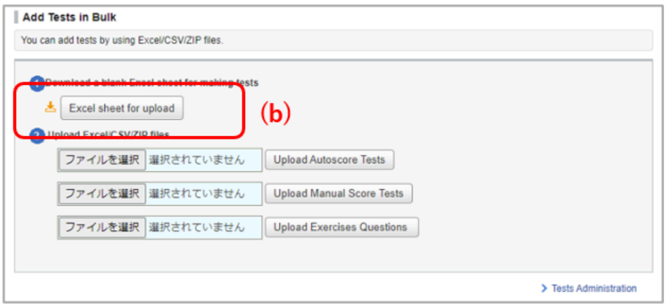
You can create more than one test by using Excel or CSV.
*To use CSV, please convert the Excel sheet downloaded from manaba.

1. In the Tests Administration page, click **Add Test** and select **Add Tests by using Excel/CSV/ZIP Files (a)**.
2. Download Excel sheet for upload **(b)**.
3. Enter items in the Excel for adding questions.
4. Upload the Excel sheet with added items to where you want to add a Test.
5. Click **Upload**.

The course which is using this function may be controlled by the system administrator. Contact your system administrator if the link for **Add Tests by using Excel/CSV/ZIP Files** is not showing.



Add Test



Add Test in Bulk

Input items for Excel sheet

Settings for entire test questions

Title

Add test for each title. To add more than one question to a test, leave the title field blank.

Category 1 - 5

These are not shown on the page. Please use these items to make notes.

Description

Enter test explanation. To add more than one question, add description after entering title. Please note that if you enter description in lines without a title, it will not be reflected.

Start/End

Enter in the following format.
YYYY-MM-DD hh:mm e.g., 2018-10-07 12:50

Shuffle Choices

If you are shuffling choices, enter 1. (Only for Autoscore/Manual score)

Portfolio

If you are storing to portfolio, enter 1. (Only for Autoscore/Manual score)

Time Limit

Enter in minutes using half-width numbers (e.g., if the time limit is one hour, it should be entered as 60).
Time limit will not be set if a time limit is longer than the acceptance period.

Close test room when time is up

If you wish to close the test room when the time is up, enter 1 (half-width number).

Publish Test Results and Correct Answers - Timing to publish

To Publish test results and correct answers after the submission deadline, leave this field blank.
To Publish test results and correct answers upon submission, enter 1.

Publish Test Results and Correct Answer -Items to publish

Enter the following half-width characters accordingly.

For autoscore test
・Publish all … y (or leave it blank)
・Hide all … n
・Publish only score results (〇 and × for each answer) … r
・Publish only correct answers … a

For manual score tests.
・Publish all … y
・Hide all … n (or leave it blank)
・Publish only test results (points for each answer) … r
・Publish only explanation / points … a

Publish aggregate results

Enter "1" to publish the aggregate results to students after the submission deadline.

querytitle	category1	category2	category3	category4	category5
# Title	# Category1	# Category2	# Category3	# Category4	# Category5
Test 1	Social Science	Politics and Economics			
Test 2	Social Science	Law	Law	Law	Law
Test 3	Social Science	Economics	Economics	Economics	Economics

predescription	starttime	endtime	shuffle	portfolio	timelimit
# Description	# Start	# End	# Shuffle Choices	# Portfolio	Time Limit
A quiz about today's lecture.	2014-07-10 12:00	2014-07-17 12:00	1	1	
A quiz about today's lecture.	2014-07-17 12:00	2014-07-24 12:00	1	1	20
A quiz about today's lecture.	2014-07-17 12:00	2014-07-24 12:00	1	1	30

Settings per test question

Header

The entered text is shown as Header 1 (H1 button).

HTML

You can specify one of the following four types to write Header, Question, Choice, and Explanation (they all should be in half-width characters). Leave blank: Specifying without an attachment in text
ti: Specifying with an attachment in text
h: Specifying without an attachment in HTML
hi: Specifying with an attachment in HTML

Question

The entered text is shown as Bold (B1 button).

Question Type

Refer to How to enter Question Type and Correct Answer.

Detailed settings

Detailed settings are as follows.

Enter “required” for required question.
Enter “horizontal” if you want the choices to be listed horizontally. (If you do not specify anything, they will be listed vertically.)

If you want to specify more than one option, separate with a comma, such as "required, horizontal".

Points

Enter Point Allocation using numbers.

Correct Answer

Refer to How to enter Question Type and Correct Answer.

Choice1 - 5

Refer to How to enter Question Type and Correct Answer.
*To add choice, add a column on the right-hand side of option5 and enter option6 in the second line and # Choice6 in the third line. There is no limit for adding choices.

Explanation1 - 5

You can insert explanation in choices set for Multiple(1), Multiple(2), Ordering, and Matching questions.

* Explanations can only be published when correct answers are published for Autoscore tests or Exercises, or when the 'explanation/allotted points' are published for Manual score tests.

*To add explanation, add a column on the right-hand side of explanation 5 and enter explanation6 in the second line and # Explanation6 in the third line. There is no limit for adding explanation.

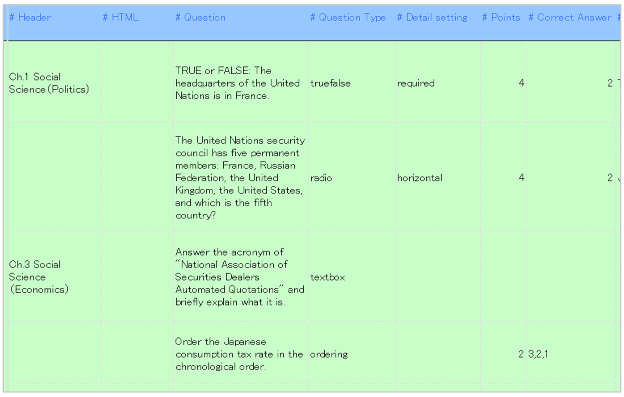
Explanation Multi-lines

You can insert explanation for the entire question.

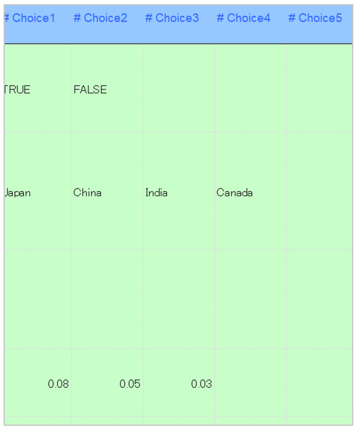
* Explanations can only be published when correct answers are published for Autoscore tests or Exercises, or when the 'explanation/allotted points' are published for Manual score tests.

Page break

If you want to insert a page break after the test question, enter 1.(use a half-width number).
(Only for Autoscore/Manual score)



# Header	# HTML	# Question	# Question Type	# Detail setting	# Points	# Correct Answer
Ch.1 Social Science(Politics)		TRUE or FALSE: The headquarters of the United Nations is in France.	truefalse	required	4	2
		The United Nations security council has five permanent members: France, Russian Federation, the United Kingdom, the United States, and which is the fifth country?	radio	horizontal	4	2
Ch.3 Social Science (Economics)		Answer the acronym of "National Association of Securities Dealers Automated Quotations" and briefly explain what it is.	textbox			
		Order the Japanese consumption tax rate in the chronological order.	ordering		2	3,2,1



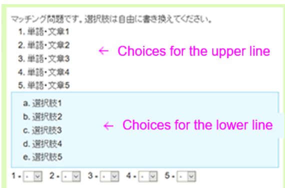
# Choice1	# Choice2	# Choice3	# Choice4	# Choice5
TRUE	FALSE			
Japan	China	India	Canada	
0.08	0.05	0.03		

Explanation will not be shown when students do the test. Explanation is shown by clicking the Correct Answers or Explanation and Points on the Scoring Results page after when scoring results are published.

Advanced settings such as "publishing only the explanation for the selected choice" is not available.

How to enter Question Type and Correct Answer

Refer to the following table for how to enter Question Type and Correct Answer.

Class	Form of question	Choice	Correct answer
Text line	text	*Not required.	Enter the correct text string. (E.g., Ieyasu Tokugawa) If there is more than one correct answer, separate them with half-width semicolons. Half-width and full width are not distinguished. If the answer is in Japanese, kanji, hiragana, and katakana characters are distinguished. If the answer is in English, lowercase and uppercase letters are distinguished.
True/False	truefalse	Enter: Choice 1 if True Choice 2 if False	If the correct answer is "True", enter "1", If the correct answer is "False", enter "2",
Multiple(1)	radio	Enter text string	Enter the correct choice (half-width number). (E.g., 1)
Multiple(2) (Score: partial match)	checkbox	Enter text string	Enter correct choices (half-width number) using commas. (E.g., 1, 3...) The score is calculated as shown below: Number of correct choice × score (E.g., if there are five correct answers, score × 5)
Multiple(3) (Score: complete match)	checkbox2	Enter text string	Enter correct choices (half-width number) using commas. (E.g., 1, 3...) The score is added when all choices fully match the correct answer.
Dropdown	dropdown	Enter text string	Enter the correct choice (half-width number). (E.g., 1)
Ordering	ordering	Enter text string	Enter choices (half-width) in correct order, and separate them using commas. (E.g., 1, 3, 2)
Matching	matching	Use two lines. Enter the choice (text string) you want to show first in the first line, and the second answer (text string) in the second line.  Enter scores in the first line.	For choices in first line, enter the corresponding choice number in the second line in correct order using commas. (E.g., a, c, b) In this example, choices for the first line (upper line) are 1, 2, 3…, and choices for the second line (lower line) are a, b, c, and so on.
Text box	textbox	*Not required.	*Not required. *Autoscore is not available.
Upload	Upload	*Not required.	*Not required. *Autoscore is not available.
audio rec.	audioupload	*Not required.	*Not required. *Autoscore is not available.

To insert attachment within a question

To insert attachment within a question, place the applicable Download Excel sheet for upload and the file you wish to attach in a same folder, and zip the file to upload.
In that case, use “query_sheet.xls“ for Excel file name, and enter by following the below rules.

- For HTML, enter **hi** if you are writing question in HTML and making attachment. If you are not using HTML, use **ti.**
- Enter as follows for Question text.

Without title specification: {{File name}}
With title specification: {{File name} title}

Please refer to the sample question in the Excel sheet for upload.

File name supports only ASCII characters (alphabets and numbers). You may not use Japanese characters.

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. Set whether students can submit the survey anonymously or not （See also "Anonymous survey"）
4. 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**.

> You can also set the surveys to be shown on student's page only when their acceptance is Open. (See also "Schedule the showing period of Tests/Surveys")

5. Enter questions you would like to ask. （See also “Add a test question”）
6. Set a Time Limit.（optional）(See also “Set a Time Limit ")
7. In the Portfolio field, select **"Add"** if you want to add a submission to a student's portfolio. Only when the submission is added to the student's portfolio, the instructor and the student himself/herself can post a comment.
8. Set resubmission permission / non-permission.

> - If resubmission is set, students will be able to return and resubmit the submitted answers before the submission is confirmed within the application period.
> - Instructors will not receive a reminder when a student returns before submitting.

9. Select whether to publish or not the results.(See also “Publish aggregate results")

> You can choose whether to publish or not the results of answers.If you choose "Publish," the aggregate results will be published to students after the submission deadline.

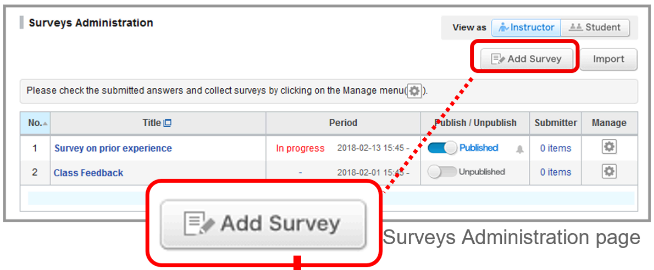
10. Set a label (sequence number, custom).

> - If you set a label, you can use it to filter target contents when copying contents. (Refer to Filter by label [sequence number, custom])
> - If an applicable label does not exist, you can add a new label by entering the name directly into the new label name field. You can also add a new label via the Manage labels page. (Refer to Manage labels)

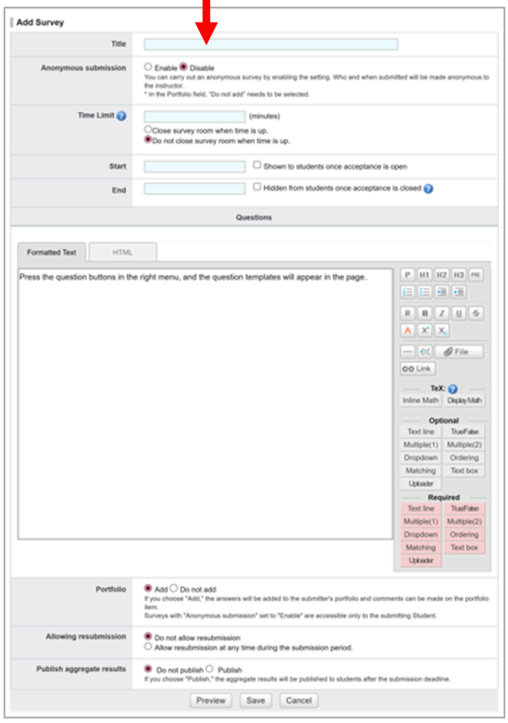
11. Use the **Preview** button to view the survey as your students will see it.
12. Click **Save** and save the survey in manaba.

> If you wish to give assignments to a certain group, you can do so by setting who to publish to. (Refer to Choose a Group to Publish Tests/Surveys/Assignments.)

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



Surveys Administration page



Add Survey page

Anonymous survey

You can add an anonymous survey by enabling Anonymous submission on Add Survey page.

- The Anonymous icon will be shown in the title of the survey, and students can distinguish from regular surveys.
- Only the number of submitters will be shown on the survey submission status page. The submission status of each student and link to each answer will not be shown. Results graph can be shown.
- Only the number of submitters will be shown on the survey submission status page. The submission status of each student and link to each answer will not be shown. Results graph can be shown.
- If Add is chosen on Portfolio, only the submitter (student) can see the answers.

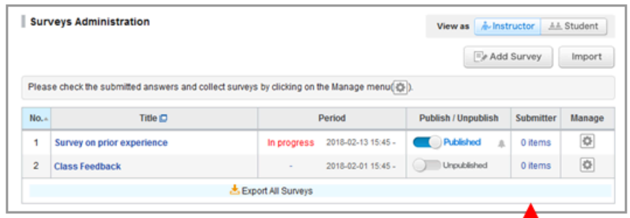
Publish a survey

In order to publish a survey you add, click on Surveys Administration page.

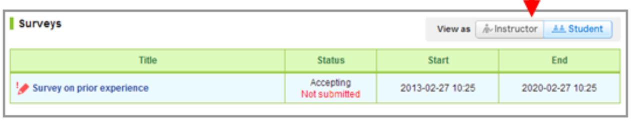
- Should you wish to send a reminder message, click **Publish and send reminder.**
- Use **Student** button to view the list of surveys which are published to students.
  * For assignments published to a group: For instructors to check those assignments as Student, the instructor has to be added to that group as a member.

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)



Instructor | Student   Student screen（Surveys）



Edit a survey

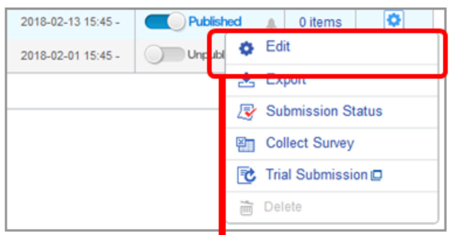
Follow the steps below, in order to change the acceptance dates or questions of a survey.

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

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

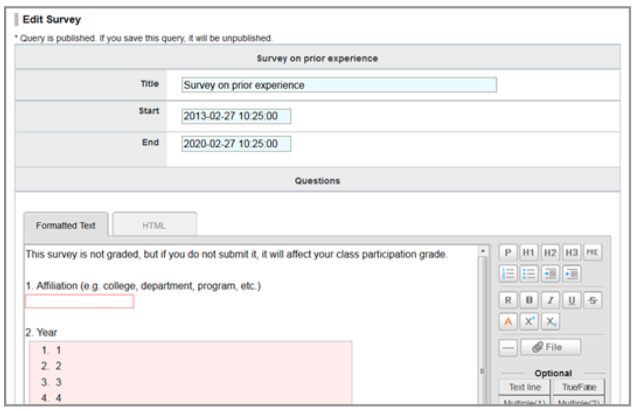
To avoid student confusion, editing the title of a survey after a student's answer and grade registration will not be reflected in the grade and portfolio title. (Grades titles can be manually edited from the edit page.)

You can change "Portfolio" settings later after submitting the student. If you select "Do not add", the submission will be hidden from the student portfolio.



Select **Edit**

Surveys Administration page



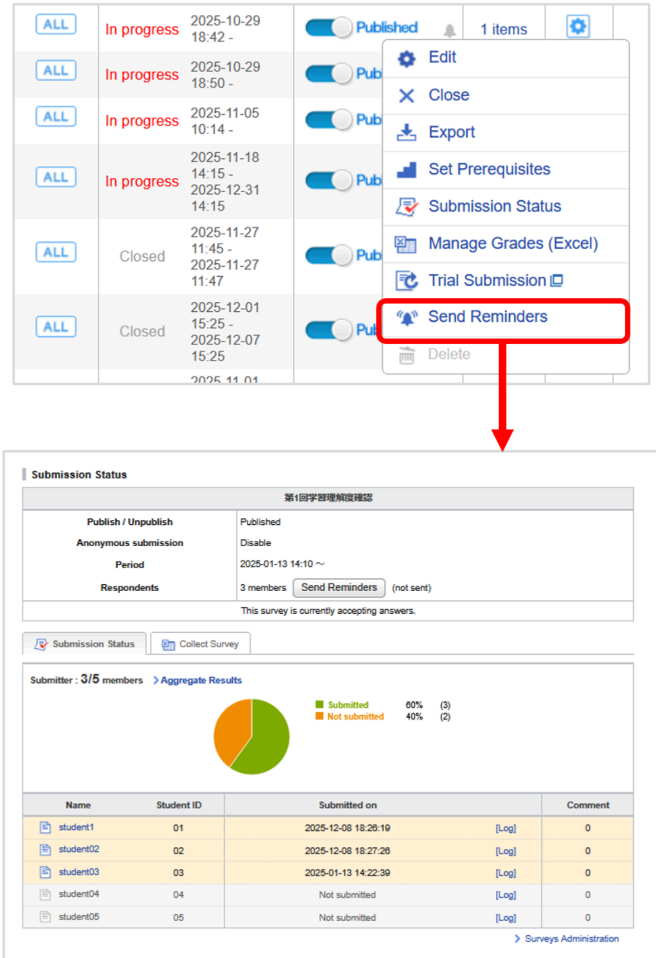
Edit Survey page

View Survey submission status

You can check students' information such as survey answers and submitted date/time from a list.

1. Click the button on the Surveys Administration page and select Submission Status to open the page.
2. On the Submission Status page, you can see students' submitted answers by clicking on the name of each student.

You can also send a reminder to those who have not submitted yet. (Refer to Send Reminders)



Collect survey responses

A: View individual responses on the web

B: Download all responses submitted

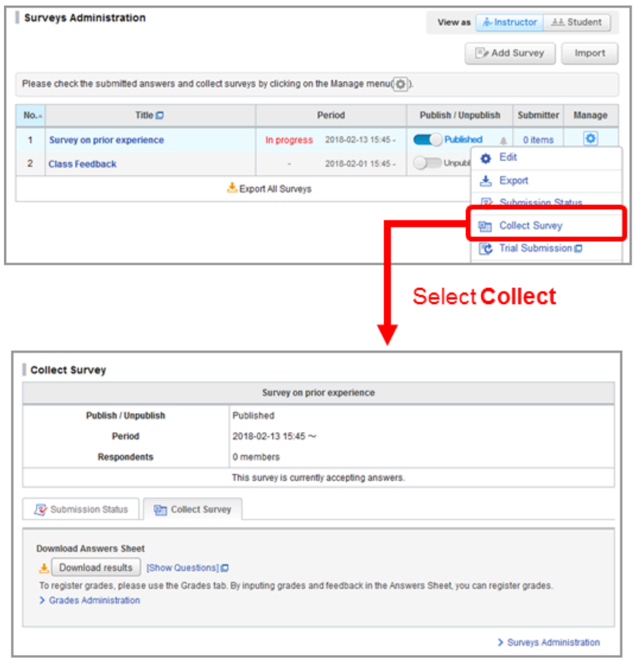
A: View individual responses on the web

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.

A button for collecting results and submitted files all together will appear only when there is an uploader. (See also "When there is an uploader")

If files submitted for uploader and other questions have a Show button to the right of the file link, they can be previewed in a separate window by clicking it.

Types of files that can be previewed are the same as those attached to resources. (-> Types of files that can be previewed by clicking the Show button)

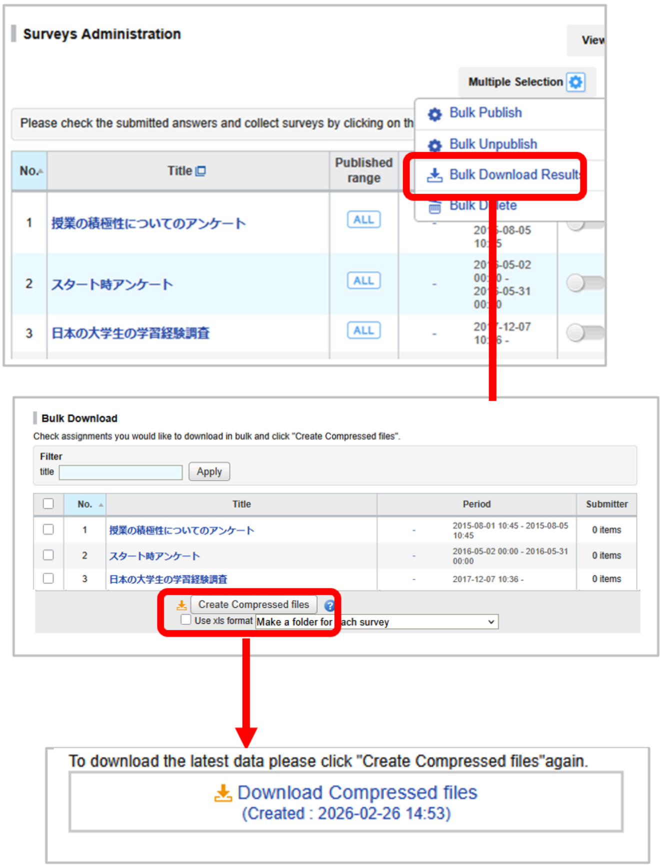


Collect Survey page

Aggregate multiple surveys in bulk

You can download multiple surveys in bulk.

1. Click **Multiple Selection** on the Surveys Administration page and select Bulk Download Results.
2. Check the surveys you would like to download in bulk and click **Create Compressed files**.
3. Click **Download Compressed files**.



You can select your file structure as follows.

【Make a folder for each assignment】

How it is stored: Folder for each survey assignment

Folder name:

Course internal ID

└Survey assignment ID

File name: Question ID@ID Code@User ID@File name

[Make a folder for each user]

How it is stored: Folder for each student

Folder name:

Course internal ID

└ID code@ User ID

File name: Assignment internal ID@Question code@File name

[Make a folder for each student per assignment]

How it is stored: Folder for each student is in the file for each survey assignment

Folder name:

Course internal ID

└Survey internal ID

└ID code@ User ID

File name: Question code@File name

This bulk download feature bundles several individual files into a single zip file. It does not merge multiple surveys to a single file or spreadsheet.

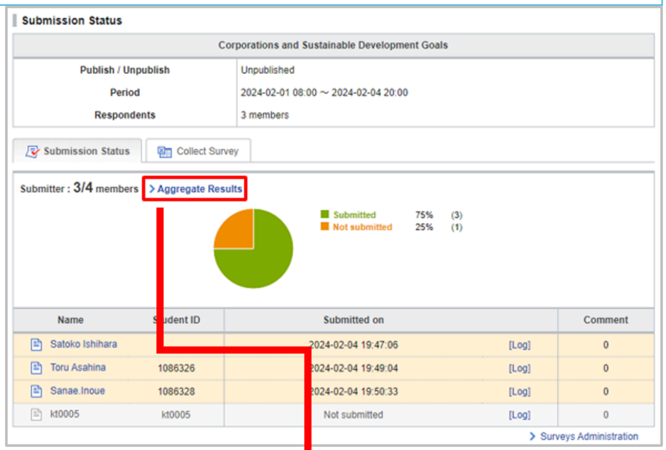
If you select “Make a folder for each assignment” or “Make a file for each user per assignment”, a file will be generated for assignments with no submissions.

Show aggregate results

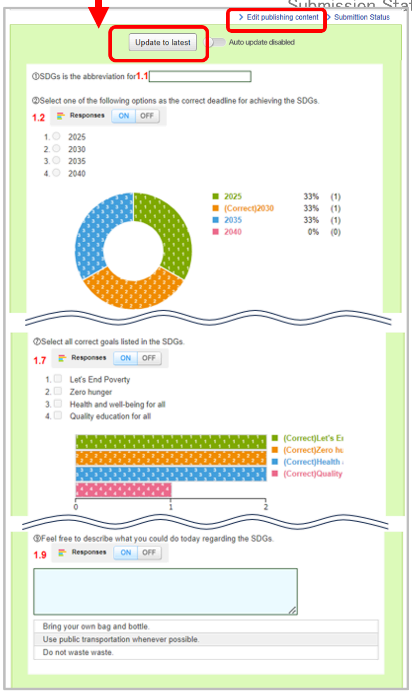
1. You can see the aggregate results in bar graph/pie chart by clicking the Aggregate Results link on the Submission Status list page. Bar graph/pie chart will also be shown on answer detail page by clicking the name of student.
2. Results can be updated by clicking the Update to latest button while acceptance is Open.

Types of graphs/charts are as follows:
- Multiple(1), True/False, Dropdown → Pie chart
- Multiple(2) → Bar graph
- Text box → Text
- other question form → No graph

For text box questions, results are shown as follows:
- Answers are shown in anonymous form.
- Submitted answers are sorted in descending order (submitted date/time).
- Re-submitted answers replace the older version.



Submission Status



Aggregate Results

Edit publishing content

If there is a question you want to hide on results page, you can hide them one by one on Edit publishing content page.

- Choose the question which you want to hide its results.
- Choose the answer to the text box question that you want to hide.

1. Click **Edit publishing content.**
2. Place a check in the check box which hides the results.
3. Click **Save.**

Auto update of results

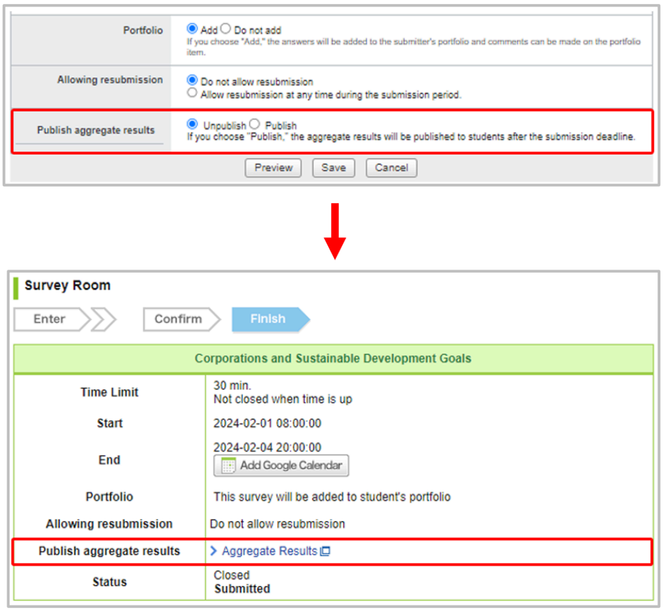
Results will be updated automatically on a periodic interval by clicking [toggle] for auto update.

Automatic updates are performed only on the currently open tab. If you have multiple tabs open, only the active tab will be enabled.

Publish aggregate results

Graphs and charts of results can be published to student. You can choose whether to publish results to students or not when adding surveys.
If you choose "Publish," the aggregate results will be published to students after the submission deadline.

> You can also change later to publish or hide results.



Survey Room (Results) page

Import / Export a Survey

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

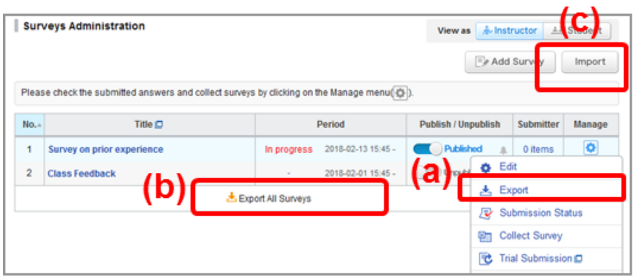
Export

Export a survey individually

Click ⚙ in Surveys Administration page and select **Export (a)**.
The test will be downloaded as an MHT file.

Export all surveys in a course

Click **Export All Surveys (b)** and a zip file containing all the existing surveys will download.



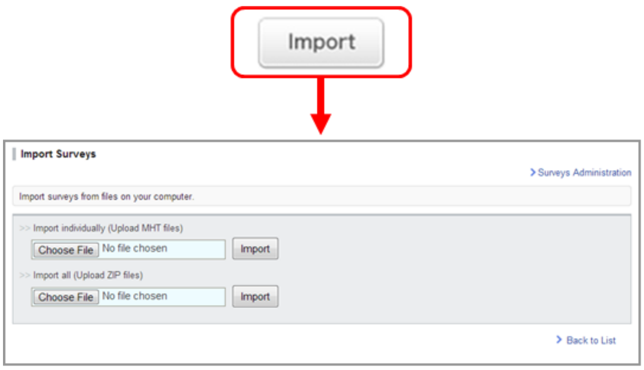
Surveys Administration page

Import surveys

1. Click **Import (c)** on Surveys Administration page.
2. Use **Import individually (Upload MHT files)** if surveys should be uploaded one by one. Use **Import All (Upload ZIP files)** if surveys should be uploaded all together in a zip file.

> When importing an exported MHT/ZIP file into manaba, the maximum size that can be imported at one time is about 400MB.

> Imported surveys need to be published.



Survey Import page

Assignments

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

Add an assignment

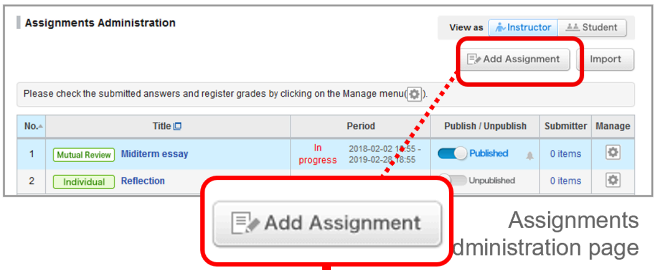
1. Click **Add Assignment** on Assignments Administration page.
2. Select the format of the assignment (form-based or file-based).

File-based submission

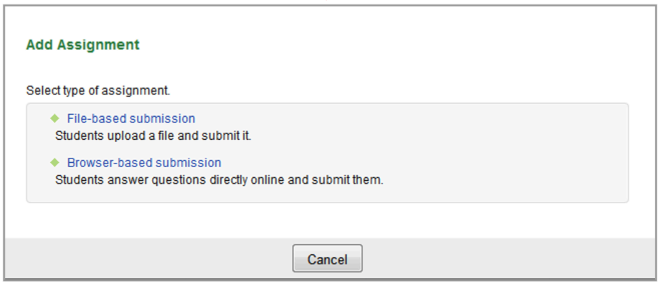
These are assignments for which students send responses in files, such as Word documents.

Browser-based submission

These are assignments for which students answer questions in the web browser.



Assignments dministration page



Select assignment format

> **The number of characters in the answer is counted as follows.**
>
> Character count
>
> Both half-width and full-width characters, symbols and space are counted as one character. Line breaks are not counted.
>
> Word count
>
> Mostly used for questions that allow to type text in English. Words are counted correctly if they are separated with a half-width space;note that they are not counted if separated with a full-width space.If you break a line, it will be counted as one word.

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

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

> You can also schedule to show assignments onto student's page only when their acceptance is Open.
> （See also :Schedule the showing period of assignments）
> Put a check mark next to 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.

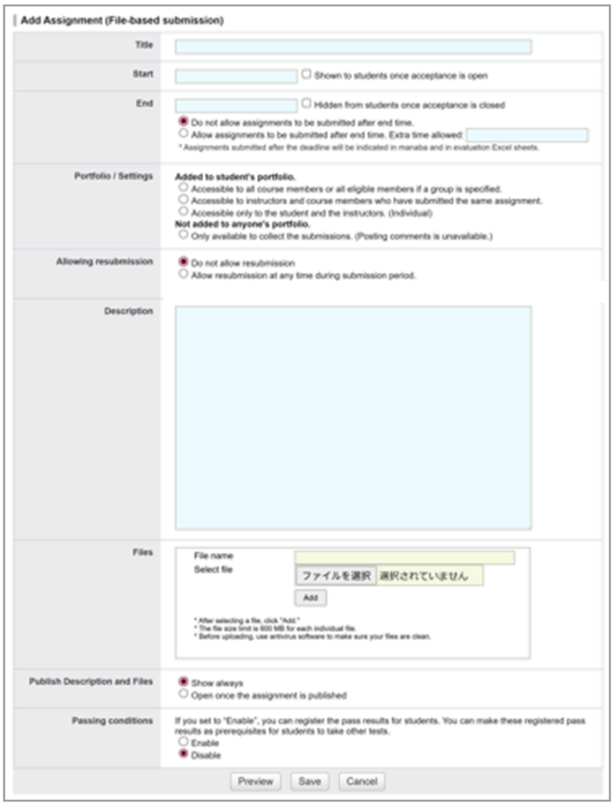
Accessible to all course members.

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)



Add Assignment page

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 collects only the student's responses. The student responses will not be added to their portfolio. Also, mutual reviews and posting comments are not available.

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. Set a label (sequence number, custom).

   - If you set a label, you can use it to filter target contents when copying contents. (Refer to Filter by label [sequence number, custom])
   - If an applicable label does not exist, you can add a new label by entering the name directly into the new label name field. You can also add a new label via the Manage labels page. (Refer to Manage labels)

10. Click **Preview** to view the assignment as your students will see it. Click **Back** after you check the preview.
11. Select whether to **Show always** or **Open once the assignment is published** for Description and Files.
12. Click **Save** to save the assignment in manaba.

If you wish to give assignments to a certain group, you can do so by setting who to publish to. (Refer to Choose a Group to Publish Tests/Surveys/Assignments.)

Schedule the showing period of assignments

Assignments with a check mark next to Open/Close Date will not be shown on student's page when acceptance is not open even when the status of those assignments is Published.

However, if submission after the deadline is permitted, it will be shown on the student screen during the submission period even if it is outside the acceptance period.

You can check the showing status for students on the Manage Assignments page.

When the status of assignments is switched to Hidden due to editing and other actions, those assignments cannot be shown on student's page. Please be sure to click the toggle button to switch back to Publish.

Peer review settings

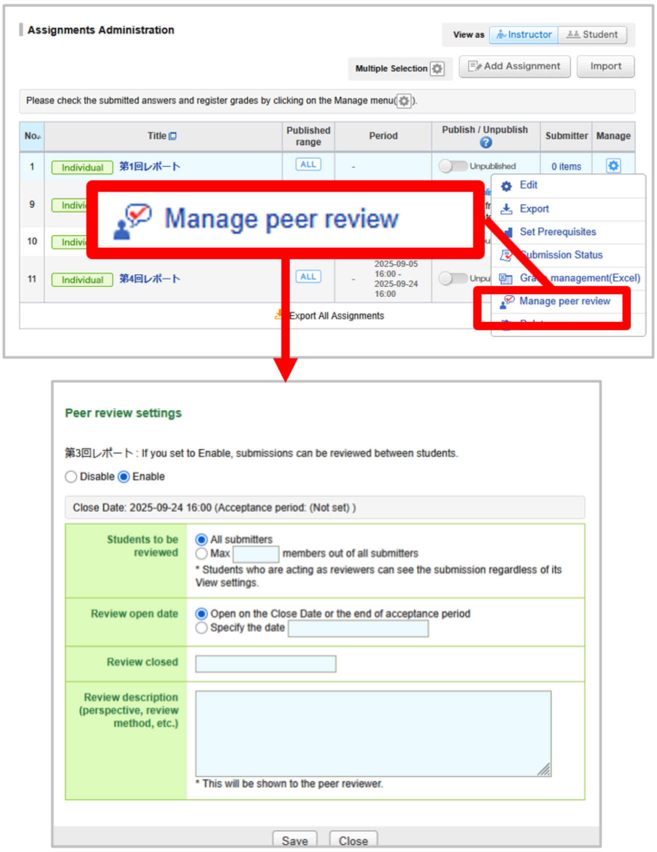
For assignments, students who submitted their work can provide feedback to other students through peer review (read, give grades and comments to others' submissions). Student feedback can be used as a reference for the instructor's final grading.

Reviews are anonymous; the names of the reviewer and reviewee are hidden from students. Instructors can view the evaluator's identity and all evaluation details.

Peer review settings are made on Assignments Administration page after an assignment is added. Please note that peer review is unavailable for assignments without a Close Date.

If an assignment's close date might be extended, it is recommended to finalize peer review settings after the date is fixed.

If an assignment close date is extended after completing the peer review settings, those settings will be disabled.



Peer review settings

1. Click on the Assignments Administration page and click **Peer review administration**.
2. The Peer review administration page opens by selecting **Enable.**
3. Set the following items.
    - Students to be reviewed: Specify the number of reviewers for each submitter.
        - If you select All submitters review, students (excluding the submitter of the assignment) will be assigned as reviewers.
        - If you select Max {} members out of all submitters, the specified number of reviewers will randomly be assigned.
    - Review open date: Set the Open Date of review period.

      If you specify a date, you need to set a date later than the assignment close date (or extra time allowed to submit the assignment).
    - Review closed: Set the Close Date of review period.
    - Details related to review: Enter the evaluation perspective and instructions for students.
4. Click Add and then click **Save**.

Once the peer review period begins, the red link titled "Peer review (Unreviewed: {◯})" will be shown on the Course main page for students. Students can check the submissions they need to review by clicking this link.

If settings are changed during the review period (e.g., period and number of reviewers), reviewers will be reassigned among all students, including those whose work has already been reviewed. If you do this, please note that students who have already completed reviews may be assigned new ones and the distribution of reviewers per student may become uneven.

For assignments with peer review settings, students assigned as reviewers will be able to view other students' works even if they are set to Tutoring (visible only to student and instructor). (On the reviewer's page, only the submissions will be shown. The name of the submitter will be hidden.)

Please refer to View Peer review results for how to check peer review results.

Publish an assignment

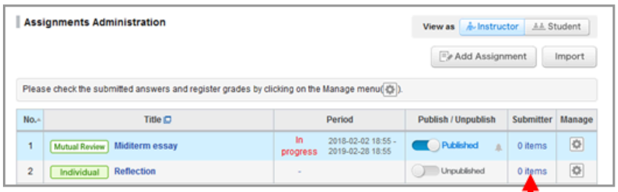
In order to publish an assignment you add, click on Assignments Administration page.

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

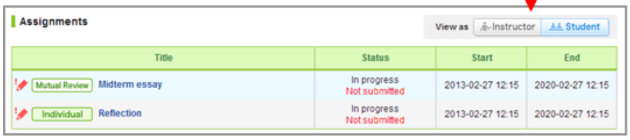
- Use **Student** button to view the list of assignments which are published to students.
  * For assignments published to a group: For instructors to check those assignments as Student, the instructor has to be added to that group as a member.

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”.

Instructor screen
(Assignments Administration page)



Student screen（Assignments）



Edit an assignment

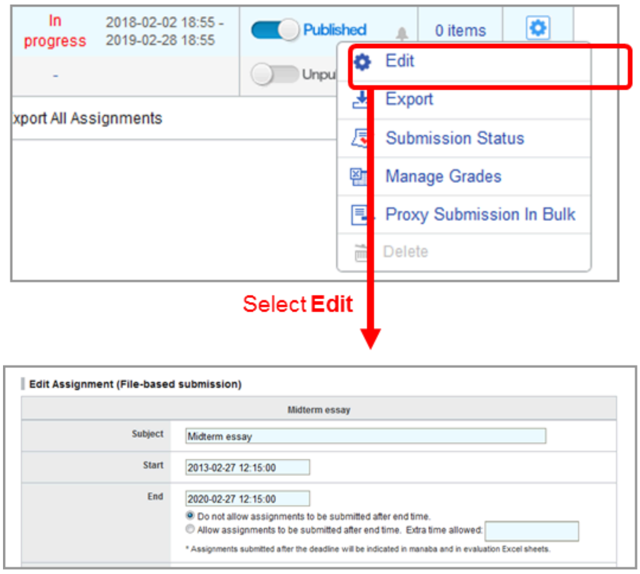
Follow the steps below, in order to change the dates or questions of an assignment.

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

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

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

You can change "Portfolio / Settings" later after submitting the student. If you select "Only available to collect the submissions.", the submission will be hidden from the student portfolio.



Edit Assignment (File-based submisson) page

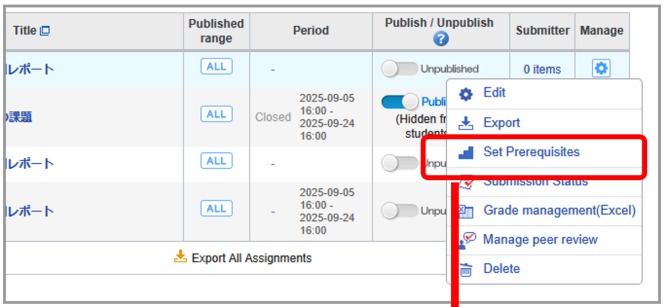
Set prerequisite

Prerequisites is a setting which allows students to submit a assignment if they pass specific items or check Resources (click the "Change to Checked" button).

1. Click on ⚙ on Assignments Administration page and select **Set Prerequisites.**
2. By setting Enable all items within the course with passing conditions (Tests, Assignments, Projects) or completion conditions (Resources) will be shown in a list.
3. After selecting the items you wish to set as prerequisites, choose either of the following conditions: “must satisfy all conditions (AND)” or “must satisfy at least one condition (OR)”.
   *If you have selected only one prerequisite, you may choose either AND or OR.
4. Click **Save** and finish the process.

Assignment-related reminders are sent to enrolled students whether they have met the prerequisites. However, students who have not fulfilled the prerequisites cannot operate even if they follow the link written in the reminder.

Students who have not fulfilled the prerequisites will see the message, “* You have not completed the prerequisites of this assignment.” on their list page. To see the prerequisite title and link, click the assignment title and go to the View page; they are located at the bottom of the page.



Select **Set Prerequisites**

Set Prerequisite page

Send Reminders

You can send a reminder email to students who have not submitted the assignment during the acceptance period.

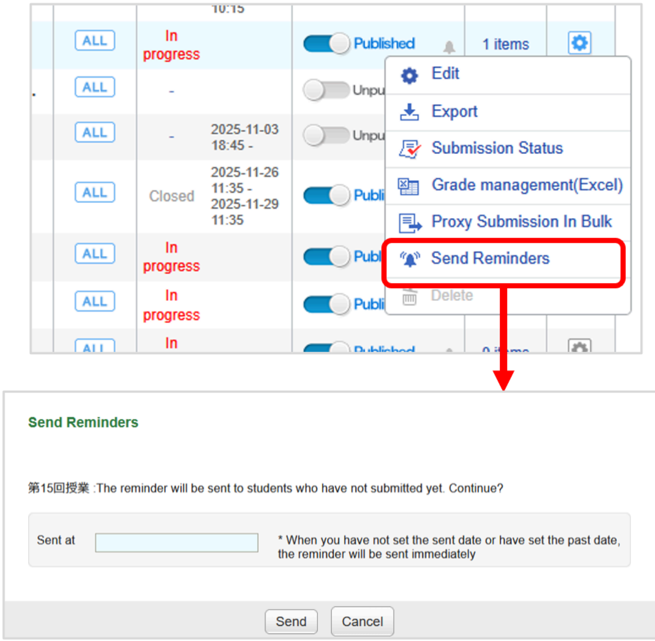
> You can send a reminder only to student course members who have enabled the "Assignments" notification on manaba's Reminder settings page.
> （Refer to View reminder settings/grades）

1. Click the ⚙ button on the Assignments Administration page and click **Send Reminders.**

> This menu will not be shown if the date has passed the acceptance period. However, if you choose “Allow assignments to be submitted after end time” and set an acceptance period, the menu will be shown until the that period ends.

2. Enter a date and time for Sent at and click **Send** to complete.

> - If you specify a passed date for Sent at, or if you leave it blank, the reminder will be sent immediately.
> - If you specify a future date, the reminder will be sent at the scheduled date/time. Any students who have not submitted as of the scheduled date/time will receive a reminder.
>   To cancel a schedule, reopen the Send Reminders panel and click the Cancel button.



> You can also check the details of students who have not submitted yet on Submission Status to send a reminder to those who have not submitted yet.

Submission Status

View / Collect submissions

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

A: View individual responses on the web

B: Download all responses submitted

A: View individual responses on the web

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

> the previewable files can be viewed on the screen. → Types of files that can be previewed directly on manaba
>
> you can click the **Preview** button next to the file name to view the contents of the file in your browser.
>
> There is a limit to the number of characters that can be previewed. If you cannot see all of them, please download all responses submitted, which downloads all the submitter's reports at once.

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.

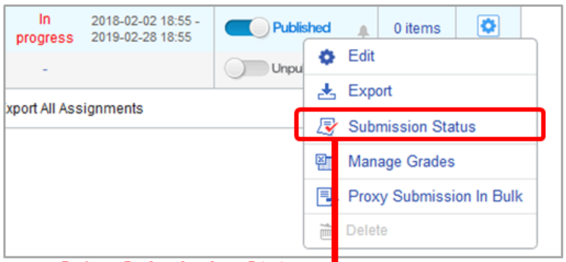
> For the Browser-based submission assignment, you can't enter the answer on behalf of the students.

Show submission Log

You can check the past submission log even if the students have withdrawn, deleted, or updated their submissions.

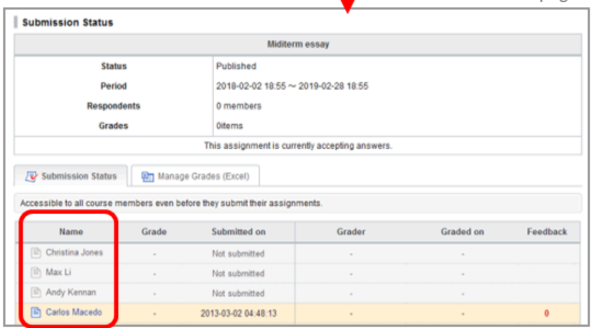
* Once submission is finalized, its log can be seen even if the submission is withdrawn.

- Browser-based submission
  The past log which is erased by clicking the Return button after submitting can be shown by clicking Show past submissions.
- File-based submission
  Log including the file deleted after the submission will be shown by clicking **Show deleted files.**
  Deleted files have the word "Deleted" in front of the file name, and you can download them by clicking the name.



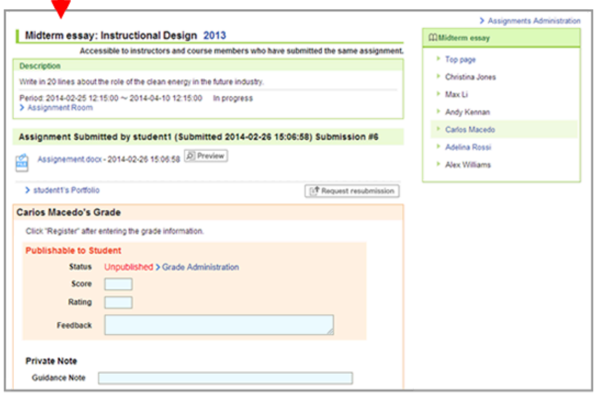
Select **Submission Status**

Assignments Administration page



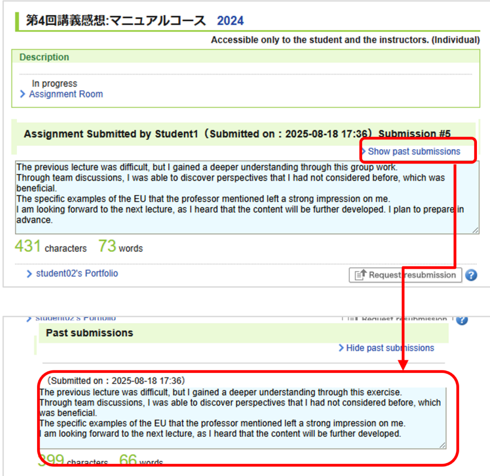
Click student's name

Submission Status page



Assignments details

Only the files which are currently added and text in the middle of entering can be shown on student's page. Past submission log cannot be shown.

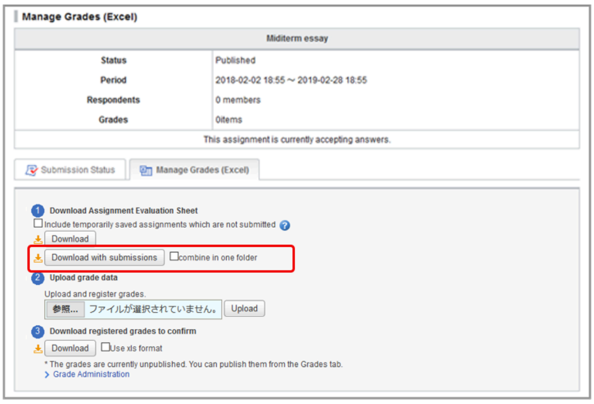


Browser-based submission

File-based submission

B: Download all responses submitted

1. On the Assignments Administration page, click and select **Grade management (Excel)**.
2. You can download evaluation sheets in Excel by clicking [Download]. The content of the sheet depends on how the answer is submitted.
   In case of browser-based submission:
   The content of assignment submitted by student will be shown directly under the #Text column.
   In case of file-based submission:
   The link of file name will be shown under the # File name/Uploaded on column.
3. By clicking [Download with submissions], you can download Excel evaluation sheets as written above and either of the following together in zip format.
   In case of browser-based submission:
   Text file with student's answer. Please note that the actual answer will not be shown on Excel, but the link to the text file will be shown.
   In case of file-based submission:
   File submitted by student. Please note that the link to the submitted file will be shown on Excel.



Assignment Grade Registration page

Details of file submitted by students differ by placing a check mark in combine in one folder.

Without a check mark
How it is stored: Folder for each student
Folder name: ID Code@User ID
File name: Name of file submitted

With a check mark
How it is stored: No folder for each student
File name: ID Code@User ID@Name of file submitted

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.

You can also register pass results for assignments with passing conditions. Refer to Register pass results for how to set passing conditions.

A: Evaluation / grade registration on the web

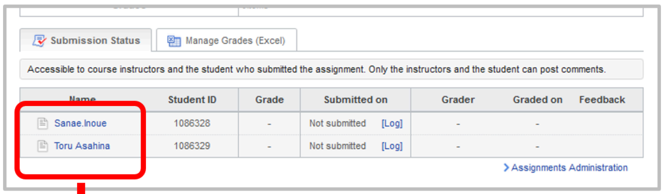
1. Click on Assignments Administration page, select **Submission Status** and Submission Status page will appear.
2. On Submission Status page, you may view the students' responses by clicking on the name of each student.

For online assignments, the number of characters and words will be shown. The number of characters in the answer is counted as follows)

3. Enter the points in the field **Score**.
4. Enter Rating In case of evaluating with character string such as "Good,Excellent,A,B". (optional)
5. Enter your comments to the student's response.(optional)
6. Use **Guidance Note** as a memo that is only visible to you; students will not be able to view your memos.
7. Click **Update** once you fill out the necessary fields.

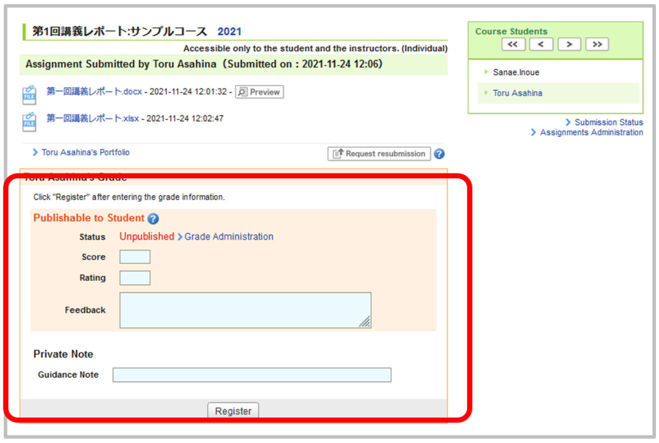
The background color of the student's row will be orange if there are no comments at all or if the last comment was posted by a student.

File-based submission by students can be previewed in a separate window by clicking the Show button on the right-hand side of the file link. Types of files that can be previewed are the same as those attached to resources. (-> Types of files that can be previewed by clicking the Show button)



Submission Status page

Click student's name



Grading field

Submission details

View Peer review results

You can check students' evaluations and grades for assignments via Peer review on the Submission status page.

Both instructors and students can see the results once the review is registered.

- **Edit review content**

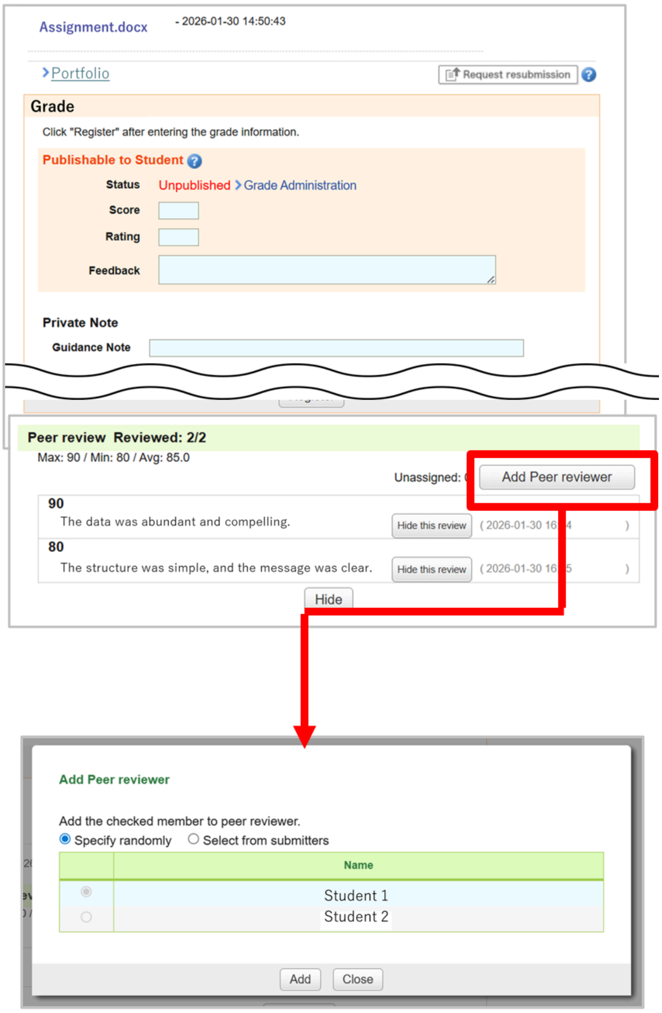
  You can hide reviews from the reviewees by clicking **Hide this review**. You can set it to Show again later.

- **Add a peer reviewer**

  You can add a reviewer from the submitters who have not yet assigned reviewers by clicking Add a peer reviewer.

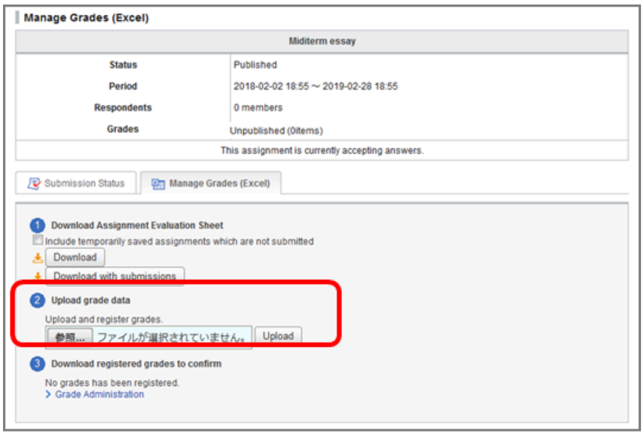
You can check the following items on the evaluation sheet for each assignment.

- Number of review requests
- Number of reviewed items
- Highest review score
- Lowest review score
- Average review score



B: Evaluation / grade registration using an Excel sheet

1. Click on Assignments Administration page and select **Manage Grades**.
2. Click **Download** and download Assignment Evaluation Sheet (this is an Excel file).
3. Enter in either "#Score","#Rating" or "#Comment" on the Assignment Evaluation Sheet .If you would like to register a score of 0, please input 0 in "# Score".
4. Upload the Excel file with grades and complete registration of grades.



Assignment Grade Registration page

The counting structure of score page technically differs from evaluation sheet. There may be a difference in results of the number of characters and words. (E.g., Arabic, Indian languages, etc.)

For alpha numeric characters, hiragana, katakana or kanji, there should be no difference in the counting results.

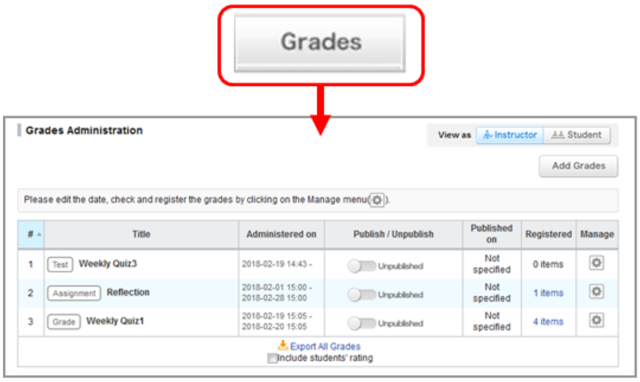
To score by referring to the number of characters and words, please also see the score page which has the same counter as the one the students are using as an indicator when entering their answers.

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 [toggle switch] of the assignment you would like to publish.

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



Grades Administration page

Manage pass results

You can register and change your pass results.
Pass results are also shown on the student screen.

Pass results can also be used as a prerequisite for tests.

Register pass results

A.Register pass results on the web

1. Click [gear icon] on the Assignments Administration page and select Submission Status.
2. On the Submission Status page, click the name of the student who have already submitted.
3. Place (or remove) a check mark in the checkboxes for pass or fail to register Passed or revoke.

B：Register pass results by using Excel (evaluation sheet)

1. Click [gear icon] on the Assignment Administration page and choose Manage Grades (Excel).
2. Download the evaluation sheet from the Manage Grades (Excel) page.
3. In the Pass results column of the evaluation sheet, choose either Pass or Revoke.
4. Upload the evaluation sheet with pass results and complete registration of grades.

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.

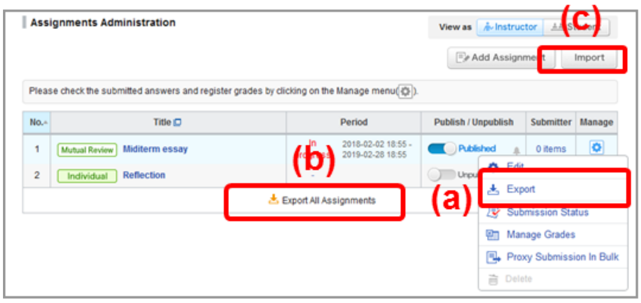
Export assignments

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.



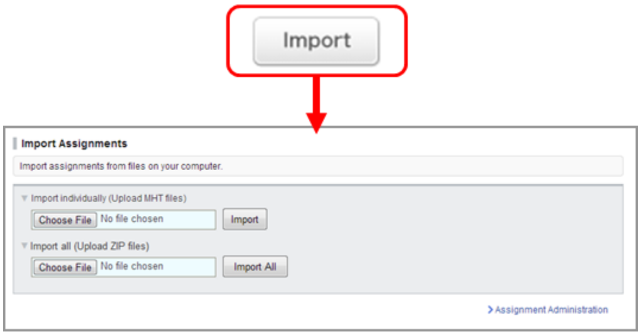
Assignments Administration page

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

> When importing an exported MHT/ZIP file into manaba, the maximum size that can be imported at one time is about 400MB.

> Imported surveys need to be published.



Import Assignment page

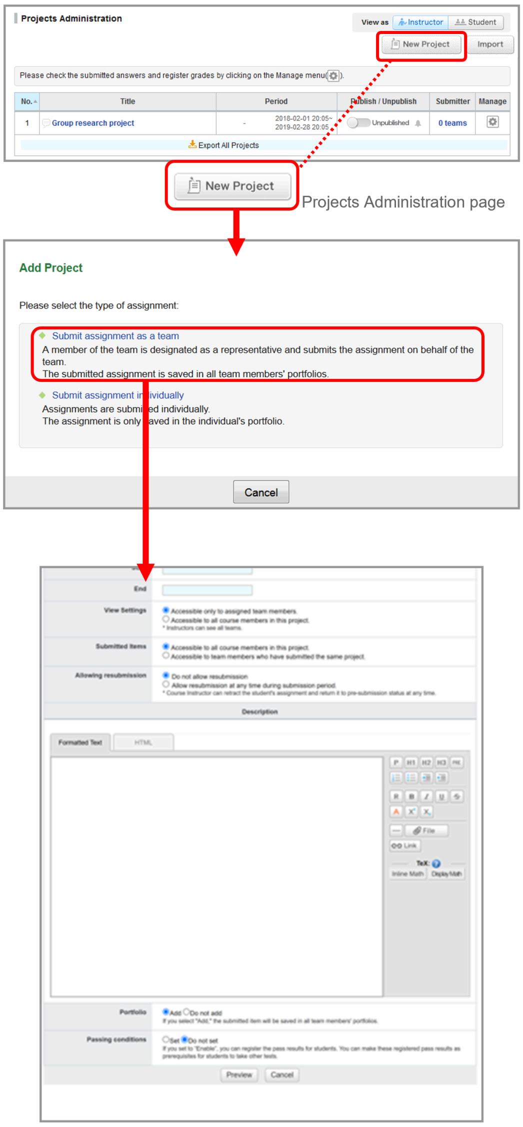
Projects

In projects, course instructors can provide space to divide enrolled students into several teams and have them discuss and eventually submit their project.
A forum and a window for submitting a project are available for every team.
The submitted projects can be mutually reviewed by students depending on the settings.

Add a project

There are two ways to submit a project.

A: Team submission



Projects Administration page

Add Project page

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.

   Accessible only to assigned team members.

   Accessible to all course members in this project.

   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 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.

   You can change "Portfolio" settings later after submitting the student. If you select "Do not add", the submission will be hidden from the student portfolio.

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

member and the instructor.

8. Enter details of the project or questions you would like to ask.
9. In Portfolio field, select if submission should be added in the students' portfolios.
10. Set a label (sequence number, custom).

> - If you set a label, you can use it to filter target contents when copying contents. (Refer to Filter by label [sequence number, custom])
> - If an applicable label does not exist, you can add a new label by entering the name directly into the new label name field. You can also add a new label via the Manage labels page. (Refer to Manage labels)

11. Click **Preview** to check details of the project
12. Click **Save**. Then, add a team in the next page.

B: Individual submission

1. Click **New Project** on Projects Administration page.
2. Select **Submit project individually** and Add Project page will display.
3. Enter the title of the project.
4. Enter a start date and end date for the project.(optional)
5. In the View Settings field, you may specify who has access to the team space.

Accessible only to assigned team members.

Accessible to all course members in this project.

> 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.

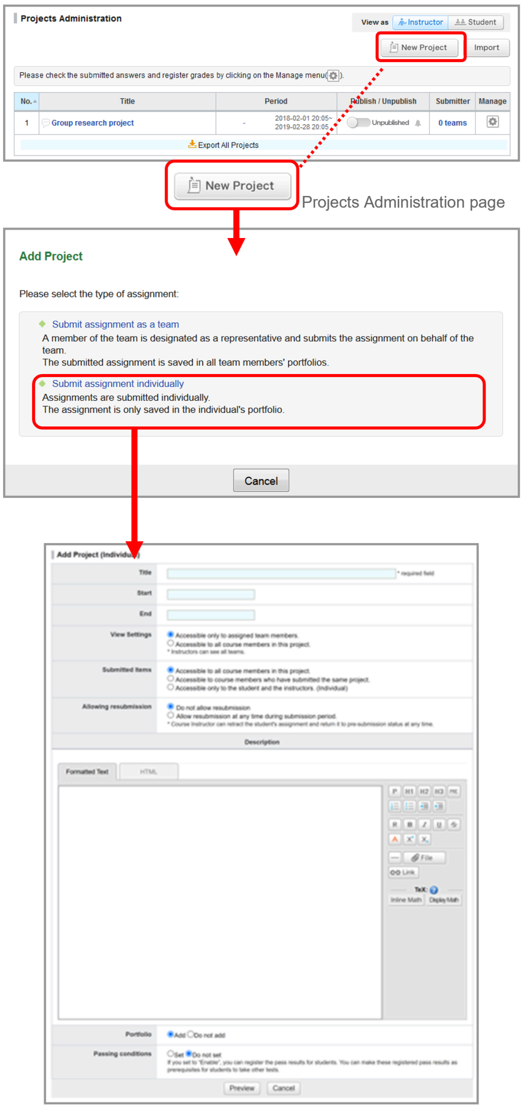
Only instructors and those who have already submitted a project on the same topic can access and comment on the submitted items.

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

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

> You can change "Portfolio" settings later after submitting the student. If you select "Do not add", the submission will be hidden from the student portfolio.

7. In Allowing resubmission field, select whether to allow students to resubmit.
8. Enter details of the project or questions you would like to ask.
9. In Portfolio field, select Add if submission should be added in student's portfolio.
10. Set a label (sequence number, custom).



Projects Administration page

Add Project page

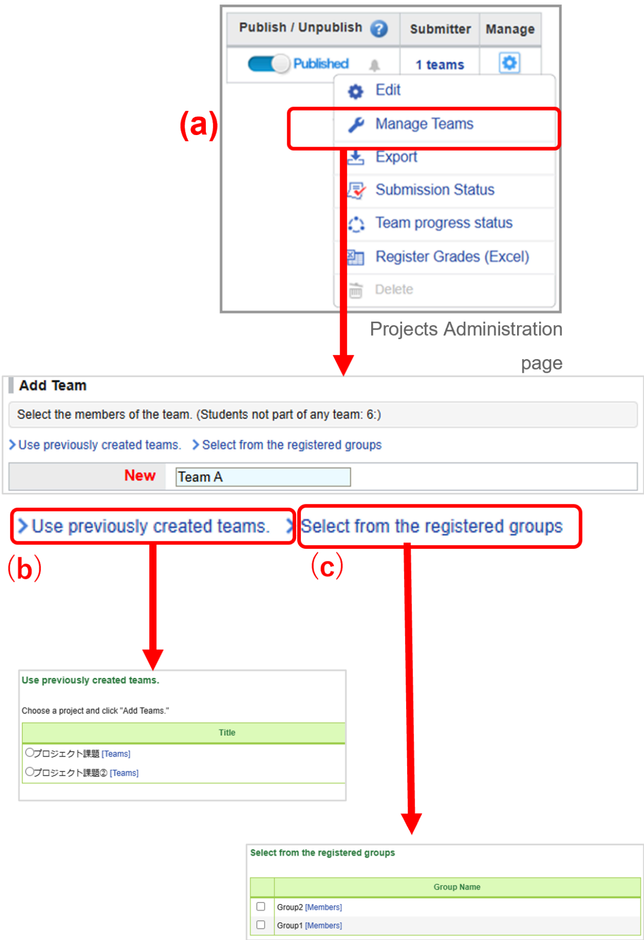
- If you set a label, you can use it to filter target contents when copying contents.（Refer to「Filter by label [sequence number, custom]）
- If an applicable label does not exist, you can add a new label by entering the name directly into the new label name field. You can also add a new label via the Manage labels page. (Refer to Manage labels ）

11. Use **Preview** to check details of the project.
12. Click **Save** if no revision needs to be made. Then, add a team in the next 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**.

Create a team by using a group

You can create a team by using a group.

1. Click button on the Projects Administration page and choose Manage Teams.
2. Click Select from the registered groups (c) on the Manage Teams page.
3. . A list of groups will be shown. Place a check mark next to the applicable group and click Add Teams.

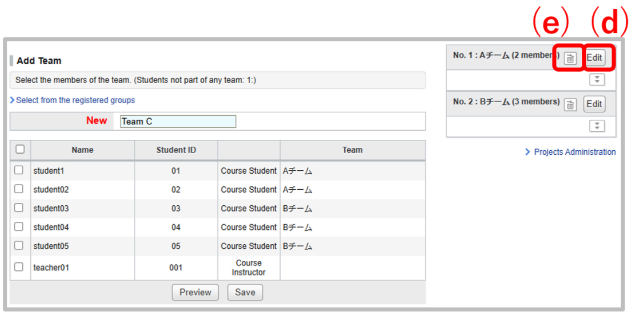
> The group name created here will be the team name and published to class students. If you wish to modify, change the team name. (Refer to Modify a team.)

> Information edited in a Team in Projects does not apply to Group Management Feature. That means, even if you edit Team members or Team names, the original Group members or Group names will not be changed.

Modify a team

Follow the steps below in order to change a team name or team members:

1. Click **Edit (d)** 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:

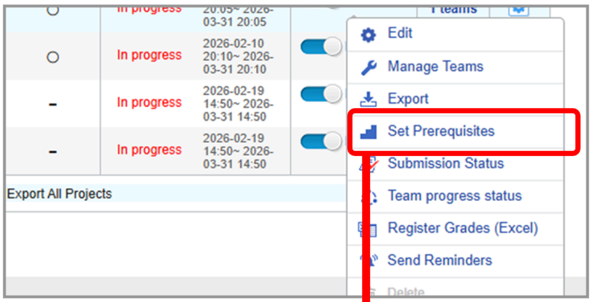
1. For the team you wish to delete, click Delete (e)

> 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.

Set prerequisite

Prerequisites is a setting which allows students to submit a project if they pass specific items or check Resources (click the "Change to Checked" button).

1. Click ⚙ on Projects Administration page and select Set Prerequisites.
2. By setting Enable all items within the course with passing conditions (Tests, Assignments, Projects) or completion conditions (Resources) will be shown in a list.
3. After selecting the items you wish to set as prerequisites, choose either of the following conditions: “must satisfy all conditions (AND)” or “must satisfy at least one condition (OR)”.
   *If you have selected only one prerequisite, you may choose either AND or OR.
4. Click Save and finish the process.



Select **Set Prerequisites**

Set Prerequisite page

> Assignment-related reminders are sent to enrolled students whether they have met the prerequisites. However, students who have not fulfilled the prerequisites cannot operate even if they follow the link written in the reminder.
>
> Students who have not fulfilled the prerequisites will see the message, “* You have not fulfilled the prerequisites.” on their list page. To see the prerequisite title and link, click the project title and go to the View page; they are located at the bottom of the page. Students cannot access team threads and submission links until they fulfill the prerequisites.

> Notes for setting prerequisites to assignments submitted as team
>
> - Students who have met the prerequisites can submit their project assignments even if other team members have not yet fulfilled their own prerequisites. If you require all team members to meet the prerequisites before submission, please provide specific instructions or guidance to your students accordingly.
> - Please note that even if the team leader completes the submission, students who have not met the prerequisites will see the warning message “* You have not completed the prerequisites of this project.” on their screen and remain unable to access to submission details page and team threads.

Work on a project in teams

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

> No comments can be made in forums of other teams’ even if the team space is open to all students registered in the course to view.

Forum

You may comment in the forum of your team’s project in the same process as adding a comment to a forum in a course. （Also see see “Add a thread/Add a comment”）
Instructors may make a comment on the forum of any team.

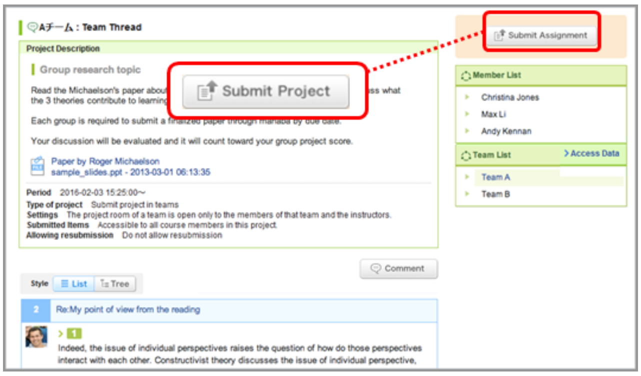
Students cannot comment after the end date, which the instructor entered when the project had been added. (Students can still view the forum after the end date.)

Team Thread Page

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.



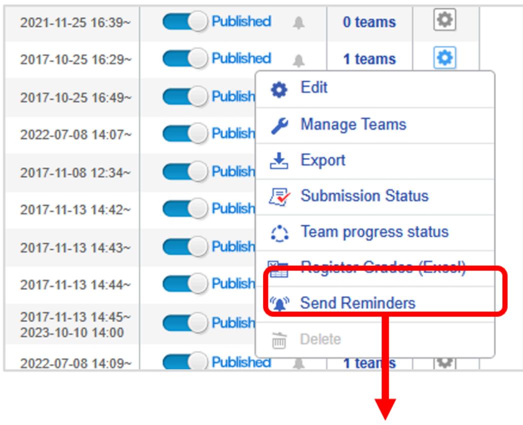
Send Reminders

You can send a reminder email to students who have not submitted the project during the acceptance period.

You can send a reminder only to student course members who have enabled the "Assignments" notifaction on manaba's Reminder settings page.
(Refer to View reminder settings/grades)

1. Click the button on the Projects Administration page and click **Send Reminders.**

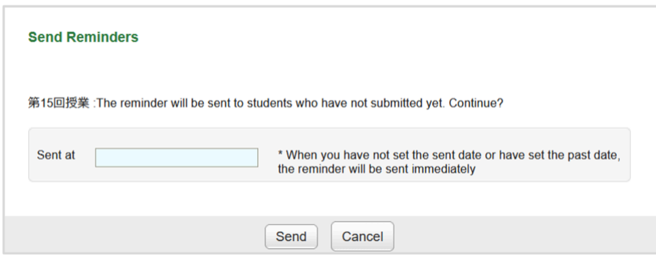
   This menu will not be shown if the date has passed the acceptance period.



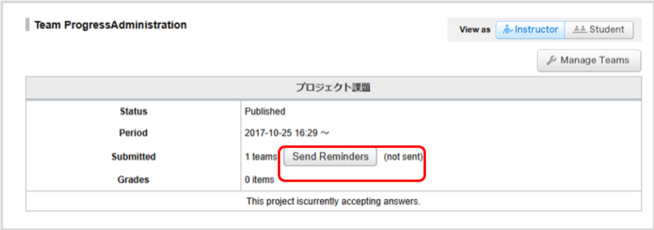
2. Enter a date and time for Sent at and click **Send** to complete.

   - If you specify a passed date for Sent at, or if you leave it blank, the reminder will be sent immediately.
   - If you specify a future date, the reminder will be sent at the scheduled date/time. Any students who have not submitted as of the scheduled date/time will receive a reminder.
     To cancel a schedule, reopen the Send Reminders panel and click the Cancel button.

   Students on teams that have not yet submitted will receive a reminder.
   If all the teams that a student belongs to have completed their submissions, that student will not receive a reminder.



You can also check the details of students who have not submitted yet on Team Progress Administration before sending reminders.



Team ProgressAdministration

Check submissions

You can see the team progress status by clicking the assignment title on Projects Administration page.

If there is a **Submitted** team, you can check the students' submissions by clicking the team name.

You can post comments to their submissions.

Show submission Log

Past log can be checked even if students have withdrawn or deleted their submissions.

Log including the files deleted after the submission will be shown by clicking Show deleted files.
Deleted files have the word “Deleted” in front of the file name, and you can download them by clicking the name.

* Once submission is finalized, its log can be seen even if the submission is withdrawn.
The view can be switched by clicking Past submissions shown next to the team name in the Team List on the Submission Status page.

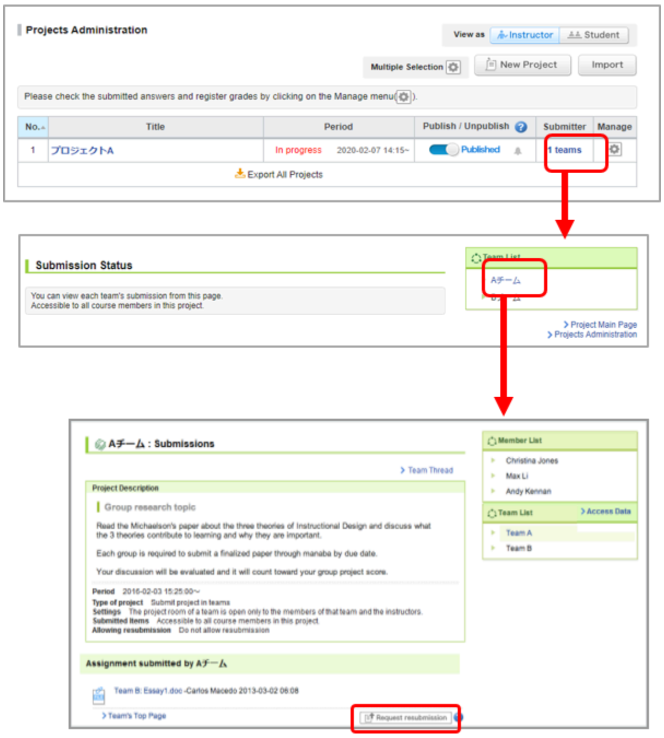
> Only instructors can see this log. Students can only see the currently added files.

Request resubmission

In the following the steps, the instructor withdraws the student's submission that has already been submitted and can return to the state before the submission was confirmed.

After withdrawal by the instructor, students will be able to access and resubmit the assignment.

1. In the "Projects Administration" screen, click the **"Submitter"** field of the assignment.
2. On the "Submission Status" screen, click the team (or student) you want to resubmit in the "Team List".
3. Click the **"Request resubmission"** button on the "Submissions" screen.
4. Click **"OK"** button on the confirmation screen.



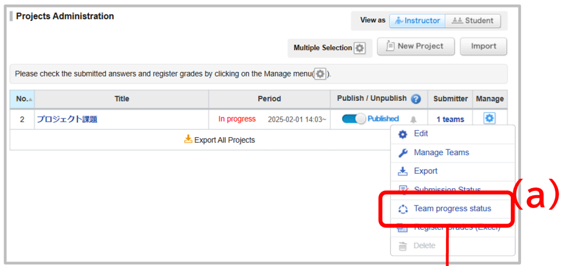
- If the end date of the project has already passed, please change the end date to a later date so that students may resubmit their projects.
- Reminders are sent to the students,

Even you click **Request resubmission**, the old file that the student had submitted remains available in manaba. Students may send the old file and the new file together as a resubmission, so that the old file will also be added in their portfolio.

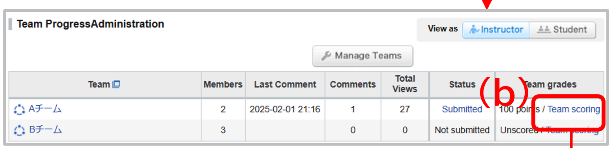
Register team grades

You can register grades (Score, Rating, and Feedback) for each team.

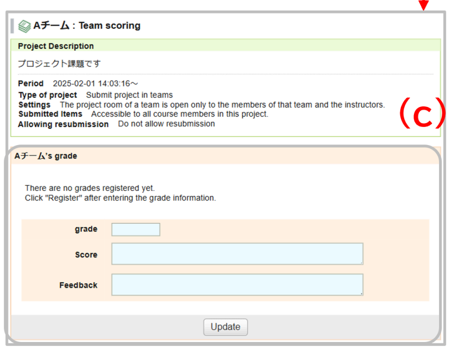
1. Click ⚙ on the Projects Administration page and select "Team progress status" (a).
2. On the Team Progress administration page, click "Team Scoring" (b).
3. Enter Score, Rating, and Feedback, and click “Update” (c) to complete the registration.



Project Administration page



Team progress status page



Team scoring Page

The registered team grades are also entered into evaluation sheet. You can use this information for reference when you register your student’s grades.

The registered team grades can only be viewed by the course instructor.
They are not published to students.

Score project / register grades

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

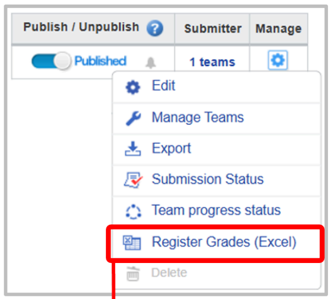
Project grades are only displayed to team participants. If you wish to switch to "student mode" on the faculty screen to view grades, join the projects as a team member and register your grades for sample.

You can also register pass results for assignments with passing conditions. Refer to
Register pass results for how to set passing conditions.

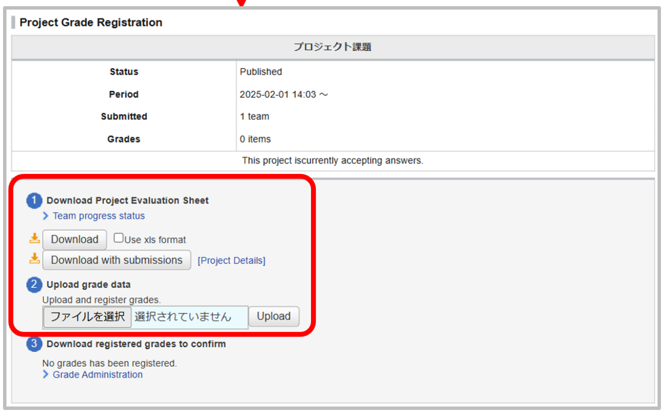
1. Click and select **Register Grades (Excel)** in Projects Administration page.
2. Project Evaluation Sheet will download.
3. Enter points in the column titled # Grade and enter your feedback in the column titled # Comment.
4. Upload the Project Evaluation Sheet with grades data from Upload, and complete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

Team Score, Team Rating, and Team Feedback are not included in the upload registration process by evaluation sheet.

On the Submissions page of each team, file-based submissions of students can be previewed in a separate window by clicking the Show button on the right-hand side of the file link.
Types of files that can be previewed are the same as those attached to resources. (-> Types of files that can be previewed by clicking the Show button)



Project
Administration page



Project Grades
Administration Page

Manage pass results

You can register and change your pass results.
Pass results are also shown on the student screen.

Pass results can also be used as a prerequisite for tests

Register pass results

1. Click on the Project Administration page and choose Manage Grades (Excel).
2. Download the evaluation sheet from the Project Grade Registration page.
3. In the Pass results column of the evaluation sheet, choose either Pass or Revoke.
4. Upload the evaluation sheet with pass results and complete registration of grades.

Pass results cannot be registered on the web.

Grades

You may publish grade information of tests and assignments handed out in manaba; grade information may include scores and feedback. You may also register grades of extracurricular activities, practical training, labs or attendance.

Register grades

Register grades of Autoscore Tests, Manual Score Tests, LTI Tests, Assignments and Projects

1. Register grades of an Autoscore test, a Manual Score test, an assignment, or a project from the administration page.
   * Please refer to "Score and register grades of a test" to register Autoscore or Manual Score test grades.
   * Please refer to "Evaluate submissions / Register grades" to register assignment grades.
   * Please refer to "Score project / register grades" to register project 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 and Projects Administration page are automatically listed in the Grades area.

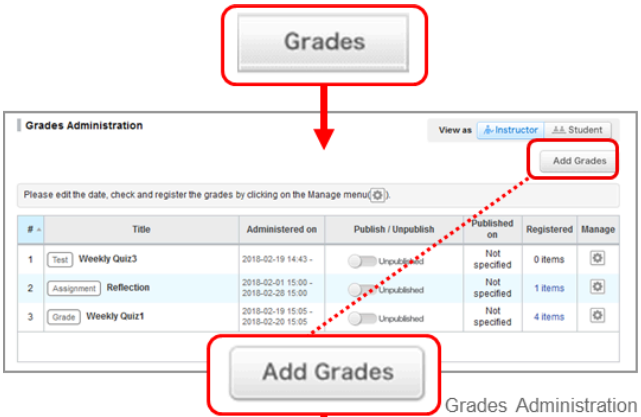
Register other grades

1. Click **Add Grades** from Grades Administration page.
2. Enter the title of the grade.
3. Enter the start date and end date of the test / assignment. (optional)
4. Download Grade Registration Sheet.
5. Enter in either "#Score","#Rating" or "#Comment" on the Grade Registration Sheet.
   * Steps to fill out the sheet are explained inside this sheet.
6. Click **Upload** and upload the Grade Registration Sheet you have filled out.
   On this sheet, registration is possible only for the line in which information is entered in one of "#Score", "#Rating" and "#Comment".
   If you would like to register a score of 0, please input 0 in "# Score".

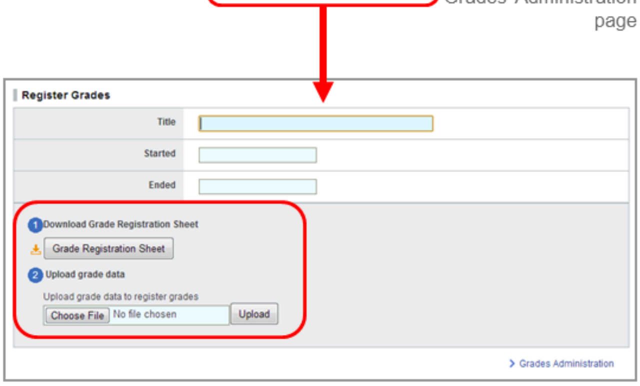
> If you do not register any grades, you can not publish it.

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

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



Grades Administration page



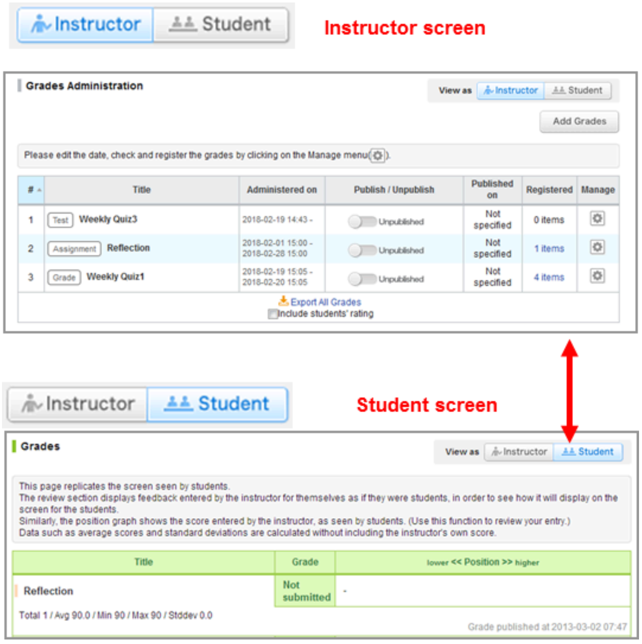
Register Grades page

Publish grades to students

In order to publish registered grades to students, click the toggle 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.
  * For assignments published to a group: For instructors to check the grades in that group as Student, the instructor also needs to have a grade registered.

Check uploaded grade data thoroughly before you publish grades.



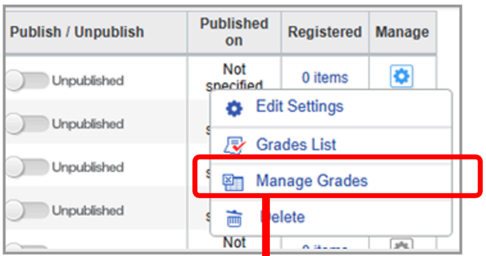
Overwrite grades / Download grades

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

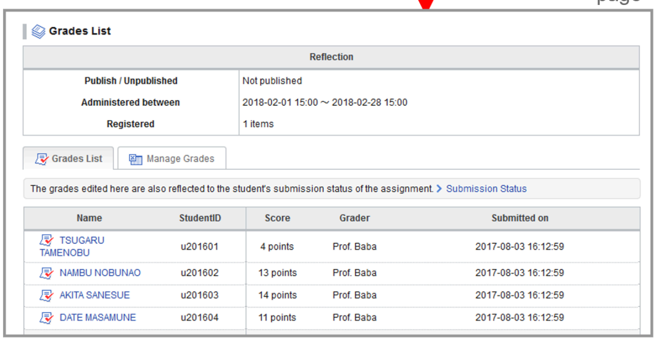
A : Register grades on the web

1. Click the gear icon on Grades Administration page and select **Submission Status**.
2. Click the user's name you would like to score and the user's Register Grades page will be opened.
3. Click **Update** once you fill out the necessary fields.

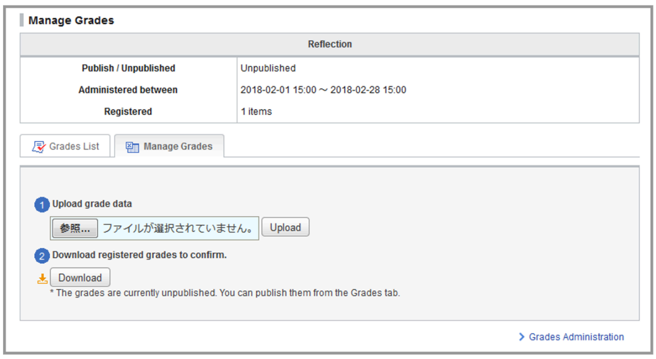
To delete all items of registered grades, please click the "Delete Grade" button.
If you want to return only registered "#Score" to "Unscored" not all items, please confirm the next "B : Register grades using an Excel sheet".



Grades Administration page



Grades List page



Register Grades page

B : Register grades using an Excel sheet

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

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

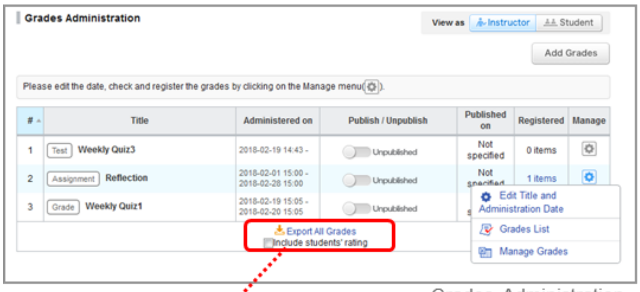
On the Grade Registration sheet, overwrite registration is possible only for the line in which information is entered in one of "#Score", "#Rating" and "#Comment". Even if all the items are left blank, the results of registered students will not be deleted.

To return the registered "#Score" to "Unscored", make "#Score" cell blank and enter text or numerical values in either "#Rating" or "#Comment" Please register.
To register "#Rating" or "#Comment" in addition to "#Score" already registered, leave "#Score" cell entered Please upload.

Download all grades

Click **Export All Grades** from Grades Administration page. You may download all the grades registered in manaba at the moment.

> If you check **Include students' rating** column, you can download not only total score but also "rating".



Grades Administration page

Forum

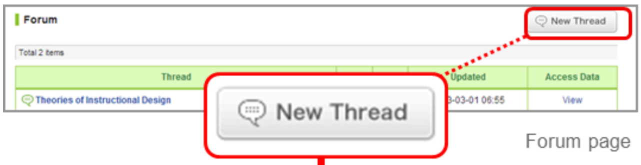
There is a forum in each course. You can use it for discussion purposes among instructors and students.

Add a thread

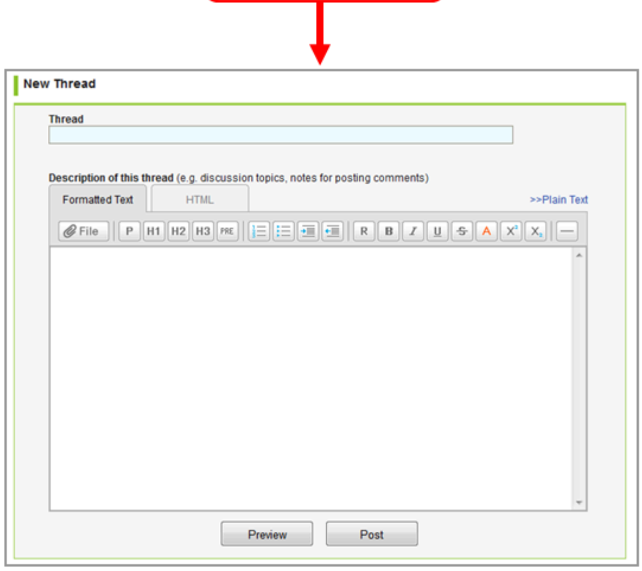
1. Click **New Thread** in Forum page.
2. Enter the title of the thread.
3. Enter the description of the thread.

> You can attach various files such as video files and images. (For more information about adding a file, please check “How to add a file”.)

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



Forum page

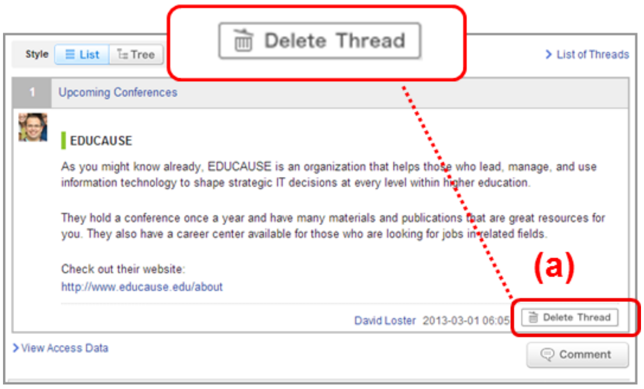


New Thread page

Delete a thread

Each thread can be deleted the author and the instructor. Click **Delete Thread (a)** to delete the thread.

> Once a thread is deleted, all comments and attached files in the thread will be deleted as well. This is not a recoverable operation.

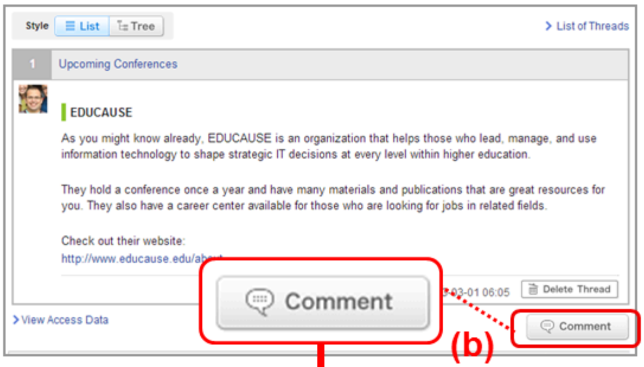


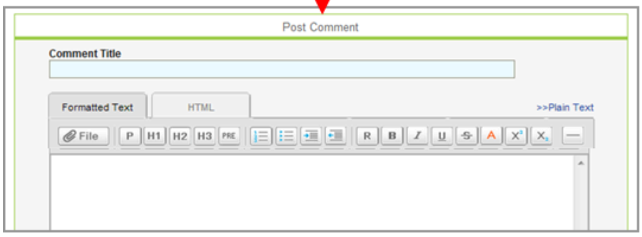
Add a comment

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

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

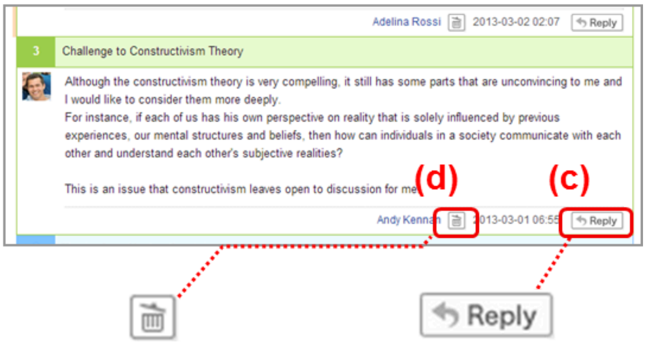
2. Enter the title and text.
3. Click Post to add a comment in the thread.
   ※The other course members receive reminders by email if they set Receive in the following reminder on the Individual Settings. “New comments made on your course”





Delete a comment

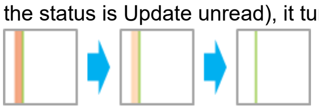
Each comment can be deleted by the person who posted it as well as instructors by clicking (d) on the comment. **Once you delete a comment, it can not be recovered.**



An orange line appears to the left of the first comment 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.

* When there is no access to the updated comment (when the status is Update unread), it turns back to orange.

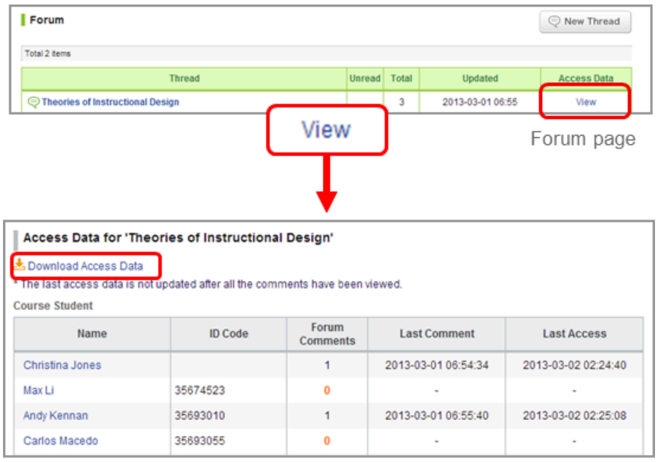


View access data of a thread

Instructors can view student access data of each thread. Please click **View** on the target thread.

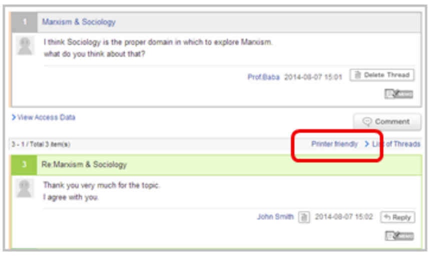
Instructors can download a list of access data in an Excel sheet. Instructors can grade student participation in forum by using data from the Excel sheet. （For more information about grades, please go to “Register Grades”.)

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



Forum page

Access Data page



Select display of comments

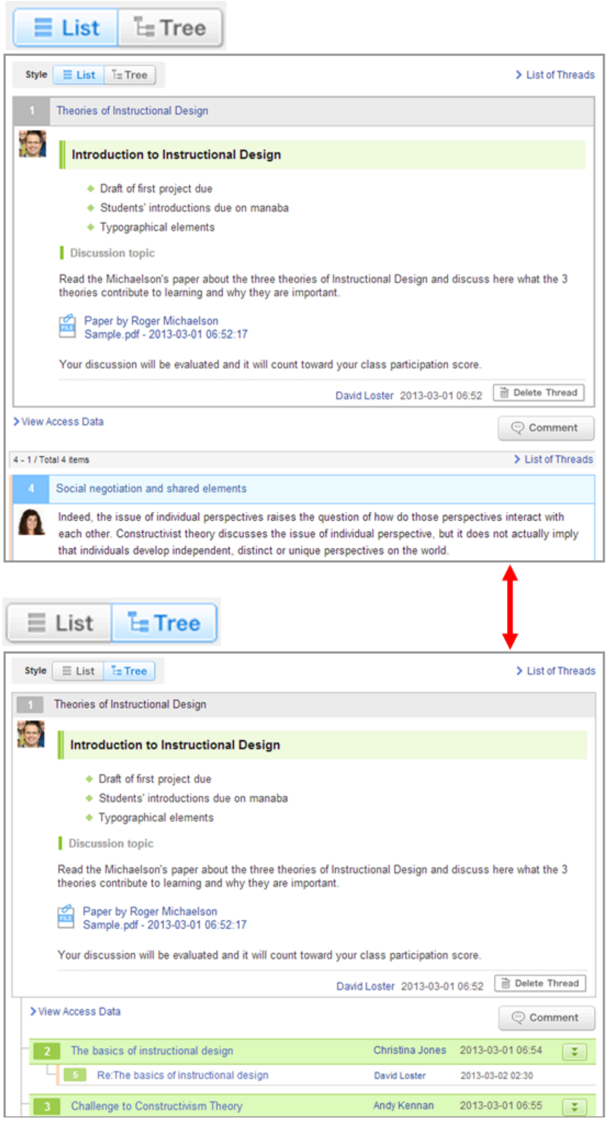
There are two ways to display comments.
Go the Style button to switch the setting.

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.

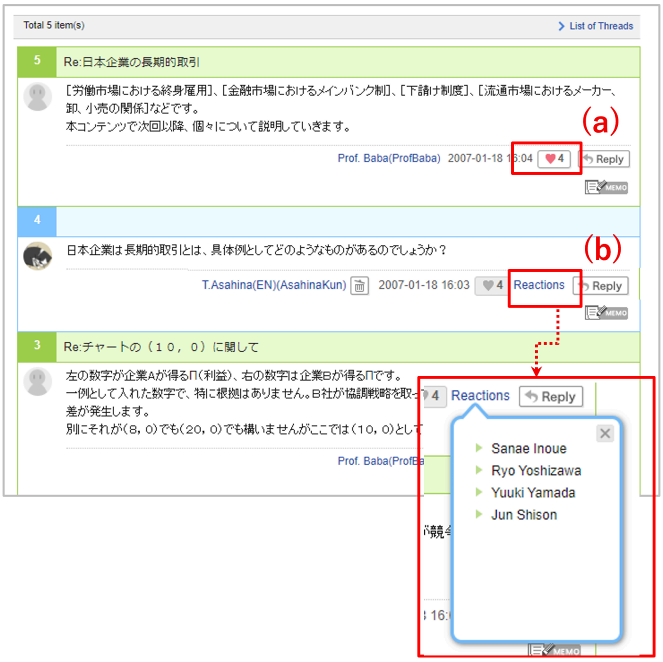


Mutual evaluation by the "Like" button

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 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 viewing period for this resource. (Optional)

   Resources set with a viewing period will not be shown on student's page when they are out of viewing period even when the status of those resources is Published.

5. Enter the title of the page.
6. Set the viewing period for this resource page. (Optional)

   - If the resource itself is published to student's page, students can access the pages within that resource. However, if you set the viewing period, students will not be able to see the resource when it is out of viewing period.
   - You can also hide the page title until the viewing period by putting a check mark in "Hide the title until the resource viewing period begins".

7. 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" .)

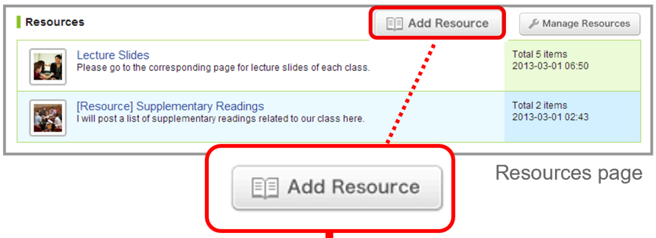
8. To prohibit students from printing or copying pages, check the box labeled "Prohibit printing or copying of pages."
9. Set a label (sequence number, custom).

   - If you set a label, you can use it to filter target contents when copying contents.（Refer to「Filter by label [sequence number, custom])
   - If an applicable label does not exist, you can add a new label by entering the name directly into the new label name field. You can also add a new label via the Manage labels page. (Refer to Manage labels)

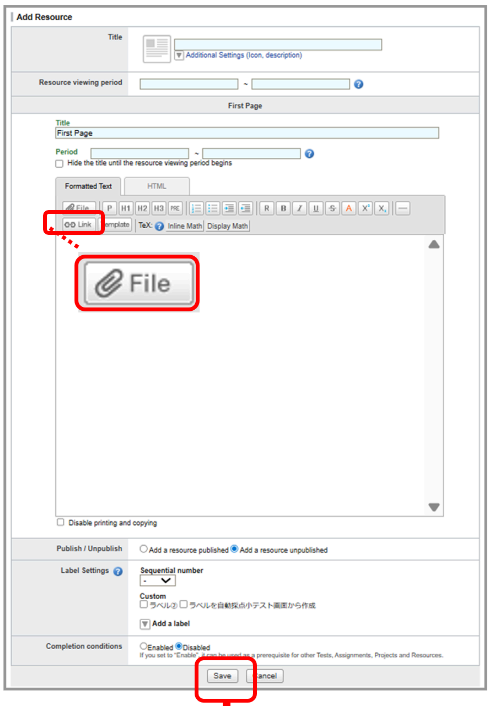
10. Set completion conditions. Select "Enable" if you wish to use the checking status of this Resource as a prerequisite for other items.

    To set completion conditions for Resources, "Resource Checking Status Settings" must be enabled in Course Settings.

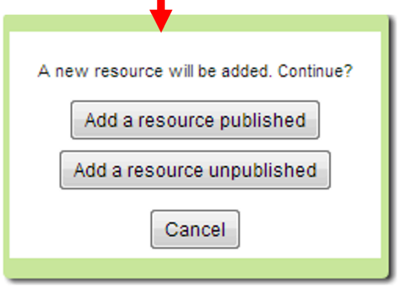
11. A panel will appear after you click on **Save**.
12. Click on **Add a resource published** if you want to make the page available to the students immediately. Or choose **Add a resource unpublished** if you want to keep the page unavailable to students for the time being.



Resources page



Add Resource page



If you wish to give assignments to a certain group, you can do so by setting who to publish to.（Refer to Set a group to publish to.）

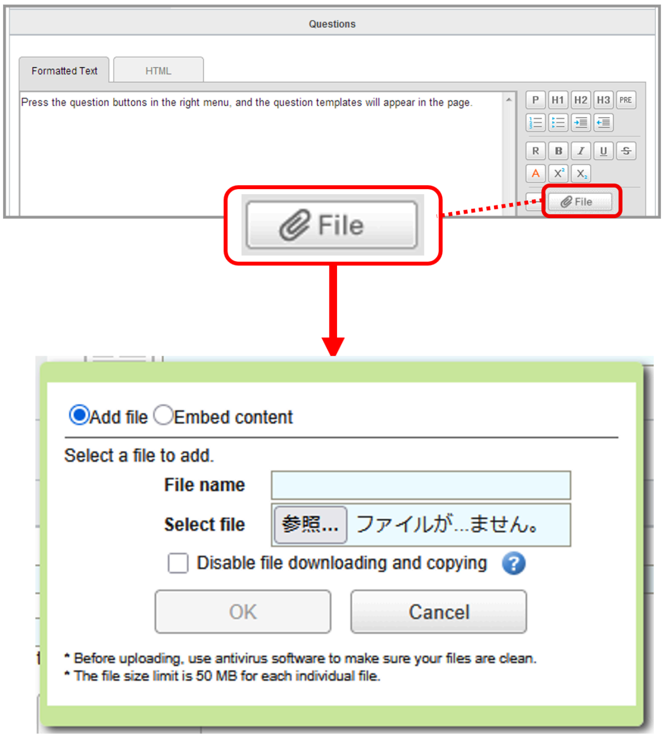
How to add a file

You may add files such as Word documents, images, and videos inside an editor.

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.

The following file formats can be previewed.



File uploads

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.)

Types of files that can be previewed by clicking the Show button (certain pages)

- Office files: Word (.doc, .docx), Excel (.xls, .xlsx), PowerPoint (.ppt, .pptx)
- Image files: JPEG (.jpeg, .jpg), PNG (.png), HEIC (.heic)
- Audio files: MP3(. mp3), M4A (.m4a)
- Video files: MP4 (.mp4), MOV (.mov)
- Text file: plain text (.txt)
- Programming language files: Python (.py), Processing (.pde), MATLAB (.m), Java (.java), C language (.c)
- HTML file: HTML (.html)
- CSV file: csv (.csv)
- PDF file: PDF (.pdf)

Previews are available within Resources and on select pages. If the Show button does not appear for one of the supported file formats, please download the file to view its content.

To prohibit copying and downloading, check the applicable items to register the settings. This feature is available only for course resources.

Files with download restrictions are viewable using the preview function, but it is recommended not to check this option because previewing document files (except for PDF) may break their layout and students may not be able to view them as intended.

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

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

Embed 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.

Use LTI Tool

The course which is using this function may be controlled by the system administrator.

Contact your system administrator if "Use LTI Tool" is not showing.

By entering the required information, authentication can be integrated and interoperable with external tools that are compliant with LTI 1.3.Please follow the instructions in the LTI tool documentation for the configuration required for course members to use the LTI tool from manaba.

1. Click File button.
2. Select Use LTI Tool.
3. Enter the title and the description of test.

After selecting a tool from the dropdown, the Select Contents button next to the list may be enabled. (It depends on the tool.) The settings can be reflected on to manaba when you click the button to start and operate the tool.
In this case, the following steps 4 to 6 may be entered automatically depending on the tool.

4. Enter the title.
5. Select the "How to add a tool" option.
6. Enter the information required for the setup.

- ［LTI tools］ Select a preferred tool from the dropdown menu.
- ［Tool URL］ Specify the URL that the user will first access. If left blank, the tool URL set by the administrator will be used. If you want to use a different URL specified by the tool, please enter it.
- ［Custom parameters］ It can be used, for example, to display specific resources of an LTI tool.

  If specified in the LTI tool, please enter them in this field.

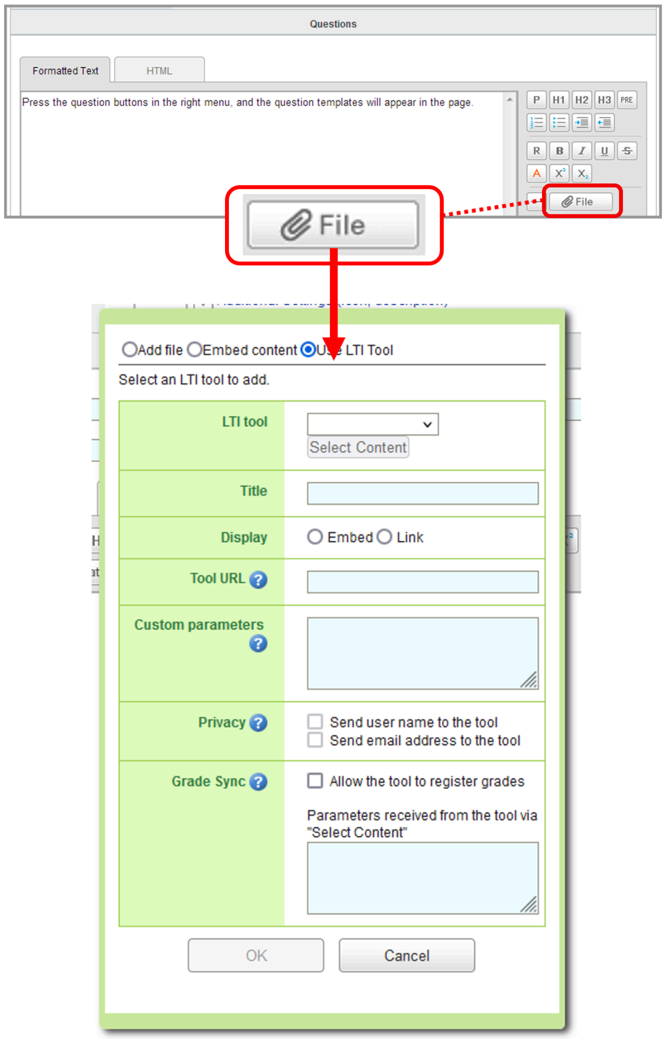
  The input format should be in the form of 'name=value', where the parameter name and value are connected by an equal sign, for example, 'page=2'."
- ［Privacy］ manaba will also send the following information to the tool:

  For example, when the tool has grading functionality and submission status display, some tools may show this information as well.
- ［Grade Sync］ This is for setting up Assignment and Grade Services (AGS).When you put a check mark, the evaluation made on the tool side may be reflected on to manaba's Grade evaluation sheet in accordance with the tool.
  * This feature is available only when the tool supports AGS and when the system administrator has set the AGS to valid when registering the tool.

  When grades are registered or overwritten through Grade Sync, the grader’s name will be shown as “-” on the page for instructors.

7. Press OK and complete the process.

To have students submit assignments using the LTI tool, refer to " Add a LTI Test"



Use LTI Tool

You can check whether the LTI tool you are using is shown in student mode or instructor mode by looking at the View as button Instructor | Student on the upper part of the tool.

The default mode depends on the view, but it can be switched easily by clicking the button.

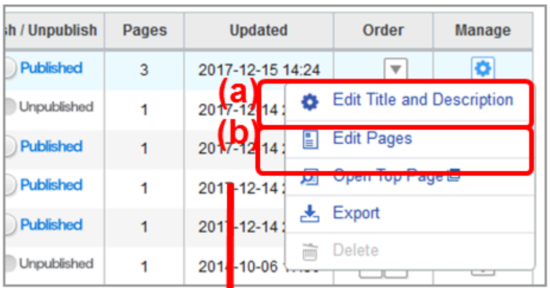
* The view may not be switched if the tool is not supported.

* If you chose Link for Display when adding your tool, a separate window will open in accordance with the chosen "View as".

Edit Resources

Edit title and description of resources

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



Select **Edit Pages**

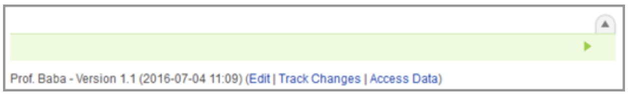
Manage Resources: Resource's page

Add page

1. Click in Manage Resources page and select Edit Pages (b).
2. Click **Add Page (c)** and open Add Page screen.
3. Enter the page title and text. You may add multiple pages.
4. For each page, you may set the publication period.
5. Check details of the page and click **Add** to add the page if no revision is needed.

Edit each page

1. Click in Manage Resources: Resource's page and select **Edit (d)**. Then, you can open the Edit Page.
2. Click **Update** after editing the page.
   * You can also edit pages from the bottom of each page for the students.



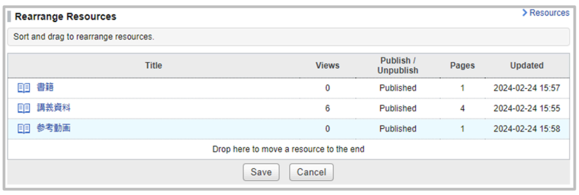
Rearrange the order of resources and pages

1. Click Rearrange Resources.
2. Sort and drag to rearrange resources.
   When sorting is complete, click Save.

You can also rearrange them one by one by clicking the ▲▼ button in the order column.

The order of pages can be rearranged in the same way.

Manage Resources



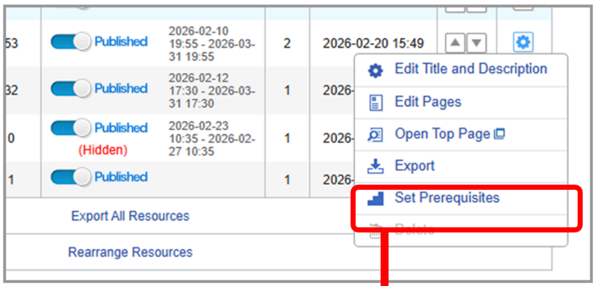
Rearrange Resources

Set prerequisite

Prerequisites is a setting which allows students to access a resource if they pass specific items or check Resources (click the "**Change to Checked**" button).

1. Click on Resources Administration page and select Set Prerequisites.
2. By setting Enable all items within the course with passing conditions (Tests, Assignments, Projects) or completion conditions (Resources) will be shown in a list.
3. After selecting the items you wish to set as prerequisites, choose either of the following conditions: “must satisfy all conditions (AND)” or “must satisfy at least one condition (OR)”.
   *If you have selected only one prerequisite, you may choose either AND or OR.
4. Click Save and finish the process.

> Students who have not fulfilled the prerequisites will see the message, “* You have not completed the prerequisites of this resource.” on their list page. To see the prerequisite title and link, click the assignment title and go to the View page; they are located at the bottom of the page.

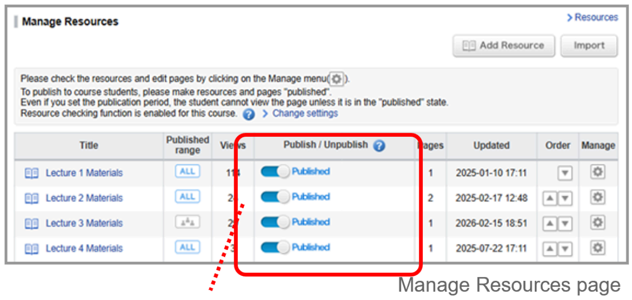


Select **Set Prerequisites**

Set Prerequisite page

Publish Resources

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



Manage Resources page

Setting for publishing entire resource

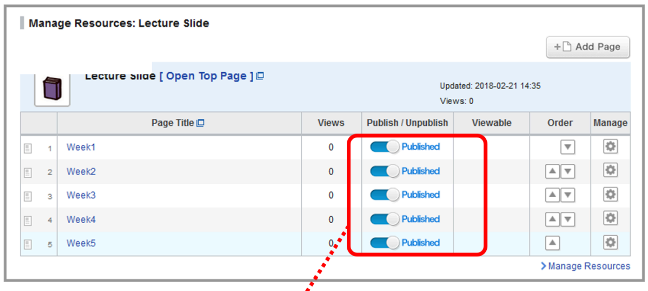
Publishing entire resource

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.

If you set the viewing period, you can check that viewing period and publishing status for students on the Manage Resources page.

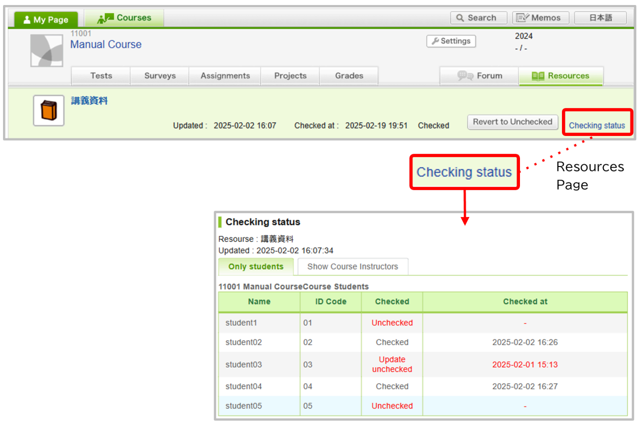


Manage Resources page

Setting for publishing selected pages

Follow resource checking status

You can follow the resource checking status of each student when the Resource checking function is enabled.
Click the Checking status link in the Resources page header.



Checking status Page

Checking status is registered by each student, and the registered Checking status is the status of the whole resources and not for each page.
Checking status changes as follows (three statuses):

- Checked:
  A state where a student has clicked the button on the Resources page header to change the checking status to Checked.
- Unchecked:
  A state where a student has not changed the checking status at all or has changed back the status from Checked to Unchecked.
- Unchecked after update：
  A state where an instructor has updated the resource after a student has changed the status to Checked. The status will return to Checked when a

If you wish to check the resource checking status and access status of each student in a list, refer to View access data.

If you wish to check the resource checking status and status of assignment submission of each student in a list, refer to Submission status (detail).

View access data

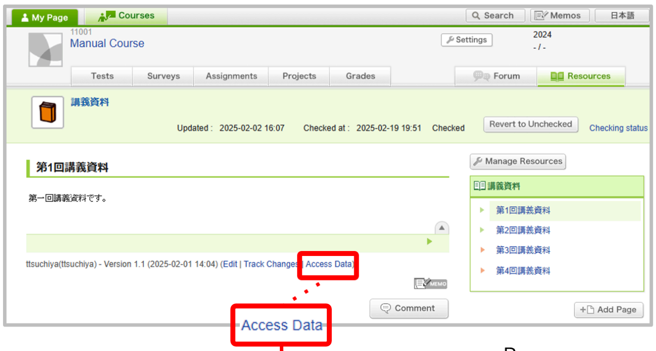
Instructors can view student access data for each page.

Click the **Checking status** link on the Resources page.

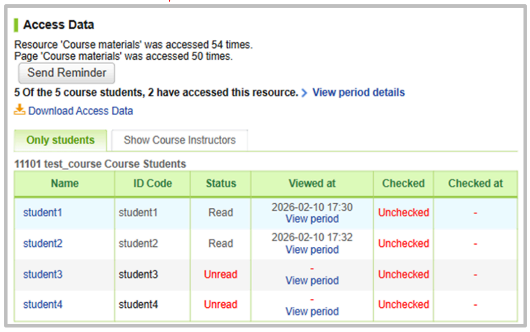
By clicking Manage Resources > Click resource name > Download read status, you can check the Excel file showing the read status of all pages in that resource.

You can also check the start time (Started at), end time (Ended at), Total viewed time, the number of Views, and Viewer rate for each element by clicking View period details.

* You cannot check the access data for multiple resources at the same time. You can only check the status for each resource.



Resources Page

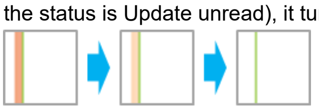


Access Data Page

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.

* When there is no access to the updated resource (when the status is Update unread), it turns back to orange.

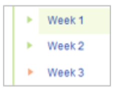


The color of the triangle icon of the page title displayed in the list on the right side of the screen will be as follows.

・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

* When there is no access to the updated resource (when the status is Update unread), it turns back to orange.



About status

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

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

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

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

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

By comparing the read status with checking status, you can follow the student’s resource checking status more accurately.
For example, if the checking status is Checked, but the read status is Unread, the student may not actually have read the resource.

For details on checking status, refer to Follow resource checking status.

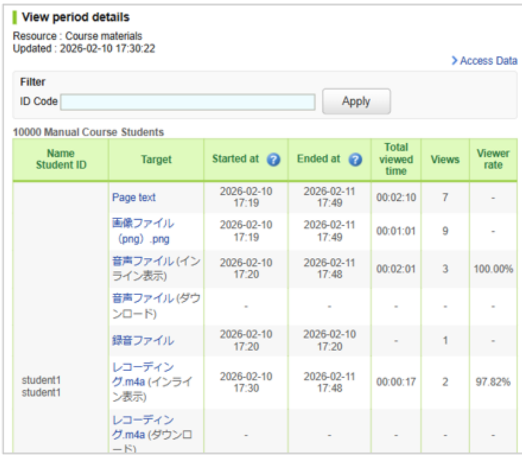
View period details

Targets and shown data

On View period details, you can check the viewing status of the following elements.

Some data does not support bulk viewing of logs and operation histories depending on its elemental characteristics, and certain access logs or operation histories may not be shown.

- Targets: Resource pages, image files, audio files, files shown by clicking the preview button, links
- Shown data: Start date, End data, Total viewed time, Views, Viewer rate



View period details
Resource : Course materials
Updated : 2026-02-10 17:30:22
Access Data
Filter
ID Code
Apply
10000 Manual Course Students

Name Student ID	Target	Started at	Ended at	Total viewed time	Views	Viewer rate
student1 student1	Page text	2026-02-10 17:19	2026-02-11 17:49	00:02:10	7	-
	画像ファイル（png）.png	2026-02-10 17:19	2026-02-11 17:49	00:01:01	9	-
	音声ファイル (インライン表示)	2026-02-10 17:20	2026-02-11 17:48	00:02:01	3	100.00%
	音声ファイル (ダウンロード)	-	-	-	-	-
	録音ファイル	2026-02-10 17:20	2026-02-10 17:20	-	1	-
	レコーディング.m4a (インライン表示)	2026-02-10 17:30	2026-02-11 17:48	00:00:17	2	97.82%
	レコーディング.m4a (ダウンロード)	-	-	-	-	-

Definition of each data and conditions to show

Each data item is defined and shown as follows.

[Start time (Started at)]

- Resource page: The date the applicable resource page was first shown.
- Image file: The date the applicable image was first shown inline.
- Audio file: The date when the audio was first played or downloaded.
- Document file (such as docx) with preview button: The date it was first previewed or downloaded.
- Link: The date the link was clicked.

[End time (Ended at)]

- Resource page: The date the applicable resource page was last shown.
- Image file: The date the applicable image was last shown inline.
- Audio file: The date when the audio finished playing or last downloaded.
- Document file (such as docx) with preview button: The date it was last previewed or downloaded.
- Link: The date is not shown (“-” is shown).

[Total viewed time]

The total viewed time of that element (excluding time when the page is minimized, deactivated or inactive, even it remains open)

[Views]

The total view count of that element.

[Viewer rate]

This only applies to audio element. It shows the viewing percentage.

Data is aggregated and updated in bulk every morning at a scheduled time. Operation history by the previous day is reflected on the next day. It may take a certain time until the update data is shown on the page.

Import / Export a resource

Instructors may export a resourse and save it to own their computer. You may replicate the resourse in another course by importing data you have exported.

Please refer to the tests or assignments' page, in order to inport / export a resourse.

When importing an exported MHT/ZIP file into manaba, the maximum size that can be imported at one time is about 400MB.

You cannot replicate the comments of the resources.

Manage Resources

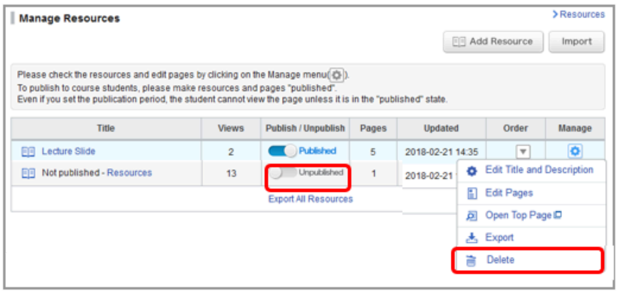
Delete Resources

Delete entire resource

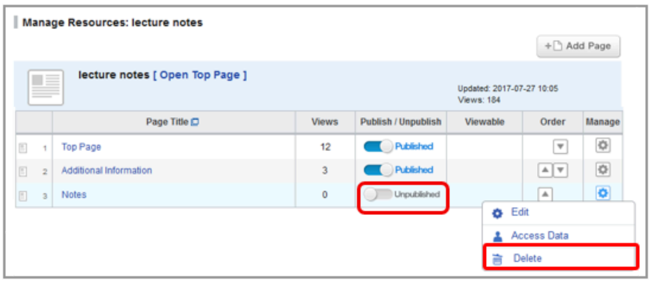
1. Click **Manage Resources** on the top right button of the **Resources** screen.
2. Change the content to **Unpublish** on the **Manage Resources** screen.
3. Click ⚙ of the content and select **Delete**.

Delete page by page of content

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



Manage Resources



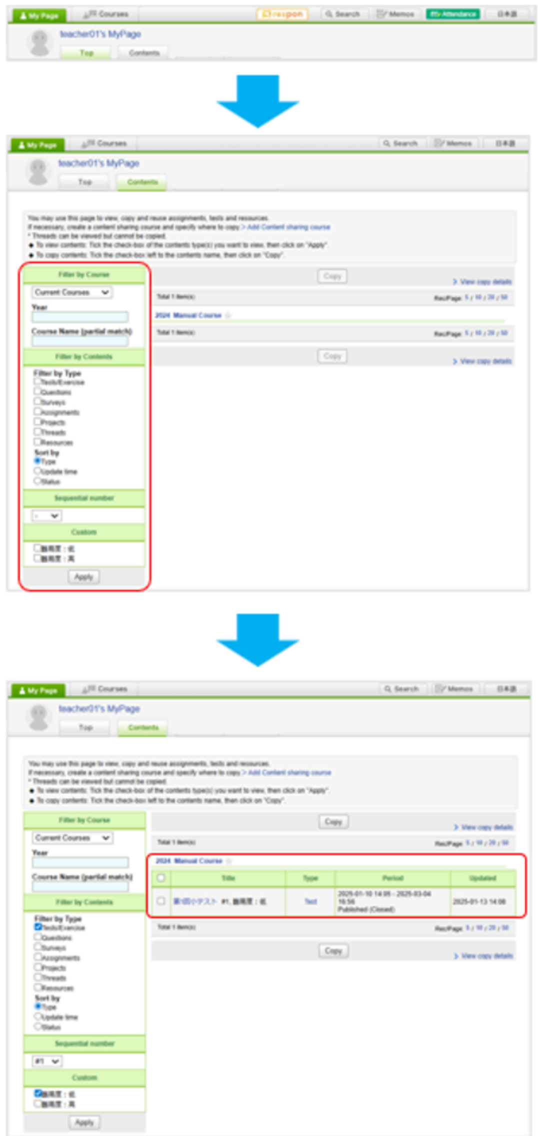
Manage Resources: Resource's page

View/Copy Contents

You can see a list of stored Contents (= teaching materials) across Courses. You can also copy the Contents you added to another Course.

Use of this function may be controlled by your system administrator. If it is unavailable, please consult your system administrator.

View Contents Across Courses



You can access the list of contents by clicking the Contents tab on My Page.

Contents could be found as follows:

1. Select or enter Course Status, Year, or Course Name.
2. Place a check mark next to the Contents you want to refer to.
3. Choose your Sort by and click **Apply.**

Filter by Course

You can filter your search as follows:

- Course Status: You can choose from Past Courses, Current Courses, Upcoming Courses and All Courses.
- Year: You can filter by the Course year. Be sure to use half-width numbers.
- Course Name: You can filter by the name of the Course. It uses broad match keywords.

Filter by Contents

You can filter your search as follows and choose the order how to show your search results.

- Filter by Type: Tests/Exercise, Questions (for Exercise), Surveys, Assignments, Projects, Threads, and Resources. You can choose more than one Type.
- Sorty by: You can choose how to sort the order by Type, Update time, and Status.
  Details of each Sort by order are as follows.

  [In order of Type]
  ①Shows in the order shown under Filter by Type (Tests/Exercise, Questions, etc.)
  ②Shows in descending order of Update time

  [In order of Update time]
  ①Shows in descending order of Update time

  [In order of Status]
  ①Shows in order of acceptance Status (In progress, Pending, Closed)
  ②Shows Closed in ascending order.

Filter by label (sequence number, custom)

You can filter your search using labels (sequence number, custom) as follows:

- Sequence number: Filter by label (sequence number) that you set to contents and resources.
- Custom: Filter by custom label that you set to contents and resources.

Copy Contents

If you filter your search by Contents, you can copy that result to a Course you specify.

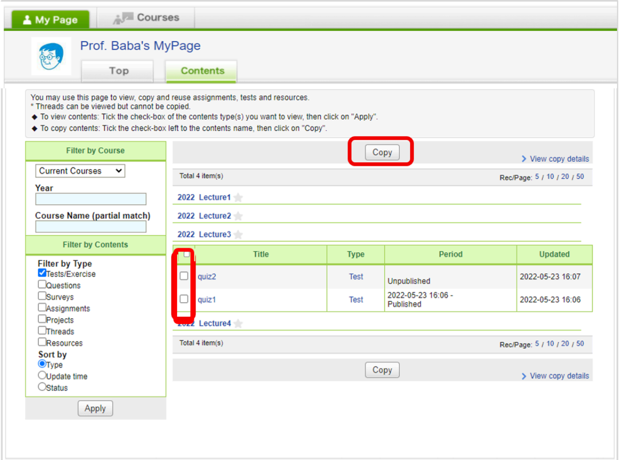
Contents can be copied as follows:

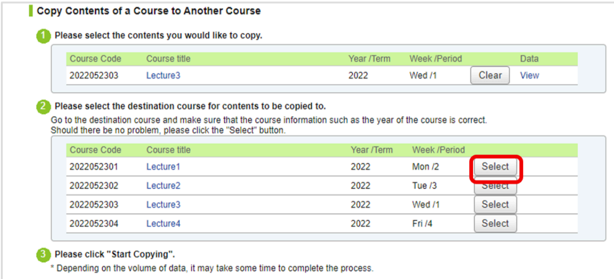
1. Check to see the Contents you want to copy and place a check mark next to it.
2. Click **Copy** to open the Copy page.
3. Choose the Course you want to copy.
   * You cannot proceed until you click the "Select" button on the course you want to copy to.
4. Click **Start Copying** to start copying.

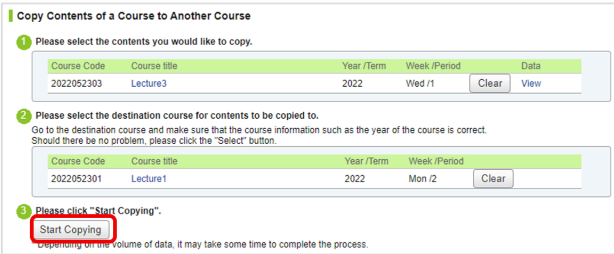
Copying may take some time depending on the amount of data.

Copying process continues even if you open another page/window. You will be reminded when copying is completed if you set your Reminder.

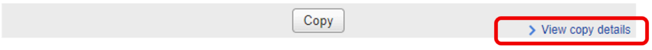
- Threads cannot be copied.
- Settings for "Groups" and "Prerequisites" are not copied. After copying is complete, please set them again in the destination course if necessary.

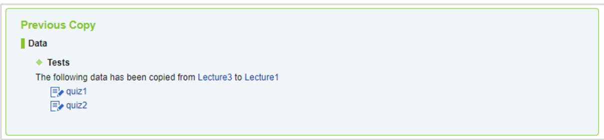






If you wish to see the details you perviously copied, you can do so by clicking **View copy details** in the list of contents page.





Previous Copy details

Handover/Takeover of contents between instructors

Instructors can share and hand/take over contents by adding a content sharing course.

Contents could be handed/taken over as follows:

Handover of contents

Add content sharing course

1. Click **Contents** on My Page.
2. Click **Add content sharing** course on Contents page.
3. Click **Add** once you fill out the necessary fields.

Enter a future date for End Date for Students View. If you enter a past date, you will not be able to choose as the copy-to course.

On the page after clicking **Add**, you can directly go to **Register the instructor** who will take over the course you added by clicking **Course Member Registration.**

Content sharing courses have a special course icon which you can distinguish from regular courses.

【Register the instructor who will take over the course you added】

1. Click **Settings** on the course page.
2. Choose **Course Member Registration.**
3. Add the ID Code or User ID of the instructor who is taking over.
4. Check that Course Instructor is chosen in the dropdown, and then click **Add.**
5. Click **Update.**
6. Click **OK**.

- Students cannot be registered for the content sharing course.
- The instructor who is taking over the course will not be notified even if you complete the course member registration. Please inform the instructor accordingly.

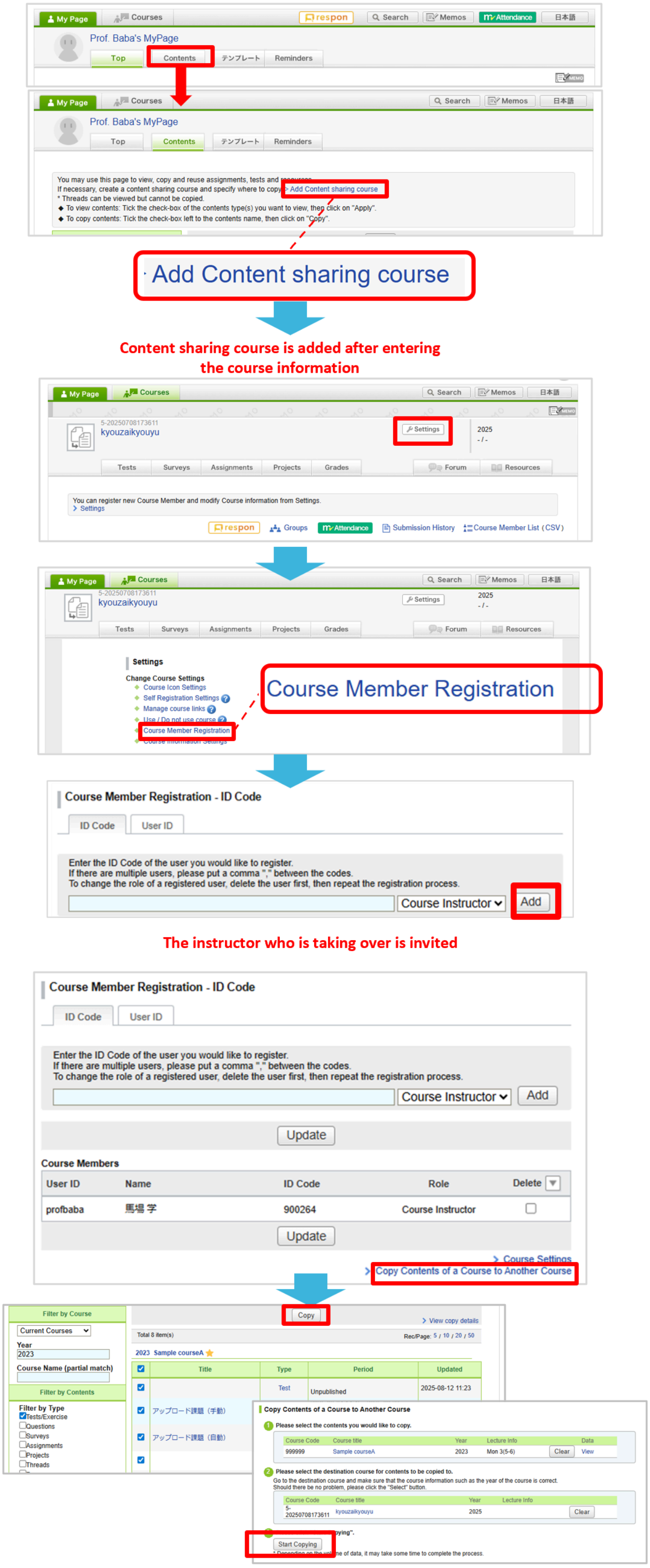
【Copy the contents you want to hand over to Content sharing course】

Add the contents you need to hand over to Content sharing course.

Contents which you added in different courses can be copied all at once by following the steps under View/Copy Contents. In the copy-to course, specify the course which you added in Add content sharing course.

When the handover is complete and the content sharing course is no longer needed, you can close the course.

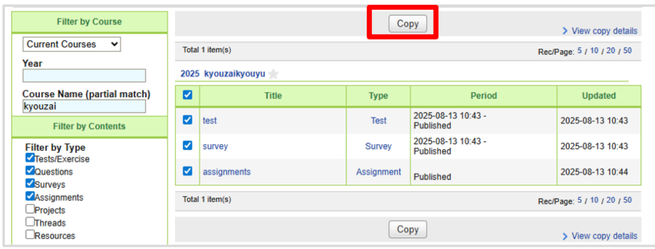
For details, refer to Close content sharing course.

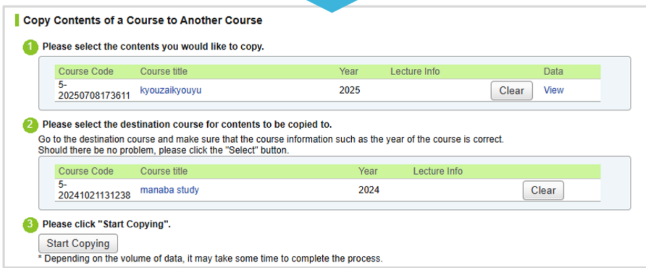


Takeover of contents

Contents in content sharing courses can be copied to different courses which you are in charge of.

For details, refer to View/Copy Contents.



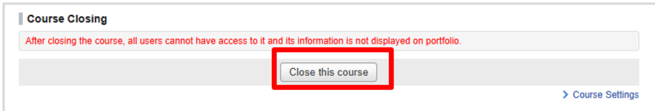


Handover/Takeover of contents is completed when the copying is done.

Close content sharing course

1. Go to content sharing course
2. Click **Settings.**
3. Click **Course Closing.**
4. Click **Close this course.**
5. Click **OK.**

> The closed content sharing courses will not be shown in My Courses, and you will not be able to access them.
>
> Make sure to close the course after all the handover/takeover work is complete.



Closing of content sharing course is completed.

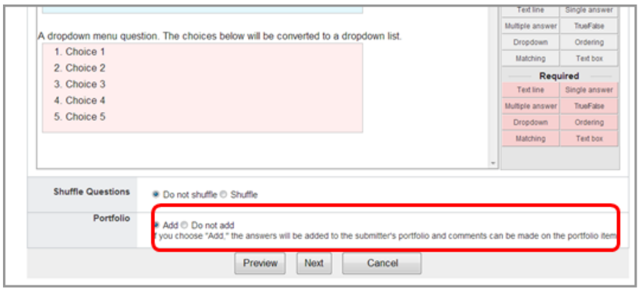
Portfolio

Students have a portfolio space to accumulate their work submitted and comments for each course.

Collect items in portfolio

Tests / Surveys

Course instructors can choose to add or not to add tests or surveys into the course members' portfolios from the add test and add survey pages.

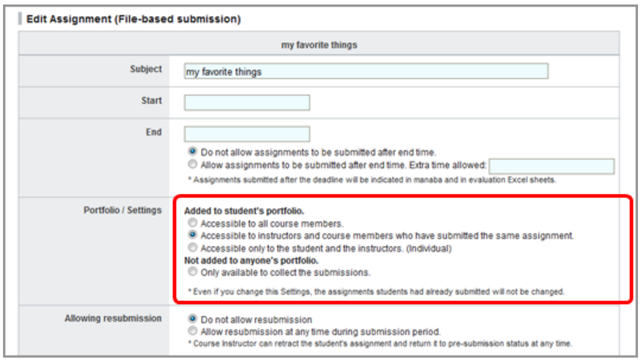


Add Test page

Assignments

Course instructors can choose to add or not to add assignments into the course members' portfolios from the add assignment page. Submitted assignments by students can be stored into their respective portfolio by selecting the setting from the list below:

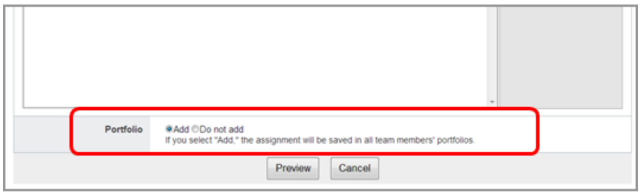
- Accessible to all course members.
- Accessible to instructors and course members who have submitted the same assignment.
- Accessible only to the student and the instructors. (Individual)



Add Assignment page

Projects

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



Add Project page

Comments

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

View students’ portfolios

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

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

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

> Files added to the original comment can be downloaded from the comment history page from each student’s portfolio.

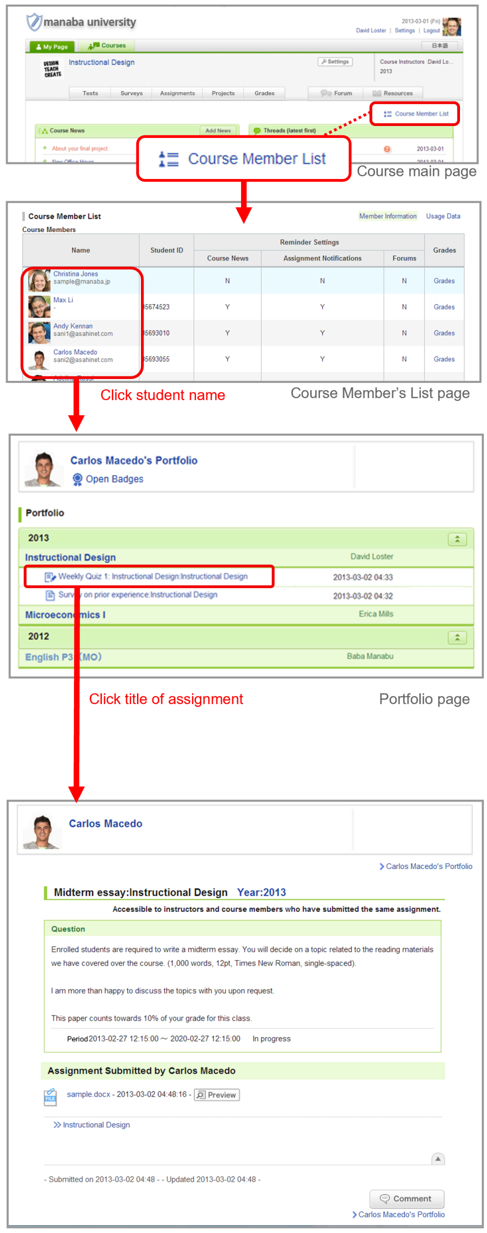
Instructors may not access all students’ portfolios. They can only access their course members’ portfolios.

The data instructors have access to:

- Grades
- Comments in the forum
- Assignments which have been set up to be added into student’s portfolio
- Tutoring Collections
- Open Badges
  * A link will be shown only when the student adds the badge. An external website opens by clicking the link.

> 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.)
> However, if the management function is enabled, it may be viewable. (→ “Management”)

> Students cannot access other students’ portfolios.



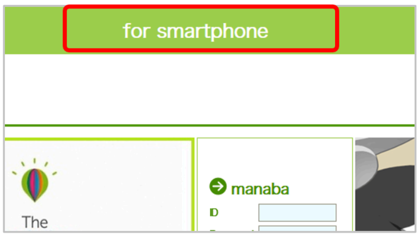
Review assignment

Use on your smartphone

You may use manaba either on a smartphone.

Use smartphone-optimized screens

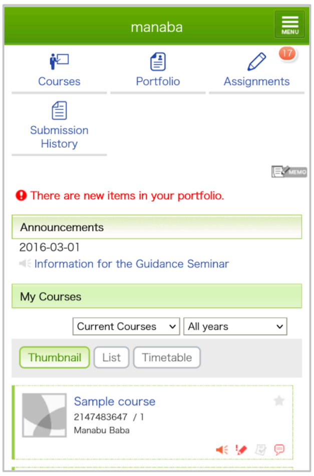
When you access the site page with your smartphone, the link for the smartphone-optimized screens are displayed at the top (of the screen).

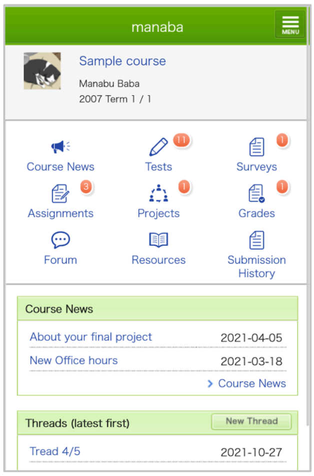


* To return to the desktop-optimized screens, please access the link at the bottom of the screen

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





Manage Deleted Contents

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

How to check deleted contents and revert to previous state

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

How to restore deleted contents to previous state individually

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

How to restore more than one deleted contents to active state

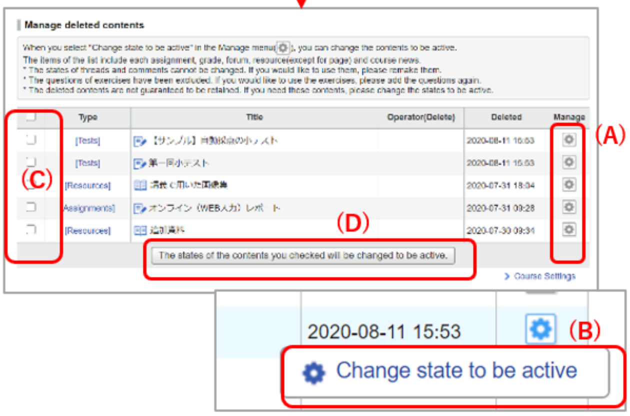
1. Place a check in the check box under the very left column **(C)** of the applicable content.
2. Click **(D) The states of the content you checked will be change to be active** in the bottom of the page.
3. Select **OK** in confirmation popup.

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

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

When you revert a group to an active state, tests/surveys/assignments which were published to before the deletion will be enabled again. Also, group news which was sent to that group will be shown again.

Course Settings



Manage deleted contents

Deleted items which can be reverted

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

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

The following items cannot be restored.

- Threads created and comments made in forums

  * You only can check who deleted it and the deleted date/time.

- Tutoring collections

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

Access Log Function

Access Log

The operation history (e.g., assignment answers, access to news, etc.) within the course could be viewed.

- You can only check the logs for the past year.
- Access Log Function can only be used by course instructors, system administrators, and campus dept administrators. However, instructors can see only their own log and not the log of other instructors. Log viewing permissions for all courses (including logs for other instructors) are granted by system administrators.

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

Check Access Log - How to view log

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

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

Recorded	URL	Note		
		Function	Display /Operation	Title
2025-01-29 18:29:24	/ct/course_1008962_query	Test	Tests	-
2025-01-29 18:29:14	/ct/course_1008962_query_1133273?ReviewM...	Test	Test Room	test
2025-01-29 18:29:14	/ct/course_1008962_query_1133273_confirm	Test	Submit	
2025-01-29 18:29:11	/ct/course_1008962_query_1133273_confirm?r...	Test	Confirm	
2025-01-29 18:29:11	/ct/course_1008962_query_1133273_1p1	Test	Confirm	
2025-01-29 18:29:05	/ct/course_1008962_query_1133273_1p1?refr...	Test	Test Room	
2025-01-29 18:29:05	/ct/course_1008962_query_1133273	Test	Start	
2025-01-29 18:29:04	/ct/course_1008962_query_1133273	Test	Test Room	
2025-01-29 18:29:04	/ct/course_1008962_query_1133273	Test	Test Room	
2025-01-29 18:29:02	/ct/course_1008962_query	Test	Tests	-
2025-01-29 18:29:01	/ct/course_1008962	Course Main Page	Course Main Page	-
2025-01-29 18:24:41	/ct/course_1008962_query	Test	Tests	-
2025-01-29 18:24:39	/ct/course_1008962	Course Main Page	Course Main Page	-

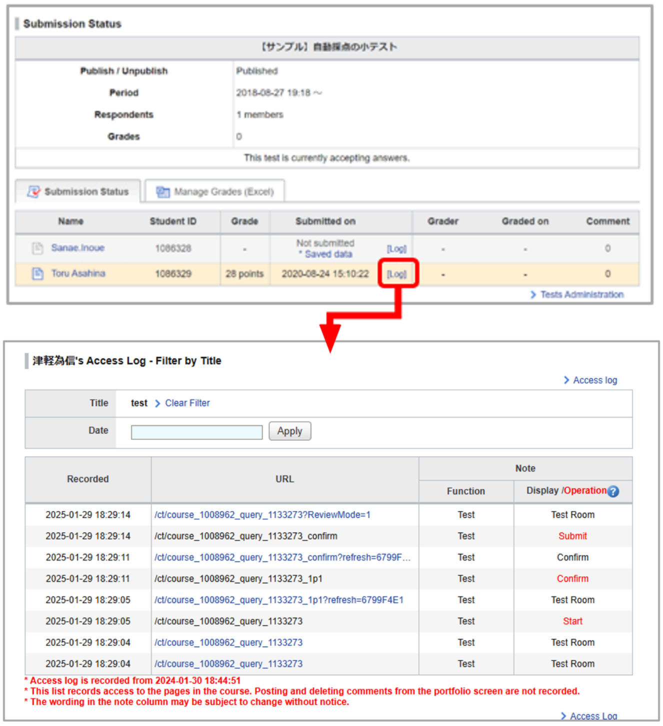
Check Access Log - How to check assignment operation log

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

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

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

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



How to check Access Log - entire log within courses

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

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

You can see the list of access logs of individual students and all the members (all students) within the course by clicking All Access Log within the course. You can also download the shown log in bulk as a CSV file.