

✂The report topic list starts on page 2.

A red starburst graphic with a blue outline, containing the text "Watch Out!".

**Watch
Out!**

Are you accidentally committing plagiarism in your report?

The following are examples of plagiarism:

- Viewing your friend/senior's report, rewriting the content, and using it
- Copying information from a website or book without proper citation
- Giving your friend a copy of a report you wrote in the past

Plagiarism has severe consequences.

Plagiarism is academic misconduct that violates the learning agreement. Reflect carefully before writing or submitting your report to make sure you do not plagiarize.

✂Please check our [Writing Manual](#) for information on how to cite properly.

レポート提出マニュアルが2ページ目以降に続きます。必ず確認してください
Be sure to read the Final Report Submission Manual.

Final Reports Quarter1,Fall Semester AY 2020／2020年度秋セメスター 1Q期末レポート科目一覧

Report Submission Period: Mon. November 23 10:00:00～Wed. 25 November 16:30:00

レポート提出期間：11/23(月)10:00:00～11/25(水)16:30:00

学部生 Undergraduate Students

曜日	時限	曜日	時限	科目名	担当教員	DAY	Period	DAY	Period	Subject Name	Instructor
木	1	木	2	Online)生命倫理JA 論題：授業中に発表	西 英久	Thu.	1	Thu.	2	Online)BioethicsJA Report Topic: Will be announced in class	NISHI Hidehisa
月	1	月	2	Online)生命倫理JB 論題：授業中に発表	西 英久	Mon.	1	Mon.	2	Online)BioethicsJB Report Topic: Will be announced in class	NISHI Hidehisa
水	1	水	2	Online)国際紛争解決JA 論題：授業中に発表	小川 伸一	Wed.	1	Wed.	2	Online)International Conflict ResolutionJA Report Topic: Will be announced in class	OGAWA Shinichi
金	4	金	5	Online)健康とウェルネスツーリズムJA/ Online)ヘルス&ウェルネスツーリズムJA 論題：ここをクリック	関 仁	Fri.	4	Fri.	5	Online)Health and Wellness TourismJA Report Topic: Click Here	SEKI Hitoshi

Submit to: the Academic Office's designated folder on manaba

提出先: manaba (アカデミック・オフィス指定フォルダ)

Final Report Submission Manual

Please read this manual carefully and follow the instructions to submit your final report.

[IMPORTANT] If you do not submit your report correctly it may not be accepted for grading.

1. BEFORE SUBMITTING YOUR REPORT

Spring Semester, AY 2020

Course name : ○○EA

Instructor : ○○ ○○

(Report title)

APS/APM

year level:

student ID number : 1121●●

name : ○○ ○○

dd/mm/yyyy

- Your report must include a cover page.
(Refer to the picture on the left and make it the first page of your report)

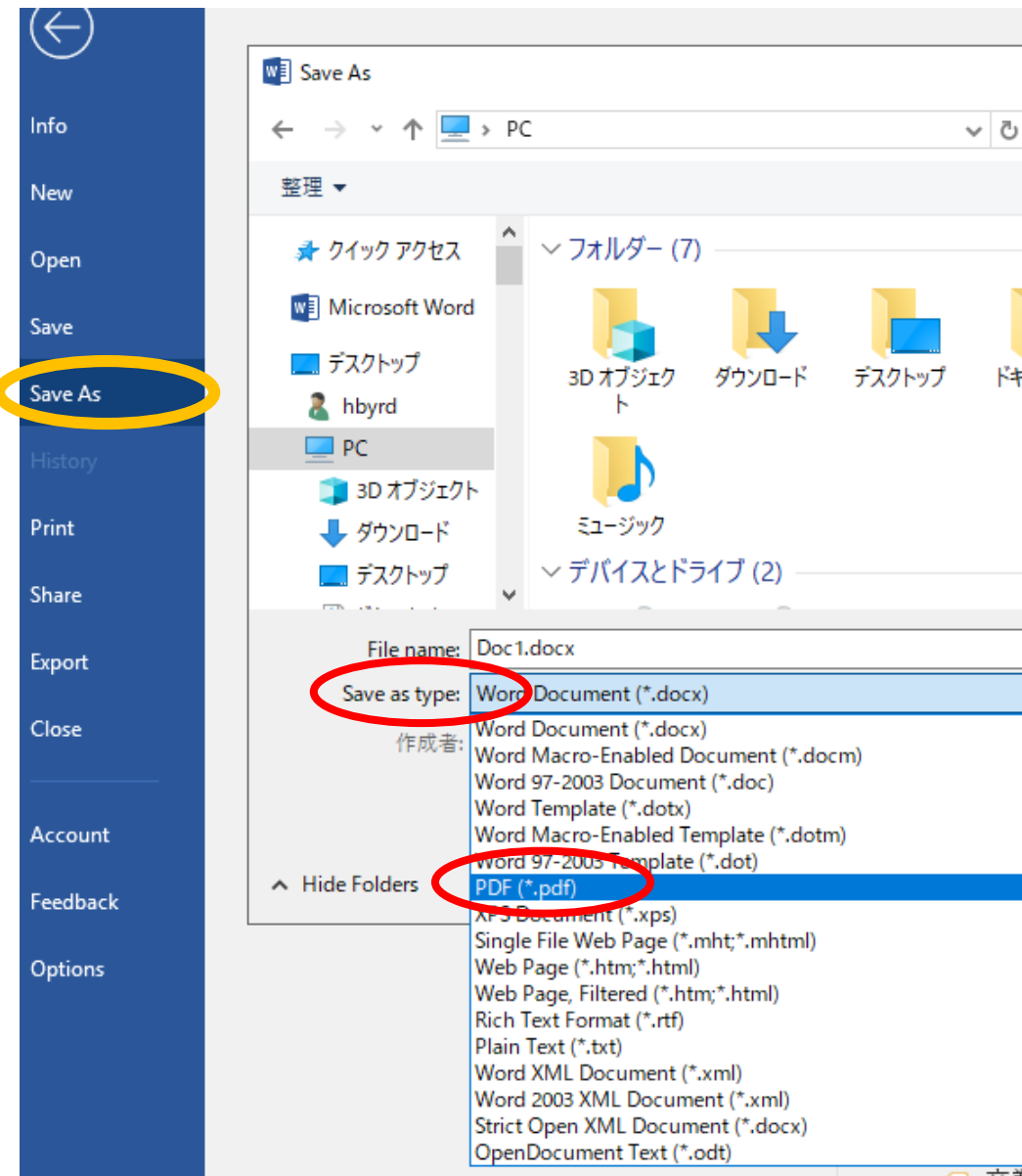
- Your report file name must be:
[Student ID No._Name_Course]

Ex:

12419999_ASIA Hana_Introduction to APSEA

- [NOTE] If your cover page or file name are incorrect then your report may not be accepted for grading.

1. BEFORE SUBMITTING YOUR REPORT



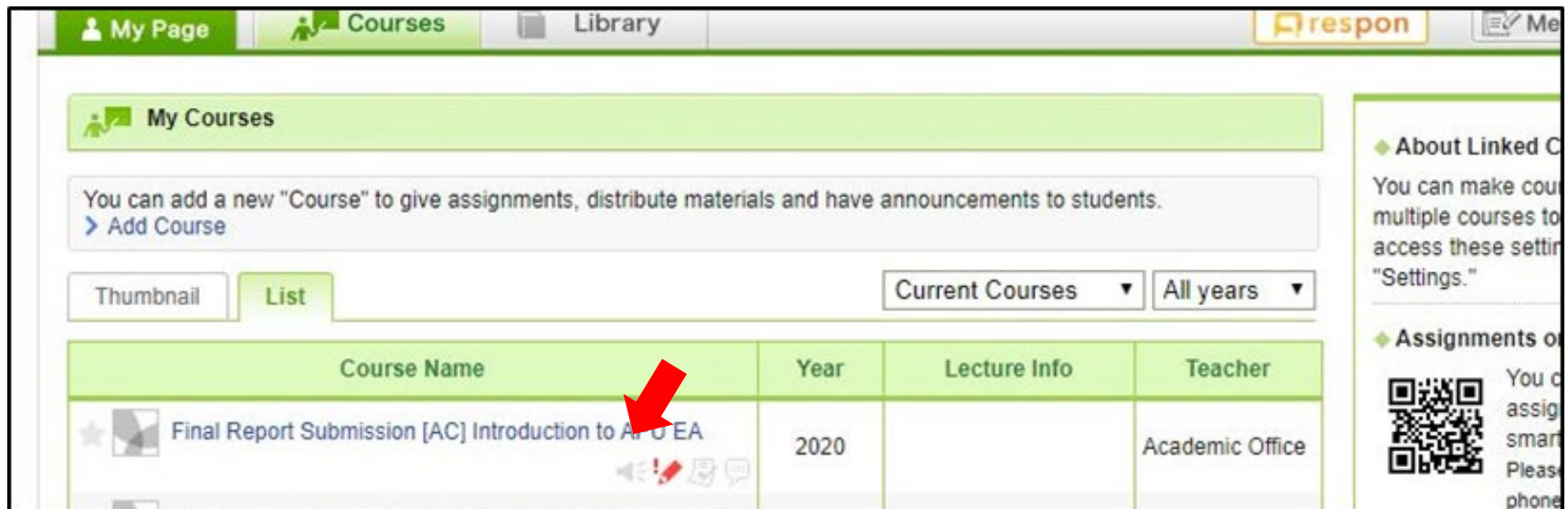
- Your report must be in PDF format.

(How to Convert)

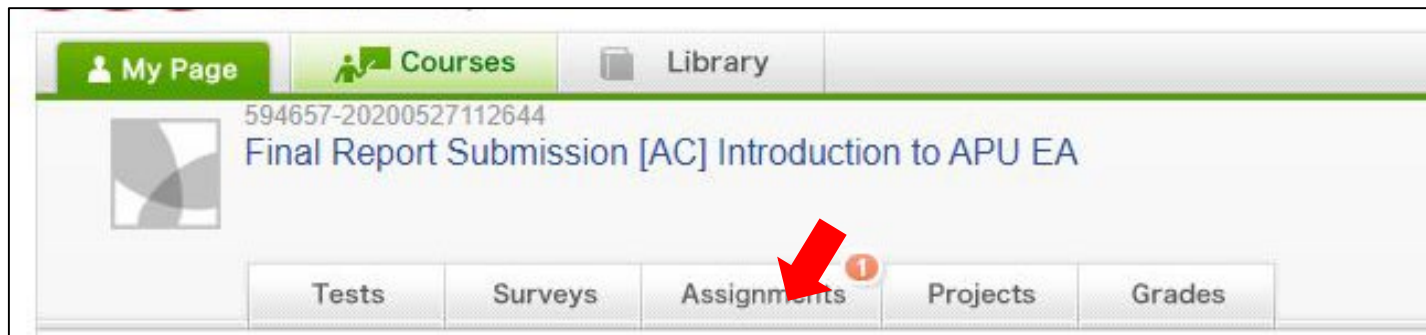
- In Word:
[Save As] → [File Type] → [Save as PDF]
- If you do not save as PDF then your font or layout may change. You must save as PDF.
- Please make sure your file is not corrupted before submitting.

2. HOW TO SUBMIT YOUR REPORT VIA MANABA

1. Log in to manaba and go to your Course Page. Click on the report submission course for your class.



2. Click "Assignments"



2. HOW TO SUBMIT YOUR REPORT VIA MANABA

3. Click the title of the assignment labeled with your course name and instructor.

Assignments			
Title		Status	Start
 Introduction to APU StudyEA AJIA Taro		In progress Saved [1 files] Not submitted	2020-05-27 11:25

4. Click “Add File” at the bottom of the page to upload your file.

End	2020-06-17 11:25
Portfolio / Settings	Not added to anyone's portfolio. / Only available to collect the submissions.
Allowing resubmission	Allow resubmission at any time during submission period.
Files	
Status	In progress Not submitted

No upload data is found.

+ Add a file

2. HOW TO SUBMIT YOUR REPORT VIA MANABA

5. Select the PDF file of your report. Double click the file, or click “Open” to upload it, then double-check that you have selected the correct file

The screenshot shows the Manaba submission interface. At the top, there is a section titled 'Allowing resubmission' with a sub-section 'Files'. Below this, the status is 'In progress' and 'Not submitted'. A blue callout box with a white border contains the text 'PDF file?' with a checked checkbox and 'Correct File Name Format?' with a checked checkbox. Below this, there is a section titled 'Uploaded files (1 files)' with a list of files. The first file is '12419999_ASIA Hana_Introduction to APS EA.pdf' with a timestamp of '2020-05-27 15:17'. Below the list is a button labeled '+ Add a file'.

6. Click “Submit” to submit your report

The screenshot shows the Manaba submission interface. At the top, there is a section titled 'Uploaded files (1 files)' with a list of files. The first file is '12419999_ASIA Hana_Introduction to APS EA.pdf' with a timestamp of '2020-05-27 15:17'. Below the list is a button labeled '+ Add a file'. Below this is a large button labeled 'Submit'. A blue callout box with a white border contains the text 'IMPORTANT ! Double check that you are submitting the correct file for this course'. Below the 'Submit' button, there is a message: 'The assignment has not yet been submitted. Click the 'Submit' button to submit. You may upload multiple files.'

3. IMPORTANT NOTES

- We recommend you take a screenshot or photograph of your submission screen as proof of submission.
- Please make sure to submit your report before the deadline. Reports submitted after the deadline will not be accepted.
- We cannot accept corrupted files or files that have not been submitted correctly. Please submit reports carefully.
- We cannot accept reports submitted via any other method (sent as email attachments, submitted in-person at the Academic Office, submitted in Building H).

Academic Office Exam/Grading Team
examteam@apu.ac.jp