

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 Quarter2, Spring Semester AY 2020 / 2020年度春セメスター 2Q期末レポート科目一覧

Report Submission Period: Mon. August 3 10:00:00 ~ Wed. August 5 16:30:00

レポート提出期間: 8/3(月)10:00:00 ~ 8/5(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	論題/Report Topics (PDF)
金	4			開発学入門JB	GOMEZ Oscar A.	FRI	4			Introduction to Development StudiesJB	GOMEZ Oscar A.	
火	2	金	2	アジア太平洋の文化と社会JB	金 賛會	TUE	2	FRI	2	Culture and Society of the Asia PacificJB	KIM Chan Hoe	
水	1	水	2	アジア太平洋における国際関係JA	小川 伸一	WED	1	WED	2	International Relations in the Asia PacificJA	OGAWA Shinichi	論題/Report Topics (PDF)
火	4	火	5	冷戦後紛争と地政学JA/冷戦後の紛争と地政学JA	小川 伸一	TUE	4	TUE	5	Geo-Politics and Post-Cold War ConflictsJA /Geo-Politics and Post Cold War ConflictsJA	OGAWA Shinichi	論題/Report Topics (PDF)
木	2			開発政策EA	GOMEZ Oscar A.	THU	2			Development PolicyEA	GOMEZ Oscar A.	
月	3			観光と法JA/観光・ホスピタリティと法JA	劉 明	MON	3			Tourism and Hospitality LawJA /Tourism and Hospitality LawJA	RYU Min	論題/Report Topics (PDF)
月	1			観光社会学JA	劉 明	MON	1			Sociology of TourismJA	RYU Min	論題/Report Topics (PDF)
木	1	木	2	特殊講義 (APS専門) JC	山神 進	THU	1	THU	2	Special Lecture (Asia Pacific Studies)JC	YAMAGAMI Susumu	論題/Report Topics (PDF)
火	4	火	5	国際会計EA	小澤 朋之	TUE	4	TUE	5	International AccountingEA	OZAWA Tomoyuki	
火	4	火	5	人的資源管理論JA/人材マネジメント (上級) JA	福谷 正信	TUE	4	TUE	5	Human Resource ManagementJA /Advanced Human Resource ManagementJA	FUKUTANI Masanobu	

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†
uwwww

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

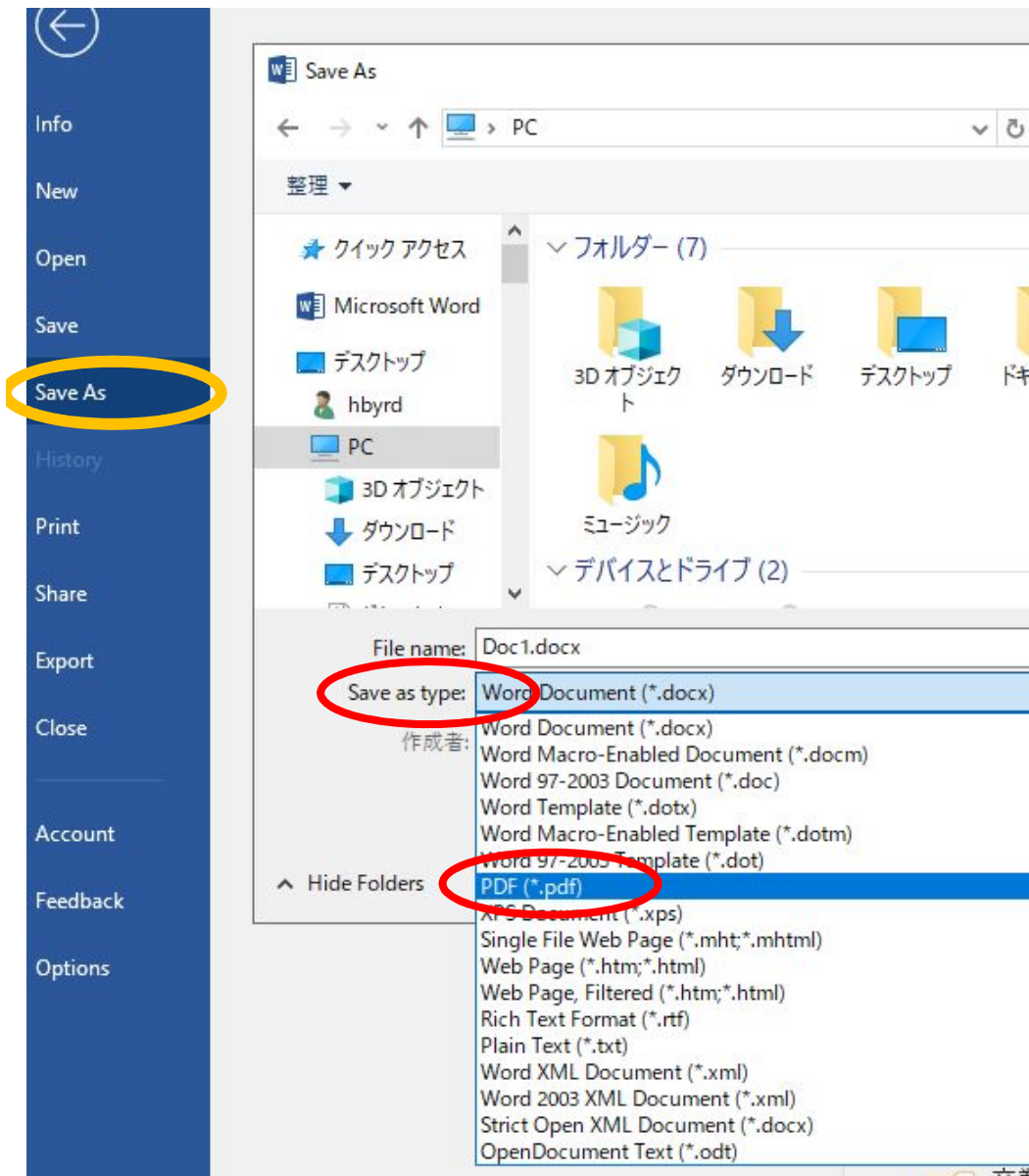
- Your report file name must be:
[Student ID No._Name_Course]

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



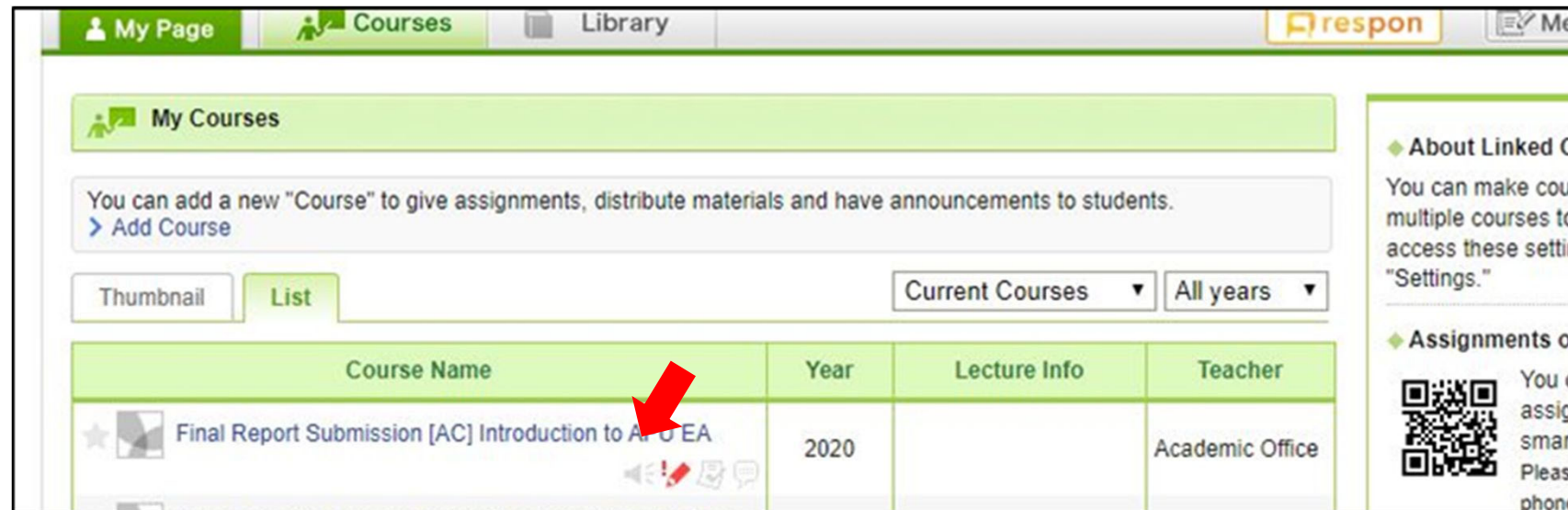
- Your report must be in PDF format.

(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

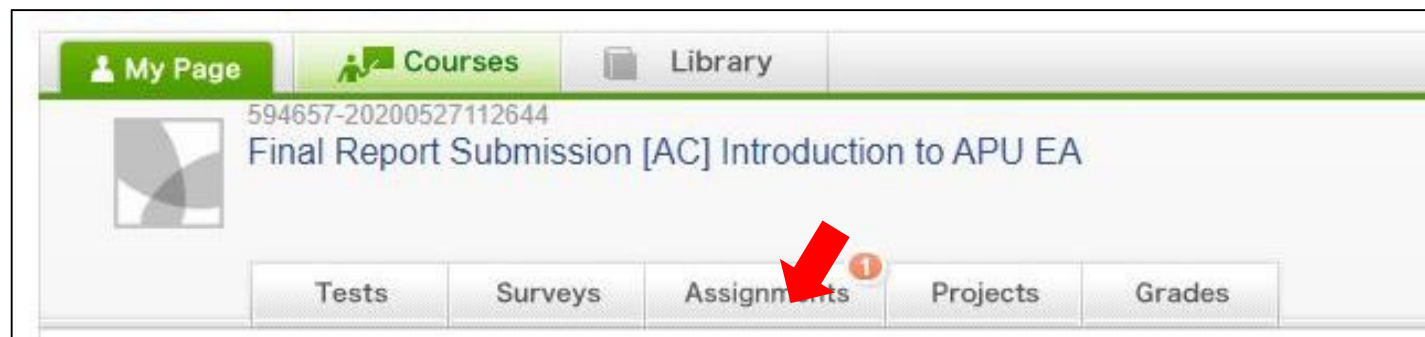
1. Log in to manaba and go to your Course Page. Click on the report submission course for your class.



The screenshot shows the 'My Courses' section of the Manaba interface. At the top, there are navigation tabs for 'My Page', 'Courses', and 'Library'. Below this, there's a 'My Courses' header and a text box explaining that users can add new courses. A table lists current courses, with columns for 'Course Name', 'Year', 'Lecture Info', and 'Teacher'. A red arrow points to the 'Final Report Submission [AC] Introduction to APU EA' course, which is listed for the year 2020 and taught by the Academic Office. To the right, there are sections for 'About Linked C' and 'Assignments o' with a QR code.

Course Name	Year	Lecture Info	Teacher
Final Report Submission [AC] Introduction to APU EA	2020		Academic Office

2. Click "Assignments"



The screenshot shows the course page for 'Final Report Submission [AC] Introduction to APU EA'. The course ID '594657-20200527112644' is visible at the top. Below the course title, there is a navigation bar with tabs for 'Tests', 'Surveys', 'Assignments', 'Projects', and 'Grades'. A red arrow points to the 'Assignments' tab, which has a small red circle with the number '1' next to it, indicating a notification or new content.

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.

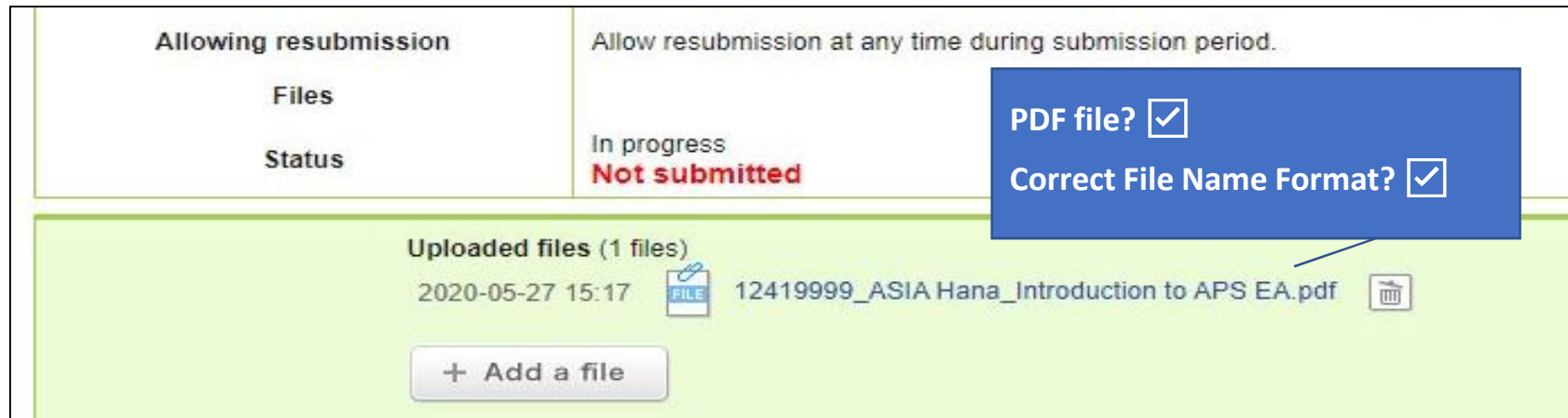
End	2020-06-17 11:25
Portfolio / Settings	Not added to anyone's portfolio. / Only available to collect the submissions.
Allowing resubmission	Allow resubmission at any time during submission period.
Files	
Status	In progress Not submitted

No upload data is found.

[+ Add a file](#)

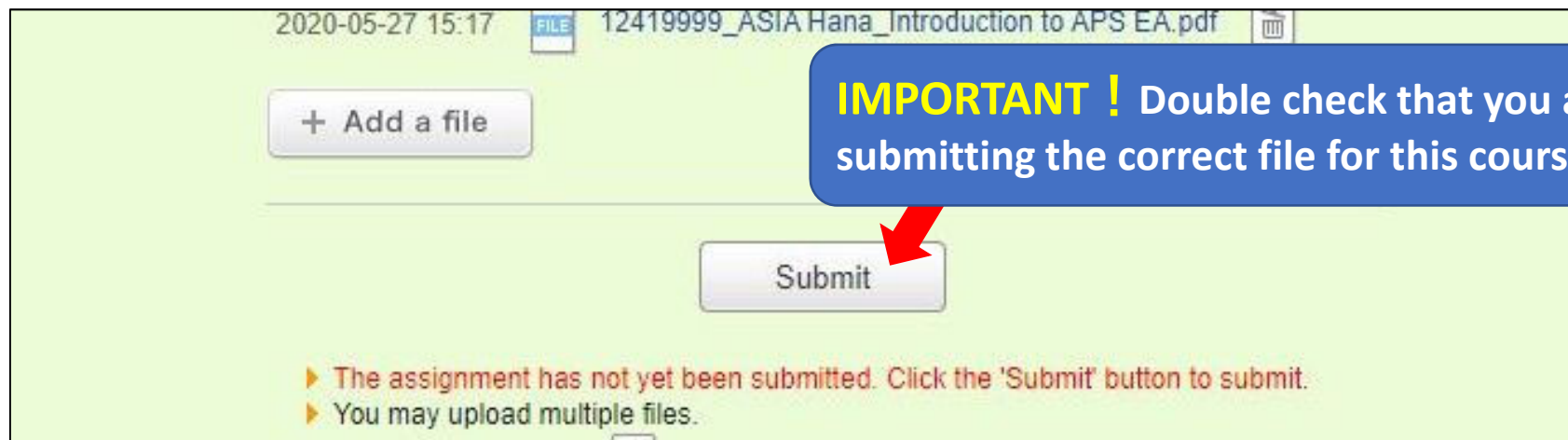
2. HOW TO SUBMIT YOUR REPORT VIA MANABA

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 for submission settings. On the left, under "Allowing resubmission", the "Files" status is "In progress" and the "Status" is "Not submitted". On the right, it says "Allow resubmission at any time during submission period.". Below this, there is a section for "Uploaded files (1 files)". A single file is listed: "2020-05-27 15:17" with a file icon, "12419999_ASIA Hana_Introduction to APS EA.pdf" with a trash icon, and a "+ Add a file" button below it. A blue callout box with a white border contains two checked items: "PDF file? ✓" and "Correct File Name Format? ✓".

6. Click “Submit” to submit your report



The screenshot shows the Manaba submission interface. At the top, there is a section for submission settings. On the left, under "Allowing resubmission", the "Files" status is "In progress" and the "Status" is "Not submitted". On the right, it says "Allow resubmission at any time during submission period.". Below this, there is a section for "Uploaded files (1 files)". A single file is listed: "2020-05-27 15:17" with a file icon, "12419999_ASIA Hana_Introduction to APS EA.pdf" with a trash icon, and a "+ Add a file" button below it. A blue callout box with a white border contains the text: "IMPORTANT ! Double check that you are submitting the correct file for this course". A red arrow points to the "Submit" button. Below the "Submit" button, there are two red arrows pointing to the text: "▶ The assignment has not yet been submitted. Click the 'Submit' button to submit." and "▶ 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