

# How to Submit Your Undergraduate Thesis (2020 Fall Semester)

First, read the following precautions.

<u>Submission Period</u>	<b>10:00, January 8, 2021(Fri.)~16:30:00 January 20, 2021(Wed.)</b>
<u>Submission Method</u>	<p style="text-align: center;"><b>Submit Online through manaba</b></p> <p>*Some students may be advised by their supervisors to submit their thesis separately in hard copy (paper) form. Regardless, you are still required to upload a soft copy(data) to manaba. <b>Please note that even if you submit a hard copy (paper) version of your thesis to your Supervisor, if you fail to submit a soft copy (data) version of your Undergraduate Thesis through manaba by the submission deadline, your thesis will be considered as not having been submitted and an F grade will be given.</b></p>
<u>File Format</u>	<p style="text-align: center;"><b>PDF Format</b></p> <p>*Word format will NOT be accepted. *If you do not know how to convert your thesis from Word to PDF, please ask the Academic Office. *The file name for your thesis must be your name in Latin Alphabet using “hankaku” (one-byte) characters. Example: APU Jiro.pdf</p>
<u>Submission Procedure</u>	<p style="text-align: center;"><b>Submit your thesis using the procedures shown on the following pages.</b></p> <p>*If the screens do not display as shown on the next page, please try again using a different web browser.</p>



Now, log in to [manaba](#) (←click here) and proceed to the next page.

\*The course for submitting thesis will be shown in manaba when the submission period starts.

# Submission Procedures

(1) Click on “Undergraduate Thesis (APx) XX” in “My Courses”

\*x = College

\*XX = Seminar Course Number

manaba 2.88 + respon system 6c  
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Powered by [manaba](#) [respon](#)

(2) Click on “Surveys”, then click on “1. 学生情報の入力 / Enter your information”

Title	Status	Start	End
1. 学生情報の入力 / Enter your information	In progress Not Submitted	20	

Click and proceed to the next screen

### (3) Click on the Start button to begin entering your information

Undergraduate Thesis Co (v. 1.0)

Tests Surveys **1** Assignments **1** Projects Grades Forum Resources

#### Survey Room

1. 学生情報の入力 / Enter your information

Start	2017-03-30 17:45:00
End	2017-06-01 09:05:00
Portfolio	Not added to anyone's portfolio.
Status	In progress Not submitted yet.

Start Click

### (4) Enter your details including the title of your thesis

#### Survey Room

Enter Confirm Finish

1. 学生情報の入力 / Enter your information

Questions 4 Elapsed Time 00:00:40

(1) 学籍番号 / Student ID Number  
13572468 (必須 / Required)

(2) 氏名 / Name  
APU Jiro (必須 / Required)

(3) 電話番号 / TEL  
090-XXXX-XXXX (必須 / Required)

(4) 論文公開の可否 / Permission to Publish  
あなたの論文が「優秀論文」に選出された場合、論文のタイトルをアカデミックオフィス ウェブサイトにて公開されます。  
更に、タイトルに加え、同意を頂いた上、論文の内容も公開させていただきます。内容の公開に同意する場合は「同意する」を、同意しない場合は「同意しない」を選択して下さい。  
Please understand that if your thesis gets selected for the "Outstanding Thesis" award, the title will be published on the Academic Office Website. Along with the title, APU also wishes to publish the content of outstanding theses on our website.  
Would you like to grant APU permission to publish your thesis and all of its content on the Academic Office website?  
(必須 / Required)

同意する。 / Yes, I hereby grant APU permission to publish my thesis on the Academic Office website.  
 同意しない。 / No, I do not wish to have the content of my thesis published on the Academic Office website.

Save and quit Confirm

Enter your Student ID Number

Enter your Name

Enter your phone number  
\*Please enter a phone number at which you can be reached. If you are entering an international number, please include the country code.

※Make sure you carefully read this

Select one

After entering all of the required information click here.

## (5) Check the details you've entered on the Preview screen then submit the survey

Answers 4 / 4 Elapsed Time 00:04:21

◆ The survey is not yet submitted. Click the 'Submit' button below to submit.  
◆ To modify your answers, please click 'Back.'

Back Submit

**Preview**

(1) 学籍番号 / Student ID Number  
13572468 (必須 / Required)

(2) 氏名 / Name  
APU Jiro (必須 / Required)

(3) 電話番号 / TEL  
090-XXXX-XXXX (必須 / Required)

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Please understand that if your thesis gets selected for the "Outstanding Thesis" award, the title will be published on the Academic Office Website. Along with the title, APU also wishes to publish the content of outstanding theses on our website. Would you like to grant APU permission to publish your thesis and all of its content on the Academic Office website?

(必須 / Required)

同意する。 / Yes, I hereby grant APU permission to publish my thesis on the Academic Office website.  
 同意しない。 / No, I do not wish to have the content of my thesis published on the Academic Office website.

**Check if the details you have entered are correct**

**Click**

## (6) Verify the details you've submitted

Undergraduate Thesis 00 (APS)

Tests Surveys Assignments Projects Grades Forum Resources

Survey Room

Enter >> Confirm > Finish >

1. 学生情報の入力 / Enter your information

Submitted. View Answers Submitted  
Finish

**Click**

## (7) Verify the details → Proceed to thesis submission

Undergraduate Thesis 00 (APS)

Tests

Surveys

Assignments

Projects

Grades

Forum

Resc

※After you have verified the details, make sure to take a screen shot and save it in your computer for future reference.

Click

### Survey Answers

#### 1. 学生情報の入力 / Enter your information

Start	2017-03-30 17:45:00
End	2017-06-01 09:05:00
Portfolio	Not added to anyone's portfolio.
Status	In progress Submitted (2017-05-30 16:54:50)

Answers 4 / 4 Elapsed Time 00:04:21

#### Answers Submitted

##### (1) 学籍番号 / Student ID Number

13572468 (必須 / Required)

##### (2) 氏名 / Name

APU Jiro (必須 / Required)

##### (3) 電話番号 / TEL

090-XXXX-XXXX (必須 / Required)

##### (4) 論文公開の可否 / Permission to Publish

あなたの論文が「優秀論文」に選出された場合、論文のタイトルをアカデミックオフィス・ウェブサイトにて公開されます。

更に、タイトルに加え、同意を頂いた上、論文の内容も公開させていただきます。内容の公開に同意する場合は「同意する」を、同意しない場合は「同意しない」を選択して下さい。

Please understand that if your thesis gets selected for the "Outstanding Thesis" award, the title will be published on the Academic Office Website. Along with the title, APU also wishes to publish the content of outstanding theses on our website. Would you like to grant APU permission to publish your thesis and all of its content on the Academic Office website?

##### (必須 / Required)

- 同意する。 / Yes, I hereby grant APU permission to publish my thesis on the Academic Office website.  
 同意しない。 / No, I do not wish to have the content of my thesis published on the Academic Office website.

**(8) Click on “卒業論文提出/Submission of Undergraduate Thesis” then Proceed to thesis submission**

Undergraduate Thesis 00 (APS)

Tests Surveys **Assignments** Projects Grades Forum Resources

**Assignments**

Title	Status	Start	End
卒業論文提出 / Submission of Undergraduate Thesis	In progress Not submitted	2017-03-31 00:00	

Click

**(9) Click on “参照” and upload your thesis**

Undergraduate Thesis 00 (APS)

Tests Surveys **Assignments** Projects Grades Forum Resources

**Assignment Room**

Upload File Confirm Finish

卒業論文提出 / Submission of Undergraduate Thesis

**Description**

※PDF形式でご提出下さい。Word形式のものは受け付けません。  
Word形式からPDFへの変換方法が分からない場合は、アカデミックオフィスへお問い合わせください。  
※提出する論文のファイル名は、半角ローマ字の氏名としてください。  
例) APU Jiro.pdf

\*Please submit your thesis in PDF format.(Word format will not be accepted)  
\*If you do not know how to convert your thesis from Word to PDF, please ask the Academic Office.  
\*The file name for your thesis must be your name in Latin Alphabet using "hankaku" (one-byte) characters.  
Example: APU Jiro.pdf

Start 2017-03-31 00:00

End 2017-06-01 12:35

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

Allowing resubmission Allow resubmission at any time during submission period.

Files

Status In progress  
Not submitted

No upload data is found. 参照... ファイルが選択されていません。 Upload

Click to browse for your file

Click to Upload

**(9) Click “Submit” to finish submitting your thesis**

Status In progress  
Not submitted

Uploaded files (1 files)  
2017-05-31 10:50 APU Jiro.pdf

参照... ファイルが選択されていません。 Upload

Submit

Click

Check whether you've uploaded the correct file

Click

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

(10)Take a screen shot for reference→★YOU'VE SUCCESSFULLY SUBMITTED YOUR THESIS!!

The screenshot shows a web interface for an "Assignment Room". At the top, there are navigation tabs: Tests, Surveys, Assignments (highlighted with a red circle and the number 1), Projects, Grades, Forum, and Resources. Below the tabs, the "Assignment Room" title is followed by three buttons: "Upload File" (disabled), "Confirm" (disabled), and "Finish" (active). The main content area is titled "卒業論文提出 / Submission of Undergraduate Thesis". It contains a description in Japanese and English, start and end dates, settings, and a status section. A red callout box on the right side of the screenshot contains the text: "※Make sure to take a screenshot and save it in your computer, along with the screenshot of your 'Survey Answers', for future reference." Below the main content, there is a green bar that says "Assignment submitted by TestID 3" and a grey bar that says "Your assignment was submitted."

Assignment Room

Upload File Confirm Finish

卒業論文提出 / Submission of Undergraduate Thesis

※PDF形式でご提出下さい。Word形式のものは受け付けません。  
Word形式からPDFへの変換方法が分からない場合は、アカデミックオフィスへご質問下さい。  
※提出する論文のファイル名は、半角ローマ字の氏名としてください。  
例) APU Jiro.pdf

Description

\*Please submit your thesis in PDF format.(Word format will not be accepted)  
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Example: APU Jiro.pdf

Start 2017-03-31 00:00

End 2017-06-01 12:35

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

Allowing resubmission Allow resubmission at any time during submission period.

Files

Status In progress  
Submitted

Assignment submitted by TestID 3

Your assignment was submitted.

※Make sure to take a screenshot and save it in your computer, along with the screenshot of your "Survey Answers", for future reference.

You're done!