

Final Report Submission Manual

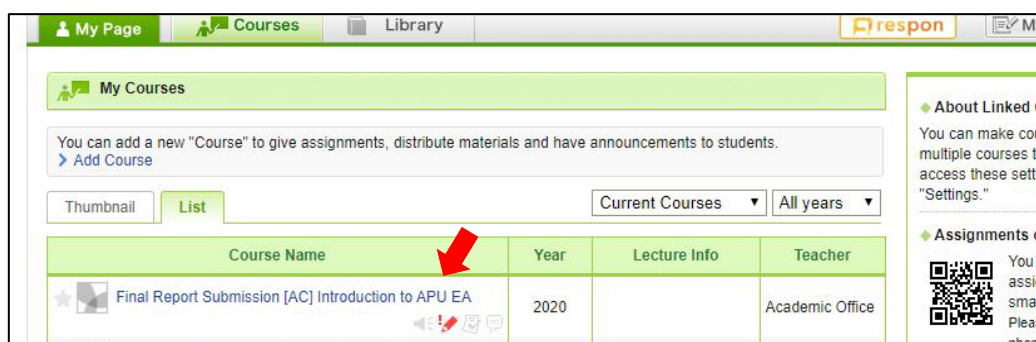
From the AY 2020 spring semester the Academic Office will no longer be collecting final reports in Building H. All final reports will instead be collected via manaba. Please read through this manual carefully for detailed instructions on how to submit your report.

BEFORE SUBMITTING YOUR REPORT

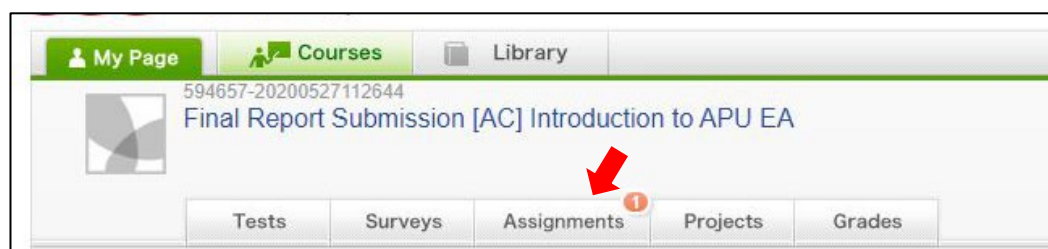
- Please include a cover page with your report. The cover page should have the course name, instructor's name, your student ID number, and your name.
- **All reports must be in PDF format.** Word (.doc, docx) or other formats will **NOT** be accepted.
*To save as PDF in Word: Click "File" → "Save As" → Choose where to save the file → Select "PDF" from the "Save as Type" menu under the file name → Save
- Use the designated File Name Format: [Student ID Number_Student Name_Course Name]
Ex: [12419999_ASIA Hana_Introduction to APS EA]

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"



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

	Tests	Surveys	Assignments	Projects	Grades		Forum
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

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

Allowing resubmission	Allow resubmission at any time during submission period.
Files	
Status	In progress Not submitted

Uploaded files (1 files)

2020-05-27 15:17 12419999_ASIA Hana_Introduction to APS EA.pdf

+ Add a file

PDF file? ☒
 Correct File Name Format? ☒

6. Click "Submit" to submit your report

2020-05-27 15:17 12419999_ASIA Hana_Introduction to APS EA.pdf

+ Add a file

Submit

▶ The assignment has not yet been submitted. Click the 'Submit' button to submit.
 ▶ You may upload multiple files.

NOTE: We recommend you take a screenshot or photograph of your submission screen as proof of submission – if there is a system error this can help prove you submitted your report

IMPORTANT NOTES

- Please make sure to submit your report before the deadline. Reports submitted after the deadline will not be accepted.

- We will not accept submission of reports via any other method (sent as email attachments, submitted in-person at the Academic Office, submitted in Building H).

INQUIRIES

If you have any questions please don't hesitate to contact us via the email address below.

Academic Office Exam/Grading Team

examteam@apu.ac.jp