

How to Submit Your Undergraduate Thesis (2018 Fall Semester)

First, read the following precautions.

<u>Submission Period</u>	10:00, January 8, 2019(Tue) ~ 16:30, July 18, 2019(Fri)
<u>Submission Method</u>	<p style="text-align: center;">Submit Online through manaba</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. 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.</p>
<u>File Format</u>	<p style="text-align: center;">PDF Format</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;">Submit your thesis using the procedures shown on the following pages.</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.

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	2016/05/19 10:37:20	

Click and proceed to the next screen

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

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.

Select one

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

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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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」、同意しない場合は「同意しない」を選択して下さい。

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(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 1 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

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)

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

Click

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

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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 profile.
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

※Make sure to read this before uploading your thesis.

(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

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 the 'Assignment Room' interface for 'Submission of Undergraduate Thesis'. At the top, there are navigation tabs: Tests, Surveys, Assignments (highlighted with a red '1'), Projects, Grades, Forum, and Resources. Below the tabs, there are three buttons: 'Upload File', 'Confirm', and 'Finish' (highlighted in blue). The main content area is titled '卒業論文提出 / Submission of Undergraduate Thesis' and contains the following information:

Description	<p>※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</p> <p>*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</p>
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

Below the main content area, there is a green bar that says 'Assignment submitted by TestID 3' and a grey bar that says 'Your assignment was submitted.' 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.'

You're done!