

# How to Submit Your Undergraduate Thesis (2019 Spring Semester)

First, read the following precautions.

<u>Submission Period</u>	<b>10:00, July 1, 2019(Mon) ~ 16:30:00 July 12, 2019(Fri)</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.

# 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 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

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

### 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

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」、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 record.

**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

Click

Check whether you've uploaded the correct file

- ▶ 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!!

Undergraduate Thesis (v. 1.0)

Tests Surveys **Assignments** Projects Grades Forum Resources

### Assignment Room

Upload File >>> Confirm > Finish

#### 卒業論文提出 / Submission of Undergraduate Thesis

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

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!