# How to Submit Your Undergraduate Thesis

## First, read the following precautions.

| | |
|---|---|
| **Submission Period** | **Please kindly refer to the Academic Office website** |
| **Submission Method** | **Submit Online through Moodle**<br>*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 Moodle by the submission deadline, your thesis will be considered as not having been submitted and an F grade will be given.** |
| **File Format** | **PDF Format**<br><br>*Word format will NOT be accepted.<br>*If you do not know how to convert your thesis from Word to PDF, please ask the Academic Office.<br>*The file name for your thesis must be your name in Latin Alphabet using "hankaku" (one-byte) characters.    Example:  APU Jiro.pdf |
| **Submission Procedure** | **Submit your thesis using the procedures shown on the following pages.**<br><br>*If the screens do not display as shown on the next page, please try again using a different web browser. |

Now, log in to  Moodle (←click here) and proceed to the next page.

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

# Submission Procedures

## (1) Log-in to Moodle and Click on "Undergraduate Thesis" in "My Courses"



## (2) Click on "Add submission"

# (3) Upload PDF file.

test_seminar / 卒業論文 / Undergraduate Thesis / Edit submission

ASSIGNMENT
## 卒業論文 / Undergraduate Thesis

Mark as done

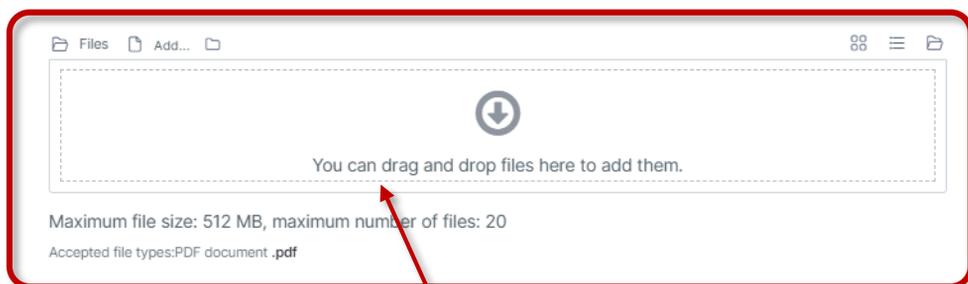**Due:** Friday, 14 July 2023, 4:30 PM

以下のマニュアルを確認して提出してください。

## Add submission

File submissions

📁 Files   🗋 Add...   📁     88   ≡   📂

⬇

You can drag and drop files here to add them.

Maximum file size: 512 MB, maximum number of files: 20

Accepted file types: PDF document **.pdf**

Save changes   Cancel

**\*Please drag and drop files here to add them**

\*The file name for your thesis must be your name in Latin Alphabet using "hankaku" (one-byte) characters.

# (4)"Save changes"

test_seminar / 卒業論文 / Undergraduate Thesis / Edit submission

ASSIGNMENT
## 卒業論文 / Undergraduate Thesis

Mark as done

**Due:** Friday, 14 July 2023, 4:30 PM

以下のマニュアルを確認して提出してください。

**Make sure you dropped the file**

### Add submission

File submissions

📁 Files    📄 Add...    📂    ⬇️

WATSON A...

Maximum file size: 512 MB, maximum number of files: 20

Accepted file types:PDF document **.pdf**

**Then click "Save changes"**

Save changes    Cancel

# (5)Submission Confirmation

test_seminar / 卒業論文 / Undergraduate Thesis

ASSIGNMENT
## 卒業論文 / Undergraduate Thesis

✔ Done

**Please confirm it says "Done"**

**Due:** Friday, 14 July 2023, 4:30 PM

以下のマニュアルを確認して提出してください。

Edit submission    Remove submission

## Submission status

| Submission status | Submitted for grading |  |
|---|---|---|
| Grading status | Not graded | |
| Time remaining | Assignment was submitted 15 days early | |
| Last modified | Thursday, 29 June 2023, 4:23 PM | |
| File submissions | 📄 WATSON Andrew.pdf | 29 June 2023, 4:23 PM |
| Submission comments | ▶ Comments (0) | |

**Make sure it says "Submitted for grading"**

When you submit your assignment, you will receive an email.
please make sure to confirm that you have received the email.



Your submission is done!
Thank you.