

How to Submit Your Undergraduate Thesis

First, read the following precautions.

| | |
|-----------------------------|--|
| <u>Submission Period</u> | <p style="text-align: center;">Please kindly refer to the Academic Office website</p> |
| <u>Submission Method</u> | <p style="text-align: center;">Submit Online through Moodle</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 Moodle 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 [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”

The screenshot shows the Moodle course interface. At the top, there is a navigation bar with the APU logo and various menu items. Below the navigation bar, the course title 'Test' is displayed. Underneath, there are tabs for 'Course', 'Participants', 'Grades', 'Content bank', and 'Competencies'. The 'Introduction' section is active, showing 'Course information' (1 Forum, 1 Assignment) and 'Activities'. In the 'Activities' section, there are two cards: 'Forum アナウンスメント' and 'Assignment 卒業論文 / Undergraduate Thesis'. The 'Assignment' card is highlighted with a red rounded rectangle, and a red arrow points to it from a red box labeled 'Click'. The assignment card shows a due date of 'Friday, 14 July 2023, 4:30 PM' and a 'Mark as done' button.

(2) Click on “Add submission”

The screenshot shows the Moodle assignment submission page. At the top, there is a navigation bar with the APU logo and various menu items. Below the navigation bar, the course title 'test_seminar / 卒業論文 / Undergraduate Thesis' is displayed. Underneath, there is a section for 'ASSIGNMENT 卒業論文 / Undergraduate Thesis'. Below this, there is a 'Mark as done' button. The due date is 'Friday, 14 July 2023, 4:30 PM'. Below the due date, there is a message in Japanese: '以下のマニュアルを確認して提出してください。'. At the bottom of the page, there is a red box around the 'Add submission' button, and a red arrow points to it from a red box labeled 'Click and proceed to the next screen'. Below the 'Add submission' button, there is a 'Submission status' section with a table.

| Submission status | No submissions have been made yet |
|---------------------|-----------------------------------|
| Grading status | Not graded |
| Time remaining | 15 days remaining |
| Last modified | - |
| Submission comments | ▶ Comments (0) |

(3) Upload PDF file.

test_seminar / 卒業論文 / Undergraduate Thesis / Edit submission

ASSIGNMENT 卒業論文 / Undergraduate Thesis

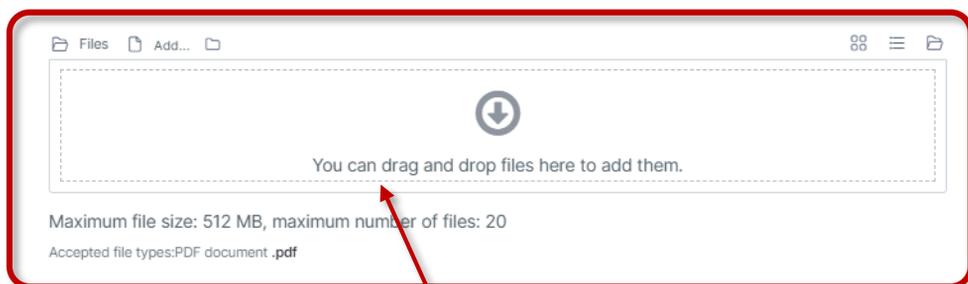
Mark as done

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



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



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

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。

Please confirm it says
"Done"

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"

(6)Receive confirmation via email

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

The screenshot shows an email client interface. At the top, there is a navigation bar with various icons and labels such as '新規メール', '削除', 'アーカイブ', '報告', '一括処理', '移動先', '返信', '全員に返信', '転送', 'クイック操作', and '開封済み/未読'. Below this, the left sidebar contains 'お気に入り', 'フォルダー', and 'グループ' sections. The main content area is titled '受信トレイ' and shows a list of emails. The selected email is from 'Do not reply to this email (via APU LMS) <noreply@lms.apu.ac.jp>' and is titled 'test_seminar -> Assignment -> 卒業論文 / Undergraduate Thesis'. The email body contains the following text: 'You have submitted your assignment submission for 卒業論文 / Undergraduate Thesis', 'メッセージを日本語に翻訳する | 英語からは翻訳しない', 'Do not reply to this email (via APU LMS) <noreply@lms.apu.ac.jp>', 'test_seminar -> Assignment -> 卒業論文 / Undergraduate Thesis', 'You have submitted an assignment submission for '卒業論文 / Undergraduate Thesis'.', 'You can see the status of your [assignment submission](#).', and 'Reading this in an email? [Download the mobile app and receive notifications on your mobile device](#).' At the bottom of the email content, there are buttons for '返信' and '転送'.

Your submission is done!
Thank you.