

How to Submit Your Final Deliverable

First, read the following precautions.

<u>Submission Period</u>	Please kindly refer to the Academic Office website
<u>Submission Method</u>	Submit Online through Moodle *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.
<u>File Format</u>	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
<u>Submission Procedure</u>	Submit your Deliverable using the procedures shown on the following pages. *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 Deliverable 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 interface for a course titled 'Undergraduate Thesis'. The top navigation bar includes links like Home, Dashboard, My courses, Site administration, Reports & Analytics, Completion Reports, Learning Tool, and Intelliboard. The course page has tabs for Test, Course, Participants, Grades, Content bank, and Competencies. The 'Introduction' section shows course information: '1 Forum, 1 Assignment'. Under 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 also shows a due date: 'Due: Friday, 14 July 2023, 4:30 PM' and a 'Mark as done' button.

(2) Click on “Add submission”

The screenshot shows the 'Add submission' page for the 'Undergraduate Thesis' assignment. The top navigation bar is the same as the previous screenshot. The page title is 'test_Lseminar / 卒業論文 / Undergraduate Thesis'. Below the title, there is a 'Mark as done' button. The due date is 'Due: Friday, 14 July 2023, 4:30 PM'. A message in Japanese says '以下のマニュアルを確認して提出してください。' (Please check the manual below and submit it). A red rounded rectangle highlights 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 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

Files Add...

↓

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"

Administration Reports & Analytics Completion Reports Learning Tool ▾ Intelliboard ▾

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... ↓



WATSON A...

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

Accepted file types:PDF document .pdf

Make sure you
dropped the
file

Then click
"Save changes"

Save changes

Cancel

(5) Submission Confirmation

Administration Reports & Analytics Completion Reports Learning Tool ▾ Intelliboard ▾

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

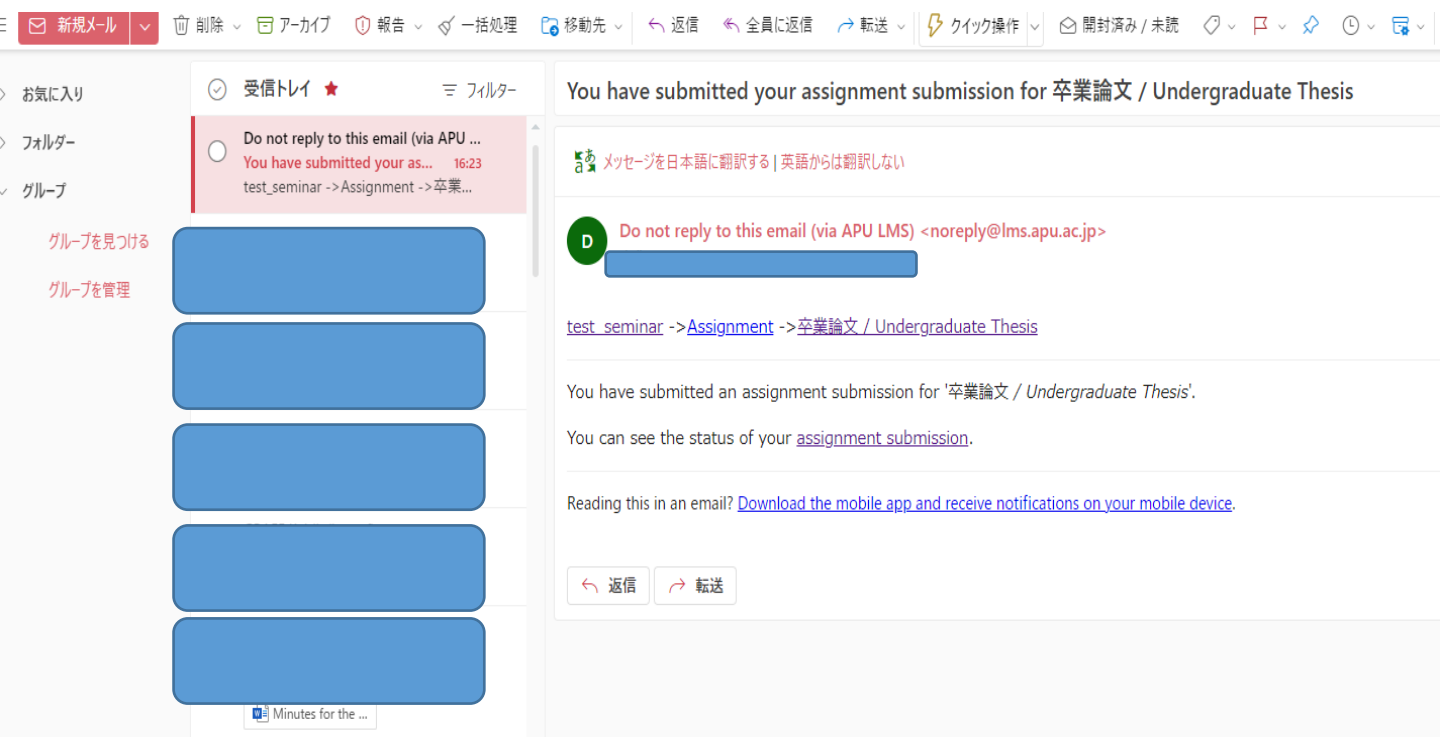
Submission status

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.



Your submission is done!
Thank you.