

※The report topic list starts on page 2.

**Watch
Out!**

Are you accidentally committing plagiarism in your report?

The following are examples of plagiarism:

- Viewing your friend/senior's report, rewriting the content, and using it
- Copying information from a website or book without proper citation
- Giving your friend a copy of a report you wrote in the past

Plagiarism has severe consequences.

Plagiarism is academic misconduct that violates the learning agreement. Reflect carefully before writing or submitting your report to make sure you do not plagiarize.

※Please check our [Writing Manual](#) for information on how to cite properly.

The Manual for Final Report Submission continues from page 2 onwards. Please be sure to review it.

Final Reports Quarter2 Fall Semester AY 2022

Report Submission Period (JST) : Thu. January 26 10:00:00 ~ Wed. February 1 16:30:00

day/period				Subject Name	Instructor	Report Topic
月 Mon	3	木 Thu	3	イノベーション 特殊講義JB Special Lecture in InnovationJB	奥山 亮 OKUYAMA Ryo	授業中に発表 announced in class
火 Tue	1	金 Fri	1	技術経営JC Technology ManagementJC	奥山 亮 OKUYAMA Ryo	授業中に発表 announced in class
火 Tue	2	金 Fri	2	人文学と近代EA / 文学と近代化EA The Humanities and ModernityEA / Literature and ModernityEA	ASKEW 里枝 ASKEW Rie	授業中に発表 announced in class
火 Tue	2	金 Fri	2	地域研究JA Area StudiesJA	金 賛會 KIM Chan Hoe	授業中に発表 announced in class
火 Tue	4	火 Tue	5	人材マネジメント（上級）JB / 人的資源管理論JB Advanced Human Resource ManagementJB / Human Resource ManagementJB	福谷 正信 FUKUTANI Masanobu	授業中に発表 announced in class
水 Wed	4			Online)ビジネスエシックスJC Online)Business EthicsJC	小島 克己 KOJIMA Katsumi	授業中に発表 announced in class
金 Fri	4	金 Fri	5	Online)ロジカルシンキングとフレームワークJB Online)Logical Thinking and FrameworkJB	寺野 摩弓 TERANO Mayumi	★Click Here
金 Fri	4	金 Fri	5	日本の対外関係史EA History of Japanese Foreign RelationsEA	内田 力 UCHIDA Chikara	★Click Here

Submit to : manaba (Course created by Academic Office)

Final Report Submission Manual

Please read this manual carefully and follow the instructions to submit your final report.

[IMPORTANT] If you do not submit your report correctly it may not be accepted for grading.

1. BEFORE SUBMITTING YOUR REPORT

○○○ Semester, AY 20○○

Course name : ○○○○EA

Instructor : ○○ ○○

(Report title)

APS/APM

year level : ○

Student ID number : ○○○○○○

name : ○○ ○○

dd/mm/20○○

- Your report must include a cover page.
(Refer to the picture on the left and make it the first page of your report)

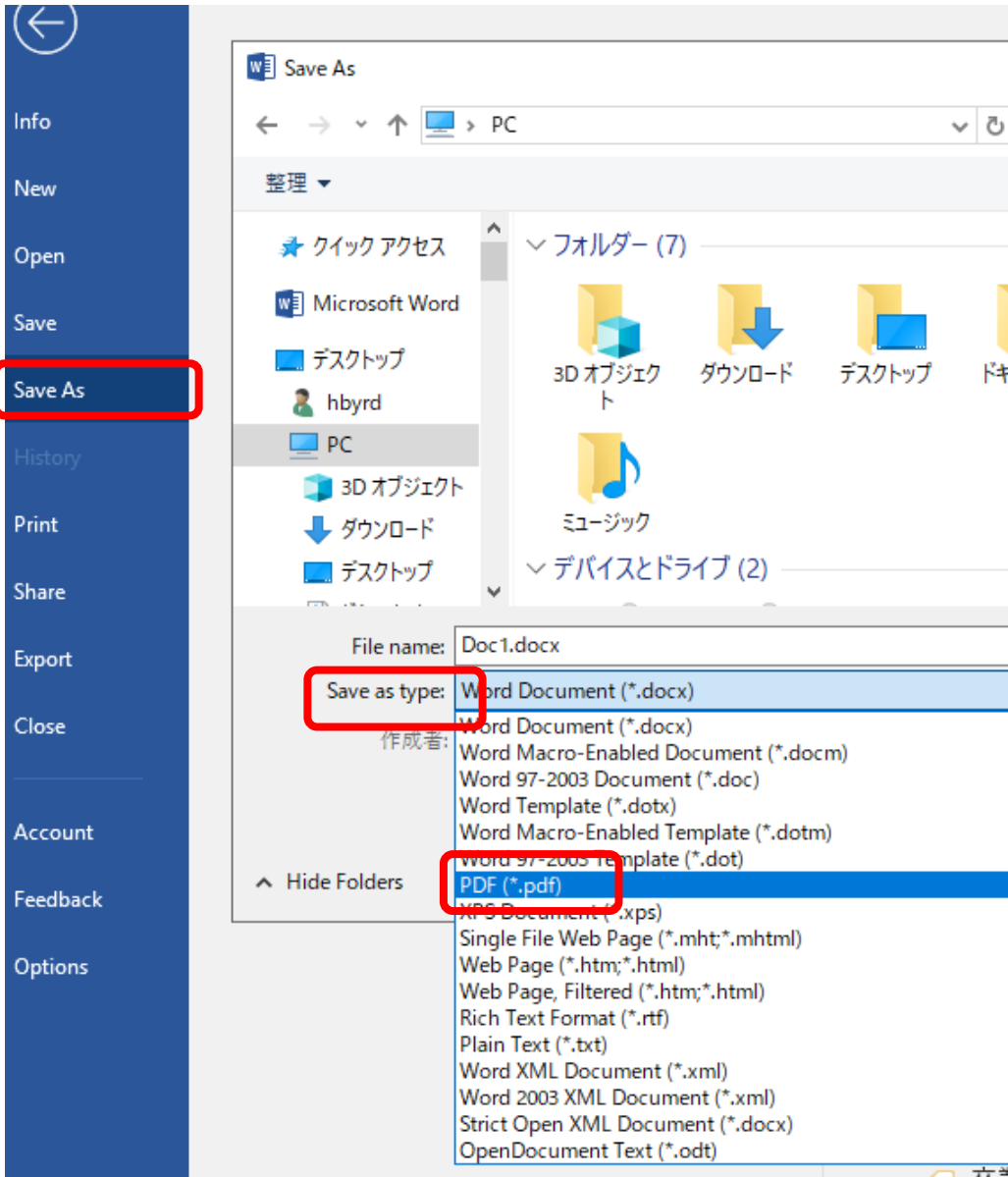
- Your report file name must be:
[Student ID No._Name_Course]

Ex:

12419999_ASIA Hana_Introduction to APSEA

- [NOTE] If your cover page or file name are incorrect then your report may not be accepted for grading.

1. BEFORE SUBMITTING YOUR REPORT



- Your report must be in **PDF format**.

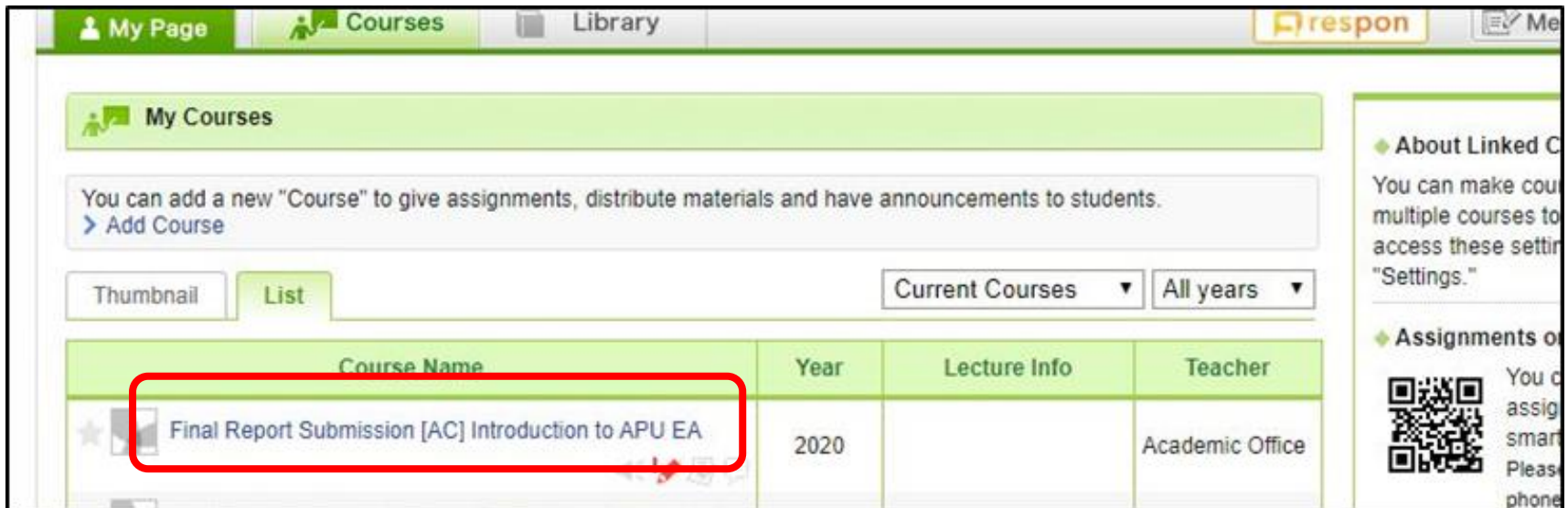
(How to Convert)

- In Word:
[Save As] → [File Type] → [Save as PDF]
- If you do not save as PDF then your font or layout may change. You must save as PDF.
- Please make sure your file is not corrupted before submitting.

* If you do not have software on your PC that can save as PDF, please search for a free online tool.

2. HOW TO SUBMIT YOUR REPORT VIA MANABA

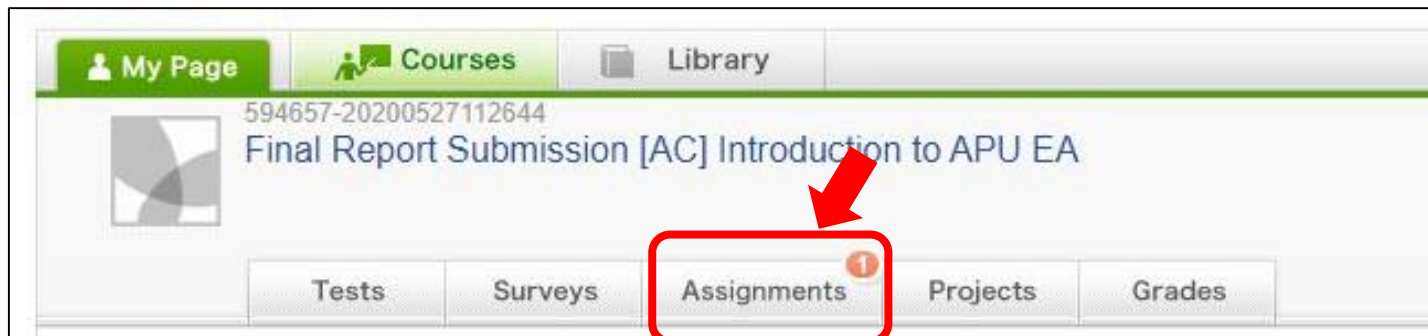
1. Log in to manaba and go to your Course Page.
Click on the report submission course for your class.



The screenshot shows the 'My Courses' section of the Manaba interface. At the top, there are navigation tabs for 'My Page', 'Courses', and 'Library'. Below this, a green header reads 'My Courses'. A message states: 'You can add a new "Course" to give assignments, distribute materials and have announcements to students. > Add Course'. There are two buttons: 'Thumbnail' and 'List'. To the right, there are dropdown menus for 'Current Courses' and 'All years'. Below these is a table with the following columns: 'Course Name', 'Year', 'Lecture Info', and 'Teacher'. The first row of the table is highlighted with a red box and contains the text: 'Final Report Submission [AC] Introduction to APU EA', '2020', and 'Academic Office'. To the right of the table, there is a sidebar with a QR code and text: 'About Linked C...', 'You can make cou...', 'multiple courses to...', 'access these settin...', 'Settings.', 'Assignments of...', 'You c...', 'assign...', 'smart...', 'Please...', 'phone'.

Course Name	Year	Lecture Info	Teacher
Final Report Submission [AC] Introduction to APU EA	2020		Academic Office

2. Click "Assignments"



The screenshot shows the course page for 'Final Report Submission [AC] Introduction to APU EA'. At the top, there are navigation tabs for 'My Page', 'Courses', and 'Library'. Below this, there is a course ID '594657-20200527112644' and the course name. Below the course name, there is a navigation bar with buttons for 'Tests', 'Surveys', 'Assignments', 'Projects', and 'Grades'. The 'Assignments' button is highlighted with a red box and has a red arrow pointing to it. There is a small red circle with the number '1' next to the 'Assignments' button.

2. HOW TO SUBMIT YOUR REPORT VIA MANABA

3. Click the title of the assignment labeled with your course name and instructor.

Assignments			
Title		Status	Start
 Introduction to APU StudyEA	AJIA Taro	In progress Saved [1 files] Not submitted	2020-05-27 11:25

4. Click “Add File” at the bottom of the page to upload your file.

End	2020-06-17 11:25
Portfolio / Settings	Not added to anyone's portfolio. / Only available to collect the submissions.
Allowing resubmission	Allow resubmission at any time during submission period.
Files	
Status	In progress Not submitted

No upload data is found.

+ Add a file

2. HOW TO SUBMIT YOUR REPORT VIA MANABA

5. Select the PDF file of your report. Double click the file, or click “Open” to upload it, then double-check that you have selected the correct file

The screenshot shows the submission interface. On the left, a table indicates the submission status:

Allowing resubmission	Allow resubmission at any time during submission period
Files	
Status	In progress Not submitted

Below the table, the 'Uploaded files (1 files)' section shows a single file: '12419999_ASIA Hana_Introduction to APS EA.pdf' with a timestamp of '2020-05-27 15:17'. A red underline is drawn under the filename. A blue callout box on the right contains the text: 'PDF file? Correct File Name Format? '. Below the file list is a '+ Add a file' button.

6. Click “Submit” to submit your report

This screenshot shows the same submission interface as above, but with the 'Submit' button highlighted by a red rounded rectangle. A blue callout box on the right contains the text: 'IMPORTANT ! Double check that you are submitting the correct file for this course'. Below the 'Submit' button, there are two red arrows pointing to the right, followed by the text: 'The assignment has not yet been submitted. Click the 'Submit' button to submit.' and 'You may upload multiple files.'

3. IMPORTANT NOTES

- We recommend you take a screenshot or photograph of your submission screen as proof of submission.
- Please make sure to submit your report before the deadline. Reports submitted after the deadline will not be accepted.
- It is possible many students will access manaba just before the deadline, so it may take longer to load or access the service. Please make sure to allow enough time to submit your report before the deadline.
- We cannot accept corrupted files or files that have not been submitted correctly. Please submit reports carefully.
- We cannot accept reports submitted via any other method (sent as email attachments, submitted in-person at the Academic Office, submitted in Building H).