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.

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
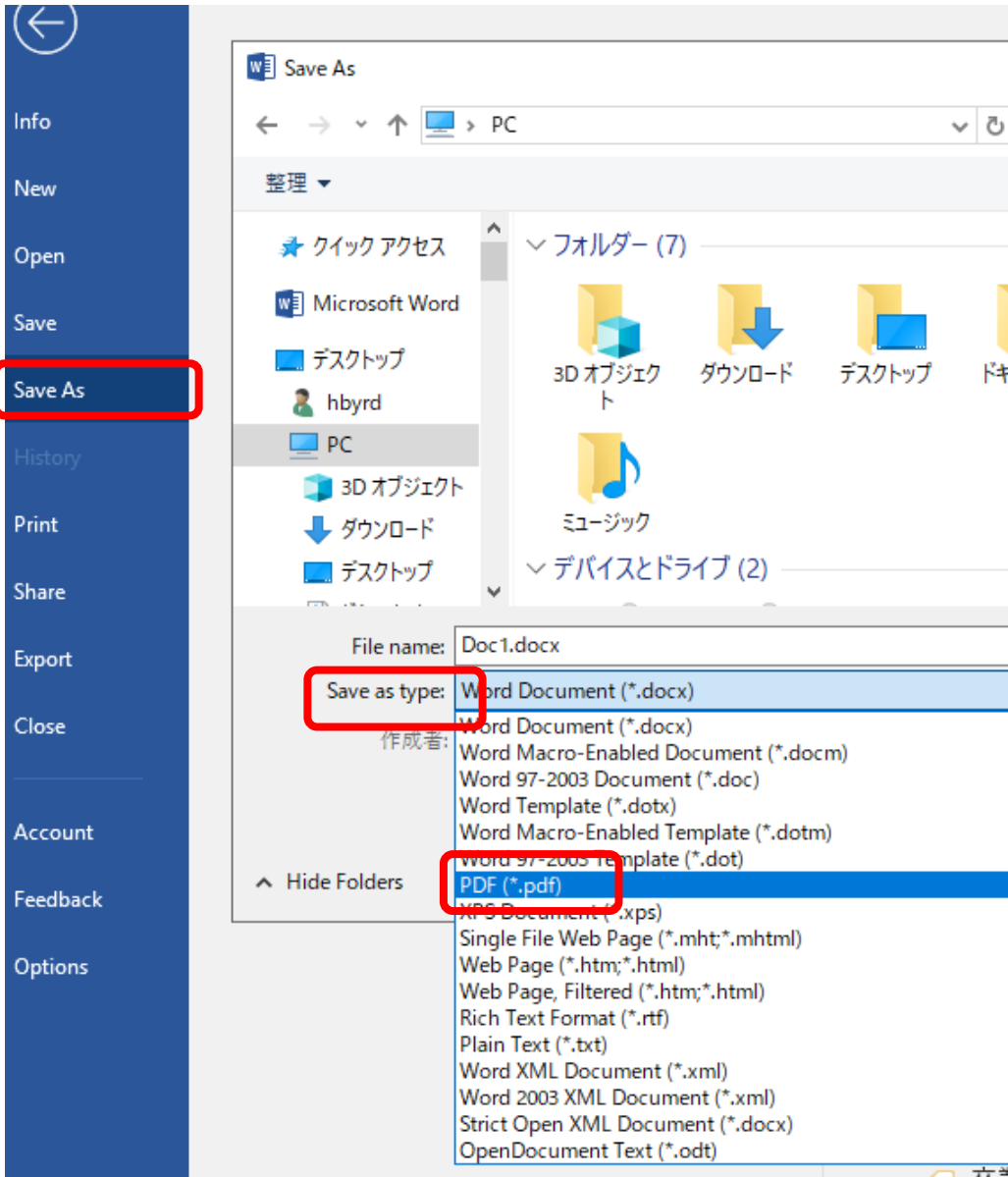
- Your report must be in **PDF format**.
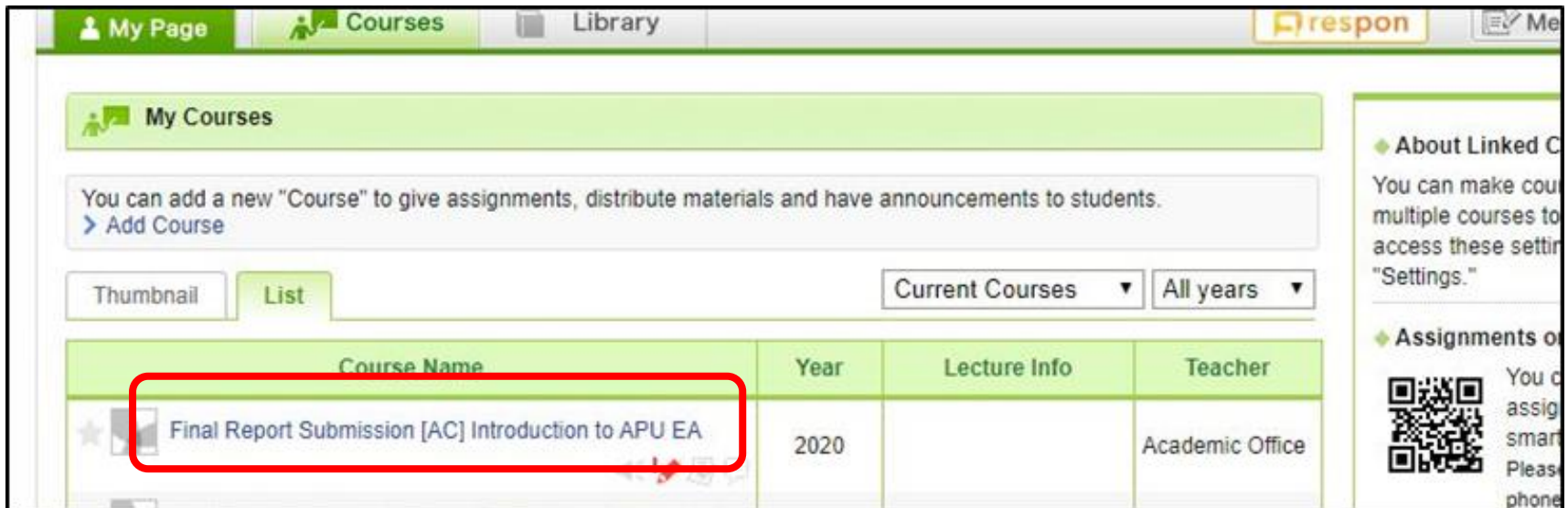
(How to Convert)

- 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.

3

* If you do not have software on your PC that can save as PDF, please search for a free online tool.
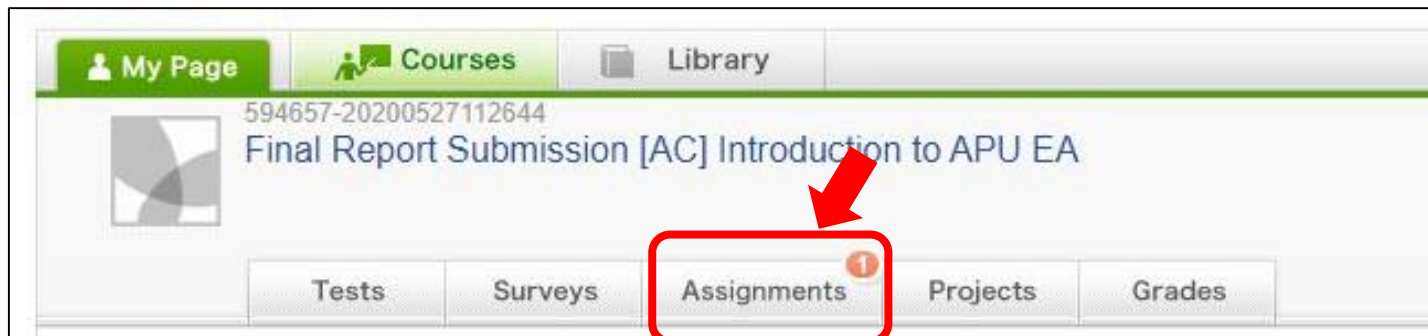
1. **Log in to manaba and go to your Course Page.**
   Click on the report submission course for your class.

2. Click "Assignments"

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

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

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

Uploaded files (1 files)

2020-05-27 15:17 FILE 12419999_ASIA Hana_Introduction to APS EA.pdf 🗑

+ Add a file

> **PDF file?** ☑
> **Correct File Name Format?** ☑

6．Click "Submit" to submit your report

2020-05-27 15:17 FILE 12419999_ASIA Hana_Introduction to APS EA.pdf

+ Add a file

> **IMPORTANT！Double check that you are submitting the correct file for this course**

Submit

▸ The assignment has not yet been submitted. Click the 'Submit' button to submit.
▸ 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).

Academic Office Exam/Grading Team
examteam@apu.ac.jp