

✂ Report submission manual 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.

# 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)

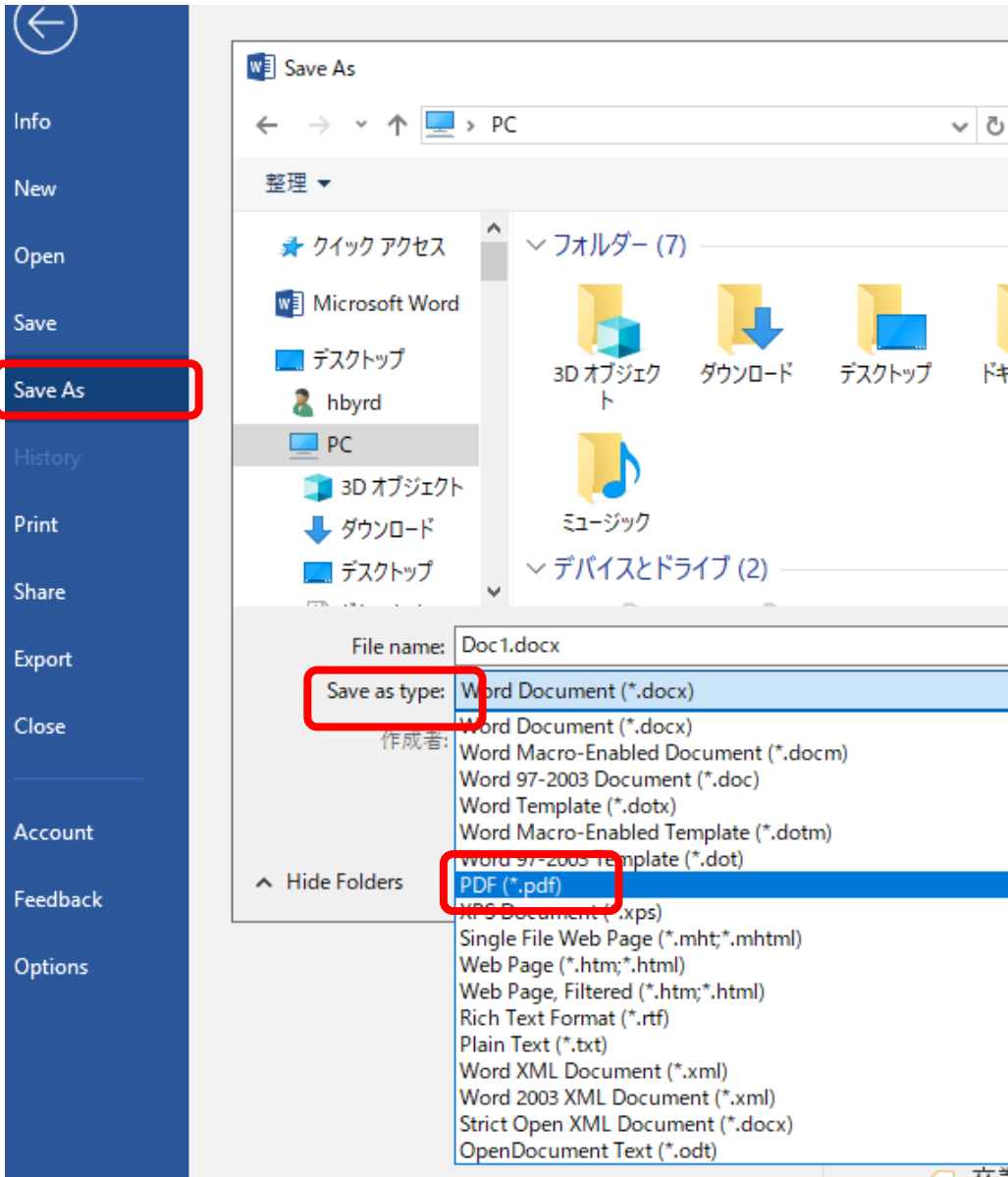
- Your report file name must be:  
[Student ID No.\_Name\_Course]

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**.

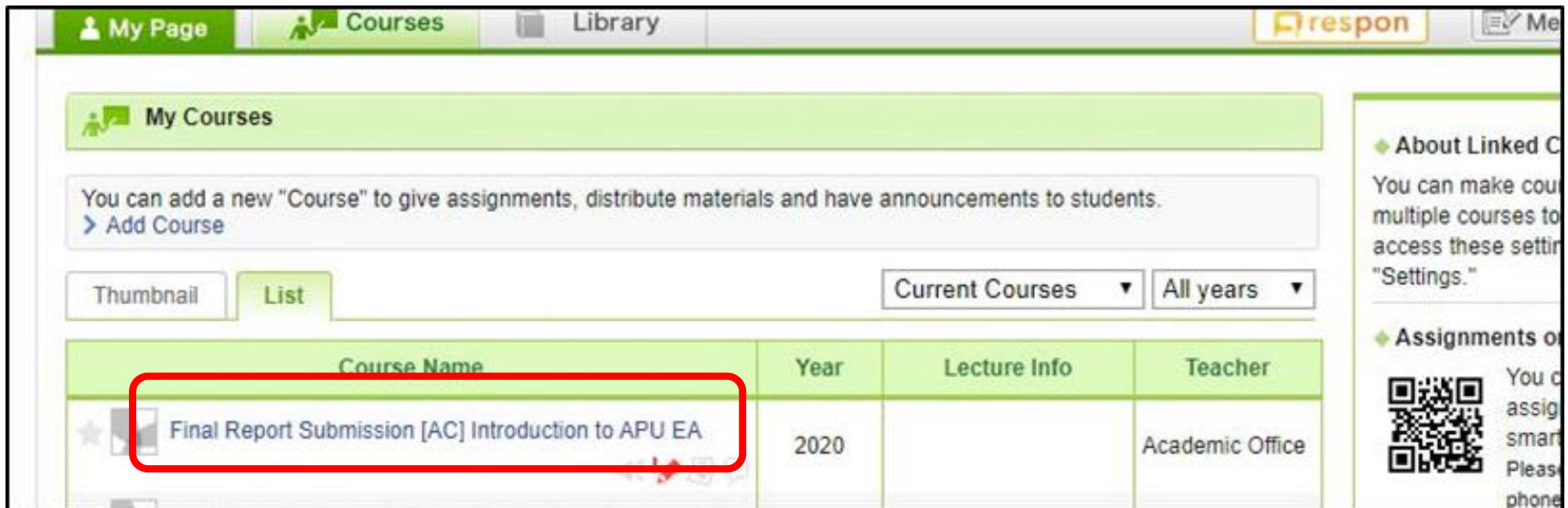
(How to Convert)

- 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.

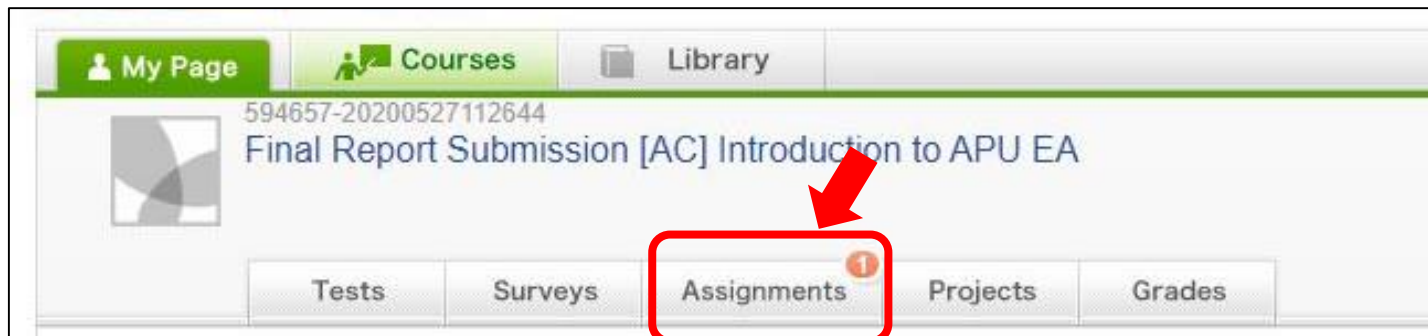


The screenshot shows the 'My Courses' section of the Manaba interface. At the top, there are navigation tabs for 'My Page', 'Courses', and 'Library'. Below this, a green header reads 'My Courses'. A message states: 'You can add a new "Course" to give assignments, distribute materials and have announcements 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 data:

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

A red box highlights the course name 'Final Report Submission [AC] Introduction to APU EA'. On the right side of the page, there is 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'.

2. Click "Assignments"



The screenshot shows the course page for 'Final Report Submission [AC] Introduction to APU EA'. The course ID is 594657-20200527112644. Below the course title, there are several buttons: 'Tests', 'Surveys', 'Assignments', 'Projects', and 'Grades'. A red box highlights the 'Assignments' button, and a red arrow points to it.

## 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] <b>Not submitted</b>	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 <b>Not submitted</b>

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 with the following details:

Allowing resubmission	Allow resubmission at any time during submission period
Files	
Status	In progress <b>Not submitted</b>

Uploaded files (1 files)



2020-05-27 15:17  12419999\_ASIA Hana\_Introduction to APS EA.pdf 

+ Add a file

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

6. Click “Submit” to submit your report

The screenshot shows the submission interface with the following details:

2020-05-27 15:17  12419999\_ASIA Hana\_Introduction to APS EA.pdf 

+ Add a file

**Submit**

▶ The assignment has not yet been submitted. Click the 'Submit' button to submit.  
▶ You may upload multiple files.

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

### 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).