

# How to Submit Your Undergraduate Thesis (2021 Spring Semester)

First, read the following precautions.

<u>Submission Period</u>	<b>10:00, July 5, 2021(Mon.)~16:30:00 July 16, 2021(Fri.)</b>
<u>Submission Method</u>	<p style="text-align: center;"><b>Submit Online through manaba</b></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. <b>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 manaba by the submission deadline, your thesis will be considered as not having been submitted and an F grade will be given.</b></p>
<u>File Format</u>	<p style="text-align: center;"><b>PDF Format</b></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;"><b>Submit your thesis using the procedures shown on the following pages.</b></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 [manaba](#) (←click here) and proceed to the next page.

\*The course for submitting thesis will be shown in manaba when the submission period starts.

# Submission Procedures

(1) Click on “Undergraduate Thesis (APx) XX” in “My Courses”

\*x = College

\*XX = Seminar Course Number

APU Shape your world  
Ritsumeikan  
Asia Pacific University

Settings | Logout

My Page Courses Library Memos respon 日本語

My Courses

You can add a new "Course" to give assignments, distribute materials and have announcements to students.  
> Add Course

Thumbnail Current Courses

manaba\_faq  
manaba FAQ Course  
2016  
manaba

Undergraduate Thesis 00 (APS)  
APU Thesis Submission ...

About Linked Courses  
You can make courses unused or use multiple courses together. You can access these settings by clicking "Settings."

Assignments on Smartphone  
You can assign assignments to a smartphone. Please be aware that not all phone types qualify as 'smartphones.'  
> manaba for smartphones

manaba 2.88 + respon system 6c  
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Powered by manaba respon

(2) Click on “Surveys”, then click on “1. 学生情報の入力 / Enter your information”

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Ritsumeikan  
Asia Pacific University

Settings | Logout

My Page Courses Portfolio Library Memos respon 日本語

133535-20170519163726  
Undergraduate Thesis 00 (APS)  
APU Thesis Submission Cou...

Tests Surveys Assignments Projects Grades Forum

Click

Surveys

Title	Status	Start	End
1. 学生情報の入力 / Enter your information	In progress Not Submitted	20	

Click and proceed to the next screen

### (3) Click on the Start button to begin entering your information

Undergraduate Thesis Co (v. 1.0)

Tests Surveys **1** Assignments **1** Projects Grades Forum Resources

#### Survey Room

1. 学生情報の入力 / Enter your information	
Start	2017-03-30 17:45:00
End	2017-06-01 09:05:00
Portfolio	Not added to anyone's portfolio.
Status	In progress Not submitted yet.

Start Click

### (4) Enter your details including the title of your thesis

#### Survey Room

Enter Confirm Finish

1. 学生情報の入力 / Enter your information

Questions 4 Elapsed Time 00:00:40

(1) 学籍番号 / Student ID Number  
13572468 (必須 / Required)

(2) 氏名 / Name  
APU Jiro (必須 / Required)

(3) 電話番号 / TEL  
090-XXXX-XXXX (必須 / Required)

(4) 論文公開の可否 / Permission to Publish  
あなたの論文が「優秀論文」に選出された場合、論文のタイトルをアカデミックオフィス・ウェブサイトにて公開されます。  
更に、タイトルに加え、同意を頂いた上、論文の内容も公開させていただきます。内容の公開に同意する場合は「同意する」を、同意しない場合は「同意しない」を選択して下さい。  
Please understand that if your thesis gets selected for the "Outstanding Thesis" award, the title will be published on the Academic Office Website. Along with the title, APU also wishes to publish the content of outstanding theses on our website.  
Would you like to grant APU permission to publish your thesis and all of its content on the Academic Office website?  
(必須 / Required)

同意する。 / Yes, I hereby grant APU permission to publish my thesis on the Academic Office website.  
 同意しない。 / No, I do not wish to have the content of my thesis published on the Academic Office website.

Save and quit Confirm

Enter your Student ID Number

Enter your Name

Enter your phone number  
\*Please enter a phone number at which you can be reached. If you are entering an international number, please include the country code.

※Make sure you carefully read this

Select one

After entering all of the required information click here.

## (5) Check the details you've entered on the Preview screen then submit the survey

Answers 4 / 4 Elapsed Time 00:04:21

◆ The survey is not yet submitted. Click the "Submit" button below to submit.  
◆ To modify your answers, please click "Back."

Back Submit

**Preview**

(1) 学籍番号 / Student ID Number  
13572468 (必須 / Required)

(2) 氏名 / Name  
APU Jiro (必須 / Required)

(3) 電話番号 / TEL  
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(必須 / Required)

同意する。 / Yes, I hereby grant APU permission to publish my thesis on the Academic Office website.  
 同意しない。 / No, I do not wish to have the content of my thesis published on the Academic Office website.

**Check if the details you have entered are correct**

**Click**

## (6) Verify the details you've submitted

Undergraduate Thesis 00 (APS)

Tests Surveys Assignments Projects Grades Forum Resources

Survey Room

Enter >> Confirm > Finish >

1. 学生情報の入力 / Enter your information

Submitted. View Answers Submitted Finish

**Click**

## (7) Verify the details→Proceed to thesis submission

Undergraduate Thesis 00 (APS)

Tests

Surveys

Assignments

Projects

Grades

Forum

Resc

※After you have verified the details, make sure to take a screen shot and save it in your computer for future reference.

Click

### Survey Answers

#### 1. 学生情報の入力 / Enter your information

Start	2017-03-30 17:45:00
End	2017-06-01 09:05:00
Portfolio	Not added to anyone's portfolio.
Status	In progress Submitted (2017-05-30 16:54:50)

Answers 4 / 4 Elapsed Time 00:04:21

#### Answers Submitted

##### (1) 学籍番号 / Student ID Number

13572468 (必須 / Required)

##### (2) 氏名 / Name

APU Jiro (必須 / Required)

##### (3) 電話番号 / TEL

090-XXXX-XXXX (必須 / Required)

##### (4) 論文公開の可否 / Permission to Publish

あなたの論文が「優秀論文」に選出された場合、論文のタイトルをアカデミックオフィス・ウェブサイトにて公開されます。

更に、タイトルに加え、同意を頂いた上、論文の内容も公開させていただきます。内容の公開に同意する場合は「同意する」、同意しない場合は「同意しない」を選択して下さい。

Please understand that if your thesis gets selected for the "Outstanding Thesis" award, the title will be published on the Academic Office Website. Along with the title, APU also wishes to publish the content of outstanding theses on our website. Would you like to grant APU permission to publish your thesis and all of its content on the Academic Office website?

##### (必須 / Required)

- 同意する。 / Yes, I hereby grant APU permission to publish my thesis on the Academic Office website.
- 同意しない。 / No, I do not wish to have the content of my thesis published on the Academic Office website.

**(8) Click on “卒業論文提出/Submission of Undergraduate Thesis” then Proceed to thesis submission**

**Assignments**

Title	Status	Start	End
<b>卒業論文提出 / Submission of Undergraduate Thesis</b>	In progress Not submitted	2017-03-31 00:00	5

Click

**(9) Click on “参照” and upload your thesis**

**Assignment Room**

Upload File

Confirm

Finish

**卒業論文提出 / Submission of Undergraduate Thesis**

**Description**

※PDF形式でご提出下さい。Word形式のものは受け付けません。  
Word形式からPDFへの変換方法が分からない場合は、アカデミックオフィスへお問い合わせください。  
※提出する論文のファイル名は、半角ローマ字の氏名としてください。  
例) APU Jiro.pdf

\*Please submit your thesis in 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

※Make sure to read this before uploading your thesis.

Start

2017-03-31 00:00

End

2017-06-01 12:35

Settings

Only available to collect the submissions and is not added to anyone's gradebook.

Allowing resubmission

Allow resubmission at any time during submission period.

Files

Status

In progress

Not submitted

Click to browse for your file

No upload data is found.

参照...

ファイルが選択されていません。

Upload

Click to Upload

**(9) Click “Submit” to finish submitting your thesis**

Status

In progress

Not submitted

Uploaded files (1 files)

2017-05-31 10:50

APU Jiro.pdf

参照...


ファイルが選択されていません。

Upload

Submit

Check whether you've uploaded the correct file

Click

- ▶ The assignment has not yet been submitted. Click the 'Submit' button to submit.
- ▶ You may upload multiple files.
- ▶ To delete the file, click .
- ▶ If you leave this screen without submitting the assignment, the information you entered will be saved.

(10)Take a screen shot for reference→★YOU'VE SUCCESSFULLY SUBMITTED YOUR THESIS!!



### Assignment Room

Upload File

Confirm

Finish

#### 卒業論文提出 / Submission of Undergraduate Thesis

##### Description

※PDF形式でご提出下さい。Word形式のものは受け付けません。  
Word形式からPDFへの変換方法が分からない場合は、アカデミックオフィスへご質問下さい。  
※提出する論文のファイル名は、半角ローマ字の氏名としてください。  
例) APU Jiro.pdf

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Example: APU Jiro.pdf

##### Start

2017-03-31 00:00

##### End

2017-06-01 12:35

##### Settings

Only available to collect the submissions and is not added to anyone's portfolio.

##### Allowing resubmission

Allow resubmission at any time during submission period.

##### Files

##### Status

In progress  
Submitted

※Make sure to take a screenshot and save it in your computer, along with the screenshot of your "Survey Answers", for future reference.

#### Assignment submitted by TestID 3

▶ Your assignment was submitted.

You're done!