



When can we use



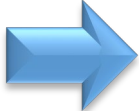
?

1. Taking attendance online
2. Giving in-class quizzes
3. Giving in-class surveys
4. Collecting comments or questions about class



respon

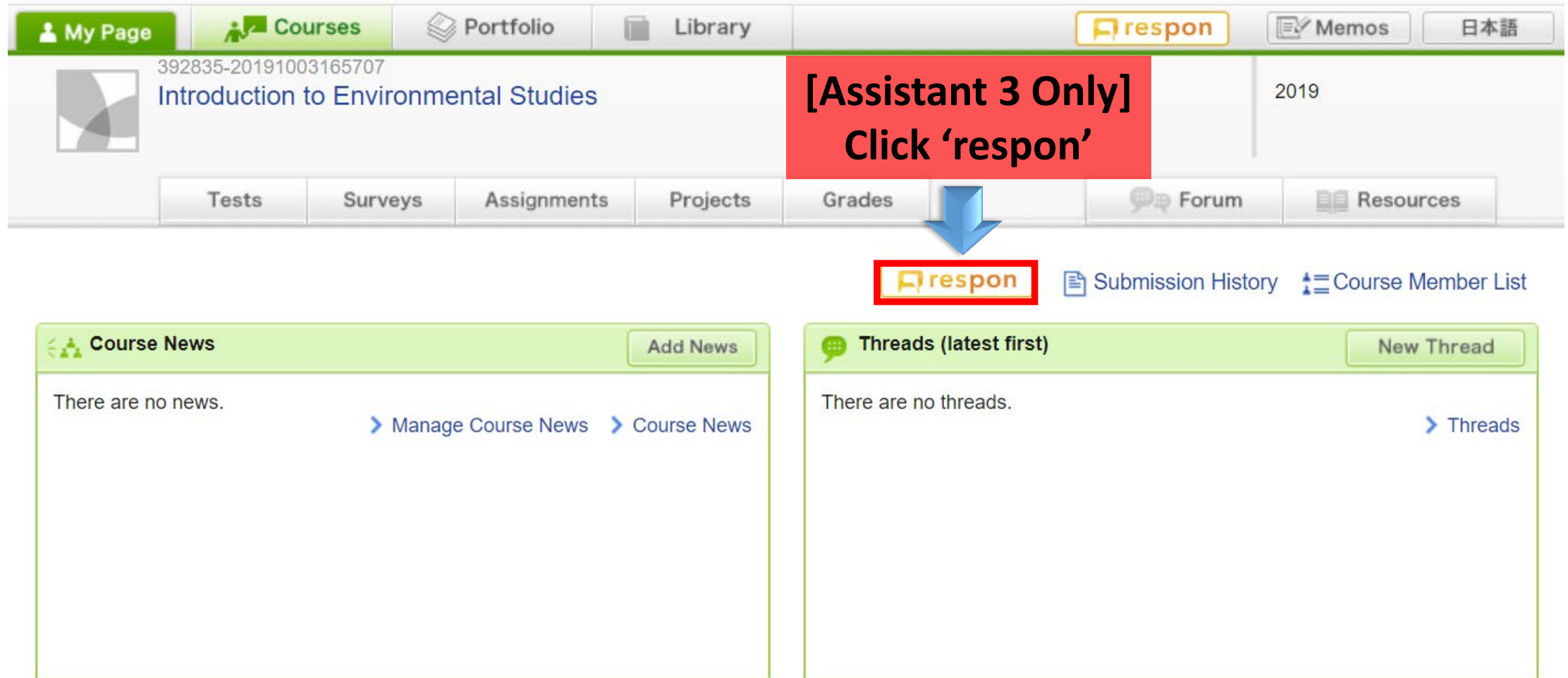
Attendance
&
Survey



*The clicker function is not used at APU



Attendance Card



The screenshot shows a course page for 'Introduction to Environmental Studies' (ID: 392835-20191003165707) for the year 2019. The navigation bar includes 'My Page', 'Courses', 'Portfolio', 'Library', 'respon', 'Memos', and '日本語'. Below the navigation bar are tabs for 'Tests', 'Surveys', 'Assignments', 'Projects', 'Grades', 'Forum', and 'Resources'. A red callout box with the text '[Assistant 3 Only] Click 'respon'' is positioned over the 'respon' button in the navigation bar. A blue arrow points from the 'Grades' tab to the 'respon' button. Below the navigation bar, there are two main content areas: 'Course News' and 'Threads (latest first)'. Both areas contain the text 'There are no [news/threads]' and links to 'Manage Course News', 'Course News', 'New Thread', and 'Threads'. The 'respon' button is highlighted with a red box.

**[Assistant 3 Only]
Click 'respon'**

392835-20191003165707
Introduction to Environmental Studies
2019

Tests Surveys Assignments Projects Grades Forum Resources

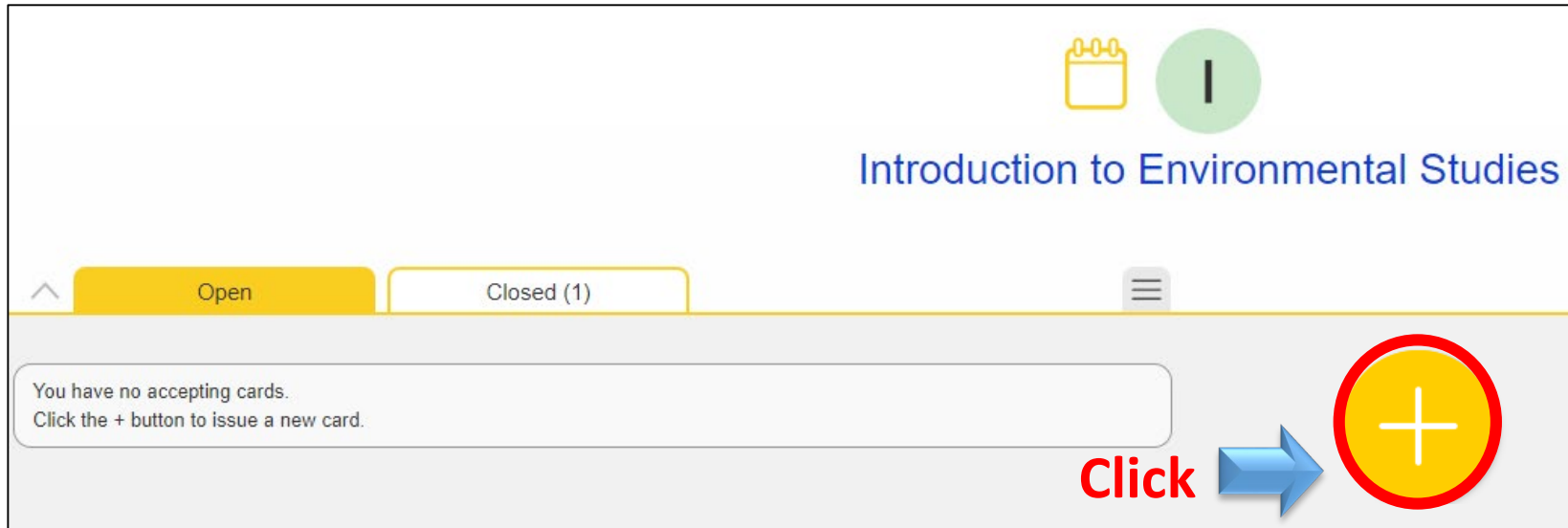
respon Submission History Course Member List

Course News Add News
There are no news. [Manage Course News](#) [Course News](#)

Threads (latest first) New Thread
There are no threads. [Threads](#)



Attendance Card





The screenshot shows a user interface for an attendance card. At the top right, there is a calendar icon and a green circle containing the letter 'I'. Below these is the course title "Introduction to Environmental Studies". A navigation bar contains two tabs: "Open" (highlighted in yellow) and "Closed (1)". A message box on the left states: "You have no accepting cards. Click the + button to issue a new card." On the right side of the interface, there is a large yellow circular button with a white plus sign. A blue arrow points to this button, with the word "Click" written in red text next to it.



Attendance Card

Issue Card

 Introduction to Environmental Studies

Attendance only  **Click**

Clicker (multiple-choice, text box)







Surveys (free format)

Title:

Scheduled time: Close time:

Submission is already activated. Will be closed on close time.

Class (optional):

Theme colors:      



Attendance Card

Card has been issued. Attendance

I Introduction to Environmental Studies

110 128 323

Lecture4


Inform the 9-digit call number to the participants.
The number is used to open the response form.


Close









Attendance Card


22

110 128 323 

2020 3/19 13:00  2020 3/26 13:00

Attendance Lecture4 

     Close CARD

 **Live Viewer**
0 submitters
0%



Attendance Card

110 128 323 Open Enrolled(10) Close CARD SOUND: OFF ON

Introduction to Environmental Studies
Lecture4

Submitted by **2** people Confirm submitter

| Date | Count |
|-------|-------|
| 03-19 | 2 |

| Submitted by |
|-----------------|
| Taiheiyo Manabu |
| Ritsumei Taro |

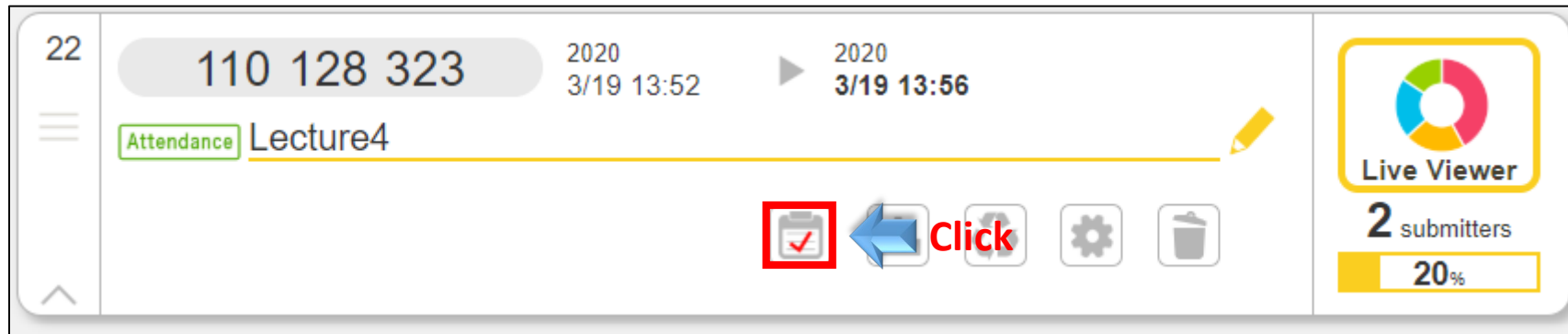


When time is up, click **Close CARD** at the top of the page!



Names of students who submit attendance cards are shown in real time.

How to Manage Attendance Cards



22

110 128 323

2020 3/19 13:52

2020 3/19 13:56

Attendance Lecture4

Live Viewer

2 submitters

20%

Click

How to Manage Attendance Cards

Students who had submitted at the time of closing are marked as attended. To change the borderline time, set time and click "Apply". Students in red are not enrolled. Submission time are shown in red if it is submitted after the borderline time. You may change the status and reason for students who submitted in an alternate method (e.g. paper).

borderline time:



Can also set attendance to close automatically at the deadline

| ID | Name | Submitted at | Location | Status | Reason |
|----|------------------|---------------------|----------|---|--------------------|
| | Ritsumei Taro | 2020/03/19 13:52:40 | | A AG EL N <input checked="" type="radio"/> <input type="radio"/> <input type="radio"/> <input type="radio"/> | |
| | Asia Kiyoko | | | A AG EL N <input type="radio"/> <input checked="" type="radio"/> <input type="radio"/> <input type="radio"/> | Job Hunting |
| | Taiheiyo Manabu | 2020/03/19 13:54:12 | | A AG EL N <input checked="" type="radio"/> <input type="radio"/> <input type="radio"/> <input type="radio"/> | |
| | Asia Hanako | | | A AG EL N <input type="radio"/> <input checked="" type="radio"/> <input type="radio"/> <input type="radio"/> | Illness |
| | Taiheiyo Saburo | | | A AG EL N <input type="radio"/> <input type="radio"/> <input checked="" type="radio"/> <input type="radio"/> | Late about 30 mins |
| | Ritsumei Maiko | | | A AG EL N <input type="radio"/> <input type="radio"/> <input type="radio"/> <input checked="" type="radio"/> | Absence |
| | Asia Ichiro | | | A AG EL N <input type="radio"/> <input type="radio"/> <input type="radio"/> <input checked="" type="radio"/> | Absence |
| | Taiheiyo Momoko | | | A AG EL N <input type="radio"/> <input type="radio"/> <input type="radio"/> <input checked="" type="radio"/> | Absence |
| | Ritsumei Nanako | | | A AG EL N <input type="radio"/> <input type="radio"/> <input type="radio"/> <input checked="" type="radio"/> | Absence |
| | Ritsumei Chiyoko | | | A AG EL N <input type="radio"/> <input type="radio"/> <input type="radio"/> <input checked="" type="radio"/> | Absence |

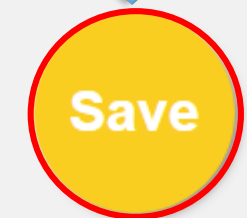
Enrolled : 10

Attended : 2

Granted : 2

Early/Late : 1

None : 5





How to Manage Attendance Cards

22 110 128 323 2020 3/19 13:52 ▶ 2020 3/19 13:56

Attendance Lecture4

Calendar icon Download icon (highlighted with a red box) ← Click → Trash icon

Live Viewer
2 submitters
20%

Download

Select file to download

- Excel book (*.xlsx)
- Excel 97 format (*.xls) for uploading data into manaba ← Click

Close

How to Manage Attendance Cards

| デッドライン | 判定 | 出席の点数 |
|---------------------|------|-------|
| 2020-03-19 13:56:00 | 出席 | 10 |
| 受付終了日時 | 出席扱い | |
| 2020-03-19 13:56:36 | 早退遅刻 | 4 |

After entering data, "Total Points" and "Attendance Points" are Automatically Displayed

| name | grade | symgrade | comment | # 氏名 | # 合計点 | # 評価 | # 講評 | # 提出日時 | # 出欠判定 | # 出席の点数 | # 理由 |
|--------|-------|----------|---------|--------|-------|------|------|---------------------|--------|---------|--------------------|
| 立命 太郎 | | | | 立命 太郎 | 10 | | | 2020-03-19 13:52:40 | 出席 | 10 | |
| 太平洋 学 | | | | 太平洋 学 | 10 | | | 2020-03-19 13:54:12 | 出席 | 10 | |
| アジア 花子 | | | | アジア 花子 | 9 | | | | 出席扱い | 9 | Illness |
| 太平洋 三郎 | | | | 太平洋 三郎 | 4 | | | | 早退遅刻 | 4 | Late about 30 mins |
| 立命 舞子 | | | | 立命 舞子 | | | | | | | Absence |
| アジア 一郎 | | | | アジア 一郎 | | | | | | | Absence |
| 太平洋 桃子 | | | | 太平洋 桃子 | | | | | | | Absence |
| 立命 奈々子 | | | | 立命 奈々子 | | | | | | | Absence |
| 立命 千代子 | | | | 立命 千代子 | | | | | | | Absence |
| アジア 清子 | | | | アジア 清子 | 9 | | | | 出席扱い | 9 | Job Hunting |

* If there is no attendance information you can enter points manually



How to Manage Attendance Cards

Register Grades

| | |
|---------|----------------------|
| Title | <input type="text"/> |
| Started | <input type="text"/> |
| Ended | <input type="text"/> |

① Enter Title and Start/End Time

① Download Grade Registration Sheet

Grade Registration Sheet

② Upload grade data

Upload grade data to register grades

ファイルを選択 選択されていません Upload

② Attach Edited Excel file

③ Click

Can only be changed by Course Instructor

9 Grade Attendance Points Unpublished Not specified 10 items