

# manaba course 2.92 Version upgrade

- The images shown are only for reference. In some cases they may differ from the actual screen or manual.
- Some of these upgrades may already have been released, depending on your version.



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# [ Faculty ]

## Grading: Delete Function

### ◆ Summary

You can now delete items from the grading management screen.

The deleted grades will not be shown on the faculty grading management screen or the student grade screen.

They will also will not be included in the overall gradebook.

### ◆ Notes

- ▶ Even if you delete the grades, they will still appear on the course instructor's quiz or report submission status screen, or the details of answer screen. After deletion, if a student goes to the quiz or report screen the screen will automatically return to it's pre-deletion status.
- ▶ Only unpublished grades can be deleted (for automatically-graded quizzes, after submission).

Please edit the date, check and register the grades by clicking on the Manage menu(⚙️).

#	Title	Administered on	Publish / Unpublish	Published on	Registered	Manage
1	Test Exam1	2019-03-04 10:14 - 2019-03-05 15:20	Unpublished	Not specified	5 items	⚙️
2	Test Homework2	2019-03-04 10:14 -	Unpublished			
3	Test Final Exam	2019-03-04 10:14 - 2019-03-05 15:53	Unpublished			

Export All Grades  
 Include students' rating

- Edit Title and Administration Date
- Grades List
- Manage Grades
- Delete**

成績管理画面

# [Faculty]

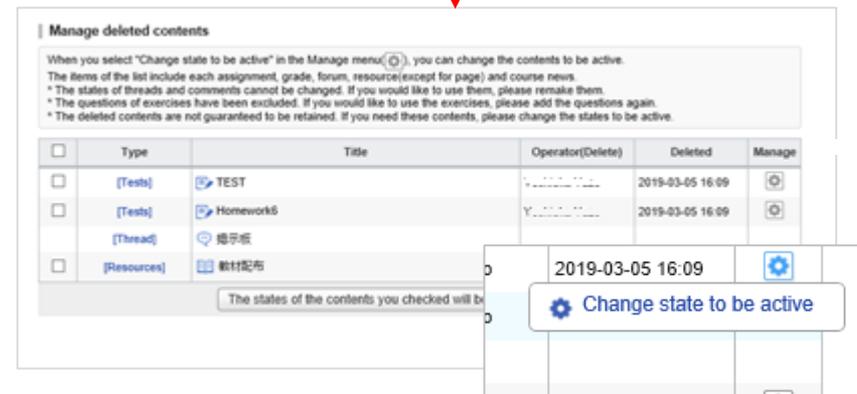
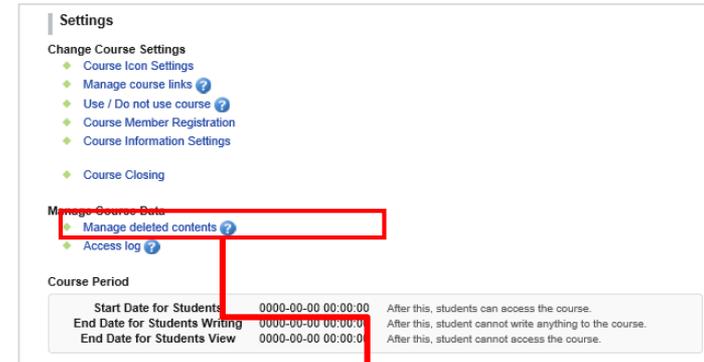
## Course Settings: Managing Deleted Content

### ◆ Summary

- ▶ You can see the “date deleted” and “operator - deleted by” information for each deleted assignment, grade, bulletin board, content (excluding page), or course news item.
- ▶ Also, you can restore any item **EXCEPT for threadless bulletin board comments**. If you delete something by mistake, select “change state to be active” from the management menu.

### ◆ Notes

- ▶ Comments on submissions, contents pages, memos, etc. are not manageable items. However, if you delete an assignment the comments will also be hidden. If the assignment is restored the comments will again be viewable.
- ▶ You cannot see the content of assignments or the bulletin board from the management screen.
- ▶ If a drill is deleted, the deleted drill and all additional drill questions will be deleted. After changing the state to active, please add the drill questions again.
- ▶ The “date deleted” and “operator” information will only be shown for data deleted after the release of this function.
- ▶ This function is only a temporary measure for when something has been accidentally deleted. We cannot ensure all deleted data will be restored correctly, so you should not delete any data you need. Instead, use other methods such as making it “unpublished.”



# [Faculty]

## Course Settings: Access Log

### ◆ Summary

You can check student activity history (responses to assignments, viewing news, etc.) by date, subject matter, news, etc.

### ◆ Applicable Screens

- ▶ Course Setting Screen
- ▶ Assignment Submission Status Screen (Projects can be checked from the course settings screen)

### ◆ Notes

- ▶ Only actions taken after this function's release will appear in the access logs.
- ▶ You can only confirm the logs of students registered in the course, for the actions they take in the course. Creation/deletion of posts on student portfolios are not included in these logs.
- ▶ **Logs of course instructor behavior, such as assignment "publishing / unpublishing" etc., will not be displayed.**
- ▶ The Access Log function can only be used by the Course Instructor or College System Manager.

**Settings**

Change Course Settings

- Course Icon Settings
- Manage course links
- Use / Do not use course
- Course Member Registration
- Course Information Settings
- Course Closing

Manage Course Data

- Manage related contents
- Access log**

Course Period

Start Date for Students	0000-00-00 00:00:00	After this, students can access the course.
End Date for Students Writing	0000-00-00 00:00:00	After this, student cannot write anything to the course.
End Date for Students View	0000-00-00 00:00:00	After this, student cannot access the course.

Course Settings Screen

**Submission Status**

Assignment					
Status	Unpublished				
Period					
Respondents	2 members				
Grades	0 items				

Submission Status | Manage Grades (Excel)

Accessible to all course members even before they submit their assignments.

Name	Student ID	Grade	Submitted on	Grader	Graded
yuya kamegawa	11111111	-	Not submitted	[Log]	-
hironari oita	11111112	-	2019-03-04 11:15:10	[Log]	-
masaru jumonji	11111113	-	2019-03-04 11:24:28	[Log]	-
mariko beppu	11111114	-	Not submitted Saved [1 file(s)]	[Log]	-
sanae kannawa	11111115	-	Not submitted	[Log]	-

hironari oita's Access Log

Date:  Apply

Total 10 items

Recorded	URL	Function	Display/Operation	Note	Terminal
2019-03-05 15:51:34	id/course_24079_query_24138?ReviewMode=1	Test	Test Room		Desktop
2019-03-05 15:51:34	id/course_24079_query_24138_confirm	Test	Submit		Desktop
2019-03-05 15:51:32	id/course_24079_query_24138_confirm/next	Test	Confirm		Desktop
2019-03-05 15:51:32	id/course_24079_query_24138_top1	Test	Confirm	Final Exam	Desktop
2019-03-05 15:51:30	id/course_24079_query_24138_top1?refresh=...	Test	Test Room		Desktop
2019-03-05 15:51:30	id/course_24079_query_24138	Test	Start		Desktop
2019-03-05 15:51:28	id/course_24079_query_24138	Test	Test Room		Desktop
2019-03-05 15:51:28	id/course_24079_query_24138	Test	Test Room		Desktop
2019-03-05 15:51:25	id/course_24079_query	Test	Tests		Desktop
2019-03-05 15:51:23	id/course_24079	Course Main Page	Course Main Page		Desktop

Total 10 items

\* Access log is recorded from 2019-03-05 15:41:06  
 \* This list records access to the pages in the course. Posting and deleting comments from the portfolio screen are not recorded.  
 \* The wording in the note column may be subject to change without notice.

Submission Status Screen

# [Faculty]

## Quizzes/Surveys: Checking Data which was Saved Temporarily but not Submitted

### ◆ Summary

- ▶ On the quiz/survey submission status screen, **if a student has temporarily saved data but not yet submitted it**, (\*Saved Data) will appear with a link to the question and answer screen.
- ▶ If you click this link and go to the question and answer screen, **you will be able to see the content of the temporarily saved data**.
- ▶ If you click the “Finalize Submission” button at the bottom of the page, the student’s data will change from ‘Not Submitted’ to ‘Submitted.’

Name	Student ID	Grade	Submitted on
 yuya kamegawa	11111111	0 points	2019-03-04 11:28:29 <a href="#">[Log]</a>
 hitonari oita	11111112	0 points	2019-03-04 11:13:57 <a href="#">[Log]</a>
 masaru jyumonji	11111113	0 points	2019-03-04 11:26:32 <a href="#">[Log]</a>
 mariko beppu	11111114	-	Not submitted * Saved data <a href="#">[Log]</a>

Check the  
Saved Data

### ◆ Notes

- ▶ Even if the submission deadline has passed or the questions are unpublished, the course instructor can still submit the data.
- ▶ It is also possible to submit quizzes or surveys still “In Progress,” but once you do this **you cannot return it to Not Submitted status**, so please be careful when using this function (in some cases students may still be answering the questions).

#### Homework2: mariko beppu's Questions and Answers

[View Answers](#)

**Grade**

The grade can be confirmed/changed after submission.

**Answers**

\* The test has not been submitted yet.  
Elapsed Time : 00:00:03

「はい」が「いいえ」で答える問題です。選択肢は書き換えしないでください。(選択必須)

1.1

はい  いいえ

問題ボタンを押して記入欄・選択肢を挿入してください。

\* Once you confirm this submission, you can not cancel the submission.  
Please do after student's answer has been completed, such as after the end of period.

**Finalize submission**

**Course Students**

<< < > >>

- yuya kamegawa
- hitonari oita
- masaru jyumonji
- mariko beppu(\* Saved data)**
- sanae kannawa

[Submission Status](#)  
[Tests Administration](#)

# [Faculty]

## Reports:

### Changing “Portfolio/ View Settings” will also affect Submitted Items

#### ◆ Summary

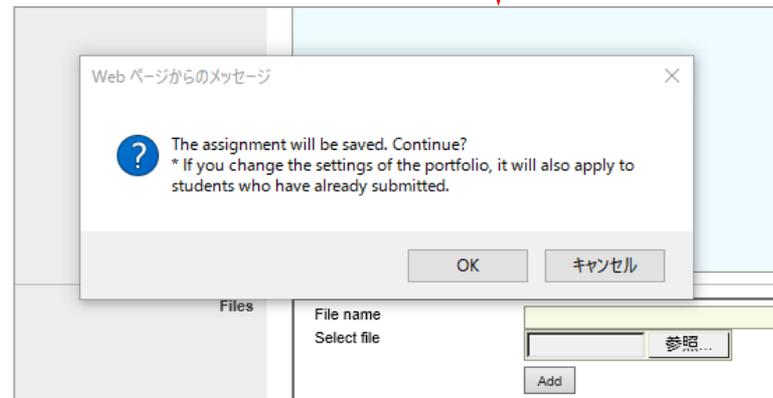
- ▶ Previously, changes to the “Portfolio / View Settings” did not affect already-submitted reports.
- ▶ Going forward, changes to the “Report Portfolio / View Settings” will apply to already-submitted reports as well.
- ▶ When saving changes to a report portfolio, a warning box will be displayed that reads, “If change the settings of the portfolio, it will also apply to students who have already submitted.”

#### ◆ Notes

- ▶ Changes will also apply to comments made on submitted work. Please take care when changing accessibility from “Individual” to “All course members who have submitted the assignment.”
- ▶ This only applies to reports submitted via manaba’s standard functions (file upload reports and reports entered directly online).

Portfolio / Settings	Added to student's portfolio.
	<input checked="" type="radio"/> Accessible to all course members.
	<input type="radio"/> Accessible to instructors and course members who have submitted the same assignment.
	<input type="radio"/> Accessible only to the student and the instructors. (Individual)
	Not added to anyone's portfolio.
	<input type="radio"/> Only available to collect the submissions.

Report Edit Screen



[Faculty]

## P.8 Assignments: Setting the due date before the submission date will Result in an Warning

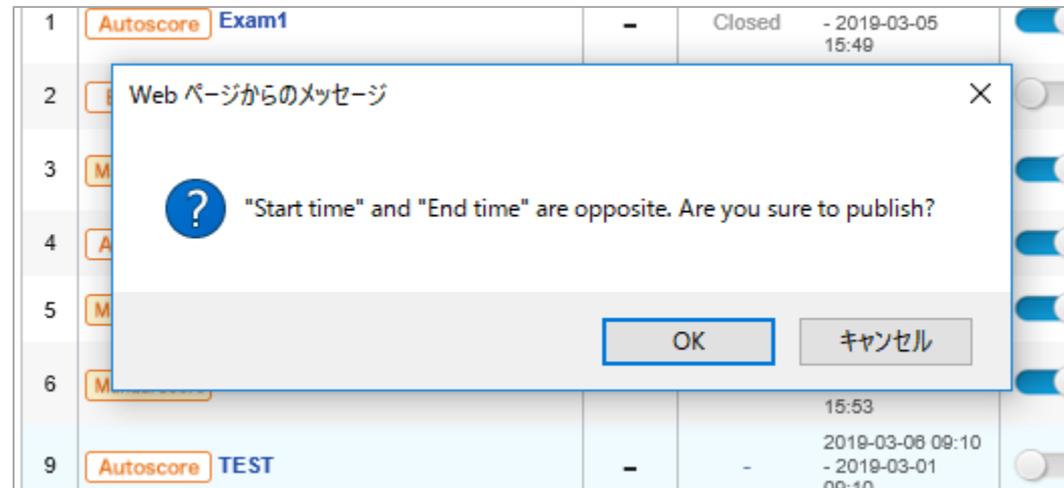
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### ◆Summary

When publishing an assignment, if the deadline is set to before the start time, a warning box will pop up with the message shown below.

### ◆Applicable Screens

- ▶ Quiz Management
- ▶ Survey Management
- ▶ Report Management
- ▶ Project Management



# [Students/Faculty] UI Upgrade: Automatic Upload of files when selected for submission

## ◆ Summary

Previously, it was required to click the “Upload” button after selecting the file. Going forward, the selected file will be automatically uploaded.

## ◆ Applicable Screens

- ▶ File Upload Report Submission Screen  
(Both instructor submission screen and student mode)
- ▶ Project Assignment Submission Screen

## ◆ Notes

- ▶ After the file is automatically uploaded you **must click the “Submit” button.**
- ▶ Previously, the file selection button text differed depending on the browser, but now all buttons will read “Add a File.”
- ▶ For in-line file upload on screens not included in the list above (bulletin board, contents, etc.), you must still click the “Upload” button as before.
- ▶ The 0 kb file check and content limit check during report submission will not be changed.

The image contains two screenshots of a submission interface. The top screenshot shows a form with fields for Start, End, Portfolio / Settings, Allowing resubmission, Files, and Status. The Status field indicates 'In progress' and 'Not submitted'. A red box highlights the '+ Add a file' button, with a red arrow pointing to it and the text 'Click'. Above the button, the text 'No upload data is found.' is displayed. The bottom screenshot shows the same form, but now a file 'report\_XXXXX.docx' has been uploaded. A red box highlights the file entry, with a red arrow pointing to it and the text 'Automatically uploaded'. Below the file entry, another red box highlights the 'Submit' button, with a red arrow pointing to it and the text 'Click'. At the bottom of the second screenshot, there are three bullet points: '▶ The assignment has not yet been submitted. Click the 'Submit' button to submit.', '▶ You may upload multiple files.', and '▶ To delete the file, click [trash icon]. ▶ If you leave this screen without submitting the assignment, the information you entered will be saved.'

# [Student/Faculty]

## UI Upgrade: Report Submission Date / Time

### ◆Summary

The date and time on the Report Details screen and Portfolio details was unclear. This was addressed as shown below.

### ◆Details of Changes

Report viewing screen / Portfolio details

“Assignment submitted by NAME” – the date of submission was changed as shown below

=====

[Submitted Only Once]

“Assignment submitted by NAME (Submitted on: YYYY-MM-DD hh:mm)”

[Submitted Two or More Times]

“Assignment submitted by NAME (First date of Submission: YYYY-MM-DD hh:mm)”

\*The number of times submitted is not displayed on the student screen. The most recent submission date is shown.

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② The “Submission date” at the bottom left was unclear, so it was changed to “First Submitted.”

③ The “Updated” section at the bottom left (for comments displayed time of last comment, if no comment then displayed submission date) displayed the posting date for each comment, so it was removed.

\*The date displayed in yellow next to the file name is the file upload time, unchanged from previous versions.

Assignment: TEST001 2018

Assignment Submitted by masaru jyumonji (Submitted 2019-03-04 11:24:28)

report\_XXXXX.docx - 2019-03-04 11:24:26 - Preview

masaru jyumonji's Portfolio Request resubmission

- Submitted 2019-03-04 11:24 -- Updated 2019-03-04 11:24 -

Assignment Submitted by hitonari oita (Submitted on : 2019-03-04 11:15)

report\_XXXXX.docx - 2019-03-04 11:14:50 - Preview

hitonari oita's Portfolio Request resubmission

First Submitted : 2019-03-04 11:15

# [Student/Faculty]

## UI Upgrade: Number of comments displayed on portfolio screen

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### ◆ Summary

- ▶ In the place where the number of comments was displayed before, we added a “Comment Icon” to make it easier to understand. The comment number (icon) is only shown for collections with comments.
- ▶ If there are unread comments, the comment icon and comment number are shown in red.

### ◆ Applicable Screens

- ▶ Portfolio Screen

My Portfolio			
2018			
TEST001		MANABA	
Homework1:TEST001	2019-03-06 10:07		3
Homework2:TEST001	2019-03-06 10:07		
Exam3:TEST001	2019-03-06 10:06		
Final Exam:TEST001	2019-03-05 15:50		1
Mid-term Exam:TEST001	2019-03-04 11:02		1
Exam1:TEST001	2019-03-04 11:01		

## Other Changes / Bug Fixes

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- ▶ Fixed a bug in which the file name of a quiz or survey would change when downloading the uploaded file using Safari/Chrome
- ▶ Graded Items Edit Screen
  - ① Screen Title changed from “Edit Graded Items” to “Edit Title ▪ Start Date”
  - ② Changed “Grade Title” to “Graded Item Title”
- ▶ Changed the display of “Display mode” on the faculty class survey list screen  
When switching between [Faculty/Student], it will show “Display Collected Results/Respond to Survey” as appropriate