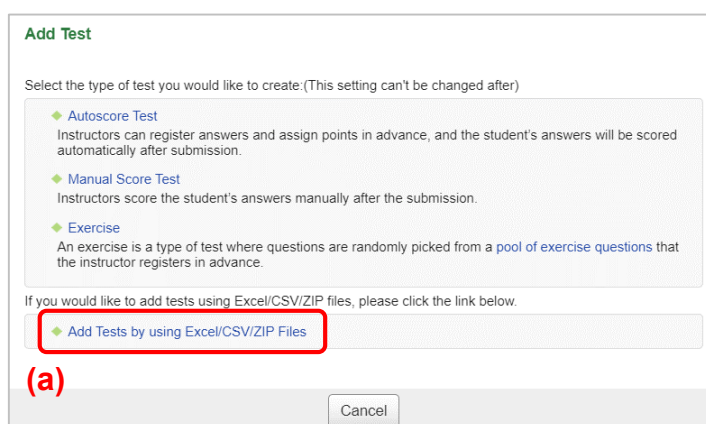


Learning Management System (manaba) Supplementary Manual for Teachers

This manual describes the functions of the Learning Management System (manaba) that are provided for the University of Tsukuba but not described in the online manual.

- Some functions, such as the portfolio, are described in the online manual but cannot be used at the University of Tsukuba.
- You can refer to the explanations of the function to create quizzes in batch with Excel/CSV by the following steps.
 - Click [Add Tests by using Excel/CSV/ZIP Files] **(a)** displayed when you press the [Add Test] button on the Tests Administration page.
 - Click [Manual] **(b)**.



Add Test

Select the type of test you would like to create: (This setting can't be changed after)

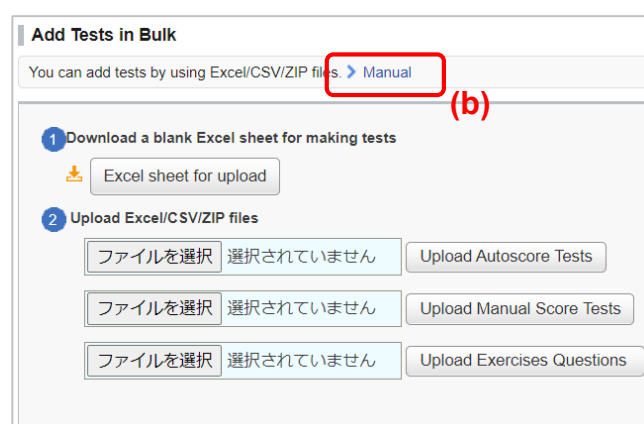
- Autoscore Test**
Instructors can register answers and assign points in advance, and the student's answers will be scored automatically after submission.
- Manual Score Test**
Instructors score the student's answers manually after the submission.
- Exercise**
An exercise is a type of test where questions are randomly picked from a pool of exercise questions that the instructor registers in advance.

If you would like to add tests using Excel/CSV/ZIP files, please click the link below.

Add Tests by using Excel/CSV/ZIP Files **(a)**

Cancel

Add Test page



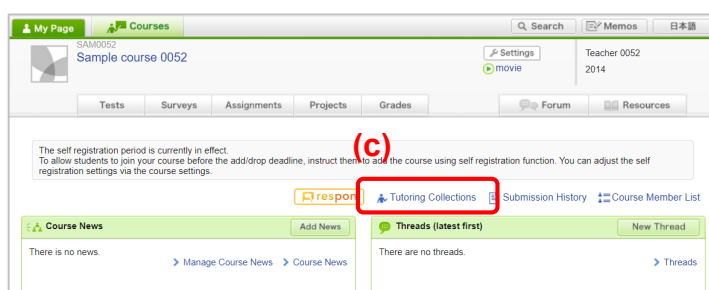
Add Tests in Bulk

You can add tests by using Excel/CSV/ZIP files. **Manual** **(b)**

- Download a blank Excel sheet for making tests**
Excel sheet for upload
- Upload Excel/CSV/ZIP files**
 - Upload Autoscore Tests
 - Upload Manual Score Tests
 - Upload Exercises Questions

Add Tests in Bulk page

- You can refer to the explanation of the tutoring collections by the following steps.
 - On the top screen of the course page, click [Tutoring Collections] **(c)**.
 - Click the [?] icon **(d)** in the tutoring collection management, and then click [Detail] displayed by this icon.



My Page Courses

Search Memos 日本語

SAM0052
Sample course 0052

Settings movie Teacher 0052 2014

Tests Surveys Assignments Projects Grades Forum Resources

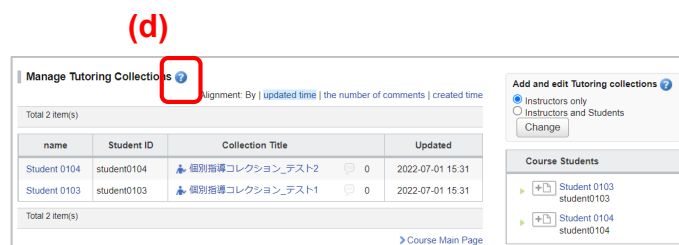
The self registration period is currently in effect. To allow students to join your course before the add/drop deadline, instruct them to add the course using self registration function. You can adjust the self registration settings via the course settings.

response Tutoring Collections Submission History Course Member List **(c)**

Course News Add News There is no news. Manage Course News Course News

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

Course page



Manage Tutoring Collections **(d)**

Assignment: By | updated time | the number of comments | created time

Total 2 item(s)

name	Student ID	Collection Title	Updated
Student 0104	student0104	個別指導コレクション_テスト2	2022-07-01 15:31
Student 0103	student0103	個別指導コレクション_テスト1	2022-07-01 15:31

Total 2 item(s)

Course Main Page

Add and edit Tutoring collections ?

Instructors only
Instructors and Students
Change

Course Students

- + Student 0103 student0103
- + Student 0104 student0104

Manage Tutoring Collections page

Usage qualifications

Students and faculty members of the University of Tsukuba who have an account in the unified authentication system can immediately use manaba. In addition, those who fall under any of the following can also use manaba by applying for use to the Office of Educational Cloud.

- Students or faculty members at the University of Tsukuba who do not have an account in the unified authentication system.
- Those who want to use manaba for activities related to education and research at the University of Tsukuba and have a faculty member of the University of Tsukuba as a caretaker regarding usage.
- For details, please see the manaba support site (<https://www.ecloud.tsukuba.ac.jp/manaba>) of the Office of Educational Cloud.

Login

To log in to manaba, follow the steps below using your Unified Authentication ID and password.

1. Enter the URL below directly into your browser to access the manaba login page. (The QR code for logging in to manaba is on the right.)
<https://manaba.tsukuba.ac.jp>
2. When the login screen of the University of Tsukuba Unified Authentication System appears, enter the Unified Authentication ID (UTID-13: 13 digits on the barcode on the back of your staff ID card) and password.
3. If you log in successfully, My Page of manaba will be displayed. (Please refer to the online manual for information on the various features of My Page.)

❗ To login to manaba, you do not need to visit the manaba support site on the Office of Educational Cloud website. Please directly enter the above URL in your browser.

❗ Please be sure to access from the above URL when logging in. If you set a bookmark on the login screen of the Unified Authentication System, you may not be able to log in properly.

❗ If you use an account issued by the Office of Educational Cloud, please login at the following URL.

<https://manaba.tsukuba.ac.jp/local/>



QR code for logging in to manaba

<https://manaba.tsukuba.ac.jp>

Login Page (Unified Authentication System)

My page

Logout

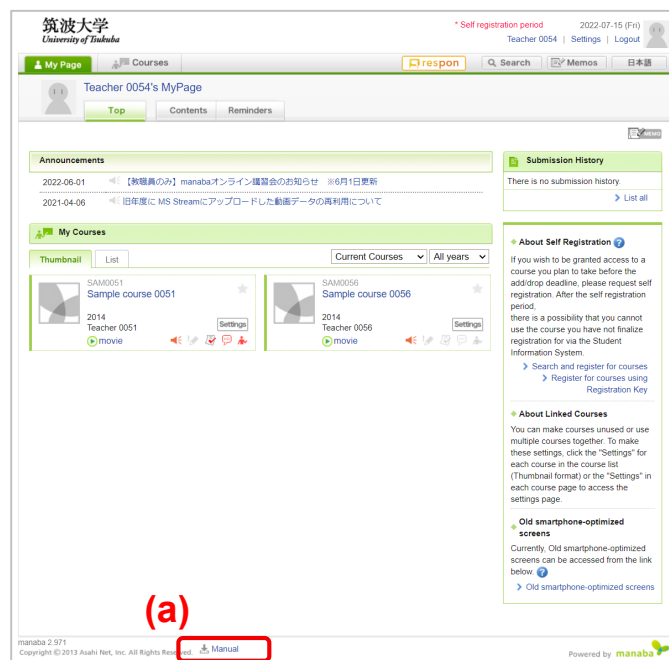
manaba does not provide a logout function, so please close all windows and tabs of your browser. For smartphone or tablet users, exit the browser application by the correspondent operations of your device.

❗ If you do not close the browser, other users may continue to use your logged in ID without authentication.

Various documents on manaba are available below.

Online Manual

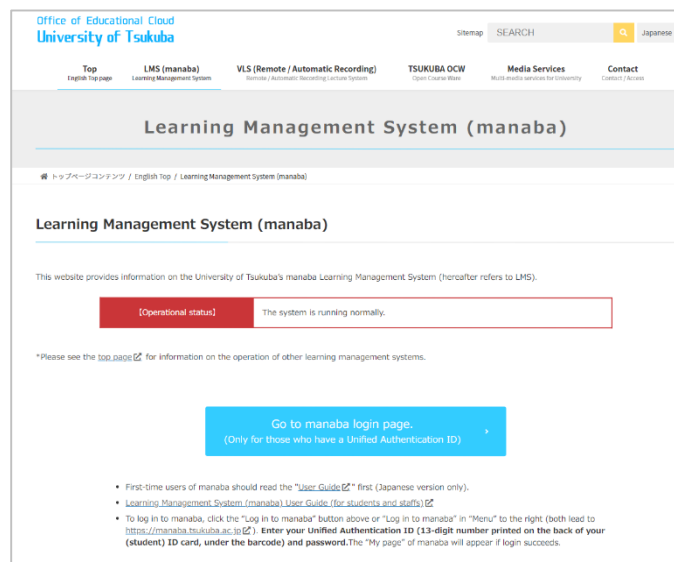
Online manual is available from the [Manual] link at the bottom of My Page ((a) in the upper right figure). For teachers, both the teacher's and student's manuals are available.



My Page

manaba support site

On the support site, in addition to this supplementary manual, information from the Education Cloud Office, such as the operational status of the system, is posted as needed.



manaba Support Site

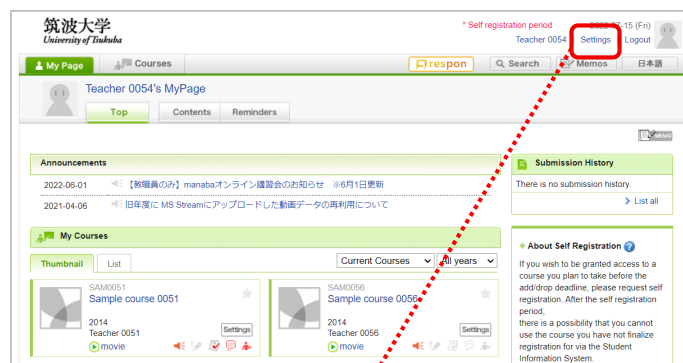
(<https://www.ecloud.tsukuba.ac.jp/en/learning-management-system-manaba>)

Reminder Settings

Reminder is a function to send updated information to the email address registered by the user when there is a new notification or new text in manaba. To make various settings for reminders, click [Settings] at the top right of My Page, then click [Change reminder settings]. Please refer to the online manual for details.

The following is a supplementary explanation that is not included in the online manual.

- It is not possible to set whether or not to receive reminders for each course.
- Users of an account issued by the Office of Educational Cloud cannot access the correspondent page from a URL described in a reminder message.



Settings

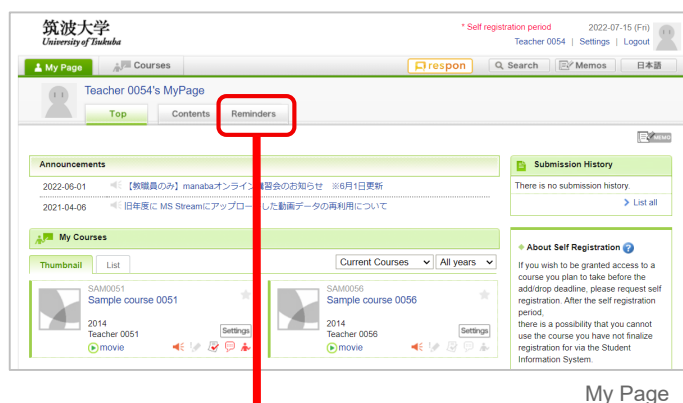


Browse past reminders

Click the [Reminders] tab to access the list of past received reminders.

You can filter the reminders by sending date and time.

- In the reminder list, reminders for one year are displayed.
- If you set multiple email addresses, the reminders sent to each email address will be displayed on the reminder list.
- On the reminder list page, both summaries and individual received reminders are displayed.



My Page

Reminders			
Filter			
Sent on			Apply
Total 35 item(s)		Prev 1 2 3 4 Next	Rec/Page: 5 / 10 / 20 / 50
Title	Course	Sent on	Mail sender
manaba - 練習用コース0051 - ファイル配布のお知らせ / Questionnaire about the Univer... - File distributed	Sample course 0051	2022-01-19 14:45	@un.tsukuba.ac.jp
manaba - 練習用コース0051 - ファイル配布のお知らせ / Questionnaire about the Univer... - File distributed	Sample course 0051	2022-01-19 14:19	@un.tsukuba.ac.jp
manaba - 練習用コース0051 - ファイル配布のお知らせ / Questionnaire about the Univer... - File distributed	Sample course 0051	2022-01-19 14:15	@un.tsukuba.ac.jp
manaba - 練習用コース0051 - レポート提出取消(再提出)のお知らせ / Questionnaire about the Univer... - Notice of Assignment Submission Retraction	Sample course 0051	2022-01-08 15:29	@un.tsukuba.ac.jp
manaba - 練習用コース0051 - レポート公開のお知らせ / Questionnaire about the Univer... - Notice of Assignment Publication	Sample course 0051	2022-01-08 15:13	@un.tsukuba.ac.jp
manaba - 練習用コース0051 - レポート提出取消(再提出)のお知らせ / Questionnaire about the Univer... - Notice of Assignment Submission Retraction	Sample course 0051	2022-01-08 08:09	@un.tsukuba.ac.jp
manaba - 練習用コース0051 - レポート提出取消(再提出)のお知らせ / Questionnaire about the Univer... - Notice of Assignment Submission Retraction	Sample course 0051	2021-12-27 10:16	@un.tsukuba.ac.jp
manaba - 練習用コース0051 - レポート提出取消(再提出)のお知らせ / Questionnaire about the Univer... - Notice of Assignment Submission Retraction	Sample course 0051	2021-12-27 09:50	@un.tsukuba.ac.jp
manaba - 練習用コース0051 - テスト公開のお知らせ / Questionnaire about the Univer... - Notice of Test Publication	Sample course 0051	2021-12-15 09:09	@un.tsukuba.ac.jp
manaba - 練習用コース0051 - 掲示板書き込みのお知らせ / Questionnaire about the Univer... - Notice of Forum Post	Sample course 0051	2021-12-08 09:36	@un.tsukuba.ac.jp
Total 35 item(s)		Prev 1 2 3 4 Next	Rec/Page: 5 / 10 / 20 / 50

*This list includes the reminder mails in the past year.

Reminders List page

Open course page

For regular courses

- Course pages for the same course will be created each year. Usually, the course pages for the next academic year will be opened around the end of March.
- No application is required to open a course page. However, if you want to create course content prior to opening a course page, please apply via the website of Office of Educational Cloud.
- A course page is valid for one year. After the deadline (the end of March), the course page will move to “Past Courses” and then students will not be able to post on the bulletin board (forum) or submit assignments or tests. (The deadline cannot be extended.)
- If your class is not displayed on “My Page”, please apply using the form on the website of Office of Educational Cloud.
- In the case of regular courses, you cannot correct the subject name, etc. Please correct their TWINS registration information through your academic affairs division etc.

For non-regular courses

You can open a course page for research or educational activities such as seminars or research projects other than regular courses (registered courses in TWINS). Please refer to the website of Office of Educational Cloud for information how to apply to open courses.

! Even after the year has changed, the course page for the previous year will not be deleted.

! There are two options if you wish to continue using your non-regular course page in the next year.

- (1) You will continue to use the current course page.
- (2) A new course page for the new year will be opened with the same name, while the current course page will move to “Past Courses”. (Same as the regular course page.)

In the case of (1), you do not need to apply for continuous use, while in the case of (2), you need to apply from the website of the Office of Educational Cloud. For details, please refer to the website of Office of Educational Cloud.

Note on the course link of the code-share courses

! In manaba, you do not need to use the course link for code-share courses, as only the course page for the main course (the representative course among the code-share courses) is opened.

Note on setting as unused courses

! If there are multiple course instructors in a course and one of them sets the course as an “Unused Course”, then all other course instructors will not be able to use the course.

Roles are for setting the available functions to each course member for each course. manaba provides roles (position or status in the course) such as “Course Instructor” and “Course Student”.

Types of roles

manaba provides the following six types of roles:

- **Course Instructor**

Can edit the course page, manage grades, register / delete students and TAs (Teaching Assistants), and perform all the operations necessary to manage the course page.

- **Course Student / Course Student (TWINS)**

Can perform operations as a general student, such as browsing the course page and submitting reports.

- **Course Participant**

Can use exactly the same functions as “Course Student”. You should select this role when you want to register a student manually with the student ID.

- **TA (Cannot Grade)**

Is a role to assist course instructors. They can create assignments, tests, surveys, and course news. However, cannot manage and register grades.

- **TA (Can Grade)**

Is a role to assist course instructors. In addition to the authority of “TA (Cannot Grade)” above, they can manage and register grades.

However, they cannot delete assignments or change settings to publish or unpublish the grades.

- **Substitute Teacher**

Has the same authority as the course instructor, except for registering course members.

Course role registration

If you want to register users on your course, then select an appropriate role by the procedure in “5-3 Registration with student ID / UTID-NAME” and register them for the course.

Register teachers on course page

For a regular course registered in TWINS, its instructors will be registered as the “Course Instructor” when the course page is created. (No application is required.)

- ! If a course you are in charge of does not appear in the course list of My Page, please apply from the website of the Office of Educational Cloud.

Automatic registration of students

For regular courses, when students register for courses on TWINS, they will be automatically registered as students on the following day (at midnight on the day). At this time, “Course Student (TWINS)” will be displayed in the “Role” field of the “Course Member Registration” page (at (a) in the right figure).

If a student who is registered as a “Course Student (TWINS)” in manaba cancels the course registration on TWINS, their registration in manaba will be automatically canceled within the next day.

- ! The automatic registration from TWINS works every day of the year, regardless of the course registration period for TWINS.
- ! The role of a user who is described as “Course Student (TWINS)” in the course member registration screen is “Course Student”.
- ! When you click the “CSV File Registration” button (at (b) in the right figure), you can manually register students in manaba by the student list downloaded from TWINS. But this function is not normally used.
- ! The role of a user registered by self-registration is “Course Student”. In the course member registration page, the role is displayed as “Course Student”. From the role, you can distinguish students from those automatically registered from TWINS.

(b)

Course Member Registration

CSV File Registration

Enter the ID Code of the user you would like to register.
If there are multiple students, please put a comma "," between the names.
To change the role of a registered user, delete the user first, then repeat the registration process.

Course Participant Add

Update

[\[Only Course Members \(Others\)\]](#)

Name	ID Code	Role	Delete
Student 0015	student0015	Course Participant	<input type="checkbox"/>
Student 0016	student0016	TA (Cannot Grade)	<input type="checkbox"/>

Course Members (Course Instructors , Course Students)

Name	ID Code	Role	Delete
Student 0013	student0013	Course Student (TWINS)	<input type="checkbox"/>
Student 0014	student0014	Course Student (TWINS)	<input type="checkbox"/>
Student 0017	student0017	Course Student	<input type="checkbox"/>
Teacher A		Course Instructor	

Update

[Course Settings](#)

Registration for code-share courses

For code-share courses, only the course registered as the main course on TWINS is registered in manaba. When updating the student list, all students of all code-share courses are registered as “Course Student (TWINS)” in the main course in manaba.



If you remove a student from a course member and then register as a student again, previously submitted data such as assignments and attendance will be automatically restored.

When a student registers a course in TWINS, they are also automatically registered on the course page in manaba. There are two other ways to register course members:

1. Individual registration using student ID (for students) or UTID-NAME (for faculty members):

Registration by student ID, etc. This method is used when you want to assign a different role such as a TA, etc.

2. Registration by students themselves:

This method is often used to grant access to the course to the students prior to registration in TWINS.

With student ID (for students)

You can register a course member from their student ID from the following instructions.

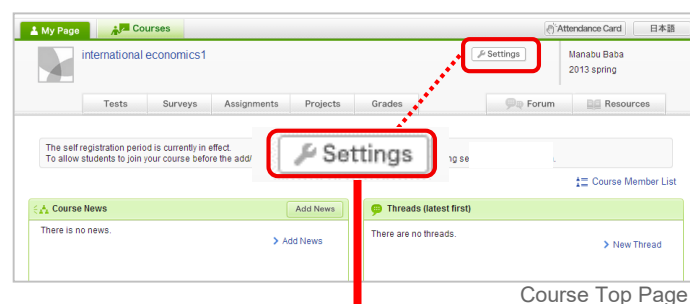
1. Click [Settings] in the course page.
2. Click [Course Member Registration].
3. Enter the student ID (9-digit number) for the student to be registered in the course (a) and specify the role to enroll in (b).
4. Click [Add] (c).
5. Confirm the users to be added, and click [Update] (d) to complete the addition of non-course members.



To show the instructors and students, click "Show Course Members (Course Instructors, Course Students)."

! To register students individually with student ID, select "Course Participant." manaba provides two roles, "Course Student" and "Course Participant," thereby distinguishing between students registered by student ID. For these roles, there is no functional difference.

! When a student registered as a "Course Participant" registers on TWINS, the status will change to "Course Student (TWINS)" on the next day, and after that, the system behaves as described in "5-2 Automatic registration."



Name	Student ID	Role	Delete
u-student2	u12352	Course Student	<input type="checkbox"/>
u-student3	u12353	Course Student	<input type="checkbox"/>
u-teacher1	u12345	Course Instructor	

Name	Student ID	Role	Delete
u-student1	u12351	Course Semi-student	<input type="checkbox"/>

With UTID-NAME (for faculty members)

You can register faculty members as "Course Instructor" etc. in the same manner in "With student ID" above, but use UTID-NAME when registering.



"UTID-NAME" is the character string before "@" in the email address of the Zengaku Computer System.
(familyname.firstname.xx@u/un.tsukuba.ac.jp).



To find your UTID-NAME, put your UTID-13 (13-digit number on the back of your staff ID card) in the "Review your information" page of the following website. <https://account.tsukuba.ac.jp>

Delete course members

Delete a single member

To remove a registered course member from the Course member registration screen, select the check box in the “Delete” column **(a)** in the right figure) and then click [Update].



To change the role of a course member, delete them once and register again.

Deleting course members on Course Member Registration page

Delete multiple members at once

To delete all course students at once, use the menu near the “Delete” column in the Course Member Registration page (displayed by pressing the **(b)** button in the right figure) and check the correspondent role.



If you remove a student from a course member and then register as a student again, previously submitted data such as assignments and attendance will be automatically restored.

Notes on automatic registration from TWINS

1. If a user who registered as a course student in manaba through the automatic registration from TWINS (displayed as “Course Student (TWINS)” on the Course Member Registration page) cancels the course registration on TWINS, the user will be automatically deleted from the course member list within the next day. (Refer “5-2 Automatic registration”.)
2. A user who is added as a course student by individual registration with student ID or by self-registration (respectively displayed as “Course Participants” or “Course Students” on the Course Member Registration page) will not be deleted even if they do not register in TWINS. However, once they register the course in TWINS, their role becomes “Course Student (TWINS)”, and after that, they will be treated as described in 1. above.

Manage course news

If you want to contact all students at once, it is convenient to use the course news function. (Only teachers can add course news.)

There are two types of course news: “Class Cancellations” and “Other News” (for information other than class cancellations).

For courses registered with the same course code as those registered in TWINS, when course news is added on manaba, the content will be automatically reflected on the Web bulletin board in TWINS.

! Class Cancellation information is always posted on the bulletin board, while other news can be selected whether or not it is to be posted on the bulletin board.

Add course news

1. Click [Add News] on the top of course news.

• To post class cancellation

2. Click [Class Cancellations] under “Category”.
3. Select Cancelled Date and Period, and Reason for the cancellation (required), and enter Notes (optional, within 40 characters).

• To post other news

2. Select [Other News] under “Category”.
3. Select whether or not to post on the bulletin board under “Data Transfer Setting” as [Send/Do not Send Data to Web Bulletin Board (TIPS)]. Also, enter Title (required), Publication Period (required if “Send Data to Web Bulletin Board (TIPS)” is selected), and Formatted/Plain Text (required).

! Only the first 100 characters and 250 characters (including ellipsis and the URL to the course news) of Title and Text, respectively, will be posted on the bulletin board.

! When registering class cancellations, please separately contact the academic service office whose educational organization establishes the course. The information will be posted on the bulletin board within the next day.

4. Click [Preview]. After checking the content, click [Add].

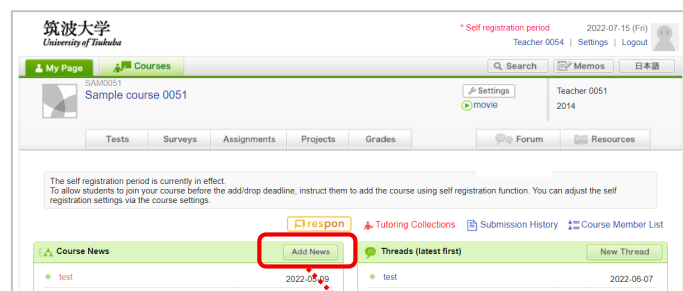


When posting “Other News” on the course page whose correspondent course is not registered in TWINS, select “Do not Send Data to Web Bulletin Board (TIPS).”



When publishing course news, you can also send a reminder to students.

! Once you add course news, you cannot edit it. Also, even if you delete the course news from manaba, it will not be deleted from the bulletin board.



Course page

Add News page (for Class Cancellations)

Add News page (for Other News)

Please refer to the online manual for the features of “Resources.” The following describes functions not described in the online manual.

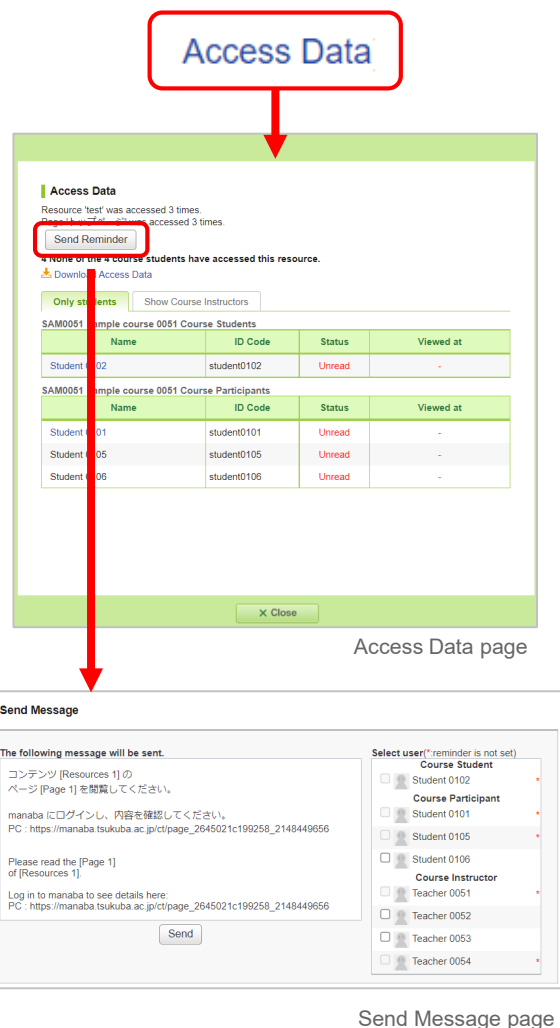
Send reminders to students who haven't accessed resources

By clicking [Access Data] at the bottom of each resource page, you can check whether the students have read the page.

By clicking [Send Reminder] on the Access Data page, you can send a reminder that encourages the students to refer to the resource.

You can select targets to send the reminder from the checkbox.

! Reminders will only be delivered to students who have set to receive reminder messages in their basic settings and who have registered a correct email address.



Available image, audio, and video formats

Please refer to “How to add a file” in “Add a test question” of “Tests” in the online manual for available image, audio, and video formats.

You can play videos recorded by the remote lecture / automatic recording system of the University of Tsukuba on Chrome (recommended), Firefox, Edge, and Safari.

Using the library function, you can easily copy materials (reports, tests, resources) between courses. This is useful when you want to place the same materials in multiple courses, or when you create course pages for the new year while reusing materials.

Review materials across courses

Display course materials list

You can display a list of materials you created so far by filtering from the following operations.

1. Click the [Contents] tab on "My Page."
2. Input the course status, year, and course name in the filter options menu.
3. Check types of your materials.
4. Select the sort order and click [Apply].
5. A course materials list that meets the conditions will be displayed.

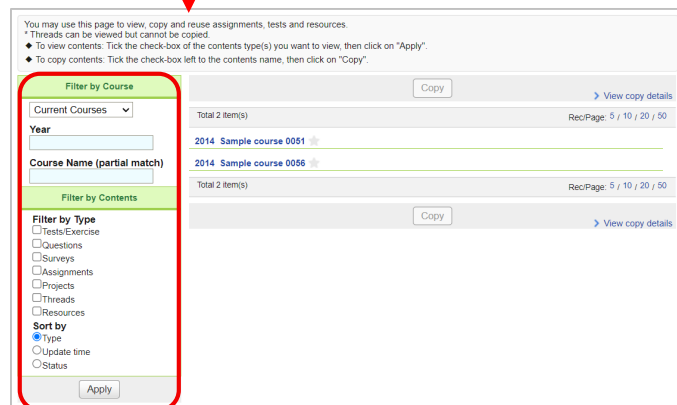
Browse material content

If you click [Title] in the displayed materials list, it will display the content of the material.

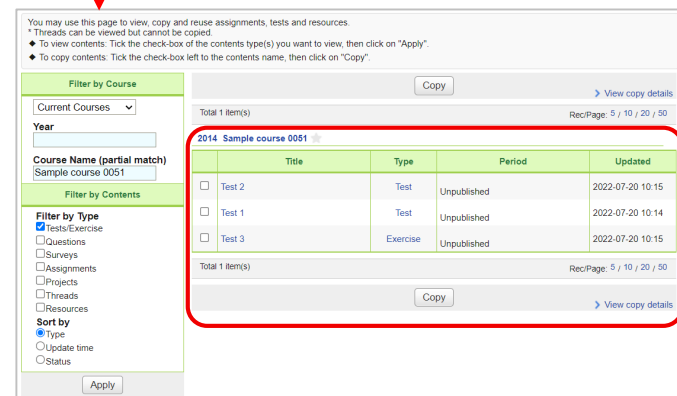
If you click [Type], it will display the administration page of the type (the page displayed when you click the tab of the same type on the top of the course page) that includes the material.



My Page



Filtering settings



Materials list

Copying materials

You can copy materials to the specified course by the steps below.

1. Display the list of materials by the method described on the previous page.
2. Check the checkbox (a) at the left of the materials you want to copy.
3. Click the [Copy] button (b).
4. The "Copy Contents of a Course to Another Course" page will appear. Click [Select] (c) of the destination course.
5. Click [Start Copying] (d). When copying is complete, the result will be displayed on the page, and you will receive a reminder.

! It may take some time to complete copying depending on the data size.

! You cannot copy exercises and threads. (You can copy Questions for Exercises).



Copying continues even if you open other pages during copying. If you set to receive reminders, a reminder will be sent when copying is complete.

You can view what materials you copied in the previous copy by clicking [View copy details] (e) on the library page.

You may use this page to view, copy and reuse assignments, tests and resources.
* Threads can be viewed but cannot be copied.
◆ To view contents: Tick the check-box of the contents type(s) you want to view, then click on "Apply".
◆ To copy contents: Tick the check-box left to the contents name, then click on "Copy".

Filter by Course

Current Courses: ▼

Year:

Course Name (partial match):

Filter by Contents

☒ Tests/Exercise
☐ Questions
☐ Surveys
☐ Assignments
☐ Projects
☐ Threads
☐ Resources

Sort by

☒ Type
☐ Update time
☐ Status

Total 1 item(s)

	Title	Type	Period	Updated
<input type="checkbox"/>	Test 2	Test	Unpublished	2022-07-20 10:15
<input type="checkbox"/>	Test 1	Test	Unpublished	2022-07-20 10:14
<input type="checkbox"/>	Test 3	Exercise	Unpublished	2022-07-20 10:15

Total 1 item(s)

[View copy details](#)

Filtered materials list

Copy Contents of a Course to Another Course

1 Please select the contents you would like to copy.

Course Code	Course title	Year	Lecture Info	Data
SAM0051	Sample course 0051	2014		<input type="button" value="Clear"/> <input type="button" value="View"/>

2 Please select the destination course for contents to be copied to.
Go to the destination course and make sure that the course information such as the year of the course is correct. Should there be no problem, please click the "Select" button.

Course Code	Course title	Year	Lecture Info	
SAM0051	Sample course 0051	2014		<input type="button" value="Select"/>
SAM0056	Sample course 0056	2014		<input type="button" value="Select"/>

3 Please click "Start Copying".
* Depending on the volume of data, it may take some time to complete the process.

Copy Contents of a Course to Another Course page ([Select] a target course)

Copy Contents of a Course to Another Course

1 Please select the contents you would like to copy.

Course Code	Course title	Year	Lecture Info	Data
SAM0051	Sample course 0051	2014		<input type="button" value="Clear"/> <input type="button" value="View"/>

2 Please select the destination course for contents to be copied to.
Go to the destination course and make sure that the course information such as the year of the course is correct. Should there be no problem, please click the "Select" button.

Course Code	Course title	Year	Lecture Info	
SAM0056	Sample course 0056	2014		<input type="button" value="Clear"/>

3 Please click "Start Copying".
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The following data has been copied from Sample course 0051 to Sample course 0056

Office in charge

Learning management system (manaba) help desk, Office of Educational Cloud,
Academic Computing & Communications Center, University of Tsukuba

Support site URL

- <https://www.ecloud.tsukuba.ac.jp/en/learning-management-system-manaba>
- Information on usage such as system outage schedules and version upgrades is posted as needed.
- If you have any questions, please send email to the email address described at <https://www.ecloud.tsukuba.ac.jp/en/access> or use the お問い合わせWebフォーム (Inquiry Web Form) in Japanese on <https://www.ecloud.tsukuba.ac.jp/manaba/accessmanaba>.

 **Inquiries by phone are not currently accepted.**

- Please be sure to specify your affiliation and contact information in your questions.
- When inquiring about software issues, please specify the OS and browser type.

Mailing list

The Office of Educational Cloud may email you important information on manaba. The following destination addresses are used in the mailing lists for the notifications.

ims-users@ecloud.tsukuba.ac.jp (for all faculty members and students on campus)

ims-users-teachers@ecloud.tsukuba.ac.jp (for all faculty members on campus)

Please make sure your settings allow you to receive emails from these addresses.