



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.

Usage qualifications

Students and faculty members of the University of Tsukuba who have an account in the unified authentication system or those who have an account issued through "Applying for the Zengaku Computer System Account" (<https://www.u.tsukuba.ac.jp/en-account/>) 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.

! Due to the maintenance of the Unified Authentication System, you may not be able to log in to manaba temporarily. In that case, please wait a while and try again. Please check the following URL for the regular maintenance schedule.

https://www.cc.tsukuba.ac.jp/wp_e/service/unified-authentication-system/

! 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

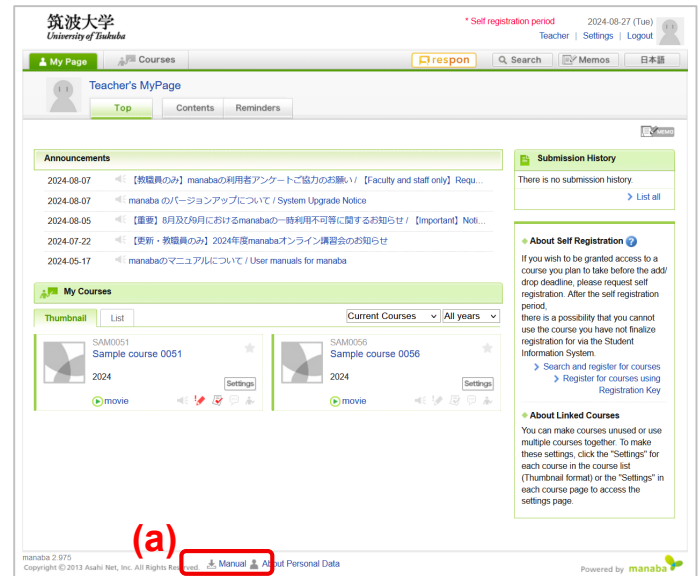
manaba does not provide a logout function, so please close all windows and tabs of your browser. For smartphone or tablet users, exit the browser application by the correspondent operations of your device.

! 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

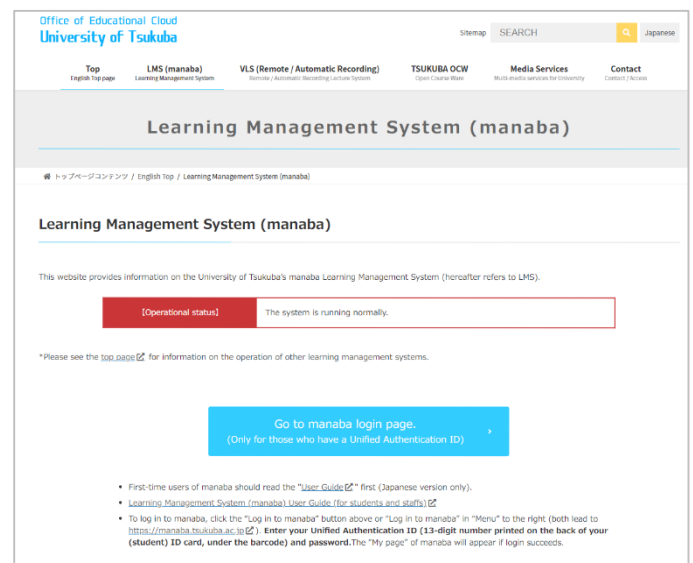
Online manual is available from the [Manual] link at the bottom of My Page ((a) in the upper right figure). For teachers, both the teacher's and student's manuals are available.



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.

- ! Users of an account issued by the Office of Educational Cloud cannot access the correspondent page from a URL described in a reminder message.
- ! Depending on the email client you use, the button to cancel the setting to receive reminder emails is displayed. If you want to continue to receive reminder emails, do not press this button.

Request to faculties and staffs in charge of classes

Please instruct students to register the email address they read frequently as the address for receiving reminders, and to check the registered address regularly.

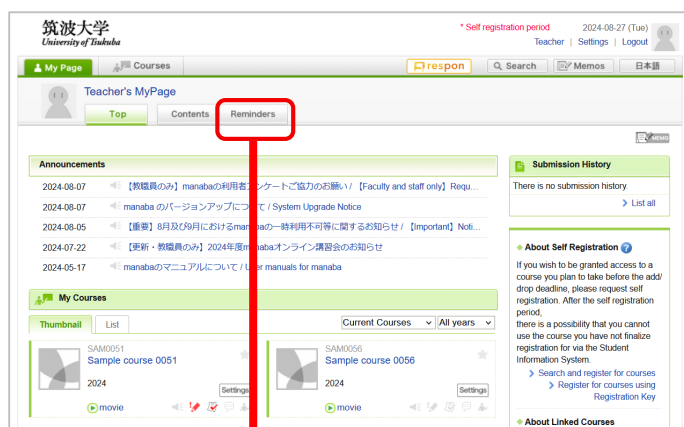
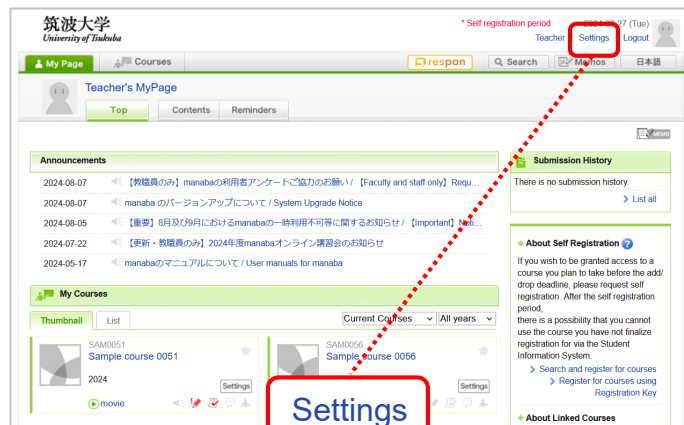
The email address that students receive reminders is not the address displayed in the course member list, but is the email address that they set as above.

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.



Reminders

Filter
Sent on: [] ~ [] Apply

Total 35 item(s) Prev 1 2 3 4 Next RecPage: 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	2022-01-06 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	2022-01-06 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	2022-01-06 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 Resubmission Request	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 - 模試結果のお知らせ / Questionnaire about the Univer... - Notice of Forum Post	Sample course 0051	2021-12-06 09:36	@un.tsukuba.ac.jp

Total 35 item(s) Prev 1 2 3 4 Next RecPage: 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)]

Course Members (Others)

Name	ID Code	(a) 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."

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.

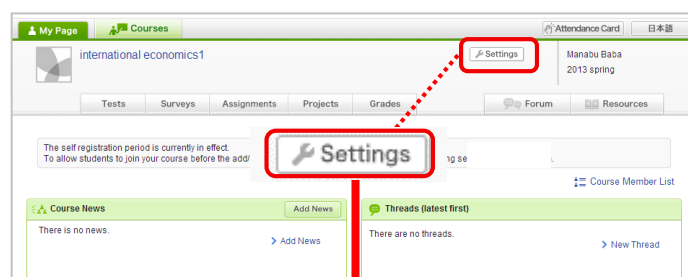


"UTID-NAME" is the character string before "@" in the email address of the Zengaku Computer System.
(familyname.firstname.xx@u/un.tsukuba.ac.jp).



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>

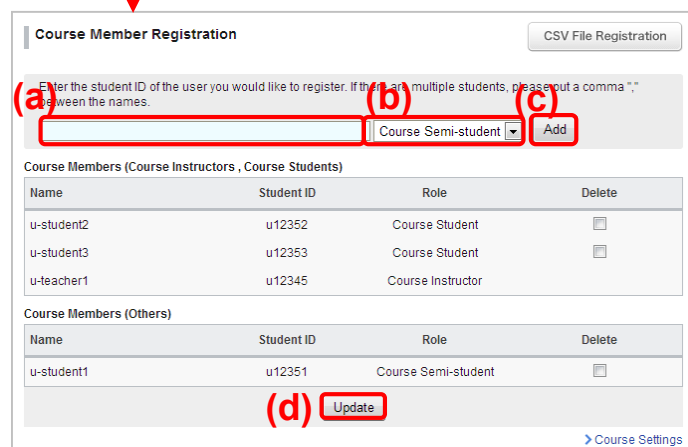
! If you register users who use the account issued by the Office of Educational Cloud, use the user ID of that account.



Course Top Page



Course Settings



Course Member Registration

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.

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.

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

[Show Course Members (Course Instructors , Course Students)]

Course Members (Others)

Name	ID Code	Role	(a) Delete (b)
Student 0101	student0101	Course Participant	<input type="checkbox"/> Select All <input type="checkbox"/>
Student 0105	student0105	Course Participant	<input type="checkbox"/> Course Participant <input type="checkbox"/>
Student 0106	student0106	Course Participant	<input type="checkbox"/>

Update

> Course Settings

Deleting course members on Course Member Registration page

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

- Click [Add News] on the top of course news.
 - To post class cancellation**
 - Click [Class Cancellations] under “Category”.
 - Select Cancelled Date and Period, and Reason for the cancellation (required), and enter Notes (optional, within 40 characters).
 - To post other news**
 - Select [Other News] under “Category”.
 - 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).
- Click [Preview]. After checking the content, click [Add].

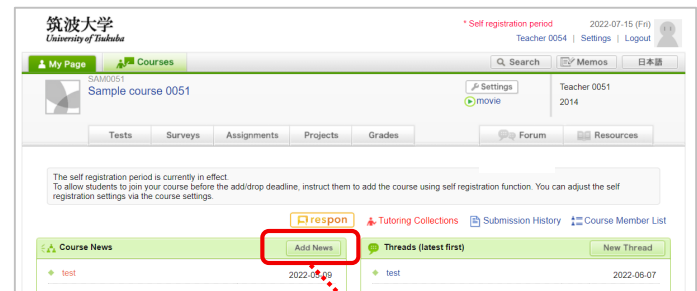


When posting “Other News” on the course page whose correspondent course is not registered in TWINS, select “Do not Send Data to Web Bulletin Board (TIPS).”



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.

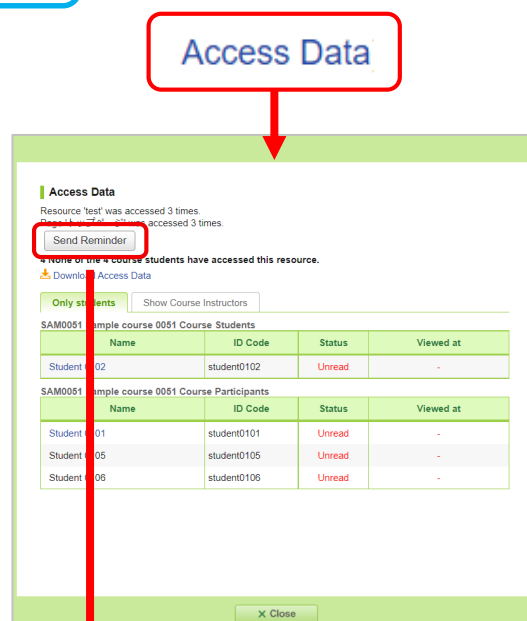
Send reminders to students who haven't accessed resources

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.



Access Data page



Send Message page

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.

! If you distribute videos using manaba, we recommend that you upload your video files to Stream(on SharePoint) or OneDrive, and then paste their URLs in Resources on courses.

The video files uploaded to Stream(on SharePoint) or OneDrive are not automatically deleted and their URLs are not automatically changed, so if you distribute the same videos in the next academic year, you paste the same URLs in Resources on courses for the next academic year.

If you no longer need the video files, please manually delete them on Stream(on SharePoint) or OneDrive.

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

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.

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

lms-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.