

When attending a class or taking a survey with manaba, a tool called "respon" is used. respon provides a convenient smartphone app for free. There is no app for PC.

- ⚠ respon cannot be used for accounts issued by the Office of Educational Cloud (accounts whose ID starts with "ex").
- ⚠ Some functions for teachers, such as issuing a card or creating a room, are not available in the respon app. Please use with PC brower.

## Installing the respon app

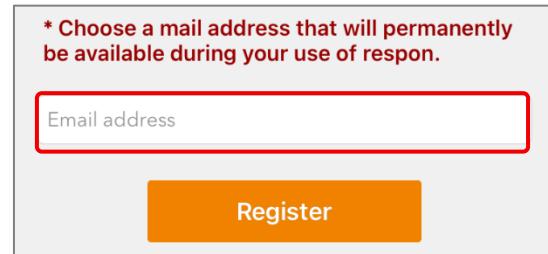
The app can be downloaded from the AppStore or Google Play. Please use the QR code on the right or search for "respon" in the Store to install it.



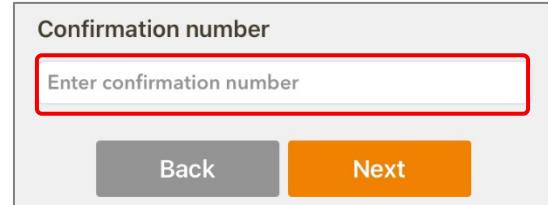
## Setting up the respon app

1. Launch the app and tap [SETTINGS] in the menu at the bottom of the screen. Enter your email address and tap [Register]. Your confirmation number will be sent to the address you entered.
  - ⚠ The email address you enter into the app should be one that you can check the email you receive on your smartphone. It is not necessarily the one issued by the university.
  - ⚠ If you are using a junk mail filter, please change your settings so that you can receive emails from respon.jp.
2. Enter the six-digit confirmation number sent in the mail, then tap [Next]. If the number is correct, the registration will complete.
3. On the next screen, tap [Set up a server ID].
  - ⚠ If you have mistakenly tapped "Start with a free account", please tap "Settings" in the bottom menu, then tap "Server 1" and proceed to the following.
4. On the "Server Settings" screen, enter the following URL and tap "Next".  
<https://atmnb.tsukuba.ac.jp>
5. The login screen of the Unified Authentication System appears in the app. Enter the Unified Authentication System ID (UTID-13: 13 digit number on the back of your student ID) and password, and tap "Login".
6. Once you have successfully logged in, you will see the registration confirmation screen. Make sure that your name is displayed. Tap "OK" to complete the settings and go to the screen shown on the right. We're ready to go.
7. After registration, you will be asked to confirm the use of location access by the app. On iOS, please select "Allow While Using App". On Android, please select "Allow".

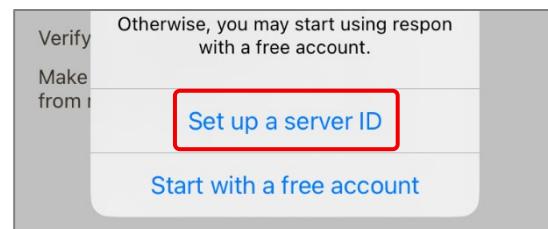
- ⚠ iPad users must select "iPhone only" filter when searching.



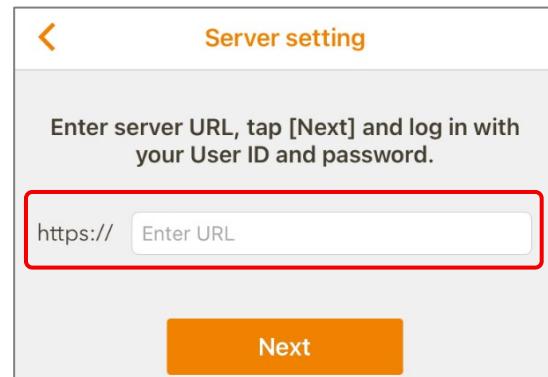
Screen at Step 1



Screen at Step 2



Screen at Step 3



Screen at Step 4

## How to operate the respon app

Please refer to the manual in the app. It is available by tapping "SETTINGS" in the menu at the bottom of the screen, then "User guide" on the next "Settings" screen.

## Manuals for teachers and TAs

The online manual and tutorial video for teachers are available as follows.

### Online manual

The online manual is available by the following steps.

1. Click  on "MyPage" or each course page of manaba.
2. "Dashboard" appears when you do the former. "Card list" screen appears when you do the latter.
3. Click  at the upper left corner of the screen or "respon Manual" on the upper right corner of "Dashboard".

### Tutorial video

Tutorial videos are available on YouTube "respon channel".

To access "respon channel", click  at the upper left corner of the screen or "respon channel" at the upper right corner of "Dashboard".

## URL for TAs

Students who are registered as "TA (Can Grade)" on a course page in manaba can access "Dashboard" at the URL below and use functions for teachers.

<https://atmnb.tsukuba.ac.jp/t>

The name of the course page is displayed on the left side of "Dashboard" and "Card list screen" appear by clicking on this name.

**⚠ Students who are registered as "TA (Cannot Grade)" on a course page in manaba cannot access "Dashboard".**

