



# Learning Management System (manaba) Supplementary Manual for Students

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This manual describes the functions of the Learning Management System (manaba) provided for the University of Tsukuba, which are 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.

## 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 student ID) 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 website 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/>

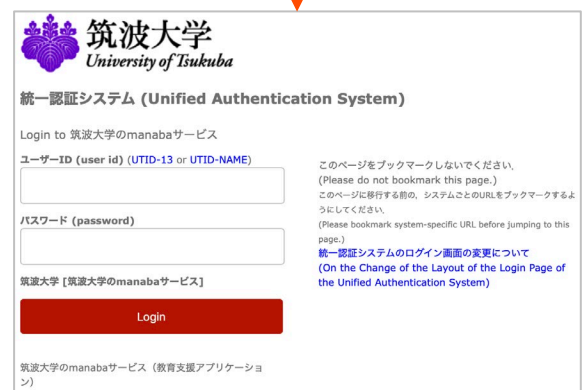
❗ If you use an account issued by the Office of Educational Cloud, please login at the following URL.

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

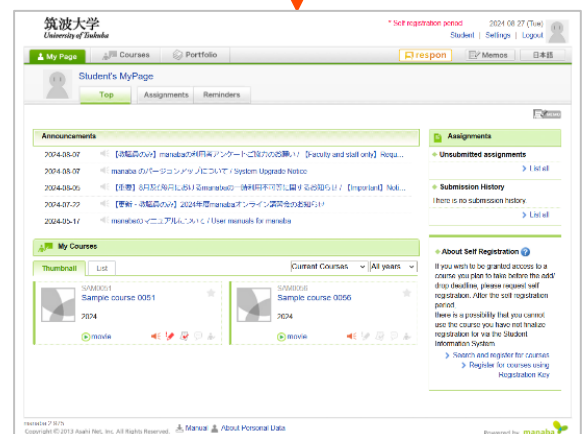


QR code for logging in to manaba

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



Login Page (Unified Authentication System)



My Page

## Logout

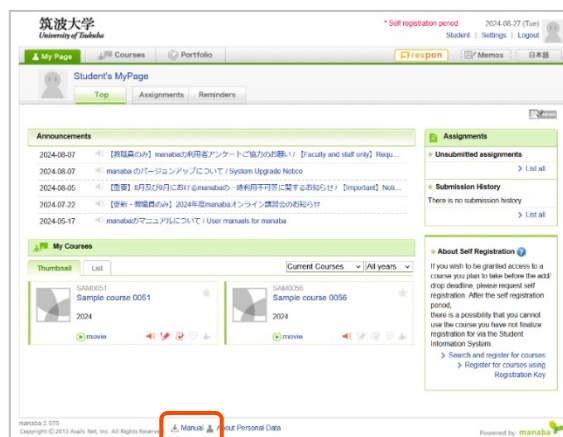
manaba does not provide a logout function, so please close all windows and tabs of your browser. For smartphone or tablet users, exit the browser application by the correspondent operations of your device.

❗ 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

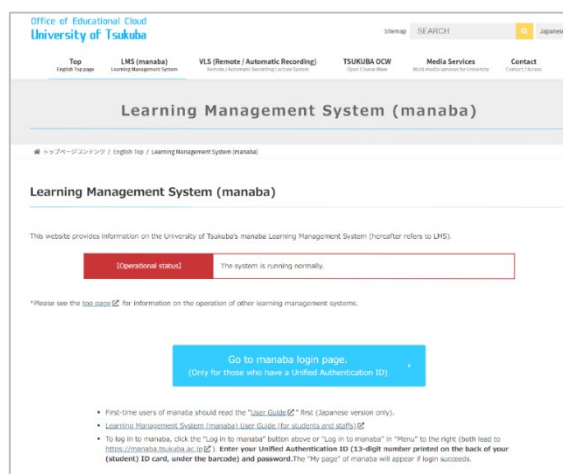
Online manual is available from the **Manual** link at the bottom of the manaba screen.



My Page

## Support website

On the support website (<https://www.ecloud.tsukuba.ac.jp/en/learning-management-system-manaba>), in addition to this supplementary manual, information from the Education Cloud Office, such as the operational status of the system, is posted as needed.



Support Website

## 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**.

For details, please refer to “Change settings” in “Introduction to manaba” in the online manual.

- ❶ Please register the email address you read frequently as the address for receiving reminders, and to check the registered address regularly.
- ❷ 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.
- ❸ Users of an account issued by the Office of Educational Cloud cannot access the correspondent page from a URL described in a reminder message.



My Page

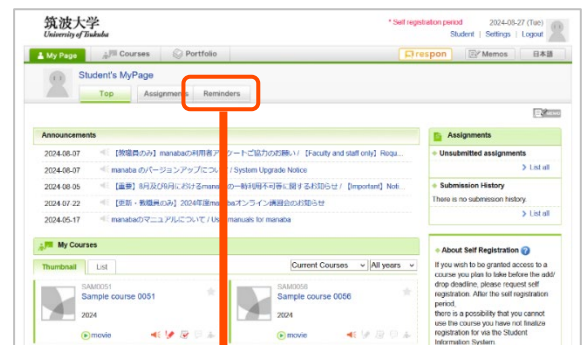


## Browse past reminders

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

You can filter the reminders by sending date and time.

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



My Page

Title	Course	Sent on	Mail sender
manaba - 練習用コース0051 - 成績公開のお知らせ / Sample course 0051 - Notice of Grades Publication	Sample course 0051	2024-07-30 15:19	@gmail.com
manaba - 練習用コース0051 - レポート提出取消(再提出)のお知らせ / Sample course 0051 - Notice of Assignment Resubmission Request	Sample course 0051	2024-07-25 14:20	@gmail.com
manaba - 練習用コース0051 - 成績公開のお知らせ / Sample course 0051 - Notice of Grades Publication	Sample course 0051	2024-07-23 09:30	@gmail.com
manaba - 練習用コース0051 - 掲示板書き込みのお知らせ / Sample course 0051 - Notice of Forum Post	Sample course 0051	2024-07-22 11:50	@gmail.com
manaba - 練習用コース0051 - 成績公開のお知らせ / Sample course 0051 - Notice of Grades Publication	Sample course 0051	2024-07-22 11:35	@gmail.com
manaba - 練習用コース0051 - 成績公開のお知らせ / Sample course 0051 - Notice of Grades Publication	Sample course 0051	2024-07-22 11:20	@gmail.com
manaba - 練習用コース0051 - 掲示板書き込みのお知らせ / Sample course 0051 - Notice of Forum Post	Sample course 0051	2024-07-18 08:48	@gmail.com
manaba - コメント書き込みのお知らせ / Notice of New Comment	Sample course 0051	2024-07-05 12:02	@gmail.com
manaba - コメント書き込みのお知らせ / Notice of New Comment	Sample course 0051	2024-07-05 12:02	@gmail.com
manaba - コメント書き込みのお知らせ / Notice of New Comment	Sample course 0051	2024-07-05 12:01	@gmail.com

Reminders List page

In order to access the course page of the course you are taking, you need to register the manaba course page. This registration is also called “course member registration”.

## Registration for regular courses

In regular courses, your manaba courses are automatically registered/canceled simply by registering/canceling the classes at TWINS.

- One day after you register a course on TWINS, the course page of the course you registered will be displayed in the list of courses on My Page in manaba, and then you will be able to access the course page.
- If you cancel your course registration on TWINS, the course registration for manaba will be canceled within the following day, and you will not be able to access the course page.
- ❗ Since TWINS and manaba are different systems, the registration for regular courses on TWINS does not immediately register the course pages on manaba. Once a day at midnight, TWINS and manaba work in cooperation. manaba registers the course pages, only after TWINS transmits the registration information for regular courses to manaba. Therefore, there is a time lag between registering on TWINS and manaba.
- ❗ If the course page still does not appear in the course list the day after you registered the courses on TWINS, please contact the Office of Educational Cloud.

## Self-registration

For regular courses, you usually do not have to do any registration operations on manaba, but may register according to the instructions of the instructor. This is called “self-registration”. For details, please refer to “About Self Registration” in the online manual.

- ❗ You can register or cancel self-registration at any time regardless of the course registration period on TWINS.

## Images to upload

A profile image is the picture that appears on your My Page and beside your comments in a thread.

When registering your profile image, please ensure that you upload a photograph of yourself.

For details, please refer to “Profile settings” under “Change settings” in “Introduction to manaba” in the online manual.

- ❗ If you have already uploaded an image other than your photo, please either replace it with a photograph of yourself or revert to the default image by referring to “Changing to the Default Image” below.

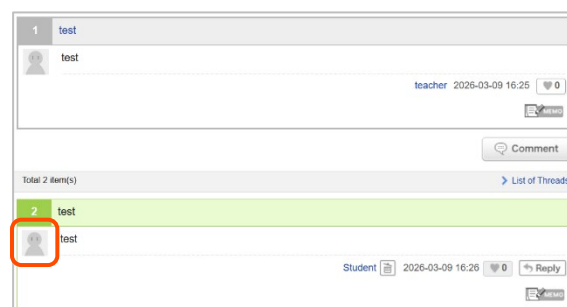
## Changing to the default image

To revert your profile image to the default image, please download the default image file from the URL below and upload it as your profile image.

<https://www.ecloud.tsukuba.ac.jp/profile-default-image>



My Page



Thread

## Office in charge

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

## Support website 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>.
- 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.
- ❗ **Inquiries by phone are not currently accepted.**

## 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](mailto:lms-users@ecloud.tsukuba.ac.jp) (for all faculty members and students on campus)
- [lms-users-students@ecloud.tsukuba.ac.jp](mailto:lms-users-students@ecloud.tsukuba.ac.jp) (for all students on campus)

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