



Learning Management System (manaba) Supplementary Manual for Instructors

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, faculty, and staff of the University of Tsukuba who have an account in the Unified Authentication System or those who obtained an account through the “Applying for the Zengaku Computer System Account” (<https://www.u.tsukuba.ac.jp/en-account/>) process can use manaba immediately. 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, faculty, and staff 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 or staff member of the University of Tsukuba as a caretaker regarding usage.
- ※ For details, please refer to the manaba support website of the Office of Educational Cloud (<https://www.ecloud.tsukuba.ac.jp/manaba>)

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. (You can also access the login page quickly using the QR code 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-digit number on the back of your staff ID card) and password.
3. If you log in successfully, My Page will be displayed. (Please refer to “Manual for Instructors” in the online manual for information on the various features of My Page.)

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

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

❸ 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/>

❹ If you use an account issued by the Office of Educational Cloud, please log in at the following URL.

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



QR code for logging in to manaba

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

The screenshot shows the login page of the University of Tsukuba Unified Authentication System. It includes the university logo, the title '統一認証システム (Unified Authentication System)', and fields for 'ユーザーID (user ID)' (with a note to use UTID-13 or UTID-NAME) and 'パスワード (password)'. There is a 'Login' button and a link to the 'manaba' service.

Login Page (Unified Authentication System)

The screenshot shows the 'My Page' interface of the manaba system. It displays a navigation menu with 'My Page' and 'Courses' tabs. The 'My Page' section includes 'Announcements' with a list of recent updates, 'Current Courses' with a list of enrolled courses, and 'Submission History'. There are also links for 'About Self Registration' and 'About Linked Courses'.

My Page

Logout

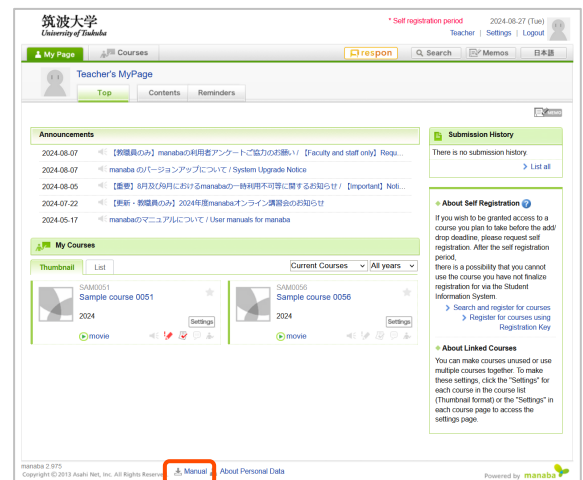
manaba does not provide a logout function, so please close all windows and tabs of your browser. If you are using a smartphone or tablet, exit the browser application using the appropriate procedure for your device.

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

Resources for manaba are available below.

Online manual

The online manual is available from the **Manual** link at the bottom of the manaba screen. Faculty and staff can access both the instructor and student manuals.

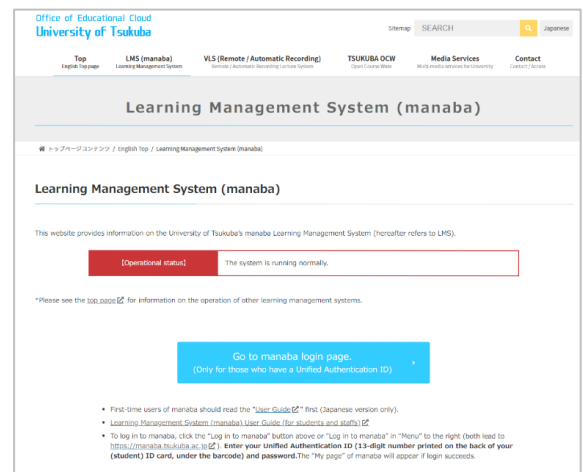


My Page

Support website

On the manaba support website of the Office of Educational Cloud (<https://www.ecloud.tsukuba.ac.jp/en/learning-management-system-manaba>), you can access a beginner's guide and FAQs in addition to this supplementary manual.

Information from the Office of Educational Cloud, such as the operational status of the system, is also posted as needed.



Support Website

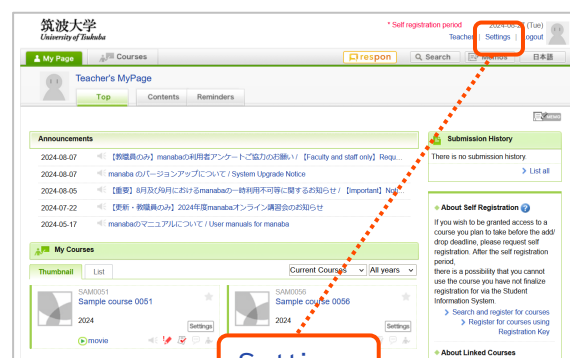
Reminder Settings

Reminder is a feature that sends update notifications to the email address registered by the user whenever a new notification or posting is made in manaba.

To configure reminder settings, click **Settings** in the upper-right corner of My Page and then click **Change reminder settings**.

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

- ❗ Depending on the email client you use, the button to stop receiving reminder emails may be displayed. If you wish to continue receiving reminder emails, please do not click this button.
- ❗ Users with accounts issued by the Office of Educational Cloud cannot access the corresponding page using the URL included in reminders.



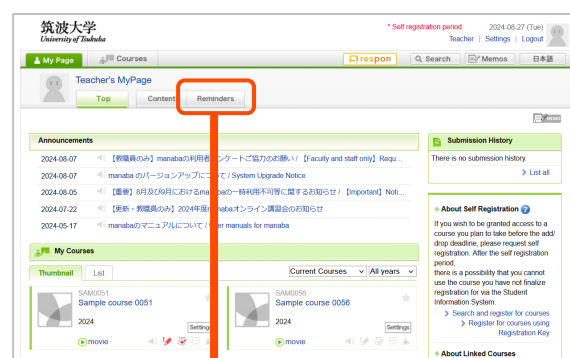
My Page



Request to faculty and staff in charge of classes

Please instruct students to register an email address they check frequently for receiving reminder emails and to check the registered email address regularly.

Reminder emails are sent not to the email address displayed in the course member list, but to the email address that each student has registered as described above.



My Page

Browse past reminders

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

You can filter the reminders by date and time sent.

- ❗ Reminders from the past year are displayed.
- ❗ If multiple email addresses are registered, reminders sent to each email address are displayed.
- ❗ Both summary reminders and individual reminders are displayed.

Reminders			
Filter Sent on Apply			
Total 35 items 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 - レポート提出取消再提出のお知らせ / 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 - 小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	2021-12-06 09:36	@un.tsukuba.ac.jp
Total 35 items Prev 1 2 3 4 Next RecPage: 5 / 10 / 20 / 50			

Reminders List page

How to respond when “Unverified” or similar messages are displayed

As a result of the version update implemented on March 4, 2026, a reminder email address verification feature was introduced.

With the introduction of this feature, messages such as “Unverified” and “You need to verify your email address.” may be displayed on the Change reminder settings page and the My page.

Even if these messages are displayed, not all users are required to complete the verification process.

For users who are not required to complete verification

If a reminder email address was registered before the March 4, 2026 version update and has not been changed since the update, you can continue to receive reminder emails as before without completing verification.

If you are unsure whether this applies to you or have concerns about receiving reminder emails, please try **Save and send test email** on the Change reminder settings page.

If you receive the test email, reminder emails can be delivered successfully, and you fall under the category of users for whom verification is not required.

❗ Please refer to “Reminder Settings” on the previous page for instructions on accessing the Change reminder settings page.

For users who are required to complete verification

If the above does not apply to you, or if it does apply but you would like to hide these messages, please refer to “Change settings” in “Introduction to manaba” in the online manual.

Change reminder settings page

My Page

Change reminder settings 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 support website of the 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 via the support website of the 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). For details on how to add courses, please refer to the notice below.

About “Add Courses”

<https://manaba.tsukuba.ac.jp/ct/home/campusnews/4075193>

Note on the course link of the code-share courses

In manaba, you do not need to use the course link feature 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 used to define the functions available to each course member for each course. manaba provides roles (position or status in a 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**
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 using a student ID.
- **TA (Cannot Grade)**
Is a role to assist course instructors. They can create assignments, tests, surveys, and course news. However, they 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/deleting course members.

Course role registration

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

Register course instructors on course pages

For regular courses registered in TWINS, course instructors are automatically assigned the role of “Course Instructor” when the course page is created. (No application procedure is required.)

- ❗ If a course for which you are responsible does not appear on your My Page even after the course page has been created, please apply via the manaba support website of the Office of Educational Cloud.

Automatically register and delete 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 (see (a) in the figure on the right).

If a student who is registered as a “Course Student (TWINS)” in manaba cancels the course registration on TWINS, the student will be automatically deleted from the course members in manaba on the following day.

- ❗ The automatic registration from TWINS operates every day throughout the year, regardless of the course registration period for TWINS.
- ❗ Users displayed as “Course Student (TWINS)” on the Course Member Registration page have the role “Course Student”.
- ❗ The role of a user registered by self registration is “Course Student”. On the Course Member Registration page, the role is displayed as “Course Student”, which allows you to distinguish such students from those automatically registered from TWINS.
- ❗ When you click the “CSV File Registration” button (see (b) in the figure on the right), you can manually register students in manaba using the student list downloaded from TWINS. However, this function is not normally used.

The screenshot shows the 'Course Member Registration' page. At the top right, there is a button labeled 'CSV File Registration' (b). Below it, there is a section for 'Course Members (Others)' and a section for 'Course Members (Course Instructors, Course Students)'. The 'Course Members (Course Students)' section is highlighted with a red box (a). It contains a table with columns: Name, ID Code, Role, and Delete. The table lists several users, including 'Student 0013', 'Student 0014', 'Student 0017', and 'Teacher A', all with the role 'Course Student (TWINS)' or 'Course Student'. The 'Delete' column has checkboxes for each user.

Course Member Registration page

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 the course members and then register the student again, previously submitted data such as assignments 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 and staff):

This method allows you to register course members using a student ID. It is used when you want to assign a role other than Course Student, such as a TA. Faculty and staff can also be registered using a UTID-NAME.

2. Self registration by students, faculty, and staff:

This method allows students, faculty, and staff to register themselves. It is used, for example, to grant students access to the course page before they register for the course in TWINS. (For details, please refer to “About Self Registration” in the online manual.)

With student ID (for students)

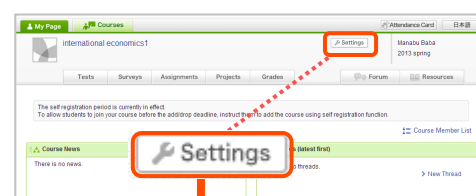
You can register course members using their student IDs by following the instructions below.

1. Click **Settings** on 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 select the role to assign (b).
4. Click **Add** (c).
5. Review the users to be added, and click **Update** (d) to complete the addition.

💡 To show the instructors and students who are already registered in the course, click “Show Course Members (Course Instructors, Course Students)”.

❗ When registering a student individually using a student ID, select “Course Participant” rather than “Course Student”. manaba provides two roles, “Course Student” and “Course Participant”, so that students registered using a student ID can be distinguished from those registered through other methods. There is no functional difference between these two roles.

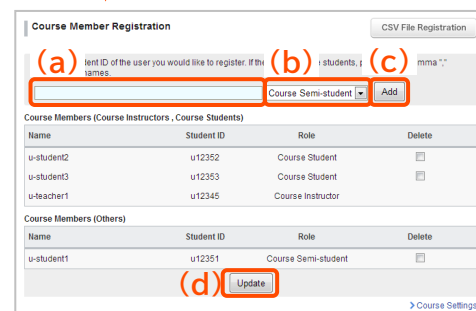
❗ When a student registered as a “Course Participant” completes course registration in TWINS, their status changes to “Course Student (TWINS)” on the following day. After that, the system operates as described in “5-2 Automatic registration”.



Course Top Page



Course Settings



Course Member Registration page

With UTID-NAME (for faculty and staff)

You can register faculty and staff members as “Course Instructors” or in other roles in the same manner as described in “With student ID” above, using a 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, enter 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>

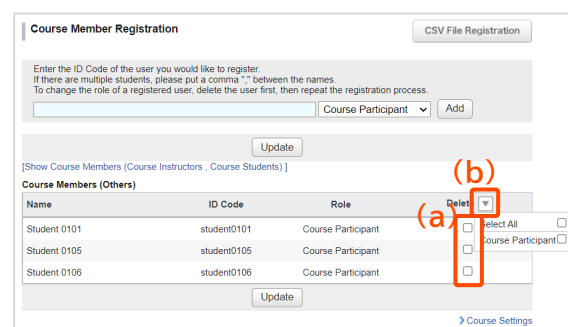
❗ If you register users who use the account issued by the Office of Educational Cloud, use the user ID of that account.

Delete course members

Delete a course member

To remove a registered course member from the Course Member Registration page, select the check box in the “Delete” column (see (a) in the figure on the right) and then click **Update**.

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



Name	ID Code	Role	Delete
Student 0101	student0101	Course Participant	☐
Student 0105	student0105	Course Participant	☐
Student 0106	student0106	Course Participant	☐

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 on the Course Member Registration page (displayed by clicking the (b) button in the figure on the right) and select the corresponding role.

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

Notes on automatic registration from TWINS

1. If a user who is registered as a course student in manaba through automatic registration from TWINS (displayed as “Course Student (TWINS)” on the Course Member Registration page) cancels the course registration in TWINS, the user will be automatically deleted from the course members on the following day. (Refer to “5-2 Automatic registration”).
2. A user who is added as a course student by individual registration with a student ID or by self registration (displayed respectively as “Course Participant” and “Course Student” on the Course Member Registration page) will not be deleted even if they do not register in TWINS. However, once they register for 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.

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 in TWINS, course news posted in manaba is automatically reflected on the Web bulletin board in TWINS.

- ❗ Class Cancellation information is always posted on the bulletin board, while you can choose whether or not to post other news 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. Under “Data Transfer Setting”, select either “Send Data to Web Bulletin Board (TIPS)” or “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).

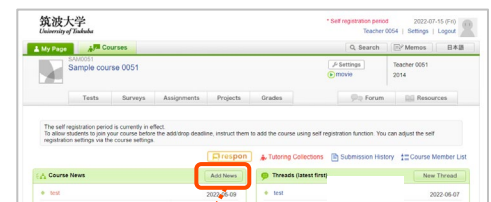
- ❗ Only the first 100 characters and 250 characters (including ellipsis and the URL to the course news) of Title and Text, respectively, will be posted on the bulletin board.

4. Click **Preview**. After checking the content, click **Add**.

💡 When posting “Other News” on the course page whose corresponding 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.
- ❗ Class Cancellation information on manaba will not be posted on the Web bulletin board on TWINS until it has been approved by the academic service office. After registering Class Cancellation information on manaba, please be sure to contact the person in charge at the academic service office separately.



Course page

Add News page
(for Class Cancellations)

Add News page
(for Other News)

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

Send reminders to students who have not 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 encouraging students to access the resource.

You can select recipients of the reminder using the check boxes.

- ❗ Reminder emails will be delivered only to users who have set to receive reminder emails in their basic settings and registered a valid email address.

The diagram illustrates the process of sending reminders. It starts with a red box labeled "Access Data" with an arrow pointing down to a screenshot of the "Access Data" page. In this screenshot, a red box highlights the "Send Reminder" button. An arrow points from this button down to a screenshot of the "Send Message" page. The "Send Message" page shows a preview of the reminder message and a list of users to select.

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 uploading video files to Stream(on SharePoint) or OneDrive and then pasting their URLs into Resources on the course page. 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 can paste the same URLs into Resources on the course page 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

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 (for all faculty, staff, and students of the university)
- lms-users-teachers@ecloud.tsukuba.ac.jp (for all faculty and staff of the university)

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