How to use manaba (remote class system)

1. Access the Meikai University Urayasu Campus website and click on manaba.

MEIKAI UI	NIVERSITY		
	su Campus _{浦安キャンパスー} ~在学生・教職員の		MEIKAL
学年暦 G	mail	生施設 お問い合	bt
Webポータルシステム ・1・2年中ログイン	お知らせ		
 ・3・4年生ログイン ・教員ログイン 		0年度前学期遠隔授業の受講方法の変更に 0年度新入生・在学生オリエンテーション	
 ・保護者ログイン 学事課(教務担当) 		0年度前学期学事日程の変更について	
 ・ 履修の手引 ・ 講義概要閲覧 		0年度学年暦の変更について 要】2020年度各学部在学生オリエンテ-	-ション日程等について
・実務経験のある教員等による 授業科目の一覧表			5 S
•manaba	学部・学科・大学院等		関連サイト
学事課(留学支援担当)	 · · ·	 応用言語学研究科 経済学研究科 	 〕浦安キャンパス教育 〕浦安キャンパス同意

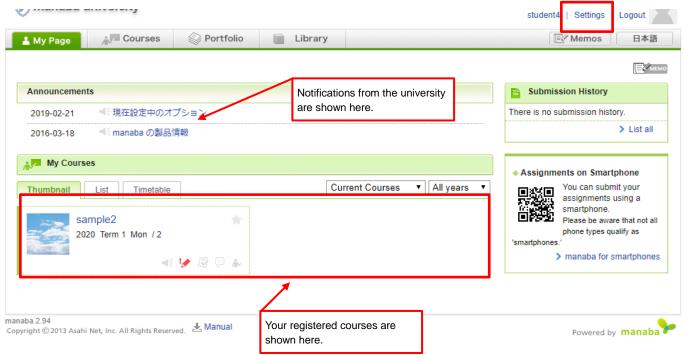
2. Enter your ID and password on the login screen.

[PC Screen]	[Smartphone Screen]
D Dessword Design Description	D Password Login
 Recommended usage environment (the follow recommended.) Windows: Google Chrome, Mozilla Firefox Mac: Safari, Mozilla Firefox iOS: Safari OUser ID is your student ID number, and the initial content in the initial c	, Internet Explorer Android: Google Chrome

These settings are identical to the web portal system initial settings.

3. My Page is displayed.

[PC Screen]

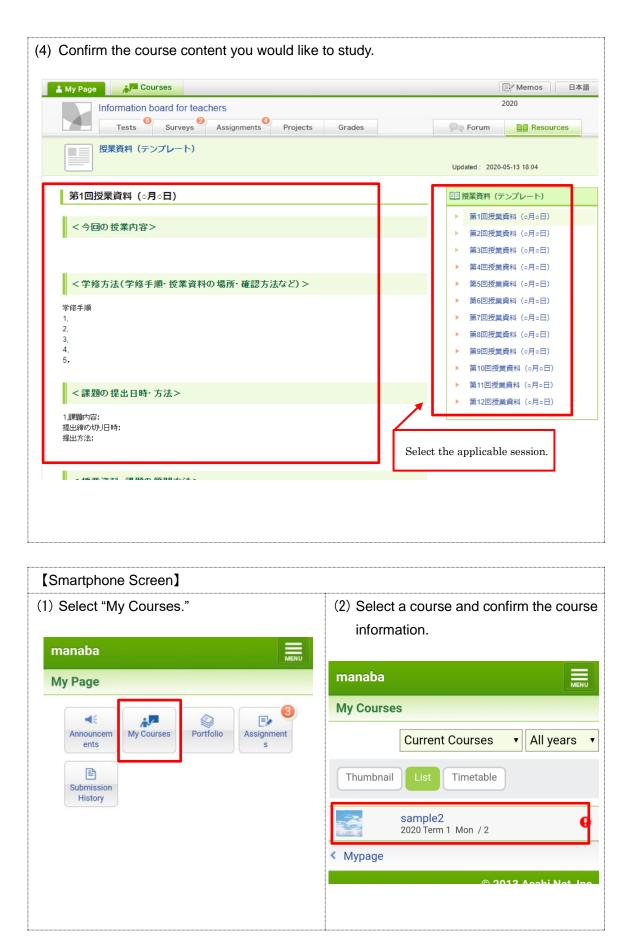


[Smartphone Screen]

manaba 🗮
My Page
Announcem ents My Courses My Courses Portfolio Portfolio Submission History
Announcements
≪現在設定中のオプション
2019-02-21
2016-03-18
List All >
student4 Student
Setting
Change reminder settings
日本語
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*You can set a new password and register your email address on the "Settings" menu. If you activate the reminder settings, manaba will send a notification email to your registered address when new notifications or comments are added. For more details, see page 9 of this manual.
*Since this service is not linked to your web portal system email address, please register your email address separately on manaba. 4. Confirm your registered courses and course content.

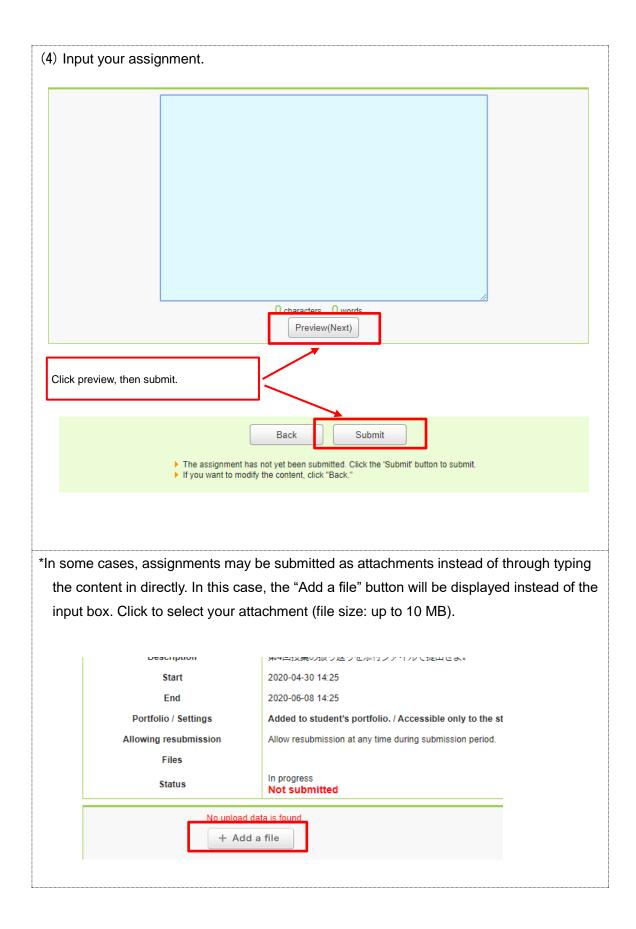
[PC Screen]		
1) Registered courses are displayed in the M	ly Courses section.	
My Courses		
Thumbnail List Timetable		
sample2 ★ 2020 Term 1 Mon / 2 ◄€ 1⁄2 ② ♡		
2) Select a course to confirm the course info	ormation.	
My Page Area Courses Portfolio Library		E Memos 日本語
sample2		2020 Term 1 Mon / 2
Tests Surveys Assignments Projects	Grades 🥮 Forum	Resources
	▲ Tutoring Collecti	ons 🖹 Submission History
Course News	Threads (latest first)	New Thread
◆ 授業の進め方について 2020-04-29	 ◆ 第2回授業資料 > 第2回授業資料 	2020-05-08
	 第4回授業資料 > 第4回授業資料 	2020-05-08
	◆ プロジェクトテーマ1	2020-05-03
	◆ 第1回授業資料 > 第1回授業資料	2020-04-29
> Course News	◆ 授業に関する質問はこちら	2020-04-29
第2回授業資料 第4回授業資料 2020-05-08 16:37 第4回授業資料	第3回授業資料 2020-04-29 10:58	第1回授業資料 2020-04-29 10:48
Course News: Notifications from the teachin	a staff mombor suponvisin	
	•	g the course.
OThreads: Posted comments are displayed h		
Resources: Course content is displayed he	re.	
Be sure to check the displayed content and	proceed with your studies	accordingly.
Select content to study from the "Resource	ces" section.	
Resources (latest first)		
説明会の資料・動画 2020-05-13 18:51 2020-05-13 18:04]	



[Smartphone Screen]	
(3) Select the content you would like to study	(4) Confirm the material you would like to
from the "Resources" section.	study.
manaba	
sample2 2020 Term 1 Mon / 2	manaba 🗮
	Information board for teachers
Course News Tests Surveys Assign ments	授業資料(テンプレート) Updated: 2020-05-13 18:04
Project Grades Forum Resources	Pages: 第1回授業資料(〇月〇日)
Tutoring Submission	第 回授業資料 (〇月〇日)
Collections History	<今回0 授業内容>
Course News	
Resources (latest first)	Click to select the applicable session. く学作の場所・確認方法など) >
Resources (latest mist)	
2020-05-13 18:51	第1回授業資料(〇月〇日) 💿
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	第3回授業資料(〇月〇日) 〇
	第4回授業資料(〇月〇日) 〇

5. Submit an assignment.

	signments."					
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_	mple2					
	Tests Surveys Ass	signments Projects	Grades			
				🚠 Tu		
€ 🛓 Course Nev	WS		🗭 Threads (latest firs	t)		
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Select the	assignment you w	ould like to co	mplete			
			inpiete:			
🛓 My Page	Courses 🛞 Portfol	io 📄 Library			2020 Term 1 Man /	日本
sampl	le2				2020 Term 1 Mon / 2	2
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Assignr	Title		Status	Start	End	
	Title		In progress	Start	Eliu	
🤌 🛛 Ind	ividual 第1回授業レポート		Editing Not submitted	2020-04-29 10:00	2020-05-18 10:00	
! 🖉 🛛 Ind	ividual 第3回授業レポート		In progress Submitted	2020-04-29 10:15	2020-05-28 10:15	
	<mark>ividual</mark> 第2回授業レポート		In progress Editing	2020-04-29 10:00	2020-05-30 10:10	
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My Page My Page Sample Treeses Assignment	Confirm Confirm Confirm Description Start End Portfolio / Settings Vilowing resubmission	olio	In progress Not submitted Grades 第1回授業レポート 400字程度で述べよ Holio. / Accessible only to y time during submission per	The student and the	2020 Term 1 orum	Mon



Select "Assignments."	(3) Confirm the assignment content.
manaha 💻	Assignment Room
manaba	sample2
sample2 2020 Term 1 Mon / 2	Individual 第2回授業レポート
	Description 第2回授業で学んだことを400字 度で述べよ
Course News Tests Surveys Assign ments	Start 2020-04-29 10:00:00
	End 2020-05-30 10:10:00
Project Grades Forum Resources	Portfolio / SettingsAdded to student's portfolio. / Accessible only to the student ar the instructors. (Individual)
Tutoring Collections	Allowing resubmission n Allow resubmission at any time during submission period.
	Status In progress Not submitted
Course News	😭 第2回参考資料.pdf - 2020-04-29 10:13:10
submit.	to (4) Input your assignment.
manaba	
submit. manaba sample2	
sample2 Assignments	
submit. manaba sample2 Assignments Individual 第1回授業レポート	
submit. manaba sample2 Assignments	
ubmit. manaba 原語 sample2 Assignments Individual 第1回授業レポート In progress Submitted Period : 2020-04-29 10:00 ~ 2020-05-18 10:00	Submit
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ubmit. manaba	Submit O characters O words Preview (save) Comment
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submit. manaba	Submit O characters O words Preview (save) Comment
ubmit. manaba	Submit O characters O words Preview (save) Comment Tap preview, then submit.

リマインダ設定

リマインダとは、manabaに新しいお知らせや書き込みがあった場 合に、それらの更新情報をユーザが登録しているメールアドレス 宛に送信する機能です。

基本設定

- 1. 画面右上の[設定]をクリックし、[リマインダ設定]を選択します。
- 2. manabaからのリマインダを受信するか、しないかを選択します。
- メールアドレス欄には、リマインダを受信したいPCのメールア ドレスを入力します。
- 携帯メールアドレス欄には、リマインダを受信したい携帯電話の メールアドレスを入力します。

個別設定

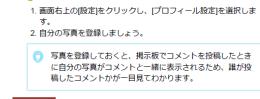
- 新しいコースニュースが掲示された時に、リマインダを受信する か、しないかを選択します。
- 新しい課題が公開された時に、リマインダを受信するか、しない かを選択します。
- プロジェクトの課題公開のリマインダは、チームに所属している メンパーにのみ送信されます。
- 掲示板に新しいコメントが投稿されたときのリマインダ設定は、 以下の3つから選択できます。
 - 。 新しい書き込みがあるたびにリマインダを受信する
 - 指定した時刻にまとめてリマインダを受信する (→プルダウ ンでリマインダ受信時刻を選択してください)

。 受信しない

自分の書き込みは、リマインダとして送信されません。

- プロジェクトの掲示板に新しい書き込みがあった場合に、リマインダを受信するか、しないかを選択します。
- 5. 自分のポートフォリオにためられた提出物に対するコメントがあった場合に、リマインダを受信するか、しないかを選択します。
- (アイレンダントレンを送信)をクリックすると、登録したメールアドレスにリマインダメールが送信されるか確認することができます。
 - (個別設定)でリマインダを「受信する」と設定していても、【基本設定】でリマインダを「受信しない」としている場合は、リマインダは送信されません。

プロフィール設定





Set	ttings	
	Change password	
• 1	Change reminder s	ettings
	Change nems per p Change Profile	ଜନ୍ମତ
	Cridinge Frome	

設定画面

All reminders	Receive Do not receive
	* Please make sure your email service does not block reminders from the domain(s) listed below manaba jp
Email address 1	
Email address 2	
ividual Settings	
Course news 🕢	Receive O Do not receive
New assignments 🕜	Receive O Do not receive
Course forum 🥥	Raceive a message when a comment is made Raceive all new comments at <u>10 • </u> Receive "Your own comments will not be included.
Project forum 🜍	Receive Bo not receive Your own comments will not be included.
Notifications of new comments on collections	Receive © Do not receive * Your own comments will not be included.
	Save and send test email Save
	> Set L My F



[Settings Information]

Reminder Settings

The reminder function sends a notification email with the updated information to your registered email address whenever a new notification or comment is posted on manaba.

Basic Settings

- 1. Click on "Settings" in the upper right of the screen, then select "Change reminder settings."
- 2. Choose whether you would like to receive reminder notifications from manaba.

- 3. In the Email address 1 field, enter the PC email address where you would like to receive reminders.
- 4. In the Email address 2 field, enter the cell phone email address where you would like to receive reminders.

Individual Settings

- Choose whether you would like to receive reminder notifications when new Course News items are posted.
- 2. Choose whether you would like to receive reminder notifications when new assignments are posted.

Reminders for project assignment postings will only be sent to the applicable team members.

- 3. There are 3 settings available for discussion board comment posting reminder notifications.
 - Receive reminders for each new comment.
 - Receive a single reminder for new comments at a set time each day (select the time for this reminder email from the pull-down menu).
 - Do not receive reminders for discussion board comments..

For all settings, no reminders will be sent for your own comments.

- 4. Choose whether you would like to receive reminder notifications when new comments are posted on project discussion boards.
- 5. Choose whether you would like to receive reminder notifications when new comments are posted on the submitted assignments in your portfolio.
- 6. Click on "Save and send test email" to confirm your registered email address receives reminder notifications properly.

Even if an "Individual Settings" reminder setting is "Receive," if the "Basic Settings" reminder setting is "Do not receive," no reminder notifications will be sent.

Profile Settings

- 1. Click "Settings" section in the upper right of the screen, then select "Change profile."
- 2. Register a photo for your profile.

If you register a profile photo, it will be displayed alongside your comments when you post on the discussion boards, making it easy to tell at a glance who is posting each comment.