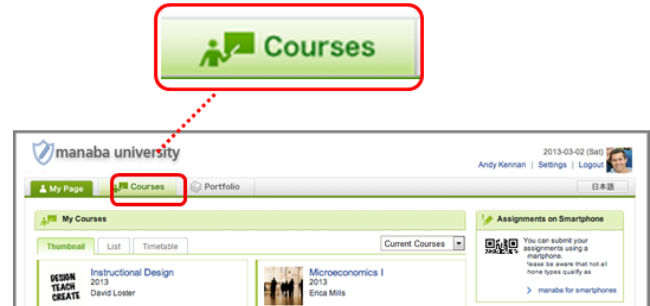


What is a course?

In a course, instructors and students registered in the course have discussions in the forum, distribute / collect assignments or distribute course materials.

View your courses

In order to view a list of courses you have been registered for, click **Courses** at the top of the screen.



Change course display format

Display can be changed according to course status and format.

Current Courses ... Courses that can be used currently. Students can post comments in the forum and submit assignments.

Past Courses ... Courses used in the past. Students can only view the forum and submitted assignments.

Upcoming Courses ... Courses that will start in the future. Students cannot access the courses.

All Courses ... All courses above are displayed.

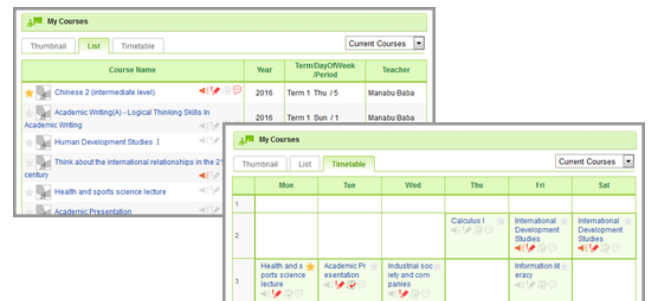


My Page Screen

! "Timetable format" do not always correspond to your actual timetable in your school. For example, there are cases where the same classes which are held on multiple days of the week are grouped together.

! If you want to display the particular course at the top of the list, click the star icon on the course.

! The system administrator makes settings and conducts registration for manaba courses. The course settings and policies differ for each school. Contact the system administrator for details.



View course members

Instructors can view the members who have been registered in the course you are a part of. Click **Course member list** and a list of instructors and students will appear.

! The Course member list is only visible to instructors.

! Users whose ID has been deleted by the system administrator will not be displayed in the course member list.

View reminder settings / grades

In the Course member list, you may view the reminder settings of course members for the following items:

- Course news
- New assignment notifications
- New comments in Forum

- If reminder settings are set to Do not receive, "N" will be displayed for all items.
- Even if reminder settings are set to Receive, if there is no email address entered, "N" will be displayed for all items.

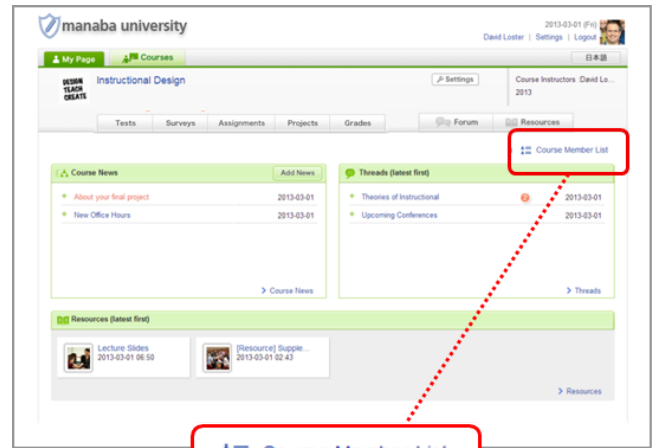
! We encourage you to make an announcement about reminders to the students in the first class of each course.

Also, if you click **Grades** for each student, you will be able to view every grade of tests and assignments that are assigned in the course.

View access data

Click **Usage Data** and you can view the following data regarding instructors and students in the course:

- Page views (# of pages)
- Last access (# in the course)
- Number of tests submitted
- Number of surveys submitted
- Number of assignments submitted
- Number of Forum comments
- Last comment



Course Member List

Course page

View reminder settings/ grades

Course Member List		Member Information			Usage Data
Name	Student ID	Reminder Settings			Grades
		Course News	Assignment Notifications	Forums	
Christina Jones sample@manaba.jp		N	N	N	Grades
Max Li	35674523	Y	Y	N	Grades
Andy Kannan s.ans1@asahinet.com	35693010	Y	Y	N	Grades
Carlos Macedo s.ans2@asahinet.com	35693055	Y	Y	N	Grades
Adelina Rossi					

View usage data

Course Member List		Member Information			Usage Data	Grade Registration Sheet
Course Students (57 course members)						
Name	ID Code	Reminder Settings			Grades	
		Course News	Assignment Notifications	Forum		
TSUGARU TAMENOBUI	u201501	Y	Y	Y	Grades	
NAMBU NOBUNAO	u201502	N	N	N	Grades	
AKITA SANESUE	u201503	N	N	N	Grades	
DATE MASAMUNE	u201504	N	N	N	Grades	
MOGAMI YOSHIKAI	u201505	N	N	N	Grades	

Course member list page

Perform course settings

By clicking the "Settings" button, you can make various settings for the course.

Course Icon Settings

You can set icons for the course.

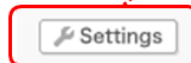
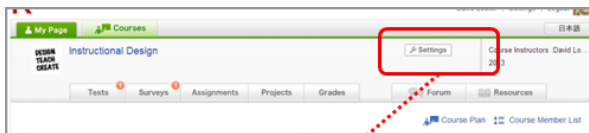
This icon is displayed in the course list of My page. Some sample icons are prepared, but you can freely set it by uploading the image (60 x 60 pixels).

Manage Course Data

You can confirm the assignment and grades deleted by someone, the student's operation within this course and the record of the screen accessed by the student.

Course Period

You can check the expiration date set for this course. The expiration date is set by the system administrator.





Course Period		
Start Date for Students	2007-01-01 00:00:00	After this, students can access the course.
End Date for Students Writing	2022-04-01 00:00:00	After this, student cannot write anything to the course.
End Date for Students View	2022-04-01 00:00:00	After this, student cannot access the course.

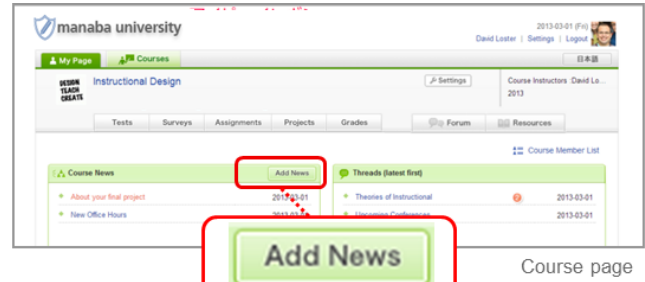
Add course news

Course News is a way for instructors to send out announcements about their courses to all course members (only instructors can add course news).

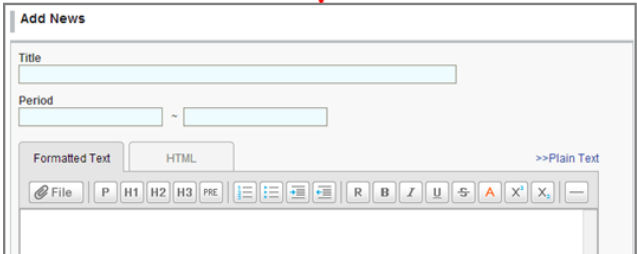
1. Click **Add News** on the course page.
2. Enter the title and write the content of the news.
3. Set the publication period of the news. (optional)
4. Click **Preview** to view the news as your students will see it. Then, click Publish.

 You may send reminder emails to the students by using the **Publish and send reminder** function.

 Once a course news is published, it cannot be edited.




Course page



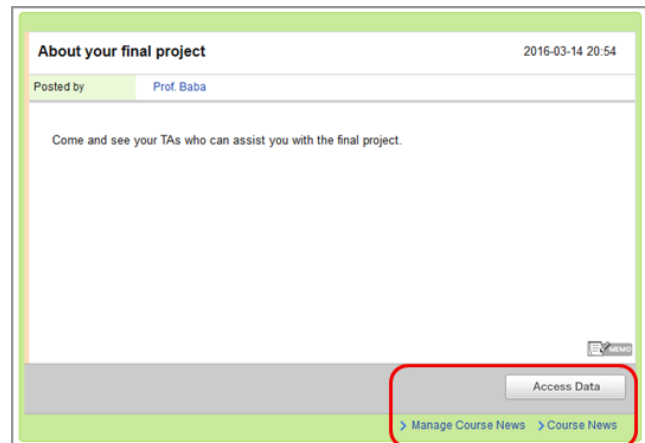
Add News page

View access data

1. Click any course news you published.
2. In order to view the access data of the course news, click **Access Data**.

 An orange line appears to the left of the first course news frame you view.

The orange line will remain faded for the first hour after it is displayed. After the hour is up, the orange line will disappear completely.



Course News

Delete news

If you would like to delete course news, click **Delete** in the Course News Administration page.

Click **Manage Course News** in the Course News page, then you can access the Course News Administration page.



Title	Posted by	Current	During	Manage
About your final project	Prof. Baba	Current	2016-03-14 20:54 -	
Homework	Prof. Baba	Current	2016-03-11 20:50 -	

Course News Administration