

Projects

In projects, course instructors can provide space to divide enrolled students into several teams and have them discuss and eventually submit their project.
A forum and a window for submitting a project are available for every team.
The submitted projects can be mutually reviewed by students depending on the settings.

Add a project

There are two ways to submit a project.

A: Team submission

1. Click **New Project** on Projects Administration page.
2. Select **Submit project as a team** and Add Project page will display.
3. Enter the title of the project.
4. Enter a start date and end date for the project.(optional)

- Students cannot submit the project after the end date. The end date of the project becomes the submission deadline for the project.
- As of the End date of the project, students cannot make comments in the forum of the project.

5. In the View Settings field, you may specify who has access to the team space.

Instructors may view all teams.

- ! Students who are not assigned to a team cannot view any project.

6. In the Submitted Items field, you may specify who has access to the submitted items. For team submission, you may choose from the following options:

Accessible to all course members in the project.

All course members in the project can access and comment on the submitted items .

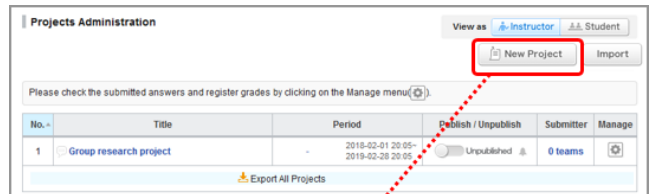
Accessible to team members who have submitted the same project.

Only instructors and students who have already submitted a project on the same topic can access and comment on the submitted items.

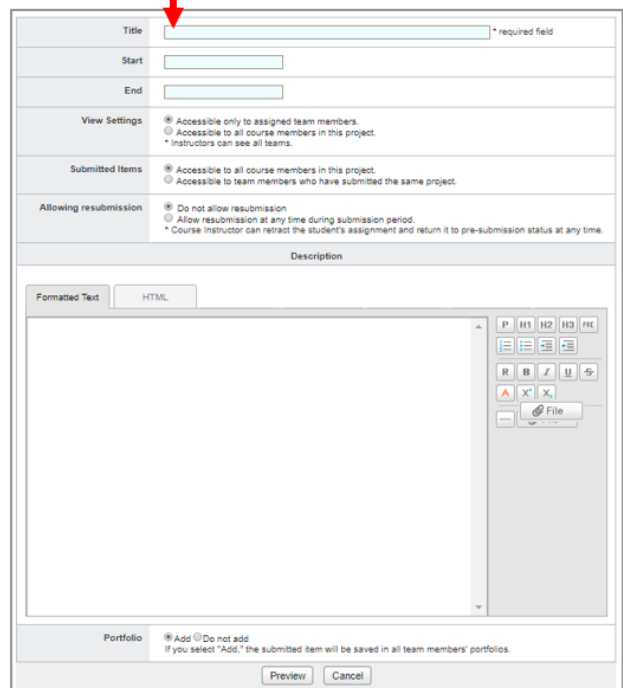
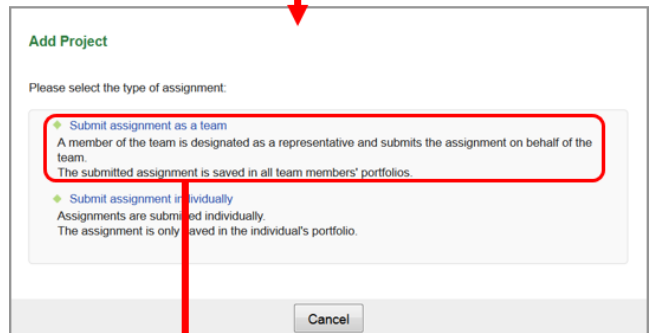
7. In Allowing resubmission field, select whether to allow students to resubmit.

- ! ◦ If set to "Allow resubmission at any time during submission period.", member can delete a submission submitted by not only himself but also another member and resubmit another submission.
- If a member resubmits the submission, a reminder email will also be sent to team members other than the member and the instructor.

8. Enter details of the project or questions you would like to ask.
9. In Portfolio field, select if submission should be added in the students' portfolios.
10. Click **Preview** to check details of the project
11. Click **Save**. Then, add a team in the next page.



Projects Administration page



Add Project page

B: Individual submission

1. Click **New Project** on Projects Administration page.
2. Select **Submit project individually** and Add Project page will display.
3. Enter the title of the project.
4. Enter a start date and end date for the project.(optional)
5. In the View Settings field, you may specify who has access to the team space.

Instructors may view all teams.

! Students who are not assigned to a team cannot view any project.

6. In the Submitted Items field, you may specify who has access to the submitted items.

Accessible to all course members in this project.

All course members in the project can access and comment on the submitted items.

Accessible to course members who have submitted the same project.

Only instructors and those who have already submitted a project on the same topic can access and comment on the submitted items.

Accessible only to the student and the instructors. (Individual)

Only the student and the course instructors can access and comment on the submitted items.

7. In Allowing resubmission field, select whether to allow students to resubmit.
8. Enter details of the project or questions you would like to ask.
9. In Portfolio field, select Add if submission should be added in student's portfolio.
10. Use **Preview** to check details of the project.
11. Click **Save** if no revision needs to be made. Then, add a team in the next page.

Projects Administration

View as **Instructor** Student

New Project Import

Please check the submitted answers and register grades by clicking on the Manage menu(G).

No.→	Title	Period	Publish / Unpublish	Submitter	Manage
1	Group research project	2018-02-01 20:05- 2019-02-28 20:05	Unpublished	0 teams	

Export All Projects

Projects Administration page

Add Project

Please select the type of assignment:

- Submit assignment as a team
A member of the team is designated as a representative and submits the assignment on behalf of the team.
The submitted assignment is saved in all team members' portfolios.
- Submit assignment individually**
Assignments are submitted individually.
The assignment is only saved in the individual's portfolio.

Cancel

Title * required field

Start

End

View Settings

Accessible only to assigned team members.
 Accessible to all course members in this project.
* Instructors can see all teams.

Submitted Items

Accessible to all course members in this project.
 Accessible to course members who have submitted the same project.
 Accessible only to the student and the instructors. (Individual)

Allowing resubmission

Do not allow resubmission.
 Allow resubmission at any time during submission period.
* Course Instructor can retract the student's assignment and return it to pre-submission status at any time.

Description

Formatted Text HTML


Portfolio Add Do not add

Preview Cancel

Add Project page


Manage teams

Add a team

1. Click  on Projects Administration page and select **Manage Teams (a)**.
2. Click **Add Team** and Add Team page will display. In the field for the team name, manaba has automatically allocated a team name. (e.g. Team A, Team B ...)
3. Check course members you would like to add in a team and click **Add Team**.
4. Check details and click **Save** if no revision needs to be made.

Copy teams from past projects

You may copy teams of past projects.

 All teams belonging to a project will be copied.

1. Click **Manage Teams** in Projects Administration page.
2. Click **Use previously created teams (b)** in Add Team page.
3. A list of past projects will appear in a pop-up. Confirm team names and members from Teams. Select the project which contains teams that you would like to add and click **Add Team**.

Modify a team


Follow the steps below in order to change a team name or team members:

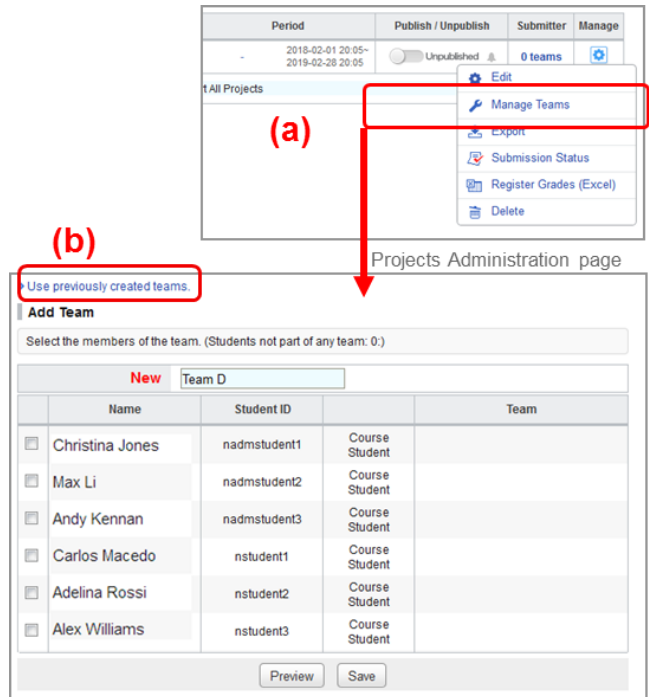
1. Click **Edit (c)** on the team you would like to modify.
2. Modify the team name and members and click **Edit Team**.
3. Check details and click **Save** if no revision needs to be made.

Delete team

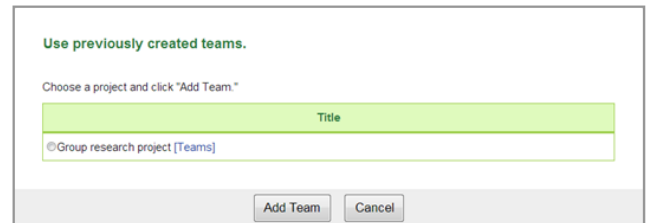
Follow the steps below in order to delete a team:

1. For the team you wish to delete, click **Delete (d)**

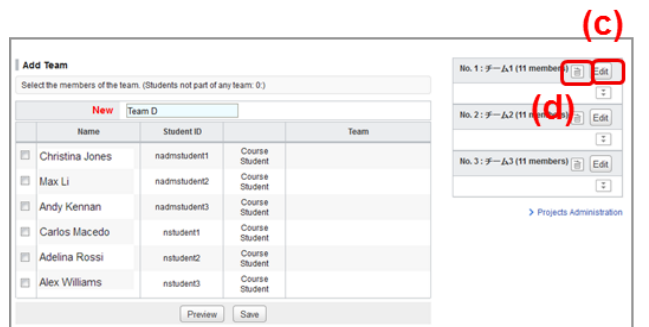
 The team forum and submitted projects (except submissions added to the portfolio) will be deleted. Additionally, once the team is deleted, it cannot be restored.



The screenshot shows the 'Projects Administration' page. At the top, there are tabs for 'Period', 'Publish / Unpublish', 'Submitter', and 'Manage'. Below these, there's a table with columns for 'Period', 'Publish / Unpublish', 'Submitter', and 'Manage'. A red box labeled '(a)' highlights the 'Manage Teams' option in a dropdown menu. Below this, a red box labeled '(b)' highlights the 'Use previously created teams.' button on the 'Add Team' page. The 'Add Team' page shows a form to 'Select the members of the team. (Students not part of any team: 0.)' with a table of students and a 'Preview' button.



The screenshot shows the 'Use previously created teams.' dialog box. It has a title 'Use previously created teams.' and a subtitle 'Choose a project and click "Add Team."'. Below this is a table with a header 'Title' and a row containing 'Group research project [Teams]'. At the bottom, there are 'Add Team' and 'Cancel' buttons.



The screenshot shows the 'Add Team' page with a table of students. A red box labeled '(c)' highlights the 'Edit' button for a team. Another red box labeled '(d)' highlights the 'Delete' button for a team. The table has columns for 'Name', 'Student ID', and 'Team'.

Work on a project in teams

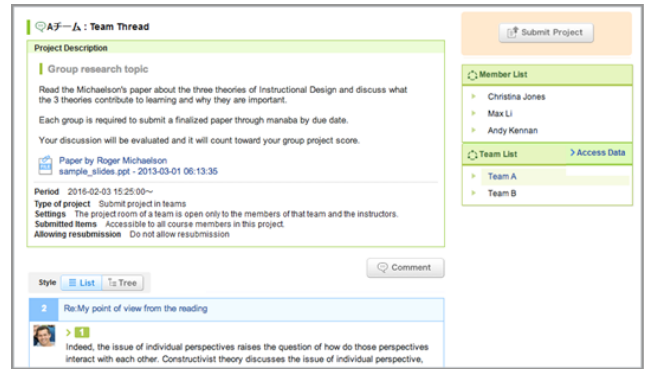
Each team has their own forum where only the assigned team members and course instructors can post comments.

No comments can be made in forums of other teams' even if the team space is open to all students registered in the course to view.

Forum

You may comment in the forum of your team's project in the same process as adding a comment to a forum in a course. (Also see see "Add a thread/Add a comment")
 Instructors may make a comment on the forum of any team.

Students cannot comment after the end date, which the instructor entered when the project had been added. (Students can still view the forum after the end date.)

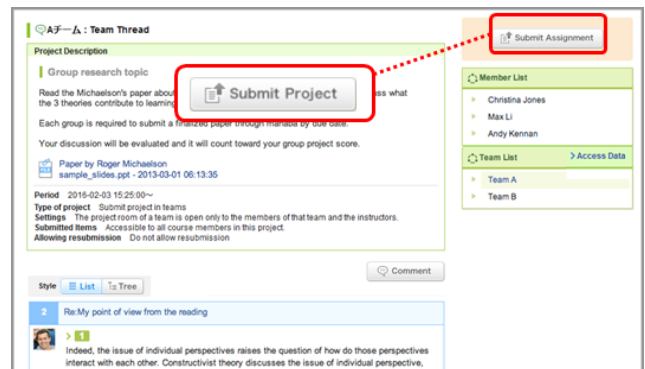


Team forum

Submit project

In the forum of a students' team, students will submit their work from the **Submit Project** button. They may submit files until the end date which the instructor entered when the project was added.

! The **Submit project** button does not appear on instructor's page.



Mutual review

In order to view submissions of other teams or members, click **Submitted**.

You can post comments to their submissions.



Submitted

Request resubmission

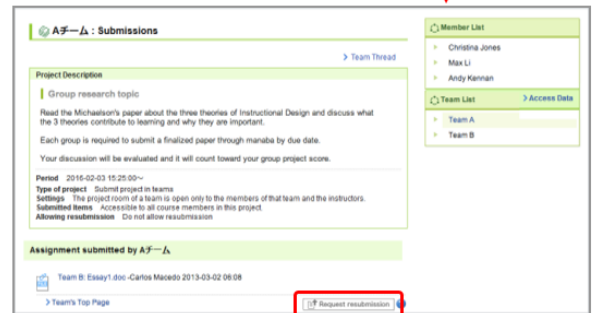
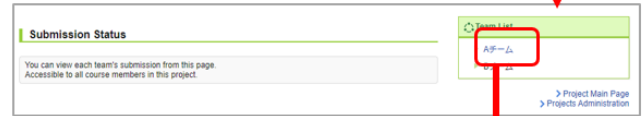
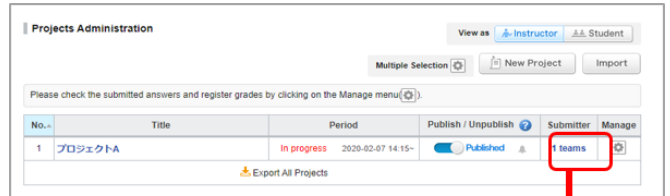
In the following the steps, the instructor withdraws the student's submission that has already been submitted and can return to the state before the submission was confirmed.

After withdrawal by the instructor, students will be able to access and resubmit the assignment.

1. In the "Projects Administration" screen, click the **"Submitter"** field of the assignment.
2. On the "Submission Status" screen, click the team (or student) you want to resubmit in the "Team List".
3. Click the **"Request resubmission"** button on the "Submissions" screen.
4. Click **"OK"** button on the confirmation screen.


- If the end date of the project has already passed, please change the end date to a later date so that students may resubmit their projects.
- Reminders are sent to the students,

Even you click **Request resubmission**, the old file that the student had submitted remains available in manaba. Students may send the old file and the new file together as a resubmission, so that the old file will also be added in their portfolio.



Score project / register grades

You may score the student's submissions for projects and register grades in manaba.

1. Click  and select **Register Grades (Excel)** in Projects Administration page.
2. Project Evaluation Sheet will download.
3. Enter points in the column titled # Grade and enter your feedback in the column titled # Comment.
4. Upload the Project Evaluation Sheet with grades data from Upload, and complete registration of grades.
5. Click Grades tab in the course menu and publish grades from the Grades Administration page.

