



Kansai University Course Questionnaires

2023 Spring Semester Administration Manual

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I. Overview

1. Purpose

The primary purpose of this questionnaire is to listen to feedback from students who have taken the course and provide information that will contribute to the continuous improvement of the course in the following semesters, based on the students' attitude towards learning and how well they achieved their goals in terms of the course objectives. Secondly, by sharing the results with the students, we aim to encourage the students who responded to the questionnaires to reflect on their own learning activities, and to use the results as a reference for other students in subsequent semesters. Thirdly, by widely publicizing the results, we aim to enable FD (faculty development) for faculty members and SD (staff development) among those involved in university administration, including faculty & staff, as well as promote understanding of the university's educational activities among students and faculty & staff*.

With these purposes in mind, the results of these questionnaires will be made available to faculty members and students, and will be used to guarantee and improve the quality of education at the university.

* Those in possession of Information System Login IDs (see Q5 on p.20 for details)

2. Period

July 3, 2023 (Mon.) - July 31, 2023 (Mon.)

3. Process

**E-mail
to instructors**



**Instructors
download the
response request
form**



Center for Teaching & Learning will send detailed information on how to administer the questionnaire to the instructors' KU Web Mail (UserID@kansai-u.ac.jp). The information will be sent out twice (on the day the questionnaire system goes live and about two weeks after the questionnaires start).

Please check p.4 for the procedure.

We ask for your cooperation in conducting the questionnaire during the class.

The response rate is very important to analyze the results.

Distribution to students



Please check pp.5-6 for the procedure.

- Send the response request form by “KU-LMS” message function.

OR

- Print out the response request form and distribute it during the class.

(If there are absentees, please send it by “KU-LMS” message function.)

Student questionnaire responses (about 5 min)



Instruct students to scan the QR code (or URL) on the response request form and complete the questionnaire.

Check the questionnaire results

Please check pp.7-13 for the procedure.

During the period, instructors can check the results from the “Course Questionnaires” section of the Information System. (The results will be aggregated immediately, at any time.)

After the period, when the university-wide aggregation is finalized, instructors can check comparisons with the university-wide average and cross-tabulations (about two weeks after the end of the period).

In principle, PDF files of the responses for each course will be made available within the university through the syllabus system (including students other than those taking the course and faculty & staff other than the instructor).

II. Implementation Procedure

1. Download the response request form

***Note that the response request form is different for each course.**

The response request form can be downloaded via the following method. Distribute the response request form to your course students.

(1) Click “Course Information” > “Course Questionnaires” > “Courses” in the Information System.

① Click “Course Information” > “Course Questionnaires” > “Courses” in the Information System.

② Click “Course Questionnaires.” The main system page will be displayed.

③ Place cursor at “Courses”.

④ Click the applicable category. (undergraduate or graduate school)

(2) Select “QR Code” from “Courses” to download the response request form(Japanese Ver. and English Ver.).

QR Code download page:

- 科目一覧
- QRコード
- 科目コード
- 授業管理番号
- 科目名
- 教員コード
- 教員名
- サブ教員

Response request form (Japanese Ver.):

- 関西大学「授業アンケート」への回答のお願い
- 下記のQRコードを読み取り印刷してください。
- 授業アンケートはWEB方式で実施しています。下記のURLまたはQRコードを各自のスマートフォン等で読み取り、回答をお願いします。
- アンケートの回答時間は、5分程度です。回答は一人につき1回です。回答期間中(2023年7月3日(月)~2023年7月31日(月))に回答してください。ただし、別添付の指示がある場合には、その指示に従ってください。
- このアンケートは回答者の個人認証を行いますので、ID・パスワードの入力は不要です。回答は、統計処理を行い個人を特定することはありません。
- 【回答方法】
- ①QRコードを読み取る。②科目名・教員名を確認し、「アンケート開始」をクリック。③回答を確認後、ページ下部の「このアンケートを印刷」をクリック。
- ④印刷後、再度印刷してください。
- ⑤印刷後、再度印刷してください。
- ⑥印刷後、再度印刷してください。
- ⑦印刷後、再度印刷してください。
- ⑧印刷後、再度印刷してください。
- ⑨印刷後、再度印刷してください。
- ⑩印刷後、再度印刷してください。
- ⑪印刷後、再度印刷してください。
- ⑫印刷後、再度印刷してください。
- ⑬印刷後、再度印刷してください。
- ⑭印刷後、再度印刷してください。
- ⑮印刷後、再度印刷してください。
- ⑯印刷後、再度印刷してください。
- ⑰印刷後、再度印刷してください。
- ⑱印刷後、再度印刷してください。
- ⑲印刷後、再度印刷してください。
- ⑳印刷後、再度印刷してください。
- ㉑印刷後、再度印刷してください。
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- ㉓印刷後、再度印刷してください。
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- ㉖印刷後、再度印刷してください。
- ㉗印刷後、再度印刷してください。
- ㉘印刷後、再度印刷してください。
- ㉙印刷後、再度印刷してください。
- ㉚印刷後、再度印刷してください。
- ㉛印刷後、再度印刷してください。
- ㉜印刷後、再度印刷してください。
- ㉝印刷後、再度印刷してください。
- ㉞印刷後、再度印刷してください。
- ㉟印刷後、再度印刷してください。
- ㊱印刷後、再度印刷してください。
- ㊲印刷後、再度印刷してください。
- ㊳印刷後、再度印刷してください。
- ㊴印刷後、再度印刷してください。
- ㊵印刷後、再度印刷してください。
- ㊶印刷後、再度印刷してください。
- ㊷印刷後、再度印刷してください。
- ㊸印刷後、再度印刷してください。
- ㊹印刷後、再度印刷してください。
- ㊺印刷後、再度印刷してください。
- ㊻印刷後、再度印刷してください。
- ㊼印刷後、再度印刷してください。
- ㊽印刷後、再度印刷してください。
- ㊾印刷後、再度印刷してください。
- ㊿印刷後、再度印刷してください。

2. Distribute the response request form to the course students

(1) How to send by “KU-LMS” message function(or paper distribution p.6(3))

Send the downloaded response request form to your course students using “KU-LMS” message function.

Kansai University Information & KU-LMS Operation Manual (pp.33-35 of PDF)

www.kansai-u.ac.jp/ctl/teacher/pdf/kyouin_English_2023_web.pdf



(2) Explanation when informing the course students

Use the following explanation template when informing the course students.

You may modify it as needed, but make sure to make it easy for them to respond.

[Explanation template]

Title : Please complete the Spring Semester Class Questionnaire.

The purposes of the questionnaire are as follows:

The primary purpose of this questionnaire is to listen to feedback from students who have taken the course and provide information that will contribute to the continuous improvement of the course in the following semesters, based on the students' attitude towards learning and how well they achieved their goals in terms of the course objectives. Secondly, by sharing the results with the students, we aim to encourage the students who responded to the questionnaires to reflect on their own learning activities, and to use the results as a reference for other students in subsequent semesters. Thirdly, by widely publicizing the results, we aim to enable FD (faculty development) for faculty members and SD (staff development) among those involved in university administration, including faculty & staff, as well as promote understanding of the university's educational activities among students and faculty & staff*.

With these purposes in mind, the results of these questionnaires will be made available to faculty members and students, and will be used to guarantee and improve the quality of education at the university.

*This questionnaire does not require personal identification such as ID or password. The answers will be statistically processed and will not be used to identify individuals. And it has nothing to do with your grades.

*It is optional to complete the questionnaire. Even if you don't answer, you will not suffer any disadvantage. If you don't want to answer a question, you can skip it, or/and you can stop halfway.

*The obtained information will not be used for any purpose other than the above. Please understand the purpose of the questionnaire and give us your honest opinions.

Period: July 3, 2023 (Mon.) - July 31, 2023 (Mon.)

Answer method: Scan the QR code or URL in the attachment, answer from smartphones, PCs etc.

Time required: about 5 min

If you set instructor's own question, free entry question Q2, or/and identification, fill in the following:

- Instructor's own question: Please answer the following question about Q10. (out of 5 ratings)
ex. “Did you better understand by presenting related books and materials? “
- Free entry question: Please answer the following question about Q2.
ex. “ If there is a theme you would like the instructor to cover in this lecture, please enter it. “
- Identification: Please enter your affiliated faculty, year, student ID number, and name.

(3) Distribution on printed paper(or “KU-LMS” message function p.5(1))

Please print out the downloaded response request form and distribute it during class. Choose Japanese Ver. or English Ver. according to students.

*If there are absentees, please send it by “KU-LMS” message function.

(4) instructor's own question, free entry question Q2, or/and identification

[Undergraduate schools]

Instructor's own question Q10, free entry question Q2, or/and identification can be set at an instructor's discretion.

If you set:

- When distributing by “KU-LMS” message function, please indicate the question content as shown at the bottom of a template (2) on p.5.

OR

- When distributing on a paper, please indicate the question content verbally or on a separate document instructor's prepared, by referring to the bottom of a template (2) on p.5.

See pp.14-15 for all of the question content.

III. Viewing the Questionnaire Results

1. Overview

(1) Checking the preliminary results

Please check 2 of the bottom for the procedure.

(2) Checking the response results

A university-wide aggregation will be conducted after the period has ended. After two weeks, you can compare your course with the university-wide average and cross-tabulate by course. (See pp.9-13)

*You can check the free entry responses for the undergraduate school questionnaires and the content of the graduate school questionnaires by downloading the questionnaire results (raw data). (See p.12)

2. Checking the aggregate results (preliminary data)

[Undergraduate schools]

During the period, you can check the aggregate results (preliminary data) by following the steps below.

(1) Log in to the Information System and click “Course Information” > “Course Questionnaires”



(2) Click “View Results” > “Courses Taught”

The screenshot shows the main menu of the Kansai University Survey System. A red box with a dashed border highlights the '結果を見る' (View Results) button, which is labeled with a red circle containing the number 1. A red arrow points from this box to a second red box with a dashed border that highlights the '授業アンケート' (Course Survey) button, labeled with a red circle containing the number 2. A third red box with a dashed border highlights the '担当の科目一覧' (List of Courses Taught) button, with a red arrow pointing from it to the text 'Click “Courses Taught”'.

① Place the cursor on “View Results”.

② Click “Courses Taught”.

(3) From the list of courses taught, click “Aggregate Results (Preliminary Data)”.

The screenshot displays the 'Kansai University Anket System' homepage. The main navigation bar includes links like 'ホーム', '結果を見る', '授業アンケート', and '担当の科目一覧'. The '担当の科目一覧' section shows a list of subjects with columns for subject name, teacher, and status. A red box highlights the '集計結果' (Aggregation Results) button in the left sidebar. A large grey arrow points from this button to a detailed view of the aggregation results, which includes a table of questions and answers, and a horizontal bar chart showing the distribution of responses.

担当の科目一覧

※ 集計結果 (PDF) は、全学集計が終了した後に表示されます。

1 - 6 / 6件

集計結果 (PDF)	集計結果 (PDF)	ローダー データ	クロス 集計	科目コード	授業管理番号	科目名	教員コード	教員名	担当担当者所 属	担当・字種	授業区分	曜日	時間	履修者数	回答者数	回答率	履修可能字種 学籍	執自認
[Icon]	[Icon]	[Icon]	[Icon]	[Code]	[Number]	[Subject Name]	[Code]	[Teacher Name]	[Department]	[Type]	[Category]	[Day]	[Time]	[Students]	[Responses]	[Rate]	[Status]	[Self-Identified]

The current aggregate results will be displayed.

3. Viewing the aggregate results [Undergraduate schools]

After the questionnaire period is over, a university-wide aggregation will be conducted. After two weeks, you can view the aggregate results (PDF format).

*These results will not be displayed during the questionnaire response period.

① Click the button in the “Aggregate Results (PDF)” column.

② The results table will be displayed.

期	授業アンケート	学部	集計結果	関西大学
科目名		履修者数		
担当者		回答者数		
		回答率		
◆共通設問				
1	あなたにとってこの授業の進捗は適切でしたか。			
2	あなたにとってこの授業の難易度は適切でしたか。			
3	授業はシラバス(授業計画、到達目標、授業計画)に沿って行われましたか。			
4	担任者は、受講生の理解度を確かめながら授業を進めていましたか。			
5	この授業で工夫してほしいと思うものをすべて選んでください。(複数選択)			
6	予習復習、準備、評価のために、授業1回あたり平均してどの程度授業時間以外に費やしましたか。			
7	この授業について意欲的に取り組みましたか。			
8	あなたは、この授業の到達目標をどの程度達成しましたか。			
9	総合的に判断して、この授業は重要なものでしたか。			
10	このアンケートシステムで工夫してほしいと思うものをすべて選んでください。			
◆学部等独自設問				
11				

4. Checking the cross-tabulation [Undergraduate schools]

You can cross-tabulate the aggregate results for each course by question.

(1) Select the course to be cross-tabulated from “Courses Taught”.

関西大学 KANSAI UNIVERSITY アンケートシステム

ホーム・結果を見る・授業アンケート・担当の科目一覧

結果を見る

科目一覧

担当の科目一覧

※ 集計結果 (PDF) は、全学集計が終了した後に表示されます。

集計結果 (PDF) ローダー クロス集計 科目一覧

①

Click the button in the “Cross-tabulation” column.

(2) Select the questions to be cross-tabulated and display the results.

分析対象科目

年度

時限 履修者数 回答者数

▽ 設問文を選択後、クロス集計

クロス軸 ② 設問文 (選択してください)

表側 (縦軸) (平均点 設問4 担任者は、受講生の理解度を確かめながら授業を進めていましたか。)

表頭 (横軸) (平均点 設問6 予習復習、準備、課題のために、授業1回あたり平均してどの程度授業時間以外に費やしましたか。)

③ クロス集計表示

Click the “Show Cross-Tabulation” button.

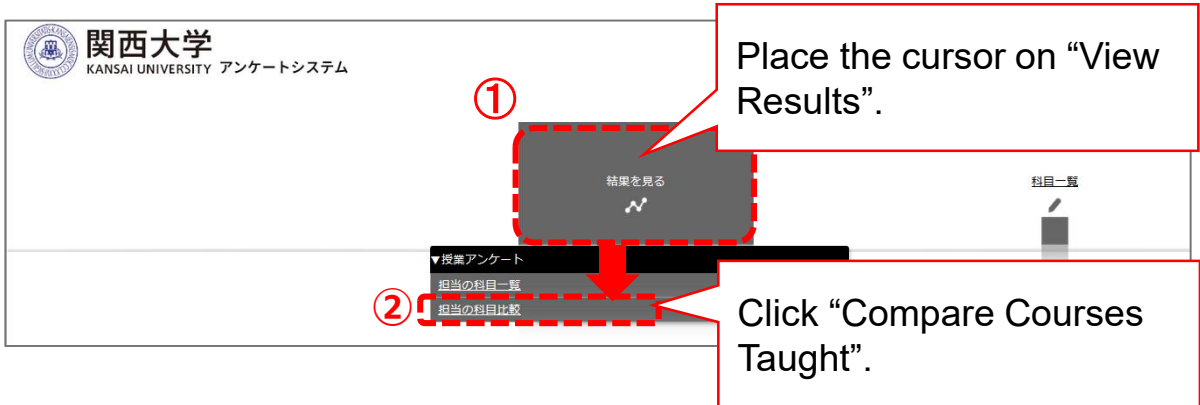
設問4×設問6のクロス集計

	予習・復習を全くしなかった	30分未満	30分～1時間未満	1時間以上
進めていた	度数			
	%			

5. Comparing the aggregate results for the courses you teach [Undergraduate schools]

The aggregate results for each course can be itemized and compared between courses.

(1) Go to “View Results” and display “Comparison of Courses Taught”.



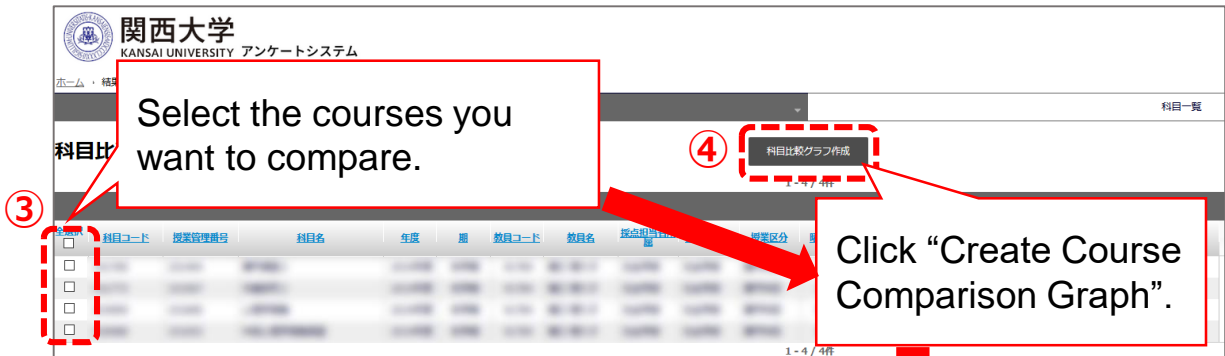
Place the cursor on “View Results”.

Click “Compare Courses Taught”.

① 結果を見る

② 担当の科目比較

(2) Select the courses to be compared and display the graph.
(more than two courses can be selected)



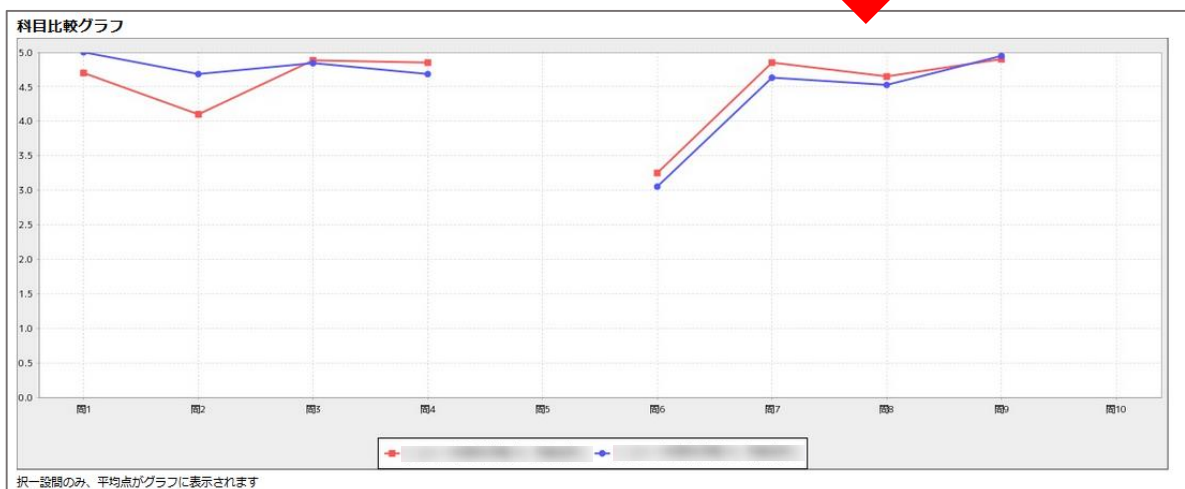
Select the courses you want to compare.

Click “Create Course Comparison Graph”.

③

④ 科目比較グラフ作成

⑤ The “Course Comparison Graph” will be displayed.



6. Downloading the questionnaire results data [Undergraduate and graduate schools]

You can download the questionnaire results (raw data).

(1) Download the raw data for each course.

Place the cursor on “View Results”.

Click “Courses Taught”.

③ The “Courses Taught” screen will appear.

Select the courses whose raw data you want to download.

Download the raw data. Click “OK”.

(2) Download respondents' raw data (all data).

① to ③ are the same as (1) above

Click “Export Bulk Raw Data.”

Download the raw data (all data). Click “OK”.

7. Setting the aggregate results to public or private [Undergraduate schools]

The aggregate results (in PDF format) will be in principle made public through the syllabus system approximately within a month after the response period ends. If you wish to make the results private, make sure to change the setting by August 21st(Mon.).

*If the results are set to “Public,” the instructor, course students, students outside the course, and other faculty & staff will be able to view them.

*When “Private” is selected, only the instructor can view the results. The course students, students outside the course, and other faculty & staff will not be able to view them.

*For details on how to view the results from the syllabus system, see p.18.

The screenshot shows the 'Courses' screen in the Kansai University Syllabus System. A red box highlights the '公開範囲' (Public Range) column, which contains radio buttons for '公開' (Public) and '非公開' (Private). The '公開' option is selected for all courses shown.

教員コード	教員名	サブ教員	採点担当者所属	担当・学部	授業区分	曜日	時間	履修者数	履修可能学部	独自設開	クラス	公開範囲
00001	山田 太郎	山田 太郎	工学部	工学部	工学部	月	9	100	工学部			<input checked="" type="radio"/> 公開 <input type="radio"/> 非公開
00002	山田 太郎	山田 太郎	工学部	工学部	工学部	月	9	100	工学部			<input checked="" type="radio"/> 公開 <input type="radio"/> 非公開
00003	山田 太郎	山田 太郎	工学部	工学部	工学部	月	9	100	工学部			<input checked="" type="radio"/> 公開 <input type="radio"/> 非公開
00004	山田 太郎	山田 太郎	工学部	工学部	工学部	月	9	100	工学部			<input checked="" type="radio"/> 公開 <input type="radio"/> 非公開
00005	山田 太郎	山田 太郎	工学部	工学部	工学部	月	9	100	工学部			<input checked="" type="radio"/> 公開 <input type="radio"/> 非公開
00006	山田 太郎	山田 太郎	工学部	工学部	工学部	月	9	100	工学部			<input checked="" type="radio"/> 公開 <input type="radio"/> 非公開
00007	山田 太郎	山田 太郎	工学部	工学部	工学部	月	9	100	工学部			<input checked="" type="radio"/> 公開 <input type="radio"/> 非公開
00008	山田 太郎	山田 太郎	工学部	工学部	工学部	月	9	100	工学部			<input checked="" type="radio"/> 公開 <input type="radio"/> 非公開
00009	山田 太郎	山田 太郎	工学部	工学部	工学部	月	9	100	工学部			<input checked="" type="radio"/> 公開 <input type="radio"/> 非公開

Choose “Public” or “Private” from the “Courses” screen in the questionnaire system.

IV. Class questionnaire questions

1. Course Questionnaire questions [Undergraduate]

Students are asked the following 10 questions (9 questions shared across the faculties + 1 question as an instructor's own) and up to 5 questions unique to each faculty.

Q 1 Was the progress of this class suitable for you?

- ①It was slow. ②It was somewhat slow. ③It was suitable. ④It was somewhat fast.
⑤It was fast.

Q 2 Was the difficulty of this class suitable for you?

- ①It was easy. ②It was somewhat easy. ③It was suitable.
④It was somewhat hard. ⑤It was hard.

Q 3 Did the class proceed according to the syllabus (the course description, course objective, and course content?

- ①Yes, it did. ②Yes, to an extent. ③I am not sure. ④No, not really.
⑤No, not at all. ⑥I did not read the syllabus.

Q 4 Did the instructor confirm the understanding of the the students while running the class?

- ①Yes, they did. ②Yes, to an extent. ③I am not sure. ④No, not really.
⑤No, not at all.

Q 5 Please select everything you would like us to work on regarding this class. (You may select multiple answers.)

- ①Syllabus ②Course content ③Distributed course materials
④In-class environment ⑤Method of explanation
⑥Method of presentation (writing on the blackboard, PowerPoint, etc.)
⑦Class content ⑧Learning support outside of class hours
⑨Way of interacting with students ⑩Assignment feedback ⑪Nothing in particular

Q 6 How much time did you spend outside of class hours reviewing, preparing, or working on assignments per class?

- ①I did not prepare or review at all. ②Less than 30 minutes.
③30 minutes to less than one hour. ④One to less than two hours.
⑤Two to less than three hours. ⑥Three hours or more.

Q 7 Were you motivated to work hard in this class?

- ①Yes, I was. ②Yes, to an extent. ③I am not sure. ④No, not really. ⑤No, not at all.

Q 8 Did you achieve the course objectives for this class?

- ①Yes, I did. ②Yes, to an extent. ③I am not sure. ④No, I did not.
⑤I do not know what the course objectives were.

Q 9 Based on your overall evaluation, was this class meaningful?

- ①Yes, it was. ②Yes, to an extent. ③I am not sure. ④No, not really. ⑤No, not at all.

Q10 the instructor's own question (If the instructor sets) (See pp.5-6.)

*The instructor indicates the content of Q10 when the questionnaire is distributed to the students.

*Please answer Q4 even if it is not a face-to-face class. For example, there are cases where the degree of understanding is checked outside of class using KU-LMS or through reports, etc., so please take this into consideration when responding.

*For Q5, if it is not a face-to-face class, please only select the responses that apply. For “⑥ Method of presentation,” please only consider Power Point presentations, not writing on the blackboard.

2. Course Questionnaire questions [Undergraduate schools]

The following free entry questions are to be completed when answering the questionnaire. Note that instructors can specify the free entry question for Q2, so if you have a question you would like to ask the students, indicate the content. (See pp.5-6)

Note:

If you have any opinions or requests regarding this course (including those about the facilities and equipment), feel free to share them. The instructor will read your response directly. Keep the following in mind when providing your response.

- 1) Do not write anything that is not related to improving the course. Please refrain from using discriminatory or insulting expressions, especially those related to appearance, discriminatory content, ethnicity, or national/regional origin, etc.
- 2) For courses taught by more than one instructor, please specify which instructor you are commenting on.

1. Please enter if you have any of these.

- ① The things you had good impression of this class
- ② The things you would like the instructor continue in the class
- ③ Suggestions

2. Only enter if you are instructed by the instructor.

(If there are no instructions, please do not enter anything.)

Students can enter their affiliation, school year, student ID number, and name if necessary. Have them enter the following information if you deem it necessary. (See pp.5-6)

Please enter your affiliated faculty, year, student ID number, and name (Only enter if you are instructed by the instructor.)

- 1) Faculty/graduate school affiliation
- 2) School year
- 3) Student ID number
- 4) Name

3. Course Questionnaire questions [Graduate schools]

(1) Questionnaire for graduate schools (except the Graduate School of Science and Engineering)

Please answer following questions.

1. How was this class? (Was the content of the class as you expected, was there any effort to make it easy to understand, etc.)

2. Did you think the teaching method was appropriate for this class? (Attitude of the instructor, appropriateness of handouts, use of information equipment, etc.)

3. Were you satisfied with the results of this class? (Did you understand the material, were you more interested in the subject than before?)

4. How was your attitude toward this class? (Did you attend well? Were you motivated to prepare for and review the material?)

5. Were the facilities, equipment, and devices related to this class?

6. Please write any other comments you have regarding this class.

*Q5: Respond only if the course has face-to-face classes.

(2) Questionnaire for the Graduate School of Science and Engineering

Please answer following questions.

1. Please describe what you think was good about taking this course.

2. Please describe any suggestions you have for the lecture method of this course.

3. Please describe any other opinions you have about this course..

V. Students', Faculty & Staff's Access to Results

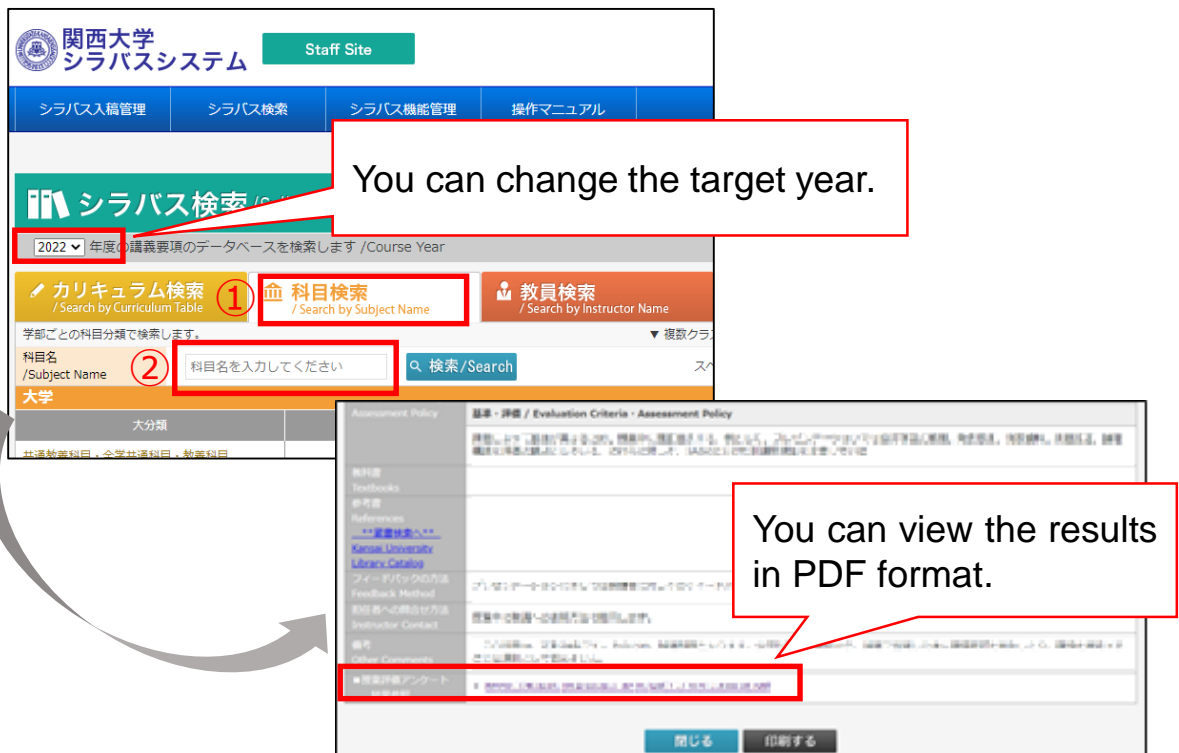
1. Viewing the results (Students/Faculty & staff)

Students, faculty, and staff can view the aggregate results for each course, including those from previous years (2020 and beyond).

(1) Log in to the Information System and click “Course Information” > “Search Syllabus”



(2) When you search for a course via “Course Search,” a PDF of the results will be displayed at the bottom of the syllabus (courses for which a questionnaire has not yet been implemented will be hidden).



Q1: How are the questionnaires related to the three policies and the syllabus?

A: The university's three overarching policies (Diploma Policy, Curriculum Policy, and Admission Policy) are disclosed on the university website. They aim to develop the "Ability to Think and Act" based on the founding motto and the University motto. In addition, each of the 13 Faculties has its own three policies based on the overall university policies, which are also available on the website.

In the syllabus, the relationships (correspondence) between individual courses are clearly indicated based on each faculty's diploma policy. The purpose of the syllabus is to make the academic skills and abilities to be cultivated through the undergraduate program (curriculum) visible by organizing the relationships between the courses taught.

In this context, course questionnaires enable us to confirm, from a bottom-up perspective, whether each course is making an appropriate contribution to the fulfillment of the Diploma Policy by examining the degree to which the course objectives are achieved.

Q2: How should I go about creating original questions (undergraduate schools only)?

A: Instructors can create their own question for students.

Specifically, Q10 is reserved for this purpose. There are many ways to use this question. For example, the question can be used to verify the effectiveness of the use of teaching assistants (TA) or learning assistants (LA), or to check whether offering reference books and materials enhanced students' comprehension.

Center for Teaching & Learning provides support on how to use the questions, so feel free to ask for assistance.

Q3: Are the URL and QR code the same for all courses?

A: The URL and QR code are different for each course.

If students scan a URL or QR code for a course other than your own and submit responses, their responses will not be valid. Be sure to instruct your course students to check the year/semester, course title, and instructor's name on the response screen when they submit their responses.

Q4: Will the students' anonymity be protected?

A: Yes.

Students do not need to enter any personal information when scanning the URLs/QR codes and responding. In addition, the system is designed such that respondents cannot be identified.

*Only if instructors set the free entry question, individuals will be identified. (See p.15.)

Q5: What is the degree to which course questionnaire results will be disclosed?

A: They will be disclosed as follows.

(1) Undergraduate school Course Questionnaire response results for each course

⇒ In principle, the results will be made public through the syllabus system (to those with an Information System Login ID) after the aggregation period has ended (p.18). If you wish not to disclose the results to the public (only to the instructor), change the setting to Private (p.13). Note that the free entry questions on the undergraduate questionnaires are not included in the publicly disclosed material, so only instructors can check them.

*"Those with an Information System Login ID" refers to students/faculty members (full-time, part-time, visiting professors, researchers, professors emeritus/emerita), and staff (full-time and part-time). In addition to the above, officers (the Chairperson of the Board of Trustees, trustees, auditors, councillors, and executive advisors) also have IDs, and the results are widely disclosed for the purpose of SD for those involved in university management.

(2) University-wide aggregate results of undergraduate school Course Questionnaires

⇒ Once the response period ends, Center for Teaching & Learning will compile the results and make them available to the public on the university website (<https://www.kansai-u.ac.jp/ctl/teacher/enquete.html>)

(3) Graduate school Course Questionnaire results

The results of graduate school Course Questionnaires will only be disclosed to instructors and will not be made public.

Q6: Are the Course Questionnaire results used to evaluate instructors' performance?

A: No.

We have established guidelines for the use of Course Questionnaire results. The guidelines clearly state that the questionnaire results “will not be used for evaluation of individual instructors” and that they will not be used for so-called performance reviews.

Q7: What should I do for omnibus courses?

A: For an omnibus course, follow the instructions of the grader.

In omnibus courses, all instructors are able to operate the Course Questionnaire system, but follow the instructions of the grader and make adjustments as necessary when informing students about the questionnaire.

Students' response results can also be viewed by all instructors. You can view the results from the “Course Questionnaires” section of the Information System.

See p.7 for details.

Q8: Is it only possible to respond to the questionnaire within a certain period?

A: The response period is from July 3rd (Mon.) to July 31st (Mon.)

Responses can be submitted until the end of July in case there are any students who have not yet responded.

Q9: Can students modify their answers?

A: No.

When students finish answering the questions and click the “Submit” button, their answers for that course will be finalized. Once responses are confirmed, they cannot be modified by either the instructor or the student. For this reason, before students submit responses, instruct them to confirm the year/semester, course title, and instructor's name, and explain that their responses cannot be modified once submitted.

Q10: Can I download the raw response data?

A: You can download it from the questionnaire system.

Please check p.12 for the procedure.

Q11: Is it necessary to conduct the questionnaire during class?

A: Please conduct the questionnaire in class.

It is best to conduct questionnaire during class hours so that students can assess their own learning outcomes as accurately as possible. Since QR codes are distributed and responses collected in class, this also avoids responses from students outside the course.

In addition, it is possible that some students may forget to answer the questions outside of class hours.

For these reasons, it is best to conduct Course Questionnaires during class hours, but we ask that instructors be flexible depending on course progress.

Q12: Should a KU-Wifi connection be used to access the responses?

A: Students do not necessarily need to connect using KU-Wifi.

They can also respond to the questionnaire through their mobile carriers (docomo, au, Soft Bank etc.). Note that depending on their mobile plan, they may be charged for the mobile connection. There is no need to stop students from using mobile connections if they choose to do so, but do not instruct students to do so when responding.

Q13: How should I handle students who do not have smartphones?

A: They can submit responses from a device other than a smartphone.

Instruct them to respond from a classroom PC or their own PC during the response period. If a QR code is required, give them a response request form (to take home) and instruct them to respond.

If they have a device that can scan QR codes in class, such as a smartphone, laptop, or tablet, ask them to bring it to class if they can at least a week before the questionnaire is to be administered so that everything can proceed smoothly.

Q14: An instructor's name/course title in the "Course Questionnaires" system is not displayed correctly.

A: When using the questionnaire system, use the following recommended environments.

●Windows (PC)

Microsoft Edge, Google Chrome, Mozilla Firefox

●Mac (PC)

Safari

*Using extensions such as translation tools may cause the text to be garbled even when using a recommended environment. If this occurs, contact Center for Teaching & Learning.

Q15: Which department is in charge of the Course Questionnaires?

A: Center for Teaching & Learning.

If you have any questions, contact the following.

For inquiries about the Course Questionnaires, contact:

Center for Teaching & Learning (SHOBUNKAN, 3rd floor)

E-mail: ctl-staff@ml.kandai.jp

