



Kansai University Course Questionnaires 2026 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, we aim to achieve quality assurance and improvement in our university's education by disclosing the results of this questionnaire to faculty members and students and utilizing them.

Please note that implementation is at the discretion of the instructor. However, in order to ensure and enhance the quality of education at our university, we kindly request your cooperation in implementing this questionnaire.

* Those in possession of Information System Login IDs (see Q4 on p.23 for details)

2 Period

June 25, 2026 (Thu.) - July 31, 2026 (Fri.)

3 Process

STEP1 Received email from CTL office, Information system "Notices" disseminated

Center for Teaching & Learning will send detailed information on how to administer the questionnaire to the instructors' e-mail address registered with the University. The information will be sent out twice (on the day the questionnaire starts and before the 14th week of classes).

*For the course with multiple instructors, please follow the instructions of the grader.

*The second email will be sent to all instructors, whether it has been conducted or not.

The information will also be provided in the information system "Notices".

STEP2 Instructors optionally set own questions, download the response request form pp.4-7

After setting up instructors' own questions in the course questionnaire system (undergraduate only), download the response request form to be distributed to students. The system will be available starting at 9:00 a.m. on June 18 (Thu.).



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

The response rate is very important for grasping the actual situation of the course.

STEP3 Distribution to students

pp.8-9

- 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 absent students, please send it by KU-LMS message function.)



STEP4 Student questionnaire responses (about 5 min)

During class hours as much as possible, instruct students to scan the QR code (or URL) on the response request form and complete the questionnaire.



STEP5 Check the questionnaire results

pp.10-15

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

About 2 weeks after the implementation period, when the university-wide aggregation is finalized, instructors can check cross-tabulations and comparisons of course scores.

- In principle, the aggregate results (in PDF format) for each course will be made available within the university through the syllabus system . (p.21)
- The results of the university-wide survey will be publicly available on the website of Center for Teaching & Learning.

<https://www.kansai-u.ac.jp/ctl/support/questionary/>

II Questionnaire Implementation Procedure

1 Setup for the instructor's own questions [Undergraduate schools / Optional setting]

For undergraduate courses only, in addition to the 10 questions shared across the faculties (see pp.16-18), the instructor can set up to 2 questions of the instructor's own.

The instructor can set up the questions in the form of "5-point scale" and "Free answer". If wishing to set the questions, please do the following.

*Be sure to do this before informing the students.

These steps (pp.4-5) can also be viewed in the video.

<https://x.gd/Ti0Zn>



01 To Course Questionnaire System

Click ①[the Academic Affairs Information] > ② [Course Questionnaire], in the Information System



02 To Course List

Click ③[Course List] > ④the applicable category (undergraduate or graduate school)



Display of "④the applicable category (undergraduate or graduate school)" in Step 2

Depending on the size of the monitor of the device used, the entire image may not be displayed. In that case, use the browser's zoom function to reduce the size of the image to show the entire image.

03

To individual question screen

Click ⑤[Question] in the column [Instructors' Questions]

*Some ineligible courses will not be displayed.



04

To Edit Screen

Select ⑥the row of the question to be edited, and click ⑦[Edit].

*Q1 is a "5-point scale" and Q2 is a "free text" response.



05

Question Entry

Enter the question in ⑧[Question text] field, click ⑨[Save] and ⑩[Close].

*The text you enter will be displayed directly to the students. If the question text is blank, the question will not appear on the student response screen.

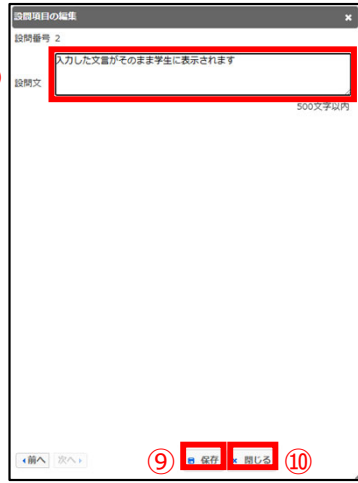
*It is possible to set either Q1 or Q2.

*You may not edit any fields other than "Question Text." (including answer choices)

Screen of Q1 (5-point scale)



Screen of Q2 (free text)



or
and

2 Setup for student information entry [Undergraduate schools / Optional setting]

In principle, the Questionnaire will be conducted anonymously; however, if the instructor determines that student information (affiliated faculty, grade, student ID number, and name) is necessary, the instructor may set up the question.

The default setting for filling in student information is "Not Required". If wishing to set the question, please do the following.

If "Not Required" is selected, the student information field will not appear on the student's response screen.

*Be sure to do this before informing the students.

01

From the Information System to Course List

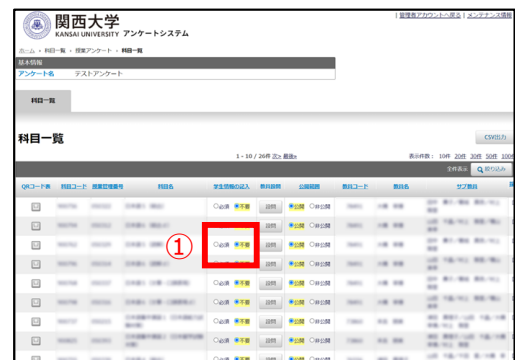
Same as steps 01-02 on p.4

02

Change Settings

Select ① [Required] in the column [Enter Student Information].

*To the students, the questions [affiliated faculty, grade, student ID number, and name] will be displayed.



科目コード	科目コード	授業形態	科目名	学生情報入力	科目科目	公開状態	科目コード	科目名	サイズ
				必須	必須	公開			
				必須	必須	公開			
				必須	必須	公開			
				必須	必須	公開			
				必須	必須	公開			
				必須	必須	公開			
				必須	必須	公開			
				必須	必須	公開			
				必須	必須	公開			



If "Required" is set, all fields for student information (affiliated faculty, grade, student ID number, and name) will be displayed. If you wish students to answer only some of the information, **please instruct students which fields to complete when notifying them (P.8).**

3 Download the response request form

These steps (pp.7-9) can also be viewed in the video.

<https://x.gd/ypLWw>



01 From the Information System to Course List

Same as steps 01-02 on p.4

02 Download the response request form

Select ① a button in the column [QR Code List] to download the response request form (Japanese Ver. and English Ver.)

The last code in the course name is the timetable code.
Same as the code following the course name at the top of each course page in KU-LMS (different from the code in the PDF title)

For the course with multiple instructors, please follow the instructions of the grader.



Some ineligible courses will not be displayed.
The response request form is **different for each course**.

Using the automatic translation tool in Course Questionnaire System may cause download errors.
Please download the Japanese version of the system as it is.

4 Distribute the response request form to the course students

01

How to send by KU-LMS message function

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

Kansai University Information & KU-LMS Operation Manual (pp.33-34 of PDF)

https://www.kansai-u.ac.jp/ctl/teacher/pdf/kyouin_en_.pdf



If the instructor scans the QR code on the response request form and copies and pastes the URL of the answer page to distribute, the answer page will not be displayed to the students. **Attach the PDF data of the response request form.** The students themselves scan the QR code.

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.

Title : Please complete the Spring Semester Course 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 the 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: June 25, 2026 (Thu.) - July 31, 2026 (Fri.)

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

Time required: about 5 min



* * * * * If you set the question for student information entry, and wish students to answer only some of the information (affiliated faculty, grade, student ID number, and/or name) fill in the following: * * * * *

● Please answer only [○○, ○○○] for the last question about student information.

02

Distribution on printed paper (If not distribute in KU-LMS)

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.

The response request form is **different for each course.**



When responding, please instruct students to be sure to check the "year, semester, day of week and time period", "course name", and "instructor name" on the response screen.

Once a response is confirmed, it **cannot be modified or canceled.**

1 During the period: Checking the preliminary results [Undergraduate schools]

01

To Course Questionnaire System

Click ① [the Academic Affairs Information] > ② [Course Questionnaire], in the Information System



02

To Course List

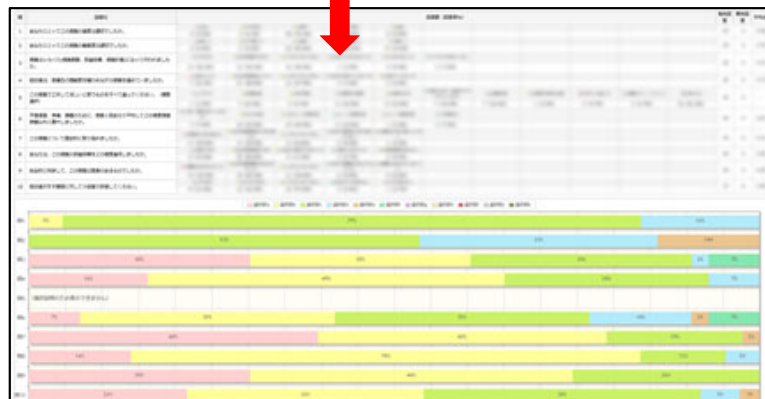
Click ③ [View Results] > ④ [Course List]



03

Display of aggregate results

Select ⑤ [year, semester, undergraduate or graduate school].
Click ⑥ a button in the column [Results (quick report)] from the Course List.
The current results will be displayed.



2 After the period ends: Viewing the aggregate results [Undergraduate schools]

About 2 weeks after the implementation period, you can view the aggregate results (PDF format).
*The results will not be displayed during the implementation period.

01 From the Information System to Course List

Same as steps 01-02 on p.10

02 Display of aggregate results

Select ① [year, semester, undergraduate or graduate school].
Click ② a button in the column [Results (PDF)].
The questionnaire results will be displayed.

The image shows two screenshots from the Kansai University portal. The top screenshot displays the '担当の科目一覧' (Course List) page for the '2023春学期 学部' (2023 Spring Semester, Undergraduate Schools). A red box highlights the '2023春学期 学部' text, labeled with a circled '1'. Below the course list, a red box highlights a button in the 'Results (PDF)' column, labeled with a circled '2'. A red arrow points from this button to the bottom screenshot. The bottom screenshot shows the '集計結果' (Aggregate Results) page, which is a PDF document containing a table of questionnaire results for the selected course. The table has multiple columns and rows, with some cells highlighted in blue and yellow. The page also includes a header with the university name and a footer with a logo.

- See pp.12-13 for cross-tabulations and comparisons of course scores.
- See p.14 to review the free entry-response [Undergraduate schools] and the results [Graduate schools] .

3 Checking the cross-tabulation

[Undergraduate schools]

About 2 weeks after the implementation period, you can cross-tabulate the aggregate results for each course by questions.

*The results will not be displayed during the implementation period.

01

From the Information System to Course List

Same as steps 01-02 on p.10

02

Select a Subject from the Course List

Select ① [year, semester, undergraduate or graduate school].

Click ② a button in the column [Cross-tab]



03

Display of cross-tabulation results

③ Select a question to cross-tabulate.

④ Click [Cross-tab Display].

The cross-tabulation results will be displayed.



4 Comparison of Course Scores

[Undergraduate schools]

You can compare scores across course.

*The results will not be displayed during the implementation period.

01 To Course Questionnaire System

Same as step 01 on p.10

02 To Comparison of Course Scores

Click ①[View Results] >

②[Comparison of Course Scores]

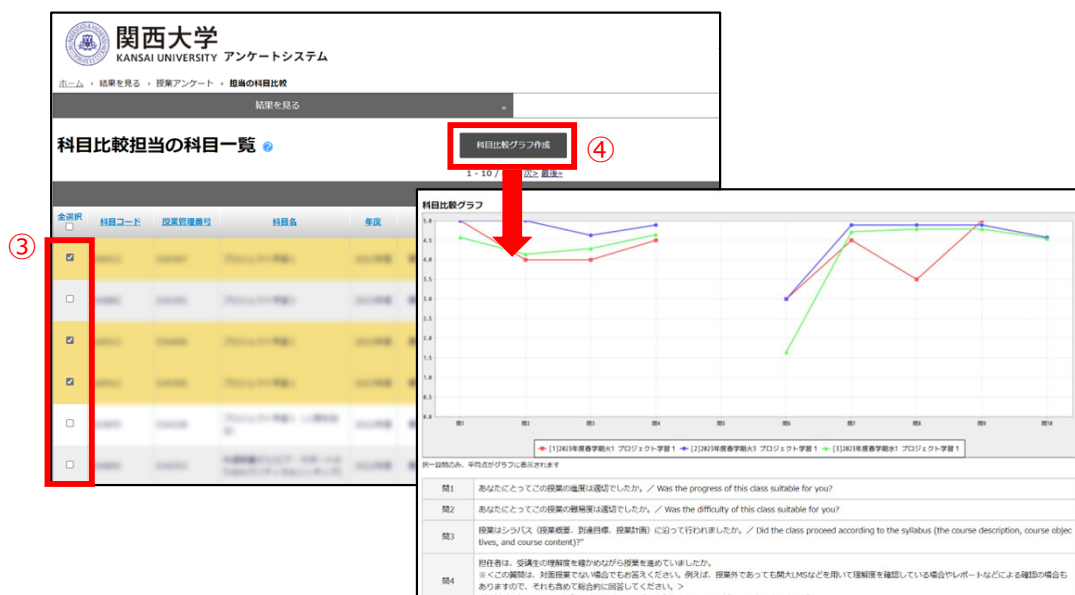


03 Display of Comparison Graphs

③Select courses to compare. (two or more courses can be selected)

Click ④[Make Course Comparison Graph].

The Course Comparison Graph will be displayed.



5 Download the questionnaire results data [Undergraduate and graduate schools]

The raw data for questionnaire results can be downloaded. The free entry-response [Undergraduate schools] and the results [Graduate schools] are available in raw data.

*The raw data will not be downloaded during the implementation period.

01 From the Information System to Course List

Same as steps 01-02 on p.10

02 Download Raw Data for Each Course

Select ① [year, semester, undergraduate or graduate school].

Select a course for download. Click ② a button in the column [raw data]



or

02 Download Raw Data for All Courses

Select ① [year, semester, undergraduate or graduate school].

Click ② [Raw Data Batch Output]



6 Setting the aggregate results to private [Undergraduate schools]

About 3 weeks after the implementation period, in principle, the aggregate results (in PDF format) for each course will be made available within the university through the syllabus system .

If you wish to make the results private, make sure to change the setting by **August 20 (Thu.)**.

*When “Public” is set, persons with information system login IDs will be able to view them. (see Q4 on p.23)

*When “ Private” is set, 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.

01 From the Information System to Course List

Same as steps 01-02 on p.4

02 Change the Setting

Select ①[Private] in courses list.

The screenshot shows the '科目一覧' (Course List) page in the Kansai University Anket System. The table lists various courses with columns for course code, course name, and public setting. The '公開設定' (Public Setting) column is highlighted with a red box, and a red circle with the number 1 points to the 'Private' option in the second row.

QRコード表	科目コード	授業管理番号	科目名	学生情報の記入	教員設定	公開設定	教員コード	教員名	サブ教員
	000000	000000	000000 (000000)	○必須	設定	●公開 ○非公開 ①			
	000000	000000	000000 (000000)	○必須	設定	●公開 ○非公開			
	000000	000000	000000 (000000)	○必須	設定	●公開 ○非公開			
	000000	000000	000000 (000000)	○必須	設定	●公開 ○非公開			
	000000	000000	000000 (000000)	○必須	設定	●公開 ○非公開			
	000000	000000	000000 (000000)	○必須	設定	●公開 ○非公開			
	000000	000000	000000 (000000)	○必須	設定	●公開 ○非公開			
	000000	000000	000000 (000000)	○必須	設定	●公開 ○非公開			

● See p.21 to view the results from the syllabus system.

IV Questionnaire Questions

1 Questions [Undergraduate schools]

Students are asked the following 13 questions (10 shared across the faculties + 3 set by the instructor) and up to 5 questions unique to each faculty.

*Actual response screen of students is as follows

科目名	科目Aサンプル
教員名	教員太郎サンプル

Q1.あなたにとってこの授業の進度は適切でしたか。 / Was the progress of this class suitable for you?

- 遅い / It was slow.
- やや遅い / It was somewhat slow.
- 適切 / It was suitable.
- やや速い / It was somewhat fast.
- 速い / It was fast.

Q2.あなたにとってこの授業の難易度は適切でしたか。 / Was the difficulty of this class suitable for you?

- 易しい / It was easy.
- やや易しい / It was somewhat easy.
- 適切 / It was suitable.
- やや難しい / It was somewhat hard.
- 難しい / It was hard.

Q3.授業はシラバス（授業概要、到達目標、授業計画）に沿って行われましたか。 / Did the class proceed according to the syllabus (the course description, course objectives, and course content)?"

- 行われた / Yes, it did.
- ある程度行われた / Yes, to an extent.
- どちらともいえない / I am not sure.
- あまり行われなかった / No, not really.
- 行われなかった / No, not at all.
- シラバスを見ていない / I did not read the syllabus.

**Q4.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。
※ <この質問は、対面授業でない場合でもお答えください。例えば、授業外であっても関大LMSなどを用いて理解度を確認している場合やレポートなどによる確認の場合もありますので、それも含めて総合的に回答してください。 >
 / Did the instructor confirm the understanding of the students while running the classes?"**

- 進めていた / Yes, they did.
- ある程度進めていた / Yes, to an extent.
- どちらともいえない / I am not sure.
- あまり進めていなかった / No, not really.
- 進めていなかった / No, not at all.

Q5.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)

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

- シラバス/Syllabus
- 授業計画/Course content
- オンデマンド配信授業回の内容/Contents of On-Demand Streaming Class Sessions
- 配付教材/Distributed course materials
- 授業中の環境/In-class environment
- 説明の仕方/Method of explanation
- 提示の仕方(板書やパワーポイントなど) /Method of presentation (writing on the blackboard, PowerPoint, etc.)
- 授業内容/Class content
- 時間外学習の支援/Learning support outside of class hours
- 学生への接し方/Way of interacting with students
- 課題のフィードバック/Assignment feedback
- 特になし/Nothing in particular

Q6.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。／ How much time did you spend outside of class hours reviewing, preparing, or working on assignments per class?

- 予習・復習を全くしなかった/I did not prepare or review at all.
- 30分未満/Less than 30 minutes.
- 30分～1時間未満/30 minutes to less than one hour.
- 1～2時間未満/One to less than two hours.
- 2～3時間未満/Two to less than three hours.
- 3時間以上/Three hours or more.

Q7.この授業について意欲的に取り組みましたか。／ Were you motivated to work hard in this class?

- 意欲的に取り組んだ/Yes, I was.
- ある程度意欲的に取り組んだ/Yes, to an extent.
- どちらともいえない/I am not sure.
- あまり意欲的に取り組んでいない/No, not really.
- 意欲的に取り組んでいない/No, not at all.

Q8.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。／ Did you achieve the course objectives for this class?

- 達成できた/Yes, I did.
- ある程度達成できた/Yes, to an extent.
- あまり達成できなかった/I am not sure.
- 達成できなかった/No, I did not.
- 到達目標を知らない/I do not know what the course objectives were.

Q9.総合的に判断して、この授業は意義のあるものでしたか。／ Based on your overall evaluation, was this class meaningful?

- 意義のあるものだった/Yes, it was.
- ある程度意義のあるものだった/Yes, to an extent.
- どちらともいえない/I am not sure.
- あまり意義あるものでなかった/No, not really.
- 意義のあるものでなかった/No, not at all.

* The instructor setup questions appear only when the instructor set. (pp.4-6)

Q10. この授業について①継続してほしいところ②改善してほしいところがあれば入力してください。 / Please enter your thoughts about any of the following.

①継続してほしいところ
Things you would like the instructor to continue doing in the class

500文字まで入力できます。

0文字/500文字

②改善してほしいところ
Things you would like the instructor to improve in the class

500文字まで入力できます。

0文字/500文字

この位置に独自設問(学部別)が入ります

この位置に独自設問(学部別)の選択肢が入ります。

この位置に独自設問(科目別)が入ります

この位置に独自設問(科目別)の選択肢が入ります。

担任者が設定した場合のみ、この質問が表示されています。以下の項目について入力してください。 / This question is displayed, only when the instructor set. Please enter the following information.

所属 / Affiliated Faculty

学年 / Grade

学籍番号 / Student ID Number

氏名 / Name

2 Questions [Graduate schools]

01

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

*Actual response screen of students is as follows

科目名	科目Aサンプル
教員名	教員太郎サンプル

次の各項目についてお答えください。 / Please answer following questions.

Q1.この授業の内容はいかがでしたか。(内容:授業内容が期待どおりであったか、わかりやすくする工夫がなされていたか等) / How was this class? (Was the content of the class as you expected, was there any effort to make it easy to understand, etc.)

5,000文字まで入力できます。

0文字/5,000文字

Q2.この授業についての教授方法は適切だと思いましたか。(内容:担任者の姿勢、配付資料の適切さ、情報機器の利用等) / Did you think the teaching method was appropriate for this class? (Attitude of the instructor, appropriateness of handouts, use of information equipment, etc.)

5,000文字まで入力できます。

0文字/5,000文字

Q3.この授業による成果は満足のいくものでしたか。(内容:理解することができたか、受講前より興味を持ったか等) / Were you satisfied with the results of this class? (Did you understand the material, were you more interested in the subject than before?)

5,000文字まで入力できます。

0文字/5,000文字

Q4.この授業に対するあなたの受講姿勢はいかがでしたか。(内容:よく出席したか、予習・復習など意欲的に取り組んだか等) / How was your attitude toward this class? (Did you attend well? Were you motivated to prepare for and review the material?)

5,000文字まで入力できます。

0文字/5,000文字

Q5.この授業に関する施設・設備・機器は適切でしたか。(内容:設備・情報機器等の充実度、効果等) / Were the facilities, equipment, and devices related to this class appropriate? (How well equipped and effective are the facilities and information equipment, etc.?)

5,000文字まで入力できます。

0文字/5,000文字

Q6.その他、この授業に関するご意見をお書きください。 / Please write any other comments you have regarding this class.

5,000文字まで入力できます。

0文字/5,000文字

*Actual response screen of students is as follows

科目名	科目Aサンプル
教員名	教員太郎サンプル

次の各項目についてお答えください。 / Please answer following questions.

Q1.この科目を受講して良かったと思われる点を記述してください。 / Please describe what you think was good about taking this course.

5,000文字まで入力できます。

☐文字/5,000文字

Q2.この科目の講義方法について提案できることがあれば記述してください。 / Please describe any suggestions you have for the lecture method of this course.

5,000文字まで入力できます。

☐文字/5,000文字

Q3.その他、この講義に関する意見があれば記述してください。 / Please describe any other opinions you have about this course.

5,000文字まで入力できます。

☐文字/5,000文字

V Students, Faculty, and Staff view the Results

1 Viewing the results (Students, Faculty & Staff)

Students, faculty, and staff can view the aggregate results for each course over the past five years.

*Only courses that have been set “Public” can be viewed. (p.15)

*The result reference field will not appear for courses that have not been conducted or are set “Private”.

01 To the Syllabus System

Click ① [the Academic Affairs Information] > ② [Search for Syllabuses], in the Information System



02 Search for Courses

Click ③ [Search for Courses]
 ④ Select the year
 ⑤ Enter a course name
 Click ⑥ [Search]



03 View Results

Click ⑦ a course name in the column [Course List] in the search results.

The syllabus for each course will be displayed.

Click on ⑧ the URL, [Refer to the results] at the bottom of the syllabus.

The result(PDF) will be displayed.



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 can I make use of the instructor's original questions? [Undergraduate school only]

A: Instructors can set their original questions to the students.

Instructors can set up questions in the form of 5-point scale and free-text questions (pp.4-5).

There are many ways to use these questions. 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 related 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 Will the students' anonymity be protected?

A: Yes.

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

*Only if instructors set the entry of student information, individuals are identified (p.6).

Q4 What is the scope of disclosure of the questionnaire results?

A: The scope of disclosure is as follows,

①Aggregate results for each course [Undergraduate school]

About 3 weeks after the implementation period, in principle, the aggregate results (in PDF format) for each course will be made available within the university to persons with information system login IDs through the syllabus system. (p.21)

If you choose “Private” (only the instructor views), please set it as “Private”. (p.15)

Free text responses are not included in the public release, and are to be viewed only by the instructor. (p.14)

* “ 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.

②University-wide aggregate results [Undergraduate school]

About 3 weeks after the implementation period, the university-wide aggregate results of the undergraduate school questionnaire will be publicly available on the website of Center for Teaching & Learning.

<https://www.kansai-u.ac.jp/ctl/support/questionary/>

③Questionnaire results [Graduate school]

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

Q5 Are the results of the questionnaire used to evaluate instructors' performance?

A: No.

We have established guidelines for the use of the questionnaire results. The guidelines clearly state that “the questionnaire results are not to be used for evaluation of individual instructors”, so that these are not to be used for performance reviews.

Q6 How should I administer the questionnaire in course with multiple instructors?

A: In course with multiple instructors, follow the instructions of the grader.

In course with multiple instructors, all instructors can operate the Course Questionnaire System. However, follow the grader's instructions regarding whether to conduct the questionnaire and how to inform students.

Students' response results can also be viewed by all instructors.

*The setting of the instructor's own questions (p.4-5) and the setting of the student information entry (p.6) can only be operated by the instructor in charge of grading.

Q7 Can students modify their answers?

A: No.

When students clicks "Submit", responses are finalized. Once responses are confirmed, instructors and students cannot modify them.

Therefore, instruct students to be sure to check the "year, semester, day of week and time period", "course name", and "instructor name" before responding, and explain that they cannot modify their responses.

In addition, when a instructor mistakenly distributes a response request form for a different class, the responses cannot be modified or canceled.

Q8 Is it necessary to conduct the questionnaire in class?

A: Please conduct the questionnaire in class.

Conducting the questionnaire in class is desirable in order for students to assess themselves as accurately as possible regarding their own learning outcomes.

It is also possible to avoid non-course student responses by conducting the questionnaire during class.

In addition, there is a concern that some students may forget to respond outside of class time.

For these reasons, it is desirable to conduct the questionnaire in class. But instructors can be flexible in conduct of the questionnaire according to the progress of the class.

Q9 Should students access the response form through KU-Wifi?

A: Students do not necessarily need to access through KU-Wifi.

They can also respond 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 them to use mobile connections if they choose, but do not instruct them to do so when responding.

Q10 How should I handle students who do not have smartphones?

A: Please instruct students to respond from a device other than a smartphone.

Instruct them to respond from a classroom PC or their own PC during the period. If they need a QR code, please give them a response request form (to take home).

If they have a device that can scan QR codes in class, such as a smartphone, laptop, or tablet, instruct them to bring it to class if they can, by the week before the questionnaire is administered. It makes the questionnaire go smoothly.

Q11 Instructor names, course names, etc. displayed in the course questionnaire system are garbled.

A: When using the Course 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.