



**Kansai University
Course Questionnaires
2022 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 years, 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 years. 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. 19 for details)

2. Period

July 2, 2022 (Sat.) -July 31, 2022 (Sun.)

3. Process

(1) Questionnaire administration requests are sent to instructors via e-mail

The 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).

(2) Instructors download the response request form and distribute it to students

Select the course for which you would like to conduct a course questionnaire from "Course Questionnaires" in the Information System and download the response request form. Distribute the response request form to the students through the KU-LMS or other means.

(3) Students receive the response request form and answer the questionnaire

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

(4) Check the questionnaire results

After the questionnaire has been administered, instructors can check the results from the “Course Questionnaires” section of the Information System. (The results will be aggregated immediately, at any time.)

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

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).

For instructors in charge of face-to-face classes

- In face-to-face classes, **have students answer the Course Questionnaire in class** by downloading the response request form from the system and notifying students through KU-LMS, etc., or printing out the response request form and presenting or distributing it during class.
- In face-to-face classes, download and distribute the response request form as appropriate so that students who have applied for permission for distance learning to prevent the spread of COVID-19, as well as absentees, can complete the questionnaire.

II. Student Responses to the Questionnaires

1. Download the response request form

The response request form can be downloaded via the following method. Distribute the response request form to your course students through the KU-LMS or other means.

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

The screenshot shows the Kansai University LMS main page. A red arrow points from the '授業アンケート' (Course Questionnaire) link in the left sidebar to the 'コース一覧' (Courses) link in the top right navigation bar. A callout box points to the '授業アンケート' link with the text: "Click 'Course Questionnaires.' The main system page will be displayed." Another callout box points to the 'コース一覧' link with the text: "(2) Click 'Courses.'"

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

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

The screenshot shows the 'Course Questionnaires' page. A red box highlights the 'QRコード表' (QR Code Table) link. A large grey arrow points from this link to a detailed instruction page titled '関西大学「授業アンケート」の回答方法' (Kansai University 'Course Questionnaire' Response Method). The instruction page contains the following text:

授業アンケートの回答方法が「WEB方式」に変更となりました。

2020年度春学期から、授業アンケートの回答方法がWEB方式に変更となりました。下記の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、およそ5～10分程度です。回答期間中（ ）に回答してください。ただし、別途担任者の指示がある場合には、その指示に従ってください。

この科目のアンケートは回答者の個人認証を行いませんので、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】

- ① URLを読み取る
https://www.ks-enq.com/c6/Ans?ans_wer_code=10001&id=kansai
- ② 科目名・教員名を確認し、「アンケート開始」をクリック。
・表示されている質問にすべて回答してください。
・科目によって質問内容が異なることがあります。
- ③ 回答を確認後、ページ下部の「この内容で提出する」をクリック。
・「提出完了」が表示されれば完了となります。
・ご協力ありがとうございます。

QRコードを読み取り後からの回答時間は、およそ5～10分です。個人認証は行わないため、回答は保存されませんので、ご注意ください。

開講年度	20XX年・X学期・曜限
科目名	(自動入力)
担任者	(自動入力)

II. Student Responses to the Questionnaires

2. Distribute the response request form to the course students

(1) How to inform the course students

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

Kansai University Information & KU-LMS Operation Manual
www.kansai-u.ac.jp/ctl/teacher/pdf/kyouin_2022_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]

Subject: Requesting Completion of the Spring Semester Course Questionnaire

The purpose of this questionnaire is threefold.

First, this questionnaire aims 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 years, based on the students' attitude towards learning and how well they achieved their goals in terms of the course objectives. Second, by sharing the results with the students, we aim to encourage the students who responded to the questionnaire to reflect on their own learning activities and to use the results as a reference for other students in subsequent years. Third, by widely publicizing the results, we aim to enable FD for faculty members and SD for faculty & staff, as well as promote understanding of the university's educational activities among students and faculty & staff. With these objectives in mind, this questionnaire will be administered and the results used to guarantee and improve the quality of education at the university.

*The results will be aggregated as statistical data and will not disclose personal information. In addition, the questionnaire has nothing to do with grading.

*You will not be disadvantaged in any way if you do not respond. If there is a question you do not want to answer, feel free to skip it. If you do not want to continue answering the questions, you may stop in the middle of the questionnaire.

*The information obtained will not be used for any purpose other than those stated above, so make sure you understand the purpose of the questionnaire and provide honest feedback.

Period: July 02, 2022 (Sat.) - July 31, 2022 (Sun.)

Response method: Scan the QR code or the URL in the attachment and respond via smartphone, PC, or a similar method. Time required: approximately 5 to 10 minutes

(If you wish to provide an original question, complete the following) ----

-- Original question: For Q10, answer the following.

(e.g., "Did the reference books and materials assist your understanding of the course material?")

(3) Instructions for original instructor questions (undergraduate schools only)

For Q10, instructors can provide their own question. Any instructor who plans to ask their own question should indicate the question as shown above when informing their students (see p. 13 for the actual questions).

III. Viewing the Questionnaire Results

1. Overview

(1) Checking the preliminary results

During the questionnaire period, you can check the response data (preliminary data) for your course.



(2) Checking the response results

A university-wide aggregation will be conducted after the questionnaire period has ended. You can then compare your course with the university-wide average and cross-tabulate by course.

*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. 11)

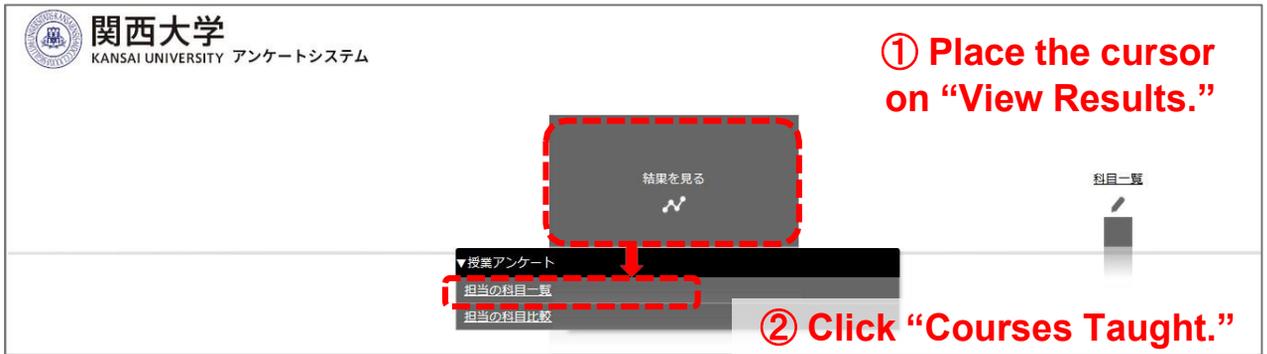
2. Checking the aggregate results (preliminary data) [Undergraduate schools]

After the questionnaire has been administered, 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”

III. Viewing the Questionnaire Results

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



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

※ 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 (集約) 集計結果 (PDF) ロダー 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・学部 授業区分 履日 時限 履修者数 回答者数 回答率 履修可能学部 独自設問

1 あなたにとってこの授業の満足度はどのくらいですか。

2 あなたにとってこの授業の満足度はどのくらいですか。

3 授業の少くはく授業内容、授業態度、授業計画に納得が持てましたか。

4 授業態度、授業内容の理解度や関心度が授業態度に満足していますか。

5 この授業で学んでほしいと思う内容をすべて記入してください。(複数選択)

6 予習復習、準備、課題などの、授業に満足できず、この授業内容の理解に満足していません。

7 この授業について質問したい内容がございましたら。

8 あなたは、この授業の授業態度をどの程度満足していますか。

9 授業中に寝て、この授業の授業態度をどの程度満足していますか。

10 授業態度や授業内容に対して今後希望する点があれば。

35% 70% 145

93% 32% 145

30% 30% 25 75

60% 40% 200 70

7% 30% 35% 144 25 75

40% 40% 90% 25

14% 70% 12% 95

30% 44% 30%

22% 30% 30% 30%

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. You can view the aggregate results (PDF format) afterward.

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

② The results table will be displayed.

On the results screen, click the button in the “Aggregate Results (PDF)” column for the questionnaire whose results you wish to check, and the aggregate results (PDF) will be displayed. (These results will not be displayed during the questionnaire response period.)

III. Viewing the Questionnaire Results

4. Checking the cross-tabulation [Undergraduate schools]

You can cross-tabulate the aggregate results for each course by question. Select the question you wish to cross-tabulate and click “Show Cross-Tabulation” to display the results.

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

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

年度	科目名	教員名	曜日	時限	履修者数	回答者数

▽ 設問文を選択

クロス軸	表側 (縦軸)	表頭 (横軸)
	(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。	(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。

クロス集計表示

設問4×設問6のクロス集計

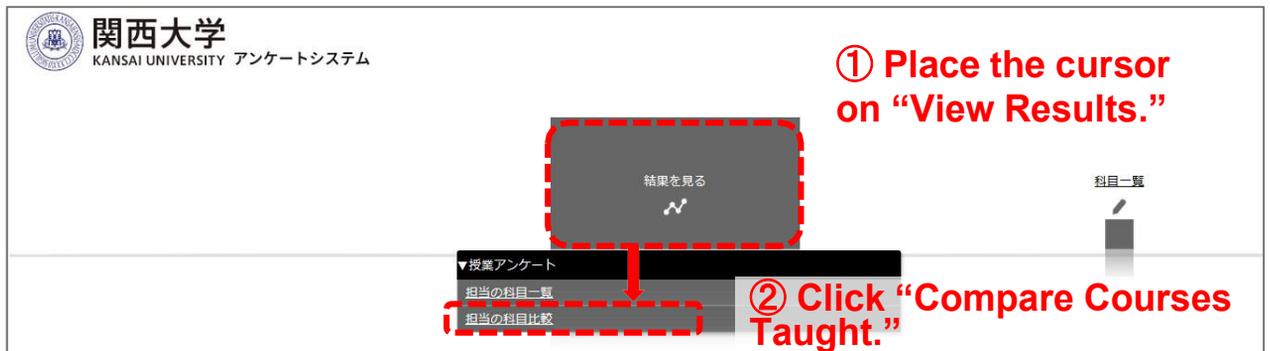
		設問6						
		予習・復習を全くしなかった	30分未満	30分～1時間未満	1～2時間未満	2～3時間未満	3時間以上	無効
進めていた	度数							
	%							

III. Viewing the Questionnaire Results

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”



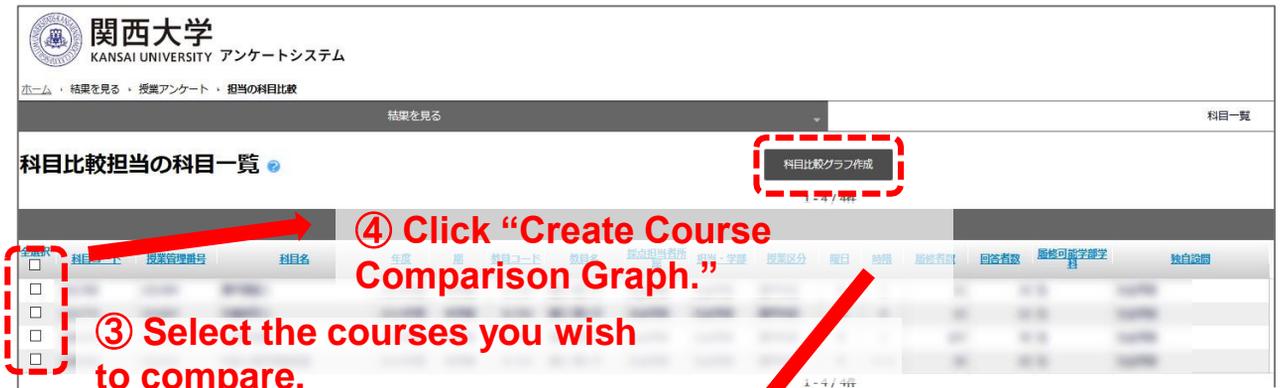
① Place the cursor on “View Results.”

② Click “Compare Courses Taught.”

このスクリーンショットは、関西大学のアンケートシステム「結果を見る」ページのメニュー部分を示しています。メニューには「授業アンケート」の下に「担当の科目一覧」と「担当の科目比較」があります。また、「科目一覧」のボタンも表示されています。赤い破線と矢印で、①「結果を見る」ボタンと②「担当の科目比較」メニュー項目が強調されています。

(2) Select the courses to be compared and display the graph

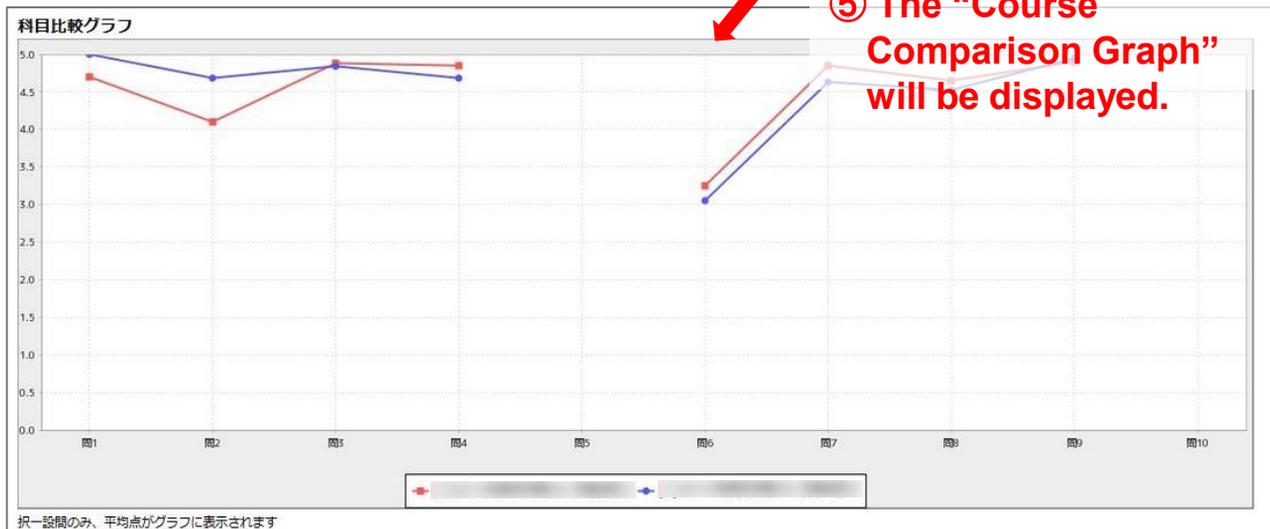
(more than one course can be selected)



③ Select the courses you wish to compare.

④ Click “Create Course Comparison Graph.”

このスクリーンショットは、「科目比較担当の科目一覧」ページを示しています。表には「科目ID」、「授業管理番号」、「科目名」などの列があります。左側の「選択」列にはチェックボックスがあり、③で選択が行われています。また、「科目比較グラフ作成」ボタンが赤い破線で囲われており、④でクリックされることを示しています。

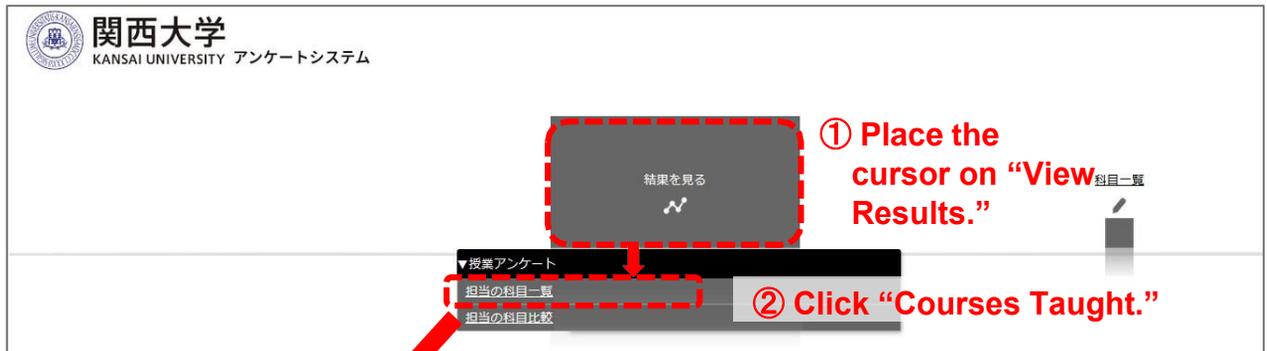


III. Viewing the Questionnaire Results

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

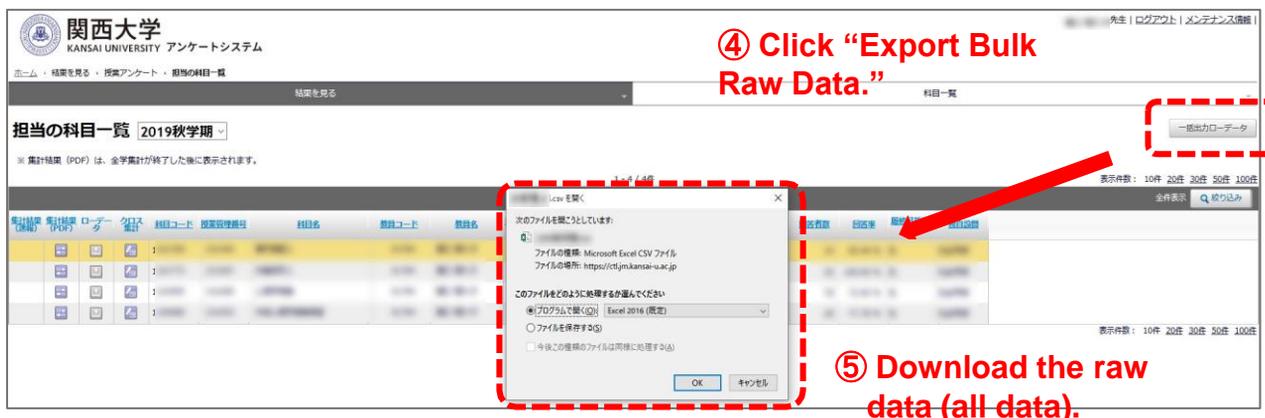
You can download the questionnaire results (raw data).

(1) Download the raw data for each course



④ Select the courses whose raw data you wish to download.

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



III. Viewing the Questionnaire Results

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.

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

*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. 17.

The screenshot shows the 'Courses' screen in the questionnaire system. At the top, there is a navigation bar with the university logo and name, and a breadcrumb trail: 'ホーム > 科目一覧 > 授業アンケート > 科目一覧'. Below this is a '基本情報' (Basic Information) section with a dropdown menu for 'アンケート名' (Questionnaire Name) set to '2021春学期 学部'. A '科目一覧' (Courses) button is visible. The main area is titled '科目一覧' and contains a table of courses. The table has columns for '教員コード', '教員名', 'サブ教員', '現点担当所属', '担当・学部', '授業区分', '曜日', '時限', '履修者数', '履修可能学部/学科', '独自設問', 'クラス', and '公開範囲'. The '公開範囲' (Public/Private) column is highlighted with a red box. Each row in this column contains two radio buttons: '公開' (Public) and '非公開' (Private). In the first row, '非公開' is selected. In the second row, '公開' is selected. The table also includes pagination controls: '1 - 9 / 9件' and '表示件数: 10件 20件 30件 50件 100件'.

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 questions (10 questions shared across the faculties) and up to 5 questions unique to each faculty.

Q1. Was the progress of this course suitable for you?

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

Q2. Was the difficulty of this course suitable for you?

(1) It was easy. (2) It was somewhat easy. (3) It was suitable. (4) It was somewhat difficult. (5) It was difficult.

Q3. Did the class proceed according to the syllabus (the Course Description, Course Objectives, and Course Content)?

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

Q4. Did the instructor confirm the understanding of the students while running the class?

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

Q5. Please select everything you would like us to work on regarding this course. (You may select multiple answers.)

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

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

(1) I did not prepare or review at all. (2) Less than 30 minutes. (3) 30 minutes to less than one hour. (4) One to less than two hours. (5) Two to less than three hours. (6) Three hours or more.

Q7. Were you motivated to work hard on this course?

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

Q8. Did you achieve the course objectives for this course?

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

Q9. Based on your overall evaluation, was this course meaningful?

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

Q10. Choose one of the five options below to indicate whether you agree that the questions asked by the instructor were suitable.

(1) I agree. (2) I somewhat agree. (3) I am not sure. (4) I somewhat disagree. (5) I disagree.

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 PowerPoint presentations, not writing on the blackboard.

IV. Class questionnaire questions

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, provide it here.

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 write (1) what you liked about this course, (2) what you would like to see continued, and (3) any areas that could use improvement or suggestions you might have.

2. Please respond to the following only if instructed to do so by your instructor (otherwise, do not write 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.

*Please enter the following information if instructed to do so by your instructor.

1. Faculty/graduate school affiliation

2. School year

3. Student ID number

4. Name

IV. Class questionnaire questions

3. Course Questionnaire questions (Graduate schools)

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

次の各項目についてお答えください。

1 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)

2 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)

3 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)

4 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)

5 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)

6 その他、この授業に関するご意見をお書きください。

*Q5 is meant for face-to-face classes, so respond only if the course has face-to-face classes.

IV. Class questionnaire questions

3. Course Questionnaire questions (Graduate schools)

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

次の各項目についてお答えください。

- 1 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。

- 2 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。

- 3 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。

V. Students' Access to Results

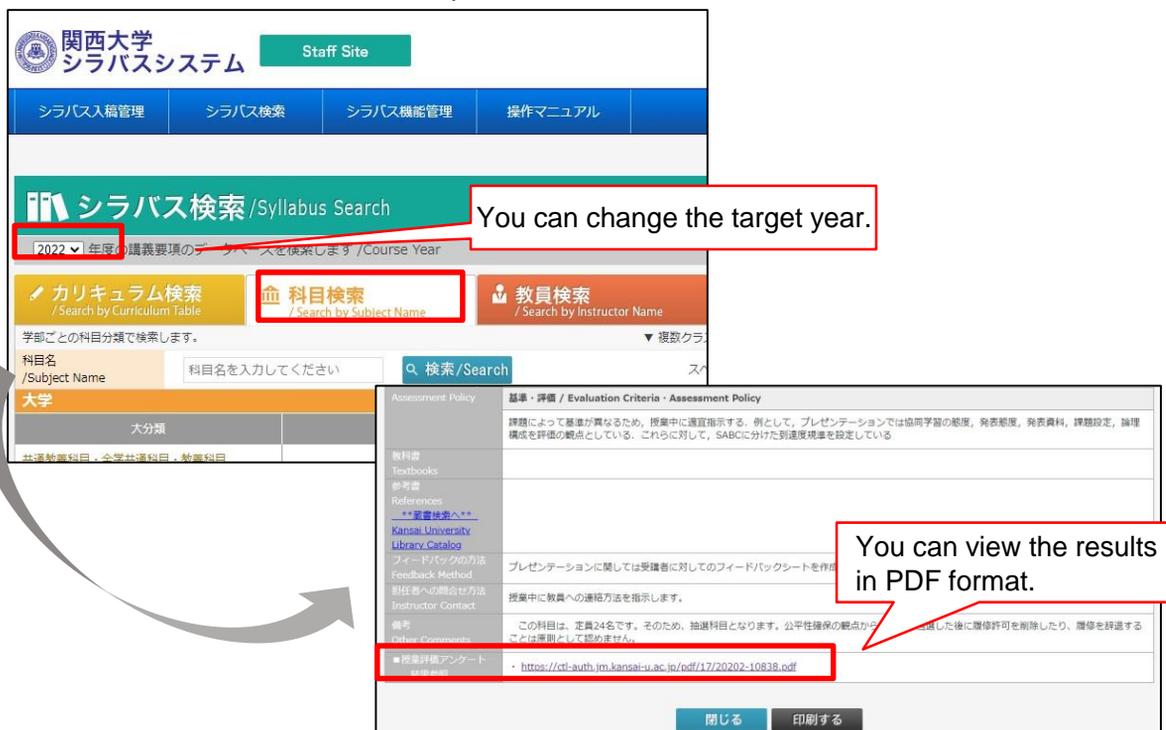
1. Viewing the results (Students/Faculty & staff)

Students, faculty, and staff can view the aggregate results for each course, including those from previous years (2020 and before), by following the below procedure.

(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).



VI. Q&A

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.

The 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.

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. If you wish not to disclose the results to the public (only to the instructor), change the setting to Private. 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.

*Please refer to p. 12 for instructions on making the results Private, and p. 17 for instructions on viewing them from the syllabus system.

② University-wide aggregate results of undergraduate school Course Questionnaires

⇒ Once the response period ends, the 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, etc.

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. 6 for details.

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

A: The response period is from Saturday, July 2nd to Sunday, July 31st.

Responses can be submitted until the end of July in case there are any students who have not yet responded, etc. If we were to make it possible to submit responses for too long, the conditions of the responses would be different. In addition, we have set a deadline for responses to eliminate responses from students outside the courses.

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. (See p. 11)

There are two types of raw data: data for individual courses, and data for the entire semester for all courses.

The raw data for individual courses can be downloaded by logging in to the Course Questionnaire system and clicking “View Results” > “Courses Taught” and downloading the “Raw Data” for the relevant course responses.

You can download all of the response data for the semester by logging in to the Course Questionnaire system and going to “View Results” > “Courses Taught” > “Export Bulk Raw Data.”

(Questions for those holding face-to-face classes)

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 teachers be flexible depending on course progress.

(Questions for those holding face-to-face classes)

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, SoftBank, 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.

VI. Q&A

(Questions for those holding face-to-face classes)

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 the Center for Teaching & Learning.

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

A: The Center for Teaching & Learning.

If you have any questions, contact the following.

For inquiries about the Course Questionnaires, contact:

Teaching & Learning Section, Class Support Division (SHOBUNKAN, 3rd floor)

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

