



**KANSAI  
UNIVERSITY**

# Kansai University Course Questionnaires 2025 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\*.

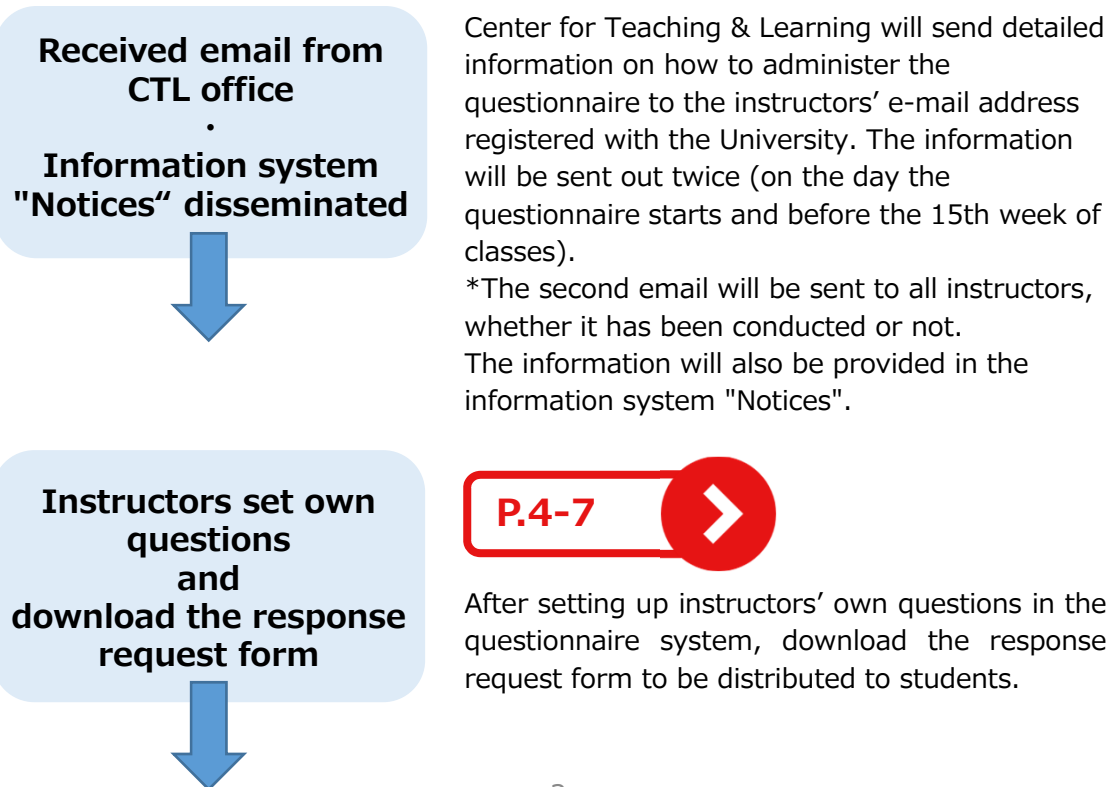
With these purposes in mind, the results of these questionnaires will be made available to faculty members and students, and will be used to guarantee and improve the quality of education at the university.

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

## 2 Period

July 1, 2025 (Tue.) - July 31, 2025 (Thu.)

## 3 Process





## **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 class.

### **Distribution to students**



### **Student questionnaire responses (about 5 min)**



### **Check the questionnaire results**

**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.)

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.

**PP.10-15**



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.)

About 2 weeks after the 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 / If wishing to set]

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.

01

#### To Course Evaluation Questionnaire System

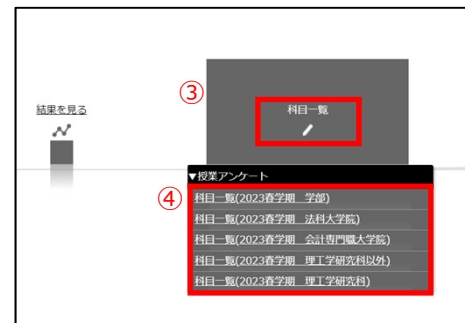
Click ①[the Academic Affairs Information] > ②[Course Evaluation Questionnaire], in the Information System



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]



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)

## 2 Setup for student information entry [Undergraduate schools / If wishing to set]

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.



選択コード	科目コード	授業科目名	科目名	学生情報入力	公開範囲	科目コード	科目名	授業日	授業時間	授業形態
	000001	初年度 1学期 1科目	Calculus	必須	公開範囲	000001	Calculus	1学期	1科目	Calculus
	000002	初年度 2学期 1科目	Calculus	必須	公開範囲	000002	Calculus	2学期	1科目	Calculus
	000003	初年度 3学期 1科目	Calculus	必須	公開範囲	000003	Calculus	3学期	1科目	Calculus
	000004	初年度 4学期 1科目	Calculus	必須	公開範囲	000004	Calculus	4学期	1科目	Calculus
	000005	初年度 5学期 1科目	Calculus	必須	公開範囲	000005	Calculus	5学期	1科目	Calculus
	000006	初年度 6学期 1科目	Calculus	必須	公開範囲	000006	Calculus	6学期	1科目	Calculus
	000007	初年度 7学期 1科目	Calculus	必須	公開範囲	000007	Calculus	7学期	1科目	Calculus
	000008	初年度 8学期 1科目	Calculus	必須	公開範囲	000008	Calculus	8学期	1科目	Calculus
	000009	初年度 9学期 1科目	Calculus	必須	公開範囲	000009	Calculus	9学期	1科目	Calculus
	000010	初年度 10学期 1科目	Calculus	必須	公開範囲	000010	Calculus	10学期	1科目	Calculus



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

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.)

①

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)

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



Using the automatic translation tool in Course Evaluation 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](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 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 1, 2025 (Tue.) - July 31, 2025 (Thu.)

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 [〇〇, 〇〇〇] 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.**

### III Check the Questionnaire Results of Courses in Charge

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

01

### To Course Evaluation Questionnaire System

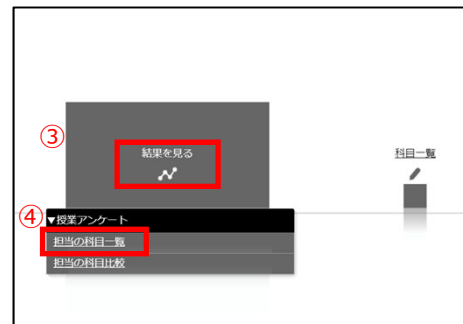
Click ①[the Academic Affairs Information] > ②[Course Evaluation Questionnaire], in the Information System



02

### To Course List

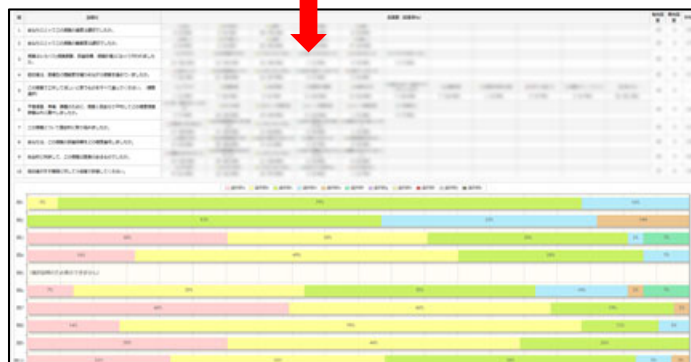
Click ③[View Results] > ④[Course List]



03

### Display of aggregate results

Select ⑤[year, semester, undergraduate or graduate school]. Click ⑥a 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 period, you can view the aggregate results (PDF format).

\*The results will not be displayed during the 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 ②a button in the column [Results (PDF)].

The questionnaire results will be displayed.

The screenshot displays the Kansei University Information System interface. At the top, the '担当の科目一覧' (List of Courses) table is visible. A red box highlights the '2023春学期' (Spring Semester 2023) and '学部' (Faculty) columns, labeled ①. Below this, a red arrow points to a button in the '結果' (Results) column, labeled ②. The bottom part of the screenshot shows the resulting PDF document, which contains a list of 15 questions and their corresponding scores.

- 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 period, you can cross-tabulate the aggregate results for each course by questions.

\*The results will not be displayed during the 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 ②a button in the column [Cross-tab]

#### 03 Display of cross-tabulation results

③Select a question to cross-tabulate.

④Click [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 period.

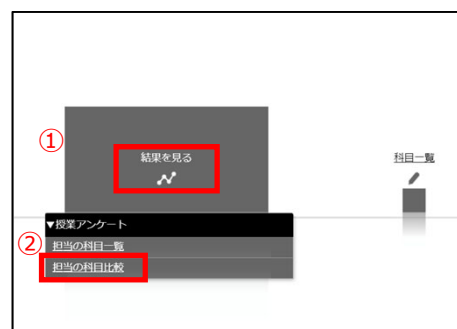
### 01 To Course Evaluation Questionnaire System

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 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 ②a subject for download.

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 response period ends, 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 21 (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.

QRコード	科目コード	授業担当教員	科目名	学生情報の記入	教科書情報	公開範囲	教員コード	教員名	サブ教員
[QR]	10000001	10000001	10000001 10000001	公開済	非公開	非公開	10000001	10000001	10000001
[QR]	10000002	10000002	10000002 10000002	公開済	非公開	非公開	10000002	10000002	10000002
[QR]	10000003	10000003	10000003 10000003	公開済	非公開	非公開	10000003	10000003	10000003
[QR]	10000004	10000004	10000004 10000004	公開済	非公開	非公開	10000004	10000004	10000004
[QR]	10000005	10000005	10000005 10000005	公開済	非公開	非公開	10000005	10000005	10000005
[QR]	10000006	10000006	10000006 10000006	公開済	非公開	非公開	10000006	10000006	10000006
[QR]	10000007	10000007	10000007 10000007	公開済	非公開	非公開	10000007	10000007	10000007
[QR]	10000008	10000008	10000008 10000008	公開済	非公開	非公開	10000008	10000008	10000008
[QR]	10000009	10000009	10000009 10000009	公開済	非公開	非公開	10000009	10000009	10000009
[QR]	10000010	10000010	10000010 10000010	公開済	非公開	非公開	10000010	10000010	10000010

●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認し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 class?"**

☐ 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)

※<この質問は、対面授業でない場合は、あてはまるもののみ回答してください。[提示の仕方]は板書ではなくパワーポイントのみで回答してください。>

/ 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
- ☐ 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, Power Point, 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はなかった/No, not really.
- ☐ 意義のあるものではなかった/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。

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。

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にのみ、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

## Questionnaire for 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。

0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。

0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。

0文字/5,000文字



## 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 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 response period ends, 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 response period ends, 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 for an omnibus course?**

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

In an omnibus course, all instructors can operate the Course Evaluation Questionnaire System, but follow the instructions of the grader and make adjustments as necessary to inform students.

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

However, 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 evaluation questionnaire system are garbled.**

A: When using the Course Evaluation 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.