

# Guideline for Course and Students' Learning Survey, spring Semester 2019

Mori Arinori Institute for Higher Education and Global Mobility,  
Hitotsubashi University

Hitotsubashi University evaluates the Course and Students' Learning Survey for undergraduate courses. Beginning this semester, the survey will be carried out using 'manaba' ("Course Evaluation" on the manaba system), so please familiarize yourself with the procedure, which will follow the guidelines listed below.

- **Survey period :**

**May 15 (Wed), 2019 – June 7(Fri), 2019**

- **Courses covered by the survey**

All undergraduate courses for spring semester 2018 are subject to being surveyed. (Courses with just a few students can be excluded. (less than 20))

- **How to survey**

- Leave 10 minutes in class for the survey as you have done with paper forms previously and encourage the students to answer questions online so that we can obtain as many survey as possible.
- In Principal, the survey should be conducted during the last class before the exam.
- You may administer it before that time or during the exam period (just before or after the exam).

- **Courses with two or more instructors (Except for "PACE")**

The survey is carried out by course, one survey for one course. If the course is taught by two or more instructors, please contact with each other to ensure that the survey is conducted by one of them.

- **Answer submission**

The survey answers can be submitted only once and they cannot be changed once the survey has submitted. So, please be careful and with the timing if you want to add extra questions.

- **Survey results and feedback**

- The survey results can be checked on a real-time basis. (see the Course Evaluation manual)
- Once the survey period is over, the survey results and comments will be circulated through manaba in PDF form to all instructors and students.
- Please remember that access to manaba will become invalid when 60 days have passed after you have resigned.
- The survey results (except comments) will be made public through the University Library etc.

- **Feedback from instructors (see the Course Evaluation manual)**

Instructors can feed back on the survey results through manaba (the Collect Assignment page).

## ● Questions for the survey

Q1	この授業のシラバスは履修登録するか判断するために十分な情報がありましたか？ Did the course syllabus have enough information to decide on registration?
Q2	あなたの授業への出席率ほどの程度でしたか？ What was your rate of attendance on this course?
Q3	1回の授業に対して、平均してどのくらいの授業外学習を行いましたか？学習時にはテキストや講義資料を読むなどの予習・復習のための時間の他に授業内容に関連した書籍や論文の読書の時間、友人や家族などとの授業に関連した内容を話題した時間も含めてください。 How many hours did you work at home for each class? Please include time for reading books and research papers related to the course, and time to discuss content related to the course with friends and family in addition to preparation and review for each class in study time.
Q4	授業のねらいや学習目標は理解できましたか？ Were the aims and objectives of the course clear to you?
Q5	成績評価の方法と基準は明確に理解できましたか？ Did you understand clearly the methods and criteria for students grading?
Q6	教員の説明の仕方は分かりやすかったですか？ Did you understand clearly what the instructor said in class?
Q7	教員が使用した教科書や教材は授業内容を理解するのに有用でしたか？教科書や教材を使用していない場合は空欄としてください。 Did the textbooks and educational materials help to understand the content of the course? Please leave blank if there is no designated textbook or educational material.
Q8	授業に対する教員の熱意は感じましたか？ Do you think the instructor was enthusiastic enough?
Q9	この授業の受講はあなたにとって意義のあるものでしたか？ Did you find taking this course was worthwhile for you?
Q10	このアンケートに回答したのはいつですか？ When did you answer this survey?
Q11	学部・研究科・エリアによる指定設問
Q12	学部・研究科・エリアによる指定設問
Q13	学部・研究科・エリアによる指定設問
Q14	学部・研究科・エリアによる指定設問
Q15	教員による指定設問
Q16	教員による指定設問
Q17	教員による指定設問
Q18	自由記述 Please write your opinions on how to improve the course,

ご連絡いただいた場合のみ表示

## ● Additional questions by the instructor

Instructors' personal questions also can be added Q15-Q18. Questions can be presented by writing them on a blackboard, or distributed with a handout. Please note that these questions will not be shown on the survey results, so please keep them by yourself.

## ● Comments

A comment space is provided so that students can write any comments and opinions on the course, but the instructors can also indicate a specific theme on which they wish to receive feedback from the students. You may encourage students to write as many comments as possible.

If you have any further inquiries, please feel free to contact the Mori Arinori Institute for Higher Education and Global Mobility (Ishizaki / Yui).

E-mail : edu-dc.g@dm.hit-u.ac.jp  
Ext. : 8996

## Announcing students about the course evaluation

—Notice to be given students prior to the date of the course evaluation—

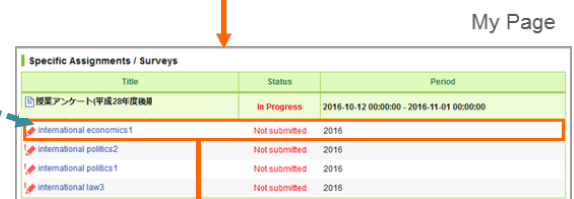
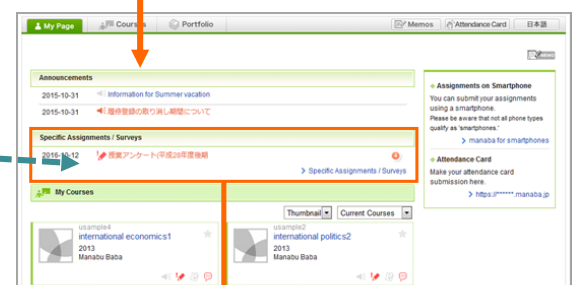
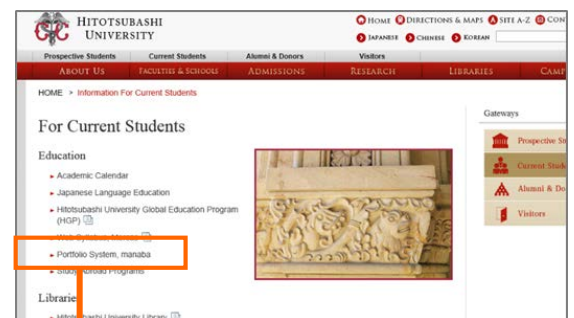
- At the next class, we will be doing a course evaluation on manaba. Please bring your smartphone or tablet. If you don't have one, please answer using either your own computer or the school computer (Computer Education Building, Library and East Study Room). You may answer earlier if you have time.  
Our Vice President has asked me to inform you that the survey will not identify students as individuals, but please do not use offensive words in expressing your opinions."

—On the day of the course evaluation—

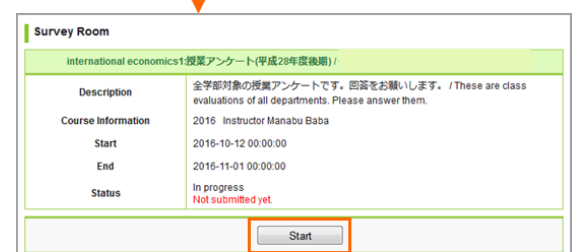
\*If you have more than 200 students, divide the class in two and do it for the first half in five minutes and the second half in another five minutes so that students can get better access to the web system.

- Today we are doing the course evaluation on manaba. Our vice president has asked me to inform you that the survey will not identify students as individuals, but please do not use offensive words in expressing your opinions.
- If you don't have a tablet or if you have already answered the survey, you may leave.
- First, go to the Hitotsubashi University Home Page. Then, click on Current Students and login to manaba.
- Click on the course evaluation located in Specific Assignments/Surveys at the top of manaba My Page.
- Select our course title from the course evaluation list in Specific Assignments/Surveys.
- Click Start and answer questions.
- Please be sure to click Submit to finalize your submission.

Teachers, please leave your class room after reading instructions 2 through 8.



Specific Assignments / Surveys page



Survey Room

## How to check course evaluation results

The results of a course evaluation survey can be displayed (in Excel and pie chart) real-time in the following steps:

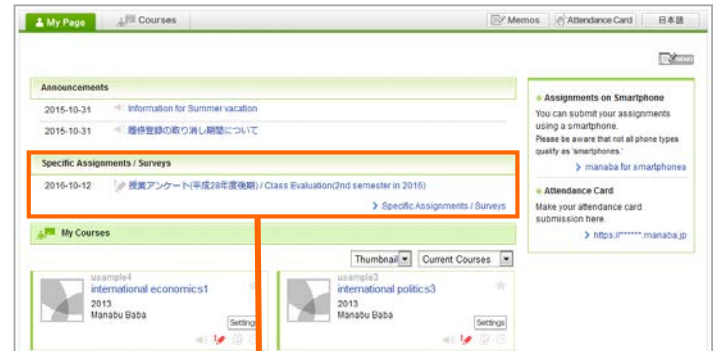
1. Select a course evaluation survey you would like to check from the Specific Assignments/Surveys list in My Page.
2. Click a course title you would like to check.
3. Click **Chart** button of each survey question in the Collect Assignments/Surveys page. The result of each question will be displayed in a pie chart. To download the source data, click **Download results**.

### 【Note】

- ✓ In My Page, up to 5 latest assignments will be listed. If you would like to check all the past assignments, please click **Specific Assignments/Surveys** link under the latest assignment list.

### 【Caution!】

- ✓ The source data which the instructor can download doesn't include any personal information (e.g. User IDs, names and Student ID).
- ✓ To display the latest survey results, refresh the Collect Assignment page.



My Page

Specific Assignments / Surveys		
Title	Status	Period
授業アンケート(平成28年度後期)	In Progress	2016-10-12 00:00:00 - 2016-11-01 00:00:00
international economics2		2016
international economics1		2016
international politics3		2016
international politics2		2016
international politics1		2016
international economics3		2016
international law1		2016
international law2		2016
international law3		2016

Specific Assignments / Surveys

**Collect Assignment**

国際経済1 授業アンケート(平成28年度後期)

Description	全学部対象の授業アンケートです。回答をお願いします。 / These are class evaluations of all departments. Please answer them.
Course Information	2016 Instructor Manabu Baba
Start	2016-10-12 00:00:00
End	2016-11-01 00:00:00
Respondents	8 items

This assignment is currently being accepted.

[Download results](#)

[Specific Assignments / Surveys](#)

**Attendance**

欠席数 / The number of absences(選択必須)

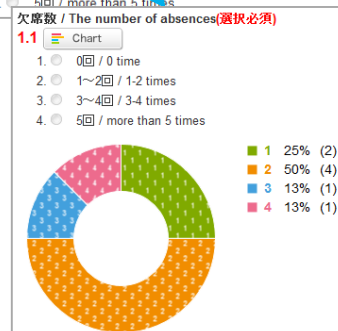
1. [Chart](#)

1. ☐ 0回 / 0 times

2. ☐ 1~2回 / 1-2 times

3. ☐ 3~4回 / 3-4 times

4. ☐ 5回 / more than 5 times

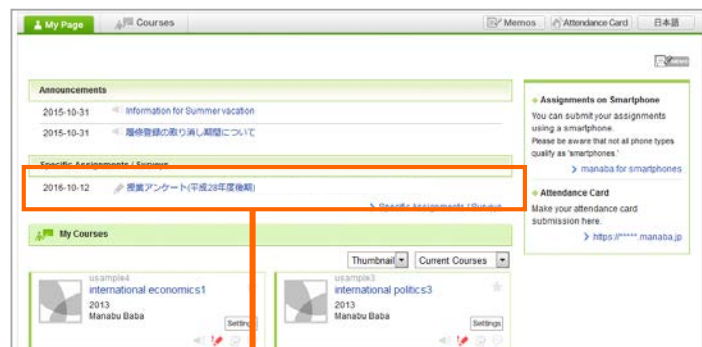


Collect Assignment

## How to check the tabulated results per course and list of open-ended comments

The tabulated survey results per course and list of open-ended comments can be confirmed after completion of the survey analysis.

1. Select a course evaluation survey you would like to check from the Specific Assignments/Surveys list in My Page.
2. Click a course title you would like to check.
3. Confirm the course evaluation result.



My Page

Specific Assignments / Surveys		
Title	Status	Period
授業アンケート(平成28年度後期)	Closed	2016-10-12 00:00:00 - 2016-10-30 00:00:00
international economics2		2016
international economics1		2016
international politics3		2016
international politics2		2016
international politics1		2016

Specific Assignments / Surveys page

### Collect Assignment

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Course Information	2016 Instructor Manabu Baba
Start	2016-10-12 00:00:00
End	2016-10-30 00:00:00
Respondents	8 Items

This assignment has ended.

[Download results](#)

#### Results and Feedback

result.pdf - 2016-10-31 12:44:30

The goal of this course is ...  
The result of that is ..., which shows ...

[Edit](#) 2016-10-31 12:50:39 - u-teacher1

Collect Assignment page

## How to provide feedback from the instructor

Instructors can also provide feedback on the results of the course evaluation. Follow the steps below.

1. Click **Edit** button in the Results and Feedback area in the Collect Assignments page.
2. Enter your comment and click **Update** to add your feedback.

### Collect Assignment

国際経済1 授業アンケート(平成28年度後期)

Description	全学部対象の授業アンケートです。回答をお願いします。 / These are class evaluations of all departments. Please answer them.
Course Information	2016 Instructor Manabu Baba
Start	2016-10-12 00:00:00
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Respondents	8 Items

This assignment has ended.

[Download results](#)

#### Results and Feedback

result.pdf - 2016-10-31 12:44:30

The goal of this course is ...  
The result of that is ..., which shows ...

[Edit](#) 2016-10-31 12:50:39 - u-teacher1

#### Comment from Instructor

The goal of this course is ...  
The result of that is ..., which shows ...

[Update](#) [Cancel](#)

Collect Assignment page