

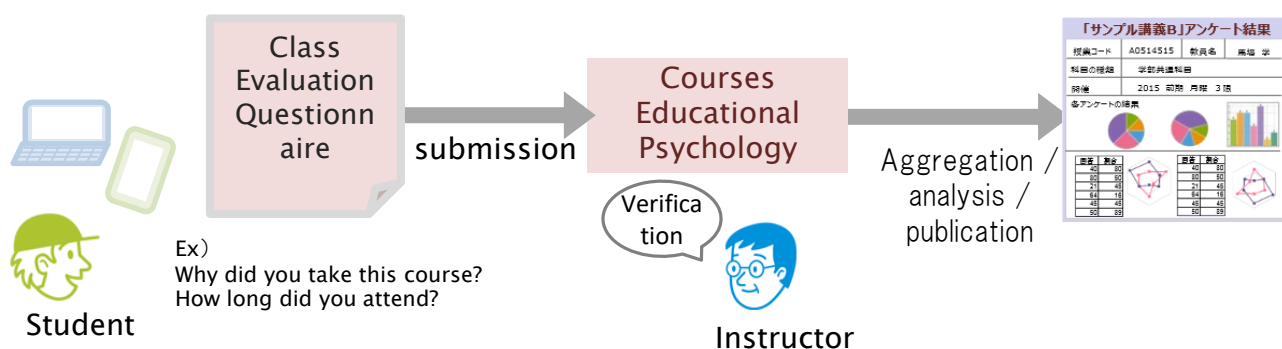
# Request for class surveys on manaba

We are conducting a survey on the manaba course. Students are required to log in to the manaba course and submit the questionnaires according to the instructions of the instructor or the manual.

Class surveys for manaba courses can be submitted via PC, smartphone, or tablet.

## ■ Questionnaire implementation procedure

Submission, tallying, and viewing/returning of results are all done on the manaba course. "Assignments & Questionnaires" on My Page to open the list of questionnaires to be submitted.



## ■ Scheduled implementation period

December 2, 2024 (Mon) – February 12, 2025 (Wed)

## ■ Subjects to be implemented

All undergraduate courses for winter quarter, autumn/winter term, all yearround and winter intensive courses are subject to being surveyed.

## ■ Q&A

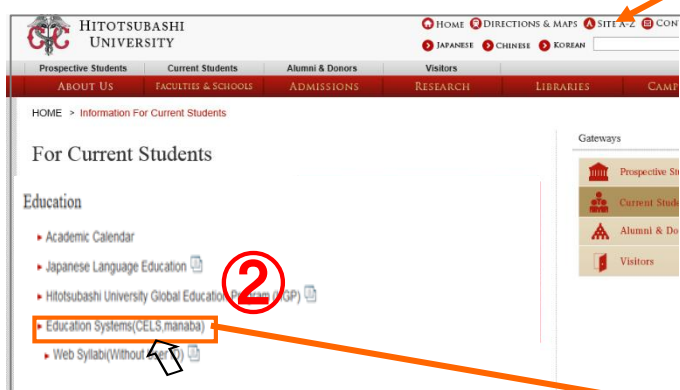
- Is the respondent's information passed on to the faculty?  
Your personal information will not be shared with the faculty. You can rest assured. However, the results of the survey (which do not include personal information) will be made public.  
Defamation of the teacher Please do not write slanderous comments about faculty members (discriminatory comments regarding appearance, gender, nationality, etc.).
- I forgot my PC or smart phone or it ran out of charge.  
You can submit your work at any time during the above period, but you should complete it during class whenever possible.  
Please save your work frequently to avoid connection timeouts.

If you have any questions about the class survey, please contact the office of the Organization for International Mobility in Higher Education, Arinori Mori (1F, East Bldg. 1).

## How to access manaba My Page

This course evaluation asks for the opinions of students taking each course. The purpose of this course evaluation is to improve the quality of each course. Your answers will be used only for that purpose. Please answer each question honestly. The survey will not identify students as individuals, but please do not use offensive words in expressing your opinions.

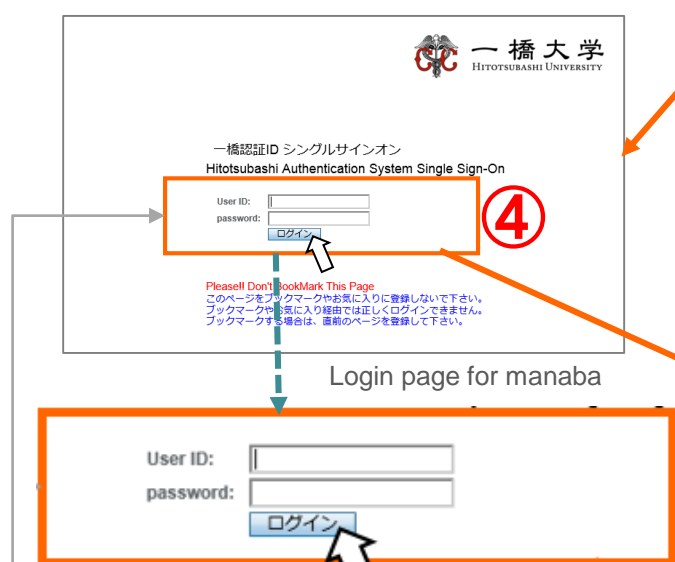
○ Please see the following information below.



Current Students Page



Hitotsubashi University HP



Login page for manaba



manaba My Page

Enter your student ID for "User ID", and your password for "Password", then press the "ログイン" button.

## How to answer a course evaluation survey

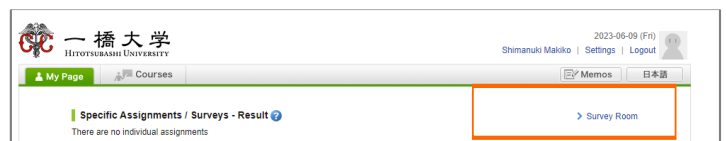
Follow the steps below to answer a course evaluation.

1. Select a course evaluation survey you need to answer from the Specific Assignments/Surveys list in My Page.



My Page> Specific Assignments / Surveys page

2. Click on Survey Room.



3. Select a course title and the answerform will be displayed.

Specific Assignments / Surveys		
Title	Status	Period
授業アンケート(平成28年度後期) / Class Evaluation(2nd semester in 2016)	In Progress	2016-10-12 00:00:00 - 2016-11-01 00:00:00
International economics 1	Not submitted	2016
International politics 2	Not submitted	2016
International politics 1	Not submitted	2016
International law 3	Not submitted	2016

4. Click Start.

**Survey Room**

international economics1授業アンケート(平成28年度後期) / Class Evaluation(2nd semester in 2016)

<b>Description</b>	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.
<b>Course Information</b>	2016 Instructor Manabu Baba
<b>Start</b>	2016-10-12 00:00:00
<b>End</b>	2016-11-01 00:00:00
<b>Status</b>	In progress Not submitted yet.

**Start**

Survey Room

5. Answer questions.

**Survey Room**

Enter Confirm Finish

テストコース2: [test] 授業アンケート 2016年度冬学期

Questions 15

**授業での学習状況**  
Students' Learning in This Course

授業の学習に意欲的に取り組まれましたか?

Did you work hard in this course? (選択必須)

1. ☐ 全くそう思わない  
Do not agree at all

2. ☐ そう思わない  
Do not agree

3. ☐ どちらともいえない  
Answers do not apply

4. ☐ そう思う  
Agree

5. ☒ 強くそう思う  
Strongly agree

あなたの授業への出席率ほどの程度でしたか?

Which was your rate of attendance in this course? (選択必須)

1. ☐ 2割以下  
Less than 21%

2. ☐ 4割程度

- Click Confirm after you answer all the questions.

The screenshot shows the 'Survey Room' interface. At the top, there are buttons for 'Enter', 'Confirm', and 'Finish'. Below these, the course name 'アストコースス2 (best) 調査アンケート 2016年度第1学期' is displayed. The main area contains a list of questions with radio button options. At the bottom, there is a 'Save and go' button and a 'Confirm' button, which is highlighted with a red box. An orange arrow points from this 'Confirm' button down to the next screenshot.

- Please make sure to click Submit to finalize your submission.

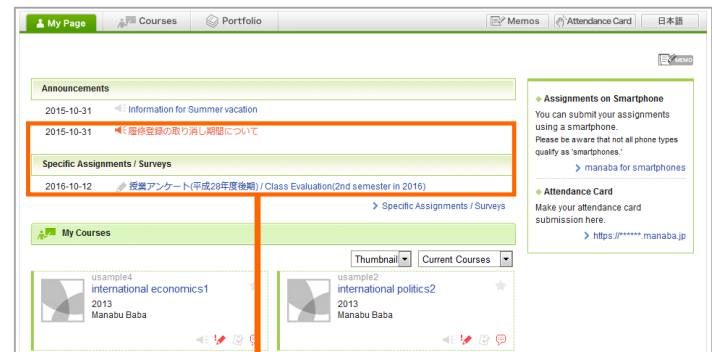
The screenshot shows the 'Survey Room' interface after clicking 'Confirm'. It displays a message: 'Click the "Submit" button'. Below this, it says 'The survey is not yet submitted. Click the "Submit" button below to submit.' and 'To modify your answers, please click "Back"'. At the bottom, there are 'Back' and 'Submit' buttons, with the 'Submit' button highlighted by a red box.

- **【Caution!】**
- ✓ If you want to save and leave the survey temporarily, make sure to click **Save and quit** so that the connection will not time out.
- **【Note】**
- ✓ If you have any surveys left submitted, the number of unsubmitted surveys will be displayed in My Page.

## How to check course evaluation report

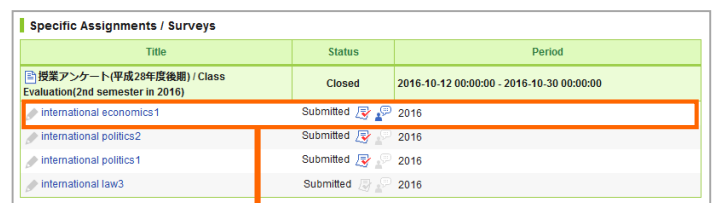
Follow the steps below to confirm a course evaluation report.

1. Select a course evaluation survey you would like to check from the Specific Assignments/Surveys list in My Page.



My Page

2. Select a course you would like to check the report.



Specific Assignments / Surveys

3. Download and check the course evaluation report that is available in the Results & Feedback area. Instructor's feedback may be available, as well.



Survey Answers

### 【Caution!】

- ✓ Class evaluation results are available only after the manaba administrator “publish” them.
- ✓ Feedback is available only after the instructor write a comment.