

Request for course surveys on manaba

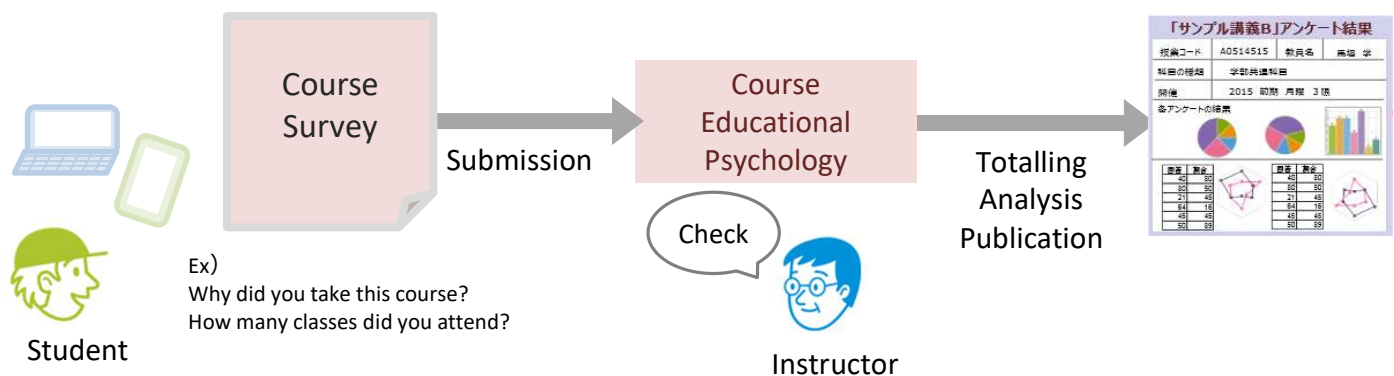
Hitotsubashi University conducts "Course and Students' Learning Survey" on manaba.

Students are required to log in to the manaba and submit the survey according to the instructor's instructions or the manual.

Course survey in manaba can be submitted via PC, smartphone, or tablet.

■ Questionnaire implementation guideline

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



■ Survey period

December 1, 2025 (Mon) - February 11, 2026 (Wed)

■ Target course covered by the survey

Undergraduate courses offered in the winter quarter, autumn-winter semesters, full year and winter intensive courses.

■ Q&A

- Is the respondent's information shared with instructor?

Your personal information will not be disclosed to instructors.

However, the results of the survey (which do not include personal information) will be made public. So please do not write any defamatory comments about instructors (discriminatory comments related to appearance, gender, nationality, etc.).

- I forgot my PC or smartphone or it ran out of battery .

You can submit your work at any time during the above period, but please complete your submission during class whenever possible.

Also, please save your work frequently to avoid connection timeouts.

If you have any questions about the course survey, please contact the office of the Mori Arinori Institute for Higher Education and Global Mobility, (1F, East Bldg. 1).

How to access manaba My Page

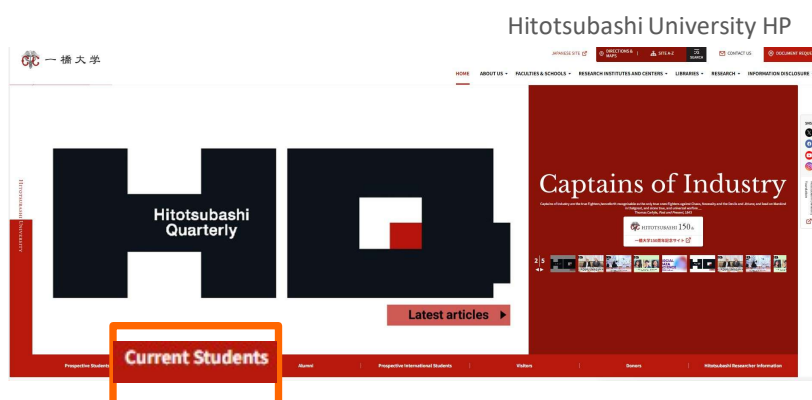
The purpose of this survey is to improve our classes. Individuals will not be identified from the results of this survey, but please avoid any defamatory comments and be sure to write your thoughts and opinions that will help improve our classes.

Follow the steps below to access manaba My Page

Current Students Page

Classes/Courses

- ▶ Notices from the Educational Affairs Division
- ▶ Notices to new students
- ▶ Lecture cancellation information
- ▶ Classroom changes
- ▶ Schedule changes
- ▶ Course registration
- ▶ **manaba (portfolio system)**
- ▶ Education affairs System descriptions
- ▶ Gmail for current students
- ▶ e-learning language learning materials
- ▶ Minor programs in law and economics
- ▶ "Josui seminar" donated by Josuikai
- ▶ "Social practice theory" donated by Josuikai



Login page for manaba

Enter your student ID for "User ID", and your password for "Password", then click the "LOGIN" button.



How to answer a course survey

Follow the steps below to answer a course survey.

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



Specific Assignments / Surveys page

2. Select a course title and the answer form 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 economics1	Not submitted	2016
International politics2	Not submitted	2016
International politics1	Not submitted	2016
International law3	Not submitted	2016

Survey Room

3. 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)

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
Status	In progress Not submitted yet

Start

4. Answer questions.

Survey Room

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めましたか?
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
About 40%

- 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 survey questions are displayed. At the bottom of the question list, there are two buttons: 'Save and quit' and 'Confirm'. The 'Confirm' button is highlighted with a red rectangular box. An orange arrow points from this box down to the 'Submit' button in the next screenshot.

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

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

[Caution!]

- ✓ Clicking "Confirm" does not mean the answer has been submitted. To complete the submission click "Submit".
- ✓ 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.

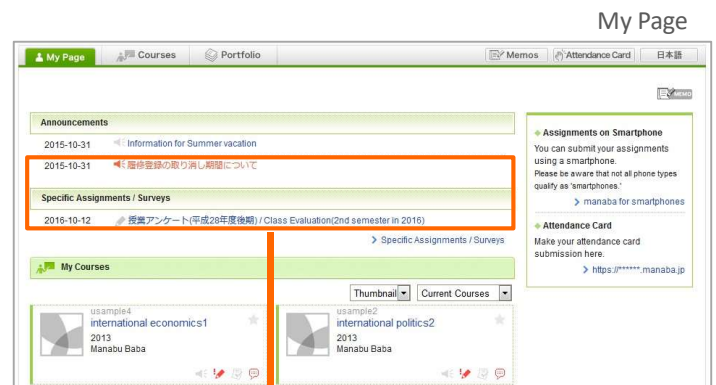
[Note]

- ✓ If you have any unsubmitted surveys, they will be displayed in red on your My Page, along with the number of assignments remaining.

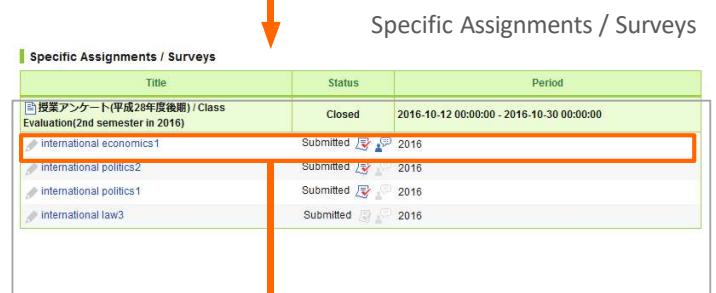
How to check course evaluation report

Follow the steps below to confirm a course report.

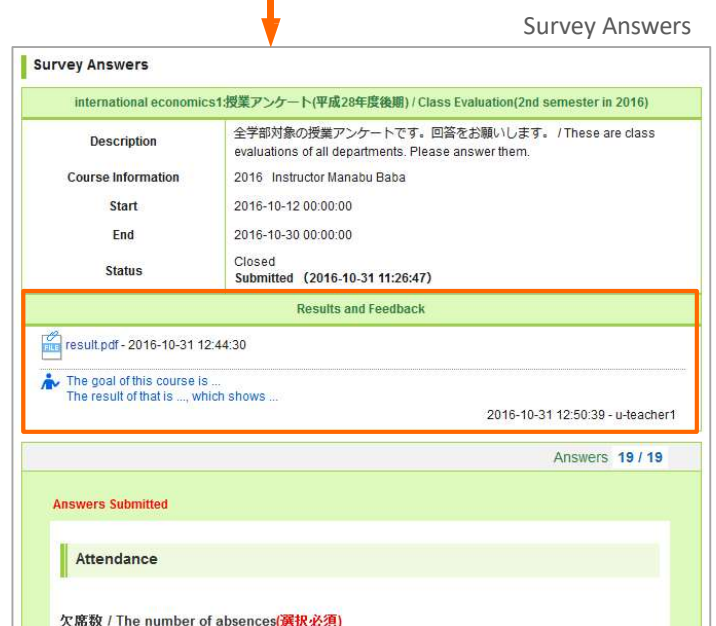
1. Select a course survey you would like to check from the Specific Assignments/Surveys list in My Page.



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



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



[Caution!]

- ✓ Result files and instructor's feedback are only visible to students if they are published.