

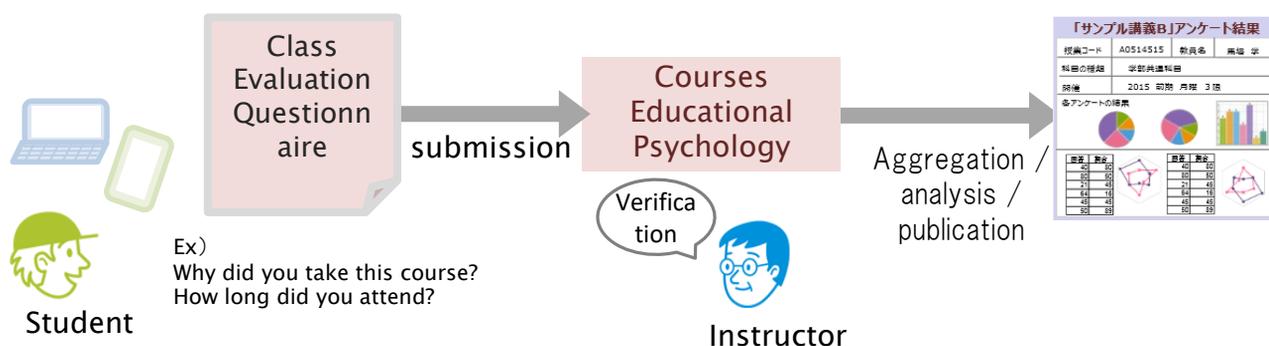
# Request for class surveys on manaba

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.



Ex)  
Why did you take this course?  
How long did you attend?

Student

Instructor

## ■ Scheduled implementation period

May 11, 2022 (Wednesday) – June 7, 2022 (Tuesday)

## ■ Subjects to be implemented

Bachelor courses offered only in the spring quarter

## ■ Q&A

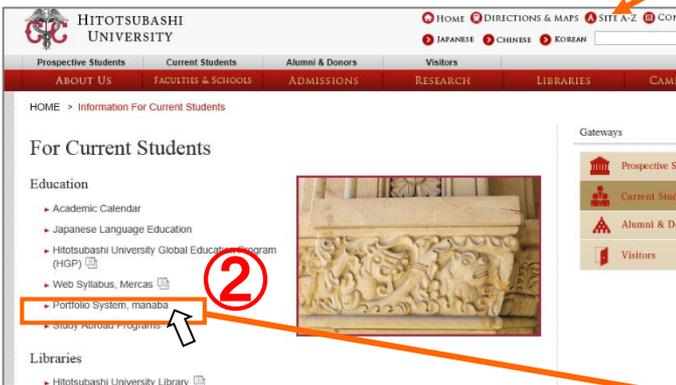
- Is the respondent's information passed on to the faculty?  
Your personal information will not be shared with the faculty. You can rest assured. However, the results of the survey (which do not include personal information) will be made public.  
Defamation of the teacher Please do not write slanderous 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).

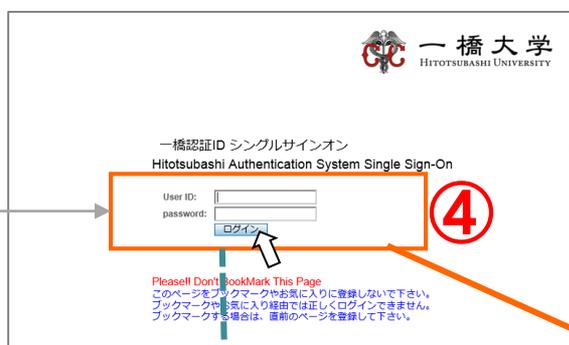
## How to access manaba My Page

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



Login page for manaba



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



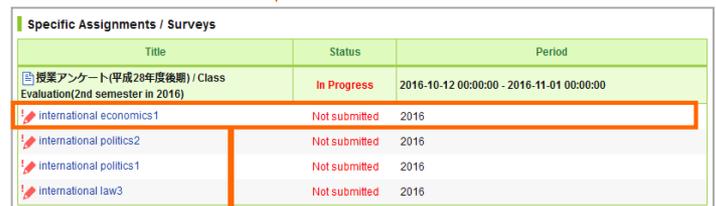
## How to answer a course evaluation survey

Follow the steps below to answer a course evaluation.

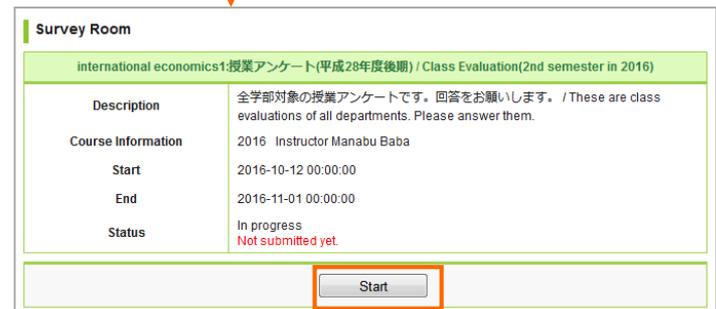
1. Select a course evaluation survey you need to answer from the Specific Assignments/Surveys list in My Page.
2. Select a course title and the answer form will be displayed.
3. Click Start.
4. Answer questions.



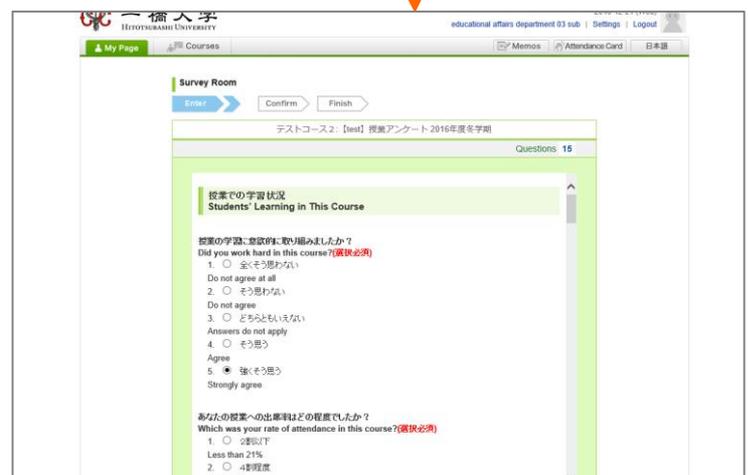
My Page



Specific Assignments / Surveys page



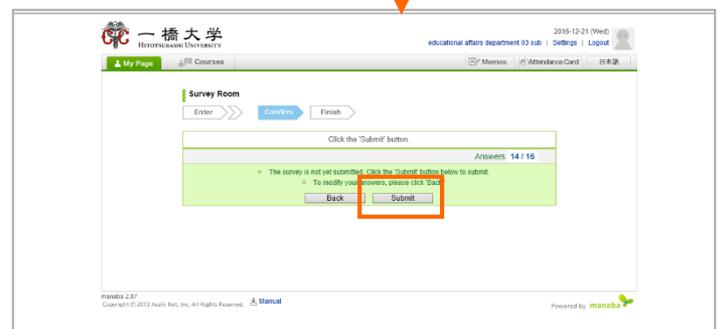
Survey Room



5. Click Confirm after you answer all the questions.



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



- **【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.

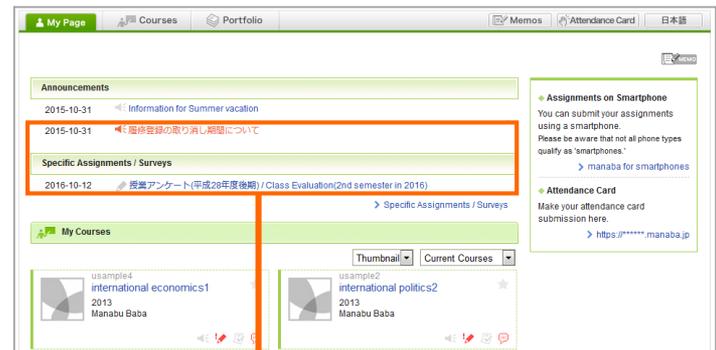
1. Select a course evaluation survey you would like to check from the Specific Assignments/Surveys list in My Page.

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

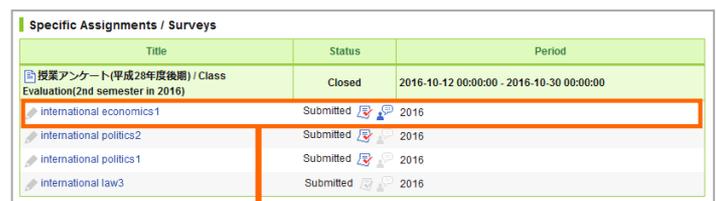
3. Download and check the course evaluation report that is available in the Results & Feedback area. Instructor's feedback may be available, as well.

### 【Caution!】

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



My Page



Specific Assignments / Surveys



Survey Answers