

13. Questionnaire

Course reflection survey are conducted by Kobe University at the end of each semester on all students. Class surveys are conducted by respective teachers independently on students in their class.

13-1. Preparing a questionnaire for course reflection survey

Course reflection survey are conducted at each semester. Firstly, administrative staff or committee members in charge of academic affairs in Kobe University create base questions common to all classes. Then, teachers can add questions at their discretion.

- (1) Click on “Questionnaire Settings.”

When there exist registered questionnaire(s), a list of registered questionnaires will appear.

- (2) If you want to add question(s) to a registered questionnaire shown in the list, click on “Add questions” at the questionnaire to edit the questionnaire.
- (3) If you want to edit the base setting, click on Base settings.
- (4) Note that teachers cannot change settings other than “Answer sheet style” and “Number of no-shows” (to be set as a restriction on target respondents).

* You can see a response rate during the designated questionnaire period.

The screenshot shows a web interface for creating and managing questionnaires. It is divided into two main sections: 'アンケート作成' (Create questionnaire) and 'アンケート一覧' (Questionnaire list).

アンケート作成 (Create questionnaire):

- Year: 2016
- Buttons: 'Create a questionnaire for class survey', 'view template'

アンケート一覧 (Questionnaire list):

- Year: 2016, 2 courses registered
- Section: [course reflection survey]

時間割コード	subject	副科目名	Main instructor	time period	survey creation	status of results	response rate
	Course reflection		Day · Hours 他	data collected 2016/7/1 - 2016/9/20	2016/6/22 - 2016/6/29	public 2016/9/21 - 2016/12/31	10.6% (14/132)
	Course reflection		Day · Hours 他	collecting data 2016/7/1 - 2016/9/10	2016/6/22 - 2016/6/29	public 2016/9/11 - 2016/12/31	16.7% (4/24)

Additional details from the screenshot:

- Buttons for 'response screen' and 'View survey results' are visible.
- The interface includes a search bar and navigation elements.

Create questionnaire / 基本情報設定

Please enter the basic survey information.

survey type	class survey
year	2016
faculty	For Teaching Credential
class code	<input type="text"/> search timetable
Survey title	<input type="text"/>
Survey title (English)	<input type="text"/>
starts	2016 year 9 month 17 day
closes	2016 year 10 month 1 day Currently processing ※ survey data.
Type of answering mode	<input type="radio"/> 一覧表示 <input checked="" type="radio"/> 設問毎改ページ
Status of survey result	<input checked="" type="radio"/> 公開(回答者のみ) <input type="radio"/> 公開(未回答者含む) <input type="radio"/> confidential
Result open for viewing from	2016 year 10 month 16 day
Last day for viewing	2016 year 10 month 31 day
absences	more than <input type="text"/> times is exempt ※ Register number of times attended or absent

Register a new question

13-2. Adding question(s) to a Course reflection survey

You may not edit base questions common to all classes, but you may edit or delete questions that you added.

- (1) If you want to add question(s), click on [Add questions](#).
- (2) You can import or register a template.
- (3) You can go back to the questionnaire creation page, by clicking on [return to list](#).

Create questionnaire / 設問一覧

survey title

Survey currently contains 5 items

[Add a new question](#) [import template](#) [save template](#) [return to list](#)

year	item number	item	item type	result status
2016	1	On average, how much time did you spend each week studying individually for this class? (including preparation and revision)	1 of 5	public
2016	2	I understood the classes well.	1 of 5	public
2016	3	To what extent did you accomplish the objectives of the course as written in the syllabus?	1 of 7	public
2016	4	Please check one or more of the following items only if you think the course might need improvement in that area.	7 of 7	public
2016	5	Please reflect on the course and write a comment about your learning and any suggestions you might have to improve this course.	Written answer	public

Attention!

Teachers are allowed to add questions to an questionnaire for course reflection survey (base questions common to all classes) during the questionnaire registration period designated by a questionnaire supervisor.

If you fail to add questions, you can ask a supervisor to extend the questionnaire registration period and add questions before the extended period expires.

13-3. Registering your questions to be added to a Course reflection survey

- (1) You may change the number of choices (default is 3) through the combo box.
- (2) Enter a question title in Japanese, its English translation and question number.
- (3) Choose either “Confidential” or “Public” to determine accessibility to questionnaire results, by clicking the mouse on either radio button.
- (4) You may choose either “Multiple-choice” style or “Written answer” style by clicking the mouse on either radio button.
- (5) If you chose “Multiple-choice,” you must set the number of choices through the combo box. Then, enter specific wording in each textbox.
- (6) If you chose “Written answer,” you must set the maximum acceptable number of characters for the answer box.
- (7) If you click on **Register a new question**, your question will be registered and a list of registered questions will appear.

Attention!

There are two textboxes; one for Japanese and the other for English.

You must enter Japanese, and English is optional, but if you did not enter English, the English-version answer sheet shows Japanese only.

13-4. Setting the number of no-shows

You can set the “number of no-shows” as a restriction on target respondents, if the base setting has this option. You must register students’ no-shows before the questionnaire is distributed to students.

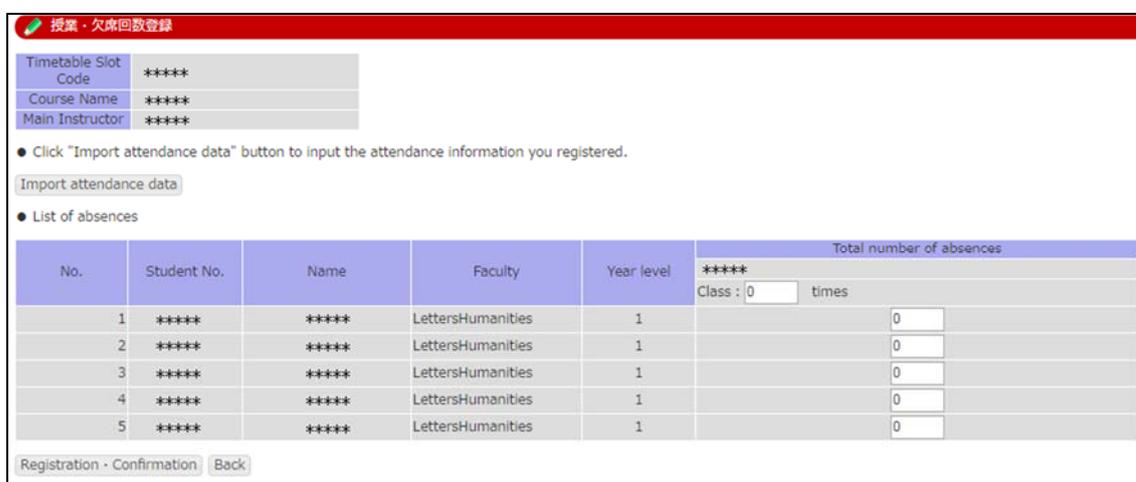
- (1) Go to the “Number of lectures and no-shows” page.
- (2) Click on a class.
- (3) The page for the selected class appears, enabling you to register the number of lectures and no-shows.



No.	Course offered	Day	Period	Timetable Slot Code	Course Name	Instructor	Main Instructor
1	後期	月曜日	Period5	*****	*****		○
2	後期	火曜日	Period5	*****	*****		○

- (4) Fill out the “Number of lectures” box.
- (5) Fill out the “Number of no-shows” box for each student.
- (6) Instead of entering figures directly, you may import students’ attendance data. Click on [Import attendance data](#), and the data will be reflected on the boxes.
- (7) Clicking on [Register](#) will complete your registration.

If you want to edit registered information, go back to the above (4) operation to update the information.



No.	Student No.	Name	Faculty	Year level	Total number of absences
1	*****	*****	LettersHumanities	1	0
2	*****	*****	LettersHumanities	1	0
3	*****	*****	LettersHumanities	1	0
4	*****	*****	LettersHumanities	1	0
5	*****	*****	LettersHumanities	1	0

Attention!

For class surveys, chief teachers are responsible for setting the number of lectures. For surveys conducted by respective teachers independently, assistant teachers may do this setting.

13-5. Questionnaire results

After the questionnaire collection period expires, the URIBO-NET system will start the calculation of totals automatically, and the “View survey results”, “response screen” and “Mobile phone mode” tabs will appear on the screen.

- (1) Click on “View survey results” on a list of your classes.

The screenshot shows a web interface for managing questionnaires. It has two main sections: 'アンケート作成' (Create questionnaire) and 'アンケート一覧' (Questionnaire list). The 'アンケート一覧' section shows a list of 'course reflection survey' entries. Each entry includes details like 'time period', 'survey creation', 'status of results', and 'response rate'. The second entry has a 'View survey results' button circled in red, indicating the action to be taken.

時間割コード	subject	Course reflection	
副科目名			
Main instructor	Day・Hours	他	
time period	data collected	2016/7/1 - 2016/9/20	
survey creation	2016/6/22 - 2016/6/29	response screen	
status of results	public		2016/9/21 - 2016/12/31
response rate	10.6%		(14/132)
時間割コード	subject	Course reflection	
副科目名			
Main instructor	Day・Hours	他	
time period	collecting data	2016/7/1 - 2016/9/10	
survey creation	2016/6/22 - 2016/6/29	View survey results response screen	
status of results	public		2016/9/11 - 2016/12/31
response rate	16.7%		(4/24)

- (2) Results appear on the screen.

The screenshot shows the '集計結果参照' (View survey results) page. It displays the survey title, response rate (16.7% (4/24)), and a list of questions. The first question is a multiple-choice question about self-study. Below the question is a table showing the response distribution.

Item No.	Response	No. of Respondents
0	180分以上	1
1	120分以上 - 180分未満	0
2	60分以上 - 120分未満	0
3	30分以上 - 60分未満	0
4	0 - 30分未満	4

- (3) You can download the results in the form of a CSV file.
- (4) Click on **Download** only once.
- (5) You can give your comments to each questionnaire.
- (6) If the accessibility option is set “Public,” your comments will be accepted up until when questionnaire results start to be released.

If the accessibility option is set “Confidential,” you don’t have to enter your comments.

Attention!

- * There are two boxes for comments; one for Japanese and the other for English. If you did not fill out the box for English, survey results of English version will show Japanese comments only.
- * Your session will automatically expire after 15 minutes of continual idle time without any activity. You can update information by overwriting, so we recommend that you click on **Register comments** frequently.
- * Each comment box can contain the maximum of 2,000 characters.

13-6. Preparing a template

You may register a questionnaire template for class survey (not course reflection survey).

You may also edit or delete registered templates.

- (1) Click on “Create template” in the menu.
- (2) A list of templates appears.
- (3) If you want to register a new template, click on [Register a new template](#).

設問テンプレート登録 / View templates

Confidential Template

Template Title	Survey Title
No template information to be displayed	

Public Template

Template Title	Survey Title	Public within Faculty	User ID
2013年度大学院学生生活実態調査 (質問票)	2013年度大学院学生生活実態調査 (質問票)	全学	
2013年度学部学生生活実態調査 (質問票)	2013年度学部学生生活実態調査 (質問票)	全学	
2013年度学部学生生活実態調査 (自由記述)	2013年度学部学生生活実態調査 (自由記述)	全学	
2013年度大学院学生生活実態調査 (自由記述)	2013年度大学院学生生活実態調査 (自由記述)	全学	

[Register a new template](#)

- (4) A list of templates appears.
- (5) Enter a title (and its English translation).
- (6) Determine accessibility with a radio button.
- (7) If you selected “Open,” you must choose a faculty responsible for the data.
- (8) Click on [Register a template](#).

設問テンプレート登録 / Enter Template

Template Title	<input type="text"/>
Template Title (English)	<input type="text"/>
Public/Confidential	<input checked="" type="radio"/> Campus Wide Release <input type="radio"/> Public within Faculty <input type="radio"/> Confidential
Public to this faculty	Letters Intercultural Studies Human Development Science

[Register a template](#)

- (9) A list of questions appears.
- (10) Click on [Add a question](#) or [Import template](#).

設問テンプレート登録 / View Template Items

Template Title	sample
Public/Confidential	Public
Public to this faculty	Entire university

Item No	Survey item	Response Type	Result status
No template information to be displayed			

- (11) You are asked to register a question.
- (12) You may change the number of choices (default is 3) through the combo box.
- (13) Enter a question title in Japanese, (its English translation) and question number.
- (14) Choose either “Confidential” or “Public” to determine accessibility to survey results, by clicking the mouse on either radio button.
- (15) You may choose either “Multiple-choice” style or “Written answer” style by clicking the mouse on either radio button.
- (16) If you chose “Multiple-choice,” you must set the number of choices through the combo box. Then, enter specific wording in each textbox.
- (17) If you chose “Written answer,” you must set the maximum acceptable number of characters for the answer box.
- (18) If you click on Register a new question, your question will be registered and a list of registered questions will appear.

設問テンプレート登録 / View Template Items

Template Title sample

set no. of choices to 3 <== Please set the number of questions first

item title

item title (English)

item number

result status public confidential

回答必須区分 必須 任意

Multiple-choice

3 of 1 SelectBox形式:

choice (1)	<input type="text"/>	English	<input type="text"/>
choice (2)	<input type="text"/>	English	<input type="text"/>
choice (3)	<input type="text"/>	English	<input type="text"/>

記入回答有無 no. of characters (Japanese)within characters (maximum 500)

Written answer (set character limit)

no. of characters (Japanese)within characters (maximum 1000)

Register a new question clear back

- (19) You may delete a template by clicking on Delete this template.

設問テンプレート登録 / View Template Items

Template Title	sample
Public/Confidential	Public
Public to this faculty	Entire university

Item No	Survey item	Response Type	Result status
1	sample	3 of 1	Public

Add a question Import template

Delete this template Back

13-7. Base setting for a class questionnaire

Teachers may conduct a “class survey” (**not “course reflection survey”**) at any time. But please refrain from conducting a class survey during the period when a class evaluation survey is conducted.

- (1) Click on [Create a questionnaire for class evaluation survey](#) on the “Questionnaire setting/List of questionnaire” page.
- (2) The “Base settings” screen appears, enabling you to set conditions.
- (3) You can only choose “Class survey” on the combo box.
- (4) Choose a class that you want to create a questionnaire for.

Create questionnaire / 基本情報設定	
Please enter the basic survey information.	
survey type	class survey ▼
year	2016
faculty	▼
class code	search timetable
Survey title	
Survey title (English)	
starts	2016 year ▼ 9 month ▼ 17 day ▼
closes	2016 year ▼ 10 month ▼ 1 day ▼ Currently processing ※ survey data.
Type of answering mode	<input type="radio"/> 一覧表示 <input checked="" type="radio"/> 設問毎改ページ
Status of survey result	<input checked="" type="radio"/> 公開(回答者のみ) <input type="radio"/> 公開(未回答者含む) <input type="radio"/> confidential
Result open for viewing from	2016 year ▼ 10 month ▼ 16 day ▼
Last day for viewing	2016 year ▼ 10 month ▼ 31 day ▼
absences	more than [] times is exempt ※ Register number of times attended or absent
<input type="button" value="Register a new question"/> <input type="button" value="クリア"/> <input type="button" value="戻る"/>	

- (5) Enter a title (and its English translation).
- (6) Set a starting date and a closing date for answers collection.
- (7) Select an answer sheet style by clicking the mouse on either radio button.
- (8) Determine accessibility to questionnaire results by clicking the mouse on either radio button.
- (9) Set a starting date and a closing date for results announcement.
- (10) Set the number of no-shows (as a restriction on target respondents). For details, refer to **13-4. Setting the number of no-shows**.

13-8. Setting target respondents for a class survey

You may register or delete target respondents for each class survey.

- (1) Choose a class from the list of classes and click on **Set target respondents**.
- (2) A list of target respondents appears.
- (3) You may delete a student from the list of target respondents by clicking the mouse on the checkbox of the student concerned.
- (4) If you click **delete all**, a dialog box will appear, asking for your confirmation. Click on **OK** if you want to go ahead and delete all.

The screenshot shows the 'Create questionnaire / 回答対象者一覧' interface. At the top, it says 'Eligible respondents, as selected at present.' with a count of 25. Below this, there are 'display conditions' for 'faculty' (set to '指示しない') and 'grade' (set to '指示しない'). A table lists 5 students with checkboxes. A dialog box is overlaid on the table, asking 'Do you wish to delete all of this?' with 'OK' and 'キャンセル' buttons.

select	No.	Course	Student No.	name	Year level
<input checked="" type="checkbox"/>	1	*****	*****	*****	1
<input checked="" type="checkbox"/>	2	*****	*****	*****	2
<input type="checkbox"/>	3	*****	*****	*****	2
<input type="checkbox"/>	4	*****	*****	*****	2
<input type="checkbox"/>	5	*****	*****	*****	2

- (5) You may add or delete a specific student individually, by entering his/her student I.D. number in the textbox.
- (6) If you don't know a student's I.D. number, you can find it through a search engine.
- (7) Choose either “Register” or “Delete” and then click on **Register individually** or **Delete individually**. Then, a finalized list of target respondents will appear.

The screenshot shows the 'Create questionnaire / 回答対象者一覧' interface. At the top, it says 'Eligible respondents, as selected at present.' with a count of 25. Below this, there are 'display conditions' for 'faculty' (set to '指示しない') and 'grade' (set to '指示しない'). A table lists 5 students with checkboxes. The 'name' column is expanded to show the faculty name for each student.

select	No.	Course	Student No.	name	faculty	Year level
<input type="checkbox"/>	1	*****	*****	*****	Intercultural Studies (Master's Program)	1
<input type="checkbox"/>	2	*****	*****	*****	LettersHumanitiesEnglish and American Literature	2
<input type="checkbox"/>	3	*****	*****	*****	LettersHumanitiesGerman Literature	2
<input type="checkbox"/>	4	*****	*****	*****	LettersHumanitiesFrench Literature	2
<input type="checkbox"/>	5	*****	*****	*****	LettersHumanitiesPsychology	2