

How to complete “Questionnaire Regarding the Examination ” on the web

1. Log in to “教学システム (Kyogaku System (Uniprove/AS))”

- URL: https://as.kyogaku.shudo-u.ac.jp/unias_teachers/UnSSOLoginControl2
- Go to Hiroshima Shudo University Homepage, click the tab (教職員専用) and then click “教学システム (教員用)”.

The screenshot shows the Hiroshima Shudo University homepage. The navigation menu includes '大学について', '学部・大学院', '研究', '国際交流', '社会連携', and '学生生活・就職'. The '教職員専用' (Faculty Only) link is highlighted with a red box. Below the main content, there is a section titled '※Bottom of Top Page' and a 'Click here for login' callout pointing to the '教学システム (教員用)' link in the '教学システム関連' (Teaching System Related) section.

- Enter user ID and password, and log in.
※ Enter your *alpha* ID and password.

The screenshot shows the Uniprove AS login page. The login form includes fields for 'ユーザーID' (User ID) and 'パスワード' (Password), and buttons for 'ログイン →' (Login) and 'クリア' (Clear). A callout box with a yellow border contains the following text: 'It automatically logs out and all the data is cleared if you leave the system untouched for more than 30 minutes. We recommend you to save your data frequently.'

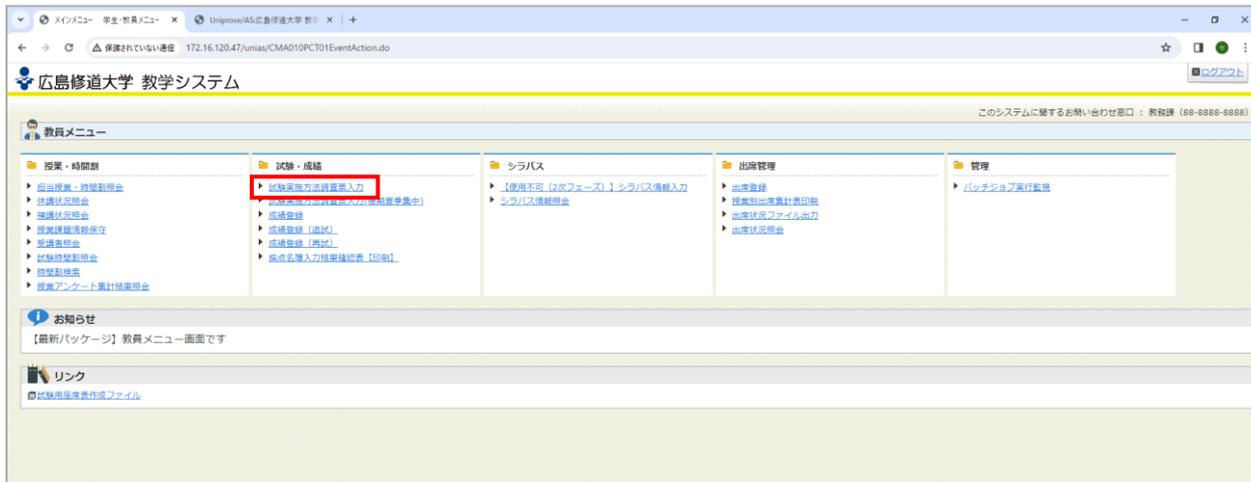
※システムメンテナンスのお知らせ※
システムメンテナンスのため、下記時間帯はご利用いただけません。
2015/〇/〇 22:00～翌 6:00

※ご注意※
セキュリティのため、30分以上操作がない場合は、自動的にログアウトします。
操作上で不具合がある場合は、下記管理者までお問い合わせください。[TEL: 88-8888-8888 (名前)]

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2. “教学システム(Kyogaku System)” main menu.

- Click “試験実施方法調査票入力 (Questionnaire for the Examination)”



3. The list of your classes is shown on the screen.

- Please complete the exam information for each class.
* Please update the information for the second term and first semester classes only.

For example,

■ 試験実施方法調査票入力 編集一覧画面 (AEA240PEL01)

> 編集一覧画面

試験管理情報

試験実施年度	2024年度	試験実施学期	前期
調査票提出状況	未提出	調査票提出日時	

連絡事項

教務への連絡事項

試験実施方法

項番	授業名称	授業曜日	試験実施 レポート提出有無	試験時間	参照物	問題印刷	履修者数	授業コード
1	英語Ⅰ (リーディング・ライティング) 英語リーディングⅢ	月1	<input checked="" type="radio"/> する <input type="radio"/> しない <input type="checkbox"/> レポート提出有 <input type="checkbox"/> 座席表を教務へ作成依頼	<input type="text"/> 分 <input type="checkbox"/> 教室確保(その他要望) <input type="checkbox"/> 教室希望有	<input type="text"/> 可 <input type="text"/>	未選択	32	02140636-021406 02140636-021309

試験実施方法調査票出力 提出 リセット(C)

(1) 試験実施 (Holding an Exam) – Please select “「する(Yes)」” or “「しない(No)」”.

(2) レポート提出有無 (Term paper) – Please do not tick. NO need to tick the box.

IF you select “する(Yes)” for holding an Exam, Please also fill in the following items.

- (3) 座席表作成不要 – Please tick the box, if you don't require fixed seating for students.
(Examples of exams without seating chart : classes with small number of students, Listening classes , Speaking classes, and so on.)
* We make seating chart of more than 100 persons class.
* We don't make seating chart of the following rooms.
2311~2322, 5401~5408, 5410~5412, 5416, 5417, 6301~6305, 6401~6408, 7204~7206, 8201, 8203, ”Music Hall”, ”Music Practice Rooms”

(4) 試験時間 (Exam time) – Please type in the Exam time (no longer than 60 minutes).

- (5) 参照物 (References) – Please tick the box “「可」” only if examinees are permitted to bring any materials for reference into the exam. Please also select from the options that follow, or type the references allowed.
- (6) 教室確保不要 – Please tick the box “「教室確保不要」” and leave the column blank, if you have no request for room changes. Please enter any messages in entry column, if you have request for room changes.
- (7) 問題印刷 (Printing of exam) – Please select “「教務課に依頼 (printed by the Academic Affairs Center)」” or “「自分で準備 (printed by the teacher)」”.
- (8) 教務への連絡事項(Message to the Academic Affairs Center) – Please enter any messages and schedules such as lectures that will be held in other universities during the exam period, or business trips during this time.

5. After you have completed the information, click the “提出(submit)” button.

The screenshot shows the '試験実施方法調査票入力 編集一覧画面' (Exam Implementation Method Questionnaire Input - Edit List Screen). The main form contains several sections: '試験管理情報' (Exam Management Information), '連絡事項' (Messages), and '試験実施方法' (Exam Implementation Method). The '試験実施方法' section includes a table with columns for '項目' (Item), '授業名称' (Lecture Name), '授業曜日' (Lecture Day), '試験実施' (Exam Implementation), '試験時間' (Exam Time), '参照物' (References), '問題印刷' (Question Printing), '履修者数' (Number of Students), and '授業コード' (Lecture Code). A modal dialog box is open in the center, asking for confirmation to submit the questionnaire. The '提出' (Submit) button at the bottom right of the form is highlighted with a red box.

If you get an error message, that means that part of your data was not successfully submitted.

Please click the “提出” button before you print out the exam information list.

6. When you see this message on the screen, you will know that your data has been successfully submitted.

The screenshot shows the '試験実施方法調査票入力 処理結果画面' (Exam Implementation Method Questionnaire Input - Processing Result Screen). The main message is '2024年度、前期の試験授業情報を提出しました。[UNM0136201]' (Submitted 2024 exam/lecture information for the first semester. [UNM0136201]). The message is highlighted with a red box.

Please make sure that all of your data is correct. You can change your data as often as necessary up to the deadline. If you would like to print out your data as a PDF file, click the “編集一覧画面へ戻る” (go back to the editing)” button, and then click on “試験実施方法調査票出力”(Print out the Questionnaire for the Examination)” on the editing page.

7. Please do not forget to **log out** when you finish.