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）".

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

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.
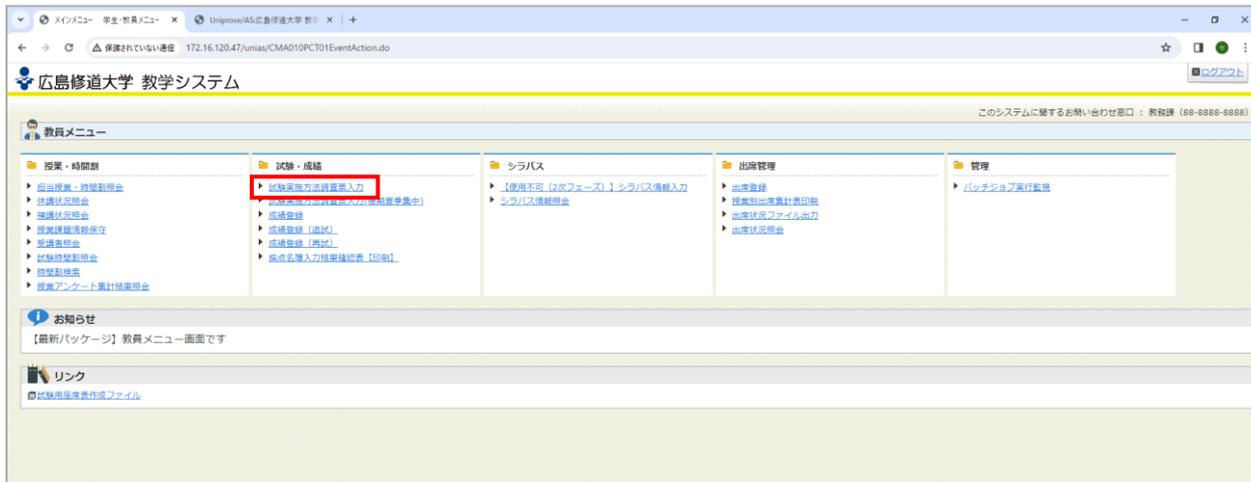
2. "教学システム(Kyogaku System)" main menu.
● Click "試験実施方法調査票入力（Questionnaire for the Examination)"

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,

（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.

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.

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.