

## New Procedures for Course Evaluation: A Summary

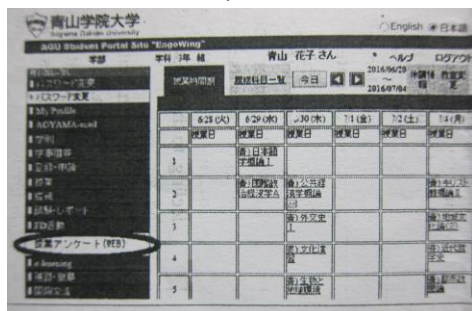
1. Students will be completing their course evaluations from 2016 through accessing a WEB-based questionnaire. They can answer any time between Monday, July 4th and Saturday, July 23<sup>rd</sup>. Students can answer the questions any time during the period, but the Faculty Development department recommends that teachers set aside 5 minutes of class and have students complete the evaluation during this time. This will ensure a higher student participation rate. [The English Department asks that teachers remain in the classroom during this time.]

Additional questions have been registered on the website for Oral English, and in the English Department, for the Integrated English Program, Academic Writing, and Academic Skills. Other questions may be registered by sending them to the Faculty Development department by Friday, June 24<sup>th</sup> at [agufd@aoyamagakuin.jp](mailto:agufd@aoyamagakuin.jp)

You can download the file from the FD website in the AGU portal, or ask the office by e-mail to register the additional questions.

### Conducting the Questionnaire

1. Select a date between Monday, July 4th and Saturday, July 23<sup>rd</sup> for the evaluation. Set aside at least five minutes. [As the English department evaluations contain additional questions, please set aside 15-20 minutes.]
2. Students will be using the website and their mobile phones to answer the questions and follow the instructions:
  - a) Go to the student portal



- b) Click *Jyugyo Anketo* of the *FD Katsudo* on the menu
- c) Choose the class
- d) Answer the questions

- e) To stop in the middle, click *ichijihozon*

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- f) When finished, click *teishutsu*

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3. Students are to avoid inputting personal information to identify themselves.