

Meiji Gakuin University

Operating Manual

How to submit Examination method

【 Caution 】

Please select the Examination method for all the classes regardless of the Course Mode.

System requirements

- OS : Windows
- Browser : Microsoft Edge

※You can use the computers in Faculty Lounge.

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1. Login on 教務web (1/3)

Log in to 【教員専用】 web page.

- (1) Visit official web site of 明治学院大学.
<https://www.meijigakuin.ac.jp/>



- (2) Click 【教員専用】 (For Faculty) in the lower part of the page.



1. Login on 教務Web (2/3)

The following page is displayed after you click 【教員専用】 .

(3) Click 【教務Web】

MEIJI GAKUIN UNIVERSITY
明治学院大学

オンラインサービス / Online Services

- PORT HEPBURN(教員ポータル)
PC版 [☞](#) スマートフォン版 [☞](#)
- **教務Web** [→](#)
(履修者名簿・成績登録・シラバス/Roll Sheets, Final Grade Reports, Syllabi)
- MGメール(Webメール) [☞](#)
- MGメール利用マニュアル [→](#)
- CWS申請マニュアル(日帰り出張、江ノ電バス利用申請) (PDF) [☞](#)
- LMS(学習管理システム)【manaba】※2020年度利用開始 [☞](#)
- オンライン授業実施における教材資料の複製・送信等のガイドライン [☞](#)
- 【Meiji Gakuin University】 Guideline for reproduction and transmission of learning materials at online lecture [☞](#)
- MAINパスワード変更 [☞](#)
- 教員業績データベース [☞](#)
- MGU-VPN [☞](#)
(電子ジャーナル・データベース検索：要MGU-VPN利用申請)
- 科研費プロ [☞](#)
- 授業評価アンケート 教員マイページ [☞](#)
- 授業関連図書 申込書(メール送信フォーム) [☞](#)
- 人事システムCWS [☞](#)
(給与明細・源泉徴収票等/Pay Slips, Tax Withholding Slips, etc.) [IDを忘れた場合は人事課へ]

(4) Click 【教務Webログイン画面 (“Kyomu” Web Login page)はこちら】

Home - 学生生活 - 履修や各証明書 (教務部) - 教務Web

教務Web (履修者名簿・成績登録・シラバス/Roll Sheets, Final Grade Reports, Syllabi)

教務Web ログイン画面
("Kyomu" Web Login page) [☞](#)

出席管理システムログイン画面
(Attendance Management System Login page) [☞](#)

授業概要 (シラバス) [☞](#)

※教務web・出席管理システム動作推奨OSはWindows 11、動作推奨ブラウザはMicrosoft Edgeとなります。

1. Login on 教務web (3/3)

The following popup window is displayed.

(5)

①Enter your information.

- User ID (MAIN ID)
- Password

②Click 【ログイン】 (Login).

※ If you have not applied for “MAIN ID” , please log in with the ID & password that you used when writing syllabus.

※ If you forget ID & password, please contact 情報センター (Information Technology Center)

2. Preparation for submit (1/2)

After login “教務web”, this page is displayed.

- (1) Click 【試験準備情報登録】.

The screenshot shows the 'Faculty Menu' (教員メニュー) interface. The 'Exam' (試験) section is expanded, and the 'Exam Preparation Information Registration' (試験準備情報登録) link is highlighted with a red box. Other sections include 'Lecture Schedule' (授業・時間割), 'Correction' (原簿), 'Results' (成績), 'Syllabus' (シラバス), and 'System Use' (システム運用). A notification at the bottom states: 【最新パッケージ】教員メニュー画面です.

- (2)

■ 試験準備情報登録 結果一覧画面 (AEC010PLS01)

> 結果一覧画面

定期試験準備情報

1/ 1ページ 1 GO 表示件数 100 GO

項番 No.	機能 Function	教員番号 Faculty Representative Number	代表教員氏名 Teacher	授業管理部署 Class Management Department	履修期 Term	曜時限 Day and Period	授業コード Class Code	授業名称 Class Name	授業開講年度 Year of Class	キャンパス Campus	履修者数 Number of Students	入力状況 Submission status	試験方法 Test method
1									2024年度	白金	0	未入力	
2									2024年度	横浜	29	未入力	
3									2024年度	横浜	29	未入力	

Click button that you are going to register information.
Please select for all the classes regardless of Course Mode.
 For classes scheduled to administer the “Unified Exam,” no entry is required. Please enter this information only if you are the designated instructor.

2. Preparation for submit (2/2)

- (3) The following page for registration is displayed.

The screenshot shows a web interface for registration. At the top right, there is a 'ログアウト' (Logout) button. The main header is '試験準備情報登録 登録画面' (Registration Information for Exam Preparation Registration) with a sub-header '(AEC010PE001)'. Below the header, there are navigation links: '> 結果一覧画面' and '> 登録画面'. The main content area is divided into sections:

- 授業情報 (Class Information):** A table with fields for: 授業開講年度 Year of Class, 授業コード Class Code, 授業名称 Class Name, 授業管理部署 Class Management Department, キャンパス Campus, 学期 Term, 曜時限 Day and Period, 代表教員番号 Faculty Representative Number, 代表教員氏名 Teacher, and 座席数 Number of Students.
- 試験方法 Examination Method:** Contains instructions in Japanese and English. The English instructions are:
 - *If the final exam face-to-face is administered during the regular examination period, please select "1.定期試験".
 - *If you conduct the examinations face-to-face during the final examination period and require the final report or equivalent report assignment, please select "2. 定期試験およびレポート".
 - *If you require the final report or equivalent, please select "4.レポート".
 - *If other than the above, or tests are given during the class period, please select "6.平常点".
- 定期試験情報 Final Exam Information:** Contains instructions:
 - *試験方法を「定期試験」「統一試験」とした場合のみ入力可能です
 - *Required when you have chosen "Final Exam" or "Unified Exam" above.

At the bottom of the form, there are buttons for '登録(U)' (Register), 'リセット(C)' (Reset), and '戻る(X)' (Back). There are also links for '印刷画面' (Print Screen) and 'メインメニューへ戻る' (Return to Main Menu). At the very bottom, it says 'All Rights Reserved, Copyright(c) 2007,2019, Hitachi, Ltd.'

The following pages provide explanations of the input information.

3. Submit Examination method (1/5)

★Choose the method of your examination.

Please be sure to enter this information.

試験方法 Examination Method
※定期試験期間に教場で試験を実施される場合は、「1.定期試験」を選択してください
*If the final exam face-to-face is administered during the Final Examination period, please select "1. Final Exam during the Final Examination period".
※定期試験期間の教場での試験と、学期末レポート課題もレポートを選択してください
*If you conduct the examinations face-to-face during the Final Examination period or equivalent report assignment, please select "2. Final Exam during the Final Examination period and Final Report" or "4. Final Report".
※学期末レポート課題もしくはそれに準ずるレポートを課す場合は、「4.レポート」を選択してください
*If you require the final report or equivalent, please select "4. Final Report".
※上記以外、また授業期間中に試験を行う場合は、「6.平常点」を選択してください
*If other than the above, or tests are given during the regular class, please select "6. No Final Exam/Exam on a regular class".

試験方法 必須
Method of Examination (Mandatory field)

【Method of Examination】

Please select from the pull down.

- 1.定期試験
(Final Exam during the Final Examination period)
- 2.定期試験およびレポート
(Final Exam during the Final Examination period and Final Report)
- 4.レポート
(Final Report)
- 6.平常点
(No Final Exam/Exam on a regular class)
- 7.統一試験
(Unified Exam)
※No input required

Please refer to the following pages depending on the method.

※Required field

- 1. Final Exam during the Final Examination period.....P.7、8、9
- 2. Final Exam during the Final Examination period and Final ReportP.7、8、9
- 4. Final Report.....P.8、9
- 6. No Final Exam/Exam on a regular class.....P.8、9
- 7. Unified Exam..... No input required (Registered by Academic Affairs Division)

*Please also refer to page 10 for information on entering data for HyFlex classes.

*The administration of final exams for remote classes (Simultaneous bidirectional, HyFlex, and on-demand) is limited to those that have been reported in advance to the Academic Affairs Division by each faculty or center and have been approved.

【Caution】

If you do not select “Final Report” or “Final Exam during the Final Examination period and Final Report”, it will not be applied to Guidelines for disciplinary standards for cheating on reports.

3. Submit Examination method (2/5)

- (I) Enter the information of the Final Exam during the Final Examination period
(Required only if you choose the "Final Exam during the Final Examination period" or "Final Exam during the Final Examination period and Final Report")

試験方法 <small>※必須</small> Method of Examination <small>(Mandatory field)</small>	未選択
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① 定期試験情報 Final Exam Information

※試験方法を「定期試験」「統一試験」とした場合のみ入力可能です

*Required when you have chosen "Final Exam" or "Unified Exam" above.

補助監督 <small>①</small> Need additional Proctor	① 未選択
試験問題印刷依頼 <small>①</small> Request Academic Affairs Print Exam 要=教務課印刷、不要=本人	② 未選択
解答用紙の種類 <small>①</small> Type of Answer Sheet	③ 未選択
試験備考 <small>①</small> Remarks	④ <small>※座席指定等のご要望がありましたらこちらの項目にご記入ください</small> <small>*Please fill in this item when you have a request such as assigning seats</small>

※ If you have not entered every single form, your registration cannot be completed. If an error occurs, please confirm the P.11. Regarding 統一試験 (Unified Exam), only the teacher in charge of input can enter the data.

① Assistant proctor (補助監督) ※ Required

If you need assistant proctors, choose “要” (More than 60 students).
If not, please choose “不要”.

② Request Academic Affairs Division to print exam (試験問題印刷依頼) ※ Required

If you would like to ask Academic Affairs Division to copy your exam, choose “要”.
If not, please choose “不要”.

※ When you order it, please bring your manuscript of examination papers to Academic Affairs Division before a deadline.

③ Type of answer sheet (解答用紙の種類) ※ Required

Please select from the pull down.

- ・ 「0 不要」 : None
- ・ 「1 明治学院大学試験用紙(A4/罫線あり)」 : Answer sheet with ruled line (A4).
- ・ 「2 マークシート」 : Mark type answer sheet.

Or if you are a full-time teacher of Faculty of Economics and want to use a mark type answer sheet specifically for the Faculty of Economics, please mention it in “④試験備考”.

- ・ 「3 明治学院大学試験用紙(A4/罫線あり)およびマークシート」

: Answer sheet with ruled line (A4) & mark type answer sheet.

④ Remarks (試験備考) Optional (within 60 letters)

Please enter your request : (for example) want to use the mark type answer sheet for Faculty of Economics, seat designation, preparation of calculation paper.

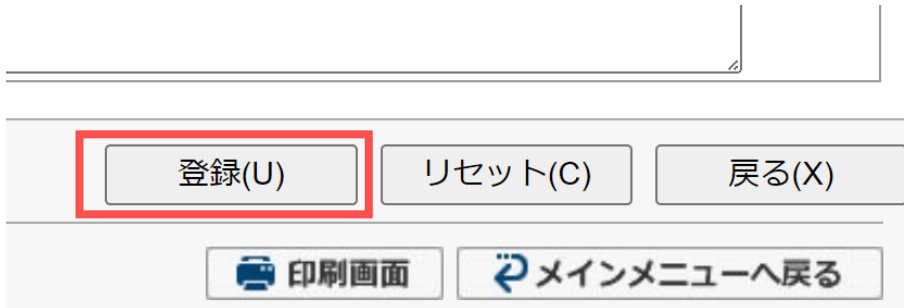
Go to the page 8 ⇒

3. Submit Examination method (3/5)

(II) Confirmation of the information.

After entering the information, please confirm it as below.

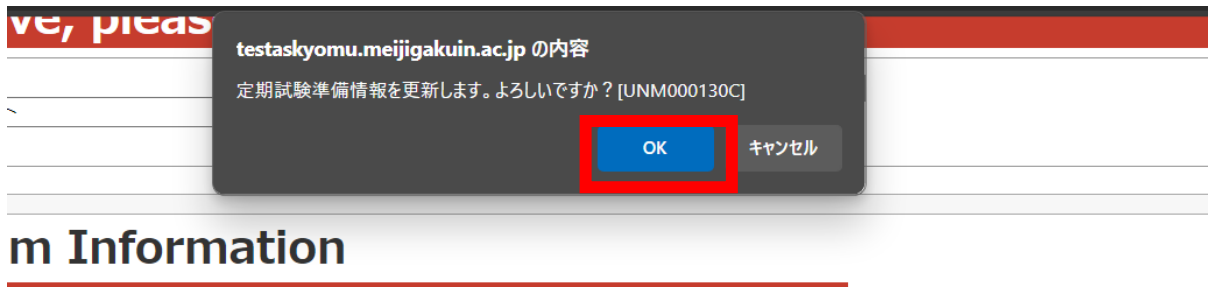
(1)



A screenshot of a web form interface. At the bottom, there are three buttons: '登録(U)' (Registration), 'リセット(C)' (Reset), and '戻る(X)' (Return). The '登録(U)' button is highlighted with a red rectangular box. Below these buttons are two more buttons: '印刷画面' (Print Screen) and 'メインメニューへ戻る' (Return to Main Menu).

Click 【登録】 at the bottom of the page. You can overwrite before the deadline.

(2)



A screenshot of a confirmation dialog box. The dialog box is dark gray with white text. It contains the following text: 'testaskyomu.meijigakuin.ac.jp の内容', '定期試験準備情報を更新します。よろしいですか？ [UNM000130C]'. At the bottom of the dialog box, there are two buttons: 'OK' and 'キャンセル' (Cancel). The 'OK' button is highlighted with a red rectangular box. Below the dialog box, the text 'm Information' is visible.

Click 【OK】 .

3. Submit Examination method (4/5)

(Ⅲ) Confirmation of the information.

Registration is completed when the following message is displayed.

(3)

■ 試験準備情報登録 処理結果画面 (AEC010PRS01)

> 結果一覧画面 > 登録画面 > 処理結果画面

,2024年度の定期試験準備情報を更新しました。[UNM000080I]

結果一覧画面へ戻る(X)

To continue entering the information of your other classes, click 【結果一覧画面へ戻る】.

3. Submit Examination method (5/5) ※Only for the specified classes

(IV) Entering HyFlex Class Information

For HyFlex classes, you will need to enter the examination method twice. One of the “Examination Methods” will be automatically populated as shown in “①” on the screen below, so no input is required. After that, please enter the following information.

■ For “Final Report” or “No Final Exam/Exam on a regular class” : Click the “登録” button (②) in the lower right corner.

■ For “Final Exam during the Final Examination period” or “Final Exam during the Final Examination period and Final Report” :

As with “(I) Enter the information of the Final Exam during the Final Examination period” on page 7, please enter the final exam information for that campus class, then click the “登録” button (②).

(4)

試験方法 Examination Method

※定期試験期間に教場で試験を実施される場合は、「1.定期試験」を選択してください

*If the final exam face-to-face is administered during the regular examination period, please select "1.定期試験".

※定期試験期間の教場での試験と、学期末レポート課題もしくはそれに準ずるレポートを課す場合は、「2.定期試験およびレポート」を選択してください

*If you conduct the examinations face-to-face during the final examination period and require the final report or equivalent report assignment, please select "2. 定期試験およびレポート".

※学期末レポート課題もしくはそれに準ずるレポートを課す場合は、「4.レポート」を選択してください

*If you require the final report or equivalent, please select "4.レポート".

※上記以外、また授業期間中に試験を行う場合は、「6.平常点」を選択してください

*If other than the above, or tests are given during the class period, please select "6.平常点".

試験方法 <small>(Mandatory Field)</small>	定期試験	①
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As shown in the red box on the left, the “Method of Examination” will be automatically populated.

定期試験情報 Final Exam Information

※試験方法を「定期試験」「統一試験」とした場合のみ入力可能です

*Required when you have chosen "Final Exam" or "Unified Exam" above.

補助監督 Need additional Proctor	未選択
試験問題印刷依頼 Request Academic Affairs Office to Print Exam 要=教務課印刷、不要=本人印刷	未選択
解答用紙の種類 Type of Answer Sheet	未選択
試験備考 Remarks	※座席指定等のご要望がありましたらごちらの項目にご記入ください *Please fill in this item when you have a request such as assigning seats.

■ For “Final Exam during the Final Examination period” or “Final Exam during the Final Examination period and Final Report”

:As described in “(I) Enter the information of the Final Exam during the Final Examination period” on page 7, please enter the final exam information for that campus course.

登録(U)	リセット(C)	戻る(X)
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Regardless of the Examination method, please click the “登録” button highlighted in red above.

4. If an error occurs (1/1)

If required items are not entered, an error occurs as the image below. Registration can not be completed. Be sure to clear the error.

■ 試験準備情報登録 登録画面 (AEC010PECO1)

> 結果一覧画面 > 登録画面

入力内容に誤りがあります。以下のメッセージに従い修正してください。 [UNM000270E]

- ・ 試験方法を「定期試験」「統一試験」とした場合には補助監督を入力してください。 [UNM010610E]
- ・ 試験方法を「定期試験」「統一試験」とした場合には試験問題印刷依頼を入力してください。 [UNM010610E]
- ・ 試験方法を「定期試験」「統一試験」とした場合には解答用紙の種類を入力してください。 [UNM010610E]

①

授業情報

授業開講年度 Year of Class	
授業コード Class Code	
授業名称 Class Name	
授業管理部署 Class Management Department	
キャンパス Campus	
履修期 Term	
履修日 Day and Period	
代表教員番号 Faculty Representative Number	
代表教員氏名 Teacher	
履修者数 Number of Students	

試験方法 Examination Method

※定期試験期間に教場で試験を実施される場合は、「1.定期試験」を選択してください
*If the final exam face-to-face is administered during the regular examination period, please select "1.定期試験".

※定期試験期間の教場での試験と、学期末レポート課題もしくはそれに準ずるレポートを課す場合は、「2.定期試験およびレポート」を選択してください
*If you conduct the examinations face-to-face during the final examination period and require the final report or equivalent report assignment, please select "2. 定期試験およびレポート".

※学期末レポート課題もしくはそれに準ずるレポートを課す場合は、「4.レポート」を選択してください
*If you require the final report or equivalent, please select "4.レポート".

※上記以外、また授業期間中に試験を行う場合は、「6.平常点」を選択してください
*If other than the above, or tests are given during the class period, please select "6.平常点".

試験方法 Method of Examination (Mandatory Field) 1 定期試験

②

未選択


定期試験情報 Final Exam Information


※試験方法を「定期試験」「統一試験」とした場合のみ入力可能です
*Required when you have chosen "Final Exam" or "Unified Exam" above.

補助監督 Need additional Proctor	① 未選択
試験問題印刷依頼 Request Academic Affairs Office to Print Exam 費=教務課印刷、不要=本人印刷	① 未選択
解答用紙の種類 Type of Answer Sheet	① 未選択
試験備考 Remarks	※座席指定等のご要望がありましたらこちらの項目にご記入ください *Please fill in this item when you have a request such as assigning seats.

登録(U) リセット(C) 戻る(O)

印刷画面 メインメニューへ戻る

If any errors occur, the sign  (②) will display. Please check the message at the top of the page (①) and revise them.

※ The number of errors that can be displayed at one time is limited. Please note that all errors may not be displayed at the top of the page (refer to  ②)

【Inquiry Contact】

Meiji Gakuin University
Academic Affairs Division

【Shirokane】 03-5421-5140
【Yokohama】 045-863-2025

※If you forget your login ID and Password for “教務 Web”
please contact “Joho (Information Technology) Center.”
e-mail : joho@cc.meijigakuin.ac.jp