

Attendance Management System Teacher's Manual

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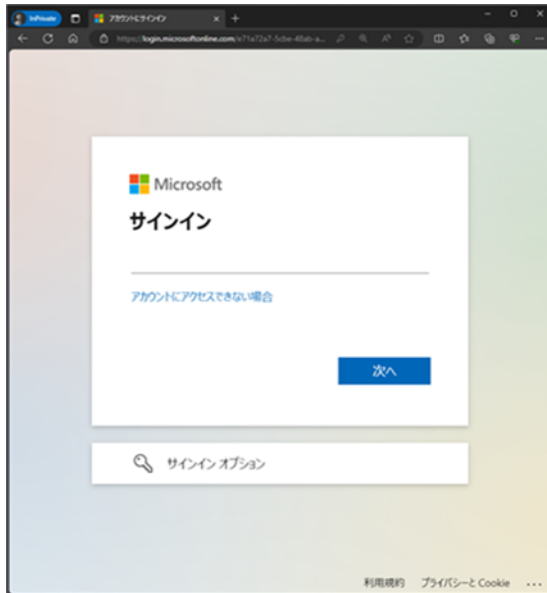
0_1. Login screen

1. Go to the link below and click “出席管理システムログイン画面 (Attendance Management System) はこちら”

Recommended browser: Microsoft Edge

<https://www.meijigakuin.ac.jp/office/educational/kyomuweb.html>

2. Enter your login ID *Same as your Kyomu Web login ID



- Applying through your MAIN account
<Previous ID>@<subdomain>.meijigakuin.ac.jp
- * The same as the account you use to access our Microsoft 365 service.
- Applying through an account other than your MAIN account
<Previous ID>@meijigakuin.ac.jp

3. Enter your password *Same as your Kyomu Web login ID, password



MEIJI GAKUIN UNIVERSITY

サインイン

サインイン

MGメールアドレスでサインインしてください。
学生：<学籍番号小文字>@meijigakuin.ac.jp
その他：<MAINアカウント>@<サブドメイン>.meijigakuin.ac.jp
エイリアス利用申請済みの方は、入力内容にご注意ください。

Sign in with your MG email address.
Students: <student ID number>@meijigakuin.ac.jp
Others: <MAIN account>@<subdomain>.meijigakuin.ac.jp
* If you have applied to use aliases, please pay attention to the information you have entered.

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4. Click on the 出席教員機能 (teacher attendance function) tab



5. Click on the pencil mark above 授業一覧 (class list)



6. Displays a list of your classes

UNIPROVEモバイル管理

ログアウト

出席教員機能

授業検索・一覧

開講年度2025

履修期指定なし春学期秋学期通年

検索

検索結果 8 件

開講年度	履修期	授業コード	授業名	担当教員
2025	夏季第 1 期	3CC9999995	【アプリ確認用】LELIN201英語学 情セ確認用 概論A	
2025	秋学期	3CC5000000	【アプリ確認用】LEBRL101ｲﾂﾐ文 情セ確認用 学入門	
2025	秋学期	3CC9999992	【アプリ確認用】LEBRL101ｲﾂﾐ文 情セ確認用 学入門	
2025	秋学期	3CC9999993	【アプリ確認用】LEBES106英文法 情セ確認用 A	
2025	秋学期	3CC9999994	【アプリ確認用】LEBES107英文法 情セ確認用 B	
2025	春学期	3CC9999990	【アプリ確認用】LEBRL101ｲﾂﾐ文 情セ確認用 学入門	<div>科目評価</div> <div>出席情報A</div>
2025	春学期	3CC9999996	【アプリ確認用】LEBES107英文法 情セ確認用 B	<div>科目評価</div> <div>出席情報A</div>
2025	通年	3CC9999991	【アプリ確認用】LEBES106英文法 情セ確認用 A	<div>科目評価</div> <div>出席情報A</div>

授業一覧

1_1. Set attendance method

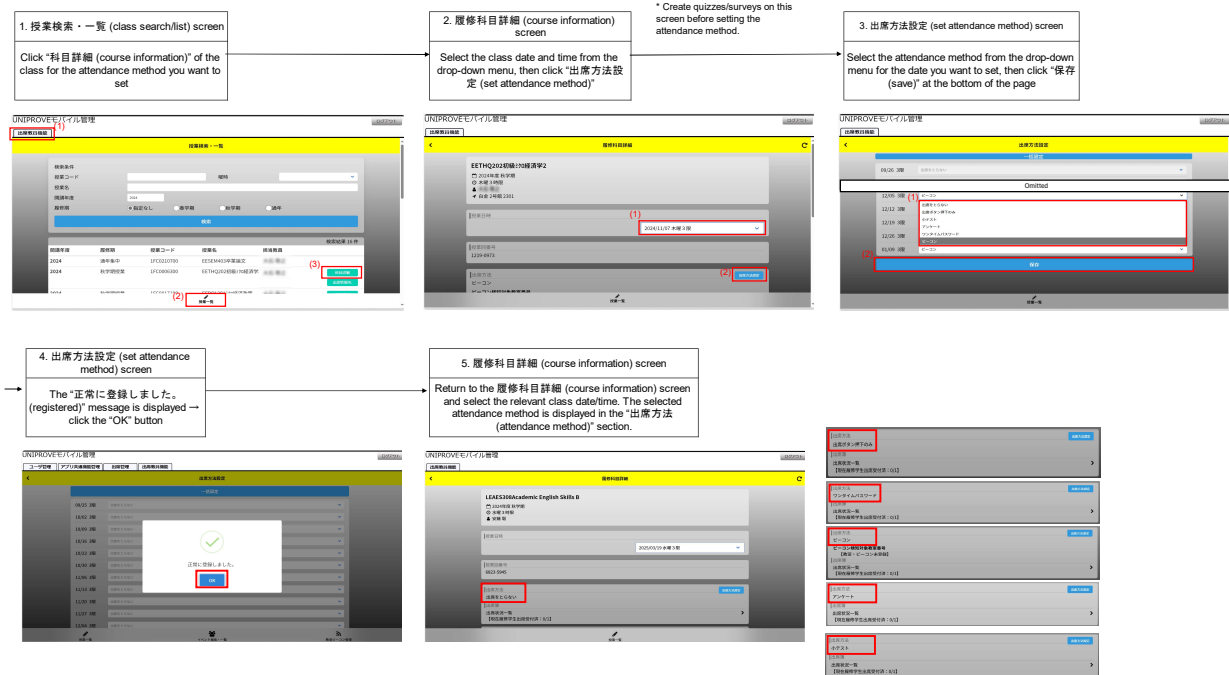
○ Sets the attendance method for your classes. Available attendance methods are as follows.

- ・ 出席をとらない (no attendance) → Select if attendance is not taken for the class. **The initial setting is 出席をとらない (no attendance). If attendance is not taken, you do not need to set the attendance method. If a class is canceled, set this for the class on that day.**
- ・ 出席をとらない (no attendance) → Attendance taken by students pressing the “出席 (present)” button
- ・ 出席をとらない (no attendance) → Attendance taken by detection via beacons installed in classrooms. Some small classrooms do not have beacons. In such cases, set a method other than this (see “2_2. List of classrooms with beacons”). Beacon detection can also record student tardiness (see “2_1. Determine attendance with a beacon”)
- ・ ホテスト (quiz) → Attendance taken based on number of correct responses in a quiz. → On the 履修科目詳細 (course information) screen, create a quiz (see “3_1. Create a quiz”), then set the attendance method.
- ・ アンケート (survey) → Attendance taken based on response to a survey. → On the 履修科目詳細 (course information) screen, create a survey (see “4_1. Create a survey”), then set the attendance method.
- ・ ワンタイムパスワード (one-time password) → Attendance taken by having students enter a predetermined one-time password. For instructions on creating a one-time password, see “5_1. Set a one-time password.”

○ Attendance method cannot be set for classes that have already been held

○ Make sure to change the attendance method at least 5 minutes before the start of class.

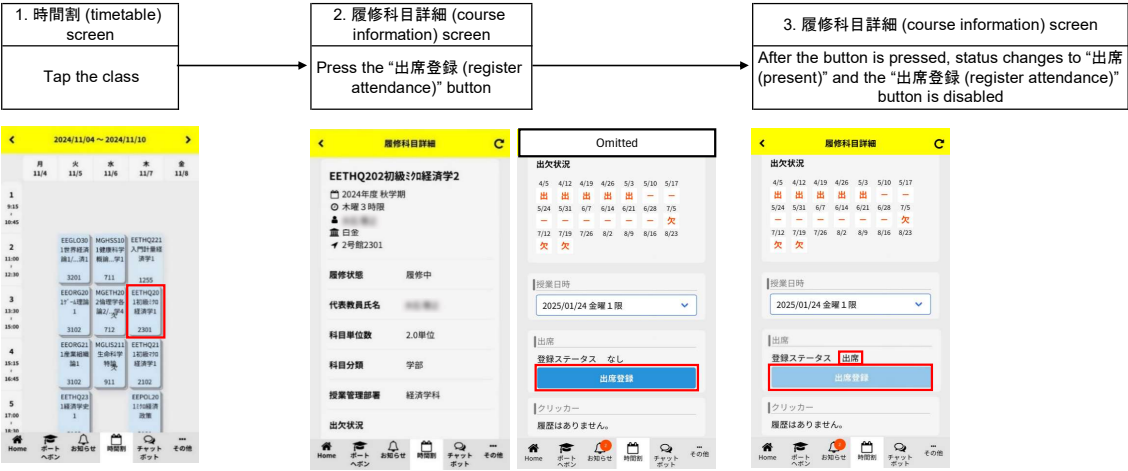
Set attendance method



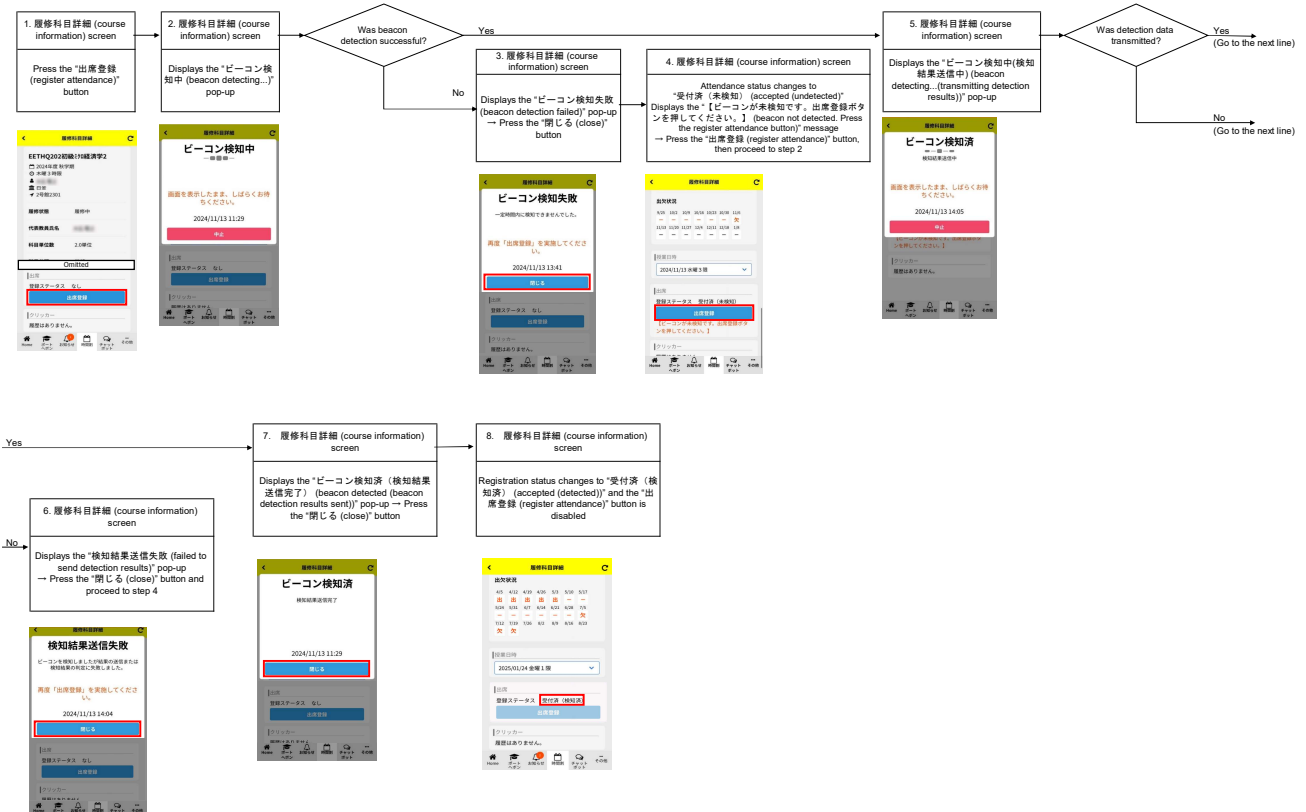
1_1_1. Reference: Student screen: Press attendance button only

If you selected 出席ボタン押下のみ (press attendance button only) when setting the attendance method (1_1), students do the following to register attendance via smartphone after entering the classroom.

Register attendance (press attendance button only)

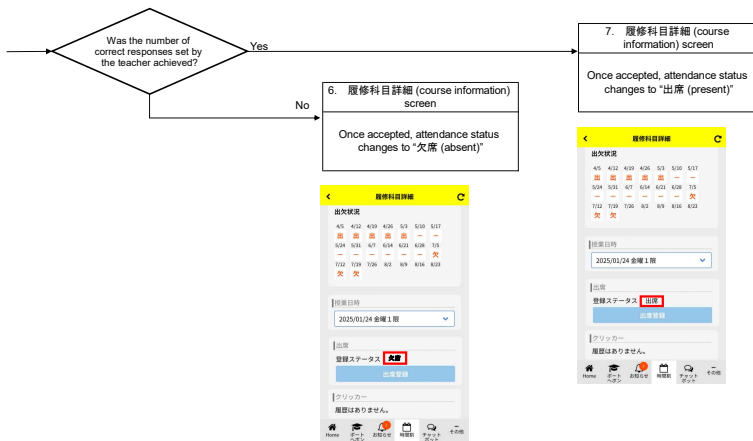
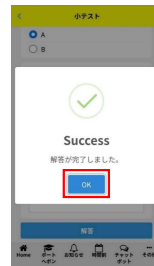
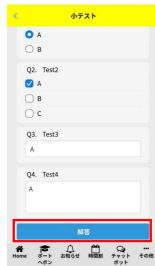
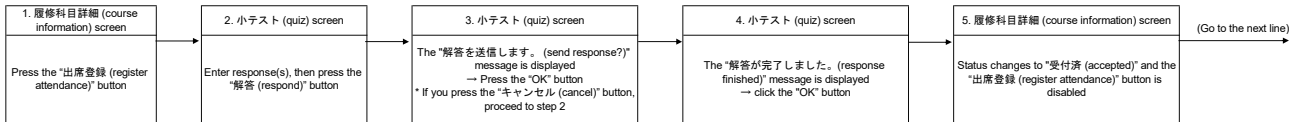


1_1_2. Reference: Student screen: Beacon



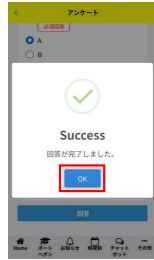
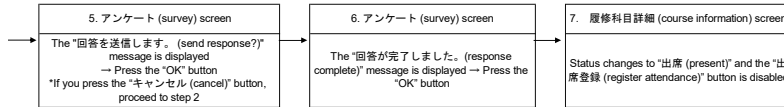
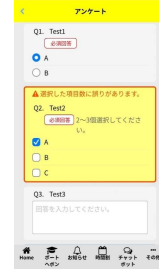
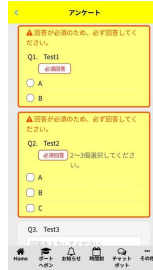
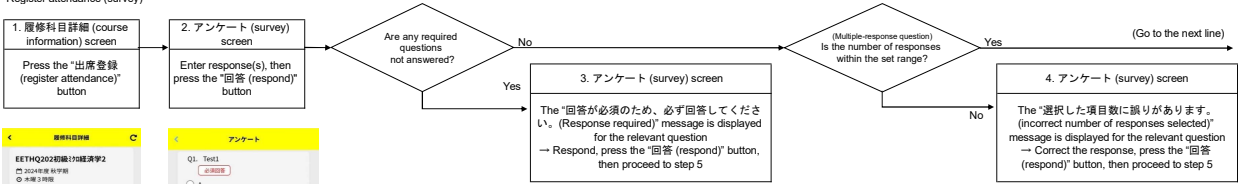
1_1_3. Reference: Student screen: Quiz

Register attendance (quiz)

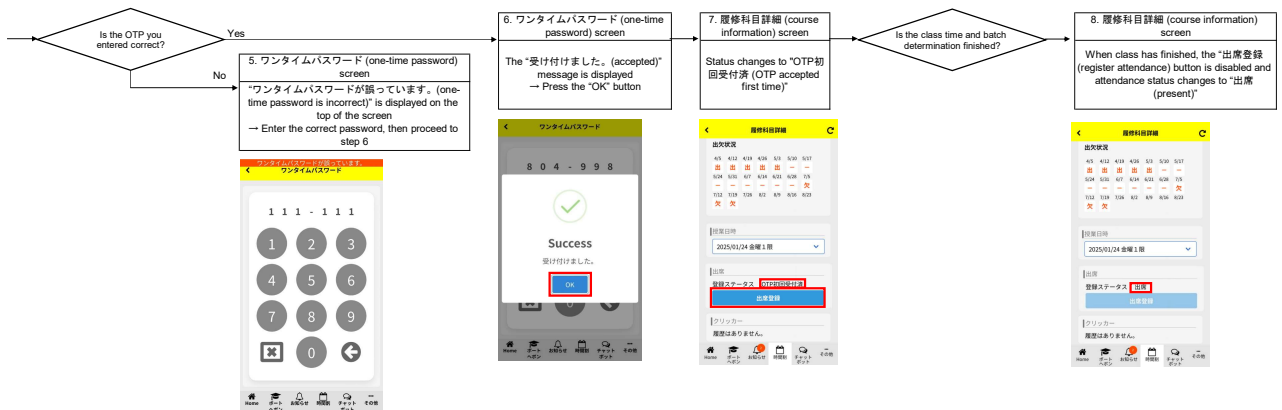
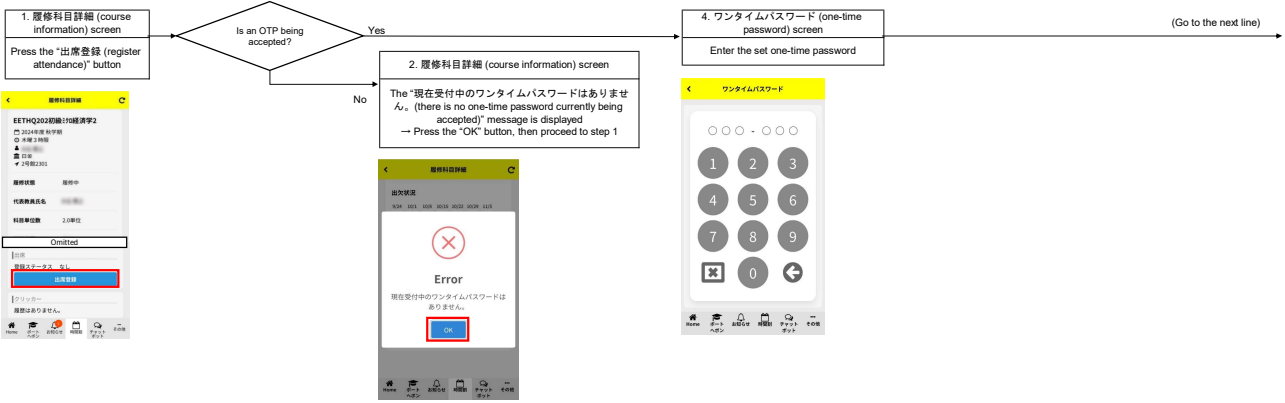


1_1_4. Reference: Student screen: Survey

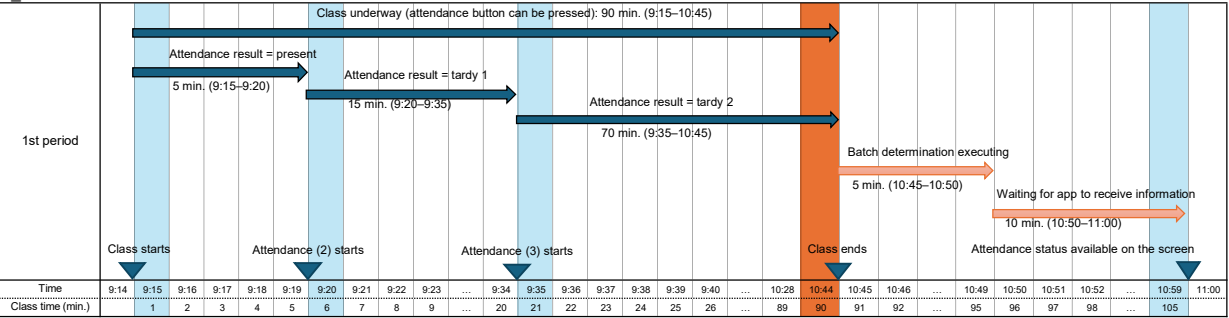
Register attendance (survey)



1_1_5. Reference: Student screen: One-time password



2_1. Determine attendance with a beacon



*Attendance method can no longer be changed 5 min. before start of class.

*Attendance via beacon determination results are registered on the Attendance Management System as follows. See "6_1. Confirm attendance status."

Number	Present/absent	Attendance comment	Student POV	Description
1	出席 (present)	-	出 (present)	Beacon detection within 5 min. of start of class
2	出席 (present)	遅刻1 (tardy 1)	遅 (tardy)	Beacon detection after 5 min. elapsed from start of class, within 20 min.
3	出席 (present)	遅刻2 (tardy 2)	遅 (tardy)	Beacon detection after 20 min. elapsed from start of class
4	欠席 (absent)	-	欠 (absent)	No beacon detection
5	出席 (present)	出席 (present)*	出 (present)	Teacher manually changed to "present" on the screen
6	出席 (present)	遅刻1 (tardy 1)*	遅 (tardy)	Teacher manually changed to "tardy 1" on the screen
7	出席 (present)	遅刻2 (tardy 2)*	遅 (tardy)	Teacher manually changed to "tardy 2" on the screen
8	欠席 (absent)	欠席 (absent)*	欠 (absent)	Teacher manually changed to "absent" on the screen

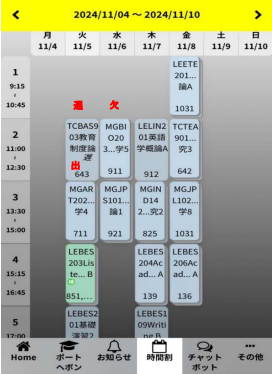
*Student POV

Attendance comments are not displayed on the student screen in the MG Kyomu app. 出, 欠, or 遅 (present, absent, or tardy) is displayed on the student screen

○ 履修詳細 (course information) screen



○ 時間割 (timetable) screen



2_2. List of classrooms with beacons

Some small classrooms (such as seminar rooms on the Shirokane Campus) do not have beacons.

Make sure the method set in the Attendance Management System is one other than via beacon for these classrooms.

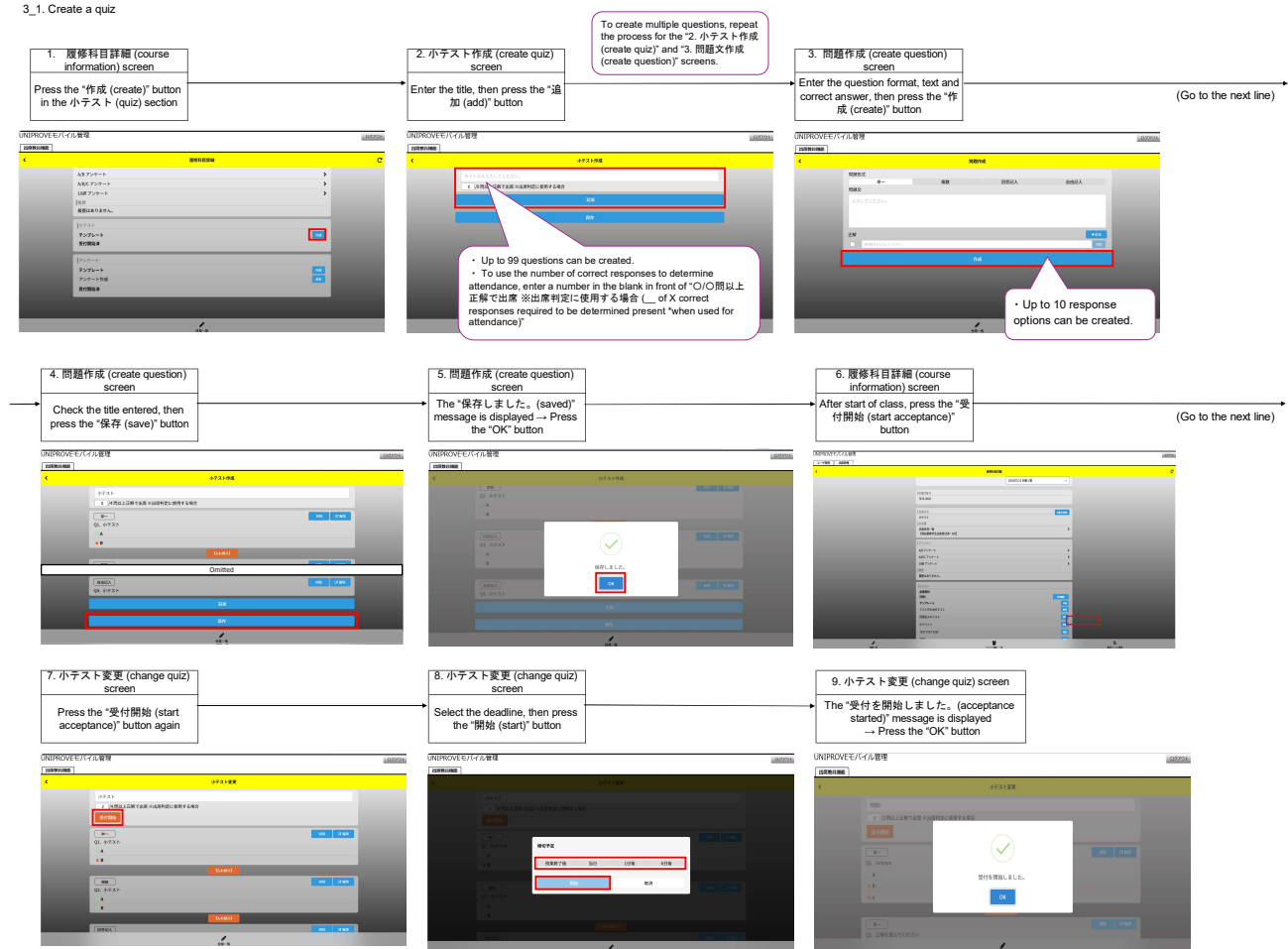
Shirokane Campus

1201	1406
1251	1407
1252	1451
1253	1452
1254	1453
1255	1454
1301	1455
1302	1456
1303	1457
1304	1458
1305	1101
1306	1B31
1307	1B33
1308	1B51
1309	1B52
1310	2101
1351	2102
1352	2201
1353	2202
1354	2301
1355	2302
1356	2401
1357	7B02
1358	3101
1359	3102
1360	3201
1361	3202
1401	3203
1402	13101
1403	15101
1404	15201
1405	15202

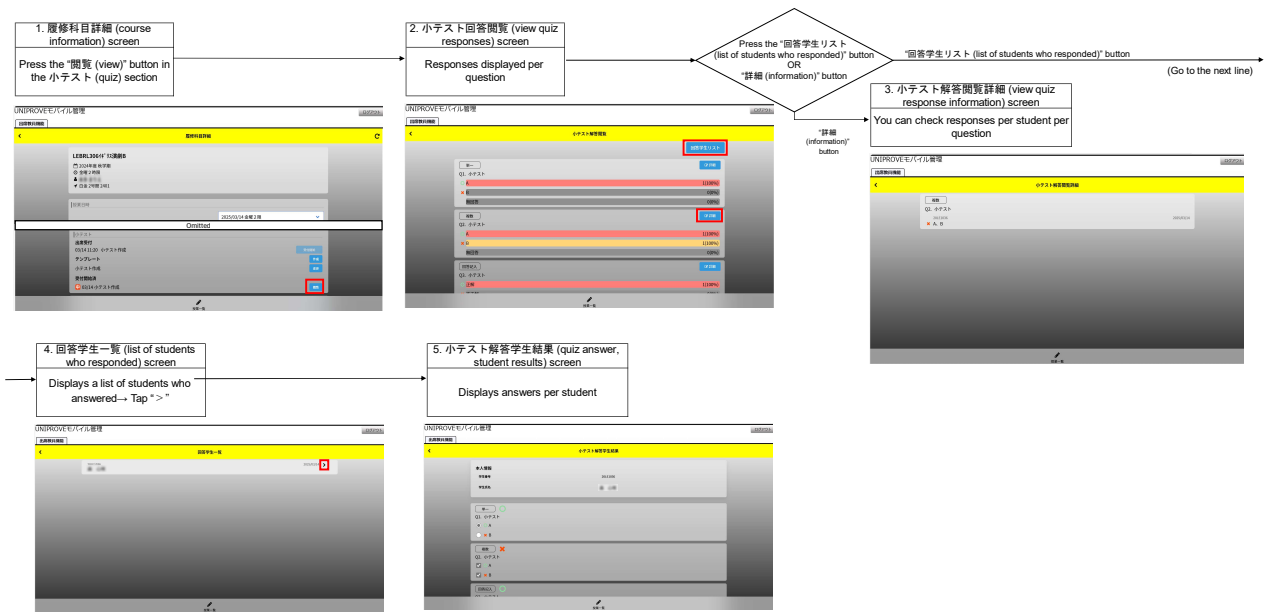
Yokohama Campus

135	1050	631
136	1051	632
137	1052	633
138	510	634
139	511	635
330	512	636
310	513	640
311	514	641
320	520	642
321	521	643
420	522	644
421	523	645
422	530	646
423	531	650
424	532	651
430	533	652
431	534	653
432	535	654
433	536	655
434	541	656
440	542	657
441	543	658
442	544	659
443	545	711
444	546	712
1021	610	720
1022	611	821
1031	612	822
1032	613	823
1040	620	824
1041	621	825
1042	630	831
		841
		842
		851
		911
		912
		921
		922
		930
		体-B1 Seminar

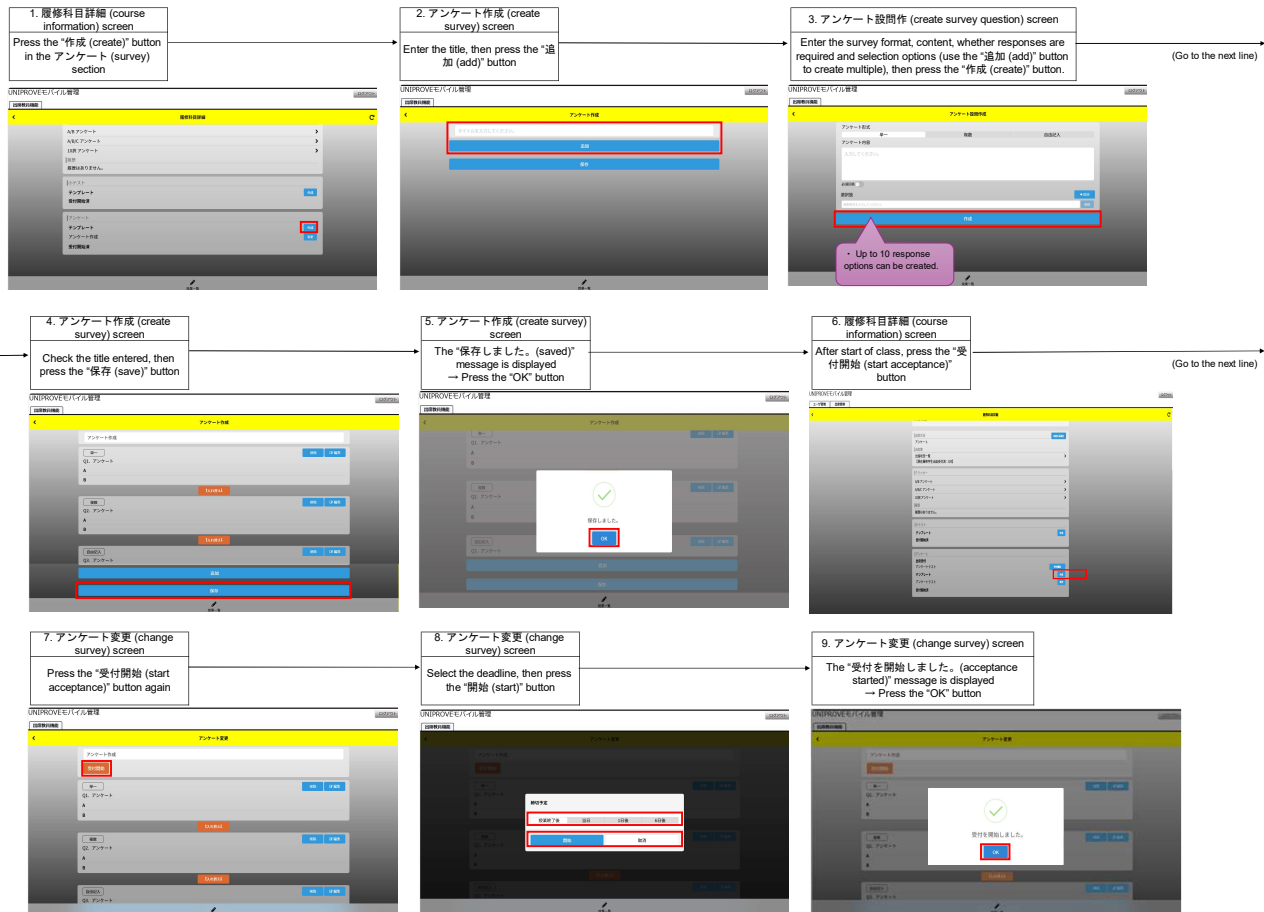
3_1. Create a quiz



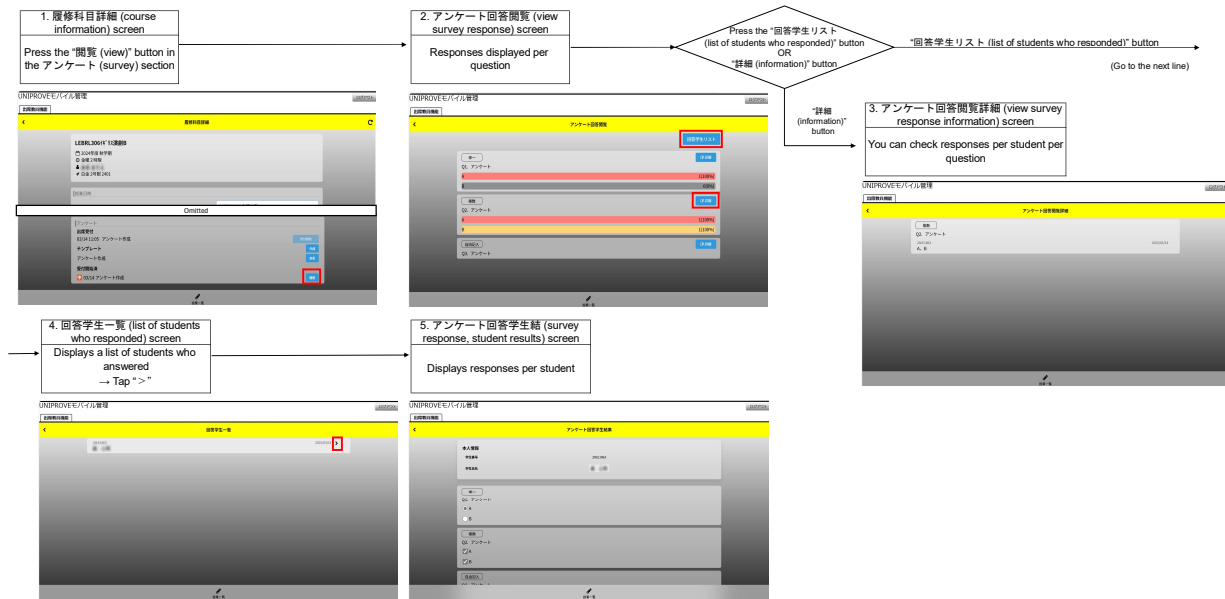
3_2. Quiz response confirmation screen



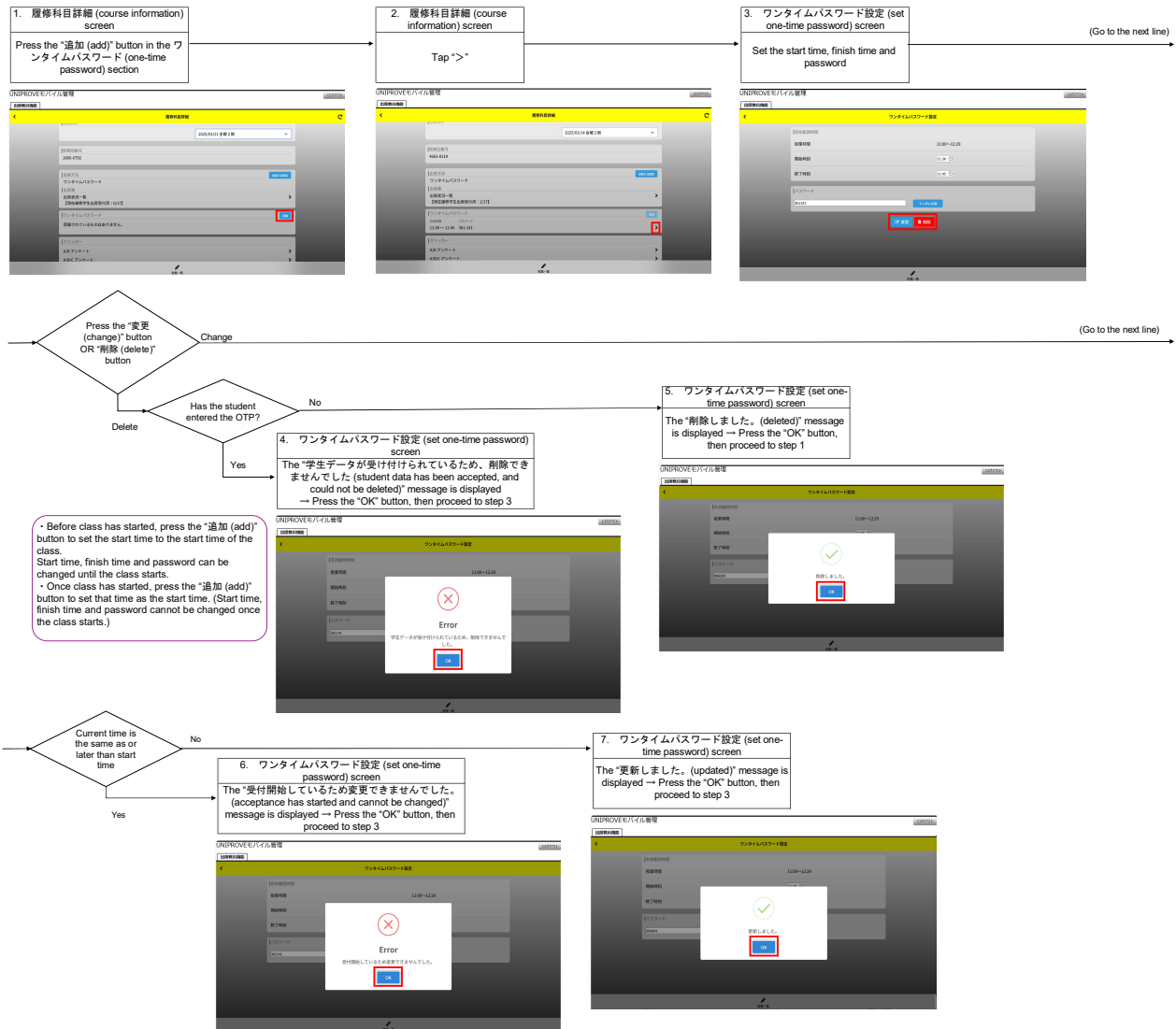
4_1. Create a survey



4_2. Survey response confirmation screen



5_1. Set a one-time password

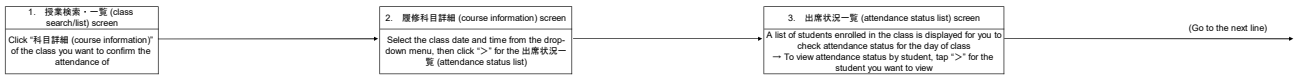


6_1. Confirm attendance status

* The following indicate how to change and download attendance data.

- 6_2_1. Change attendance data per student (in the Attendance Management System)
- 6_2_2. Change attendance data per class day (in the Kyomu Web teacher's menu)
- 6_3_1. Download attendance data (from the Attendance Management System)
- 6_3_2. Download attendance data (from the Kyomu Web teacher's menu)

出席状況一覧 (attendance status list) screen



4. 出欠一覧 (present/absent list) screen

Displays attendance status information per class day for the selected student

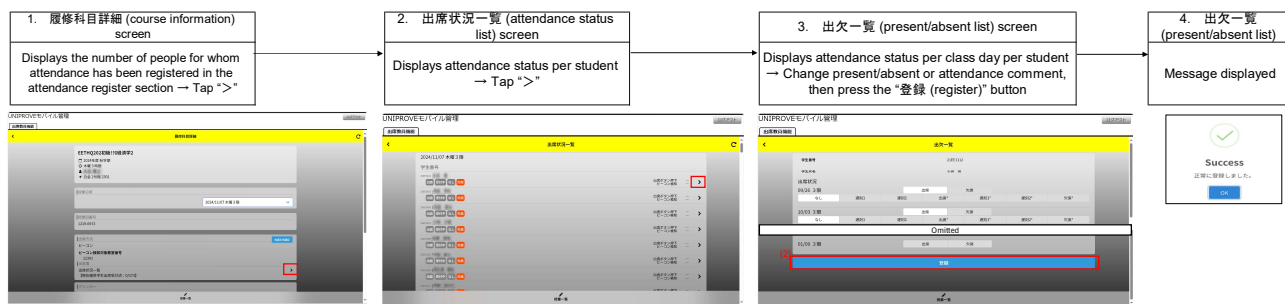


- * Statuses indicated on this screen are as follows.
- * 出席 (present) → Displayed if an attendance status of "present" has been confirmed.
 - * 授業中 (waiting) → Displayed if attendance status takes time to confirm (such as with beacons or surveys).
 - * なし (N/A) → Displayed for future classes, or if attendance was not taken.
 - * 欠席 (absent) → Displayed if an attendance status of "absent" has been confirmed.

* You can view attendance comments for "2_1. Determine attendance with a beacon" on this screen.

Number	Present/absent	Attendance comment	Student POV	Description
1	出席 (present)	-	出席 (present)	Beacon detection within 5 min. of start of class
2	出席 (present)	遅刻1 (tardy 1)	遅 (tardy)	Beacon detection after 5 min. elapsed from start of class, within 20 min.
3	出席 (present)	遅刻2 (tardy 2)	遅 (tardy)	Beacon detection after 20 min. elapsed from start of class
4	欠席 (absent)	-	欠 (absent)	No beacon detection
5	出席 (present)	出席 (present)*	出席 (present)	Teacher manually changed to "present" on the screen
6	出席 (present)	遅刻1 (tardy 1)*	遅 (tardy)	Teacher manually changed to "tardy 1" on the screen
7	出席 (present)	遅刻2 (tardy 2)*	遅 (tardy)	Teacher manually changed to "tardy 2" on the screen
8	欠席 (absent)	欠席 (absent)*	欠 (absent)	Teacher manually changed to "absent" on the screen

6_2_1. Change attendance data per student (in the Attendance Management System) *Attendance data can be corrected per student.



*Changed attendance data is also reflected in the student MG Kyomu app.

May take up to around 10 min. to be reflected in the app.
Screen display in the student MG Kyomu app is as follows.

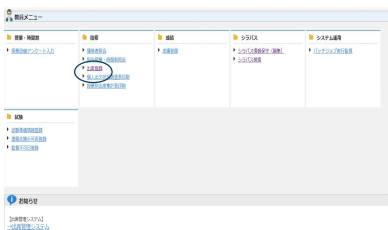
Number	Present/absent	Attendance comment	Student POV	Description
1	出席 (present)	-	出 (present)	Beacon detection within 5 min. of start of class
2	出席 (present)	遅刻1 (tardy 1)	遅 (tardy)	Beacon detection after 5 min. elapsed from start of class, within 20 min.
3	出席 (present)	遅刻2 (tardy 2)	遅 (tardy)	Beacon detection after 20 min. elapsed from start of class
4	欠席 (absent)	-	欠 (absent)	No beacon detection
5	出席 (present)	出席 (present)*	出 (present)	Teacher manually changed to "present" on the screen
6	出席 (present)	遅刻1 (tardy 1)*	遅 (tardy)	Teacher manually changed to "tardy 1" on the screen
7	出席 (present)	遅刻2 (tardy 2)*	遅 (tardy)	Teacher manually changed to "tardy 2" on the screen
8	欠席 (absent)	欠席 (absent)*	欠 (absent)	Teacher manually changed to "absent" on the screen

6_2_2. Change attendance data per class day (in the Kyomu Web teacher's menu) *Attendance data can be corrected per class day.

Register attendance

1. Kyomu Web, "教員メニュー (teacher's menu)" screen

Press "出席登録 (register attendance)"



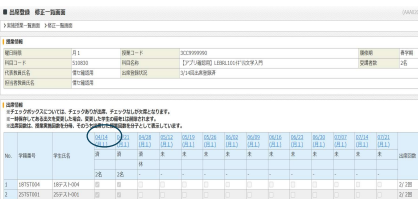
2. 出席登録・実施授業一覧 (attendance register and class list) screen

Press the "鉛筆 (pencil)" button for the relevant class



3. 出席登録 修正一覧 (attendance register, correction list) screen

Press the date to correct



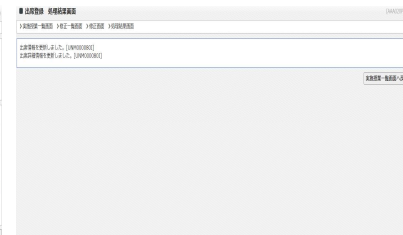
4. 出席登録・修正 (register/correct attendance) screen

Change attendance in the "出欠 (present/absent)" section, and change the comment in the "備考1 (notes 1)" section, then press the "登録 (register)" button. Press "OK" when the confirmation pop-up screen is displayed



出席登録 処理結果 (attendance register, processing results) screen

Processing is finished



*4. Refer to the table below for attendance comments on the 出席登録・修正画面 (register/correct attendance) screen.

Number	Present/absent	Attendance comment	Student POV	Description
1	出席 (present)	-	出 (present)	Beacon detection within 5 min. of start of class
2	出席 (present)	遅刻1 (tardy 1)	遅 (tardy)	Beacon detection after 5 min. elapsed from start of class, within 20 min.
3	出席 (present)	遅刻2 (tardy 2)	遅 (tardy)	Beacon detection after 20 min. elapsed from start of class
4	欠席 (absent)	-	欠 (absent)	No beacon detection
5	出席 (present)	出席 (present)*	出 (present)	Teacher manually changed to "present" on the screen
6	出席 (present)	遅刻1 (tardy 1)*	遅 (tardy)	Teacher manually changed to "tardy 1" on the screen
7	出席 (present)	遅刻2 (tardy 2)*	遅 (tardy)	Teacher manually changed to "tardy 2" on the screen
8	欠席 (absent)	欠席 (absent)*	欠 (absent)	Teacher manually changed to "absent" on the screen

6_3_1. Download attendance data (from the Attendance Management System)

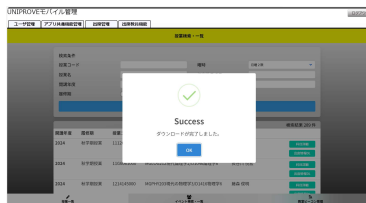
1. 授業検索・一覧 (class search/list) screen

Press the "出席情報DL (download attendance information)" button for the relevant class



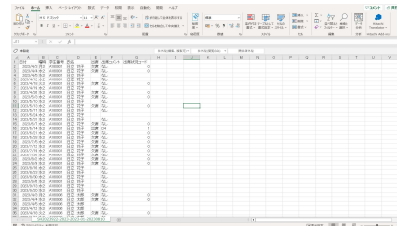
2. 授業検索・一覧 (class search/list) screen

The "ダウンロードが完了しました。(download complete)" message is displayed → Open the downloaded file



3. Downloaded file

Displays date, day/time, student number, name, attendance and attendance comments

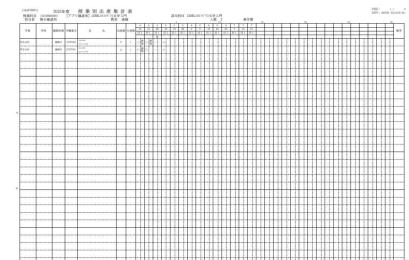
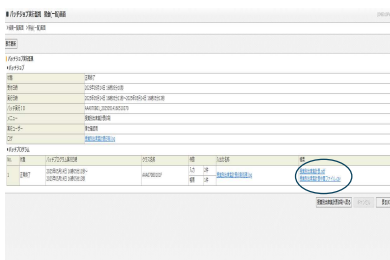
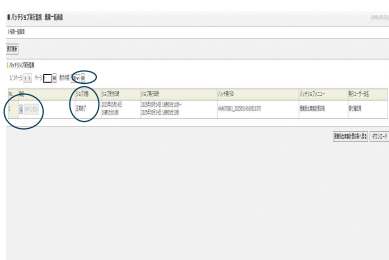
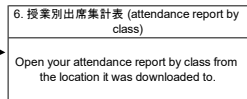
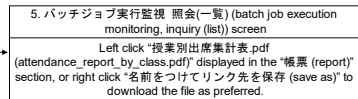
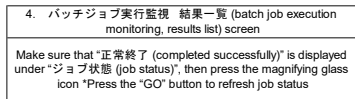
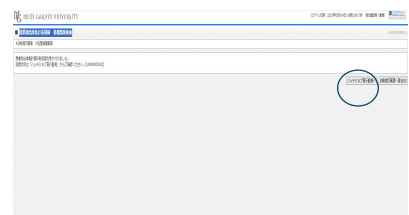
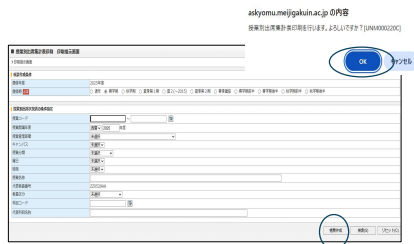
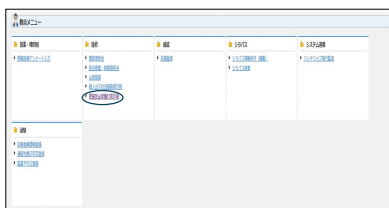
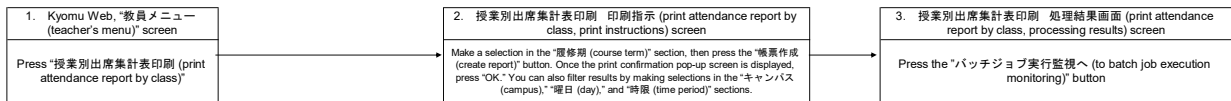


* You can also check attendance comments for "2_1. Determine attendance with a beacon" in the downloaded file.

Number	Present/absent	Attendance comment	Student POV	Description
1	出席 (present)	-	出 (present)	Beacon detection within 5 min. of start of class
2	出席 (present)	遅刻1 (tardy 1)	遅 (tardy)	Beacon detection after 5 min. elapsed from start of class, within 20 min.
3	出席 (present)	遅刻2 (tardy 2)	遅 (tardy)	Beacon detection after 20 min. elapsed from start of class
4	欠席 (absent)	-	欠 (absent)	No beacon detection
5	出席 (present)	出席 (present)*	出 (present)	Teacher manually changed to "present" on the screen
6	出席 (present)	遅刻1 (tardy 1)*	遅 (tardy)	Teacher manually changed to "tardy 1" on the screen
7	出席 (present)	遅刻2 (tardy 2)*	遅 (tardy)	Teacher manually changed to "tardy 2" on the screen
8	欠席 (absent)	欠席 (absent)*	欠 (absent)	Teacher manually changed to "absent" on the screen

6_3_2. Download attendance data (from the Kyomu Web teacher's menu)

Register attendance



Main	Sub	Number	Question	Response
Login	ID/PW	1	What are my login user ID and password?	Same as your Kyomu Web login ID and PW. If you forgot them, the department that will assist you depends on whether or not you have a MAIN account. → Do not have a MAIN account (ID is a teacher code in lowercase) → Academic Affairs → Have a MAIN account (ID is any string) → Information Center
How to register attendance	General	2	What are the characteristics of each method for taking attendance, and what should I watch out for?	出席をとらない (no attendance) → Select if attendance is not taken for the class. 出席ボタン押下のみ (press attendance button only) → Students take attendance by pressing the “出席 (present)” button. <u>Students are counted as “present” as long as the button is pressed during the class (even if not in the classroom).</u> ワンタイムパスワード (one-time password) → Attendance taken by having <u>students enter a predetermined one-time password (specified or random) in the MG Kyomu app within a specified period of time.</u> ビーコン (beacon) → <u>Attendance taken by detection via beacons</u> installed in classrooms. Beacon detection can also record student tardiness. <u>Students are counted as “present” if detected by the beacon and result is sent within 5 min. of the start of class. The system marks detection after that as “tardy.”</u> 小テスト (quiz) → Attendance taken based on number of correct responses in a quiz. <u>You must create a template before setting this method. Students are marked absent if their number of correct responses falls below the set minimum, even if they attended the class, so please be careful when setting the minimum number of correct responses (generally, we recommend this be set to 0 so that as long as responses are submitted, the student is counted as “present”), but this is ultimately up to the teacher.</u> アンケート (survey) → Attendance taken based on response to a survey. <u>You must create a template before setting this method.</u>
		3	If a class meets for two consecutive periods (for example, 4th and 5th period on Monday), do I need to register attendance for both classes?	You can take attendance for just one period or both. Set the attendance registration method as you prefer on the management screen.
		4	When should I set the attendance registration method?	Set by 5 min. before the scheduled start of each class. Can also be batch set for all classes on the management screen.
		5	Can the attendance registration method be changed when 5 min. before the start of class or later?	No, it cannot be changed. However, if attendance method is set to survey or quiz, it can be changed to another method as long as it is before the “受付開始 (start acceptance)” button is pressed.
		6	Is it required to take attendance?	No, it is not required. If attendance is required for class operations, please use the attendance management system to do so.
		7	Is the attendance registration menu on Kyomu Web linked to the attendance registration menu on the MG Kyomu app?	Attendance information that can be viewed on Kyomu Web reflects attendance registration results from the MG Kyomu app. Once attendance information is determined for a class, it is shared from the MG Kyomu app management server to the Kyomu Web. You can also change student attendance information from the Kyomu Web “出席登録 (register attendance)” menu.
		8	Can attendance information be output as a file?	You can output a pdf from 教員メニュー 授業別出席集計表 (teacher’s menu, attendance report by class) on Kyomu Web
How to register attendance	(1) Register attendance with “press attendance button only”	9	When should students press the “出席登録 (register attendance)” button?	Any time during class. Students are instructed as follows: <i>Generally, you can press the button after class has started. However, be sure to follow any specific instructions from your teacher.</i>
		10	A student told me that they were not marked as present, even though they pressed the “出席登録 (register attendance)” button.	Students are instructed as follows. If the issue cannot be resolved simply, ask them to provide proof of attendance, either written or verbally. Attendance can be changed later on the management screen. <i>Make sure that data transmission / wifi is on. If this doesn’t resolve the issue, inform the teacher and ask for instructions.</i>
	(2) Register attendance with a beacon	11	When should students press the “出席登録 (register attendance)” button?	Within 5 min. of start of class. After that, attendance is determined according to the schedule in “2_1. Determine attendance with a beacon” of the manual (“Present”: Within 5 min. of start of class; “Tardy 1”: 5 min. elapsed – 20 min.; “Tardy 2”: 20 min. elapsed and later). Attendance can be changed later on the management screen. Students are instructed as follows: <i>Within 5 min. of start of class. The system marks detection after that as “tardy.” This may be handled differently depending on the teacher. For further details, ask the teacher.</i>

Main	Sub	Number	Question	Response
		12	A student told me that no matter how many times they try, beacon detection fails or fails to send detection results.	<p>*Added 4/30 There have been reports that Bluetooth detection is hindered due to old smartphone models and other beacon compatibility issues. <u>The issue may resolve quickly by doing the following, so inform your students as follows. If the issue persists, tell the student to stop by Academic Affairs after class.</u></p> <ul style="list-style-type: none"> • Raise your smartphone above your head and point it toward the window (to outside) closest to your seat. • Pull up the MG Kyomu app homepage and select the timetable again. • Restart the MG Kyomu app. • Quit any apps running in the background. <p>Students are instructed as follows. If the issue cannot be resolved simply, ask them to provide proof of attendance, either written or verbally. Attendance can be changed later on the management screen.</p> <p><i>Check the following:</i></p> <ul style="list-style-type: none"> • Is Bluetooth on, and has the MG Kyomu app been given permission to use it? • Is location information on, and has "precise" location information access permission (iOS only) been given, or has location information access permission been given to the MG Kyomu app? • Is data transmission functioning properly? <p><i>If these do not resolve the issue, ask the teacher how to handle attendance.</i></p>
		13	A student told me that poor signal prevented them from registering within 5 min. of the start of class.	<p>Students are instructed as follows. If the issue cannot be resolved simply, ask them to provide proof of attendance, either written or verbally. Attendance can be changed later on the management screen. Additionally, the teacher's screen shows the time that the student pressed the button to register attendance and the time attendance was registered via the beacon (when the beacon result was sent), so you can use this information to determine if a student's claim is valid.</p> <p><i>Ask the teacher how to handle attendance.</i></p>
		14	A student told me that although they got a message saying that they were detected by the beacon and registration was sent, their attendance status does not indicate "present."	When a beacon is used to register attendance, status is reflected up to 15 min. after the end of the class.
		15	A student asked if an indication on the screen that they were tardy is correct.	System specifications cause attendance registered after 5 min. from the start of class to be displayed as "tardy." However, how to handle this is ultimately up to the teacher. Additionally, on the management screen, you can check for more detailed information, such as "遅刻1 (tardy 1)" (between 5 and 20 min. from the start of class) and "遅刻2 (tardy 2)" (after 20 min. from the start of class).
	(3) Register attendance with a one-time password	16	What is a one-time password (OTP)?	<p>An OTP is a 6-digit password that is either specified or issued randomly. If the attendance registration method is set to OTP, a random password is issued (however you can specify it yourself). Inform students of the password in class and have them enter it into the MG Kyomu app to register their attendance. Specific numbers and the time for acceptance can be changed on the management screen. Students are instructed as follows:</p> <p><i>The OTP is a 6-digit password issued only for registering your attendance for the class. The OTP is obtained by the teacher, then shared in class. Enter it into your MG Kyomu app.</i></p>
	(4) Register attendance with a quiz	17	A student asked if it was possible to retake a quiz after submitting their response (by pressing the send button).	No. The system is designed to prevent re-submission.
		18	A student said they submitted their response to the quiz, but their attendance status is not "present."	<p>When registering attendance with a quiz, attendance is determined after the set deadline according to the number of correct responses. The deadline is determined by the teacher when they set up the attendance registration method. Students are not given access to this information automatically, so be sure to let them know in advance if needed. Currently, options for this are after class ends, same day, next day and 6 days later. Students are instructed as follows:</p> <p><i>When registering attendance with a quiz, attendance is determined after the set deadline according to the number of correct responses. The deadline depends on the teacher, so please check with them.</i></p>
	(5) Register attendance with a survey	19	A student asked if it was possible to retake a survey after submitting their response (by pressing the send button).	No. The system is designed to prevent re-submission.
		20	A student said they submitted their response to the survey, but their attendance status is not "present."	<p>Students are instructed as follows. If the issue cannot be resolved simply, ask them to provide proof of attendance, either written or verbally. Attendance can be changed later on the management screen.</p> <p><i>Survey response may not have been submitted correctly. Please try again. Once the survey has been submitted the "出席登録 (register attendance)" button is disabled and registration status changes to "出席 (present)." If it says "なし (none)," then the survey has not been submitted.</i></p>
Other	Other	21	Who should be contacted if a student has a question about the MG Kyomu app?	Academic Affairs at both the Shirokane and Yokohama campuses accepts inquiries. Contact the office where the class is.
		22	What is the "Clicker" function?	<p>The "Clicker" function makes it easy to survey students.</p> <ul style="list-style-type: none"> • It can only be used (set) from the management screen of the Attendance Management System. • It can only be used during class, and only students registered for the class can respond (though they can respond even if they are not in the classroom). • There are two-choice (AB), three-choice (ABC) and ten-choice survey types available. <p>See below for the Clicker manual. https://www.meijigakuin.ac.jp/office/educational/clicker_manual.pdf</p>