

"Manual for Using the 'Clicker' in the Attendance Management System"

This manual provides instructions on how to conduct in-class surveys using the “Clicker” feature of the MG Kyomu App, which is installed on students’ smartphones.

Survey questions using the Clicker are delivered through the Attendance Management System. When a survey is sent from the system during class, students can respond in real time via their smartphones. The responses are immediately aggregated and displayed, allowing instructors to instantly grasp students’ opinions and reactions.

Although students are instructed to install the MG Kyomu App in advance, if any student has not yet installed it, please guide them to download it from the university’s official website.

"Download Page for the MG Kyomu App (University Website)"

URL : <https://www.meijigakuin.ac.jp/campuslife/app/index.html>

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1. How to Log In to the Attendance Management System

- ① The Clicker can be accessed through the Attendance Management System. Please follow the steps below to log in to the system.

Click on the following URL to access the **Attendance Management System Login Page**:

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

- ② Enter your Login ID.

Your Login ID is the same as the one used for the Kyomu Web System.

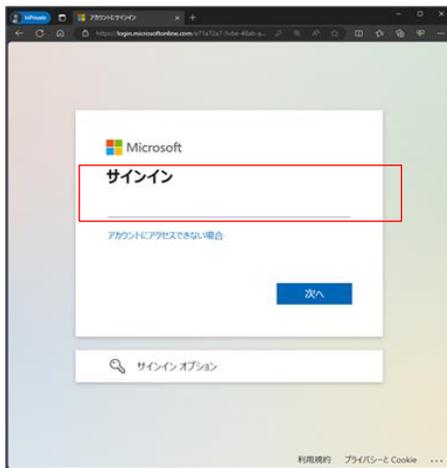
- If you have applied for a MAIN account:

< current ID>@<subdomain>.meijigakuin.ac.jp

(Note: This is the same account used for Microsoft 365 services at our university.)

- If you have not applied for a MAIN account:

< current ID>@meijigakuin.ac.jp



- ③ Please log in using your current password.

Your password is the same as the one used for the Kyomu Web System.

Once logged in, the **Attendance Management System** will be launched.



2. Conducting Surveys Using the Clicker

Surveys are conducted using the Clicker feature. Please note that surveys can only be initiated during class hours. Therefore, the following steps should be performed within the designated class time. If attempted outside of class hours, an error will occur.

- ① Click on 「科目詳細」 ("Course Details") for the class in which you will use the Clicker.



- ② Select the class date and time slot from the pull-down menu for which the survey will be conducted.



③ Click the “>” icon in the Clicker section.

There are three types of surveys available. Please select the appropriate one based on the content of your survey:

- **A/B Survey** (2 choices)
- **A/B/C Survey** (3 choices)
- **10-Option Survey** (10 choices)



④ Click 「受付開始」 ("Start Accepting Responses").

Please instruct students to open the course details screen in the MG Academic App, select the class date and time slot, and respond to the survey using the Clicker.



3. Viewing Survey Results

- ① From the 「履歴」 ("History") section of the Clicker, click the ">" icon next to the survey you want to review.

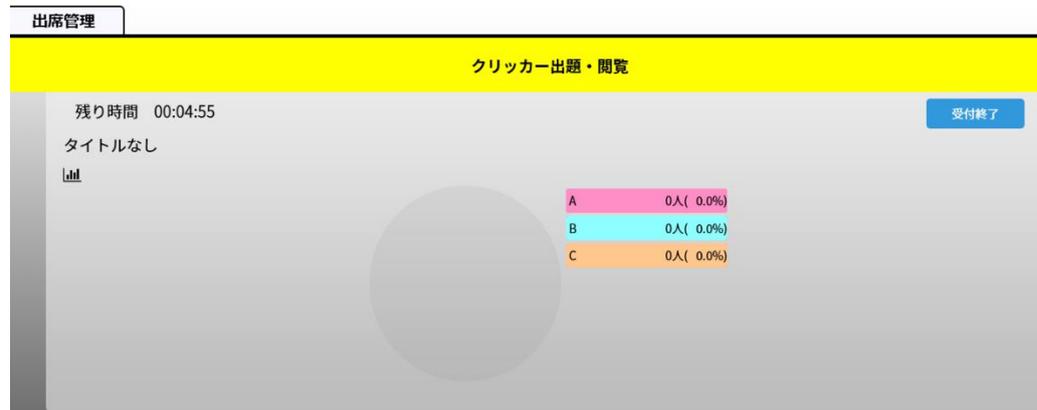


- ② The survey results will be displayed in a graph.

- A/B Survey (2 choices)



- A/B/C Survey (3 choices)



• 10-Option Survey (10 choices)

