# "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

#### Table of Contents

- Page 2 1. How to Log In to the Attendance Management System
- Page 3 2. Conducting Surveys Using the Clicker
- Page 5 3. Viewing Survey Results

#### 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

| - 0                 | × |
|---------------------|---|
|                     |   |
|                     |   |
|                     |   |
| Microsoft           |   |
| サインイン               |   |
|                     |   |
| アカウントにアクセスできない場合    |   |
|                     |   |
| 2014                |   |
|                     |   |
| Q サインインオブション        |   |
|                     |   |
|                     |   |
| 利用規約 プライバシーと Cookie |   |

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.



| NG meiji gakuin university  |   |
|---|---|
| サインイン   |   |
| <id>@&lt;サブドメイン&gt;.meijigakuin.ac.jp</id>  |   |
| パスワード   |   |
| サインこと<br>MGメールアドレスでサインインしてください、<br>学生: ぐ界層目小ズタンらmeijakuinacjp<br>その色: いAMNアカウントンらくサブドメイン<br>> meijakuinacjp<br>エイリアス相同中紙語かの方は、入力内容にご注意<br>ださい、<br>Sign in tith your MG email address<br>Sudents: schadert D number @meijaakuinacjp<br>Other: KMAN<br>account @ subdomains.meijaakuinacjp<br>*i flyou have appled to use alaese, plase pay<br>attention to the information yach pase per | < |

2018 Microsoft

#### 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.

| NIPROVEE. | バイル管理<br>1 |       |       |        |                   |       |         | ログ |
|-----------|------------|-------|-------|--------|-------------------|-------|---------|----|
| 出席教員機能    |            |       |       | 授業     | 後検索・一覧            |       |         |    |
|           |            |       |       |        |                   |       |         |    |
| 検         | 索条件        |       |       |        |                   |       |         |    |
| 授         | 業コード       |       |       |        | 曜時                |       | v       |    |
| 授         | 業名         |       |       |        |                   |       |         |    |
| 開         | 講年度        |       | 2024  |        |                   |       |         |    |
| 履         | 修期         | (     | ●指定なし | ○春学期   | ○秋学期              | ◯通年   |         |    |
|           |            |       |       |        | 検索                |       |         |    |
|           |            |       |       |        |                   |       |         |    |
|           |            |       |       |        |                   |       | 検索結果16件 |    |
| 開講        | 「年度        | 履修期   | 授業    | コード    | 授業名               | 担当教員  |         |    |
| 202       | 4          | 通年集中  | 1FC0  | 210700 | EESEM403卒業論文      | AE 82 | 3       |    |
| 202       | 4          | 秋学期授業 | 1FC0  | 006300 | EETHQ202初級ミクロ経済学2 | A5.82 | 科日詳細    |    |
|           |            |       |       |        |                   |       | 出席情報DL  |    |
| 202       | A          | 护会相应亲 | 1000  | 017100 |                   |       |         |    |
|           |            |       |       | Ľ      | 授業一覧              |       |         |    |

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

| UNIPROVE<br>出席教員機能 | Eバイル管理   |                   | ログアウト       |
|--------------------|--|-------------------|-------------|
| <.                 |  | 履修科目詳細            | c           |
|                    | EETHQ202初級ミ加経済学2<br>○ 2024年度秋学期<br>② 木曜 3 時限<br>▲<br>▼ 白金 2号館 2301<br>授業日時 | 2024/11/07 木曜 3 限 | ~           |
|                    | 授業回番号<br>1219-0973<br> 出席方法<br>ビーコン  |                   | ня: 7) 2222 |
|                    | ビーコン統制計象数支援目   | <b>●</b><br>班星一覧  |             |

(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)

| 出席薄<br>出席状况一覧<br>【現在出席受付済:0】 | > |
|------------------------------|---|
| クリッカー                        |   |
| A/B アンケート                    | > |
| A/B/C アンケート                  | > |
| 10択 アンケート                    | > |
| 履歷                           |   |
| 03/31 10:01 タイトルなし           | > |
| 03/31 10:01 タイトルなし           | > |
| 03/31 10:00 タイトルなし           | > |

### 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.

| 出席管理 |     |       |        |   |      |  |
|------|-----|-------|--------|---|------|--|
|      |     | クリッカー | -出題・閲覧 | _ |      |  |
| 残り時  | 間:: |       |        |   | 受付開始 |  |
| タイト  | ルなし |       |        |   |      |  |
| [dil |     |       |        |   |      |  |
|      |     |       |        |   |      |  |
|      |     |       |        |   |      |  |
|      |     |       |        |   |      |  |
|      |     |       |        |   |      |  |
|      |     |       |        |   |      |  |
|      |     |       |        |   |      |  |
|      |     |       |        |   |      |  |

## 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.

| UNIPROVEモバイル管理     |  |                       |  | ログアウト |
|--------------------|--|-----------------------|--|-------|
| ユーザ管理    アプリ共通機能管理 | 出席管理    出席教員機能                           | 履修科目詳細                |  | c     |
|                    |  | 2027/11/12 AVE 3 134  |  |       |
|                    | 授業回番号<br>3143-2887                       |                       |  |       |
|                    | 出席方法<br>アンケート                            |                       | Bittsfäällitet   |       |
|                    | 出席,滞<br>出席状況一覧<br>【現在履修学生出席受付済:1/162】    |                       | >  |       |
|                    | クリッカー                                    |                       |  |       |
|                    | A/B アンケート                                |                       | >  |       |
|                    | A/B/C アンケート                              |                       | <b>&gt;</b>  |       |
|                    | 10択 アンケート                                |                       | >  |       |
|                    | 履歴                                       |                       |  |       |
|                    | 11/12 14:51 Test                         |                       | 2  |       |
|                    | 11/12 14:51 Test                         |                       | s i  |       |
|                    | 11/12 14:44 タイトルなし                       |                       | >  |       |
|                    | 11/12 14:44 タイトルなし<br>11/12 14:44 タイトルなし |                       |  |       |
|                    | пленая унглас                            |                       |  |       |
|                    | 小テスト                                     |                       |  |       |
|                    | テンプレート                                   |                       | and and a second se |       |
| 1<br>122-          | ñ  | <b>値</b><br>イベント検索・一覧 | 教授にーリン理論   |       |

2 The survey results will be displayed in a graph.

• A/B Survey (2 choices)

| 出 | 席管理          |          |          |       |       |           |      |  |
|---|--------------|----------|----------|-------|-------|-----------|------|--|
|   |              |          | <i>2</i> | リッカー出 | 出題・閲覧 |           |      |  |
|   | 残り時間         | 00:04:45 |          |       |       |           | 受付終了 |  |
|   | タイトルな        | L        |          |       |       |           |      |  |
|   | <u> .11 </u> |          |          |       |       |           |      |  |
|   |              |          |          |       | A     | 0人( 0.0%) |      |  |
|   |              |          |          |       | В     | 0人( 0.0%) |      |  |
|   |              |          |          |       |       |           |      |  |
|   |              |          |          |       |       |           |      |  |
|   |              |          |          |       |       |           |      |  |
|   |              |          |          |       |       |           |      |  |
|   |              |          |          |       |       |           |      |  |
|   |              |          |          |       |       |           |      |  |

• A/B/C Survey (3 choices)

| 出席管理        |            |          |       |       |      |
|-------------|------------|----------|-------|-------|------|
|             |            | クリッカー出題  | 題・閲覧  |       |      |
| 残り時         | 間 00:04:55 |          |       |       | 受付終了 |
| タイトル        | なし         |          |       |       |      |
| <u>1.11</u> |            |          |       |       |      |
|             |            | /        | 4 0人( | 0.0%) |      |
|             |            | E        | 3 0人( | 0.0%) |      |
|             |            | <u>(</u> | C 0人( | 0.0%) |      |
|             |            |          |       |       |      |
|             |            |          |       |       |      |
|             |            |          |       |       |      |
|             |            |          |       |       |      |
|             |            |          |       |       |      |

• **10-Option Survey** (10 choices)

| 出席管理          |  |   |           |      |  |  |  |  |
|---------------|--|---|-----------|------|--|--|--|--|
| クリッカー出題・閲覧    |  |   |           |      |  |  |  |  |
| 残り時間 00:04:56 |  |   |           | 受付終了 |  |  |  |  |
| タイトルなし        |  |   |           |      |  |  |  |  |
| Lint          |  |   |           |      |  |  |  |  |
|               |  | 1 | 0人( 0.0%) |      |  |  |  |  |
|               |  | 2 | 0人( 0.0%) |      |  |  |  |  |
|               |  | 3 | 0人( 0.0%) |      |  |  |  |  |
|               |  | 4 | 0人( 0.0%) |      |  |  |  |  |
|               |  | 5 | 0人( 0.0%) |      |  |  |  |  |
|               |  | 6 | 0人( 0.0%) |      |  |  |  |  |
|               |  | 7 | 0人( 0.0%) |      |  |  |  |  |
|               |  | 8 | 0人( 0.0%) |      |  |  |  |  |
|               |  | 9 | 0人( 0.0%) |      |  |  |  |  |
|               |  | 0 | 0人( 0.0%) |      |  |  |  |  |