

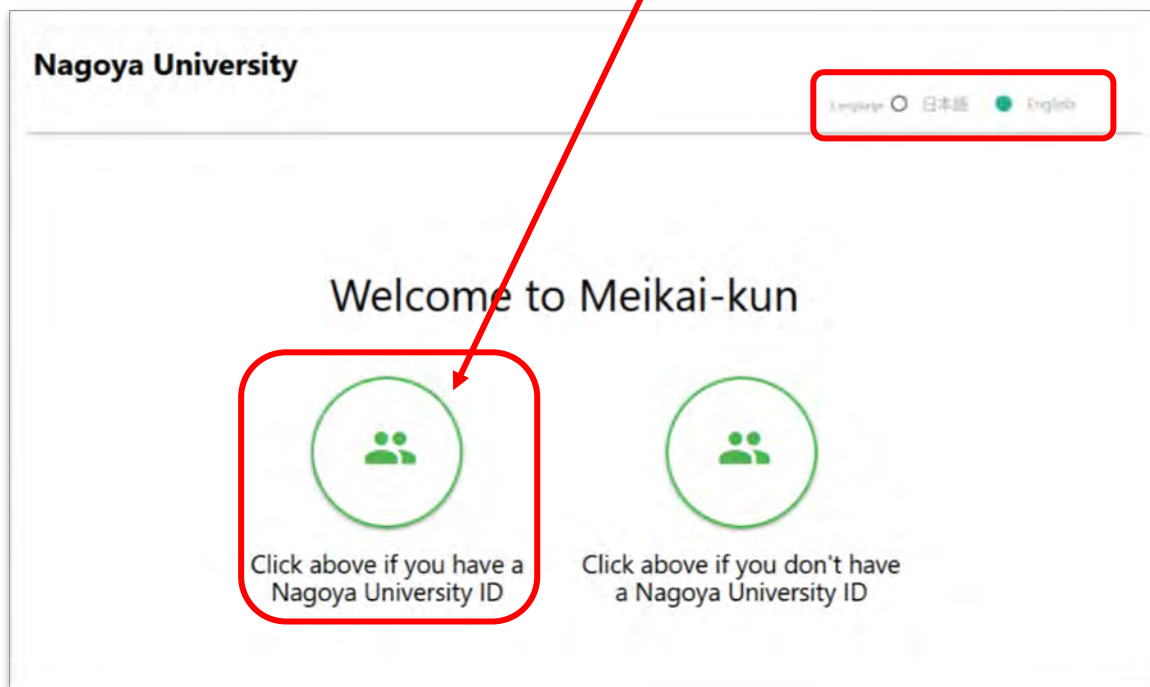
meikai-kun
user's manual

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🚩 Log in: If you have a Nagoya University ID.

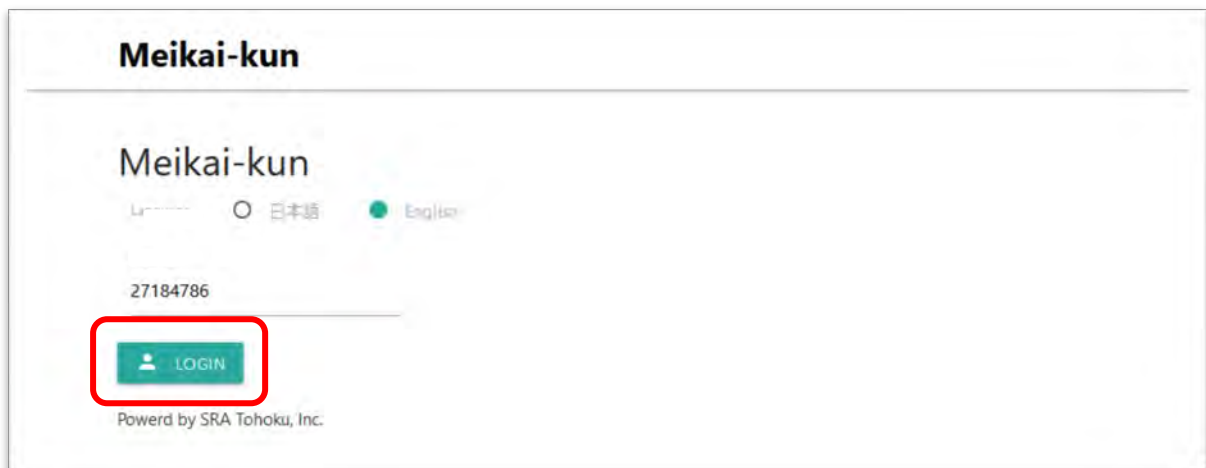
1. Enter this URL : <https://meikai.ilas.nagoya-u.ac.jp/maintenance/>
2. Please choose language “English” and click the icon on the left.



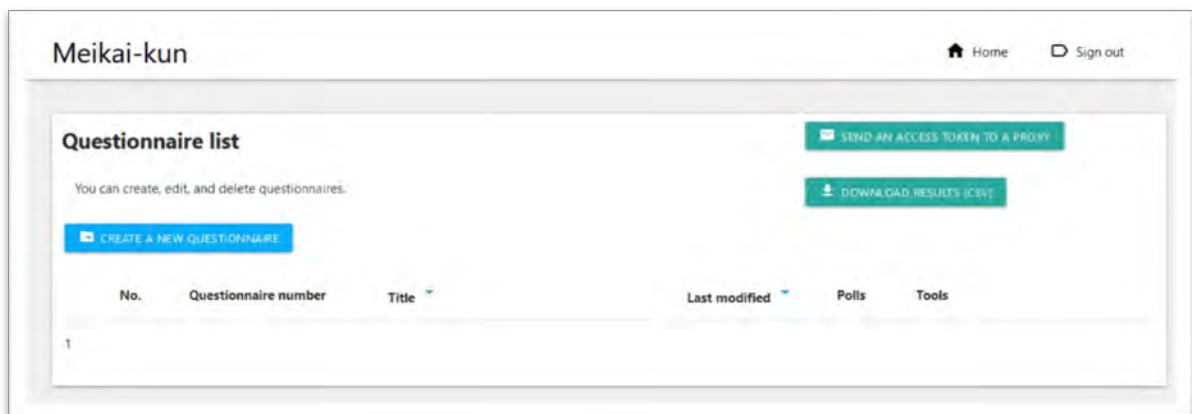
3. Fill your Nagoya university's ID and Password in the blank. Then click Log -in.



4. Your ID will be automatically displayed on Meikai-kun's page. Click Log -in again.

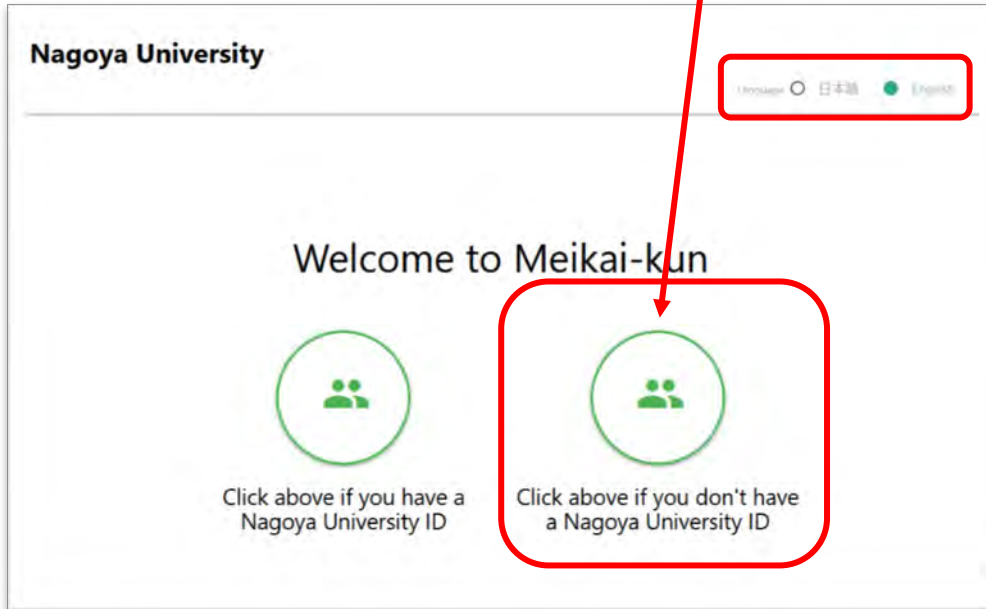


5. Your questionnaire management page will be displayed as follows.

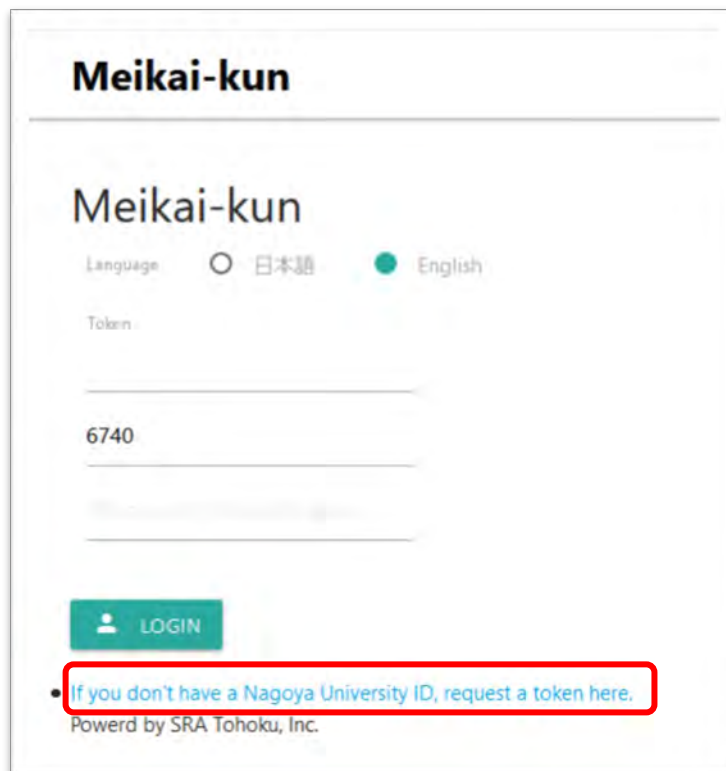


If you don't have a Nagoya University ID.

1. Please choose language “English” and click the icon on the right.



2. Please click “If you don't have a Nagoya University ID, request a token here”.



3. “Requesting an access token” page will be displayed. Please fill in your Log-in ID and E-mail address in the blank, then click “SEND” button.

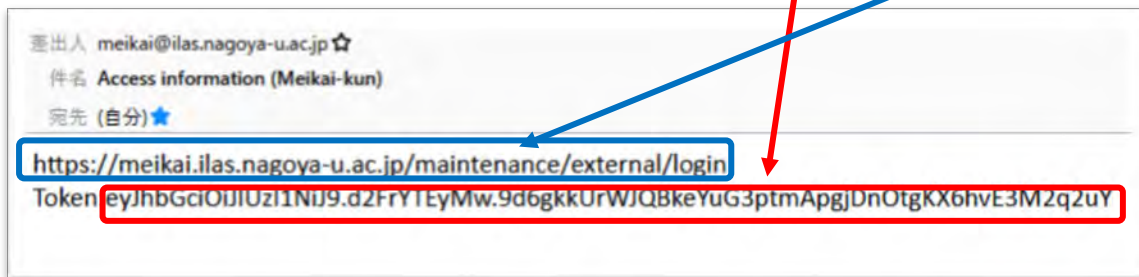
Fill in your assigned ID.

*If you don't have an assigned ID, please create the ID by yourself.

**When you create your ID, please use less than nine alphanumeric characters.

***Please include more than one alphabet character in the ID.

4. Confirm an email from meikai-kun system and please copy token. Then enter Log-in link written in the email.

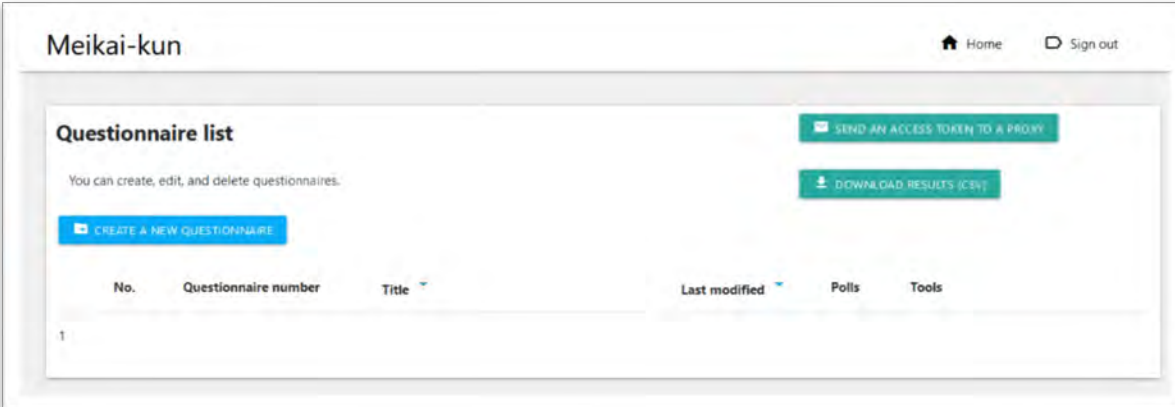


5. Please paste the token and enter a number (shown in the middle part) in the lower part. Then click “LOGIN”



The image shows the Meikai-kun login interface. At the top, it says "Meikai-kun" and "Meikai-kun". Below that, there is a language selector with "日本語" (Japanese) and "English" (selected). The form has three input fields: the top one contains a long alphanumeric token, the middle one contains "3466", and the bottom one also contains "3466". A green callout bubble points to the token field with the text "Please paste the token." A red callout bubble points to the bottom input field with the text "Enter a number (shown in the middle part) in the lower part. Then click “LOGIN”". Below the input fields is a green "LOGIN" button. At the bottom, there is a link: "If you don't have a Nagoya University ID, request a token here." and the text "Powered by SRA Tohoku, Inc."

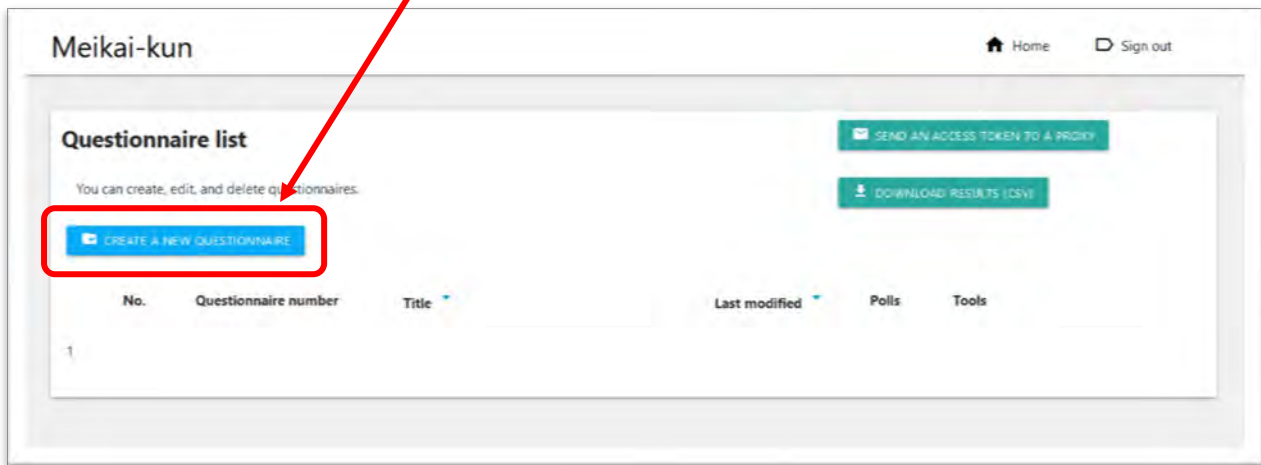
6. Your questionnaire management page will be displayed as follows.



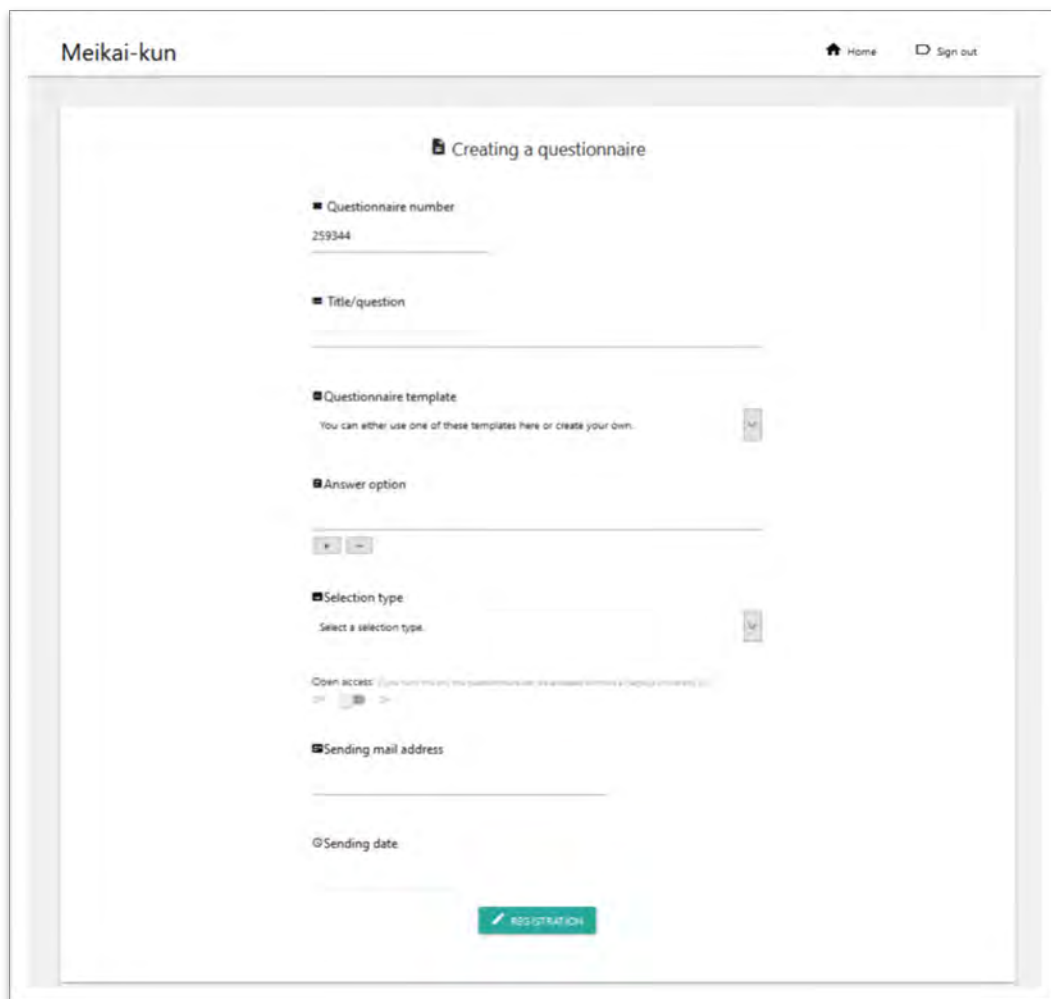
The image shows the Meikai-kun questionnaire management page. At the top, it says "Meikai-kun" and has "Home" and "Sign out" links. Below that, there is a "Questionnaire list" section. It says "You can create, edit, and delete questionnaires." and has a blue "CREATE A NEW QUESTIONNAIRE" button. There are also two green buttons: "SEND AN ACCESS TOKEN TO A PROXY" and "DOWNLOAD RESULTS (CSV)". Below these is a table with columns: "No.", "Questionnaire number", "Title", "Last modified", "Polls", and "Tools". The table has one row with the number "1" in the "No." column.

Create a questionnaire

1. Click “CREATE A NEW QUESTIONNAIRE” button.



2. The questionnaire editing page will be displayed. You can create a questionnaire



The screenshot shows the 'Meikai-kun' interface for 'Creating a questionnaire'. The page title is 'Creating a questionnaire'. The form contains the following fields and options:

- Questionnaire number:** 259344
- Title/question:** (empty text input)
- Questionnaire template:** You can either use one of these templates here or create your own. (dropdown menu)
- Answer option:** (dropdown menu)
- Selection type:** Select a selection type. (dropdown menu)
- Open access:** (You have this on. The questionnaire will be shared with a (single) user(s).) (checkbox)
- Sending mail address:** (empty text input)
- Sending date:** (empty text input)

At the bottom of the form, there is a green button labeled 'REGISTRATION'.

3. Make a question and options.

Creating a questionnaire

Questionnaire number
315776

Title/question
Do you know Leonardo da VINCI ?

Questionnaire template
You can either use one of these templates here or create your own.

Callout 1: The questionnaire number is automatically allocated.

Callout 2: Please type a question in the blank.

Click this tab. Choose an answer style.

◆ If you choose a template “Yes / No”...

Questionnaire template
Yes/No

Answer option
Yes

Answer option
No

Callout: “Yes or No” options will be automatically displayed.

- ◆ If you choose a template “ A/B/C/D/E”...

The screenshot shows a web interface for editing a questionnaire template. At the top, there is a section titled "Questionnaire template" with a text input field containing "A/B/C/D/E". Below this, there are five "Answer option" sections, each with a text input field and a pair of "+ -" buttons. The options are: "A. Very well", "B. Well", "C. Not very well", "D. Not well", and "E. N/A". A red rounded rectangle highlights the entire "Answer option" section. A red speech bubble points to the top of this section with the text "Five options will be automatically displayed."

- ◆ If you would like to make options by yourself, you can edit the details. Please fill out the answers in each blank.

The screenshot shows a web interface for editing a questionnaire. It displays three "Answer option" sections. Each section has a text input field, a pair of "+ -" buttons, and the label "Answer option" below it. The first option is "I know him well.", the second is "I never heard his name.", and the third is "He is my relative family|". A red arrow points from the text "Please fill out the answers in each blank" to the first text input field. A red speech bubble labeled "Add option" points to the "+" button of the second option. Another red speech bubble labeled "Delete" points to the "-" button of the third option.

4. Choose a selection type.

Selection type

Select a selection type.

Select a selection type.

Multiple-selection allowed

Single selection

Open access: If you turn this on, the questionnaire can be accessed without a Nagoya University ID.

Off On

This is a setting for “Public Questionnaire”. If you choose “Off”, the participants who don’t have Nagoya University ID can not join the questionnaire.

sending e-mail address

Sending mail address

Sending date

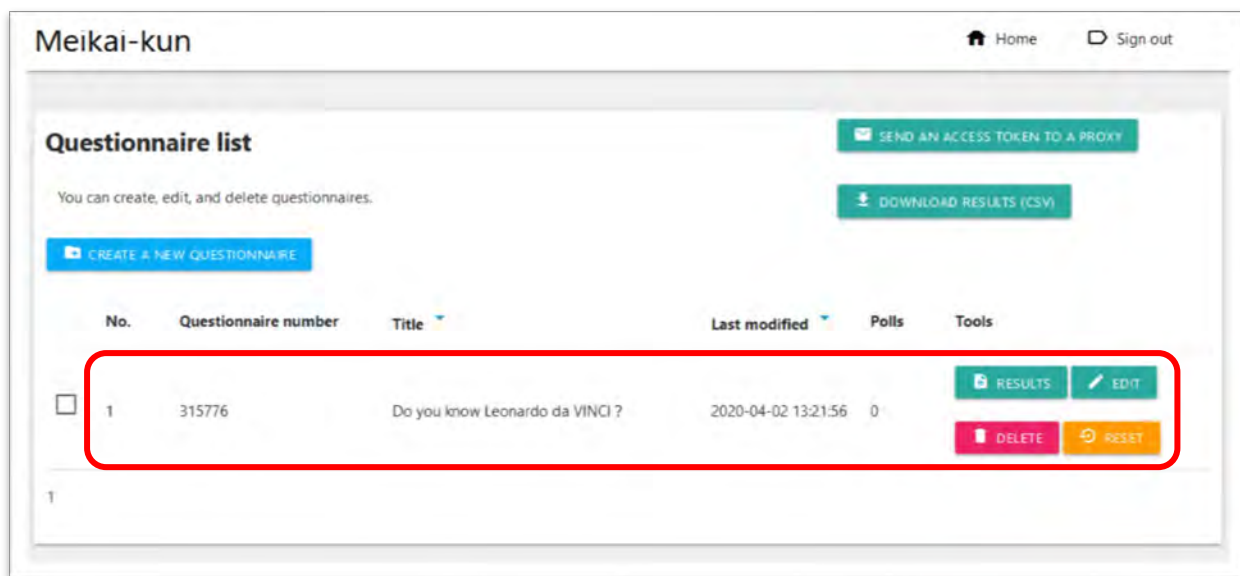
sending date

REGISTRATION

If you would like to receive a reminder e-mail from the system, please enter the sending e-mail address and the date.
*Only Nagoya University domain (nagoya-u.jp or nagoya-u.ac.jp) is acceptable.

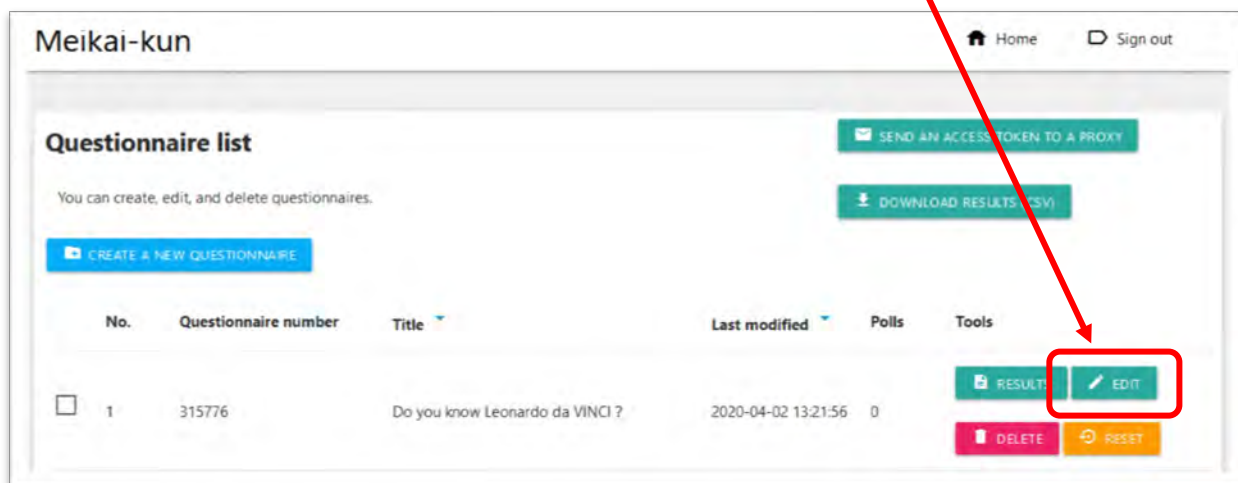
When you complete making the questionnaire, please click “registration”.

5. The questionnaire you made is displayed on the list.



✚ Change the questionnaire details

1. If you would like to change the questionnaire details, please click “EDIT” button.



2. The questionnaire editing page will be displayed. You can change the details.

Meikai-kun Home Sign out

Questionnaire update

Questionnaire number
315776

Title
Do you know Leonardo da VINCI?

Answer option
I know him well.
+ -

Answer option
I just know his name.
+ -

Answer option
I never heard his name.
+ -

Answer option
Is it delicious?
+ -

Selection type
Single selection

Open access: If you turn this on, the questionnaire can be accessed without a login (Privacy)

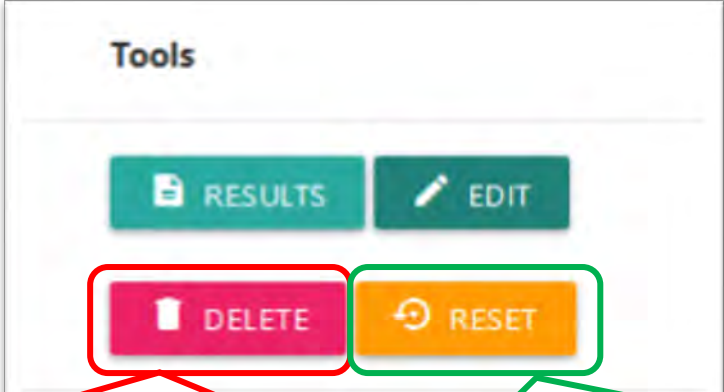
Sending mail address

Sending date

UPDATE

When you complete, click "update".

Delete or reset the questionnaire



The screenshot shows a 'Tools' panel with four buttons: 'RESULTS' (teal), 'EDIT' (teal), 'DELETE' (pink), and 'RESET' (orange). The 'DELETE' button is highlighted with a red box, and the 'RESET' button is highlighted with a green box. Two callout boxes provide instructions: a red one for 'DELETE' and a green one for 'RESET'.

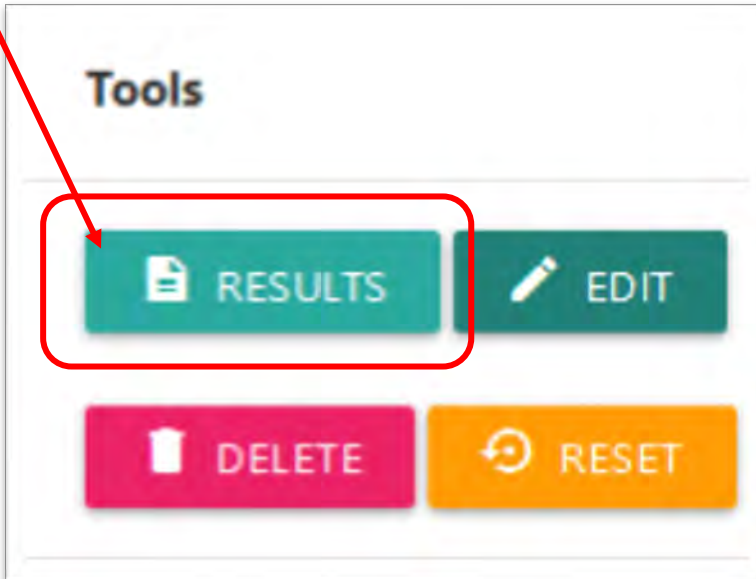
If you want to delete the questionnaire, click “DELETE”

If you want to reset all the number of votes, Click “RESET”

***If you want to leave the questionnaire data, please download the CSV file (refer to p.16) before you make a change in something. After change the details, previous data is deleted. The data will not be restored.**

Confirm the results

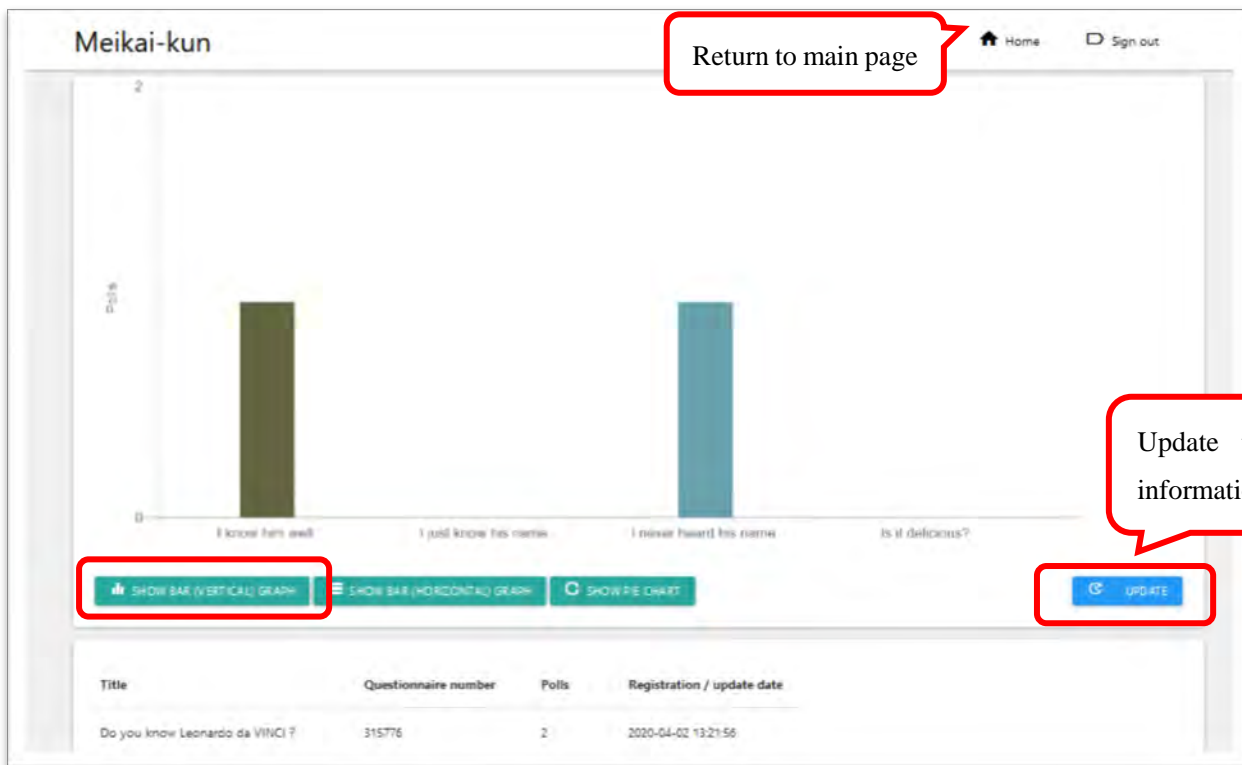
1. Please click “RESULTS” button.



The screenshot shows the 'Tools' panel with the 'RESULTS' button highlighted by a red box. A red arrow points from the text 'Please click “RESULTS” button.' to the 'RESULTS' button.

2. You can find the questionnaire results on the page.

- A bar graph (Vertical)



Free comments from respondents

Difficult.

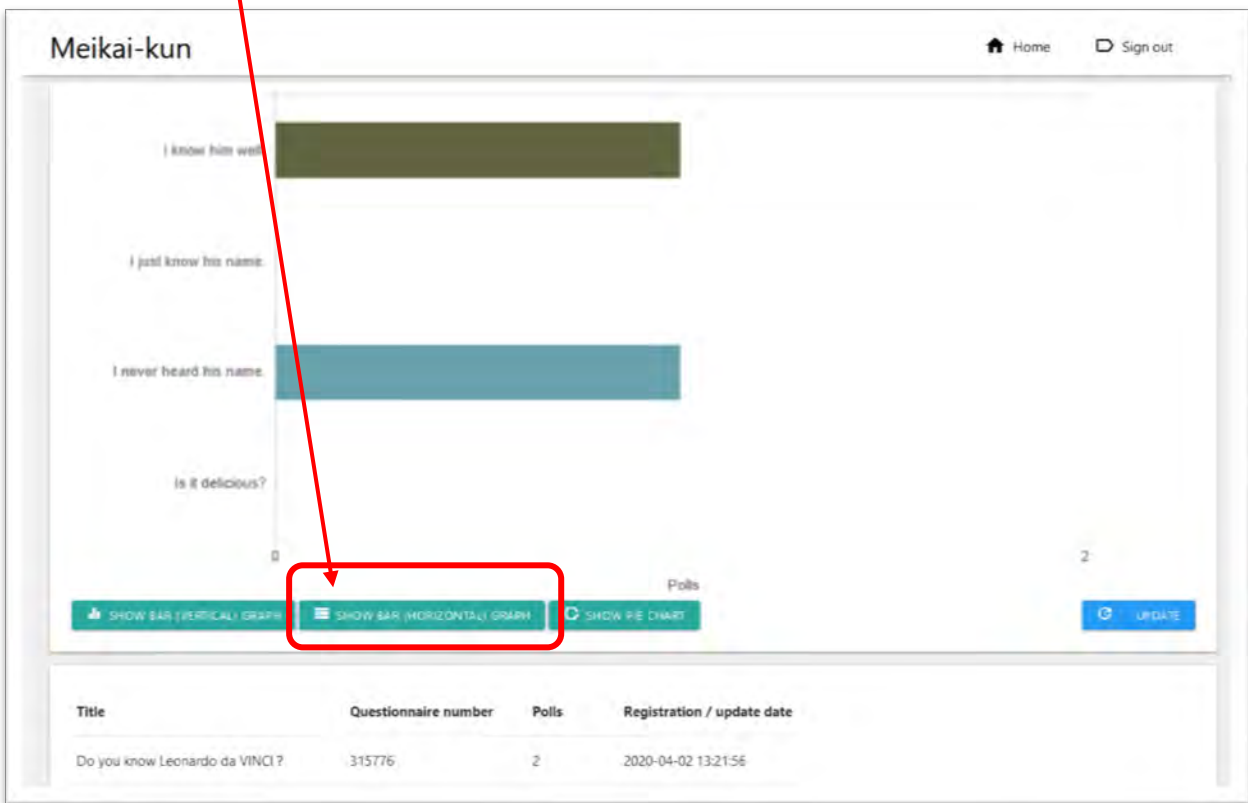
CSV DOWNLOAD PRINT

If you want to check comments about the question, click here.

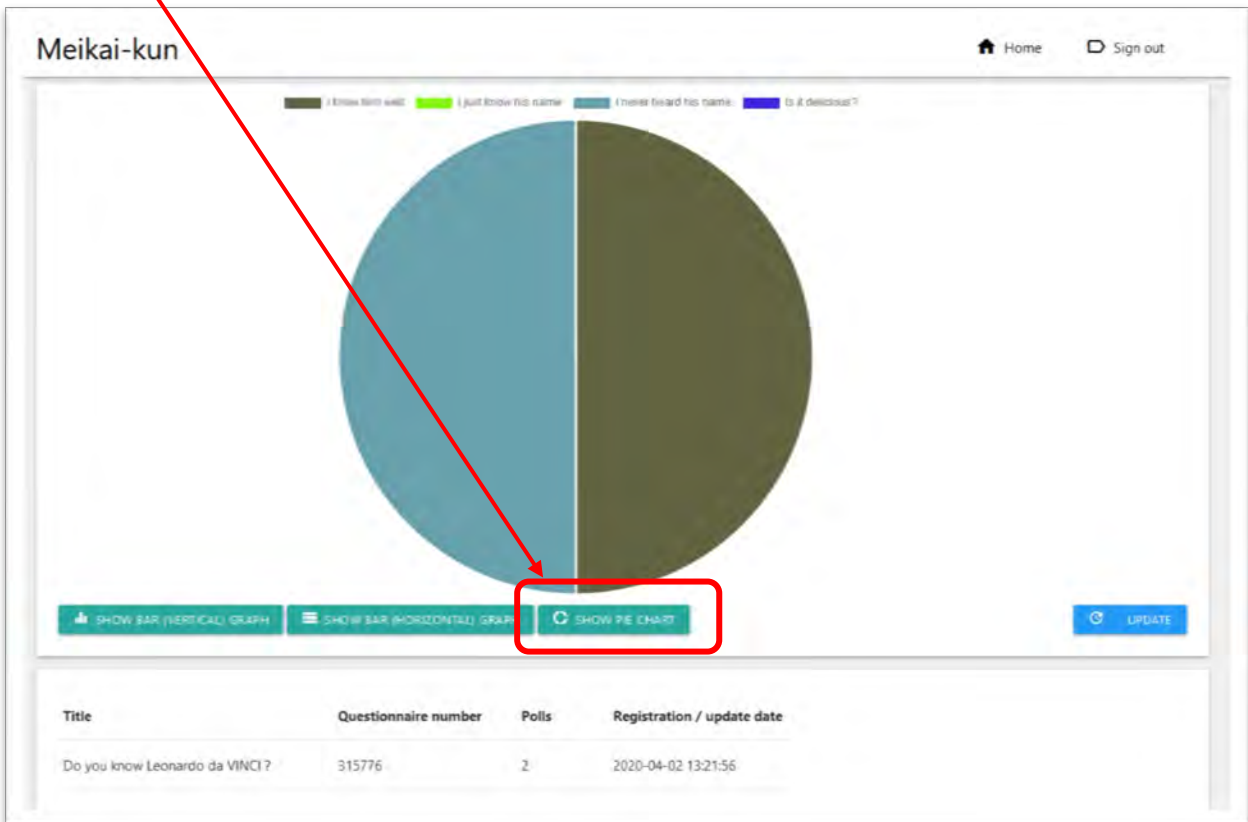
You can download the result's data CSV.

You can print the graph.

- A bar graph (Horizontal)



- A pie chart



Download the result's data CSV

You can download the result's data CSV.

Meikai-kun

Questionnaire list

You can create, edit, and delete questionnaires.

CREATE A NEW QUESTIONNAIRE

No.	Questionnaire number	Title	Last modified
<input checked="" type="checkbox"/>	315776	Do you know Leonardo da VINCI ?	2020-04-02 13:2

SEND AN ACCESS TOKEN TO A PROXY

DOWNLOAD RESULTS (CSV)

Click "DOWNLOAD RESULTS (CSV)".

Choose the check box.



M3

A	B	C	D	E	F	G	H	I	J	K
1	出席・アンケートタイトル	登録・更新日	ログインID	5時以前	6時台	7時台	8時台	9時以降	FA	
2	710653 朝はだいたい何時に起きていますか？	2020/3/12 15:35	27	0	0	1	0	0	0	冬は早起きが辛いです。
3	710653 朝はだいたい何時に起きていますか？	2020/3/12 15:36	27	1	0	0	0	0	0	
4										
5										
6										

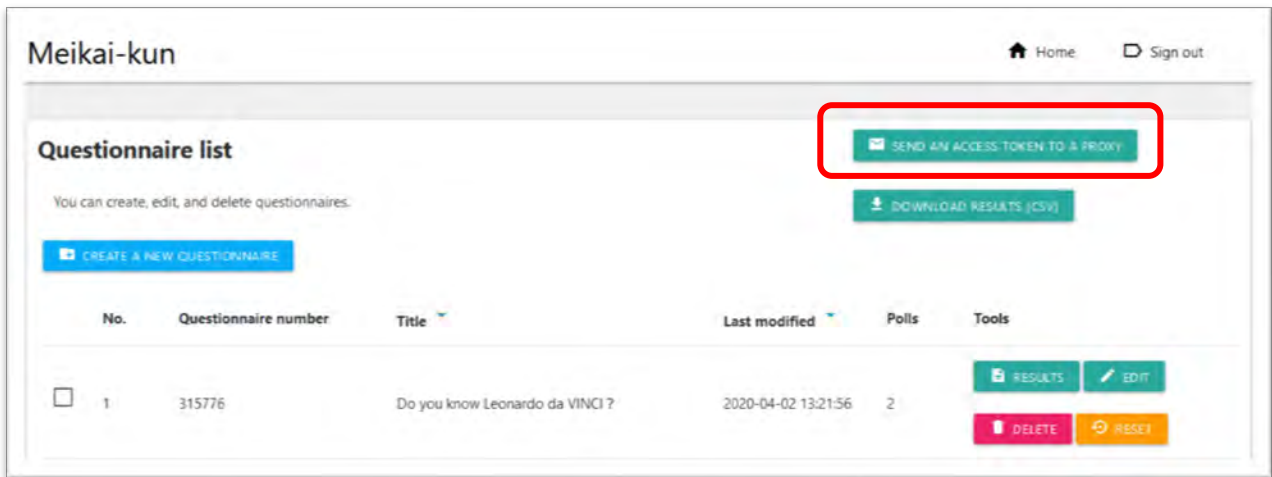
The answer date and time, Student/Staff ID are displayed.

If you want to know respondents name, please instruct to write own name in the comment field (FA).

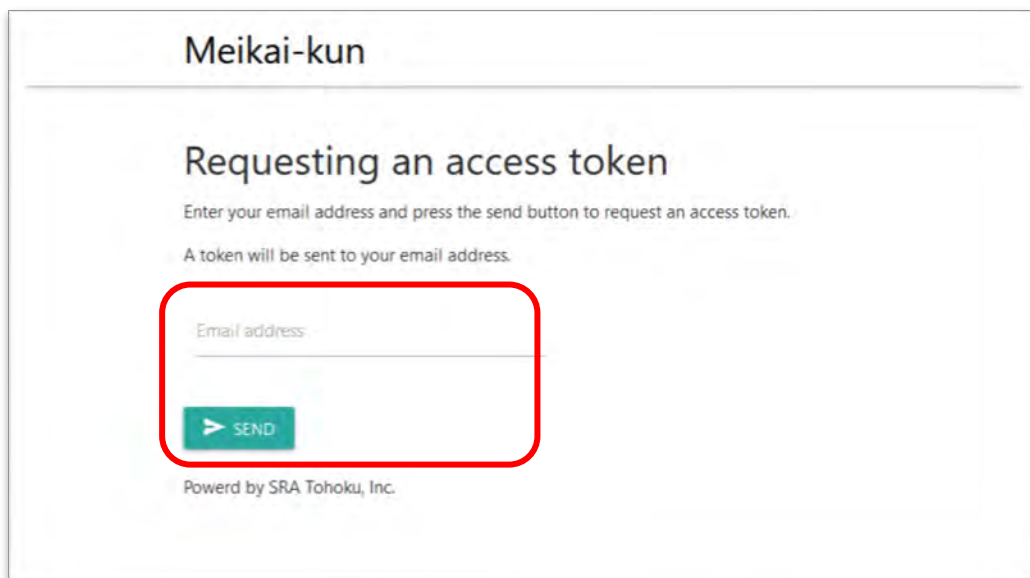
Questionn Title	Registration / update date	Login ID	はい	FA
453933 出席した人は「はい」を選び自由記述に記名してください。	2020/3/24 15:04	27		1 ○○太郎
453933 出席した人は「はい」を選び自由記述に記名してください。	2020/3/24 15:06	12		1 ▲▲▲子

Proxy (e.g. TA) prepare a questionnaire.

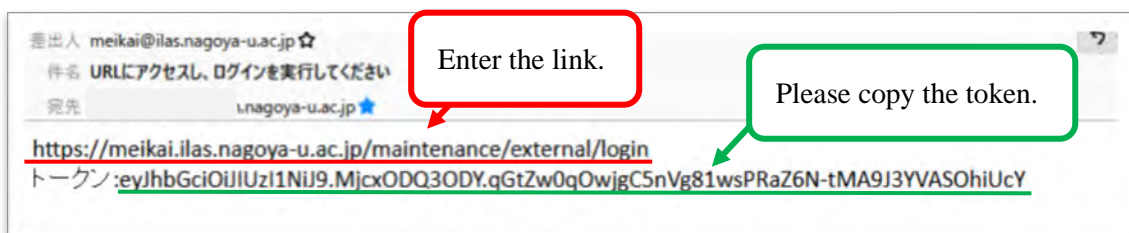
1. Click “SEND AN ACCESS TOKEN TO A PROXY”.



2. Please enter proxy's email address and click “SEND”.



3. The proxy gets an e-mail from meikai-kun system.





4. The proxy can prepare the questionnaire.

✚ For a lecture

When you have a lecture and use meikai-kun, please provide the QR code or the URL for students.



Students can enter
meikai-kun
response page.

OR

URL : <https://meikai.ilas.nagoya-u.ac.jp/>

And please show the questionnaire number too.

*an example

<input type="checkbox"/>	6	<input type="text" value="899300"/>	Which kind of book do you like?
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meikai-kun response page identifies the number.