

TA(ティーチング・アシスタント)の全学研修について

- **受講対象:** 令和7年(2025)年4月以降にTAとなる大学院学生
 - * 大学院学生がTAを行う場合は受講必須
 - * 研修の主な対象者は「大学院学生のTA」だが、その他の学生(学部学生のTAなど)も受講は可
 - * 一度受講した学生は、研修内容に変更がない限り、再受講は不要
(ただし、学部学生の時に受講した場合は、この限りではない。大学院に進学後に改めて受講が必要となる。)
- **受講時期:** TA業務を行う Semester(ターム)の授業開始日まで

- **受講方法:** UTOLによる研修動画の視聴と確認テスト(所要時間:70分~)

《受講の開始手順》

- ① UTOL(<https://utol.ecc.u-tokyo.ac.jp/login>)にログイン
- ② 左のメニューで[コース検索]ボタンをクリック

The screenshot shows the UTOL LMS interface. On the left, a navigation menu includes 'コース検索' (Course Search), which is circled in red. The main area displays a search form with the following fields: 'コース名' (Course Name), '担当教員名' (Instructor Name), 'フリーワード' (Free Word) with a placeholder '例)コース名 教員名', '開講年度・曜日・時間' (Academic Year, Day, Time) with '2025年度' selected, '開講時期' (Lecture Period) with '開講期' and 'W' selected, '開講組織' (Lecture Organization) with 'すべて' selected, and '受講登録' (Enrollment) with a checkbox for '受講登録可能なコースのみ' (Only courses eligible for enrollment). A '検索' (Search) button is at the bottom right of the form. The footer includes '東京大学情報基盤センター' (Information Technology Center, The University of Tokyo) and copyright information.

- ③ コース名欄に「**全学 TA 研修**」と入力し、開講年度が「**2025 年度**」となっていることを確認のうえ、[検索]ボタンをクリック
- ④ 表示されたコース名のリンクをクリックし、右上の[受講登録]ボタンをクリック
- ⑤ 受講登録確認画面が表示されるので、再度[受講登録]ボタンをクリックして受講開始

- **受講完了の要件:**

本研修の受講完了には、研修動画の視聴(必修 3 本+選択 4 本)と各確認テストの合格に加え、事前・事後アンケートの両方に回答することが必須である。全ての要件を満たした上で、研修を修了すること。

- **その他:**

各学部・研究科等において別途研修が行われる場合は、全学研修に加えて、それらにも参加すること。

University-wide Training for Teaching Assistants (TAs)

■ Eligibility:

Graduate students who wish to serve as TAs from April 2025 onward.

* Graduate students must complete this training before working as TAs.

* The primary audience for this training is "graduate student TAs", but other students (such as undergraduate TAs) may also take it.

* Students who have completed the training once do not need to retake it unless there are changes to the contents.

(However, those who completed the training as undergraduate students must take it once again after entering graduate school.)

■ Training Period:

Before the start of classes in the semester/term when the TA duties begin.

■ Training Method:

Watch the training video and take the confirmation test on UTOL (Estimated time: 70 minutes or more).

«Steps to Start the Training»

① Log in to UTOL: <https://utol.ecc.u-tokyo.ac.jp/login>

② Click the [Search Course] button in the left menu.

The screenshot shows the UTOL LMS interface. On the left, a navigation menu includes 'Search Course' which is circled in red. The main area displays a search form with the following fields: Course Title, Instructor name, Keyword (with a placeholder 'ex.Course Title, Instructor Name'), Academic Year/Day/Period (set to 2023Academi...), Term (set to W), and Department (set to All). A 'Search' button is located at the bottom right of the form. The footer contains information about the Information Technology Center at the University of Tokyo.

③ Enter "**Teaching Assistant Training Program**" in the Course Title field, confirm that the Academic Year is set to "**AY 2025**" and click the [Search] button.

④ Click the link for the displayed Course Title and then click the [Register a course] button in the upper right corner.

⑤ The register confirmation screen will appear, so click the [Register a course] button again to start the training.

■ Completion Requirements:

To complete this training, students must watch the training videos (3 mandatory + 4 elective), pass the confirmation tests, and complete both the pre-training and post-training surveys. Please ensure that you meet all the requirements before finalizing the training.

■ **Notes:**

If additional training is conducted by faculties or graduate schools, students must participate in those as well, in addition to this university-wide training.