

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 業務を行うセメスター(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 displays the UTOL LMS interface. On the left, a vertical menu contains various options, with 'コース検索' (Course Search) circled in red. The main content area features a search form titled 'コース検索'. The form includes input fields for 'コース名' (Course Name), '担当教員名' (Instructor Name), and 'フリーワード' (Free Word). Below these are dropdown menus for '開講年度・曜日・時間' (Academic Year, Day, Time), '開講時期' (Start Period), and '開講組織' (Organizing Institution). A checkbox for '受講登録' (Enrollment) is also present. A '検索' (Search) button is located at the bottom right of the form. The footer of the page mentions '東京大学情報基盤センター' (University of Tokyo Information Technology Center).

- 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 4 本+選択 3 本)と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。

受講を完了すると、UTAS の「TA/RA 情報」欄(メニュー「学生情報参照」-「卒留区分・TA/RA 情報」)に受講完了年月が記録される(受講完了から概ね 1 か月以内に表示)。
- **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 sidebar menu contains several options: 'Timetable', 'Material List', 'Submission status list', 'Search Contents', 'List of contacts', 'Online Class Info', and 'Search Course'. The 'Search Course' option is circled in red. To the right of the sidebar is a search form titled 'Search Course'. It includes fields for 'Course Title', 'Instructor name', and 'Keyword' (with a placeholder 'ex.Course Title, Instructor Name'). Below these are dropdown menus for 'Academic Year, Day, Period' (set to '2023Academ...'), 'Term' (set to 'W'), and 'Department' (set to 'All'). There is a checkbox for 'Register a course' with the text 'Only course that can be registered.' and a 'Search' button. The footer of the page mentions '東京大学情報基盤センター' (University of Tokyo Information Technology Center) and includes links for 'Cookie Information', 'About this Website', and 'Privacy Policy'.

- ③ Enter "UTokyo TA Training" 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.

«How to Enable English Subtitles for the Training Videos»

English subtitles are available for the training videos.

To enable subtitles:

Click the “CC” button located at the bottom right of the video player. From the menu that appears, select “English CC”. Subtitles will then be displayed in English on the video.



*If you are watching on a smartphone or tablet, subtitle settings may appear in a separate menu.

■ Completion Requirements:

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

Upon completion of the training, the year and month of completion will be recorded in the "TA/RA information" section (Menu [View University Registry Information] - [Graduate/Repeat a Year, TA/RA Information]) of UTAS. This information will typically be displayed within approximately one month after the completion of 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.