

## Regarding the implementation of Professional Literacy for AY2023

Dear graduate students,

Doctoral Education Consortium

This is a guidance about the implementation of Professional Literacy (Japanese version and English version), a Graduate School Common Course.

In Professional Literacy, you will study about the importance and the basics of PhD skills that you need to cultivate at Nagoya University's graduate schools.

Syllabus <https://nuss.nagoya-u.ac.jp/s/FT8CbdnBdtHwtiK>

Professional Literacy will be provided in an on-demand format using Tokai National University System learning tools (TACT).

This course will be implemented according to following guidelines.

1. Professional Literacy will be provided online, following the concept that “students should manage their time and study by themselves using course materials provided by the lecturers”. Please prepare internet environments such as wired line or Wi-Fi in your home.

2. Course materials of Professional Literacy are to be provided via TACT. Please refer to the site below for details about how to utilize TACT.

<https://tact.ac.thers.ac.jp/portal/site/!gateway/page/2bd0ed60-d632-494a-8854-37416c207b1e>

Please register Professional Literacy on TACT following instructions in the attachment. Since this course is expected to be taken by all graduate students in Nagoya University, you do not need to register it at your own graduate school as you do for other courses.

3. Course materials will be **available on TACT from April 1**. Please register and take the course at your convenience from then on. After taking each lecture of the course, please submit a Reflection Sheet (Questionnaire) from the website of DEC. You will be able to submit a final report if you have submitted the Reflection Sheets (Questionnaire) of all 7 lectures, please refer to the attachment for more details.

Your credit can be approved for the Spring semester of academic year 2023 if you submit the final report by July 15th, 2023.

If you will submit the final report between July 16<sup>th</sup>, 2023 and January 15th, 2024, you will be approved for the for credit in the Fall semester of 2023.

However, if you cannot finish the course and get your credit approved for that semester, your

credit can be approved for the semester and academic year (as long as you are registered as a student of Nagoya University) that you finish taking all the lectures and submitting all the Reflection Sheets as well as a final report.

4. If you have any questions during self-study, please check the instructions in the “STEP and STUDY” of the relevant lecture site on TACT and ask the lecturer via email or from the “Message” menu.

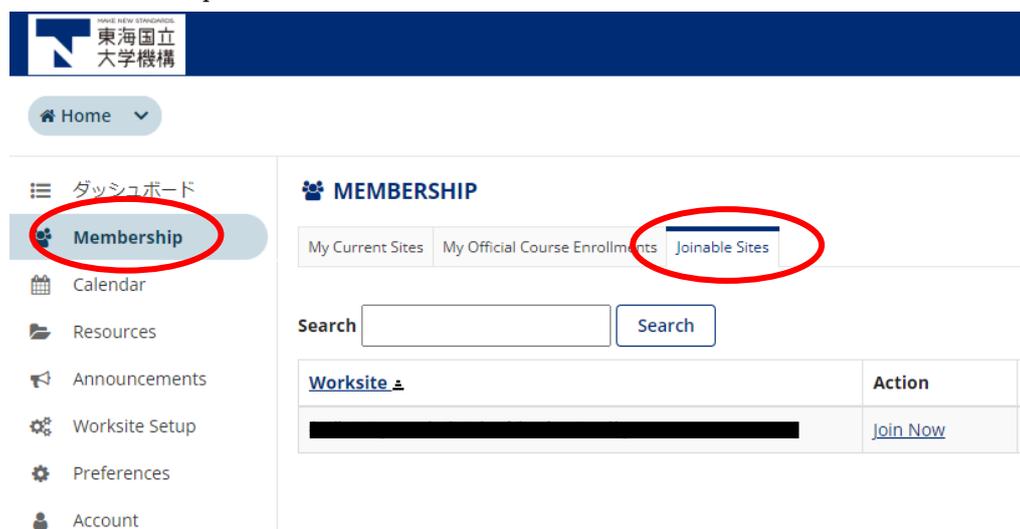
## 【For students】How to take Professional Literacy on TACT

### ① Log in to TACT

Please log in to TACT with your Nagoya University ID and password.

URL <https://tact.ac.thers.ac.jp/portal/>

### ② Select “Membership” menu on the following and “Joinable Sites” under the Membership menu.



The screenshot shows the TACT interface. On the left sidebar, the 'Membership' menu item is circled in red. In the main content area, the 'Joinable Sites' tab is circled in red. Below the tabs is a search box and a table with a 'Join Now' button circled in red.

Worksite	Action
[Redacted]	<a href="#">Join Now</a>

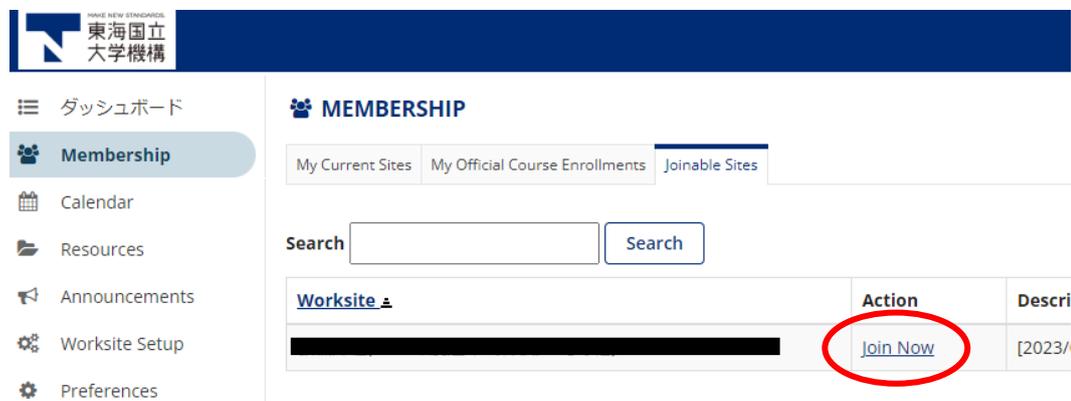
### ③ All available lectures are listed on this page. Please search “Professional Literacy” (or “プロフェッショナル・リテラシー” for a Japanese version) from the search box on the top of this page.

### ④ Click “Join” for lectures that you wish to take. The site will be registered as a “My Current Site” and you can browse the site.

Please choose between English version and Japanese version of Professional Literacy.

Japanese version⇒プロフェッショナル・リテラシー(日本語)

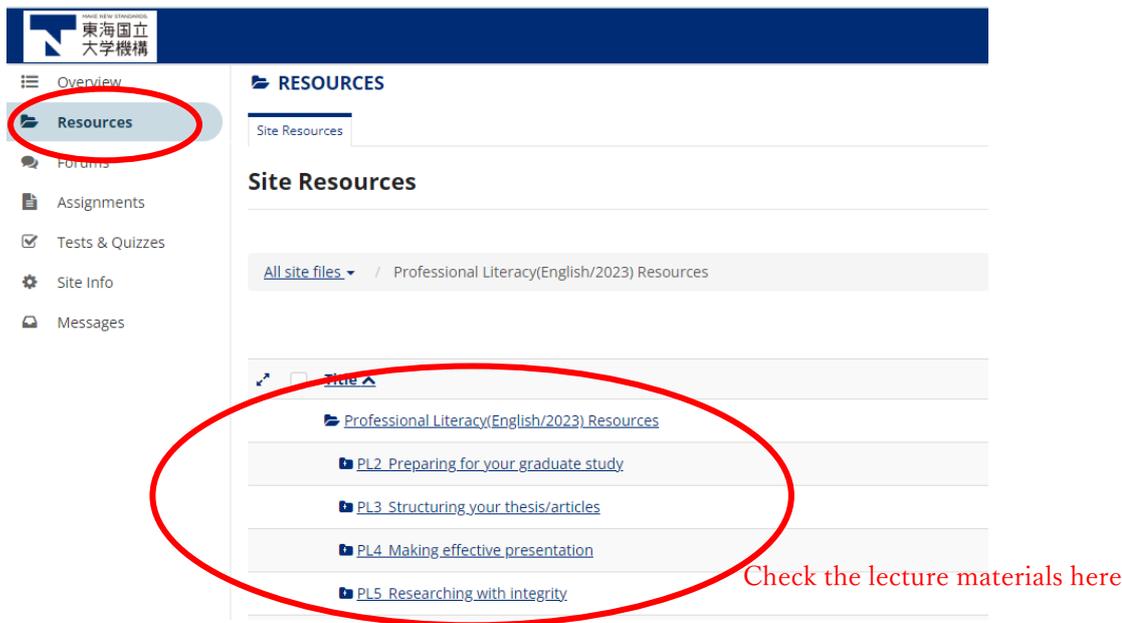
English version⇒Professional Literacy(English)



The screenshot shows the TACT interface. In the main content area, the 'Join Now' button in the table is circled in red.

Worksite	Action	Descri
[Redacted]	<a href="#">Join Now</a>	[2023/

⑤ Lecture materials are uploaded in the “Resources” menu. Please take lecture 2~8 following the guideline “STEP to STUDY” .



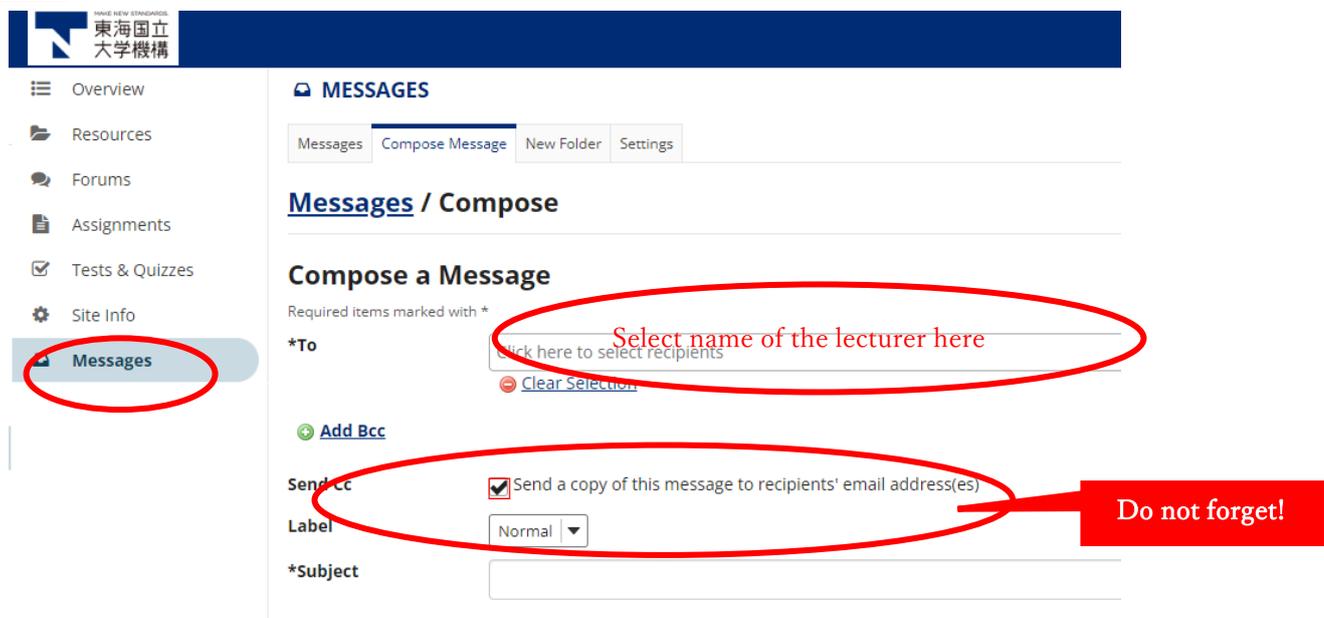
Check the lecture materials here

⑥ If you have questions for contents of the lectures, please choose to send emails directly to the lecturers or to send your questions from the “Messages” menu according to instructions on the “STEP to STUDY” .

※ If you send your questions from “Messages” menu,

\* Please select name of the lecturer for “\*To” column.

\* Please tick the checkbox of “Send a copy of this message to recipients’ email address(es)” also.



Select name of the lecturer here

Do not forget!

⑨ After taking the lecture, please click “**Important** About submission of the Reflection Sheet” on the Resources menu and submit the Reflection Sheet (questionnaire). Please refer to “How to submit the Reflection Sheet

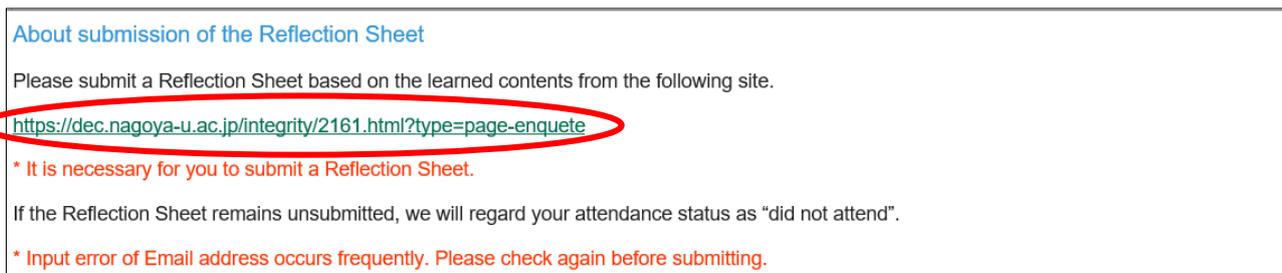
(questionnaire)” below for more details.

If the Reflection Sheet remains unsubmitted, your attendance status will be regarded as “did not attend” .

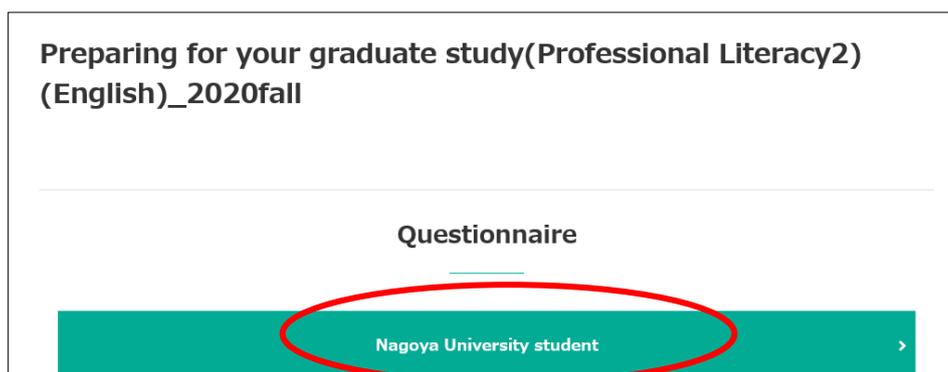
※ Please submit a specific Reflection Sheet for every single lecture.

### How to submit the Reflection Sheet (questionnaire)

- (1) You can see the URL of the Reflection Sheet after you click “ **【Important】** About submission of the Reflection Sheet” .



- (2) You can jump to the lecture site of Doctoral Education Consortium by clicking the URL. Please then click “Nagoya University student” and enter your Nagoya University ID and password.



- (3) By answering the questionnaire form, you can finish the submission of a Reflection Sheet. Please make sure that you have entered your ID, name and email address correctly. (Check especially your email address since errors in this part happen frequently.)

※ After you submit a Reflection Sheet, a confirmation email will return to your email address. If you did not receive it, you may have entered an incorrect email address or you may fail to submit the Reflection Sheet. Please check your attendance status from “Mypage” on the [HP of Doctoral Education Consortium](#).

Integrity Self-Management

2020.10.01  
 Students can take classes on any day during the period from October 1st to January 15th.

### Tuning up yourself(Professional Literacy7)(English)\_2020fall

#### Enquete

ID

Your ID and name will be entered automatically if you logged in using Nagoya University ID

Name

Mail (\*There are a lot of errors caused by incorrect input of the Email address. Please check your address again before sending.)

Be sure to check whether you have entered the correct email address or not.

## ※ How to check your attendance status

You could check your attendance status from “Mypage” on the HP of Doctoral Education Consortium (<https://dec.nagoya-u.ac.jp/>).

Please use your Nagoya University ID to log in from “Mypage” on the top of the site. The status will be displayed as “Submitted” if you finished submitting the Reflection Sheet of that lecture.

If you have any inquiries about your attendance status, please follow the instructions on “Mypage” to contact the Doctoral Education Consortium.

The screenshot shows the website interface for the Doctoral Education Consortium. At the top right, there are navigation links for 'Contact', 'Mypage', and 'Logout'. The 'Mypage' link is circled in red. Below the navigation is a search bar and a menu with 'About', 'PhD skills training', 'News', 'Resources', and 'Links'. The main content area is titled 'My Page' and contains two buttons: 'Registered List' and 'Professional Literacy', with the latter circled in red. Below this, the 'Professional Literacy' section is displayed, showing the status of each class in a table.

PL	Title	Venue	Date	Status
PL1	Guidance at your graduate school	-	-	-
PL2	PL2_2020_10_01 Preparing for your graduate study(Professional Literacy2)(English)_2020fall		20201001 Students can take classes on any day during the period from October 1st to January 15th.	

⑩ On submission of the final report (questionnaire)

Students who have finished taking Professional Literacy (7 lectures) and have submitted all the Reflection Sheets (questionnaires) are able to submit the final report (questionnaire) from “Mypage” on the [HP of Doctoral Education Consortium](https://dec.nagoya-u.ac.jp/). (Your credit will not be approved if you do not submit the Final report.)

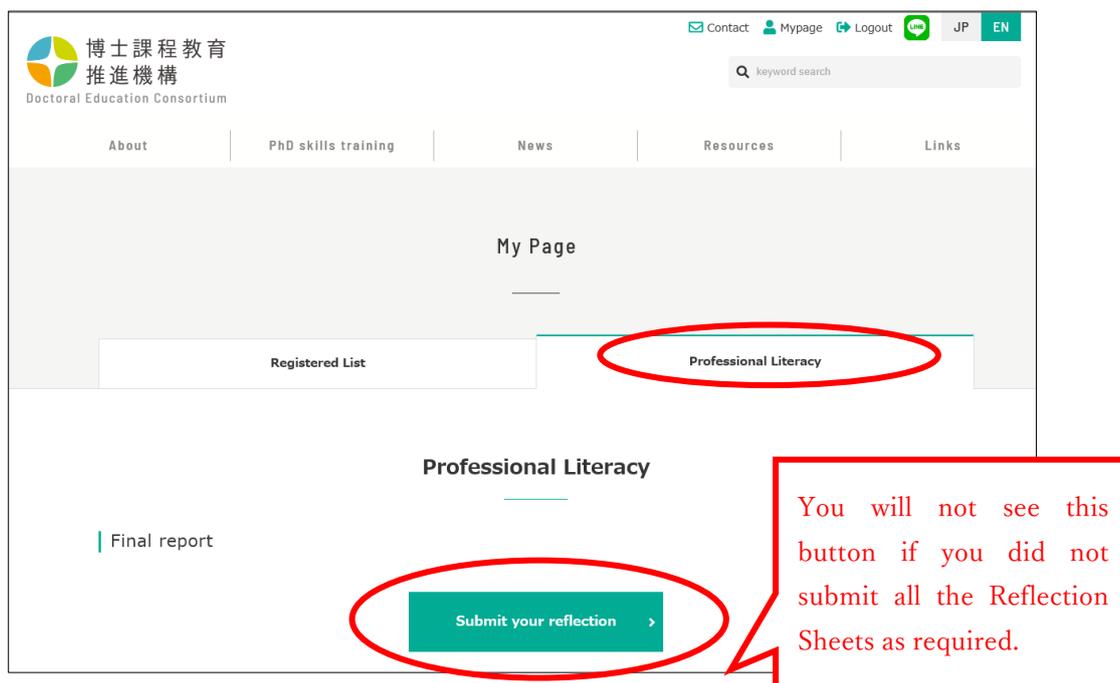
### How to submit the final report (questionnaire)

(1) Please use your Nagoya University ID to log in from “Mypage” on the right top of the HP.

HP of Doctoral Education Consortium <https://dec.nagoya-u.ac.jp/>



(2) You could check your attendance status by clicking the tab of Professional Literacy on “Mypage”. A submission form of the final report will be displayed on this page if you have finished taking PL2~PL8 and have submitted all the Reflection Sheets (questionnaires)



Please make sure that you have entered your ID, name and email address correctly. (Check especially your email address since errors in this part happen frequently.)

※ After you submit a Reflection Sheet, a confirmation email will return to your email address. If you did not receive it, you may have entered an incorrect email address or you may fail to submit the Reflection Sheet. Please check your attendance status from “Mypage” on the [HP of Doctoral Education Consortium](https://dec.nagoya-u.ac.jp/).