

[For students] How to take Professional Literacy on TACT

"Professional Literacy" is a course designed to teach the importance and fundamentals of the PhD skills required at the graduate level. This course covers knowledge and concepts necessary across disciplines—such as research ethics and career development—and is delivered as a self-paced, on-demand course via the Tokai National University Organization's LMS, "TACT." Please ensure you have a stable internet connection before enrolling.

■ How to Enroll and Complete the Course

No course registration is required for this course, but you must register (enroll) for the course on TACT.

Course materials will be made available during the spring and fall semesters, and you should proceed with the course according to the sequence of PL1 through PL7.

■ Credit Recognition and Pass/Fail Determination

Credits will be awarded if the following conditions are met within the credit recognition period for each semester:

- Completion of all lectures (PL1–PL7)
(Attendance → Assignment submission (if applicable) → Completion of the reflection sheet)
- Correct answers to all questions (21 points) on Test & Quizzes (21 questions total)

*If you fail, you may retake the quiz.

■ Course Flow:

[Course Registration → Completion of all lectures (PL1–PL7)
→ Passing the comprehension check questions in "Tests & Quizzes"]

*Please refer to the following for details:

Course Registration: Page 2

Course Completion: Page 3

the comprehension check questions in "Tests & Quizzes" : Page 4

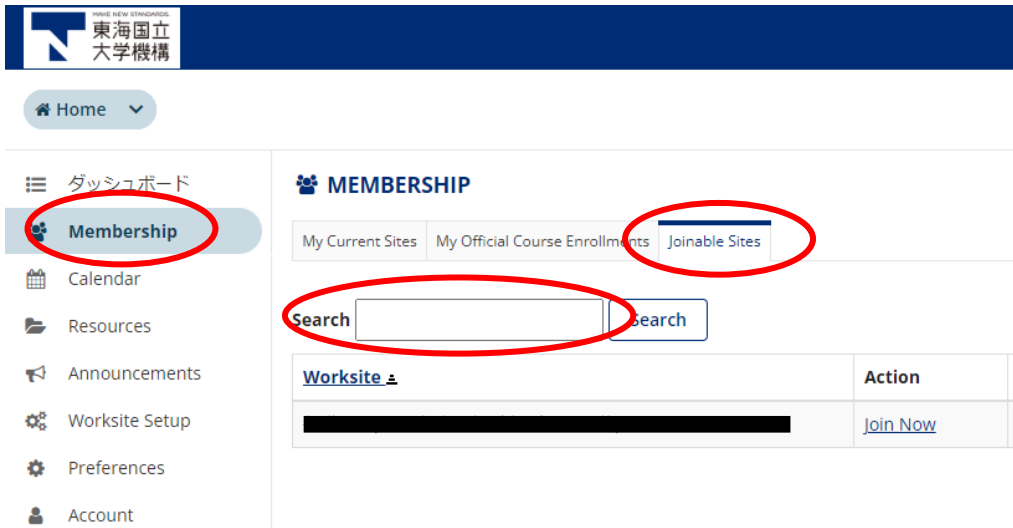
■Course Registration

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/>

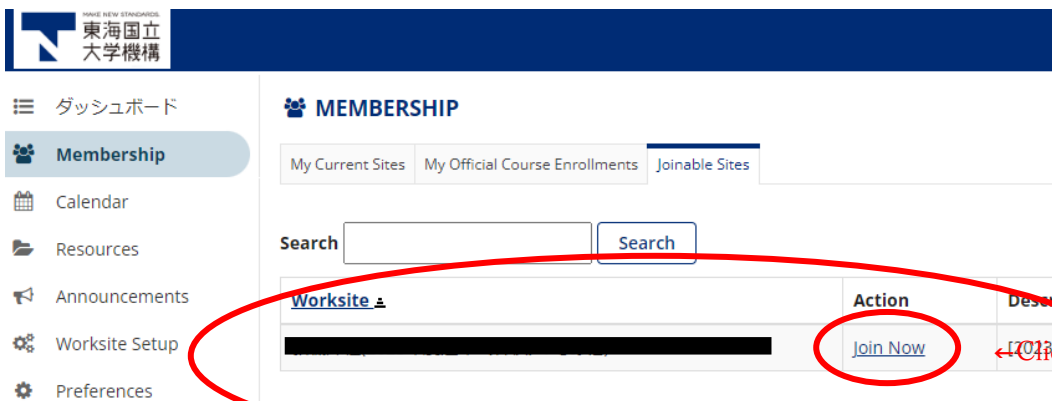
② Select "Membership" menu on the following and "Joinable Sites" under the Membership menu.



③ All available lectures are listed on this page. Please search "プロフェッショナル・リテラシー" from the search box on the top of this page.

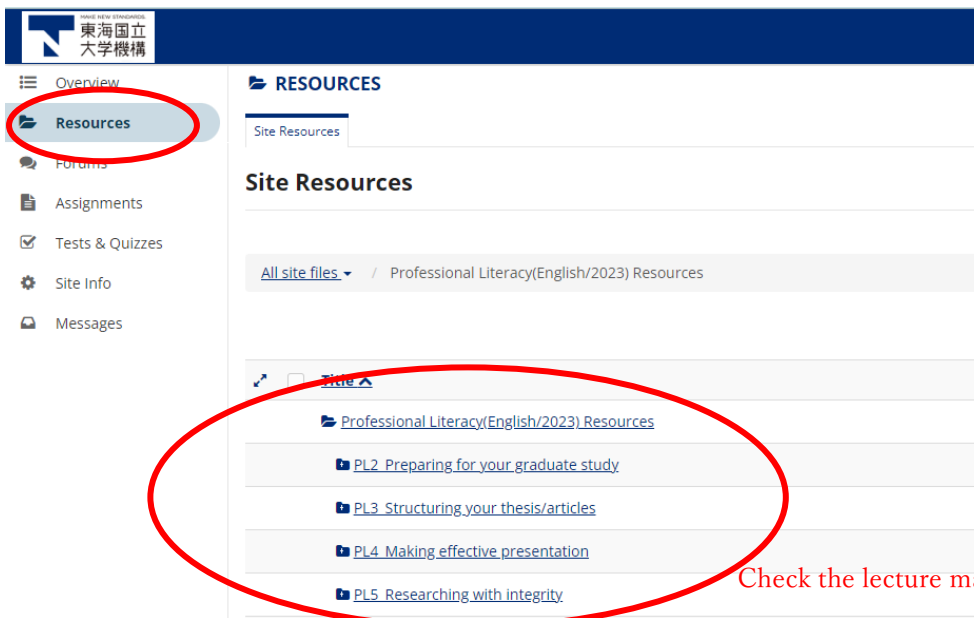
④ Click "Join" for lectures that you wish to take. The site will be registered as a "My Current Site" and you can browse the site.

The site offers both Japanese and English versions of the assignments and quizzes, and you can choose whichever you prefer.



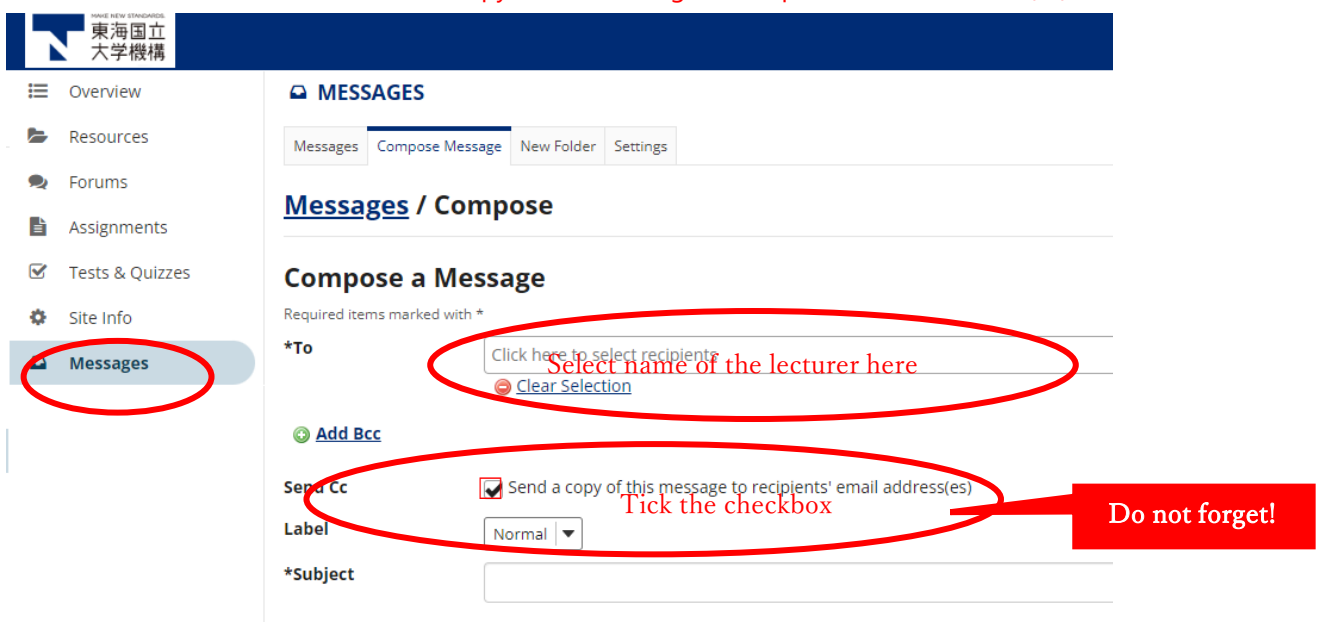
■How to take the course

⑤ Lecture materials are uploaded in the "Resources" menu. Please take lecture1~7 following the guideline "STEP to STUDY".



After each session (PL1–PL7), please complete the reflection sheet.
 You can access the sheets for each session under "Course Materials (Resources)."
 (ex.)「PL1_Preparing for your graduate study(Click here to submit your reflection sheet)」

- 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.



■ the comprehension check questions under "Tests & Quizzes"

⑦ [Important] Once you have finished the course, please take the comprehension check questions under "Tests & Quizzes".

Dashboard

Announcements

Resources

Assignments

Tests & Quizzes

DEC HP

Class Evaluation Qu...

Site Info

TESTS & QUIZZES

Assessments

Take an Assessment

The assessments listed below are currently available for you to take. To begin, click on the assessment title.

Display assessments per page

Search:

Title	Time Limit	Due Date/Time
(English) the comprehension check questions *You will not be awarded credit unless you achieve full marks.	n/a	2026 Jul 16 00:00
(日本語) 理解確認テスト*満点を取らないと単位認定されません	n/a	2026 Jul 16 00:00

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⑧ To receive credit, you must complete all lectures and answer all 21 comprehension questions correctly.

If you have completed only some of the lectures, you may answer only the questions corresponding to the lectures you have taken and "save" your progress.

C.
Japanese society and companies prefer unanimous decisions rather than quick decisions. Therefore, it may take more time than organizations in other countries, and it takes time to alter or cancel decisions already made.

D.
Japanese labor laws prohibit company to dismiss employees at any reason; therefore, companies cannot take drastic decisions such as mass dismissal of employees.

E.
Japanese companies prefer stability rather than rapid change; therefore, they tend to stick to "past successes" which may not be a correct strategy in the current changing business environments.

⑨ If you do not achieve the full score of 21 points by the deadline, the credits will not be

awarded.

After submitting the test, be sure to check your score from the "Test List," and if you did not get a full score, please take the test again.

The screenshot shows a user interface for taking assessments. On the left, a navigation menu includes 'Assignments', 'Tests & Quizzes' (highlighted with a red circle), 'DEC HP' (highlighted with a red circle), 'Class Evaluation Qu...', and 'Site Info'. The main content area is titled 'Take an Assessment' and contains a table of available assessments. Below this, the 'Submitted Assessments' section (highlighted with a red circle) shows a table of completed assessments. In this table, the 'Recorded Score' is '1 (Highest)' (highlighted with a red circle) and a 'Feedback' link is present (highlighted with a red circle).

Title	Time Limit	Due Date/Time
(English) the comprehension check questions *You will not be awarded credit unless you achieve full marks.	n/a	2026 Jul 16 00:00
(日本語) 理解確認テスト*満点を取らないと単位認定されません	n/a	2026 Jul 16 00:00

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Submitted Assessments

You have completed the assessments listed below. Unless Feedback Available displays "n/a" (not applicable), feedback will be available at the time shown. If feedback is available for particular submissions, it will be seen under "View All Submissions/Scores".

View All Submissions/Scores [View Only Recorded Scores](#)

Title	Statistics	Recorded Score	Feedback Available	Individual Score	Time	Submitted
(English) the comprehension check questions *You will not be awarded credit unless you achieve full marks.	n/a	1 (Highest)	Immediate			
			Feedback	1	n/a	2026 Mar 19 13:41

⑩ You can review your answers and whether they were correct or incorrect for each question from "Feedback."

We recommend checking which questions you got wrong, making notes of your answers, and then attempting the test again.