LCTU 助教系统申请操作说明

LCTU TA Application System Instruction

1. 访问语言教学中心助教申请系统 http://juggler.lc.tsinghua.edu.cn；

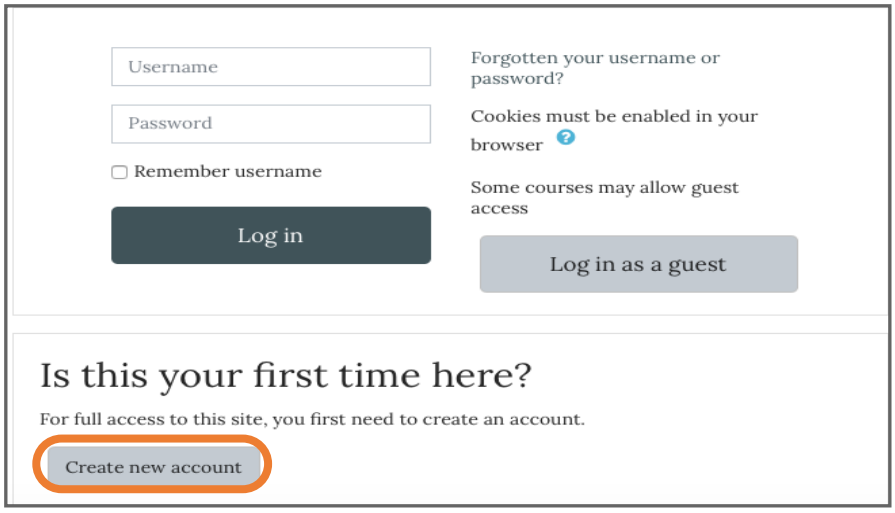
   Visit LCTU TA Application System website http://juggler.lc.tsinghua.edu.cn；

2. 点击首页右上角“Log In”；

   Click “Log In” at the top right corner of the home page；

3. 点击“Create new account” 注册新用户；

   Click “Create new account” to create a new account；



4. 按步骤要求完成注册；

   Follow the steps to complete registration；

注册邮箱收不到邮件的解决办法：

（1）注意查看邮件是否被误放入了垃圾邮箱；

（2）检查一下自己的邮箱是否设置了黑名单或白名单；

（3）换个邮箱尝试。

If you failed to receive mail from the registered mailbox, try the following:

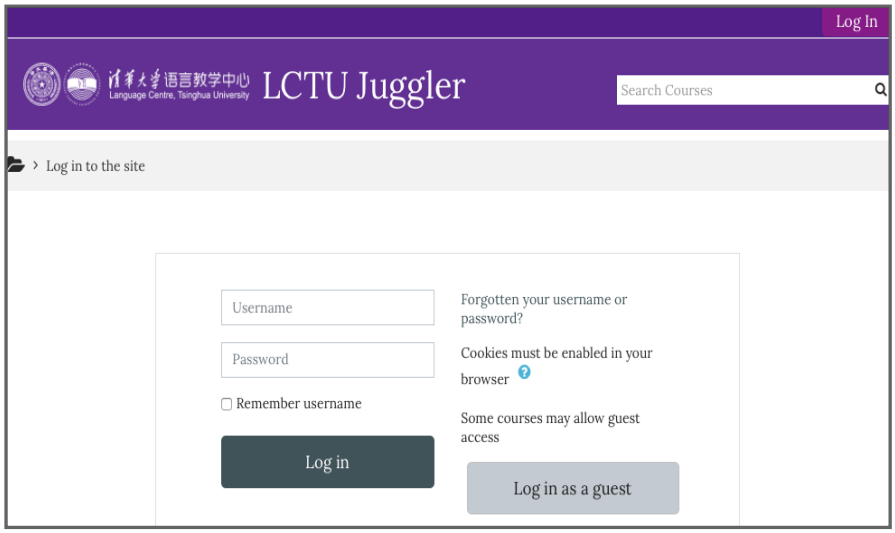
(1) Check whether the mail has been mistakenly put into the spam mailbox;

(2) Make sure that the email address/domain name is not blocked (is on your allowed senders list);

(3) Try using a different email address.

5. 点击首页右上角“Log In”, 输入新注册的用户名和密码，登录；

Click “Log In” at the top right corner of the home page, input your username and password to log in；



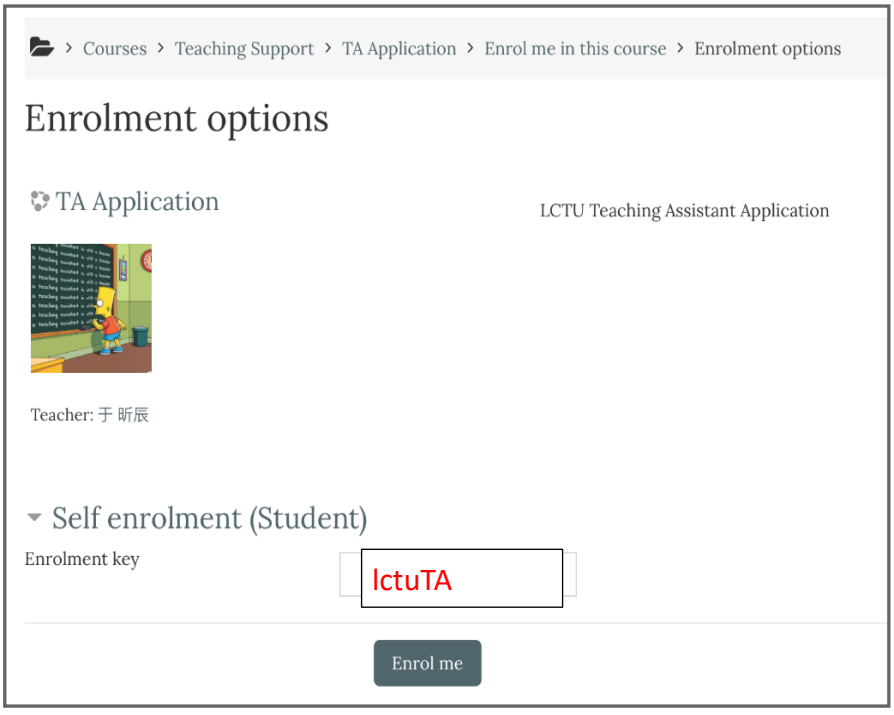
6. 然后点击首页上的【TA Application】;

Then click “TA Application” on the home page：

7. 输入“Enrolment Key” 即可加入【TA Application】课程;

Input the “Enrolment Key” to enroll in the course 【TA Application】;

Enrolment Key：lctuTA



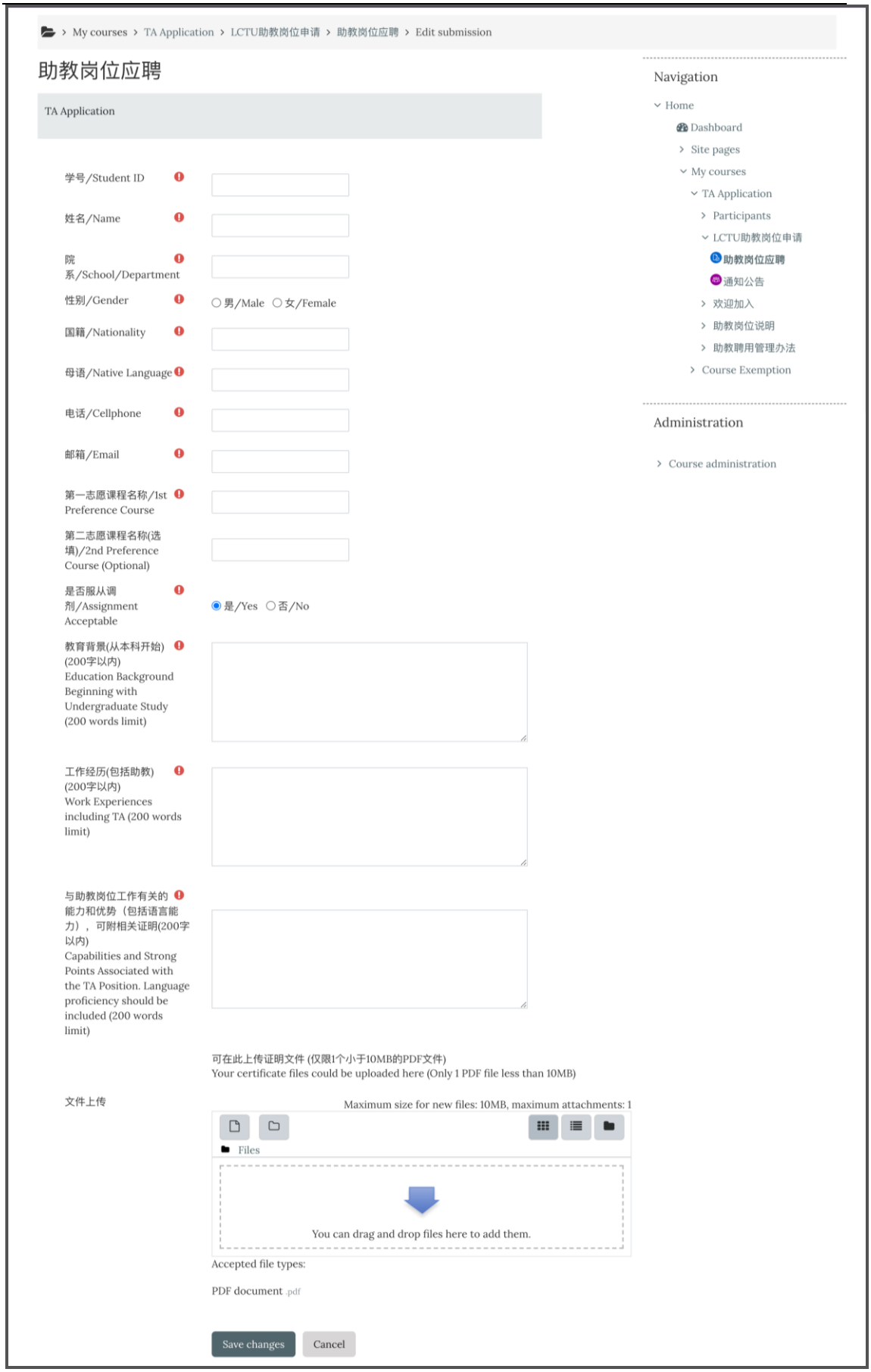
8. 进入【TA Application】课程以后选择“助教岗位应聘”；

申请者请关注“通知公告”栏目，以了解每个阶段的进度。

Select “助教岗位应聘” after enrolment；

Note: Applicants need to pay attention to the “通知公告” for our notice.

9. 点击“Add submission”即可填写申请信息，最后点“Save changes”保存提交。
（需要注意的是提交的证明材料必须是 PDF 格式，否则不能上传。）
Click “Add submission” and “Save changes” to submit your application.
（Note: The certificate material you submit must be in PDF format. Otherwise, it won’t be able to be uploaded)



› My courses › TA Application › LCTU助教岗位申请 › 助教岗位应聘 › Edit submission

助教岗位应聘

TA Application

学号/Student ID

姓名/Name

院系/School/Department

性别/Gender ○ 男/Male ○ 女/Female

国籍/Nationality

母语/Native Language

电话/Cellphone

邮箱/Email

第一志愿课程名称/1st Preference Course

第二志愿课程名称(选填)/2nd Preference Course (Optional)

是否服从调剂/Assignment Acceptable ◉ 是/Yes ○ 否/No

教育背景(从本科开始)(200字以内) Education Background Beginning with Undergraduate Study (200 words limit)

工作经历(包括助教)(200字以内) Work Experiences including TA (200 words limit)

与助教岗位工作有关的能力和优势（包括语言能力），可附相关证明(200字以内) Capabilities and Strong Points Associated with the TA Position. Language proficiency should be included (200 words limit)

可在此上传证明文件 (仅限1个小于10MB的PDF文件)
Your certificate files could be uploaded here (Only 1 PDF file less than 10MB)

文件上传

Maximum size for new files: 10MB, maximum attachments: 1

Files

You can drag and drop files here to add them.

Accepted file types:

PDF document .pdf

Save changes Cancel

Navigation

- Home
  - Dashboard
  - Site pages
  - My courses
    - TA Application
      - Participants
      - LCTU助教岗位申请
        - 助教岗位应聘
        - 通知公告
      - 欢迎加入
      - 助教岗位说明
      - 助教聘用管理办法
    - Course Exemption

Administration

- Course administration

10. 自行登录系统，查询申请结果和面试安排。初试通过的“Grade”会显示为“Competent”。

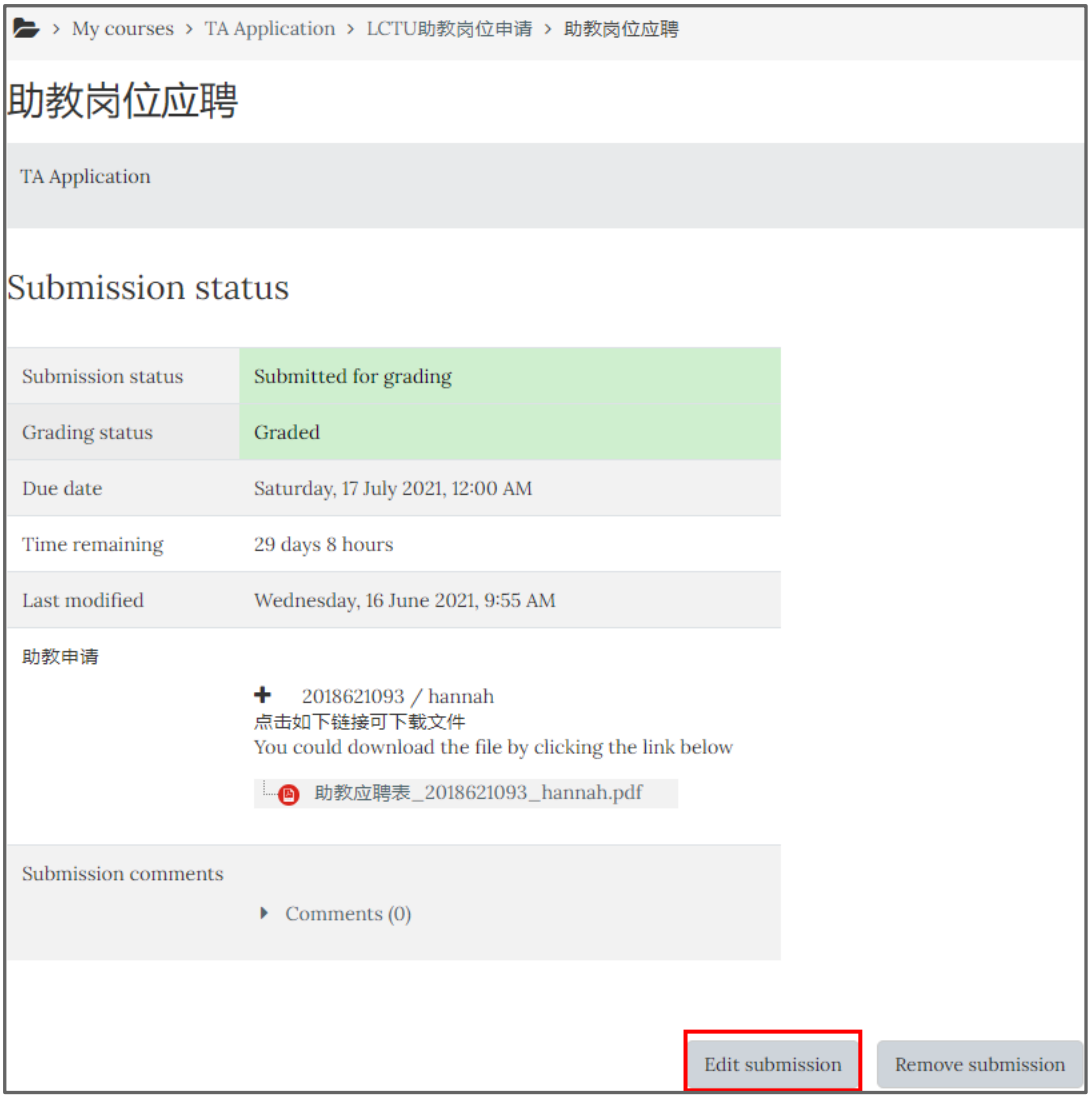
Please log into the LCTU TA Application System to check the result of your application and find out about the interview arrangements. If you pass the first round assessment, you will receive a grade of “Competent”.

附 Q&A

Q&A

Q1: 提交后、审批前如何修改自己提交的申请？

After I submit, how do I edit the submission before grading?

A1：进入“助教岗位应聘”栏目可以看到自己的提交状态，点击“Edit submission”即可修改。修改完，点“Save changes”。

You can find your submission status in the Section of “助教岗位应聘”. Click “Edit submission” to edit your application and remember to click “Save changes” at last.