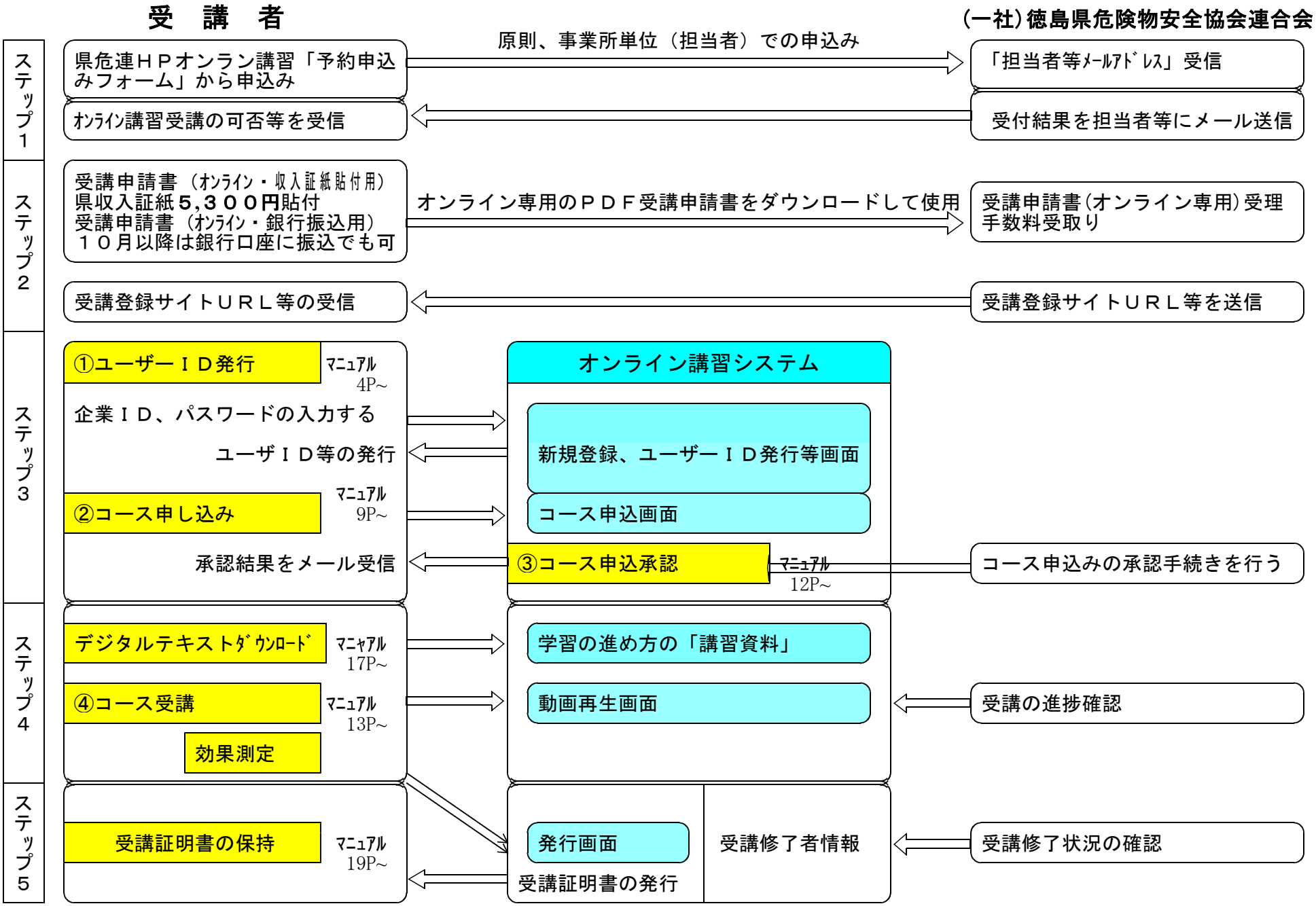オンライン講習の実施フロー