

# MyDOC Individual Consultations for Teachers

Learn how to use My DOC effectively with online consultations.

## <Dates for consultations>

**December 23 (Wed) 9:30~17:00**

**January 18 (Mon)~19(Tue) 9:30~17:00**

※Please check to make sure you have your login ID and password ready.

## <Content of consultations>

- ◆Online individual consultations. Please use your own computer to participate.
- ◆Sessions are 60 minutes long and must be reserved in advance (1 person per session).

Only those with reservations will be able to participate.

- ◆Teachers who are interested in taking part in a session, please call the Academic Support Center (1<sup>st</sup> floor of the Central Building) at least 2 days in advance.

After you have made a reservation, we will send you a URL with information for participants and a manual for checking your operating environment.

**Inquiries** Academic Support Center (TEL) 048-946-1857 (Extension) 2035

**[Open]** During semester / Mon~Fri: 8:45~19:15 Sat: 8:45~12:50

## Consultation examples

★Basic operation

★How to upload handouts

★How to make announcements for students.