## **MyDOC Individual Consultations for Teachers**

Learn how to use My DOC effectively with online consultations.

## <Dates for consultations> June 22 (Mon)~26(Fri) 10:00~17:00

- **%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.