

# MyDOC Individual Consultations for Teachers

Learn how to use My DOC effectively with online consultations.

## <Dates for consultations>

**October 1 (Thu), 2 (Fri), 5 (Mon) ~ 7 (Wed)**  
**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.