

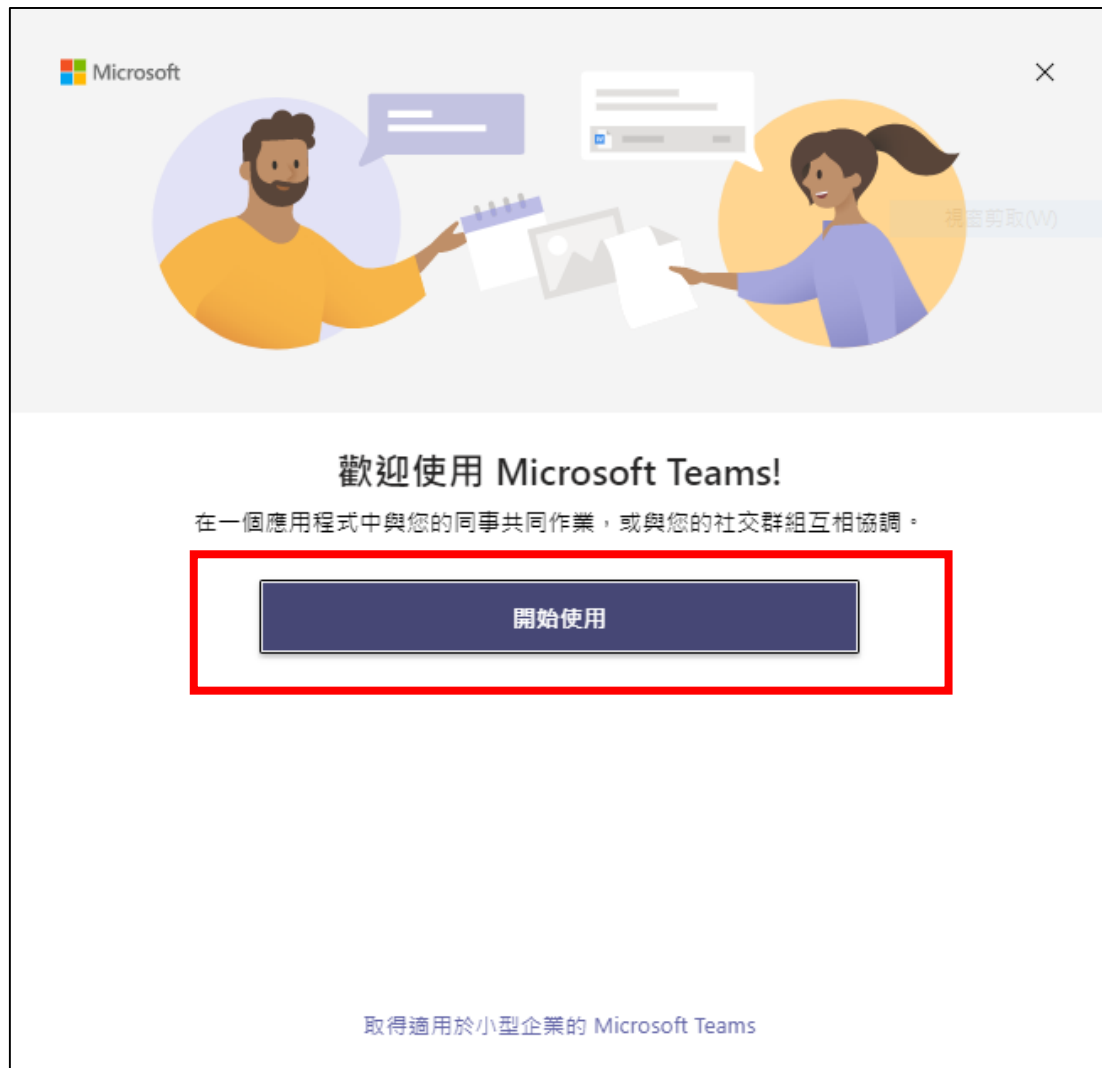
Microsoft Teams 教師 電腦版操作 使用手冊

敬請老師使用【Microsoft Team 電腦版】進行遠距教學，
【Microsoft Team 手機版】只能上課，無法撥放相關授課教材等。

1. 點選桌面【Microsoft Teams】圖示

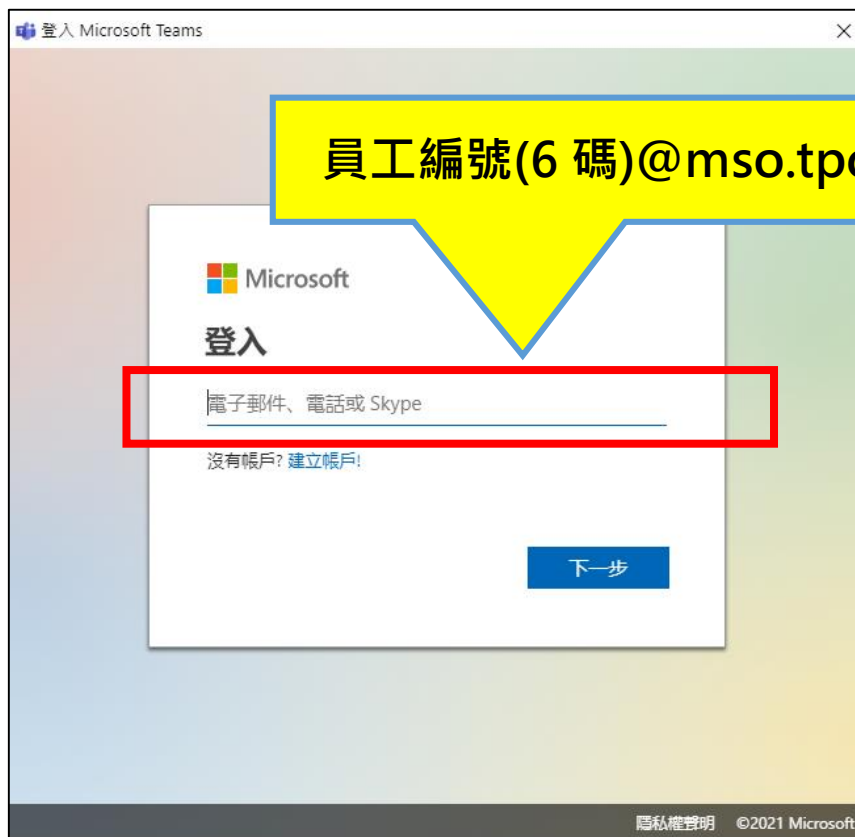


2. 點選【開始使用】。

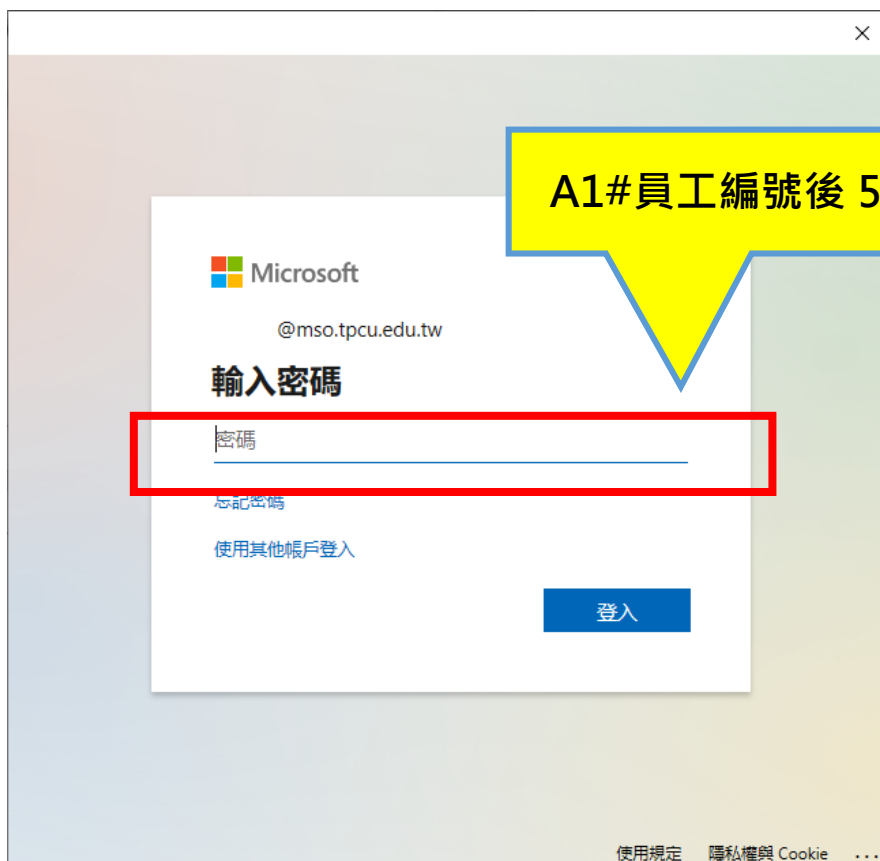


2. 輸入郵件地址：員工編號(6 碼)@mso.tpcu.edu.tw

例如：100300@mso.tpcu.edu.tw



3. 輸入密碼：A1#員工編號後 5 碼(預設) 例如：A1#00300



4. 第一次登入請按照說明變更密碼(密碼變更完畢後請重新登入)

Microsoft

@mso.tpcu.edu.tw

更新您的密碼

因為這是您第一次登入，或您的密碼已過期，所以您必須更新密碼。

目前密碼

新密碼

確認密碼

登入

密碼至少需包含

- 1.英文大寫
- 2.英文小寫
- 3.特殊符號
- 4.數字

以上 4 項中的 3 項，並且介於 8-16 碼之間

5. 【在您的所有應用程式中保持登入】請選【否，僅登入此應用程式】

在您的所有應用程式中保持登入

Windows 會記住您的帳戶，並自動將您登入此裝置上的應用程式及網站。您必須讓您的組織管理您裝置上的一些設定。

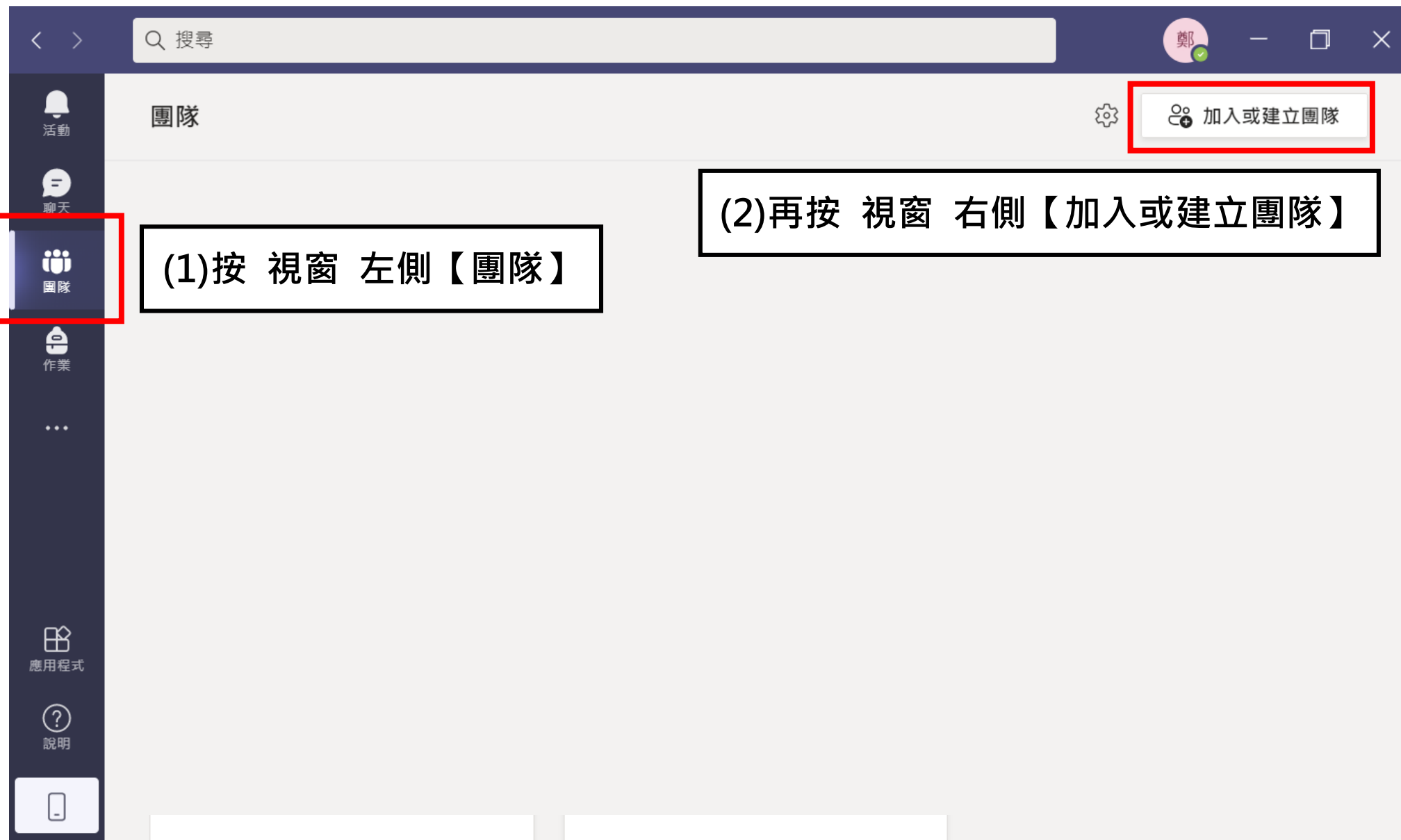
允許我的組織管理我的裝置

請直接按此選項

否，僅登入此應用程式

確定

6. 用 Microsoft Teams 建立自己的團隊 (某一門課程) * 一位教師可以建多門課程 *



(3) 加入或建立團隊：請選擇【建立一個團隊】

The screenshot shows a mobile application interface with a dark blue header and a light gray main area. The header contains a search bar with the text "搜尋", a user profile icon with the name "鄭", and standard mobile window controls. The main area is titled "加入或建立團隊" (Join or Create Team) and features a search bar for "搜尋小組" (Search Group). Two main options are presented: "建立一個團隊" (Create a team) and "使用代碼加入團隊" (Join team with code). The "Create a team" option is highlighted with a red box and a red arrow. It includes a team icon, the text "建立一個團隊", three placeholder avatars, and a blue button labeled "建立團隊". The "Join team with code" option includes a team icon, the text "使用代碼加入團隊", a text input field labeled "輸入驗證碼" (Enter verification code), and a prompt: "有可以加入團隊的代碼嗎? 請在上方輸入。" (Do you have a code to join a team? Please enter it above).

(4) 選取團隊類型：請選擇【班級】

The screenshot shows a user interface for selecting a team type. At the top, there is a search bar with the text '搜尋' and a user profile icon with the name '鄭'. Below the search bar is a navigation bar with a back arrow and the text '返回'. The main content area is titled '選取團隊類型' and contains four selectable options, each with an icon, a title, and a description. The first option, '班級', is highlighted with a red border. The other options are '專業學習社群 (PLC)', '教職員', and '其他'. A '取消' button is located at the bottom right of the selection area. The left sidebar contains icons for '活動', '聊天', '團隊', '作業', and '應用程式'.

選取團隊類型

- 
班級
討論區、群組專案、作業
- 
專業學習社群 (PLC)
授課者工作群組
- 
教職員
學校管理與開發
- 
其他
社團、研究群組、課後活動

取消

(5) 建立您的團隊：【名稱】請輸入【班級-課程名稱】 例如：四語一真-英文聽力(一)

建立您的團隊

老師是課程團隊的擁有者，而學生是參與成員。每個課程團隊都可讓您建立作業及測驗、記錄學生意見反應，以及提供學生在課程筆記本中做筆記的私人空間。

名稱

說明 (選填)

讓人員了解這個團隊

使用現有的團隊做為範本來建立團隊

取消 下一步

(6) 新增人員至「課程名稱」：請參考下列選擇說明操作。

新增人員至「四語一真-英文聽力(一)」

學生 老師

搜尋學生 新增

開始輸入名稱來選擇學校內的群組、通訊群組清單或個人。

選擇 2

選擇 1：以提供 **課程代碼** 給學生入課，請按【**略過**】。

『代碼如何獲得，請參閱 課程成員新增 檔案』

選擇 2：以 **手動方式** 幫學生加入課程，請**直接輸入學生學號**。


可以一次輸入多筆後新增。參閱 課程成員新增 檔案。

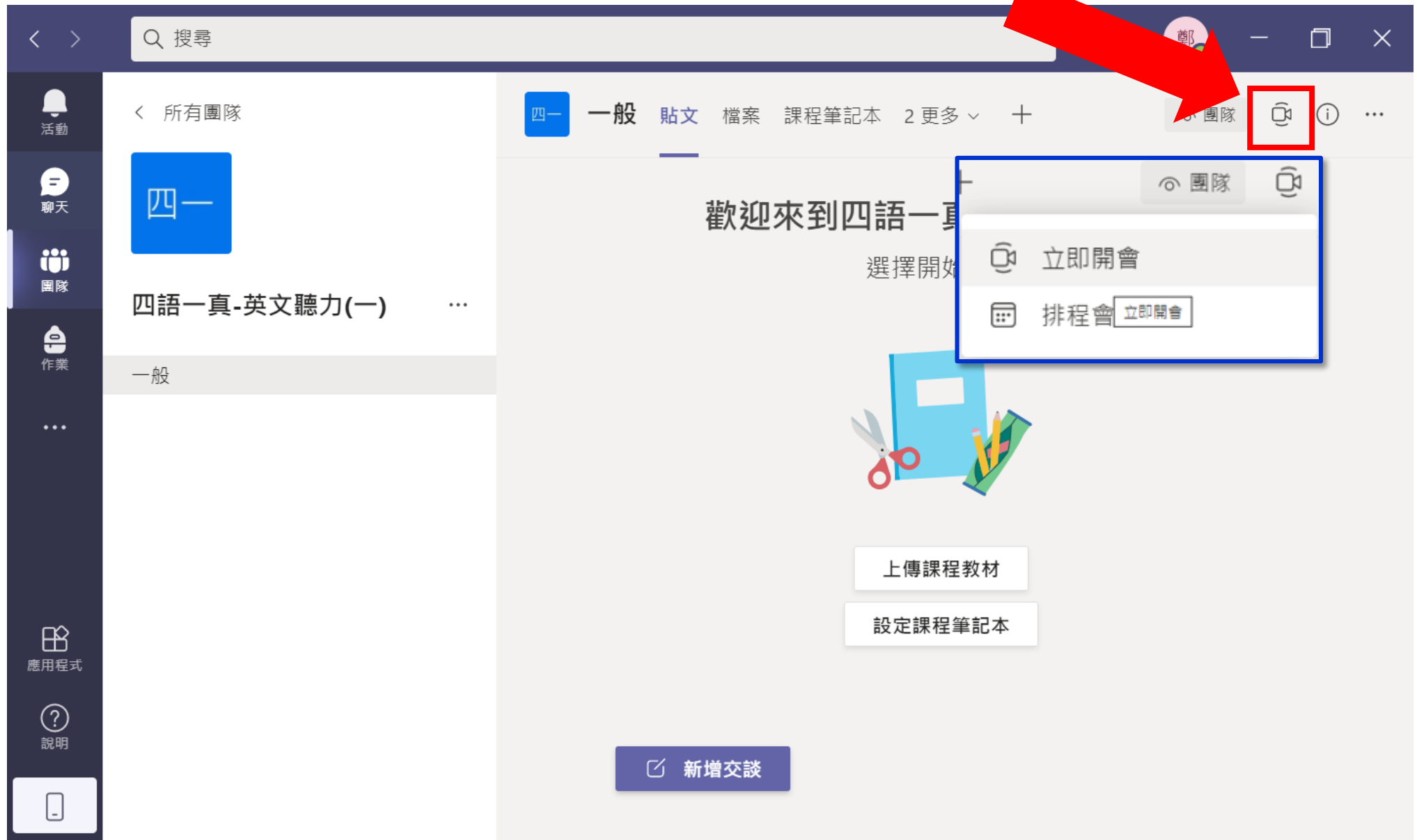
略過

選擇 1

(7) 課程建立完成後，畫面會直接顯示於「課程」的團隊畫面。即完成團隊(課程)建立。

The screenshot shows the Microsoft Teams interface for a newly created team. The top navigation bar includes a search bar, a user profile icon (鄭), and window controls. The left sidebar contains navigation icons for 活動 (Activity), 聊天 (Chat), 團隊 (Teams), 作業 (Assignments), 應用程式 (Apps), and 說明 (Help). The main content area is titled '四一' (41) and '四語一真-英文聽力(一)' (41 English Listening (1)). The '一般' (General) channel is selected. The main content area displays a welcome message: '歡迎來到四語一真-英文聽力(一)' (Welcome to 41 English Listening (1)) and '選擇開始位置' (Choose starting position). Below the message are two buttons: '上傳課程教材' (Upload course materials) and '設定課程筆記本' (Set course notebook). At the bottom, there is a '新增交談' (New chat) button.

(8) 開始上課！在該課程的團隊畫面，右側上方按下【攝影機 】圖案，並按【立即開會】。



The screenshot displays the Microsoft Teams interface for a course team. On the left is a navigation sidebar with icons for '活動' (Activity), '聊天' (Chat), '團隊' (Team), '作業' (Assignment), '應用程式' (App), and '說明' (Help). The main content area shows the team name '四語一真-英文聽力(一)' and a '一般' (General) channel. At the top right, a camera icon is highlighted with a red box and a red arrow. A dropdown menu is open, showing options: '立即開會' (Join Meeting) and '排程會' (Schedule Meeting) with a sub-button '立即開會' (Join Meeting). Below the menu are buttons for '上傳課程教材' (Upload Course Material) and '設定課程筆記本' (Set Course Notebook). At the bottom, there is a '新增交談' (Add Conversation) button.

(9) 準備視訊作業，系統確認。名稱可以更改為視訊當日的日期。確認無誤即可按【立即加入】。

The screenshot shows a meeting preparation window titled 「[redacted]」中的會議. The main instruction is: 針對下列項目選擇您的音訊及視訊設定: (Select your audio and video settings for the following items:). A red box highlights the text 「更改為日期」 (Change to date). On the left, a blue box contains the text: 若有視訊設備，亦可自行決定是否要打開。 (If you have video equipment, you can also decide whether to turn it on.) An arrow points from this box to a video toggle switch. The video status is indicated as 未連接相機。 (Camera not connected). On the right, a yellow box highlights the audio settings for Realtek(R) Audio, which are currently set to 電腦音訊 (Computer audio). A yellow callout box says: 請選擇【電腦音訊】。確認麥克風及音效。 (Please select [Computer audio]. Confirm microphone and audio effects.) Below the audio settings are options for 會議室音訊 (Conference room audio) and 不使用音訊 (No audio). At the bottom right, there are buttons for 取消 (Cancel) and 立即加入 (Join now), with the latter highlighted by a pink box.

「[redacted]」中的會議

針對下列項目選擇您的音訊及視訊設定:

更改為日期

若有視訊設備，亦可自行決定是否要打開。

未連接相機。

電腦音訊

Realtek(R) Audio

麥克風 音訊

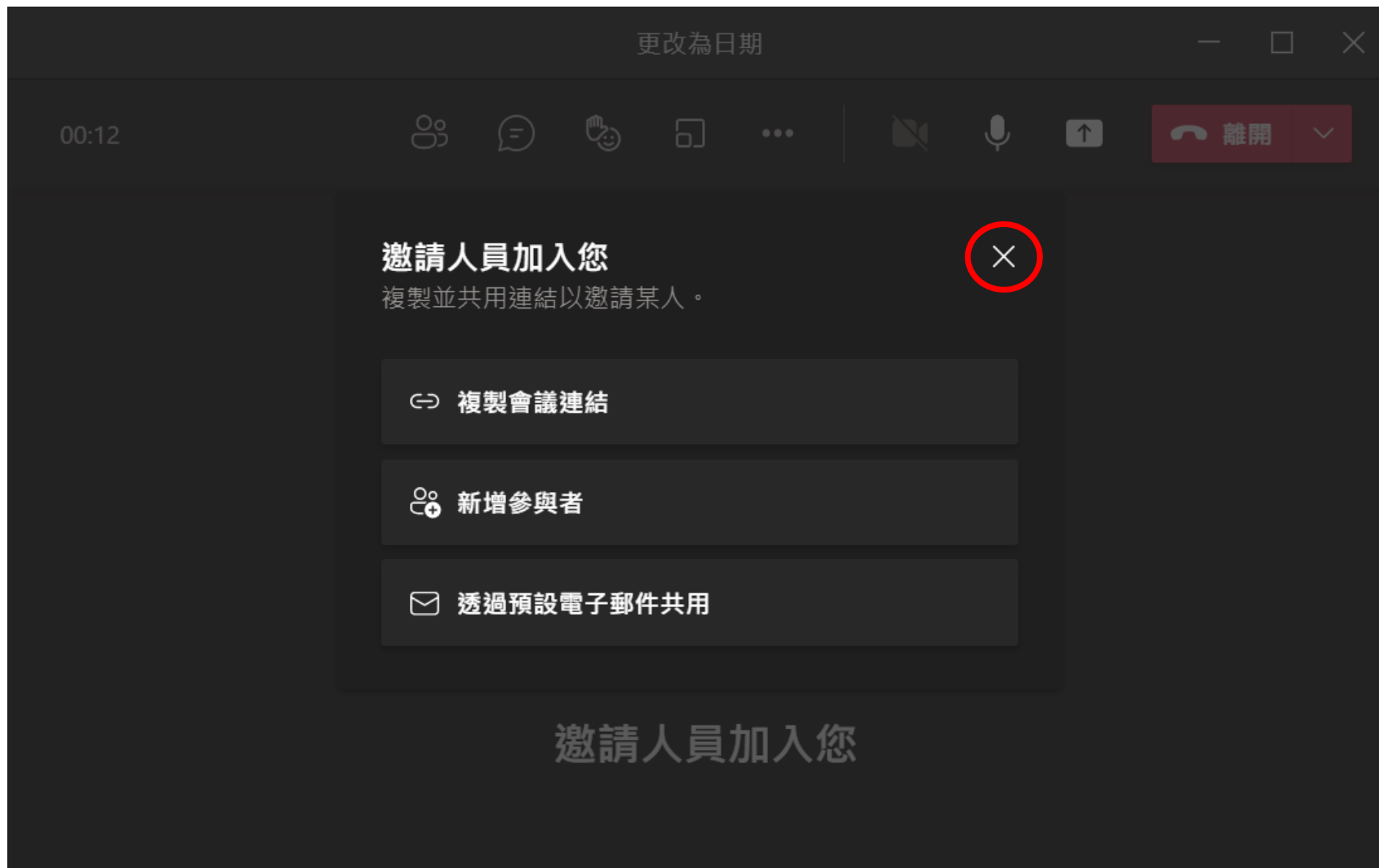
請選擇【電腦音訊】。確認麥克風及音效。

會議室音訊

不使用音訊

取消 **立即加入**

(10) 邀請人員加入您：請按【X】。若有臨時要加入的學生名單，可直接選擇【新增參與者】進行加入。



(11) 進入遠距視訊介面：

The image shows a Zoom meeting interface with several controls highlighted by colored boxes and arrows. The interface includes a top bar with a title bar (更改為日期), a toolbar with icons for participants, chat, mute, video, and share, and a red '離開' (Leave) button. The time '02:17' is displayed in the top left. A large pink watermark with the character '奠' and the text '青人員' is visible in the background.

視訊長度

【參與人員】 可看已進入視訊的學生
亦可利用這個加入未在團隊課程的學生

【顯示交談】
課程學生可透過此和老師已文字方式互動

**教師麥克風
開關**
有斜線為關

**分享內容
(畫面)
投影片等**

(12) 分享内容--畫面分享

The screenshot shows the Microsoft Teams sharing options menu. At the top, there is a window title bar with '更改為日期' and standard window controls. Below the title bar is a navigation bar with icons for participants, chat, reactions, and sharing. The sharing options are displayed in a grid:

- 桌面 (Screen #1):** Represented by a thumbnail of the current desktop. A red box highlights this option, and a white box below it says '桌面 (螢幕完整分享)'. A green box above it says '打開 包含電腦音效'. A toggle switch for '包含電腦音效' is also highlighted with a green box.
- 視窗 (Windows):** A list of open applications. A yellow box highlights this section with the text '視窗(選擇特定程式分享) 例如: PowerPoint'. The list includes '更改為日期 | Microsoft T...', '微軟teams_簡易手冊_老...', '一般 (四語一真-英文聽...', and '微軟teams_教師操作(電...'. The 'PowerPoint' application is specifically highlighted.
- PowerPoint:** A section with the text '沒有可用的檔案'.
- 瀏覽 (Browsers):** A section with the text '沒有可用的檔案'.
- 白板 (Whiteboard):** A section with a blue icon and the text 'Microsoft 白板'.
- Freehand by InVision:** A section with a pink icon and the text 'Freehand by InVision'.

At the top right of the sharing menu, there is a red '離開' (Leave) button.

* 【桌面】分享展現！

桌面分享

整個電腦畫面分享。紅色筐會在畫面外圍出現，此代表分享畫面的範圍。

Realtek Audio Console

主要 音效裝置連接設定

取消前板插孔彈出對話盒

播放裝置 關閉

喇叭 偵測孔位插入

錄音裝置 開啟

麥克風 連接孔功能重設

類比

後面板

- 音源輸入
- 前喇叭輸出
- 麥克風

前面板

- 耳機
- 麥克風

錄音裝置

- 將同一類型的輸入插孔（如線路輸入或麥克風）設為同一個輸入裝置。
- 將所有輸入插孔設為各自獨立的輸入裝置。

進階裝置設定

相關訊息

說明

四1

四3

四一

(三)12 性別關係與性別教育

(四)12 投資與理財

(四)34 名人講座

四語一真-英文聽力(一)

上午 10:11 2021/5/13

* 【視窗】分享的展現！

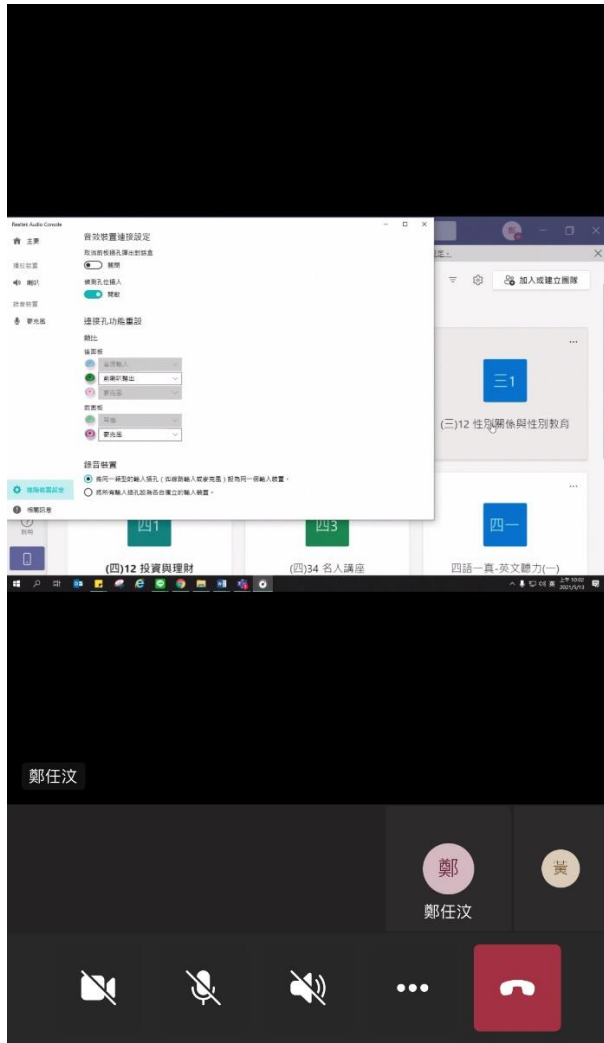
The screenshot displays a Windows meeting application interface. On the left, the 'Realtek Audio Console' settings window is open, showing '音效裝置連接設定' (Audio Device Connection Settings). The '播放裝置' (Playback Device) is set to '關閉' (Off), and '偵測孔位插入' (Detect Port Insertion) is '開啟' (On). Under '連接孔功能重設' (Reset Port Function), the '後面板' (Rear Panel) has '音源輸入' (Audio Source Input) selected, and the '前面板' (Front Panel) has '耳機' (Headphones) selected. The '錄音裝置' (Recording Device) section has the first option selected: '將同一類型的輸入插孔 (如線路輸入或麥克風) 設為同一個輸入裝置。' (Set the same type of input port (such as line input or microphone) as the same input device). A red box highlights this settings window.

On the right, a meeting window titled '鄭' is visible. A context menu is open over it, showing '立即開會' (Join Meeting) and '排程會議' (Schedule Meeting). A red box highlights this menu with the text: **視窗分享**
在分享的視窗外圍會有紅色框。代表畫面中，只有該視窗學生可以看的到。

At the bottom right, a meeting control bar is shown for '「General」中的會議 02:49'. It includes a '新增交談' (Add Chat) button and a status bar with the time '上午 09:35 2021/5/13'.

* 學生端看到的畫面

桌面分享

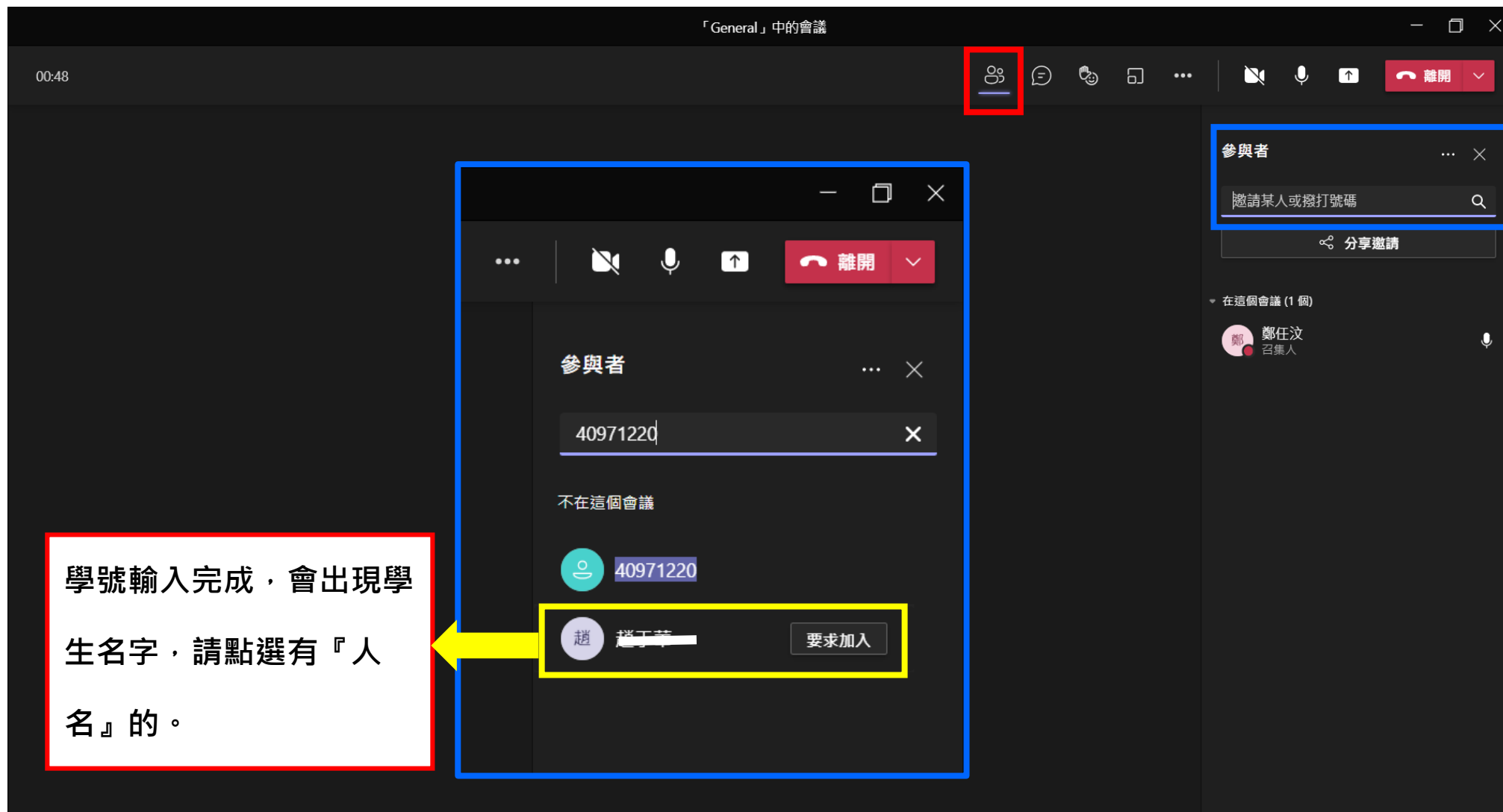


視窗分享



(13) 課程進行途中，加入學生：點選右上方的【顯示參與者】，並在右側功能區的【邀請某人或撥打號碼】的區域輸入學生學號。

有時候，課程進行中，會有學生自行要求加入，也會顯示於此區域，勾選【V】即可。

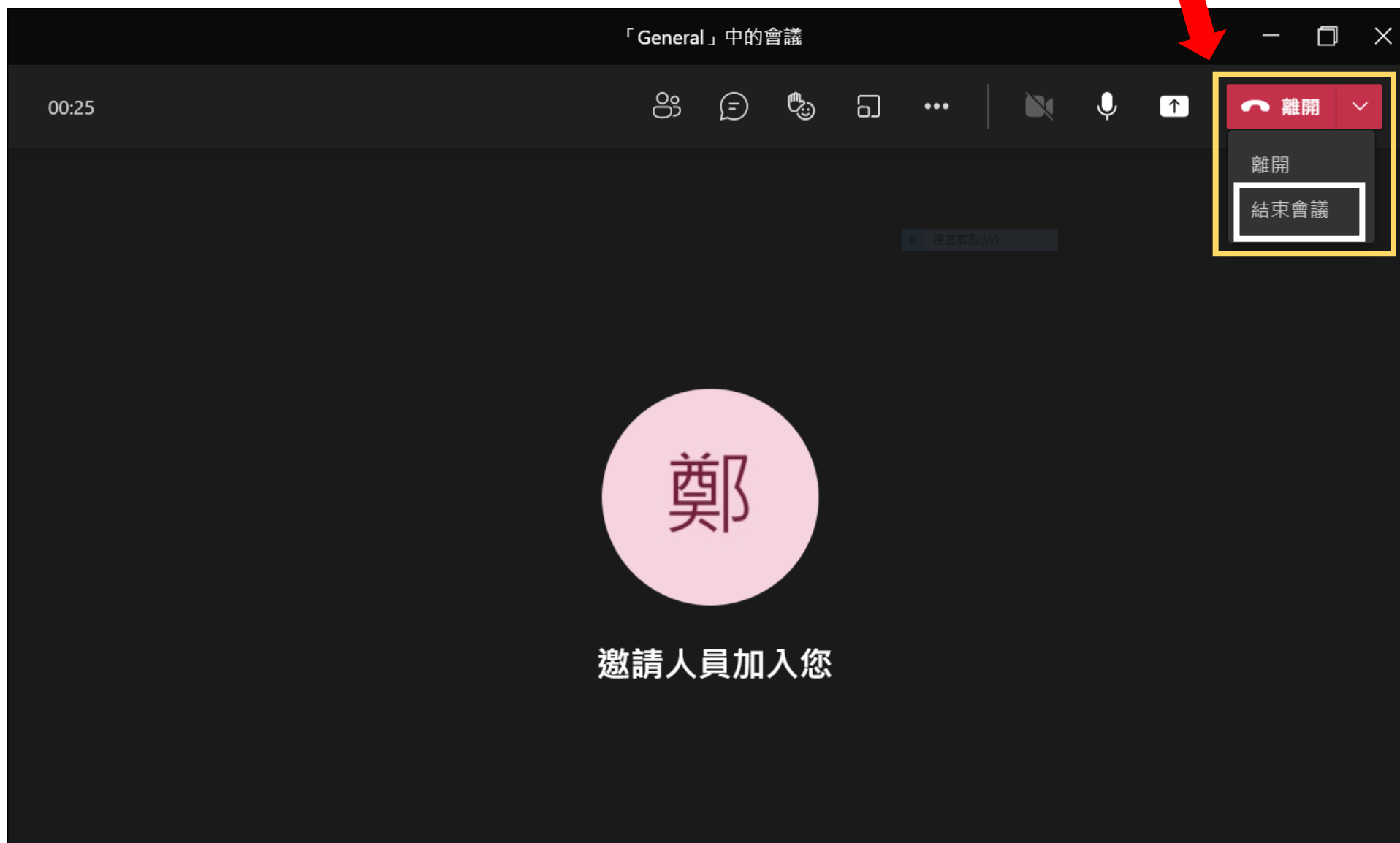


The screenshot shows a Zoom meeting interface. At the top, the meeting title is 「General」中的會議. The time is 00:48. In the top right corner, there are icons for video, chat, gallery view, and a red '離開' (Leave) button. A red box highlights the '顯示參與者' (Show Participants) icon. On the right side, there is a '參與者' (Participants) panel with a search bar labeled '邀請某人或撥打號碼' and a '分享邀請' (Share Invitation) button. Below this, it says '在這個會議 (1 個)' (In this meeting (1)). A participant named 鄭任汶 (Zheng Renwen) is listed as the '召集人' (Host). In the center, a larger '參與者' panel shows the ID '40971220' entered in a search bar. Below the search bar, it says '不在這個會議' (Not in this meeting). A participant named 趙 (Zhao) is listed with the ID '40971220' and a '要求加入' (Request to Join) button. A yellow box highlights the '趙' participant and the '要求加入' button. A yellow arrow points from a text box on the left to the '趙' participant. The text box contains the instruction: '學號輸入完成，會出現學生名字，請點選有『人名』的。' (After entering the student ID, a student name will appear. Please click on the one with a name.)

(14) 如何結束簡報(非結束遠距)，畫面上方會出現功能列表，按【停止簡報】。(沒有出現，在該位置點兩下)



(14) 結束課程(會議)：點選畫面右上方的【離開-旁邊的三角形鍵】，並選擇【結束會議】！整個課程才能完全結束視訊教學，如果只有按【離開】，學生還是會在視訊會議中。

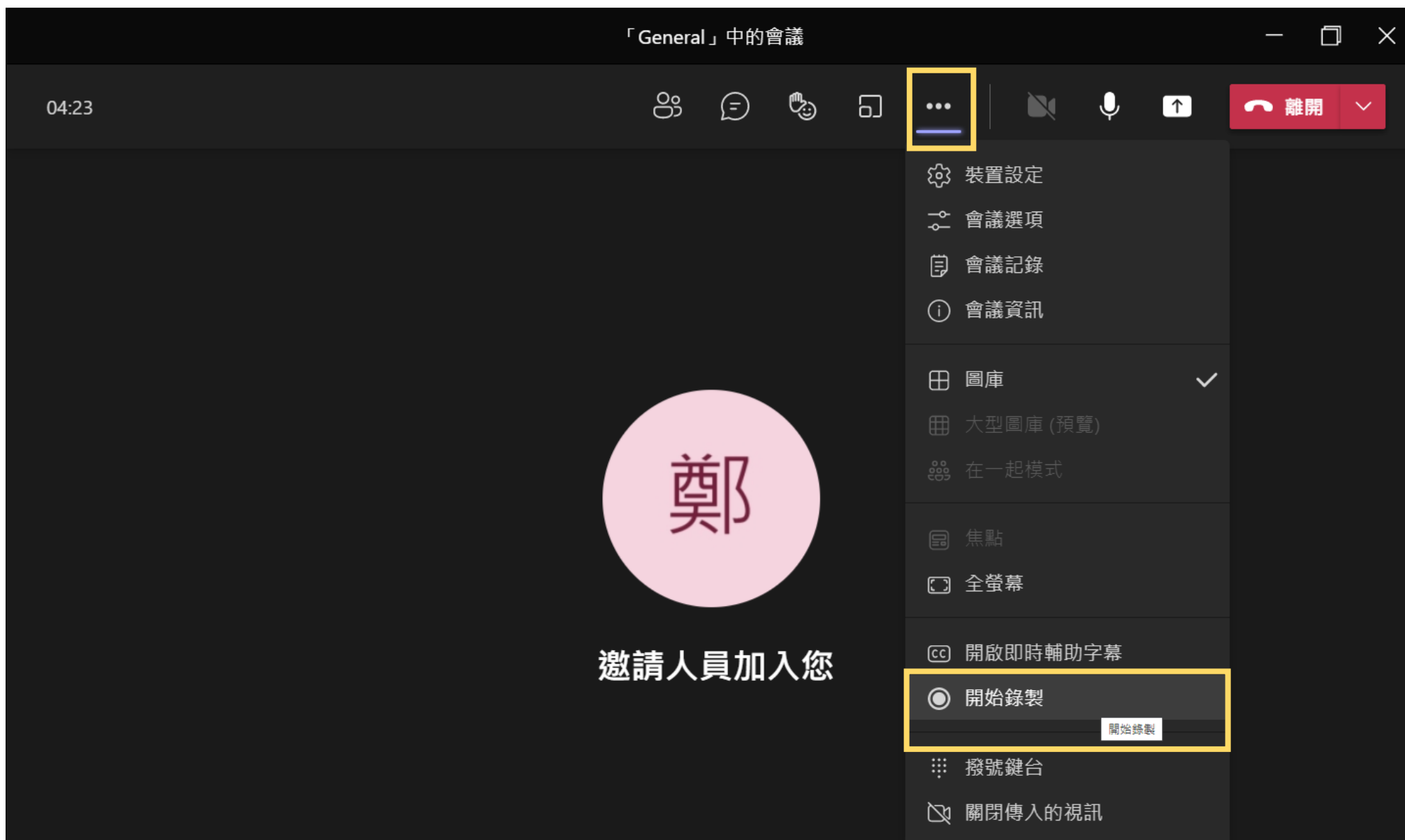


※ 功能介紹-出席報告下載：可於每次會議結束後，在課程介面中的【貼文】區自行下載(檔案格式為.CSV)

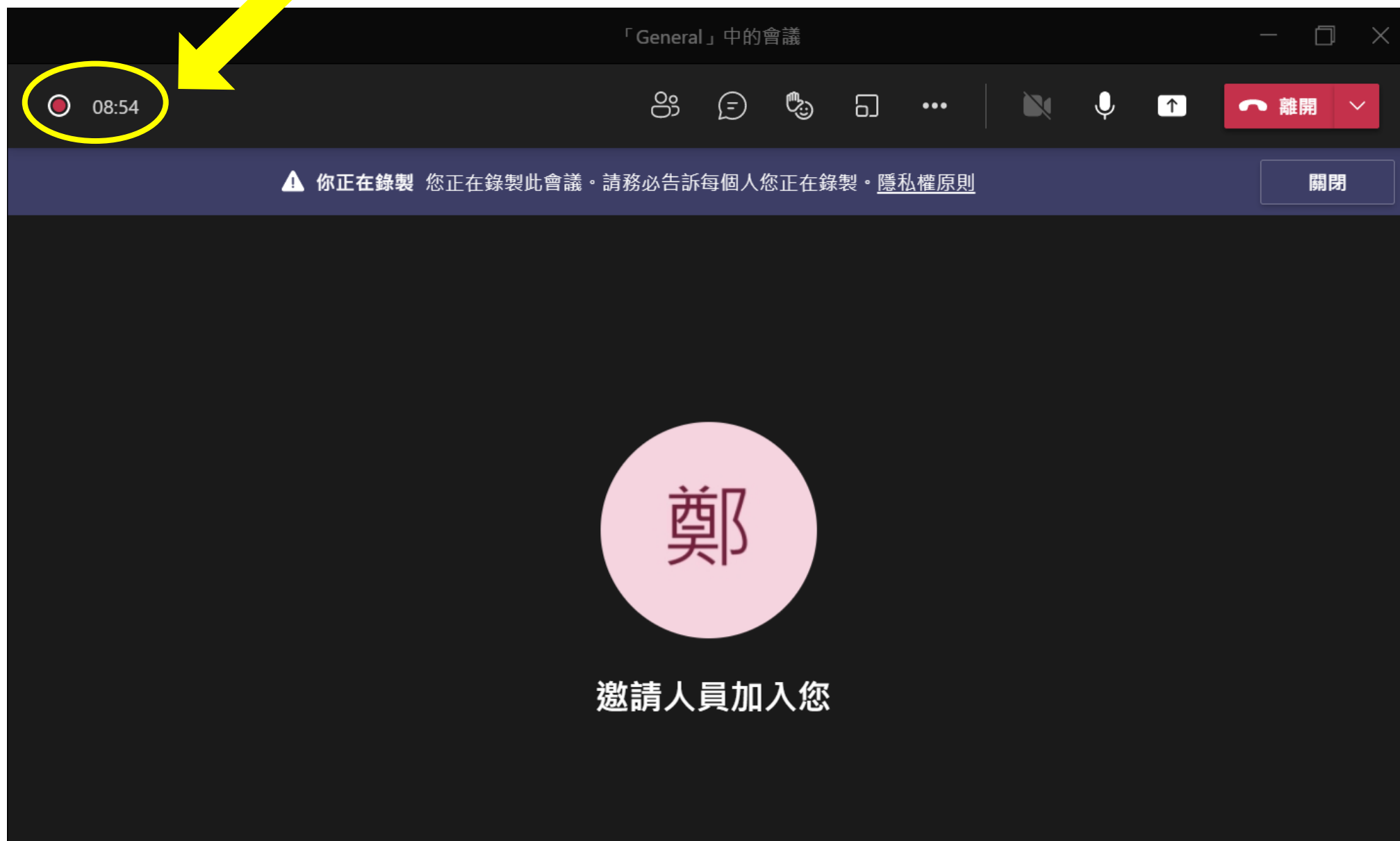
出席報告可以檢視出席的成員，進入課程時間，下課離開時間，在線上共待多久時間。提供老師參考。

The screenshot displays the Microsoft Teams interface during a meeting. The top navigation bar includes a search bar, a user profile, and meeting controls like '開會' (Join Meeting) and '1位來賓' (1 Guest). The main content area shows a welcome message for a meeting titled '(三)34 音樂感知與欣賞'. Below the welcome message are two buttons: '上傳課程教材' (Upload Course Materials) and '設定課程筆記本' (Set Course Notebook). A chat window is open at the bottom, showing a message from '您及趙于華' (You and Zhao Yuhua) with 5 replies. The message content is '會議結束: 2 小時' (Meeting ended: 2 hours) and includes a button labeled '出席報告' (Attendance Report) with the text '按一下這裡以下載出席報告' (Click here to download the attendance report). A red box highlights this button and its text. On the left side of the chat window, there is a yellow box with a red border containing the text '出席報告' (Attendance Report) and '網頁版也可以產出(110.05.17 確認)' (Web version can also generate (110.05.17 confirmed)).

※ 功能介紹-錄製課程：視訊介面，右上方的【...】圖示(其他動作)，選擇【開始錄製】。



開始錄製：視訊介面，左上方會有出現錄製時間。

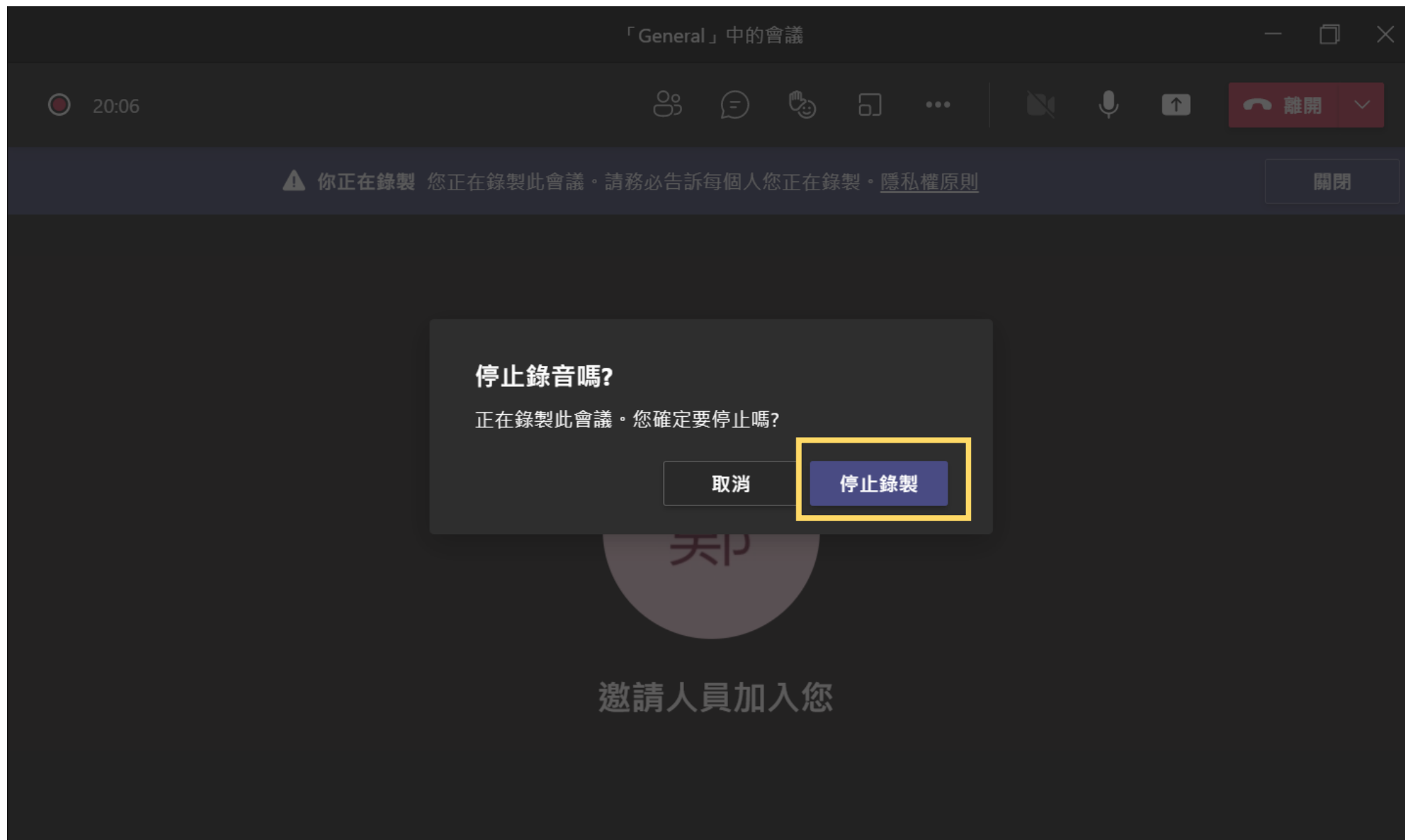


The screenshot shows a Zoom meeting window titled "「General」中的會議". In the top-left corner, a red recording icon and the time "08:54" are circled in yellow, with a yellow arrow pointing to them from the text above. The top toolbar includes icons for participants, chat, reactions, gallery view, and a menu, followed by icons for video off, microphone off, and screen sharing. A red "離開" (Leave) button is on the right. A dark blue banner across the middle contains a warning icon and the text "你正在錄製 您正在錄製此會議。請務必告訴每個人您正在錄製。隱私權原則", with a "關閉" (Close) button on the right. The main area shows a pink circular profile picture with the Chinese character "鄭" and the text "邀請人員加入您" (Invite people to join you).

錄製結束：視訊介面，右上方的【 ... 】圖示(其他動作)，選擇【停止錄製】。

The screenshot shows a Microsoft Teams meeting window titled 「General」中的會議. The top bar includes a timer at 18:39, icons for participants, chat, mute, and video, and a red '離開' (Leave) button. A blue banner across the top reads: ⚠️ 你正在錄製 您正在錄製此會議。請務必告訴每個人您正在錄製。隱... On the right, a '更多' (More) menu is open, listing various options. The '停止錄製' (Stop Recording) option, represented by a red circle icon, is highlighted with a yellow box. Below it, a '停止錄製' button is also visible. Other menu items include 裝置設定, 會議選項, 會議記錄, 會議資訊, 圖庫 (checked), 大型圖庫 (預覽), 在一起模式, 焦點, 全螢幕, 開啟即時輔助字幕, 撥號鍵台, and 關閉傳入的視訊. The main meeting area shows a pink circular profile picture with the character '鄭' and the text '邀請人員加入您'.

再次確認-錄止錄音嗎？請選擇【停止錄製】。



(1)方法一：錄製完畢後，結束會議，回到課程的【貼文介面】。

The screenshot shows a Microsoft Teams chat window. The left sidebar contains navigation icons for '活動' (Activity), '聊天' (Chat), '團隊' (Teams), '作業' (Assignments), '行事曆' (Calendar), '應用程式' (Apps), and '說明' (Help). The main chat area shows a team named '四一' (41) with a channel '四語一真-英文聽力(一)'. Two meeting recording cards are visible. The top card is for a meeting that ended 53 minutes and 3 seconds ago, with a download link for the '出席報告' (Attendance Report). The bottom card is for a meeting that ended 21 minutes and 47 seconds ago, with a video recording of 11 minutes and 20 seconds. A context menu is open over the bottom card, showing options: '在 OneDrive 中開啟' (Open in OneDrive), '取得連結' (Get link), '深入了解' (Learn more), '回報問題' (Report a problem), and '公司錄製原則' (Company recording policy). A red box highlights the context menu and the video recording card. Another red box highlights a text instruction on the left side of the screen.

點選影片的旁的【...】圖示，取得連結複製，然後張貼至 Chrome 網址後，在網頁上進行下載或刪除(跟視訊軟體連動)。

(2) 錄製完畢後，結束會議，選擇課程的【檔案】介面。 檔案→視訊教室名稱(例如日期)→Recording



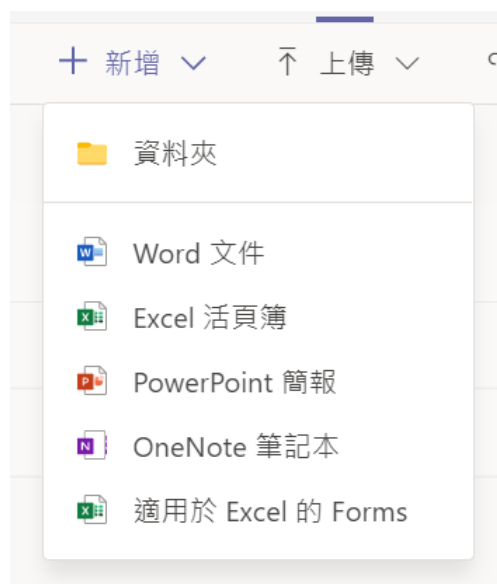
The screenshot shows the Microsoft Teams interface for a course named "四語一真-英文聽力(一)". The "Archives" tab is selected in the top navigation bar. Below the navigation bar, the "Recordings" folder is highlighted in the file list. A red box contains the following instructions:

找到您要的檔案，可上傳至雲端(，勾選後::

- 1.【複製連結】於網頁觀看 > 需登入此遠距軟體的帳密
(需是本校的遠距帳密才能觀看)
- 2.【下載】下載至電腦

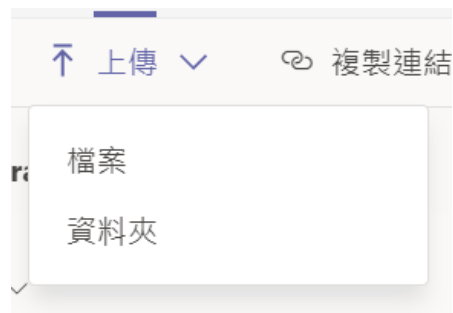
老師可以利用 Microsoft Teams 團隊中建好的課程，每一個課程的【檔案】介面，將您的教材資料上傳，該課程的學生就可以利用學生端，獲得該課程的教材資源，而視訊教學錄製的影片，亦可透過此介面重新觀賞。

【新增】



【上傳】

從電腦中上傳資料。可選擇資料夾整個上傳，或單一檔案。



【下載】 電腦預設位置：文件>下載

選取要下載的資料，然後下載至自己的電腦中。

