

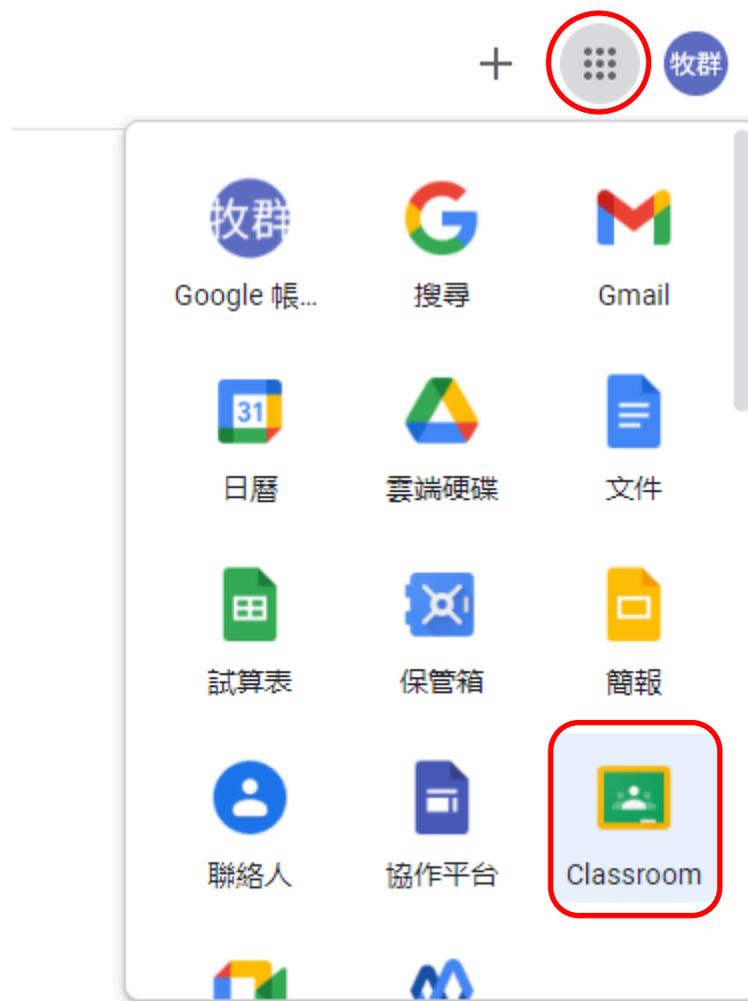
# GOOGLE CLASSROOM 線上教學操作說明

步驟一：從 <https://classroom.google.com/u/0/h> 網址進入 GOOGLECLASSROOM 網站登入 GOOGLE 帳號(如下圖)。



The screenshot shows the Google Classroom login interface. At the top is the Google logo. Below it, the name '許牧群' is displayed. A dropdown menu shows the email address 'yd3297@mail1.yudah.tp.edu.tw' with a small '教師' (Teacher) icon to its left. Below the email is a password input field with the placeholder text '輸入您的密碼'. Underneath the password field is a checkbox labeled '顯示密碼' (Show password). At the bottom left of the login area is a link '忘記密碼?' (Forgot password?). At the bottom right is a blue button labeled '繼續' (Continue). At the very bottom of the page, there are three links: '繁體中文' (Traditional Chinese), '說明' (Help), '隱私權' (Privacy), and '條款' (Terms).

步驟二：登入 GOOGLE 帳號後由螢幕右上角的選取方塊點選 GOOGLE CLASSROOM 項目(如下圖)。



步驟三：進入 GOOGLE CLASSROOM 介面後會出現課程邀請教授的畫面，點選接受即可進入課程(如下圖)。

☰ Google Classroom



1092線上課程  
184班

你已受邀教授本課程。

拒絕

The image shows a Google Classroom interface. At the top, there is a hamburger menu icon followed by the text 'Google Classroom'. Below this is a horizontal line. The main content is a course invitation card. The card has a blue header with the text '1092線上課程' and '184班'. To the right of the header is a small illustration of a woman's face. Below the header, the text reads '你已受邀教授本課程。'. At the bottom of the card, there are two buttons: '拒絕' (Reject) and '接受' (Accept). The '接受' button is highlighted with a red rectangular border.

步驟四：進入課程後，在畫面中「課程中宣布的事項」位置進行課程資料公告及上傳(如下圖)。

訊息串 課堂作業 成員 成績

## 1092線上課程

184班

課程代碼 cjumtnz [?]

Meet 連結 產生 Meet 連結 [?]

選取主題  
上傳相片

接近截至日期的作業

今天是截止日期  
上午10:20 - 第三堂-應用...  
上午11:20 - 第四堂-體育...

全部顯示

要在課程中宣布的事項

劉彥佑張貼了一份新教材：全民國防教育  
下午1:38 (上次編輯時間：下午1:46)

范志仲  
下午1:25  
日文線上課程(1314週)<https://youtu.be/HlwiJyOgntk>

新增課程留言...

## 課程輸入的資料項目如下圖所示

接近截至日期的作業

今天是截止日期  
上午10:20 - 第三堂-應用...  
上午11:20 - 第四堂-體育...

[全部顯示](#)

發布給

1092線上課... 1

所有學生 2

要在課程中宣布的事項 3

**B** *I* U ☰ ✕

 新增 4

取消 張貼 ▼

- 1、 可以選擇上課班級。
- 2、 可以選擇特定學生。
- 3、 課程宣布內容輸入。
- 4、 附加圖片或其他資料。

全部完成後按下右下角的張貼即可完成。

# 課堂作業操作說明

步驟一：點選畫面上方的「課堂作業」項目進入課堂作業介面，點選畫面中的建立選擇作業類型(如下圖)。

The screenshot displays the classroom assignment management interface. At the top, there are navigation tabs: 訊息串 (Messages), 課堂作業 (Classroom Assignments), 成員 (Members), and 成績 (Grades). The 'Classroom Assignments' tab is selected. Below the navigation bar, there are icons for Meet, Google 日曆 (Calendar), and 課程雲端硬碟資料夾 (Course Cloud Drive Folder). On the left side, there is a sidebar with '所有主題' (All Topics) and a list of topics including '全民國防教育(第13-14週)' and '1092上課點點名'. The main content area shows a list of assignments. The first assignment is '育(第13-14週)' with a vertical ellipsis menu icon to its right. Below it, there is a timestamp '上次編輯時間: 下午1:46'. The second assignment is '點名' with a vertical ellipsis menu icon to its right. Below it, there is a timestamp '點點名' and a '草稿' (Draft) label. A red box highlights the '+ 建立' (Create) button and the dropdown menu that appears when it is clicked. The dropdown menu contains the following options: '作業' (Assignment), '測驗作業' (Quiz), '問題' (Question), '資料' (Material), '重複使用訊息' (Reuse Message), and '主題' (Topic).

步驟二：依照下圖表所示輸入作業的項目，完成後按下右上的「出作業」就完成了。

The screenshot shows the Google Classroom assignment creation interface. The top left has a close button (X) and the title "作業". The top right has a button "出作業" with a dropdown arrow. The main area is divided into two columns. The left column contains: a title field labeled "標題" with the text "作業名稱"; a description field labeled "說明 (選填)" with the text "作業說明" and a rich text editor toolbar; a "新增" button; and a "附加檔案" section with a "+ 建立" button and a list of file types: 文件, 簡報, 試算表, 繪圖, and 表單. The right column contains: a "發布給" section with a dropdown menu showing "1092線上課..."; a "指定學生" section with a dropdown menu showing "所有學生"; a "分數" section with a dropdown menu showing "100" and the text "選擇課程"; a "截止日期" section with a dropdown menu showing "無截止日期"; a "主題" section with a dropdown menu showing "沒有主題"; a "評分量表" section with a "+ 評分量表" button; and a checkbox for "檢查抄襲 (原創性)" with a link "瞭解詳情".

進階操作說明請至 <https://support.google.com/edu/classroom/?hl=zh-Hant#topic=9049835>