Android / IOS
Microsoft Teams 查看/上傳 功課

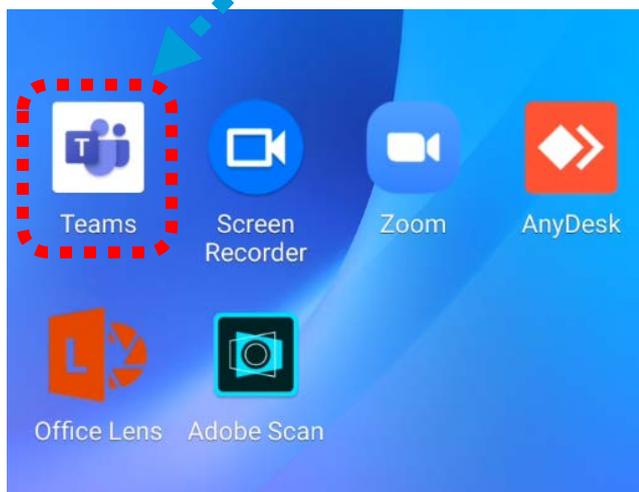## 教學目錄:

1.利用 Microsoft Teams 查看功課

步驟(1):	步驟(2):
⚓ 先打開手機 "Microsoft Teams" 應用程式	1. 進入 Teams 後，會見到下方欄位有 "Assignments" (作業)的選項 2. 然後按 "Assignments" (作業) **Feed ∨** **You'll find notifications here** Stay on top of relevant activity, such as mentions, likes, and replies. Activity　Chat　Teams　Assignments　Calendar　More
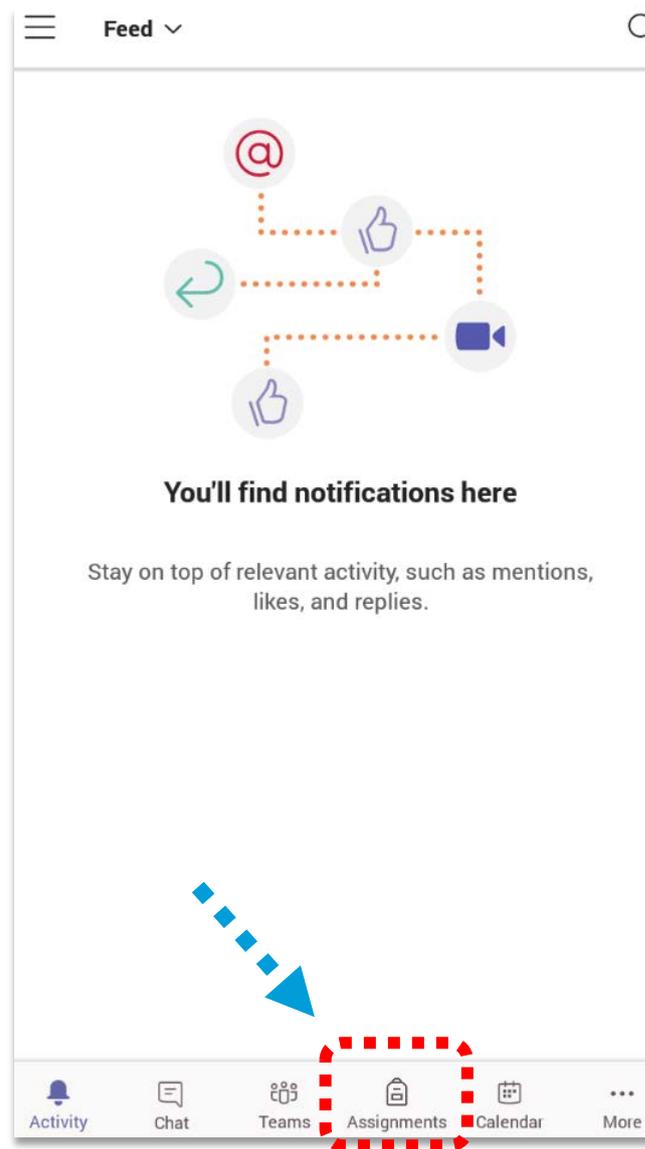
提示: 下方欄位沒有 "**Assignments**" (作業)的選項	提示: 下方欄位沒有 "**Assignments**" (作業)的選項
1. 如果同學進入 Teams 後，下方欄位沒有 "Assignments" (作業)的選項 2. 可以在右下角揀選 "More" 	⬇ Teams 便會顯示其餘選項
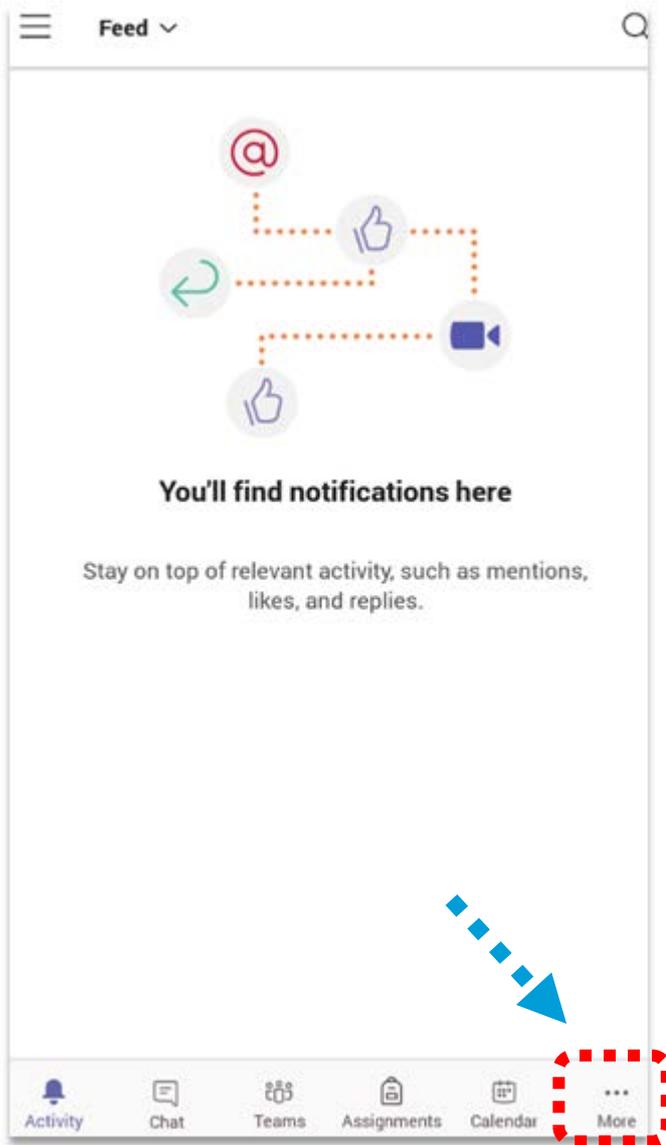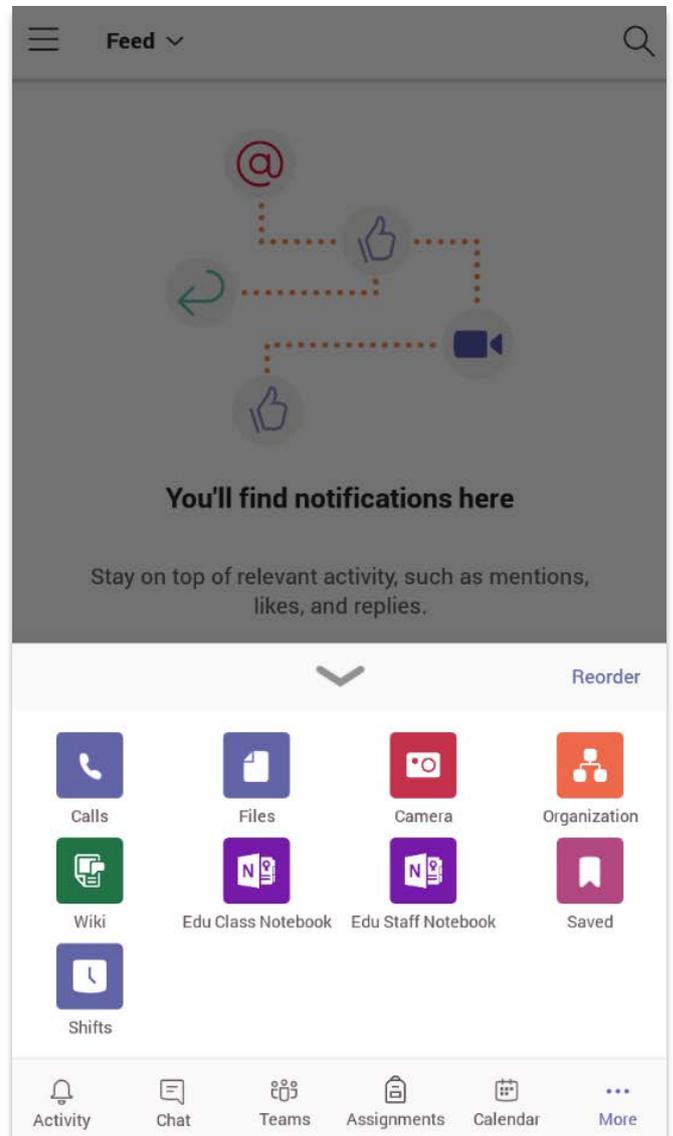
步驟(3):	步驟(4):
♣ 進入 "Assignment"後，可以揀選科目及查詢功課	♣ 例如: 想查詢電腦科功課。可以先揀選電腦科，然後可以揀選右下角的 "Next"
♣ 進入 "Assignment"後，可以揀選科目及查詢功課	♣ 例如: 想查詢電腦科功課。可以先揀選電腦科，然後可以揀選右下角的 "Next"
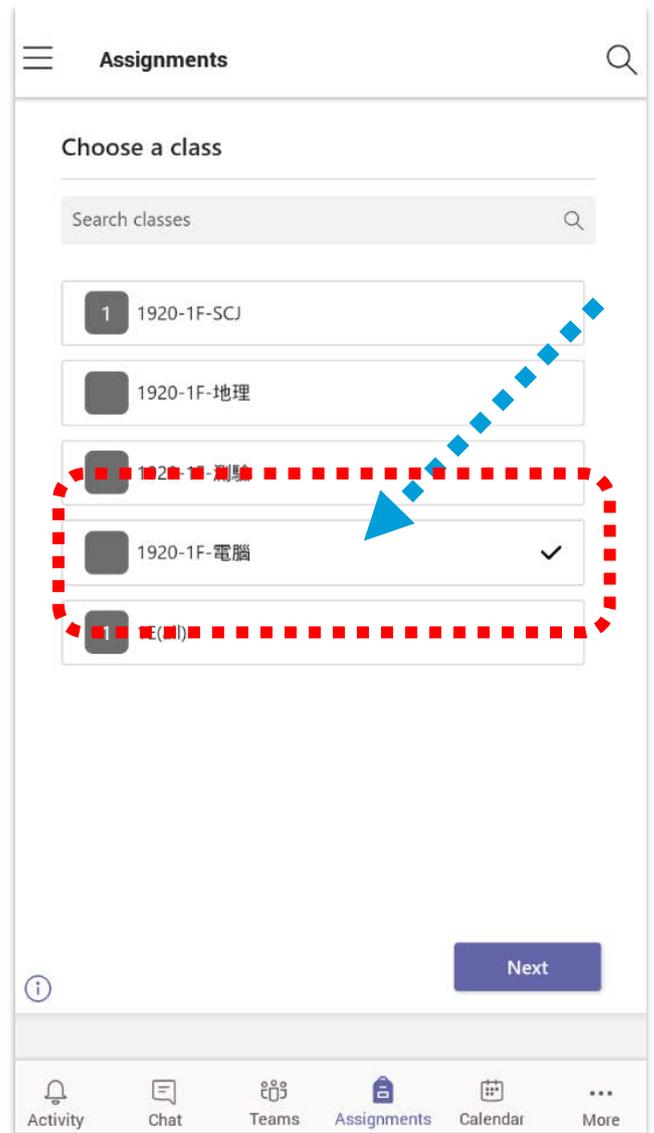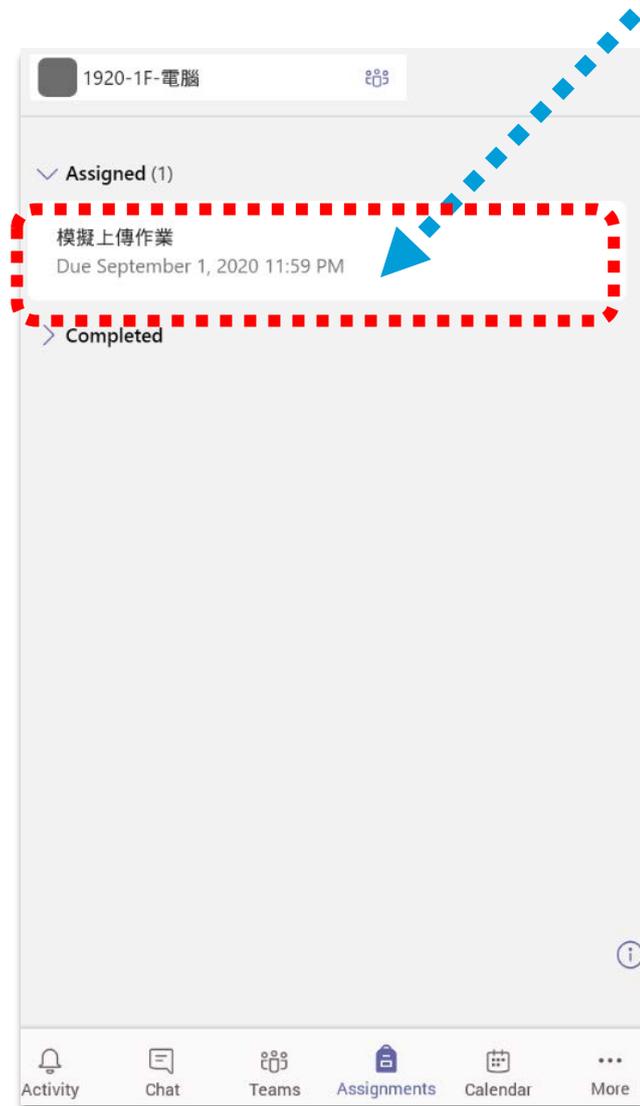
步驟(5):	步驟(6):
✚ 揀選功課	✚ 在功課的頁面中，可以查詢以下資訊
	■ (1) 功課的繳交期限
	■ (2) 功課指示
	■ (3) 功課的參考資料

步驟(5) screenshot:

1920-1F-電腦

∨ Assigned (1)

模擬上傳作業
Due September 1, 2020 11:59 PM

〉 Completed

Activity　Chat　Teams　Assignments　Calendar　More

步驟(6) screenshot:

← 1920-1F-電腦　　TURN IN

模擬上傳作業
Due September 1, 2020 11:59 PM　　1

Instructions　　2
請同學查看附件指引，完成功課後拍照成PDF，然後上傳Teams

Reference materials　　3
0901 F.1 電腦作業指引.pdf

My work
🖉 Add work

Points
No points

🔊 Immersive Reader
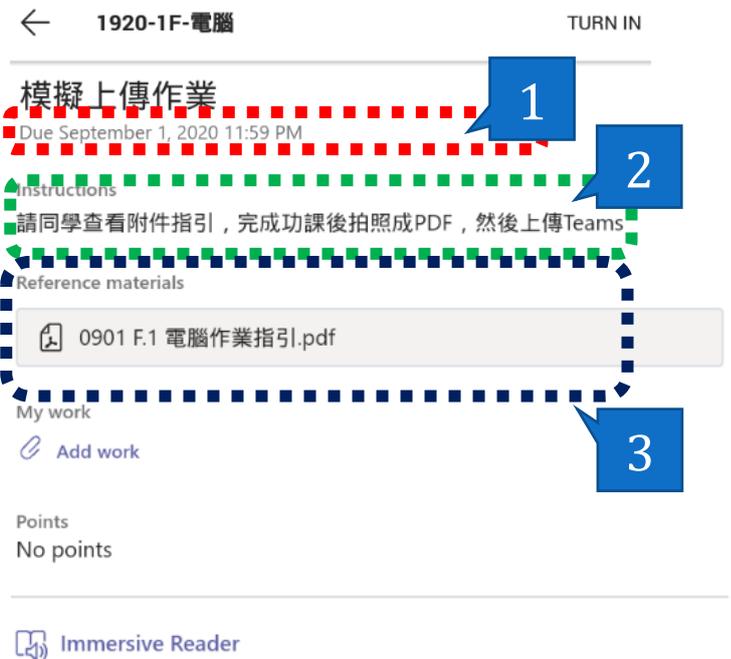
2.利用 Microsoft Teams 上載功課 (從 OneDrive 上傳)

步驟(1):	步驟(2):
♣ 先揀選功課 (例如: 電腦科)	♣ 然後揀選 功課
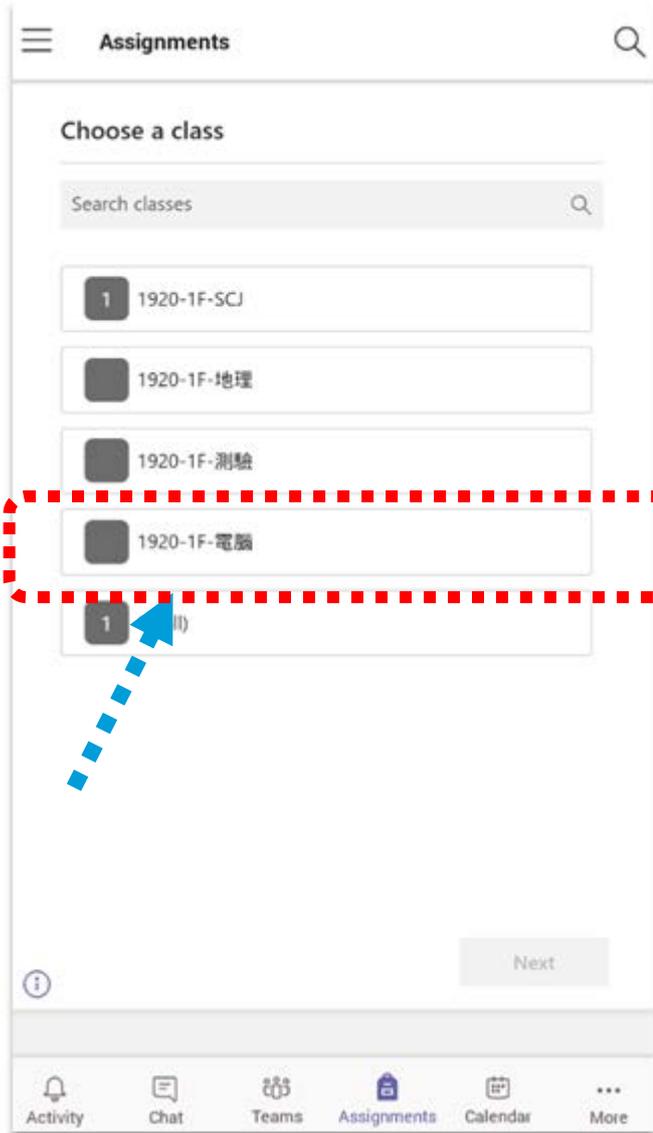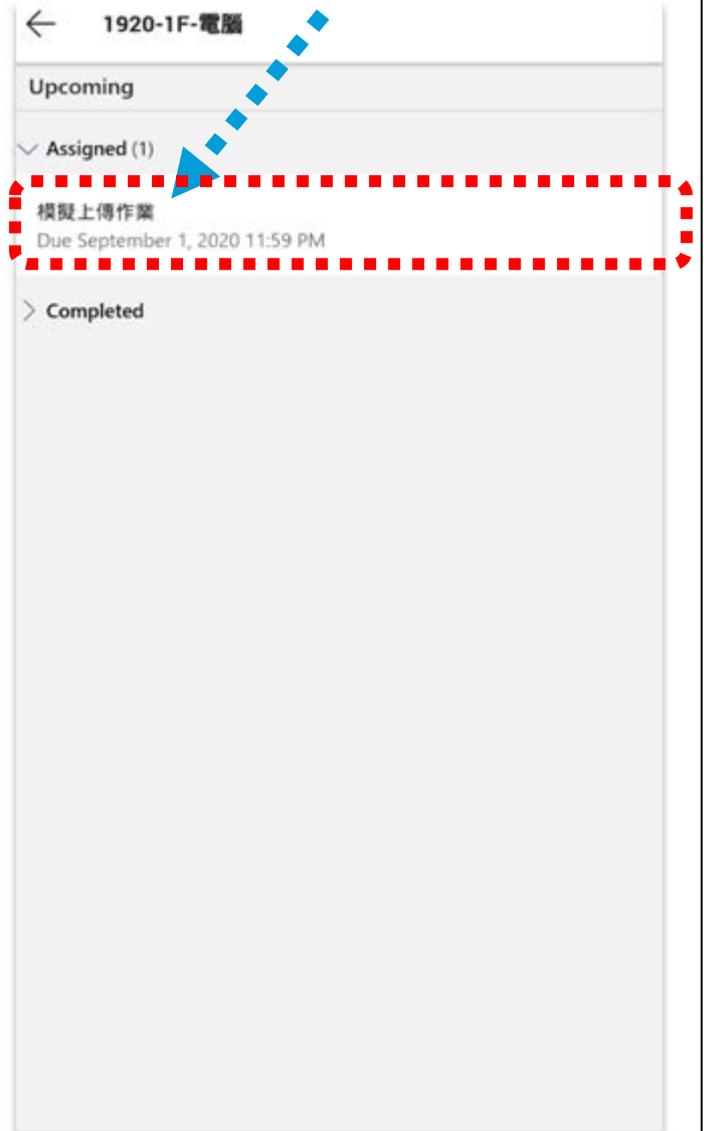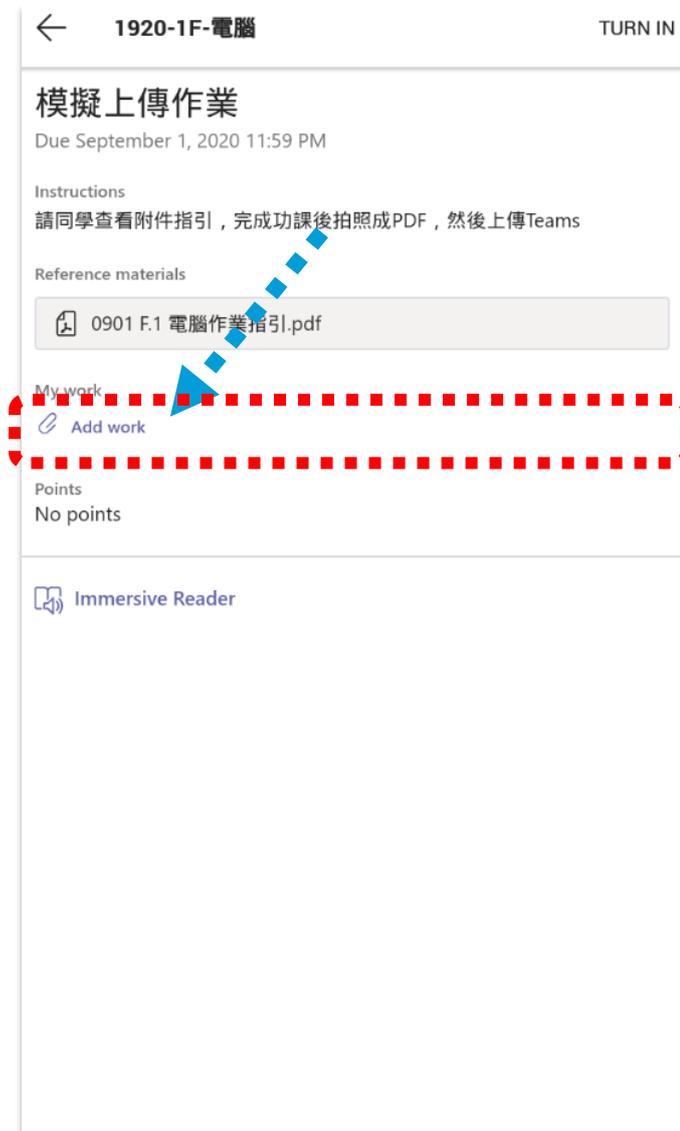
步驟(3):	步驟(4):
揀選 "Add work/ 新增功課"	1. 然後揀選功課的儲存位置 2. 選擇 OneDrive 可以參考指引(*利用 Microsoft OneDrive 拍攝 PDF*) 的教學，拍攝及儲存 PDF 在 OneDrive
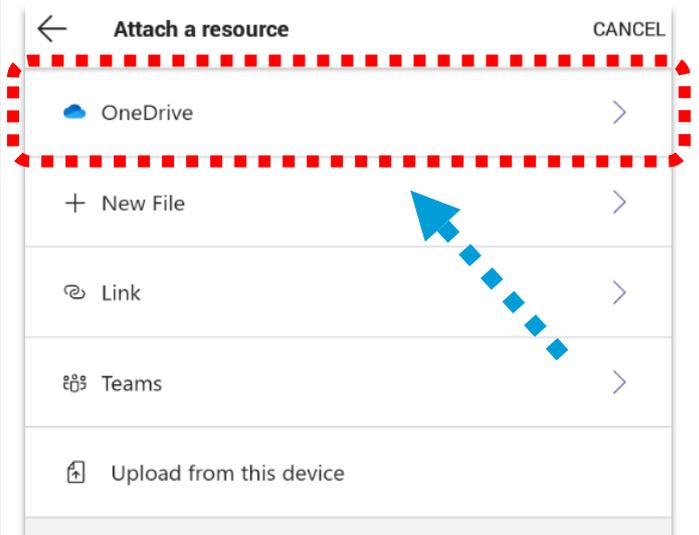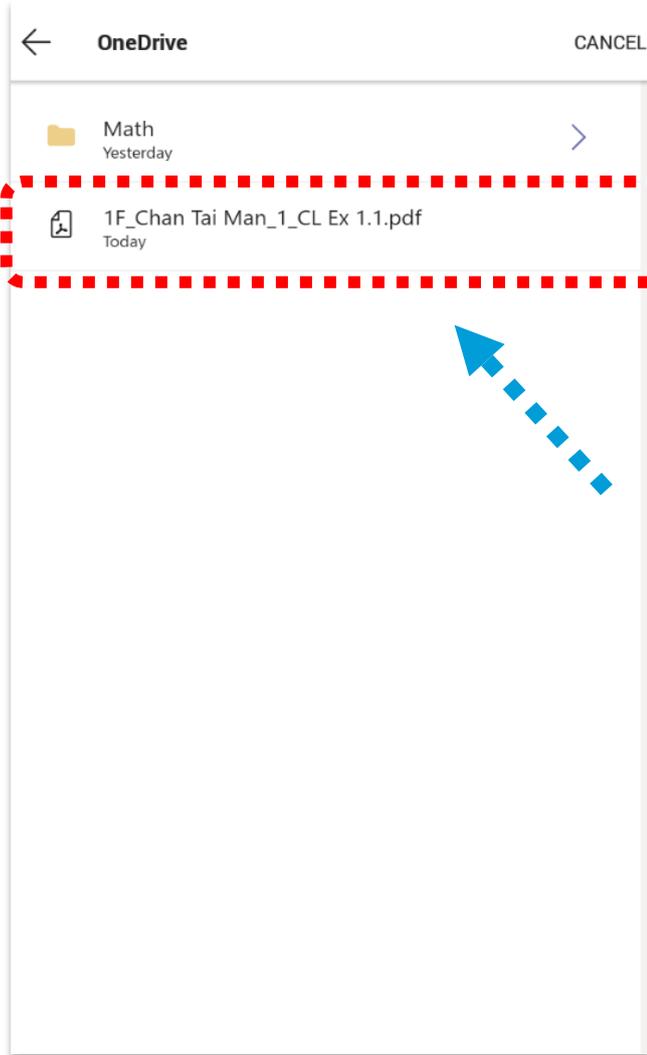
步驟(5):	步驟(6):
🞢 然後揀選功課 PDF	🞢 等待功課上傳
	🞢 藍色的進度條代表上傳情況
	！注意: 功課上傳期間需要耐心等候
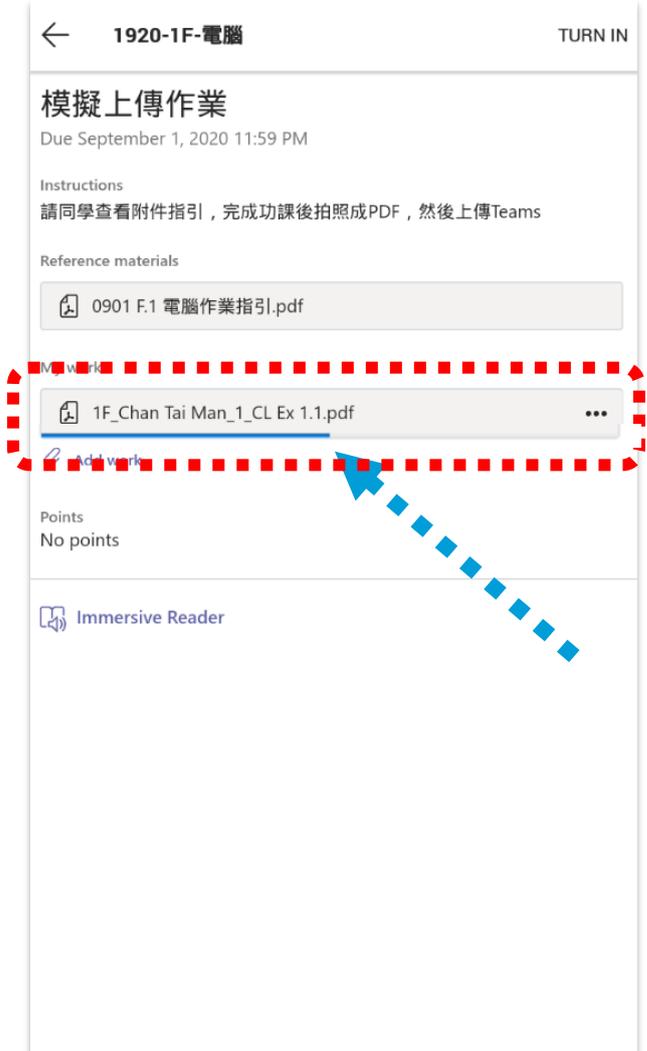
步驟(7):	步驟(8):
1. 功課完成上傳後，藍色的進度條會消失	1. 然後 Teams 會播放動畫，代表已成功繳交
2. 確定沒有問題後，可以按 "Turn in/ 繳交"	2. 而功課欄也會顯示功課繳交日期
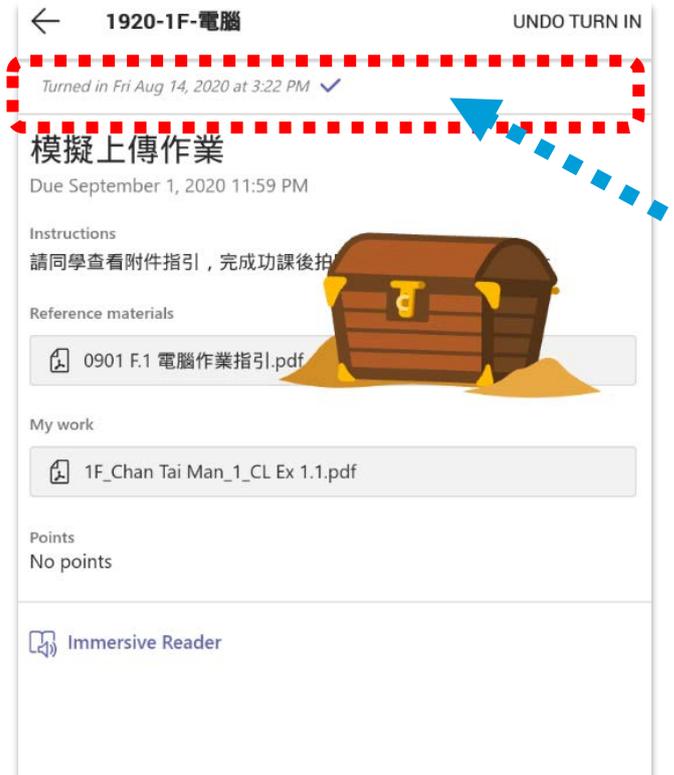
注意事項:
- 功課完成上傳後，不代表已完成"繳交"
- 要按 "繳交" 才完成整個繳交功效步驟

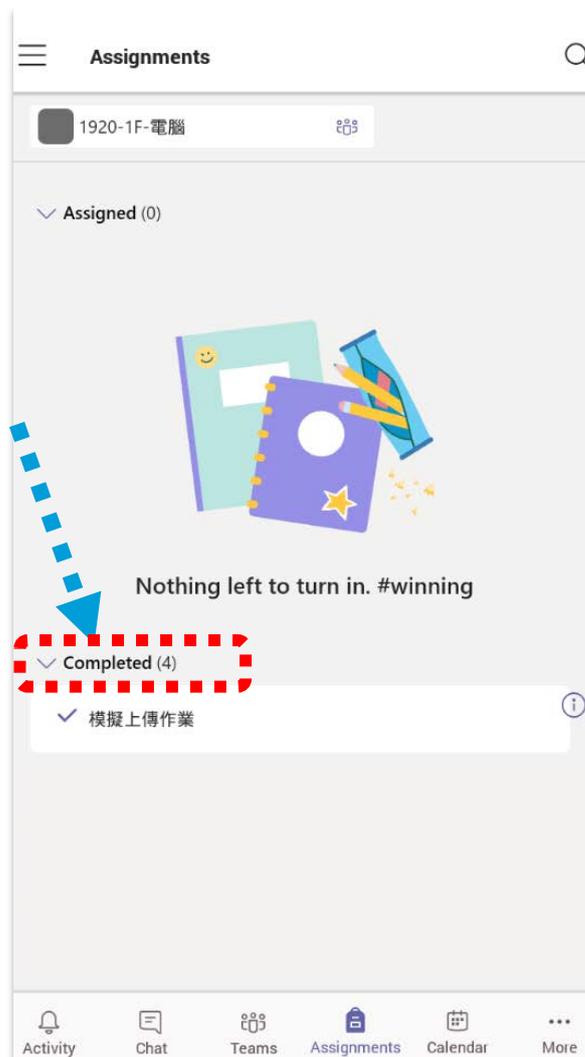| 步驟(9):	步驟(10):
完成繳交後,可返回 "Assignment" 作業的頁面	然後按 "Completed/ 已完成", 完成繳交的功課會有一個鉤號(✓)

步驟(9):

完成繳交後,可返回 "Assignment" 作業的頁面
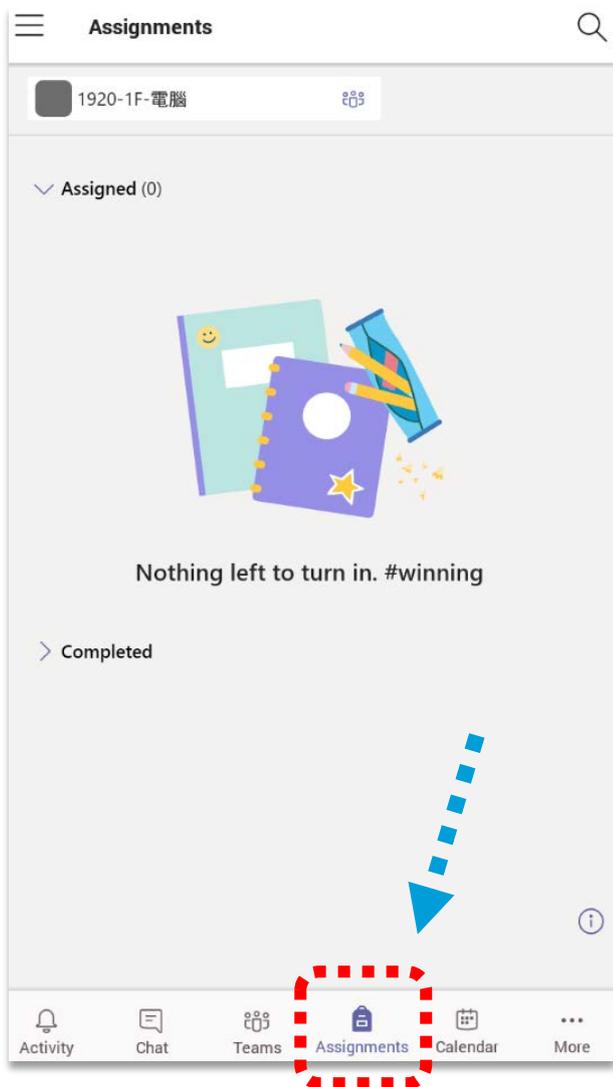
步驟(10):

然後按 "Completed/ 已完成", 完成繳交的功課會有一個鉤號(✓)

3.重新上傳功課

➕ 如果學生提交作業後想作出修改，可以按以下步驟重新上傳功課

➕ 注意: 只適用於功課截止日期之前重新提交

➕ 功課截止日期後便無法重新提交

步驟(1):	步驟(2):
➕ 先在"Completed/ 已完成"的欄位揀選需要重新上傳交回的功課	➕ 然後點選 "Undo turn in/ 取消繳交"
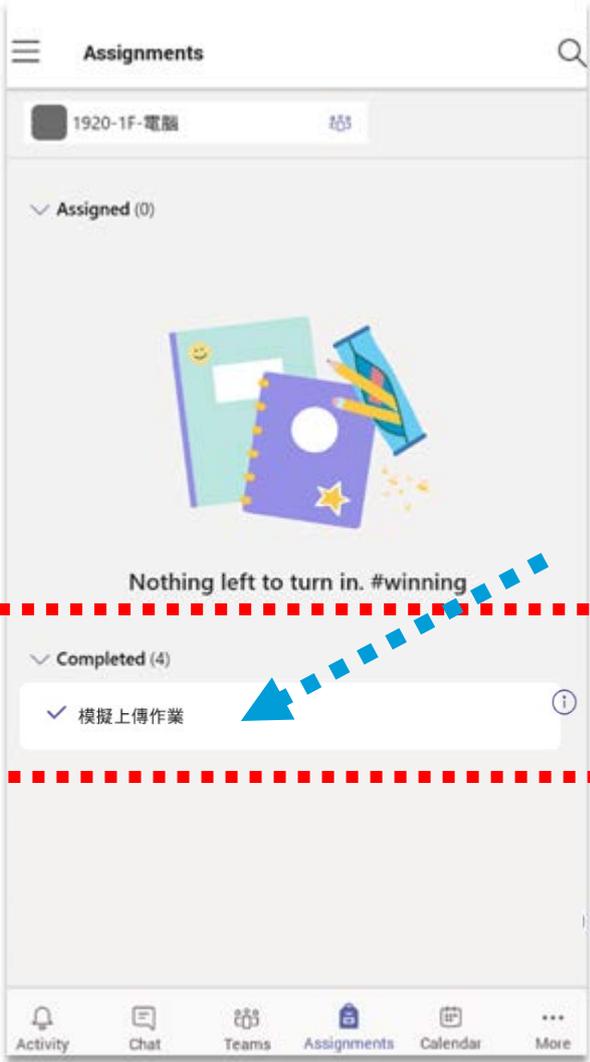
步驟(3):	步驟(4):
1. 然後按 " ●●● " 選項 2. 再點選 "Remove / 移除" 	♣ 然後可以重新新增功課
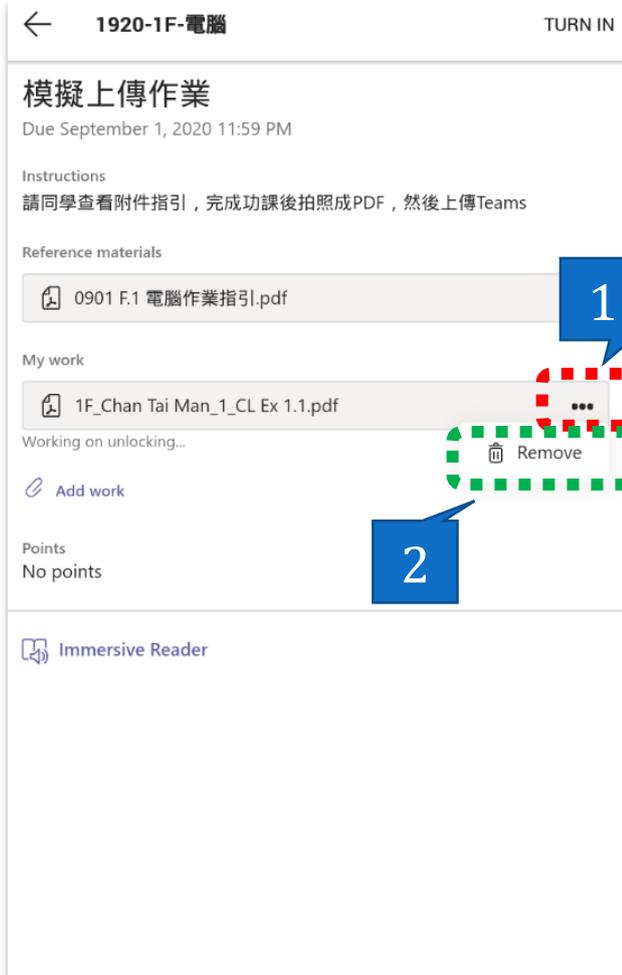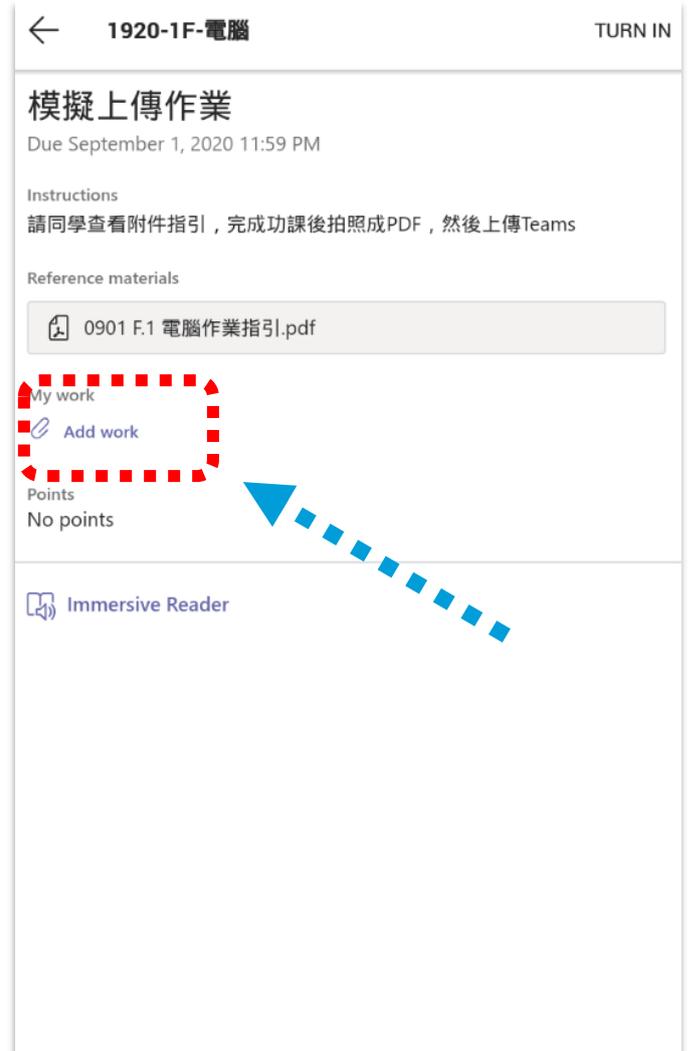
4.檢視老師功課評語

- 當老師派還功課後，同學可以按以下步驟檢視老師的功課評語

步驟(1):	步驟(2):
1. 老師派還功課後，會在 "Activity" 收到提示 "Assignments returned" (已傳回的作業) 2. 然後可以揀選此訊息 	然後點選 "View assignment"
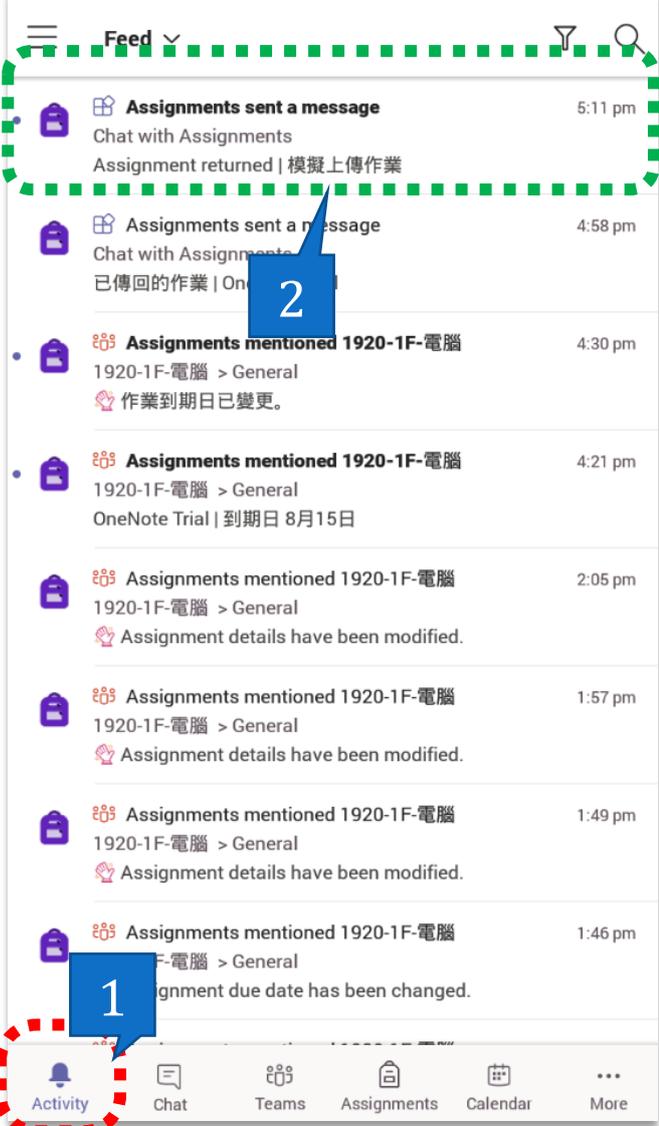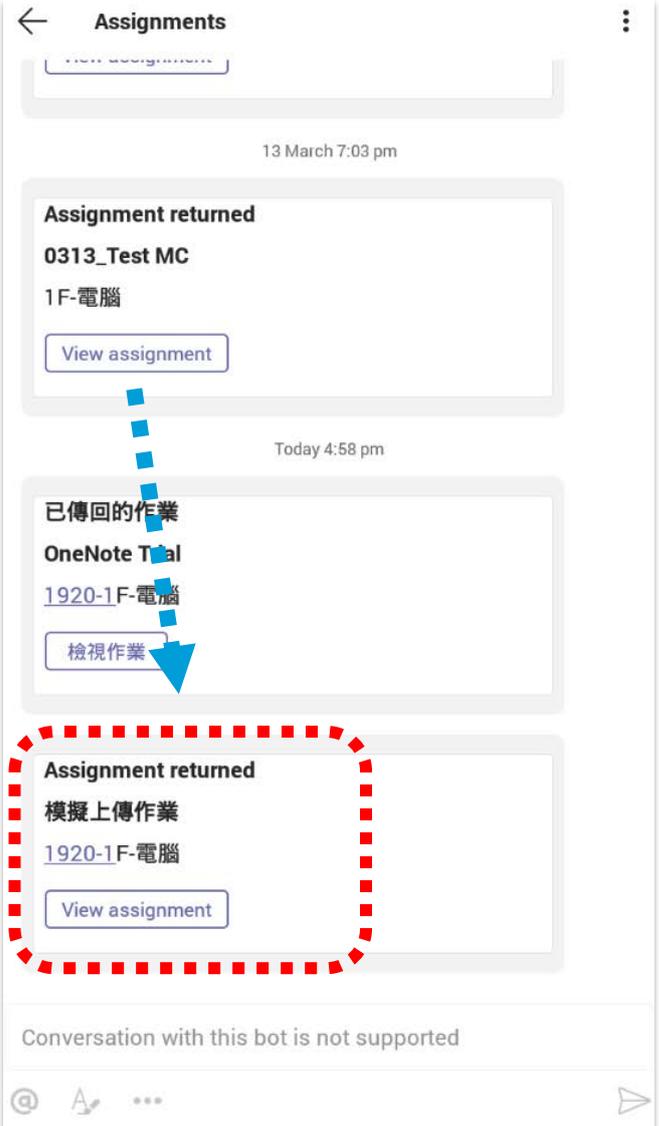
步驟(3):	步驟(4):
1. 上方欄位會顯示功課發還日期 2. 老師給予的評語 	同學也可以按 作業，查看整份功課的批改

Po Leung Kuk Ma Kam Ming College

F.1 Computer Literacy

English Enrichment Module

Trends of Technology

Nice !

Name: Chan Tai Man   Class: 1F (1)   Date: 25/2

What is Smart City?

The answer is, there is no universally accepted definition of a smart city. It means different things to different people. More or less, a smart city is a designation given to a city that incorporates information and communication technologies (ICT) to enhance the quality and performance of urban services such as energy, transportation and utilities in order to reduce resource consumption, wastage and overall costs. The overarching aim of a smart city is to enhance the quality of living for its citizens through smart technology.

Activity 1:

Watch the movie on YouTube and answer the following question.

https://www.youtube.com/watch?v=Br5aJa6MkBc

WHAT IS A SMART CITY

Give two examples of smart city application in the movie.

1. Smart parking
   Monitoring of parking space availbility
   in the city ✓

2. Smart Lighting
   Weather adaptive lighting in street
   Light. ✓