



電腦版

Microsoft Teams 查看/上傳 功課

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1. 利用 Microsoft Teams 查看功課

步驟(1):

1. 先打開瀏覽器，輸入 Microsoft Teams 網站:

(香港版) <https://products.office.com/zh-hk/microsoft-teams/free>

(內地版) <https://products.office.com/zh-cn/microsoft-teams/free>

2. 然後可以按“登入”



TEAMS 也提供電腦安裝版，同學可以選擇是否安裝 TEAMS 到電腦或利用瀏覽器，二者用法是一樣的

下載網址:

(香港版) <https://www.microsoft.com/zh-hk/microsoft-365/microsoft-teams/download-app#desktopAppDownloadregion>

(內地版) <https://www.microsoft.com/zh-cn/microsoft-365/microsoft-teams/download-app#desktopAppDownloadregion>

在您的電腦下載工作用 Teams



下載 Teams

步驟(2):

1. 然後輸入學生電郵 (2020XXX@plkmkmc.edu.hk)
2. 輸入完成後，可以按“下一步”



登入

2020888@plkmkmc.edu.hk

沒有帳戶嗎? [建立一個吧!](#)

[無法存取您的帳戶嗎?](#)

[登入選項](#)

下一步

步驟(3):

1. 輸入密碼
2. 然後按“登入”



← 2020888@plkmkmc.edu.hk

輸入密碼

.....

[忘記密碼](#)

登入

步驟(4):

1. TEAMS 會查問是否需要保持登入
2. 建議按“否”(不建議保持登入)

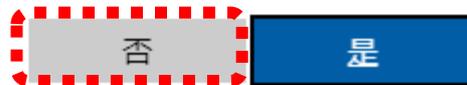


2020888@plkmmkmc.edu.hk

保持登入嗎?

這樣做可以減少系統要求您登入的次數。

不要再顯示



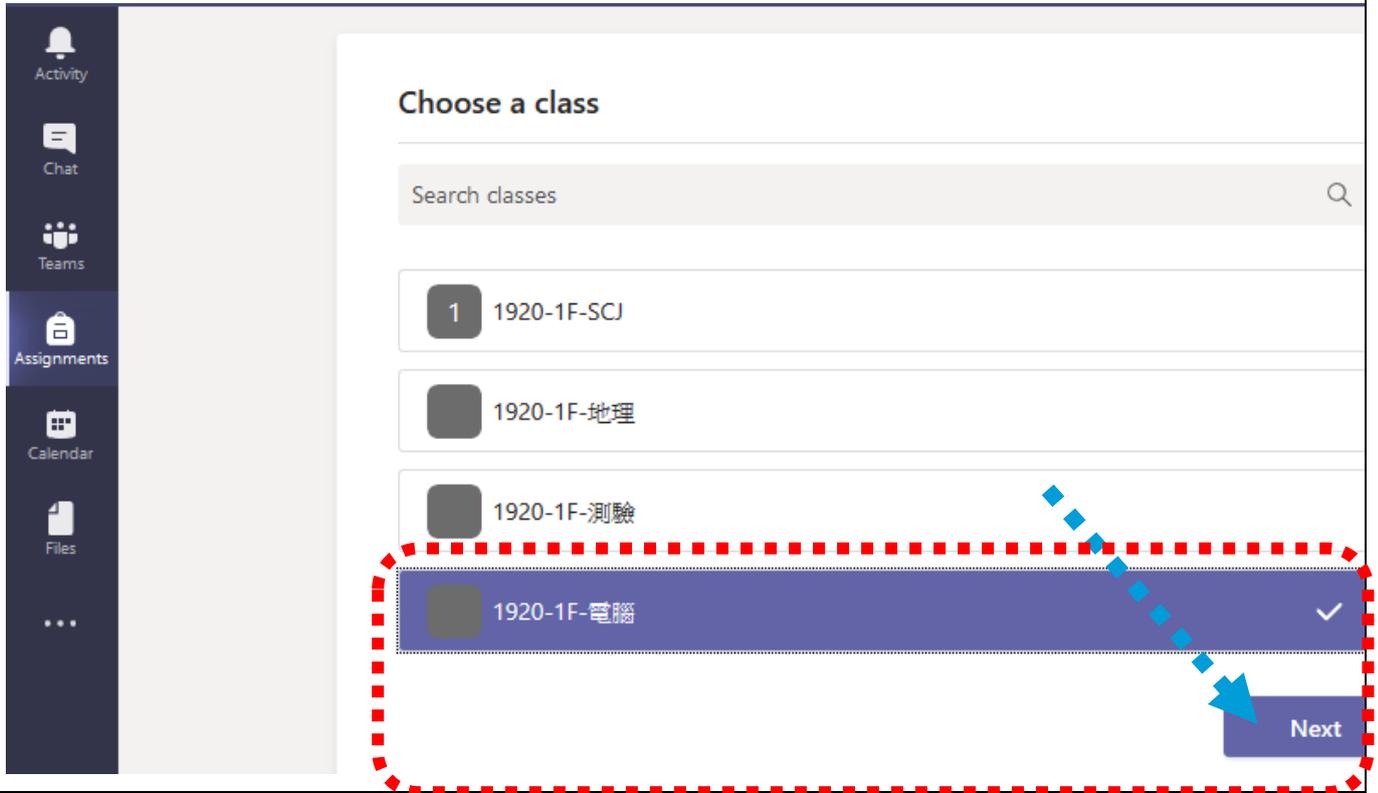
步驟(5):

1. 進入 Teams 後，會見到左方欄位有“Assignments/ 作業”的選項
2. 然後按“作業”



步驟(6):

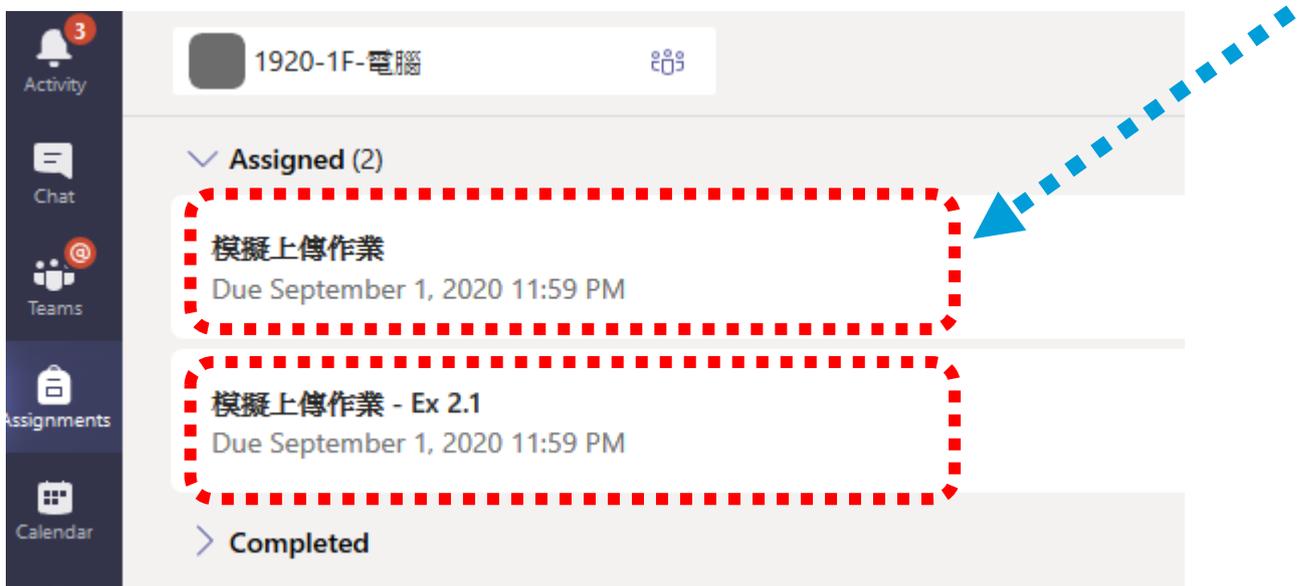
1. 進入“Assignment”後，可以揀選科目及查詢功課
2. 例如: 想了解電腦科功課。可以先揀選電腦科，然後揀選右下角的“Next”



步驟(7):

例如在電腦科當中，有 2 份功課需要完成，包括:

- 模擬上傳作業
- 模擬上傳作業 - Ex 2.1



步驟(8):

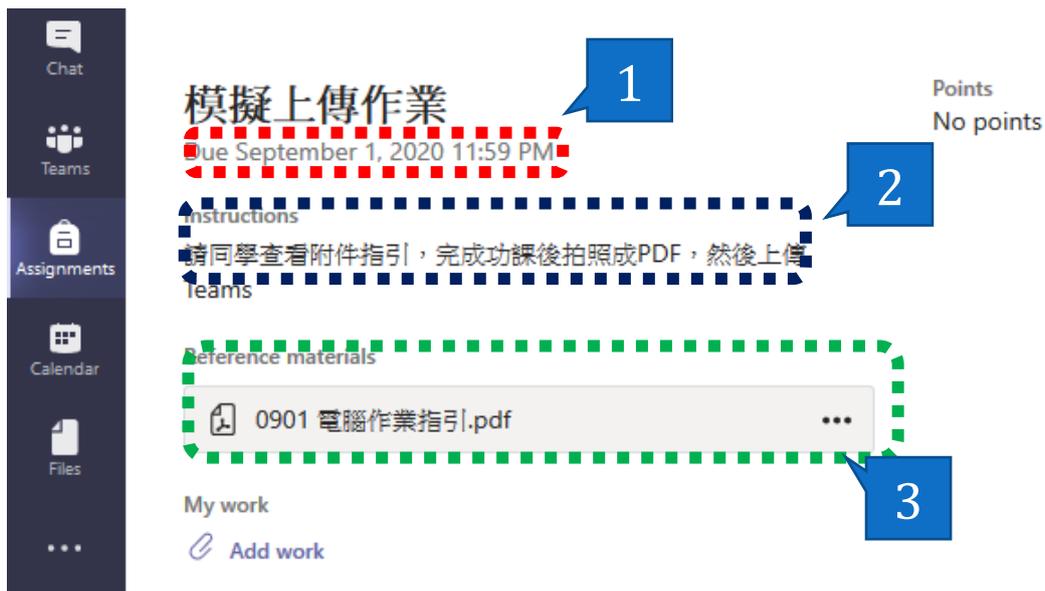
揀選需要上傳的功課 (例如: 模擬上傳作業)



步驟(9):

在功課的頁面中，可以查詢以下資訊

- (1) 繳交期限
- (2) 功課的指示
- (3) 功課的參考資料



2.利用 Microsoft Teams 上傳功課 (從 OneDrive 上傳)

步驟(1):

先揀選需要交回的功課 (例如: 模擬上傳作業)



步驟(2):

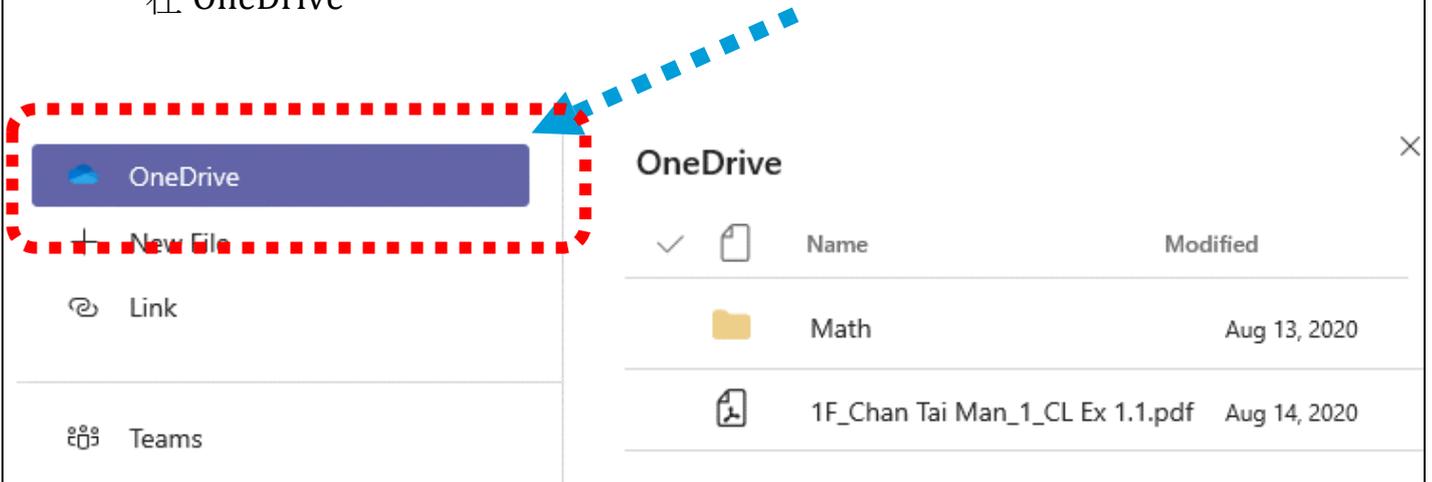
然後揀選 “Add work / 新增功課”



步驟(3):

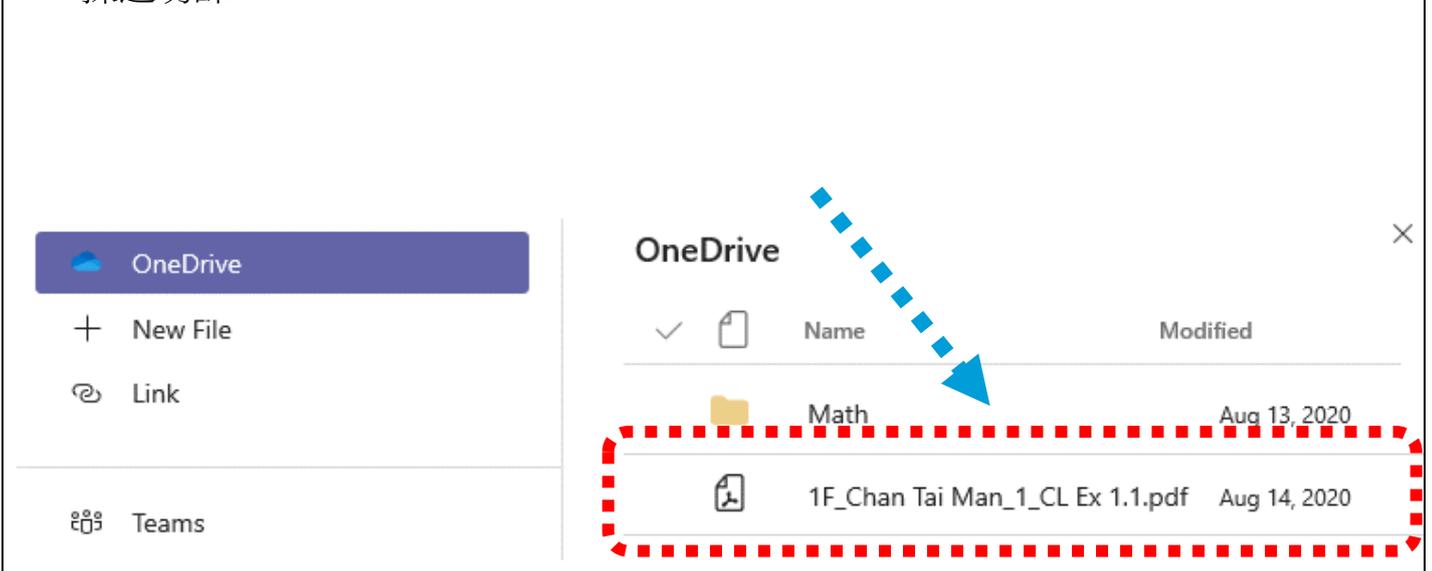
1. 然後揀選功課的儲存位置
2. 選擇 OneDrive

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(4):

揀選功課 PDF



步驟(5):

然後揀選“Attach”上傳 PDF 檔

OneDrive

✓ Name Modified

Math Aug 13, 2020

✓ 1F_Chan Tai Man_1_CL Ex 1.1.pdf Aug 14, 2020

Cancel Attach

步驟(6):

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待

Teams

模擬上傳作業

Due September 1, 2020 11:59 PM

Instructions
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

0901 電腦作業指引.pdf ...

My work

1F_Chan Tai Man_1_CL Ex 1.1.pdf ...

Add work

步驟(7):

功課完成上傳後，藍色的進度條會消失

確定沒有問題後，可以按“Turn in / 繳交”

Activity

Chat

Teams

Assignments

Calendar

Files

Back

模擬上傳作業

Due September 1, 2020 11:59 PM

Instructions

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

0901 電腦作業指引.pdf

My work

1F_Chan Tai Man_1_CL Ex 1.1.pdf

Add work

Turn in

步驟(8):

然後 Teams 會播放動畫，代表已成功繳交

Back

Turned in Sun Aug 16, 2020 at 3:34 PM ✓

Undo turn in

模擬上傳作業

Due September 1, 2020 11:59 PM

Instructions

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

0901 電腦作業指引.pdf

My work

1F_Chan Tai Man_1_CL Ex 1.1.pdf

Points

No points

注意事項:

- 功課完成上傳後，**不代表**已完成“繳交”
- 要按“Turn in / 繳交”才完成整個繳交功效步驟
- 繳交完成後會有繳交日期提示

< Back

模擬上傳作業

Due September 1, 2020 11:59 PM

Instructions

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

 0901 電腦作業指引.pdf ...

My work

 1F_Chan Tai Man_1_CL Ex 1.1.pdf ...

 Turned in Sun Aug 16, 2020 at 3:34 PM ✓ [Undo turn in](#)

Points
No points



步驟(9):

完成繳交後，可按“返回”回到作業的頁面

← Back

Turned in Sun Aug 16, 2020 at 3:34 PM ✓

Undo turn in

模擬上傳作業

Due September 1, 2020 11:59 PM

0 points
No points

Instructions
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

0901 電腦作業指引.pdf

My work

1F_Chan Tai Man_1_CL Ex 1.1.pdf

步驟(10):

然後按“Completed/ 已完成”，完成繳交的功課會有一個鉤號(✓)

Chat

Teams

Assignments

Calendar

Assigned (1)

模擬上傳作業 - Ex 2.1
Due September 1, 2020 11:59 PM

Completed (5)

模擬上傳作業

✓

3.利用 Microsoft Teams 上傳功課 (從電腦位置上傳)

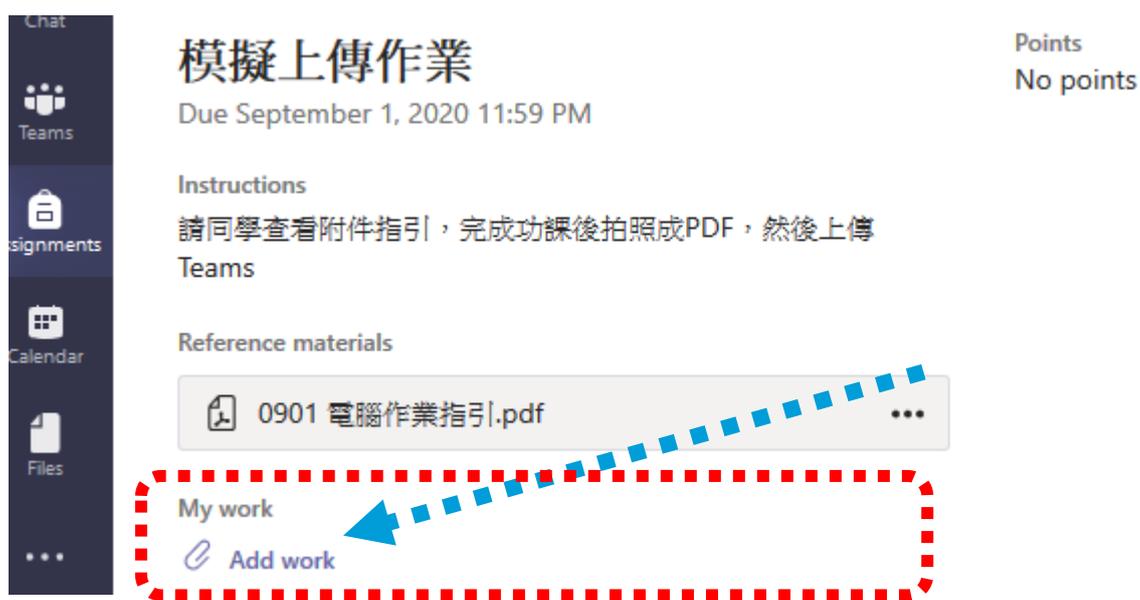
步驟(1):

先揀選需要交回的功課 (例如: 模擬上傳作業)



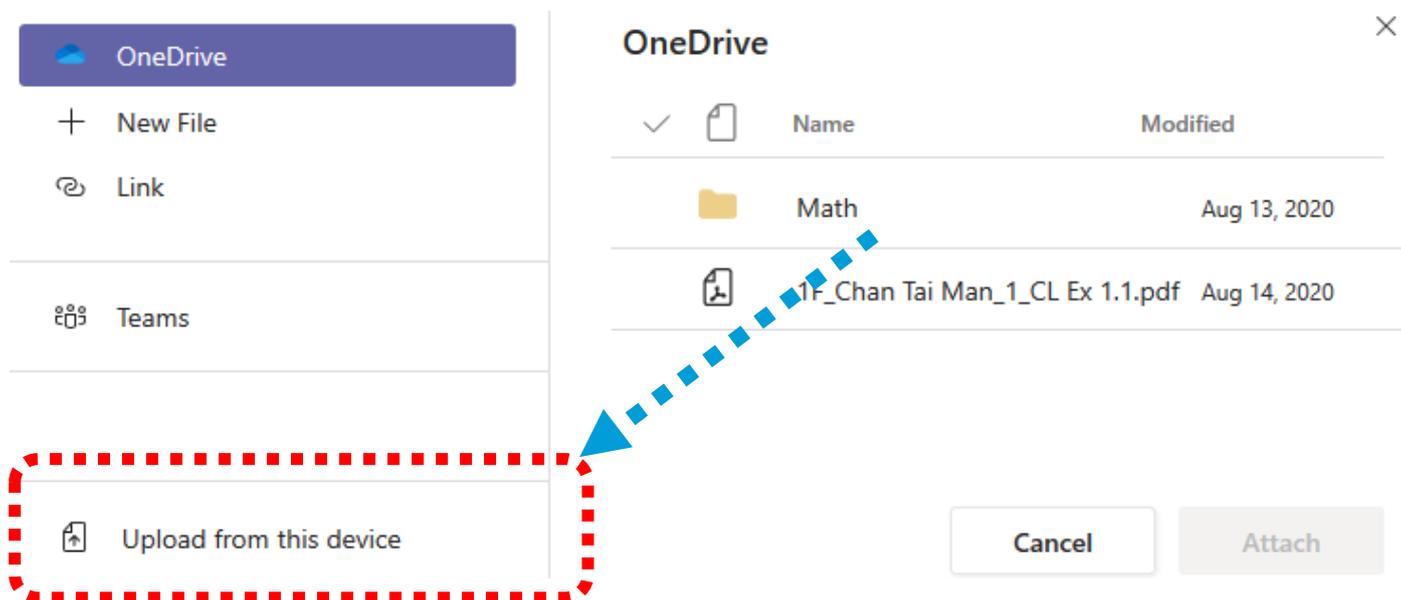
步驟(2):

然後揀選“Add work / 新增功課”



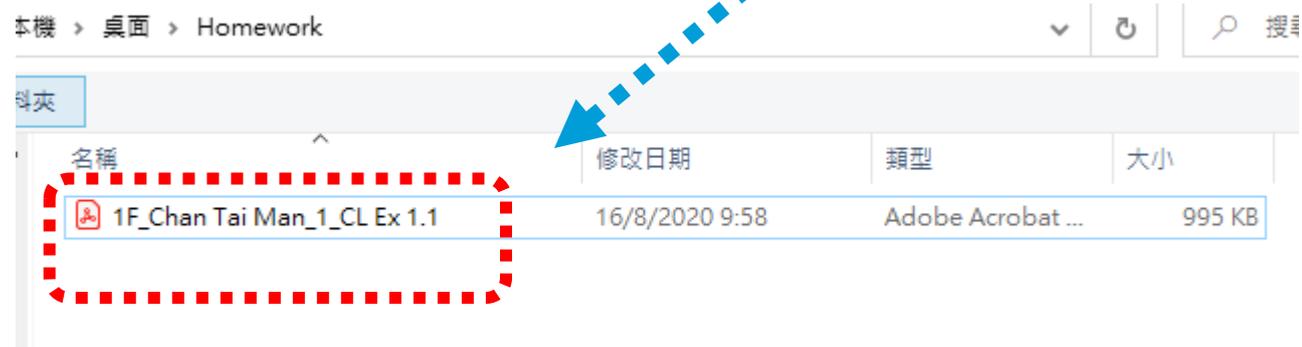
步驟(3):

1. 然後揀選功課的儲存位置
2. 選擇“Upload from this device / 從此裝置上傳”



步驟(4):

揀選交回的功課



步驟(5):

✚ 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待



The screenshot shows the Microsoft Teams interface for an assignment titled "模擬上傳作業" (Simulation Upload Assignment), due on September 1, 2020, at 11:59 PM. The left sidebar includes navigation options: Teams, Assignments, Calendar, and Files. The main content area displays instructions: "請同學查看附件指引，完成功課後拍照成PDF，然後上傳Teams" (Please check the attached guide, take a photo of the assignment as a PDF after completion, and upload it to Teams). Under "Reference materials", there is a file "0901 電腦作業指引.pdf". In the "My work" section, a file "1F_Chan Tai Man_1_CL Ex 1.1.pdf" is shown with a blue progress bar, indicating it is being uploaded. A red dashed box highlights the "My work" section, and a blue dashed arrow points to the progress bar. Below the "My work" section is an "Add work" button.

步驟(6):

✚ 功課完成上傳後，藍色的進度條會消失

✚ 確定沒有問題後，可以按“Turn in / 繳交”



The screenshot shows the Microsoft Teams interface for the same assignment. The left sidebar now includes "Activity" at the top, along with Chat, Teams, Assignments, Calendar, and Files. The main content area shows the assignment details and instructions. In the "My work" section, the file "1F_Chan Tai Man_1_CL Ex 1.1.pdf" is now fully uploaded, and the blue progress bar has disappeared. A red dashed box highlights the "Turn in" button in the top right corner, and a blue dashed arrow points to it.

步驟(7):

然後 Teams 會播放動畫，代表已成功繳交

Turned in Sun Aug 16, 2020 at 3:34 PM ✓ Undo turn in

Points
No points

Back

模擬上傳作業

Due September 1, 2020 11:59 PM

Instructions
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

0901 電腦作業指引.pdf

My work

1F_Chan Tai Man_1_CL Ex 1.1.pdf

注意事項:

- 功課完成上傳後，**不代表**已完成“繳交”
- 要按“Turn in / 繳交”才完成整個繳交功效步驟
- 繳交完成後會有繳交日期提示

Turned in Sun Aug 16, 2020 at 3:34 PM ✓ Undo turn in

Points
No points

Back

模擬上傳作業

Due September 1, 2020 11:59 PM

Instructions
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

0901 電腦作業指引.pdf

My work

1F_Chan Tai Man_1_CL Ex 1.1.pdf

步驟(8):

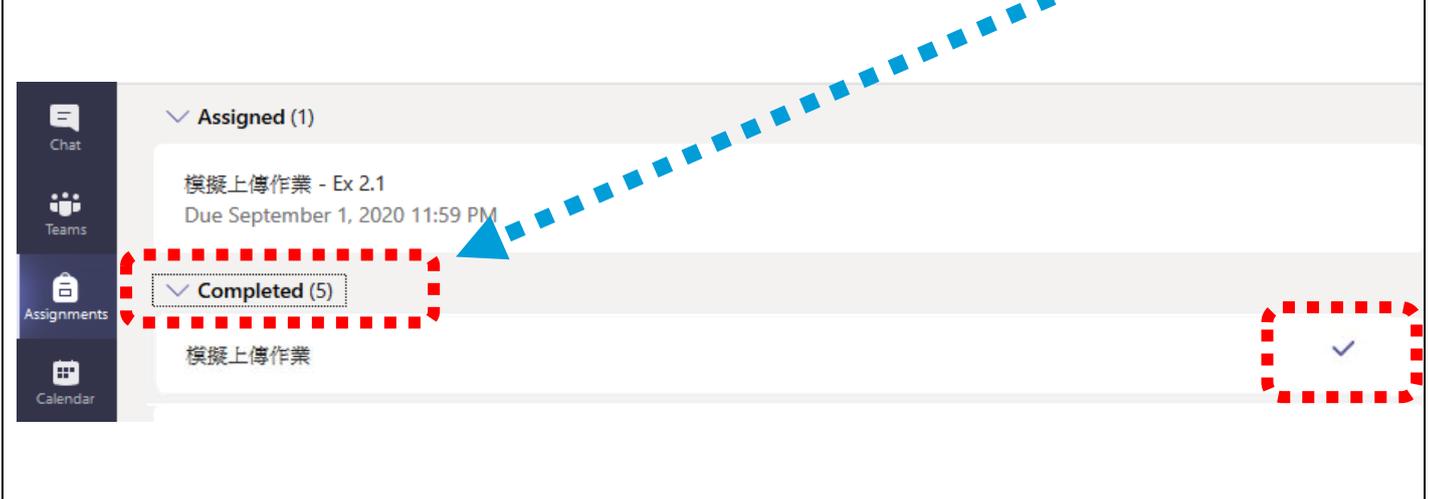
完成繳交後，可按“Back / 返回”回到作業的頁面



The screenshot shows a submission interface for a task titled "模擬上傳作業" (Simulated Upload Assignment). At the top left, a red dashed box highlights a "Back" button with a left-pointing arrow. A blue dashed arrow points from this button towards the "Points" section, which displays "No points". To the right, there is a status bar showing "Turned in Sun Aug 16, 2020 at 3:34 PM" with a checkmark and an "Undo turn in" button. Below the title, the due date is "Due September 1, 2020 11:59 PM". The "Instructions" section reads: "請同學查看附件指引，完成功課後拍照成PDF，然後上傳" (Please check the attachment guide, take a photo of the completed work as a PDF, and then upload). Under "Reference materials", there is a PDF file named "0901 電腦作業指引.pdf". Under "My work", there is a PDF file named "1F_Chan Tai Man_1_CL Ex 1.1.pdf".

步驟(9):

然後按“Completed/ 已完成”，完成繳交的功課會有一個鉤號(✓)



The screenshot shows a list of assignments in a sidebar. On the left, there are navigation icons for "Chat", "Teams", "Assignments", and "Calendar". The "Assignments" section is expanded, showing a list under the heading "Assigned (1)". The first item is "模擬上傳作業 - Ex 2.1" with a due date of "Due September 1, 2020 11:59 PM". Below this, there is a section for "Completed (5)". The first item in this section is "模擬上傳作業". A red dashed box highlights the "Completed (5)" header, and another red dashed box highlights a checkmark (✓) to the right of the "模擬上傳作業" item. A blue dashed arrow points from the "Completed (5)" header towards the checkmark.

4.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):

✚ 先揀選需要重新上傳交回的功課 (例如: 模擬上傳作業)



步驟(2):

✚ 然後點選“Undo turn in / 取消繳交”



步驟(3):

1. 然後按 “...” 選項
2. 再點選 “Remove / 移除”

模擬上傳作業

Due September 1, 2020 11:59 PM

Instructions

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

0901 電腦作業指引.pdf



1

My work

1F_Chan Tai Man_1_CL Ex 1.1.pdf



Working on unlocking...

Add work

Open in Teams

Open online

Download

Remove

2

步驟(4):

- 然後可以重新新增功課

模擬上傳作業

Due September 1, 2020 11:59 PM

Points

No points

Instructions

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

0901 電腦作業指引.pdf



My work

Add work

5. 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):

1. 老師派還功課後，會在“活動”收到提示“Assignments returned” (作業已傳回)
2. 然後可以揀選此訊息



步驟(2):

1. 上方欄位會顯示功課發還日期
2. 老師給予的評語



步驟(3):

同學也可以按“我的作業”，查看整份功課的批改

Returned Sun, Aug 16, 3:52 PM ←

模擬上傳作業

Due September 1, 2020 11:59 PM

Instructions

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

0901 電腦作業指引.pdf



My work

1F_Chan Tai Man_1_CL Ex 1.1.pdf



Add work

Feedback

It looks like you've put a lot of work into this. Very Good !!

步驟(4): 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=Bz5aJa6Mk8c>



Give two examples of smart city application in the movie.

1. Smart parking

Monitoring of parking space availability
in the city ✓

2. Smart Lighting

Weather adaptive lighting in street
light. ✓