



道教青松小學(湖景邨)



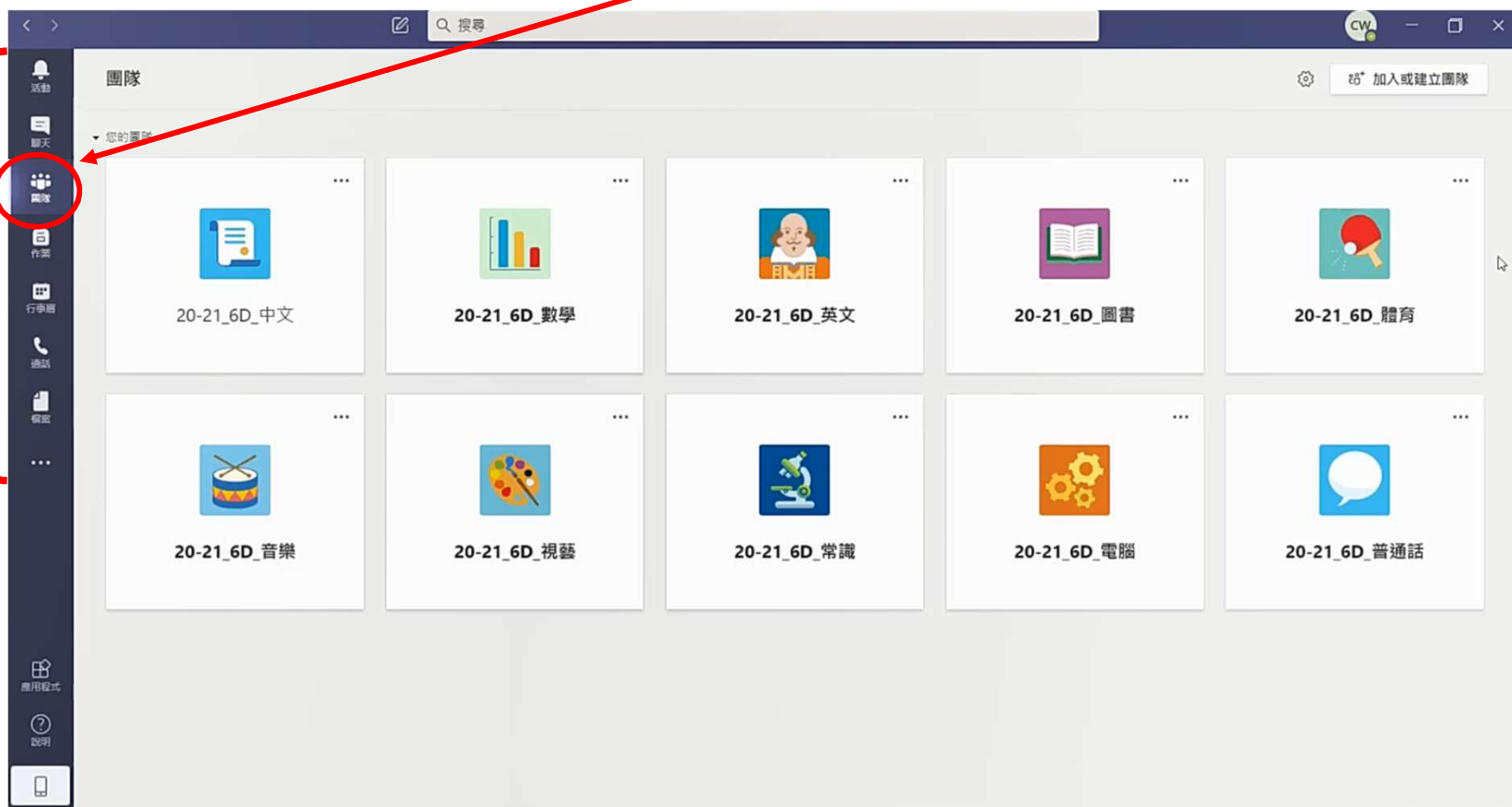
Teams

電腦基本應用教學

# Teams 團

點選團隊會看見所有科目

工作欄



Teams > 團隊

科目工作欄

The screenshot displays the Microsoft Teams interface for a team named "20-21\_6D\_中文". The top navigation bar includes a search bar and a subject-specific workbar (科目工作欄) with tabs for "一般" (General), "貼文" (Posts), "檔案" (Files), "課程筆記本" (Course Notebook), "作業" (Assignments), and "成績" (Grades). The "一般" tab is selected and highlighted with a red box. The main chat area shows a message from "黃效俊老師" (Teacher Huang Xiaojun) regarding an assignment titled "PS1補充\_練習28" (PS1 Supplement Practice 28) due on August 13th. Below this, there are two meeting announcements for "中文" (Chinese) classes on August 12th and August 14th, both at 9:00 AM. The interface also shows a search bar at the top, a left-hand navigation pane with icons for activity, chat, team, assignments, tasks, calendar, call, and settings, and a bottom chat input area.

# Teams > 團隊 > 貼文

貼文:

老師和同學可以在這版面互發訊息

可在這裡發放信息

貼文: 老師和同學可以在這版面互發訊息

20-21\_6D\_中文

一般

PS1補充\_練習28  
到期日 8月13日  
檢視作業

黃效俊老師 星期三 下午4:07

黃效俊老師 星期三 下午4:28  
已排定會議

中文  
2020年8月12日 星期三 @ 上午9:00

來自 效俊 的 2 則回覆

中文 已結束: 10 分鐘 27 秒

今天

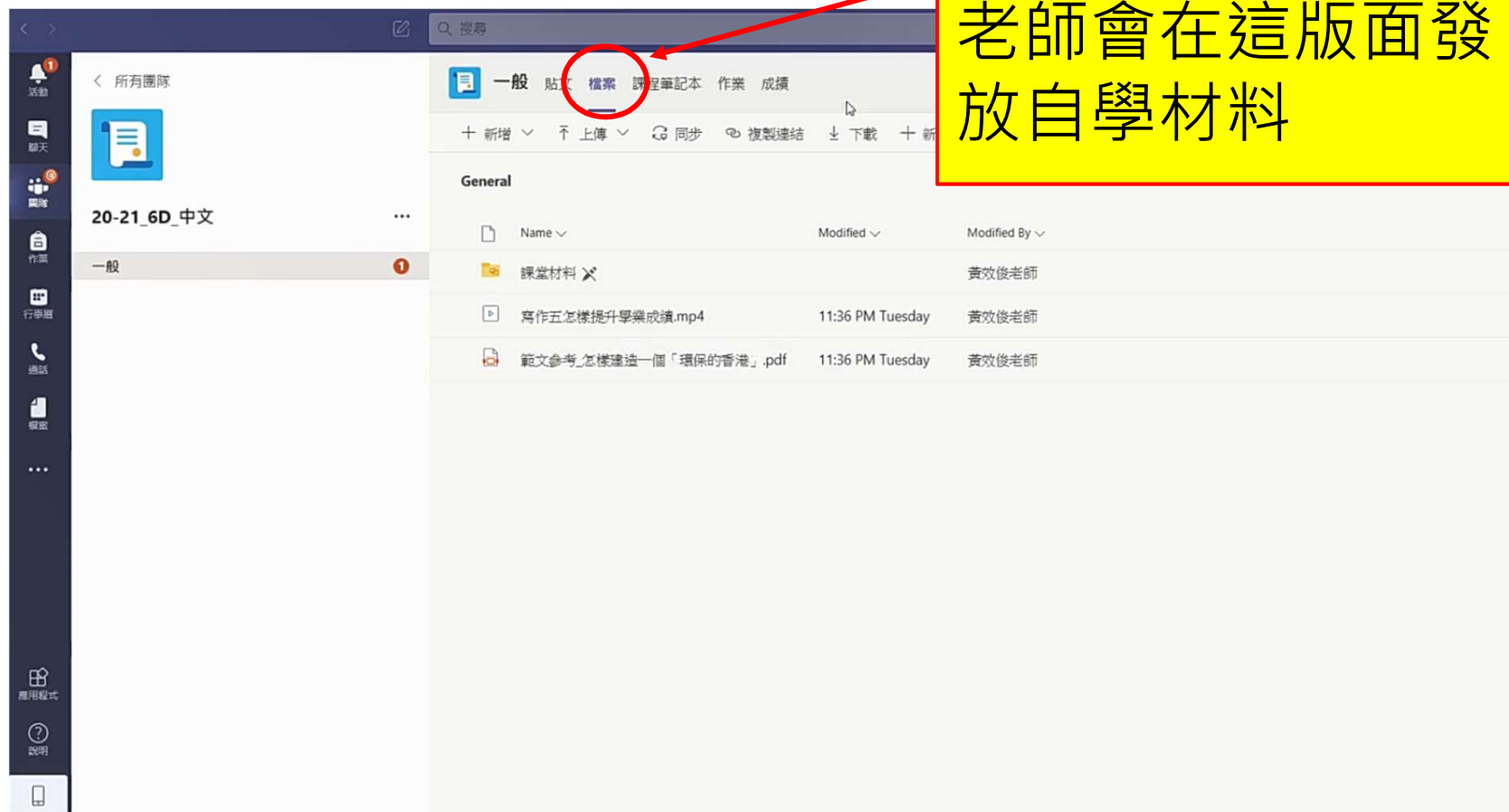
黃效俊老師 上午11:43  
已排定會議

中文  
2020年8月14日 星期五 @ 上午9:00

開始新的交談。輸入 @ 來提及某人。

Teams > 團隊 > 檔案

檔案：  
老師會在這版面發  
放自學材料



The screenshot shows the Microsoft Teams interface. On the left, there is a navigation pane with icons for '活動' (Activity), '聊天' (Chat), '團隊' (Teams), '作業' (Assignments), '行事曆' (Calendar), '通訊' (Calls), '檔案' (Files), and '應用程式' (Apps). The main area displays a team channel named '20-21\_6D\_中文'. The '檔案' (Files) tab is selected and circled in red. Below the tab, there is a table of files:

Name	Modified	Modified By
課堂材料		黃效俊老師
寫作五怎樣提升學業成績.mp4	11:36 PM Tuesday	黃效俊老師
範文參考_怎樣建立一個「環保的香港」.pdf	11:36 PM Tuesday	黃效俊老師

# Teams > 團隊 > 作業

作業：  
老師會在這版面發放功課

已指派：  
未完成提交的功課

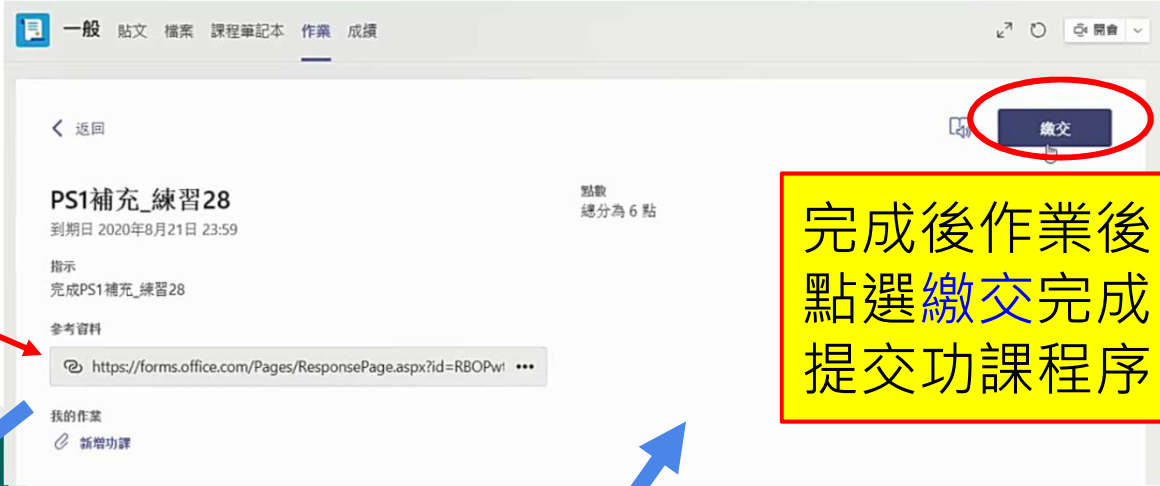
已完成：  
已完成提交的功課

The screenshot shows the Microsoft Teams interface for a team's assignments. At the top, there is a search bar and navigation tabs: '一般' (General), '貼文' (Posts), '檔案' (Files), '課程筆記' (Course Notes), '作業' (Assignments), and '成績' (Grades). The '作業' tab is circled in red, with a red arrow pointing to it from the yellow callout box on the right. Below the tabs, there is a '預定' (Upcoming) section with a dropdown arrow and a count '(2)'. Underneath, two assignment cards are listed, both with a due date of '2020年8月21日 23:59': 'PS1補充\_練習28' (6分) and 'PS1補充\_練習37' (13分). Below these is an '已完成 (1)' (Completed) section with a dropdown arrow and a count '(1)'. One completed assignment is shown: '作業(七)' with a checkmark icon. On the left side of the interface, there is a vertical navigation bar with icons for '活動' (Activity), '聊天' (Chat), '團隊' (Team), '作業' (Assignments), '行事曆' (Calendar), '通話' (Calls), '檔案' (Files), and '應用程式' (Apps). Two red arrows point from the yellow callout boxes on the left to the '作業' icon in the navigation bar and to the 'PS1補充\_練習28' assignment card.

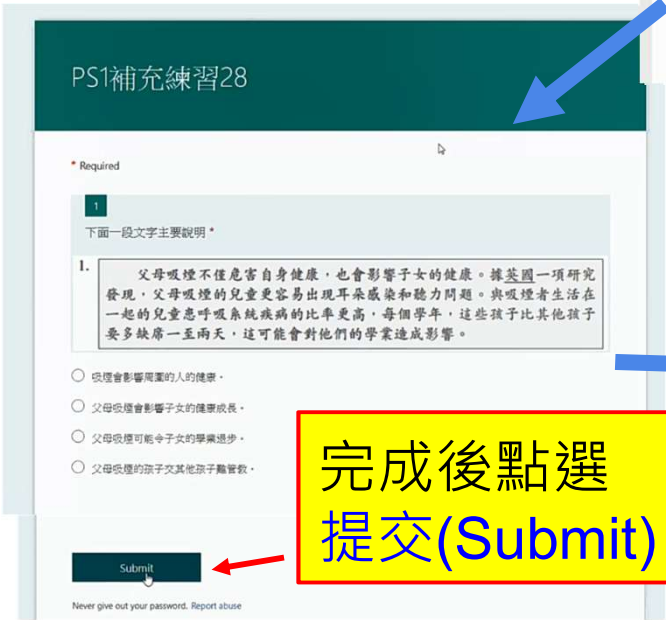
Assignment Name	Score	Status
PS1補充_練習28	6分	Assigned (Not Submitted)
PS1補充_練習37	13分	Assigned (Not Submitted)
作業(七)		Completed

# 作業 (網上功課)

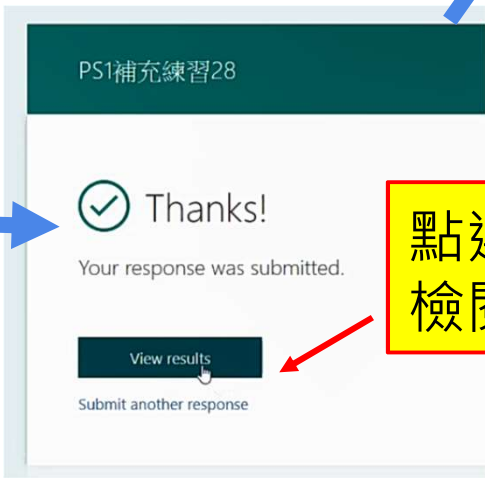
打開參考資料連結  
開啟網上功課



完成後作業後  
點選繳交完成  
提交功課程序



完成後點選  
提交(Submit)



點選 View results  
檢閱成績

作業 (影片)  
建議以手機拍攝並上傳

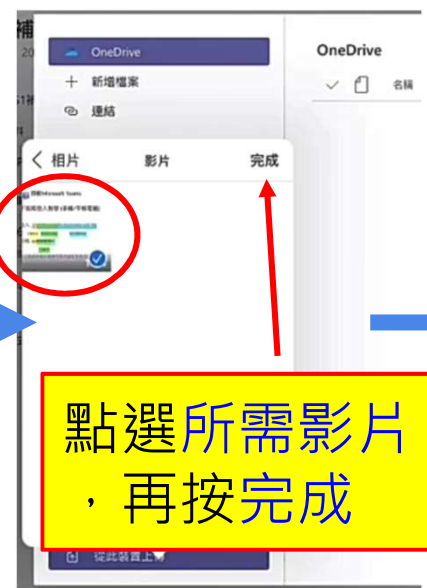
點選新增功課



上傳完成後點選繳交完成提交功課程序



點選從裝置上傳，再按照片圖庫



點選所需影片，再按完成



上傳完畢後，再按完成



## 作業 (實體功課)

需按時完成及在交收日交回校。

