



道教青松小學(湖景邨)



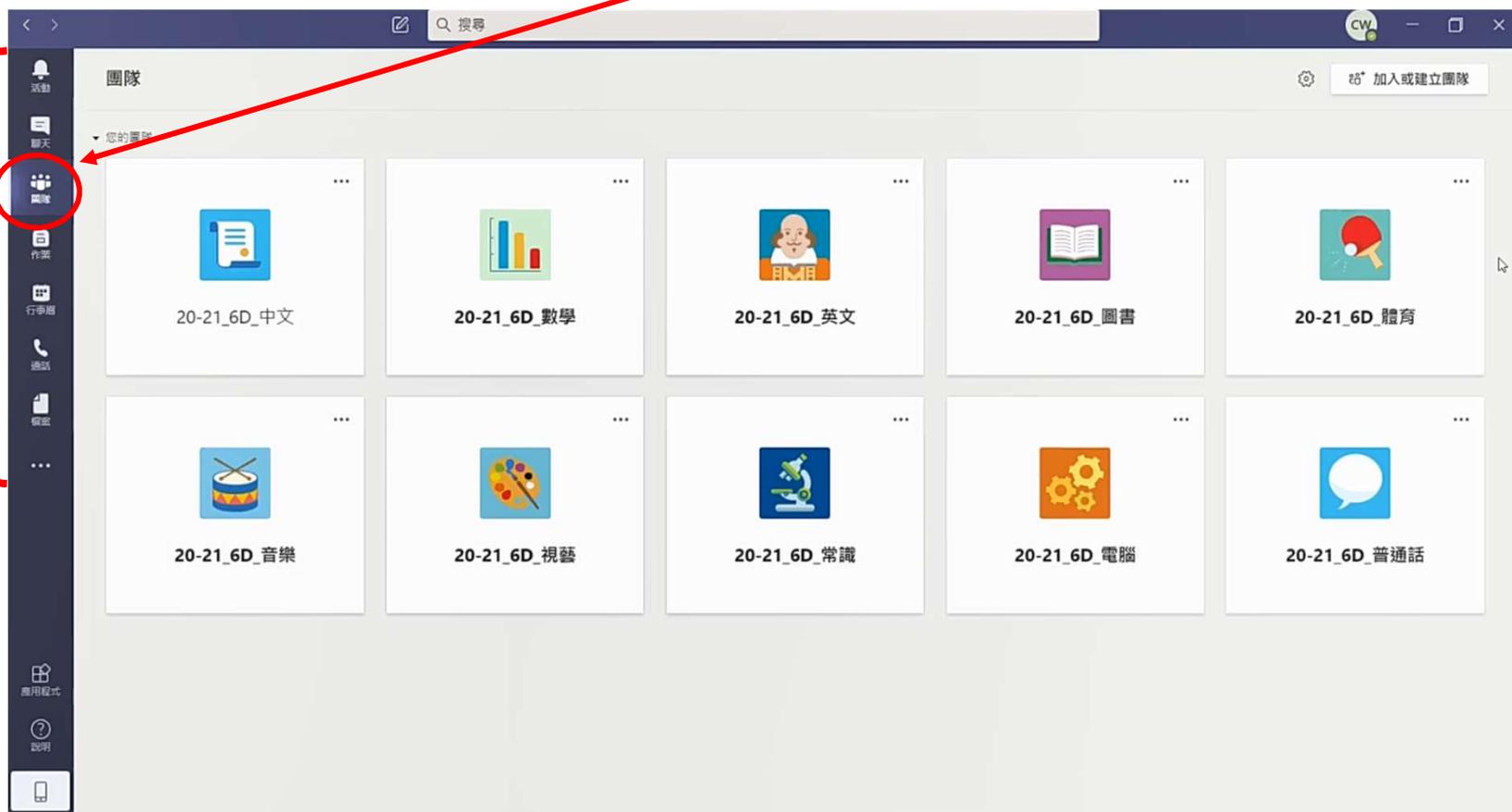
Teams

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) highlighted with a red box. This workbar contains 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 main chat area shows a message from "黃效俊老師" (Teacher Huang Xiaojun) regarding "PS1補充\_練習28" (PS1 Supplement Practice 28) with a due date of August 13th. Below this, there are meeting announcements for "中文" (Chinese) on August 12th and August 14th, 2020. 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

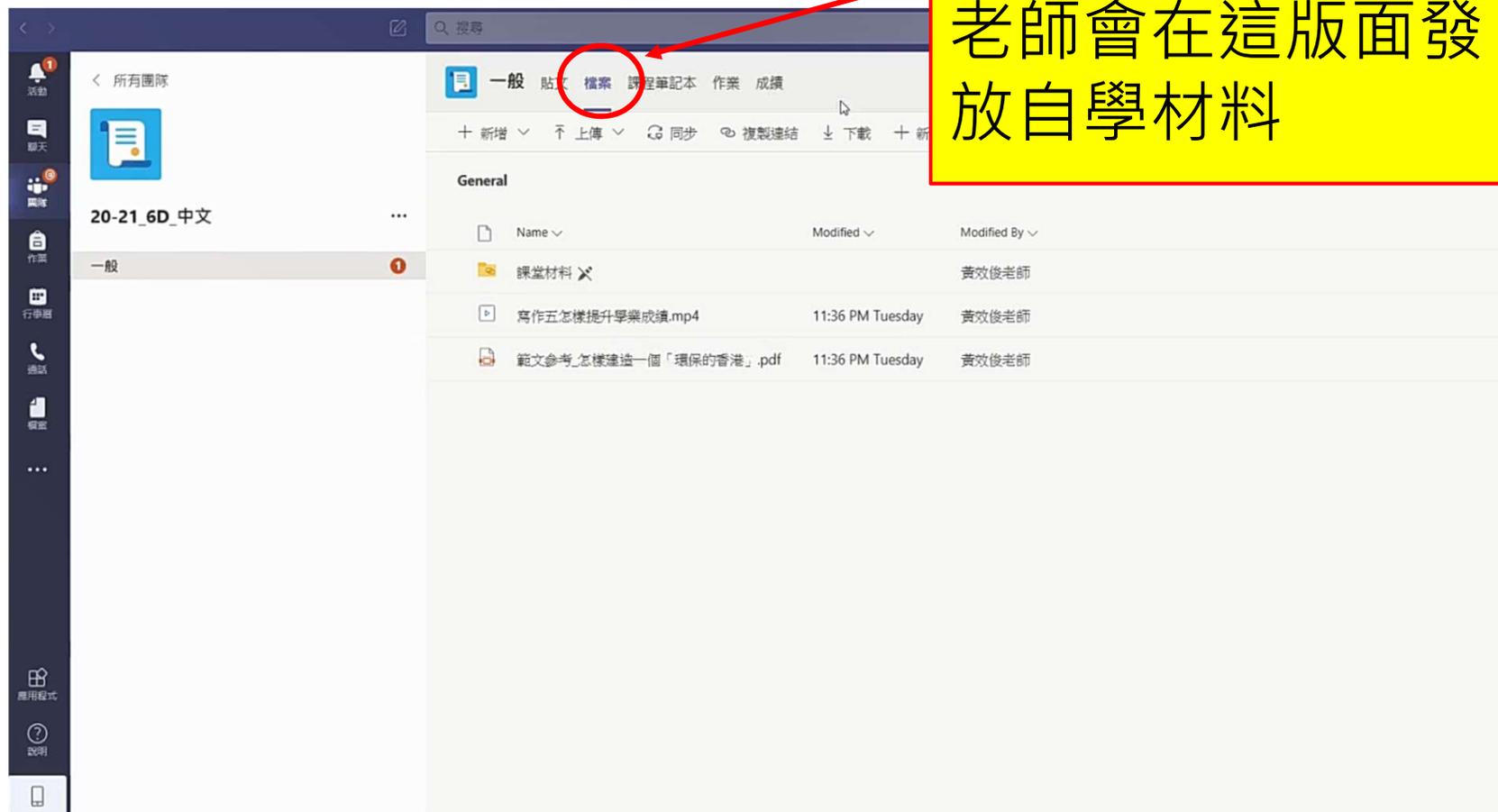
可在這裡發放信息

可在這裡發放信息

Microsoft Teams interface showing a team chat. The 'Posts' tab is selected and circled in red. The chat content includes a post about 'PS1補充\_練習28' and several meeting announcements.

Teams > 團隊 > 檔案

檔案：  
老師會在這版面發  
放自學材料



The screenshot displays the Microsoft Teams interface. On the left, a vertical navigation bar includes 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 shows a team channel named '20-21\_6D\_中文'. The '檔案' (Files) tab is selected and circled in red, with a red arrow pointing to it from the yellow text box. Below the tab, a 'General' section contains 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. The top navigation bar includes '一般', '貼文', '檔案', '課程筆記', '作業', and '成績', with '作業' circled in red. The main content area is divided into sections: '預定', '已指派 (2)', and '已完成 (1)'. The '已指派' section contains two items: 'PS1補充\_練習28' (6分) and 'PS1補充\_練習37' (13分), both with a due date of 2020年8月21日 23:59. The '已完成' section contains one item: '作業(七)' with a checkmark. Red arrows point from the yellow callout boxes to the '作業' tab, the '已指派' section, and the '已完成' section.

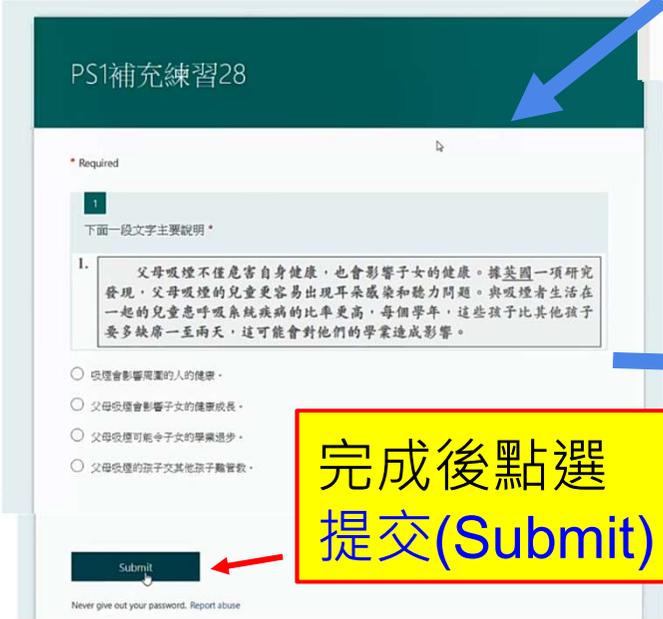
作業名稱	分數	狀態
PS1補充_練習28	6分	已指派
PS1補充_練習37	13分	已指派
作業(七)		已完成

# 作業 (網上功課)

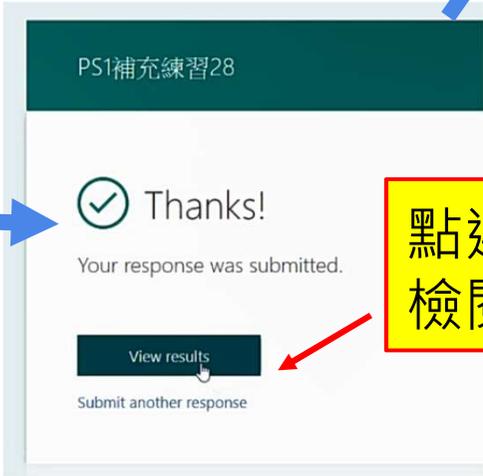
打開參考資料連結  
開啟網上功課



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

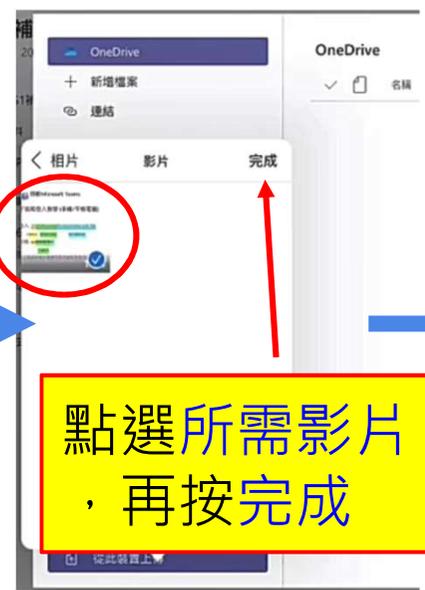
點選新增功課



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



## 作業 (實體功課)

需按時完成及在交收日交回校。

