

基隆市德和國小 教師資訊增能教材 02

防疫停課期間 教師如何利用

Google Meet

進行線上教學&錄製教學影片

01. Google搜尋「Classroom」點「登入」

Google Classroom

約有 52,000,000 項結果 (搜尋時間: 0.32 秒)

classroom.google.com

Google Classroom

Not your computer? Use a private browsing window to sign in. Learn more. Next. Create account. Afrikaans. azerbaijani. català. Čeština. Dansk. Deutsch.

Classroom.google.com
Classroom helps students and teachers organize assignments ...

登入
如果這不是你的電腦，請使用私密瀏覽視窗登入。瞭解詳情。繼續。建 ...

Google 帳戶
如果這不是你的電腦，請使用訪客模式以私密方式登入。瞭解詳情。繼續 ...

Go To Google Classroom
Use your Google Account. Email or phone. Forgot email? Type the ...

如何登入Classroom？
如何登入Classroom？根據您的學習環境，您可以使用下列其中一種

以學生的身分加入課程
以學生的身分加入課程。如要使用Classroom，您需要先在電腦或行

02. 點Sign in · 點Google Classroom

The image shows a screenshot of the Google Classroom website. At the top right, there are links for "Get products" and a blue "Contact us" button. Below these, a "Sign in" button with a small upward arrow is highlighted with a red box and a circled "1". A dropdown menu is open below the "Sign in" button, with "Google Classroom" highlighted by a red rounded rectangle and a circled "2". Other items in the dropdown include "G Suite", "G Suite admin", "Google Cloud Platform", and "Assignments".

Products ▾ Teaching Resources ▾ Code with GoC >

Get products [Contact us](#)

1 Sign in ▲

2 Google Classroom

G Suite

G Suite admin

Google Cloud Platform

Assignments

Teaching and learning with
Classroom

Students and teachers organize assignments, boost
collaboration, and foster better communication.

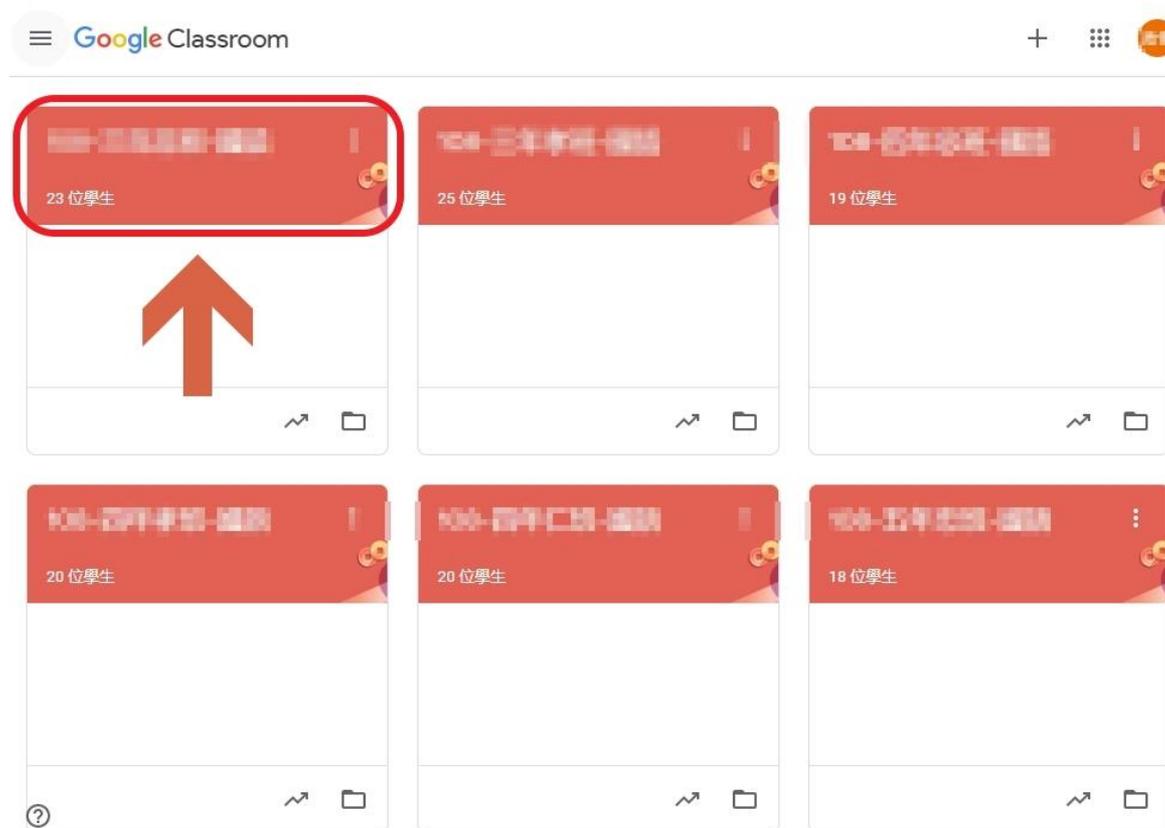
[Go to Classroom](#)

03.輸入 axXXXX@gm.kl.edu.tw 格式信箱

點繼續，輸入密碼，再點繼續

The image displays two sequential steps of the Google login process. The first screenshot shows the Google login page with the text "Google 登入 繼續使用 YouTube". A red circle labeled "1" highlights the input field for "電子郵件地址或電話號碼". Below it is the text "忘記電子郵件地址?". At the bottom, there is a link "如果這不是你的電腦，請使用訪客模式以私密方式登入。瞭解詳情" and a "建立帳戶" link. A red box labeled "2" highlights the blue "繼續" button. The second screenshot shows the password input field with the text "輸入您的密碼" and an eye icon. A red circle labeled "3" highlights this field. Below it is the text "忘記密碼?". A red box labeled "4" highlights the blue "繼續" button. The email address "axXXXX@gm.kl.edu.tw" is visible in the dropdown menu above the password field.

04.點您準備任教的科目



05.檢查設定(資訊組已代為設好)



The screenshot displays a classroom management interface. At the top, there is a navigation bar with a hamburger menu icon on the left, a blurred profile picture, and a settings gear icon on the right. A large red arrow points to the settings gear icon, which is enclosed in a red square box. Below the navigation bar, there are tabs for '訊息串', '課堂作業', '成員', and '成績'. The main content area features a large orange banner with a blurred title and the text '課程代碼' followed by a blurred code. In the bottom right corner of the banner, there are two gold coin icons and the text '選取主題' and '上傳相片'. Below the banner, there are two white panels. The left panel contains the text '接近截至日期的作業' and '沒有近期内要繳交的作業', with a '全部顯示' link and a question mark icon at the bottom. The right panel contains a user profile icon, the text '向全班宣佈...', and a refresh icon. At the bottom of the interface, there is a section titled '在這裡與全班互動交流'.

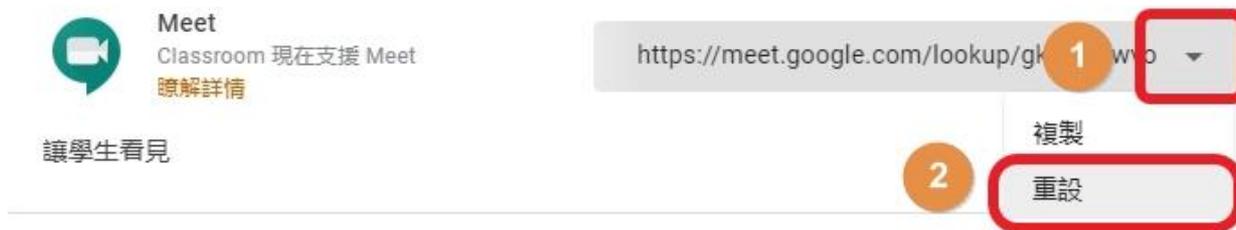
06. 檢查設定

1. 避免學生洗版
2. 作業顯示詳細
3. 此課程Meet連結
4. 是否讓學生看見
(平時請務必關閉)
(請詳讀次頁說明)
5. 儲存設定
6. 關閉

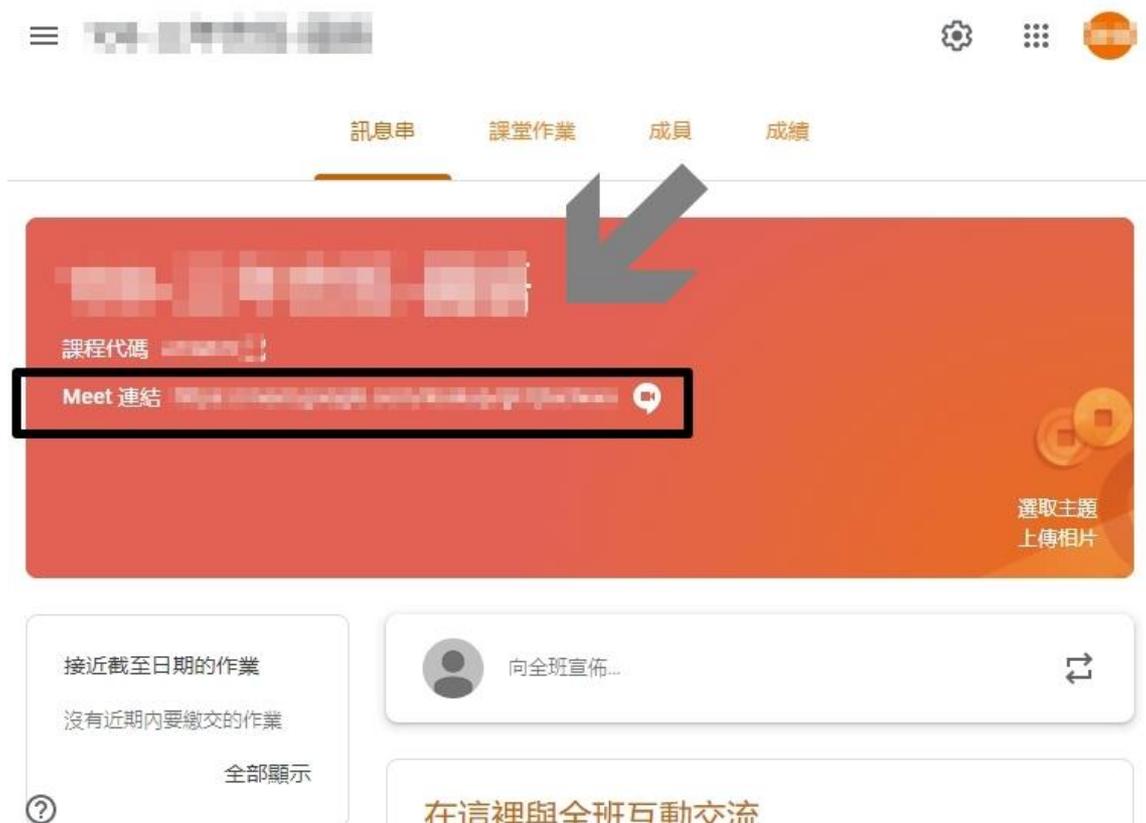


「讓學生看見」選項 補充說明：

Meet的設定是，第一位加入會議的成員為「主持人」
如果學生比你早進去，將有權限把你從會議中踢掉！
所以平時沒上課時，請關閉「讓學生看見」的選項
等到老師準備上課，進入會議室之後(確定你是第一人)
再打開「讓學生看見」的選項，把連結複製到公佈欄內
設定內亦提供重設選項，可重設此教室的上課連結
避免學生較早進入會議室，而能在下次上課時搗亂



07.課程首頁可見連結(資訊組已代為設好)



The screenshot shows a course homepage interface. At the top, there is a navigation bar with a hamburger menu icon on the left, a blurred course name, and three icons (gear, grid, and a person) on the right. Below the navigation bar, there are four tabs: '訊息串', '課堂作業', '成員', and '成績'. The '成員' tab is currently selected. The main content area is a large red-orange rectangle. Inside this rectangle, there is a '課程代碼' field with a QR code icon. Below it, a 'Meet 連結' button is highlighted with a black border and a grey arrow pointing to it. To the right of the 'Meet 連結' button, there is a '選取主題 上傳相片' section. Below the main content area, there are two white boxes. The left box contains the text '接近截至日期的作業' and '沒有近期内要繳交的作業', with a '全部顯示' link and a question mark icon. The right box contains a '向全班宣佈...' button with a person icon and a refresh icon.

08.Meet連結 特別注意

只有在電腦或手機上，使用瀏覽器登入

才能在課程首頁看見上課Meet連結

學生使用手機APP，是看不到上課Meet連結的

所以請老師自行將Meet連結，貼到第一篇文章

以防有學生只有手機而無法看見上課Meet連結

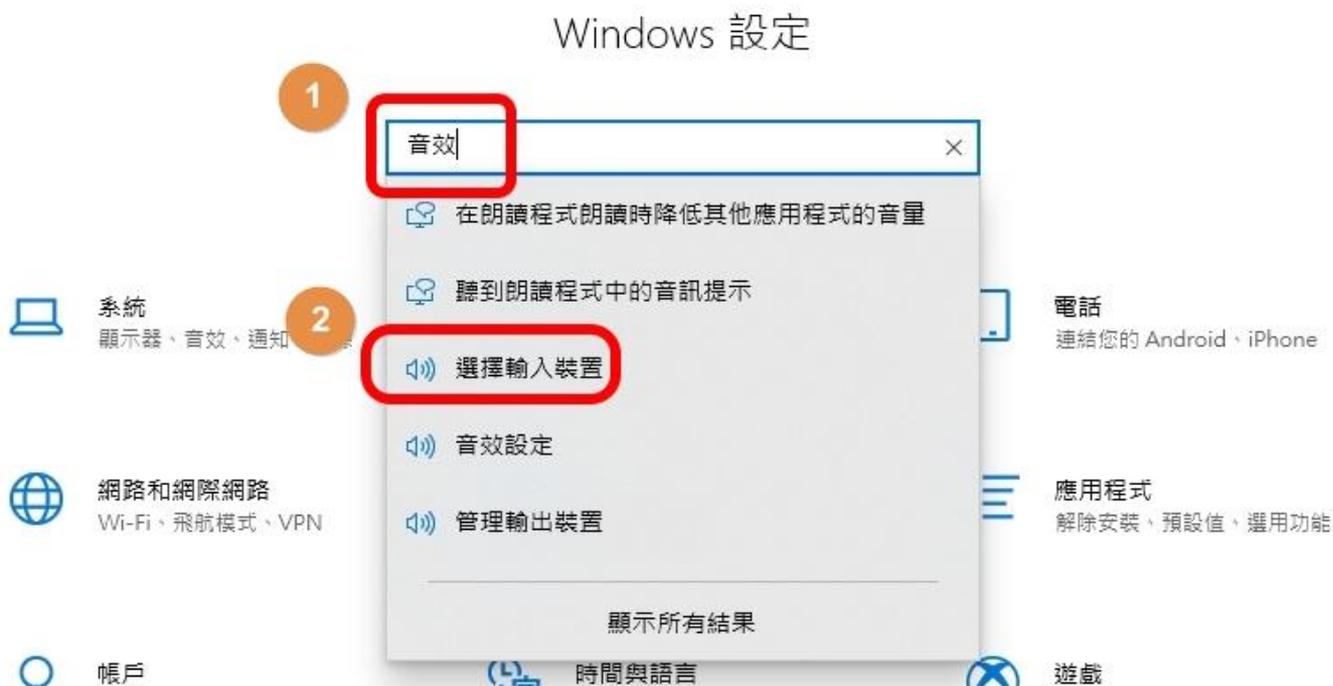
09.如何讓Google Meet

同時出現麥克風、電子書、Youtube的聲音

※請務必先插好耳麥(不要戴著)，再進行設定



10. 搜尋「音效」，點擊「選擇輸入裝置」



11. 點擊「聲音控制台」，如找不到請往下方找



The image shows a Windows Settings window with the 'Sound' settings page open. On the left, a sidebar lists various system settings, with 'Sound' selected. The main area displays the 'Sound' settings, including the output device (Speakers), volume level (63), and a 'Sound Control Panel' link. A red arrow points from the 'Sound Control Panel' link in the right-hand pane to the 'Sound Control Panel' link in the left-hand pane.

首頁

尋找設定

系統

顯示器

音效

通知與動作

專注輔助

電源與睡眠

音效

輸出

選擇輸出裝置

喇叭 (Realtek High Definition Audio)

部分應用程式可能會設定為使用其他音訊裝置，而非此處選取的裝置。您可在進階音訊選項中自訂應用程式音量和裝置。

裝置內容

主音量

63

疑難排解

管理音效裝置

相關設定

藍牙與其他裝置

聲音控制台

麥克風隱私權設定

輕鬆存取音訊設定

取得協助

提供意見反應

12.

點擊「錄製」

右鍵點

「立體聲混音」

點擊「啟用」



13.

右鍵點「麥克風」

點擊「內容」



14.

點擊「接聽」

勾選「聆聽此裝置」

點擊「確定」



15.

點擊「確定」



16. 點擊課程Meet連結

The screenshot shows a course management interface. At the top, there is a navigation bar with a hamburger menu on the left and three icons (gear, grid, and profile) on the right. Below the navigation bar, there are four tabs: '訊息串', '課堂作業', '成員', and '成績'. The '課堂作業' tab is currently selected. The main content area is a large orange-red rectangle. Inside this rectangle, there is a '課程代碼' field with a QR code icon. Below it, a 'Meet 連結' button is highlighted with a black border and a grey arrow pointing to it. To the right of the 'Meet 連結' button, there is a '選取主題 上傳相片' section with two circular icons. Below the main content area, there are two white boxes. The left box contains the text '接近截至日期的作業' and '沒有近期内要繳交的作業', with a '全部顯示' link and a question mark icon. The right box contains a '向全班宣佈...' button with a circular icon and a refresh icon.

課程代碼

Meet 連結

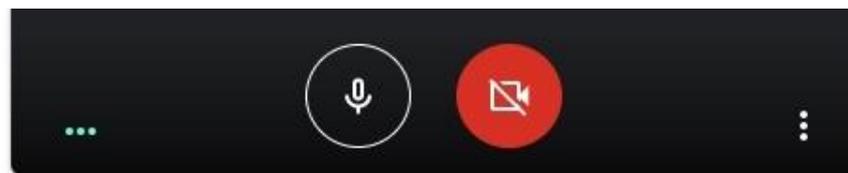
選取主題
上傳相片

接近截至日期的作業
沒有近期内要繳交的作業
全部顯示

向全班宣佈...

在這裡與全班互動交流

17. 點擊「設定」



目前沒有其他參與者



其他選項

加入會議並使用電話收發音訊



為避免產生回音，請使用同一個裝置上的麥克風和喇叭

設定

18.

點擊「影片」

選擇「高畫質」

選擇「高畫質」



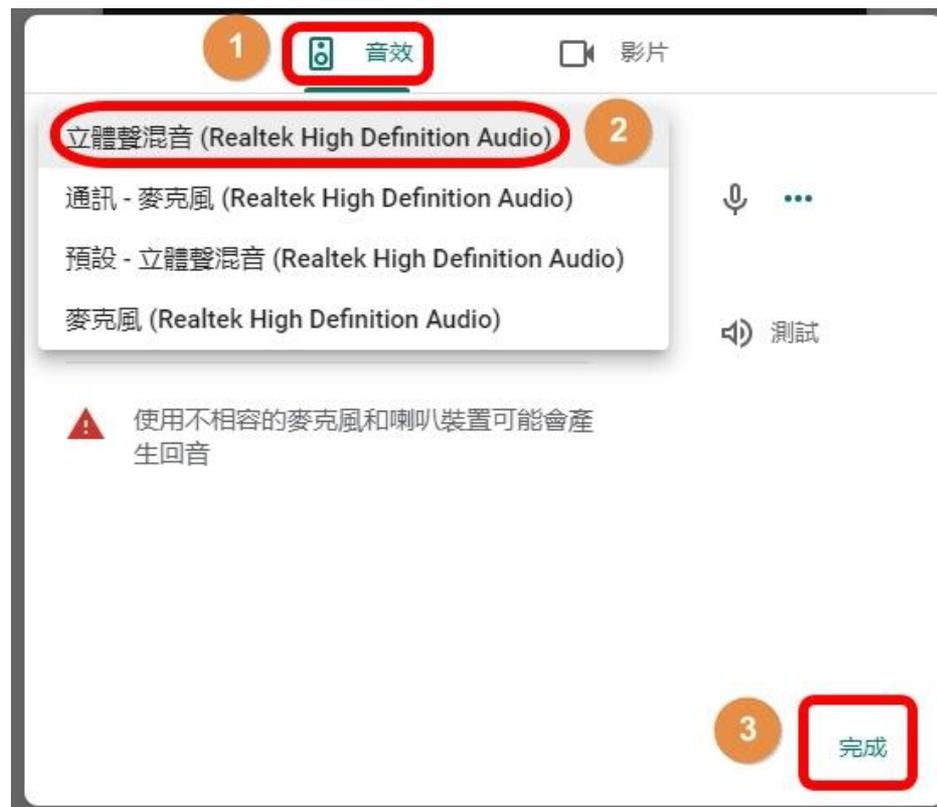
19.

點擊「音效」

選擇

「立體聲混音」

點擊「完成」



20. 點擊「立即加入」



21.

1.會議室連結

2.可複製資訊

3.關閉

新增其他人 3 ×


會議暱稱 (只能在「基隆市教育網路中心」中使用)

在會議中與你想邀請的對象分享這項資訊

<https://meet.google.com/...> 1

會議室選項

 複製會議參加資訊 2

 新增成員

22. 1.立即進行簡報 2.建議選「你的整個畫面」



23. 1.點「螢幕1」 2.點「分享」



24.提示「您目前顯示在所有人的畫面上」



25.照圖點擊，再點「錄製會議」



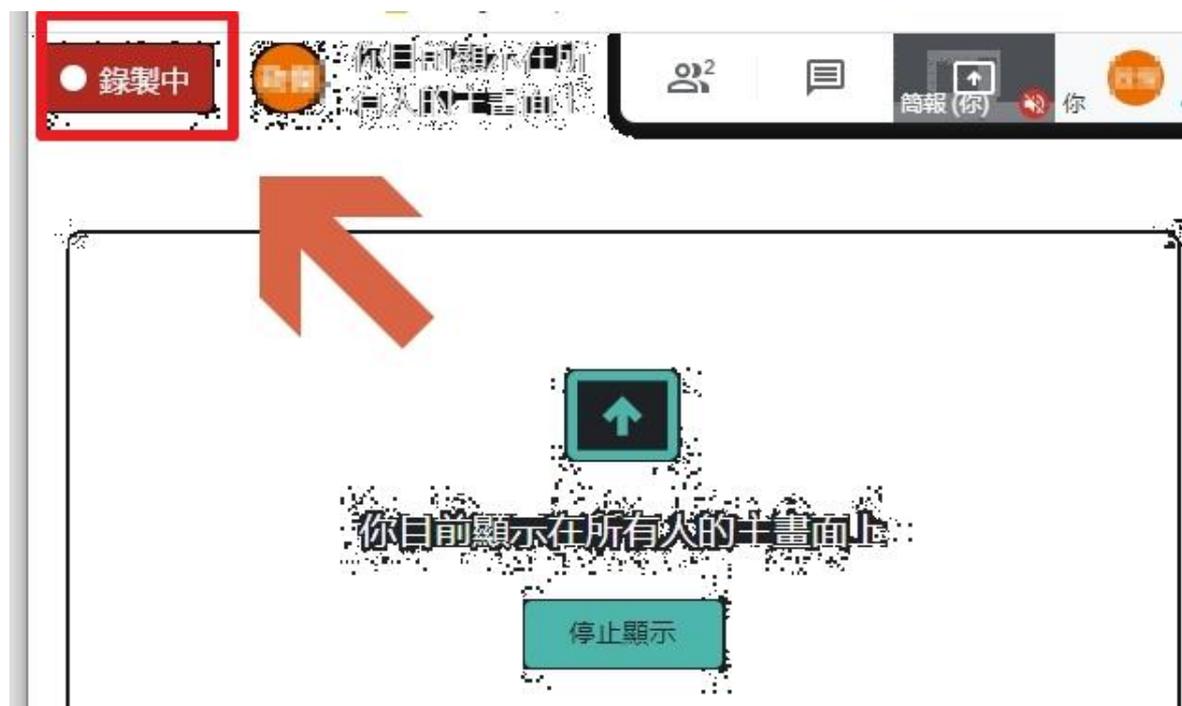
26. 點擊「接受」，最好知會所有學生

徵求同意

在未經驗所有參與者同意的情況下錄製會議內容，可能會觸法而招致訴訟。錄製這場會議前，請先徵求全體參與者的同意，包括外部邀請嘉賓及會議開始後才加入的使用者。



27. 一段時間後，會顯示「錄製中」



28.錄製上課過程完畢後

照圖點擊，再點擊「停止錄製」



29. 照圖點擊，再次點擊「停止錄製」

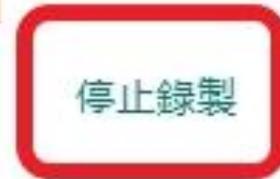
要停止錄製這場會議嗎？

系統會將錄製內容儲存至...的 Google 雲端硬碟。



取消

停止錄製



30. 進入 <https://drive.google.com/drive/my-drive>

點擊「我的雲端硬碟」點擊「Meet Recordings」(自動生成)

The screenshot shows the Google Drive web interface. The browser's address bar contains the URL drive.google.com/drive/my-drive, which is circled in red and labeled with a '1'. Below the browser, the Google Drive logo and the text '雲端硬碟' are visible. A search bar contains the text '在雲端硬碟中搜尋'. On the left sidebar, the '新增' (New) button is at the top, followed by '優先專區' (Priority areas) with a checkmark and a '2' in a circle. Below that, the '我的雲端硬碟' (My Drive) button is circled in red. Further down are '儲存空間' (Storage space) with '已使用 1.8 TB' and '管理控制台' (Management console). The main content area is titled '我的雲端硬碟' and shows a list of folders: 'Tools-E' (with a '3' in a circle), 'Meet Recordings' (circled in red), and 'ko行政備份雲'. A '今天' (Today) section is visible on the right side of the folder list.

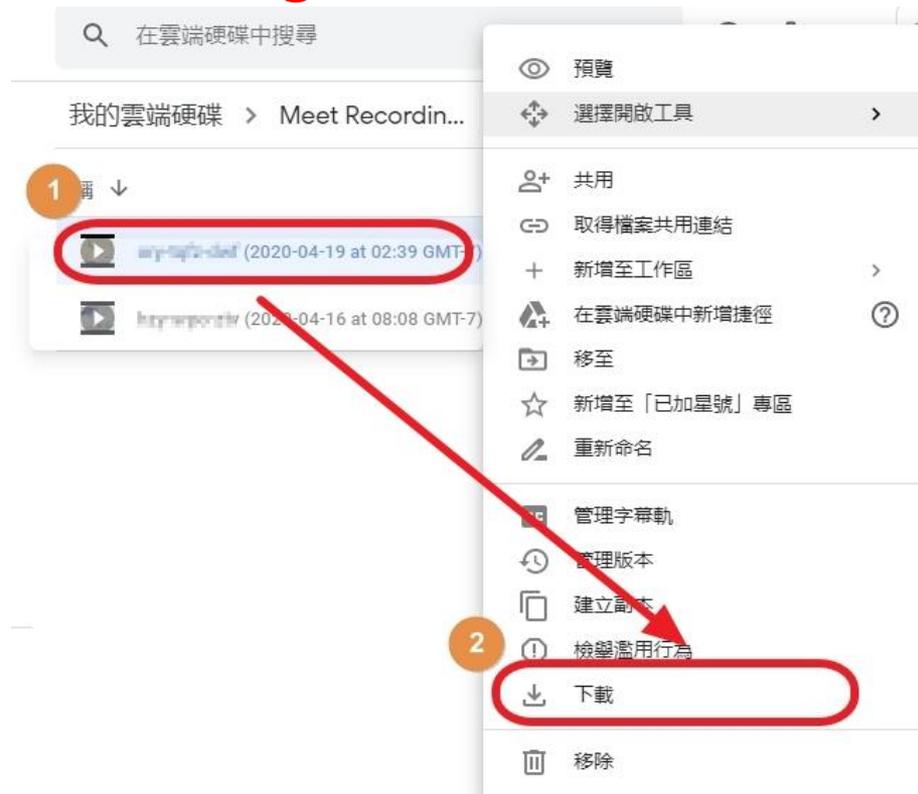
31. 點擊清單顯示，可見影片列表

(影片上傳要花數分鐘至一小時，請勿中途關閉電腦或網路)

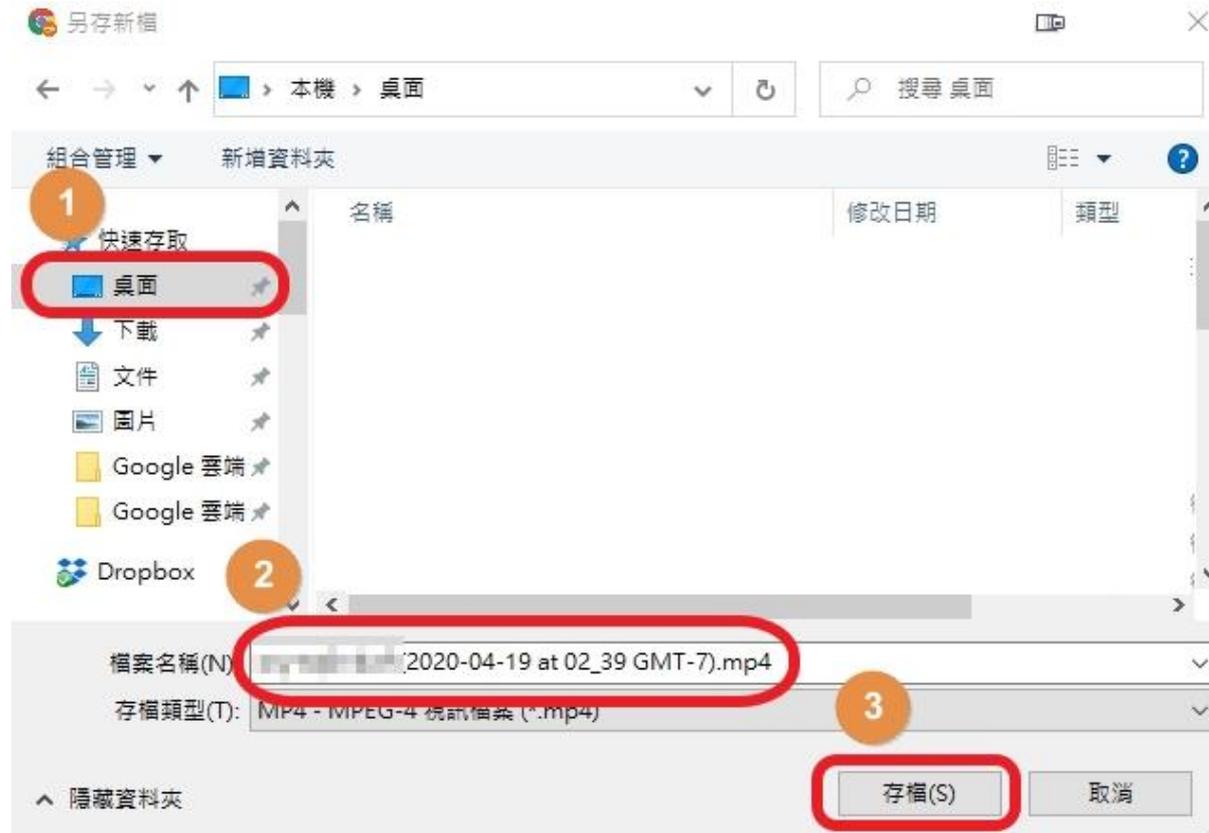
The screenshot shows the Google Drive interface. At the top left is the Google Drive logo and the text "雲端硬碟". A search bar contains the text "在雲端硬碟中搜尋". On the left sidebar, there are navigation options: "新增", "優先專區", "我的雲端硬碟", "共用雲端硬碟", "電腦", "與我共用", and "儲存空間 已使用 1.8 TB". The main area shows the "我的雲端硬碟" folder expanded to "Meet Recordings". A list of recordings is displayed with columns for "名稱" and "日期". Two recordings are visible: "my-1qjz-dwef (2020-04-19 at 02:39 GMT-7)" and "kyz-wpqr-rtv (2020-04-16 at 08:08 GMT-7)". A red box highlights the list items, and a red arrow points from a grid view icon (labeled "1") to the list view (labeled "2"). On the right, a "Meet Recordings" panel is open, showing "詳細資料" and "活動" tabs. The "活動" tab is active, showing a notification from "郭" at "下午5:48" stating "你在以下資料夾建立了 1 個項目: Meet Recordings" with a sub-item "my-1qjz-dwef (2020-04-19...".

32. 影片檔案上按右鍵，點擊「下載」

(Meet Recordings資料夾，請勿刪除或更動位置)



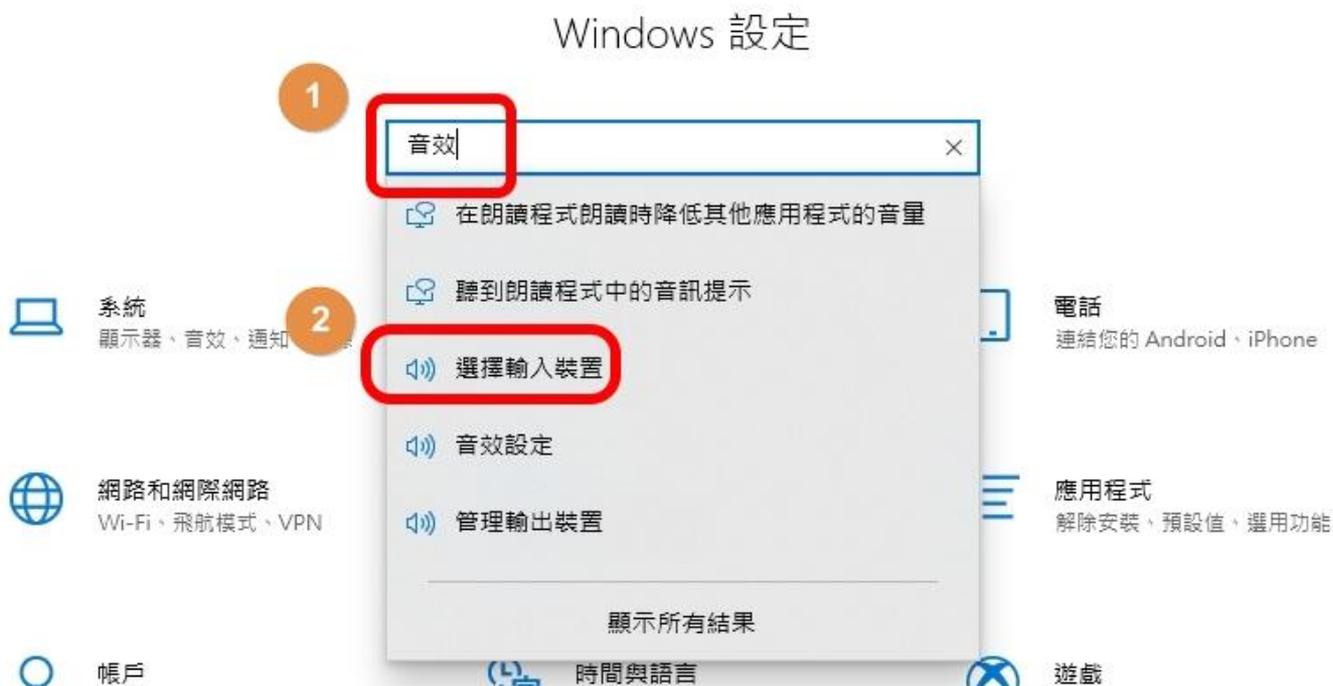
33. 選擇下載位置，可更改檔名，點擊「存檔」



34. 回復設定 (拔除耳麥前要先做好設定)



35. 搜尋「音效」，點擊「選擇輸入裝置」



36. 點擊「聲音控制台」，如找不到請往下方找

The image shows a Windows Settings window with the 'Sound' settings page open. On the left, the 'System' category is selected, and 'Sound' is highlighted in the sidebar. The main content area shows the 'Sound' settings, including the 'Output' section where 'Speakers (Realtek High Definition Audio)' is selected. A large red arrow points from this section to the 'Sound Control Panel' link in the 'Related Settings' section on the right. The 'Sound Control Panel' link is highlighted with a red box. Other links in the 'Related Settings' section include 'Bluetooth and other devices', 'Microphone privacy settings', and 'Ease of Access Center'. At the bottom right, there are links for 'Get help' and 'Provide feedback'.

音效

輸出

選擇輸出裝置

喇叭 (Realtek High Definition Audio) ▾

部分應用程式可能會設定為使用其他音訊裝置，而非此處選取的裝置。您可在進階音訊選項中自訂應用程式音量和裝置。

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聲音控制台

麥克風隱私權設定

輕鬆存取音訊設定

取得協助

提供意見反應

37.

點擊「錄製」

右鍵點

「立體聲混音」

點擊「停用」



38.

右鍵點「麥克風」

點擊「內容」



39.

點擊「接聽」

不勾「聆聽此裝置」

點擊「確定」



40.

點擊「確定」

