

# 臺北市立中山女子高級中學

因應借用學測考場線上上課說明

教學組

# 一、Google Meet操作說明

## (一)請用【M2】登入

The screenshot shows the Google Meet homepage. At the top left, there is a hamburger menu icon followed by the Google Meet logo. On the right side of the top bar, the time and date are displayed as '下午2:28 · 1月9日週五', along with icons for help, chat, settings, and a user profile icon labeled '宛臻'. Below the top bar, on the left, there is a sidebar with two items: '會議' (Meetings) with a calendar icon and '通話次數' (Call history) with a phone icon. The main content area features the heading '人人適用的安全視訊會議服務' (Secure video meeting service for everyone) and a sub-heading '只要有 Google Meet，隨時隨地都能與他人聯繫、合作及舉辦慶祝活動' (With Google Meet, you can connect, collaborate, and celebrate with others anytime, anywhere). Below this, there are three buttons: a blue '發起會議' (Start meeting) button, a white input field with a microphone icon and the text '輸入代碼或暱稱' (Enter code or nickname), and a white '加入' (Join) button. At the bottom center, there is a circular illustration of two people sitting at a table with a laptop, with a blue link icon above them. To the right of this illustration is a notification box with the title '接收 Meet 的桌面通知' (Receive Meet desktop notifications) and the text '如果允許通知，當你切換至其他分頁時，Meet 就會在有來電或更新時通知你' (If you allow notifications, Meet will notify you when you have an incoming call or update when you switch to another tab). The notification box has two buttons: '暫時不要' (Don't show) and '允許通知' (Allow notifications).

Google Meet

下午2:28 · 1月9日週五

會議

通話次數

人人適用的安全視訊會議服務

只要有 Google Meet，隨時隨地都能與他人聯繫、合作及舉辦慶祝活動

發起會議

輸入代碼或暱稱

加入

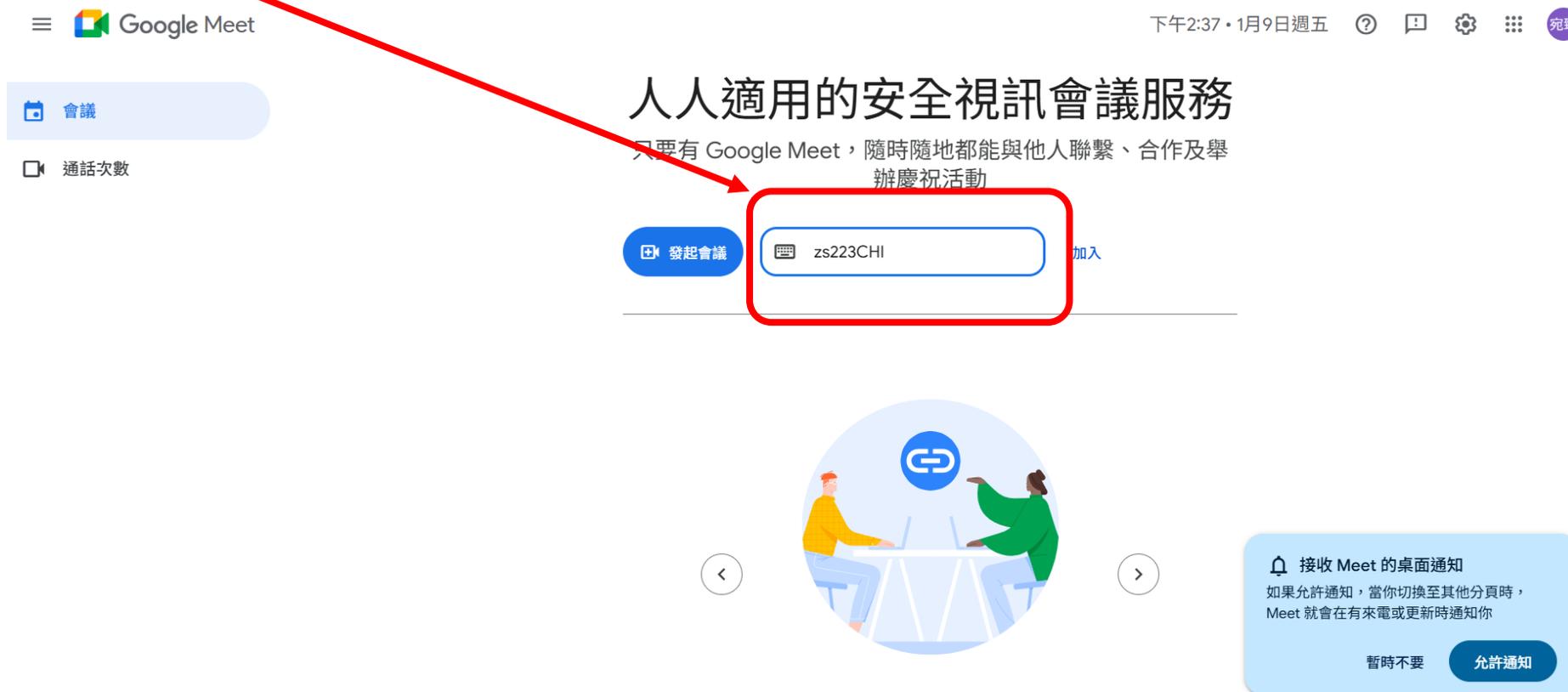
接收 Meet 的桌面通知

如果允許通知，當你切換至其他分頁時，Meet 就會在有來電或更新時通知你

暫時不要 允許通知

# 一、Google Meet操作說明

## (二)輸入 課程代碼



The screenshot shows the Google Meet homepage. At the top left is the Google Meet logo. On the right, the time and date are displayed as "下午2:37 • 1月9日週五". Below the logo is a navigation menu with "會議" (Meetings) and "通話次數" (Call history). The main heading is "人人適用的安全視訊會議服務" (Secure video meeting service for everyone), followed by the text "只要有 Google Meet，隨時隨地都能與他人聯繫、合作及舉辦慶祝活動" (With Google Meet, you can connect, collaborate, and celebrate with others anytime, anywhere). A red arrow points from the underlined text "課程代碼" to a red-bordered input field containing the meeting code "zs223CHI". To the left of the input field is a blue button labeled "發起會議" (Start meeting), and to the right is a blue button labeled "加入" (Join). Below the input field is a circular illustration of two people in a meeting. At the bottom right, there is a notification banner for "接收 Meet 的桌面通知" (Receive Meet desktop notifications) with "暫時不要" (Don't show) and "允許通知" (Allow notifications) buttons.

Google Meet

下午2:37 • 1月9日週五

會議

通話次數

人人適用的安全視訊會議服務

只要有 Google Meet，隨時隨地都能與他人聯繫、合作及舉辦慶祝活動

發起會議

zs223CHI

加入

接收 Meet 的桌面通知

如果允許通知，當你切換至其他分頁時，Meet 就會在有來電或更新時通知你

暫時不要 允許通知

# 一、Google Meet操作說明

## (三)按【加入】



The screenshot shows the Google Meet homepage. At the top left is the Google Meet logo. On the right, the time is 2:37 PM on Friday, January 9th, along with icons for help, chat, settings, and a user profile. The main heading is '人人適用的安全視訊會議服務' (Secure video meeting service for everyone), followed by the text '只要有 Google Meet，隨時隨地都能與他人聯繫、合作及舉辦慶祝活動' (With Google Meet, you can connect, collaborate, and celebrate with others anytime, anywhere). Below this is a navigation bar with three buttons: '發起會議' (Start meeting), a text input field containing 'zs223CHI', and '加入' (Join). A red arrow points from the text '(三)按【加入】' to the '加入' button. At the bottom, there is a circular illustration of two people in a meeting and a notification banner for desktop notifications with '暫時不要' (Don't show) and '允許通知' (Allow notifications) options.

Google Meet

下午2:37 · 1月9日週五

會議

通話次數

人人適用的安全視訊會議服務

只要有 Google Meet，隨時隨地都能與他人聯繫、合作及舉辦慶祝活動

發起會議

zs223CHI

加入

接收 Meet 的桌面通知

如果允許通知，當你切換至其他分頁時，Meet 就會在有來電或更新時通知你

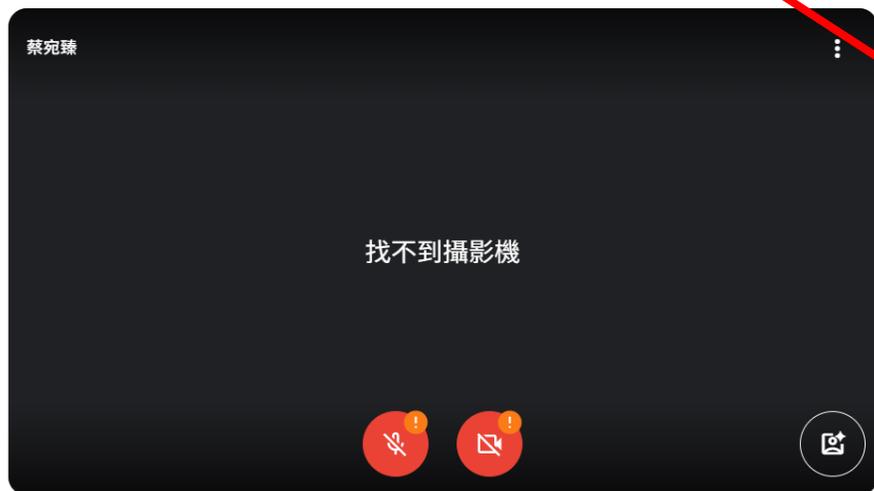
暫時不要 允許通知

# 一、Google Meet操作說明

## (四)即可進入會議室空間

提醒：

只有教師有開啟Google Meet的權限，  
請老師務必提早1-2分鐘登入



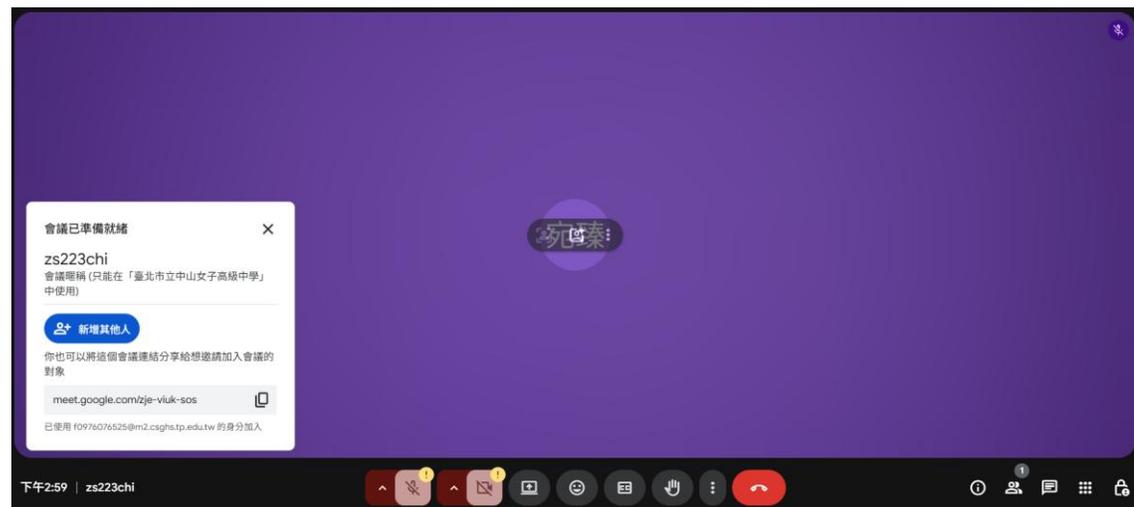
zs223chi

目前沒有其他參與者

立即加入

其他加入方式 ▾

會議室空間開始畫面



## 二、相關事項說明

### (一)教師日誌填寫(學藝股長)

1. 請學藝股長於每堂上課後截圖會議室畫面
2. 將七節課的截圖畫面整理於word檔表格  
範例如下:[教師日誌範例](#)
3. 請存成檔名為【班級】的pdf(例如:一仁.pdf)檔回傳至雲端  
連結如下:[教師日誌雲端連結](#)

## 二、相關事項說明

### (二)點名(副班長)

#### 1. 高一

各班副班長逐堂課紀錄，於1月21日返校上課後，補畫點名卡繳交。

#### 2. 高二

各班副班長逐堂課紀錄，於當日課程結束後，在高二副班長Line群回報當日出缺席狀況。

例：二仁 03號（第1-2節缺席）、21（第1、5、7節缺席）

**※請副班長留意Line群組訊息**

# 再次提醒

1. 請留意每堂課上下課時間。
2. 若Google Meet使用上有任何設備問題，請圖資股長在群組中與資媒組聯絡。
3. 若發現該堂課會議室尚未開啟，請各科小老師先行與任課老師聯絡，並請學藝股長於群組中回報教學組。
4. 若線上上課期間有任何問題，可電洽教學組。

2507-3148#210、211、212