

Teams視訊口試報告人員操作流程



亞洲大學護理學系暨碩士班

Department of Nursing & Graduate Institute of Nursing, Asia University

線上口試事前作業



1-1.安裝Teams應用程式

- 設備尚未安裝過Teams軟體者請至本校資訊處網頁下載
https://ic.asia.edu.tw/zh_tw/software

The screenshot shows a table with four rows of software information. Two red boxes are overlaid on the table. The first box, labeled '1. 確認自己的設備', highlights the first two columns (ID and Name) of the first row. The second box, labeled '2. 點選相應載點', highlights the 'link' button in the fourth column of the first row.

20210323	Microsoft Teams for Windows	本軟體為微軟開發的統一通信和協平台，結合了團隊交談、檔案、會與應用程式等功能，並整合在單一用工作區提供最完善的服務。如有關問題請洽資訊處負責同仁(3512)	link
20210323	Microsoft Teams for Mac	本軟體為微軟開發的統一通信和協平台，結合了團隊交談、檔案、會與應用程式等功能，並整合在單一用工作區提供最完善的服務。如有關問題請洽資訊處負責同仁(3512)	link
20210323	Microsoft Teams for Android	本軟體為微軟開發的統一通信和協平台，結合了團隊交談、檔案、會與應用程式等功能，並整合在單一用工作區提供最完善的服務。如有關問題請洽資訊處負責同仁(3512)	link
20210323	Microsoft Teams for iOS	本軟體為微軟開發的統一通信和協平台，結合了團隊交談、檔案、會與應用程式等功能，並整合在單一用工作區提供最完善的服務。如有關問題請洽資訊處負責同仁(3512)	link

1-2.請務必登入本校信箱(@live.asia.edu.tw)

登入 Microsoft Teams

Microsoft

登入

電子郵件、電話或 Skype

沒有帳戶? [建立帳戶!](#)

下一步

隱私權聲明 ©2021 Microsoft

因本校學生及教職員有較完整Teams權限，故務必登入“學號@live.asia.edu.tw”。



1-3. 確認預定口試會議

1. 點選行事曆

The screenshot shows a calendar interface for June 2021. The calendar is displayed in a grid format with days of the week as columns and time slots as rows. A red box highlights the '行事曆' (Calendar) icon in the left sidebar. Another red box highlights the date '08 星期二' (Tuesday, June 8th) in the calendar grid. A third red box highlights a meeting entry on June 8th at 9:00 AM, titled '護理學系碩士班OOO學位論文口試'. The meeting entry is a light blue bar with a vertical line on the left side. The calendar interface includes a search bar at the top, a navigation bar with '今天' (Today) and '2021年6月', and a sidebar with various icons for activities, chat, teams, and applications.

2. 找到自己口試的日期

3. 確認當天該時段有無預定會議
(若無請立即跟系辦反映)

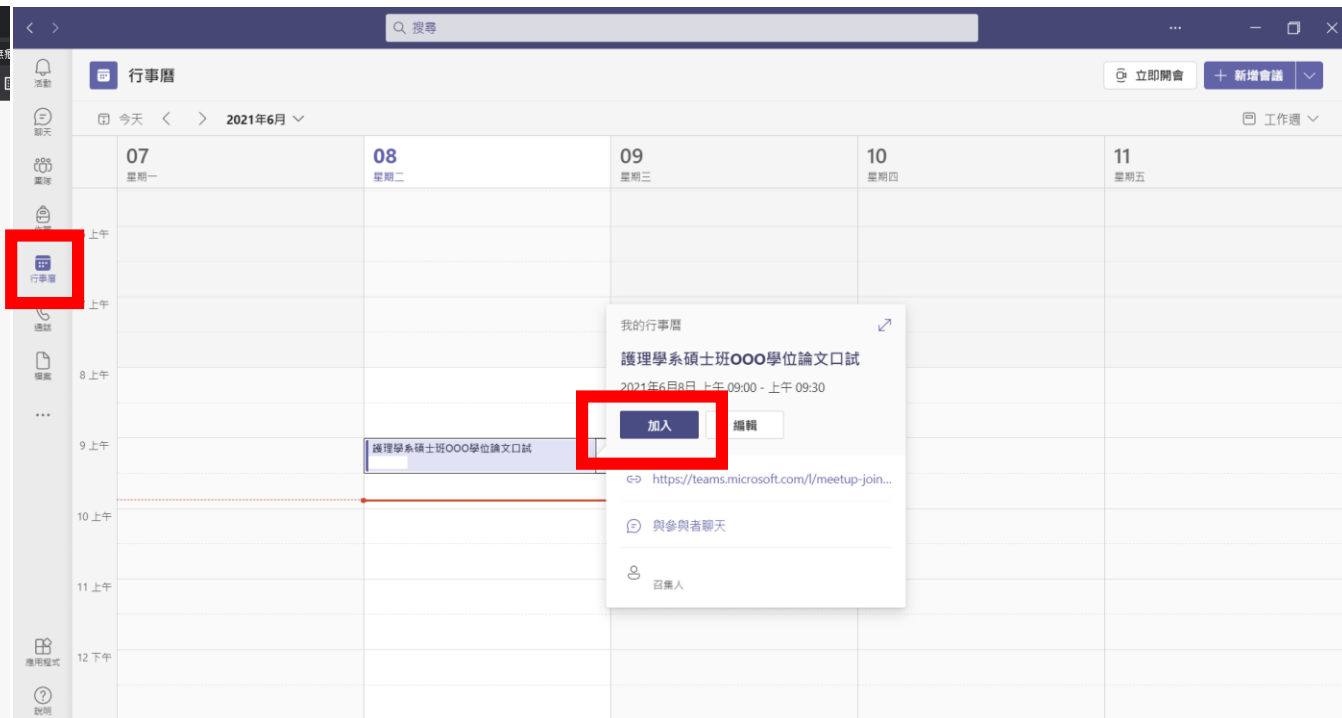
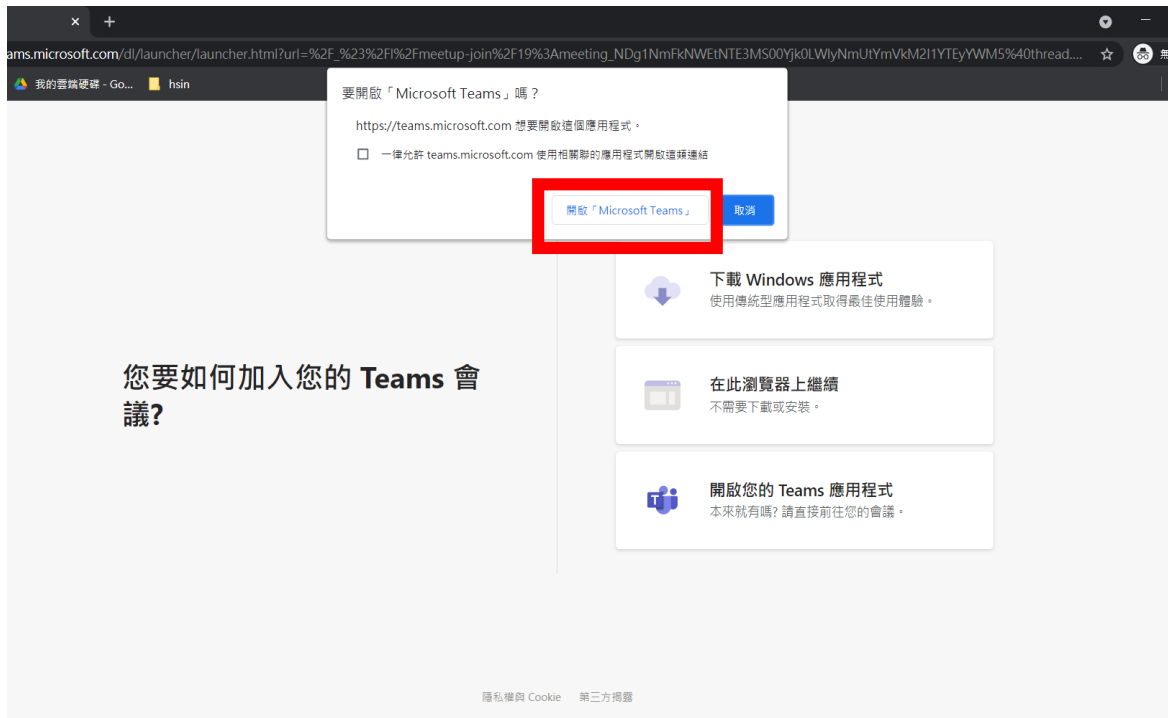


線上口試流程操作說明



2-1.口試當天請提前進入會議內準備

(1)可點系辦提供給您的連結進入 或 (2) 從行事曆中尋找會議點選加入



2-2. 進入會議前開啟鏡頭、喇叭及麥克風

The screenshot shows a meeting setup interface. On the left is a sidebar with navigation icons. The main area is titled '選擇您的視訊和音訊選項' (Select your video and audio options). It features a large video preview window on the left and a settings panel on the right. The settings panel includes options for '電腦音訊' (Computer audio), '電腦麥克風及喇叭' (Computer microphone and speakers), '手機音訊' (Mobile audio), '會議室音訊' (Room audio), and '不使用音訊' (No audio). A '立即加入' (Join now) button is at the bottom right. Three red callouts with white text boxes provide instructions: 1. '1.請確認鏡頭有開啟' (Please confirm the camera is on) pointing to the camera icon in the video preview; 2. '2.請確認喇叭及麥克風有開啟' (Please confirm the speaker and microphone are on) pointing to the microphone icon in the computer audio settings; 3. '3.點選立即加入' (Click Join now) pointing to the '立即加入' button.

1.請確認鏡頭有開啟

2.請確認喇叭及麥克風有開啟

3.點選立即加入



2-3.待所有委員及旁聽同學進入後進行截圖



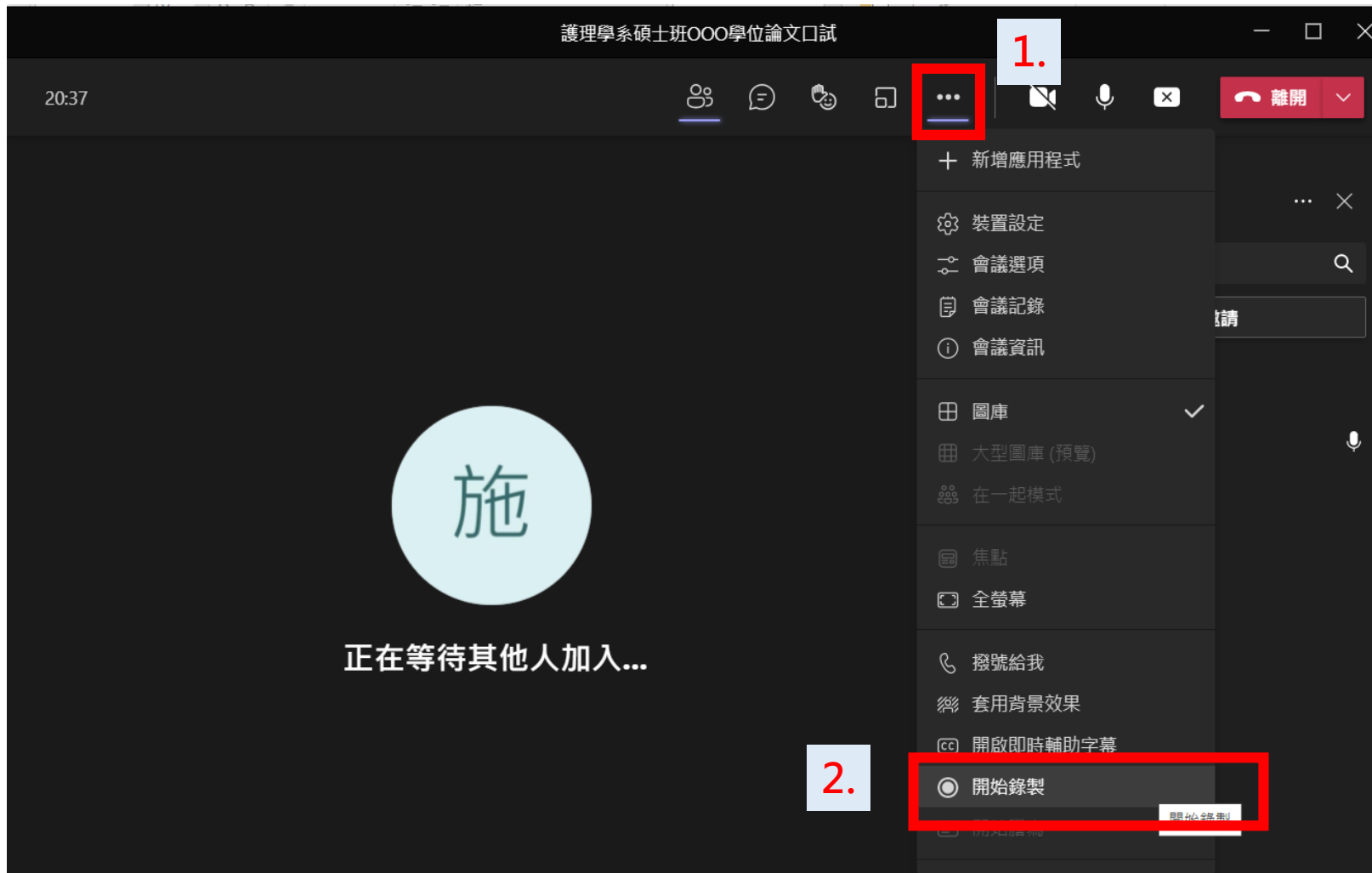
The screenshot shows a Zoom meeting window titled "護理學系碩士班000學位論文口試". The top toolbar includes icons for gallery view, chat, share screen, and a red "離開" (Leave) button. A red box highlights the gallery view icon. A callout box with the text "1.點這裡讓右列顯示今日有出席會議的人員" has an arrow pointing to the gallery view icon. The main meeting area displays a large teal circle with the character "施" and the text "正在等待其他人加入...". The right sidebar shows the "參與者" (Participants) list with a search bar, a "分享邀請" (Share Invitation) button, and two participants: "施" (召集人) and "施" (無回應).

1.點這裡讓右列顯示今日有出席會議的人員

2.請進行螢幕截圖(此作為旁聽人員證明)



2-4. 正式開始口試前請務必點選開啟錄製 並請務必確認本人及三位委員全程開啟鏡頭



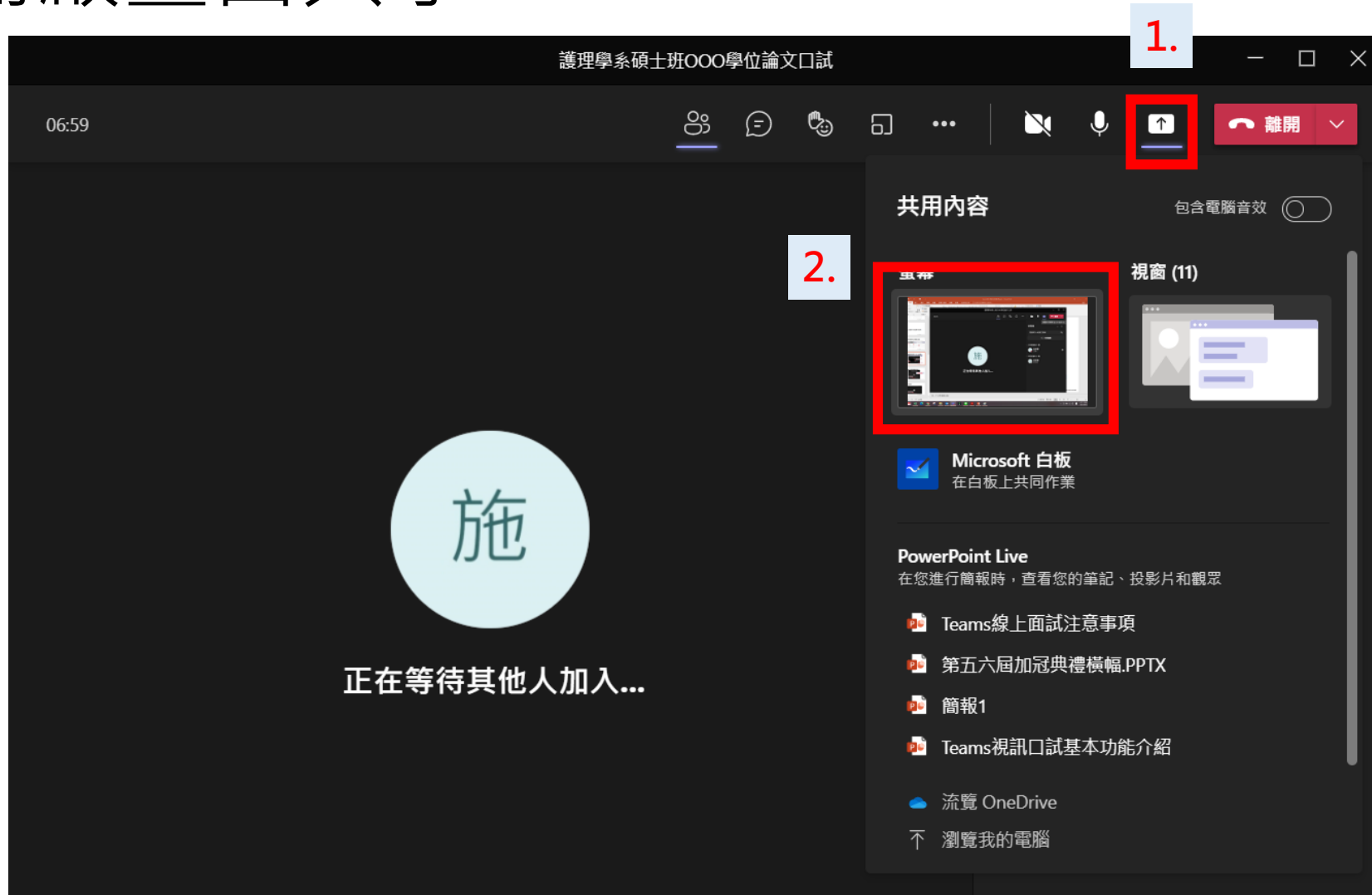
2-5.開始錄製時請靜待通知欄跳出



確認此通知出現才表示錄製開始



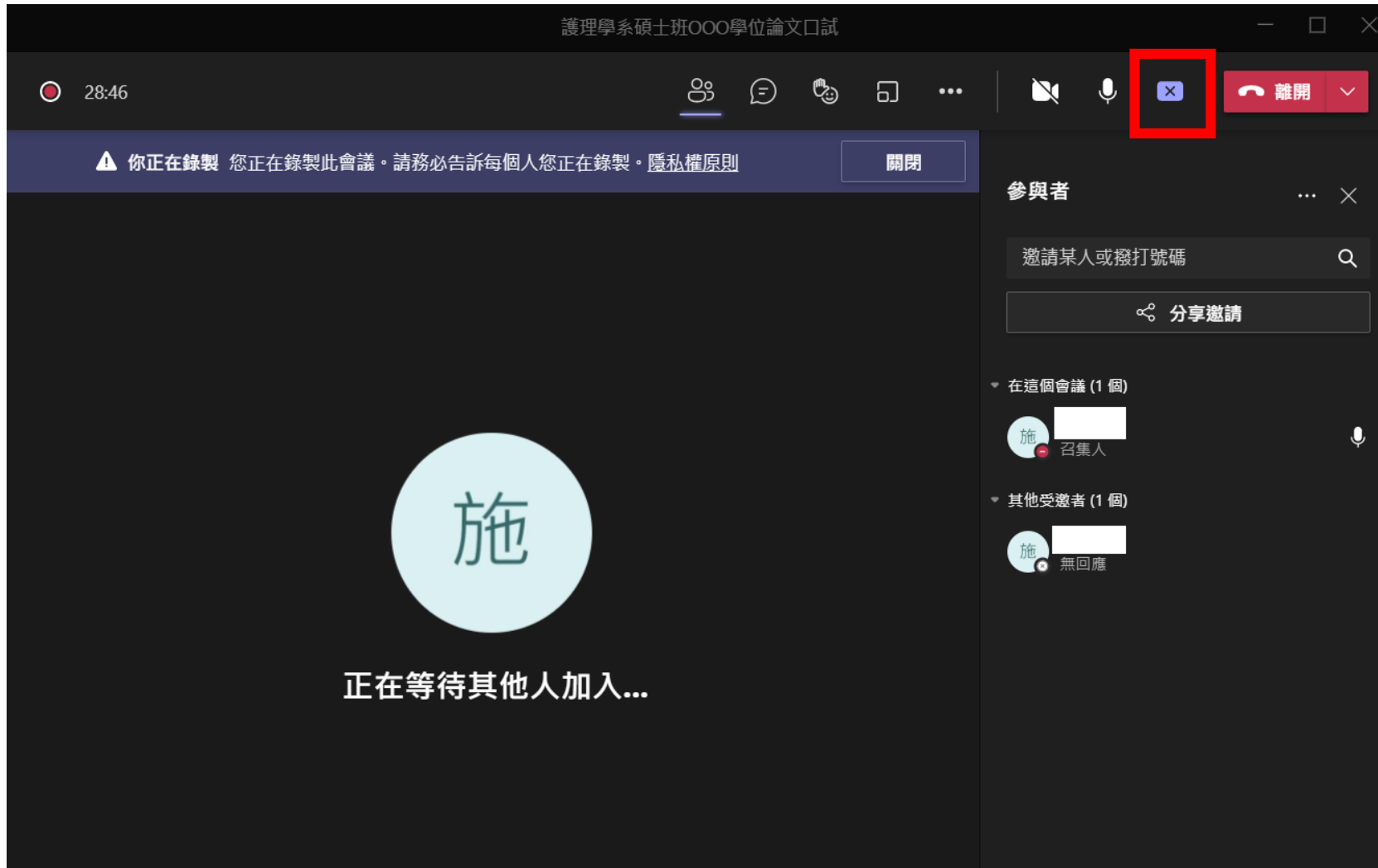
2-6.開啟畫面共享



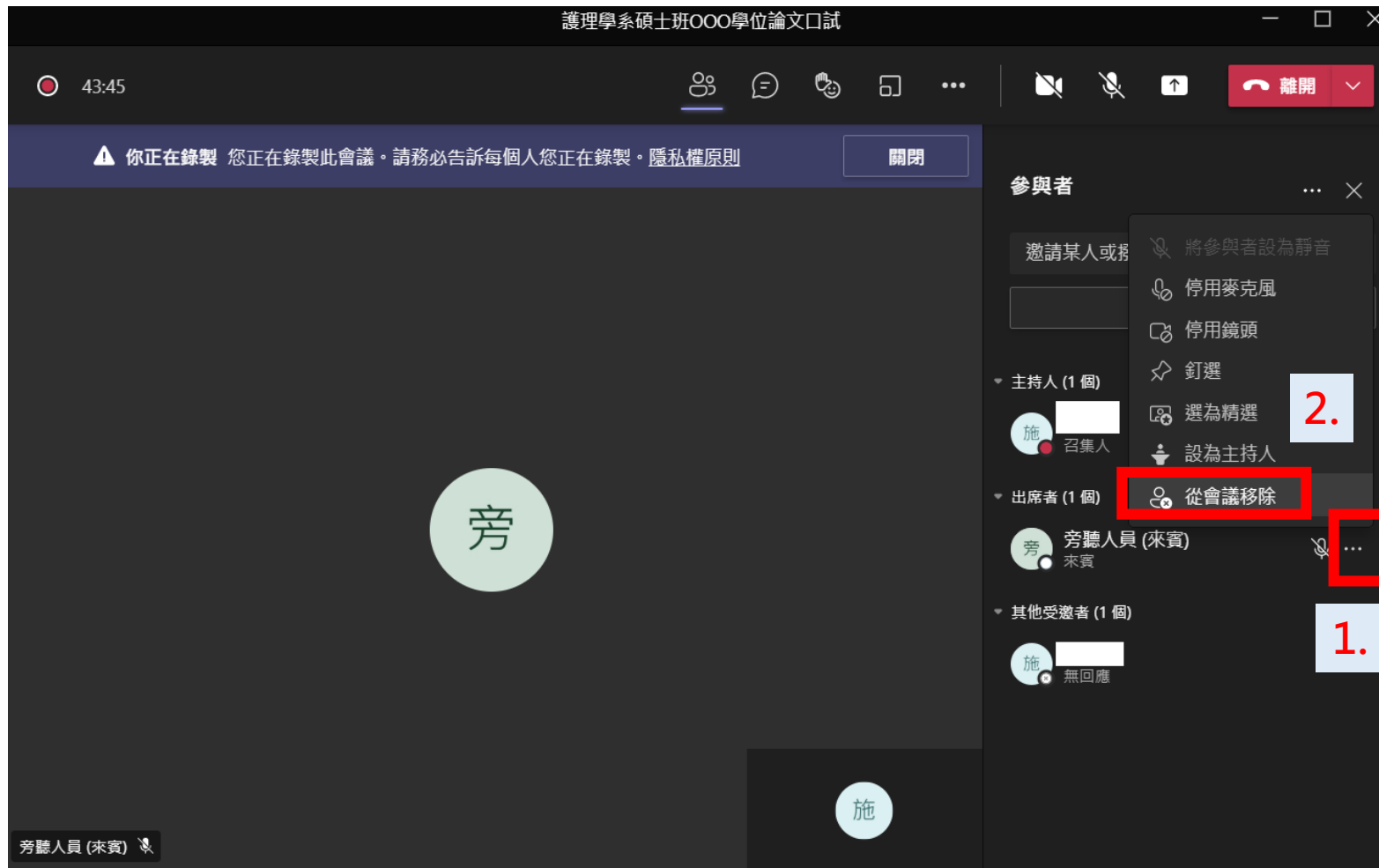
線上口試完畢後注意事項



3-1.回到Teams畫面中停止螢幕共享



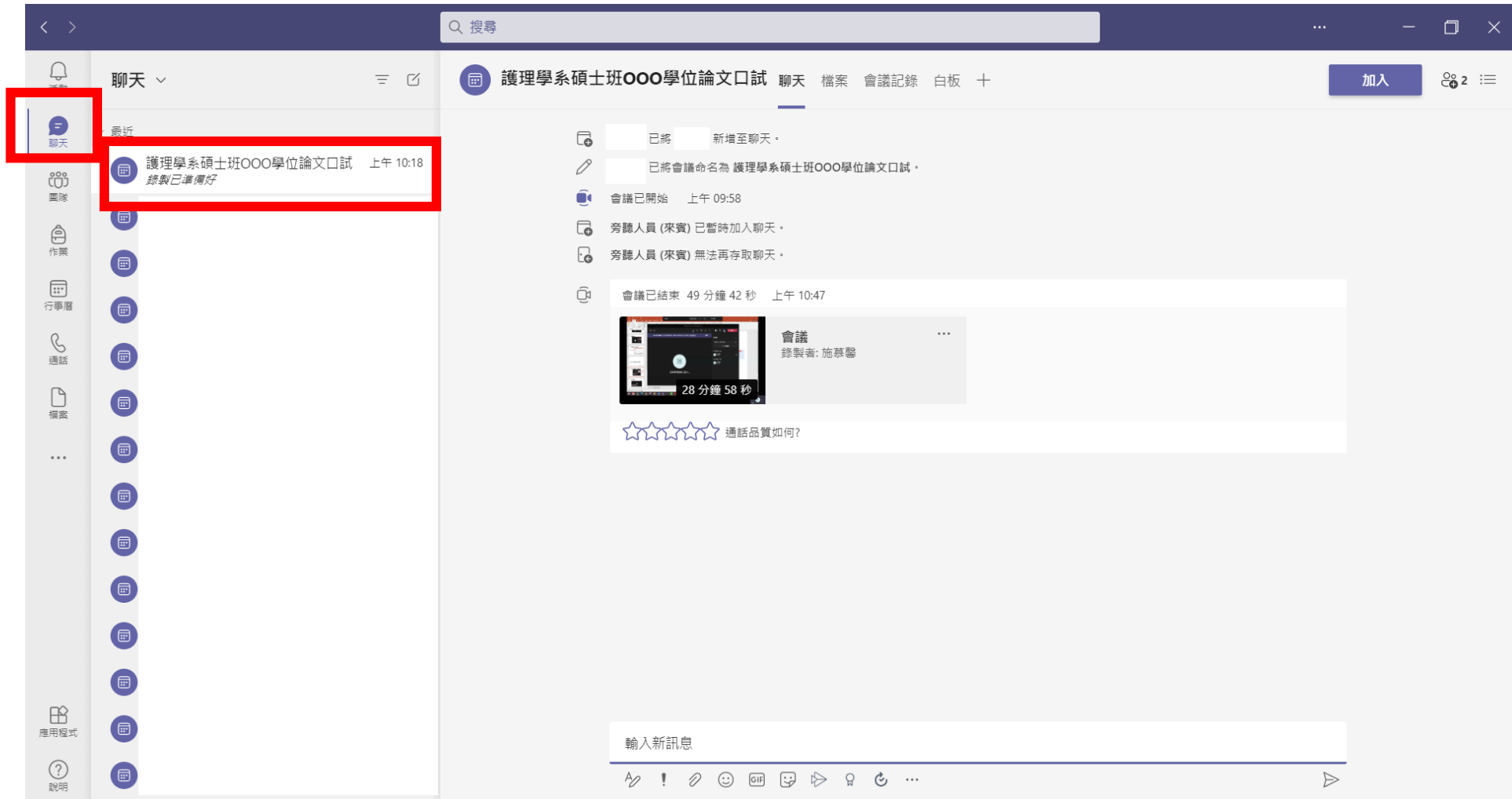
3-2.請旁聽人員先離開會議 (請報告人協助將未離開者從會議中移除)



3-3. 確認只剩下委員與本人 並將時間交給委員後 **先停止錄製、暫時離開會議**



3-4. 請至聊天室等候委員通知



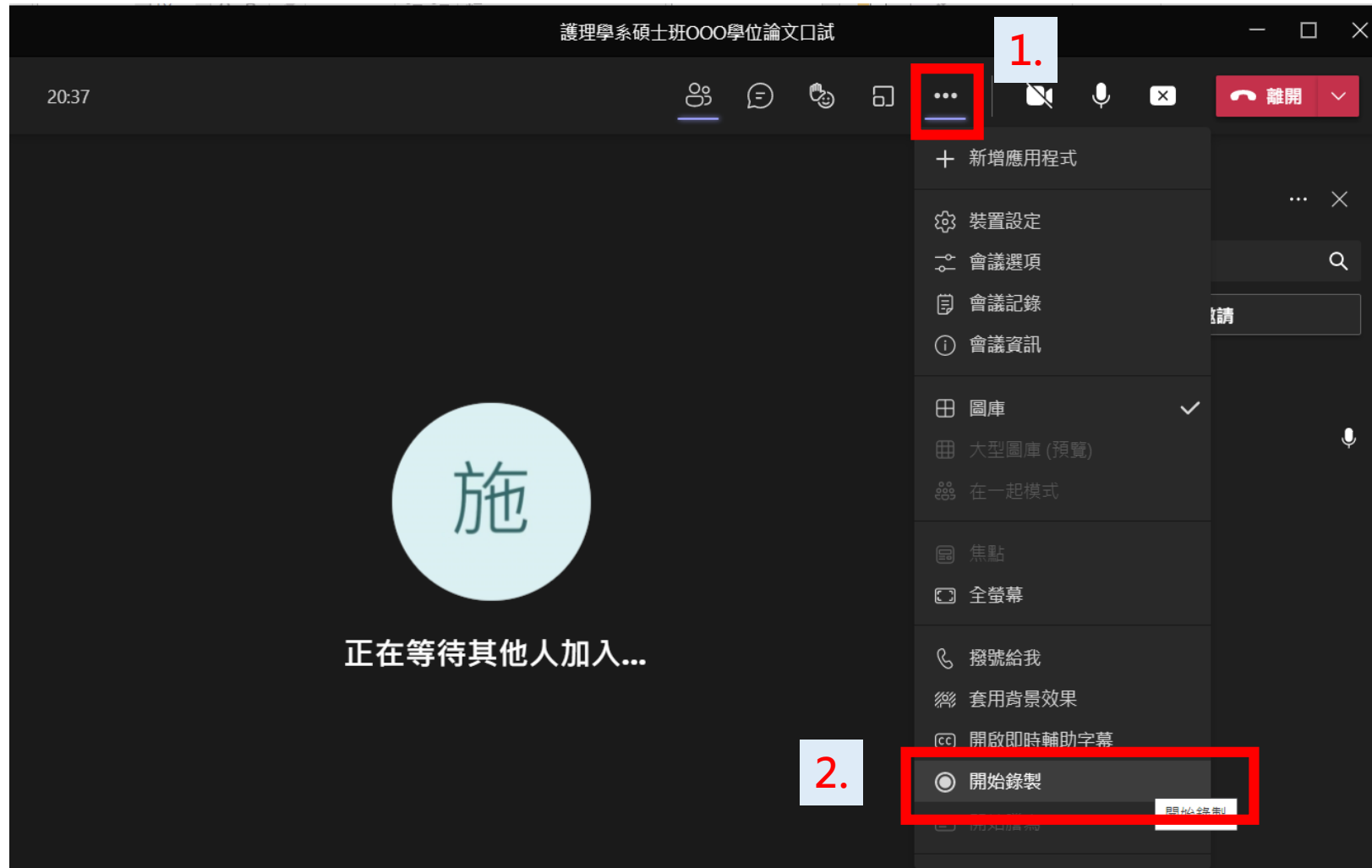
3-5. 委員通知您可重新進入會議時請點選加入



The screenshot displays a Zoom meeting window for a group named '護理學系碩士班000學位論文口試'. The interface includes a search bar at the top, a left sidebar with navigation icons, and a main chat area. A red box highlights the '加入' (Join) button in the top right corner. The chat history shows a meeting that ended at 10:47 AM. A message from '委員1' (Committee Member 1) is visible, stating: '000, 委員已討論完畢, 請重新加入會議。' (000, committee discussion is complete, please rejoin the meeting.)



3-6.請務必於委員宣布口試結果前點選開啟錄製



3-7.宣布完結果正式結束口試請停止錄製



3-8. 請至聊天室確認錄影擋， 將兩段錄影擋連結連同參與者截圖E-Mail給系辦

