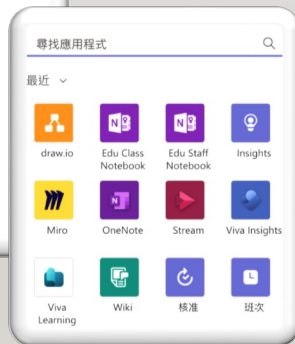
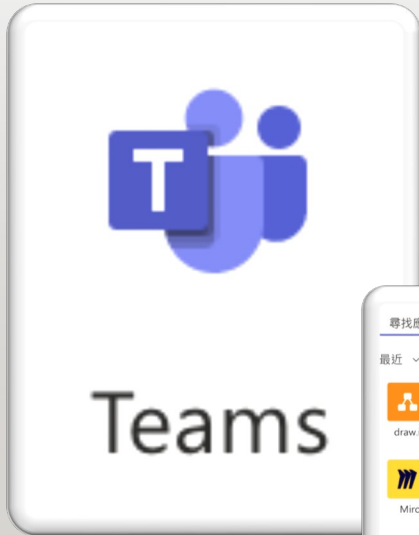


# III-I CFLL (FALL 2022) 助教培訓會議

## MICROSOFT TEAMS + MICROSOFT APPS: INTRO TO UPDATES & ALL IN ONE IRS- BASED MEETING

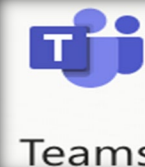


CFLL (Fall 2022) TA  
Training

- INSTRUCTOR : KEVELYN YAO
- DATE: OCT 25, 2022
- TIME: 12:00 ~ 13:30
- CLASSROOM: SF338 + TEAMS ONLINE MEETING ROOM



# MICROSOFT TEAMS



- MS Teams入口網站：<https://products.office.com/zh-tw/microsoft-teams/free/>
- App下載：<https://products.office.com/zh-tw/microsoft-teams/download-app>



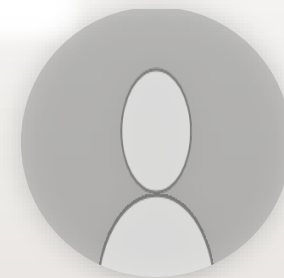
CFLL (Fall 2022) TA  
Training

- I. 安裝步驟：
- **Step I:** 109學年度起，Teams帳號統一變更為：  
[LDAP@m365.fju.edu.tw/](mailto:LDAP@m365.fju.edu.tw)
- **Step II:** 帳號說明與密碼查詢網頁：  
<http://www.net.fju.edu.tw/office365/index.php>

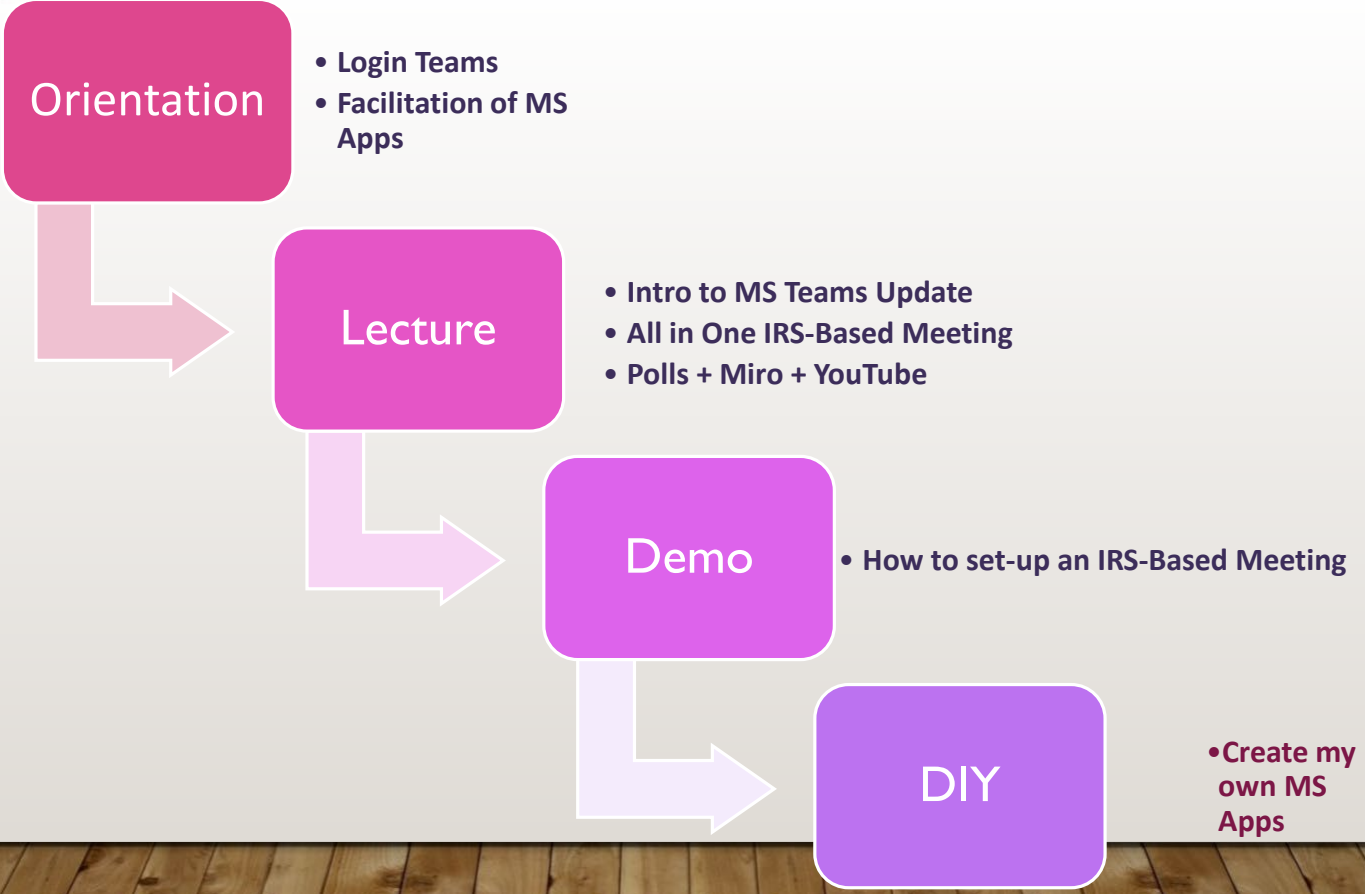
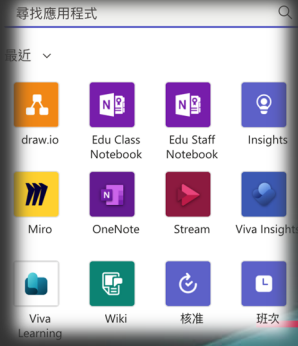
[請拉至頁面下查詢Office 365預設密碼。]

團隊代碼: **jqecyv**x

\*備註: 來賓 (非ms365帳號)將無法  
使用團隊代碼來加入



# TRAINING PROCEDURE

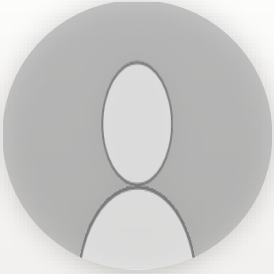


尋找應用程式

最近



# MICROSOFT TEAMS + MICROSOFT A



# MICROSOFT APPS UPDATES



Teams

## Update 1: Select “Together Mode” for everyone

(畫面圖格呈現方式，全班需打開攝影機)

## Update 2: Cameo integration with PPT Live

(PPT簡報檔結合Cameo，將授課教師影像融入簡報)

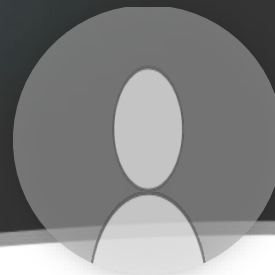
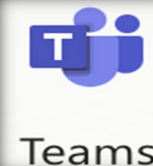
## Update 3: Forms renamed to Polls (表格更名)

## Update 4: Rating question type in Polls (表格新增『評分』問題)

## Update 5: Pre-assign attendees in channel meeting breakout rooms (『分組討論室』可事先設定分組，指定各組組員)



# MICROSOFT APPS UPDATES

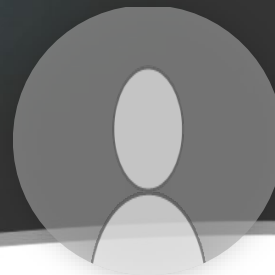
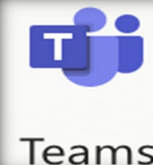


## Update 2: Cameo integration with PPT Live

(PPT簡報檔結合Cameo，將授課教師影像融入簡報)



# MICROSOFT APPS UPDATES



## Update 2: Cameo integration with PPT Live

(PPT簡報檔結合Cameo，將授課教師影像融入簡報)

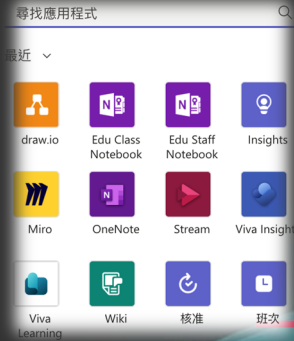
The screenshot shows a Microsoft Teams meeting interface. At the top, there is a red header bar with icons for '自動儲存' (Auto Save), '關閉' (Close), and a file icon labeled '111-1 C'. Below this is a navigation bar with tabs: '常用' (Home), '插入' (Insert), '柔邊矩形設計' (Soft Edge Shape Design), '轉場' (Transitions), '動畫' (Animations), '投影片放映' (Slide Show), '校閱' (Review), '檢視' (View), and '相機格式 (F)' (Camera Format). On the left, there is a '相機預覽' (Camera Preview) section with a video camera icon and a dropdown arrow. Below this is a row of participant icons, with the first one highlighted in a red box. The main content area displays a slide with the following text:

**111-1 CFLL (FALL 2022) 助教培訓會議**  
**MICROSOFT TEAMS + MICROSOFT APPS:**  
**INTRO TO UPDATES & ALL IN ONE IRS-BASED MEETING**

Below the title, there is a Microsoft Teams logo and a small icon of a person with a red 'X' over it, labeled 'CFLL (Fall 2022) TA Training'. To the right of this is a circular profile picture of a woman. Below the profile picture is a list of meeting details:

- INSTRUCTOR : KEVELYN YAO
- DATE: OCT 25, 2022
- TIME: 12:00 ~ 13:30
- CLASSROOM: SF338 + TEAMS ONLINE MEETING ROOM

# MICROSOFT TEAMS + MICROSOFT APPS 線上同步課程互動 (IRS)



Q. What is IRS?

即時互動系統 **IRS = Interactive Response System**

Q. What is All in One? 直接在教學軟體裡不用離開，直接進行互動行為。

**All MS Apps can be integrated with**

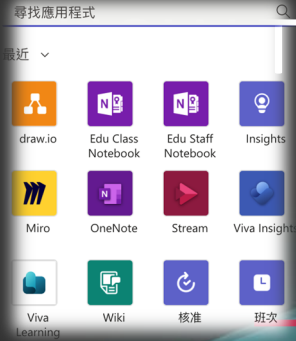
**Teams**

Q. How to engage in IRS-Based meeting  
via Teams?

MS Apps: 外掛擴充套件

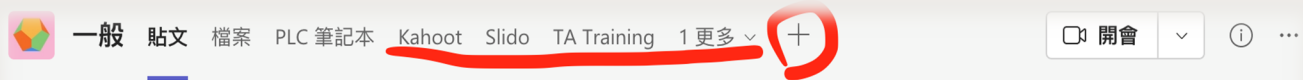
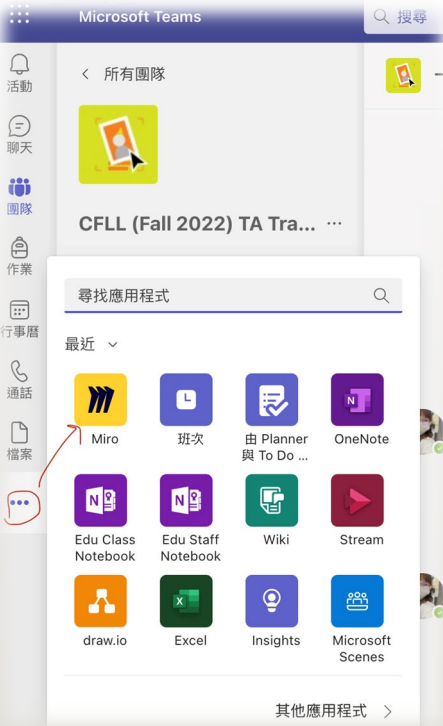


# HOW TO SET-UP MS APPS

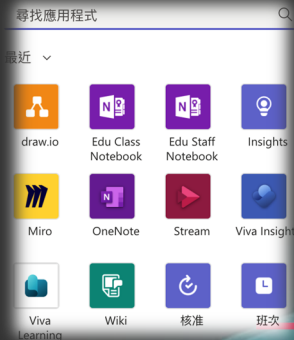
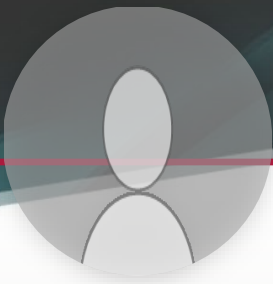


## NOTICE: 3種新增MS Apps的方式

1. 線上上課教室外掛擴充套件：『行事曆』 → 即時會議。 <IRS>
2. Teams首頁左下角欄位『...』選擇外掛套件。 <自用>
3. 團隊掛：全班都可用。



# HOW TO SET-UP MS APPS



## Step 2

- 點選+ → 新增索引標籤
- 搜尋『Polls』 『Miro』 『YouTube』
- 點選『新增』

- 設定apps題目
- 送出

## Step 3

- 行事曆  
新增即時會議

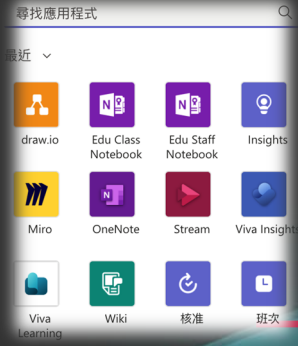
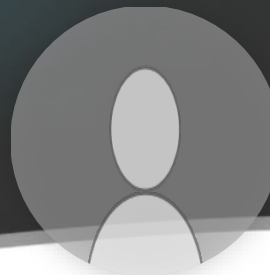
## Step 1



### NOTICE:

1. 新增Apps時，一定要先登入M365帳號。
2. 請提前開啟即時開會，先把外掛程式加入。

# USEFUL MS APPS



**Kahoot!**

- 互動式題目
- 無法帶入 Teams會議
- 團隊聊天區使用
- 參與者須先登入Kahoot帳號



**Slido**

- 強大的**IRS外掛套件**
- 6種不同課堂活動類型可供選擇
- **3 Polls per event**：限制一場會議只能設定3種活動



**draw.io**

- 心智圖線上繪圖外掛套件



**Miro**

- 強大的線上數位白板
- 學生可自行設計白板版型進行小組報告

# USEFUL MS APPS: POLLS



改版後的Forms 稱為Polls



## NOTICE:

1. 進入會議室，點選上方新增應用程式，搜尋Polls，登入後就可以新增不同類型的Polls。

What's your favorite Ghibli animated works?

- Nausicaa of the Valley of the Wind
- Howl's Moving Castle
- My Neighbor Totoro
- Princess Mononoke
- Spirited Away

Record names of respondents (only visible to creator)

Share aggregated results with respondents

Allow co-presenters to edit your poll while it's a draft poll

Save as draft Launch now

設定題目

Attendance for today's meeting

- I'm in.
- I'm late.

Multiple selections

Record names of respondents (only visible to creator)

Share aggregated results with respondents

Allow co-presenters to edit your poll while it's a draft poll

Save as draft Launch now

設定題目

What's your favorite Ghibli's male Characters?

- Howl
- Haku
- Prince Ashitaka
- Pazu
- Sosuke

1 response Done

Back to question

Launch instant poll

YES | NO

Not record name | Results shared

送出問卷

# USEFUL MS APPS: POLLS



## NOTICE:

1. 進入會議室，點選上方新增應用程式，搜尋Polls，登入後就可以新增不同類型的Polls。

**Polls**

+ New poll

**LIVE** Poll: Not record name | Resul...

What's your favorite Ghibli's male Characters?

Howl	██
Haku	████████████████████████████████████
Prince Ashitaka	████████████████████████████████
Pazu	██████████████████████████████
Sosuke	██████████████████████████

1 response

Back to question

Close poll

Response details

Export results

Delete poll

問卷結果可以選擇：

1. 關閉
2. 詳細回應內容
3. 輸出結果
4. 刪除問卷

**Polls**  
Response details

What's your favorite Ghibli's male Characters?

1st choice 2nd choice 3rd choice 4th choice 5th choice

1. Howl	██
2. Haku	████████████████████████████████████
3. Prince Ashitaka	████████████████████████████████
4. Pazu	██████████████████████████████
5. Sosuke	██████████████████████████

More Details

Name	1st	2nd	3rd	4th
Anonymous	Howl	Haku	Prince Ashitaka	Pazu

1 response

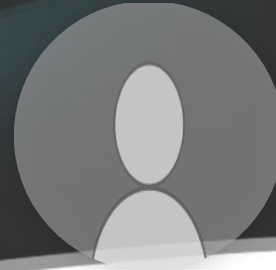
Export






# USEFUL MS APPS: MIRO



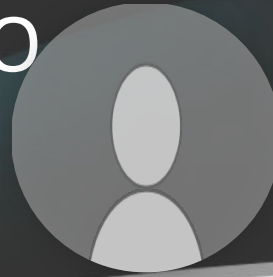
Miro



## NOTICE:

1. 進入會議室，點選  Miro ，右方欄位顯示建立好的白版。
2. 點選  分享，Miro就會顯示在學生端介面。
3. 長按『空白鍵』即可移動白板畫面。
4. 學生端也可新增自己的Miro。會議前登入Miro，與組員線上即時協同製作，完成內容後，可分享自己的Miro白板畫面，結束後點選『停止簡報  』，畫面即可回到老師的Miro。

# USEFUL MS APPS: MIRO



17:18 Stop sharing Pop out People Chat Reactions Rooms Miro Practice Polls Apps More Camera Mic Share Leave

miro Miro Practice [Settings] [Share] [Search] [Share]

Meeting chat

Miro About

You chose **Miro Practice** board

A faint watermark of the Miro logo is visible in the center of the white area.

Back Save

miro Miro Practice [Settings] [Share] [Search] [Share]

The main Miro board interface, showing a white grid with a vertical toolbar on the left containing various drawing tools like a selection tool, text, eraser, and shapes. A zoom control at the bottom right shows "100%".

Miro Practice ... [Share] [Close]

Share this board with everyone in the meeting by clicking [Share] at the top.

Miro Practice

# USEFUL MS APPS: YOUTUBE



## YouTube

Microsoft Corporation

Works in Teams, Office.com, and Outlook

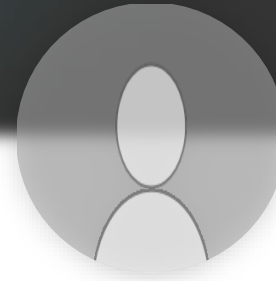
Add

- Add to a team
- Add to a chat
- Add to a meeting

Overview

Search for videos

Share a YouTube video with other members of the channel. Simply search for the video you want or paste its URL.



Meeting with Kevelyn (Test 5)

12:48 | Stop sharing | Pop out | People | Chat | Reactions | Rooms | YouTube | Polls | Apps | More | Camera | Mic | Share | Leave



YouTube

<https://youtu.be/xJWLxxD0Hp8>

**Now sharing**  
Top 10 Best Studio Ghibli Movies  
WatchMojo.com • 6 years...

Watch together

0:11 | 11:59

# TEAMS新功能：POWER POINT LIVE



## \*說明：

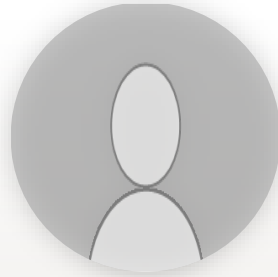
1. 選擇『↑』Power Point Live，選擇PPT。
2. 上方『簡報者模式』→『凸顯』講師去背，影像出現在簡中。
3. 防止參與者自行瀏覽簡報。

## Power Point Live

1. Teams會議。
2. 教學時播放簡報。
3. 講師去背。
4. 禁止學生瀏覽簡報。
5. 即時字幕，簡報即時翻譯

\* 燕秋老師說明影片：

[https://youtu.be/ZVH\\_wk7qRbQ](https://youtu.be/ZVH_wk7qRbQ)



02:43 簡報者模式 防止參與者自行瀏覽 停止簡報 人員 聊天 表情符號 分組時... 其他 照相機 麥克風 分享 離開

凸顯

沒有備忘稿

110-1 外語學院CFL助教培訓會議  
Microsoft Teams

Facilitator: Kevin Yao  
Date: September 13, 2021  
Time: 14:00 ~ 16:00  
Classroom Meeting Room

簡報畫筆功能

1 2 3 4 5

凱姚



~ THANKS FOR YOUR LISTENING! ~