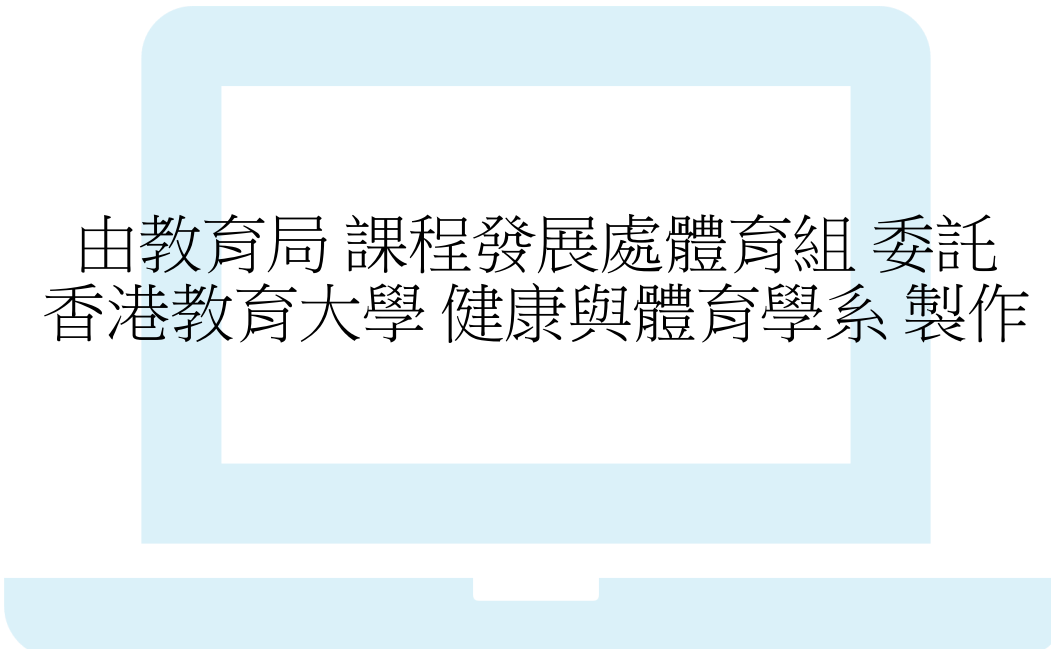


IT in PE  
網上教學平台  
教學指南

作者：梅浩庭 天水圍官立小學 體育老師



由教育局 課程發展處體育組 委託  
香港教育大學 健康與體育學系 製作

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周志清博士



# 網上教學平台教學

1. 建立課堂 p. 3 – 8
2. 把其他教師 / 學生加入課室 p.9 – 13
3. 透過課程編碼加入學生 p.14 – 17
4. 加入影片 p.18 – 23
5. 建立及批改作業 p.24 – 29
6. 建立自評及互評 p.30 – 32

# 網上學習平台 教學

## 建立課室

# 以Google帳戶登入網上教學平台

classroom

全部

圖片

地圖

影片

書籍

更多

設定

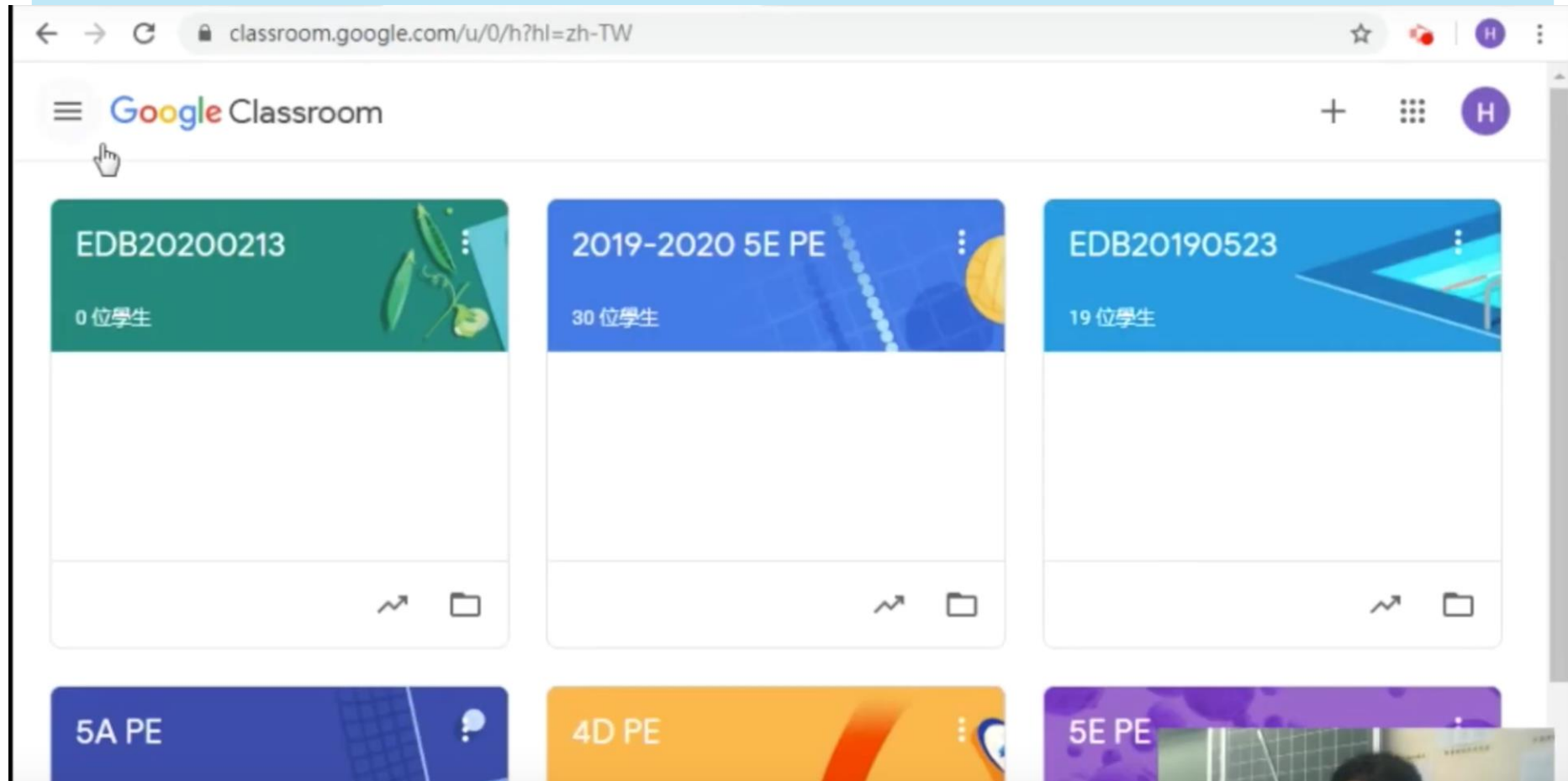
約 1,190,000,000 項搜尋結果 (0.25 秒)

登入- Google 帳戶 - Classroom

<https://classroom.google.com> › ...

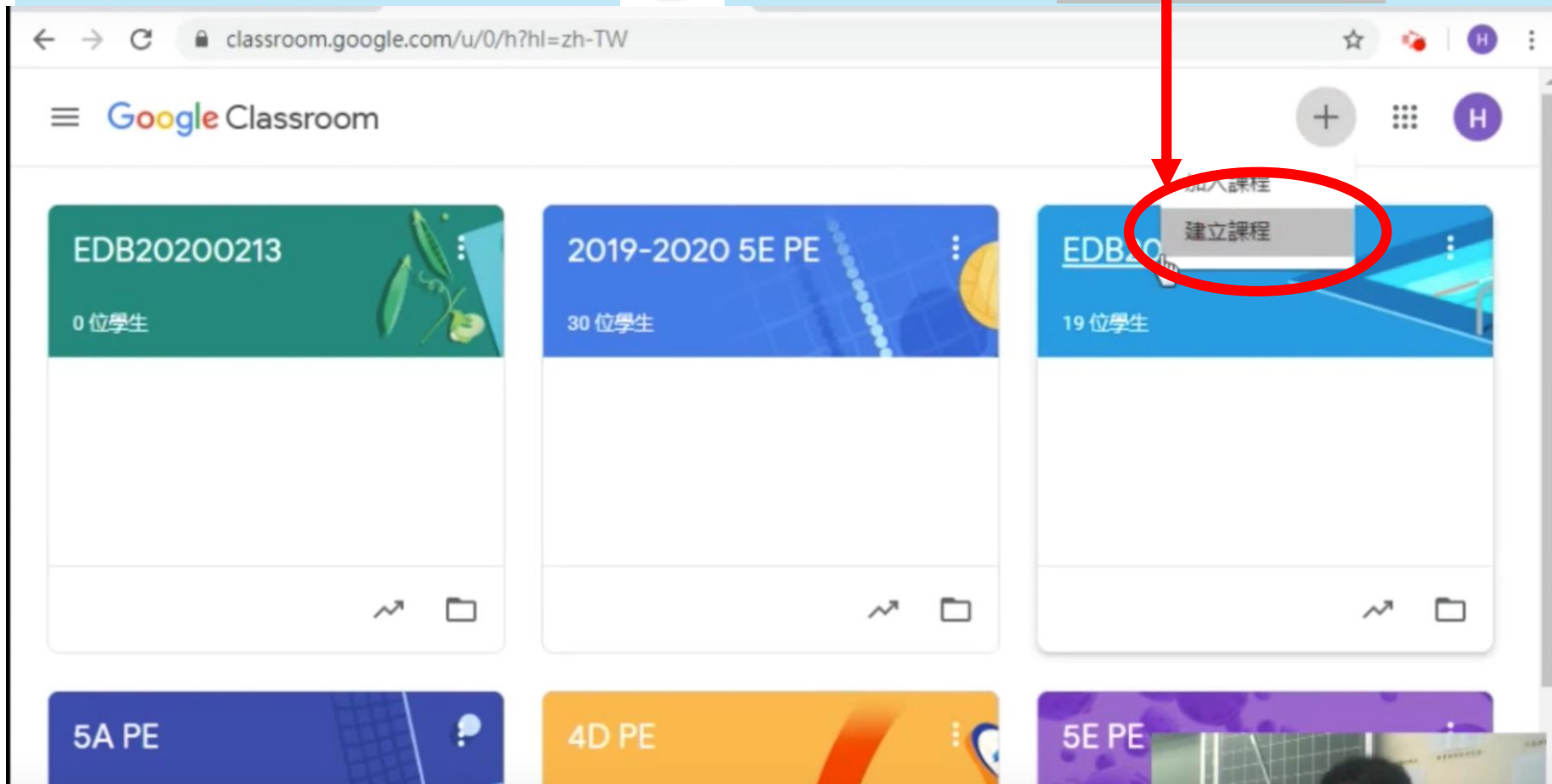
如果這不是你的電腦，請使用訪客模式以私密方式登入。瞭解詳情。繼續。建立帳戶。中文（香港）。日本語。简体中文。繁體中文。Afrikaans。azərbaycan。català。

# 登入後便出現此畫面



首次使用者會詢問您身份是老師還是學生

於右上角按 “+”，再按 “建立課程”



## 於“課程名稱”中填入適當名稱



The screenshot shows the Google Classroom interface with a '建立課程' (Create Course) dialog box open. The dialog box has four input fields: '課程名稱 (必填)' (Course Name - required), '單元' (Unit), '科目' (Subject), and '教室' (Classroom). The '課程名稱' field contains the text '2019-2020 5E 排球1'. The background shows a grid of course cards with IDs like EDB20200213 and 2019-2020 5E PE.

classroom.google.com/u/0/h?hl=zh-TW

Google Classroom

EDB20200213  
0位學生

2019-2020 5E PE

FDB20190523

5A PE

建立課程

課程名稱 (必填)  
2019-2020 5E 排球1

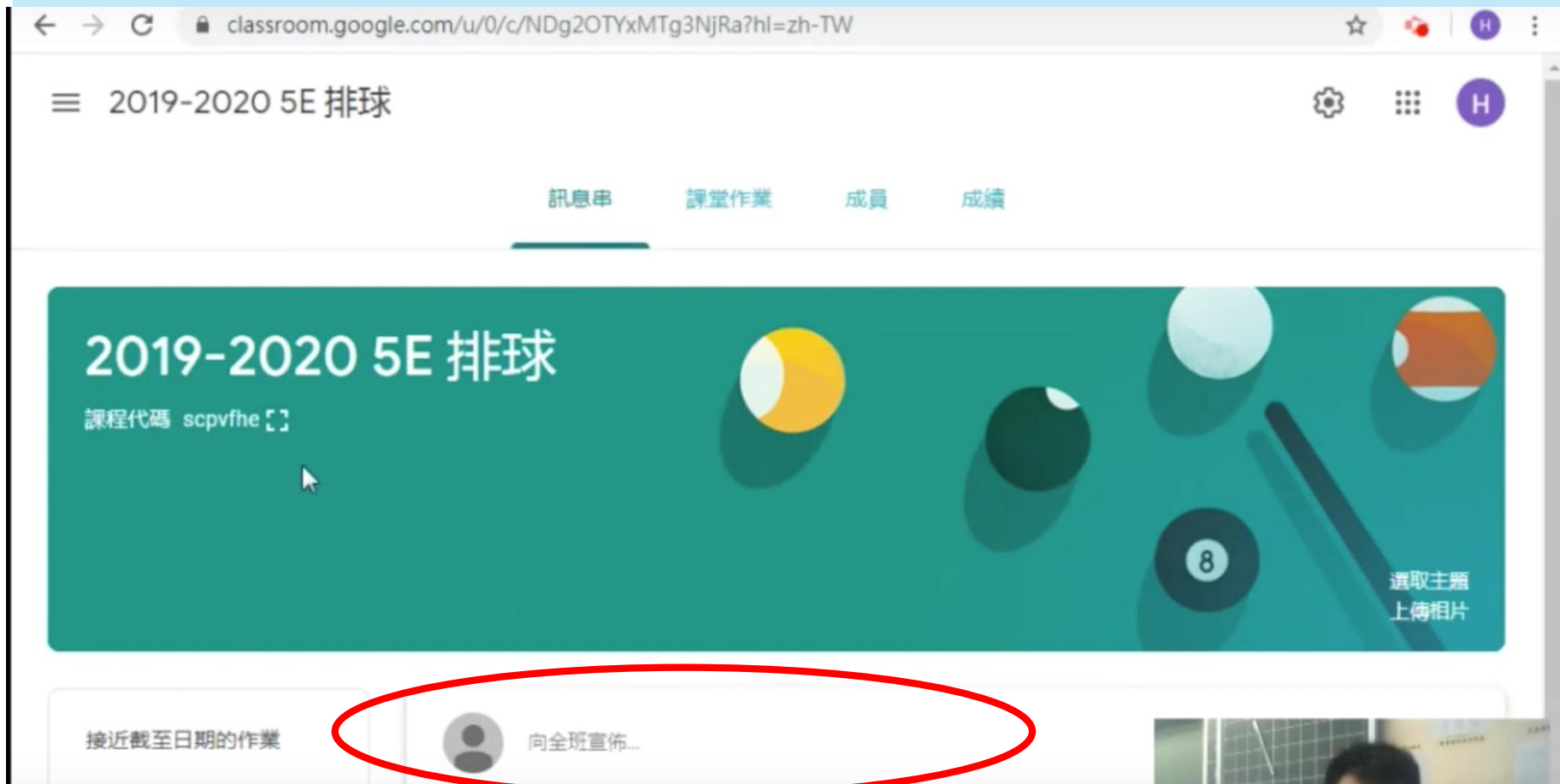
單元

科目

教室

\*建議填上年份及班別和單元名稱, 因所有資料均可一直保留

# 建立後便會出現此頁面



於“**訊息串**”頁面中的“向全班宣佈”中打入任何想與群組分享之訊息



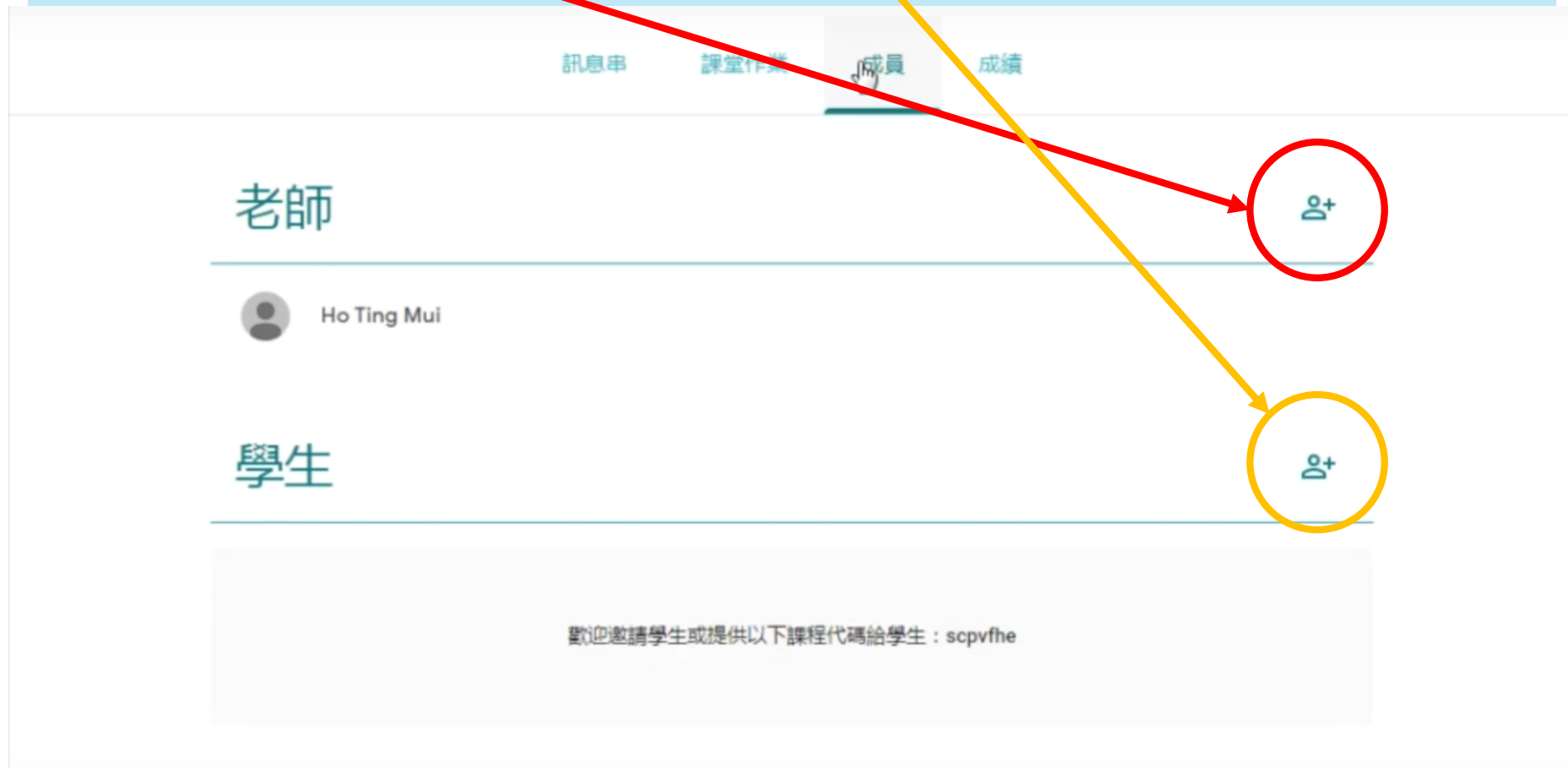
# 網上學習平台 教學

把其他教師 / 學生加入課室

在頁面頂端按“**成員**”以加入老師及學生

The screenshot shows a course page for '2019-2020 5E 排球' (2019-2020 5E Volleyball). The course code is 'scpvfhe'. The page features a navigation bar with four tabs: '訊息串' (Messages), '課堂作業' (Classwork), '成員' (Members), and '成績' (Grades). The '成員' tab is highlighted with a red circle and a mouse cursor. Below the navigation bar is a large green banner with the course title and code. To the right of the banner are several circular icons representing different subjects or topics. Below the banner, there are two main sections: '接近截至日期的作業' (Upcoming assignments) and '向全班宣佈...' (Announce to the class...). The 'Upcoming assignments' section shows '沒有近期内要繳交的作業' (No assignments due in the near future) and a '全部顯示' (Show all) button. The 'Announce to the class' section has a text input field and a '向全班宣佈...' button. Below these sections is a heading '在這裡與全班互動交流' (Interact and communicate with the class here).

分別於 老師  及 學生  欄位中加入成員

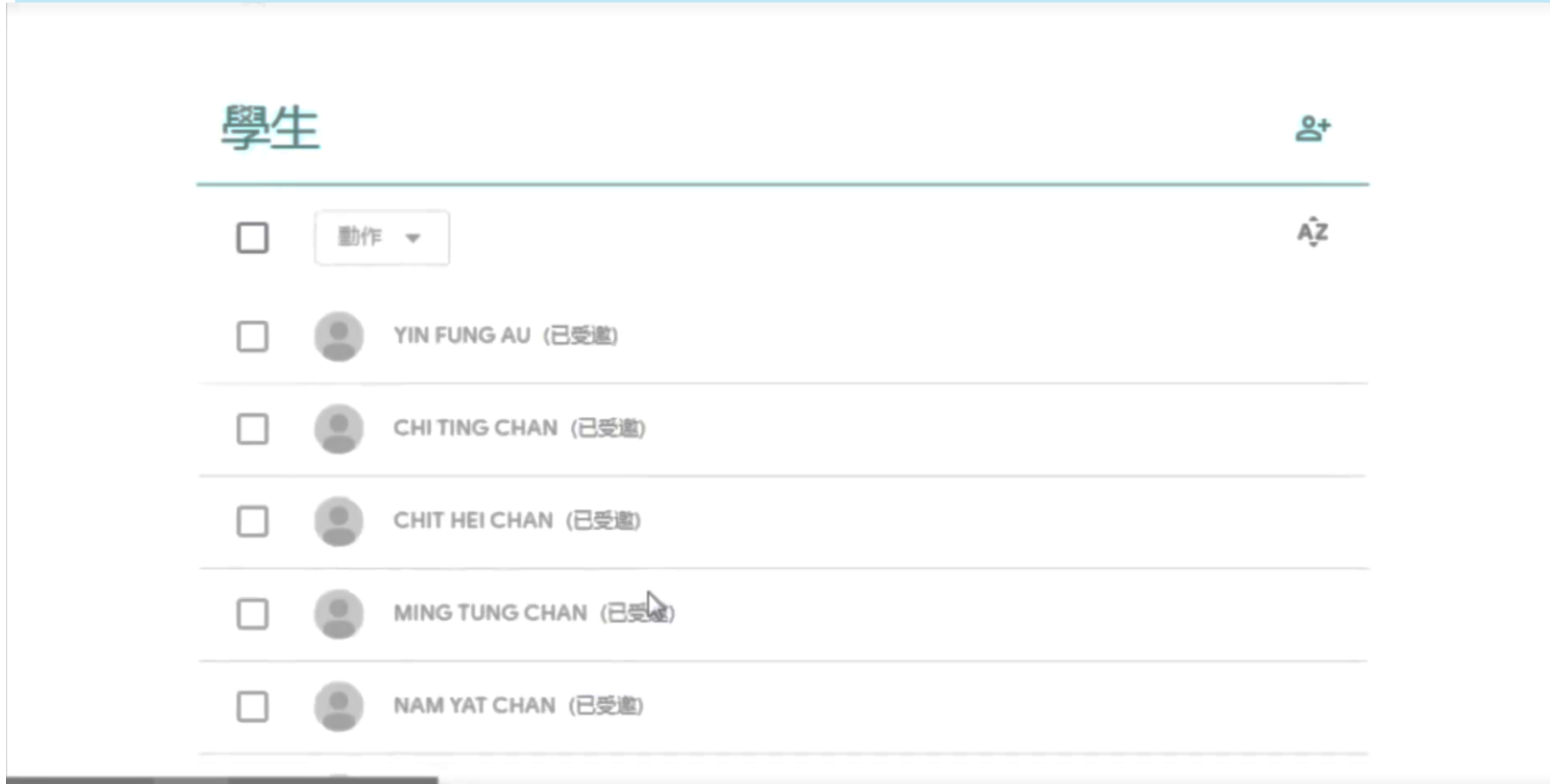


The screenshot displays a classroom management interface with a top navigation bar containing '訊息串', '課堂作業', '成員', and '成績'. The '成員' tab is active. Below the navigation bar, there are two main sections: '老師' and '學生'. The '老師' section shows a user profile for 'Ho Ting Mui'. The '學生' section is currently empty. At the bottom of the '學生' section, there is a message: '歡迎邀請學生或提供以下課程代碼給學生：scpvfhe'. Two callout boxes are present: a red one pointing to a '加入成員' button in the '老師' section, and a yellow one pointing to a '加入成員' button in the '學生' section. The '加入成員' button in the '學生' section is circled in yellow.

# 輸入老師/ 學生電郵以加入此群組



## 加入後會出現成員清單並顯示已受邀



受邀者以電郵確認接受邀請便可加入於群組中

# 網上學習平台教學

透過課程編碼加入學生

若學生仍然未能加入群組，可以課程代碼加入

The screenshot shows a course page with a teal header. At the top, there are navigation tabs: 訊息串, 課堂作業, 成員, and 成績. The main header area contains the text '2019-2020 5E 排球' and '課程代碼 scpvfhe', where the code is circled in red. To the right of the header are icons for a volleyball, a basketball, and a tennis racket, along with a button labeled '8' and the text '選取主題 上傳相片'. Below the header, there is a section for '已儲存的公告 (1)' with a list item '排球 - 下手墊球(預習)' scheduled for '明天 下午3:00'. On the left side, there is a box for '接近截至日期的作業' with the text '沒有近期内要繳交的作業' and a '全部顯示' button.

# 可點擊以放大





學生登入網上教學平台後按“

+


”並輸入老師所提供之課程代碼



# 網上學習平台 教學

## 從 YouTube 加入影片到網上學習平台

若想於群組中加入影片，需先於youtube中揀選合適影片並按“分享”



The screenshot shows a YouTube video player interface. The video title is "下手墊球 | 排球" (Underhand bumping | Volleyball). The video has 16,755 views and was uploaded on December 1, 2017. The share button, represented by a right-pointing arrow, is circled in red. A red arrow points from the text above to this share button. The video player includes standard controls like play/pause, volume, and progress. To the right, there are recommendations for other volleyball-related videos.

下手墊球 | 排球

觀看次數：16,755次 · 2017年12月1日

71 12 分享 儲存 ...

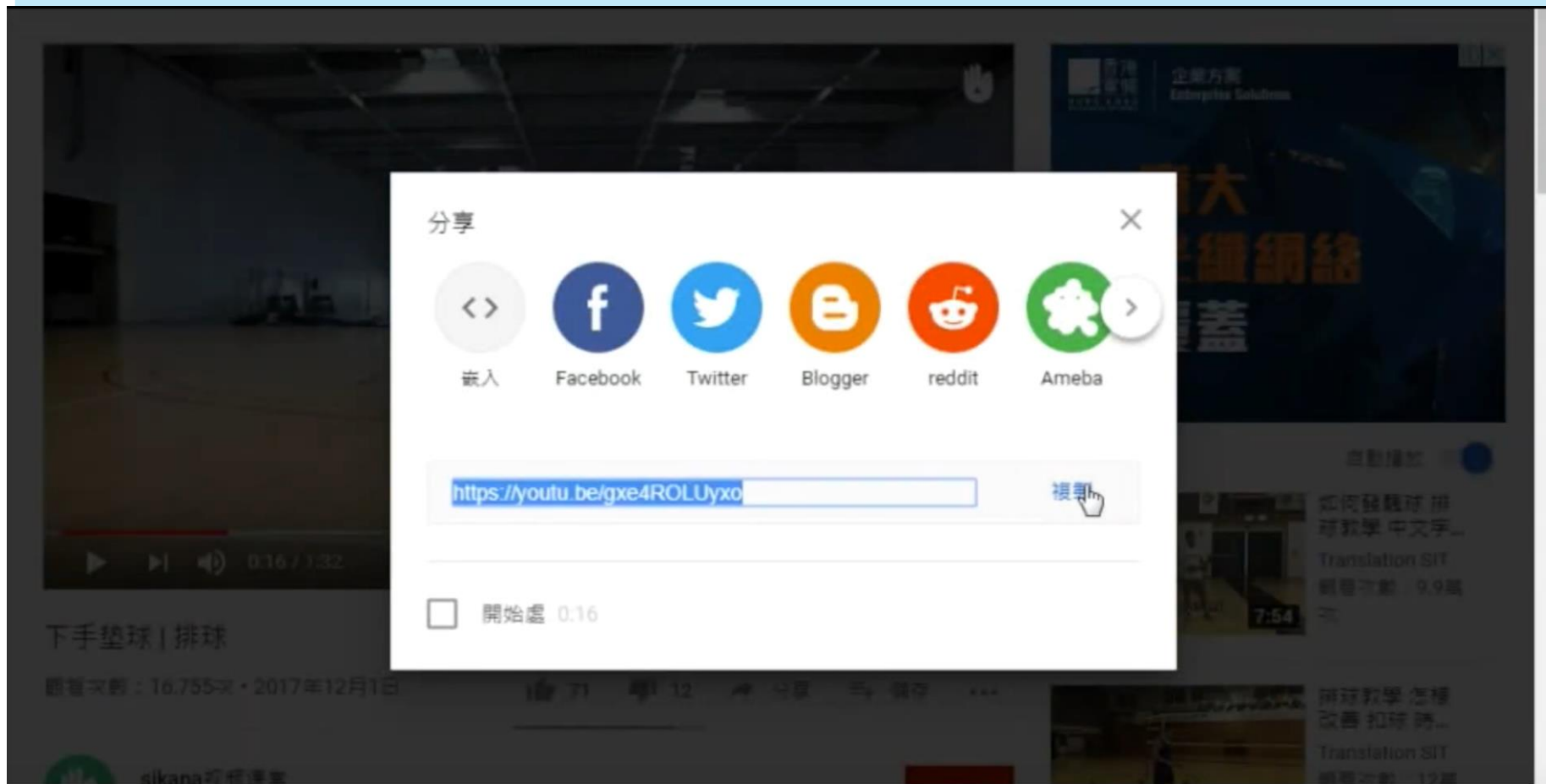
sikana 視頻課堂

即將播放 自動播放

如何發飄球 排球教學 中文字... Translation SIT 觀看次數：9.9萬次 7:54

排球教學 怎樣改善 扣球時... Translation SIT 觀看次數：12萬

按“複製”以複製連結並張貼於網上教學平台中



於網上教學平台訊息串頁面中點選“向全班宣佈”並按

The screenshot shows a user interface for an online learning platform. At the top, there are navigation tabs: 訊息串 (Messages), 課堂作業 (Classwork), 成員 (Members), and 成績 (Grades). Below this is a teal banner with a large number '8' and the text '選取主題 上傳相片' (Select topic, Upload photo). On the left, there is a box titled '接近截至日期的作業' (Assignments due soon) with the text '沒有近期内要繳交的作業' (No assignments due soon) and a '全部顯示' (Show all) button. The main area is a message composition screen. At the top of this screen, it says '發布給 2019-2020 5E 排球' (Post to 2019-2020 5E Volleyball) and '所有學生' (All students). Below this is a text input field containing the text '向全班宣佈' (Announce to the whole class). At the bottom of the composition area, there are several icons: a paperclip, a trash can, a play button (YouTube icon), and a speech bubble. The play button icon is circled in red. To the right of these icons are buttons for '取消' (Cancel) and '張貼' (Post), with a dropdown arrow next to '張貼'. A red arrow points from the play button icon in the bottom left to the play button icon in the top right of the composition area.

貼上YouTube連結，並按“新增”



可於文字欄位輸入有關資料，並按“張貼”便可

8 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

發布給 2019-2020 5E 排球 ▾ 所有學生 ▾

向全班宣佈  
排球 - 下手墊球(預習)

下手墊球 | 排球  
YouTube 影片 1 分鐘

取消 張貼 ▾

# 網上學習平台 教學

## 建立及批改作業



於網上教學平台頁面頂端按“課堂作業”



再按“+ 建立”及“作業”

## 輸入標題、內容、分數(滿分)及截止日期

自 作業

發布給 2019-2020 5E 排球 所有學生

標題  
20200108 排球 - 下手墊球

說明 (選填)  
a. 臂伸直, 手掌合攏  
b. 雙腳屈曲分開  
c. 上身略向前傾  
d. 控球時, 腳由曲至直  
e. 利用前臂擊球

分數 5 截止日期 無截止日期 主題 沒有主題

儲存成功 出作業

也可於作業中加入附件、影片或任何連結等，最後按“**出作業**”

若要批改作業，則需按訊息串中所張貼的訊息

The screenshot shows a user interface with a navigation bar at the top containing the following tabs: 訊息串 (Message Stream), 課堂作業 (Classwork), 成員 (Members), and 成績 (Grades). Below the navigation bar, there is a card for 'P5手球 - 射門' (P5 Handball - Shooting) with a 'Google 表單' (Google Form) icon. Underneath this card is a text input field for '新增課程留言...' (Add course message...) with a send button. The main content area displays a message stream. The first message is highlighted with a red border and contains the following text: 'Ho Ting Mui 張貼了一份新作業：20190106 手球 - 三步射門 (上課)' (Ho Ting Mui posted a new assignment: 20190106 Handball - Three-step shooting (class)) and '1月5日' (January 5th). Below this message is a section for '1 則課程留言' (1 course message). The second message in the stream is: 'Ho Ting Mui 張貼了一份新作業：20190103 手球 - 三步射門(下午)' (Ho Ting Mui posted a new assignment: 20190103 Handball - Three-step shooting (afternoon)) and '1月3日' (January 3rd), also followed by '1 則課程留言'.

# 點選學生名稱及選取學生作業

The screenshot displays a user interface for managing student assignments. At the top, there are two tabs: "作業說明" (Assignment Description) and "學生的作業" (Student's Assignment), with the latter being the active tab. Below the tabs, there are icons for "發送" (Send) and an envelope icon, along with a "分" (Points) dropdown menu and a settings gear icon.

On the left, a list of students is shown with checkboxes and their names and scores:

Checkbox	Student Name	Score
<input type="checkbox"/>	已繳交	
<input type="checkbox"/>	YIN FUNG AU	—/6
<input type="checkbox"/>	CHI TING CHAN	—/6
<input type="checkbox"/>	CHIT HEI CHAN	—/6
<input type="checkbox"/>	MING TUNG CHAN	—/6

On the right, a detailed view for the student "YIN FUNG AU" is shown. It indicates "已繳交 (查看記錄)" (Submitted (View Record)) and "沒有成績" (No Grade). Below this, there are two video thumbnails. The first thumbnail is titled "20190106 手..." and has a red circle around the text "影片" (Video). The second thumbnail is titled "20190106 手..." and has the text "影片" (Video) below it. The full filename for the second video is "20190106 手球 - 三步射門 (上課) (2020年1月6日 上午9:31).MOV".

老師核對作業後可於右方輸入成績及評語，然後按“發還”

The screenshot displays a user interface for a learning management system. At the top left, the user's name "YIN FUNG AU" is shown. In the top center, there is a progress indicator "5/6" with a dropdown arrow and navigation arrows. On the top right, there is a status "尚未發還" (Not yet returned) and a blue button labeled "發還" (Return), which is circled in red. Below the header is a video player showing a handball practice session. The video title is "20190106 手球 - 三步射門 (上課) (2020年1月6日 上午9:31).MOV". The video player has a play button in the center and a progress bar at the bottom showing "0:05 / 0:05". To the right of the video player is a submission review panel. It shows the submission time "繳交時間: 1月6日上午9:33" and a list of submissions. The first submission is "20190106 手球 - 三...". Below the list, there is a "成績" (Grade) field with a red border and a dropdown menu showing "5/6". Below that is a "私人註解" (Private Note) field with a red border containing the text "仍欠指向目標". At the bottom of the panel are "取消" (Cancel) and "張貼" (Post) buttons.

# 網上學習平台 教學

## 建立自評及互評

於“訊息串”的“向全班宣佈”中點選 



8 選取主題  
上傳相片

接近截至日期的作業  
沒有近期內要繳交的作業  
全部顯示

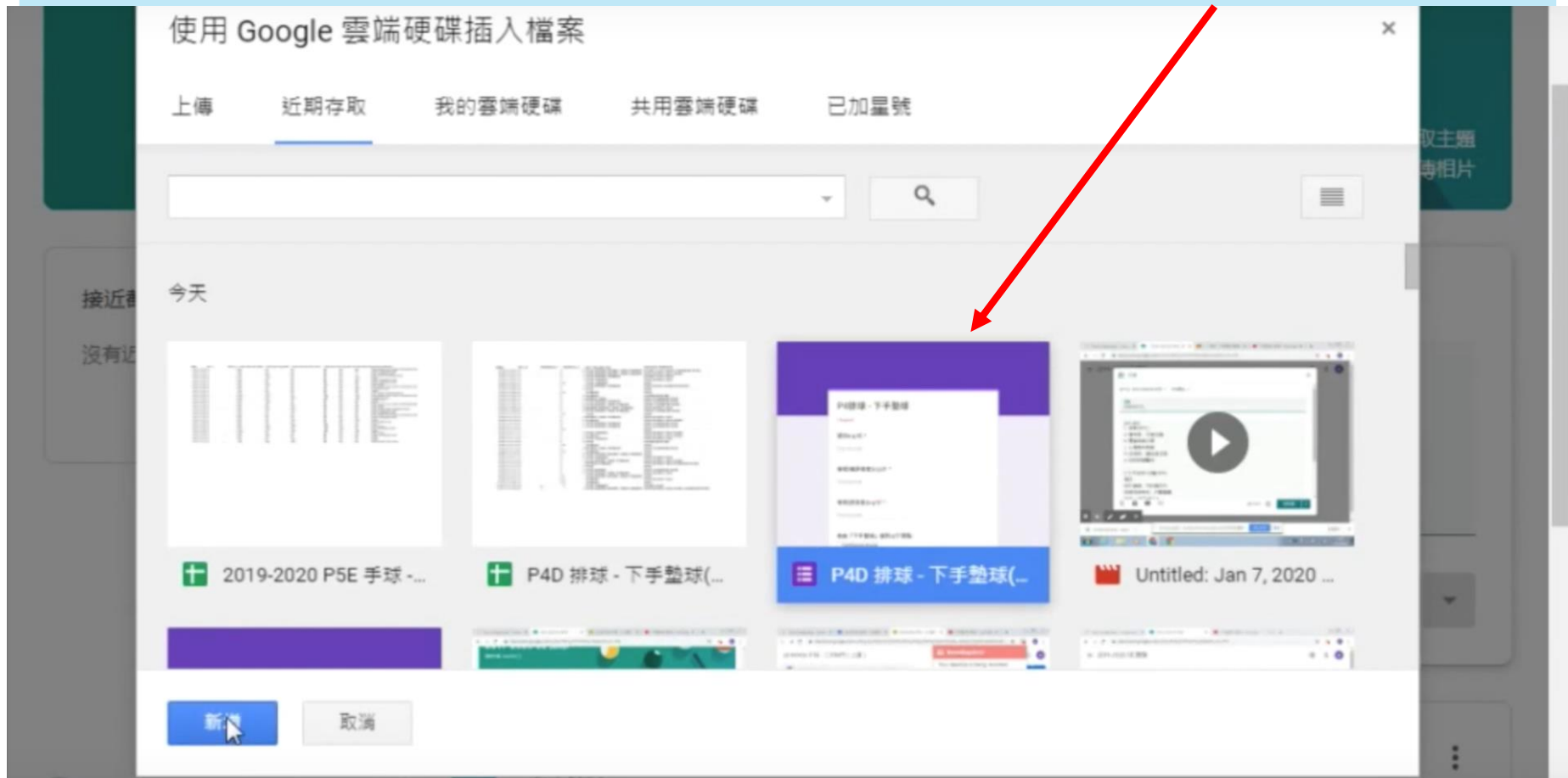
發布給 2019-2020 5E 排球 ▾ 所有學生 ▾

向全班宣佈

    取消 張貼 ▾

 Ho Ting Mui張貼了一份新作業：20200121 排球 - 下手墊球考試  
上午9:44

# 於Google Drive中點選已設立的文件





由教育局 課程發展處體育組 委託  
香港教育大學 健康與體育學系 製作



香港教育大學

The Education University  
of Hong Kong



Department of  
Health and Physical Education