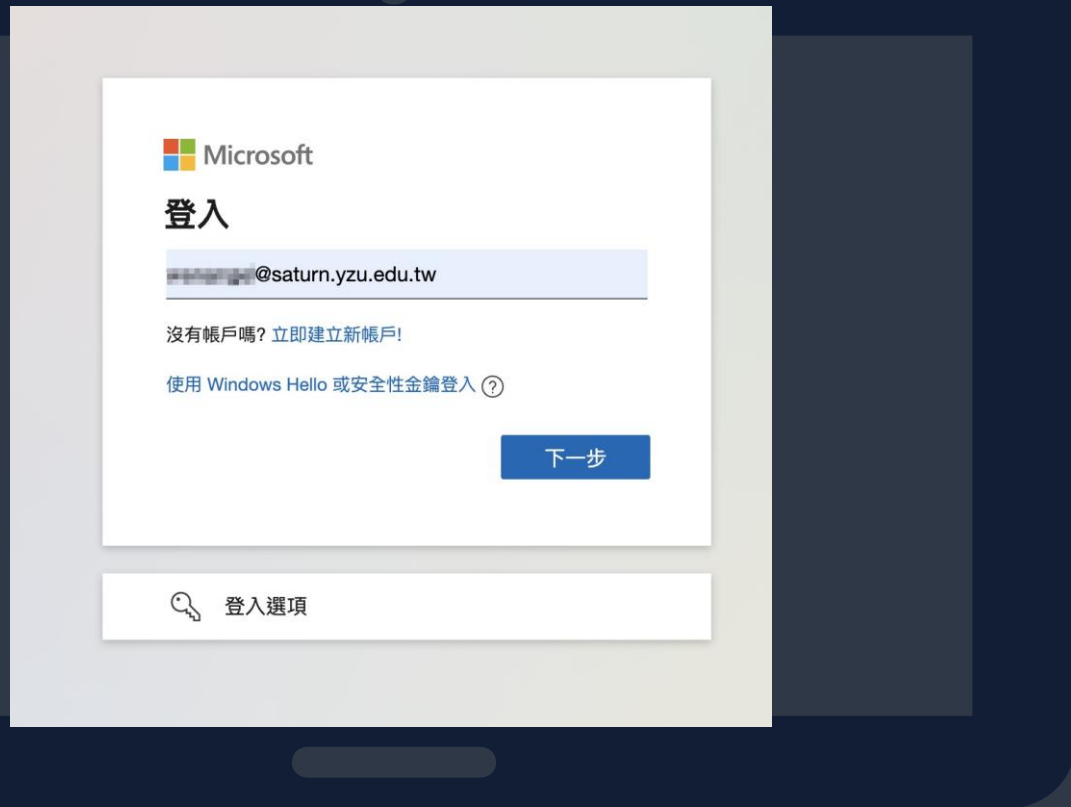


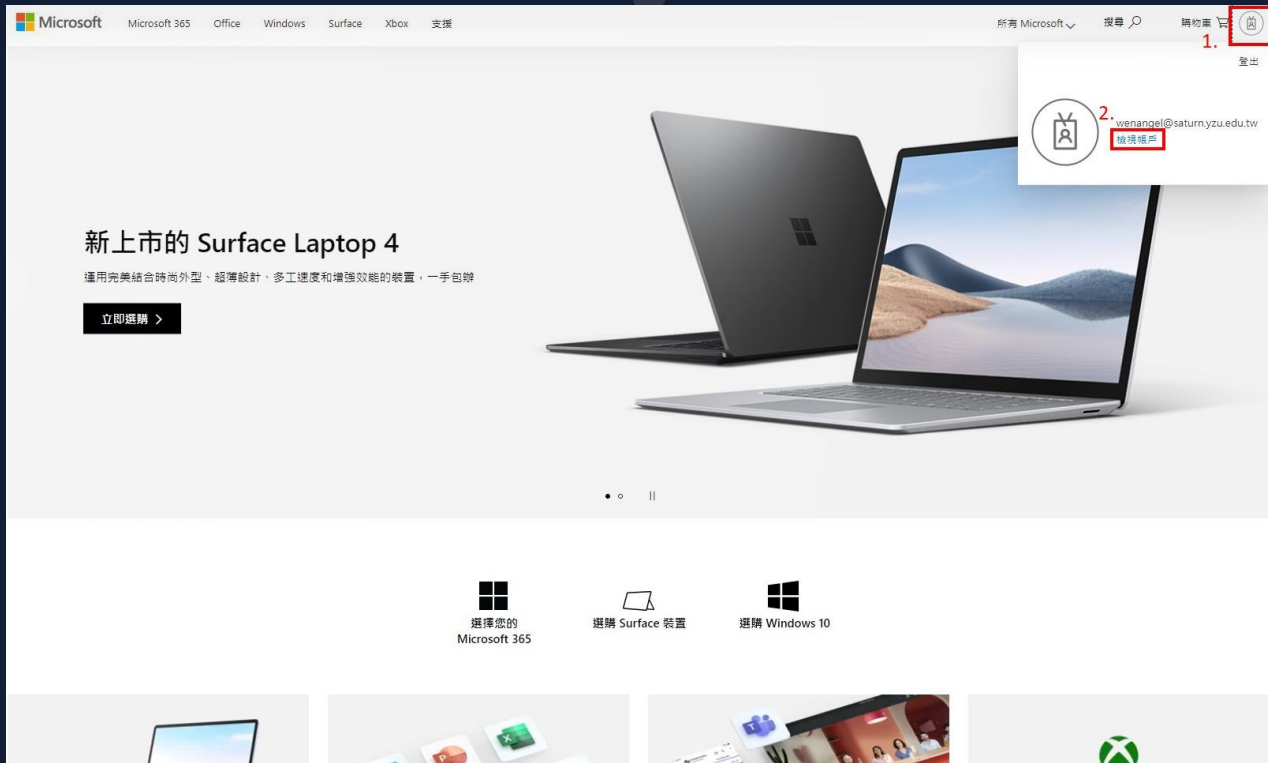
forms系統-進入後台



- 1.至瀏覽器搜尋[Microsoft](https://www.microsoft.com)
- 2.點選右上角**登入**
- 3.輸入outlook帳號



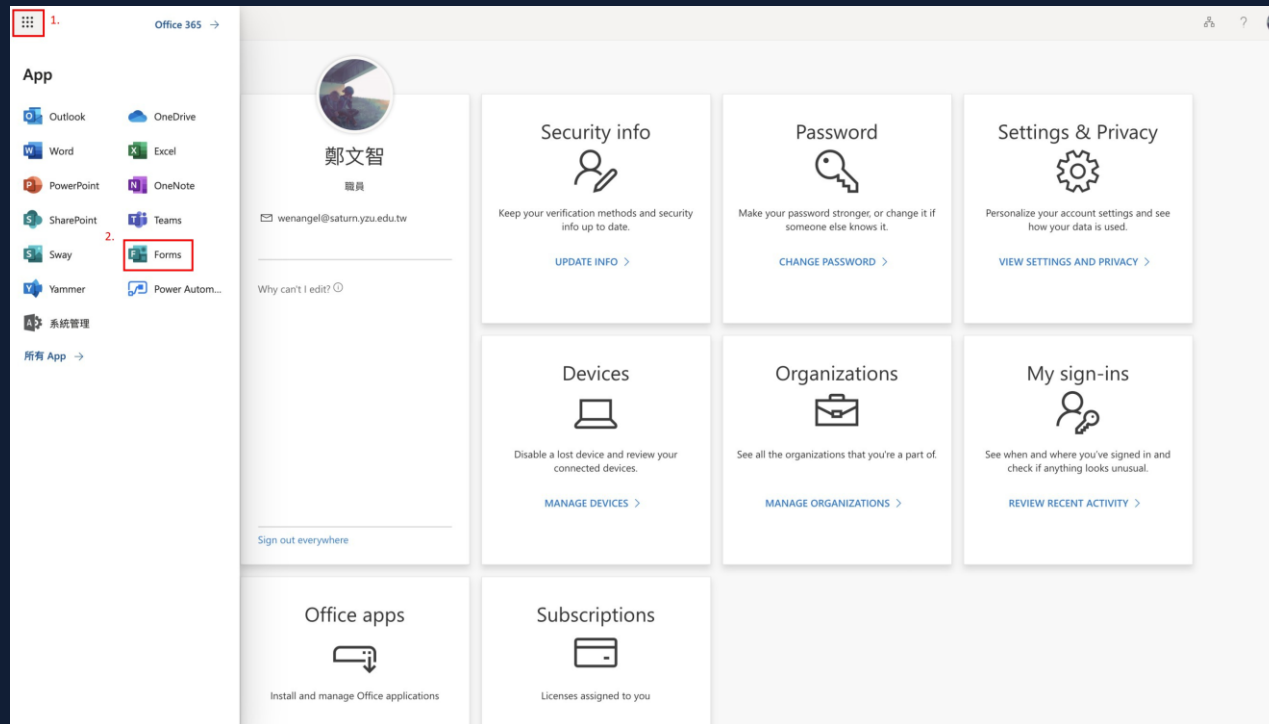
forms系統-進入後台



- 1.點選右上角icon
- 2.點選檢視帳戶



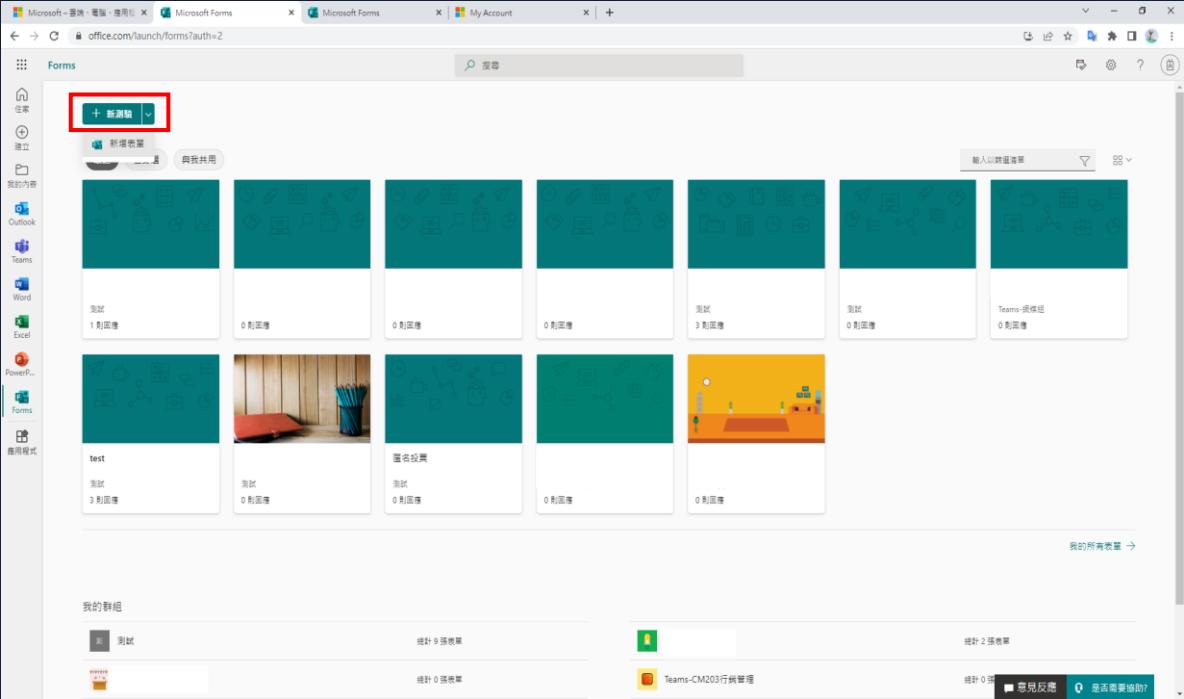
forms系統-進入後台



- 1.點選左上角icon
- 2.點選Forms



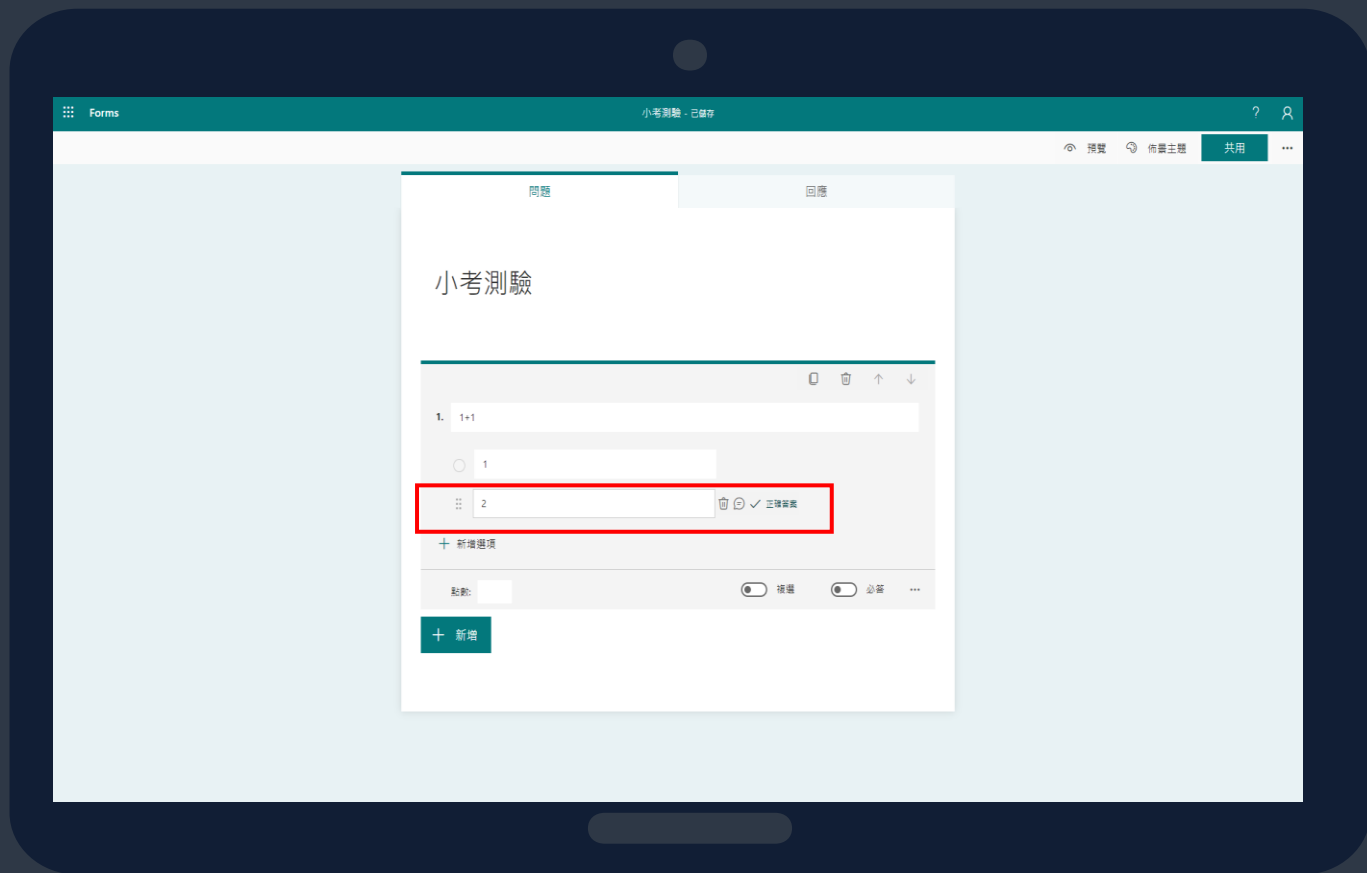
Forms系統-製作測驗



點選+新測驗



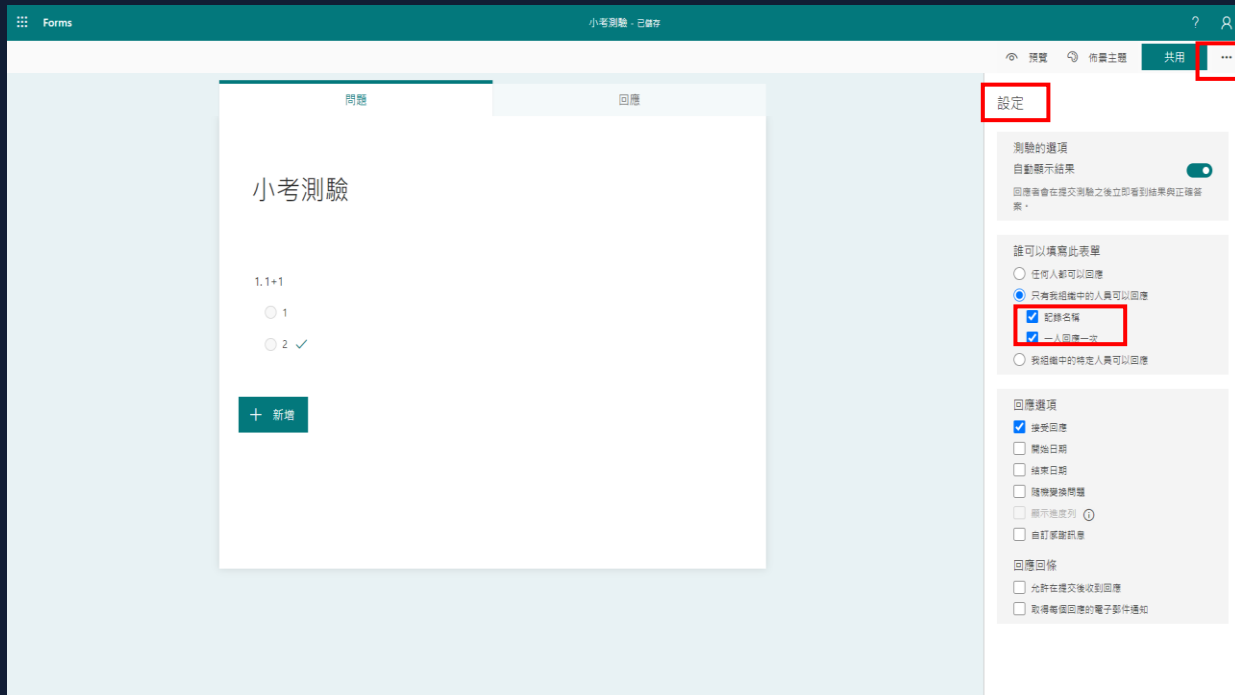
Forms系統-製作測驗



在答案旁記得勾選正確答案



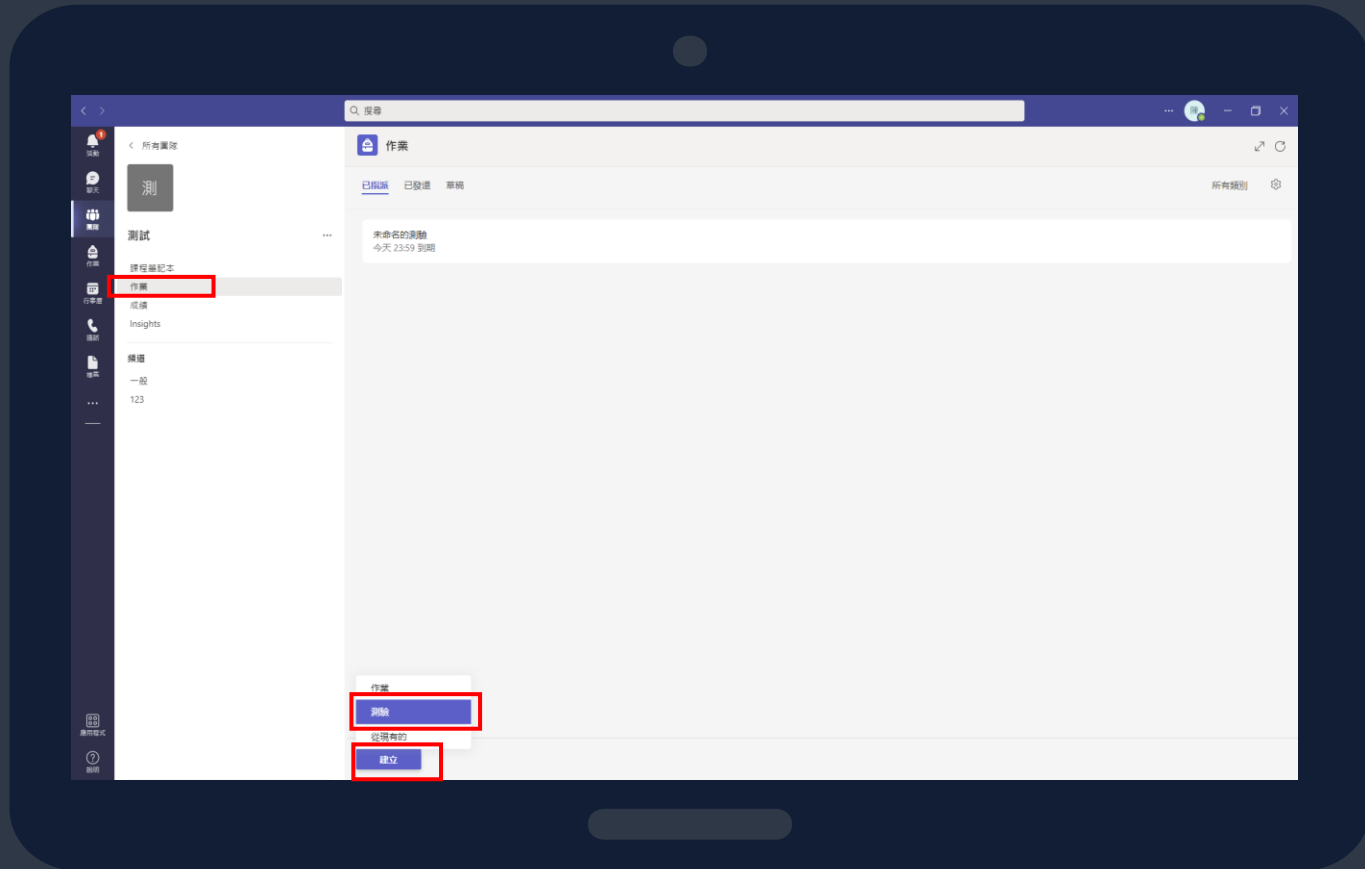
Forms系統-製作測驗



問題設完後，forms會自動儲存，從下拉選單中點選**設定**
老師可自行設定選項
不匿名：紀錄名稱打開
匿名：紀錄名稱關閉
一人回應一次：限制一個帳號回覆一次



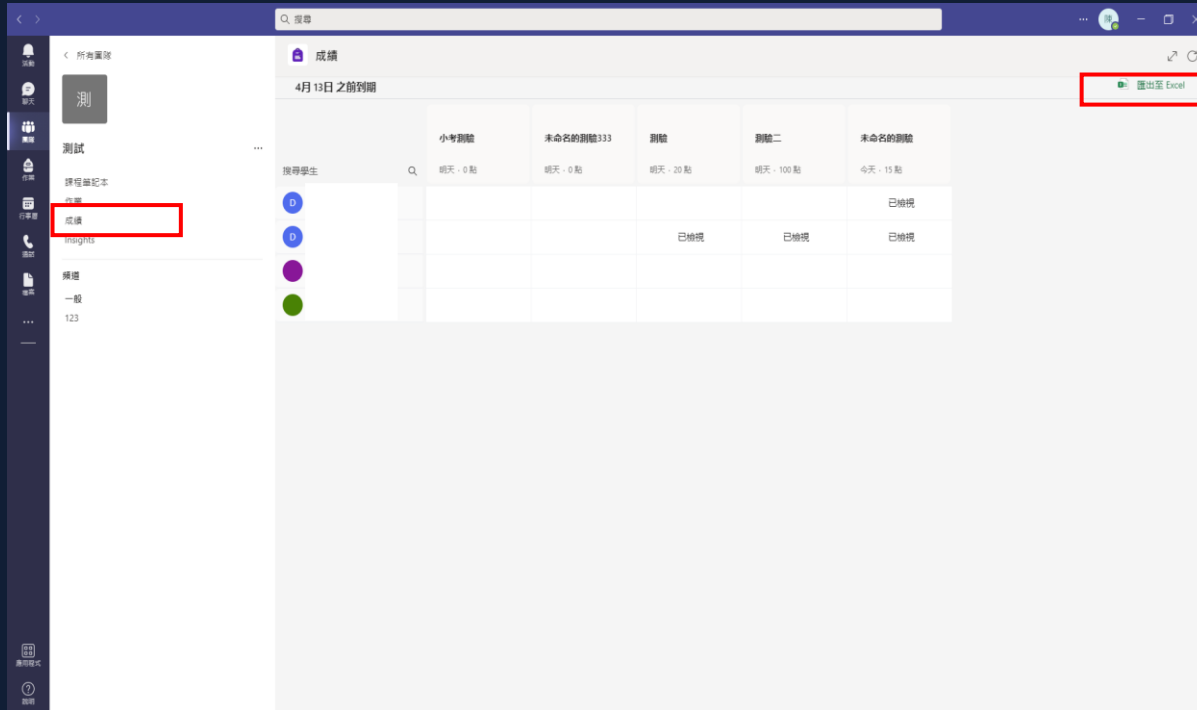
Forms系統-製作測驗



製作完測驗後，在回到 teams，點選**作業**→**建立**→**測驗**，選擇剛剛在後台建立的測驗，即可建立測驗

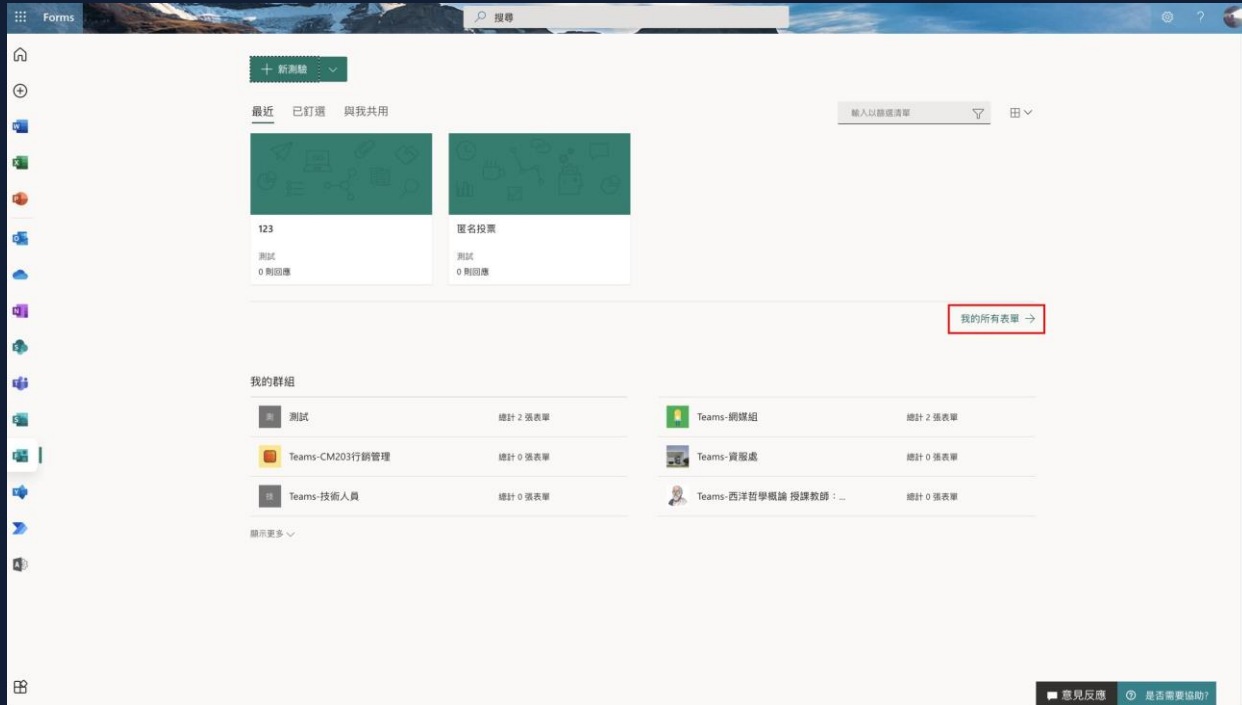


Forms測驗-Teams看結果



學生做完測驗後，老師可到成績看學生的作答情形，也可匯出至Excel表

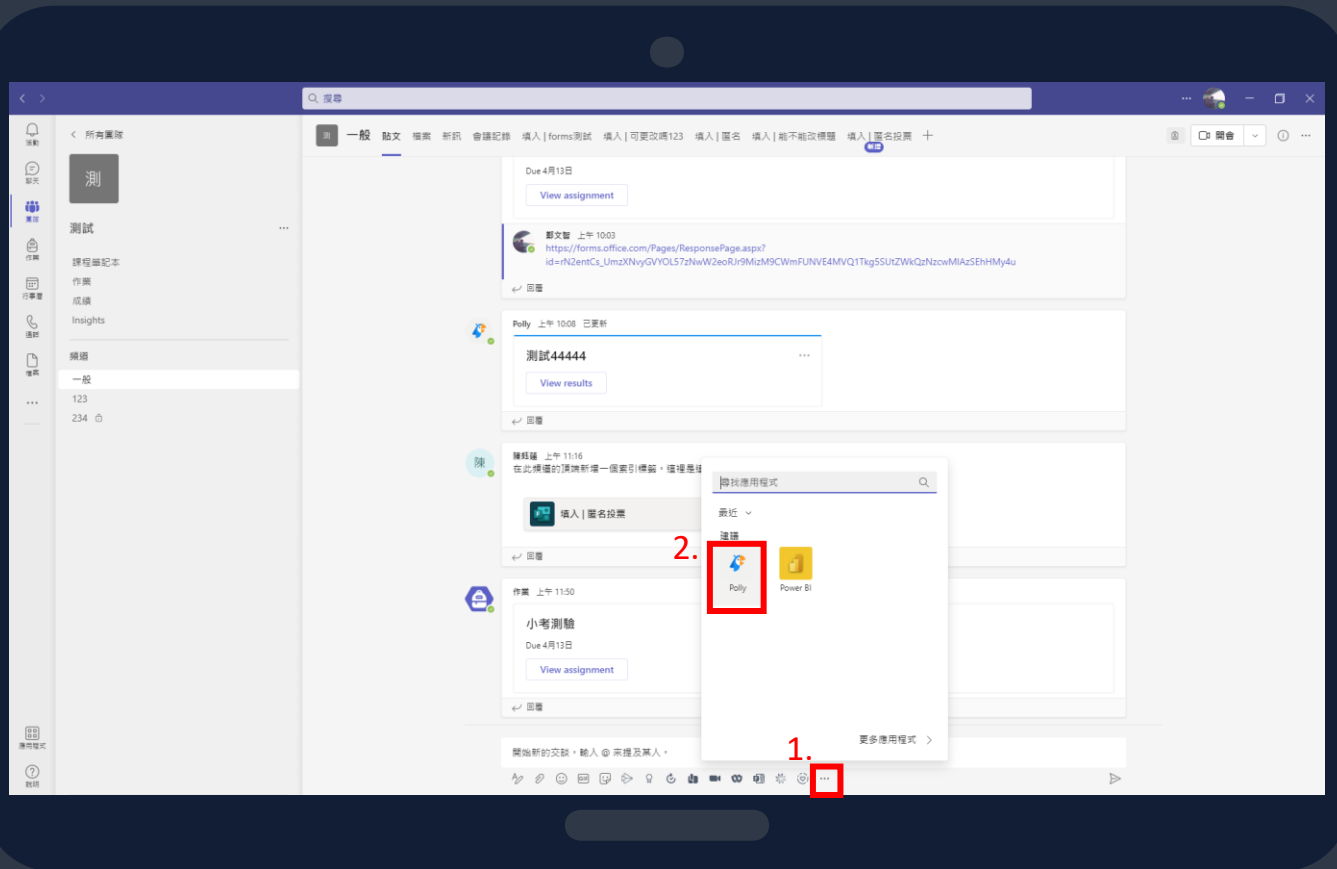
Forms系統-後台看結果



1. 點選**我的所有表單**
2. 就可以看到您所開設的所有測驗表單
3. 就可以看到測驗結果



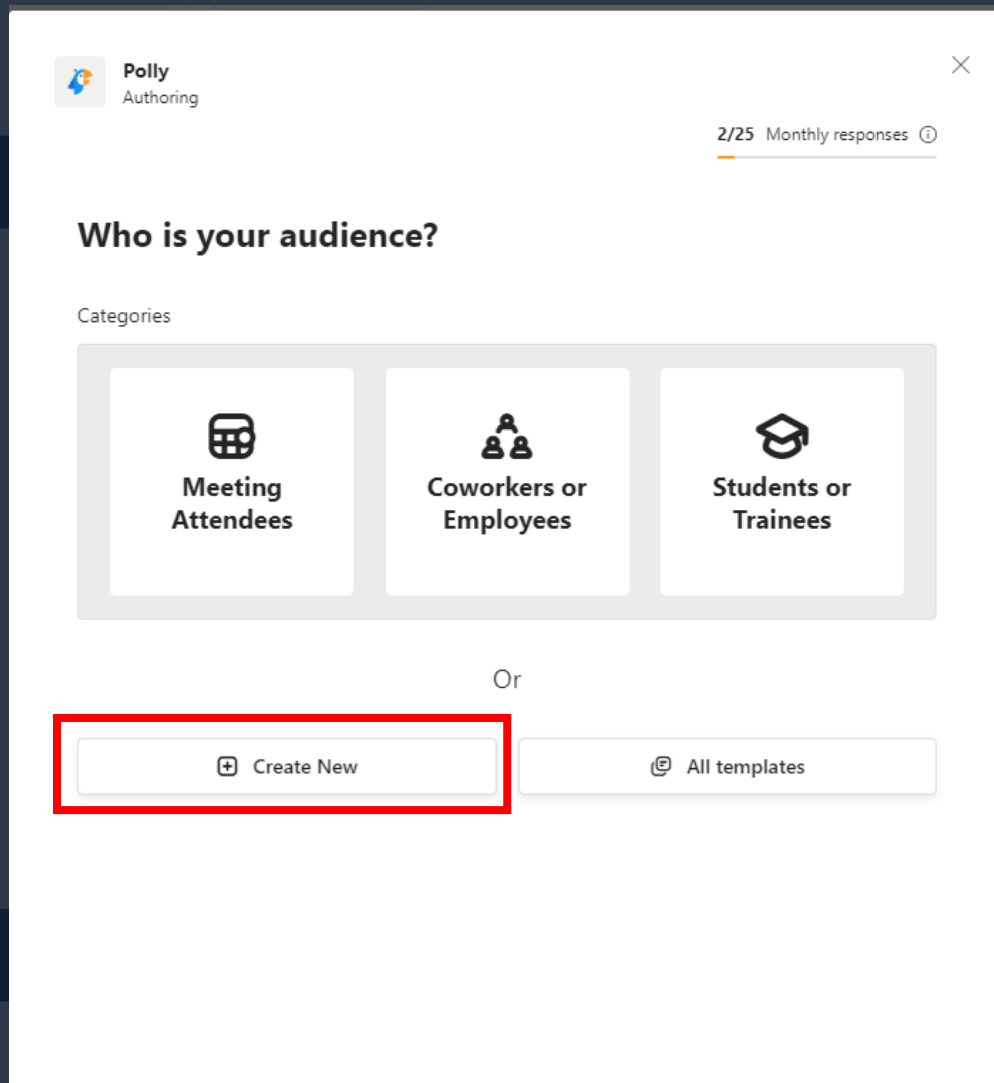
Polly系統-測驗



- 1.點選右下角...的圖示
- 2.選擇Polly



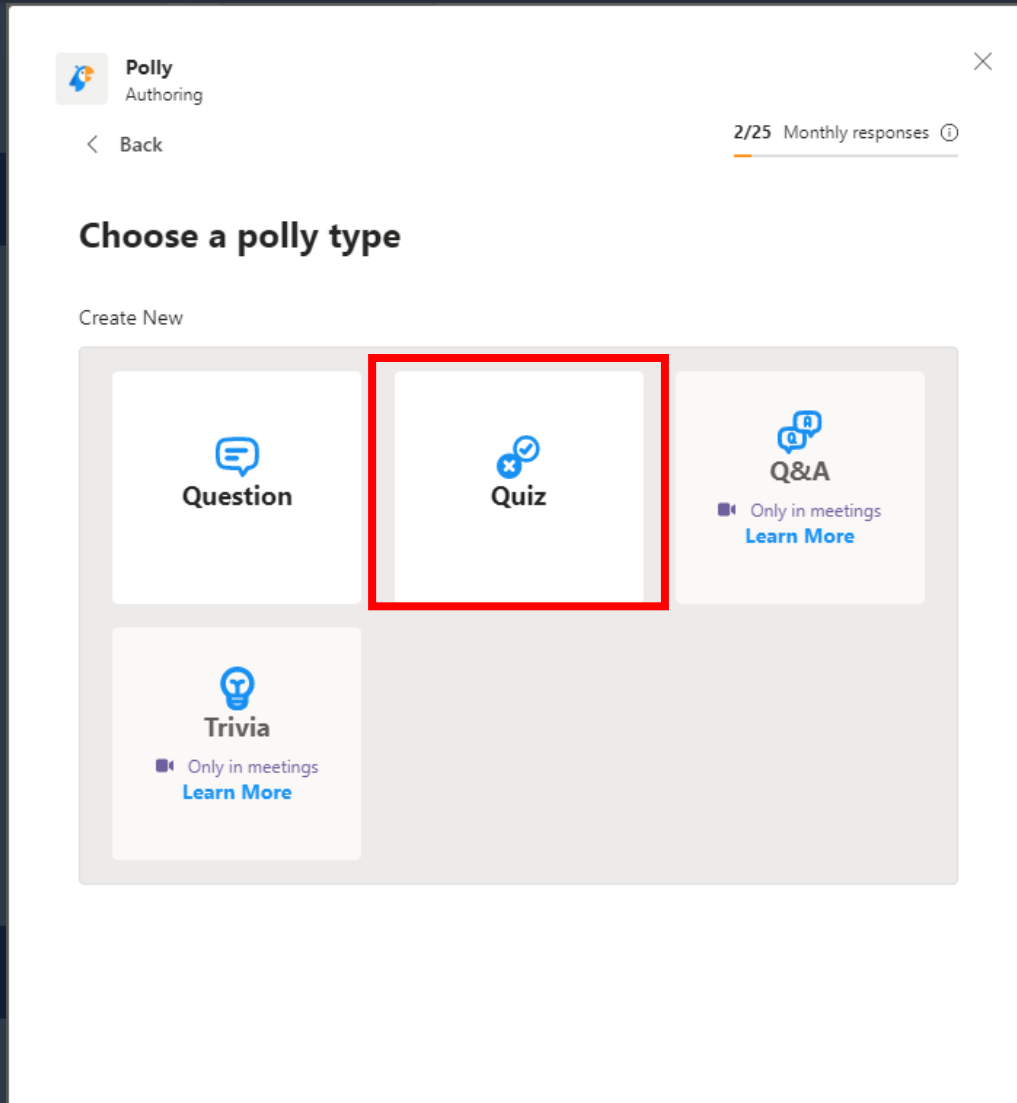
Polly系統-測驗



點選 **Create New**
建立一個新的測驗



Polly系統-測驗



選擇Quiz

請注意！
Polly測驗只提供選擇題



Polly系統-測驗

The screenshot shows the Polly Authoring interface. At the top, there's a header with the Polly logo and 'Polly Authoring'. Below that, there are fields for 'Title' (containing '行銷管理') and 'Description (optional)'. The main section is titled 'Choice' and contains an 'Enter question' field with '問題一'. Below the question are four choice options: A, B, C, and D. Option A is selected with a green checkmark, while B, C, and D have red X marks. Each option has a trash icon to its right. At the bottom of the choice list is an 'Add choice' button. Below the choices, there are three checkboxes: 'Required' (checked), 'Multiple correct' (unchecked), and 'Comments' (unchecked). These three checkboxes are highlighted with a red box. At the bottom of the interface, there is a 'Deliver quiz' button and a dropdown menu showing 'in 測試 > 一般 channel'.



試卷出好後
可自行勾選選項設定

- 1. : 必填選
- 2. : 多選題
- 3. : 提示說明



Polly系統-測驗

The screenshot shows the Polly Authoring interface for creating a choice question. At the top, it says "Polly Authoring Choice". Below that is a text input field for the question, containing "問題一". There are four choice options: A (marked correct with a green check), B, C, and D (all marked incorrect with a red X). Each option has a trash icon to its right. Below the choices is an "Add choice" button. At the bottom of the question editor, there are three checkboxes: "Required" (checked), "Multiple correct" (unchecked), and "Comments" (unchecked). Below the question editor is an "Add another question" button. The "Quiz Settings" section is partially visible, showing "Deliver quiz in 測試 > 一般 channel". A red box highlights the "Results visibility" setting, which is set to "show after close". To the right of this box are the numbers 1., 2., and 3. corresponding to the list on the right. At the bottom of the interface are "Save as template" and "Send now" buttons.

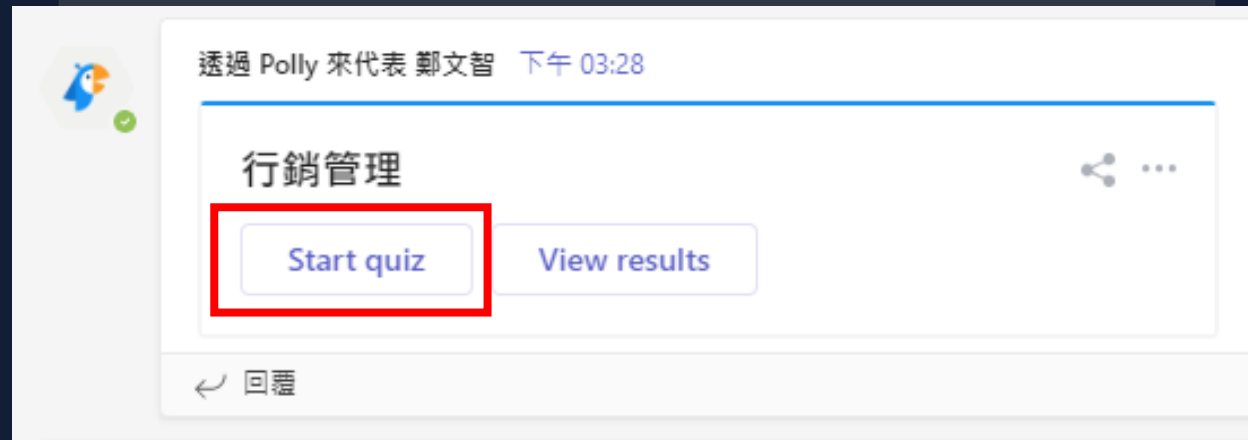


可自行設定以下條件

1. : 測驗關閉後顯示正確答案vs不公布答案
2. : 測驗開始時間
3. : 測驗關閉時間



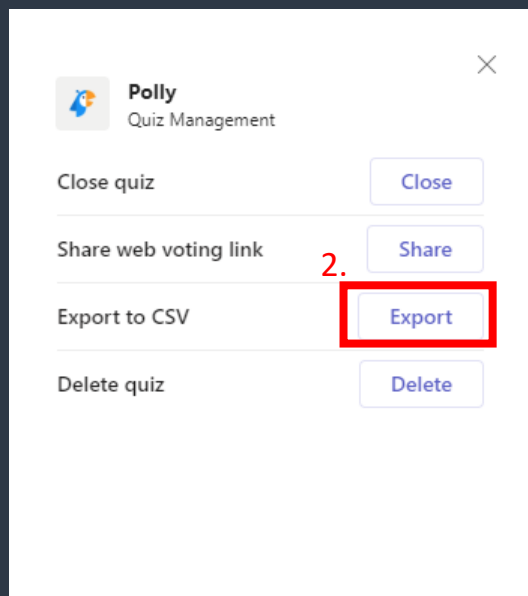
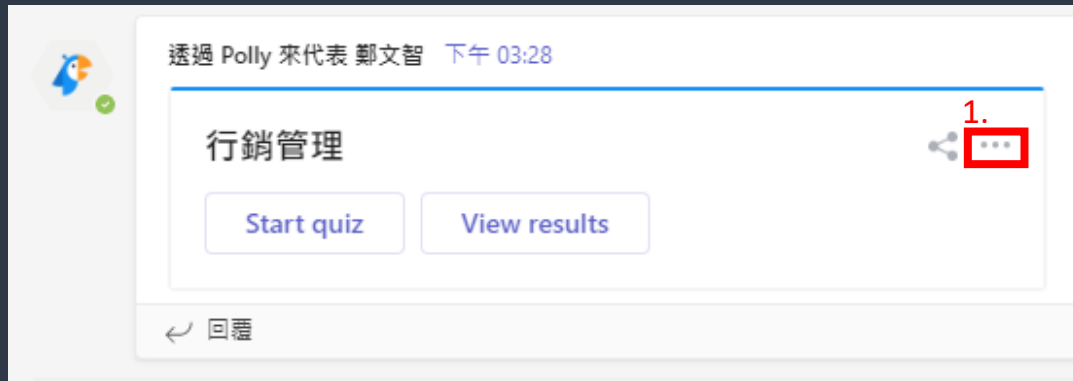
Polly系統-測驗



在Teams上就可以看到剛剛出的試卷
學生按**Start quiz**就可
開始作答



Polly系統-測驗



考完試後，點選
Export，可以把所有
學生的成績表單下載
下來。

