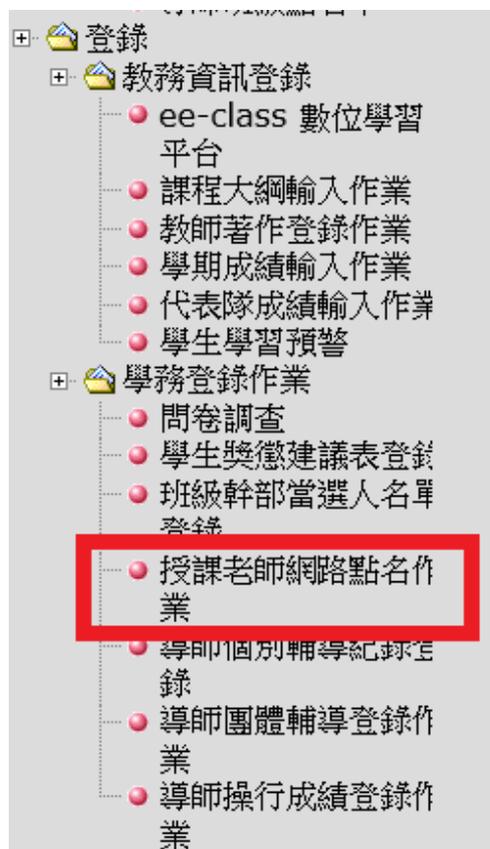




步驟一：教師輸入帳號及密碼登入校務系統後，由左側選單【登錄】進入【學務登錄作業】→【授課老師網路點名作業】



步驟二：先點選授課名稱及日期→按「產生名單」。

The screenshot shows the University of Taipei logo and name at the top center. To the right are buttons for '修改密碼' (Change Password), '顯示選單' (Show Menu), and '登出' (Logout). Below the logo is a blue banner with the text '授課老師網路點名作業' (Online Attendance System for Instructors). A red notice states '開放時間為109/03/02-109/06/21, 請老師注意' (Open time is 109/03/02-109/06/21, please pay attention). Below this is a form with a dropdown menu for '請選擇科目(班級)分組' (Please select subject/class/group), a date selector set to '(五)6-7' and '日期(date): 2020/03/02', and a '產生名單' (Generate List) button.

步驟三：名單產生後開始點名。

The screenshot shows a table for online attendance. At the top, it displays '科目(班級)分組:' and '日期: 2020/03/03 (二) *部次: A、B'. Below the table are several radio button options for attendance status: '遲到', '缺曠', '早退', '事假', '病假', '喪假', '婚假', '孕(產)假', '哺育假', '防疫假', '公傷假', '生理假', '全曠', and '取消全部'. The table has columns for '序號' (Serial Number), '班級' (Class), '學號' (Student ID), '姓名' (Name), '第A節' (Class A), '第B節' (Class B), '點名註記' (Attendance Note), '備註' (Remarks), and '統計' (Statistics). The rows are numbered 1 through 18.

步驟四：點名完成後請按傳送，將資料送出。

A large blue arrow points down to a button labeled '傳送' (Send). Below the button is a red warning message: '※登錄完畢後請務必傳送。' (After registration is complete, please be sure to send).