

期末考錄影須知

HowTo: Recording the Final Exam with Teams

2022/05/26

請務必事先測試

Please make sure to test beforehand



確定錄影跟收音

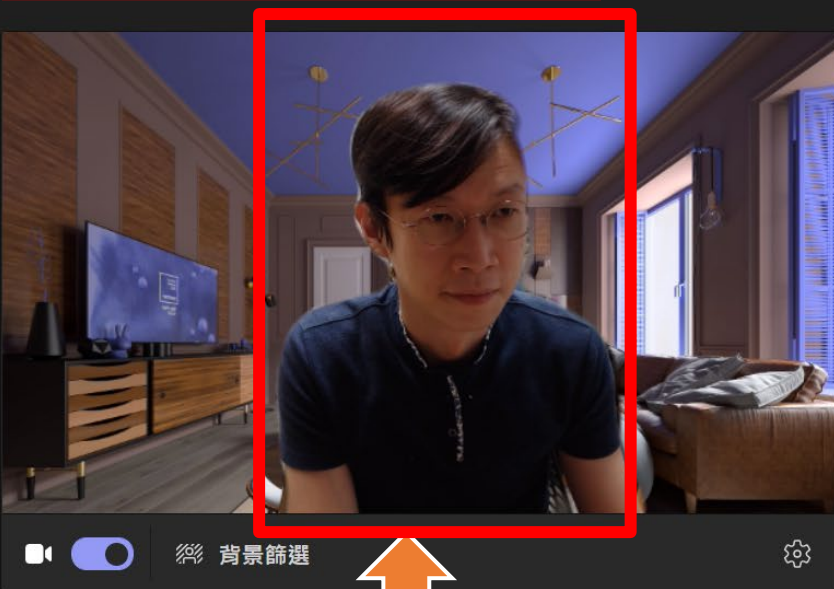
Confirm the recording and radio settings

The area where the final video will be recorded is in this red box

會錄製到最後影片的範圍大概是在這個區域

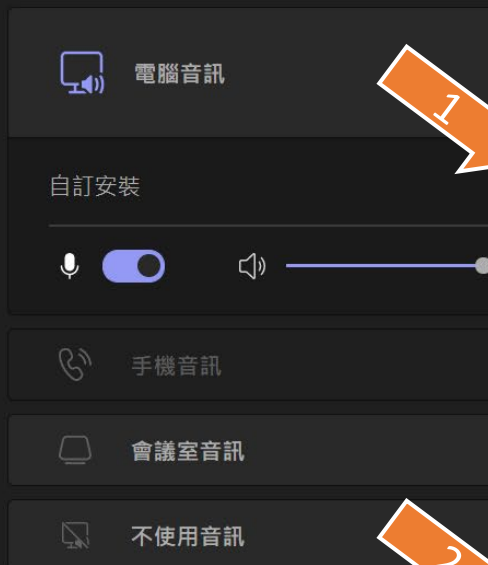
針對下列項目選擇您的音訊及視訊設定:

S1234567 2nd Midterm Exam



可以使用虛擬背景、內容應該涵蓋你的上半身跟手

Virtual backgrounds can be used and the content should cover your upper body and hands



裝置設定

音訊設定

音訊裝置

自訂安裝

喇叭

DELL U3415W (NVIDIA High Defi...

麥克風

Microphone (Yeti Nano)

雜音抑制 ⓘ

若您希望其他人聽到音樂，請選擇 [低]。深入了解

自動 (預設)

影片設定

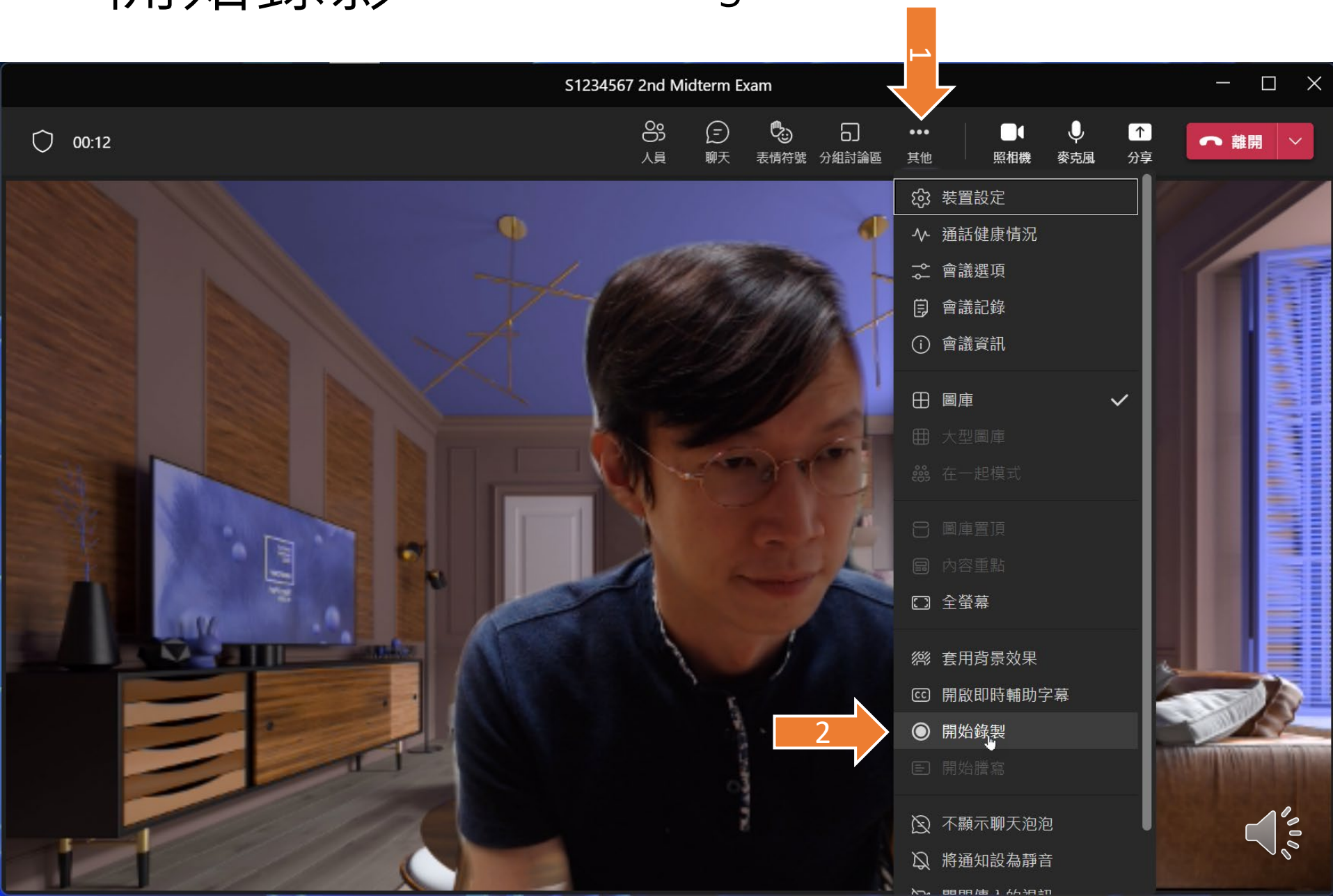
攝影機

Logitech Webcam C925e

鏡像我的影片 ⓘ



開始錄影 Start Recording



確定已經在錄影 (有時會稍微延遲)

Make sure it's recording (sometimes with a slight delay)

The screenshot shows a Zoom meeting window titled "S1234567 2nd Midterm Exam". The top toolbar includes icons for security, a timer at 00:29, participants, chat, reactions, breakout rooms, a menu, camera, microphone, and share. A red "離開" (Leave) button is on the right. A blue notification bar at the top of the video feed states: "⚠ 您已開始錄製 您正在錄製此會議。請務必告訴每個人您正在錄製。隱私權原則 其他動作". A red "關閉" (Close) button is on the right of the notification. The video feed shows a man with glasses in a modern living room. A speaker icon is in the bottom right corner. Two orange arrows point to the timer and the recording notification.

S1234567 2nd Midterm Exam

00:29

人員 聊天 表情符號 分組討論區 其他

照相機 麥克風 分享

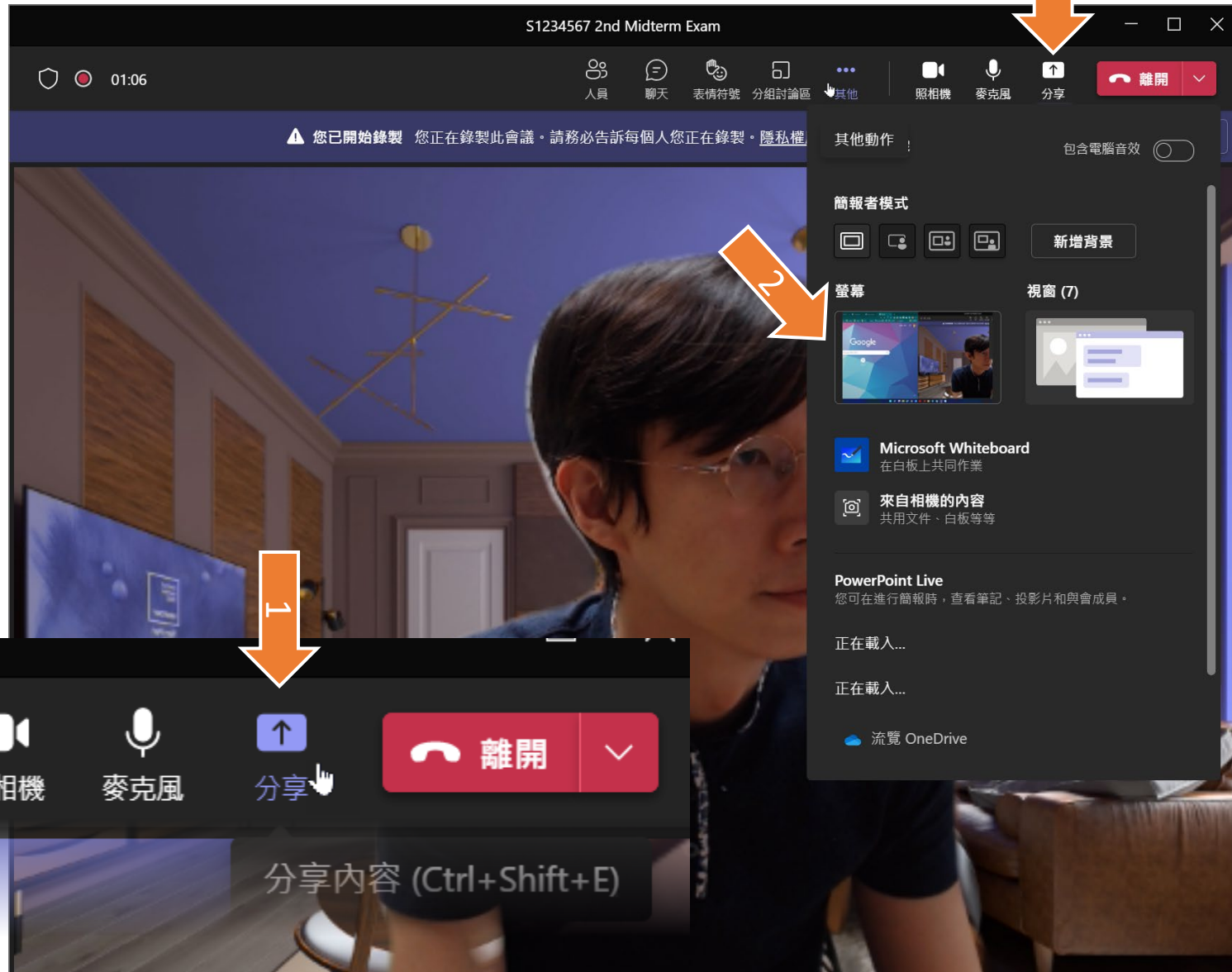
離開

⚠ 您已開始錄製 您正在錄製此會議。請務必告訴每個人您正在錄製。隱私權原則 其他動作

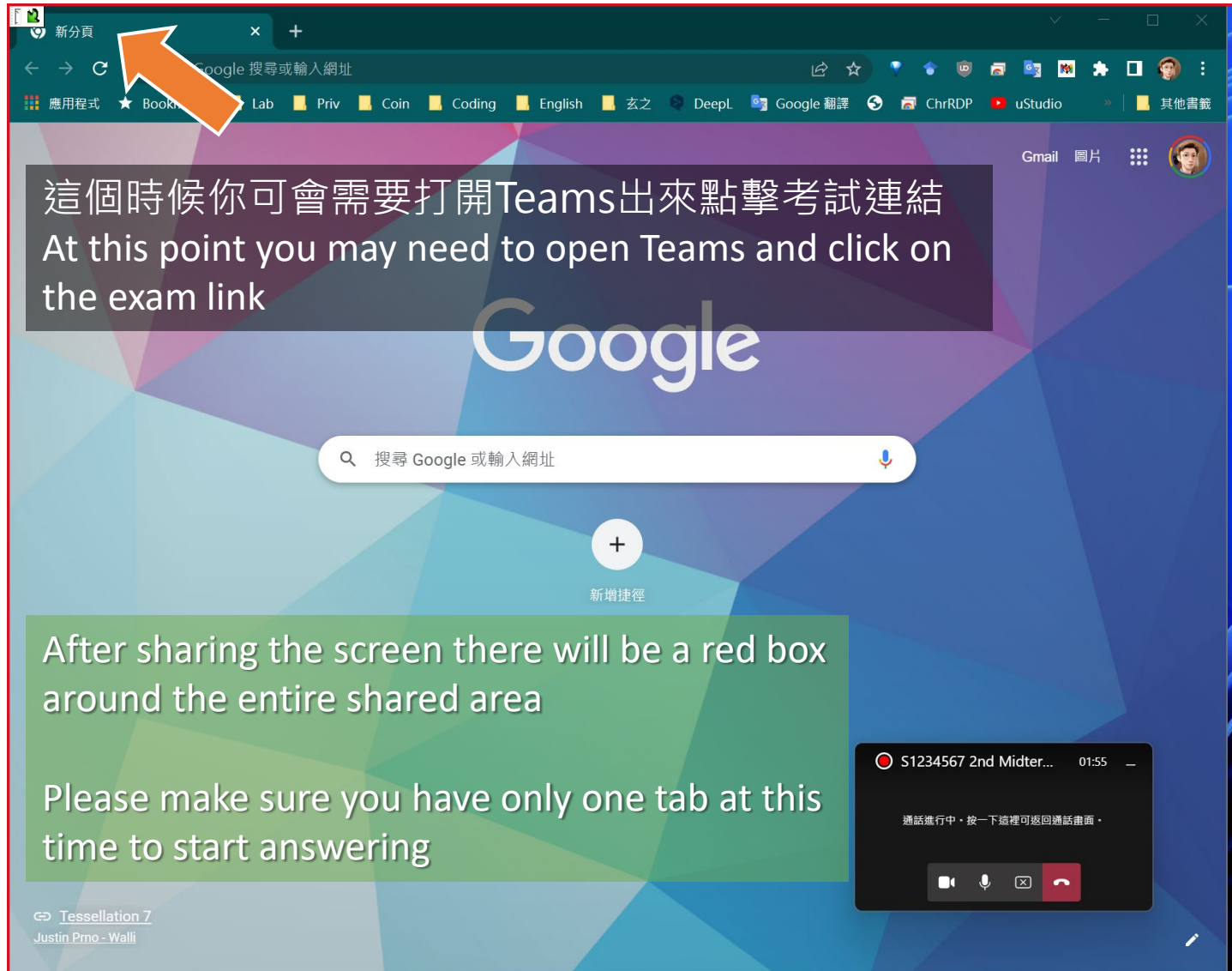
關閉

共享桌面 – 需共享整個螢幕

Shared Desktop - entire screen to be shared



順利共享後會有一個紅框包圍住錄影區域
請確保你這時候只有一個瀏覽器分頁，即可開始作答



這個時候你可會需要打開Teams出來點擊考試連結
At this point you may need to open Teams and click on the exam link

After sharing the screen there will be a red box around the entire shared area

Please make sure you have only one tab at this time to start answering

Teams Meeting: S1234567 2nd Midter... 01:55
通話進行中。按一下這裡可返回通話畫面。

新增捷徑

應用程式 Bookmarks Lab Priv Coin Coding English 玄之 DeepL Google 翻譯 ChrRDP uStudio 其他書籤

Google 搜尋或輸入網址

Google

搜尋 Google 或輸入網址

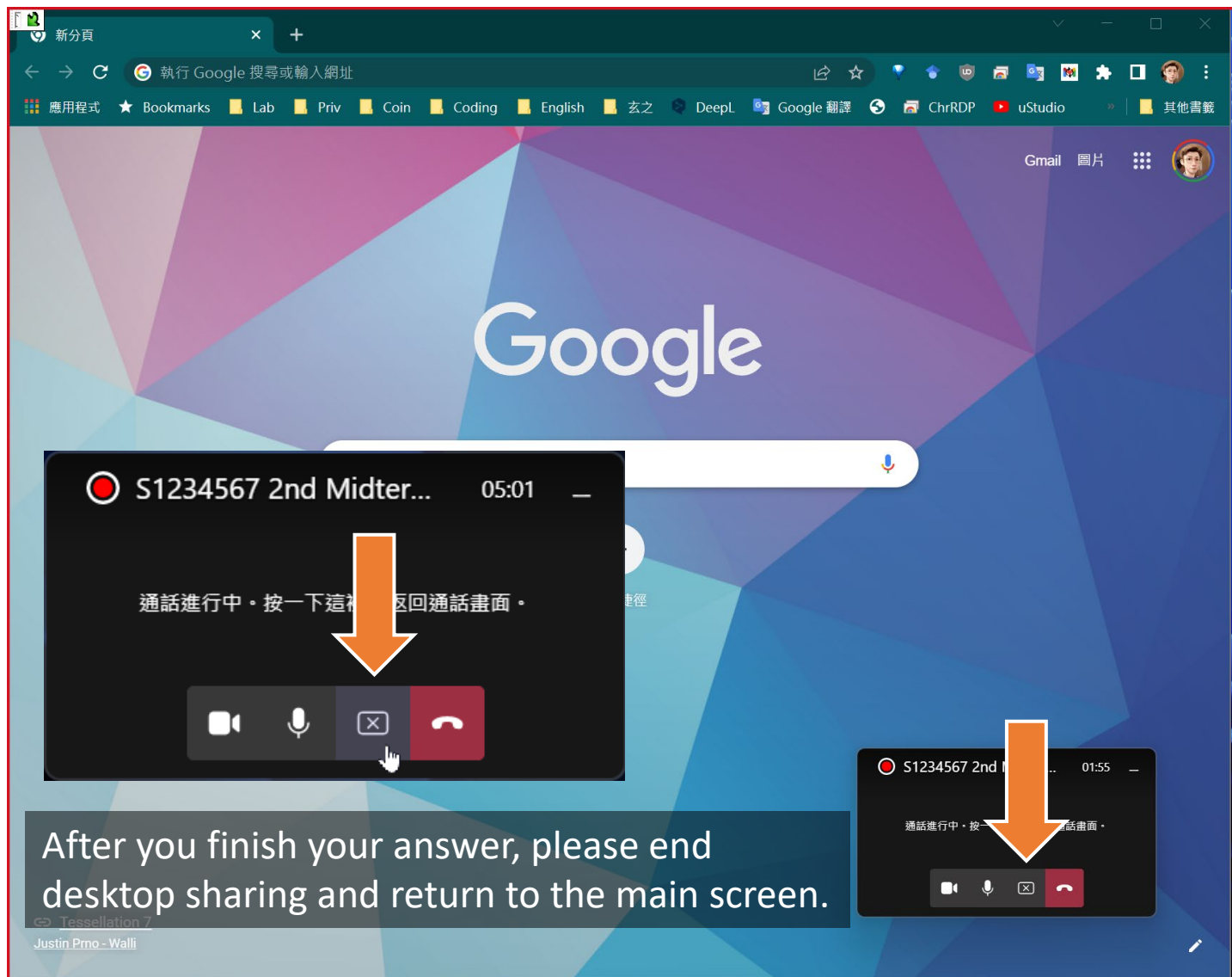
新分頁

Tessellation 7
Justin Pmo - Walli

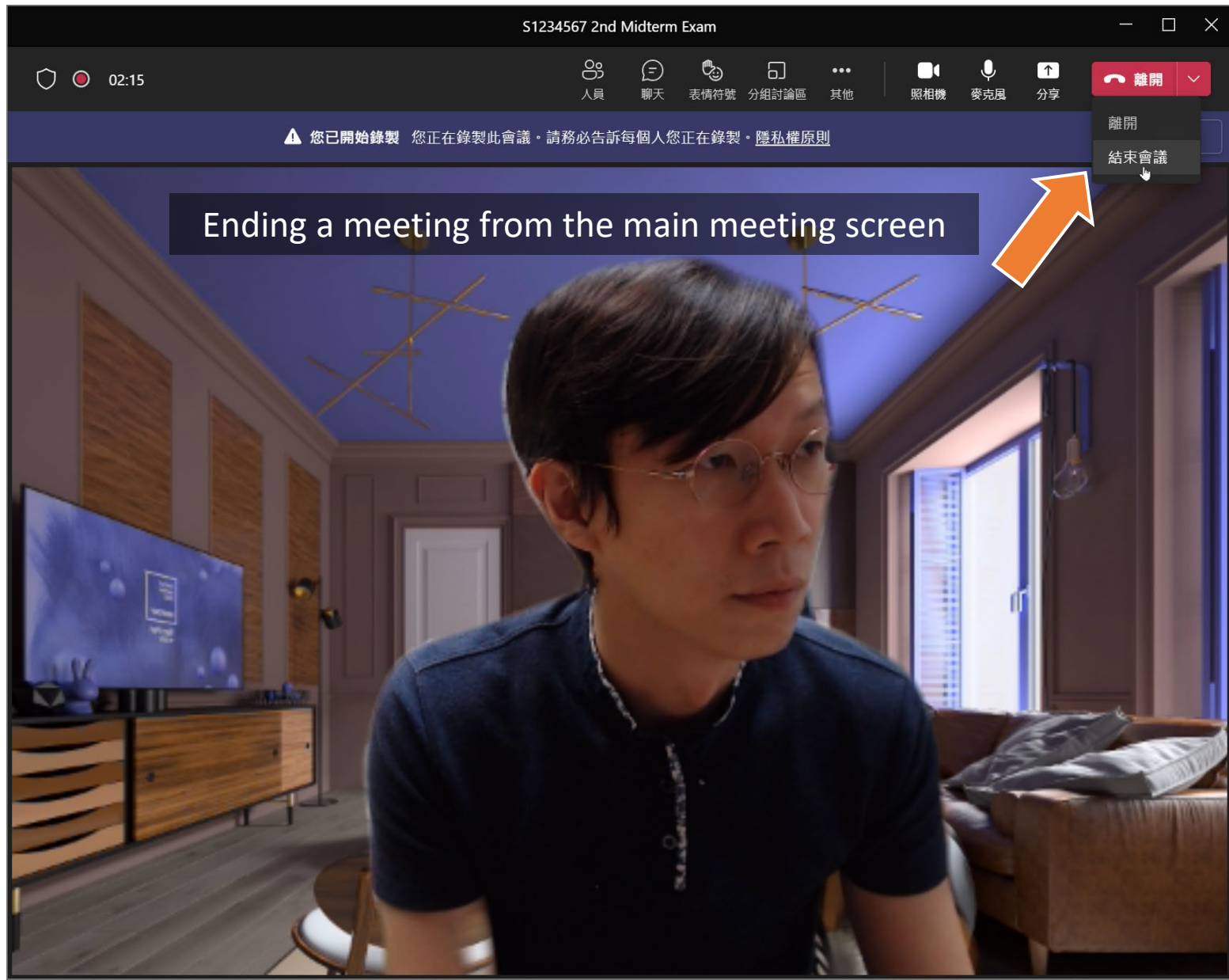


作答完畢後請結束共享，回到主畫面

After you finish your answer, please end desktop sharing and return to the main screen.



並且在這邊完整結束會議



錄影檔在這邊 (檔案大會需要等相當一陣子)

The video file is over here (the file conference will take quite a while)

1

2

3

聊天

最近

- S1234567 2nd Midte... 下午 02:00
錄製已準備好
- 鍾承恩 5/24
了解，謝謝老師
- 楊睿誠 5/24
好的謝謝老師
- 連宇婕 5/24
好的，謝謝教授！
- 郭虹均 5/24
好的謝謝老師
- 陳道勝 5/24
Thank you
- 陳 葦 5/23
好的謝謝老師
- 何佳憲 5/20
您：好的，謝謝
- 3D建模和元宇宙合作討論 5/20
黃怡鏗：遠傳討論 5月 20日 (星期...
- 林茗蓁 5/20
您：那你是怎麼測試的呢？讀檔有...
- 杜春進 5/19

S1234567 2nd Midterm Exam 聊天 4 更多

加入

「葉奕成」已加入交談。

「葉奕成」已將會議命名為「S1234567 2nd Midterm Exam」。

下午 01:58 會議已開始

下午 01:58 錄製已開始

下午 02:00 會議已結束: 3分 6秒

出席報告
按一下這裡以下載出席報告

下午 02:00 已停止錄製。正在儲存錄製內容...

會議
錄製者: 葉奕成
2分 8秒

此錄製已設定為過期。檢視或變更到期日 這裡。深入了解

輸入新訊息

The video file is over here



(通常是夠的)

共用錄影檔 請確定到期日並共享連結

Shared video files (please confirm the due date and share the link)

The screenshot shows the Microsoft Stream interface for a video titled "S1234567 2nd Midtermmp4". The video player is in the background. Overlaid on the player are three main components:

- Top Bar:** Contains "共用" (Share) and "複製連結" (Copy link) buttons. An orange arrow points to the "複製連結" button.
- Blue Notification Box:** Titled "會議錄製內容到期日" (Meeting recording content due date). It states: "會議錄製內容會在一段時間後自動刪除。但您可以使用 [資訊] 按鈕延長到期日。" (Meeting recording content will be automatically deleted after a period of time. But you can use the [Info] button to extend the due date). An orange arrow points to the "選項" (Options) button in the top right corner.
- White Modal Box:** Titled "已複製「S1234567 2...3-會議錄製.mp4」的連結" (Link for "S1234567 2...3-Meeting recording.mp4" has been copied). It displays a long URL in a text box and a "複製" (Copy) button. Below the URL, it says "具現有的存取權的人員可以使用此連結" (People with existing access rights can use this link). An orange arrow points to the "複製" button, and a yellow arrow points to the access rights text.

On the right side of the interface, there is a sidebar with the following sections:

- 到期日 (Due Date):** Shows "2022/9/23" with a calendar icon. Below it, a note says: "這部影片將在 2022/9/23 到期，屆時將會刪除此影片。" (This video will expire on 2022/9/23, and it will be deleted at that time).
- 活動 (Activity):** Includes a bell icon, a "檢視: 所有活動" (View: All activity) dropdown, and a "新增註解" (Add comment) button.
- 今天 (Today):** Lists recent sharing activities, such as "您已與您自己共用此檔案 9 分鐘前" (You shared this file with yourself 9 minutes ago).


At the bottom of the screen, a green banner contains the text: "請在這邊點擊設定存取權限" (Please click here to set access rights) and "Please click here to set access rights". Below this banner, the text "Microsoft Stream" is visible.




連結設定

S1234567 2nd ...823-會議錄製.mp4

您希望誰可以使用此連結? [深入了解](#)

 擁有連結的任何人

 「元智大學」內擁有連結的人員

 擁有現有存取權限的人員

 特定人員

套用

取消


請注意一下相關的設定~


Please pay attention to the relevant settings ~


連結設定


S1234567 2nd ...751-會議錄製.mp4

您希望誰可以使用此連結? [深入了解](#)

 擁有連結的任何人


 「元智大學」內擁有連結的人員

 擁有現有存取權限的人員

 特定人員

其他設定

☐ 允許編輯

 封鎖下載



套用

取消

考試注意事項

- 本次考試可以使用實體課本、課堂上的投影片素材、個人筆記等。不可以使用網路的搜尋工具 或是其他通訊軟體。*如果你使用電子版的課本，請事先提出證明，他必須是合法取得/購買的。
- 三次大型考試的配分權重相同，作業取消並將其分數轉留給考試。
- 在錄製畫面的部分，部分固定式的錄影機可能很難同時錄製到人臉與桌面，請至少在開頭時露臉，並在後續過程錄製你的手跟桌面(實體課本與筆記)

Additional notes

- You may use physical textbooks, slides from the classroom, and personal notes of this course. Internet search tools and other communication software are not allowed. **If you are using an electronic version of a textbook, please provide proof that it was legally obtained/purchased in advance.*
- All three major exams will be given equal weighting, and *the assignment will be cancelled and the points transferred to the exam.*
- In addition, some fixed video recorders may have difficulty recording both faces and desktops, so please at least show your face at the beginning and record your hands and desktop (physical textbook and notes) at a later time.

考試結束後的注意事項

- 除了考試連結之外，我們還會提供額外的表單收集你的影片連結。
- In addition to the exam links, we will also provide additional forms to collect your video links
- 萬一你在錄製過程中出了甚麼差錯，請盡量拍照佐證，並冷靜完成考試。切勿因為錄影出問題就放棄。
- In case you make a mistake during the recording process, please try to take pictures to prove it and finish the exam calmly.
Don't give up just because something went wrong with the recording.

