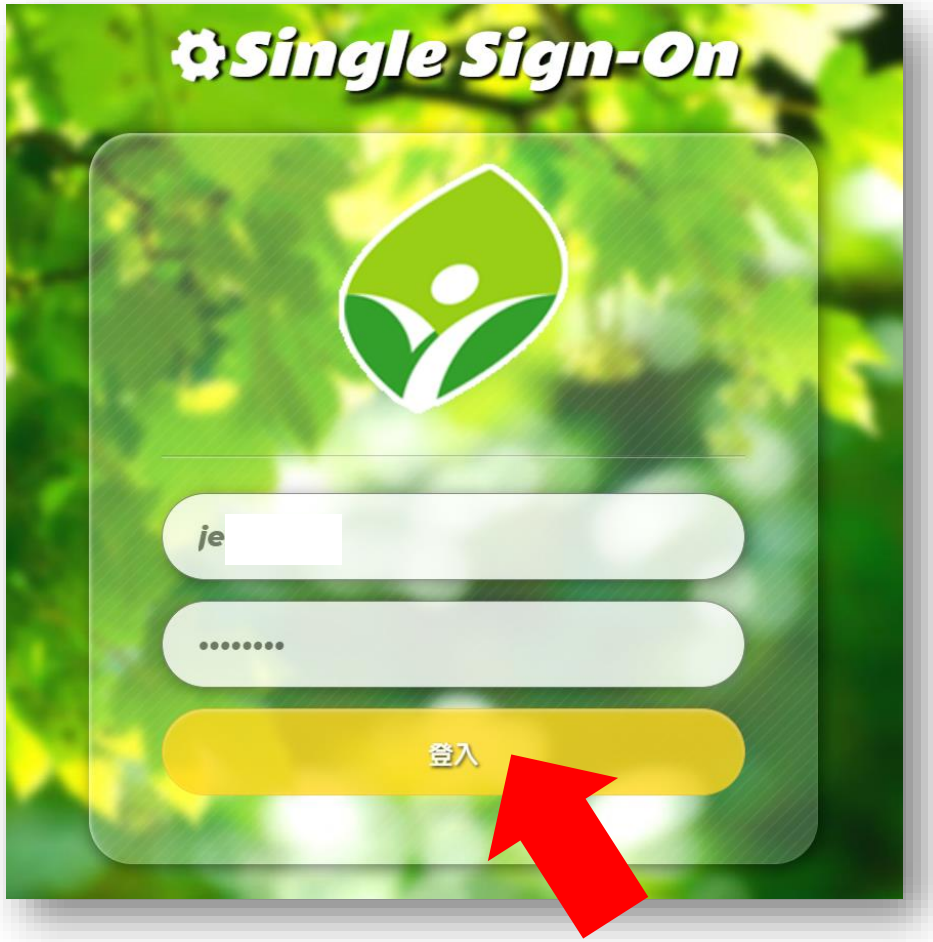
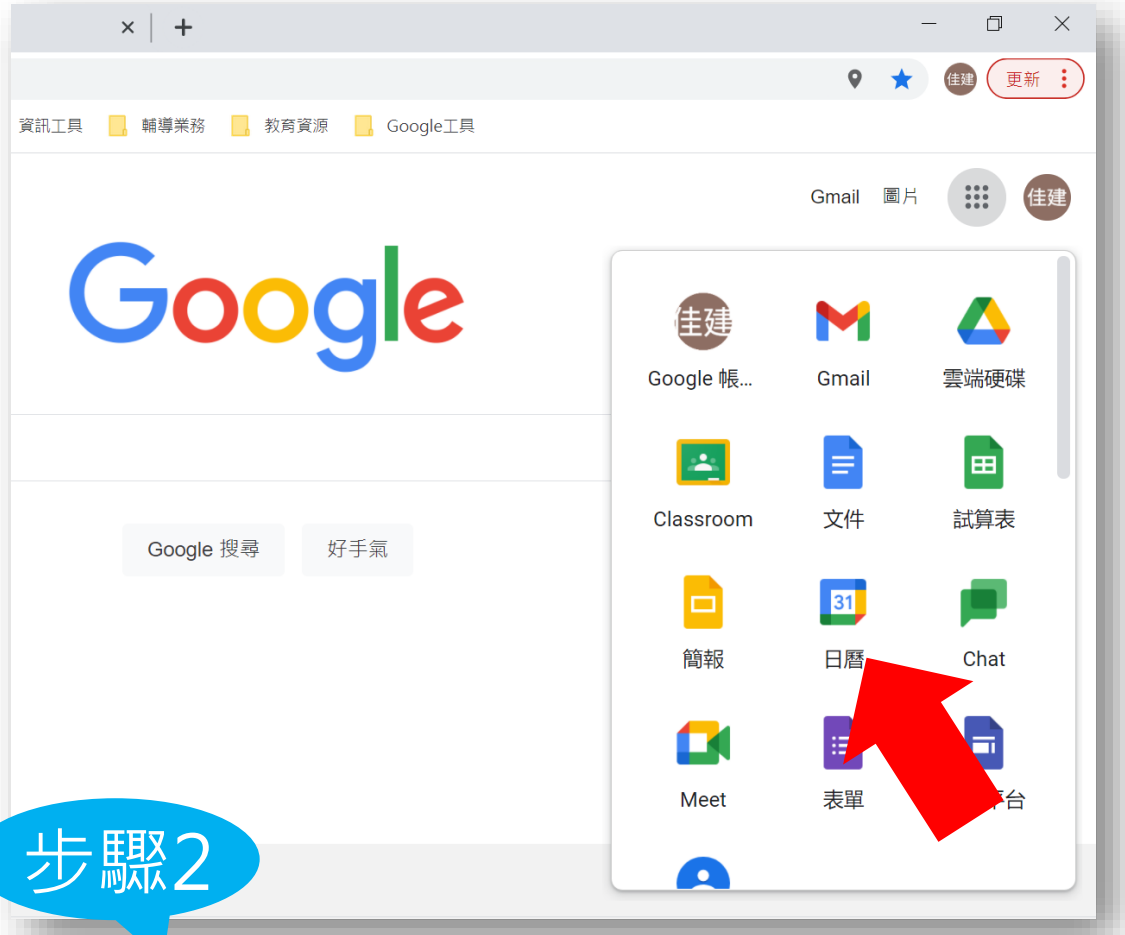
家長日會議室設定手冊

111學年度下學期輔導處

步驟1

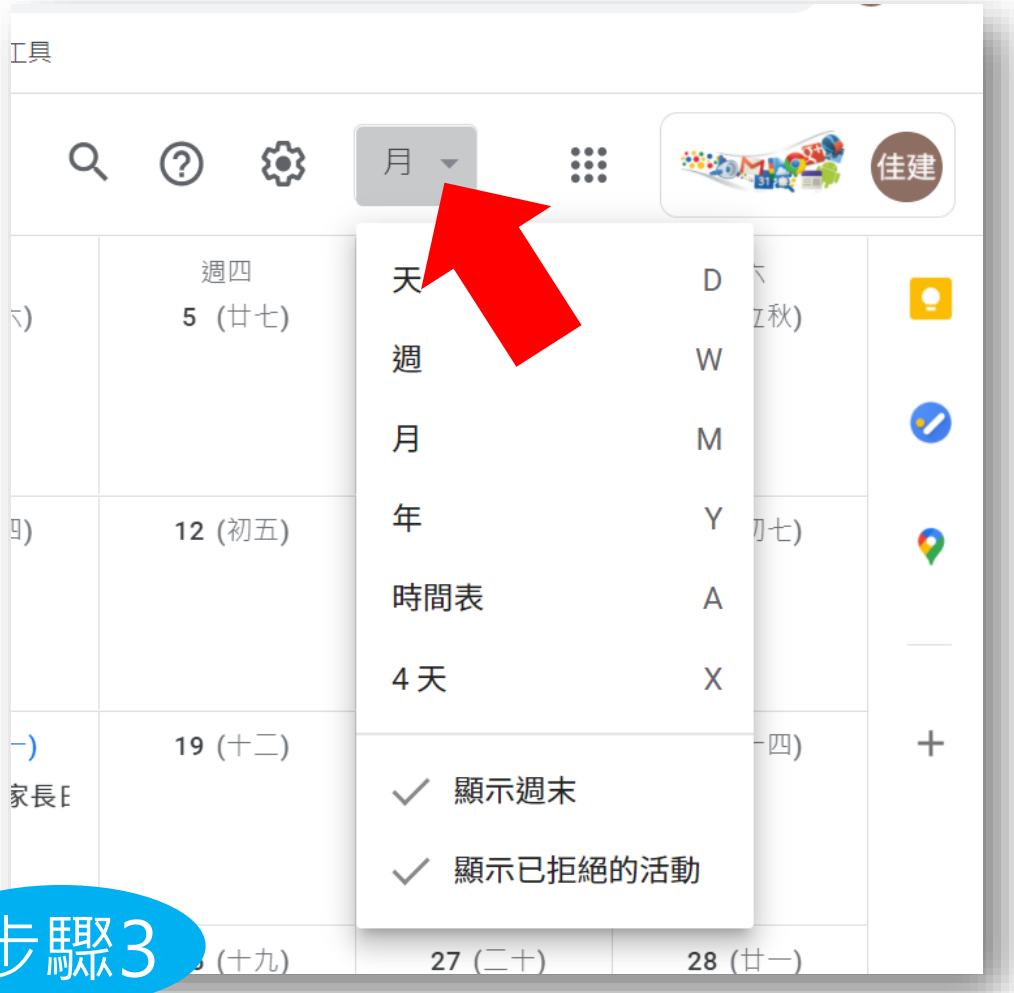
登入親師生平台帳號





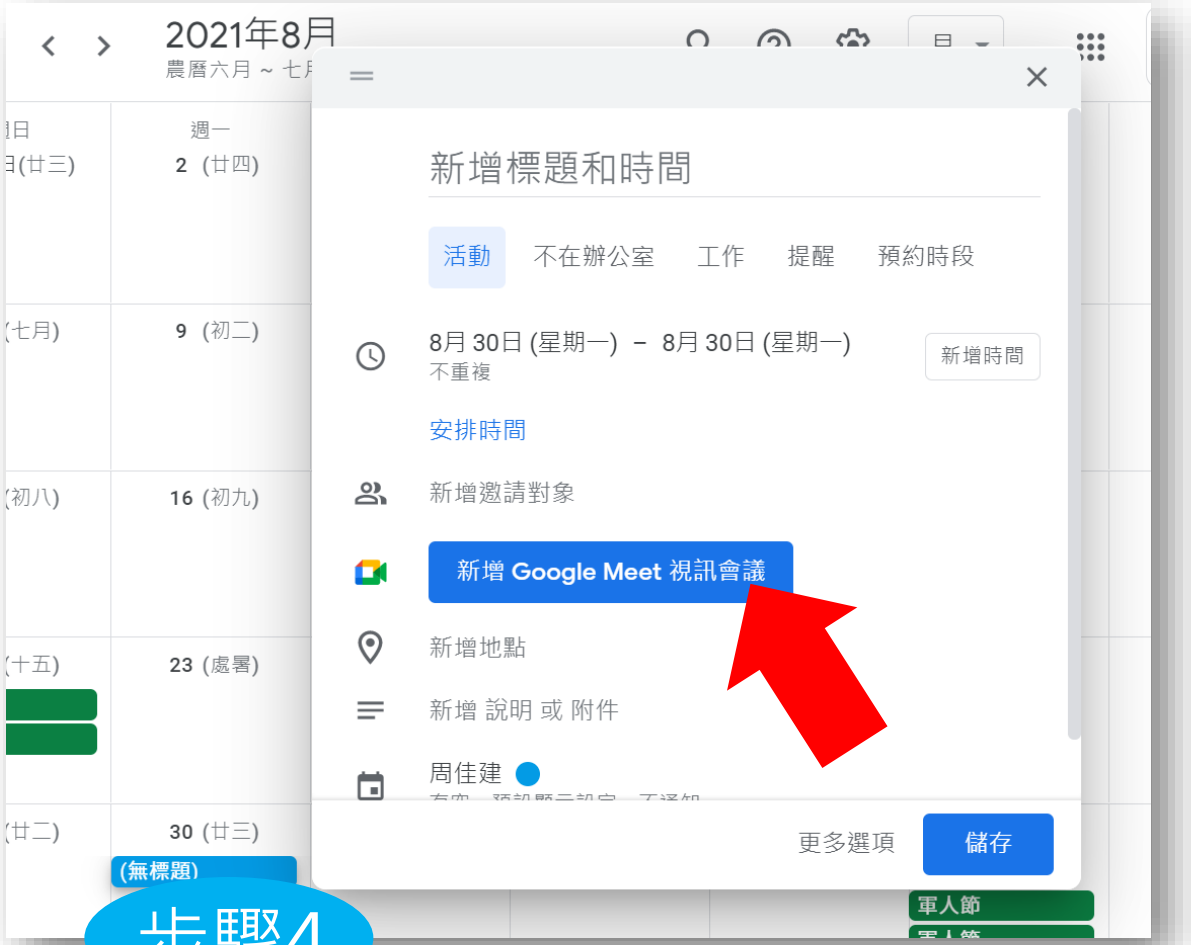
步驟2

進入Google 日曆



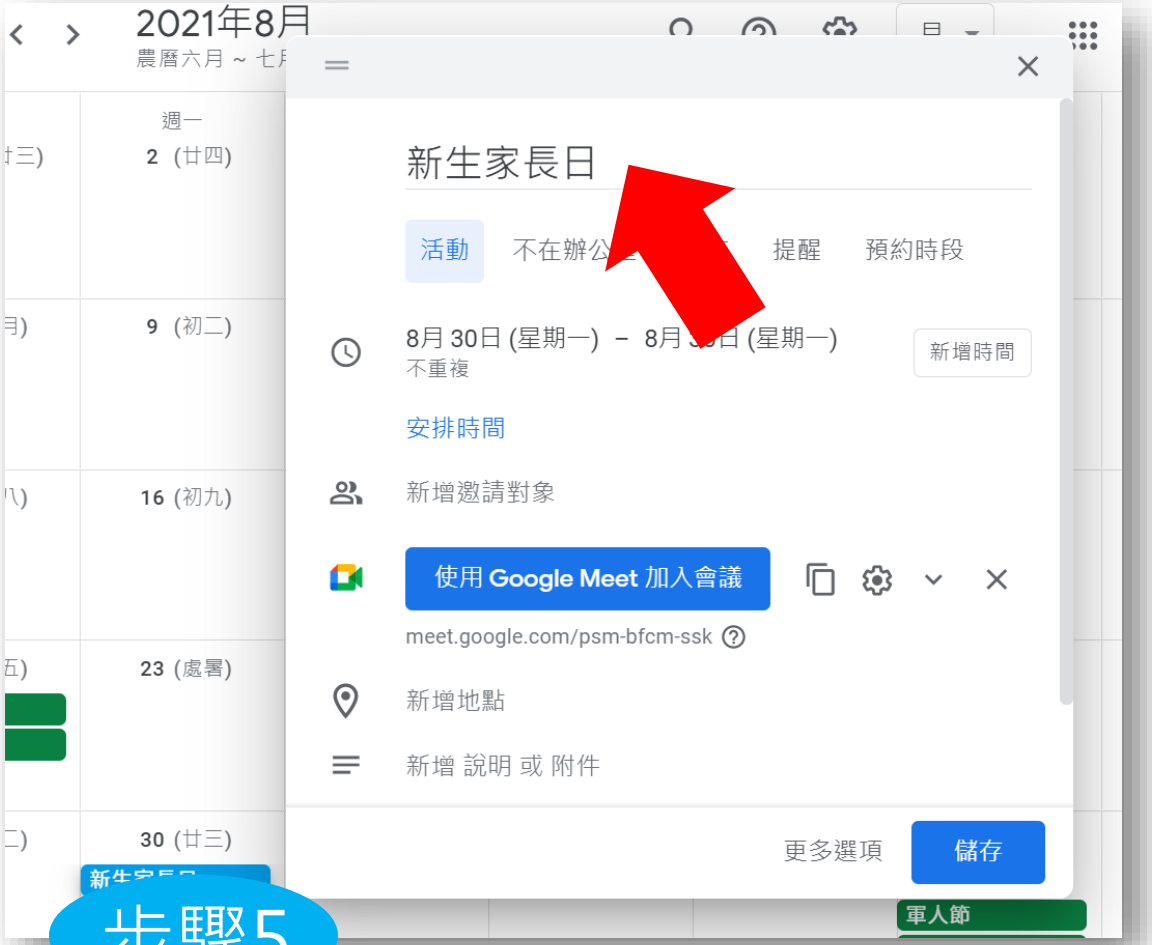
步驟3

修改為「月」介面，方便設定



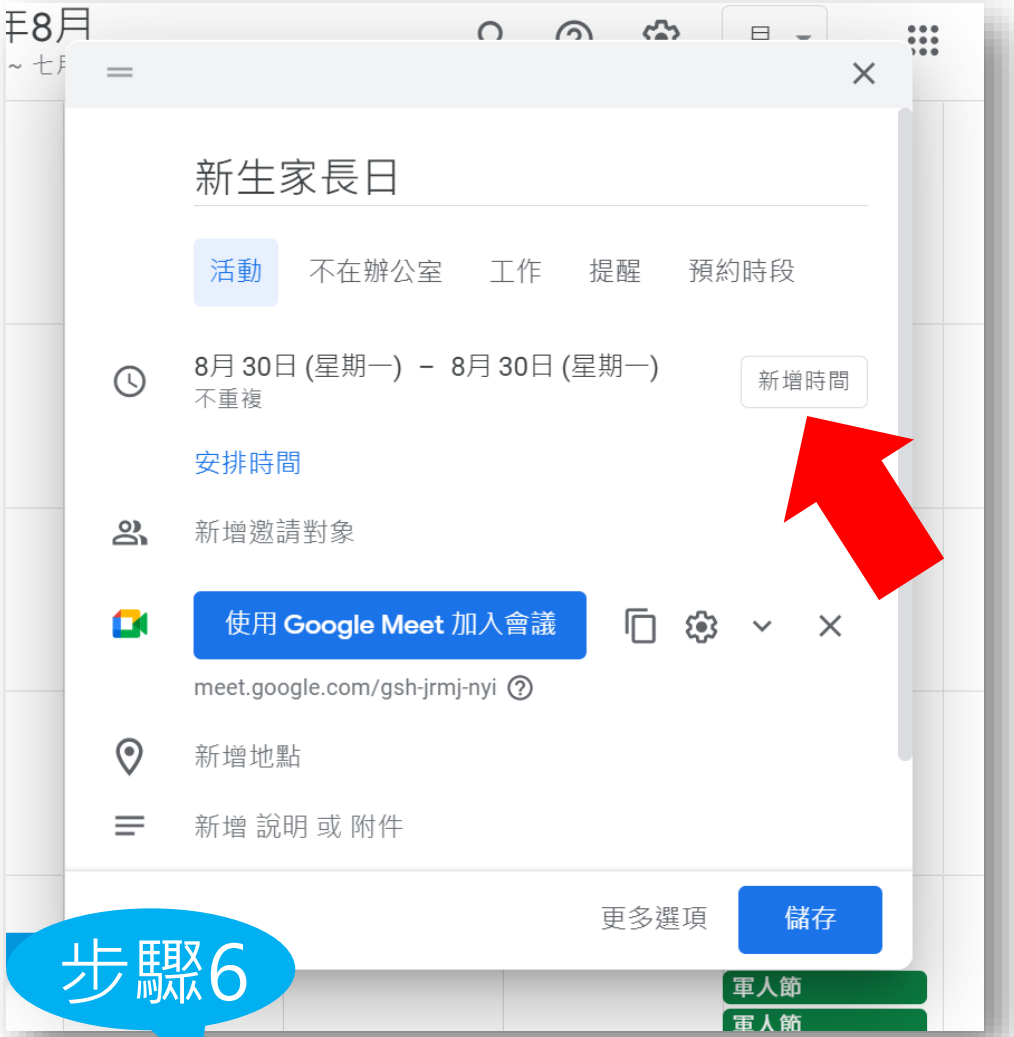
步驟4

點選預定會議日期(如3/03)，再點選「新增Google Meet視訊會議」



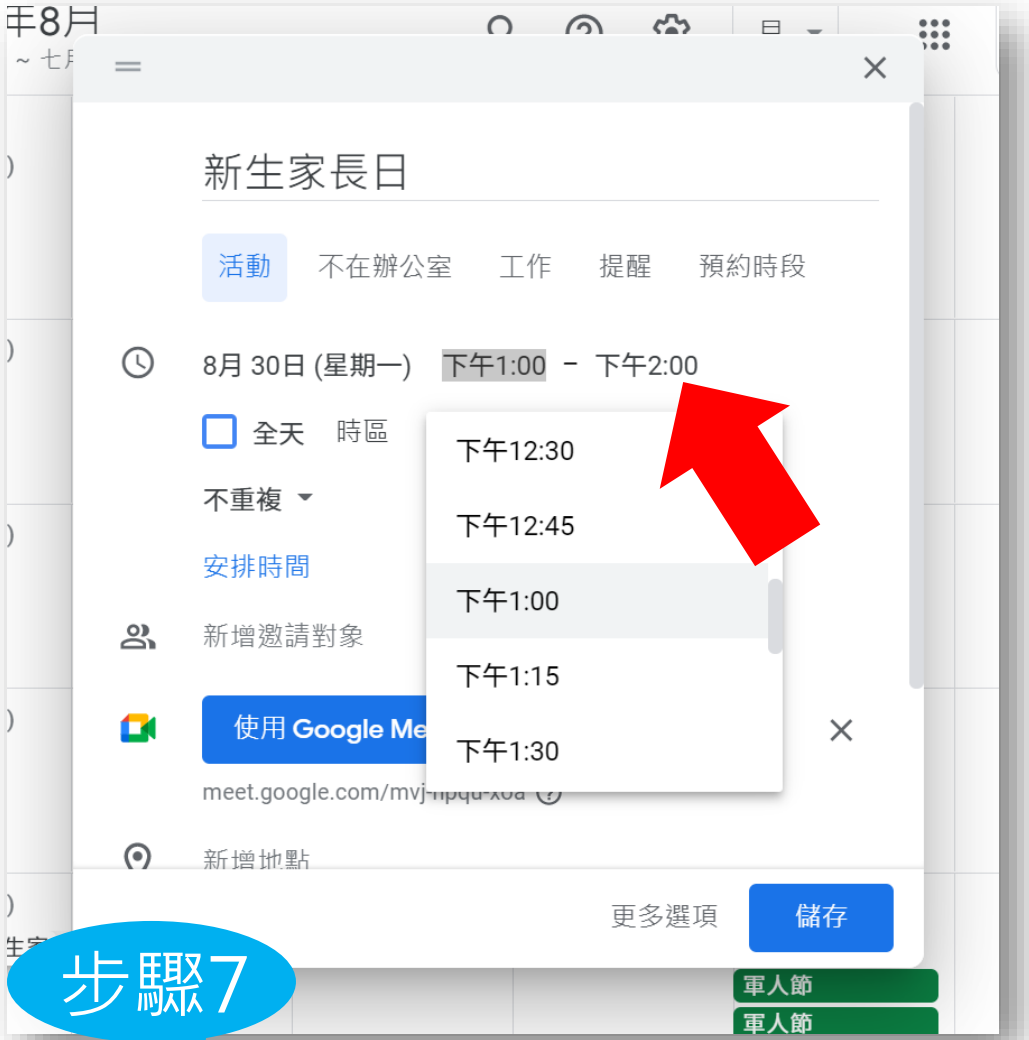
步驟5

修改「新增標題和時間」為會議名稱(如：116家長日會議，請務必標示班級)



步驟6

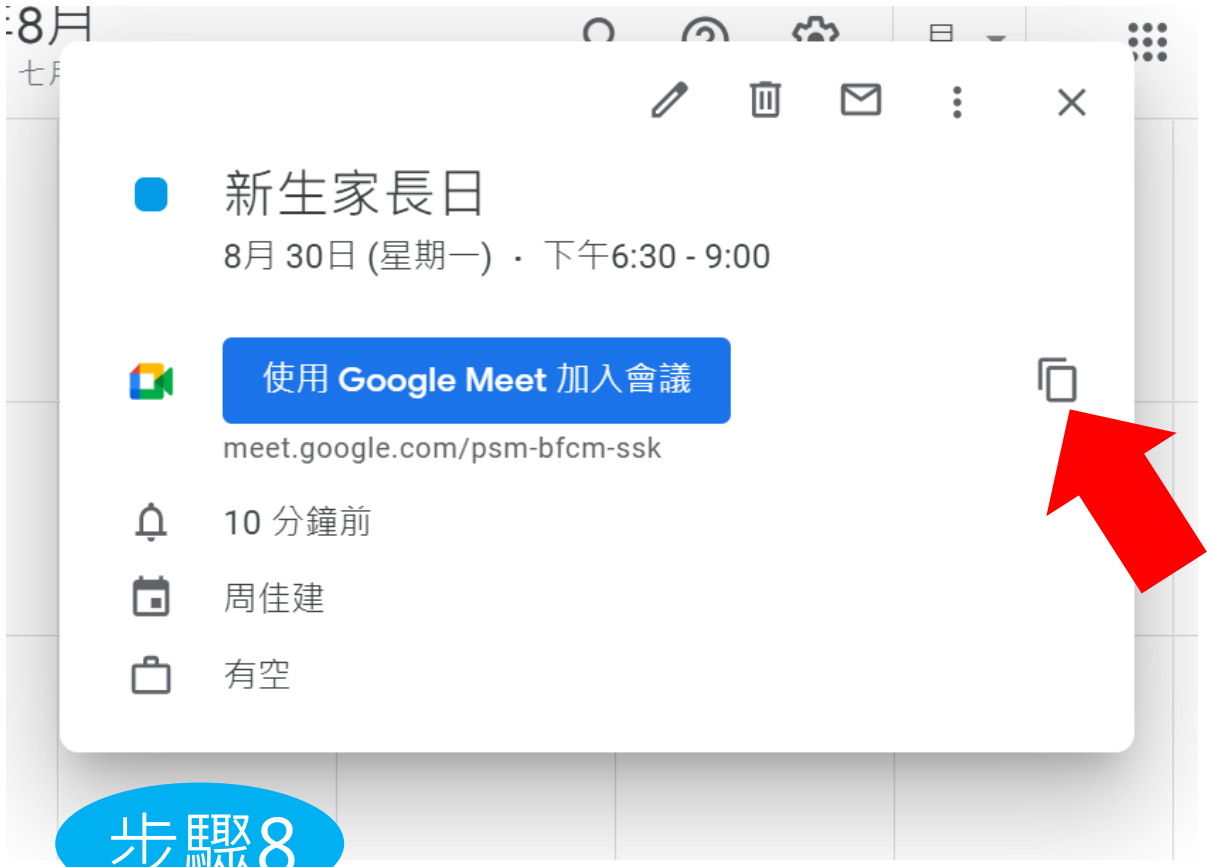
點選「新增時間」



步驟7

設定會議時間

(如：下午6:30-下午9:00)



步驟8

完成會議設定，點選複製圖示，複製會議連結(及代碼)至筆記本

步驟9

將會議連結(及代碼)貼至與會者聯繫工具(如LINE)，並回傳「學年親師」統整後回傳親師組