

Google Classroom:

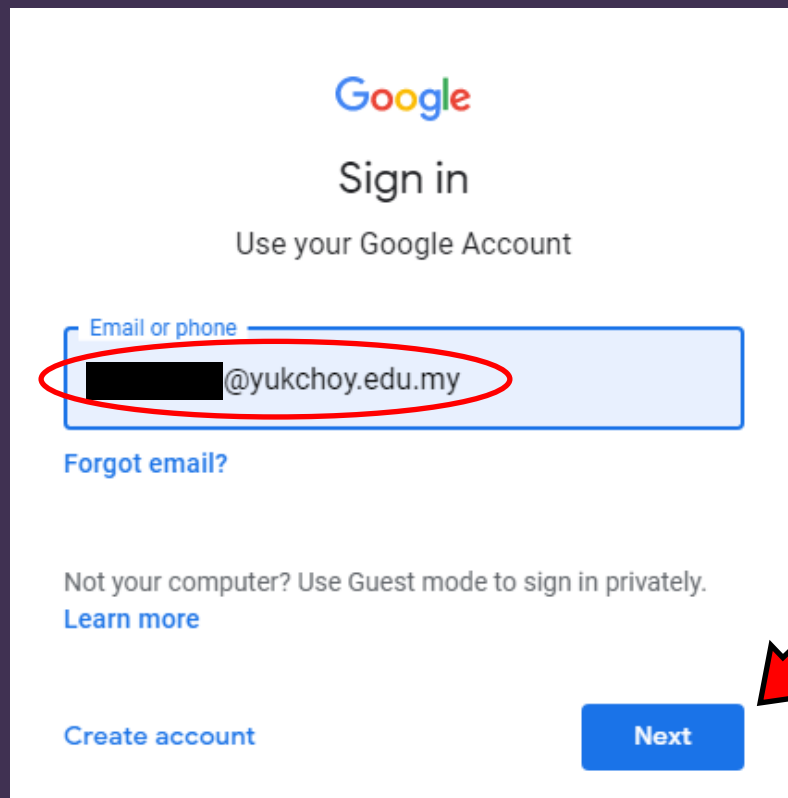
- 加入课室 Join Class
- 课室作业 Classwork

1) 打开 Google Chrome ， 进入网站

classroom.google.com

2) 以你的学号 登入: xxxxxx@yukchoy.edu.my

xxxxxx 是学号



Google

Sign in

Use your Google Account

Email or phone

██████████@yukchoy.edu.my

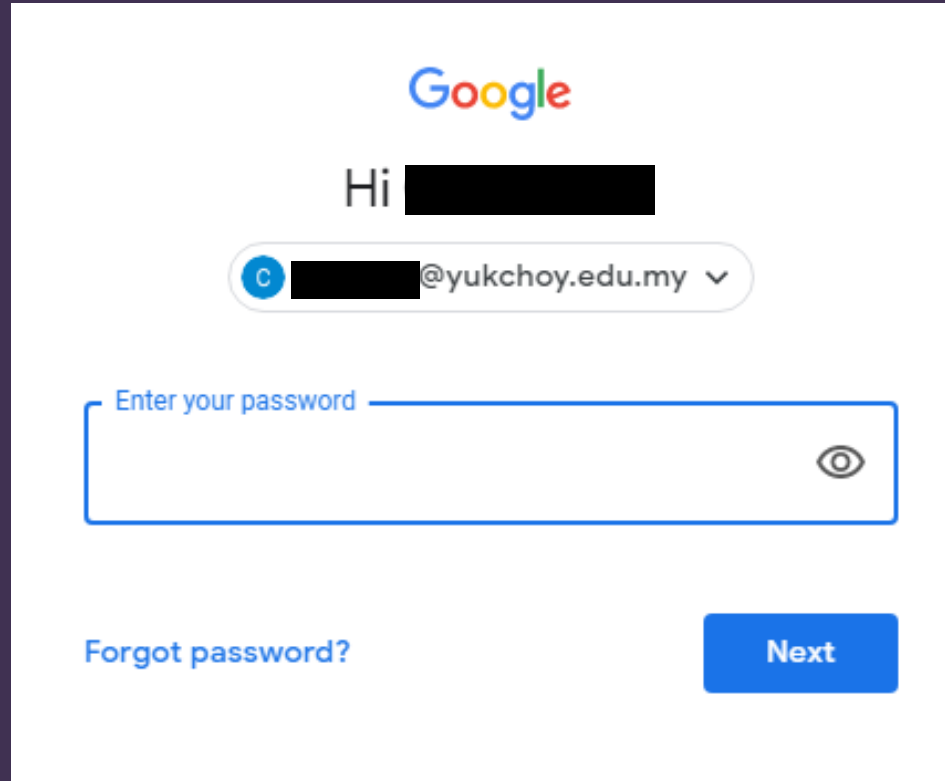
[Forgot email?](#)

Not your computer? Use Guest mode to sign in privately.
[Learn more](#)

[Create account](#) [Next](#)

输入完整账号后,
点击 Next

3) 输入默认密码: 123456ABC, 然后点击 Next



The image shows a Google account login interface. At the top is the Google logo. Below it, the text "Hi" is followed by a blacked-out name. Underneath is a rounded email input field containing a blue "C" icon, a blacked-out name, and "@yukchoy.edu.my" with a dropdown arrow. Below the email field is a password input field with the placeholder text "Enter your password" and a blue border. To the right of the password field is an eye icon. At the bottom left is the text "Forgot password?" and at the bottom right is a blue "Next" button.

Google

Hi [REDACTED]

[C] [REDACTED]@yukchoy.edu.my ▾

Enter your password

[Forgot password?](#)

4) 点击 Accept



Welcome to your new account

Welcome to your new account: [REDACTED]@yukchoy.edu.my. Your account is compatible with many [Google services](#), but your yukchoy.edu.my administrator decides which services you may access using your account. For tips about using your new account, visit the [Google Help Center](#).

When you use Google services, your domain administrator will have access to your [REDACTED]@yukchoy.edu.my account information, including any data you store with this account in Google services. You can learn more [here](#), or by consulting your organization's privacy policy, if one exists. You can choose to maintain a separate account for your personal use of any Google services, including email. If you have multiple Google accounts, you can [manage which account you use](#) with Google services and [switch between them](#) whenever you choose. Your username and profile picture can help you ensure that you're using the intended account.

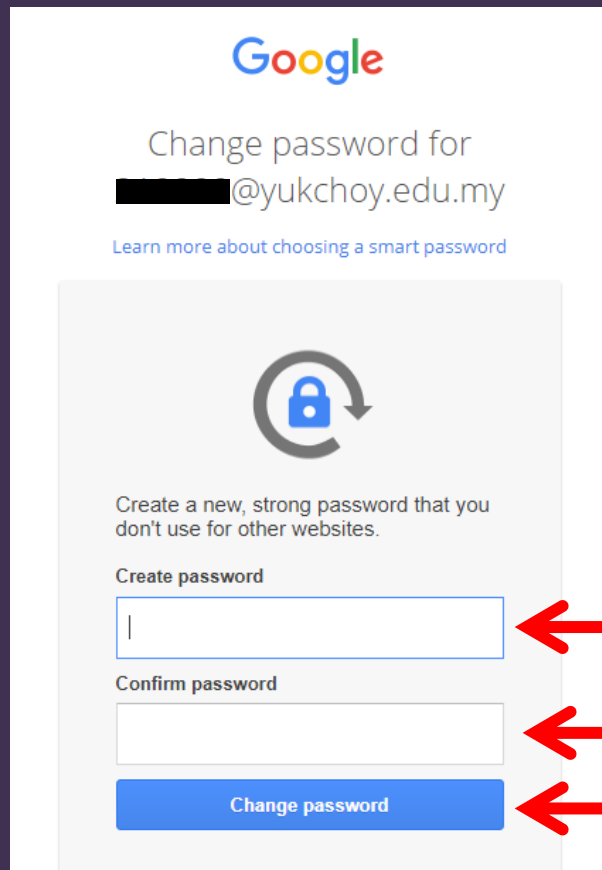
If your organization provides you access to the G Suite [core services](#), your use of those services is governed by your organization's G Suite agreement. Any other Google services your administrator enables ("Additional Services") are available to you under the [Google Terms of Service](#) and the [Google Privacy Policy](#). Certain Additional Services may also have [service-specific terms](#). Your use of any services your administrator allows you to access constitutes acceptance of applicable service-specific terms.

Click "Accept" below to indicate that you understand this description of how your [REDACTED]@yukchoy.edu.my account works and agree to the [Google Terms of Service](#) and the [Google Privacy Policy](#).

Accept

5) 换密码

Your password
needs to be at least
8 characters
密码至少8个字符



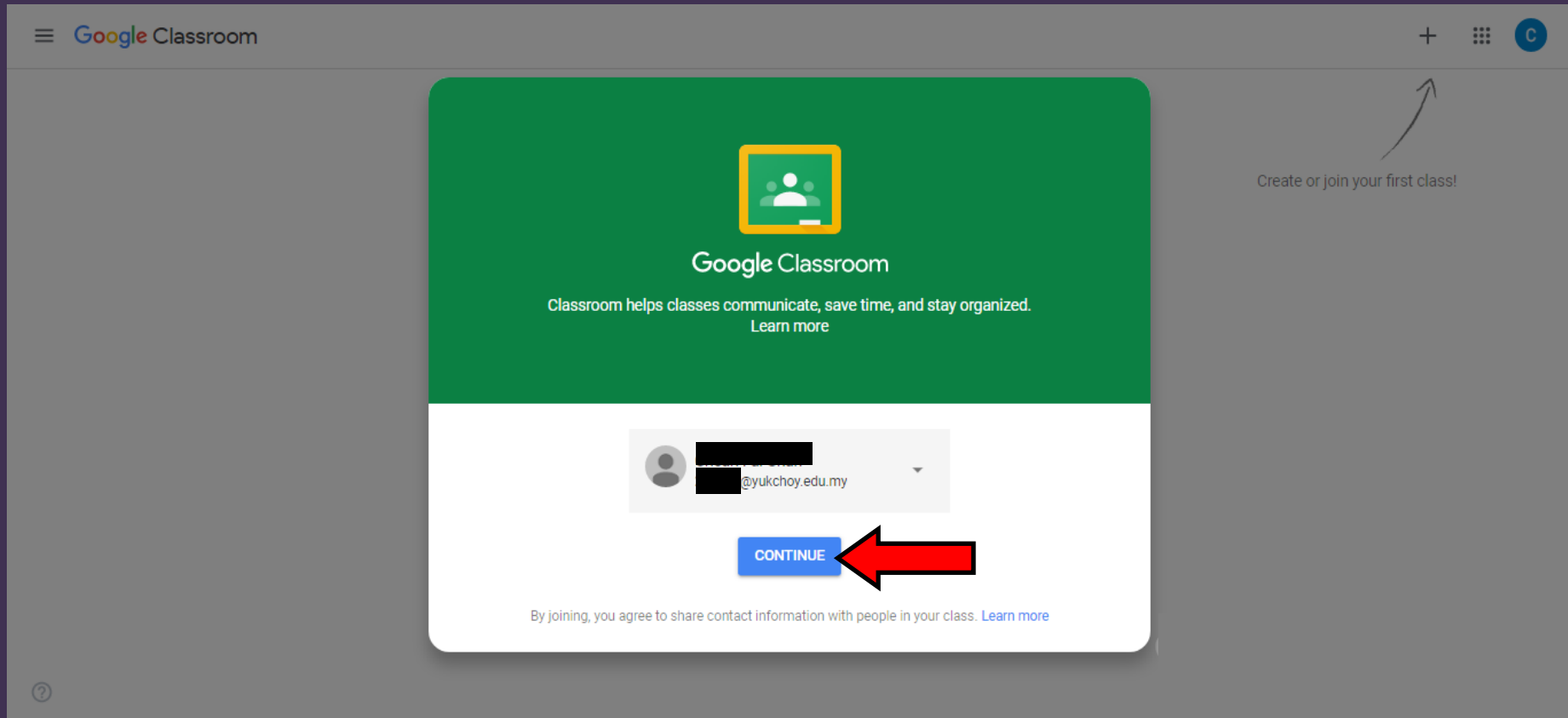
The screenshot shows the Google password change page. At the top is the Google logo. Below it, the text reads "Change password for [redacted]@yukchoy.edu.my". A link "Learn more about choosing a smart password" is provided. The main content area features a circular icon with a padlock and a refresh arrow. Below this, the instruction "Create a new, strong password that you don't use for other websites." is displayed. There are two input fields: "Create password" and "Confirm password". A blue "Change password" button is at the bottom.

← 输入新密码

← 再输入一次确认

← 最后点击 Change password

6) 如出现这画面，点击 Continue




Google Classroom

+

⋮


C

Create or join your first class!



Google Classroom

Classroom helps classes communicate, save time, and stay organized.
[Learn more](#)

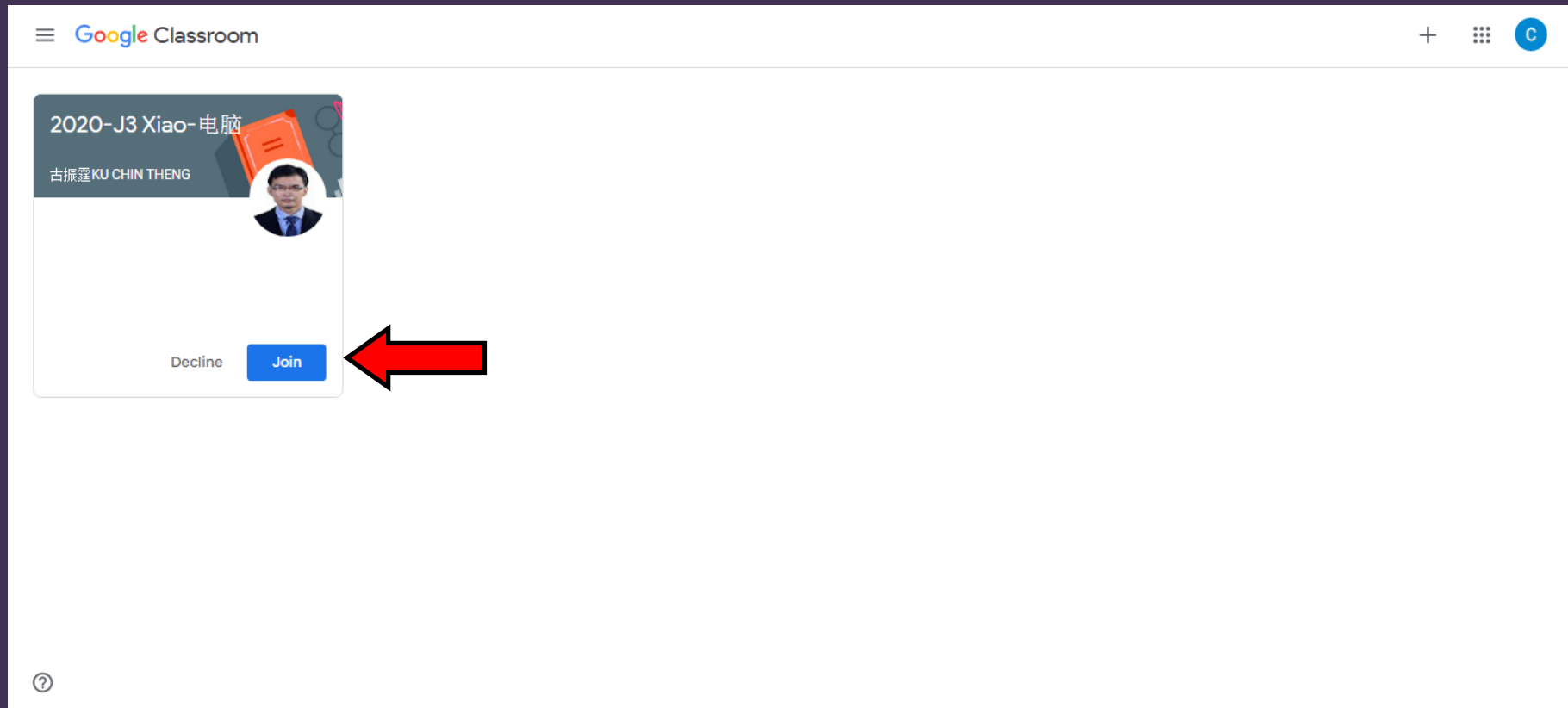
 [Redacted] @yukchoy.edu.my

[CONTINUE](#)

By joining, you agree to share contact information with people in your class. [Learn more](#)

?

7) 看到科任老师的 Class, 点击 Join



8) 如出现这画面，可以点击 Got it

The screenshot displays the Blackboard LMS interface for a course titled "2020-J3 Xiao-电脑". The top navigation bar includes "Stream", "Classwork", and "People". A banner image shows a book, glasses, and a newspaper. Below the banner, there is a "Share something with your class..." input field. A "Create posts" dialog box is open, containing the text "Share information and questions with your class" and a blue "Got it" button. A red arrow points to the "Got it" button. In the bottom left corner, there is a help icon (a question mark in a circle).

9) 红色圈是查阅最新资讯 (帖子、作业)的地方

2020-J3 Xiao-电脑

Stream Classwork People

2020-J3 Xiao-电脑

Upcoming

Woohoo, no work due soon!

View all

Share something with your class...

View class updates and connect with your class here

See when new assignments are posted

?

10) 左上角三条横线是 Menu

2020-J3 Xiao-电脑

Stream Classwork People

2020-J3 Xiao-电脑

Upcoming

Woohoo, no work due soon!

View all

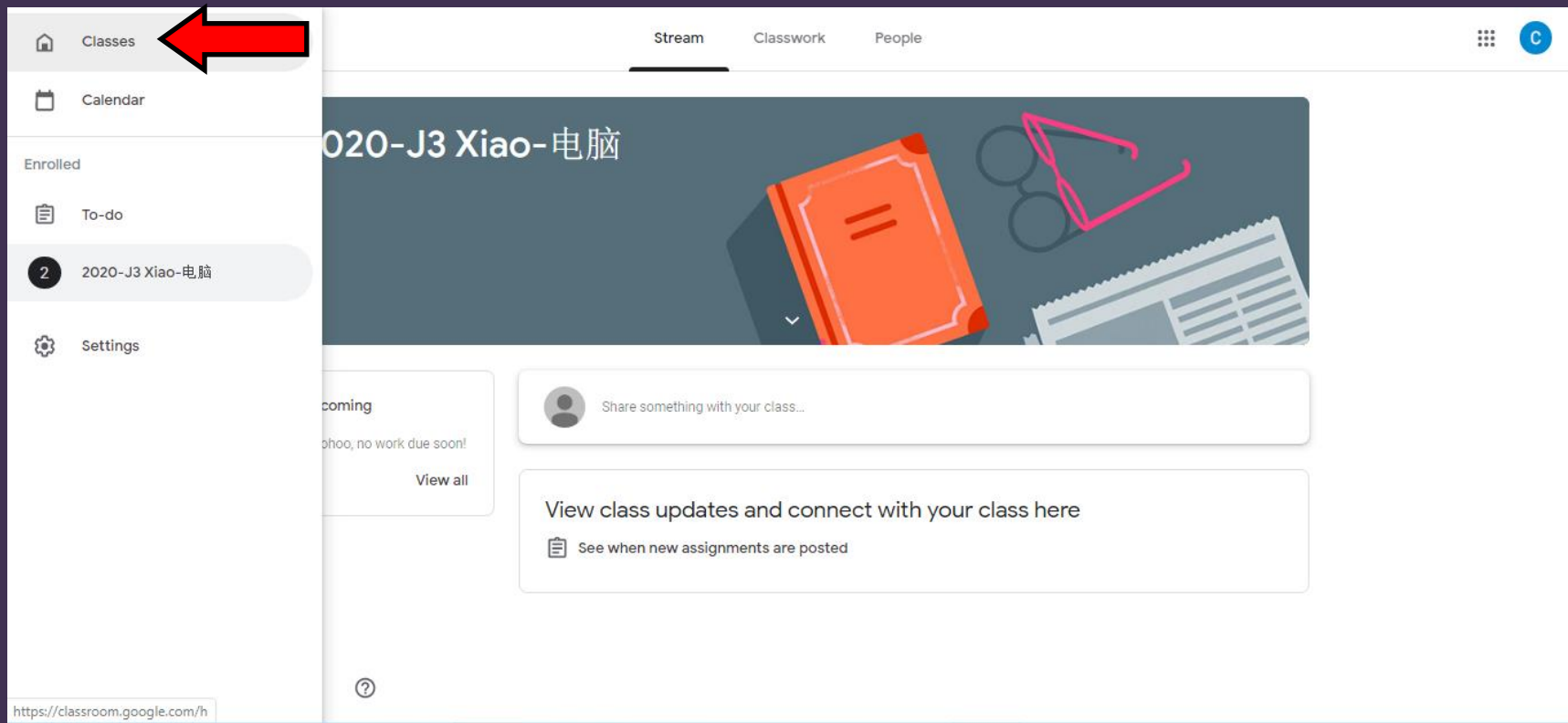
Share something with your class...

View class updates and connect with your class here

See when new assignments are posted

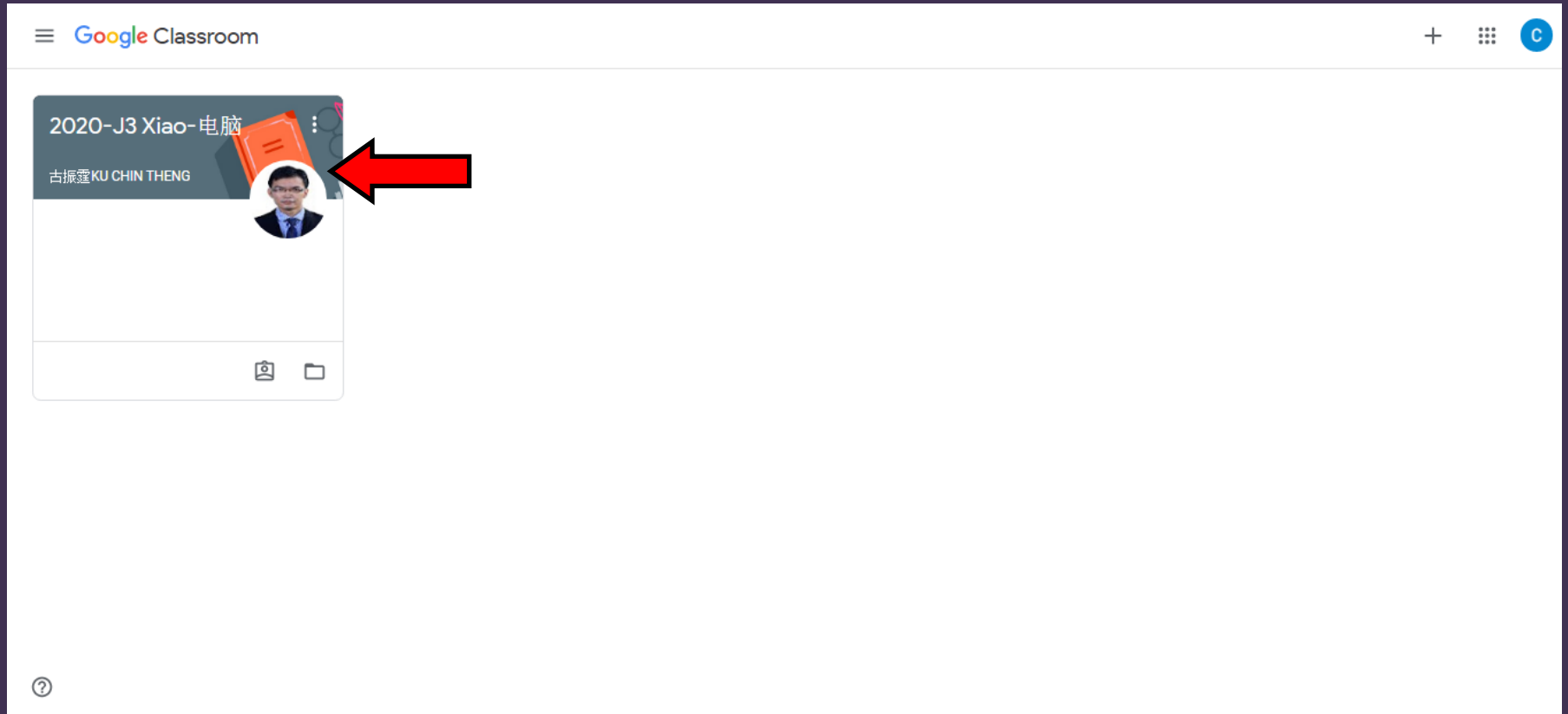
?

11) 点击三条横线 可看到有多个栏目， 点击 **Classes** 可看到你的各科目课室



The screenshot displays the Google Classroom interface. On the left, a navigation menu is visible with the following items: 'Classes' (highlighted with a red arrow), 'Calendar', 'Enrolled', 'To-do', '2020-J3 Xiao-电脑' (with a '2' notification badge), and 'Settings'. The main content area shows the class page for '2020-J3 Xiao-电脑'. At the top, there are tabs for 'Stream', 'Classwork', and 'People'. Below the tabs is a header image featuring a red book, pink glasses, and a newspaper. A text box prompts users to 'Share something with your class...'. Below this, there is a section titled 'View class updates and connect with your class here' with a sub-option 'See when new assignments are posted'. The URL 'https://classroom.google.com/h' is visible at the bottom left.

12) 点击科目的课室，进去查阅 最新资讯 (帖子、作业)



13) 点击查看详情

The screenshot shows a Canvas LMS interface for a class named "2020-J3 Xiao-电脑". The navigation bar includes "Stream", "Classwork", and "People". The main header features the class name and an illustration of a book, glasses, and a document. Below the header, there is an "Upcoming" section with the text "Woohoo, no work due soon!" and a "View all" link. A central input field prompts the user to "Share something with your class...". Below this, a class announcement is displayed: "古振霆 KU CHIN THENG posted a new assignment: Word Processing 复习 (-)" with a timestamp of "10:33 AM". A red arrow points to this announcement.

2020-J3 Xiao-电脑

Stream Classwork People

2020-J3 Xiao-电脑

Upcoming

Woohoo, no work due soon!

View all

Share something with your class...

古振霆 KU CHIN THENG posted a new assignment: Word Processing 复习 (-)
10:33 AM

14) 图中看到的是学生要交作业时可点击的地方， 这里可以先点击 **Next**

☰ 2020-J3 Xiao-电脑



Word Processing 复习 (一)

100 points

古振霆 KU CHIN THENG 10:33 AM (Edited 11:34 AM)

整理和美化文章



3D-Printer.png
Image



How-It-Works.jpg
Image



History.jpg
Image



End-Product.jpg
Image



3D Printing.docx
Word



Question.docx
Word

Class comments



Add class comment...



Your work

Assigned

+ Add or create

Add or create files for your classwork

Anything you add or create can be seen by your teacher

Next



15) 可以点击 Got it

2020-J3 Xiao-电脑

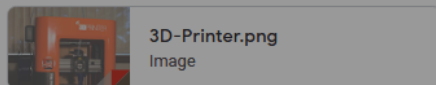


Word Processing 复习 (一)

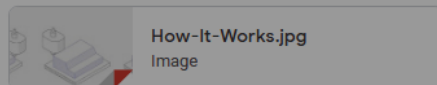
100 points

古振霆 KU CHIN THENG 10:33 AM (Edited 11:34 AM)

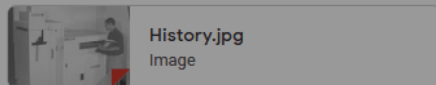
整理和美化文章



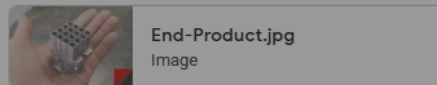
3D-Printer.png
Image



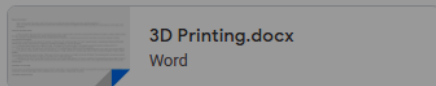
How-It-Works.jpg
Image



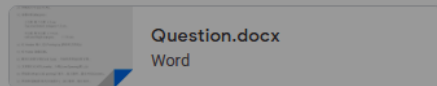
History.jpg
Image



End-Product.jpg
Image



3D Printing.docx
Word



Question.docx
Word

Class comments



Add class comment...



Your work

Assigned

+ Add or create

Mark as done

Mark assignments as done ✕


If you don't need to add or create files, you can mark your work as done.


Got it




16) 可以点击每个档案查阅

☰ 2020-J3 Xiao-电脑 ☰ C


 **Word Processing 复习 (一)** 100 points

 古振霆 KU CHIN THENG 10:33 AM (Edited 11:34 AM)


整理和美化文档




3D-Printer.png
Image




How-It-Works.jpg
Image




History.jpg
Image



End-Product.jpg
Image



3D Printing.docx
Word



Question.docx
Word


Question.docx

Your work Assigned


+ Add or create

Mark as done

Private comments

 Add private comment... ▶

Class comments

 Add class comment... ▶

? <https://drive.google.com/open?id=1Hac7JTN3CzED4wTdwBVcugHqsDN-qvc7&authuser=0>

17) 点击某个档案后，会显示内容画面

按照以下要求完成练习：

- 1) 把纸张改成直向(Portrait)。
- 2) 把纸张尺寸设定为 A4。
- 3) 设置边距(Margins)：
上边距 和 下边距 = 2 cm
Top and Bottom margins = 2 cm。
左边距 和 右边距 = 1.5 cm
Left and Right margins = 1.5 cm。
- 4) 在 Header 输入 3D Printing by [你的英文姓名]
- 5) 在 Footer 加插页数。
- 6) 修改文章的字型(Font Type)，只能用老师指定的字型。

18) 滑鼠移到右上角的三个点， 点选 Open in new window

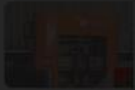


← W Question.docx 电脑

Word Pr

古振堂 KU CHI

整理和美化文章



Class comments

按照以下要求完成练习：

- 1) 把纸张改成直向(Portrait)。
- 2) 把纸张尺寸设定为 A4。
- 3) 设置边距(Margins)：
上边距 和 下边距 = 2 cm
Top and Bottom margins = 2 cm。
左边距 和 右边距 = 1.5 cm
Left and Right margins = 1.5 cm。
- 4) 在 Header 输入 3D Printing by [你的英文姓名]
- 5) 在 Footer 加插页数。
- 6) 修改文章的字型(Font Type)，只能用老师指定的字型。

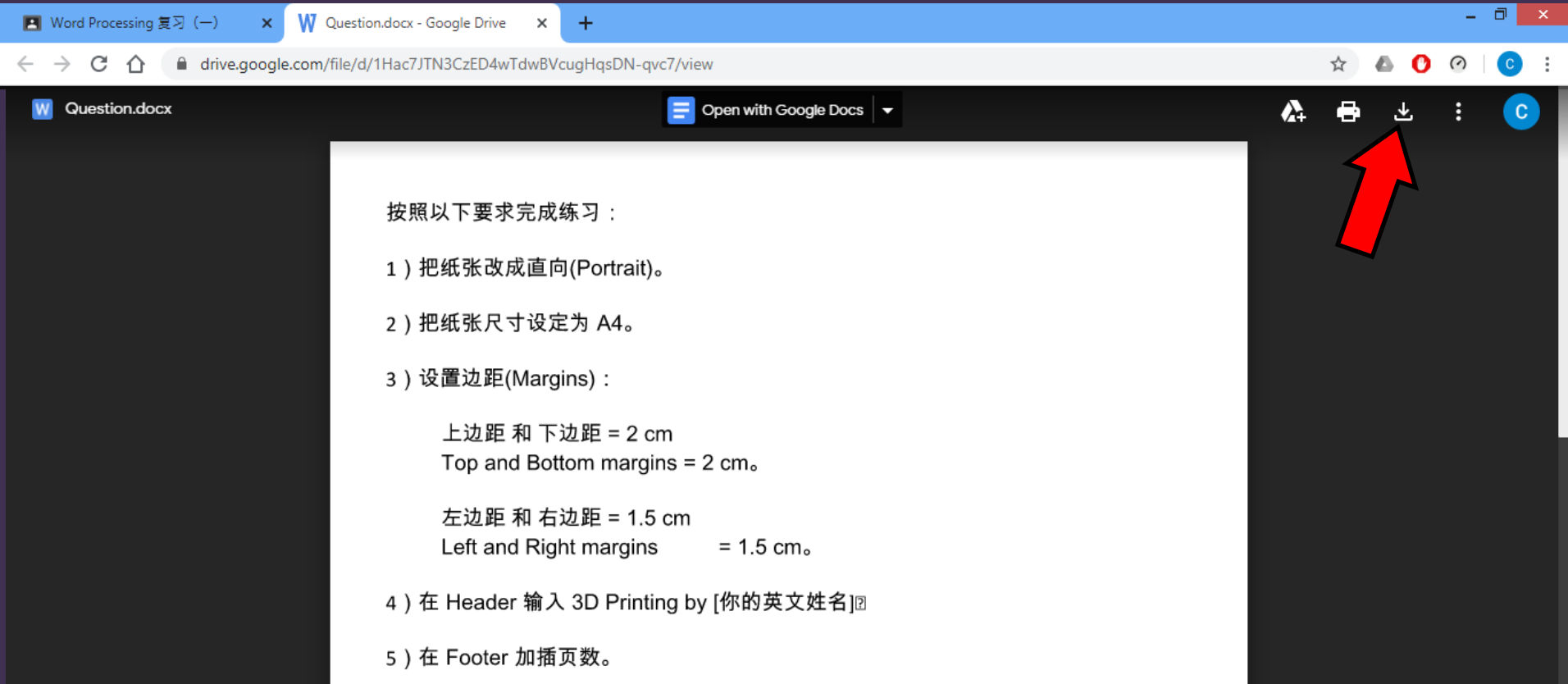


Details

Open in new window



19) 点击红色箭头所指处，可下载档案



Word Processing 复习 (一) × W Question.docx - Google Drive × +

drive.google.com/file/d/1Hac7JTN3CzED4wTdwbVcugHqsDN-qvc7/view

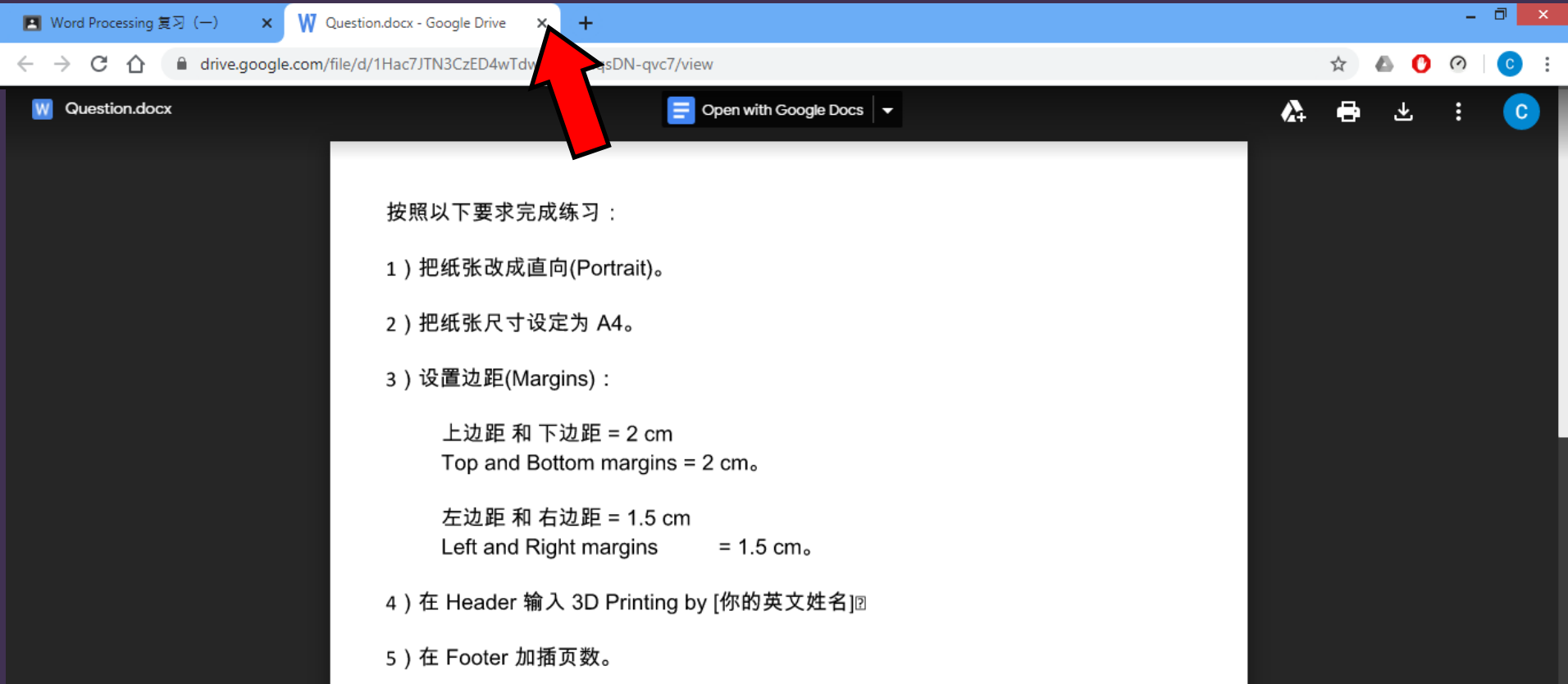
Question.docx Open with Google Docs

按照以下要求完成练习：

- 1) 把纸张改成直向(Portrait)。
- 2) 把纸张尺寸设定为 A4。
- 3) 设置边距(Margins)：
上边距 和 下边距 = 2 cm
Top and Bottom margins = 2 cm。
左边距 和 右边距 = 1.5 cm
Left and Right margins = 1.5 cm。
- 4) 在 Header 输入 3D Printing by [你的英文姓名]
- 5) 在 Footer 加插页数。

Download icon (indicated by a red arrow)

20) 下载一个档案后，可关掉这个tab



Word Processing 复习 (一) × W Question.docx - Google Drive × +

drive.google.com/file/d/1Hac7JTN3CzED4wTdw...sDN-qvc7/view

Question.docx

Open with Google Docs

按照以下要求完成练习：

- 1) 把纸张改成直向(Portrait)。
- 2) 把纸张尺寸设定为 A4。
- 3) 设置边距(Margins)：
上边距 和 下边距 = 2 cm
Top and Bottom margins = 2 cm。
左边距 和 右边距 = 1.5 cm
Left and Right margins = 1.5 cm。
- 4) 在 Header 输入 3D Printing by [你的英文姓名]
- 5) 在 Footer 加插页数。

21) 点击左上角箭头，即可回到作业页面



Word Processing 复习 (一)

classroom.google.com/c/NTc0ODkyNzQyMjNa/a/NTc1MTc3MjlxMjVa/details

← Question.docx

Close

Word Pr

古振登 KU CHI

整理和美化文章

Class comments

Assigned

id or create

ok as done

its

comment

按照以下要求完成练习：

- 1) 把纸张改成直向(Portrait)。
- 2) 把纸张尺寸设定为 A4。
- 3) 设置边距(Margins)：
上边距 和 下边距 = 2 cm
Top and Bottom margins = 2 cm。
左边距 和 右边距 = 1.5 cm
Left and Right margins = 1.5 cm。
- 4) 在 Header 输入 3D Printing by [你的英文姓名]
- 5) 在 Footer 加插页数。
- 6) 修改文章的字型(Font Type)，只能用老师指定的字型。
- 7) 文章要左右对齐(Justify)，行距(Line Spacing)要 1.5

22) 如果要交作业，点击 Add or create

Word Processing 复习 (一) 100 points

古振霆 KU CHIN THENG 10:33 AM (Edited 11:34 AM)

整理和美化文章

- 3D-Printer.png Image
- How-It-Works.jpg Image
- History.jpg Image
- End-Product.jpg Image
- 3D Printing.docx Word
- Question.docx Word

Your work Assigned

+ Add or create

Mark as done

Private comments

Add private comment...

Class comments







Add class comment...

23) 点选 File, 从电脑中选择要交的作业

Word Processing 复习 (一) 100 points

古振霆 KU CHIN THENG 10:33 AM (Edited 11:34 AM)

整理和美化文章

 3D-Printer.png Image	 How-It-Works.jpg Image
 History.jpg Image	 End-Product.jpg Image
 3D Printing.docx Word	 Question.docx Word

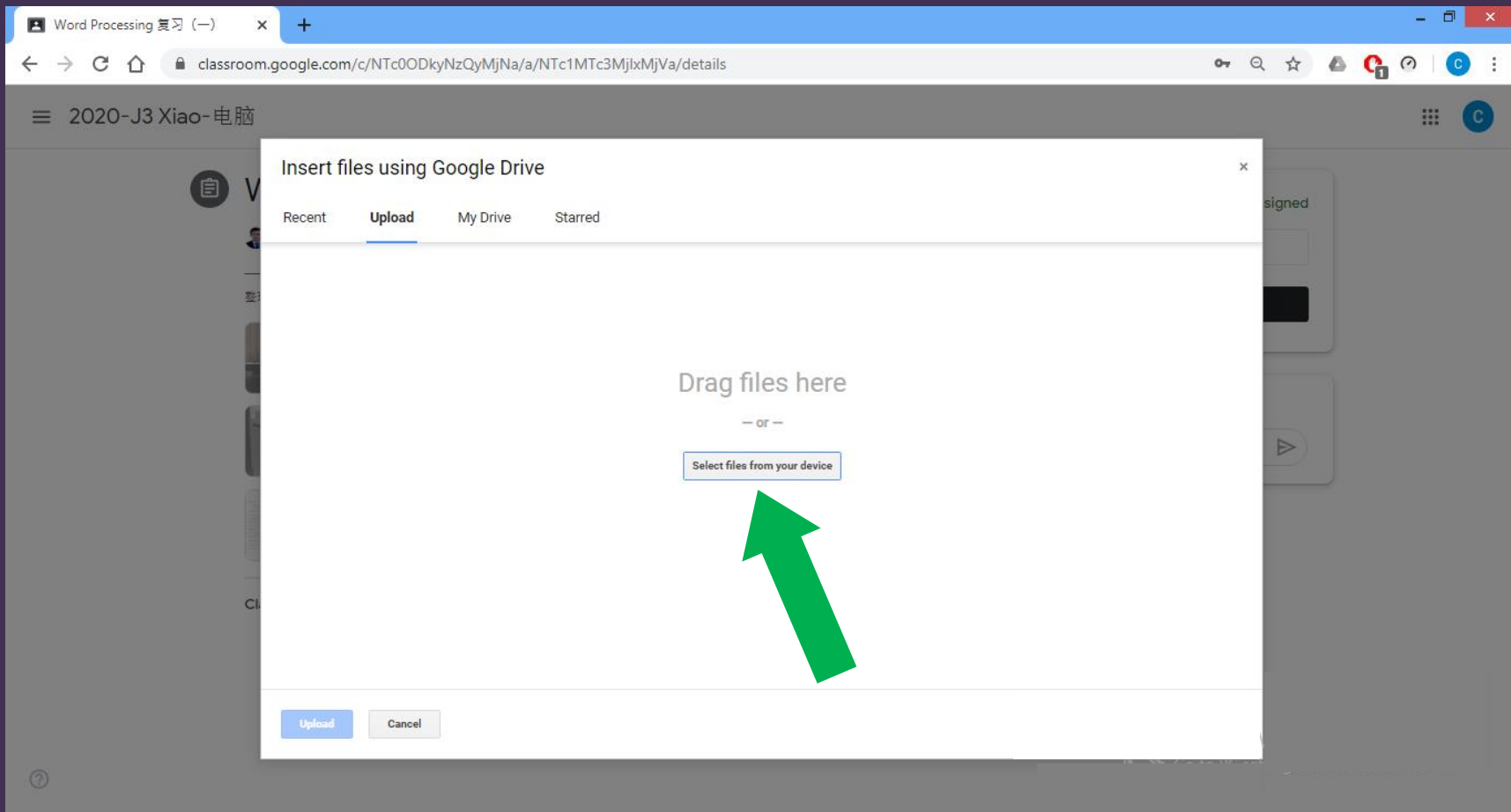
Class comments

Add class comment...

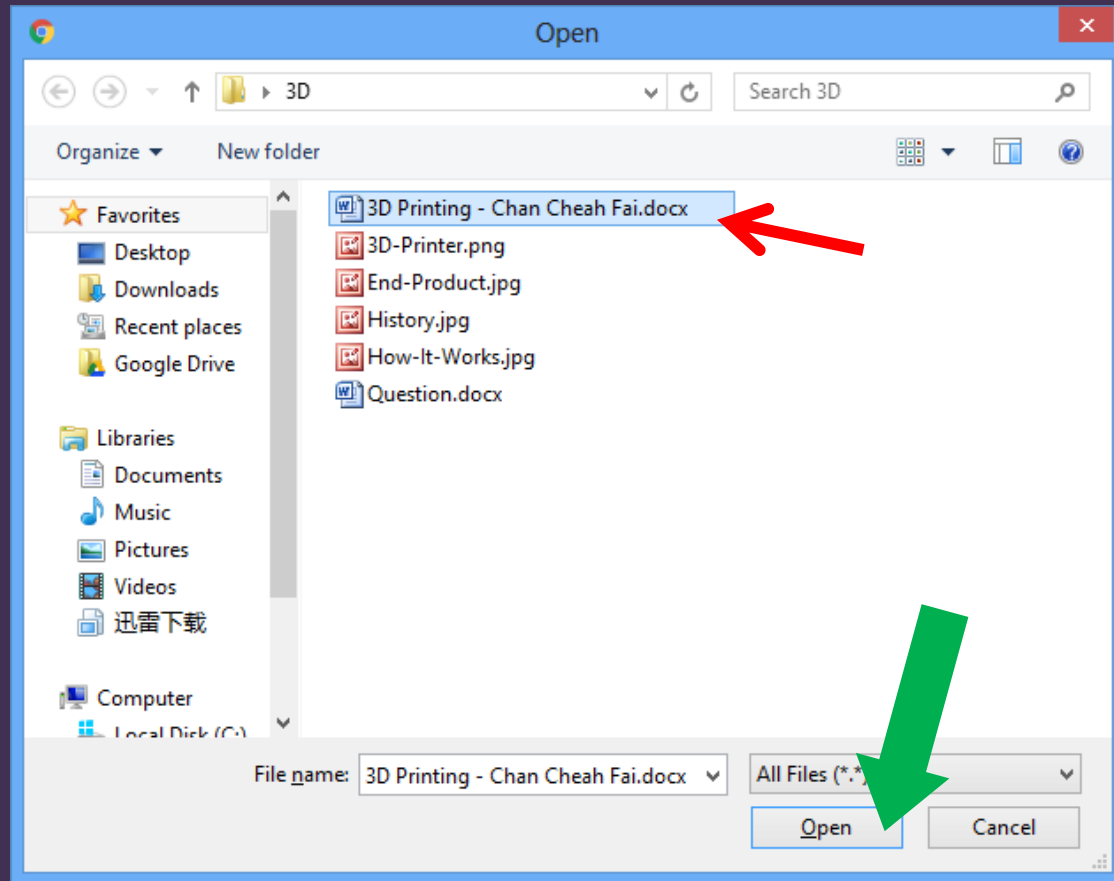
Your work Assigned

- + Add or create
- Google Drive
- Link
- File**
- Create new
 - Docs
 - Slides
 - Sheets
 - Drawings

24) 点击青色箭头所指处，从电脑上载文件



25) 选择电脑中的文件， 点击 Open



26) 点击 Upload

Word Processing 复习 (-) x +

classroom.google.com/c/NTc0ODkyNzQyMjNa/a/NTc1MTC3MjlxMjVa/details

2020-J3 Xiao-电脑

Insert files using Google Drive x

Recent Upload My Drive Starred

3D Printing - Chan Cheah Fai.docx 34.12K x

Add more files

Upload Cancel

27) 上載中.....

The screenshot shows a web browser window with the address bar displaying `classroom.google.com/c/NTc0ODkyNzQyMjNa/a/NTc1MTC3MjlxMjVa/details`. The page title is "2020-J3 Xiao-电脑". A modal dialog box titled "Insert files using Google Drive" is open, with the "Upload" tab selected. The dialog shows a file named "3D Printing - Chan Cheah Fai.docx" (34.12K) with a progress bar. Below the file list is an "Add more files" button. At the bottom of the dialog, there are "Upload" and "Cancel" buttons, and a status indicator that says "Uploading 1 of 1" with a progress bar.

Word Processing 练习 (-) x +

classroom.google.com/c/NTc0ODkyNzQyMjNa/a/NTc1MTC3MjlxMjVa/details

2020-J3 Xiao-电脑

Insert files using Google Drive x

Recent Upload My Drive Starred

3D Printing - Chan Cheah Fai.docx 34.12K

Add more files

Upload Cancel Uploading 1 of 1

28) 完成上载后，会出现在红圈处，
这时还有一步，需要点击 Turn in 才完成提交，这里先点击 got it，
才点击 Turn in

Word Processing 复习 (一) 100 points

古振霆 KU CHIN THENG 10:33 AM (Edited 11:34 AM)

整理和美化文章

- 3D-Printer.png Image
- How-It-Works.jpg Image
- History.jpg Image
- End-Product.jpg Image
- 3D Printing.docx Word
- Question.docx Word

Your work Assigned

- 3D Printing - Chan... Word

+ Add or create

Turn in

Turn it in

When you're ready to submit all of your files for this assignment, remember to turn it in.

got it

29) 点击 Turn in 后，会出现确认画面，再点击一次 Turn in

The screenshot shows a Google Classroom interface for an assignment titled "Word Processing 复习 (一)" with a value of 100 points. The assignment was assigned by 古振霆 KU CHIN THENG at 10:33 AM. The student's work area shows a list of attachments: "3D-Printer.png Image", "History.jpg Image", and "3D Printing.docx Word". A modal dialog box is open in the center, asking "Turn in your work?". It states "1 attachment will be submitted for 'Word Processing 复习 (一)'." and lists the attachment "3D Printing - Chan Cheah Fai.docx". At the bottom of the dialog are "Cancel" and "Turn in" buttons. A yellow arrow points to the "Turn in" button on the right side of the assignment card, and a red arrow points to the "Turn in" button in the dialog box.

Word Processing 复习 (一) 100 points

古振霆 KU CHIN THENG 10:33 AM (Edited 11:34 AM)

整理和美化文章

3D-Printer.png Image

History.jpg Image

3D Printing.docx Word

Class comments

Turn in your work?

1 attachment will be submitted for "Word Processing 复习 (一)".

3D Printing - Chan Cheah Fai.docx

Cancel Turn in

Your work Assigned

3D Printing - Chan... Word

+ Add or create

Turn in

Private comments

Add private comment...

30) 提交中 Turning in

The screenshot shows a Google Classroom interface for an assignment titled "Word Processing 复习 (一)" with a value of 100 points. The assignment was posted by 古振霆 KU CHIN THENG at 10:33 AM. A modal dialog box is open in the center, asking "Turn in your work?". It indicates that 1 attachment will be submitted for the assignment. The attachment list includes "3D Printing - Chan Cheah Fai.docx". At the bottom of the dialog, there are two buttons: "Cancel" and "Turning in...". The "Turning in..." button is circled in red. In the background, the "Your work" section shows the submitted document "3D Printing - Chan... Word" and a "Turn in" button. The "Private comments" section has an "Add private comment..." button. The "Class comments" section has an "Add class comment..." button.

Word Processing 复习 (一) 100 points

古振霆 KU CHIN THENG 10:33 AM (Edited 11:34 AM)

整理和美化文章

3D-Printer.png Image

History.jpg Image

3D Printing.docx Word

How-It-Works.jpg Image

Turn in your work?

1 attachment will be submitted for "Word Processing 复习 (一)".

3D Printing - Chan Cheah Fai.docx

Cancel Turning in...

Your work Assigned

3D Printing - Chan... Word

+ Add or create

Turn in

Private comments

Add private comment...

Class comments

Add class comment...

31) 完成提交 Turned in

Word Processing 复习 (一) 100 points

古振霆 KU CHIN THENG 10:33 AM (Edited 11:34 AM)

整理和美化文章

- 3D-Printer.png Image
- How-It-Works.jpg Image
- History.jpg Image
- End-Product.jpg Image
- 3D Printing.docx Word
- Question.docx Word

Your work **Turned in**

3D Printing - Chan Che...
Word

Unsubmit

Private comments

Add private comment...

Class comments

Add class comment...

完