

Instruction Manual for ePortfolios on Google Sites

for ECE 3011 Child Health, Safety and Welfare

(as of 15 September 2022)



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Table of Contents

1. Preparation of materials	3
材料準備	3
2. Creating your ePortfolio on Google Sites	3
在 Google 協作平台上創建ePortfolio	3
3. Adding cover picture and profile picture	10
添加封面圖片及相片	10
4. Adding or editing pure text	12
添加或更改純文本	12
5. Copying the template of online discussion (Google Doc)	13
複製小組網上討論範本(Google 文件)	13
6. Setting access right for online discussion Google Docs	15
設置網上討論 Google 文件的訪問權限	15
7. Inserting “Online Discussion Google Doc” to Group Google Site	17
將“網上討論 Google 文件”插入到小組 Google 協作平台	17
8. Setting access right for your Google Sites	20
設置Google 協作平台的訪問權限	20
9. Publishing and Sharing your Google Site	21
發布和共用小組的 Google Site	21
10. Uploading and Sharing Group presentation with others	24
上載並分享你的小組演示文稿	24
11. Setting access rights of Google Doc or Google slide correctly	26
正確設置Google Doc/Google slide 的訪問權限	26
12. For teachers: Easy click to comment	28
課程導師:輕鬆點擊評論	28
13. ePortfolios Technical Support	30
技術支持	30
14. Frequently asked questions (FAQs)	30
常見問題	30
	2

1. Preparation of materials 材料準備

1. ePortfolio example (only for reference) 範本 (僅供參考)
<https://sites.google.com/friends.eduhk.hk/child-health-safety-welfare/template>
2. Basic understanding of Google Sites 對於Google Sites 的基本了解, 可瀏覽下方Google官方連結)
<https://support.google.com/sites#topic=7184580>
3. Group members' EdUHK email addresses 小組成員的教大電郵地址

⚠ **Notes for students:** the email address of ePortfolio supporting staff are only used for demonstration in this instruction manual, students **DO NOT** need to add ePortfolio supporting staff as collaborators.

⚠ 注意: ePortfolio 支持人員的電子郵件地址僅用於本說明手冊中的演示, 學生無需添加 ePortfolio 支持人員為協作者。

2. Creating your ePortfolio on Google Sites 在 Google 協作平台上創建ePortfolio



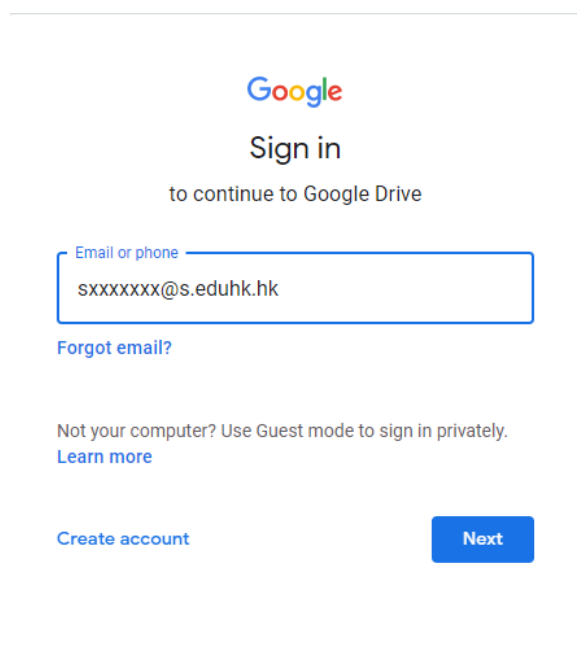
<https://youtu.be/uq1f38KyGIQ>

⚠ **Notes for students:** Because students are required to create **GROUP ePortfolios**, so only one student from each group needs to create and adds other members as collaborators of the group ePortfolios.

⚠ 注意: 因為學生需要創建小組 **ePortfolios**, 所以每個組中只需要小組的一個學生創建 **Google Sites** 並添加其他成員作為協作者。

Step 1. Log in Google Drive with your EdUHK student account

步驟 1. 以教大學生帳號登入雲端硬碟;



Google

Sign in

to continue to Google Drive

Email or phone

sxxxxxxx@s.eduhk.hk

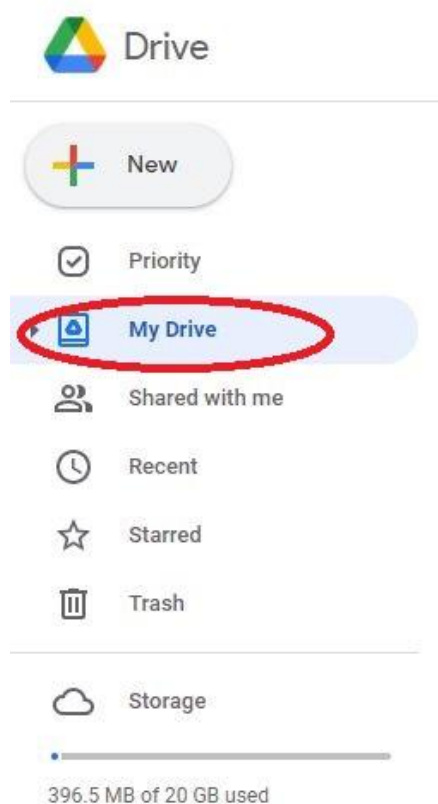
[Forgot email?](#)

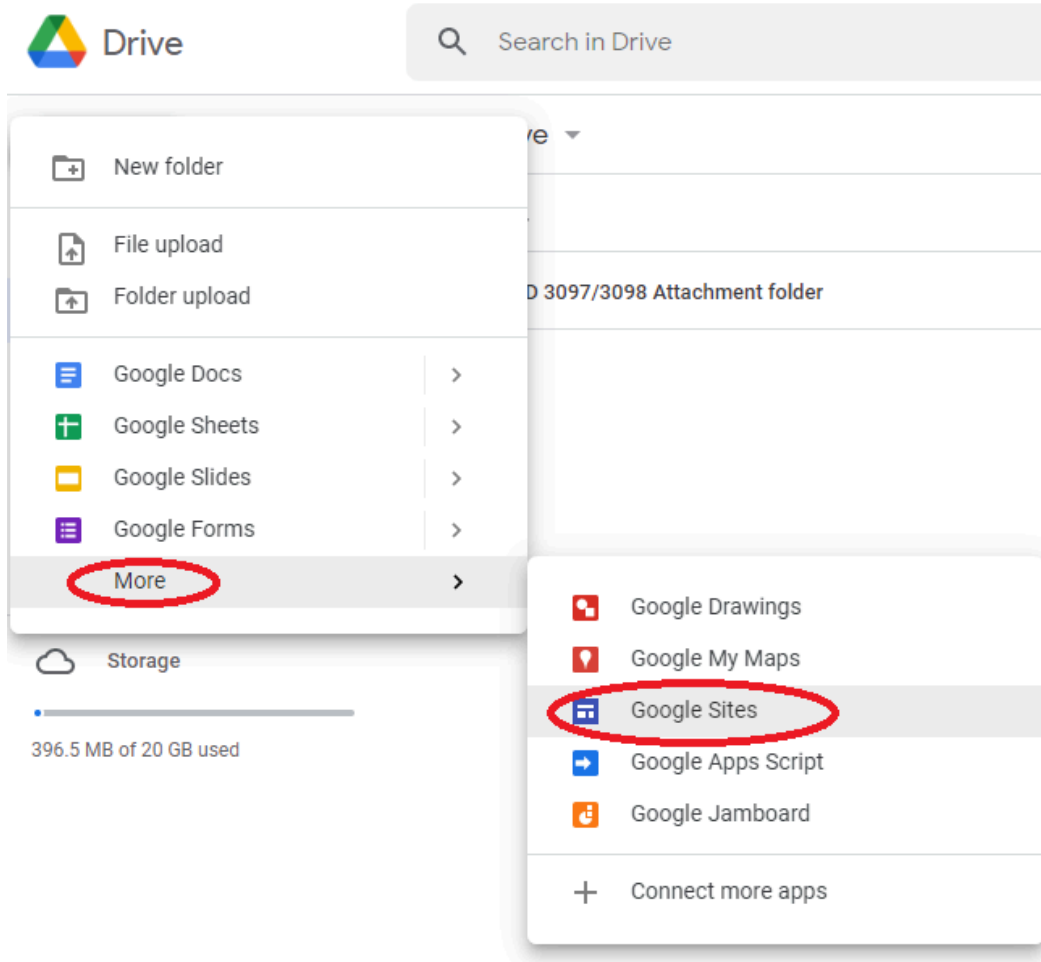
Not your computer? Use Guest mode to sign in privately.
[Learn more](#)

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

Step 2. From Google Drive, click “New”, then “More”, then “Google Sites”;

步驟 2. 從雲端硬碟裡，點擊“新增”，然後“更多”，然後“Google 協作平台”；

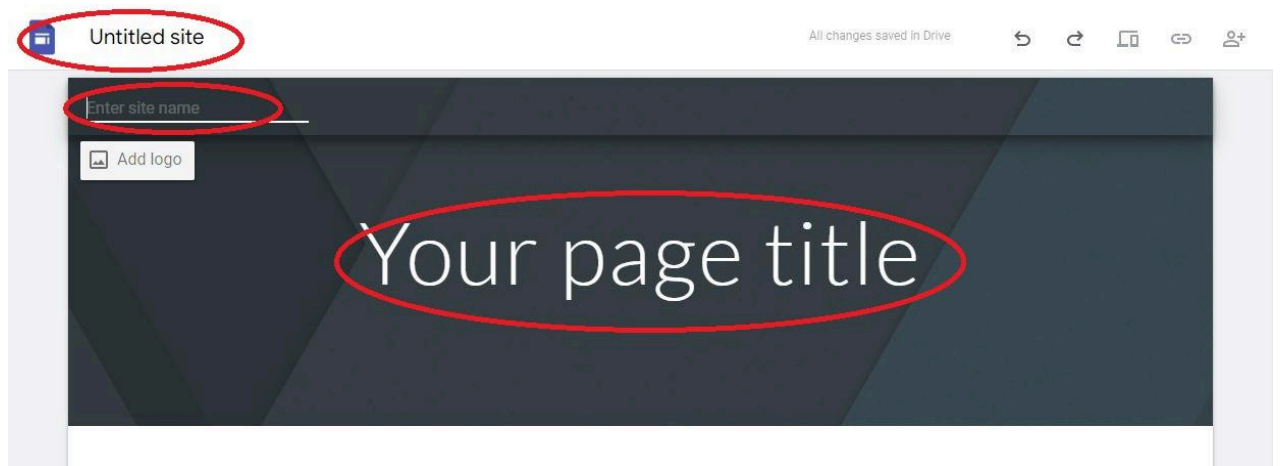




Step 3. Name different parts of your Google Sites;

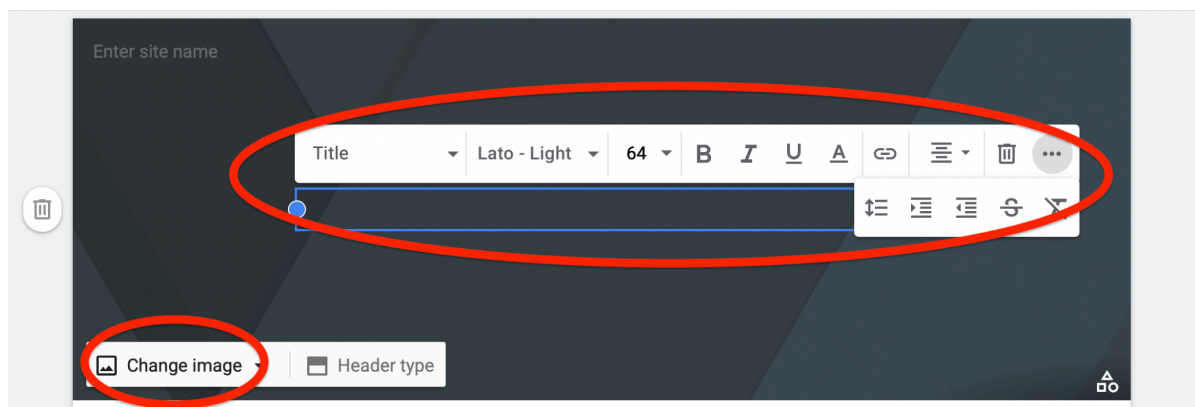
步驟 3. 命名你的 Google 協作平台的不同部分;

- **Site document name**—Enter a unique name to keep track of your sites. The sites document name is only visible to you.
Google Sites document名稱 - 輸入一個唯一名稱以追蹤你的Google Sites document. Google Sites document名稱僅對你可見.
- **Site name**—The site name appears in the upper left corner of the page after you publish the sites.
Google Sites 名稱 - 在你發布Google Sites之後, Google Sites 名稱會顯示在頁面的左上角.
- **Page title**—Each page in your sites has a title, which appears at the top of the page. The page title also appears in the navigation menu.
頁面標題 - Google Sites中的每個頁面都有一個標題, 該標題顯示在頁面頂部, 頁面標題也出現在導航菜單中.



Step 4. You can further edit your page title and upload a cover picture for your sites.

步驟4. 你可以進一步編輯你的標題並上傳封面圖片。



Step 5. Set permissions for collaborative editing on the Google Sites

步驟 5. 設置Google 協作平台上進行協作編輯的權限

- Click “Share with others” in the top right corner of the toolbar;
點擊右上方“與他人分享”;



- Enter your groupmates’ email address (e.g., XXXXXXXXX @s.eduhk.hk) under “Share with people and groups” ;

在“加入使用者或小組”下方逐一輸入每個小組組員的電郵地址，(例如，XXXXXXXXX@s.eduhk.hk);

Add people and groups

People with access

Owner

Editor ▼

General access

 Draft

 Restricted ▼

Only people with access can open with the link

 Published site

 Public ▼

Anyone on the internet can find and open

Viewer

Pending changes

Save

- After inputting your group members' email address, select their roles as **“Editor”**, then click **“Send”**.

輸入小組成員的電子郵件地址後，選擇他們“編輯者”，然後單擊“發送”。

amliang@eduhk.hk ✕

lip@eduhk.hk ✕

Editor ▼

☒ Notify people

Message

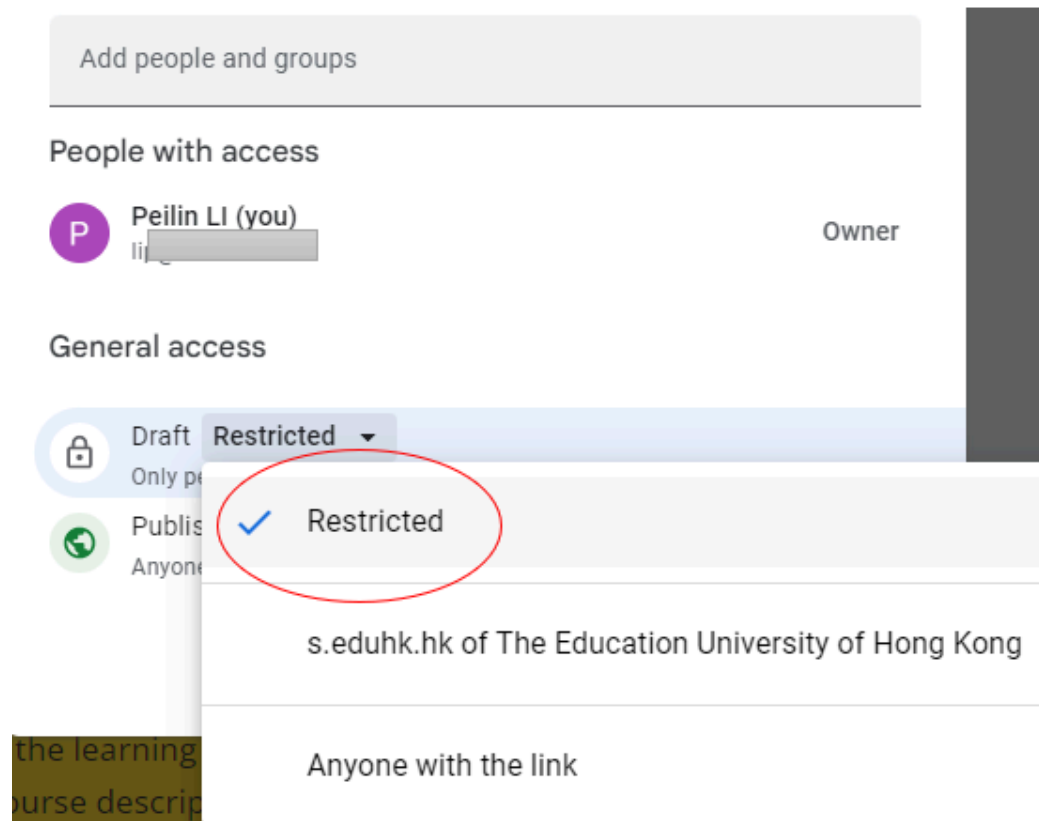
You can choose to input message to notify your group members. |

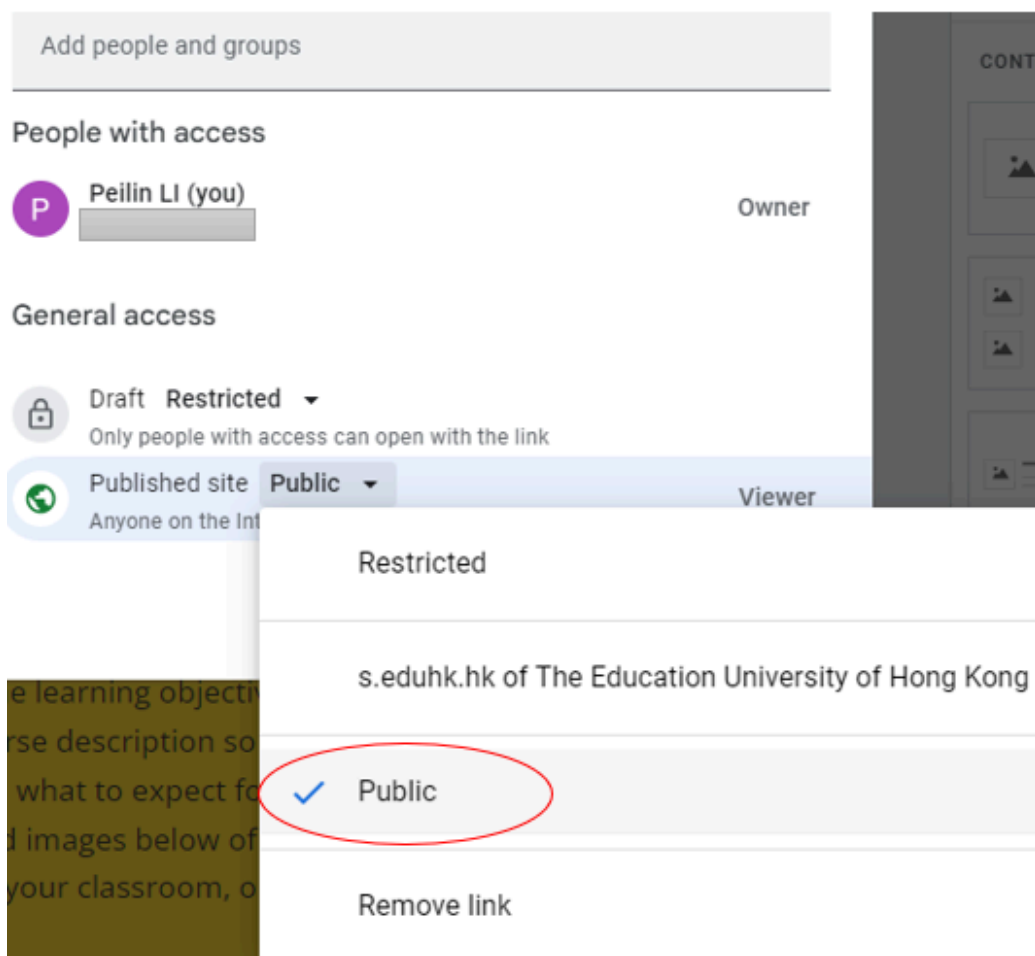
Cancel

Send

- For “General access” setting, choose “**Restricted**” for draft; then select “**Public**” for published site;

关于“关于一般存取權”的设置, 草稿選擇為“受限”; 然後為發布的站點選擇“公共”。



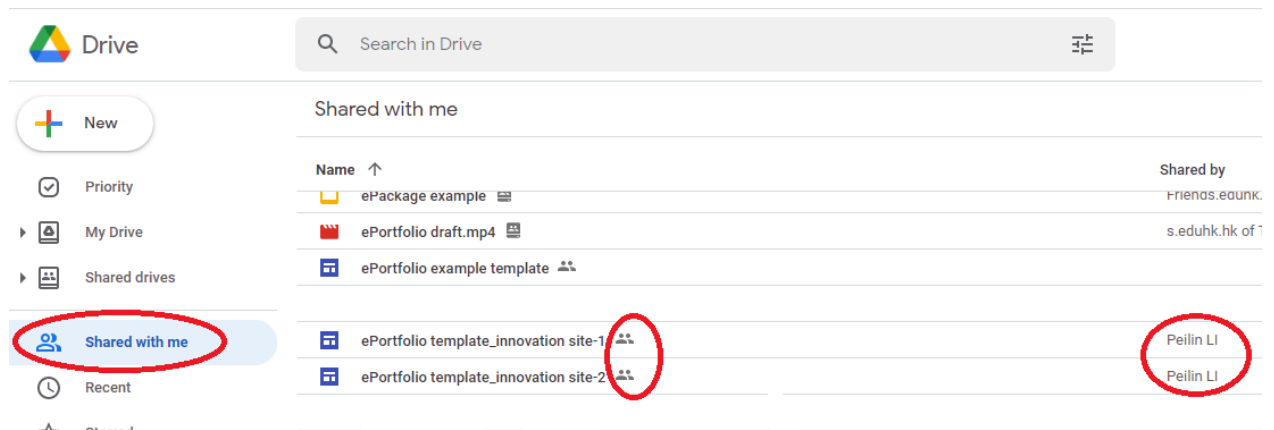


⚠ *Notes for students: remember to publish your Google sites after any changes.*

⚠ 注意：請記得在任何改動後發布你的小組ePortfolio。

Step 6. When the group members are added as collaborators, they will receive an email from Google and can find the Google site under “Shared with me” in their Google Drive, with the shared icons and shared by whom. Group members have the right to revise, update, upload or even delete the content on the Google Sites/ePortfolios

步驟 6. 當小組成員被添加為協作者後，他們將收到來自 **Google** 系統的電子郵件，並且可以在他們的 **Google** 雲端硬碟中的“與我共用”下找到帶有共用圖標和由誰共用的**Google Sites**。小組成員有權修改、更新、上傳甚至刪除 **Google Sites**上的內容。



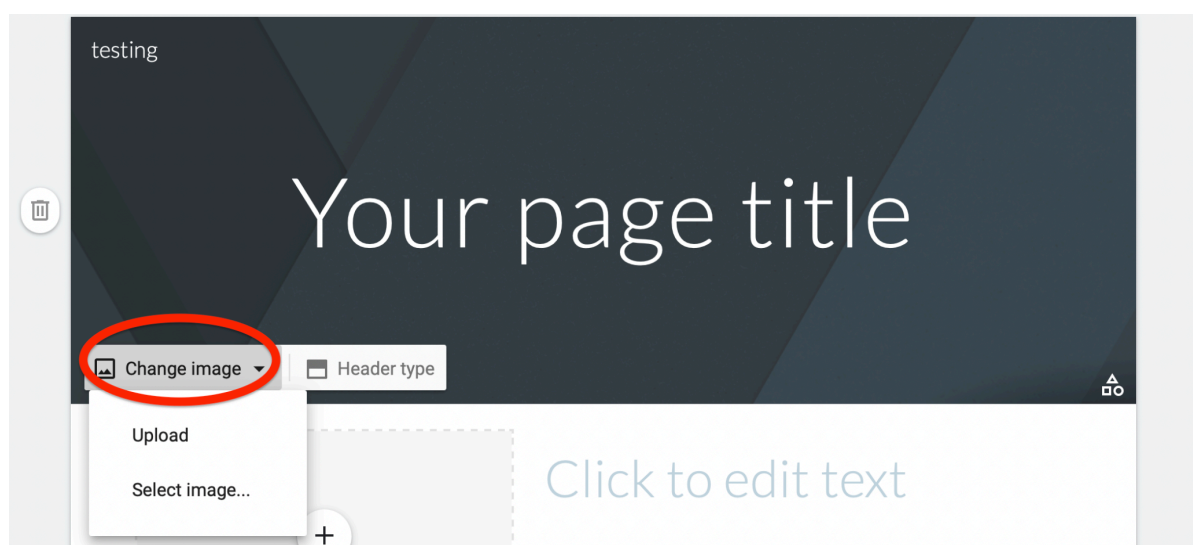
3. Adding cover picture and profile picture 添加封面圖片及相片



<https://youtu.be/Vc5jLyxO2a0>

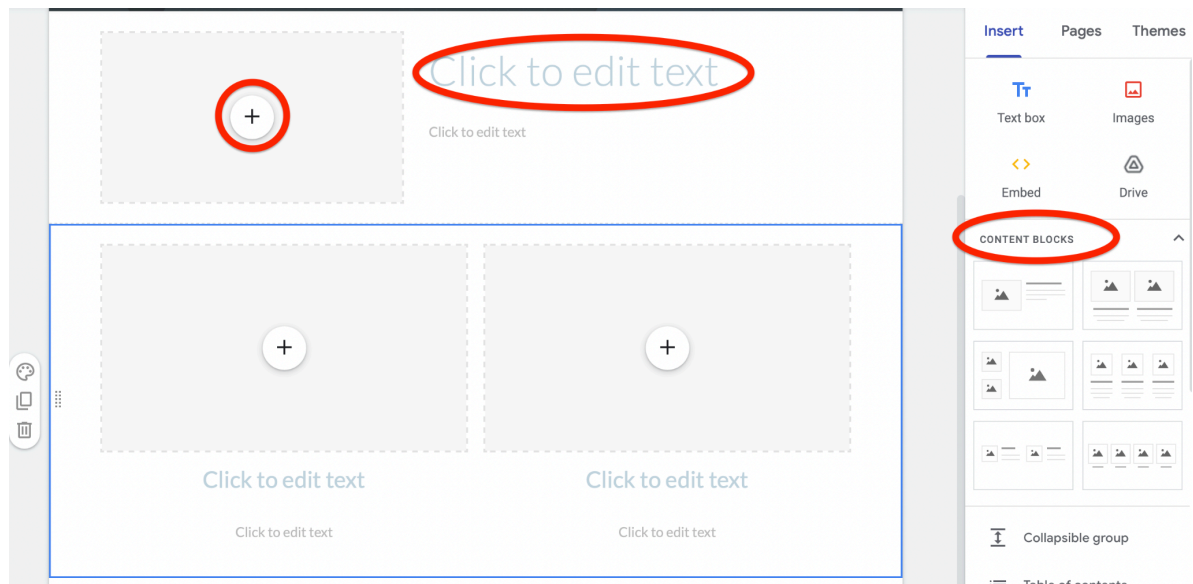
Step 1. Cover picture: Place mouse cursor over the cover picture, click “Change image”, and select “Upload” or “Select image”, i.e. upload from your devices or Google Drive, select from the internet, etc.

步驟 1. 封面圖片：將鼠標拖曳到封面圖片，點擊“變更圖片”，點選“上載”或“選取圖片”，即從你的設備或Google Drive上載，從互聯網選擇等。



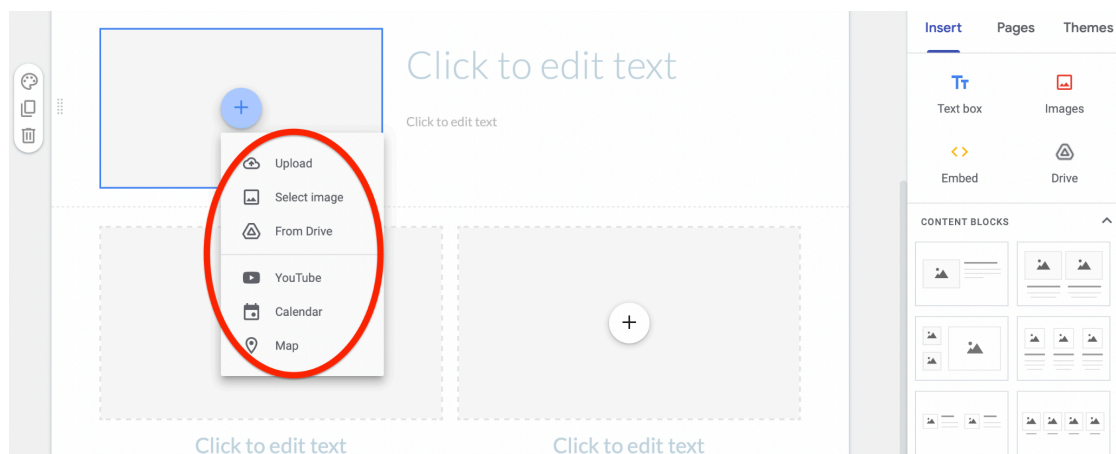
Step 2. Group picture: Click one of the styles of content block from the right bar, the chosen content block will instantly appear in the site.

步驟 2. 小組頭像: 點擊右側欄中的內容塊樣式之一, 選擇的內容塊將立即出現在Google Sites中。



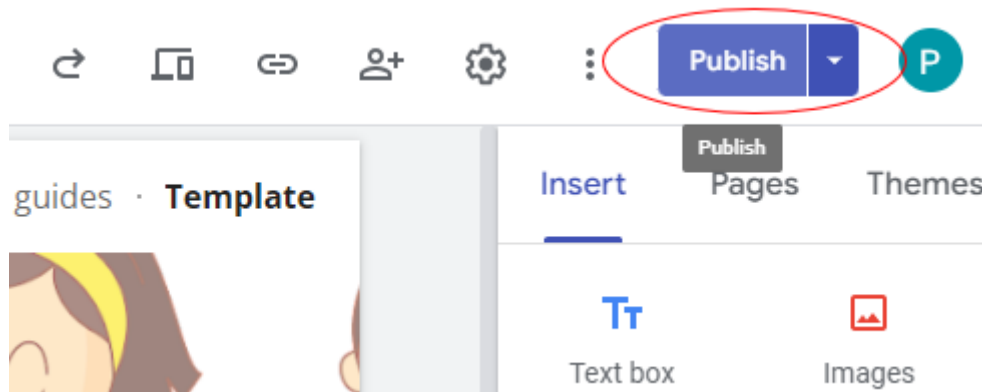
Step 3. Click “+” to select the ways to upload images, i.e. upload from your devices or Google Drive, select from the internet, etc. And click the empty slot to edit text.

Step 3. 點擊“+”選擇上傳圖片的方式, 即從你的設備或Google Drive上傳, 從互聯網選擇等; 並點擊空槽以編輯文本。



Step 3: Click “Publish” in the top right to publish your changes of Google Sites;

步驟 3: 在右上方點擊“發佈”更改的內容;



⚠ **Notes for students:**

- 1) If you use your own pictures from your device or Drive, you need to set up the access rights for this picture.
- 2) Remember to publish your Google sites after any changes.

⚠ **注意:**

- 1) 如果你上傳的是你個人雲端硬碟的圖片, 你需要先設置此圖片的權限, 例如任何人可檢視;
- 2) 請記得在任何改動後發布你的小組ePortfolio。

4. Adding or editing pure text

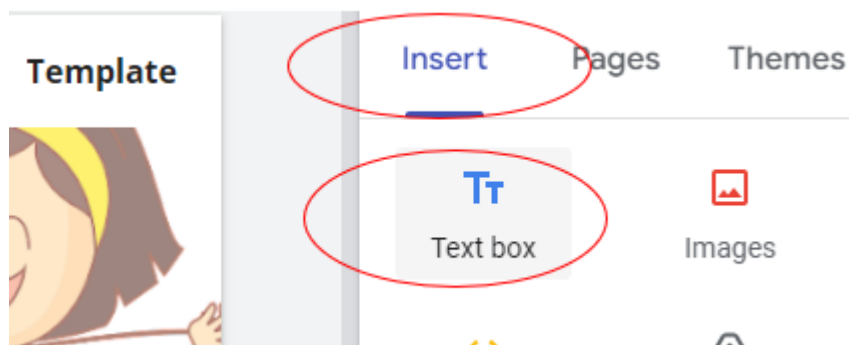
添加或更改純文本



<https://youtu.be/x4ORLwU2RMQ>

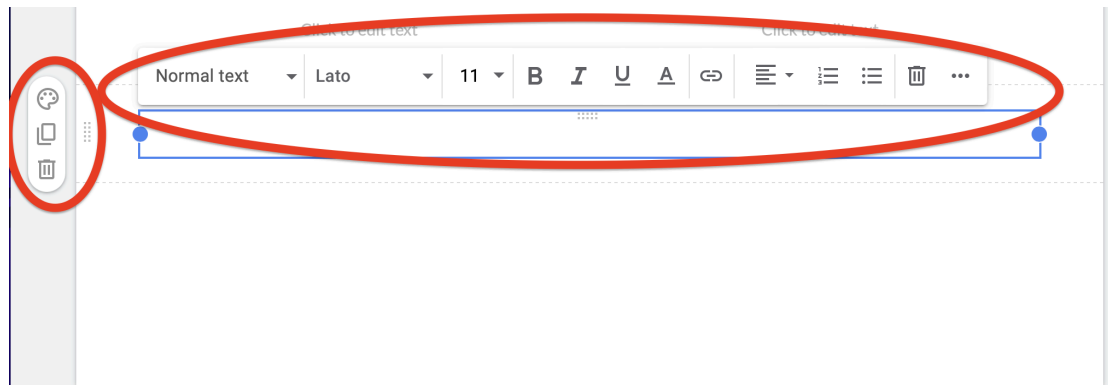
Step 1: Add new text box: click “Insert” on the right bar; click “Text box”;

步驟 1: 新增文本框: 在右邊功能表點擊“插入”, 點擊“文本框”;



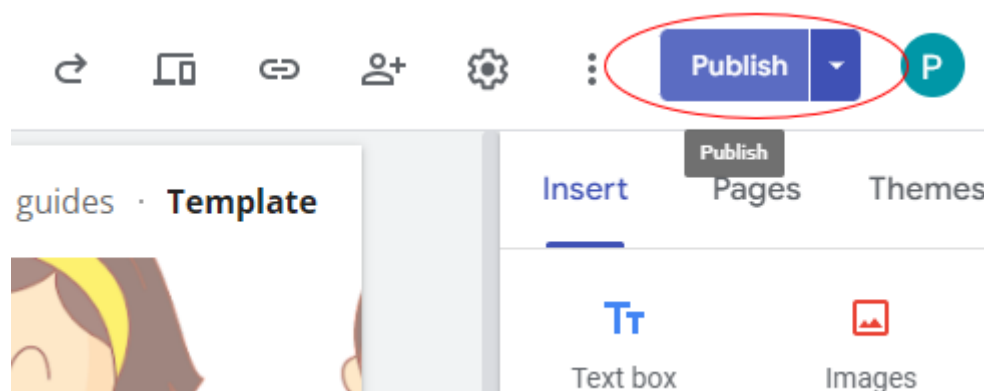
Step 2: Change text style: click the text box to choose and edit; click the icon on the left to change colours, duplicate or delete the text box.

步驟 2: 編輯文本式樣: 點擊文本框進行選擇和編輯; 點擊左側的圖標可更改顏色、複製或刪除文本框。



Step 3: Click “Publish” at the top right to publish your changes;

步驟 3: 在右上方點擊“發佈”更改的內容;



⚠ *Notes for students: remember to publish your Google sites after any changes.*

⚠ 注意: 請記得在任何改動後發布你的小組ePortfolio。

5. Copying the template of online discussion (Google Doc)

複製小組網上討論範本(Google 文件)



<https://youtu.be/fcMuf680JTQ>

⚠ *Notes for students:*

1. Only one student from each group need to do this step and add other members as collaborators of the online discussion documents.
2. Please ensure you are using your EdUHK Google account for this step.

注意：

1. 每組只需要一名學生執行此步驟，並將其他成員添加為網上討論文檔的協作者。
2. 請確保你在此步驟中使用你的教大Google帳戶。

Step 1: Open the link of online discussion templates in any browser;

步驟 1: 在任意瀏覽器中打開範本連結；

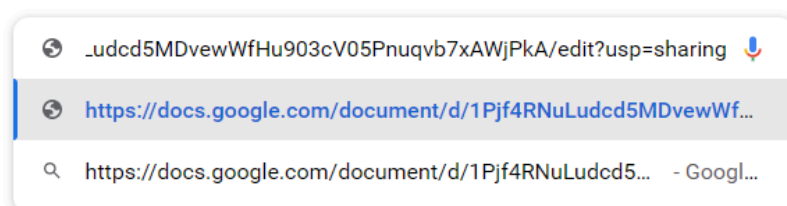
Online discussion 1:

<https://docs.google.com/document/d/1Pjf4RNUludcd5MDvewWfHu903cV05Pnuqvb7xAWjPkA/edit?usp=sharing>

Online discussion 2:

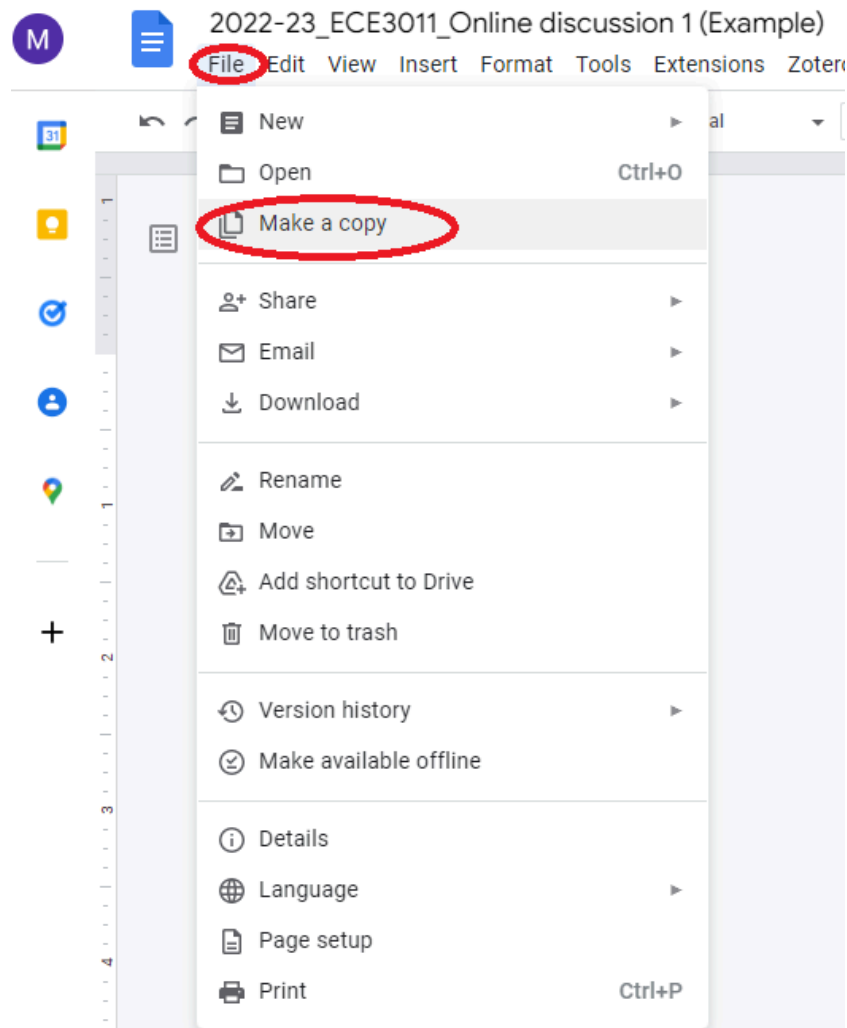
<https://docs.google.com/document/d/1NN8xfyxiF8zBzN49rCoTBKASK7RRVlf3l6XeP2GPP6o/edit?usp=sharing>

Online discussion 3: Due to that online discussion 3 is about your essay, there is no template provided in this instruction manual.



Step 2: Click “File” at the upper left corner, then “Make a copy”, the copy will be automatically saved in your Google Drive with the name of “Copy of”

步驟 2: 點擊左上角“檔案”，然後“建立副本”，該副本將自動保存在您的 Google 雲端硬碟中，名稱為“...的副本”



Step 3: Find your copy in “My Drive”, and rename it with your class and group name, then prepare for editing online with your group members.

步驟 3: 在“我的雲端硬碟”中找到副本, 並使用你的班級和組名重命名, 然後準備與小組組員一起網上編輯此文檔。

⚠ Notes for students: *For the specific format such as font, labelling, colours of the online discussion Google document, please refer to the requirement of course teachers in your class group, and/or make decisions with group mates.*

⚠ 注意: 網上討論文檔的具體字體、標註、顏色等格式, 請以課程導師的要求為準, 或與組員商定。

6. Setting access right for online discussion

Google Docs

設置網上討論 Google 文件的訪問權限



<https://youtu.be/kffxvZG4QRo>

Before online collaborative editing with group members, the online discussion Google docs MUST be set the access right.

在與小組成員網上協作編輯之前，必須設置網上討論Google 文件的訪問權限。

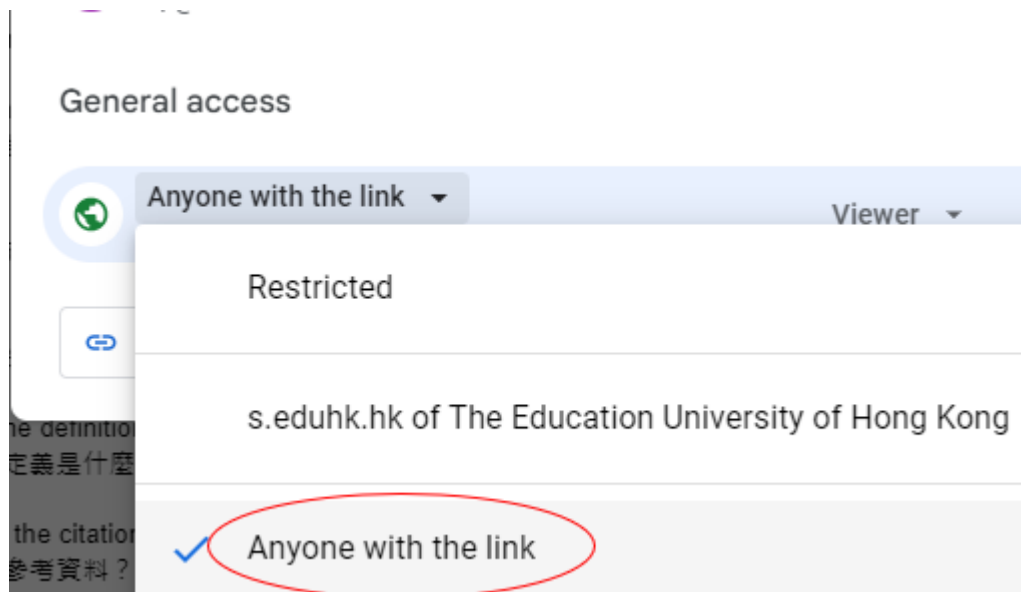
Step 1: Click “Share” button in the upper right corner of the online discussion Google docs;

步驟 1: 點擊網上討論Google 文件的右上角的“共用”按鈕;



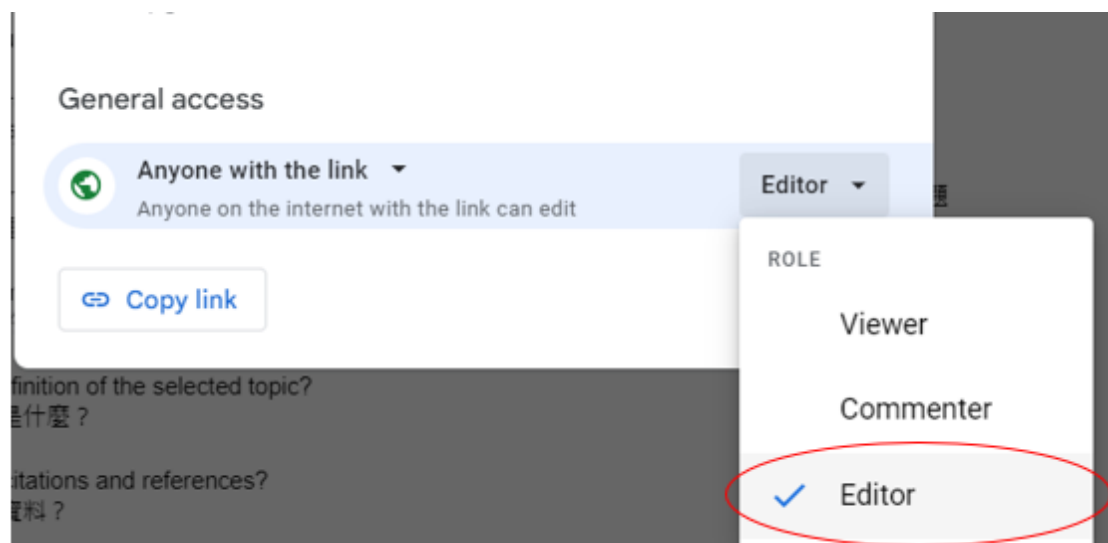
Step 2: Choose the “Anyone with the link” (so your group mates teacher can access easily);

步驟 2: 選擇“任何知道連結的使用者”(這樣你的小組同學和課程導師就可以輕鬆訪問)。



Step 3: Select **anyone with the link as “Editor” (so your group mates can edit, and teacher can comment);**

步驟 3: 選擇任何知道連結的使用者“編輯者”(因此你的小組成員可以編輯, 課程導師可以評論);



! Notes for students:

1. Please ensure to follow the above steps to set the access right for **both online discussion 1 and online discussion 2 (and other extra shared documents)**.
2. Students can choose to download online discussion documents, but offline-version **WILL NOT** be able to collaborate with group members unless they are uploaded and set access right in Google Drive.

! 注意:

1. 請確保按照上述步驟設置網上討論**1**和網上討論**2**的訪問權限 (以及其他額外的共享文檔).

2. 學生可以選擇下載網上討論1&2文件，但離線版本需要上傳到Google Drive 並設置訪問權限，然後才能與小組成員協作。

7. Inserting “Online Discussion Google Doc” to Group Google Site

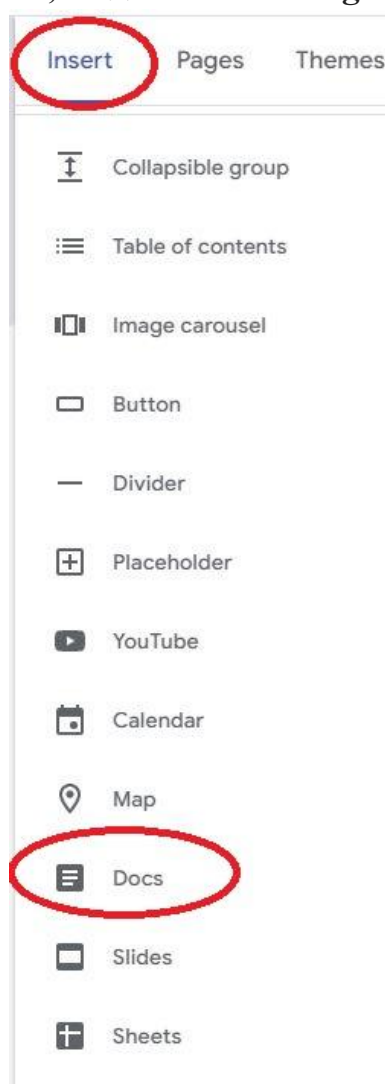
將“網上討論 Google 文件”插入到小組 Google 協作平台



<https://youtu.be/tPy7UujhoNk>

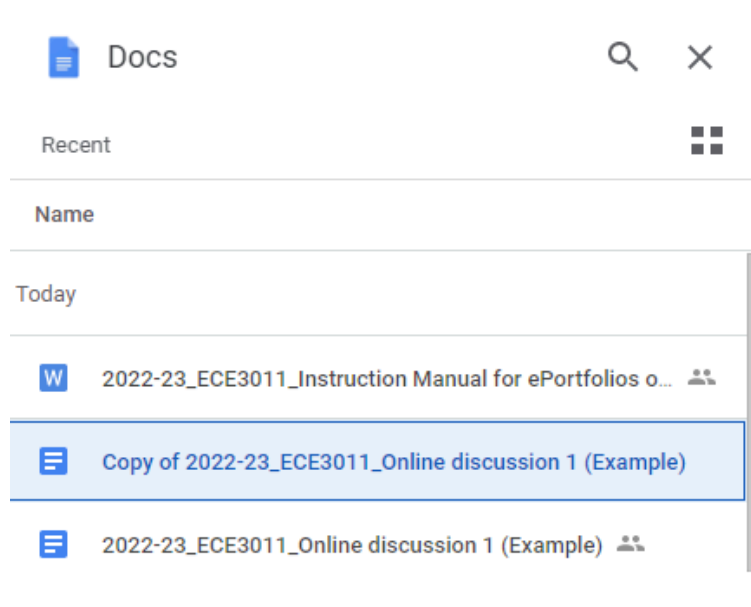
Step 1: Click “Insert”, then “Docs”;

步驟 1: 點擊“插入”按鈕，選擇下方的“Google 文件”;



Step 2: Choose your “Online Discussion” Google Docs then select the “INSERT” button;

步驟 2: 選擇小組的“網上討論Google 文件”, 然後選擇“插入”按鈕插入該文件;

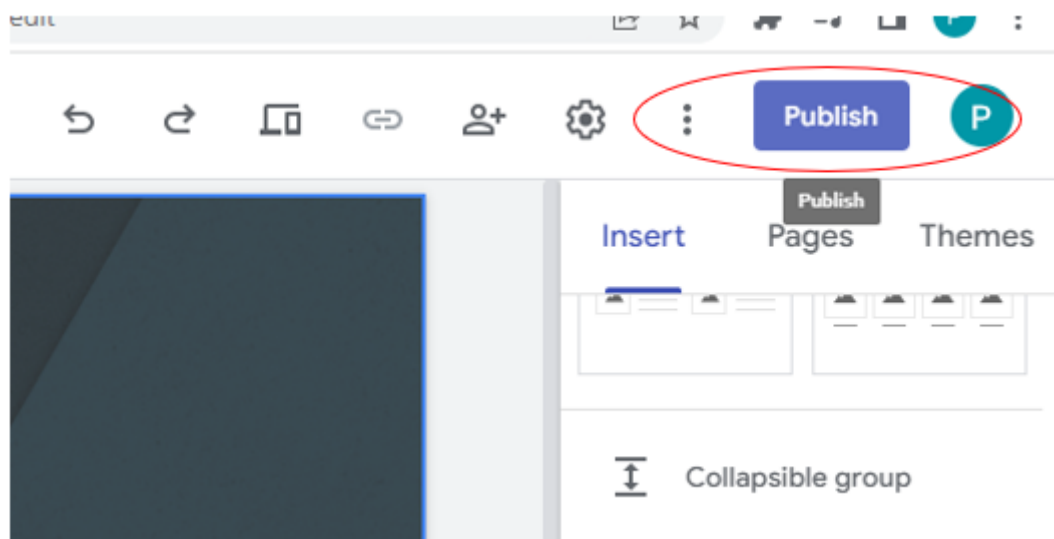


⚠ Notes for students: the above step only shows the example of online discussion 1. You need to insert **online discussion 1** and **online discussion 2** based on the required deadlines.

⚠ 注意: 以上步驟僅以網上討論1為例, 您需要根據本課程要求的截止日期插入網上討論1和網上討論2。

Step 3: Select Published site “Public”;

步驟 3: 點擊“發布”按鈕;



⚠ **Notes for students:** Remember to publish your Google sites after any changes.

⚠ 注意：請記得在任何改動後發布你的小組ePortfolio。

8. Setting access right for your Google Sites 設置Google 協作平台的訪問權限



<https://youtu.be/xbhjbxEq6Q>

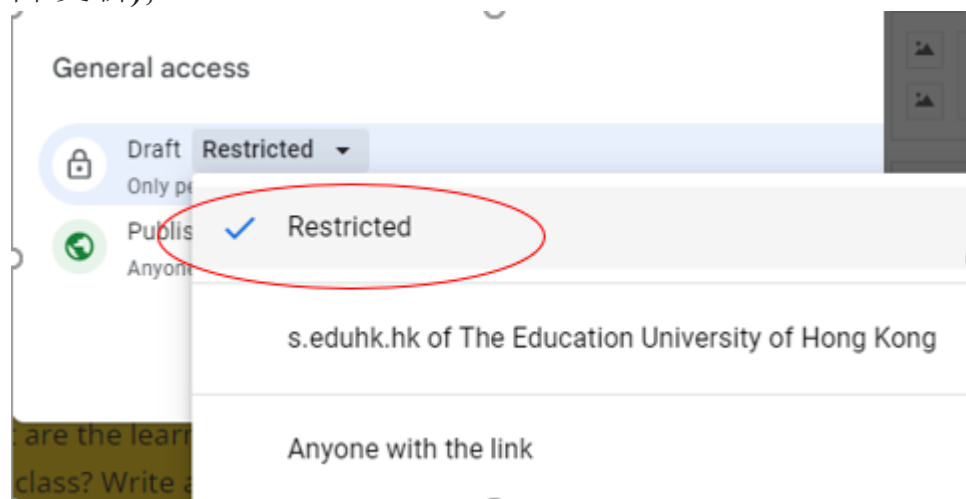
Step 1: Click “Share with others” button (you will see your group members are “editor” if you input their email addresses previously);

步驟 1: 點擊 “與他人分享” 按鈕 (如果之前輸入了小組成員的電子郵件地址, 將看到的小組成員是“編輯者”);



Step 2: Choose the Draft “Restricted” (The draft is unpublished site, ONLY for group members to collaboratively edit and update);

步驟 2: 選擇 草稿 “受限” (草稿為未公開網站, 僅供小組成員協作編輯 更新);



Step 3: Choose the published site as “Public” and “viewer”, then “Save”. (The published site is for course teacher to view).

步驟 3: 選擇發布站點為 “Public” 和 “viewer”, 然後 “Save”。(發布 site 供課程導師查看)。

The screenshot shows the 'Share' settings for a Google Site titled 'Share "(2022-23) ePortfolio example: Child Health, Safet..."'. At the top is a button 'Add people and groups'. Below is the 'People with access' section, listing three users: Peilin LI (Owner), Alex LIANG (you) (Editor), and Alex LIANG (Editor). The 'Editor' roles for Alex LIANG are highlighted with a red box. The 'General access' section shows two options: 'Draft Restricted' (highlighted with a red box) and 'Published site Public' (highlighted with a red box). The 'Published site Public' option includes a 'Viewer' label. At the bottom right, there is a 'Save' button (highlighted with a red box) and a 'Pending changes' label.

9. Publishing and Sharing your Google Site

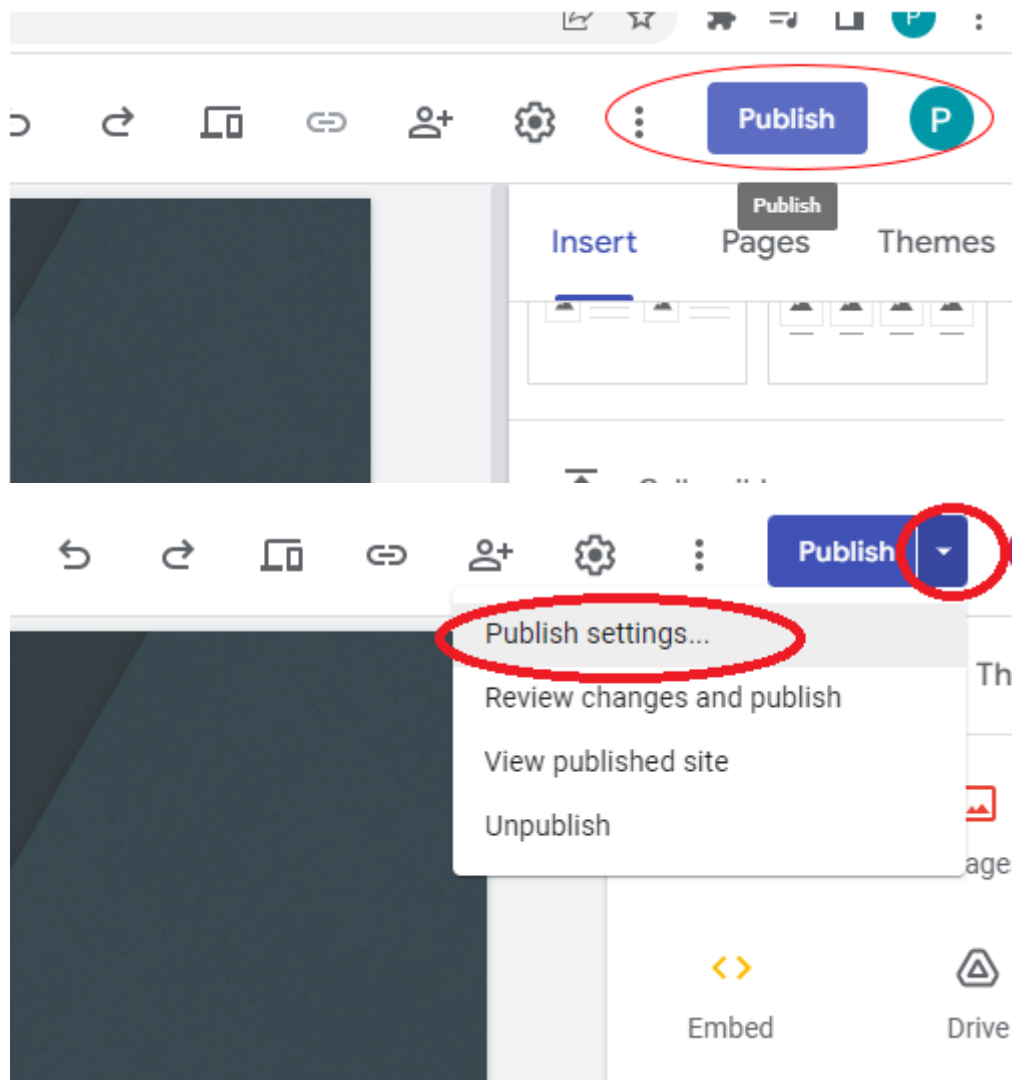
發布和共用小組的 Google Site



https://youtu.be/_Npt2EpPbKM

Step 1: Click the “Publish” button;

步驟 1: 點擊“發布”按鈕;



Step 2: Choose “Publish settings” to name your sites;

步驟 2: 選擇“發佈設定”來命名小組的Google Sites;

Publish your site

Web address

XXXXXXXXXX

https://sites.google.com/friends.eduhk.hk/XXXXXXXXXX

Who can view my site

Anyone [MANAGE](#)

Search settings

☐ Request public search engines to not display my site [Learn more](#)

Cancel [Publish](#)

Step 3. Click “manage” to double check your group members’ email address and their editor role.

步驟3. 點擊“管理”以檢查成員的電子郵件地址和他們的編輯角色。

Who can view my site

Anyone [MANAGE](#)

Search settings

☐ Request public search engines not to display my site [Learn more](#)

Cancel [Publish](#)

Step 4: Click “Request public search engines to **not display my site” (this step is VERY crucial), then “save”;**

步驟 4: 點擊“要求公開的搜尋引擎**不要**顯示我的網站”（這一步非常關鍵），然後“保存”；

Publish settings

Web address

XXXXXXXXXX

<https://sites.google.com/friends.eduhk.hk/xxxxxxxxxxxx>

Search settings



Request public search engines to not display my site [Learn more](#)

Review changes and publish



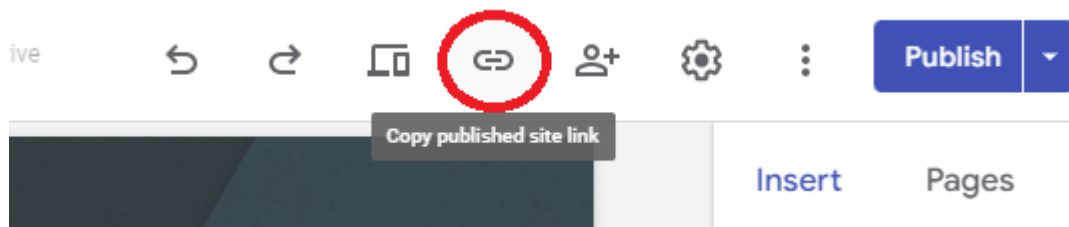
Editors must review changes before publishing

Cancel

Save

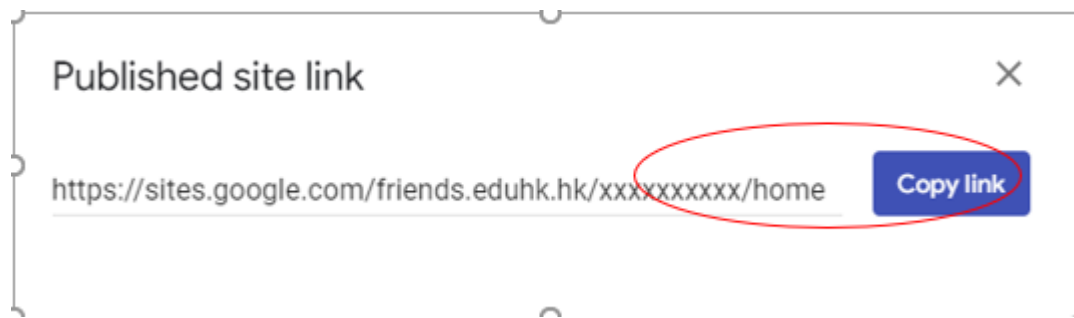
Step 4: Click the “Copy published site link” button;

步驟 4: 點擊“複製已發布的網站連結”按鈕;



Step 5: Copy the link and share it with others (Group members and/or your teacher), editing the content of Google Sites will not change this link.

步驟 5: 複製連結並與其他人(小組成員和課程導師)分享, 編輯 Google Sites 內容並不會變動此連結。



⚠ **Notes for students:** *Please submit the link of your group ePortfolios in the ways that your course teacher requires (e.g. by email or by Moodle).*

⚠ **注意:** 請以你的課程老師要求的方式提交你的小組 *ePortfolios* 的連結 (例如通過電子郵件或 Moodle).

10. Uploading and Sharing Group presentation with others

上載並分享你的小組演示文稿



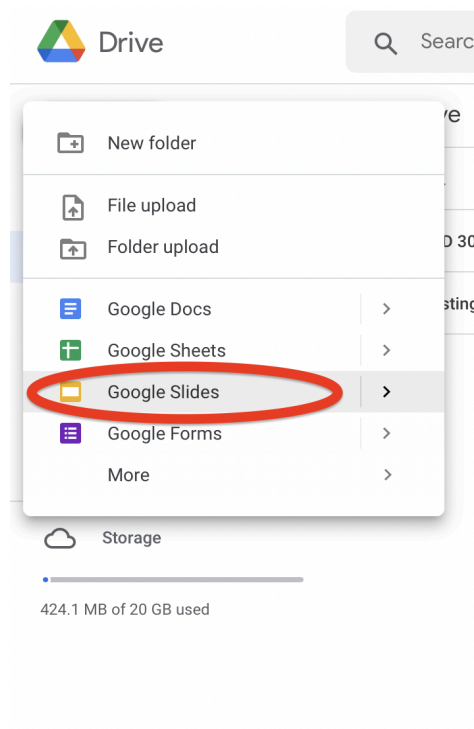
<https://youtu.be/zp6vVNvRPCQ>

Step 1: You can choose to EITHER directly create an online Google Slides for group collaboration, OR an offline Microsoft Powerpoint then upload it to your Google Drive, for your Group presentation.

步驟 1: 你可以選擇為小組演示創建網上 **Google** 簡報, 或離線 **Microsoft Powerpoint** 文件, 然後將其上載到你的 **Google Drive**.

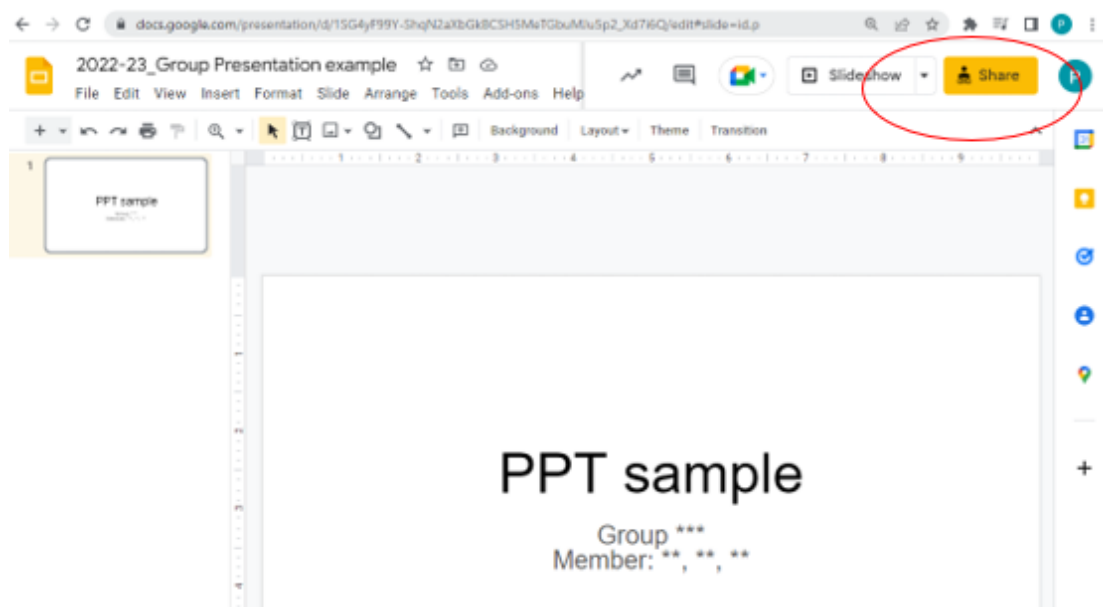
Step 2: Create your Google Slide

步驟 2: 創建 **Google** 簡報



Step 3: Click “Share” button in the upper right corner;

步驟 3: 點擊右上角的“共用”按鈕;

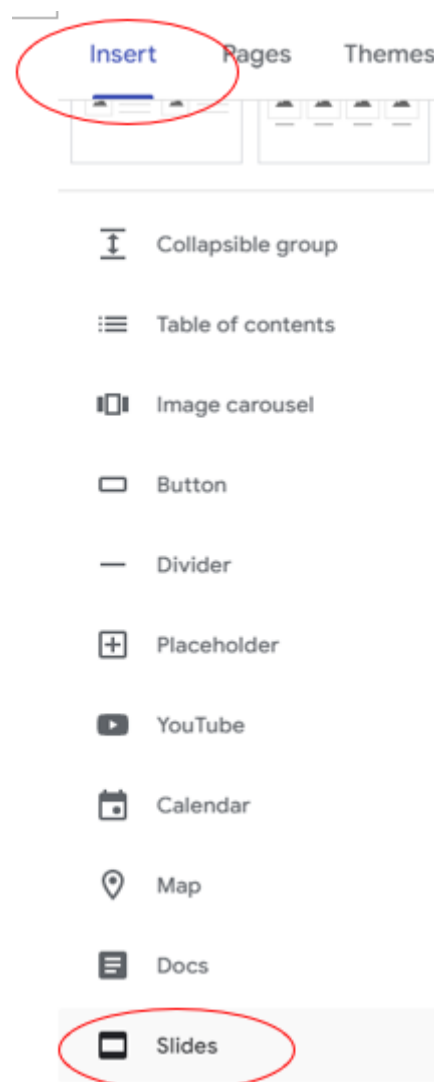


Step 4: Input the EdUHK email addresses of your group members as “Editor ” **or select anyone with the link as “Editor” (so your group mates can edit, and teacher can comment, *the steps are the same with setting online discussion Google Docs in part 6 of this manual.*)**

步驟 4: 輸入小組成員的教大電子郵件地址作為“編輯者”在此簡報進行協作, 或者選擇“任何知道連結的使用者”(這樣你的小組同學和課程導師就可以輕鬆訪問, 步驟與第6部分 - 設置網上討論 1&2 Google Docs相同。)

Step 5: Once the group presentation PPT is ready, insert/upload it to Google Sites/ePortfolios, and make adjustment of its size (if necessary).

步驟 5: 準備好小組簡報後, 將其插入/上載到 **Google Sites/ePortfolios**, 並調整其大小(如必要).



⚠ Notes for students: if it is an offline Microsoft Powerpoint, it must be uploaded to your Google Drive, set the access right as in part 6, before group collaboration and being inserted into Google Sites.

⚠ 注意:如果是離線的Microsoft Powerpoint, 它必須先上傳到你的 Google Drive, 設置訪問權限, 然後才能進行小組協作並插入Google Sites。

11. Setting access rights of Google Doc or Google slide correctly

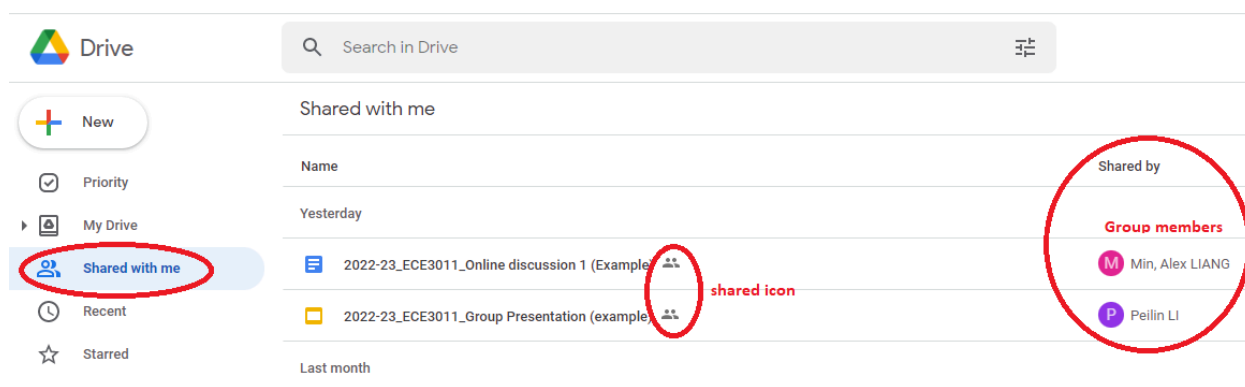
正確設置Google Doc/Google slide 的訪問權限



<https://youtu.be/u8rs9ZNZTYw>

Please remember to set access rights for **every group documents** correctly so that group members and teachers could access them. When the group members are added as collaborators, they will receive an email from Google and can find the shared documents under “**Shared with me**” in their Google Drive , with the shared icon and shared by whom.

請為每一個小組文檔正確設置訪問權限, 以便小組成員和課程導師可以訪問它們。當小組成員被添加為協作者後, 他們將收到來自 Google 系統的電子郵件, 並且可以在他們的 **Google** 雲端硬碟中的“與我共用”下找到帶有共用圖標和由誰共用的共用文檔。



If the files are NOT set the access right, it will be NOT viewed/edited/commented by others. For example, the “1 - Sample document” below has NOT been set access right; the “2 - Sample document “ has been set access right.

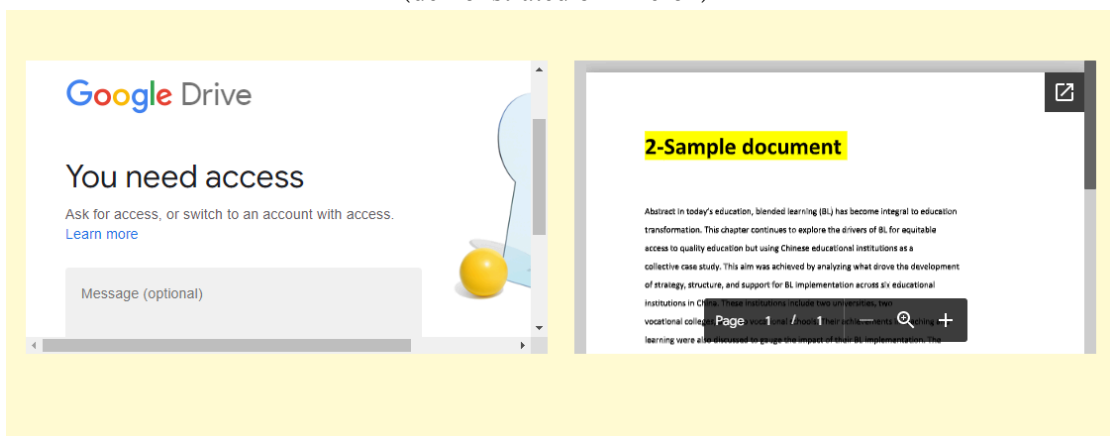
如果文件未設置訪問權限, 其他人將無法檢視、編輯, 評論。例如, 下方的“1-Sample document” 未設置訪問權限; “2-Sample document” 已設置訪問權限。

W 1-Sample document.docx

W 2-Sample document.docx



(demonstrated on Firefox)



(demonstrated on Google Chrome)

12. For teachers: Easy click to comment 課程導師:輕鬆點擊評論



<https://youtu.be/lbyrKG4QJ2Q>

Step 1: After clicking the link of students' group ePortfolios on Google Sites (one group only has one link of their group ePortfolio), click the arrow on the top right of slot that students have inserted the documents, to enter students' online discussion 1& 2 Google Docs

步驟 1: 點擊 **Google Sites** 上學生的小組 **ePortfolio** 連結後 (每一組學生只有一條 **ePortfolio** 連結), 在學生插入文檔處的右上角點擊箭頭, 即可進入學生網上討論文檔。

our shared Google doc, and discusses with your group members 將資訊上載並與小組成員進行討論
gle shared document used for group discussions.

Online discussion 1 (Example)

Group XX (please make your own copy of this sheet for your group)
Members XXX, XXX, XXX, XXX

Introduction & Definition: (Log for Weeks1-2)

引言 & 課題定義：(第1-2週日誌)

(these guiding questions are ONLY for your reference)

1. What health problems do young children face today?
幼兒現今面對有何健康問題？
2. What are the importance and influences of the selected topic on the health of young children? 所選課題對幼兒健康有何重要及影響？
3. What are the main points that will be analyzed below?
有何下文將分析的要點？

Step 2: Select the content, and click the blue comment icon on the right.

步驟 2: 選擇內容, 然後點擊右側的藍色評論圖標。

Online discussion 1 (Example)

Group XX (please make your own copy of this sheet for your group)
Members XXX, XXX, XXX, XXX

Introduction & Definition: (Log for Weeks1-2)

引言 & 課題定義：(第1-2週日誌)

(these guiding questions are ONLY for your reference)

1. What health problems do young children face today?
幼兒現今面對有何健康問題？
2. What are the importance and influences of the selected topic on the health of young children? 所選課題對幼兒健康有何重要及影響？
3. What are the main points that will be analyzed below?
有何下文將分析的要點？
4. What is the definition of the selected topic?
所選主題的定義是什麼？

Step 3: Input the comment, then click “comment” to finish commenting.

步驟 3: 輸入評論, 然後點擊“評論”完成評論。

Introduction & Definition: (Log for Weeks1-2)

引言 & 課題定義 : (第1-2週日誌)

(these guiding questions are ONLY for your reference)

1. What health problems do young children face today?
幼兒現今面對有何健康問題?

2. What are the importance and influences of the selected topic on the health of young children? 所選課題對幼兒健康有何重要及影響?

3. What are the main points that will be analyzed below?
有何下文將分析的要點?

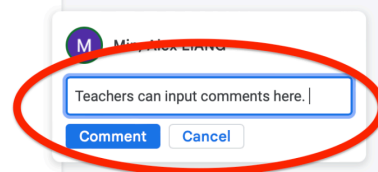
4. What is the definition of the selected topic?
所選主題的定義是什麼?

5. What are the citations and references?
有何引用和參考資料?

The Status: Including Hong Kong and other places (Log for Weeks 3-4)

所選課題的現況 (包括本港及其他地方) : (第3-4週日誌)

1. What are the current status of selected topic in Hong Kong?
所選課題在本港的現況?



! Notes for students: Students will receive a notification email from Google after teachers add comments on the Google docs.

! 課程導師對學生的文檔添加評論後, 學生將收到來自 Google 的通知電子郵件。

13. ePortfolios Technical Support 技術支持

Any technical issues about ePortfolios, please contact:

有關ePortfolios的任何技術問題, 請聯繫:

- Centre for Learning, Teaching and Technology (LTTC), E-1/F-01
 - lttc@eduhk.hk (2948 7047)

14. Frequently asked questions (FAQs) 常見問題

編號	問題	解答
1	如何預約ePortfolio 工作坊？	一般工作坊可以留意LTTC郵件； 專為此課程的工作坊可以聯繫Pelly和Alex，以小組為單位，請盡量提前至少一個星期預約時間。
2	ePortfolio工作坊有什麼形式？	面授工作坊需要因應教室時段和同學時間而安排； ZOOM工作坊可因應小組同學時間而安排
3	是否只用中文或英文編輯ePortfolio？	根據課程導師要求用中文(或英文)
4	ePortfolio 的內容會被他人看到嗎？	請根據本手冊設置Google Sites 和 Google Docs的權限，如果小組成員不主動提供ePortfolio 連結，小組成員以外的人是無法看見的。
5	是否可以自行決定ePortfolio 和其中Google Doc 文檔的具體字體、標註、顏色選擇等格式？	請以課程導師的要求為準，或與組員商定。
6	如何提交小組 ePorfolios 連結？	請以你的課程老師要求的方式提交小組 ePorfolios 的連結（例如通過電子郵件或 Moodle）
7	如何觀看本手冊中的所有示範影片？	點擊本手冊每一部分標題下的連結即可觀看每一個示範影片。 一次過觀看所有影片請點擊此Playlist： https://www.youtube.com/playlist?list=PL2h8tjr5BzTEnFFqul1KLISoLAFKZAgfi

- End -