

讀默生成器

Dictation Generator

教師使用手冊

Teacher User Manual

<https://dictation.mastery.edu.hk>

版本 Version 1.0 · 2026年7月 July 2026

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1. 簡介 Introduction

「讀默生成器」是碩士教室 (Mastery Education) 的內部教學工具，協助老師在數分鐘內把生字、句子或文章轉換成粵語、普通話或英語的讀默錄音，並即時投影到課室屏幕，讓學生用手機掃描 QR code 或輸入六位代碼便能自行進行讀默練習。

The Dictation Generator is Mastery Education's internal teaching tool. It turns a list of words, sentences, or a passage into a Cantonese, Mandarin, or English dictation recording within minutes. You can project it onto the classroom screen so students scan a QR code (or enter a 6-character code) on their phones and complete the dictation at their own pace.

主要功能 What you can do

- 上載相片、PDF、DOCX、TXT 或 CSV，或直接貼上文字。 *Upload a photo, PDF, DOCX, TXT or CSV — or paste text directly.*
- 自動或人工把內容切成一段段「讀默單位」。 *Chop the content into read-aloud segments automatically or by hand.*
- 選擇語言 (粵語 / 普通話 / 英語) 及男聲或女聲。 *Choose the language (Cantonese / Mandarin / English) and a male or female voice.*
- 調校速度、重複次數及書寫停頓長度。 *Adjust speed, number of repeats, and the pause length for writing.*
- 一鍵與學生分享，並保存到歷史紀錄以便重用。 *Share with students in one click and save to History for reuse.*

2. 登入 Logging In

用瀏覽器開啟 <https://dictation.mastery.edu.hk>，以學校提供的電郵及密碼登入。成功登入後，畫面右上角會顯示你的電郵，右方並有「歷史」、「管理」及「登出」按鈕。

Open <https://dictation.mastery.edu.hk> in your browser and sign in with the email and password provided by the school. Once signed in, your email appears at the top-right, next to the 歷史 (History), 管理 (Admin) and 登出 (Log out) buttons.

 **貼士 Tip** 若忘記密碼，請聯絡系統管理員 (Super Admin) 在「管理」頁面為你重設，切勿自行建立新帳戶。 *If you forget your password, ask a Super Admin to reset it from the Admin page rather than creating a new account.*

3. 主畫面概覽 The Main Screen at a Glance

登入後的主畫面就是製作讀默的起點。頂部藍色橫額顯示工具名稱及導覽按鈕；橫額下方的幼進度條顯示你目前的積分用量 (例如「0/∞」)。中央的白色卡片讓你上載檔案或輸入文字，並選擇內容類型。

The screen you land on after signing in is where every dictation begins. The blue banner at the top shows the tool name and navigation buttons; the thin bar beneath it shows your credit usage (for example, "0/∞"). The white card in the middle is where you upload a file or type text and choose a content type.

主畫面 · The main screen (input + content type)

4. 製作讀默：完整流程 Creating a Dictation: Full Workflow

以下示範由輸入內容到與學生分享的完整八個步驟。以「蘋果 香蕉 老師 學校 朋友」五個詞語為例。

The eight steps below take you from entering content to sharing with students, using the five words 蘋果 香蕉 老師 學校 朋友 as an example.

Step 1 · 步驟 1 輸入內容 Enter your content

你有兩個選擇：把檔案拖放到虛線方框（支援相片、PDF、DOCX、TXT、CSV；PDF 只讀取第一頁），或在「Or paste / type directly」的文字框直接輸入或貼上文字。

You have two options: drag a file into the dashed box (photos, PDF, DOCX, TXT, CSV are supported; a PDF reads page 1 only), or type/paste text into the "Or paste / type directly" box.

貼士 Tip 把詞語用空格分開，系統便能把每個詞語切成獨立一段。 *Separate words with spaces so the system can split each one into its own segment.*

Step 2 · 步驟 2 選擇內容類型 Choose the content type

輸入文字後，在「內容類型 Content Type」揀選其一，「提交 Submit」按鈕才會啟用：

After entering text, pick one option under 內容類型 (Content Type) to enable the 提交 (Submit) button:

- 詞語 WORDS — 依空格分割，每個詞一段，不耗用 AI。 *WORDS — splits on spaces, one segment per word, no AI cost.*
- 句子 SENTENCES — 由 AI (Claude) 智能分句。 *SENTENCES — an AI segmenter (Claude) splits it into sentences.*

- 文章 PASSAGE — 由 AI 把長文切成合適的讀默段落。 *PASSAGE — the AI segmenter breaks a longer text into suitable chunks.*

SOURCE TEXT — REVIEW, THEN CLICK SUBMIT TO START CHOPPING

蘋果 香蕉 老師 學校 朋友

內容類型 CONTENT TYPE

詞語 WORDS 句子 SENTENCES 文章 PASSAGE

Will split on whitespace · one pill per word · no AI cost

提交 Submit

The text will be chopped into segments. You'll be able to drag / edit / re-chop after.

選擇內容類型後按提交 · Choose a content type, then Submit

Step 3 · 步驟 3 提交與剪片器 Submit & the Script Chopper

按「提交 Submit」後，內容會出現在「剪片器 Script Chopper」，每一段都是一個讀默單位。你可以微調每段的字數上限（拖動「MAX 字數」滑桿），或按「Smart chop」讓系統自動重新分段。

After you click Submit, the content appears in the 剪片器 (Script Chopper), where each pill is one read-aloud unit. Drag the "MAX 字數" (max characters) slider to change the size limit, or click "Smart chop" to let the system re-segment automatically.

- 拖動段與段之間的藍色分隔線，可把文字在兩段之間移動。 *Drag the blue divider between two pills to shift characters between them.*
- 按一下某段可編輯文字，並在游標處加入新的分隔。 *Click a pill to edit its text and add a new chopper at the caret.*
- 按段上的 × 可刪除該分隔。 *Click × on a pill to remove that chop.*

剪片器 SCRIPT CHOPPER

Each segment is one read-aloud unit · click | to drag, x to remove

MAX 字數 · 8 CHARS

Smart chop

蘋果 | 香蕉 | 老師 | 學校 | 朋友

Slide the choppers to shift chars between segments · click a segment to edit its text and add a chopper at the caret · x removes a chop.

剪片器：每段為一個讀默單位 · Script Chopper: each pill is one segment

Step 4 · 步驟 4 選擇語言與聲音 Choose language & voice

在「語言 Language」揀選粵語、英語或普通話；在「聲音 Voice」揀選女聲或男聲。所選語言必須與內容文字一致，讀音才會正確。

Under 語言 (Language) choose Cantonese, English, or Mandarin; under 聲音 (Voice) choose a female or male voice. The language must match your text for the pronunciation to be correct.

Step 5 · 步驟 5 播放設定 Playback settings

「設定 Playback Settings」讓你控制讀默的節奏，設定會自動儲存到你的帳戶，下次沿用：

The 設定 (Playback Settings) control the pace of the dictation. Your choices are auto-saved to your account for next time:

- 速度 SPEED — 讀出的快慢(例如 0.80×)。 *SPEED — how fast each item is read (e.g. 0.80×).*
- 重複次數 REPEATS — 每段讀出多少次(例如 2×)。 *REPEATS — how many times each segment is read (e.g. 2×).*
- 書寫停頓長度 PAUSE LENGTH — 每段之間留給學生書寫的時間：短 / 中 / 長。停頓會按該段長度自動調整。 *PAUSE LENGTH FOR WRITING — the gap after each segment for students to write: Short / Medium / Long. The pause scales with how much was just read.*

The screenshot displays the 'Playback Settings' section of the Dictation Generator. At the top, there are two tabs: 'LANGUAGE 語言' and 'VOICE 聲音'. Under 'LANGUAGE', three buttons are visible: '粵語 CANTONESE' (selected), 'ENGLISH', and '普通話 MANDARIN'. Under 'VOICE', two buttons are visible: '女聲 FEMALE' (selected) and '男聲 MALE'. Below these, the '設定 PLAYBACK SETTINGS' section is shown. It includes a 'SPEED' slider set to 0.80X, a 'REPEATS' slider set to 2X, and a '書寫的停頓長度 PAUSE LENGTH FOR WRITING' section with three buttons: '1 · 短 SHORT', '2 · 中 MEDIUM' (selected), and '3 · 長 LONG'. A note states 'Auto-saved to your account'. At the bottom, there is a button labeled '生成語音 Generate Voice'.

語言、聲音與播放設定 · Language, voice and playback settings

Step 6 · 步驟 6 生成語音 Generate the voice

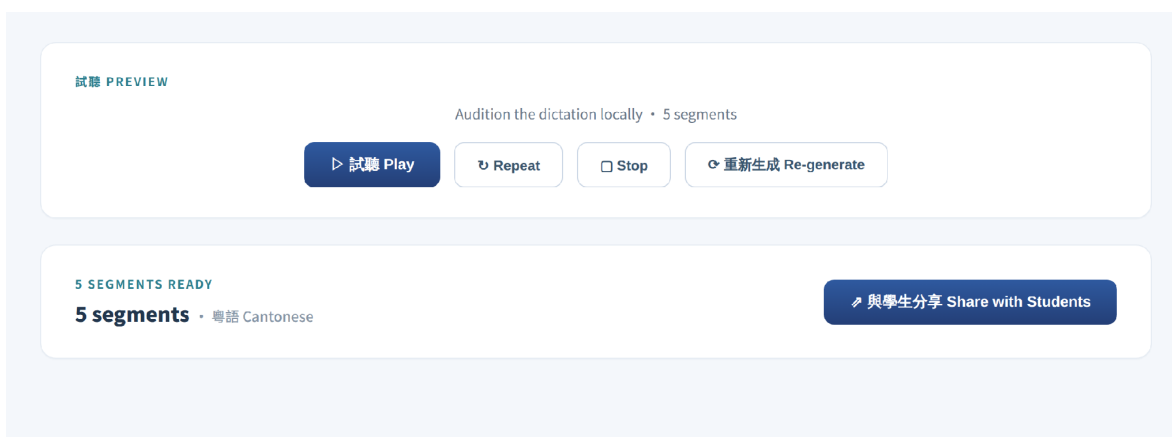
一切就緒後，按「生成語音 Generate Voice」。畫面會顯示進度(例如「生成語音中 1 / 5」)，完成後便可試聽。

When everything looks right, click 生成語音 (Generate Voice). A progress indicator appears (e.g. "Generating 1 / 5"), and the preview is ready once it finishes.

Step 7 · 步驟 7 試聽 Preview

在「試聽 Preview」區，你可以按「試聽 Play」在本機先聽一遍，用「Repeat」重聽、「Stop」停止，或「重新生成 Re-generate」重新製作。滿意後便可分享。

In the 試聽 (Preview) area, click 試聽 (Play) to audition locally, use Repeat to replay, Stop to halt, or 重新生成 (Re-generate) to rebuild it. When you are happy, move on to sharing.



試聽並準備分享 · Preview and get ready to share

Step 8 · 步驟 8 與學生分享 Share with students

按「與學生分享 Share with Students」，會彈出一個分享視窗，內含六位數字的課堂代碼 (Session Code)、QR code 及分享連結。把它投影到屏幕，學生用手機掃描 QR code 或開啟連結即可，無需登入。

Click 與學生分享 (Share with Students) to open a dialog with a 6-character Session Code, a QR code, and a share link. Project it on your screen; students scan the QR code or open the link on their phones — no sign-in required.



分享視窗：課堂代碼與 QR code · Share dialog: session code and QR code

貼士 Tip 分享連結 24 小時後失效。想長期重用，請改用「歷史紀錄」重新分享 (見第 6 節)。The share link expires after 24 hours. To reuse a dictation later, re-share it from History (see Section 6).

5. 學生端體驗 The Student Experience

學生掃描 QR code 或開啟連結後，會先看到「準備好了嗎? Ready?」的畫面，按「開始 Start」便開始讀默。這一頁也會列出該讀默的語言、聲音、速度等設定。

After scanning the QR code or opening the link, students first see a "準備好了嗎? Ready?" screen. Tapping 開始 (Start) begins the dictation. This screen also shows the language, voice and speed of that dictation.



學生開始畫面 · Student start screen

讀默進行期間，畫面會顯示目前題數(例如「第 1 / 5 題」)。學生可按「重複 Repeat」重聽當前一段，或按「暫停 Pause」暫停。畫面右下角會顯示該段的重複次數(例如「REPEAT 1 / 2」)。

During the dictation, the screen shows the current item (e.g. "Item 1 of 5"). Students can tap 重複 (Repeat) to replay the current segment, or 暫停 (Pause) to pause. The bottom-right corner shows the repeat count for that segment (e.g. "REPEAT 1 / 2").



學生播放畫面 · Student playback screen

6. 歷史紀錄 History

按頂部的「歷史 History」，右方會滑出歷史面板，列出你製作過的讀默。你可以在「All」與「Starred (已加星)」之間切換。每項紀錄都可以重新播放、加星收藏、重新分享、重新開啟編輯，或刪除。

Click 歷史 (History) at the top to slide out a panel listing the dictations you have made. Switch between All and Starred. For each item you can replay it, star it, re-share it, reopen it for editing, or delete it.



歷史面板 · The History panel

貼士 Tip 把常用的讀默加星 (☆)，日後就能在「Starred」分頁快速找回並重新分享，省卻重新製作。 *Star (☆) the dictations you use often so you can find and re-share them quickly from the Starred tab without rebuilding.*

7. 用戶管理 (管理員專用) User Management (Admins Only)

若你的帳戶為管理員 (Admin 或 Super Admin)，頂部會出現「管理 Admin」按鈕，進入後可管理所有用戶。此頁對一般老師帳戶不會顯示。

If your account is an Admin or Super Admin, a 管理 (Admin) button appears at the top and opens the user-management page. Regular teacher accounts do not see this page.

可執行的操作 What you can do here

- 建立新用戶 (Create user)。 *Create a new user.*
- 更改角色 (USER / ADMIN / SUPER_ADMIN)。 *Change a user's role (USER / ADMIN / SUPER_ADMIN).*
- 設定積分上限 (Cap)，或按 ∞ 設為無限。 *Set a credit cap, or click ∞ for unlimited.*
- 停用帳戶 (Disable)、重設密碼或刪除用戶。 *Disable an account, reset a password, or delete a user.*

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管理 Admin

← 返回

franky@mastery.edu.hk

→ 登出

USERS (6)

+ Create user

USER	CREDITS	ROLE	CAP
kwunyan.lee@gmail.com created 17/05/2026	0 / 100000 credits	USER ▼	100000 ∞ Disable
hin@mastery.edu.hk created 25/05/2026	0 / 20000 credits	USER ▼	20000 ∞ Disable
info@mastery.edu.hk created 26/05/2026	362 / 20000 credits	ADMIN ▼	20000 ∞ Disable
stcm@mastery.edu.hk created 26/05/2026	0 / 10000 credits	USER ▼	10000 ∞ Disable
user1@mastery.edu.hk created 06/07/2026	0 / 200 credits	USER ▼	200 ∞ Disable
franky@mastery.edu.hk you created 13/07/2026	16 / ∞ credits	SUPER_ADMIN ▼	∞ ∞ Disable

1 Chinese char = 2 credits · 1 English char = 1 credit

用戶管理頁 · *The Admin user-management page*

8. 積分制度 Credits

每次生成語音都會按內容長度扣除積分。計算方法為：每個中文字 2 分，每個英文字母 1 分。畫面右上角的進度條(例如「16/∞」)顯示你目前的用量與上限。用量達到上限時便無法再生成，需由管理員調高上限。

Generating a voice consumes credits based on length: 1 Chinese character = 2 credits, and 1 English character = 1 credit. The bar at the top-right (e.g. "16/∞") shows your usage against your cap. When you reach the cap you cannot generate more until an Admin raises it.

9. 貼士與常見問題 Tips & FAQ

讓讀默更順暢 For smoother dictations

- 先在「試聽」聽一遍，確認分段與讀音正確才分享。 *Always Preview once to check the segmentation and pronunciation before sharing.*
- 確保「語言」與文字一致(例如英文字要用 English)。 *Make sure the Language matches the text (e.g. use English for English words).*
- 學生較慢時，可調低速度或把停頓設為「長」。 *For slower classes, lower the speed or set the pause to Long.*
- 投影 QR code 讓學生自行掃描，比逐一派連結更快。 *Project the QR code for students to scan — it is faster than sending links individually.*

常見問題 Common questions

問：學生需要帳戶嗎？答：不需要。分享連結有效期內，學生毋須登入即可使用。

Q: Do students need an account? A: No. While the share link is valid, students can use it without signing in.

問：分享連結失效了怎麼辦？答：連結 24 小時後失效，到「歷史紀錄」把該讀默重新分享即可取得新連結與代碼。

Q: The link expired — what now? A: Links last 24 hours. Re-share the dictation from History to get a fresh link and code.

問：無法按「生成語音」？答：多數因為積分已用盡，請聯絡管理員調高上限。

Q: I can't click Generate Voice. A: This usually means your credits are used up — ask an Admin to raise your cap.

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