



# WORK iNSTRUCTiONS

## 成大護理系 教學助理工作指引手冊

NCKU NURSING

Editor: 賴宜群 Greta, Apryadno Jose Al Freadman Koa (艾弗曼),  
林靜蘭教授 Prof. Esther Lin  
Edit Date: 2024, Sep.

# IN THIS HANDBOOK

教學助理工作職責

Job Description of Teaching Assistant

助教角色與黃金準則

Role of being TA & TA Golden rules

成大數位學習平台設定  
NCKU Moodle Settings



護理系系館教室借用系統

Nursing Building classroom reservation system

iNursing教室電腦設定

iNursing(85101&85102) Computer setting



本地生帶大學部醫院實習注意事項

Guidelines for Local Students on Hospital Internships



# 國立成功大學醫學院護理學系

Department of Nursing, College of Medicine, NCKU

## 教學助理工作職責

Job Description of Teaching Assistant

107學年度第6次系務會議通過 108.2.18

Resolved by the 6th Faculty Meeting in 107 academic year on February 18, 2019

教學助理(Teaching Assistant: TA)工作職責可依據課程特性，由授課教師與TA進行協調，其工作職責可包含以下內容：

The responsibilities of Teaching Assistant (TA) based on the characteristics of the curriculums, and it can be coordinated by instructors and TA. The job descriptions are as follows:

### 一、課前準備 Before the course

#### (一) 與授課老師討論及確認工作內容。

Discuss and confirm the duties and responsibilities of TA with the instructors.

#### (二) 協助授課教師準備課程表、建置並維護成功大學數位學習平台(Moodle)。

Assist the instructors with syllabus and the establishment and maintenance of Moodle.

#### (三) 負責外聘講師授課資料、交通事宜聯絡與行政文件準備簽署相關事宜。

Assist the external lecturer with the teaching material, travel arrangement and document signing.

### 二、課程進行 During the course

#### (一) 督促學生備妥上課所需之電腦、麥克風、投影設備、簡報筆或計時器等。

Urge students to prepare the computers, microphones, projection equipment, pointers or timers required for the course.

#### (二) 登錄學生出缺紀錄。

Record the attendance of the students.

(三) 協助釐清學生問題與需求。

Assist to clarify students' problems and needs in learning.

(四) 依授課教師的指導，協助課程教學活動之進行。

Assist the teaching activities during the course in accordance with the guidance of instructors.

(五) 追蹤學生繳交作業情形，協助授課老師了解學生學習情況。

Track the submission of the assignments and assist the instructors to understand the students' learning.

(六) 將學生的回饋與需求轉達給授課老師知悉。

Convey the feedback and the needs of the students to instructors.

三、課後統整After the course

(一) 彙整學生出缺課紀錄。

Calculate the students' attendance throughout the course.

(二) 協助授課教師進行學生課室參與及報告之同儕評值。

Assist the instructors with the class participation and peer evaluation.

(三) 協助授課教師進行課程評值，並彙整課程建議與摘要。

Assist the instructors with the course evaluation, and consolidate the suggestions and summary of the course.

(四) 提醒學生如期完成課程線上教學反應問卷事宜。

Remind students to finish the questionnaires on "Student Feedback Questionnaires System" on time.

(五) 協助教師處理學生成績相關事宜。

(但若TA同時為該班修課學生，則不可擔任此任務)

Assist the instructors with the calculation of the students' grades.

(If TA also enrolls this course, he/she cannot be responsible for this duty)

(六) 如該堂課有使用Turnitin 論文原創性比對系統，須請TA於課程結束時協助將學生上傳之資料刪除。

If the course has used the "Turnitin" system, TA must delete the information upload by the students after the end of the course.

# CLASSROOM HELPERS



**TEACHER-STUDENT  
COMMUNICATION BRIDGE**

授課老師溝通橋樑

**STUDENT FEEDBACK  
CHANNEL**

學生意見反應窗口

**CLASSROOM AND  
EQUIPMENT  
COORDINATOR**

上課教室  
軟硬體設備確認

**LIAISON WITH  
DEPARTMENT OFFICE  
STAFF OR EXTERNAL  
INSTRUCTORS**

系辦人員或  
校外授課老師溝通

**MOODLE AND  
CLASSROOM  
RESERVATION SYSTEM  
OPERATOR**

moodle 系統及  
教室借用系統操作者



# Teaching Assistant

## Golden Rules

1.

Communicate with the instructor in advance about the course proceedings.

與授課老師事先  
溝通課程安排



2.

Arrive early to the classroom before class to prepare.

上課前提早進教室  
準備軟硬體設備



3.

Please promptly relay any student questions to the instructor.

學生有問題時請即  
時反應給授課老師



4.

Be sure to familiarize yourself with the course and classroom reservation system.

務必熟悉課程與  
教室借用系統



5.

Provide students with general course assistance (familiarize yourself with the course content)

給予學生大方向課程指引  
可事先熟悉課程內容



6.

Keep an open and flexible learning mindset.

保持開放  
彈性學習的心態



# NCKU MOODLE

## 成功大學數位學習平台

<https://moodle.ncku.edu.tw>



NCKU Moodle English (en) You are not logged in. (Log in)

成功大學 數位學習平台

简体中文 (zh\_cn)  
日本語 (ja)  
正體中文 (zh\_tw)  
English (en)

- 舊學期課程Moodle平臺(v1、v2) 及BBB視訊系統將於**113年12月31日終止服務** (詳細說明)
- 113學年第一學期課程已匯入**。若有多門課程使用共同教材的需求，請利用「[母課程線上申請系統](#)」提出申請

最新消息與公告/News  
FAQ常見問題  
問題反映專區/Ask Question

Course categories

1131

Log in

Username  
Password  
Captcha  
Remember username  
Log in

Login information / Lost password?

NCKU Moodle English (en) You are currently using guest access (Log in)

Home

Course categories

- 1131
- 1122
- 1121
- 1112
- 1111
- 1102
- 1101
- 1092
- 1091
- 線上補強英文 (6)
- 研究所英文 (17)
- 行政單位(Administrative) (2)
- 測試課程 (8)

操作教學 (Guidance)

- 一分鐘快速上手/Quick start guide
- 成績匯入
- 成大線上教學建議方案 (Learning proposed solution for COVID-19)
- Webex視訊同步教學
- 使用Moodle點名模組進行點名

更多/more

線上申請

Find Guidance Video in Webpage  
網頁內有詳細的操作教學影片與說明

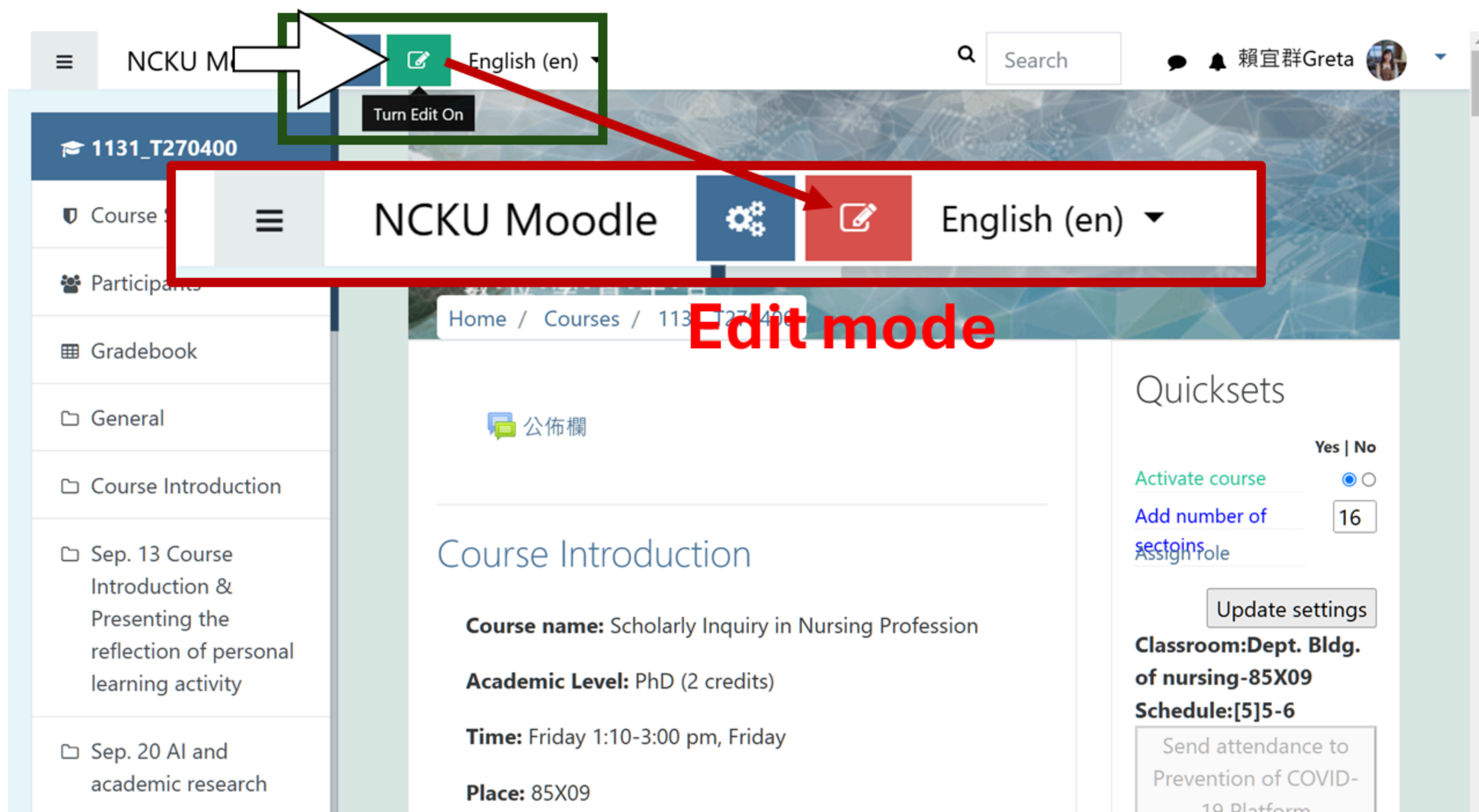
# NCKU MOODLE 成功大學數位學習平台

Q1. 如何開始編輯頁面?

How do I start editing the page?

A. 請授課老師將你加入該課程，並設定為助教後，可在頁面上按下編輯按鈕，方可開始編輯課程。

After the instructor adds you to the course and assigns you as a teaching assistant, you can start editing the course by clicking the "Edit" button on the page.



Find Guidance Video in Webpage  
網頁內有詳細的操作教學影片與說明

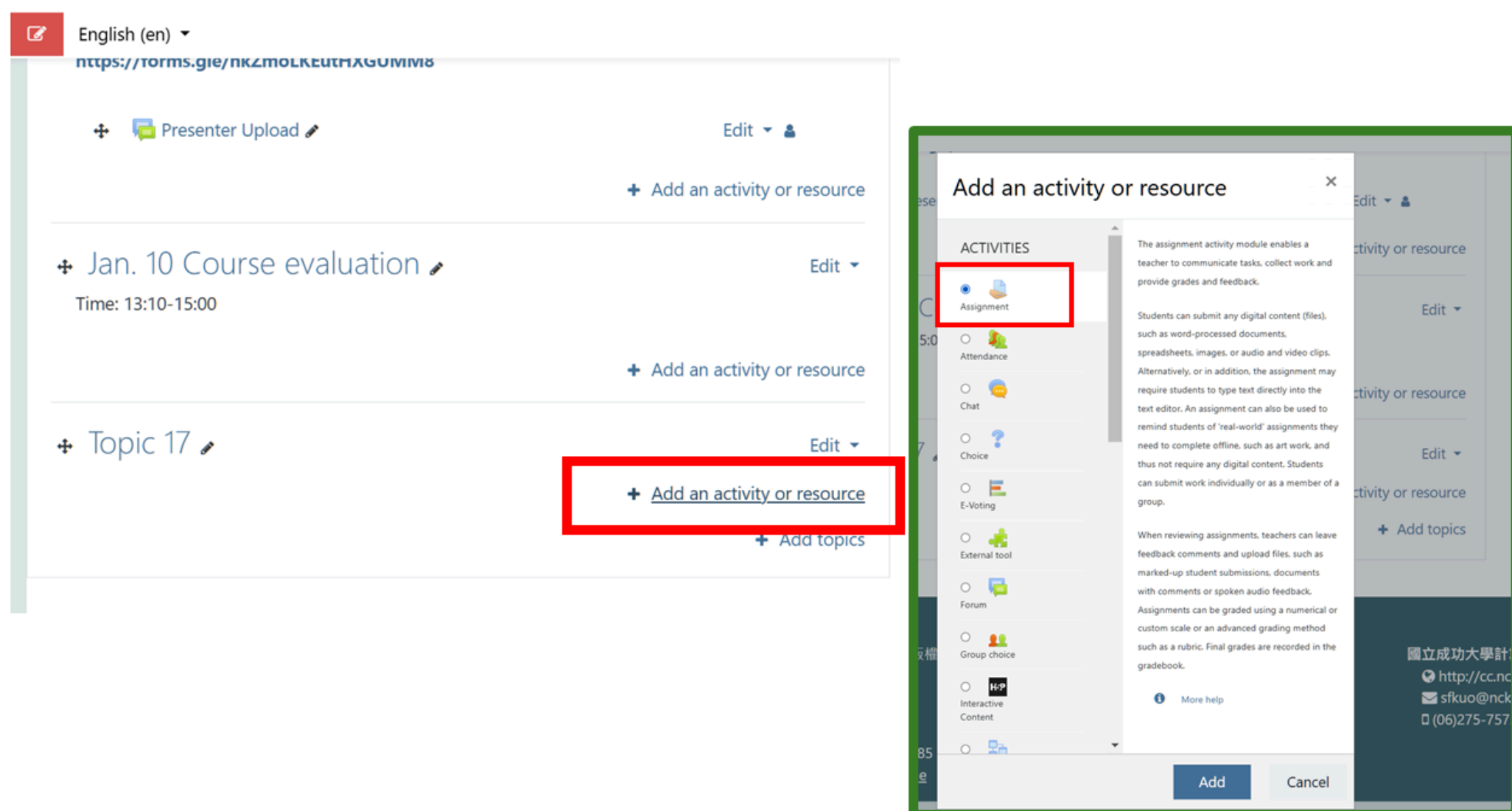
# NCKU MOODLE 成功大學數位學習平台

Q2. 如何新增作業並設定繳交期限?

How can I create an assignment and set a submission deadline?

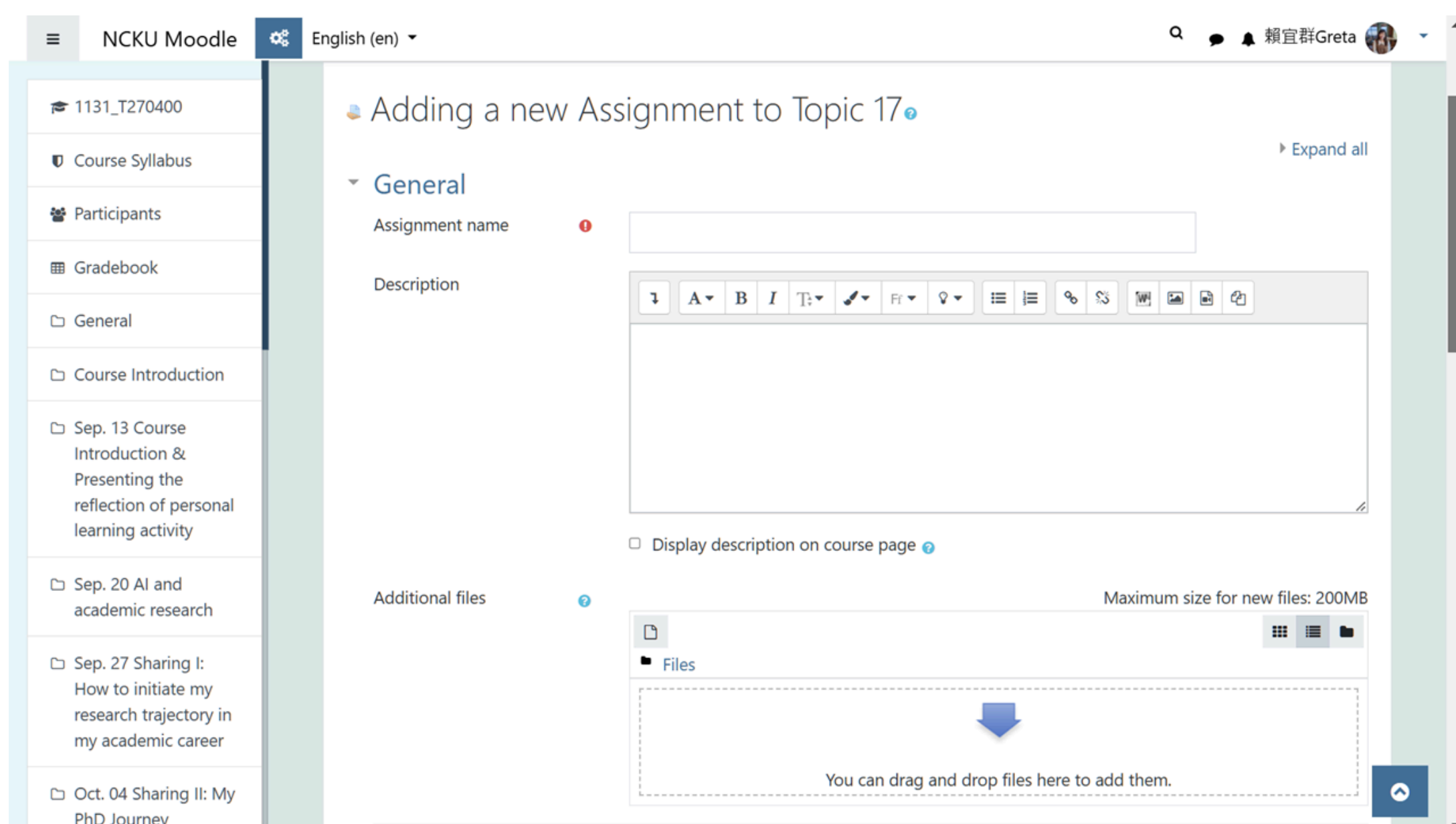
Step1. 在課程主題中按新增活動或資源按鈕，選擇"作業"

In the course topic, click the "Add an activity or resource" button and select "Assignment."



Step2. 填寫作業主題與說明，如果有參考資料可上傳

Fill in the assignment title and description, and upload any reference materials if applicable.



Find Guidance Video in Webpage  
網頁內有詳細的操作教學影片與說明

# NCKU MOODLE 成功大學數位學習平台

作業繳交期限請看圖中說明

For setting the submission deadline, please refer to the instructions in the image.

The screenshot displays the 'Availability' settings in the NCKU Moodle course management interface. The left sidebar shows course navigation options like '1131\_T270400', 'Course Syllabus', 'Participants', 'Gradebook', 'General', and 'Course Introduction'. The main content area is titled 'Availability' and includes several date and time selection fields with corresponding enable/disable checkboxes. Annotations in English and Chinese explain the function of each setting.

Setting	English Annotation	Chinese Annotation
Allow submissions from	Student can submit from this date.	學生可開始繳交作業
Due date	After this date system will show the student is late of deadline.	作業期限，過此時間未交作業系統會顯示遲交
Cut-off date	After deadline, students still can submit assignments to the system till this date.	已過作業期限，但學生在此時間之前仍可補交並上傳作業
Remind me to grade by	The cut-off date feature can be enabled, which means no assignments will be accepted after the deadline. Please discuss with the instructor whether or not to enable this feature.	>> 此功能可以關閉，表示只要過作業期限皆不接受任何繳交

Please discuss all actions with the instructor and obtain approval before proceeding.

所有的操作請與授課教師討論，並徵得同意後再進行

Find Guidance Video in Webpage  
網頁內有詳細的操作教學影片與說明

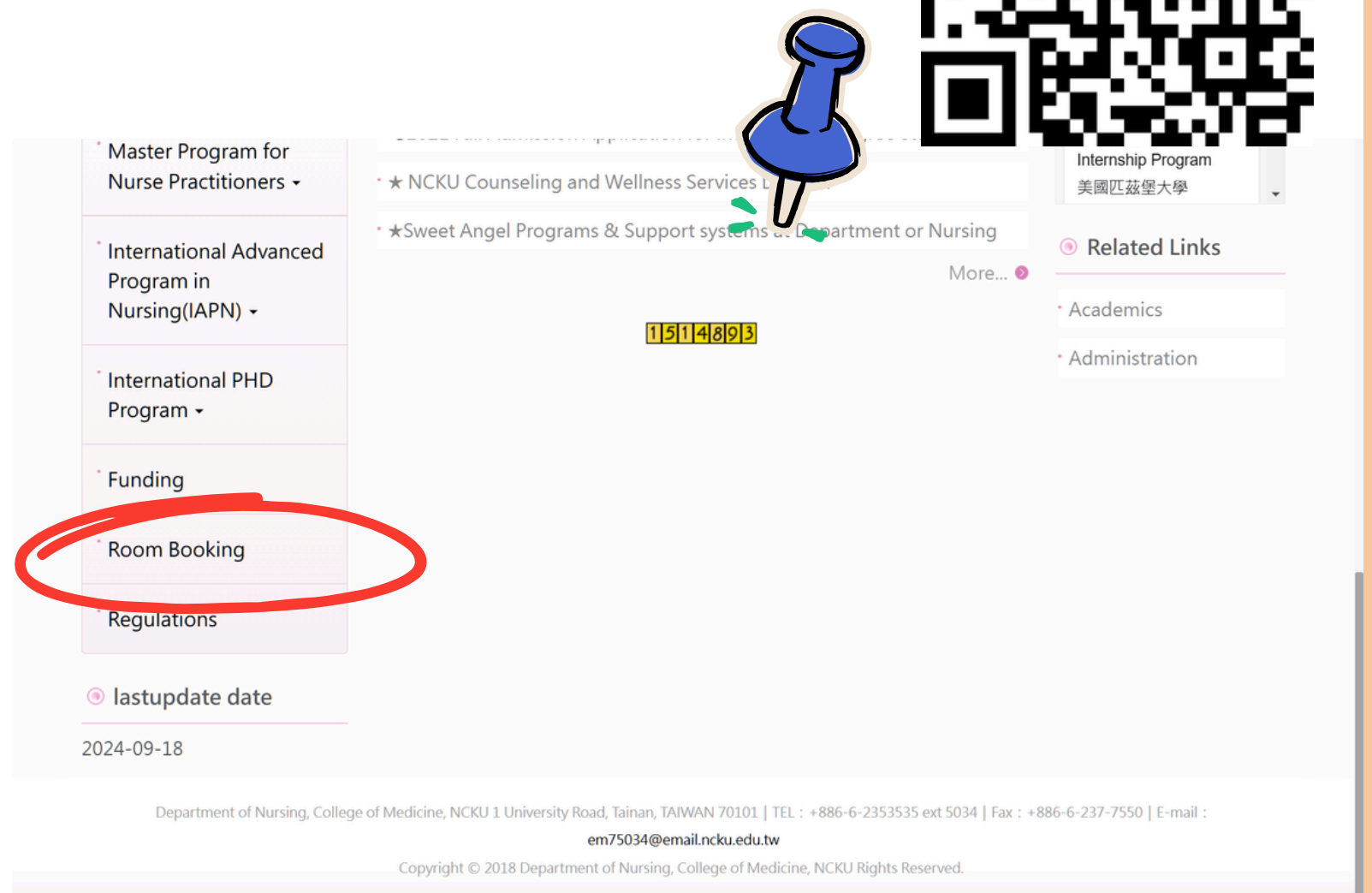
# NURSING BUILDING CLASSROOM RESERVATION SYSTEM 護理系館教室借用系統

<http://140.116.62.230/classroom/>



The classroom reservation system can only be accessed via Wi-Fi in the Nursing Department building; it cannot be used through a VPN connection from off-campus.

教室借用系統只能在護理系館連wifi才能使用，於校外連線VPN或其他校區也無法使用。



護理學系教室使用注意事項：

- 一、護理系各教室之借用，以系務及課程優先使用，其餘時段欲使用需事先上網填妥申請表。【85109會議室】僅供開會、課程使用
- 二、借用人需負責維護設備的完整，如有問題請盡速通知系辦，若因使用不慎導致教室設備損壞者，得視情況由借用人負責修護。
- 三、教室使用完畢後請務必關閉機器及恢復場地之整潔。
- 四、85309及85X01多功能教室不得攜帶食物(含飲料)，如有發現違規，不再借予使用，敬請配合。
- 五、【假日】及【17點過後】如需借用教室，需填寫【場地借用單】，且有【指導教師陪同】及【系主任】同意，並提前至系辦借用鑰匙，方可借用。
- 六、登記教室後如無需使用，請務必上網取消借用，避免影響其他人借用的權利。
- 七、本借用系統只適用於學系平日時段，假日或其他單位借用請依照

<https://nursing.ncku.edu.tw/p/405-1106-119432,c14646.php?Lang=zh-tw>規定辦理借用

Notice:

1. The priorities of all rooms are for department level issues and courses, if you want to use when available, please book online in advance. [85109 conference room] is merely reserved for the purpose of meetings and courses.
2. The applicant is responsible for maintenance of equipment. If there is any question, please inform the department office immediately. If the equipment is accidentally damaged due to careless use, the repair fee is contingent on status of damage.
3. Machines should be turned off and the room should be cleaned after using.
4. 85309 Classroom and 85X01 Multi-function Room are not allowed to bring food (including beverages).
5. To reserve a room for use after 17:00, the instructor's accompany is needed. Please come to the department office to borrow the key before staffs leaving
6. If the reserved room will not be used after booking, please cancel your reservation online to prevent others from not being able to book.
7. This booking system applies for the Department of Nursing and weekdays only, other units' students/staffs or weekends/ holiday booking please follow the webpage instructions.

<https://nursing.ncku.edu.tw/p/405-1106-119432,c14646.php?Lang=zh-tw>

# Step1.

點選進入你要預約教室的日期

Select the date for which you want to reserve a classroom



本系統開放至2024/9/30內的預約!! (The system opens appointment 2024/9/30)

查詢(Search)/ 預約(Booking)

使用說明(Instruction)

管理專區

上個月(last month) 九月 2024 下個月(next month)

星期一 Monday	星期二 Tuesday	星期三 Wednesday	星期四 Thursday	星期五 Friday	星期六 Saturday	星期日 Sunday
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30						

—

2016

直接跳到選擇日期(Go to the chosen month)

護理學系教室使用注意事項：  
一、護理系各教室之借用，以系務及課程優先使用，其餘時段欲使用需事先上網填妥申請表。【85109會議室】僅供開會、課程使用  
二、借用人需負責維護設備的完整，如有問題請盡速通知系辦，若因使用不慎導致教室設備損壞者，得視情況由借用人負責修護。  
三、教室使用完畢後請務必關閉機器及恢復場地之整潔。  
四、85309及85X01多功能教室不得攜帶食物(含飲料)，如有發現違規，不再借予使用，敬請配合。  
五、【假日】及【17點過後】如需借用教室，需填寫【場地借用單】，且有【指導教師陪同】及【系主任】同意，並提前至系辦借用鑰匙，方可借用。  
六、登記教室後如無需使用，請務必上網取消借用，避免影響其他人借用的權利。  
七、本借用系統只適用於學系平日時段，假日或其他單位借用請依照<https://nursing.ncku.edu.tw/p/405-1106-119432,c14646.php?Lang=zh-tw>規定辦理借用。  
  
Notice:  

- The priorities of all rooms are for department level issues and courses, if you want to use when available, please book online in advance. [85109 conference room] is merely reserved for the purpose of meetings and courses.
- The applicant is responsible for maintenance of equipment. If there is any question, please inform the department office immediately. If the equipment is accidentally damaged due to careless use, the repair fee is contingent on status of damage.
- Machines should be turned off and the room should be cleaned after using.
- 85309 Classroom and 85X01 Multi-function Room are not allowed to bring food (including beverages).
- To reserve a room for use after 17:00, the instructor's accompany is needed. Please come to the department office to borrow the key before staffs leaving
- If the reserved room will not be used after booking, please cancel your reservation online to prevent others from not being able to book.
- This booking system applies for the Department of Nursing and weekdays only, other units' students/staffs or weekends/ holiday booking please follow the webpage instructions <https://nursing.ncku.edu.tw/p/405-1106-119432,c14646.php?Lang=zh-tw>

# Step2.

選擇要預約的教室

Choose the classroom you wish to reserve



本系統開放至2024/9/30內的預約!! (The system opens appointment 2024/9/30)

查詢(Search)/ 預約(Booking)

使用說明(Instruction)

管理專區

85109

選擇教室(Choose the room)

Time Data \	一 8:10~9:00	二 9:10~10:00	三 10:10~11:00	四 11:10~12:00	五 12:10~13:00	六 13:10~14:00	七 14:10~15:00	八 15:10~16:00	九 16:10~17:00	十 17:10~18:00	十一 18:10~19:00
9/9(一)		可預約(Reserve)									
9/10(二)		可預約(Reserve)			實習前說明會(高綺晴)						
9/11(三)											
9/12(四)		可預約(Reserve)									
9/13(五)			可預約(Reserve)								
9/14(六)	未開放(N/A)										
9/15(日)	未開放(N/A)										

查詢其他日期(Search other dates.)

Step3.

按可預約按鈕(請注意日期時間正確)

Click the "Reserve" button (ensure the date and time are correct).

本系統開放至2024/9/30內的預約!! (The system opens appointment 2024/9/30)

查詢(Search)/ 預約(Booking)

使用說明(Instruction)

管理專區

iNursing Space 1(85101)

選擇教室(Choose the room)

\ Time Data \	一 8:10~9:00	二 9:10~10:00	三 10:10~11:00	四 11:10~12:00	12:10~13:00	五 13:10~14:00	六 14:10~15:00	七 15:10~16:00	八 16:10~17:00	九 17:10~18:00	18:10~19:00
9/9(一)	<div>可預約(Reserve)</div>										
9/10(二)	<div>可預約(Reserve)</div>	身心障礙(大學)(護理系)		TA(靜蘭老師)		林靜蘭老師Group(林靜蘭)			<div>可預約(Reserve)</div>		
9/11(三)	<div>可預約(Reserve)</div>	兒童健康(國博)(護理系)			TA(靜蘭老師)		<div>可預約(Reserve)</div>	進階統計(國博)(護理系)			<div>可預約(Reserve)</div>
9/12(四)	<div>可預約(Reserve)</div>	工具(碩博)(護理系)			<div>可預約(Reserve)</div>	護理理論(本碩)(護理系)			文獻A(本碩)(護理系)		<div>可預約(Reserve)</div>
9/13(五)	<div>可預約(Reserve)</div>										
9/14(六)	未開放(N/A)										
9/15(日)	未開放(N/A)										

查詢其他日期(Search other dates.)

Step4.

填寫完整資料(刪除密碼非必填)

Fill in the required information



本系統開放至2024/9/30內的預約!! (The system opens appointment 2024/9/30)

查詢(Search)/ 預約(Booking)

使用說明(Instruction)

管理專區

使用地點(Room)	85101教室可容納30人 (Max 30 people)	
使用目的(Purpose)	TA Training	20個字以內*
使用日期(Data)	2024/9/13	
開始時間(Begin Time)	上午 08:10 ▾	
結束時間(Finish Time)	下午 12:00 ▾	
指導教師(Mentor)	Prof. Esther	*
申請人(Applicant)	Lai, Yi-Chun	*
聯絡電話(Phone)	0912345678	*
刪除密碼(Password)	(此密碼為自行刪除預約紀錄用) (This password is used to remove the self-appointment record)	
<div>送出(Sent)清除(Clear)</div>		

Please enter

all the information

Step5.

確認資料無誤按確認送出

After confirming the details are accurate, click "Submit."

本系統開放至2024/9/30內的預約!! (The system opens appointment 2024/9/30)

查詢(Search)/ 預約(Booking)	使用說明(Instruction)	管理專區
-------------------------	-------------------	------

以下是你的預約資料

使用地點：[85101教室](#)

使用目的：[TA Training](#)

使用日期：[2024/9/13\(星期五\)](#)

預約時段：[上午 08:00~下午 12:00](#)

申請人：[Lai, Yi-Chun](#)

指導教師：[Prof. Esther](#)

聯絡電話：[0912345678](#)

刪除密碼：[000](#)

[確定送出](#)

Step6.

回到選單頁，你的預約即出現在網頁上

Return to the main menu, and your reservation will appear on the webpage.

本系統開放至2024/9/30內的預約!! (The system opens appointment 2024/9/30)

查詢(Search)/ 預約(Booking)	使用說明(Instruction)	管理專區
-------------------------	-------------------	------

iNursing Space 1(85101) 選擇教室(Choose the room)

\ Time	一	二	三	四	12:10~13:00	五	六	七	八	九	18:10~19:00
Data \	8:10~9:00	9:10~10:00	10:10~11:00	11:10~12:00		13:10~14:00	14:10~15:00	15:10~16:00	16:10~17:00	17:10~18:00	
9/9(一)	<a href="#">可預約(Reserve)</a>										
9/10(二)	<a href="#">可預約(Reserve)</a>	<a href="#">身心障礙(大學)(護理系)</a>	<a href="#">TA(靜蘭老師)</a>	<a href="#">林靜蘭老師Group(林靜蘭)</a>		<a href="#">可預約(Reserve)</a>					
9/11(三)	<a href="#">可預約(Reserve)</a>	<a href="#">兒童健康(國博)(護理系)</a>	<a href="#">TA(靜蘭老師)</a>	<a href="#">可預約(Reserve)</a>	<a href="#">進階統計(國博)(護理系)</a>		<a href="#">可預約(Reserve)</a>				
9/12(四)	<a href="#">可預約(Reserve)</a>	<a href="#">工具(碩博)(護理系)</a>	<a href="#">可預約(Reserve)</a>	<a href="#">護理理論(本碩)(護理系)</a>		<a href="#">文獻A(本碩)(護理系)</a>		<a href="#">可預約(Reserve)</a>			
9/13(五)	<a href="#">TA(Prof.)</a>				<a href="#">可預約(Reserve)</a>						
9/14(六)	<a href="#">未開放(N/A)</a>										
9/15(日)	<a href="#">未開放(N/A)</a>										

查詢其他日期(Search other dates.)

Show your booking here



如果要刪除時，請點選藍色的字，輸入密碼(如果有設定)可以刪除。  
If you need to delete the reservation, click on the blue text, and enter the password (if set) to delete it.

本系統開放至2024/9/30內的預約!! (The system opens appointment 2024/9/30)

查詢(Search)/預約(Booking)

使用說明(Instruction)

管理專區

iNursing Space 1(85101)

選擇教室(Choose the room)

\ Time Data \	一 8:10~9:00	二 9:10~10:00	三 10:10~11:00	四 11:10~12:00	五 13:10~14:00	六 15:10~16:00	日 17:10~18:00	八 18:10~19:00
9/9(一)								
9/10(二)	可預約(Reserve)	身心障礙					可預約(Reserve)	
9/11(三)	可預約(Reserve)	兒童健康(國博)					計(國博)(護理系)	可預約(Reserve)
9/12(四)	可預約(Reserve)	工具(碩博)					文獻A(本碩)(護理系)	可預約(Reserve)
9/13(五)		TA(Prof.)						
9/14(六)								
9/15(日)								

顯示申請資料 - Google Chrome

140.116.62.230/classroom/show.asp?id=%2047696

不 安全

使用者	Lai,
聯絡電話	0912345678
指導教師	Prof.
使用日期	2024/9/13(星期五)
使用時段	上午 08:00 ~ 下午 12:00
申請日期	2024/9/11
刪除密碼	

刪除預約紀錄 重新輸入密碼

詢其他日期(Search other dates.)

Click the button

Delete

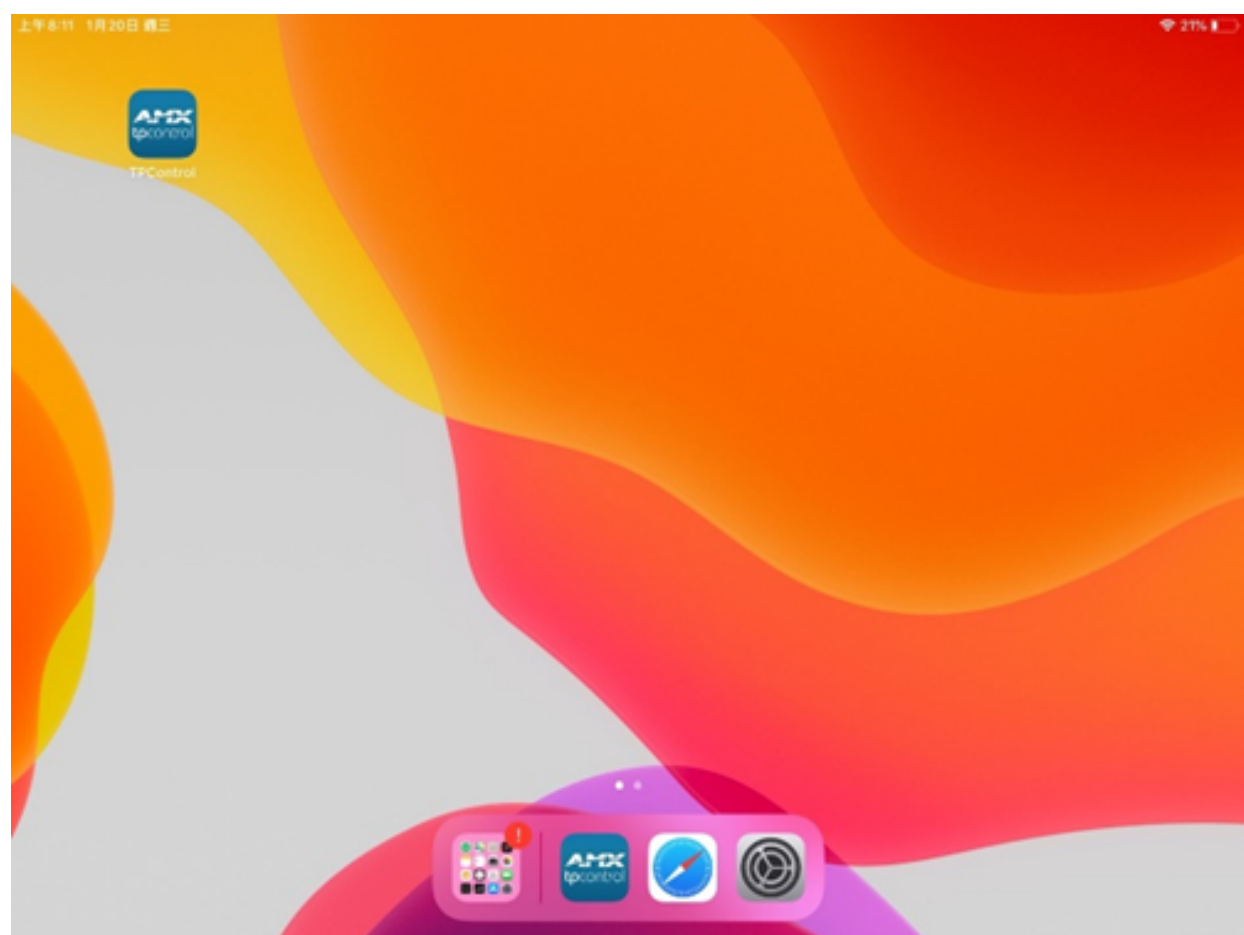
# NURSING BUILDING CLASSROOM 85101&85102

## COMPUTER SYSTEM SETTING

### 護理系館85101,85102教室電腦系統

**Step1. 取教室控制用iPad，打開App TPControl，進入App後點擊螢幕即可開啟教室設備。**

**Retrieve the classroom control iPad, open the TPControl App, and tap the screen to activate the classroom equipment.**



**Step2. 待所有設備開完，iPad畫面會出現主選單，選項說明如下：**  
**Once all equipment is activated, the iPad screen will display the main menu. The options are as follows:**



- 開啟觸控電視 (教室電腦或電子白板)

**Turn on the touch TV (classroom computer or electronic whiteboard).**

# NURSING BUILDING CLASSROOM 85101&85102

## COMPUTER SYSTEM SETTING

### 護理系館85101,85102教室電腦系統

**Step2. 待所有設備開完，iPad畫面會出現主選單，選項說明如下：**  
**Once all equipment is activated, the iPad screen will display the main menu. The options are as follows:**



- 開啟投影機 (自備電腦並有線或無線投影)

Turn on the projector (for personal laptops and wireless projection).

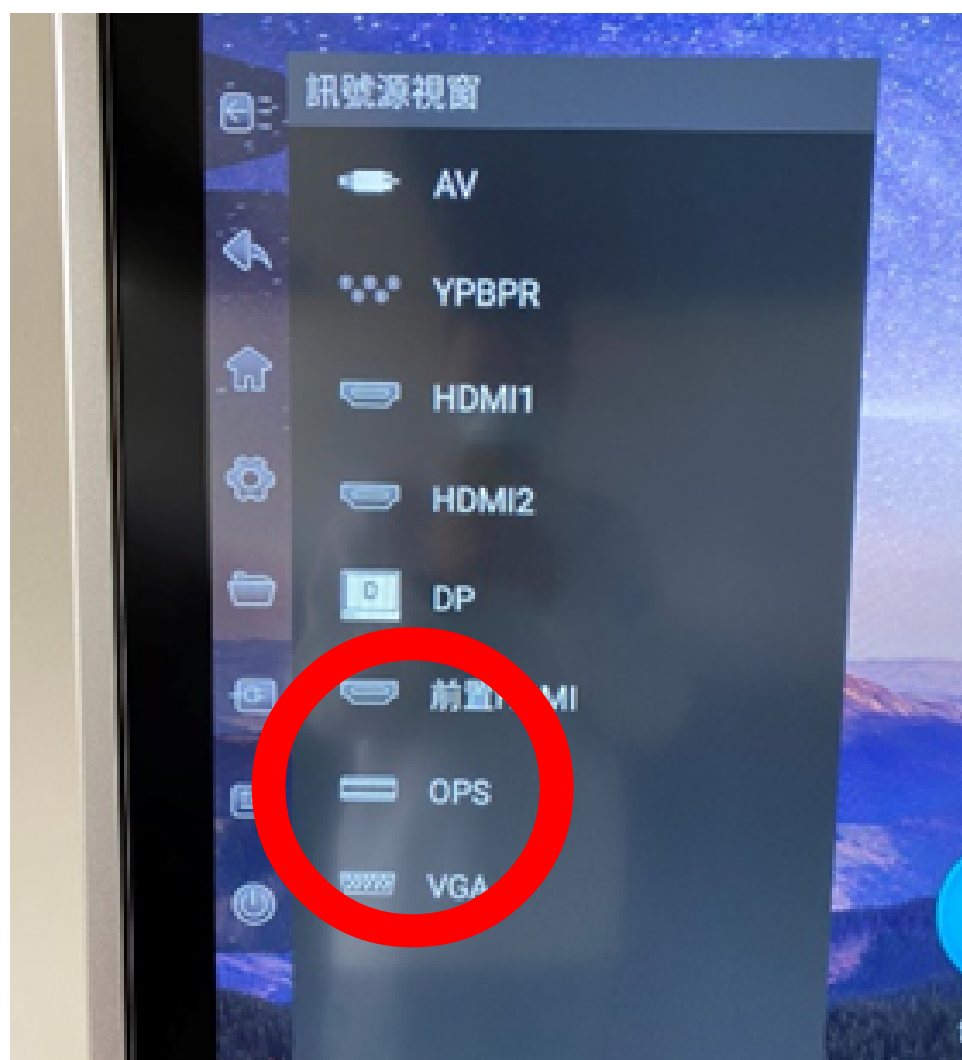
電腦模式：

1. 在主畫面選取側邊工具列，選擇輸入源切換，選擇OPS。
2. 等待電腦開機完成，即進入Windows模式。

PC Mode:

Select the side toolbar on the main screen and choose the input source switch option, then select OPS.

Wait for the computer to boot, and you will enter Windows mode.



# **本地生帶大學部醫院實習注意事項**

**Guidelines for Local Students on Hospital Internships**

## **1. 需進行台南市護理師護士公會辦理執業場所變更**

**Apply for workplace transformation**

• <http://www.tnana.org.tw/publicUI/B/B10101.aspx?arg=8D53BF073CB6BBD071>

• <http://www.tnana.org.tw/filecenter/B/8D53BF073CB6BBD071/8D53BF073CB6BBD0711.pdf>

**看完手冊後，請進行線上測驗  
測驗結果將會寄給授課教師**

**After reading the manual, please take the test.  
The test results will be provided to the instructor.**

