

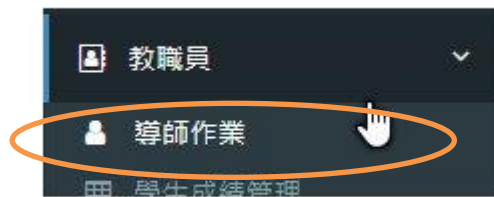
## 親師專線 Cloud School 校務系統建置說明

### 一、注意事項

- (1)2019/09/11(三)之前上 Cloud School 校務系統填畢
- (2)2~6 年級上網修誤即可(轉出入學生繕打與舊生資料更動)
- (3)1 年級新生資料，請 1 年級老師上系統繕打

### 二、cloud school 校務系統

- (1)進入 cloud school 校務系統→教職員→導師作業



- (2)用教師的帳號及密碼登入



- (3)學籍管理→學生基本資料



(4)輸入戶籍地址、居住地址、戶籍電話、通訊電話、緊急聯絡電話

A form for entering student contact information. It contains five input fields, each highlighted with an orange oval: '戶籍地址' (Household Address), '居住地址' (Residence Address), '戶籍電話' (Household Phone), '通訊電話' (Communication Phone), and '緊急聯絡電話' (Emergency Contact Phone). The '居住地址' field has a '同戶籍地址' (Same Household Address) checkbox and a '居住地郵遞區號' (Residence Postcode) field next to it. A red horizontal line is at the bottom of the form.

(5) 學籍管理→父母監護人資料



(6)輸入 父親姓名、母親姓名、父親手機、母親手機

Two side-by-side forms for entering parent/guardian information. The left form is titled '父親資料' (Father's Information) and the right form is titled '母親資料' (Mother's Information). Both forms have four input fields, each highlighted with an orange oval: '父親-姓名' (Father's Name), '母親-姓名' (Mother's Name), '父親-手機' (Father's Mobile Phone), and '母親-手機' (Mother's Mobile Phone). Between the name and mobile phone fields, there are dropdown menus for '與-父親-關係' (Relationship with Father) and '與-母親-關係' (Relationship with Mother), both currently set to '未填' (Not filled). There are also dropdown menus for '父親-存歿' (Father's Status) and '母親-存歿' (Mother's Status), both currently set to '存' (Alive).