

如何使用Google Meet秘密投票

參予者 - 手機(2步驟)

1. 點選聊天視窗->點選連結

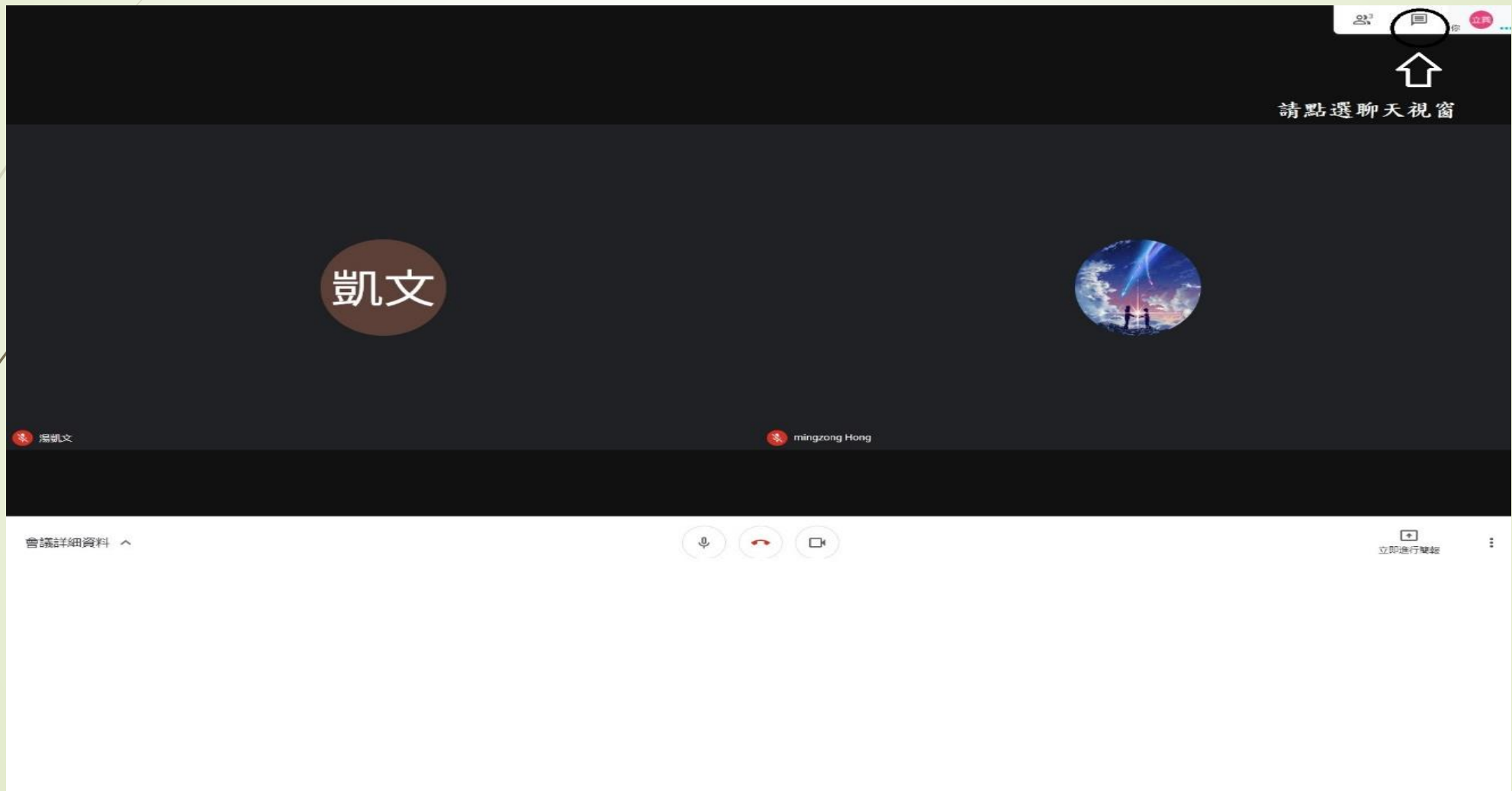


2. 投票

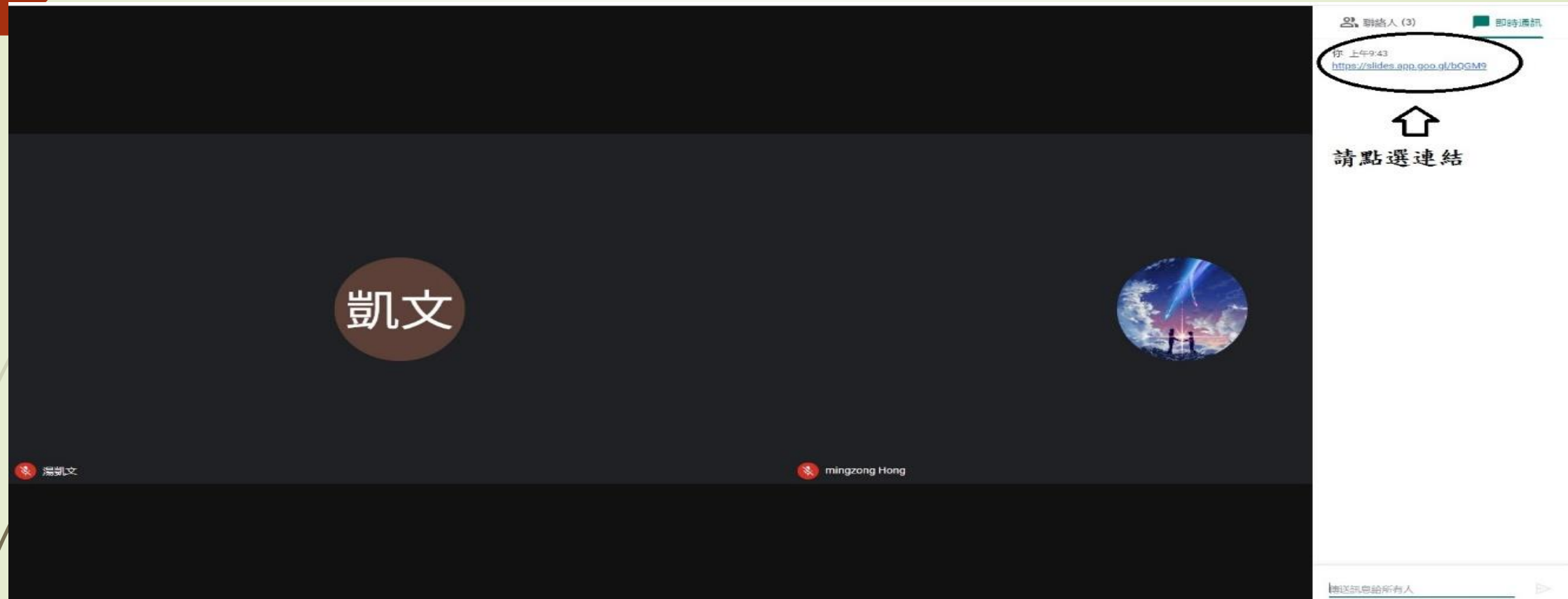


參予者 – 電腦(3步驟)

1. 點選聊天視窗



2. 點選連結



The screenshot shows a Google Meet chat interface. At the top, it displays "聯絡人 (3)" (3 contacts) and "即時通訊" (Instant messaging). A message from "你" (You) at "上午9:43" (9:43 AM) contains a link: <https://slides.app.goo.gl/bOGM9>. This link is circled in black. Below the message is an upward-pointing arrow icon and the text "請點選連結" (Please click the link). The main meeting area is dark with a circular profile picture of a person named "凱文" (Kevin) on the left and a circular image of a sunset on the right. At the bottom, there are two participant names: "凱文" and "mingzong Hong". At the very bottom of the chat window, there is a text input field with the placeholder "傳送訊息給所有人" (Send message to all) and a send button.

3.投票

簡報問與答：108學年度第X次行政會議表決事項

 提出問題

提問身分： 匿名提問 0/300

 匿名
上午9:49

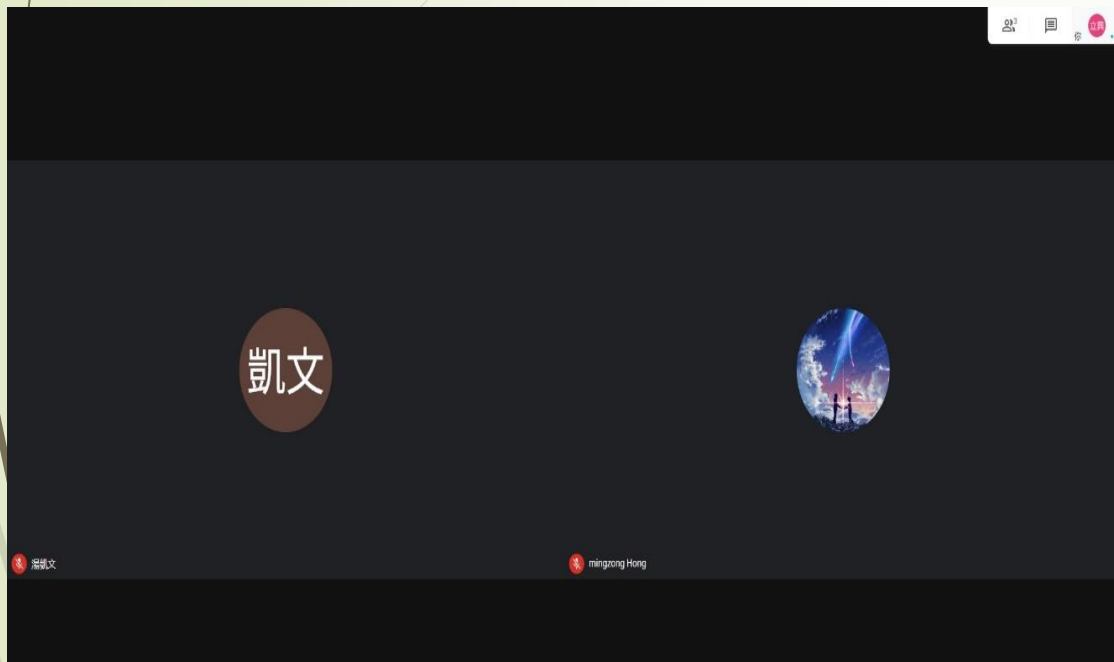
1.XX提出:是否對防疫期間表現優良人員給予嘉獎?

 0  0

← 請點選同意或反對

發起人(控場)

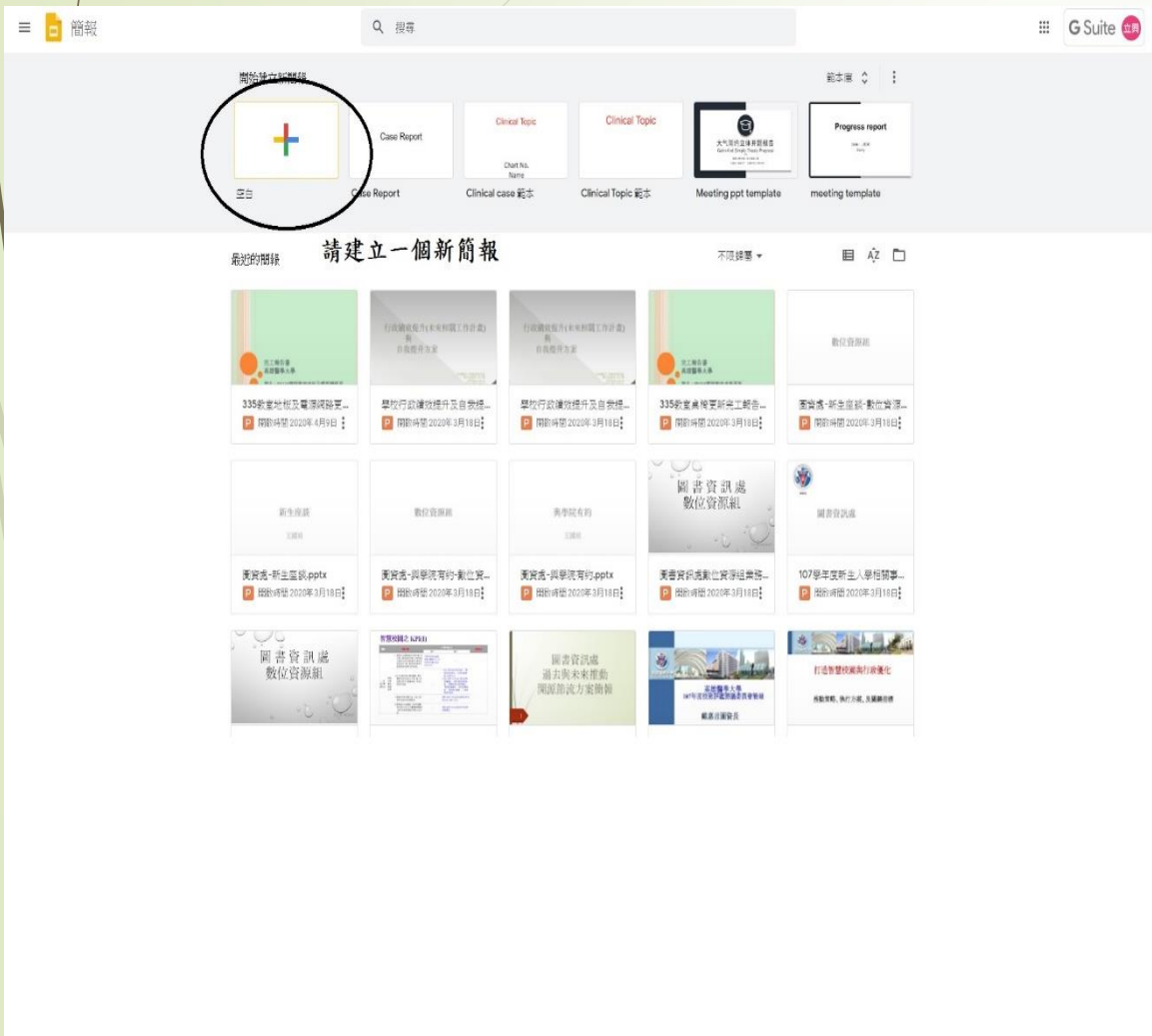
1.請發起(或參與)一場會議



2.在Chrome新增一個分頁並開啟“簡報”



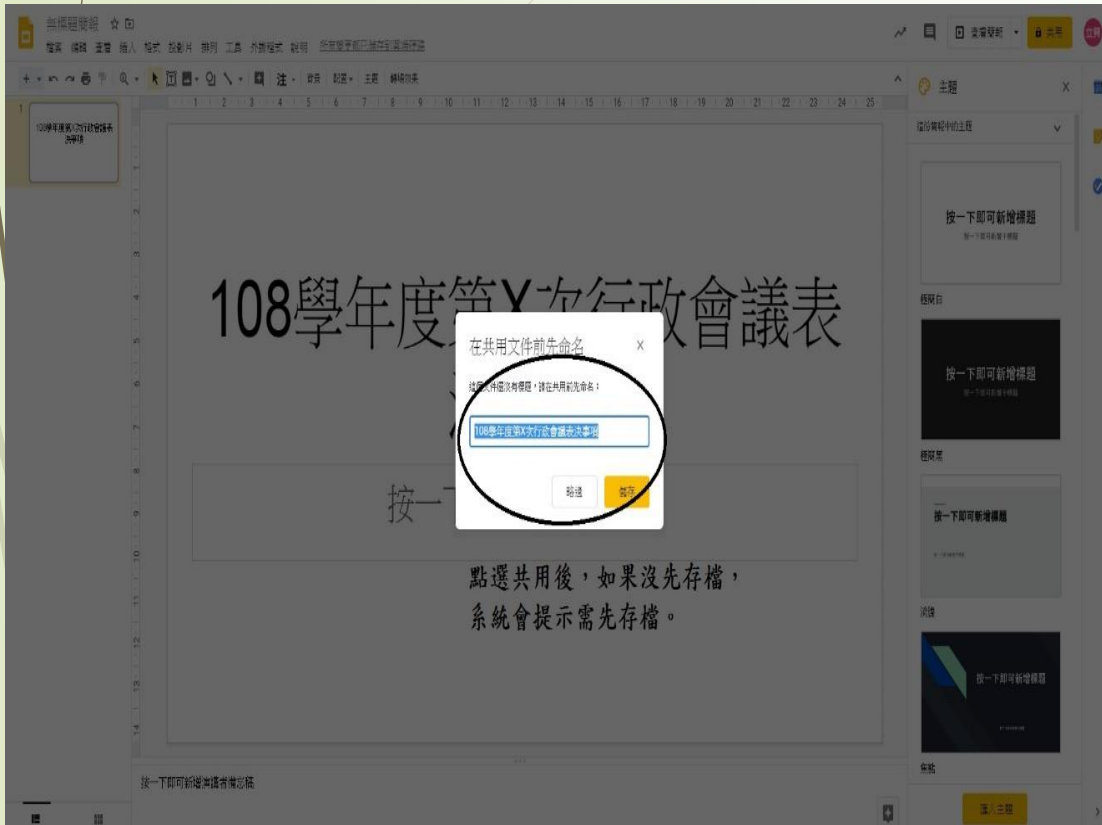
3. 建立一個新簡報



4. 在簡報中輸入任意文字後，點選“共用”
(不點選共用無法使用投票功能)



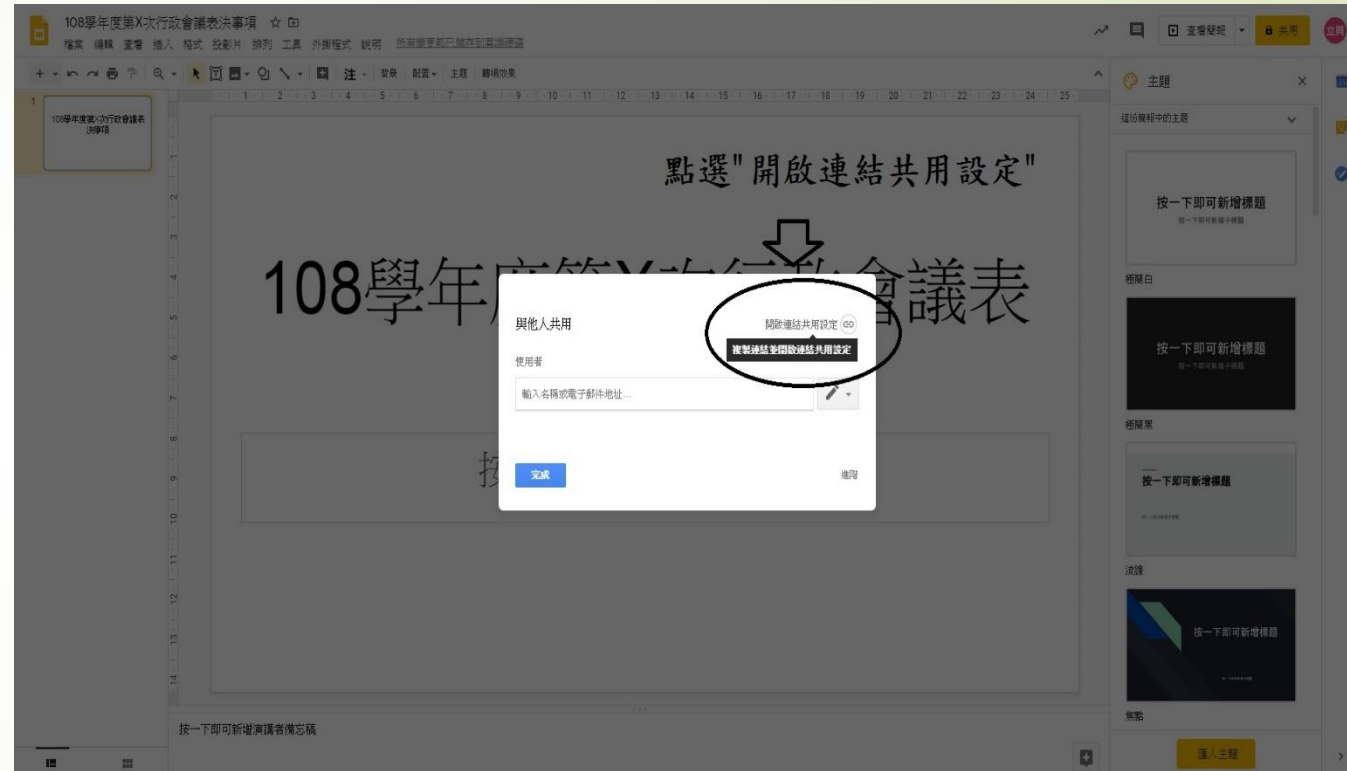
5. 儲存檔案



The screenshot shows a presentation software interface with a slide titled "108學年度第X次行政會議表". A dialog box titled "在共用文件前命名" (Name file before sharing) is open, prompting the user to name the file. The text "108學年度第X次行政會議表" is entered in the input field. The dialog box has "發送" (Send) and "取消" (Cancel) buttons. The background slide contains the text "按一下即可新增標題" (Click to add title) and "按一下即可新增講者備忘稿" (Click to add speaker notes).

點選共用後，如果沒先存檔，系統會提示需先存檔。

6. 點選“開啟連結共用設定”



The screenshot shows the same presentation software interface with the "與他人共用" (Share with others) dialog box open. The dialog box has a "開啟連結共用設定" (Open link sharing settings) button circled in red. The dialog box also has a "輸入名稱或電子郵件地址..." (Enter name or email address...) field and "完成" (Done) and "進階" (Advanced) buttons. The background slide contains the text "108學年度第X次行政會議表" and "按一下即可新增標題" (Click to add title).

點選"開啟連結共用設定"

7. 點選“查看簡報”旁的倒三角形後再點選“簡報模式”

The screenshot shows a presentation software interface with the following elements:

- Top Bar:** Contains the title "108學年度第X次行政會議表決事項" and a "查看簡報" (View Summary) button with a dropdown arrow.
- Annotations:** Two arrows point to the dropdown arrow and the "簡報模式" (Summary Mode) option in the dropdown menu.
- Slide Content:** The main slide displays the title "108學年度第X次行政會議表決事項" and a subtitle "按一下即可新增子標題".
- Right Panel:** A sidebar on the right shows various slide templates, including "極簡白", "極簡黑", "流線", and "焦點".
- Bottom Bar:** Includes a "匯入主題" (Import Theme) button.

8.經步驟7後會跳出這個新的視窗，請依圖片說明點選1及2



← 這個視窗是彈跳出來的新視窗

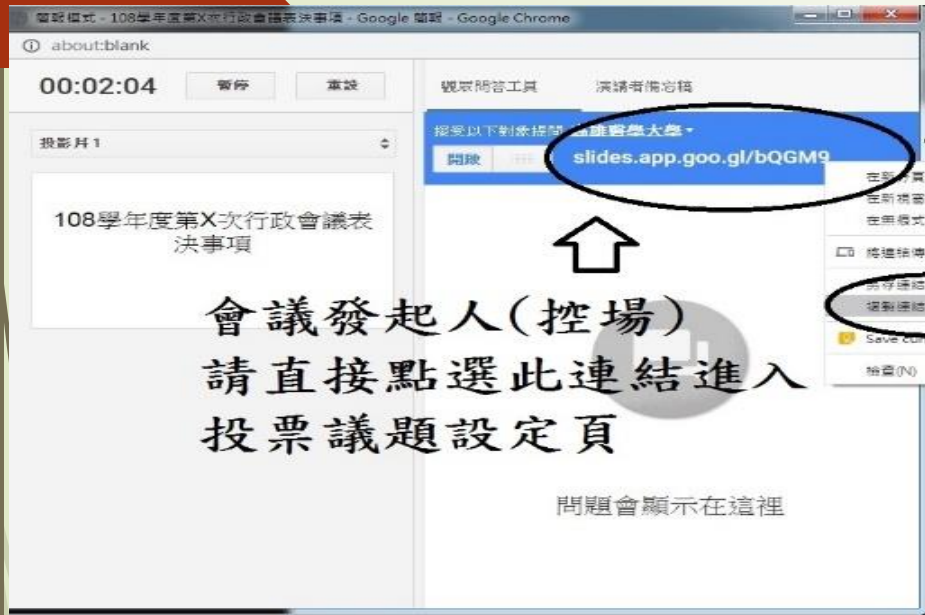
108學年度第X次行政會議表決事項

2. 點選"開始新的問與答階段"

9.會議發起人在這個視窗需要做兩件事

9.1複製投票連結網址並貼在Meet會議室的聊天視窗

9.2直接點選網址進入投票議題設定頁



slides.app.goo.gl/bQGM9

1. 按滑鼠右鍵

2. 複製連結網址

108學年度第X次行政會議表決事項

3. 此連結請在聊天視窗貼給會議參與人員點選

10.請自行輸入投票議題

三 簡報問與答：108學年度第X次行政會議表決事項

1. 請輸入投票議題

1.XX提出 是否對防疫期間表現優良人員給予嘉獎?

提問身分： 匿名提問 匿名提問

25/300

取消 提交

2. 點選"提交"

如果有勾選"匿名提問", 會隱藏提問身分

目前還沒有問題
您可以單先在上方提問!

11.點選提交後,會議參予者看到的視窗

三 簡報問與答：108學年度第X次行政會議表決事項

提出問題

提問身分：匿名 匿名提問 0/300

取消 提交

匿名
上午9:49

1.XX提出 是否對防疫期間表現優良人員給予嘉獎?

👍 0 🗨️ 0

← 請點選同意或反對

11.如果要將投票議題或是投票情況顯示在會議參與人的視窗，請點選“立即進行簡報”。
可以請會議參與人自行點選“聊天視窗”的投票連結。

The screenshot shows a meeting interface with a dark background. On the left, there is a circular profile picture of a person named 凱文 (Kevin). In the center, a text prompt reads: "如果要將問題顯示在所有參與人的視窗，請點選立即進行簡報。" (If you want to display the question in the window of all participants, please click '立即進行簡報'). A white arrow points from this text to a dropdown menu on the right. The dropdown menu is titled "顯示在所有人的主畫面上" (Display on everyone's main screen) and contains three options: "你的整個畫面" (Your entire screen), "單個視窗" (Single window), and "立即進行簡報" (Present immediately). At the bottom of the screen, there are icons for microphone, mute, and video, along with a button labeled "立即進行簡報".

凱文

如果要將問題顯示在所有參與人的視窗，請點選立即進行簡報。

顯示在所有人的主畫面上

- 你的整個畫面
- 單個視窗
- 立即進行簡報

會議詳細資料

會議發起人(控場)其他功能-展示問題

1.點選彈跳視窗中的“展示”

提問網址：slides.app.goo.gl/bQGM9

108學年度第X次行政會議表決事項



在彈跳出來的小視窗點選“展示”，投影畫面會呈現問題


Detailed description: This screenshot shows a Slides presentation in a browser window. The main slide has a dark blue header with the URL 'slides.app.goo.gl/bQGM9' and the title '108學年度第X次行政會議表決事項'. A small floating window is overlaid on the slide, containing a question: '1.XX提出:是否對防疫期間表現優良人員給予嘉獎?'. Below the question is a '顯示' (Show) button, which is circled in red. The floating window also shows a timer '00:25:34' and a '暫停' (Pause) button.

2.看出兩圖的差別了嗎？


提問網址：slides.app.goo.gl/bQGM9

你看出此圖與前圖的差別了嗎？

1.XX提出:是否對防疫期間表現優良人員給予嘉獎？



Detailed description: This screenshot shows the same Slides presentation as the previous one, but with a different state. The main slide now shows a large grey area with a person icon and the text '匿名' (Anonymous). The floating window is still present, but the '顯示' (Show) button is now highlighted with a green checkmark, indicating it has been clicked. The timer now shows '00:26:17'.



報告結束!

QA ?

- ▶ 註:Google Meet 原廠說明網址
- ▶ <https://support.google.com/a/users/answer/9308865?hl=zh-Hant>