

3. 點選「新增」，即可新增班會紀錄。

The screenshot shows the top navigation bar with the title "[B1214S] 班級幹部登錄班會活動紀錄：104學年第1學期" and a user profile icon labeled "(正式伺服器) 35人". Below the navigation bar are several utility buttons: "隱藏選單", "回主選單", "修改密碼", "操作手冊", "發出", and "查無資料". A search box labeled "查詢條件設定" contains the text "開會日期:" and a "查詢" button. Below the search box are three buttons: "刪除", "新增" (highlighted with a red box), and "回上層". At the bottom of the screenshot, a table header is visible with columns: "刪除", "學年", "學期", "班級", "開會日期", "開始時間", "結束時間", "開會地點", "主席", "記錄", "應到人數", "實到人數", "登錄者", "填寫日期", "審查否", "審查人員", "審查日期".

4. 填寫完後，記得按「存檔」，資料才會送出。

The screenshot shows the "新增資料區" (Add Data Area) form. At the top left, there are "存檔" (Save) and "取消" (Cancel) buttons. The form contains several input fields: "班級:" (Class), "學年:" (Year) with value "104", "學期:" (Semester) with value "1", "導師:" (Teacher) with a dropdown menu, "登錄者:" (Login user) with a text field, "開會日期:" (Meeting date), "開始時間:" (Start time) with value "1530", "結束時間:" (End time) with value "1730", "開會地點:" (Meeting location), "應到人數:" (Expected attendance), "實到人數:" (Actual attendance), "填寫日期:" (Entry date) with value "1040819", "主席:" (Chairman), and "記錄:" (Record) with a text field. Below these fields are three large text areas for "會議記錄:" (Meeting minutes), "建議事項:" (Suggestions), and "備註:" (Remarks). At the bottom, there are "審查通過否:" (Reviewed/Not reviewed) with a dropdown, "審查人員:" (Reviewer) with a text field, "審查日期:" (Review date) with a text field, and "導師評語:" (Teacher's comments) with a text area. At the bottom left, there are "存檔" (Save) and "取消" (Cancel) buttons, with the "存檔" button highlighted by a red box.

※班會紀錄採線上系統登錄，請各班學藝股長至校務行政系統上網登入班會紀錄。各班如因系週會、全校性活動而未開班會時，則不須填寫該班會紀錄。

※每學期班會至少登錄會議記錄四次；導師班週會採線上點名。

※為配合教育部評鑑指標項目請各班導師協助指導擇期召開以「品格教育」「性別平等議題」及「保護智慧財產權」相關議題為主之班會各一次並於線上登錄。

謝謝你們！平安!順心!