

QQB - 科本同儕共同備課 (教學建議)

網上試題學習平台 (QQB) 除了可讓個別教師向任教學生派發評估外，教師間亦可互相分享教學資源，達到共同備課的目的。本教學建議會以同級科任教師合作預備全年評估為例子，介紹平台中**分享評估**及**分享報告**的功能。

分享評估

本部分會以四位同級科任教師合作擬定每週數學測驗為例子，講解分享評估功能的應用。

帳戶	第 7 週	第 8 週	第 9 週	第 10 週
教師戶口 50	✓			
教師戶口 51		✓		
教師戶口 52			✓	
教師戶口 53				✓

.....

第 39 週	第 40 週	第 41 週	第 42 週
✓			
	✓		
		✓	
			✓

假設四位科任教師根據上表各自新增評估，當四位教師互相分享評估後，他們便可於各自的 **我的評估** 頁面找到其他三位教師分享的評估。

教師戶口 51 | English | 家

網上試題學習平台 數學

檢視評估及報告 我的評估 選擇報告 新增評估

篩選 科目：數學 排序：更新時間 - 倒序

Form 4 Maths Quiz (Week 10) / 教師戶口 53
更新時間：2020-10-22 12:45 [刪除] [分派] [分享]

Form 4 Maths Quiz (Week 9) / 教師戶口 52
更新時間：2020-10-22 12:44 [刪除] [分派] [分享]

Form 4 Maths Quiz (Week 7) / 教師戶口 50
更新時間：2020-10-22 12:06 [刪除] [分派] [分享]

上圖為教師戶口 51 的 **我的評估** 頁面，四位科任教師只需按照任教班別的時間表派發各評估，便可劃一地讓全級學生每週完成的測驗。

小貼士

這個分享評估功能同樣適用於由一位教師 (或教學助理) 統一出卷的情況。同級科任教師於共同備課後商議出的評估時間表，可交由級聯絡人 (或教學助理) 負責新增所有評估，並分享給各科任教師，因應各班別的時間表派發各評估。

分享評估步驟

教師戶口 50 | English | 家

網上試題學習平台 數學 切换至學生模式 選項

檢視評估及報告 我的評估 選擇報告 新增評估

篩選 科目：數學 年份：2020 - 2021 排序：結束時間 - 倒序

Form 4 Maths Quiz (Week 7) / 自己 提交人數：38

測驗 已完成

開始時間：2020-10-12 09:00 結束時間：2020-10-18 23:59

回收 報告 分享

顯示已派發給學生的評估，教師可查閱個別評估的提交人數及其報告

顯示未派發給學生的評估，當中包括教師自己新增的評估，亦包括由其他教師用戶分享的評估。教師可隨時修訂這些評估的內容

登入網上試題學習平台後，教師會見到兩個顯示評估的頁面，分別是

[檢視評估及報告](#) 及 [我的評估](#)。

教師戶口 50 | English | 家

網上試題學習平台 數學 切换至學生模式 選項

檢視評估及報告 我的評估 選擇報告 新增評估

篩選 科目：數學 年份：2020 - 2021 排序：結束時間 - 倒序

Form 4 Maths Quiz (Week 7) / 自己 提交人數：38 / 45

測驗 已完成

開始時間：2020-10-12 09:00 結束時間：2020-10-18 23:59

回收 報告 分享

評估 報告 分享

1. 在 [檢視評估及報告](#) 或 [我的評估](#) 頁面，教師可按個別評估右方的 [分享](#)，再選擇 [評估](#)，進入下面的頁面與其他用戶分享該評估。

分享評估 - Form 4 Maths Quiz (Week 7)

顯示分享記錄

分享

返回

輸入姓名

- 教師戶口 53
- 教師戶口 52
- 教師戶口 51
- 教師戶口 49
- 教師戶口 48
- 教師戶口 47
- 教師戶口 46
- 教師戶口 45
- 教師戶口 44
- 教師戶口 43
- 教師戶口 42
- 教師戶口 41

	英文姓名	中文姓名
<input type="checkbox"/>	Teacher account 51	教師戶口 51
<input type="checkbox"/>	Teacher account 52	教師戶口 52
<input type="checkbox"/>	Teacher account 53	教師戶口 53

1 - 3 項, 共 3 項。

其他學校教師

請以分號「;」分隔收件人帳戶，例如: sch-john-tr;missChan@email.com

收件人均必須購買了相同試題套件才可使用此評估。

2. 於左方剔選分享的對象

3. 然後按右上方的 **分享**

根據以上步驟，教師戶口 50 便會把「Form 4 Maths Quiz (Week 7)」評估分享給已剔選的對象。

教師戶口 51 | English | 網上試題學習平台 數學 切換至學生模式 選項

檢視評估及報告 我的評估 選擇報告 新增評估

篩選 科目: 數學 排序: 更新時間 - 倒序

Form 4 Maths Quiz (Week 7) / 教師戶口 50

更新時間: 2020-10-22 12:06

刪除 分派 分享

分享的評估會顯示於已剔選對象的 **我的評估** 頁面，而評估名稱的旁邊會顯示分享者的名稱。教師可點擊評估名稱進入該評估，修改內容及派發設定，然後分派給學生。

以上步驟針對校內同科教師如何透過互相分享評估達到共同備課的目的。教師可把評估分享給校內同工或其他擁有教城帳戶的教師。

分享報告

教師除了可與校內同工分享評估外，也可分享已派發評估的報告。

功能	校內分享	校外分享	回收分享
分享評估	✓	✓	✗
分享報告	✓	✗	✓

上表顯示了「分享評估」與「分享報告」功能的分別。

分享報告步驟

教師戶口 50 | English | 家

網上試題學習平台 數學 切换至學生模式 選項

檢視評估及報告 我的評估 選擇報告 新增評估

篩選 科目：數學 年份：2020 - 2021 排序：結束時間 - 倒序

Form 4 Maths Quiz (Week 7) / 自己 提交人數：38 / 45

測驗 已完成

開始時間：2020-10-12 09:00 結束時間：2020-10-18 23:59

回收 報告 分享

評估 報告 分享

1. 教師可於 **檢視評估及報告** 頁面按個別評估右方的 **分享**，再選擇 **報告**，進入下面的頁面與校內同工分享該評估的報告。

教師戶口 50 | English | 家

網上試題學習平台 數學 切换至學生模式 選項

主頁 / 分享

Form 4 Maths Quiz (Week 7) 儲存分享 返回

輸入姓名

- 教師戶口 53
- 教師戶口 52
- 教師戶口 51
- 教師戶口 49
- 教師戶口 48

	英文姓名	中文姓名
<input type="checkbox"/>	Teacher account 51	教師戶口 51
<input type="checkbox"/>	Teacher account 52	教師戶口 52
<input type="checkbox"/>	Teacher account 53	教師戶口 53

1 - 3 項，共 3 項。

2. 於左方別選分享的對象
3. 於列表中按 **回收** 可回收個別對象的報告
4. 然後按右上方的 **儲存分享**

根據以上步驟，教師戶口 50 便會把「Form 4 Maths Quiz (Week 7)」評估的報告分享給已別選的對象。

教師戶口 52 | English | 家

網上試題學習平台 數學 ▾ 切換至學生模式 選項 ▾

檢視評估及報告 我的評估 選擇報告 ▾ 新增評估

篩選 ▾
科目：數學 年份：2020 - 2021 排序：結束時間 - 倒序

Form 4 Maths Quiz (Week 7) / 教師戶口 50 提交人數：38 / 45

測驗 已完成

開始時間：2020-10-12 09:00
結束時間：2020-10-18 23:59

報告 刪除

分享的報告會顯示於已別選對象的 **檢視評估及報告** 頁面，而評估名稱的旁邊會顯示分享者的名稱。教師可按 **報告** 檢視該評估的報告。

下載報告

同級科任教師除了互相分享評估報告外，亦可利用**下載報告**功能把各班別的學生表現數據整合作進一步分析。

教師戶口 50 | English | 家

網上試題學習平台 數學 ▾ 切換至學生模式 選項 ▾

主頁 / 報告 - Form 4 Maths Quiz (Week 7)

綜合分析 課題分析 程度分析 試題分析

學生總分比較

分數%

總分平均分%: 65

學生

備註：以上分析圖表並不包括沒有提交評估或有待批改的學生成績，其學生檔案在列表中顯示為灰色。

列表選項 ▾ 下載

班級	班號	學生姓名	排名	作答時間	答對題數	總分(%)
S4B	39	學生戶口 39	1	00:00:27	10/10	100
S4B	3	學生戶口 3	2	00:00:31	10/10	100

教師進入報告頁面後，只需按 **下載**，便可把學生表現數據下載至一個 excel 檔案中。

	A	B	C	D	E	F	G	H
1	班級	班號	學生姓名	排名	作答時間	答對題數	總分(%)	
2	S4B	39	學生戶口 39	1	00:00:27	10/10	100	
3	S4B	3	學生戶口 3	2	00:00:31	10/10	100	
4	S4B	18	學生戶口 18	3	00:01:28	10/10	100	
5	S4B	14	學生戶口 14	4	00:00:27	9/10	90	
6	S4B	37	學生戶口 37	5	00:00:28	9/10	90	
7	S4B	7	學生戶口 7	6	00:00:30	9/10	90	
8	S4B	4	學生戶口 4	7	00:00:32	9/10	90	
9	S4B	5	學生戶口 5	8	00:00:55	9/10	90	
10	S4B	10	學生戶口 10	9	00:00:58	9/10	90	
11	S4B	1	學生戶口 1	10	00:01:19	9/10	90	
12	S4B	12	學生戶口 12	11	00:00:26	8/10	80	
13	S4B	2	學生戶口 2	12	00:00:32	8/10	80	
14	S4B	8	學生戶口 8	13	00:00:36	8/10	80	
15	S4B	40	學生戶口 40	14	00:00:24	7/10	70	
16	S4B	9	學生戶口 9	15	00:00:33	7/10	70	
17	S4B	13	學生戶口 13	16	00:00:36	7/10	70	
18	S4B	21	學生戶口 21	17	00:00:54	7/10	70	
19	S4B	26	學生戶口 26	18	00:00:26	6/10	60	
20	S4B	15	學生戶口 15	19	00:00:28	6/10	60	

教師可把不同班別 excel 檔案中的數據整合，製作一個全級的分析報告。

總結

利用網上試題學習平台（OQB）的分享評估及分享報告功能，教師不需再單獨使用評估材料及回饋數據，透過共同備課，教師們可互相分擔學教評的工作，從而提升學校整體的學與教效能。

OQB – Collaborative lesson planning within a subject (Teaching Idea)

Besides letting individual teacher distribute papers to students, Online Question Bank (OQB) also facilitates collaboration among teachers by letting them share teaching materials. This teaching idea uses collaborative lesson planning of Mathematics teachers in the same grade level as an example to introduce the sharing functions in the platform, including ‘Share Paper’ and ‘Share Report’.


Sharing Papers

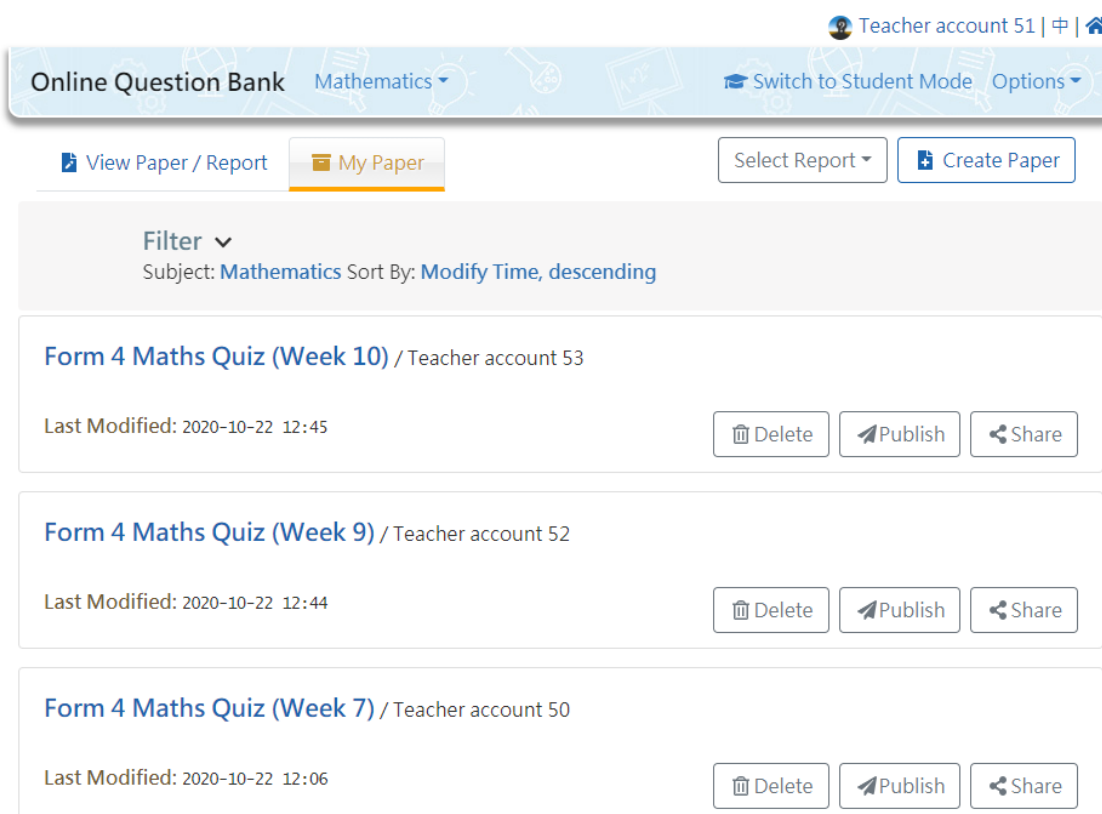
In this part, the collaboration of four Mathematics teachers in the same grade level will be illustrated as an example to explain the use of ‘Share Paper’ function.

Account	Week 7	Week 8	Week 9	Week 10
Account 50	✓			
Account 51		✓		
Account 52			✓	
Account 53				✓

.....

Week 39	Week 40	Week 41	Week 42
✓			
	✓		
		✓	
			✓

Assume that the four teachers create weekly Mathematics Quizzes according to the above schedule. When the four teachers have shared the papers with each other, they will find the papers shared by other teachers in their  My Paper pages.



The screenshot shows the OQB interface for Teacher account 51. The page displays a list of shared papers under the 'My Paper' tab. The papers are sorted by 'Modify Time, descending'. The list includes:

- Form 4 Maths Quiz (Week 10)** / Teacher account 53
Last Modified: 2020-10-22 12:45
- Form 4 Maths Quiz (Week 9)** / Teacher account 52
Last Modified: 2020-10-22 12:44
- Form 4 Maths Quiz (Week 7)** / Teacher account 50
Last Modified: 2020-10-22 12:06

Each paper entry has buttons for 'Delete', 'Publish', and 'Share'.

Above is the page of Teacher account 51. The four teachers can distribute the papers to their students according to the timetable of each class. In the end, each class will finish the same set of weekly quizzes.

Tips

The ‘Share Paper’ function is also applicable when all papers are created by the form coordinator (or teaching assistant). The papers will be shared with other subject teachers for further action.

Steps of Sharing Papers

Teacher account 50 | 中 | 家

Online Question Bank Mathematics Switch to Student Mode Options

[View Paper / Report](#) [My Paper](#) Select Report Create Paper

Filter Subject: Mathematics Year: 2020 - 2021 Sort By: End Time, descending

Form 4 Maths Quiz (Week 7) / Myself Submission: 38 / 45

Test Completed

Start Time: 2020-10-12 09:00
End Time: 2020-10-18 23:59

Recall Report Share

After logging in to the Online Question Bank, teachers will find two pages which show the papers. They are [View Paper / Report](#) and [My Paper](#).

Teacher account 50 | 中 | 家

Online Question Bank Mathematics Switch to Student Mode Options

[View Paper / Report](#) [My Paper](#) Select Report Create Paper

Filter Subject: Mathematics Year: 2020 - 2021 Sort By: End Time, descending

Form 4 Maths Quiz (Week 7) / Myself Submission: 38 / 45

Test Completed

Start Time: 2020-10-12 09:00
End Time: 2020-10-18 23:59

Recall Report Share

Paper
Report Share

1. In the [View Paper / Report](#) page or [My Paper](#) page, teachers can share papers to other users by clicking Share on the right hand side of individual papers and selecting [Paper](#).

Teacher account 50 | 中 | 家

Online Question Bank Mathematics Switch to Student Mode Options

Main Page / Share

Share Paper - Form 4 Maths Quiz (Week 7) Display sharing history **Share** Back

Enter Name

- Teacher account 53
- Teacher account 52
- Teacher account 51
- Teacher account 49
- Teacher account 48
- Teacher account 47
- Teacher account 46
- Teacher account 45
- Teacher account 44
- Teacher account 43
- Teacher account 42
- Teacher account 41

	English Name	Chinese Name
<input type="checkbox"/>	Teacher account 53	教師戶口 53
<input type="checkbox"/>	Teacher account 52	教師戶口 52
<input type="checkbox"/>	Teacher account 51	教師戶口 51

1 - 3 of 3.

Teachers of Other Schools

- Please separate multiple recipients with ";" such as : sch-john-tr,missChan@email.com
- Recipients must purchase the same packages in order to use this paper.

2. Check the boxes of the recipients on the left hand side
3. Click **Share** on the top right corner

In the above picture, it shows the way that Teacher account 50 shares the paper 'Form 4 Maths Quiz (Week 7)' immediately with the assigned teachers.

Teacher account 51 | 中 | 家

Online Question Bank Mathematics Switch to Student Mode Options

[View Paper / Report](#) [My Paper](#) Select Report [Create Paper](#)

Filter Subject: Mathematics Sort By: Modify Time, descending

Form 4 Maths Quiz (Week 7) Teacher account 50

Last Modified: 2020-10-22 12:06

Delete Publish Share

The shared papers will be saved in the **My Paper** page of the recipients, with the paper owner's name displayed next to the paper title. Teacher can edit the paper before publishing to students by clicking the paper title and entering the content and publish setting pages.

The above explanation focuses on the collaborative lesson planning of the Mathematics teachers in the same school through the 'Share Paper' function. Teachers can share papers with teachers in the same school or teachers in other schools that have EdCity teacher accounts.

Sharing Reports

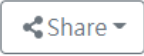
Besides sharing papers, teachers can also share the reports of published papers with the teachers in the same school.

Function	Share within the school	Share with other schools' teacher	Recall sharing
Share Paper	✓	✓	✗
Share Report	✓	✗	✓


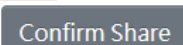
The difference between the 'Share Paper' and 'Share Report' functions are shown in the above table.

Steps of Sharing Reports

The screenshot shows the 'Form 4 Maths Quiz (Week 7)' page. At the top right, it says 'Teacher account 50 | 中 | 家'. Below the navigation bar, there are buttons for 'View Paper / Report', 'My Paper', 'Select Report', and 'Create Paper'. A filter section shows 'Subject: Mathematics Year: 2020 - 2021 Sort By: End Time, descending'. The main content area displays 'Form 4 Maths Quiz (Week 7) / Myself' with a 'Submission: 38 / 45' indicator. Below this, it shows 'Start Time: 2020-10-12 09:00' and 'End Time: 2020-10-18 23:59'. On the right side, there are buttons for 'Recall', 'Report', and 'Share'. The 'Share' button has a dropdown menu with options for 'Paper', 'Report', and 'Share'.

1. Teachers can enter the following page to share reports to other teachers in the same school by clicking  on the right hand side of individual papers, and select [Report](#).

The screenshot shows the 'Share Report - Form 4 Maths Quiz (Week 7)' page. At the top right, it says 'Teacher account 50 | 中 | 家'. Below the navigation bar, there are buttons for 'Main Page / Share', 'Confirm Share', and 'Back'. On the left side, there is a search box labeled 'Enter Name' and a list of recipients with checkboxes. The recipients are: 'Teacher account 53' (checked), 'Teacher account 52' (checked), 'Teacher account 51' (checked), 'Teacher account 49' (unchecked), and 'Teacher account 48' (unchecked). On the right side, there is a table with columns 'English Name' and 'Chinese Name'. The table contains three rows: 'Teacher account 51' (教師戶口 51), 'Teacher account 52' (教師戶口 52), and 'Teacher account 53' (教師戶口 53). Each row has a red trash icon in the first column. At the bottom right, it says '1 - 3 of 3'.

2. Check the boxes of the recipients on the left hand side
3. Click  in the table to recall the sharing of report to any particular recipient
4. Click  on the top right corner

In the above picture, it shows the way that Teacher account 50 shares the report of the paper 'Form 4 Maths Quiz (Week 7)' immediately with the assigned teachers.

Teacher account 52 | 中 | 家

Online Question Bank Mathematics Switch to Student Mode Options

[View Paper / Report](#) [My Paper](#) Select Report Create Paper

Filter Subject: Mathematics Year: 2020 - 2021 Sort By: End Time, descending

Form 4 Maths Quiz (Week 7) / Teacher account 50 Submission: 38 / 45

Test Completed

Start Time: 2020-10-12 09:00 Report Delete

End Time: 2020-10-18 23:59

The shared reports will be saved in the [View Paper / Report](#) page of the recipients, with the report owner name displayed next to the paper title. Teacher can click Report to view the shared reports.

Downloading Reports

Besides sharing reports with each other, subject teachers in the same grade level can also use the 'Download Report' function to consolidate students' learning performance of different classes for further analysis.

Teacher account 50 | 中 | 家

Online Question Bank Mathematics Switch to Student Mode Options

Main Page / Report - Form 4 Maths Quiz (Week 7)

[Score Analysis](#) [Topic Analysis](#) [Level of Difficulty Analysis](#) [Question Analysis](#)

Students' Total Score Comparison

Remarks: students who have not submitted the paper or awaiting manual marking are excluded from the analysis charts above and their records are dimmed in the table.

Table Options Download

Class	Class No.	Student Name	Ranking	Answer Time	Correctness	Score (%)
S4B	39	Student account 39	1	00:00:27	10/10	100
S4B	3	Student account 3	2	00:00:31	10/10	100

In the report page, teachers can download students' learning performance data to an excel file by clicking Download.

	A	B	C	D	E	F	G	H
1	Class	Class No.	Student Name	Ranking	Answer Time	Correctness	Score (%)	
2	S4B	39	Student account 39	1	00:00:27	10/10	100	
3	S4B	3	Student account 3	2	00:00:31	10/10	100	
4	S4B	18	Student account 18	3	00:01:28	10/10	100	
5	S4B	14	Student account 14	4	00:00:27	9/10	90	
6	S4B	37	Student account 37	5	00:00:28	9/10	90	
7	S4B	7	Student account 7	6	00:00:30	9/10	90	
8	S4B	4	Student account 4	7	00:00:32	9/10	90	
9	S4B	5	Student account 5	8	00:00:55	9/10	90	
10	S4B	10	Student account 10	9	00:00:58	9/10	90	
11	S4B	1	Student account 1	10	00:01:19	9/10	90	
12	S4B	12	Student account 12	11	00:00:26	8/10	80	
13	S4B	2	Student account 2	12	00:00:32	8/10	80	
14	S4B	8	Student account 8	13	00:00:36	8/10	80	
15	S4B	40	Student account 40	14	00:00:24	7/10	70	
16	S4B	9	Student account 9	15	00:00:33	7/10	70	
17	S4B	13	Student account 13	16	00:00:36	7/10	70	
18	S4B	21	Student account 21	17	00:00:54	7/10	70	
19	S4B	26	Student account 26	18	00:00:26	6/10	60	
20	S4B	15	Student account 15	19	00:00:28	6/10	60	

Teachers can consolidate the data of different classes in the excel files to make a report of the whole grade level.

Conclusion

By using the 'Share Paper' and 'Share Report' function in the Online Question Bank, teachers no longer use the resources and data feedback of the platform on their own. Through collaborative lesson planning, teachers can share the burdens of the learning, teaching and assessment works together, and enhance the learning and teaching effectiveness of the whole school.