

新校務行政系統（思騰）預約場地說明

1. 在左方欄位中選擇【教職員】中【課表查詢】。



2. 在右方選擇【預約專科教室】，在下方可以由下拉式選單選擇專科教室。再點選預約節次後，選擇班級或填寫活動事由後「存檔」完成預約（毋需再經過審核）。課表中「不開放」時間為正式課程或計畫專屬運用時間。

The screenshot displays the '課表查詢- 預約專科教室' (Class Schedule Query - Reserve Special Classroom) interface. The '預約專科教室' (Reserve Special Classroom) tab is selected. The '選擇專科教室' (Select Special Classroom) dropdown menu is set to '電腦教室二 (開放預約)' (Computer Classroom 2 (Open Reservation)). The '第一節 8:20 ~ 9:05' (1st Period 8:20 ~ 9:05) is circled in red, and the '不開放' (Not Open) status for this period on Wednesday is also circled in red. A '專科教室預約' (Special Classroom Reservation) modal window is open at the bottom, showing a '設定說明' (Setting Instructions) section and input fields for '選擇班級' (Select Class) and '活動事由' (Activity Reason). The '存檔' (Save) and '關閉' (Close) buttons are visible at the bottom right of the modal.

3. 系統設定可預約 14 日內之專科教室，教師只可取消個人預約，如預約後不使用，請事先取消預約，以維其他老師預約權利。若有其他特殊需求再請洽教務處。