User Manual

Learning Management System (LMS)

Sekolah Tinggi Ilmu Ekonomi Pembangunan Tanjungpinang



Pengguna : Dosen

Sekolah Tinggi Ilmu Ekonomi Pembangunan Tanjungpinang

Tanjungpinang

2022

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1. Akses Learning Management System (LMS)

Website Learning Management System (LMS) STIE Pembangunan dapat diakses melalui link url : siakad2.stie-pembangunan.ac.id menggunakan browser Chrome, Mozilla Firefox, Safari. Untuk dapat masuk ke website LMS ini, pengguna wajib memasukan username dan password pada halaman login. Berikut adalah tampilan halaman login pada website LMS :



2. Import Matakuliah ke LMS

Import matakuliah merupakan fitur yang digunakan untuk mendapatkan daftar kelas / matakuliah yang diampu oleh dosen pada semester yang berjalan. Berikut adalah cara untuk melakukan *import* matakuliah / kelas pada LMS :

a. Setelah berhasil *login*, cari *card Learning Management System* (LMS), kemudian pilih *COURSES* seperti gambar dibawah ini :

	ତ୍ର 🖉 Mochammad Rizki Romdoni 10100893301 (Docen)
LEARNING MANAGEMENT SYSTEM (LMS)	Manage LMS related to courses
COURSES All courses available here	FAQ FAQ related to using LMS
COPYRIGHT © 2022 STIE Pernbangunan Tanjungpinang, All rights Reserved	

b. Selanjutnya, klik tulisan "import" yang terdapat seperti gambar dibawah ini :

LMS Main > Dashboard		G	۵	Ç	Mochammad Rizki Romdoni
	Learning Management System Click here fc import rour course	1			
COPYRIGHT @ 2022 STIE Pemba	ngunan Tanjungpinang, All rights Reserved				

c. Jika proses *import* berhasil maka akan muncul daftar matakuliah / kelas seperti gambar dibawah ini :



3. Menambahkan Deskripsi Matakuliah

Setiap matakuliah yang telah berhasil di-*import* memiliki deskripsi *default* seperti pada diatas. Deskripsi matakuliah dapat berisi informasi terkait matakuliah, tujuan yang ingin dicapai, maupun kontrak perkuliahan diawal semester. Untuk itu perlu dilakukan perubahan secara definisi maupun informasi lainnya terkait matakuliah tersebut. Berikut cara untuk merubah deskripsi matakuliah :

- a. Klik salah satu matakuliah / kelas yang ingin diubah deskripsinya.
- b. Halaman yang otomatis muncul saat pertama kali di klik adalah halaman post.
- c. Kemudian dari halaman *post* ini, silahkan diklik tombol *"Show More"* seperti gambar dibawah ini:



 d. Kemudian akan masuk kehalaman *About*. Pada halaman *About* ini, silahkan klik tombol *"Add Description"*. Maka akan muncul modal seperti gambar dibawah ini:

		🕒 Q 🤌 Mochammad Rizki Romdoni 🥑
LMS Main > Dashboard > Course > About		
EUM304 - Sistem Informasi Manajemen W Motammad Rikid Romdoni Manajemen Manajemen Regize Course description is not available. The description of the courses related to this source can be seen on the courses about page	Opps, There's no description about this course can be display. Course description will be display here.	
은 0 Students		
Shortcut Pages Syllabus Forum		
Assignment		
Attendance		

e. Silahkan diisi deksripsi yang diinginkan sesuai dengan matakuliah yang dipilih, kemudian klik tombol "*Save Change*".

out Course										
cription										
Sans Sent \$ Normal	* B I U	Cription of the courses related	to this course car available. The des-	i E E E E	urses about pag	ge. Course desc	ription is not availa xe seen on the cour	ole. The description o ses about page. Cou	f the courses related se description is not a	to this available.
Cover			ouraca about page	a						
SUMING TEAM?	Required image C:\ fakepath\T i	resolution 800x400, image size NG FC.jpg	300kb.							
	Choose File	TNG FC.jpg								
									Save	Chang

f. Maka deskripsi matakuliah berhasil diubah seperti gambar dibawah ini.

	G Q 🖉 Mochammad Rizki Romdoni 🥰
MS Main > Dashboard > Course > Abo	ut
Ourse about updated successfully. Ourse about updated succ	
EUM304 - Sistem Informasi Manajemen by Moshammad Ricki Romdoni Manajemen Pagi/2 Course description is not available. The description of the courses related to this course can be seen on the courses about page R, 0 Students	About : Course description is not available. The description of the courses related to this course can be seen on the courses about page. Course description is not available. The description of the courses related to this course can be seen on the courses about page. Course description is not available. The description of the courses related to this course can be seen on the courses about page. Course description is not available. The description of the courses related to this course can be seen on the courses about page. Course description is not available. The description of the courses related to this course can be seen on the courses about page. Course description is not available. The description of the courses related to this course can be seen on the courses about page.
Shortcut Pages	
Syllabus	
Forum	
Assignment	

4. Halaman Post

Halaman *Post* merupakan halaman yang digunakan untuk membuat tulisan yang berisi informasi atau pengumuman terkait matakuliah / kelas yang dipilih.

	C Q 🖉 Mochammad Rizki Romdoni 🌈
Course Main > Dashboard > Course	
Create a Post	Post #3 : Image: by Mochammad Rizki Romdoni - 1010068301 30 seconds ago POST #3 : Course description is not available. The description of the courses related to this course can be seen on the courses about page. Course description is not available. The description of the courses related to this course can be seen on the courses about page. Course description is not available. The description of the courses related to this course can be seen on the courses about page. Course description is not available. The description of the courses related to this course can be seen on the courses about page.
Course description in tot available. The description of the courses related to this course can be seen on the courses about p \$\mathcal{R}_n\$ 0 Students Show More	Post #2 Post #2 Post #2
Shortcut Pages Syllabus Forum	Course description is not available. The description of the courses related to this course can be seen on the courses about page. Course description is not available. The description of the courses related to this course can be seen on the courses about page. Course description is not available. The description of the courses related to this course can be seen on the courses about page. Course description is not available. The description of the courses related to this course can be seen on the courses about page. Course description is not available. The description of the courses related to this course can be seen on the courses about page.
Assignment Attendance	Post #1 : Image: Image: Display the provided of the course of
COPVRIGHT © 2022 STIF Perchangunan Tanjung	D Show Comments

a. Menambahkan Post

Untuk menambahkan postingan atau membuat tulisan / pengumuman pada halaman *post* dapat dilakukan dengan menekan tombol "*Create a Post*" seperti pada gambar dibawah ini.



Kemudian akan muncul halaman dialog yang digunakan untuk menuliskan postingan seperti gambar dibawah ini :

New Post	×
Title	
Content	
Write Your Description	
	B I <u>U</u> = %
	Publish

b. Edit Post

Untuk mengubah tulisan pada postingan, silahkan pilih postingan yang akan diubah, kemudian klik tanda titik tiga pada pojok kanan dari judul postingan seperti gambar dibawah ini :



Maka akan muncul halaman edit post seperti gambar dibawah ini :

	🕒 Q. 🔑 Mochammad Rizki Romdoni 🌠 Inticeescri (Cosera)
Durse Main > Dashboard > Course > P	ost. > Edit
Create a Post	Mochammad Rizki Romdoni April 28,2022 Trie
	Post #3
EUM304 - Sistem Informasi Mana iemen	Content
🕖 by Mochammad Rizki Romdoni	Sans Serif : Normal : B I U O A M X' X, H1 H2 39 4> = = = + ? = - % = B I I I I
Manajemen Pagi/2	POST #3 Course description is not available. The description of the courses related to this course can be seen on the courses about page. Course
Course description is not available. The description of the courses related to this	description is not available. The description of the courses related to this course can be seen on the courses about page. Course description is not available. The description of the courses related to this course can be seen on the courses about page.
course can be seen on the courses about p	
	Save Changes
25 0 Students Show More	
Shortcut Pages	
Syllabus	
Forum	
Assignment	
Attendance	

c. Hapus Post

Untuk menghapus postingan, silahkan pilih postingan yang akan dihapus, kemudian klik tanda titik tiga pada pojok kanan dari judul postingan seperti gambar dibawah ini :



Maka akan muncul tampilan modal dialog konfirmasi seperti gambar dibawah ini, jika ingin menghapus maka silahkan tekan tombol "*Yes, Delete Now*".

		G Q P Mochammad Rizki Romdoni
Course Main > Dashboard > Course		
	SISTEM INFORMASI MANAJEMEN Delete? X Are you sure want to delete this post and it's details? Ves, Delete Now	
ල් Create a Post	Post #3	:
EUM304 - Sistem Informasi Manajemen 🕐 by Mochammad Rizki Romdoni	POST #3 Course description is not available. The description of the courses related to this course or description is not available. The description of the courses related to this course can be so is not available. The description of the courses related to this course and be seen on the courses related to this course is a set of the course related to the course of the course related to the course of the course related to the course of the course o	an be seen on the courses about page. Course een on the courses about page. Course description courses about page.
Manajemen Pagi/2 Course description is not available. The description of the courses related to this	D Show Comments	

5. Halaman Syllabus

Merupakan halaman yang digunakan untuk memuat materi perkuliahan disetiap pertemuan.

		C Q P Mochammad Rizki Romdoni
Meeting Main > Dashboard > Course > S	yllabus	
Meeting	Opps, There's no syllabus can be display on this meeting. Syllabus for this meeting will display be here.	
Manajemen V Nochammad Rizki Romdoni Manajemen Pagi/2 Course description is not available. The		
description of the courses related to this course can be seen on the courses about p 유, D Students Show More		
Shortcut Pages		
Syllabus Forum		

a. Menambahkan Silabus

Untuk membuat silabus pada setiap pertemuan, maka silahkan untuk dipilih pertemuan yang akan dibuatkan silabus atau materinya.

eeting Main & Dashboard & Course &	Sullabure	🕒 Q 🧬 Mochammad Rizki Romdoni 🏹 IDIDOBISDI (Dosen)
Ist Meeting Ist Me	Opps, There's no syllabus can be display on this meeting. Syllabus for this meeting will display be here.	
14th Meeting 15th Meeting 15th Meeting 15th Meeting % 0 Students Show More Shortcut Pages Syllabus		

Setelah memilih pertemuan, kemudian klik tombol *"Create a Syllabus",* maka akan muncul tampilan seperti dibawah ini :

eting Main > Dashboard > Course >	Svilabus 3 Edit
5	
UM304 - Sistem Informasi Ianajemen	Mochammad Rizki Romdoni April 28, 2022
by Mochammad Rizki Romdoni	1st Meeting
Manajemen Pagi/2	Title
ourse description is not available. The escription of the courses related to this	
ourse can be seen on the courses bout p	Content Sans Serif ◆ Normal ◆ BIUS ▲ ▲ ★ X ² X ₂ Ht Hz 39 40 日 三 三 드 ・ 11 三 �6 回 日 fx 五
0 Students Show More	
	Save Channer
hortcut Pages	
Meeting	Attachment : + Add File
Forum	
Assignment	
Attendance	

Pada halaman untuk membuat silabus, pengguna dapat meng-*upload file* seperti *word, excel, powerpoint*,pdf, dll untuk dimasukan ke halaman silbus. Untuk menambahkan file, maka pengguna dapat menekan atau klik tulisan *"Add File"* seperti gambar diatas.

b. Edit Silabus

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Untuk edit silabus, silahkan pilih tombol edit seperti gambar dibawah ini :

	ତ୍ର 🖉 Mochammad Rizki Romdoni 🌈 1010088301 (Dosen)
Syllabus	
Pengantar by Mochammad Rizki Romdoni - 1010088301 1 week ago	: @ Edit
Attachment :	
2527 UND Sosialisasi.pdf © 1 Views	
	Syllabus Pengantar y Mochammad Rizki Romdoni -1010088301 1 week ago Attachment i 2527 UND Sosialisasi.pdf ◊ 1 Views

c. Fitur Views

12

Merupakan fitur yang digunakan untuk melihat pengguna yang telah membuat atau melihat silabus yang dibuat. Untuk melihat pengguna yang telah membuat silabus tersebut, maka silahkan diklik tulisa *"Views"* pada bagian bawah dari silabus seperti gambar dibawah ini:

	C Q 🖓 Mochammad Rizki Ron 1010088301 (C	ndoni 🌈
1eeting Main > Dashboard > Course >	yllabus	
Meeting Value Va	Pengantar	÷
EUM304 - Sistem Informasi Manajemen by Mochammad Rubi Romdoni Mangamen Pag/2; Thuraday,1500 - 720 W IB Course description is not available. The description of the courses related to this routes can be seen on the courses about p	Attachment : 2527 UND Sosialisasi.pdf © 1 Views	
Rs 34 Students Show More Shortcut Pages Syllabus		

Sehingga muncul tampilan seperti gambar dibawah ini :

	⊚ 1 Views	×	🕒 Q 🧬 Mochammad Rizki Romdoni 🚺
eeting Main > Dashboard > Course > 3	Agnes Alviwi Shofani - 19612048	11 seconds ago	
Meeting 1st Meeting ~	Pengantar		1
EUM304 - Sistem informasi Manajemen Sey Mochemmad Rubi Romdoni Maratemen Pagi/2 Trunday 1800 - 7700 Will Course description is not available. The description of the courses related to this course can be seen on the courses about p R, 34 Students Show More	Attachment : 2527 UND Sosialisasi.pdf © 1 Views		
Shortcut Pages Syllabus			

6. Halaman Forum

Merupakan halaman yang digunakan untuk memanajemen forum terkait diskusi suatu topik. Topik yang dibahas biasanya terkait dengan kelas / matakuliah yang diampu oleh dosen bersangkutan.

- a. Menambahkan Forum
 - Masuk ke halaman forum,
 - Klik tombol "Create a Forum",

	G Q 🤌 Mochammad Rizki Romdon 1010085301 (Docen	ni (
rum Main > Dashboard > Course > Fo	aun 2	
🕑 Greate a Forum	Forum #3	:
	by Mochammad Rizki Romdoni - 1010098301 11 seconds ago	
UM304 - Sistem Informasi	Course description is not available. The description of the courses related to this course can be seen on the courses about page. C description is not available. The description of the courses related to this course can be seen on the courses about page.	ours e
🗖 ana jemen 🌀 by Mochammad Rizki Romdoni	Course description is not available. The description of the courses related to this course can be seen on the courses about page. C description is not available. The description of the courses related to this course can be seen on the courses about page.	ourse
Manajemen Pagi/2 Thursday, 15:00 - 17:00 W IB		
ourse description is not available. The lescription of the courses related to	L) Show Conments	
his course can be seen on the courses bout p	Forum #2	:
34 Students Show More	by Mochammad Rizki Romdoni - 1010088301 31 seconds ago	
	Course description is not available. The description of the courses related to this course can be seen on the courses about page. C description is not available. The description of the courses related to this course can be seen on the courses about page.	ourse
hortcut Pages Step 2	D Show Comments	
Syllabus		
Forum	Forum #1	:
Assignment	🕜 by Mochammad Rizki Romdoni - 1010088301 58 seconds ago	

– Masukan judul topik dan isi (*Content*) yang akan didiskusikan.

w Forum															
ic															
orum #1															
tent															
Sans Serif 🔹	Normal	÷ В	ΙU	0 A 3		H1 H2 9	φ ⊫	= = =	·1 =	• • B	$f_x = T_x$				
Course descrip course can be	tion is not seen on th	avaîlable. e courses	The descri about pag	iption of th re.	e courses re	lated to this c	ourse can b	e seen on th	e courses ab	out page. Cou	rse descriptio	n is not availabl	e. The descriptic	on of the cour:	ses related to this
														C	Create Forum

– Setelah selesai mengisi topik dan konten forum, kemudian klik tombol

"Create Forum",

– Forum berhasil dibuat.

b. Komentar Forum

Untuk melihat komentar atau pembahasan terkait forum, silahkan klik tombol "Show Comments" yang terdapat pada bagian bawah dari *card forum* seperti gambar dibawah ini :

	८ व् 🖓 Mochammad Rizki Romdoni 👔	7.
orum Main > Dashboard > Course > For	um	
🕑 Create a Forum	Forum #3 S by Mochammad Rizki Romdoni - 1010088301 11 seconds ago	:
2UM304 - Sistem Informasi Manajemen	Course description is not available. The description of the courses related to this course can be seen on the courses about page. Course description is not available. The description of the courses related to this course can be seen on the courses about page. Course description is not available. The description of the courses related to this course can be seen on the courses about page. Course description is not available. The description of the courses related to this course can be seen on the courses about page.)
Thursdemen Pagi/2 Thursday, 1500 - 77.00 WIB Course description is not available. The description of the courses related to his course con the seen on the courses	Show Comments	
about p	Forum #2	:
및 34 Students Show More	Workammad Rizki Romdoni - 101008301 [3] seconds ago Course description is not available. The description of the courses related to this course can be seen on the courses about page. Course description is not available. The description of the courses related to this course can be seen on the courses about page.	9
ihortcut Pages	Show Comments	
Syllabus		
Forum Assignment	Forum #1	:

Maka, akan tampilan halaman komentar seperti berikut ini:

	C Q 🖓 Mochammad Rizki Romdoni 1010098301 (Dosen)
rum Comments Main > Dashboard	> Course > Forum > Forum Comments
EUM304 - Sistem informasi Manajemen to the Mochammad Rizki Romdoni Manajemen Pag/2 Thursdey, 1800 - 1700 Will Course description of the courses related to this course can be seen on the courses about p R, 34 Students Show More	Forum #3 by Machammad R288 Rendovi - 1010088301 4 hours ago Course description is not available. The description of the courses related to this course can be seen on the courses about page. Course description is not available. The description of the courses related to this course can be seen on the courses about page. Course description is not available. The description of the courses related to this course can be seen on the courses about page. Course description is not available. The description of the courses related to this course can be seen on the courses about page. Course description is not available. The description of the courses related to this course can be seen on the courses about page. Course description is not available. The description of the courses related to this course can be seen on the courses about page.
Shortcut Pages Syllabus Forum Assignment	Mochammad Rizki Romdoni - 1010088301 I second ago Course description is not available. The description of the courses related to this course can be seen on the courses about page. Course description is not available. The description of the courses related to this course can be seen on the courses about page.
Attendance	LEAVE A COMMENT
	Comment

- c. Edit Forum
 - Masuk ke halaman forum,
 - Pilih salah satu forum yang ingin diubah

	G Q 🖉 Mochammad Rizki Borndoni Didoesaoi (Docen)	۶.
wum Main > Dashboard > Course > Fe	yrum	
(2) Create a Forum EUM304 - Sistem Informasi Manajemen @ by Mochammad Rike Romdoni Manajemen Pag/2 Turunday, 1800 - 700 W III	Forum #3 So by Mochammad Rizk Romdoel - 1010088301 11 seconds ago Course description is not available. The description of the courses related to this course can be seen on the courses about page. Course description is not available. The description of the courses related to this course can be seen on the courses about page. Course description is not available. The description of the courses related to this course can be seen on the courses about page. Course description is not available. The description of the courses related to this course can be seen on the courses about page. Course description is not available. The description of the courses related to this course can be seen on the courses about page.) Jrse
Course description is not available. The description of the courses related to this course can be seen on the courses boot n	D Show Commenta	
R 34 Students Show More	Forum #2 for by Mochammad Rizki Romdoni - 1010048301 31 accords app Course description is not available. The description of the courses related to this course can be seen on the courses about page. Co- description is not available. The description of the course related to this course can be seen on the courses about page.	: Irse
ihortcut Pages	D Show Comments	
Forum	Forum #1	:
Assignment	o by Mochammad Rizki Romdoni - 1010088301 58 seconds ago	

d. Hapus Forum

- Masuk ke halaman forum,
- Pilih salah satu forum yang ingin hapus.

	G Q 🖓 Mochammad Rizki Romdoni 👔	7.
rum Main > Dashboard > Course > Fo	лит	
🕑 Create a Forum	Forum #3	•
EUM304 - Sistem Informasi Manajemen 📀 by Mochammad Rizki Romdoni	Couse transport in the wailable. The description of the courses related to this course can be seen on the courses about page. Course description is not available. The description of the courses related to this course can be seen on the courses about page.	J
Managemen Pag/2 Thursday, 1500 - 17000 HB Course description is not available. The description of the courses related to his course can be seen on the courses	D Show Comments	
R, 34 Students Show More	Forum #2	:
Shortcut Pages	Course description is not available. The description of the courses related to this course can be seen on the courses about page. Course description is not available. The description of the courses related to this course can be seen on the courses about page.	
Syllabus		
Forum Assignment	Forum #1 C by Mochammad Rizki Romdoni - 1010088301 58 accords ago	:

7. Halaman Assignment

Merupakan halaman yang digunakan untuk memanajemen assignment / submission terkaitTugas (Classwork) individu atau kelompok, kuis (Quiz), UTS (Middle Exam), dan UAS (Final Exam). Untuk masuk ke halaman forum dapat dengan cara klik tombol forum seperti gambar dibawah ini :

- a. Menambahkan Assignment
 - Masuk ke halaman assignment,
 - Klik tombol "Create a Assignment",

	e na antinen a fernan d	-
ignment Main > Dashboard > Cours	e > Assignment	
🕑 Create a Assignment	Assignment #2	:
Overall Grade Calculation	🕐 by Mochammad Rizki Romdoni - 1010088301 30 minutes ago	
	Classwork (Group) Due date : 29 April 2022, 12:00 WIB	
IIMZ06 - Sistem Informaci	Course description is not available. The description of the courses related to this course can be seen on the courses about page. Course description is not available. The description of the courses related to this course can be seen on the courses about page.	
Aanajemen	Attachment :	
💋 by Mochammad Rizki Romdoni	Show Submission	
Manajemen Pagi/2 Thursday, 15:00 - 17:00 W IB		
ourse description is not available. The lescription of the courses related to this	Assignment #1	:
ourse can be seen on the courses bout p	🚱 by Mochammad Rizki Romdoni - 1010088301 32 minutes ago	
	Classwork (Individual) Due date : 29 April 2022, 12:00 WIB	
% 34 Students Show More	Course description is not available. The description of the courses related to this course can be seen on the courses about page. Course description is not available. The description of the courses related to this course can be seen on the courses about page.	
	Attachment :	
hortcut Pages	() Show Submission	

Masukan judul assignment (*Title*), kategori (*Category*), batas waktu (*Due Date*), waktu muncul dihalaman mahasiswa (*Available On*), deskripsi assignment (*Description*).

e	Category
Assignment #3	Quiz
e Date	Available On
1022-04-29 12:00	2022-04-28 12:00
scription	
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anment Main > Dashboard > Cours	se) ásianment	
New assignment created successfully.	er finderig er transit	
🖉 Create a Assignment	Assignment #3	:
Overall Grade Calculation	🕼 by Mochammad Rizki Romdoni - 1010088301 1 second ago	
	Quiz Due date : 29 April 2022, 12:00 W1B	
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- b. Edit Assignment
 - Masuk ke halaman assignment,
 - Pilih salah satu jenis assignment yang ingin diubah.

signment Main > Dashboard > Course	> Assignment	
🖉 Create a Assignment	Assignment #2	:
Overall Grade Calculation	🕝 by Mochammad Rizki Romdoni - 1010088301 46 minutes ago	👌 Add Attachment
	Classwork (Group) Due date : 29 April 2022, 12:00 WIB	0% Edit
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EUM304 - Sistem Informasi Manajemen	description is not available. The description of the courses related to this course can be seen on the courses about (Attachment :	D Delete
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- c. Hapus Assignment
 - Masuk ke halaman assignment,
 - Pilih salah satu jenis assignment yang ingin hapus.

ignment Main > Dashboard > Cour	se > Assignment	
🕜 Create a Assignment	Assignment #2	:
Overall Grade Calculation	👩 by Mochammad Rizki Romdoni - 1010088301 46 minutes ago	🚓 Add Attachment
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hortcut Pages	Attachment : @ Show Submission	

d. Submission

Subumission adalah file atau document yang dikirim oleh mahasiswa sebagai bentuk jawaban atas assignment yang dibuat oleh dosen. Berikut cara untuk melihat daftar submission yang dikirim oleh mahasiswa:

- Masuk ke halaman assignment,
- Pilih salah satu jenis assignment yang ingin dilihat, klik "Show Submission",

signment Main > Dashboard > Cours	se > Audgrimment	
🕑 Create a Assignment	Assignment #2	:
Overall Grade Calculation	🕖 by Mochammad Rizki Romdoni - 1010088301 30 minutes ago	
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R 34 Students Show More	Casswork (individua) Due der : 29 April 2022, 1200 Will Course description is not available. The description of the courses related to this course can be seen on the courses about page. Course description in out available. The description of the courses related to this course can be seen on the courses about page.	
	Attachment :	

Setelah dipilih, maka akan muncul daftar *submission* yang dikirim oleh mahasiswa.



e. Add Point

19

Merupakan fitur yang digunakan untuk memberikan penilaian disetiap *submission* yang dikirim oleh mahasiswa berdasarkan kategori *assignment* yang diberikan. Adapun *point* yang diberikan tersebut akan dihitung secara otomatis oleh sistem yang nantinya akan digunakan sebagai laporan hasil pembelajaran mahasiswa. Berikut cara untuk memberikan penilaian / *point* pada *submission* yang dikirim oleh mahasiswa :

- Masuk ke halaman assignment,
- Pilih salah satu jenis assignment yang ingin diperiksa, klik "Show Submission",

🕑 Create a Assignment	Assignment #2	:
Overall Grade Calculation	🕜 by Mochammad Rizki Romdoni - 1010088301 30 minutes ago	
	Classwork (Group) Due date : 29 April 2022, 12:00 WIB	
UM304 - Sistem Informasi	Course description is not available. The description of the courses related to this course can be seen on the courses about page. Course description is not available. The description of the courses related to this course can be seen on the courses about page.	
lanajemen	Attachment :	
by Mochammad Rizki Romdoni	© Show Submission	
tanajemen Pagi/2 hursday, 15:00 - 17:00 WTB		
surse description is not available. The scription of the courses related to this	Assignment #1	:
rurse can be seen on the courses yout p	o by Mochammad Rizki Romdoni - 1010088301 32 minutes ago	
	Classwork (Individual) Due date: 29 April 2022, 12:00 WIB	
34 Students Show More	Course description is not available. The description of the courses related to this course can be seen on the courses about page. Course description is not available. The description of the courses related to this course can be seen on the courses about page.	
	Attachment:	

Setelah dipilih, maka akan muncul daftar submission yang dikirim oleh mahasiswa. Untuk memberikan penilaian / point, silahakn klik tombol
 "Add Point" seperti gambar dibawah ini, maka akan muncul modal dialog seperti gambar dibawah ini.

	G Q 🖓 Mochammad Rizki Romdoni 🌠
bmission Main > Dashboard > Cour	se > Assignment > Submission
🕑 Create a Assignment	Assignment #2
Overall Grade Calculation	ty Modnammad Riski Romdoni -1010088301 34 minutes sgo Casswork (Group) Dae date: 29 April 2002, 12:00 WIB
EUM304 - Sistem Informasi Manajemen by Modammad Ritki Bendoni Manajemen Bagi/2 Thursday, 1809 - 77:00 WiB Ourse description is not available. The description of the courses related to this course can be seen on the courses about p R, 34 Students Show More Shortcut Pages Syllabus Forum	Course description is not available. The description of the courses related to this course can be seen on the courses about page. Course description is not available. The description of the courses related to this course can be seen on the courses about page. Course description is not available. The description of the courses related to this course can be seen on the courses about page. Course description is not available. The description of the courses related to this course can be seen on the courses about page. Course description is not available. The description of the courses related to this course can be seen on the courses about page. Course description is not available. The description of the courses related to this course can be seen on the courses about page. Course description is not available. The description of the courses related to this course can be seen on the courses about page. Course description is not available. The description of the courses related to this course can be seen on the courses about page. Course description is not available. The description of the courses related to this course can be seen on the courses about page. Course description is not available. The description of the courses related to this course can be seen on the courses about page. Course description is not available. The description of the courses related to this course can be seen on the courses about page.
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bmission Main ⇒ Deathboard ⇒ Cour gl Create a Assignment Overall Crade Calculation BUM304 - Sistem Informasi Manajemen © by Modemmed Blubi Romdoni Manajemen Show More Showtcut Pages Syllabus	e) Addrement & Submission c) Constant Addrement & Submission c) Constant Addrement & Submission c) Addrement & Submission c) Constant Addrement & Submission c) Consta

 Setelah berhasil memasukan nilai, maka pada submission mahasiswa akan terdafta *point* yang telah diberikan. *Point* tersebut akan dihitung secara otomatis oleh sistem.

	🕒 Q 🖓 Mochammad Rizki Romdoni 🌠
bmission Main > Dashboard > Cours	e > Assignment > Submission
9 Point added successfully.	
🕑 Create a Assignment	Assignment #2
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🖉 by Mochammad Rizki Romdoni	
Manajemen Pagi/2 Thursday, 15:00 - 17:00 WIB	Agnes Alviwi Shofani - 19612048
Course description is not available. The description of the courses related to this course can be seen on the courses about p	2 minut Turned N Point : 90
% 34 Students Show More	0
	Course description is not available. The description of the courses related to this course can be seen on the courses about page. Course description is not available. The description of the courses related to this course can be seen on the courses about page.
Shortcut Pages	🕑 Edit Point
Syllabus	

f. Overall Grade Calculation

Merupakan fitur untuk melihat daftar nilai mahasiswa. Nilai yang terdapat pada halaman tersebut merupakan nilai yang sudah dihitung secara otomatis berdasarkan point yang diberikan disetiap submission mahasiswa.

				C C	کې Mochammad	Rizki Romdoni 10088301 (Dosen)	۶.
MS Main > Dashboard > Course > Assig	gnment > C	iverall Grade Calculation					
EUM304 - Sistem Informasi Mana jemen	Overa	II Grade Calculation					:
🖉 by: Mochammad Rizki Romdoni	The gra Middle	de calculation component according this class Exam 20% , Final Exam 25%	/ course consists of C	laswork (individual)	20% , Classwork (Group	Expot to SIAKA Print	.D
Manajemen Pagi/2 Thursday, 15:00 - 17:00 WIB	Grac Σ 86	de - 100 (>=86) equais Α , Σ 70 - 85 (>=70) equais	B , Σ 55 - 69 (>=55) ec	quals C , Σ 40 - 54 (;	×=40) equals D and Σ 0) - 39 (<=39)	
description of the courses related to this course can be seen on the courses about o	equa	is E.		• • • •			
, 34 Students Show More	8	STUDENTS	CLASSWORK (INDIVIDUAL)	CLASSWORK (GROUP)	QUIZ	MI DDLE EXAM	
	1	Anthony Benedict Gerard Danker 19612092	0.00	0.00	0.00	0.00	(
Shortcut Pages	2	Doni Saputra 19612058	0.00	0.00	0.00	0.00	(
Syllabus	3	Amril Ikbal 19612049	0.00	0.00	0.00	0.00	(
Assignment	4	Hocky Sofian 18612117	0.00	0.00	0.00	0.00	(
Attendance	5	Doni Andika 19612057	0.00	0.00	0.00	0.00	(
	6	Anggia Erdamsyah Putri 19612050	0.00	0.00	0.00	0.00	(

g. Export to SIAKAD

Export nilai merupakan fitur yang digunakan untuk mengirim data nilai mahasiswa ke SIAKAD. Syarat untuk mengirimkan data nilai mahasiswa adalah semua komponen nilai wajib diisi. Adapun komponen nilai adalah Tugas Individu (*Classwork Indinvidual*), Tugas Kelompok (*Classwork Group*), Kuis (*Quiz*), UTS (*Middle Exam*), dan UAS (*Final Exam*). Berikut cara untuk melakukan *export* nilai :

- Masuk ke halaman assignment,
- Klik tombol "Overall Grade Calculation",

	C Q 🖉 Mochammad Rizki Romdoni httocolisti Ucoreni	٢.
signment Main > Dashboard > Cour	se > Assignment	
🕑 Create a Assignment	Assignment #2	:
Overall Grade Calculation	o by Mochammad Rizki Romdoni - 1010088301 9 minutes ago	
	Classwork (Group) Due date : 29 April 2022, 12:00 WIB	
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ourse description is not available. The lescription of the courses related to this	Assignment #1	:
ourse can be seen on the courses bout p	6 by Mochammad Rizki Romdoni - 1010088301 10 minutes ago	
	Classwork (IndIvidua) Due date : 29 April 2022, 12:00 WIB	
2, 34 Students Show More	Course description is not available. The description of the courses related to this course can be seen on the courses about page. Course description is not available. The description of the courses related to this course can be seen on the courses about page.	
	Attachment :	
Shortcut Pages	© Show Submission	
Syllabus		
Forum		

- Klik tombol "Export to SIAKAD" seperti gambar dibawah ini. Syarat untuk melakukan export nilai adalah harus mengisi semua komponen penilaian. Komponen penilaian tersebut sebenarnya sudah terisi secara otomasi dari hasil point yang diberikan setiap submission yang dikirim oleh mahasiswa berdasarkan katergoi assignment yang diberikan.

				εq	e Mochammad	Rizki Romdoni 1010088301 (Dosen)	٢.
MS Main > Dashboard > Course > Assi	nment > Overall Grade Cal	culation					
EUM304 - Sistem Informasi Manajemen	Overall Grade Calc	ulation					-
by Mochammad Rizki Romdoni	The grade calculation component according this class / course consists of Claswork (individual) 2006, Clasework (Grout Middle Exam 2006, Final Exam 2006					Expot to SIAKAI Print	2
Thursday, 15:00 - 17:00 WIB	Grade						
Course description is not available. The description of the courses related to this course can be seen on the courses about o	Σ 86 - 100 (>≂86) equ equals E .	als Α, Σ 70 - 85 (>=70) equals	<mark>Β</mark> , Σ 55 - 69 (>=55) eq	uals <mark>C</mark> , Σ 40 - 54 (>=z	i0) equals <mark>D</mark> and Σ	0 - 39 (<=39)	
, 34 Students Show More	# STUDENTS		CLASSWORK [INDIVIDUAL]	CLASSWORK (GROUP)	QUIZ	MI DDL E EXAM	
	1 of Antho	y Benedict Gerard Danker	0.00	0.00	0.00	0.00	
Shortcut Pages	2 0 Doni S	aputra	0.00	0.00	0.00	0.00	
Syllabus	3 of Amril 1961204	kbal	0.00	0.00	0.00	0.00	
Assignment	4 (7 Hocky 18612117	Sofian	0.00	0.00	0.00	0.00	
Attendance	5 5 Doni A	ndika	0.00	0.00	0.00	0.00	
	6 🕜 Anggi	a Erdamsyah Putri	0.00	0.00	0.00	0.00	

Jika proses *export* berhasil dilakukan, maka akan muncul pesan *"Student grades exported successfully to the SIAKAD.*

22

h. Print Nilai

Daftar nilai merupakan akumulasi hasil penilaian terhadap assignment yang dikerjakan oleh mahasiswa. Bentuk nilai assignment antara lain Classwork (Individual), Classwork Group, Quiz, Middle Exam, Final Exam. Untuk mencetak (print) daftar nilai mahasiswa dapat dilakukan dengan cara berikut ini :

- Masuk ke halaman assignment,
- Klik tombol "Overall Grade Calculation",

	G Q 🖓 Mochammad Rizki Romdoni 1010068301 (Dosen)	٢.
ignment Main > Dashboard > Cours	se > Assignment	
🕑 Create a Assignment	Assignment #2	:
Overall Grade Calculation	o by Mochamimad Rizki Romdoni - 1010088301 9 minutes ago	
	Classwork (Group) Due date: 29 April 2022, 12:00 WIB	
UM304 - Sistem Informasi Ianajemen	Course description is not available. The description of the courses related to this course can be seen on the courses about page. Course description is not available. The description of the courses related to this course can be seen on the courses about page. Attachment :	
by Mochammad Rizki Romdoni	© Show Submission	
Manajemen Pagi/2 Fhursday, 15:00 - 17:00 WTB		
ourse description is not available. The escription of the courses related to this	Assignment #1	:
ourse can be seen on the courses bout p	🕐 by Mochammad Rizki Romdoni - 1010088301 10 minutes ago	
	Classwork (Individual) Due date : 29 April 2022, 12:00 WIB	
, 34 Students Show More	Course description is not available. The description of the courses related to this course can be seen on the courses about page. Course description is not available. The description of the courses related to this course can be seen on the courses about page.	
	Attachment :	
nortcut Pages	@ Show Submission	
Syllabus	·	
F		

 Maka akan muncul halaman daftar nilai mahasiswa. Nilai yang terdaftar pada table daftar nilai adalah nilai yang telah dihitung secara otomatis dari hasil point penilaian disetiap *submission* mahasiswa sesuian dengan kategori *assignment* yang diberikan,

				6 0	Mochamm	ad Rizki Romdoni 1010088301 (Dosen)	٢.
AS Main > Dashboard > Course > Assig	gnment > 0	verall Grade Calculation					
EUM304 - Sistem Informasi Manajemen	Overa	ll Grade Calculation					:
by Mochammad Rizki Romdoni	The gra Middle	de calculation component according this class Exam 20% , Final Exam 25%	s / course consists of C	laswork (Individual)	20% , Classwork (Gr	oup) 15%, Quiz 20%,	
Thursday, 15:00 - 17:00 WIB	Grad	le					
Course description is not available. The description of the courses related to this course can be seen on the courses about p	Σ86 equa	100 (>=86) equals Α , Σ 70 - 85 (>=70) equals is Ε.	<mark>Β</mark> ,Σ55-69 (>=55) ec	quals <mark>C</mark> , Σ 40 - 54 (>	=40) equals <mark>D</mark> and	Σ 0 - 39 (<=39)	
% 34 Students Show More	#	STUDENTS	CLASSWORK (INDIVIDUAL)	CLASSWORK (GROUP)	QUIZ	MI DDL E EXAM	
	1	Anthony Benedict Gerard Danker 19612092	0.00	0.00	0.00	0.00	
Shortcut Pages	2	Doni Saputra 19612058	0.00	0.00	0.00	0.00	(
Syllabus	3	Mmril Ikbal 19612049	0.00	0.00	0.00	0.00	(
Forum	4	Hocky Sofian 18612117	0.00	000	0.00	0.00	(
Attendance	5	Doni Andika 19612057	0.00	0.00	0.00	0.00	(
	6	Anggia Erdamsyah Putri	0.00	0.00	0.00	0.00	

Untuk mencetak daftar nilai tersebut, silahkan klik tombol *print* seperti gambar dibawah ini.

				G Q	Mochamma	ad Rizki Romdoni 1010088301 (Dosen)			
MS Main > Dashboard > Course > Assi	gnment > O	verall Grade Calculation							
EUM304 - Sistem Informasi Manajemen	Overa	II Grade Calculation					:		
🕜 by Mochammad Rizki Romdoni	The gra Middle	The grade calculation component according this class / course consists of Claswork (Individual) 20%, Classwork (Or up) Middle Exam 20%, Final Exam 25%							
Manajemen Pagi/2 Thursday, 15:00 - 17:00 WIB									
Course description is not available. The description of the courses related to this course can be seen on the courses about p	Σ 86 equa	-100 (>=86) equals A , Σ 70 - 85 (>=70) equals Is E .	<mark>Β</mark> , Σ 55 - 69 (>=55) er	quals <mark>C</mark> , Σ 40 - 54 (>:	=40) equals D and	Σ 0 - 39 (<=39)			
8, 34 Students Show More	в	STUDENTS	CLASSWORK (INDIVIDUAL)	CLASSWORK (GROUP)	QUIZ	MI DDLE EXAM			
	1	Anthony Benedict Gerard Danker 19612092	0.00	0.00	0.00	0.00	C		
Shortcut Pages	2	Doni Saputra 19612058	0.00	0.00	0.00	0.00	[
Syllabus	3	Amril Ikbal 19612049	0.00	0.00	0.00	0.00	[
Assignment	4	Hocky Sofian 18612117	0.00	0.00	0.00	0.00			
Attendance	5	Doni Andika 19612057	0.00	0.00	0.00	0.00			
	Б	Anggia Erdamsyah Putri 19612050	0.00	0.00	0.00	0.00			

Adapun bentuk hasil daftar nilai yang akan dicetak seperti gambar dibawah ini.

١	Sekolah Tinggi Jalan Raja Haji F Website : stie-pe	l Imu Ekonomi Tanjungpinang isabilillah NO. 34 - Tanjungpinang mbangunan.ac.id Telp. (0771)-7330838									
AFTAR	NILAI MAHASIS	WA									
rogram Studi : MANAJEMEN Tahun Akademik: Ganjil 202/2022 enjang : SI Hari / Tanggal : Thu, 28 April 2022 Gde Matakuliah: : EUM304 Jarn : 1500 000 VIIB relakuliah: : SITEM INFORMASI MANAJEMEN Ruang : PACI/2 WIT/SKS/Kelas : 5 / 3 / PAGI/2 Dosen Pengajar : MOCHAMMAD RIZKI ROMDONI											
NO	NIM	NAMA MAHASISWA		NILAI							
			TUGAS 1	TUGAS 2	QUIZ	UTS	UAS	NILAI ANGKA	NILAI HURUF		
1	19612092	ANTHONY BENEDICT GERARD DANKER	0.00	0.00	0.00	0.00	0.00	0.00	E		
2	19612058	DONI SAPUTRA	0.00	0.00	0.00	0.00	0.00	0.00	E		
3	19612049	AMRILIKBAL	0.00	0.00	0.00	0.00	0.00	0.00	E		
4	18612117	HOCKY SOFIAN	0.00	0.00	0.00	0.00	0.00	0.00	E		
5	19612057	DONI ANDIKA	0.00	0.00	0.00	0.00	0.00	0.00	E		
6	19612050	ANG GIA ERDAM SYAH PUTRI	0.00	0.00	0.00	0.00	0.00	0.00	E		
7	19612046	ASR HIE KURNIA NINGSIH	0.00	0.00	0.00	0.00	0.00	0.00	E		
8	19612048	AGNES ALVIWI SHOFANI	0.00	0.00	0.00	0.00	0.00	0.00	E		
9	19612087	RANI SAFITRI	0.00	0.00	0.00	0.00	0.00	0.00	E		
10	19612084	MUSTARI RAMADONI	0.00	0.00	0.00	0.00	0.00	0.00	E		

8. Halaman Attendance

Merupakan halaman untuk memanajemn kehadiran mahasiswa pada setiap pertemuan yang diselenggarakan.

a. Membuat Jadwal Absensi

Saat pertama kali membuka halaman *attendance*, maka akan muncul modal dialog seperti gambar dibawah ini. Pada modal tersebut, dosen dapat mengisi tanggal dan jam yang disesuaikan dengan jadwal perkuliahan yang ada.

Shortcut Pages Syliabus	Create a Post		
All poet will be display here. All poet will be display here. Course description is not available. The description of the courses elasted to this start date of course. Start date of course Show More Assignment Attendance Attendance Start date of course Start date of course Show More Attendance Start date of course Start date of course Show More Show Curst Attendance Show Curst Show Curst <th></th> <th>Opps, There's no post can be display.</th> <th></th>		Opps, There's no post can be display.	
Imagination Service Surve description is not available. The security of the courses related to this source can be seen on the courses related to this source can be seen on the courses related to this source can be seen on the courses related to this source can be seen on the courses related to this source can be seen on the courses related to this source can be seen on the courses related to this source can be seen on the courses related to this source can be seen on the courses related to this source can be seen on the courses related to this source can be seen on the courses related to this source can be seen on the courses related to this source can be seen on the courses related to this source can be seen on the courses related to the course can be seen on the courses related to the course can be seen on the courses related to the course can be seen on the courses related to the course can be seen on the courses related to the course can be seen on the courses related to the course can be seen on the courses related to the course can be seen on the courses related to the course can be seen on the courses related to the course can be seen on the courses related to the course can be seen on the	EUM304 - Sistem Informasi Manajemen	All post will be display here.	
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Assignment Attendance	Course description is not available. The description of the courses related to this course can be seen on the courses wholt page	Start date of course YYYYAM N-DD	II II
inorteut Pages Syllabus Forum Assignment Attendance	% 0 Students Show More	In (Time) Out (Time)	
Syllabus Forum Assignment Attendance	ihortcut Pages	Create	
Forum Assignment Attendance	Syllabus		
Assignment Attendance	Forum		
Attendance	Assignment		
	Attendance		

Setelah berhasil, maka akan tampil halaman seperti gambar dibawah ini :

				(L O 🙋 Mochi	ammad Rizki R	omdoni 🕝
				944	101008830	/l (Dosen) 🦉
MS Main > Dashboard > Course > Atte	ndance					
EUM304 - Sistem Informasi Manajemen	Stude	nt Attendance Lists				:
🕜 by Mochammad Rizki Romdoni	Meeting					
Manajemen Pagi/2	1 <i>s</i> t Me	eting				
Thursday, 15:00 - 17:00 W IB Course description is not available. The description of the courses related to this course can be seen on the courses about p	Date :	+28	In: 1500:00	Out:		🗞 Reset
© 36 Students Show More		STUDENTS	STATUS	TIME	DESC	ACTION
	1	G Agnes Alviwi Shofani 19612048	×		-	:
Shortcut Pages	2	Agus 21622141	×			:
Syllabus	3	Amril Ikbal 19612049	×			:
Forum	4	Anggia Erdamsyah Putri 19612050	×			:
Assignment	5	Anthony Benedict Gerard Da	nker 🗙			:
Attendance	6	Asrhie Kurnia Ningsih	×			:
	7	Aulia Yolanda	×			:

b. Reset Jadwal Absensi

Fitur resest digunakan untuk mengubah jadwal perkuliahan yang berlangsung. Untuk mengubah jadwal perkuliahan maka dapat dilakukan dengan cara sebagai berikut :

- Masuk ke halaman attendance
- Pilih pertemuan yang akan diubah jadwal pertemuannya (Ex: pertemuan 2).

			🕒 Q 🤌 Mochammad Rizki 1010081	i Romdoni 🧖
15 Main > Dashboard > Course > Atte	endance			
EUM304 - Sistem Informasi Manajemen	Student Attendance Lists			:
🕖 by Mochammad Rizki Romdoni	Meeting			
Manajemen Pagi/2 Thursday, 15:00 - 17:00 WIB	16th Meeting 16th Meeting			~]
Course description is not available. The description of the courses related to this course can be seen on the courses about p	ts: Meeting 2nd Meeting 3rd Meeting 4th Meeting 5th Meeting 6th Meeting			
2 34 Students Show More	7th Meeting 8th Meeting 9th Meeting 10th Meeting 11th Meeting 12th Meeting			
Shortcut Pages	13th Meeting 14th Meeting 15th Meeting			-
Syllabus	16th Meeting			
Forum	19612049	0		
Assignment	4 Anggia Erdamsyah Putri 19612050	×		:
Attendance	5 Anthony Benedict Gerard Danker	×		:
	5 Asrhie Kumia Ningsih	×		:

– Selanjutnya klik tombol "Reset",

				C Q A Mochammad Rizki Romo 1010088301 (Do				
45 Main > Dashboard > Course > Atte	ndance							
EUM304 - Sistem Informasi Manajemen	Stude	ent Attendance Lists				:		
🟉 by Mochammad Rizki Romdoni	Meeting							
Manajemen Pag(2 Thursday, 1500 - 7:00 W IB Course description is not available. The description of the courses related to this course can be seen on the courses about p	2nd M	rleeting			<u>.</u>			
	Date :		In:	Out	$\overline{\mathcal{A}}$			
	2022-0	16-05	15.00:00	17:00.00		⊚ Reset		
0.77 Chudanta Chauktara	8	STUDENTS	STATUS	TIME	DESC	ACTION		
An 34 Students	1	Agnes Alviwi Shofani 19612048	×			:		
Shortcut Pages	2	Agus 21622141	×			:		
Syllabus	3	Amril Ikbal 19612049	×			:		
Forum	4	Anggia Erdamsyah Putri 19612050	×			:		
Assignment	s	Anthony Benedict Gerard E 19612092	banker ×			:		
Attribuille	6	Asrhie Kumia Ningsih 19612046	×			:		
	7	Aulia Yolanda	×			:		

Maka akan muncul modal dialog seperti gambar dibawah ini yang digunakan untuk mengubah tanggal dan jam perkuliahannya.

				6 Q 🖉 M	Mochammad Rizki I 10100883	Romdoni 501 (Dosen)
45 Main > Dashboard > Course > Atte	ndance					
EUM304 - Sistem Informasi Manajemen	Studen	t Attendance Lists				
🕜 by Mochammad Rizki Romdoni	Meeting					
Manajemen Pagi/2 Thursday, 15:00 - 17:00 WIB	2nd Me	etir Reset Attendance	×			
Course description is not available. The description of the courses related to this ocurse can be seen on the courses about p	Date : 2022-05-	Start Lecture (Date) 2002-05-05 In (Time) Out (Time)		r: 17:00:00		Reset (
위, 34 Students Show More	#	15.00	17.00	TIME	DESC	ACTION
Shortcut Pages	2		Reset			
Syllabus	3	Amril Ikbal 19512049	×			
Forum	4	Anggia Erdamsyah Putri 19612050	×			
Assignment		Anthony Benedict Gerard Danker	×			
Attendance	6	Asrhie Kumia Ningsih 1962046	×			:
		🕝 Aulia Yolanda	×			

c. Manajemen Kehadiran Mahasiswa

Untuk mengubah data kehadiran mahasiswa, maka dosen pengampu matakuliah tersebut dapat mengubah status kehadiran mahasiswa. Hal biasanya terjadi ketika mahasiswa mengalami kendala dalam proses absensi / *checkin* pada setiap sesi pertemuan yang telah terjadwal. Untuk mengubah status kehadiran tersebut maka dilakukan dengan cara seperti berikut ini :

- Masuk ke halaman attendance,

27

Pilih data mahasiswa yang akan diubah status kehadirannya seperti gambar dibawah ini, kemudian pilih "*Edit*".

				6 Q 🖉 M	Aochammad Rizki Romdoni 1010088301 (Dosen)
15 Main > Dashboard > Course > Atte	ndance				
EUM304 - Sistem Informasi Manajemen	Stude	nt Attendance Lists			:
👩 by Mochammad Rizki Romdoni	Meeting				
Manajemen Pagi/2	16th 1	vleeting			
Thursday, 15:00 - 17:00 W1B	Date :		In:	Out	
ourse description is not available. The escription of the courses related to this ourse can be seen on the courses bout p	2022-0	8-11	15.0000	77:00:00	🛞 Reset
	8	STUDENTS	STATUS	TIME	DESC ACTION
Show More	1	Agnes Alviwi Shofani 19612048	×		- 1
Shortcut Pages	2	Agus 21622141	×		🖉 Edit
Syllabus	3	Amril Ikbal 19612049	×		
Forum	4	Anggia Erdamsyah Putri 19612050	×		
Assignment	s	Anthony Benedict Gerard I	Danker ×		- 1
Attendance	6	Asrhie Kumia Ningsih 19612046	×		- 1
	7	C Aulia Yolanda	×		

 Maka akan muncul modal dialog seperti gambar dibawah ini. Untuk mengubah status kehadirannya, silahkan di *check/uncheck checkbox attend*, serta tambahkan keterangan pada *textarea* dibawahnya.

					୯ ସ	Mochammad Rizk	i Romdoni 8301 (Dosen)
IS │ Main → Dashboard → C	Course > Attendar	nce					
EUM304 - Sistem Inform Manajemen	asi	Student	Attendance Lists				
👩 by Mochammad Rizki Romdor	ni	Meeting					
Manajemen Pagi/2		16th Mee	ti Student Attendance Status		×		
	the The	Date :	🗹 Attend		Out		
ourse description is not availa lescription of the courses relat ourse can be seen on the cour bout p	able. The redito this rses	2022-08-11	Tidak Bisa Check in karnaa gangguan si	Ignal	17/00/20		© Reset
		#			TIME	DESC	ACTION
, 34 Students Show	w More						
nortcut Pages		2		Save Chang	le la		
Syllabus		з	Amril Ikbal 19612049	×			
Forum		4	Anggia Erdamsyah Putri 19612050	×			
Assignment		5	Anthony Benedict Gerard Danks	er ×			
Attendance		Б	Srhie Kumia Ningsih 19612046	×			
		7	🜈 Aulia Yolanda				
			19672047	×	<u>к</u> о	🙆 Mochammad Rizki R	i omdoni 🌈
S Main > Dashboard > C	Course > Attendar	nce	V merod	X	ଓ Q .	Mochammad Rizki R	i omdoni १ (Dosen]
5 Main > Dashboard > C EUM304 - Sistem Inform dana jemen	Course → Attendar asi	nce Student	Attendance Lists	×	& Q .	Mochammad Rizki R 10100essc	: omdoni Ø(Dosen]
S Main > Dashboard > C EUM304 - Sistem Inform Manajemen Ø by Mochammad Riski Romdor	Course > Attendar asi	nce Student Meeting	Attendance Lists	X	& Q .	Mochammad Rizki R	i omdoni (Dosenj (Dosenj :
IS Main > Dashboard > C EUM304 - Sistem Inform Manajemen V Modummad Risk Bendor Manajemen Riski	Course → Attendar asi N	NC8 Student Meeting 16th Mee	Attendance Lists	×	& Q .	Mochammad Rizki R Totoeasc	i omdoni n (Dosen) : :
S Main > Dashboard > C EUM304 - Sistem Inform danajemen y Mohammad Risk Romdon Manajemen Pagi/2 Thusday, 1500 - 77.00 VIB	Course > Attendar asi	nce Student Meeting 16th Mee Date :	Attendance Lists	X	G Q .	Mochammad Rizki R	i M (Dosen) :
Main > Dashboard > C UM304 - Sistem Inform data.jemen by Mothammad Risul Bondon by Mothammad Risul be conserved and the second second second bout p	Course > Attendar asi ii bile. The editothis rees	NCB Student Meeting 16th Mee Date : 2022-08-TT	Attendance Lists	× 50000	& Q . Ουτ 170000	Mochammad RI2M R	orndoni (r(Cosen) : : : : :
S Main > Dashboard > C UM304 - Sistem Inform Anajemen Pagi/2 Manajemen Pagi/2 Insusty, 1260 - 10,00 Wills Durse description is not a valit lescription of the courses relat ourse description of the course back of the course set back of the course set out of the course set of the c	Course > Attendar asi vi bble. The edito this see	Ace Student IEch Mee Date: 2022-08-11	Attendance Lists	X 50050 57ATUS	С Q . очс (тоссо тіме	Mochammad Rizki R 10000830	i (Cosen) i S Reset
Main > Dashboard > C UM304 - Sistem Inform tanajemen >y Mohammad Bula Bondor kanagemen (Bagi2) ourse description file ourse relation ourse description of the ourse relation ourse description of the ourse relation ourse description sing with the ourse pour p (3.4 Students) Show	Course > Attendar asi w bble. The edit of this rees rv More	nce Student Meeting 16th Mee 2002-08-11 # 1	Attendance Lists thng tsuppenris	x 55000 5747US @	Сис Тиме 28 Арг 2021, 16.07 WIB	Mochammad REM R 10000833 DESC Tidak Blas Check In kamga gangguan égnal	omdoni (roseni : : : : : : :
Main > Dashboard > C UM304 - Sistem Inform lanajemen) y Modammad Risk Romdor mussday (Saoa - Moo Wills) uruse description is not availe scoription of the course relat scoription of the course relat scoription of the course relat scoription and the seen on the course scoription and the second	Course > Attendar asi vi bbla The act to this see vi More	Acce Student Meeting 18th Mee Date: 2022-08-11 # 1	Attendance Lists ting ting ting tixDENTs	х 550000 статив с х	Ουτ. ΤΤΛ0000 ΤΙΜΕ 28 Apr 2022, 16:07 WIB	Mochammad Rizki R 10000830 DE&C Tidak Bias Check In karnga gangguan signal	ondoni I (Doseni I Coseni I Coseni I Coseni Actri ON I I I I I
Main > Dashboard > C UM304 - Sistem Inform tanajemen V Modammed Ritki Remoor anagemen V Modammed Ritki Remoor anagemen Bag(2) hvarsky, 1500 - 700 v1(8) secription is not avail secription is not avail secription of the course relat secription of the course relat secription of the course relat secription of the course relation out p not ut Pages	Course > Attendar asi ii bble The edit o this reas	nce Student Neeting 16th Mee 2022-08:11 # 1 2 3	Attendance Lists thig students Attendance Lists thig file Attendance Lists thig file Attendance Lists thig thig thig	STATUS C X X	Сис 170000 ТТМЕ 28 Apr 2022, 16:07 WIB	Mochammad Bizki B totocesso DESC Tidak Bisa Check in kampa gangguan signal	orndoni (r(Dozen) : : : : : : : : : : :
5 Main > Dashboard > C UUM304 - Sistem Inform Ianajemen Sistem Inform Anajemen Cry Motumma Bible Bender Sangemen Ball? Norwalky, 180 - Now (B) Durse dass relations are also secription is not avail secription of the course relation course can be seen on the courso bout p 2, 34 Students Show Syllabus Forum Asignment	Course > Attendar asi a bble. The edito this ress	nce Student Meeting 16th Mee Date: 2022-08-11 # 1 2 2 2 3 4	Attendance Lists tring tring students tring tring tring tring tring tring tring tring tring tring tring tring tring tring tring tring tring t	SCOCO STATUS SX X X X	Сит. 77 МСС 28 Арт 2022, 16: 07 WIB	Mochammad Rizk R 10000830	omdoni (Cosen) € : : • Cosen) • Cosen • Cosen
Main > Dashboard > C UM304 - Sistem Inform lanajernen >> Mohammad Rida Bondor kanagemen Pagi(2) >> medag, X60 - 700 Wila) xurse description of the ourse relat service can be seen on the course services of the second sec	Course > Attendar asi wible. The edito this rees wi More	nce Student Betring Beh Mees Zozz de H 1 2 2 3 4 5	Attendance Lists Attendance Lists ting student's Agens Alvivi Shofani Alvivi Shofani Alvivi Shofani Al	SCOCO STATUS C X X X X X X X	Сик Тоосо тъме 28 Арг 2022, 16:07 WIB	Mochammad RI2M R 10000830 DESC Tidak Bisa Check In kamga gangguan £gnal - -	andoni (Coseni (Coseni) (Coseni (Coseni) (Coseni (Coseni) (Coseni) (Coseni) (Coseni (Coseni) (Coseni (Coseni) (Coseni (Cose
Main > Dashboard > C UM304 - Sistem Inform Ianajemen >v Mochamma Riski Romdor y Mochamma Riski Romdor adagemen >v Mochamma Riski Romdor adagemen >v Mochamma Riski Romdor adagemen >v Mochamma Riski Romdor adagemen > Mochamma Riski Romdor adagemen > Mochamma Riski Romdor adagemen > Mochamma Riski Romdor	Course > Attendar	nce Student Beting Beh Meeting Beh Meeting 2022-08-11 2 2 3 4 5 5 6	Attendance Lists Attendance Lists ting styDextfs Agens Alvivi Shofani DECOs Agens Alvivi Shofani Alvivi Shofani Alvivi Shofani Alvivi Shofani A	SSCOCO	С Q	Mochammad Rizki R 101008330 DESC Tidak Blas Check In kamga gangguan signal - - - -	orndoni I (Dosen) I I I I I I I I I I I I I I I I I I I

d. Export Absensi Kehadiran Mahasiswa ke SIAKAD

Export absensi digunakan untuk mengintegrasikan jumlah kehadiran mahasiswa pada LMS dengan data kehadiran di SIAKAD. Berikut cara untuk export absensi ke SIAKAD :

- Masuk ke halaman attendance
- Kemudian pilih fitur "Export to SIAKAD" seperti gambar dibawah ini :

				ьа 🖗 Mo	chammad Rizki R 101008830	omdoni Di (Dosen]
15 Main > Dashboard > Course > Atte	ndance					
EUM304 - Sistem Informasi Manajemen	Stude	nt Attendance Lists		•		:
🜈 by Mochammad Rizki Romdoni	Meeting				Expo	int to SLAKAD
Manajemen Pagi/2	16th N	leeting			Print	
Thursday, 15:00 - 17:00 WIB	Date :		In:	Out		
Course description is not available. The description of the courses related to this course can be seen on the courses about p	2022-0	8-11	15.00.00	17.00:00		⊚ Reset
9 36 Students Show Mare	v	STUDENTS	STATUS	TIME	DESC	ACTION
	1	Agnes Alviwi Shofani 19612048	×			:
Shortcut Pages	2	C Agus 21622141	×			:
Syllabus	3	Amril Ikbal 19612049	×			:
Forum	4	Anggia Erdamsyah Putri 19612050	×			:
Assignment	5	Anthony Benedict Gerard E	Danker ×			:
Attendance	Б	Asrhie Kumia Ningsih 19612046	×			:
	7	Aulia Yolanda	×			:

 Jika berhasil melakukan *export* maka, akan muncul pesan "Attendance exported successfully.", namun jika gagal, maka akan muncul pesan "Your class attendees not yet open completely. Please complete all student attendance by choose each meeting". Dikarenakan daftar absensi belum dimuat/reload semuanya. Untuk membuka maka, silahkan pilih buka setiap meeting seperti gambar dibawah ini sampai dengan meeting ke 16.

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e. Cetak Absensi Kehadiran Mahasiswa

Cetak absensi kehadiran mahasiswa dapat dilakukan dengan menekan tombol aksi *Print* seperti pada gambar dibawah ini :

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	6	Asrhie Kurnia Ningsih 19612046	×		-	:
	7	Aulia Yolanda	×			:

Kemudian akan muncul modal dialog untuk tipe file yang akan dicetak seperti gambar dibawah ini :

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