

PANDUAN PENGGUNAAN E-LEARNING DOSEN

UMT & PBI

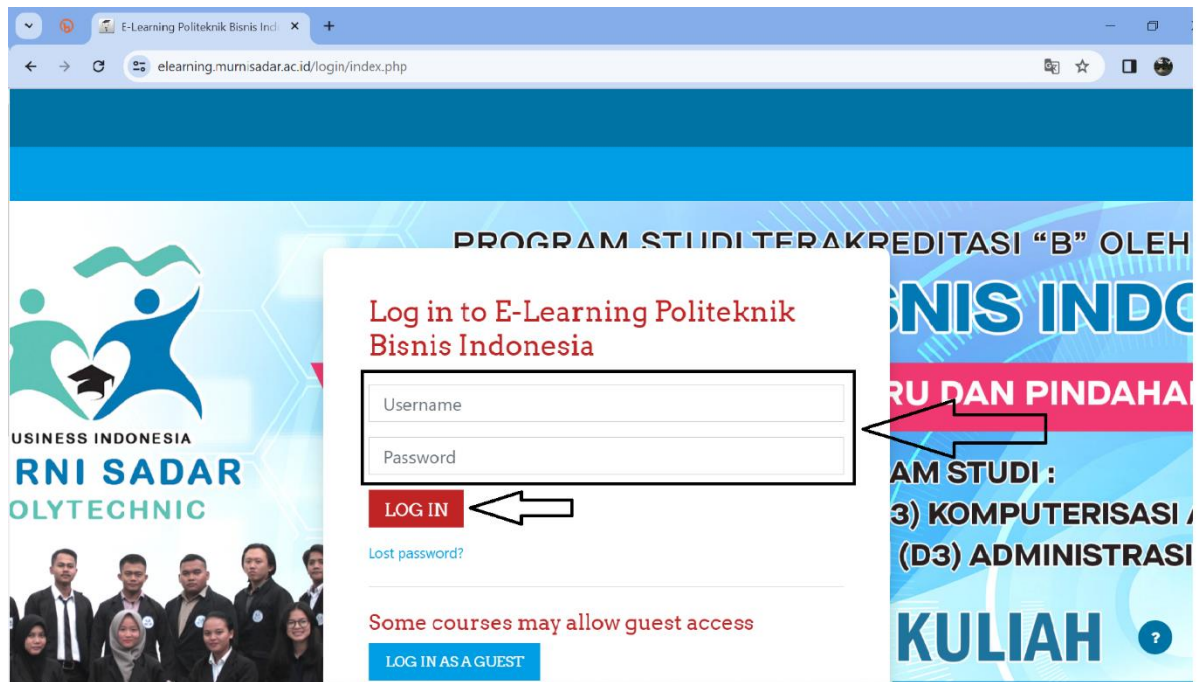
PEMATANGSIANTAR

1. LOGIN

1. Silakan akses di <https://elearning.murnisadar.ac.id/>
2. Setelah akses link di atas maka akan tampil seperti gambar dibawah ini. Kemudian klik **Log in** yang berada di sudut atas sebelah kanan.

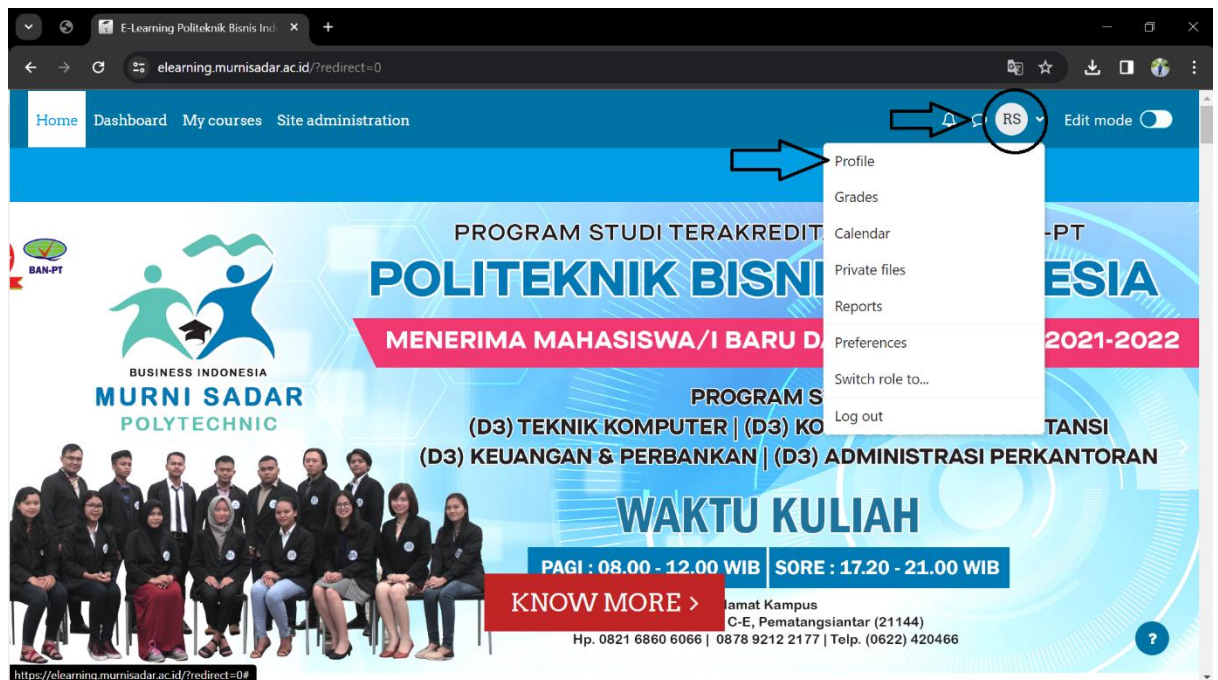


3. Masukkan username dan password anda yang telah diberikan oleh admin E-Learning dan kemudian klik login.

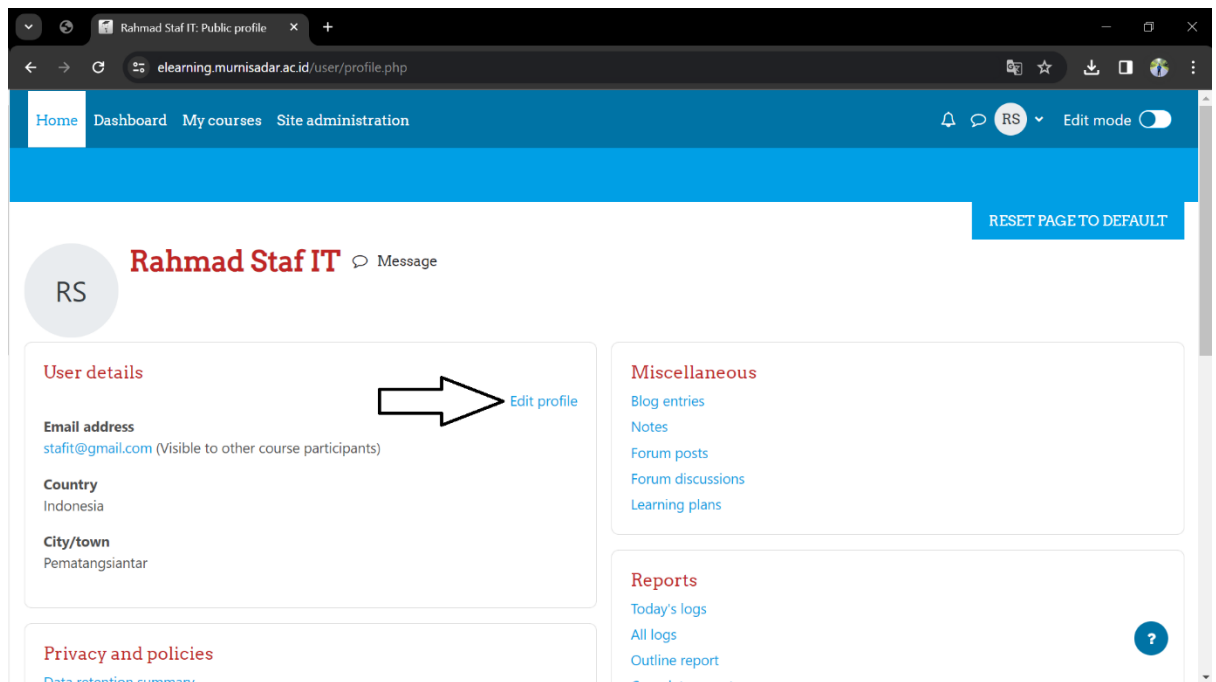


2. MENGUBAH PROFIL

1. Klik logo profil pada bagian sebelah kanan atas, kemudian klik **Profile**.



2. Klik Edit profile.

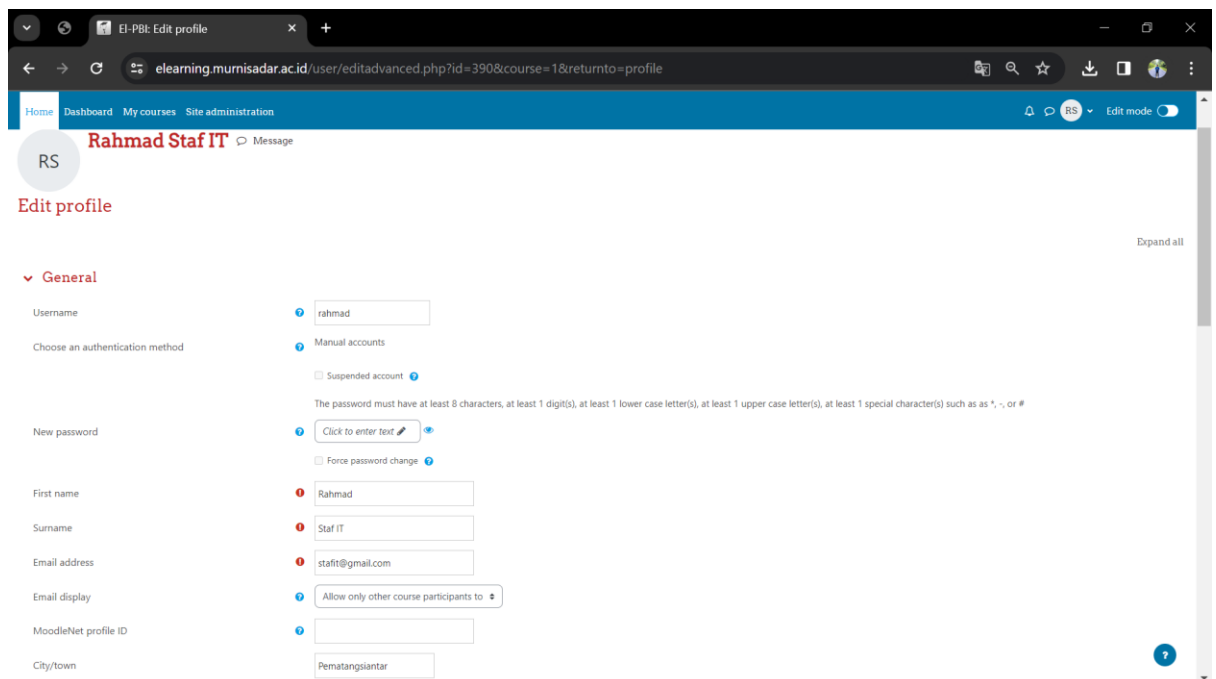


The screenshot shows a web browser window with the URL `elearning.murnisadar.ac.id/user/profile.php`. The page header includes navigation links: Home, Dashboard, My courses, and Site administration. The user profile for 'Rahmad Staf IT' is displayed, with a 'Message' icon. A 'RESET PAGE TO DEFAULT' button is in the top right. The 'User details' section contains the following information:

- User details**
- Email address:** `stafit@gmail.com` (Visible to other course participants)
- Country:** Indonesia
- City/town:** Pematangsiantar

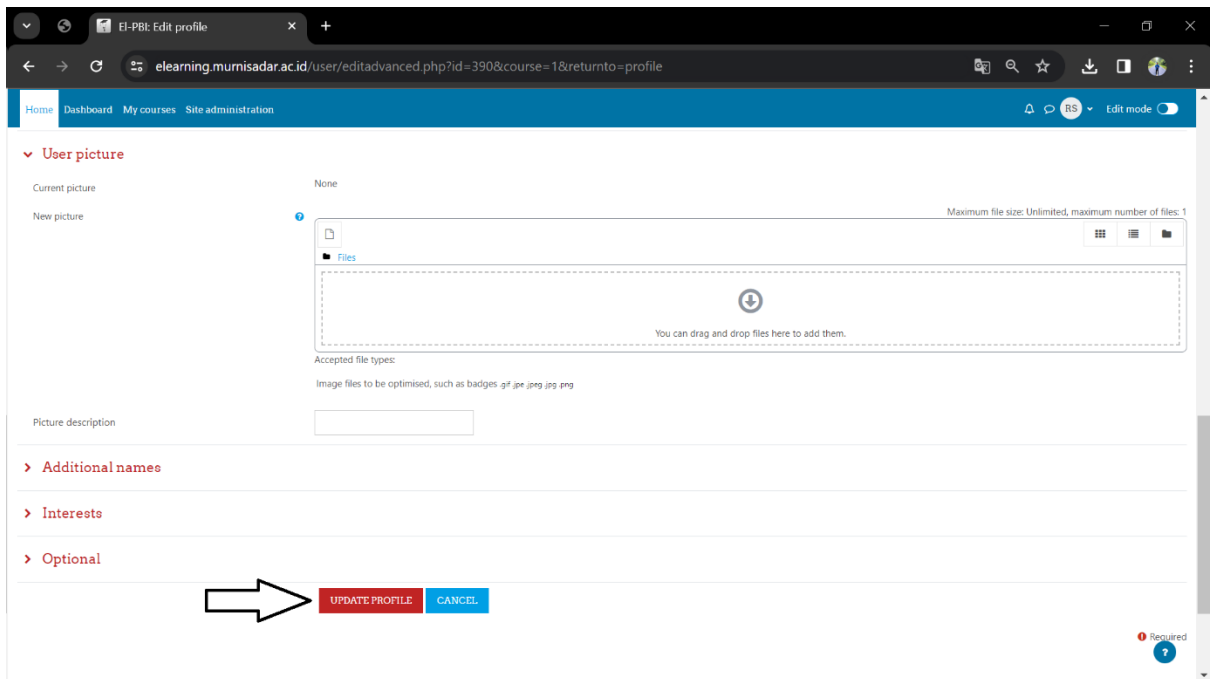
An arrow points to the 'Edit profile' link next to the 'User details' section. Other sections include 'Miscellaneous' (Blog entries, Notes, Forum posts, Forum discussions, Learning plans) and 'Reports' (Today's logs, All logs, Outline report).

3. Setelah di klik akan menampilkan seperti gambar dibawah ini. Anda bisa mengubah profil anda dan juga bisa menambahkan foto anda. Setelah selesai diubah klik **UPDATE PROFILE**.



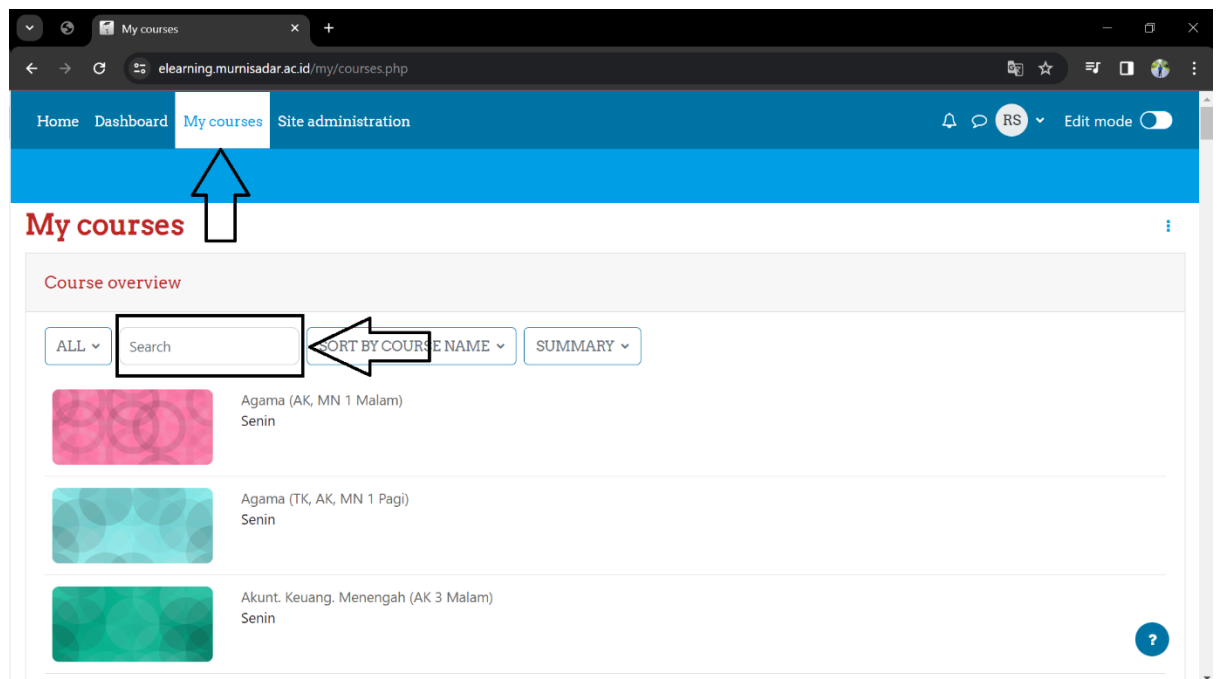
The screenshot shows the 'Edit profile' page for 'Rahmad Staf IT'. The page title is 'Edit profile'. The form is organized into sections:

- General**
- Username:** `rahmad`
- Choose an authentication method:** Manual accounts (selected), Suspended account
- New password:** Click to enter text (password requirements: at least 8 characters, at least 1 digit, at least 1 lower case letter, at least 1 upper case letter, at least 1 special character)
- Force password change:** (checkbox)
- First name:** `Rahmad`
- Surname:** `Staf IT`
- Email address:** `stafit@gmail.com`
- Email display:** Allow only other course participants to (dropdown)
- MoodleNet profile ID:** (input field)
- City/town:** `Pematangsiantar`

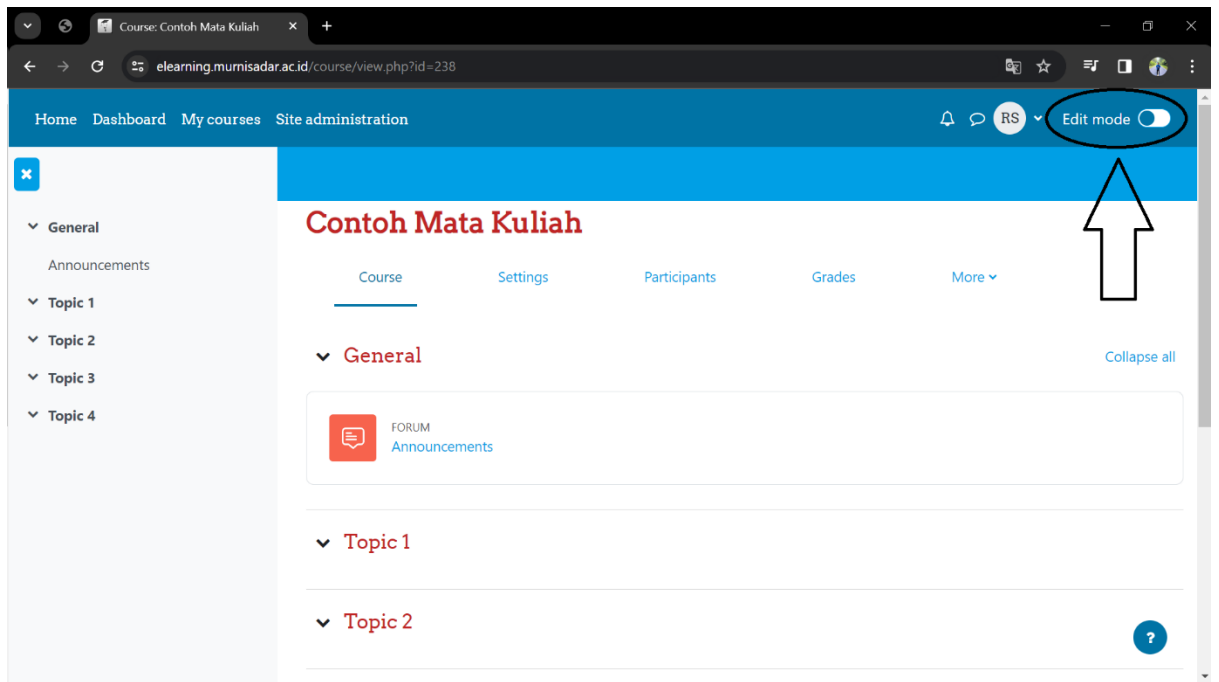


3. MEMBUAT & MENGHAPUS TOPIC

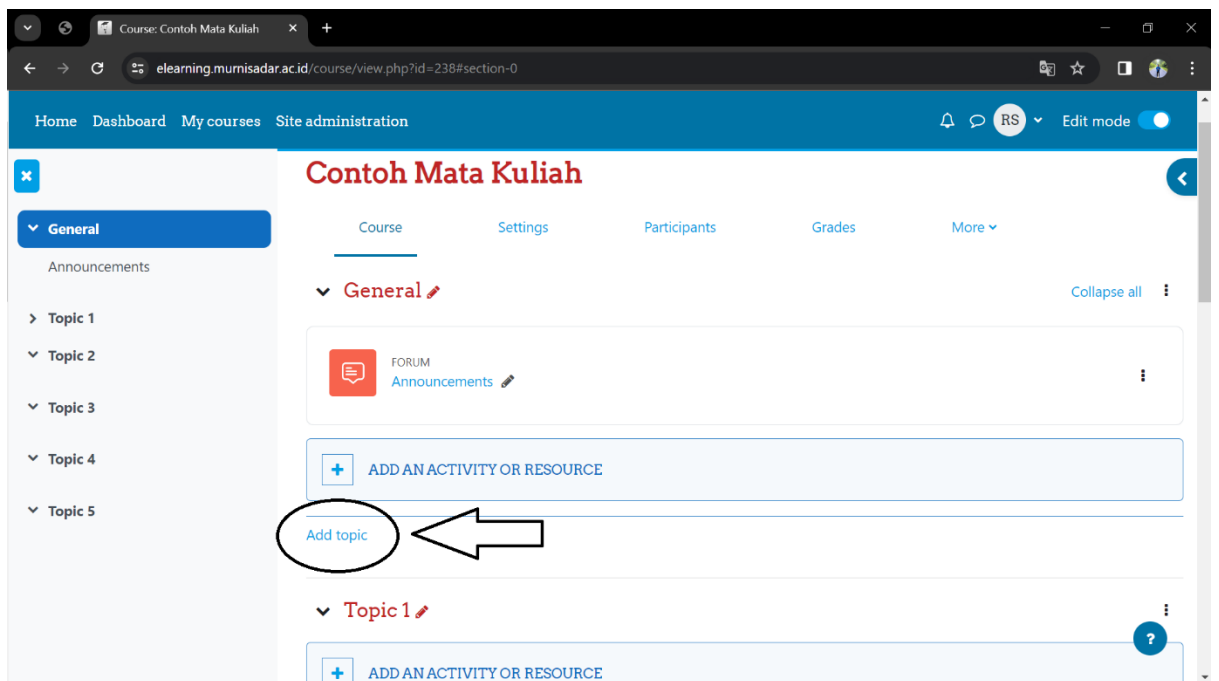
1. Klik pada menu **My courses** pada bagian atas dan **Search** mata kuliah yang ingin di upload materi



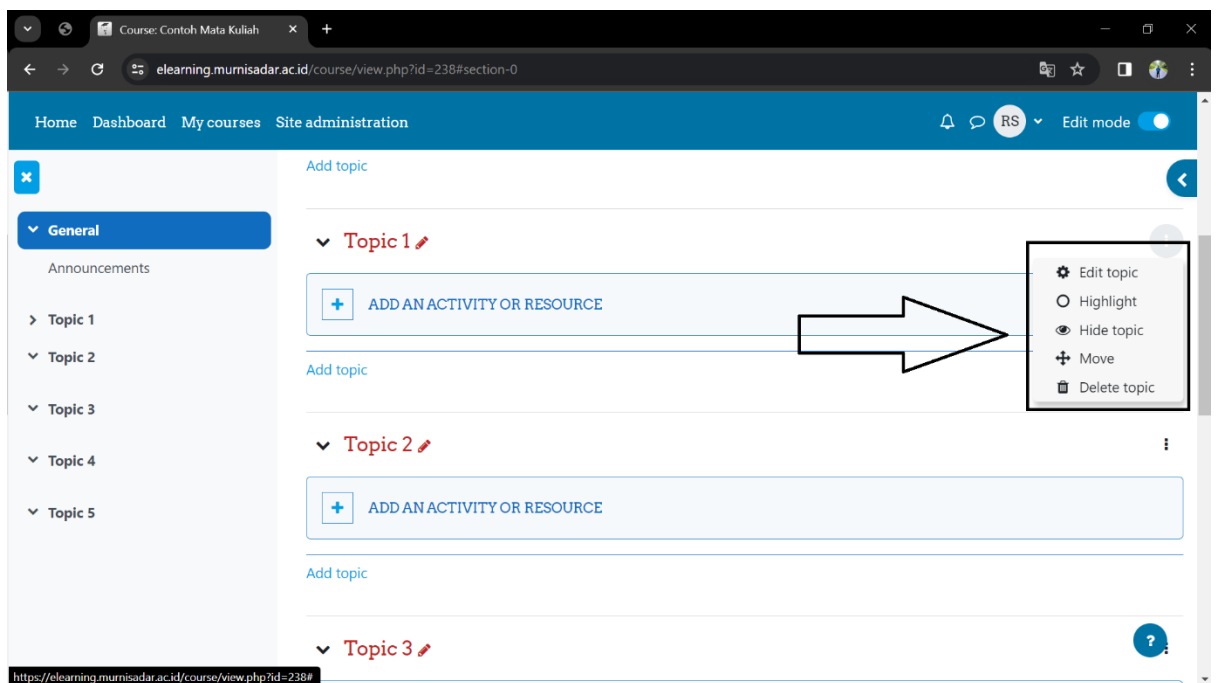
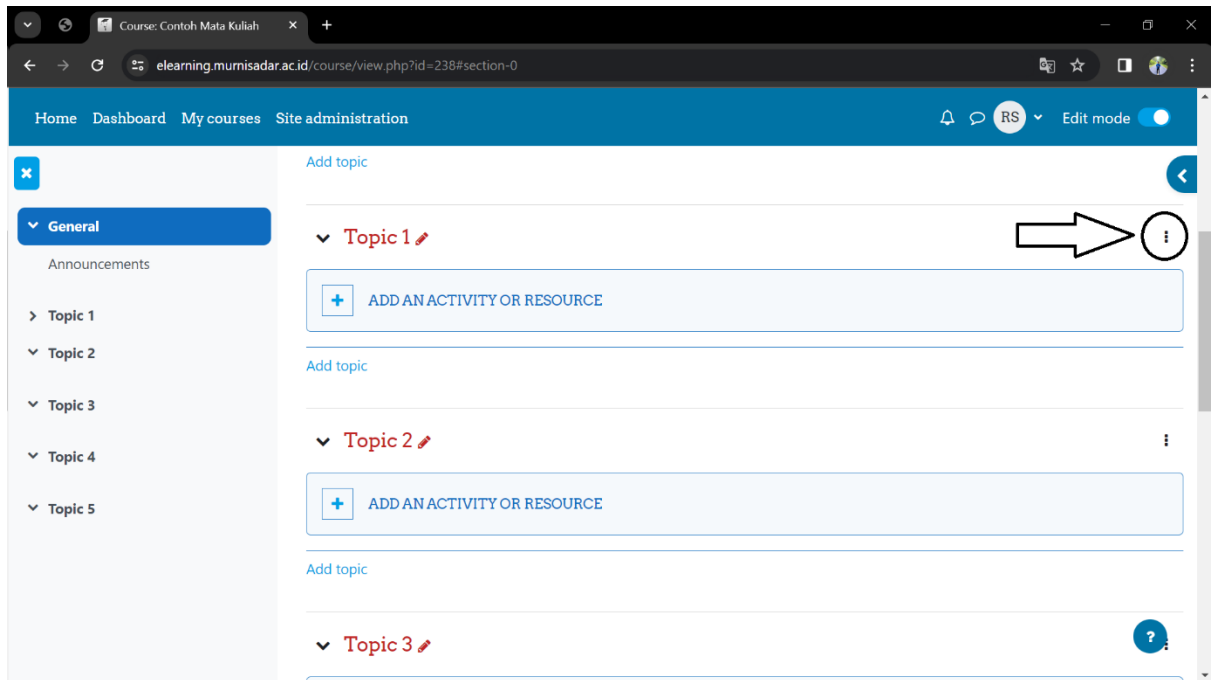
2. Maka akan tampil seperti gambar dibawah. Klik pada **Edit mode** disebelah kanan atas



3. Klik **Add topic** untuk menambahkan topik materi/tugas/kuis

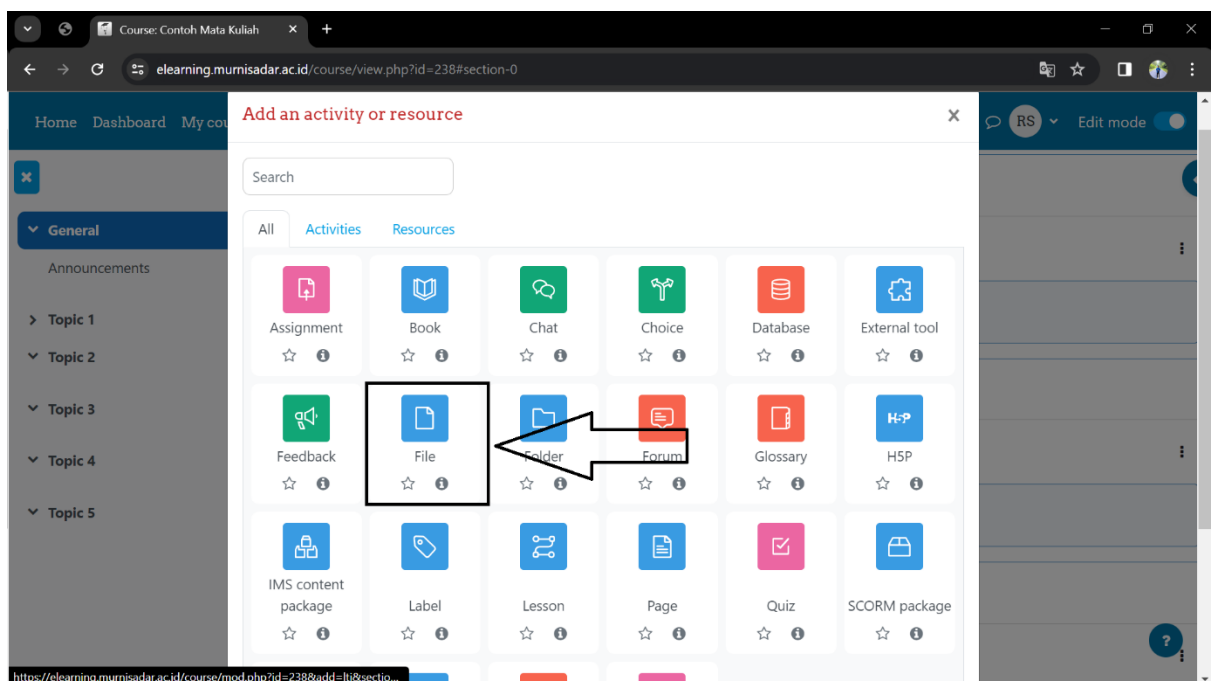
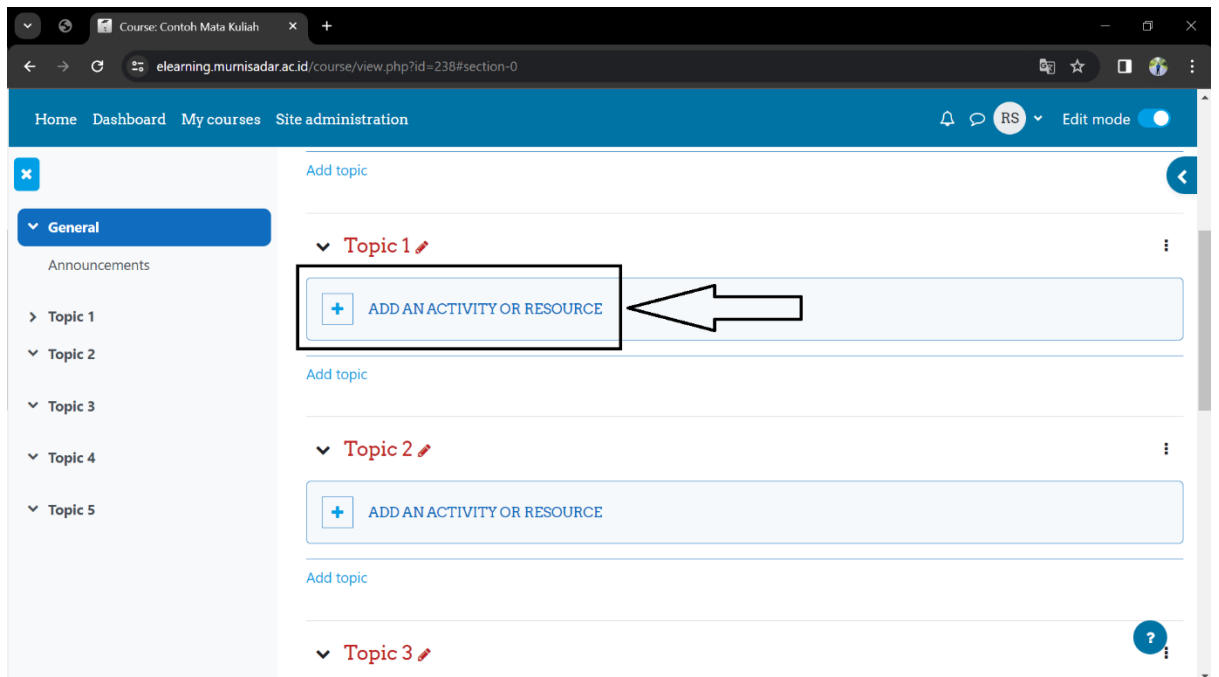


4. Untuk edit atau hapus topic bisa klik titik tiga di sebelah kanan

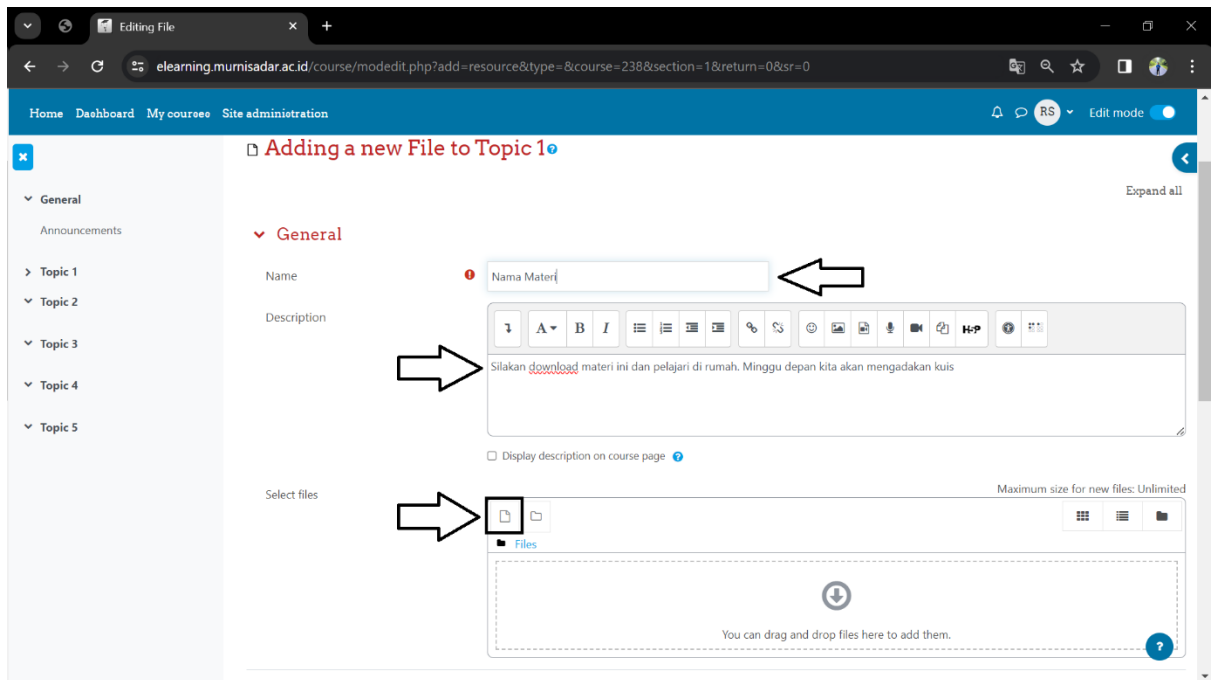


4. MENGUPLOAD MATERI

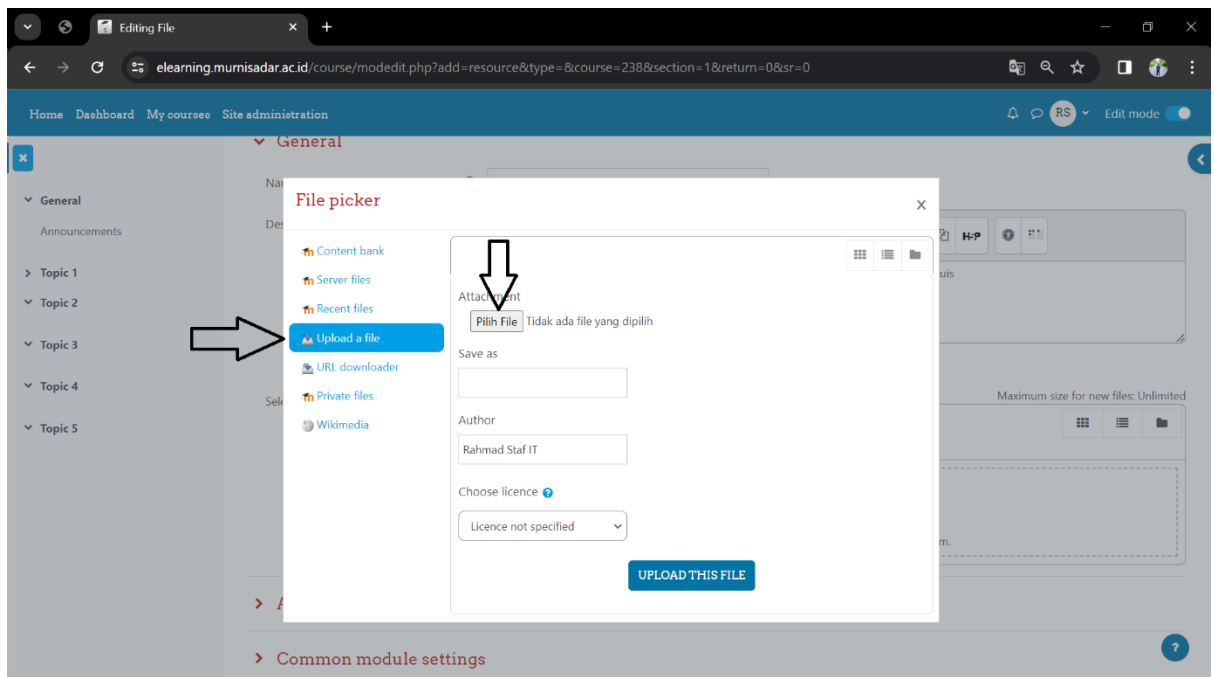
1. Klik ADD AN ACCTIVITY OR RESOURCE.

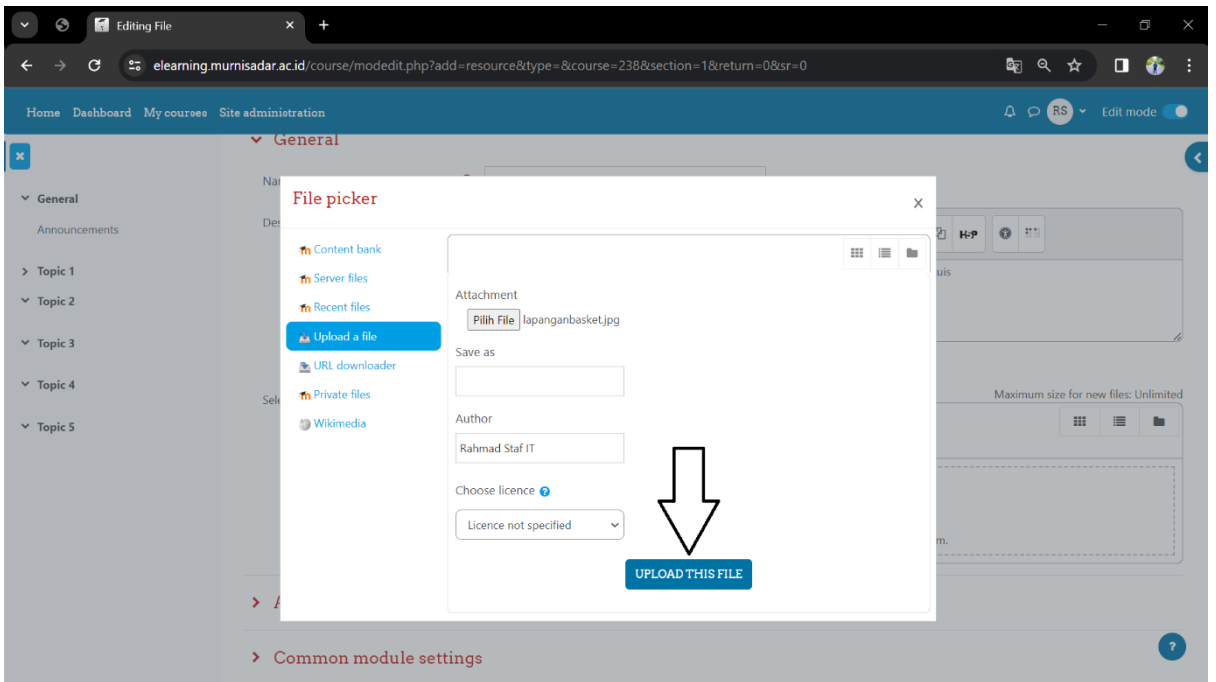
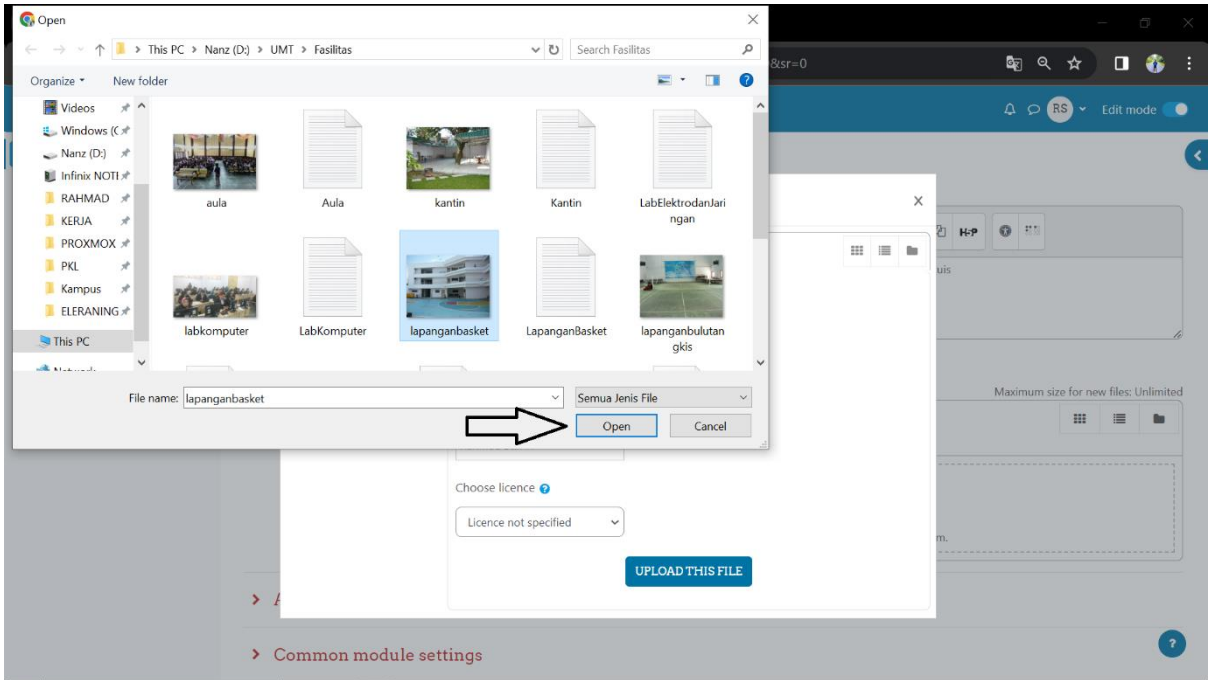


2. Pada bagian General ketikkan nama materi pada **Name**, Kemudian deskripsikan materi tersebut secara ringkas.

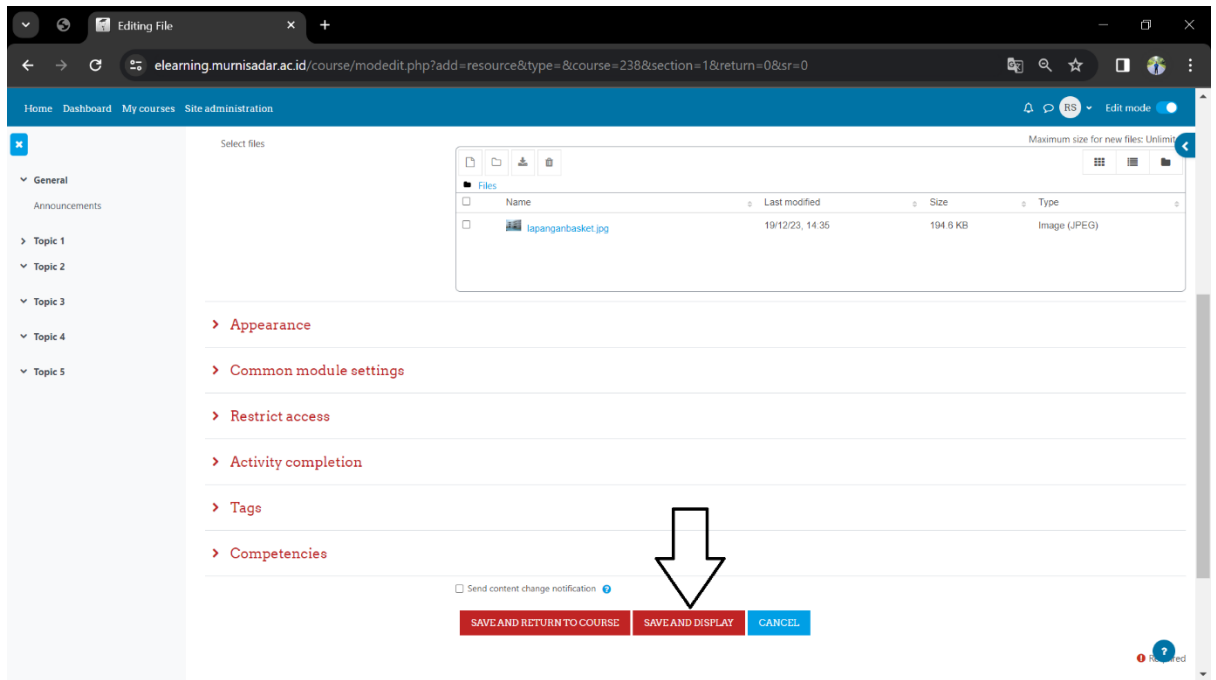


3. Klik **Upload file**, Klik **Pilih file**, Kemudian carilah materi yang akan anda upload setelah itu klik **Open**.



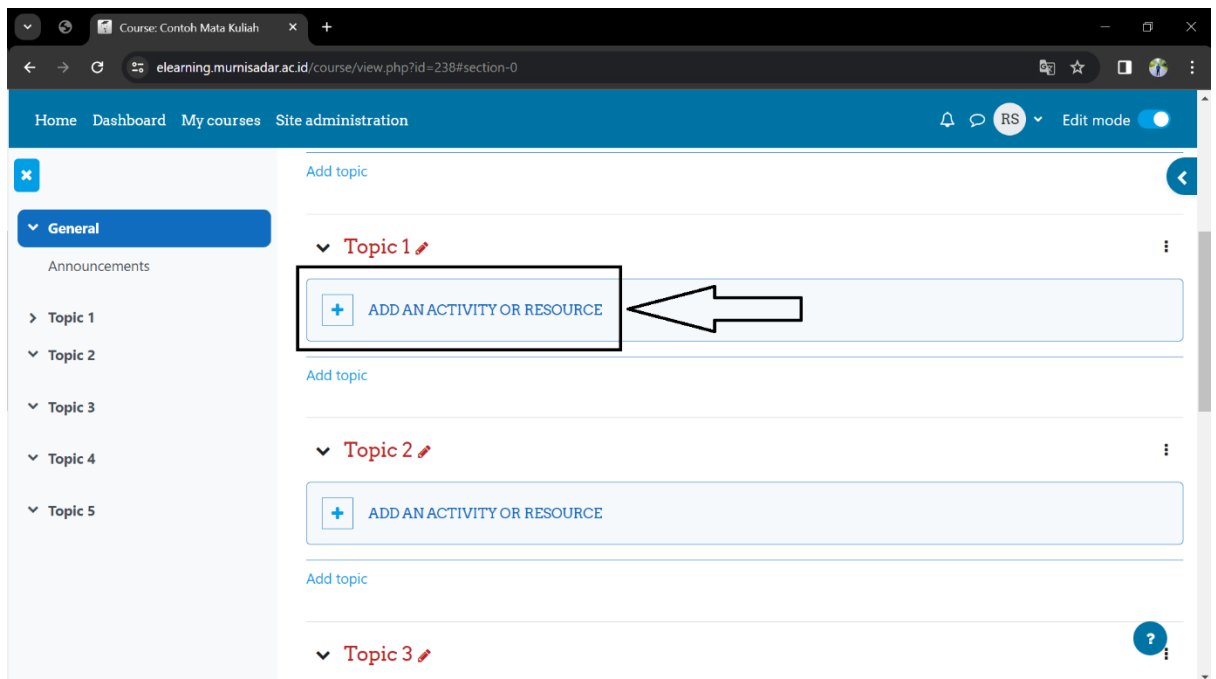


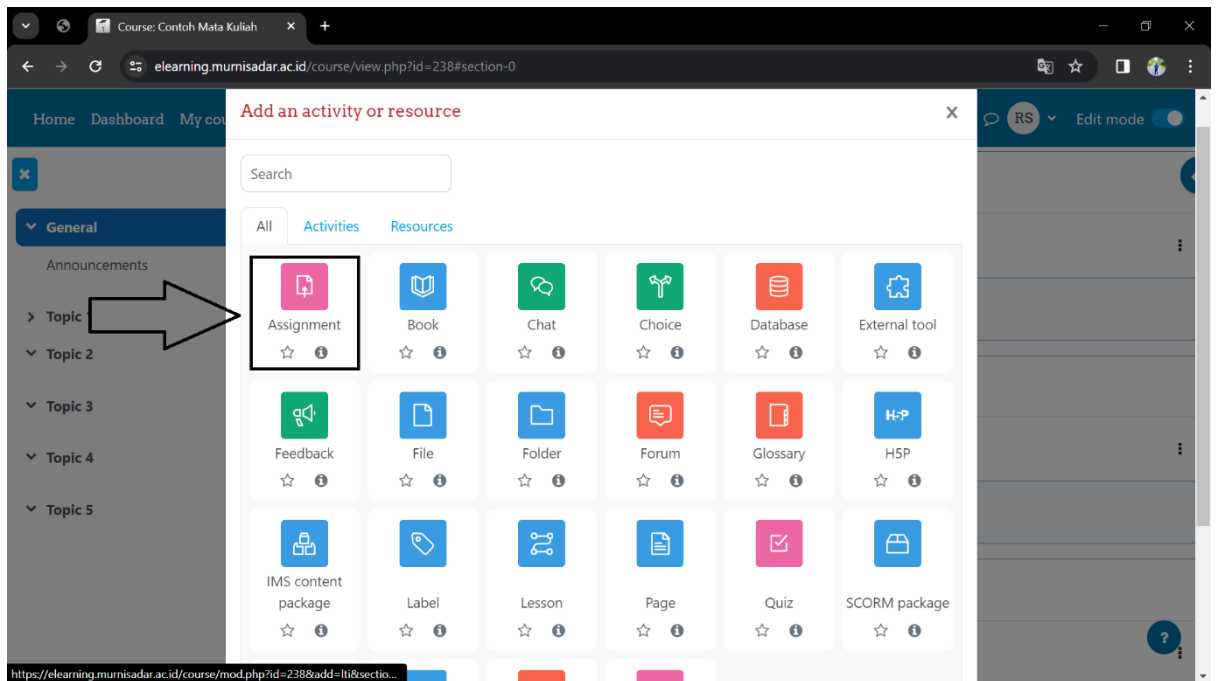
4. Setelah itu klik **SAVE AND DISPLAY**



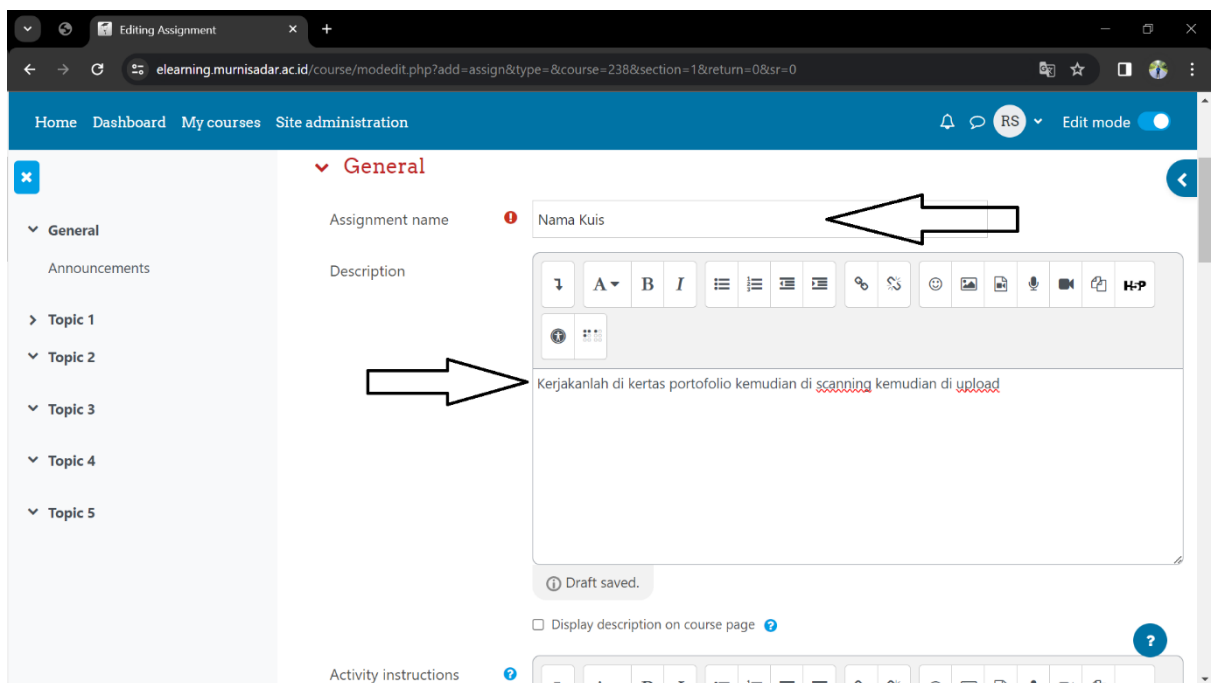
5. MENGUPLOAD KUIS

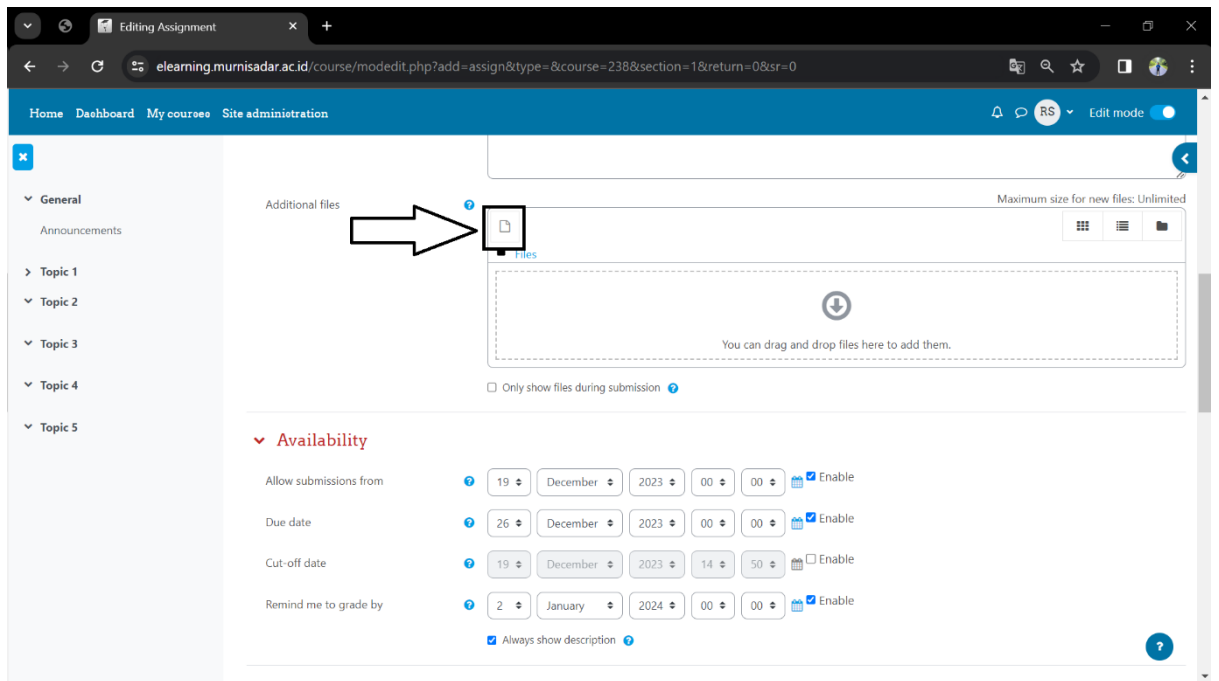
1. Klik **ADD AN ACCTIVITY OR RESOURCE**.



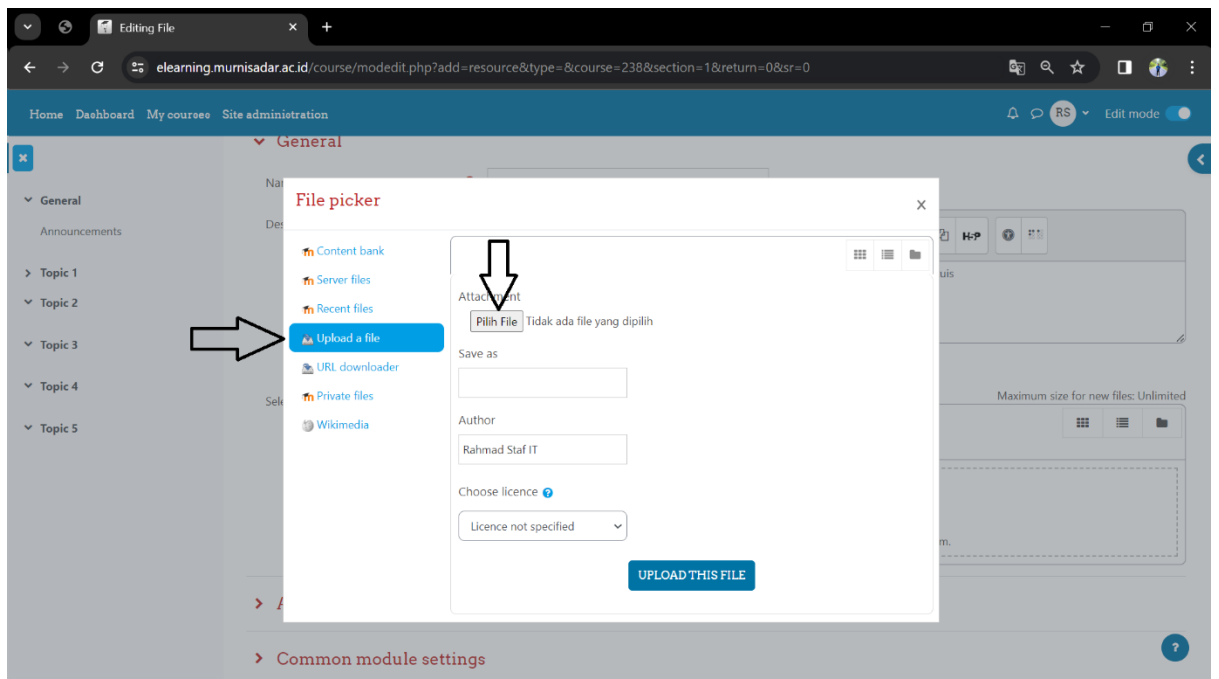


2. Pada bagian General ketikkan nama kuis pada **Name**, Kemudian deskripsikan materi tersebut secara ringkas.





3. Klik **Upload file**, Klik **Pilih file**, Kemudian carilah materi yang akan anda upload setelah itu klik **Open**.



Editing Assignment

elearning.murnisadar.ac.id/course/modedit.php?add=assign&type=&course=238§ion=1&return=0&sr=0

Home Dashboard My courses Site administration

Additional files

Name	Last modified	Size	Type
lapanganbasket.jpg	19/12/23, 14:57	194.6 KB	Image (JPEG)

Availability

Allow submissions from: 19 December 2023 00:00 Enable

Due date: 26 December 2023 00:00 Enable

Cut-off date: 19 December 2023 14:50

Remind me to grade by: 2 January 2024 00:00 Enable

Submission types

Editing Assignment

elearning.murnisadar.ac.id/course/modedit.php?add=assign&type=&course=238§ion=1&return=0&sr=0

Home Dashboard My courses Site administration

Notifications

Grade

Common module settings

Restrict access

Activity completion

Tags

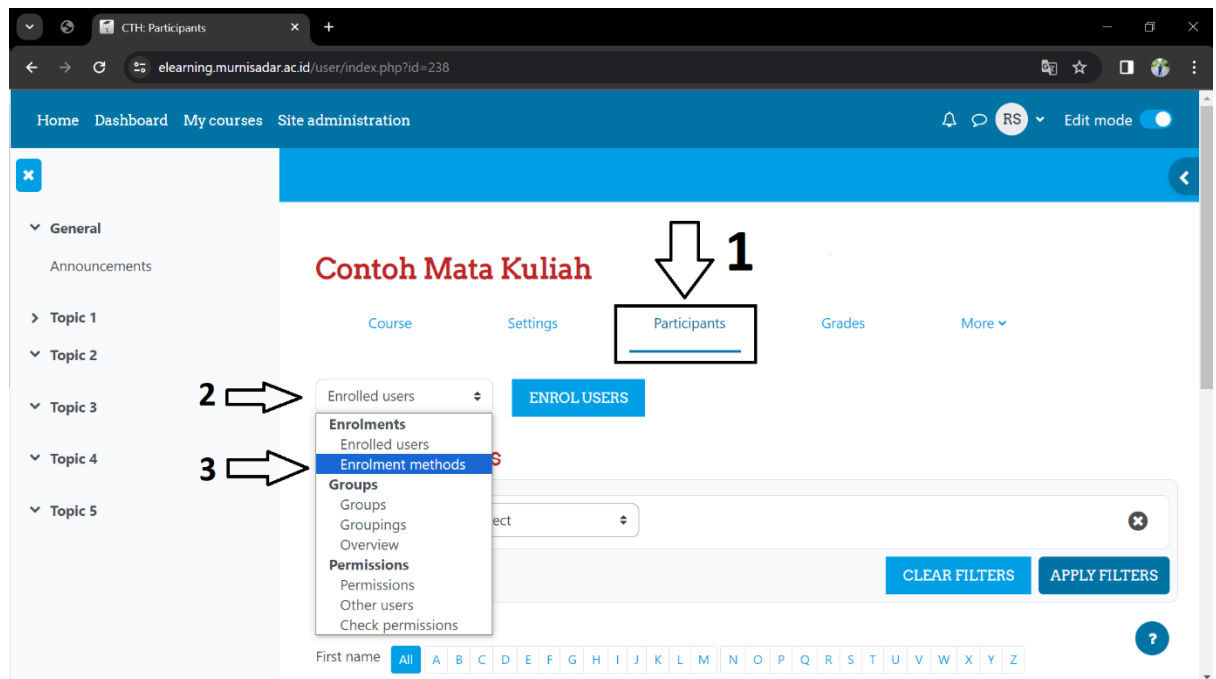
Competencies

Send content change notification

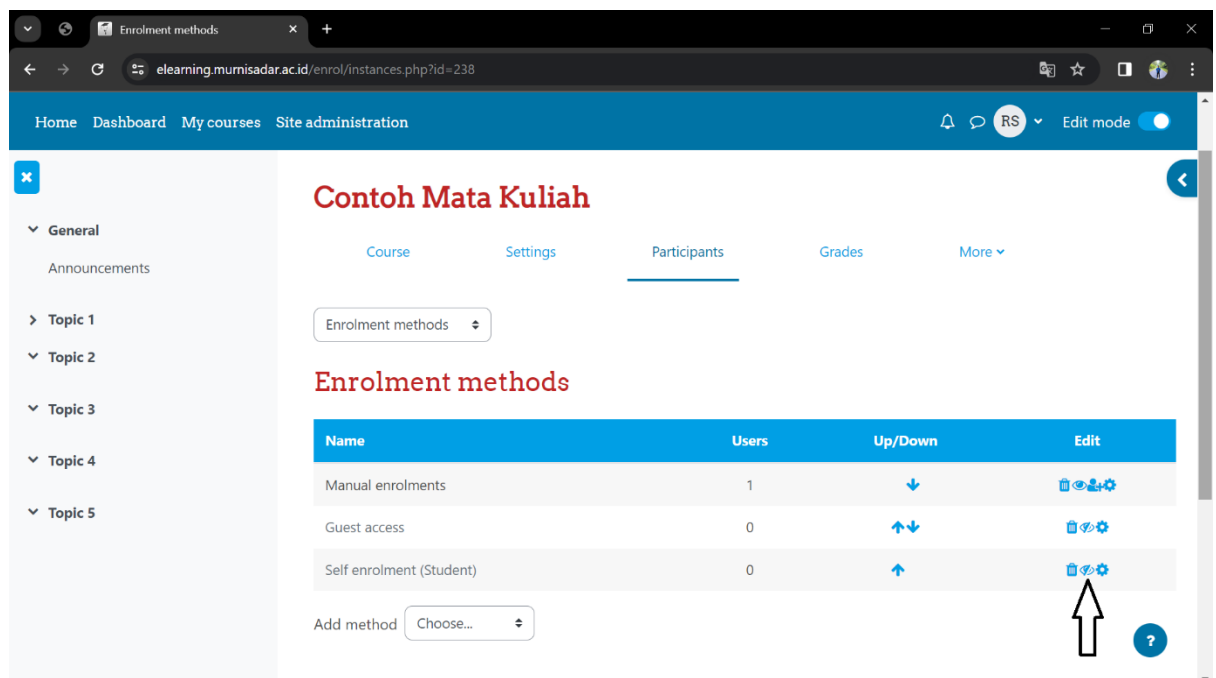
SAVE AND RETURN TO COURSE SAVE AND DISPLAY CANCEL

6. ENROLMENT KEY

1. Klik pada manu **Participants**, kemudian klik menu **Enrolled users**, kemudian pilih **Enrolment methods**



2. Klik pada logo untuk mengizinkan.



3. Klik logo Edit Enrolment.

The screenshot shows the Moodle course interface. The breadcrumb trail is: Home > Dashboard > My courses > Site administration. The course title is "Contoh Mata Kuliah". The navigation tabs are: Course, Settings, Participants (selected), Grades, and More. Under "Enrolment methods", there is a table with the following data:

Name	Users	Up/Down	Edit
Manual enrolments	1	↓	
Guest access	0	↕	
Self enrolment (Student)	0	↑	

An arrow points to the "Edit" icon for "Self enrolment (Student)". Below the table is an "Add method" dropdown menu with "Choose..." selected.

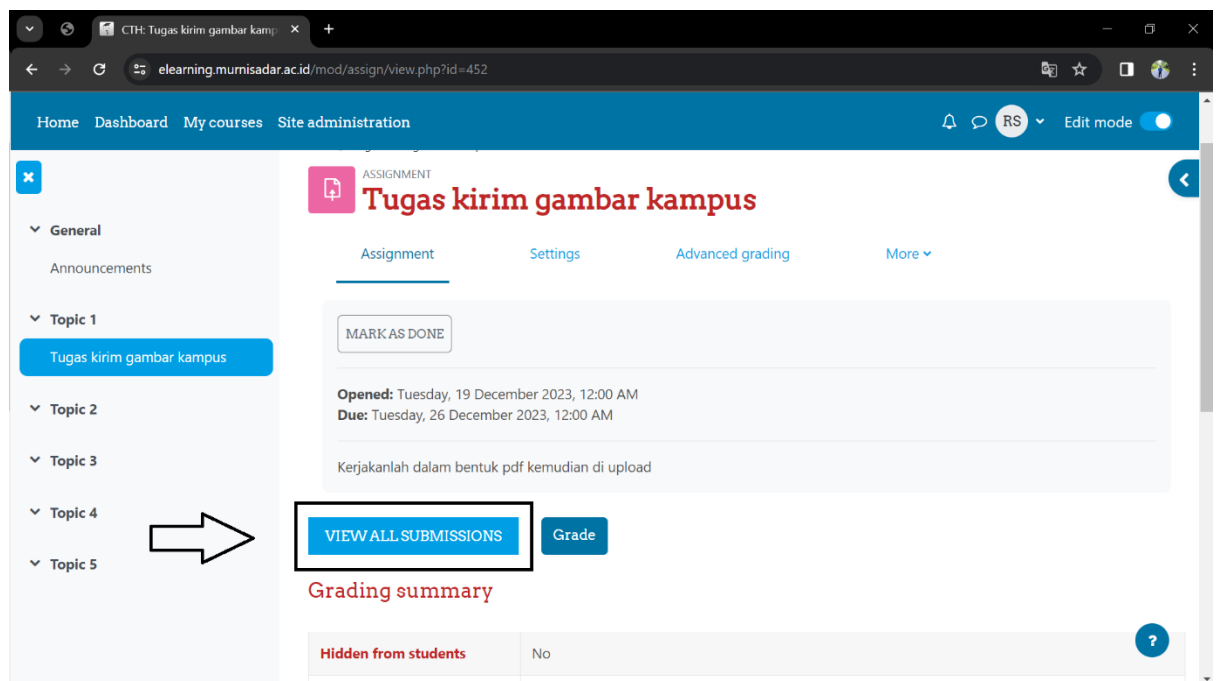
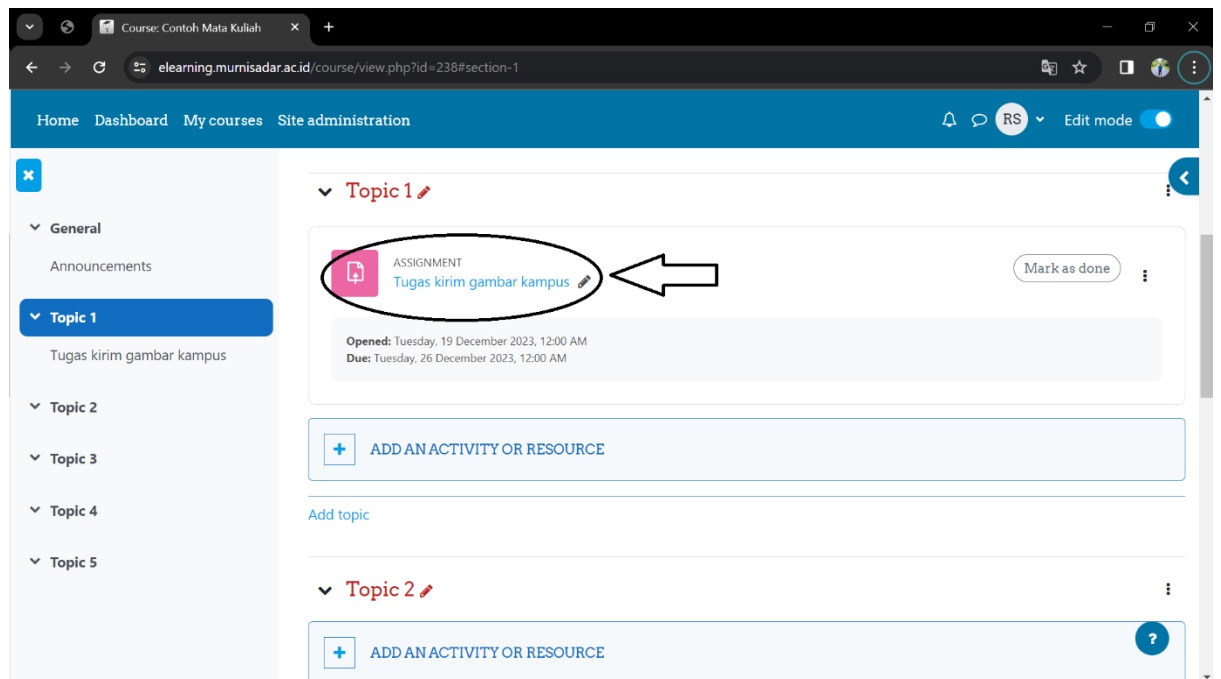
The screenshot shows the "Self enrolment" settings page. The breadcrumb trail is: Home > Dashboard > My courses > Site administration. The course title is "Contoh Mata Kuliah". The navigation tabs are: Course, Settings, Participants (selected), Grades, and More. The "Self enrolment" section is expanded, showing the following settings:

- Custom instance name: (arrow points to this field)
- Allow existing enrolments: (dropdown)
- Allow new enrolments: (dropdown) (arrow points to this dropdown)
- Enrolment key: (arrow points to this field)
- Use group enrolment keys: (dropdown)

Below the settings is a "Custom welcome message" text area. At the bottom, there are two buttons: "SAVE CHANGES" (red) and "CANCEL" (blue). An arrow points to the "SAVE CHANGES" button.

7. MEMERIKSA TUGAS DAN MEMBERIKAN NILAI

1. Sebagai contoh tugas **kirim gambar kampus** pada **Topic 1** adalah tugas yang diberikan, Maka Klik pada tugas **kirim gambar kampus** pada **Topic 1**.



CTH: Tugas kirim gambar kamp

elearning.mumisadar.ac.id/mod/assign/view.php?id=452&action=grading

Home Dashboard My courses Site administration

BACK DOWNLOAD ALL SUBMISSIONS

Submissions

Grading action Choose...

First name All A B C D E F G H I J K L M N O P Q R S T U V W X Y Z

Surname All A B C D E F G H I J K L M N O P Q R S T U V W X Y Z

Select	User picture	First name / Surname	Email address	Status	Grade	Edit	Last modified (submission)	File submissions
<input type="checkbox"/>	2R	21110015 RAHMAD GUSNANDA LUBIS	21110015@gmail.com	Submitted for grading	Grade	Edit	Tuesday, 19 December 2023, 3:32 PM	kantin.pdf

With selected... Lock submissions GO

https://elearning.mumisadar.ac.id/mod/assign/view.php?id=452&rownum=0&action=grader&userid=93

CTH: Tugas kirim gambar kamp

elearning.mumisadar.ac.id/mod/assign/view.php?id=452&rownum=0&action=grader&userid=93

Course: Contoh Mata Kuliah
Assignment: Tugas kirim gambar kampus
View all submissions

21110015 RAHMAD GUSNANDA LUBIS
21110015@gmail.com
Due date: 26 December 2023, 12:00 AM

Change user 1 of 1

Generating the PDF...

Grade

Grade out of 100

80

Current grade in gradebook
Not graded

Feedback comments

Beikan feedback comments untuk tugas mahasiswa

Notify student SAVE CHANGES SAVE AND SHOW NEXT RESET

2. Mendownload hasil nilai tugas ke Excel.

CTH: Tugas 1 - Grading

elearning.mumisadar.ac.id/mod/assign/view.php?id=464&action=grading

Home Dashboard My courses Site administration

BACK DOWNLOAD ALL SUBMISSIONS

Submissions

Grading action Choose... **1**

First name All View gradebook **2** H I J K L M N O P Q R S T U V W X Y Z

Surname All A B C D E F G H I J K L M N O P Q R S T U V W X Y Z

Select	User picture	First name / Surname	Email address	Status	Grade	Edit	Last modified (submission)	File submissions
<input type="checkbox"/>	2R	21110015 RAHMAD GUSNANDA LUBIS	21110015@gmail.com	Submitted for grading Graded	Grade 90.00 / 100.00	Edit	Wednesday, 20 December 2023, 11:45 AM	Pasar trac

Grades View

elearning.mumisadar.ac.id/grade/report/grader/index.php?id=240

Home Dashboard My courses Site administration

Warning: Activity deletion in progress! Some grades are about to be removed.

Grader report **1**

- View
 - Grader report
 - Grade history
 - Overview report
 - Single view
 - User report
- Setup
 - Gradebook setup
 - Course grade settings
 - Preferences: Grader report
- More
 - Scales
 - Grade letters
 - Import
 - Export **2**

Email address	Controls	Tugas	Course total
2R 21110015 RAHMAD GUSNANDA LUBIS		90.00	90.00
Overall average		90.00	90.00

Grades: Export

Warning: Activity deletion in progress! Some grades are about to be removed.

Export

OpenDocument spreadsheet

OpenDocument spreadsheet

Plain text file

Excel spreadsheet

XML file

Export to OpenDocument spreadsheet

Grade items to be included

- [Deletion in progress] Tugas
- Tugas 1
- Course total

Select all/none

Export format options

DOWNLOAD

1

2

3