

TRANSDIVA



# Buku Panduan



**Sikola** 2.0  
SISTEM KELOLA PEMBELAJARAN

[www.sikola-v2.unhas.ac.id](http://www.sikola-v2.unhas.ac.id)

GUIDELINE BY



# 1. Kelas Utama/Master Class

Kelas utama/master class ditandai pada nama kelasnya seperti gambar dibawah

The screenshot shows the 'My courses' section of the Sikola 2.0 platform. At the top, there is a search bar with the text 'In progress' and a dropdown menu set to 'kelas utama'. Below the search bar, there are several course cards. One card is highlighted with a blue border and has the text 'In progress' above it. The card details are: 'ECOTECHNOPRENEURSHIP - KELAS UTAMA [20M02120102] REKAYASA KEHUTANAN - S1'. Other visible cards include 'PERTUMBUHAN POKON DAN KUALITAS KAYU - KELAS REKAYASA KEHUTANAN - S1' and 'PRAKTEK APLIKASI TEKNOLOGI H+ - KELAS UTAMA - REKAYASA KEHUTANAN - S1'. There are also other cards partially visible below.

Kelas utama fungsinya agar memudahkan dosen ketika ingin memasukkan materi perkuliahan dan mempunyai kelas paralel.

The screenshot shows the 'Info Matakuliah' (Course Information) page for the 'ECOTECHNOPRENEURSHIP - KELAS UTAMA [20M02120102]' course. On the left, there is a sidebar with a tree icon and a list of weeks: 'Pekan 1 - 1', 'Pekan 2 - 3', 'Pekan 4 - 4', 'Pekan 5 - 6', 'Pekan 7 - 8', 'Pekan 9 - 11', and 'Pekan 12 - 16'. The main content area displays the course title 'ECOTECHNOPRENEURSHIP - KELAS UTAMA [20M02120102]' and a sub-section titled 'Info Matakuliah'. It features the Sikola logo and a small illustration of a person working at a desk. Below the illustration, there is a detailed description of the course: 'Mata kulia ini disajikan sebagai mata kuliah wajib pada Semester 3 Program Studi Rekayasa Kehutanan dengan beban 2 SKS. Materi pembelajarannya mencakup pemahaman tentang konteks, konsep, dan teori entrepreneurship secara umum dan lebih spesifik pada entrepreneurship berbasis teknologi yang berwawasan lingkungan, memahami bagaimana mengubah konsep bisnis baru menjadi usaha bisnis yang berkelanjutan, proses operasionalisasi diketahui dengan metode rencana, diskusi, studi kasus, dan praktik berorientasi makalah.'

## 2. Duplikat Matakuliah

### STEP 1

Untuk menduplikasi bahan ajar yang sudah ada, tekan course yang ingin di duplikat pada dashboard atau my course,

The screenshot shows the Sikola 2.0 dashboard interface. At the top, there is a header with the logo 'Sikola 2.0 SISTEM KELOLA PEMBELAJARAN', navigation links for 'Home', 'Dashboard', and 'My courses', and a 'Edit mode' toggle. Below the header, there are two main sections: 'Recently accessed courses' and 'My Course'. The 'Recently accessed courses' section displays two course thumbnails: 'COURSE TESTING NOCATEGORY' and 'Test Course Do Not Use TEST PURPOSE DO NOT USE'. The 'My Course' section displays a list of course categories: NOCATEGORY, FAKULTAS HUKUM, FAKULTAS KEDOKTERAN, FAKULTAS TEKNIK, FAKULTAS ILMU SOSIAL DAN POLITIK, FAKULTAS ILMU BUDAYA, and FAKULTAS PERTANIAN. A red box highlights the entire 'Recently accessed courses' and 'My Course' sections.

## STEP 2

Tekan nama course nya,

The screenshot shows a user interface for a learning management system. At the top, there is a section titled "RECENTLY ACCESSED COURSES" which displays a grid of course thumbnails. One thumbnail, labeled "COURSE TESTING" and "NOCATEGORY", is highlighted with a red border. To the right of this grid, there are two other course thumbnails labeled "Test C" and "TEST F". Below this section is another titled "Recently accessed items" which contains two items: "tes aja" and "Deskripsi M", each with a small icon.

## STEP 3

Lihat menu pada gambar di bawah ini,

The screenshot shows the "COURSE TESTING" page. At the top, there is a navigation bar with tabs: Course (highlighted with a blue underline), Settings, Participants, Grades, Reports, and More. Below this is a section titled "Info Matakuliah" with a "Collapse all" link. On the left side, there is a logo for "Sikola V2" featuring a green emblem and the text "SISTEM KELOLA PEMBELAJARAN V2". To the right of the logo is a stylized illustration of a person sitting at a desk with a laptop, surrounded by books and a potted plant. At the bottom of the page, there is a note: "Info matakuliah disini dengan gambar secara umum".

## STEP 4

Tekan More

The screenshot shows a course management interface. At the top, there are navigation links: Participants, Grades, Reports, and a 'More' dropdown menu, which is highlighted with a red box. Below the navigation bar, the word 'ING' is displayed in large letters. Underneath, a student's name, 'Iliah', is shown with a 'Collapse all' link. A progress bar at the bottom indicates completion status.

## STEP 5

Dan pilih Course reuse,

The screenshot shows a course management interface with a sidebar on the left. The sidebar features the text 'ARAN V2' and a blue 'a' logo. On the right, there is a list of options: Course completion, Badges, Competencies, Filters, Recycle bin, and Course reuse. The 'Course reuse' option is highlighted with a red box. The background of the sidebar has a stylized illustration of a person at a desk with a computer monitor, a filing cabinet, and a potted plant.

## STEP 6

Setelah itu cari mata kuliah yang ingin di duplikat,

The screenshot shows the 'COURSE TESTING' interface with a navigation bar at the top: Course, Settings, Participants, Grades, Reports, More. A red box highlights the 'Import' dropdown menu. Below it, a list of steps is shown: 1. Course selection ▶ 2. Initial settings ▶ 3. Schema settings ▶ 4. Confirmation and review ▶ 5. Perform import ▶ 6. Complete. The main area is titled 'Find a course to import data from:' with a sub-instruction 'Select a course'. It shows one course entry: 'Total courses: 1'. The table has columns 'Course short name' and 'Course full name'. An orange circle with a question mark icon is positioned next to the 'Course short name' column. The course listed is 'CT1' under 'Course short name' and 'COURSE TESTING' under 'Course full name'. There is a 'Search courses' input field and a 'Search' button. A 'Continue' button is at the bottom.

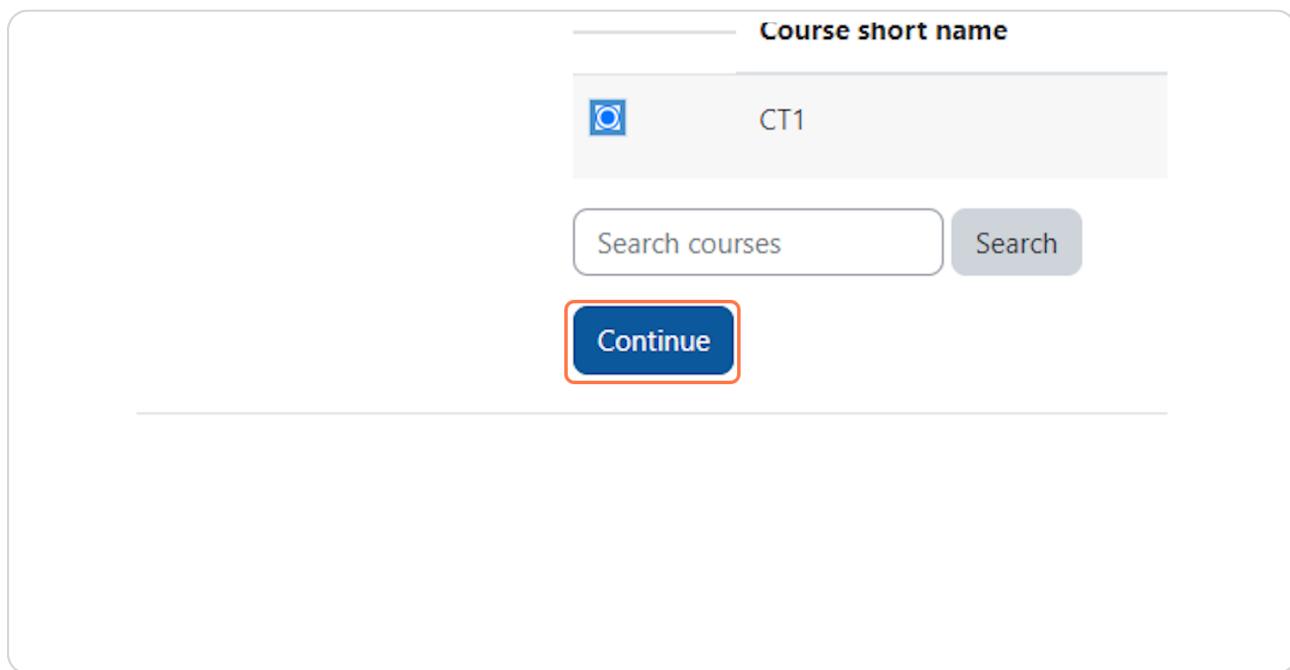
## STEP 7

Ceklis mata kuliah yang ingin di duplikat,

The screenshot shows the 'Find a course to import data from:' step. It displays one course entry: 'Total courses: 1'. The table has columns 'Course short name'. An orange circle with a question mark icon is positioned next to the 'Course short name' column. The course listed is 'CT1' under 'Course short name'. There is a 'Search courses' input field and a 'Search' button. A 'Continue' button is at the bottom.

## STEP 8

Dan tekan tombol Continue,



## STEP 9

Maka akan muncul Import Settings,

The screenshot shows the "Import settings" dialog box from the Sikola 2.0 system. The dialog is titled "Import settings" and contains a list of options with checkboxes. Most checkboxes are checked, except for "Include permission overrides". The options listed are: Include activities and resources, Include blocks, Include files, Include filters, Include calendar events, Include question bank, Include groups and groupings, Include competencies, Include custom fields, and Include content bank content. At the bottom of the dialog are three buttons: "Jump to final step", "Cancel", and "Next". The entire dialog box is highlighted with a thick orange border. A green circular arrow icon is visible on the right side of the main interface.

## STEP 10

Pastikan untuk tidak mencentang pada bagian Include groups and groupings,

The screenshot shows a list of checkboxes within a light gray rounded rectangular frame. The checkboxes are arranged in three columns separated by vertical lines. The first column contains 'Include filters' (checked), 'Include calendar events' (checked), and 'Include question bank' (checked). The second column contains 'Include groups and groupings' (unchecked). The third column contains 'Include competencies' (checked), 'Include custom fields' (checked), and 'Include content bank content' (checked).

<input checked="" type="checkbox"/> Include filters	<input checked="" type="checkbox"/> Include calendar events	<input checked="" type="checkbox"/> Include question bank
<input type="checkbox"/> Include groups and groupings	<input checked="" type="checkbox"/> Include competencies	<input checked="" type="checkbox"/> Include custom fields
	<input checked="" type="checkbox"/> Include content bank content	

## STEP 11

Tekan tombol Next,

The screenshot shows a list of checkboxes within a light gray rounded rectangular frame. The checkboxes are arranged in three columns separated by vertical lines. All three checkboxes are checked: 'Include custom fields', 'Include content bank content', and 'Include legacy course files'. Below the checkboxes is a horizontal line with three buttons: 'Jump to final step' (blue), 'Cancel' (gray), and 'Next' (blue with a red border). A large black bar is at the bottom.

<input checked="" type="checkbox"/> Include custom fields	<input checked="" type="checkbox"/> Include content bank content	<input checked="" type="checkbox"/> Include legacy course files
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[Jump to final step](#)   [Cancel](#)   [Next](#)

## STEP 12

Pilihlah bahan ajar yang di inginkan dan **pastikan hanya mencentang konten yang dibutuhkan**,

The screenshot shows the Sikola 2.0 platform's course creation interface. On the left, there's a sidebar with a tree-like navigation menu. The main area has a title 'Include:' and a 'Select' dropdown set to 'All / None (Show type options)'. Below this, there are several items listed with checkboxes:

- Info Matakuliah
- Info matakuliah disini dengan gambar secara umum
- Deskripsi Mata Kuliah
- Rencana Pembelajaran Semester (RPS)
- Forum diskusi
- Presensi Mahasiswa
- Presensi Pengampu Mata Kuliah
- Info matakuliah disini dengan gambar secara umum
- Deskripsi Mata Kuliah
- Rencana Pembelajaran Semester (RPS)
- Forum diskusi
- Presensi Mahasiswa

A red box highlights the 'Include:' section and the list of items. A green circular icon with a white checkmark is visible in the top right corner.

## STEP 13

Tekan Tombol Next,

The screenshot shows the continuation of the course creation process. At the bottom, there are three buttons: 'Previous' (blue), 'Cancel' (grey), and 'Next' (blue with an orange border). The 'Next' button is highlighted with a red box. Below the buttons is a large black rectangular redaction box.

## STEP 14

Setelah itu akan muncul rangkuman yang telah dipilih sebelumnya,

Import

1. Course selection ▶ 2. Initial settings ▶ 3. Schema settings ▶ **4. Confirmation and review** ▶ 5. Perform import ▶ 6. Complete

**Import settings**

Include permission overrides	x
Include activities and resources	✓
Include blocks	✓
Include files	✓
Include filters	✓
Include calendar events	✓
Include question bank	✓
Include groups and groupings	x
Include competencies	✓
Include custom fields	✓
Include content bank content	✓
Include legacy course files	✓

Import Review

## STEP 15

Jika tidak ada lagi yang ingin dirubah maka klik Perform Import,

Previous Cancel **Perform import**

## STEP 16

Mohon untuk menunggu proses importnya,

The screenshot shows the ola 2.0 platform interface. On the left, there's a sidebar with various course-related links. The main area is titled 'COURSE TESTING' and has tabs for 'Course', 'Settings', 'Participants', 'Grades', 'Reports', and 'More'. An 'Import' button is visible. A green message bar at the bottom states 'Import complete. Click continue to return to the course.' with a 'Continue' button. The top right corner shows user profile information and a 'Edit mode' toggle.

## STEP 17

Dan tekan Continue untuk menyelesaiakannya.

This screenshot is identical to the one above, showing the 'COURSE TESTING' page with the 'Import complete' message and the 'Continue' button highlighted by a red box.

### 3. Pembuatan Presensi Mahasiswa dan Dosen

#### STEP 1

Pada bagian navigasi,

The screenshot shows the Sikola 2.0 LMS homepage. At the top, there is a navigation bar with links for 'Home', 'Dashboard', and 'My courses'. A red box highlights the 'Home' link. Below the navigation bar is the Sikola 2.0 logo and a cartoon illustration of a person sitting at a desk with a laptop. The main content area contains text about the system's purpose and features, followed by a 'Video Tutorial' section with a list of 14 items. On the right side, there is a sidebar with a green circular icon containing a white number '2'.

#### STEP 2

Klik Dashboard,

The screenshot shows the Sikola 2.0 LMS dashboard. The 'Dashboard' link from the previous step is now highlighted with a red box. The dashboard features the Sikola 2.0 logo and the text 'Sistem Kelola Pembelajaran (SIKOI)' at the bottom. The background is orange.

### STEP 3

Klik nama course nya,

The screenshot shows a user interface for a learning management system. At the top, there is a section titled "Recently accessed courses" which displays a grid of course thumbnails. One thumbnail, labeled "COURSE TESTING NOCATEGORY", is highlighted with a red border. To the right of this grid, there are two other course thumbnails labeled "Test C" and "TEST F". Below this section is another titled "Recently accessed items", which contains two items: "tes aja" and "Deskripsi M".

### STEP 4

Klik pada Presensi,

The screenshot shows a list of course activities. The first item is "Forum diskusi", represented by a red speech bubble icon. The second item is "Presensi Mahasiswa", represented by a blue person icon and highlighted with a red border. The third item is "Presensi Pengampu Mata Kuliah", represented by a blue person icon, and below it is a yellow button labeled "Hidden from students".

## STEP 5

Pada halaman Presensi, klik pada Sinkron Jadwal Neosia

The screenshot shows the 'Attendance' section of a software interface. At the top, there are tabs for Attendance, Settings, Report, Import, Export, and More. Below the tabs, there is a date range selector showing 'July 29 - Aug 4'. To the right of the date range are buttons for All, All past, Months, Weeks, and Days. A red box highlights the 'Sinkron Jadwal Neosia' button, which is located next to a refresh icon. The main area displays a table with columns: Date, Time, Type, Description, and Actions. The table contains one row with the text "'63812'". At the bottom of the table are 'Choose...' and 'OK' buttons.

## STEP 6

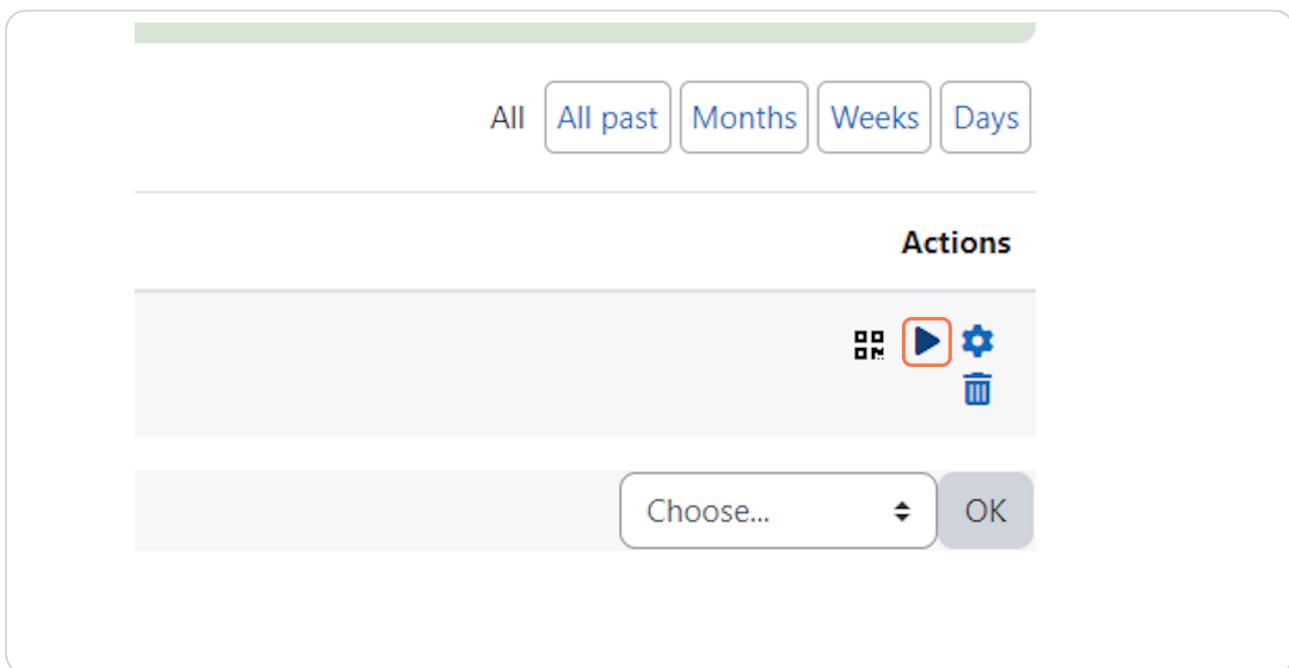
Setelah itu kehadiran yang telah dibuat akan tampil,

The screenshot shows the 'Attendance' section after synchronization. The 'Sinkron Jadwal Neosia' button is still visible at the top. The main area displays a table of attendance entries. The table has columns: Date, Time, Type, Description, and Actions. The entries listed are:

Date	Time	Type	Description	Actions
Thu 22 Feb 2024	8AM - 9:30AM	Group: DOSEN	Regular class session	
Thu 22 Feb 2024	8AM - 9:30AM	Group: MAHASISWA	Regular class session	
Thu 29 Feb 2024	8AM - 9:30AM	Group: DOSEN	Regular class session	
Thu 29 Feb 2024	8AM - 9:30AM	Group: MAHASISWA	Regular class session	
Thu 7 Mar 2024	8AM - 9:30AM	Group: DOSEN	Regular class session	
Thu 7 Mar 2024	8AM - 9:30AM	Group: MAHASISWA	Regular class session	
Thu 14 Mar 2024	8AM - 9:30AM	Group: DOSEN	Regular class session	

## STEP 7

Klik ikon play pada menu Actions untuk mengambil tindakan kehadiran,



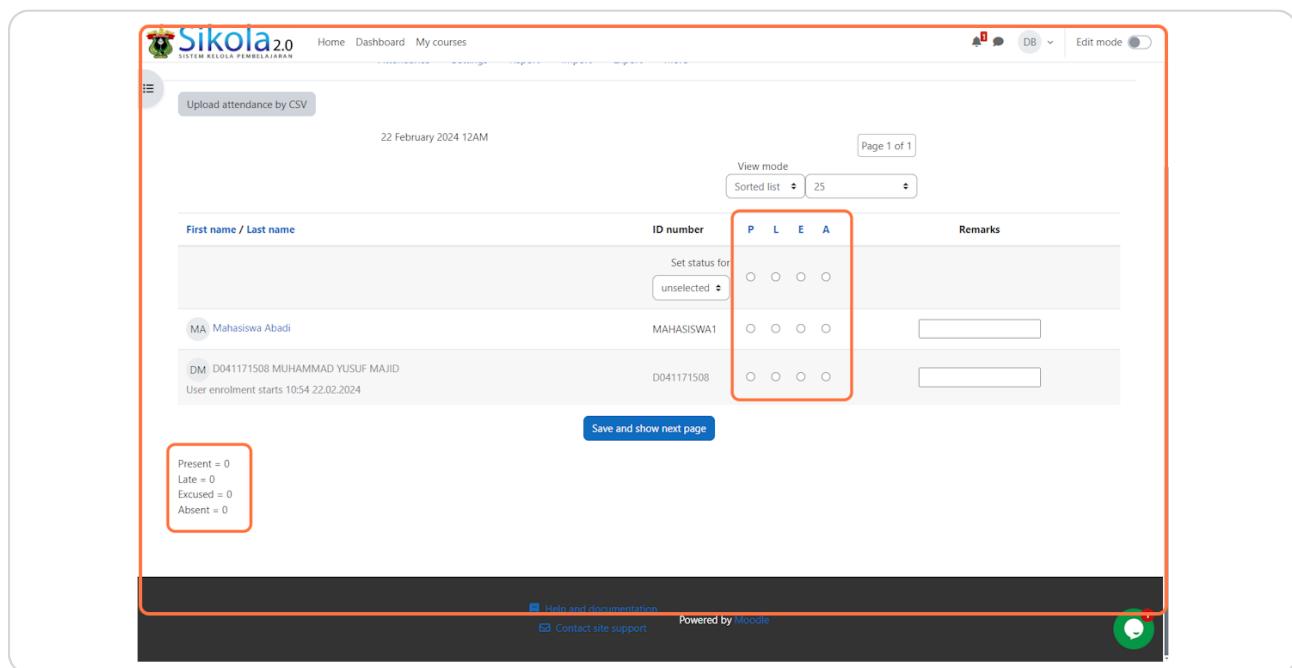
## STEP 8

Maka tampilan akan muncul seperti gambar dibawah ini,

A screenshot of the SIKUA 2.0 system's attendance management module. The page title is 'Presensi Mahasiswa'. It shows a table of student attendance data. The columns are 'First name / Last name', 'ID number', 'P L E A' (status abbreviations), and 'Remarks'. A red box highlights the first two rows of the table. Row 1: MA Mahasiswa Abadi, ID: MAHASISWA1, Status: P L E A. Row 2: DM D041171508 MUHAMMAD YUSUF MAJID, ID: D041171508, Status: P L E A. Below the table, it says 'User enrolment starts 1054 22.02.2024'. At the bottom left, it shows status counts: Present = 0, Late = 0, Excused = 0, Absent = 0. A blue 'Save and show next page' button is at the bottom center. The top navigation bar includes 'Home', 'Dashboard', 'My courses', 'Attendance', 'Settings', 'Report', 'Import', 'Export', and 'More'.

## STEP 9

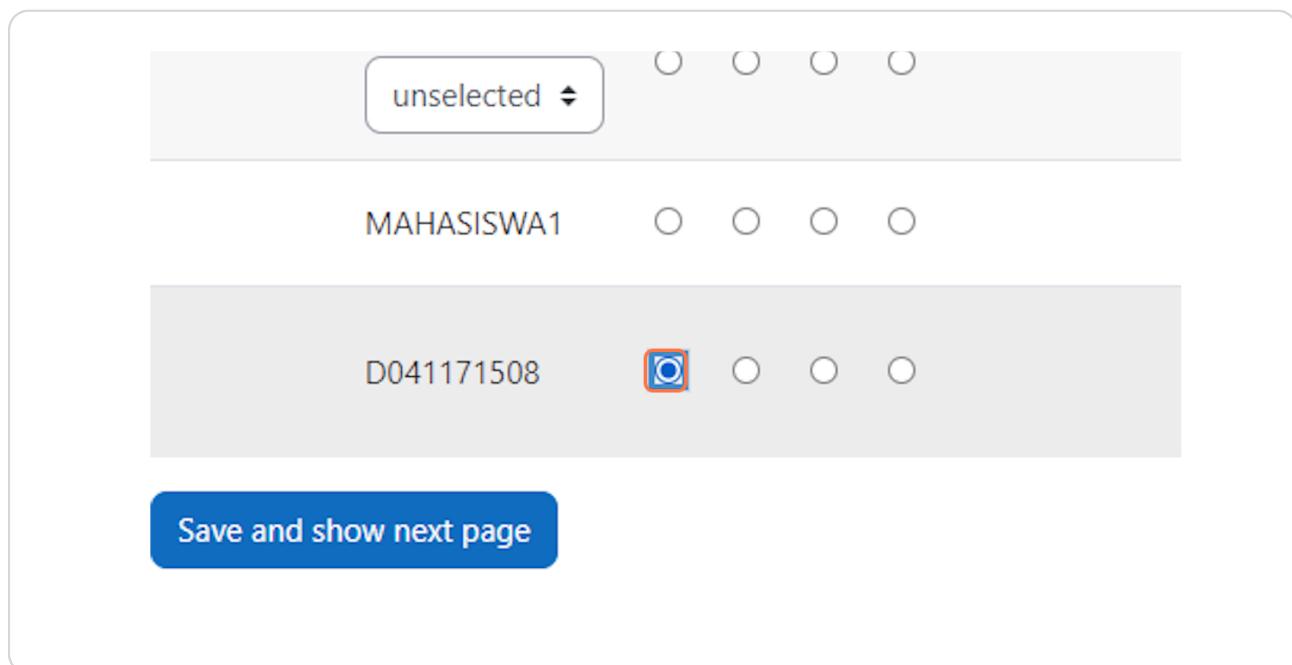
Silahkan memilih tindakan untuk kehadiran sesuai opsi yang tersedia,



The screenshot shows the Sikola 2.0 system interface for uploading attendance. At the top, there's a header with the logo, 'Sikola 2.0', 'Home', 'Dashboard', and 'My courses'. On the right, there are icons for notifications, database status ('DB'), and edit mode. Below the header, a button says 'Upload attendance by CSV' and the date '22 February 2024 12AM'. A progress bar indicates 'Page 1 of 1'. Underneath, there's a table with columns for 'First name / Last name', 'ID number', and 'Remarks'. The first row shows 'MA Mahasiswa Abadi' and 'MAHASISWA1'. The second row shows 'DM D041171508 MUHAMMAD YUSUF MAJID' and 'D041171508'. To the right of the table is a grid for marking attendance status: 'P L E A' (Present, Late, Excused, Absent) with four rows of radio buttons. A red box highlights this grid. In the bottom left corner of the main area, another red box highlights a summary: 'Present = 0', 'Late = 0', 'Excused = 0', and 'Absent = 0'. At the bottom, there's a 'Save and show next page' button and footer links for 'Help and documentation', 'Contact site support', and 'Powered by Moodle'.

## STEP 10

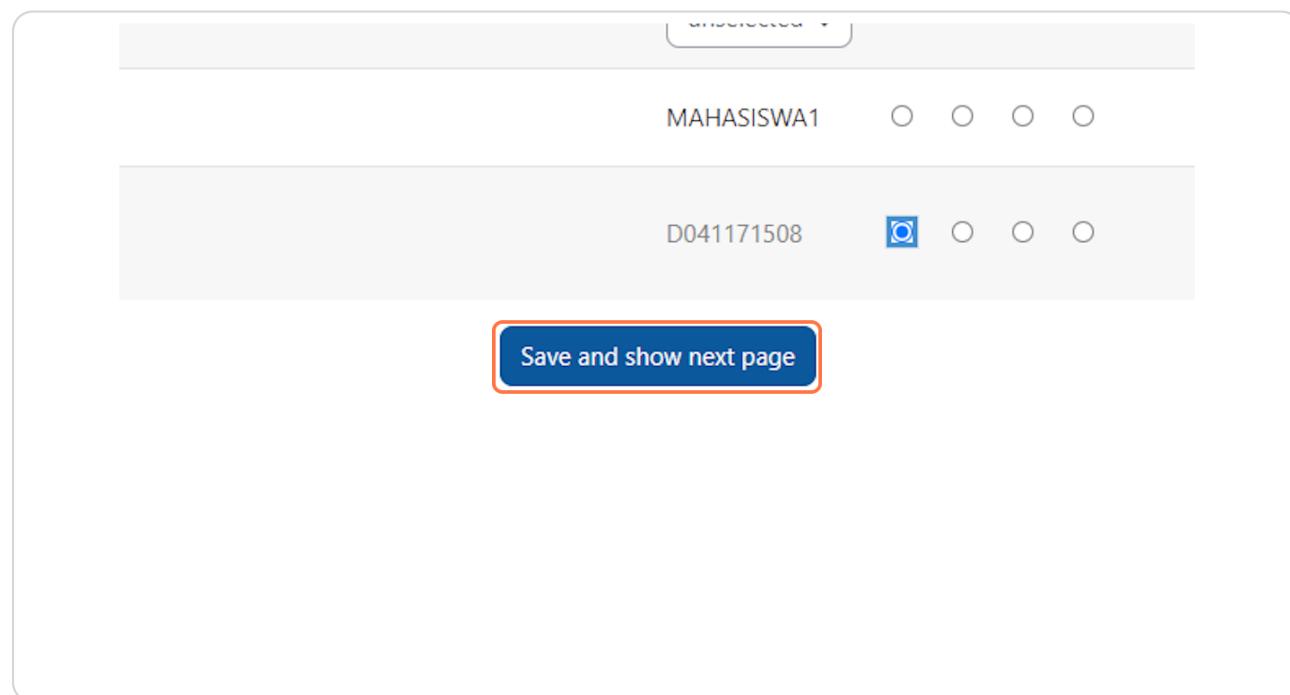
Contohnya seperti gambar dibawah ini,



This image is a close-up of the attendance marking interface. It shows a dropdown menu labeled 'unselected' with a downward arrow. Below it, the student's name 'MAHASISWA1' and ID 'D041171508' are displayed. Next to each name is a row of four radio buttons. The radio button for 'D041171508' is highlighted with a blue square and a white circle, indicating it is selected. At the bottom, there is a large blue 'Save and show next page' button.

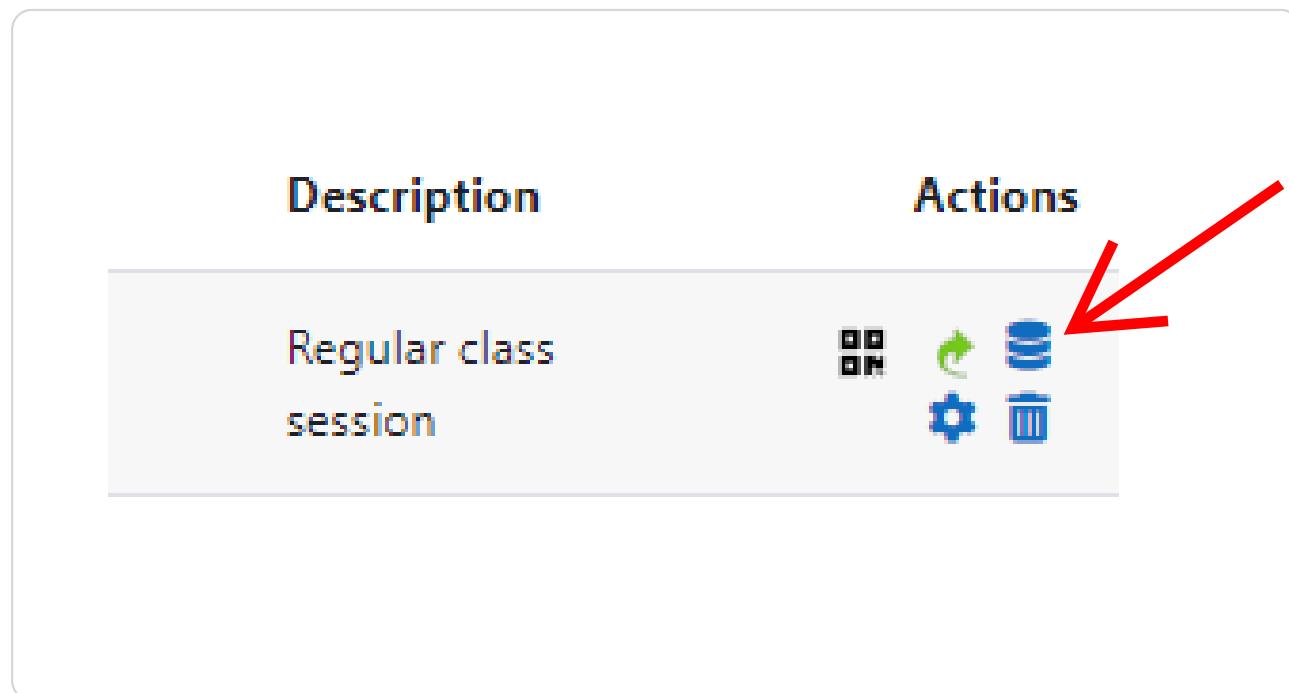
## STEP 11

Setelah selesai, tekan tombol Save and show next page maka kehadiran telah berhasil dibuat.



## STEP 12

Untuk sinkronisasi presensi ke neosia bisa dengan menekan icon seperti pada gambar di bawah :



## 4. Presensi

### STEP 1

Pada bagian navigasi website,

The screenshot shows the Sikola 2.0 LMS homepage. At the top, there is a navigation bar with the Sikola 2.0 logo, 'Home', 'Dashboard', and 'My courses' links. On the right side of the header are icons for notifications (with a red dot), messaging, and a dropdown menu labeled 'DB'. Below the header, the title 'SIKOLA UNIVERSITAS HASANUDDIN' is displayed. The main content area features the Sikola 2.0 logo on the left and a cartoon illustration of a person sitting at a desk with a laptop on the right. A text block below the illustration provides information about the system's purpose and usage. At the bottom of the page, there is a 'Video Tutorial' section with a list of six items and a video camera icon.

**SIKOLA UNIVERSITAS HASANUDDIN**

Sistem Kelola Pembelajaran (SIKOLA) Universitas Hasanuddin (Unhas) disiapkan untuk mendukung dan memperlancar proses pembelajaran. Panduan penggunaan SIKOLA dapat ditonton melalui video yang tersedia pada menu *homepage* (dapat diakses baik sebelum maupun sesudah login). Fitur-fitur SIKOLA sangat *affordable* dan *user friendly*. SIKOLA adalah pengembangan dari *Learning Management System* (LMS) Unhas sebelumnya. Untuk mengakses sikola versi sebelumnya silahkan akses link berikut : <https://sikola.unhas.ac.id/>

Bagi sivitas akademika Unhas yang terkendala *user* dan *password*, disilahkan menghubungi helpdesk untuk dibantu diresetkan *passwordnya* atau diingatkan *usernamenya*.

**Video Tutorial**

1. Cara Mengubah Password Akun
2. Membuat Kelas
3. Menduplikasi Mata Kuliah
4. Cara Membuat Presensi pada Mata Kuliah
5. Cara Mengisi Presensi
6. Cara Membuat Pengumuman Pada Mata Kuliah

## STEP 2

Klik My Course,

The screenshot shows the 'My courses' section of the Sikola Universitas H platform. At the top, there is a navigation bar with 'Home' and 'Dashboard' options, and 'My courses' which is highlighted with a red box. Below the navigation bar, the text 'SIKOLA UNIVERSITAS H' is displayed in large, bold letters. In the center, there is a logo featuring a crest and the text 'Sikola 2.0'.

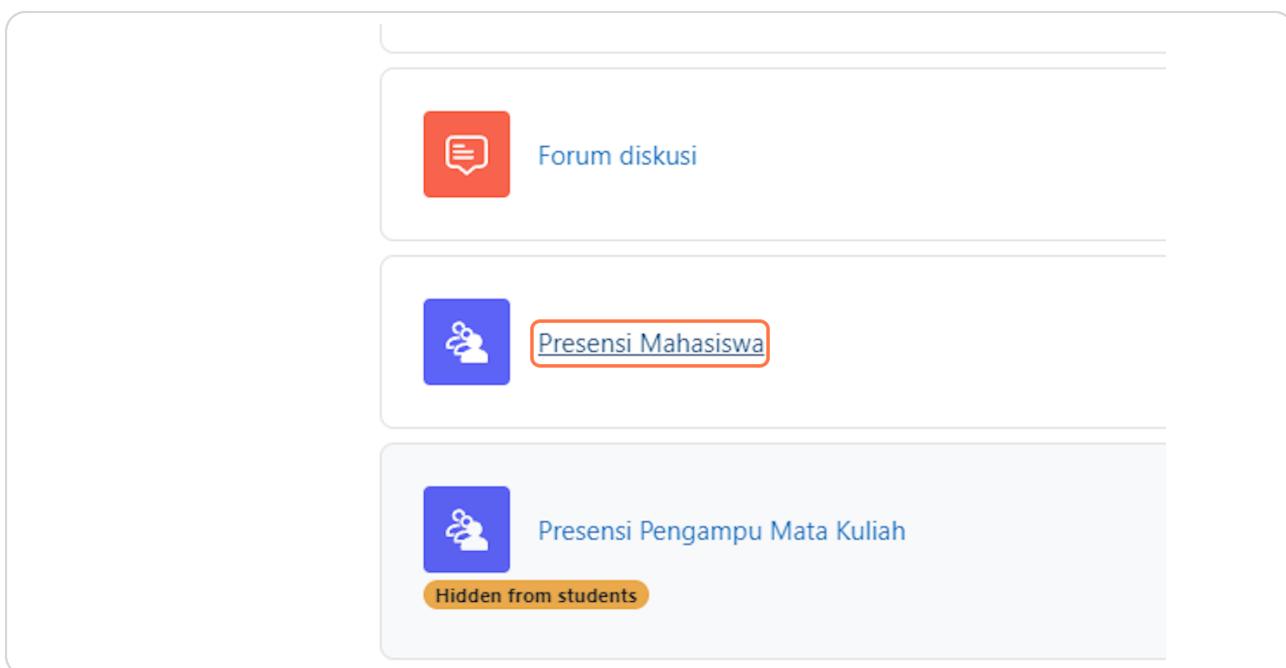
## STEP 3

Klik nama course nya,

The screenshot shows a list of courses. At the top, there are filters: 'All', 'Search', and 'Sort by la'. Below the filters, there are two course cards. The first card has a grey grid background and contains the text 'COURSE TESTING' and 'NOCATEGORY'. The word 'COURSE TESTING' is highlighted with a red box. The second card has a dark grey grid background and contains the text 'Test Course Do N' and 'TEST PURPOSE C'. There is a vertical ellipsis icon between the two cards.

## STEP 4

Klik pada Presensi Mahasiswa,



## STEP 5

Setelah itu akan muncul tampilan berikut,

The image shows a screenshot of the Sikola 2.0 Moodle site. The URL in the address bar is CT1 / Presensi Mahasiswa / Presensi Mahasiswa. The page title is Presensi Mahasiswa. The main content area displays a table of sessions:

Sessions	All	Add session
Date	Thu 22 Feb 2024	12AM
Type	Group: MAHASISWA	
Description		
Actions		

At the bottom of the page, there is a footer with links to Help and documentation, Contact site support, and Powered by Moodle. A green circular icon with a white '1' is also present in the footer.

## STEP 6

Pilih jadwal mata kuliah yang akan dihadiri,

The screenshot shows a digital interface for managing sessions. At the top, there are tabs for 'Attendance', 'Settings', and 'Re'. Below this, a dropdown menu labeled 'Sessions' is set to 'All', with a blue 'Add session' button next to it. A table follows, with columns for a checkbox, 'Date', 'Time', and 'Type'. One row is highlighted with a red border around the date column, which displays 'Thu 22 Feb 2024'. The time is listed as '12AM' and the type is 'Group: MAHASISWA'. A question mark icon is visible at the bottom left of the table area.

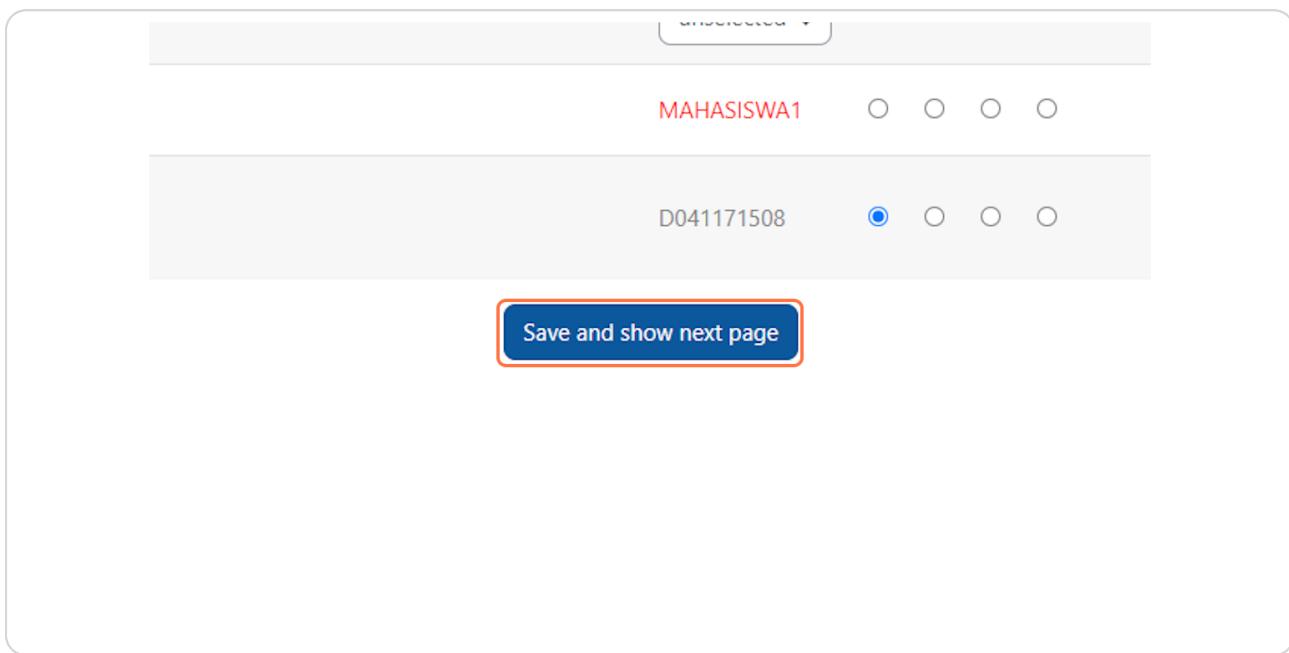
## STEP 7

Lalu centang pada kolom sesuai dengan situasi mahasiswa yang hadir pada perkuliahan,

The screenshot shows a digital attendance sheet. At the top right, it says 'Page 1 of 1'. Below that, 'View mode' is set to 'Sorted list' with a page size of '25'. The main table has columns for 'ID number', 'Set status for' (with a dropdown menu showing 'unselected'), and 'Remarks'. The 'Remarks' column contains three rows of status indicators: 'P L E A'. The first row has four empty circles. The second row has four empty circles. The third row has one circle filled with a blue dot, while the others are empty. A red box highlights the 'P L E A' column. At the bottom left, a blue button says 'Save and show next page'.

## STEP 8

Klik pada Save and show next page untuk menyelesaiakannya,



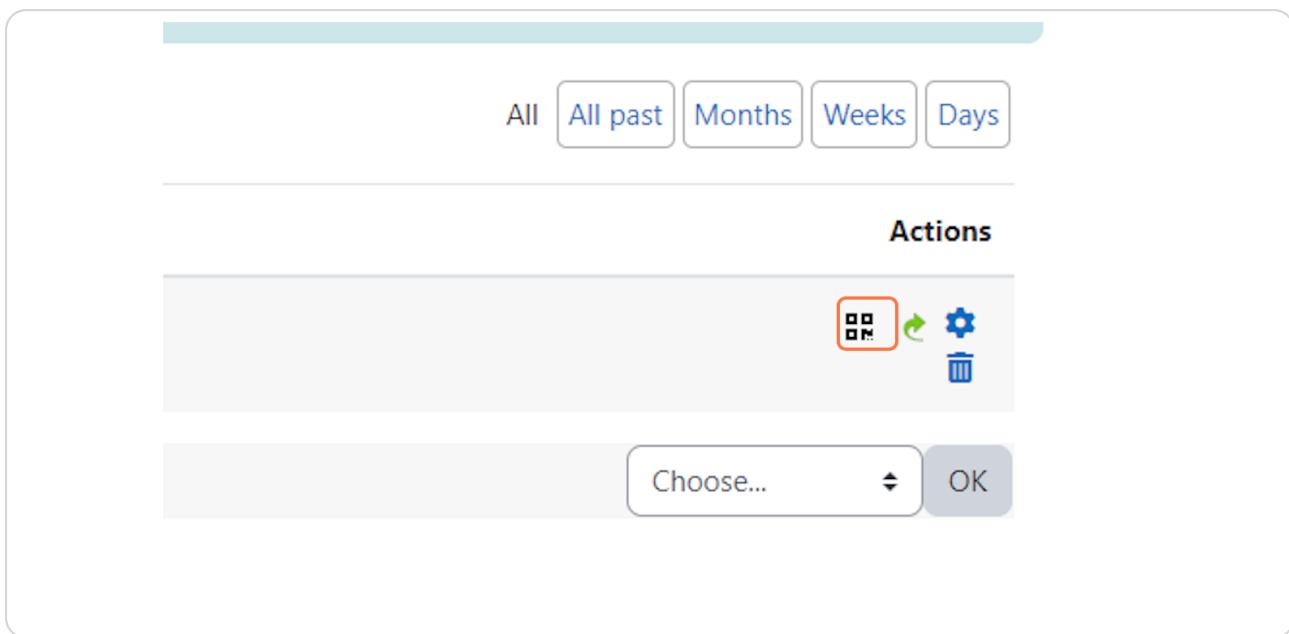
## STEP 9

QR Code juga bisa digunakan mahasiswa untuk mengisi absennya sendiri,pada halaman Presensi Mahasiswa,

The screenshot shows the Sikola 2.0 system interface. At the top, there's a header with the Sikola logo, "Sikola 2.0", "Home", "Dashboard", "My courses", and some user icons. Below the header, the URL "CT1 / Presensi Mahasiswa / Presensi Mahasiswa" is visible. The main area is titled "Presensi Mahasiswa" with a blue icon. It has tabs for "Attendance", "Settings", "Report", "Import", "Export", and "More". A modal window is open in the center, titled "Attendance has been successfully taken". This window contains a table with one row of data: "Thu 22 Feb 2024 12AM Group: MAHASISWA". The entire modal window is highlighted with a thick orange border. At the bottom of the modal are "Choose..." and "OK" buttons. The footer of the page includes links for "Help and documentation" and "Contact site support", and it's powered by Moodle. There's also a small green circular icon with a red notification dot in the bottom right corner.

## STEP 10

Klik ikon QR Code seperti dibawah ini pada menu Actions,



## STEP 11

Maka akan membuat tab baru pada browser yang akan menampilkan QR Code absen untuk mahasiswa dan setiap QR Code memiliki batas waktu tertentu sehingga QR Code nya akan berbeda tiap sesi.



## 5. Pembuatan Pengumuman

### STEP 1

Pada bagian navigasi website,

The screenshot shows the homepage of the Sikola 2.0 Learning Management System (LMS) for Universitas Hasanuddin (Unhas). At the top, there is a navigation bar with the Sikola 2.0 logo, a search bar, and user icons for notifications, messages, and a dropdown menu. Below the navigation bar, the title "SIKOLA UNIVERSITAS HASANUDDIN" is displayed. The main content area features the Sikola 2.0 logo on the left and a cartoon illustration of a person sitting at a desk with a laptop on the right. A text block provides information about the system's purpose and how to contact support if needed. At the bottom, there is a section titled "Video Tutorial" with a list of six items and a video camera icon.

**SIKOLA UNIVERSITAS HASANUDDIN**

Sistem Kelola Pembelajaran (SIKOLA) Universitas Hasanuddin (Unhas) disiapkan untuk mendukung dan memperlancar proses pembelajaran. Panduan penggunaan SIKOLA dapat ditonton melalui video yang tersedia pada menu *homepage* (dapat diakses baik sebelum maupun sesudah login). Fitur-fitur SIKOLA sangat *affordable* dan *user friendly*. SIKOLA adalah pengembangan dari *Learning Management System* (LMS) Unhas sebelumnya. Untuk mengakses sikola versi sebelumnya silahkan akses link berikut : <https://sikola.unhas.ac.id/>

Bagi sivitas akademika Unhas yang terkendala *user* dan *password*, disilahkan menghubungi helpdesk untuk dibantu diresetkan *passwordnya* atau diingatkan *usernamenya*.

**Video Tutorial**

1. Cara Mengubah Password Akun
2. Membuat Kelas
3. Menduplikasi Mata Kuliah
4. Cara Membuat Presensi pada Mata Kuliah
5. Cara Mengisi Presensi
6. Cara Membuat Pengumuman Pada Mata Kuliah

## STEP 2

Klik pada My Course,

The screenshot shows the 'My courses' section of the Sikola Universitas H platform. At the top, there is a navigation bar with 'Home' and 'Dashboard' options, and 'My courses' which is highlighted with a red box. Below the navigation bar, the text 'SIKOLA UNIVERSITAS H' is displayed in large, bold letters. Underneath this, there is a large orange rectangular area containing the university's logo and the text 'Sikola 2.0'. The logo features a crest with a figure and a sword.

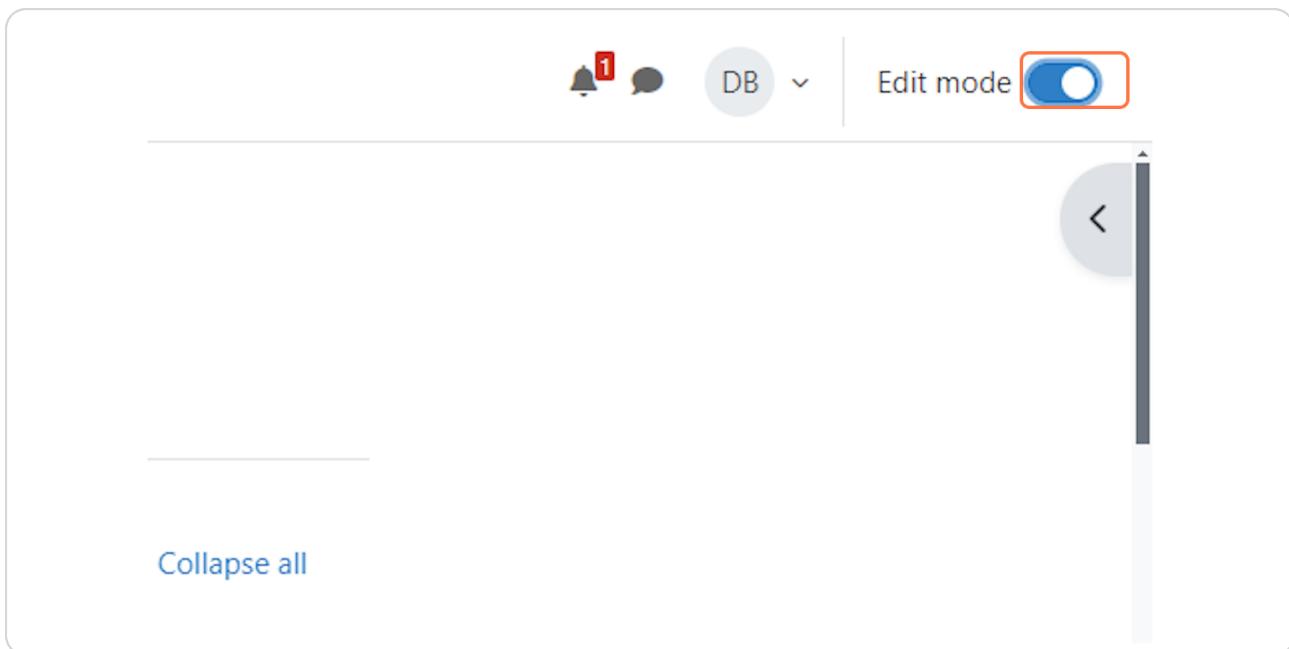
## STEP 3

Klik nama course nya

The screenshot shows the 'My courses' section with two course cards listed. The first card, on the left, has a grey grid background and contains the text 'COURSE TESTING' and 'NOCATEGORY' in blue. The word 'COURSE TESTING' is highlighted with a red box. The second card, on the right, has a grey grid background and contains the text 'Test Course Do N' and 'TEST PURPOSE C' in blue. Both cards have three vertical dots at the bottom right corner.

## STEP 4

Jangan lupa untuk mengaktifkan Edit Mode pada navigasi di atas website,



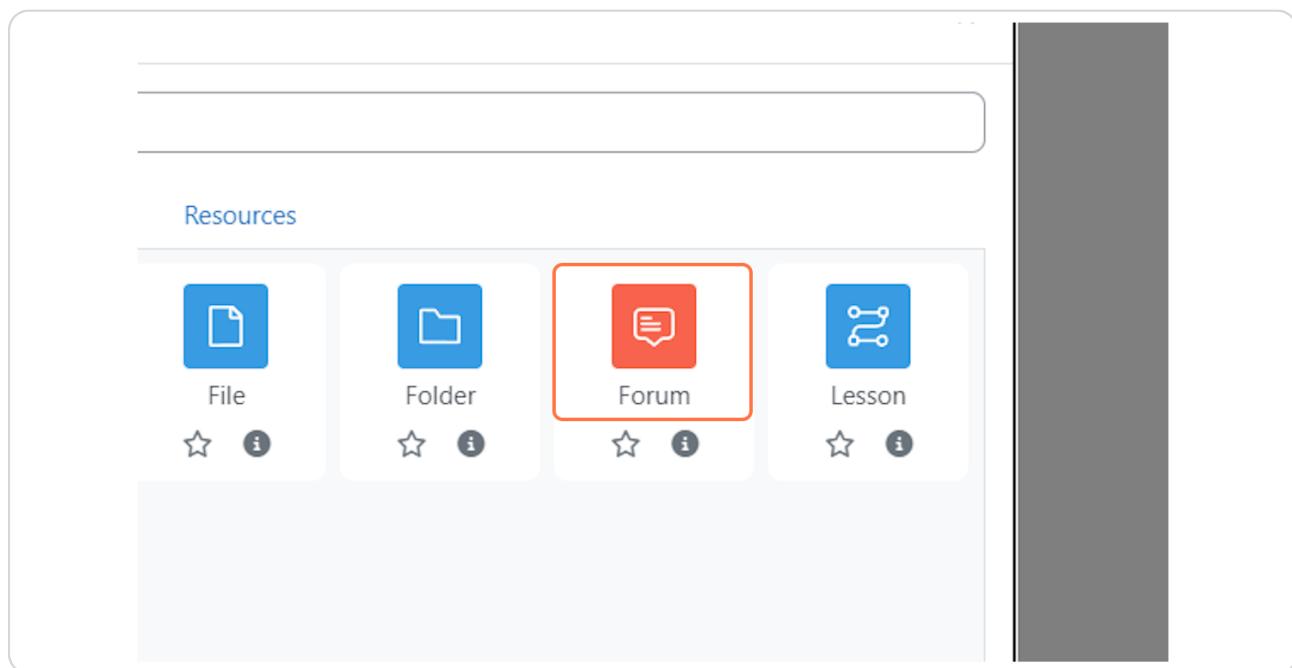
## STEP 5

Silahkan scroll ke bawah sampai menemukan tombol Add an activity or resource dan klik tombol tersebut,

A screenshot of a Moodle course page. The page displays several course modules: 'Rencana Pembelajaran Semester (RPS)' (FILE), 'FORUM' (Forum diskusi), 'ATTENDANCE' (Presensi Mahasiswa), and 'ATTENDANCE' (Presensi Pengampu Mata Kuliah) which is noted as 'Hidden from students'. Below these modules is a light blue button with a plus sign and the text 'Add an activity or resource', which is highlighted with a red rectangular border. Further down the page, under the heading 'Pertemuan Ke-1', there is another similar 'Add an activity or resource' button.

## STEP 6

Setelah pop up muncul, pilih forum,



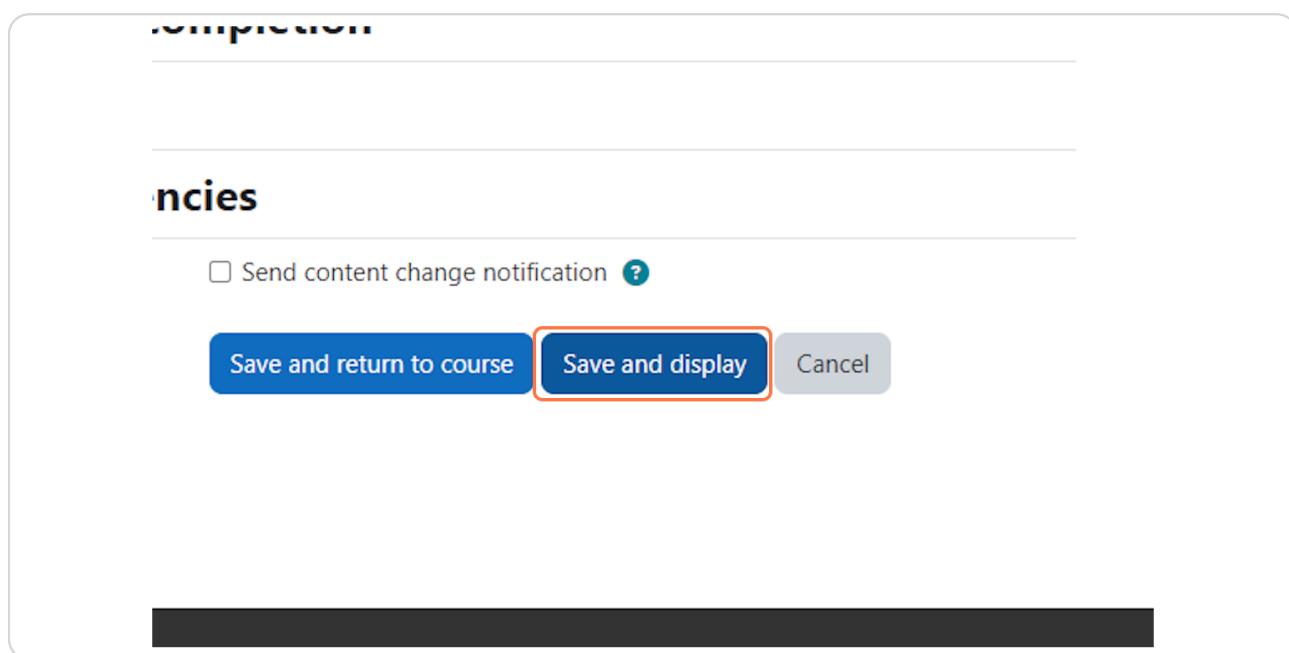
## STEP 7

Silahkan mengisi form yang tersedia seperti dibawah ini,

A screenshot of a 'Course Testing' page under the 'Course' tab. A sub-section titled 'Adding a new Forum' is shown. The 'General' section is expanded, showing a 'Forum name' input field which is highlighted with a red border. Below it is a rich text editor toolbar with various icons like bold, italic, and image. The text area of the editor is empty. At the bottom of the editor, it says '0 words' and 'tinymce'. There is also an 'Expand all' link at the top right of the form.

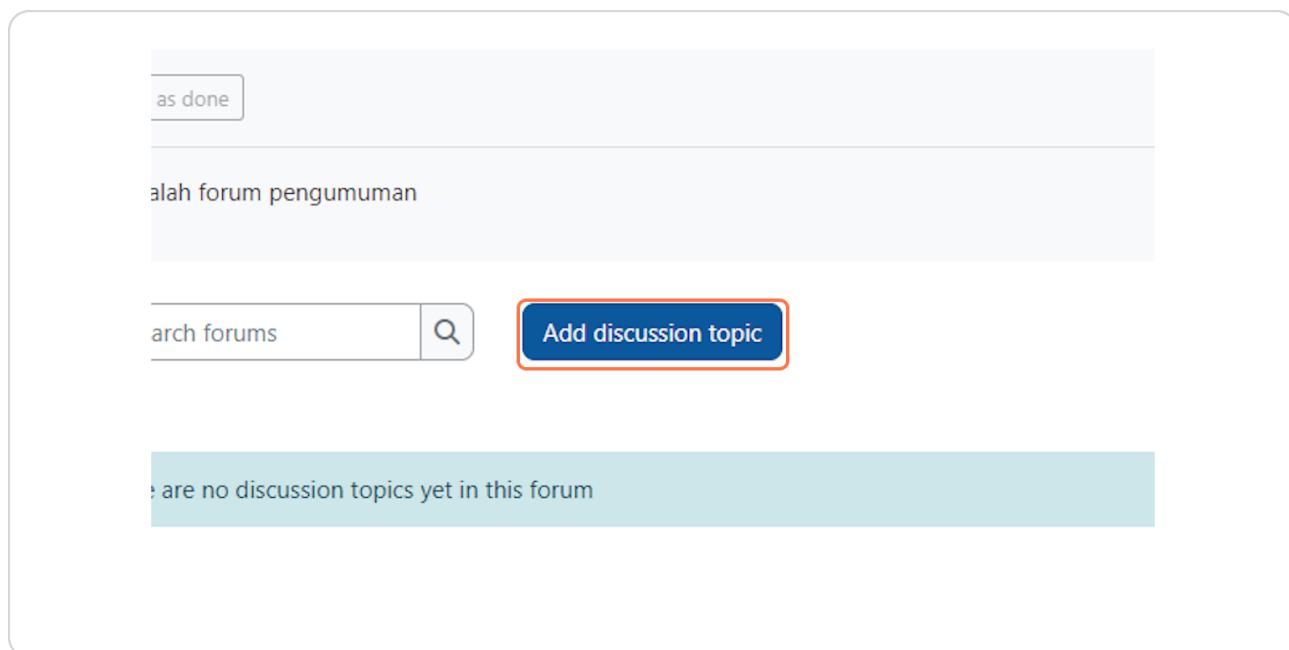
## STEP 10

Setelah pengisian form selesai, silahkan tekan tombol Save and display,



## STEP 11

Setelah itu akan muncul tampilan baru, dan klik tombol Add discussion topic,



## STEP 12

Silahkan mengisi form yang tersedia,

The screenshot shows a forum interface. At the top, there is a header bar with the text "Ini adalah forum pengumuman". Below this is a search bar labeled "Search forums" with a magnifying glass icon, and a blue button labeled "Add discussion topic". The main area has two input fields: "Subject" and "Message". The "Subject" field contains an exclamation mark (!) and is highlighted with a red border. The "Message" field also contains an exclamation mark (!) and has a toolbar above it with various editing options like Edit, View, Insert, Format, Tools, Table, Help, and a set of icons for bold, italic, underline, etc.

## STEP 13

Setelah diisi, silahkan tekan tombol Post to forum,

The screenshot shows a confirmation dialog box. It contains a text input field with the letter "p" and three buttons at the bottom: "Post to forum" (highlighted with a red border), "Cancel", and "Advanced". Below the dialog box, there is a light blue bar with the text "scussion topics yet in this forum".

## STEP 14

Maka tampilan akan muncul seperti dibawah ini

The screenshot shows the Sikola 2.0 forum interface. At the top, there is a navigation bar with links for Home, Dashboard, My courses, and other administrative options. A red box highlights the main content area. In the center, it says "PENGUMUMAN" (Announcement) under the heading "FORUM". Below this, there is a success message: "Your post was successfully added." followed by "You have 30 mins to edit it if you want to make any changes." and "You will be notified of new posts in '[engumuman perpindahan jadwal]' in the forum 'Pengumuman'." There is a "Mark as done" button. The main content area contains a brief description: "Ini adalah forum pengumuman". Below this is a search bar with "Search forums" and a magnifying glass icon, and a "Add discussion topic" button. On the right, there is a "Subscribe to forum" button. The "Discussion" section lists a single topic: "[engumuman perpindahan jadwal]" started by "Dosen Baru..." on "22 Feb 2024" with "0" replies. A "Subscribe" button is also present next to the last post. The bottom of the page includes links for "Help and documentation" and "Powered by LMSdikti".

## STEP 15

Klik nama subjeknya untuk melihat isi pengumuman yang telah dibuat,

This screenshot shows the same forum interface as above, but with a specific focus on the "engumuman perpindahan jadwal" topic. The topic name is highlighted with a red box. The rest of the interface is identical to the previous screenshot, including the success message, search bar, and discussion table.

## STEP 16

Maka tampilannya seperti ini.

The screenshot shows a Moodle-based LMS interface for 'Sikola 2.0'. At the top, there's a navigation bar with 'Home', 'Dashboard', and 'My courses'. On the right, there are icons for notifications, messages, and edit mode. The main content area is a forum titled 'PENGUMUMAN' (Announcements). A red box highlights a specific post:

**{engumuman perpindahan jadwal}**

Display replies in nested form | Move this discussion to... | Move | Settings

(engumuman perpindahan jadwal)  
by Dosen Baru23 - Thursday, 22 February 2024, 11:54 AM

berhubungan akan ada kegiatan oleh sebab itu jadwal untuk mata kuliah akan saya pindahkan pada hari ....

Permalink Edit Delete Reply

At the bottom of the page, there's a footer with links to 'Help and documentation' and 'Contact site support', and a 'Powered by Moodle' logo. To the right of the footer is a green circular icon with a red notification dot containing the number '1'.

## 6. Pembuatan Kuis

### STEP 1

Masuk pada course yang diinginkan,

Sikola 2.0

Home Dashboard My courses

Edit mode

COURSE TESTING

Course Settings Participants Grades Reports More

Info Matakuliah Collapse all

Sikola V2 SISTEM KELOLA PEMBELAJARAN

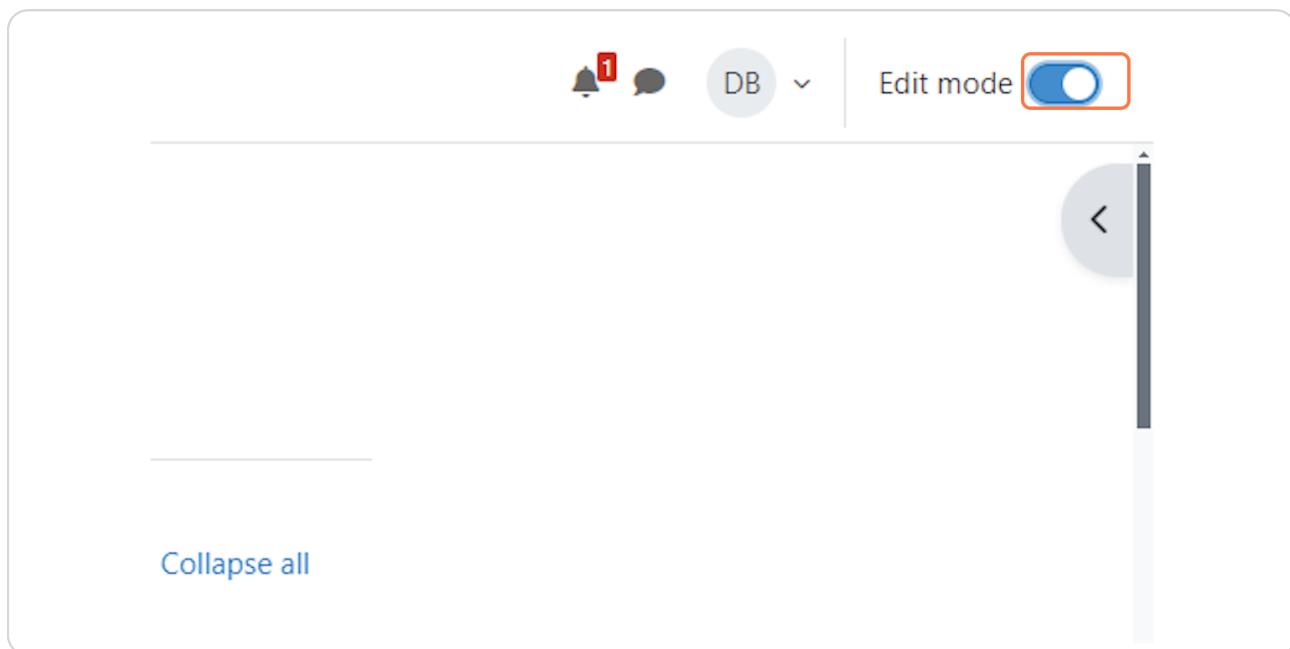
Deskripsi Mata Kuliah

Rencana Pembelajaran Semester (RPS)

Forum diskusi

## STEP 2

Jika ingin membuat kuis baru maka silahkan aktifkan Edit Mode,



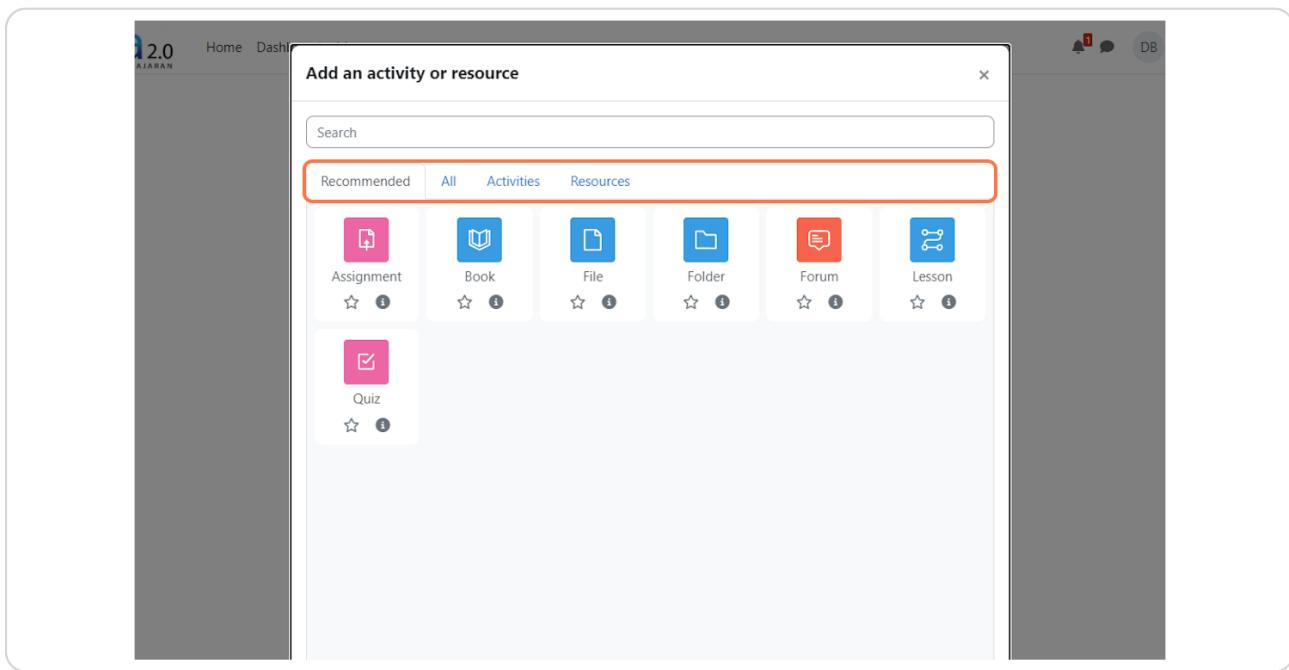
## STEP 3

Kemudian scroll hingga menemukan tombol Add an activity or resource dan klik tombol tersebut,

A screenshot of a learning management system interface showing a list of activities. The activities listed are: 'ATTENDANCE Presensi Pengampu Mata Kuliah' (Hidden from students), 'FORUM dsf', 'FORUM Pengumuman', and a button labeled '+ Add an activity or resource'. The '+ Add an activity or resource' button is highlighted with a red box. Below this section, there is a link 'Add topic'. Underneath, there is a collapsed section titled 'Pertemuan Ke-1' containing a 'FORUM wwdw' item and another '+ Add an activity or resource' button.

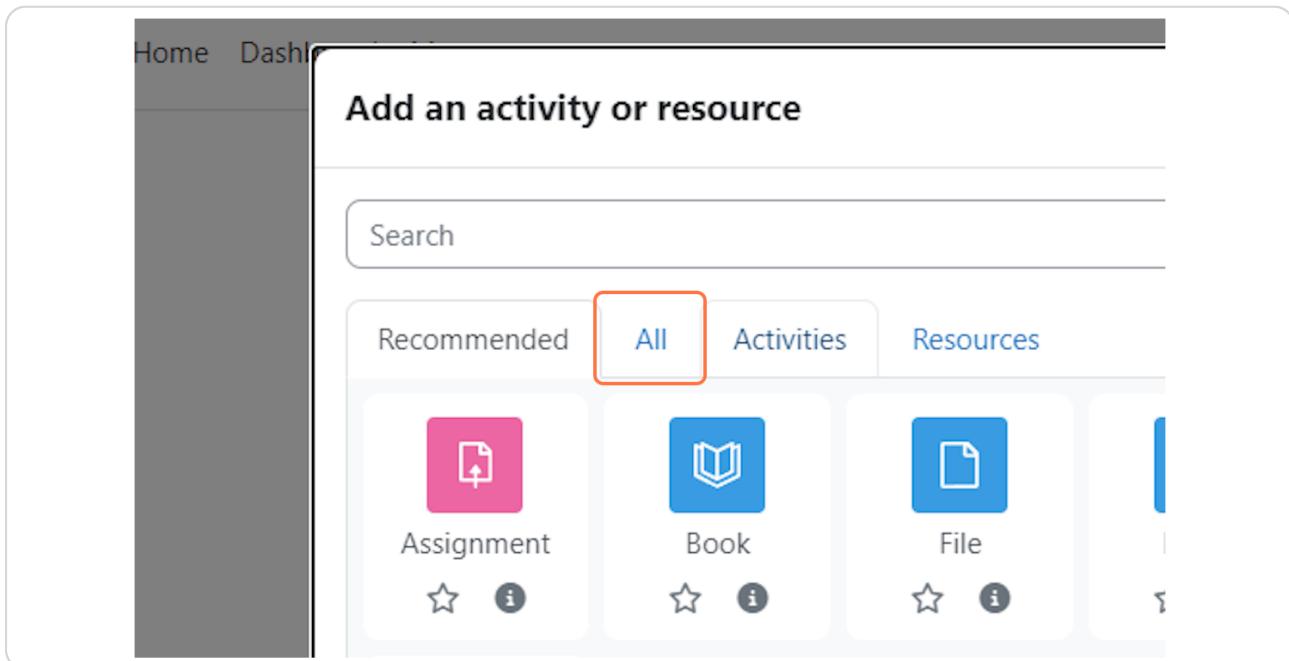
## STEP 4

Pop up akan muncul dan klik Quiz,



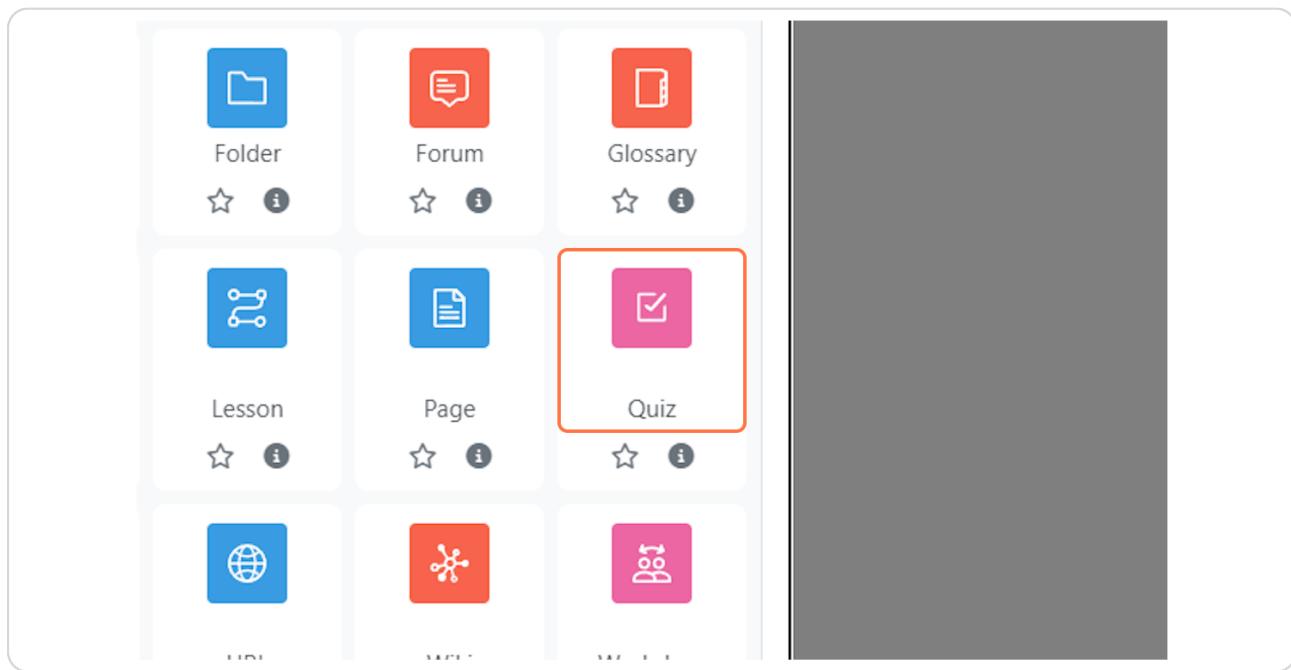
## STEP 5

jika Quiz tidak muncul pada halaman Recomended, maka klik tombol All,



## STEP 6

Dan klik Quiz,



## STEP 7

Maka akan muncul tampilan seperti dibawah ini,

A screenshot of a Moodle 'Course Testing' page. At the top, there are tabs: Course (which is selected), Settings, Participants, Grades, Reports, and More. Below the tabs, there is a heading 'Adding a new Quiz'. Underneath this, there is a 'General' section with a 'Name' field containing 'Kuis Mingguan'. A red border highlights the 'Name' field. There is also a 'Description' field and a rich text editor toolbar. The 'General' section has a 'Expand all' link at the top right. The entire page has a light gray background.

## STEP 8

Silahkan mengisi form yang tersedia,

**Adding a new Quiz**

[Expand all](#)

**General**

Name !

Description

Editor toolbar: [Edit](#) [View](#) [Insert](#) [Format](#) [Tools](#) [Table](#) [Help](#)

Rich text editor area (empty, highlighted with a red border).

Text input field:  0 words [tiny](#)

Display description on course page [?](#)

**Timing**

**Grade**

## STEP 9

Setelah form diisi makan klik Save and return to course,

**Activity completed**

**Tags**

**Competencies**

Send content change notification [?](#)

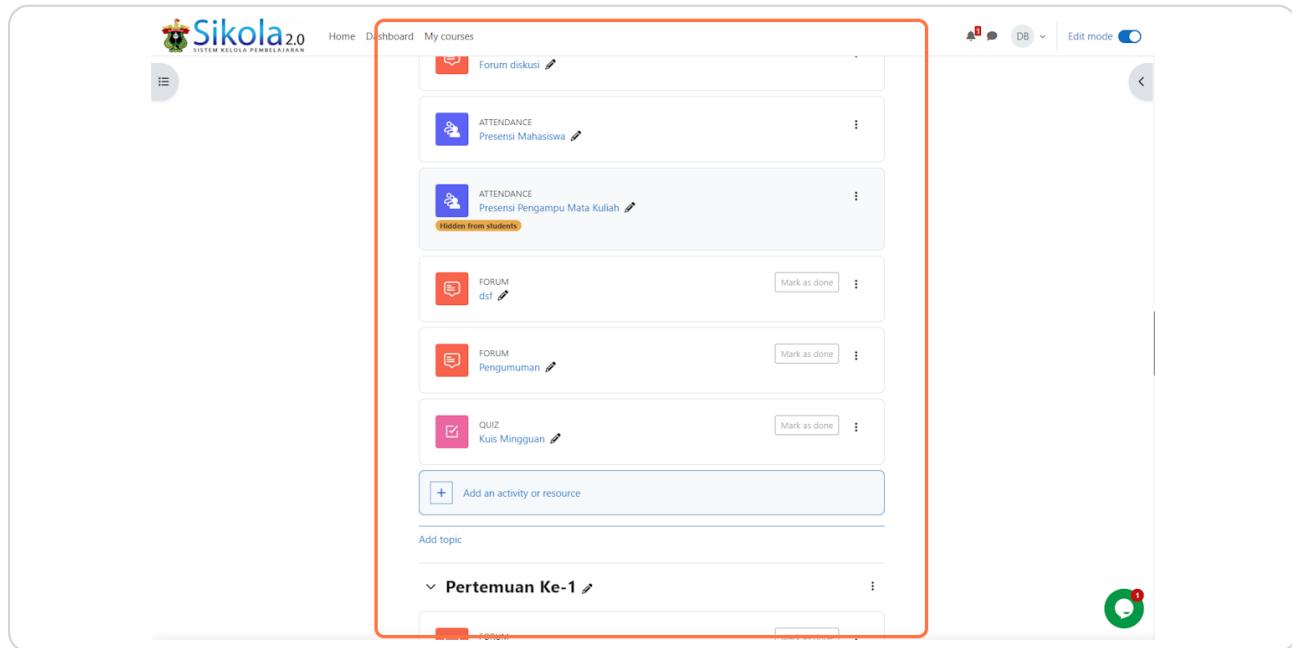
**Save and return to course** **Save and display** **Cancel**

! Required

[Help and documentation](#)

## STEP 10

Maka akan kembali ke halaman course dan silahkan scroll kebawah hingga menemukan Quiz yang telah dibuat,



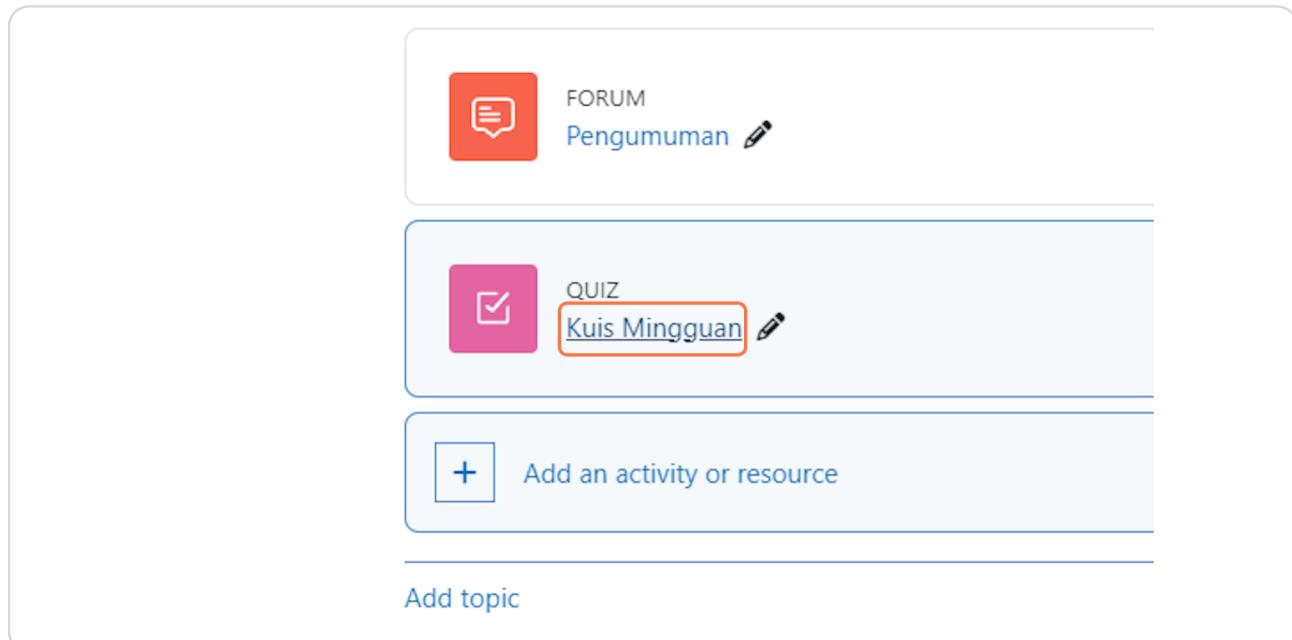
The screenshot shows the Sikola 2.0 course dashboard. At the top, there are navigation links: Home, Dashboard, and My courses. On the right side, there are icons for notifications (DB), edit mode (switched on), and other course settings. The main area displays a list of course activities:

- Forum diskusi
- ATTENDANCE Presensi Mahasiswa
- ATTENDANCE Presensi Pengampu Mata Kuliah (Hidden from students)
- FORUM dsf
- FORUM Pengumuman
- QUIZ Kuis Mingguan
- Add an activity or resource

A red box highlights the "QUIZ Kuis Mingguan" activity.

## STEP 11

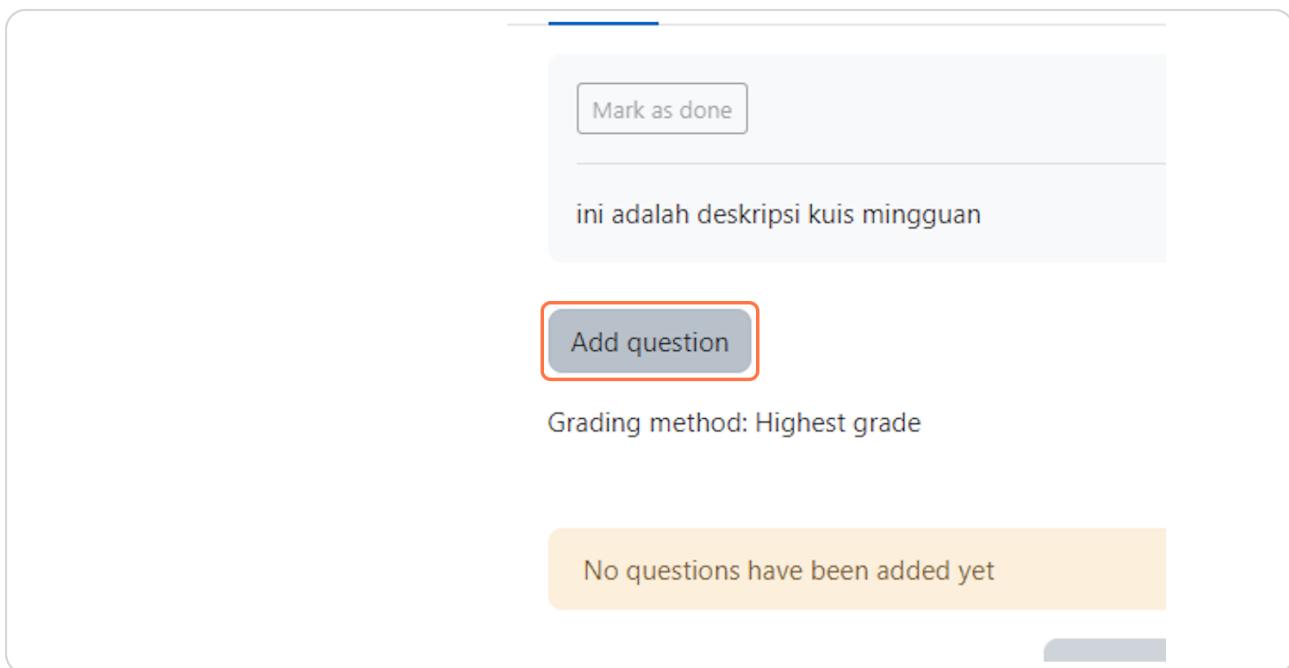
Klik nama Quiz tersebut,



The screenshot shows the details of the "Kuis Mingguan" quiz. The quiz title is displayed prominently. Below the title, there is a "Edit" icon. The quiz is currently marked as completed, indicated by a checkmark icon. At the bottom of the quiz card, there is a blue "Add an activity or resource" button.

## STEP 12

Klik Add question,



## STEP 13

Maka akan muncul tampilan baru,

The screenshot shows the 'Questions' section of a quiz in the Sikola 2.0 system. The title 'Kuis Mingguan' is visible. The interface includes tabs for Quiz, Settings, Questions, Results, Question bank, and More. The 'Questions' tab is selected. It displays the message 'Questions: 0 | This quiz is open'. There are buttons for 'Maximum grade' (set to 100.00) and 'Save'. Below these are buttons for 'Repaginate' and 'Select multiple items'. A 'Shuffle' checkbox is present, along with an 'Add' button. The entire window is enclosed in a red rectangular border. At the bottom, there is a black footer bar with links for 'Help and documentation' and 'Contact site support', and a 'Powered by Moodle' logo. On the far right of the footer, there is a green circular icon with a white '1' inside.

## STEP 14

Klik tombol Add

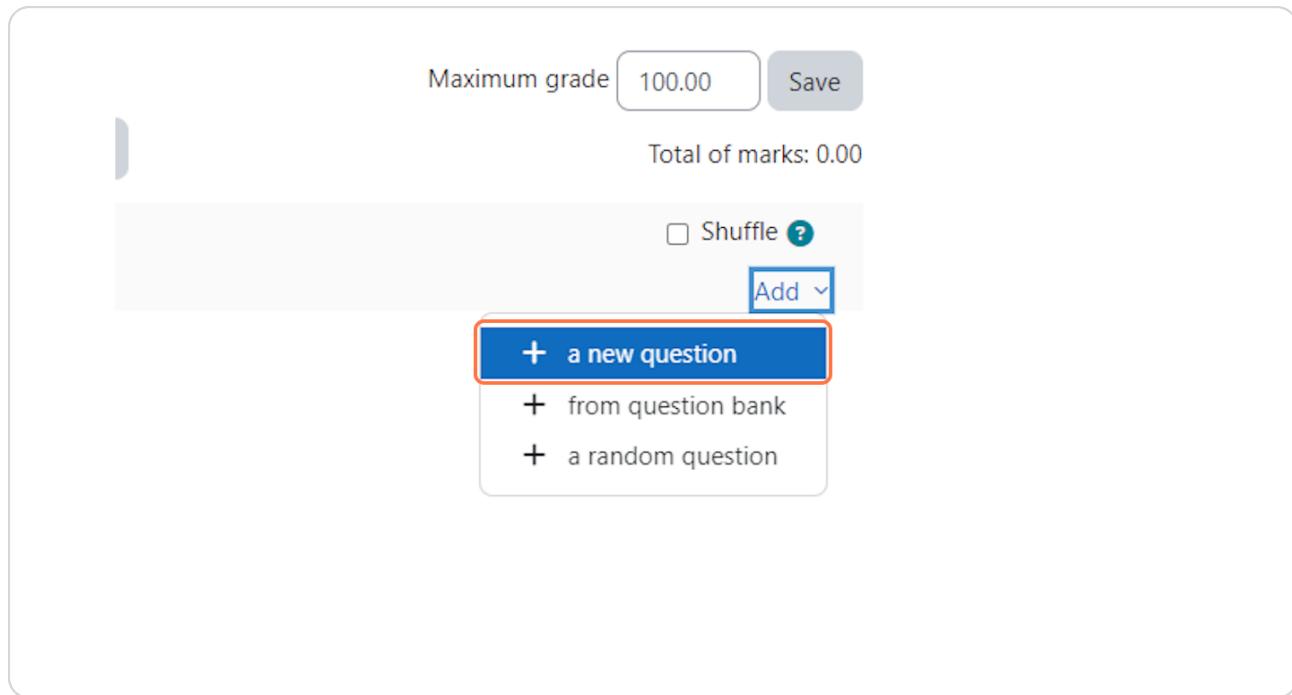
The screenshot shows a user interface for managing grades. At the top left is a text input field labeled "Maximum grade" containing "100.00". To its right is a "Save" button. Below this, the text "Total of marks: 0.00" is displayed. Underneath is a section with a "Shuffle" checkbox and an "Add" button, which is highlighted with a red border.

## STEP 15

Maka akan muncul beberapa opsi pertanyaan:

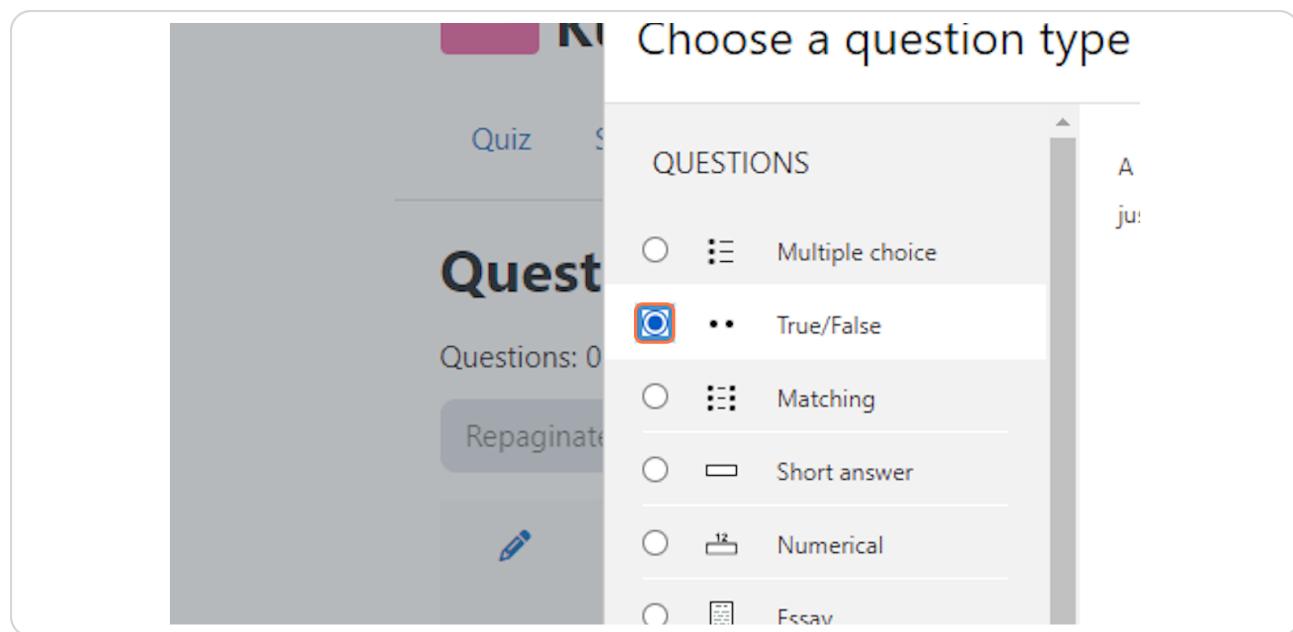
1. Untuk membuat pertanyaan baru maka silahkan pilih a new question,
2. Untuk memilih pertanyaan yang sudah ada maka silahkan pilih from question bank,
3. Untuk membuat pertanyaan random maka silahkan pilih a random question.

Karena kita belum memilih pertanyaan, maka kita akan memilih a new question,



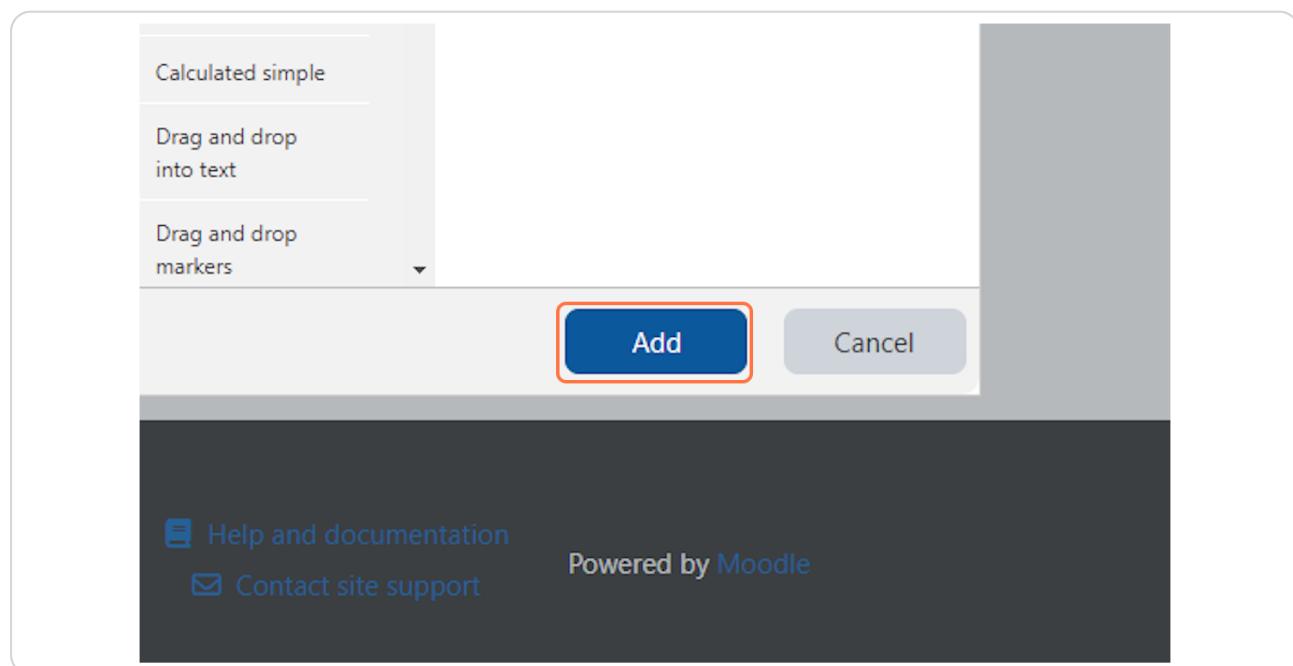
## STEP 16

Maka tampilan akan muncul seperti dibawah ini,  
Terdapat beberapa opsi pertanyaan, silahkan memilih tergantung pertanyaan yang anda ingin buat



## STEP 17

Klik tombol Add



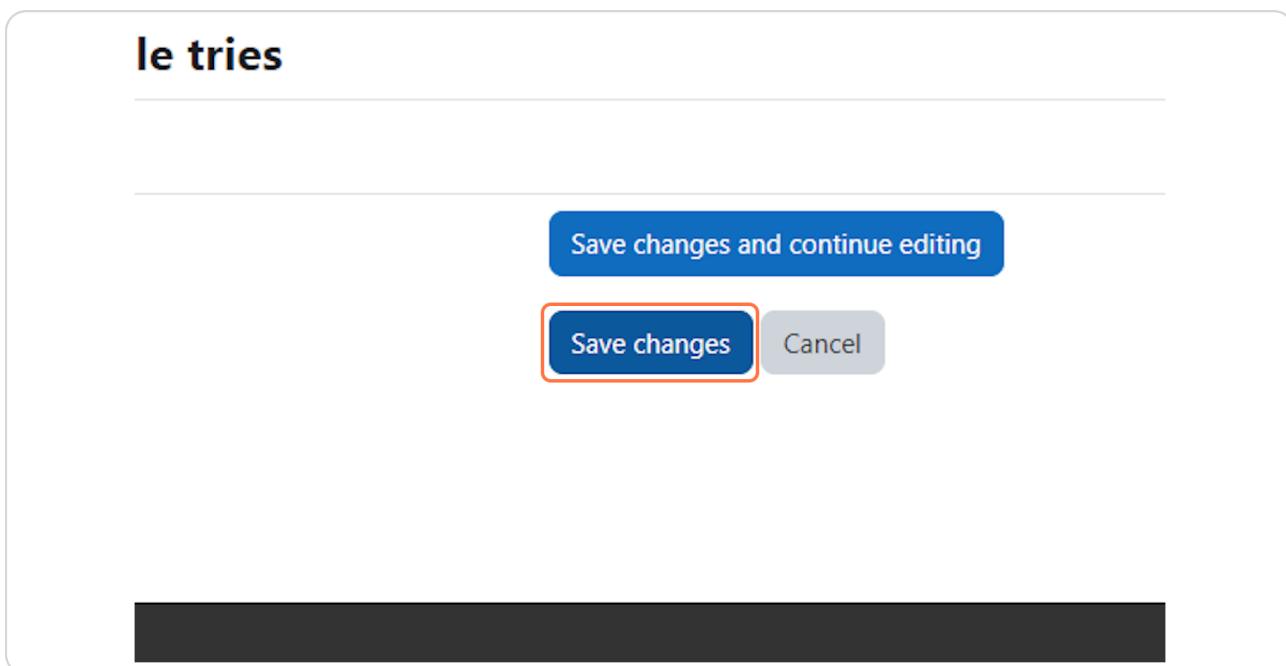
## STEP 18

Kemudian silahkan mengisi form yang tersedia,

The screenshot shows a Google Form editor interface. At the top, it says "Question" and "Default for Kuis Mingguan". Below that is a question box containing the text "Apakah ayam bertelur". Underneath the question is a toolbar with various editing icons. A large red rectangular box highlights the question input field. At the bottom of the editor, there is a status bar showing "0 words" and the "tiny" logo.

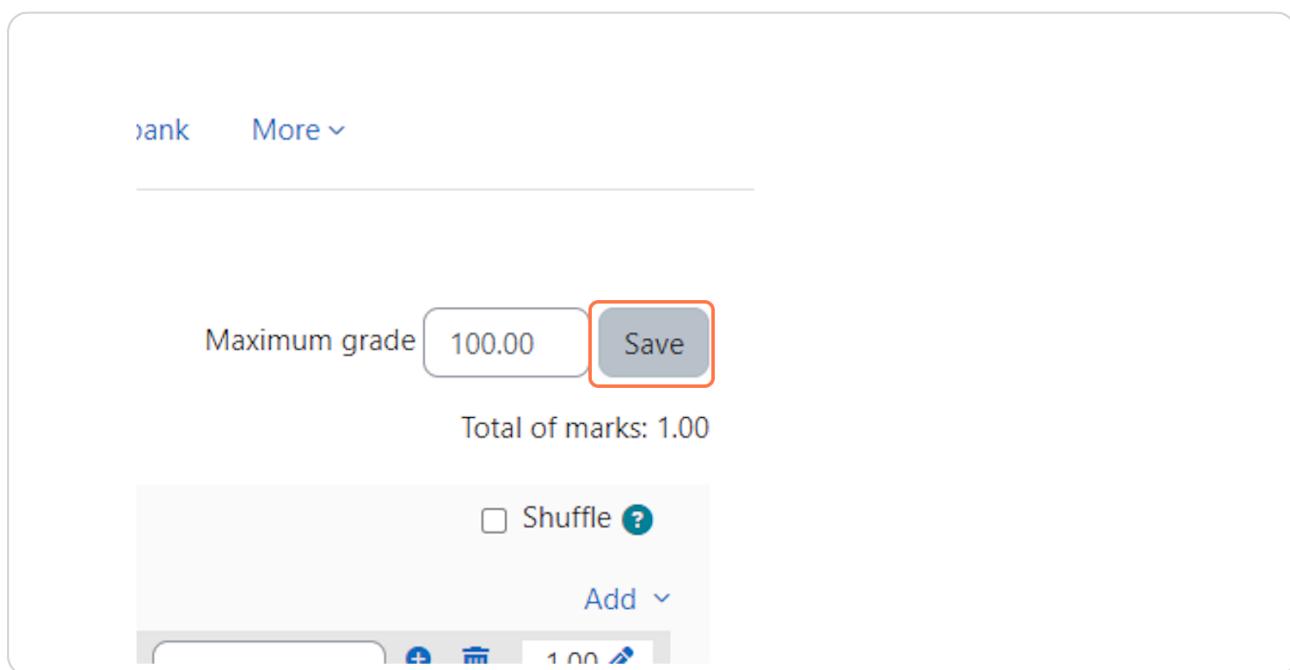
## STEP 19

Jika form telah diisi maka klik Save changes,



## STEP 20

Jika kuis telah dibuat semua, klik Save untuk menyimpannya,



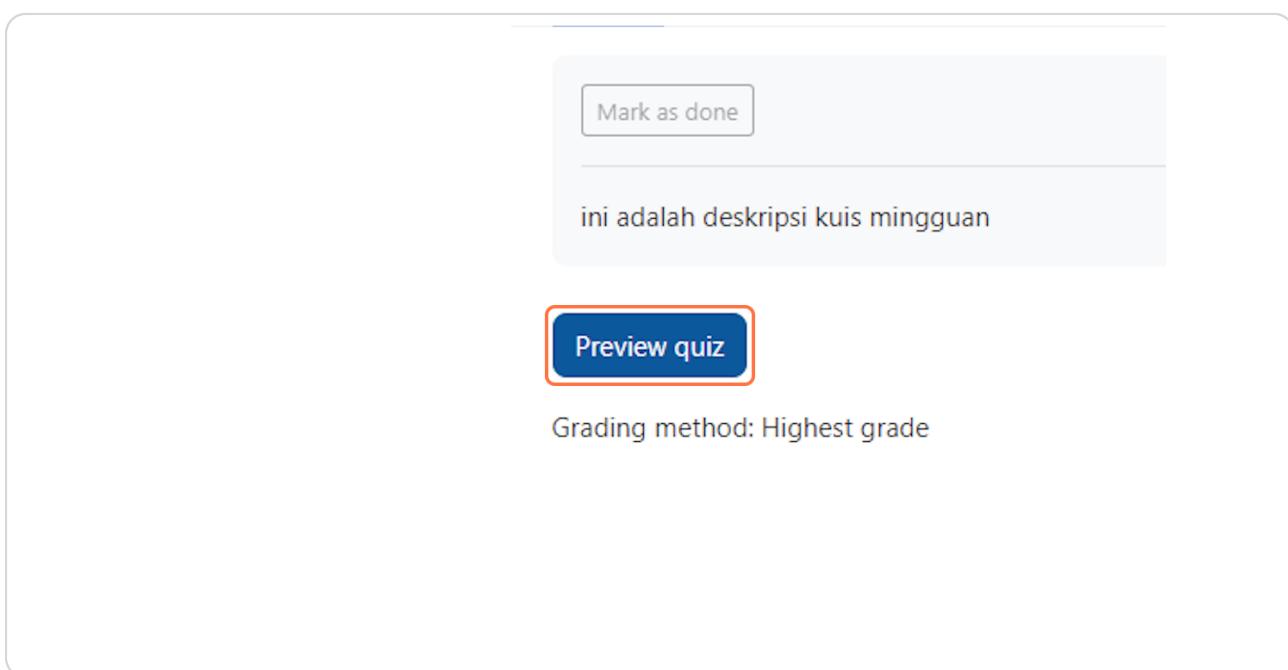
## STEP 21

Untuk melihat pratinjau kuis yang berhasil dibuat, silahkan klik Quiz

A screenshot of a quiz preview interface. The title 'CT1 / Kuis Mingguan / Questions' is at the top. Below it is a pink box with a checkmark icon labeled 'QUIZ' and the title 'Kuis Mingguan'. A navigation bar below shows 'Quiz' (highlighted with a red box), 'Settings', 'Questions', and 'Results'. The 'Questions' tab is currently selected. The main area is titled 'Questions' and shows 'Questions: 1 | This quiz is open'. At the bottom are buttons for 'Repaginate' and 'Select multiple items'.

## STEP 22

Kemudian klik Preview quiz

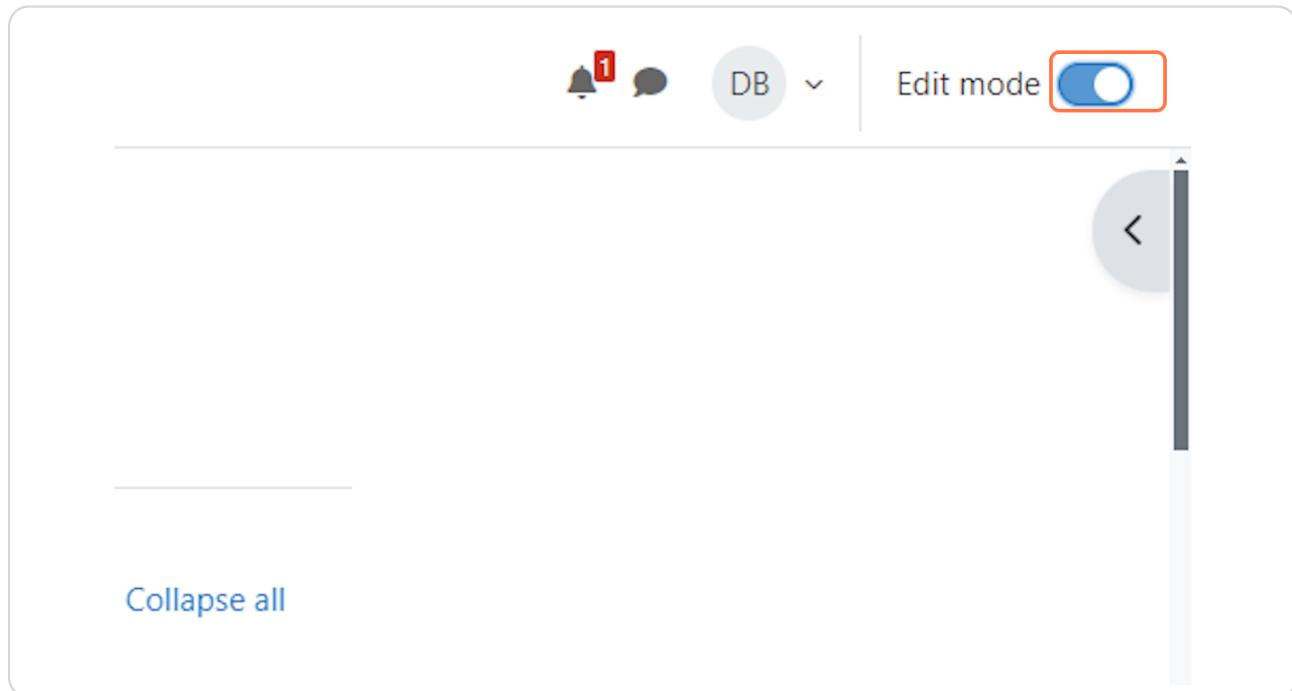


## 7. Pembuatan Tugas

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### STEP 1

Silahkan masuk ke course dan mohon jangan lupa untuk mengaktifkan Edit Mode nya,



## STEP 2

Silahkan memilih pertemuan ke berapa yang ingin dibuatkan tugas dan klik tombol Add an activity or resource,

The screenshot shows a Moodle course structure. At the top, there are three forum items: 'ATTENDANCE Presensi Pengampu Mata Kuliah' (Hidden from students), 'FORUM dsf', and 'FORUM Pengumuman'. Below these is a button labeled '+ Add an activity or resource' with a red border. Underneath this button is a link 'Add topic'. A section titled 'Pertemuan Ke-1' is expanded, showing a forum item 'FORUM wwdw' and another '+ Add an activity or resource' button.

## STEP 3

Setelah itu pop up akan muncul dan silahkan memilih Assignment,

The screenshot shows a modal window with a search bar at the top. Below it are tabs for 'Recommended', 'All', 'Activities', and 'Resources'. Under the 'Recommended' tab, there are four items: 'Assignment' (highlighted with a red box), 'Book', 'File', and 'Quiz'. Each item has a star icon and an information icon.

## STEP 4

Maka akan muncu tampilan baru, silahkan mengisi form yang tersedia,

The screenshot shows the 'Course Testing' interface in Sikola 2.0. At the top, there are tabs: Course (which is selected), Settings, Participants, Grades, Reports, and More. Below the tabs, the title 'Adding a new Assignment' is displayed with a question mark icon. To the right of the title is a 'Expand all' link. Under the title, there is a section titled 'General' with a dropdown arrow. Inside this section, the 'Assignment name' field is highlighted with a red border and contains the text 'Tugas Mingguan'. Below this field is a rich text editor window with various toolbar icons like bold, italic, and image insertion. The editor's status bar shows '0 words' and a 'tinymce' logo.

## STEP 5

Untuk melihat opsi lainnya, silahkan klik ikon panah di setiap bagian seperti; Availability, Submission types dll.

The screenshot shows the configuration options for an assignment. At the top, there is a header with the Sikola 2.0 logo, navigation links (Home, Dashboard, My courses), and a toggle for 'Edit mode'. Below the header, there are two main sections: 'Availability' and 'Submission types'. The 'Availability' section is highlighted with a large red rectangle. It contains fields for 'Allow submissions from' (set to '22 February 2024 00:00'), 'Due date' (set to '29 February 2024 00:00'), 'Cut-off date' (set to '22 February 2024 13:47'), 'Remind me to grade by' (set to '7 March 2024 00:00'), and a checked checkbox for 'Always show description'. The 'Submission types' section is also highlighted with a red rectangle. It includes settings for 'Submission types' (with 'File submissions' checked), 'Maximum number of uploaded files' (set to '5'), 'Maximum submission size' (set to '100 MB'), and 'Accepted file types' (a dropdown menu showing 'pdf,.docx,.jpeg,.jpg,.png,.r' and a 'Choose' button). A list of accepted file types is shown on the right: 'Excel 2007 spreadsheet .xlsx', 'Image (JPEG) .jpeg .jpg', 'Image (PNG) .png', 'PDF document .pdf', 'Powerpoint 2007 presentation .pptx', and 'Word 2007 document .docx'.

## STEP 6

Setelah form diisi, tekan tombol Save and return to course untuk menyimpan tugas yang telah dibuat,

The screenshot shows the 'Activity completion' settings for a course. At the top, there are sections for 'Tags' and 'Competencies'. Below them is a checkbox labeled 'Send content change notification' with a help icon. At the bottom, there are three buttons: 'Save and return to course' (highlighted with a red border), 'Save and display', and 'Cancel'. A note below the buttons says 'Required' with an exclamation mark icon.

Activity completion

> Tags

> Competencies

Send content change notification ?

Save and return to course Save and display Cancel

! Required

## STEP 7

Dan tugas tersebut akan muncul seperti gambar dibawah ini,

The screenshot shows the 'My courses' dashboard in the Sikola 2.0 LMS. A specific course is selected, displaying various activities: a forum titled 'dsf', a forum titled 'Pengumuman', a quiz titled 'Kuis Mingguan', and an assignment titled 'Tugas Mingguan'. The assignment has a due date of Thursday, 29 February 2024, 12:00 AM. Below the activities is a button to 'Add an activity or resource'. A section titled 'Pertemuan Ke-1' contains a forum titled 'wdwd'. A blue circular icon in the bottom right corner indicates one unread message.

Sikola 2.0

Home Dashboard My courses

FORUM dsf

FORUM Pengumuman

QUIZ Kuis Mingguan

ASSIGNMENT Tugas Mingguan

Opened: Thursday, 22 February 2024, 12:00 AM  
Due: Thursday, 29 February 2024, 12:00 AM

Add an activity or resource

Add topic

Pertemuan Ke-1

FORUM wdwd

Mark as done

Edit mode

1

## 8. Penambahan Materi Kuliah

### STEP 1

Silahkan masuk ke dalam course,

The screenshot shows a course list interface with two visible courses:

- COURSE TESTING** (highlighted with a red box)
- NOCATEGORY**
- Test Course Do Not Use**
- TEST PURPOSE DO NOT U**

At the top of the interface, there are filters: "All", "Search", and "Sort by last accessed".

### STEP 2

Silahkan aktifkan Edit Mode (jika mati),

The screenshot shows a course navigation bar with the following elements:

- A notification icon with a red '1'.
- A user profile icon labeled "DB".
- An "Edit mode" toggle switch, which is currently turned on (blue).
- A vertical scroll bar on the right side of the page.
- The word "all" at the bottom left.

### STEP 3

Silahkan memilih pertemuan keberapa untuk menambahkan materi,

The screenshot shows a digital interface for managing course materials. At the top, there's a 'FORUM' section with the identifier 'wdwd'. Below it is a button labeled 'Add an activity or resource'. A red box highlights this button. The next section is titled 'Pertemuan Ke-2' with a dropdown arrow. Another 'Add an activity or resource' button is present here, also highlighted with a red box. The third section is titled 'Pertemuan Ke-3' with a dropdown arrow, and it also features an 'Add an activity or resource' button. Each meeting section includes a 'Add topic' link below its title.

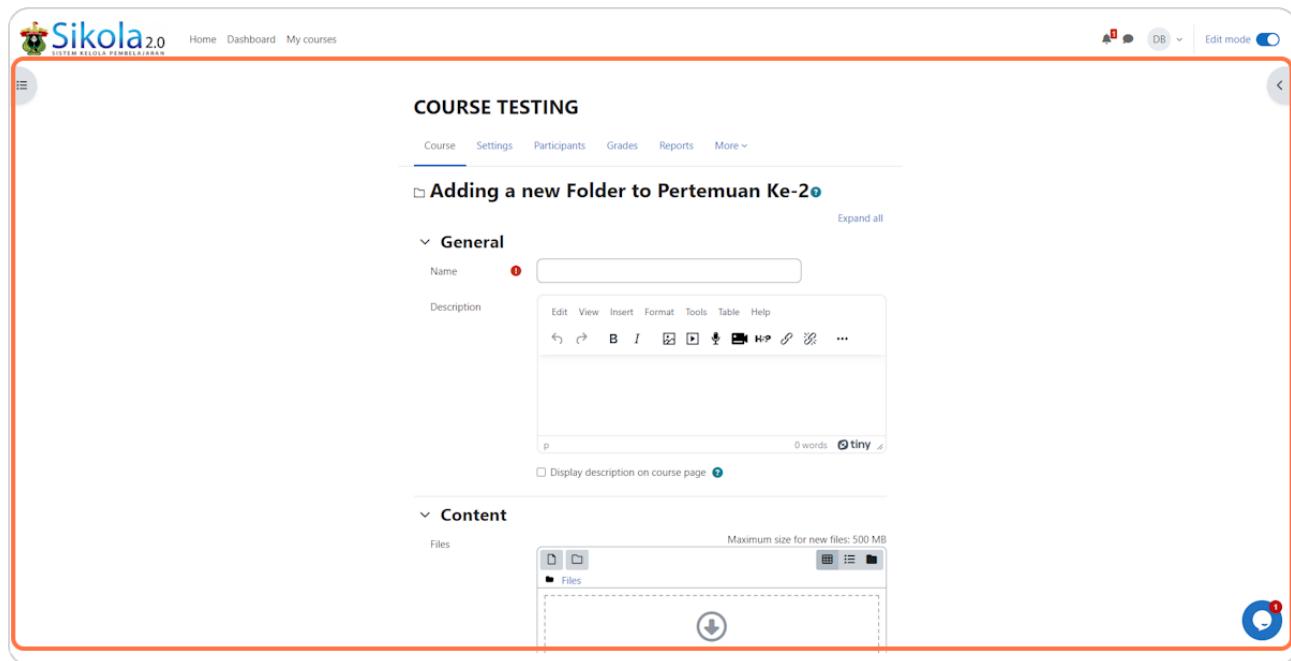
### STEP 4

Setelah pop up muncul, silahkan pilih Folder,

The screenshot shows a digital interface for selecting a folder type. At the top, there are tabs for 'All', 'Activities', and 'Resources', with 'All' being the active tab. Below these are several icons representing different types of resources: 'Assignment' (document icon), 'Book' (book icon), 'File' (file icon), 'Folder' (folder icon), 'Forum' (comment icon), and 'Lesson' (gears icon). The 'Folder' icon is highlighted with a red box. Each icon has a star and an information icon below it. On the left side, there are partial views of other categories like 'Quiz'.

## STEP 5

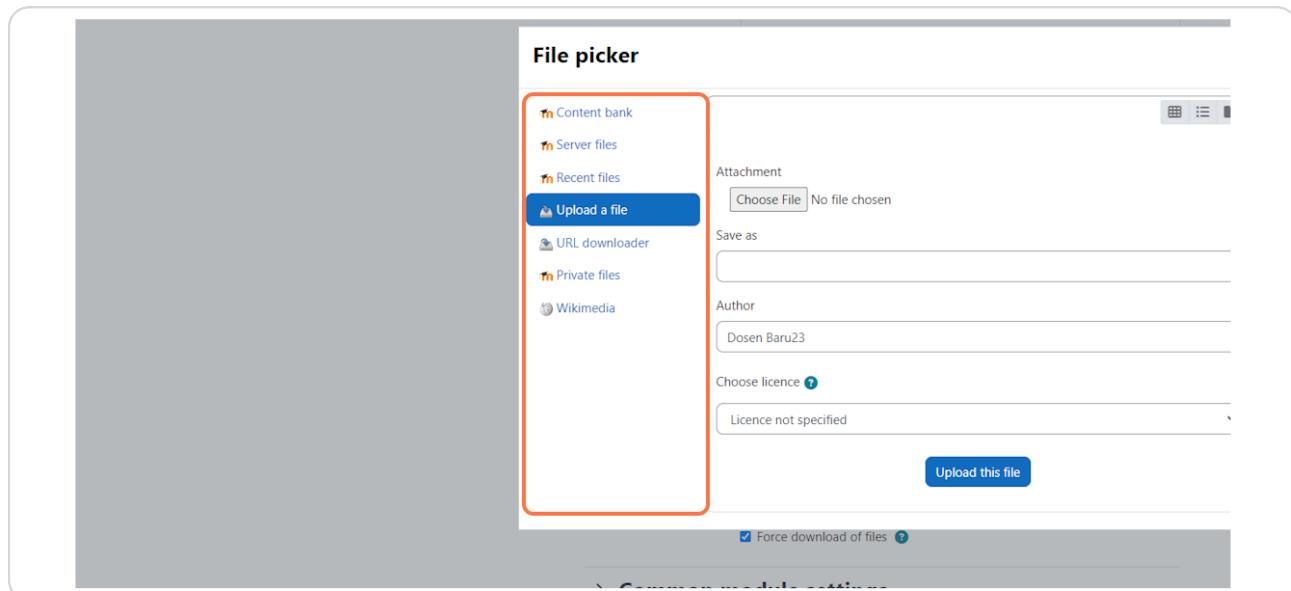
Kemudian akan muncul tampilan seperti dibawah ini dan silahkan mengisi form yang tersedia dan Untuk menambahkan file materi atau file pendukung, silahkan klik ke area pada bagian Content,



The screenshot shows the Sikola 2.0 course testing interface. At the top, there is a navigation bar with links for Home, Dashboard, and My courses. On the right side of the header, there are icons for notifications, messages, and edit mode, with 'Edit mode' being turned on. The main content area is titled 'COURSE TESTING' and shows a section titled 'Adding a new Folder to Pertemuan Ke-2'. This section has two expandable sections: 'General' and 'Content'. The 'General' section contains fields for 'Name' (with a red circle icon) and 'Description', along with a rich text editor and a word count indicator (0 words). The 'Content' section has a file upload area with a maximum size of 500 MB and a 'Choose File' button. A red box highlights the entire 'Content' section.

## STEP 6

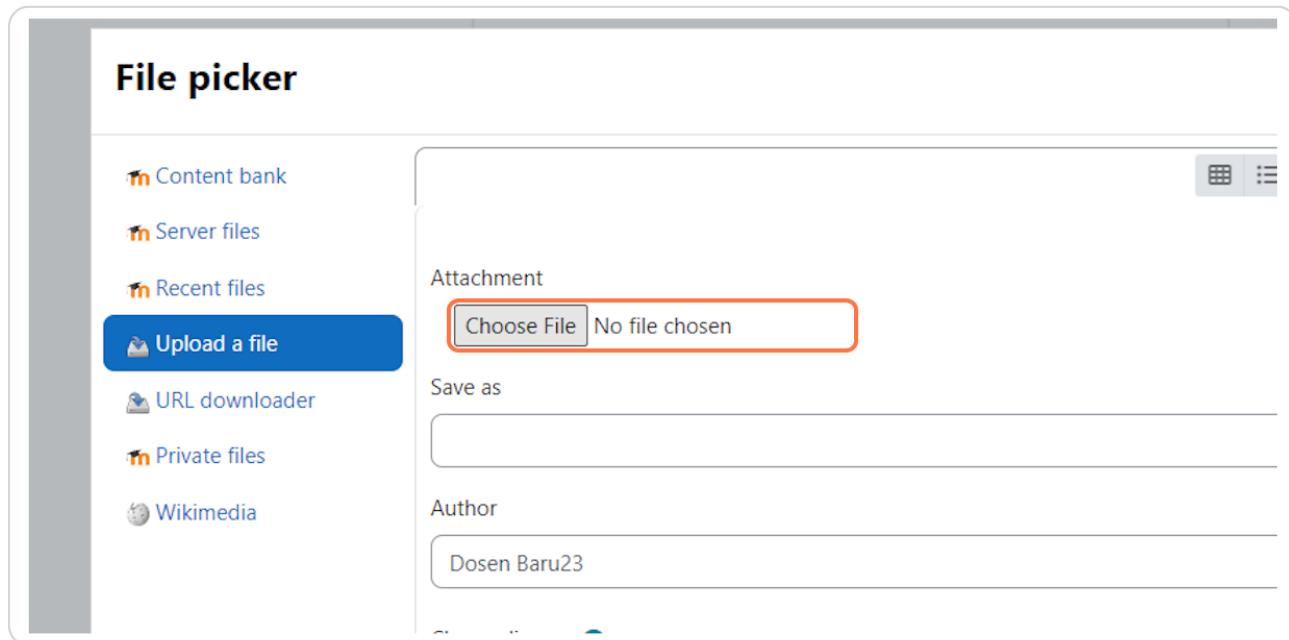
Kemudian akan muncul pop up, dalam mengupload file anda bisa memilih berbagai opsi yang diberikan dan untuk kali ini, kita akan mengupload file dari perangkat,



The screenshot shows a 'File picker' dialog box. On the left, there is a sidebar with options: Content bank, Server files, Recent files, Upload a file (which is highlighted with a red box), URL downloader, Private files, and Wikimedia. The main area contains fields for 'Attachment' (Choose File, No file chosen), 'Save as' (empty input field), 'Author' (Dosen Baru23), 'Choose licence' (Licence not specified), and a checkbox for 'Force download of files'. At the bottom right is a 'Upload this file' button.

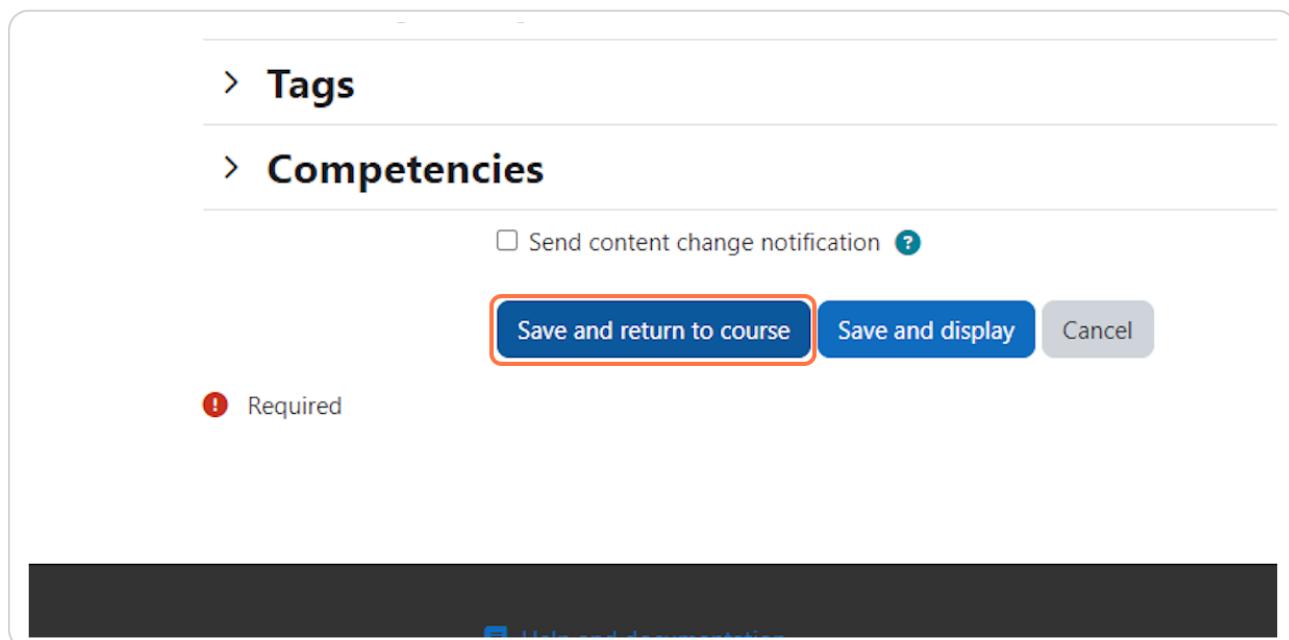
## STEP 7

Klik Choose File untuk upload File



## STEP 8

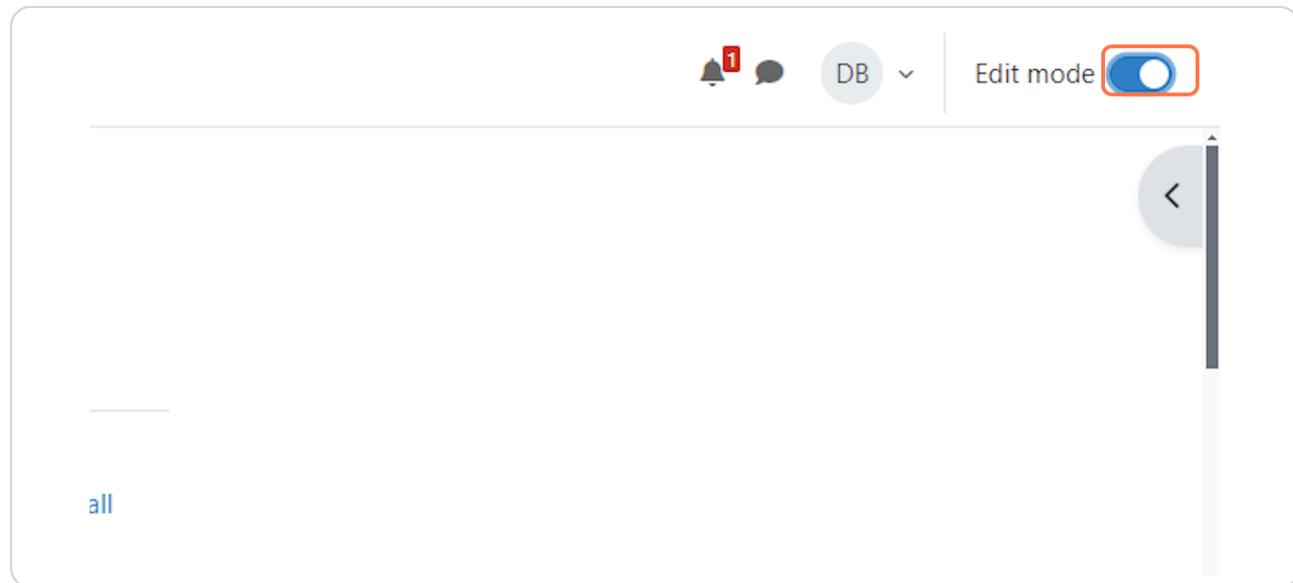
Setelah form diisi, silahkan klik tombol Save and return to course untuk menyelesaikan penambahan materi kuliah,



## 9. Cara Membuat Lesson

### STEP 1

Setelah masuk ke dalam course, silahkan mengaktifkan Edit Mode (jika mati)



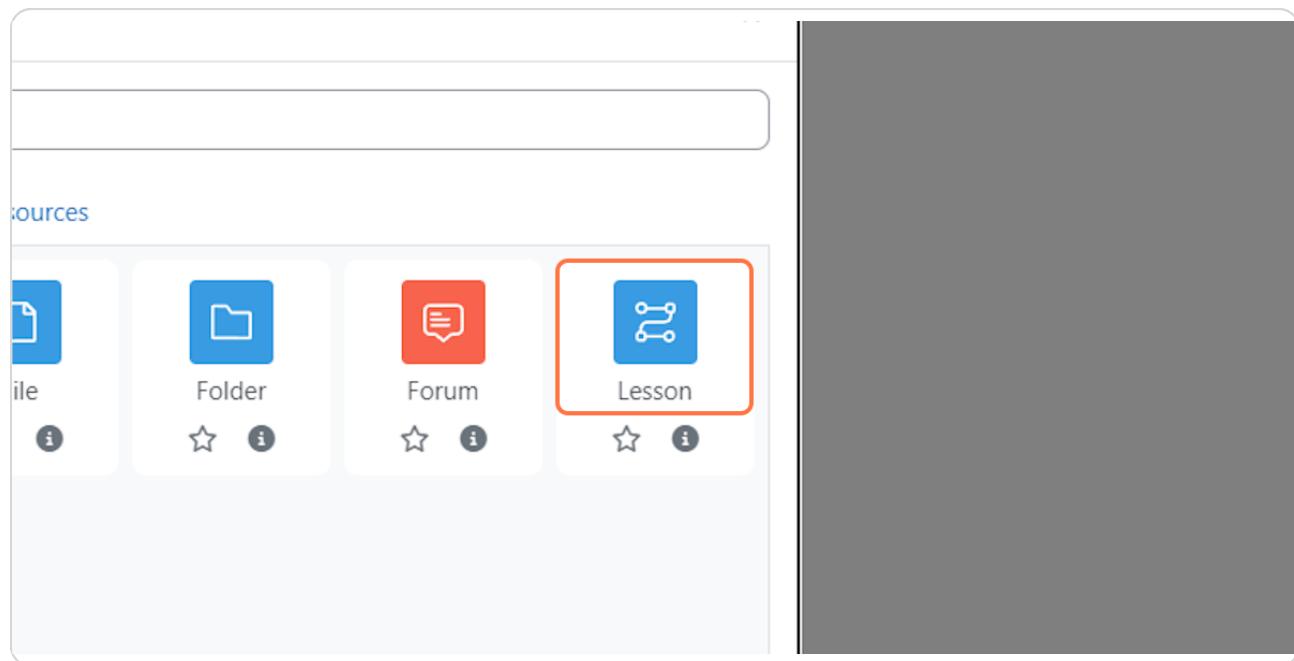
### STEP 2

Kemudian silahkan memilih pertemuan keberapa yang ingin ditambahkan aktivitas lesson

A screenshot of a course management system interface showing lesson topics. There are three main sections labeled 'Pertemuan Ke-3', 'Pertemuan Ke-4', and 'Pertemuan Ke-5'. Each section has an 'Add an activity or resource' button, which is highlighted with a red rectangle. Below each section is an 'Add topic' link. The first section, 'Pertemuan Ke-3', also has a 'Mark as done' button at the top right.

### STEP 3

Setelah pop up muncul, silahkan memilih Lesson



### STEP 4

Silahkan mengisi form yang tersedia

**COURSE TESTING**

Course   Settings   Participants   Grades   Reports   More ▾

**Adding a new Lesson to Pertemuan Ke-3**

Expand all

**General**

Name:  (The input field is highlighted with a red border.)

Description:

A rich text editor interface with the following toolbar options: Edit, View, Insert, Format, Tools, Table, Help. Below the toolbar is a text area containing the letter 'p'. At the bottom right of the text area, it says '0 words' and 'tinymce'.

## STEP 5

Setelah selesai mengisi form, silahkan klik tombol "Save and return to course" untuk menyelesaikan pembuatan Lesson

The screenshot shows the Moodle lesson creation interface. At the top, there are two sections: 'Tags' and 'Competencies'. Below these is a checkbox labeled 'Send content change notification' with a question mark icon. At the bottom are three buttons: 'Save and return to course' (highlighted with a red border), 'Save and display', and 'Cancel'. A red exclamation mark icon with the text 'Required' is positioned next to the 'Save and return to course' button. A large black redaction box covers the main content area below the buttons.

## STEP 6

Setelah itu akan muncul Lesson pada halaman course dan klik nama lesson yang telah dibuat sebelumnya

The screenshot shows the Moodle course page. At the top, there is a 'Add topic' button. Below it, a section titled 'Pertemuan Ke-3' (Lesson 3) is expanded, showing a 'LESSON' item with the title 'Aktifitas Pemebelajaran Baru' (New Learning Activities). This title is highlighted with a red border. Below this, there is a '+ Add an activity or resource' button and another 'Add topic' button at the bottom.

## STEP 7

Dalam membuat Lesson, ada beberapa opsi yang sesuai kebutuhan anda

The screenshot shows a web-based application for creating lessons. At the top, there's a blue header bar with the text 'LESSON' and a gear icon. Below it, the title 'Aktifitas Pembelajaran Baru' is displayed. A navigation bar with tabs 'Lesson' (which is active), 'Settings', 'Reports', and 'More' follows. Underneath, there are two buttons: 'Back' and 'Collapsed'. A red rectangular box highlights a section titled 'Editing lesson' with the sub-section 'What would you like to do first?'. This section contains four options: 'Import questions', 'Add a content page', 'Add a cluster', and 'Add a question page'. The entire highlighted area is bounded by a thick red line.

## 10. Mengatur Key Enrolment Group Mata Kuliah

### STEP 1

Silahkan masuk ke course yang diinginkan

The screenshot shows the 'Course Testing' section of the Sikola V2 platform. At the top, there is a navigation bar with tabs: Course (which is selected and highlighted with a red box), Settings, Participants, Grades, Reports, and More. To the right of the tabs is a 'Bulk edit' button with a pencil icon. Below the navigation bar, there is a section titled 'Info Matakuliah' with a collapse all button and a three-dot menu. This section contains a logo for 'Sikola V2' featuring a stylized tree and the text 'SISTEM KELOLA PEMBELAJARAN V2'. Below the logo is a small illustration of a person sitting at a desk with a laptop. A descriptive text below the illustration reads 'Info matakuliah disini dengan gambar secara umum'.

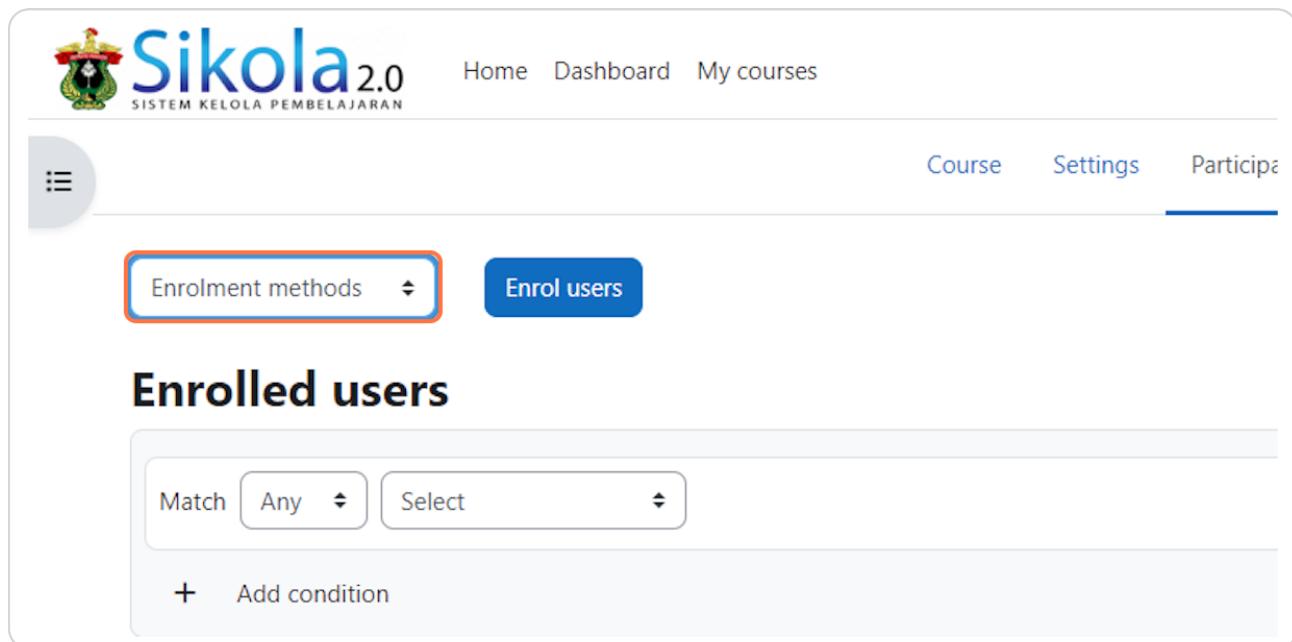
### STEP 2

Kemudian klik Participants dibawah nama course

The screenshot shows the 'Course Testing' section again, but this time the 'Participants' tab is selected and highlighted with a red box. The other tabs (Course, Settings, Grades, Reports, More) are visible but not selected. Below the tabs, there is a section titled 'Info Matakuliah' with a collapse all button and a three-dot menu. This section is currently collapsed, showing only its header.

### STEP 3

Setelah itu ubah area yang ditandan pada gambar dibawah ini menjadi Enrollment methods

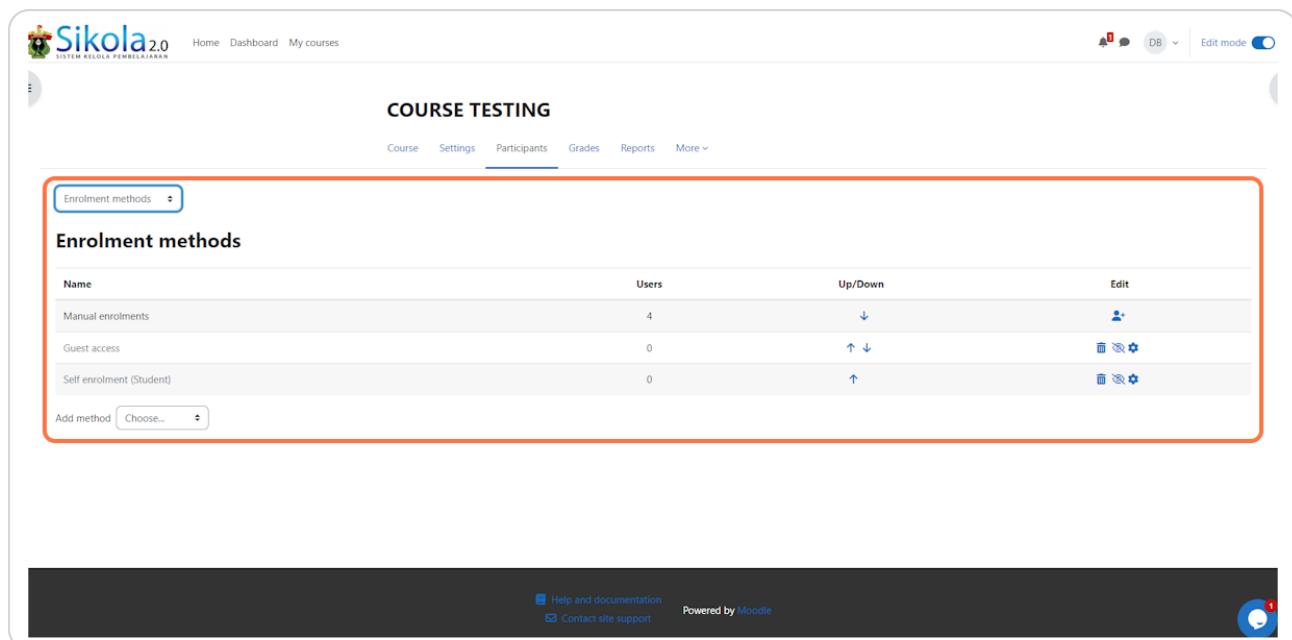


The screenshot shows the Sikola 2.0 interface with the following elements:

- Header:** Sikola 2.0 SISTEM KELOLA PEMBELAJARAN
- Top navigation:** Home, Dashboard, My courses, Course, Settings, Participants
- Main content:** Enrolled users
- Filtering options:** Match (Any or Select), Add condition
- Red box highlight:** The "Enrolment methods" dropdown menu.

### STEP 4

Maka akan tampilan seperti gambar dibawah ini



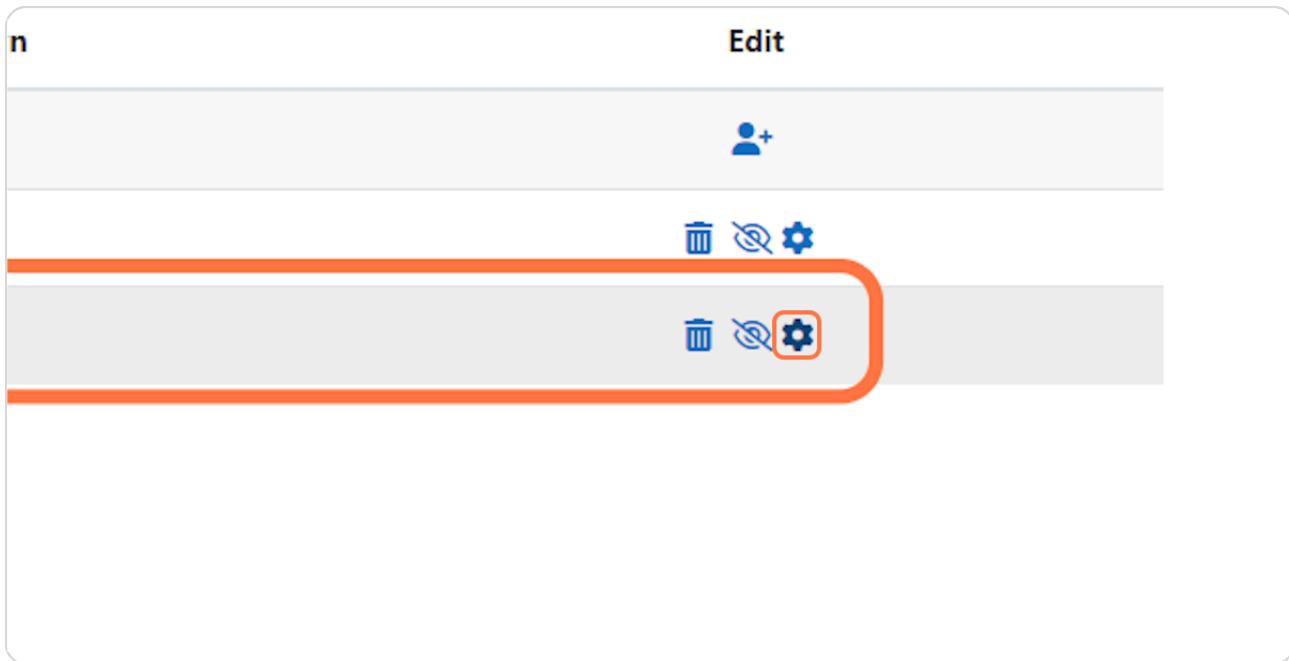
The screenshot shows the Sikola 2.0 interface with the following elements:

- Header:** Sikola 2.0 Home, Dashboard, My courses
- Top navigation:** Course, Settings, Participants, Grades, Reports, More
- Main content:** COURSE TESTING
- Section:** Enrolment methods
- Table:** Shows enrollment methods with columns: Name, Users, Up/Down, Edit.
- Data:**

Name	Users	Up/Down	Edit
Manual enrolments	4	↓	[Edit icon]
Guest access	0	↑ ↓	[Edit icon]
Self enrolment (Student)	0	↑	[Edit icon]
- Buttons:** Add method, Choose...
- Footer:** Help and documentation, Contact site support, Powered by Moodle, Moodle 3.9.2

## STEP 5

Klik icon yang ditandai pada gambar dibawah ini untuk mengedit



## STEP 6

Kemudian akan muncul tampilan seperti gambar dibawah ini

A screenshot of the 'Self enrolment' settings page in the Moodle course testing interface. The page has a header with the course name 'COURSE TESTING' and navigation tabs for Course, Settings, Participants, Grades, Reports, and More. The 'Settings' tab is active. Below the tabs, there's a section titled 'Self enrolment' with a sub-section 'Self enrolment'. This section contains various configuration options: 'Custom instance name' (with a text input field), 'Allow existing enrolments' (with dropdown options 'No' and 'Yes'), 'Allow new enrolments' (with dropdown options 'No' and 'Yes'), 'Enrolment key' (with a text input field labeled 'Click to enter text'), 'Use group enrolment keys' (with dropdown options 'No' and 'Yes'), 'Default assigned role' (with a dropdown menu showing 'Student'), 'Enrolment duration' (with input fields for '0 days' and a 'Enable' checkbox), 'Notify before enrolment expires' (with dropdown options 'No' and 'Yes'), 'Notification threshold' (with input fields for '1 days' and a 'Enable' checkbox), 'Start date' (with a date picker set to '22 February 2024 21:03') and 'End date' (with a date picker set to '22 February 2024 21:03'). The entire page is framed by a red border.

## STEP 7

Pilih Yes pada bagian "Use group enrolment keys"

The screenshot shows a configuration interface with the following fields:

- Enrolments: No
- nts: Yes
- Click to enter text
- Use group enrolment keys: Yes (highlighted with a red box)
- Role: Student
- Days: 0 days, Enable checkbox (unchecked)
- enrollment expires: No

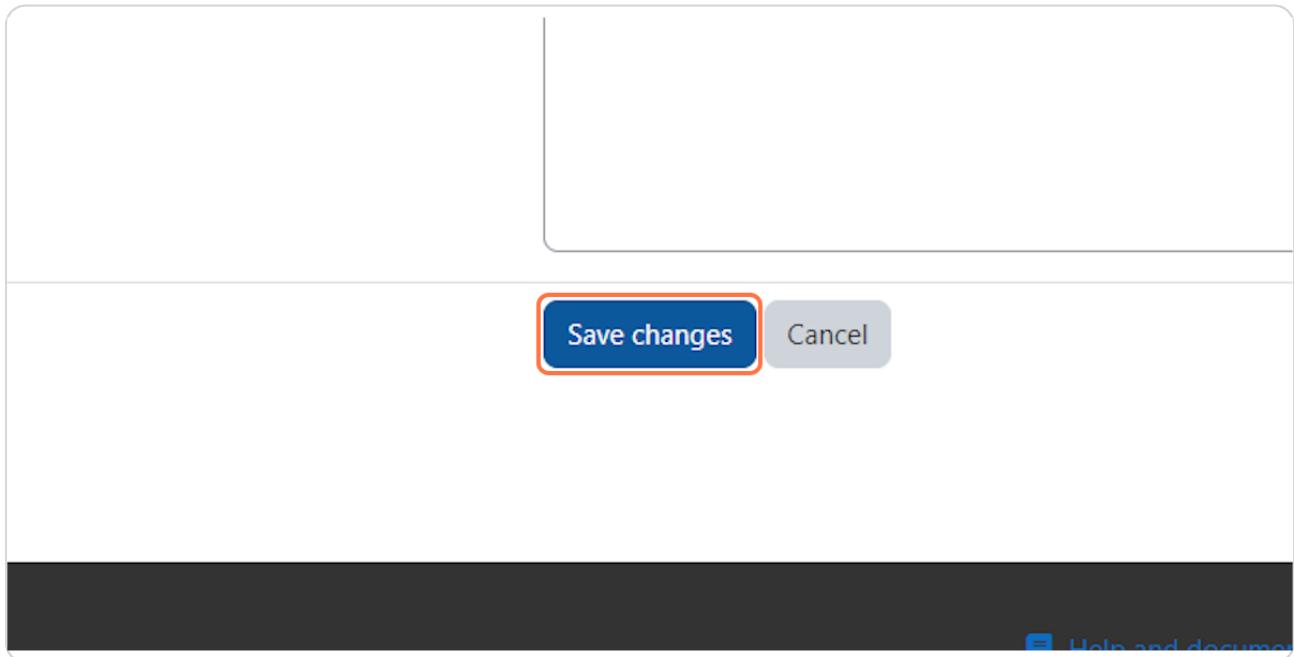
## STEP 8

Dan silahkan klik pada bagian yang ditandai pada gambar dibawah ini untuk mengisi Enrolment key

The screenshot shows the same configuration interface as Step 7, but the "Click to enter text" field is highlighted with a red box.

**STEP 9**

Setelah edit selesai silahkan klik tombol "Save changes" untuk menyimpan perubahan.



## 11. Sinkronisasi Peserta Matakuliah dari Neosia ke Sikola 2.0

### STEP 1

Silahkan masuk pada course yang diinginkan

The screenshot shows the 'Course Testing' interface of the Sikola 2.0 system. At the top, there is a navigation bar with links: Dashboard, My courses, Course (which is highlighted), Settings, Participants, Grades, Reports, and More. Below the navigation bar, there is a section titled 'Info Matakuliah' which is currently expanded. This section contains the logo of Sikola V2 and a small illustration of a person sitting at a desk with a laptop. A link below the illustration says 'Info matakuliah disini dengan gambar secara umum'. There is also a 'Collapse all' button.

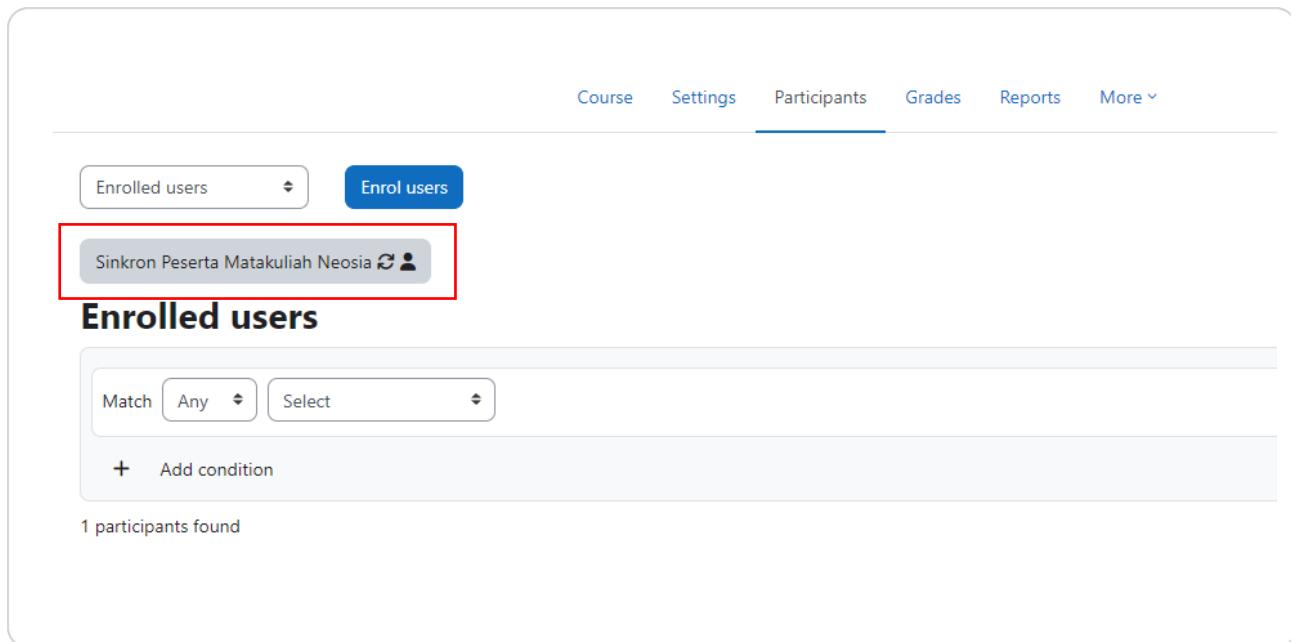
### STEP 2

Klik Participants

The screenshot shows the 'Course Testing' interface again, but this time the 'Participants' tab is highlighted with an orange border. The other tabs (Course, Settings, Grades, Reports, More) are visible but not selected. Below the tabs, there is a section titled 'Info Matakuliah' which is currently expanded. The rest of the page is mostly blank, indicating that the participant list has not yet been loaded or is loading.

### STEP 3

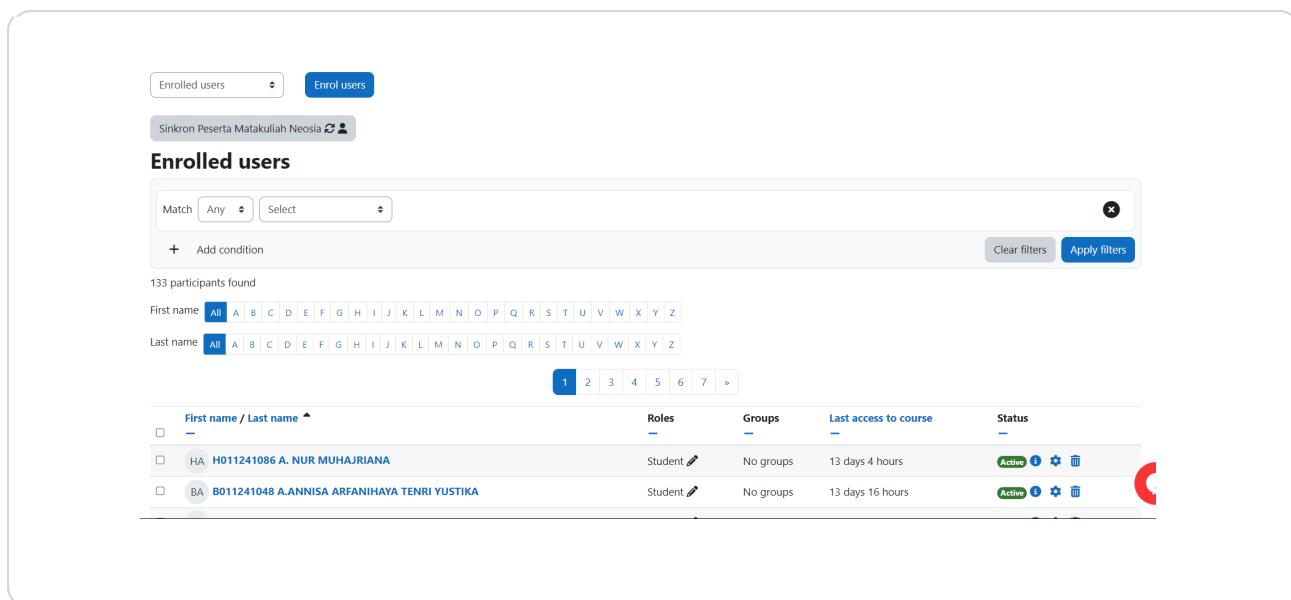
Lalu klik "Sinkron Peserta Matakuliah Neosia" maka akan menarik data peserta matakuliah baik dosen maupun mahasiswa



The screenshot shows the Moodle interface with the 'Participants' tab selected. At the top, there are tabs for Course, Settings, Participants, Grades, Reports, and More. Below the tabs, there is a dropdown menu set to 'Enrolled users' and a blue 'Enrol users' button. A red box highlights the 'Sinkron Peserta Matakuliah Neosia' button, which has a user icon and a checkmark icon. The main area is titled 'Enrolled users' and contains search filters ('Match Any', 'Select') and a 'Add condition' button. Below the filters, it says '1 participants found'.

### STEP 4

Tunggu beberapa saat maka peserta nya akan muncul, jika tidak muncul bisa dicoba untuk reload web nya

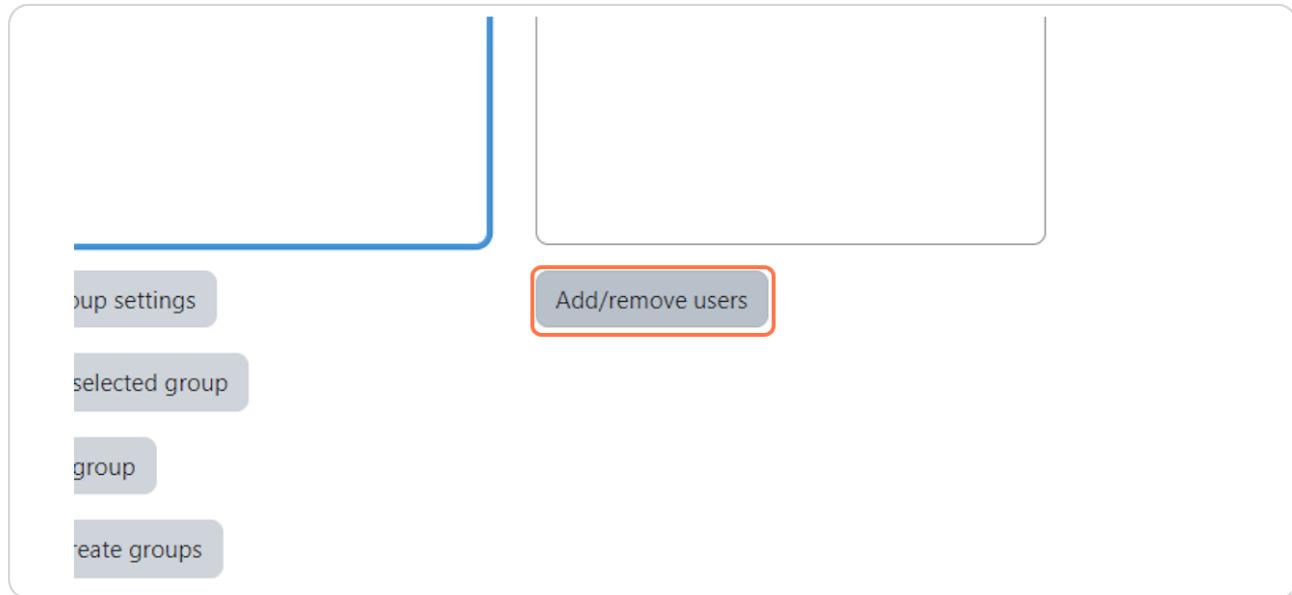


The screenshot shows the same Moodle Participants page after the synchronization process. The 'Enrolled users' table now displays two entries:

First name / Last name	Roles	Groups	Last access to course	Status
HA H011241086 A. NUR MUHAJIRANA	Student	No groups	13 days 4 hours	Active
BA B011241048 A.ANNISA ARFANIHAYA TENRI YUSTIKA	Student	No groups	13 days 16 hours	Active

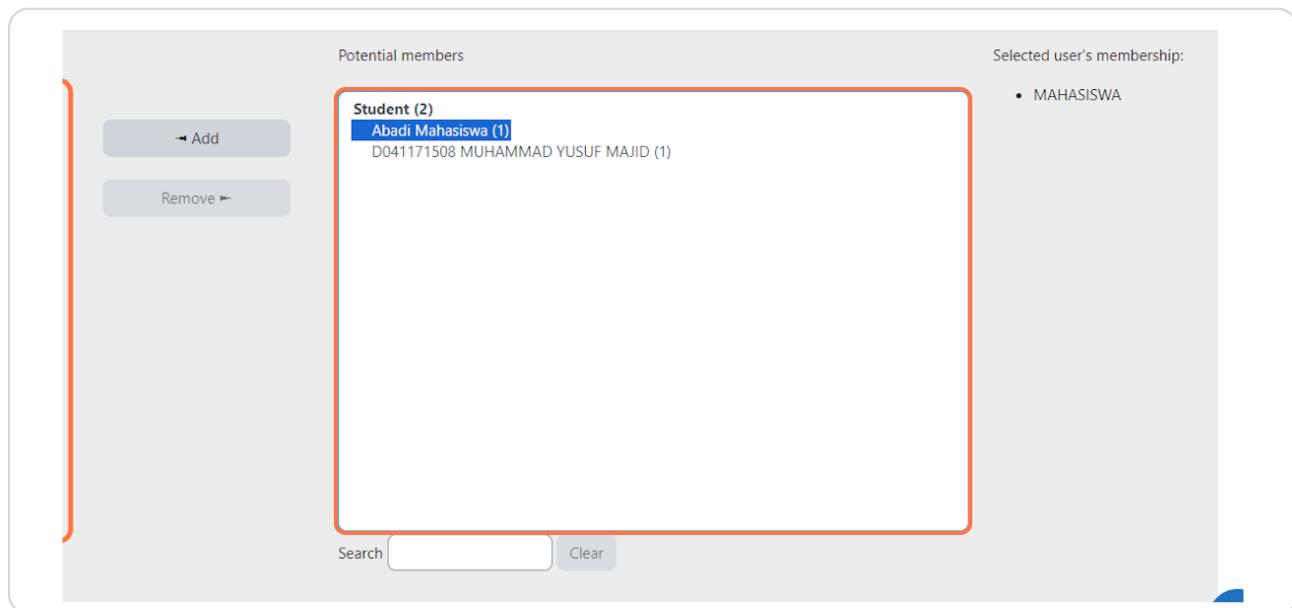
## STEP 5

Kemudian klik Add/remove users



## STEP 6

Kemudian akan muncul dua kolom seperti gambar dibawah ini



## 12. Menambahkan atau Mengeluarkan Mahasiswa ke Group Matakuliah Secara Manual Oleh Dosen dan Admin Prodi

### STEP 1

Silahkan masuk pada course yang diinginkan

The screenshot shows a web-based course management system. At the top, there's a navigation bar with 'Dashboard' and 'My courses'. Below it, a main title 'COURSE TESTING' is centered. A horizontal menu bar contains 'Course' (which is highlighted in blue), 'Settings', 'Participants', 'Grades', 'Reports', and 'More'. An orange rectangular box highlights the 'Participants' tab. Underneath, a section titled 'Info Matakuliah' is expanded, indicated by a downward arrow. This section displays the logo of 'Sikola V2' (SISTEM KELOLA PEMBELAJARAN V2) and an illustration of a person sitting at a desk with a laptop, surrounded by books and a potted plant. To the right of the illustration is a 'Collapse all' button. Below the illustration, a small caption reads 'Info matakuliah disini dengan gambar secara umum'.

### STEP 2

Klik Participants

This screenshot shows the same course testing interface as the previous one, but the 'Participants' tab is now highlighted with an orange rectangle. The 'Info Matakuliah' section is still visible below. The background features a large orange and white graphic element on the right side.

### STEP 3

Pada area yang ditandai seperti gambar dibawah ini, silahkan ubah menjadi Groups

The screenshot shows the 'Enrolled users' section of a Moodle course titled 'COURSE TESTIN'. At the top, there are three tabs: 'Course', 'Settings', and 'Participants', with 'Participants' being the active tab. Below the tabs, there are two buttons: 'Groups' (highlighted with a red box) and 'Enrol users'. The main area is titled 'Enrolled users' and contains search and filter options: 'Match' dropdown set to 'Any', 'Select' dropdown, and a 'Add condition' button.

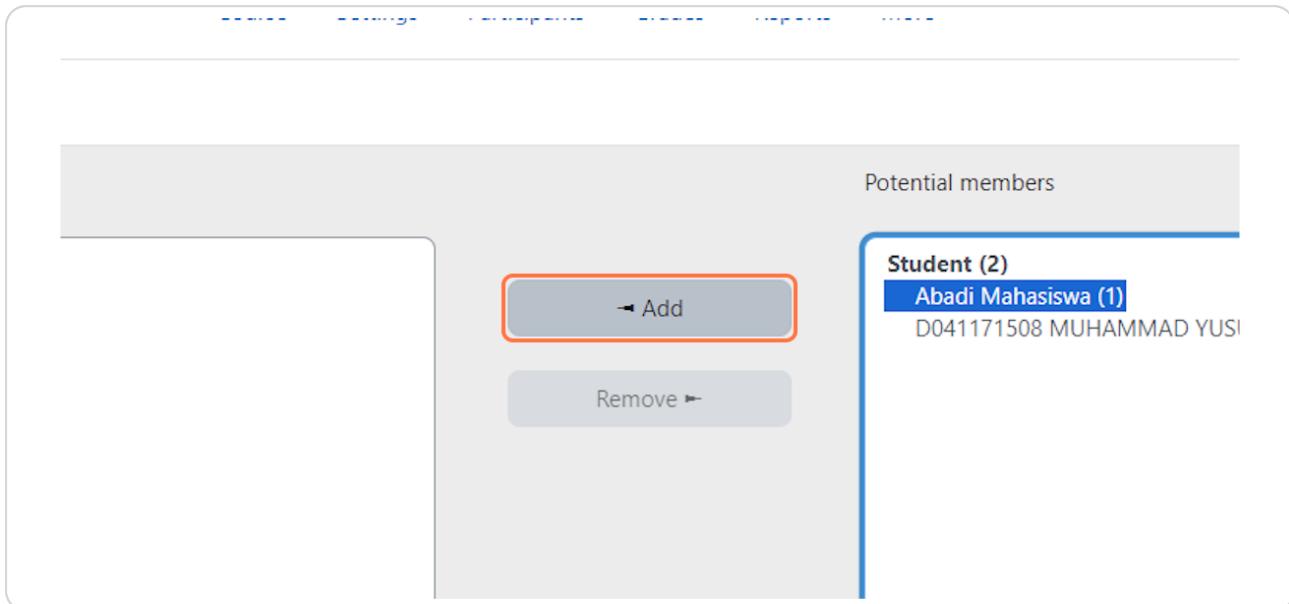
### STEP 4

Silahkan memilih salah satu groups yang ingin dirubah

The screenshot shows the 'CT1 Groups' page. At the top, there is a 'Groups' dropdown. The main area is titled 'CT1 Groups' and shows a list of groups: 'DOSEN (2)' and 'MAHASISWA (2)', with 'MAHASISWA (2)' highlighted by a red box. To the right, a box displays 'Members of: MAHASISWA (2)' and a list of students: 'Student' Abadi Mahasiswa D041171508 MUHAMMAD YUSUF MAJID. At the bottom, there are three buttons: 'Edit group settings', 'Add/remove users', and 'Delete selected group'.

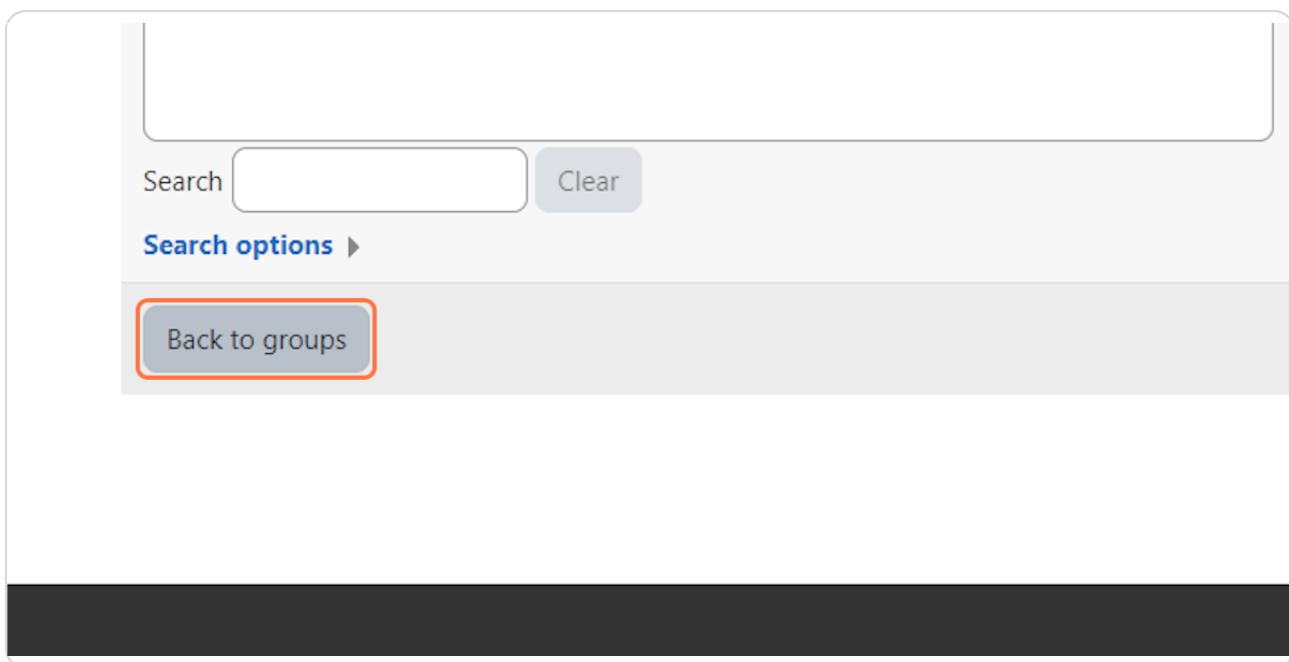
## STEP 7

Untuk menambahkan mahasiswa, klik salah satu nama mahasiswa pada kolom sebelah kanan kemudian klik tombol Add. Untuk mengeluarkan mahasiswa, klik salah satu nama mahasiswa pada kolom sebelah kiri kemudian klik tombol Remove.



## STEP 8

Untuk menyelesaikan perubahan klik tombol Back to groups



# 13. Menambahkan Mahasiswa ke Mata Kuliah Secara Manual Oleh Dosen

## STEP 1

Silahkan masuk ke dalam course,

The screenshot shows the Sikola 2.0 course testing interface. At the top, there is a navigation bar with the Sikola logo, Home, Dashboard, and My courses links. On the right side of the header, there are icons for notifications, messages, and edit mode, along with a switch for edit mode.

The main area is titled "COURSE TESTING" and contains a menu bar with Course, Settings, Participants, Grades, Reports, and More. Below this, there is a section titled "Info Matakuliah" which is expanded, showing "Pertemuan Ke-1".

Under "Pertemuan Ke-1", there are two items, each with a red square icon containing a white speech bubble, a blue text "wdwd", and a "Mark as done" button. Both items have a lock icon and the text "Not available unless: You belong to MAHASISWA".

Below "Pertemuan Ke-1", there are sections for "Pertemuan Ke-2" and "Pertemuan Ke-3", each with a single item listed.

A blue circular button with a white minus sign is located in the bottom right corner of the main content area.

## STEP 2

Klik Participants,

The screenshot shows a user interface for 'COURSE TESTING'. At the top, there are navigation links: 'ashboard' and 'My courses'. Below these, a horizontal menu bar includes 'Course' (underlined in blue), 'Settings', 'Participants' (which is highlighted with a red box), 'Grades', 'Reports', and 'More ▾'. The main content area has a heading 'COURSE TESTING' and two sections: 'Info Matakuliah' and 'Pertemuan Ke-1'. The 'Pertemuan Ke-1' section is expanded, showing a list of participants.

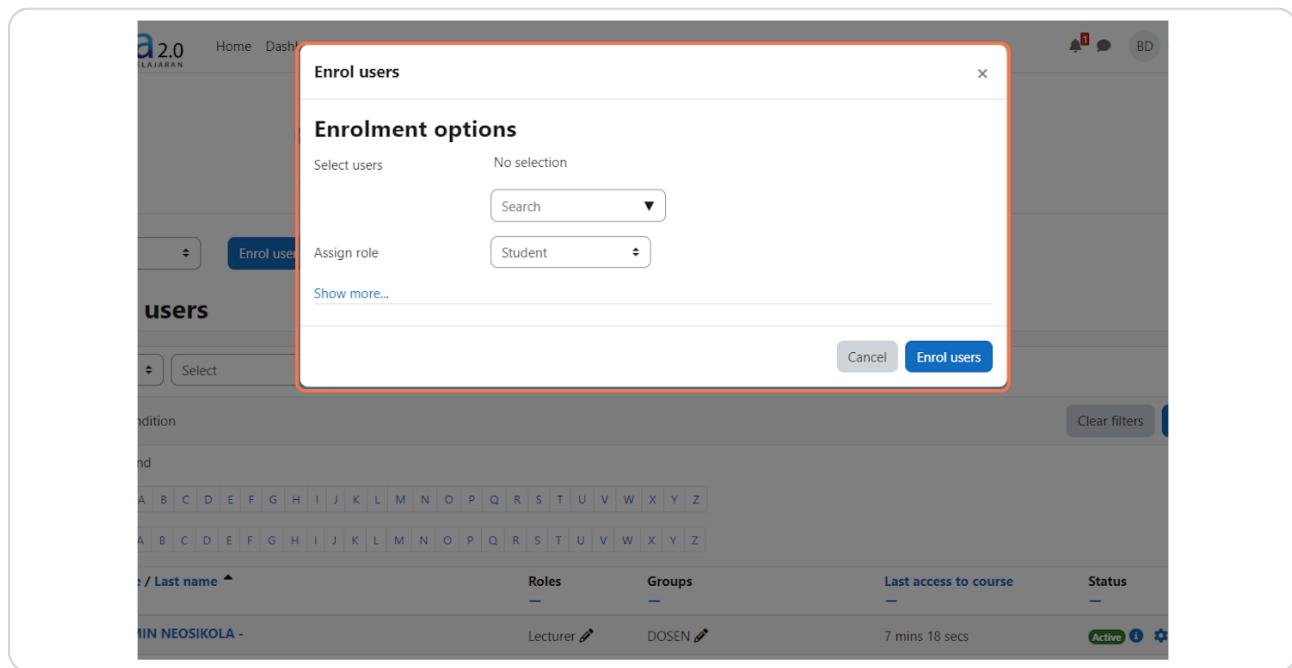
## STEP 3

Setelah itu, klik tombol Enrol users,

The screenshot shows the 'COURSE TESTING' interface with the 'Participants' tab selected (underlined in blue). A dropdown menu labeled 'Enrolled users' is open. Next to it is a blue button with white text labeled 'Enrol users', which is also highlighted with a red box. Below this, the heading 'Enrolled users' is displayed, followed by two search/filter input fields: 'Match Any' and 'Select'.

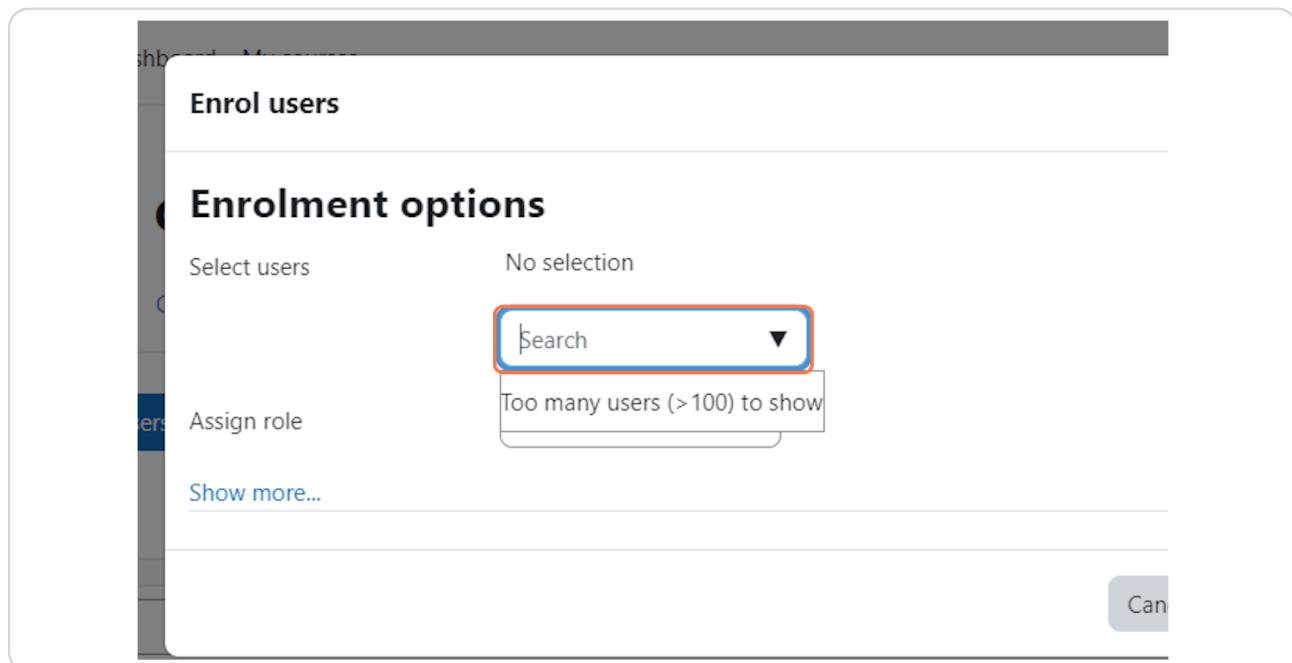
## STEP 4

Kemudian pop up akan muncul seperti gambar dibawah ini,



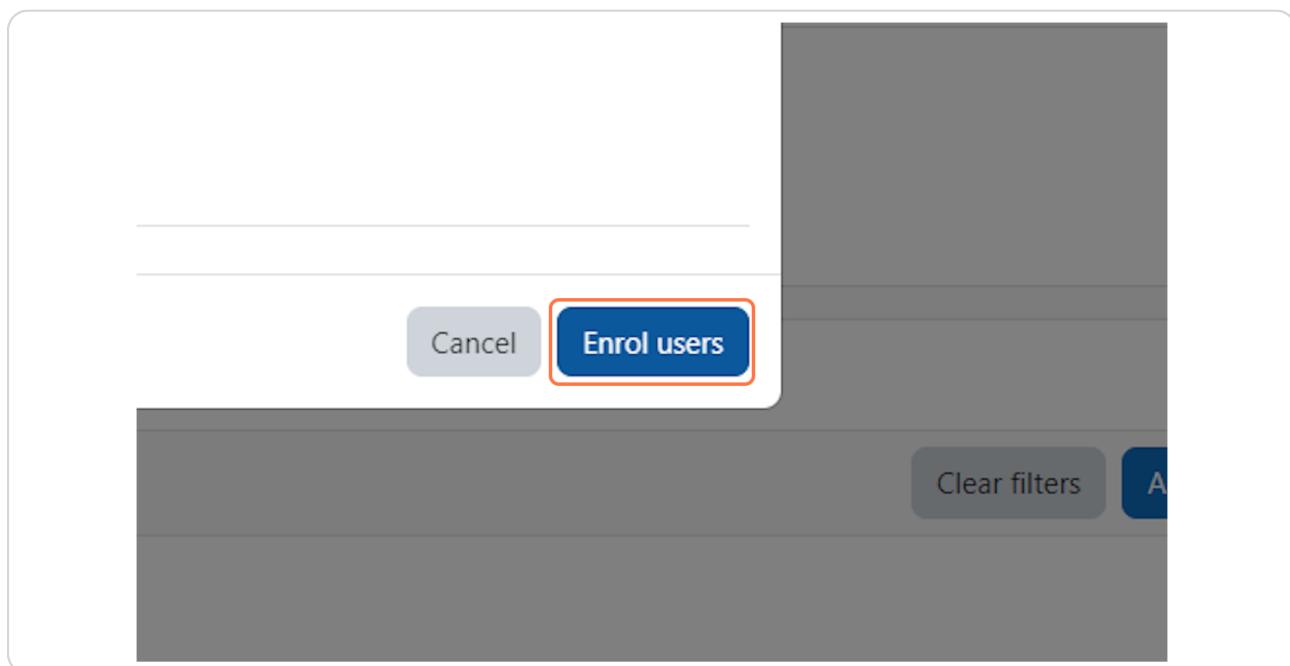
## STEP 5

Silahkan cari nama mahasiswa yang ingin ditambahkan,



## STEP 6

Setelah mahasiswa ditambahkan, kemudia tekan tombol Enrol users,



## STEP 7

Kemudian klik dropdown seperti gambar dibawah ini menjadi Groups,

A screenshot of a course management interface titled "COURSE TESTING". At the top, there are tabs: "Course", "Settings", "Participants", and "Gra". The "Participants" tab is currently selected. Below the tabs, there is a dropdown menu with the options "Groups" and "Enrol users". The "Groups" option is highlighted with a red rectangular border. Below the dropdown, the section title "Enrolled users" is displayed. Underneath, there is a search/filter bar with dropdown menus for "Match" (set to "Any") and "Select", and a button "+ Add condition".

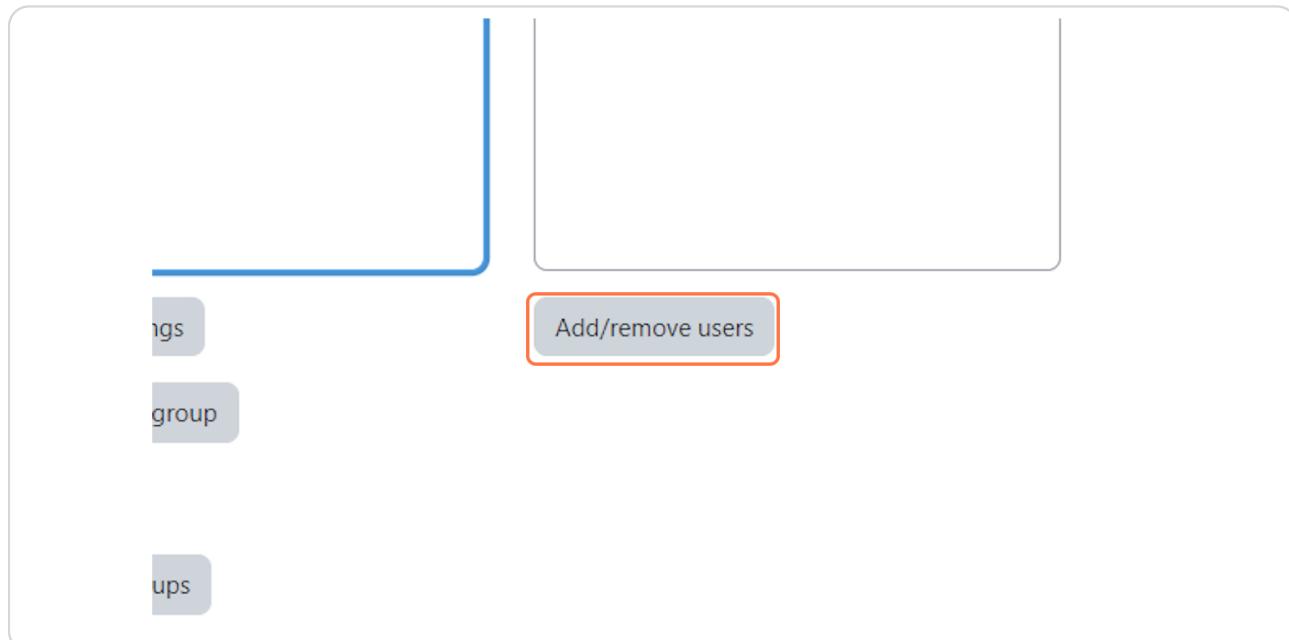
## STEP 8

Kemudian akan muncul halaman baru, silahkan klik groups yang ingin ditambahkan,

The screenshot shows the Sikola 2.0 interface with a red box highlighting the 'Groups' section. The page title is 'COURSE TESTING'. Below it are tabs: Course, Settings, Participants, Grades, Reports, and More. A dropdown menu shows 'Groups'. The main content area is titled 'CT1 Groups' and contains a table with one row. The table has two columns: 'Groups' and 'Members of:'. Under 'Groups', it says 'DOSEN (3)' and 'MAHASISWA (1)'. Under 'Members of:', there is a large empty box. At the bottom of the table are four buttons: 'Edit group settings', 'Add/remove users', 'Delete selected group', and 'Create group'. There is also a 'Auto-create groups' link at the bottom right.

## STEP 9

Kemudian klik tombol Add/remove users,



## STEP 10

Akan muncul tampilan baru seperti gambar dibawah ini,

The screenshot shows the SIKOLA 2.0 interface with a red border around the central content area. At the top, there's a navigation bar with 'Home', 'Dashboard', 'My courses', and other course-related links. Below that is a 'Groups / Add/remove users' section. The main title is 'COURSE TESTING'. Underneath, there are tabs for 'Course', 'Settings', 'Participants', 'Grades', 'Reports', and 'More'. The central part is titled 'Add/remove users: MAHASISWA'. It has three main sections: 'Group members' (containing one student), 'Potential members' (containing two lecturers and one student), and 'Selected user's membership' (empty). There are 'Add' and 'Remove' buttons between the sections. A 'Search' bar and 'Search options' link are at the bottom. A blue circular icon is located on the right side of the red-bordered area.

## STEP 11

Kemudian silahkan pilih mahasiswa yang ingin ditambahkan sebelah kanan seperti gambar dibawah ini,

This screenshot shows a list of potential members. A single user, 'Mahasiswa SPADA (0)', is highlighted with a red border. To the left of the list are 'Add' and 'Remove' buttons. Below the list is a search bar and a 'Clear' button. The background of the entire interface is light gray.

## STEP 12

Kemudian klik tombol Add,

The screenshot shows a user interface for managing group members. On the left, there is a large white rectangular area containing the name "MAJID". To the right of this is a grey rectangular area labeled "Potential members". Within this area, there are two main sections: "Lecturer (2)" and "Student (1)". Under "Lecturer (2)", it lists "ADMIN NEOSIKOLA - (1 Baru23 Dosen (1))". Under "Student (1)", it lists ". Mahasiswa SPADA (0)". Between these sections are two buttons: a grey button with a white border containing the text "Add" with a small arrow icon, and a grey button with a white border containing the text "Remove" with a small arrow icon. The "Add" button has a red rectangular outline around its border.

## STEP 13

Setelah itu, tekan tombol Back to groups

The screenshot shows a search interface. At the top, there is a large empty white rectangular area. Below this is a horizontal bar containing a "Search" input field, a "Clear" button, and a "Search options" link with a blue arrow icon. At the bottom of the screen, there is a grey rectangular button with a white border containing the text "Back to groups". This button is highlighted with a red rectangular outline around its border.

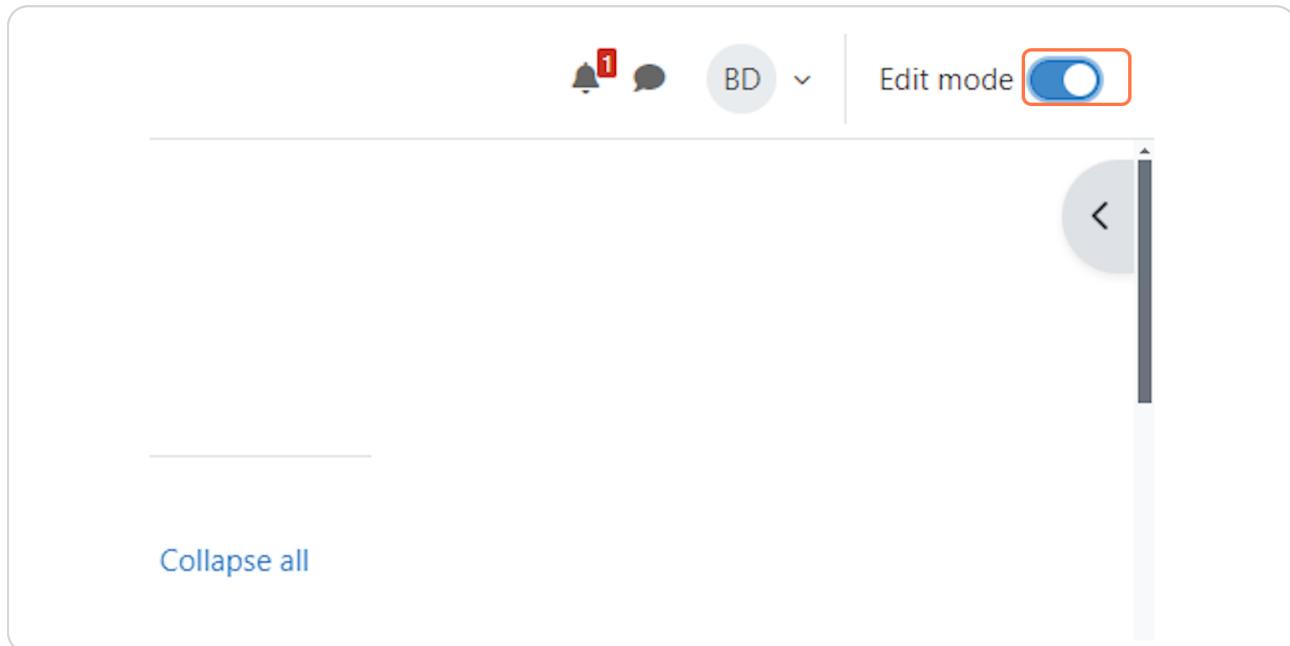
## **STEP 14**

Dan anda akan melihat mahasiswa tersebut telah masuk di groups seperti pada gambar dibawah ini.

## 14. Mengatur Bahan Ajar Ujian Untuk Kelas Tertentu di Sikola

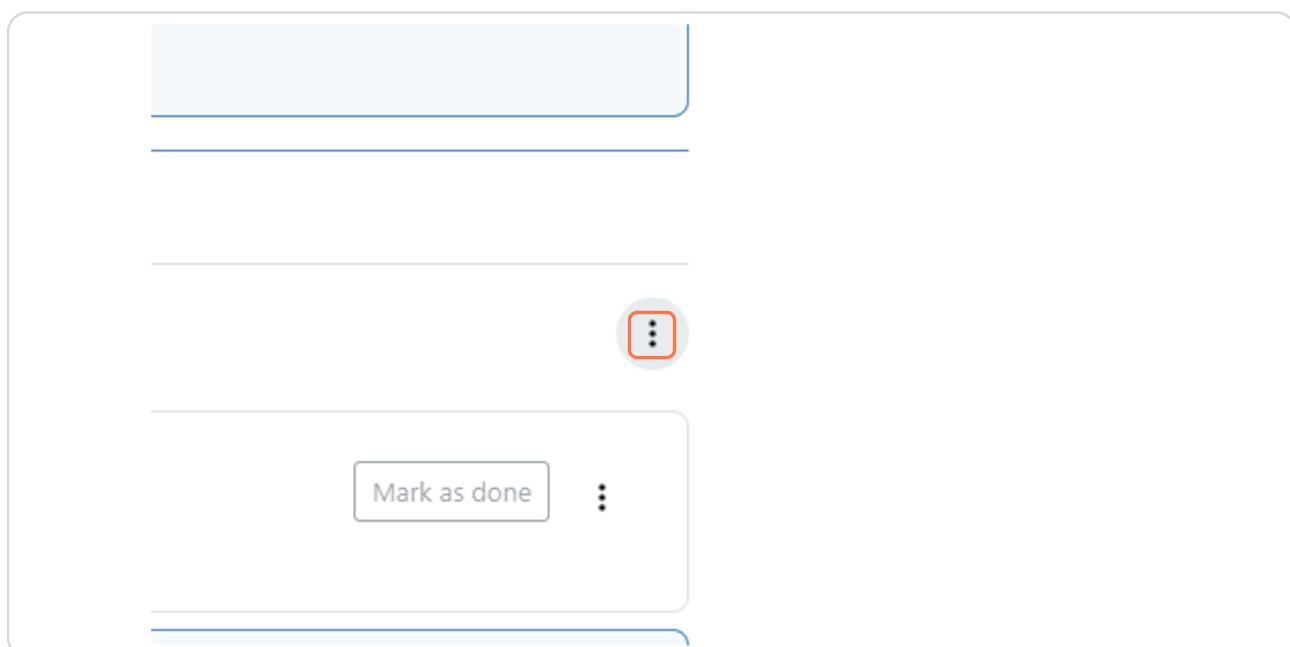
### STEP 1

Silahkan masuk ke course yang diinginkan dan mohon untuk mengaktifkan Edit Mode (jika mati) yang berada pada header halaman



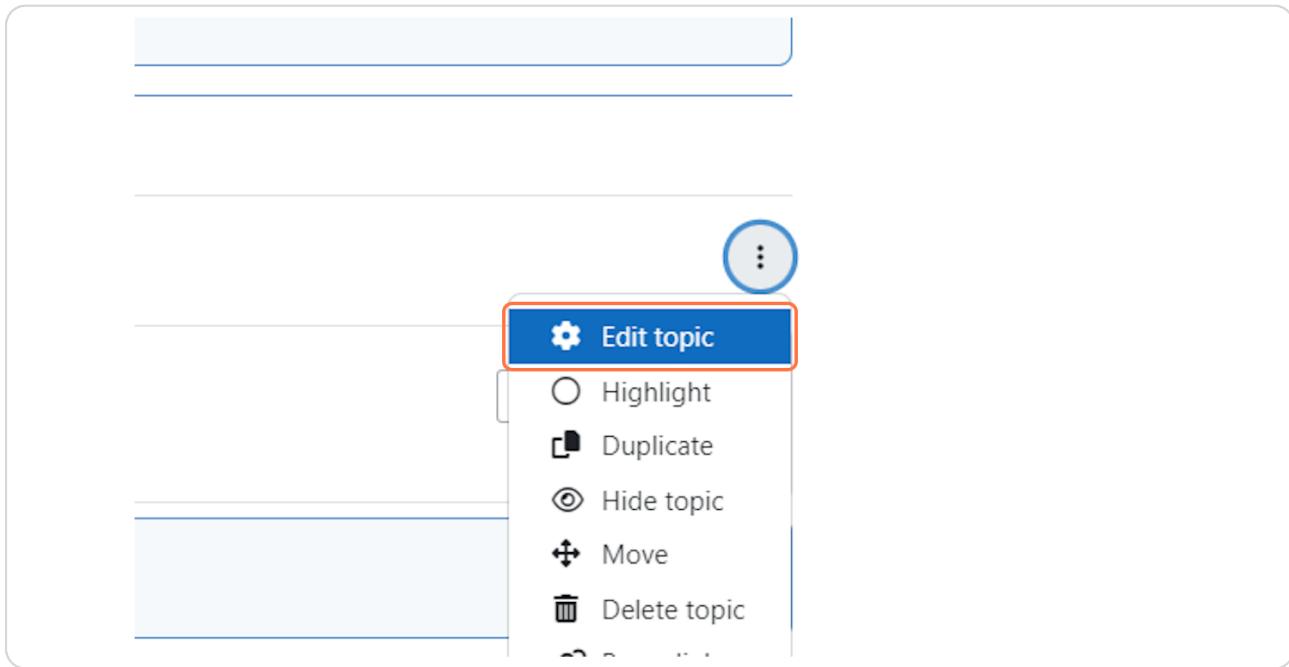
### STEP 2

Klik icon pada gambar dibawah ini pada salah satu topics yang ingin dirubah



### STEP 3

Klik Edit topic



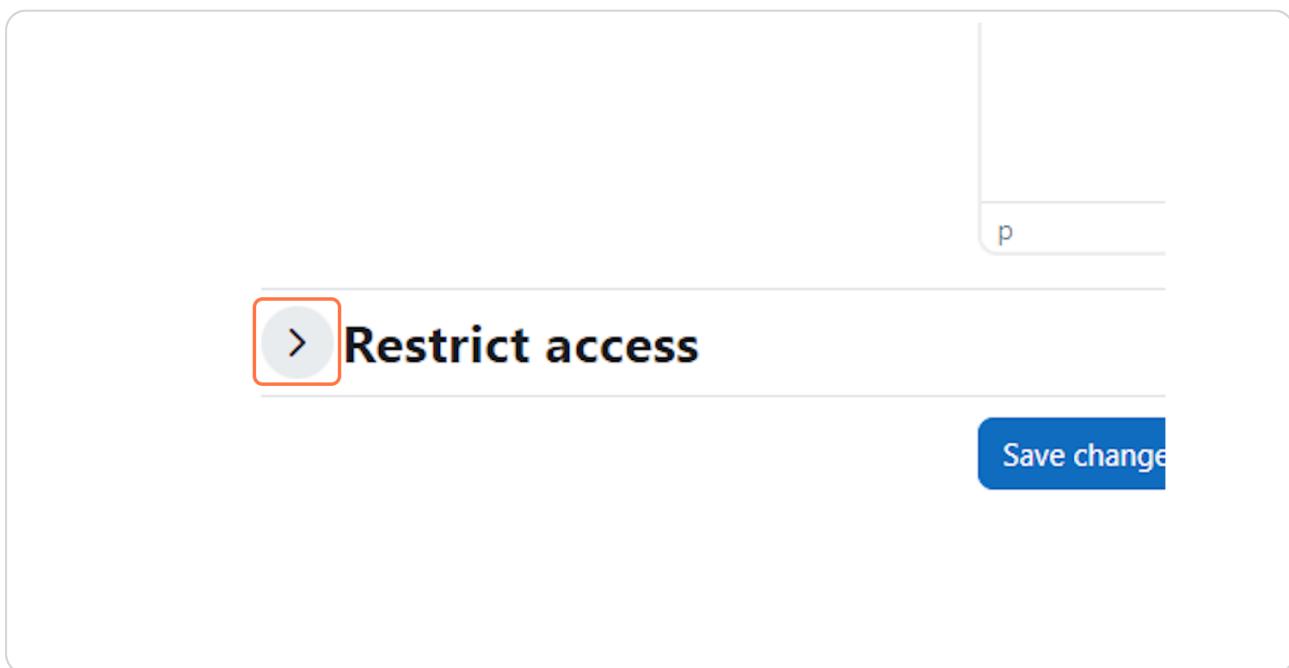
### STEP 4

Setelah itu akan muncul tampilan seperti gambar dibawah ini

A screenshot of the 'COURSE TESTING' page. A specific section titled 'Summary of Pertemuan Ke-1' is highlighted with a red box. This section contains a 'General' subsection where the 'Section name' field has been changed from 'Pertemuan Ke-1' to 'Pertemuan Ke-1'. Below this is a rich text editor toolbar. At the bottom of the section, there are 'Save changes' and 'Cancel' buttons. The entire 'Summary of Pertemuan Ke-1' section is enclosed in a large red box.

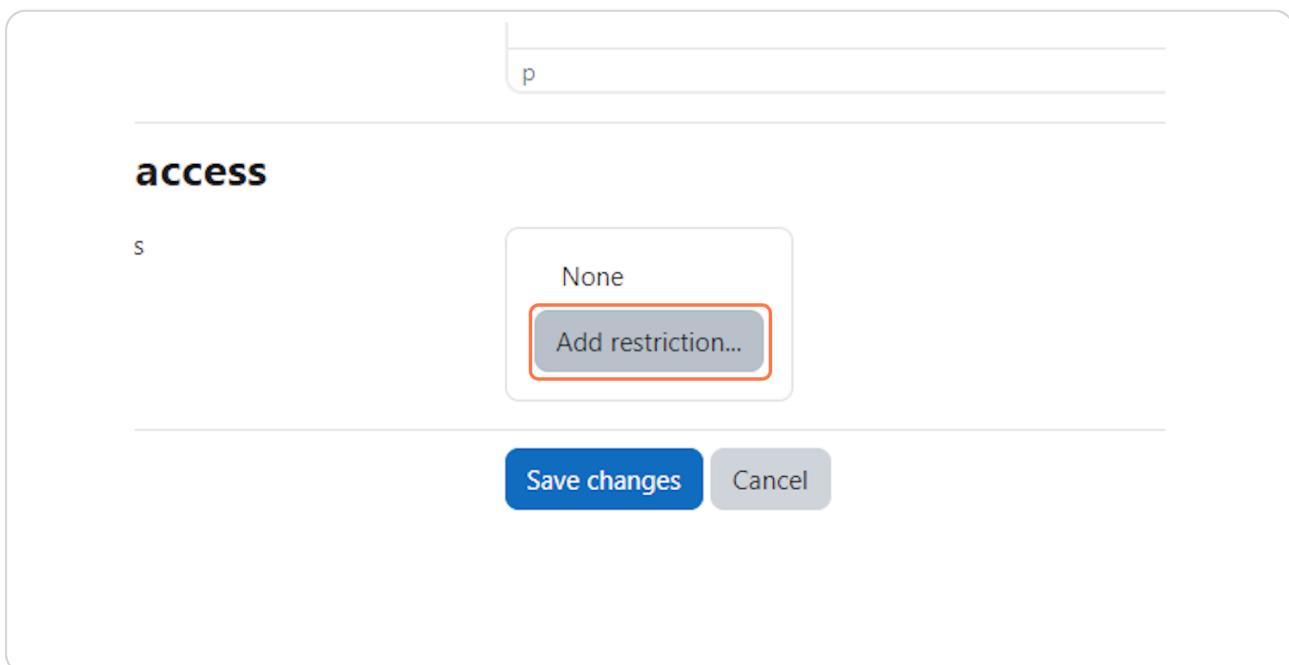
## STEP 5

Klik icon panah pada bagian Restrict Access



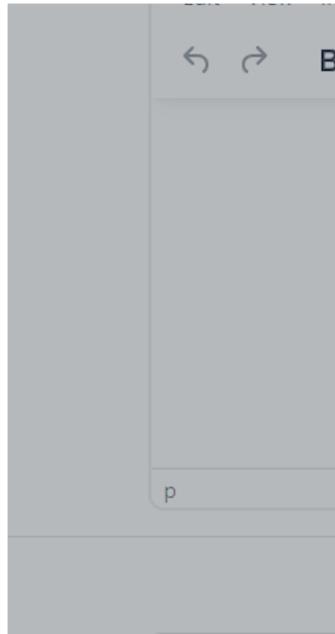
## STEP 6

Klik tombol Add restriction



## STEP 7

Setelah itu klik tombol Group

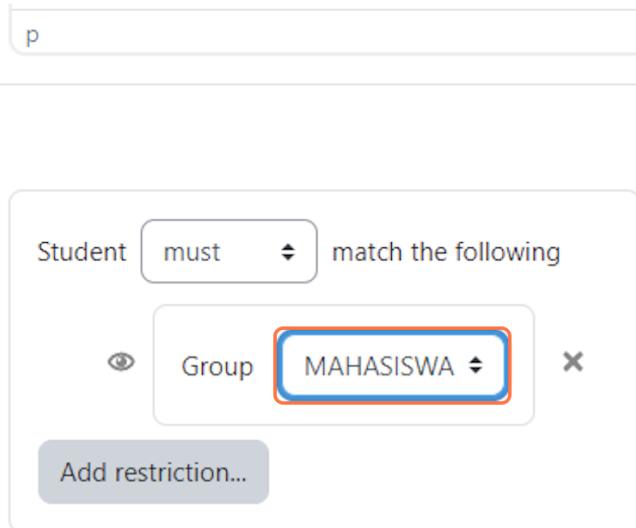


The screenshot shows a mobile application interface with a sidebar on the left and a main content area on the right. The main content area has a header 'Activity completion' with a back arrow. Below the header are five buttons: 'Date', 'Grade', 'Group', 'User profile', and 'Restriction set'. The 'Group' button is highlighted with a red border. To the right of each button is a brief description.

Action	Description
Date	complete (or not complete) another activity.
Grade	Prevent access until (or from) a specified date and time.
Group	Require students to achieve a specified grade.
User profile	Allow only students who belong to a specified group, or all groups.
Restriction set	Control access based on fields within the student's profile.

## STEP 8

Silahkan memilih group



The screenshot shows a mobile application interface with a search bar at the top containing the letter 'p'. Below the search bar is a large input field with horizontal lines. Underneath the input field is a configuration panel for restrictions. The panel has a title 'Student must match the following' with a dropdown menu currently set to 'Group'. Below this is a list item with a circular icon, the word 'Group', and the text 'MAHASISWA' with a dropdown arrow. There is also a delete 'x' icon next to the group name. At the bottom of the panel is a button 'Add restriction...'. At the very bottom of the screen are two buttons: 'Save changes' in blue and 'Cancel' in grey.

Student must match the following

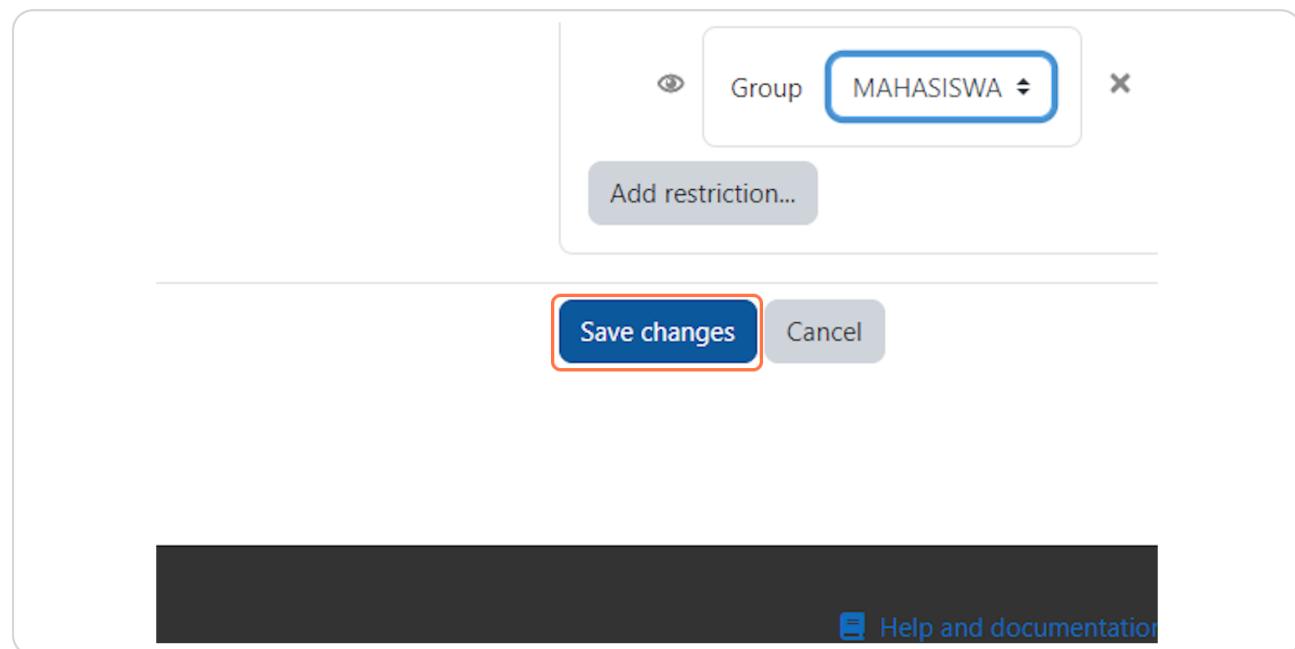
Group MAHASISWA

Add restriction...

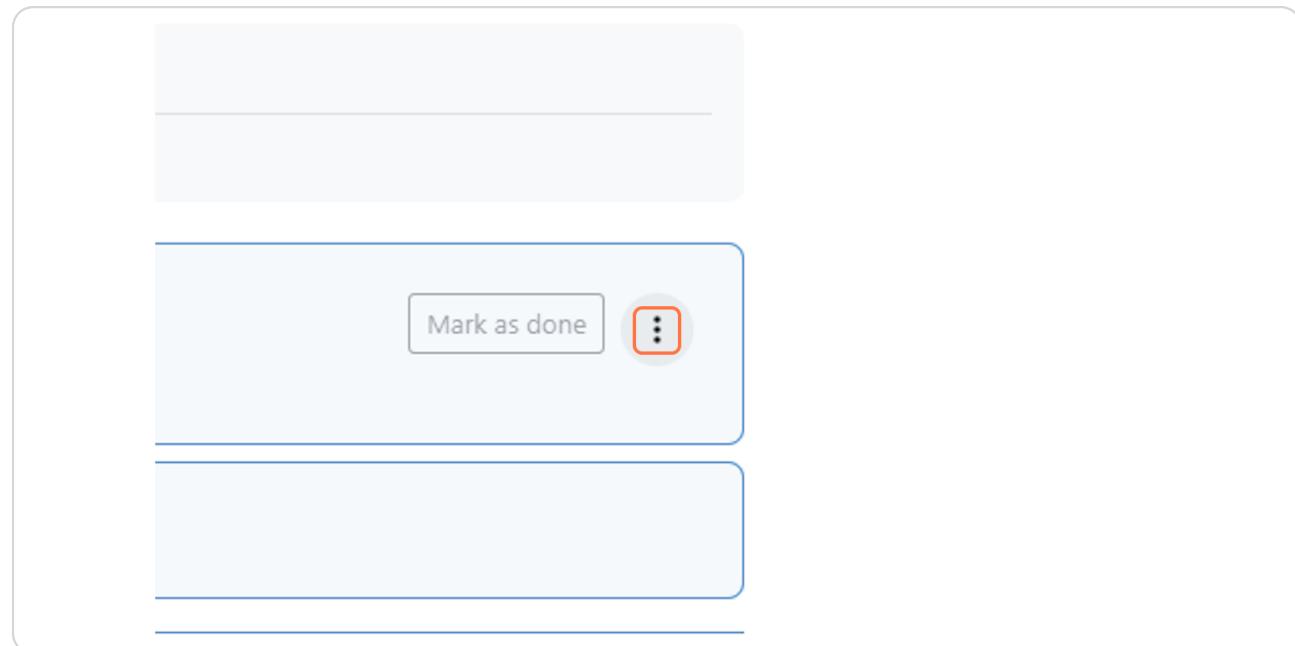
Save changes Cancel

**STEP 9**

Klik Save changes untuk menyimpan perubahan

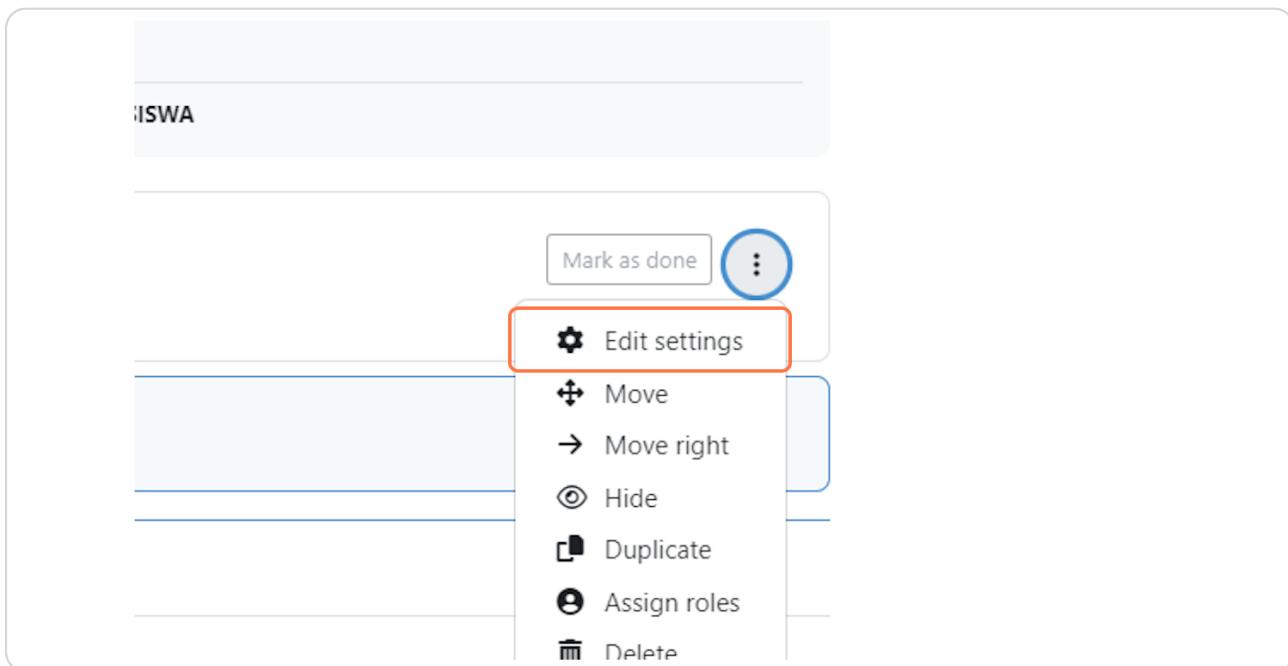
**STEP 10**

Klik ikon Edit seperti gambar dibawah ini pada salah satu activity didalam topic yang telah diubah sebelumnya



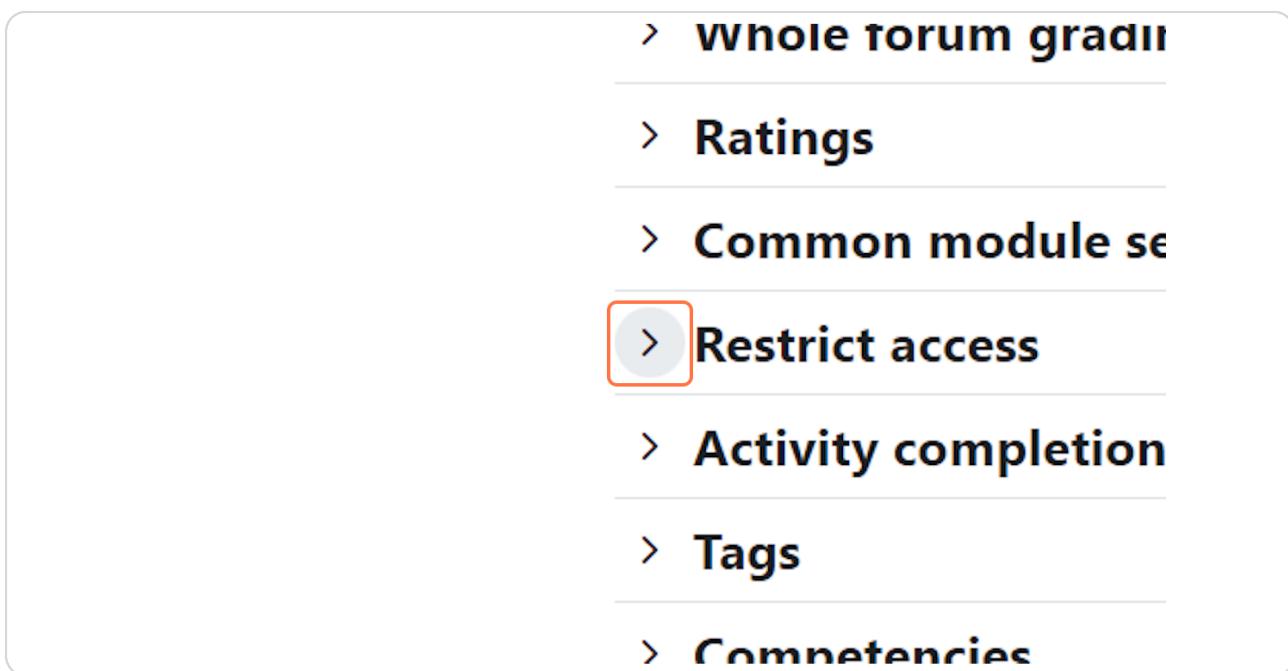
## STEP 11

Klik Edit Settings



## STEP 12

Klik ikon panah seperti gambar dibawah ini pada bagian Restrict Access



## STEP 13

Klik tombol Add Restriction

The screenshot shows the 'Common module settings' page. Under the 'Restrict access' section, there is a button labeled 'Add restriction...' which is highlighted with a red border.

- > Common module settings
- ▽ Restrict access
  - Access restrictions
    - None
    - Add restriction...
- > Activity completion
- > Tags
- > Common actions

## STEP 14

Klik tombol Group

The screenshot shows the 'Restrict access' section with several options listed:

- > Discussion
- > Post threads
- > Whole forum
- > Ratings
- > Common
- ▽ Restrict
  - Access restriction

Date	Prevent access until (or from) a specified date and time.
Grade	Require students to achieve a specified grade.
Group	Allow only students who belong to a specified group, or all groups.
User profile	Control access based on fields within the student's profile.
Restriction set	Add a set of nested restrictions to apply complex logic.

## STEP 15

Silahkan memilih group

The screenshot shows the 'Student access' section of the module settings. It displays a restriction where a student must belong to the 'MAHASISWA' group. The 'MAHASISWA' group is highlighted with a red border.

Student must match the following  
Group MAHASISWA

## STEP 16

Klik Save and return to course untuk menyimpan perubahan

The screenshot shows the 'Activity completion' settings for an activity. It includes sections for 'Tags' and 'Competencies'. At the bottom, there are three buttons: 'Save and return to course' (highlighted with a red border), 'Save and display', and 'Cancel'. A note indicates that 'Save and return to course' is required.

Save and return to course (Required)

## STEP 17

Maka hasilnya seperti gambar dibawah ini.

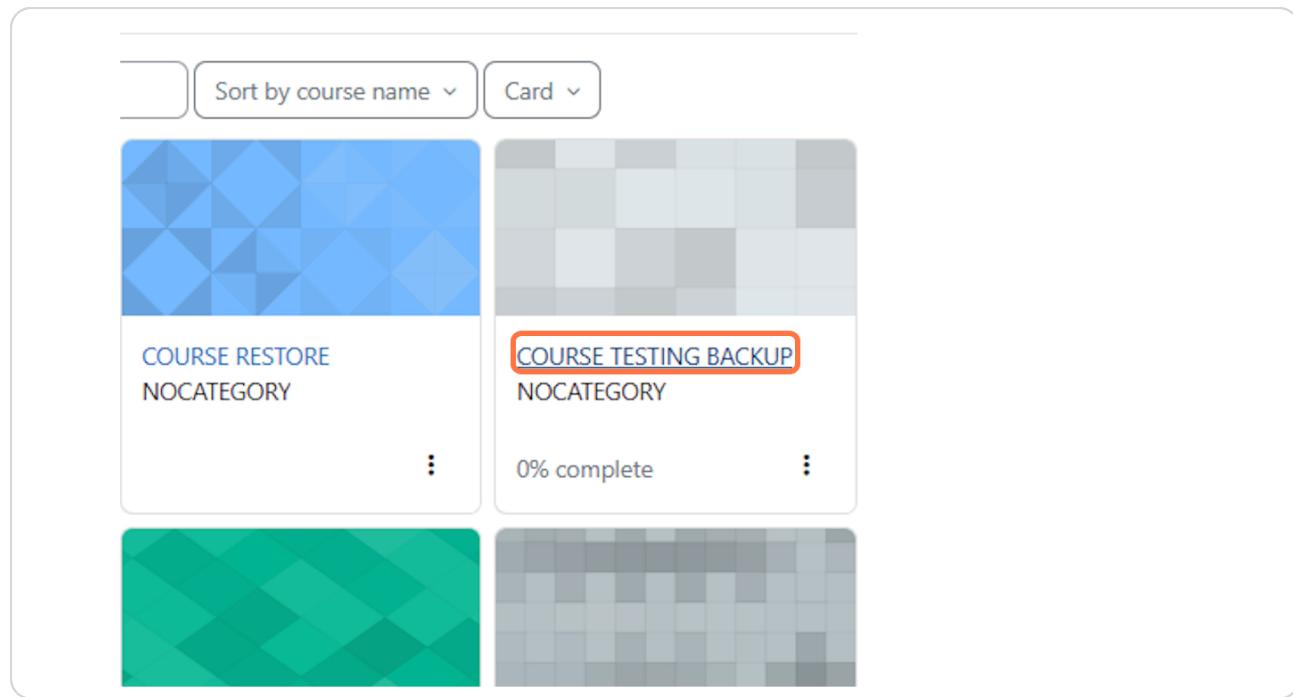
The screenshot shows a Moodle course structure. At the top, there is a header with the text "Add topic". Below it, a section titled "Pertemuan Ke-1" is expanded, indicated by a downward arrow. Inside this section, there is a forum activity named "FORUM wwdw" with a red outline around it. A message box states "Not available unless: You belong to MAHASISWA". To the right of the forum, there are buttons for "Mark as done" and three vertical dots. Below the forum, there is a button labeled "+ Add an activity or resource". At the bottom of the expanded section, there is another "Add topic" link. Below this, another section titled "Pertemuan Ke-2" is expanded, showing a folder icon and the word "FOLDER". To the right of the folder, there are buttons for "Mark as done" and three vertical dots. There is also a "Add topic" link at the bottom of this section.

## 15. Mencadangkan Mata kuliah

---

### STEP 1

Setelah login, silahkan pilih course yang ingin dicadangkan,



## STEP 2

Klik More dibawah judul coursennya seperti gambar dibawah ini,

The screenshot shows a course titled 'TING BACKUP'. Below the title, there are several navigation links: 'Participants', 'Grades', 'Reports', and 'More'. The 'More' link is highlighted with a red box. To the right of the course title, there is a 'Collapse all' link. Below the course title, there is a decorative graphic featuring orange and white shapes.

## STEP 3

Kemudian pilih Course reuse,

The screenshot shows a course interface with a sidebar on the left containing the text 'a ARAN V2'. A vertical menu is open on the right side, listing several options: 'Course completion', 'Badges', 'Competencies', 'Filters', 'Unenrol me from this course', 'Accessibility toolkit', and 'Course reuse'. The 'Course reuse' option is highlighted with a blue background. Below the sidebar, there is a line of text that appears to be cut off at the end.

## STEP 4

Kemudian akan tampil halaman baru dan pilih Backup seperti gambar dibawah ini,

The screenshot shows a sidebar on the left containing course-related links such as 'takuliah', 'akuliah disini deng...', 'Mata Kuliah', 'Pembelajaran Sem...', 'iskusi', 'Mahasiswa', 'Pengampu Mata K...', and 'akuliah disini deng...'. The main area is titled 'COURSE TOOLS' and includes 'Course' and 'Settings' tabs. A 'Backup' button is highlighted with a red box. Below it, a navigation bar shows '1. Course selection ► 2. Initial settings ► 3. Schema set'. A large central box is titled 'Find a course to import data' with 'Select a course' and 'More filters' buttons.

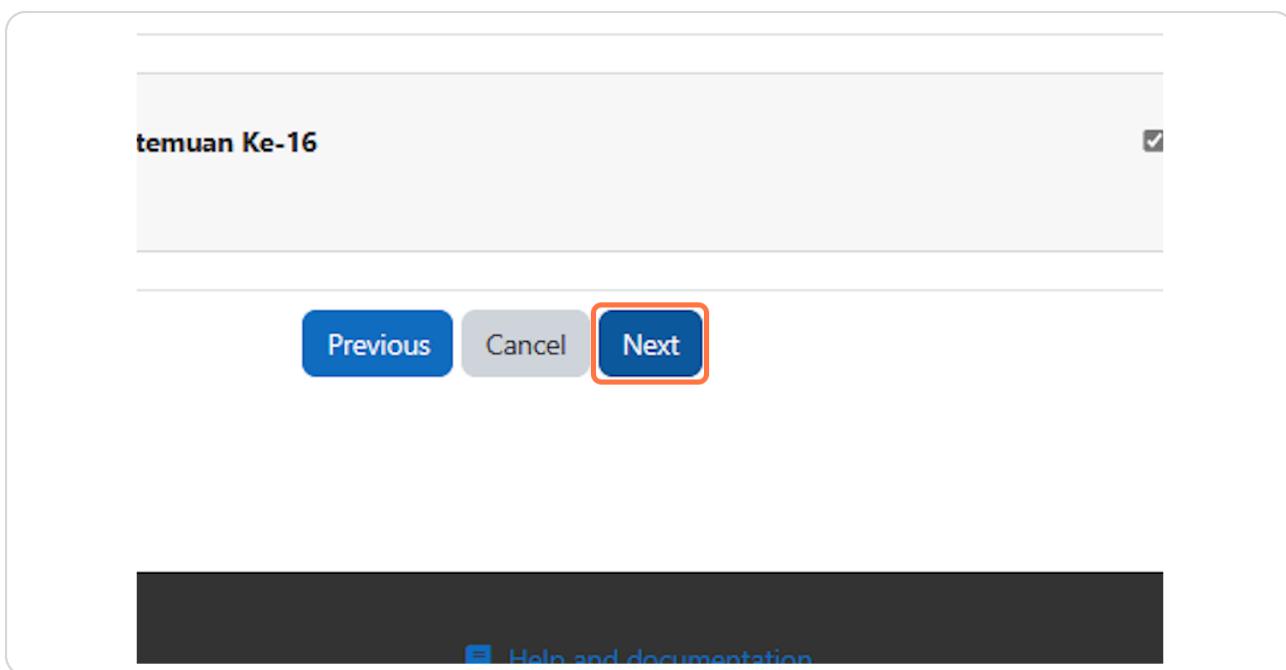
## STEP 5

Klik tombol Next,

The screenshot shows a configuration screen for a backup. It has three checked options: 'Include content bank content', 'Include user's state in content such as H5P activities', and 'Include legacy course files'. At the bottom, there are three buttons: 'Jump to final step', 'Cancel', and 'Next', with 'Next' being highlighted with a red box. A black redaction box covers the bottom portion of the screen.

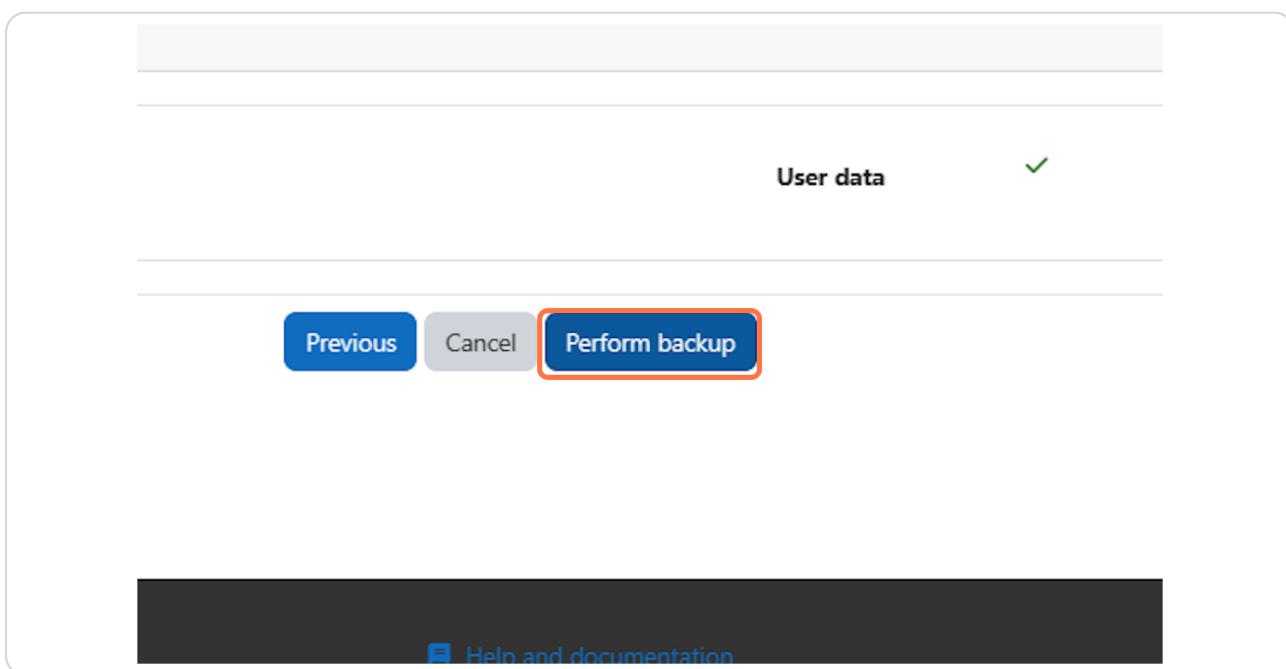
## STEP 6

Klik tombol Next lagi,



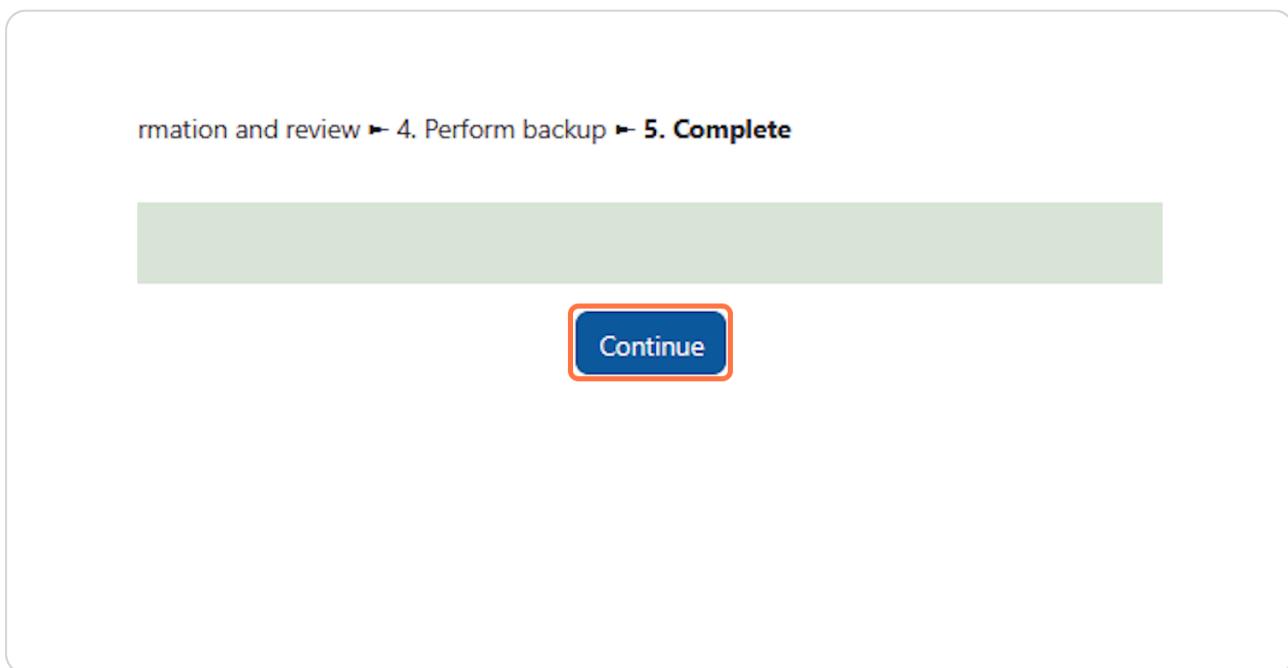
## STEP 7

Kemudian klik tombol Perform backup,



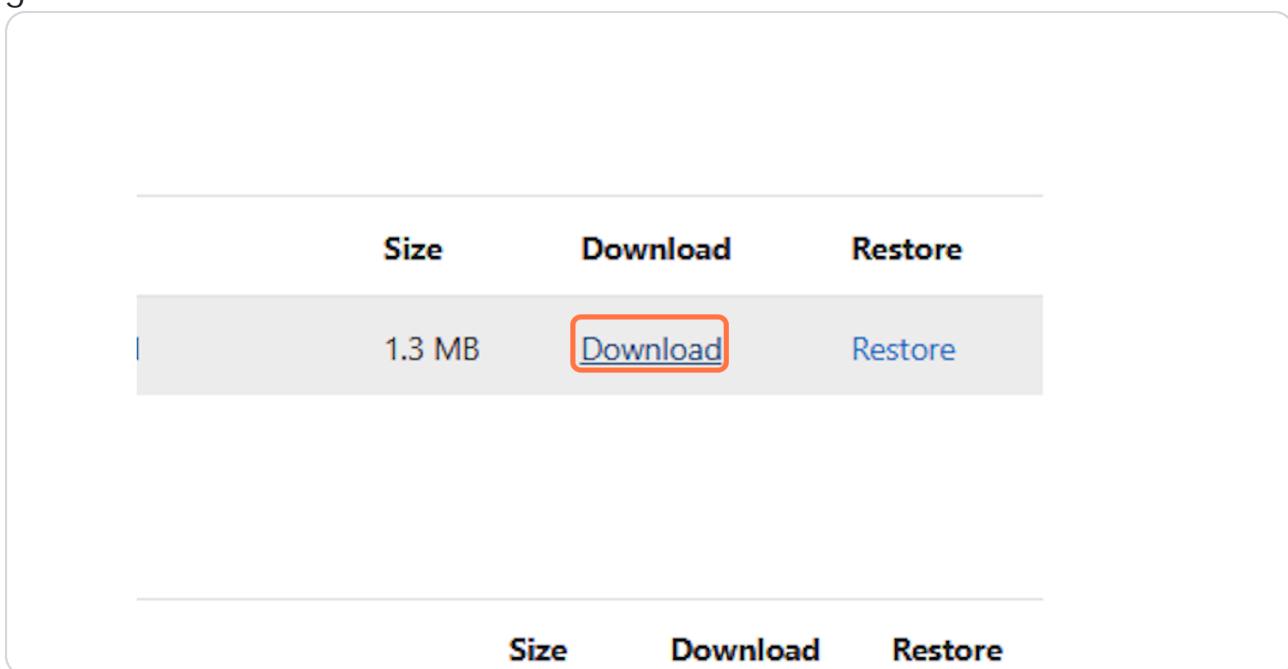
## STEP 8

Setelah proses pencadangan selesai, silahkan tekan tombol Continue,



## STEP 9

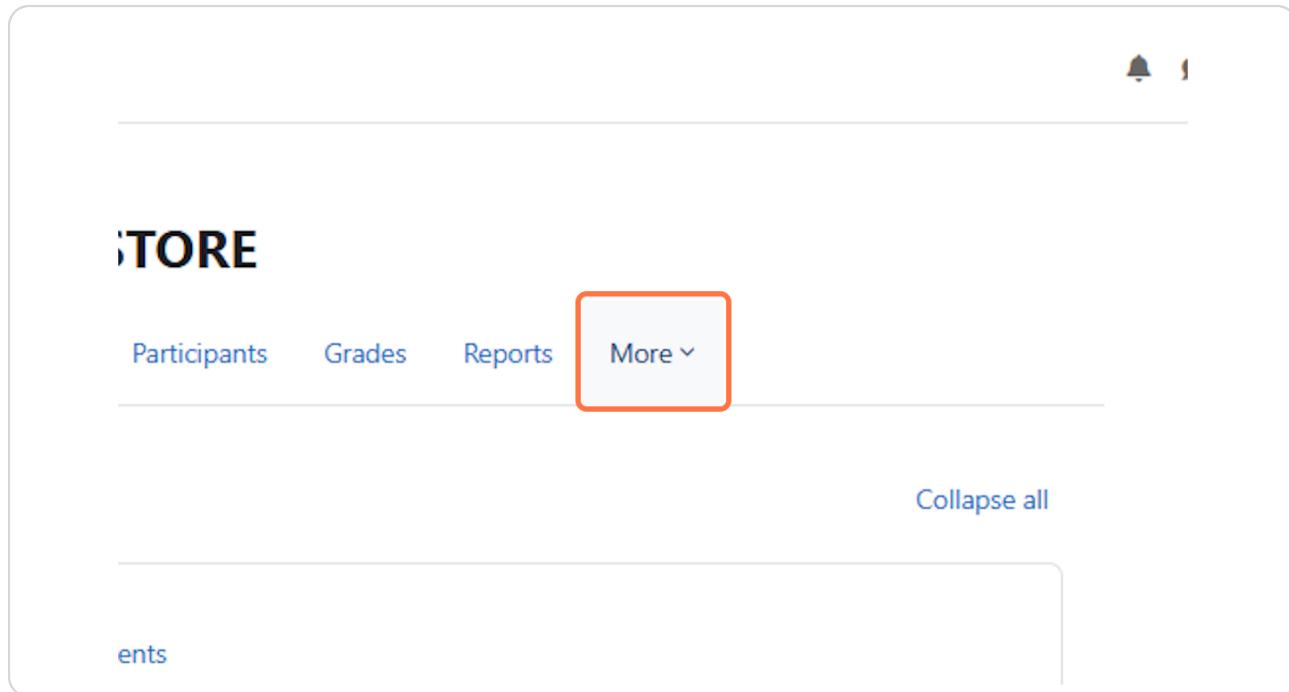
Untuk mengunduh file cadangannya, silahkan tekan tombol Download seperti gambar dibawah ini.



## 16. Memulihkan Mata kuliah

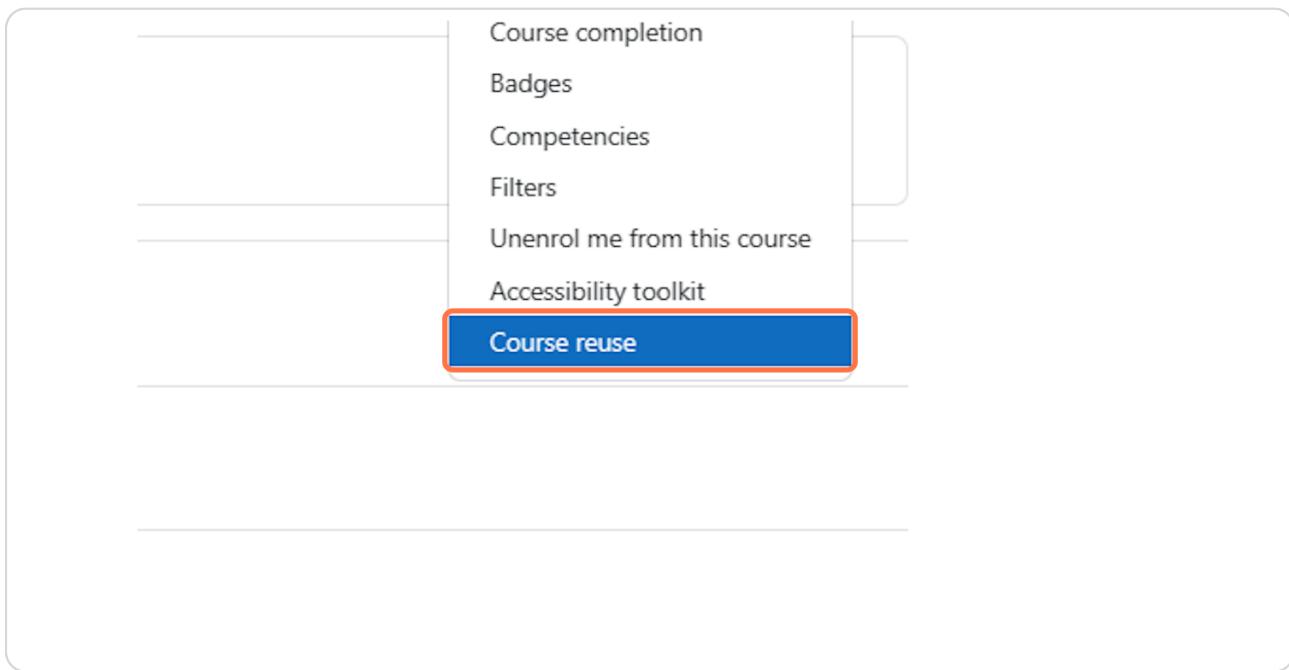
### STEP 1

Silahkan masuk ke dalam mata kuliah yang ingin dipulihkan kemudian klik More seperti gambar dibawah ini,



## STEP 2

Kemudian klik Course reuse,



## STEP 3

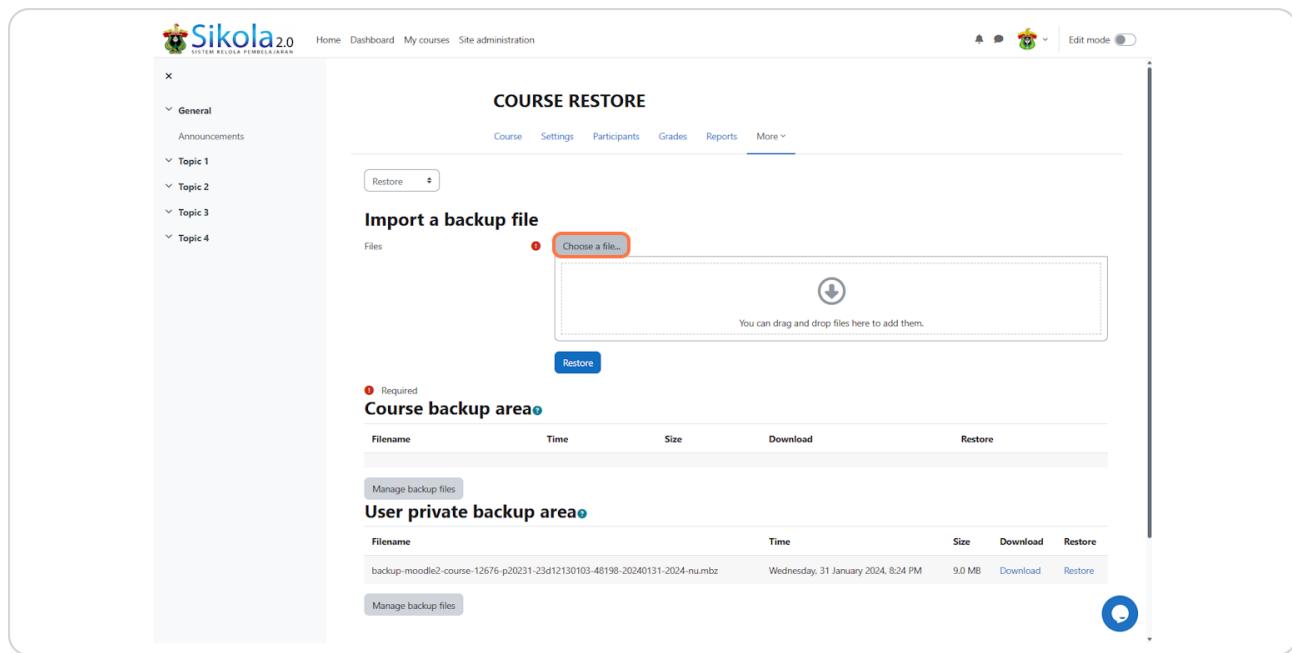
Kemudian akan tampil halaman baru dan pilih Restore seperti gambar dibawah ini,

A screenshot of the 'COURSE RESTORE' page in the Sikola 2.0 system. The page title is 'COURSE RESTORE'. At the top, there are tabs: Course, Settings, Participants, Grades, Reports, and More. The 'More' tab is selected. Below the tabs, there is a 'Restore' button with a dropdown arrow. A list of courses found is displayed under the heading 'Find a course to import data from:'. The list includes:

Course short name	Course full name
<input type="radio"/> SIKOLA UNIVERSITAS HASANUDDIN	SIKOLA UNIVERSITAS HASANUDDIN
<input type="radio"/> RESTORE	COURSE RESTORE
<input type="radio"/> COBA BACKUP COURSE	COBA BACKUP COURSE
<input type="radio"/> asasasa	sasas
<input type="radio"/> 232323	sasas33
<input type="radio"/> ssasas	sasas
<input type="radio"/> PPKS-2024	Pencegahan dan Penanganan Kekerasan Seksual - Tahun 2024
<input type="radio"/> CT1	COURSE TESTING BACKUP
<input type="radio"/> ZXGZX	XGZC
<input type="radio"/> TRSIIKNA	TFMPI ATF CJI IRSF SIKNA

## STEP 4

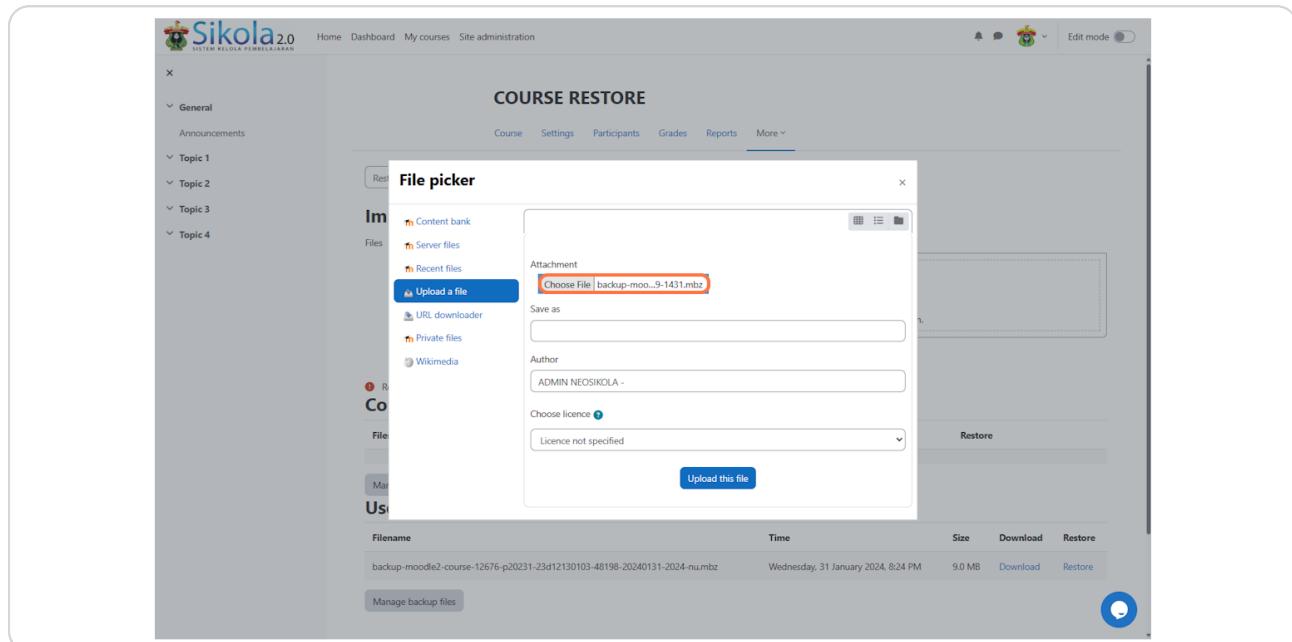
Klik Choose a file untuk mengupload file,



The screenshot shows the 'Course Restore' page in the Moodle Sikola 2.0 interface. The left sidebar contains a tree view with 'General', 'Topic 1', 'Topic 2', 'Topic 3', and 'Topic 4'. The main content area has tabs for 'Course', 'Settings', 'Participants', 'Grades', 'Reports', and 'More'. Under 'More', the 'Course restore' tab is selected. The 'Import a backup file' section contains a 'Choose a file...' button with a red box around it. Below it is a text input field with a placeholder 'You can drag and drop files here to add them.' and a 'Restore' button.

## STEP 5

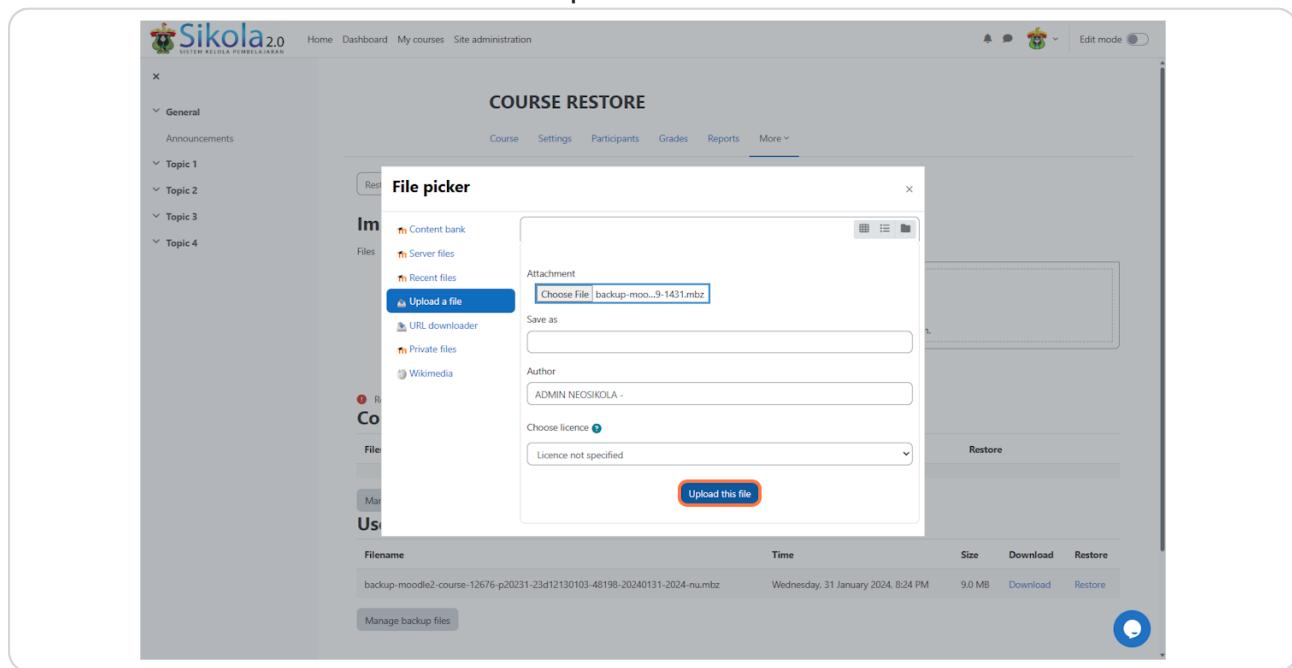
Kemudian pop up akan muncul dan untuk mengupload file cadangan silahkan klik Choose file seperti gambar dibawah ini,



The screenshot shows the 'File picker' modal window over the 'Course Restore' page. The modal has tabs for 'Content bank', 'Server files', 'Recent files', and 'Upload a file'. The 'Upload a file' tab is selected, with a red box around the 'Choose File' button. Other fields in the modal include 'Save as', 'Author', 'Choose licence', and 'Licence not specified'. The background shows the course restore interface with a backup file listed in the 'User private backup area'.

## STEP 6

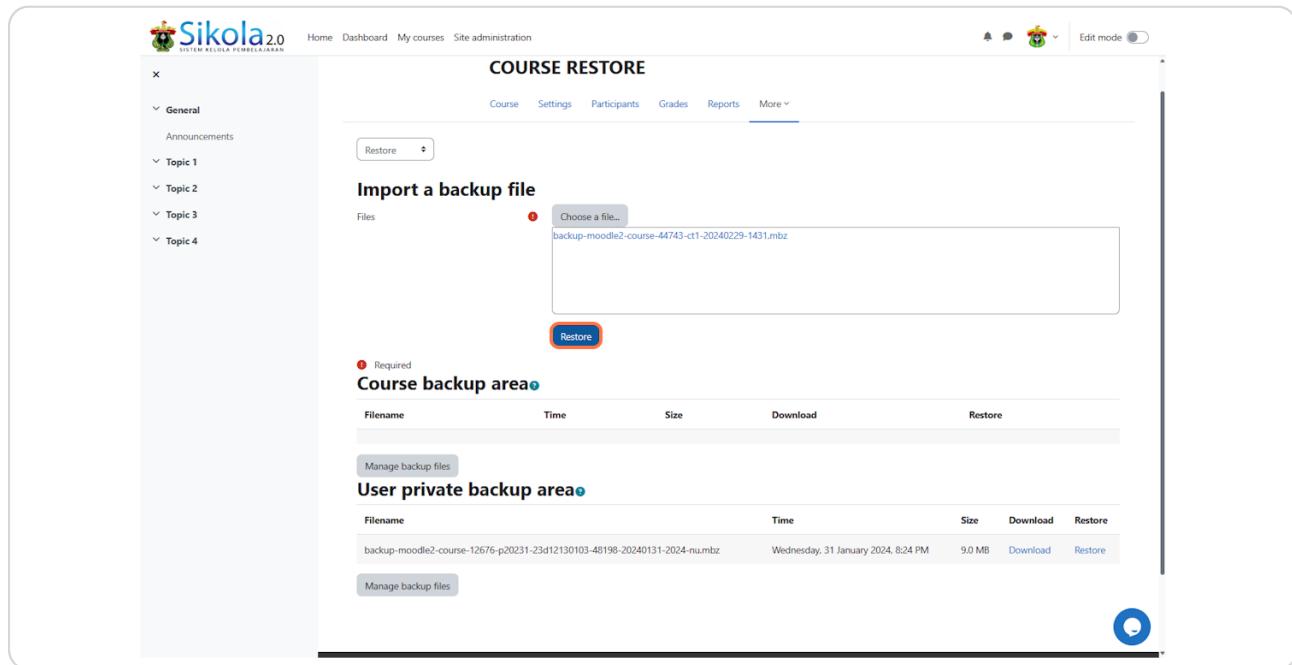
Setelah filenya terpilih dan telah muncul namanya di samping tombol Choose file maka silahkan tekan tombol Upload this file,



The screenshot shows the 'COURSE RESTORE' page in the Sikola 2.0 Moodle interface. On the left, there's a sidebar with sections like General, Announcements, Topic 1, Topic 2, Topic 3, and Topic 4. The main area has tabs for Course, Settings, Participants, Grades, Reports, and More. A 'File picker' dialog is overlaid on the screen. Inside the dialog, under the 'Attachment' section, there's a 'Choose File' input field containing the path 'Choose File | backup-moo...9-1431.mbz'. Below it are fields for 'Save as', 'Author' (set to 'ADMIN NEOSIKOLA'), and 'Choose licence' (set to 'Licence not specified'). At the bottom of the dialog is a prominent blue 'Upload this file' button, which is outlined in red in the screenshot.

## STEP 7

Setelah itu klik tombol Restore,



The screenshot shows the 'COURSE RESTORE' page again. In the center, there's a section titled 'Import a backup file' with a 'Choose a file...' input field containing the path 'backup-moodle2-course-44743-ct1-20240229-1431.mbz'. Below this is a red box highlighting the 'Restore' button. Further down, there are two sections: 'Course backup area' and 'User private backup area', each displaying tables of backed-up files. The 'Manage backup files' button is visible at the bottom of each section.

## STEP 8

Klik tombol Continue untuk melanjutkannya,

The screenshot shows the Sikola 2.0 Moodle interface. On the left, there's a sidebar with categories like General, Announcements, Topic 1, Topic 2, Topic 3, and Topic 4. The main area displays a table of items to be restored:

Module	Title	Userinfo
Lesson	Aktifitas Pembelajaran Baru	✓
Lesson	Aktifitas Pembelajaran Baru	✓

Below the table is a "Continue" button. At the bottom of the page, there's a footer with links to Help and documentation, Services and support, and Contact site support, along with a powered by Moodle logo.

## STEP 9

Kemudian pilih opsi NOCATEGORY,

The screenshot shows the Sikola 2.0 Moodle interface. The sidebar includes General, Announcements, Topic 1, Topic 2, Topic 3, and Topic 4. The main content area is titled "Restore as a new course" and contains a table for selecting a category:

Name	Description
NOCATEGORY	
FAKULTAS HUKUM	
ILMU HUKUM - S1	
HUKUM ADMINISTRASI NEGARA - S1	
ILMU HUKUM - S2	
ILMU HUKUM - S3	
KENOTARIATAN - S2	
FAKULTAS KEDOKTERAN	
PENDIDIKAN DOKTER - S1	
PENDIDIKAN DOKTER HEWAN	

At the bottom of the dialog, there's a note: "There are too many results, enter a more specific search." A blue speech bubble icon is visible in the bottom right corner.

## STEP 10

Scroll ke bawah dan tekan tombol Continue pada bagian Restore into this course

The screenshot shows the Sikola 2.0 interface. On the left, there's a sidebar with categories like General, Announcements, Topic 1, Topic 2, Topic 3, and Topic 4. The main area displays a list of courses with radio buttons next to them. Below this is a search bar and a 'Continue' button. A large box labeled 'Restore into this course' contains the text 'Merge the backup course into this course' and a 'Continue' button. Another box labeled 'Restore into an existing course' contains the same merge text and a 'Continue' button. The top right corner has a 'Edit mode' toggle.

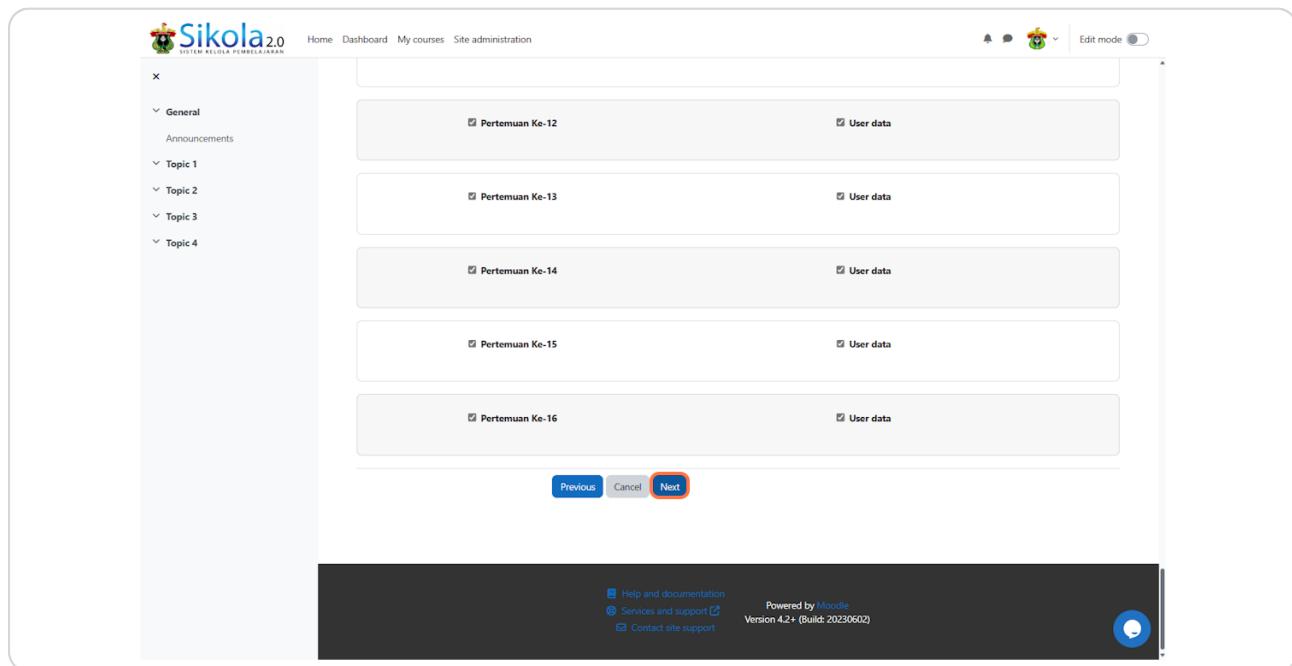
## STEP 11

Kemudian klik tombol Next,

This screenshot shows the detailed restore settings page. It lists various options with checkboxes: 'Include blocks' (checked), 'Include filters' (checked), 'Include comments' (checked), 'Include badges' (checked), 'Include calendar events' (checked), 'Include user completion details' (checked), 'Include course logs' (unchecked), 'Include grade history' (unchecked), 'Include groups and groupings' (checked), 'Include competencies' (checked), 'Include custom fields' (checked), 'Include content bank content' (checked), 'Include user's state in content such as H5P activities' (checked), and 'Include legacy course files' (checked). At the bottom are 'Cancel' and 'Next' buttons, with 'Next' being highlighted with a red box. The footer includes links for help, services, and contact support, along with the Moodle logo and version information.

## STEP 12

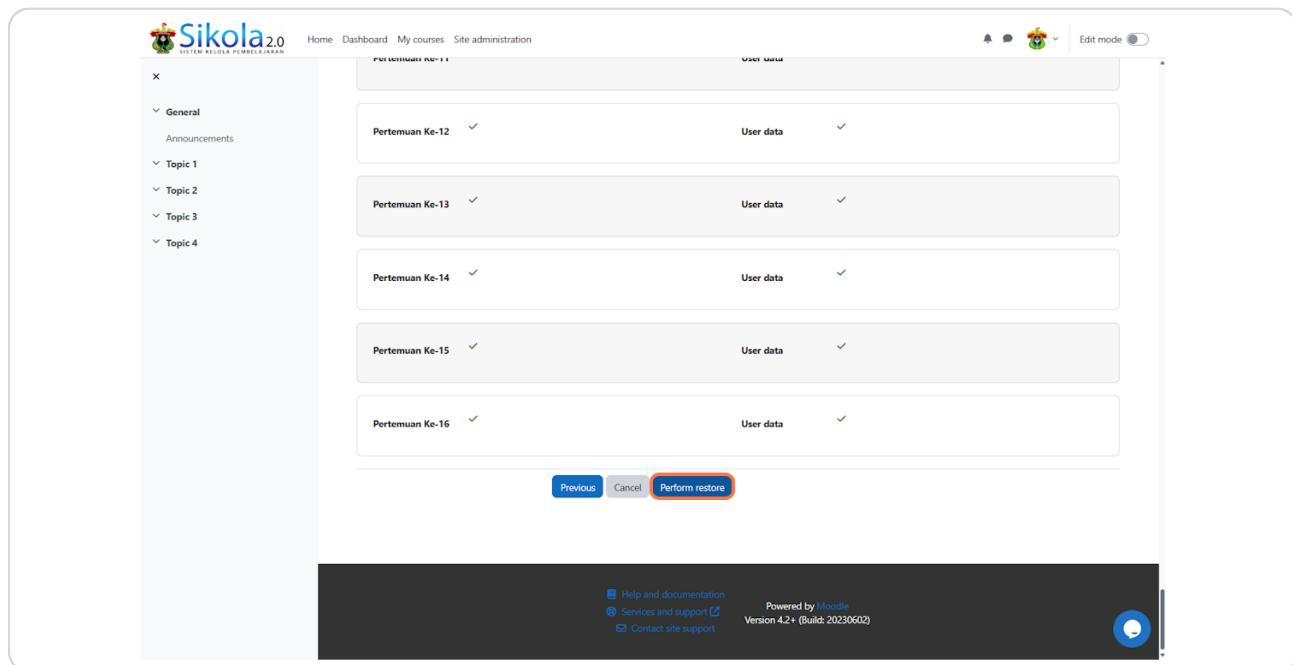
Tekan tombol Next lagi,



The screenshot shows the 'Site administration' section of the Sikola 2.0 Moodle interface. On the left, there's a sidebar with categories like 'General', 'Announcements', 'Topic 1', 'Topic 2', 'Topic 3', and 'Topic 4'. The main area displays five course modules: 'Pertemuan Ke-12', 'Pertemuan Ke-13', 'Pertemuan Ke-14', 'Pertemuan Ke-15', and 'Pertemuan Ke-16'. Each module has a checkbox next to its name and a 'User data' checkbox to its right. At the bottom of the page, there are 'Previous', 'Cancel', and 'Next' buttons. The 'Next' button is highlighted with a red box.

## STEP 13

Klik tombol Perform restore untuk memulai memulihkan,



This screenshot continues from the previous one, showing the same interface after the 'Next' button was clicked. The course modules now have green checkmarks next to their names, indicating they are selected for restoration. The 'User data' checkboxes also have green checkmarks. The 'Perform restore' button at the bottom is highlighted with a red box.

## STEP 14

Setelah proses pemulihan berhasil, tekan tombol Continue.

The screenshot shows the Sikola 2.0 interface for course restoration. The top navigation bar includes links for Home, Dashboard, My courses, Site administration, and Edit mode. On the left, a sidebar lists sections: General (Announcements), Topic 1, Topic 2, Topic 3, and Topic 4. The main content area is titled 'Import / Restore' and 'COURSE RESTORE'. It features tabs for Course, Settings, Participants, Grades, Reports, and More. A prominent 'Restore' button is visible. Below it, a success message states 'The course was successfully restored.' with a 'Continue' button. At the bottom, there are links for Help and documentation, Services and support, and Contact site support, along with a powered-by Moodle logo and version information (Version 4.2+ (Build: 20230602)).

## 17. Mengatur Nilai dan Mengirim Nilai Mahasiswa

### STEP 1

Masuk ke kelas terlebih dahulu

The screenshot shows the Sikola 2.0 interface for a course titled 'PERKULIAHAN BERSAMA'. The left sidebar lists course sections: Pertemuan Ke-1 through Ke-4. The main content area displays the 'Info Matakuliah' section, which includes a logo for 'Subdirektorat Koordinasi Perkuliahan Bersama DIREKTORAT PENDIDIKAN UNIVERSITAS HASANUDDIN'. Below this is a banner for 'Universitas Hasanuddin'.

### STEP 2

Masuk ke Grade dan aktifkan "Edit mode"

The screenshot shows the 'Grader report' section of the Sikola 2.0 interface. It displays a grid of student names (Mahasiswa SPADA and MUHAMMAD YUSUF MAJID) and their scores for various assignments: Sub CPMK 2 Penilaian Manual Pelan II, PEKAN VIII Sub CPMK 1, Sub CPMK 3 Penilaian Manual Pelan III, PEKAN VIII Sub CPMK 2, Sub CPMK 5 Penilaian Manual Pelan V, Sub CPMK 6 Penilaian Manual Pelan VI, and PEKAN VIII Sub CPMK 3. A 'Konfirmasi Nilai' button is visible at the bottom right.

## STEP 3

Cek nilai mahasiswa terlebih dahulu, bisa juga langsung mengubah nilai pada kolom secara langsung

The screenshot shows the 'Grader report' section of the 'COURSE RESTORE' page. On the left, there is a sidebar with course navigation. The main area displays a table with student names and their grades across various subjects. A specific row for 'Mahasiswa SPADA' has a grade of '100' highlighted in blue. A 'Grade' button is visible next to the grade cell. At the bottom right of the table, there is a 'Konfirmasi Nilai' (Confirm Grade) button.

## STEP 4

Jika sudah selesai bisa memilih Konfirmasi nilai, lalu submit nilai nya

The screenshot shows a confirmation dialog box titled 'Konfirmasi Sinkronisasi Nilai ke CPL Neosia untuk Kelas COURSE RESTORE'. It contains two buttons: 'Batal' (Cancel) and 'Submit'. Below the dialog, the main course interface is partially visible, showing the sidebar and the 'Grader report' table from the previous step.

## 18. Mengatur Bobot Nilai Mahasiswa

### STEP 1

Masuk ke kelas terlebih dahulu

The screenshot shows the Sikola 2.0 interface for a course titled 'PERKULIAHAN BERSAMA'. The left sidebar lists course modules: Pertemuan Ke-1 through Ke-4. The main content area displays a banner for 'Subdirektorat Koordinasi Perkuliahan Bersama DIREKTORAT PENDIDIKAN UNIVERSITAS HASANUDDIN'. Below the banner is a photo of a university event.

### STEP 2

Masuk ke Grade, aktifkan “Edit Mode” lalu pilih Gradebook Setup

The screenshot shows the Sikola 2.0 Gradebook setup page. The left sidebar has a dropdown menu under 'Grader report' with options like 'Grade history', 'Overview report', 'Single view', 'Grade summary', 'User report', 'Setup', and 'Gradebook setup'. The 'Gradebook setup' option is selected. The main content area shows a grid of grade items for 'PEKAN VIII Sub CPMK 1' through 'Sub CPMK 7'. A 'Konfirmasi Nilai' button is visible at the bottom right.

## STEP 3

Setelah masuk ke gradebook setup, centang aktivitas yang ingin diubah bobot nilai nya

Name	Weights	Max grade	Status	Actions
ASSESSMENT Sub CPMK 2 Penilaian Manual Pekan II	<input checked="" type="text"/> 10.0 %	10.00		...
QUIZ PEKAN VIII Sub CPMK 1	<input type="text"/> 2.0 %	2.00		...
ASSESSMENT Sub CPMK 3 Penilaian Manual Pekan III	<input type="text"/> 10.0 %	10.00		...
QUIZ PEKAN VIII Sub CPMK 2	<input type="text"/> 2.0 %	2.00		...
ASSESSMENT Sub CPMK 5 Penilaian Manual Pekan V	<input type="text"/> 5.0 %	5.00		...
ASSESSMENT Sub CPMK 6 Penilaian Manual Pekan VI	<input type="text"/> 5.0 %	5.00		...
QUIZ PEKAN VIII Sub CPMK 3	<input type="text"/> 2.0 %	2.00		...
ASSESSMENT Sub CPMK 7 Penilaian Manual Pekan VII	<input type="text"/> 10.0 %	10.00		...

## STEP 4

Jika sudah selesai mengatur bobot nilai pada tiap aktivitas, jangan lupa untuk disimpan

Name	Weights	Max grade	Status	Actions
ASSESSMENT Sub CPMK 3 Penilaian Manual Pekan XI	<input type="text"/> 5.0 %	5.00		...
ASSESSMENT Sub CPMK 5 Penilaian Manual Pekan XII	<input type="text"/> 5.0 %	5.00		...
ASSESSMENT Sub CPMK 4 Penilaian Manual Pekan XIII	<input type="text"/> 5.0 %	5.00		...
ASSESSMENT Sub CPMK 7 Penilaian Manual Pekan XIV	<input type="text"/> 5.0 %	5.00		...
ASSESSMENT Sub CPMK 7 Penilaian Manual Pekan XV	<input type="text"/> 5.0 %	5.00		...
ASSESSMENT Upload Tugas Kelompok PEKAN IX	-	-		...
ASSESSMENT Upload Tugas Kelompok PEKAN X	-	-		...
ASSESSMENT Upload Tugas Kelompok PEKAN XI	-	-		...
ASSESSMENT Upload Tugas Kelompok PEKAN XII	-	-		...
ASSESSMENT Upload Tugas Kelompok PEKAN XIII	-	-		...
ASSESSMENT Upload Tugas Kelompok PEKAN XIV	-	-		...
ASSESSMENT Upload Tugas Kelompok PEKAN XV	-	-		...
ASSESSMENT Course total	100.00			...

## 19. Mengunduh Nilai Mahasiswa

### STEP 1

Masuk ke kelas terlebih dahulu

The screenshot shows the Sikola 2.0 interface for a course titled 'PERKULIAHAN BERSAMA'. The left sidebar lists course modules such as 'Pertemuan Ke-1' through 'Ke-4'. The main content area displays a slide with the title 'Subdirektorat Koordinasi Perkuliahan Bersama DIREKTORAT PENDIDIKAN UNIVERSITAS HASANUDDIN'. Below the slide is a small image of a university event.

### STEP 2

Setelah masuk ke grade pilih export

The screenshot shows the 'Grader report' section for a course named 'Test Course Do Not Use'. The left sidebar includes options like 'Grade history', 'Overview report', and 'Export'. The main table displays student grades for assignments like 'Absensi Kelas A', 'MID SEMESTER', 'FINAL', 'Test Quiz', 'Attendance Kelas 6 2017', 'Tes', 'kuis harian', and 'TUGAS 1 PERTEMUAN 2'. The table shows scores for students 'US' and 'IL HAKIM'.

	Absensi Kelas A	MID SEMESTER	FINAL	Test Quiz	Attendance Kelas 6 2017	Tes	kuis harian	TUGAS 1 PERTEMUAN 2
US			100.00					
IL HAKIM								
	100.00				100.00			
Mahasiswa SPADA	100.00				74.00	87.50		

### STEP 3

Setelah masuk ke bagian export, ubah export as “**OpenDocument spreadsheet**” menjadi “**Excel spreadsheet**”

The screenshot shows the Sikola 2.0 course management system. In the top navigation bar, there are links for Home, Dashboard, My courses, and Site administration. On the far right, there are icons for user profile, notifications, and edit mode, with the edit mode switch turned on. Below the navigation, the title "Test Course Do Not Use: Export: OpenDocument spreadsheet" is displayed. Underneath the title, there are tabs for Course, Settings, Participants, Grades, Reports, and More. The "Export" tab is selected, and a dropdown menu is open, showing "OpenDocument spreadsheet" (which is highlighted in blue) and "Excel spreadsheet". Below the dropdown, there are options for "Plain text file" and "XML file". A checkbox labeled "Separate groups" is checked, with "All participant" selected. At the bottom left, there is a section titled "Grade items to be included" with a list of various items, each with a checked checkbox. At the bottom right, there is a blue circular icon with a white speech bubble symbol.

### STEP 4

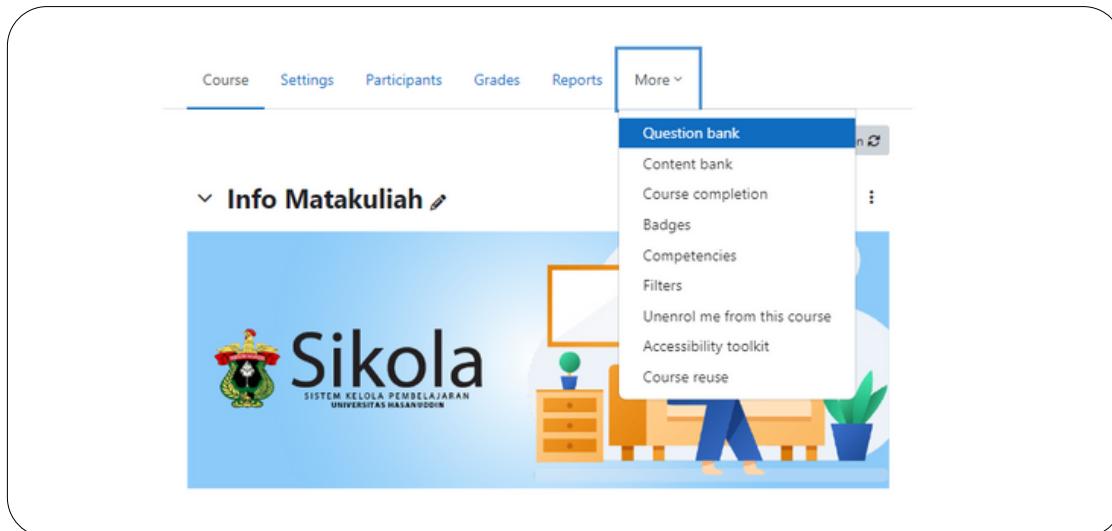
Setelah itu tekan unduh yang berada dibawah halaman

This screenshot shows the same Sikola 2.0 interface as the previous one, but the "Export format options" section is now visible. The "Export" tab is still selected, and the "Excel spreadsheet" option is highlighted. Below the export type, there is a list of grade items with checkboxes. At the bottom of this list, there is a link "Select all/none". Further down, there is a section titled "Export format options" with a "Download" button. The bottom right corner features a blue circular icon with a white speech bubble symbol.

## 20. Upload Kuis dari komputer

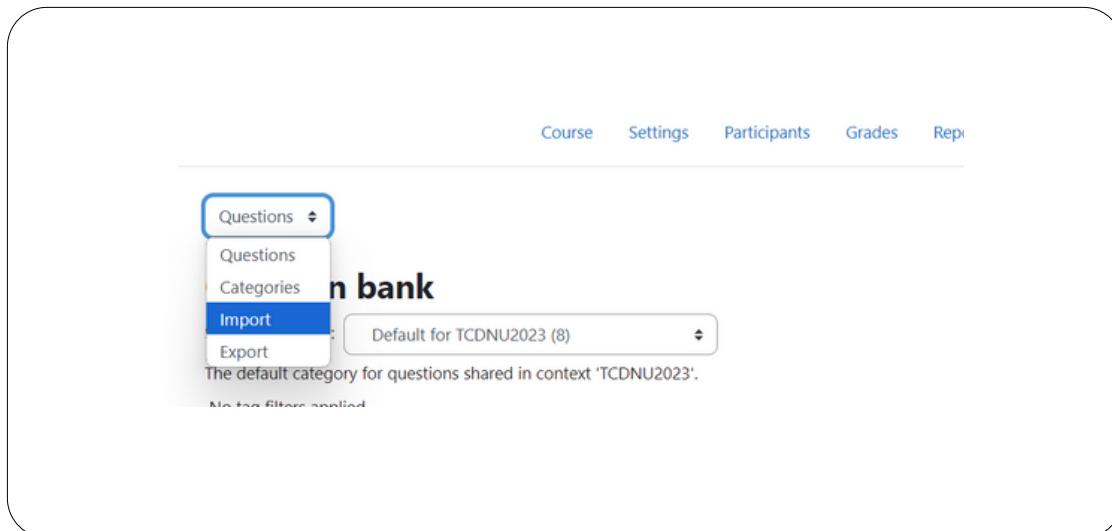
### STEP 1

Untuk mengunggah kuis bisa klik more lalu pilih Question bank/bank kuis



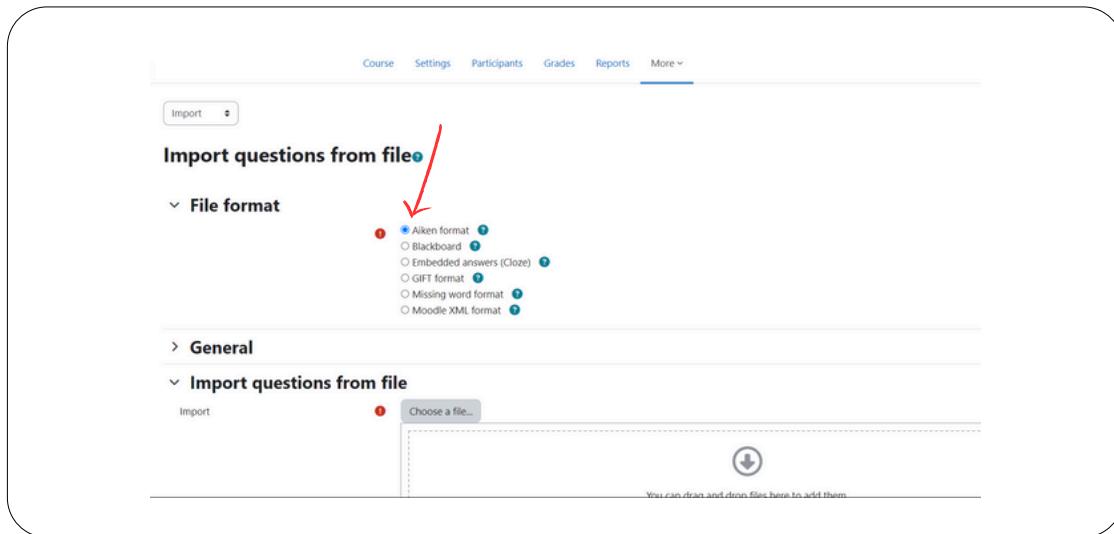
### STEP 2

Lalu pilih Import



## STEP 3

lalu akan ada tampilan seperti dibawah, klik "**Aiken Format**".



Format Aiken adalah salah satu format sederhana yang bisa digunakan untuk mengunggah pertanyaan ke Moodle. Format ini sangat berguna untuk mengimpor pertanyaan jenis pilihan ganda (multiple choice) secara cepat. Berikut langkah-langkahnya:

- Buat File Teks

Pertama, buat file teks biasa dengan ekstensi .txt. Anda bisa menggunakan aplikasi seperti Notepad di Windows atauTextEdit di macOS.

- Format Pertanyaan

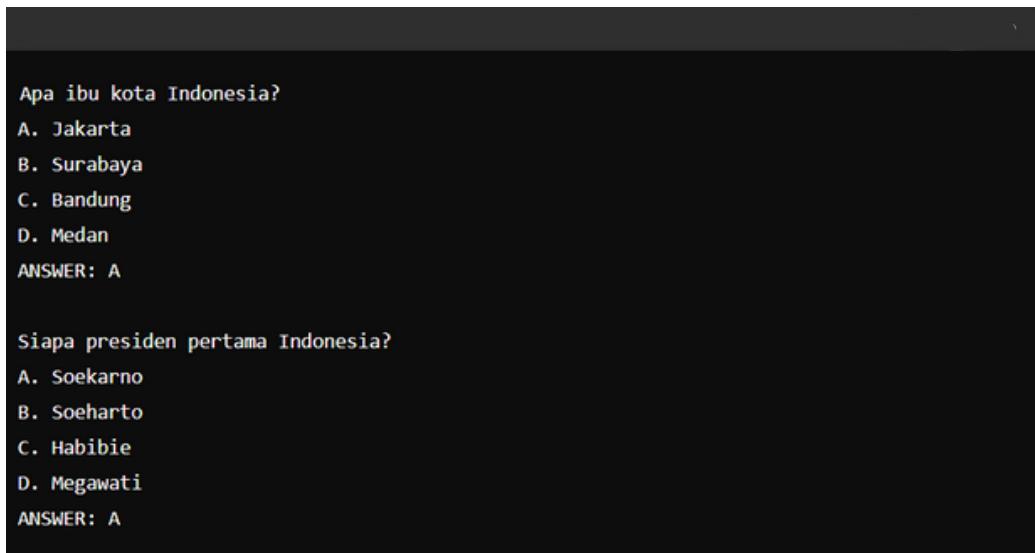
Tuliskan pertanyaan-pertanyaan Anda dalam format Aiken. Berikut adalah sintaks dasarnya:

Pertanyaan: Dituliskan dalam satu baris penuh.

Pilihan Jawaban: Dituliskan di baris berikutnya dengan format huruf kapital diikuti titik (A., B., dll.) dan jawaban setelah titik tersebut. Setiap pilihan jawaban harus ada di baris yang terpisah.

Jawaban Benar: Dituliskan setelah pilihan jawaban dengan format ANSWER: X, di mana X adalah huruf pilihan yang benar.

Contoh formatnya:



- Simpan File

Setelah Anda selesai menulis pertanyaan-pertanyaan tersebut, simpan file tersebut dengan ekstensi .txt.

#### STEP 4

Jika sudah mempunyai file kuis nya bisa di upload

General

Import category: Default for TCDNU2023 (8)

Match grades: Error if grade not listed

Stop on error: Yes

Import questions from file

Import: Choose a file...  
You can drag and drop files here

Import

! Required

## STEP 5

Setelah selesai maka akan muncul tampilan seperti dibawah

The screenshot shows a Moodle course interface. At the top, there are navigation tabs: Course, Settings, Participants, Grades, Reports, and More. The 'More' tab is currently selected. Below the tabs, there is an 'Import' button with a dropdown arrow. A progress bar indicates that 'Parsing questions from import file.' is in progress. Another progress bar shows 'Importing 16 questions from file'. Below these bars, a list of 5 questions is displayed:

1. Berpikir kritis menurut Johnson E (2006) sangat penting karena ?
2. Apa yang dimaksud dengan "logika" sebagai salah satu karakteristik berpikir kritis?
3. Salah satu ciri mahasiswa yang berpikir logis adalah
4. Apa yang perlu dilakukan untuk berpikir kritis menurut Milton Keynes (2008) ?
5. Apa definisi motivasi menurut Colnutt (2015)?

## STEP 6

Lalu masuk di aktivitas Kuis

The screenshot shows a Moodle quiz activity card. The card has a pink header with a checkmark icon, the word 'QUIZ', the title 'Kuis 1', and a pencil edit icon. To the right of the title is a 'Mark as done' button and a vertical ellipsis. Below the card is a blue button with a plus sign and the text 'Add an activity or resource'. Further down, there is a link 'Add topic' and a section titled 'Pertemuan Ke-1' with a right-pointing arrow and a vertical ellipsis.

## STEP 7

Lalu tambah soal dengan memilih “**Add question**”

The screenshot shows a quiz creation interface. At the top, there's a pink icon with a checkmark and the word "QUIZ". Below it, the title "Kuis 1" is displayed. A navigation bar at the top includes "Quiz", "Settings", "Questions", "Results", "Question bank", and "More". A "Mark as done" button is visible. In the center, a large button labeled "Add question" is prominent. Below it, the text "Grading method: Highest grade" is shown. A message box states "No questions have been added yet". At the bottom right, a "Back to the course" button is located.

## STEP 7

Kemudian klik “**Add**” dan pilih “**+ from question bank**”

The screenshot shows the "Questions" section of the quiz creation interface. The title "Kuis 1" is at the top, followed by a navigation bar with "Quiz", "Settings", "Questions", "Results", "Question bank", and "More". The "Questions" tab is selected. Below the tabs, it says "Questions: 0 | This quiz is open". On the right, there are fields for "Maximum grade" (set to 100.00) and "Save". Underneath, "Total of marks: 0.00" is shown. A "Repaginate" and "Select multiple items" button are available. A pencil icon is in the top left of the main area. On the right, there's a "Shuffle" checkbox and an "Add" dropdown menu. The "from question bank" option is highlighted with a blue background and white text. Other options in the menu are "+ a new question" and "+ a random question".

## STEP 8

Centang soal yang ingin diambil dari Question Bank

Add from the question bank at the end

4. Deadline Hari Sabtu Pkl. 16.00

 **Soal 2** II.INTISARI VIDEO PEMBELAJARAN(Pilih satu Video...)

**II. Intisari Video Pembelajaran** (Pilih satu Video dan Ketik Intisari 80 – 100 Kata)

1. Klik Reply/Balas di topik ini (jangan membuat topik baru).
2. Harus diketik (Tidak boleh Copy Paste Teks)
3. Penilaian : Ide Pokok dan Kejelasan Uraian
4. Deadline Hari Sabtu Pkl. 16.00

   **Test\_1** In your opinion, what subject should we learn ...

In your opinion, what subject should we learn before we start learning this Digital Security subject?

 **Test\_1** Give one real life example of Digital Security ...

Give one real life example of Digital Security incident that you know. Then identify as many security aspect

 **Test\_1 EXO\_102** RISK a) in term Digital Security topic, what ...

RISK

- a) in term Digital Security topic, what is RISK
- b) RISK always calculated as Threat x Vulnerability x Consequences. Please explain what it means

 **I. Uraian Materi Pembelajaran** ( Menguraikan Urgensi Pend. ...)

( Menguraikan Urgensi Pend. Kewarganegaraan, Uraian 150 - 200 kata) Pend.Kewarganegaraan terdapat di

 **Apa definisi dari berpikir kreatif?** Apa definisi dari berpikir kreatif?

Apa definisi dari berpikir kreatif?

 **Apa definisi motivasi menurut Colquitt (2015)?** Apa definisi motivasi menurut Colquitt (2015)?

Apa definisi motivasi menurut Colquitt (2015)?

 **Apa pentingnya self-motivation dalam pencapaian tujuan?** Apa pentingnya self-motivati

Apa pentingnya self-motivation dalam pencapaian tujuan?

 **Apa saja faktor yang membangun self-motivation menurut Roc. Hooper (2016)?** Apa saja faktor yang membangun self-motivation menurut Roc. Hooper (2016)?

Lalu klik “Add selected question to the quiz”

 **Show all 24**

 Langkah pertama yang perlu dilakukan untuk meningkatkan kemampuan beradaptasi...

Langkah pertama yang perlu dilakukan untuk meningkatkan kemampuan beradaptasi adalah

 **Latihan Contoh EXO\_21** Socratic irony is... (more than one answer can ...)

Socratic irony is...

(more than one answer can be true)

 **Manfaat memiliki keterampilan adaptasi yang kuat menurut Half, Robert (2020) ...** Mai

Manfaat memiliki keterampilan adaptasi yang kuat menurut Half, Robert (2020) adalah, kecuali

 **Mengapa berpikir kreatif dianggap penting dalam kehidupan sehari-hari?** Mengapa be

Mengapa berpikir kreatif dianggap penting dalam kehidupan sehari-hari?

1 2 »

 Add selected questions to the quiz

## STEP 9

Kemudian klik gambar pensil untuk mengubah total poin di tiap soalnya, jika sudah diubah tekan enter ketika selesai mengubah dan selesai.

The screenshot shows the 'Questions' section of a Moodle quiz editor. There are two questions listed:

- Page 1:** Question 1 has the text "Manfaat memiliki keterampilan adapt..." and a point value of 50.00. A pencil icon is visible next to the question text, indicating it can be edited.
- Page 2:** Question 2 has the text "Mengapa berpikir kreatif diangga..." and a point value of 50.00. A pencil icon is visible next to the question text, indicating it can be edited.

At the top right, there are buttons for 'Maximum grade' (set to 100.00), 'Save', and 'Total of marks: 51.00'. Below the questions, there is a 'Shuffle' button and an 'Add' button. A tooltip at the bottom of the page indicates "Escape to cancel, Enter when finished".