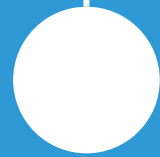


TRANSDIVA



Buku Panduan



Sikola 2.0
SISTEM KELOLA PEMBELAJARAN

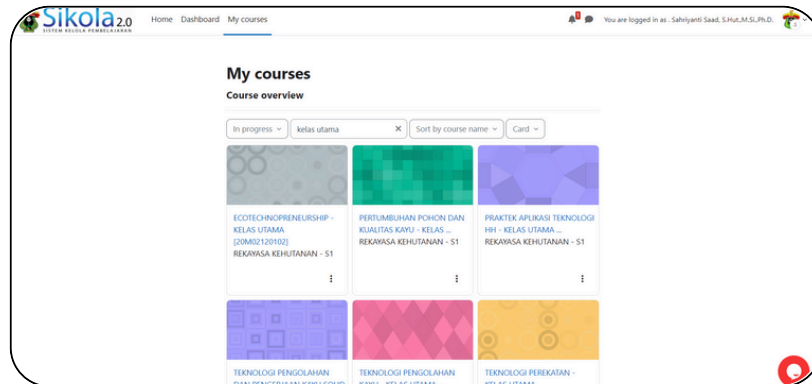
www.sikola-v2.unhas.ac.id

GUIDELINE BY



1. Kelas Utama/Master Class

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



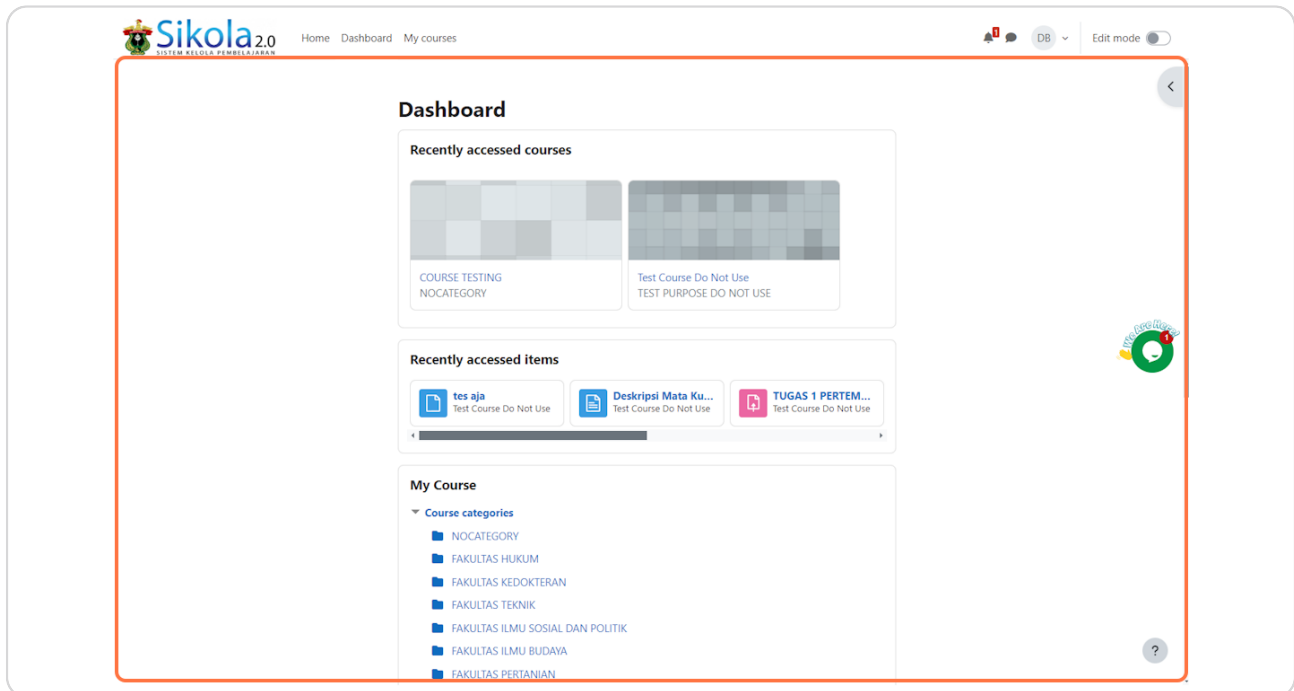
Kelas utama fungsinya agar memudahkan dosen ketika ingin memasukkan materi perkuliahan dan mempunyai kelas paralel.



2. Duplikat Matakuliah

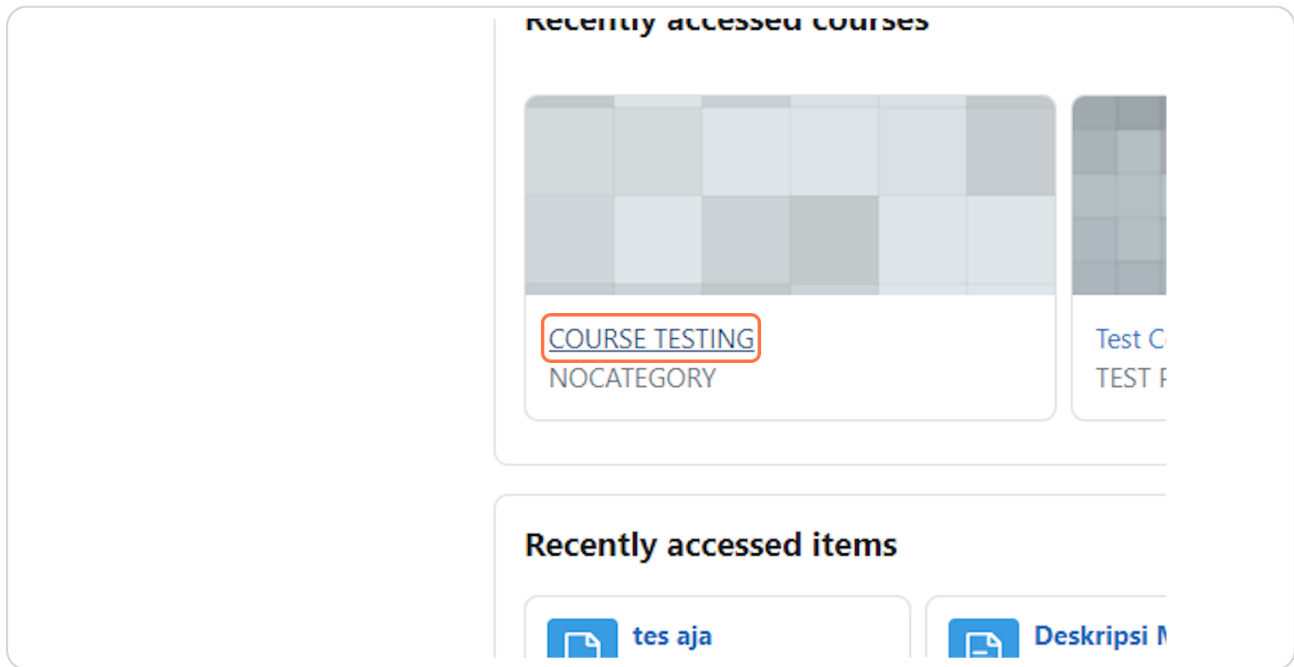
STEP 1

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



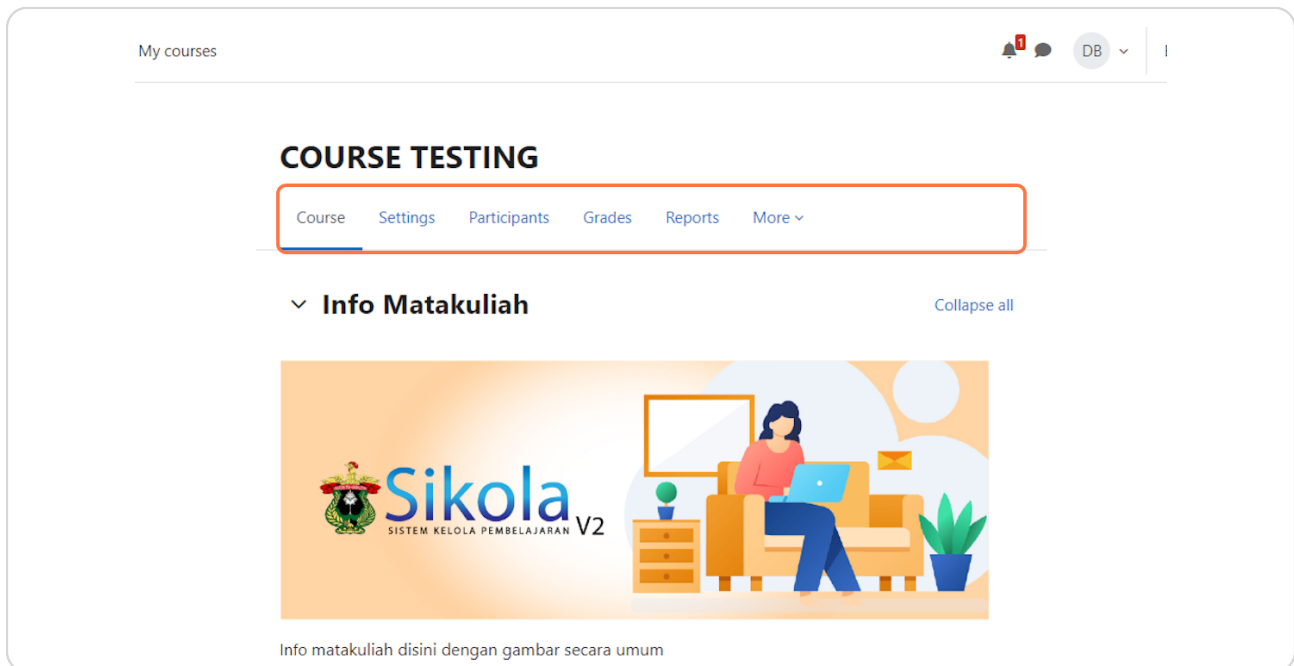
STEP 2

Tekan nama course nya,



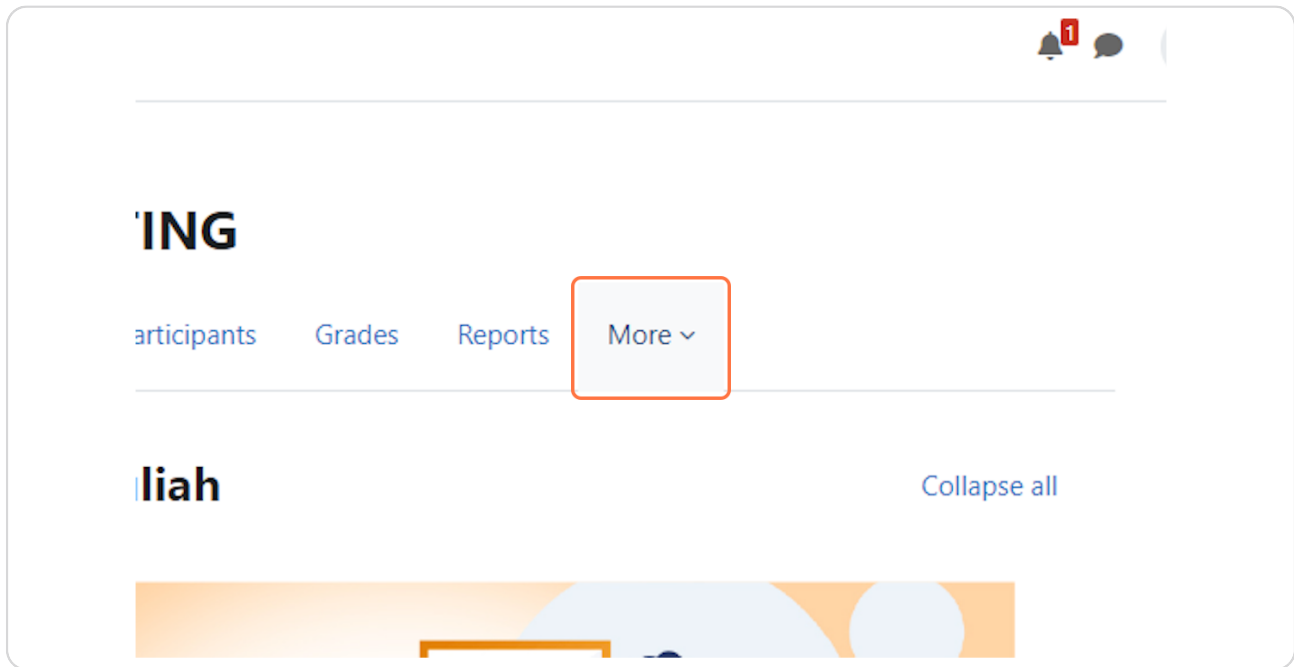
STEP 3

Lihat menu pada gambar di bawah ini,



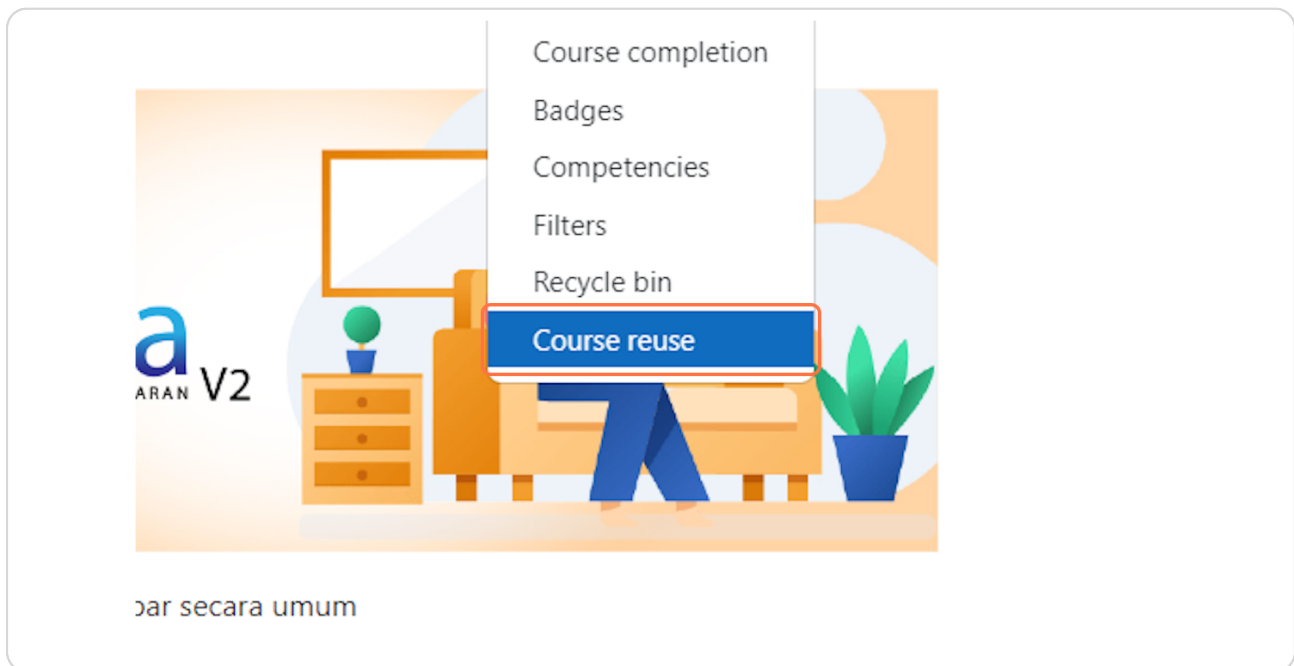
STEP 4

Tekan More



STEP 5

Dan pilih Course reuse,



STEP 6

Setelah itu cari mata kuliah yang ingin di duplikat,

COURSE TESTING

Course Settings Participants Grades Reports More ▾

Import ▾

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

Find a course to import data from:

Select a course Total courses: 1

	Course short name	Course full name
<input type="radio"/>	CT1	COURSE TESTING

STEP 7

Ceklis mata kuliah yang ingin di duplikat,

Find a course to import data from:

Select a course Total courses: 1

	Course short name
<input checked="" type="checkbox"/>	CT1

STEP 8

Dan tekan tombol Continue,

Course short name

CT1

Search courses Search

Continue

STEP 9

Maka akan muncul Import Settings,

Sikola 2.0
SISTEM KELOLA PEMBELAJARAN

Home Dashboard My courses

import

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

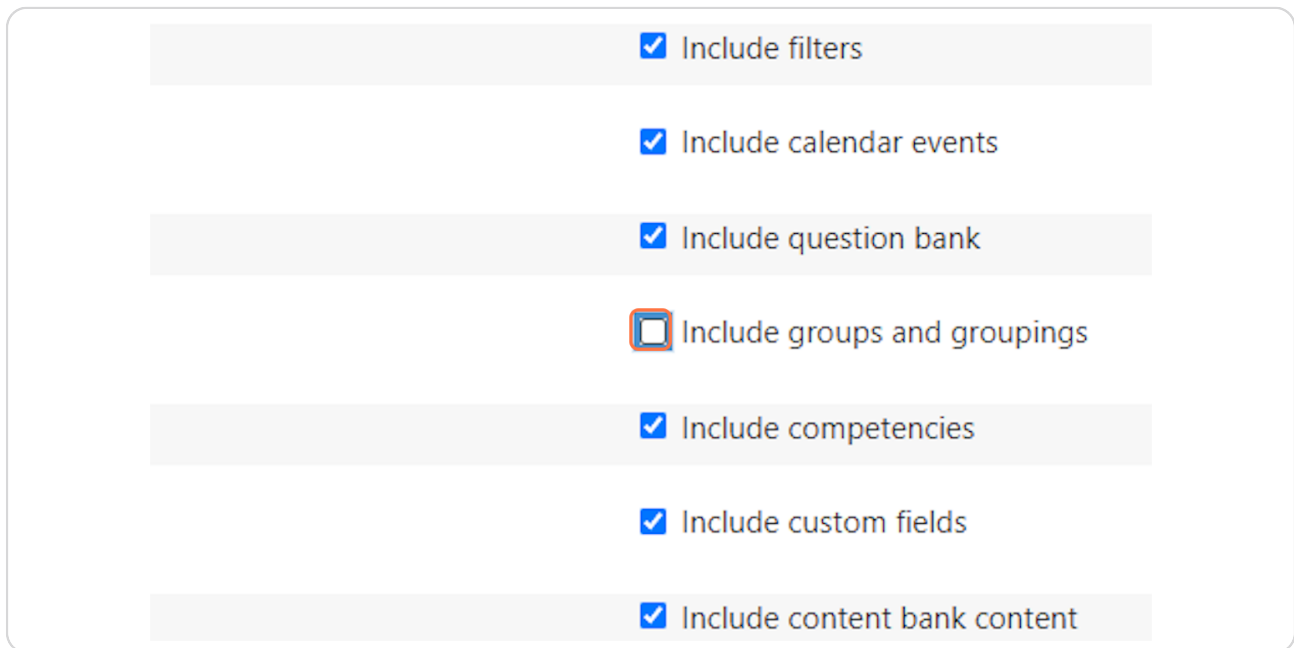
Import settings

- Include permission overrides
- 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
- Include content bank content
- Include legacy course files

Jump to final step Cancel Next

STEP 10

Pastikan untuk tidak mencentang pada bagian Include groups and groupings,

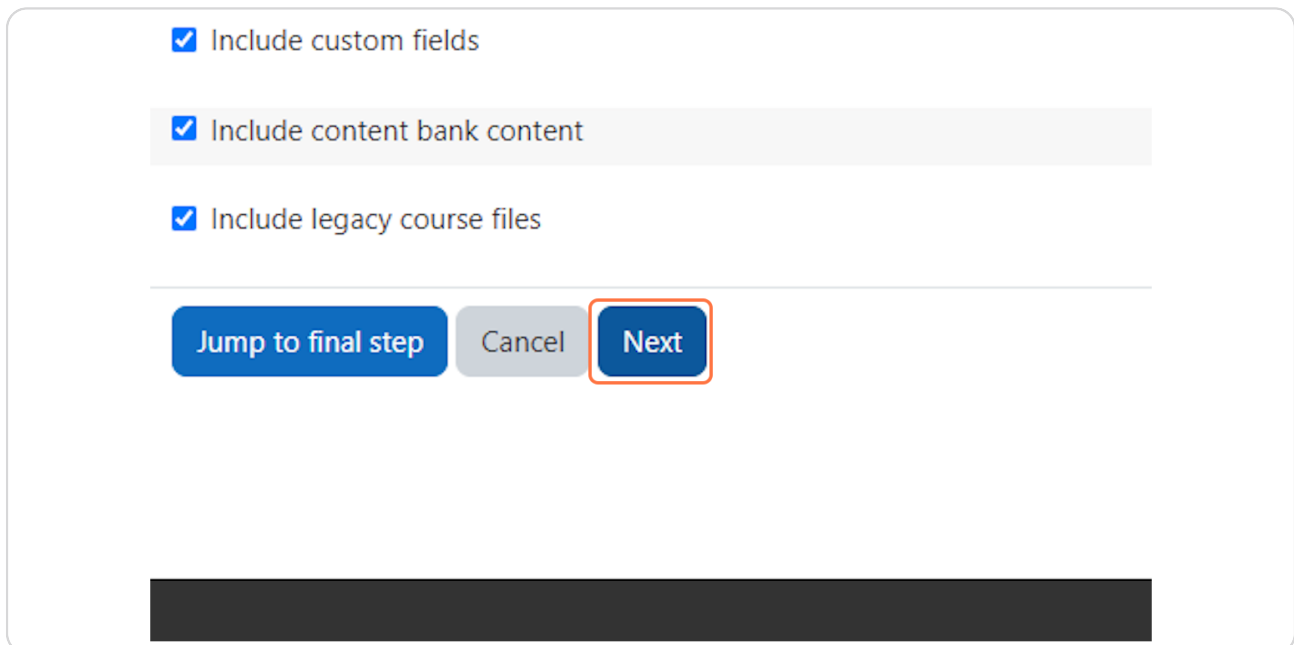


A screenshot of a settings panel for Step 10. It contains seven rows, each with a checkbox and a label. The labels are: 'Include filters', 'Include calendar events', 'Include question bank', 'Include groups and groupings', 'Include competencies', 'Include custom fields', and 'Include content bank content'. The 'Include groups and groupings' checkbox is unchecked and highlighted with a red square. All other checkboxes are checked.

- Include filters
- Include calendar events
- Include question bank
- Include groups and groupings
- Include competencies
- Include custom fields
- Include content bank content

STEP 11

Tekan tombol Next,



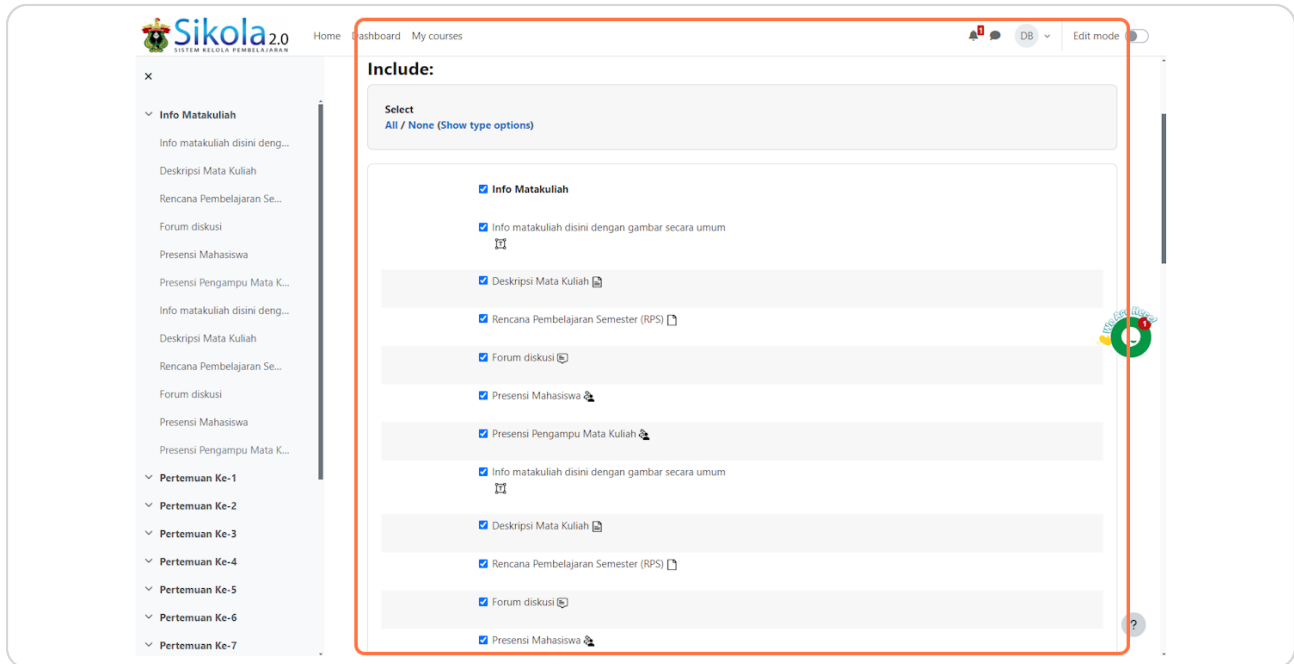
A screenshot of a navigation panel for Step 11. It shows three checked checkboxes: 'Include custom fields', 'Include content bank content', and 'Include legacy course files'. Below these is a horizontal line and three buttons: 'Jump to final step', 'Cancel', and 'Next'. The 'Next' button is highlighted with a red square. At the bottom of the panel is a solid black horizontal bar.

- Include custom fields
- Include content bank content
- Include legacy course files

[Jump to final step](#) [Cancel](#) [Next](#)

STEP 12

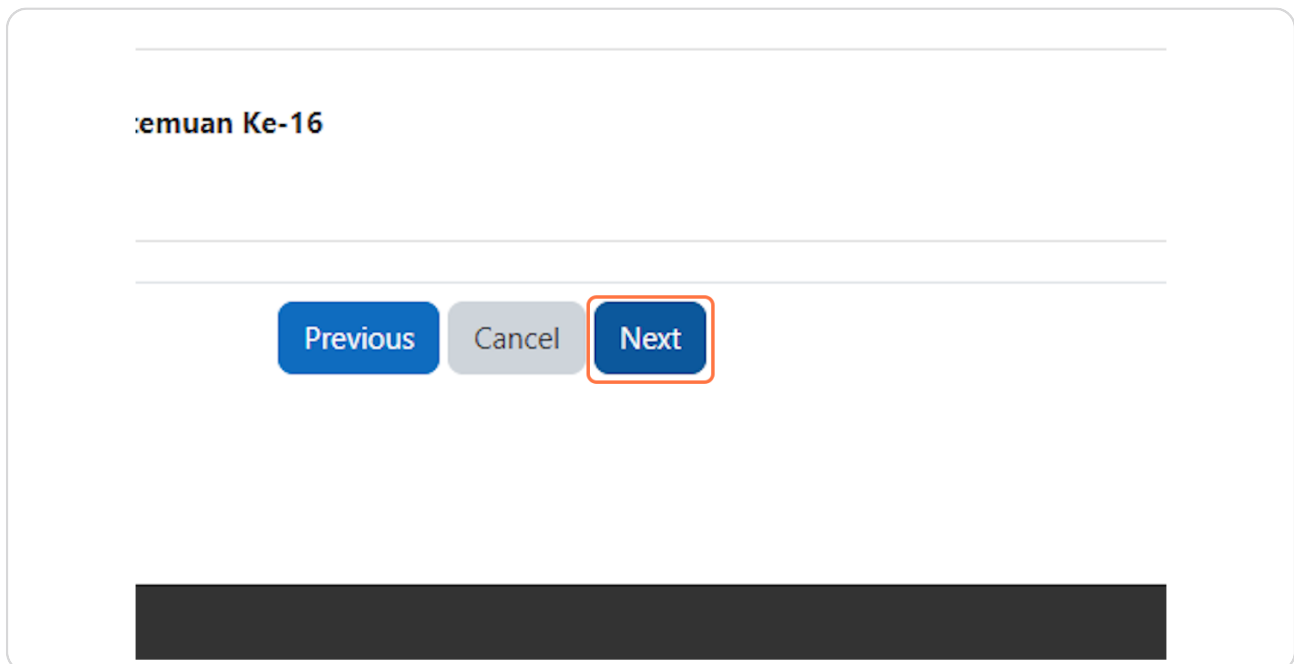
Pilihlah bahan ajar yang di inginkan dan **pastikan hanya mencentang konten yang dibutuhkan,**



The screenshot shows the Sikola 2.0 interface. On the left, there is a sidebar with a list of course components under 'Info Matakuliah' and 'Pertemuan Ke-1' through 'Ke-7'. The main area is titled 'Include:' and contains a 'Select' dropdown menu set to 'All / None (Show type options)'. Below this, there is a list of course components with checkboxes, all of which are checked. The components include 'Info Matakuliah', 'Info matakuliah disini dengan gambar secara umum', 'Deskripsi Mata Kuliah', 'Rencana Pembelajaran Semester (RPS)', 'Forum diskusi', 'Presensi Mahasiswa', and 'Presensi Pengampu Mata Kuliah'. A red box highlights the 'Include:' section. At the bottom right, there is a 'Next' button, also highlighted with a red box.

STEP 13

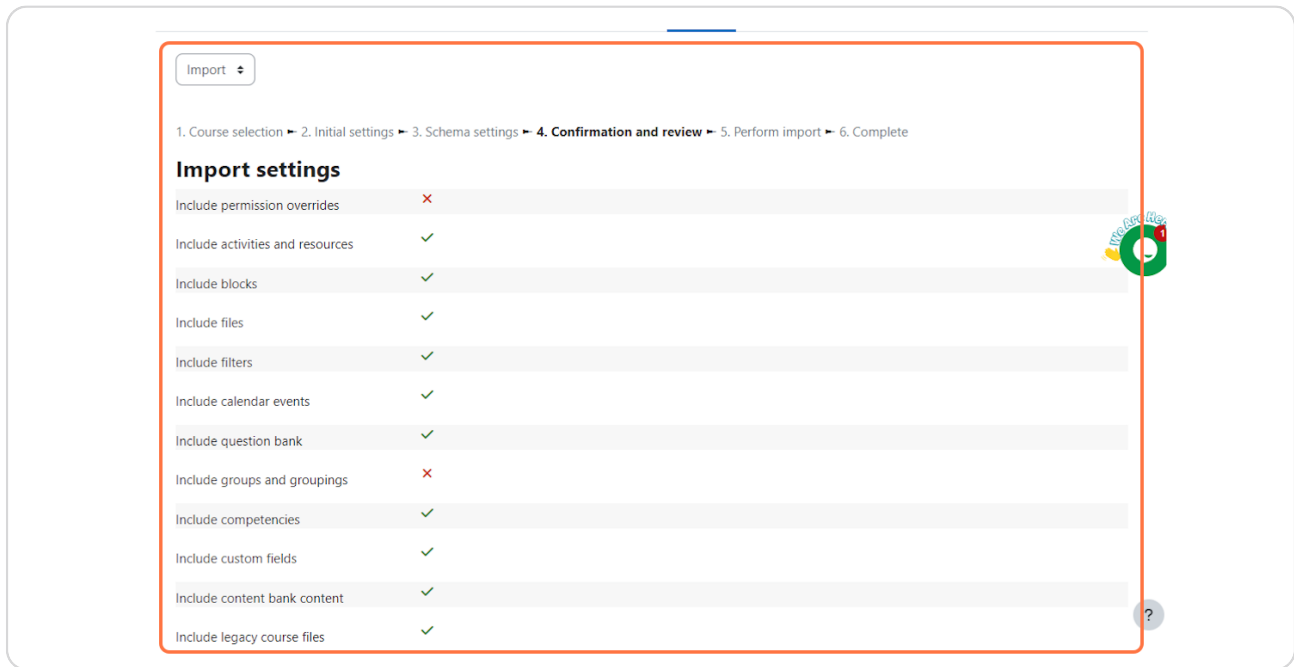
Tekan Tombol Next,



The screenshot shows a confirmation dialog box. The title is 'Pertemuan Ke-16'. Below the title, there are three buttons: 'Previous', 'Cancel', and 'Next'. The 'Next' button is highlighted with a red box.

STEP 14

Setelah itu akan muncul rangkuman yang telah dipilih sebelumnya,



Import ▾

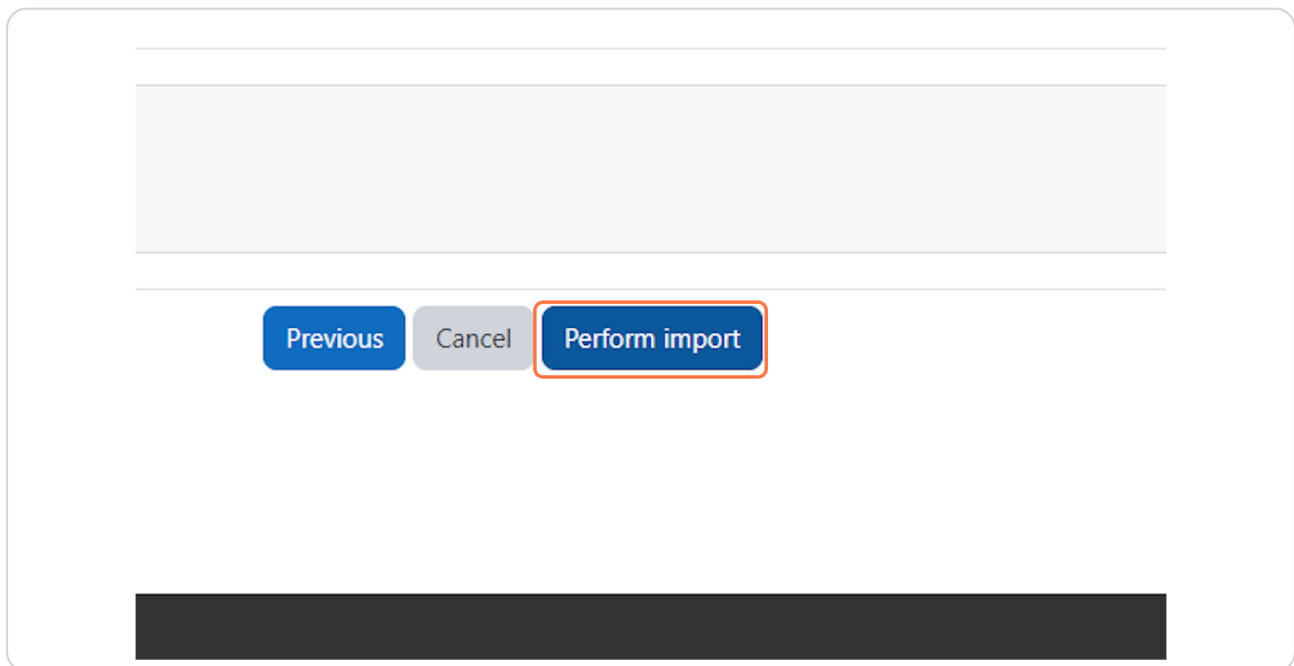
1. Course selection ▶ 2. Initial settings ▶ 3. Schema settings ▶ **4. Confirmation and review** ▶ 5. Perform import ▶ 6. Complete

Import settings

Include permission overrides	✗
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	✓
Include content bank content	✓
Include legacy course files	✓

STEP 15

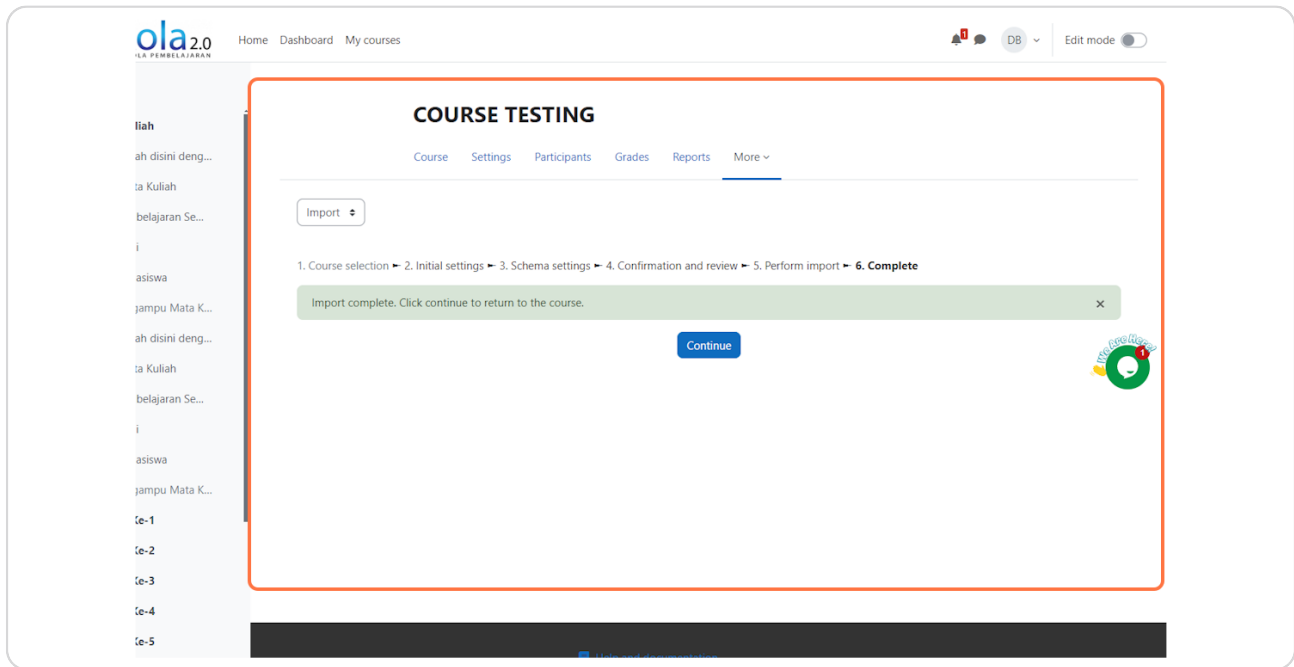
Jika tidak ada lagi yang ingin dirubah maka klik Perform Import,



Previous Cancel Perform import

STEP 16

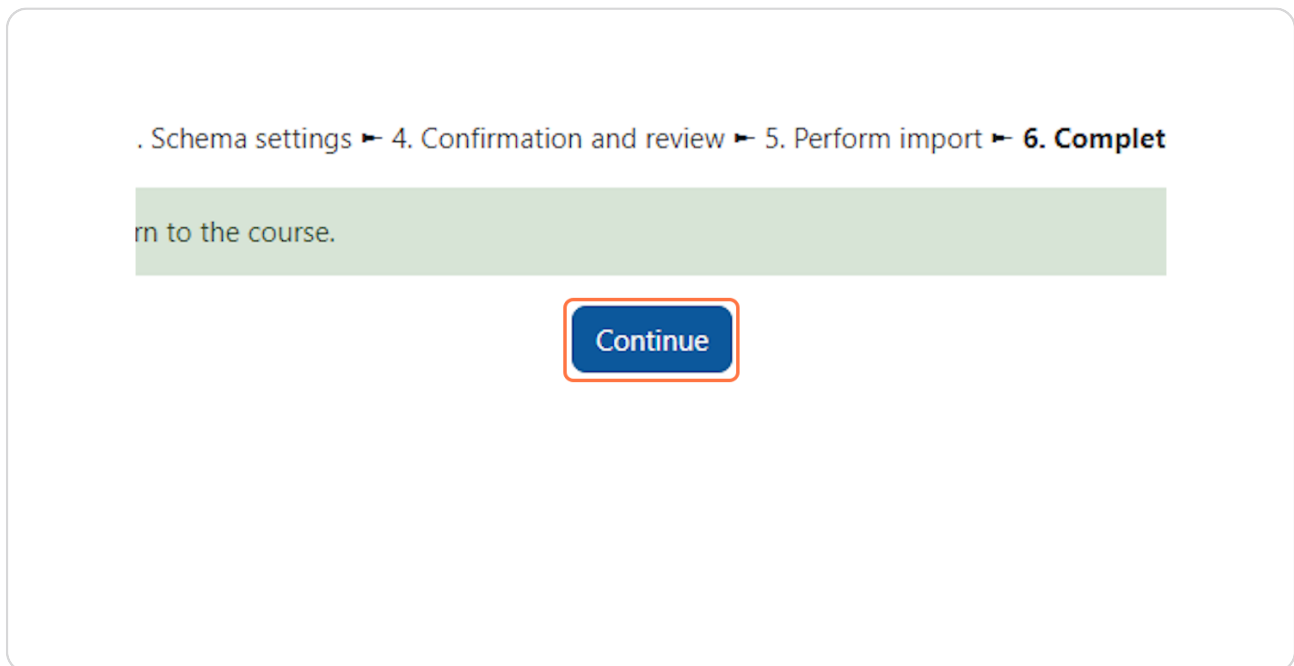
Mohon untuk menunggu proses importnya,



The screenshot shows the 'COURSE TESTING' interface in the 'ola2.0' system. The interface includes a navigation menu on the left, a top navigation bar with 'Home', 'Dashboard', and 'My courses', and a main content area. The main content area is titled 'COURSE TESTING' and contains a progress bar with the following steps: 1. Course selection, 2. Initial settings, 3. Schema settings, 4. Confirmation and review, 5. Perform import, and 6. Complete. A green notification bar at the bottom of the progress bar displays the message 'Import complete. Click continue to return to the course.' with a close button (X) on the right. Below the notification bar is a blue 'Continue' button, which is highlighted with a red border.

STEP 17

Dan tekan Continue untuk menyelesaikannya.



This is a close-up screenshot of the 'Continue' button from the previous step. The button is blue with white text and is highlighted with a red border. The background shows a portion of the progress bar and the notification bar from the previous step.

3. Pembuatan Presensi Mahasiswa dan Dosen

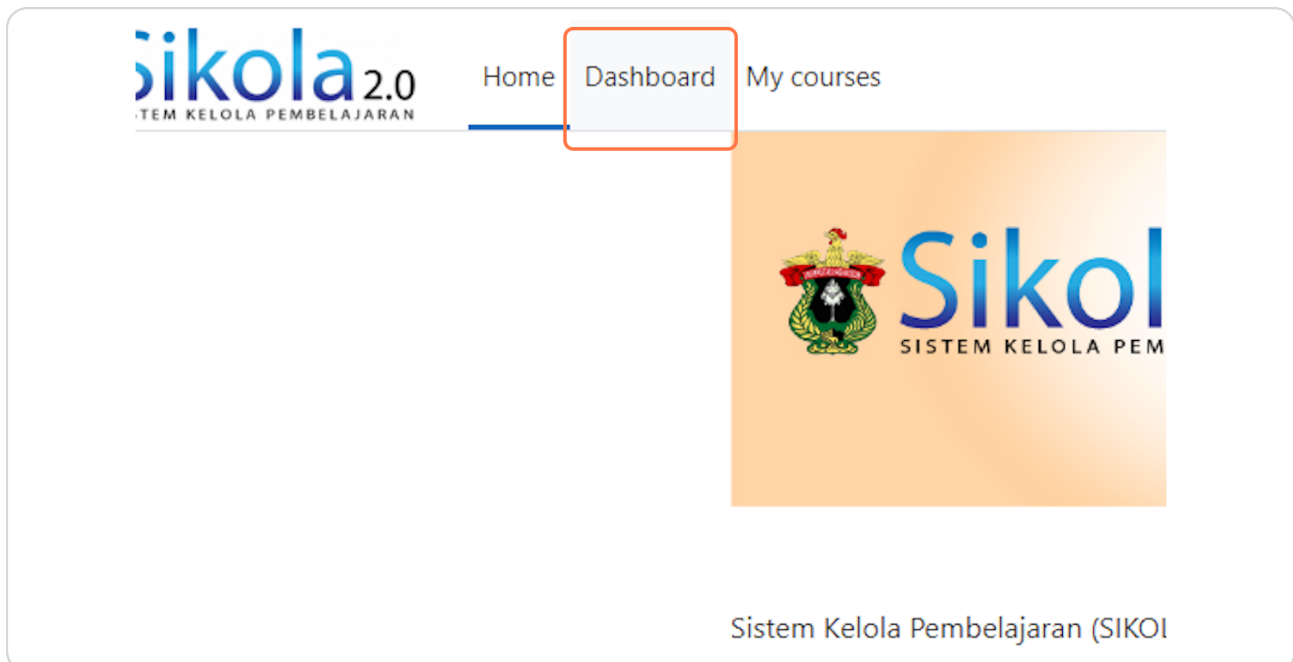
STEP 1

Pada bagian navigasi,



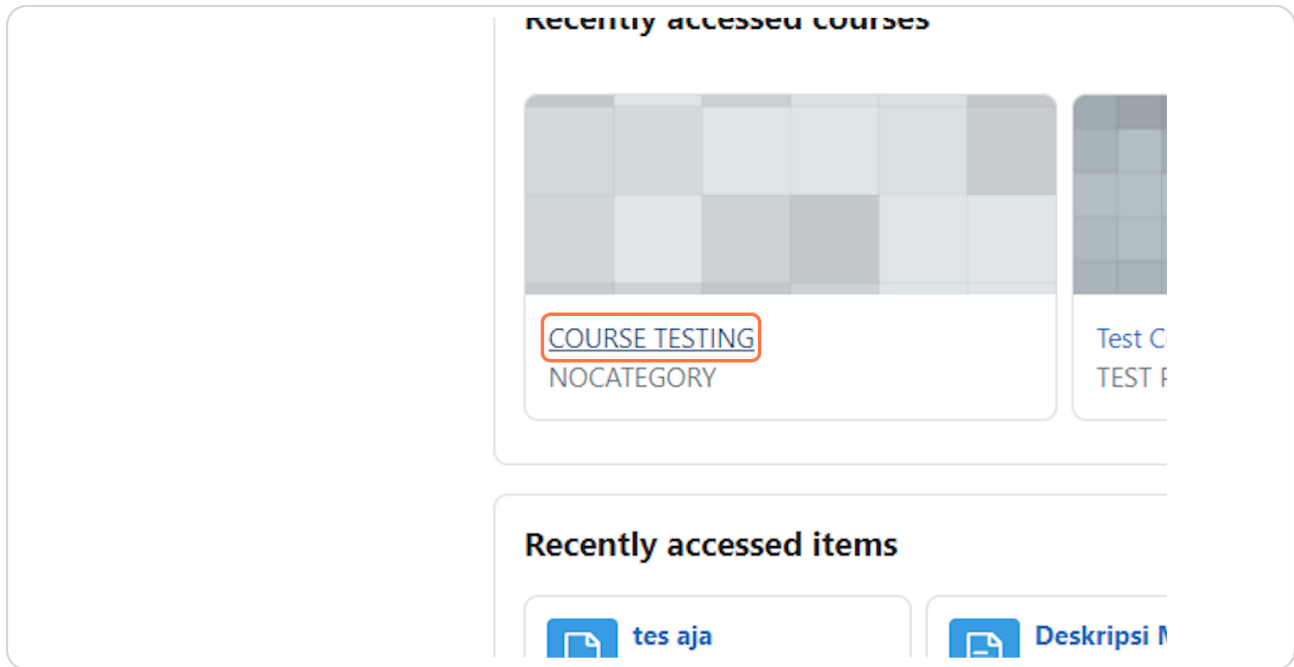
STEP 2

Klik Dashboard,



STEP 3

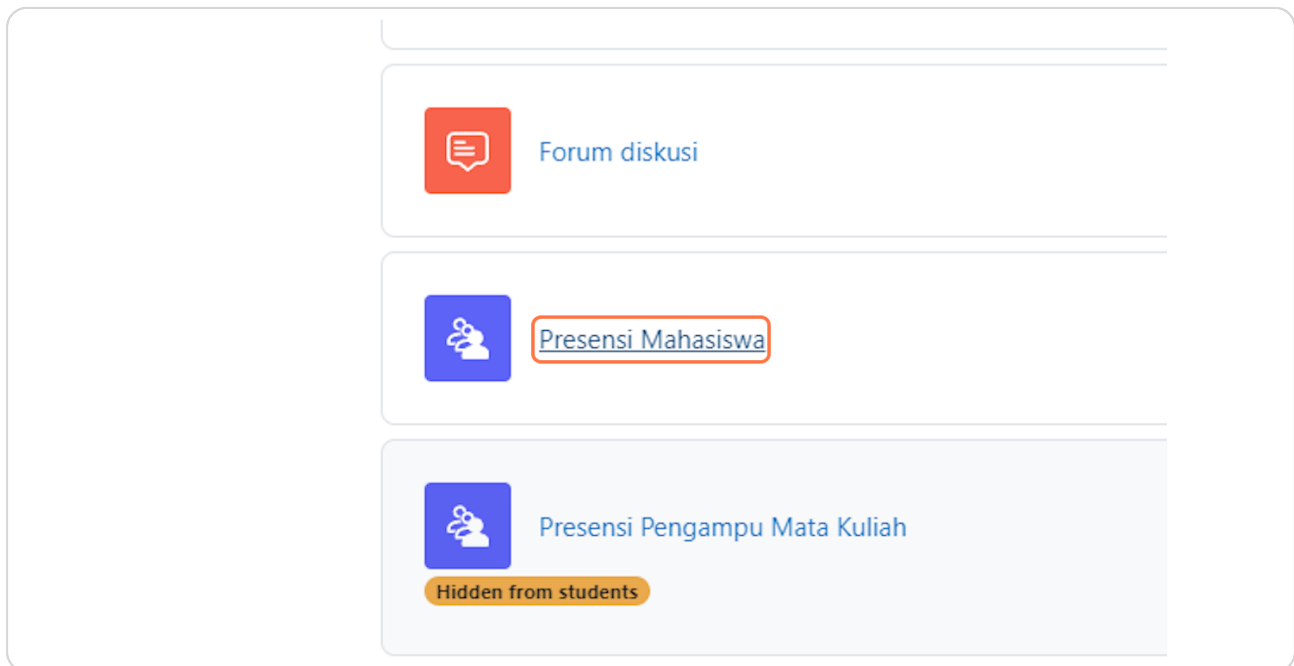
Klik nama course nya,



The screenshot shows two sections. The top section is titled "recently accessed courses" and contains two course cards. The first card is titled "COURSE TESTING" with the subtitle "NOCATEGORY" and is highlighted with a red rectangular box. The second card is partially visible with the text "Test C" and "TEST F". The bottom section is titled "Recently accessed items" and contains two items, each with a document icon: "tes aja" and "Deskripsi M".

STEP 4

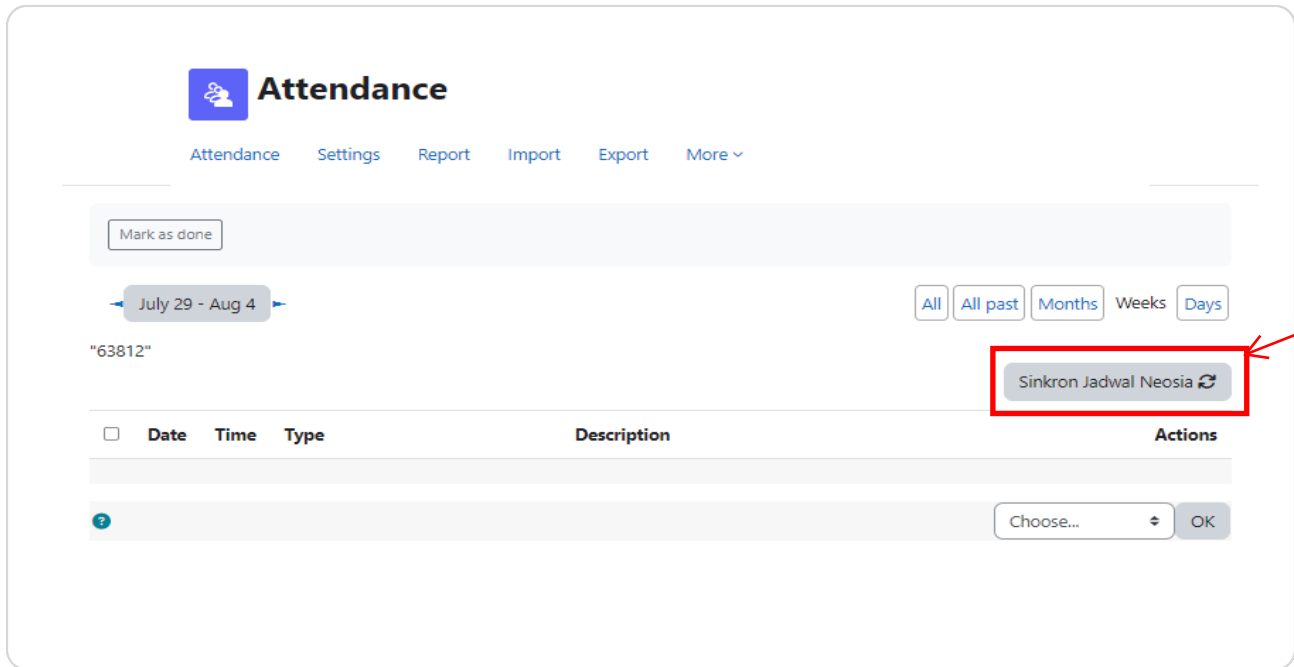
Klik pada Presensi,



The screenshot shows a vertical list of three menu items. The first item is "Forum diskusi" with a red speech bubble icon. The second item is "Presensi Mahasiswa" with a blue icon of two people and is highlighted with a red rectangular box. The third item is "Presensi Pengampu Mata Kuliah" with a blue icon of two people and a yellow tag that says "Hidden from students".

STEP 5

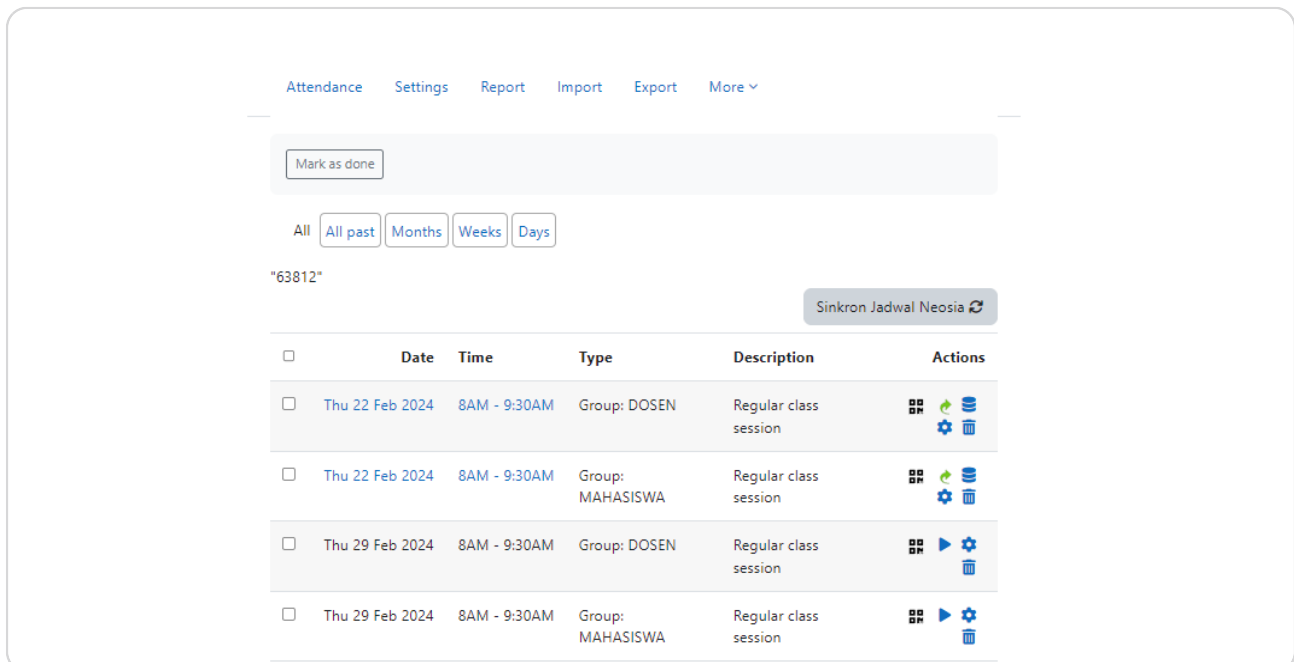
Pada halaman Presensi, klik pada Sinkron Jadwal Neosia



The screenshot shows the 'Attendance' page with a navigation menu (Attendance, Settings, Report, Import, Export, More) and a 'Mark as done' button. A date range 'July 29 - Aug 4' is selected, and filters for 'All', 'All past', 'Months', 'Weeks', and 'Days' are visible. The ID '63812' is displayed. A button labeled 'Sinkron Jadwal Neosia' with a refresh icon is highlighted with a red box and an arrow. Below the button is a table with columns: Date, Time, Type, Description, and Actions. A 'Choose...' dropdown and an 'OK' button are also present.

STEP 6

Setelah itu kehadiran yang telah dibuat akan tampil,

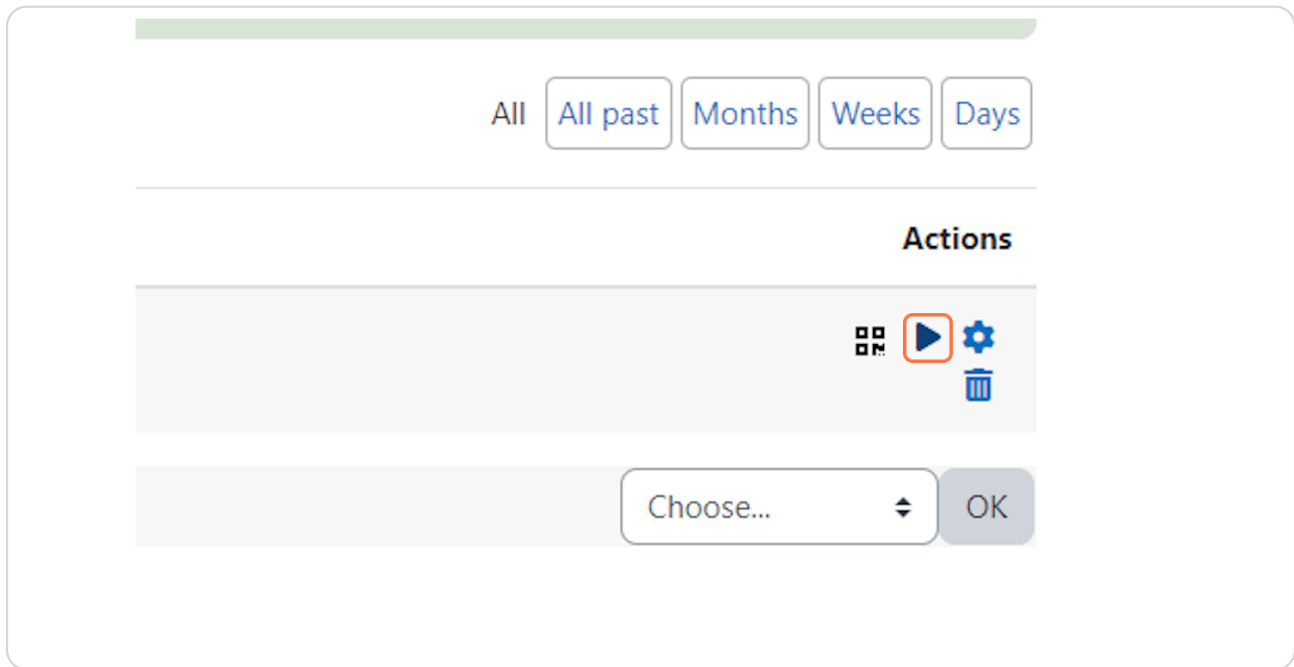


The screenshot shows the 'Attendance' page with the same navigation menu and 'Mark as done' button. The date range is 'All', and filters for 'All past', 'Months', 'Weeks', and 'Days' are visible. The ID '63812' is displayed. A button labeled 'Sinkron Jadwal Neosia' is visible. Below the button is a table with columns: Date, Time, Type, Description, and Actions. The table contains several rows of attendance records.

Date	Time	Type	Description	Actions
Thu 22 Feb 2024	8AM - 9:30AM	Group: DOSEN	Regular class session	[Grid] [Refresh] [List] [Settings] [Trash]
Thu 22 Feb 2024	8AM - 9:30AM	Group: MAHASISWA	Regular class session	[Grid] [Refresh] [List] [Settings] [Trash]
Thu 29 Feb 2024	8AM - 9:30AM	Group: DOSEN	Regular class session	[Grid] [Play] [Settings] [Trash]
Thu 29 Feb 2024	8AM - 9:30AM	Group: MAHASISWA	Regular class session	[Grid] [Play] [Settings] [Trash]
Thu 7 Mar 2024	8AM - 9:30AM	Group: DOSEN	Regular class session	[Grid] [Play] [Settings] [Trash]
Thu 7 Mar 2024	8AM - 9:30AM	Group: MAHASISWA	Regular class session	[Grid] [Play] [Settings] [Trash]
Thu 14 Mar 2024	8AM - 9:30AM	Group: DOSEN	Regular class session	[Grid] [Play] [Settings] [Trash]

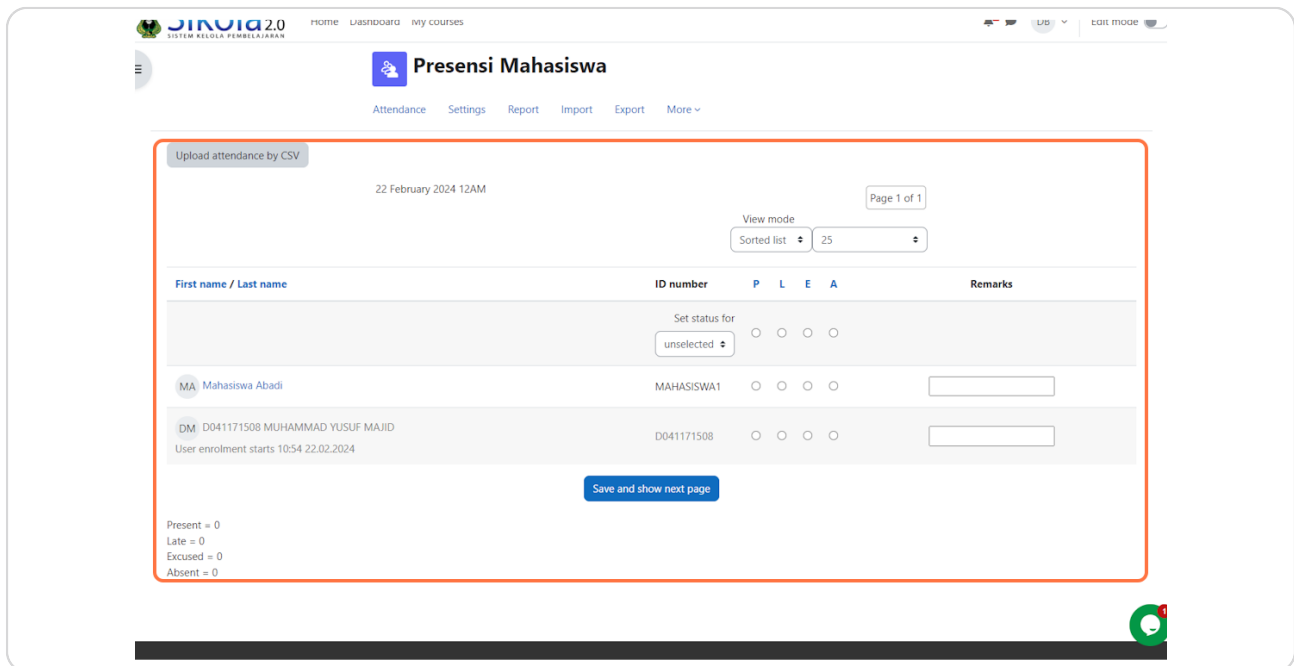
STEP 7

Klik ikon play pada menu Actions untuk mengambil tindakan kehadiran,



STEP 8

Maka tampilan akan muncul seperti gambar dibawah ini,



STEP 9

Silahkan memilih tindakan untuk kehadiran sesuai opsi yang tersedia,

The screenshot displays the 'Sikola 2.0' interface for managing attendance. The page title is 'Upload attendance by CSV' and the date is '22 February 2024 12AM'. The interface includes a 'View mode' section with a 'Sorted list' dropdown set to '25'. The main table has columns for 'First name / Last name', 'ID number', and 'Remarks'. A 'Set status for' dropdown menu is set to 'unselected'. A legend at the bottom left shows 'Present = 0', 'Late = 0', 'Excused = 0', and 'Absent = 0'. A 'Save and show next page' button is visible.

First name / Last name	ID number	P	L	E	A	Remarks
		<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	
MA Mahasiswa Abadi	MAHASISWA1	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="text"/>
DM D041171508 MUHAMMAD YUSUF MAJID User enrolment starts 10:54 22.02.2024	D041171508	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="text"/>

STEP 10

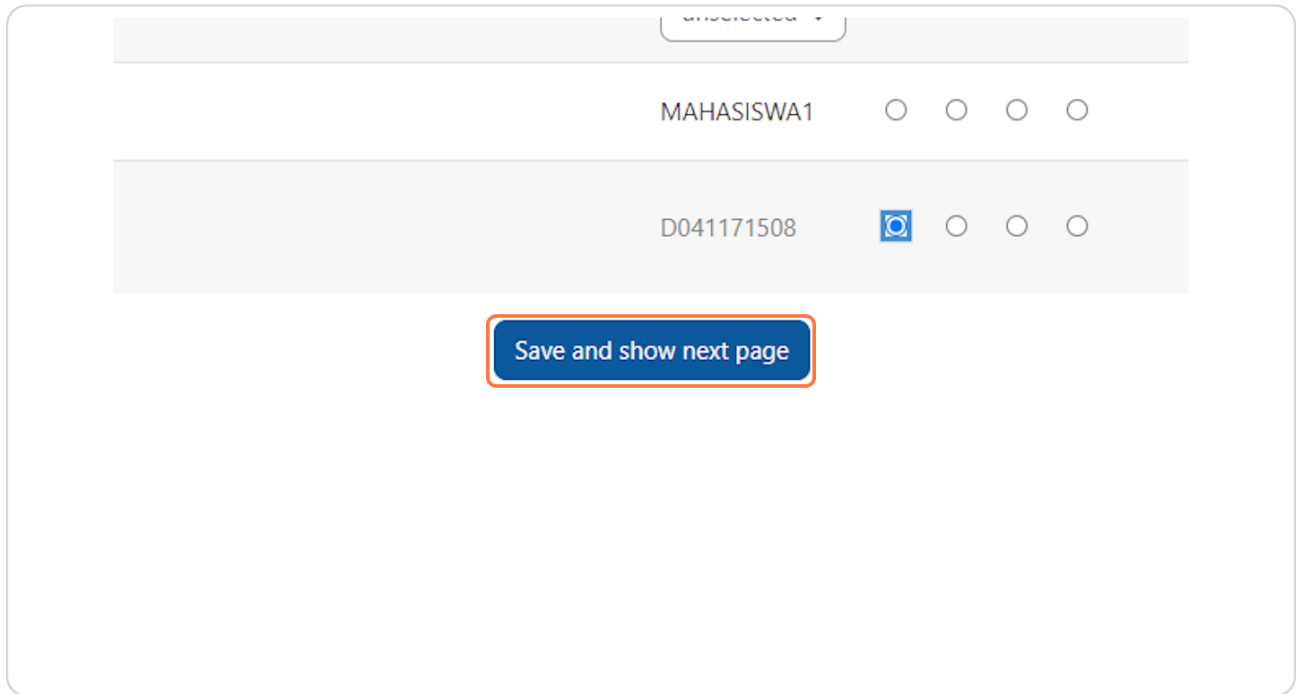
Contohnya seperti gambar dibawah ini,

The close-up screenshot shows the 'Set status for' dropdown menu set to 'unselected'. The table row for 'D041171508' has the 'P' radio button selected. A 'Save and show next page' button is visible.

		<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	
MAHASISWA1		<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	
D041171508		<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	

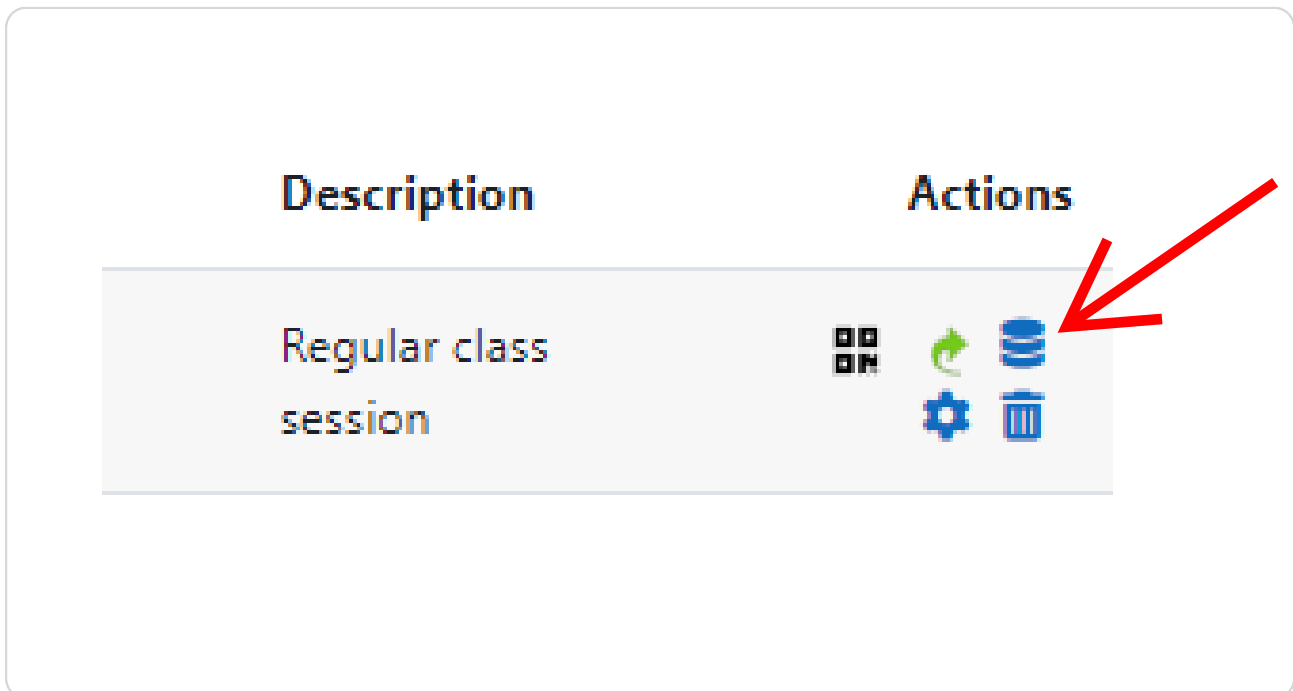
STEP 11

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



STEP 12

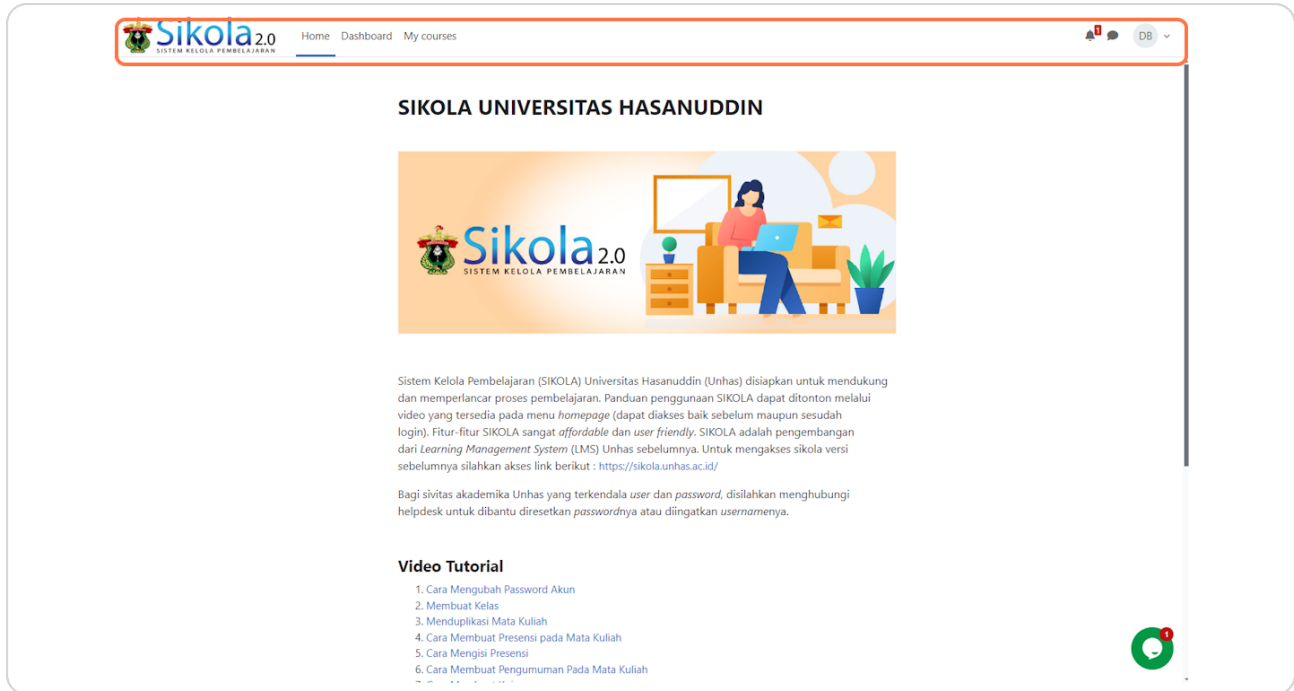
Untuk sinkronisasi presensi ke neosia bisa dengan menekan icon seperti pada gambar di bawah :



4. Presensi

STEP 1

Pada bagian navigasi website,



The screenshot shows the homepage of the SIKOLA (Sistem Kelola Pembelajaran) website for Universitas Hasanuddin. The page features a navigation bar at the top with the SIKOLA 2.0 logo and links for Home, Dashboard, and My courses. The main content area includes a large banner with the SIKOLA 2.0 logo and an illustration of a person sitting at a desk with a laptop. Below the banner, there is a paragraph of text describing the system and its features, followed by a section titled "Video Tutorial" with a list of six items: 1. Cara Mengubah Password Akun, 2. Membuat Kelas, 3. Menduplikasi Mata Kuliah, 4. Cara Membuat Presensi pada Mata Kuliah, 5. Cara Mengisi Presensi, and 6. Cara Membuat Pengumuman Pada Mata Kuliah. A green circular icon with a white '1' is visible in the bottom right corner of the page.

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/>

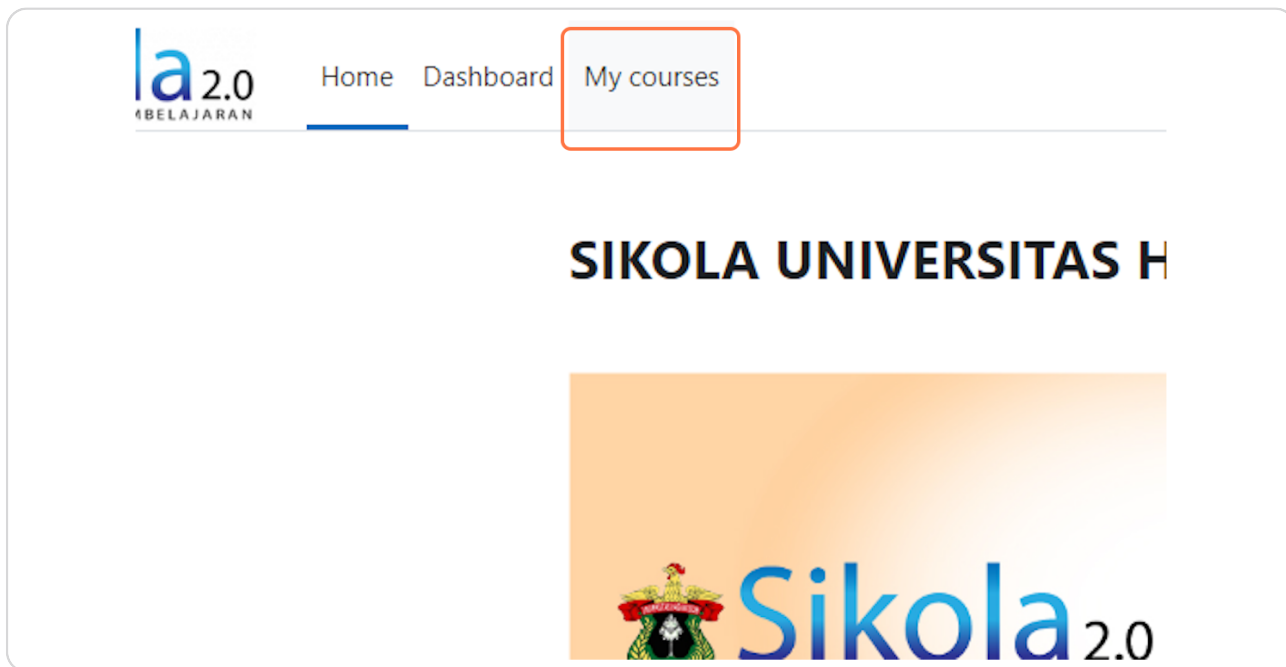
Bagi sivitas akademika Unhas yang terkendala *user* dan *password*, disilahkan menghubungi helpdesk untuk dibantu diresetkan *password*nya atau diingatkan *usernamenya*.

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

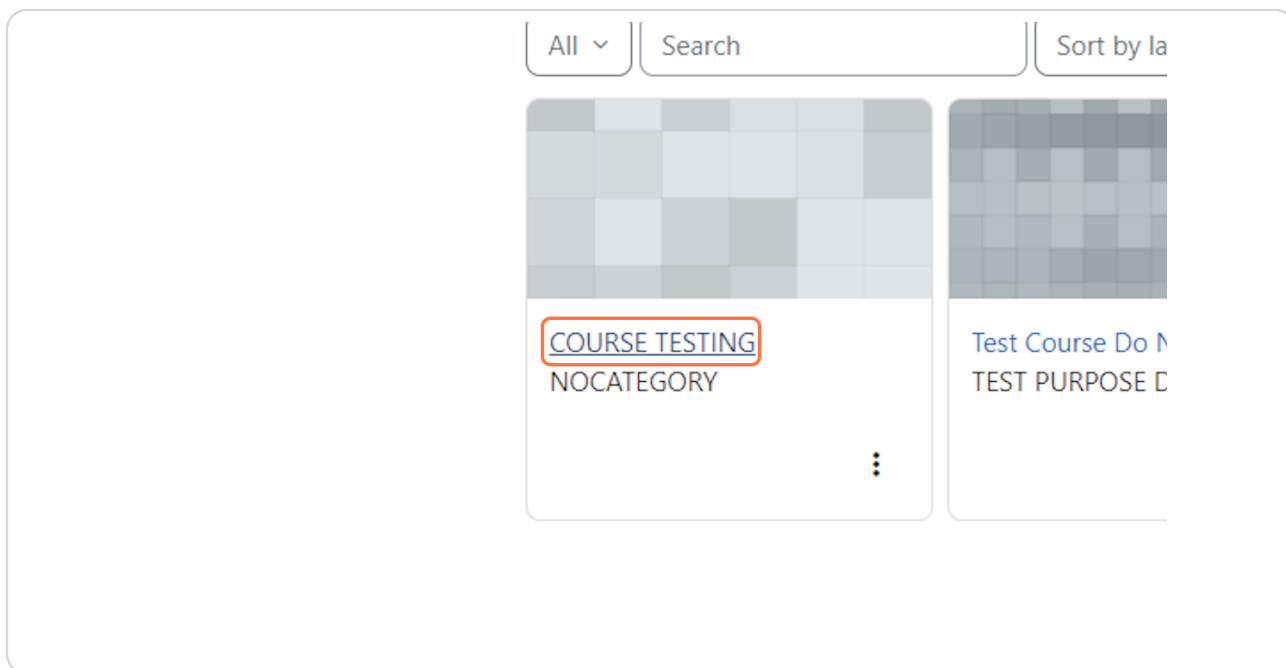
STEP 2

Klik My Course,



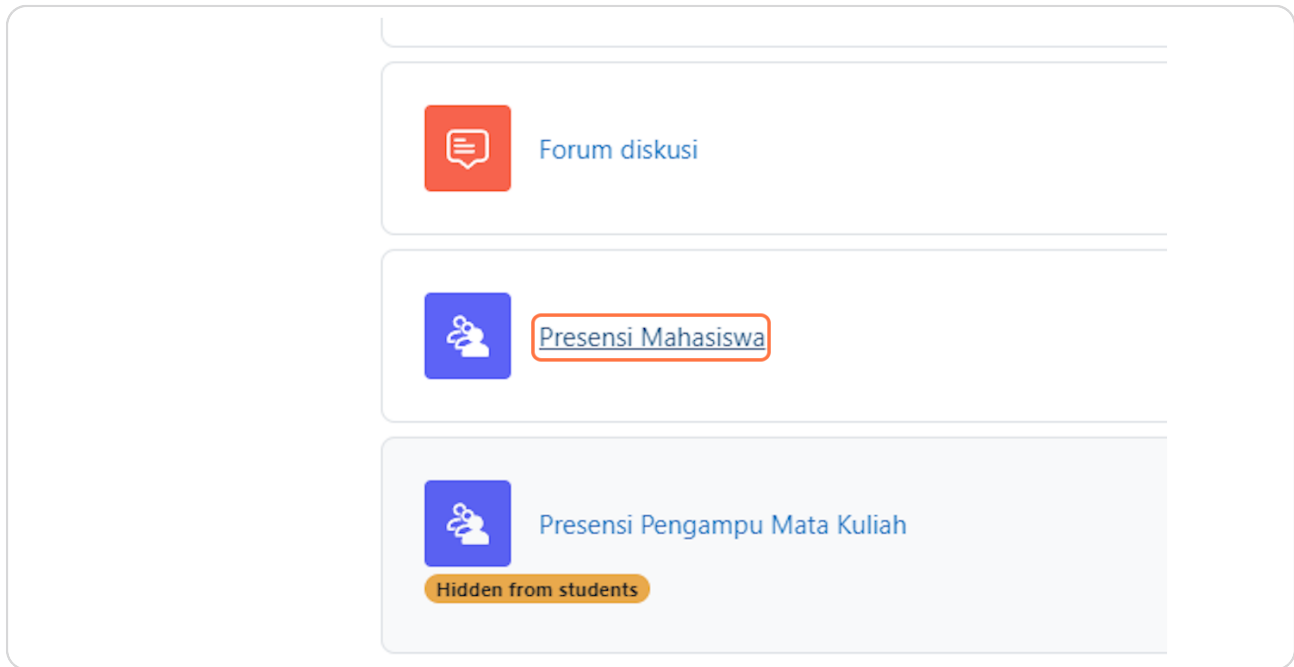
STEP 3

Klik nama course nya,



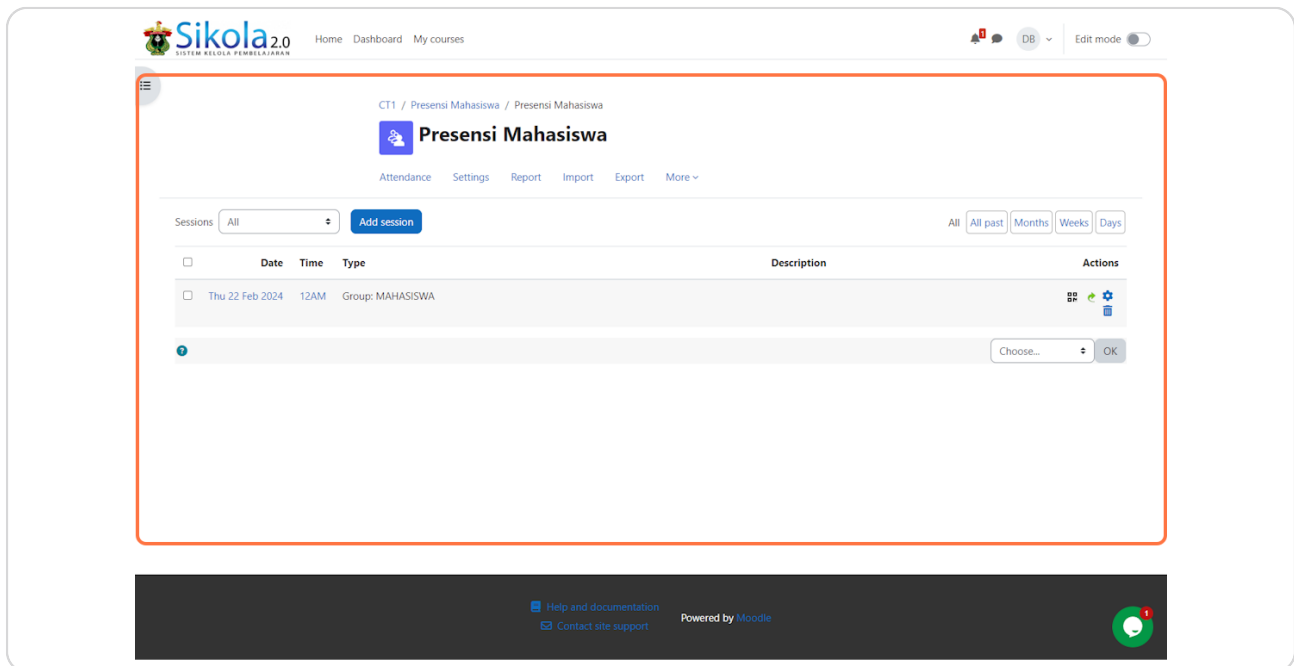
STEP 4

Klik pada Presensi Mahasiswa,



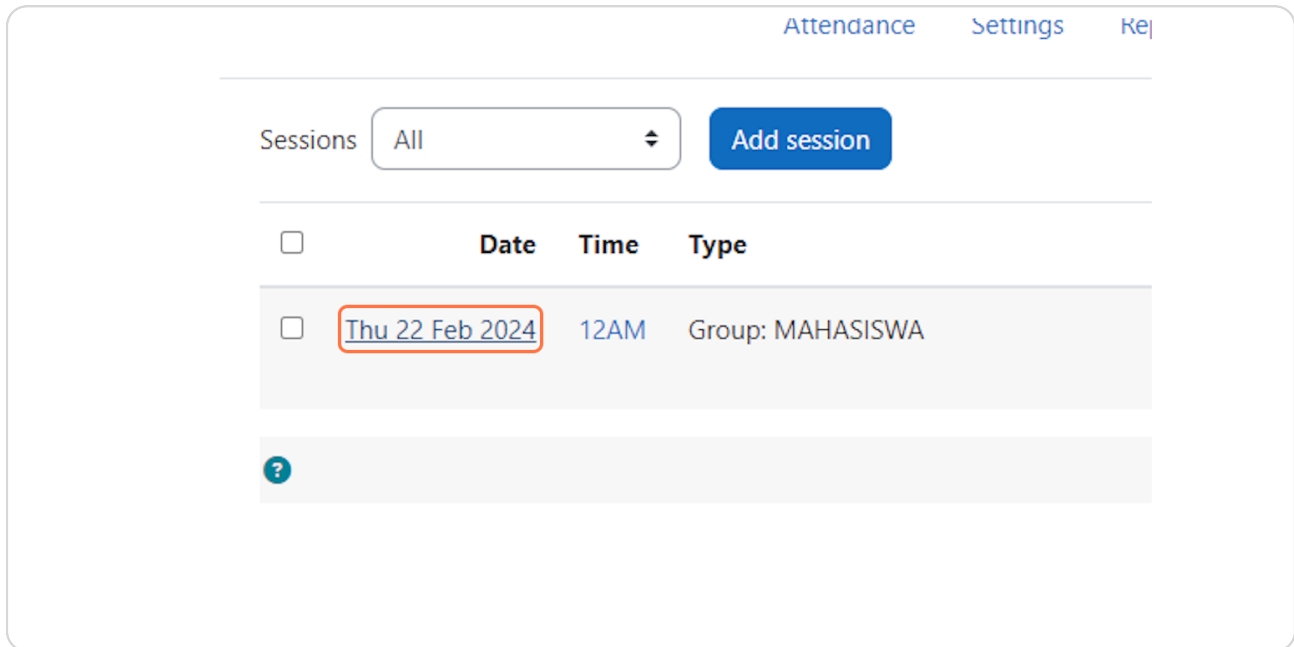
STEP 5

Setelah itu akan muncul tampilan berikut,



STEP 6

Pilih jadwal mata kuliah yang akan dihadiri,



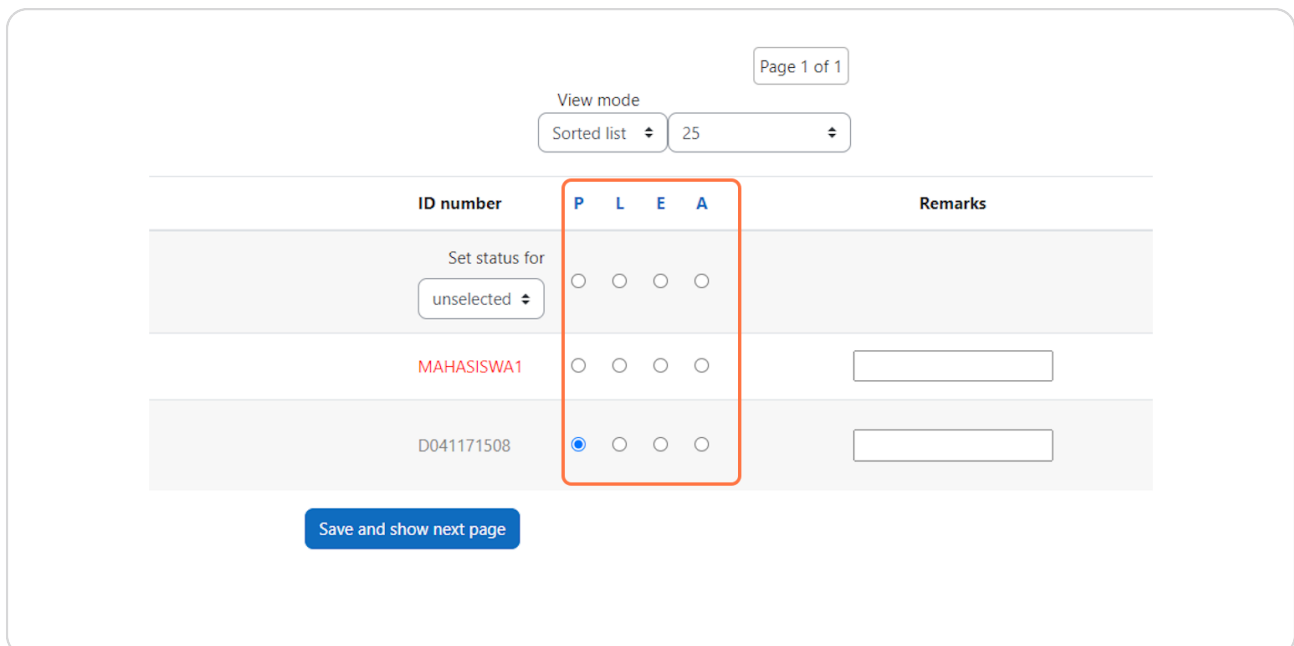
Attendance Settings Kej

Sessions All Add session

<input type="checkbox"/>	Date	Time	Type
<input type="checkbox"/>	Thu 22 Feb 2024	12AM	Group: MAHASISWA
<input type="checkbox"/>			

STEP 7

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



Page 1 of 1

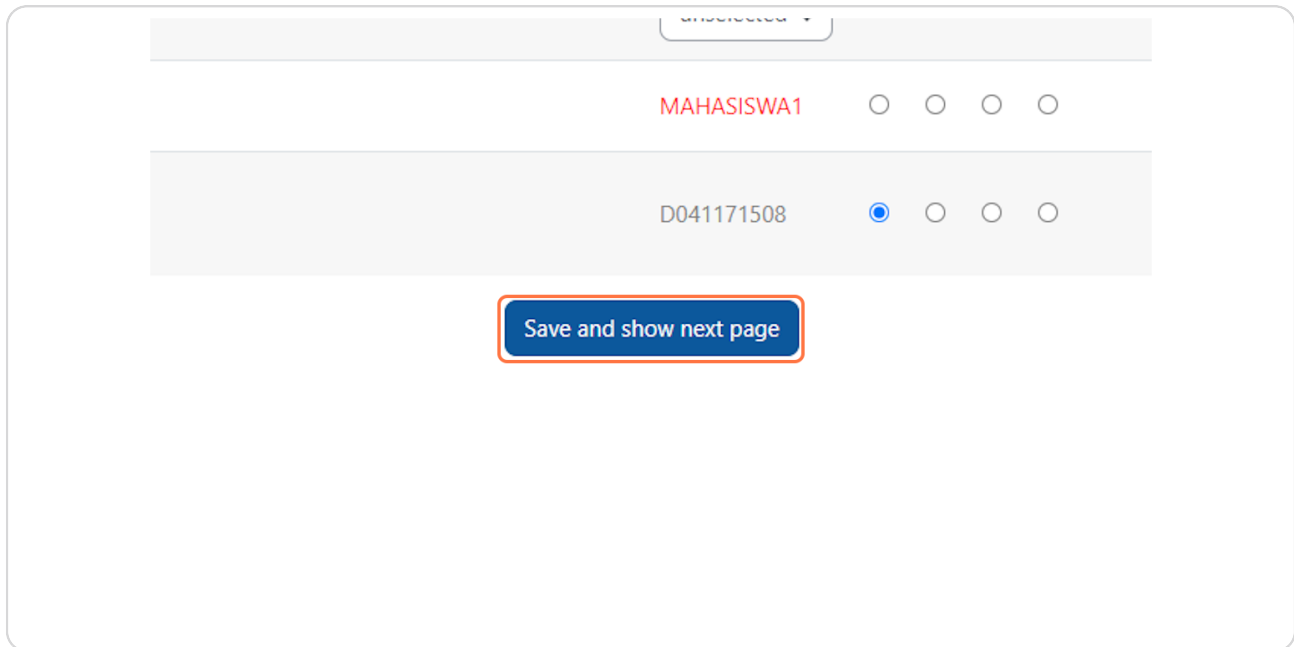
View mode
Sorted list 25

ID number	P	L	E	A	Remarks
Set status for unselected	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	
MAHASISWA1	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="text"/>
D041171508	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="text"/>

Save and show next page

STEP 8

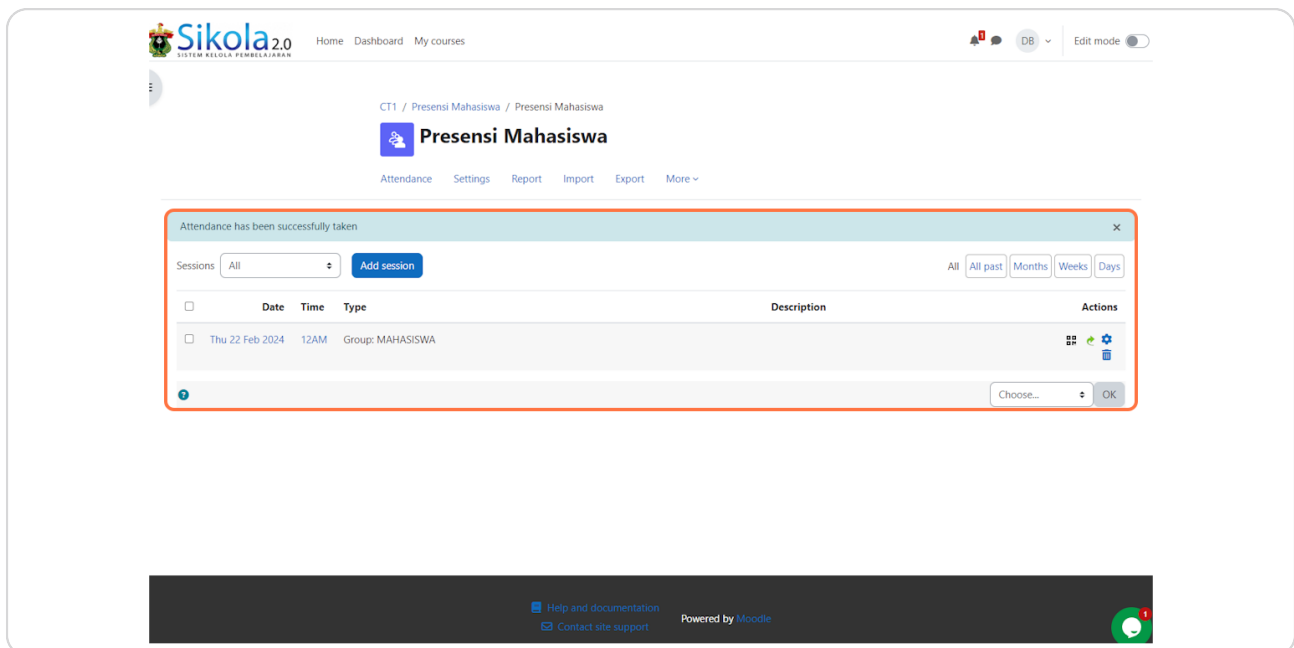
Klik pada Save and show next page untuk menyelesaikannya,






The screenshot shows a form with two rows of input fields. The first row contains the text 'MAHASISWA1' followed by four empty radio buttons. The second row contains the text 'D041171508' followed by four radio buttons, where the first one is selected. Below the form, a blue button with the text 'Save and show next page' is highlighted with a red border.

STEP 9

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



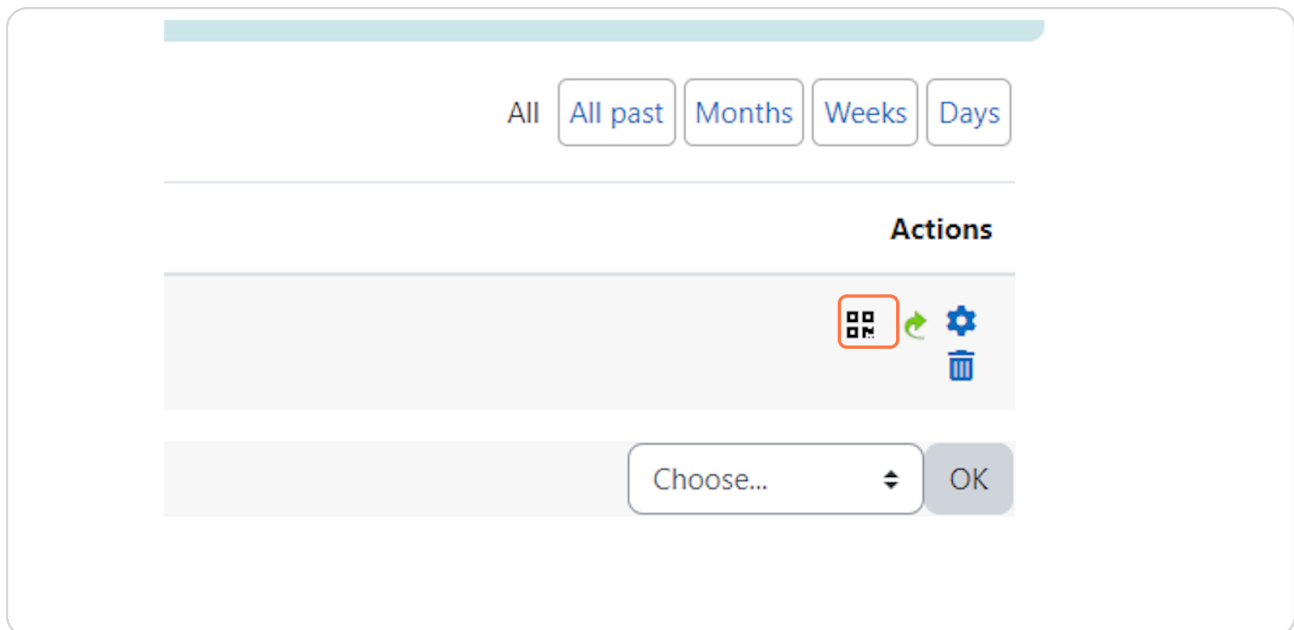
The screenshot shows the Moodle 'Presensi Mahasiswa' page. At the top, there is a navigation bar with 'Sikola 2.0' logo and 'Home Dashboard My courses'. Below that, the page title is 'CT1 / Presensi Mahasiswa / Presensi Mahasiswa'. The main content area shows a table with the following data:

	Date	Time	Type	Description	Actions
<input type="checkbox"/>	Thu 22 Feb 2024	12AM	Group: MAHASISWA		  

At the bottom of the page, there is a footer with 'Help and documentation', 'Contact site support', and 'Powered by Moodle'.

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 SIKOLA 2.0 website dashboard. At the top, there is a navigation bar with the SIKOLA 2.0 logo and the text "SISTEM KELOLA PEMBELAJARAN". To the right of the logo are links for "Home", "Dashboard", and "My courses". Further right are icons for a notification bell, a speech bubble, and a user profile labeled "DB".

Below the navigation bar, the main heading reads "SIKOLA UNIVERSITAS HASANUDDIN". Underneath this is a large banner image featuring the SIKOLA 2.0 logo on the left and an illustration of a person sitting on a chair using a laptop on the right.

Below the banner, there is a paragraph of text: "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/>

Below this text is another paragraph: "Bagi sivitas akademika Unhas yang terkendala *user* dan *password*, disilahkan menghubungi helpdesk untuk dibantu diresetkan *password*nya atau diingatkan *username*nya."

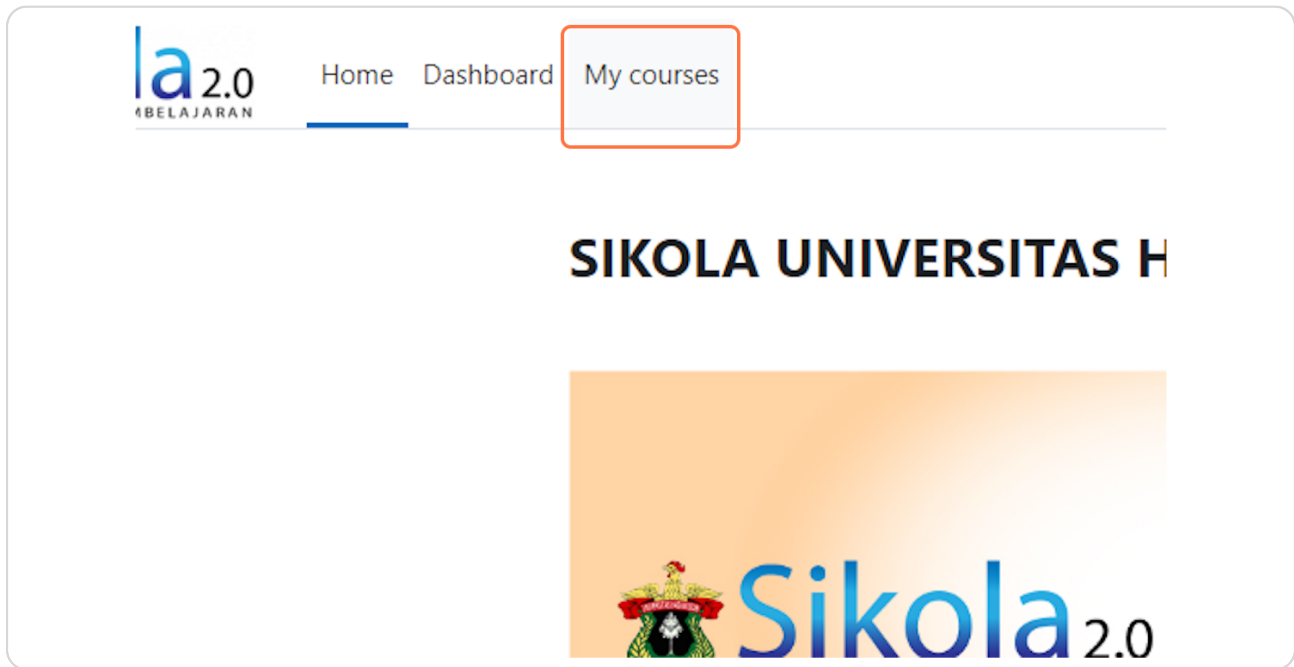
At the bottom left, there is a section titled "Video Tutorial" followed by a numbered list of six items:

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

In the bottom right corner of the dashboard area, there is a green circular icon with a white speech bubble and a red notification badge containing the number "1".

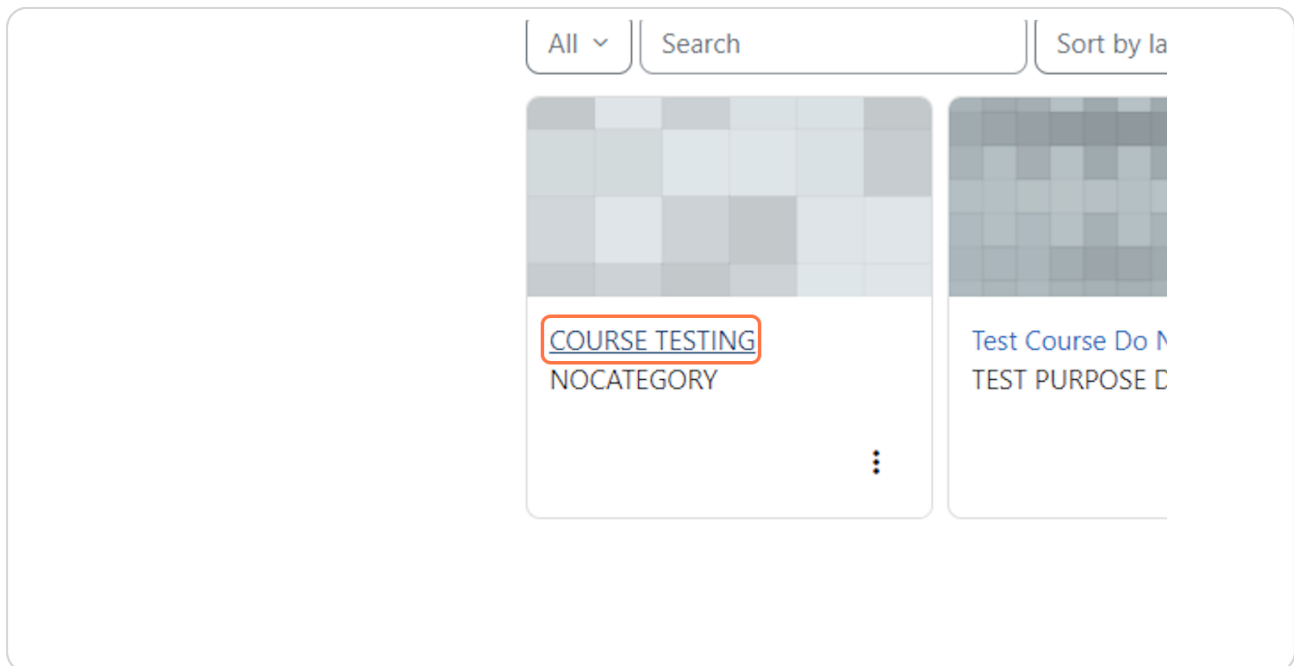
STEP 2

Klik pada My Course,



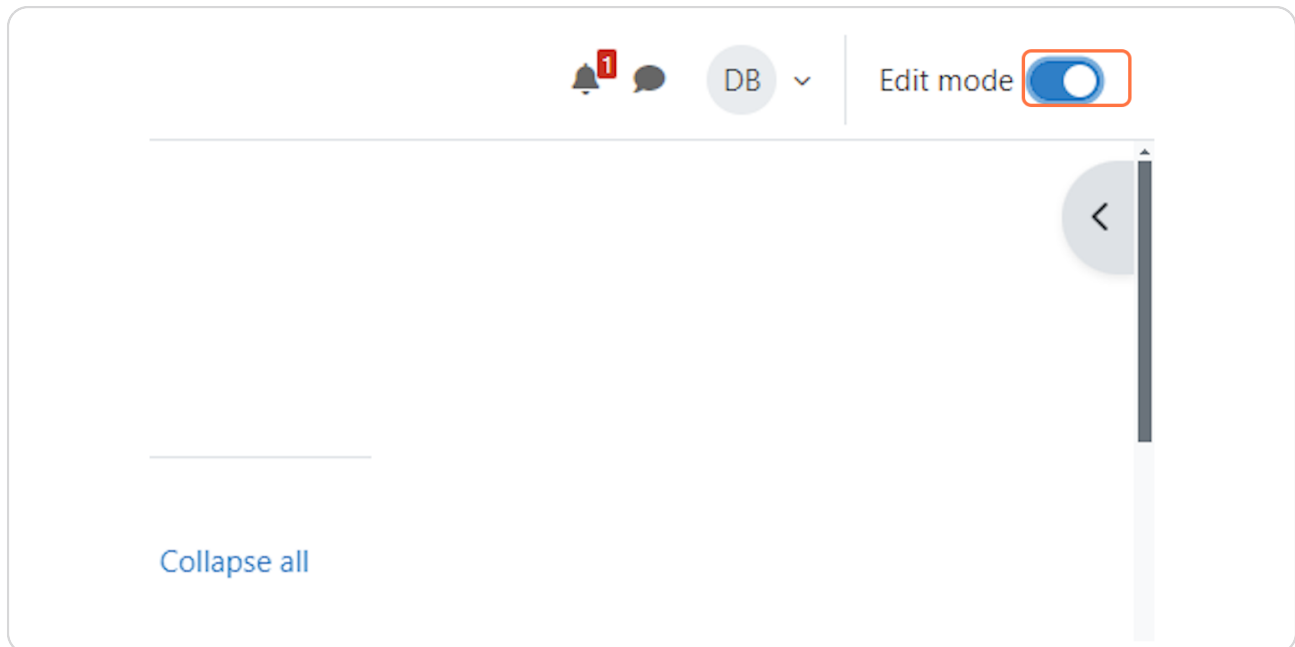
STEP 3

Klik nama course nya



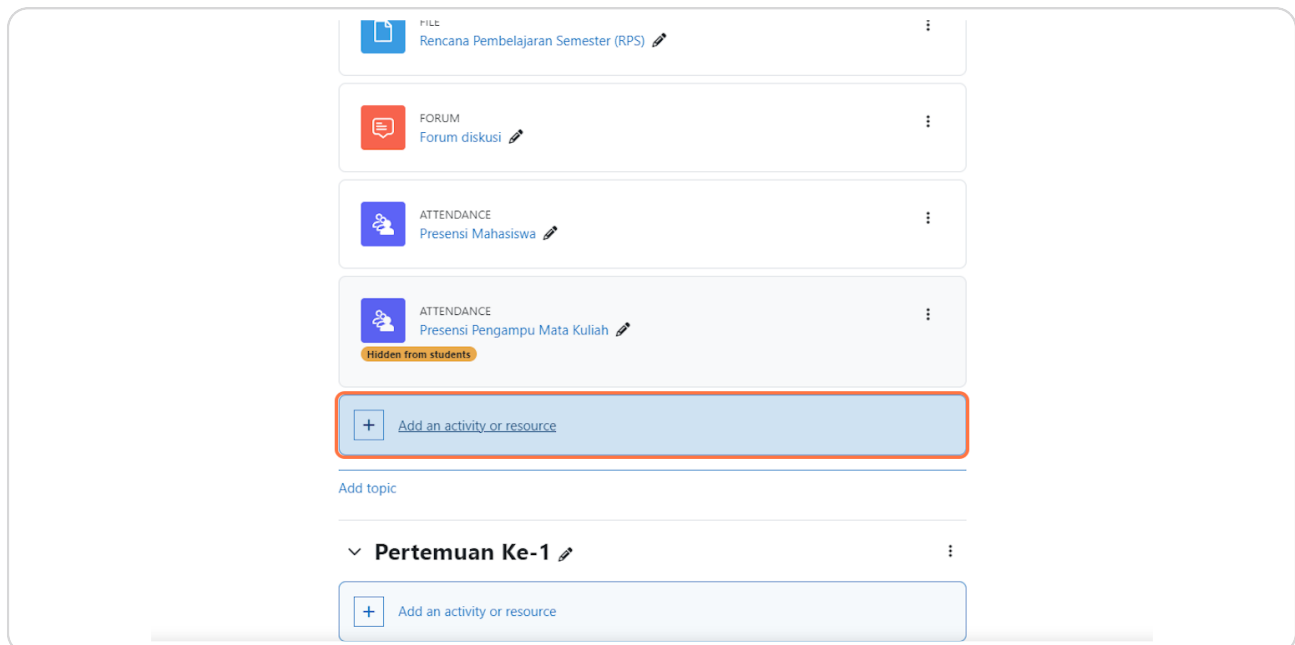
STEP 4

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



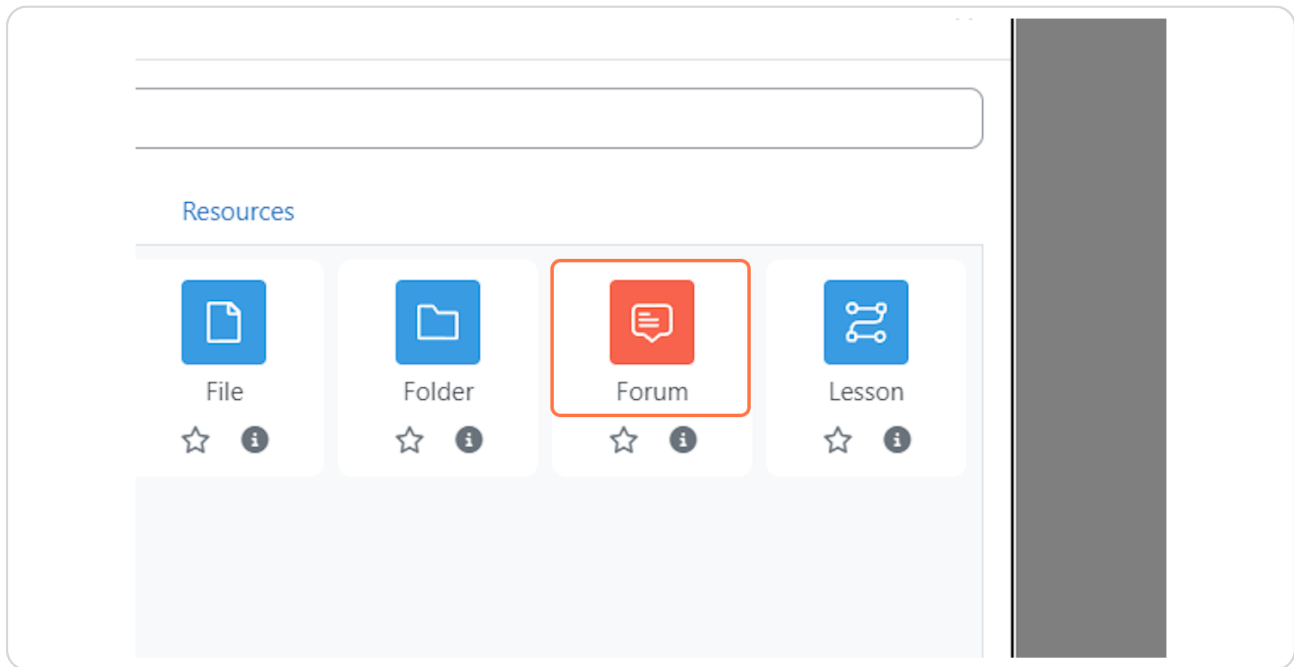
STEP 5

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



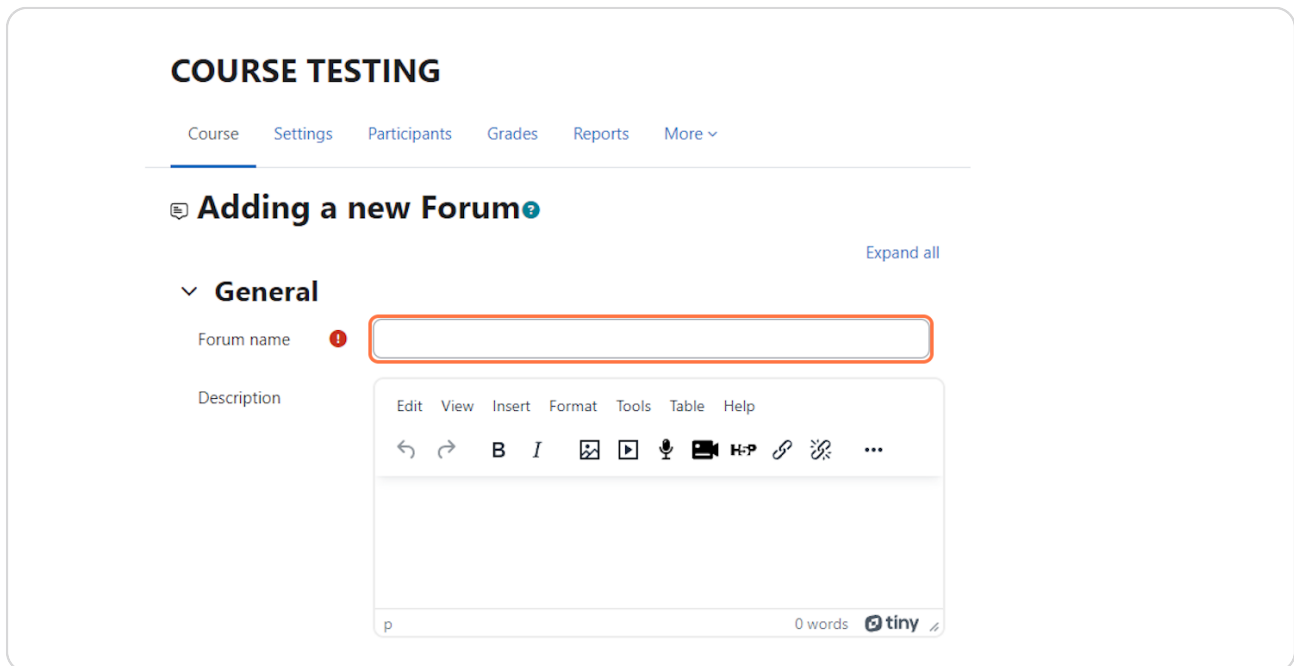
STEP 6

Setelah pop up muncul, pilih forum,



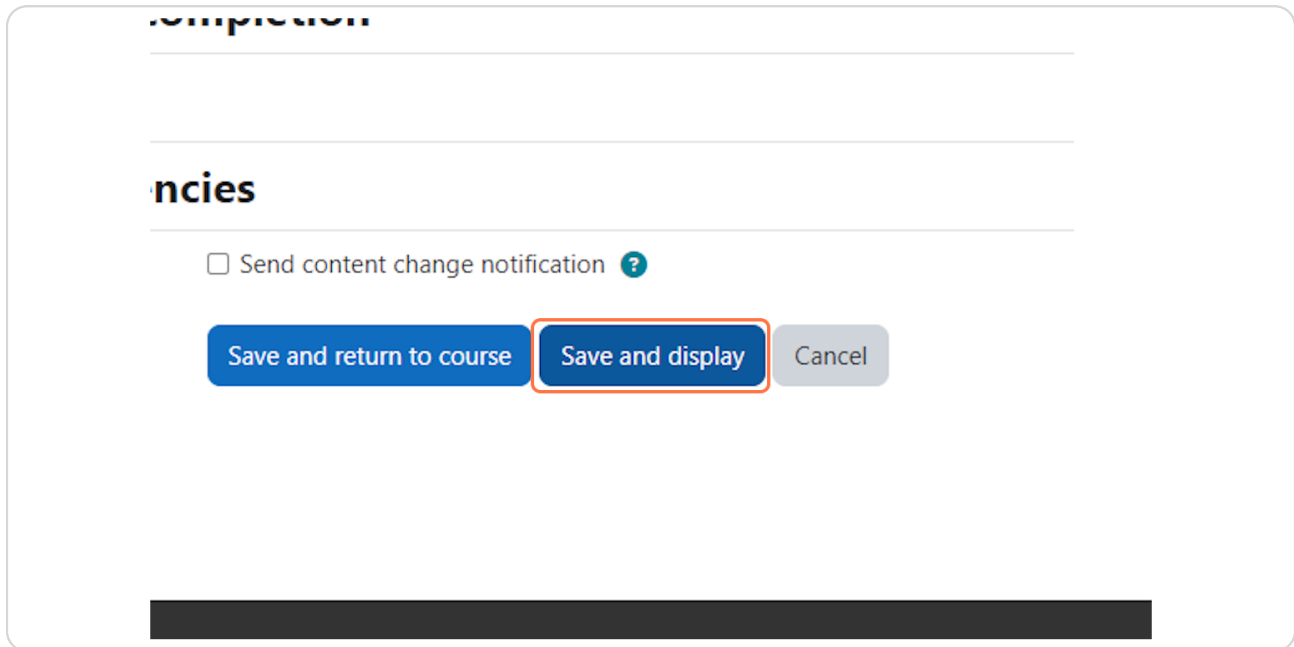
STEP 7

Silahkan mengisi form yang tersedia seperti dibawah ini,

A screenshot of a web interface titled 'COURSE TESTING'. Below the title is a navigation bar with links for 'Course', 'Settings', 'Participants', 'Grades', 'Reports', and 'More'. The main content area is titled 'Adding a new Forum' with a question mark icon. There is an 'Expand all' link on the right. Under the 'General' section, there is a 'Forum name' field with a red border and a red information icon to its left. Below it is a 'Description' field with a rich text editor toolbar containing options like 'Edit', 'View', 'Insert', 'Format', 'Tools', 'Table', and 'Help'. The toolbar includes icons for undo, redo, bold, italic, link, unlink, video, audio, and text color. The description field shows 'p' and '0 words' at the bottom.

STEP 10

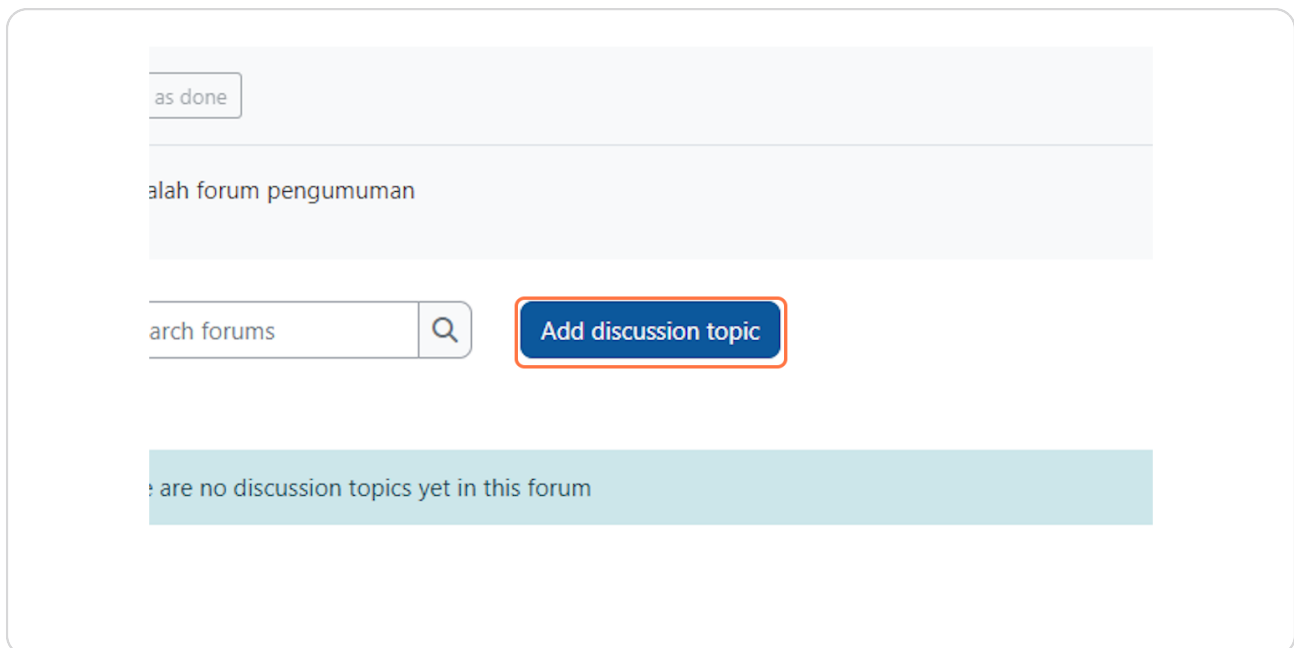
Setelah pengisian form selesai, silahkan tekan tombol Save and display,



The screenshot shows a form with several sections. At the top, there is a section labeled "Completion" with two horizontal lines below it. Below that is a section labeled "Preferences" with another horizontal line. Under "Preferences", there is a checkbox labeled "Send content change notification" with a question mark icon to its right. At the bottom of the form, there are three buttons: "Save and return to course" (blue), "Save and display" (blue, highlighted with a red border), and "Cancel" (grey). A thick black horizontal bar is visible at the very bottom of the form area.

STEP 11

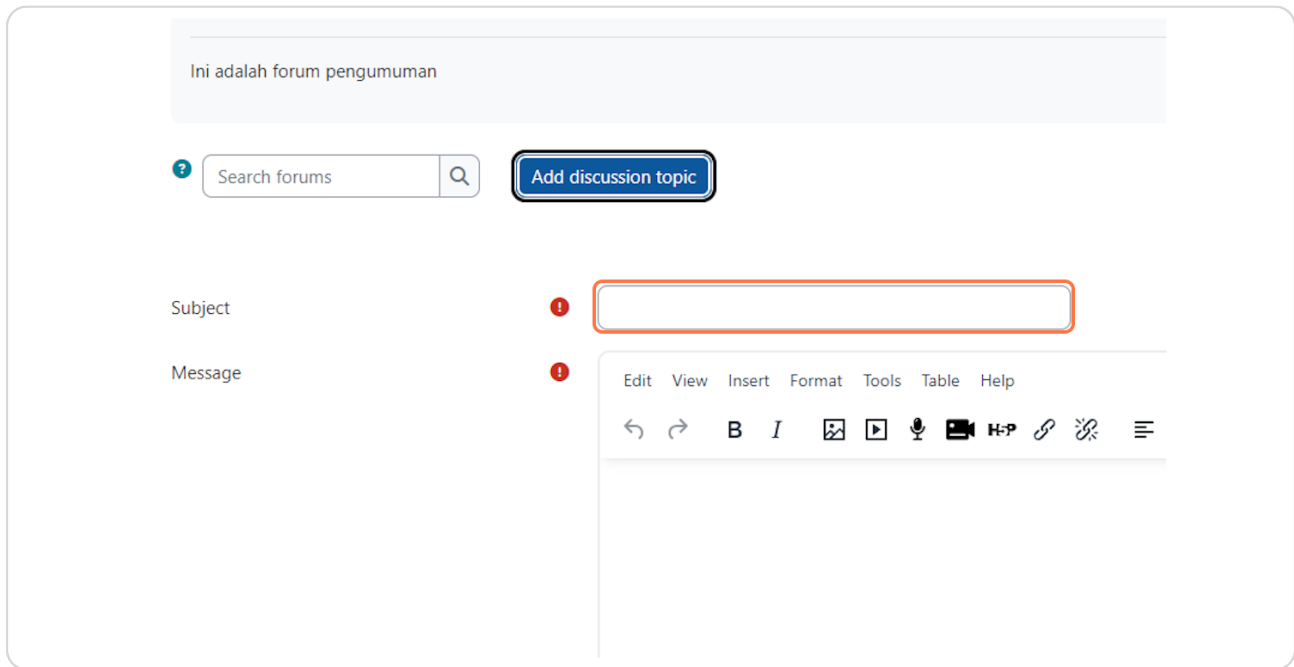
Setelah itu akan muncul tampilan baru, dan klik tombol Add discussion topic,



The screenshot shows a forum interface. At the top, there is a grey bar with a button labeled "as done". Below this is another grey bar with the text "adalah forum pengumuman". Underneath is a search bar with the text "arch forums" and a magnifying glass icon. To the right of the search bar is a blue button labeled "Add discussion topic", which is highlighted with a red border. At the bottom of the page, there is a light blue bar with the text "are no discussion topics yet in this forum".

STEP 12

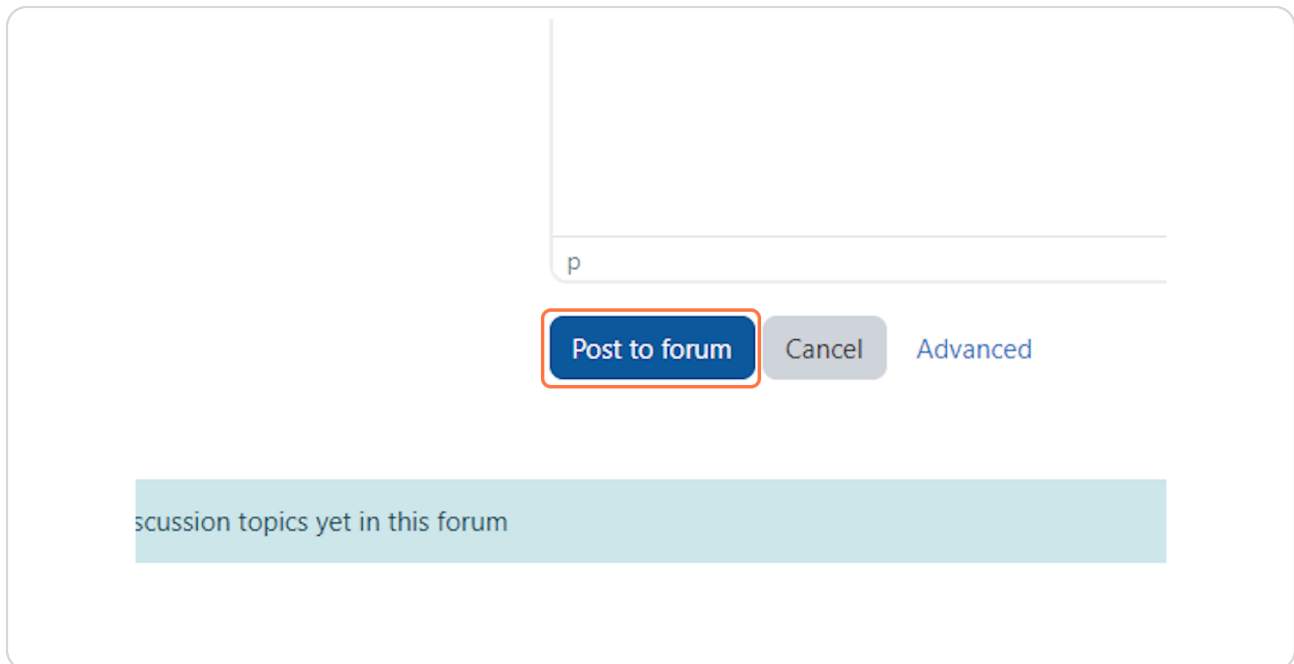
Silahkan mengisi form yang tersedia,



The screenshot shows a forum interface. At the top, there is a header bar with the text "Ini adalah forum pengumuman". Below this, there is a search bar labeled "Search forums" with a magnifying glass icon and a blue button labeled "Add discussion topic". The main form area has two sections: "Subject" and "Message". The "Subject" field is empty and has a red exclamation mark icon to its left. The "Message" field is a rich text editor with a menu bar containing "Edit", "View", "Insert", "Format", "Tools", "Table", and "Help". Below the menu bar are icons for undo, redo, bold, italic, image, video, microphone, video call, text-to-speech, link, unlink, and a hamburger menu icon. The "Message" field is currently empty.

STEP 13

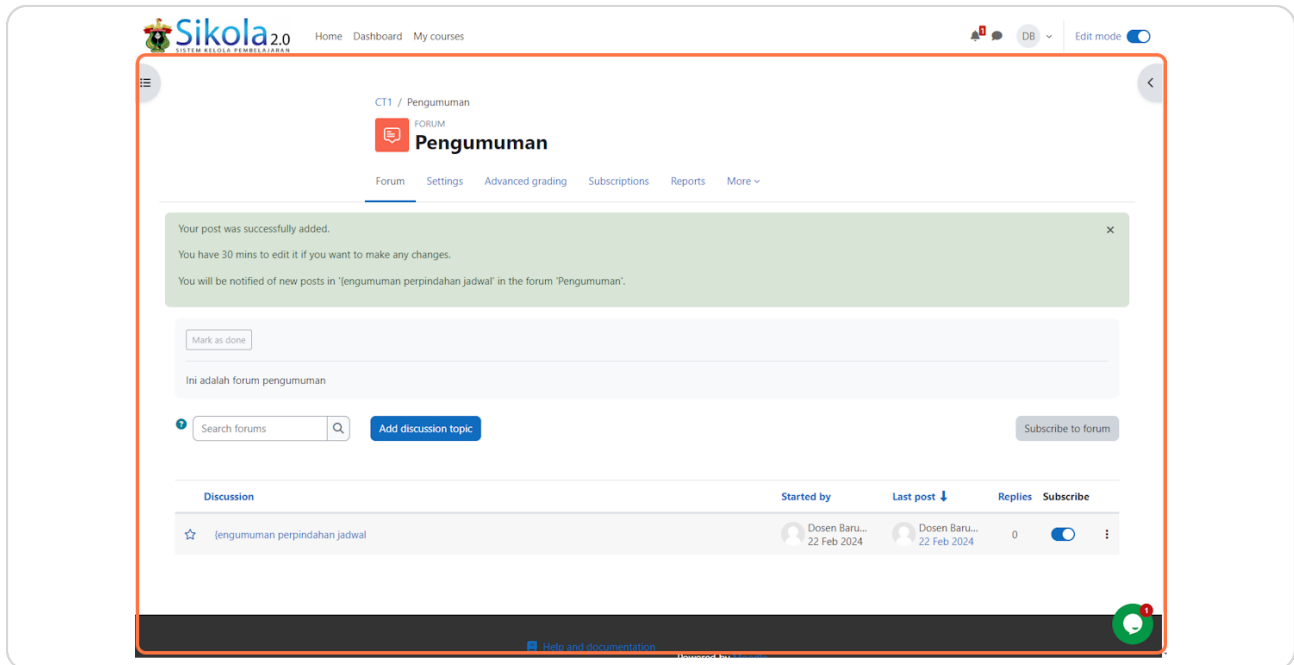
Setelah diisi, silahkan tekan tombol Post to forum,



The screenshot shows the bottom part of the forum post creation form. There is a text input field containing the letter "p". Below the input field, there are three buttons: "Post to forum" (highlighted with a red border), "Cancel", and "Advanced". At the bottom of the form, there is a light blue banner with the text "Discussion topics yet in this forum".

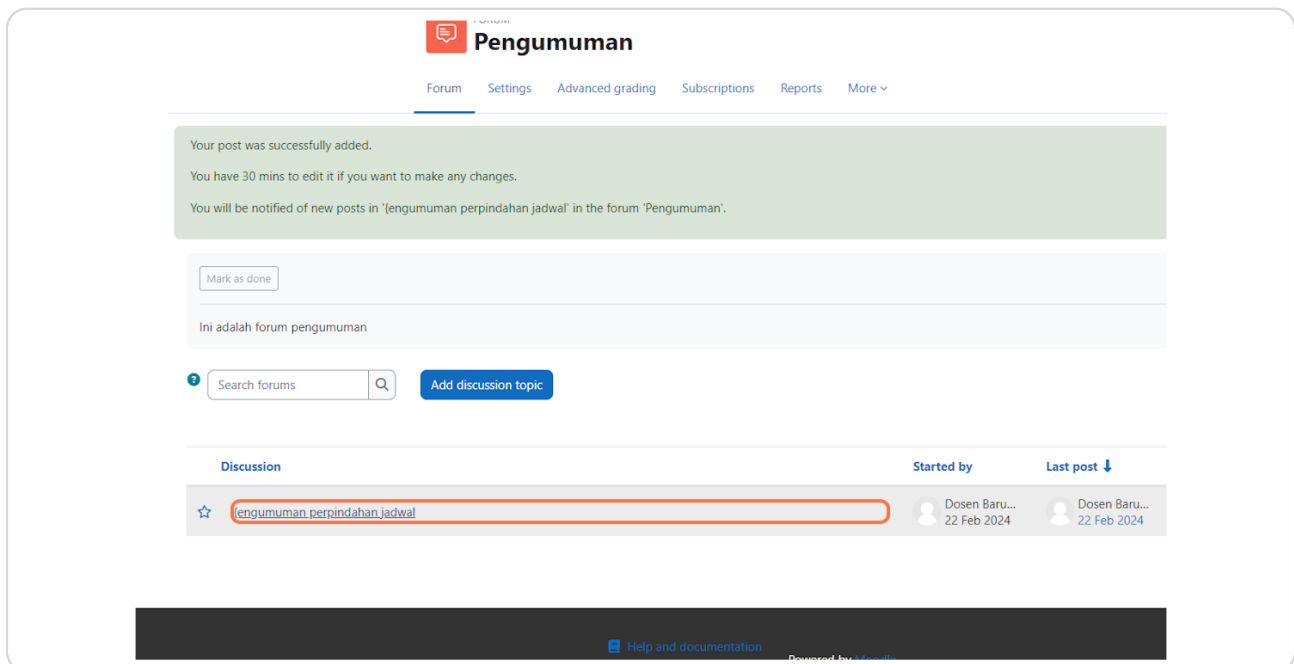
STEP 14

Maka tampilan akan muncul seperti dibawah ini



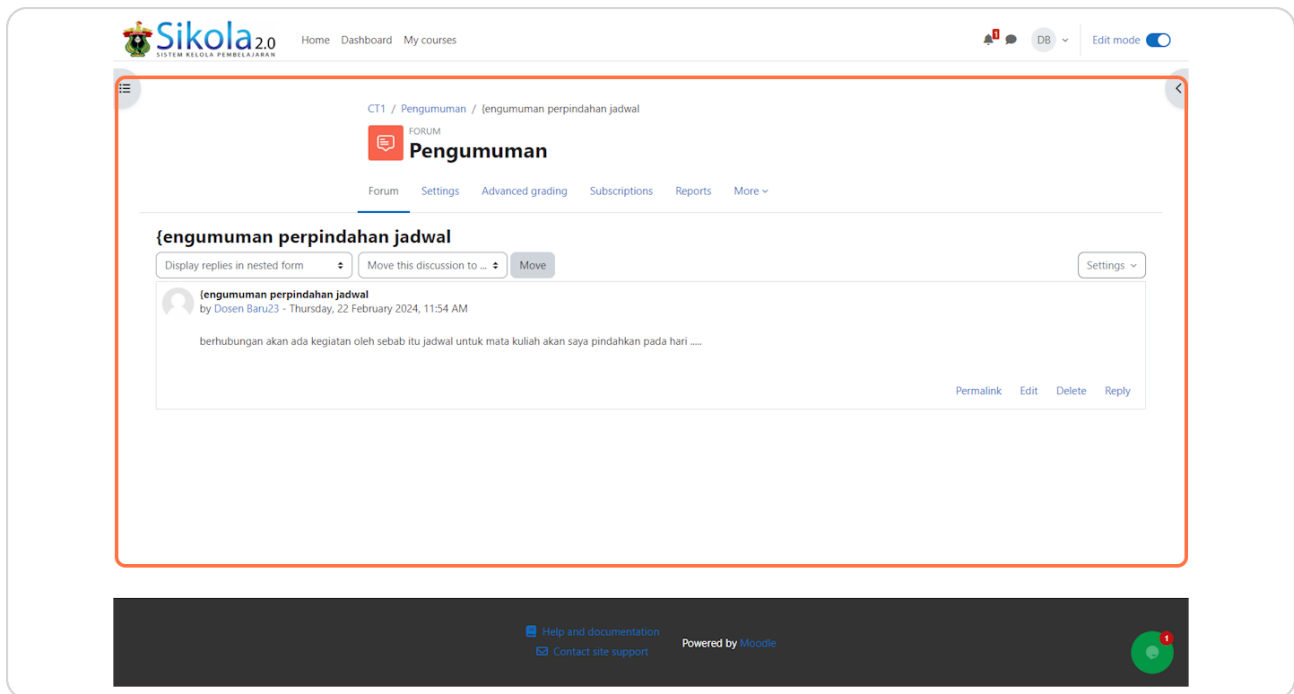
STEP 15

Klik nama subjeknya untuk melihat isi pengumuman yang telah dibuat,



STEP 16

Maka tampilannya seperti ini.

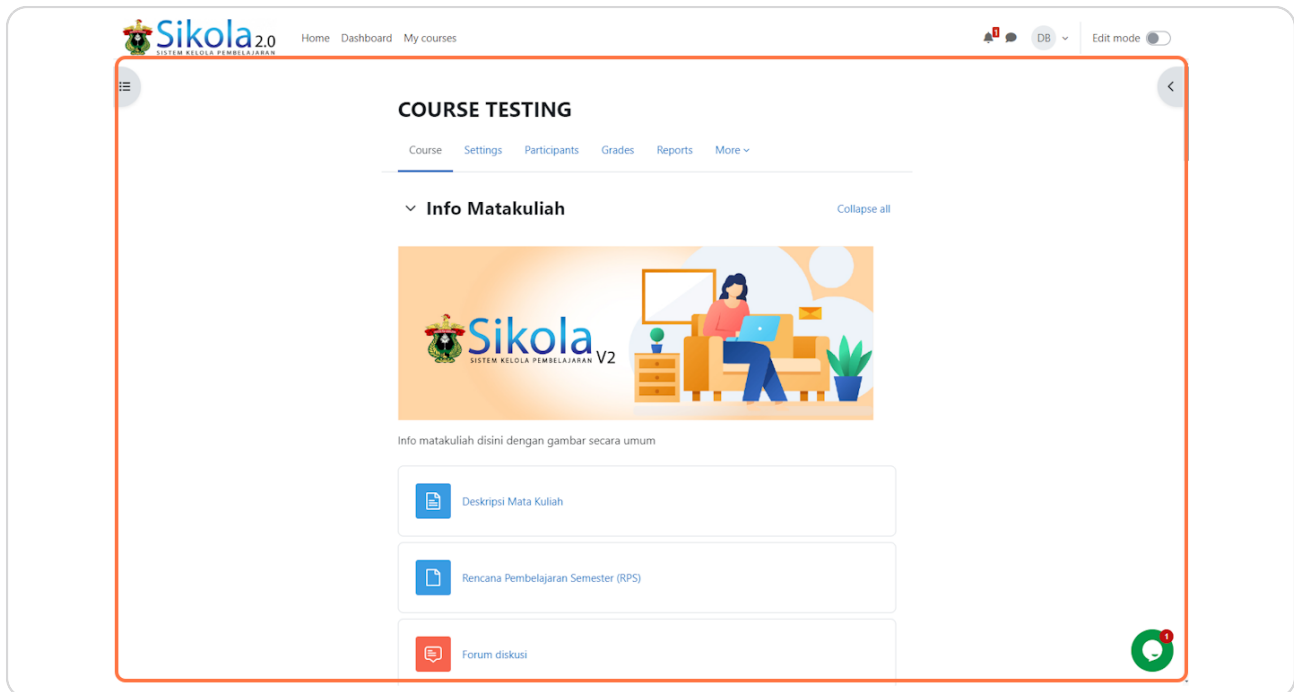


The screenshot shows a Moodle forum interface. At the top left is the 'Sikola 2.0' logo with the tagline 'SISTEM MANAJEMEN PEMBELAJARAN'. Navigation links for 'Home', 'Dashboard', and 'My courses' are visible. On the top right, there are notification icons, a 'DB' dropdown, and an 'Edit mode' toggle. The forum breadcrumb is 'CT1 / Pengumuman / (engumuman perpindahan jadwal)'. The forum title is 'FORUM Pengumuman'. Below the title are links for 'Forum', 'Settings', 'Advanced grading', 'Subscriptions', 'Reports', and 'More'. The main post title is '(engumuman perpindahan jadwal)'. It includes a 'Display replies in nested form' dropdown, a 'Move this discussion to ...' dropdown, a 'Move' button, and a 'Settings' dropdown. The post content is: '(engumuman perpindahan jadwal) by Dosen Baru23 - Thursday, 22 February 2024, 11:54 AM'. The text of the post reads: 'berhubungan akan ada kegiatan oleh sebab itu jadwal untuk mata kuliah akan saya pindahkan pada hari'. At the bottom right of the post are links for 'Permalink', 'Edit', 'Delete', and 'Reply'. The footer contains 'Help and documentation', 'Contact site support', 'Powered by Moodle', and a green circular icon with a red '1'.

6. Pembuatan Kuis

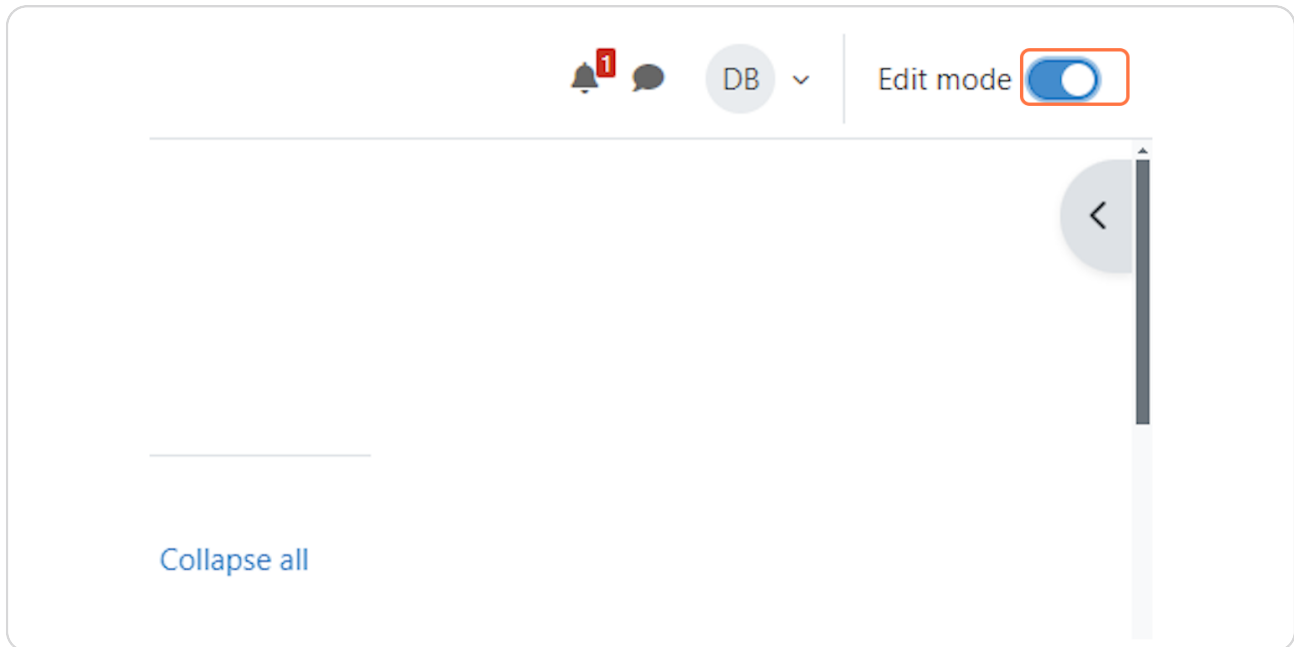
STEP 1

Masuk pada course yang diinginkan,



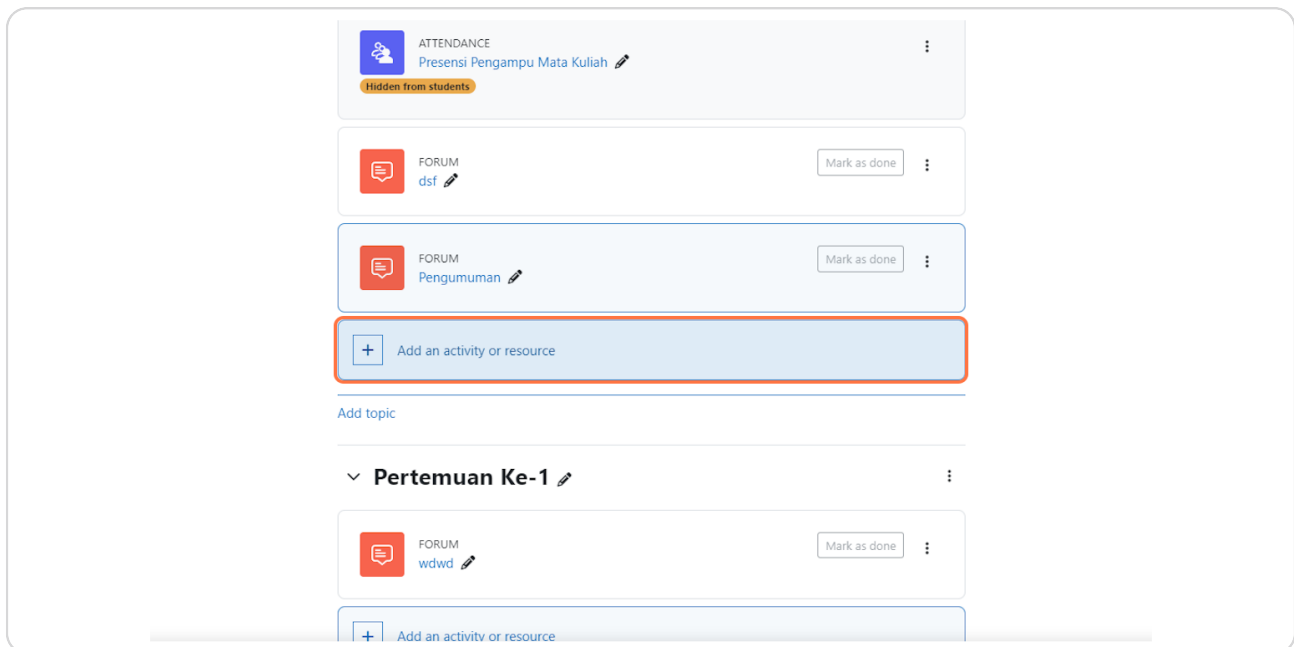
STEP 2

Jika ingin membuat kuis baru maka silahkan aktifkan Edit Mode,



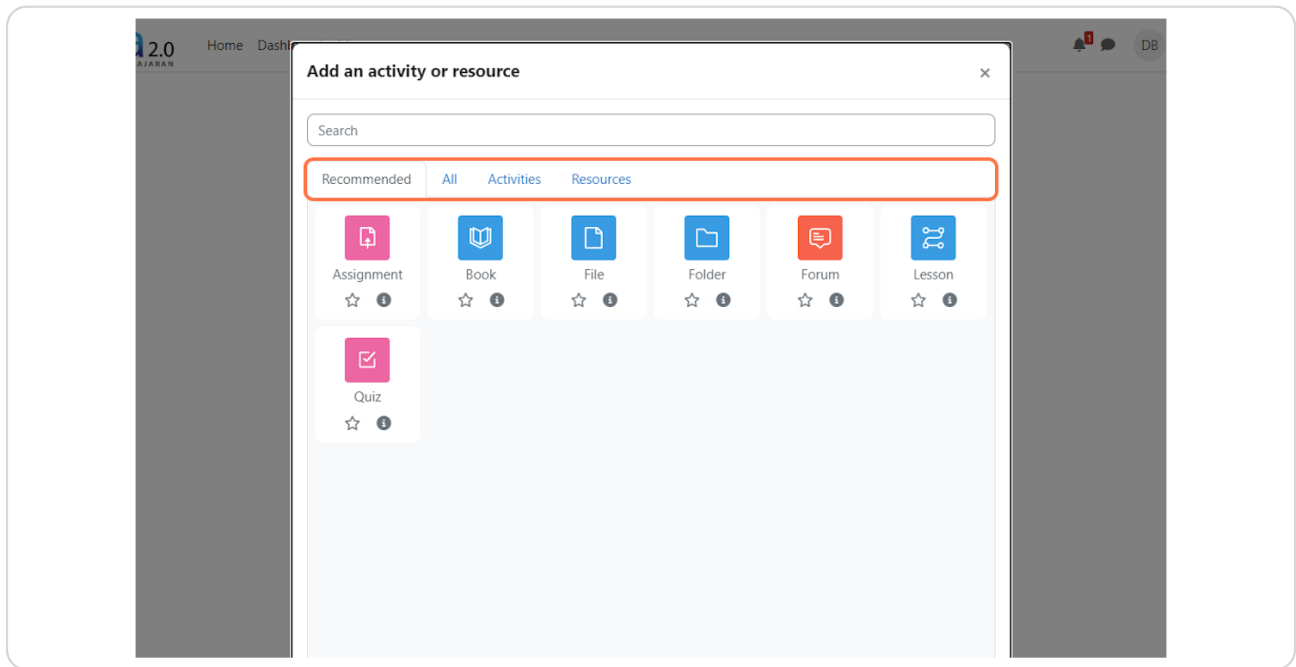
STEP 3

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



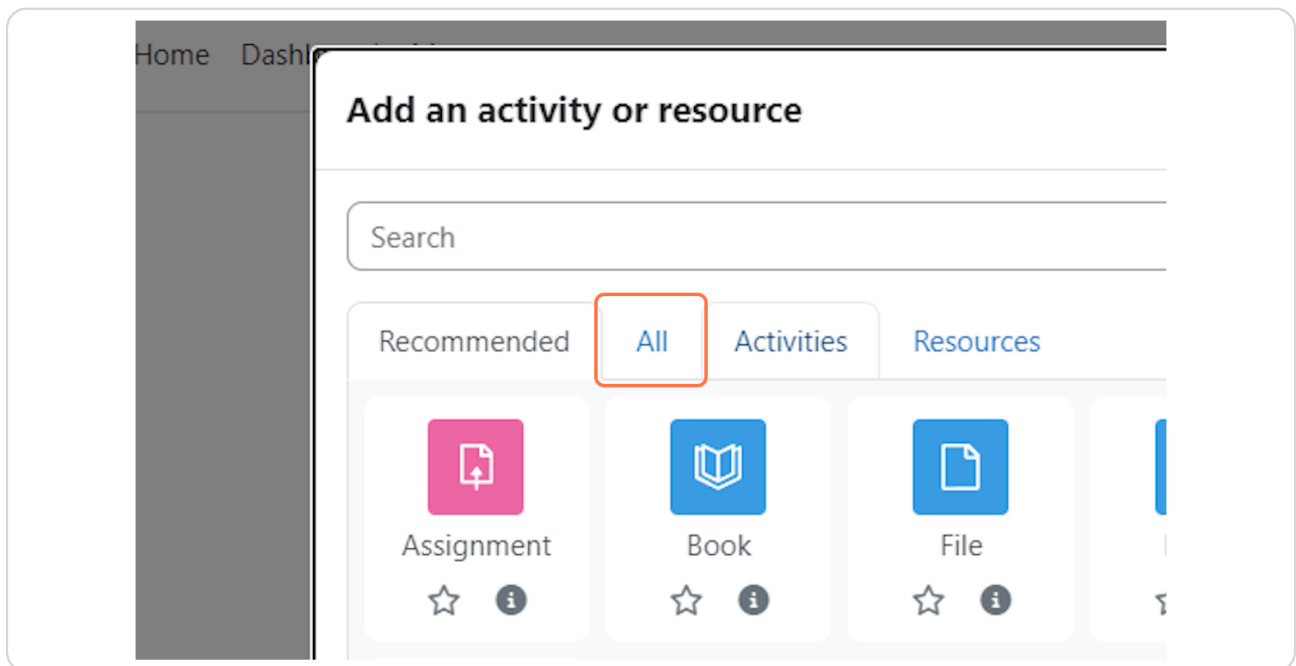
STEP 4

Pop up akan muncul dan klik Quiz,



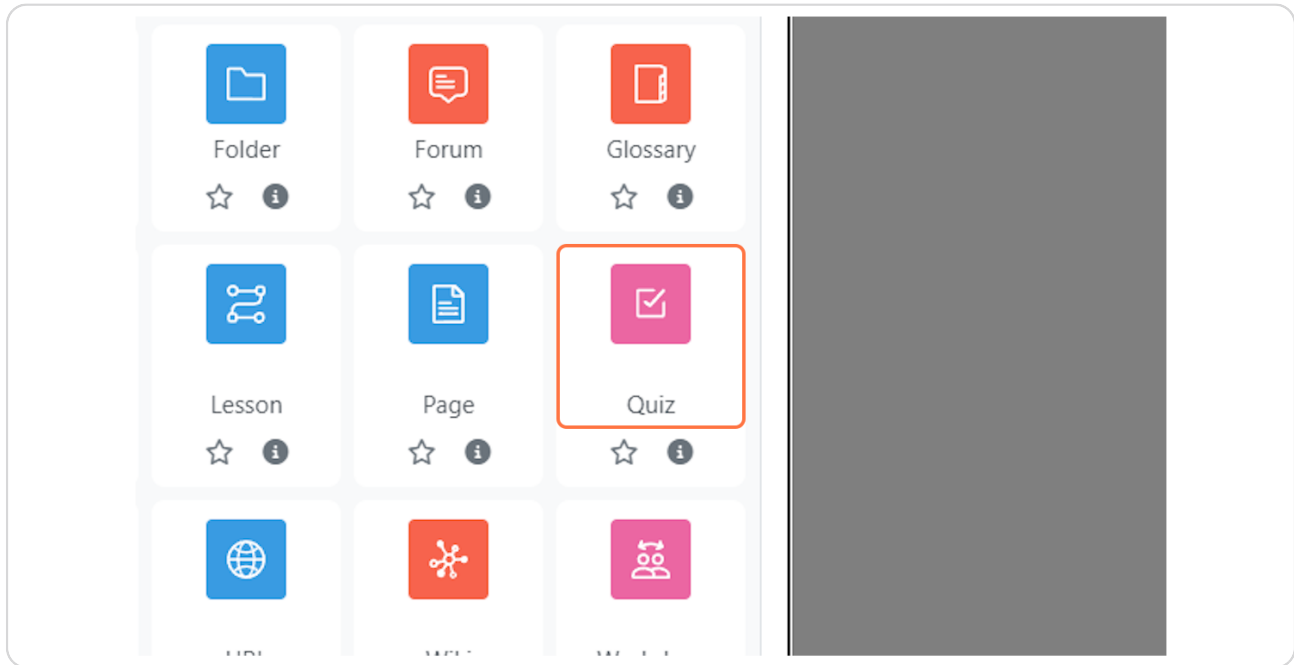
STEP 5

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



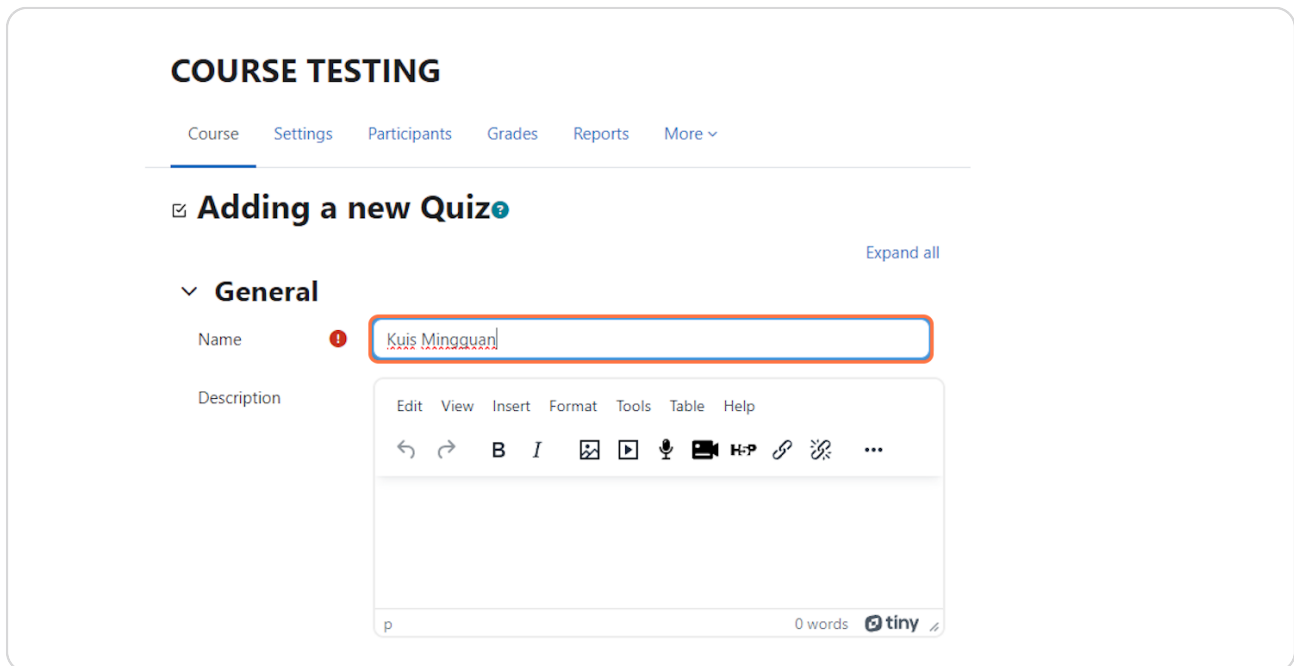
STEP 6

Dan klik Quiz,



STEP 7

Maka akan muncul tampilan seperti dibawah ini,



STEP 8

Silahkan mengisi form yang tersedia,

Adding a new Quiz

[Expand all](#)

General

Name !

Description

Edit View Insert Format Tools Table Help

← → **B** *I* ...

p 0 words

Display description on course page ?

> **Timing**

> **Grade**

STEP 9

Setelah form diisi makan klik Save and return to course,

Activity completion

> **Tags**

> **Competencies**

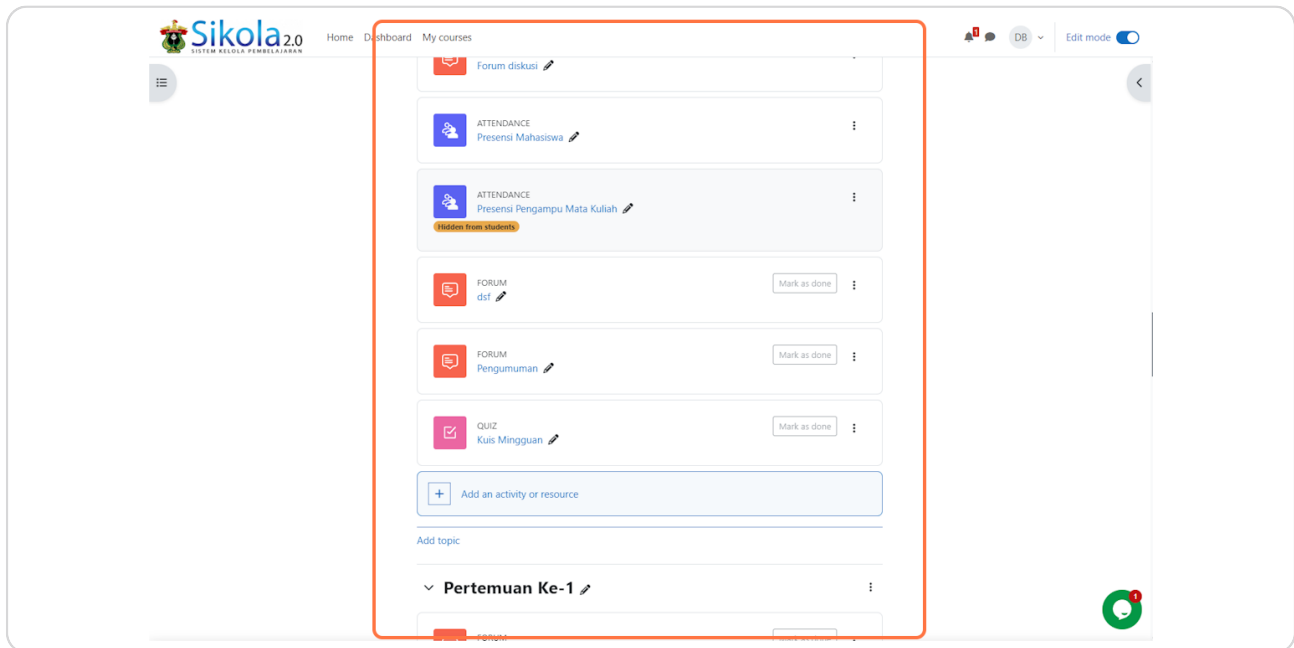
Send content change notification ?

! Required

[Help and documentation](#)

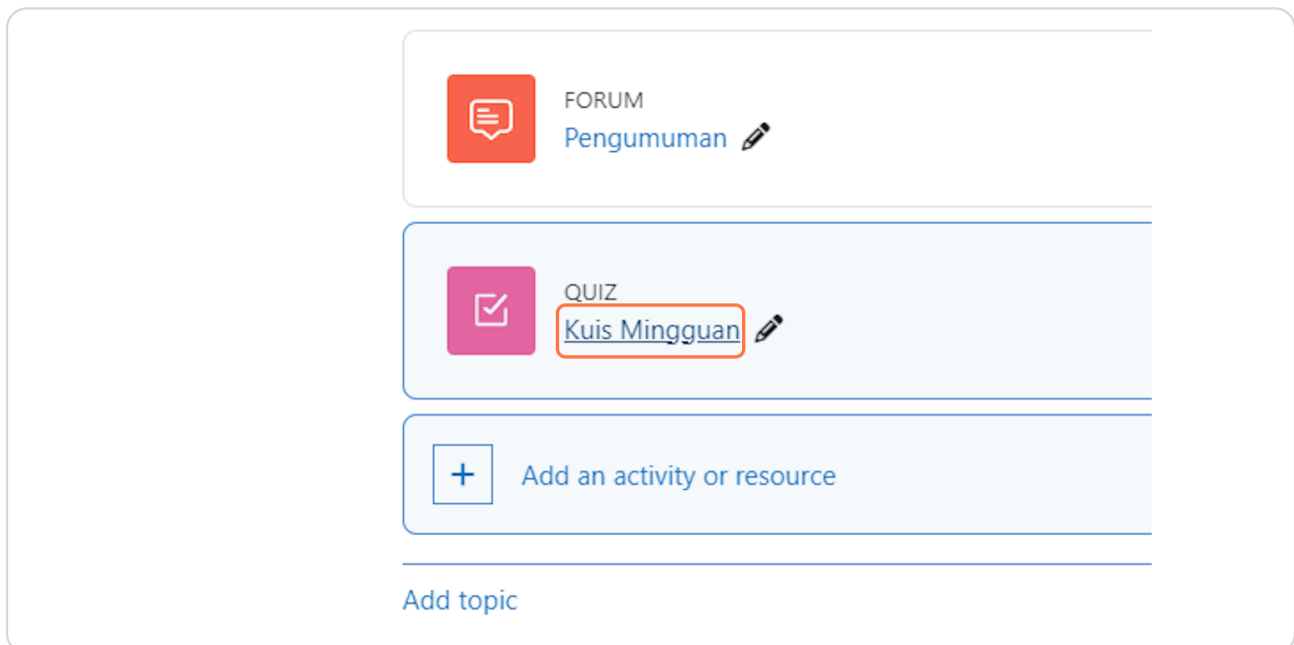
STEP 10

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



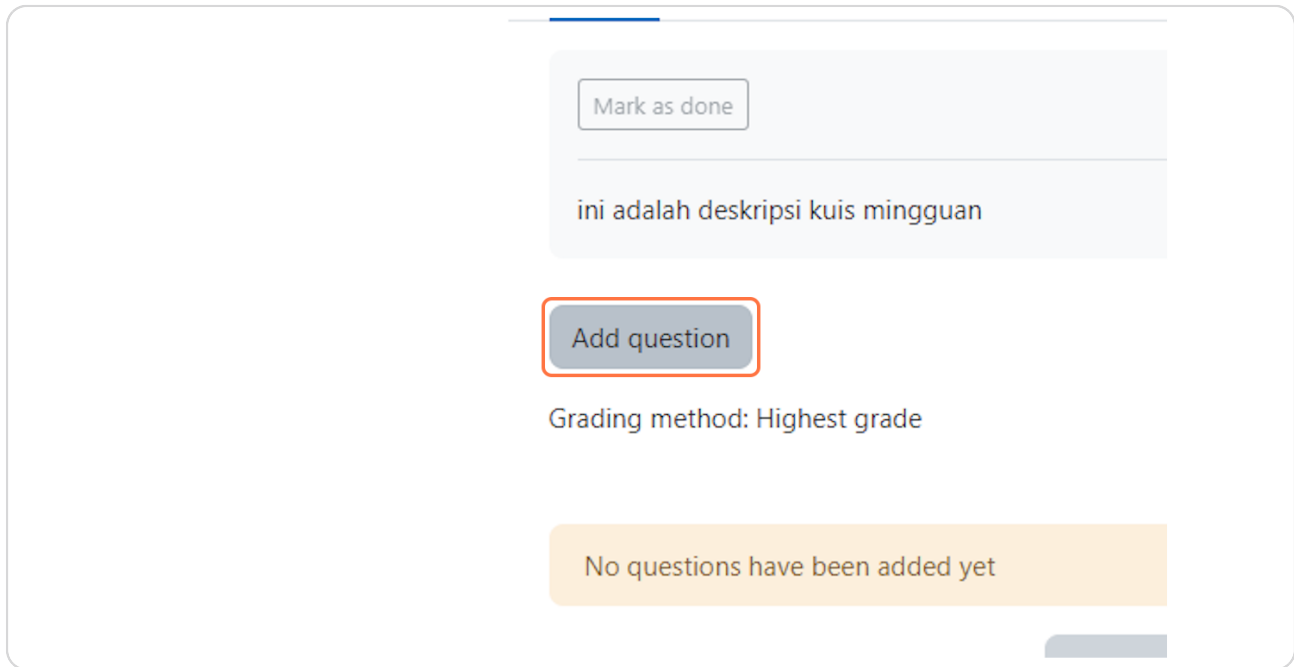
STEP 11

Klik nama Quiz tersebut,



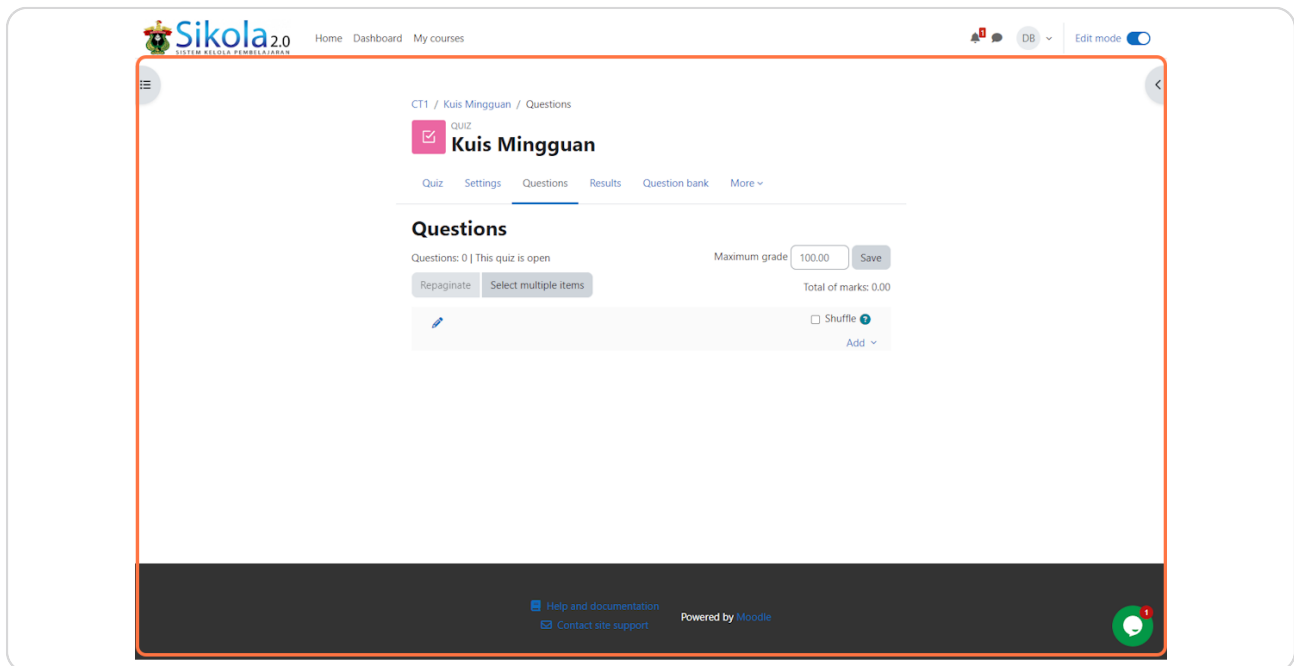
STEP 12

Klik Add question,



STEP 13

Maka akan muncul tampilan baru,





STEP 14

Klik tombol Add

Maximum grade

Total of marks: 0.00

Shuffle 

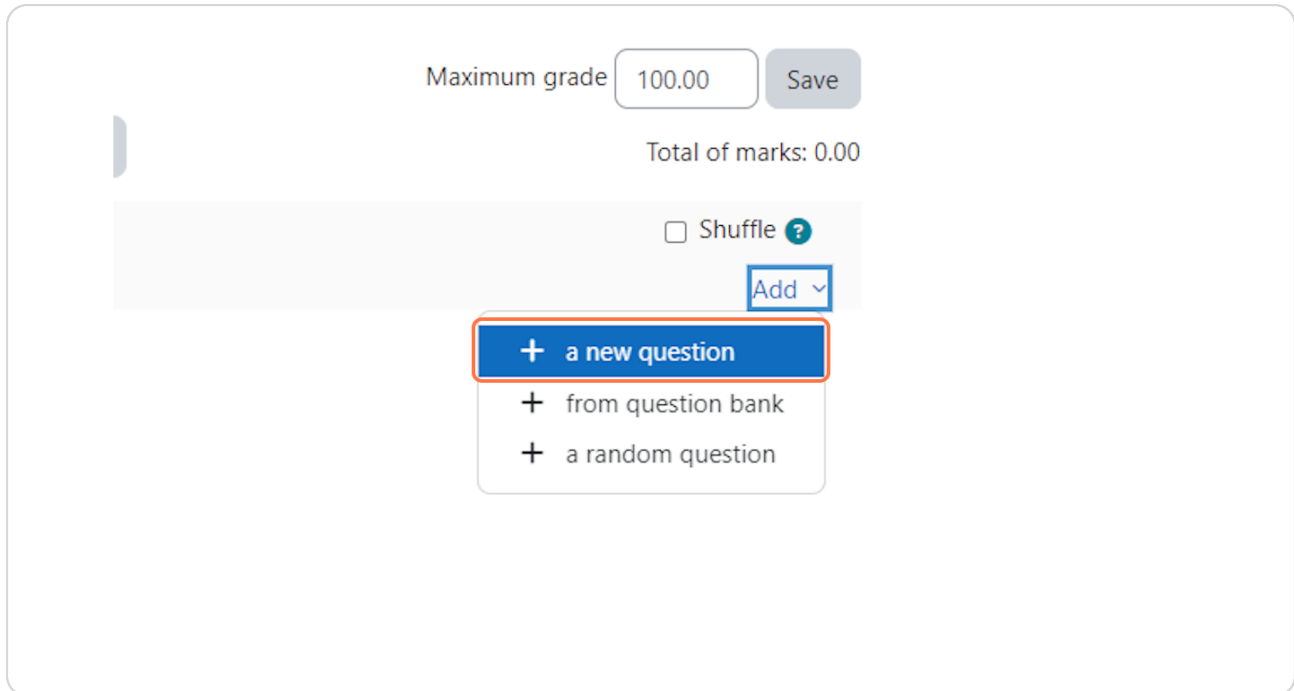


STEP 15

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,

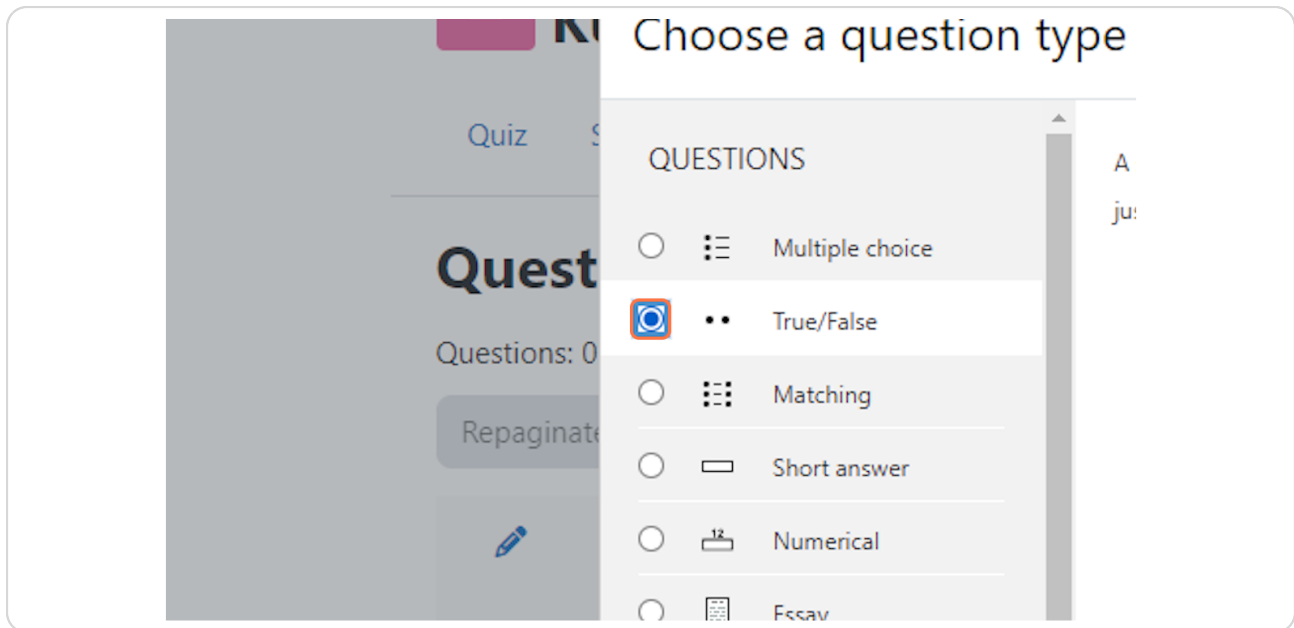


The screenshot shows a user interface for creating a question. At the top, there is a 'Maximum grade' input field with the value '100.00' and a 'Save' button. Below this, the text 'Total of marks: 0.00' is displayed. A 'Shuffle' checkbox is present with a help icon. The 'Add' dropdown menu is open, showing three options: '+ a new question' (highlighted with a red border), '+ from question bank', and '+ a random question'.

STEP 16

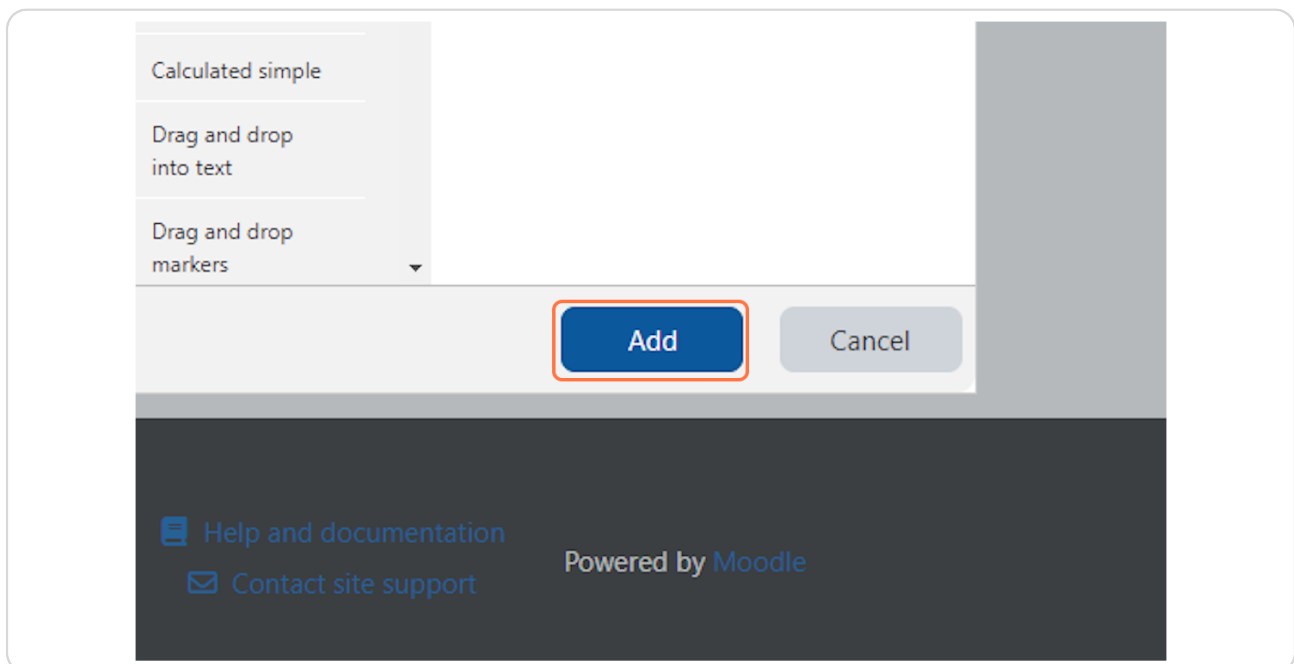
Maka tampilan akan muncul seperti dibawah ini,

Terdapat beberapa opsi pertanyaan, silahkan memilih tergantung pertanyaan yang anda ingin buat



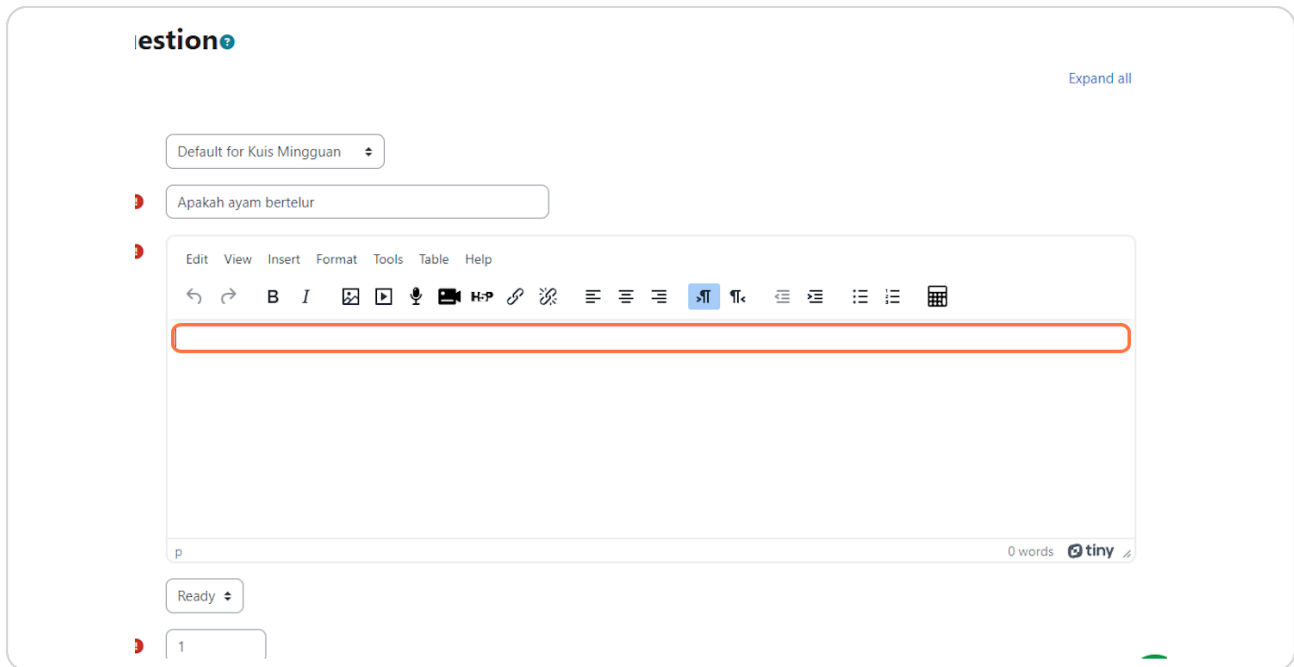
STEP 17

Klik tombol Add



STEP 18

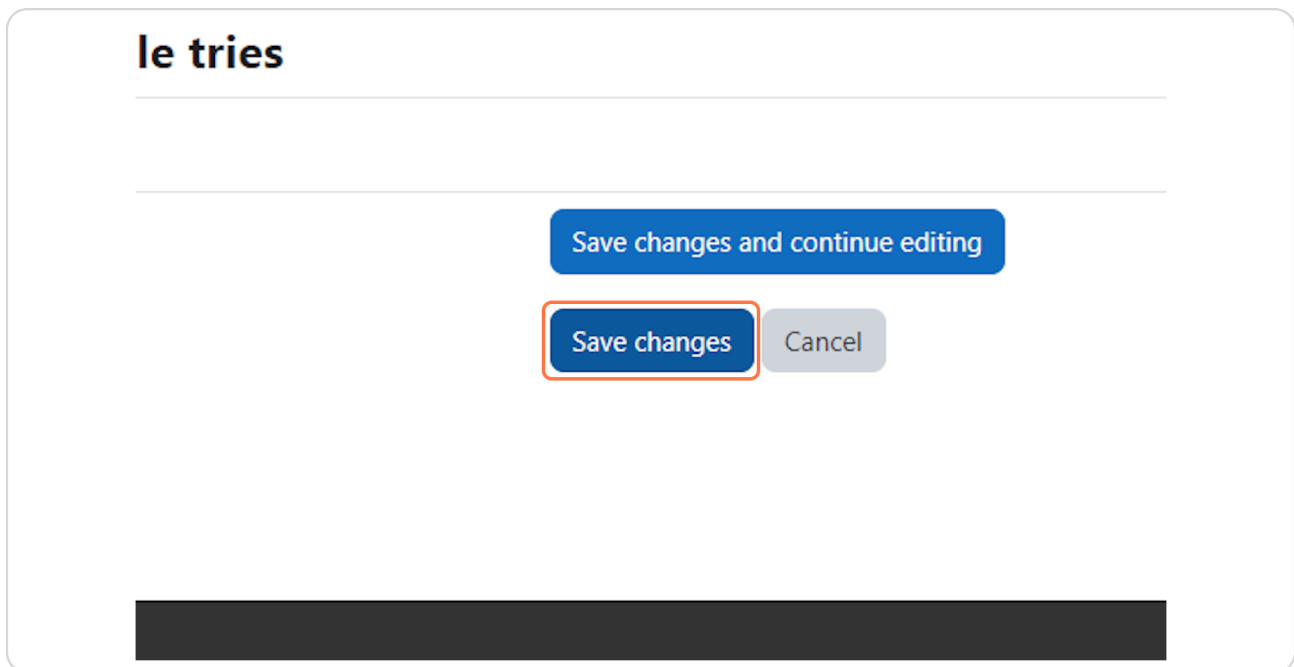
Kemudian silahkan mengisi form yang tersedia,



The screenshot shows a form editor interface. At the top left is the logo "estiono". In the top right corner, there is a link "Expand all". Below the logo, there is a dropdown menu with the text "Default for Kuis Mingguan". Below that is a text input field containing "Apakah ayam bertelur". Underneath the input field is a rich text editor with a menu bar containing "Edit", "View", "Insert", "Format", "Tools", "Table", and "Help". The menu bar includes icons for undo, redo, bold, italic, link, unlink, bulleted list, numbered list, indent, outdent, and table. The text area of the editor is empty and has a red border. At the bottom of the editor, it says "0 words" and "tiny". Below the editor is a dropdown menu with "Ready". At the bottom left, there is a small input field with the number "1".

STEP 19

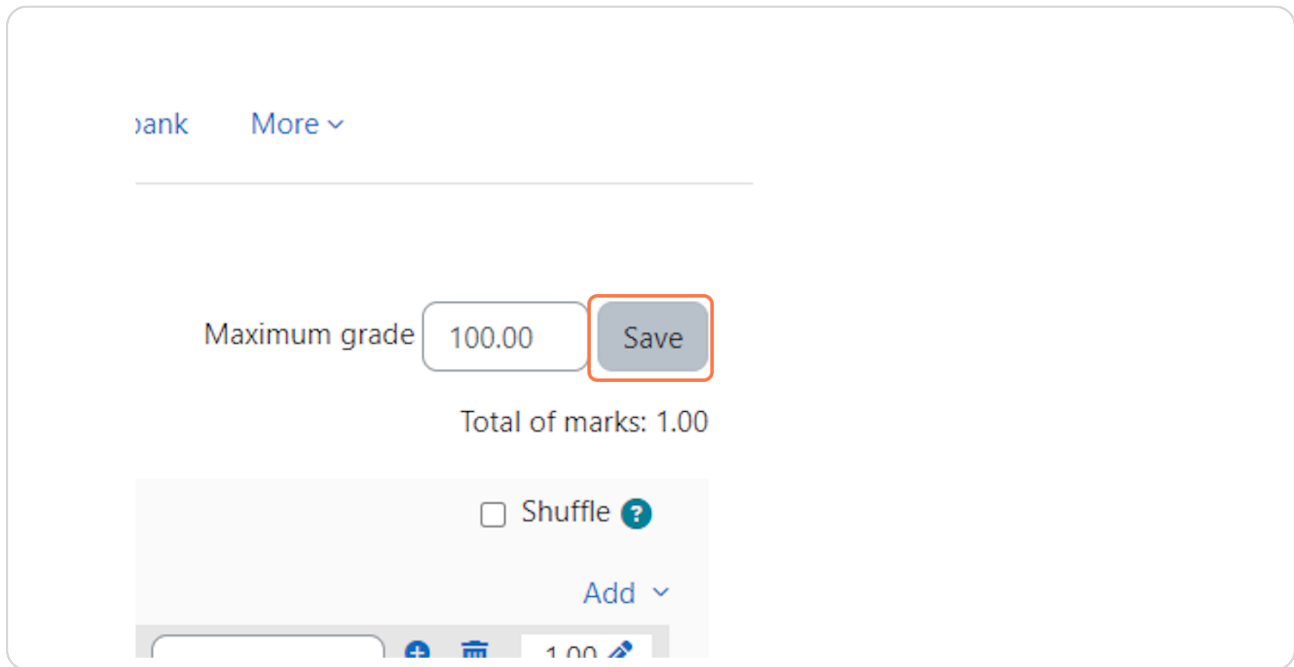
Jika form telah diisi maka klik Save changes,



The screenshot shows a form editor interface. At the top left is the logo "le tries". Below the logo, there are two horizontal lines representing text input fields. Below the input fields, there are three buttons: "Save changes and continue editing", "Save changes", and "Cancel". The "Save changes" button is highlighted with a red border. At the bottom of the editor, there is a black rectangular bar.

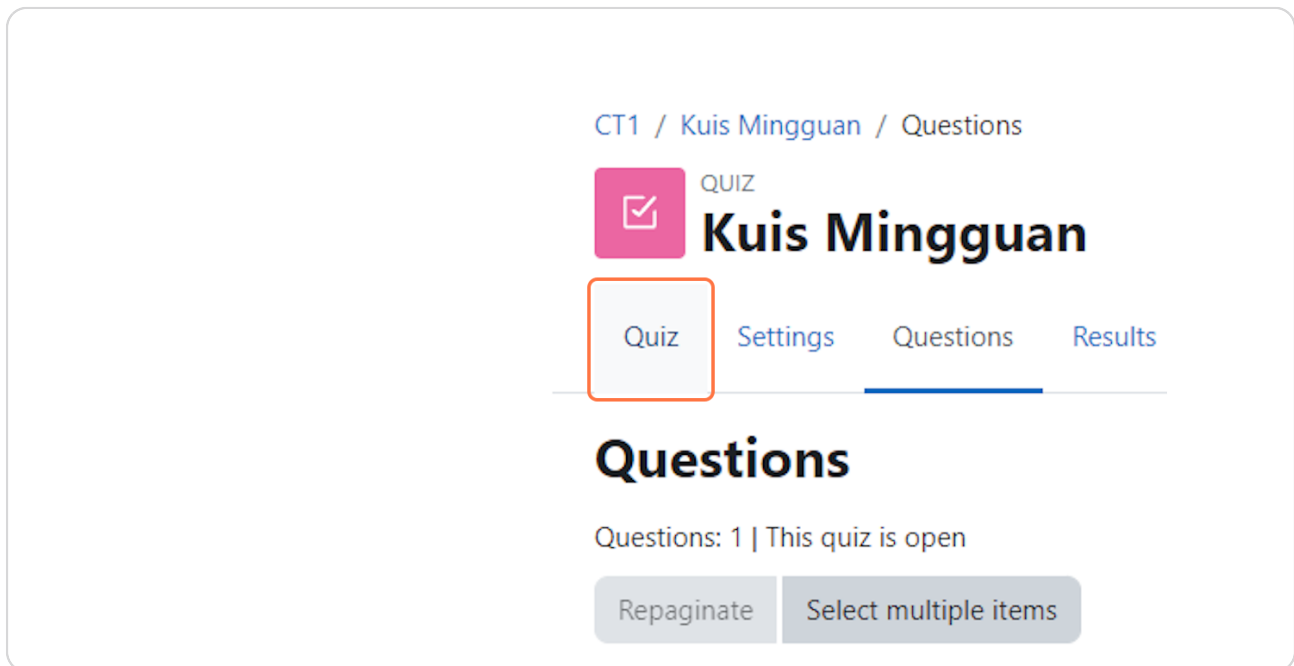
STEP 20

Jika kuis telah dibuat semua, klik Save untuk menyimpannya,



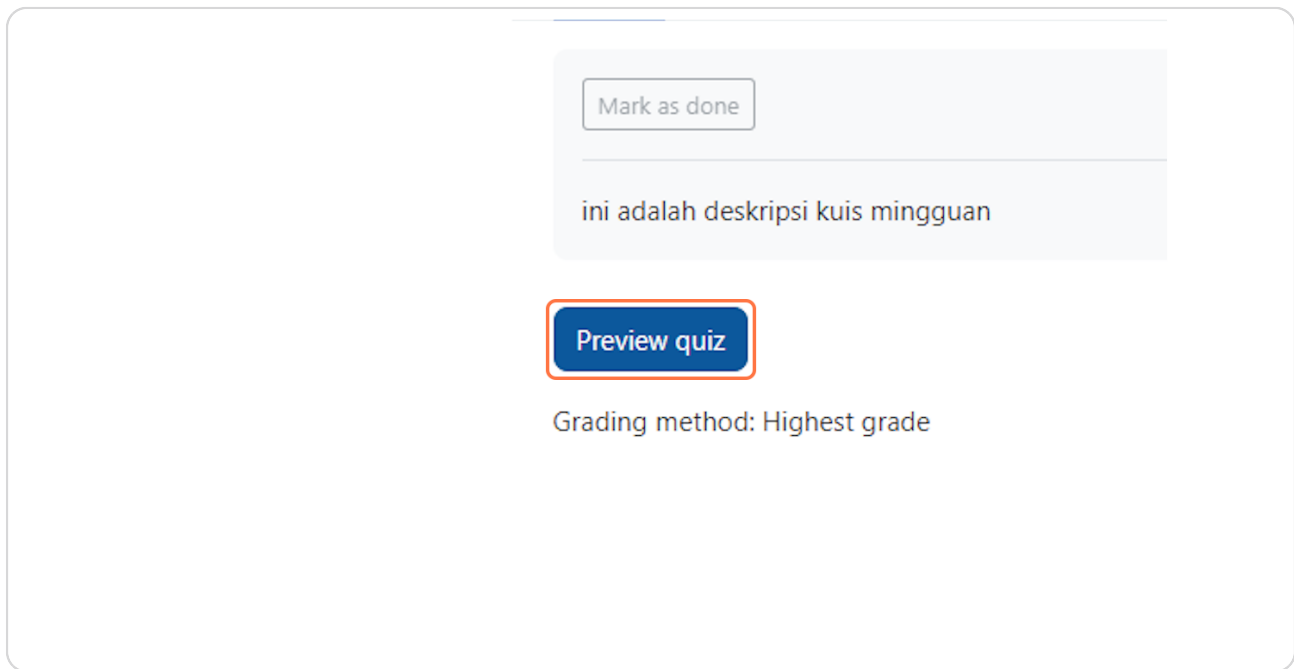
STEP 21

Untuk melihat pratinjau kuis yang berhasil dibuat, silahkan klik Quiz



STEP 22

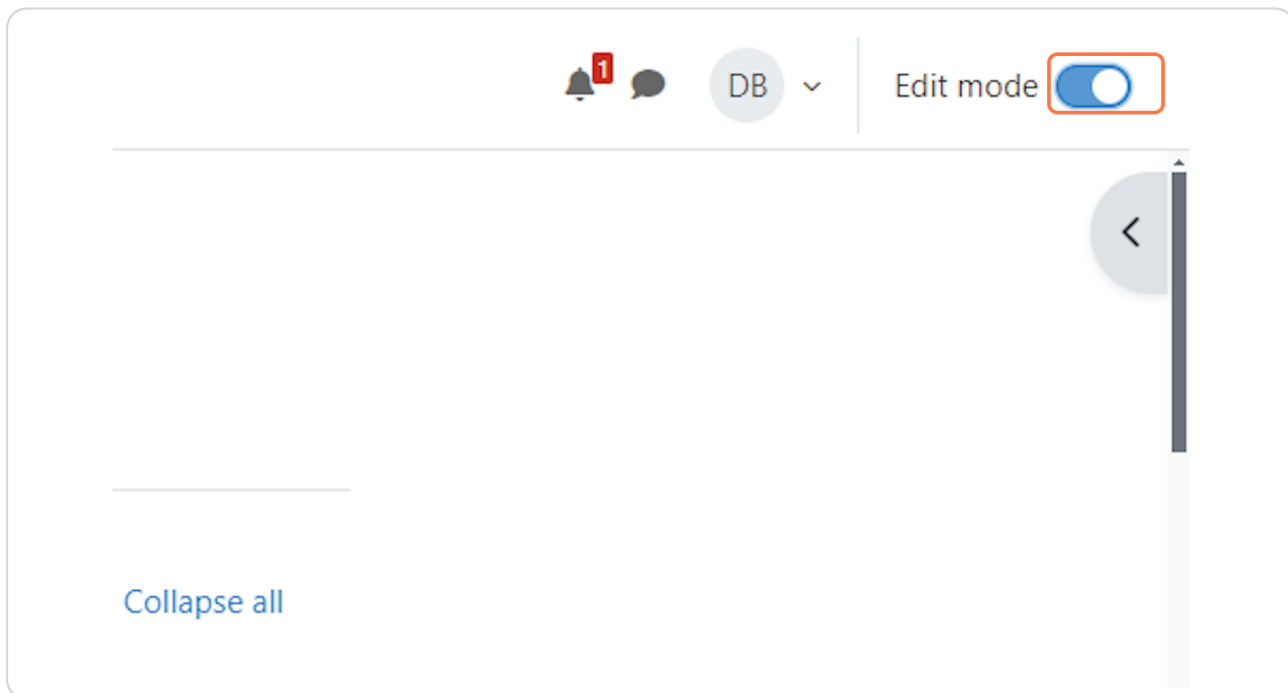
Kemudian klik Preview quiz



7. Pembuatan Tugas

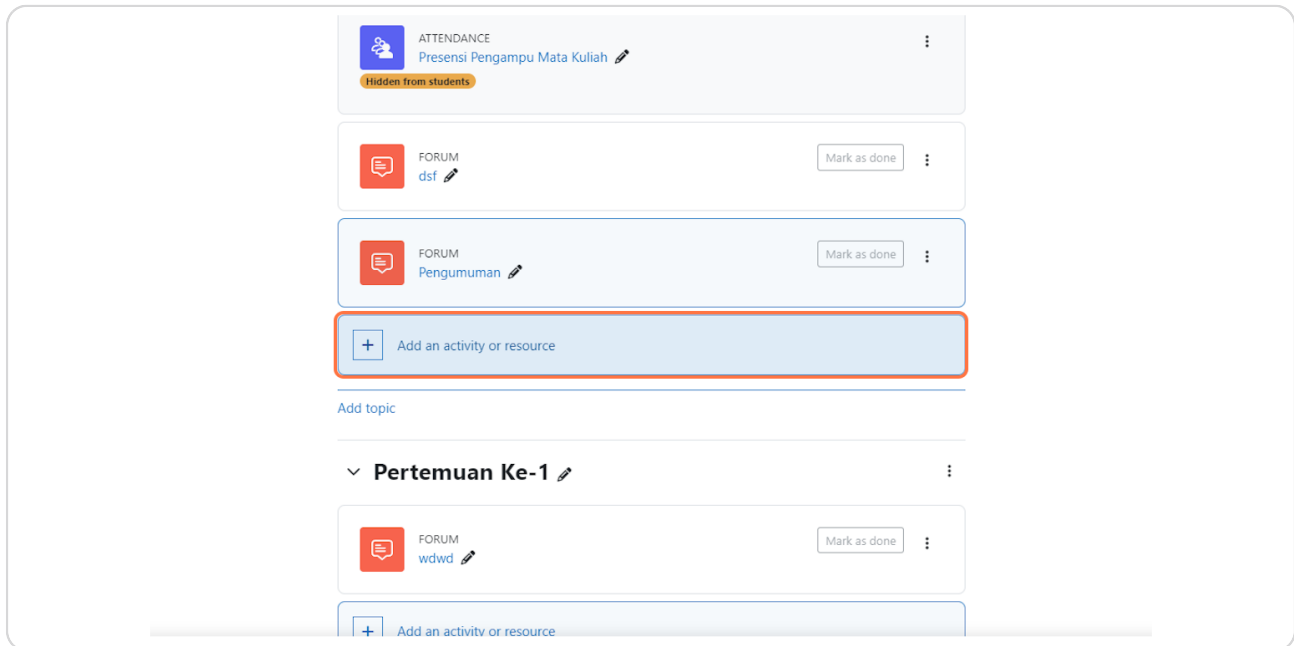
STEP 1

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



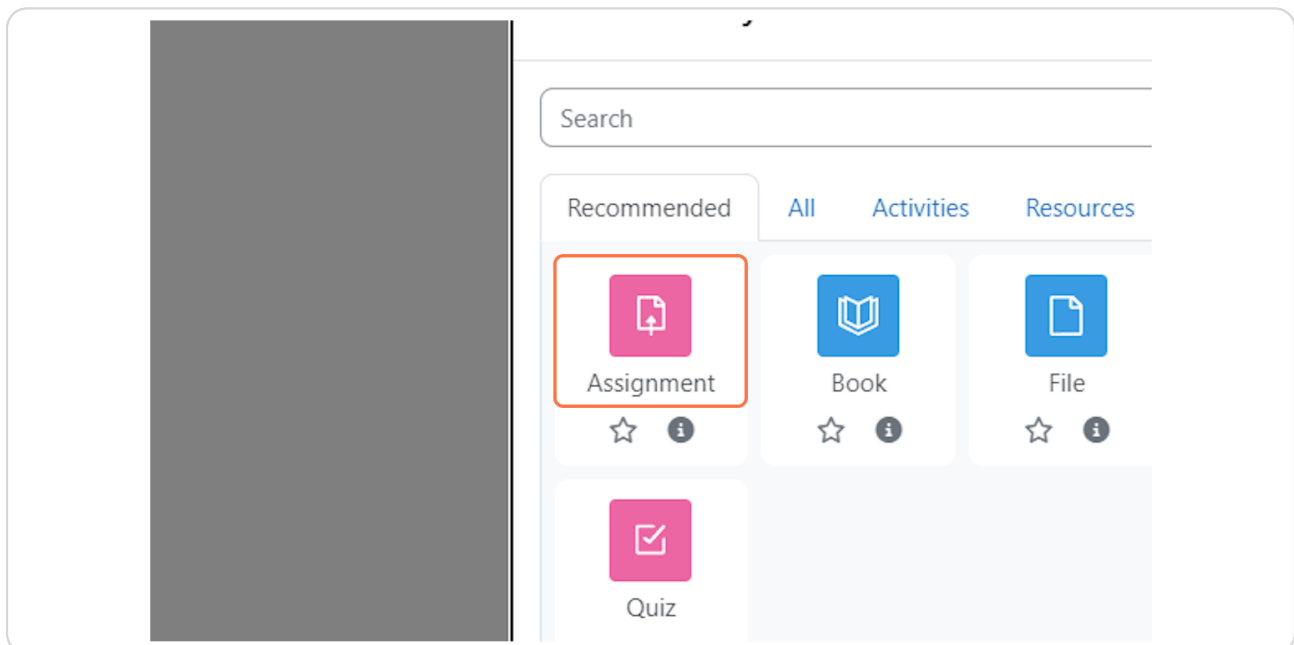
STEP 2

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



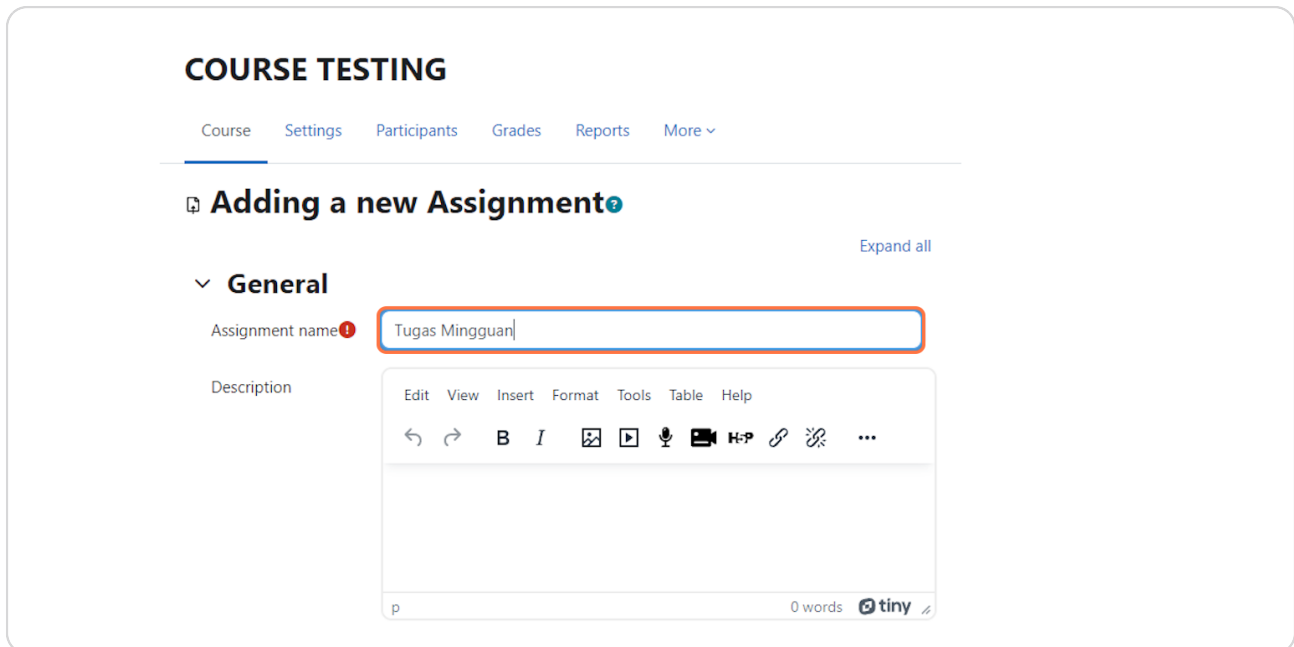
STEP 3

Setelah itu pop up akan muncul dan silahkan memilih Assignment,



STEP 4

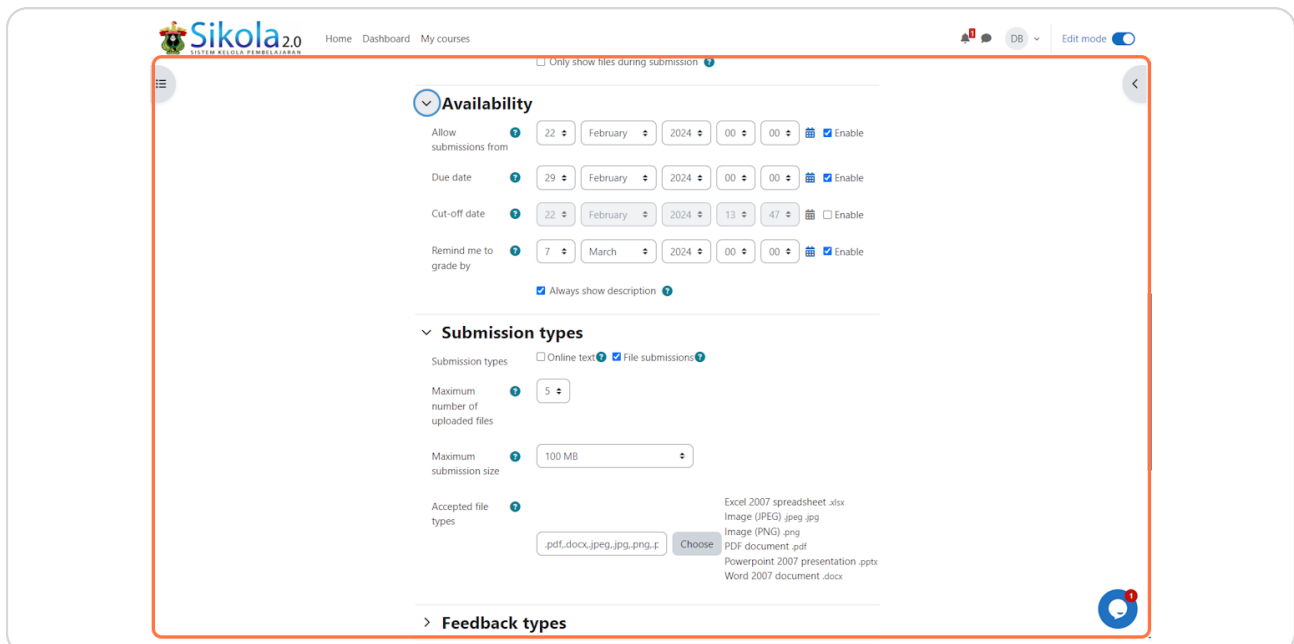
Maka akan muncul tampilan baru, silahkan mengisi form yang tersedia,



The screenshot shows the 'COURSE TESTING' interface. At the top, there are navigation tabs: 'Course', 'Settings', 'Participants', 'Grades', 'Reports', and 'More'. Below this is the main heading 'Adding a new Assignment' with an 'Expand all' link. Under the 'General' section, the 'Assignment name' field is highlighted with a red border and contains the text 'Tugas Mingguan'. Below it is a 'Description' field with a rich text editor toolbar (Edit, View, Insert, Format, Tools, Table, Help) and a text area. The toolbar includes icons for undo, redo, bold, italic, link, unlink, image, video, audio, H-P, and a menu icon. The text area is currently empty, and the bottom right corner shows '0 words' and the 'tiny' logo.

STEP 5

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



The screenshot shows the 'Availability' and 'Submission types' settings in the course testing interface. The 'Availability' section is expanded and contains the following options:

- Allow submissions from: 22 February 2024 00:00 (Enable)
- Due date: 29 February 2024 00:00 (Enable)
- Cut-off date: 22 February 2024 13:47 (Enable)
- Remind me to grade by: 7 March 2024 00:00 (Enable)
- Always show description

The 'Submission types' section is also expanded and contains the following options:

- Submission types: Online text, File submissions
- Maximum number of uploaded files: 5
- Maximum submission size: 100 MB
- Accepted file types: .pdf, .docx, .jpeg, .jpg, .png, .tiff (Choose)

The 'Accepted file types' list includes: Excel 2007 spreadsheet .xlsx, Image (JPEG) .jpeg, .jpg, Image (PNG) .png, PDF document .pdf, Powerpoint 2007 presentation .pptx, Word 2007 document .docx.

At the bottom, there is a 'Feedback types' section with a right-pointing arrow. The top right corner of the interface shows 'Home Dashboard My courses', 'DB', and 'Edit mode' toggle.

STEP 6

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

Activity completion

> Tags

> Competencies

Send content change notification ?

Save and return to course Save and display Cancel

Required

Help and documentation

STEP 7

Dan tugas tersebut akan muncul seperti gambar dibawah ini,

Sikola 2.0

Home Dashboard My courses

FORUM dsf Mark as done

FORUM Pengumuman Mark as done

QUIZ Kuis Mingguan Mark as done

ASSIGNMENT Tugas Mingguan Mark as done

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

+ Add an activity or resource

Add topic

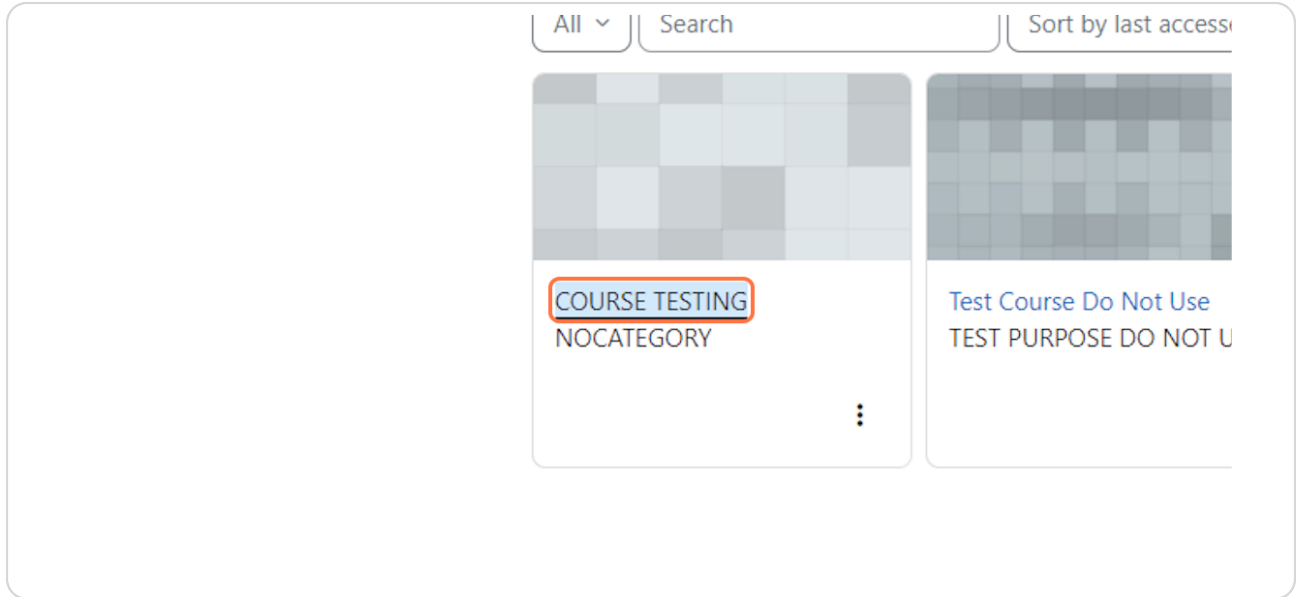
Pertemuan Ke-1

FORUM Mark as done

8. Penambahan Materi Kuliah

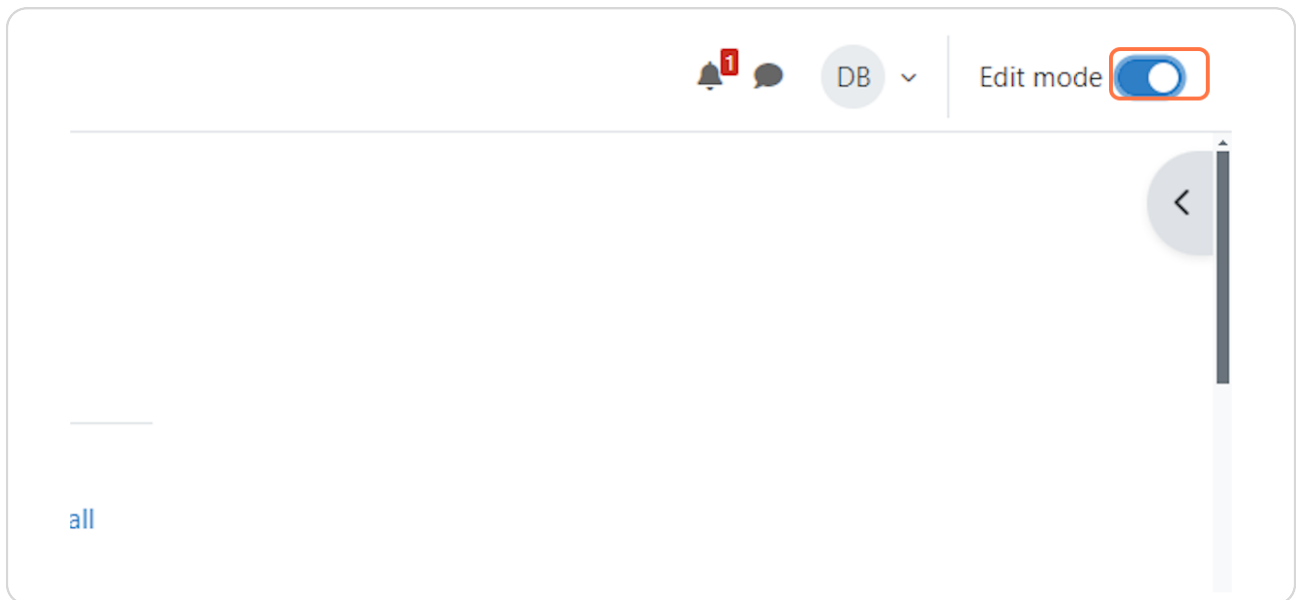
STEP 1

Silahkan masuk ke dalam course,



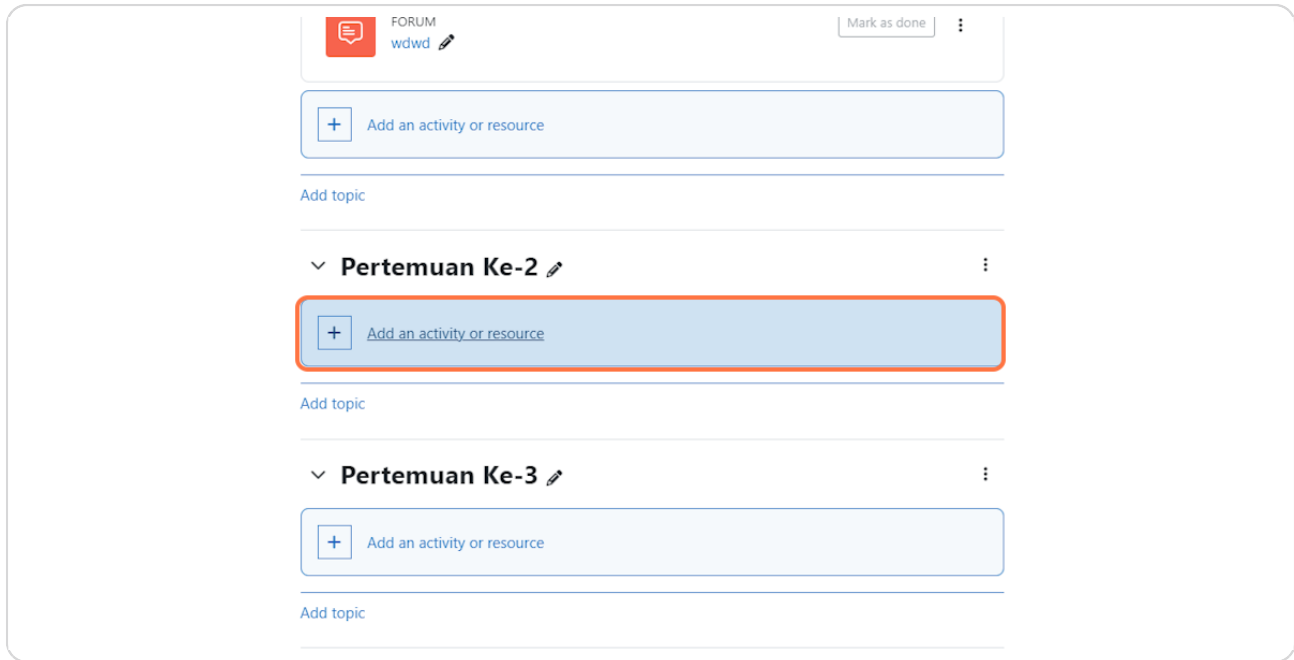
STEP 2

Silahkan aktifkan Edit Mode (jika mati),



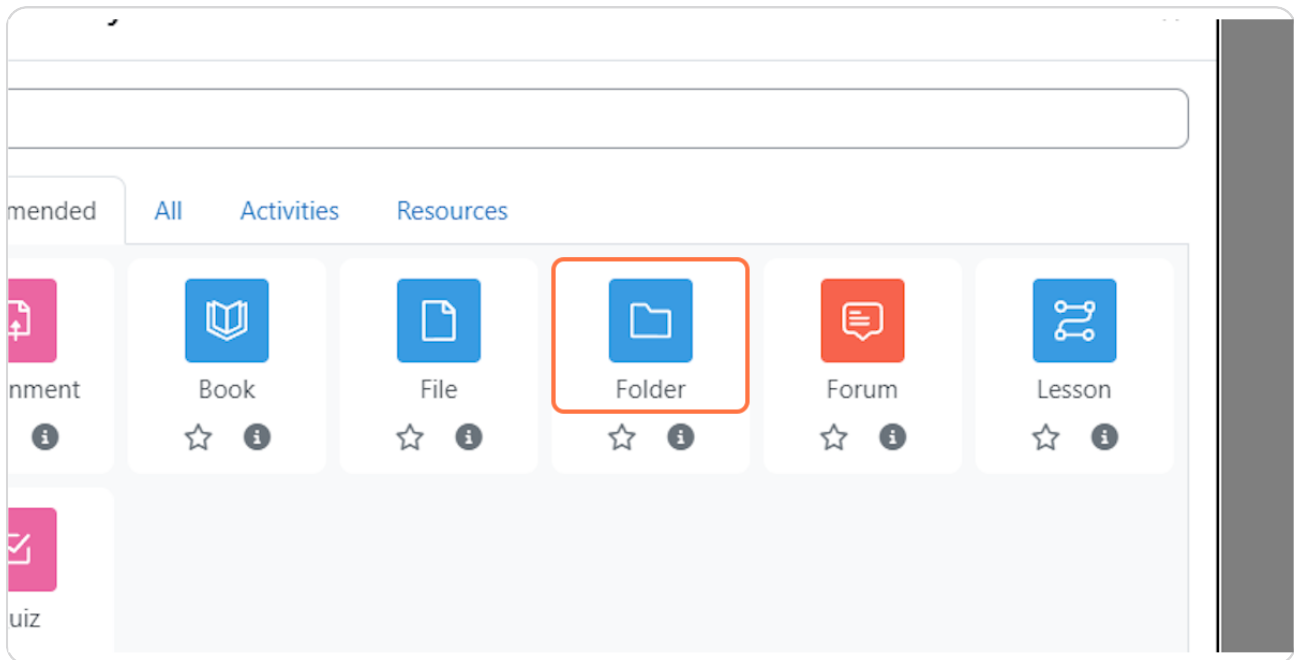
STEP 3

Silahkan memilih pertemuan keberapa untuk menambahkan materi,



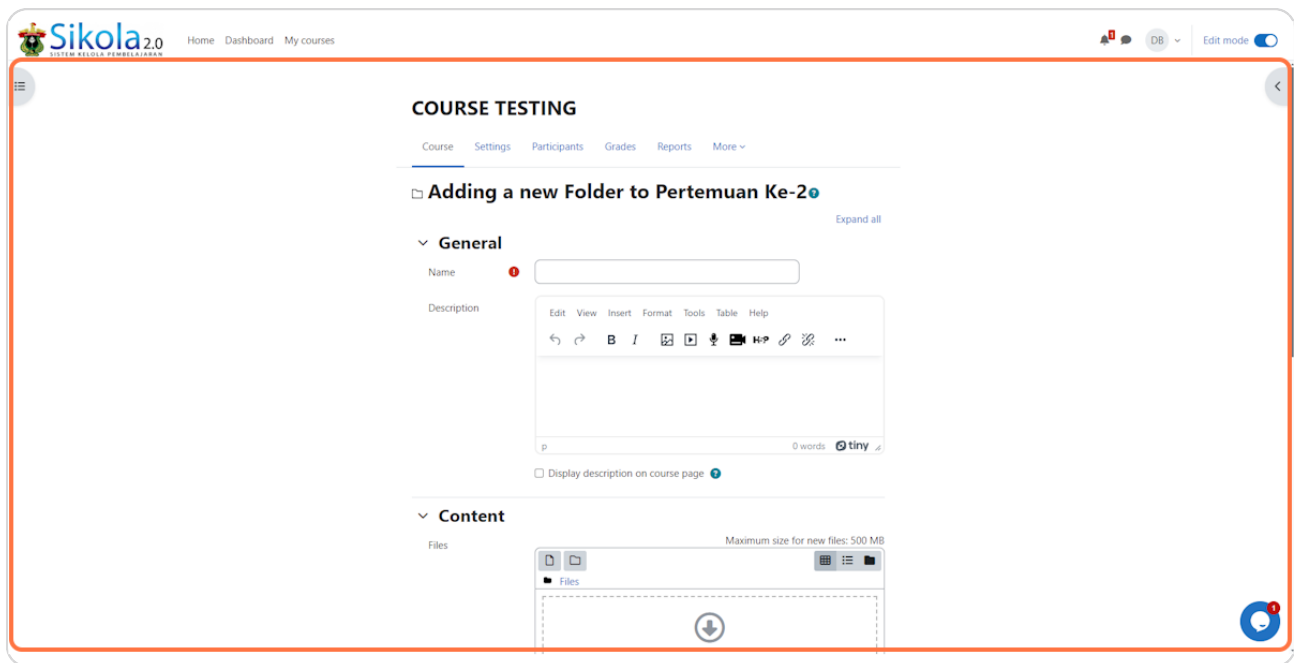
STEP 4

Setelah pop up muncul, silahkan pilih Folder,



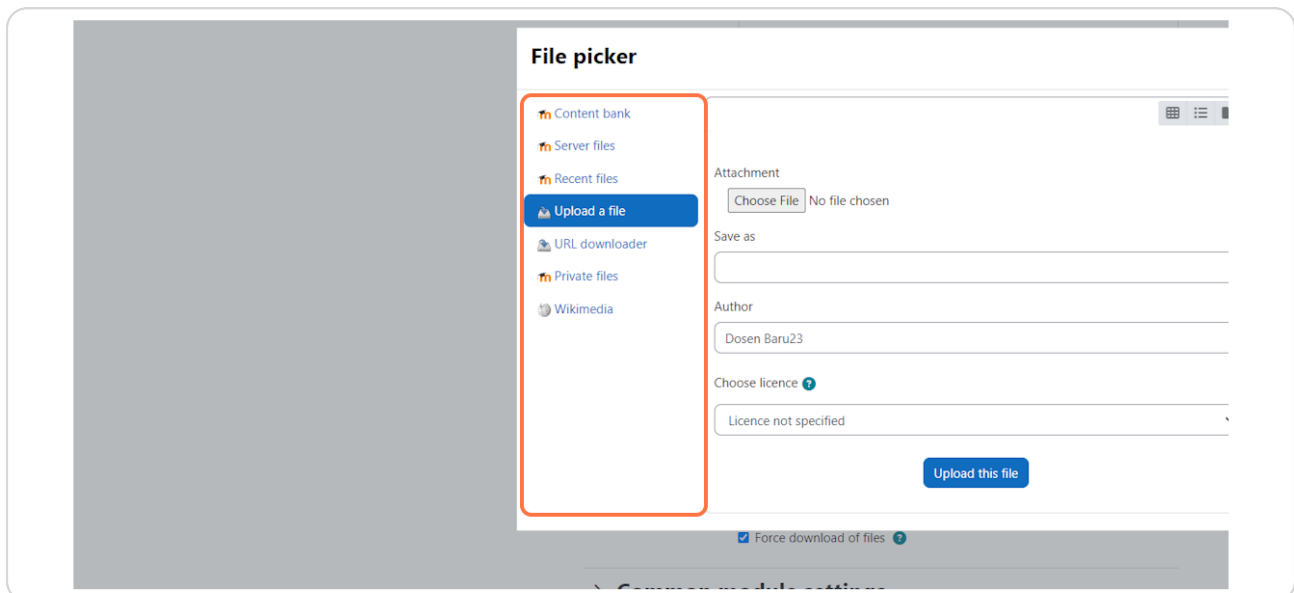
STEP 5

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,



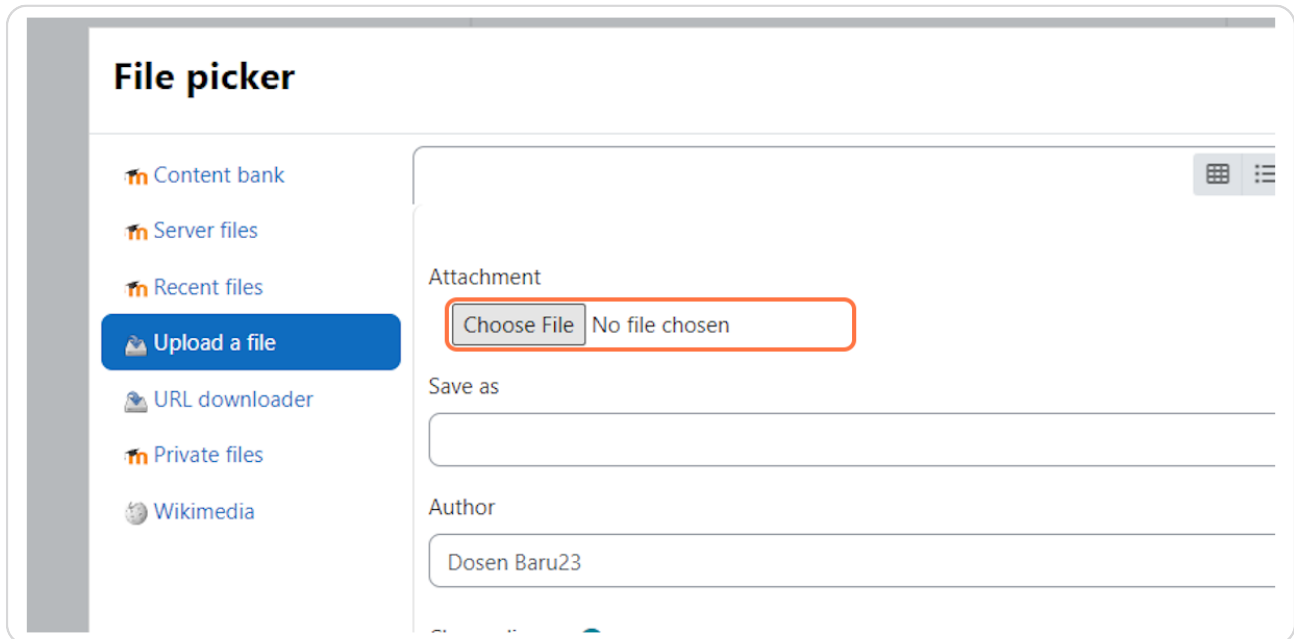
STEP 6

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,



STEP 7

Klik Choose File untuk upload File



File picker

- Content bank
- Server files
- Recent files
- Upload a file**
- URL downloader
- Private files
- Wikimedia

Attachment

Choose File No file chosen

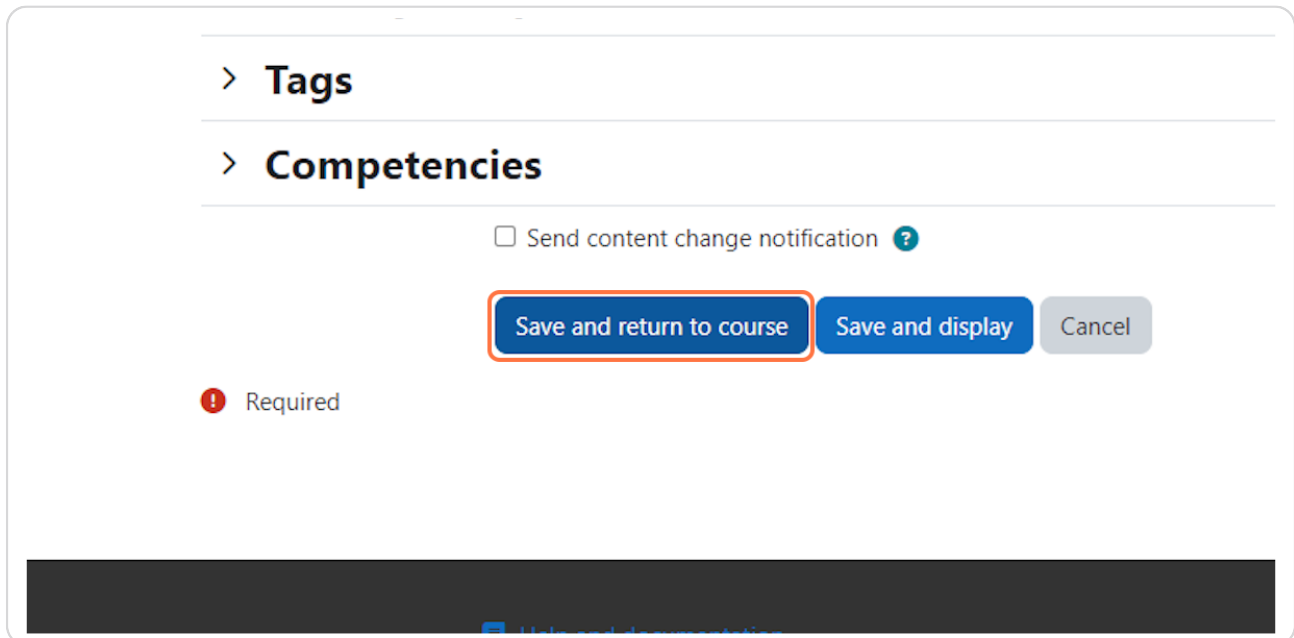
Save as

Author

Dosen Baru23

STEP 8

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



> **Tags**

> **Competencies**

Send content change notification ?

Save and return to course Save and display Cancel

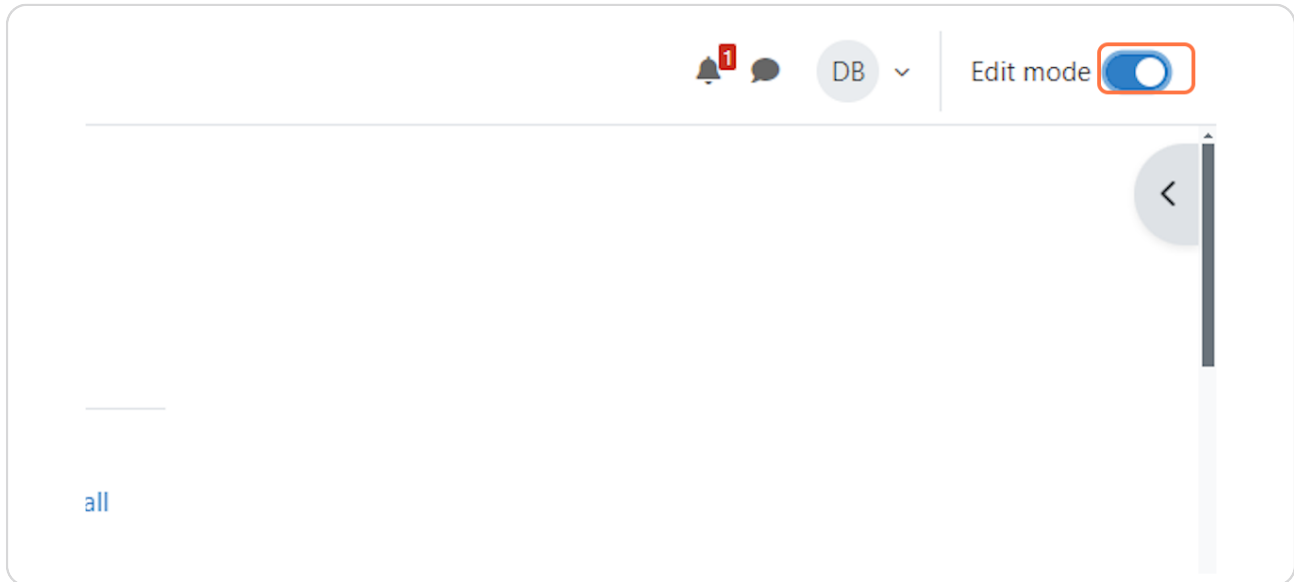
Required

[Help and documentation](#)

9. Cara Membuat Lesson

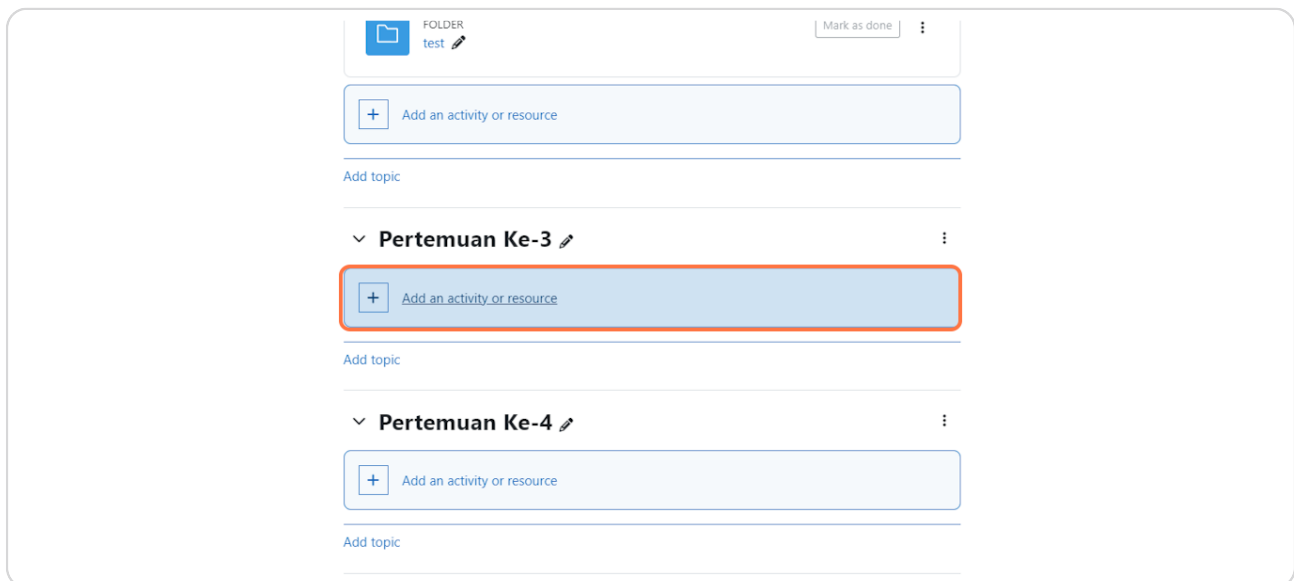
STEP 1

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



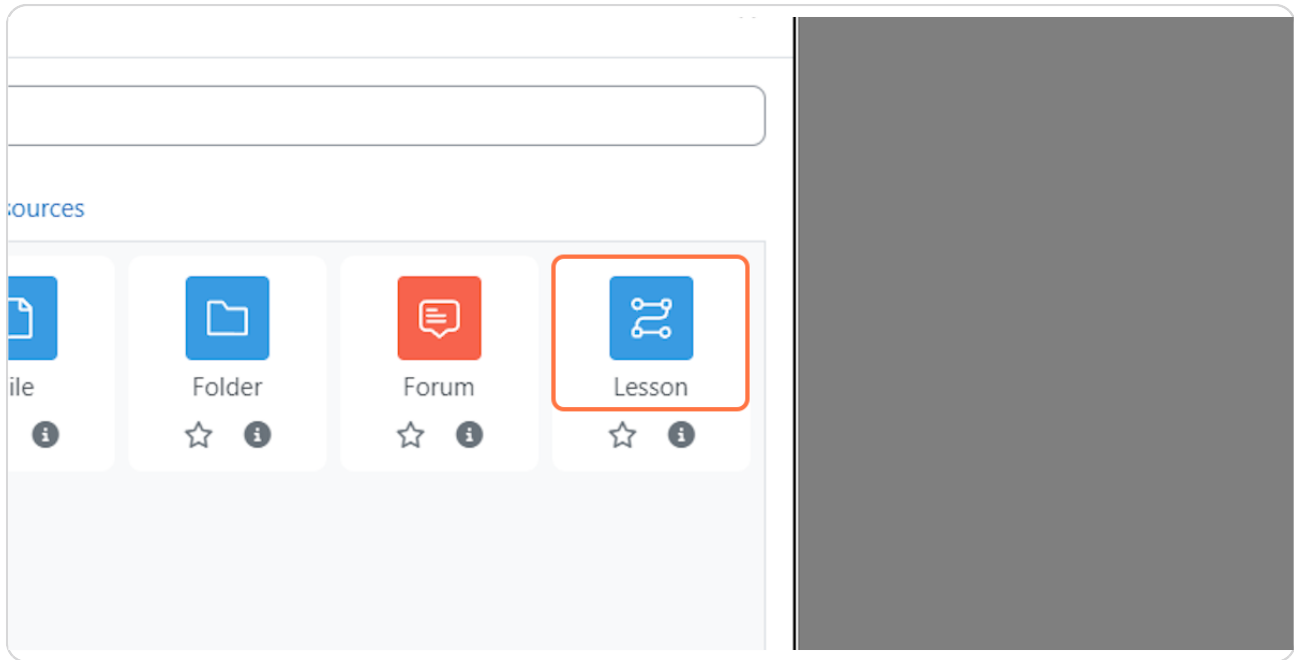
STEP 2

Kemudian silahkan memilih pertemuan keberapa yang ingin ditambahkan aktivitas lesson



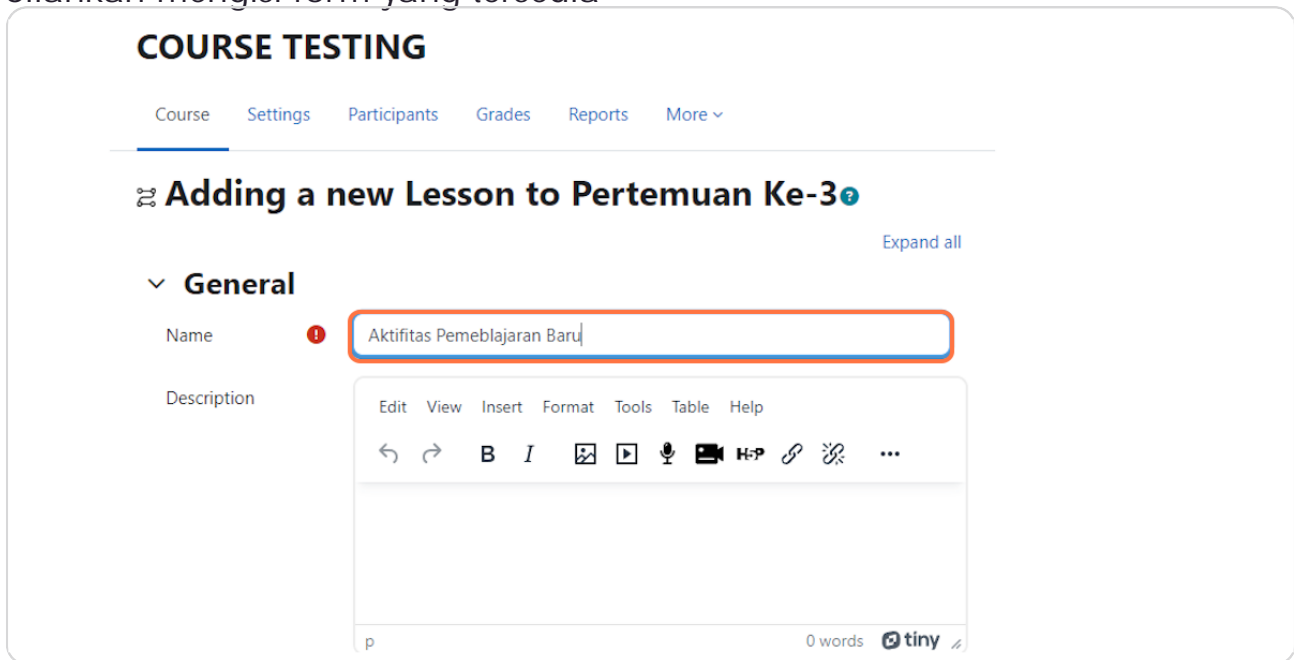
STEP 3

Setelah pop up muncul, silahkan memilih Lesson



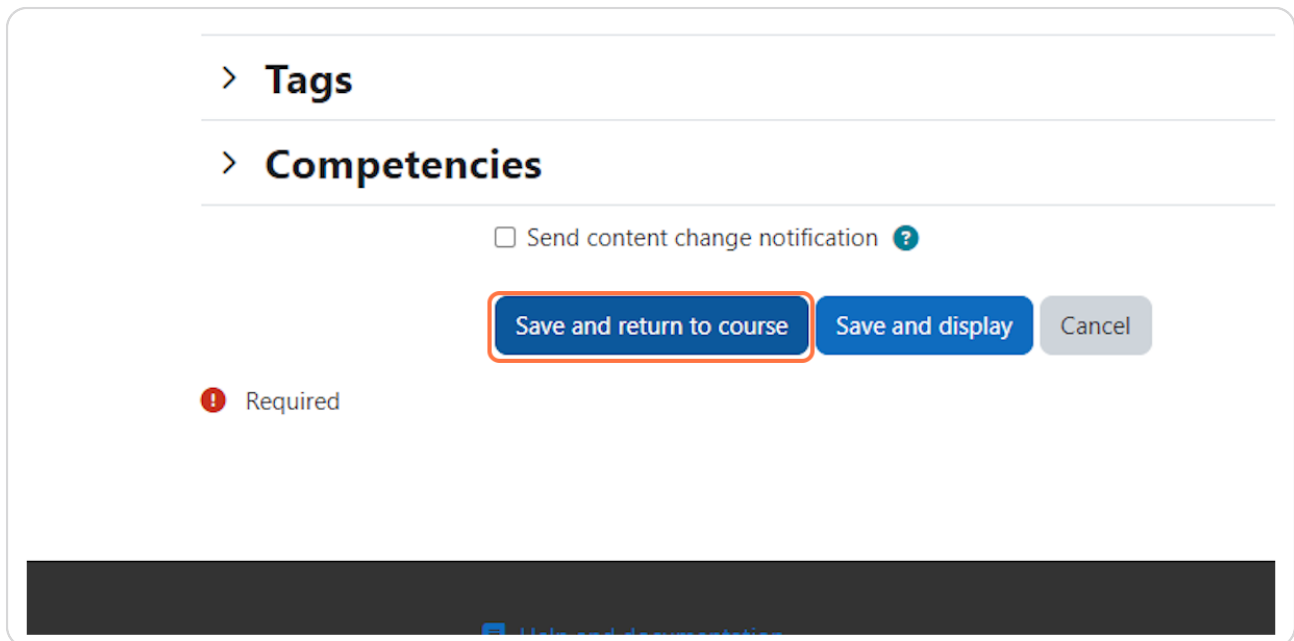
STEP 4

Silahkan mengisi form yang tersedia



STEP 5

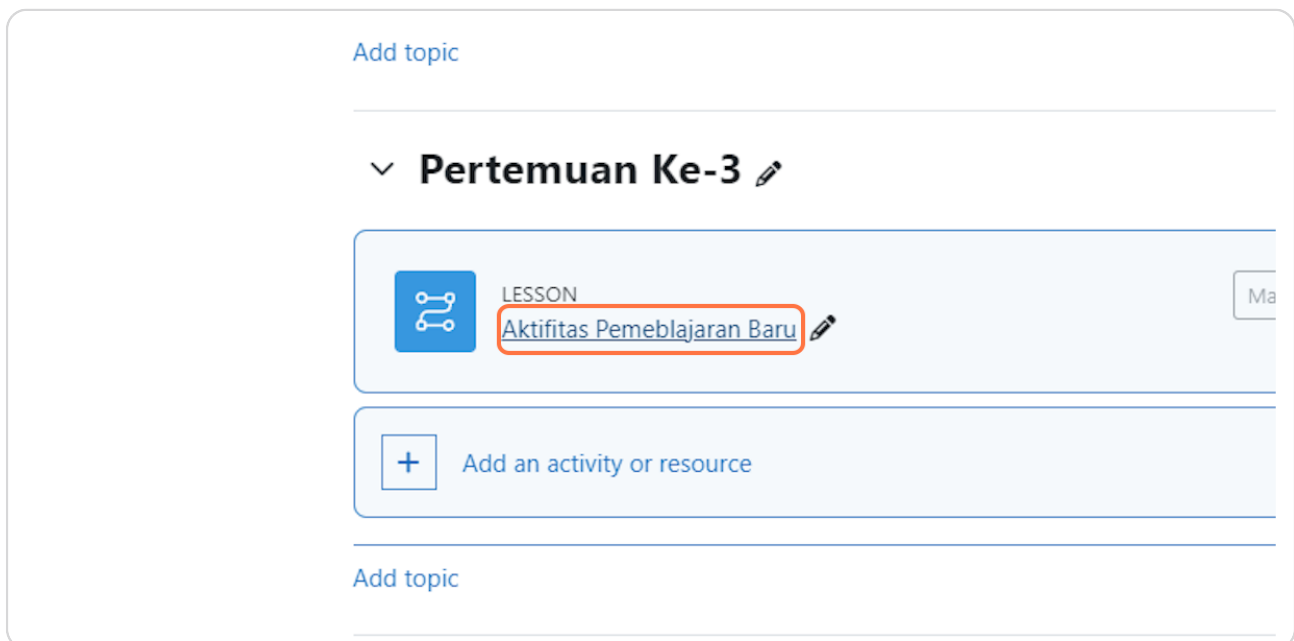
Setelah selesai mengisi form, silahkan klik tombol "Save and return to course" untuk menyelesaikan pembuatan Lesson



The screenshot shows a form with two expandable sections: "> Tags" and "> Competencies". Below these 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 red exclamation mark icon with the text "Required" is visible on the left side. At the very bottom, there is a dark bar with a small blue icon and the text "Help and documentation".

STEP 6


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



The screenshot shows a course page with a section titled "Add topic". Below this is a dropdown menu for "Pertemuan Ke-3" with a pencil icon. Underneath, there is a lesson card with a blue icon of two connected nodes, the word "LESSON", and the title "Aktifitas Pembelajaran Baru" with a pencil icon. To the right of the title is a small "Ma" button. Below the lesson card is a button with a plus sign and the text "Add an activity or resource". At the bottom, there is another "Add topic" link.

STEP 7

Dalam membuat Lesson, ada beberapa opsi yang sesuai kebutuhan anda



LESSON

Aktifitas Pembelajaran Baru

Lesson Settings Reports More ▾

Back Collapsed ▾

Editing lesson

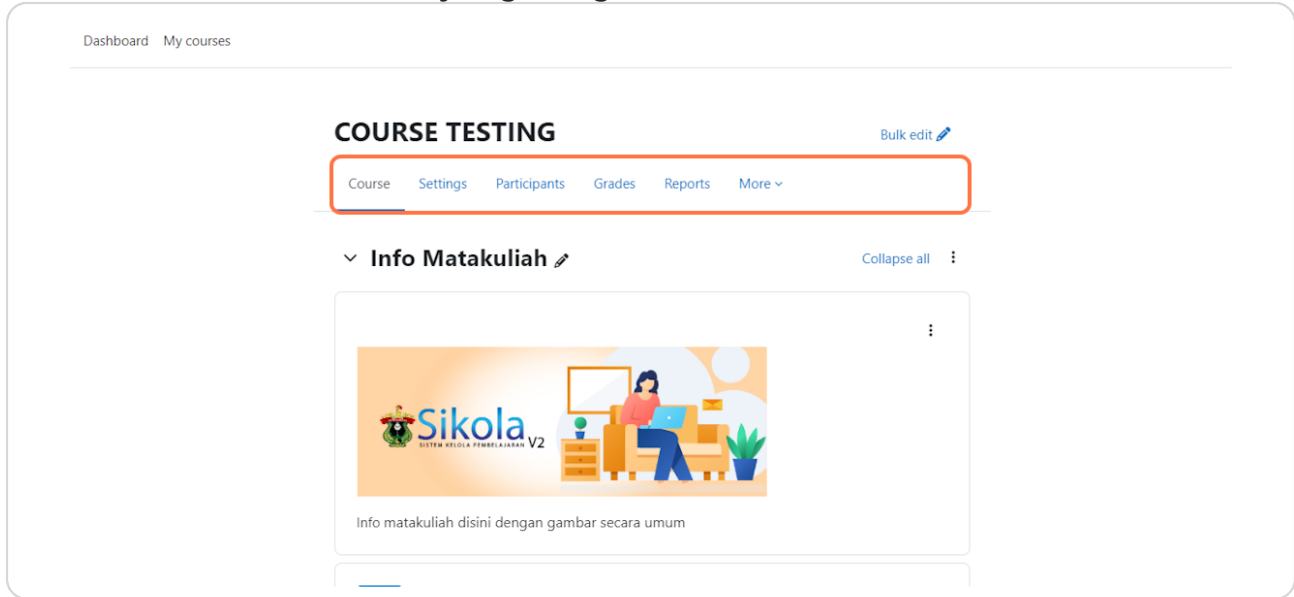
What would you like to do first?

- [Import questions](#)
- [Add a content page](#)
- [Add a cluster](#)
- [Add a question page](#)

10. Mengatur Key Enrolment Group Mata Kuliah

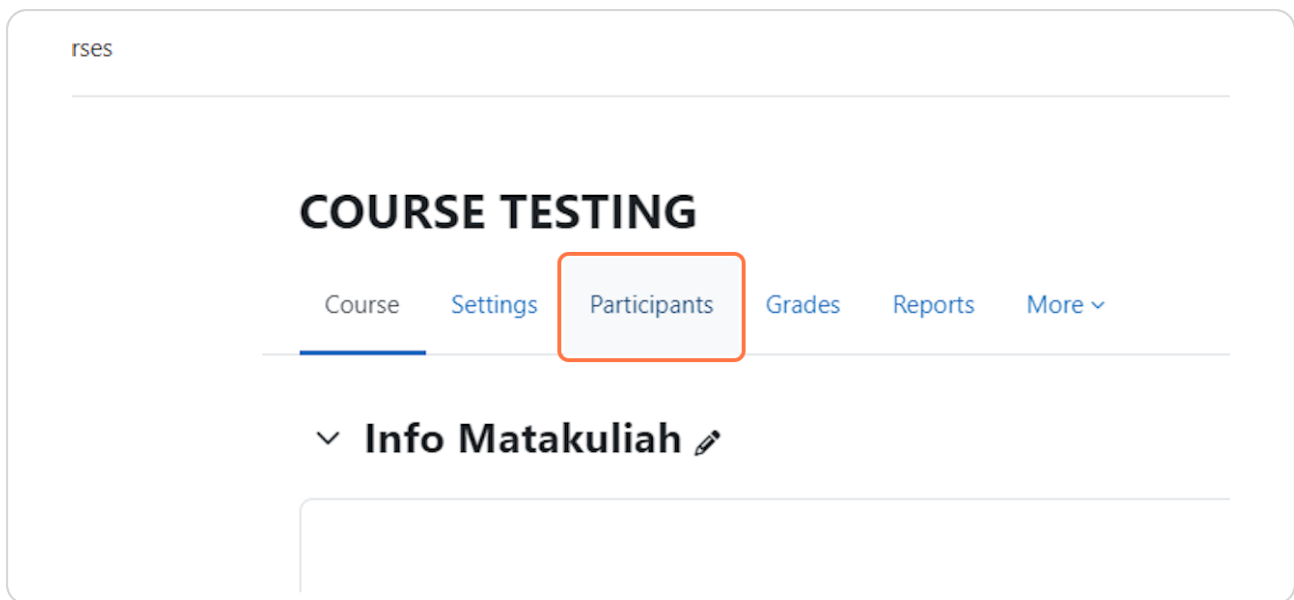
STEP 1

Silahkan masuk ke course yang diinginkan



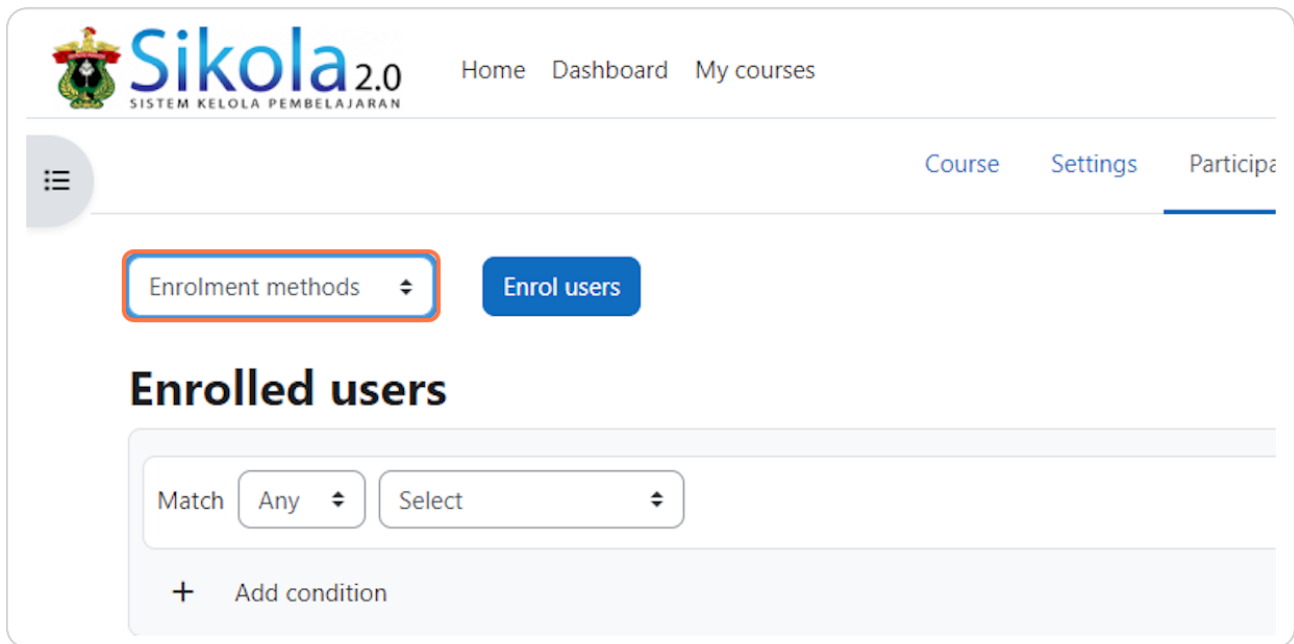
STEP 2

Kemudian klik Participants dibawah nama course



STEP 3

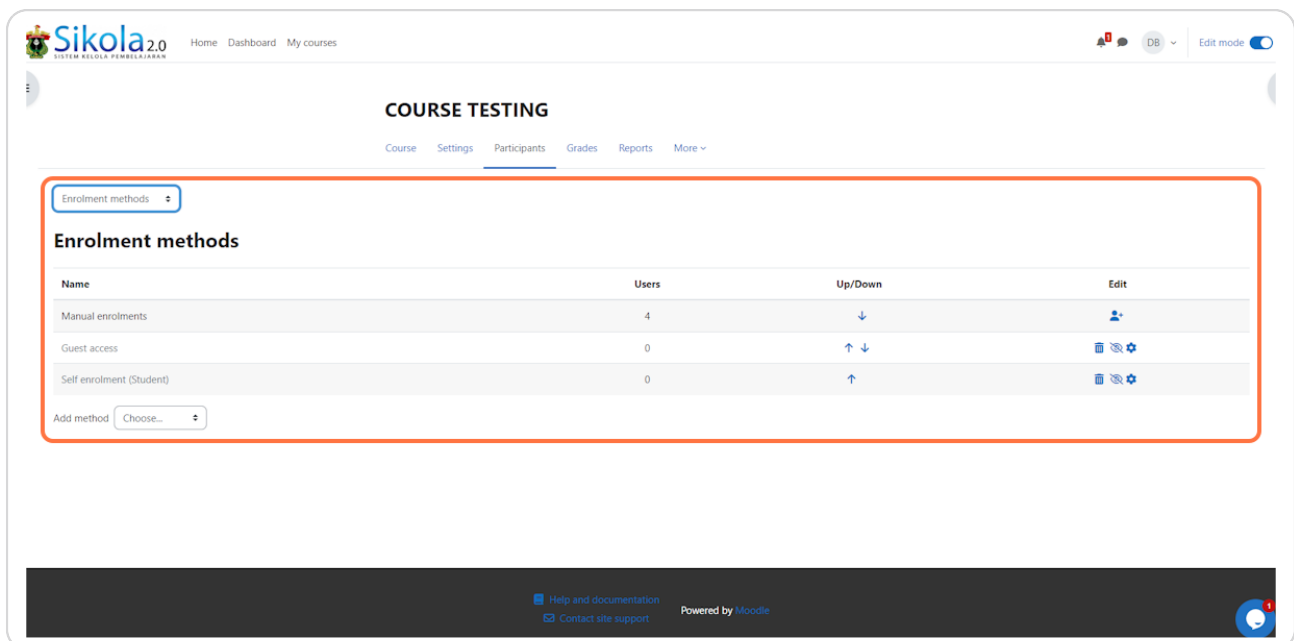
Setelah itu ubah area yang ditandan pada gambar dibawah ini menjadi Enrolment methods



The screenshot shows the Sikola 2.0 interface. At the top, there is a logo and navigation links: Home, Dashboard, My courses. Below the logo, there are tabs for Course, Settings, and Participa. A dropdown menu labeled 'Enrolment methods' is highlighted with a red box. To its right is a blue button labeled 'Enrol users'. Below these elements, the heading 'Enrolled users' is visible, followed by a search filter section with 'Match Any' and 'Select' dropdowns, and an 'Add condition' button.

STEP 4

Maka akan tampilan seperti gambar dibawah ini

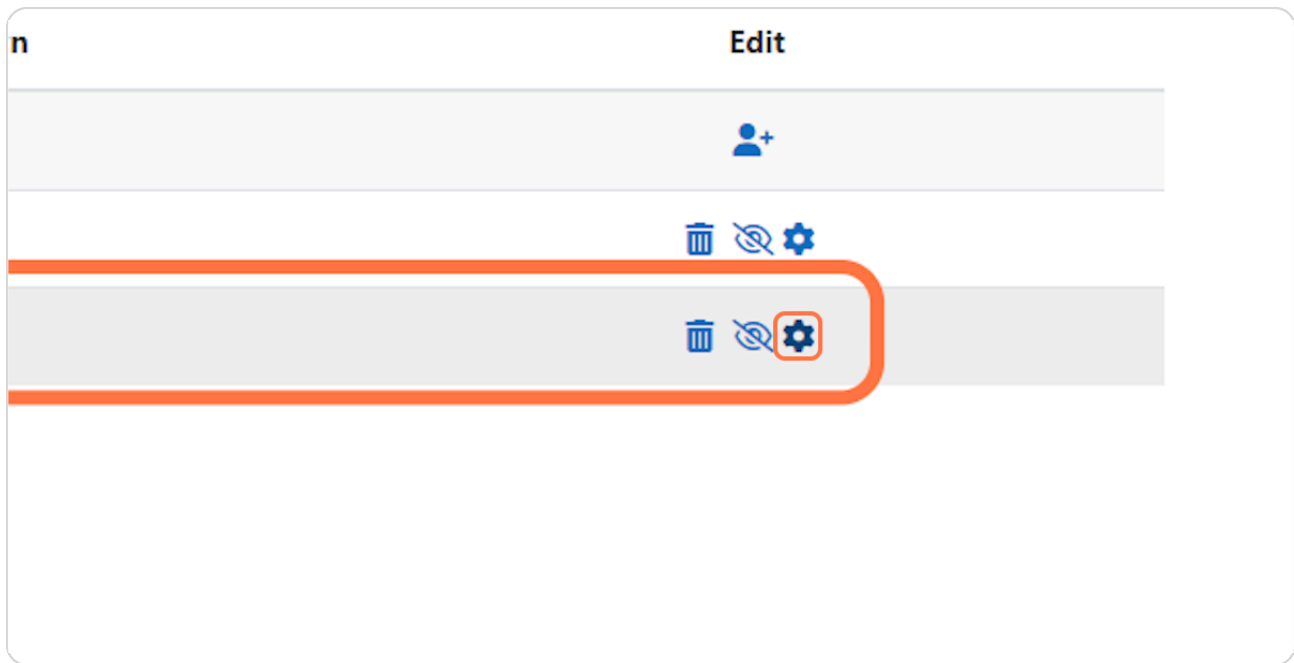


The screenshot shows the Sikola 2.0 interface for 'COURSE TESTING'. The 'Enrolment methods' dropdown menu is highlighted with a red box. Below it, the 'Enrolment methods' table is displayed. The table has columns for Name, Users, Up/Down, and Edit. The data rows are: Manual enrolments (4 users, down arrow), Guest access (0 users, up/down arrows), and Self enrolment (Student) (0 users, up arrow). Below the table is an 'Add method' dropdown menu with 'Choose...' selected. At the bottom of the page, there are links for 'Help and documentation' and 'Contact site support', and a 'Powered by Moodle' logo.

Name	Users	Up/Down	Edit
Manual enrolments	4	↓	👤
Guest access	0	↑ ↓	🗑️ 🔄
Self enrolment (Student)	0	↑	🗑️ 🔄

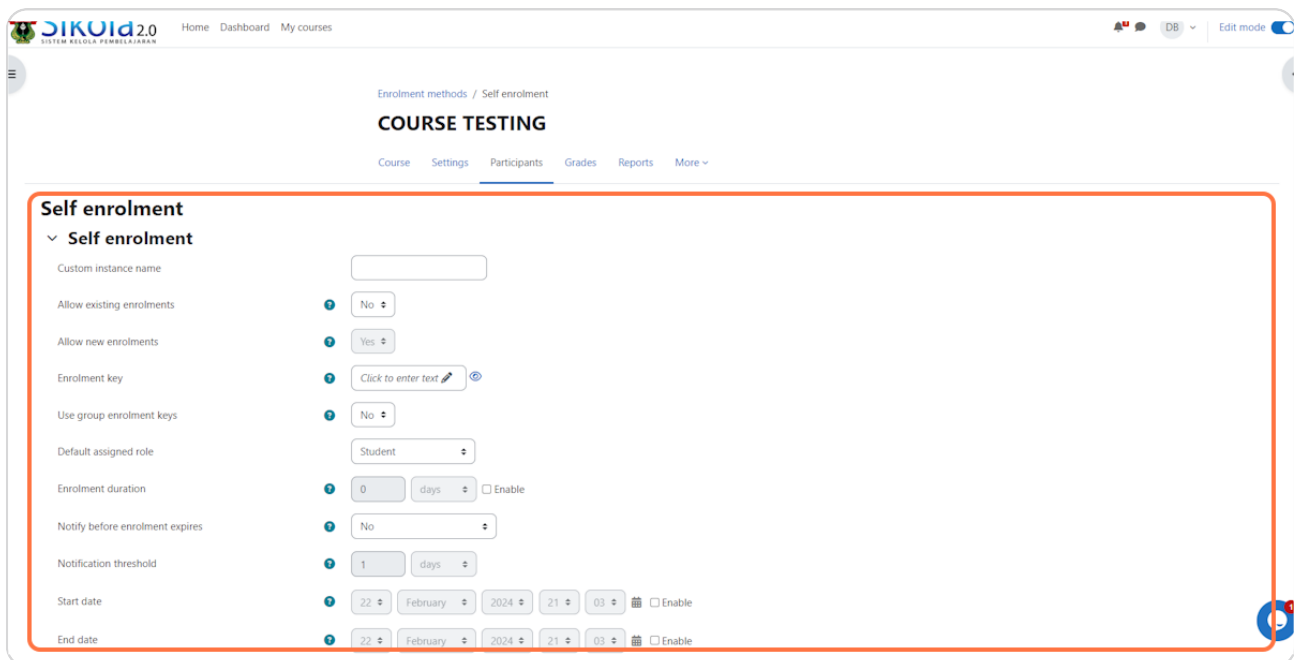
STEP 5

Klik icon yang ditandai pada gambar dibawah ini untuk mengedit



STEP 6

Kemudian akan muncul tampilan seperti gambar dibawah ini



STEP 7

Pilih Yes pada bagian "Use group enrolment keys"

The screenshot shows a configuration interface with several rows of settings. Each row has a question mark icon on the left. The settings are as follows:

- Row 1: A dropdown menu set to "No".
- Row 2: A dropdown menu set to "Yes".
- Row 3: A text input field containing "Click to enter text" with a pencil icon and a visibility icon.
- Row 4: A dropdown menu set to "Yes", which is highlighted with a red rectangular box.
- Row 5: A dropdown menu set to "Student".
- Row 6: A numeric input field set to "0", a dropdown menu set to "days", and an "Enable" checkbox.
- Row 7: A dropdown menu set to "No".

STEP 8

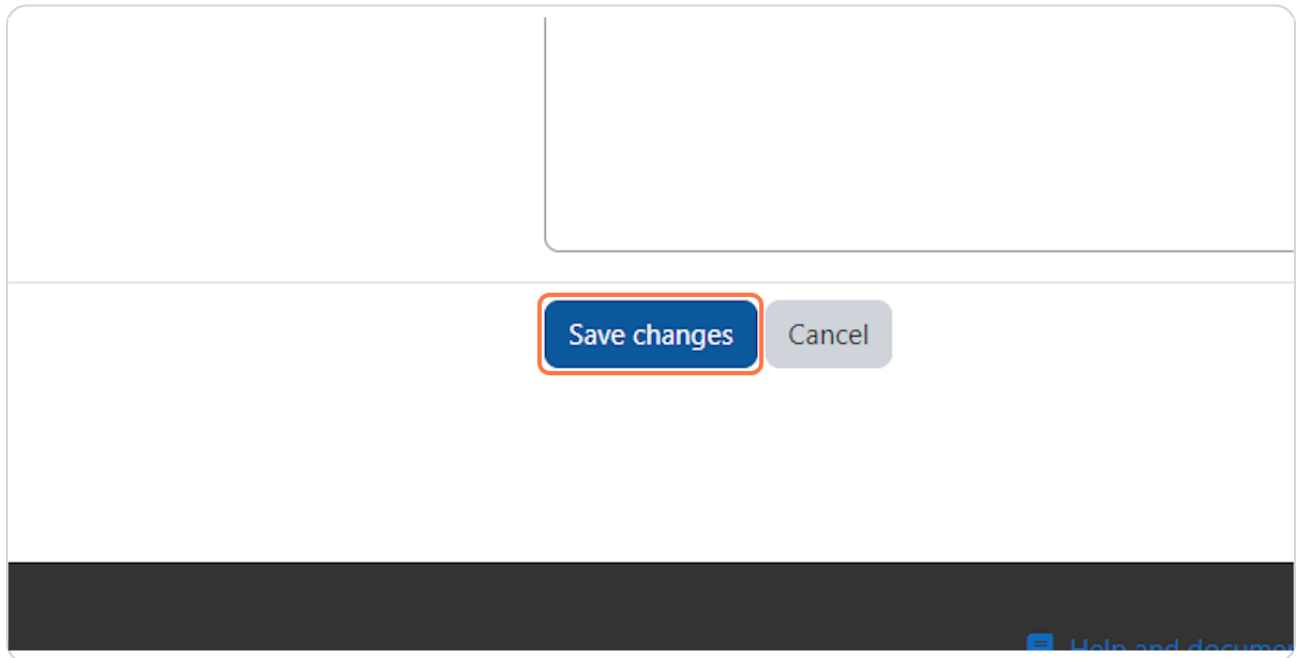
Dan silahkan klik pada bagian yang ditandai pada gambar dibawah ini untuk mengisi Enrolment key

The screenshot shows a configuration interface similar to Step 7. The settings are as follows:

- Row 1: An empty text input field, which is highlighted with a red rectangular box.
- Row 2: A dropdown menu set to "No".
- Row 3: A dropdown menu set to "Yes".
- Row 4: A text input field containing "Click to enter text" with a pencil icon and a visibility icon, which is highlighted with a red rectangular box.
- Row 5: A dropdown menu set to "Yes", which is highlighted with a blue rectangular box.
- Row 6: A dropdown menu set to "Student".
- Row 7: A numeric input field set to "0", a dropdown menu set to "days", and an "Enable" checkbox.

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

Dashboard My courses

COURSE TESTING

Course Settings Participants Grades Reports More ▾

▼ Info Matakuliah Collapse all



Info matakuliah disini dengan gambar secara umum

STEP 2


Klik Participants

rses

COURSE TESTING

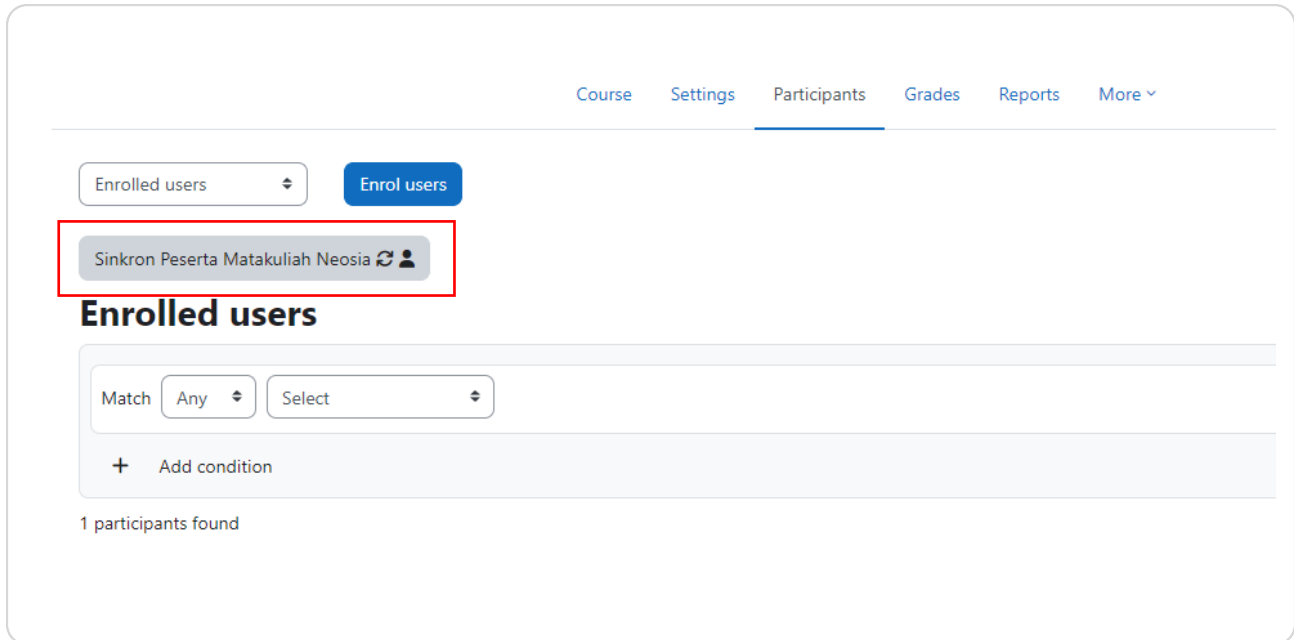
Course Settings **Participants** Grades Reports More ▾

▼ Info Matakuliah



STEP 3

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



Course Settings **Participants** Grades Reports More

Enrolled users Enrol users

Sinkron Peserta Matakuliah Neosia

Enrolled users

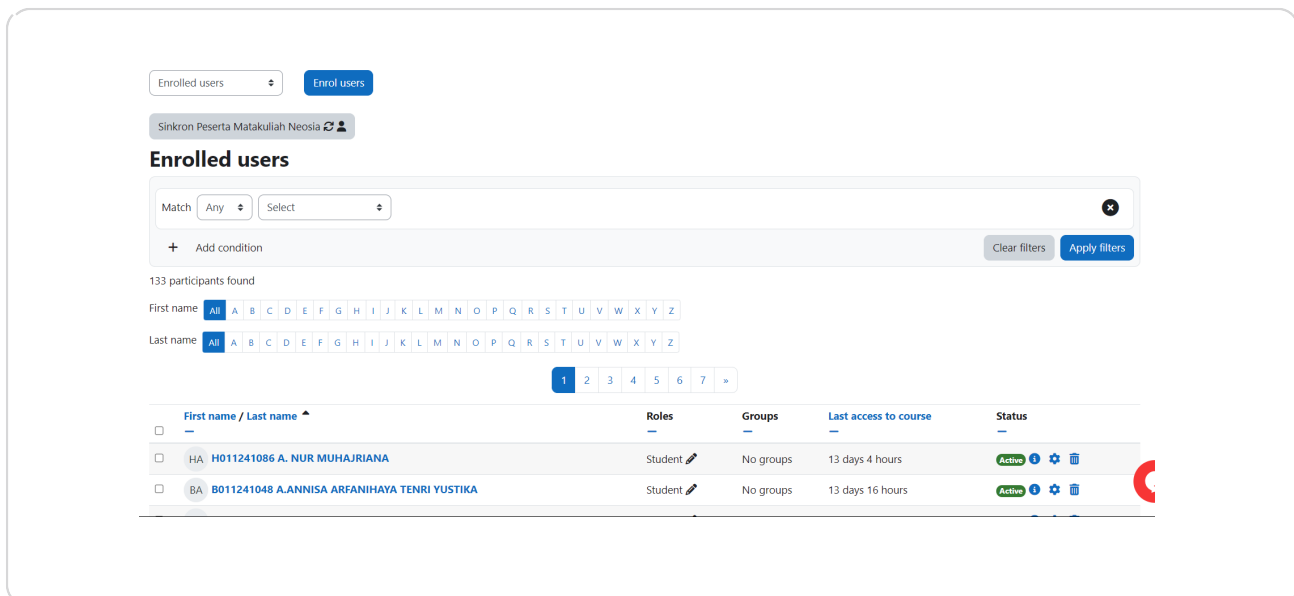
Match Any Select

+ Add condition

1 participants found

STEP 4

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



Enrolled users Enrol users

Sinkron Peserta Matakuliah Neosia

Enrolled users

Match Any Select

+ Add condition Clear filters Apply filters

133 participants found

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

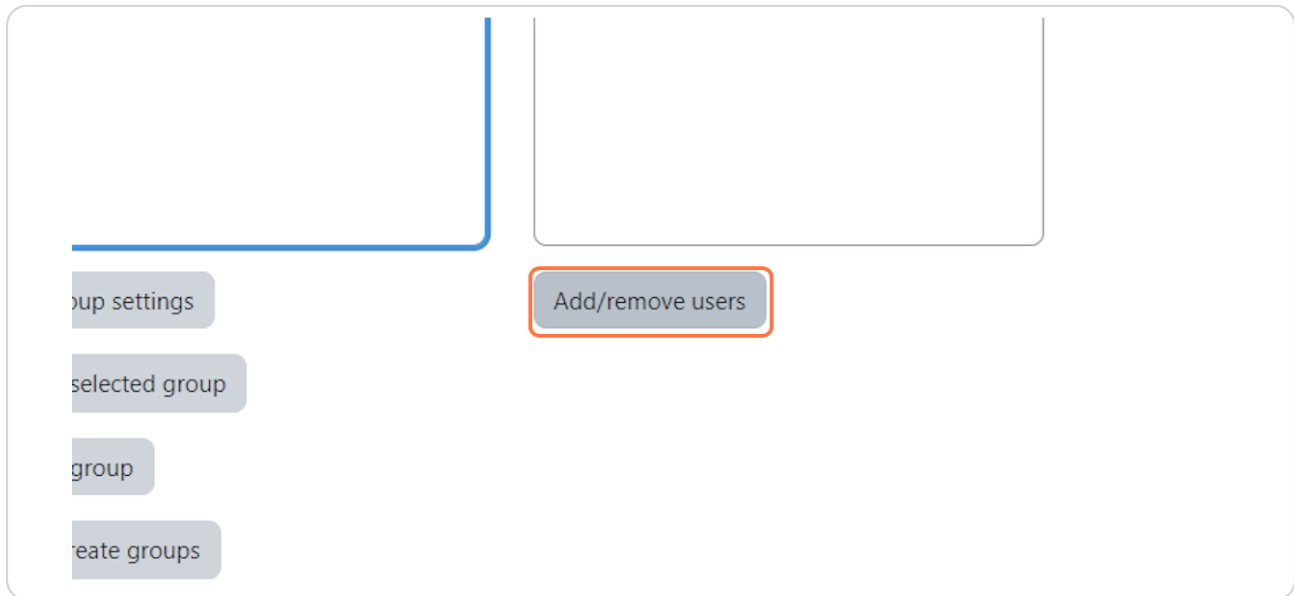
Last name All A B C D E F G H I J K L M N O P Q R S T U V W X Y Z

1 2 3 4 5 6 7 >

	First name / Last name	Roles	Groups	Last access to course	Status
<input type="checkbox"/>	HA H011241086 A. NUR MUHAJRIANA	Student	No groups	13 days 4 hours	Active
<input type="checkbox"/>	BA B011241048 A. ANNISA ARFANIHAYA TENRI YUSTIKA	Student	No groups	13 days 16 hours	Active

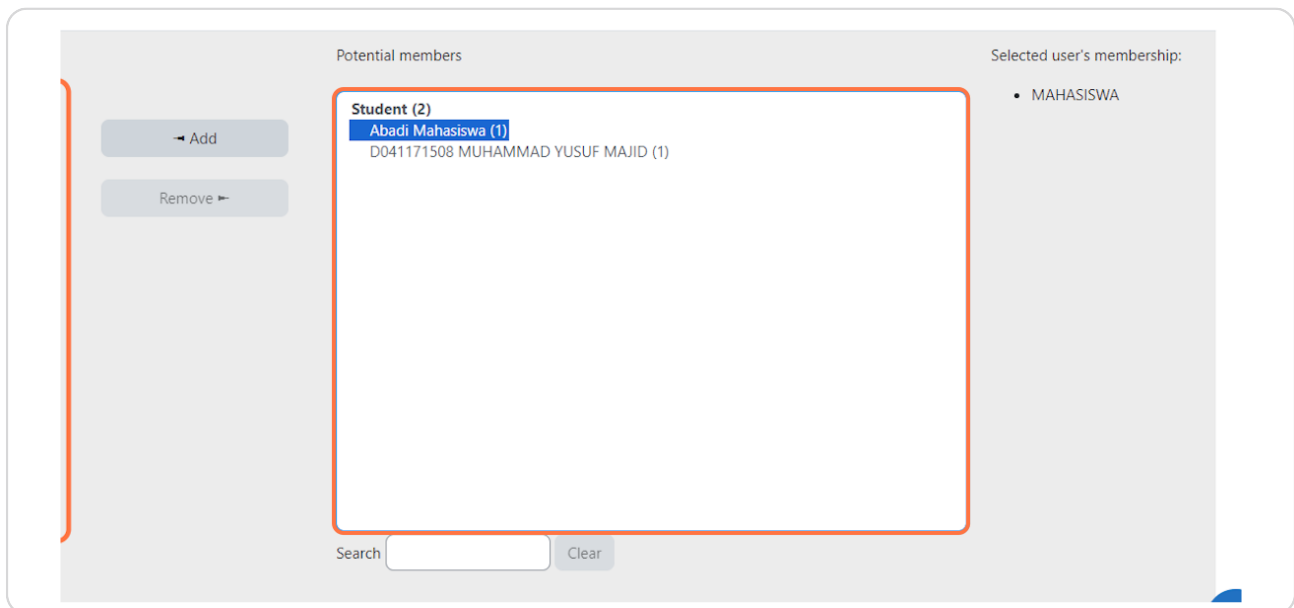
STEP 5

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

Dashboard My courses

COURSE TESTING

Course Settings Participants Grades Reports More ▾

▼ Info Matakuliah Collapse all



Info matakuliah disini dengan gambar secara umum

STEP 2


Klik Participants

rses

COURSE TESTING

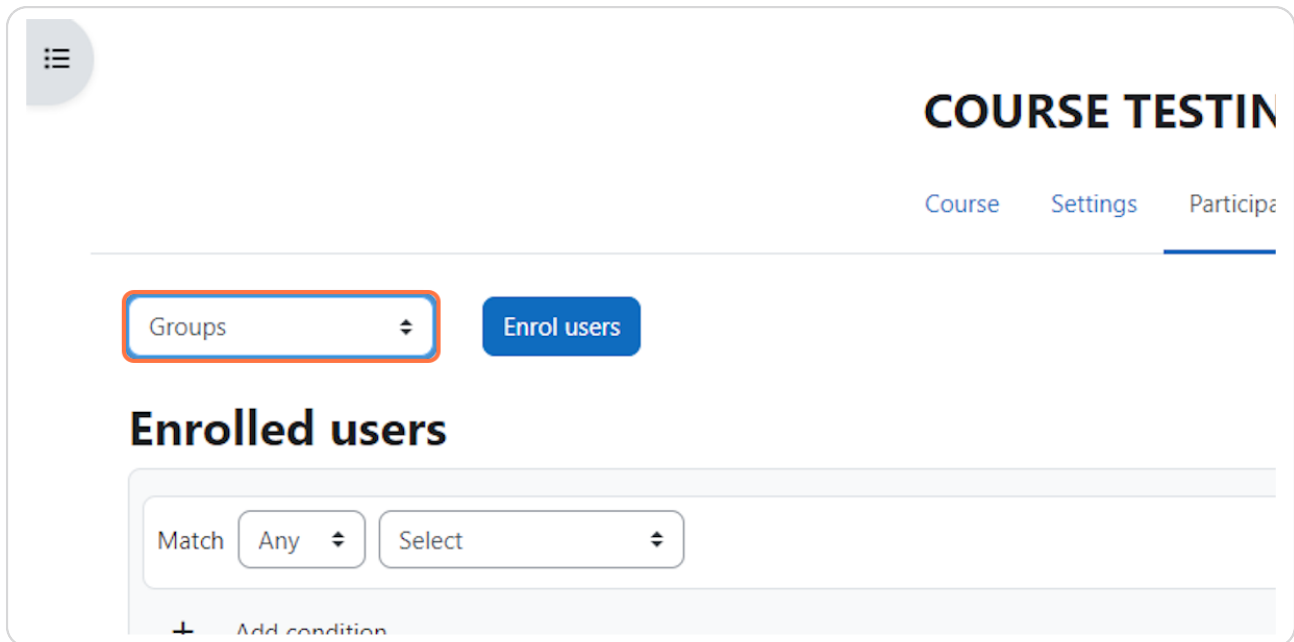
Course Settings **Participants** Grades Reports More ▾

▼ Info Matakuliah



STEP 3

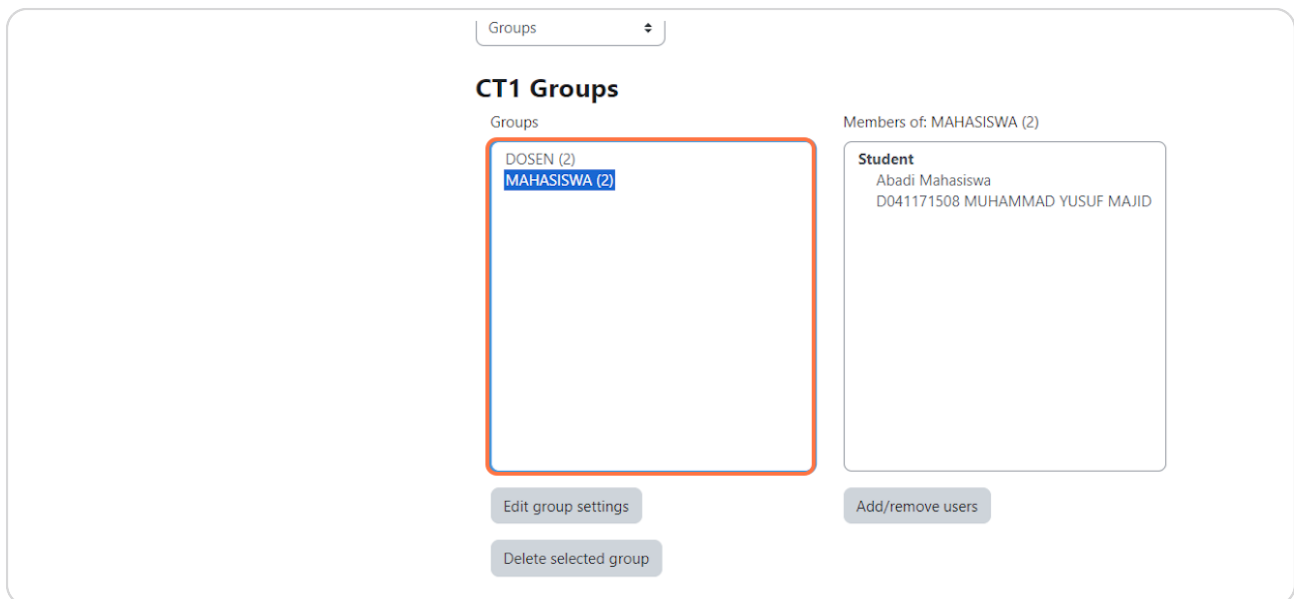
Pada area yang ditandai seperti gambar dibawah ini, silahkan ubah menjadi Groups



The screenshot shows the 'COURSE TESTIN' interface. At the top right, there are tabs for 'Course', 'Settings', and 'Participa'. Below the tabs, there is a 'Groups' dropdown menu highlighted with a red box, and a blue 'Enrol users' button. Below this, the 'Enrolled users' section is visible, featuring a 'Match' dropdown set to 'Any' and a 'Select' dropdown. At the bottom of this section, there is a '+ Add condition' button.

STEP 4

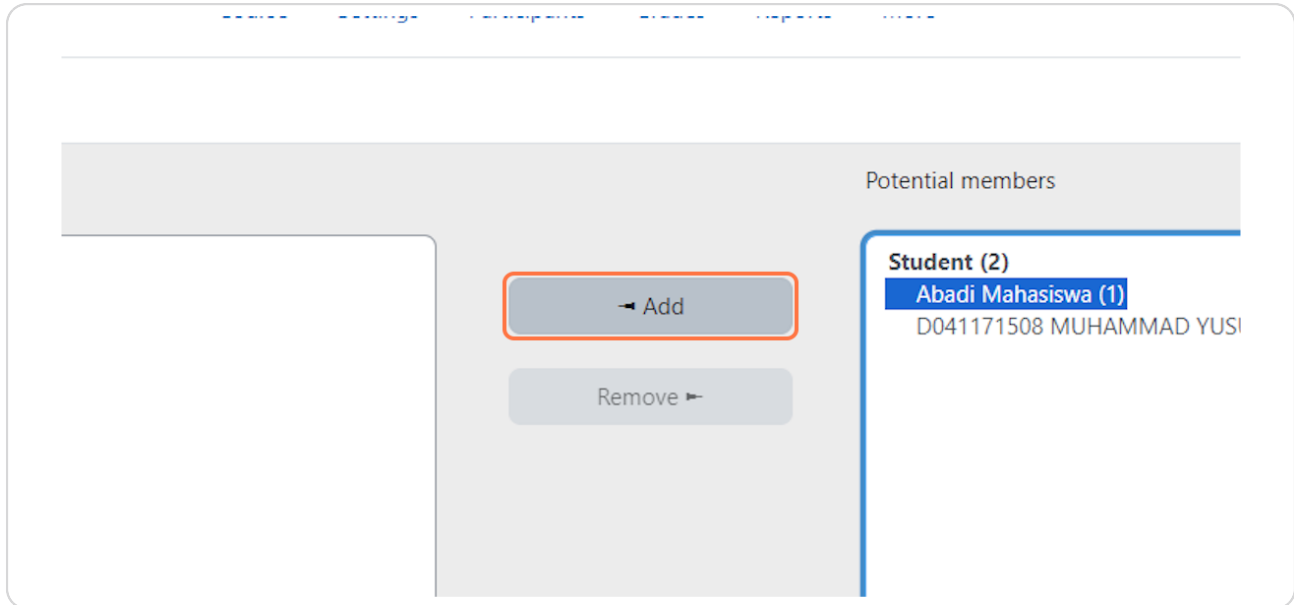
Silahkan memilih salah satu groups yang ingin dirubah



The screenshot shows the 'CT1 Groups' interface. At the top, there is a 'Groups' dropdown menu. Below it, the 'CT1 Groups' section is displayed. On the left, there is a list of groups: 'DOSEN (2)' and 'MAHASISWA (2)'. The 'DOSEN (2)' group is highlighted with a red box. On the right, there is a section for 'Members of: MAHASISWA (2)' with a 'Student' entry: 'Abadi Mahasiswa' and 'D041171508 MUHAMMAD YUSUF MAJID'. Below the groups, there are buttons for 'Edit group settings', 'Delete selected group', and 'Add/remove users'.

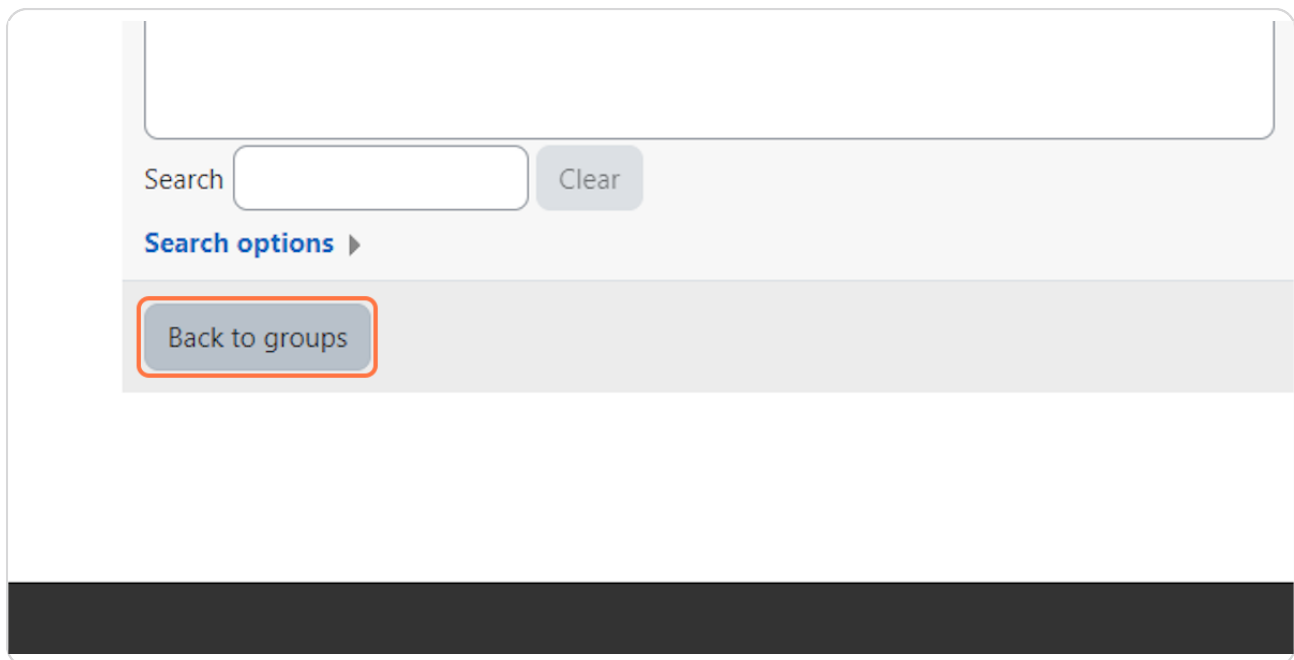
STEP 7

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

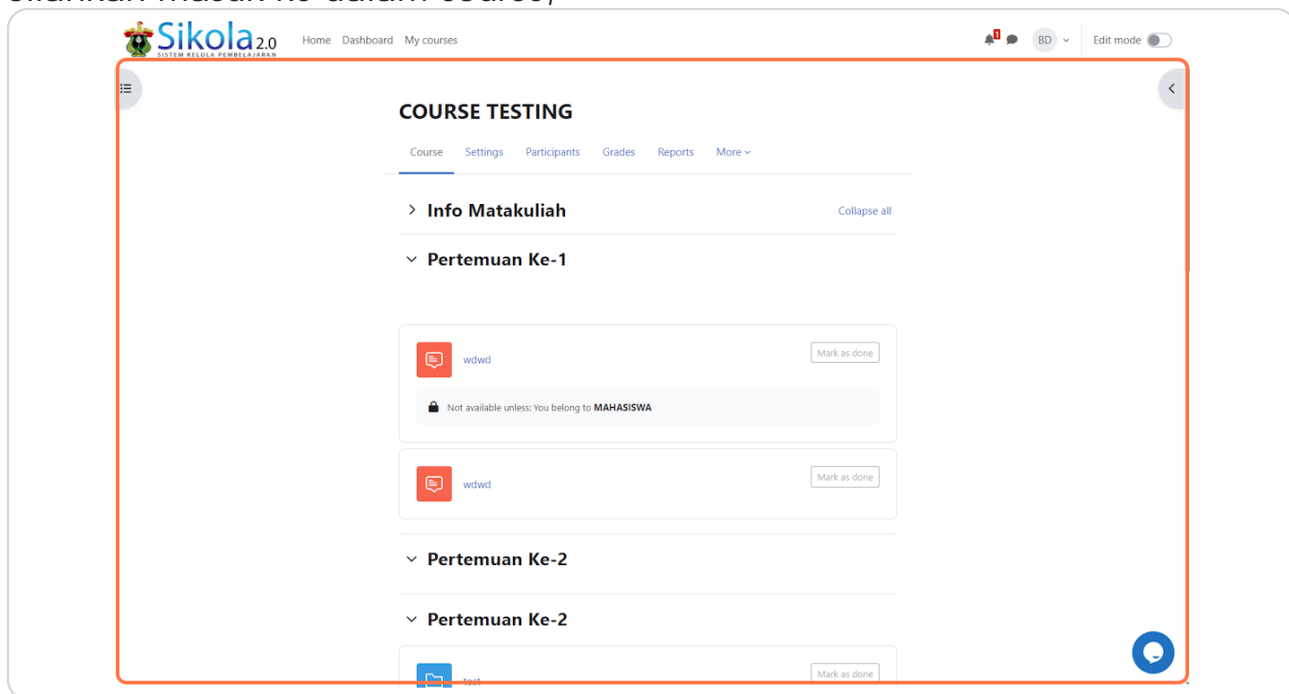
Untuk menyelesaikan perubahan klik tombol Back to groups



13. Menambahkan Mahasiswa ke Mata Kuliah Secara Manual Oleh Dosen

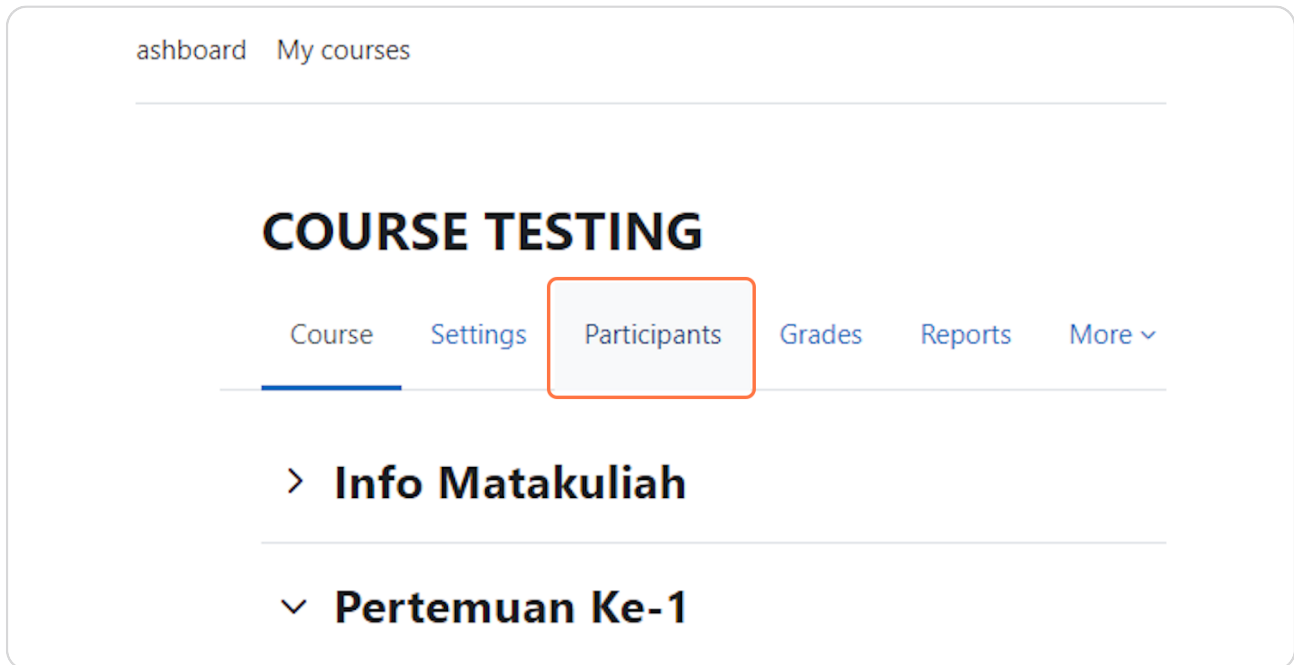
STEP 1

Silahkan masuk ke dalam course,



STEP 2

Klik Participants,



Dashboard My courses

COURSE TESTING

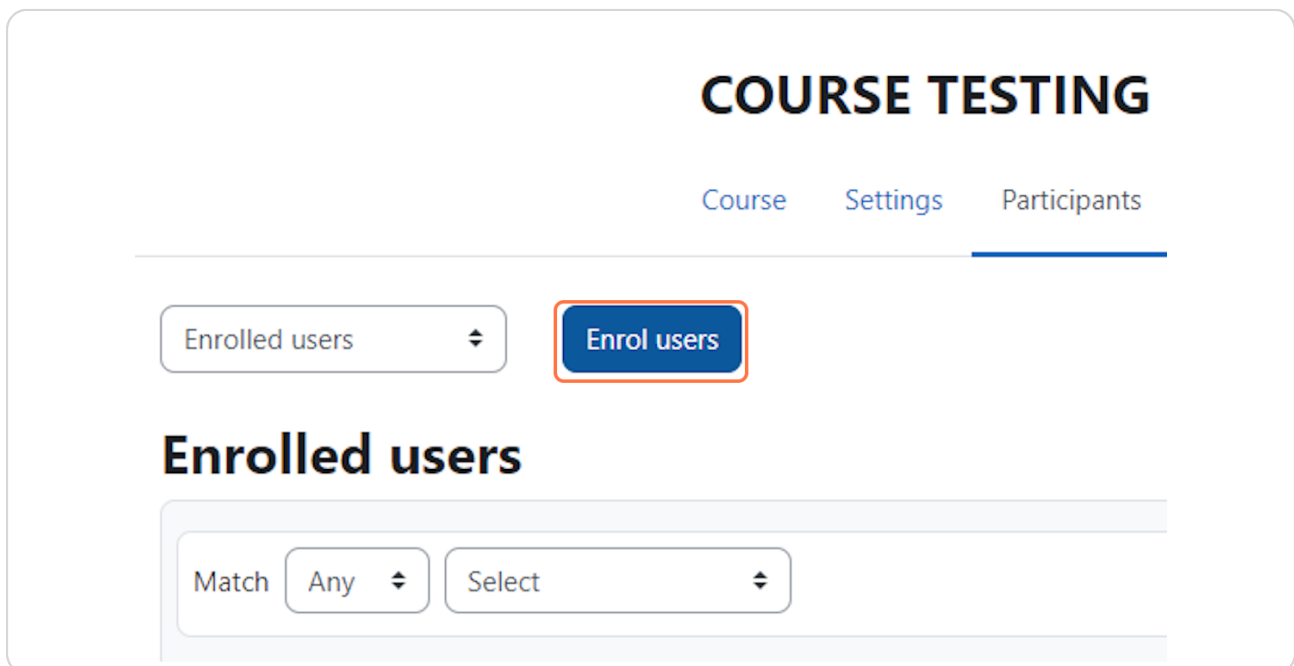
Course Settings **Participants** Grades Reports More ▾

> **Info Matakuliah**

▾ **Pertemuan Ke-1**

STEP 3

Setelah itu, klik tombol Enrol users,



COURSE TESTING

Course Settings **Participants**

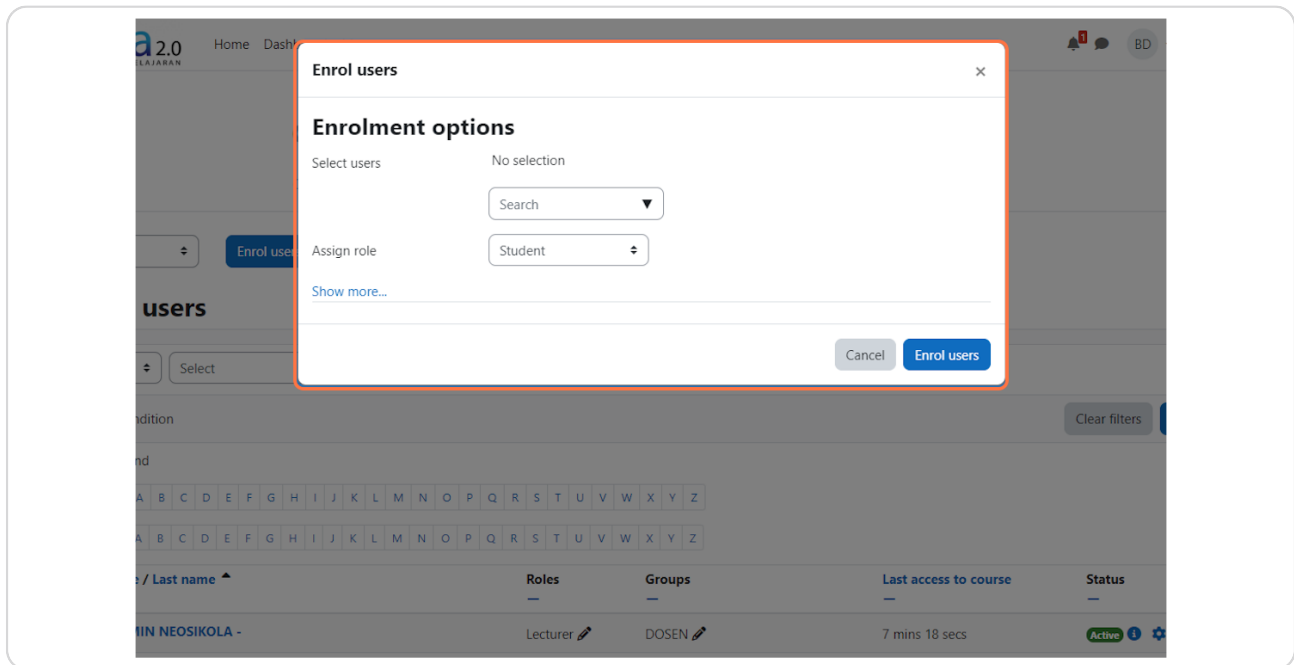
Enrolled users ▾ **Enrol users**

Enrolled users

Match Any ▾ Select ▾

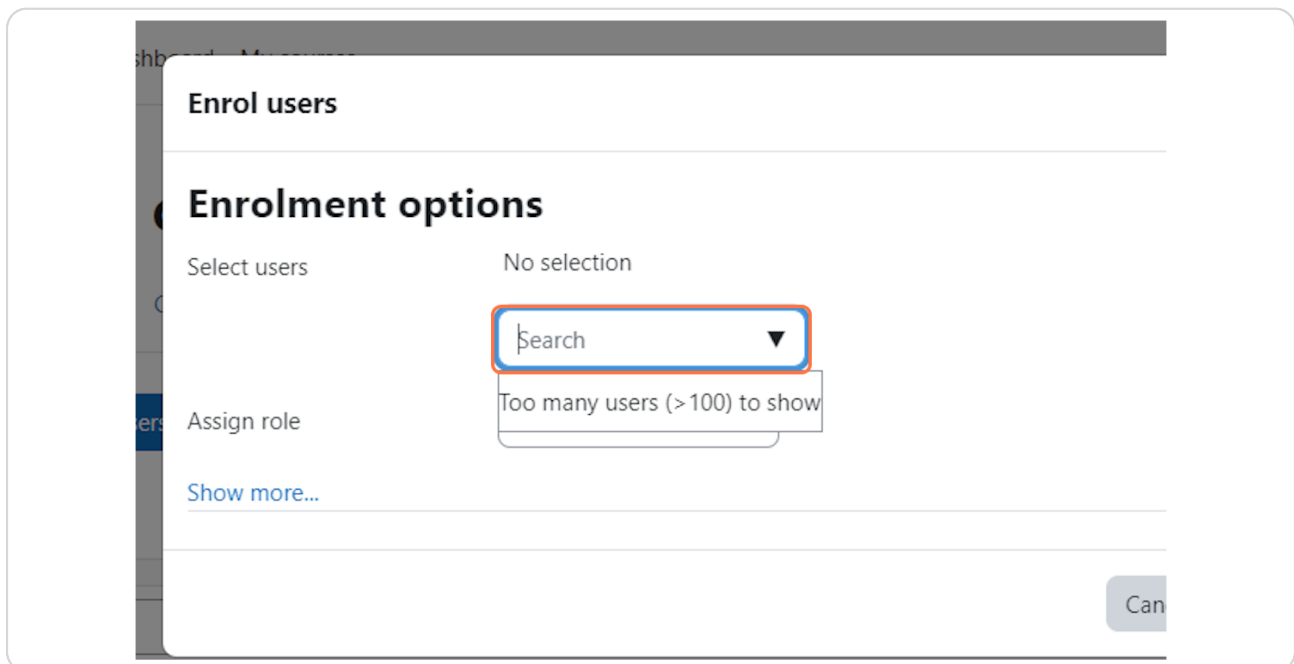
STEP 4

Kemudian pop up akan muncul seperti gambar dibawah ini,



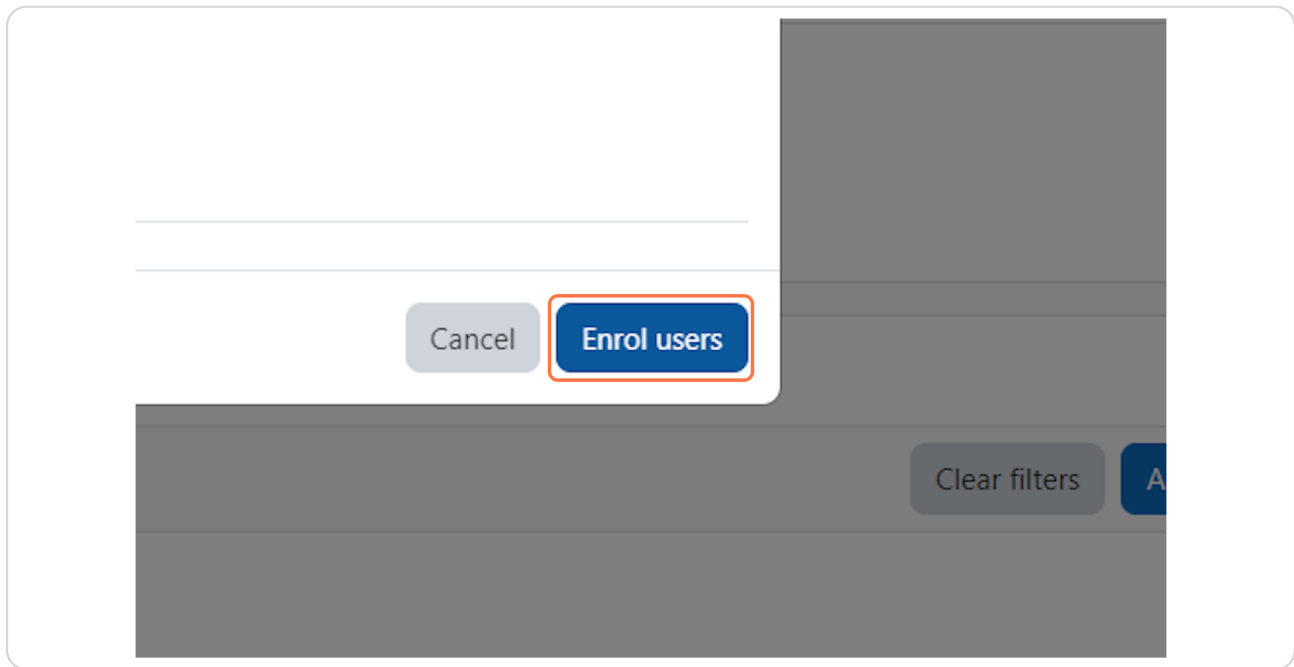
STEP 5

Silahkan cari nama mahasiswa yang ingin ditambahkan,



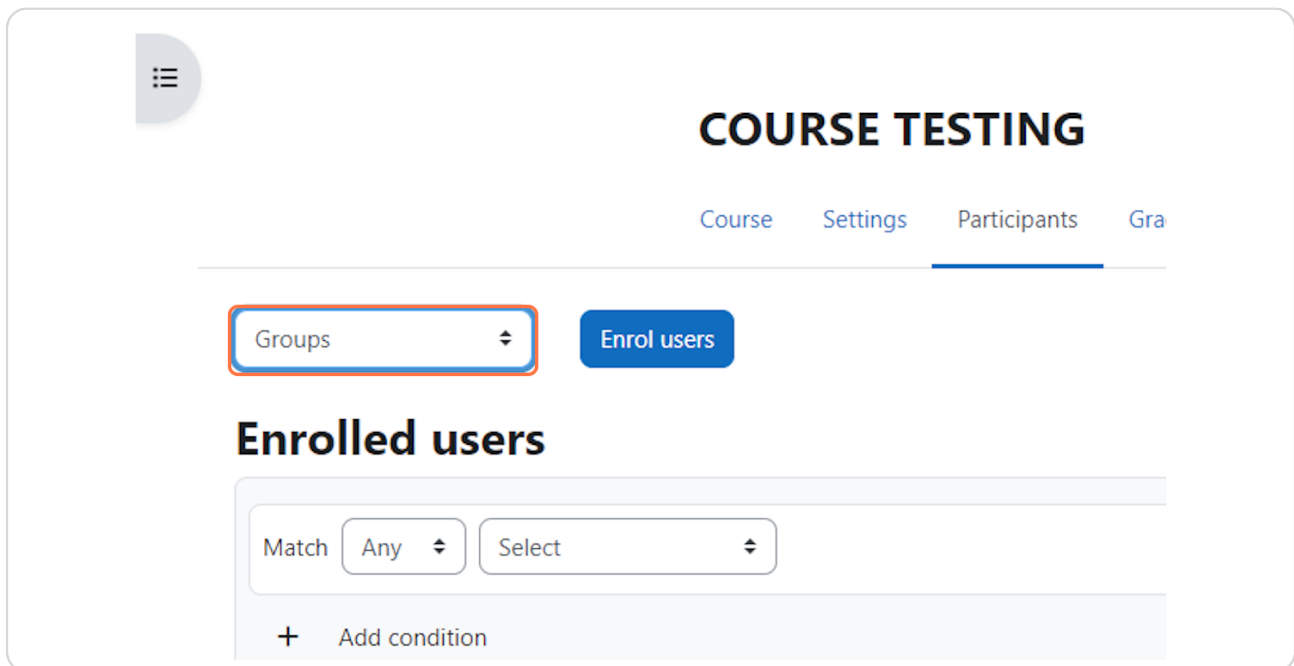
STEP 6

Setelah mahasiswa ditambahkan, kemudia tekan tombol Enrol users,



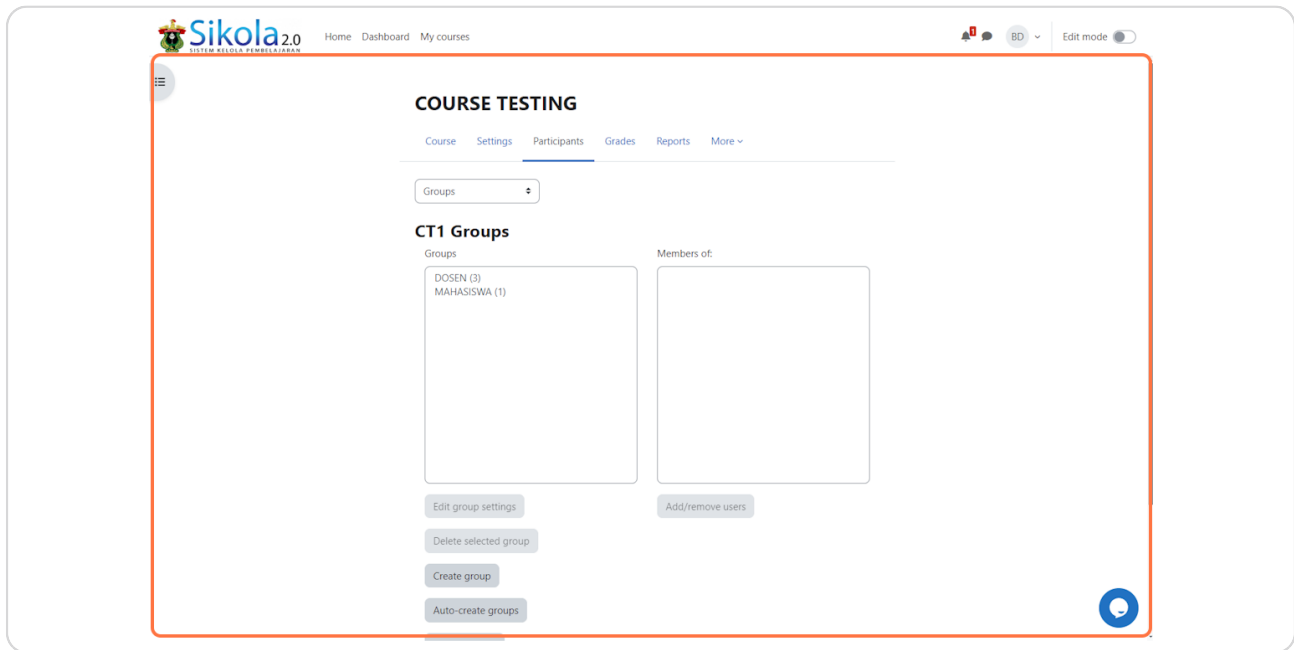
STEP 7

Kemudian klik dropdown seperti gambar dibawah ini menjadi Groups,



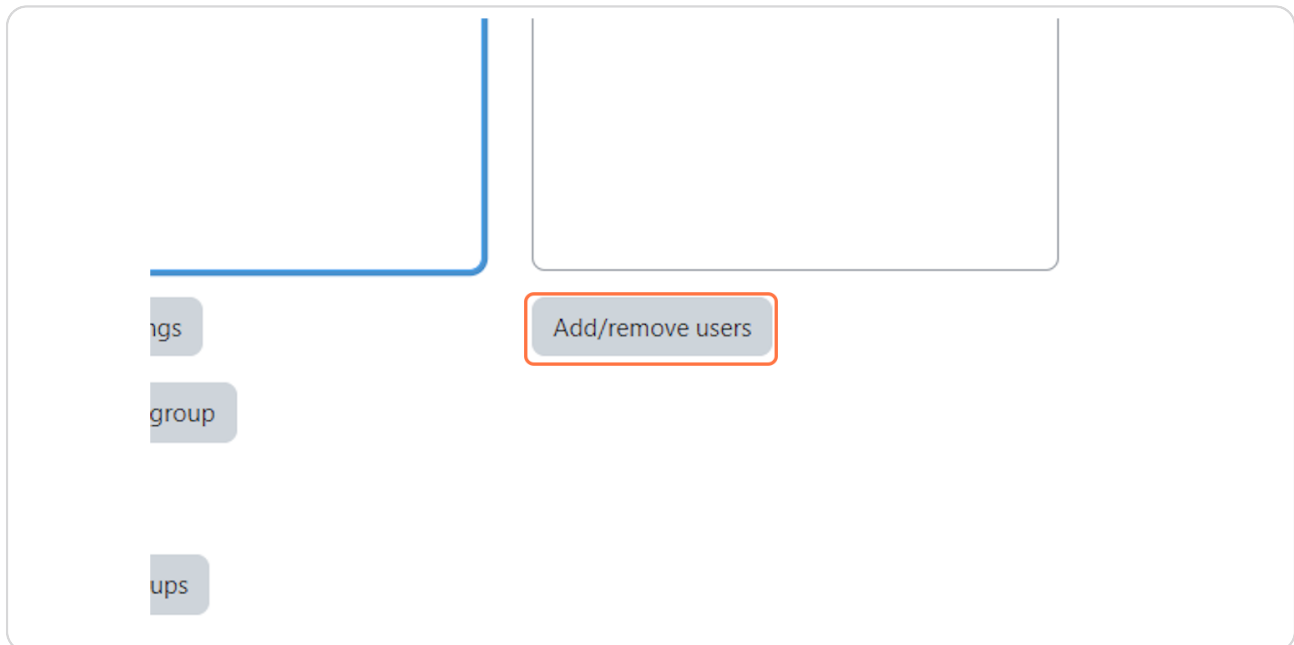
STEP 8

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



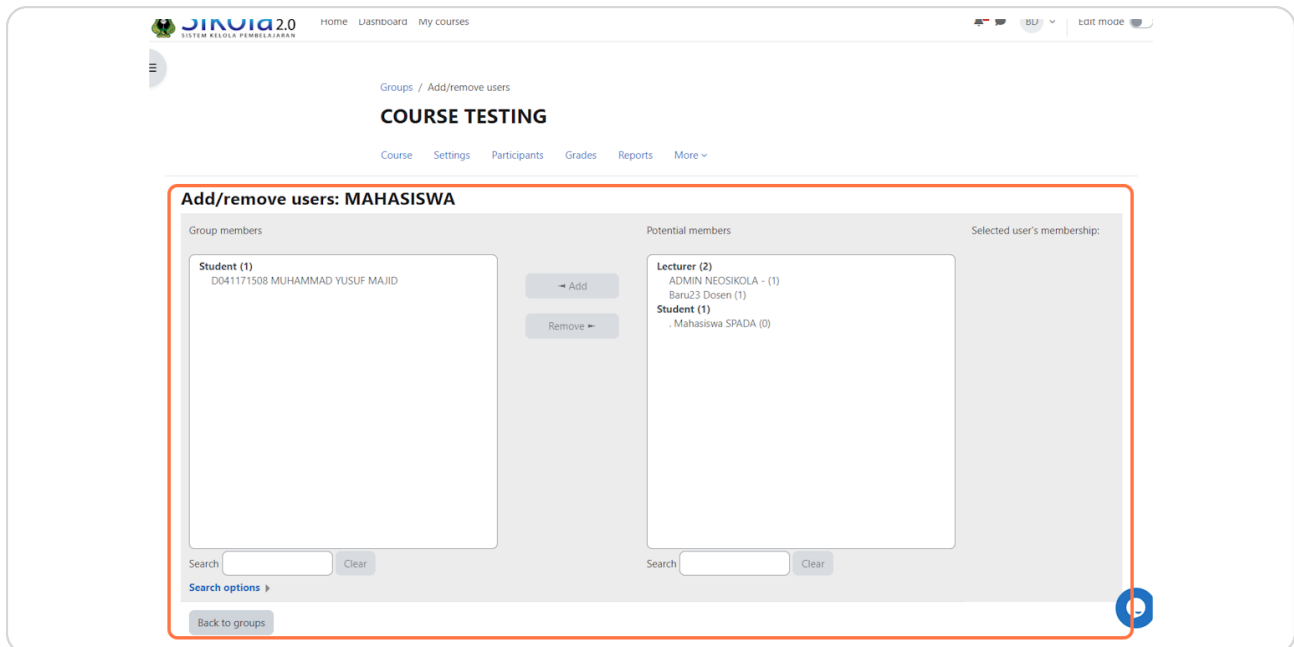
STEP 9

Kemudian klik tombol Add/remove users,



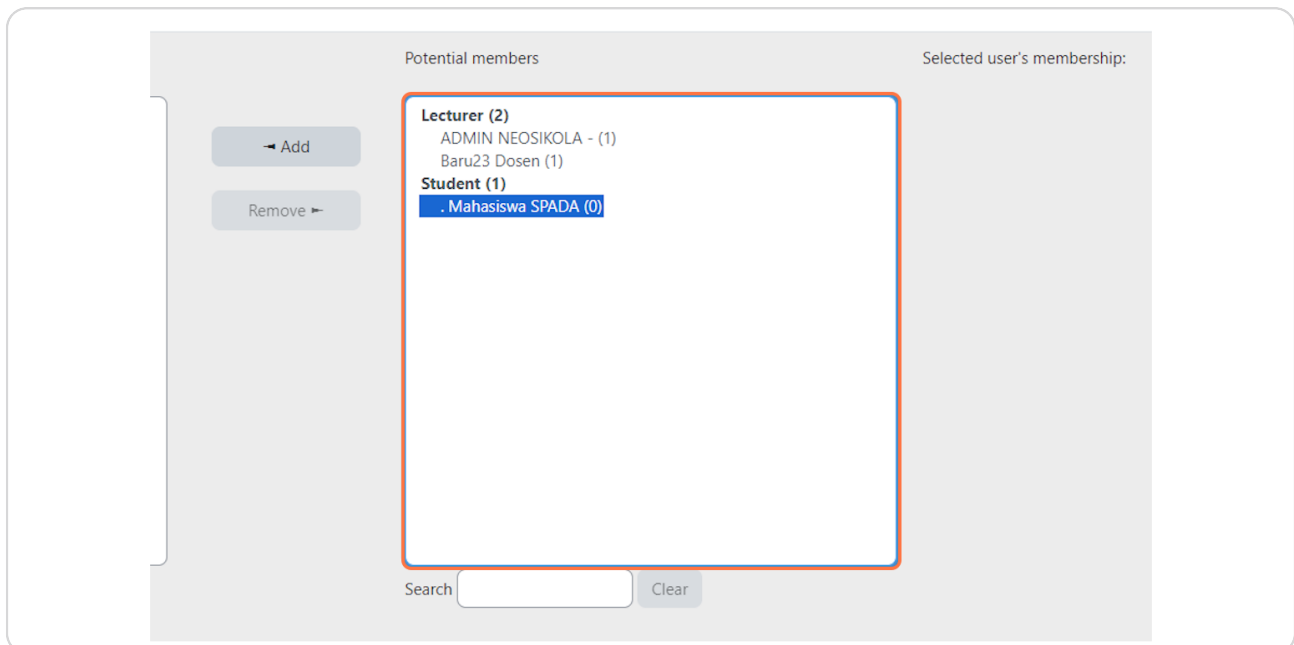
STEP 10

Akan muncul tampilan baru seperti gambar dibawah ini,



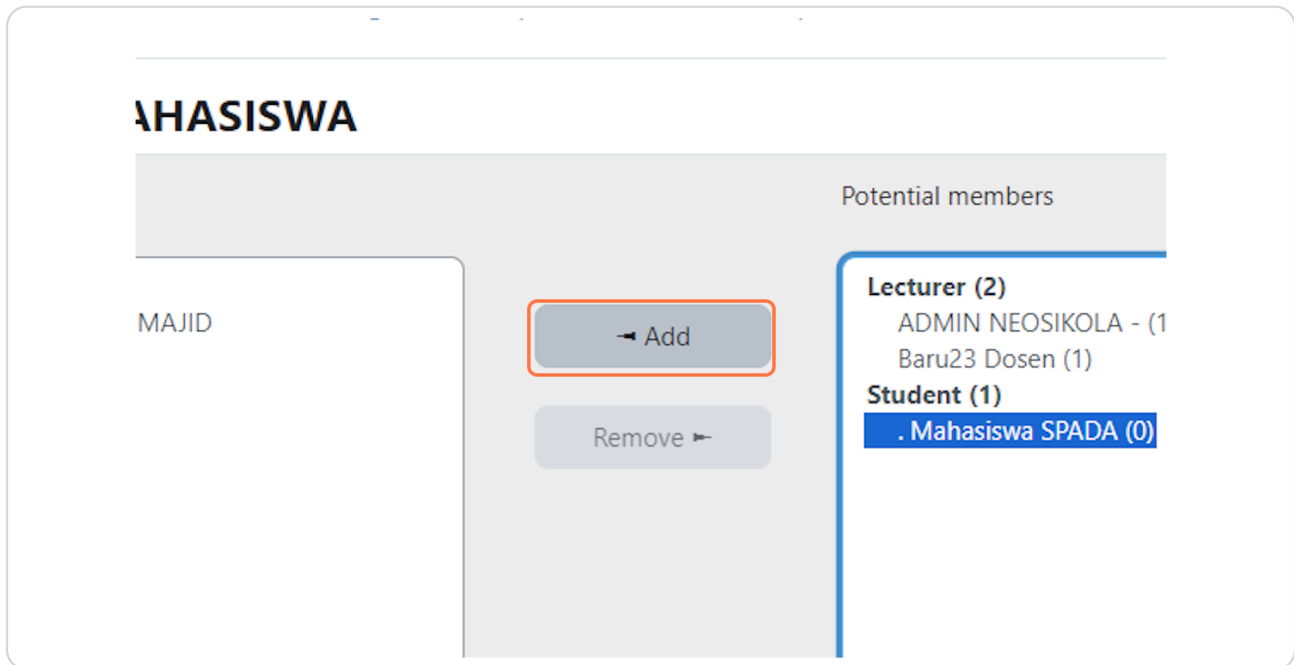
STEP 11

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



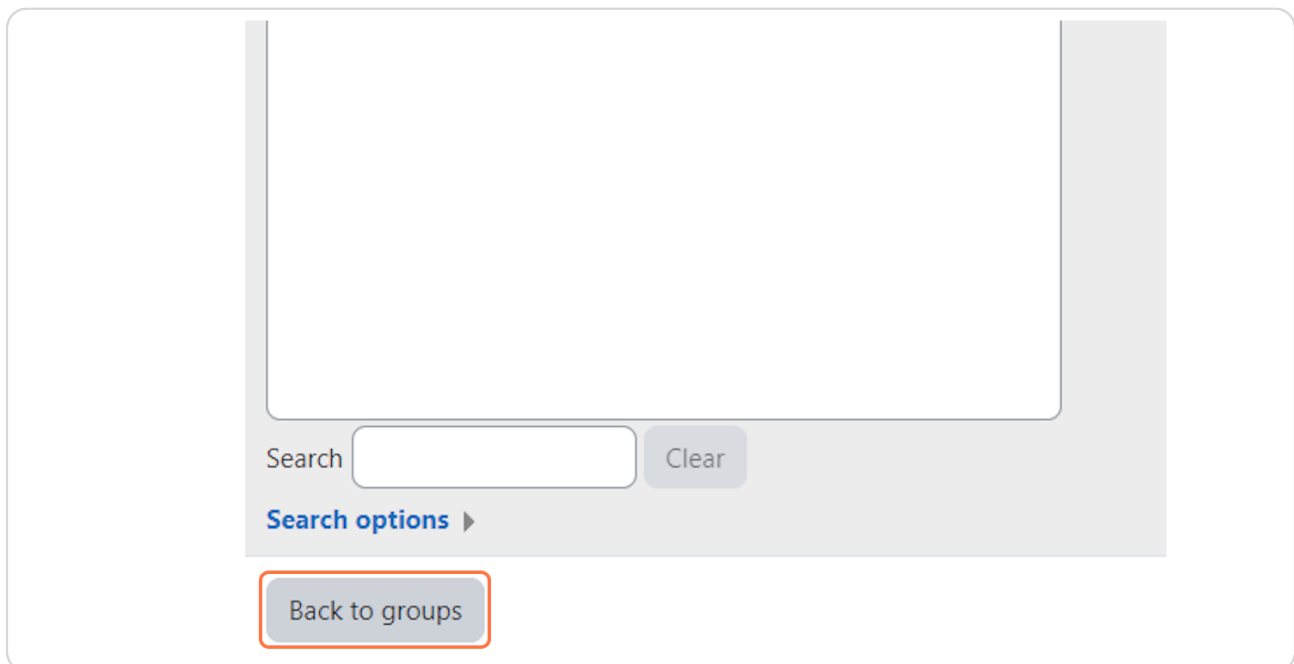
STEP 12

Kemudian klik tombol Add,











STEP 13

Setelah itu, tekan tombol Back to groups



STEP 14

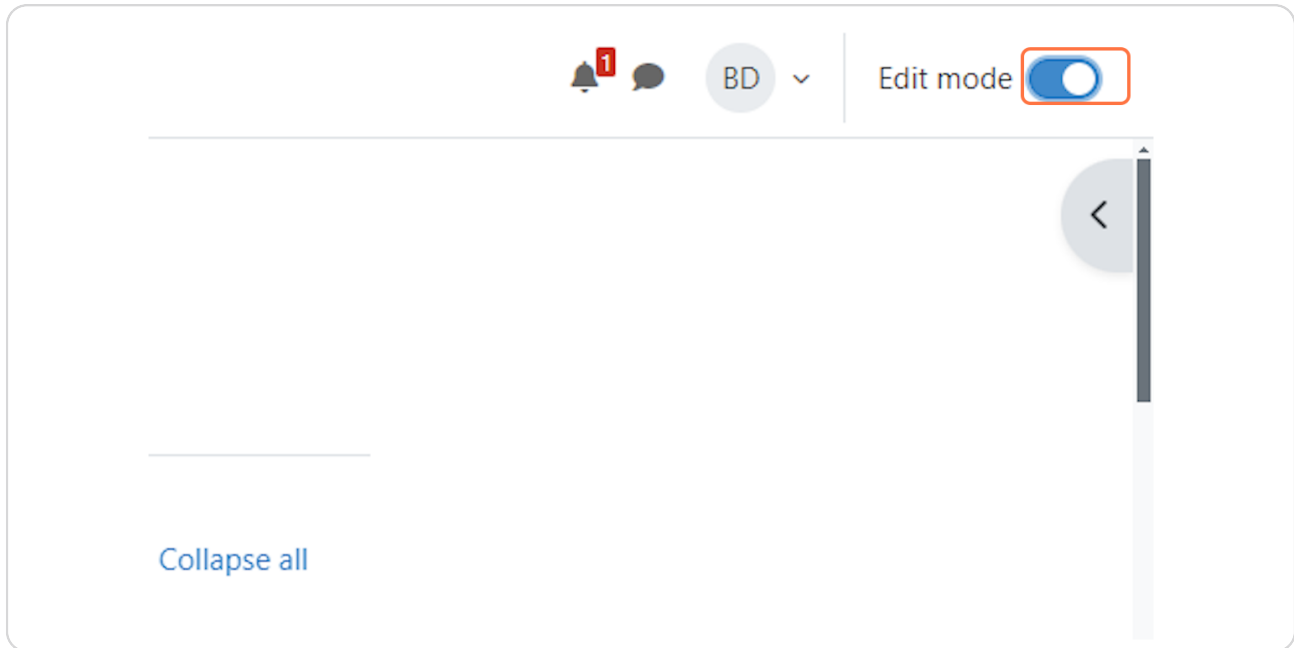
Dan anda akan melihat mahasiswa tersebut telah masuk di groups seperti pada gambar dibawah ini.

O P Q R S T U V W X Y Z		
Roles	Groups	Last access
Lecturer 	DOSEN 	10 mins 33 s
Lecturer 	DOSEN 	11 secs
Student 	MAHASISWA 	Never
Student 	DOSEN, MAHASISWA 	Never

14. Mengatur Bahan Ajar Ujian Untuk Kelas Tertentu di Sikola

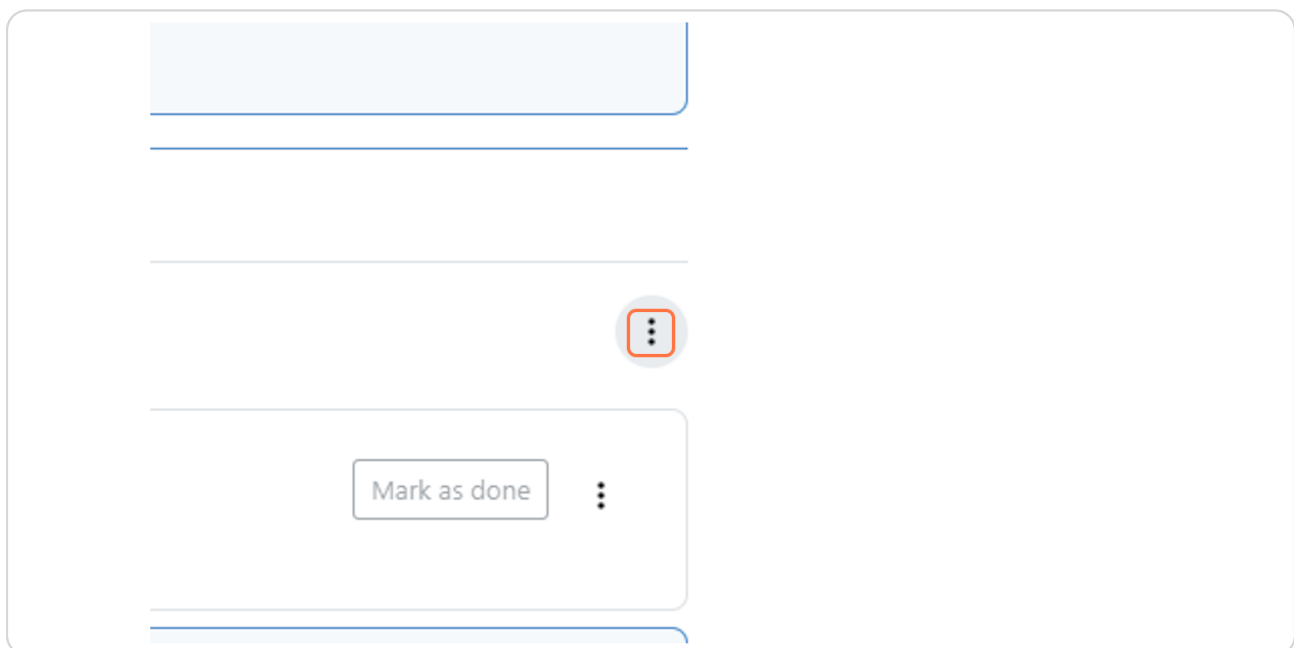
STEP 1

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



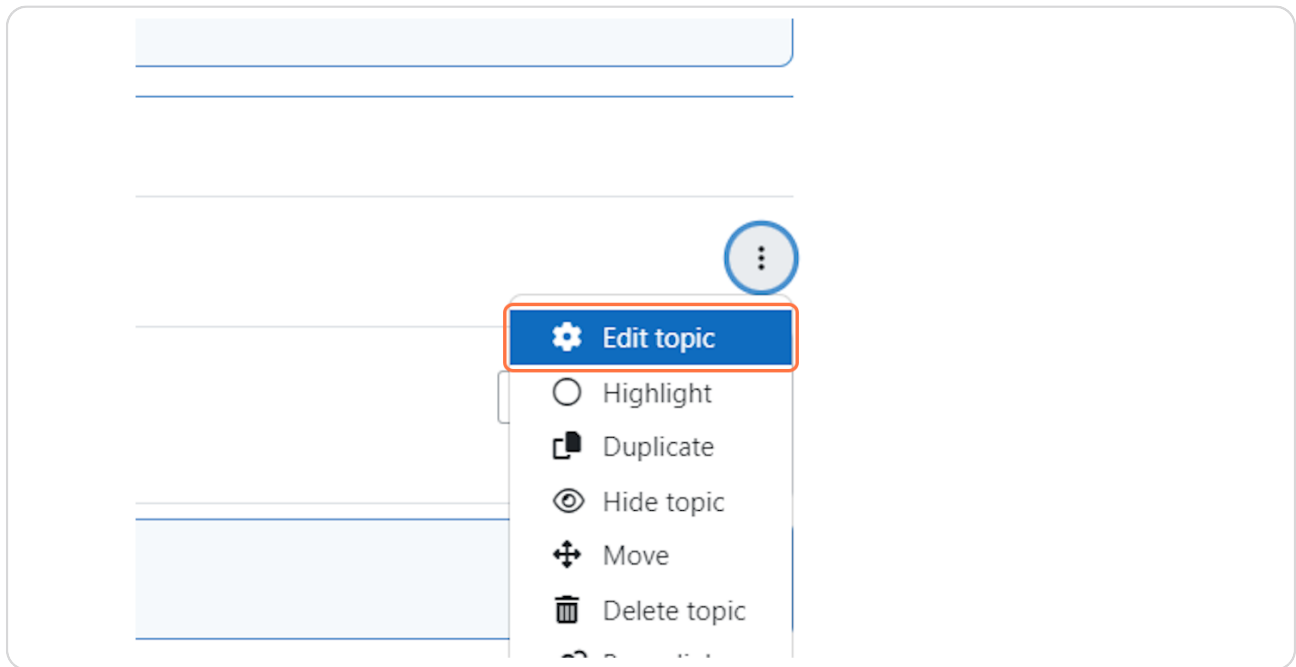
STEP 2

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



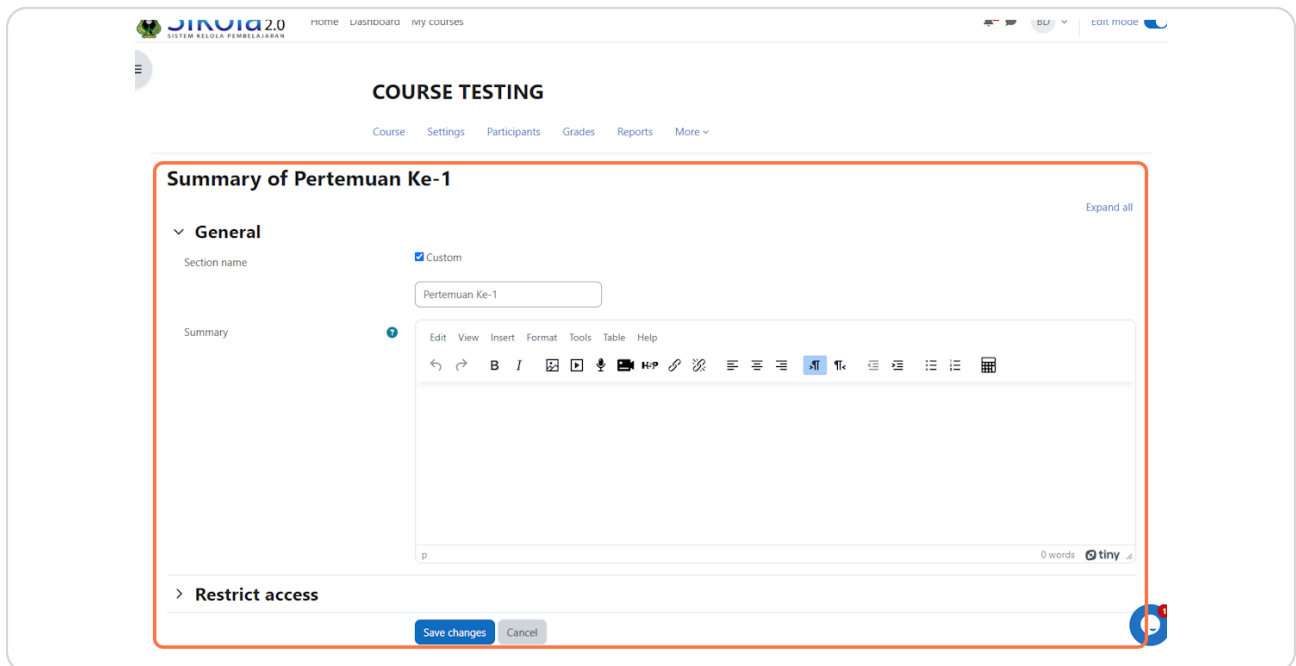
STEP 3

Klik Edit topic



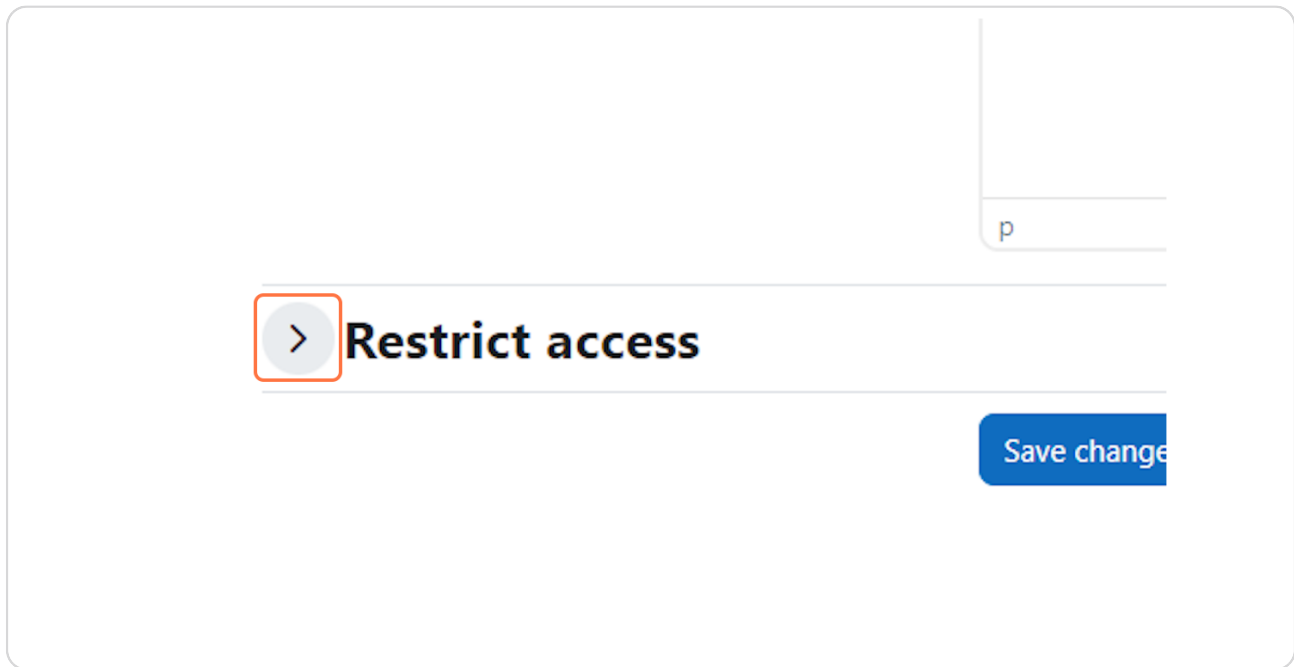
STEP 4

Setelah itu akan muncul tampilan seperti gambar dibawah ini



STEP 5

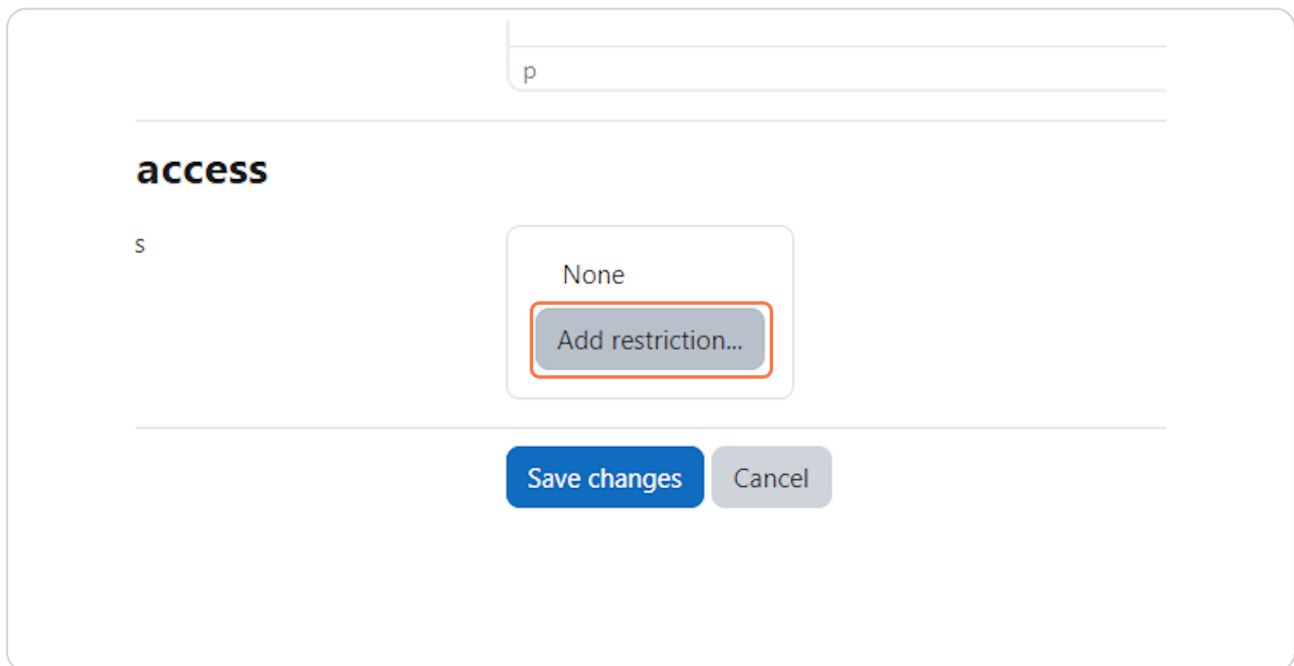
Klik icon panah pada bagian Restrict Access



A screenshot of a user interface showing a dialog box titled "Restrict access". The dialog has a header bar with a grey arrow icon on the left and the text "Restrict access" in bold. Below the header, there is a blue button labeled "Save changes". The dialog is set against a background that shows a partially visible form with a text input field containing the letter "p".

STEP 6

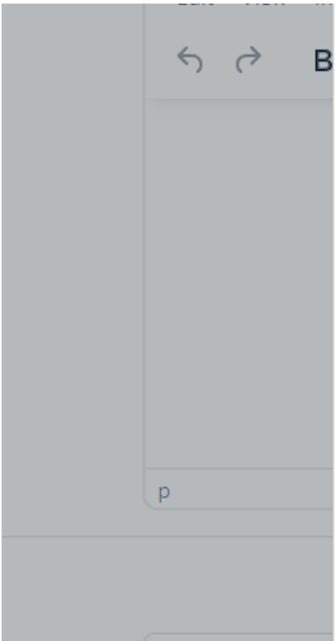
Klik tombol Add restriction



A screenshot of the "Restrict access" dialog box, showing the "None" option selected in a dropdown menu. Below the dropdown, the "Add restriction..." button is highlighted with a red border. At the bottom of the dialog, there are two buttons: "Save changes" (blue) and "Cancel" (grey). The background shows the same form with the letter "p" in the input field.

STEP 7

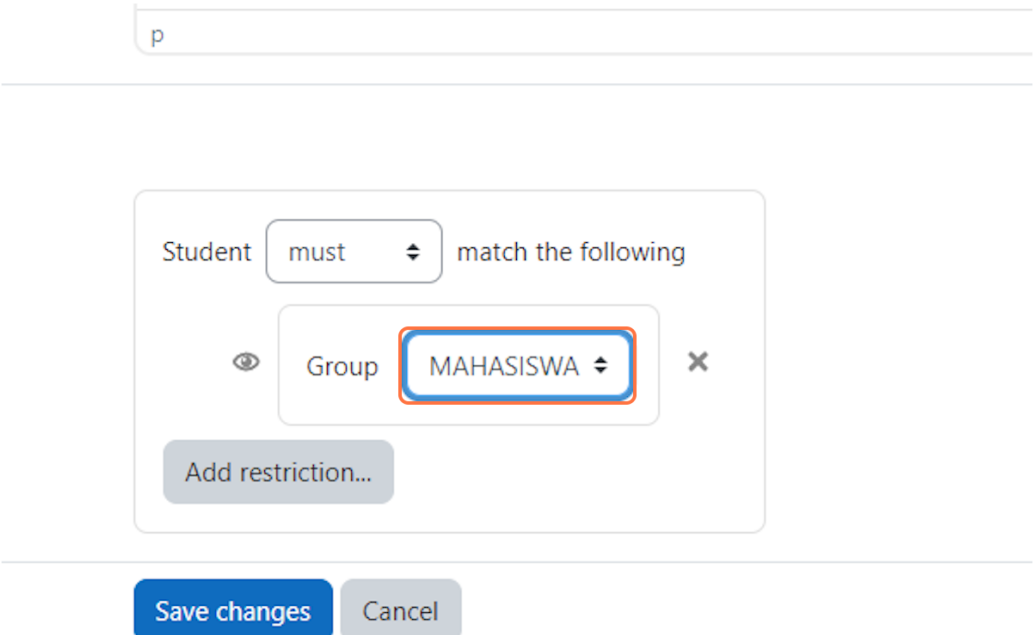
Setelah itu klik tombol Group



Restriction Type	Description
Activity completion	complete (or not complete) another activity.
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 8

Silahkan memilih group



Student must match the following

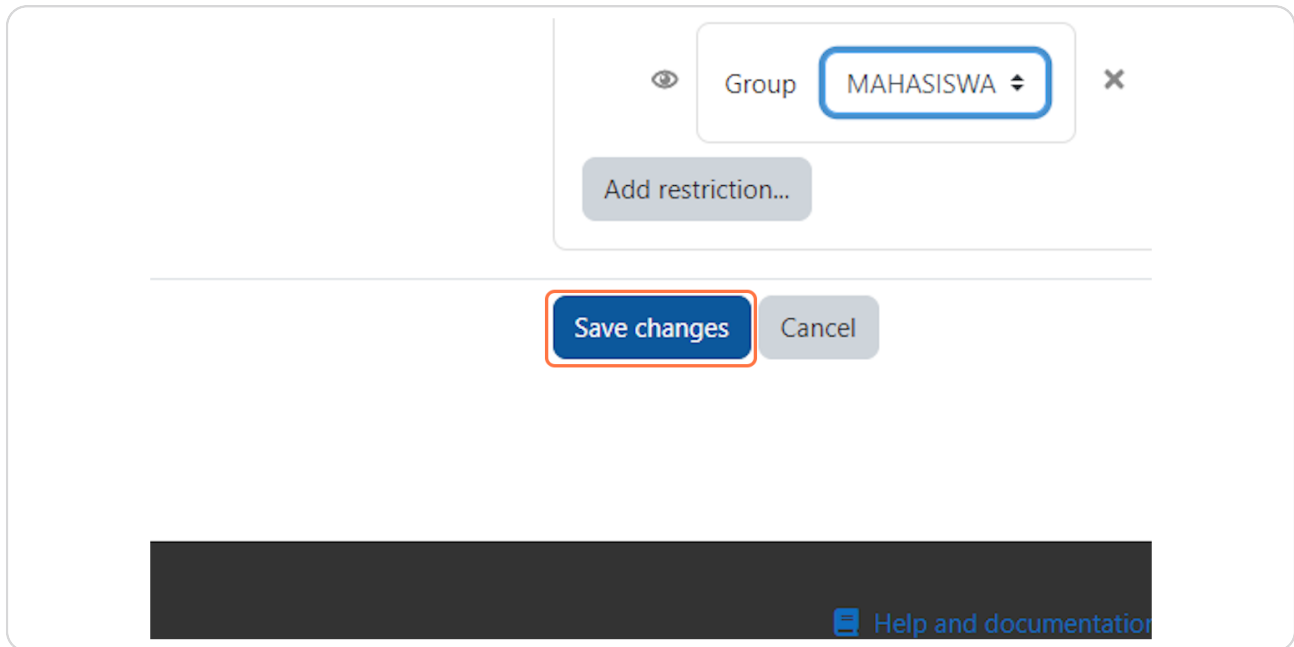
Group MAHASISWA

Add restriction...

Save changes Cancel

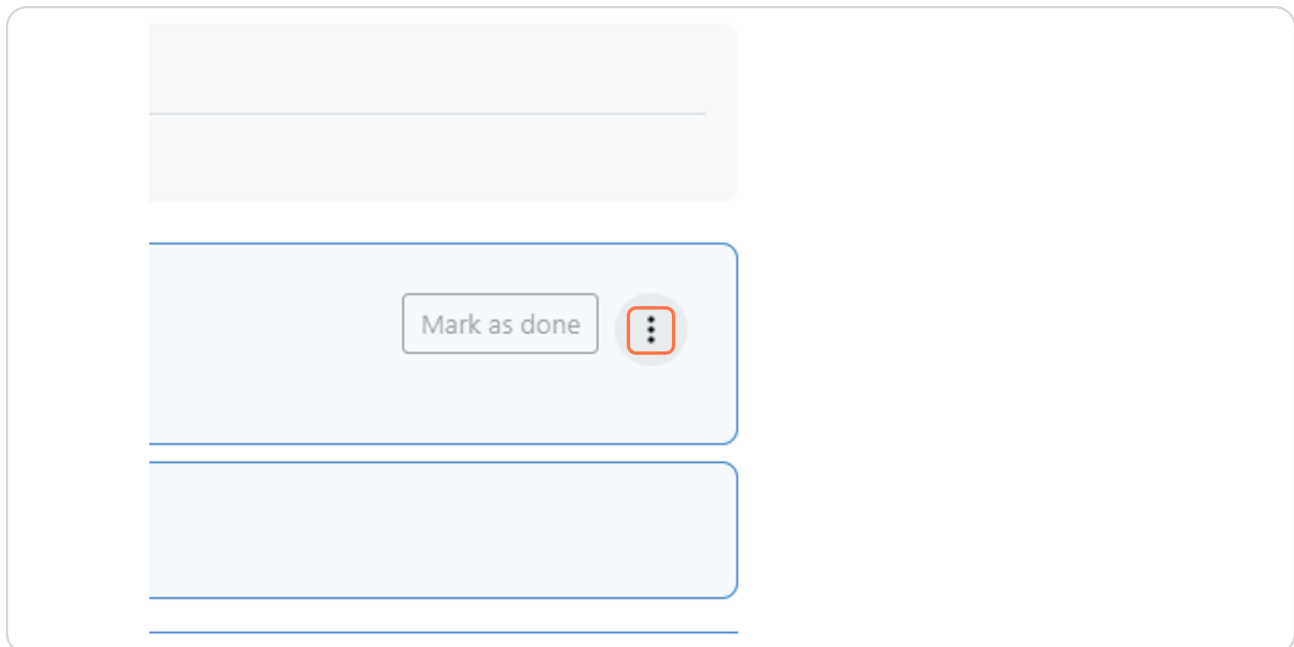
STEP 9

Klik Save changes untuk menyimpan perubahan



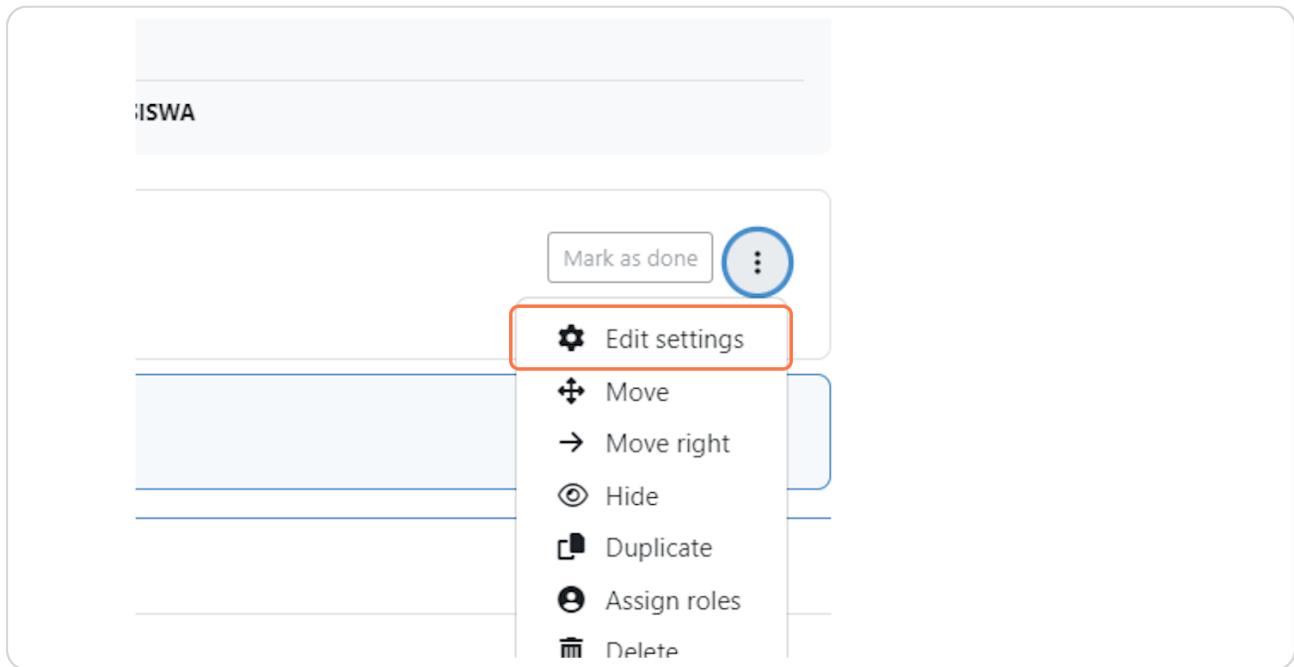
STEP 10

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



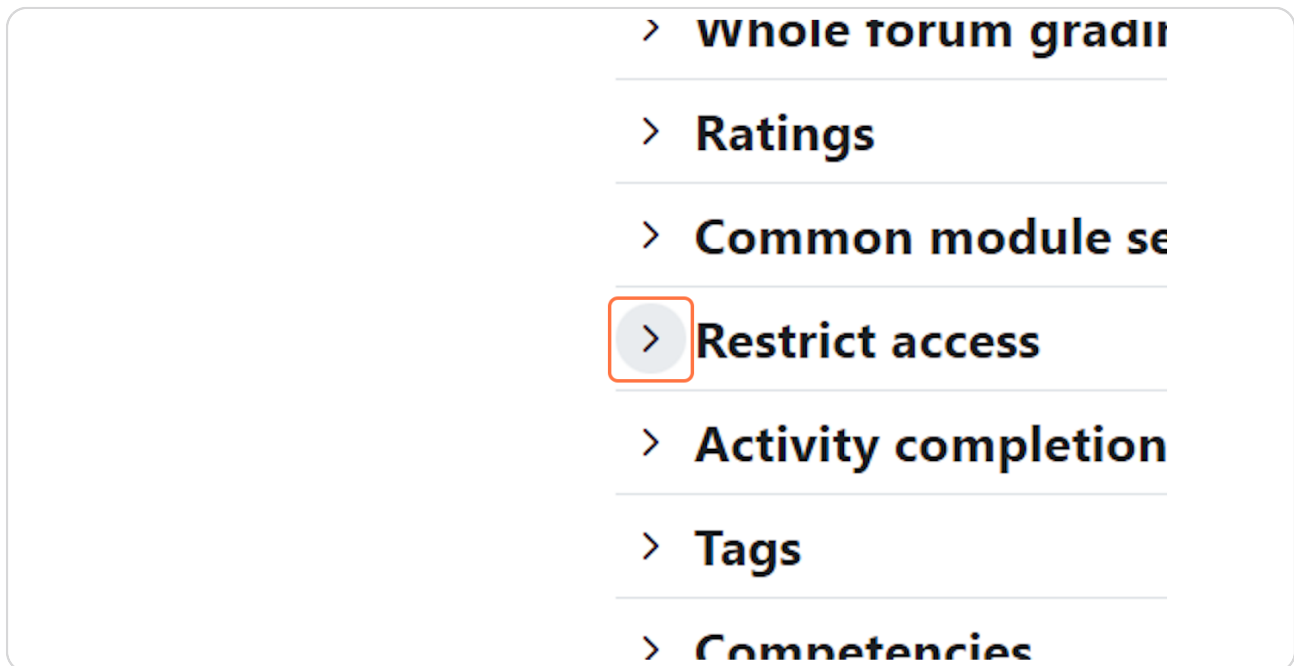
STEP 11

Klik Edit Settings



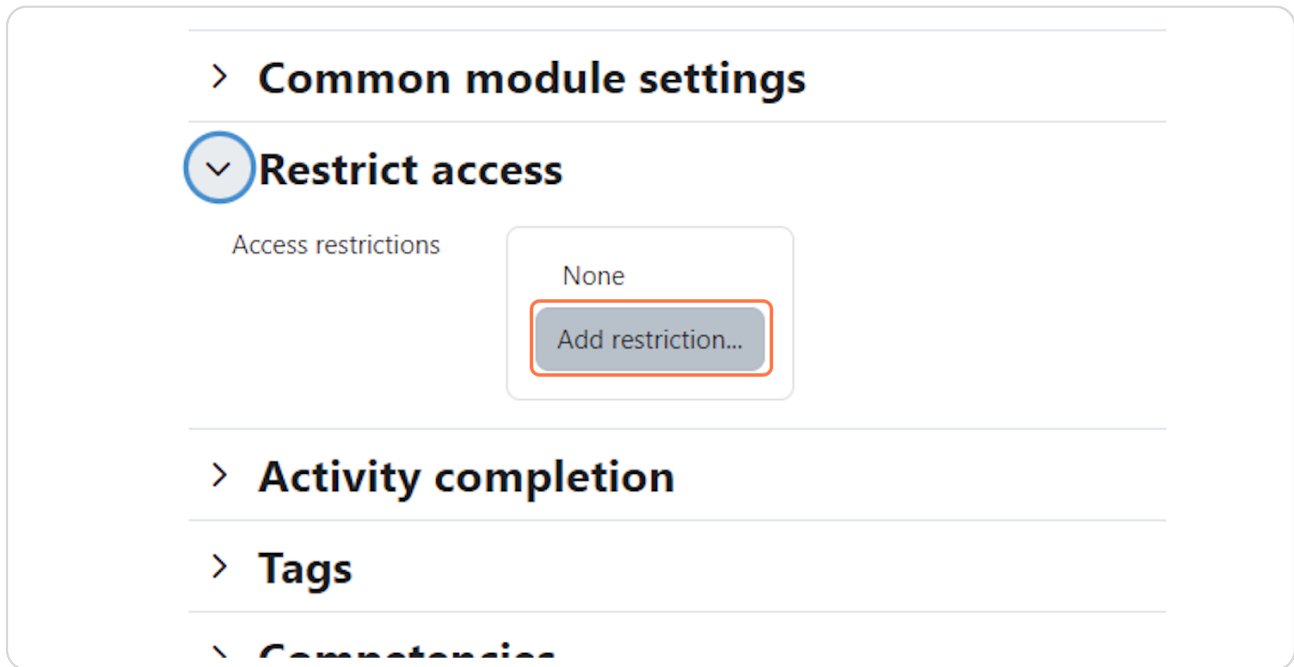
STEP 12

Klik ikon panah seperti gambar dibawah ini pada bagian Restrict Access



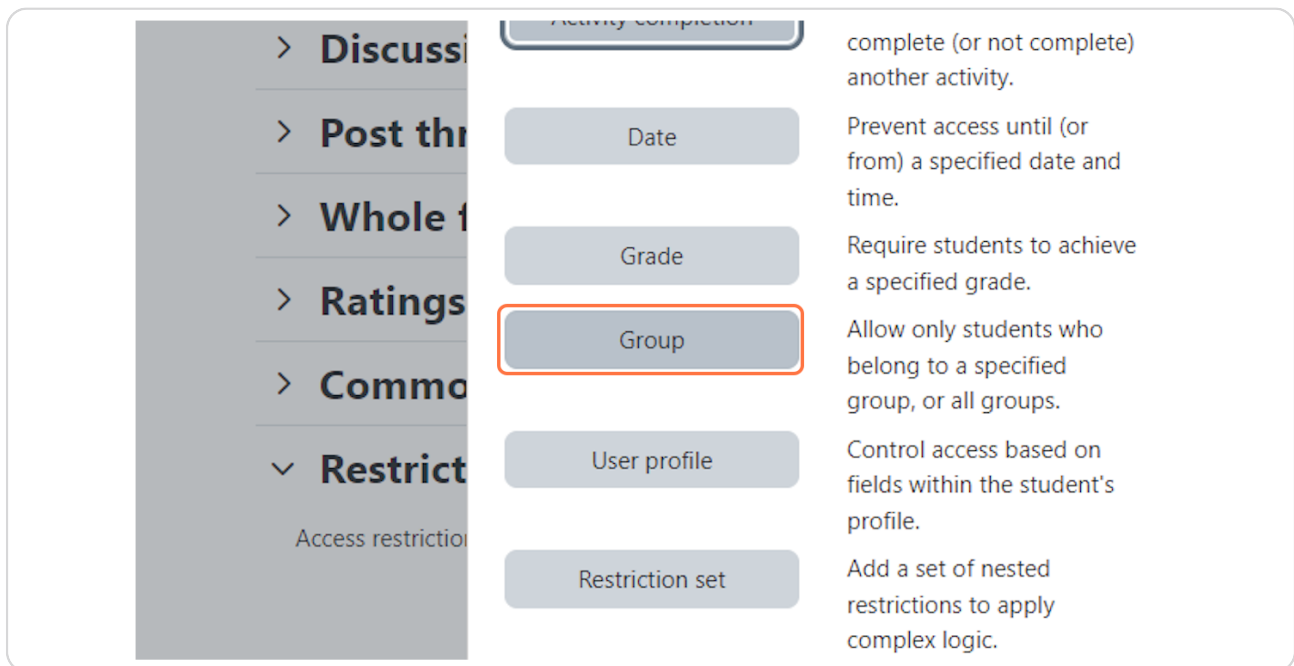
STEP 13

Klik tombol Add Restriction



STEP 14

Klik tombol Group



STEP 15

Silahkan memilih group

Activity completion

Restrictions

Student match the following

Group

Activity completion

STEP 16

Klik Save and return to course untuk menyimpan perubahan

Activity completion

> **Tags**

> **Competencies**

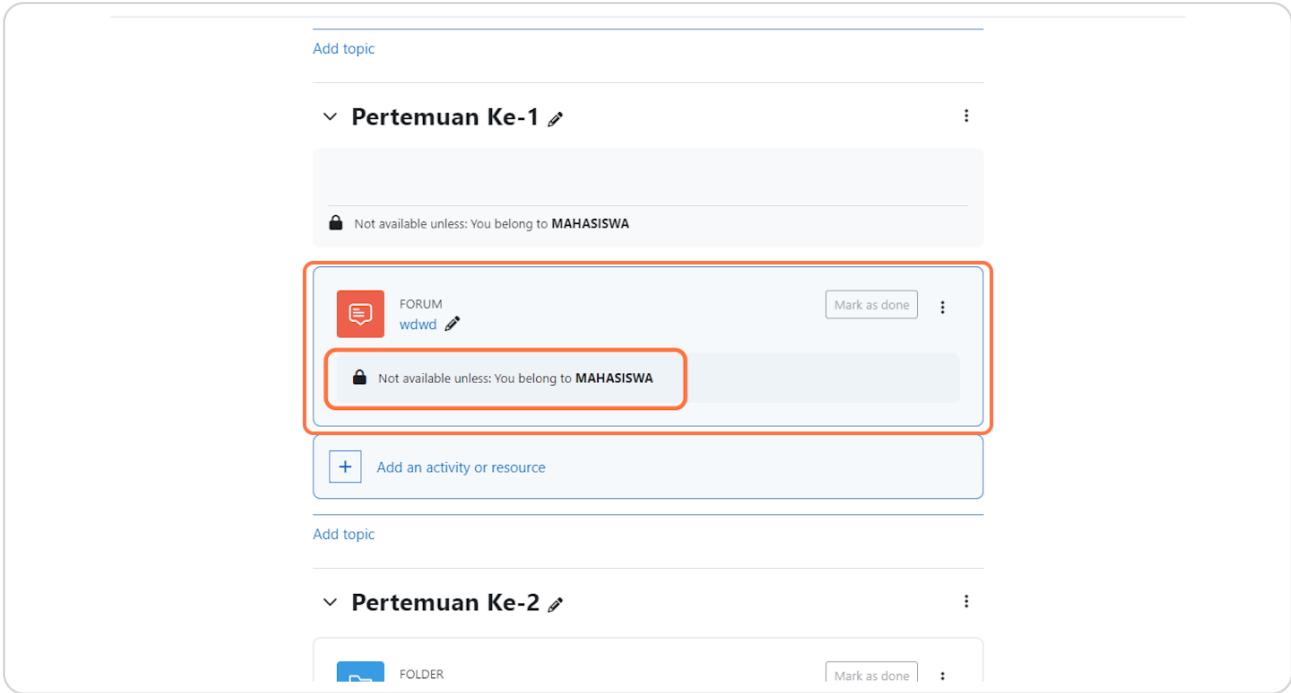
Send content change notification [?](#)

! Required

[Help and documentation](#)

STEP 17

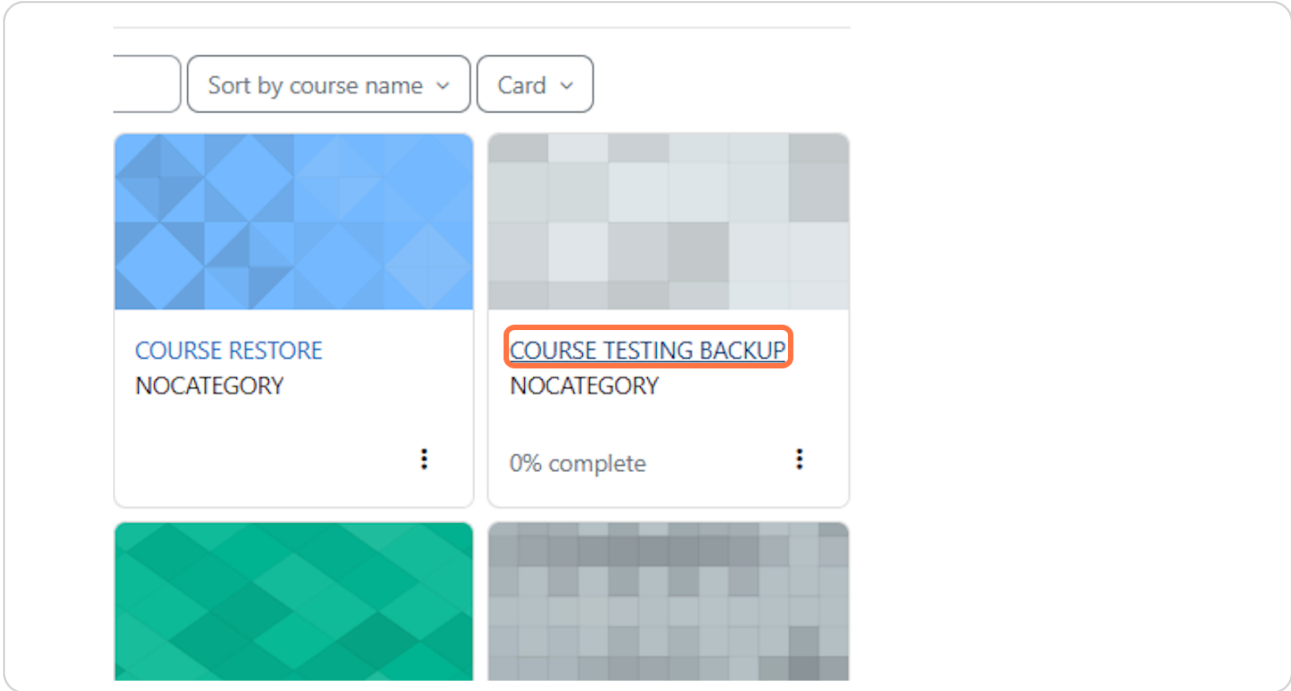
Maka hasilnya seperti gambar dibawah ini.



15. Mencadangkan Mata kuliah

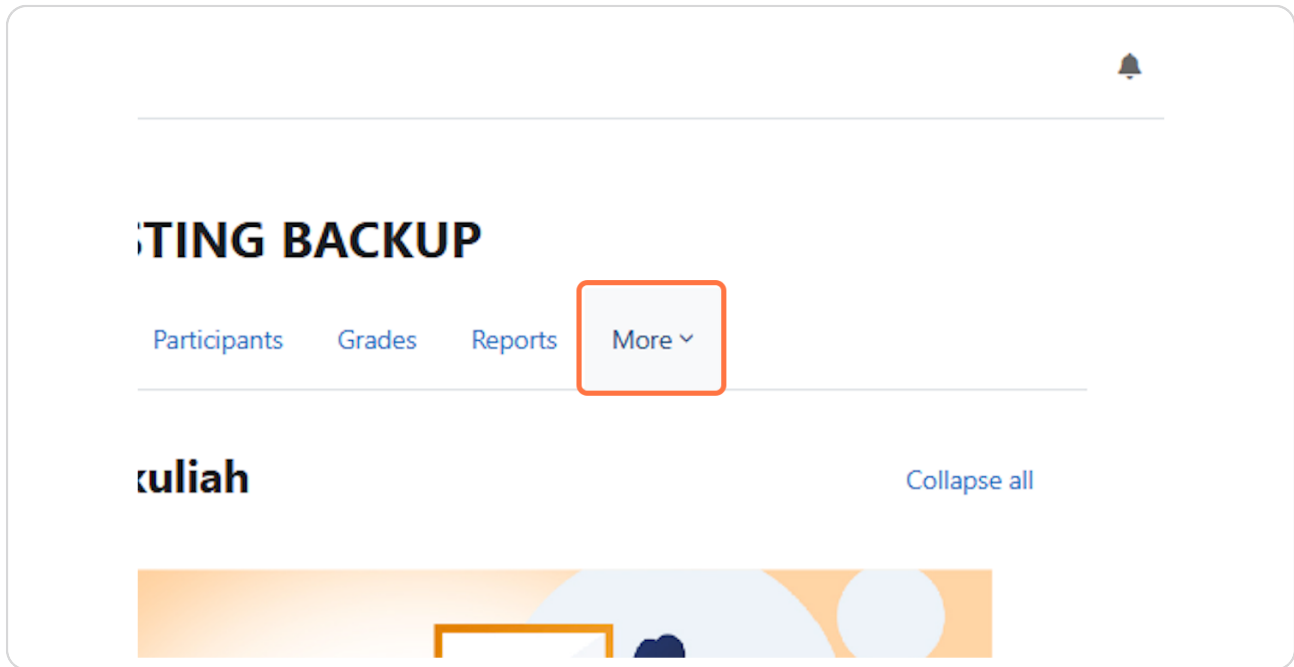
STEP 1

Setelah login, silahkan pilih course yang ingin dicadangkan,



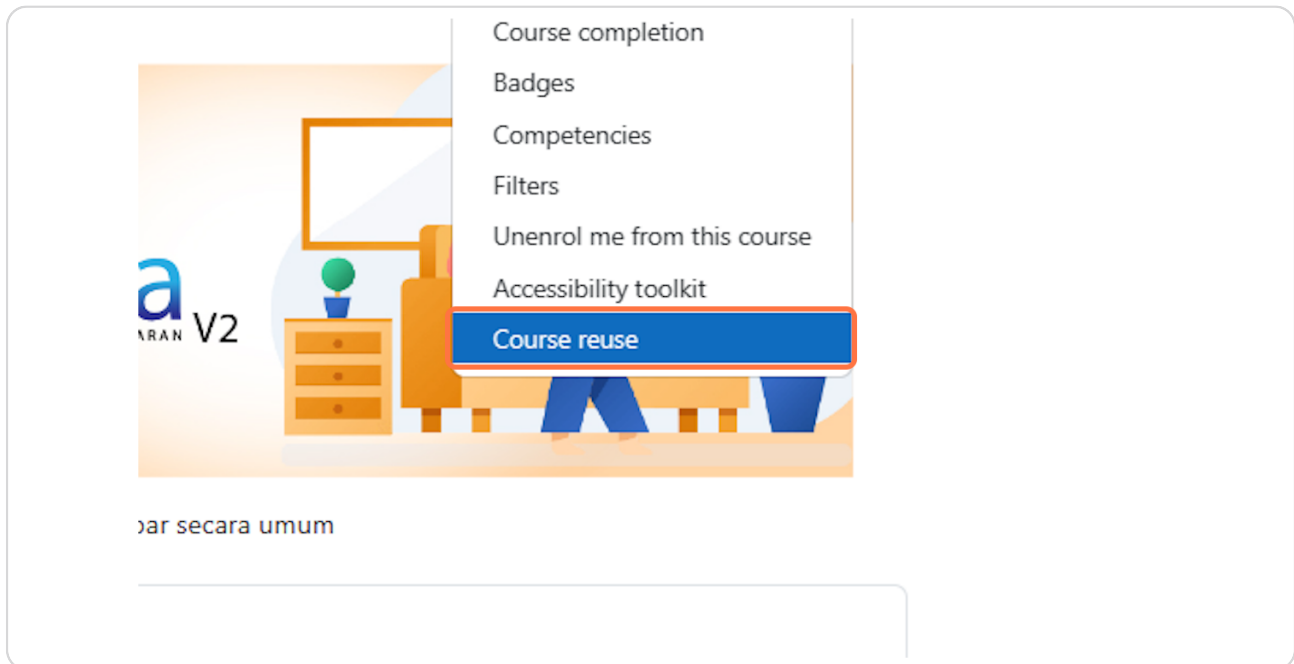
STEP 2

Klik More dibawah judul coursanya seperti gambar dibawah ini,



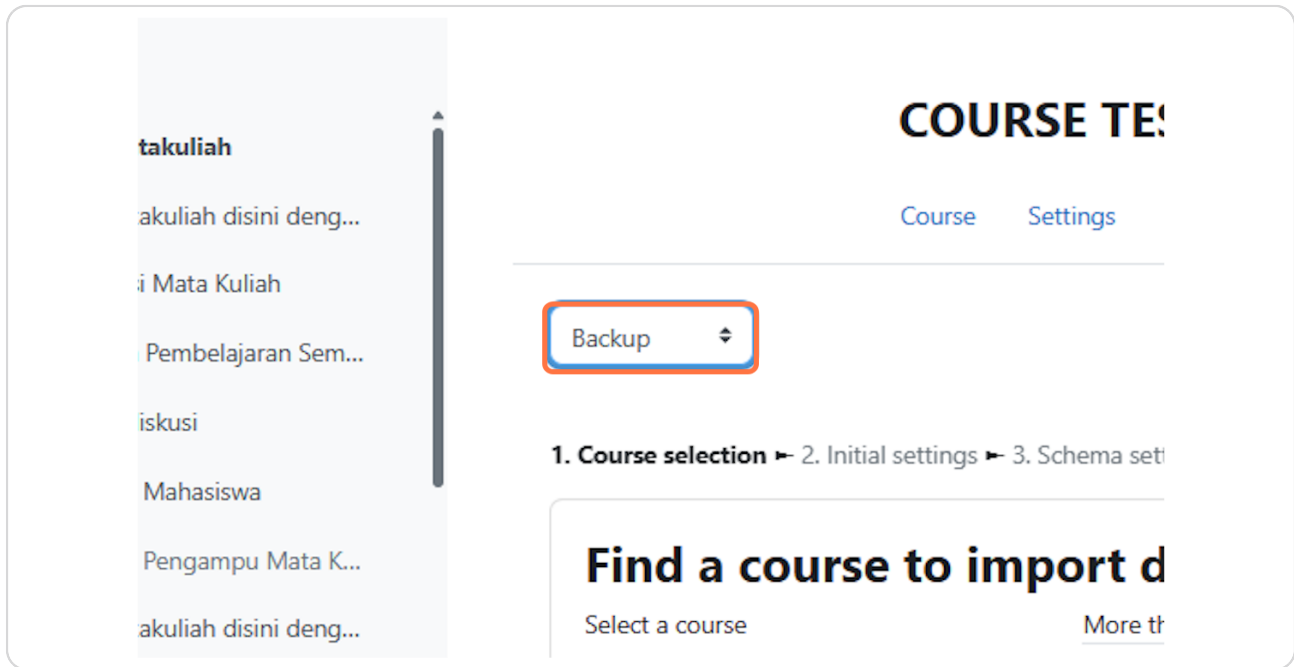
STEP 3

Kemudian pilih Course reuse,



STEP 4

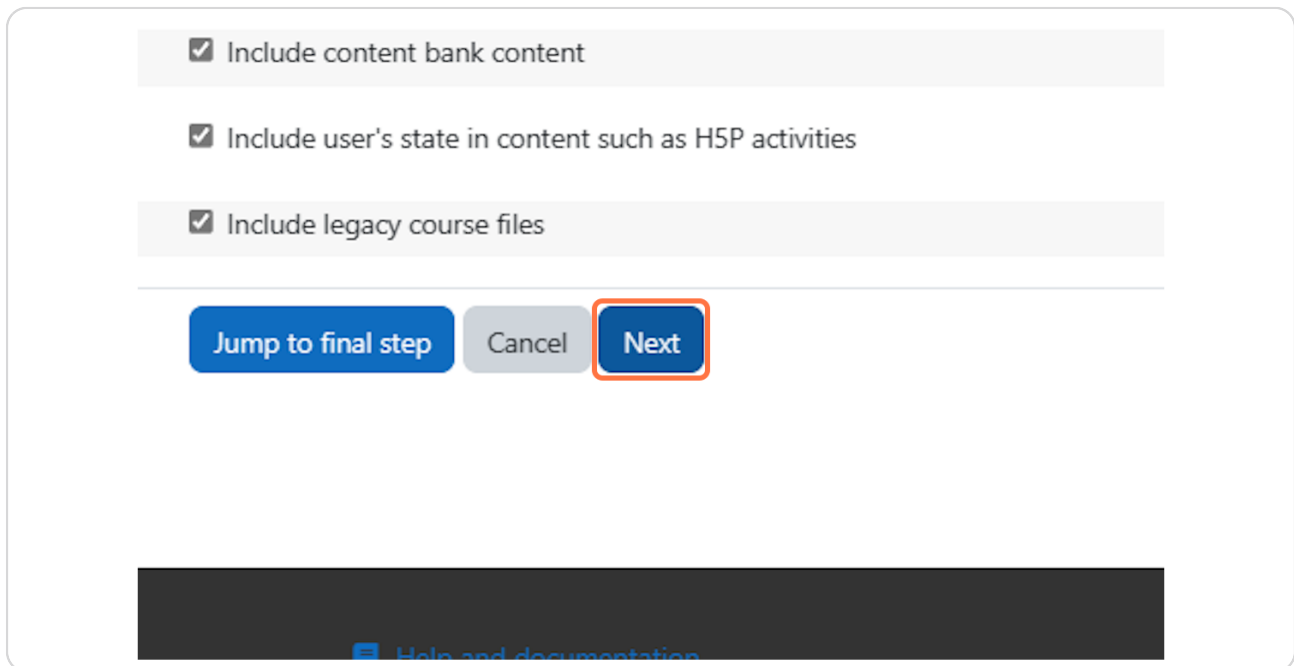
Kemudian akan tampil halaman baru dan pilih Backup seperti gambar dibawah ini,



The screenshot shows a web interface for course management. On the left is a vertical sidebar menu with items like 'takuliah', 'akuliah disini deng...', 'i Mata Kuliah', 'Pembelajaran Sem...', 'iskusi', 'Mahasiswa', 'Pengampu Mata K...', and 'akuliah disini deng...'. The main content area is titled 'COURSE TE' and has 'Course' and 'Settings' tabs. A 'Backup' dropdown menu is highlighted with a red box. Below it, a progress indicator shows '1. Course selection' as the active step, followed by '2. Initial settings' and '3. Schema set'. A section titled 'Find a course to import d' contains the text 'Select a course' and a 'More th' link.

STEP 5

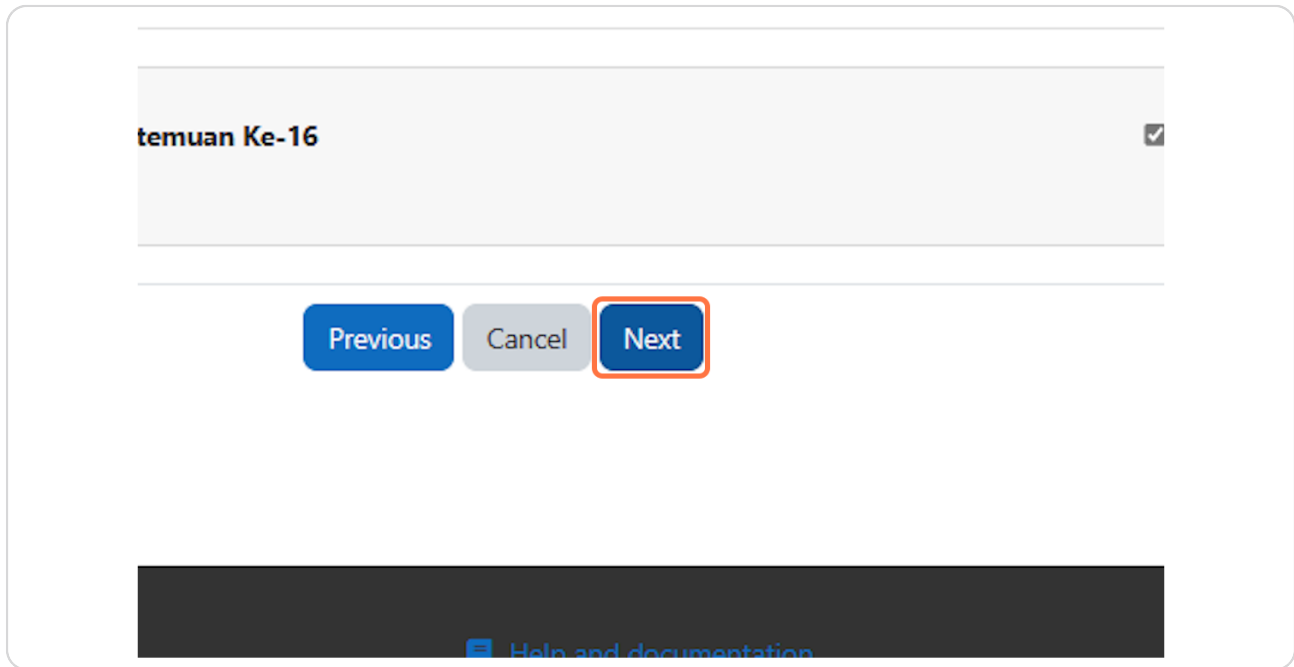
Klik tombol Next,



The screenshot shows a settings page with three checked options: 'Include content bank content', 'Include user's state in content such as H5P activities', and 'Include legacy course files'. Below these options are three buttons: 'Jump to final step', 'Cancel', and 'Next'. The 'Next' button is highlighted with a red box. At the bottom of the page, there is a dark bar with a 'Help and documentation' link.

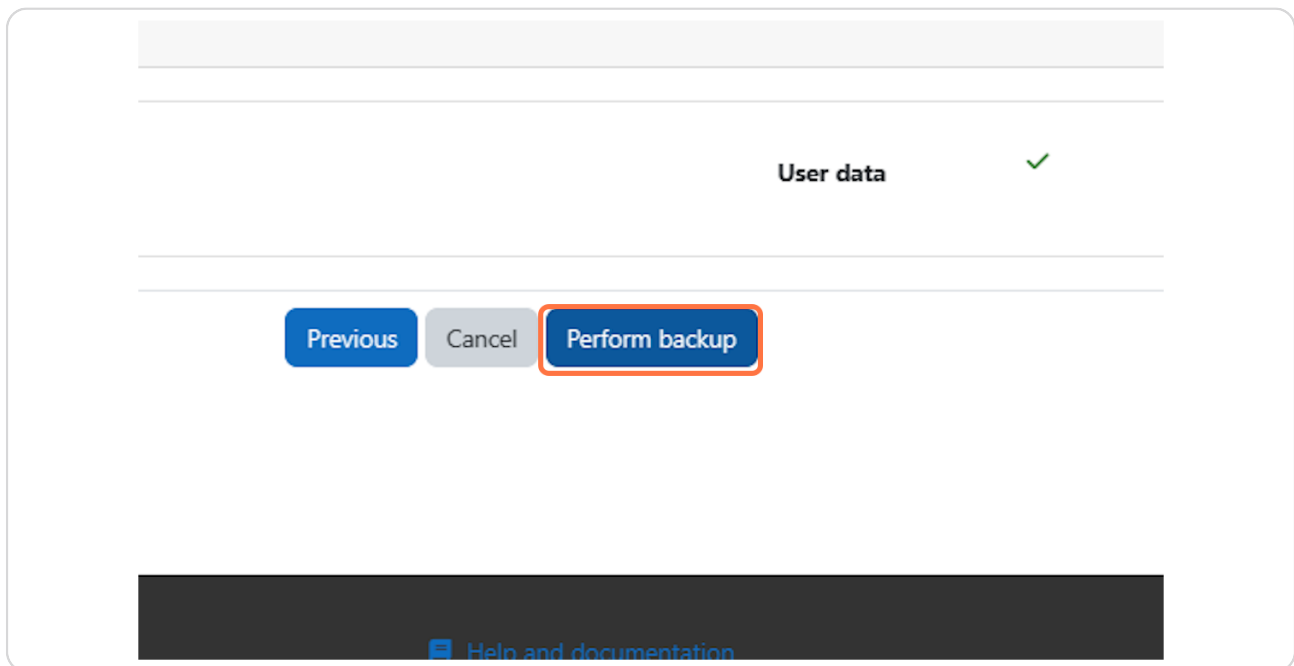
STEP 6

Klik tombol Next lagi,



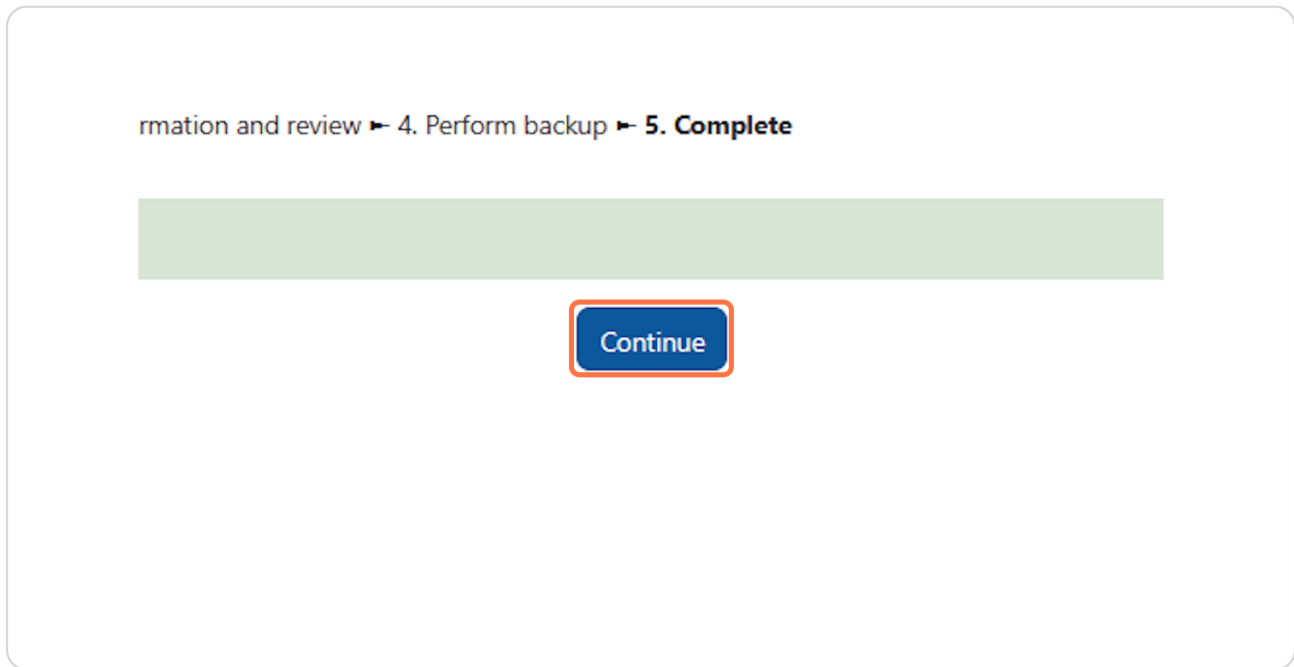
STEP 7

Kemudian klik tombol Perform backup,



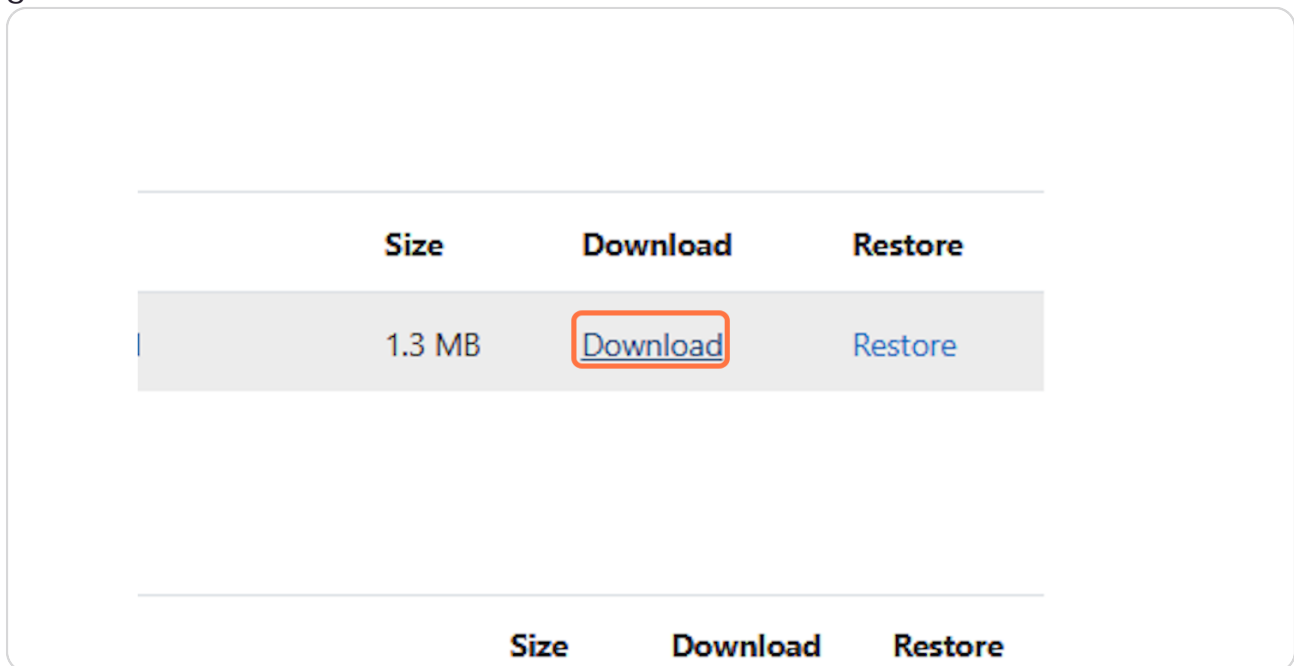
STEP 8

Setelah proses pencadangan selesai, silahkan tekan tombol Continue,



STEP 9

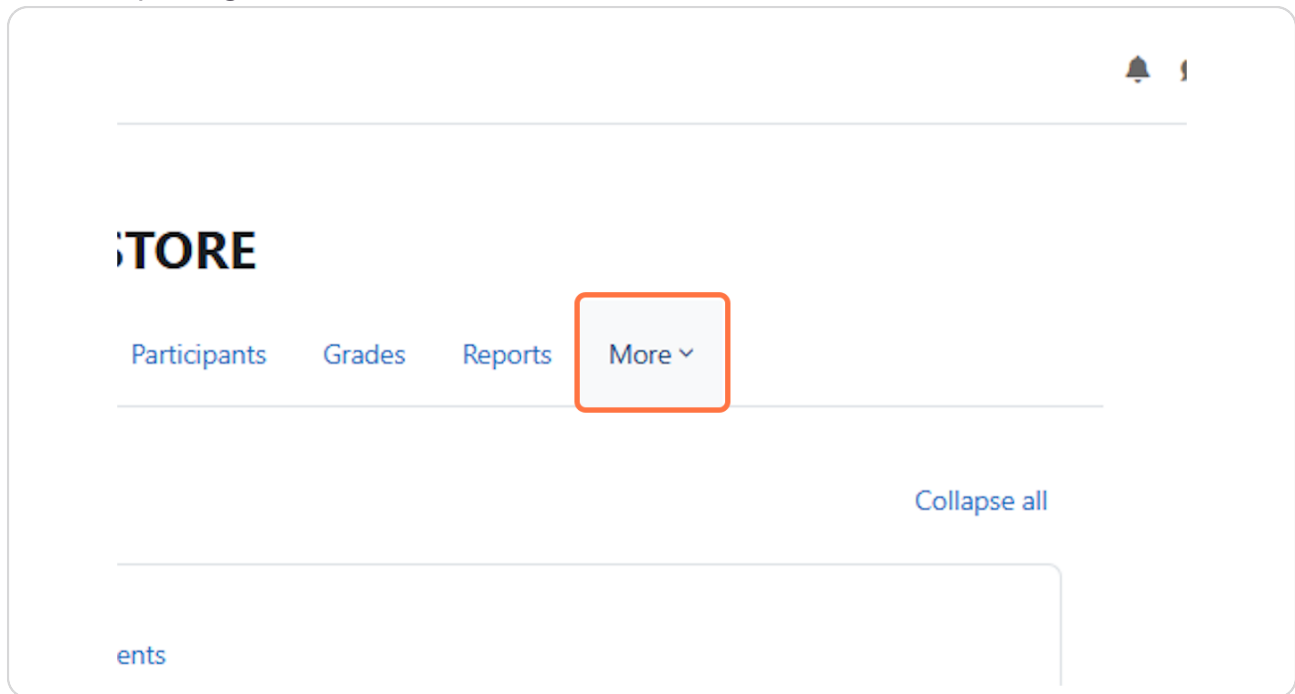
Untuk mengunduh file cadangannya, silahkan tekan tombol Download seperti gambar dibawah ini.



16. Memulihkan Mata kuliah

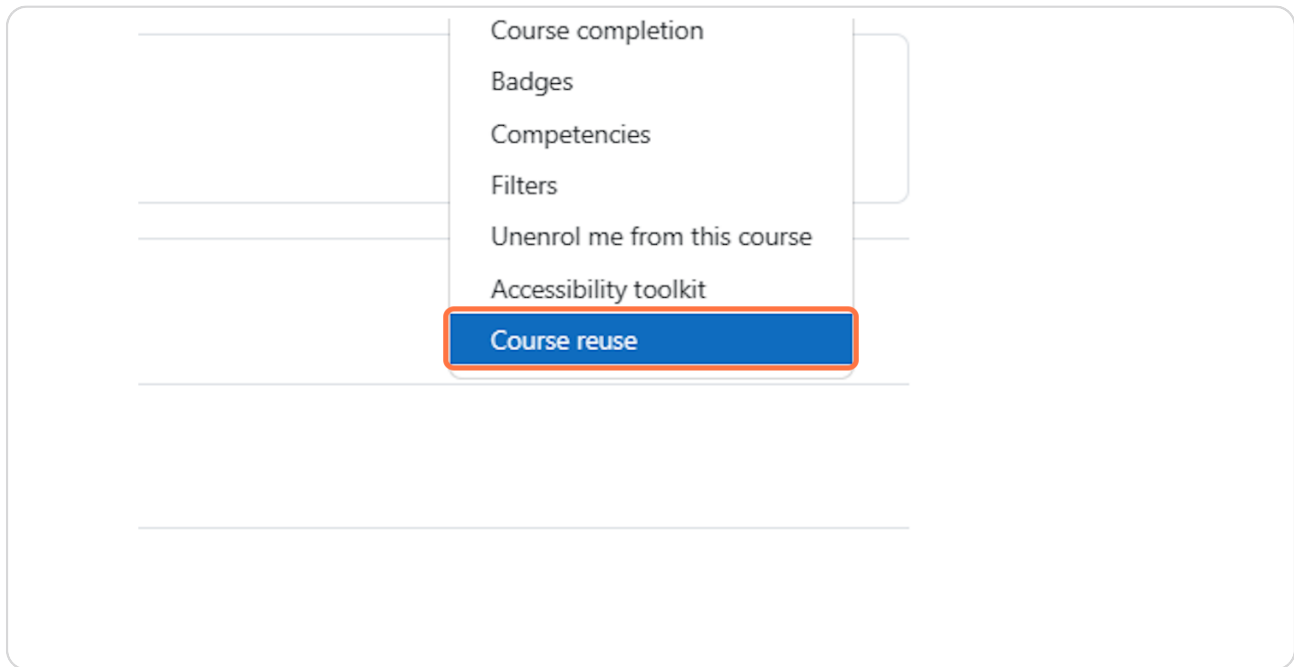
STEP 1

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



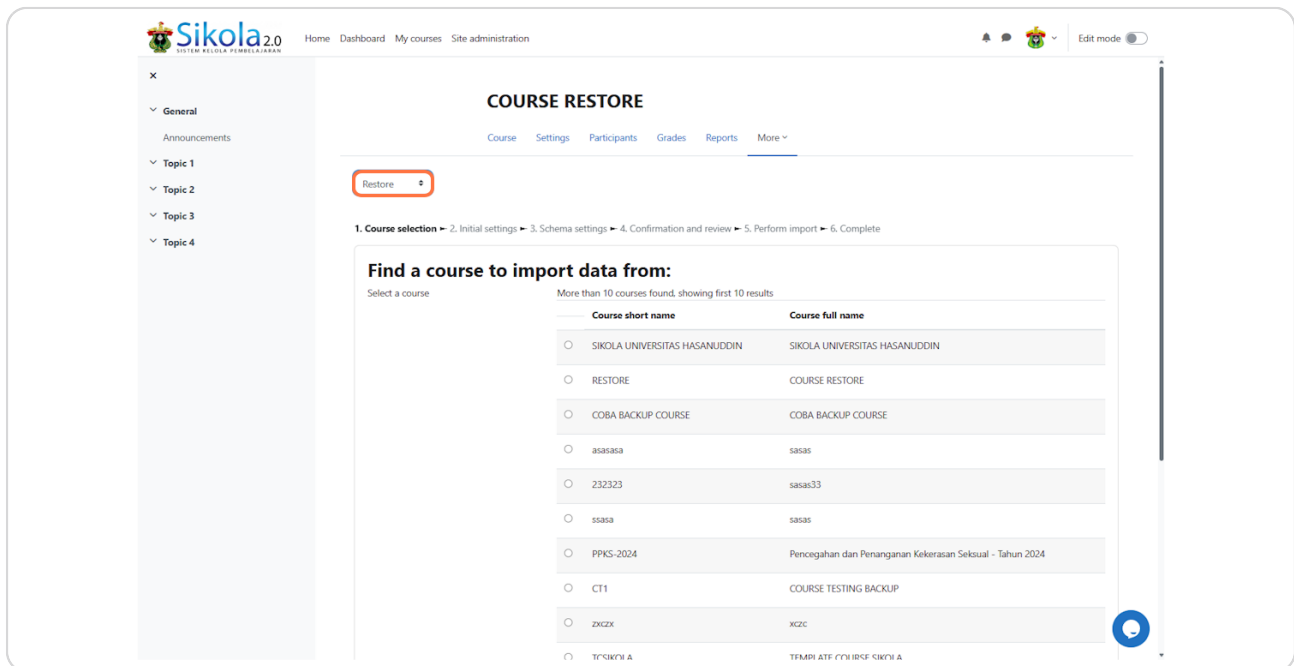
STEP 2

Kemudian klik Course reuse,



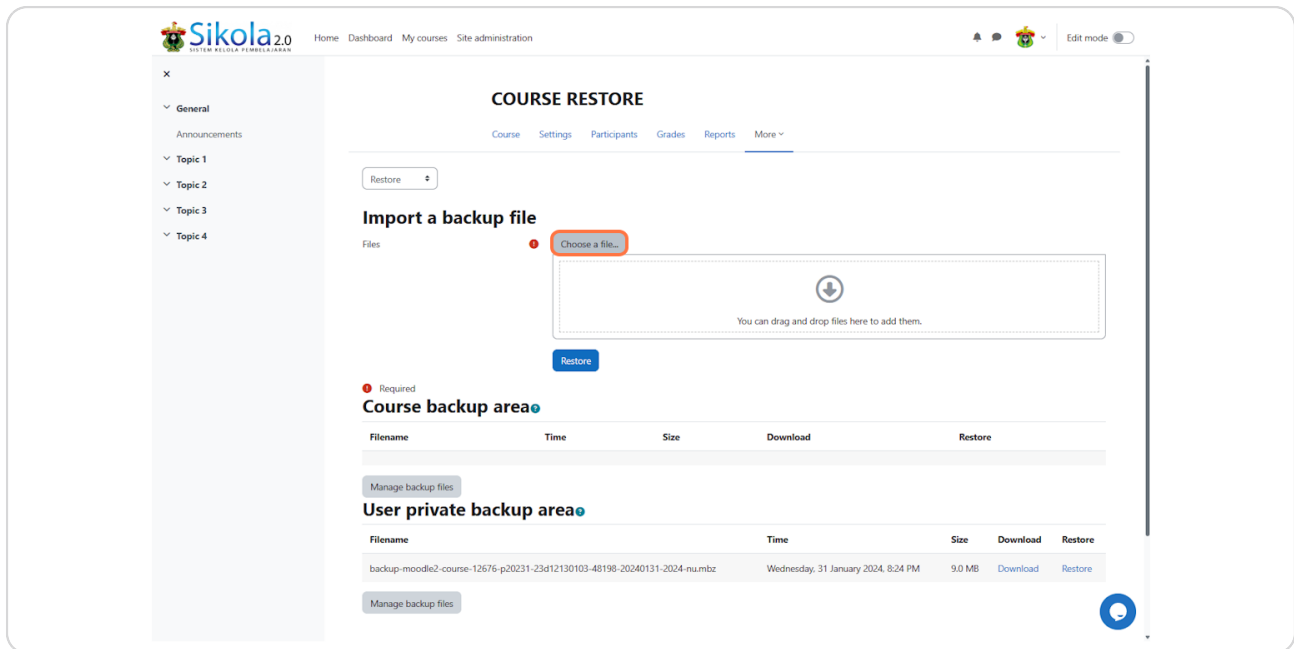
STEP 3

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



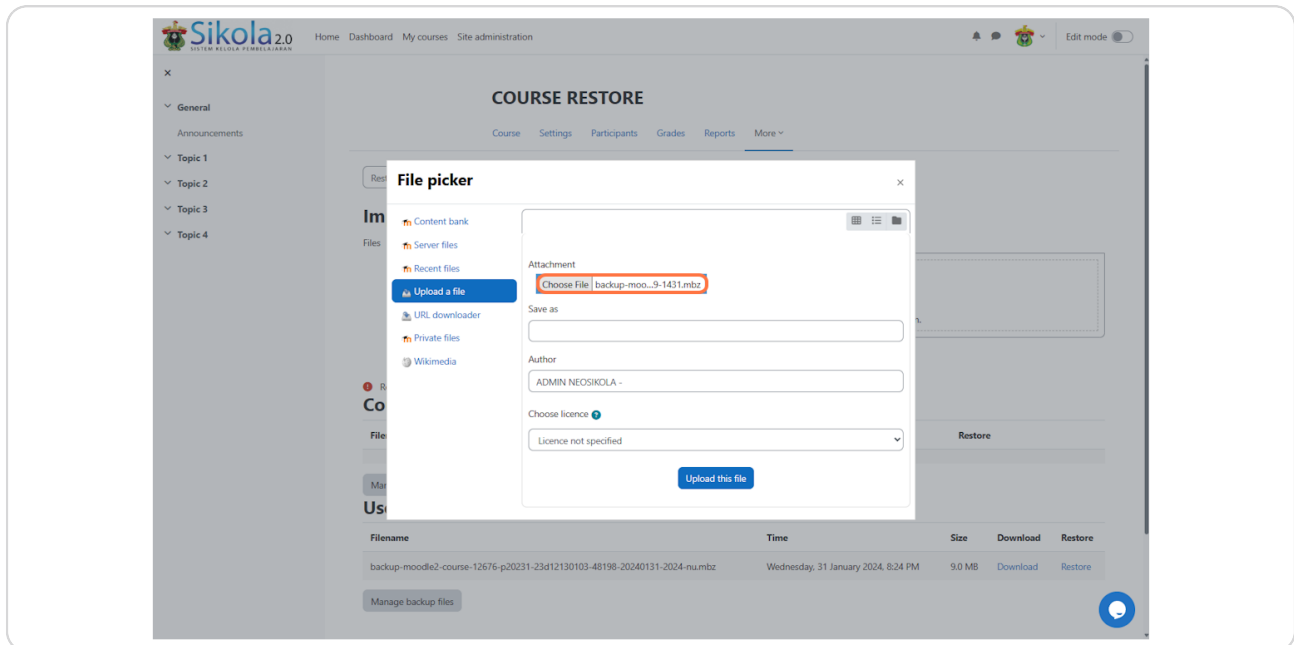
STEP 4

Klik Choose a file untuk mengupload file,



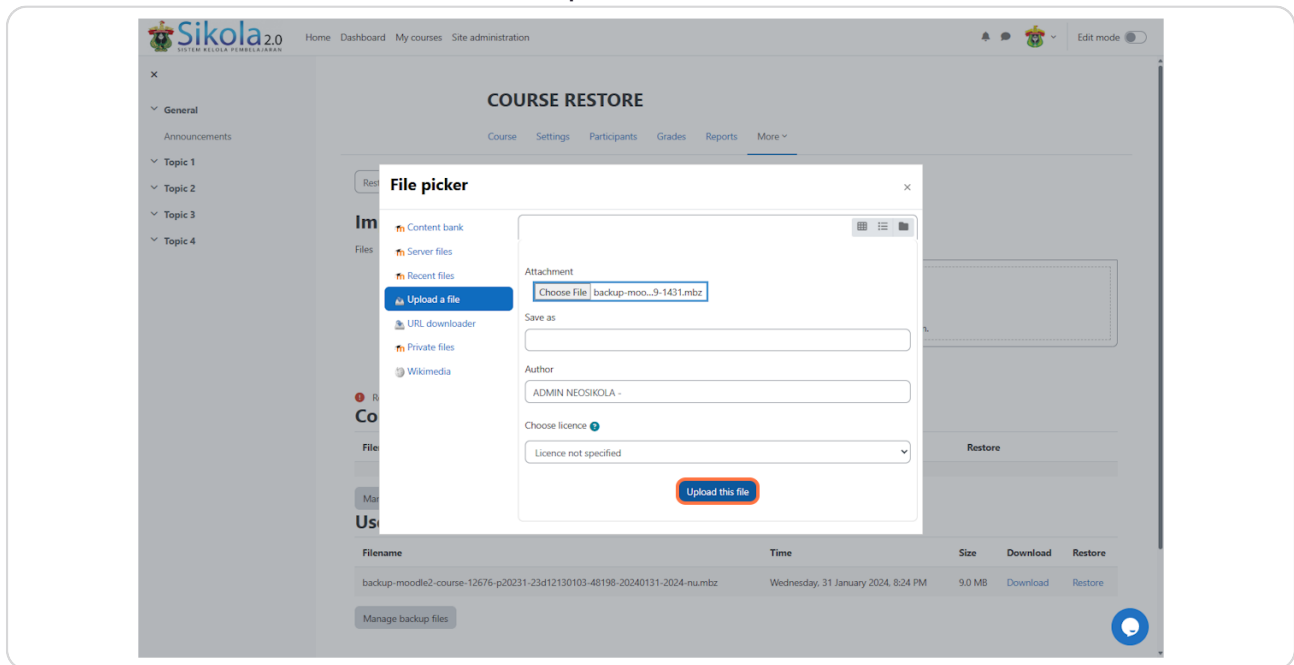
STEP 5

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



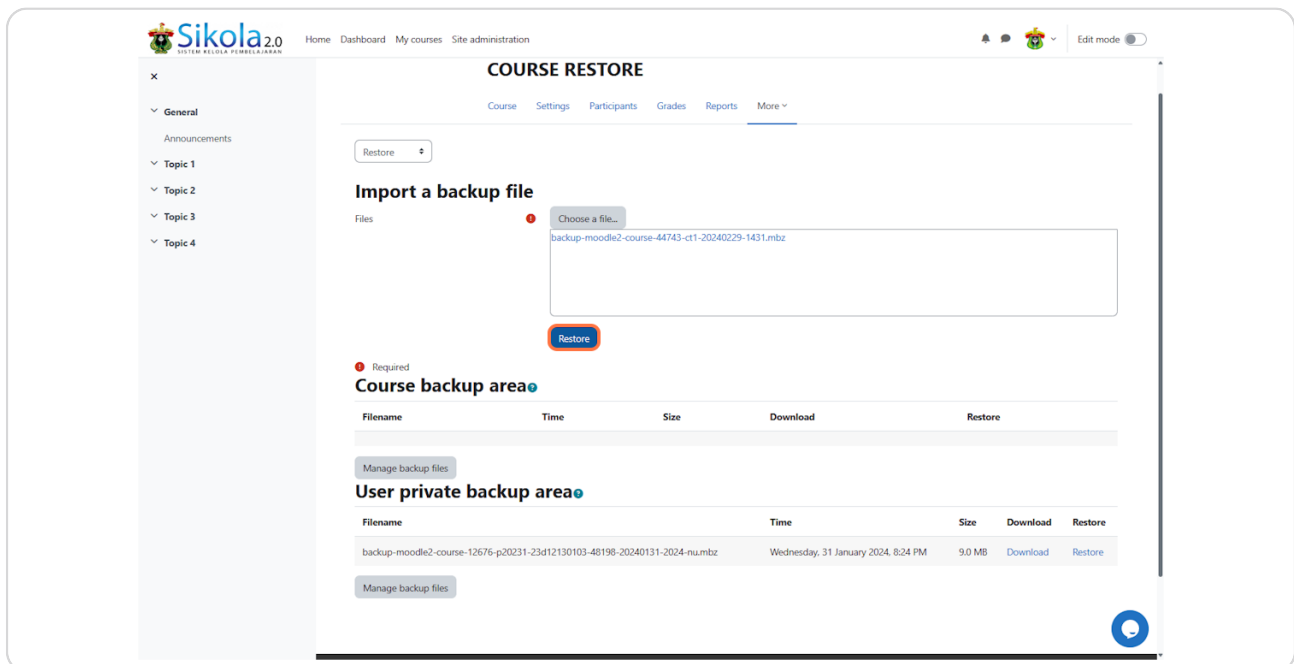
STEP 6

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



STEP 7

Setelah itu klik tombol Restore,



STEP 8

Klik tombol Continue untuk melanjutkannya,

The screenshot shows the Sikola 2.0 interface. The top navigation bar includes 'Home', 'Dashboard', 'My courses', and 'Site administration'. The left sidebar has a menu with 'General', 'Announcements', and 'Topic 1' through 'Topic 4'. The main content area shows a course configuration for a folder named 'test'. It lists sections from 'Pertemuan Ke-3' to 'Ke-16', each with the note 'Included in backup along with user information'. Below this is a table of activities:

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

A 'Continue' button is located at the bottom center of the configuration area. The footer contains links for 'Help and documentation', 'Services and support', and 'Contact site support', along with the text 'Powered by Moodle Version 4.2+ (Build: 20230602)'.

STEP 9

Kemudian pilih opsi NOCATEGORY,

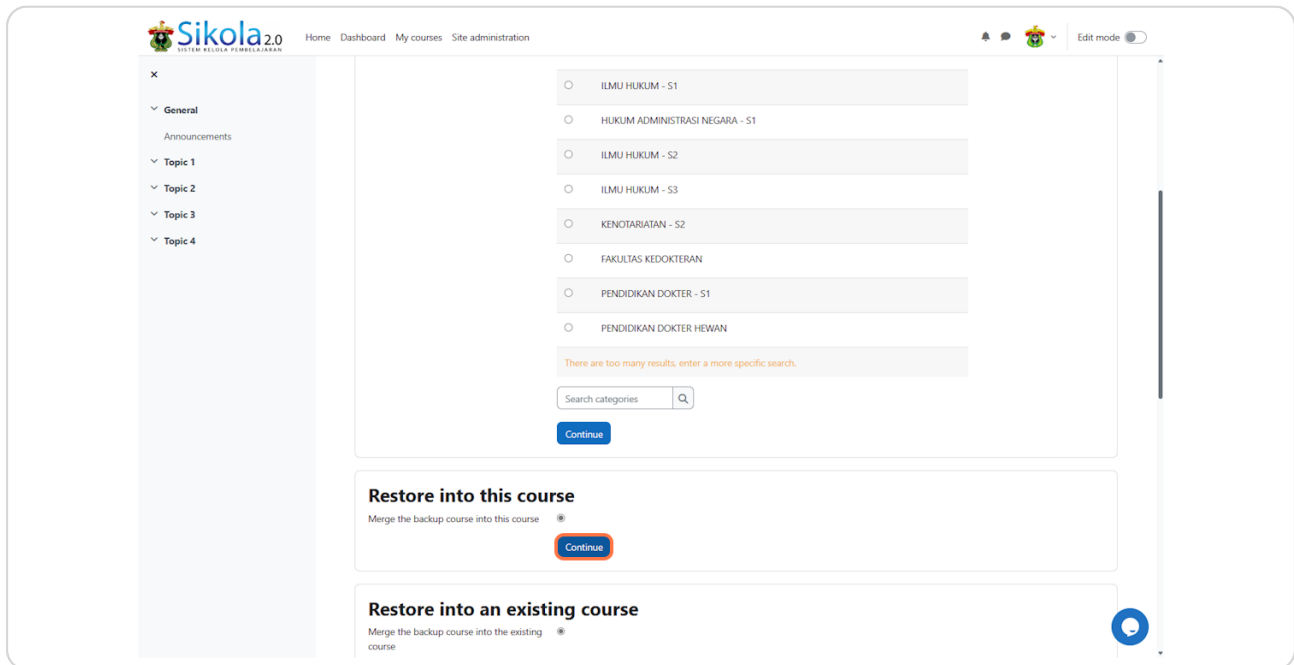
The screenshot shows the 'Restore as a new course' screen in the Sikola 2.0 interface. The top navigation bar includes 'Course', 'Settings', 'Participants', 'Grades', 'Reports', and 'More'. The left sidebar is the same as in Step 8. The main content area shows a progress bar with steps: '1. Confirm', '2. Destination', '3. Settings', '4. Schema', '5. Review', '6. Process', and '7. Complete'. The 'Restore as a new course' section has a search input and a list of categories:

Name	Description
<input checked="" type="radio"/> NOCATEGORY	
<input type="radio"/> FAKULTAS HUKUM	
<input type="radio"/> ILMU HUKUM - S1	
<input type="radio"/> HUKUM ADMINISTRASI NEGARA - S1	
<input type="radio"/> ILMU HUKUM - S2	
<input type="radio"/> ILMU HUKUM - S3	
<input type="radio"/> KENOTARIATAN - S2	
<input type="radio"/> FAKULTAS KEDOKTERAN	
<input type="radio"/> PENDIDIKAN DOKTER - S1	
<input type="radio"/> PENDIDIKAN DOKTER HEWAN	

A message at the bottom of the list states: 'There are too many results, enter a more specific search.'

STEP 10

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



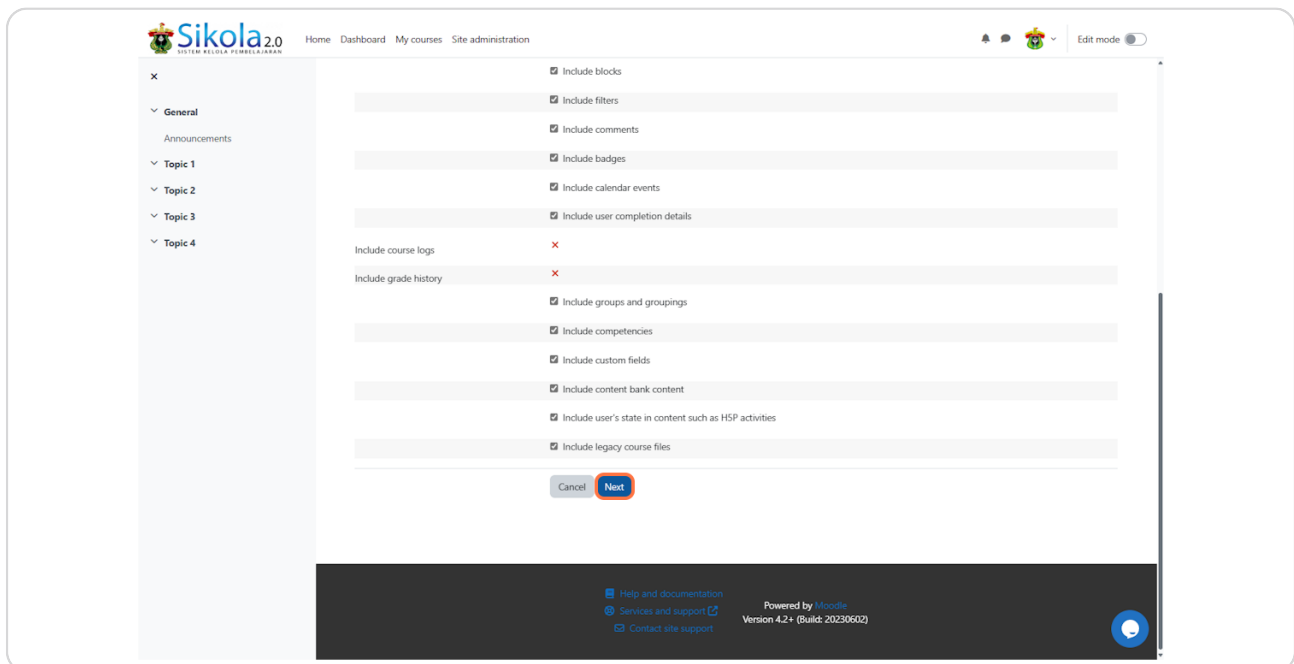
The screenshot shows the Sikola 2.0 interface for course restoration. On the left is a navigation menu with 'General', 'Announcements', and four 'Topic' items. The main content area is divided into three sections:

- Search Results:** A list of course categories with radio buttons, including 'ILMU HUKUM - S1', 'HUKUM ADMINISTRASI NEGARA - S1', 'ILMU HUKUM - S2', 'ILMU HUKUM - S3', 'KENOTARIATAN - S2', 'FAKULTAS KEDOKTERAN', 'PENDIDIKAN DOKTER - S1', and 'PENDIDIKAN DOKTER HEWAN'. Below the list is a search bar and a 'Continue' button.
- Restore into this course:** A section with the text 'Merge the backup course into this course' and a 'Continue' button.
- Restore into an existing course:** A section with the text 'Merge the backup course into the existing course' and a 'Continue' button.

The 'Continue' button in the 'Restore into this course' section is highlighted with a red circle.

STEP 11

Kemudian klik tombol Next,



The screenshot shows the 'Include' options screen in Sikola 2.0. The left navigation menu is the same as in Step 10. The main content area contains a list of checkboxes for various course components:

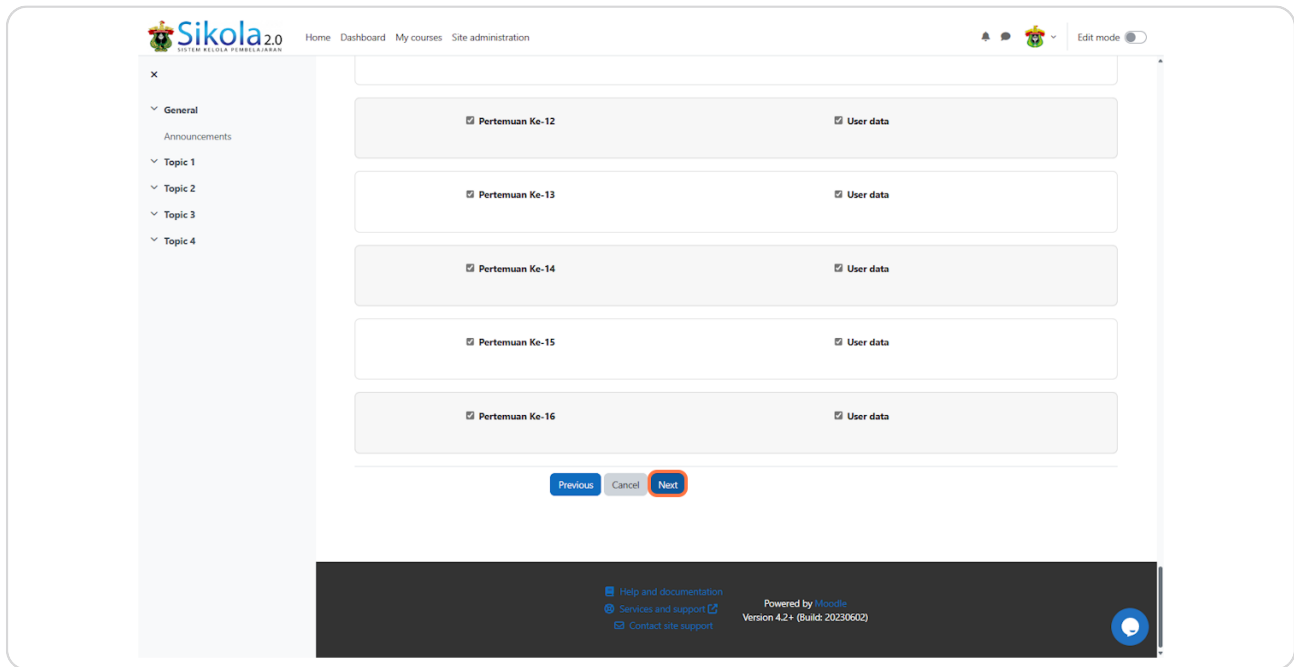
- Include blocks
- Include filters
- Include comments
- Include badges
- Include calendar events
- Include user completion details
- Include course logs
- Include grade history
- Include groups and groupings
- Include competencies
- Include custom fields
- Include content bank content
- Include user's state in content such as HSP activities
- Include legacy course files

At the bottom of the list are 'Cancel' and 'Next' buttons. The 'Next' button is highlighted with a red circle.

At the bottom of the page, there is a footer with links for 'Help and documentation', 'Services and support', and 'Contact site support', along with the text 'Powered by Moodle Version 4.2+ (Build: 20230602)'.

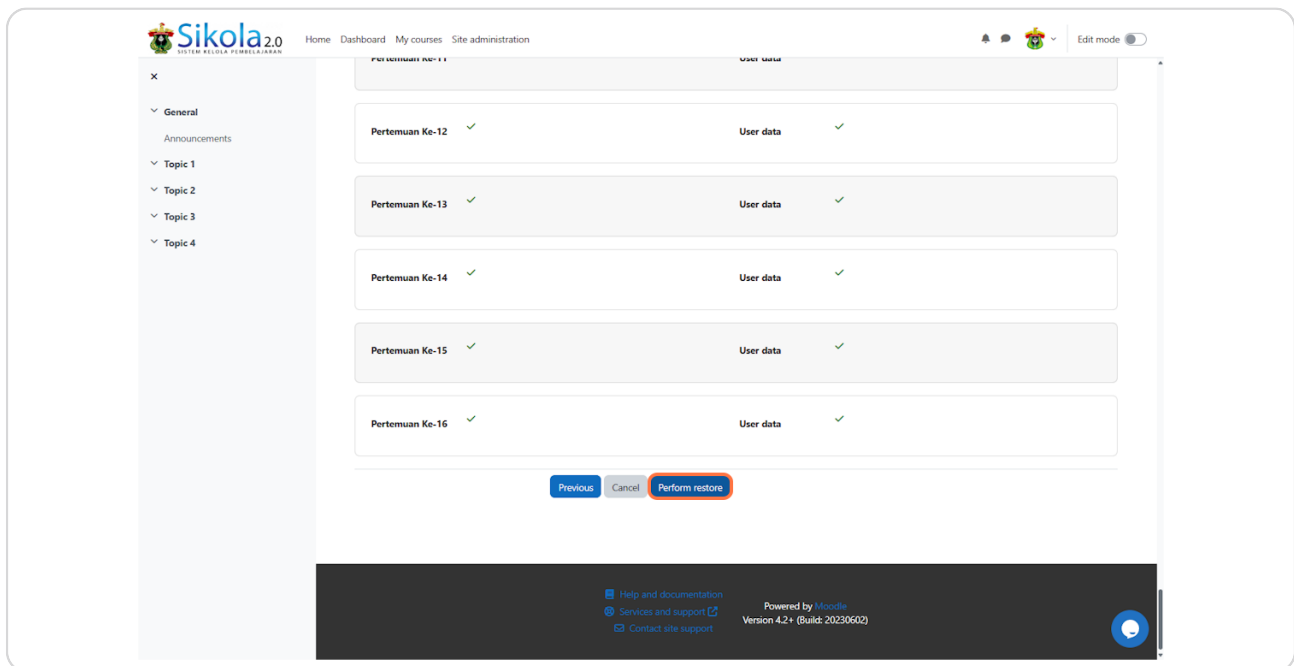
STEP 12

Tekan tombol Next lagi,



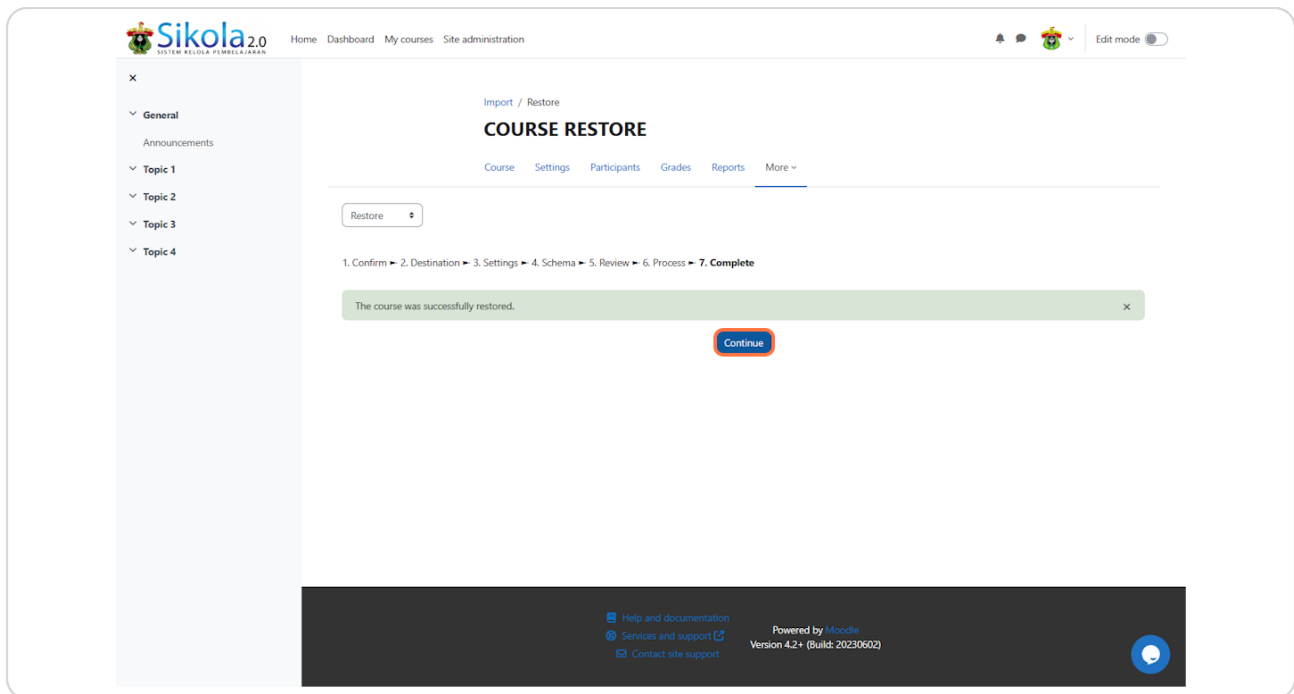
STEP 13

Klik tombol Perform restore untuk memulai memulihkan,



STEP 14

Setelah proses pemulihan berhasil, tekan tombol Continue.

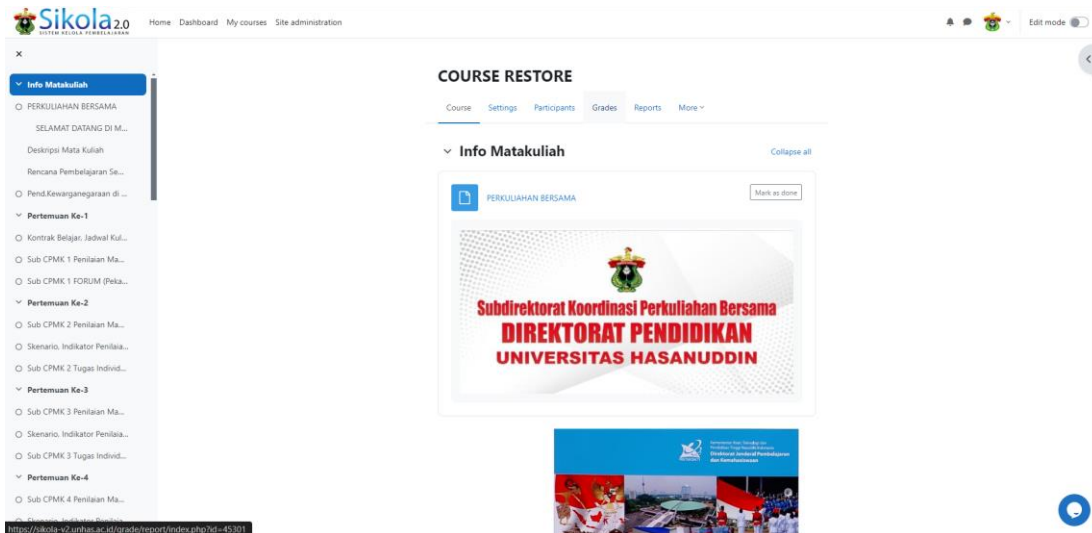


The screenshot displays the Moodle interface for the 'COURSE RESTORE' process. At the top left, the logo for 'Sikola 2.0' is visible, along with navigation links for 'Home', 'Dashboard', 'My courses', and 'Site administration'. The main header area includes 'Import / Restore' and the title 'COURSE RESTORE'. Below the title, there are tabs for 'Course', 'Settings', 'Participants', 'Grades', 'Reports', and 'More'. A 'Restore' button is present at the top of the main content area. A progress indicator shows the steps: '1. Confirm -> 2. Destination -> 3. Settings -> 4. Schema -> 5. Review -> 6. Process -> 7. Complete'. A green success message states 'The course was successfully restored.' with a close button (X). A blue 'Continue' button is highlighted with a red circle. The footer contains links for 'Help and documentation', 'Services and support', and 'Contact site support', along with the text 'Powered by Moodle Version 4.2+ (Build: 20230602)' and a blue circular icon.

17. Mengatur Nilai dan Mengirim Nilai Mahasiswa

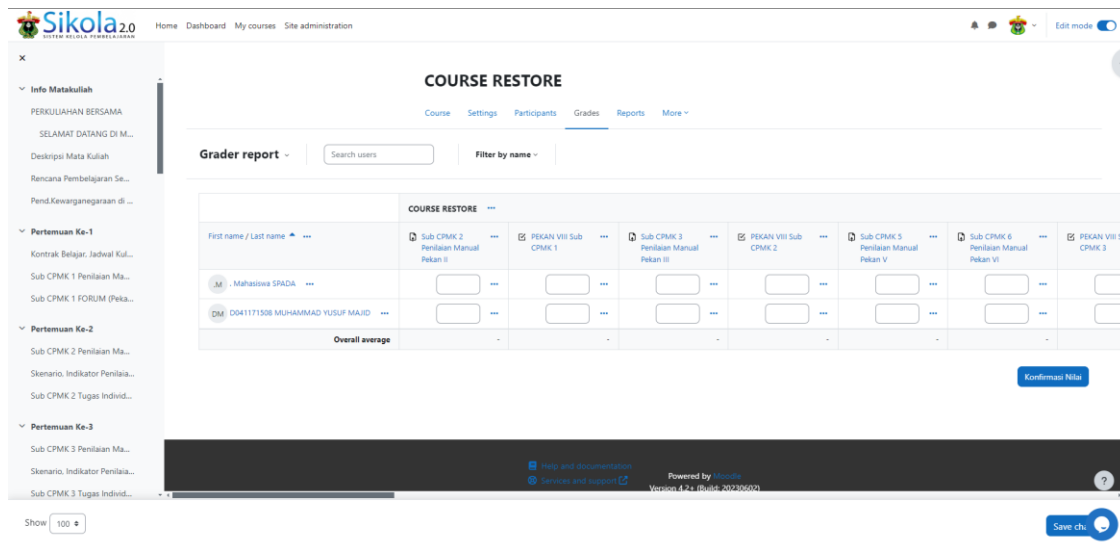
STEP 1

Masuk ke kelas terlebih dahulu



STEP 2

Masuk ke Grade dan aktifkan "Edit mode"



STEP 3

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

The screenshot shows the 'COURSE RESTORE' page in Sikola 2.0. The 'Grader report' section is active, displaying a table with the following data:

First name / Last name	Sub CPMK 2 Penilaian Manual Pekan II	PEKAN VIII Sub CPMK 1	Sub CPMK 3 Penilaian Manual Pekan III	PEKAN VIII Sub CPMK 2	Sub CPMK 5 Penilaian Manual Pekan V	Sub CPMK 6 Penilaian Manual Pekan VI	PEKAN VIII Sub CPMK 3
M. Mahasiswa SPADA	<input type="text"/>	100	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
DM. D041171508 MUHAMMAD YUSUF MAJID	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Overall average	-	-	-	-	-	-	-

A 'Konfirmasi Nilai' button is located at the bottom right of the table. The interface also includes a sidebar with course navigation options and a footer with version information (Version 4.2.4, Build: 20230602).

STEP 4

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

The screenshot shows the 'COURSE RESTORE' page with a confirmation dialog box overlaid. The dialog box contains the text: 'Konfirmasi Sinkronisasi Nilai ke CPL Neosia untuk Kelas COURSE RESTORE'. Below the text are two buttons: 'Batal' (Cancel) and 'Submit'.

STEP 3

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

COURSE RESTORE

Gradebook setup | Add grade item | Add category

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

STEP 4

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

COURSE RESTORE

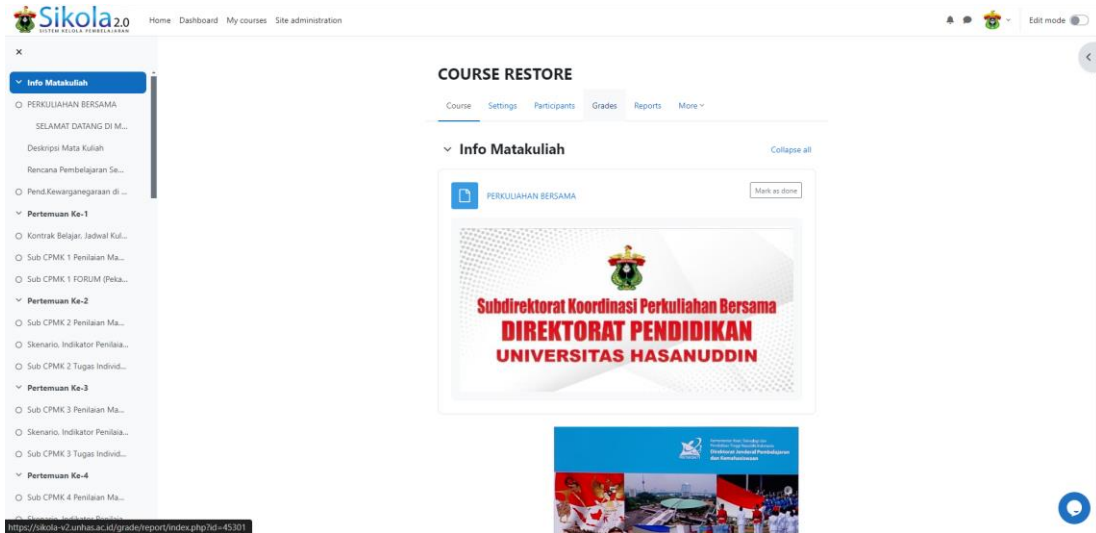
ASSIGNMENT Sub CPMK 3 Penilaian Manual Pekan XI	<input type="checkbox"/> 5.0 %	5.00		...
ASSIGNMENT Sub CPMK 5 Penilaian Manual Pekan XII	<input type="checkbox"/> 5.0 %	5.00		...
ASSIGNMENT Sub CPMK 4 Penilaian Manual Pekan XIII	<input type="checkbox"/> 5.0 %	5.00		...
ASSIGNMENT Sub CPMK 7 Penilaian Manual Pekan XIV	<input type="checkbox"/> 5.0 %	5.00		...
ASSIGNMENT Sub CPMK 7 Penilaian Manual Pekan XV	<input type="checkbox"/> 5.0 %	5.00		...
ASSIGNMENT Upload Tugas Kelompok PEKAN IX		-		...
ASSIGNMENT Upload Tugas Kelompok PEKAN X		-		...
ASSIGNMENT Upload Tugas Kelompok PEKAN XI		-		...
ASSIGNMENT Upload Tugas Kelompok PEKAN XII		-		...
ASSIGNMENT Upload Tugas Kelompok PEKAN XIII		-		...
ASSIGNMENT Upload Tugas Kelompok PEKAN XIV		-		...
ASSIGNMENT Upload Tugas Kelompok PEKAN XV		-		...
AGGREGATION Course total		100.00		...

Save changes

19. Mengunduh Nilai Mahasiswa

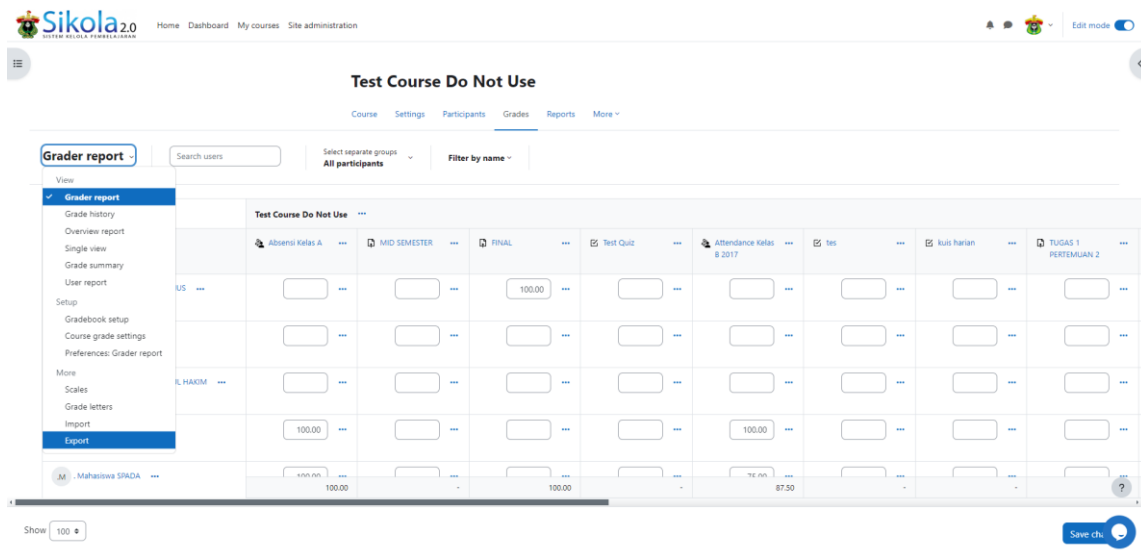
STEP 1

Masuk ke kelas terlebih dahulu



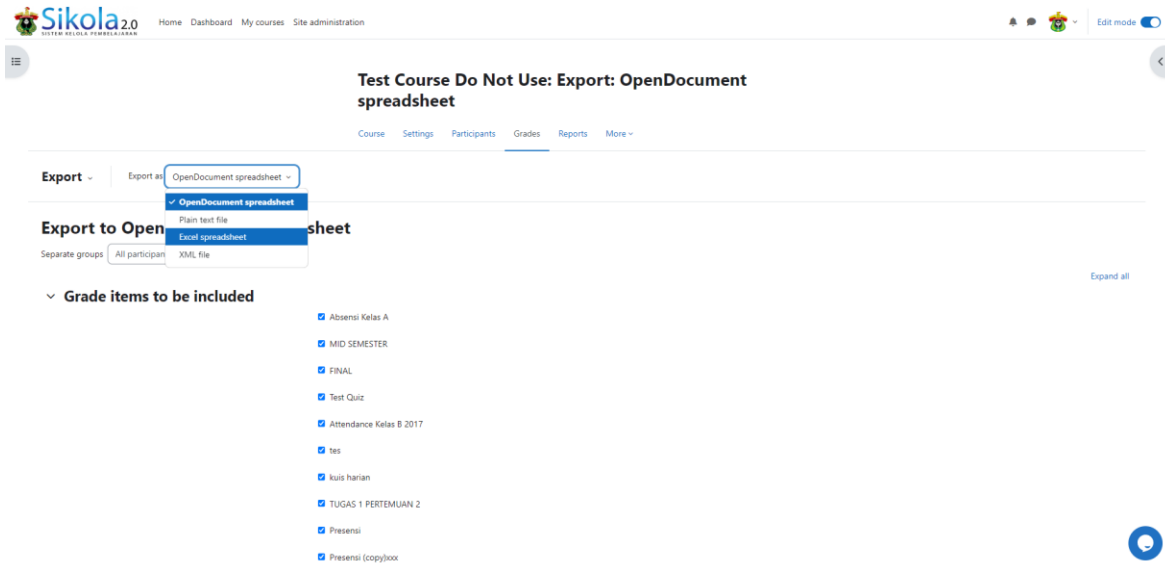
STEP 2

Setelah masuk ke grade pilih export



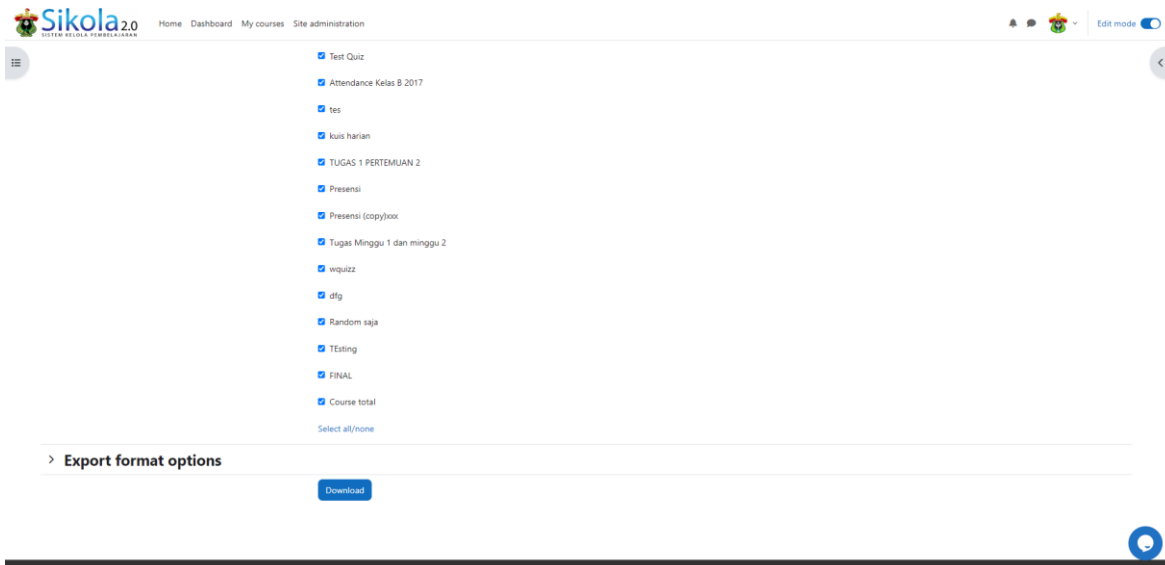
STEP 3

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



STEP 4

Setelah itu tekan unduh yang berada dibawah halaman



20. Upload Kuis dari komputer

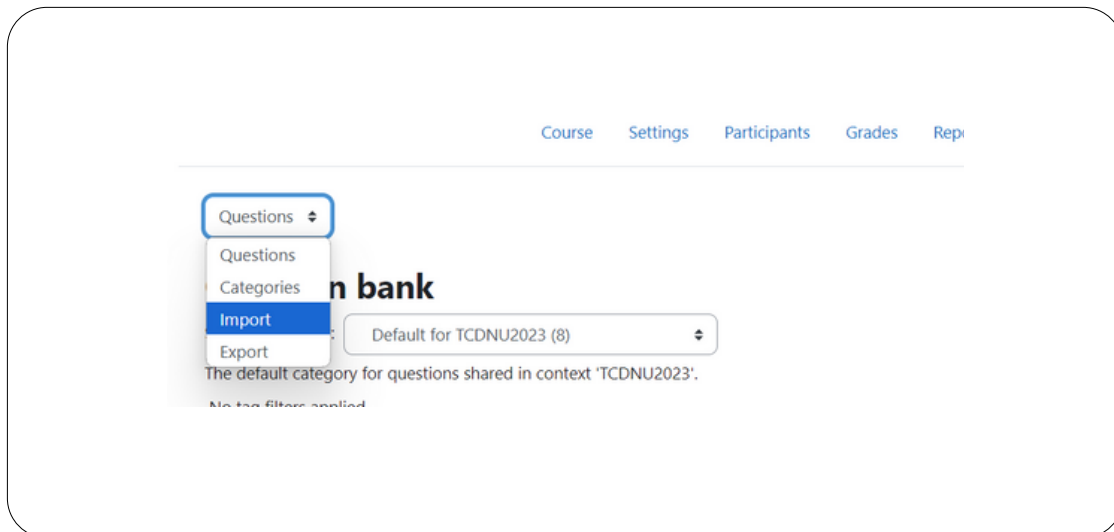
STEP 1

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



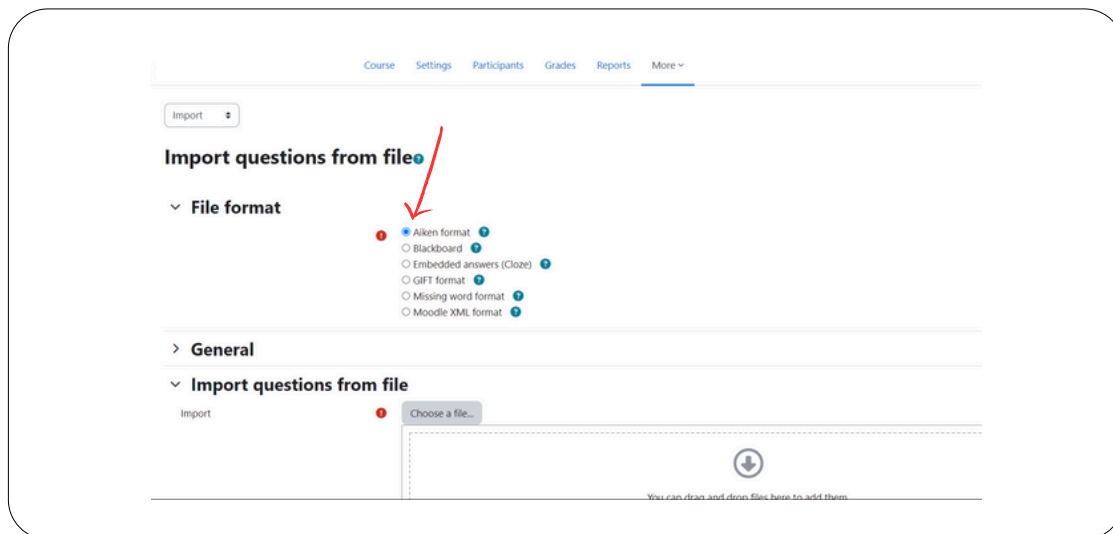
STEP 2

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 atau TextEdit 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:

```

Apa ibu kota Indonesia?
A. Jakarta
B. Surabaya
C. Bandung
D. Medan
ANSWER: A

Siapa presiden pertama Indonesia?
A. Soekarno
B. Soeharto
C. Habibie
D. Megawati
ANSWER: A

```

- **Simpan File**

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

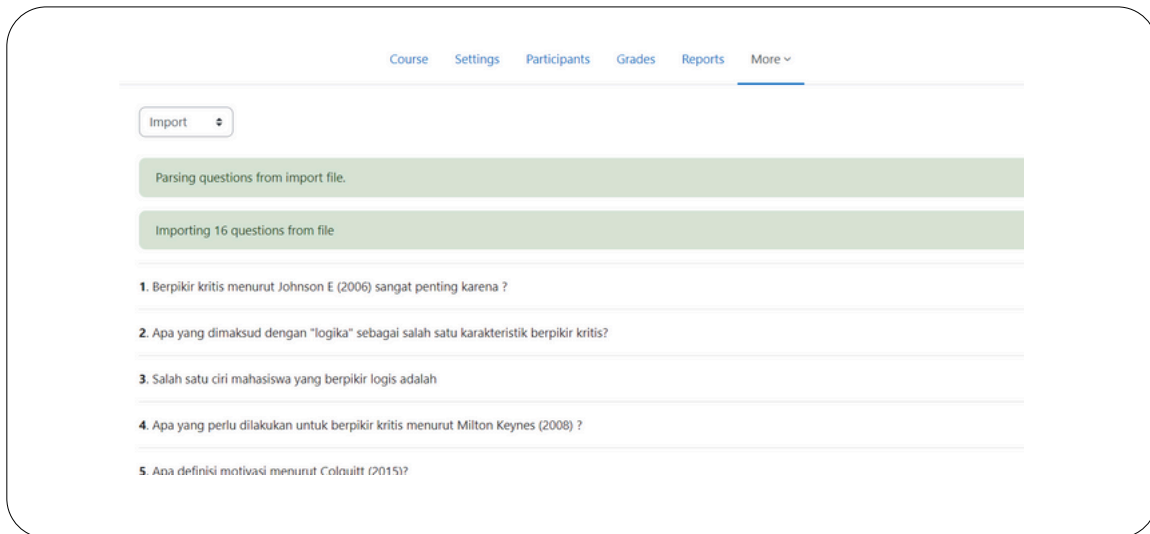
STEP 4

Jika sudah mempunyai file kuis nya bisa di upload

The screenshot shows a web interface for importing quiz questions. It is divided into two main sections: 'General' and 'Import questions from file'.
General section:
- 'Import category': A dropdown menu with the value 'Default for TCDNU2023 (8)'. There are checkboxes for 'Get category from file' and 'Get context from file', both of which are checked.
- 'Match grades': A dropdown menu with the value 'Error if grade not listed'.
- 'Stop on error': A dropdown menu with the value 'Yes'.
Import questions from file section:
- 'Import': A required field (indicated by a red exclamation mark) with a 'Choose a file...' button and a large dashed box for file upload. Below the box is the text 'You can drag and'.
- An 'Import' button is located at the bottom of this section.
- A red exclamation mark icon with the text 'Required' is located at the bottom left of the form.

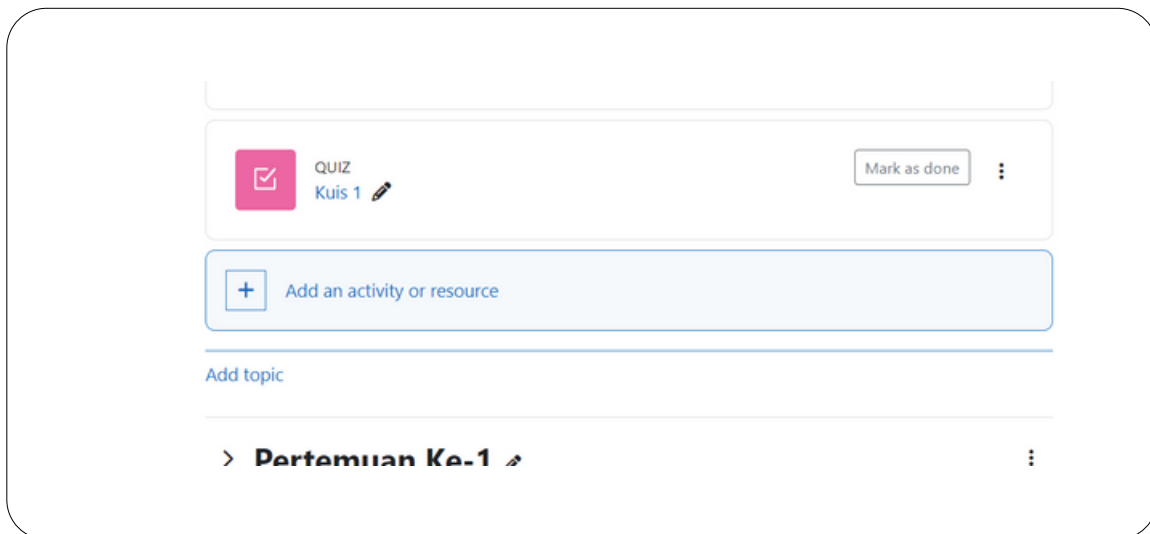
STEP 5

Setelah selesai maka akan muncul tampilan seperti dibawah



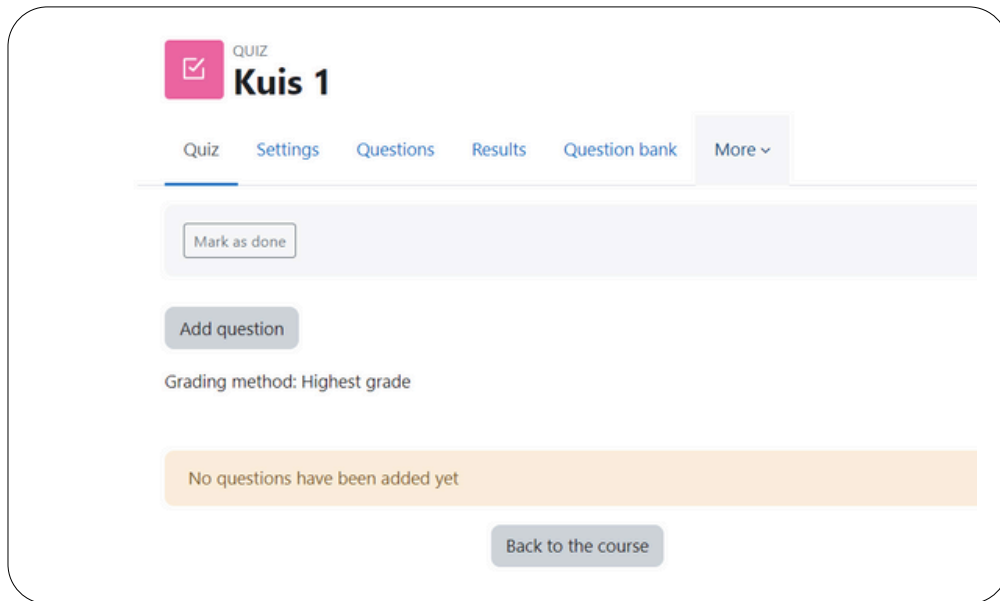
STEP 6

Lalu masuk di aktivitas Kuis



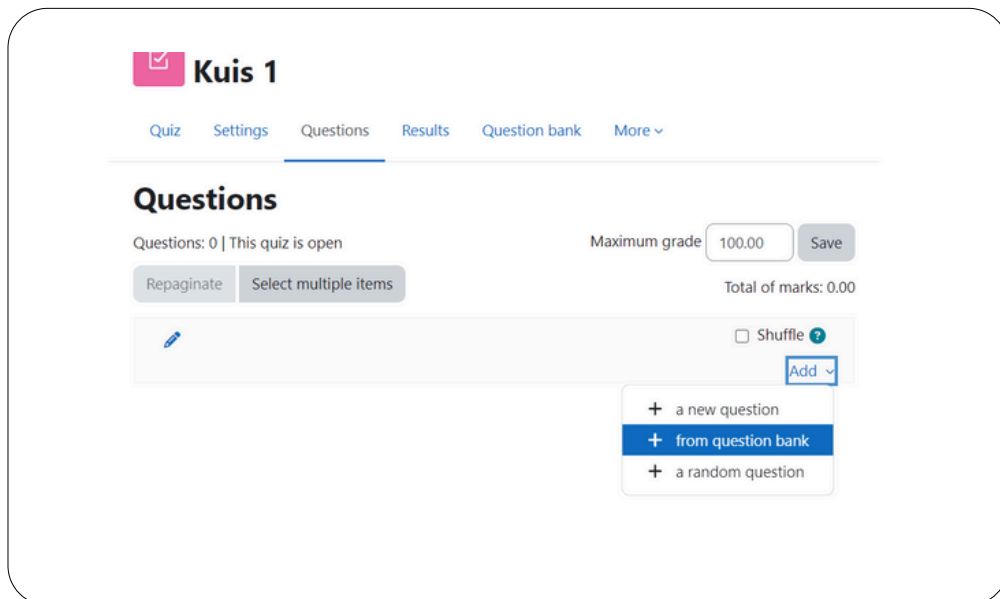
STEP 7

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



STEP 7

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



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 Roe Hoan (2016)? Apa cai

lalu klik **“Add selected question to the quiz”**

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?

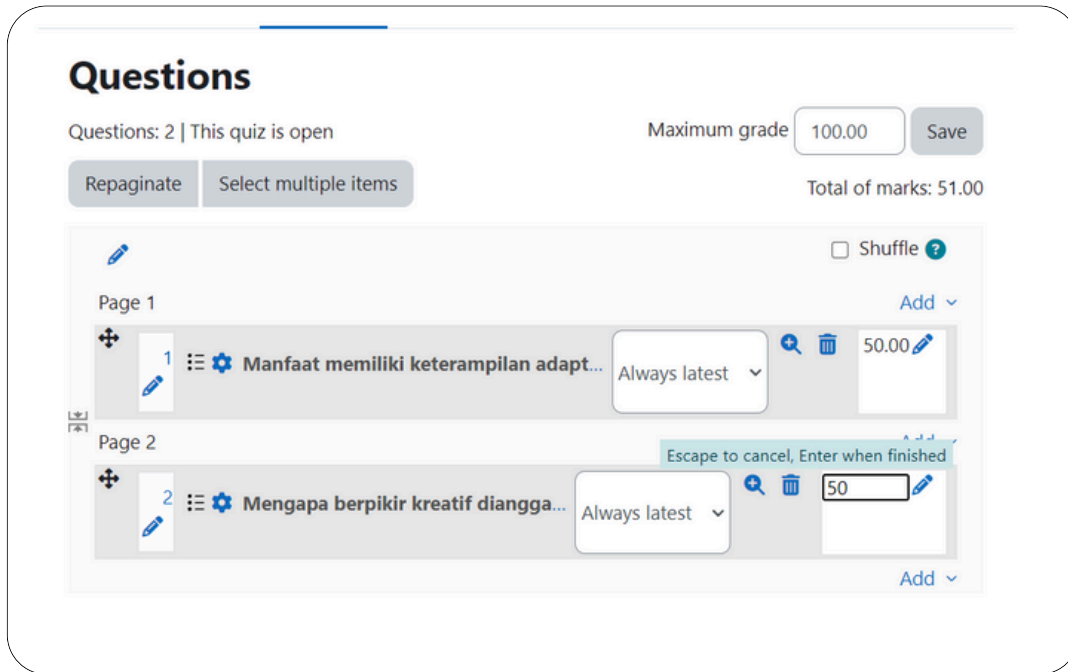
1 2 »

Show all 24

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' management interface. At the top, it displays 'Questions: 2 | This quiz is open' and 'Maximum grade 100.00' with a 'Save' button. Below this are buttons for 'Repaginate' and 'Select multiple items', and a 'Total of marks: 51.00' indicator. A 'Shuffle' checkbox is also present. The interface is divided into two pages: 'Page 1' and 'Page 2'. Each page contains a question card. The first question on Page 1 is 'Manfaat memiliki keterampilan adapt...' with a grade of 50.00. The second question on Page 2 is 'Mengapa berpikir kreatif dianggap...' with a grade of 50. A tooltip 'Escape to cancel, Enter when finished' is visible over the grade input field for the second question. The 'Add' button is visible at the bottom of each page.