

MANUAL CYBER LEARNING

Moodle 3.6. untuk Mahasiswa



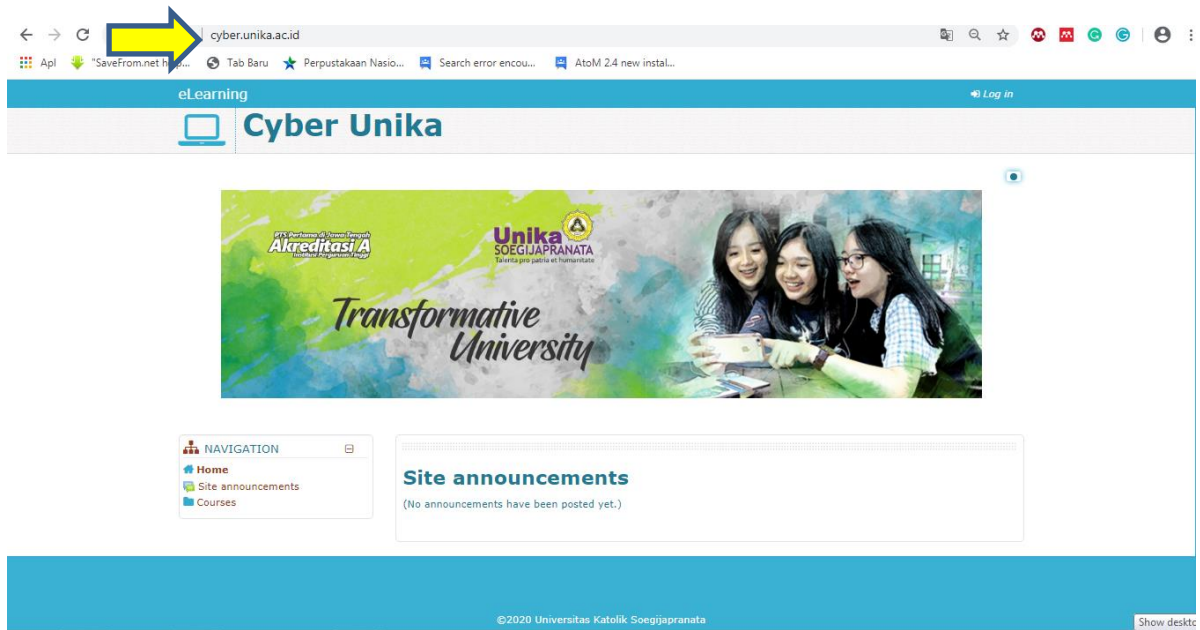
Penyusun
Perpustakaan Unika Soegijapranata
2020

DAFTAR ISI

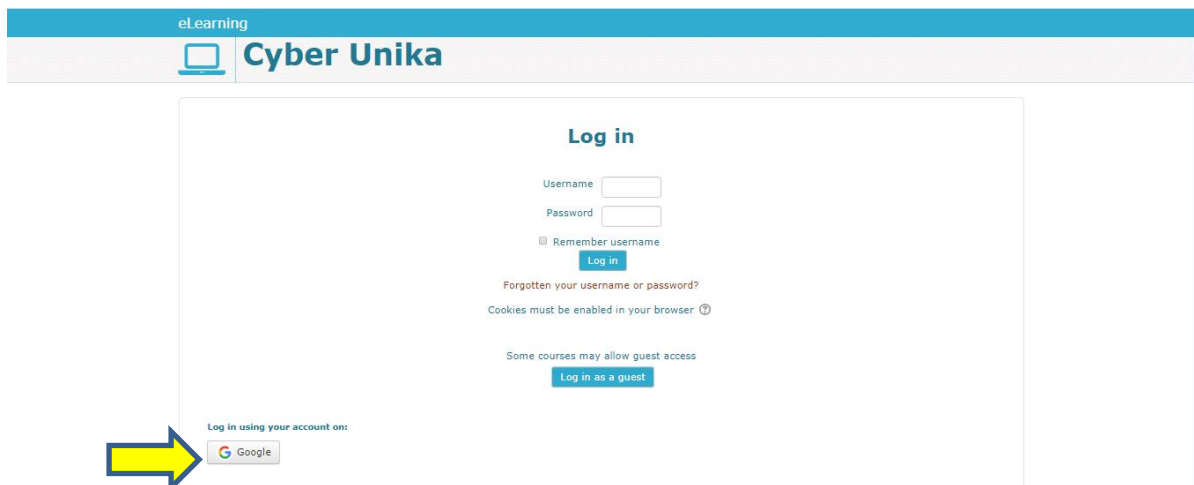
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I.LOGIN CYBER

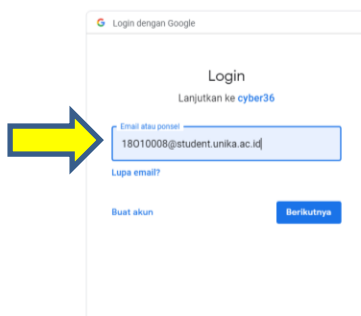
Alamat: cyber.unika.ac.id



Pilih : Login Google



Masukkan email student dan password



Tampilan Dashboard Student → pilih my courses dan tentukan course/ mata kuliah

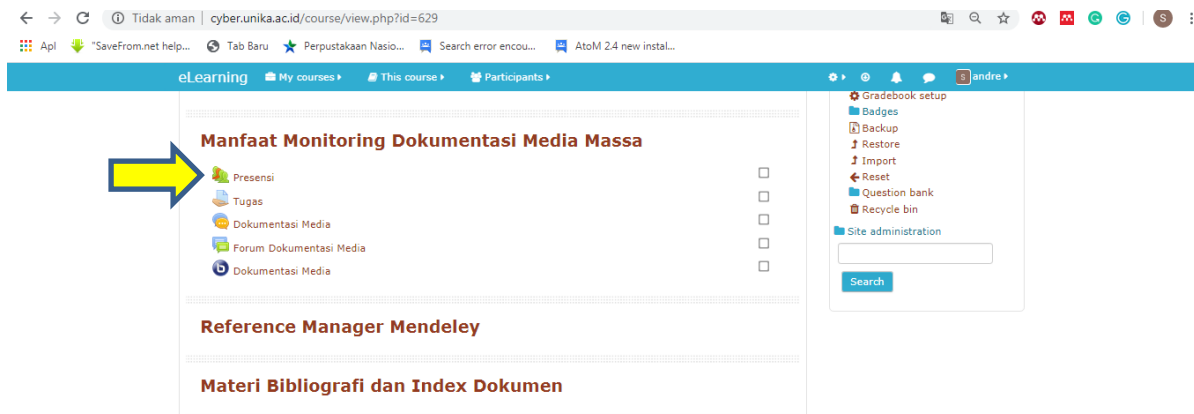
The screenshot shows the Moodle eLearning dashboard for a student. The page title is "Cyber Unika". The main content area is divided into several sections: "RECENTLY ACCESSED COURSES" (showing "No recent courses"), "COURSE OVERVIEW" (with a course card for "2019G2 23175182 DOKUMENTASI MEDIA"), and "NAVIGATION" (with links for "Dashboard", "Site home", "Site pages", "My courses", and "2019G2 23175182 01"). A yellow arrow points from the "My courses" link in the top navigation to the course card. Another yellow arrow points from the "My courses" link in the "NAVIGATION" sidebar to the same course card. The sidebar also contains "ADMINISTRATION" and "PENCARIAN SUMBER INFORMASI ILMIAH" sections.

Tampilan Course/ Mata Kuliah dan aktifitasnya

The screenshot shows the Moodle course page for "Manfaat Monitoring Dokumentasi Media Massa". The page title is "Cyber Unika". The main content area is divided into several sections: "Manfaat Monitoring Dokumentasi Media Massa" (with a list of activities: "Presensi", "Tugas", "Dokumentasi Media", "Forum Dokumentasi Media", and "Dokumentasi Media"), "Reference Manager Mendeley", and "Materi Bibliografi dan Index Dokumen". A yellow arrow points from the "Dokumentasi Media" activity to the course title. The sidebar contains "Gradebook setup" and "Site administration" sections.

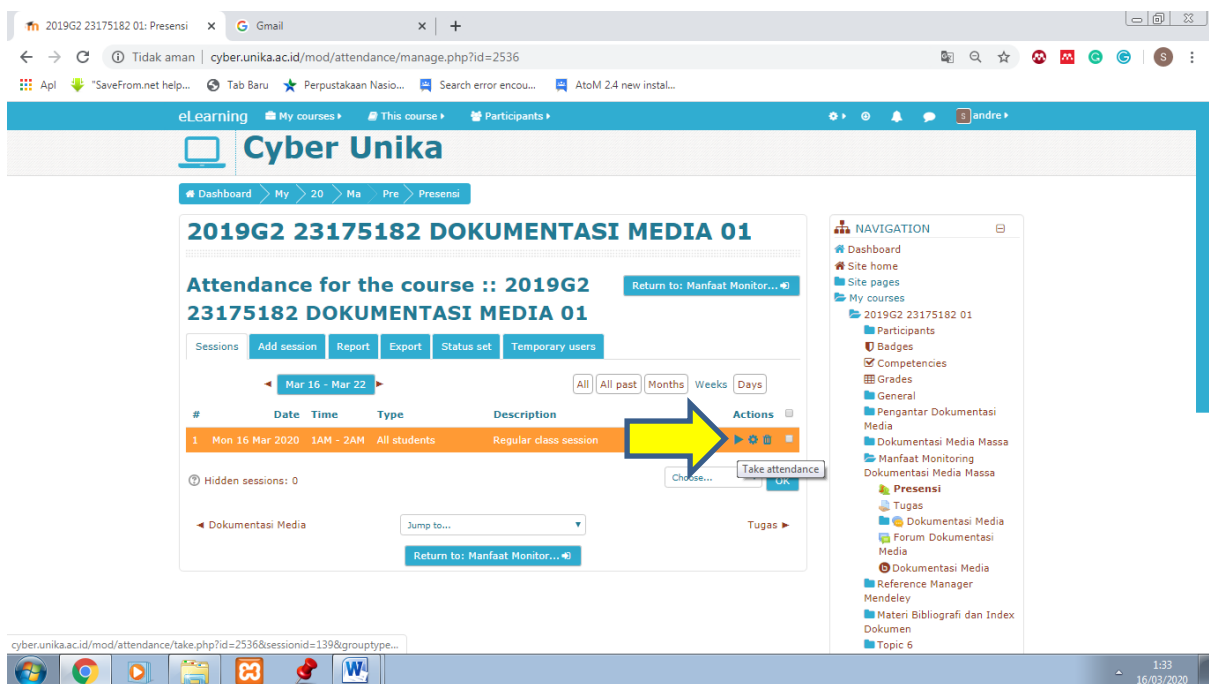
II. ATTENDANCE/ PRESENSI

Pilih Attendance/ Presensi



The screenshot shows a Moodle course page for 'Manfaat Monitoring Dokumentasi Media Massa'. A yellow arrow points to the 'Presensi' (Attendance) option in the course navigation menu. The course content includes 'Reference Manager Mendeley' and 'Materi Bibliografi dan Index Dokumen'. The right sidebar shows site administration options like 'Gradebook setup', 'Badges', 'Backup', 'Restore', 'Import', 'Reset', 'Question bank', and 'Recycle bin'.

Pilih Take Attendance



The screenshot shows the 'Take Attendance' page for the course '2019G2 23175182 DOKUMENTASI MEDIA 01'. A yellow arrow points to the 'Take attendance' button in the 'Actions' column of the session table. The table lists one session: 'Regular class session' on 'Mon 16 Mar 2020' from '1AM - 2AM' for 'All students'. The right sidebar shows a navigation menu with options like 'Dashboard', 'Site home', 'Site pages', and 'My courses'.

Pilihan Presensi Diisi:

Present = 0 (Hadir)

Late = 0 (Terlambat)

Excused = 0 (Ijin)

Absent = 0 (Tidak Masuk)

← → Tidak aman | cyber.unika.ac.id/mod/attendance/take.php?id=2536&sessionid=139&groupstype=0

Apl SaveFrom.net help... Tab Baru Perpustakaan Nasio... Search error encou... AtoM 2.4 new instal...

eLearning My courses This course Participants andre

Cyber Unika

Dashboard My 20 Ma Pre Presensi

2019G2 23175182 DOKUMENTASI MEDIA 01

Attendance for the course :: 2019G2 23175182 DOKUMENTASI MEDIA 01

Return to: Manfaat Monitor...

Sessions Add session Report Export Status set Temporary users

16 March 2020 1AM - 2AM
Regular class session

Page 1 of 2
View mode Sorted list
25

#	First name / Surname	Email address	P	L	E	A
Set status for all users						
1	17m10068 ALDO NARENDRA	17m10068@student.unika.ac.id	●	●	●	●
2	17m10067 ANGGA BUANA PUTRA	17m10067@student.unika.ac.id	●	●	●	●
3	17m10028 ARIEL BHISMA WIDAJA	17m10028@student.unika.ac.id	●	●	●	●

NAVIGATION

- Dashboard
- Site home
- Site pages
- My courses
 - 2019G2 23175182 01
 - Participants
 - Badges
 - Competencies
 - Grades
 - General
 - Pengantar Dokumentasi Media
 - Dokumentasi Media Massa
 - Manfaat Monitoring Dokumentasi Media Massa
 - Presensi
 - Tugas
 - Dokumentasi Media
 - Forum Dokumentasi Media
 - Dokumentasi Media
 - Reference Manager
 - Mendeley
 - Materi Bibliografi dan Index Dokumen
 - Topic 6

Pilih: save attendance

2019G2 23175182 01: Presensi x Gmail x +

← → Tidak aman | cyber.unika.ac.id/mod/attendance/take.php?id=2536&sessionid=139&groupstype=0

Apl SaveFrom.net help... Tab Baru Perpustakaan Nasio... Search error encou... AtoM 2.4 new instal...

eLearning My courses This course Participants andre

21	17m10095 MARIA VERNANDA ANGGITA SULISTY	17m10095@student.unika.ac.id	●	●	●	●
22	17m10061 MARIANGELICA PRIMA LESTARI	17m10061@student.unika.ac.id	●	●	●	●
23	13230009 MATHILDA HERDANI EKARATRI	13230009@student.unika.ac.id	●	●	●	●
24	17m10034 MIRA ETIKA YONDA	17m10034@student.unika.ac.id	●	●	●	●
25	17m10037 NIKO REZALFINO	17m10037@student.unika.ac.id	●	●	●	●

Save attendance

Present = 0
Late = 0
Excused = 0
Absent = 0

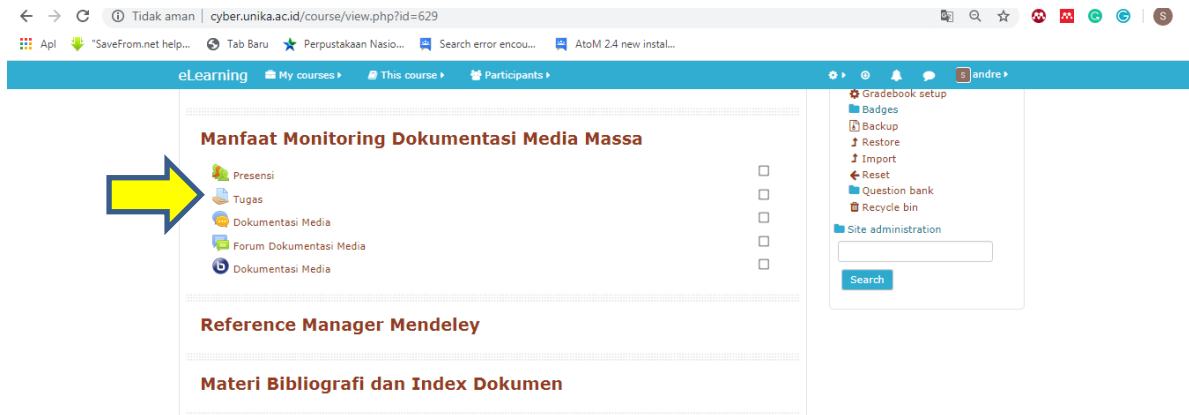
Dokumentasi Media Jump to... Tugas

Return to: Manfaat Monitor...

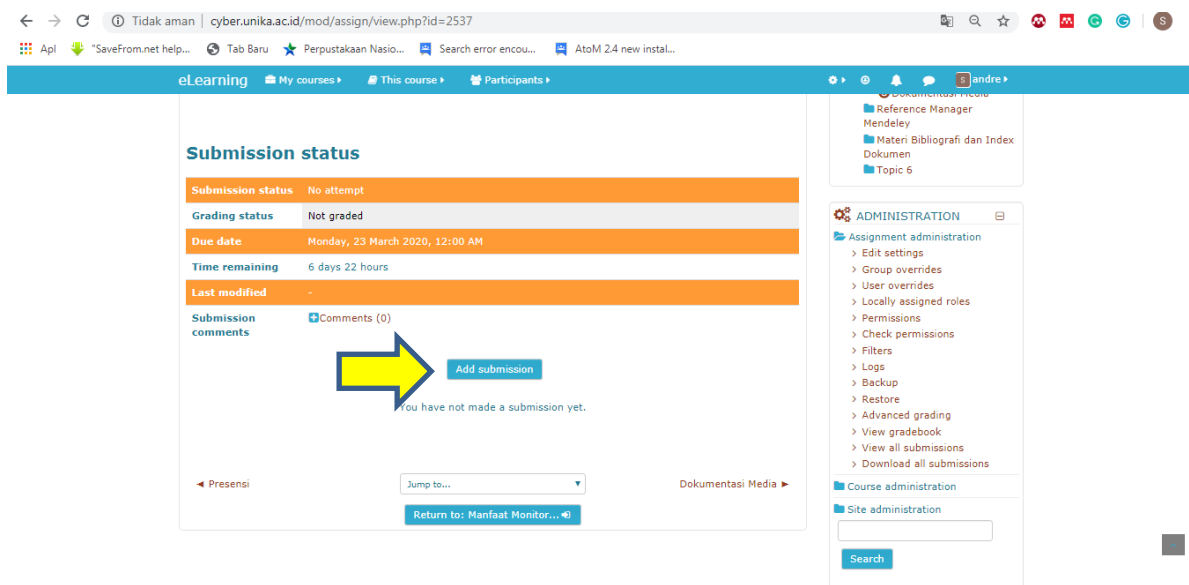
©2020 Universitas Katolik Soegijapranata Moodle Docs for this page

III.ASSIGNMENT/ TUGAS

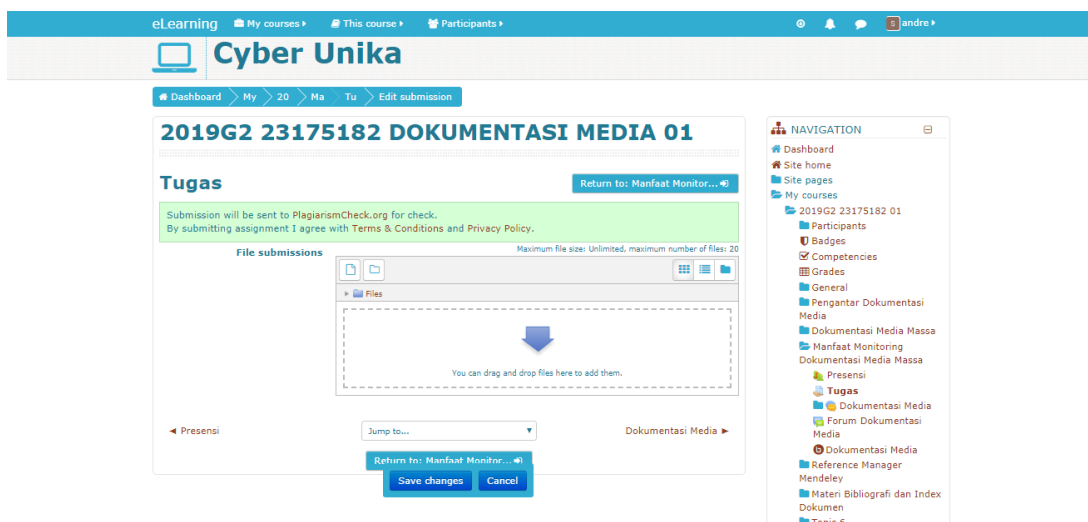
Pilih Assignment/Tugas



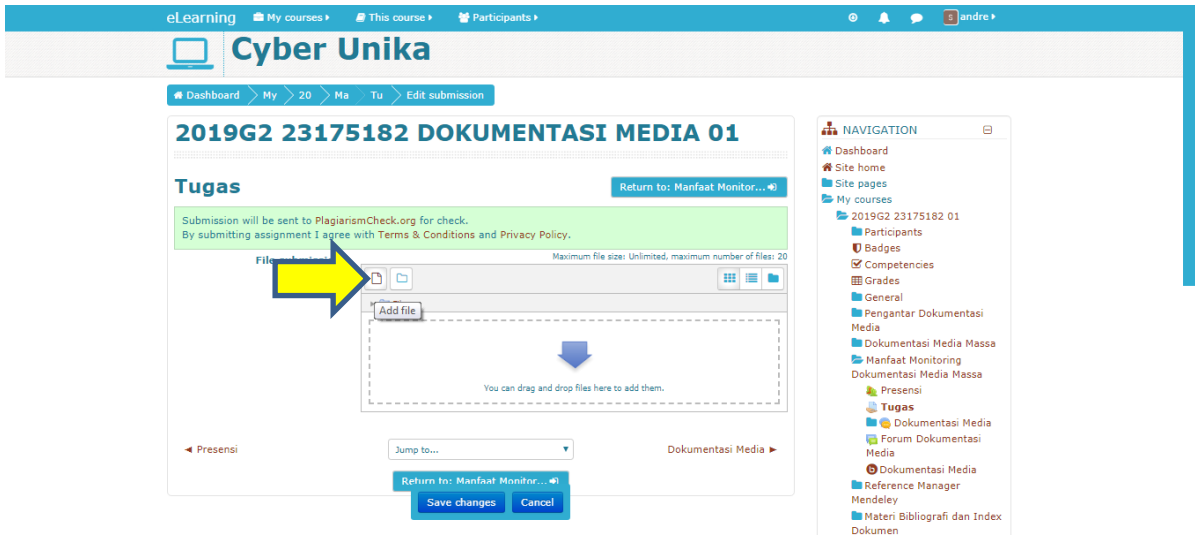
Pilih Add Submission



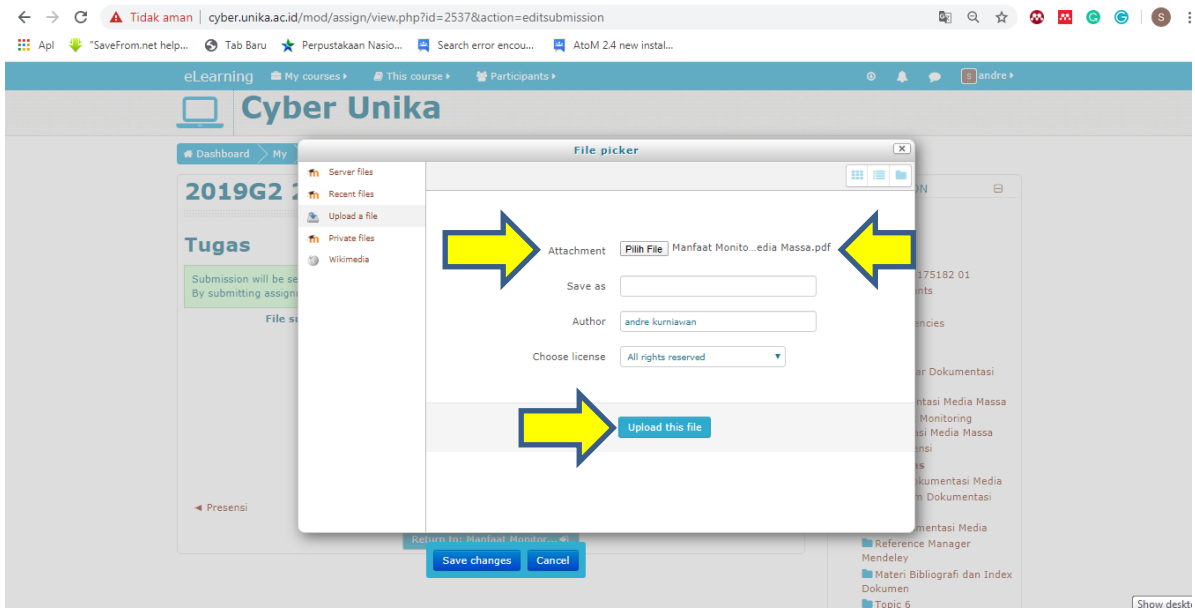
Masukkan File Tugas → Pilihan: Add file/ drag and drop file



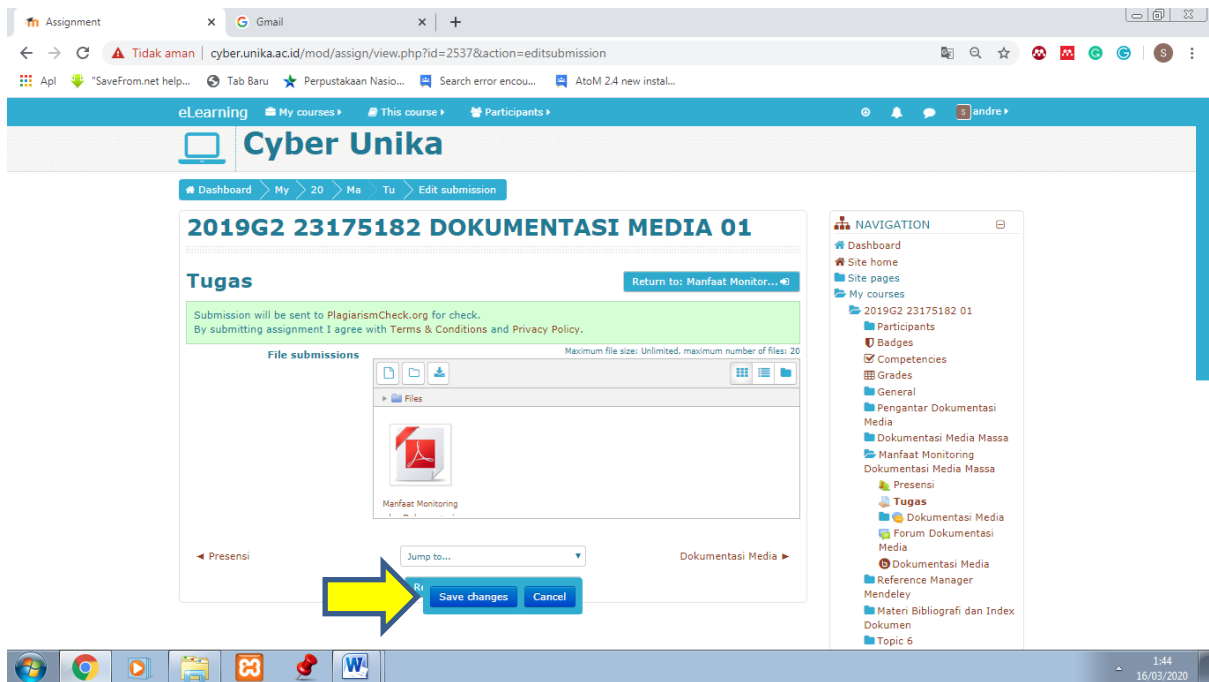
1. Pilih Add File



Pilih Upload file → pilih file → file masuk → pilih upload this file



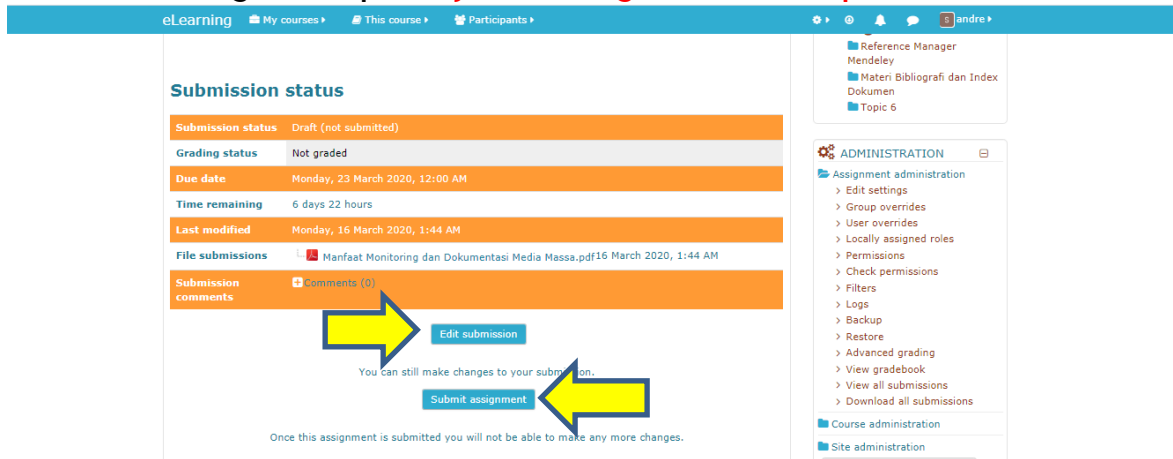
File Masuk → pilih save changes



The screenshot shows a Moodle assignment submission page. The browser address bar indicates the URL: `cyber.unika.ac.id/mod/assign/view.php?id=2537&action=editsubmission`. The page title is "2019G2 23175182 DOKUMENTASI MEDIA 01". The main content area is titled "Tugas" and includes a submission status box: "Submission will be sent to PlagiarismCheck.org for check. By submitting assignment I agree with Terms & Conditions and Privacy Policy." Below this is a "File submissions" section with a file upload interface. A file named "Manfaat Monitoring" is shown. At the bottom of the file submission area, there are "Save changes" and "Cancel" buttons. A yellow arrow points to the "Save changes" button. The right sidebar contains a "NAVIGATION" menu with various course-related links. The bottom of the page shows a Windows taskbar with the date and time: 1:44, 16/03/2020.

Pilih Edit Submission apabila **file tugas ingin diganti/ edit** (maka proses upload file mengulang lagi dengan pilih add file/ drag and drop file)

Pilih Submit Assignment apabila **yakin file tugas untuk dikumpulkan**



The screenshot shows the "Submission status" page in Moodle. The submission is currently in "Draft (not submitted)" status. Key information includes: "Grading status: Not graded", "Due date: Monday, 23 March 2020, 12:00 AM", "Time remaining: 6 days 22 hours", "Last modified: Monday, 16 March 2020, 1:44 AM", and "File submissions: Manfaat Monitoring dan Dokumentasi Media Massa.pdf 16 March 2020, 1:44 AM". The "Submission comments" section shows 0 comments. Below the submission details, there are two buttons: "Edit submission" and "Submit assignment". A yellow arrow points to the "Edit submission" button, and another yellow arrow points to the "Submit assignment" button. A message below the buttons states: "You can still make changes to your submission. Once this assignment is submitted you will not be able to make any more changes." The right sidebar contains an "ADMINISTRATION" menu with various system management options.

Beri tanda centang pada confirm submission → pilih continue

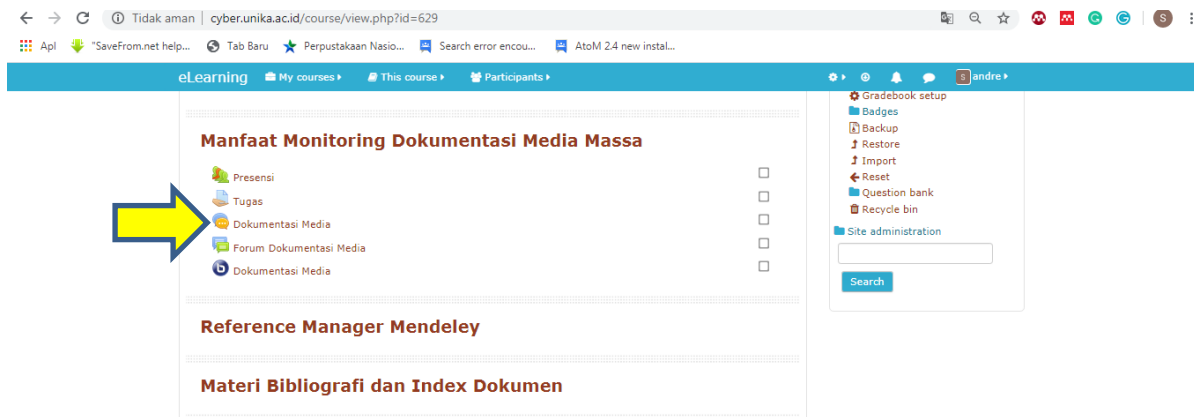
The screenshot shows the Moodle interface for a course titled "2019G2 23175182 DOKUMENTASI MEDIA 01". The page is titled "Tugas" and "Confirm submission". A yellow arrow points to the "Confirm submission" checkbox, which is currently unchecked. Below the checkbox, there is a warning message: "There are required fields in this form marked". At the bottom of the form, there are "Continue" and "Cancel" buttons. A second yellow arrow points to the "Continue" button. The navigation menu on the right includes "Dashboard", "Site home", "Site pages", "My courses", and "2019G2 23175182 01" with sub-items like "Participants", "Badges", "Competencies", "Grades", "General", "Pengantar Dokumentasi Media", "Dokumentasi Media Massa", "Manfaat Monitoring Dokumentasi Media Massa", "Presensi", "Tugas", "Forum Dokumentasi Media", "Dokumentasi Media", "Reference Manager Mendelely", "Materi Bibliografi dan Index Dokumen", and "Topic 6".

File Tugas sudah masuk dan terkirim

The screenshot shows the Moodle interface for the same course, displaying the "Submission status" page. A yellow arrow points to the "File submissions" section, which shows a file named "Manfaat Monitoring dan Dokumentasi Media Massa.pdf" submitted on 16 March 2020, 1:44 AM. The submission status is "Submitted for grading", and the grading status is "Not graded". The due date is "Monday, 23 March 2020, 12:00 AM", and the time remaining is "6 days 22 hours". The last modified date is "Monday, 16 March 2020, 1:47 AM". The submission comments section shows "Comments (0)". The navigation menu on the right includes "Reference Manager Mendelely", "Materi Bibliografi dan Index Dokumen", "Topic 6", "ADMINISTRATION", "Assignment administration", "Edit settings", "Group overrides", "User overrides", "Locally assigned roles", "Permissions", "Check permissions", "Filters", "Logs", "Backup", "Restore", "Advanced grading", "View gradebook", "View all submissions", "Download all submissions", "Course administration", and "Site administration".

IV. Live Chat

Pilih Chat



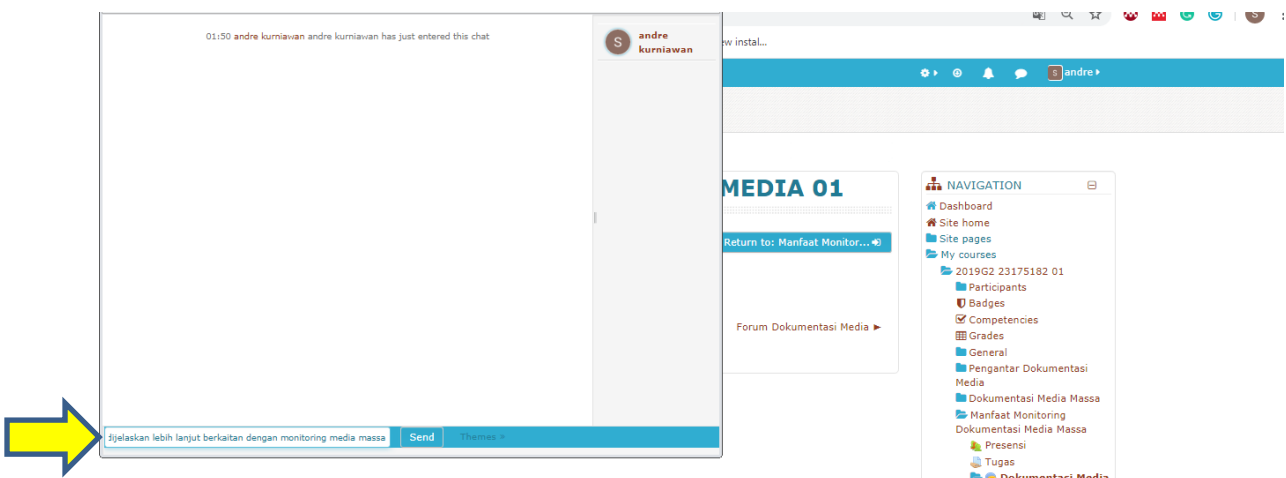
The screenshot shows a Moodle course page titled "Manfaat Monitoring Dokumentasi Media Massa". The page has a blue header with "eLearning" and navigation links. A yellow arrow points to the "Dokumentasi Media" link in the course navigation menu on the left. The right sidebar contains a "Site administration" menu with options like "Gradebook setup", "Badges", "Backup", "Restore", "Import", "Reset", "Question bank", and "Recycle bin".

Pilih Click here to enter the chat now



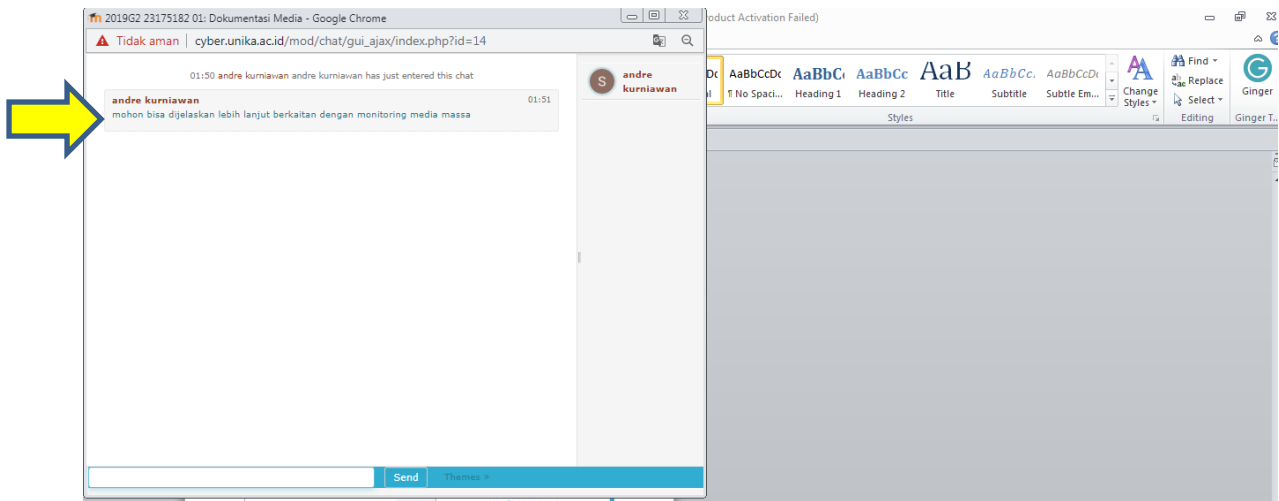
The screenshot shows the same Moodle course page, but now the "Click here to enter the chat now" link is highlighted with a yellow arrow. The page title is "2019G2 23175182 DOKUMENTASI MEDIA 01". The navigation menu on the right includes "Dashboard", "Site home", "Site pages", and "My courses". The "My courses" section lists "2019G2 23175182 01" with sub-items like "Participants", "Badges", "Competencies", "Grades", "General", "Pengantar Dokumentasi Media", "Dokumentasi Media Massa", "Manfaat Monitoring Dokumentasi Media Massa", "Presensi", "Tugas", and "Dokumentasi Media".

Ketikkan kalimat chat → pilih send



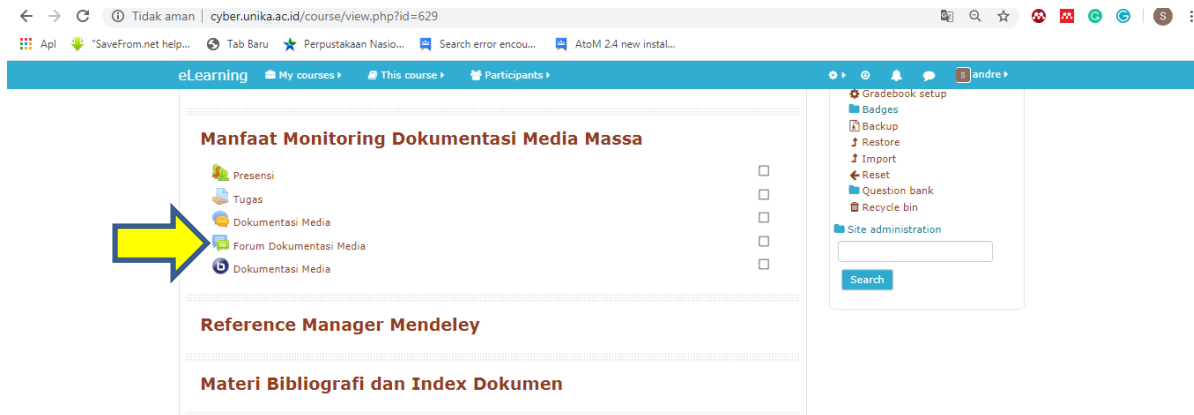
The screenshot shows the Moodle chat interface. A yellow arrow points to the "Send" button in the chat input field. The chat area is empty, with a message from "andre kurniawan" at 01:50. The input field contains the text "Jelaskan lebih lanjut berkaitan dengan monitoring media massa". The "Send" button is highlighted with a yellow arrow. The right sidebar shows the same navigation menu as in the previous screenshots.

Tampilan Chat



V.FORUM

Pilih Forum

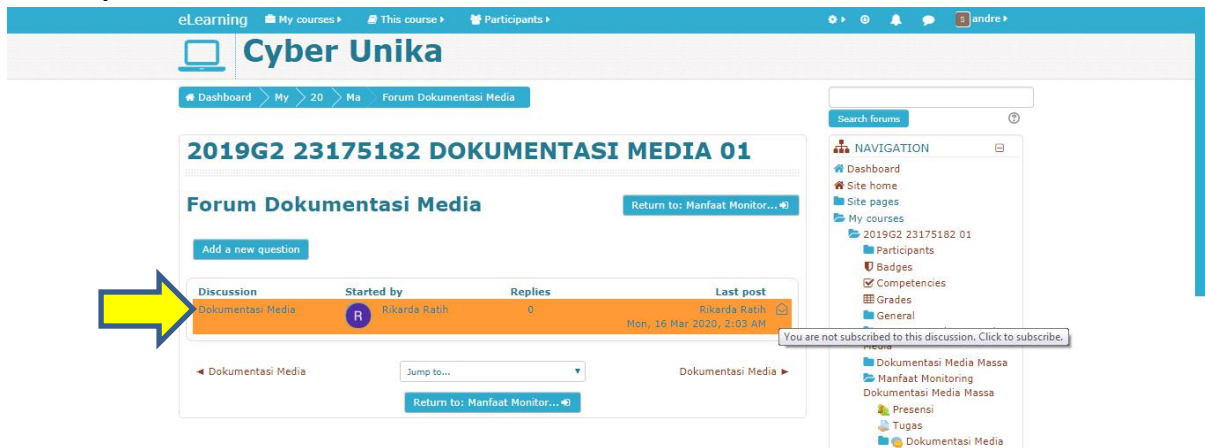


The screenshot shows a Moodle course page with the following content:

- Course title: **Manfaat Monitoring Dokumentasi Media Massa**
- Navigation menu: Presensi, Tugas, Dokumentasi Media, Forum Dokumentasi Media, Dokumentasi Media.
- Reference Manager Mendeley
- Materi Bibliografi dan Index Dokumen
- Right sidebar: Gradebook setup, Badges, Backup, Restore, Import, Reset, Question bank, Recycle bin, Site administration.

A yellow arrow points to the 'Forum Dokumentasi Media' option in the navigation menu.

Klik Topik Discussion



The screenshot shows the 'Forum Dokumentasi Media' page for the course '2019G2 23175182 DOKUMENTASI MEDIA 01'. It features a table of discussions:

Discussion	Started by	Replies	Last post
Dokumentasi Media	Rikarda Rath	0	Rikarda Rath Mon, 16 Mar 2020, 2:03 AM

A yellow arrow points to the 'Discussion' column of the table. A navigation sidebar on the right includes options like 'Dashboard', 'Site home', 'Site pages', 'My courses', and '2019G2 23175182 01'.

Lihat pertanyaan diskusi kemudian pilih Reply untuk menjawab



The screenshot shows the 'Dokumentasi Media' question page. The question text is: 'Apakah yang dimaksud dengan dokumentasi media?'. Below the question are 'Permalink Edit Delete Reply' links. A yellow arrow points to the 'Reply' link. The navigation sidebar on the right shows the current course structure, including 'Dokumentasi Media' and 'Reference Manager Mendeley'.

Isi Subject dan Message/ jawaban pertanyaan diskusi

Forum Dokumentasi Media

Dokumentasi Media
by Rikarda Rathi - Monday, 16 March 2020, 2:03 AM

Apakah yang dimaksud dengan dokumentasi media?

Permalink Edit Delete

▼ You reply

Subject Re: Dokumentasi Media

Message 1

Dokumentasi media adalah aktivitas mengumpulkan, mengolah, menyusun, menganalisa dan menggunakan dokumen yang akan dijadikan sumber informasi

Atau memasukkan file berisi jawaban pertanyaan: pilihan add file atau drag and drop file

Discussion subscription

Attachment

Files

You can drag and drop files here to add them.

Send forum post notifications with no editing-time delay

Tags

Tags No selection

Enter tags... Manage standard tags

Post to forum Cancel

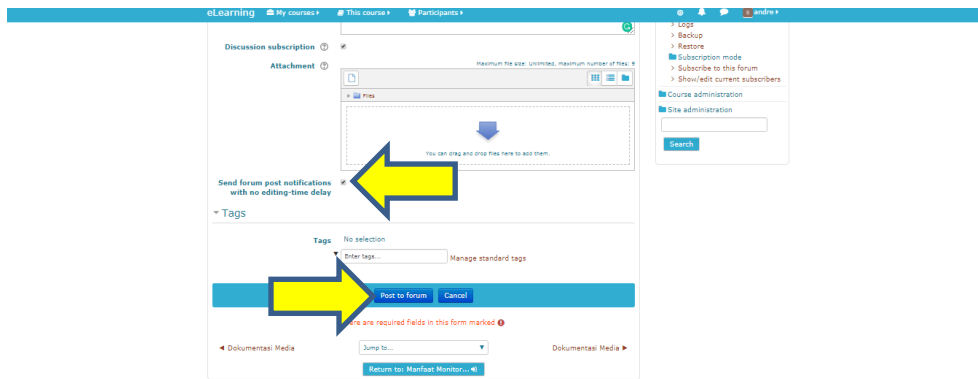
There are required fields in this form marked

Dokumentasi Media

Jump to... Dokumentasi Media

Return to: Manfaat Monitor...

Beri tanda centang pada send forum post notification kemudian pilih post to forum



Tampilan jawaban pada forum

