



# USER GUIDE DIGITAL STUDY FOR STUDENTS

<https://sindig.unesa.ac.id/>

## UNESA DIGITAL STUDY,

SINAU DIGITAL is a platform developed by academic Directorate to facilitate the implementation of lectures Synchronus and Asynchronus at the University The State Of Surabaya

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# THE USE OF SINAU DIGITAL UNIVERSITAS NEGERI SURABAYA (SINDIG) FOR STUDENTS

## 1. INTRODUCTION

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SIDIA or SINAU DIGITAL is a platform that was developed by the Academic Directorate of Surabaya State University to facilitate the implementation of Synchronous and Asynchronous lectures at Surabaya State University. SINDIG Unesa Integrated with Siakadu Academic System, Spada Indonesia, Synchronous Lecture, Asynchronous Lecture and RPS OBE. There are several main menus on Sinau Digital Unesa that can be accessed by students, starting from lectures, guidance, Asynchronous lectures, Synchronous Lectures, Student payment status to E-KTM. In addition to students Sinau Digital Unesa also has access rights for lecturers, caprodi, and UPM, where each has a different appearance that will be explained in chapter 2 of the use of SINDIG Unesa. With the existence of Sinau Digital, it is hoped that Surabaya State University can provide more effective and efficient services for the Surabaya State University student lecture process.

### 1.1. Purpose of Documentation

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This SINDIG UNESA *User Manual* for Students document was created for the following purposes:

1. Describe and explain the use of Sinau Digital UNESA for Students
2. As a guide to the use of Sinau Digital UNESA for Students

### 1.2 Document Description

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1. This document was created to provide guidance on the use of Sinau Digital UNESA which contains the following information:
  1. CHAPTER I. Contains general information which is an introductory section that includes a general description of the system, the purpose of creating documents, and document descriptions.
  2. CHAPTER II. *User Manual of Sinau Digital UNESA for Students*

### 1.3 Student Activities at Sinau Digital Unesa

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Activities that can be carried out by students at Sinau Digital Surabaya State University are as follows:

1. Sinau Digital login through Unesa SSO
2. Perform KRS in the lecture menu
3. Print Student KRS to request Approve to DPA
4. View the lecture schedule
5. View and print student study result cards (KHS)
6. View student semester status
7. Print Student Active Certificate (SKA)
8. Conduct DPA guidance
9. Applying for college leave
10. Asynchronous Lecture Sinau Digital Unesa SIDIA
11. Spada Indonesia Asynchronous Lecture
12. Indonesia Cyber Institute Asynchronous Lecture
13. Online class Synchronous lecture
14. Synchronous Lecture Online Lecture Recording
15. Print E-KTM (Student Identity Card)
16. Check Student Payment Status
17. View UKT payment guidelines using VA
18. Change student profile picture
19. See the general flow of Sinau Digital for Students
20. View the Sinau Digital guide for students
21. Logout Sinau Digital Unesa

## 2. MENU AND HOW TO USE SINAU DIGITAL UNESA

This chapter will discuss the use of Sinau Digital Surabaya State University for Students.

### 2.1. Login Sinau Digital Surabaya State University

To use Sinau Digital Unesa that has been created, users (hereinafter referred to as *Users*) must first enter the website via the following address <https://sso.unesa.ac.id>, then it will automatically enter the Unesa SSO main page as shown in **Figure 2.1** below:



Figure 2. 1 UNESA SSO Homepage

*Users* can press the '**SSO Login**' button and the login page will automatically appear as shown in **Figure 2.2** as follows:

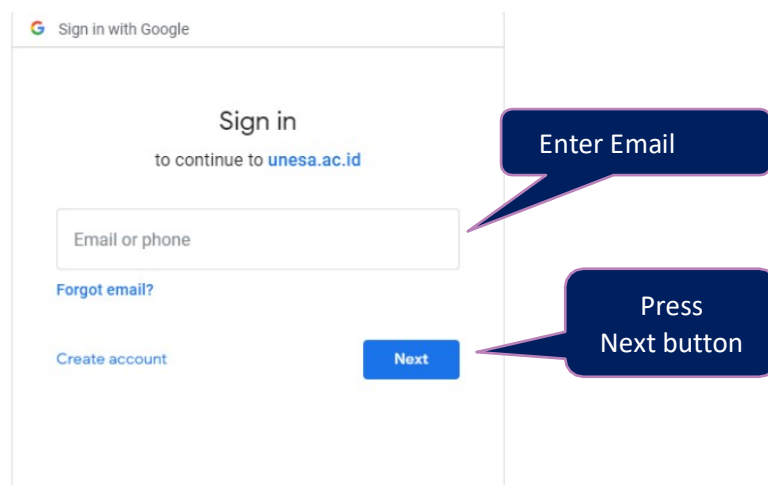


Figure 2. 2 SSO login page

After entering the email, the *user* can press the next button, then asked to enter the password as shown in **Figure 2.3** below:

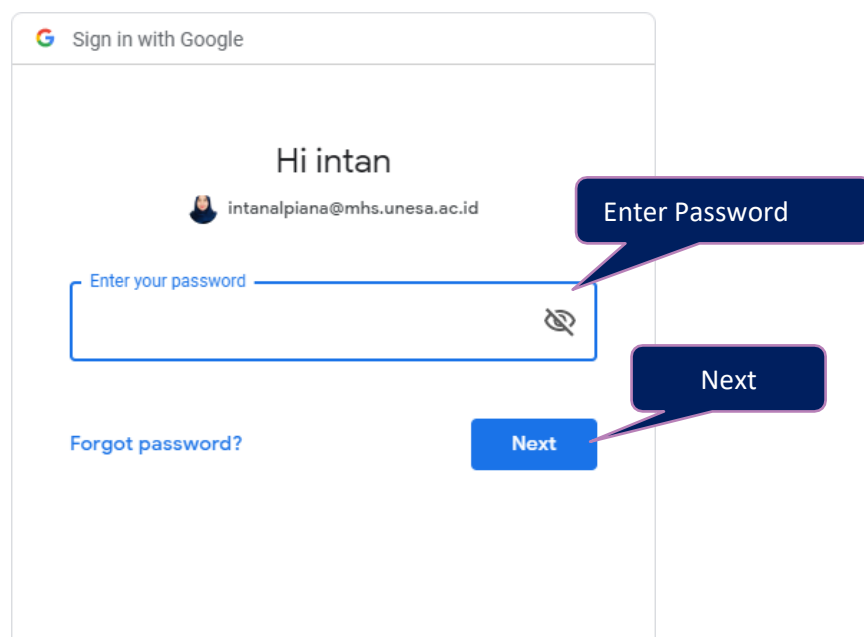


Figure 2. 3 Entering the SSO email *password*

*Users* must enter the unesa email *password* correctly, then can press the '**Next**' button, it will automatically enter the SSO dashboard as shown in **Figure 2.4** below:

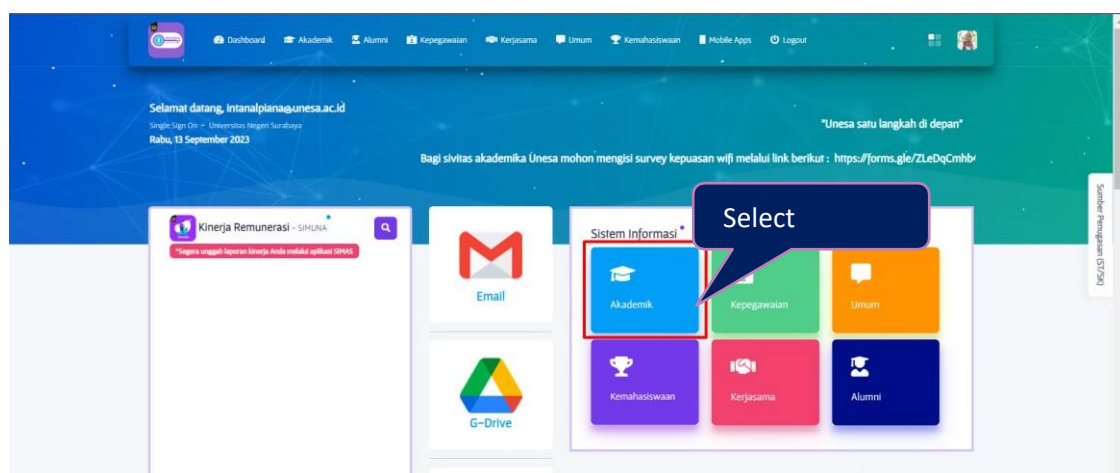


Figure 2. 4 SSO menu page

To enter the Sinau Digital page of Surabaya State University, *users* can press the "**Academic**" icon, then a row of academic menus will appear as **shown in Figure 2.5** below:



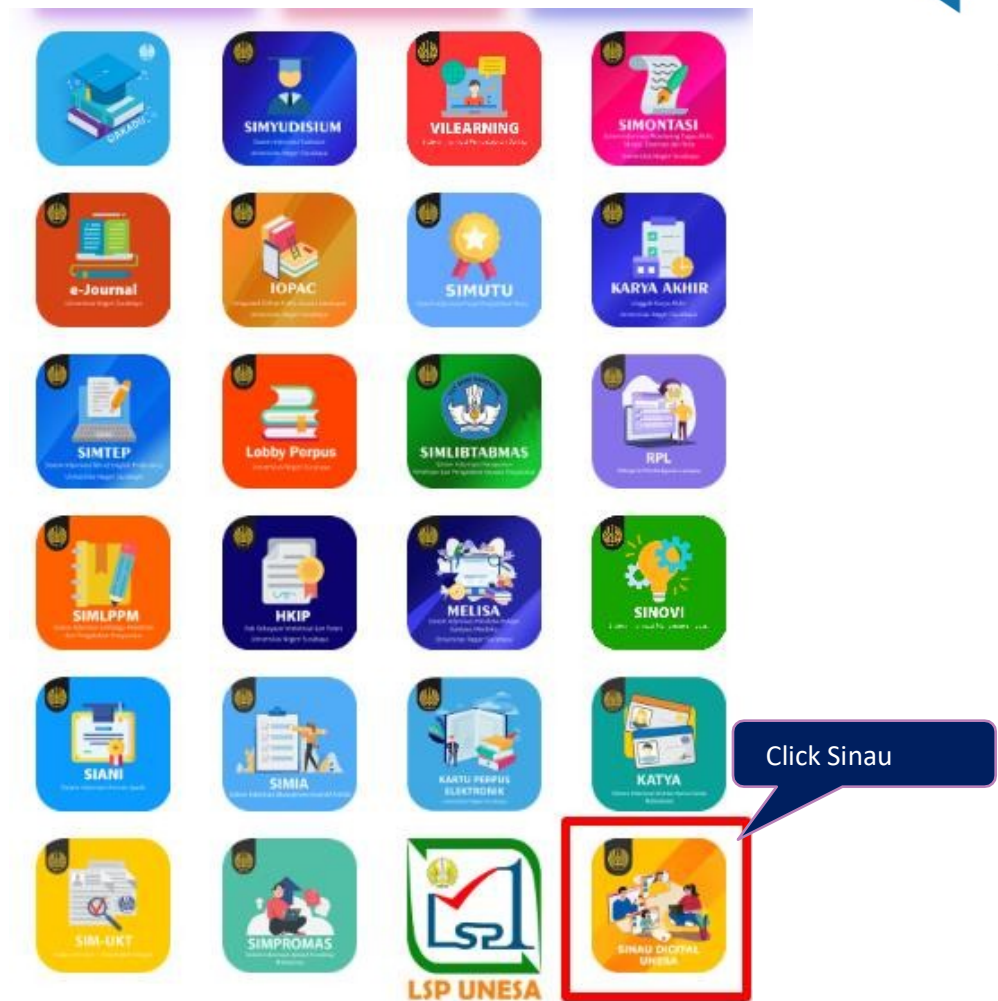


Figure 2. 5 Unesa Sinau Digital Icon

Furthermore, *users* can press select the '**Sinau Digital Unesa**' icon, it will enter the Sinau Digital Surabaya State University home page. There are several main menus on Sinau Digital Surabaya State University, which are as follows:

1. Home
2. Lectures
3. Guidance
4. Asynchronous Lecture
5. Synchronous Lecture

Where each menu has different functions and displays, which will be explained in points 2.2 to 2.6. the following:

## 2.2 Home

Home is the initial display after the student has successfully logged in. The display of the home menu is shown in **Figure 2.6** below:

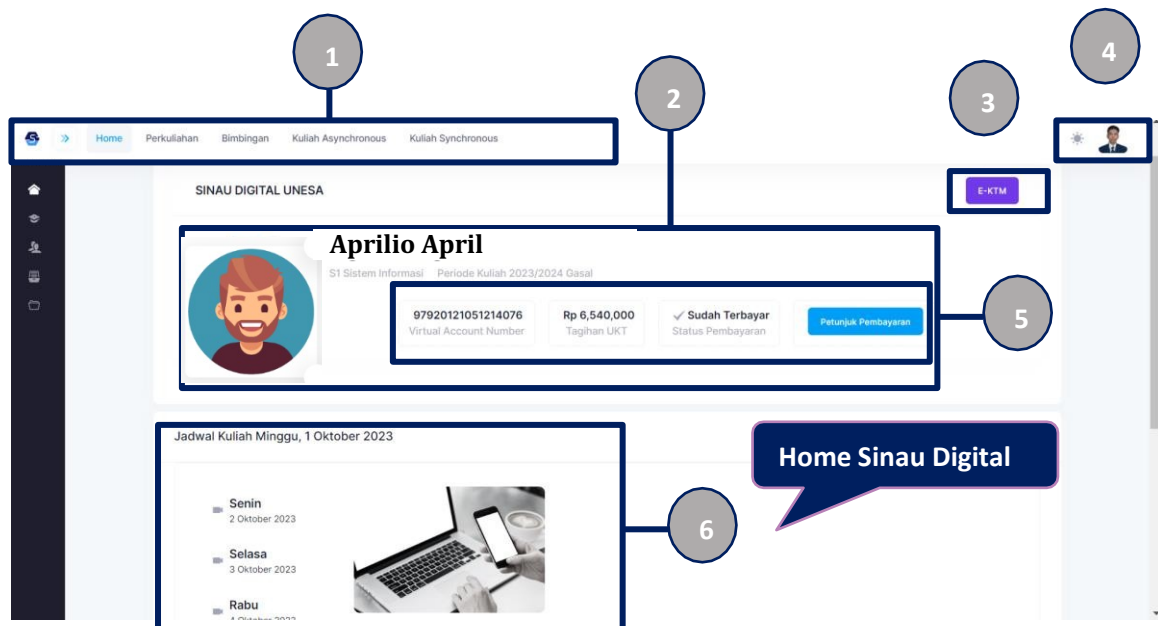


Figure 2. 6 Sinau Digital Unesa homepage

Sinau Digita Surabaya State University's Home for Students is divided into several main contents, each of which has a different function, which has been shown from numbers 1-6 with the following provisions:

1. Main menu
2. Student Profile
3. E-KTM
4. Student account
5. Student Payment Status
6. Student Class Schedule

### 2.2.1 Main Menu

---

The main menu is the main menu row of Sinau Digital students. In the main menu, students can choose what menu will be accessed by students, starting from lectures to Synchronous lectures.

### 2.2.2 Student Profile

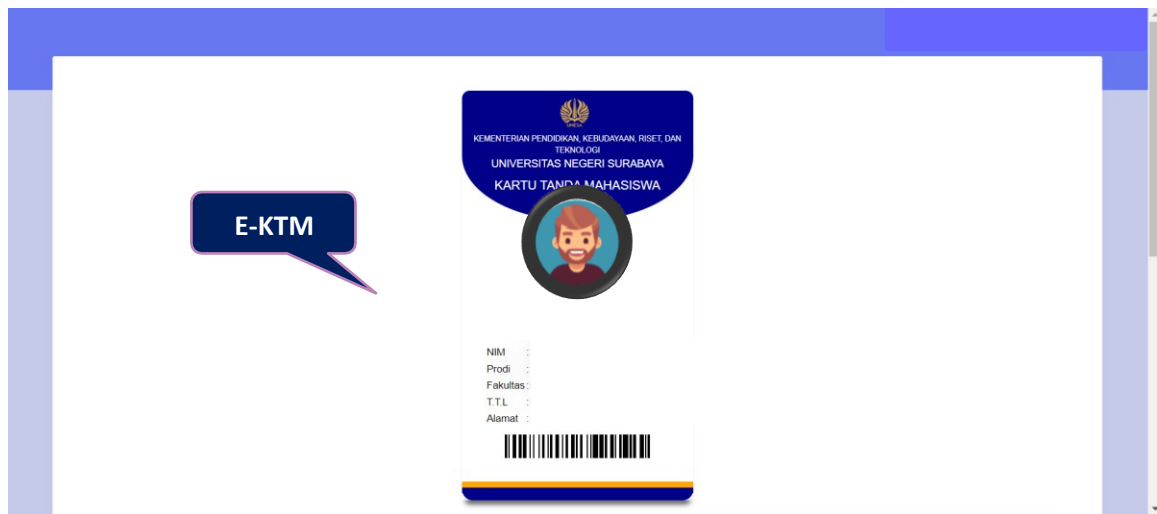
---

Student profile is a feature used to display the user profile. This page will display the user's personal data starting from the profile photo, name, NIM, Study Program and semester period.

### 2.2.3 E-KTM

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E-KTM is an electronic Student Identity Card printing feature. To print E-KTM, students can press the E-KTM button and will automatically be directed to the student identification card printing page as shown in **Figure 2.7** below:



### 2.2.4 Student Account (Change Profile Picture)

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Student Account is a feature used to log out of the application and change the student profile photo. To change the profile photo, students can press the Student profile account button in the upper right corner and select '**Change Photo**' as shown in **Figure 2.8** below:

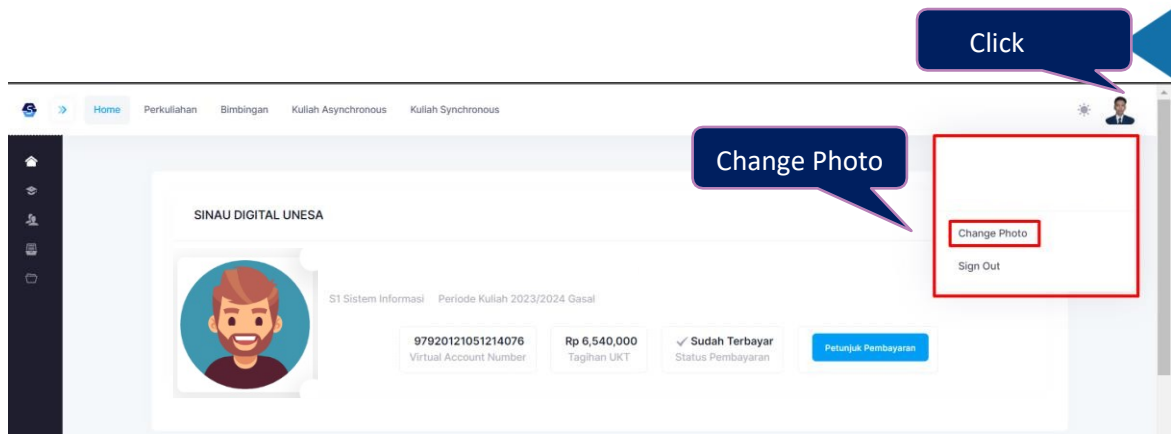


Figure 2. 8 Changing the profile picture

Then it will automatically be directed to the profile photo change page as shown in **Figure 2.9** below:

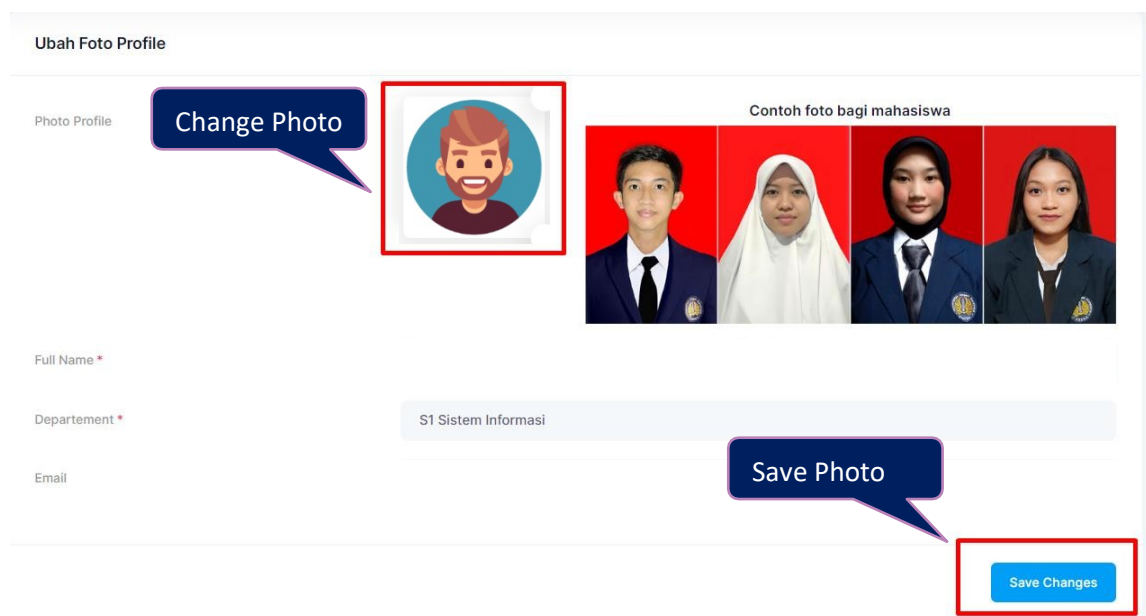


Figure 2. 9 Change new profile picture

### 2.2.5 Student Payment Status

Student payment status is a feature that displays student UKT bills per semester period. This feature displays details of UKT payment Virtual Account Number, UKT Bill, Payment Status and UKT payment instructions.

### 2.2.6 Student Course Schedule

Lecture schedule is a feature that displays a detailed student lecture schedule starting from the course name, lecture hours and class.

In this feature, students can open the schedule they want to access by pressing the day option on the student's lecture schedule as shown in **Figure 2.10** below:



Figure 2. 10 Schedule of lectures

### 2.3 Lectures

Lecture is a feature used to manage student lectures. On the Lecture menu there is a drop down of 3 sub menus, namely the Class Data & Schedule menu, Students, and Upload E-Journal Articles. The display of the lecture feature is shown in **Figure 2.11** below:

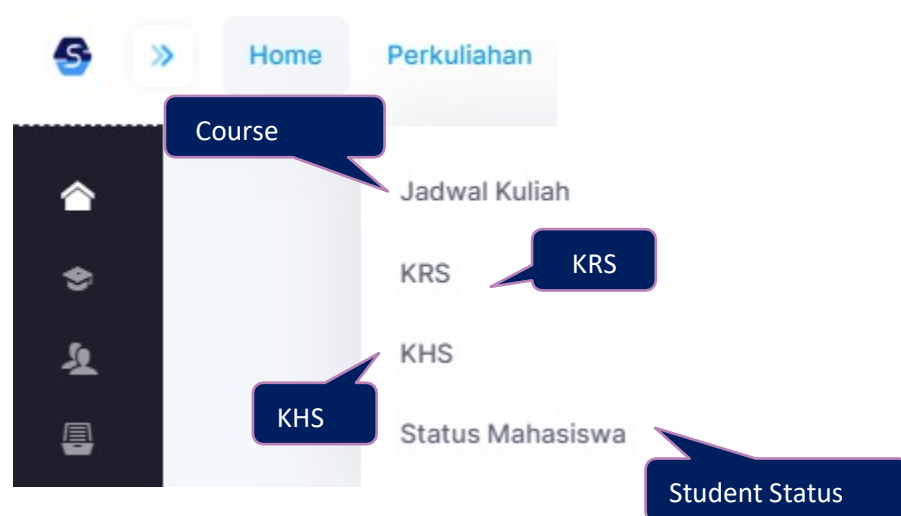


Figure 2. 11 Lecture sub menu

Each menu in this lecture has a different appearance and function, as in the points below:

### 2.3.1 Course Schedule

Lecture schedule is a feature that displays a list of student semester lecture schedules ranging from courses, days, dates, hours, classes, classrooms, credits, and lecture progress. To enter this page the *User* can press the '**Lecture**' menu, then select '**Lecture Schedule**', it will enter the lecture schedule page as shown in **Figure 2.12** below:

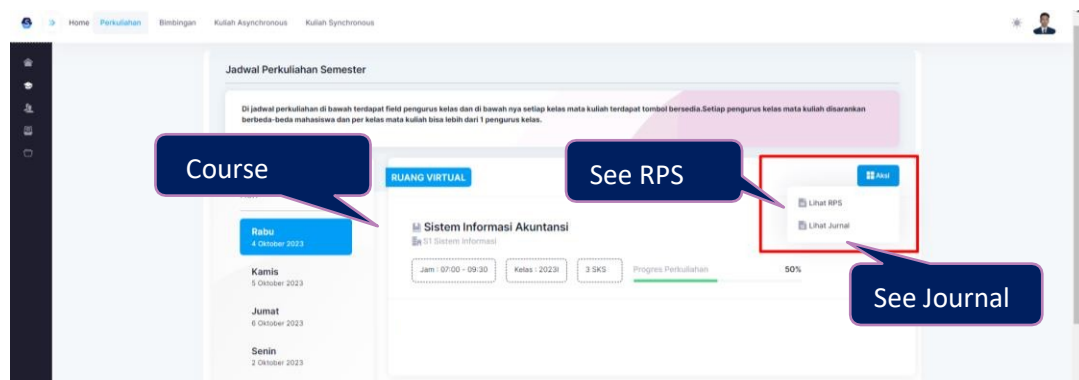


Figure 2. 12 Semester lecture schedule

Students can open the lecture schedule by pressing the lecture day option they want to open. On the lecture schedule page, students can also view the RPS and view the lecture journal. To view the RPS, please press the '**Action**' button, then select '**View RPS**', then it will automatically be directed to the course RPS print page as shown below.

shown in **Figure 2.13** below:

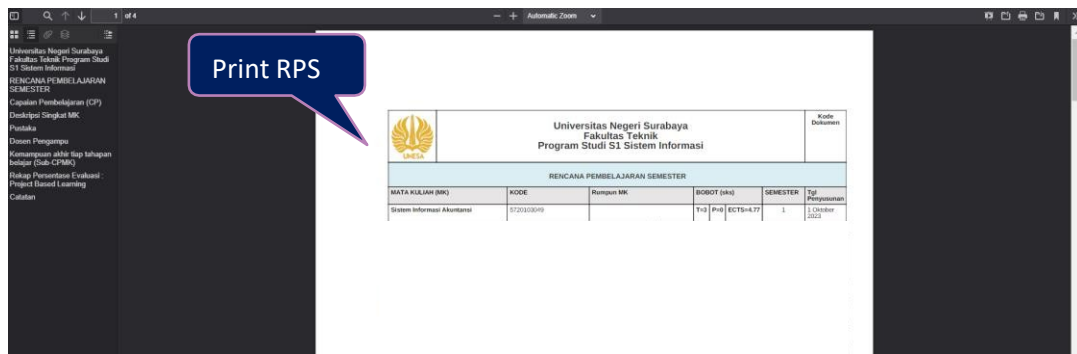


Figure 2. 13 Print RPS page

Furthermore, to view the lecture journal, students can press the '**Action**' button, then select '**View Journal**', then it will automatically be directed to the student's lecture journal print page.

In each lecture schedule at the bottom of the display there is a class administrator field and underneath each course class there is a willing button. Each course class administrator is suggested by different students and per course class there can be more than 1 class administrator.

### 2.3.2 KRS

Student KRS (Study Plan Card) is a page that contains a list of courses that can be taken by students in one semester. This card is a requirement for attending lectures in each semester. Online KRS filling will be active at the beginning of each semester. Before doing KRS online, students must ensure that they have made UKT (Single Tuition Fee) payments. To enter the KRS page, *users* can press the '**Lecture**' button, then select '**KRS**', then it will enter the KRS page.

as shown in **Figure 2.14** below:

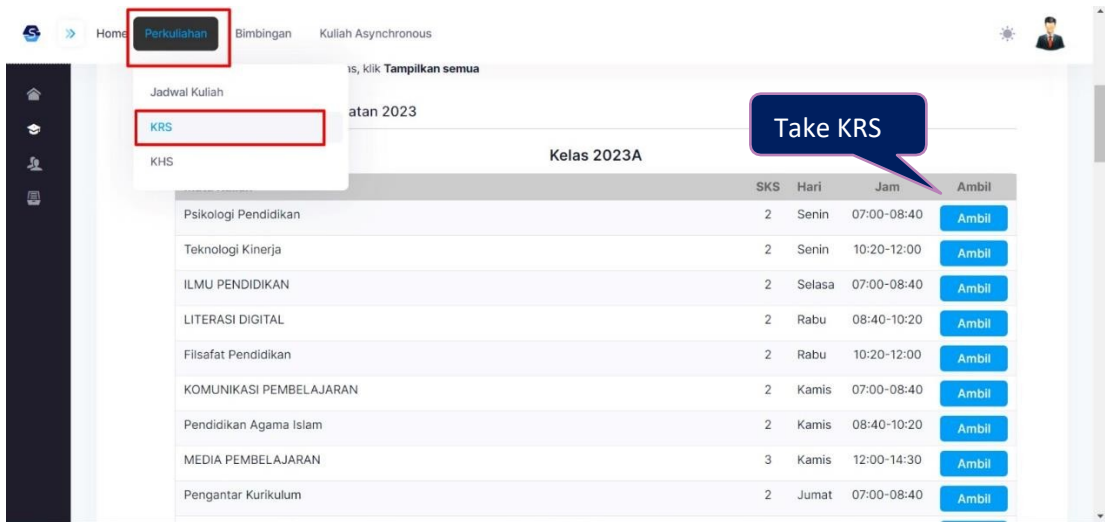


Figure 2. 14 Student KRS

Please take courses in this semester by pressing the **'Take'** button on the course schedule offered. Next, please press the **'My KRS'** button, to print the KRS as shown in **Figure 2.15** below:

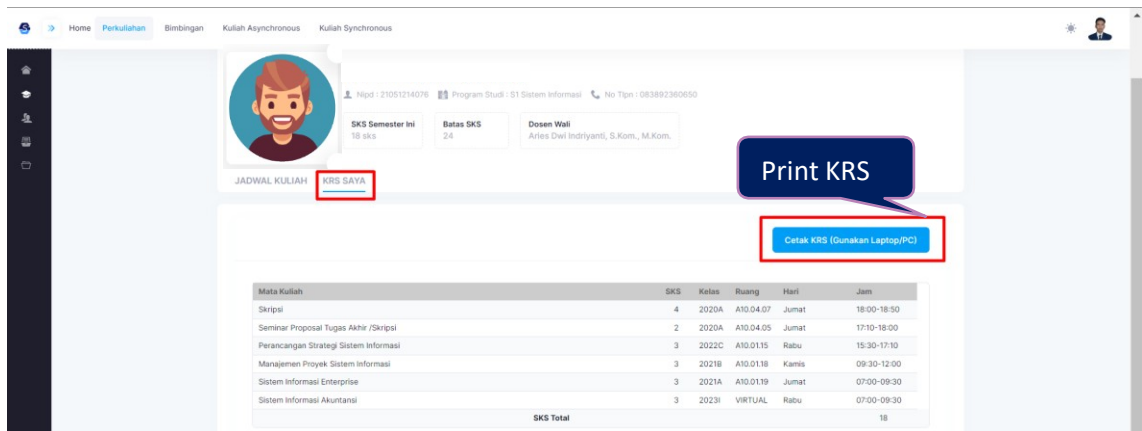


Figure 2. 15 My KRS Page

Please press the **'Print KRS'** button, it will automatically be directed to the KRS print page as shown in **Figure 2.16** below:





Print KRS

**Kartu Rencana Studi (KRS)**  
Periode 2023/2024 Gasal

NIM : Program Studi :  
Nama : NIP DPA :  
Semester : Nama DPA :

No.	Kode	Nama Matakuliah	Kelas	SKS	Keterangan
1.	5720104095	Skripsi	2020A	4	
2.	1000002104	Seminar Proposal Tugas Akhir /Skripsi	2020A	2	
3.	5720103040	Perancangan Strategi Sistem Informasi	2022C	3	
4.	5720103024	Manajemen Proyek Sistem Informasi	2021B	3	
5.	5720103051	Sistem Informasi Enterprise	2021A	3	
6.	5720103049	Sistem Informasi Akuntansi	2023I	3	
Total SKS				18	

**Keterangan :**

\* Mata kuliah yang tidak disetujui mohon dicoret

\* Apabila ada penambahan mata kuliah mohon diisikan di tabel di bawah ini.

No.	Kode	Nama Matakuliah	Kelas	SKS	Keterangan

Figure 2. 16 KRS print page

The next step after printing KRS, please ask for approval from the DPA Academic Supervisor. If it has been approved, it will look like **Figure 2.17** below:

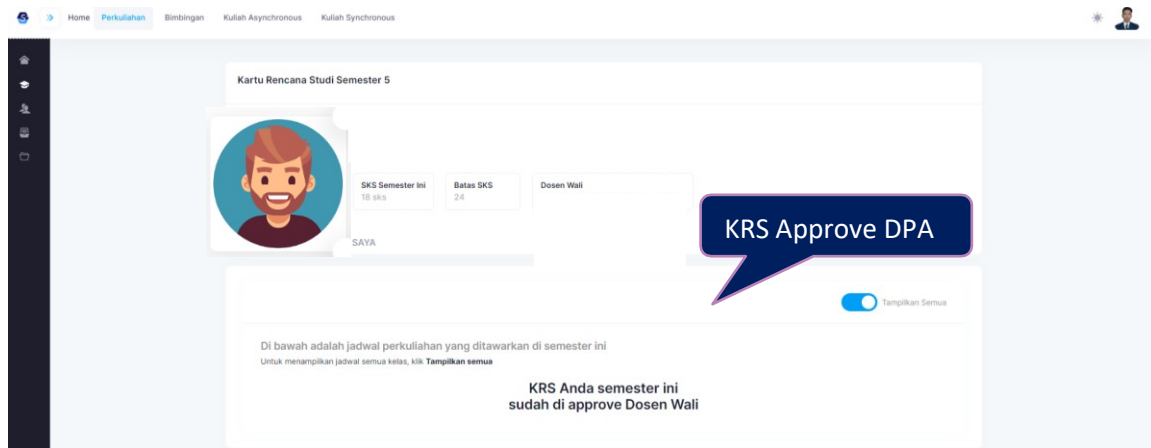


Figure 2. 17 KRS display that has been approved by DPA

### 2.3.3 KHS

KHS (Study Result Card) is a page that displays the results of student grades per semester. To enter this page, the user can press the **'Lecture'** menu then select **'KHS'**, it will automatically enter the Student KHS page as shown in **Figure 2.18** below:

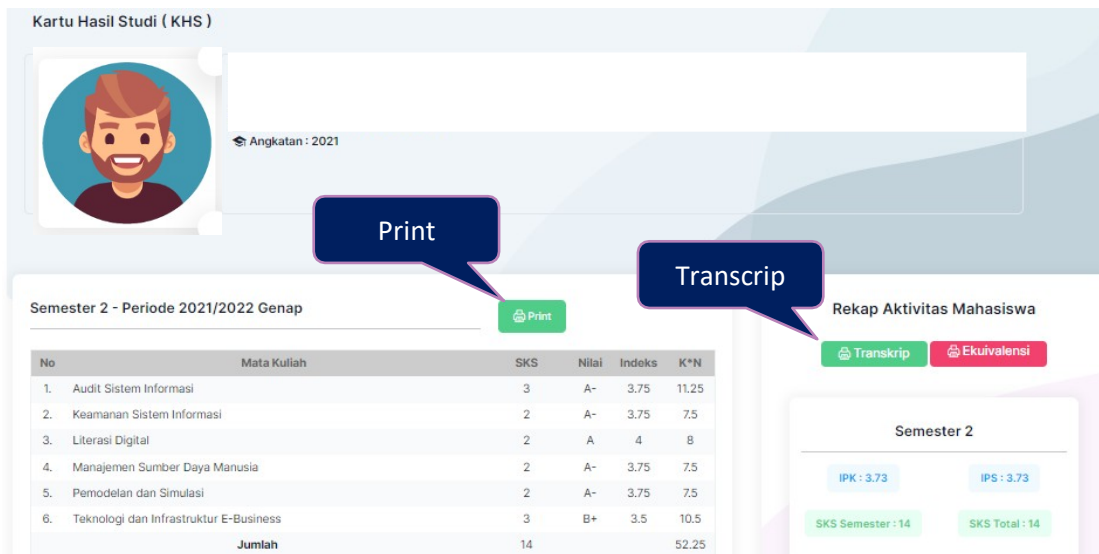


Figure 2. 18 KHS Student

On the KHS page, students can view the details of their grades for each semester, print KHS per semester, and print transcripts.

### 2.3.4 Student Status

Student Status is a page used to display the active status of students per semester. To enter this page, the *User* can press the **'Lecture'** menu, then select **'Student Status'** as shown in the table below. shown in **Figure 2.19** below:

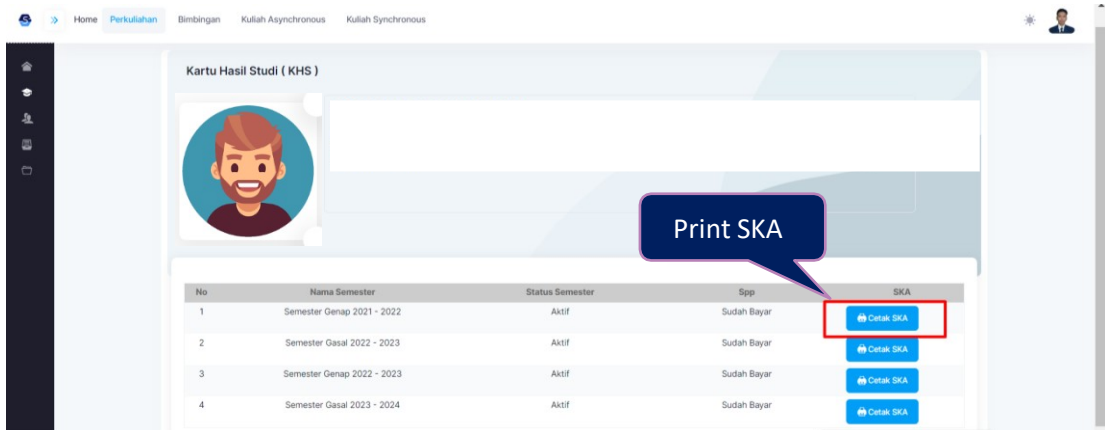


Figure 2. 19 Student status page

Furthermore, on this page, students can print an Active Certificate for each semester, by pressing the '**Print SKA**' button on the selected semester, it will automatically be directed to the SKA print page as shown in **Figure 2.20** below:

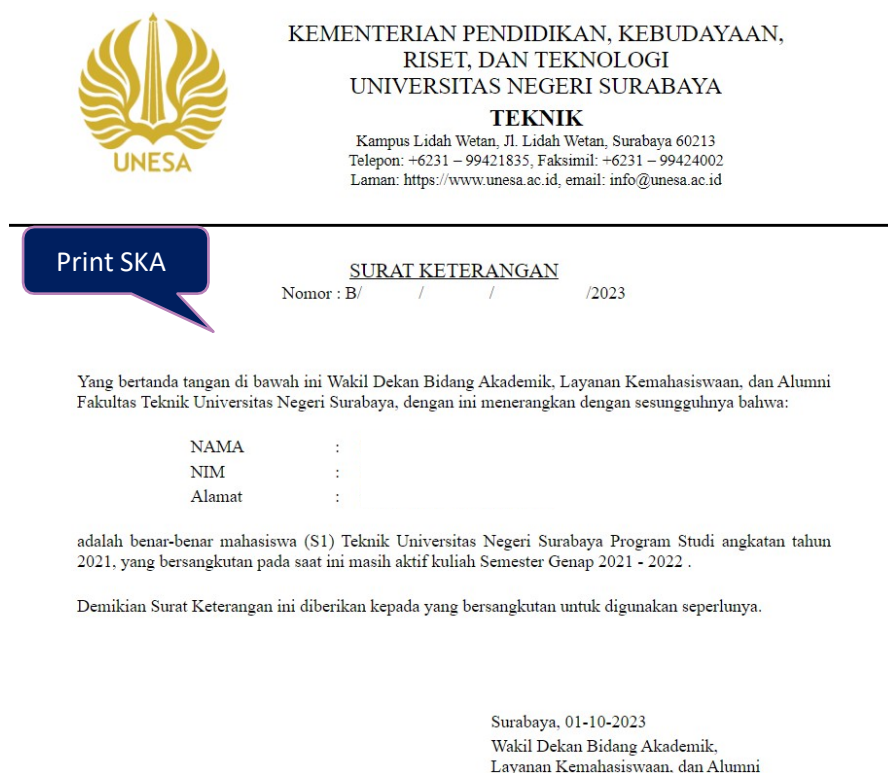


Figure 2. 20 Print Student Certificate

## 2.4 Guidance

Guidance is a page used to manage the student guidance process. To enter this page, the user can press the '**Guidance**' button, then two guidance drop downs will appear, namely '**DPA Guidance**'

and '**Application for Leave of Absence**' as shown in **Figure 2.21** below.

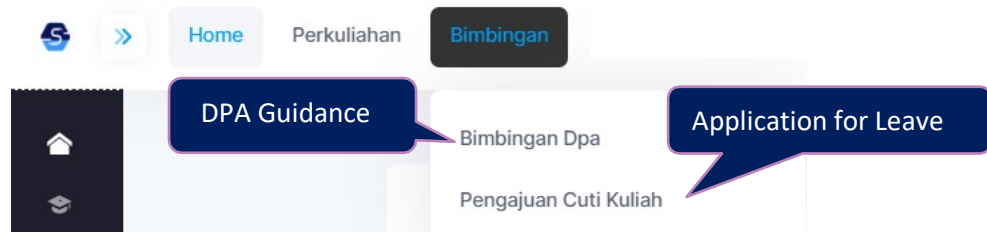


Figure 2. 21 Student guidance sub menu

Each guidance menu has a different appearance and function, which will be explained at the following points:

### 2.4.1 DPA Guidance

DPA Guidance is a page used to conduct online student guidance with DPA. To enter this page, the user can press the '**Guidance**' button, then select '**DPA Guidance**', it will enter the DPA guidance page as shown in **Figure 2.22** below:

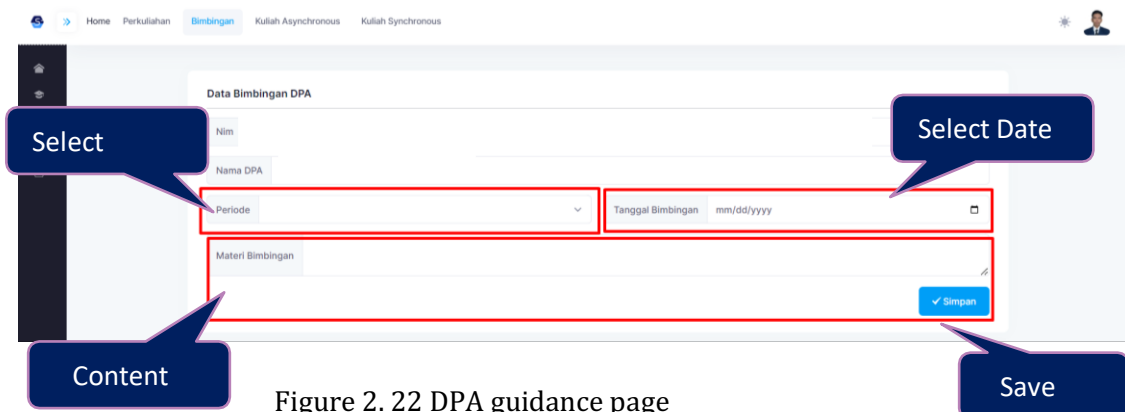


Figure 2. 22 DPA guidance page

To conduct DPA guidance, there are several forms that must be completed by students, namely:

1. Select DPA guidance semester period

2. Select guidance date
3. Content of guidance material

After the DPA guidance form has been filled in properly and correctly, students can press the 'Save' button and contact the DPA for checking.

## 2.4.2 Application for Leave of Absence

Submission of college leave is a feature that is used to apply for the student leave process. This page displays the administration system and the organization of academic activities for Lecture Leave. To enter this page, the user can press the 'Guidance' button, then select 'Lecture Leave Submission', then it will enter the lecture leave submission visible.

in **Figure 2.23** below:

**Sistem Administrasi Dan Penyelenggaraan Kegiatan Akademik : CUTI KULIAH**

1. Cuti Akademik adalah suatu keadaan terdaftar sebagai mahasiswa Unesa pada satu semester atau lebih untuk tidak mengikuti kegiatan akademik atas izin pejabat yang berwenang.
2. Cuti Akademik wajib mendapat izin tertulis dari Rektor.
  - o Lama cuti sebanyak-banyaknya dua semester dalam kurun waktu studi mahasiswa yang bersangkutan.
  - o Cuti akademik dilakukan per semester, dan diperhitungkan dalam masa studi.
  - o Cuti akademik dapat diajukan mulai semester 1 (satu).
3. Mahasiswa yang tidak melakukan registrasi/daftar ulang atau sedang cuti akademik pada semester yang bersangkutan, status kemahasiswaannya secara otomatis dicutikan oleh universitas selama masa studinya masih berlaku.
4. Mahasiswa yang berstatus cuti tidak diperbolehkan melakukan kegiatan akademik (misalnya: kuliah, UTS, UAS, bimbingan skripsi/tugas akhir/tesis/disertasi termasuk bimbingan revisi skripsi/TA, PKL, PPP, KKN, maupun kegiatan ekstrakurikuler), kegiatan kemahasiswaan, dan tidak berhak menerima beasiswa.
5. Mahasiswa yang menjalani cuti akademik dibebaskan dari pembayaran UKT semester yang berlaku.
6. Maksimal SKS yang boleh diambil berdasarkan hasil studi semester dan hasil studi kumulatif mahasiswa sebelum cuti apabila mahasiswa telah aktif kembali.
7. mahasiswa dinyatakan non aktif apabila telah memiliki status 2 semester dan tidak melakukan registrasi pada semester berikutnya
8. Apabila mahasiswa telah aktif kembali dari cuti akademik maka besarnya SKS maksimal yang boleh diambil didasarkan pada hasil studi semester dan hasil studi kumulatif mahasiswa sebelum cuti kuliah.
9. Pengajuan cuti kuliah hanya bisa diajukan ketika status mahasiswa tidak aktif dan hanya bisa pada semester aktif.

Form Pengajuan Cuti Kuliah

NIPD  Nama  Semester Ajuan 2023/2024 Gasal

Alasan Cuti

Click Save

Fill in the

Simpan

Figure 2. 23 Student KRS

Before applying for leave, make sure you have read the system of administration and organization of academic activities (Lecture Leave). Furthermore, students can complete the reason for leave and press the 'Save' button. Next, please request Approve from the DPA and the Academic Section (BAKPK).

## 2.5 Asynchronous lectures

Asynchronous Lecture is a menu on Sinau Digital Surabaya State University that is used to manage synchronous learning (ASL), which is an online learning process that provides teaching materials and assignments that are not synchronous.

live for students. Asynchronous learning is learning that is conducted online, but presenters and trainees cannot communicate with each other directly. In this case, trainees learn independently with assignments and materials that can be accessed by themselves without the presence of the speaker.

Asynchronous is not bound by the training schedule. Therefore, participants have free time to access the training materials provided. This asynchronous learning can be done anywhere and anytime. Asynchronous lectures at Sinau Digital Unesa have 3 main sub menus namely Sinau Digital Unesa SIDIA, Spada Indonesia, and Indonesia Cyber Institute as **shown in Figure 1.**

2.24 below:

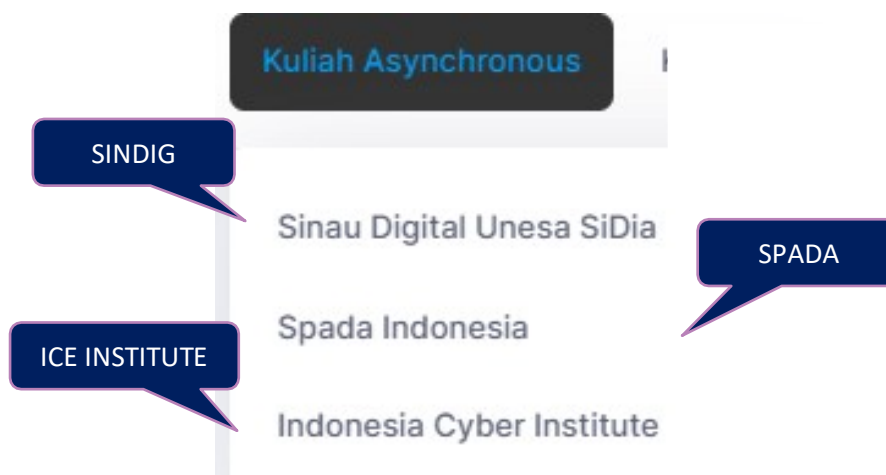


Figure 2. 24 Asynchronous lecture sub menu

Each sub menu has a different appearance and function which will be explained at the following points:

### 2.5.1 Sinau Digital Unesa SIDIA

Sinau digital Surabaya State University is a menu used to manage Surabaya State University digital learning that has been created by each lecturer in each course that has online lectures. This page will display a list of online courses attended by the students.

Students. To enter this page the *user* can press the '**Asynchronous Lecture**' menu, then select '**Sinau Digital Unesa SIDIA**', then it will enter on the online lecture page as shown in **Figure 2.25** below:

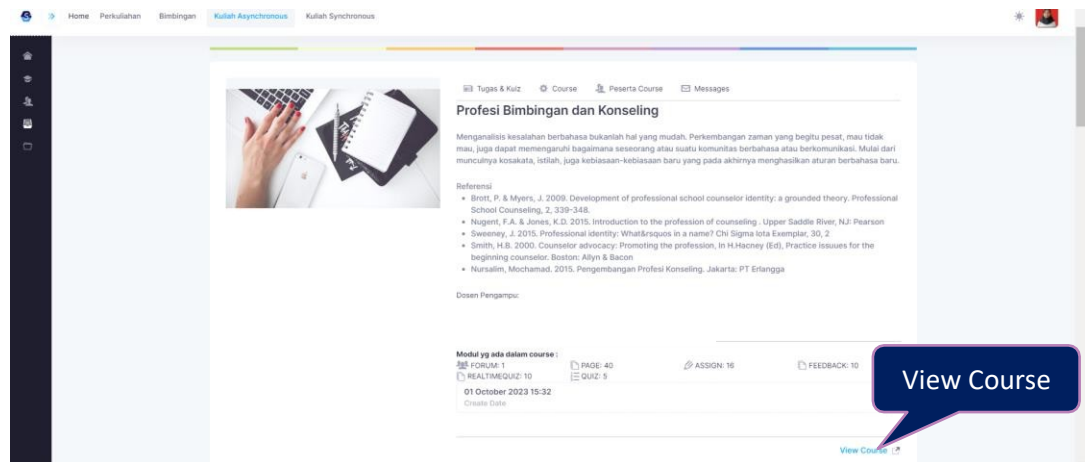


Figure 2. 25 Unesa digital sinau page

Furthermore, on this page, students can select the course to be opened, then to enter the selected course, students can press the '**View Course**' button in the lower right corner of the selected course, then it will automatically be directed to the Sinau Digital page of the selected course as shown in **Figure 1**.

**2.26** The following:



Figure 2. 26 Sinau Digital Unesa

Next Step Students can follow the material and assignments in Sinau Digital Unesa from the course that is opened.

## 2.5.2 Spada Indonesia

Spada Indonesia is a menu used to integrate with Indonesian online learning. SPADA Indonesia is one of the programs of the Directorate General of Learning and Student Affairs of the Ministry of Research, Technology and Higher Education to improve equitable access to quality learning in higher education. With its online learning system, SPADA Indonesia provides an opportunity for students from one particular university to be able to follow a certain quality course from another university and the learning outcomes can be recognized equally by the university where the student is registered.

To enter this page the user can press the '**Asynchronous Lecture**' menu, then select '**Spada Indonesia**', then it will enter the spada Indonesia online lecture page as shown in **Figure 1**.

2.27 The following:

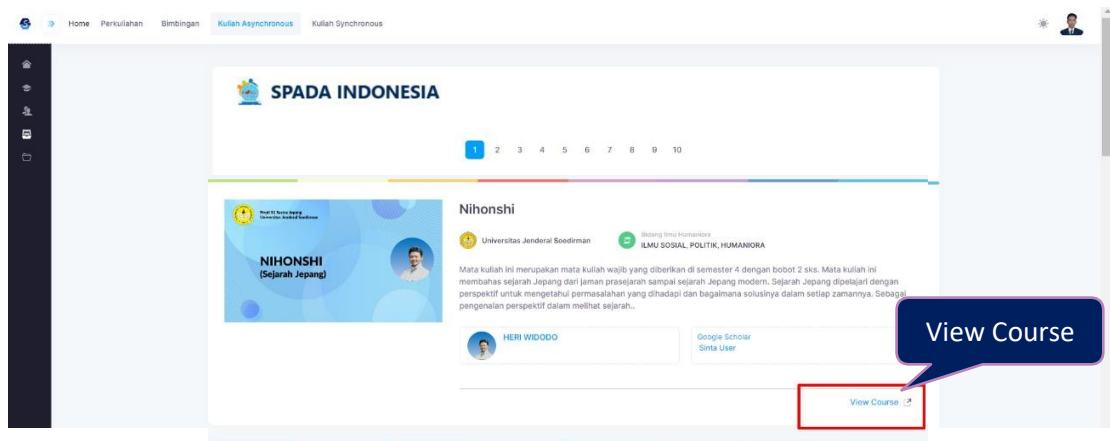


Figure 2. 27 Spada Indonesia

Furthermore, on the spada Indonesia page, students can choose the online course that will be opened by pressing the '**View Course**' button on the course, it will automatically be directed to the spada Indonesia LMS according to the selected course as shown in **Figure 2.28** below:



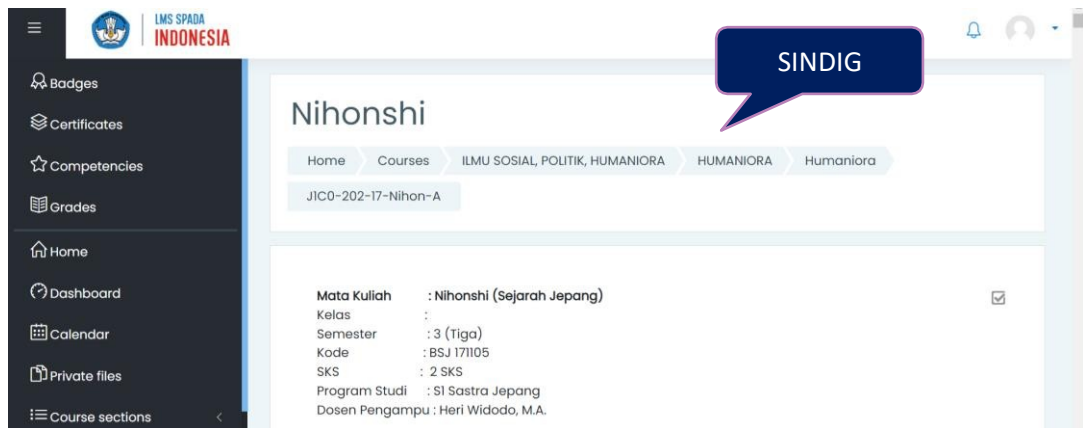


Figure 2. 28 Spada Indonesia LMS

### 2.5.3 Indonesia Cyber Institute

Indonesia Cyber Institute is a menu used to integrate with Indonesia Cyber Institute digital learning. Indonesia Cyber Education Institute or ICE Institute, is a digital marketplace for quality online courses in Indonesia. The main objective of ICE Institute is to facilitate the provision of quality education while ensuring the quality of online learning and distance education services.

To enter this page, *users* can press the '**Asynchronous Lecture**' menu, then select '**Indonesia Cyber Institute**', it will enter the Indonesia cyber institute page as shown in **Figure 1**.

2.29 below:



Figure 2. 29 Indonesia cyber institute page

Furthermore, on the Indonesia Cyber Institute page, students can choose the online course that will be opened by pressing the 'View Course' button on the course, it will automatically be directed to the Indonesia Cyber Institute LMS according to the selected course as shown in **Figure 2.30** below:

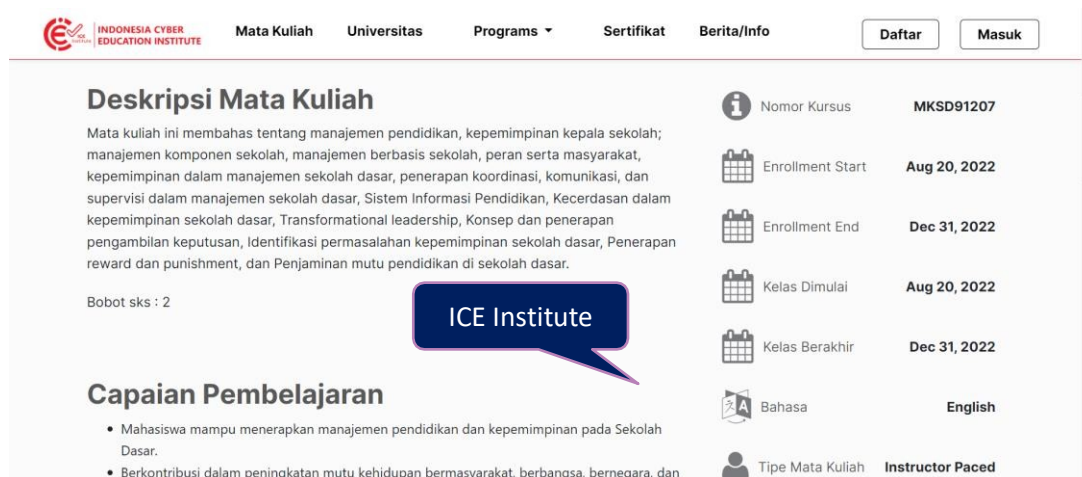


Figure 2. 30 Indonesia Cyber Institute LMS

## 2.6 Synchronous Lecture

Synchronous learning is learning that is guided by a schedule or time frame. Students can access materials and assignments within a certain period of time. Asynchronous Lectures at Sinau Digital Unesa have 2 main sub menus namely Online Classes, and Online Lecture Recordings as shown in **Figure 2.31** below:

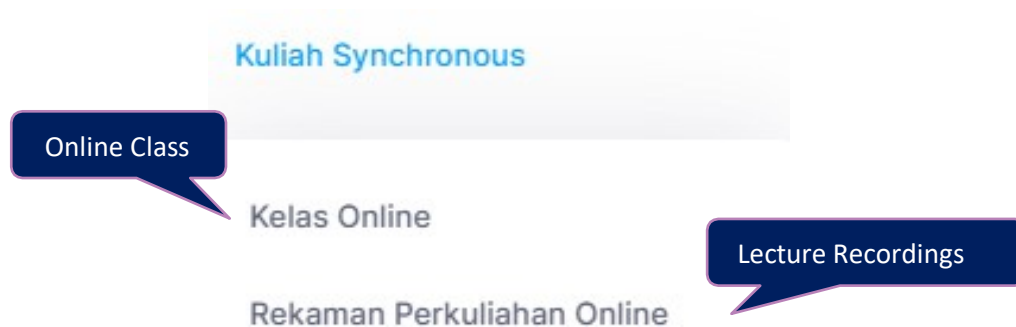


Figure 2. 31 Course grade page

Each sub menu has a different appearance and function which will be explained at the following points:

### 2.6.1 Online Class

Online class is a page used to manage a list of online classes from each student's course schedule. This page will display a google meeting link from each online lecture schedule that will be conducted by students. To enter this page, the *User* can press the '**Synchronous Lecture**' menu then select '**Online Lecture**', it will be directed to the online lecture page as shown in **Figure 2.32** below:

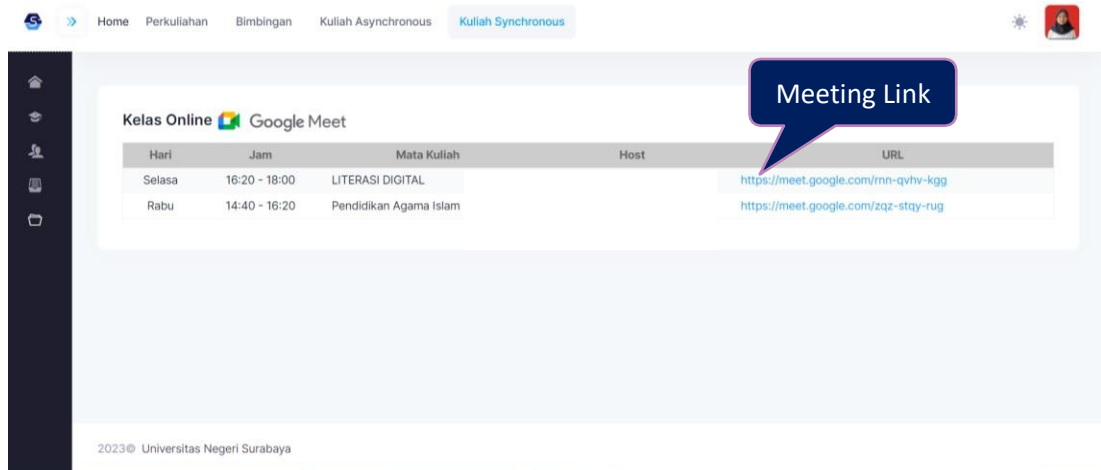


Figure 2. 32 Online lecture page

On the online lecture page, students can press the google meeting link according to the online lecture schedule that will be conducted on that day, it will automatically be directed to the course google meeting.

### 2.6.2 Online Lecture Recordings

Online lecture recording is a page that is used as a forum for recording online lectures that have been conducted by students with lecturers in each scheduled course online. This page makes it easy for students to learn and repeat material that has been delivered by lecturers during the online lecture process. This page will display the recording results of each online lecture schedule that has been attended by students.

To enter this page, the user can press the '**Lecture**' menu. '**Synchronous**' then select '**Online Lecture Recording**', it will be

directed to the page as shown in **Figure 2.33** below

This:

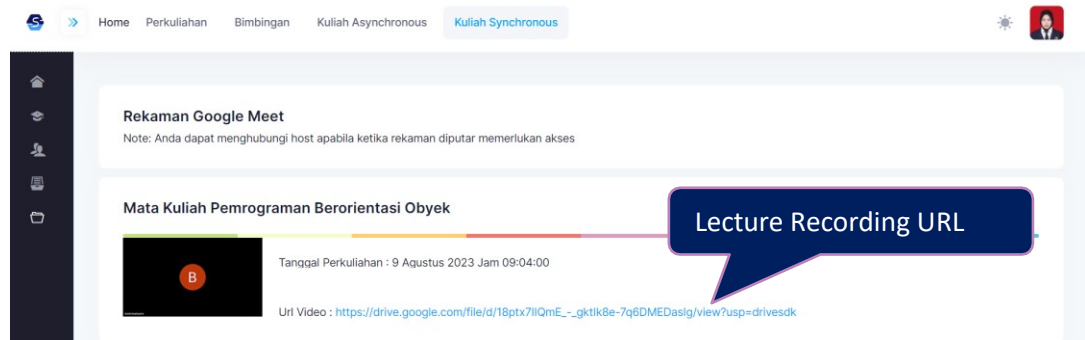


Figure 2. 33 Online lecture recording

Furthermore, students can access online lecture recordings by pressing the Video URL link that has been embedded by each lecturer in the online course that has been carried out.