

# USER GUIDE SINAU DIGITAL FOR LECTURER

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



## SINAU DIGITAL UNESA

Sinau Digital is a platform developed by the Academic Directorate to facilitate the implementation of Synchronous and Asynchronous lectures at Surabaya State University

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# USE OF SINAU DIGITAL STATE UNIVERSITY OF SURABAYA (SINDIG) FOR LECTURERS

## 1. INTRODUCTION

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

### 1.1. Purpose of Creating Documents

---

This UNESA SINDIG User manual document for lecturers was created for the following purposes:

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

### 1.2 Document Description

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

### 1.3 Lecturer Activities at Unesa Digital Sinau

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

1. Login to Sinau Digital via Unesa SSO
2. Change profile photo
3. View the teaching schedule
4. Accessing SIAKADU
5. Carrying out academic guidance, theses and guidance for MBKM students
6. Approve the student's leave application
7. Approve student KRS
8. Canceling Student KRS
9. Check Student KRS
10. Looking at student KHS
11. View student guidance data
12. Manage course RPS
13. Manage class teaching pages
14. Check the teaching recap table
15. Check the lecture journal recap table
16. Fill in OBE-based grades
17. Upload evidence for BKD
18. Access and manage asynchronous lectures
19. Access and manage synchronous lectures
20. Pay attention to some of the materials and tutorials on the help menu
21. View the Unesa Digital Sinau usage guide. Do KRS in the lecture menu
22. Unesa Digital Sinau Logout



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

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

### 2.1. Surabaya State University Digital Sinau Login

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



Figure 2. 1 UNESA SSO Homepage

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

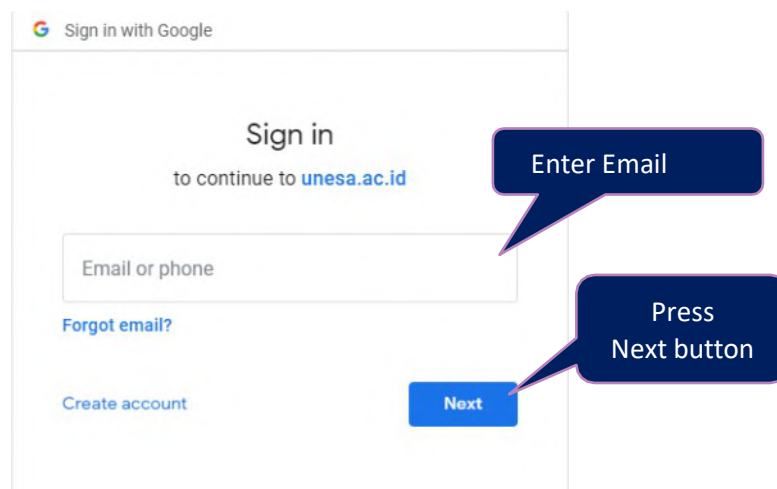


Figure 2. 2 SSO login page

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

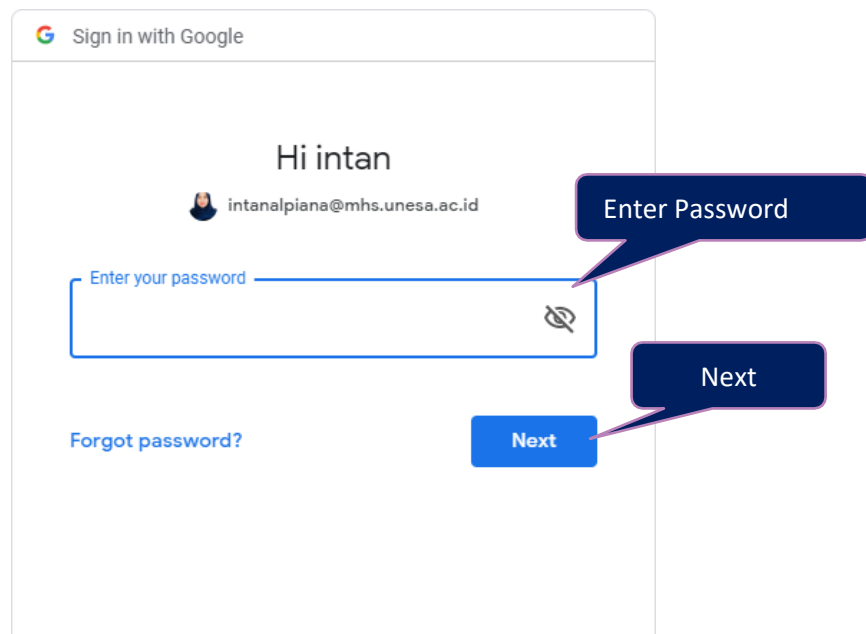


Figure 2. 3 Entering the SSO email password

Users You must enter your Unesa email password correctly, then you can press the 'Next' button, then you will automatically enter the SSO dashboard as shown in Figure 2.4 below:

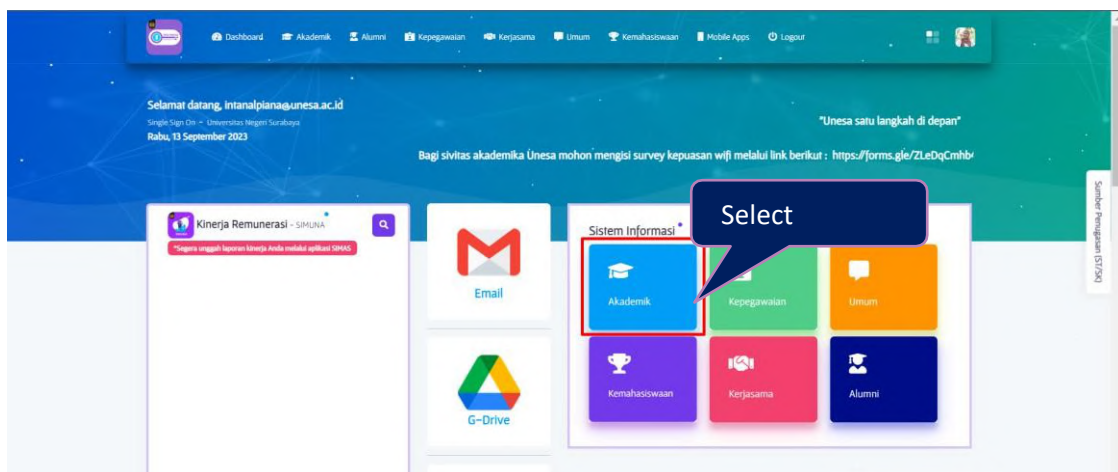


Figure 2. 4 SSO menu page

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

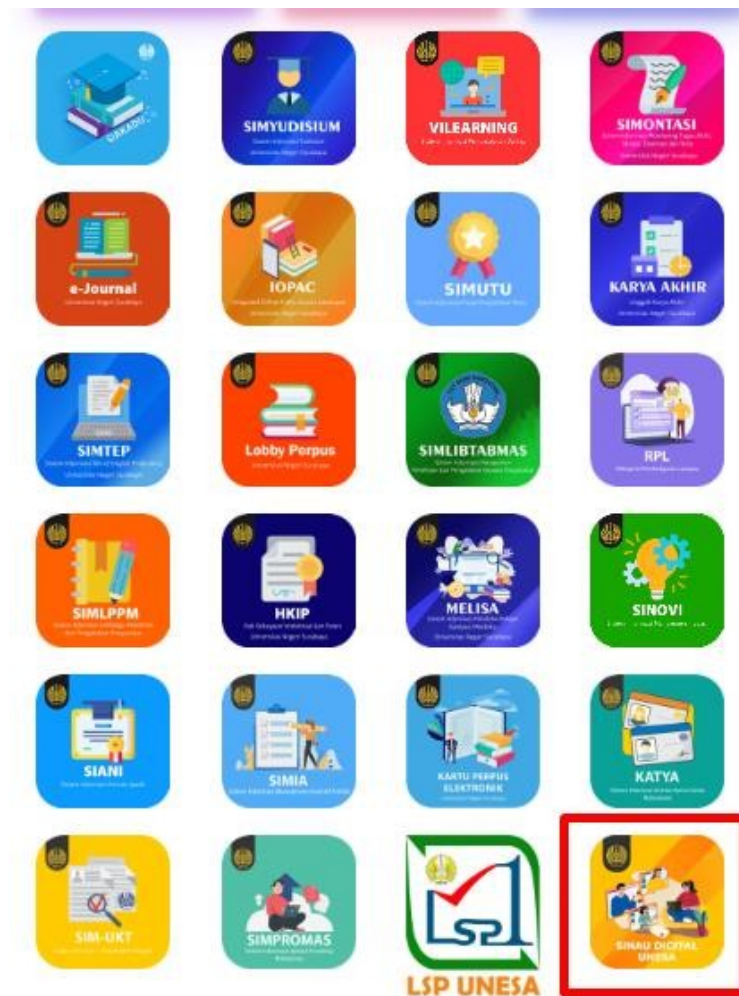


Figure 2. 5 Unesa Digital Sinau Icons

Next, users can press the 'Sinau Digital Unesa' icon, then they will enter the home page of Sinau Digital, Surabaya State University. There are several main menus at Surabaya State University Digital Sinau, namely as follows:

1. Home
2. SIAKADU
3. Guidance
4. RPS
5. Teaching
6. Asynchronous Lectures
7. Synchronous Lectures
8. Technical Guidance & Workshop

## 9. Help

Where each menu has a different function and appearance, which will be explained in points 2.2 to 2.10 below:

### 2.2 Home

Home is the initial display after the lecturer successfully completes the login process. The appearance of the home menu is shown in Figure 2.6 below:

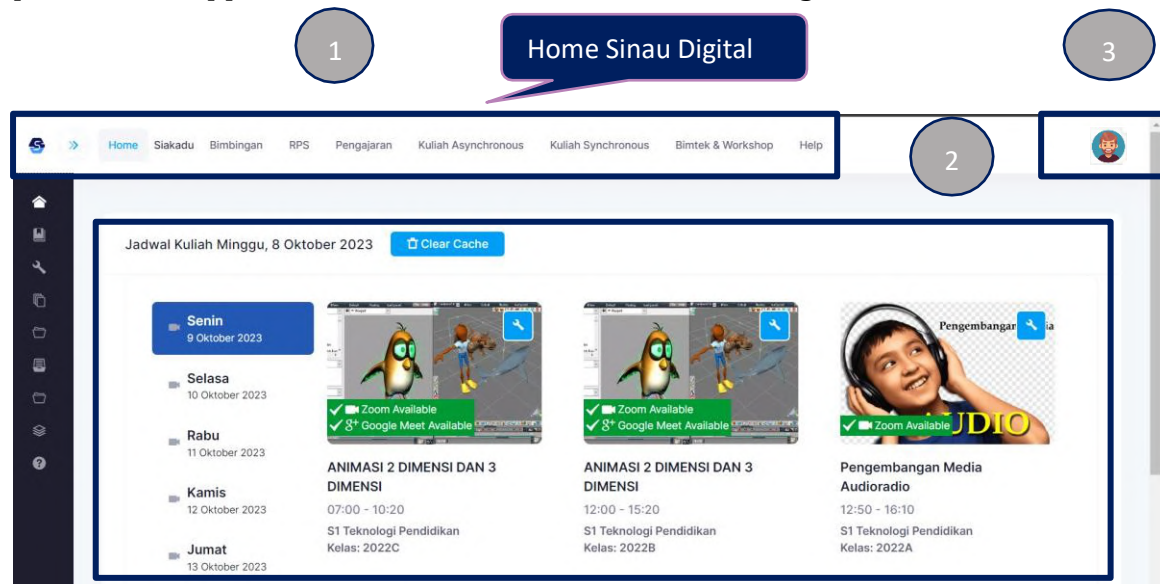


Figure 2. 6 Unesa Digital Sinau Homepage

Home (Home) Sinau Digita Surabaya State University for Lecturers is divided into several main contents, each of which has a different function, which has been shown from numbers 1-3 with the following conditions:

1. Main menu
2. Lecturer Teaching Schedule
3. Lecturer Profile

## 2.2.1 Main Menu

The main menu is a rowSinau Digital main menu for lecturers. On the main menu, lecturers can choose what menu they will access, starting from the Home menu, SIAKADU, Guidance, RPS, Teaching, Asynchronous Lectures, Synchronous Lectures, Technical Guidance & Workshops up to Help.

## 2.2.2 Lecturer Profile (Change Profile Photo)

Lecturer profile is a feature used to display user profiles, change photos and exit SINDIG. Users can change the photo by pressing the 'Change Photo' button on the user profile as shown

in Figure 2.7 below:

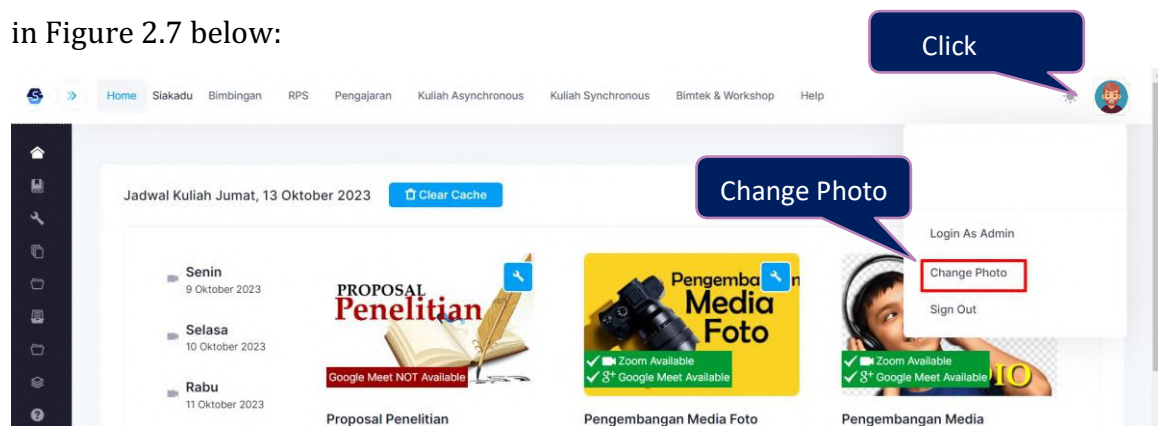


Figure 2. 7 Change Photos

Next, the user will be directed to the change profile photo page as shown in Figure 2.8 below:

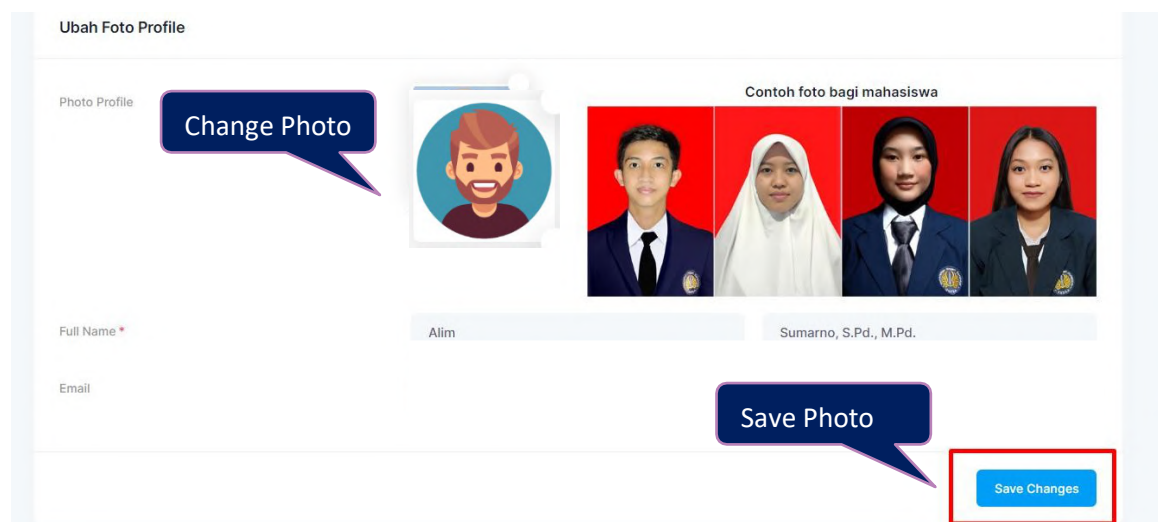


Figure 2. 8 Page to change profile

Lecturers can change their profile photo by pressing the 'Photo Profile' section and pressing the 'Save Changes' button, the photo will automatically be updated.

### 2.2.3 Teaching Schedule

The teaching schedule is a feature that displays the lecturer's lecture schedule in detail starting from course names, lecture hours and classes. In this feature, lecturers can open the schedule they want to access, namely by pressing the day option on the lecture schedule as shown in Figure 2.9 below:

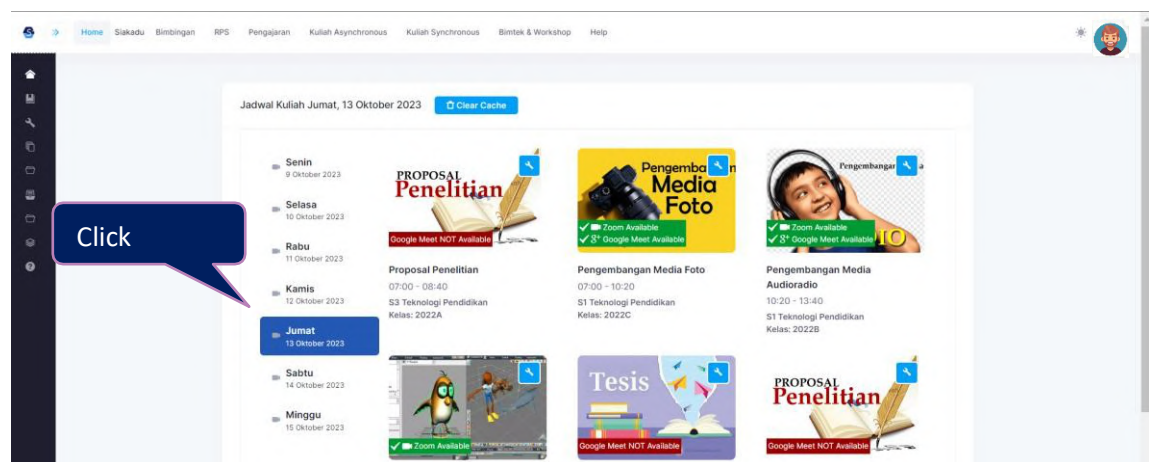


Figure 2. 9 Lecture schedule

### 2.3 SIAKADU

The SIAKADU menu is the menu used to enter the Unesa Integrated Academic Information System (SIAKADU) page. Users can press the 'SIAKADU' menu, then they will automatically be directed to the SIAKADU Unesa page.

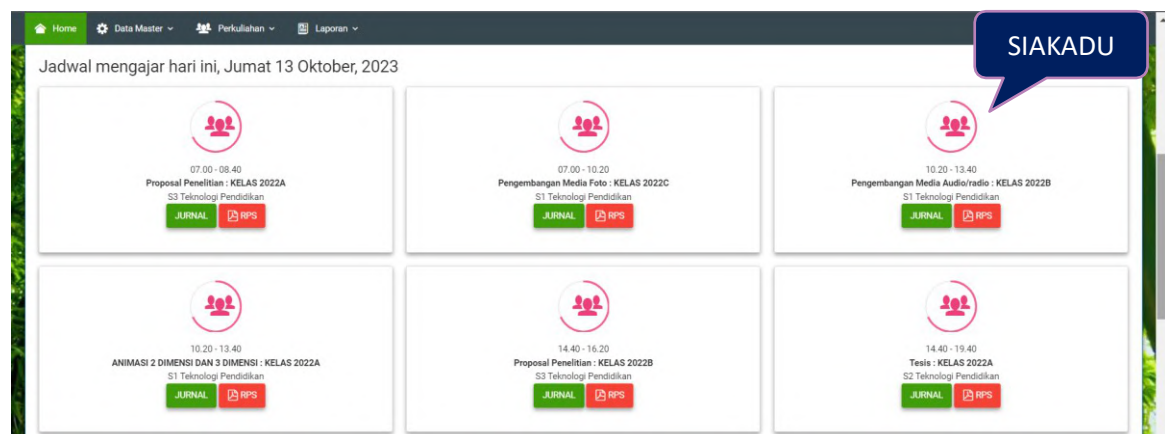


Figure 2. 10 SIAKADU Unesa

## 2.4 Guidance

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Guidance is a menu used to manage the tutoring process between lecturers and their students, be it academic guidance, thesis and MBKM guidance students. In the guidance menu there are 3 drop down sub menu sections, namely the Academic Guidance, Thesis Guidance, and MBKM Guidance menus. The appearance of the guidance sub menu is shown in Figure 2.11 below:

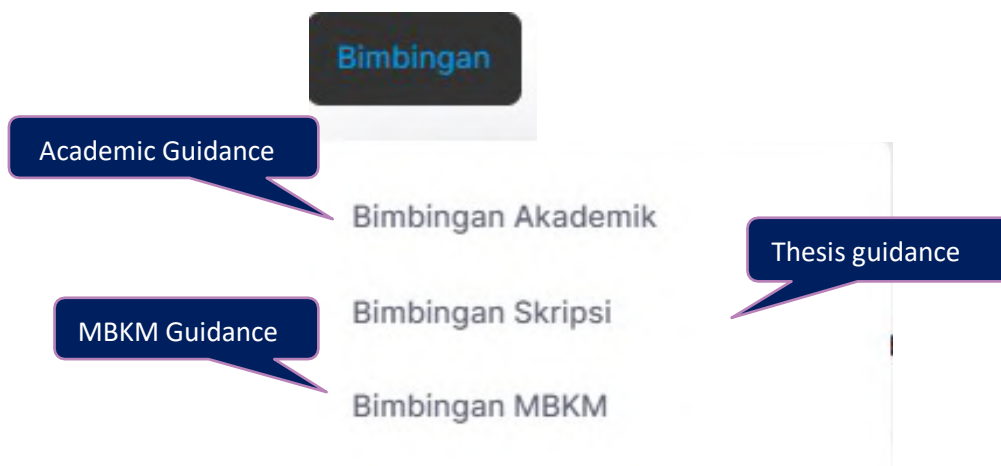


Figure 2. 11 Guidance sub menu

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

### 2.4.1 Academic Guidance

---

Academic Guidance is a page that displays a list of students with academic guidance from lecturers (as DPA). To enter this page, users can press the 'Guidance' menu, then select 'Academic Guidance', then they will enter the academic page as shown in Figure 2.12 below:

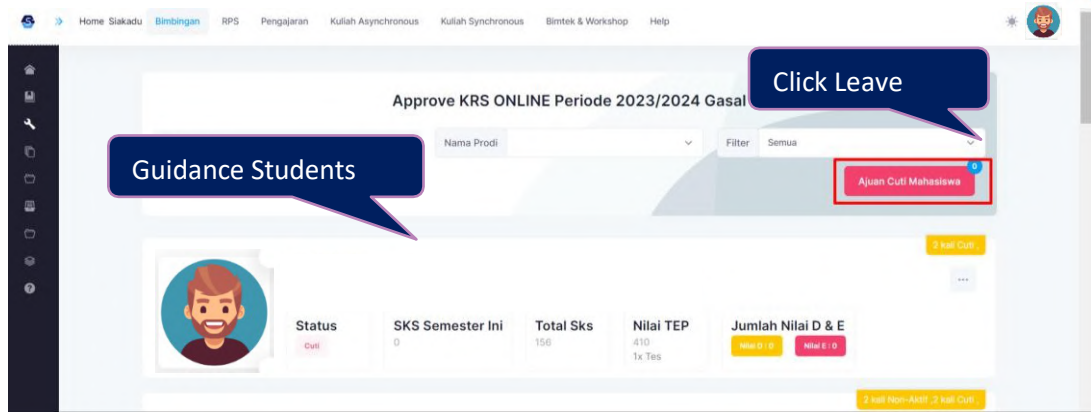


Figure 2. 12 Student academic guidance

There are several activities that can be done on the DPA guidance menu, namely:

#### 2.4.1.1 Approve Student Leave Application

To view student leave applications, users can press the red button 'Ajuan Cuti Mahasiswa'



' then a list of students will automatically appear

apply for leave. Next, the lecturer can see the details of the leave application and approve it if the application is appropriate

#### 2.4.1.2 Approve Student KRS

To Approve Student KRS, lecturers can press the button 'KRS Mahasiswa'

In the right corner of the student display whose KRS will be approved, a drop down will appear as shown in Figure 2.13 below:

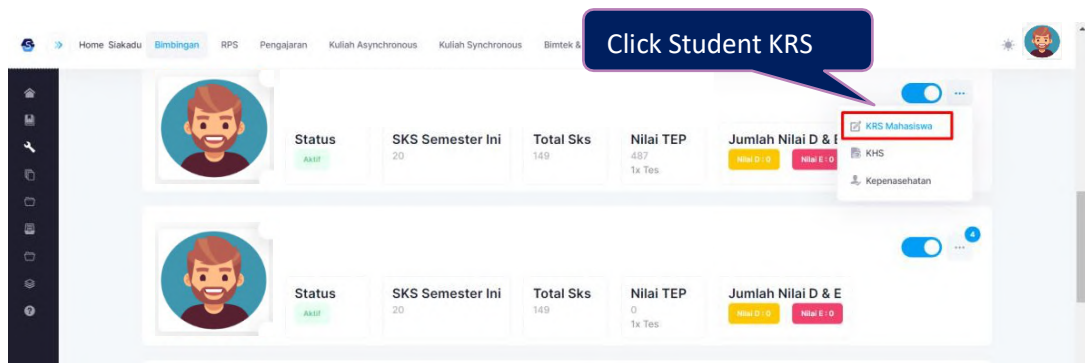


Figure 2. 13 Approval of student KRS



Next, please select the 'Student KRS' section To check the KRS that a student has taken, they will automatically be directed to the student's KRS page as shown in Figure 2.14 below:

Kartu Rencana Studi Semester 7

SKS Semester Ini: 20 sks  
Batas SKS: 24  
Dosen Wali

JADWAL KULIAH | **KRS SAYA**

Cetak KRS (Gunakan Laptop/PC)

Mata Kuliah	SKS	Kelas	Ruang	Hari	Jam
Pip-Praktik Mengajar	4	PLPDP	null		
Pip-Analisis Kurikulum	2	PLP A	null		
Pip-Asesmen Pembelajaran	2	PLP A	null		
Pip-Pengembangan Rencana Pembelajaran	3	PLP A	null		
Pip-Pengembangan Bahan Ajar	3	PLP A	null		
Pip-Manajemen Sekolah	2	PLP A	null		
Pip-Pengembangan Program Sekolah	2	PLP A	null		
Pip-Pengembangan Media Pembelajaran	2	PLP A	null		
<b>SKS Total</b>					20

Figure 2. 14 Pages of Student KRS

If the KRS taken by the student is appropriate, please return to the main academic guidance page and press the 'Approve' button until it turns blue as shown in Figure 2.15 below:

Approve Student KRS


Home Siakadu | **Bimbingan** | RPS | Pengajaran | Kuliah Asynchronous | Kuliah Synchronous

Status: Aktif | SKS Semester Ini: 20 | Total Sks: 149 | Nilai TEP: 487 (1x Tes) | Jumlah Nilai D & E: Nilai D: 0, Nilai E: 0

Status: Aktif | SKS Semester Ini: 20 | Total Sks: 149 | Nilai TEP: 0 (1x Tes) | Jumlah Nilai D & E: Nilai D: 0, Nilai E: 0

Figure 2. 15 Student KRS Approvals

### 2.4.1.3 Canceling Student KRS

If you want to cancel a student's KRS, the lecturer can press the  in the right corner of the display for students whose KRS will be cancelled, they will

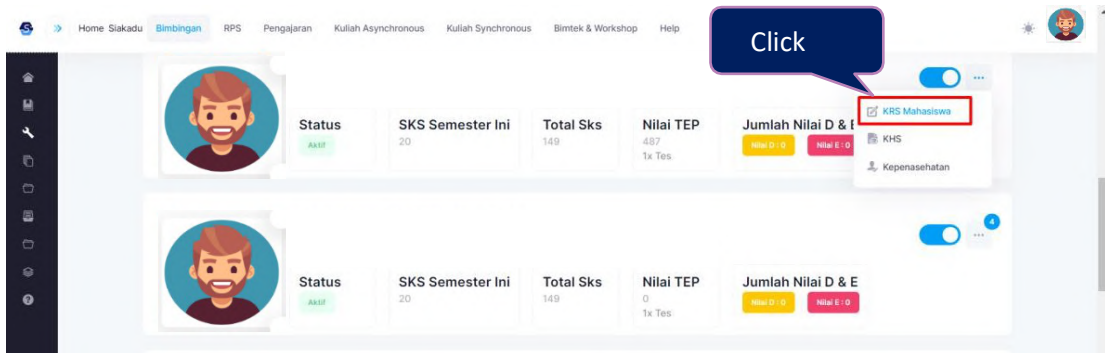


Figure 2. 16 Canceled student KRS

Next, please select the 'Student KRS' section to enter the student KRS page, then you will automatically be directed to the student KRS page as shown in Figure 2.17 below:

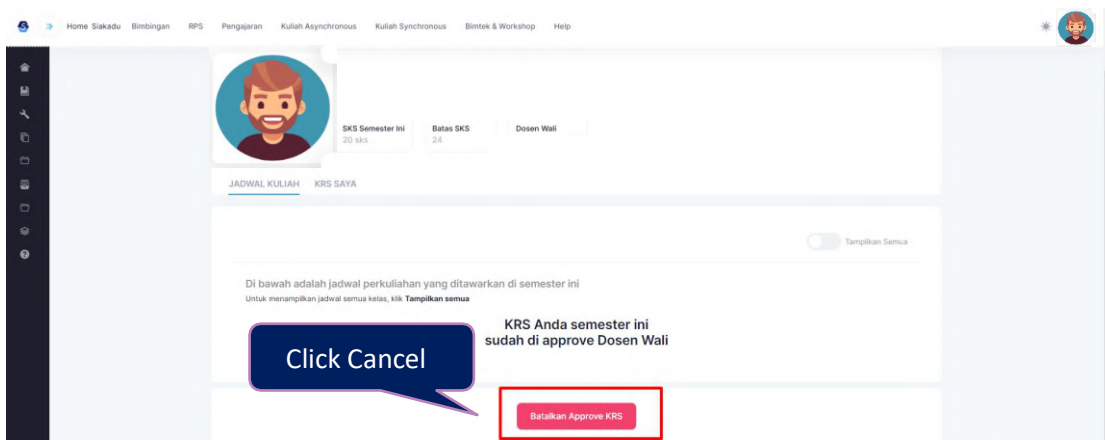


Figure 2. 17 Canceling Student KRS

Next onat the bottom of the student KRS display, please press



knob" then automatically the Student's KRS will be successfully un-approved and immediately retake the Student's courses and don't forget to Approve again as in the KRS approval steps explained previously.

### 2.4.1.4 View Student KRS

To see the KRS taken by students, the lecturer can press the ' ' button in the right corner of the student display whose KRS will be checked, then the Student drop down menu will appear as shown in Figure 2.18 below:

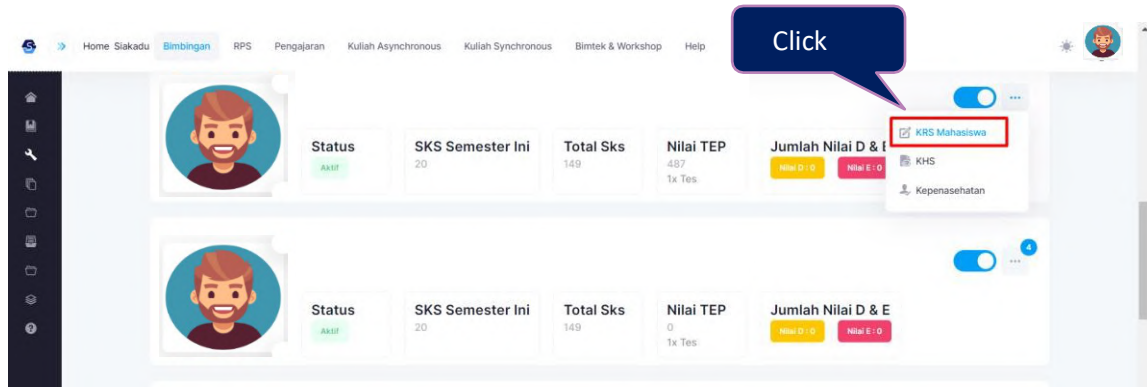


Figure 2. 18 Viewing student KRS

Next, please select the 'Student KRS' section to enter the student KRS page, then you will automatically be directed to the student KRS page and please press the 'My KRS' section as shown in Figure 2.19 below:

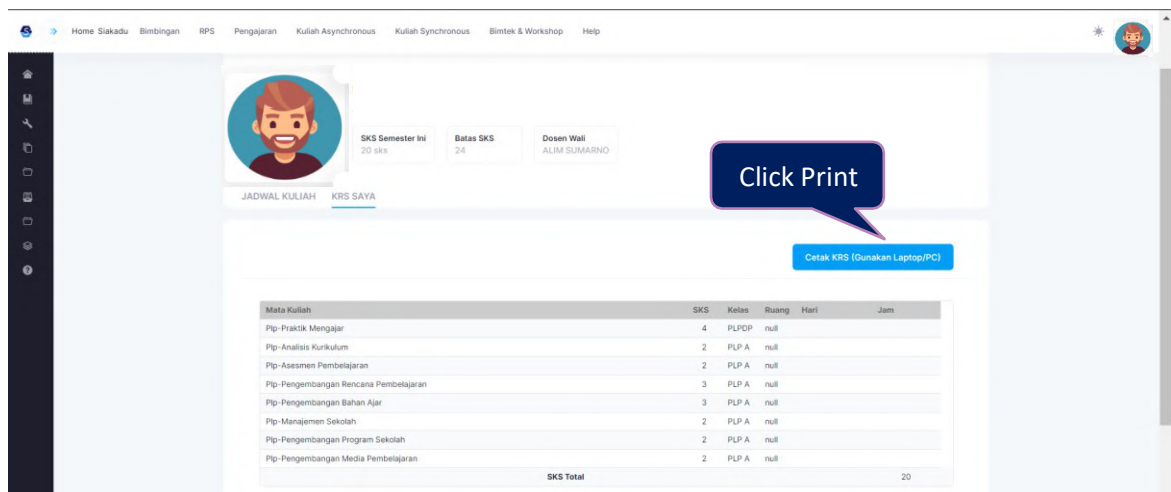


Figure 2. 19 Pages of Student KRS

### 2.4.1.5 See Student KHS

To view KHS student guidance, lecturers can press the 'button

' in the right corner of the display for the student whose KHS will be  
A drop down appears as shown in Figure 2.20 below:

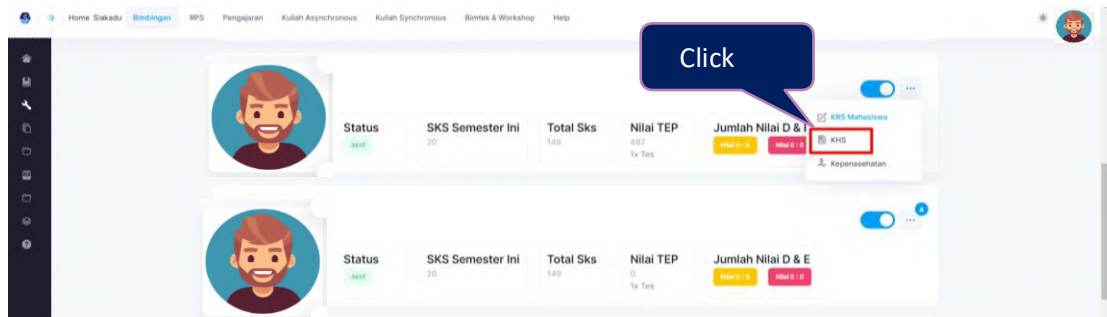


Figure 2. 20 Select KHS Students

Choose 'KHS' menu, it will automatically be directed to the Student KHS page as shown in Figure 2.21 below:

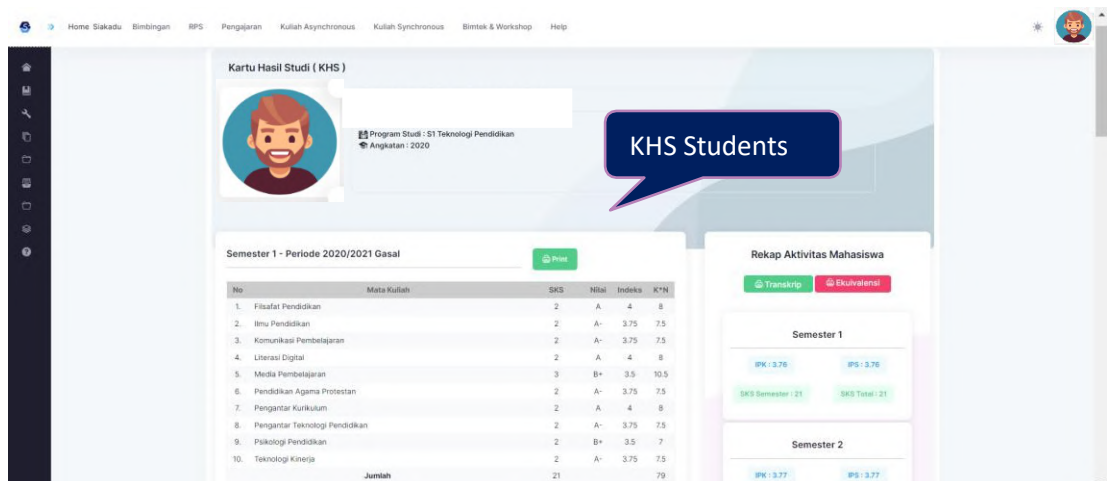





Figure 2. 21 Student KHS pages

On this KHS page, lecturers can check the grades of the study results that students have taken each semester. Lecturers can also print transcripts and print KHS per semester like students. There are 3 activities that users can do on the KHS page, namely as follows:

1. To print Student KHS per semester, please press the 'button  on each student's KHS that will be printed.

- To print student transcripts, please press the 'button 
- To print the student's equivalence value (if any) please push the button .

#### 2.4.1.6 Student Guidance Advisory

To view student guidance advice, lecturers can press the button '...' in the right corner of the display for the student whose Advice will be checked, a drop down will appear as shown in Figure 2.22 below:

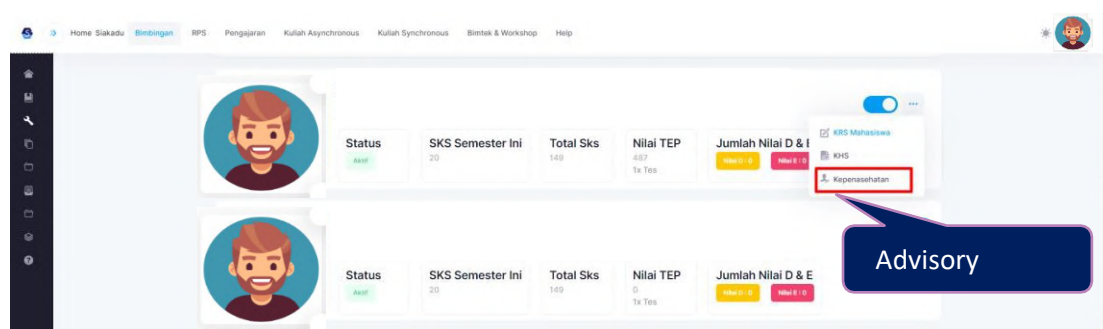


Figure 2. 22 Student advisory pages

Next, please press the 'Advice' menu, then a pop up page of student guidance/advice data will automatically appear as shown in Figure 2.23 below:

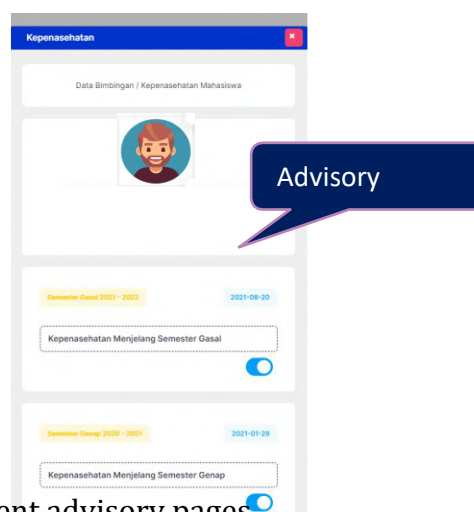


Figure 2. 23 Student advisory pages

To Approve Student Advisory, the lecturer can press the button on the guidance data that will be approved until it turns blue as shown in Figure 2.24 below:

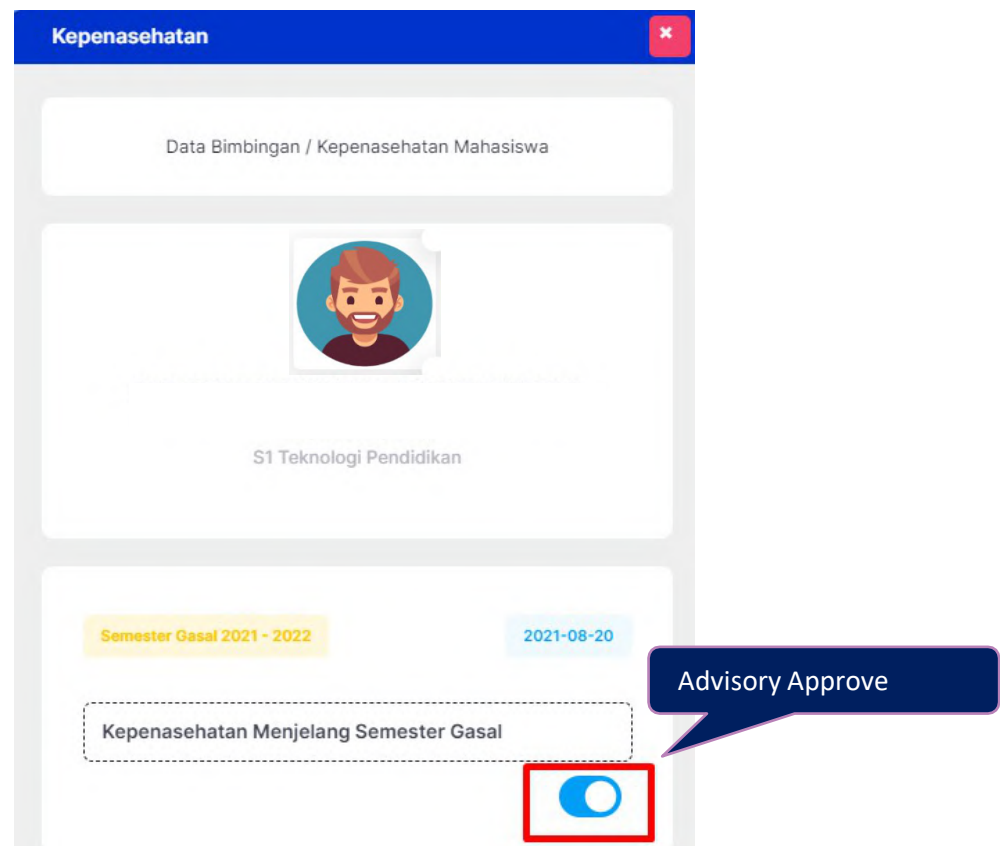


Figure 2. 24 Approval of student advice

## 2.4.2 Thesis guidance

Thesis guidance is a page used to display students' thesis guidance taught by the lecturer who owns the account. To enter the thesis guidance page, users can press the 'Guidance' menu, then select 'Thesis Guidance, then they will enter the Thesis Guidance page as shown in Figure 2.25 below.

This:

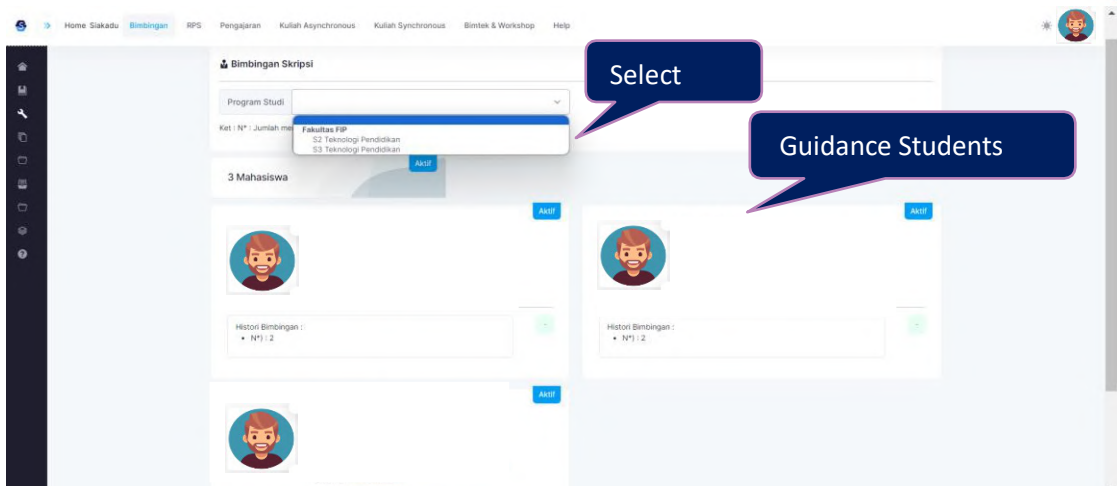


Figure 2. 25 Thesis guidance pages

To check students for thesis guidance, please select the study program first, then data on students for thesis guidance will appear.

### 2.4.3 MBKM Guidance

MBKM Guidance is a page used to manage MBKM student guidance data managed by the lecturer who owns the account. To enter this page, users can press the 'Guidance' menu then select 'MBKM Guidance', then they will automatically enter the MBKM Guidance page as shown in Figure 2.26:

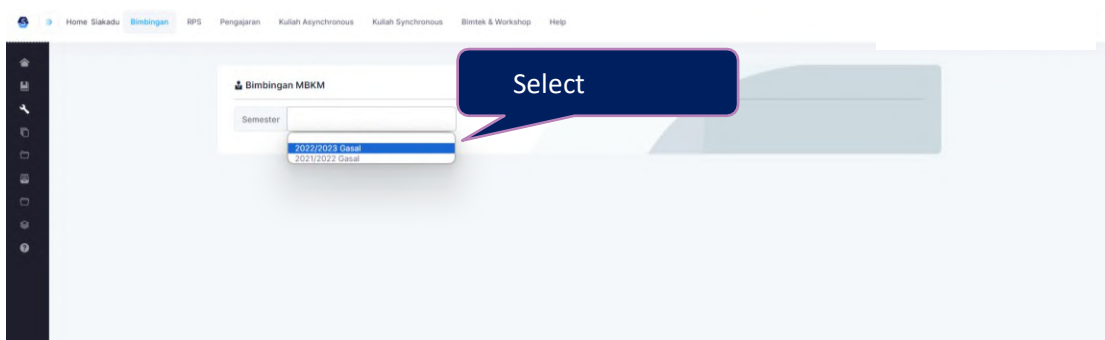


Figure 2. 26 Select semester for MBKM guidance

On the MBKM guidance page, please select the study program first to display guidance students according to the selected semester, then the MBKM guidance student data will automatically appear as shown in Figure 2.27 below:

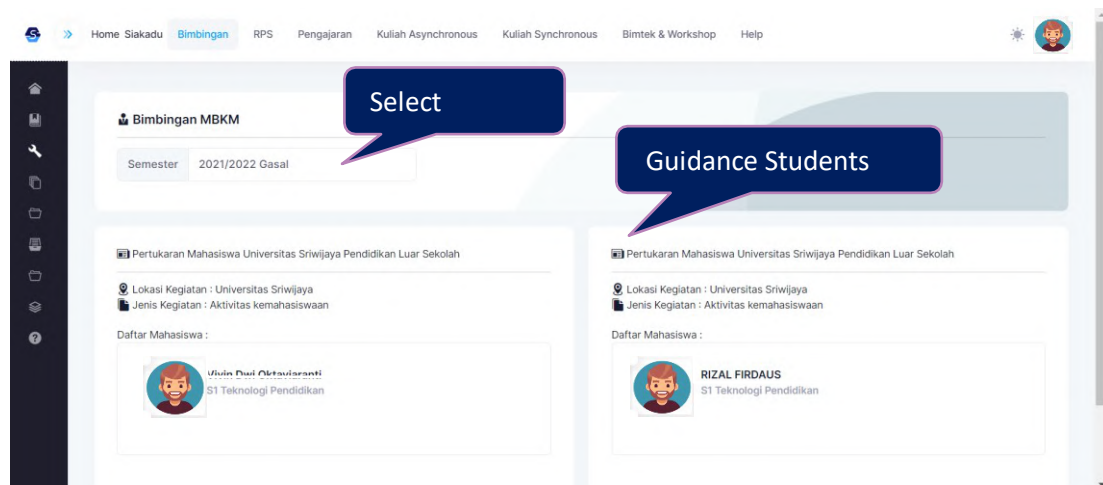


Figure 2. 27 MBKM guidance pages

## 2.5 RPS

RPS is a menu used to manage course RPS. To enter this page, the user can press the 'RPS' menu, then the RPS sub menu drop down will appear as shown in Figure 2.28 below:

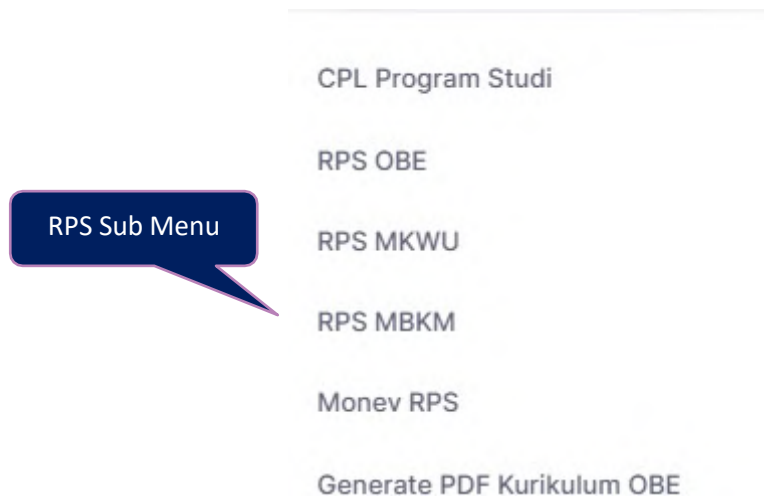


Figure 2. 28 RPS sub menu

Each menu on the RPS has a different appearance and function, which will be explained in the following points:



## 2.5.1 CPL Study Program

Study program CPL is a page used to manage study program RPS CPL data. To enter this page, the user can press 'RPS' button, then select 'CPL Study Program', then it will enter DPA guidance page as seen in Figure 2.29 below:

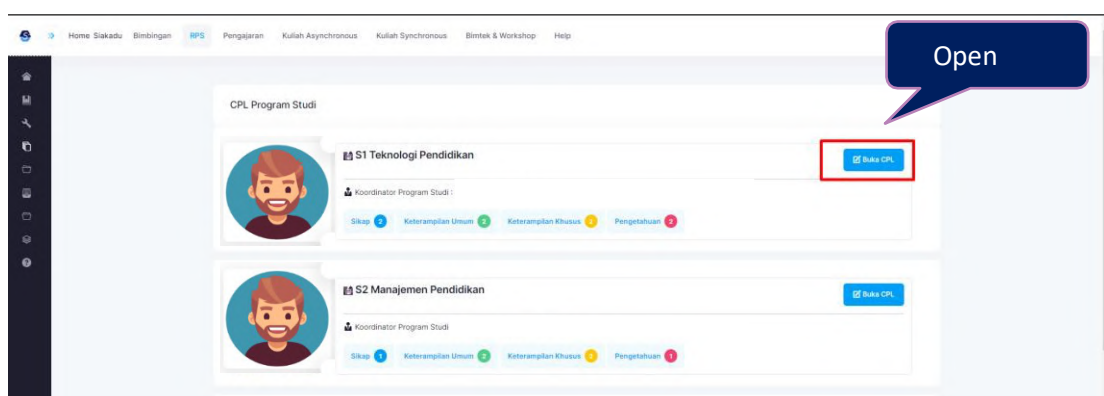


Figure 2. 29 CPL study programs

Lecturers can edit the Study Program CPL EDIT by pressing the 'Open CPL' button on the list of study program CPLs that will be opened, then they will automatically be directed to the CPL edit page as shown in Figure 2.30 below:

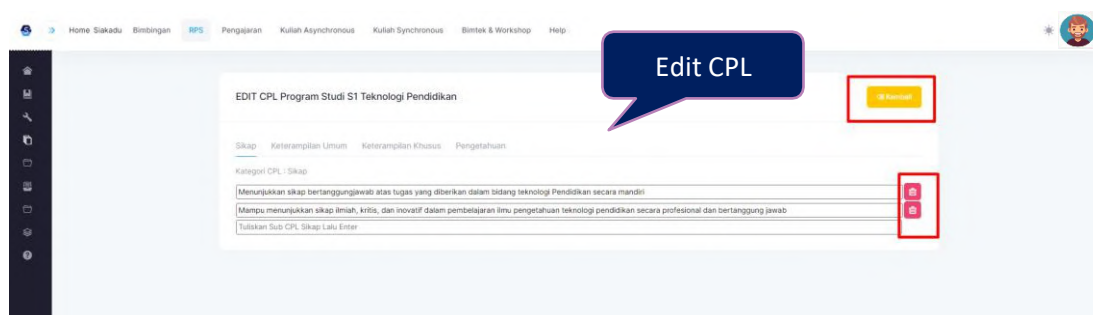


Figure 2. 30 Edit study program CPL

## 2.5.2 RPS OBE

RPS OBE is a page used to display a list of RPS OBE according to each study program. To enter this page, users can press the 'RPS' menu, then select 'RPS OBE', then they will enter the RPS OBE page as shown in Figure 2.31 below:

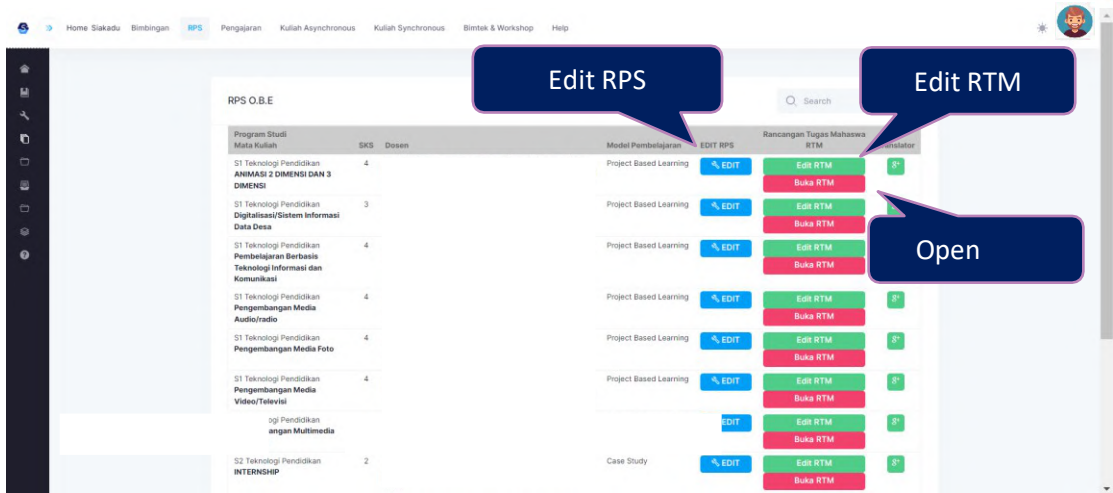


Figure 2. 31 RPS OBE pages

There are several activities that can be carried out by lecturers on the RPS OBE page, namely as follows:

### 2.5.2.1 Edit/Create RPS OBE

To edit RPS OBE, please press the button"



in the RPS list to

be edited, as shown in Figure 2.32 below:

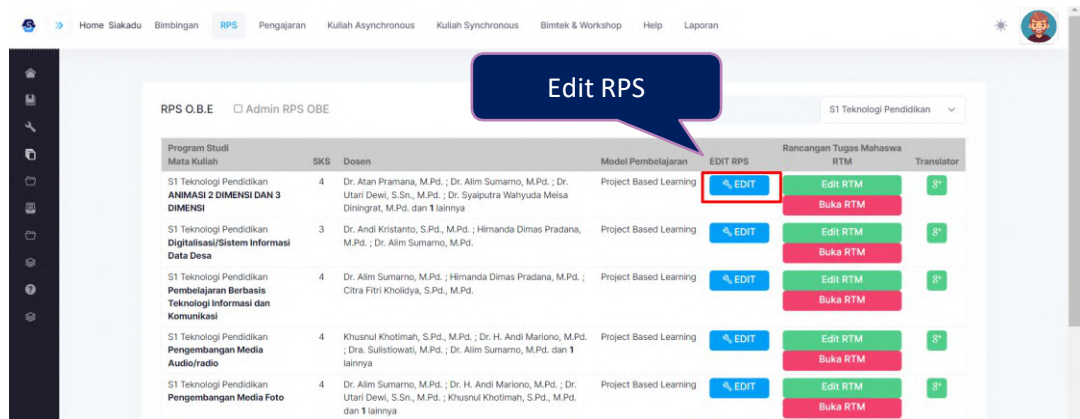


Figure 2. 32 RPS OBE edit button

After pressing the 'Edit' button on the list of selected courses, User will be directed to the RPS OBE edit page, as shown in Figure 2.33 below:

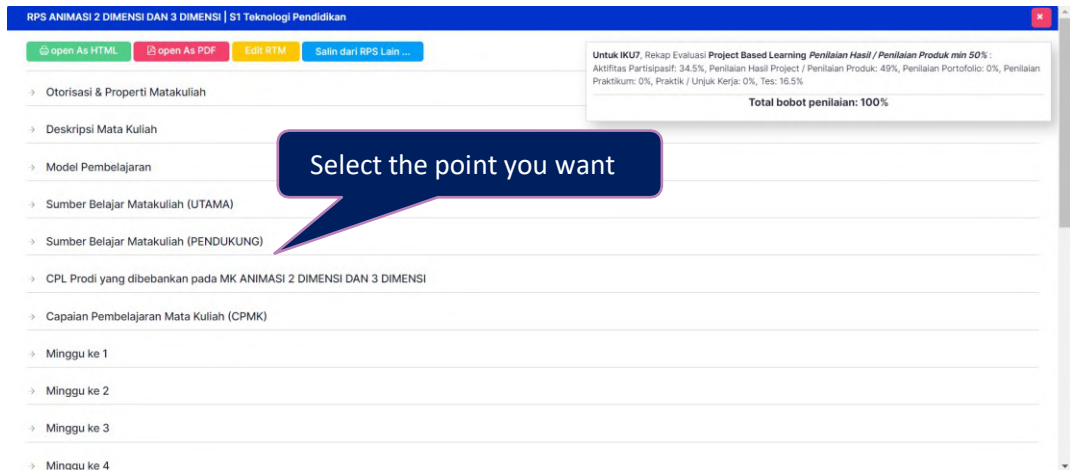


Figure 2. 33 Select RPS OBE points

Next, please select the RPS point that you want to edit, by pressing child arrow"on → The point to be edited will be directed to the RPS point edit section as shown in Figure 2.34 below:

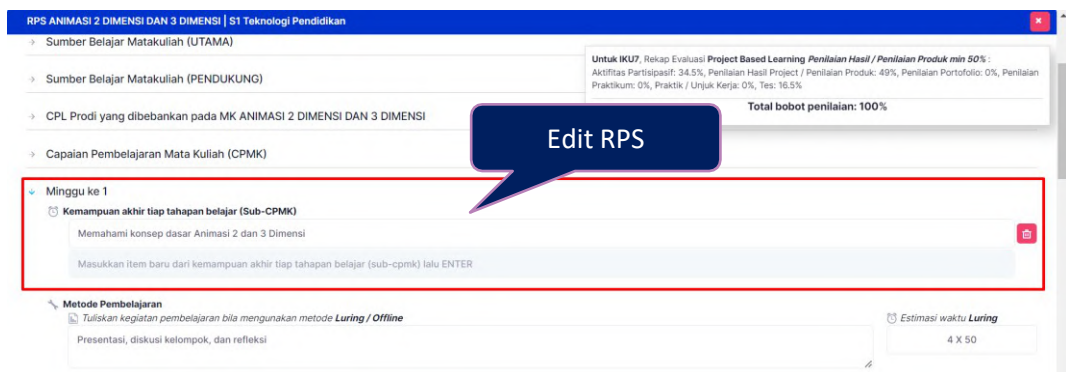



Figure 2. 34 Edit RPS

Enter or change a new item at the point to be edited then enter, then the RPS data will automatically be updated and saved.

### 2.5.2.2 Edit RTM (Student Assignment Plan)

To edit RTM, please press the ' button  on list of RPS whose RTM will be edited as shown in **Figure 2.35** the following:

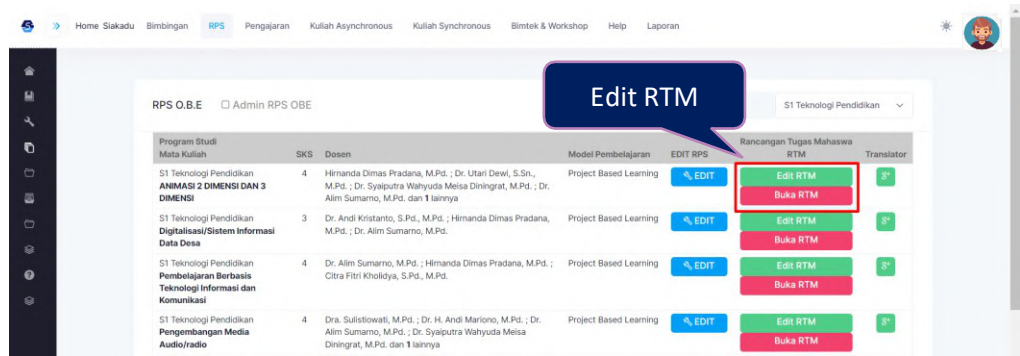


Figure 2. 35 RTM edit button

Then you will automatically enter the RTM edit page as shown in Figure 2.36 below:

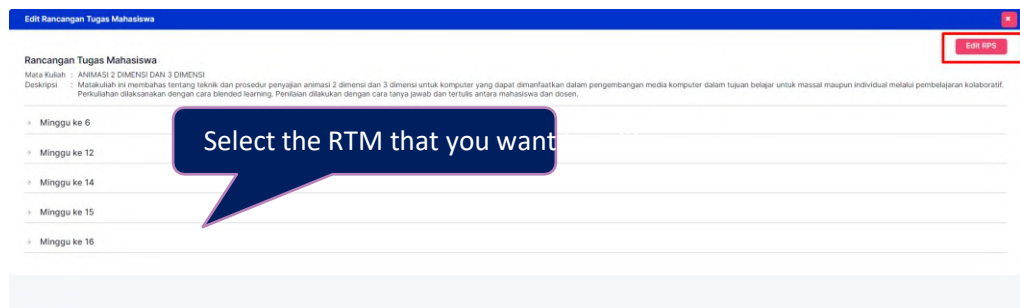



Figure 2. 36 Student RTM Edits

### 2.5.2.3 Open RTM (Student Assignment Plan)

To open RTM, please press the ' button  'on list of RPS for which the RTM will be opened, as shown in Figure 2.37 the following:

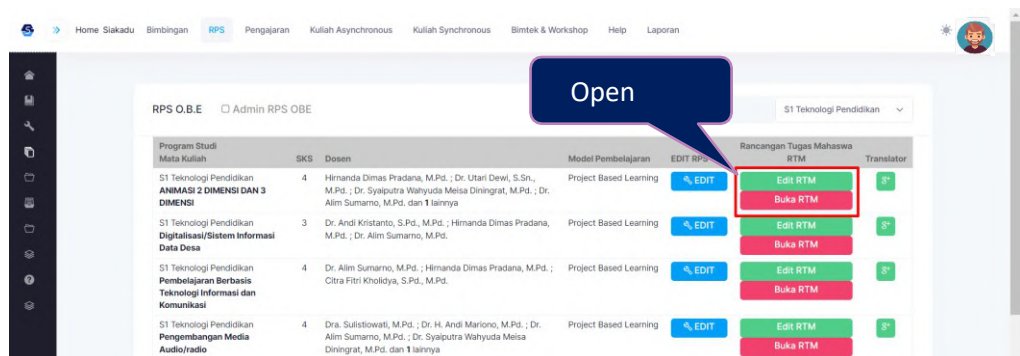


Figure 2. 37 Open Student RTM

Then it will automatically appear on the printed page of the Student assignment plan as shown in Figure 2.38 below:

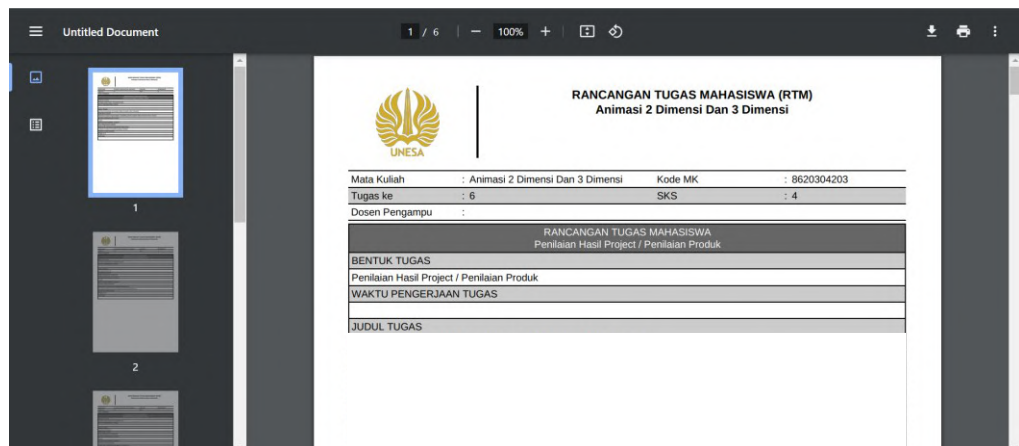


Figure 2. 38 Student RTM printouts

### 2.5.2.4 Translator

To translate RPS OBE, User can press the '8+' in the list of RPS to be translated, it will automatically be directed to the translate RPS page as shown in Figure 2.39 below:

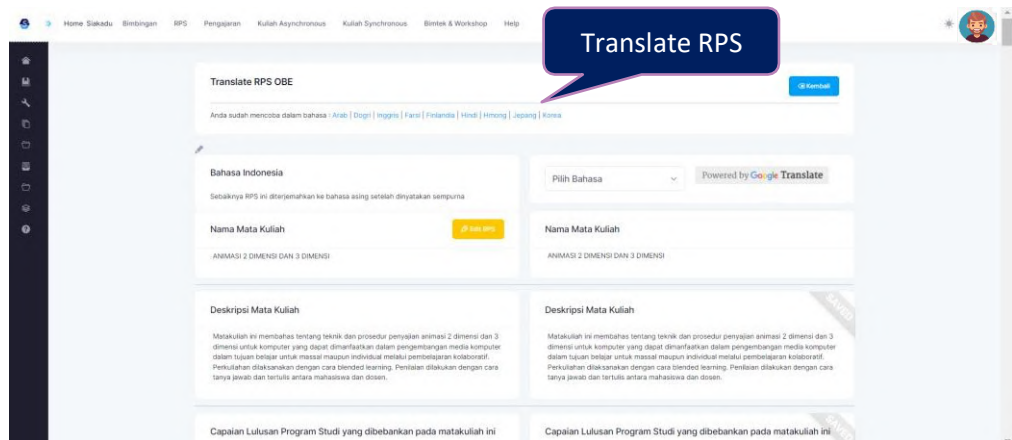


Figure 2. 39 RPS OBE translation page

### 2.5.3 RPS MKWU

MKWU RPS is a page used to display a list of MKWU RPS according to each study program. To enter this page the user can press the 'RPS' menu, then select 'RPS MKWU', then he will enter the RPS MKWU page as shown in Figure 2.40 below:

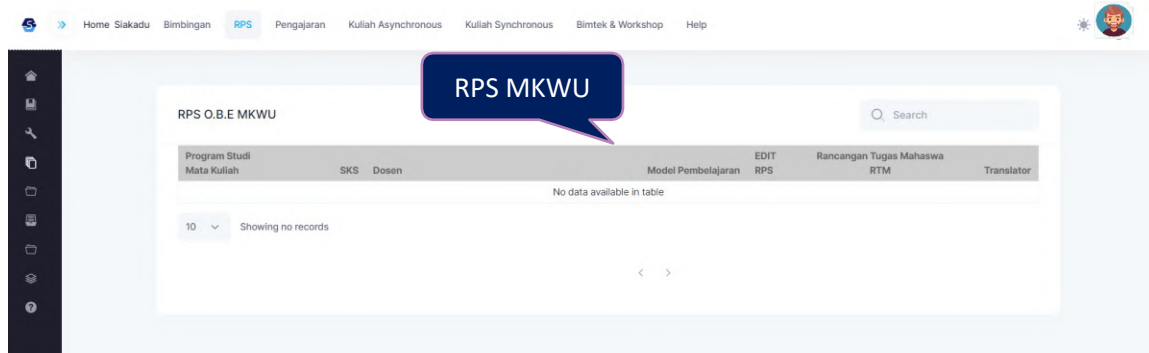


Figure 2. 40 RPS OBE MKWU

#### 2.5.4 RPS MBKM

RPS MBKM is a page used to display a list of RPS MBKM according to each study program. To enter this page the user can press the 'RPS' menu, then select 'RPS MBKM', then he will enter the RPS OBE page as shown in Figure 2.41 below:

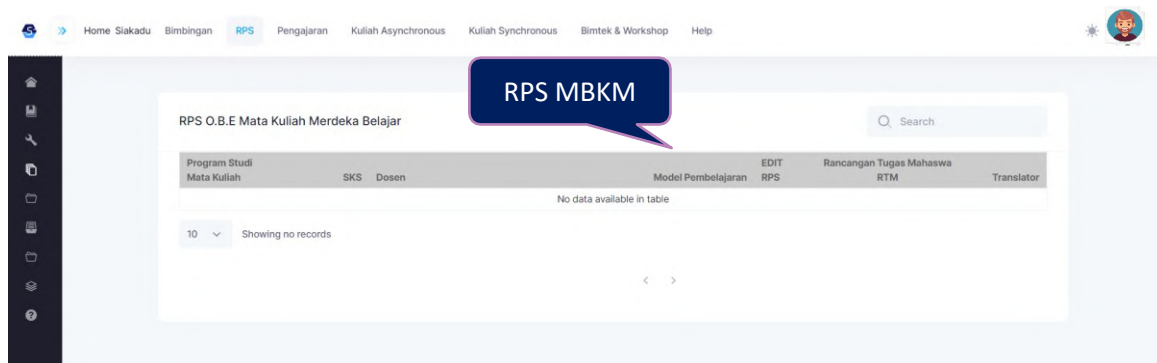


FIGURE 2. 41 RPS MBKM

#### 2.5.5 RPS Monitoring and Evaluation

RPS Monev is a page used to display a list of Monev results for each RPS in each course in the study program. To enter this page the user can press the 'RPS' menu, then select 'Monev RPS', then he will enter the RPS OBE page as shown in Figure 2.42 below:

Mata Kuliah /Program Studi	Model Pemb	Persentase Ketuntasan	Rekap Evaluasi	Bobot Evaluasi	File RPS
ANIMASI 2 DIMENSI DAN 3 DIMENSI S1 Teknologi Pendidikan	Project Based Learning	99.15% CheckList	<ul style="list-style-type: none"> <li>Aktifitas Partisipatif : 36.5%</li> <li>Penilaian Hasil Project / Penilaian Produk : 45%</li> <li>Tes : 18.5%</li> </ul>	100%	Buka
Aplikasi Sistem Informasi Manajemen Pendidikan S2 Manajemen Pendidikan	Case Study	0.85% CheckList		0%	Buka
Digitalisasi Pengelolaan Pendidikan S2 Manajemen Pendidikan	Project Based Learning	1.69% CheckList		0%	Buka
Digitalisasi/Sistem Informasi Data Desa S1 Teknologi Pendidikan	Project Based Learning	56.78% CheckList		0%	Buka
Disertasi S3 Teknologi Pendidikan	Project Based Learning	85.98% CheckList	<ul style="list-style-type: none"> <li>Aktifitas Partisipatif : 10%</li> <li>Penilaian Hasil Project / Penilaian Produk : 60%</li> <li>Tes : 15%</li> </ul>	85%	Buka
INTERNSHIP S2 Teknologi Pendidikan	Case Study	0.85% CheckList		0%	Buka
Metodologi Penelitian dan Pengembangan S3 Teknologi Pendidikan	Project Based Learning	92.92% CheckList	<ul style="list-style-type: none"> <li>Penilaian Hasil Project / Penilaian Produk : 92%</li> <li>Tes : 8%</li> </ul>	100%	Buka
PROPOSAL TESIS	Project Based Learning	0.85%		0%	Buka

Figure 2. 42 RPS monev page

### 2.5.6 Generate PDF OBE Curriculum

Generate PDF The OBE Curriculum is a page used to display a list of Monev results for each RPS in each course in the study program. To enter this page, users can press the 'RPS' menu, then select 'Generate PDF OBE Curriculum', then they will enter the OBE RPS page as shown in Figure 2.43 below:

Pilih Program Studi

- Pilih Program Studi
- S1 Teknologi Pendidikan
- S2 Manajemen Pendidikan
- S2 Teknologi Pendidikan
- S3 Teknologi Pendidikan

Nama Matakuliah

SKS

MK Prodi

MK Wajib

Cetak

Figure 2. 43 Select study program to generate OBE curriculum pdf

Please select a study programFirst, to carry out the process of generating the OBE Curriculum PDF, a list of the OBE curriculum will appear according to the selected study program as shown in Figure 2.44 below:

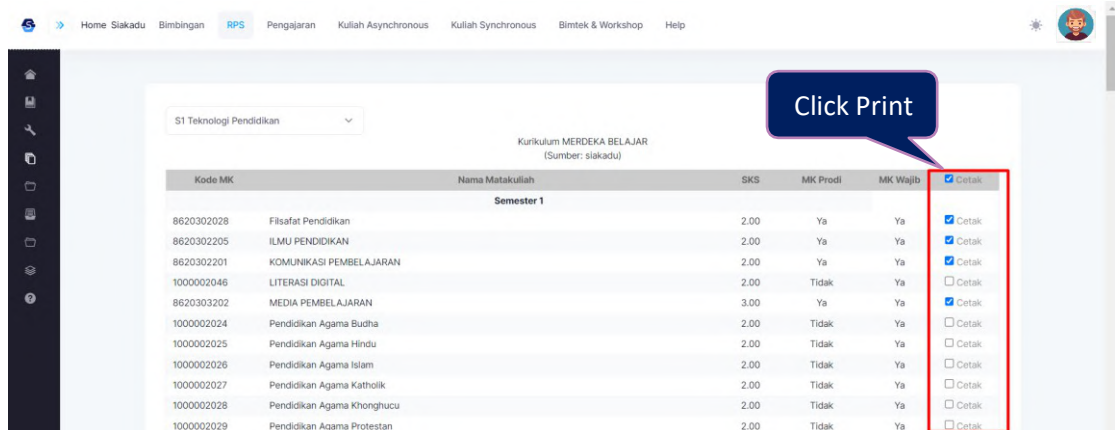


Figure 2. 44 Select the curriculum to be printed

Check the RPS that will be printed, then please press the 'Generate PDF File

Generate PDF File

' which is in the bottom corner of the display as shown in

Figure 2.45 the following:

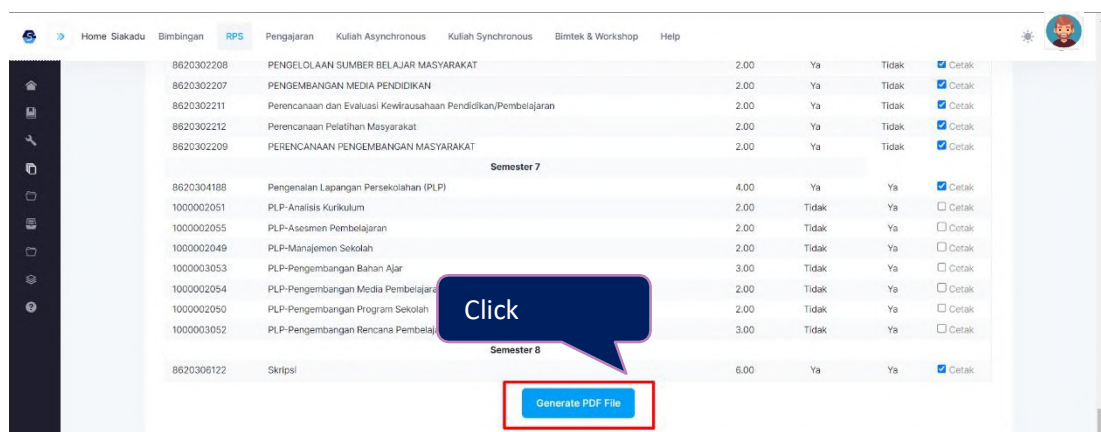


Figure 2. 45 Generate PDF Files

After pressing the generate PDF file button, the RPS selected for printing will automatically be generated into a PDF file.

## 2.6 Teaching

Teaching is a menu used to manage lecturer teaching process data. Teaching has several main sub menus, namely, please press the 'Teaching' menu, then a drop down teaching sub menu will appear as shown in Figure 2.46 below:





Figure 2. 46 Teaching sub menu

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

### 2.6.2 Teaching Classes

Teaching class is a page used to display the lecturer's teaching schedule during the lecture day, starting from the day, time, study program, classroom, class to the subjects taught. To enter this page, users can press the 'Teaching' menu, then select 'Teach Class', then the display will look like Figure 2.47 below:

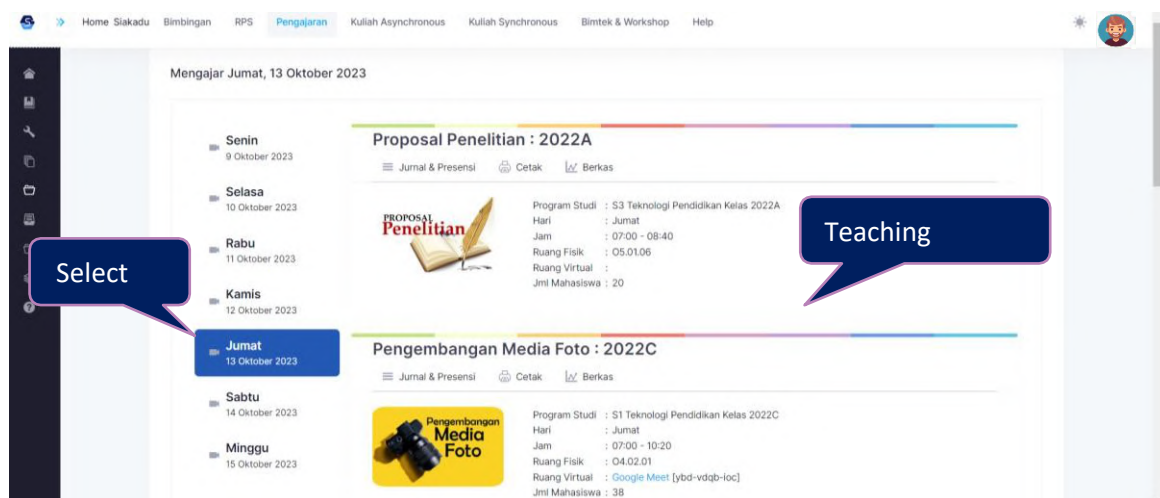



Figure 2. 47 Class teaching pages

The main class teaching page always displays today's teaching schedule. Then, to view the teaching schedule according to the day you want to check the schedule, the user can press on the day list section, then the teaching schedule will appear according to the day you want to display.

To fill in lecture and attendance journals, users can press the menu '  Jurnal & Presensi ' in the selected course, a drop down menu for journals and attendance will appear as shown in Figure 2.48 below:

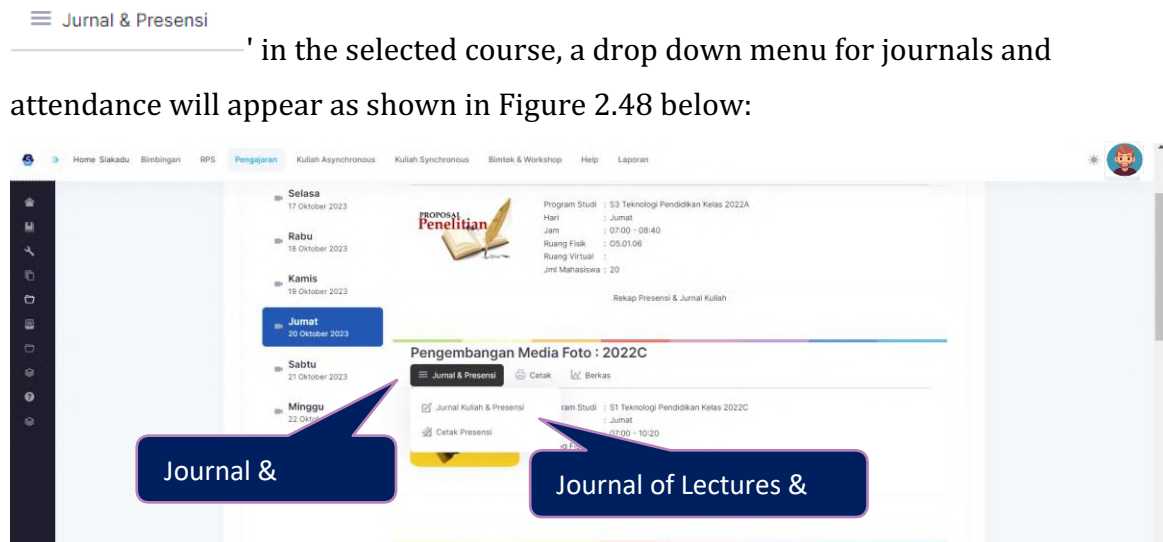


Figure 2. 48 Journal menu and lecture attendance

To fill in the lecture journal, please press the 'Lecture & Presence Journal' menu, it will automatically enter the lecture journal page as shown in Figure 2.49 below:

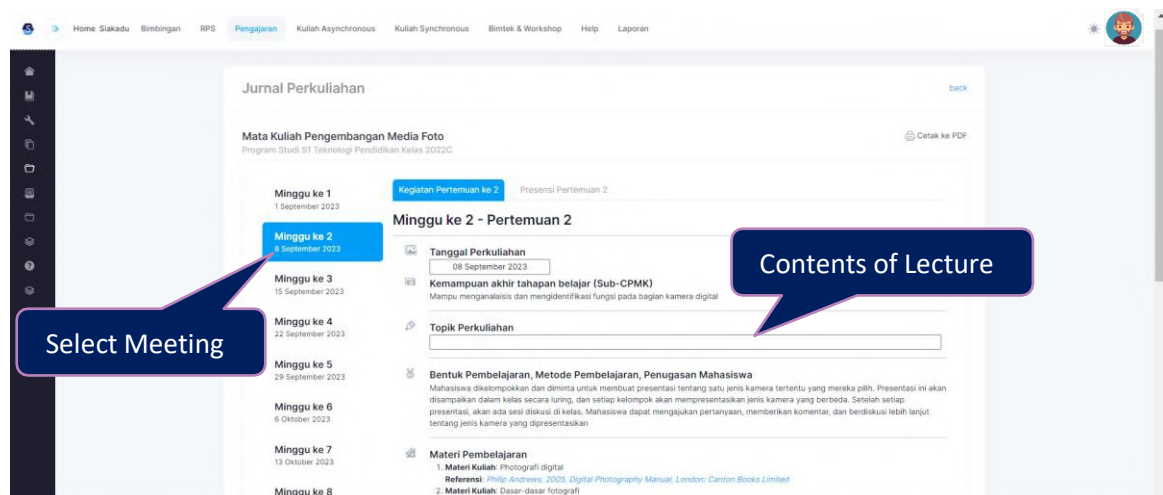


Figure 2. 49 pages of lecture journal

Select which week's meeting to fill in by pressing one of the week lists, then please fill in the lecture topic at the selected meeting. If the RPS OBE has been filled in, the user just needs to move the cursor to the topic form

lecture, then the lecture topic will automatically appear according to the RPS, then please press the 'Save Journal of the 3rd Meeting' button.

Next, to fill in attendance for each meeting, please press the button **'Meeting Attendance'** as shown in Figure 2.50 below:

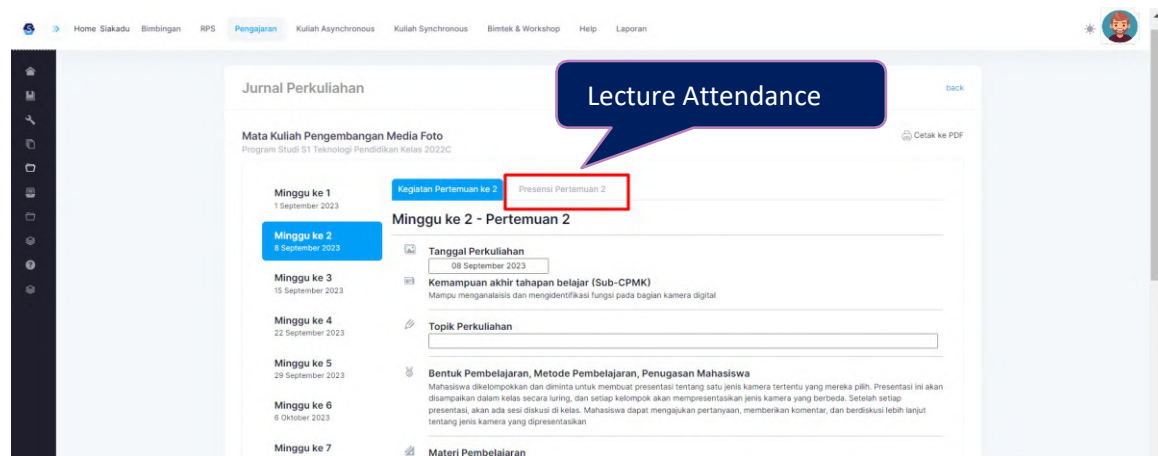


Figure 2. 50 meeting attendance buttons

Then you will be directed to the attendance page as shown in Figure 2.51 The following:

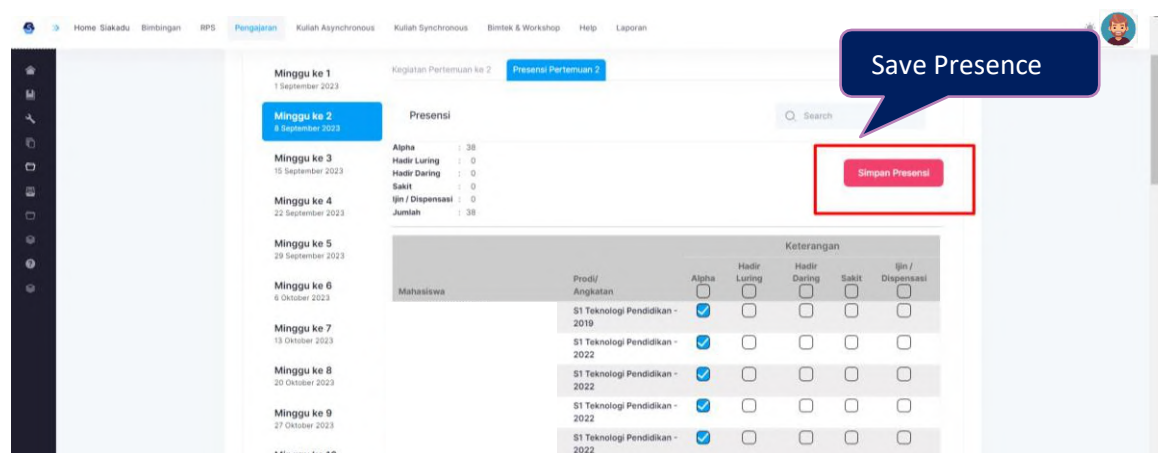


Figure 2. 51 Contents of lecture attendance

Fill in the student's lecture attendance by selecting information according to the student's presence. If all student attendance lists have been filled in completely

and correct, please press the button **'Simpan Presensi'**, then automatically the data Attendance at lecture meetings that are filled in will be saved and appear at the top of the attendance section.

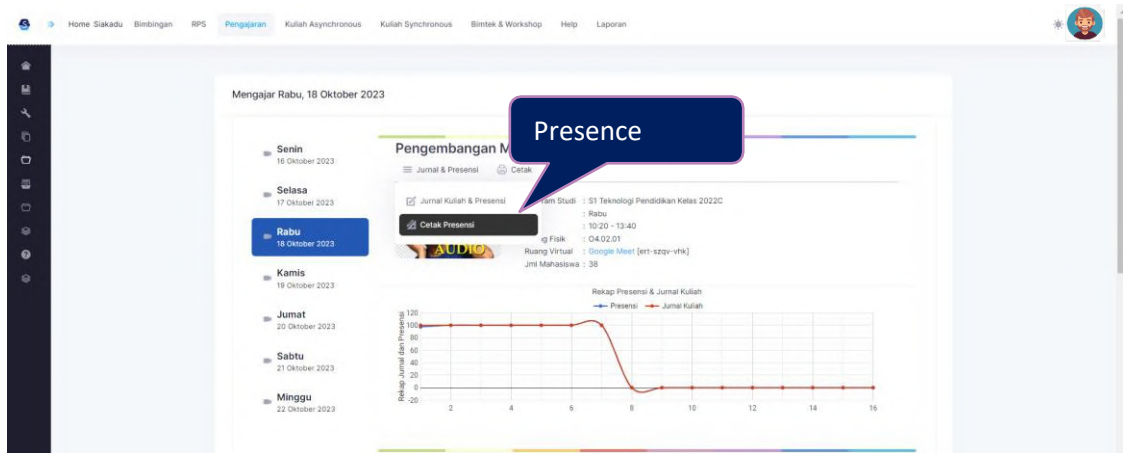


Figure 2. 52 Presence printing

To print attendance, users can press the 'Lecture Journal & Attendance' menu, then select 'Print Attendance', then they will automatically be directed to the student attendance print page as shown in Figure 2.53 below:

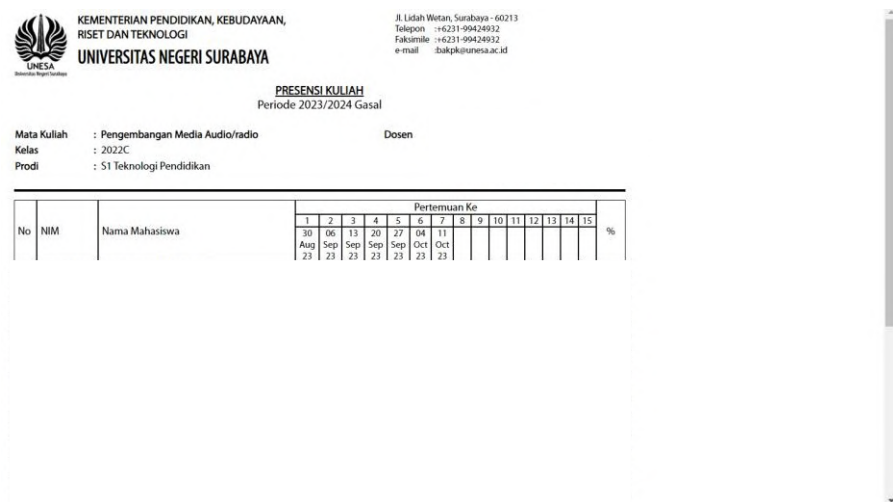


Figure 2. 53 Print lecture attendance

### 2.6.3 Teaching Recap Table

The teaching recap table is a page used to display a list of lecturers' teaching recaps. This page displays the lecturer's teaching table according to the current semester period. The teaching recap table consists of data on teaching time, study program, class, room, courses, credits, credit load, number of students and names of lecturers. To enter this page, users can press menu

'Teaching', then select 'Teaching Recap Table', it will enter page like Figure 2.54 below:

The screenshot shows a web interface with a navigation menu at the top and a sidebar on the left. The main content area is titled 'Tabel Mengajar Periode 2023/2024 Gasal'. A blue callout box labeled 'Teaching Table' points to the table. The table has columns for Waktu, Program Studi, Kelas, Ruang, Mata Kuliah, SKS, Beban, Mhs, and Dosen. The estimated SKS (Perkiraan SKS) is 15.17.

Waktu	Program Studi	Kelas	Ruang	Mata Kuliah	SKS	Beban	Mhs	Dosen
Senin 07:00-10:20	S1 Teknologi Pendidikan 9956ba08-a8d3-d073-2328-2317c3a78865	2022C	O4.02.01	Animasi 2 Dimensi Dan 3 Dimensi	4	1.00	37	
Senin 12:00-15:20	S1 Teknologi Pendidikan 53baaf3b-f52f-775c-de64-5b48a903c68a	2022B	O4.01.13	Animasi 2 Dimensi Dan 3 Dimensi	4	1.00	37	
Senin 12:50-16:10	S1 Teknologi Pendidikan d36ff835-968a-3b91-f380-71cc9a55086d	2022A	O4.03.03	Pengembangan Media Auditoradio	4	1.33	38	
Selasa 07:00-08:40	S3 Teknologi Pendidikan 48c7b56a-a46c-3af9-82c2-74a6c50b0cc8	2021A	VIRTUAL	Disertasi	9	0.00	9	

Figure 2. 54 Summary table

## 2.6.4 Journal Recap Table

The journal recap table is a page used to display a list of lecture journal recap results that have been filled in for each course taught by the lecturer. This page displays lecture journal summaries from the 1st to the 15th meetings. To enter this page, users can press the 'Teaching' menu, then select 'Journal Recap Table', then they will enter a page like Figure 2.55 below:

The screenshot shows a web interface with a navigation menu at the top and a sidebar on the left. The main content area is titled 'Rekap Pengisian Jurnal Kuliah'. A blue callout box labeled 'Journal' points to the table. The table has columns for Mata Kuliah, Kelas, and Pertemuan Ke (1-16), with a final 'Rekap' column showing completion percentages.

Mata Kuliah	Kelas	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	Rekap
ANIMASI 2 DIMENSI DAN 3 DIMENSI	2022C	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	50%
ANIMASI 2 DIMENSI DAN 3 DIMENSI	2022B	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	43.75%
Pengembangan Media Auditoradio	2022A																	0%
Pengembangan Media Foto	2022B																	0%
Pengembangan Media Foto	2022A																	0%
Pengembangan Media Auditoradio	2022C	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	43.75%
Pengembangan Media Foto	2022C																	0%
Pengembangan Media Auditoradio	2022B	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	25%
ANIMASI 2 DIMENSI DAN 3 DIMENSI	2022A	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	43.75%

Figure 2. 55 Journal recap table

## 2.6.5 OBE Based Grade Charging

Filling in OBE-based grades is a page used for the process of filling in student grades for each course taught by the lecturer. To enter this page, users can press the 'Teaching' menu, then select

'Entering OBE Based Values', then it will appear on a page as shown in Figure 2.56 the following:

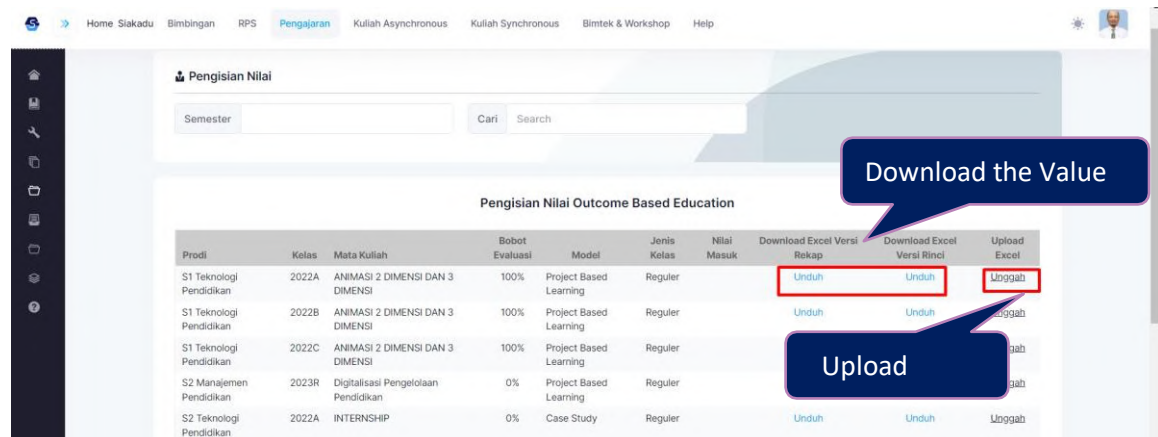


Figure 2. 56 Value entry page

On this page for filling in grades, users can first download the excel template for filling in grades by pressing the 'Download' button on the list of course names for which grades will be uploaded. Next, if the grades have been filled in completely in the excel template that has been downloaded, the user can upload the grades by pressing the 'Upload' button in the column for the course whose grades will be uploaded, a pop up page will appear selecting the folder where the grades file to be uploaded will be stored, as shown in Figure 2.57 below:

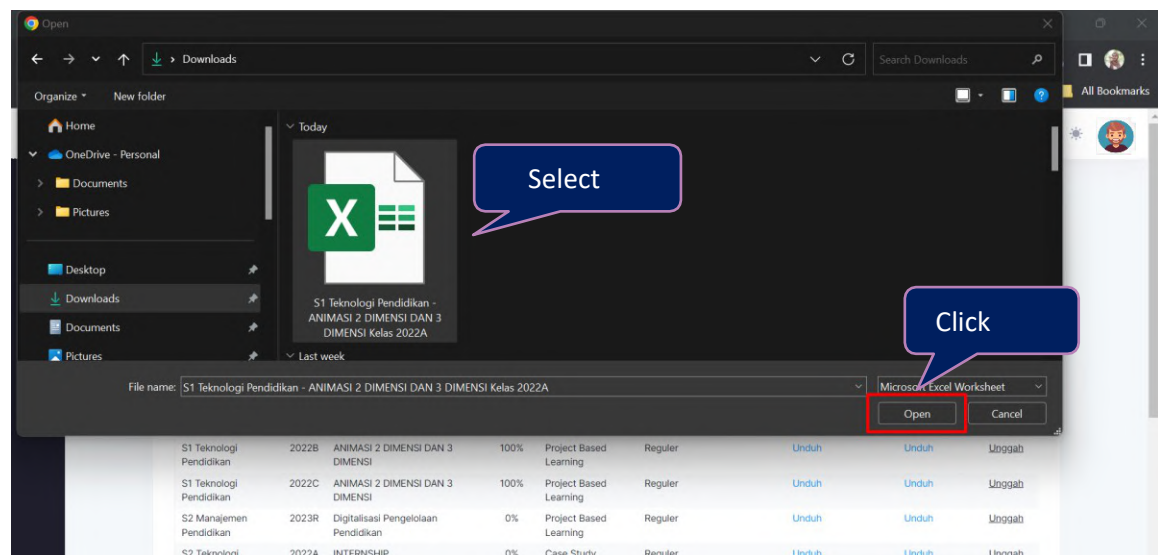


Figure 2. 57 Select the value file to upload

Select the value file to be uploaded, and please press the 'Open' button, then the values will automatically be uploaded successfully. Do the same for the values other courses taught.

## 2.6.6 Upload Evidence for BKD

Upload evidence for BKD is a page used to display a collection of teaching evidence that can be used to fill in Teaching Evidence in sister applications in the form of document links. To enter this page, users can press the 'Teaching' menu, then select 'Upload Evidence for BKD', then they will enter a page like Figure 2.58 below:

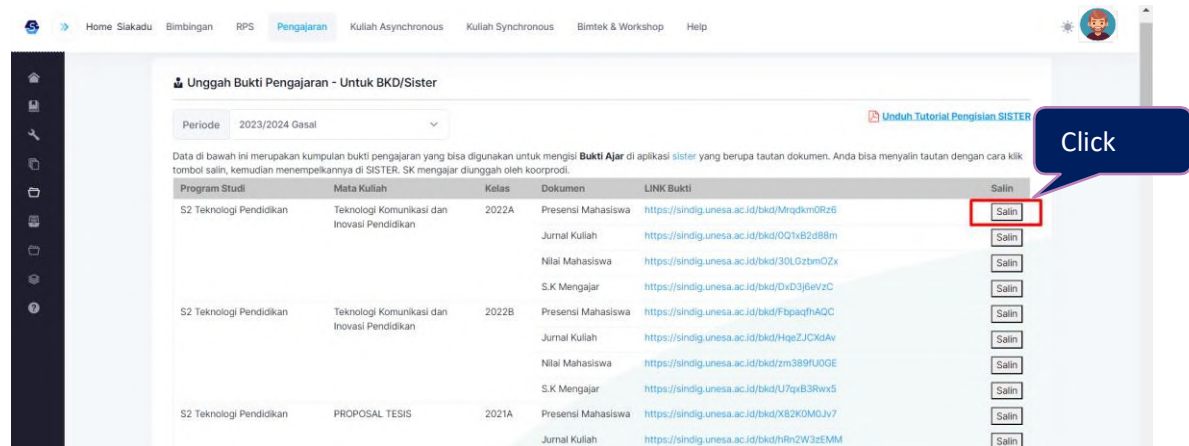


Figure 2. 58 Teaching evidence upload page

On this teaching evidence upload page, lecturers can copy the link by pressing the 'Copy' button, then pasting it in SISTER. The teaching decree is uploaded by the study program coordinator. Please select the semester period for which teaching evidence will be displayed by pressing the semester period drop down, then the teaching evidence data will automatically appear according to the selected semester.

## 2.7 Asynchronous Lectures

Asynchronous Lecture is a menu used to manage synchronous learning (ASL), which is an online learning process that provides teaching materials and indirect assignment work for students. Asynchronous Lectures at Sinau Digital Unesa for lecturers have 5 main sub menus, namely as shown in Figure 2.59 below:



Figure 2. 59 Asynchronous lecture sub menu

Each Asynchronous Lecture sub-menu has a different appearance and function, which will be explained in the following points:

### 2.7.2 SIDIA Master Course

"Master Course" or often referred to as "Course Template" is a feature that allows lecturers to create a master course containing content, settings and structure that can be used as a reference or basis for other courses they want to create. To enter this page, users can press the 'Asynchronous Lecture' menu, then select 'SIDIA Master Course', then they will enter the SIDIA master course page as shown in Figure 2.60 below:

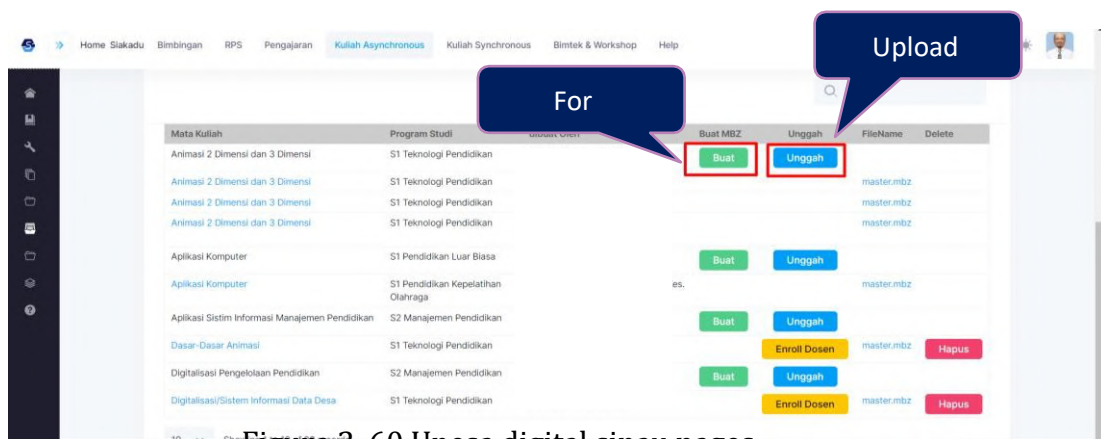


Figure 2. 60 Unesa digital sinau pages



To use the SIDIA master course, users can follow these steps:

1. Create button (Green): to create a master from a previously existing course. The output can be an MBZ file for download or directly in the form of a course master. If the direct output is a new course master, then you don't need to upload the MBZ file in the next step
2. Upload Button (Blue): forupload MBZ files. The MBZ files here do not have to come from SiDia or Vinesa LMS, but can also come from other LMS where you have created courses there.
3. The master.mbz file will be automatically created after the master course is created. This file can be downloaded as a backup on your local computer
4. Delete button (red): to delete the master course
5. After the master course is created, you can improve the master course by clicking on the course name, then making edits. You can also enroll several lecturer friends to become a team for editing the master course.
6. To create a new course using the master course as a template, you can do it in the Asynchronous Sinau Digital Unesa Lecture menu. Create a New Course.

### **2.7.3 LMS Sinau Digital Unesa**

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LMS Sinau Digital Unesa is a page used to display the LMS for courses taught by lecturers. To enter this page, users can press the 'Asynchronous Lectures' menu, then select 'LMS Sinau Digital Unesa', then they will enter the page as shown in Figure 2.61 below:

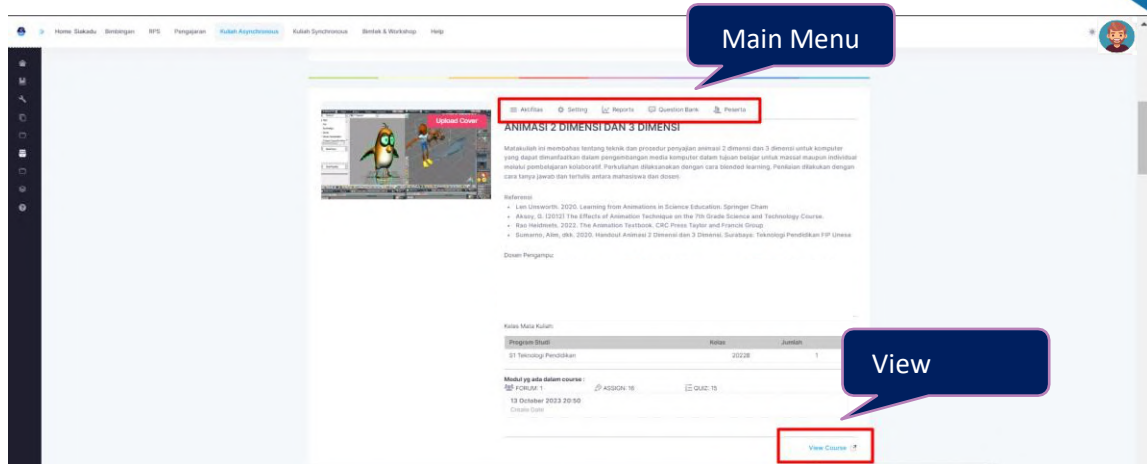


Figure 2. 61 Sinau Digital LMS

There are several activities that can be carried out by lecturers on the SIDIA LMS page, namely as follows:

1. Activity

Menu used to manage assignment grades, quiz grades, Grade Recap, and Mapping Student Grades to SIAKADU.

2. Settings

Menu used to manage LMS settings for the courses being taught.

3. Reports

Menu used to display LMS activity reports in courses taught by lecturers

4. Question bank

Menu used to manage the query bank for the courses being taught

5. Participant

Menu used to manage LMS participant data in courses taught by lecturers. This menu is used to add participants, enrolled students, add groups from KRS SIAKADU,

6. View courses

The feature used to enter the course that has been created.

## 2.7.4 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 increase equitable access to quality learning in higher education. With its online learning system, SPADA Indonesia provides opportunities for students from one particular university to be able to take certain quality courses from other universities and their learning results can be equally recognized by the university where the student is registered.

To enter this page, users can press the 'Asynchronous Lectures' menu, then select 'Spada Indonesia, then they will enter the Spada Indonesia online lecture page as shown in Figure

2.62 the following:

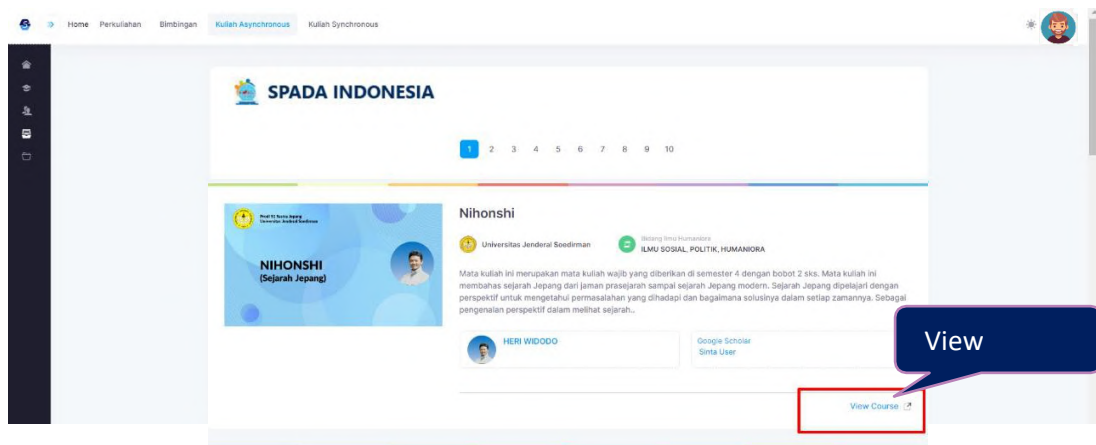


Figure 2. 62 Indonesian Spada

Next, on the Spada Indonesia page, students can select the online course that will be opened by pressing the 'View Course' button on that course, then they will automatically be directed to the Spada Indonesia LMS according to the selected course as shown in Figure 2.63 the following:

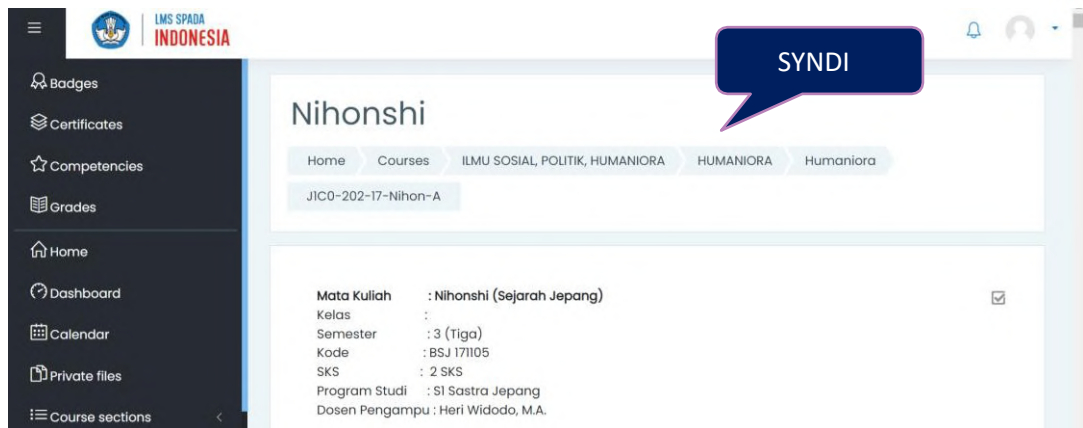


Figure 2. 63 LMS Spada Indonesia

### 2.7.5 Indonesian Cyber Institute

Indonesia Cyber Institute is a menu used to integrate with Indonesia Cyber Institute digital learning. The Indonesia Cyber Education Institute or what can be called the ICE Institute, is a digital marketplace for quality online courses in Indonesia. The main objective of the 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 Lectures' menu, then select 'Indonesia Cyber Institute', then they will enter the Indonesia Cyber Institute page as shown in Figure

2.64 the following:



Figure 2. 64 Pages of the Indonesian cyber institute

Next, on the Indonesia Cyber Institute page, students can choose which online courses to open by pressing a button

'View Course' in this course, it will automatically be directed to the Indonesia Cyber Institute LMS according to the chosen course as shown in Figure 2.65 below:



Figure 2. 65 LMS Indonesia Cyber Institute

### 2.7.5 Learning videos

This page contains digital teaching materials in the form of learning videos from various fields of science, developed by university lecturers who are members of the Spada Indonesia Offering Learning Video Innovation Work Competition Program. To enter this page, users can press the 'Asynchronous Lecture' menu, then select 'Learning Video', then they will enter the page as shown in Figure 2.66 below:

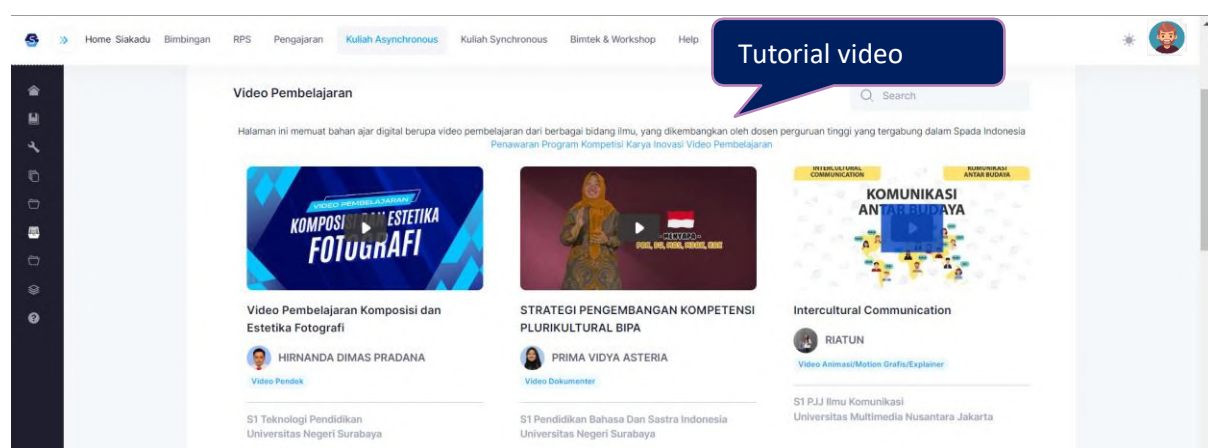


Figure 2. 66 Learning video pages

## 2.8 Synchronous Lectures

Synchronous lectures are learning that is guided by a lesson schedule or time frame. Students can access material and assignments within a certain period of time.

Asynchronous Lectures at Sinau Digital Unesa have 2

The main sub menu is Online Classes, and Online Lecture Recordings such as

**Figure 2.67** the following:

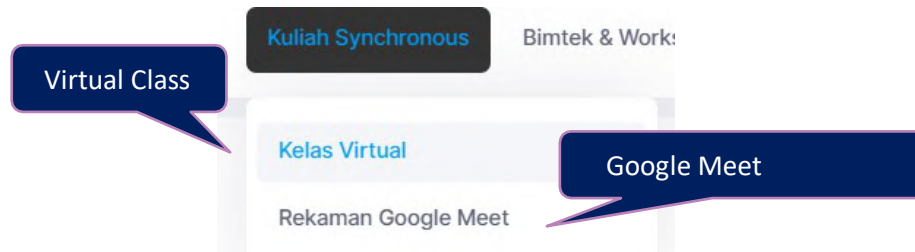


Figure 2. 67 Pages of course grades

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

### 2.8.2 Virtual Class

Virtual class is a page used to manage the list of virtual classes from the teaching schedule for each course for each lecturer. To enter this page, users can press the 'Synchronous Lectures' menu then select 'Virtual Class', then they will be directed to the virtual lecture page as shown in Figure 2.68 below:

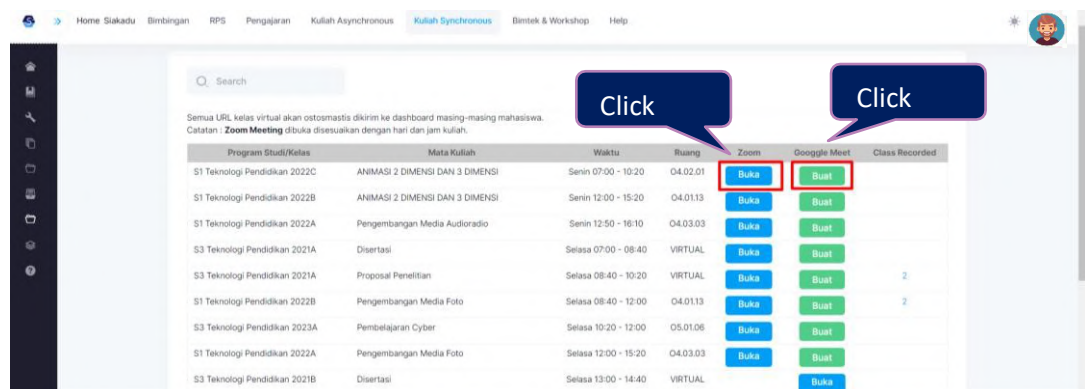


Figure 2. 68 online lecture pages

On this virtual class page, lecturers can create a Google meeting link according to the online lecture schedule that will be held, namely by pressing

'Create' button in the Google Meeting column, then it will automatically be directed to the Google Meeting email page for each lecturer's account.

### 2.8.3 Google Meeting Recording

Google meeting recording is a page used to link recordings of online lectures that have been conducted. This feature makes it easy for students to study and repeat material that has been delivered by the lecturer during the online lecture process. This page will display the recording results of each online lecture schedule. To enter this page, users can press the 'Synchronous Lecture' menu then select 'Google Meeting Recording', then they will be directed to the page as shown in Figure 2.69 below:

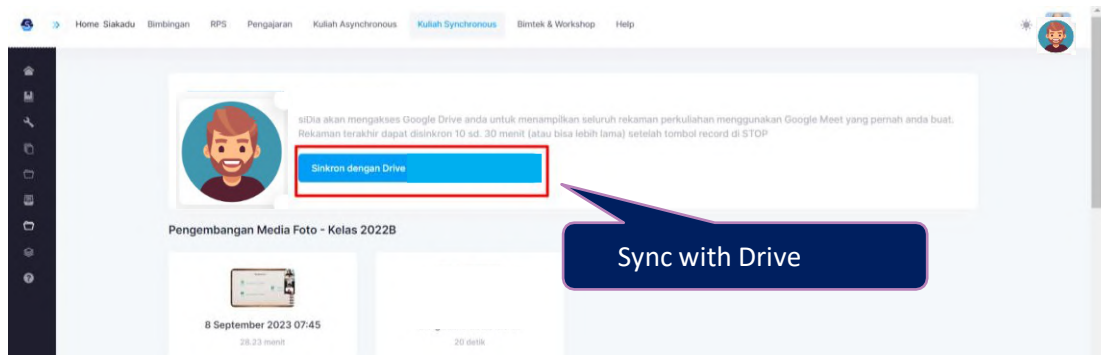


Figure 2. 69 Online lecture recordings

### 2.9 Technical Guidance and Workshop

Technical guidance and workshops are menus used to manage data on technical guidance and workshop activities that can be attended by lecturers. This technical guidance and workshop has 3 main sub menus, namely as shown in Figure 2.70 below:



Figure 2. 70 Sub menu for technical guidance & workshops

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

### 2.9.1 Unesa Technical Guidance and Workshop

Unesa technical guidance and workshops is a page used to display a list of technical guidance/workshop activities that lecturers can participate in. To enter this page, users can press the 'Technical Guidance & Workshop' menu, then select 'Unesa Technical Guidance and Workshop', then they will enter the page as shown in Figure 2.71 below:

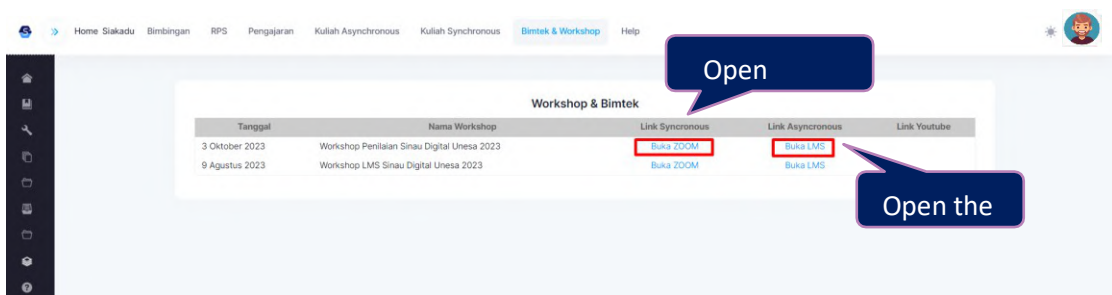


Figure 2. 71 Unesa technical guidance and workshop pages

To take part in workshops & technical guidance activities, users can press the button 'Open ZOOM' and 'Open LMS' on the list of activities to be followed.

### 2.9.2 SIDIA Unesa Certificate

Unesa SIDIA Certificate is a page used to display a list of Unesa SiDia Certificates that have been obtained by lecturers from participating in workshops/bimtek activities organized by the UNESA Academic Directorate. To enter this page, users can press the 'Technical Guidance & Workshop' menu, then select 'SIDIA Unesa Certificate', then they will enter the page as shown in Figure 2.72 below:



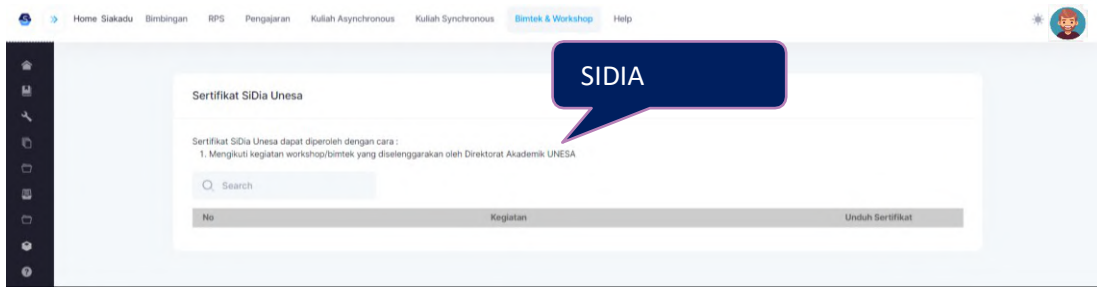


Figure 2. 72 SIDIA Unesa certificate pages

### 2.9.3 Spada Indonesia Certificate

Spada Indonesia Certificate is a page used to display a list of Spada Indonesia Certificates that lecturers have obtained from participating in Spada Indonesia workshops/bimtek activities organized by the director general of Belmawa, Ministry of Education and Culture, or also from uploading digital courses/modules to Spada Indonesia. To enter this page, users can press the 'Technology & Workshop Guidance' menu, then select 'Indonesian Spada Certificate, then they will enter the page as shown in Figure 2.73 below:

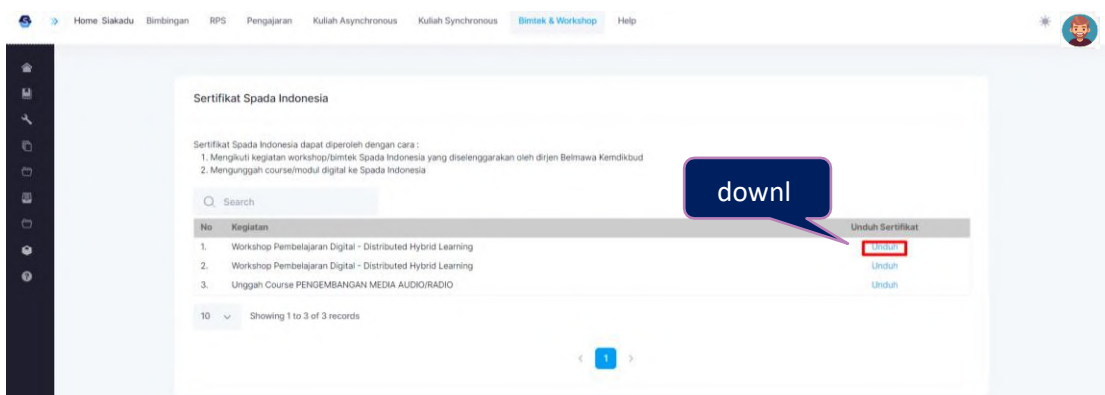


Figure 2. 73 Indonesian Spada certificate pages

To download the Indonesian certificate, users can press the button '**Download**' on the list of activities for which the certificate will be downloaded.

## 2.10

Help is a menu that is used as a help center for users in understanding the use of SIDIA Unesa starting from material related to the Workshop online learning, online learning assessments, interactive videos with H5P, create a synchronous classroom. Users can choose what menu to open to help understand the material in the help menu options. The appearance of the help sub menu is as shown in Figure 2.74 below:

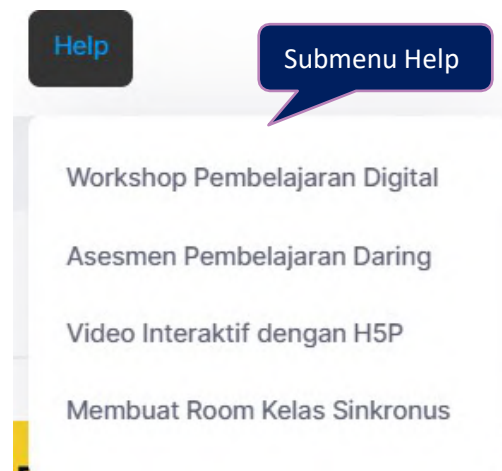


Figure 2. 74 Sub menu help

The display of the help page for each sub menu consists of videos supporting the material as shown in Figure 2.75 below:

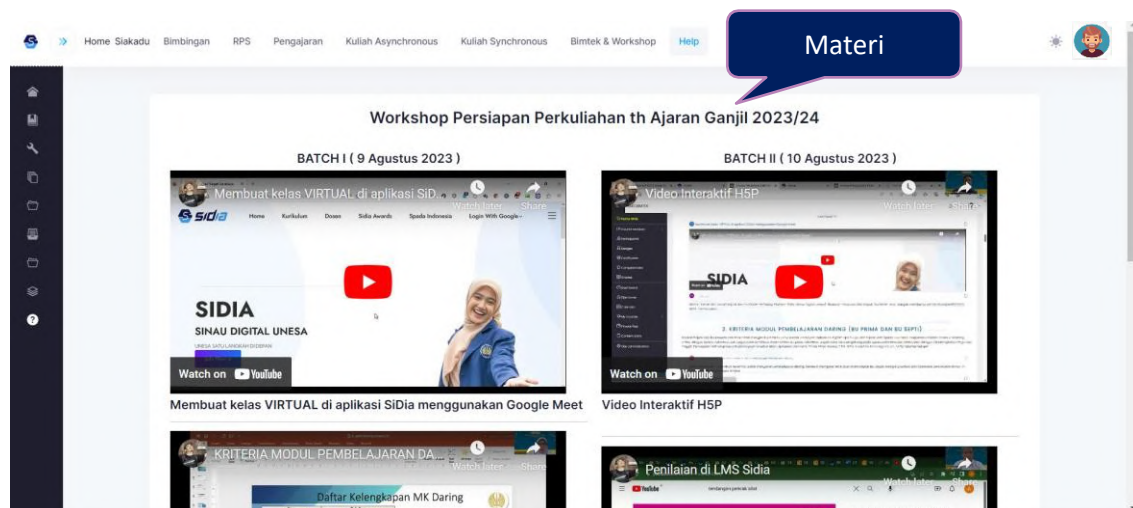


Figure 2. 75 pages of digital learning workshop guide