

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

SIDIA or SINAU DIGITAL is a platform developed

by the Academic Directorate of Surabaya State University to facilitate the implementation of Synchronus and Asynchronus lectures at Surabaya State University. SINDIG Unesa is integrated with the Siakadu Academic System, Spada Indonesia, Kuliah Synchronus, Kuliah Asynchronus 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

- 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

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 synchromous 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

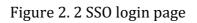
To use the Unesa Digital Sinau that has been created, the user (hereinafter referred to as User) must first enter the website via the following address*https://sso.unesa.ac.id*, then you will automatically enter the Unesa SSO main page as seen in Figure 2.1 below:



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:

Sign in	
to continue to unesa.ac.id	Enter Email
Email or phone Forgot email?	Press
Create account Next	Next buttor



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:

G Sign in with Google			
	Hi intan Ipiana@mhs.unesa.ac.id	Ente	er Password
Enter your password —		æ	Next
Forgot password?		Next	Next

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:

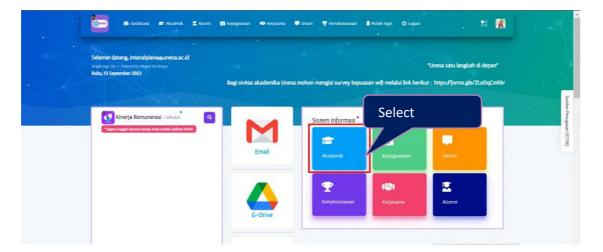


Figure 2. 4 SSO menu page

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:

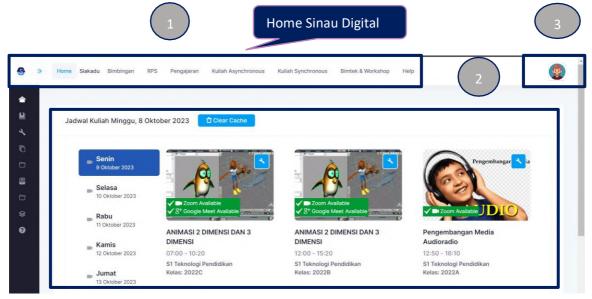


Figure 2. 6 Unesa Digital Sinau Homepage

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)

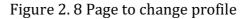
Lecturer profile is a feature used to display user profiles, change photos and exit SINDIG. Users can change the photo by pressing the 'Change Photo' button on the user profile as shown

in Figu	re 2.7 below:			Click	
S »	Home Siakadu Bimbingan RP:	S Pengajaran Kuliah Asynchronous	Kuliah Synchronous Bimtek & Workshop H	elp 🔮	Î
٢					1
•	Jadwal Kuliah Jumat, 13 Okt	ober 2023 🗖 Clear Cache	Change	Photo	
∼				Login As Admin	
0	9 Oktober 2023	PROPOSAL Penelitian	Pengemba n Media	Change Photo	
	Selasa 10 Oktober 2023	Penelitian	Foto	Sign Out	
\$	Rabu	Google Meet NOT Available	✓ ■ Zoom Available ✓ 8 ⁺ Google Meet Available	✓ ■ Zoom Available ✓ 8 ⁺ Google Meet Available	ľ
0	11 Oktober 2023	Proposal Penelitian	Pengembangan Media Foto	Pengembangan Media	

Figure 2. 7 Change Photos

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

Photo Profile		Contoh foto bagi mahasiswa
Change I	Photo	
Full Name *	Alim	Sumarno, S.Pd., M.Pd.
Email		
		Save Photo



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:

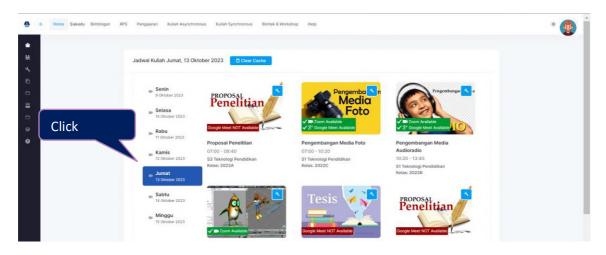


Figure 2. 9 Lecture schedule

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.

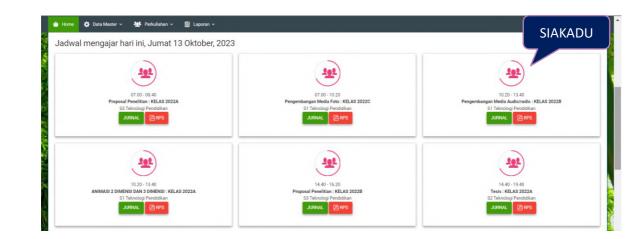


Figure 2. 10 SIAKADU Unesa

2.4 Guidance

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:

>> Home Siak	adu Bimbingan RPS	Pengajaran Kuliah Asynchronous	Kuliah Synchronous	Bimtek & Workshop	Help			* 🔮 📘	
		Apr	prove KRS ONLIN	NE Periode 20)23/2024 G	Click Le	ave		
		, de la	ioro nino onen	in i ono no no		adai	\sim		
	_		Nama Prodi		~	Filter Semua			
	Guidance S	Students	Nama Prodi		•	Filter Semua	juan Cuti Mahasiswa		
	Guidance S	Students	Nama Prodi		*		juan Cuti Mahasiswa		
	Guidance S	Students	Nama Prodi		*		juan Cuti Mahasiswa ⁹ 2 nai Cuti		
	Guidance S	Students	Nama Prodi		~				

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 ' ' on

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:

S >> Home Siakadu Bimbingan RPS I	Pengajaran Kuliah As	synchronous Kuliah Synchronou	ıs Bimtek &	Click Stu	dent KRS	* 🔮
	Status Axtif	SKS Semester Ini 20	Total Sks	Nilai TEP 487 1x Tes	Jumlah Nilai D & I	KRS Mahasiwa KHS Kepensehatan
	Status	SKS Semester Ini 20	Total Sks	Nilai TEP 0 1x Tes	Jumlah Nilai D & E Milei E : 0	

Figure 2. 13 Approval of student KRS

Next, please select the 'Student KRS' sectionTo 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:

SKS Semester Ini 20 sks 24 Dosen Wali			S	tudent	t KRS
AL KULIAH KRS SAYA					
				Cetak KR	S (Gunakan Laptop/PC)
Mata Kuliah	SKS	Kelas	Ruang	Hari	Jam
	4	PLPDP	null		
Plp-Praktik Mengajar		PLP A	null		
Plp-Praktik Mengajar Plp-Analisis Kurikulum	2				
	2	PLP A	null		
Plp-Analisis Kurikulum		PLP A	null		
Plp-Analisis Kurikulum Plp-Asesmen Pembelajaran	2				
Pip-Analisis Kurikulum Pip-Asesmen Pembelajaran Pip-Pengembangan Rencana Pembelajaran	2	PLP A	null		
Pip-Analisis Kurikulum Pip-Asesmen Pembelajaran Pip-Pengembangan Rencana Pembelajaran Pip-Pengembangan Bahan Ajar	2 3 3	PLP A PLP A	null		
Pip-Analisis Kurikulum Pip-Asesmen Pembelajaran Pip-Pengembangan Rencana Pembelajaran Pip-Pengembangan Bahan Ajar Pip-Manajemen Sekolah	2 3 3 2	PLP A PLP A PLP A	null null null		

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:

3 >> Home Siakadu Bimbingan RPS	Pengajaran Kuliah A	synchronous Kuliah Synchronou	^{is Bi} Ap	prove St	udent KRS	* 😨
	Status Akter	SKS Semester Ini 20	Total Sks	Nilai TEP 487 1x Tes	Jumlah Nilai D & E	
	Status	SKS Semester Ini 20	Total Sks	Nilai TEP 0 1x Tes	Jumlah Nilai D & E	

Figure 2. 15 Student KRS Approvals

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

S >> Home Siakad	u Bimbingan RPS Per	ngajaran Kuliah As	ynchronous Kullah Synchronou	is Bimtek & Works	hop Help	Click		* 🔮	
•	B	Status Axiif	SKS Semester Ini 20	Total Sks 149	Nilai TEP 487 1x Tes	Jumlah Nilai D & [Milai D:0 Nilai E:0	RS Mahasiswa HS epenasehatan		
2 2 2 2 2 2 2 2 2 2 2 2 2 2 2 2 2 2 2	J	Status Axtil	SKS Semester Ini 20	Total Sks	Nilai TEP o 1x Tes	Jumlah Nilai D & E	()		

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:

S >> Home Slakadu Bimbingan RPS	i Pengajaran Kullah Asynchronous Kullah Synchronous Bintek & Workshop Help	* 😨 î
* 9 0 0	SKS Semester MI Batas SKS Dosen Wall JADWAL KULIAI KRS SAVA	
•	Di bawah adalah jadwal perkuliahan yang ditawarkan di semester ini Unta menangkan jadwal semua keta, tiki Tampikan semua KRS Anda semester ini suah di approve Dosen Wali Batakan Approve KRS	

Figure 2. 17 Canceling Student KRS

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

 Batalkan Approve KRS

 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.

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:

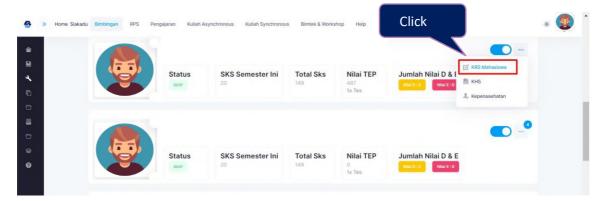


Figure 2. 18 Viewing student KRS

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:

*							*
H ~ 0	SKS Semester Ivi Batas SKS Dosen Wali 20 Hz 24 ALM SUMARNO						
0	JADWAL KULIAH KRS SAYA		С	lick	Print		
*					Catak KDS (Gunakan Laptop/PC)	
0					Cetak KRU (Contakin Captop/P C/	
	Mata Kuliah	SKS	Kelas	Ruang	Hari	Jam	
	Pip-Praktik Mengajar	4	PLPDP	null			
				mark 1			
	Ptp-Analisis Kurikulum	2	PLP A	TILIN			
	Plp-Analisis Kurikulum Plp-Asesmen Pembelajaran	2					
		2		null			
	Pip-Asesmen Pembelajaran	2	PLP A	null			
	Pip-Asesmen Pembelajaran Pip-Pengembangan Rencana Pembelajaran	2	PLP A PLP A PLP A	null null null			
	Pip-Assenten Pembelajaran Pip-Pengembangan Rencana Pembelajaran Pip-Pengembangan Bahan Ajar	2 3 3	PLP A PLP A PLP A PLP A	null null null null			
	Pip-Asesmen Pembelajaran Pip-Regembangan Rencena Pembelajaran Pip-Regembangan Bahan Ajar Pip-Anagémenn Sekolah	2 3 3 2	PLP A PLP A PLP A PLP A PLP A	null null null null null			

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:

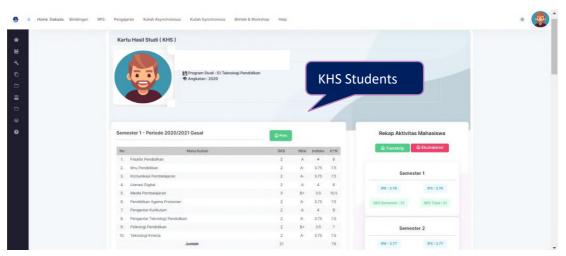


Figure 2. 21 Student KHS pages

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.

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



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:

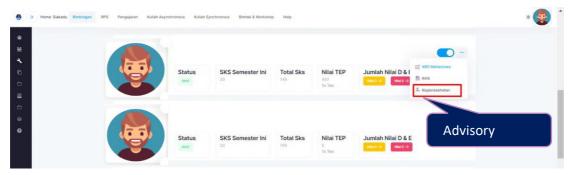


Figure 2. 22 Student advisory pages

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:

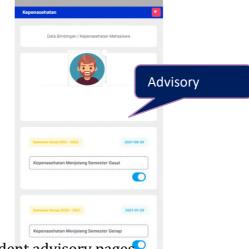


Figure 2. 23 Student advisory pages

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:

Kepenasehatan	× .	
Data Bimbingan / Kepenasehatan	Mahasiswa	
S1 Teknologi Pendidika	in	
Semester Gasal 2021 - 2022	2021-08-20 Advisory Approve	
Kepenasehatan Menjelang Semester		

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:

, ,

Bimbingan S Program Studi		~	Select			
Ket I N* : Jumlah m 3 Mahasiswa	Fakultas FIP S2 Teknologi Pendidikan S3 Teknologi Pendidikan Aktif			Guidance S	tudents	
5 HIBITUSATE		Aktif			ktif	
B						
Histori Bimbin • N*) : 2	gan (Histori Bimbingan : • N*J : 2			
		Aktif				

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:

nester 2021/2022 Gasal	Guidance Students
tukaran Mahasiswa Universitas Sriwijaya Pendidikan Luar Sekolah	Pertukaran Mahasiswa Universitas Sriwijaya Pendidikan Luar Sekolah
asi Kegiatan : Universitas Sriwijaya	👷 Lokasi Kegiatan : Universitas Sriwijaya
is Kegiatan : Aktivitas kemahasiswaan	🔓 Jenis Kegiatan : Aktivitas kemahasiswaan
Mahasiswa :	Daftar Mahasiswa :

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:

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:

3 Home Slakadu Bimbingan RPS Pengajaran Kullah Asy	nchronous Kullah Synchronous Birntek & Workshop Help	Open
CPL Program Studi		
	∎ S1 Teknologi Pendidikan	2 But SPL
	🛦 Koordinator Program Studi : Silage 😧 Kolerzampilan Umum 👔 Kolerzampilan Khusun 🌖 Pengetahuan 🔕	
	對 S2 Manajemen Pendidikan	El Para con
	🗼 Koordinator Phogram Studi Silagi 🐧 Keterampilan Umum 👔 Keterampilan Klusson 🚺 Pengetahuan 🚺	

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:

EDIT CPL Program Studi S1 Teknologi Pendidikan	
Skap Keterampilan Umum Keterampilan Khusus Pengetahuan	
Kategol CPL : Skap	
Merunjukkan sikap bertanggungiawab atas tugas yang diberikan dalam bidang teknologi Pendidikan secara mandiri 🛙	
Mampu menunjukkan sikap ilmiah, kritis, dan inovatif dalam pembelajaran ilmu pengetahuan teknologi pendidikan secara profesional dan bertanggung jawab 😑	
Tuliskan Sub-CPL Sikap Lalu Enter	

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:

RPS O.B.E		Edit RPS	Q. Search	Edit RTM
Program Studi Mata Kuliah	SKS Dosen	Model Pembelajaran EDIT RPS	Rancangan Tugas Mahaswa RTM	- Contract
S1 Teknologi Pendidikan ANIMASI 2 DIMENSI DAN 3 DIMENSI	4	Project Based Learning	Edit RTM Buka RTM	8
S1 Teknologi Pendidikan Digitalisasi/Sistem Informasi Data Desa	3	Project Based Learning	Edit RTM Buka RTM	
S1 Teknologi Pendidikan Pembelajaran Berbasis Teknologi Informasi dan Komunikasi	4	Project Based Learning	Edit RTM Buka RTM	Open
S1 Teknologi Pendidikan Pengembangan Media Audio/radio	4	Project Based Learning	Edit RTM Buka RTM	8
S1 Teknologi Pendidikan Pengembangan Media Foto	4	Project Based Learning	Edit RTM Buka RTM	87
S1 Teknologi Pendidikan Pengembangan Media Video/Televisi	4	Project Based Learning	Edit RTM Buka RTM	8
ogi Pendidikan angan Multimedia		EDIT	Edit RTM Buka RTM	8
S2 Teknologi Pendidikan INTERNSHIP	2	Case Study	Edit RTM Buka RTM	8

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:

RPS O.B.E 🗆 Admin RPS	6 OBE	Edit	RPS		S1 Teknologi Pend	lidikan 🗸	
Program Studi Mata Kuliah	SKS	Dosen	Model Pembelajaran	EDIT RPS	Rancangan Tugas Mahaswa RTM	Translator	
S1 Teknologi Pendidikan ANIMASI 2 DIMENSI DAN 3 DIMENSI	4	Dr. Atan Pramana, M.Pd. ; Dr. Alim Sumarno, M.Pd. ; Dr. Utari Dewi, S.Sn., M.Pd. ; Dr. Syaiputra Wahyuda Meisa Diningrat, M.Pd. dan 1 lainnya	Project Based Learning	S EDIT	Edit RTM Buka RTM	8+	
S1 Teknologi Pendidikan Digitalisasi/Sistem Informasi Data Desa	3	Dr. Andi Kristanto, S.Pd., M.Pd. ; Himanda Dimas Pradana, M.Pd. ; Dr. Alim Sumarno, M.Pd.	Project Based Learning	♣ EDIT	Edit RTM Buka RTM	8+	
S1 Teknologi Pendidikan Pembelajaran Berbasis Teknologi Informasi dan Komunikasi	4	Dr. Alim Sumarno, M.Pd. ; Himanda Dimas Pradana, M.Pd. ; Citra Fitri Kholidya, S.Pd., M.Pd.	Project Based Learning	N EDIT	Edit RTM Buka RTM	8*	
S1 Teknologi Pendidikan Pengembangan Media Audio/radio	4	Khusnul Khotimah, S.Pd., M.Pd. ; Dr. H. Andi Mariono, M.Pd. ; Dra. Sulistiowati, M.Pd. ; Dr. Alim Sumarno, M.Pd. dan 1 lainnya	Project Based Learning	🔦 EDIT	Edit RTM Buka RTM	8+	
S1 Teknologi Pendidikan Pengembangan Media Foto	4	Dr. Alim Sumarno, M.Pd. ; Dr. H. Andi Mariono, M.Pd. ; Dr. Utari Dewi, S.Sn., M.Pd. ; Khusnul Khotimah, S.Pd., M.Pd. dan 1 lainnya	Project Based Learning	S EDIT	Edit RTM Buka RTM	8*	

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:

⇔open As HTML ≧open As PDF Edit R1M Salin dari RPS Lain Otorisasi & Properti Matakuliah	Untuk IKU7, Rekap Evaluasi Project Based Learning Penilaian Hasil / Penilaian Produk min 50% : Aktifitas Partisipasit: 34.5%, Penilaian Hasil Project / Penilaian Produk: 40%, Penilaian Portofolio: 0%, Penilaia Praktikum: 0%, Praktik / Unjuk Kerja: 0%, Tes: 16.5% Total Dobot penilaian: 100%
Deskripsi Mata Kuliah	
Model Pembelajaran Select the point	you want
Sumber Belajar Matakuliah (UTAMA)	
Sumber Belajar Matakuliah (PENDUKUNG)	
CPL Prodi yang dibebankan pada MK ANIMASI 2 DIMENSI DAN 3 DIMENSI	
Capaian Pembelajaran Mata Kuliah (CPMK)	
Minggu ke 1	
Minggu ke 2	
Minggu ke 3	
Minggu ke 4	

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:

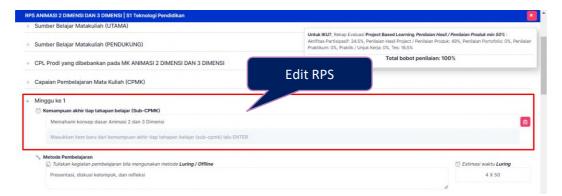


Figure 2. 34 Edit RPS

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)





Home Siakadu	Bimbingan RPS Pengajaran	n Ki	uliah Asynchronous Kuliah Synchronous Bimtek & W	orkshop Help Lap	oran			* 👩 i
	RPS O.B.E O Admin RPS	OBE		Edit R	ΤM	S1 Teknologi Pe	endidikan 🗸	
	Program Studi Mata Kuliah	SKS	Dosen	Model Pembelajaran	EDIT RPS	Rancangan Tugas Mahasv RTM	va Translator	
	S1 Teknologi Pendidikan ANIMASI 2 DIMENSI DAN 3 DIMENSI	4	Hirnanda Dimas Pradana, M.Pd. ; Dr. Utari Dewi, S.Sn., M.Pd. ; Dr. Syaiputra Wahyuda Meisa Diningrat, M.Pd. ; Dr. Alim Sumarno, M.Pd. dan 1 lainnya	Project Based Learning	S EDIT	Edit RTM Buka RTM	81	
	S1 Teknologi Pendidikan Digitalisasi/Sistem Informasi Data Desa	3	Dr. Andi Kristanto, S.Pd., M.Pd. ; Himanda Dimas Pradana, M.Pd. ; Dr. Alim Sumarno, M.Pd.	Project Based Learning	S EDIT	Edit RTM Buka RTM	81	
	S1 Teknologi Pendidikan Pembelajaran Berbasis Teknologi Informasi dan Komunikasi	4	Dr. Alim Sumarno, M.Pd. ; Himanda Dimas Pradana, M.Pd. ; Citra Fitri Kholidya, S.Pd., M.Pd.	Project Based Learning	Sedit (Edit RTM Buka RTM	8'	

Figure 2. 35 RTM edit button

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

 Minggu ke 6 Minggu ke 12 	Select the RTM that you want
 Minggu ke 14 	
Minggu ke 15	
Minggu ke 16	-

Figure 2. 36 Student RTM Edits

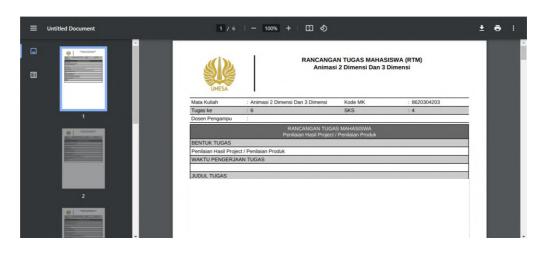
2.5.2.3 Open RTM (Student Assignment Plan)

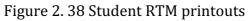
To open RTM, please press the 'button ^{Buka RTM} 'on list of RPS for which the RTM will be opened, as shown in **Figure 2.37**the following:

RPS O.B.E O Admin RPS	OBE		Open		S1 Teknologi Pend	idikan 🗸	
Program Studi Mata Kuliah	SKS	Dosen	Model Pembelajaran	EDIT RPS	Rancangan Tugas Mahaswa RTM	Translator	
S1 Teknologi Pendidikan ANIMASI 2 DIMENSI DAN 3 DIMENSI	4	Hirnanda Dimas Pradana, M.Pd. ; Dr. Utari Dewi, S.Sn., M.Pd. ; Dr. Syaiputra Wahyuda Meisa Diningrat, M.Pd. ; Dr. Alim Sumarno, M.Pd. dan 1 lainnya	Project Based Learning	S EDIT	Edit RTM Buka RTM	8*	
S1 Teknologi Pendidikan Digitalisasi/Sistem Informasi Data Desa	3	Dr. Andi Kristanto, S.Pd., M.Pd. ; Hirnanda Dimas Pradana, M.Pd. ; Dr. Alim Sumarno, M.Pd.	Project Based Learning	Sedit 6	Edit RTM Buka RTM	8+	
S1 Teknologi Pendidikan Pembelajaran Berbasis Teknologi Informasi dan Komunikasi	4	Dr. Alim Sumarno, M.P.d. ; Hirmanda Dimas Pradana, M.P.d. ; Citra Fitri Kholidya, S.P.d., M.P.d.	Project Based Learning	S EDIT	Edit RTM Buka RTM	8*	
S1 Teknologi Pendidikan Pengembangan Media Audio/radio	4	Dra. Sulistiowati, M.Pd. ; Dr. H. Andi Mariono, M.Pd. ; Dr. Alim Sumarno, M.Pd. ; Dr. Syaiputra Wahyuda Meisa Diningrat, M.Pd. dan 1 lainnya	Project Based Learning	S EDIT	Edit RTM Buka RTM	8*	

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:





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:

	Translate RPS	
Translate RPS OBE	Giandal	
Anda sudah menceba dalam bahasa : Arab Dogri Inggris Farsi Finlandia Hindi Hindi Hindi	Jepang Korea	
,		
Bahasa Indonesia	Pilih Bahasa 🧼 Powered by Google Translate	
Sebaiknya RPS ini diterjemahkan ke bahasa asing setelah dinyatakan sempurna		
Nama Mata Kuliah	Nama Mata Kuliah	
ANIMASI 2 DIMENSI DAN 3 DIMENSI	ANIMASI 2 DIMENSI DANI 3 DIMENSI	
Deskripsi Mata Kuliah	Deskripsi Mata Kuliah	
Masakulah in mendahas tentang telaki dan prosedur penyalan antinaki 2 dimenu dan 3 dimenu tanak kompany jang dapat dimenuhahkan dalam penyambungan media komputer menuhahan diatahan nongan cara tenderta metang Tendaha diakuan dengan cara tenya tendahan diatahan nongan cara tenderta metang Tendaha diakuan dengan cara tenya tendah dia tertifak antas makatawa dan disen.	Matakulah in nembahas tentang teruk dan posedur penyakan eximali 2 dimeni dan 3 dimensi unak kanopula yang disad dimetinakan takan penyembahasi kanopular dimetinakan penyembahasi kanopular penyembahasi penyembahasi disakan penyembahasi restukation disakanakan tengan cara kanopular penyembahasi disakan penyembahasi basi tenya tenya disakanakan tengan cara kanopular tenya t	
tanya jawab dan tertulis antara mahasiswa dan dosen.	tanya jawak dan terjulis antara mahasiswa dan dogen.	
Capaian Lulusan Program Studi yang dibebankan pada matakuliah ini	Capaian Lulusan Program Studi yang dibebankan pada matakuliah ini	



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:

S >> Home Siakad	du Bimbingan RPS Pengajaran Kuliah Asynchronous Kuliah	Synchronous Birntek & Workshop Help *	
	PDS	5 МКЖИ	
8	RPS O.B.E MKWU	Q Search	
ч Ю	Program Studi	EDIT Rancangan Tugas Mahaswa	
U	Mata Kuliah SKS Dosen	Model Pembelajaran RPS RTM Translator No data available in table	
0			
0	10 V Showing no records		

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:

RPS	МВКМ				
RPS O.B.E Mata Kuliah Merdeka Belajar			Q Search		
Program Studi Mata Kuliah SKS Dosen	Model Pembelajaran	EDIT	Rancangan Tugas Mahaswa RTM	Translator	
	No data available in table				
10 V Showing no records					
	< >				

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:

>> Home Siaka	du Bimbingan RPS Pengajaran Kuliah Asynchrono	us Kuliah Synchronous Birr	ntek & Workshop	Help			* 👰	
	Money RPS O.B.E	Checklist						
	Mata Kuliah /Program Studi	Model Pemb	Persentase Ketuntasan	Rokap Evaluasi	Bobot Evaluasi	File RPS		
	ANIMASI 2 DIMENSI DAN 3 DIMENSI S1 Teknologi Pendidikan	Project Based Learning	99/15% CheckList	 Aktifitas Partisipasif : 36.5% Penilaian Hasil Project / Penilaian Produk : 45% Tes : 18.5% 	100%	Buka		
	Aplikasi Sistim 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 53 Teknologi Pendidikan	Project Based Learning	85.59% CheckList	Aktifitas Partisipasif : 10% Penilalan Hasil Project / Penilalan Produk : 60% Tes : 15%	85%	Buka		
	INTERNSHIP S2 Teknologi Pendidikan	Case Study	0.85% CheckList		0%	Buka		
	Metodologi Penelitian dan Pengembangan S3 Teknologi Pendidikan	Project Based Learning	87.29% CheckList	Penilaian Hasil Project / Penilaian Produk : 92% Tes : 8%	100%	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:

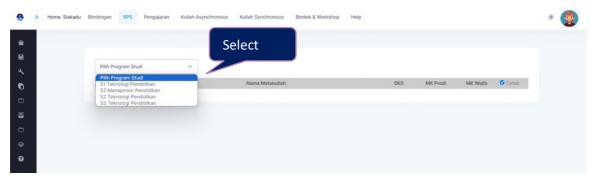


Figure 2. 43 Select study program to generate OBE curriculum pdf

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:

>> Home Siakad	adu Bimbingan RPS	Pengajaran Kuliah Asynchronous	s Kuliah Synchronous Bimtek & Worksh	hop Help				
		, originari		rah rada			17	
					Click	k Print		
	S1 Teknologi Pend	didikan 🗸			Circi			
			Kurikulum MERDEKA BELA. (Sumber: siakadu)	IJAR				
	Kode MK		Nama Matakuliah	SK	S MK Prodi	MK Wajib	Cetak	-
			Semester 1					
	8620302028	Filsafat Pendidikan		2.0	10 Ya	Ya	Cetak	
	8620302205	ILMU PENDIDIKAN		2.0	i0 Ya	Ya	Cetak	
	8620302201	KOMUNIKASI PEMBELAJARAN		2.0	i0 Ya	Ya	Cetak	
	1000002046	LITERASI DIGITAL		2.0	0 Tidak	Ya	Cetak	
	8620303202	MEDIA PEMBELAJARAN		3.0	i0 Ya	Ya	Cetak.	
	1000002024	Pendidikan Agama Budha		2.0	0 Tidak	Ya	Cetak	
		Pendidikan Agama Hindu		2.0	0 Tidak	Ya	Cetak.	
	1000002025	r en andikan rigarna rinnara						
	1000002025	Pendidikan Agama Islam		2.0	0 Tidak	Ya	Cetak	
				2.0		Ya Ya	Cetak	
	1000002026	Pendidikan Agama Islam			0 Tidak			

Figure 2. 44 Select the curriculum to be printed

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

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

Figure 2.45the following:

Generate PDF File

8620302208	PENGELOLAAN SUMBER BELAJAR MASYARAKAT	2.00	Ya	Tidak	Cetak	
8620302207	PENGEMBANGAN MEDIA PENDIDIKAN	2.00	Ya	Tidak	Cetak	
8620302211	Perencanaan dan Evaluasi Kewirausahaan Pendidikan/Pembelajaran	2.00	Ya	Tidak	Cetak	
8620302212	Perencanaan Pelatihan Masyarakat	2.00	Ya	Tidak	Cetak	
8620302209	PERENCANAAN PENGEMBANGAN MASYARAKAT	2.00	Ya	Tidak	Cetak	
	Semester 7					
8620304188	Pengenalan Lapangan Persekolahan (PLP)	4.00	Ya	Ya	Cetak	
1000002051	PLP-Analisis Kurikulum	2.00	Tidak	Ya	Cetak	
1000002055	PLP-Asesmen Pembelajaran	2.00	Tidak	Ya	Cetak	
1000002049	PLP-Manajemen Sekolah	2.00	Tidak	Ya	Cetak	
1000003053	PLP-Pengembangan Bahan Ajar	3.00	Tidak	Ya	Cetak	
1000002054	PLP-Pengembangan Media Pembelajara	2.00	Tidak	Ya	Cetak	
1000002050	PLP-Pengembangan Program Sekolah Click	2.00	Tidak	Ya	Cetak	
1000003052	PLP-Pengembangan Rencana Pembelaja	3.00	Tidak	Ya	Cetak	
	Semester 8					
8620306122	Skripsi	6.00	Ya	Ya	Cetak	

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:

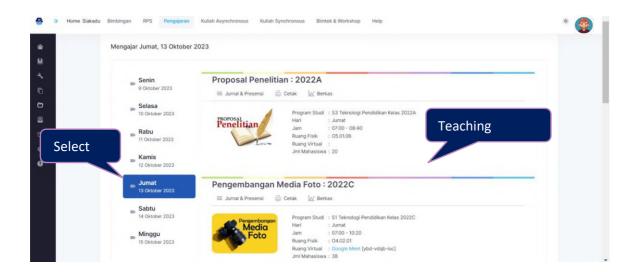


Figure 2. 47 Class teaching pages

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:

Home Siakadu Bimbingan RPS	Pengajaran Kuliah Asynchronou	Kullah Synchronous Bimtek & Workshop Help Laporan	* 🧕
	Jurnal Perkuliahan	back	
	Mata Kuliah Pengembang Program Studi S1 Teknologi Pen		
	Minggu ke 1 1 September 2023	Kegatan Pertemuan ko2 Presensi Pertemuan 2 Minggu ke 2 - Pertemuan 2	
	Minggu ke 2 8 September 2023	Tanggal Perkulishan 08 September 2023 Contents of Lecture	
	Minggu ke 3 15 September 2023 Minggu ke 4 22 September 2023	Kemampuan akhir tahapan belajar (Sub-CPMK) Mampu mengamalaisis dan mengadentifikasi (ungi) pada bagian kamera digital Topik Perkuliahan	,
Select Meeting	Minggu ke 5 29 September 2023	Bentuk Pembelajaran, Metode Pembelajaran, Penugasan Mahasiswa Mahasiswa dialompokkan dan diminta untuk membuat presentasi tentang satu jenis kamera tertentu yang mereka pilih. Presentasi ki akan	
	Minggu ke 6 6 Oktober 2023	desasala a desapadar san talunia yaka maya kata yaka san yaka yaka yaka yaka yaka yaka yaka ya	
	Minggu ke 7 13 Oktober 2023 Minggu ke 8	Materi Pembelajaran Materi Radin / Singer Brotognaphy Manual, Lendon: Canton Books Limited Materi Kalah Dasar dasar Hotoran	

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:

S >> Home Siakadu Bimbingan RPS	Pengajaran Kuliah Asynchronous	s Kullah Synchronous Bintlek & Workshop Help Laporan	* 😨 i
 ■ 	Jurnal Perkuliahan	Lecture Attendance	
	Mata Kuliah Pengembanga Program Studi S1 Teknologi Pend		
	Minggu ke 1 1 September 2023	Kejistan Pertamuan ke 2 Presensi Pertamuan 2 Minggu ke 2 - Pertamuan 2	
e 0	Minggu ke 2 8 September 2023	Tanggal Perkuliahan O September 2023	
	Minggu ke 3 15 September 2023	Kemampuan akhir tahapan belajar (Sub-CPMK) Mangu menganalaisis dan mengidentifikasi (ungsi pada bagian kamera digital	
	Minggu ke 4 22 September 2023	🖉 Topik Perkuliahan	
	Minggu ke 5 29 September 2023	8 Bentuk Pembelajaran, Metode Pembelajaran, Penugasan Mahasiswa Mahaiswa diselongokkin dia mimita vurtuk membat presentasi tentang salu jenis kamera tertentu yang mereka Jelih. Presentasi ini akan disampatan dalam katas perata uring dia netigah utengo akan memperatanak jenis kamera yang berbeda. Setelah retap	
	6 Oktober 2023	presentasi, akan ada se se didava di kelas. Akansiawa dapat mengajakan pertanyaan, memberikan komentar, dan berdakusi lebih lanjut tentang jenik kamera yang dipresentasikan	
	Minggu ke 7	2 Materi Pembelajaran	

Figure 2. 50 meeting attendance buttons

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

Minggu ke 1 1 September 2023	Keglatan Pertemuan ke 2 Pre	sensi Pertemuan 2					Save P	resence
Minggu ke 2 8 September 2023	Presensi				Q_ Search			
Minggu ke 3 15 September 2023 Minggu ke 4 22 September 2023	Alpha : 38 Hadir Luring : 0 Hadir Daring : 0 Sakit : 0 Jumlah : 38					Sin	npan Presonsi	
Minggu ke 5 29 September 2023					Keterang	an		
Minggu ke 6 6 Oktober 2023	Mahasiswa	Prodi/ Angkatan	Alpha	Hadir Luring	Hadir Daring	Sakit	ljin / Dispensasi	
Minggu ke 7		S1 Teknologi Pendidikan - 2019		\bigcirc	0	0	\Box	
13 Oktober 2023		S1 Teknologi Pendidikan - 2022		0	0	Ο		
Minggu ke 8 20 Oktober 2023		S1 Teknologi Pendidikan - 2022		0		0	0	
Minggu ke 9 27 Oktober 2023		S1 Teknologi Pendidikan - 2022		\bigcirc		0	0	
27 Oktober 2023		S1 Teknologi Pendidikan -		\bigcirc		\cap	0	

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



', then automatically the data

Attendance at lecture meetings that are filled in will be saved and appear at the top of the attendance section.

ngajar Rabu, 18 Oktober 202					-	
gaiar Rabu, 18 Oktober 202						
gojar maraj ne emeren zer	3					
addinanti (P	resence				
Senin 16 Oktober 2023	Pengembangan M					
Selasa 17 Oktober 2023	🕒 Jurnal Kuliah & Presensi		as 2022C			
Rabu 18 Oktober 2023	🖉 Cetak Presensi	: 10:20 - 13:40 g Fisik : 04.02.01				
Kamis	AUDION Ruang Jmi M					
19 Oktober 2023						
Jumat 20 Oktober 2023	a 120	- Presensi - Jumal Ku	ulah			
Sabtu 21 Oktober 2023	4 usp fat 40					
	Solasa 17 Oktober 2023 Rabu 18 Oktober 2023 Marking 19 Oktober 2023 Jumat 20 Oktober 2023	Seini Postader 2023 Seiasa 17 Ostader 2023 Seiasa 17 Ostader 2023 Seiasa 19 Ostader 2023 Seiasa	16 Oktober 2023 Junial & Presend Control Co	Selass 20 Annal & Presentil 10 Oktober 2023	Selasa 17 Oktober 2023 Solasa 17 Oktober 2023 Catak Present Cata Pr	Scinic Pengembangan W 10 Ottober 2023 Image Annal & Presentil Sciass Image Annal & Presentil 17 Oktober 2023 Image Annal & Presentil Rabu Image Annal & Presentil 18 Oktober 2023 Image Annal & Presentil Image Annal & Presentil Image Annal & Presentil 18 Oktober 2023 Image Annal & Presentil 19 Oktober 2023 Image Annal & Presentil & Journal Kulain Sciass Image Annal & Presentil & Journal Kulain 19 Oktober 2023 Image Annal Kulain Jumati Image Annal Kulain 20 Oktober 2023 Image Annal Kulain

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:

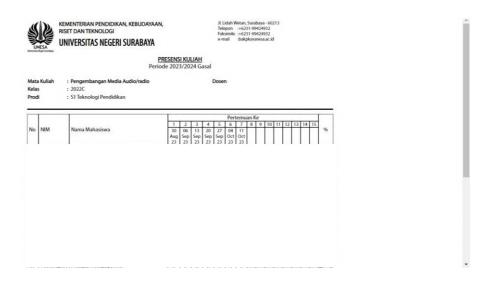


Figure 2. 53 Print lecture attendance

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:

Tabel M	lengajar Periode 2023/2024 Gasal				Teaching Table			Perkiraan SKS Beban Mengajar 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	04.02.01	Animasi 2 Dimensi Dan 3 Dimensi	4	1.00	37		
Senin 12:00- 15:20	S1 Teknologi Pendidikan 53baaf3b-1521-775c-de64-5b48a903c68a	2022B	04.01.13	Animasi 2 Dimensi Dan 3 Dimensi	4	1.00	37		
Senin 12:50- 16:10	S1 Teknologi Pendidikan d36ff835-968a-3b91-f380-71cc9a55086d	2022A	04.03.03	Pengembangan Media Audioradio	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 te

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:

> Home :	Siakadu Bimbingan RPS Pengajaran Kuliah Asyr	chronous Kuli	iah Syn	chronou	IS	Bimtek	& Work	shop	Help	0										* 🔮
			Rek	ap P	ena	isiar	n Jur	nal k	Kulia	ah			Jo	bu	rna	al				
	S1 Teknologi Pendidikan												7		_					
									Po	ertemu	an Ke	1								
	Mata Kullah	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 Audioradio	2022A																	0%	
	Pengembangan Media Foto	2022B																	0%	
	Pengembangan Media Foto	2022A																	0%	
	Pengembangan Media Audioradio	2022C	~	~	~	~	~	~	~										43.75%	
	Pengembangan Media Foto	2022C																	0%	
	Pengembangan Media Audioradio	2022B	~	~	~	~													25%	
	ANIMASI 2 DIMENSI DAN 3 DIMENSI	2022A	~	1	~	~	1	~	~										43.75%	

rigure 2. 55 juurnar 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:

🎍 Pengisian Nilai	I								
Semester			Cari Sea	rch					
								Downloa	d the Value
			Pengisian	Nilai Outcome	Based Edu	ucation		_	
Prodi	Kelas	Mata Kuliah	Bobot Evaluasi	Model	Jenis Kelas	Nilai Masuk	Download Excel Versi	Download Excel Versi Rinci	Upload Excel
									LANG GT
S1 Teknologi Pendidikan	2022A	ANIMASI 2 DIMENSI DAN 3 DIMENSI	100%	Project Based Learning	Reguler		Unduh	Unduh	Unggah
	2022A 2022B		100% 100%		Reguler Reguler				
Pendidikan S1 Teknologi		DIMENSI ANIMASI 2 DIMENSI DAN 3		Learning Project Based			Unduh Unduh	Unduh Unduh	Unggah
Pendidikan S1 Teknologi Pendidikan S1 Teknologi	2022B	DIMENSI ANIMASI 2 DIMENSI DAN 3 DIMENSI ANIMASI 2 DIMENSI DAN 3	100%	Learning Project Based Learning Project Based	Reguler		Unduh	Unduh Unduh	Unggah

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:

Open										×	0	×
\leftrightarrow \rightarrow \checkmark \uparrow \checkmark \checkmark	Downloads							C Search Dow				🛞 E
Organize * New folder] 🕐	All Bo	okmarks
Home GneDrive - Personal Documents Pictures		~ Today			Select					I	* (
Desktop Downloads								\sim				
Documents		AN	Teknologi Pendidikan - IMASI 2 DIMENSI DAN 3 DIMENSI Kelas 2022A						Click			
Rictures	*	✓ Last v	veek									
File name:	1 Teknologi Pendi	dikan - ANI	IMASI 2 DIMENSI DAN 3 DIME	NSI Kelas 202	22A			Microsoft	cel Worksheet			
								Open	Canc	el		
	1 Teknologi endidikan	2022B	ANIMASI 2 DIMENSI DAN 3 DIMENSI	100%	Project Based Learning	Reguler	Unduh	Unduh	Noad	ah	8	
	1 Teknologi rendidikan	2022C	ANIMASI 2 DIMENSI DAN 3 DIMENSI	100%	Project Based Learning	Reguler	Unduh	Unduh	Ungg	ah		
	2 Manajemen rendidikan	2023R	Digitalisasi Pengelolaan Pendidikan	0%	Project Based Learning	Reguler	Unduh	Unduh	Ungg	ah		
s	2 Teknologi	2022A	INTERNSHIP	0%	Case Study	Reguler	Unduh	Unduh	Ungg	ah		

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:

4	Unggah Bukti Pengajar	an - Untuk BKD/Sister					
	Periode 2023/2024 Gasal					Dunduh Tutorial Pengisian SISTER	
	2023/2024 0038						Click
		npulan bukti pengajaran yang bisa elkannya di SISTER. SK mengajar d			aplikasi sister yang berupa tautan dokumen. Anda	bisa menyalin tautan dengan cara klik	Circi
P	rogram Studi	Mata Kuliah	Kelas	Dokumen	LINK Bukti	Salin	
S	2 Teknologi Pendidikan	Teknologi Komunikasi dan Inovasi Pendidikan	2022A	Presensi Mahasiswa	https://sindig.unesa.ac.id/bkd/Mrqdkm0Rz6	Salin	
		Inovasi Pendidikan		Jurnal Kuliah	https://sindig.unesa.ac.id/bkd/0Q1xB2d88m	Salin	
				Nilai Mahasiswa	https://sindig.unesa.ac.id/bkd/30LGzbmOZx	Salin	
				S.K Mengajar	https://sindig.unesa.ac.id/bkd/DxD3j6eVzC	Salin	
	2 Teknologi Pendidikan	Teknologi Komunikasi dan Inovasi Pendidikan	2022B	Presensi Mahasiswa	https://sindig.unesa.ac.id/bkd/FbpaqfhAQC	Salin	
S.		movasi Pericicikan		Jurnal Kuliah	https://sindig.unesa.ac.id/bkd/HqeZJCXdAv	Salin	
5							
5				Nilai Mahasiswa	https://sIndig.unesa.ac.id/bkd/zm389fU0GE	Salin	
S				Nilai Mahasiswa S.K Mengajar	https://sindig.unesa.ac.id/bkd/zm389fU0GE https://sindig.unesa.ac.id/bkd/U7qxB3Rwx5	Salin	

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:

Home Sla	kadu Bimbingan RPS Pengajaran Kuliah Asy	nchronous Kuliah Synchron	ous Bimtek & Workshop	Help		Upl	oau	* 🖡
			For		0.			
	Mata Kuliah	Program Studi		Buat MBZ	Unggah	FileName	Delete	
	Animasi 2 Dimensi dan 3 Dimensi	S1 Teknologi Pendidikan		Buat	Unggah			
	Animasi 2 Dimensi dan 3 Dimensi	S1 Teknologi Pendidikan				master.mbz		
	Animasi 2 Dimensi dan 3 Dimensi	S1 Teknologi Pendidikan				master.mbz		
	Animasi 2 Dimensi dan 3 Dimensi	S1 Teknologi Pendidikan				master.mbz		
	Aplikasi Komputer	S1 Pendidikan Luar Biasa		Buat	Unggah			
	Aplikasi Komputer	S1 Pendidikan Kepelatihan Olahraga		es.		master.mbz		
	Aplikasi Sistim Informasi Manajemen Pendidikan	S2 Manajemen Pendidikan		Buat	Unggah			
	Dasar-Dasar Animasi	S1 Teknologi Pendidikan			Enroll Dosen	master.mbz	Hapus	
	Digitalisasi Pengelolaan Pendidikan	S2 Manajemen Pendidikan		Buat	Unggah			
	Digitalisasi/Sistem Informasi Data Desa	S1 Teknologi Pendidikan			Enroll Dosen	master.mbz	Hapus	

Figure 2. 60 Unesa digital sinau pages

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

- 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

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:

 International destates, Bertargen IPS Pergenerer Addated.phonosom Ref. Addated.phonosom Ref.<td>Image: Contract of the state of t</td>	Image: Contract of the state of t
	Keins Made Kalden Program Statistic Australia ST Tremory Processes St Tremory Procese

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

Home Perkuliahan Bimbinga	in Kullah Asynchronous Kullah Synchronous			* 🔮
₽ 2 2	🖄 SPADA INDONE	51A 2 3 4 5 6 7 8	9 10	
	Mithewater	membahas sejarah Jepang dari jaman praseja	Illetres Interviews ILMU 5059AL POLITIK, HUMANORA ang diterritikan di semester 4 dengan bobot 2 sks. Mata kuliat ah sampal sejarah Jepang modern. Sejarah Jepang depataj ing dihadapi dan begaimana solusinya dalam setiap zamann	ri dengan
		HERI WIDODO	Oongle Scholar Sinta User	View
			Vie	w Course. 3

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:

INDONESIA CYBER EDUCATION INSTITUTE	Mata Kuliah	Universitas	Programs 🔻	Sertifikat	Berita/Info	Daftar	Masuk
Deskripsi	Mata Ku	liah			Nomor Kursus	MKSD	91207
manajemen kompon kepemimpinan dalar	ien sekolah, manaj m manajemen seko	jemen berbasis se olah dasar, penera	an, kepemimpinan ke kolah, peran serta ma apan koordinasi, komu	asyarakat, Inikasi, dan	Enrollment Star	t Aug 20	, 2022
kepemimpinan seko	lah dasar, Transfo Isan, Identifikasi p	rmational leadersh ermasalahan kepe	masi Pendidikan, Kec nip, Konsep dan pene emimpinan sekolah da an di sekolah dasar	rapan	Enrollment End	Dec 31	2022
Bobot sks : 2	ient, dan Penjanin				Kelas Dimulai	Aug 20	2022
			ICE Institut	e	Kelas Berakhir	Dec 31	,2022
Capaian P	embelaj	aran			Bahasa	E	nglish
 Mahasiswa man Dasar. 	npu menerapkan m	anajemen pendidik	an dan kepemimpinan	pada Sekolah			

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:

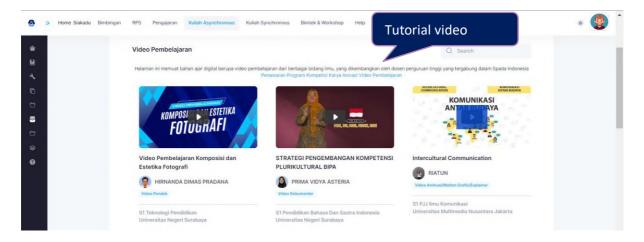


Figure 2. 66 Learning video pages

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:

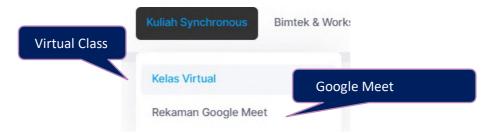


Figure 2. 67 Pages of course grades

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:

					_		
Q. Search							
Semua URL kelas virtual akan ostosma Catatan : Zoom Meeting dibuka disesi	astis dikirim ke dashboard masing-masing mahasiswa. uaikan dengan hari dan jam kuliah.	Click			9	Click	
Program Studi/Kelas	Mata Kuliah	Waktu	Ruang	Zoom	Googgle Meet	Class Recorded	
S1 Teknologi Pendidikan 2022C	ANIMASI 2 DIMENSI DAN 3 DIMENSI	Senin 07:00 - 10:20	04.02.01	Buka	Bust		
S1 Teknologi Pendidikan 2022B	ANIMASI 2 DIMENSI DAN 3 DIMENSI	Senin 12:00 - 15:20	04.01.13	Buka	Buat		
S1 Teknologi Pendidikan 2022A	Pengembangan Media Audioradio	Senin 12:50 - 16:10	04.03.03	Buka	Buat		
S3 Teknologi Pendidikan 2021A	Disertasi	Selasa 07:00 - 08:40	VIRTUAL	Buka	Buat		
S3 Teknologi Pendidikan 2021A	Proposal Penelitian	Selasa 08:40 - 10:20	VIRTUAL	Buka	Buat	2	
S1 Teknologi Pendidikan 2022B	Pengembangan Media Foto	Selasa 08:40 - 12:00	04.01.13	Buka	Buat	2	
S3 Teknologi Pendidikan 2023A	Pembelajaran Cyber	Selasa 10:20 - 12:00	05.01.06	Buka	Buat		
S1 Teknologi Pendidikan 2022A	Pengembangan Media Foto	Selasa 12:00 - 15:20	04.03.03	Buka	Buat		

rigure 2. 00 onnine recture 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:

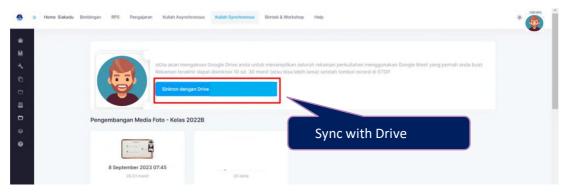


Figure 2. 69 Online lecture recordings

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:

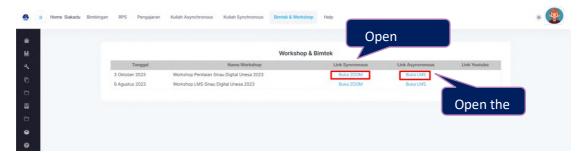


Figure 2. 71 Unesa technical guidance and workshop pages

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:

≫ Home Sia	ikadu Bimbingan RPS Pengajaran Kuliah Asynch	ronous Kullah Synchronous Bintek & Workshop Help	_	* 🔮
	Sertifikat SiDia Unesa	SIDIA		
	Sertifikat SiDia Unesa dapat diperoleh deng 1. Mengikuti kegiatan workshop/bimtek ya	an cara : ng diselenggarakan oleh Direktorat Akademik UNESA		
	Q Search	Kegiatan	Unduh Sertifikat	•

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:

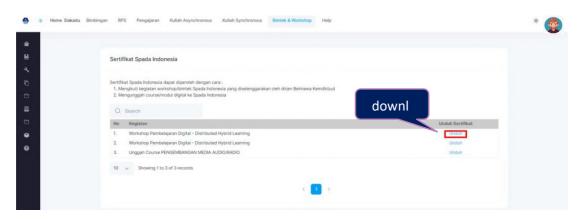


Figure 2. 73 Indonesian Spada certificate pages

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



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:

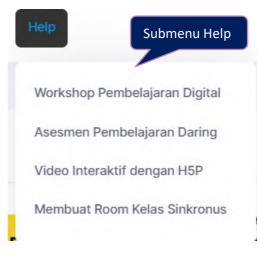


Figure 2. 74 Sub menu help

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

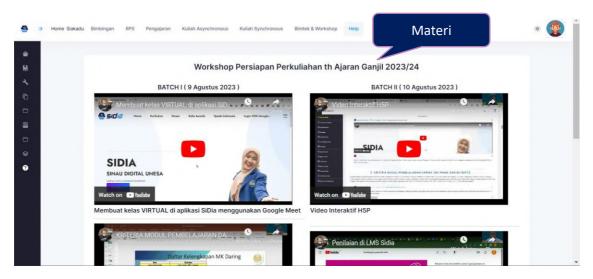


Figure 2.75 pages of digital learning workshop guide