MANUAL CYBER LEARNING

Moodle 3.6. untuk Dosen



Penyusun Perpustakaan dan MSI Unika Soegijapranata 2020

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I. PENDAHULUAN

Pada era disruptive saat ini, organisasi dituntut untuk dapat beradaptasi dengan perubahan jaman, terutama dalam perkembangan teknologiinformasi. Hal ini diperlukan organisasi, terutama di bidang pendidikan, agar terus inovatif dan tetap dapat menjalankan karya-karya yang bermanfaat bagi masyarakat. Meskipun dalan beberapa analisa disebutkan profesi dosen merupakan salah satu yang akan tergerus oleh jaman, hal tersebut bisa tidak terjadi apabila kita juga terus melakukan inovasi dalam pembelajaran dan mengembangkan nilai-nilai kemanusiaan sebagai bagian dari ciri khas perguruan tinggi. Namun aktivitas dosen dalam memenuhi tugasnya seringkali tidak mulus karena mobilitas yang cukup tinggi dalam menjalankan Tri Dharma Perguruan Tinggi. Sedangkan dalam rangka untuk menjamin mutu perguruan tinggi, hak mahasiswa dalam memperoleh pembelajaran merupakan kewajiban perguruan tinggi yang harus dipenuhi. Untuk itu, Unika Soegijapranata mengembangkan Cyber Learning yang merupakan pengembangan dari platform E-learning sebelumnya untuk dapat menjawab kebutuhan tersebut. Cyber Learning Unika Soegijapranata dapat dimanfaatkan untuk kepentingan Hybrid Learning karena secara otomatis terhubung dengan sistem KRS dan dilengkapi dengan berbagai sarana yang dapat sejajar dengan perkuliahan tatap muka, seperti ruang diskusi, presensi, maupun pencegahan plagiasi. Dengan begitu, proses pembelajaran melalui Cyber Learning yang sudah direncanakan, dapat seimbang dengan proses pembelajaran tatap muka. Cyber Leraning Unika Soegijapranata sesuai dengan fungsinya sebagai pembelajaran melalui koneksi internet dapat diakses melalui alamat http://cyber.unika.ac.id.

II. MENGAKSES E-LEARNING UNIKA

2.1. Log In

Dosen pengampu mata kuliah dapat mengakses halaman E-learning dosen dengan proses log in sebagai berikut:

- 1. Buka alamat URL: <u>http://cyber.unika.ac.id</u>
- 2. Klik "Login" yang terdapat di pojok kiri bawah, kemudian pilih "Log in Google", seperti pada gambar.

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eLearning						
Cyber Unika						
Log in						
Username						
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Remember username Log in						
Forgotten your username or password?						
Cookies must be enabled in your browser ⑦						
Some courses may allow guest access Log in as a guest						
Cog in using your account on: G Google Pilih untuk log in						

- 3. Log in E-learning dosen terhubung dengan username password email Unika
- 4. Setelah berhasil log in, maka pada Dashboard akan tampil mata kuliah Semester Ganjil/Genap

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2.2. Format Setting Course (melakukan format ulang setting course/ mata kuliah, misal untuk menambahkan jumlah topik)-→Pilih Mata kuliah-→Pilih Administration→Edit Settings

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Turn editing off		
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Tampilan Edit Course Settings

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		Topic 2Topic 3Topic 4	
Course end date			I ⊡ †÷≉
Course ID number 💿		Course administratio	n

Mulai dilakukan edit, misalnya untuk menambah Topik, pilih Course Format→Pilih Format→Topics Format

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Untuk Menambah jumlah Topic- \rightarrow Pilih Number of Sections, dan tentukan jumlah topic yang akan ditambahkan- \rightarrow Save and Display

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Membuat TOPIC- \rightarrow pilih Turn Editing On (pojok kanan atas) (setiap akan mengisikan aktivitas dan resources harus diubah ke Turn Editing Off)-- \rightarrow klik menjadi Turn Editing Off

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Topic 1	DM Courses 2017.62 23175182 01
Topic 2	 Participants Padges Competencies Grades
Topic 3	■ General ■ Topic 1

 \rightarrow Pilih Topik 1-- \rightarrow add an activity or resource



III. MEMBUAT AKTIFITAS

Pilih AKTIFITAS- \rightarrow assignment, attendance, big blue button, chat, forum, quiz, dll



3.1. Attendance

Fasilitas yang akan mencatat kehadiran mahasiswa pada sebuah course /kelas kemudian merekamnya dalam bentuk laporan yang bisa diakses oleh dosen maupun mahasiswa.

Self Attendance

Pilih:Add an activity or resource

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Pilih: Activities- \rightarrow Attendance- \rightarrow Add



Pilih:Grade-- \rightarrow Type- \rightarrow None- \rightarrow Save and display

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Pilih: Add Session- \rightarrow isikan date dan time- \rightarrow scroll ke bawah

Pilih: Student Recording- \rightarrow beri tanda centang pada Allow student to record own attendance-Add

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Automatic marking ⑦ Disabled	Course administration
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Show more	Add
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Footer (Left) Add Cancel Footer (Middle)	Pooter (Right)

Self Attendance sudah siap- \rightarrow catatan: tidak perlu mengaktifkan button warna hijau (dibawah tulisan action)



3.2. Assignment: Melalui aktivitas ini, dosen dapat memberikan tugas yang mewajibkan mahasiswa mengirim (upload) konten digital, misalnya essay, tugas proyek, laporan, dan lain-lain. Jenis file yang dapat dikirim misalnya word documents, spreadsheets, images, audio and video clips. Selanjutnya dosen dapat melihat dan menilai tugas yang telah dikirim oleh mahasiswa.

Pilih: add an activity and resources

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Pilih: Activities- \rightarrow Assignment- \rightarrow Add



Mengisikan Nama Tugas, Deskripsi Tugas



Memasukkan File Tugas:

1. Alternatif 1: buka file (yang disimpan di laptop/PC)- \rightarrow pilih file- \rightarrow drag and drop

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2. Alternatif 2: pilih Add

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file \rightarrow upload a file \rightarrow browse (pilih file di laptop/PC)- \rightarrow upload file

Mengatur Tanggal Pengumpulan Tugas:

- 1. Allow submission from)-→klik centang pada Enable-→diisikan mulai tanggal dan jam pengumpulan tugas
- 2. Date Due)-→klik centang pada Enable diisikan tanggal dan jam batas akhir pengumpulan tugas

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Mengaktifkan PlagiarismCheck untuk scan tugas

1. Pilih Submission Settings-→Require students click submit button, pilih Yes

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2. Pilih PlagiarismCheck.org plugin-→Autocheck pilih Yes-→Save and display



3.3. **BigBlueButton**: Bigbluebutton dapat digunakan sebagai server web conference, dimana semua berbasis web dan berkomunikasi lewat web. Bigbluebutton memberikan banyak keuntungan bagi penggunanya di antaranya adalah mudah di jangkau,mudah di konfigurasi,hemat biaya dan dengan bigbluebutton ini memudahkan dosen dan mahasiswa bertelekomunikasi kapan pun sesuai dengan waktu yang direncanakan

Pilih: add an activity and resources



Pilih: Activities- \rightarrow Bigbluebutton- \rightarrow Add



Isikan: Virtual Classroom Name

Isikan Nama Kelas Virtual- \rightarrow Pilih Activity/ Room Settings- \rightarrow Wait for moderator diberi tanda Centang

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Pilih Participant lis- \rightarrow Add participant, pilih Role- \rightarrow pilih Authenticated User- \rightarrow Add

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Restrict acces	s			

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Pilih: Join Session



Klik Run Adobe Flash \rightarrow pilih Allow

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Cek: Audio→pilih Microphone



Pilih Allow

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sers Status Name		Microphone to share: default: Microphone (Realtek High Definition Au ▼ ■ Remember this decision	_ =	Chat _ Public Options
All	OW Firefox	Allow Don't Allow	Instrument Fying	06:10 🛆 Welcome to Pengelolaan Dokumen Digital! For help on using BigBlueButton see these (short) <u>tutorial videos</u> .
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Pilih End Session

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Pilih: Start Play Back untuk melihat hasil rekaman



Tampilan Rekaman di Bigbluebutton



3.4. Live Chat: Aktivitas setiap peserta dapat berdiskusi secara real-time via web



Masukkan Ruang Chat dan Isilah Dekripsinya

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Pilihan Chat Sessions- \rightarrow Next Time Chat dan Repeat/Publish Session Times

Next Time Chat: Atur waktu untuk kegiatan chat

Repeat/Publish Session Time (Pilihan Pengaturan waktu untuk Chat):

Don't publish any chat times- tidak ada pengaturan waktu, mahasiswa bisa melakukan chat setiap saat

• No repeats - publish the specified time only- pengaturan waktu chat berdasarkan jadwal yang sudah ditentukan

• At the same time every day- pengaturan waktu chat setiap hari

• At the same time every week-pengaturan waktu chat setiap minggu

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Pilihan penyimpanan pesan Chat- \rightarrow Never delete messages

Pilihan untuk melihat pesan Chat sebelumnya- \rightarrow Yes

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Ruang Chat telah siap digunakan



3.5. Forum

Sama dengan chat, pada forum, student dan dosen dapat berinteraksi satu sama lain secara real-time. Namun tidak seperti chat, pada forum interaksi yang dilakukan secara asinkron. Setiap member yang tergabung dalam forum akan menerima salinan dari posting di email mereka.

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Pilihan Tipe Forum (Forum type)

•

• Q and A Forum - pengajar memberikan pertanyaan, kemudian siswa menanggapi dengan memberikan jawaban, tapi mereka tidak akan melihat jawaban dari siswa lain.

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Pengaturan untuk menerima pemberitahuan (melalui email) setiap ada informasi baru. (Subscription Mode)

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Pilihan untuk membaca pesan di Forum (Subscription and Tracking):

Subscription Mode-→Pilih optional Subscription

Read Tracking- \rightarrow Optional

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Locking Discussion- \rightarrow Do not lock discussions

Nilai (Grade)-→ Uncategorised

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Memasukkan topik diskusi→pilih add a new discussion topic



Isilah Subject dan Mesagge



Masukkan file (apabila ada) untuk kegiatan forum (soal, dll)



Isilah tanggal mulai dan tanggal berakhir untuk kegiatan Form→ kemudian pilih Post to Forum



Forum sudah siap digunakan (dimulai sesuai waktu yang telah ditentukan)

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3.6. Quiz: Pada modul ini, dosen dapat mendesain kumpulan soal, yang berisi multiple choice, true-false, dan pertanyaan jawaban singkat. Pertanyaan - pertanyaan tersebut akan tersimpan di bank soal yang dapat dikategorikan dan digunakan ulang

3.6.1 Membuat Quiz Multiple Choice (input soal satu per satu)

Pilih Activities-→Quiz



Beri nama/ judul untuk QUIZ



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Setelah memberi nama/ judul untuk quiz, dilakukan pengaturan yang bisa diisikan sesuai dengan kebutuhan yang diinginkan, yakni antara lain:

- **Open the quiz*:** Tanggal dan jam dimana quiz dimulai
- Close the quiz*: Tanggal dan jam dimana quiz sudah ditutup (selesai).

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Buat pengaturan waktu mulai dan berakhirnya QUIZ- \rightarrow setelah proses pengaturan sesuai kebutuhan selesai- \rightarrow Save and display

- **Time limit*:** Lamanya waktu penyelesaian quiz.
- When time expires: Pilihan untuk menentukan jarak waktu yang diperbolehkan mengulangi Quiz selanjutnya.
- Pengaturan pada Grade:
 Grading method: Untuk soal yang boleh diulang, cara menentukan nilai akhir dapat dipilih misalnya: nilai tertinggi, rerata, pertama, atau terakhir
- Pengaturan pada Question Behaviour:
 - **Shuffle within questions*:** Pertanyaan dapat disajikan secara acak setiap kali quiz diakses.

How questions behave: jenis pertanyaan (pilih pengaturan apabila diperlukan)

Allow redo within an attempts*: apabila pilihan Yes berarti pengguna boleh mencoba mengulangi quiz.

- **Each attempt builds on the last:** apabila pilihan Yes berarti setiap menjawab soal ulangan akan dipengaruhi hasil jawaban sebelumnya.



Pilih Add- \rightarrow an new question

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Repaginate			Add		\mathbf{N}	+ a new question
C			Auu)	+ from question bank
				1 /		+ a random question
	Re	eturn to: Topic 1+D				



Pilihan pertanyaan untuk QUIZ \rightarrow misal: Multiple Choce- \rightarrow Add

Isilah Nama Pertanyaan (Question Name) dan Pertanyaan (Question Text)



Isilah Pertanyaan QUIZ dan beri nilai (untuk jawaban yang benar (100%) dan salah (none)) - \rightarrow save changes

eLearning 📁 English (en) 🕨	🖻 My courses ▶ 🛛 🖉 This course ▶	۲	🌲 🧙 🛃 20
 Answers 		_	
			ADD A BL
Dertenveen			Add
Pertanyaan	Koran, radio, <u>televisi</u> ,		
Grade	100% Nllai		
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Choice 2			
	Koran, <u>buletin, televisi</u> , on line		
Grade	None		
Feedback			
	Save changes Cancel		
Choice 3			

Pembuatan soal multiple choice 1 (pertama) selesai, disimpan, lanjutkan ke soal multiple choice berikutnya dengan tahapan yang sama dengan sebelumnya

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Tampilan QUIZ Multiple Choice



3.6.2. Import soal Quiz Multiple Choice (soal dalam jumlah banyak)

Tahapan pembuatan soal pada aktivitas Quiz seperti di atas apabila dirasakan cukup lama sehingga kurang efisien secara waktu, maka terdapat cara yang lain untuk membuat soal secara lebih cepat dengan cara import soal-soal ke bank soal di cyber. Langkah - langkahnya sebagai berikut:

Pilih Course Administration- \rightarrow Question bank

🔢 Apl 🤴 "SaveFrom.net help... 🗋 Tab Baru 🜟 Perpustakaan Nasio.... 🚆 Search error encou... 📮 Can't browse descri... 📮 AtoM 2.4 new instal.



Pilih Categories



Lengkapilah kolom pada bagian "Add Category", seperti "parent category" dan "name". Pembuatan kategori adalah upaya untuk mengelompokkan soal - soal tersebut secara rapi sehingga soal - soal yang dibuat tidak tercampur dengan soal - soal yang lain.

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	Backup
UTS Dokumentasi Media	Restore
	🏩 Import
Category info	Publish
	C Reset
	Question bank
	Categories
	Export
Add category	Export
	Site administration

Kategori yang telah dibuat akan muncul. Jika ingin mengubah kategori tersebut, maka tekan tombol "edit this category" dengan simbol gerigi, atau jika ingin menghapus tekan tombol silang (x).



Setelah membuat kategori, maka langkah selanjutnya ialah memasukkan soal secara masal ke bank soal. Pada kolom "Administration" di halaman course, pilihlah "Question Bank > Import".



Sebelum ke langkah selanjutnya, bukalah Notepad pada komputer kemudian buat atau masukkan soal (soal-soal yang sebelumnya diketik dalam format MsWord, copy-paste pindahkan ke Notepad) dengan format berikut ini, kemudian simpan dengan format *.txt jika sudah selesai.

Format Soal Pilihan Ganda (tanda "=" merupakan penanda jawaban yang benar) Pertanyaan

- {
- =Pilihan Jawaban 1
- ~ Pilihan Jawaban 2
- ~ Pilihan Jawaban 3
- ~ Pilihan Jawaban 4
- ~ Pilihan Jawaban 5
- }

(beri jarak 1 spasi untuk soal selanjutnya)

Contoh penulisan soal di Notepad

soal dokumentasi media-trial3 - Notepad File Edit Format View Help Apa yang dimaksud dokumen korporil { =dokumen yang tidak tercetak atau terekam ~dokumen audio ~dokumen visual ~dokumen visual ~dokumen surat } Apa yang dimaksud dokumen literer { ~patung ~lukisan =buku, majalah ~batik ~arca }

Pilih file format "Missing word format".

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General General	Dokumentasi Media Dokumentasi Media Massa Manfaat Monitoring Dokumentasi Media Massa

Pada bagian General, pilih kategori yang akan digunakan untuk mengelompokkan soal tersebut, kemudian upload file soal yang telah dibuat sebelumnya.

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Setelah itu tekan tombol "Import". Jika berhasil maka akan muncul seperti berikut ini.



Kemudian tekan tombol continue untuk melanjutkan dan menyimpan soal tersebut ke bank soal di Cyber.

Selanjutnya memasukkan soal-soal ke Quiz yang sebelumnnya sudah dibuat. Langkah - langkahnya sebagai berikut.

Buka atau tekan Quiz yang sudah dibuat di halaman course, kemudian pilih "Edit quiz". Maka akan tampil seperti berikut:

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Back to the course Return to: Topic 8+9	Massa Dokumentasi Media Manfaat Monitoring Dokumentasi Media Massa Reference Manager

Pilih Add



Pilih "Question Bank Content"



Centang pertanyaan yang ingin dimasukkan, kemudian tekan tombol "Add selected questions to the quiz".

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Tampilan soal

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3.7. Announcements: mengirimkan pengumuman ke email student Pilih Announcements- \rightarrow add a new topic

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Mengisi Subject dan Message



Beri tanda centang (V): Send forum post notifications with no editing-time delay-- \rightarrow kemudian pilih Post to forum

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Tampilan setelah setelah announcements terkirim

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IV. MEMBUAT RESOURCE

Pilihan RESOURCES→File



4.1. File

Isikan Nama Materi



Masukkan file materi- \rightarrow buka file (laptop/PC)- \rightarrow Click- \rightarrow drag \rightarrow drop file



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Tampilan file yang sudah masuk \rightarrow save and display

Materi sudah bisa diakses



V. Cetak Laporan Aktifitas (Berita Acara Perkuliahan)

Pilih Administration- \rightarrow Reports- \rightarrow Logs

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Pilih hari/tanggal dan aktifitas- \rightarrow Get These Logs

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Tampilan Logs

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10 March 2020, 11:21 PM	17m10091 VINA MUTHI AMBARWATI	-	Assignment: Tugas Pengantar Dokumentasi Media	Assignment	Course module viewed	The user with id '5241' viewed the 'assign' activity with course module id '1796'.	web	158.140.187.244			
10 March 2020, 9:19 PM	17m10091 VINA MUTHI AMBARWATI	-	Assignment: Tugas Pengantar Dokumentasi Media	Assignment	The status of the submission has been viewed.	The user with id '5241' has viewed the submission status page for the assignment with course module id '1796'.	web	36.79.50.85			

Scroll ke bawah sampai menemukan menu download, pilih format microsoft excel $(.xlsx) \rightarrow$ pilih tombol download

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10 March 2020, 8:51 AM	17m10040 CORNELIA AGATA WIJI S	-	Assignment: Tugas Pengantar Dokumentasi Media	Assignment	The status of the submission has been viewed.	The user with id '5200' has viewed the submission status page for the assignment with course module id '1796'.	web	110.1	36.170.49
10 March 2020, 8:51 AM	17m10040 CORNELIA AGATA WIJI S	-	Assignment: Tugas Pengantar Dokumentasi Media	Assignment	Course module viewed	The user with id '5200' viewed the 'assign' activity with course module id '1796'.	web	110.1	36.170.49
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Tampilan laporan aktifitas (BAP) dalam format microsoft excel:

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2	10/03/20,	17m1009	1 -	Assignment: Tug	as Pengantar (Dokumen	tasi Media	Assignment	Th	e status of t	he submission	The user v	n web	158.140.18	7.244			
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1	10/03/20,	17m1009	1 -	Assignment: Tug	as Pengantar (Dokumen	tasi Media	Assignment	Th	e status of t	he submission	The user v	v web	36.79.50.85				
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3	10/03/20,	17m1007	1 -	Assignment: Tug	as Pengantar I	Dokumen	tasi Media	Assignment	Th	e status of t	he submission	The user v	n web	125.163.17	3.47			
4	10/03/20,	17m1007	1 -	Assignment: Tug	as Pengantar I	Dokumen	tasi Media	Assignment	Co	urse module	e viewed	The user v	n web	125.163.17	3.47			
5	10/03/20,	17m1007	'1 17m10071	L Assignment: Tug	as Pengantar I	Dokumen	tasi Media	File submissions	Su	bmission up	dated.	The user v	v web	125.163.17	3.47			
6	10/03/20,	17m1007	1 -	Assignment: Tug	as Pengantar I	Dokumen	tasi Media	File submissions	A	ile has beer	n uploaded.	The user v	n web	125.163.17	3.47			
7	10/03/20,	17m1007	1 -	Assignment: Tug	as Pengantar I	Dokumen	tasi Media	Assignment	Co	urse module	e viewed	The user v	n web	125.163.17	3.47			
8	10/03/20,	17m1009	1 -	Assignment: Tug	as Pengantar I	Dokumen	tasi Media	Assignment	Th	e status of t	he submission	The user v	n web	114.125.81	.101			
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Fasilitas Reports:

a. Competencies Breakdown Mengetahui kompetensi/ peringkat mahasiswa yang mengikuti mata kuliah

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Competency breakdown Competency ratings in this course are updated immediately in learning plans.	 ➢ Competencies ⊞ Grades ■ General ■ Topic 1 		
Competency Rating		Topic 2	

b. Logs

Laporan aktivitas dihasilkan untuk mengetahui aktivitas yang terjadi dalam mata kuliah tersebut. Untuk bisa melihat laporan aktivitas bisa dipilih per aktivitas atau semua aktivitas, termasuk waktu pelaksanaan aktivitas juga bisa dipilih, setelah itu pilih Get these logs

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Contoh Logs atau laporan seluruh aktivitas dalam mata kuliah

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Page: 1	2 3 4 5 6 7 8 (Next)	Affected	Event context	Component	Event name	Description	Origin	IP address
9 May, 04:29	2017G25821996176 RIKARDA RATIH SAPTAASTUTI	-	Course: 23175182.G2 DOKUMENTASI MEDIA 01	System	Course viewed	The user with id '7025' viewed the course with id '384'.	web	103.44.37.206
9 May, 04:29	2017G25821996176 RIKARDA RATIH SAPTAASTUTI	-	Course: 23175182.G2 DOKUMENTASI MEDIA 01	Course participation	Participation report viewed	The user with id '7025' viewed the course participation report for the course with id '384'.	web	103.44.37.206
9 May, 04:28	2017G25621996176 RIKARDA RATIH SAPTAASTUTI	-	Course: 23175182.G2 DOKUMENTASI MEDIA 01	Course participation	Participation report viewed	The user with id '7025' viewed the course participation report for the course with id '384'.	web	103.44.37.206
9 May, 04:28	2017G25821996176 RIKARDA RATIH SAPTAASTUTI	-	Course: 23175182.G2 DOKUMENTASI MEDIA 01	System	Course viewed	The user with id '7025' viewed the course with id '384'.	web	103.44.37.206
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c. Live Logs

Logs atau laporan aktivitas yang aktif dan update setiap 60 detik unika.acid/report/loglive/index.php?id=384

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9 May, 04:46	2017G25821996176 RIKARDA RATIH SAPTAASTUTI	-	Course: 23175182.G2 DOKUMENTASI MEDIA 01	Live logs	Live log report viewed	The user with id '7025' viewed the live log report for the course with id '384'.	web	103.44.37.206
9 May, 04:44	2017G25821996176 RIKARDA RATIH SAPTAASTUTI	-	Course: 23175182.G2 DOKUMENTASI MEDIA 01	Logs	Log report viewed	The user with id '7025' viewed the log report for the course with id '384'.	web	103.44.37.206
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9 May, 04:29	2017G25821996176 RIKARDA RATIH SAPTAASTUTI	-	Course: 23175182.G2 DOKUMENTASI MEDIA 01	Course participation	Participation report viewed	The user with id '7025' viewed the course participation report for the course with id '384'.	web	103.44.37.206
9 May, 04:28	2017G25821996176 RIKARDA RATIH SAPTAASTUTI	-	Course: 23175182.G2 DOKUMENTASI MEDIA 01	Course participation	Participation report viewed	The user with id '7025' viewed the course participation report for the course with id '384'.	web	103.44.37.206
9 May, 04:28	2017G25821996176 RIKARDA RATIH SAPTAASTUTI	-	Course: 23175182.G2 DOKUMENTASI MEDIA 01	System	Course viewed	The user with id '7025' viewed the course with id '384'.	web	103.44.37.206
9	2017G25821996176	-	Course: 23175182.G2	Activity	Activity	The user with id '7025' viewed the	web	103.44.37.206

d. Activity Reports

Laporan aktivitas dalam mata kuliah dari awal sampai dengan akhir

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omputed from logs since Wednesday, 31	January 2018, 9:47 AM.				
Activity	Views	Related blog entries	Last access		
Announcements					
	170 by 24 users	-	Tuesday, 24 April 2018,	2:25 AM (15 days 2 hours)
Pengantar Dokumentasi Media	33 by 15 users		Tuesday, 24 April 2018,	9:56 AM (14 days 18 hours)
Absen Dokumentasi Media	-	-			
🖶 Dokumentasi Media	8 by 4 users	-	Monday, 23 April 2018,	10:34 PM	(15 days 6 hours)
🗸 Dokumentasi Media Massa	19 by 3 users	-	Tuesday, 24 April 2018,	7:20 AM (14 days 21 hours)
Topic 2					
1					
Attendance					
Rengelolaan Dokumen Digital	38 by 7 users	-	Tuesday, 24 April 2018,	8:21 AM (14 days 20 hours)