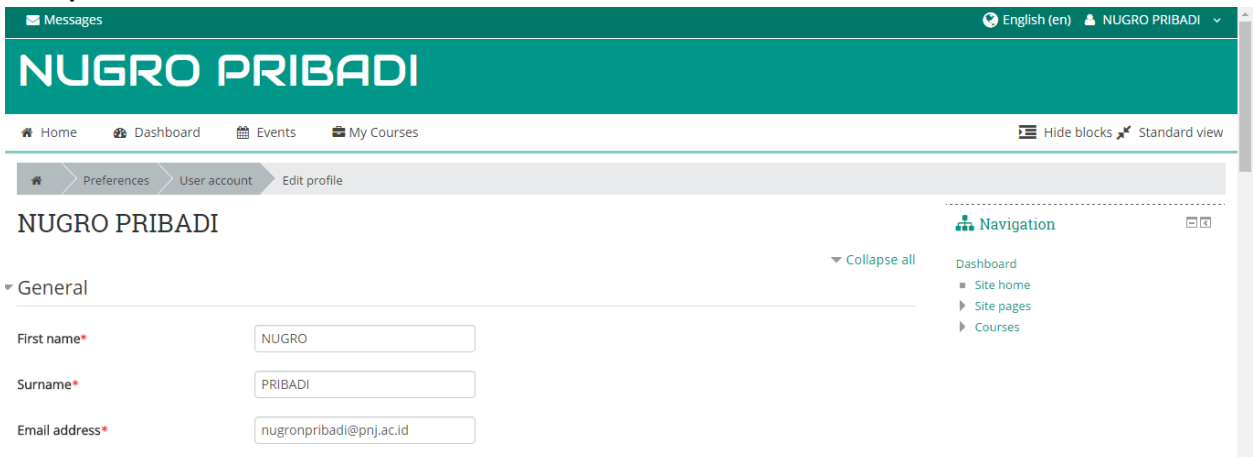


## A. Tutorial Membuat *Course* (Mata Kuliah)

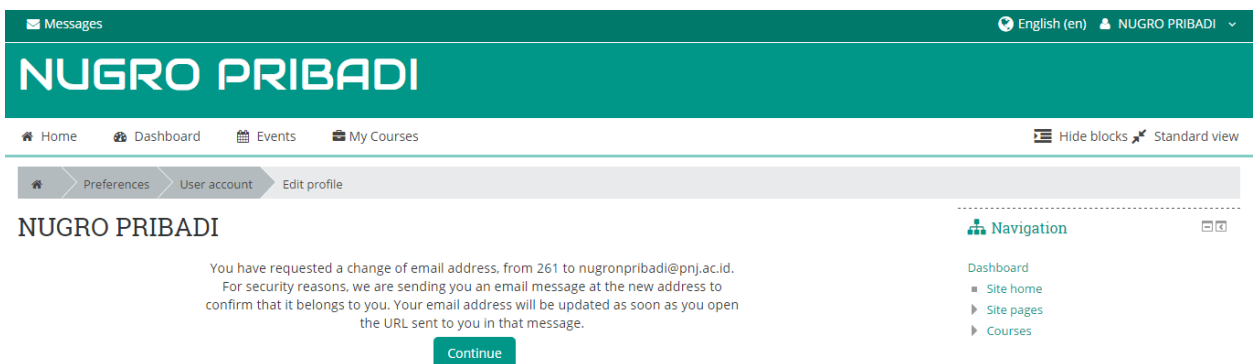
1. Buka [elearning.pnj.ac.id](http://elearning.pnj.ac.id), login menggunakan *Username* dan *Password* internet



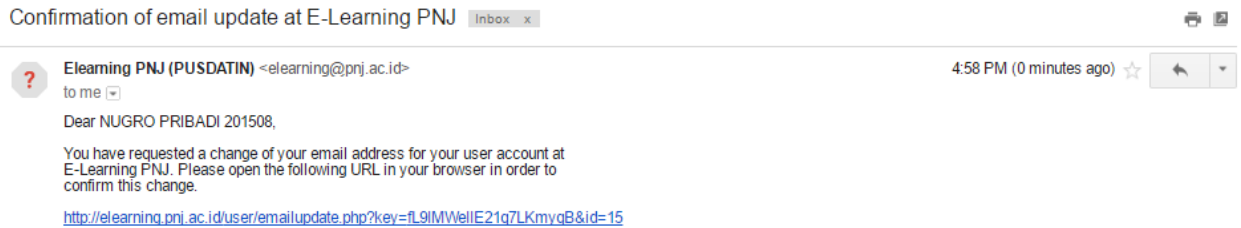
2. Isikan data secara benar dan lengkap. Minimal input Nama dan Email, kemudian *Scrol* ke bawah klik *Update*.



3. Klik *Continue*



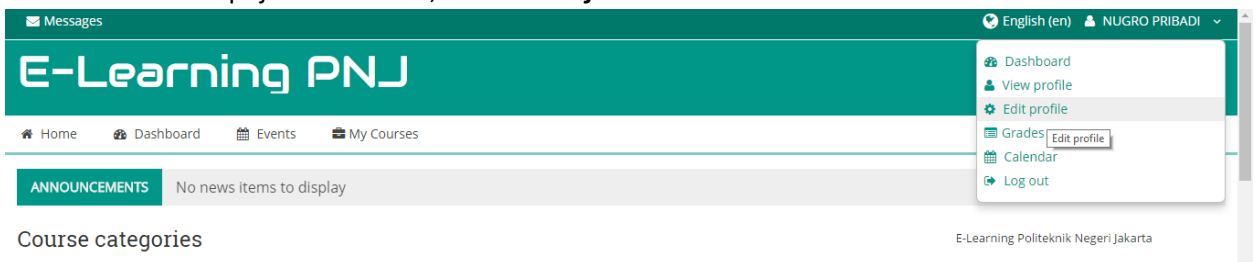
4. Klik link yang dikirimkan melalui email



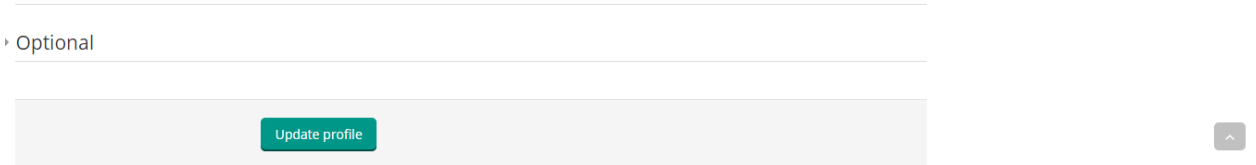
5. Klik Continue



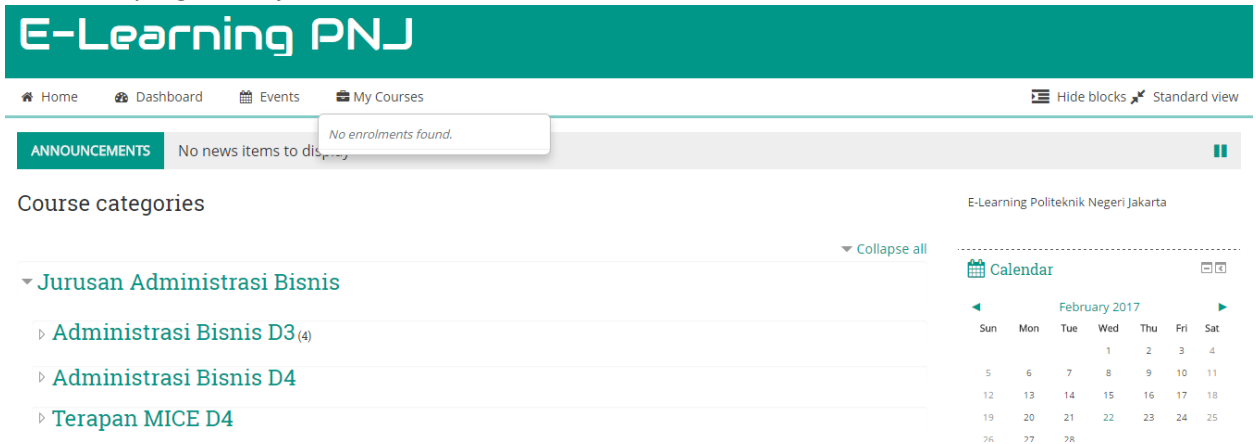
6. Arahkan kursor ke pojok kanan atas, klik **Edit Profile**



7. Kemudian *Scrool* ke bawah, klik **Update Profile**



8. Pilih Prodi yang Anda ajar



9. Pilih **Add a new course**

The screenshot shows the E-Learning PNJ interface. At the top, there is a navigation bar with 'Home', 'Dashboard', 'Events', and 'My Courses'. A 'Manage courses' button is visible. Below the navigation bar, there is a breadcrumb trail: 'Courses > Jurusan Administrasi Bisnis > Administrasi Bisnis D4'. A search bar is present with the text 'Jurusan Administrasi Bisnis / Administrasi Bisnis D4' and a 'Search courses' input field. A 'Go' button is below the search bar, and a prominent 'Add a new course' button is centered below it. On the right side, there is a 'Navigation' block with a 'Dashboard' section containing 'Site home', 'Site pages', and 'Courses'. The 'Courses' section is expanded to show 'Jurusan Administrasi Bisnis', 'Administrasi Bisnis D3', and 'Administrasi Bisnis D4'.

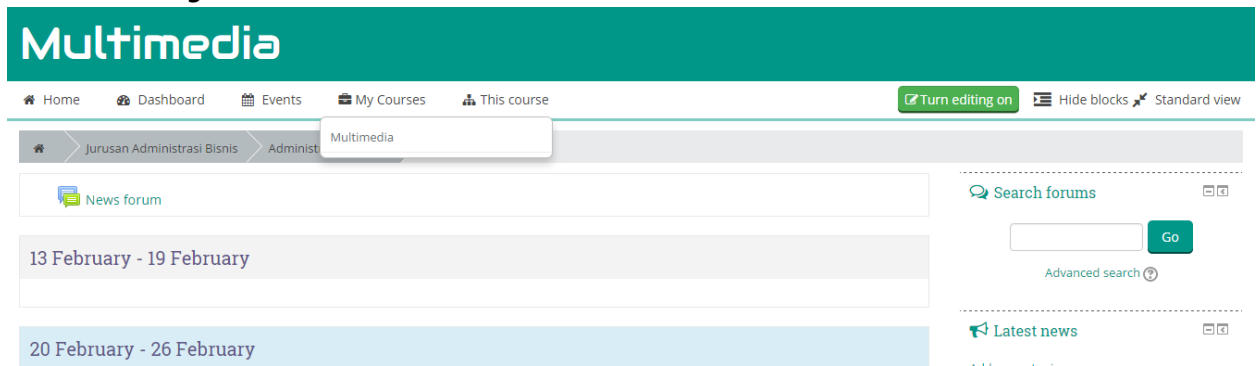
10. Isikan **Course full name**, **Course sort name** dan **Course start date** (13 February 2017 sesuai kalender akademik)

The screenshot shows the 'Add a new course' form in the E-Learning PNJ interface. The breadcrumb trail is 'Category: Administrasi Bisnis D4 > Manage this category > Add a new course'. The form has a title 'Add a new course' and an 'Expand all' link. The 'General' section contains the following fields: 'Course full name\*' with the value 'Multimedia', 'Course short name\*' with the value 'Multimedia', 'Course category' with the value 'Jurusan Administrasi Bisnis / Administrasi Bisnis D4', 'Visible' set to 'Show', and 'Course start date' set to '13 February 2017'. On the right side, there is an 'Administration' block with a 'Category: Administrasi Bisnis D4' and a 'Manage this category' link.

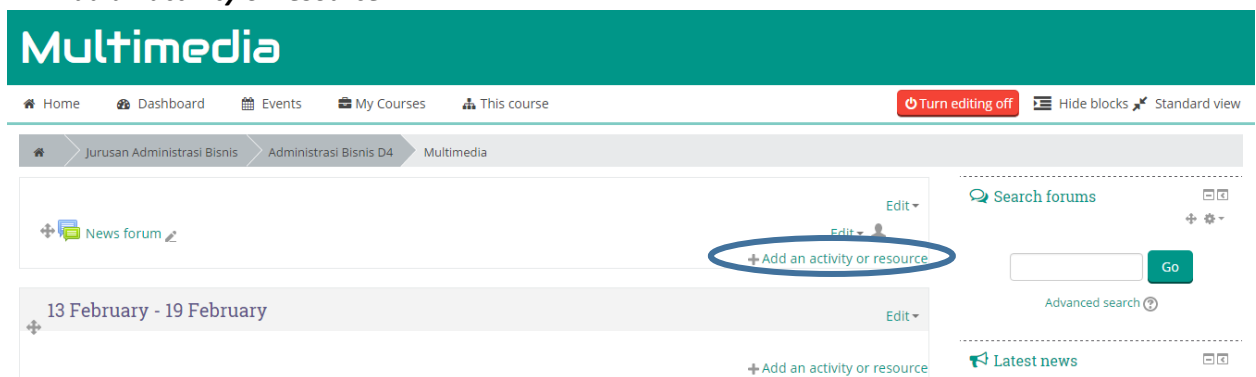
11. Klik course yang baru dibuat

The screenshot shows the E-Learning PNJ interface displaying a newly created course. The breadcrumb trail is 'Courses > Jurusan Administrasi Bisnis > Administrasi Bisnis D4'. The search bar shows 'Jurusan Administrasi Bisnis / Administrasi Bisnis D4'. Below the search bar, there is a 'Go' button and a card for the course 'Multimedia' by teacher 'NUGRO PRIBADI'. A prominent 'Add a new course' button is centered below the course card. On the right side, the 'Navigation' block shows the 'Courses' section expanded to include 'Jurusan Administrasi Bisnis', 'Administrasi Bisnis D3', 'Administrasi Bisnis D4', 'Multimedia', and 'Terapan MICE D4'.

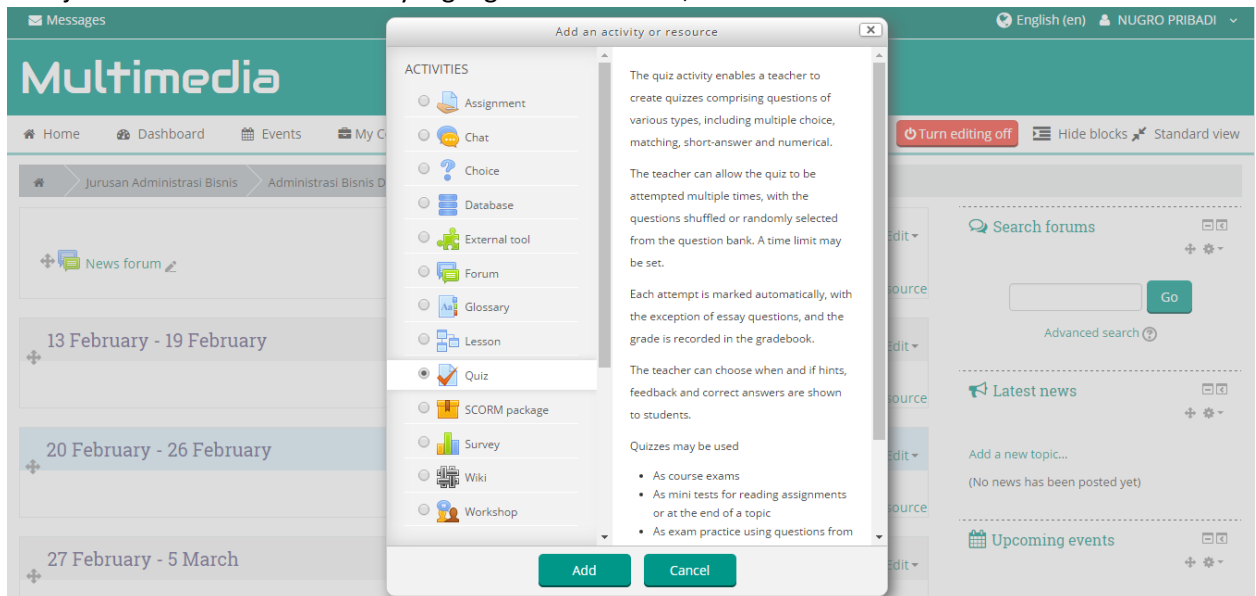
12. Klik **Turn editing on**



13. Klik **Add an activity or resource**

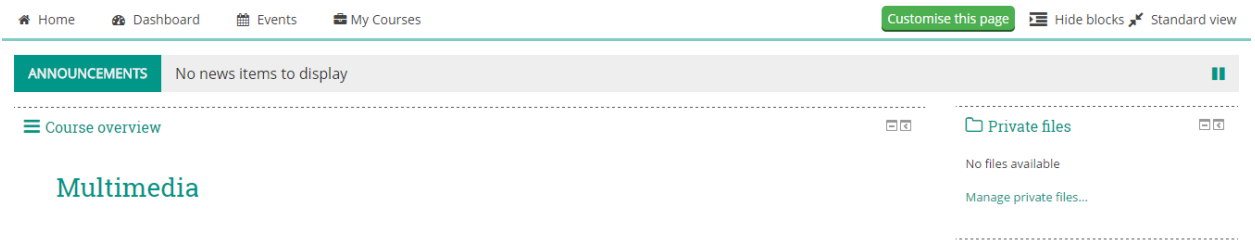


14. Pilih jenis aktifitas atau **resource** yang ingin ditambahkan, kemudian klik **Add**

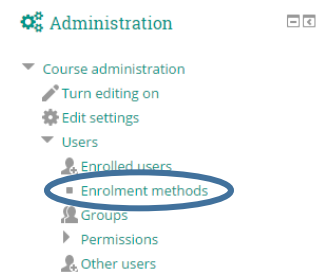


## B. Setting *Enroll* Mahasiswa

1. Login ke Elearning PNJ (elearning.pnj.ac.id), Kemudian pilih **Course** / mata kuliah yang telah dibuat



2. **Scrol** ke bawah, pilih **Users** kemudian pilih **Enrolment methods**



3. Ada beberapa metode untuk enrolment mahasiswa :
  - a. **Manual Enrolments**
  - b. **Guest access**
  - c. **Self enrolment (Student)**

**Manual enrolments** artinya dosen menambahkan mahasiswa secara manual.

**Guset access** artinya siapapun bisa melakukan enrolment, termasuk bukan mahasiswa

**Self enrolment** artinya mahasiswa yang melakukan enroll sendiri dengan syarat yang telah ditentukan oleh dosen.



### Enrolment methods

Name	Users	Up/Down	Edit
Manual enrolments	1	↓	⊕
Guest access	0	↑ ↓	✕ ✎ ⚙
Self enrolment (Student)	0	↑	✕ ✎ ⚙

Add method

Choose... ▾

Pada kesempatan ini akan dijelaskan mengenai **Self enrolment**

### 1) Pilih **Self enrolment**

Name	Users	Up/Down	Edit
Manual enrolments	1	↓	⊕
Guest access	0	↑ ↓	⊗ ⚙
Self enrolment (Student)	0	↑	⊗ ⚙

Add method

Choose...  
Choose...  
**Self enrolment**

Navigation

- Dashboard
- Site home
- Site pages
- Current course
  - Multimedia
    - Participants
    - Badges
    - General
    - 13 February - 19 February
    - 20 February - 26 February
    - 27 February - 5 March
    - 6 March - 12 March

- 2) Isi syarat yang akan ditentukan, **Enrolment key** digunakan sebagai kunci masuk saat mahasiswa memilih mata kuliah dosen (Dosen memberikan **Enrolment Key** ke mahasiswa yang diajarnya pada mata kuliah yang dibuat). **Enrol duration** digunakan untuk membatasi waktu mahasiswa boleh melakukan **Enrol**.

Home Dashboard Events My Courses This course

Jurusan Administrasi Bisnis Administrasi Bisnis D4 Multimedia Users Enrolment methods

### Self enrolment

Self enrolment

Custom instance name

Allow existing enrolments Yes

Allow new enrolments Yes

Enrolment key keySaya Unmask

Use group enrolment keys No

Default assigned role Student

Enrolment duration 5 days Enable

Notify before enrolment expires No

Notification threshold 1 days

Start date 23 February 2017 15 15 Enable

End date 13 February 2017 15 15 Enable

Unenrol inactive after Never

Max enrolled users 25

Send course welcome message

Custom welcome message

Add method Cancel

- 3) Berikut contoh mahasiswa yang akan melakukan **enroll** ke mata kuliah dosen. Pilih **Jurusan > Program Studi > Mata Kuliah**, kemudian isi kode akses (**Enrolment key**).

Depan Rumah saya Events My Courses This course

Kursus > Jurusan Administrasi Bisnis > Administrasi Bisnis D3 > Algoritma (N) > Daftarkan saya dalam kursus ini

## Pilihan pendaftaran

**Algoritma**  
Pengajar: NUGRO PRIBADI 201508

Self enrolment (Siswa)

Enrolment key   Tampilkan Kata Sandi

**Enrol me**

- 4) Selesai.

**Selamat Mencoba 😊**