

A. Tutorial Membuat Course (Mata Kuliah)

1. Buka elearning.pnj.ac.id, login menggunakan **Username** dan **Password** internet

The screenshot shows the homepage of the E-Learning Politeknik Negeri Jakarta. At the top right, there is a user session indicator showing '19921101201508312' and a 'Log In' button. Below the header, there is a banner for 'E-Learning Politeknik Negeri..'. A blue callout box highlights the session ID '19921101201508312' at the top right of the page. Another blue callout box highlights the 'Login' button on the right side of the main content area.

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

The screenshot shows the 'Edit profile' page for a user named 'NUGRO PRIBADI'. The top navigation bar includes 'Messages', 'English (en)', and 'NUGRO PRIBADI'. The main content area shows a form with fields for 'First name*', 'Surname*', and 'Email address*'. The 'First name*' field contains 'NUGRO', 'Surname*' contains 'PRIBADI', and 'Email address*' contains 'nugronpribadi@pnj.ac.id'. A blue callout box highlights the 'Edit profile' button at the bottom of the form. On the right side, there is a 'Navigation' sidebar with links to 'Dashboard', 'Site home', 'Site pages', and 'Courses'.

3. Klik **Continue**

The screenshot shows a confirmation message after clicking 'Continue'. It states: 'You have requested a change of email address, from 261 to nugronpribadi@pnj.ac.id. For security reasons, we are sending you an email message at the new address to confirm that it belongs to you. Your email address will be updated as soon as you open the URL sent to you in that message.' Below the message is a 'Continue' button. The top navigation bar includes 'Messages', 'English (en)', and 'NUGRO PRIBADI'. The right sidebar shows a 'Navigation' menu with 'Dashboard', 'Site home', 'Site pages', and 'Courses'.

4. Klik link yang dikirimkan melalui email

Confirmation of email update at E-Learning PNJ [Inbox](#) [X](#)

Elearning PNJ (PUSDATIN) <elearning@pnj.ac.id>
to me [? \[x\]](#)
4:58 PM (0 minutes ago) [\[star\]](#) [\[print\]](#) [\[attachment\]](#)
Dear NUGRO PRIBADI 201508,
You have requested a change of your email address for your user account at E-Learning PNJ. Please open the following URL in your browser in order to confirm this change.
<http://elearning.pnj.ac.id/user/emailupdate.php?key=fL9IMWelle21q7LKmyqB&id=15>

5. Klik Continue

E-Learning PNJ: Email a...

Home Dashboard Events My Courses Hide blocks Standard view

Email address of user *NUGRO PRIBADI* was successfully updated to *nugronpribadi@pnj.ac.id*.

[Continue](#)

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

Messages English (en) NUGRO PRIBADI

E-Learning PNJ

Home Dashboard Events My Courses

ANNOUNCEMENTS No news items to display

Course categories E-Learning Politeknik Negeri Jakarta

Dashboard View profile **Edit profile** Grades Calendar Log out

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

Optional

[Update profile](#)

8. Pilih Prodi yang Anda ajar

E-Learning PNJ

Home Dashboard Events My Courses Hide blocks Standard view

ANNOUNCEMENTS No enrolments found.

Course categories E-Learning Politeknik Negeri Jakarta

Jurusan Administrasi Bisnis

- ↳ Administrasi Bisnis D3 (4)
- ↳ Administrasi Bisnis D4
- ↳ Terapan MICE D4

[Collapse all](#)

Calendar

Sun	Mon	Tue	Wed	Thu	Fri	Sat
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28				

9. Pilih **Add a new course**

The screenshot shows the E-Learning PNJ dashboard. The top navigation bar includes links for Home, Dashboard, Events, and My Courses. On the right, there are buttons for Manage courses, Hide blocks, and Standard view. Below the navigation is a breadcrumb trail: Home > Courses > Jurusan Administrasi Bisnis > Administrasi Bisnis D4. A search bar labeled 'Search courses' and a 'Go' button are present. A prominent green button labeled 'Add a new course' is centered. To the right, a sidebar titled 'Navigation' shows a tree structure: Dashboard, Site home, Site pages, Courses, 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. The title 'Add a new course' is at the top. A section titled 'General' contains fields for 'Course full name' (Multimedia), 'Course short name' (Multimedia), 'Course category' (Jurusan Administrasi Bisnis / Administrasi Bisnis D4), 'Visible' (Show), and 'Course start date' (13 February 2017). To the right, there are 'Expand all' and 'Administration' buttons. The 'Administration' button has a sub-menu for 'Category: Administrasi Bisnis D4' and 'Manage this category'. The sidebar on the right is identical to the one in the previous screenshot.

11. Klik course yang baru dibuat

The screenshot shows the E-Learning PNJ dashboard again. The breadcrumb trail is identical to the previous screenshots. The main content area displays a course card for 'Multimedia'. The card includes the course name, teacher information (Teacher: NUGRO PRIBADI), and a 'View' button. Below the card is another 'Add a new course' button. The sidebar on the right is identical to the previous screenshots.

12. Klik **Turn editing on**

The screenshot shows a Moodle course page titled "Multimedia". At the top right, there is a green button labeled "Turn editing on". Below the header, there is a breadcrumb navigation path: Home > Jurusan Administrasi Bisnis > Administ... > Multimedia. On the left, there is a "News forum" block. On the right, there are search and news blocks. The main content area shows two dates: "13 February - 19 February" and "20 February - 26 February".

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

The screenshot shows the same Moodle course page as above, but now the "Turn editing on" button has turned red and is labeled "Turn editing off". The "Add an activity or resource" button, located in the center of the page, is circled in blue.

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

The screenshot shows the "Add an activity or resource" dialog box. The "ACTIVITIES" section is open, and the "Quiz" option is selected, highlighted with a blue circle. A detailed description of the Quiz activity is provided. At the bottom of the dialog box are "Add" and "Cancel" buttons.

B. Setting *Enroll* Mahasiswa

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

The screenshot shows the Moodle course overview. At the top, there are navigation links: Home, Dashboard, Events, My Courses, Customise this page, Hide blocks, and Standard view. Below the navigation, there's a teal header bar with the text 'ANNOUNCEMENTS' and 'No news items to display'. The main content area has a section titled 'Course overview' with a teal header. Underneath it, there's a section titled 'Multimedia'. To the right of the main content, there's a sidebar with a 'Private files' section showing 'No files available' and a link 'Manage private files...'. The bottom right corner of the sidebar has a small icon.

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

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

Manual enrolments artinya dosen menambahkan mahasiswa secara manual.

Guest access artinya siapapun bisa melakukan enrolment, termasuk bukan mahasiswa

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

The screenshot shows the 'Enrolment methods' settings page. At the top, there's a breadcrumb navigation: Home > Jurusan Administrasi Bisnis > Administrasi Bisnis D4 > Multimedia > Users > Enrolment methods. The main title is 'Enrolment methods'. Below the title, there's a table with columns: Name, Users, Up/Down, and Edit. The table contains three rows:

Name	Users	Up/Down	Edit
Manual enrolments	1	↓	✖️ ↕ *
Guest access	0	↑ ↓	✖️ ↕ *
Self enrolment (Student)	0	↑	✖️ ↕ *

Below the table, there's a section titled 'Add method' with a dropdown menu labeled 'Choose...'. On the right side of the page, there's a sidebar with sections: Course administration (Turn editing on, Edit settings), Users (Enrolled users, Groups, Permissions, Other users), and Administration (General, Plugins, Site).

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

1) Pilih ***Self enrolment***

The screenshot shows the 'Enrolment methods' page in Moodle. At the top, there is a breadcrumb navigation: Home > Jurusan Administrasi Bisnis > Administrasi Bisnis D4 > Multimedia > Users > Enrolment methods. On the right side, there is a 'Navigation' sidebar with links for Dashboard, Site home, Site pages, Current course, and Multimedia (Participants, Badges, General, dates). The main content area displays a table of enrolment methods:

Name	Users	Up/Down	Edit
Manual enrolments	1	↓	edit icon
Guest access	0	↑ ↓	X edit icon
Self enrolment (Student)	0	↑	X edit icon

Below the table, there is an 'Add method' dropdown menu with options: Choose..., Choose..., and Self enrolment. The 'Self enrolment' option is highlighted with a blue oval.

- 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***.

The screenshot shows the 'Self enrolment' configuration page. At the top, there is a breadcrumb navigation: Home > Jurusan Administrasi Bisnis > Administrasi Bisnis D4 > Multimedia > Users > Enrolment methods. The main content area has a heading 'Self enrolment' and a section titled 'Self enrolment'. It contains the following configuration fields:

- Custom instance name: (empty input field)
- Allow existing enrolments: Yes (dropdown)
- Allow new enrolments: Yes (dropdown)
- Enrolment key: keySaya (input field), Unmask checkbox (unchecked)
- Use group enrolment keys: No (dropdown)
- Default assigned role: Student (dropdown)
- Enrolment duration: 5 days, Enable checkbox (checked)
- Notify before enrolment expires: No (dropdown)
- Notification threshold: 1 days (input field)
- Start date: 23 February 2017 15:15, Enable checkbox (unchecked)
- End date: 13 February 2017 15:15, Enable checkbox (unchecked)
- Unenrol inactive after: Never (dropdown)
- Max enrolled users: 25 (input field)
- Send course welcome message: checked (checkbox)
- Custom welcome message: (large text area)

At the bottom, there are 'Add method' and 'Cancel' buttons.

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

The screenshot shows a navigation bar with links: Depan, Rumah saya, Events, My Courses, This course. Below the navigation is a breadcrumb trail: Kursus > Jurusan Administrasi Bisnis > Administrasi Bisnis D3 > Algoritma (N) > Daftarkan saya dalam kursus ini. The main title is "Pilihan pendaftaran" under the course "Algoritma". It shows the enrollment key input field containing "keysaya" and an "Enrol me" button.

- 4) Selesai.

Selamat Mencoba 😊