

# ***GUIDE BOOK **LMS*****

***(ADMIN PRODI)***

Penyusun  
Tim INFOKOM UMM

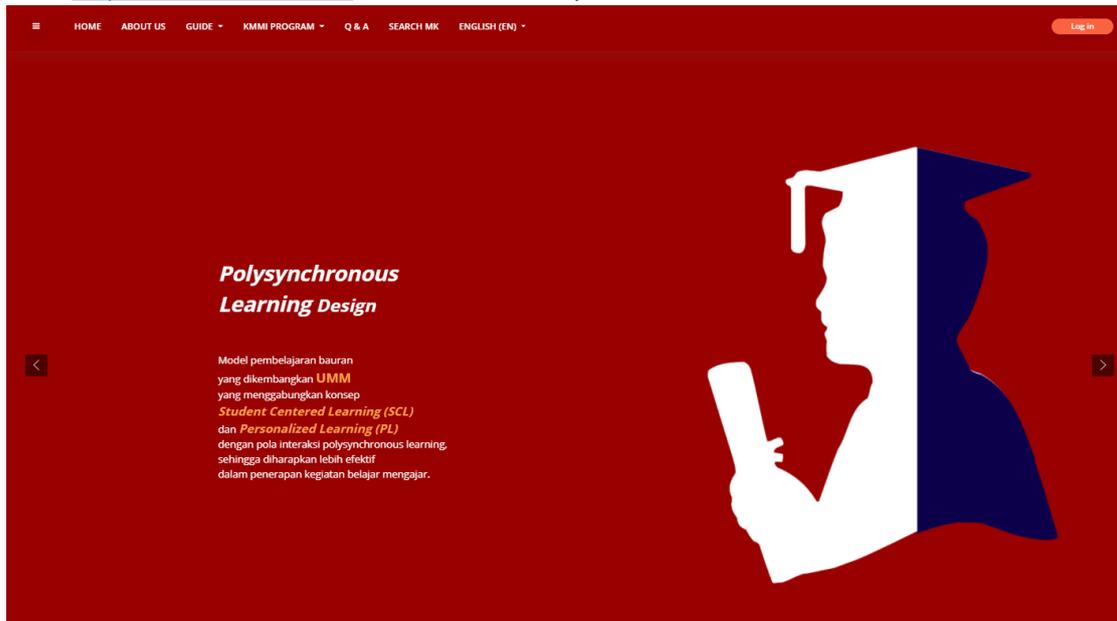


## DAFTAR MATERI

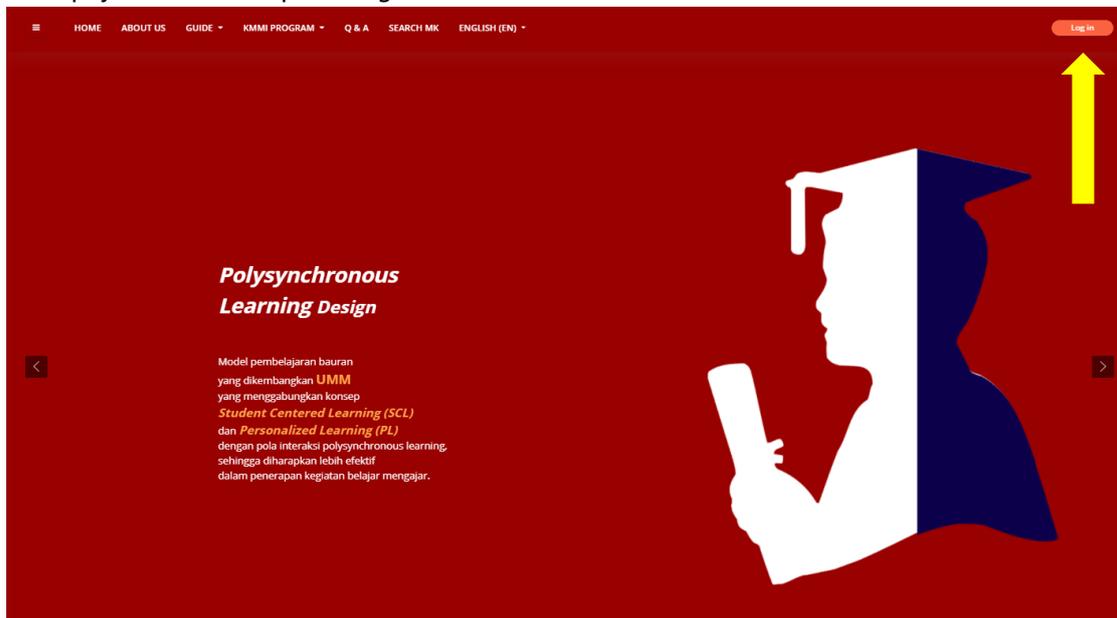
1. Bagaimana Mengakses dan *Log in* ke LMS
2. Bagaimana Melihat daftar Mata Kuliah di LMS
3. Bagaimana Masuk ke Mata Kuliah di LMS
4. Pengelolaan Mata Kuliah di LMS
  - a. Bagaimana Merubah dan Menambahkan *Label* tiap Pertemuan
  - b. Bagaimana Mengelolah Presensi
  - c. Bagaimana Menambahkan Dosen / Mahasiswa ke Mata Kuliah di LMS

## Bagaimana Mengakses dan Log in ke LMS

1. Buka <https://lms.umm.ac.id/>, akan muncul tampilan berikut.

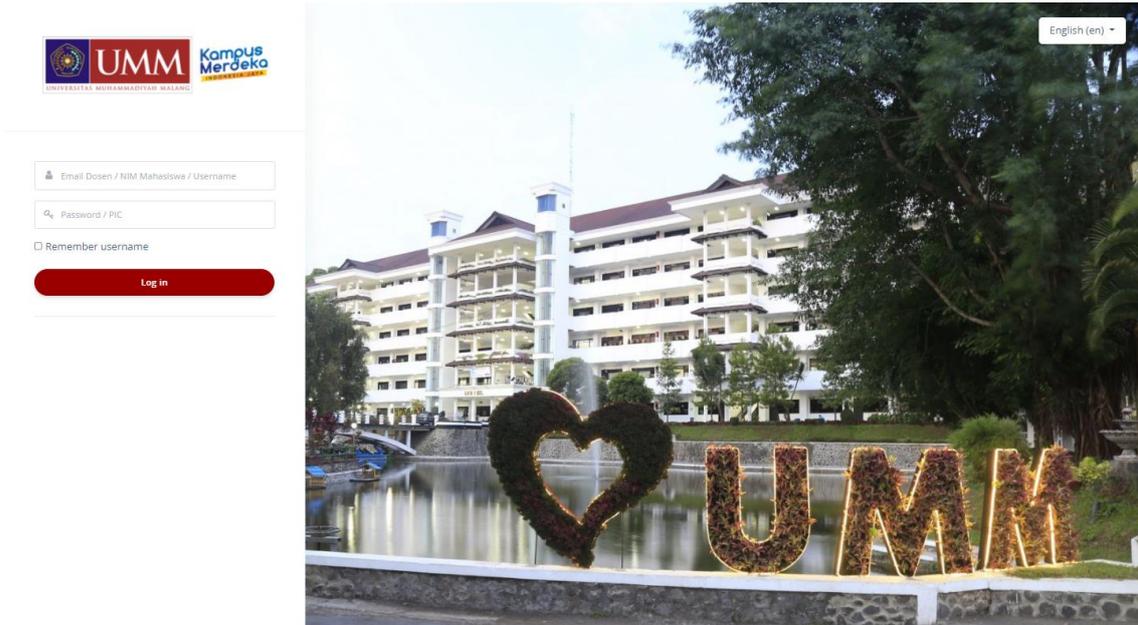


2. Pada pojok kanan atas pilih "Log in".

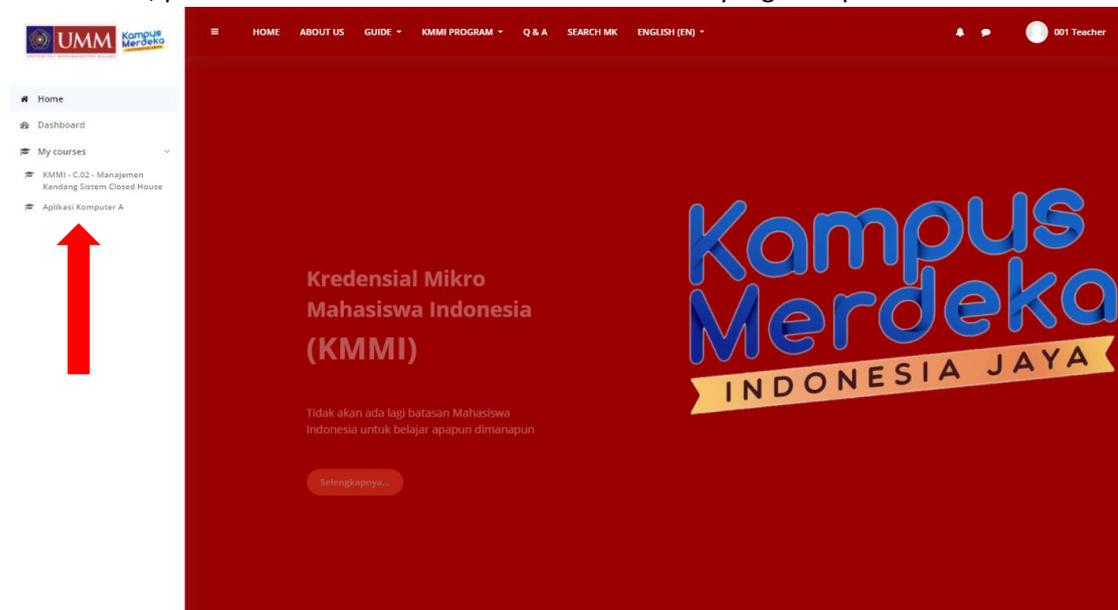




3. Masukkan sesuai dengan *Email* UMM dan *Password*.



4. Jika berhasil, pada sebelah kanan akan muncul Mata Kuliah yang diampu.



## Pengelolaan Mata Kuliah di LMS

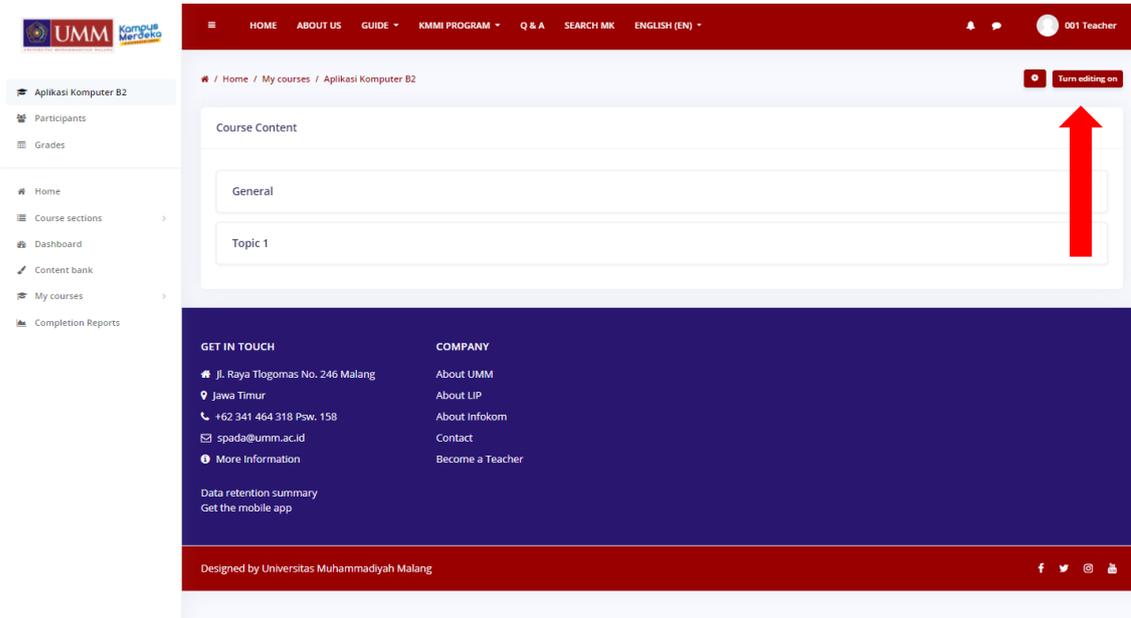
Bagaimana Merubah dan Menambahkan Label tiap Pertemuan

1. Pada saat awal berhasil "Log in", pilih Mata Kuliah yang akan dikelola.



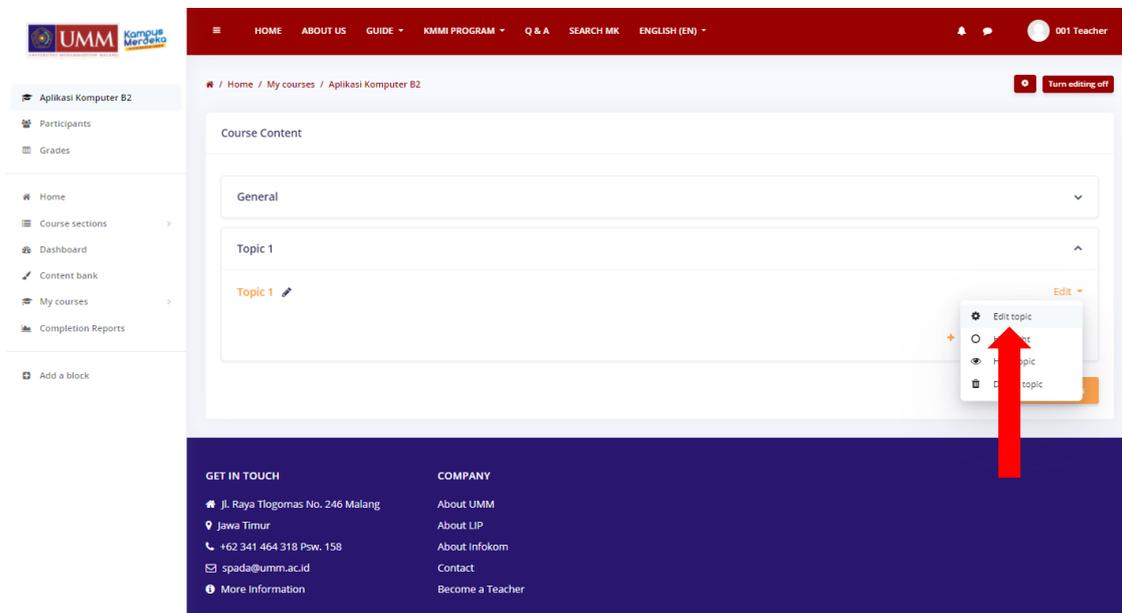
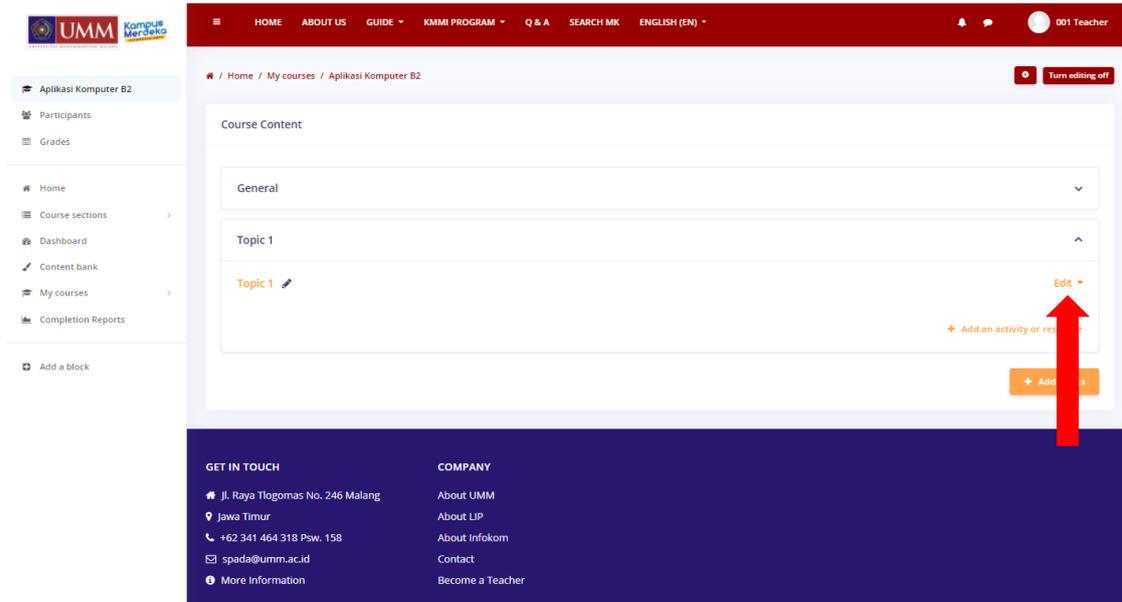
The screenshot shows the LMS interface. On the left, there is a navigation menu with 'My courses' expanded to show 'Aplikasi Komputer A'. A red arrow points to this option. The main content area displays the 'Kredensial Mikro Mahasiswa Indonesia (KMMI)' logo and a 'Selengkapnya...' button. The top navigation bar includes 'HOME', 'ABOUT US', 'GUIDE', 'KMMI PROGRAM', 'Q & A', 'SEARCH MK', and 'ENGLISH (EN)'. The user profile '001 Teacher' is visible in the top right corner.

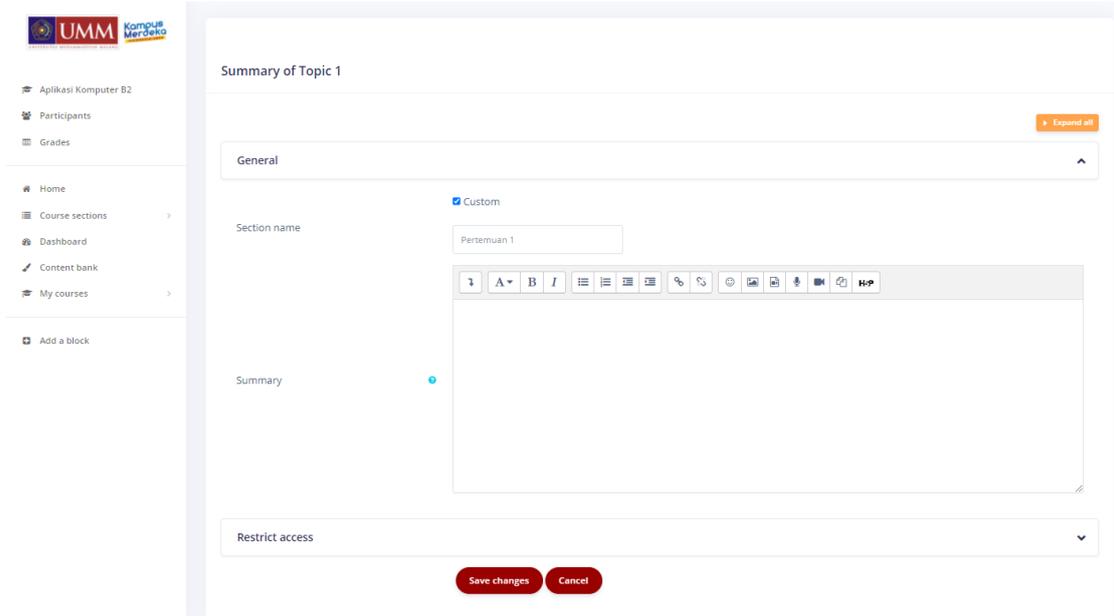
2. Untuk mulai mengedit, pada pojok kanan atas silahkan pilih "Turn editing on".



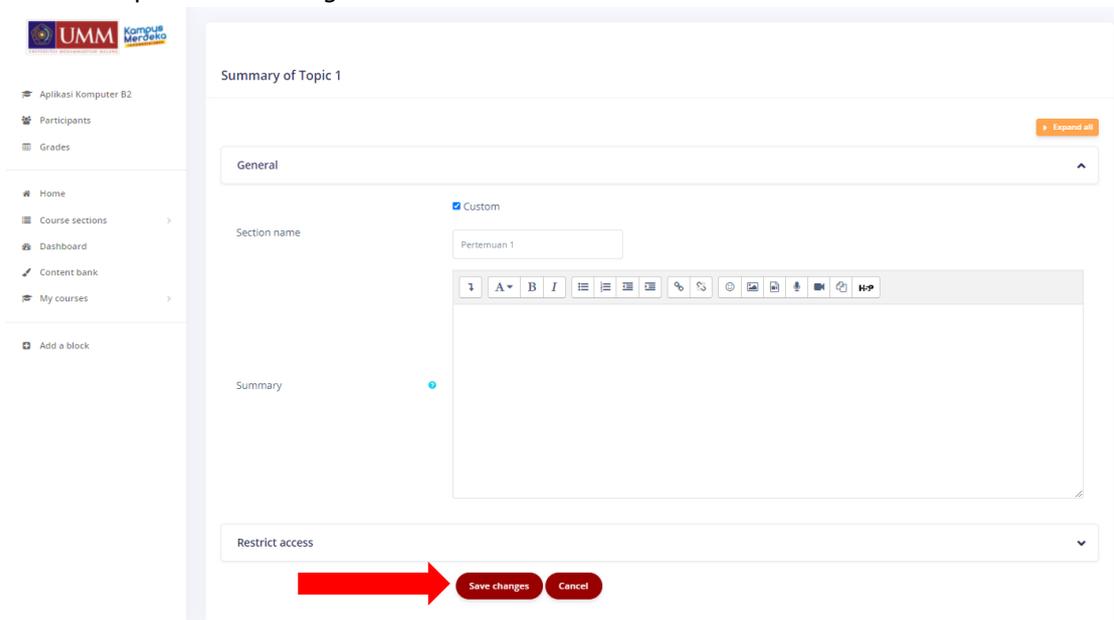
The screenshot shows the course editing interface. The 'Turn editing on' button is highlighted with a red arrow. The course content area shows 'Course Content' with 'General' and 'Topic 1' sections. The bottom of the page contains contact information for Universitas Muhammadiyah Malang, including address, phone number, and email. The footer includes 'Designed by Universitas Muhammadiyah Malang' and social media icons.

- Untuk memberikan label pada tiap pertemuan, silahkan pada salah satu Topik, pilih "Edit". Kemudian isikan sesuai dengan pertemuan.



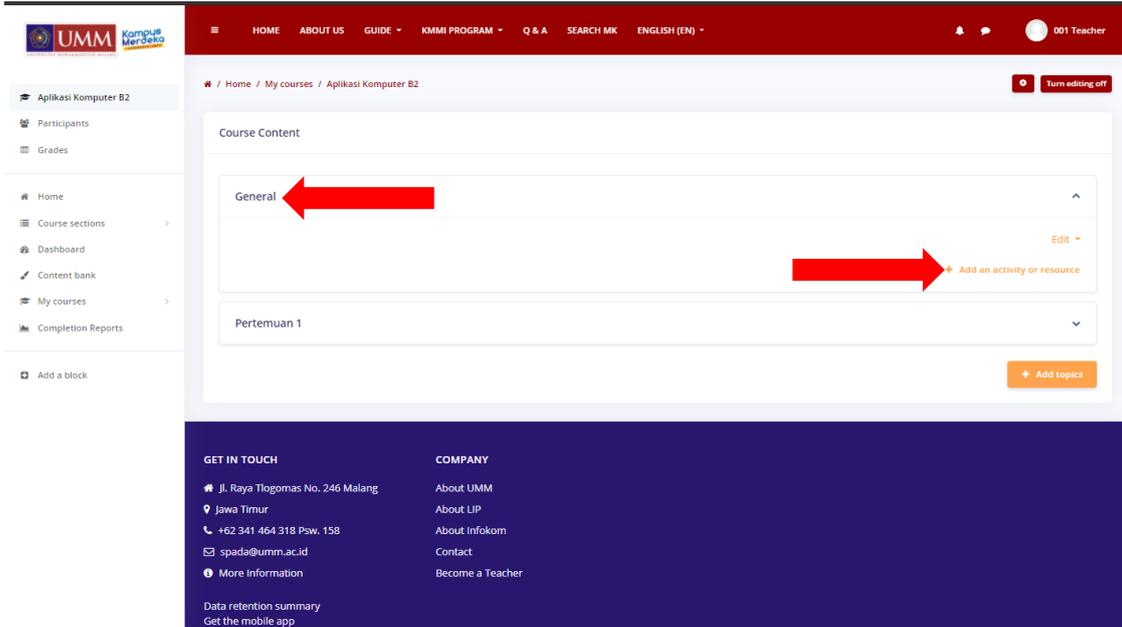


4. Kemudian pilih “Save changes”.



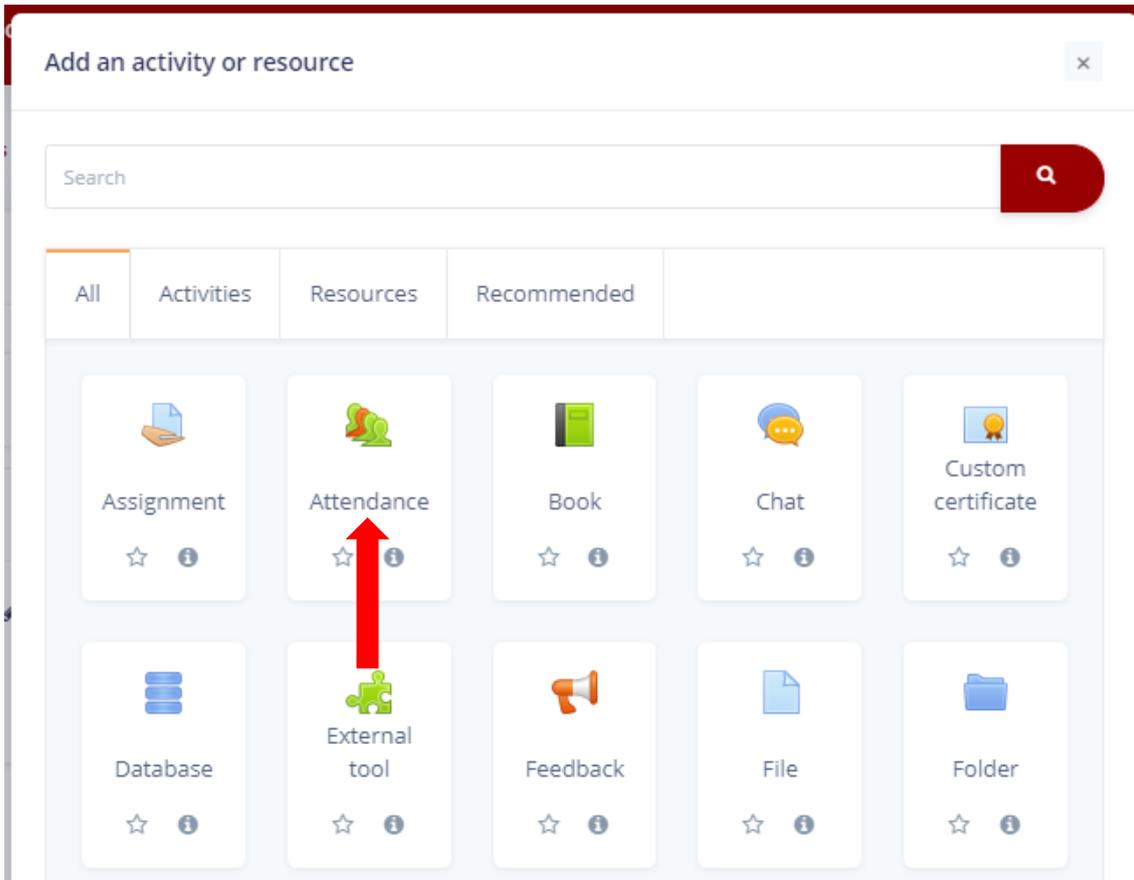
## Bagaimana Mengelolah Presensi

1. Pada "General", pilih "Add an activity or resource".



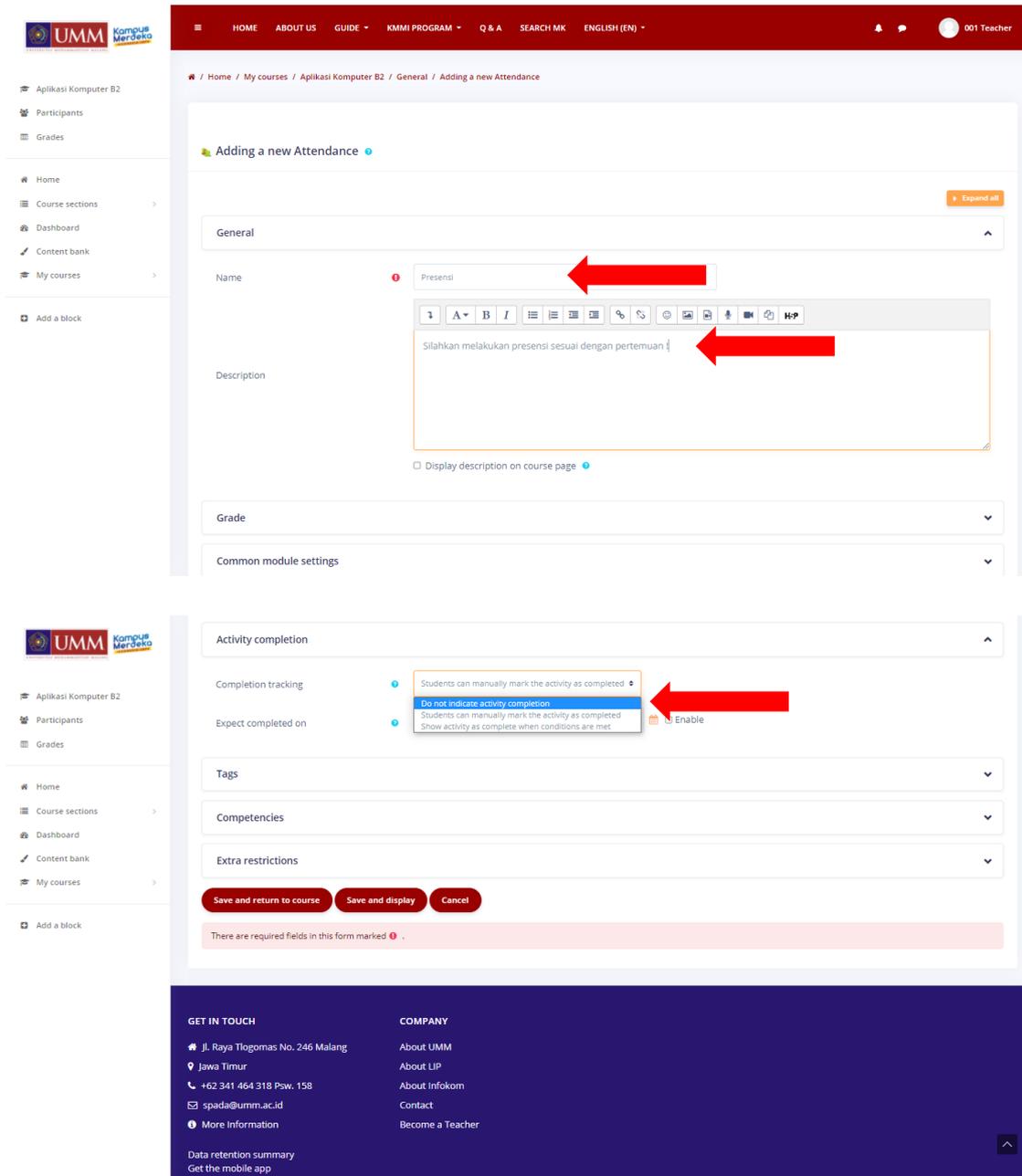
The screenshot shows the LMS interface for a course titled 'Aplikasi Komputer B2'. The 'Course Content' section is visible, with a 'General' tab selected. A red arrow points to the 'General' tab, and another red arrow points to the 'Add an activity or resource' button. The interface includes a navigation menu on the left, a top navigation bar, and a footer with contact information.

2. Pilih "Attendance".



The screenshot shows the 'Add an activity or resource' dialog box. The 'Attendance' option is highlighted with a red arrow. The dialog box includes a search bar, tabs for 'All', 'Activities', 'Resources', and 'Recommended', and a grid of activity options: Assignment, Attendance, Book, Chat, Custom certificate, Database, External tool, Feedback, File, and Folder. Each option has a star icon and an information icon.

3. Isikan sesuai dibawah ini :



The screenshot displays the 'Adding a new Attendance' form in the LMS. The form is divided into several sections:

- General:**
  - Name:** A text input field containing 'Presensi'.
  - Description:** A rich text editor containing the text 'Silahkan melakukan presensi sesuai dengan pertemuan'.
  - Grade:** A dropdown menu.
  - Common module settings:** A dropdown menu.
- Activity completion:**
  - Completion tracking:** A dropdown menu with 'Students can manually mark the activity as completed' selected. A red arrow points to this dropdown.
  - Expect completed on:** A dropdown menu with 'Do not indicate activity completion' selected. A red arrow points to this dropdown.
  - Tags:** A dropdown menu.
  - Competencies:** A dropdown menu.
  - Extra restrictions:** A dropdown menu.

At the bottom of the form, there are three buttons: 'Save and return to course', 'Save and display', and 'Cancel'. A message at the bottom of the form states: 'There are required fields in this form marked \*'.



4. Pilih “Save and return to course”.

Activity completion

Completion tracking  Do not indicate activity completion

Tags

Competencies

Extra conditions

Save and return to course Save and display Cancel

There are required fields in this form marked \*

GET IN TOUCH

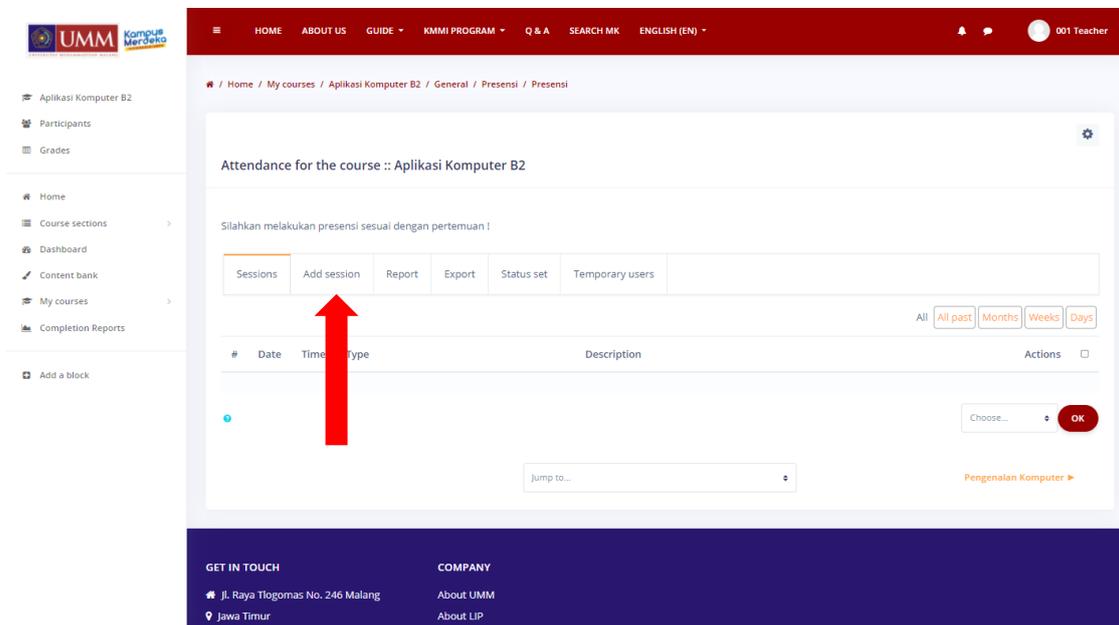
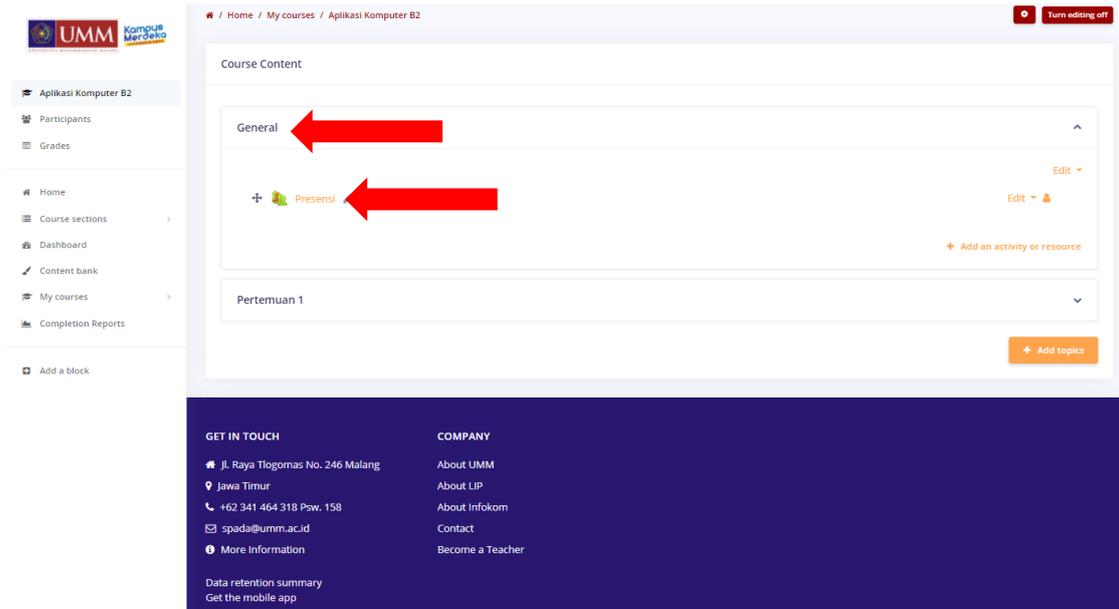
- Jl. Raya Tlogomas No. 246 Malang
- Jawa Timur
- +62 341 464 318 Psw. 158
- spada@umm.ac.id
- More information

COMPANY

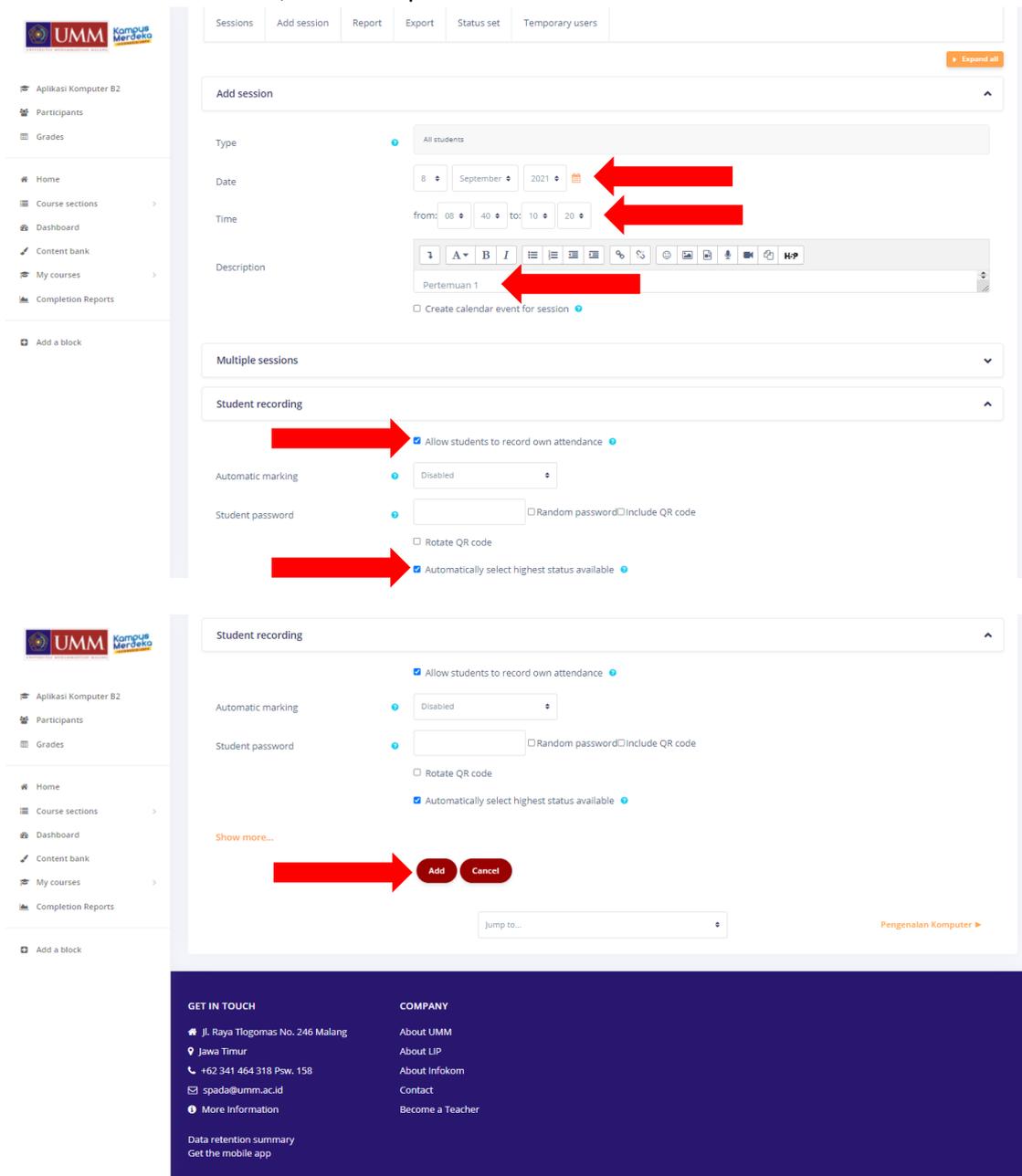
- About UMM
- About LIP
- About Infokom
- Contact
- Become a Teacher

Data retention summary  
Get the mobile app

5. Pada "General", pilih "Presensi", kemudian pilih "Add session" untuk menambahkan presensi setiap pertemuan.



6. Isikan sesuai di bawah ini, kemudian pilih "Add".



The screenshot shows the 'Add session' form in the LMS interface. The form includes the following elements:

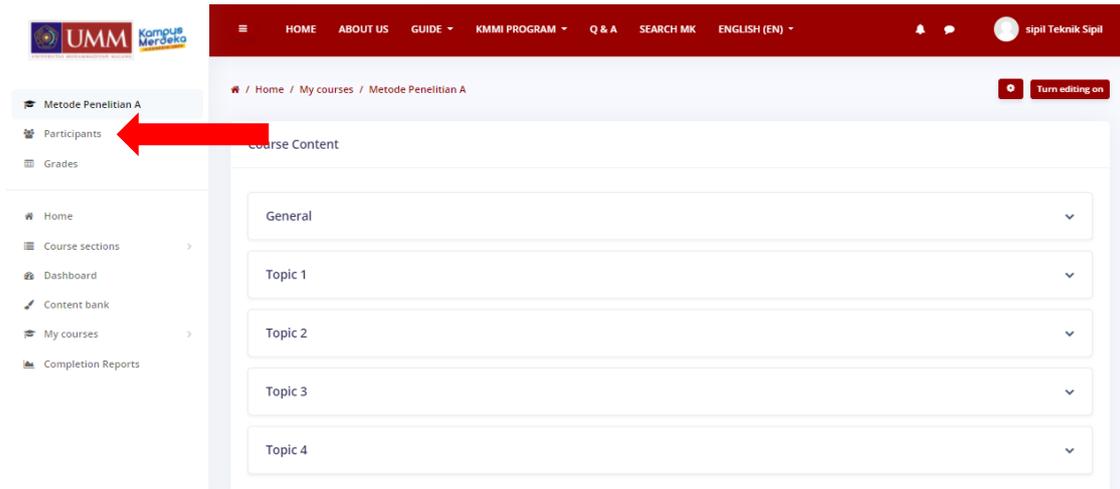
- Navigation tabs:** Sessions, Add session, Report, Export, Status set, Temporary users.
- Form Fields:**
  - Type: All students
  - Date: 8 September 2021
  - Time: from 08:40 to 10:20
  - Description: Pertemuan 1
- Checkboxes:**
  - Allow students to record own attendance
  - Random password
  - Include QR code
  - Rotate QR code
  - Automatically select highest status available
- Buttons:** Add, Cancel

Red arrows in the image point to the Date, Time, Description, 'Allow students to record own attendance' checkbox, and the 'Add' button.

7. Ulangi langkah nomor 1 untuk menambahkan presensi pada pertemuan 2, 3 dan seterusnya.

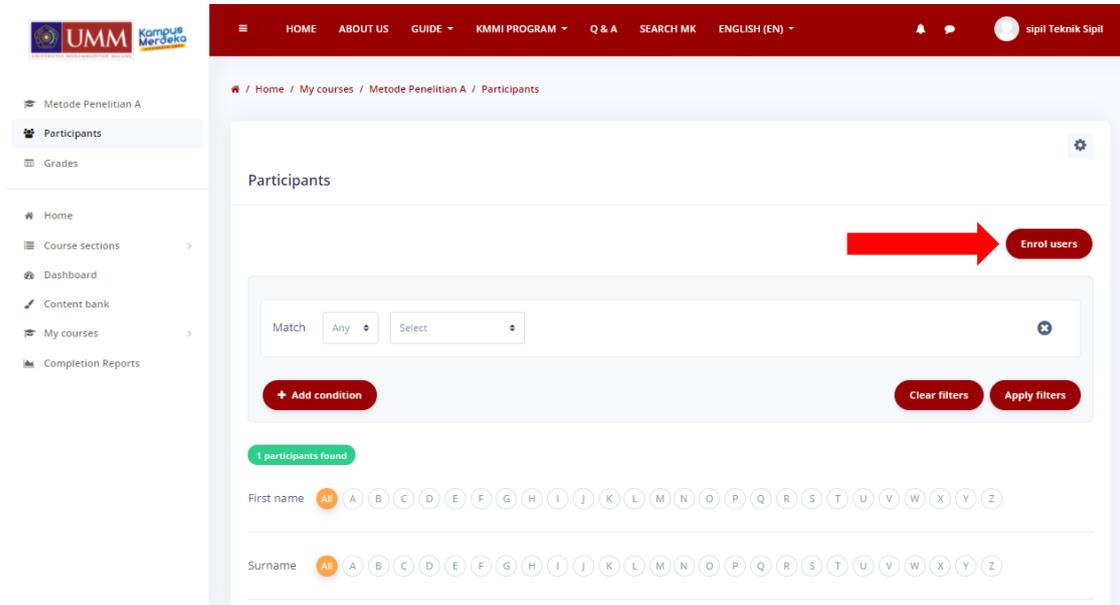
## Bagaimana Menambahkan Dosen / Mahasiswa ke Mata Kuliah di LMS

1. Pada tampilan berikut, pilih **"Participants"**.



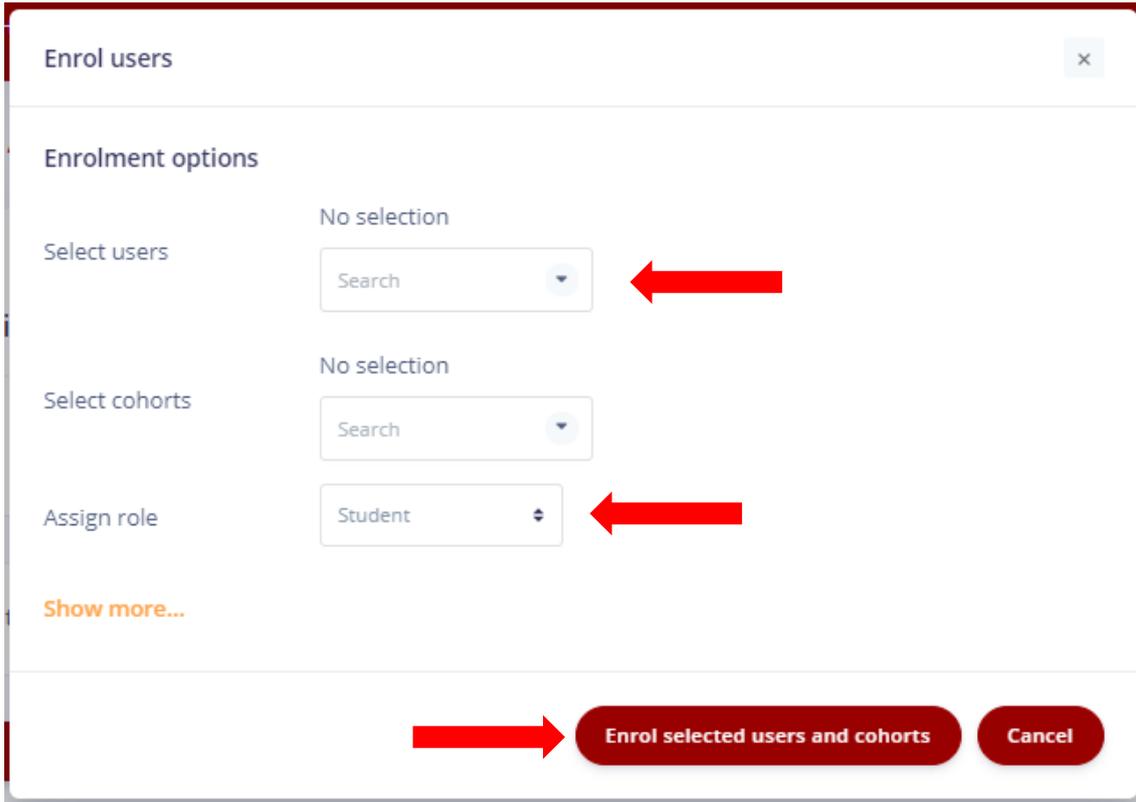
The screenshot shows the LMS interface for a course titled 'Metode Penelitian A'. The left sidebar contains a menu with 'Participants' highlighted by a red arrow. The main content area shows the 'Course Content' section with a list of topics: General, Topic 1, Topic 2, Topic 3, and Topic 4. The top navigation bar includes 'HOME', 'ABOUT US', 'GUIDE', 'KMMI PROGRAM', 'Q & A', 'SEARCH MK', and 'ENGLISH (EN)'. The user profile 'sipil Teknik Sipil' is visible in the top right corner.

2. Kemudian pilih **"Enrol users"**



The screenshot shows the LMS interface for the 'Participants' page of the course 'Metode Penelitian A'. The 'Participants' menu item is highlighted in the left sidebar. The main content area displays the 'Participants' section with a search filter and an 'Enrol users' button highlighted by a red arrow. Below the search filter, there are buttons for 'Add condition', 'Clear filters', and 'Apply filters'. The search results show '1 participants found' and a list of search criteria for 'First name' and 'Surname' with letter selection buttons.

3. Masukkan seperti di bawah ini, kemudian pilih “*Enrol selected users and cohorts*”.



Untuk menambahkan Dosen

Pada “*Select users*”, masukkan email Dosen

Pada “*Assign role*”, pilih “*Teacher*”

Untuk menambahkan Mahasiswa

Pada “*Select users*”, masukkan NIM

Pada “*Assign role*”, pilih “*Student*”