

## Modul Courses Area (For Teacher)

### 1 Pendahuluan

*Courses area* tidak sama dengan *user area* yang harus masuk dengan melalui cara *user* haruslah *login* lebih dahulu, tetapi *courses area* dapat diakses dengan cara masuk melalui *login* pada *user area* dan *courses* yang telah di - *approved* oleh *administrator*.

*Courses area for teacher* ini berarti *courses area* bagi user yang membimbing pada suatu *courses*, untuk mengakses jika *user* telah *login* pada *user area* lihatlah *panel courses* pada “*Main Page*”. Lalu klik tulisan *teaching* misal pada contoh Gambar 1.1.



Gambar 1.1

Jika *courses* telah di-*approve* maka akan tampil, misal seperti pada Gambar 1.2:



Gambar 1.2

Keterangan :

- Untuk *courses* yang *expired* akan ditampilkan dengan tulisan berwarna merah.
- Untuk *courses* yang aktif akan ditampilkan dengan tulisan berwarna hitam.

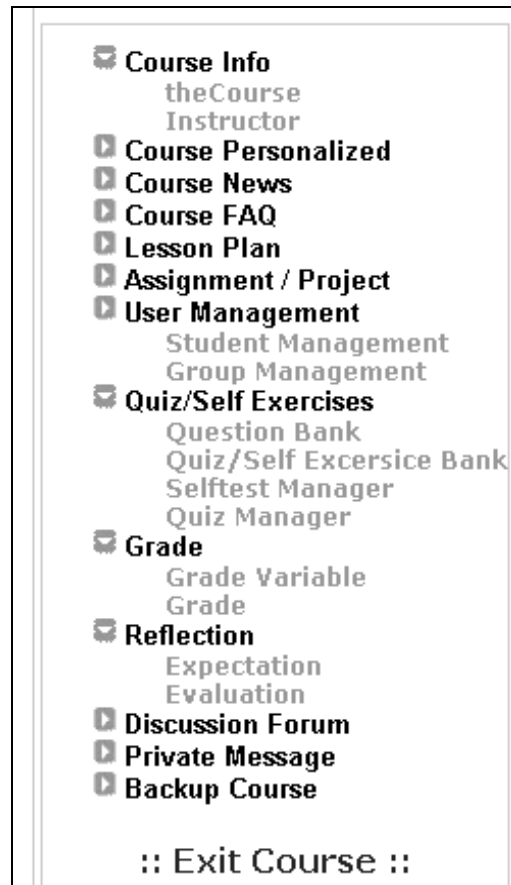
Untuk memasuki *courses* yang dihendaki pilih salah satu, misal untuk masuk ke *courses* Sistem Informasi Perpustakaan (*Library Information System*) 1'st semester 2005-2006 Kelas A klik tulisan Sistem Informasi Perpustakaan (*Library Information System*) 1'st semester 2005-2006 Kelas A(Gambar 1.2) maka akan masuk pada *Courses Area*, maka akan tampil *windows* baru seperti pada Gambar 1.3.

The screenshot shows the 'theCourse' interface for the course 'Sistem Informasi Perpustakaan (Library Information System) 1st semester 2005 - 2006 Kelas A'. The interface is divided into several sections:

- Navigation Menu (Left):** Includes options like 'Course Info', 'Course Personalized', 'Course News', 'Course FAQ', 'Lesson Plan', 'Assignment / Project', 'User Management', 'Student Management', 'Group Management', 'Quiz/Self Exercises', 'Question Bank', 'Quiz/Self Exercise Bank', 'Selftest Manager', 'Quiz Manager', 'Grade', 'Grade Variable', 'Grade', 'Reflection', 'Expectation', 'Evaluation', 'Discussion Forum', 'Private Message', and 'Backup Course'. There is also an 'Exit Course' link.
- Course Header:** Displays the course title, code (T14335-3A), and credit hours (3).
- From the Teacher:** A message from the instructor welcoming students to the class and providing information about the course's focus on library information systems.
- Course Objective:** Lists the expected outcomes for students at the end of the course, such as developing interpersonal skills, understanding library trends, and evaluating library software.
- Course Policy:** Details the course policies, including exam formats (1. Exams: no Mid-term or Final-Term exams), distribution of grades (2. distribution of grades: small assignments, Mid-term Project, service learning, final project, and participation), and other requirements like punctuality and online participation.

Gambar 1.3

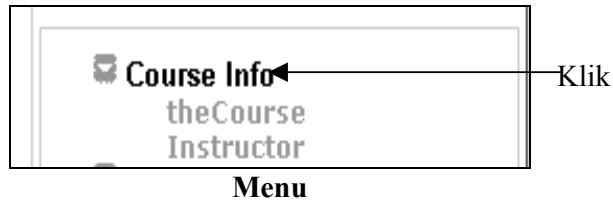
Pada *courses area* ini terdapat *navigator* yaitu terdiri dari:



Gambar 1.4

## 2 Cara Menggunakan Menu Pada Navigator

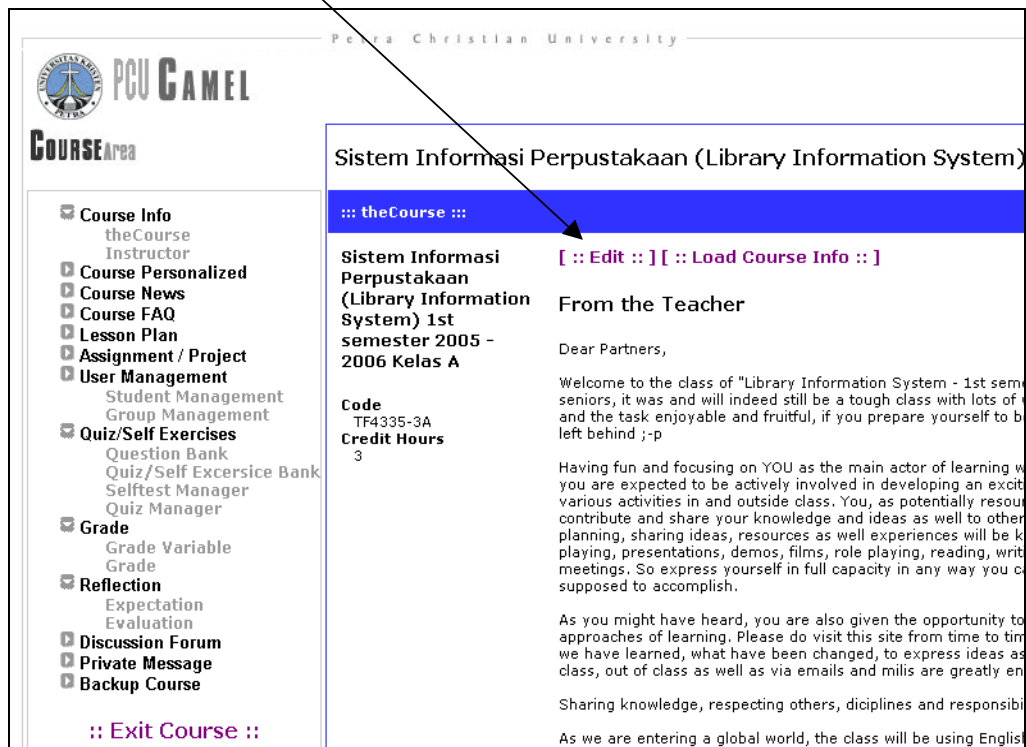
### 2.1 Course Info



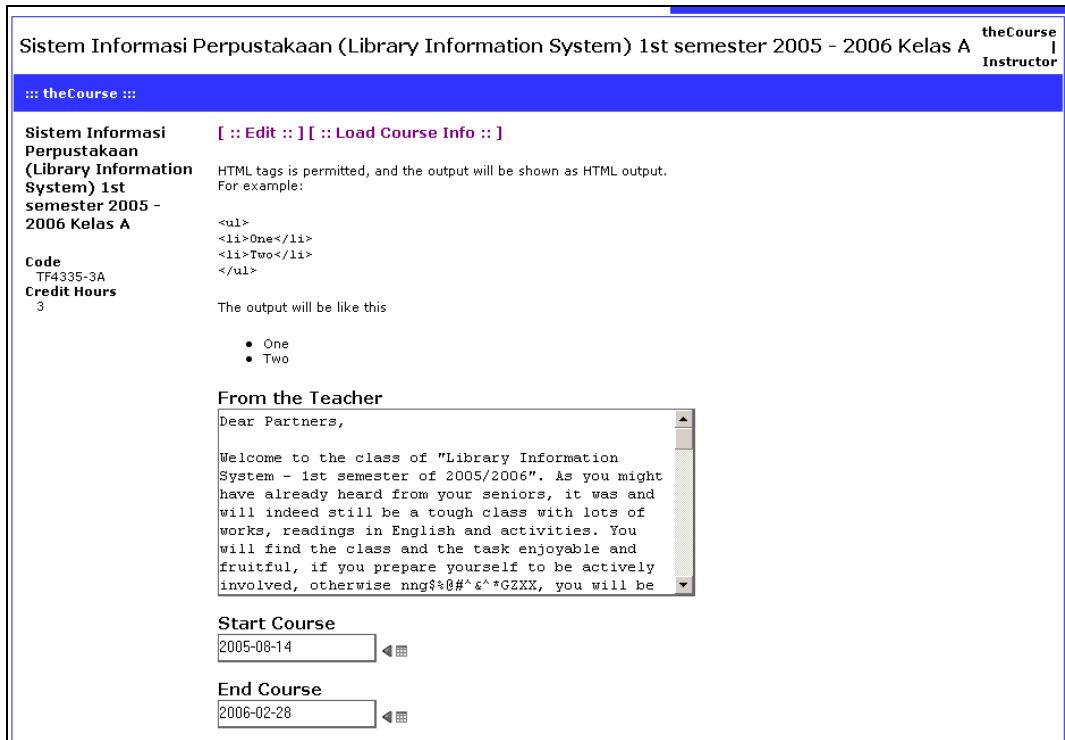
Pada *course info* pembimbing dapat menginformasikan mengenai *course* yang ia bimbing dan memberikan kata sambutan.

Cara:

2.1.1 Klik tombol "[:: Edit ::]", seperti pada Gambar 2.1.

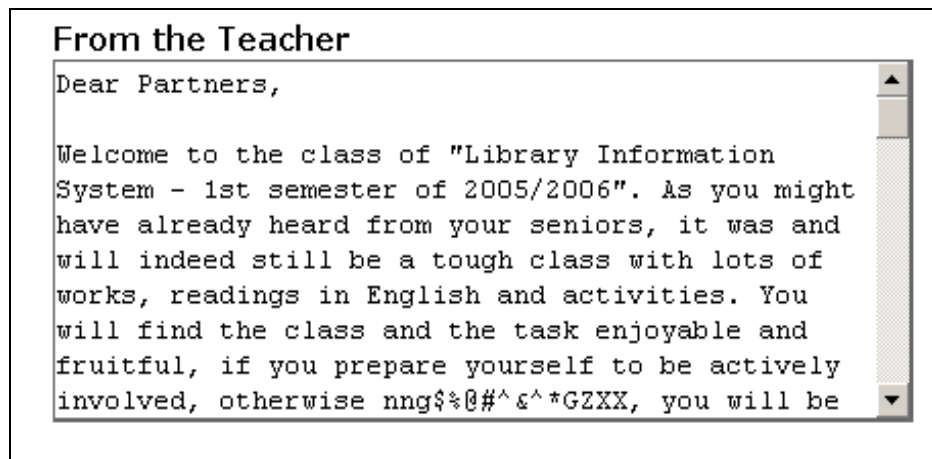


Maka akan tampil tampilan sesuai dengan Gambar 2.2.



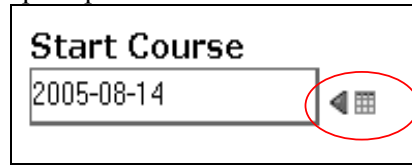
Gambar 2.2

2.1.2 Untuk mengedit kata sambutan dapat diedit pada *memobox from the teacher*, seperti pada Gambar 2.3.



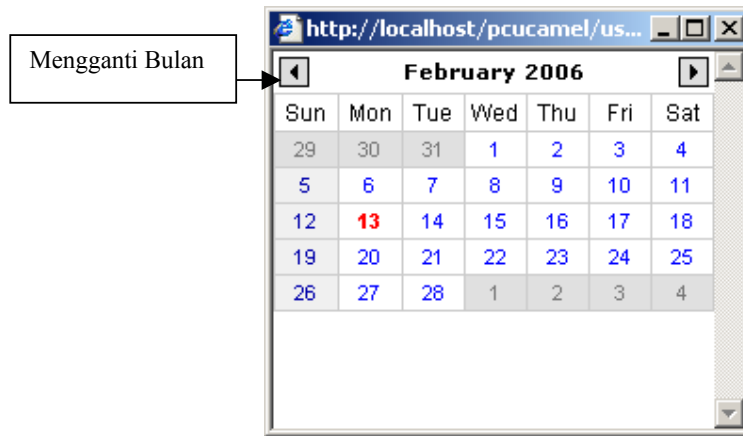
Gambar 2.3

2.1.3 Untuk mengedit tanggal dimulainya *course* dapat diedit dengan mengklik tombol '🗓️', seperti pada Gambar 2.4.



Gambar 2.4

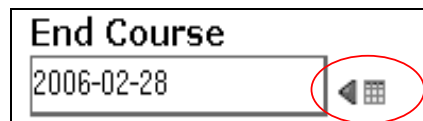
2.1.3.1 Akan muncul kalender dalam bentuk *window* kecil, seperti pada Gambar 2.5



Gambar 2.5

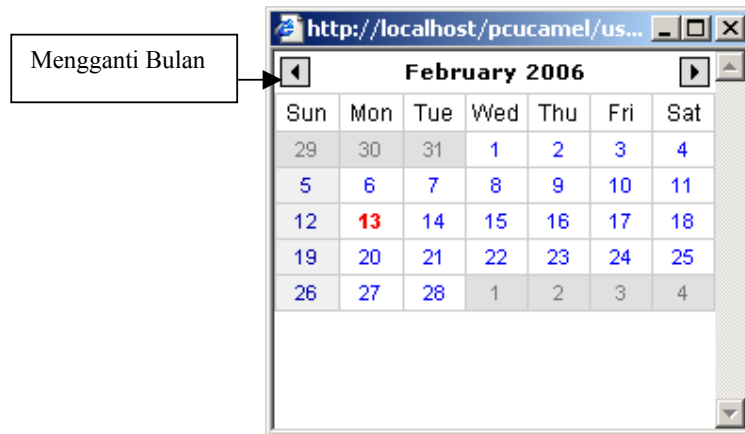
2.1.3.2 Klik pada tanggal yang diinginkan.

2.1.4 Untuk mengedit tanggal berakhirnya *course* dapat diedit dengan mengklik tombol '🗓️', seperti pada Gambar 2.6.



Gambar 2.6

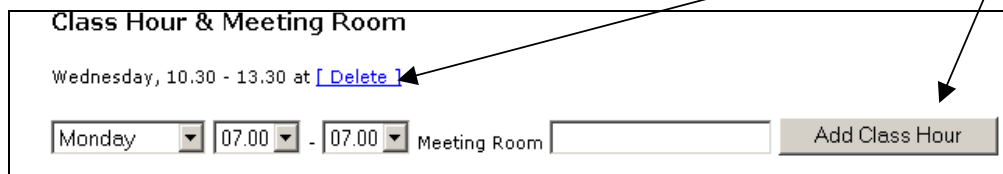
2.1.4.1 Akan muncul kalender dalam bentuk *window* kecil, seperti pada Gambar 2.7



Gambar 2.7

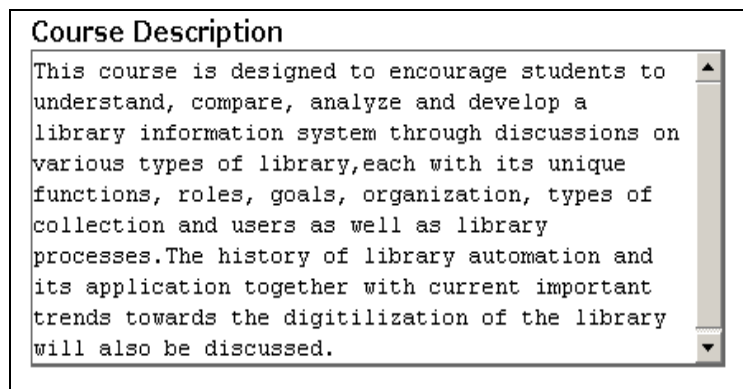
2.1.4.2 Klik pada tanggal yang diinginkan.

2.1.5 Untuk mengedit jadwal kelas dan ruang kelas dapat diedit pada *combobox* dan *editbox* yang tersedia, seperti pada Gambar 2.8. Lalu klik tombol "Add Class Hour", sedangkan untuk menghapus klik tombol "[:: Delete ::]".



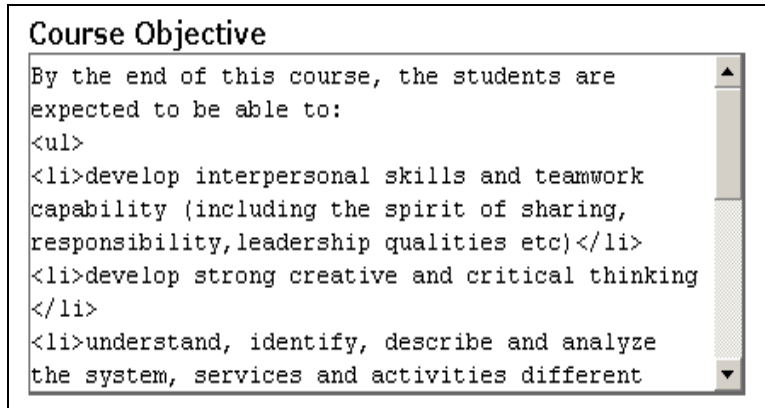
Gambar 2.8

2.1.6 Untuk mengedit deskripsi *course* dapat diedit pada *memobox course description*, seperti pada Gambar 2.9.



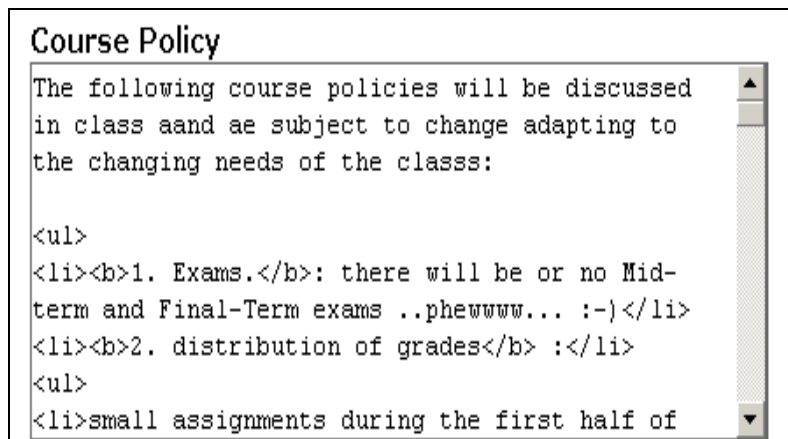
Gambar 2.9

- 2.1.7 Untuk mengedit tujuan *course* dapat diedit pada *memobox course objective*, seperti pada Gambar 2.10.



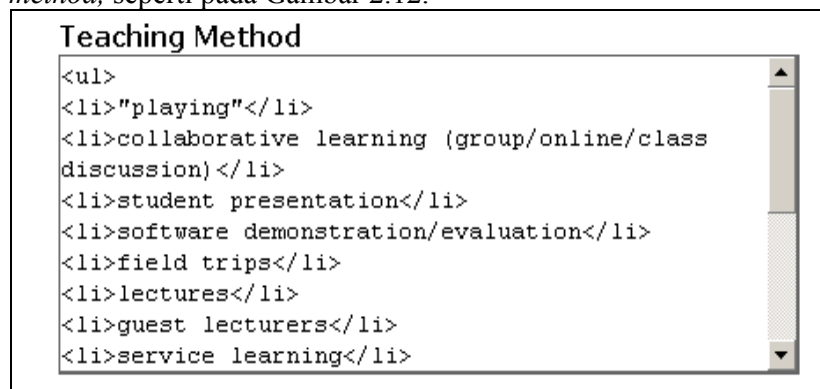
Gambar 2.10

- 2.1.8 Untuk mengedit peraturan *course* dapat diedit pada *memobox course policy*, seperti pada Gambar 2.11.



Gambar 2.11

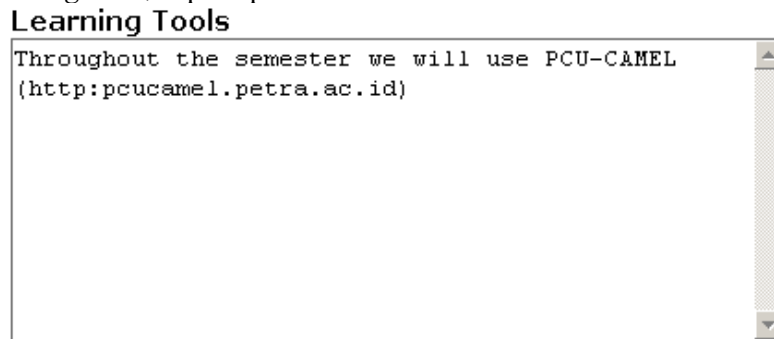
- 2.1.9 Untuk mengedit metode bimbingan dapat diedit pada *memobox teaching method*, seperti pada Gambar 2.12.



Gambar 2.12

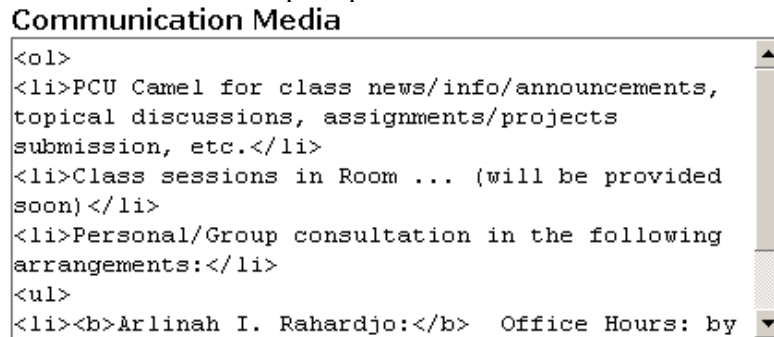


- 2.1.10 Untuk mengedit media pembantu yang dipakai dapat diedit pada *memobox learning tools*, seperti pada Gambar 2.13.



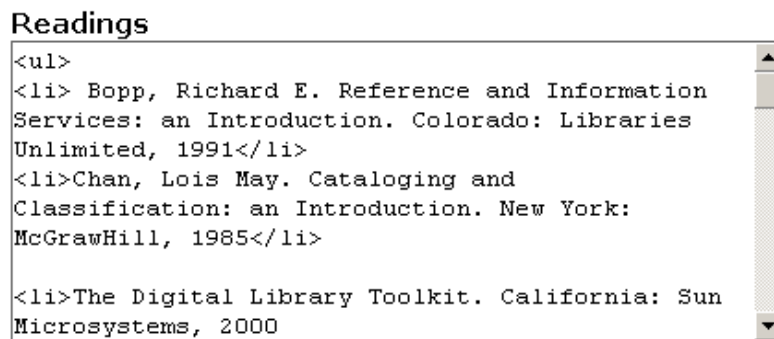
Gambar 2.13

- 2.1.11 Untuk mengedit media komunikasi yang dipakai dapat diedit pada *memobox communication media*, seperti pada Gambar 2.14.



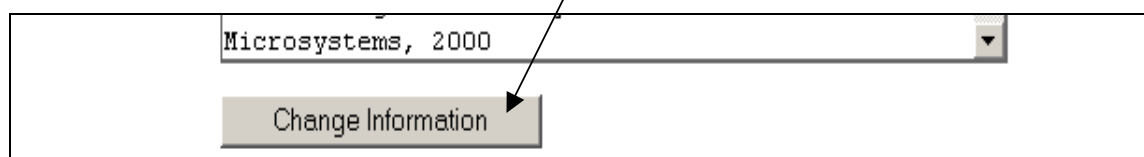
Gambar 2.14

- 2.1.12 Untuk mengedit buku pendukung yang dipakai dapat diedit pada *memobox readings*, seperti pada Gambar 2.15.



Gambar 2.15

Jika telah selesai klik tombol " *Change Information* ", seperti pada Gambar 2.16.

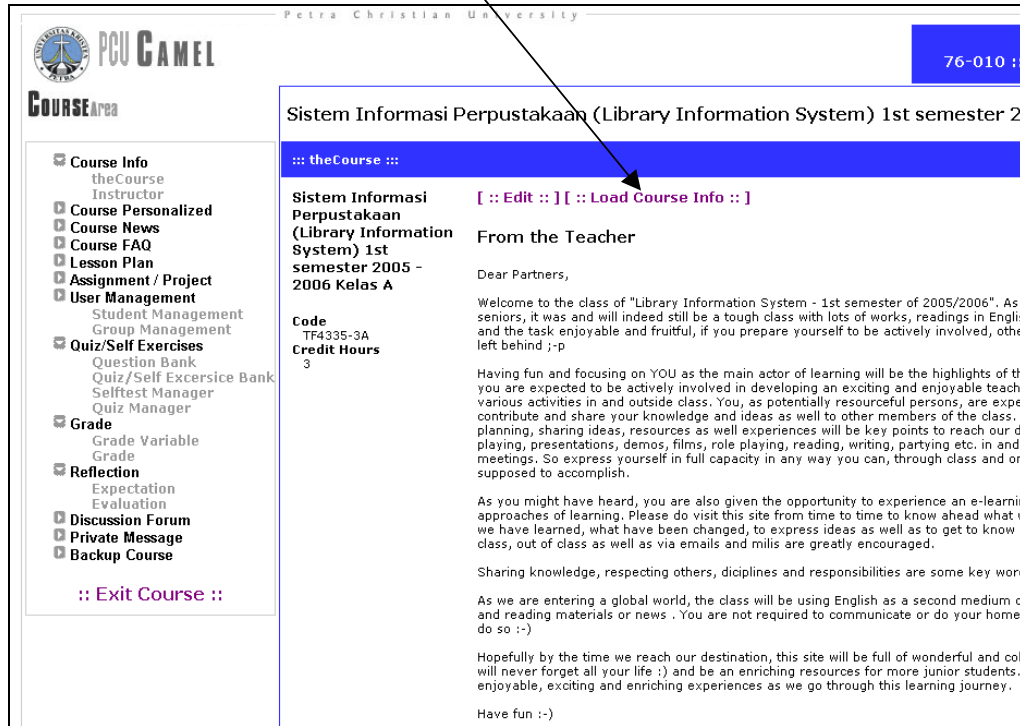


Gambar 2.16

Selain melakukan proses pengubahan secara manual, ada satu cara lain yaitu melalui cara me-load course lain yang dibimbing, sepanjang *course* tersebut telah di-backup sebelumnya.

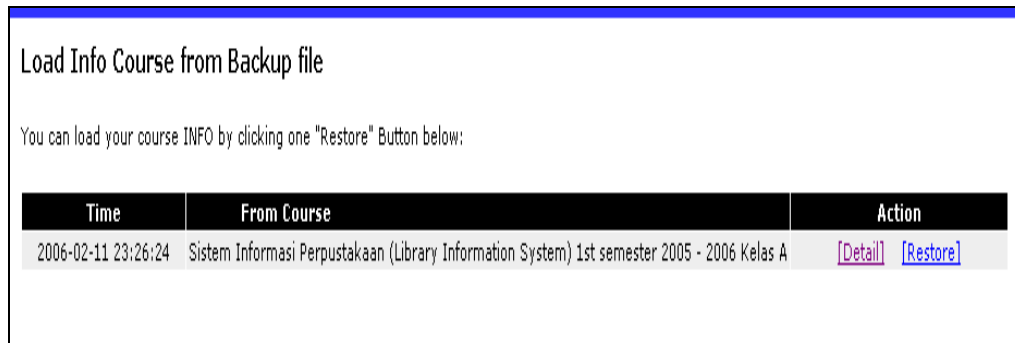
Cara :

2.1.13 Klik tombol "[:: Load Course Info ::]", seperti pada Gambar 2.17.



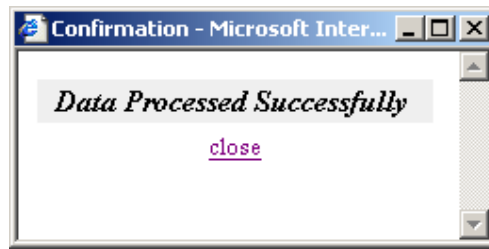
Gambar 2.17

Maka akan muncul tampilan, seperti pada Gambar 2.18.



Gambar 2.18

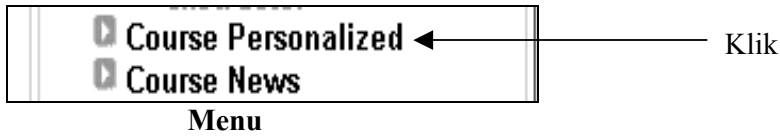
Lalu klik tombol "[Restore]", untuk melihat data apa yang akan di-*restore* dapat klik tombol "[Detail]". Setelah meng-*klik* tombol "[Restore]" akan muncul tampilan, seperti pada Gambar 2.19. Lalu klik tombol "close".



Gambar 2.19

*Course info* telah di-*restore* berdasarkan data yang telah di-*backup*.

## 2.2 Course Personalized



Pada *course personalized*, pembimbing dapat mengatur fasilitas *online*, *publish setting* dan *theme*.

Cara:

Centang checkbox dan *combobox* yang tersedia dan jika telah selesai klik tombol “Save Changes”. (Gambar 2.20)

Assignment / Product List

**Sistem Informasi Perpustakaan (Library Information System) 1st semester 2005 - 2006 Kelas A**

**Code**  
TF4335-3A

**Credit Hours**  
3

**Course Personalize**

**Color Theme**  
Light Blue

You can personalize your course activities by clicking one box or more below:

**Online Facilities**

- SCORM Run Time Environment Facility
- Assignment Collector
- Class Reflection
- Class Expectation
- Discussion Forum
- Frequently Asked Question

You can set your course to be published by clicking one box or more below:

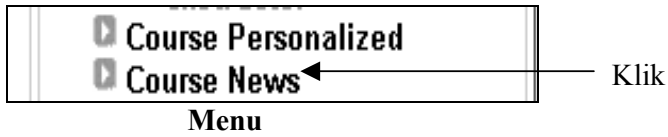
**Publish Setting**

- Course Info
- Course News
- Course FAQ
- Lesson Plan
- Course Assignment
- User Management
- Course Quiz
- Grade
- Course Selfexercise
- Expectation
- Evaluation
- Course Discussionforum

Save Changes

Gambar 2.20

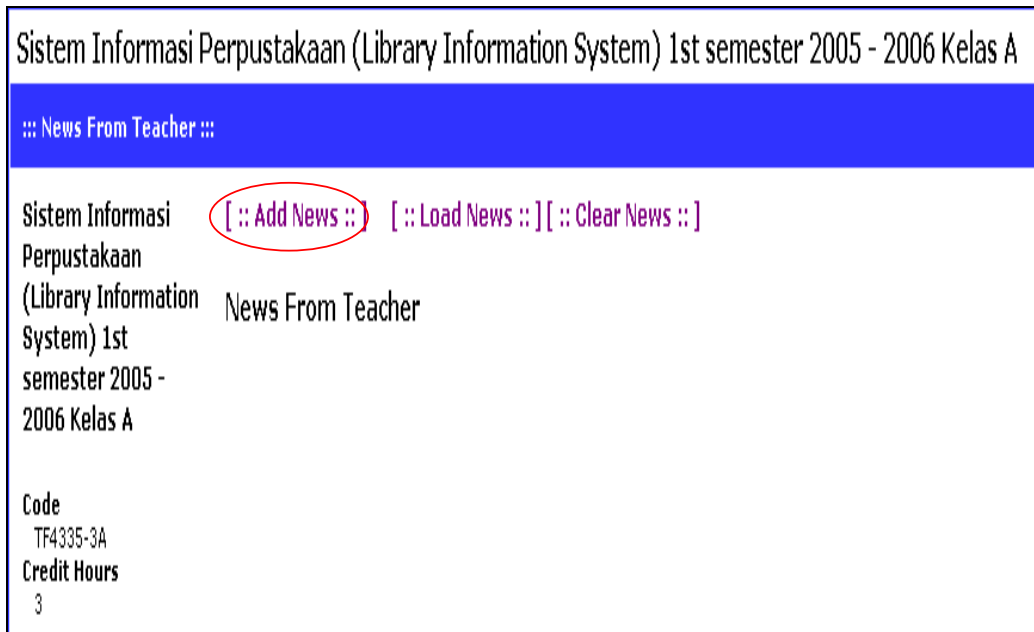
### 2.3 Course News



Pada *course news* pembimbing dapat memberikan informasi / pengumuman pada semua *user* dibimbingnya.

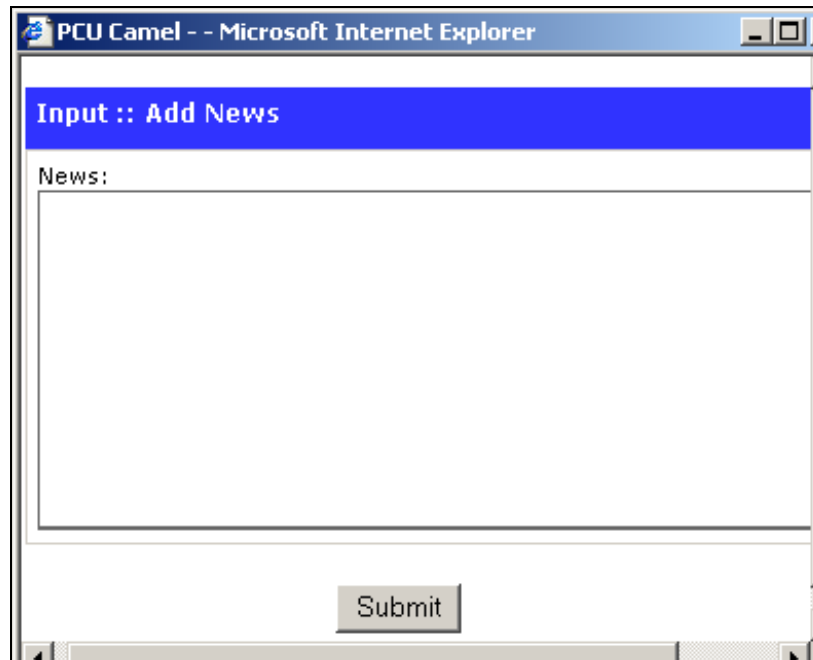
Cara:

2.3.1 Klik tombol "[:: Add News ::]", lihat Gambar 2.21.



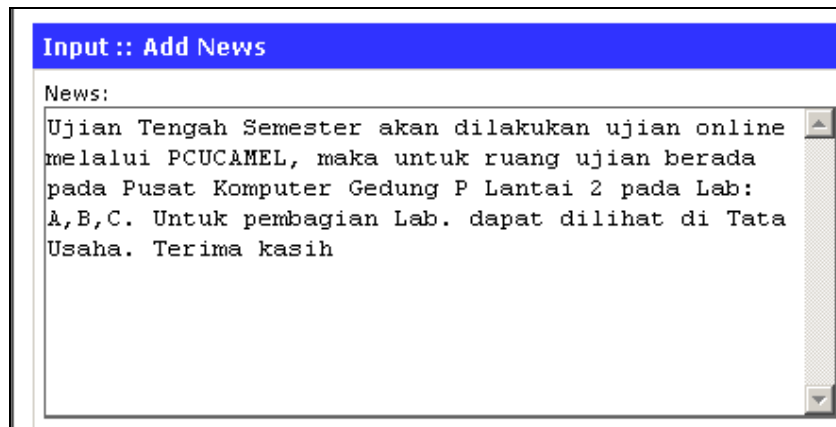
Gambar 2.21

Maka akan muncul *window* kecil, seperti pada Gambar 2.22.



Gambar 2.22

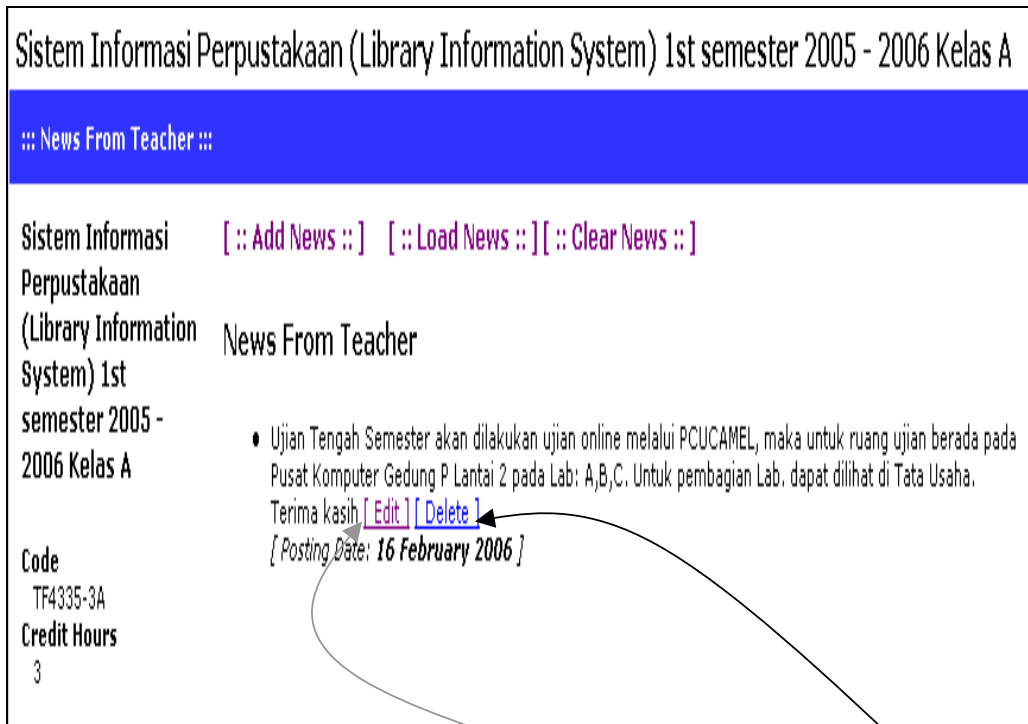
- 2.3.2 Ketik informasi pada *memobox news* , lalu klik tombol "Submit".  
Misal: Informasi diisikan 'Ujian Tengah Semester akan dilakukan ujian online melalui PCUCAMEL, maka untuk ruang ujian berada pada Pusat Komputer Gedung P Lantai 2 pada Lab: A,B,C. Untuk pembagian Lab. dapat dilihat di Tata Usaha. Terima kasih'. Seperti pada Gambar 2.23.



Gambar 2.23

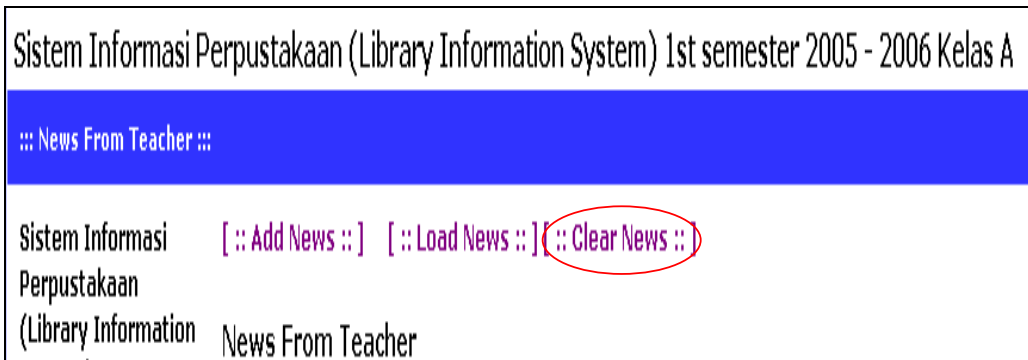
Lalu klik tombol 'Submit'.

- 2.3.3 Setelah meng-klik tombol "Submit", maka informasi telah tertuliskan dan akan tampil halaman menu *course news*, seperti pada Gambar 2.24.



Gambar 2.24

- 2.3.4 News yang telah tertulis dapat di-delete dengan mengklik tombol "Delete", diakhir news.
- 2.3.5 News yang telah tertulis dapat diedit dengan mengklik tombol "Edit", diakhir news.
- 2.3.6 Ketika tombol "Edit" diklik akan muncul *window* kecil, seperti pada Gambar 2.23. Ketik informasi pada *memobox news*, lalu klik tombol "Submit".
- 2.3.7 Terdapat tombol "Clear News" untuk menghapus semua *news*, seperti pada Gambar 2.25.

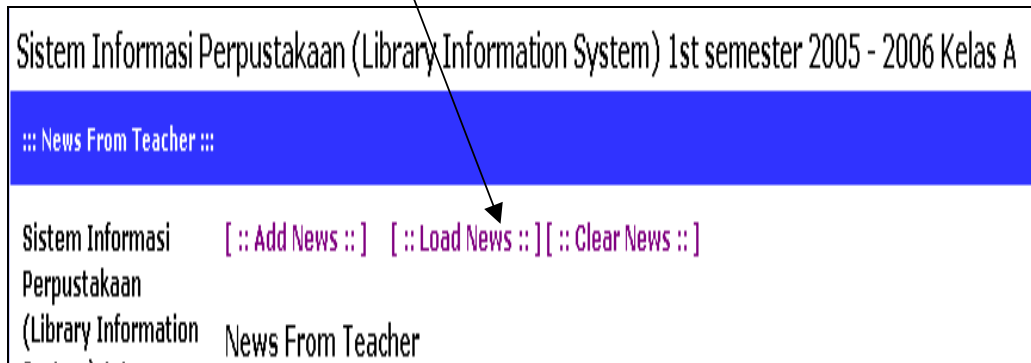


Gambar 2.25

Selain melakukan proses perubahan secara manual, ada satu cara lain yaitu melalui cara *me-load* course lain yang dibimbing, sepanjang *course* tersebut telah di-*backup* sebelumnya.

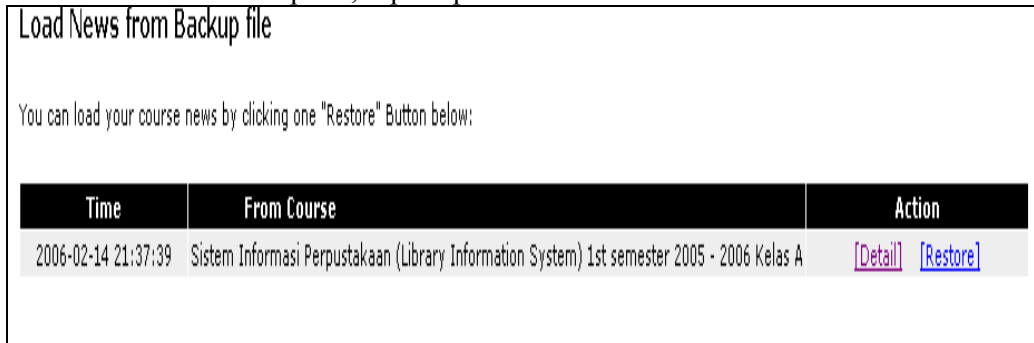
Cara :

2.3.8 Klik tombol "[:: Load News ::]", seperti pada Gambar 2.26.



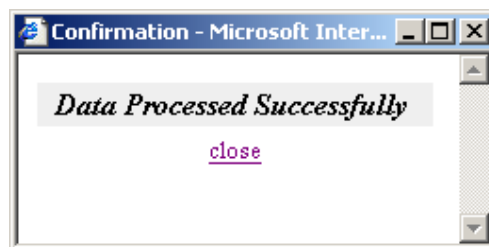
Gambar 2.26

Maka akan muncul tampilan, seperti pada Gambar 2.27.



Gambar 2.27

Lalu klik tombol "[Restore]", untuk melihat data apa yang akan di-restore dapat klik tombol "[Detail]". Setelah meng-klik tombol "[Restore]" akan muncul tampilan, seperti pada Gambar 2.28. Lalu klik tombol "close".

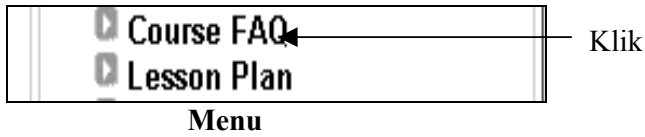


Gambar 2.28

Course news telah di-restore berdasarkan data yang telah di-backup.



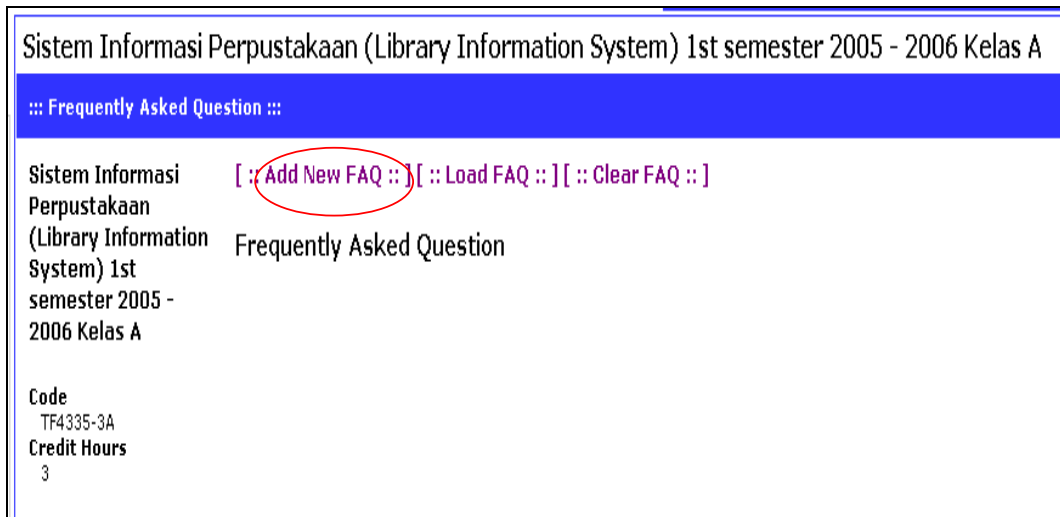
## 2.4 Course FAQ



Pada *course FAQ*, pembimbing mengisikan pertanyaan dan jawaban yang sering / pada umumnya dipertanyakan *user* yang ikut pada *course* yang dibimbingnya.

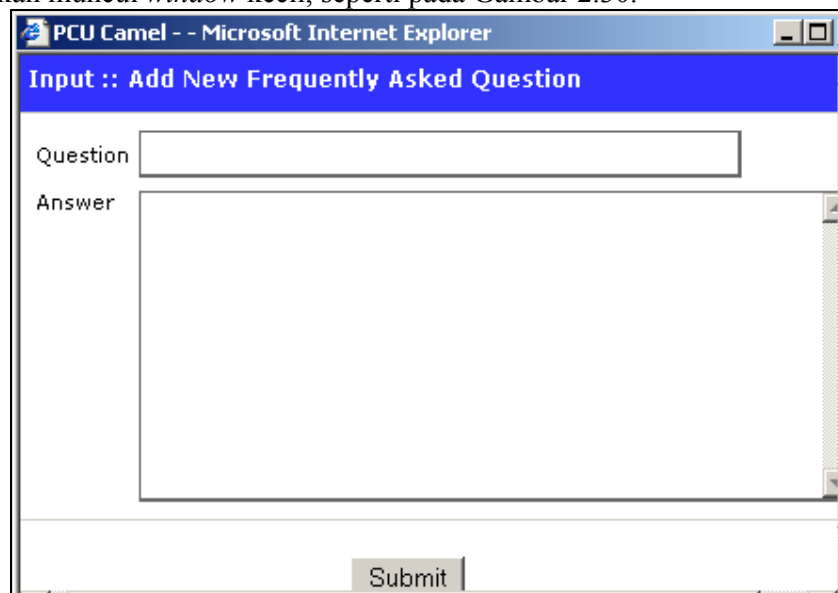
Cara:

2.4.1 Klik tombol "[:: Add New FAQ ::]", lihat Gambar 2.29.



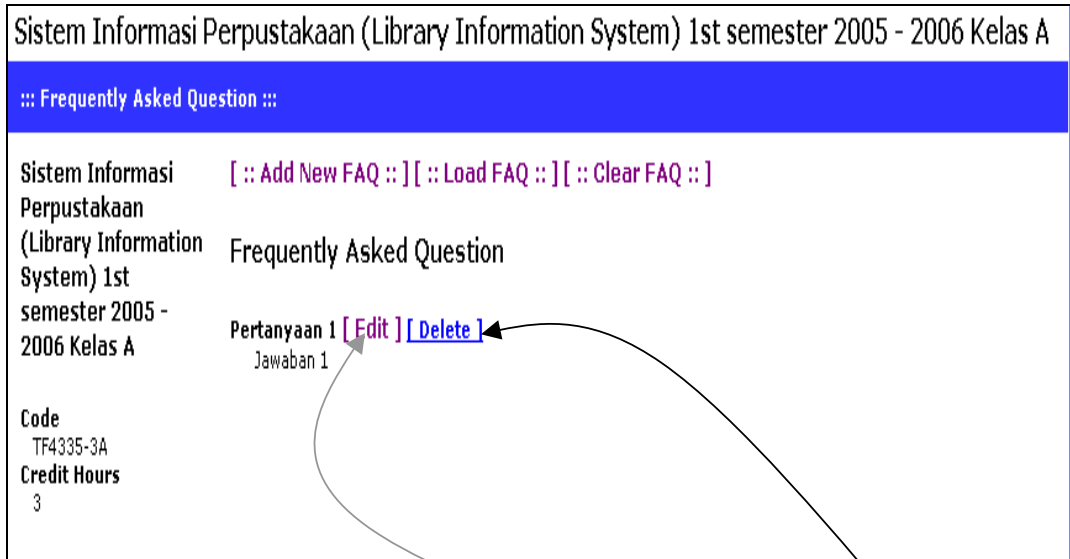
Gambar 2.29

Maka akan muncul *window* kecil, seperti pada Gambar 2.30.



Gambar 2.30

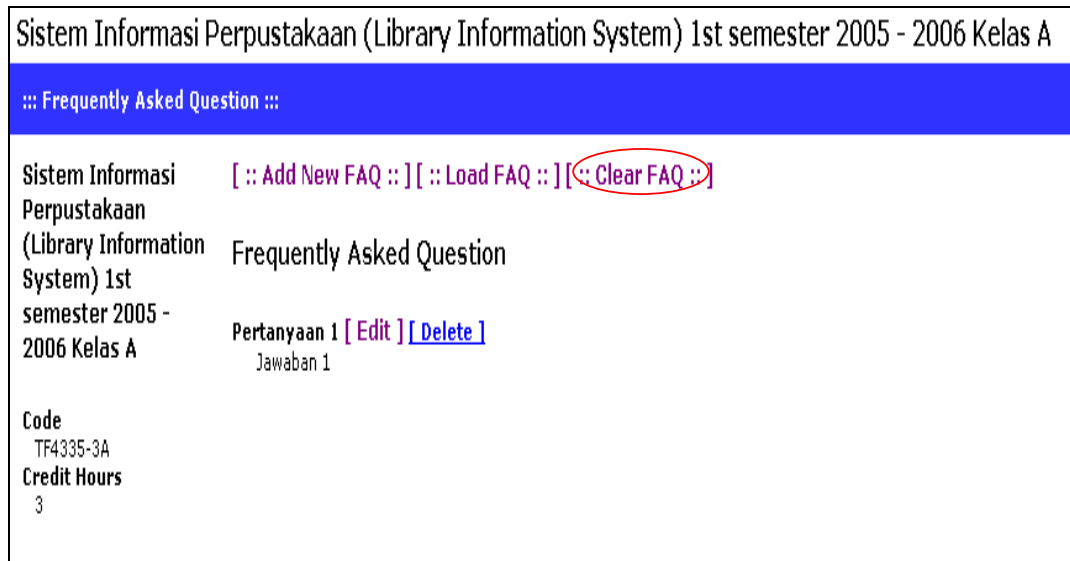
- 2.4.2 Ketik pertanyaan pada *editbox question* dan jawaban pada *memobox answer* lalu klik tombol "Submit".
- 2.4.3 Setelah meng-klik tombol "Submit", maka informasi telah tertuliskan dan akan tampil halaman menu *courseFAQ*, seperti pada Gambar 2.31.



Gambar 2.31

- 2.4.4 *News* yang telah tertulis dapat di-delete dengan mengklik tombol "Delete", diakhir news.
- 2.4.5 *News* yang telah tertulis dapat diedit dengan mengklik tombol "Edit", diakhir news.
- 2.4.6 Ketika tombol "Edit" diklik akan muncul *window* kecil, seperti pada Gambar 2.30. Ketik pertanyaan pada *editbox question* dan jawaban pada *memobox answer*, lalu klik tombol "Submit".

2.4.7 Terdapat tombol "Clear FAQ" untuk menghapus semua *FAQ*, seperti pada Gambar 2.32.

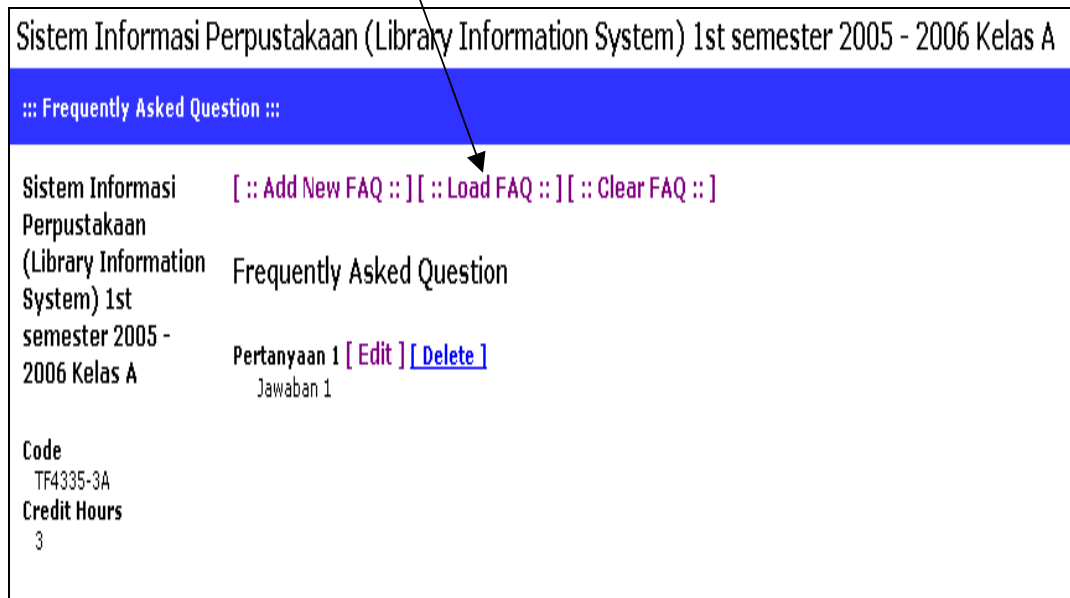


Gambar 2.32

Selain melakukan proses perubahan secara manual, ada satu cara lain yaitu melalui cara *me-load* course lain yang dibimbing, sepanjang *course* tersebut telah *di-backup* sebelumnya.

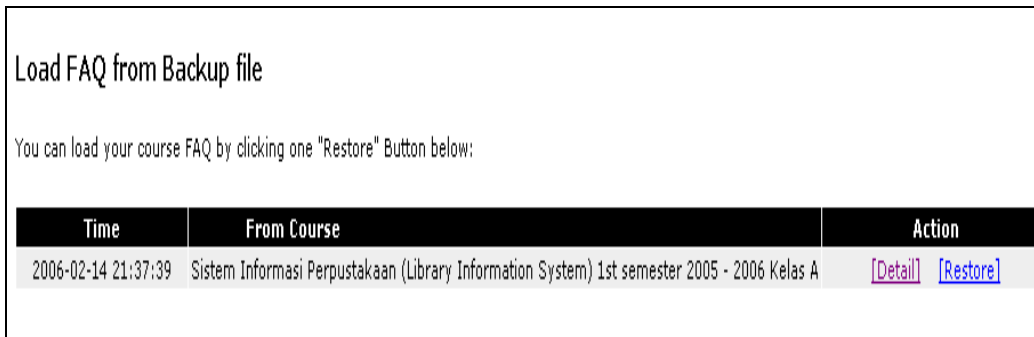
Cara :

2.4.8 Klik tombol "[ :: Load FAQ :: ]", seperti pada Gambar 2.33.



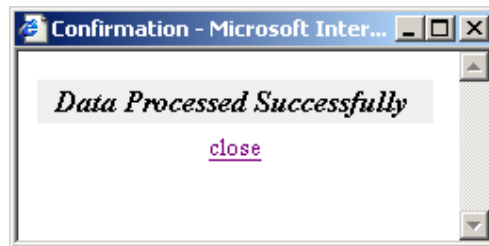
Gambar 2.33

Maka akan muncul tampilan, seperti pada Gambar 2.34.



Gambar 2.34

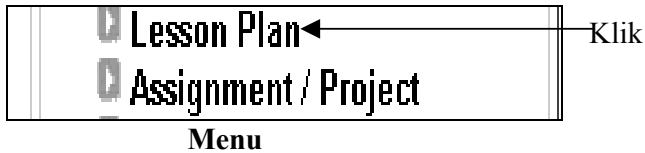
Lalu klik tombol "[Restore]", untuk melihat data apa yang akan di-restore dapat klik tombol "[Detail]". Setelah meng-klik tombol "[Restore]" akan muncul tampilan, seperti pada Gambar 2.35. Lalu klik tombol "close".



Gambar 2.35


*Course FAQ* telah di-restore berdasarkan data yang telah di-backup.

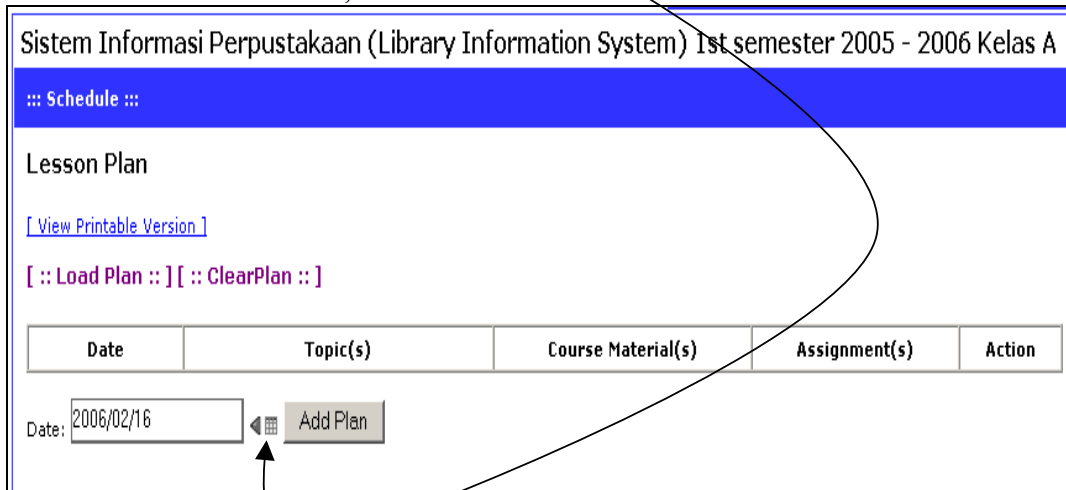
## 2.5 Lesson Plan



Pada menu 'Lesson Plan', pembimbing dapat membuat silabus/jadwal kuliah, yang berisikan: Topik, Materi/bahan dan Tugas pada tiap sesi.

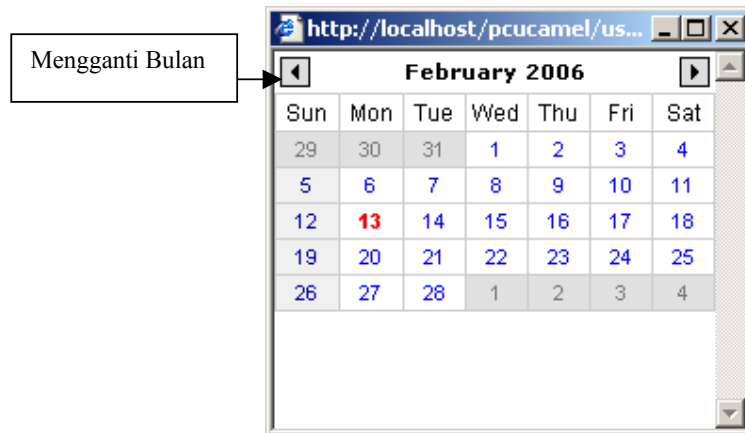
Cara:

2.5.1 Klik tombol "  ", lihat Gambar 2.36.



Gambar 2.36

2.5.2 Akan muncul kalender dalam bentuk *window* kecil, seperti pada Gambar 2.37



Gambar 2.37

2.5.3 Pilih bulan yang diinginkan.

2.5.4 Klik pada tanggal yang diinginkan.

2.5.5 Lalu tampilan akan kembali sesuai dengan Gambar 2.36, lalu klik tombol 'Add Plan'.(Gambar 2.38)

Sistem Informasi Perpustakaan (Library Information System) 1st semester 2005 - 2006 Kelas A

::: Schedule :::

Lesson Plan

[\[ View Printable Version \]](#)

[ :: Load Plan :: ] [ :: ClearPlan :: ]

Date	Topic(s)	Course Material(s)	Assignment(s)	Action
Date: <input type="text" value="2006/02/16"/>				<input type="button" value="Add Plan"/>

Gambar 2.38

2.5.6 Misal memilih pada tanggal 16 Februari 2006, maka akan muncul tampilan sesuai pada Gambar 2.39.

Sistem Informasi Perpustakaan (Library Information System) 1st semester 2005 - 2006 Kelas A

::: Schedule :::

Lesson Plan

[\[ View Printable Version \]](#)

[ :: Load Plan :: ] [ :: ClearPlan :: ]

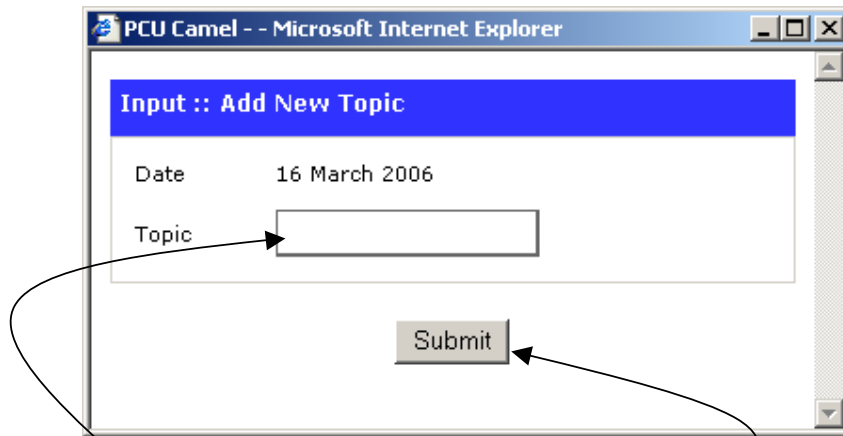
Date	Topic(s)	Course Material(s)	Assignment(s)	Action
16 March 2006 <a href="#">[ Edit Date ]</a>	• No Topic <a href="#">Add New Topic</a>	• No File <a href="#">Add New Course Material</a>	• No Assignment <a href="#">Add New Assignment</a>	<a href="#">[View Detail]</a> <a href="#">[Delete]</a>

Date:

Gambar 2.39

2.5.7 Isi topik, klik "Add New Topic".

2.5.8 Maka akan muncul *window* kecil seperti pada Gambar 2.40.

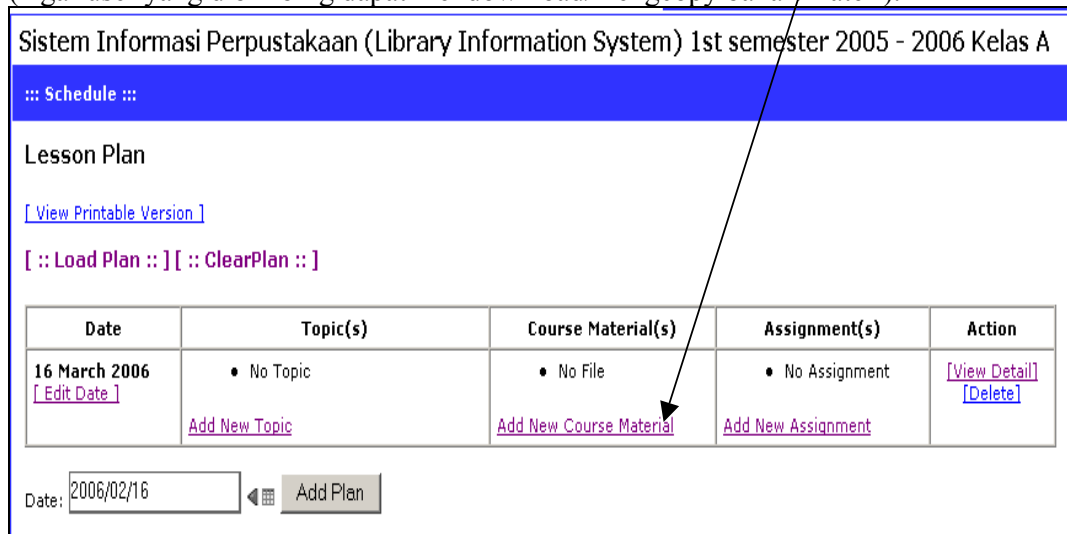


Gambar 2.40

2.5.9 Isi *course* topik pada *editbox topic*. Lalu klik tombol "Submit".  
 (Misal : Topic = Topik1). Jika untuk menambah topik di satu sesi dapat mengulangi langkah 2.5.7 sampai dengan langkah 2.5.9.

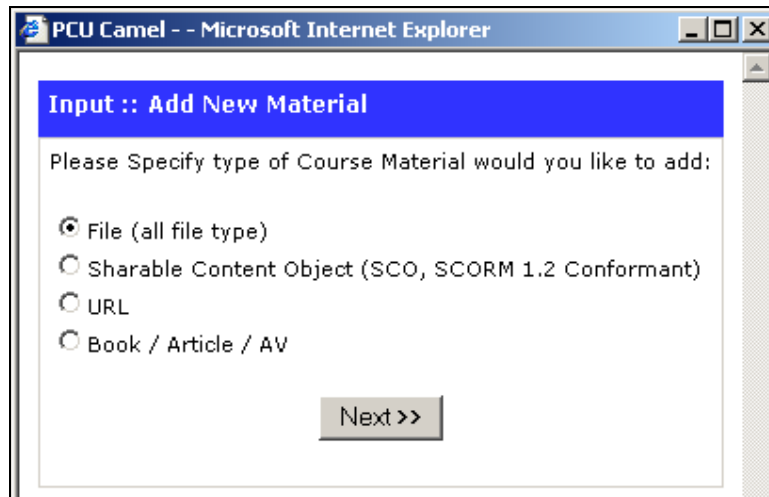
2.5.10 Menambahkan Materi/Bahan, klik "Add New Course Material", seperti pada Gambar 2.41.

(Agar user yang dibimbing dapat mendownload/mengcopy bahan/materi).



Gambar 2.41

2.5.11 Maka akan muncul *window* kecil, seperti pada Gambar 2.42.

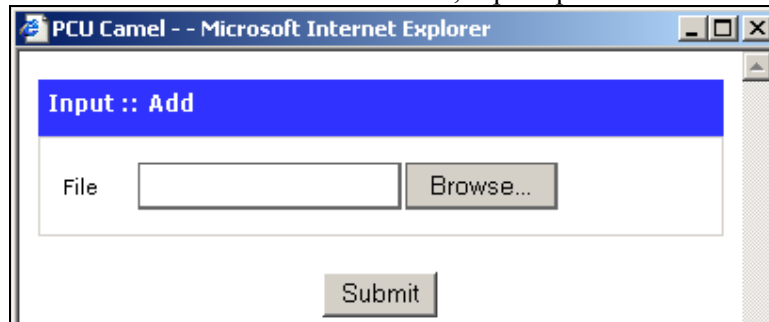


Gambar 2.42

2.5.12 Pilih salah satu dari sumber bahan / materi.(File/SCROM/URL/BOOK).

2.5.12.1 Jika *File* , klik *radiobutton* yang ada di sisi kiri *file*, lalu klik tombol "Next>>".

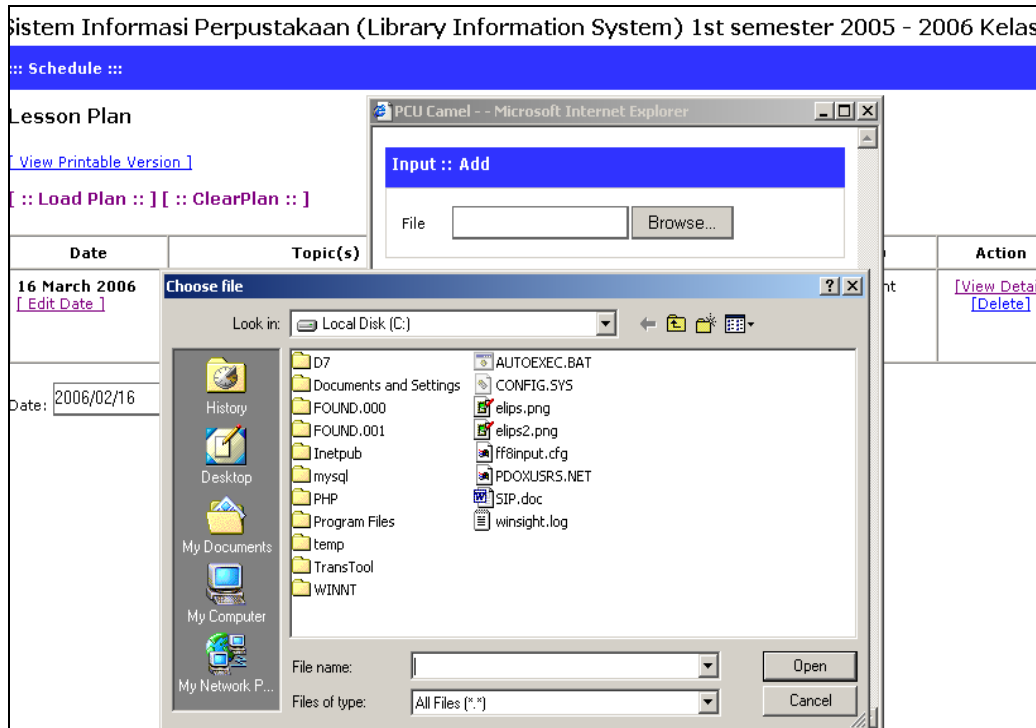
2.5.12.1.1 Maka akan muncul *window* kecil, seperti pada Gambar 2.43.



Gambar 2.43

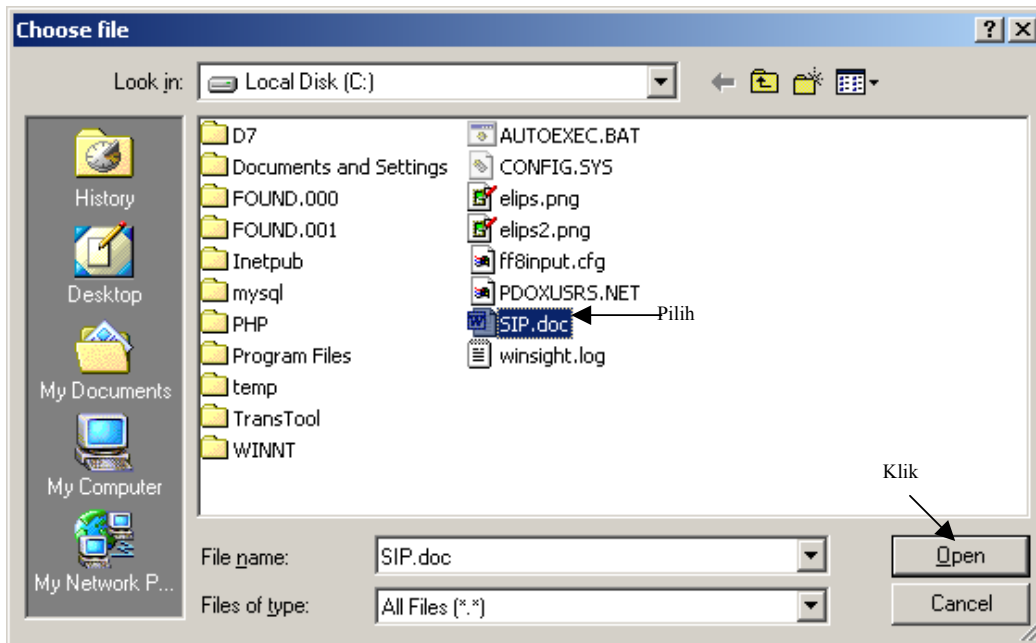


2.5.12.1.2 Klik tombol "Browse.." akan muncul *window chooses file*, seperti pada Gambar 2.44.



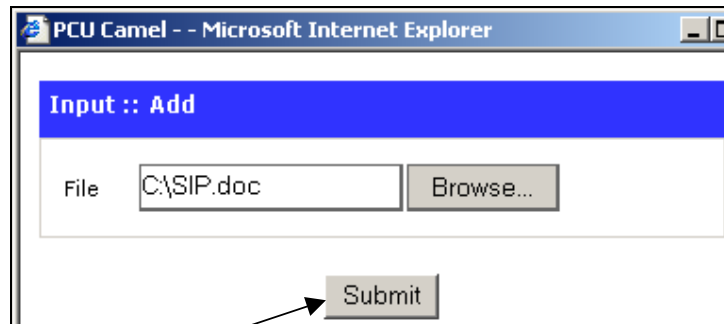
Gambar 2.44

Misal: *file* materi berada pada: C:/SIP.doc, pilih *file* tersebut dan klik tombol "open".(Gambar 2.45)



Gambar 2.45

Maka akan tampilan, seperti pada Gambar 2.46.

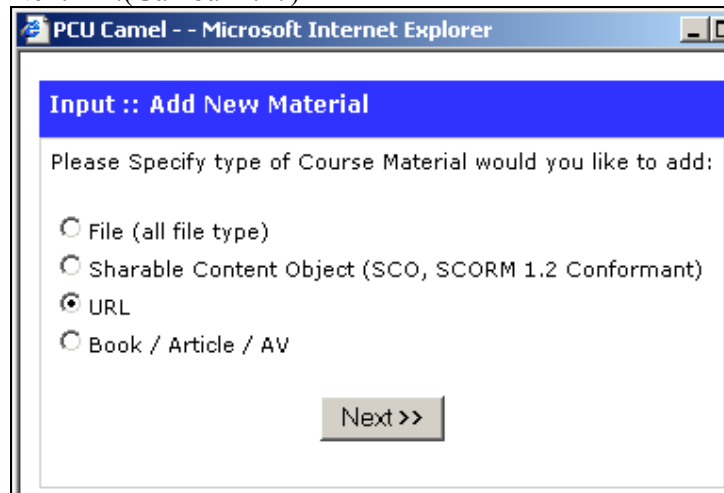


Gambar 2.46

Lalu klik tombol "Submit".

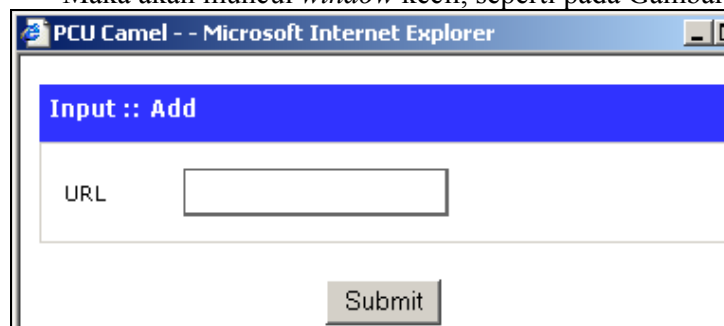
2.5.12.1.3 Maka telah ter-*upload* sebagai bahan materi / *courses material*. Untuk menambah *file* lain, dapat melakukan cara yang sama dari langkah ke 2.5.12.1.1 sampai dengan langkah ke 2.5.12.1.4.

2.5.12.2 Jika *URL*, klik *radiobutton* yang ada di sisi kiri *URL*, lalu klik tombol "Next>>".(Gambar 2.47)



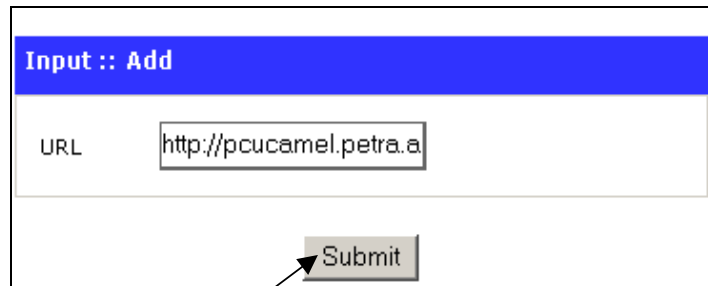
Gambar 2.47

2.5.12.2.1 Maka akan muncul *window* kecil, seperti pada Gambar 2.48.



Gambar 2.48

Tuliskan *URL* / alamat web pada *editbox URL*.  
Misal: <http://pcucamel.petra.ac.id> (Gambar 2.49)

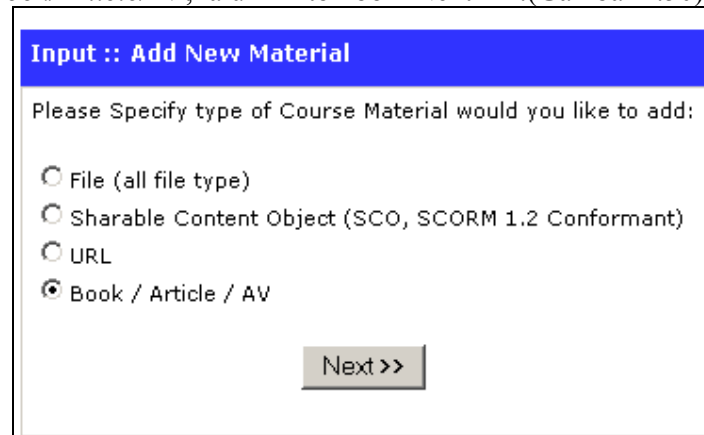


The screenshot shows a web form with a blue header bar containing the text "Input :: Add". Below the header, there is a text input field labeled "URL" containing the text "http://pcucamel.petra.a". At the bottom of the form is a "Submit" button. An arrow points from the caption below to the "Submit" button.

Gambar 2.49

Lalu klik tombol "Submit".

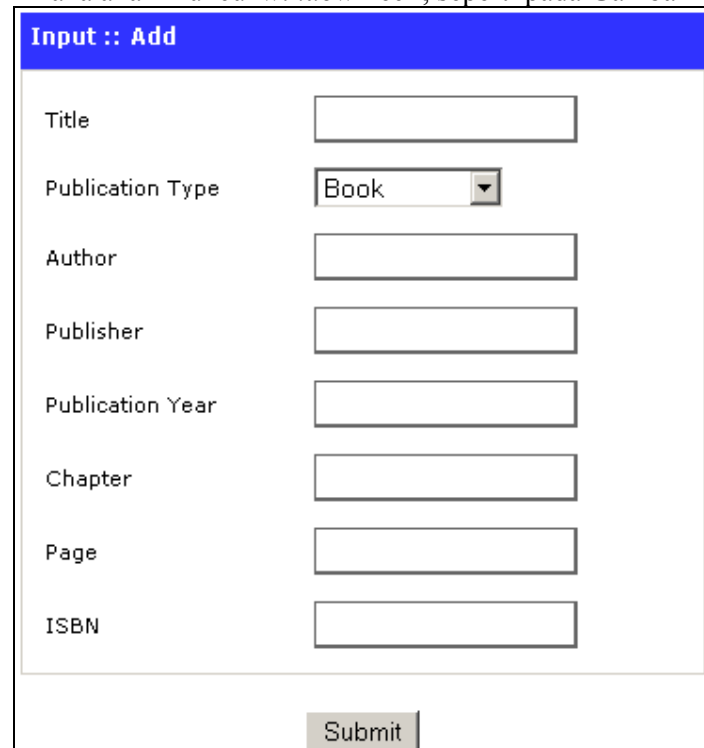
2.5.12.3 Jika *Book/Article/AV*, klik *radiobutton* yang ada di sisi kiri *Book/Article/AV*, lalu klik tombol "Next>>".(Gambar 2.50)



The screenshot shows a web form with a blue header bar containing the text "Input :: Add New Material". Below the header, there is a text input field containing the text "Please Specify type of Course Material would you like to add:". Below this, there are four radio button options: "File (all file type)", "Sharable Content Object (SCO, SCORM 1.2 Conformant)", "URL", and "Book / Article / AV". The "Book / Article / AV" option is selected. At the bottom of the form is a "Next >>" button.

Gambar 2.50

2.5.12.3.1 Maka akan muncul *window* kecil, seperti pada Gambar 2.51.



The screenshot shows a web form with a blue header bar containing the text "Input :: Add". Below the header, there are several input fields: "Title" (text input), "Publication Type" (dropdown menu with "Book" selected), "Author" (text input), "Publisher" (text input), "Publication Year" (text input), "Chapter" (text input), "Page" (text input), and "ISBN" (text input). At the bottom of the form is a "Submit" button.

Gambar 2.51

2.5.12.3.2 Isi *Title, Publication Type(Book/Article/AudioVisual), Author, Publisher, Publication Year, Chapter, Page* dan ISBN. Lalu klik tombol "Submit".

2.5.13 Menambahkan tugas yang diberikan pada tiap sesi, klik "Add New Assignment", seperti pada Gambar 2.52.

Sistem Informasi Perpustakaan (Library Information System) 1st semester 2005 - 2006 Kelas A

:: Schedule ::

Lesson Plan

[\[ View Printable Version \]](#)

[\[ :: Load Plan :: \]](#) [\[ :: ClearPlan :: \]](#)

Date	Topic(s)	Course Material(s)	Assignment(s)	Action
16 March 2006 <a href="#">[ Edit Date ]</a>	<ul style="list-style-type: none"> <li>• Topik1 <a href="#">[ Edit ]</a> <a href="#">[ Delete ]</a></li> </ul> <a href="#">Add New Topic</a>	<ul style="list-style-type: none"> <li>• No File</li> </ul> <a href="#">Add New Course Material</a>	<ul style="list-style-type: none"> <li>• No Assignment</li> </ul> <a href="#">Add New Assignment</a>	<a href="#">[View Detail]</a> <a href="#">[Delete]</a>

Date:

Gambar 2.52

2.5.14 Isi data tugas pada *form Add New Assignment*. (Gambar 2.53)

Input :: Add New Assignment

Date: 16 March 2006

Topic:

Description:

Type:
  Assignment  
 Reading  
 Project

Submission Media:
  Online  
 Softcopy  
 Hardcopy  
 For Discussion

Evaluation Criteria:

Due Date:

Form Add New Assignment

Gambar 2.53

Cara Pengisian *Form Add New Assignment*:

2.5.14.1 Ketik topik pada *editbox topic*. Misal topik='SIP Lunch potluck party'

Topic	SIP Lunch potluck party
-------	-------------------------

Gambar 2.54

2.5.14.2 Ketik deskripsi pada *memobox description*. Misal pada Gambar 2.55.

Description	<pre>&lt;ul&gt; &lt;li&gt; each group is expected to creatively design and prepare a light lunch (no cooking in class please) and no more than Rp. 25.000,- for each group &lt;/li&gt; &lt;li&gt; write a group report on the preparation from how you come up with the ideas, the source of information, the people involved ( inside and outside the group , including the job description of each member), the resources you need</pre>
-------------	--

Gambar 2.55

2.5.14.3 Tentukan tipe tugas, dengan mencentang *checkbox*. Misal pada Gambar 2.56.

Type	<input checked="" type="checkbox"/> Assignment <input type="checkbox"/> Reading <input type="checkbox"/> Project
------	--

Gambar 2.56

2.5.14.4 Tentukan media pengumpulan tugas, dengan mencentang *checkbox*. Misal pada Gambar 2.57.

Submission Media	<input checked="" type="checkbox"/> Online <input type="checkbox"/> Softcopy <input checked="" type="checkbox"/> Hardcopy <input type="checkbox"/> For Discussion
------------------	--


Gambar 2.57

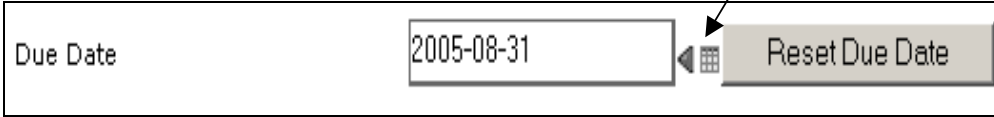
[Ket: *online=upload* melalui pcucamel]


2.5.14.5 Tentukan evaluasi penilaian. Misal pada Gambar 2.58.

Evaluation Criteria	<p>see course policy.</p> <p>Group:</p> <ol style="list-style-type: none"> <li>1. Professional (20 %)</li> <li>2. Complete (20 %)</li> <li>3. Accurate ( 20 %)</li> <li>4. Show efforts ( 20 % )</li> <li>5. Imaginative/reflective ( 20%)</li> </ol>
---------------------	---

Gambar 2.58

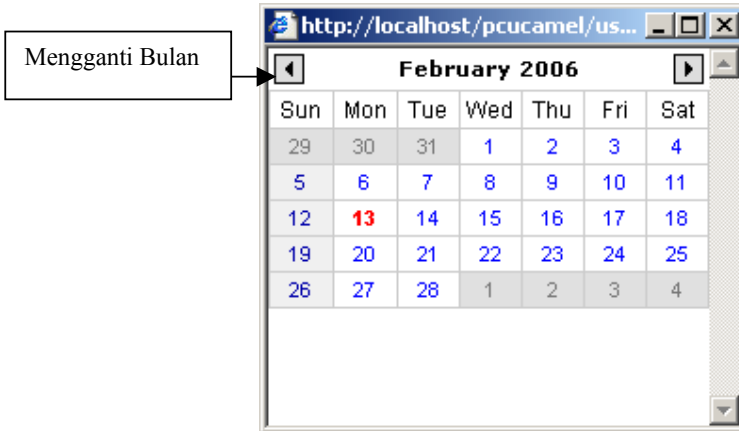
2.5.14.6 Tentukan tanggal pengumpulan tugas, Klik tombol ””, lihat Gambar 2.59.





Due Date  

Gambar 2.59

2.5.14.7 Akan muncul kalender dalam bentuk *window* kecil, seperti pada Gambar 2.60



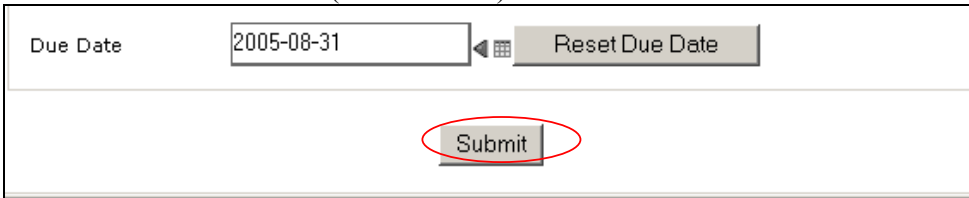
Mengganti Bulan →  **February 2006** 


Sun	Mon	Tue	Wed	Thu	Fri	Sat
29	30	31	1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	1	2	3	4

Gambar 2.60

Pilih bulan yang diinginkan.  
Klik pada tanggal yang diinginkan.

2.5.14.8 Lalu tampilan akan kembali ke *form Add New Assignment*, lalu klik tombol ”Submit”.(Gambar 2.61)

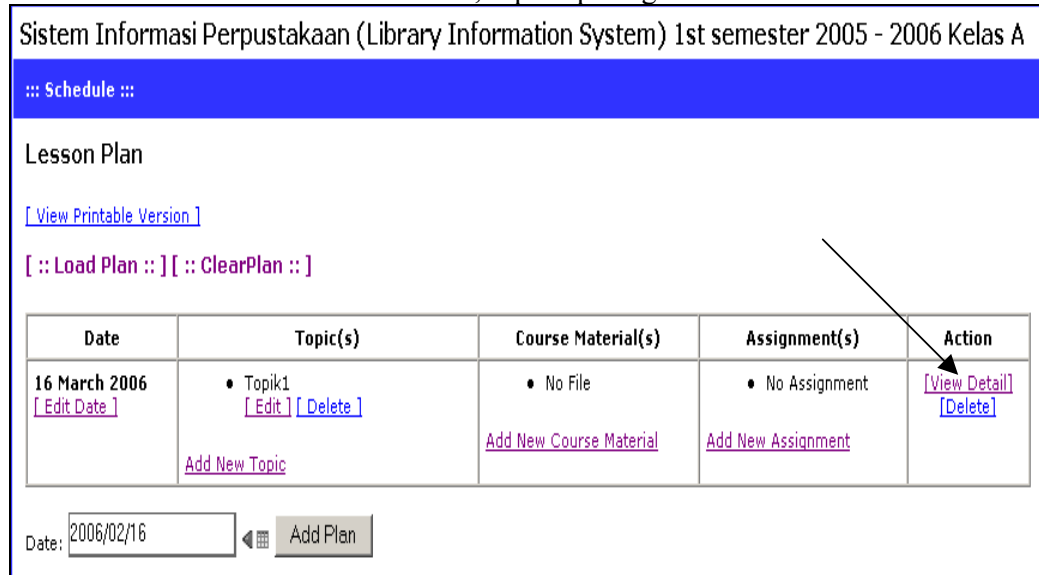


Due Date  

Gambar 2.61

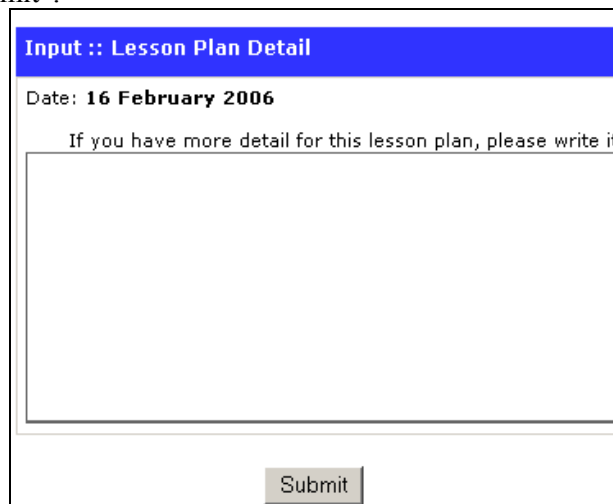
2.5.15 Jika diperlukan keterangan lain yang memperjelas *lessonplan* pada sesi tersebut dapat ditambahkan dengan cara:

2.5.15.1 Klik tombol "View detail", seperti pada gambar 2.62.



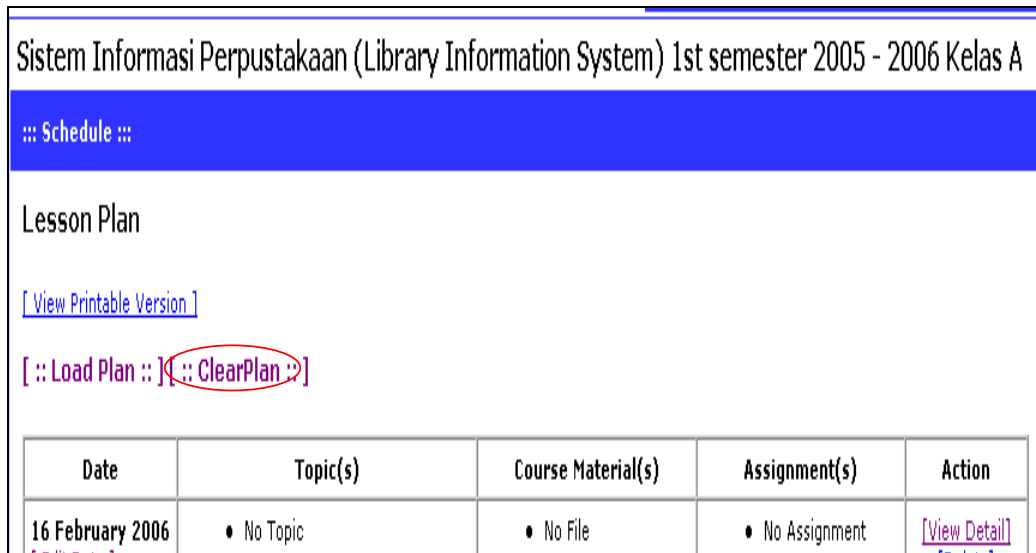
Gambar 2.63

2.5.15.2 Isi *memobox* yang tampil seperti pada Gambar 2.64, lalu klik tombol "Submit".



Gambar 2.64

2.5.16 Terdapat tombol "[:: Clear Plan ::]" untuk menghapus semua FAQ, seperti pada Gambar 2.63.

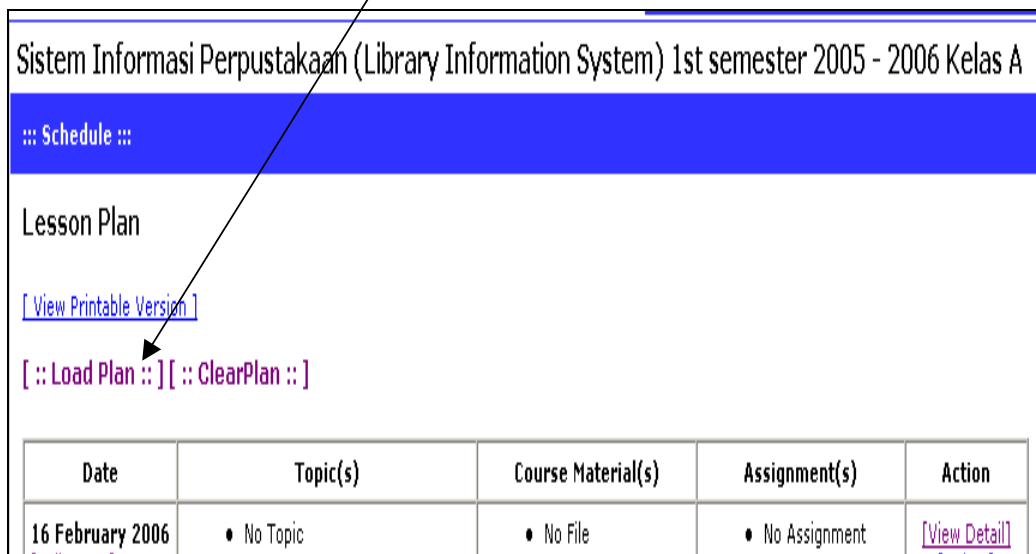


Gambar 2.63

Selain melakukan proses pengubahan secara manual, ada satu cara lain yaitu melalui cara me-load course lain yang dibimbing, sepanjang *course* tersebut telah di-backup sebelumnya.

Cara :

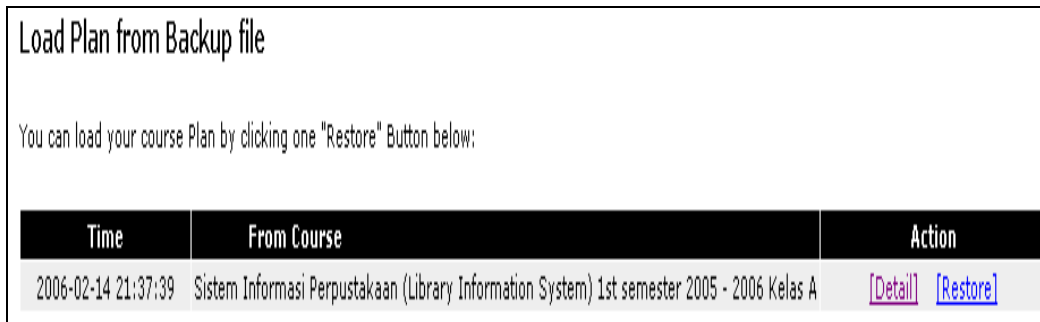
2.5.17 Klik tombol "[:: Load Plan ::]", seperti pada Gambar 2.64.



Gambar 2.64

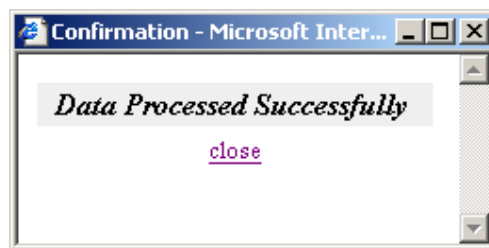
Maka akan muncul tampilan, seperti pada Gambar 2.65.





Gambar 2.65

Lalu klik tombol "[Restore]", untuk melihat data apa yang akan di-*restore* dapat klik tombol "[Detail]". Setelah meng-*klik* tombol "[Restore]" akan muncul tampilan, seperti pada Gambar 2.66. Lalu klik tombol "close".

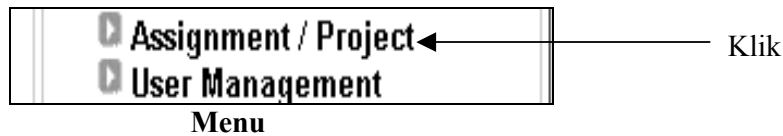


Gambar 2.66

*Lesson plan* telah di-*restore* berdasarkan data yang telah di-*backup*.

\* Ket: Untuk Tanggal *lesson plan* pada tiap sesinya diatur lagi secara manual.

## 2.6 Assignment / Project



Pada menu *Assignment / Project* ini pembimbing dapat memberikan tambahan tugas, meng-*edit* tugas, menghapus tugas dan melihat *file* tugas yang dikumpulkan secara *online*, serta dapat mem-*publish* hasil tugas-tugas yang telah terkumpul sehingga dapat dilihat oleh semua *user* yang ikut pada *course* tersebut.

### 2.6.1 Cara menambah tugas:

#### 2.6.1.1 Klik tombol "[:: Add Assignment ::]", seperti pada Gambar 2.67.

Sistem Informasi Perpustakaan (Library Information System) 1st semester 2005 - 2006 Kelas A

::: Assignment / Product List :::

<p>Sistem Informasi Perpustakaan (Library Information System) 1st semester 2005 - 2006 Kelas A</p> <p>Code TF4335-3A</p> <p>Credit Hours 3</p>	<p style="text-align: center;"><b>[:: Add Assignment ::]</b></p> <p style="text-align: center;"><b>Assignment List</b></p> <ul style="list-style-type: none"> <li>• <b>SIP Lunch potluck party (group assignment )</b> <a href="#">[ Edit ]</a> <a href="#">[ Delete ]</a> Lesson Plan Date: <b>16 February 2006</b></li> </ul> <p>"</p> <ul style="list-style-type: none"> <li>○ each group is expected to creatively design and prepare a light lunch (no cooking in class please) and no more than Rp. 25.000,- for each group</li> <li>○ write a group report on the preparation from how you come up with the ideas, the source of information, the people involved ( inside and outside the group , including the job description of each member), the resources you need (ingredients, the cooking tools etc), the kind of activities you go through , the recipes and how to implement the recipes, or any further details you would like to add ( not more than 3 pages, double spaces)</li> <li>○ bring the ingredients and the eating equipments to class</li> <li>○ share proudly your experience and expertise on your recipe and implementation to class members and of course share the "art works" too</li> <li>○ please be as imaginative and creative as possible.</li> <li>○ Name your "work of arts" . Include the use of any library terms you have known in finding the suitable name for your work of arts including the ingrediences of your recipes. :-)</li> </ul> <p>"</p> <p>Type: <b>Assignment</b> Submission Media: <b>Online, Hardcopy</b> Due Date: <b>31 August 2005</b> Evaluation Criteria: see course policy. Group: 1. Professional (20 %) 2. Complete (20 %) 3. Accurate ( 20 %) 4. Show efforts ( 20 %) 5. Imaginative/reflective ( 20%)</p> <p style="text-align: center;"><a href="#">See All Uploaded File by Student for this Assignment</a></p>
--	--

Gambar 2.67

2.6.1.2 Isi data tugas pada form *Add New Assignment*. (Gambar 2.68)

Input :: Add New Assignment

Date 16 March 2006

Topic

Description

Type  Assignment  Reading  Project

Submission Media  Online  Softcopy  Hardcopy  For Discussion

Evaluation Criteria

Due Date UNDEFINED Reset Due Date

Submit

*Form Add New Assignment*

Gambar 2.68

Untuk cara pengisian dapat dilihat pada langkah 2.5.14.1 sampai dengan langkah 2.5.14.8.

## 2.6.2 Cara meng-edit tugas

2.6.2.1 Klik tombol "[Edit]" pada tugas yang ingin diubah, seperti pada Gambar 2.69.

Sistem Informasi Perpustakaan (Library Information System) 1st semester 2005 - 2006 Kelas A

::: Assignment / Product List :::

Sistem Informasi Perpustakaan (Library Information System) 1st semester 2005 - 2006 Kelas A

[ :: Add Assignment :: ]

Assignment List

- SIP Lunch potluck party (group assignment) [Edit] [Delete]  
Lesson Plan Date: 16 February 2006

Code TF4335-3A  
Credit Hours 3

- each group is expected to creatively design and prepare a light lunch (no cooking in class please) and no more than Rp. 25.000,- for each group
- write a group report on the preparation from how you come up with the ideas, the source of information, the people involved ( inside and outside the group , including the job description of each member), the resources you need (ingredients, the cooking tools etc), the kind of activities you go through , the recipes and how to implement the recipes, or any further details you would like to add ( not more than 3 pages, double spaces)
- bring the ingredients and the eating equipments to class
- share proudly your experience and expertise on your recipe and implementation to class members and of course share the "art works" too
- please be as imaginative and creative as possible.
- Name your "work of arts" . Include the use of any library terms you have known in finding the suitable name for your work of arts including the ingredients of your recipes. :-)

Type: **Assignment**  
Submission Media: **Online, Hardcopy**  
Due Date: **31 August 2005**  
Evaluation Criteria:  
see course policy. Group: 1. Professional (20 %) 2. Complete (20 %) 3. Accurate ( 20 %) 4. Show efforts ( 20 %) 5. Imaginative/reflective ( 20%)

[See All Uploaded File by Student for this Assignment](#)

Gambar 2.69

2.6.2.2 Untuk cara pengisian dapat dilihat pada langkah 2.5.14.1 sampai dengan langkah 2.5.14.8.

## 2.6.3 Cara menghapus tugas

2.6.3.1 Klik tombol "[Delete]" pada tugas yang ingin diubah, seperti pada Gambar 2.70.

Sistem Informasi Perpustakaan (Library Information System) 1st semester 2005 - 2006 Kelas A

::: Assignment / Product List :::

Sistem Informasi Perpustakaan (Library Information System) 1st semester 2005 - 2006 Kelas A

[ :: Add Assignment :: ]

Assignment List

- SIP Lunch potluck party (group assignment) [ Edit ] [ Delete ]  
Lesson Plan Date: 16 February 2006

Code TF4335-3A  
Credit Hours 3

- each group is expected to creatively design and prepare a light lunch (no cooking in class please) and no more than Rp. 25.000,- for each group
- write a group report on the preparation from how you come up with the ideas, the source of information, the people involved ( inside and outside the group , including the job description of each member), the resources you need (ingredients, the cooking tools etc), the kind of activities you go through , the recipes and how to implement the recipes, or any further details you would like to add ( not more than 3 pages, double spaces)
- bring the ingredients and the eating equipments to class
- share proudly your experience and expertise on your recipe and implementation to class members and of course share the "art works" too
- please be as imaginative and creative as possible.
- Name your "work of arts" . Include the use of any library terms you have known in finding the suitable name for your work of arts including the ingredients of your recipes. :-)

Type: **Assignment**  
Submission Media: **Online, Hardcopy**  
Due Date: **31 August 2005**  
Evaluation Criteria:  
see course policy. Group: 1. Professional (20 %) 2. Complete (20 %) 3. Accurate ( 20 %) 4. Show efforts ( 20 % ) 5. Imaginative/reflective ( 20%)

[See All Uploaded File by Student for this Assignment](#)

Gambar 2.70

2.6.4 Cara melihat *file* tugas yang dikumpulkan secara *online*

2.6.4.1 Klik tombol ”See All Upload File By Student for this Assignment” pada tugas yang ingin diubah, seperti pada Gambar 2.71.

Sistem Informasi Perpustakaan (Library Information System) 1st semester 2005 - 2006 Kelas A

::: Assignment / Product List :::

Sistem Informasi Perpustakaan (Library Information System) 1st semester 2005 - 2006 Kelas A [ :: Add Assignment :: ]

Assignment List

- SIP Lunch potluck party (group assignment ) [ Edit ] [ Delete ]  
Lesson Plan Date: 16 February 2006  
"o each group is expected to creatively design and prepare a light lunch (no cooking in class please) and no more than Rp. 25.000,- for each group  
o write a group report on the preparation from how you come up with the ideas, the source of information, the people involved ( inside and outside the group , including the job description of each member), the resources you need (ingredients, the cooking tools etc), the kind of activities you go through , the recipes and how to implement the recipes, or any further details you would like to add ( not more than 3 pages, double spaces)  
o bring the ingredients and the eating equipments to class  
o share proudly your experience and expertise on your recipe and implementation to class members and of course share the "art works" too  
o please be as imaginative and creative as possible.  
o Name your "work of arts" . Include the use of any library terms you have known in finding the suitable name for your work of arts including the ingredients of your recipes. :-)  
"

Code TF4335-3A  
Credit Hours 3

Type: **Assignment**  
Submission Media: **Online, Hardcopy**  
Due Date: **31 August 2005**  
Evaluation Criteria:  
see course policy. Group: 1. Professional (20 %) 2. Complete (20 %) 3. Accurate ( 20 %) 4. Show efforts ( 20 %) 5. Imaginative/reflective ( 20%)

See All Uploaded File by Student for this Assignment

Gambar 2.71

2.6.4.2 Akan muncul *Assignment Colector*, seperti pada Gambar 2.72.

**Assignment Collector :: Teacher's Area**

PCU-CAMEL registration, sharing profiles and expectation (individual assignment)  
 Due date: **01 September 2005**

Student's Name	Student's ID Number	Filename	Posting Date	Status	Download	Action
Denny Franciskus	26402164	<a href="#">Group name.txt</a>	01 September 2005	OK	<a href="#">Download File as ID Number</a>	<a href="#">Delete</a>
Hadi Winata	26402183	<a href="#">lunch.doc</a>	06 October 2005	LATE	<a href="#">Download File as ID Number</a>	<a href="#">Delete</a>
Hadi Winata	26402183	<a href="#">lunch.doc</a>	06 October 2005	LATE	<a href="#">Download File as ID Number</a>	<a href="#">Delete</a>

Kembali ke menu *assignment*

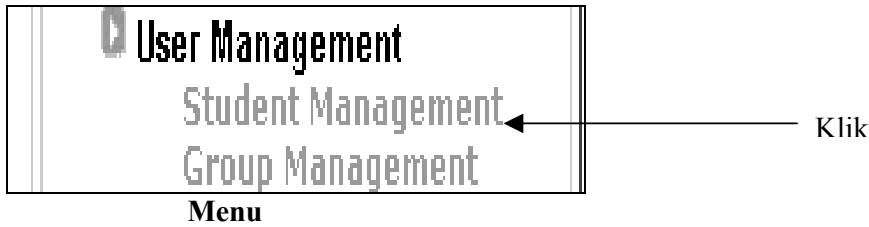
Klik link ini untuk mengambil file.

Klik tombol ini, untuk mem-publish hasil tugas.

Gambar 2.72

(\*Ket : Jika terdapat user yang meng-upload tugas)

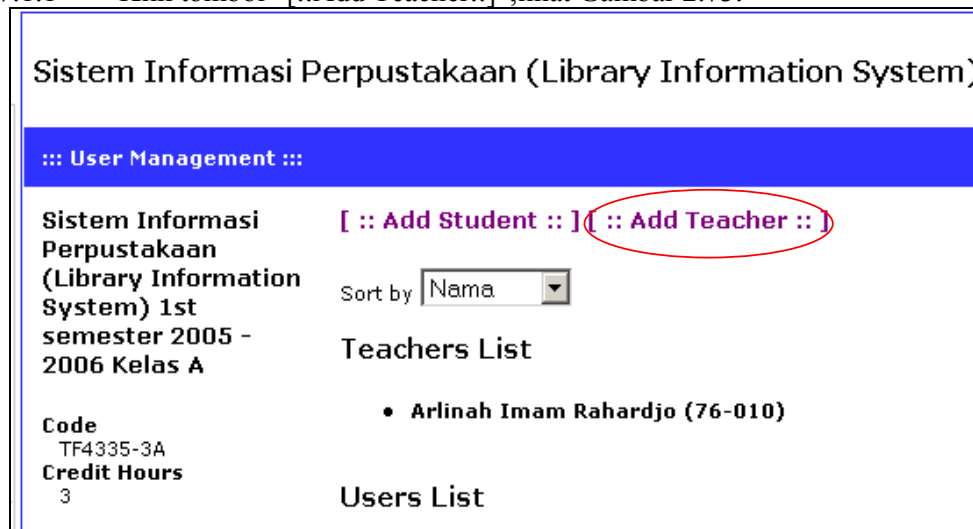
## 2.7 User Management



Pada menu *user management*, pembimbing dapat mengatur / men-*set user* lain pada *course* yang ia bimbing sebagai pembimbing maupun sebagai user yang dibimbing dan membentuk group user yang ia bimbing.

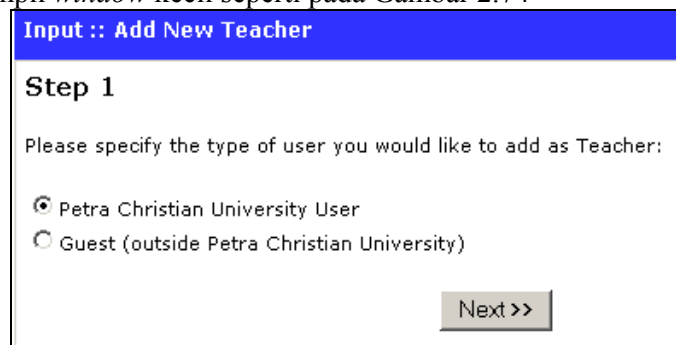
### 2.7.1 Cara menambah pembimbing(*teacher*)

2.7.1.1 Klik tombol "[::Add Teacher::]", lihat Gambar 2.73.



Gambar 2.73

Maka akan tampil *window* kecil seperti pada Gambar 2.74

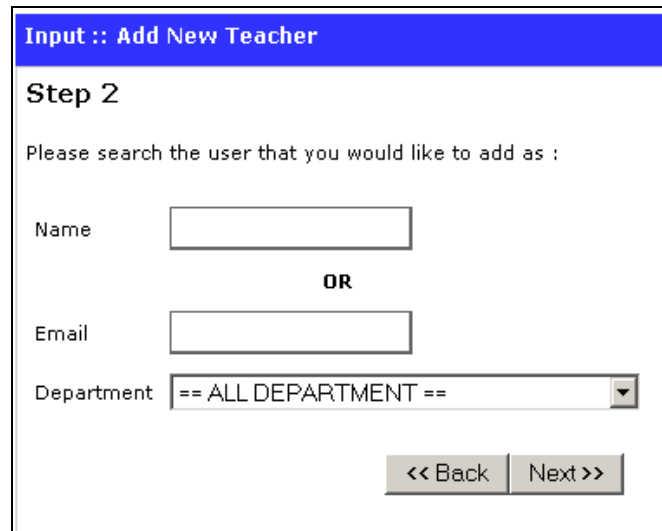


Gambar 2.74

2.7.1.2 Pilih *user* yang akan ditambahkan sebagai pembimbing, lalu klik tombol "Next>>".

\*Ket: *Petra Christian University* = dosen/mahasiswa/staf Universitas Kristen Petra. Jika memilih *Petra Christian University* akan muncul tampilan, seperti pada Gambar 2.75.





**Input :: Add New Teacher**

**Step 2**

Please search the user that you would like to add as :

Name

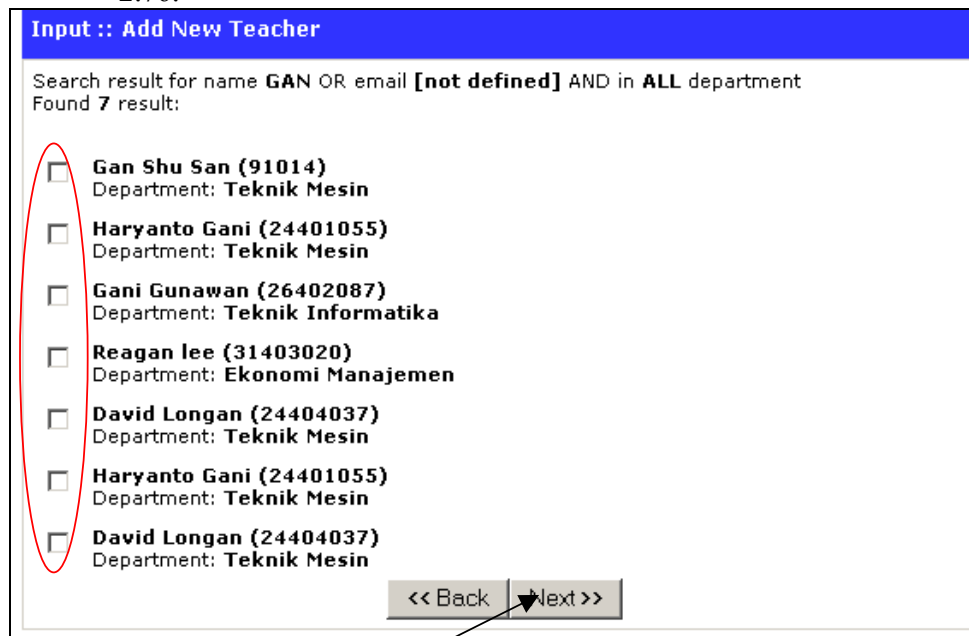
**OR**

Email

Department == ALL DEPARTMENT ==

Gambar 2.75

- 2.7.1.3 Isi nama/email/pilih *department user* tersebut (Misal: Nama *user* = 'Gan'), lalu klik tombol "Next>>". Maka akan muncul *list* dari hasil pencarian, lalu pilihlah dari *list* tersebut dengan mencentang *checkbox* pada nama yang dipilih. Lihat pada Gambar 2.76.



**Input :: Add New Teacher**

Search result for name **GAN** OR email [**not defined**] AND in **ALL** department  
Found **7** result:

- Gan Shu San (91014)**  
Department: **Teknik Mesin**
- Haryanto Gani (24401055)**  
Department: **Teknik Mesin**
- Gani Gunawan (26402087)**  
Department: **Teknik Informatika**
- Reagan lee (31403020)**  
Department: **Ekonomi Manajemen**
- David Longan (24404037)**  
Department: **Teknik Mesin**
- Haryanto Gani (24401055)**  
Department: **Teknik Mesin**
- David Longan (24404037)**  
Department: **Teknik Mesin**

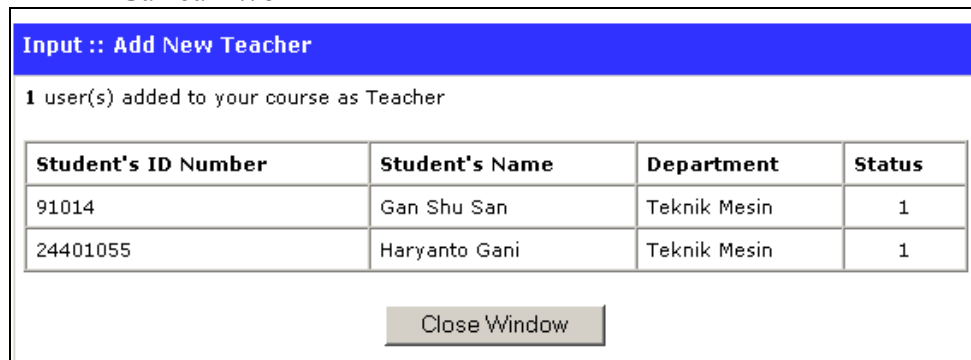
Gambar 2.76

- 2.7.1.4 Lalu klik tombol "Next>>". Akan tampil seperti pada Gambar 2.77



Gambar 2.77

2.7.1.5 Jika telah benar, Lalu klik tombol "Next>>". Akan tampil seperti pada Gambar 2.78

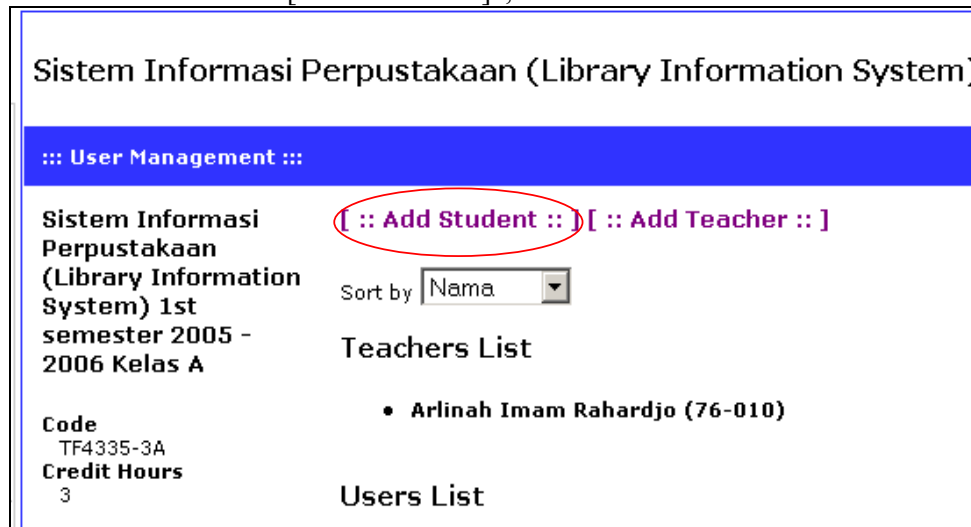


Gambar 2.78

Proses penambahan pembimbing telah selesai.

2.7.2 Cara menambah user yang dibimbing (*student*)

2.7.2.1 Klik tombol "[::Add Student::]", lihat Gambar 2.79.



Gambar 2.79

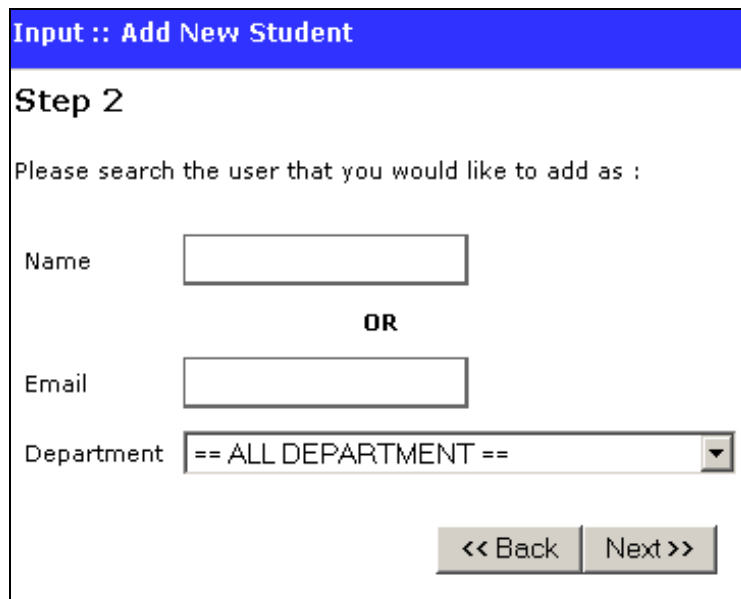
Maka akan tampil *window* kecil seperti pada Gambar 2.80



Gambar 2.80

2.7.2.2 Pilih *user* yang akan ditambahkan sebagai *student* / user yang dibimbing, lalu klik tombol "Next>>".

\*Ket: *Petra Christian University* = dosen/mahasiswa/staf Universitas Kristen Petra. Jika memilih *Petra Christian University* akan muncul tampilan, seperti pada Gambar 2.81.



Gambar 2.81

2.7.2.3 Isi nama/email/pilih *department user* tersebut (Misal: Nama *user* = 'andrian'), lalu klik tombol "Next>>".

Maka akan muncul *list* dari hasil pencarian, lalu pilihlah dari *list* tersebut dengan mencentang *checkbox* pada nama yang dipilih. Lihat pada Gambar 2.82.

**Input :: Add New Student**

Search result for name **Andrian** OR email **[not defined]** AND in **ALL** department  
Found **4** result:

- Petra Handrian (24401037)**  
Department: **Teknik Mesin**
- Lucas andrianus afandi (32405087)**  
Department: **Ekonomi Akuntansi**
- andrianto nurhalim (24403053)**  
Department: **Teknik Mesin**
- andrianto nurhalim (24403053)**  
Department: **Teknik Mesin**

Gambar 2.82

2.7.2.4 Lalu klik tombol "Next>>". Akan tampil seperti pada Gambar 2.83

**Input :: Add New Student**

Please check again, after you click 'Next' button, all users below will be added to your course as Student.

- **Petra Handrian (24401037)**  
Department: **Teknik Mesin**
- **andrianto nurhalim (24403053)**  
Department: **Teknik Mesin**

Gambar 2.83

2.7.2.5 Jika telah benar, Lalu klik tombol "Next>>". Akan tampil seperti pada Gambar 2.84

**Input :: Add New Student**

**1** user(s) added to your course as Student

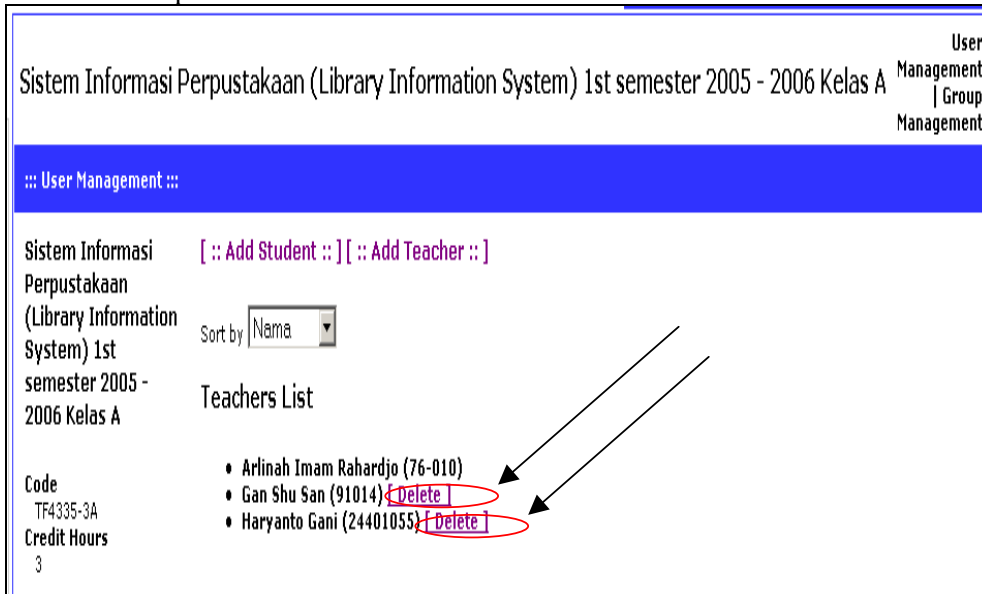
Student's ID Number	Student's Name	Department	Status
24401037	Petra Handrian	Teknik Mesin	0
24403053	andrianto nurhalim	Teknik Mesin	0

Gambar 2.84

Proses penambahan *student* telah selesai.

2.7.3 Cara menghapus pembimbing(*teacher*)

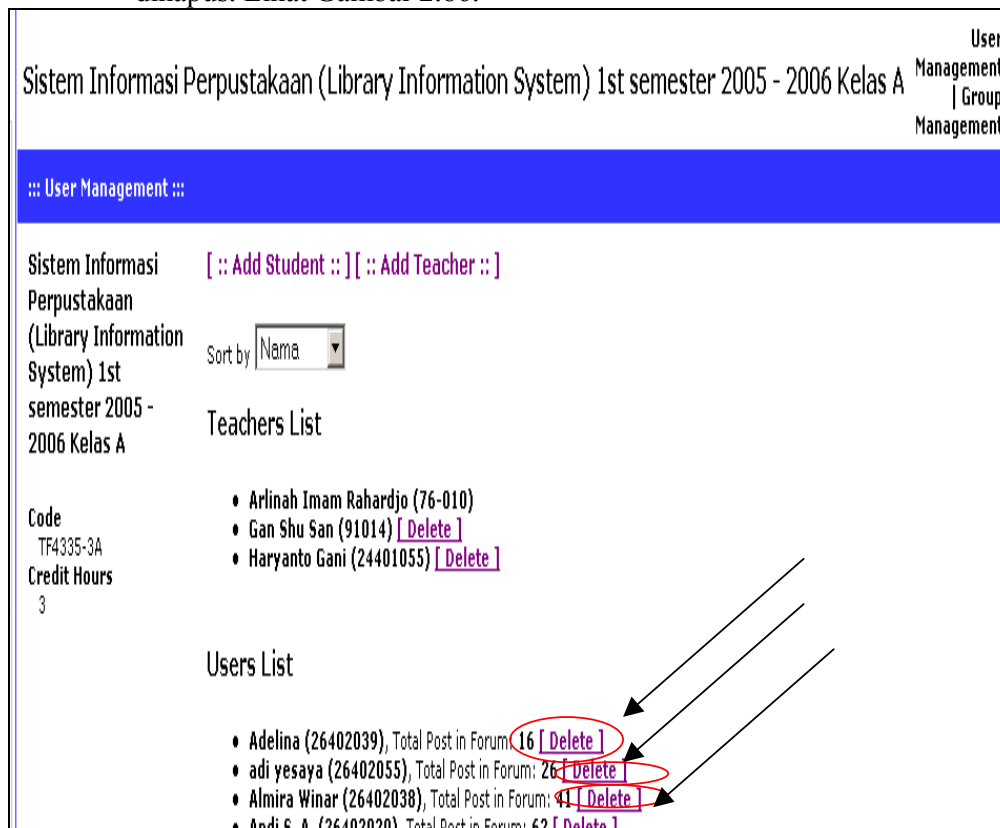
2.7.3.1 Klik tombol "[Delete]" di sisi kanan dari nama pembimbing yang ingin dihapus. Lihat Gambar 2.85.



Gambar 2.85

2.7.4 Cara menghapus user yang dibimbing(*student*)

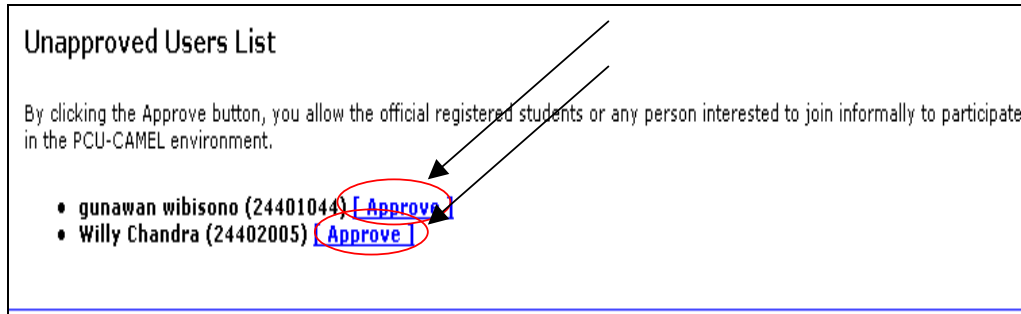
2.7.4.1 Klik tombol "[Delete]" di sisi kanan dari nama *student* yang ingin dihapus. Lihat Gambar 2.86.



Gambar 2.86

2.7.5 Cara menerima user yang mendaftar course

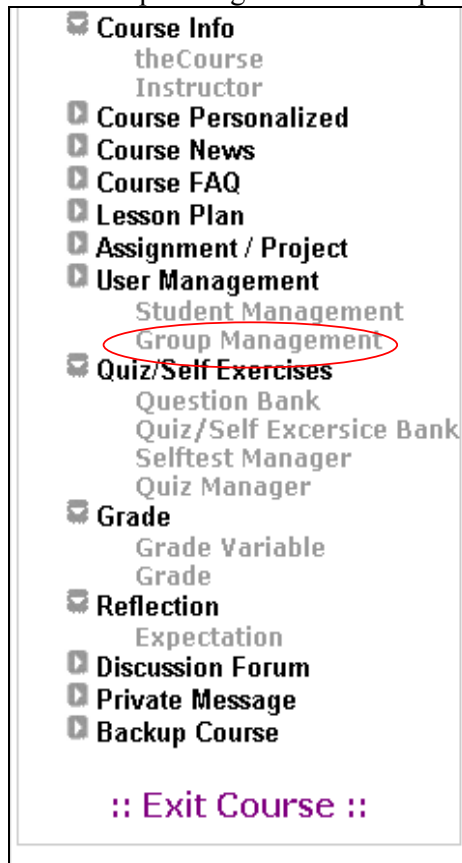
2.7.5.1 Klik tombol "[Approve]" di sisi kanan dari nama *student* yang ingin diterima. Lihat Gambar 2.87.



Gambar 2.87

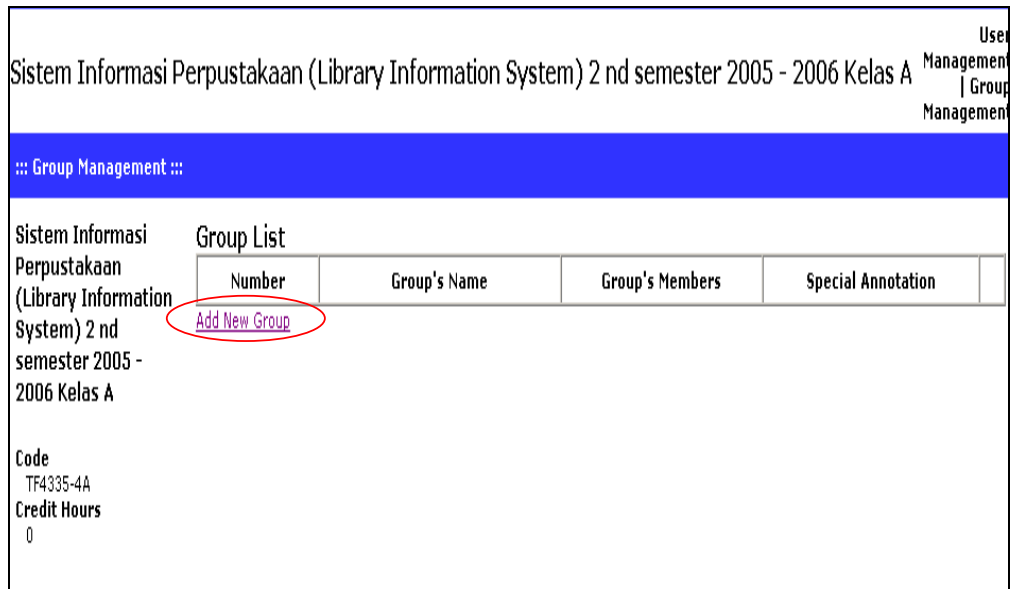
2.7.6 Cara membuat group user yang ia bimbing

2.7.6.1 Klik pada menu "Group Management". Lihat pada Gambar 2.88.



Gambar 2.88

2.7.6.2 Klik pada tombol "Add New Group". Lihat pada Gambar 2.89.



Gambar 2.89

2.7.6.3 Isi nama group *editbox group's name* dan dapat diberikan keterangan mengenai group pada memobox special annotation. Lihat pada Gambar 2.90.

Gambar 2.90

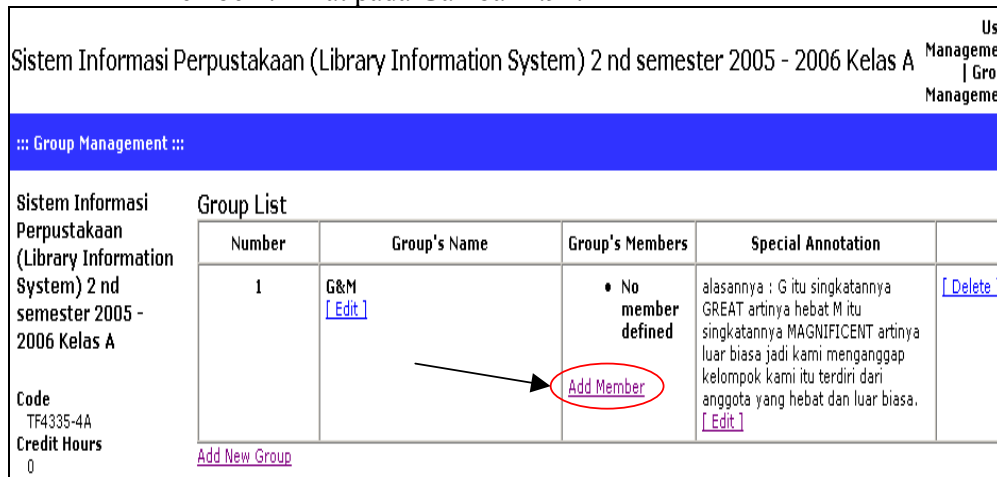
2.7.6.4 Lalu klik tombol "Submit". Lihat Gambar 2.91.

Gambar 2.91

Proses penambahan group telah selesai.

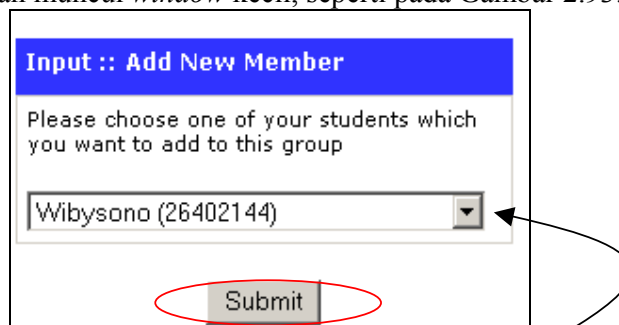
\* Ket: untuk proses penambahan group dilakukan satu per satu. Untuk menambah anggota selanjutnya ulangi langkah 2.7.6.2 sampai dengan 2.7.6.4.

2.7.6.5 Tambahkan anggota group tersebut, dengan mengklik tombol "Add Member". Lihat pada Gambar 2.92.



Gambar 2.92

2.7.6.6 Maka akan muncul *window* kecil, seperti pada Gambar 2.93.



Gambar 2.93

2.7.6.7 Pilihlah list nama yang ada pada *combobox*, lalu klik tombol "Submit". Penambahan anggota group telah selesai.

\* Ket: untuk proses penambahan anggota group dilakukan satu per satu. Untuk menambah anggota selanjutnya ulangi langkah 2.7.6.5 sampai dengan 2.7.6.7.



## 2.8 Quiz / Self Exercises

Pada *Quiz / Self Exercises* pembimbing dapat memberikan suatu quiz atau test kecil.

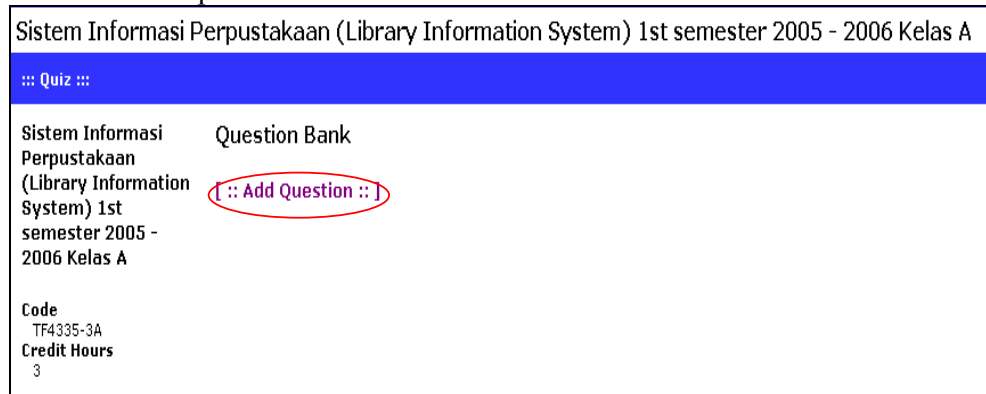
### 2.8.1 Question Bank/ Kumpulan Pertanyaan.



**Menu**

Cara:

- 2.8.1.1 Tambahkan pertanyaan, dengan mengklik tombol "[:: Add Question ::]".  
Lihat pada Gambar 2.94.



Gambar 2.94

2.8.1.2 Isi pertanyaan pada *editbox question*, tentukan jenis pertanyaan, tentukan bobot quiz pada penilaian dan isi keterangan tambahan mengenai quiz tersebut, lihat pada Gambar 2.95.

Input :: Add New Question

Question

Question Type

Multiple Choice  
 Multiple Answer  
 True / False  
 Essay

Weight

1

Question weight is scaled between 1 - 10.  
This weight will use to count student score after pass the quiz.

Description

Next >>

Gambar 2.95

2.8.1.2 Klik tombol "Next>>".

2.8.1.3 Isikan kemungkinan jawaban pada *editbox possible answer*, lalu klik tombol "Add Possible Answer". Lihat Gambar 2.96.

Input :: Answer Management

Question:  
**Pertanyaan 1**

Type: **Multiple Choice**

Possible Answer :

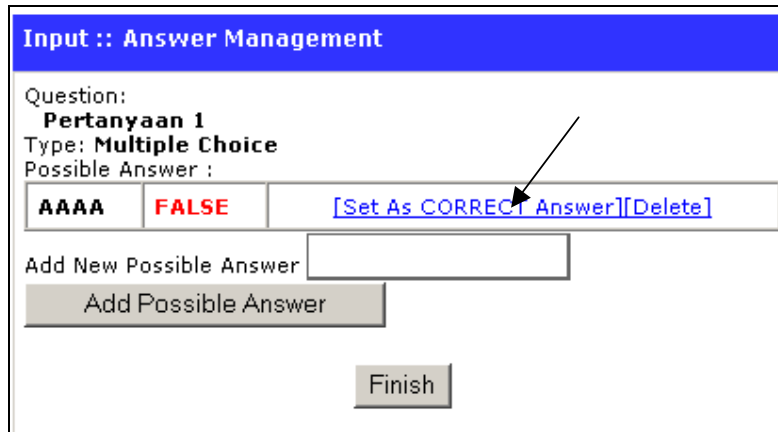
Add New Possible Answer

Add Possible Answer

Finish

Gambar 2.96

2.8.1.4 Tentukan *possible answer* / pilihan jawaban yang benar Lihat Gambar 2.97.

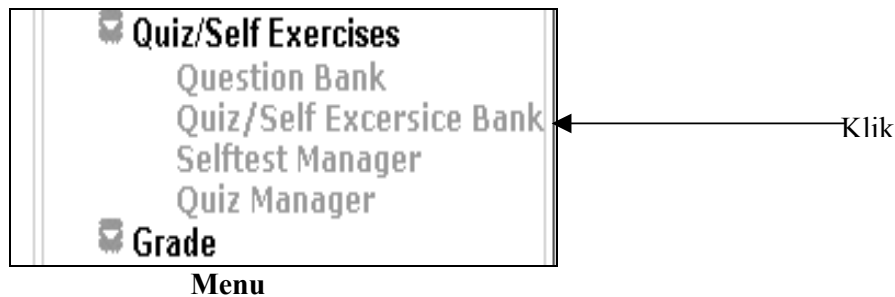


Gambar 2.97

Untuk saat ini telah ada satu pilihan jawaban, untuk quiz dengan tipe *multiple choice* dapat ditambahkan pilihan jawaban yang lain dengan mengulagi langkah 2.8.13 hingga langkah 2.8.1.4.

Jika telah selesai menambahkan pilihan jawaban klik tombol "Finish".

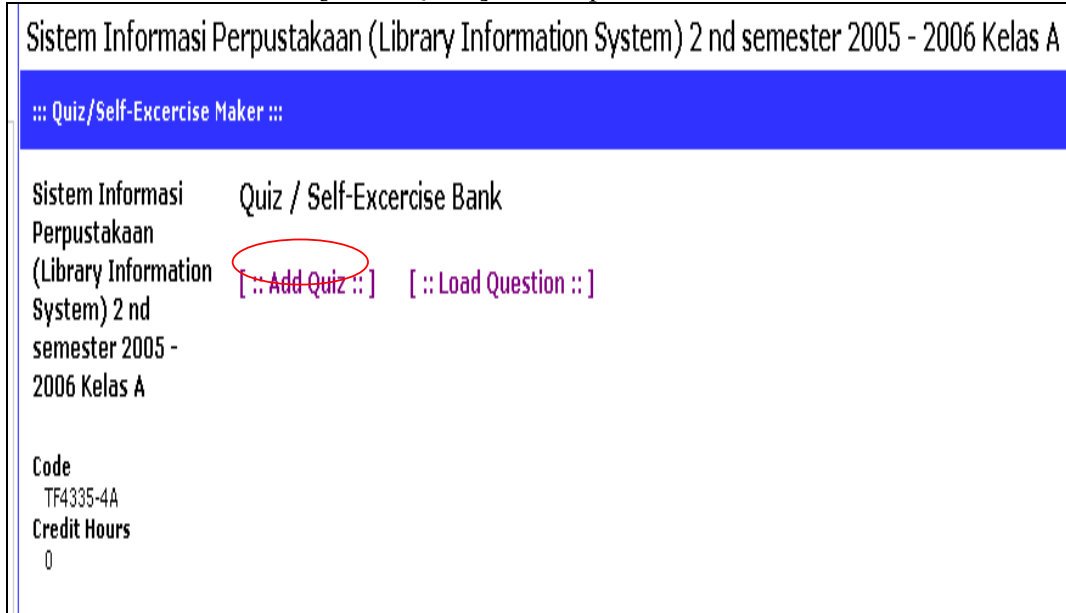
2.8.2 *Quiz / Self Exercises Bank*



Pada *question bank* pertanyaan telah dibuat, *Quiz / Self Exercises Bank* memakai pertanyaan tersebut sebagai *quiz* atau *self exercise*.

Cara:

2.8.2.1 Klik tombol "[::Add Quiz::]". Lihat pada Gambar 2.98.



Gambar 2.98

2.8.2.2 Isi *Quiz Topic* dan durasi waktu pengerjaan (dalam satuan menit). Lihat pada Gambar 2.99.

Input :: Add New Quiz

Quiz Topic

Duration (minutes)

Submit

Gambar 2.99

Misal : Quiz Topic = Topik1  
Duration = 20 Menit, lihat Gambar 2.100.

Input :: Add New Quiz

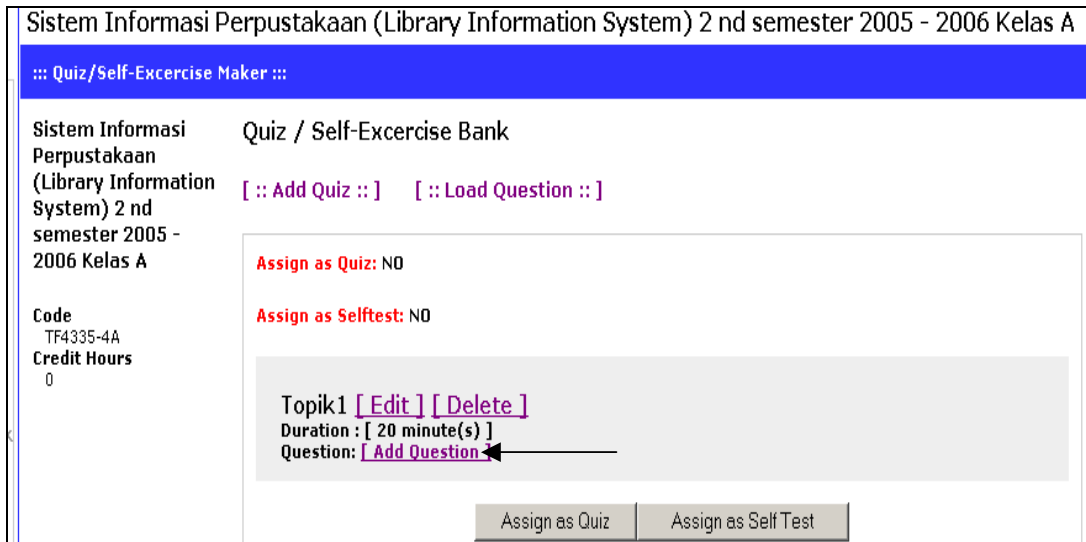
Quiz Topic

Duration (minutes)

Submit

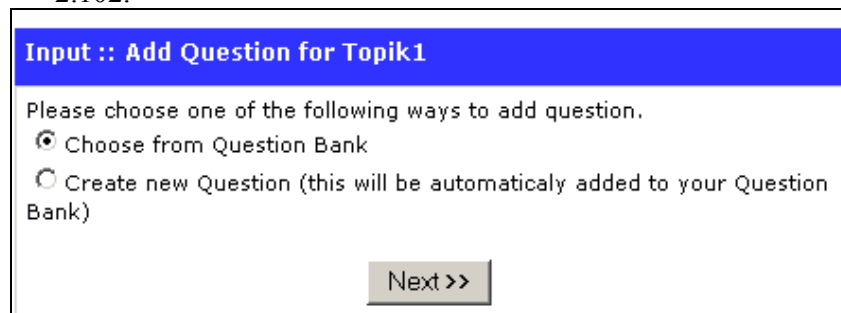
Gambar 2.100

Lalu klik tombol "Submit".  
Maka akan tampil, seperti pada Gambar 2.101.



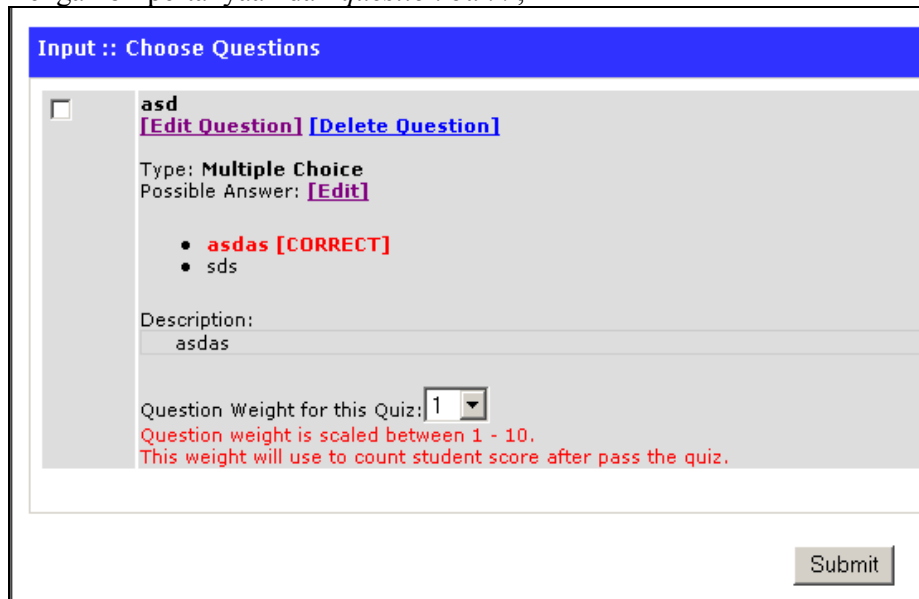
Gambar 2.101

- 2.8.2.3 Klik tombol "[Add Question]". Lihat pada Gambar 2.101.
- 2.8.2.4 Terdapat 2 pilihan yaitu memakai pertanyaan pada *question bank* atau membuat pertanyaan baru. Lalu klik tombol "Next>>".Lihat pada Gambar 2.102.



Gambar 2.102

Jika mengambil pertanyaan dari *question bank*,



Gambar 2.103

Akan muncul *list* pertanyaan yang ada pada *question bank*, pilihlah pertanyaan yang anda pakai dengan mencentang *checkbox* disisi kiri pertanyaan yang dipilih, lalu klik tombol "Submit".

2.8.2.5 Klik salah satu tombol "Assign as Quiz" atau "Assign as Self Test". Pilih "Assign as Quiz" jika sebagai *quiz* , "Assign as Self Test" sebagai test kecil. Lihat Gambar 2.104.

Quiz / Self-Exercise Bank

[ :: Add Quiz :: ] [ :: Load Question :: ]

Assign as Quiz: NO

Assign as Selftest: NO

Topik1 [ Edit ] [ Delete ]

Duration : [ 20 minute(s) ]

Question: [ Add Question ]

1. asd [ Edit Question ] [ Unlink Question ]

Type: Multiple Choice

Question weight: 1 (100,00 %)

Possible Answer: [ Edit ]

- asdas [CORRECT]
- sds

Assign as Quiz    Assign as Self Test

Gambar 2.104

Misal sebagai *quiz*

Input :: Assign Question as Quiz


Assign **Topik1** as **Quiz**:

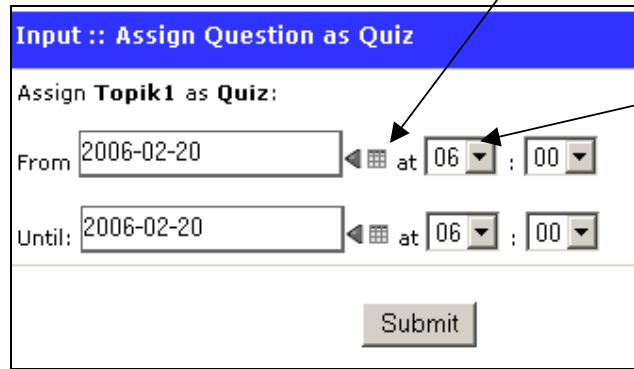
From: 2006-02-20 at 06 : 00

Until: 2006-02-20 at 06 : 00

Submit

Gambar 2.105

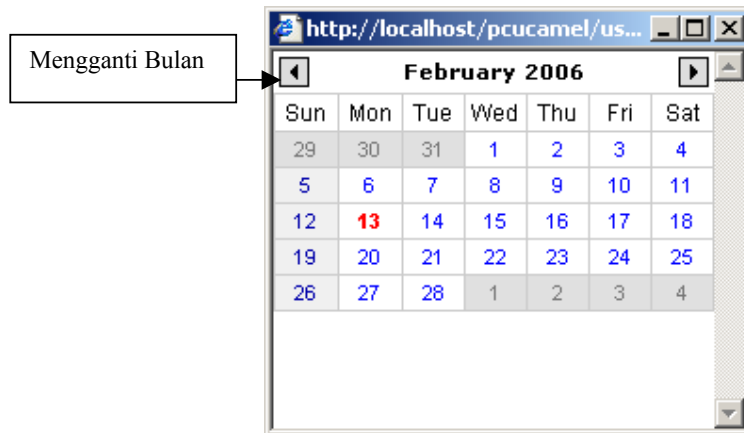
2.8.2.5 Tentukan tanggal dimulai *quiz*, Klik tombol ””, lihat Gambar 2.106.



The screenshot shows a form titled "Input :: Assign Question as Quiz". Below the title, it says "Assign **Topik1** as **Quiz**:". There are two rows of input fields. The first row is labeled "From" and contains a text box with "2006-02-20", a calendar icon, the text "at", a dropdown menu with "06", a colon, and another dropdown menu with "00". The second row is labeled "Until:" and contains a text box with "2006-02-20", a calendar icon, the text "at", a dropdown menu with "06", a colon, and another dropdown menu with "00". At the bottom of the form is a "Submit" button. Two arrows point to the calendar icons: one from the text "Klik tombol 'calendar icon'", and another from the text "Tentukan Jam" pointing to the time dropdowns.


Gambar 2.106

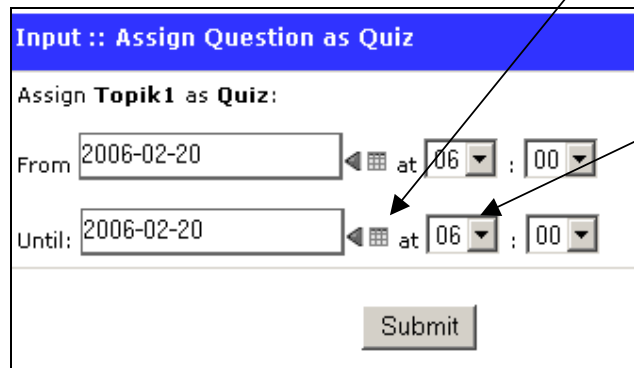
2.8.2.6 Akan muncul kalender dalam bentuk *window* kecil, seperti pada Gambar 2.107



Gambar 2.107

Pilih bulan yang diinginkan.  
Klik pada tanggal yang diinginkan.

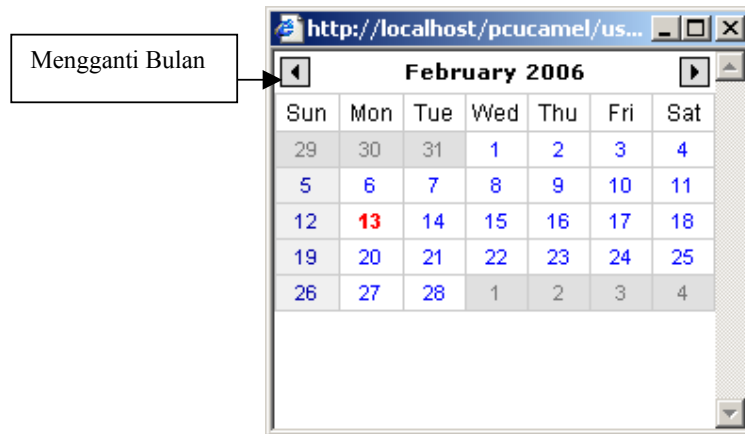
2.8.2.6 Tentukan tanggal berakhir *quiz*, Klik tombol ””, lihat Gambar 2.108.



This screenshot is identical to Gambar 2.106, showing the "Assign Question as Quiz" form with "From" and "Until" date and time fields. Two arrows point to the calendar icons: one from the text "Klik tombol 'calendar icon'", and another from the text "Tentukan Jam" pointing to the time dropdowns.

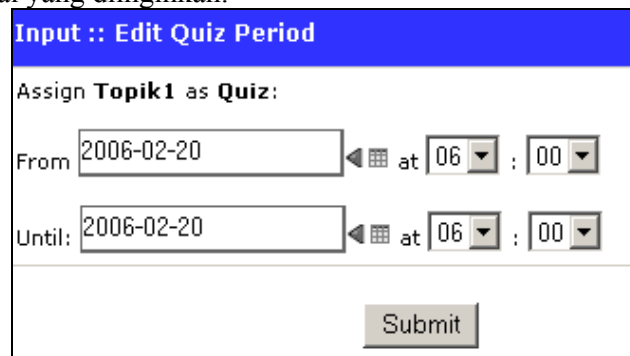
Gambar 2.108

2.8.2.7 Akan muncul kalender dalam bentuk *window* kecil, seperti pada Gambar 2.109



Gambar 2.109

Pilih bulan yang diinginkan.  
Klik pada tanggal yang diinginkan.



Gambar 2.110

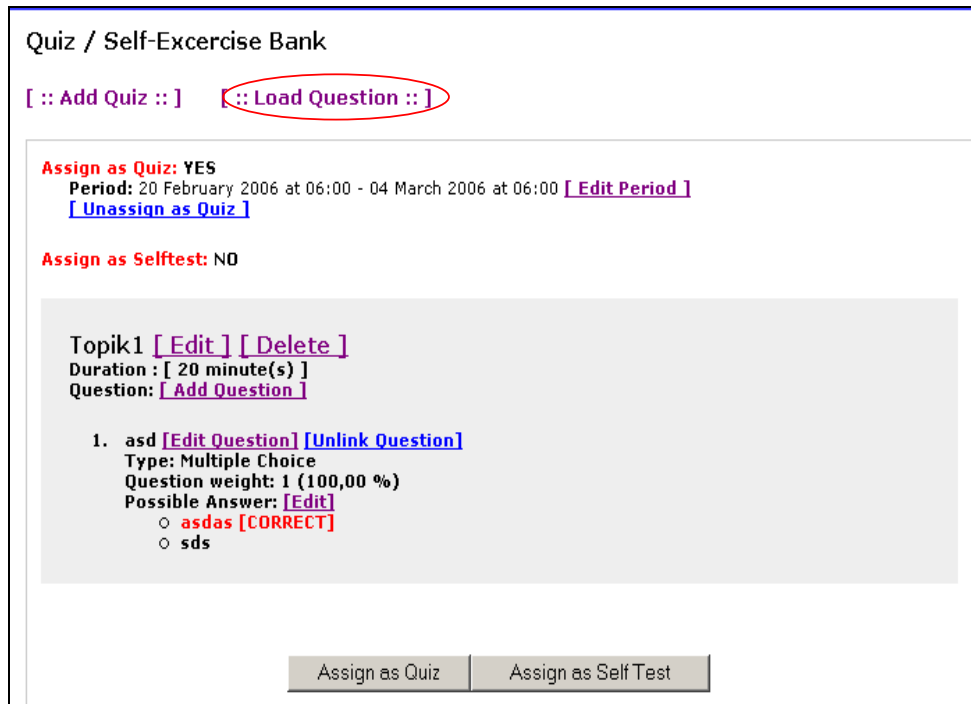
Lalu klik tombol "Submit", lihat Gambar 2.110.

Selain melakukan proses perubahan secara manual, ada satu cara lain yaitu melalui cara me-load course lain yang dibimbing, sepanjang *course* tersebut telah di-backup sebelumnya.

Cara :

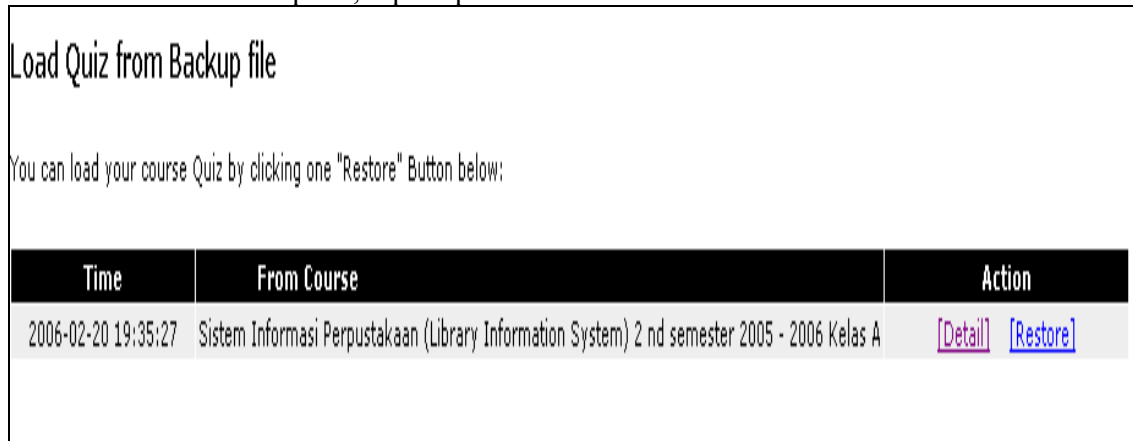
2.4.9 Klik tombol "[:: Load Question ::]", seperti pada Gambar 2.111.





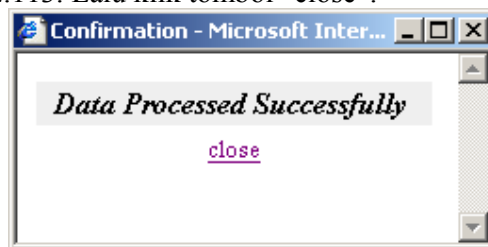
Gambar 2.111

Maka akan muncul tampilan, seperti pada Gambar 2.112.



Gambar 2.112

Lalu klik tombol "[Restore]", untuk melihat data apa yang akan di-restore dapat klik tombol "[Detail]". Setelah meng-klik tombol "[Restore]" akan muncul tampilan, seperti pada Gambar 2.113. Lalu klik tombol "close".



Gambar 2.113

Quiz / Self test telah di-restore berdasarkan data yang telah di-backup.

### 2.8.3 Quiz Manager



Pada *quiz manager* pembimbing dapat melihat hasil jawaban dari *quiz* yang telah dijawab oleh *student*.

Cara:

2.8.3.1 Cari *list* nama *student* yang di-*highlight* dengan warna merah Lihat Gambar 2.114.

Sistem Informasi Perpustakaan (Library Information System) 1st semester 2005 - 2006 Kelas A

::: Quiz :::

Sistem Informasi Perpustakaan (Library Information System) 1st semester 2005 - 2006 Kelas A

Code TF4335-3A  
Credit Hours 3

Quiz Manager

This is the facility to review the answer(s) of your students' Quiz. Please choose one of the names to review his/her answers to the tests.  
The row(s) with a red background require(s) you to check the student(s)' answers to essay type of questions. You should grade the answer(s) manually.

Name	ID Number	Number of test already passed
<a href="#">Adelina</a>	26402039	0
<a href="#">adi yesaya</a>	26402055	0
<a href="#">Harsetio Pramono</a>	26402060	21
<a href="#">Mira Karina S.</a>	26402009	0

Klik →

Gambar 2.114

2.8.3.2 Klik nama *student* Lihat Gambar 2.114.

2.8.3.3 Klik tombol "View Last Answer" Lihat Gambar 2.115.

Sistem Informasi Perpustakaan (Library Information System) 1st semester 2005 - 2006 Kelas A

Quiz Manager

This is **Marsetio Pramono's** detailed history for passing the self-test ( atau quiz ). You can check the last answer of the student by clicking the Quick topic below.

**Marsetio Pramono**  
 Already passed 1 Quiz  
 Maximal Score: **100 (Topik1)**  
 Minimal Score: **100 (Topik1)**

Quiz Topic	Last Perform Date	Last Score	Perform Time	Action
Topik1	22 February 2006	100	17 second(s)	<a href="#">View Last Answer</a>

Back

Gambar 2.15

2.8.3.4 Inilah hasil jawaban dan nilai dari *quiz* Lihat Gambar 2.116.

Sistem Informasi Perpustakaan (Library Information System) 1st semester 2005 - 2006 Kelas A

Quiz Manager

Here is **Marsetio Pramono's** answer for "Topik1"

**Topik1**

- Pertanyaan 1 (Weight: 50,00 %)**  
 AAAA  
 BBBB  
 CCCC [CORRECT ANSWER]  
 DDDD  
 Student's Answer: CCCCC  
 Score: 100
- Pertanyaan 1 (Weight: 50,00 %)**  
 AAAA [CORRECT ANSWER]  
 Asasa  
 sasa  
 sss  
 Student's Answer: AAAA  
 Score: 100

**TOTAL SCORE:**  
**100**

After answer this quiz, this student cannot perform this quiz anymore . But, you want this student to perform this quiz again, you can [CLICK HERE](#)

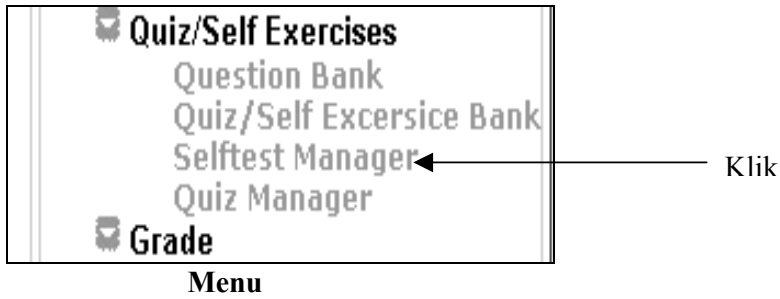
Back

Gambar 2.116

2.8.3.5 Tetapi jika ingin *student* ini melakukan *quiz* lagi klik tombol "CLICK HERE" Lihat Gambar 2.116.

2.8.3.6 Untuk kembali pada halaman sebelumnya klik tombol "Back". Lihat Gambar 2.116.

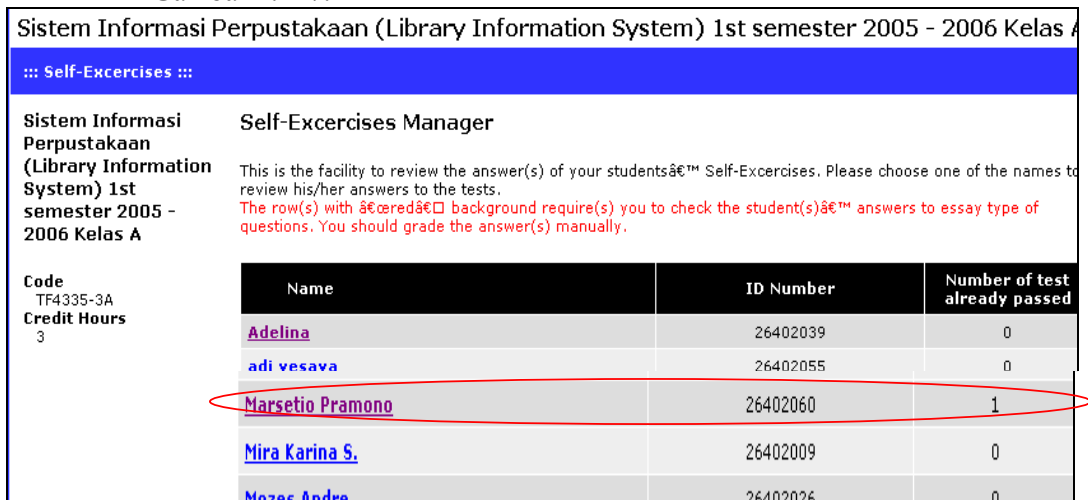
2.8.4 Selftest Manager



Pada *selftest manager* pembimbing dapat melihat hasil jawaban dari *selftest* yang telah dijawab oleh *student*.

Cara:

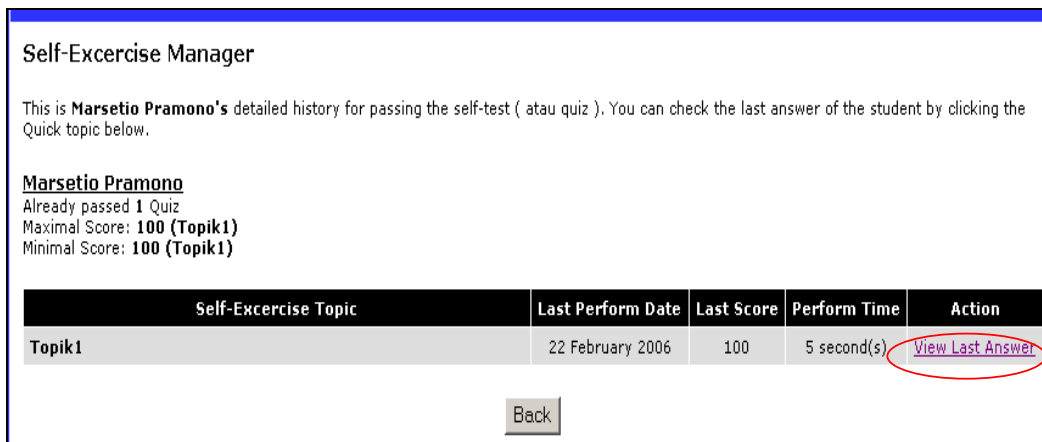
2.8.4.1 Cari list nama *student* yang *number of test already passed* > 0 Lihat Gambar 2.117.



Gambar 2.117

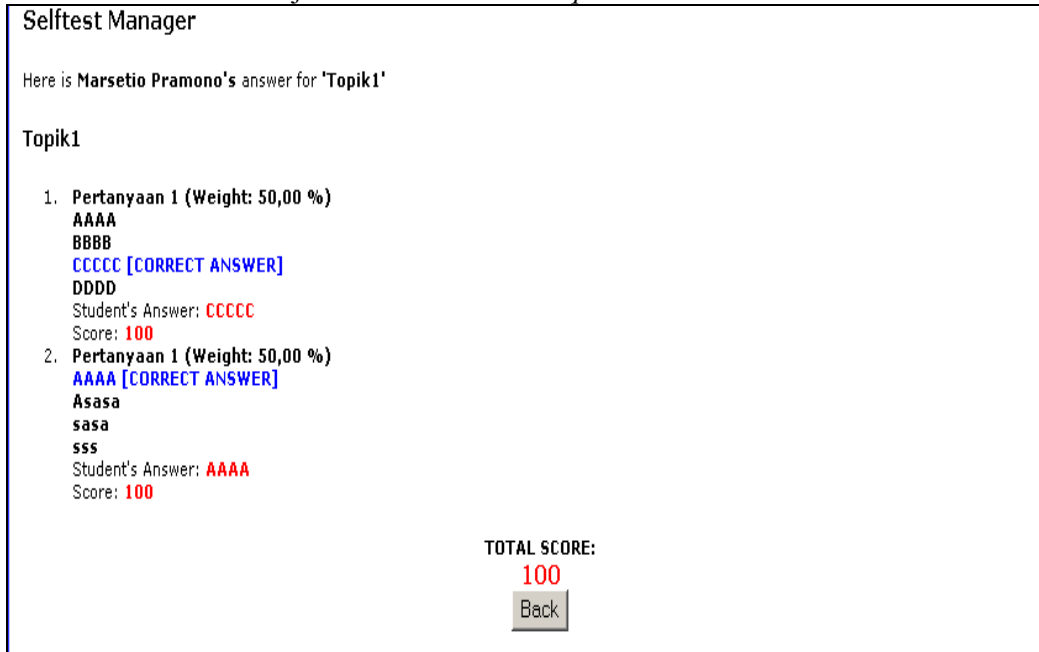
2.8.4.2 Klik nama *student* Lihat Gambar 2.117.

2.8.4.3 Klik tombol "View Last Answer" Lihat Gambar 2.118.



Gambar 2.18

2.8.4.4 Inilah hasil jawaban dan nilai dari *quiz* Lihat Gambar 2.119.



The screenshot displays a 'Selftest Manager' interface. At the top, it says 'Here is Marsetio Pramono's answer for 'Topik1''. Below this, the title 'Topik1' is shown. There are two questions listed:

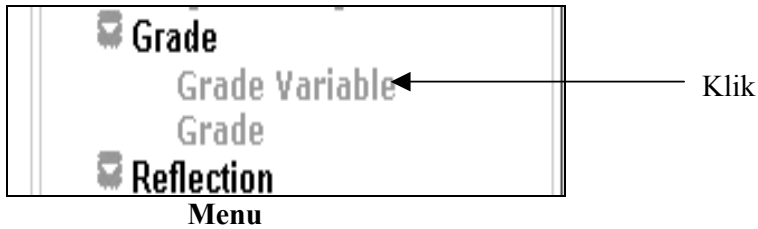
- 1. **Pertanyaan 1 (Weight: 50,00 %)**  
Options: AAAA, BBBB, CCCC [CORRECT ANSWER], DDDD  
Student's Answer: CCCCC  
Score: 100
- 2. **Pertanyaan 1 (Weight: 50,00 %)**  
Options: AAAA [CORRECT ANSWER], Asasa, sasa, sss  
Student's Answer: AAAA  
Score: 100

At the bottom right, the 'TOTAL SCORE:' is displayed as '100' in red, with a 'Back' button below it.

Gambar 2.119

2.8.4.5 Untuk kembali pada halaman sebelumnya klik tombol "Back". Lihat Gambar 2.119.

## 2.9 Grade



Pembimbing dapat memberikan penilaian pada *student*-nya

Cara

- 2.9.1 Isikan *variable* penilaian dan persentasinya, lalu klik tombol "Save" dan untuk membatalkan klik tombol "Cancel". (\*Ket : Pada Gambar 2.120 merupakan tampilan awal *grade factor manager*).

The 'Grade Factor Manager' dialog box contains the following text: "You can distribute weights to each variable of the grades, accumulated to not more than 100 %." Below this is a table with two columns: 'Variable' and 'Weight (%)'. The first row has 'NEW' in the 'Variable' column and an empty cell in the 'Weight (%)' column. Below the table are 'Save' and 'Cancel' buttons.

	Variable	Weight (%)
NEW		

Gambar 2.120

Contoh:

Pada umumnya, variable penilaian terdiri dari : Test1(15%), UTS(30%), Test2(15%), UAS(40%).

Step 1

Isi *variable* = Test1, *weight* = 100. Lalu klik tombol "Save". Lihat pada Gambar 2.121.

- Ket : *weight* total =100. Maka pada awalnya *weight* = 100.

The 'Grade Factor Manager' dialog box is shown with the following text: "You can distribute weights to each variable of the grades, accumulated to not more than 100 %." The table now has 'Test1' in the 'Variable' column and '100' in the 'Weight (%)' column. Below the table are 'Save' and 'Cancel' buttons.

	Variable	Weight (%)
NEW	Test1	100

Gambar 2.121

Step 2

Isi *variable* = UTS, *weight* = 50, ubah *weight* dari *variable* = Test1 menjadi 50. Lalu klik tombol "Save". Lihat pada Gambar 2.122.

- Ket : *weight* total =100.

**Grade Factor Manager**  
You can distribute weights to each variable of the grades, accumulated to not more than 100 %.

	Variable	Weight (%)
[Delete]	Test1	50
NEW	UTS	50

Save Cancel

Gambar 2.122

Step 3

Isi *variable* = Test2, *weight* = 30, ubah *weight* dari *variable* = Test1 menjadi 30, ubah *weight* dari *variable* = UTS menjadi 40. Lalu klik tombol "Save". Lihat pada Gambar 2.123.

- Ket : *weight* total =100.

**Grade Factor Manager**  
You can distribute weights to each variable of the grades, accumulated to not more than 100 %.

	Variable	Weight (%)
[Delete]	Test1	30
[Delete]	UTS	40
NEW	Test2	30

Save Cancel

Gambar 2.123

Step 4

Isi *variable* = UAS, *weight* = 40, ubah *weight* dari *variable* = Test1 menjadi 15, ubah *weight* dari *variable* = Test2 menjadi 15, ubah *weight* dari *variable* = UTS menjadi 30. Lalu klik tombol "Save". Lihat pada Gambar 2.124.

- Ket : *weight* total =100.

**Grade Factor Manager**

You can distribute weights to each variable of the grades, accumulated to not more than 100 %.

	Variable	Weight (%)
[Delete]	Test1	15
[Delete]	UTS	30
[Delete]	Test2	15
NEW	UAS	40

Save Cancel

Gambar 2.124

Jika ada *quiz* maka akan tampil secara otomatis di urutan paling atas, lalu isikan weight dari *quiz* dan centang check box disisi kiri *quiz*. Lalu klik tombol "Save" Lihat pada Gambar 125.

**Grade Factor Manager**

You can distribute weights to each variable of the grades, accumulated to not more than 100 %.

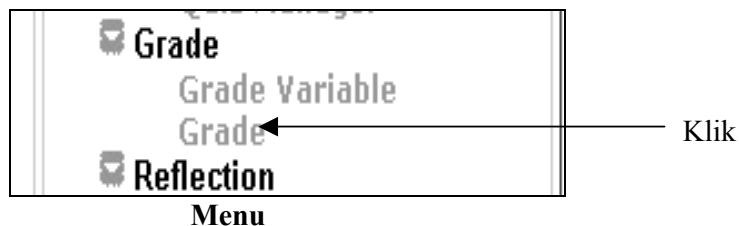
	Variable	Weight (%)
<input checked="" type="checkbox"/>	Test (Quiz)	10
[Delete]	Test1	10
[Delete]	UTS	30
[Delete]	Test2	10
NEW	UAS	40

Save Cancel

Gambar 2.125

(\*Ket : Quiz(10%),Test1(10%),UTS(30%),Test2(10%),UAS(40%)

Cara memasukkan nilai pada *student*:



Isikan nilai pada tiap variable pada masing masing-*student* dan komentar pada *editbox teacher's comment*(Tidak harus diisi), lalu klik tombol Update Grade!". Lihat Gambar 2.126.



**Grade**

The grades of the online quizzes taken by the students are automatically entered. However you can also enter the grades from other offline quizzes, assignments, projects or any other grading elements manually. Please specify the grade variables to the menu of [Grade variables](#). The grades will be shown in your student's User Area. Do keep in mind to update the grade menu whenever you enter or edit some grades to allow students to get the latest version of scores of their grades.

Default status of this grade is **NOT PUBLISHED**, so your student will not able to view their grade **UNTIL** the teacher **PUBLISH** it.

Your current setting for this grade is **NOT PUBLISHED**  
You can set to [PUBLISHED](#) now.

[\[ View Printable Version \]](#)  
[\[ Save to Spreadsheet Document \(.xls\) \]](#)

ID Number	Name	Test (Quiz) 10 %	Test1 10 %	UTS 30 %	Test2 10 %	UAS 40 %	Final Grade	Teacher's Comment
26400161	Guest	0	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	0,00	<input type="text"/>
26499128	Danny Kurniawan1	0	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	0,00	<input type="text"/>

Gambar 2.126

Agar tiap *student* dapat melihat hasil nilai mereka, klik tombol "PUBLISHED". Lihat Gambar 2.127.

**Grade**

The grades of the online quizzes taken by the students are automatically entered. However you can also enter the grades from other offline quizzes, assignments, projects or any other grading elements manually. Please specify the grade variables to the menu of [Grade variables](#). The grades will be shown in your student's User Area. Do keep in mind to update the grade menu whenever you enter or edit some grades to allow students to get the latest version of scores of their grades.

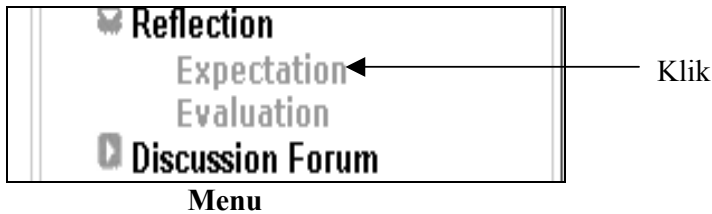
Default status of this grade is **NOT PUBLISHED**, so your student will not able to view their grade **UNTIL** the teacher **PUBLISH** it.

Your current setting for this grade is **NOT PUBLISHED**  
You can set to [PUBLISHED](#) now.

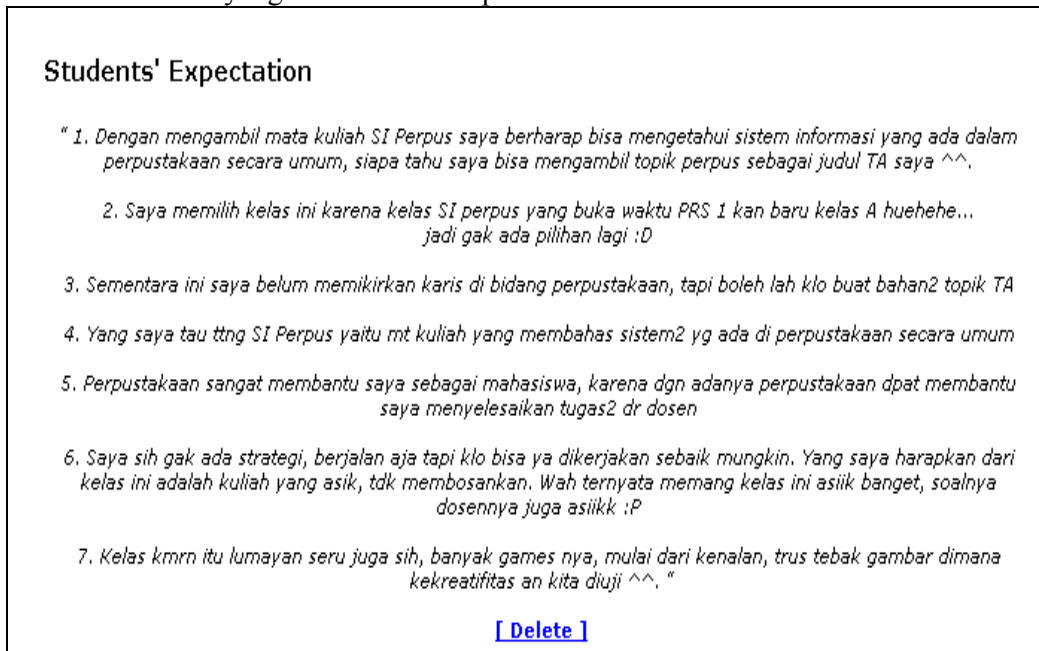
Gambar 2.127

## 2.10 Reflection

### 2.10.1 Expectation

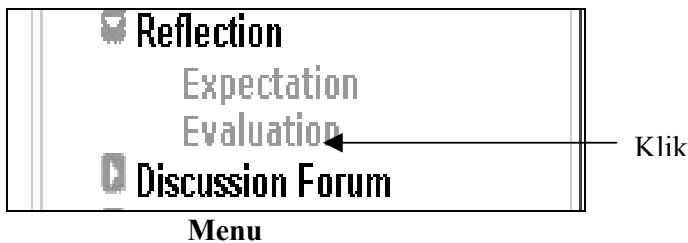


Berisi kesan dari *student* pada pembimbing, pembimbing dapat membaca dan men-*delete* kesan yang ia terima. Lihat pada Gambar 2.128

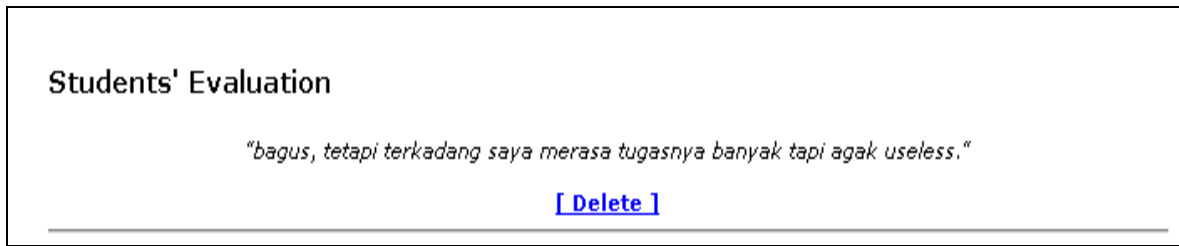


Gambar 2.128

### 2.10.2 Evaluation



Berisi *evaluasi* / penilaian dari *student* pada pembimbing, pembimbing dapat membaca dan mendelete *evaluasi* / penilaian yang ia terima. Lihat pada Gambar 2.129



Gambar 2.129

## 2.11 Discussion Forum



Pada *discussion forum* merupakan fasilitas diskusi antar member dan pembimbing berhak untuk menyetujui usulan dari *student* atau dapat mengusulkan sendiri topik diskusi, pada *discussion fouim* dapat diketahui nama topik, tanggal diskusi, pengaju topik diskusi dan total respons pada diskusi tersebut.

### 2.11.1 Cara mengetahui isi diskusi

2.11.1.1 Klik title topik yang ingin diketahui. Lihat Gambar 2.130.

(Misal: tugas u/ tgl 31.)

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:: Discussion Forum ::

This forum is to facilitate class discussions among the members of the class.  
 Students are encouraged to give responses to each topic as well as to [propose new topics](#).  
 The teacher has to approve the proposed topic coming from the students before the discussions start.

[ :: Propose New Topic :: ]

Discussion Topic (Total: 64 Topic(s))

Posting Date	Topic	The one who proposed	Total Post	Action
26 August 2005	<a href="#">tugas u/ tgl 31</a>	Anson Luman Kaligis (26402004)	18	[disapprove] [Delete]

Klik

Gambar 2.130

Akan tampil isi dari topik, seperti pada Gambar 2.131.

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::: Discussion Forum :::

## tugas u/ tgl 31

<b>Anson Luman Kaligis</b> ID: 26402004 Posting Date: 25 August 2005 Total Post: 18	<b>Subject: tugas u/ tgl 31</b> <p style="text-align: right;"><a href="#">[Delete]</a> <a href="#">[Quote Reply]</a></p> tgl 31 itu ada kan ada tugas baca. Yang perlu di baca itu whitten dan Gates? atau cuma Whitten aja, soalnya waktu di kelas aku dengernya kok cuman whitten yah ^^, Thanks
<b>Arlinah Imam Rahardjo, MLIS</b> ID: 76-010 Posting Date: 26 August 2005 Total Post: 61	<b>Subject: tugas baca</b> <p style="text-align: right;"><a href="#">[Delete]</a> <a href="#">[Quote Reply]</a></p> lha belum baca di pcu-camel.. coba lihat menu assignment deh.. entar kan tahu.. jangan hanya denger di kelas.. bisa kesasar lho. he.he
<b>Anson Luman Kaligis</b> ID: 26402004 Posting Date: 26 August 2005 Total Post: 18	<b>Subject: tugas tgl 31</b> <p style="text-align: right;"><a href="#">[Delete]</a> <a href="#">[Quote Reply]</a></p> Oh iya maaf, maaf ^^, Aku kmrn pas baca Assignment salah liat, aku liatnya tugas baca buku gates itu aku bacanya plan date nya tgl 24, eh setelah aku baca lagi ternyata tgl 31. Huehehe.....

Gambar 2.131

Kalau membatalkan klik tombol "Kembali ke daftar topik", jika me-*reply* klik tombol "Replay pada topik ini", maka akan muncul seperti pada Gambar 2.132.

2.11.1.2 Isilah *subject* dan tanggapan, lihat Gambar 2.132.

Gambar 2.132

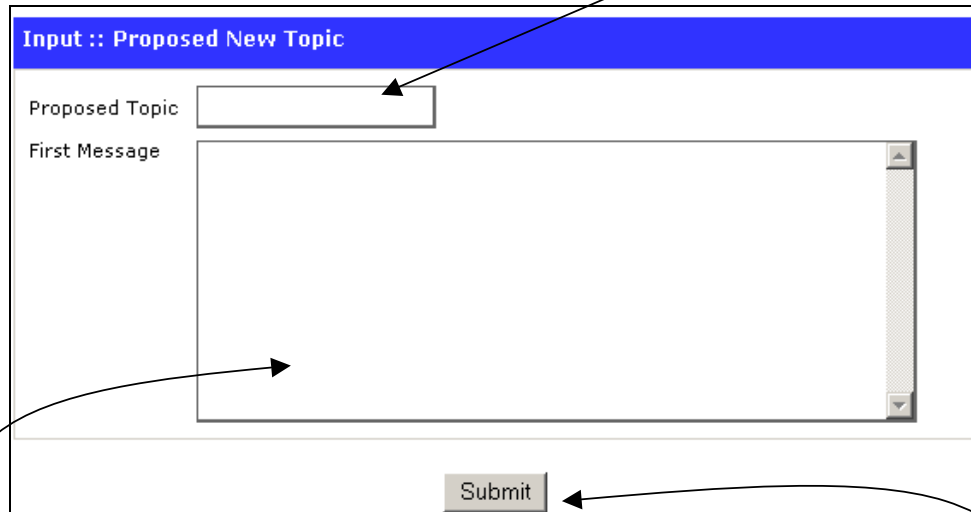
2.11.1.3 Klik tombol "Post" untuk mengirim tanggapan anda , jika batal klik tombol "cancel" atau ingin kembali ke daftar topik klik tombol "Kembali ke daftar topik" .

2.11.2 Cara untuk menambah topik diskusi baru

2.11.2.1 Klik link [ [:: Propose New Topic ::](#) ], lihat Gambar 2.133.

Gambar 2.133

2.11.2.2 Isilah Topik diskusi yang baru pada *editbox proposed topic*, lihat Gambar 2.134.



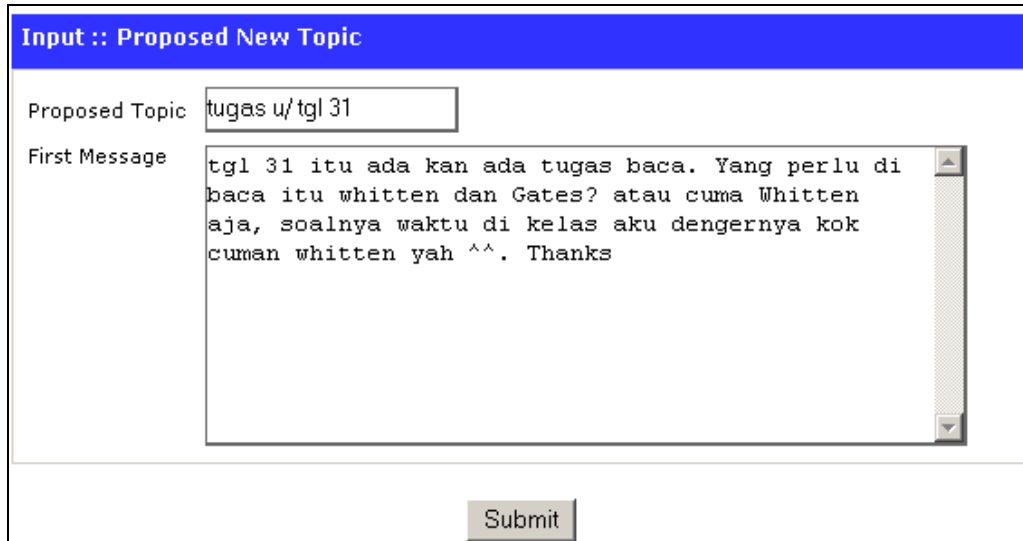
The screenshot shows a web form with a blue header bar containing the text "Input :: Proposed New Topic". Below the header, there are three main components: a text input field labeled "Proposed Topic", a larger text area labeled "First Message" with a vertical scrollbar on the right, and a "Submit" button centered at the bottom. Three black arrows point to the "Proposed Topic" input field, the "First Message" text area, and the "Submit" button.

Gambar 2.134

2.11.2.3 Isilah Tanggapan yang berisi penjelasan topik yang ditambahkan pada *memobox first message*.

2.11.2.4 Klik tombol "Submit".

Contoh:



The screenshot shows the same web form as in Gambar 2.134, but with example text entered. The "Proposed Topic" input field contains the text "tugas u/tgl 31". The "First Message" text area contains the text: "tgl 31 itu ada kan ada tugas baca. Yang perlu di baca itu whitten dan Gates? atau cuma Whitten aja, soalnya waktu di kelas aku dengernya kok cuman whitten yah ^^ . Thanks". The "Submit" button is still visible at the bottom.

Gambar 2.135

2.11.3 Cara menyetujui topik yang diusulkan dari *student*.

2.11.3.1 Klik tombol "[Approve]" pada topik yang disetujui. Lihat pada Gambar 2.136.

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**:: Discussion Forum ::**

This forum is to facilitate class discussions among the members of the class.  
Students are encouraged to give responses to each topic as well as to [propose new topics](#).  
The teacher has to approve the proposed topic coming from the students before the discussions start.

**[ :: Propose New Topic :: ]**

**Discussion Topic (Total: 64 Topic(s))**

Posting Date	Topic	The one who proposed	Total Post	Action
07 December 2005	<a href="#">Terima kasih</a>	Steven Marcellines (26402112)	1	<a href="#">[approve]</a> <a href="#">[Delete]</a>

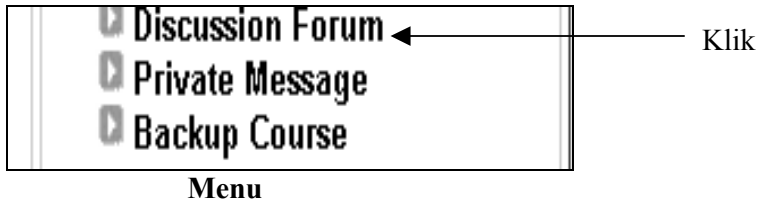
Gambar 2.136

Klik





## 2.12 Private Message



Menu *private message* merupakan fasilitas bagi pembimbing untuk mengirimkan pesan/*message* bagi user lain atau suatu group yang ia bimbing.

### 2.12.1 Cara mengirim *Private Message* pada user lain/per-group/*All User*

2.12.1.1 Pilih tujuan pengiriman *message*. Klik 'panah kebawah' pada *combobox* maka akan tampil daftar *user/group* tujuan pengiriman *message*.

Private Message

You can send private messages to other class member. System will create an email to give notice to your destination addresses. They can open the private messages in their inbox of the User Area.

From: Arlinah Imam Rahardjo, MLIS (arlinah)

To: — User list —

Subject: [ ]

Message: [ ]

Send !!!

Gambar 2.137

Tampilan *Private Message*

- 2.12.1.2 Tuliskan tema/topik *message* pada *editbox subject*.
- 2.12.1.3 Tuliskan *message* pada *memobox message*.
- 2.12.1.4 Klik tombol "Send !!!".

Contoh *message* untuk user lain:

Step 1 Memilih *user* tujuan, misal pada Marsetio Pramono. Pilih melalui *combobox*. Lihat Gambar 2.138

**Private Message**

You can send private messages to other class member. System will create an email to give notice to your destination addresses. They can open the private messages in their inbox of the User Area.

<b>From</b>	Arlinah Imam Rahardjo, MLIS (arlinah)
<b>To</b>	— User list —
<b>Subject</b>	— User list —
<b>Message</b>	Wibysono Marsetio Pramono Dimas Andryanto Stanislaus David Sundoro adi yesaya, S.T.M.J Sariwati Laksmono Hariadi Wiradinata Eddy Samuel Deddy Djatmiko Vince Pongawa

Send !!!

Gambar 2.138

Step 2 Menuliskan topik pada *editbox subject*. Misal Coba-coba. Lihat Gambar 2.139.

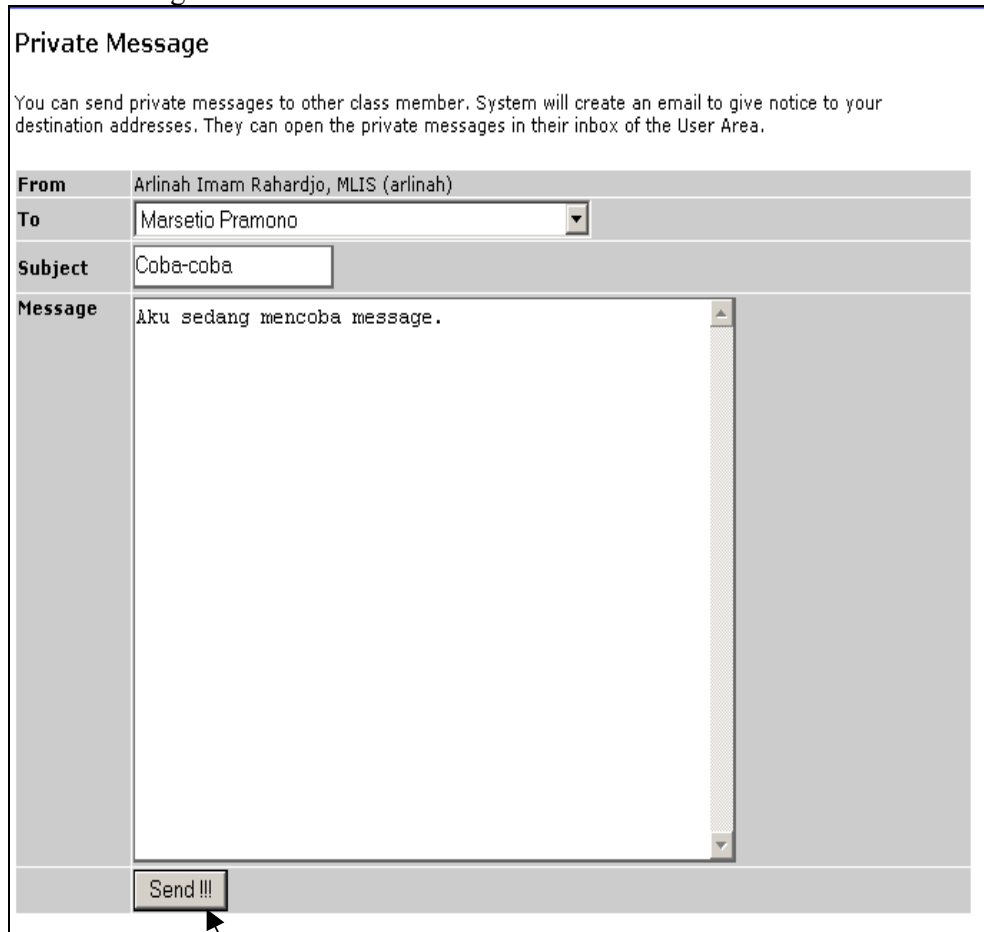
**Private Message**

You can send private messages to other class member. System will create an email to give notice to your destination addresses. They can open the private messages in their inbox of the User Area.

<b>From</b>	Arlinah Imam Rahardjo, MLIS (arlinah)
<b>To</b>	Marsetio Pramono
<b>Subject</b>	Coba-coba
<b>Message</b>	

Gambar 2.139

Step 3 Menuliskan *message* pada *memobox message*. Misal isinya: Aku sedang mencoba message. Lihat Gambar 2.140



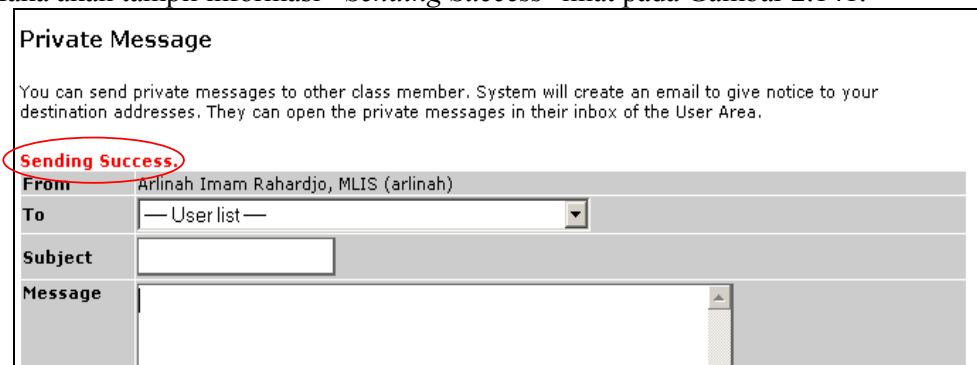
**Private Message**

You can send private messages to other class member. System will create an email to give notice to your destination addresses. They can open the private messages in their inbox of the User Area.

<b>From</b>	Arlinah Imam Rahardjo, MLIS (arlinah)
<b>To</b>	Marsetio Pramono
<b>Subject</b>	Coba-coba
<b>Message</b>	Aku sedang mencoba message.

Gambar 2.140

Step 4 Klik tombol "Send!!!". Lihat Gambar 2.140.  
Maka akan tampil informasi ' *Sending Success* ' lihat pada Gambar 2.141.



**Private Message**

You can send private messages to other class member. System will create an email to give notice to your destination addresses. They can open the private messages in their inbox of the User Area.

**Sending Success.**

<b>From</b>	Arlinah Imam Rahardjo, MLIS (arlinah)
<b>To</b>	— User list —
<b>Subject</b>	
<b>Message</b>	

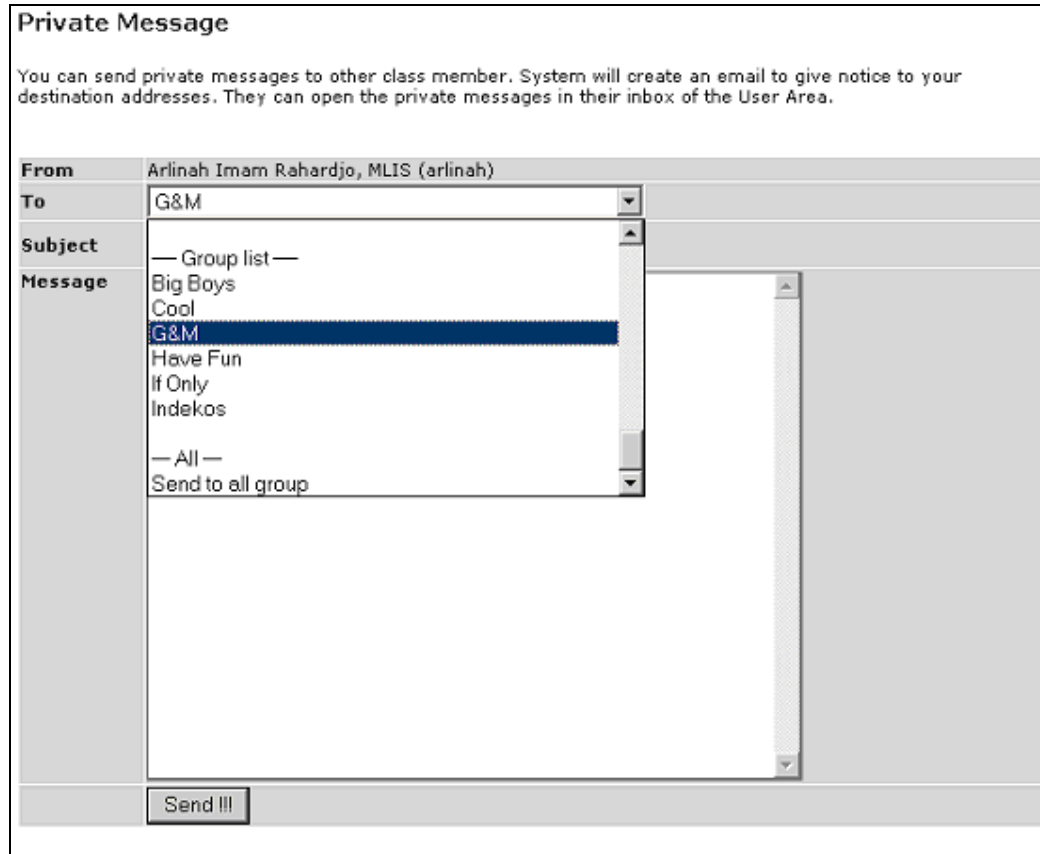
Gambar 2.141

Maka *message* telah sukses terkirim.

Contoh *message* untuk group:

Step 1 Memilih group tujuan, misal pada G&M. Pilih melalui *combobox*.

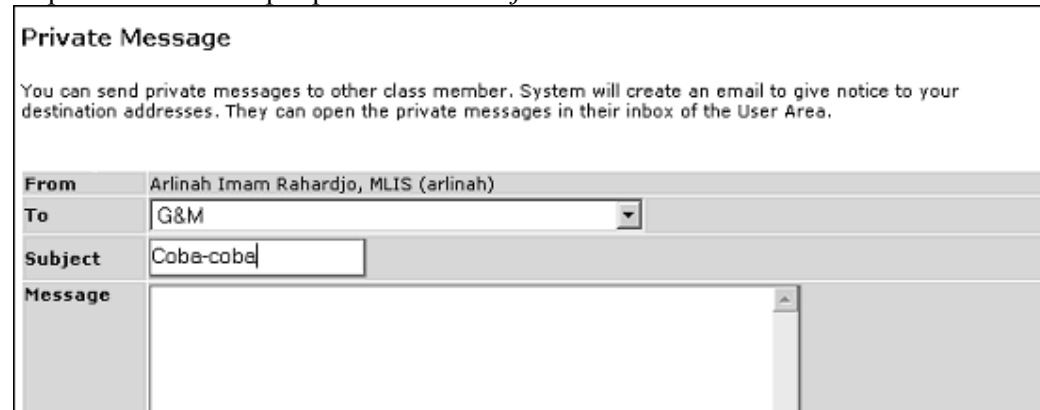
Lihat Gambar 2.142.



The screenshot shows a web form titled "Private Message". Below the title is a paragraph: "You can send private messages to other class member. System will create an email to give notice to your destination addresses. They can open the private messages in their inbox of the User Area." The form has four main sections: "From", "To", "Subject", and "Message". The "From" field is filled with "Arlinah Imam Rahardjo, MLIS (arlinah)". The "To" field is a dropdown menu currently showing "G&M". The "Subject" field is a dropdown menu with a list of options: "— Group list —", "Big Boys", "Cool", "G&M" (highlighted in blue), "Have Fun", "If Only", "Indekos", "— All —", and "Send to all group". The "Message" field is a large empty text area. At the bottom left of the form is a "Send !!!" button.

Gambar 2.142

Step 2 Menuliskan topik pada *editbox subject*. Misal Coba-coba. Lihat Gambar 2.143.



The screenshot shows the same "Private Message" form as in Gambar 2.142. The "From" field is "Arlinah Imam Rahardjo, MLIS (arlinah)". The "To" dropdown menu is still set to "G&M". The "Subject" field is now an editbox containing the text "Coba-coba". The "Message" field remains empty. The "Send !!!" button is still present at the bottom left.

Gambar 2.143.

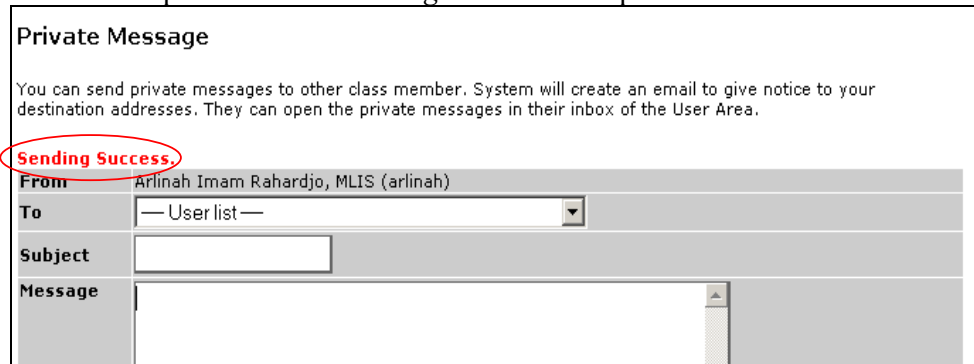
Step 3 Menuliskan *message* pada *memobox message*. Misal isinya: Aku sedang mencoba message. Lihat Gambar 2.144.



The screenshot shows a web interface for sending a private message. At the top, it says "Private Message" and provides instructions: "You can send private messages to other class member. System will create an email to give notice to your destination addresses. They can open the private messages in their inbox of the User Area." Below this is a form with the following fields: "From" (Arlinah Imam Rahardjo, MLIS (arlinah)), "To" (G&M), "Subject" (Coba-coba), and "Message" (Aku sedang mencoba message. |). A "Send !!!" button is located at the bottom left of the form.

Gambar 2.144

Step 4 Klik tombol "Send!!!". Lihat Gambar 2.144. Maka akan tampil informasi 'Sending Success' lihat pada Gambar 2.145.



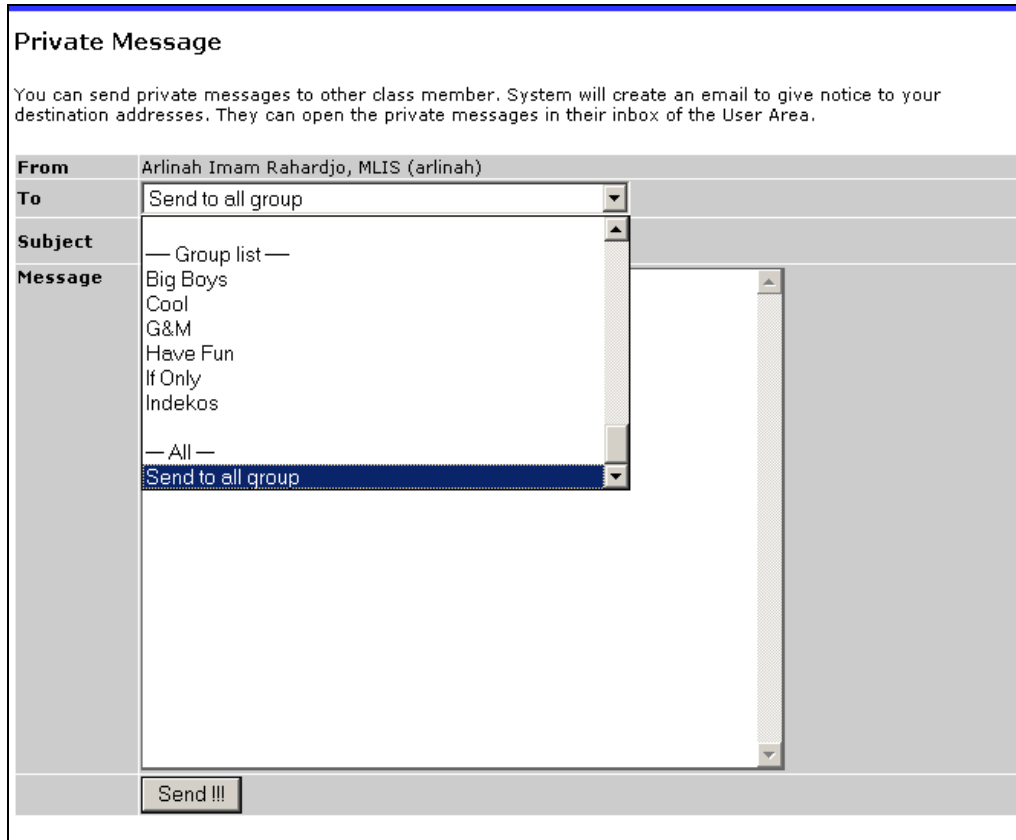
The screenshot shows the same Private Message form as in Gambar 2.144, but now it displays a "Sending Success" message in red text at the top left, circled in red. The "From" field remains "Arlinah Imam Rahardjo, MLIS (arlinah)", the "To" field is now "— User list —", and the "Subject" and "Message" fields are empty.

Gambar 2.145

Maka *message* telah sukses terkirim pada semua *user* yang termasuk pada group G&M.

Contoh *message* untuk *All User*:

Step 1 Memilih group tujuan, misal pada G&M. Pilih melalui *combobox*.  
Lihat Gambar 2.146.



**Private Message**

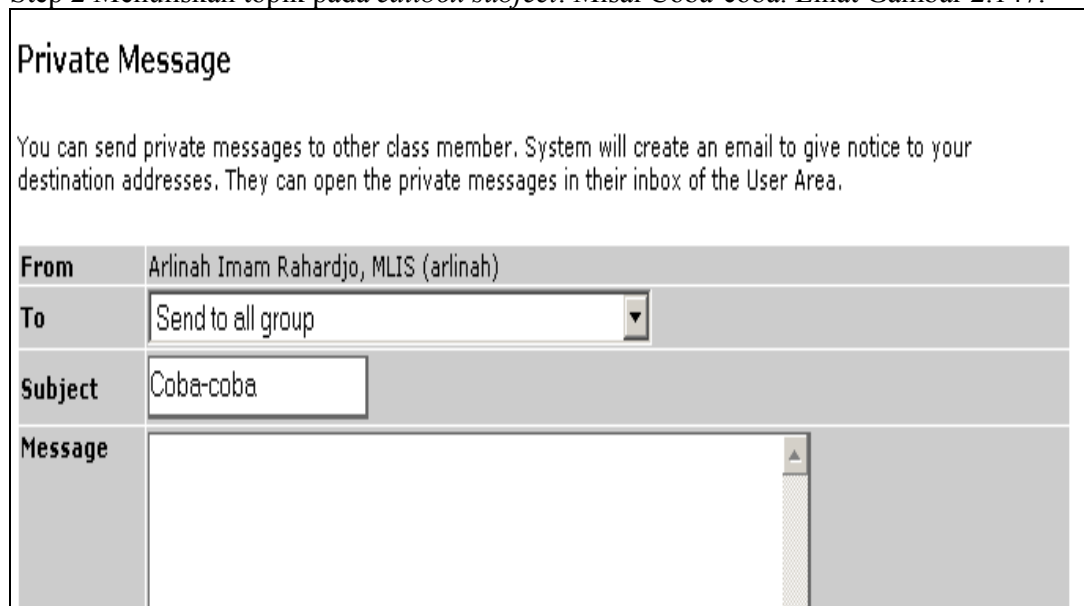
You can send private messages to other class member. System will create an email to give notice to your destination addresses. They can open the private messages in their inbox of the User Area.

<b>From</b>	Arlinah Imam Rahardjo, MLIS (arlinah)
<b>To</b>	Send to all group
<b>Subject</b>	— Group list —
<b>Message</b>	Big Boys Cool G&M Have Fun If Only Indekos — All — Send to all group

Send !!!

Gambar 2.146

Step 2 Menuliskan topik pada *editbox subject*. Misal Coba-coba. Lihat Gambar 2.147.



**Private Message**

You can send private messages to other class member. System will create an email to give notice to your destination addresses. They can open the private messages in their inbox of the User Area.

<b>From</b>	Arlinah Imam Rahardjo, MLIS (arlinah)
<b>To</b>	Send to all group
<b>Subject</b>	Coba-coba
<b>Message</b>	

Gambar 2.147

Step 3 Menuliskan *message* pada *memobox message*. Misal isinya: Aku sedang mencoba message. Lihat Gambar 2.148.

**Private Message**

You can send private messages to other class member. System will create an email to give notice to your destination addresses. They can open the private messages in their inbox of the User Area.

**From** Arlinah Imam Rahardjo, MLIS (arlinah)

**To** Send to all group

**Subject** Coba-coba

**Message** Aku sedang mencoba message. |

Send!!!

Gambar 2.148

Step 4 Klik tombol "Send!!!". Lihat Gambar 2.148.

Maka akan tampil informasi ' *Sending Success* ' lihat pada Gambar 2.149.

**Private Message**

You can send private messages to other class member. System will create an email to give notice to your destination addresses. They can open the private messages in their inbox of the User Area.

**Sending Success.**

**From** Arlinah Imam Rahardjo, MLIS (arlinah)

**To** — User list —

**Subject**

**Message**

Gambar 2.149

Maka *message* telah sukses terkirim pada semua group.

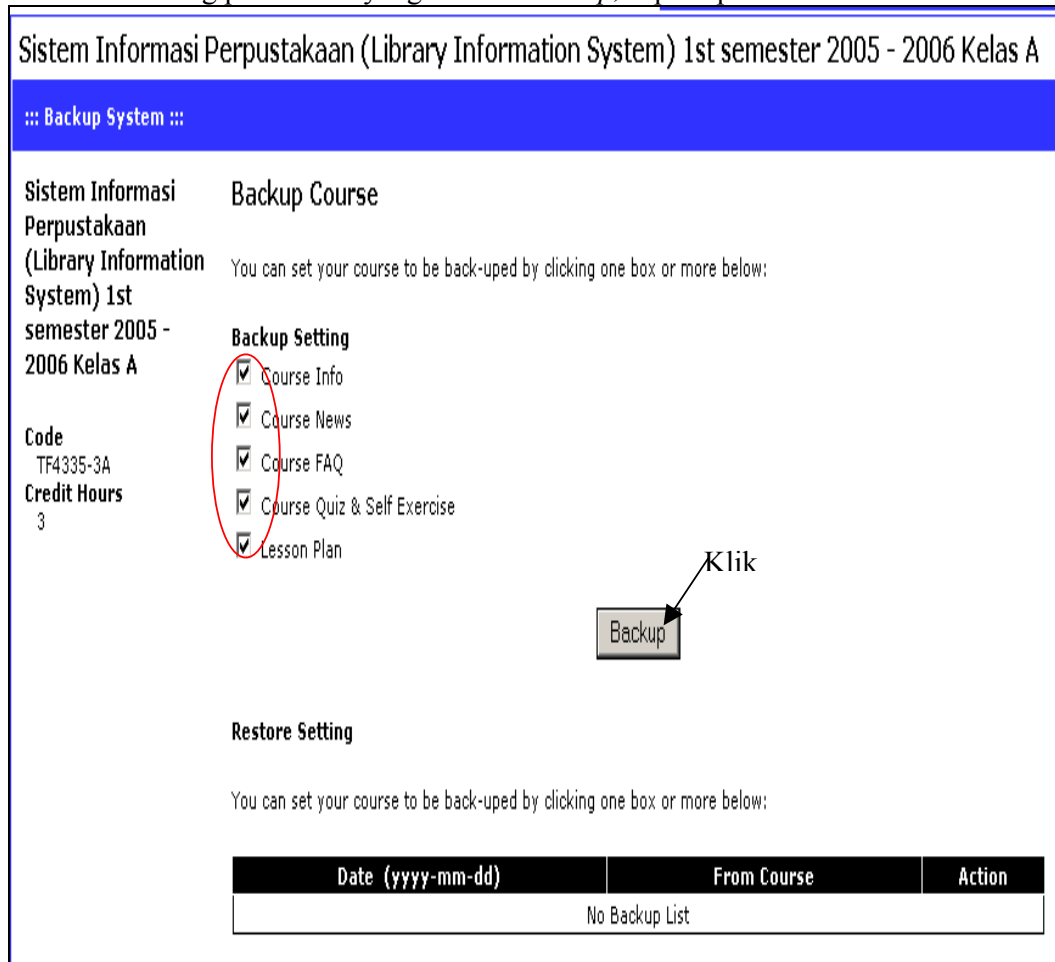
### 2.13 Backup Course



*Backup course* merupakan fasilitas untuk mem-*backup course* yang aktif pada saat tersebut, dengan *course* yang telah di-*backup* dapat memungkinkan dapat di-*restore* pada waktu berikutnya pada *course* tersebut jika ada yang hilang datanya/terhapus selain itu dapat pula untuk memberikan kemudahan pada pembimbing yang memiliki *course* lebih dari satu, ia dapat me-*load* data yang telah di-*backup* untuk dipakai pada *course* lain yang ia bimbing.

Cara:

2.13.1 Centang pada menu yang akan di-*backup*, seperti pada Gambar 2.150.



Gambar 2.150



2.13.2 Lalu klik tombol "Backup".

2.13.3 Maka hasil backup akan muncul pada tabel dibawahnya.(Gambar 2.151).

**Backup Course**

You can set your course to be back-uped by clicking one box or more below:

**Backup Setting**

- Course Info
- Course News
- Course FAQ
- Course Quiz & Self Exercise
- Lesson Plan

**Restore Setting**

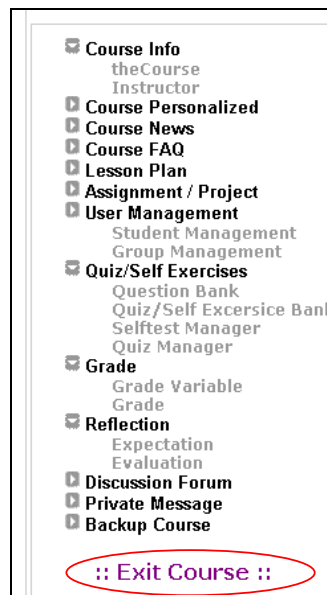
You can set your course to be back-uped by clicking one box or more below:

Date (yyyy-mm-dd)	From Course	Action
2006-02-17 23:35:57	Sistem Informasi Perpustakaan (Library Information System) 1st semester 2005 - 2006 Kelas A	<a href="#">[Detail]</a> <a href="#">[Delete]</a>

Gambar 2.151

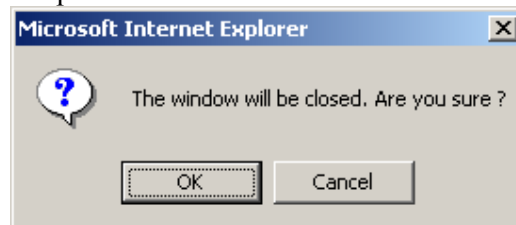
## 2.14 Exit Course

2.14.1 Untuk menutup *course area*, klik menu "Exit Course", lihat pada Gambar 2.152.



Gambar 2.152

2.14.2 Klik "Ok", lihat pada Gambar 2.153.



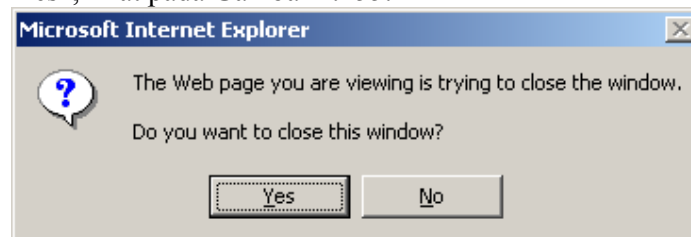
Gambar 2.153

2.14.3 Klik "Ok", lihat pada Gambar 2.154.



Gambar 2.154

2.14.4 Klik "Yes", lihat pada Gambar 2.155.



Gambar 2.155