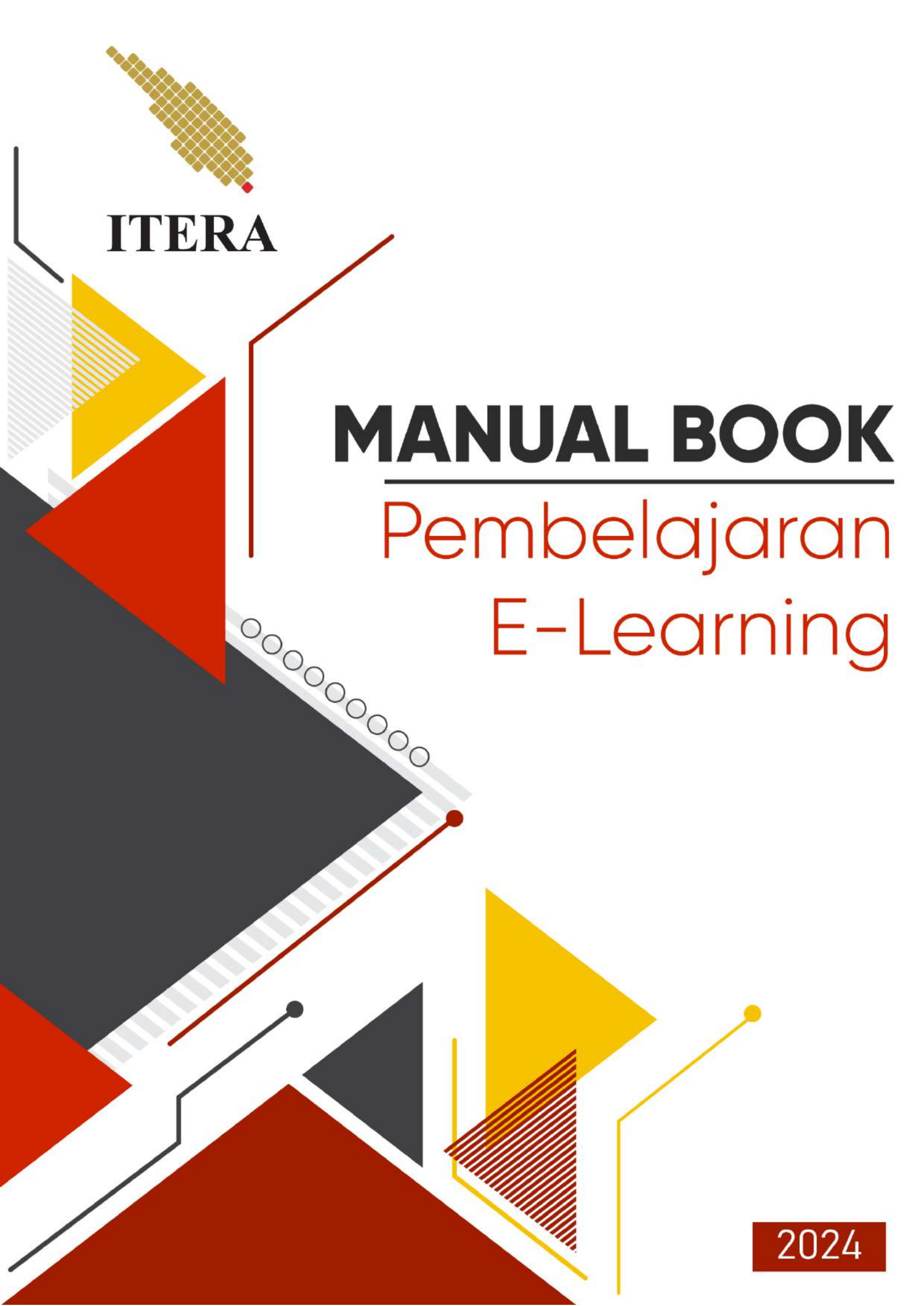


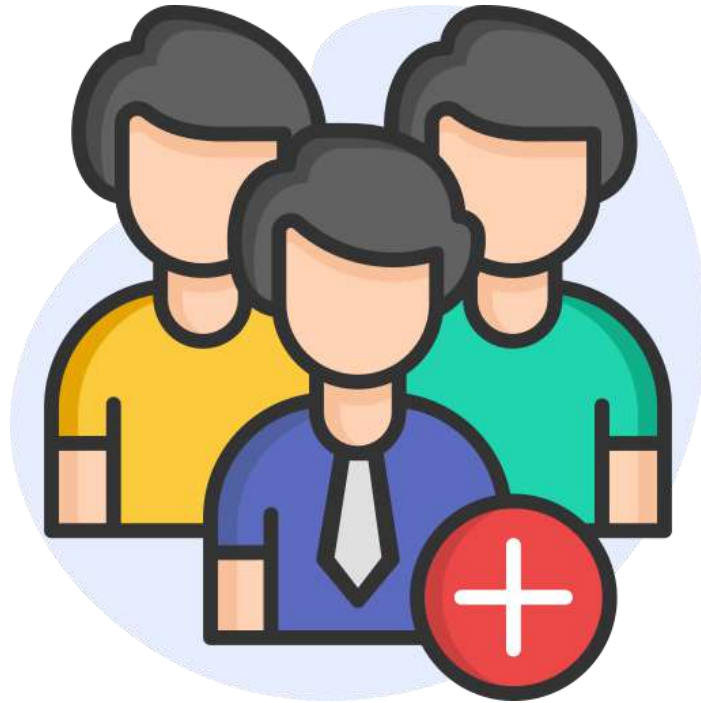


ITERA

MANUAL BOOK

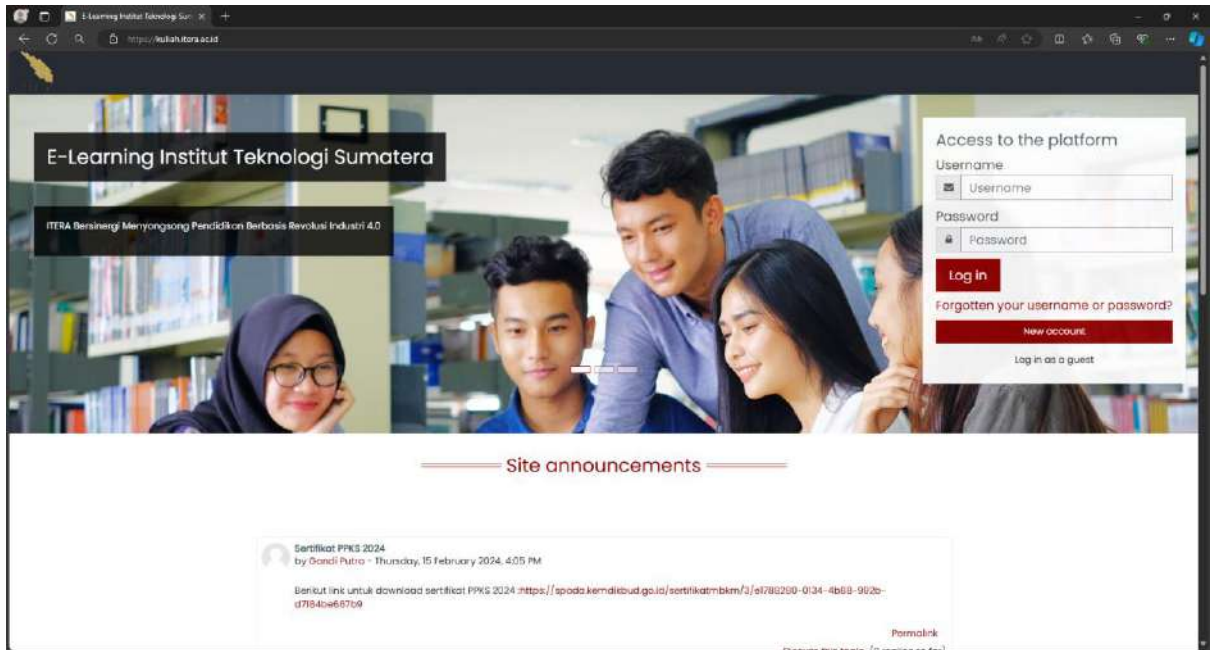
Pembelajaran E-Learning

2024



MENGAkses E-LEARNING
kuliah.itera.ac.id

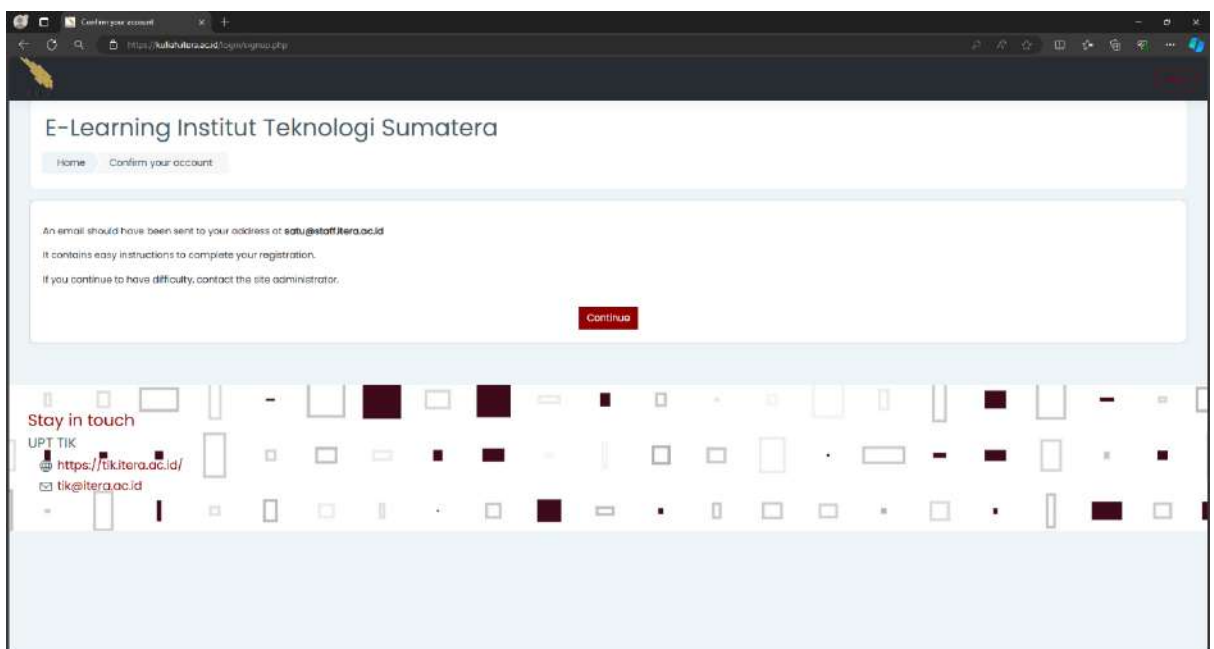
1. Silahkan akses link kuliah.itera.ac.id dan pilih “New Account”.



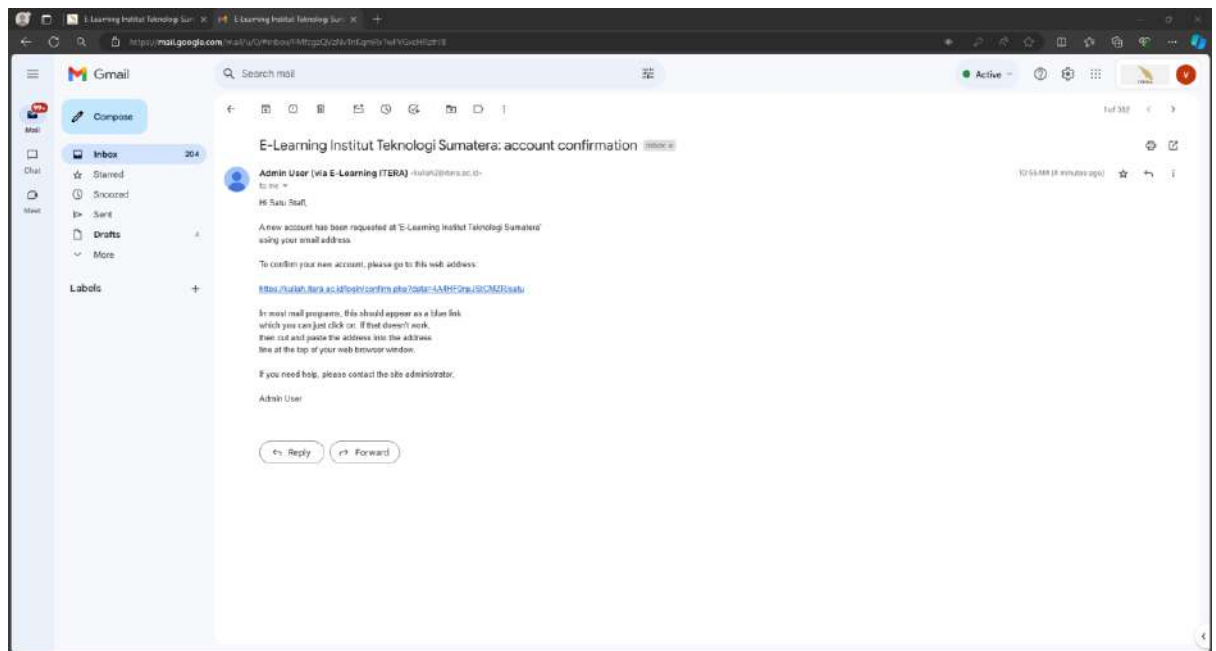
2. Berikut tampilan pembuatan akun baru untuk E-learning ITERA, isikan kolom yang sudah disediakan dan gunakan email ITERA dalam pembuatan akun E-learning ITERA
 - Username : dapat diisi email ITERA atau username sesuai keinginan
 - Password : harus diisi minimal 8 karakter
 - Email : isikan menggunakan email ITERA
 - First Name : isikan nama depan
 - Surname : isikan nama tengah/nama belakang

The screenshot shows a web browser window with the URL <https://kuliahitera.ac.id/login/signup.php>. The page features the ITERA logo at the top center. Below the logo is a "New account" form. The form is divided into two sections: "Choose your username and password" and "More details". The first section contains fields for "Username" and "Password" with a note: "The password must have at least 8 characters". The second section contains fields for "Email address", "User (agent)", "First name", "Surname", "City/town", and "Country". A "Create my new account" button is located at the bottom right of the form. A message at the bottom of the form states: "There are required fields in this form marked *".

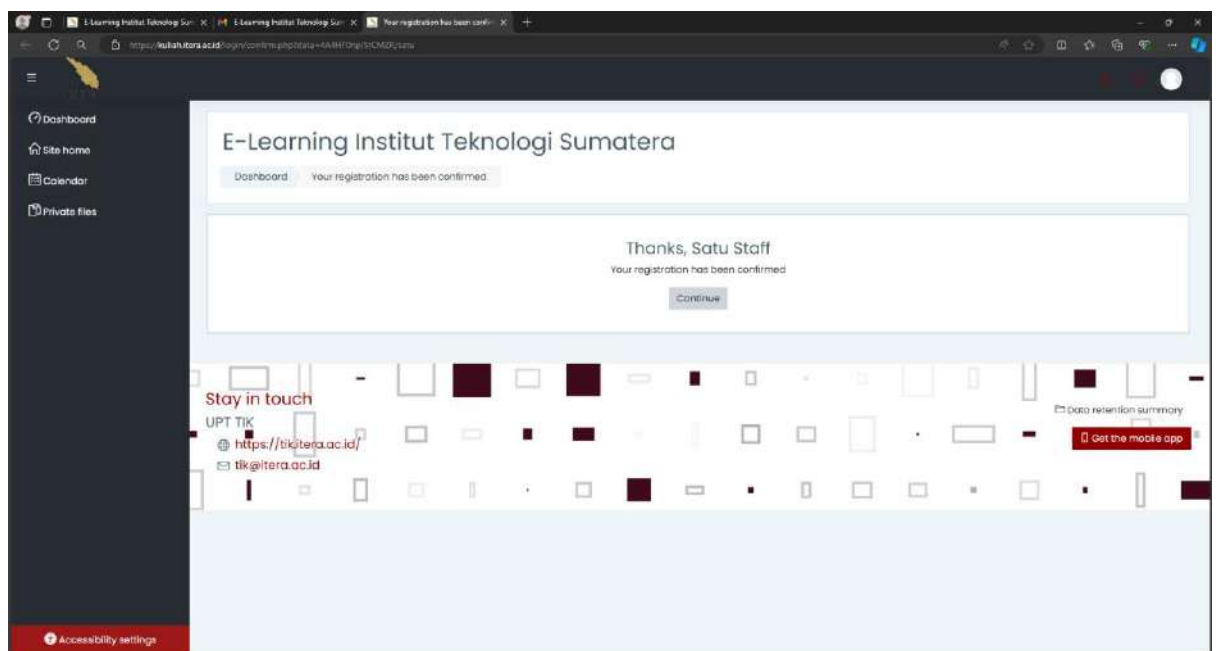
3. Jika sudah mengisi kolom dan membuat akun E-Learning ITERA, akan terdapat keterangan untuk konfirmasi akun pada alamat email yang sudah didaftarkan

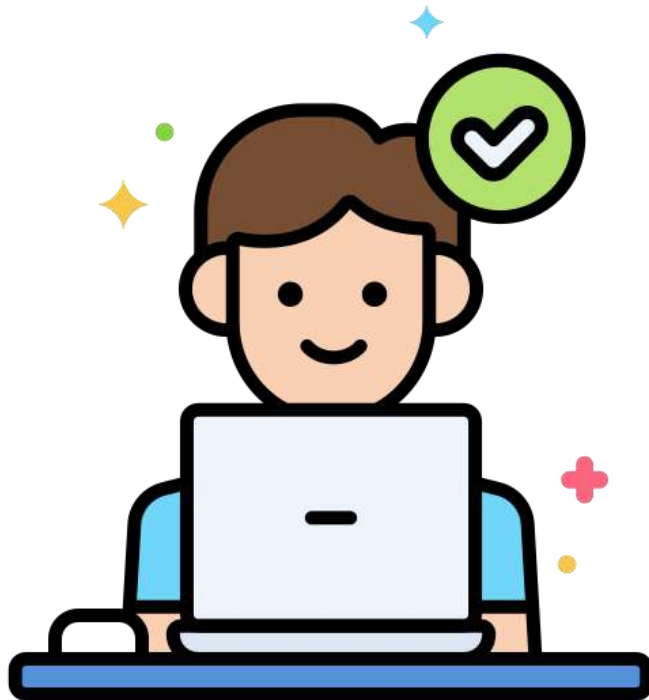


4. Silahkan login pada Email ITERA yang sudah didaftarkan untuk melihat pesan masuk konfirmasi pendaftaran E-Learning ITERA, dan klik link yang tersedia pada email masuk untuk konfirmasi



5. Dan selamat akun kamu sudah berhasil dibuat dan siap untuk digunakan, silahkan login menggunakan akun yang sudah didaftarkan





MEMBUAT KELAS / COURSE

1. Membuat course atau kelas online dengan memilih menu "Site Administration", lalu pilih Courses dan Add a new course

BeOn Home Dashboard My courses Site administration

Site administration

General Users Courses Grades Plugins Appearance Server Reports Development

Courses

Manage courses and categories
Add a category
Add a new course
Restore course
Download course content
Course request
Pending requests
Upload courses

Default settings

Course default settings
Default activity completion
Course custom fields

Groups

Group custom fields
Grouping custom fields

Activity chooser

Activity chooser settings
Recommended activities

Backups

General backup defaults
General import defaults
Automated backup setup
General restore defaults
Asynchronous backup/restore

2. Muncul tampilan berikut ini, setelah itu isi nama dan category di sesuaikan dengan kelas online yang akan di buat dan beri waktu kelas online dibuka dan ditutup lalu simpan

BeOn Home Dashboard My courses Site administration

Courses / Category 1 / Manage courses and categories / Add a new course

Category 1

Category Settings More

Add a new course

Expand all

General

Course full name: Kelas Online 1

Course short name: ON1

Course category: x Category 1

Course visibility: Show

Course start date: 5 February 2024 00:00

Course end date: ☐ Enable 4 February 2024 11:00

Course ID number:

Description

Course summary:

Edit View Insert Format Tools Table Help

Kelas online pertama

3. Berikut adalah tampilan course yang telah di buat

BeOn Home Dashboard My courses Site administration

Kelas Online 1

Course Settings Participants Grades Reports More

General

Announcements

Topic 1

Topic 2

Topic 3

Topic 4

General

Announcements

Topic 1

Topic 2

Topic 3

Topic 4

4. Untuk memasukkan peserta ke dalam courses dapat memilih menu participants

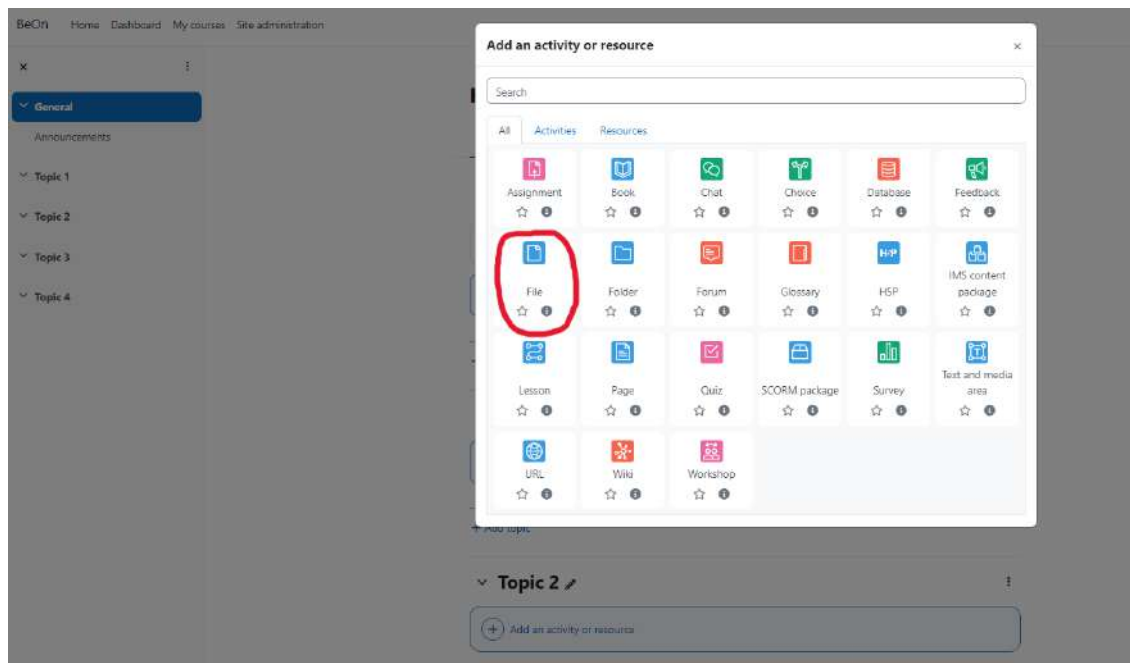
The screenshot shows the 'Participants' page for 'Kelas Online 1'. The left sidebar contains a menu with 'General', 'Announcements', and four topics. The main content area has tabs for 'Course', 'Settings', 'Participants' (selected), 'Grades', 'Reports', and 'More'. Below the tabs, there's a section for 'Enrolled users' with a search bar and filters. A table lists the enrolled users, with one user 'Admin Belajar Online' shown. The table columns include 'First name / Last name', 'Email address', 'Roles', 'Groups', 'Last access to course', and 'Status'.

First name / Last name	Email address	Roles	Groups	Last access to course	Status
Admin Belajar Online	gendi.putra@staff.riera.ac.id	Teacher	No groups	55 mins	Active

5. Memasukkan bahan pada courses dapat memilih, "Add an activity or resource"

The screenshot shows the 'Add an activity or resource' page for 'Kelas Online 1'. The left sidebar is the same as in the previous screenshot. The main content area has tabs for 'Course', 'Settings', 'Participants', 'Grades', 'Reports', and 'More'. Below the tabs, there's a section for 'General' with a 'Bulk actions' link. Under 'General', there's a list of activities and resources, including 'Announcements' and 'Add an activity or resource'. The 'Add an activity or resource' button is highlighted with a red circle. Below this, there's a section for 'Topic 1' with another 'Add an activity or resource' button, also highlighted with a red circle.

6. Memasukkan bahan ajar dapat memilih menu file



7. Melakukan pengeditan untuk "Name dan Description" serta memasukkan file bahan ajar dan klik tombol "Save"

Kelas Online 1

Course Settings Participants Grades Reports More ▾

Adding a new File

Expand all

General

Name ! Ini mater 1

Description

Edit View Insert Format Tools Table Help

↶ ↷ B I ...

Berikut adalah materi pelajaran pertama

p 5 words tiny

☐ Display description on course page ?

Select files

Maximum size for new files: Unlimited

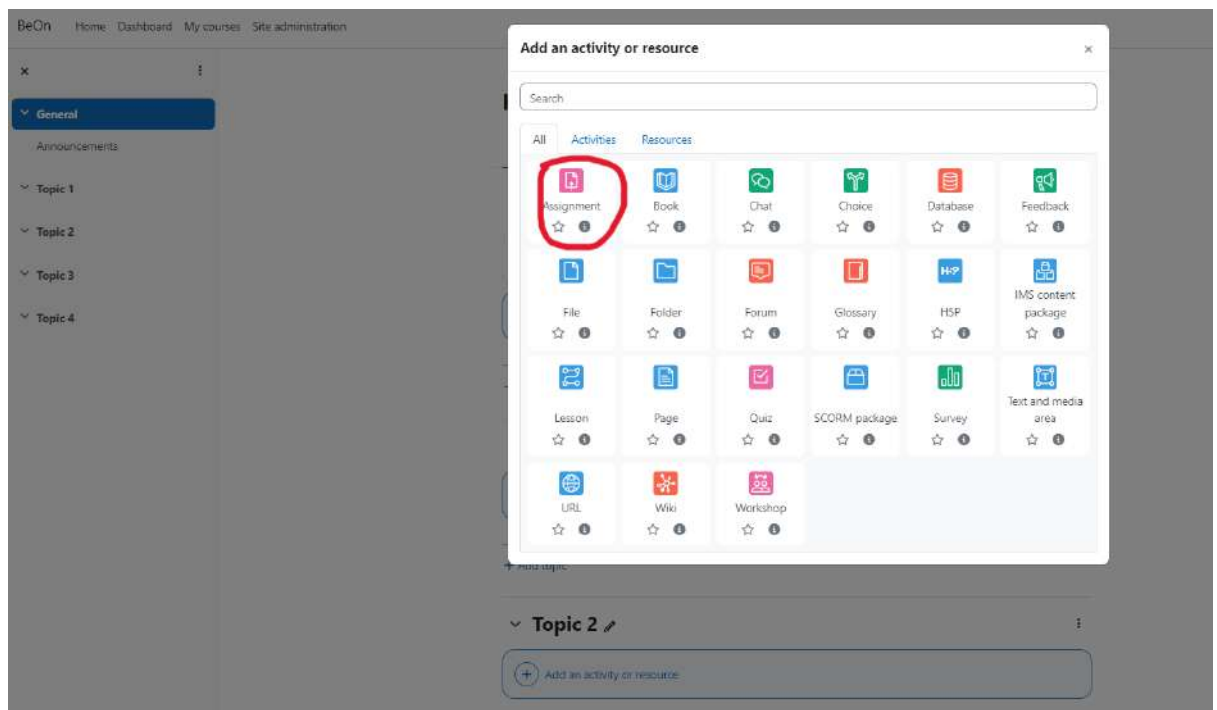
Files

Ini materi.pdf

8. Berikut tampilan yang muncul untuk penambahan file pada course



9. Memasukkan bagian pemberian tugas pada course dapat memilih menu "Assignment"



10. Melakukan pengeditan "Assignment name dan Description" serta memasukkan file contoh tugas dan klik tombol simpan

BeOn Home Dashboard My courses Site administration

Kelas Online 1

Course Settings **Participants** Grades Reports More

Adding a new Assignment

Expand all

General

Assignment name

Description

Edit View Insert Format Tools Table Help

↶ ↷ B I [Image] [Video] [Audio] [Link] [Unlink] [Fullscreen] [More]

Kerjakan tugas ini dengan benar

p 5 words tiny

☐ Display description on course page

Activity instructions ?

Edit View Insert Format Tools Table Help

↶ ↷ B I [Image] [Video] [Audio] [Link] [Unlink] [Fullscreen] [More]

BeOn Home Dashboard My courses Site administration

Additional files Maximum size for new files: Unlimited

File picker

Content bank Server files Recent files **Upload a file** URL downloader Private files Wikimedia

Attachment ini test tugas.pdf

Save as:

Author:

Choose licence ?

Upload this file

11. Berikut adalah tampilan untuk halaman tugas pada course

BeOn Home Dashboard My courses Site administration

ON1 / Tugas 1

ASSIGNMENT

Tugas 1

Assignment Settings Advanced grading More

Opened: Sunday, 4 February 2024, 12:00 AM
Due: Sunday, 11 February 2024, 12:00 AM

Kerjakan tugas ini dengan benar
- -> [Ini test tugas.pdf](#) 4 February 2024, 12:21 PM

View all submissions Grade

Grading summary

Hidden from students	No
Participants	0
Submitted	0
Needs grading	0
Time remaining	6 days 11 hours

Add submission

12. Memasukkan aktivitas forum untuk berdiskusi, pilih poin "forum"

BeOn Home Dashboard My courses Site administration

General

Announcements

Topic 1

Topic 2

Topic 3

Topic 4

Add an activity or resource

Search

All Activities Resources

Assignment	Book	Chat	Choice	Database	Feedback
File	Folder	Forum	Glossary	HSP	IMS content package
Lesson	Page	Quiz	SCORM package	Survey	Text and media area
URL	Wiki	Workshop			

Topic 2

Add an activity or resource

13. Melakukan pengeditan "Forum name dan Description" lalu simpan

BeOn Home Dashboard My courses Site administration

✕

General

- Announcements
- Tugas 1
- Ini materi 1

Topic 1

Topic 2

Topic 3

Topic 4

Kelas Online 1

Course Settings Participants Grades Reports More

Adding a new Forum

Expand all

General

Forum name **Foum diskusi 1**

Description

Edit View Insert Format Tools Table Help

Forum untuk mendiskusikan materi 1

5 words tiny

☐ Display description on course page

Forum type **Standard forum for general use**

> Availability

> Attachments and word count

14. Berikut adalah tampilan untuk halaman forum pada course

✕

General

- Announcements
- Tugas 1
- Ini materi 1
- Foum diskusi 1**
- Topic 1
- Topic 2
- Topic 3
- Topic 4

ON1 / Foum diskusi 1

FORUM

Foum diskusi 1

Forum Settings Advanced grading Subscriptions Reports More

Mark as done

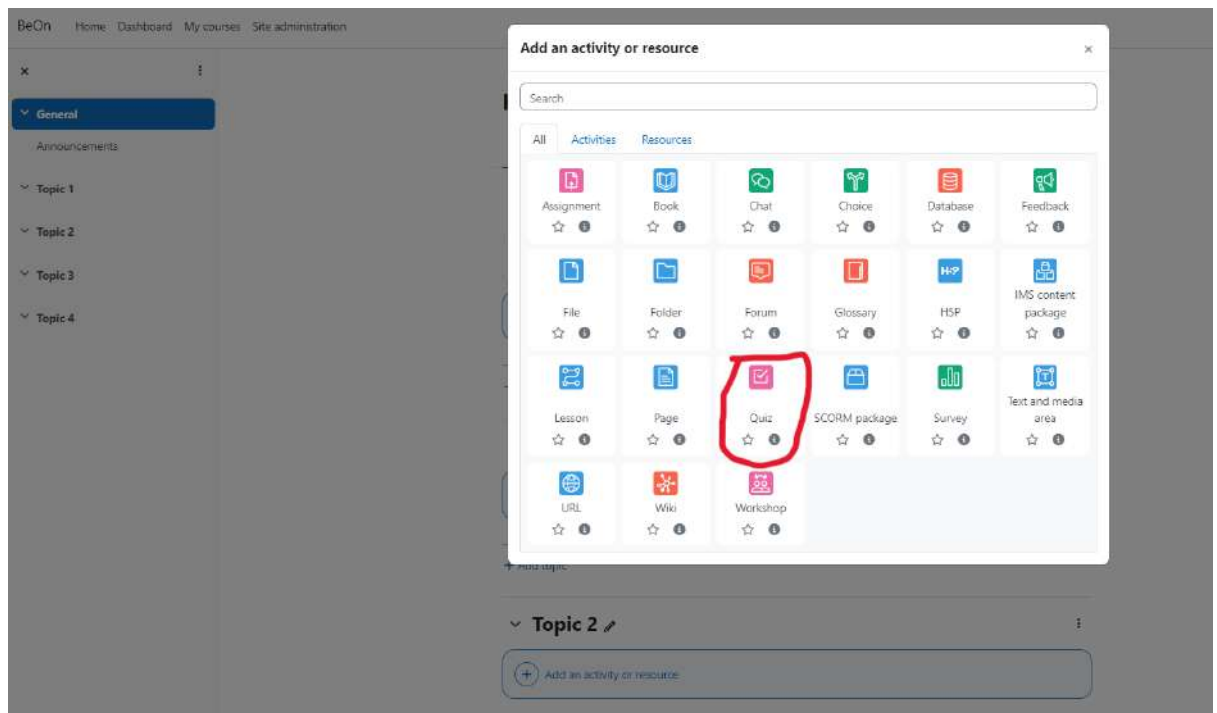
Forum untuk mendiskusikan materi 1

Search forums Add discussion topic

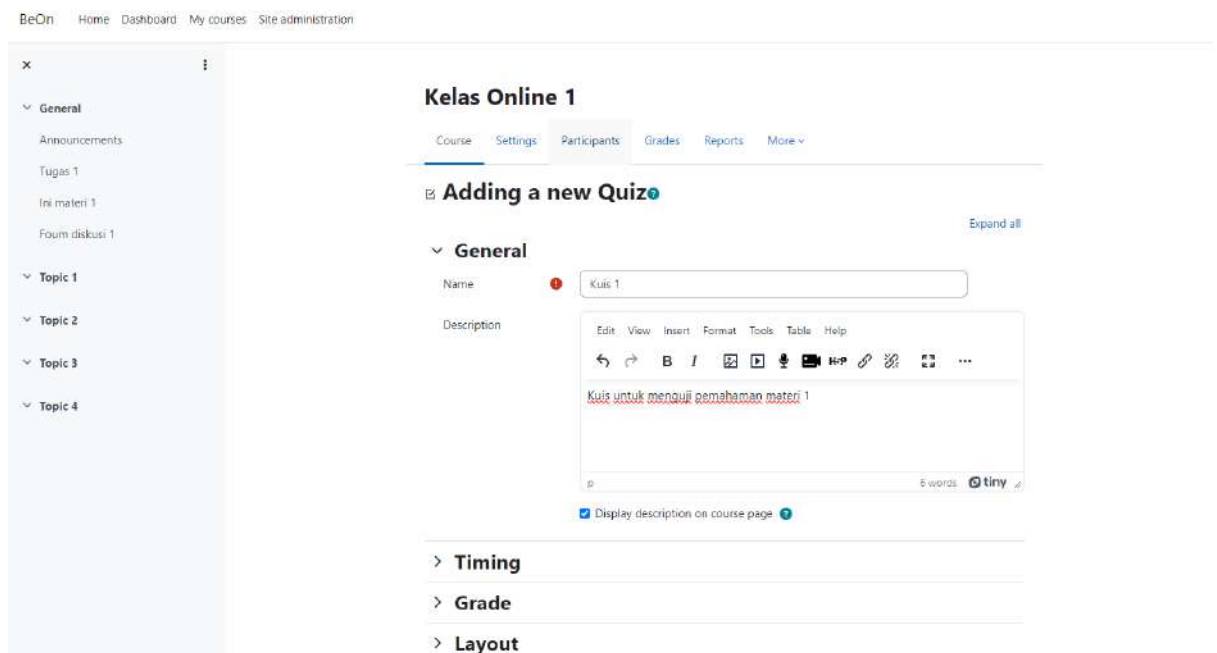
Subscribe to forum

There are no discussion topics yet in this forum

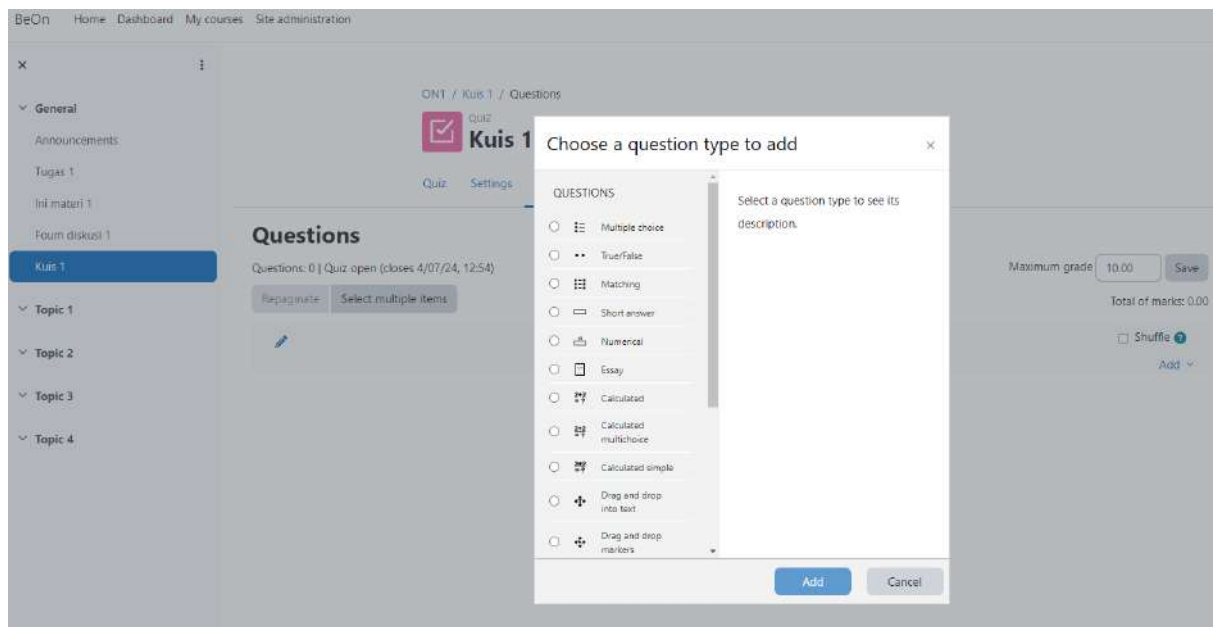
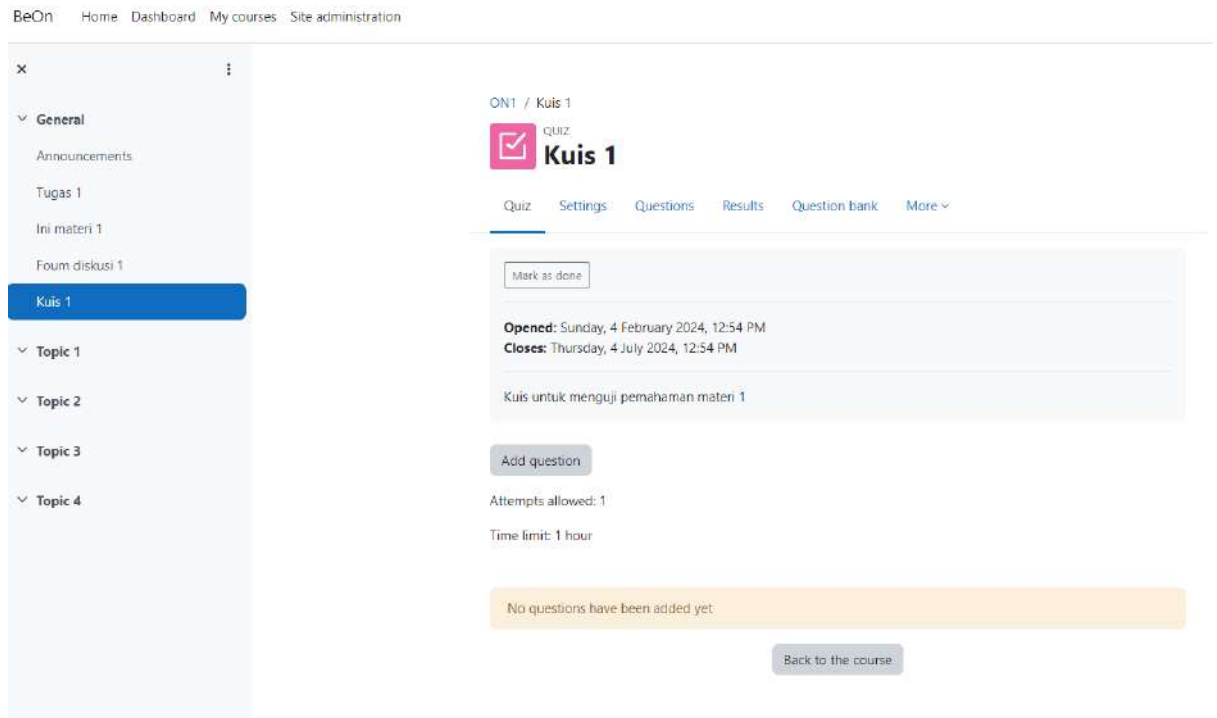
15. Memasukkan kuis untuk ujian secara online pada course

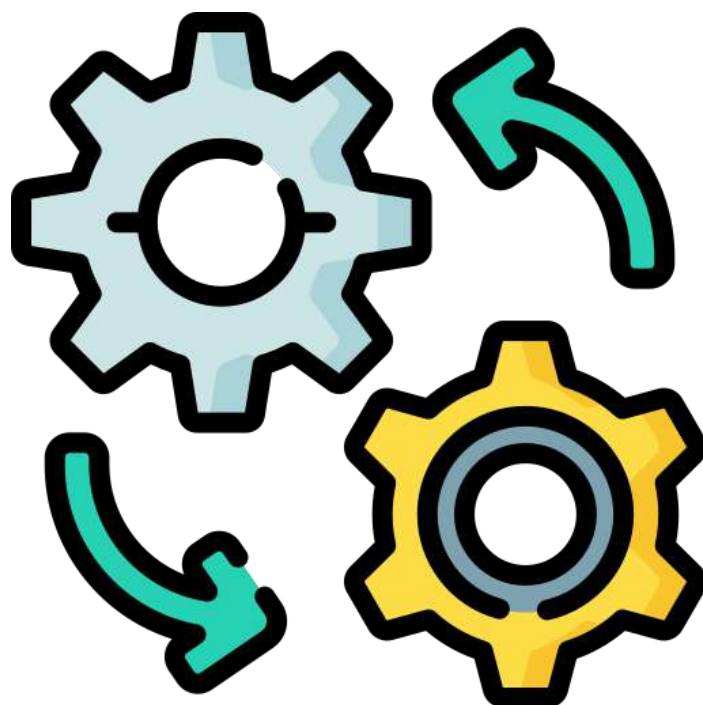


16. Melakukan pengeditan "Name dan Description" serta waktu pengerjaan ujian



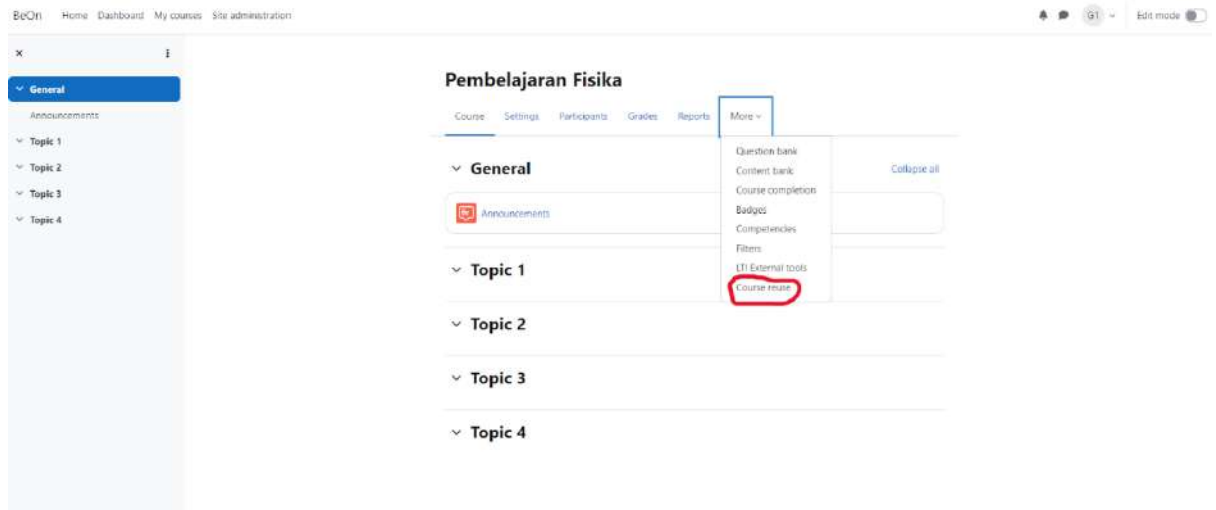
17. Berikut tampilan halaman kuis yang telah di buat, untuk memasukkan soal dapat memilih tombol Add Question dan pilih tipe pertanyaan yang akan di masukkan



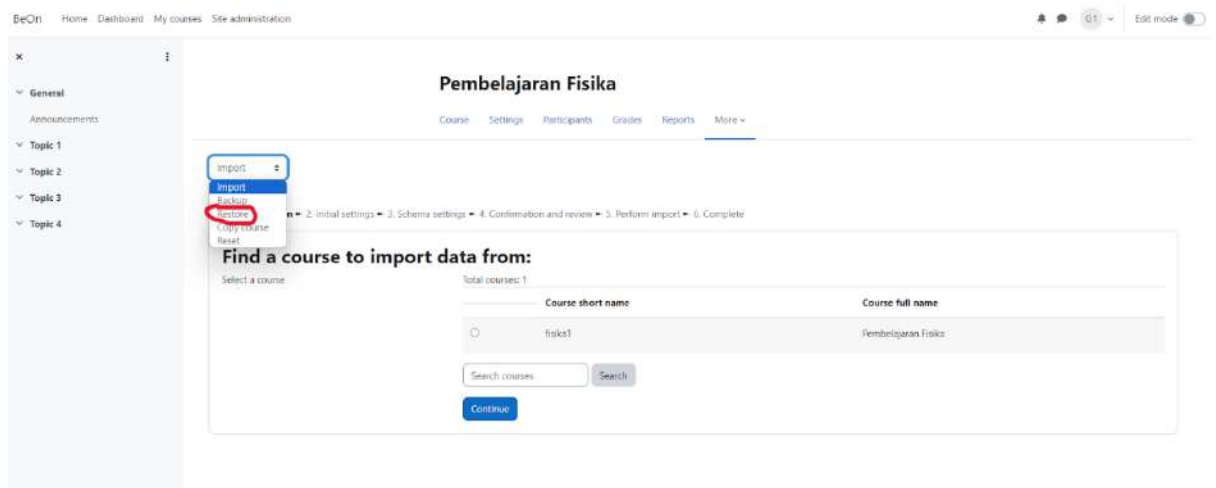


RESTORE

1. Melakukan “RESTORE” course pada moodle dapat di lakukan dengan, memilih menu “Course reuse”



2. Pilih “Restore” untuk melakukan proses restore course



3. Melakukan import untuk backup course dengan memilih “Choose a file...” lalu lakukan restore file dengan klik tombol “Restore”

BeOn | Home | Dashboard | My courses | Site administration

Notifications | G1 | Edit mode

Pembelajaran Fisika

Course | Settings | Participants | Grades | Reports | More

Restore

Import a backup file

Files

Choose a file... Maximum size for new files: 40 MB

You can drag and drop files here to add them.

Restore

Required

Course backup area

Filename	Time	Size	Download	Restore
----------	------	------	----------	---------

Manage backup files

User private backup area

Restore

Import a backup file

Files



Choose a file... Maximum size for new files: 40 MB

physics-2024.mbz

Restore



Required

4. Melakukan konfirmasi file restore course dan klik tombol “Continue” untuk melanjutkan proses

BeOn Home Dashboard My courses Site administration

×

Restore

General

Announcements

Topic 1

Topic 2

Topic 3

Topic 4

1. Confirm

2. Destination

3. Settings

4. Schema

5. Review

6. Process

7. Complete

Backup details

Type

Course

Format

Moodle 2

Mode

General

Date taken

Sunday, 14 January 2024, 10:20 PM

Moodle version

3.10.3+ (Build: 20210504)
[2020110903.09]

Backup version

3.10
[2020110900]

URL of backup

[8c425at-3324fdcbd7e]

Backup settings

Convert to IMS Common Cartridge 1.1

×

Include enrolled users

×

Anonymize user information

×

Include user role assignments

×

Include activities and resources

✓

Include blocks

✓

Include files

✓

Include filters

✓

BeOn Home Dashboard My courses Site administration

×

General

Announcements

Topic 1

Topic 2

Topic 3

Topic 4

Activities

Section: POJOK ISTILAH

Section: UJIAN PASCA PEMBELAJARAN

Activities

Section: 9

Section: 10

Section: 11

Section: 12

Section: 13

Section: 14

Section: 15

Section: 16

Module

Title

[[pluginname]]

DEFINISI DAN BENTUK PAKSAAN

[[pluginname]]

MEMAHAMI REAKSI TUBUH TERHADAP TRAUMA

[[pluginname]]

RESPON UNTUK Mendukung KORBAN

Quiz

KUIS: PAKSAAN

[[pluginname]]

RINGKASAN TOPIK 4

Included in backup (no user information)

Included in backup (no user information)

Module

Title

Quiz

UJIAN PASCA PEMBELAJARAN

Included in backup (no user information)

Included in backup (no user information)

Included in backup (no user information)

Included in backup (no user information)

Included in backup (no user information)

Included in backup (no user information)

Included in backup (no user information)

Included in backup (no user information)

Continue

5. Memilih destination untuk restore course klik tombol continue yang ada pada bagian “Restore into this course”

The screenshot shows the Moodle course restoration interface for the course 'Pembelajaran Fisika'. The left sidebar contains a menu with 'General', 'Announcements', and four topics. The main content area has a 'Restore' dropdown menu. Below it, a progress bar shows steps 1 through 7, with '2. Destination' currently selected. The 'Restore as a new course' section includes a search bar for categories and a 'Continue' button. The 'Restore into this course' section offers two options: 'Merge the backup course into this course' and 'Delete the contents of this course and then restore', both with 'Continue' buttons.

6. Melakukan pengaturan untuk restore course sesuai dengan yang di butuhkan

The screenshot shows the 'Restore settings' section of the Moodle course restoration interface for 'Pembelajaran Fisika'. The left sidebar is the same as in the previous screenshot. The main content area shows a 'Restore' dropdown menu and a progress bar with '3. Settings' selected. The 'Restore settings' section contains a list of settings with checkboxes and buttons to toggle them. The settings are: 'Include enrolled users' (disabled), 'Include enrolment methods' (set to 'No'), 'Include user role assignments' (disabled), 'Include permission overrides' (checked), 'Include activities and resources' (checked), 'Include blocks' (checked), 'Include filters' (checked), 'Include comments' (disabled), 'Include badges' (disabled), 'Include calendar events' (checked), 'Include user completion details' (disabled), and 'Include enrolment events' (disabled).

7. Menentukan skema untuk melakukan restore course

BeOn Home Dashboard My courses Site administration

Import / Restore

Pembelajaran Fisika

Course Settings Participants Grades Reports More

Restore

1. Confirm → 2. Destination → 3. Settings → 4. Schema → 5. Review → 6. Process → 7. Complete

Course settings

Overwrite course configuration

Course name Pencegahan dan Penanga

Course short name PPKS-2024

Course start date 9 January 2024 00:00

Keep current roles and enrollments

Keep current groups and groupings

Select
All / None (Show type options)

☒ Section 0	User data	No
☒ Announcements		No

8. Melakukan review sebelum proses restore course di jalankan

BeOn Home Dashboard My courses Site administration

Import / Restore

Pembelajaran Fisika

Course Settings Participants Grades Reports More

Restore

1. Confirm → 2. Destination → 3. Settings → 4. Schema → 5. Review → 6. Process → 7. Complete

Restore settings

Include enrolled users	☒
Include enrolment methods	☐
Include user role assignments	☒
Include permission overrides	☒
Include activities and resources	☒
Include blocks	☒
Include filters	☒
Include comments	☒
Include badges	☒
Include calendar events	☒

BeOn Home Dashboard My courses Site administration

×

General

Announcements

Topic 1

Topic 2

Topic 3

Topic 4

Section 11	✓	User data	No
Section 12	✓	User data	No
Section 13	✓	User data	No
Section 14	✓	User data	No
Section 15	✓	User data	No
Section 16	✓	User data	No

Previous

Cancel

Perform restore

9. Proses restore sedang berlangsung

BeOn

Import / Restore

Pembelajaran Fisika

Restore

1. Confirm ▶ 2. Destination ▶ 3. Settings ▶ 4. Schema ▶ 5. Review ▶ 6. **Process** ▶ 7. Complete

1 min 11 secs

5.7%

10. Course telah berhasil di restore

BeOn Home Dashboard My courses Site administration

Import / Restore

Pembelajaran Fisika

Course Settings Participants Grades Reports More

Restore

1. Confirm → 2. Destination → 3. Settings → 4. Schema → 5. Review → 6. Process → 7. Complete

The course was successfully restored.

Continue

11. Tampilan halaman course yang telah di restore

BeOn Home Dashboard My courses Site administration

Pembelajaran Fisika

Course Settings Participants Grades Reports More

General Collapse all

Announcements

PENGANTAR

PERINGATAN PEMICU

TOPIK 1: FILOSOFI PENDIDIKAN

FILOSOFI

KUIS: MENERAPKAN FILOSOFI

TOPIK 2: MENGENAL KEKORUPSI

KETIMPANGAN HAK PENDIDIKAN

MEMAHAMI KEKORUPSI

LAPISAN IDENTITAS PENDIDIKAN

KUIS: MEMAHAMI IDENTITAS PENDIDIKAN

KESETARAAN BERKEADILAN

KUIS: KESETARAAN BERKEADILAN

KUIS: MEMBANTU TOLERANSI

RINGKASAN

TOPIK 3: MEMAHAMI KEKORUPSI

KUIS: MENGIDENTIFIKASI KEKORUPSI

TOPIK 4: MEMAHAMI DAMPAK KEKORUPSI

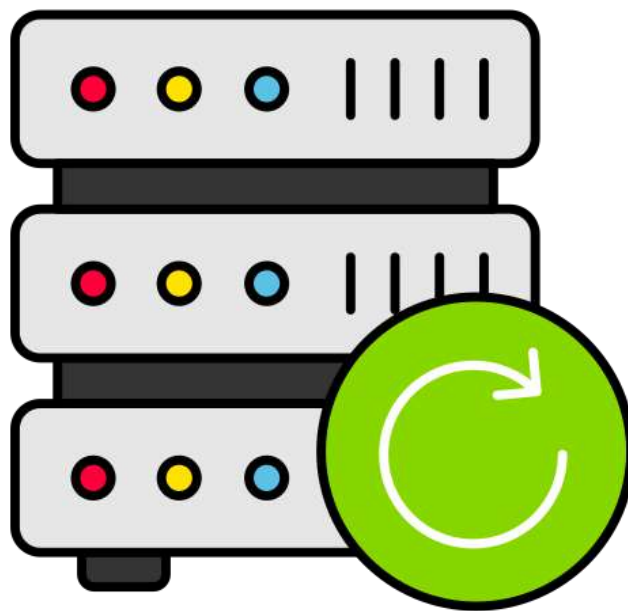
KUIS: PAKSAAN

Pengantar Mendikbudristek untuk Pembelajaran Modul PPKS di LI...

Tonton di YouTube

Selamat datang di Modul Pembelajaran tentang Pencegahan dan Penanganan Kekerasan Seksual di Lingkungan Perguruan Tinggi. Modul ini dirancang berdasarkan Peraturan Menteri Pendidikan, Kebudayaan, Riset dan Teknologi Nomor 30 Tahun 2021 tentang Pencegahan dan Penanganan Kekerasan Seksual di Lingkungan Perguruan Tinggi (Permendikbudristek 30/2021). Modul ini wajib dipelajari oleh seluruh mahasiswa, pendidik, dan tenaga kependidikan perguruan tinggi di seluruh Indonesia.

Tujuan dari modul ini adalah untuk meningkatkan pengetahuan dan kesadaran setiap mahasiswa, pendidik, dan

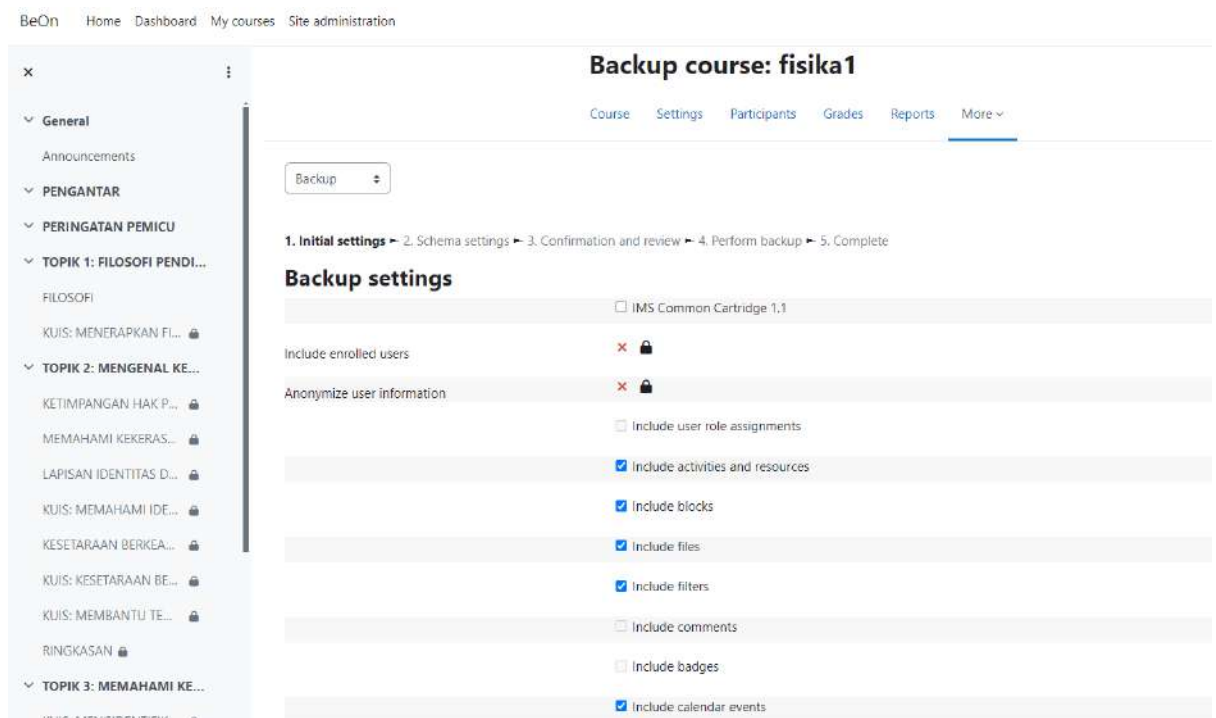


BACKUP

1. Melakukan “Backup” data course dapat dilakukan dengan memilih “Course reuse”



2. Memilih menu “Backup” untuk melakukan proses backup course



3. Melakukan pemilihan skema backup course

BeOn Home Dashboard My courses Site administration

Backup course: fisika1

Course Settings Participants Grades Reports More

Backup

1. Initial settings — 2. Schema settings — 3. Confirmation and review — 4. Perform backup — 5. Complete

Include:

Select
All / None (Show type options)

☒ General	User data	✕
☒ Announcements		✕
☒ PENGANTAR	User data	✕
☒ PERINGATAN PEMICU	User data	✕

4. Melakukan konfirmasi dan review filename dapat di custom, pilih "Perform backup" untuk melakukan proses backup

BeOn Home Dashboard My courses Site administration

Backup course: fisika1

Course Settings Participants Grades Reports More

Backup

1. Initial settings — 2. Schema settings — 3. Confirmation and review — 4. Perform backup — 5. Complete

Filename

Filename ✖ pembelajaran-fisika-2024.mbz

Backup settings

IMS Common Cartridge 1.1	✕
Include enrolled users	✕
Anonymize user information	✕
Include user role assignments	✕
Include activities and resources	✓
Include blocks	✓
Include files	✓
Include filters	✓
Include comments	✕
Include badges	✕

BeOn Home Dashboard My courses Site administration

×

- General
 - Announcements
- PENGANTAR
- PERINGATAN PEMICU
- TOPIK 1: FILOSOFI PENDI...
 - FILOSOFI
 - KUIS: MENERAPKAN FL...
- TOPIK 2: MENGENAL KE...
 - KETIMPANGAN HAK P...
 - MEMAHAMI KEKERAS...
 - LAPISAN IDENTITAS D...
 - KUIS: MEMAHAMI IDE...
 - KESETARAAN BERKEA...
 - KUIS: KESETARAAN BE...
 - KUIS: MEMBANTU TE...
 - RINGKASAN
- TOPIK 3: MEMAHAMI KE...
 - KUIS: MENGIDENTIFIK...
- TOPIK 4: MEMAHAMI DA...
 - KUIS: PAKSAAN

Topic 11	✓	User data	✗	🔒
Topic 12	✓	User data	✗	🔒
Topic 13	✓	User data	✗	🔒
Topic 14	✓	User data	✗	🔒
Topic 15	✓	User data	✗	🔒
Topic 16	✓	User data	✗	🔒

Previous
Cancel
Perform backup

Required

5. Proses backup sedang di lakukan

BeOn

- Home
- Dashboard
- My courses
- Site administration

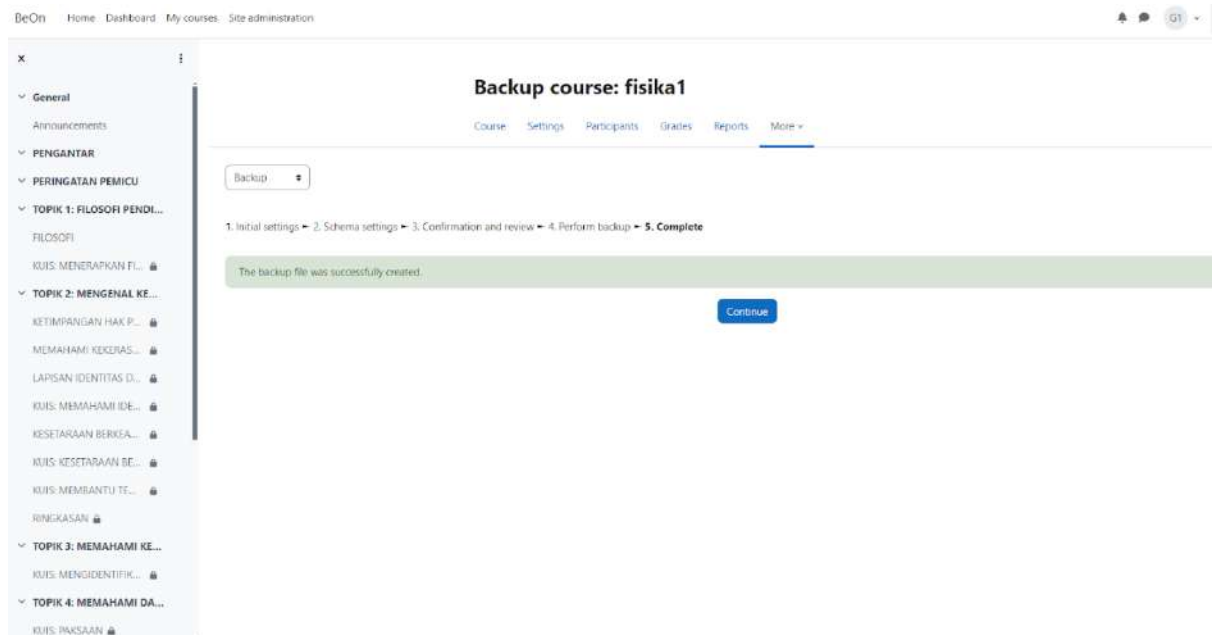
Backup course: fisika1

Backup

1. Initial settings → 2. Schema settings → 3. Confirmation and review → 4. **Perform backup** → 5. Complete

1 sec 93.8%

6. Proses backup telah berhasil di lakukan



7. File hasil backup dapat di download pada gambar berikut

