

Page 1 of 6

Petunjuk Singkat Back Up Nilai Mahasiswa

Modul Dosen

1. Umum

Tujuan

- Tujuan dari petunjuk singkat ini adalah agar Dosen di lingkungan UMB menguasi cara membuat dan menyimpan cadangan berkas nilai semua mata kuliah yang diampu. Tujuan dari adanya cadangan tersebut, agar jika terjadi sesuatu di waktu yang akan datang (seperti dispute nilai dengan mahasiswa, ada gangguan sistem, dll) maka terdapat cadangan nilai setiap matakuliah, setiap dosen yang bisa dipertangungjawabkan. Selain disimpan oleh dosen ybs, cadangan nilai disimpan oleh BAPA, POP, dan Direktorat TI.
- Format berkas cadangan berupa file pdf yang dibuat oleh masing masing dosen, maksimal dalam jangka waktu tertentu setelah perkuliahan selesai
- 2. Petunjuk penggunaan
 - Masuk ke aplikasi SIA P melalui <u>http://sso.mercubuana.ac.id</u> atau langsung ketik : sso.mercubuana.ac.id, pilih menu cetak nilai sbb.
 - b. Masuk ke menu Perkuliahan → Isi Nilai, dst seperti biasa dilakukan. Di sub menu Daftar Nilai, silakan dipilih Semester dan Tahun Ajaran yang sesuai, kemudian klik menu view di kanan masing masing mata kuliah, seperti berikut.





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Modul Dosen

c. Pilih "View" nilai MK yang akan dicetak, dan akan tampil sbb,.

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d. Cetak Semua Nilai (UTS, UAS, dan Nilai), proses dalam panduan berikut hanya untuk UTS,

tetapi untuk masing - masing cetak, caranya sama. Cetak "UTS" sbb.

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e. Klik kanan mouse, atau pilih menu di pojoko kanan atas browser, jik klik kanan akan tampil sbb.



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f. Pilih "Print"/"Cetak", akan tampil fasilitas cetak di sisi kiri jendela..



Petunjuk Singkat Back Up Nilai Mahasiswa

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g. Jika "Destination" cetak belum mengarah ke "save as pdf", silakan diubah "destination" tsb ke
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h. Pilih menu "save" atau "simpan", kemudian langkah selanjutnya seperti umumny amenyimpan file.



Petunjuk Singkat Back Up Nilai Mahasiswa

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 j. Terakhir, silakan berkas cadangan tersebut disimpan baik – baik dan copynya diemail ke POP (pop-nilai@mercubuana.ac.id), BAPA (<u>bapa-nilai@mercubuana.ac.id</u>), Direktorat TI (<u>ti-nilai@mercubuana.ac.id</u>)
