

1 Login Process (As Lecturer)

a) The login process:

Username : 11619

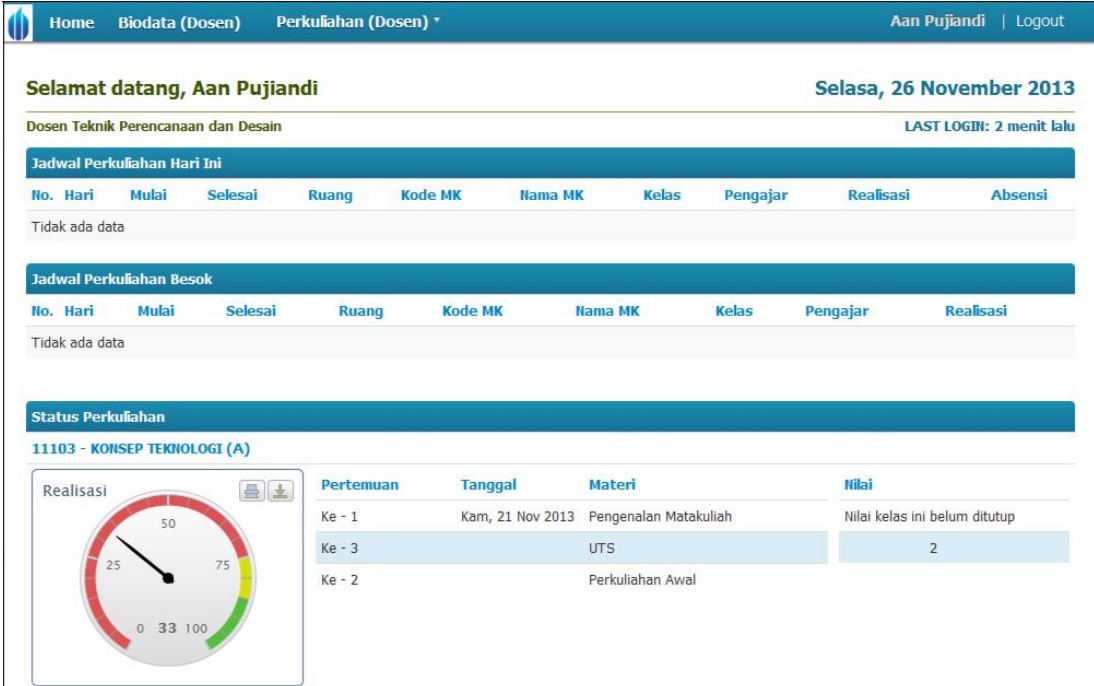
Password : password

- Insert the username and password as below:



- The click the login button

- The system will direct to the homepage, as shown below:



Pertemuan	Tanggal	Materi	Nilai
Ke - 1	Kam, 21 Nov 2013	Pengenalan Matakuliah	Nilai kelas ini belum ditutup
Ke - 3		UTS	2
Ke - 2		Perkuliahan Awal	

b) To check the detail of lecturer

- Click Biodata (Lecturer) menu, as below:

The screenshot shows the 'Data Dosen' page for user Aan Pujiandi. It includes a navigation bar with 'Home', 'Biodata (Dosen)', and 'Perkuliah (Dosen)'. The main content area displays personal details:

- NIP:** 11619
- Nama:** Gelar Depan (blank), Nama: Aan Pujiandi, Gelar Belakang: ST
- Unit Kerja:** Universitas Mercubuana
- NIDN/NUPN:** (blank)
- No. KTP:** (blank)
- NPWP:** (blank)

Below this is a section for 'Biodata' with tabs for 'Biodata', 'Keluarga', and 'Lain-Lain'. The 'Biodata' tab is active, showing:

- Jenis Kelamin:** Laki-laki
- Agama:** (blank)
- Gol. Darah:** (blank)
- Tempat Lahir:** Jakarta
- Tanggal Lahir:** 12 Desember 1979
- Alamat:** Jalan Jl.Kaliangga Raya No.20 Rt.06/16

- c) To check teaching schedule of lecturer

The steps are below:

- Click Lecture (Lecturer) → Teaching Schedule, as the following page:

The screenshot shows the 'Data Dosen' page with a teaching schedule table. The user is Aan Pujiandi and the current period is 'Gasal 2013'. The table lists the following schedule:

No	Hari	Jam mengajar	Kode MK	Mata Kuliah	Prodi	Kelas	Ruang	Peserta
1	Selasa	08:00 - 09:30	11002	STATIKA	Sistem Informasi	A		1
2	Senin	08:00 - 09:30	11103	KONSEP TEKNOLOGI	Sistem Informasi	A	fdfdg	2

- To check the number of students in each class, click the number of students in the Students column.

This screenshot is identical to the previous one, but the number '2' in the 'Peserta' column of the second row is highlighted with a red square, indicating the step to click on the number of students.




d) Semester Plan Validation Process of Student

The procedure is as follow:

- Click Lecture (Lecturer) menu → Guardian Students

Perbaikan gambar / Image Correction

- Select the student who will undertake the guardianship process, click the  button, then the guardian student information page will appear, as follows:

Perbaikan gambar / Image Correction

- Click the “See the Semester Plan” button on Shortcut feature, then check the classes taken by the student. After the checking process, the lecturer is able to validate the semester plan of student by clicking the following button:



Perbaikan gambar / Image Correction

- On the detail of student, the lecturer is also able to check semester status data, learning progress, study result, transcript of the student and do a consultation with student, which have been provided in the Shortcut feature as the following:



e) To check students attendance

The procedure is as follows:

- Click Lecture (Lecturer) menu → Class Attendance, as shown below:


Daftar Absensi Kelas

Periode : Gasal 2013

Filter

- Jurusan
 - Universitas Mercubuana
 - Teknik Perencanaan dan Desain
 - Teknik Sipil (S1)
 - Teknik Arsitektur (S1)
 - TEKNIK DESAIN DAN INTERIOR (D3)
 - Desain Produk (S1)

No.	Prodi	Kode MK	Nama MK	Kelas	Jadwal	Dosen
1	Sistem Informasi	11002	STATIKA	A	Selasa 08:00-09:30	Aan Pujiandi, ST
2	Sistem Informasi	11103	KONSEP TEKNOLOGI	A	Senin 08:00-09:30	Aan Pujiandi, ST

- Click  button to show the Lesson Plan

Realisasi Perkuliahan

Nama Matakuliah : KONSEP TEKNOLOGI Dosen : Aan Pujiandi, ST

Kode MK & Kelas : 11103 (A)

Jadwal & Ruang : Senin, 08:00-09:30 @ A-301

No	Tanggal	Materi SAP	Materi Realisasi	Status	Peserta
1	Sel, 26 Nov 2013 10:52 - 11:03	Pengenalan Matakuliah		Y	1
2	Sel, 26 Nov 2013 11:03 - 15:31	Perkuliahan Awal		Y	
3	Jum, 22 Nov 2013 08:00 - 09:30	Perkuliahan Kedua			
4	Sel, 26 Nov 2013 15:33 - 00:00	Perkuliahan Ketiga		Y	
5	08:00 - 09:30	kuis			
6	Sel, 26 Nov 2013 01:40 - 15:31	UTS		Y	
7	08:00 - 09:30	UAS			

Keterangan Status
 Y: Masuk N: Alfa L: Libur S: Sakit I: Ijin

- Click  button to check students attendance in the classroom

Absensi Mahasiswa ✕

Mata Kuliah : 11103 - KONSEP TEKNOLOGI (A)


Jadwal & Ruang : Selasa, 26 November 2013 @ A-301

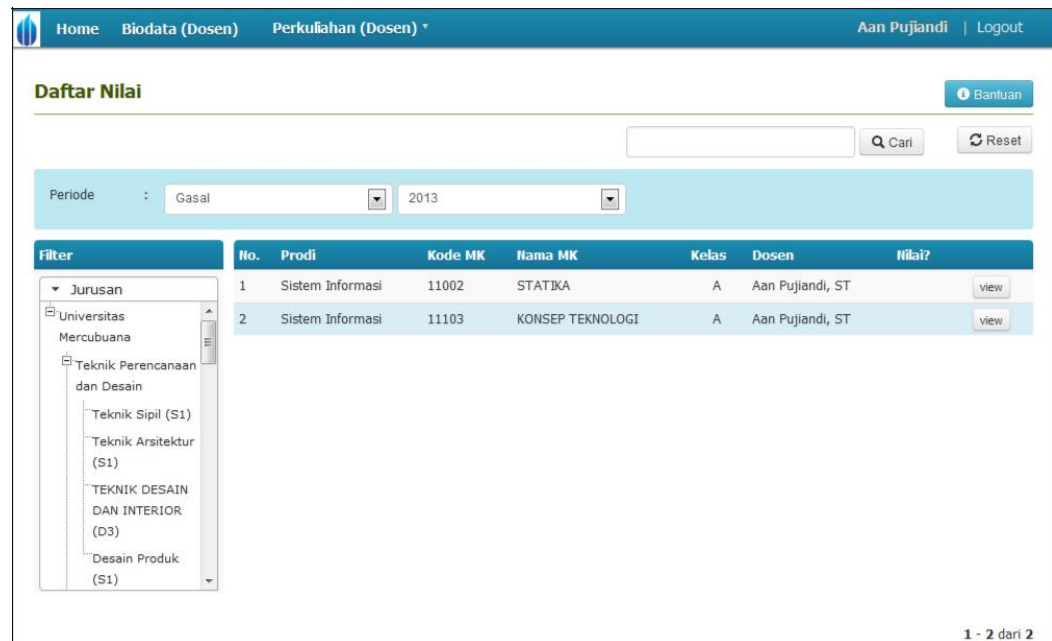
Dosen Pengajar : 11619 - Aan Pujiandi, ST


Pertemuan : 1 - Pengenalan Matakuliah

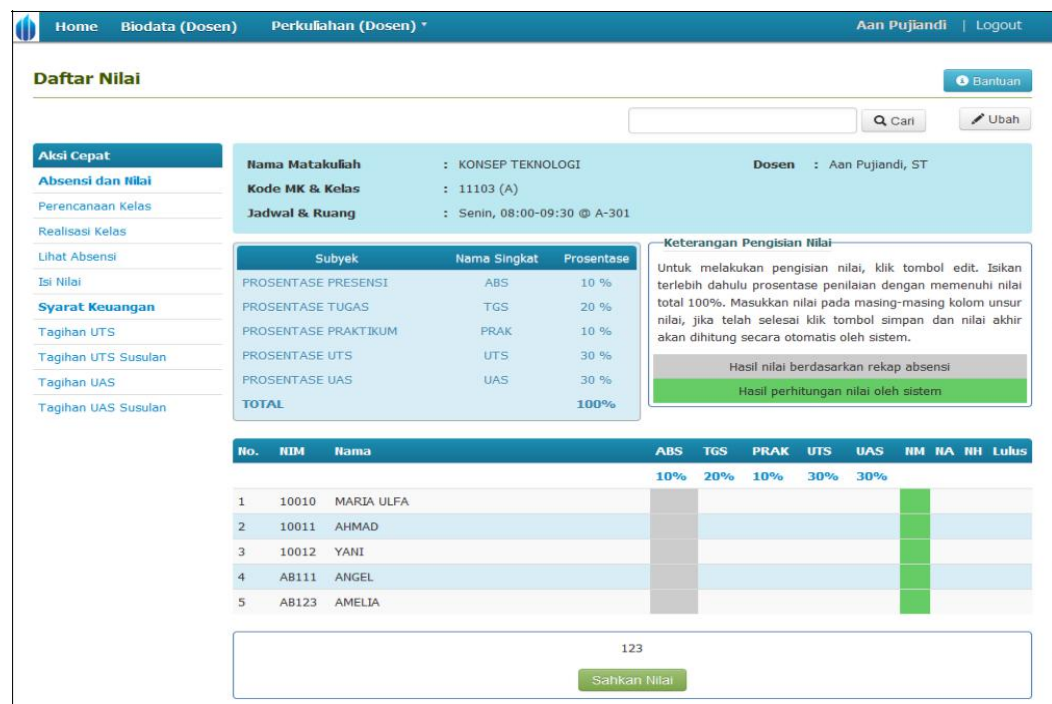
No	NIM	Nama	Absensi
1	10010	Maria Ulfa	<input type="checkbox"/>
2	10011	Ahmad	<input checked="" type="checkbox"/>
3	10012	Yani	<input type="checkbox"/>
4	AB111	Angel	<input checked="" type="checkbox"/>
5	AB123	Amelia	<input checked="" type="checkbox"/>

✔ Simpan Absensi

- Checklist on the attendance, then click ✔ Simpan Absensi button.
 - To show the attendance recapitulation list of class participants, click  button on the class attendance list page
- f) Assessment process
- To conduct the assessment process, several things should be considered:
- Students must fulfill the specified attendance percentage
 - Students must pay the financial invoice
- The procedure is below:
- Click Lecture (Lecturer) menu → Input the score



- Click  menu, and the following page will appear:



- Click  button to start inputting or editing the score.

Daftar Nilai

Aksi Cepat

- Absensi dan Nilai
- Perencanaan Kelas
- Realisasi Kelas
- Lihat Absensi
- Isi Nilai
- Syarat Keuangan
- Tagihan UTS
- Tagihan UTS Susulan
- Tagihan UAS
- Tagihan UAS Susulan

Detail Course:

Nama Matakuliah : KONSEP TEKNOLOGI Dosen : Aan Pujiandi, ST
 Kode MK & Kelas : 11103 (A)
 Jadwal & Ruang : Senin, 08:00-09:30 @ A-301

Subyek

Subyek	Nama Singkat	Prosentase
PROSENTASE PRESENSI	ABS	10 %
PROSENTASE TUGAS	TGS	20 %
PROSENTASE PRAKTIKUM	PRAK	10 %
PROSENTASE UTS	UTS	30 %
PROSENTASE UAS	UAS	30 %
TOTAL		100%

Keterangan Pengisian Nilai

Untuk melakukan pengisian nilai, klik tombol edit. Isikan terlebih dahulu prosentase penilaian dengan memenuhi nilai total 100%. Masukkan nilai pada masing-masing kolom unsur nilai, jika telah selesai klik tombol simpan dan nilai akhir akan dihitung secara otomatis oleh sistem.

Hasil nilai berdasarkan rekap absensi
 Hasil perhitungan nilai oleh sistem

No.	NIM	Nama	ABS	TGS	PRAK	UTS	UAS	NM	NA	NH	Lulus
			10%	20%	10%	30%	30%				
1	10010	MARIA ULFA	20	75	75						
2	10011	AHMAD	20	80	80						
3	10012	YANI	20	80	80						
4	AB111	ANGEL	40	75	75	80					
5	AB123	AMELIA	60	75	80	85					

Simpan

- Then input the score and click **Simpan** button to save the data
 - For the Mid Exam Test and Final Exam Test scoring process, ensure that exam realization and attendance checking process have been done.
- Note: “Exam realization and attendance checking process is the authority of proctor.”**
- After the inputting score process done, lecturer should validate the score by clicking the “Score Validation” button as shown below:

No.	NIM	Nama	ABS	TGS	PRAK	UTS	UAS	NM	NA	NH	Lulus
			10%	20%	10%	30%	30%				
1	10010	MARIA ULFA	20	75	75						
2	10011	AHMAD	20	80	80						
3	10012	YANI	20	80	80						
4	AB111	ANGEL	40	75	75	80					
5	AB123	AMELIA	60	75	80	85					

Simpan Nilai

Note: “Lecturer is unable to cancel the score validation process since it can only be done by the administrator. If the administrator has validated the score, the lecturer is unable to validate the score.

- For the cancelation process of score validation, click the “Cancel the Score Validation” button.

No.	NIM	Nama	ABS	TGS	PRAK	UTS	UAS	NM	HA	NH	Lulus
			10%	20%	10%	30%	30%				
1	10010	MARIA ULFA	20	75	75						
2	10011	AHMAD	20	80	80						
3	10012	YANI	20	80	80						
4	AB111	ANGEL	40	75	75	80					
5	AB123	AMELIA	60	75	80	85					

Lakukan pembatalan pendataan nilai jika perlu diubah.

Batalan Pendataan Nilai

Note: “If the lecturer does not input the score until the deadline, the administrator has the obligation to close the score by inputting the default score that has been set in the global setting before.”

To validate the default score, click  button as shown below:

Daftar Nilai

Aksi Cepat

- Absensi dan Nilai
- Peserta
- Perencanaan Kelas
- Realisasi Kelas
- Lihat Absensi
- Isi Nilai
- Jadwal Mengajar
- Syarat Keuangan
- Tagihan UTS
- Tagihan UTS Susulan
- Tagihan UAS
- Tagihan UAS Susulan

Nama Matakuliah : KONSEP TEKNOLOGI **Dosen** : Aan Pujiandi, ST
Kode MK & Kelas : 11103 (A)
Jadwal & Ruang : Senin, 08:00-09:30 @ A-301

Subyek	Nama Singkat	Prosentase
PROSENTASE PRESENSI	ABS	10 %
PROSENTASE TUGAS	TGS	20 %
PROSENTASE PRAKTIKUM	PRAK	10 %
PROSENTASE UTS	UTS	30 %
PROSENTASE UAS	UAS	30 %
TOTAL		100%

Keterangan Pengisian Nilai
 Untuk melakukan pengisian nilai, klik tombol edit. Isikan terlebih dahulu prosentase penilaian dengan memenuhi nilai total 100%. Masukkan nilai pada masing-masing kolom unsur nilai, jika telah selesai klik tombol simpan dan nilai akhir akan dihitung secara otomatis oleh sistem.

Hasil nilai berdasarkan rekap absensi
 Hasil perhitungan nilai oleh sistem

No.	NIM	Nama	ABS	TGS	PRAK	UTS	UAS	NM	RA	NH	Lulus
			10%	20%	10%	30%	30%				
1	10010	MARIA ULFA									
2	10011	AHMAD									
3	10012	YANI									
4	AB111	ANGEL									
5	AB123	AMELIA									

Lakukan pembatalan pengesahan nilai terpaksa harus diubah.

Simpan dengan Default Nilai

2 How to logout from the Academic Management Information System of Universitas Mercu Buana?

To logout from the application, click  button on the right side, as circled in the picture below:

Home Biodata (Dosen) Perkuliahan (Dosen) ^ **Aan Pujiandi Logout**

Selamat datang, Aan Pujiandi **Selasa, 26 November 2013**

Dosen Teknik Perencanaan dan Desain **LAST LOGIN: 13 menit lalu**

Jadwal Perkuliahan Hari Ini

No.	Hari	Mulai	Selesai	Ruang	Kode MK	Nama MK	Kelas	Pengajar	Realisasi	Absensi
1	Selasa	08:00	09:30	A-302	11002	STATIKA	A	Aan Pujiandi, ST	0 %	Perkuliahan selesai

Jadwal Perkuliahan Besok

No.	Hari	Mulai	Selesai	Ruang	Kode MK	Nama MK	Kelas	Pengajar	Realisasi
Tidak ada data									