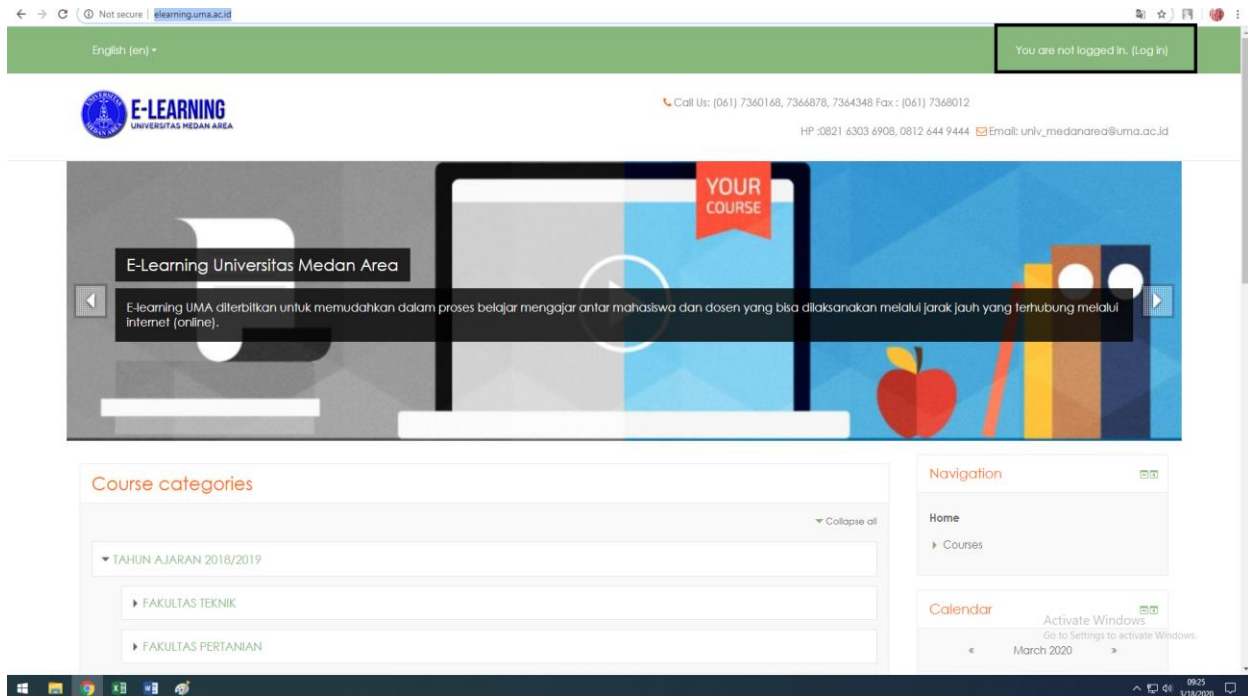


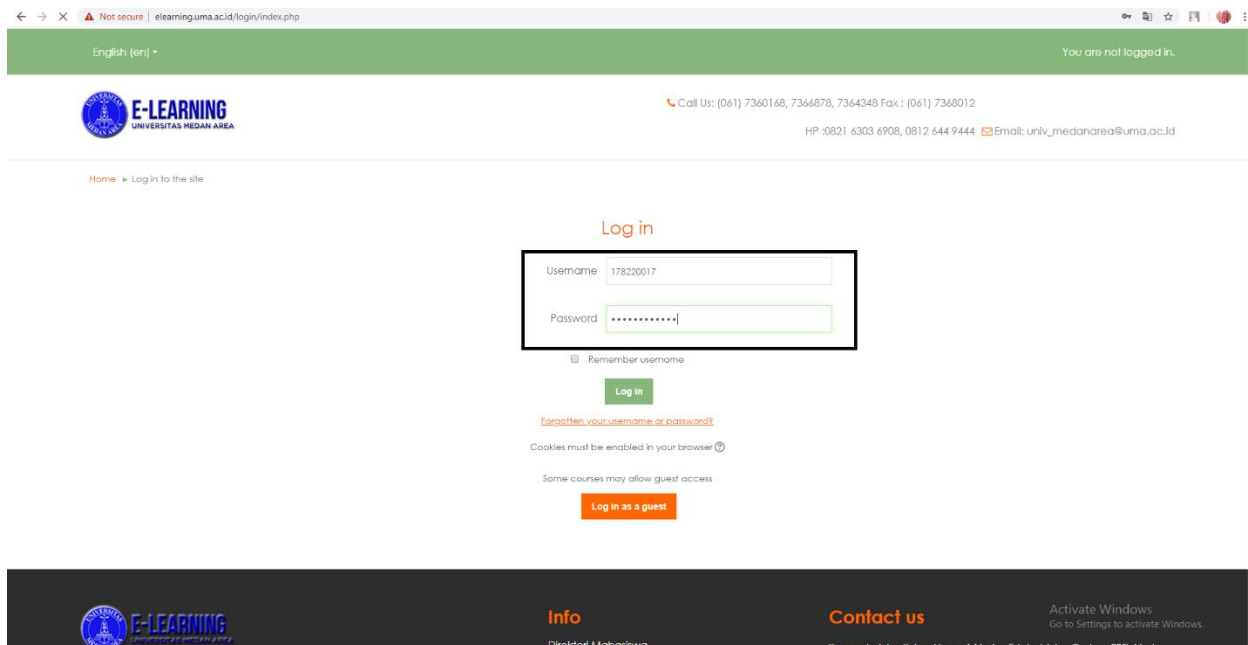
# TUTORIAL PENGGUNAAN E-LEARNING BAGI MAHASISWA

## JOIN KE KELAS

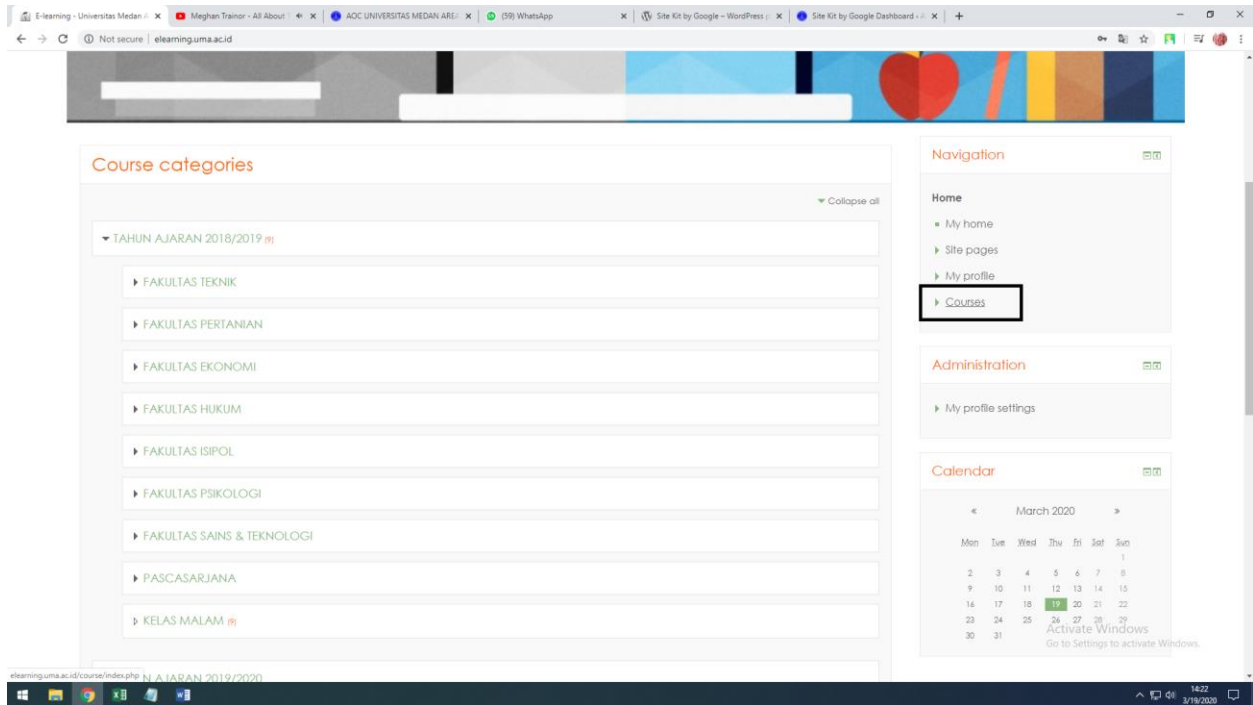
1. Mahasiswa membuka laman : <http://elearning.uma.ac.id/>
2. Kemudian Mahasiswa Log in pada Sudut Kanan Menu Login



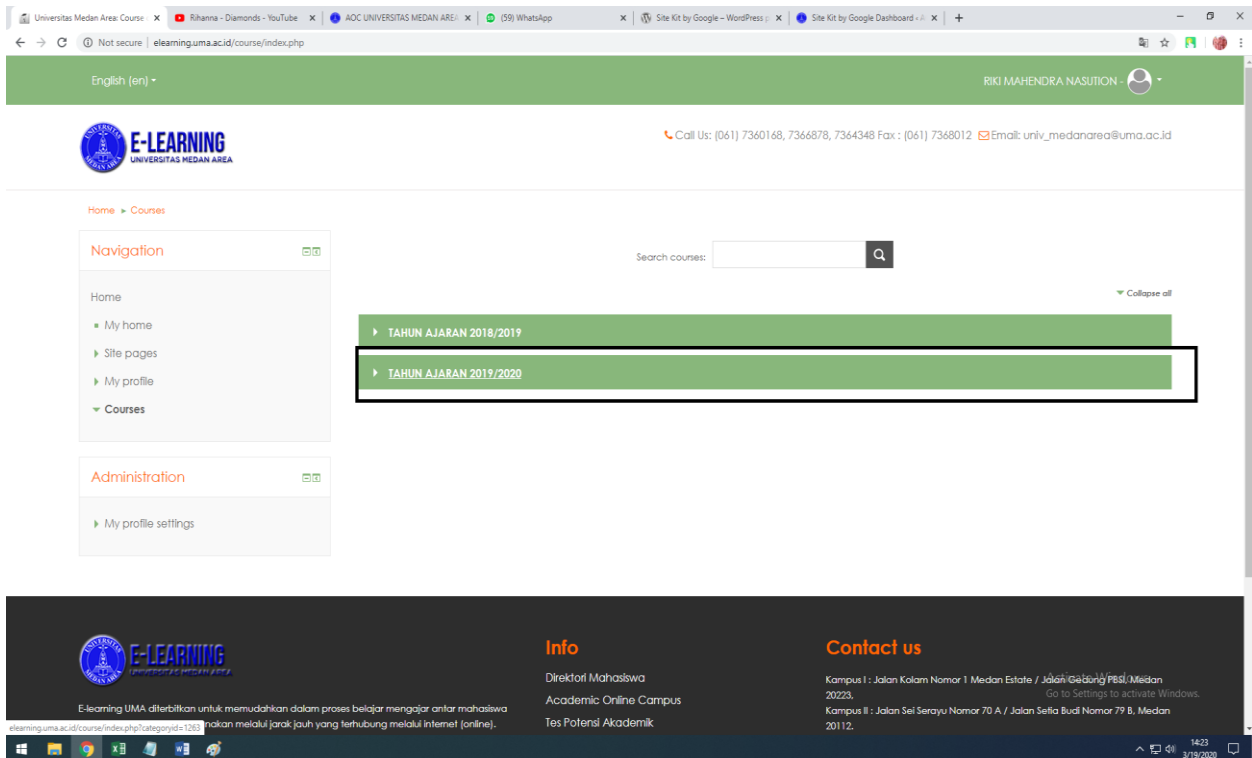
3. Mahasiswa memasukkan username dan password, dan klik login.



4. Mahasiswa akan dialihkan ke halaman utama , Lalu klik Klik Courses pada bagian kanan menu



5. Klik Tahun Ajaran 2019/2020



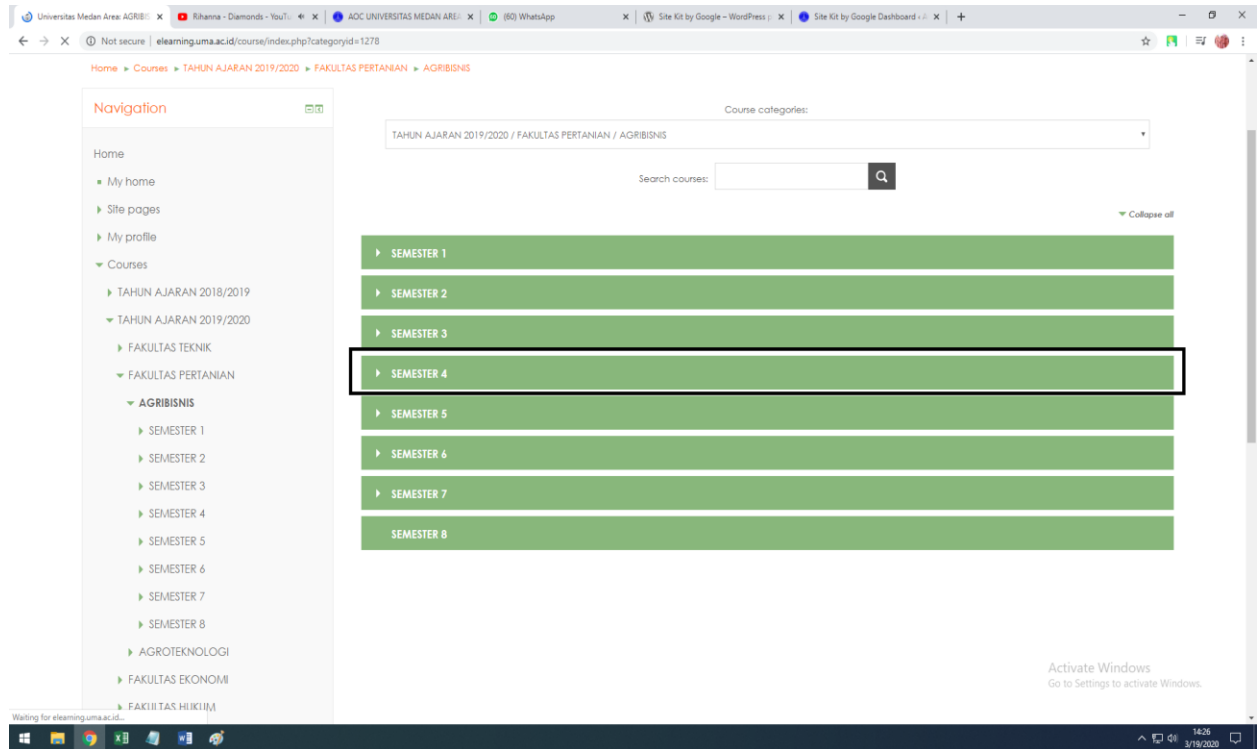
## 6. Klik Fakutlas Pertanian

The screenshot shows the e-learning portal interface. At the top, there is a navigation bar with the language set to English (en) and the user name RIKI MAHENDRA NASUTION. Below this, the portal logo and contact information are displayed. The main content area shows a breadcrumb trail: Home > Courses > TAHUN AJARAN 2019/2020. A navigation sidebar on the left lists various options, including 'Courses' and 'TAHUN AJARAN 2019/2020'. The 'Courses' section is expanded, showing a list of faculties: FAKULTAS TEKNIK, FAKULTAS PERTANIAN (highlighted with a black box), FAKULTAS EKONOMI, FAKULTAS HUKUM, FAKULTAS ISIPOL, FAKULTAS PSIKOLOGI, and FAKULTAS SAINS & TEKNOLOGI. A search bar and a 'Course categories' dropdown menu are also visible.

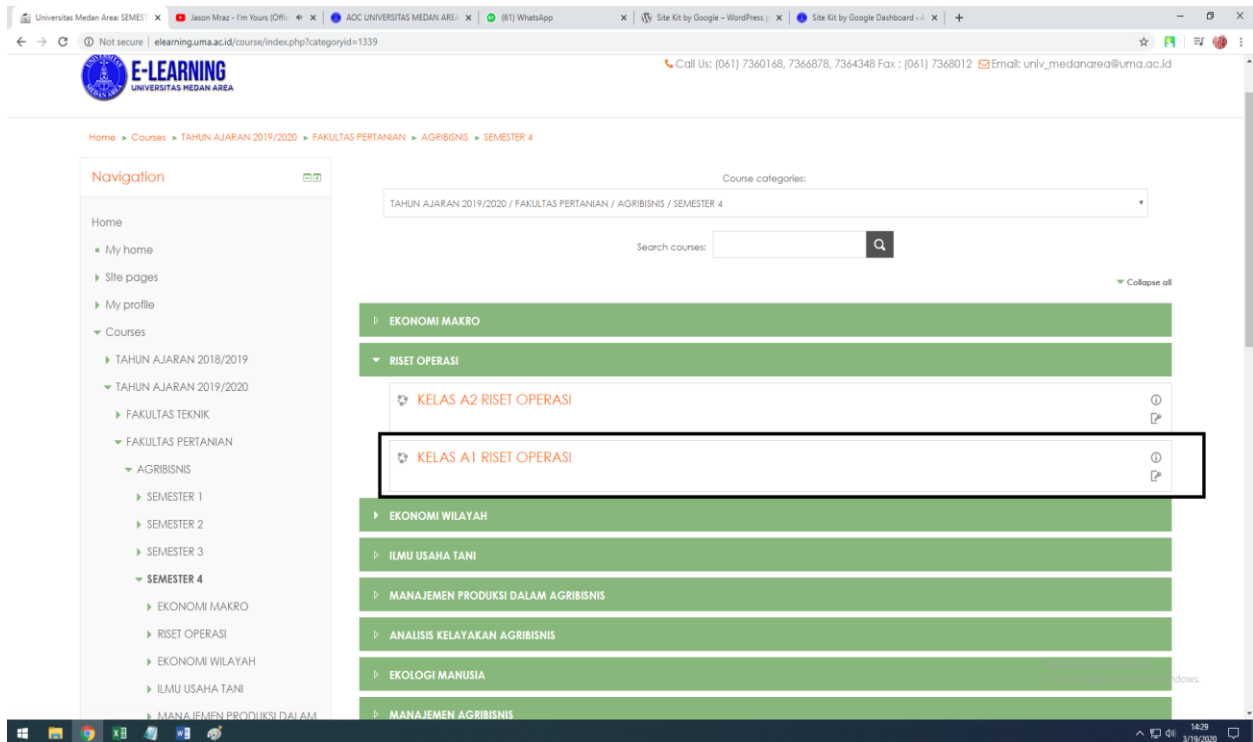
## 7. Klik Program Studi (contoh : Agribisnis)

The screenshot shows the e-learning portal interface, similar to the previous one. The breadcrumb trail is updated to: Home > Courses > TAHUN AJARAN 2019/2020 > FAKULTAS PERTANIAN. The navigation sidebar is expanded further, showing the 'FAKULTAS PERTANIAN' section with sub-items: AGRIBISNIS (highlighted with a black box) and AGROTEKNOLOGI. The search bar and 'Course categories' dropdown menu are also visible, with the dropdown menu showing 'TAHUN AJARAN 2019/2020 / FAKULTAS PERTANIAN'.

8. Klik Semester sesuai dengan Matakuliah yang di E-Learningkan (contoh : MK Riset Operasi Semester 4)



9. Klik Mata kuliah yang di elearning kan dan pilih kelas anda (Contoh : Mk Riset Operasi, Kelas A1)



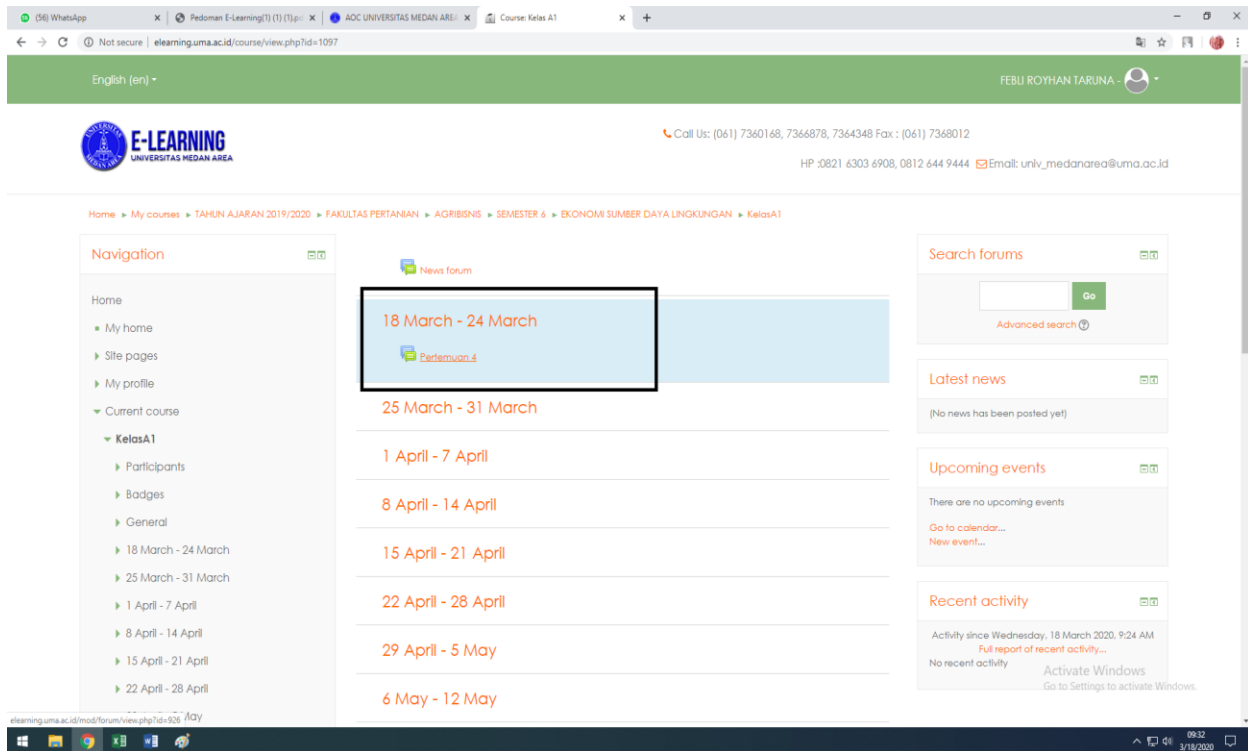
## 10. Isi Kode Join Kelas yang telah diberikan dosen pengampu

The screenshot shows a web browser window with the URL `elearning.uma.ac.id/enrol/index.php?id=1155`. The page header includes the language 'English (en)' and the user name 'RIKI MAHENDRA NASUTION'. The main content area is titled 'Enrolment options' and features a course card for 'KELAS A1 RISET OPERASI' with the instructor 'Dosen: Siti Sabrina Saigaura, S.P, M.Sc'. Below the course card, there is a section for 'Self enrolment (Student)' with an 'Enrolment key' input field that is currently empty and highlighted by a black rectangular box. An orange 'Enrol me' button is positioned below the input field. The left sidebar contains navigation and administration menus. The Windows taskbar at the bottom shows the date as 3/19/2020 and the time as 14:31.

## 11. Klik Enrole Me

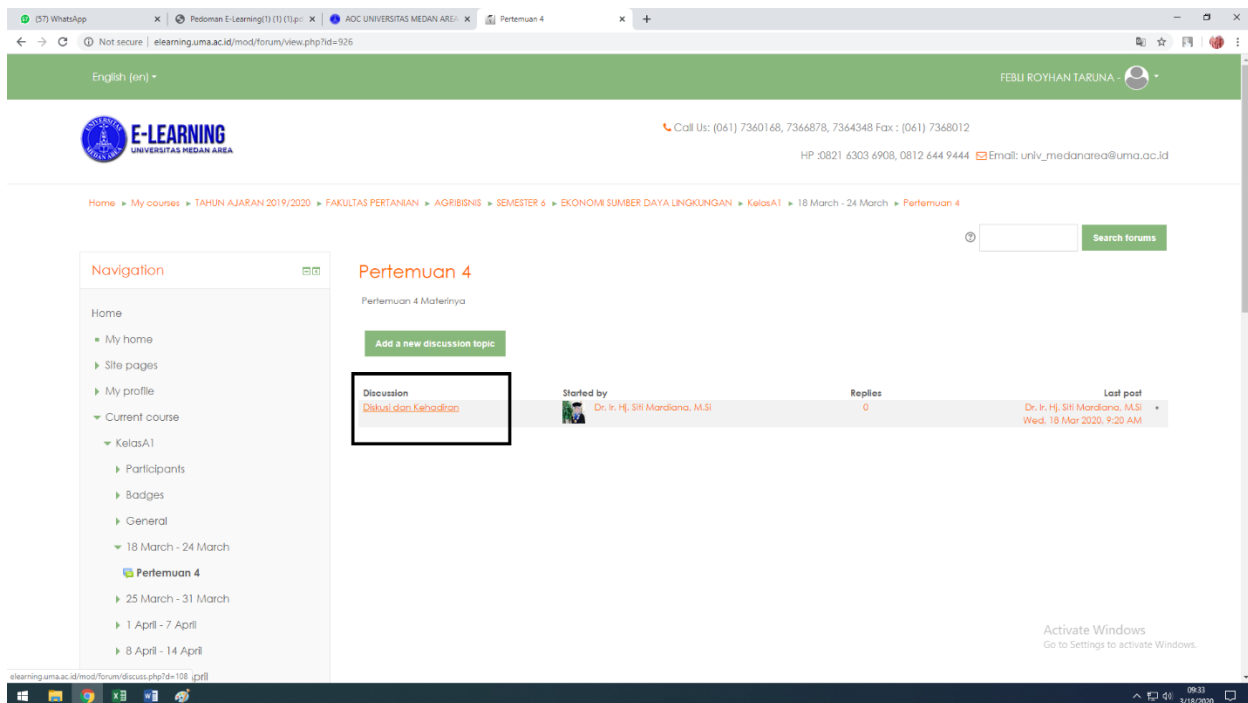
This screenshot is similar to the previous one, but the 'Enrolment key' input field now contains the text 'A1RO'. The 'Enrol me' button below it is highlighted with a black rectangular box. The rest of the page layout, including the course card and navigation menus, remains the same. The Windows taskbar at the bottom shows the date as 3/19/2020 and the time as 14:33.

## 12. Pilih Forum yang tersedia pada rentang tanggal pertemuan kuliah (Klik pada pertemuan 4)



The screenshot shows the E-Learning forum interface for Universitas Medan Area. The breadcrumb trail is: Home > My courses > TAHUN AJARAN 2019/2020 > FAKULTAS PERTANIAN > AGRIBISNIS > SEMESTER 6 > EKONOMI SUMBER DAYA LINGKUNGAN > KelasA1. The main content area displays a list of meeting dates: 18 March - 24 March (highlighted with a black box), 25 March - 31 March, 1 April - 7 April, 8 April - 14 April, 15 April - 21 April, 22 April - 28 April, 29 April - 5 May, and 6 May - 12 May. A sub-link 'Pertemuan 4' is located under the highlighted date range. The right sidebar contains sections for 'Search forums', 'Latest news', 'Upcoming events', and 'Recent activity'.

## 13. Setelah itu akan muncul halaman forum yang telah disediakan dosen untuk materi maupun tugas dan lain lain dan Klik Pada Judul Forum yang tersedia



The screenshot shows the E-Learning forum interface for Universitas Medan Area, specifically the 'Pertemuan 4' forum page. The breadcrumb trail is: Home > My courses > TAHUN AJARAN 2019/2020 > FAKULTAS PERTANIAN > AGRIBISNIS > SEMESTER 6 > EKONOMI SUMBER DAYA LINGKUNGAN > KelasA1 > 18 March - 24 March > Pertemuan 4. The main content area displays the forum title 'Pertemuan 4' and a sub-link 'Pertemuan 4 Materinya'. Below this, there is a green button 'Add a new discussion topic' and a list of discussions. The first discussion, 'Distruksikan Kehadidan', is highlighted with a black box. The discussion details are: Started by Dr. Ir. Hj. Sih Mardiana, M.Si, Replies: 0, Last post: Dr. Ir. Hj. Sih Mardiana, M.Si, Wed, 18 Mar 2020, 9:20 AM. The right sidebar contains a search bar and an 'Activate Windows' watermark.

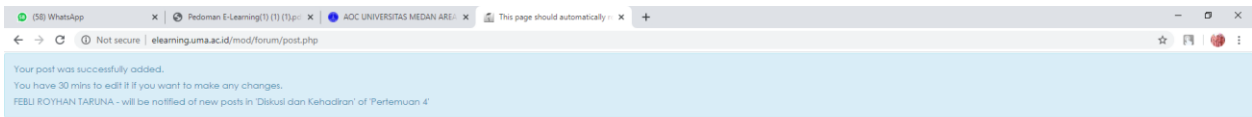
## 14. Klik Reply dan ikuti instruksi dosen terkait

The screenshot shows a web browser window displaying the E-Learning forum page. The page title is "Pertemuan 4 Diskusi dan Kehadiran". The forum post is titled "Diskusi dan Kehadiran" by Dr. R. H. Sih Maridiana, M.Si, dated Wednesday, 18 March 2020, 9:20 AM. The content of the post is "Yang Hadir Di Forum Maka Dianggap Hadir Perkuliahan". A red box highlights the "Reply" button in the bottom right corner of the post area. The left sidebar shows a navigation menu with "Diskusi dan Kehadiran" selected under "Pertemuan 4".

## 15. Isi form reply sesuai instruksi dosen baik mengumpulkan tugas maupun instruksi lainnya, jika ingin memasukkan file klik tanda panah kebawah d menu attachment lalu masukan file yang ingin dimasukkan

The screenshot shows the "Your reply" form in the E-Learning forum. The "Subject" field is filled with "Re: Diskusi dan Kehadiran". The "Message" field contains the following text: "Nama saya : A", "NPM : 3123131", "Diskusi atau Pertanyaan :", and "Tugas : |". Below the message field, there is a "Discussion subscription" checkbox which is checked. The "Attachment" section shows a file upload area with a dashed border and a blue arrow pointing down, indicating where to drag and drop files. The "Post to forum" button is highlighted in orange. The left sidebar shows the navigation menu with "Pertemuan 4" selected.

## 16. Kemudian Klik Post to Forum, dan klik continue



## 17. Lalu reply anda akan muncul di forum

