BUKU PANDUAN D.I.ON

-MAHASISWA-



Panduan ini akan menjelaskan hal – hal umum yang akan digunakan oleh mahasiswa dalam mengoperasikan *eDucation goIng Online* Uwika.

Panduan ini akan mencakup hal - hal sebagai berikut :

- 1. Login ke dalam D.I.ON
- 2. Mendaftar ke dalam mata kuliah
- 3. Melihat jadwal absensi kuliah/ ujian/ tugas
- 4. Melakukan absensi kelas
- 5. Mengerjakan Tugas / Quiz

= LOGIN D.I.ON =

← → C û û dion.widyakartika.ac.id/login/inc	ex.php		🖈 1 <table-cell> Incognito :</table-cell>
	eDucation go	Ing ONline UWIKA	
	Username Password Remember username Log in	Forgotten your username or password? Cookies must be enabled in your browser ? Some courses may allow guest access Log in as a guest	

1. Masuk ke https://dion.widyakartika.ac.id/ dan pilih menu login

Data retention summary Get the mobile app

2. Apabila anda belum pernah login ke dalam D.I.ON, maka gunakan NRP sebagai username dan password. Apabila anda pernah melakukan login, berarti anda telah mengganti password anda.

= DAFTAR MATA KULIAH =



1. Setelah melakukan login, masuk ke menu **Site Home** lalu *scroll* ke bagian **Search Courses** dan **Course Categories** kemudian pilih mata kuliah yang ingin dimasuki.

The [NO-ACCESS] MAT KUL	[NO-ACCESS] MAT KUL
🙆 Dashboard	Dashboard / Courses / Mata Kuliah Umum / [NO-ACCESS] MAT KUL / Enrolment options
ℰ Site home	
🛗 Calendar	
Private files	Enrolment options
	Teacher: User A Guru A
	You can not enrol yourself in this course.

Apabila pesan yang muncul adalah "You can not enrol yourself in this course" maka dosen belum membuka mata kuliah untuk dapat dimasuki oleh mahasiswa atau dosen yang akan memasukan mahasiswa ke dalam mata kuliah tersebut, harap menghubungi dosen yang bersangkutan.

 [NO-ACCESS] MAT KUL Dashboard Site home 	[NO-ACCESS] MAT KUL Dashboard / Courses / Mata Kuliah Umum / [NO-ACCESS] MAT KUL / Enrol me in this course / Enrolment options	
CalendarPrivate files	Enrolment options	
	♥ [NO-ACCESS] MAT KUL → Teacher: User A Guru A	
	Self enrolment (Student) No enrolment key required.	

<u>Apabila muncul tampilan seperti gambar diatas, maka anda dapat mendaftarkan diri anda sendiri ke dalam mata kuliah tersebut.</u>

2. (Untuk Self-Enrolment) tekan tombol Enrol me

in Course: [NO-ACCESS] MAT KUL ×		- 0 ×
← → C û 🔒 dion.widyakar	tika.ac.id/course/view.php?id=38	🖈 🤰 🔒 Incognito 🚦
E DION About U	ls	🜲 🗭 MUSSA 31115003 🧮 👻 🕇
ि [NO-ACCESS] MAT KUL	[NO-ACCESS] MAT KUL	o -
嶜 Participants	Dashboard / My courses / [NO-ACCESS] MAT KUL	
Badges		
☑ Competencies	You are entrolled in the course	
I Grades	Tou are enrolled in the course.	×
🗅 General	and the second s	
🗅 Topic 1		
🗅 Topic 2	Topic 1	
🗅 Topic 3		
🗅 Topic 4	lopic 2	
🚳 Dashboard	Topic 3	
ℰ Site home		

3. Apabila anda terdaftar ke mata kuliah tersebut, maka tampilan anda akan berubah menjadi seperti gambar diatas pada saat anda mengakses mata kuliah tersebut.

= MELIHAT JADWAL =

Untuk melihat jadwal absensi / tugas/ quiz, masuk ke dalam menu **Calendar** dan akan tampil seperti gambar berikut.

Month 🔻	All course	es €				New event		ĺ.					
- Februar	y 2020	Ma	arch 20	020		April 2020 🕞	ا (ک) (ک) ارکی (ک)	lide si lide ca	te eve ategoi	ents ry eve	nts		
Mon	Tue	Wed	Thu	Fri	Sat	Sun		lide co	ourse	event	s		
						1	🕐 🚰 H	lide g	roup e	events	;		
								lide u	ser ev	ents			
2	3	4	5	6	7	8	Month	ly vie	w				
	1.0		1.0	1.0							20	~~	
9	10	11	12	13	14	15		Fel	oru	ary	20	20	
							Mon	Tue	Wed	Thu	Fri	Sat	Sun
16	17	18	19	20	21	22	2	4	5	6	7	1	2
● 🖌 Q		🛛 🗹 Q	😐 🏝 A	● 🌯 A			10	11	12	13	14	15	16
		🛛 🛃 Q	🛛 🖌 Q	🛛 🏝 A			17	18	19	20	21	22	23
			🛛 🛃 Q	🕳 🏝 A			24	25	26	27	28	29	
23	24	25	26	27	28	29		Ν	lar	ch 2	202	0	
	😐 🏝 P	😐 🏝 A		😐 🏝 A			Mon	Tue	Wed	Thu	Eri	Sat	Sun
													1
30	31						2	3	4	5	6	7	8
	Month ▼ ■ February Mon 2 9 16 ● ♥ Q 23 30	Month ▼ All course ✓ February 2020 Mon Tue 2 3 9 10 16 Q 17 23 23 24 30 31	Month ▼ All courses € ✓ February 2020 Math Mon Tue Wed 2 3 4 9 10 11 16 Q 17 18 ● Q 27 20 23 24 25 ▲ 30 31 31	Month ▼ All courses ◆ ✓ February 2020 March 20 Mon Tue Wed Thu 2 3 4 5 9 10 11 12 16 17 18 19 23 24 25 26 30 31 31	Month * All courses * February 2020 March 2020 Mon Tue Wed Thu Fri 2 3 4 5 6 9 10 11 12 13 16 17 18 9 •	Month All courses Courses Image: February 2020 March 2020 Mon Tue Wed Thu Fri Sat 2 3 4 5 6 7 9 10 11 12 13 14 16 17 18 19 20 21 23 24 25 20 27 28 30 31 14 14 14	Month All courses Mew event Image: Pebruary 2020 March 2020 April 2020 Mon Tue Wed Thu Fri Sat Sun 1 1 1 1 1 1 1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 A 21 22 23 24 25 A 26 27 A 28 29 30 31 14 15 14 15 14 15	Month * All courses * New event * February 2020 March 2020 April 2020 * Mon Tue Wed Thu Fri Sat Sun 2 3 4 5 6 7 8 * * * Month 9 10 11 12 13 14 15 Mon 10 1 10 17 18 0 4 A 21 22 3 10 17 18 0 4 A 24 23 24 25 26 27 28 29 Mon 30 31 20 31 2 24 24 24 24 24 24 24 24 24 24 24 24 25 26 27 28 29 Mon 2	Month * All courses * New event * February 2020 March 2020 April 2020 * Mon Tue Wed Thu Fri Sat Sun 1 1 1 1 1 1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 3 4 5 6 7 8 23 24 25 26 27 28 29 11 17 18 24 25 Nonthly vie 30 31 31 31 31 31 31 31 31 31 31 31 31 32 33	Month All courses Image: April 2020 April 2020 Hide site event Mon Tue Wed Thu Fri Sat Sun 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 20 1 1 1 10 11 12 16 17 18 9 0 1 2 3 4 5 23 24 25 26 27 28 29 March 30 31 14 15 March 11 12 12 12 13 14 15 11 12 13 14 15 11 12 12 12 13 14 15 11 11 12 12 12 13 14 15 11 12 13 14 15 11 12 13 14 15 11 11 12 13 14 15 11 12 12<	Month * All courses * New event * February 2020 March 2020 April 2020 * Mon Tue Wed Thu Fri Sat Sun 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 20 17 18 20 4 2 23 24 25 26 27 A 28 29 30 31 14 15 Mon Tue Wed Thu 3 4 5	Month * All courses * New event * February 2020 March 2020 April 2020 * Mon Tue Wed Thu Fri Sat Sun 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 20 17 18 20 21 22 23 24 25 26 27 28 29 30 31 14 15 March 202 March 202	Month All courses * New event * February 2020 March 2020 April 2020 * Mon Tue Wed Thu Fri Sat Sun 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 29 30 31 10 11 12 23 4 5 6 7

Untuk menuju langsung ke aktivitas yang tercantum di dalam kalender, maka pilih salah satu activity tersebut dan pilih **Go to Activity**.

	Month -	Absensi Kelas	×	Events key
Dashboard Site home	- February 20	 Thursday, 19 March, 6:00 PM » 6:15 PM Course event 	-	 Hide site events Hide category events
🛗 Calendar	Mon	ABSENSI UJIAN COBA] TEKNIK		 Hide course events Hide group events Hide user events
Private files My courses	2 3		Go to activity	
				Monthly view

= ABSENSI KELAS =

In Course: [NO-ACCESS] MAT KUL × +		– 6 ×
← → C û 🔒 dion.widyakartika.a	ac.id/course/view.php?id=38	🖈 🤰 🖨 Incognito 🕴
E DION About Us		MUSSA 31115003
ा (NO-ACCESS] MAT	[NO-ACCESS] MAT KUL	0 -
曫 Participants	Dashboard / My courses / [NO-ACCESS] MAT KUL	
Badges		
☑ Competencies		
I Grades		
🗅 General	Absensi Kelas	
🗅 Topic 1	Topic 1	
🗅 Topic 2		
🗅 Торіс 3	Topic 2	

1. Masuk ke mata kuliah yang anda ikuti dan pilih icon **Attendance** (bergambar 3 orang dengan warna hijau dan merah).

in CT: Absensi Kelas × +		and the second	– 0 ×
\leftarrow \rightarrow C \triangle \triangleq dion.widyakartika.ac.	id/mod/attendance/view.php?id=791		🖈 🧎 🔒 Incognito 🚦
E DION About Us			MUSSA 31115003
T [NO-ACCESS] MAT	Dashboard / My courses / [NO-AC	.CESSJ MAI KUL / General / Absensi Kelas / Atten	idance report
📽 Participants	Absensi Kelas		
Badges	Absensi kelas reguler		
Competencies	Absensi kelas regalen		
I Grades	This course All courses		
🗅 General	- March		All All past Months Weeks Days
🗅 Topic 1	Date Description	Status	Points Remarks
🗅 Topic 2	Sat 21 Mar 2020 KELAS PAGI	?	?/2
🗅 Торіс З	9:50AM - 10AM		
🗅 Topic 4	Taken sessions:0		
🚳 Dashboard	Percentage over taken sessions: 0.0%		
🖀 Site home	- Announcements	lump to	

Apabila pada tampilan absensi tidak ada tombol untuk **Submit Attendance** seperti gambar diatas maka kelas belum dimulai / sudah selesai atau dosen yang akan melakukan absensi

kepada mahasiswa (harap menghubungi dosen yang bersangkutan). Berikut ini adalah tampilan yang akan anda lihat apabila mahasiswa dapat melakukan absensi sendiri.

 Participants Badges Competencies 	Absensi Kelas Absensi kelas reguler	
Grades	This course All courses	
🗅 General	March 🎮	All All past Months Weeks Days
🗅 Topic 1	Date Description	Status Points Remarks
🗅 Topic 2	Sat 21 Mar 2020 KELAS PAGI	Submit attendance
🗅 Topic 3	9:30AM - 10AM	
🗅 Topic 4	Taken sessions: 0 Points over taken sessions: 0 / 0	
🚯 Dashboard	Percentage over taken sessions: 0.0%	

2. Pilih tombol Submit Attendance untuk melakukan absen diri sendiri

Badges	
☑ Competencies	* 21 March 2020 9:30AM KELAS PAGI
I Grades	MUSSA 31115003: • Present © Late © Excused © Absent
🗅 General	Save changes Cancel
🗅 Topic 1	There are required fields in this form marked 0 .

3. Pilih status kehadiran sesuai apa yang tertera pada menu absensi (keterangan dapat berubah tergantung dosen yang mengajar mata kuliah tersebut) dan tekan **Save Changes**.

I Grades	This course	All courses			
C General		March 🕨			past Months Weeks Days
🗅 Topic 1	Date	Description	Status	Points	Remarks
🗅 Topic 2	Sat 21 Mar 202	20 KELAS PAGI	Present	2/2	Self-recorded
🗅 Торіс 3	9:30AM - 10AP	vi			
🗅 Topic 4	Deliste	Taken sessions: 1			
🚯 Dashboard	Points over Percentage over	taken sessions: 2 / 2 taken sessions: 100.0%			

4. Setelah itu, tampilan absensi akan berubah seperti gambar diatas.

= MENGERJAKAN ASSIGNMENT =

IN Course: [NO-ACCESS] MAT KUL × +		- 6 ×
← → C û 🔒 dion.widyakartika.ac.id/	course/view.php?id=38	🖈 🤰 🖶 Incognito 🚦
DION About Us		MUSSA 31115003
F [NO-ACCESS] MAT	Dashboard / My courses / [NO-ACCESS] MAT KUL	
Marticipants		
Badges	🖶 Announcements	Your progress 🕢
Competencies	🦣 Absensi Kelas	
I Grades		
🗅 General	Topic 1	
🗅 Topic 1	📙 Tugas 01	
C Topic 2	Tugas MHS	
🗅 Торіс 3	Topic 2	
🗅 Topic 4		
🚳 Dashboard	Topic 3	
✿ Site home		

1. Pilih icon Assignment untuk mengumpulkan tugas kuliah

In CT: Tugas 01 × +				- 0	×
← → C û â dion.widyakartika.ac.id/mod/assig	n/view.php?id=798		¢ 1	🔒 Incognite	•
DION About Us		4	MUSSA 31115	003	•
Image: Truck of the second	ns 01 1 tugas pertama mahasiswa, mohon lampirkan f nission status	le untuk mengumpulkan tugas ini			l
Competencies Submi status	sion No attempt				
Gradir	g status Not graded				
Due da	te Saturday, 28 March 2020, 12:00 A	M			
Time r	maining 6 days 13 hours				
Last m	odified -				
C Topic 4 Submi	sion ents Comments (0)				
🚯 Dashboard					
		Add submission			•

2. Setelah itu tekan tombol Add Submission .

In CT: Tugas 01 - Edit submission $x + $ $\epsilon \rightarrow C \cap a$ dion.widyakartika.ac.id	/mod/assign/view.php?id=798&action=edit	submission	- □ ×
DION About Us			🜲 🍺 MUSSA 31115003 🔍 🔹
(NO-ACCESS) MAT KUL	Online text		
 Badges Competencies 			
I Grades			
🗅 General			
🗅 Topic 1	File submissions	Maximur	m file size: 2MB, maximum number of files: 20
🗅 Topic 2			
🗅 Торіс 3		Files	
🗅 Topic 4			
🚯 Dashboard			
🐐 Site home		weberp_Cre	

- 3. Untuk melampirkan Tugas menggunakan file, anda dapat dengan mudah drag and drop *file* yang ingin dikumpulkan.
- 4. Setelah itu tekan **Save Changes**. Apabila anda berhasil mengumpulkan, maka tampilan tersebut akan seperti gambar berikut.

CINO-ACCESS] MAT	Submission status			
Participants	Submission status	Submitted for grading		
Badges Competencies	Grading status	Grading status Not graded		
I Grades	Due date Saturday, 28 March 2020, 12:00 AM			
🗅 General	Time remaining	remaining 6 days 13 hours		
🗅 Topic 1	Last modified Saturday, 21 March 2020, 10:40 AM			
🗅 Topic 2	File submissions	Weberp_Credit_2.pdf 21 March 2020, 10:40 AM		
🗅 Topic 3	Submission	Comments (0)		
🗅 Topic 4	comments			
Dashboard Site home		Edit submission Remove submission		

5. Apabila anda ingin merubah file / jawaban anda, tekan Edit Submission

= MENGERJAKAN QUIZ =

In Course: [NO-ACCESS] MAT KUL × +		- 8	×
← → C û 🔒 dion.widyakartika.ac.id	/course/view.php?id=38	🖈 🤰 🔒 Incognit	10 E
DION About Us		MUSSA 31115003	•
Ê [NO-ACCESS] MAT	Dashboard / My courses / [NO-ACCESS] MAT KUL		4
🖀 Participants			
Badges	👼 Announcements	four progress g	
Competencies	🦣 Absensi Kelas		
I Grades			1
🗅 General	Topic 1		
🗅 Topic 1	🖕 Tugas 01		
🗅 Topic 2	Ini adalah tugas pertama mahasiswa, mohon lampirkan file untuk mengumpulkan tugas ini		
🗅 Topic 3			1
🗅 Topic 4	Topic 2		
🚳 Dashboard	•		
爺 Site home	Topic 3		•

1. Pilih icon Quiz untuk mengerjakan soal kuis / ujian

[NO-ACCESS] MAT KUL	[NO-ACCESS] MAT KUL		
Participants	Dashboard / My courses / [NO-ACCESS] MAT KUL / Topic 1 / Quiz 01		
) Badges			
Competencies	Quiz 01		
I Grades			
그 General	Attempts allowed: 1		
🗅 Topic 1	This quiz opened at Saturday, 21 March 2020, 11:35 AM		
그 Topic 2	Time limit: 30 mins		
🗅 Торіс 3			
그 Topic 4	Attempt quiz now		
Dashboard			
Site home	→ Tugas 01 Jump to +		

2. Kemudian pilih Attempt Quiz Now

in Quiz 01 × +			- 0 ×
E OION About Us	.id/mod/quiz/attempt.phj	/attempt=30b8kcmid=801	MUSSA 31115003
RO-ACCESS] MAT	[NO-AC	CESS] MAT KUL	
🐏 Participants	Dashboard / My	/ courses / [NO-ACCESS] MAT KUL / Topic 1 / Quiz 01	
Badges			
Competencies	Question 1	Anakah hanar ini adalah pertanyaan uji coha?	Quiz navigation
I Grades	Not yet answered	Apakan benar ini adalah pertanyaan di Coba:	
🗅 General	Marked out of 1.00	True	Finish attempt
🗅 Торіс 1		○ False	Time left 0:29:45
🗅 Topic 2			
🗅 Topic 3			
🗅 Topic 4	T OI	Finish attempt	
🚯 Dashboard	- Tugas 01	Jump to 👻	
♂ Site home	v	HICCA 24445002 //	

3. Setelah itu anda dapat mulai mengerjakan soal **Quiz**. Apabila anda sudah selesai, anda dapat menekan tombol **Finsih Attempt**

In Quiz 01: Attempt summary × +				– 0 ×
← → C û 🔒 dion.widyakartika.a	c.id /mod/quiz/summary.php	?attempt=306&cmid=801		🖈 🤰 🖨 Incognito 🕴
DION About Us				🜲 🍺 MUSSA 31115003 🔍 🝷
Ĩ INO-ACCESS] MAT KUL	Dashboard / My c	ourses / [NO-ACCESS] MAT KUL / To	pic 1 / Quiz 01 / Summary of	attempt
Narticipants	Quiz 01			Quiz navigation
Badges	Summary of	f attempt		-
Competencies	Question	Status		Finish attempt
I Grades	1	Answer saved		
🗅 General		Return to attempt		
🗅 Topic 1		Time left 0:20:10		
🗅 Topic 2	This attempt	must be submitted by Saturday, 21 Ma	rch 2020, 12:08 PM	
🗅 Торіс 3	misattempt	Submit all and finish	CH 2020, 12.00 HW.	
🗅 Topic 4				
🍘 Dashboard	🛥 Tugas 01	Jump to 🗢		
				•

4. Apabila anda sudah yakin dengan jawaban anda tekan **Submit All and Finsih** untuk mengumpulkan jawaban. (HARAP MENEKAN TOMBOL TERSEBUT UNTUK MENCEGAH

JAWABAN TIDAK DIKUMPULKAN DAN SISTEM AKAN MENCATAT ANDA SEBAGAI MAHASISWA YANG TIDAK MENGIKUTI QUIZ)