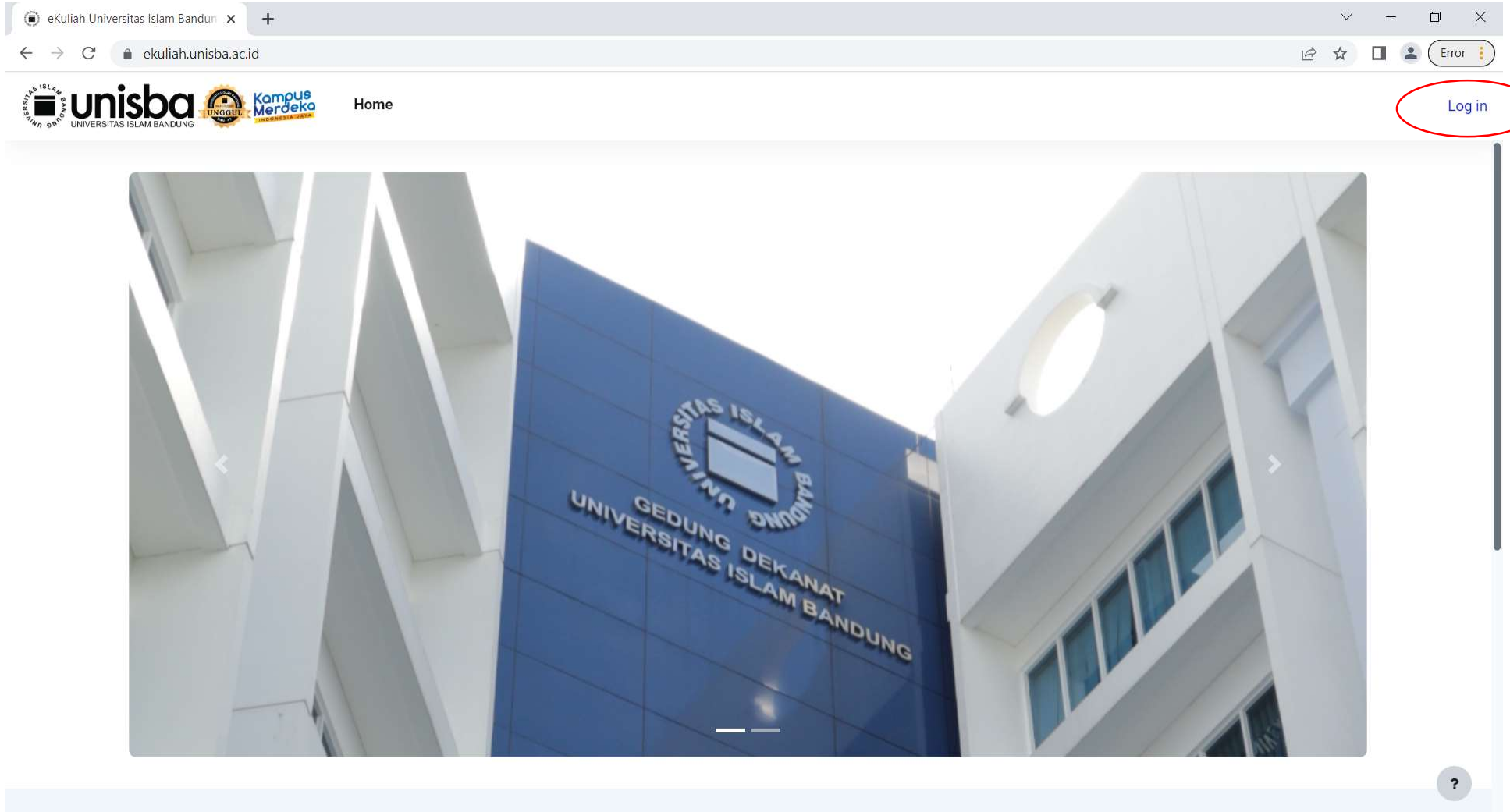
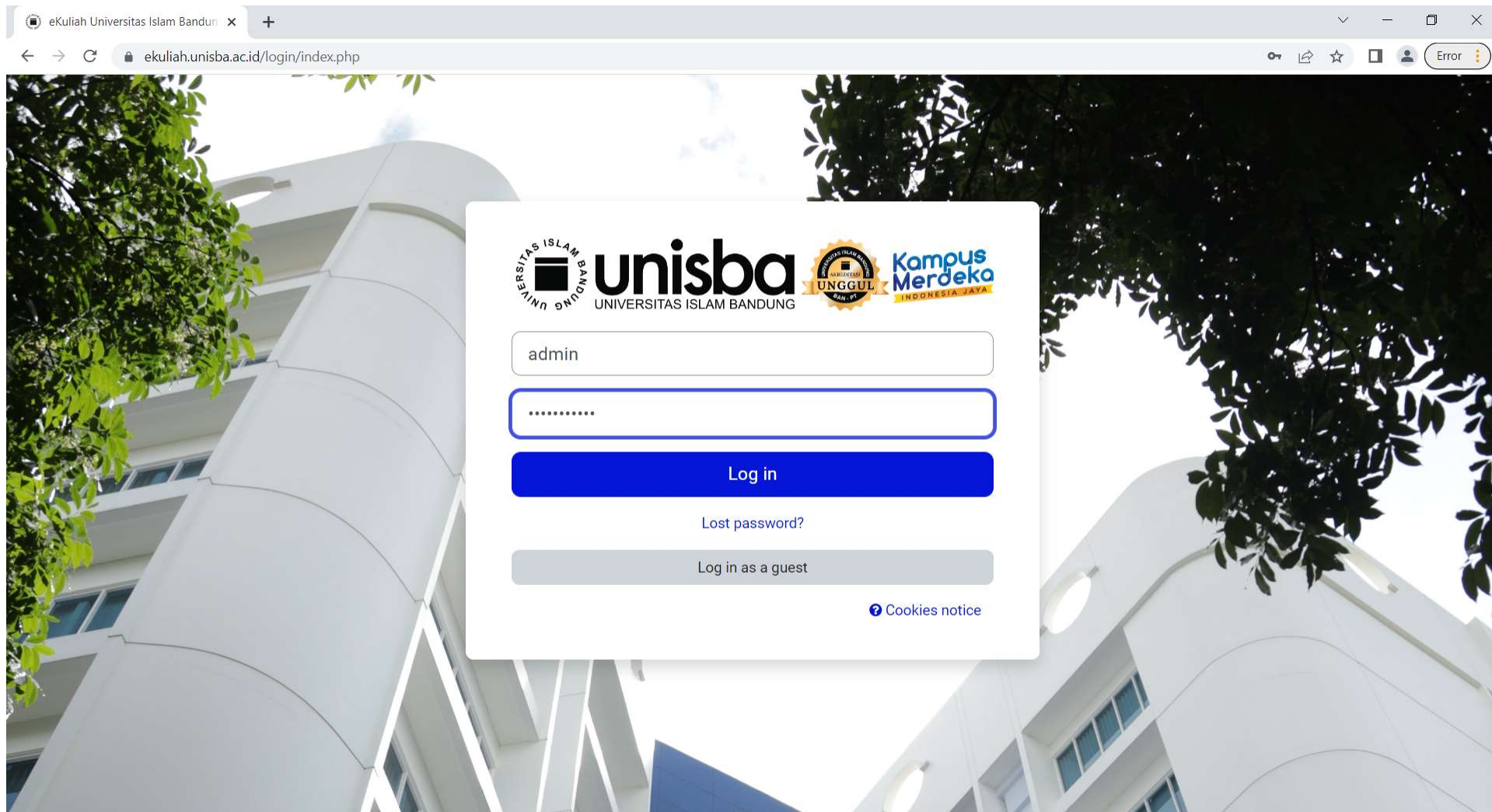


PANDUAN MELAKUKAN AKSES PADA ekuliah.unisba.ac.id PADA SERVER CLOUD

1. Akses laman <https://ekuliah.unisba.ac.id>, klik **Log in** disebelah pojok kanan atas



2. Tampilan laman Log in, gunakan username dan password yang sama dengan sisfo.



3. Saat berhasil Log in akan langsung diarahkan ke laman **My courses**. Pilih Course / Mata kuliah yang akan digunakan

The screenshot displays the 'My courses' interface. At the top, there is a navigation bar with the Unisba logo and 'Kampus Merdeka' branding. The main content area is titled 'Welcome back, Admin!' and features a 'Course overview' section. This section includes a search bar with a dropdown menu set to 'All', a search input field, and sorting options for 'Sort by course name' and 'Card'. Below the search bar, a course card for 'Kelas Percobaan' is visible, circled in red. The card shows a progress bar at '0% complete' and a status 'Hidden from students'. A sidebar on the right contains an 'Administration' menu with a link to 'Site administration' and a search box. The footer includes 'Contact us' links, a 'Contact site support' button, and a 'Get the mobile app' section with a Google Play store link.

4. Tampilan awal course. Hidupkan **Edit mode** disebelah kanan atas agar dapat menggunakan menu **add activity and resources** . Menu-menu yang biasa ada di sebelah kiri sekarang ada di sebelah atas.

The screenshot shows the Moodle course interface for 'Kelas Percobaan'. The browser address bar is 'ekuliah.unisba.ac.id/course/view.php?id=2'. The top navigation bar includes 'Course', 'Settings', 'Participants', 'Grades', 'Reports', and 'More'. The 'Edit mode' toggle is turned on in the top right corner. The main content area shows a 'General' section with two 'FORUM Announcements' blocks and a circled 'Add an activity or resource' button. The right sidebar contains an 'Administration' menu with options like 'Settings', 'Course completion', 'Users', 'Unenrol me from Kelas Percobaan', 'Filters', 'Reports', 'Gradebook setup', 'Badges', 'Import', 'Backup', 'Restore', 'Copy course', 'Reset', 'Question bank', and 'Accessibility toolkit'.

5. Klik Add an activity or resources untuk menambahkan modul pembelajaran, forum diskusi, quiz, ataupun tugas Assignment.

The screenshot shows a web browser window displaying a Moodle course page. The browser's address bar shows the URL `ekuliah.unisba.ac.id/course/view.php?id=2`. The page header includes the Unisba logo and navigation links like 'Home' and 'Dashboard'. The main content area is titled 'Pertemuan 1' and contains a list of existing activities, including 'File Percobaan' and 'Forum Percobaan'. A prominent blue button labeled '+ Add an activity or resource' is visible. Below this button is a grid of activity options, each with an icon and a name: Assignment, Attendance, Book, Chat, Choice, Database, External tool, Feedback, File, Folder, Forum, Glossary, H5P, IMS content package, Label, Lesson, MS Teams Meeting, Page, Quiz, SCORM package, Survey, URL, Wiki, and Workshop. A 'Zoom meeting' option is also visible at the bottom of the grid. On the right side of the page, there is an 'Administration' sidebar with a search bar and a list of administrative tasks such as 'Settings', 'Course completion', 'Users', 'Unenrol me from Kelas Percobaan', 'Filters', 'Reports', 'Gradebook setup', 'Badges', 'Import', 'Backup', 'Restore', 'Copy course', 'Reset', 'Question bank', and 'Accessibility toolkit'. The browser's status bar at the bottom shows the URL `https://ekuliah.unisba.ac.id/course/mod.php?id=2&add=uri§ion=1&sr=0`.

6. Merubah activity completion dapat diakses melalui menu **Report>Activity Completion**

The screenshot displays the Moodle course administration interface. The top navigation bar includes 'Course: Kelas Percobaan' and the URL 'ekuliah.unisba.ac.id/course/view.php?id=2'. The main content area shows two sessions: 'Pertemuan 1' with two file resources and 'Pertemuan 2' with two forum resources. On the right, the 'Administration' sidebar is open, with the 'Reports' menu item highlighted by a red circle. The 'Reports' menu includes options like 'Competency breakdown', 'Logs', 'Live logs', 'Activity report', 'Course participation', and 'Activity completion'. The 'Activity completion' option is the target of the instruction.

Course: Kelas Percobaan

ekuliah.unisba.ac.id/course/view.php?id=2

unisba UNIVERSITAS ISLAM BANDUNG

Kampus Merdeka

Home Dashboard My courses Site administration

Course Settings Participants Grades Reports More

▼ Pertemuan 1

FILE File Percobaan

FILE File Percobaan

+ Add an activity or resource

Add topic

▼ Pertemuan 2

FORUM Forum Percobaan

FORUM Forum Percobaan

Administration

- Course administration
 - Settings
 - Course completion
 - Users
 - Unenrol me from Kelas Percobaan
 - Filters
 - Reports**
 - Competency breakdown
 - Logs
 - Live logs
 - Activity report
 - Course participation
 - Activity completion
 - Gradebook setup
 - Badges
 - Import
 - Backup
 - Restore
 - Copy course

7. Klik aktifitas yang akan diubah statusnya dari ada ke tidak ada atau sebaliknya. Akan muncul pop up **Confirm**. Jika sudah yakin pilih **Save changes**.

The screenshot shows the Moodle interface for 'Kelas Percobaan'. A 'Confirm' dialog box is centered on the screen, asking: 'Are you sure you want to override the current completion state of this activity for this user and mark it "Completed"?'. The dialog has 'Cancel' and 'Save changes' buttons. The background page shows the 'Activity completion' section with filters for 'Include' (All activities and resources) and 'Activity order' (Order in course). Below the filters are dropdown menus for 'First name' and 'Surname', both set to 'All'. A table lists users with checkboxes for completion status. At the bottom, there are links to download the data in spreadsheet or Excel-compatible format.

First name / Surname	Email address	File Percobaan	File Percobaan	Forum Percobaan	Forum Percobaan
Mahasiswa 1	mahasiswa1@unisba.ac.id	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Indra Abdurojak A190437	abdu@unisba.ac.id	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

[Download in spreadsheet format \(UTF-8 .csv\)](#)
[Download in Excel-compatible format \(.csv\)](#)