- 1. Klik pada judul perkuliahan seperti pada petunjuk penggunaan untuk mulai mengisi materi.
- 2. Klik pada tombol gear sebelah kanan atas lalu pilih hidupkan mode ubah

	English (en) ▼
Teknik Interface EK-4A	0 -
Dashboard / My courses / test	Edit settings
	🖋 Turn editing on
	Course completion
Panouncements	Unenrol me from test
	▼ Filters
4 June - 10 June	Gradebook setup
	🖺 Backup
11 June - 17 June	J Restore
	J Import
18 June - 24 June	€ Keset
25 June - 1 July	¥€ mulc
2 July - 8 July	
Q luky 15 luky	

3. Klik tombol tambah aktifitas



4. Pilih attendance lalu klik tambah

	Add an activity or resource									
1	ACTIVIT	IES Assignment	The attendance activity module enables a teacher to take attendance during class and students to view their own attendance record.							
ľ	۰ 🔈	Attendance	The teacher can create multiple sessions and can mark the attendance status as "Present",							
	0 🧔	Chat	"Absent", "Late", or "Excused" or modify the							
Ø	0 ?	Choice	Departs are quallable for the entire class or							
	0 📢	Feedback	individual students.							
đ	0 📮	Forum								
	0 🗸	Quiz								
	RESOUR	RCES								
ł			ADD CANCE							

5. Isi nama dengan "Presensi Mahasiswa"

Adding a new At	tend	ance to 4 June - 10 June◎	▶ Expand all
 General 			
Name	0	Presensi Mahasiswa	
Description		1 A ▼ B I I III III III III IIII IIII IIII	ħ

- Grade
- 6. Klik Simpan dan Tampilkan



7. Klik tab Add Session (Tab kedua dari kiri)

Attendance for the course :: Teknik Interface EK-4A							
Sessions	Add session	Report Export	Status set	Temporary users			
		Add session JUN 1 - JUN 7					
# Date	Time Type			Description			
0							

8. Isi tanggal dan Waktu kegiatan belajar mengajar berlangsung

Sessions	Add session	Report	Export Status set Temporary users
- Add	session		
Туре		•	All students
Date			3 ♦ June ♦ 2020 ♦ [∰]
Time			from: 08 ¢ 00 ¢ to: 10 ¢ 00 ¢
Description	1		I A ▼ B I III III IIII IIII IIIII IIIIIIIIIIIIIIIIIIIIIIIIIIIIIIIIIIII
			Create calendar event for session ??

- Multiple sessions
- 9. Scroll kebawah Klik Check pada pilihan "Allow Students to record own attendance", lalu klik Add

 Student recording 		
		✓ Allow students to record own attendance ?
Automatic marking	0	Disabled \$
Student password	0	□Random password⊡Include QR code
		Rotate QR code
		Automatically select highest status available ?
Show more		
		ADD CANCEL
ANNOUNCEMENTS		Jump to \$

8. Apabila berhasil akan muncul tampilan seperti berikut

Atten	Attendance for the course :: Teknik Interface EK-4A						
One ses	sion was successfully gene	rated					×
Sessions	Add session Repo	rt Export S	Status set	Temporary users			
					All	All past Months Weeks Days	
#	Date Time	Туре		Description		Actions	
1 Sun	7 Jun 2020 8AM - 10AM	All students		Regular class session		► ✿ û	
0						Choose ¢	ОК

- 10. Klik tombol status set, lalu isi kolom "available for students (minutes)" untuk membuat aturan:
 - a. Apabila kolom bernilai kosong, maka mahasiswa dapat menyatakan Hadir kapan pun selama sesi berlangsung
 - b. Apabila Kolom bernilai 5, maka Mahasiswa dapat menyatakan Hadir hanya pada selambat-lambatnya 5 menit setelah sesi dimulai.
 - c. Apabila Kolom bernilai 15, maka Mahasiswa dapat menyatakan Hadir hanya pada selambat-lambatnya 15 menit setelah sesi dimulai
 - d. Kolom dapat berisi nilai berapapun selama tidak melebihi waktu sesi berlangsung.

Att	ssions Ad	ICE FOR THE COU	ort Status set	Temporary users	A	\$ -			
Sta	Changes to status sets will affect existing attendance sessions and may affect grading.								
#	Acronym	Description	Points	Available for students (minutes)	Automatically set when not marked ?	Action			
1	Ρ	Present	2.00		0	۵			
2	L	Late	1.00		0	۵			
3	E	Excused	1.00		0	۵			
4	А	Absent	0.00		0	۵			
*					ADD				
				UPDATE					

- $11.\ {\rm Klik}$ update, dan aturan telah selesai di update
- 12. Untuk melihat rekap absensi mahasiswa pada sesi tersebut, klik pada tab Report
- 13. Untuk mengekspor rekap absensi mahasiswa pada sesi tersebut, klik pada tab Export