

## TUTORIAL UPLOAD MATERI

1. Silakan login terlebih dahulu.
2. Pada blok “My courses” disebelah kiri, silakan klik mata kuliah, misalnya Mata Kuliah A.

# Enhanced Student e-Learning Center Y.A.I

You are logged in as [John Doe](#) ([Logout](#))

English (en) ▼

### Main Menu

- [Pengumuman Akademis](#)
- [Forum Tanya Jawab](#)
- [Forum Umum](#)
- [Chat Room](#)

### Search Forums

[Advanced search](#) ?

### My courses

- [Mata Kuliah A](#)
- [All courses ...](#)

### Free Online Course


- [Massachusetts Institute of Technology](#)
- [Tokyo Institute of Technology](#)
- [Korea University](#)
- [ParisTech](#)

### Help

ano @ yai . ac . id


## Pengumuman Akademis

[Subscribe to this forum](#)

 Cara registrasi (updated)  
by [Admin](#) - Wednesday, 3 June 2009, 12:33 PM

 [Registrasi.pdf](#)

Untuk registrasi, silakan download tutorial di atas.

 Ketentuan penggunaan username  
by [Admin](#) - Wednesday, 3 June 2009, 10:05 AM

**Diwajibkan** menggunakan NIM sebagai username guna menghindari "**lupa username**", dan nama diharuskan menggunakan **nama lengkap yang sama dengan nama yang ada pada daftar hadir kelas** untuk memudahkan pengontrolan dan pemberian nilai.  
Misalnya jika nama lengkap hanya terdiri dari satu suku kata (First name: **John**, Last name: **John**), dua suku kata (First name: **John**, Last name: **Doe**) dan seterusnya.

Bagi yang melanggar, **username akan secara otomatis terhapus dari sistem** dan akan dikenakan sanksi (dianggap tidak mengikuti kuliah online dan nilai tugas/kuis tidak dihitung).

### Time now

11:42 AM  
14

### Messages

No messages waiting

[Messages...](#)

### Calendar

June 2009

Sun	Mon	Tue	Wed	Thu	Fri	Sat
	1	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				

### Recent Activity

Activity since Monday, 1 June 2009, 12:40 PM

[Full report of recent activity](#)

3. Pada sisi pojok kanan atas, klik tombol “Turn editing on”.

The screenshot shows a Moodle course page for 'Mata Kuliah A'. The user is logged in as 'John Doe'. In the top right corner, there is a 'Switch role to...' dropdown menu and a 'Turn editing on' button, which is highlighted with a red box and a mouse cursor. The page layout includes a left sidebar with navigation links like 'Participants', 'Forums', and 'Administration'. The main content area shows a 'Topic outline' with a 'Discussion forum' link and a numbered list from 1 to 11. The right sidebar contains sections for 'Latest News', 'Upcoming Events', and 'Recent Activity'.

**Mata Kuliah A** You are logged in as [John Doe](#) ([Logout](#))

ESteLer ▶ MKA ? Switch role to... Turn editing on

**People**  
[Participants](#)

**Activities**  
[Forums](#)

**Search Forums**  
   
[Advanced search](#) ?

**Administration**  
[Turn editing on](#)  
[Settings](#)  
[Assign roles](#)  
[Grades](#)  
[Groups](#)  
[Backup](#)  
[Restore](#)  
[Import](#)  
[Reset](#)  
[Reports](#)  
[Questions](#)  
[Files](#)  
[Unenrol me from MKA](#)

**Topic outline**  
[Discussion forum](#)

1  
2  
3  
4  
5  
6  
7  
8  
9  
10  
11

**Latest News**  
[Add a new topic...](#)  
(No news has been posted yet)

**Upcoming Events**  
  
 There are no upcoming events  
  
[Go to calendar...](#)  
[New Event...](#)

**Recent Activity**  
 Activity since Monday, 1 June 2009, 12:46 PM  
 [Full report of recent activity...](#)  
 Nothing new since your last login

4. Tampilan akan berubah seperti di bawah. Kemudian klik tanda  pada topik pertama untuk memberi judul/deskripsi pada topik pertama.



**Mata Kuliah A** You are logged in as [John Doe](#) ([Logout](#))

ESteLer ► MKA Switch role to... Turn editing off

**People**  
Participants

**Activities**  
Forums

**Search Forums**  
Go  
Advanced search

**Administration**  
Turn editing off  
Settings  
Assign roles  
Grades  
Groups  
Backup  
Restore  
Import  
Reset  
Reports

**Topic outline**

Discussion forum → [pencil] [lock] [unlock] [delete] [refresh] [help]

1  Edit summary [?] Add a resource... Add an activity...

2 [?] Add a resource... Add an activity...

3 [?] Add a resource... Add an activity...

4 [?] Add a resource... Add an activity...

**Latest News**  
Add a new topic...  
(No news has been posted yet)

**Upcoming Events**  
There are no upcoming events  
Go to calendar...  
New Event...

**Recent Activity**  
Activity since Monday, 1 June 2009, 12:50 PM  
Full report of recent activity...





**Blocks**
















5. Isi sesuai dengan materi yang diajarkan. Klik tombol “Save changes”.

**Summary of topic 1**



Summary:

[About these summaries ?](#)  
[About the HTML editor ?](#)

Trebuchet 1 (8 pt) Lang **B** *I* U ~~S~~  $x_2$   $x^2$     

Introduction

Path:  

6. Untuk upload materi, klik menu “Add a resource” kemudian pilih “Link to a file or web site”.

The screenshot displays a Moodle forum interface. At the top, the page title is "Mata Kuliah A" and the user is logged in as "John Doe (Logout)". The breadcrumb trail shows "ESteler" and "MKA". On the left sidebar, there are sections for "People", "Activities", "Search Forums", and "Administration". The main content area is titled "Topic outline" and contains a "Discussion forum" with four numbered items. A dropdown menu is open for the second item, showing options: "Link to a file or web site", "Add a resource...", "Insert a label", "Compose a text page", "Compose a web page", "Link to a file or web site", "Display a directory", and "Add an IMS Content Package". The right sidebar contains sections for "Latest News", "Upcoming Events", "Recent Activity", and "Blocks".

7. Isi kolom nama sesuai dengan judul materi. Klik tombol “Choose or upload a file”.

**Adding a new Resource to topic 1**

**General**

Name\* Materi 1

Summary ?

Trebuchet 1 (8 pt) Lang **B I U S**  $x_2$   $x^2$  |

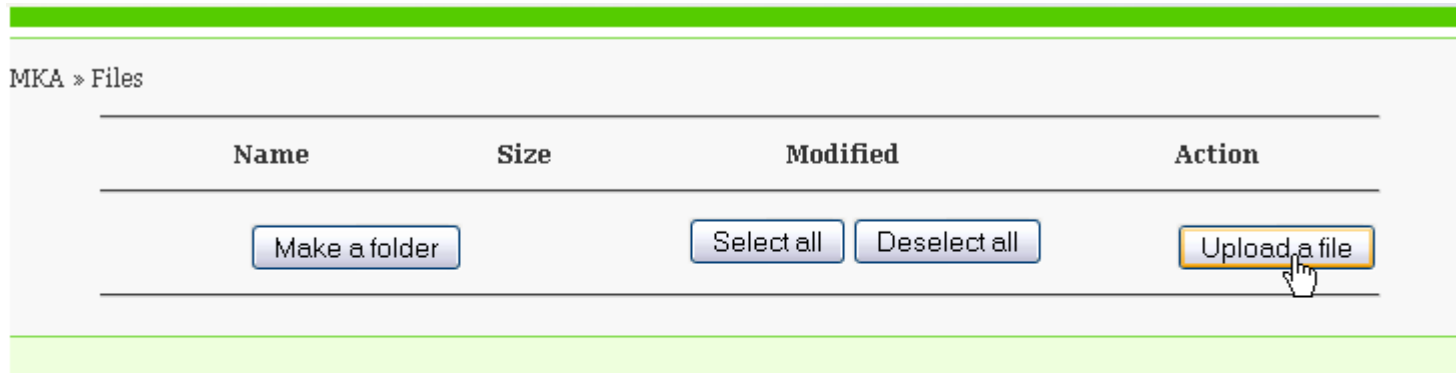
Path: [body](#)

**Link to a file or web site**

Location

**Window**

8. Jika file belum ada, klik tombol “**Upload a file**”.

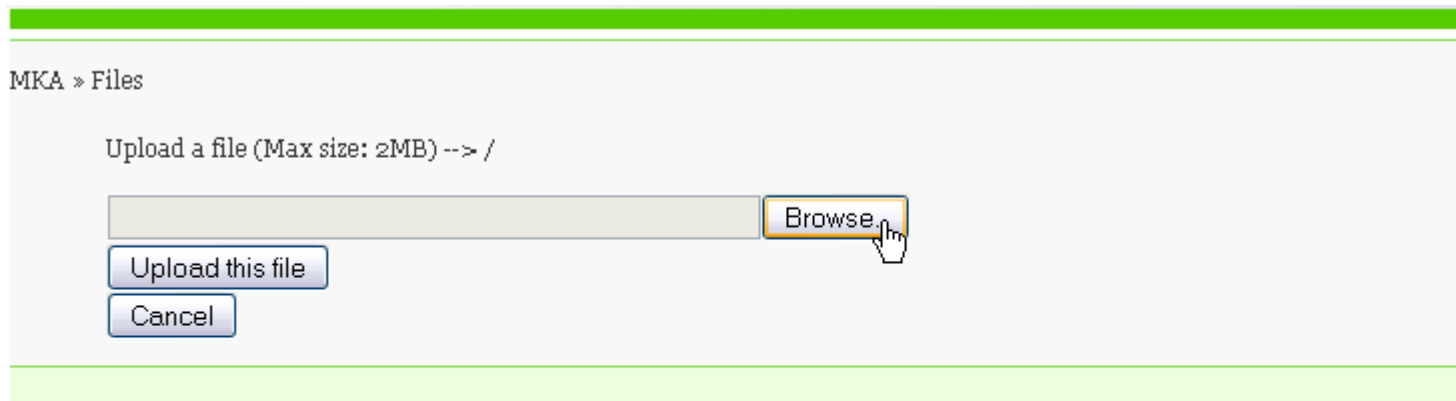


[Moodle Docs for this page](#)

You are logged in as [John Doe](#) ([Logout](#))

[MKA](#)

9. Klik tombol “**Browse**”, kemudian pilih materi yang akan di-upload.



[Moodle Docs for this page](#)

You are logged in as [John Doe](#) ([Logout](#))

[MKA](#)

10. Klik tombol “Upload this file”.

MKA » Files

Upload a file (Max size: 2MB) --> /

D:\Materi\Materi 1.pdf

 [Moodle Docs for this page](#)

You are logged in as [John Doe](#) ([Logout](#))


[MKA](#)



11. Klik “**Choose**” untuk memilih materi yang akan ditampilkan.

MKA » Files

File uploaded successfully

Name	Size	Modified	Action
<input type="checkbox"/>  Materi 1.pdf	97.1KB	3 Jun 2009, 02:40 PM	<a href="#">Choose</a> <a href="#">Rename</a>

With chosen files...

 [Moodle Docs for this page](#)

You are logged in as [John Doe \(Logout\)](#)

[MKA](#)

12. Klik tombol "Save and return to course".

## Adding a new Resource to topic 1

### General

Name\* Materi 1

Summary ?

Trebuchet 1 (8 pt) Lang **B** *I* U ~~S~~ x<sub>2</sub> x<sup>2</sup> |

Path: [body](#)

### Link to a file or web site

Location Materi\_1.pdf

Choose or upload a file ...

Search for web page...

### Window

\* Show Advanced

### Link to a file or web site

Location

### Window

Force download   
Window

\*

### Parameters

\*

### Common module settings

Visible   
ID number

There are required fields in this form marked \*.

[Moodle Docs for this page](#)

You are logged in as [John Doe](#) ([Logout](#))

[MKA](#)

13. Kemudian klik tombol “Turn editing off” yang berada pada sisi pojok kanan atas.

The screenshot shows a Moodle course interface for 'Mata Kuliah A'. At the top right, the user is logged in as 'John Doe' with a '(Logout)' link. Below the course name, there is a navigation bar with 'ESteLer' and 'MKA'. A 'Switch role to...' dropdown menu is visible, and the 'Turn editing off' button is highlighted with a red box and a mouse cursor. The main content area is titled 'Topic outline' and lists four topics: 'Introduction', 'Discussion forum', 'Materi 1', and an unnamed topic. Each topic has a corresponding 'Add a resource...' and 'Add an activity...' dropdown menu. On the left side, there are several sidebar menus: 'People' (with 'Participants' link), 'Activities' (with 'Forums' and 'Resources' links), 'Search Forums' (with a search box and 'Go' button), and 'Administration' (with links for 'Turn editing off', 'Settings', 'Assign roles', 'Grades', 'Groups', 'Backup', 'Restore', 'Import', and 'Reset'). On the right side, there are three more sidebar menus: 'Latest News' (with 'Add a new topic...' link), 'Upcoming Events' (with 'Go to calendar...' and 'New Event...' links), and 'Recent Activity' (with 'Full report of recent activity...' link). The 'Course updates' section at the bottom right shows 'Added Resource: Materi 1'.

14. Materi siap untuk di-download mahasiswa.

The screenshot shows a Moodle course page for 'Mata Kuliah A'. At the top right, it indicates the user is logged in as 'John Doe' with a 'Logout' link. Below the course title, there is a navigation bar with 'ESteLer' and 'MKA', a 'Switch role to...' dropdown menu, and a 'Turn editing on' button. The main content area is divided into three columns. The left column contains navigation menus for 'People' (Participants), 'Activities' (Forums, Resources), 'Search Forums' (with a search box and 'Go' button), and 'Administration' (Turn editing on, Settings, Assign roles, Grades, Groups, Backup, Restore, Import, Reset, Reports, Questions, Files, Unenrol me from MKA, Profile). The middle column, titled 'Topic outline', shows a 'Discussion forum' with a list of 11 topics: 1 Introduction, 2 Materi 1, 3, 4, 5, 6, 7, 8, 9, 10, and 11. The right column contains three sections: 'Latest News' (Add a new topic..., No news has been posted yet), 'Upcoming Events' (There are no upcoming events, Go to calendar..., New Event...), and 'Recent Activity' (Activity since Monday, 1 June 2009, 03:16 PM, Full report of recent activity...). Below these is a 'Course updates' section showing 'Added Resource: Materi 1'. Each item in the right column has a small blue square icon next to it.