

EMAS3

Tutorial EMAS 14: Fitur Attendance untuk Pengisian Absensi

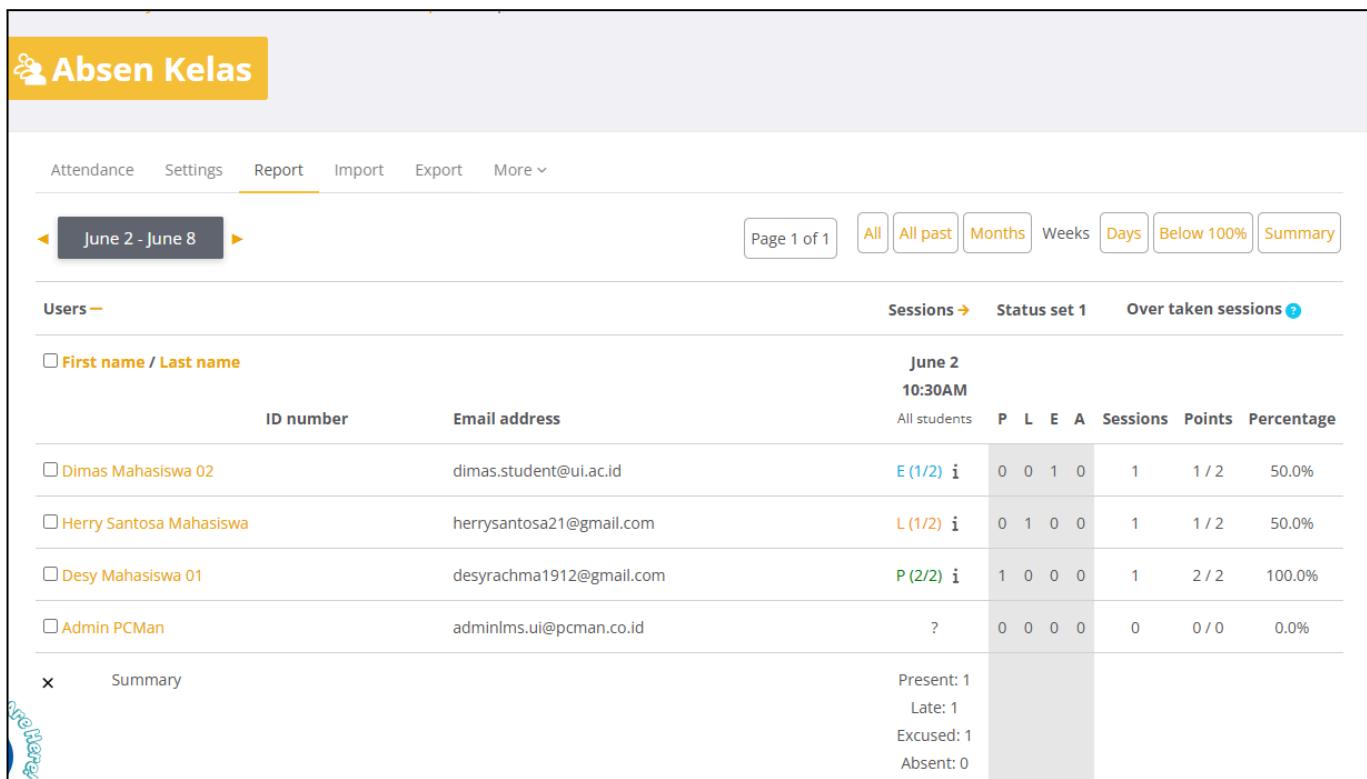
**Direktorat Pengembangan
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Universitas Indonesia**

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Rev. 00
Tahun 2025

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Bagian 1. Apa itu Fitur Attendance



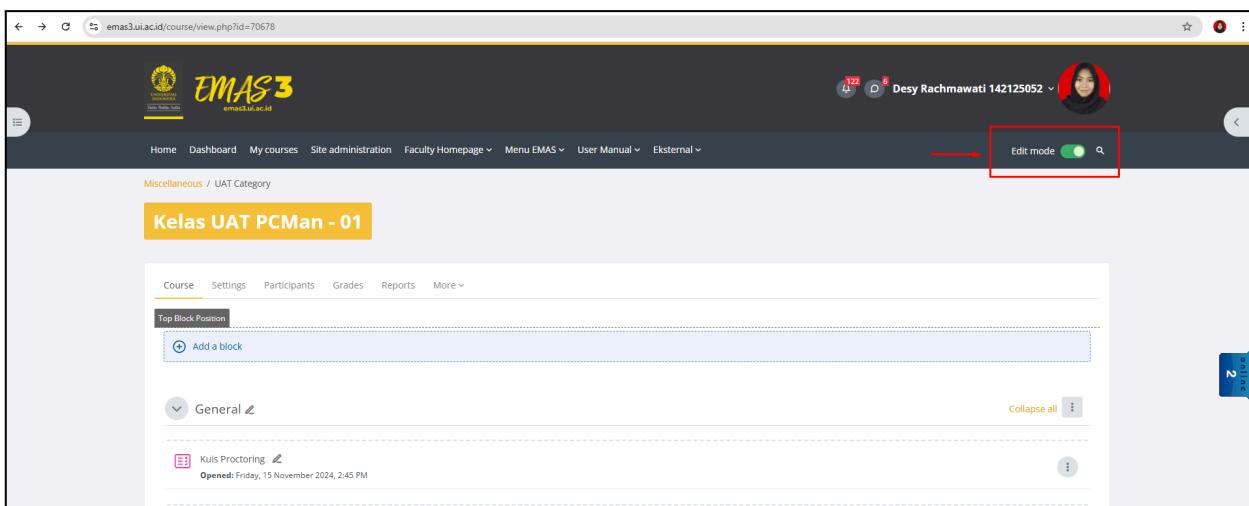
ID number	Email address	June 2 10:30AM	All students	P	L	E	A	Sessions	Points	Percentage
Dimas Mahasiswa 02	dimas.student@ui.ac.id	E (1/2) i	0 0 1 0	1	1	2	0	50.0%		
Herry Santosa Mahasiswa	herrysantosa21@gmail.com	L (1/2) i	0 1 0 0	1	1	2	0	50.0%		
Desy Mahasiswa 01	desyrachma1912@gmail.com	P (2/2) i	1 0 0 0	1	2	2	0	100.0%		
Admin PCMan	adminlms.ui@pcman.co.id	?	0 0 0 0	0	0	0	0	0.0%		
Summary		Present: 1 Late: 1 Excused: 1 Absent: 0								

Gambar 1. Fitur Absensi dengan Attendance

Fitur Attendance digunakan untuk perekaman absensi mahasiswa pada setiap pertemuan, dan dari absensi tersebut dapat diperoleh poin yang dapat diunduh sebagai bahan pertimbangan dosen dalam menilai keaktifan mahasiswa di kelas.

Bagian 2. Cara Mengaktifkan Fitur Attendance

Langkah 1. Silakan bapak/ibu membuat aktifitas Attendance dengan mengaktifkan Edit Mode terlebih dahulu. Kemudian klik “Add an activity or resource”

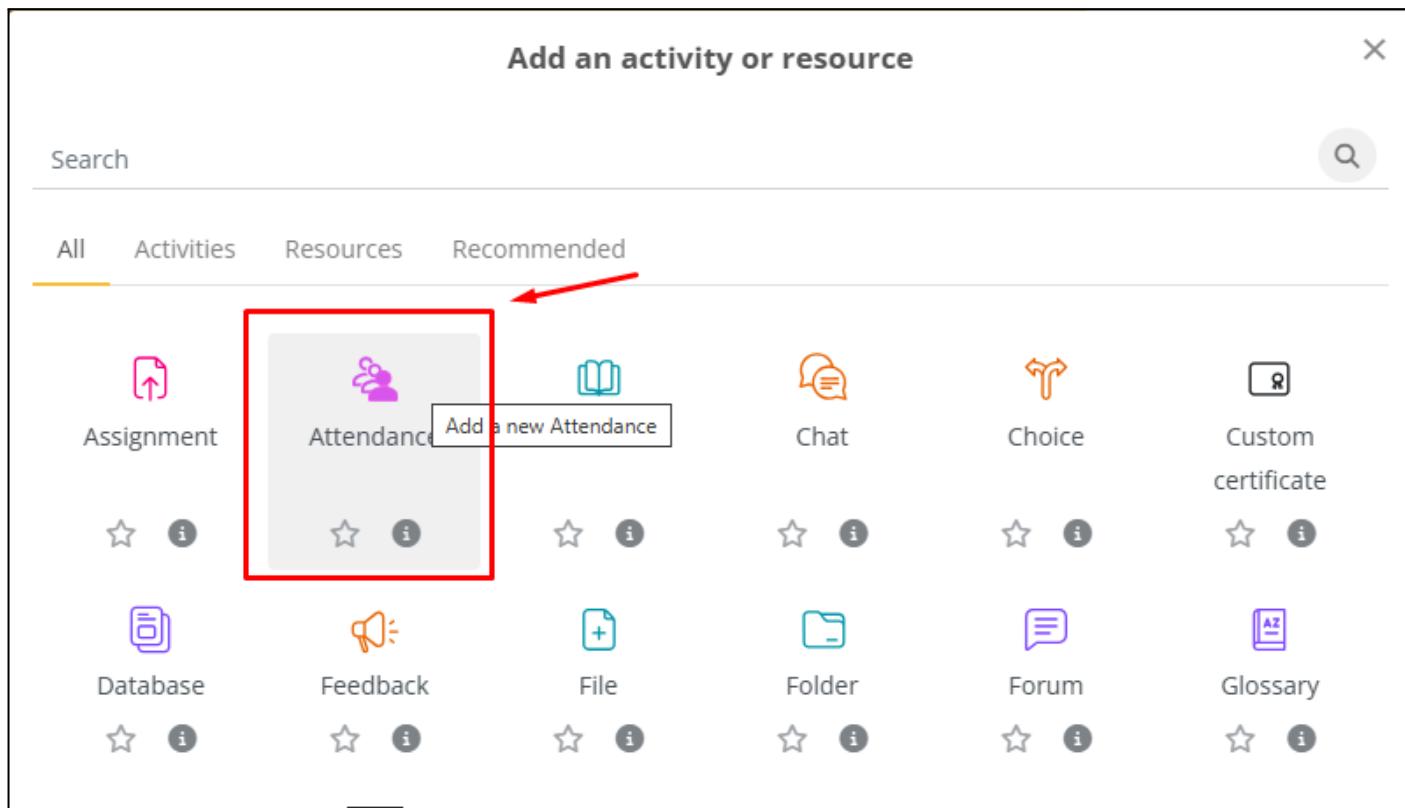


Gambar 2. Aktifkan Edit Mode



Gambar 3. Add an activity or resource

Langkah 2. Pilih activity Attendance



Add an activity or resource

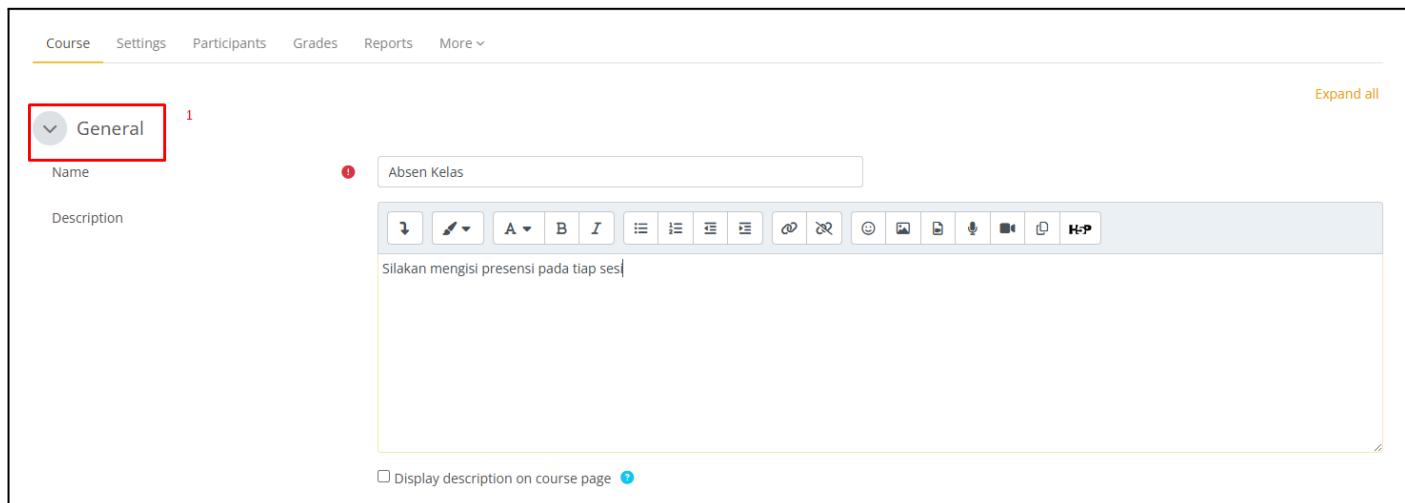
Search

All Activities Resources Recommended

Assignment Attendance Add a new Attendance Chat Choice Custom certificate Database Feedback File Folder Forum Glossary

Gambar 4. Activity Attendance

Langkah 3. Silakan atur bagian General sesuai kebutuhan seperti gambar 5. Untuk pengaturan lain dapat dibiarkan saja, silakan langsung klik Save and Display (gambar 6)



Course Settings Participants Grades Reports More

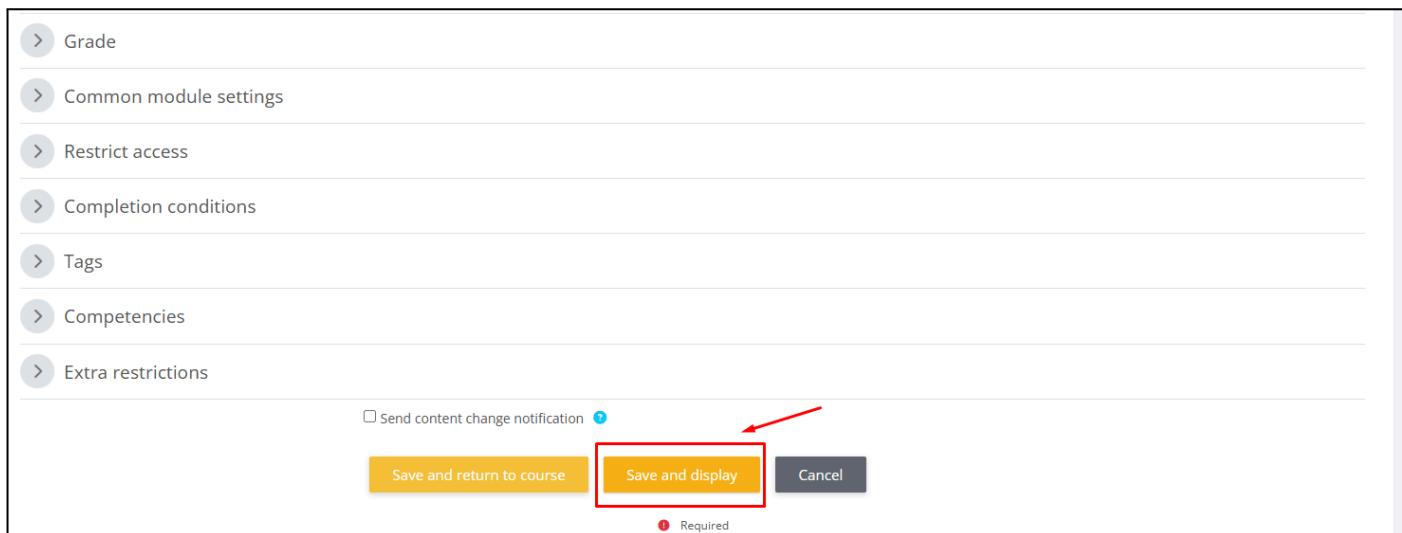
General 1

Name: Absen Kelas

Description: Silakan mengisi presensi pada tiap sesi

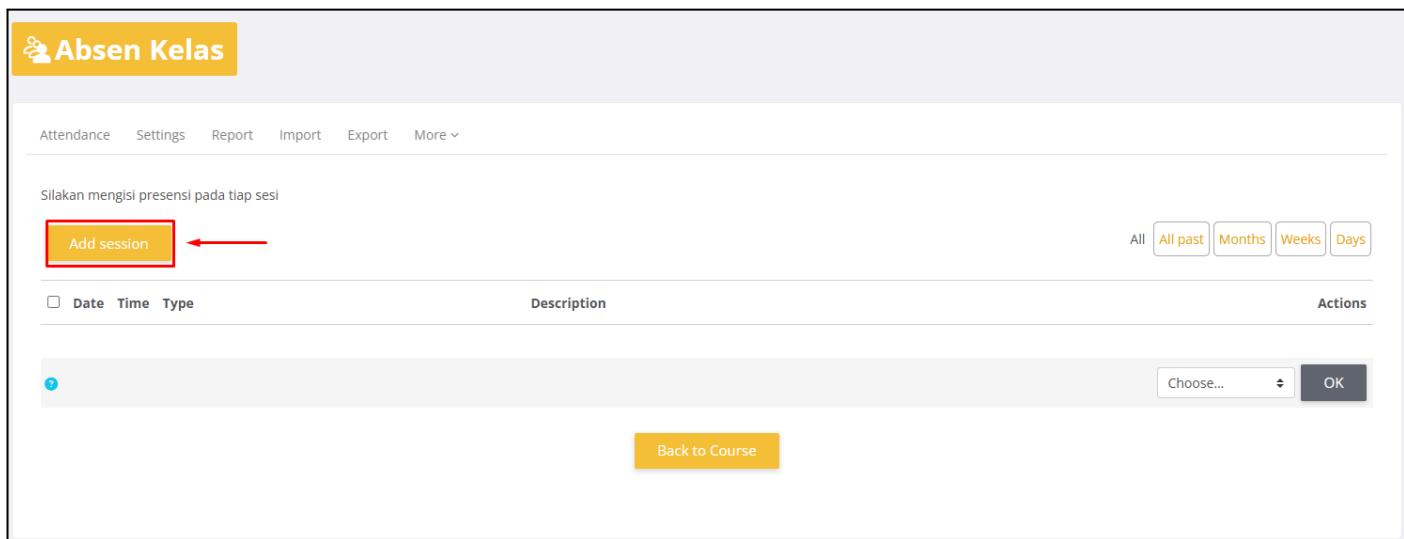
Display description on course page

Gambar 5. Pengaturan General



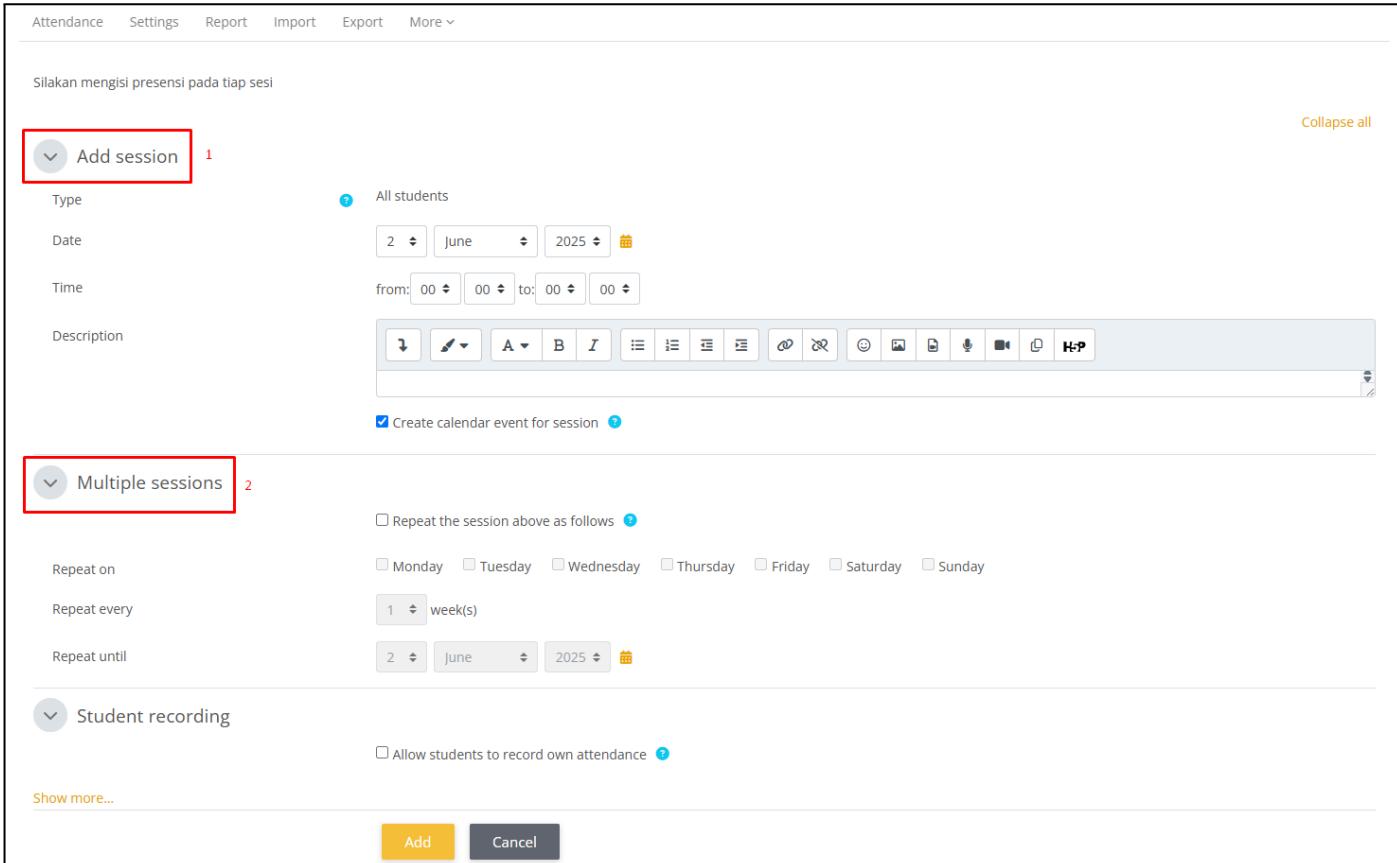
Gambar 6. Save and display

Langkah 4. Setelah berhasil disimpan, klik Add Session untuk menambahkan sesi absen.



Gambar 7. Add Session

Langkah 5. Penambahan sesi dapat dilakukan untuk satu kali sesi (add session) atau sesi berkala (multiple sessions)



Attendance Settings Report Import Export More ▾

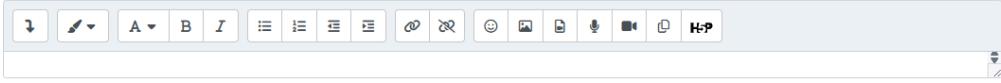
Silakan mengisi presensi pada tiap sesi

1 Add session

Type: All students

Date: 2 June 2025

Time: from: 00 to: 00

Description:
 

Create calendar event for session

2 Multiple sessions

Repeat the session above as follows

Repeat on: Monday, Tuesday, Wednesday, Thursday, Friday, Saturday, Sunday

Repeat every: 1 week(s)

Repeat until: 2 June 2025

Student recording

Allow students to record own attendance

Show more...

Add Cancel

Gambar 8. Add Session dan Multiple Sessions

Langkah 6. Untuk satu kali sesi dapat diatur tanggal dan waktu absensinya dibuka



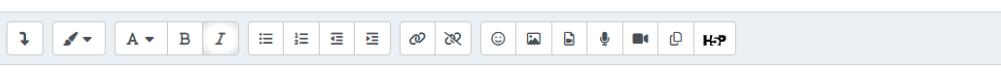
Attendance Settings Report Import Export More ▾

1 Add session

Type: All students

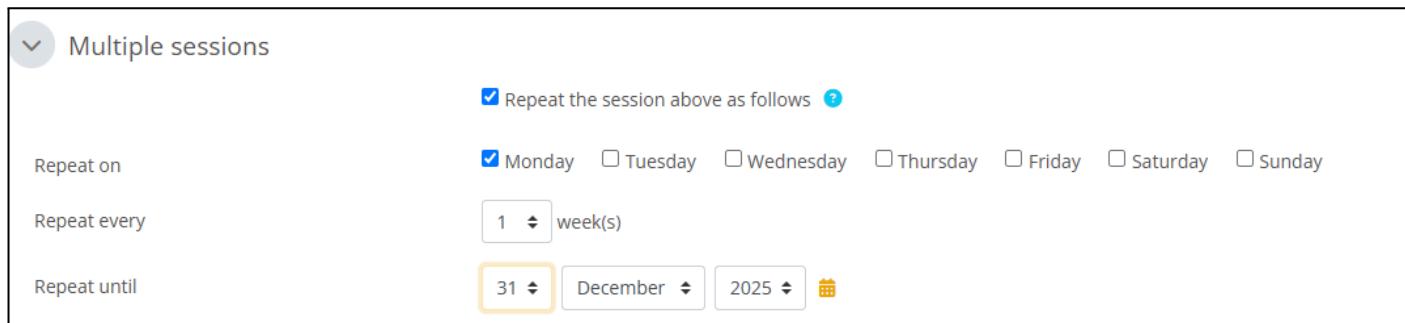
Date: 2 June 2025

Time: from: 08 to: 10

Description:
 

Gambar 9. Add Session

Langkah 7. Untuk sesi absensi berkala dapat dipilih hari apa saja pada **Repeat on**. Absensi dibuka setiap berapa minggu pada **Repeat every**. Dan **Repeat until** untuk pengaturan waktu sesi absensi terakhir dibuka.



Multiple sessions

Repeat the session above as follows [?](#)

Repeat on

Monday Tuesday Wednesday Thursday Friday Saturday Sunday

Repeat every

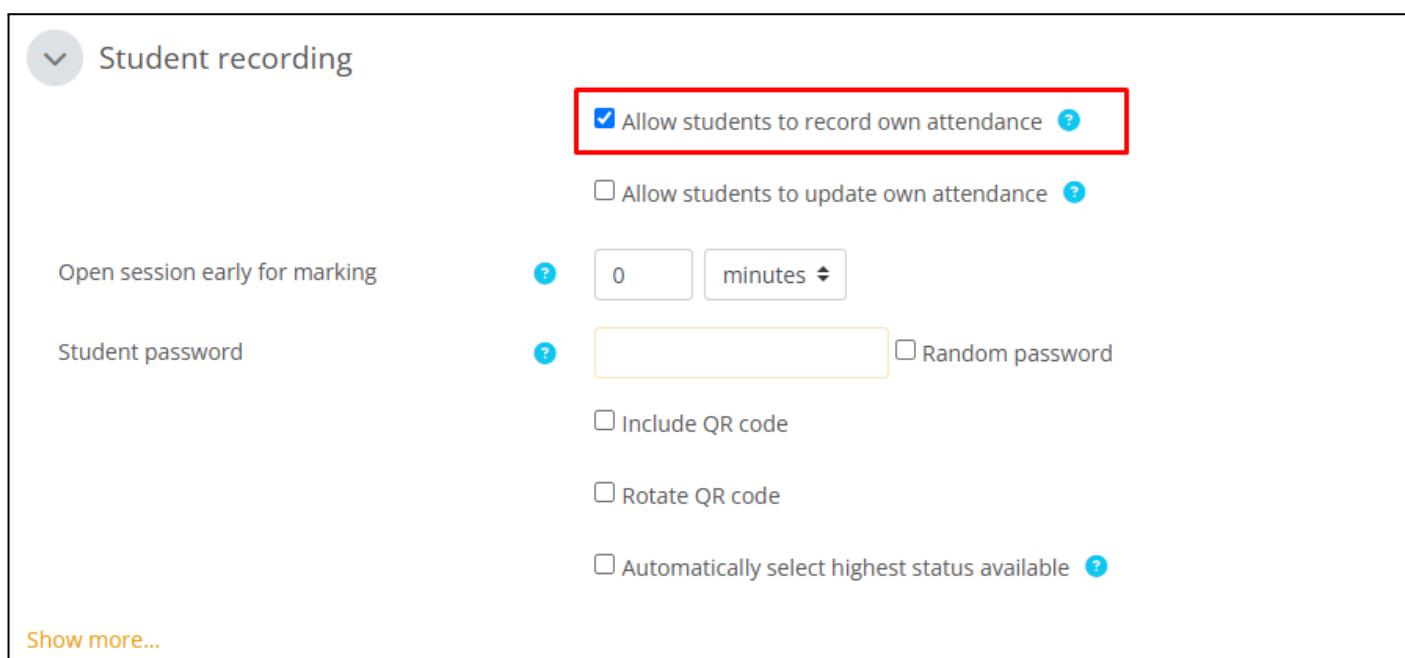
1 week(s)

Repeat until

31 December 2025 [?](#)

Gambar 10. Multiple Sessions

Langkah 8. Pada pengaturan Student recording, jika mahasiswa dapat mengisi absensi mandiri, silakan ceklis pengaturan *Allow students to record own attendance* (gambar 11). Silakan klik Add untuk menyimpan pengaturan (gambar 12).



Student recording

Allow students to record own attendance [?](#)

Allow students to update own attendance [?](#)

Open session early for marking

0 minutes [?](#)

Student password

Random password

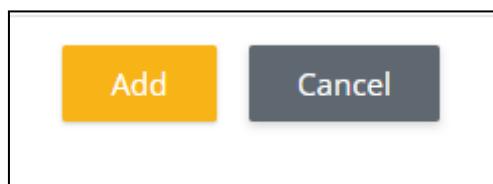
Include QR code

Rotate QR code

Automatically select highest status available [?](#)

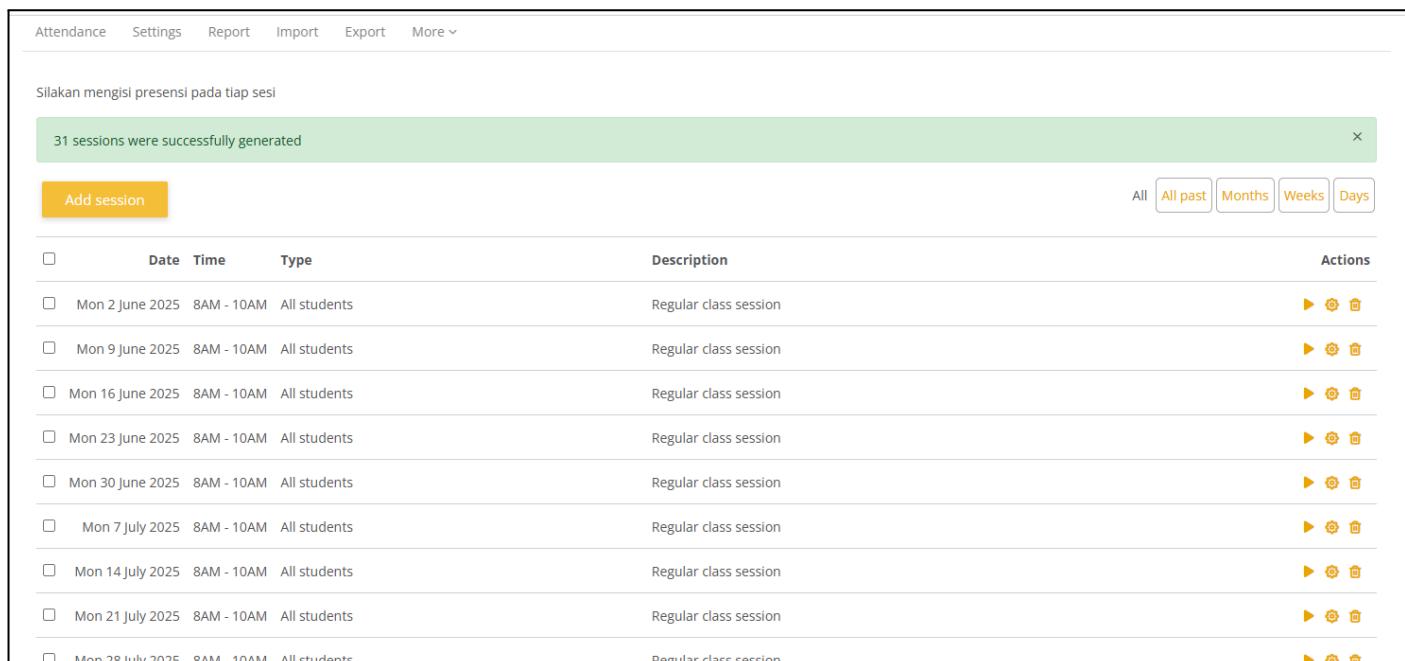
Show more...

Gambar 11. Student recording



Gambar 12. Student recording

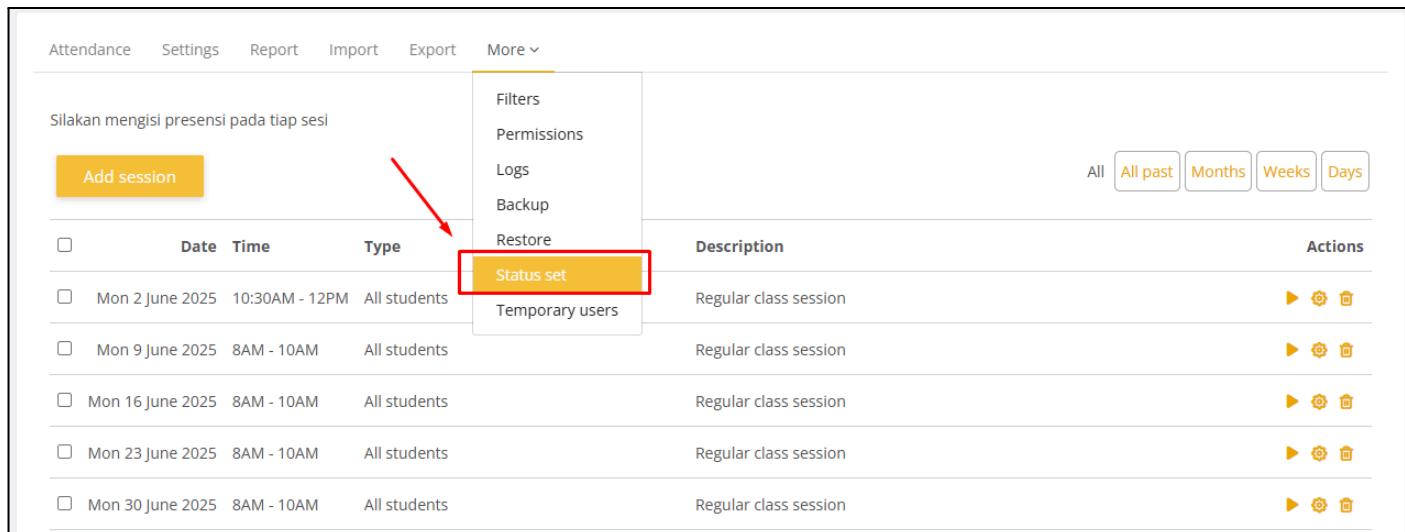
Langkah 9. Absensi akan terbuat sebanyak jadwal sesi yang diatur. Pada gambar 13 adalah contoh absensi dengan pengaturan Multiple sessions.



<input type="checkbox"/>	Date	Time	Type	Description	Actions
<input type="checkbox"/>	Mon 2 June 2025	8AM - 10AM	All students	Regular class session	
<input type="checkbox"/>	Mon 9 June 2025	8AM - 10AM	All students	Regular class session	
<input type="checkbox"/>	Mon 16 June 2025	8AM - 10AM	All students	Regular class session	
<input type="checkbox"/>	Mon 23 June 2025	8AM - 10AM	All students	Regular class session	
<input type="checkbox"/>	Mon 30 June 2025	8AM - 10AM	All students	Regular class session	
<input type="checkbox"/>	Mon 7 July 2025	8AM - 10AM	All students	Regular class session	
<input type="checkbox"/>	Mon 14 July 2025	8AM - 10AM	All students	Regular class session	
<input type="checkbox"/>	Mon 21 July 2025	8AM - 10AM	All students	Regular class session	
<input type="checkbox"/>	Mon 28 July 2025	8AM - 10AM	All students	Regular class session	

Gambar 13. Sesi absensi yang terbuat

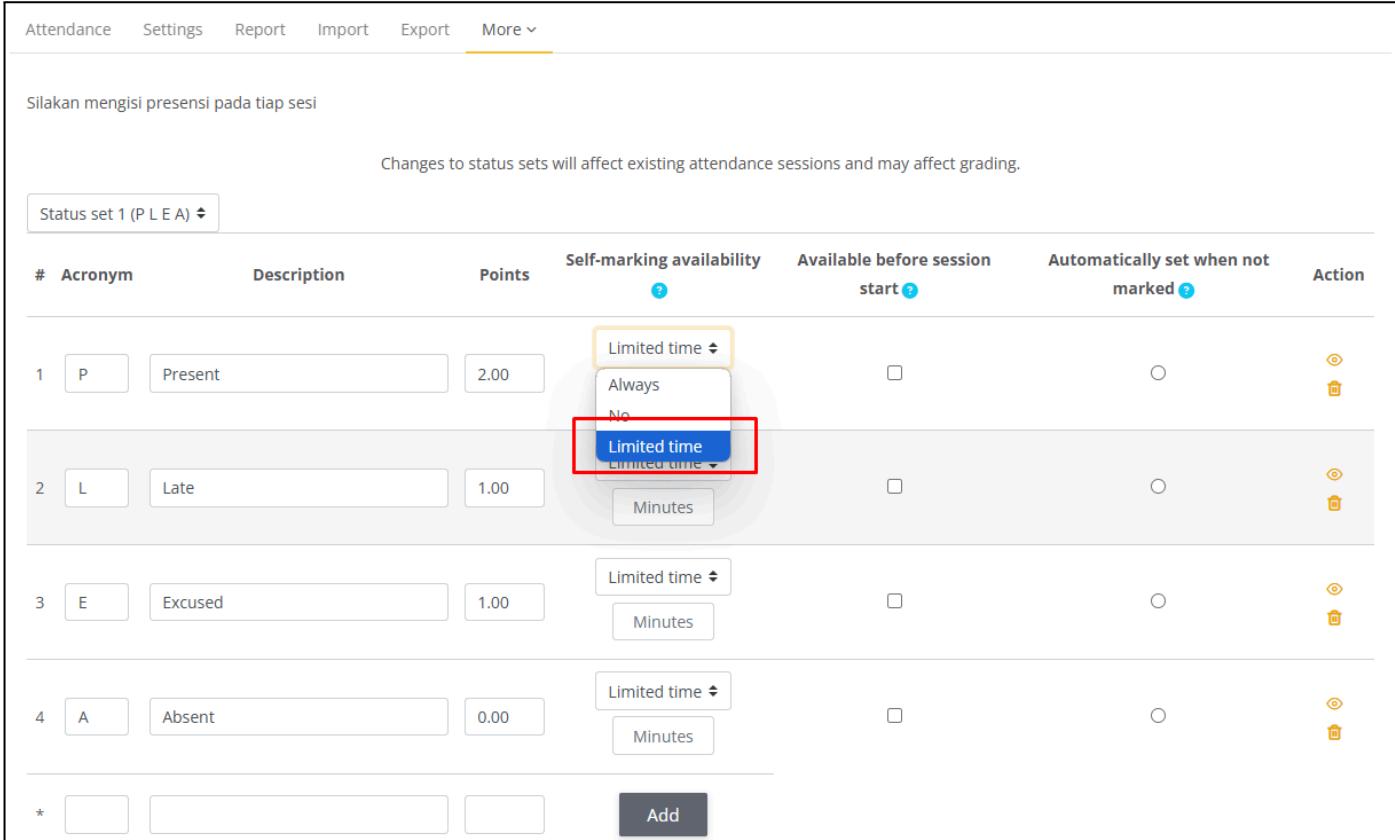
Langkah 10. Atur Status Set berikut



<input type="checkbox"/>	Date	Time	Type	Description	Actions
<input type="checkbox"/>	Mon 2 June 2025	10:30AM - 12PM	All students	Regular class session	
<input type="checkbox"/>	Mon 9 June 2025	8AM - 10AM	All students	Regular class session	
<input type="checkbox"/>	Mon 16 June 2025	8AM - 10AM	All students	Regular class session	
<input type="checkbox"/>	Mon 23 June 2025	8AM - 10AM	All students	Regular class session	
<input type="checkbox"/>	Mon 30 June 2025	8AM - 10AM	All students	Regular class session	

Gambar 14. Menu Status Set

Langkah 11. Silakan atur status sesuai kebutuhan. Untuk Limited time menandakan status akan muncul berapa menit di tampilan mahasiswa (durasi status)



#	Acronym	Description	Points	Self-marking availability	Available before session start	Automatically set when not marked	Action	
1	P	Present	2.00	Limited time	<input type="checkbox"/>	<input type="radio"/>		
2	L	Late	1.00	Limited time	<input type="checkbox"/>	<input type="radio"/>		
3	E	Excused	1.00	Limited time	<input type="checkbox"/>	<input type="radio"/>		
4	A	Absent	0.00	Limited time	<input type="checkbox"/>	<input type="radio"/>		
*				Minutes				
					Add			

Gambar 15. Status Set

Langkah 12. Berikut contoh pengisian menitnya. Untuk **Present** akan muncul selama 10 menit, **Late** muncul selama 20 menit, **Excused** muncul selama 30 menit, dan **Absent** muncul selama 60 menit. Limited time bisa disesuaikan dengan kebutuhan

Attendance Settings Report Import Export More ▾

Silakan mengisi presensi pada tiap sesi

Changes to status sets will affect existing attendance sessions and may affect grading.

Status set 1 (P L E A) ▾

#	Acronym	Description	Points	Self-marking availability	Available before session start	Automatically set when not marked	Action
1	P	Present	2.00	Limited time ▾ a 10	<input type="checkbox"/>	<input type="radio"/>	
2	L	Late	1.00	Limited time ▾ 20	<input type="checkbox"/>	<input type="radio"/>	
3	E	Excused	1.00	Limited time ▾ 30	<input type="checkbox"/>	<input type="radio"/>	
4	A	Absent	0.00	Limited time ▾ 60	<input type="checkbox"/>	<input checked="" type="radio"/>	
*				Add			
<input type="button" value="Update"/>							
<input type="button" value="Back to Course"/>							

Other

Gambar 16. Status Set