

# EMAS3

## Tutorial EMAS 14: Fitur Attendance untuk Pengisian Absensi

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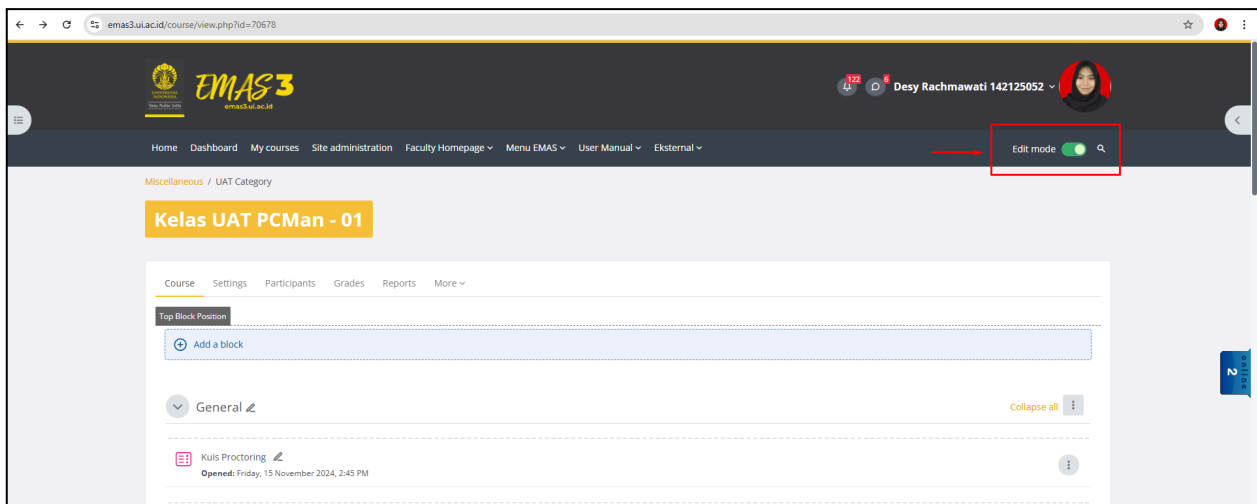
# DAFTAR ISI

Bagian 1. Apa itu Fitur Attendance	1
Bagian 2. Cara Mengaktifkan Fitur Attendance	2

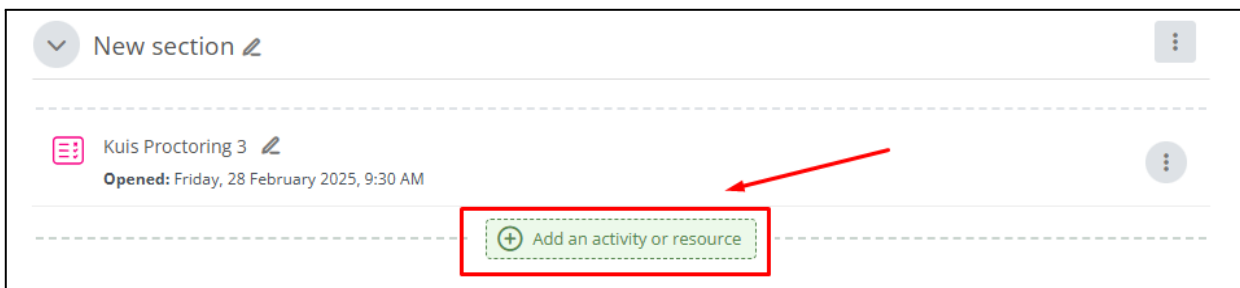


## Bagian 2. Cara Mengaktifkan Fitur Attendance

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

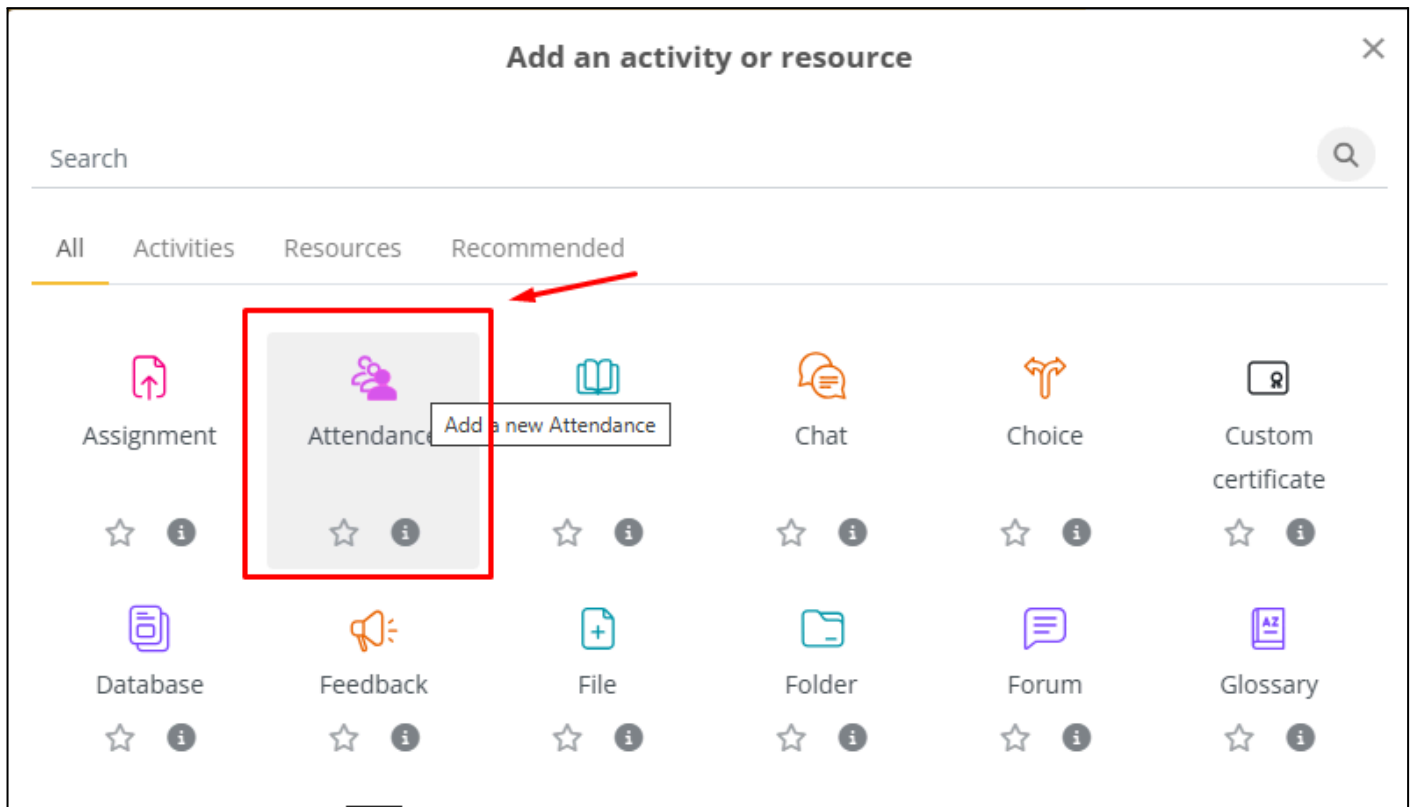


Gambar 2. Aktifkan Edit Mode



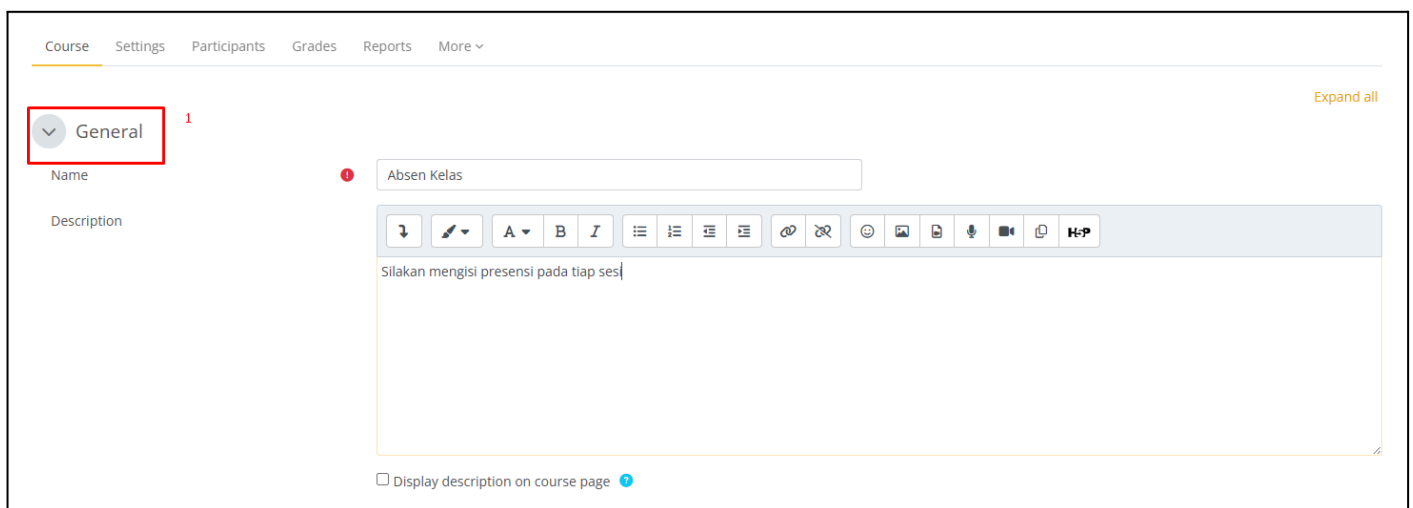
Gambar 3. Add an activity or resource

## Langkah 2. Pilih activity Attendance



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)



Gambar 5. Pengaturan General

> Grade

> Common module settings

> Restrict access

> Completion conditions

> Tags

> Competencies

> Extra restrictions

☐ Send content change notification ⓘ

Save and return to course

Save and display

Cancel

ⓘ Required

Gambar 6. Save and display

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

Absen Kelas

Attendance Settings Report Import Export More ▾

Silakan mengisi presensi pada tiap sesi

Add session

All All past Months Weeks Days

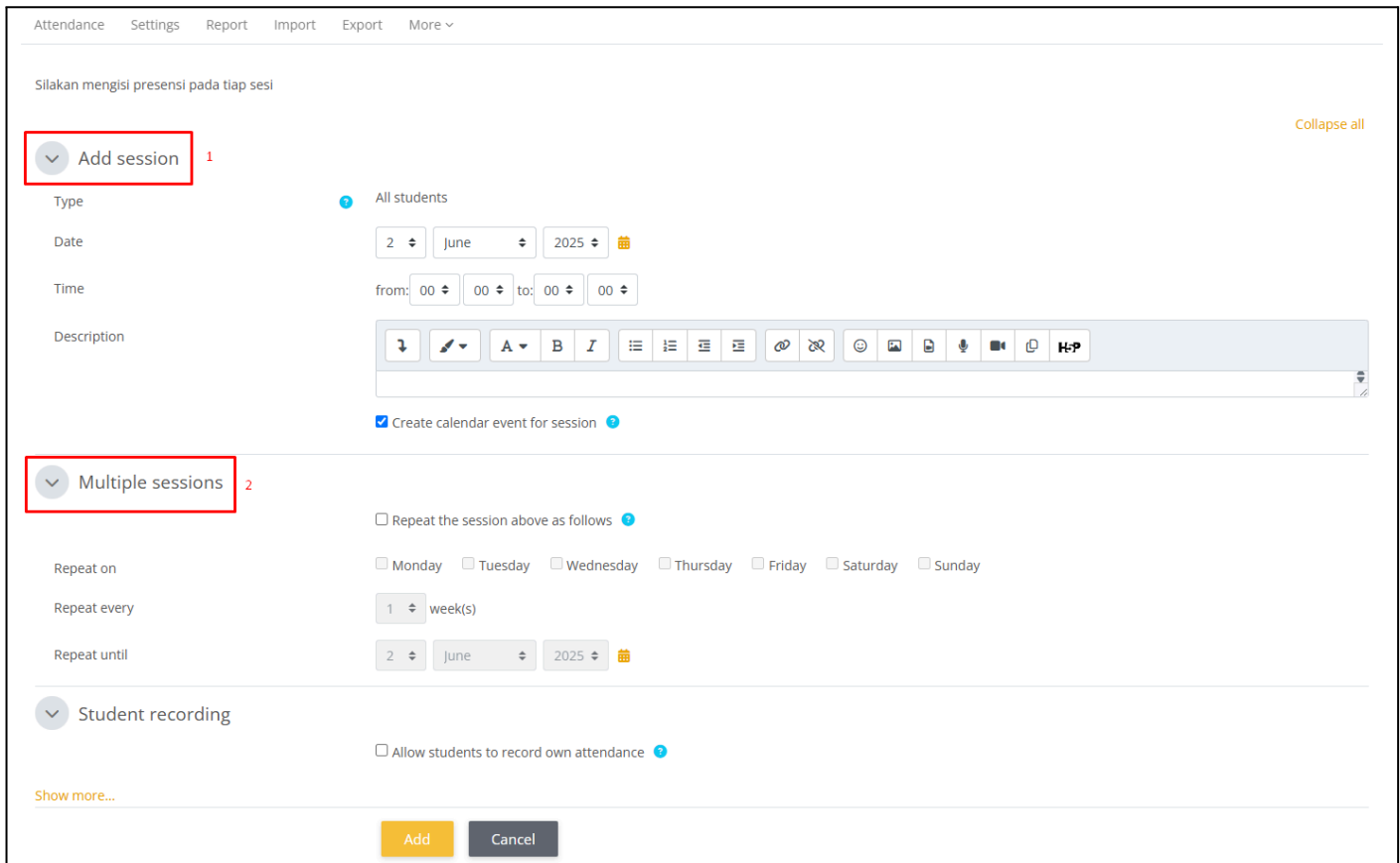
☐ Date Time Type Description Actions

+ Choose... OK

Back to Course

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

**Add session** <sup>1</sup>

Type: All students

Date: 2 June 2025

Time: from: 00 00 to: 00 00

Description: [Rich text editor]

☒ Create calendar event for session

**Multiple sessions** <sup>2</sup>

☐ 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



**Add session**

Type: All students

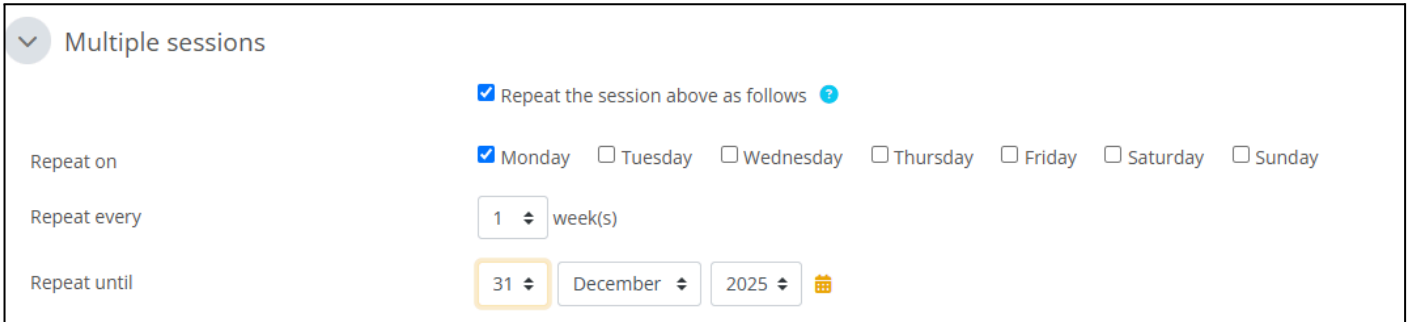
Date: 2 June 2025

Time: from: 08 00 to: 10 00

Description: [Rich text editor]

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

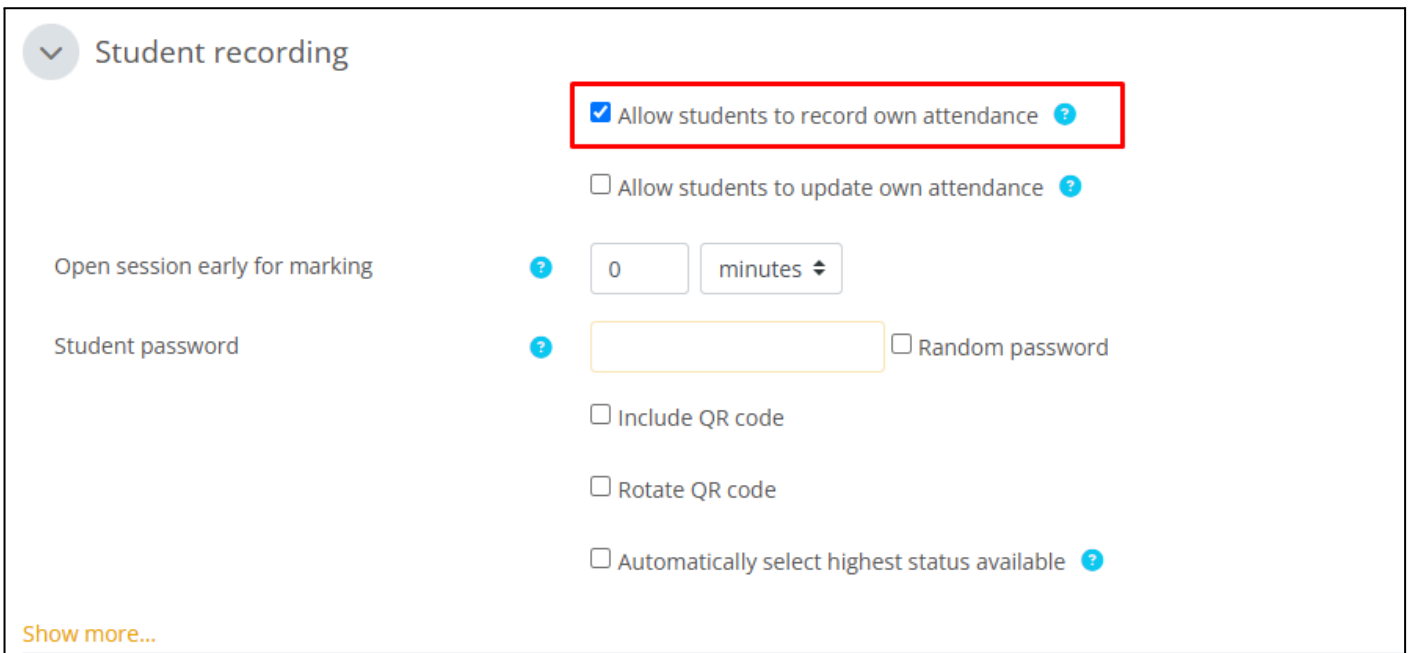
Repeat on ☒ Monday ☐ Tuesday ☐ Wednesday ☐ Thursday ☐ Friday ☐ Saturday ☐ Sunday

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

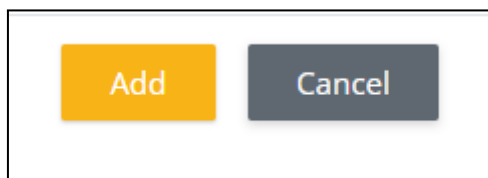
☐ Include QR code

☐ Rotate QR code

☐ Automatically select highest status available

Show more...

Gambar 11. Student recording



Add Cancel

Gambar 12. Student recording



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

Attendance Settings Report Import Export More ▾

Silakan mengisi presensi pada tiap sesi

31 sessions were successfully generated

Add session

All All past Months Weeks Days

<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

Attendance Settings Report Import Export More ▾

Silakan mengisi presensi pada tiap sesi

Add session

All All past Months Weeks Days

Filters

Permissions

Logs

Backup

Restore

**Status set**

Temporary users

<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)

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 ▾ Always No Limited time ▾ Minutes	<input type="checkbox"/>	<input type="radio"/>	 
2	L	Late	1.00	Limited time ▾ Minutes	<input type="checkbox"/>	<input type="radio"/>	 
3	E	Excused	1.00	Limited time ▾ Minutes	<input type="checkbox"/>	<input type="radio"/>	 
4	A	Absent	0.00	Limited time ▾ Minutes	<input type="checkbox"/>	<input type="radio"/>	 
*				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"/>	b <input checked="" type="radio"/>	
*				<div>Add</div> <div>Update</div> <div>Back to Course</div>			

✕

Gambar 16. Status Set