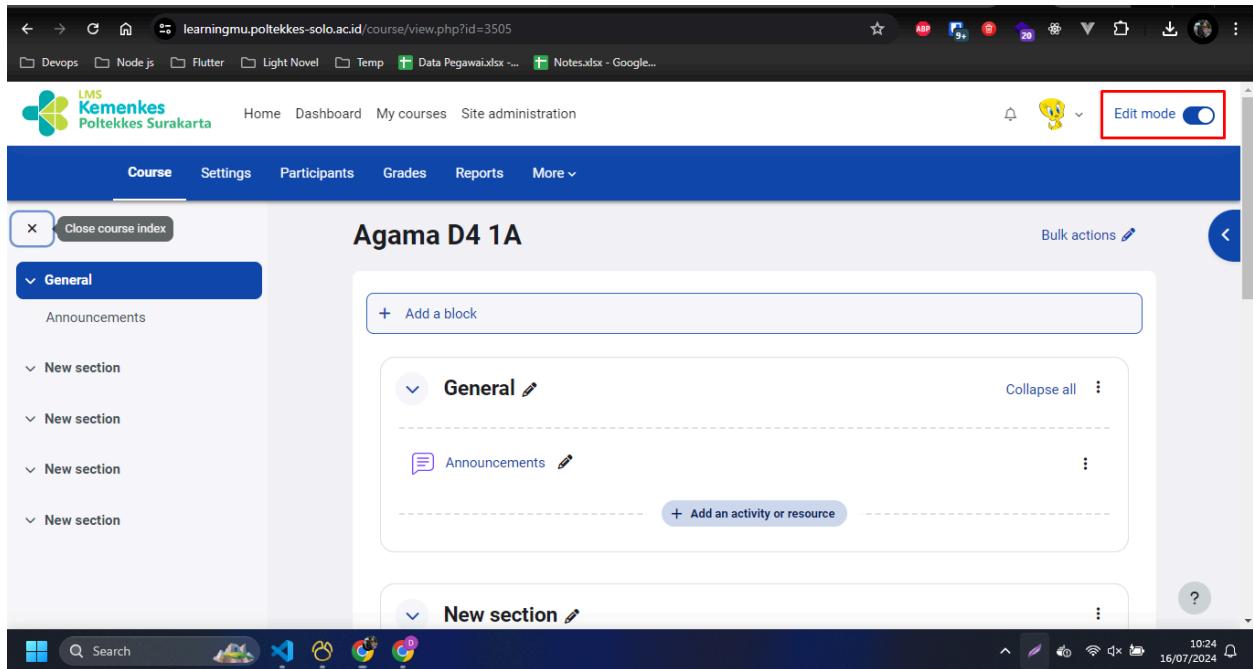


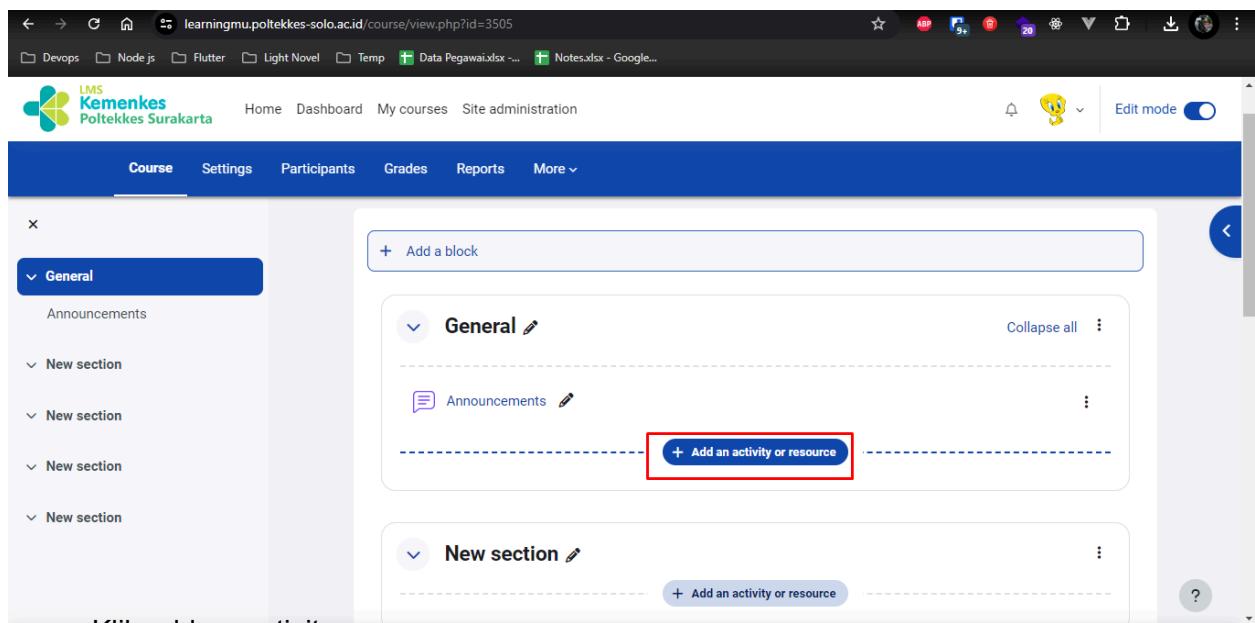
Panduan Penggunaan Solleta

❖ Pembuatan Absensi



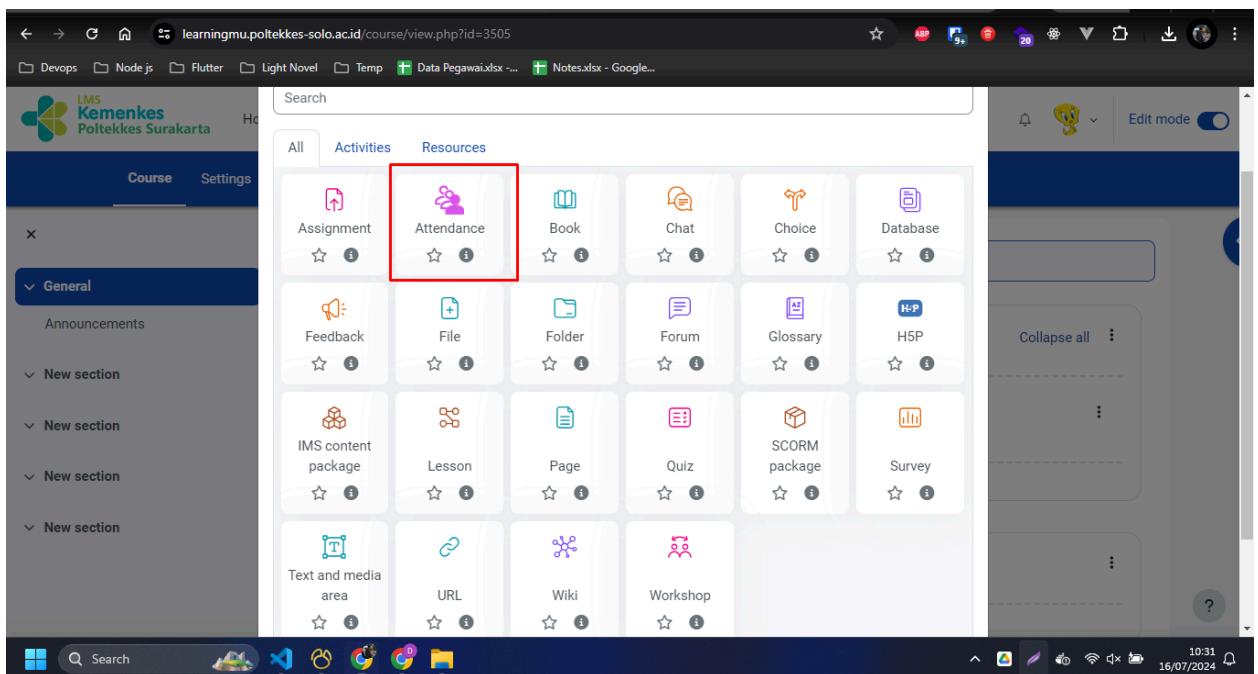
The screenshot shows the Solleta LMS interface for editing a course. At the top right, the 'Edit mode' toggle switch is highlighted with a red box. The main area displays a course titled 'Agama D4 1A'. On the left, a sidebar shows sections like 'General', 'Announcements', and several 'New section' entries. In the center, a 'General' block contains an 'Announcements' item. A blue button labeled '+ Add an activity or resource' is located at the bottom of this block. Another blue button with the same label is visible in the 'New section' block below it.

- Pastikan edit mode dalam keadaan enable



This screenshot is similar to the previous one but focuses on the 'Add an activity or resource' button. The 'Edit mode' toggle is again highlighted with a red box. The 'General' block's 'Announcements' item is shown, and the blue 'Add an activity or resource' button is highlighted with a red box. The 'New section' block below it also has its own 'Add an activity or resource' button.

- Klik add an activity or resource

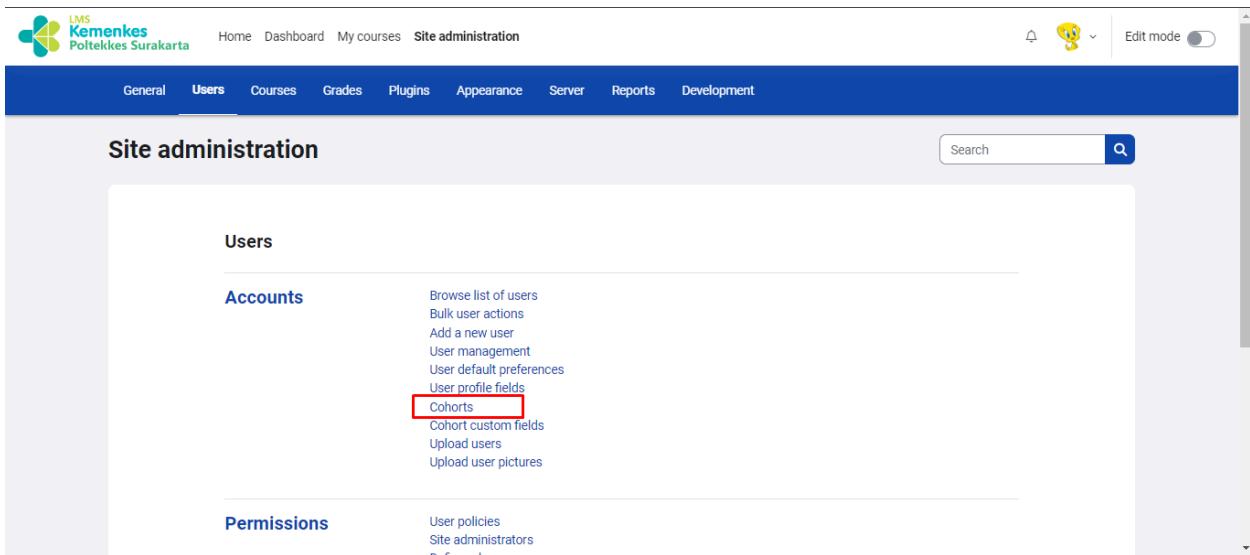


- Klik Attendance

A screenshot of the LMS Kemenkes Poltekkes Surakarta course management system, specifically the 'Attendance' settings page. The URL is learningmu.poltekkes-solo.ac.id/course/modedit.php?add=attendance&type&course=3505&section=0&return=... The page shows a 'General' section with a 'Name' field containing 'Absensi Mahasiswa' and a 'Description' field. Below this is a rich text editor toolbar. Further down is a 'Grade' section with a 'Grade' heading, a 'Type' dropdown set to 'Point', and a 'Maximum grade' input field set to '100'. A checkbox labeled 'Display description on course page' is also present. The interface has a standard LMS design with a blue header and sidebar.

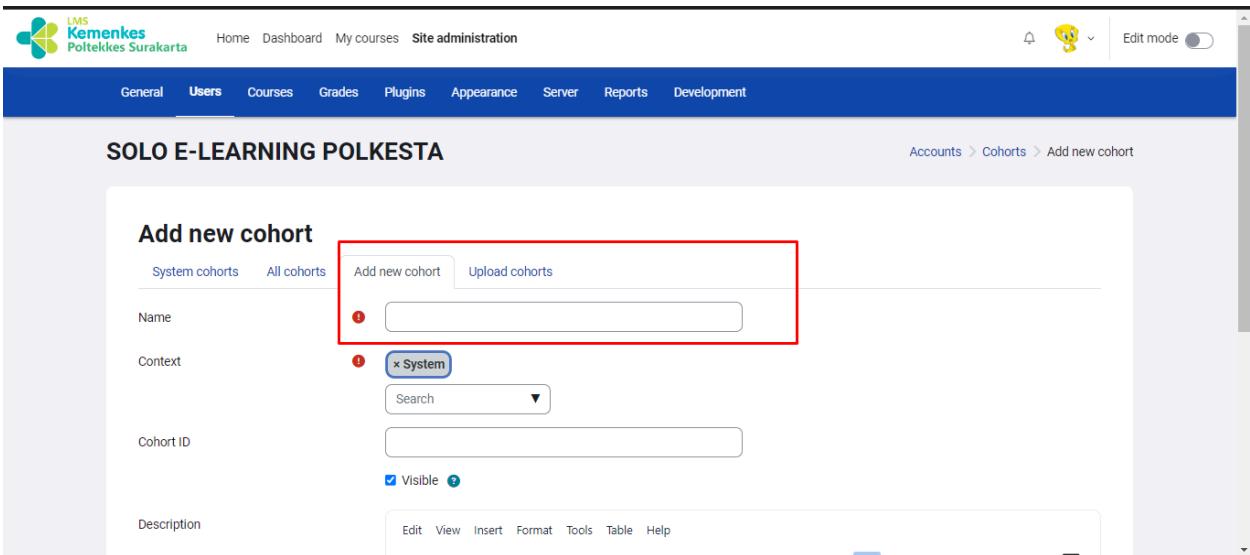
- Silahkan sesuaikan isian name dan grade sesuai kebutuhan lalu klik tombol simpan di bagian paling bawah

❖ Pembuatan Cohort Untuk Enrol Mahasiswa Kedalam Kelas



The screenshot shows the Moodle Site administration interface under the 'Users' tab. In the 'Accounts' section, the 'Cohorts' link is highlighted with a red box. Other options like 'Browse list of users', 'Bulk user actions', and 'Add a new user' are also visible.

- Pada menu site administration klik cohorts



The screenshot shows the 'Add new cohort' form. The 'Add new cohort' button is highlighted with a red box. The form includes fields for Name, Context, Cohort ID, and Description, along with a toolbar at the bottom.

- Klik menu add new cohort lalu isikan nama cohort misal “Kelas A Fisioterapi D4 2024”

All cohorts

Category	Name	Cohort ID	Description	Size	Source
System	ALIH JENJANG FT 2022			28	Created manually
System	ALIH JENJANG FT 2023			20	
System	ALIH JENJANG KELAS A FISIO 2021			36	Edit
System	ALIH JENJANG KELAS B FISIO 2021			36	Created manually

- Klik assign atau icon tersebut

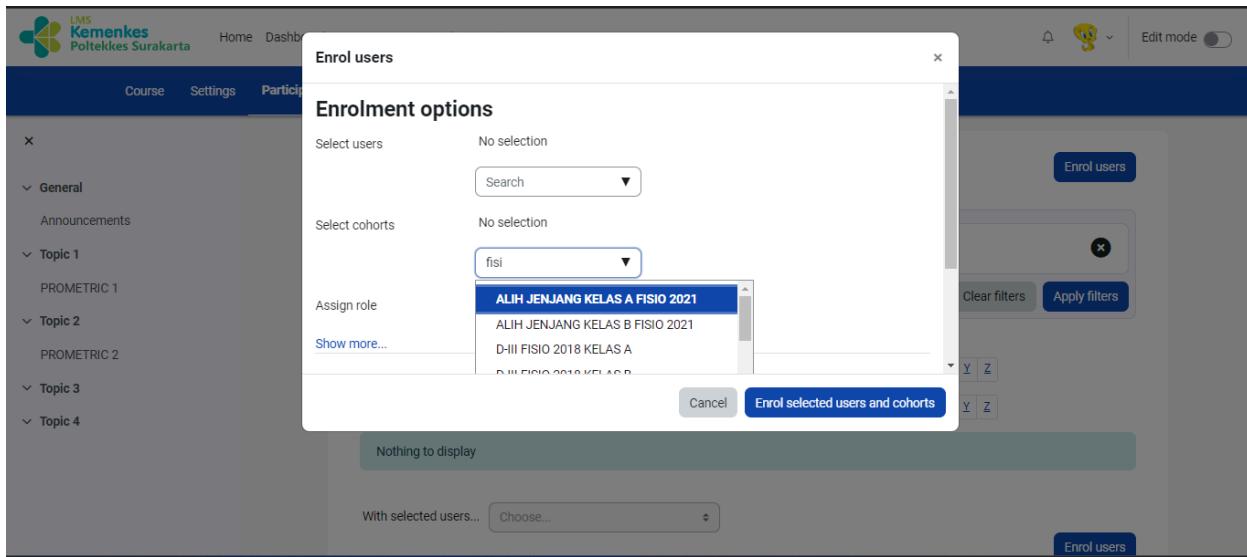
Current users

Potential users

Add

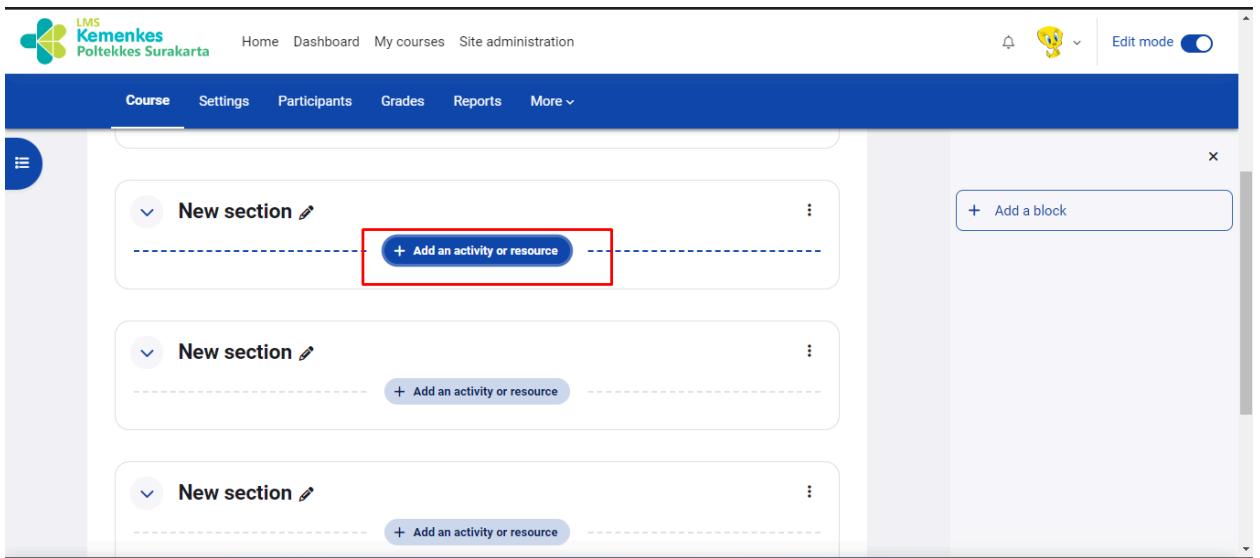
Search

- Lakukan pencarian mahasiswa yang akan ditambahkan pada cohort lalu klik add



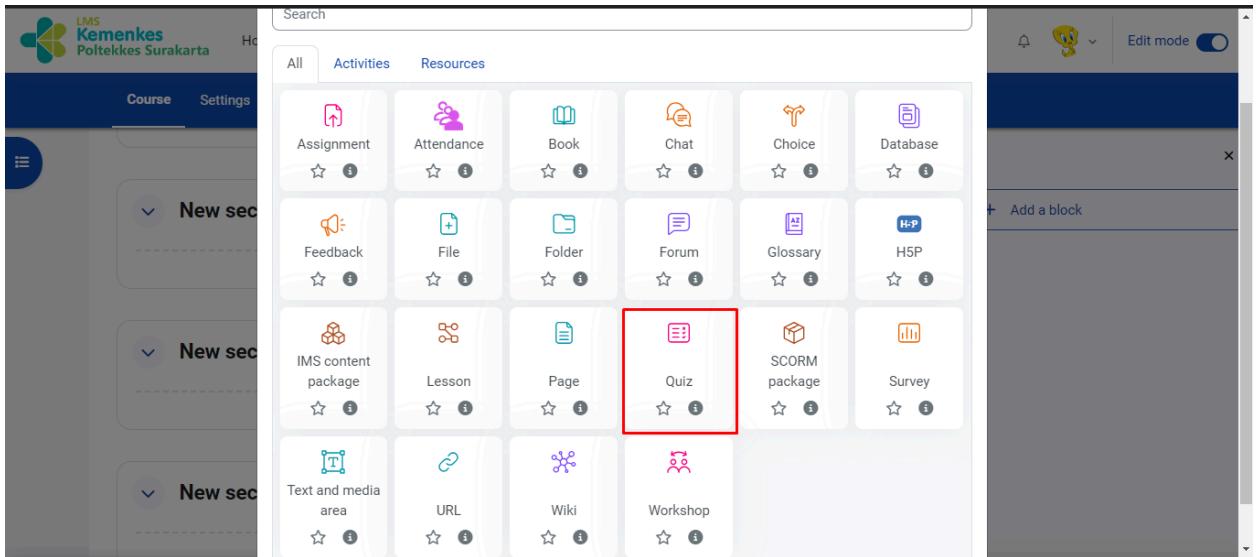
- Enrol cohort kedalam kelas melalui menu participant dengan cara mencari nama cohort lalu klik simpan

❖ Pembuatan Quiz



The screenshot shows the Moodle course editor interface. At the top, there's a navigation bar with links for Home, Dashboard, My courses, Site administration, and a user icon. To the right of the user icon is a bell icon, a profile picture, and a toggle switch for 'Edit mode'. Below the navigation is a blue header bar with tabs for Course, Settings, Participants, Grades, Reports, and More. The main area contains three sections, each labeled 'New section' with a pencil icon. In the first section, there's a red box around the 'Add an activity or resource' button, which is located at the bottom of a dashed-line box. To the right of the sections is a button labeled '+ Add a block'.

- Klik tombol add an activity or resource



The screenshot shows the Moodle activity/resource selection menu. At the top, there's a search bar and tabs for All, Activities, and Resources. Below the tabs is a grid of icons representing different activities and resources. The 'Quiz' icon, which is a pink square with a white question mark, is highlighted with a red box. Other icons include Assignment, Attendance, Book, Chat, Choice, Database, Feedback, File, Folder, Forum, Glossary, HSP, IMS content package, Lesson, Page, SCORM package, Survey, Text and media area, URL, Wiki, and Workshop.

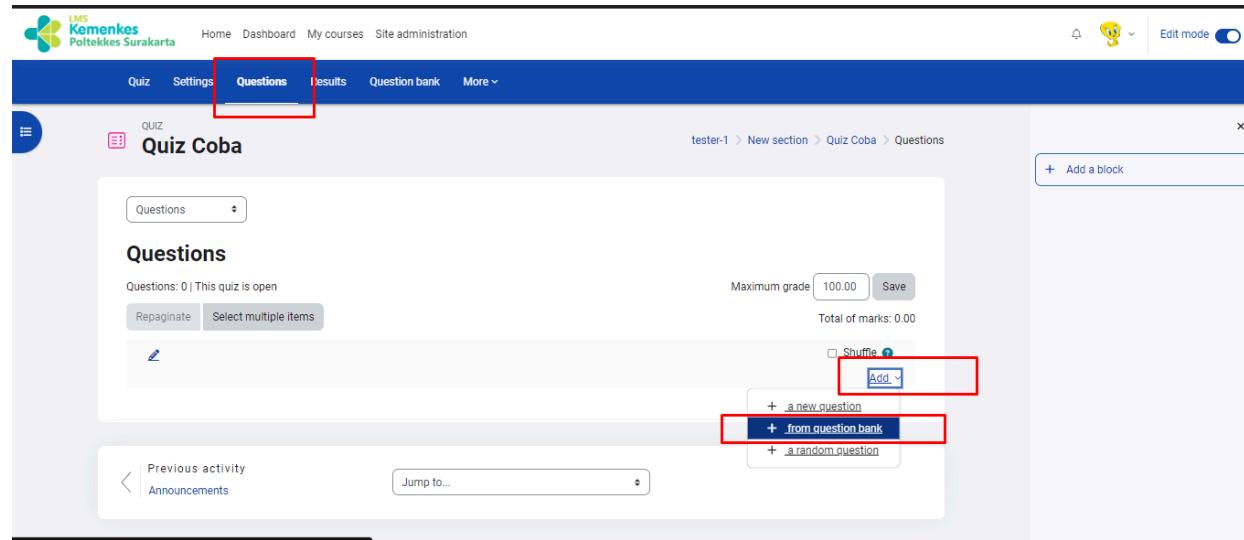
- Klik Tombol quiz

The screenshot shows the Moodle course settings page. At the top, there's a navigation bar with 'Home', 'Dashboard', 'My courses', and 'Site administration'. On the right, there are icons for notifications, user profile, and 'Edit mode'. Below the navigation, a blue header bar has tabs for 'Course', 'Settings', 'Participants', 'Grades', 'Reports', and 'More'. A sidebar on the left contains a 'Description' section with a rich text editor and a 'Timing' section with four configuration boxes: 'Open the quiz', 'Close the quiz', 'Time limit', and 'When time expires'. A 'Grade' section is partially visible below.

- Isikan field isian seperti berikut lalu klik simpan

The screenshot shows the Moodle Quiz bank settings page. At the top, there's a navigation bar with 'Home', 'Dashboard', 'My courses', and 'Site administration'. On the right, there are icons for notifications, user profile, and 'Edit mode'. Below the navigation, a blue header bar has tabs for 'Quiz', 'Settings', 'Questions', 'Results', 'Question bank', and 'More'. The 'Question bank' tab is highlighted with a red box. A sidebar on the left contains a 'QUIZ' section with 'Quiz Coba' and a 'File format' section with a 'Import' dropdown menu. A 'General' section and an 'Import questions from file' section are also visible.

- Klik Question bank lalu pilih import, lalu lakukan import quiz sesuai dengan template yang disediakan



The screenshot shows the Moodle Quiz editor interface. At the top, there's a navigation bar with links for Home, Dashboard, My courses, Site administration, and Edit mode (which is turned on). Below the navigation, a blue header bar has tabs for Quiz, Settings, Questions (which is highlighted with a red box), Results, Question bank, and More. The main content area is titled 'Quiz Coba'. It shows a 'Questions' section with a dropdown menu. On the right side, there are settings for Maximum grade (set to 100.00) and Save, and a note about Total of marks: 0.00. There's also a 'Shuffle' checkbox and an 'Add' button. Below the 'Add' button, there are three options: '+ a new question', '+ from question bank' (which is highlighted with a red box), and '+ a random question'. At the bottom left, there are links for Previous activity and Announcements, and a 'Jump to...' search bar.

- Klik question lalu klik add dan klik from question bank lalu pilih soal yang akan dimasukkan lalu klik simpan

❖ Download Hasil Quiz

The screenshot shows the Moodle Quiz Results page. At the top, there are tabs for Quiz, Settings, Questions, **Results**, Question bank, and More. The 'Results' tab is highlighted with a red box. Below the tabs, there are options for 'Show only attempts' and a checkbox for 'that have been regraded / are marked as needing regrading'. A 'Display options' section includes 'Page size' (set to 50), 'Marks for each question' (set to No), and a 'Show report' button. Below this, there are buttons for 'Regrade all' and 'Dry run a full regrade'. A note says 'Only one attempt per user allowed on this quiz.' The main area shows tables for First name and Last name, both with dropdown menus for sorting letters A-Z. A table of attempt details is shown, with a red box highlighting the 'Download table data as Microsoft Excel (.xlsx)' link and the 'Download' button next to it. The table columns include First name / Last name, Email address, Status, Started, Completed, Duration, and Grade/100.00.

- Pada bagian course klik menu result, lalu pilih download table data as pilih excel lalu klik download

❖ Copy Course

The screenshot shows the Moodle Manage course categories and courses page. At the top, there are tabs for Category, Settings, Upload courses, and More. The 'Category' tab is selected. Below the tabs, there is a search bar for 'Course categories and courses' and a 'Search courses' button. The main area is titled 'Manage course categories and courses' and contains a 'Course categories' section with a 'Create new category' button. It lists categories like Keperawatan, Akupunktur, Fisioterapi, Ortotik Prostetik, and Tester For Admin. To the right, there is a 'Tester For Admin' panel with a 'Create new course' button. It lists courses: tester-copy-copy, tester-copy, and Tester 1. The 'Tester 1' entry has a red box around its copy icon. The panel also includes a 'Move selected courses to...' dropdown and a 'Move' button.

- Pada bagian course klik icon copy

- Isikan kolom yang tersedia perlu diperhatikan pilih category course akan dicopy lalu klik copy and return atau copy and view untuk melihat progress copy

