

# Tutorial Sebagai Dosen

1. Buka Laman <http://elearning.uma.ac.id/>, Untuk **User, Password Log In** dan **Kode Kelas** (untuk mahasiswa Join ke Kelas) silahkan tanyakan kepada Staff IT Fakultas Hukum UMA

English (en) You are not logged in.

**E-LEARNING**  
UNIVERSITAS MEDAN AREA

Call Us: (061) 7360168, 7366878, 7364348 Fax : (061) 7368012  
HP :0821 6303 6908, 0812 644 9444 Email: univ\_medanarea@uma.ac.id

Home » Log in to the site

### Log in

Your session has timed out. Please log in again.

Username

Password

Remember username

[Forgotten your username or password?](#)

Cookies must be enabled in your browser

Some courses may allow guest access

2. Klik "My Course" untuk melihat Mata Kuliah.

### Course categories

▼ Collapse all

▼ TAHUN AJARAN 2018/2019

- ▶ FAKULTAS TEKNIK
- ▶ FAKULTAS PERTANIAN
- ▶ FAKULTAS EKONOMI
- ▶ FAKULTAS HUKUM
- ▶ FAKULTAS ISIPOL
- ▶ FAKULTAS PSIKOLOGI
- ▶ FAKULTAS SAINS & TEKNOLOGI
- ▶ PASCASARJANA

### Navigation

- Home
  - My home
  - Site pages
  - My profile
  - My courses**

### Administration

- My profile settings

### Calendar

March 2020

Mon	Tue	Wed	Thu	Fri	Sat	Sun
						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

### 3. Klik Mata Kuliah yang ingin di langungkan

The screenshot shows the E-Learning interface for Universitas Medan Area. At the top, there is a green header with 'English (en)' on the left and 'Erizal Eri' on the right. Below the header, the university logo and name 'E-LEARNING UNIVERSITAS MEDAN AREA' are on the left, and contact information 'Call Us: (061) 7360168, 7366878, 7364348 Fax: (061) 7368012' and 'HP :0821 6303 6908, 0812 644 9444 Email: univ\_medanarea@uma.ac.id' are on the right. A breadcrumb trail reads: 'Home > Courses > TAHUN AJARAN 2019/2020 > FAKULTAS HUKUM > HUKUM > SEMESTER 2 > HUKUM ADAT'. On the left, a 'Navigation' sidebar lists 'Home', 'My home', 'Site pages', 'My profile', 'My courses', and 'Courses' with sub-items for 'TAHUN AJARAN 2018/2019' and 'TAHUN AJARAN 2019/2020' (including 'FAKULTAS TEKNIK', 'FAKULTAS PERTANIAN', and 'FAKULTAS EKONOMI'). The main content area has a 'Course categories:' dropdown menu set to 'TAHUN AJARAN 2019/2020 / FAKULTAS HUKUM / HUKUM / SEMESTER 2 / HUKUM ADAT' and a 'Search courses:' input field. Below this, a course card for 'HUKUM ADAT A2' is displayed with the instructor 'Dosen: Erizal Eri'.

### 4. Klik "Turn Editing On" untuk menambah kegiatan/aktivitas

The screenshot shows the E-Learning interface for Universitas Medan Area, similar to the previous one. The breadcrumb trail is: 'Home > My courses > TAHUN AJARAN 2019/2020 > FAKULTAS HUKUM > HUKUM > SEMESTER 2 > HUKUM ADAT > HPA'. The 'Navigation' sidebar on the left is expanded to show 'HPA' with sub-items: 'Participants', 'Badges', 'General', '18 March - 24 March', '25 March - 31 March', '1 April - 7 April', and '8 April - 14 April'. The main content area features a 'News forum' section with a list of dates: '18 March - 24 March', '25 March - 31 March', '1 April - 7 April', '8 April - 14 April', '15 April - 21 April', '22 April - 28 April', and '29 April - 5 May'. On the right, there are three widgets: 'Search forums' with a search input and 'Go' button; 'Latest news' with 'Add a new topic...' and '(No news has been posted yet)'; and 'Upcoming events' with 'There are no upcoming events', 'Go to calendar...', and 'New event...'. At the bottom right, there is a 'Recent activity' widget. A red box highlights a 'Turn editing on' button in the top right corner of the page.

## 5. Pilih “Add an Activity and Resource”



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The screenshot shows the LMS interface for a course. On the left is a navigation menu with options like 'Home', 'My home', 'Site pages', 'My profile', and 'Current course'. The main content area displays a list of dates with a '+ Add an activity or resource' button next to each. The button for the date '18 March - 24 March' is highlighted with a red box. On the right, there are sections for 'Search forums', 'Latest news', 'Upcoming events', and 'Recent activity'. A 'Turn editing off' button is visible in the top right corner.

## 6. Pilih “Forum” untuk menambahkan tempat diskusi sekaligus cek kehadiran dan keaktifan mahasiswa. Kemudian Add.

This screenshot shows the 'Add an activity or resource' dialog box overlaid on the LMS interface. The 'Forum' option is selected and highlighted with a red box. The dialog box contains a list of activity types (Chat, Choice, Database, External tool, Forum, Glossary, Lesson, Quiz, SCORM package, Survey, Wiki, Workshop) and a 'RESOURCES' section (Book, File, Folder, IMS content package, Label). The 'Forum' option is described as follows: 'The forum activity module enables participants to have asynchronous discussions i.e. discussions that take place over an extended period of time. There are several forum types to choose from, such as a standard forum where anyone can start a new discussion at any time; a forum where each student can post exactly one discussion; or a question and answer forum where students must first post before being able to view other students' posts. A teacher can allow files to be attached to forum posts. Attached images are displayed in the forum post. Participants can subscribe to a forum to receive notifications of new forum posts. A teacher can set the subscription mode to optional, forced or auto, or prevent subscription completely. If required, students can be blocked from posting more than a given number of posts in a given time period; this can prevent individuals from dominating discussions. Forum posts can be rated by teachers or students (peer evaluation). Ratings can be aggregated to form a final grade which is recorded in the gradebook.' The 'Add' button at the bottom of the dialog box is also highlighted with a red box. A red number '1' is written next to the 'Forum' option, and a red number '2' is written next to the 'Add' button. The background shows the same LMS interface as in the previous screenshot.

## 7. Isi Nama Pertemuan, Deskripsi, dan Simpan

1

2

Display description on course page

Forum type

▶ Attachments and word count

▶ Subscription and tracking

▶ Post threshold for blocking

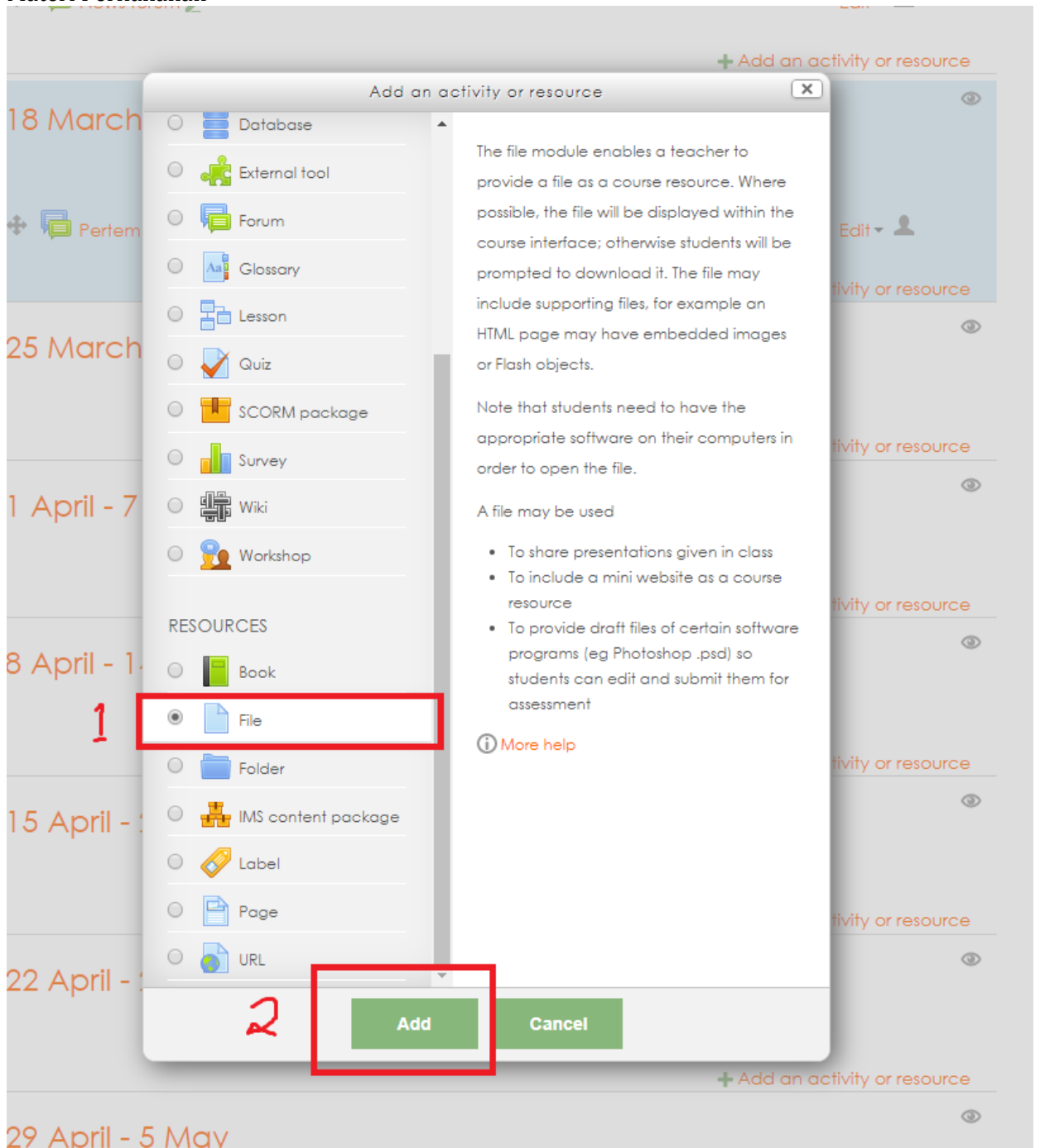
▶ Grade

▶ Ratings

▶ Common module settings

3

8. Kemudian Klik “Add an Activity and Resource” kembali dan Pilih “File” untuk Upload Materi Perkuliahan



9. Isi Judul Materi, Deskripsi, dan Pilih File yang ingin di Upload pada Poin No.3

1

Name\* Materi Hukum Adat

2

Description\*

Display description on course page

Content

3

Select files

Maximum size for new files: 2MB

You can drag and drop files here to add them.

File picker

Pilih File

Attachment  No files chosen

Save as

Author Erizal Eri

Choose license All rights reserved

You can drag and drop files here to add them.

## 10. Kemudian akan Tampil Seperti Gambar Berikut

ses ▶ TAHUN AJARAN 2019/2020 ▶ FAKULTAS HUKUM ▶ HUKUM ▶ SEMESTER 2 ▶ HUKUM ADAT ▶ HukAdat

News forum

18 March - 24 March

Perlemuan Ke 4

Materi Hukum Adat

25 March - 31 March

1 April - 7 April

8 April - 14 April

15 April - 21 April

22 April - 28 April

29 April - 30 April

Turn editing on

Search forums

Go

Advanced search ?

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 Wednesday, 18 March 2020, 11:26 AM