

PANDUAN UNGGAH FILE PADA HALAMAN FRONTPAGE SITUS E-LEARNING (UNTUK ADMIN)

1. Buka situs e-learning

The screenshot shows the main dashboard of the E-SMANSA e-Learning system. At the top, there's a banner for 'Johnan School Shizuoka'. Below it, a message box says 'Informasi Pengisian KRS-Guru dan Biodata Online semester 1 tahun 2014/2015 mulai Tanggal 15 sampai 20 September 2014.' Another message box at the bottom left says 'Tugas 17 Sept 2014' with a note about checking assignments for XII-IPA1 and XII-IPAB students. On the right, there are three main menu items: 'KRS-ONLINE' (with a purple icon), 'Biodata Online' (with a blue icon), and 'Cek Nilai Online' (with a green icon). At the bottom, there are links for 'MAIN MENU' and 'KHS-Online'.

2. Login

This section compares the login process on the E-SMANSA e-Learning platform. On the left, a screenshot of the main site shows the 'Log in' button highlighted with a red arrow. On the right, a separate 'Log in' window is shown with fields for 'Username' and 'Password', a 'Remember username' checkbox, and a 'Log in' button. Below these, links for 'Forgotten your username or password?' and 'Cookies must be enabled in your browser' are visible. A note at the bottom says 'Some courses may allow guest access' with a 'Log in as a guest' button.

The screenshot shows the main page after logging in. The top navigation bar includes 'E-SMANSA', 'My courses' (highlighted with a red box), and social media links. A message box at the top right says 'Informasi Pengisian KRS-Guru dan Biodata Online semester 1 tahun 2014/2015 mulai Tanggal 15 sampai 20 September 2014.' Another message box below it says 'Tugas 17 Sept 2014' with a note about checking assignments for XII-IPA1 and XII-IPAB students. On the left, there are 'MAIN MENU' and 'COMMENTS' sections. The main content area is titled 'Available courses' and lists two courses: 'PKU (Rekayasa)' and 'TIK(XII)'. Both courses have a small circular icon with a person and a gear, and arrows pointing to them from the right side of the page.

3. Scroll down kebawah untuk melihat menu administrasi

The screenshot shows a Moodle course page titled "PKU (Rekayasa) TIK(XII)". On the left, there is a "COMMENTS" block with two recent posts from "see sam". Below it is the "ADMINISTRATION" block, which is highlighted with a red border. This block contains a sidebar with the following items:

- Front page settings
 - Turn editing on
 - Edit settings
- Users
- Filters
- Reports
- Backup
- Restore
- Question bank

Below the sidebar, there are links for "My profile settings" and "Site administration". A red arrow points from the text in step 3 to the "Turn editing on" link in the sidebar.

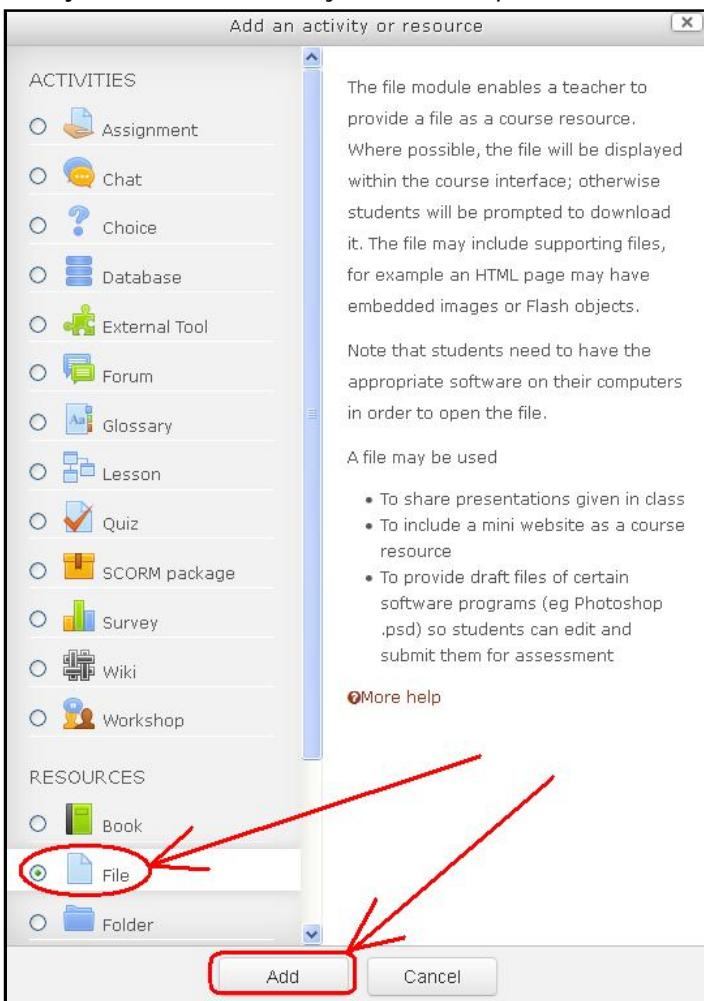
4. Klik "Turn editing on" untuk mengaktifkan menu ubah.

The image consists of two side-by-side screenshots of the "ADMINISTRATION" block. In the first screenshot, the "Turn editing on" link is highlighted with a red box. In the second screenshot, the "Turn editing off" link is highlighted with a red box. Red arrows point from the text in step 4 to the respective "Turn editing on" and "Turn editing off" links.

5. Pada blok "MAIN MENU" pilih +Add an activity or resource

The screenshot shows the "MAIN MENU" block. It lists two items: "Daftar Siswa Tapel 1415 Sem1" and "Panduan unggah tugas". Below these items is a red button labeled "+ Add an activity or resource". Above the list, there are four small icons: a plus sign, a gear, an eye, and a lock.

6. Pada jendela Add an activity or resource, pilihlah File lalu klik Add.



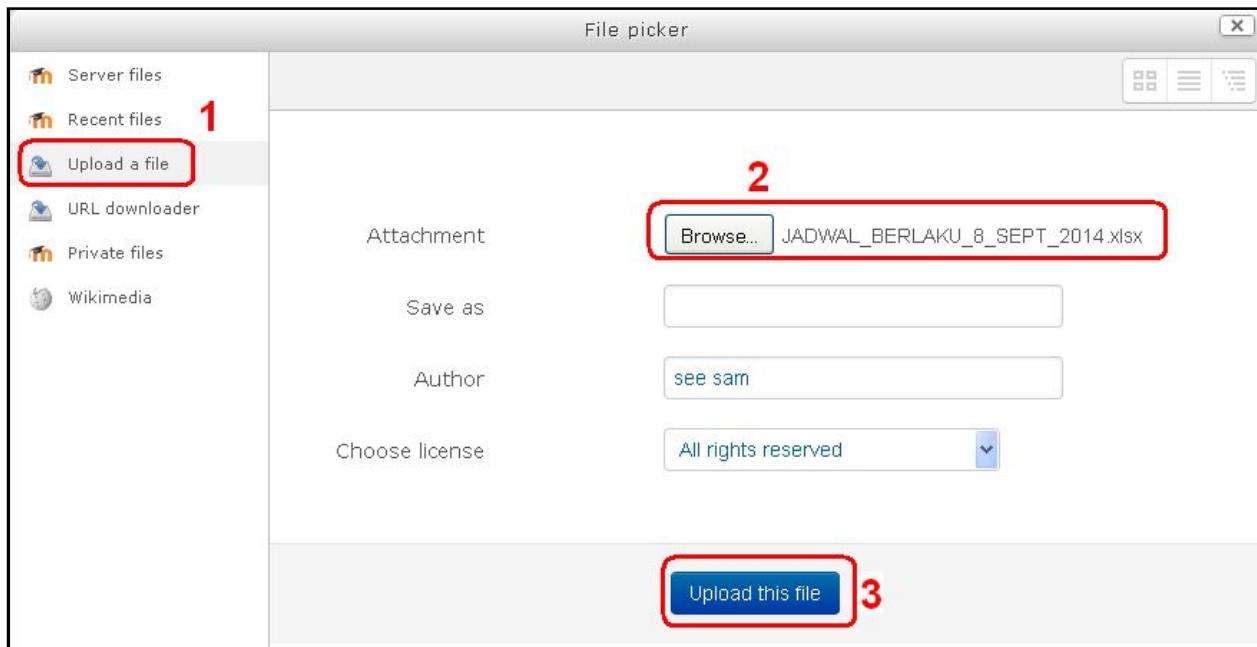
7. Isilah form yang diminta

The screenshot shows the 'Adding a new File' form. It has a 'General' section with 'Name*' and 'Description*' fields. The 'Name*' field contains the text 'Jadwal Pelajaran Berlaku 8 September 2014' and is highlighted with a red box. The 'Description*' field contains the text 'jadwal' and is also highlighted with a red box. Red numbers 1 and 2 point to the 'Name*' and 'Description*' fields respectively.

8. Pada bagian content klik Add...

The screenshot shows the 'Content' section. It has a 'Select files' button and a dashed area for dragging and dropping files. Text at the bottom says 'You can drag and drop files here to add them.' A red arrow points to the 'Select files' button, and a blue arrow points to the dashed area.

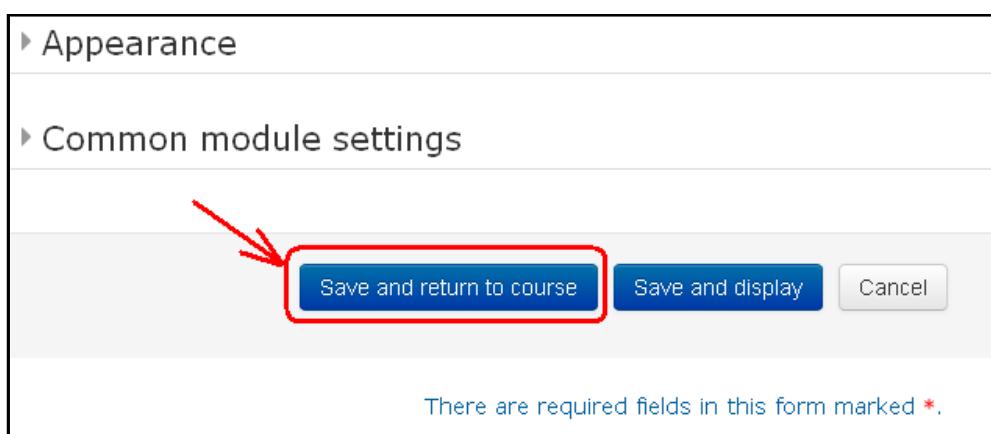
9. Akan muncul jendela File picker, lalu pilih upload file > browse file yang akan diunggah > Upload this file....



10. File sudah terunggah.



11. Klik save.



12. File sudah terunggah pada blok MAIN MENU dan dapat diunduh oleh siapapun.



13. Untuk memindahkan ke atas klik icon move.



14. Selesai....

15. Logout.

