

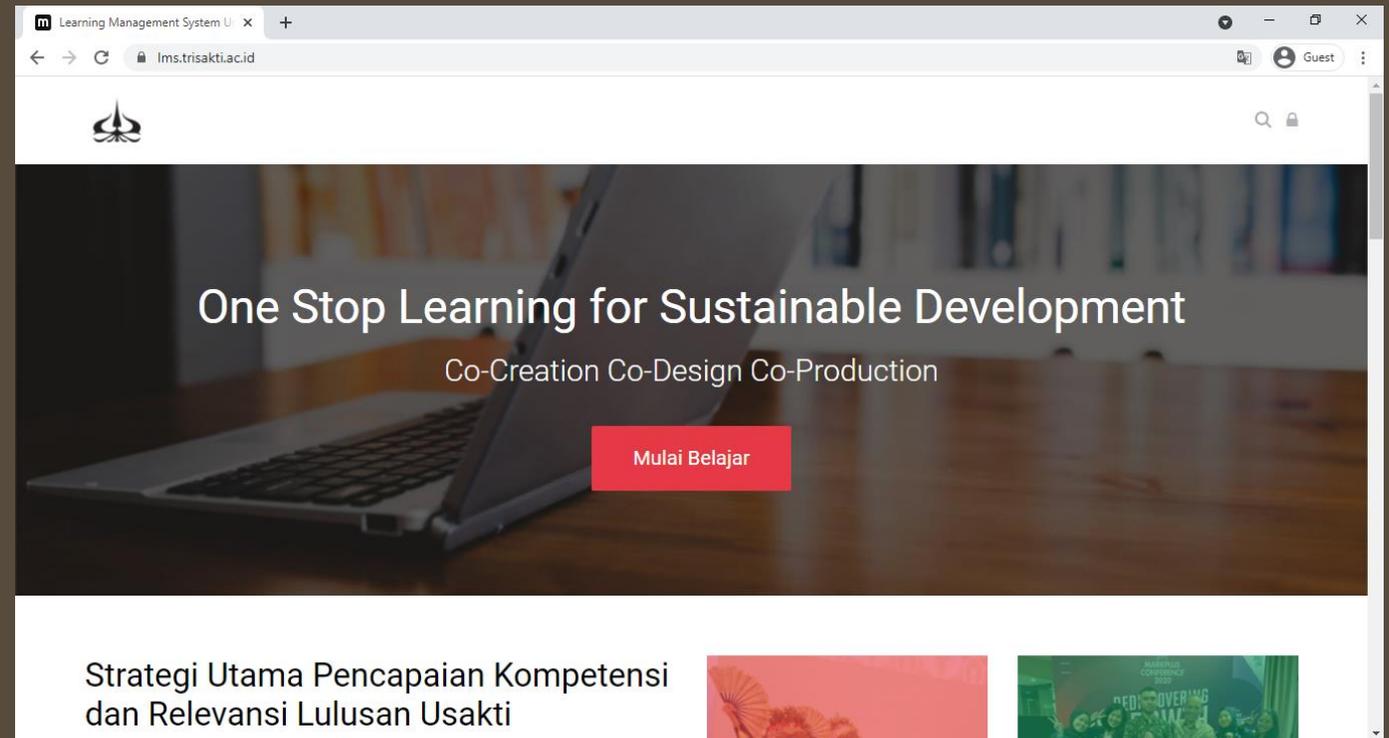


# CARA MEMBUAT ZOOM MEET PADA LMS UNIVERSITAS TRISAKTI

# BUKA WEBSITE LMS UNIVERSITAS TRISAKTI

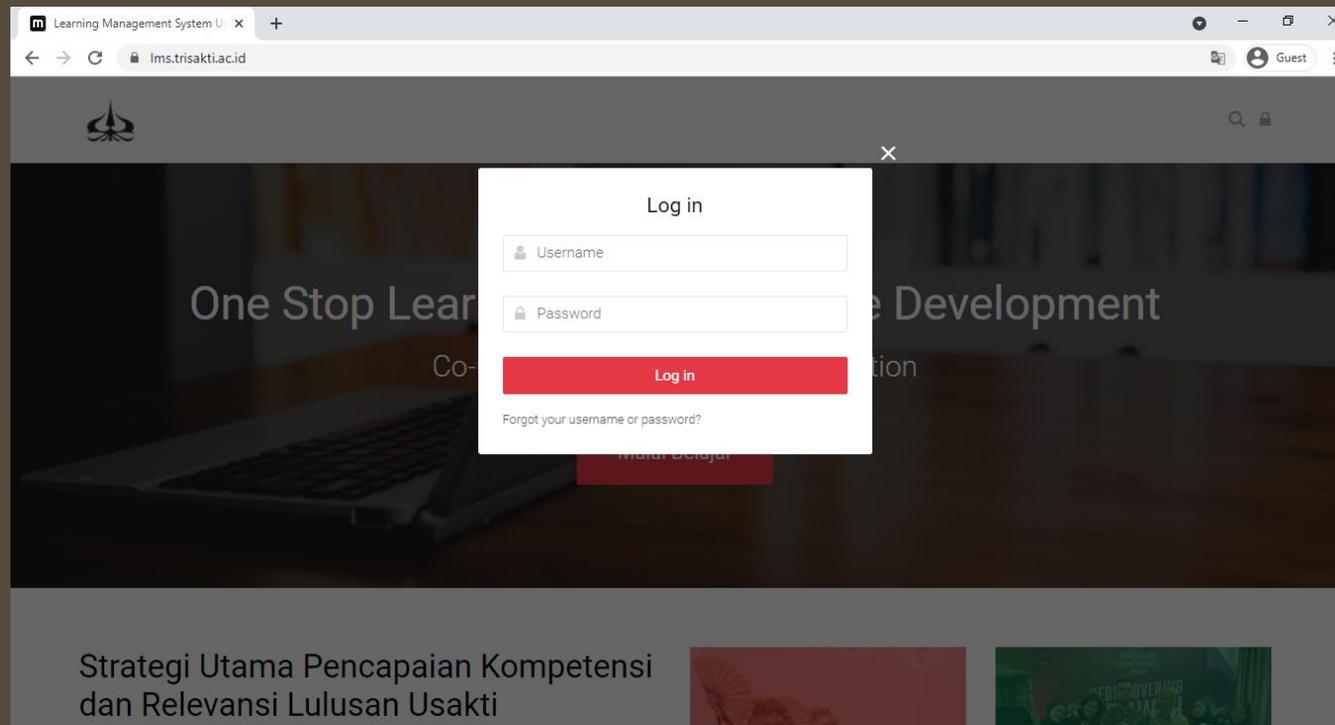
Buka website LMS  
Universitas Trisakti dengan  
link berikut:

<https://lms.trisakti.ac.id/>



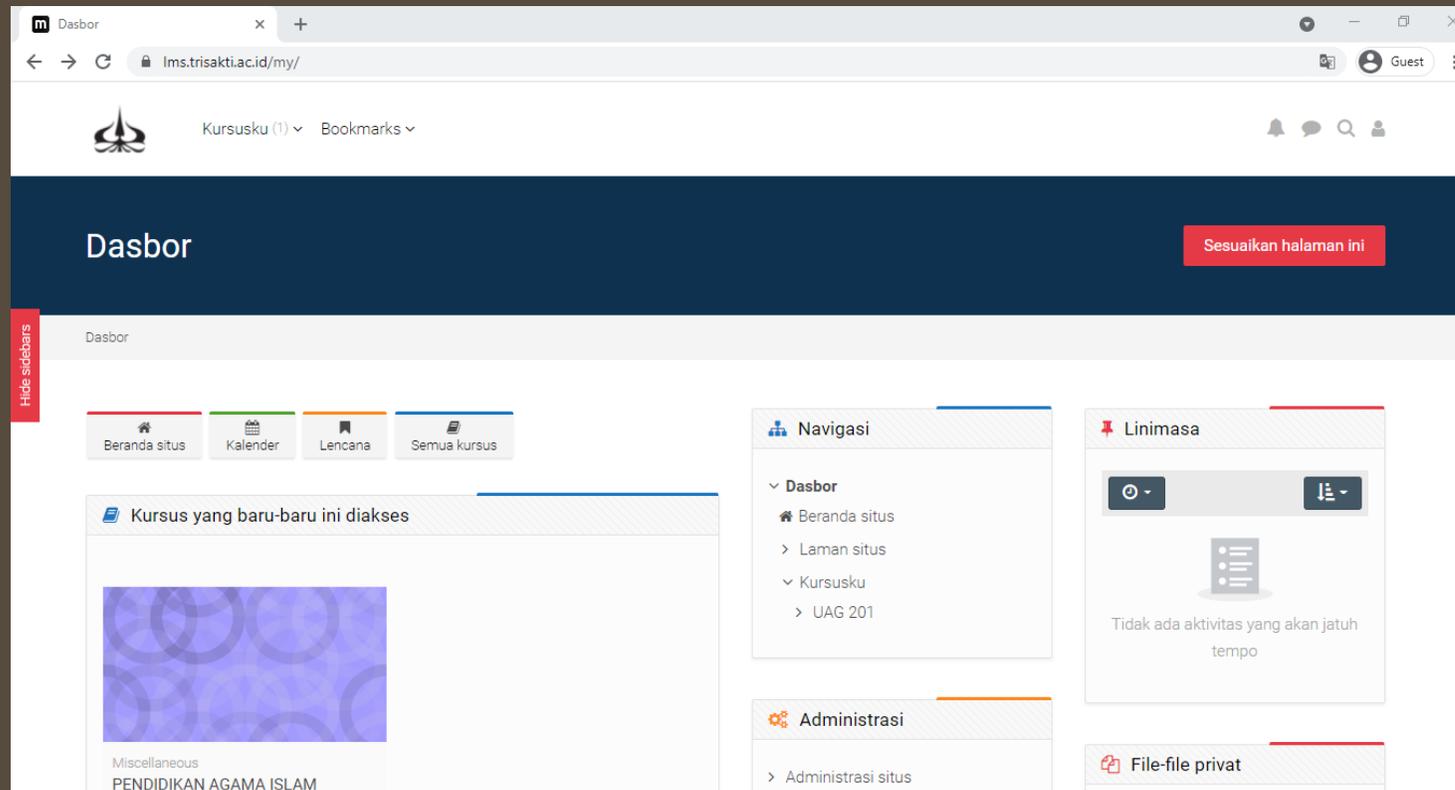
# LOGIN KE WEBSITE

Setelah klik tombol lambang gembok, akan muncul pop up dengan tampilan seperti berikut. Isilah dengan **Username** dan **Password** dari akun anda masing-masing.



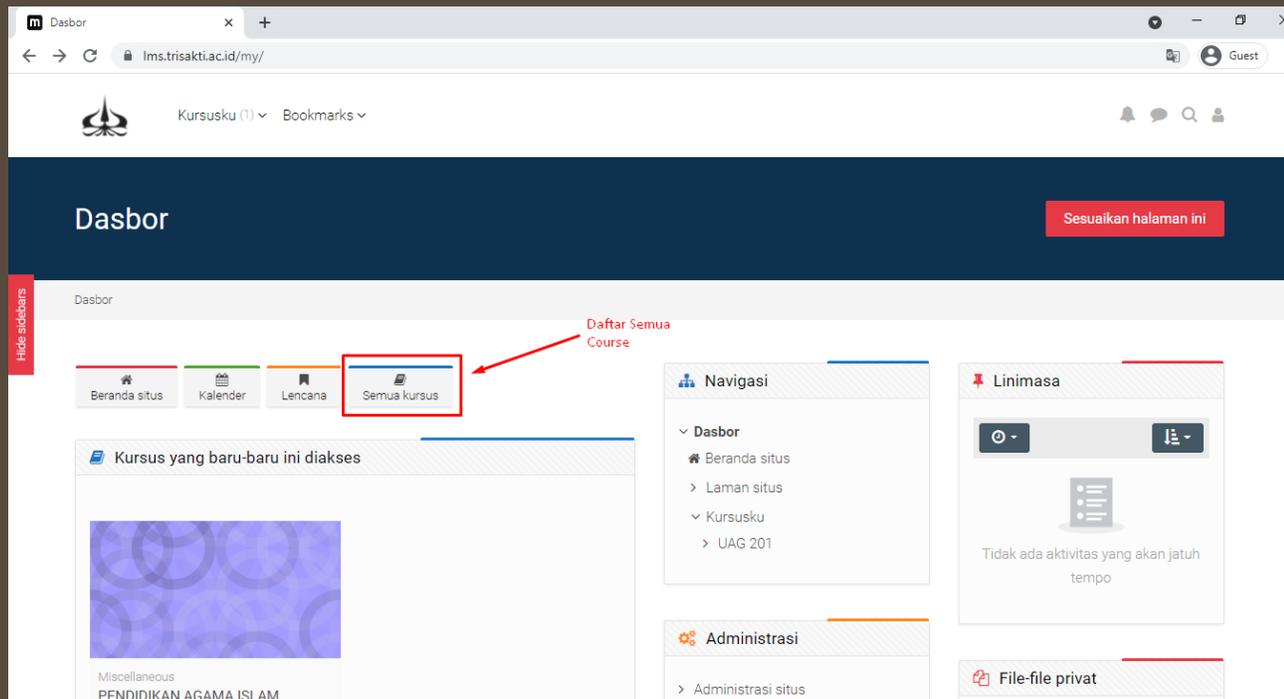
# BERHASIL LOGIN

Jika sudah berhasil login, maka akan muncul tampilan depan seperti berikut.



# MELIHAT DAFTAR SEMUA COURSE

Klik Tombol **Semua Kursus** seperti pada gambar dibawah ini untuk menampilkan daftar dari semua course



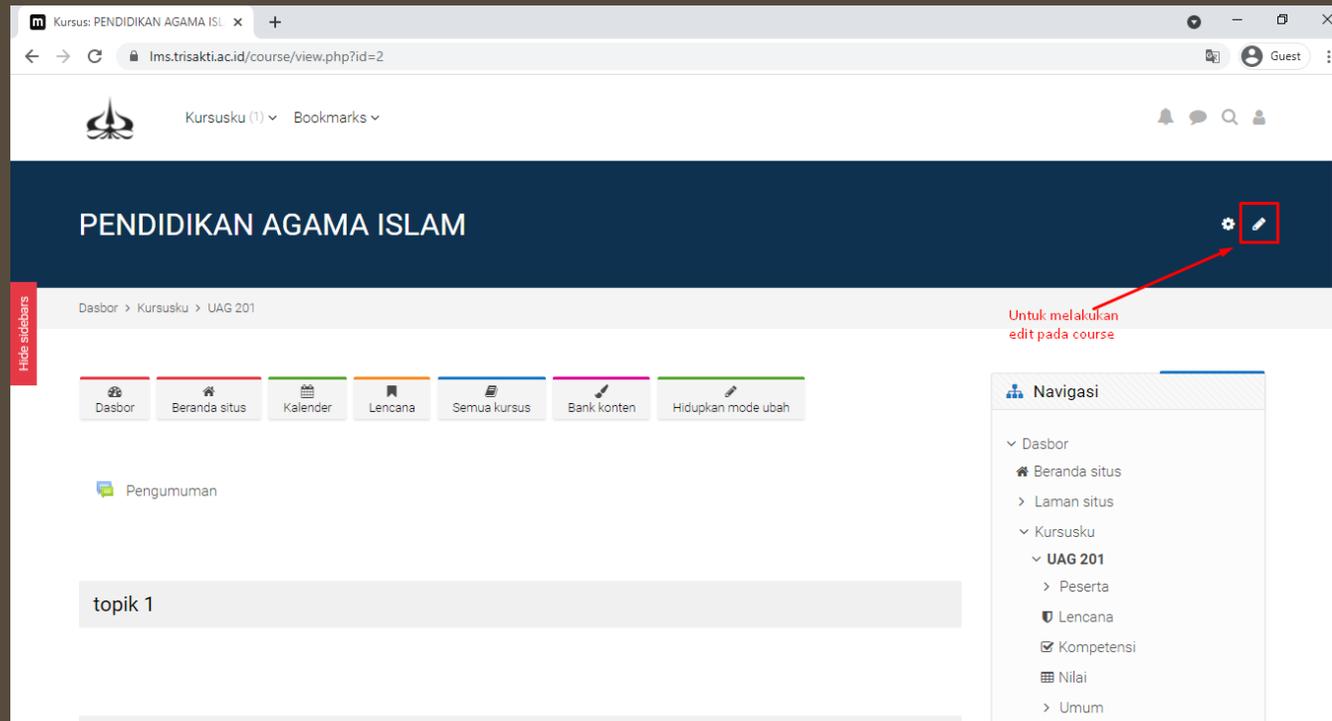
# TAMPILAN DAFTAR COURSE

Berikut adalah tampilan dari daftar semua course, kemudian pilih course yang ingin dimodifikasi isinya.

The screenshot shows the LMS USAKTI interface for viewing all courses. The main heading is "Semua kursus" with a "Mengelola kursus" button. Below the heading is a breadcrumb "Dasbor > Kursus" and a navigation menu with options: "Dasbor", "Beranda situs", "Kalender", "Lencana", and "Semua kursus". A search bar labeled "Cari kursus" is present. A red box highlights a course card for "PENDIDIKAN AGAMA ISLAM", which is an "Admin Course" starting in "Agu 2021". A red arrow points to the course icon with the text "Klik Course yang dikehendaki". On the right side, there are sections for "Kategori kursus" (Miscellaneous (1)) and "Instructors" (Admin Course (1)), along with a "Filter" button. A "Navigasi" sidebar is visible at the bottom right, showing "Dasbor", "Beranda situs", and "Laman situs".

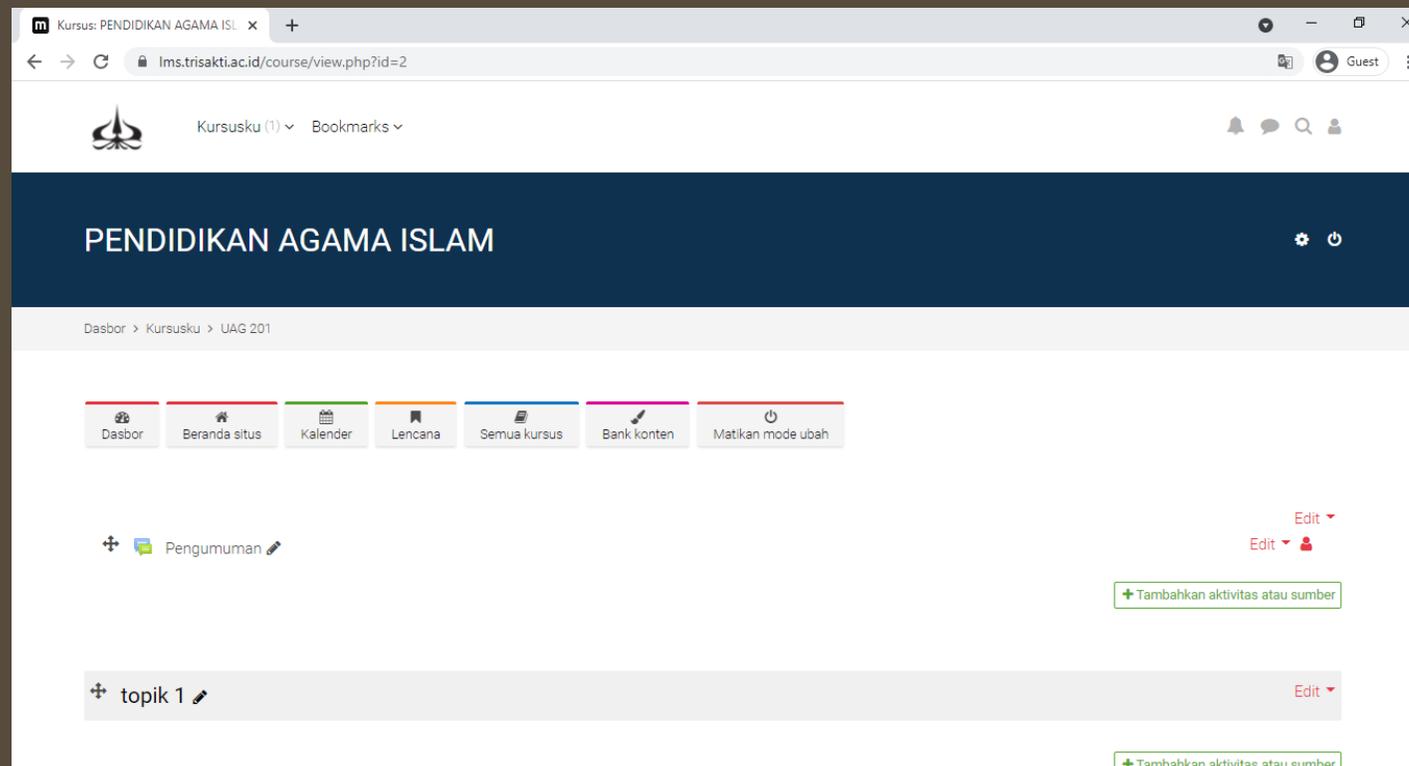
# MEMODIFIKASI ISI COURSE

Setelah klik course yang dikehendaki, berikut adalah tampilannya. Untuk memodifikasi (edit) course dapat dilakukan dengan klik tombol yang ditandai



# TAMPILAN SAAT MODE MODIFIKASI AKTIF

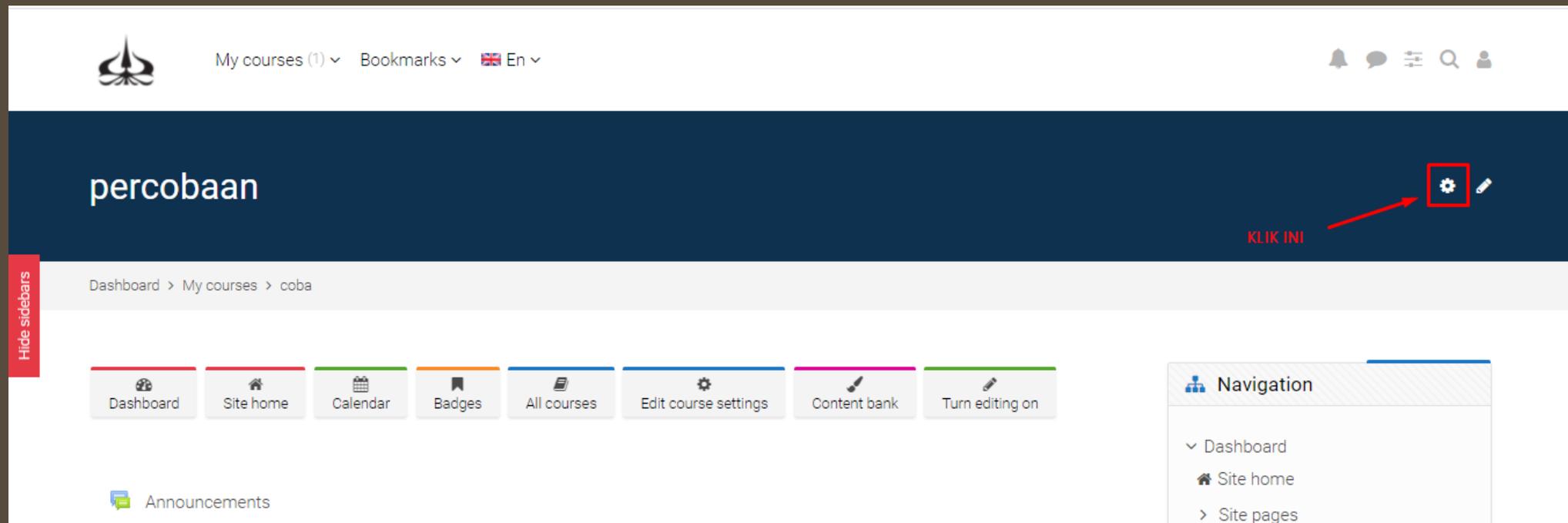
Jika sudah menekan tombol modifikasi (edit) course. Maka tampilan yang akan muncul seperti berikut.





# HAL YANG PERLU DIPERHATIKAN SEBELUM MEMBUAT ZOOM

# PASTIKAN AKUN ANDA SUDAH TERDAFTAR DALAM GROUPING DI COURSE YANG BERSANGKUTAN



The screenshot shows the Moodle interface for a course named 'percobaan'. At the top, there is a navigation bar with the Moodle logo, 'My courses (1)', 'Bookmarks', and 'En'. On the right, there are icons for notifications, messages, search, and user profile. Below the course name, there is a breadcrumb trail: 'Dashboard > My courses > coba'. A row of course management buttons is visible: 'Dashboard', 'Site home', 'Calendar', 'Badges', 'All courses', 'Edit course settings', 'Content bank', and 'Turn editing on'. The 'Edit course settings' button, which contains a gear icon, is highlighted with a red box. A red arrow points from the text 'KLIK INI' to this gear icon. On the left side, there is a vertical red button labeled 'Hide sidebars'. At the bottom left, there is an 'Announcements' section. On the right side, there is a 'Navigation' menu with options: 'Dashboard', 'Site home', and 'Site pages'.

# PASTIKAN AKUN ANDA SUDAH TERDAFTAR DALAM GROUPING DI COURSE YANG BERSANGKUTAN

The screenshot displays a course management interface titled "Course management: percobaan". The interface is organized into several columns of options:

- Activities:** Forums, Resources, Zoom Meetings
- Question bank:** Question bank, Question category, Import, Export
- Badges:** Manage badges, Add a new badge
- Course:** Turn editing on, Edit course settings, Course completion, Competencies, Course administration, Reset, Backup, Restore, Import, Recycle bin, Filters, Event monitoring, More...
- Students:** Grades, Participants (4), **Groups** (highlighted), Enrolment methods
- Reports:** Activity completion, Course completion, Logs, Live logs, Course participation, Activities

A red box highlights the "Groups" option in the Students section. A vertical button on the left side of the interface is labeled "Hide sidebars".

<https://lms.trisakti.ac.id/group/index.php?id=39>

# PASTIKAN AKUN ANDA SUDAH TERDAFTAR DALAM GROUPING DI COURSE YANG BERSANGKUTAN

Groupings

Dashboard > My courses > coba > Users > Groups > Groupings

Dashboard Site home Calendar Badges All courses Edit course settings Content bank Turn editing on

Groups Groupings Overview

## Groupings

Grouping	Groups	Activities	Edit
Kelas1	All, Kelompok 1	0	  
Kelas2	Kelompok 1	0	  

Create grouping

Navigation

- Dashboard
- Site home
- Site pages
- My courses
  - coba**
    - Participants
    - Badges
    - Competencies
    - Grades
    - General
    - Topic 1
    - Topic 2

# PASTIKAN AKUN ANDA SUDAH TERDAFTAR DALAM GROUPING DI COURSE YANG BERSANGKUTAN

The screenshot displays the Moodle course interface for a course named "coba". The main content area is titled "coba Groups" and is divided into two sections: "Groups" and "Members of: Kelompok 1 (0)".

In the "Groups" section, there are two group entries: "All (2)" and "Kelompok 1 (0)". A blue box highlights the "Kelompok 1 (0)" entry, with a blue arrow pointing to it from a text box that reads: "PASTIKAN NAMA ANDA TERCANTUM DI SALAH SATU GRUP".

In the "Members of: Kelompok 1 (0)" section, there is a blue box with the text: "SAAT ANDA KLIK SALAH SATU GROUP LIST NAMA AKAN MUNCUL DI KOTAK INI".

Below the "Groups" section, there are two red buttons: "Edit group settings" and "Delete selected group". Below the "Members of: Kelompok 1 (0)" section, there is a red button: "Add/remove users".

The right sidebar contains a "Navigation" menu with the following items: "Site home", "Site pages", "My courses", "coba", "Participants", "Badges", "Competencies", "Grades", "General", "Topic 1", "Topic 2", "Topic 3", and "Topic 4".

At the bottom right, there is an "Administration" section with a sub-menu for "Course administration".

# PASTIKAN AKUN ANDA SUDAH TERDAFTAR DALAM GROUPING DI COURSE YANG BERSANGKUTAN

The screenshot shows the Moodle Groupings page. At the top, there's a dark blue header with the title 'Groupings' and settings icons. Below it is a breadcrumb trail: 'Dashboard > My courses > coba > Users > Groups > Groupings'. A toolbar contains various course management icons like 'Dashboard', 'Site home', 'Calendar', 'Badges', 'All courses', 'Edit course settings', 'Content bank', and 'Turn editing on'. Below the toolbar are tabs for 'Groups', 'Groupings', and 'Overview'. The main content area is titled 'Groupings' and contains a table with two columns: 'Grouping' and 'Groups'. The 'Grouping' column lists 'Kelas1' and 'Kelas2'. The 'Groups' column lists 'All, Kelompok 1' and 'Kelompok 1'. The 'Activities' column shows '0' for both. The 'Edit' column contains icons for settings, delete, and add. A red 'Create grouping' button is located below the table. Annotations include a blue arrow pointing to 'Kelas1' with the text 'PASTIKAN SUDAH TERDAPAT GROUPING' and another blue arrow pointing to 'Kelompok 1' with the text 'PASTIKAN JUGA GROUP ANDA SUDAH MASUK KE DALAM SALAH SATU GROUPING'. A right-hand navigation sidebar is also visible.

Grouping	Groups	Activities	Edit
Kelas1	All, Kelompok 1	0	⚙️ 🗑️ 👤
Kelas2	Kelompok 1	0	⚙️ 🗑️ 👤

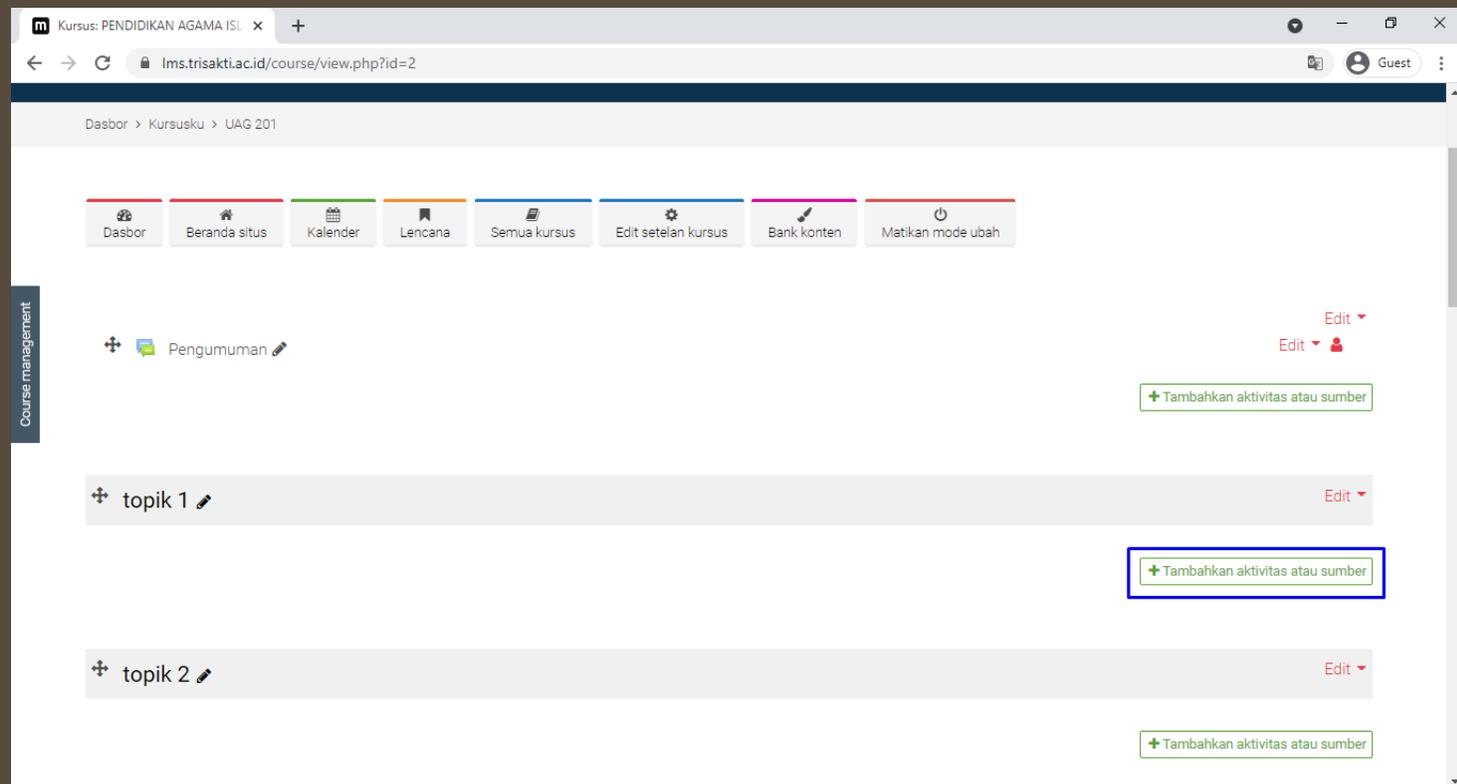
[Create grouping](#)



# CARA MENAMBAHKAN ZOOM PADA SECTION (PERTERMUAN)

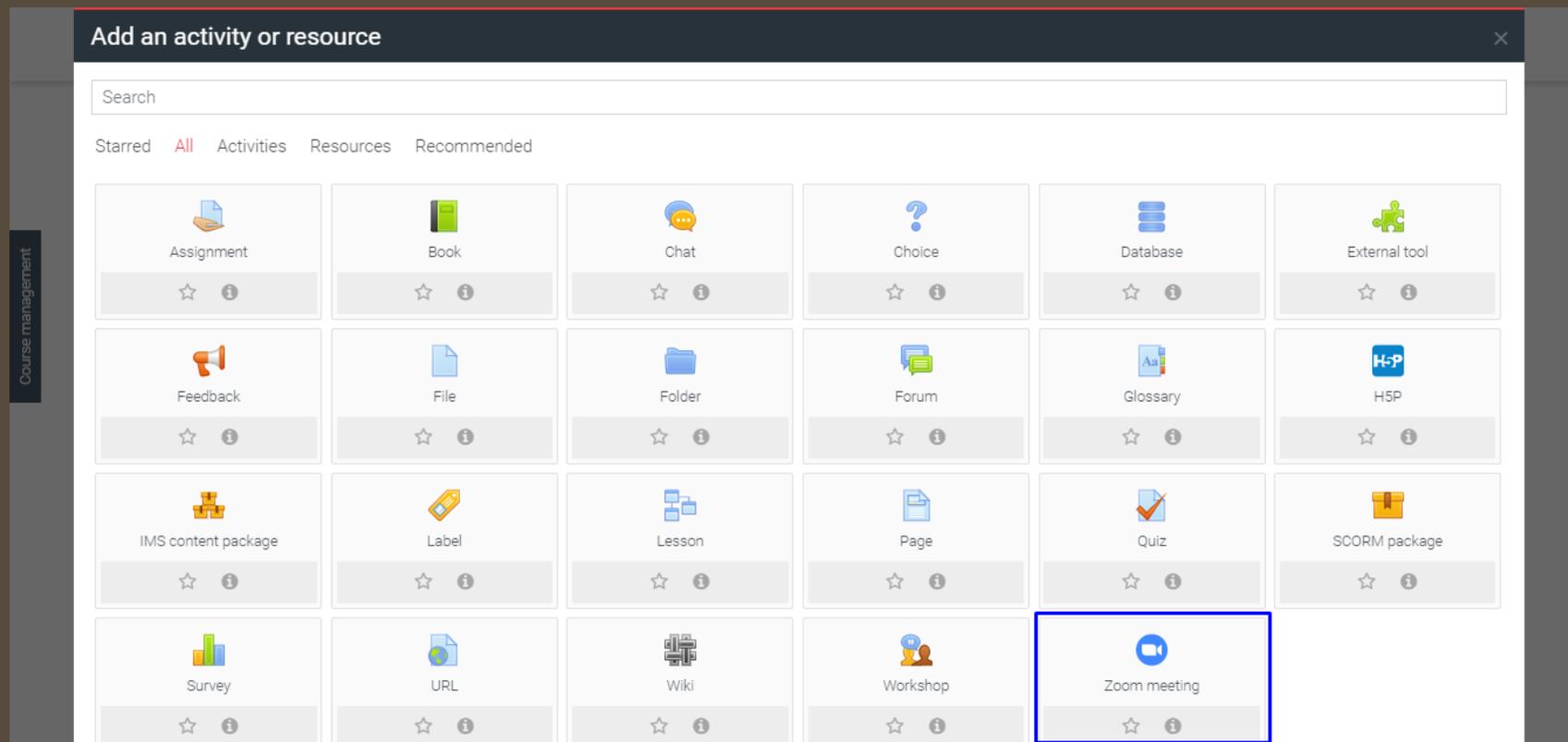
# MEMASUKKAN ZOOM (1)

Pada halaman course yang sudah diaktifkan mode modifikasi (edit) course. Pilih section yang ingin dimasukkan meeting. Lalu klik tombol seperti yang ditandai pada gambar berikut.



# MEMASUKKAN ZOOM (2)

Memilih tombol **Zoom**, seperti pada gambar berikut.



# PENGATURAN KONFIGURASI ZOOM (1)

The screenshot shows a course management interface with the following elements:

- Header:** Includes a logo, navigation links for "My courses (1)", "Bookmarks", and "En", and utility icons for notifications, chat, and search.
- Section Title:** "Adding a new Zoom meeting to Topic 2" with an "Expand all" link.
- Form Fields:**
  - Topic:** A text input field with a red warning icon and a blue callout box containing the text "Topik untuk pertemuan zoom".
  - Description:** A rich text editor with a toolbar (bold, italic, list, link, etc.) and a large text area containing the placeholder text "Deskripsi mengenai pertemuan (optional)".
- Checkboxes:** A checkbox labeled "Display description on course page" with a blue callout box containing the text "Centang ini jika ingin menampilkan deskripsi".
- Side Panel:** A vertical "Course management" sidebar on the left.

# PENGATURAN KONFIGURASI ZOOM (3)

Course management

The screenshot shows the Zoom configuration interface for a course. It is divided into two main sections: 'Schedule' and 'Security'. The 'Schedule' section includes fields for 'When' (date and time), 'Duration (minutes)', and 'Recurring meeting'. The 'Security' section includes options for 'Passcode', 'Waiting room', 'Join before host', and 'Authentication'. Blue arrows point from text boxes to specific configuration options.

My courses (1) ▾ Bookmarks ▾ En ▾ [Description on course page](#)

**Schedule**

When: 5 ▾ September ▾ 2021 ▾ 21 ▾ 27 ▾ → Waktu mulai pertemuan

Duration (minutes): 1 hours ▾ → Durasi Pertemuan

Recurring meeting:  This is a recurring meeting

**Security**

Passcode :  Require meeting passcode

Waiting room:  Enable waiting room → Apakah menggunakan waiting room?

Join before host:  Allow participants to join anytime → Apakah mahasiswa boleh masuk ruang pertemuan sebelum dosen?

Authentication:  Require authentication to join → bagian ini di centang

<https://lms.trisakti.ac.id/course/modedit.php?add=zoom&type=&course=39&sec...>

# PENGATURAN KONFIGURASI ZOOM (4)

Course management

Authentication  Require authentication to join

My courses (1) Bookmarks En

Media

Host video  On  Off

Participants video  On  Off

Audio options  Telephone only  Computer audio only  Computer audio and Telephone

Audio default  Mute participants upon entry

Centang bagian ini, agar mahasiswa yang masuk ruang pertemuan langsung mute

Grade +

Common module settings +

Restrict access +

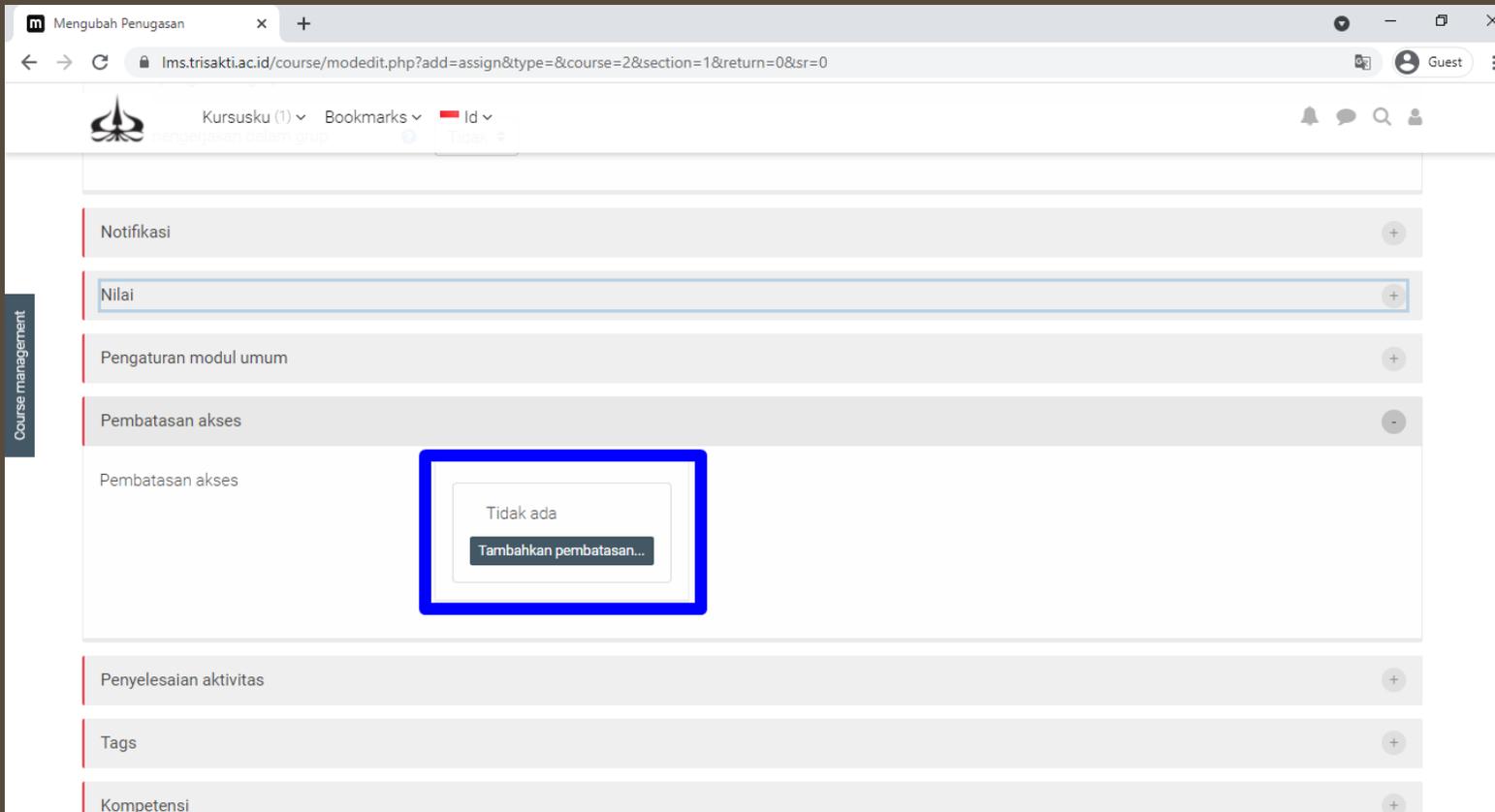
Activity completion +

Tags +

# PENGATURAN RESTRICTION ASSIGNMENT (LANJUTAN)

Hal ini dilakukan jika ZOOM hanya tujukan khusus kepada grup kelas tertentu. Hal ini **TIDAK PERLU DILAKUKAN JIKA MEET DIBERIKAN KEPADA SELURUH MAHASISWA.**

# PENGATURAN RESTRICTION ASSIGNMENT (LANJUTAN)



The screenshot shows a web browser window with the URL `lms.trisakti.ac.id/course/modedit.php?add=assign&type=&course=2&section=1&return=0&sr=0`. The page title is "Mengubah Penugasan". The browser's address bar shows the URL and the user is logged in as "Guest".

The page content is organized into a sidebar on the left labeled "Course management" and a main content area. The sidebar includes a logo and the text "Kursusku (1) | Bookmarks | Id". The main content area displays a list of course management options, each with a plus or minus icon:

- Notifikasi (+)
- Nilai (+)
- Pengaturan modul umum (+)
- Pembatasan akses (-)
- Pembatasan akses (empty area with a "Tidak ada" message and a "Tambahkan pembatasan..." button)
- Penyelesaian aktivitas (+)
- Tags (+)
- Kompetensi (+)

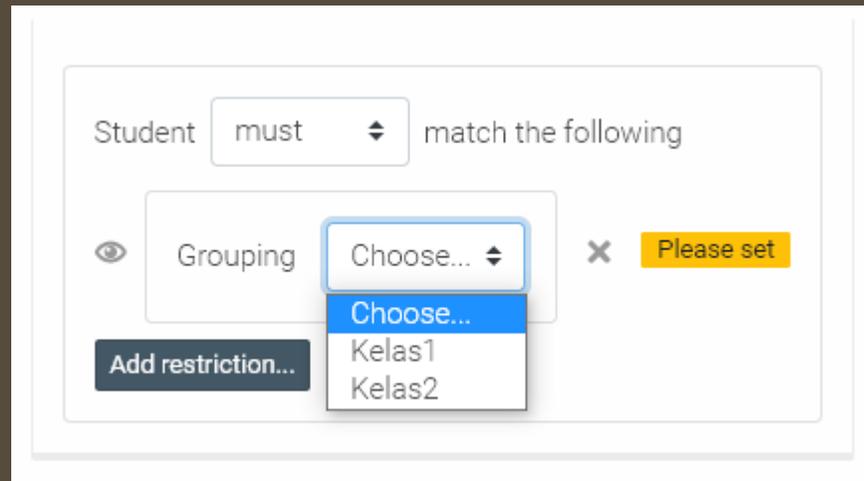
The "Pembatasan akses" section is highlighted with a blue box, indicating the current focus of the assignment.

# PENGATURAN RESTRICTION ASSIGNMENT (LANJUTAN)

Add restriction...

Activity completion	Require students to complete (or not complete) another activity.
Date	Prevent access until (or from) a specified date and time.
Grade	Require students to achieve a specified grade.
Group	Allow only students who belong to a specified group, or all groups.
Grouping	Allow only students who belong to a group within a specified grouping.
User profile	Control access based on fields within the student's profile.
Restriction set	Add a set of nested restrictions to apply complex logic.

# PENGATURAN RESTRICTION ASSIGNMENT (LANJUTAN)



The screenshot shows a configuration interface for setting a restriction. At the top, it says "Student" followed by a dropdown menu set to "must" and the text "match the following". Below this, there is a section for "Grouping" with an eye icon on the left and a dropdown menu set to "Choose...". To the right of the "Grouping" dropdown is a red "X" icon and a yellow "Please set" button. A dark blue "Add restriction..." button is located below the "Grouping" dropdown. The "Grouping" dropdown menu is open, showing three options: "Choose..." (highlighted in blue), "Kelas1", and "Kelas2".

# SIMPAN PERUBAHAN PERATURAN

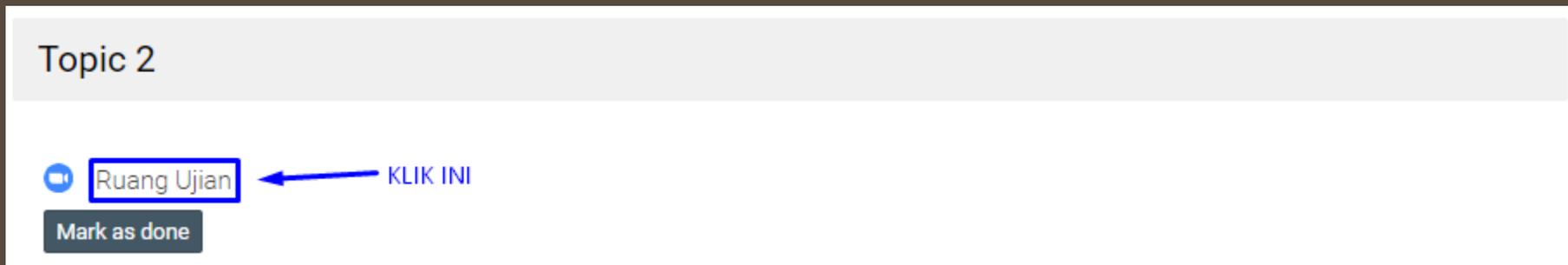
Jika sudah selesai, kemudian klik tombol simpan perubahan.

The screenshot shows the Moodle course management interface. The top navigation bar includes the Moodle logo, 'My courses (1)', 'Bookmarks', and 'En'. The main content area is titled 'Restrict access' and contains an 'Access restrictions' section. Within this section, there is a configuration box for 'Student must match the following'. The 'Grouping' dropdown is set to 'Choose...', and a yellow 'Please set' warning is displayed. Below the configuration box is an 'Add restriction...' button. At the bottom of the page, there are three buttons: 'Save and return to course' (highlighted with a red box), 'Save and display', and 'Cancel'. A footer message states: 'There are required fields in this form marked'.

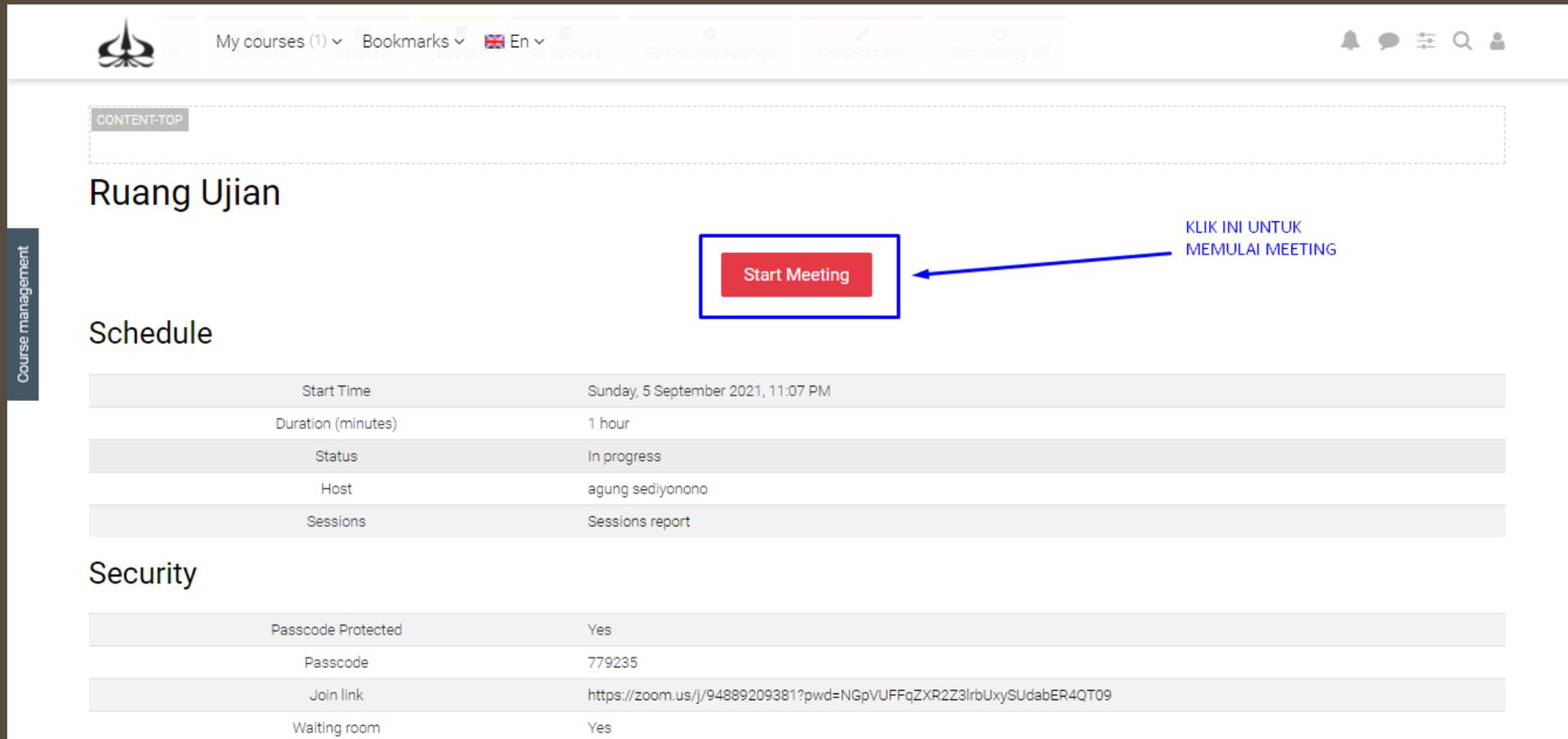


# CARA MENGGUNAKAN ZOOM PADA SECTION (PERTERMUAN)

# MENGGUNAKAN ZOOM (1)



# MENGGUNAKAN ZOOM (2)



My courses (1) Bookmarks En Edit course settings Content bank Turn editing off

CONTENT-TOP

## Ruang Ujian

**Start Meeting** KLIK INI UNTUK MEMULAI MEETING

### Schedule

Start Time	Sunday, 5 September 2021, 11:07 PM
Duration (minutes)	1 hour
Status	In progress
Host	agung sediyonono
Sessions	Sessions report

### Security

Passcode Protected	Yes
Passcode	779235
Join link	<a href="https://zoom.us/j/94889209381?pwd=NGpVUFFqZXR2Z3lrbUxySUdabER4QT09">https://zoom.us/j/94889209381?pwd=NGpVUFFqZXR2Z3lrbUxySUdabER4QT09</a>
Waiting room	Yes

Course management