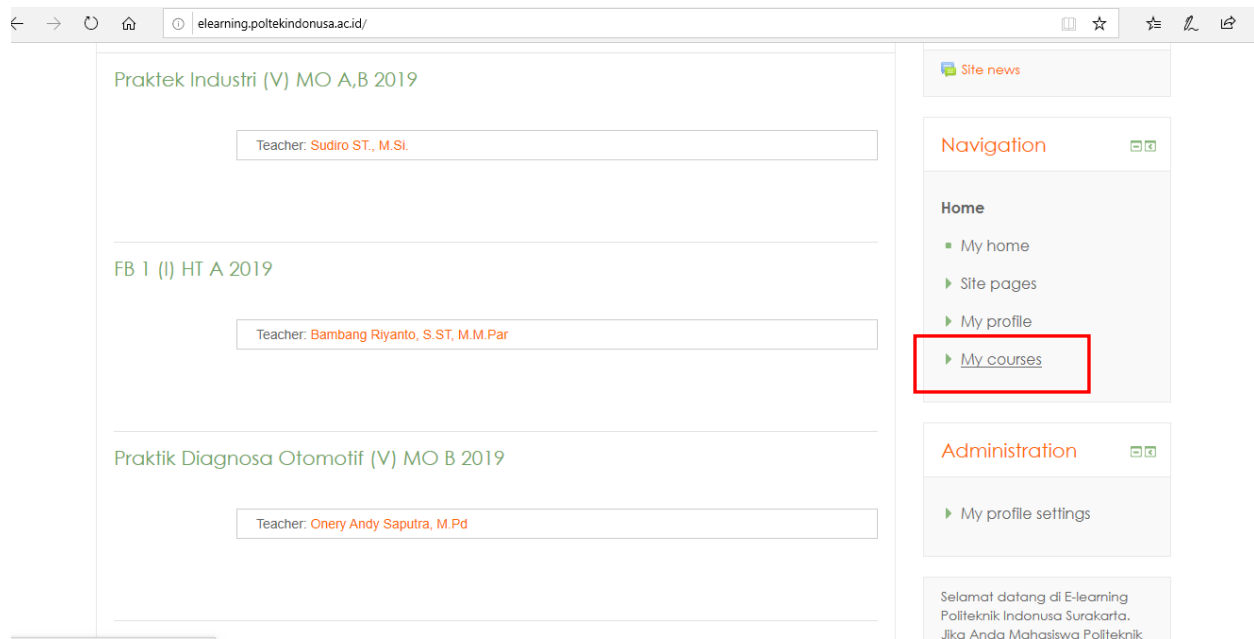


TUTORIAL ENROL DAN UNENROL PESERTA PADA KELAS ELEARNING

1. Setelah Login KLIK My Course disebelah kanan



The screenshot shows the elearning.poltekindonusa.ac.id website. The main content area lists three courses:

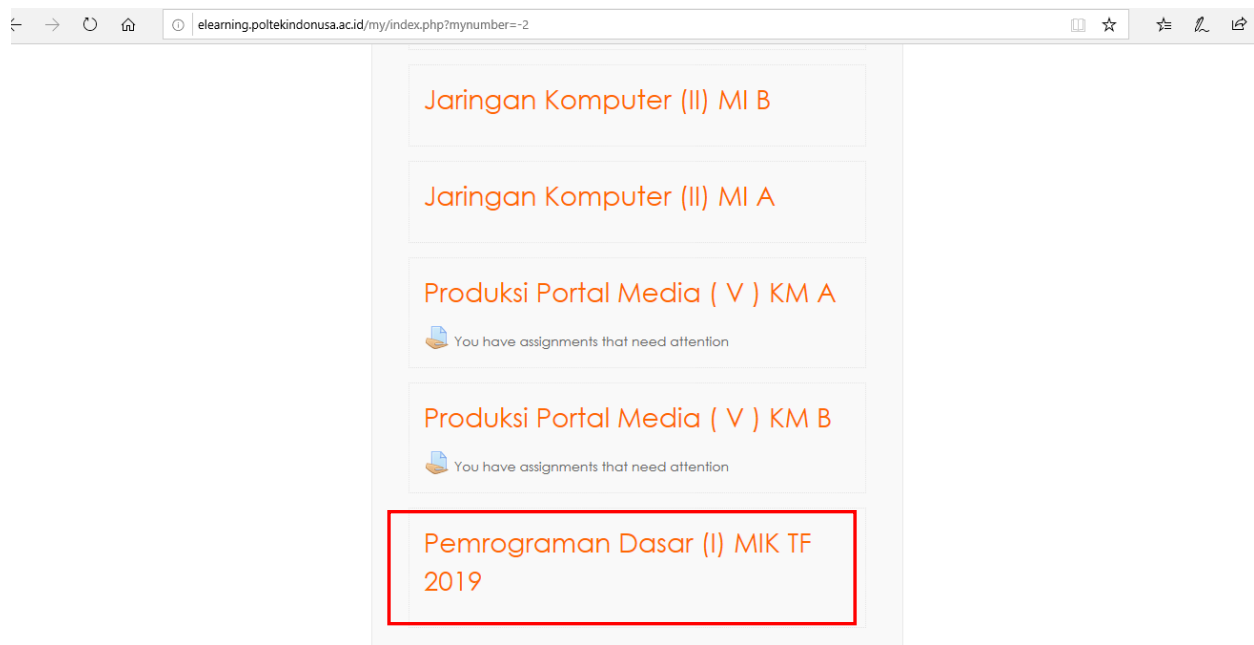
- Praktek Industri (V) MO A,B 2019
Teacher: Sudiro ST., M.Si.
- FB 1 (I) HT A 2019
Teacher: Bambang Riyanto, S.ST, M.M.Par
- Praktik Diagnosa Otomotif (V) MO B 2019
Teacher: Onery Andy Saputra, M.Pd

The right sidebar contains a navigation menu with the following items:

- Site news
- Navigation
 - Home
 - My home
 - Site pages
 - My profile
 - My courses** (highlighted with a red box)
- Administration
 - My profile settings

At the bottom of the sidebar, there is a welcome message: "Selamat datang di E-learning Politeknik Indonusa Surakarta. Jika Anda Mahasiswa Politeknik."

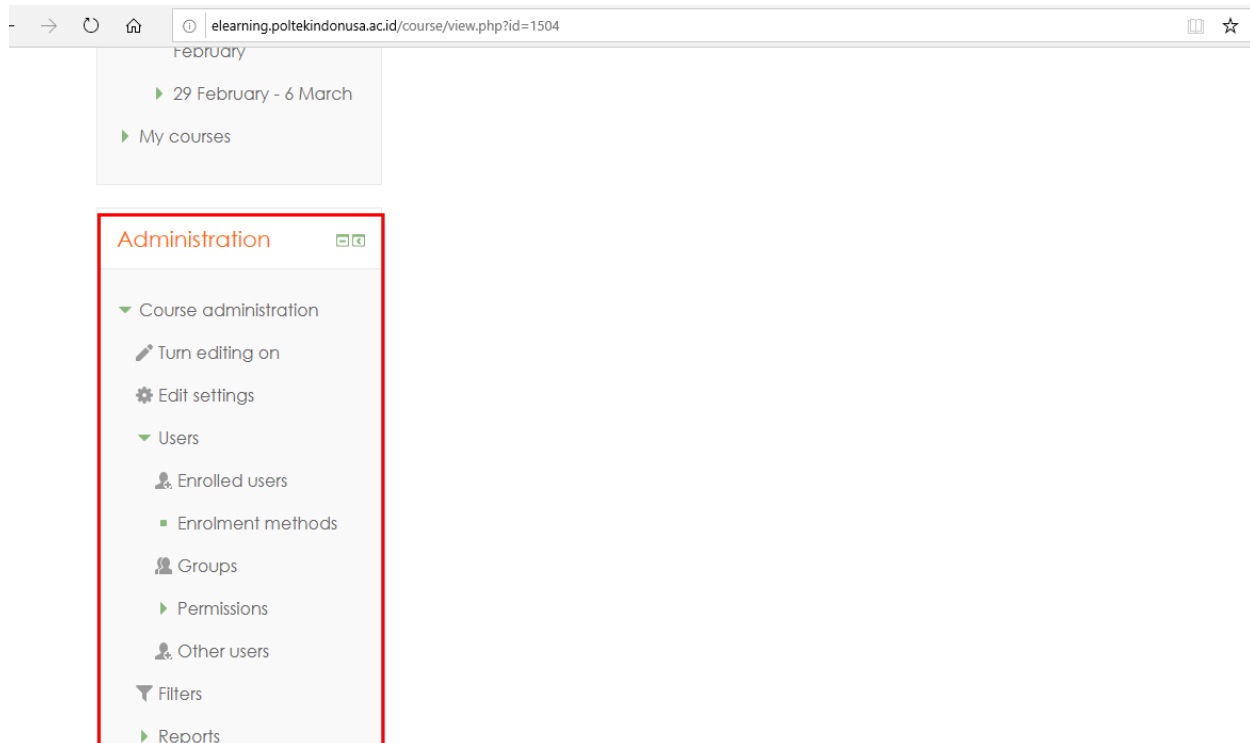
2. Pilih Mata Kuliah Dengan Klik Nama Mata Kuliah yang Didaftarkan pada akun dosen (Untuk Mata Kuliah Kelas Transfer kata kunci MIK TF 2019)



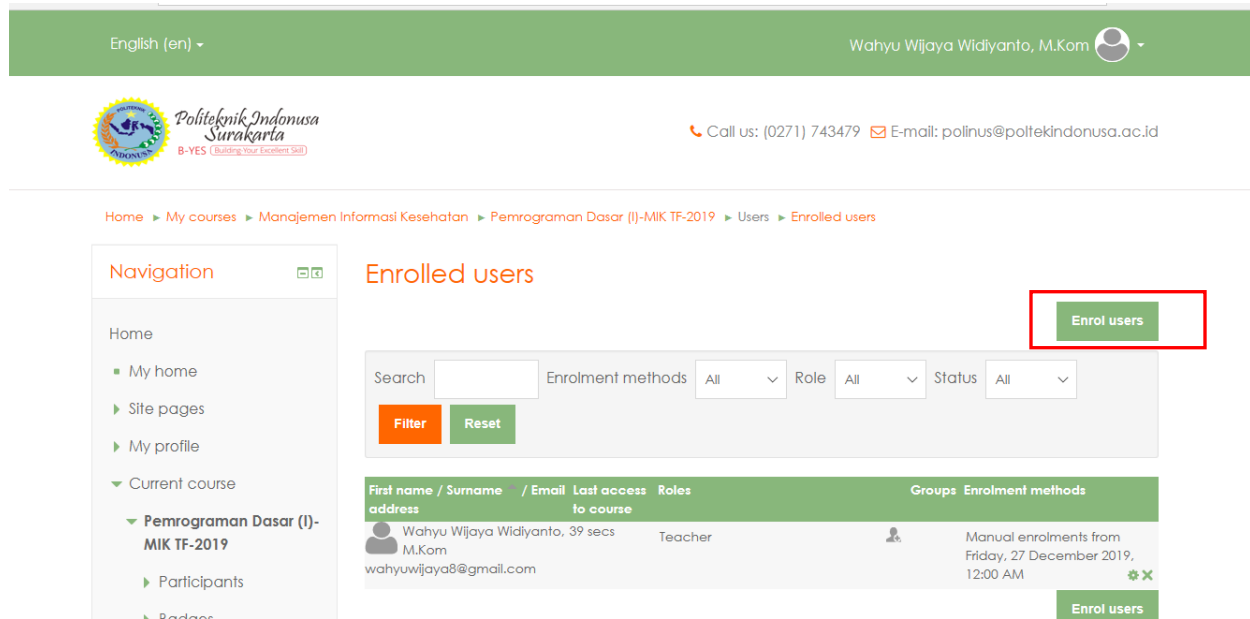
The screenshot shows the elearning.poltekindonusa.ac.id website with the URL elearning.poltekindonusa.ac.id/my/index.php?mynumber=-2. The main content area displays a list of courses:

- Jaringan Komputer (II) MI B
- Jaringan Komputer (II) MI A
- Produksi Portal Media (V) KM A
You have assignments that need attention
- Produksi Portal Media (V) KM B
You have assignments that need attention
- Pemrograman Dasar (I) MIK TF 2019** (highlighted with a red box)

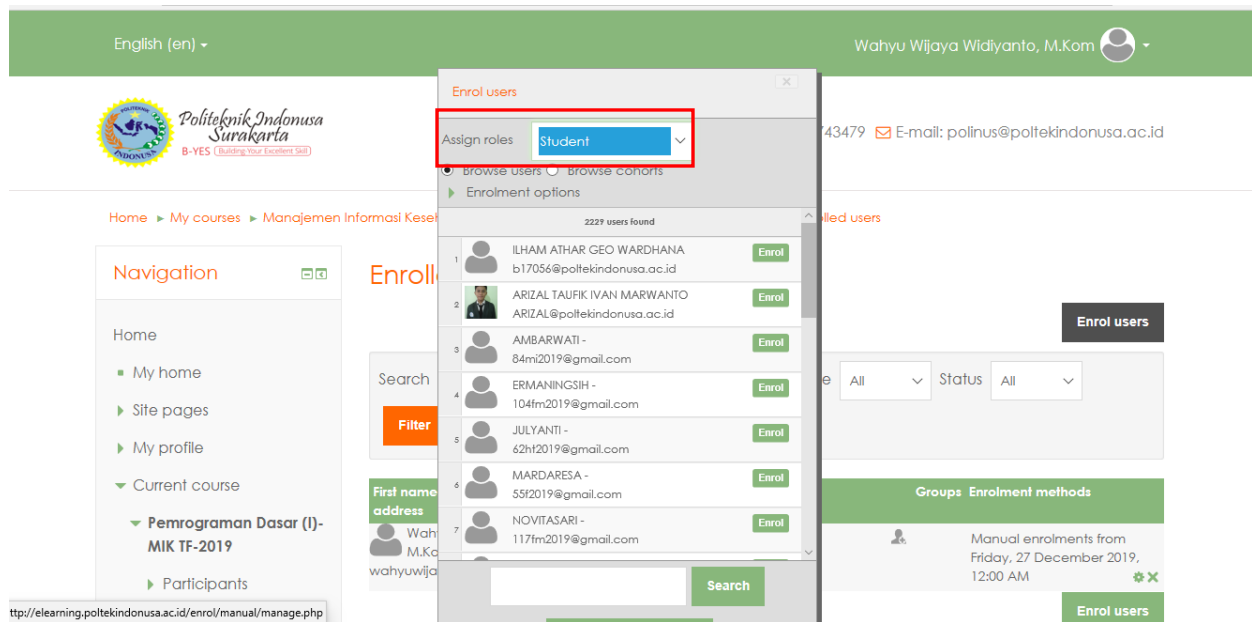
3. Tampilan setelah nama mata kuliah yang dipilih, dan arahkan kursor menu administrator di sebelah kiri, klik sub menu users dan klik enrolled users.



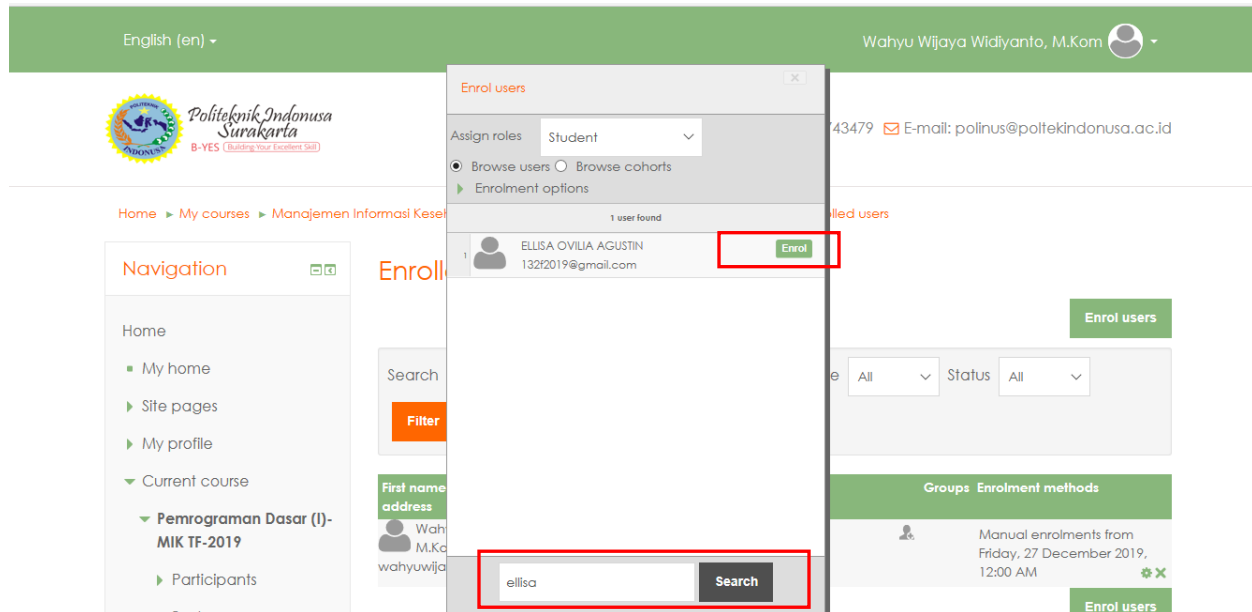
4. Arahkan kursor ke button enroll users untuk menambah peserta di kelas



5. Muncul halaman enroll users, pastikan untuk assign users adalah students



6. Ketikkan nama mahasiswa (sesuai absensi yang diampu) di pencarian, setelah tampil klik enroll untuk nama mahasiswa yang dipilih (lakukan langkah yang sama untuk menambah peserta lainnya)



- Setelah klik tombol enroll, tampilan enroll akan hilang yang menunjukkan nama mahasiswa tersebut sudah jadi peserta di kelas yang di ampu, kemudian klik finish enrolled user jika sudah selesai.

The screenshot shows the 'Enroll users' modal window. The modal has a title bar 'Enroll users' and a close button. Below the title bar, there are options for 'Assign roles' (set to 'Student'), 'Browse users' (selected), and 'Browse cohorts'. Under 'Enrolment options', it says '1 user found'. A search bar contains 'ellisa' and a 'Search' button. Below the search bar, a 'Finish enrolling users' button is highlighted with a red box. The background shows the course 'Pemrograman Dasar (I)-MIK TF-2019' and a navigation menu.

- Setelah finish enroll nama mahasiswa akan tampil di daftar sebagai student

The screenshot shows the 'Enrolled users' list. The list has a search bar, 'Enrolment methods' (All), 'Role' (All), and 'Status' (All) filters. Below the filters, there is a table with the following data:

First name / Surname / Email address	Last access to course	Roles	Groups	Enrolment methods
ELLISA OVILIA AGUSTIN 132f2019@gmail.com	Never	Student		Manual enrolments from Saturday, 28 December 2019, 12:00 AM
Wahyu Wijaya Widiyanto, M.Kom wahyuwijaya@gmail.com	now	Teacher		Manual enrolments from Friday, 27 December 2019, 12:00 AM

The row for ELLISA OVILIA AGUSTIN is highlighted with a red box. There are 'Enrol users' buttons at the top right and bottom right of the list.

9. Apabila salah memasukkan nama mahasiswa, maka unroll nama mahasiswa tersebut dengan klik tombol silang

The screenshot shows a user management interface. On the left is a navigation menu with options like 'Home', 'My home', 'Site pages', 'My profile', and 'Current course'. The 'Current course' section is expanded to show 'Pemrograman Dasar (I)-MIK TF-2019'. The main area displays a table of enrolled users with columns for 'First name / Surname / Email address', 'Last access to course', 'Roles', 'Groups', and 'Enrolment methods'. The first user, ILHAM ATHAR GEO WARDHANA, has a red box around the unenroll icon (a gear with an 'X') in the 'Enrolment methods' column. There are 'Filter' and 'Reset' buttons above the table, and 'Enrol users' buttons at the top right and bottom right.

First name / Surname / Email address	Last access to course	Roles	Groups	Enrolment methods
ILHAM ATHAR GEO WARDHANA b17056@poltekindonusa.ac.id	Never	Student		Manual enrolments from Saturday, 28 December 2019, 12:00 AM
ELLISA OVILIA AGUSTIN 132f2019@gmail.com	Never	Student		Manual enrolments from Saturday, 28 December 2019, 12:00 AM
Wahyu Wijaya Widiyanto, M.Kom wahyuwijaya8@gmail.com	33 secs	Teacher		Manual enrolments from Friday, 27 December 2019, 12:00 AM

10. Klik continue untuk menghapus

The screenshot shows the unenroll confirmation dialog box. At the top, there is a header bar with 'English (en)' on the left and 'Wahyu Wijaya Widiyanto, M.Kom' with a user icon on the right. Below the header is the Politeknik Indonusa Surakarta logo and contact information: 'Call us: (0271) 743479' and 'E-mail: polinus@poltekindonusa.ac.id'. The breadcrumb trail reads: 'Home > My courses > Manajemen Informasi Kesehatan > Pemrograman Dasar (I)-MIK TF-2019 > Users > Enrolled users > Unenroll > ILHAM ATHAR GEO WARDHANA'. The main content area displays the user's name 'ILHAM ATHAR GEO WARDHANA' in large orange text. Below the name is the question: 'Do you really want to unenroll user "ILHAM ATHAR GEO WARDHANA" from course "Pemrograman Dasar (I) MIK TF 2019"?'. At the bottom of the dialog are two buttons: 'Continue' (highlighted with a red box) and 'Cancel'.