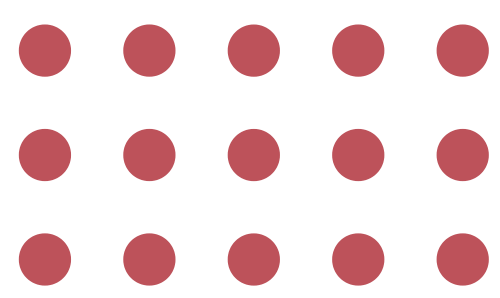


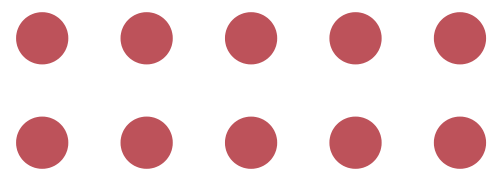


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# PANDUAN ELITAG

UNTUK ADMIN PRODI



1 Buka ELITAG

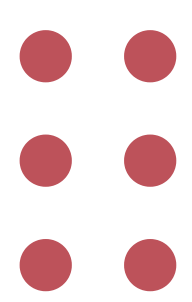
2 Klik Login menggunakan Akun Email untag

3 Pilih Menu Matakuliah – pilih salah satu prodi



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The screenshot displays the ELITAG E-Learning interface. At the top, there is a navigation bar with a search box labeled 'Search Courses' and a user profile icon labeled 'E-LEARNING UNTAG SURABAYA'. Below this, the main header features the ELITAG logo and a dropdown menu for 'SELURUH MATA KULIAH' (All Courses), which is highlighted with a green circle. The dropdown menu lists various faculties and programs, including 'Program Rekognisi Pembelajaran Lampau 2020', 'Program Permata Sakti 2020', and several faculties such as 'Fakultas Ilmu Sosial dan Ilmu Politik', 'Fakultas Hukum', 'Fakultas Ekonomi dan Bisnis', 'Fakultas Psikologi', 'Fakultas Teknik', 'Fakultas Ilmu Budaya', and 'Fakultas Vokasi'. A sub-menu is open for 'Fakultas Ilmu Sosial dan Ilmu Politik', showing options like 'Administrasi Negara', 'Administrasi Niaga', 'Ilmu Komunikasi', 'Magister Administrasi', 'Magister Ilmu Komunikasi', 'Doktor Ilmu Administrasi', and 'Mata Kuliah Umum'. The interface also includes a 'Dashboard' section, a 'Kampus Merdeka INDONESIA JAYA' logo, and a search bar for 'Administration' and 'Site administration'.



## 4 Pilih periode aktif perkuliahan

Kategori Matakuliah:

Cari Matakuliah:

▶ Perbesar semua

▶ Gasal 2023/2024

## 5 Pilih Matakuliah

Kategori Matakuliah:

Cari Matakuliah:

Halaman: 1 2 3 4 5 6 7 8 (Selanjutnya)

📖 11120032 - TEORI SOSIAL - R	🔗
📖 11120032 - TEORI SOSIAL - D	🔗
📖 11120032 - TEORI SOSIAL - C	🔗
📖 11120032 - TEORI SOSIAL - B	🔗

6

Pada menu Administration  
Pilih User – Klik Enrolled User



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11120032 - TEORI SOSIAL - R

Untag Surabaya Kampus Merah Putih

Dashboard → Courses → Fakultas Ilmu Sosial dan Ilmu Politik → Prodi Administrasi Negara (S1) → Gasal 2023/2024 → 11120032 - TEORI SOSIAL - R Turn editing on

Announcements

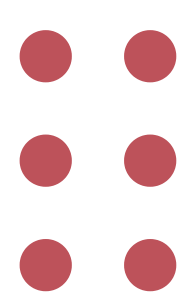
TOPIC 1

TOPIC 2

TOPIC 3

**Administration**

- Course administration
  - Edit settings
  - Turn editing on
  - Course completion
- Users**
  - Enrolled users**
  - Enrolment methods
  - Groups
  - Permissions
  - Other users
- Filters
  - Reports
  - Gradebook setup
  - Badges
  - Backun



## 6 klik Enrol Users



### Participants

No filters applied

Search keyword or select filter ▼

Number of participants: 0

First name **All** A B C D E F G H I J K L M N O P Q R S T U V W X Y Z

Surname **All** A B C D E F G H I J K L M N O P Q R S T U V W X Y Z

### Nothing to display

Select all Deselect all ?

With selected users...

Choose... ▼

Enrol users

Enrol users



7 Masukkan Email dosen pengampu MK (Email Resmi Untag)  
Jika banyak dosen bisa di tambahkan beberapa secara langsung

8 Assign Rule - Sebagai Teacher / Pengajar  
Klik Enrol Users

Enrol users

Enrolment options

Select users No selection 7

Search

Assign role Teacher 8

Show more...

Enrol Users Cancel

9 Ulangi langkah ke 5 sampai semua matakuliah terisi dosennya sesuai  
SIKAD