



UGJ UNIVERSITAS
SWADAYA
GUNUNG
JATI
♦ Performance ♦ Integrity ♦ Networking ♦ Trust Maintenance ♦ Achievement Motivation ♦ Religious
P . I . N . T . A . R

MANUAL BOOK
LEARNING MANAGEMENT SYSTEM
UGJ PINTAR

USER : DOSEN

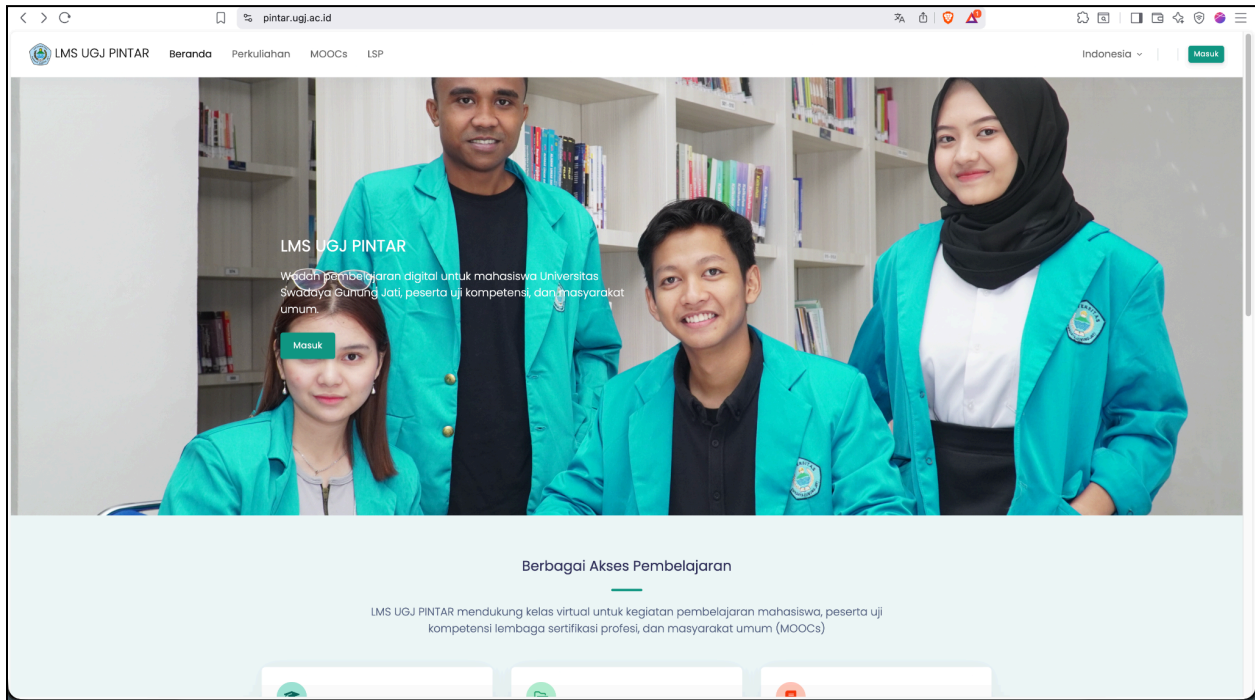
Daftar Isi

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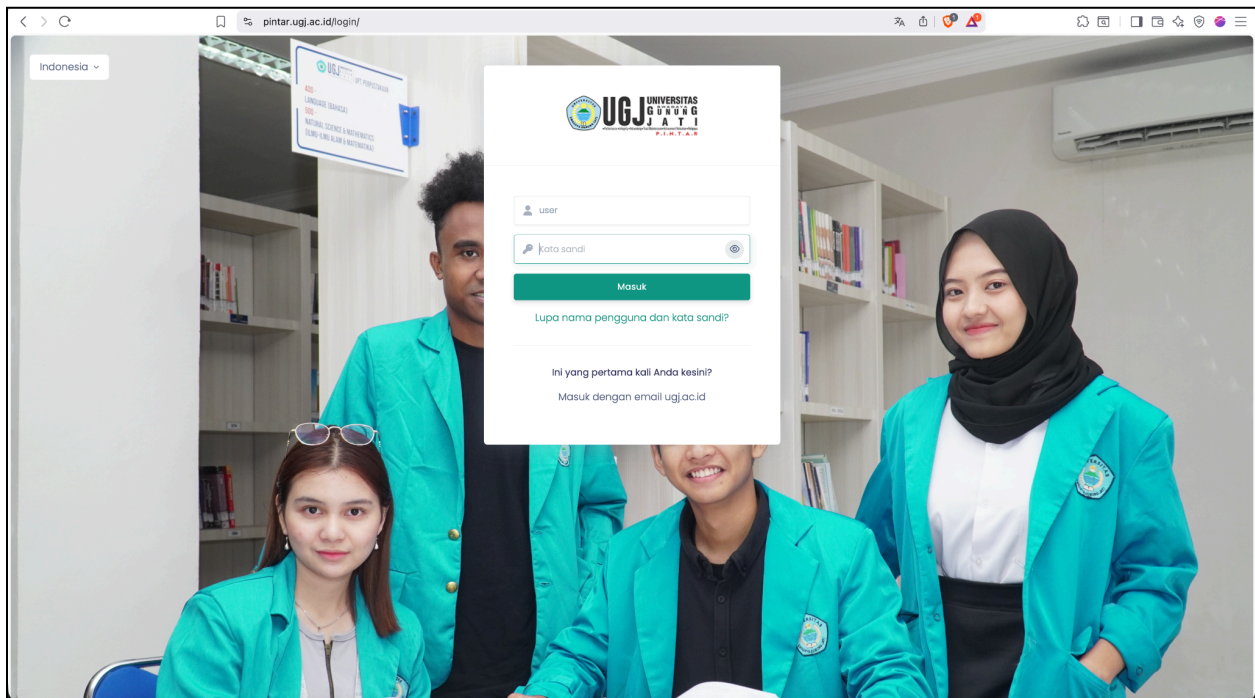


Login Ke Sistem

1. Buka browser pada device masing-masing
2. Masuk ke link <https://pintar.ugj.ac.id/>



3. Klik masuk pada halaman utama
4. Input username dan password pada halaman login
5. Klik tombol masuk



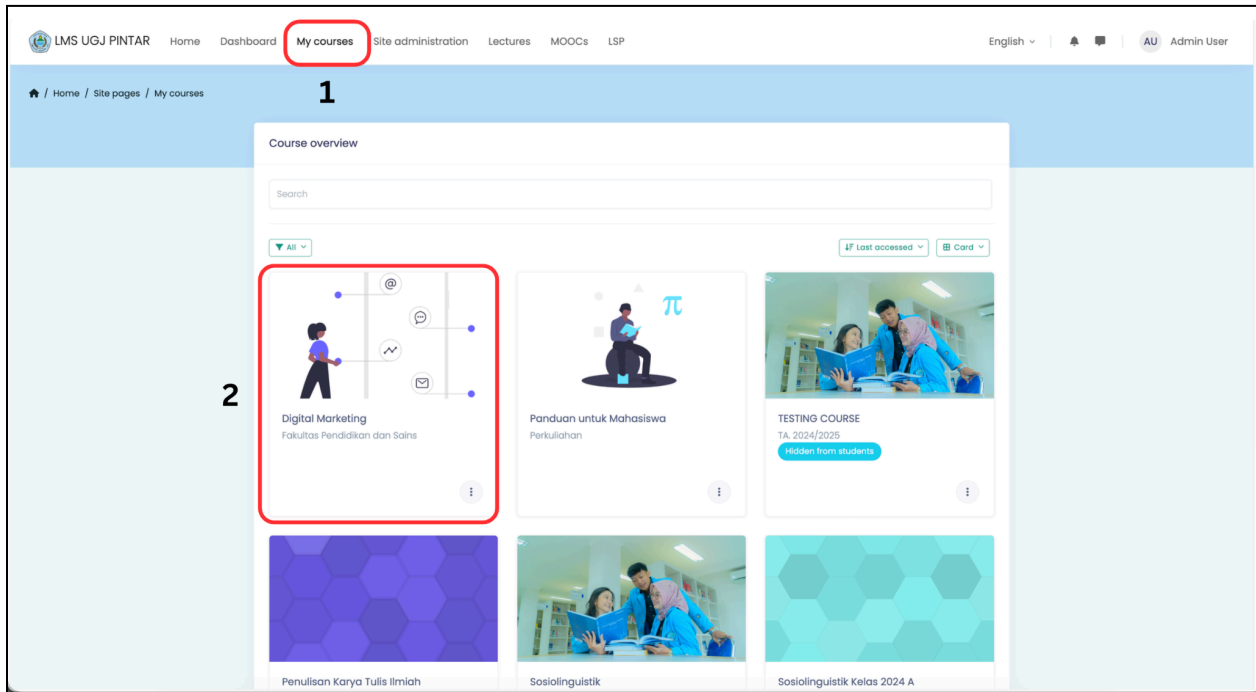
Setelah berhasil masuk maka akan tampil beberapa menu dan informasi user login

The screenshot shows the LMS UGJ PINTAR dashboard. At the top, there is a navigation menu with items: Home, Dashboard, My courses, Site administration, Lectures, MOOCs, and LSP. On the right side, there is a language dropdown set to 'English', a notification bell, and a user profile for 'AU Admin User'. Below the navigation is a secondary menu with 'Home' (highlighted), 'Settings', 'Participants', 'Reports', 'Question bank', and 'More'. The main content area features a large banner image of four people in teal jackets. Overlaid on the banner is the text 'LMS UGJ PINTAR' and a description: 'Wadah pembelajaran digital untuk mahasiswa Universitas Swadaya Gunung Jati, peserta uji kompetensi, dan masyarakat umum.' A green 'Masuk' button is positioned over the image. Below the banner, the heading 'Berbagai Akses Pembelajaran' is followed by a paragraph: 'LMS UGJ PINTAR mendukung kelas virtual untuk kegiatan pembelajaran mahasiswa, peserta uji kompetensi lembaga sertifikasi profesi, dan masyarakat umum (MOOCs)'.

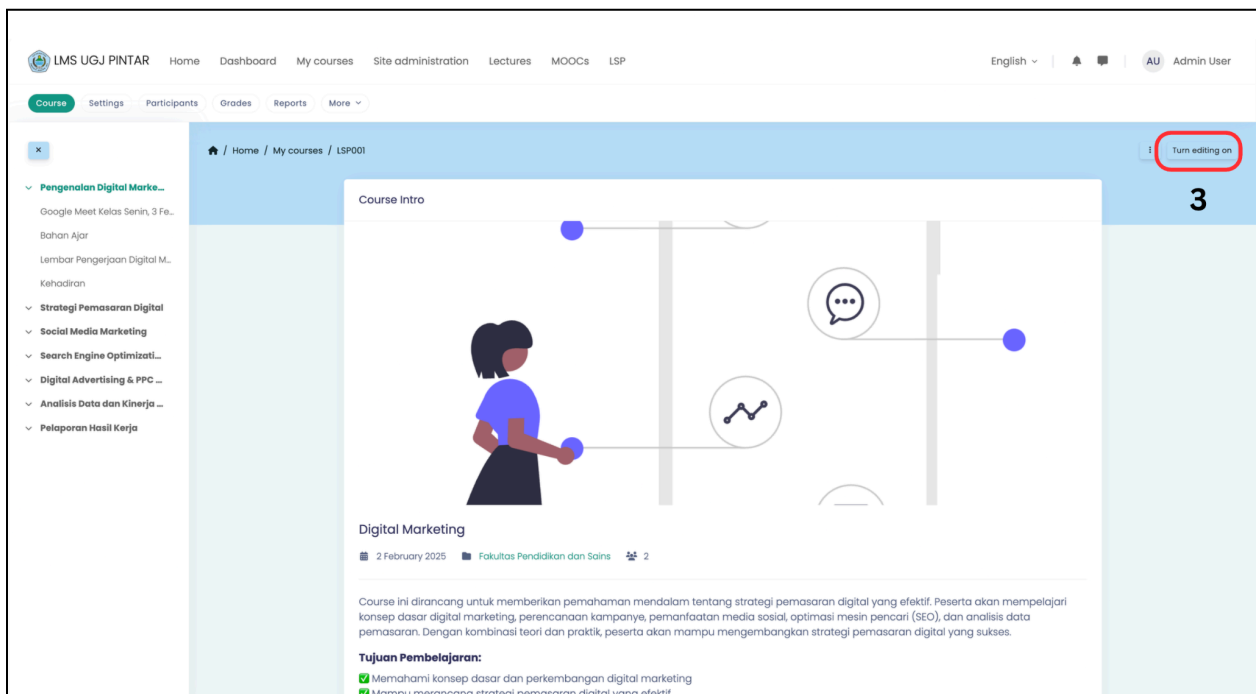


Mengatur Course

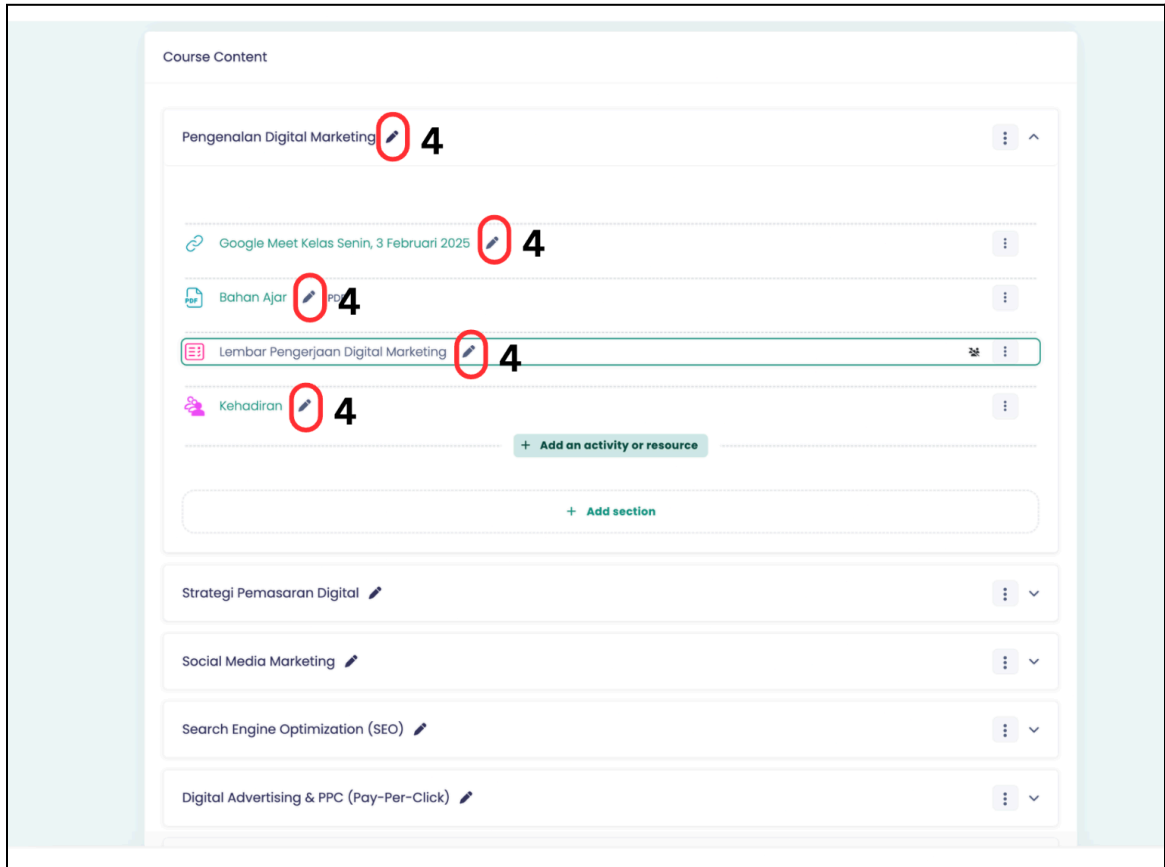
1. Pada bagian menu atas pilih “my course” atau akses laman <https://pintar.ugj.ac.id/my/courses.php>
2. Pilih salah satu course yang ingin diperbarui



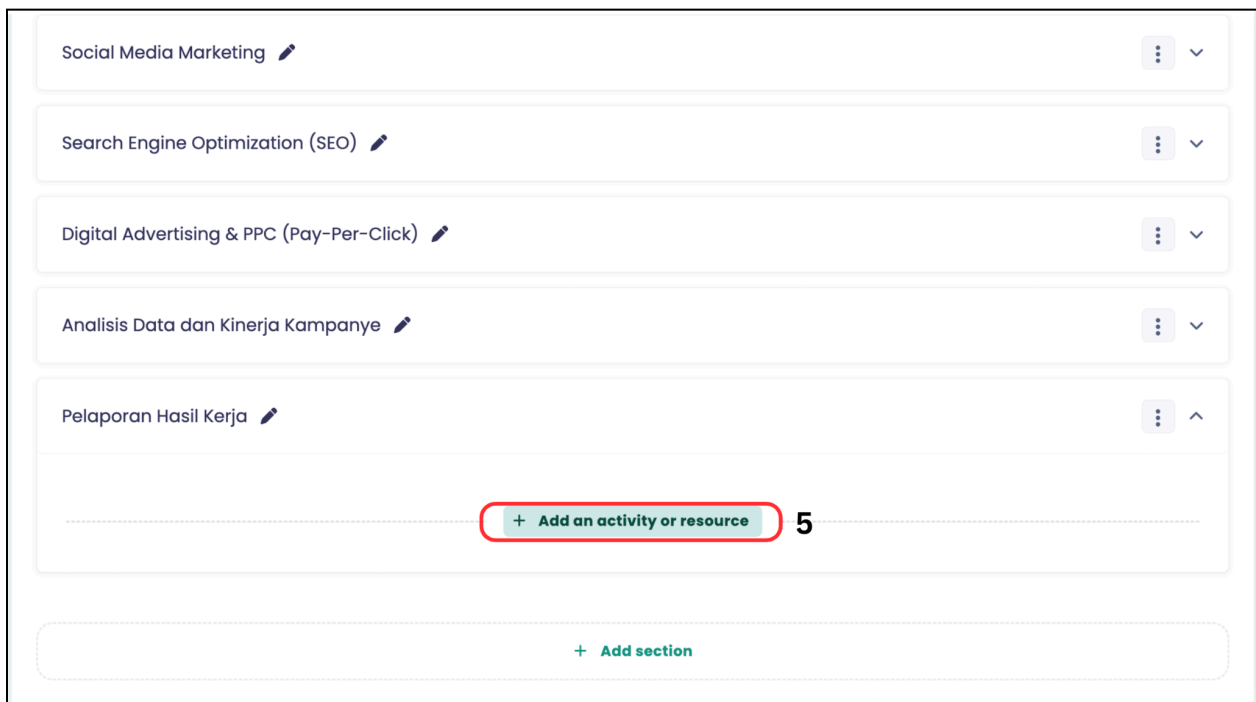
3. Tekan tombol ‘Turn Editing On’ pada bagian kanan atas course

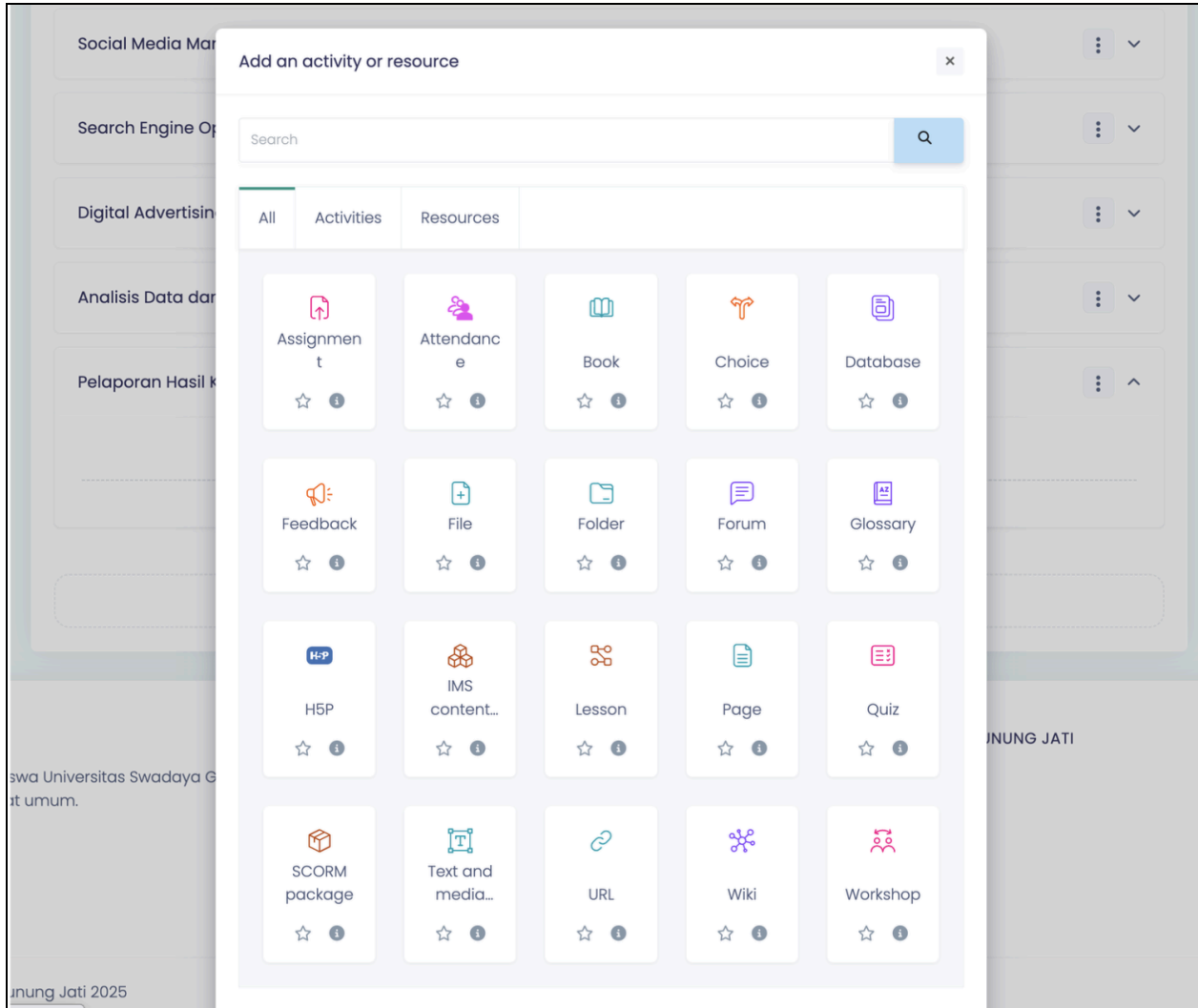


4. Pada bagian course content terdapat tombol edit setiap bagian



5. Setiap bagian course content memiliki tombol 'Add an activity or resource', dapat digunakan untuk menambah aktivitas sesuai dengan jenis.





Pilih jenis materi, seperti:

- Label: Untuk menambahkan teks atau gambar sebagai informasi tambahan.
 - File: Mengunggah dokumen (PDF, Word, PPT, dll.).
 - Page: Membuat halaman berisi teks dan media.
 - URL: Menautkan sumber daya eksternal.
 - Assignment: Tugas individu atau kelompok.
 - Quiz: Ujian dengan berbagai jenis soal.
 - Forum: Diskusi antar peserta.
 - Chat: Percakapan langsung dengan peserta.
 - Feedback: Survei atau evaluasi.
 - Attendance: Melakukan absensi setiap topik pembelajaran.
6. Untuk menambahkan topik pembelajaran, klik tombol 'Add Section'
 7. Akan muncul section baru bernama New Section, klik tombol edit untuk mengatur judul topik pembelajaran
 8. Masukkan nama topik yang di inginkan

Course Content

- Pengenalan Digital Marketing ✎ ⋮ ▾
- Strategi Pemasaran Digital ✎ ⋮ ▾
- Social Media Marketing ✎ ⋮ ▾
- Search Engine Optimization (SEO) ✎ ⋮ ▾
- Digital Advertising & PPC (Pay-Per-Click) ✎ ⋮ ▾
- Analisis Data dan Kinerja Kampanye ✎ ⋮ ▾
- Pelaporan Hasil Kerja ✎ ⋮ ▾
- New section ✎ **7** ⋮ ▾

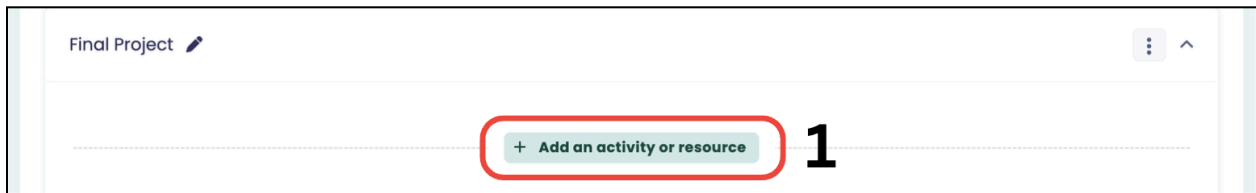
6 + Add section

Escape to cancel, Enter when finished **8** ⋮ ^

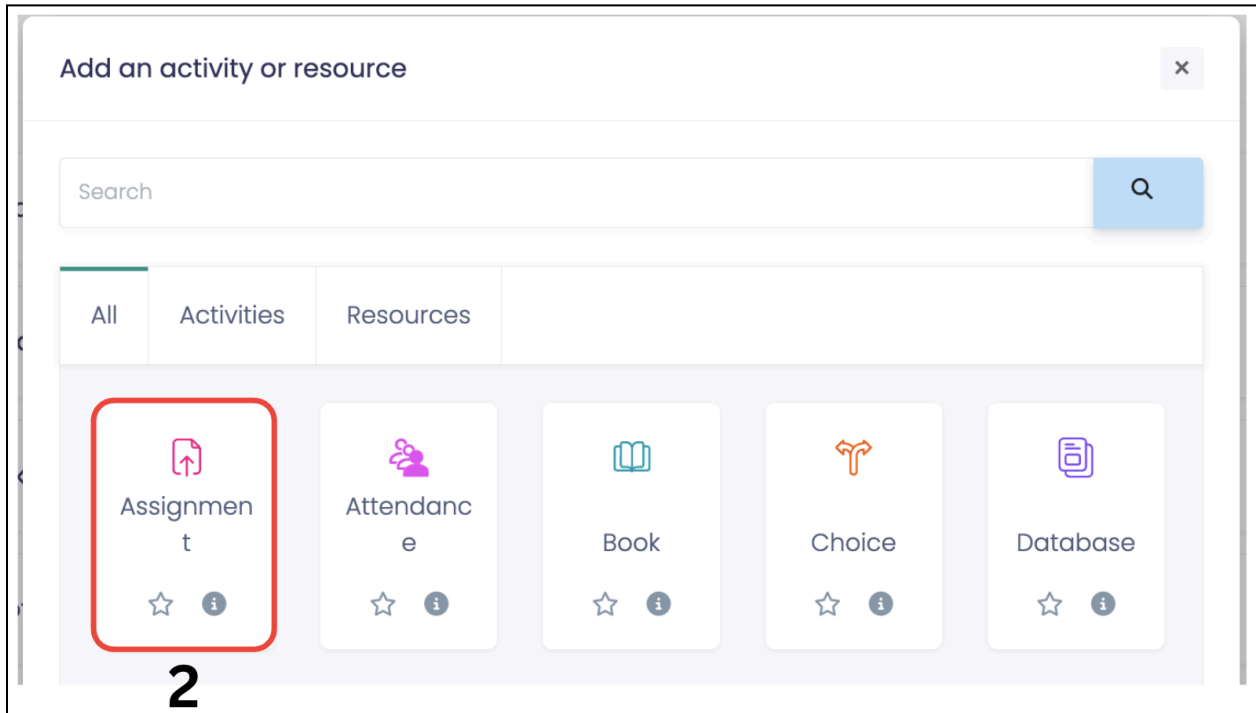
+ Add an activity or resource

Penugasan Untuk Mahasiswa

1. Untuk Menambahkan tugas baru, tekan "Add an activity or resources"



2. Pilih "Assignment" pada add an activity or resource



3. Lengkapi data Assignment

a. Isi data general assignment

- Assignment name = Masukkan nama tugas
- Description = Masukkan deskripsi tugas
- Activity Instructions = Masukkan instruksi tugas
- Additional file = unggah berkas pendukung untuk tugas

New Assignment
















Expand all


General

Assignment name !

Description

Edit View Insert Format Tools Table Help
















← → **B** *I*               


p 0 words Build with 

Display description on course page ?




Activity instructions ?

Edit View Insert Format Tools Table Help

← → **B** *I*               

p 0 words Build with 

Additional files ?

b. Atur deadline assignment

- Allow submissions form = tanggal mulai pengumpulan tugas
- Due date = batas akhir pengumpulan tugas
- Cut off date = batas akhir pengumpulan (termasuk terlambat)

Availability ✕

Allow submissions from ? Enable 2 ↕ January ↕ 2026 ↕ 00 ↕ 00 📅

Due date ? Enable 9 ↕ January ↕ 2026 ↕ 00 ↕ 00 📅

Cut-off date ? Enable 2 ↕ January ↕ 2026 ↕ 12 ↕ 39 📅

Remind me to grade by ? Enable 16 ↕ January ↕ 2026 ↕ 00 ↕ 00 📅

Always show description ?

c. Atur jenis assignment

- Online text = Mahasiswa menginputkan teks pada LMS
- File Submission = Mahasiswa mengumpulkan tugas berupa file sesuai dengan ketentuan
- Max number of uploaded files = jumlah maksimal file yang diunggah mahasiswa
- Accepted file type = format file yang diperbolehkan

Submission types ✕

Submission types Online text ? File submissions ?

Maximum number of uploaded files ? 20 ↕

Maximum submission size ? Site upload limit (40 MB) ↕

Accepted file types ?

d. Atur submisi assignment (tugas kelompok atau individu)

Group submission settings ✕

Students submit in groups ? No ↕

e. Atur penilaian assignment

- Grade = sistem nilai dengan pilihan point atau scale
- Jika type “point” maka tentukan maximum grade (maksimal point penilaian), jika scale maka tentukan jenis scalenya
- Grading method = tentukan cara penilaian (simple direct grading, rubric, dan marking guide)
- Grade to pass = tentukan kriteria ketuntasan minimal
- Hide grader identity from students = tampilkan atau sembunyikan nilai dari mahasiswa

Grade ✕

Grade ? Type

Maximum grade

Grading method ?

Grade category ?

Grade to pass ?

Anonymous submissions ?

Hide grader identity from students ?

Use marking workflow ?

f. Simpan Assignment

Competencies ✕

Course competencies + No selection

Search ▾

Upon activity completion: Do nothing ▾

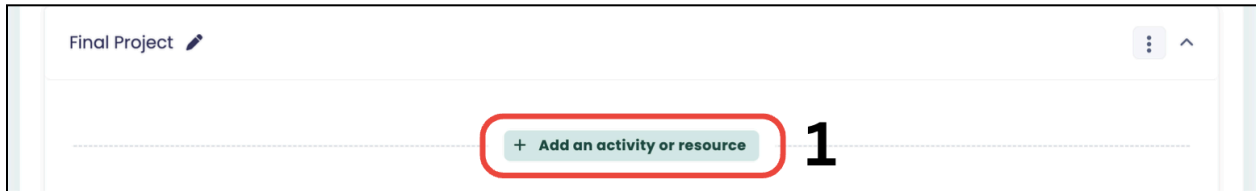
Send content change notification +

Save and return to course Save and display Cancel

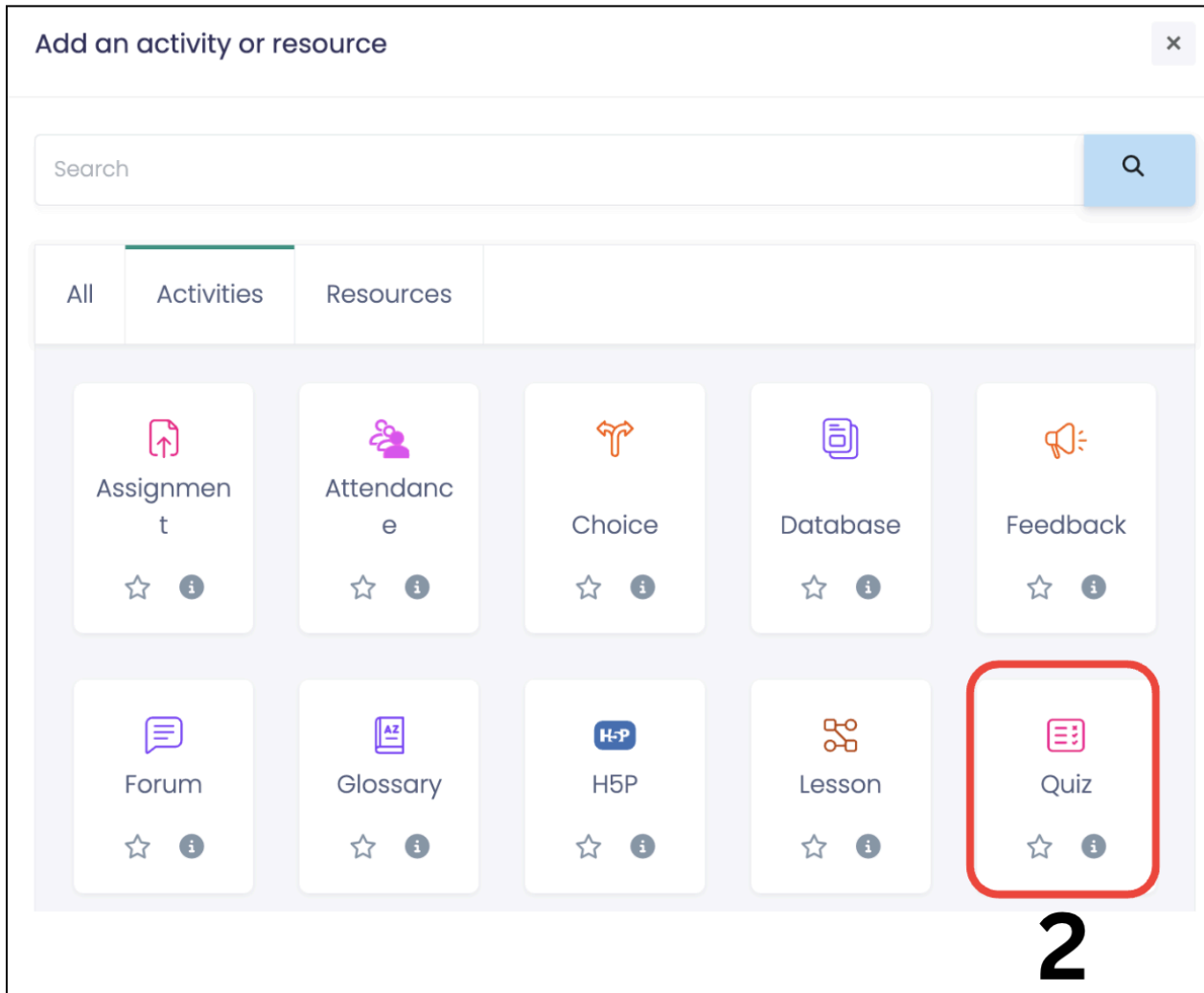


Membuat Quiz Untuk Mahasiswa

1. Untuk menambahkan quiz baru, tekan “Add an activity or resources”



2. Pilih “Quiz” pada add an activity or resource



3. Lengkapi data quiz
 - a. Isi data general quiz
 - Name = isikan nama quiz
 - Description = isikan description quiz

c. Mengatur penilaian quiz

- Grade category = Pilih kategori dalam Gradebook jika diperlukan.
- Grade to pass = batas bawah nilai untuk lulus quiz
- Attempts allowed = Tentukan jumlah percobaan yang diperbolehkan.
- Grading method = Pilih metode penilaian (Highest grade, Average grade, First attempt, dan Last attempt)

Grade ✕

Grade category ?

Grade to pass ?

Attempts allowed

Grading method ?

d. Mengatur password quiz (opsional)

- Require password = inputkan password untuk mengerjakan quiz

Extra restrictions on attempts ✕

Require password ?



e. Mengatur review hasil

- During the attempt = tentukan apakah mahasiswa dapat melihat hasil saat mengerjakan.
- Immediately after the attempt: Hasil ditampilkan langsung setelah submit.
- Later while the quiz is still open: Hasil ditampilkan sebelum quiz ditutup.
- After the quiz is closed: Hasil hanya ditampilkan setelah quiz berakhir.

Review options

During the attempt	Immediately after the attempt	Later, while the quiz is still open
<input checked="" type="checkbox"/> The attempt	<input checked="" type="checkbox"/> The attempt	<input checked="" type="checkbox"/> The attempt
<input type="checkbox"/> Whether correct	<input checked="" type="checkbox"/> Whether correct	<input checked="" type="checkbox"/> Whether correct
<input checked="" type="checkbox"/> Maximum marks	<input checked="" type="checkbox"/> Maximum marks	<input checked="" type="checkbox"/> Maximum marks
<input type="checkbox"/> Marks	<input checked="" type="checkbox"/> Marks	<input checked="" type="checkbox"/> Marks
<input type="checkbox"/> Specific feedback	<input checked="" type="checkbox"/> Specific feedback	<input checked="" type="checkbox"/> Specific feedback
<input type="checkbox"/> General feedback	<input checked="" type="checkbox"/> General feedback	<input checked="" type="checkbox"/> General feedback
<input type="checkbox"/> Right answer	<input checked="" type="checkbox"/> Right answer	<input checked="" type="checkbox"/> Right answer
<input type="checkbox"/> Overall feedback	<input checked="" type="checkbox"/> Overall feedback	<input checked="" type="checkbox"/> Overall feedback

After the quiz is closed

- The attempt
- Whether correct
- Maximum marks
- Marks
- Specific feedback
- General feedback
- Right answer
- Overall feedback

f. Mengatur tampilan hasil

- Tentukan jumlah desimal pada nilai.
- Pilih apakah foto mahasiswa ditampilkan saat quiz.

Appearance

Show the user's picture: No image

Decimal places in grades: 2

Decimal places in marks for questions: Same as for overall grades

g. Simpan quiz

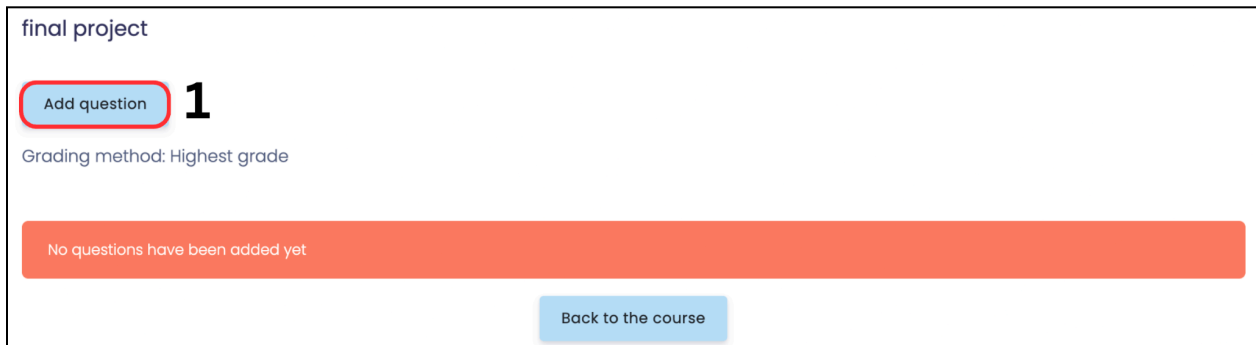
Competencies

Send content change notification

Save and return to course | Save and display | Cancel

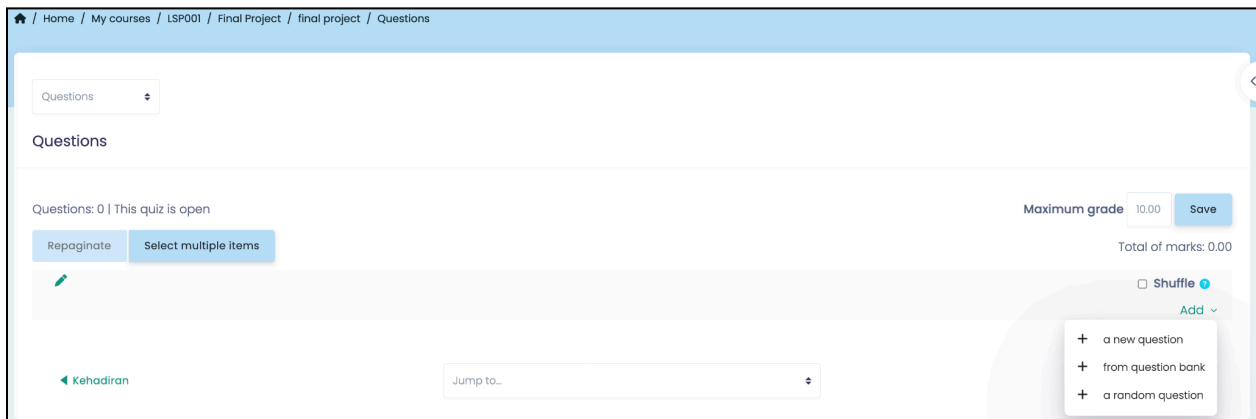
Menambahkan Soal pada Quiz

1. Tekan "Add question"



The screenshot shows the quiz editor interface for a quiz titled "final project". At the top left, the text "final project" is displayed. Below it, there is a button labeled "Add question" which is highlighted with a red circle and a large number "1" next to it. Underneath the button, the text "Grading method: Highest grade" is visible. A large orange banner across the middle of the screen contains the text "No questions have been added yet". At the bottom center, there is a blue button labeled "Back to the course".

2. Pilih "Add v" dan "+ a new question"














The screenshot shows the quiz editor interface for a quiz titled "final project". At the top, there is a breadcrumb trail: "Home / My courses / LSP001 / Final Project / final project / Questions". Below this, there is a search bar with the text "Questions" and a dropdown arrow. The main heading is "Questions". Below the heading, there is a status bar that says "Questions: 0 | This quiz is open". To the right of this, there is a "Maximum grade" field set to "10.00" and a "Save" button. Below the status bar, there are two buttons: "Repaginate" and "Select multiple items". To the right of these buttons, there is a "Total of marks: 0.00" label. Below the buttons, there is a large empty area with a pencil icon in the top left corner. In the bottom right corner, there is a "Shuffle" checkbox and an "Add" button with a dropdown arrow. The dropdown menu is open, showing three options: "+ a new question", "+ from question bank", and "+ a random question". At the bottom left, there is a "Kehadiran" button. At the bottom center, there is a "Jump to..." field with a dropdown arrow.

3. Pilih jenis soal dan tekan “Add”

Choose a question type to add ×

QUESTIONS

-  Multiple choice
-  True/False
-  Matching
-  Short answer
-  Numerical
-  Essay
-  Calculated
-  Calculated multichoice
-  Calculated simple
-  Drag and drop into text
-  Drag and drop markers

Select a question type to see its description.

Add Cancel

4. Isikan nama question pada bagian question name
5. Isikan pertanyaannya pada bagian question text
6. Tentukan question status (Ready jika sudah di publis, draft jika hanya ingin disimpan tetapi tidak dipublish)

Adding a True/False question

Expand all

General

Category: Default for final project

Question name: testing-1 **4**

Question text: apakah anda sudah makan? **5**

Question status: Ready **6**

7. Simpan question

Tags

Save changes and continue editing

Save changes Cancel

8. Tentukan apakan pertanyaan akan di acak atau tidak
9. Tentukan point penilaian per question

Questions: 1 | This quiz is open

Maximum grade: 10.00 Save

Repaginate Select multiple items

Total of marks: 1.00

Page 1

1 testing-1 apakah anda sudah makan? Always latest 1.00

Shuffle **8**

1.00 **9**