



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 : PENGELOLA PERKULIAHAN

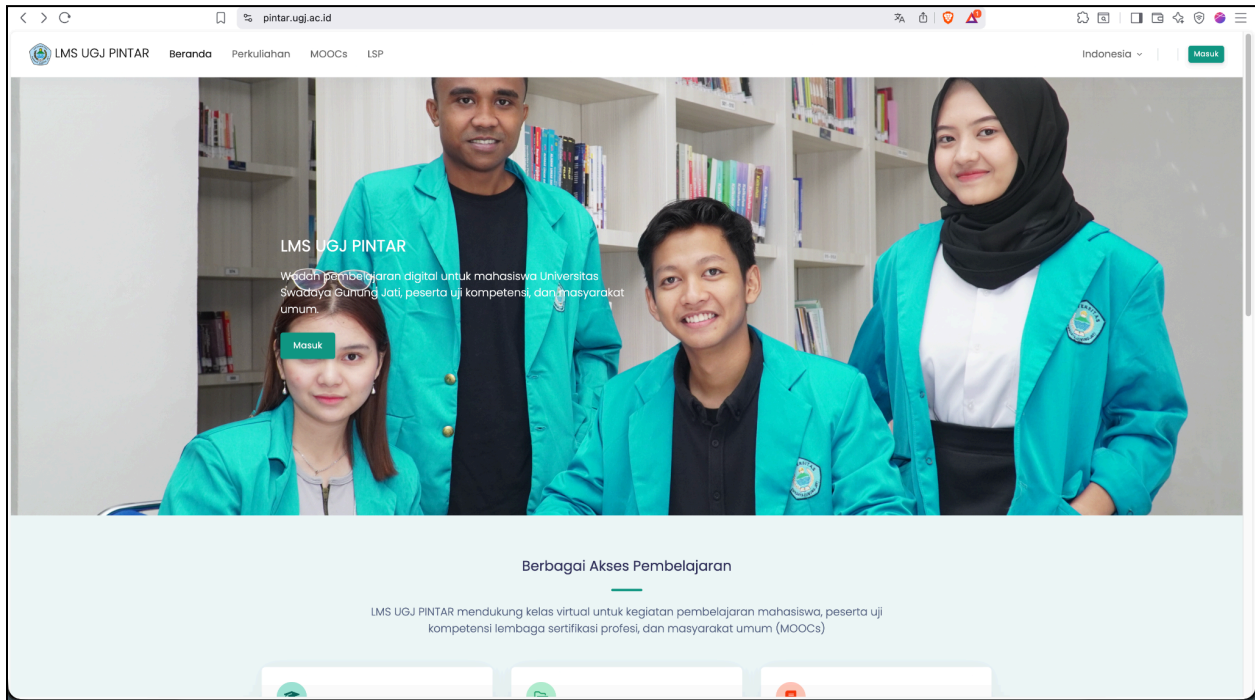
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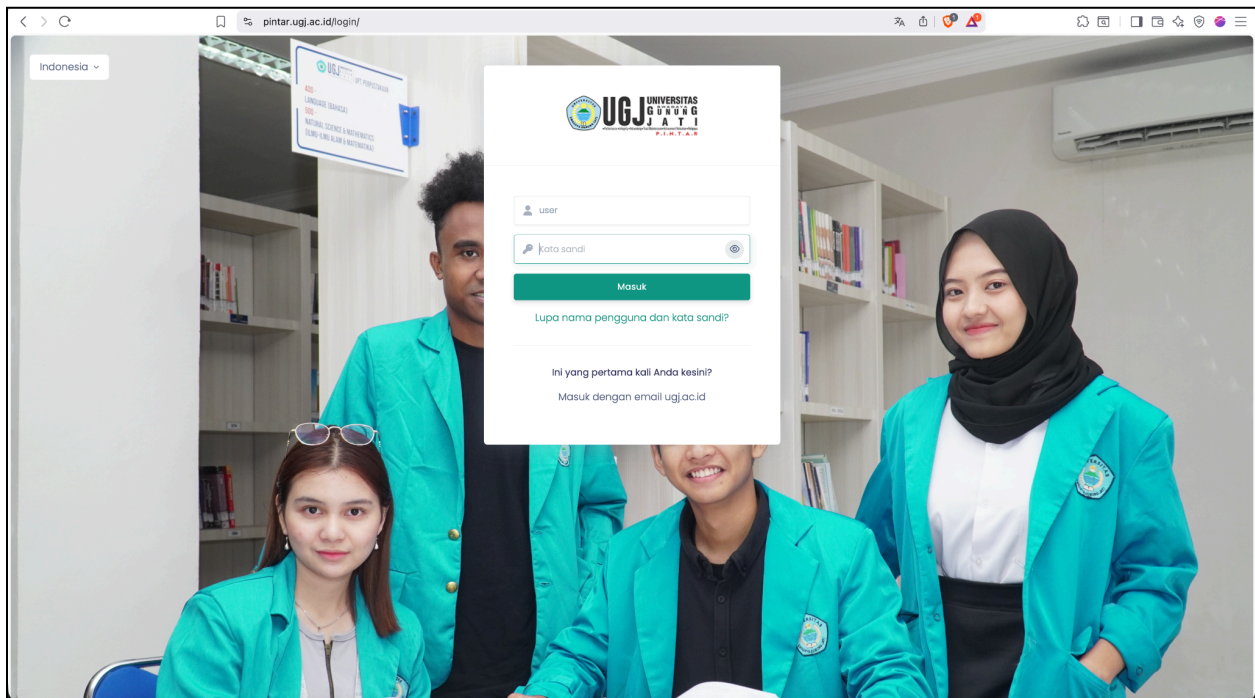


Login Ke Sistem

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 bar with the following items: LMS UGJ PINTAR, Beranda, Dasbor, Kursusku, Perkuliahan, MOOCs, and LSP. On the right side of the navigation bar, there is a language dropdown set to 'Indonesia', a notification bell icon, a user profile icon, and the text 'Admin User Anda masuk sebagai Mahasiswa Testing'. Below the navigation bar is a large banner image featuring four students in teal jackets. Overlaid on the banner is the text 'LMS UGJ PINTAR' and '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, there is a section titled 'Berbagai Akses Pembelajaran' with a sub-header '—'. The text below reads: 'LMS UGJ PINTAR mendukung kelas virtual untuk kegiatan pembelajaran mahasiswa, peserta uji kompetensi lembaga sertifikasi profesi, dan masyarakat umum (MOOCs)'. At the bottom of this section, there are three partially visible buttons with circular icons.



Membuat Course

1. Pada menu atas tekan “Site Administrator”
2. Setelah memilih menu “Site administrator” akan muncul menu baru dibawah, silahkan tekan “Course”
3. Untuk membuat course baru, silahkan tekan “Add a new course”

The screenshot displays the LMS UGJ PINTAR site administration interface. At the top, the navigation menu includes 'Home', 'Dashboard', 'My courses', 'Site administration', 'Lectures', 'MOOCs', and 'LSP'. The 'Site administration' menu is highlighted with a red box and labeled '1'. Below this, a secondary menu shows 'General', 'Users', 'Courses', 'Grades', 'Plugins', 'Appearance', 'Server', 'Reports', and 'Development'. The 'Courses' menu item is highlighted with a red box and labeled '2'. The main content area shows a search bar and a red banner with the text 'Don't miss out on important updates and security alerts. Register your site'. Below the banner, the 'Courses' section is visible, with the 'Add a new course' link highlighted by a red box and labeled '3'. Other links in the 'Courses' section include 'Manage courses and categories', 'Add a category', 'Restore course', 'Download course content', 'Course request', 'Pending requests', and 'Upload courses'.



4. Isikan data general course

- Course full name = Masukkan nama lengkap course (misalnya, "Ekonomi Makro 101").
- Course short name = Masukkan nama singkat course (misalnya, "EKO101").
- Course category = Pilih kategori course yang sesuai dengan program studi.
- Course visibility = Pilih Show agar course dapat dilihat oleh peserta.
- Course start date = Tentukan tanggal mulai perkuliahan.
- Course end date = Tentukan tanggal akhir perkuliahan (opsional).

Add a new course

[Expand all](#)

General ✕

Course full name ! ? Uji Coba 101

Course short name ! ? UCOB-101

Course category ! ? * MOOCs

Search ▼

Course visibility ? Show ▾

Course start date ? 4 ▾ January ▾ 2026 ▾ 00 ▾ 00 📅

Course end date ? Enable 4 ▾ January ▾ 2027 ▾ 00 ▾ 00 📅

Course ID number ?

5. Isikan data description course

- Course summary = Masukkan deskripsi course
- Course Image = Masukkan gambar untuk sampul course

Description ✕

Course summary ?

Edit View Insert Format Tools Table Help

← → **B** *I*

p 0 words Build with tinyMCE

Course image ?

Files

You can drag and drop files here to add them.

Maximum file size: Unlimited, maximum number of files: 1

Accepted file types:

Image files used on the web .gif .jpe .jpeg .jpg .png .svg .svgz

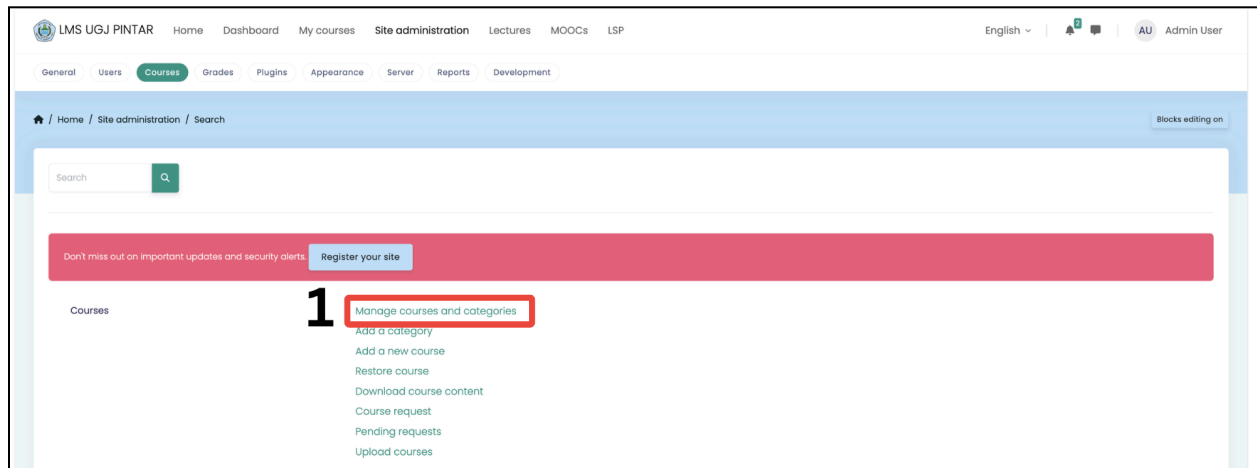
6. Simpan course

Tags ✕

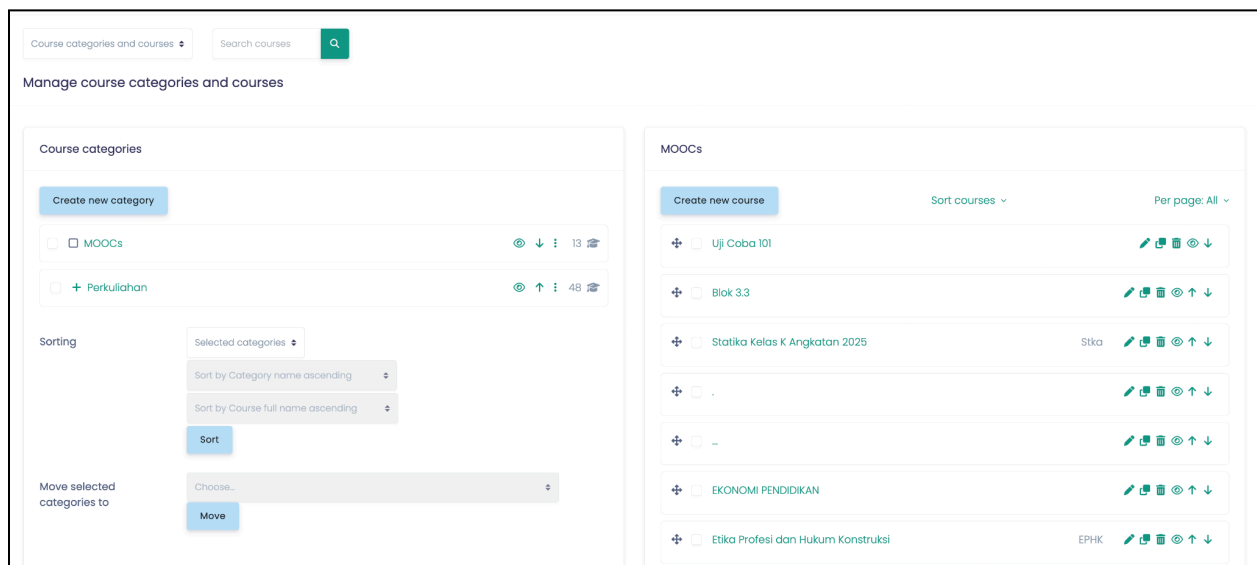
Save and display Cancel

Memilih Pengajar dan Mahasiswa pada Course

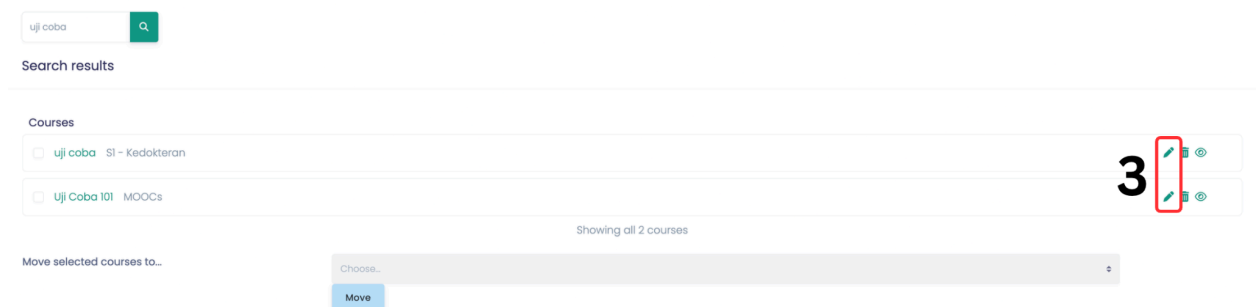
1. Tekan pada bagian "Manage courses and categories"



2. Pilih course atau cari pada kolom search yang ingin diberikan pengajar dan mahasiswa



3. Tekan pada icon edit



4. Pilih menu “participants”

LMS UGJ PINTAR Home Dashboard My courses Site administration Lectures MOOCs LSP English AU Admin User

Course Settings **Participants** Grades Reports More

Home / Courses / MOOCs / UCOB-101 / Settings

4

Edit course settings

General

Course full name Uji Coba 101

Course short name UCOB-101

Course category MOOCs

5. Pilih menu “enroll user” untuk memilih pengajar dan mahasiswa

LMS UGJ PINTAR Home Dashboard My courses Site administration Lectures MOOCs LSP English AU Admin User

Course Settings **Participants** Grades Reports More

Enrolled users Enroll users

Match Any Select

+ Add condition Clear filters Apply filters

0 participants found

First name 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

Last name 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

With selected users... Choose...

5 Enroll users

6. Cari nama user dan pilih
7. Pilih role (teacher untuk pengajar dan student untuk mahasiswa)
8. Jika sudah lengkap, maka tekan "Enrol selected users and cohorts"

Enrol users



Enrolment options

Select users

No selection

6

Select cohorts

 **Admin User** user

Assign role

7

[Show more...](#)

Cancel

Enrol selected users and cohorts