



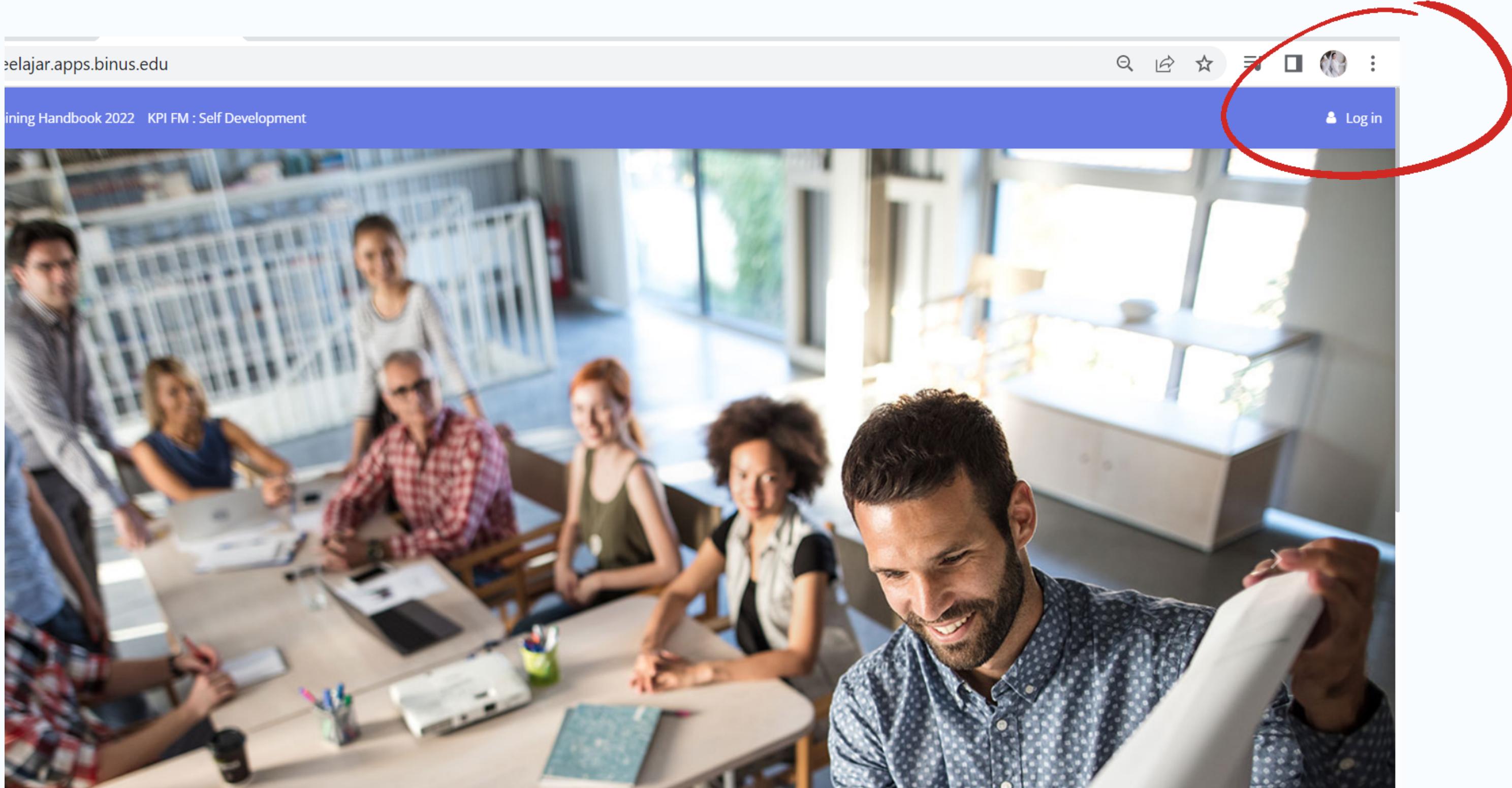
GUIDELINES

**LET'S CHECK YOUR KPI:
SELF DEVELOPMENT
AT LMS BEELAJAR**

JANUARY – DECEMBER 2022



**LOGIN TO YOUR BEELAJAR
USING BINUS.AC.ID EMAIL**





HOW TO ACCESS KPI FM SELF DEVELOPMENT DASHBOARD AT BEELAJAR

PLEASE FOLLOW THE
STEPS HERE

The screenshot shows the Beelajar platform interface. At the top, there's a navigation bar with icons for recent files and a dropdown menu. The main title "KPI FM: Self Development" is highlighted with a red oval. Below the title, the text "WELCOME TO BCL&D" and "KPI FM: SELF DEVELOPMENT DASHBOARD" is displayed, along with the "DEVELOPMENT YEAR: 1 JAN - 30 DEC 2022". A "DISCLAIMER" section follows, stating that charts and data belong to BCL&D for presentation purposes only. To the right, there's an illustration of a person working on a laptop with a speech bubble containing a man in a suit. Below the main text, a button labeled "KPI FM: SELF DEVELOPMENT CHECK POINT" is shown, with a note that KPI data is updated every 11th of the month. At the bottom, two orange buttons provide reporting options: "CLICK HERE TO REPORT YOUR SELF DEVELOPMENT AS TRAINING PARTICIPANT" and "CLICK HERE TO REPORT YOUR SELF DEVELOPMENT AS STUDY PROGRAM/CENTER FACILITATOR". A reminder at the bottom says "Report your self development 2022 before at latest Saturday, 10 December 2022."

Click KPI FM: Self Development at your dashboard



GUIDELINES

HOW TO CHECK
YOUR KPI



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CLICK "KPI FM SELF DEVELOPMENT CHECK POINT"

KPI FM: SELF DEVELOPMENT CHECK POINT

Your KPI data will be updated every 11th of the month.

**CLICK HERE TO REPORT YOUR SELF DEVELOPMENT
AS TRAINING PARTICIPANT**

**CLICK HERE TO REPORT YOUR SELF DEVELOPMENT
AS STUDY PROGRAM/CENTER FACILITATOR**

Report your self development 2022 before at latest **Saturday, 10 December 2022**.

HOW TO CHECK YOUR KPI

STEP 1



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HOW TO CHECK YOUR KPI

STEP 2

KPI FM Self Check Point
< Summary KPI Self Development (Page 2 of 2)

Reset Share ...

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Disclaimer:
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Please note that data transmitted via internet (email, etc) may be subject to security breaches.

*based on data transaction recorded by BCL&D - 30 September 2021

SUMMARY KPI FM: SELF DEVELOPMENT DASHBOARD 2021

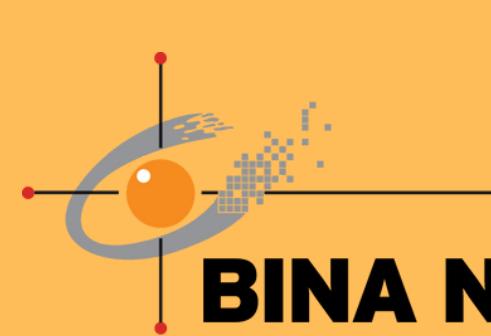
Total FM active	FM had been developed	FM not yet developed
1,318	1,248	70

Faculty/School Jurusan Program

1 | Detail FM had been developed

Faculty/School	Study Program	Not yet	Had been	Grand total
BINUS ASO School of Engineering	AREG-Automotive and Robotics Engineering	-	6	6
	PDEG-Product Design Engineering	-	4	4
BINUS Business School Doctoral of Research in Management	DRM	-	8	8
BINUS Business School International Undergraduate Program	IBIS	-	11	11
	MKTG	-	6	6
BINUS Business School Master Program	Magister Manajemen	1	21	22
	MM Blended Learning	-	1	1
	MGMT Management	-	62	62

GO TO PAGE 2 (TWO) TO SEE THE
“SUMMARY KPI SELF DEVELOPMENT”



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HOW TO CHECK YOUR KPI

KPI FM Self Check Point
< KPI FM: Self Check Point (Page 3 of 3) >

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KPI FM: SELF DEVELOPMENT CHECK POINT

Faculty/School Jurusan

Kode Dosen (D9999)
Enter a value

Score 7,159

Training History Recorded by BCL&D

Jurusan	Kode Dosen	Tanggal Pelatihan	Nama Pelatihan	Penyelenggara	Status PD	Kategori Training
1. Sastra Inggris	D0104	2021-06-28	Strategi Percepatan Promosi Karir Pr...	LRC	Peserta	Internal Jurusan/Center
2. Sastra Inggris	D0104	2021-04-19	Pelatihan Audit Internal Berbasis IS...	QMC	Peserta	Internal Jurusan/Center
3. Sastra Inggris	D0104	2021-01-28	Smartphone Film Making	LRC	Peserta	Internal Jurusan/Center
4. Sastra Inggris	D0104	2021-02-17	Refreshing BINUS Quality Managem...	QMC	Pembicara Jurusa...	Modular
5. Sastra Inggris	D0104	2021-05-21	Olahraga untuk Stress Relief	LRC	Peserta	Internal Jurusan/Center

1

GO TO PAGE 3 (THREE) TO CHECK YOUR KPI

2

PUT YOUR LECTURER ID (EX: D1616) AND CLICK ENTER

STEP 3



GUIDELINES

HOW TO REPORT
YOUR SELF DEVELOPMENT
AS TRAINING PARTICIPANT



CLICK "CLICK HERE TO REPORT YOUR SELF DEVELOPMENT AS TRAINING PARTICIPANT"

KPI FM: SELF DEVELOPMENT CHECK POINT

Your draft KPI Score and training history recorded by BCL&D is now available.

Data will be updated every 11th of the month.

**CLICK HERE TO REPORT YOUR SELF DEVELOPMENT
AS TRAINING PARTICIPANT**

**CLICK HERE TO REPORT YOUR SELF DEVELOPMENT
AS STUDY PROGRAM/CENTER FACILITATOR**

Report your self development at latest **Saturday, 4 December 2021**.

**HOW TO REPORT
YOUR SELF
DEVELOPMENT
AS TRAINING
PARTICIPANT**

STEP 1



HOW TO REPORT YOUR SELF DEVELOPMENT AS TRAINING PARTICIPANT

STEP 2

If you have any questions, please do not hesitate to contact us via email or Microsoft Teams chat

- Seera Puji Adriaansz Marwa (Email: seera@binus.edu | Microsoft Teams chat id: Seera Puji Adriaansz Marwa)
- Sunarsih (Email: sunarsih@binus.edu | Microsoft Teams chat id: Sunarsih)

Hi, Elisabeth. When you submit this form, the owner will see your name and email address.

* Required

1. Select Type of Self Development that you want to report *

Internal Training conducted by Study program/Center (Pelaporan pelatihan dari jurusan/center)

Individual development (Pelaporan pelatihan pribadi)

[Next](#)

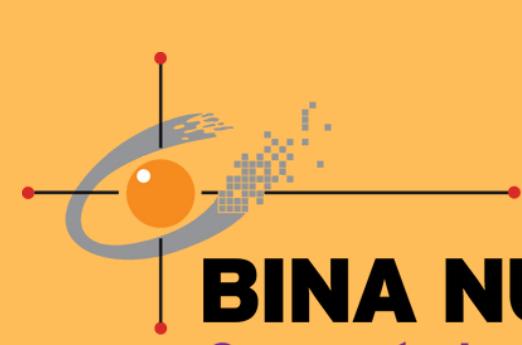
Page 1 of 3

1

**IF YOU WANT TO REPORT YOUR TEAM CERTIFICATE
SELECT TYPE "INTERNAL CONDUCTED BY STUDY
PROGRAM/CENTER"**

2

**IF YOU WANT TO REPORT YOUR OWN CERTIFICATE
SELECT TYPE "INDIVIDUAL DEVELOPMENT"**



HOW TO REPORT YOUR SELF DEVELOPMENT AS TRAINING PARTICIPANT

STEP 3

INTERNAL CONDUCTED BY STUDY PROGRAM/CENTER

Let's report Your FM KPI: Self-Development

...

* Required

Internal Training conducted by Study program/Center

Study Program can conduct professional development independently and report to BCL&D by completing the following items no later than two weeks after the training.

Checklist Evidence Documents

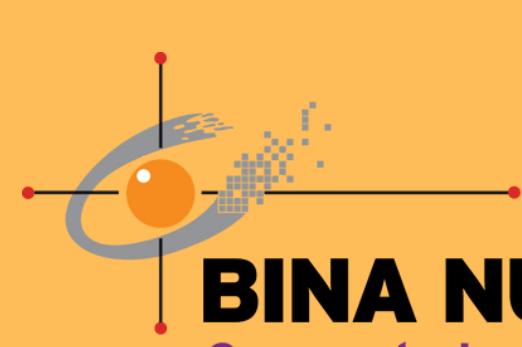
1. Training invitation (scan)
2. Training attendance (scan and Microsoft excel file)
3. Training documentation (photo)
4. Training materials (soft copy)
5. Certificate of attendance (scan)

2. PIC - Lecture Code/BINUSIAN ID *

Write down your Lecturer ID or BINUSIAN ID (i.e. D1234/BN001252700)

Enter your answer

**FILL THE BLANK NUMBER 2 TO 16 (ALL REQUIRED) AND
CLICK SUBMIT**



HOW TO REPORT YOUR SELF DEVELOPMENT AS TRAINING PARTICIPANT

—
STEP 4

INDIVIDUAL DEVELOPMENT

Let's report Your FM KPI: Self-Development

...

* Required

Individual Development

Employee and lecturer who participates (as a participant) on professional development conducted by other institutions/vendors should report to BCL&D by completing the following checklist no later than two weeks after the training.

Any training conducted by BCL&D will be automatically recorded.

2. Lecture Code *

Write down your Lecturer ID (i.e. D1234). Please make sure your ID is written down correctly

Enter your answer

3. BINUSIAN ID

Write down your BINUSIAN ID (i.e. BN001252700). Please make sure your ID is written down correctly

Enter your answer

**FILL THE BLANK NUMBER 2 TO 12 (ALL REQUIRED) AND
CLICK SUBMIT**

GUIDELINES

**HOW TO REPORT
YOUR SELF DEVELOPMENT
AS STUDY PROGRAM/ CENTER FACILITATOR**



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CLICK "CLICK TO REPORT YOUR SELF DEVELOPMENT AS STUDY PROGRAM/CENTER FACILITATOR"

KPI FM: SELF DEVELOPMENT CHECK POINT

Your draft KPI Score and training history recorded by BCL&D is now available.

Data will be updated every 11th of the month.

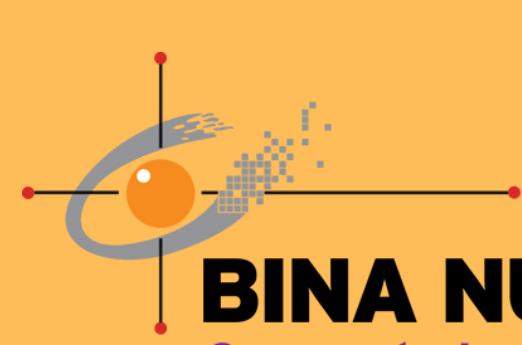
**CLICK HERE TO REPORT YOUR SELF DEVELOPMENT
AS TRAINING PARTICIPANT**

**CLICK HERE TO REPORT YOUR SELF DEVELOPMENT
AS STUDY PROGRAM/CENTER FACILITATOR**

Report your self development at latest **Saturday, 4 December 2021**.

**HOW TO REPORT
YOUR SELF
DEVELOPMENT
AS STUDY PROGRAM/
CENTER FACILITATOR**

STEP 1



HOW TO REPORT YOUR SELF DEVELOPMENT AS STUDY PROGRAM/ CENTER FACILITATOR

STEP 2



KPI FM: Self Development
as Study Program Facilitator
Training type: Internal Study Program

Dear Faculty Member,

Please kindly fill the following self-development report and do not hesitate to contact us if you have any further information. Regarding your submission, BCL&D will inform approval or rejection approximately one week after receiving your self-development report. Thank you. |

Facilitator Information

Lecturer ID : _____

Lecturer name : _____

Faculty/School : _____

Study program : _____

Extension no. / Mobile no.
(WhatsApp preferable) : _____

Self-Development Report Information

Training name : _____

Training schedule : _____

Learning outcomes : _____

Date

Time

Venue

1

PLEASE FILL OUT THE ATTACHED FORM

2

SEND THIS FORM TO MS. SUNARSIH
(EMAIL: SUNARSIH@BINUS.EDU / MS. TEAMS: SUNARSIH)

HOW IS YOUR KPI SCORE?



**For more information about BCL&D
training,
you can follow our Instagram:**

@binuscorporatelearning