BINUS UNIVERSITY ONLINE LEARNING

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# Panduan Learning Management System (LMS) Mahasiswa

versi R18

October, 20th 2020

# Browser

- Gunakan Mozilla Firefox atau Google Chrome untuk pengalaman berselanjar yang lebih baik

**Mozilla Firefox** **Google Chrome**

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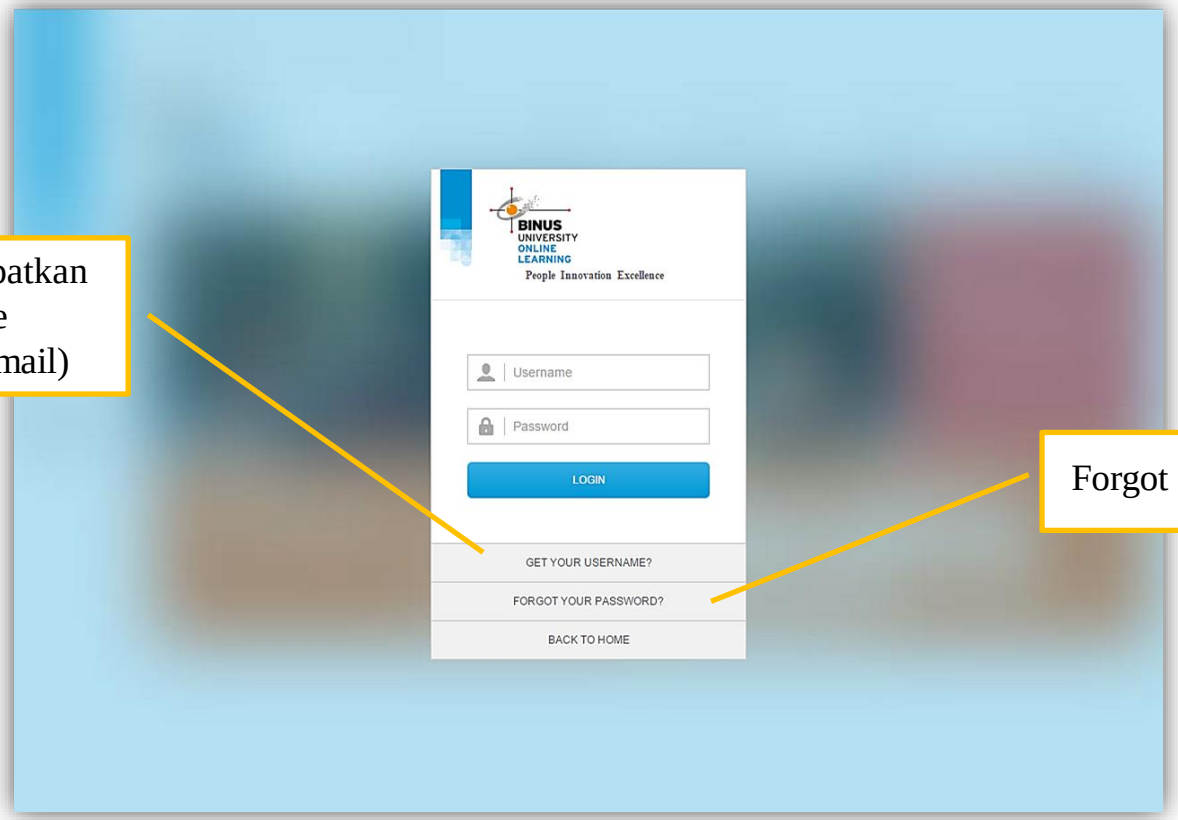
# Login




Untuk mendapatkan username (Binusian Email)

Forgot Your password?

| | |
|---|---|
| URL Address | : ol.binus.ac.id |
| Username | : Your Binusian Email |
| Password | : b!Nu$ddmmyyyy (Ex. b!Nu$04061991) |

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# Get Your Username

- Setelah klik Get Username, muncul laman berikut:

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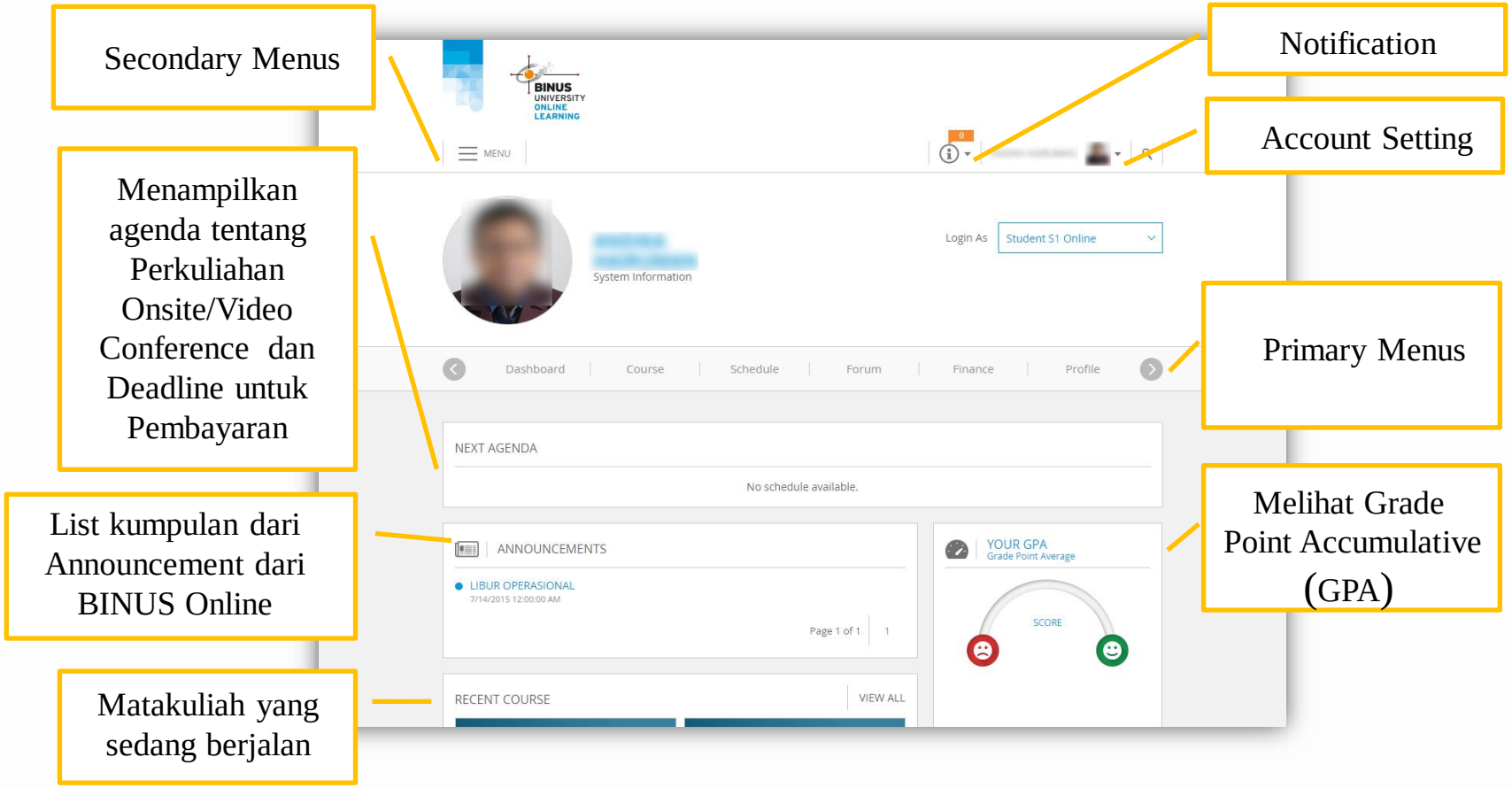
# Dashboard

- Setelah berhasil login, muncul laman utama (Dashboard)

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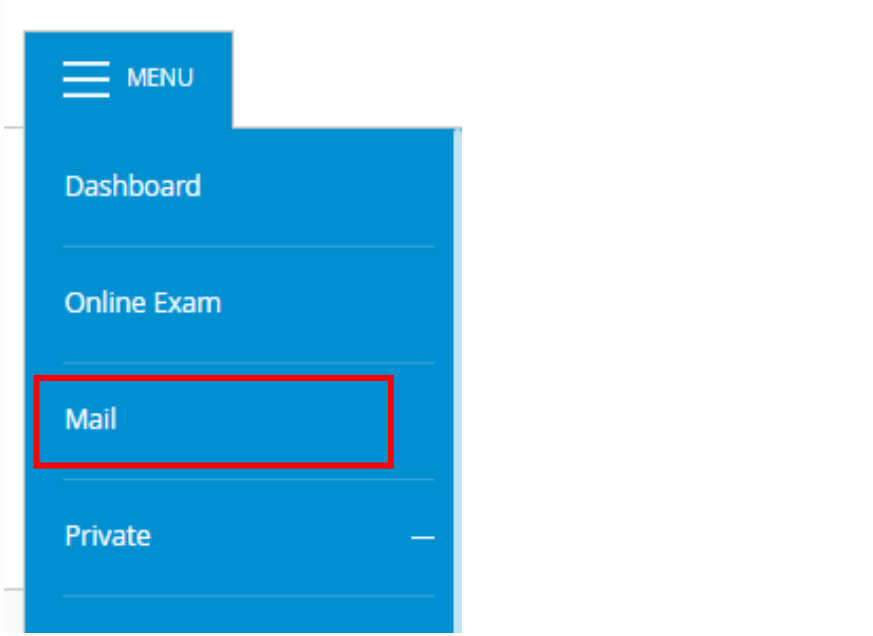
# Student Email

- Klik Mail untuk masuk ke e-mail Bapak/Ibu

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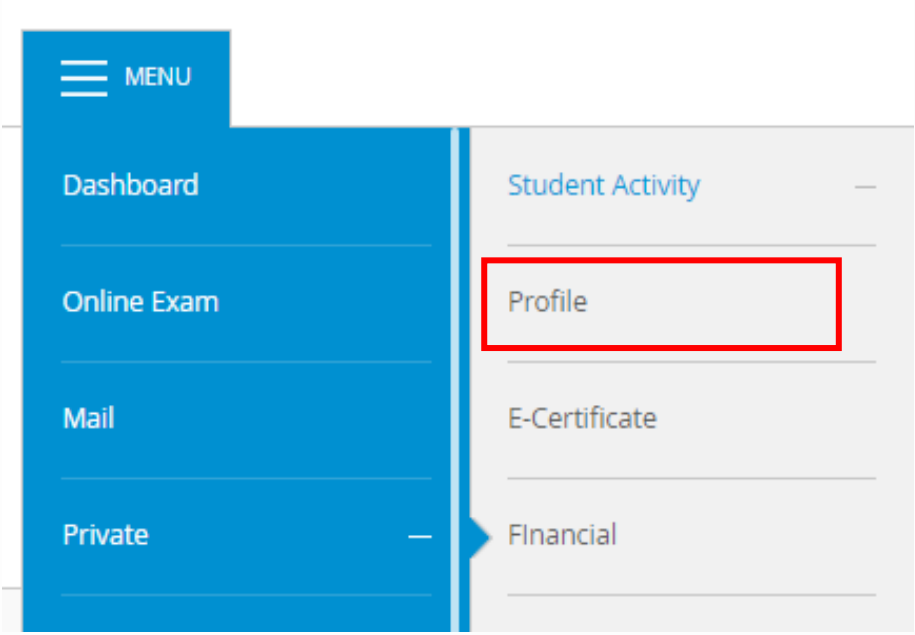
# Profile

- Menambahkan Personal Email dan Mobile Phone
- Klik Menu – Private -> Profile

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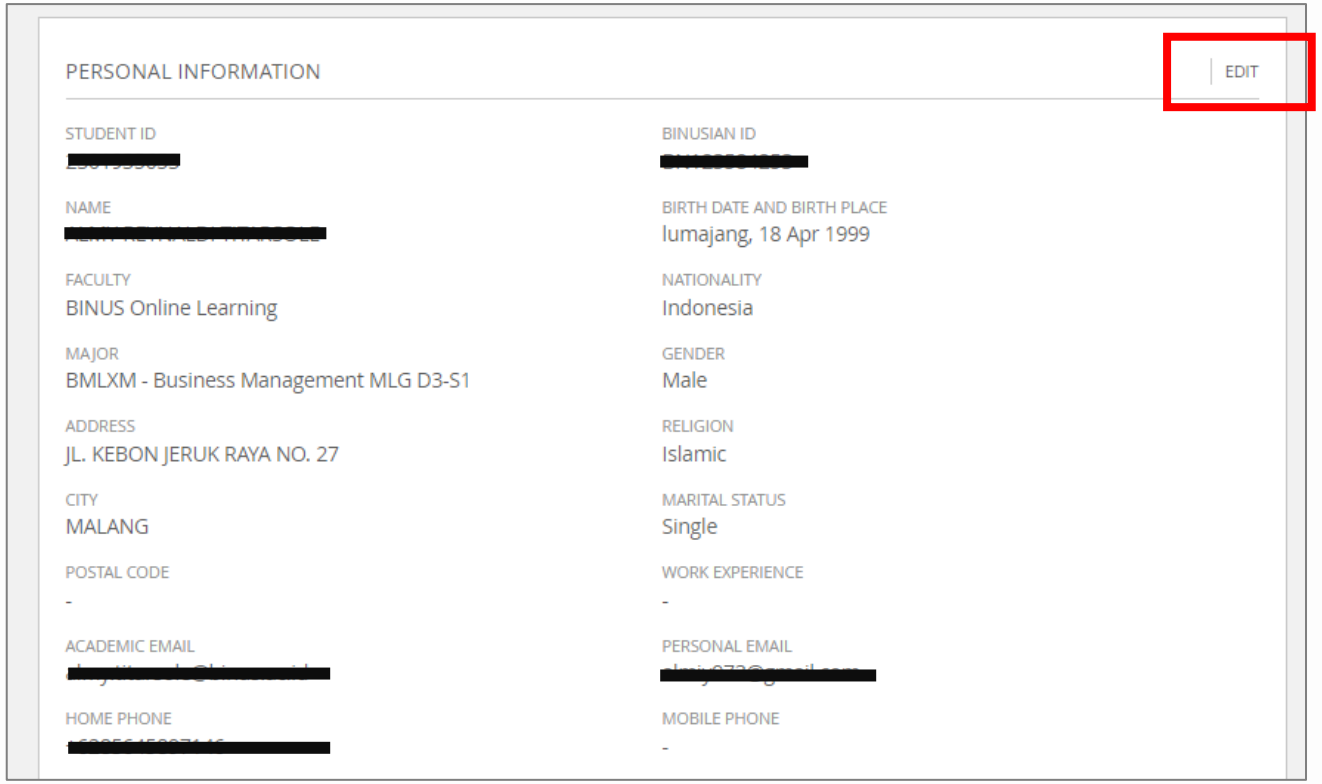
# Profile

- Menambahkan Personal Email dan Mobile Phone (Cont.)

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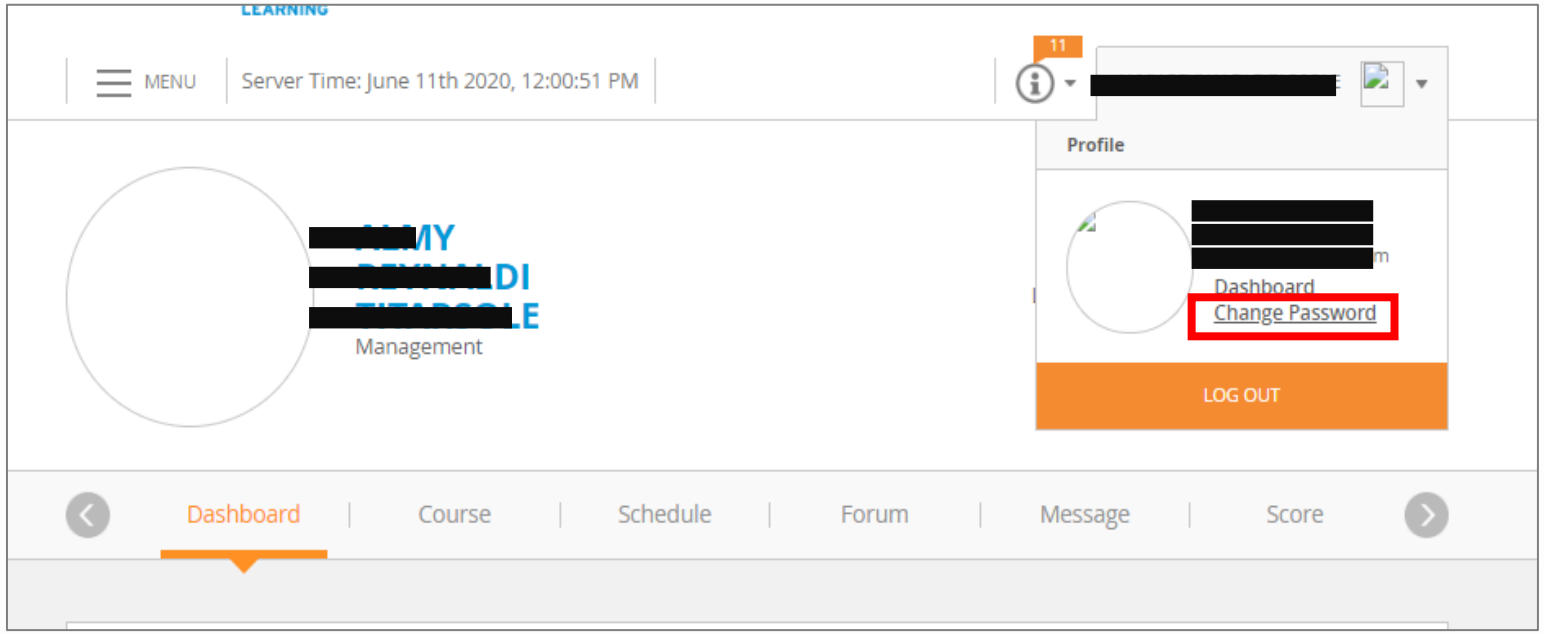
# Change Password

- Mengubah Password
- Klik Account Setting –> Change Password

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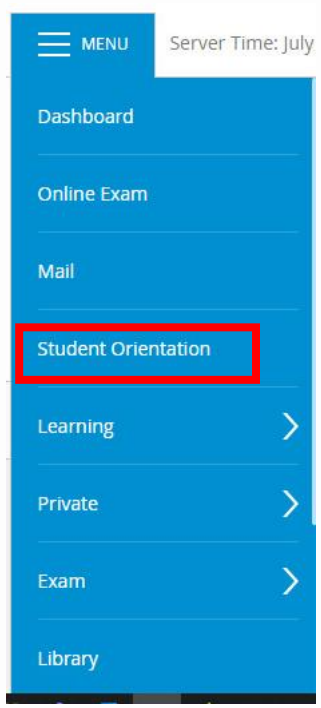
# Student Orientation

- Klik Menu - > Student Orientation

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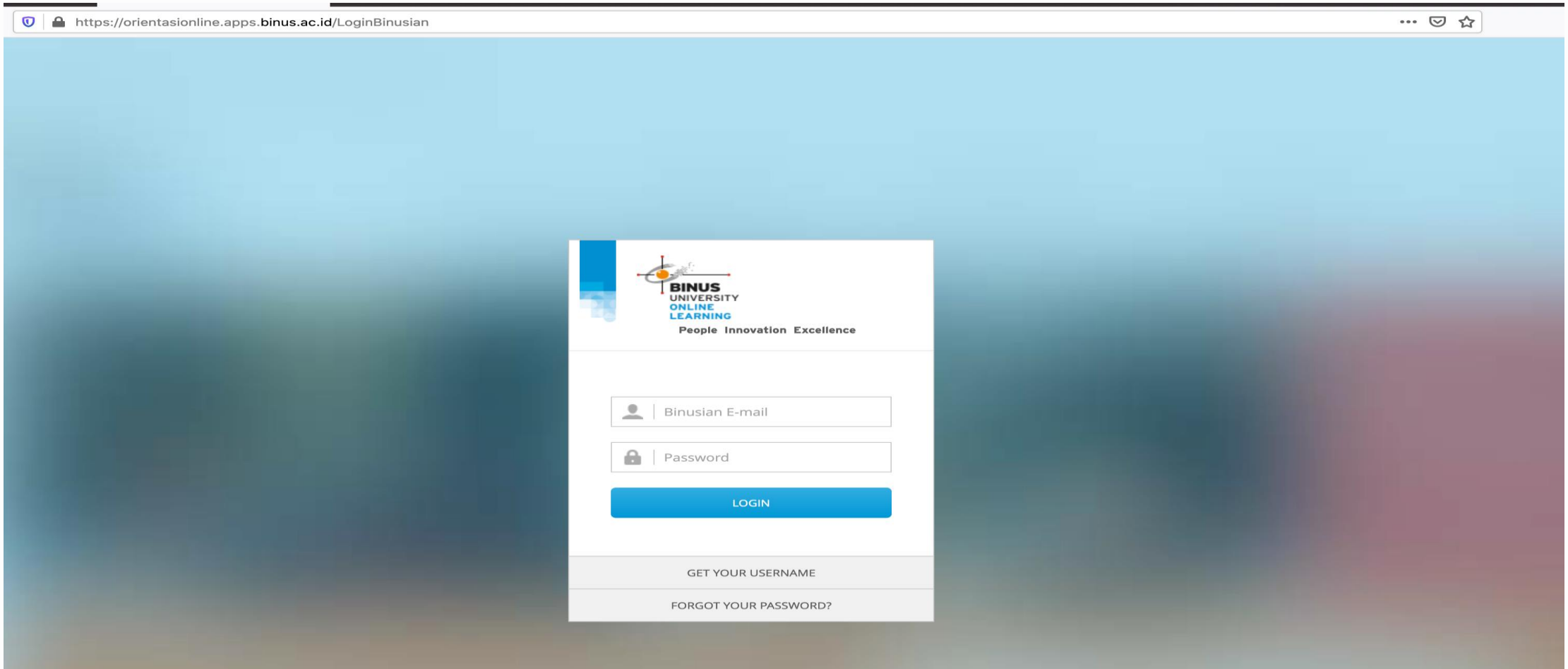
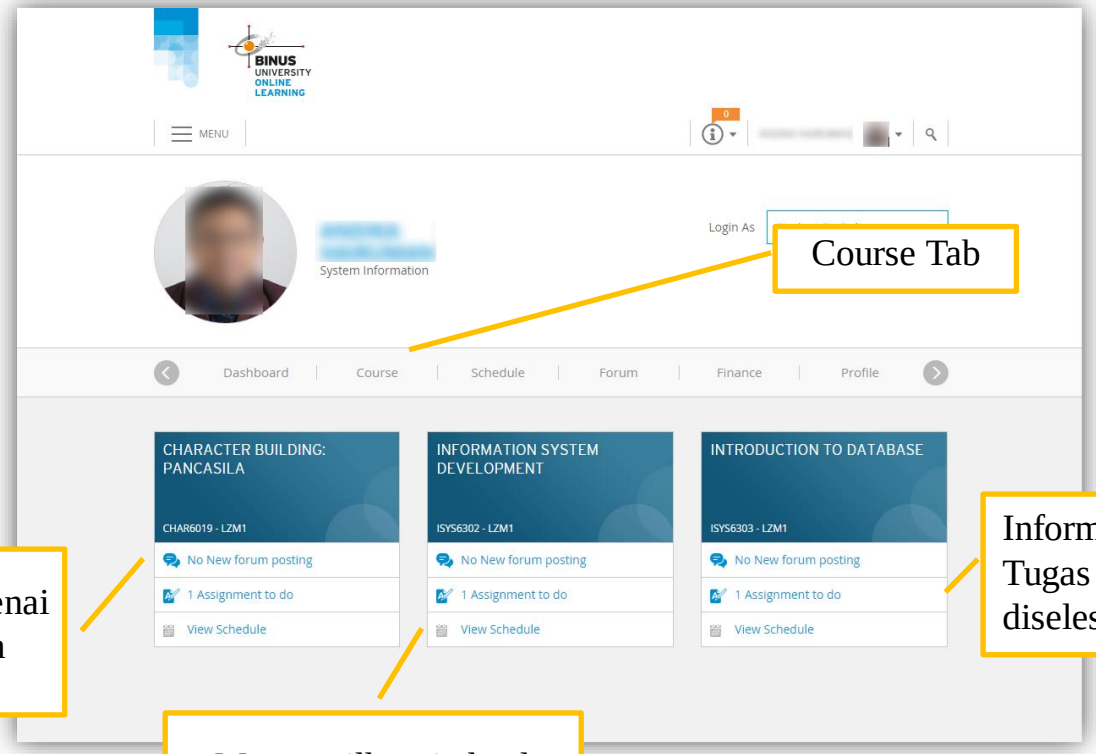
# Student Orientation

- Silakan login kembali dengan menggunakan user dan password yang sama dengan https://ol.binus.ac.id



# Course

- Course dapat diakses pada Dashboard bagian Recent Course, atau pada tab Course di bagian Primary Menus




Course Tab

Informasi mengenai posting forum

Informasi mengenai Tugas yang harus diselesaikan

Menampilkan jadwal perkuliahan

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# Schedule

- Schedule dapat diakses pada Tab Schedule bagian Primary Menus

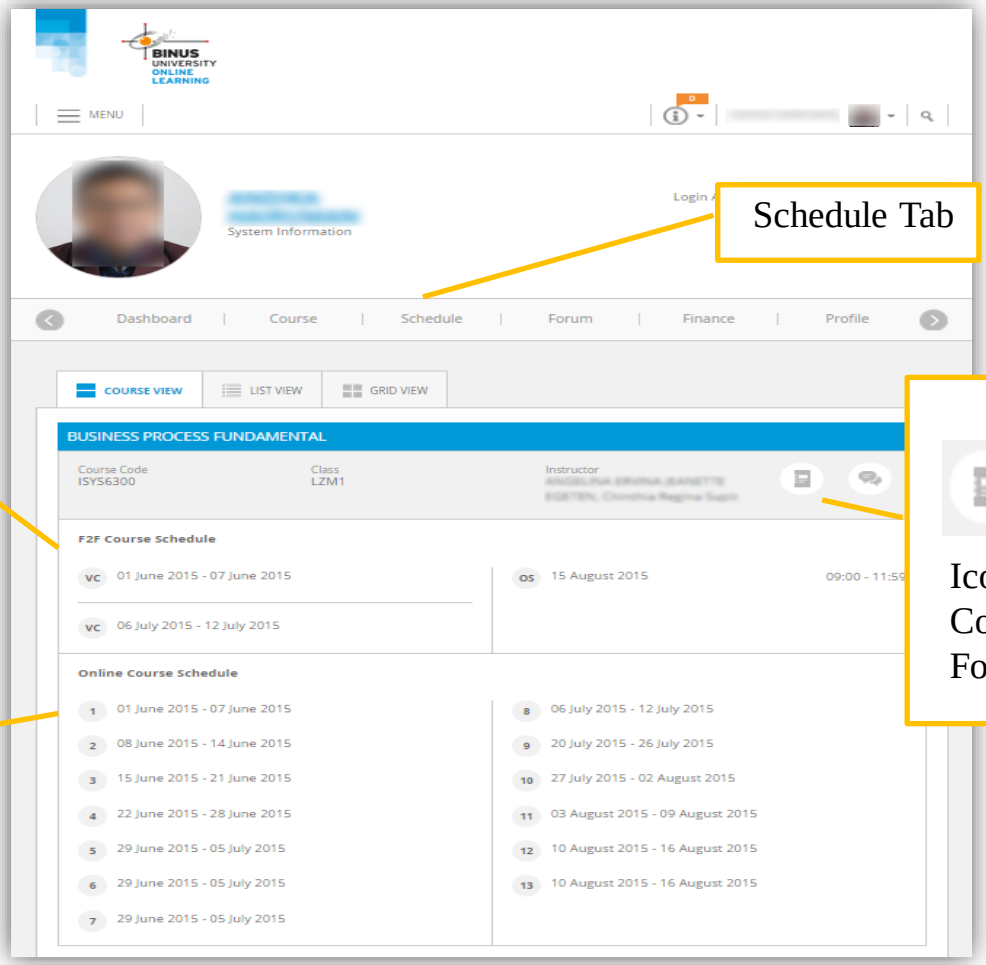
F2F = Onsite
Apabila dalam bentuk range, maka dosen belum menentukan tanggal nya

Schedule Tab

Jadwal F2F (Onsite & Video Conference)

Jadwal Online

Icon : Course Forum

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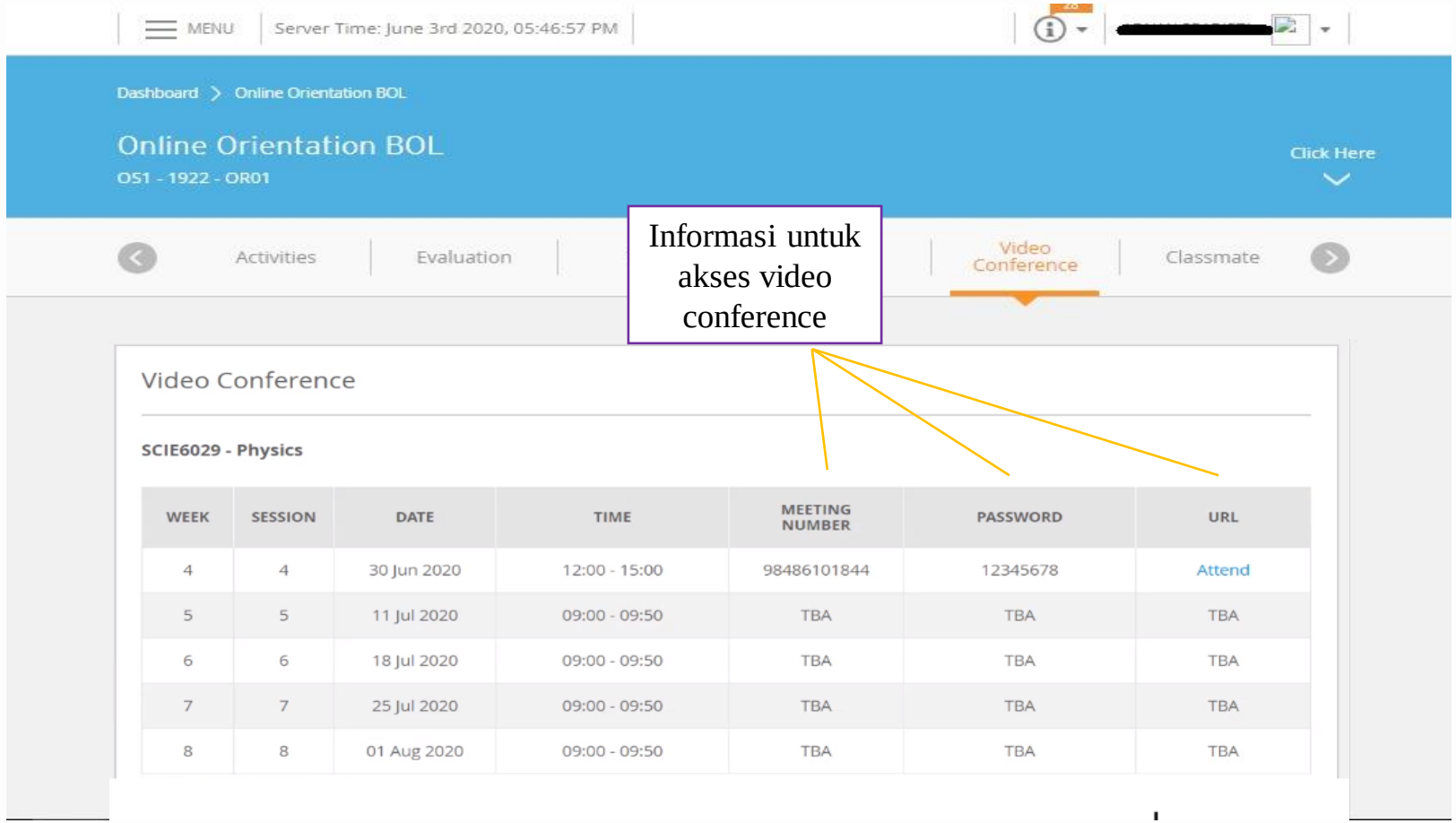
# Video Conference

- Untuk masuk ke Tab Video Conference, maka pilih dahulu Course nya, lalu akan muncul beberapa tab mengenai matakuliah yang dipilih.




| WEEK | SESSION | DATE | TIME | MEETING NUMBER | PASSWORD | URL |
|---|---|---|---|---|---|---|
| 4 | 4 | 30 Jun 2020 | 12:00 - 15:00 | 98486101844 | 12345678 | Attend |
| 5 | 5 | 11 Jul 2020 | 09:00 - 09:50 | TBA | TBA | TBA |
| 6 | 6 | 18 Jul 2020 | 09:00 - 09:50 | TBA | TBA | TBA |
| 7 | 7 | 25 Jul 2020 | 09:00 - 09:50 | TBA | TBA | TBA |
| 8 | 8 | 01 Aug 2020 | 09:00 - 09:50 | TBA | TBA | TBA |

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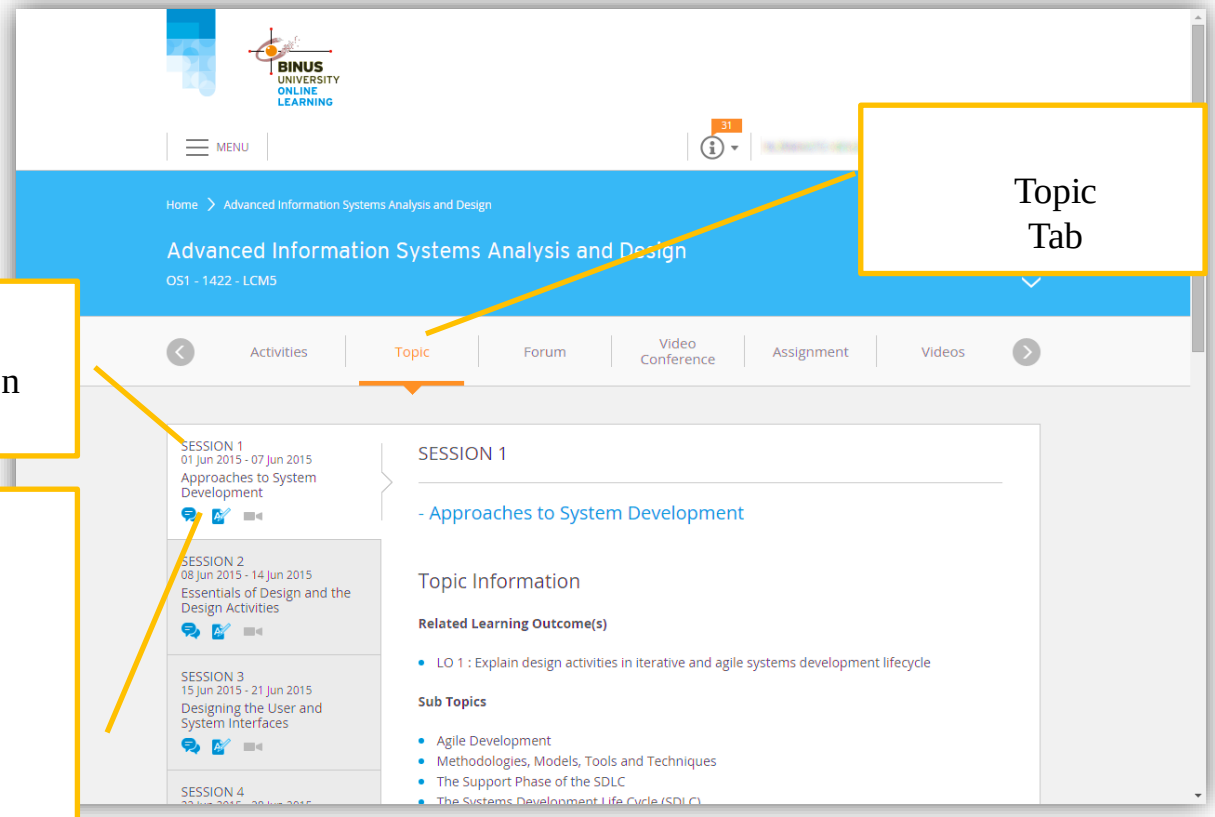
# Topic

- Untuk masuk ke Tab Topic, maka pilih dahulu Course nya.
- Pilih Tab Topic




Topic Tab

Icon : Course Session

Forum

Assignment

Video Conference

(jika icon berwarna biru, maka ada aktifitas forum/assignment/vicon)

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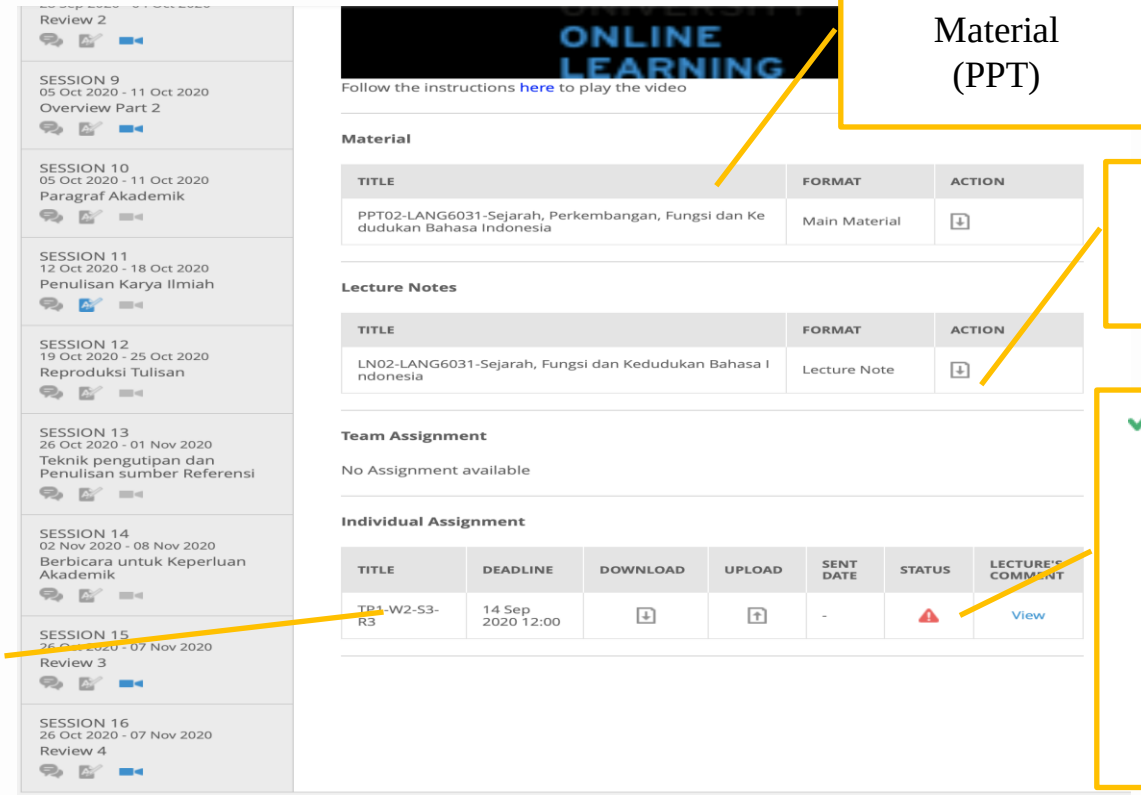
# Topic




Material (PPT)

Lecture Note (PDF)

Icon :
Approved
Need Revision
Submitted
Not Yet
Expired

Individual/ Team Assignment

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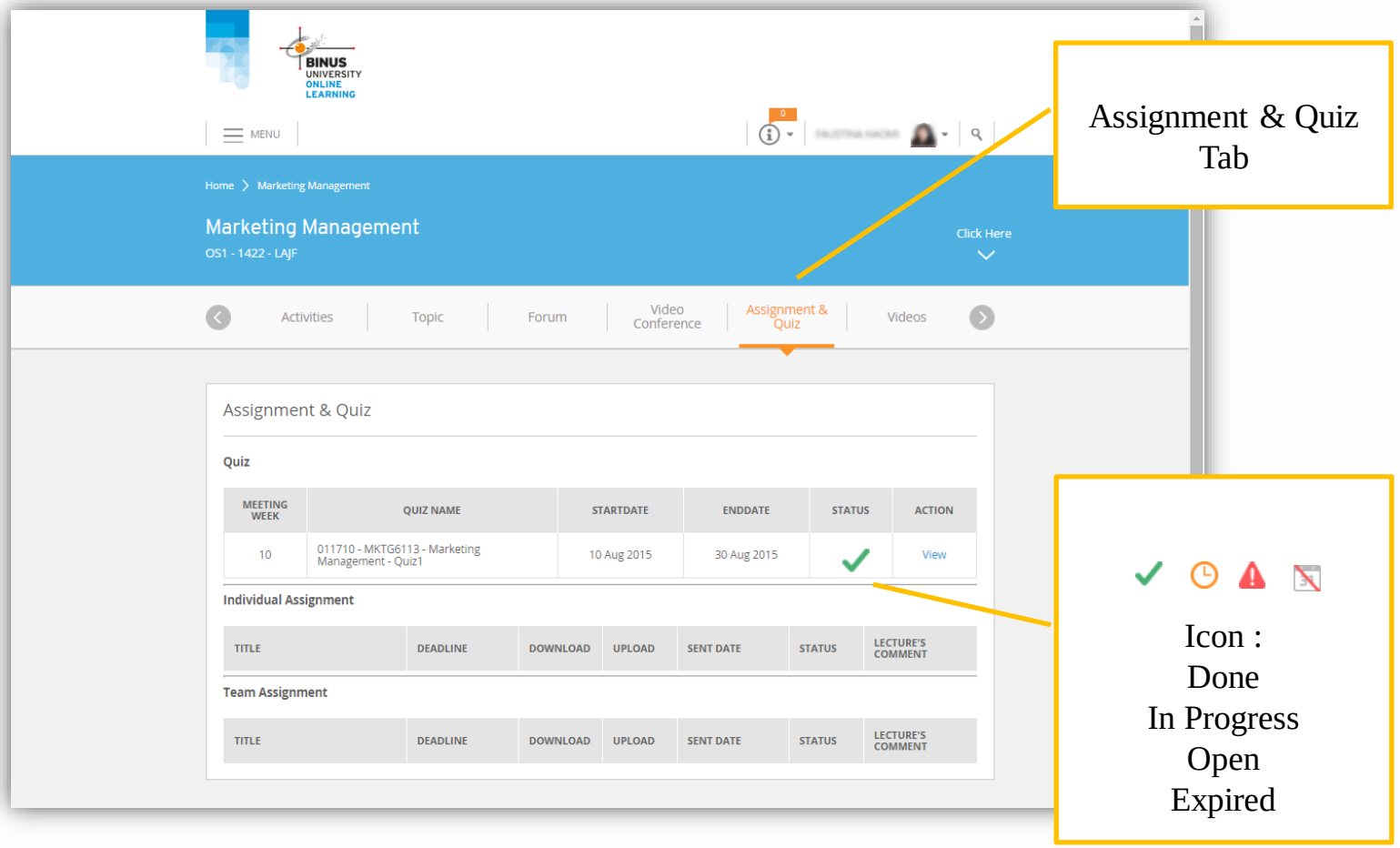
# Assignment & Quiz

- Untuk masuk ke Tab Assignment & Quiz, maka pilih dahulu Course nya. Pilih Tab Assignment & Quiz

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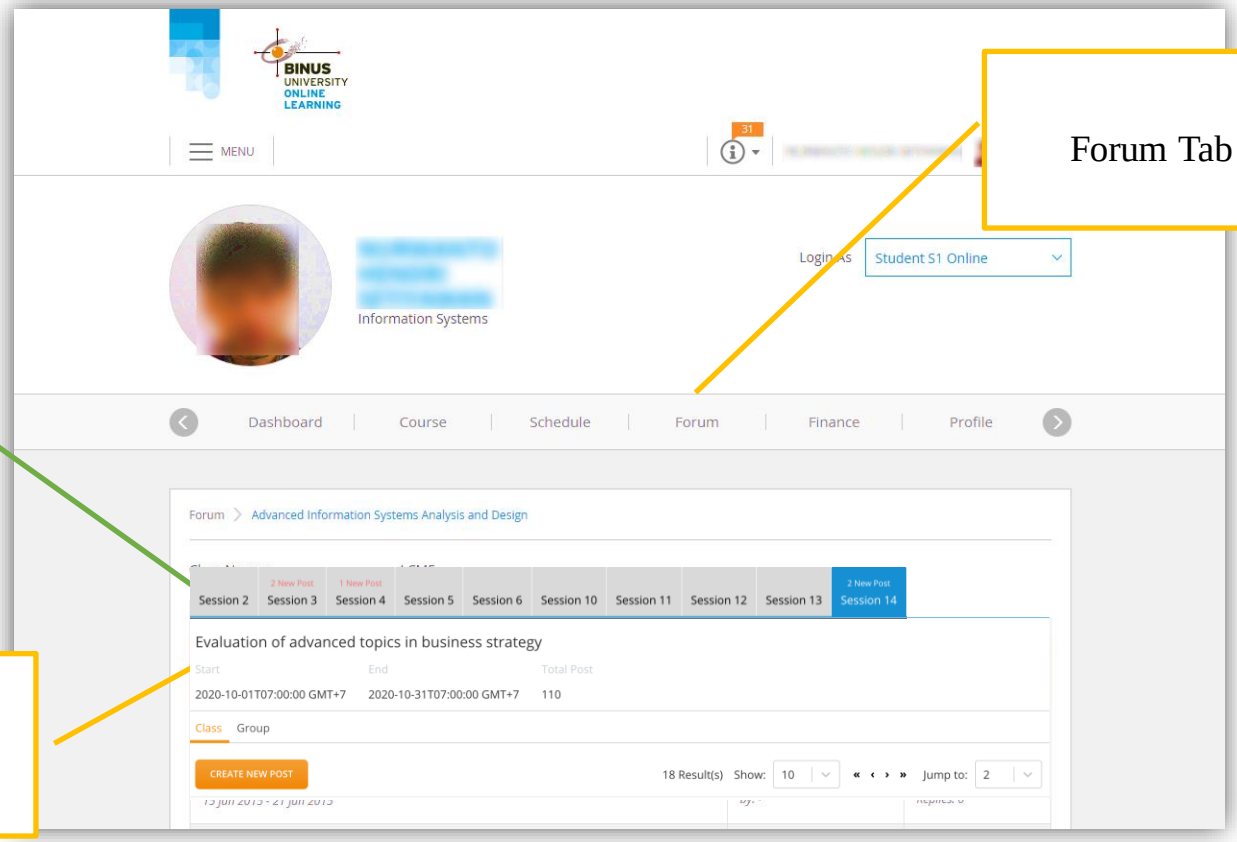
# Forum

- Tab Forum dapat diakses melalui Primary Menus, kemudian pilih Tab Forum.




Forum Tab

Ada 10 Topik dan 1 Others pada forum. 1 topik minimal 2 post dan tidak melebihi timeline. Jika melebihi timeline maka tidak masuk penilaian.

Forum Topic and Timeline

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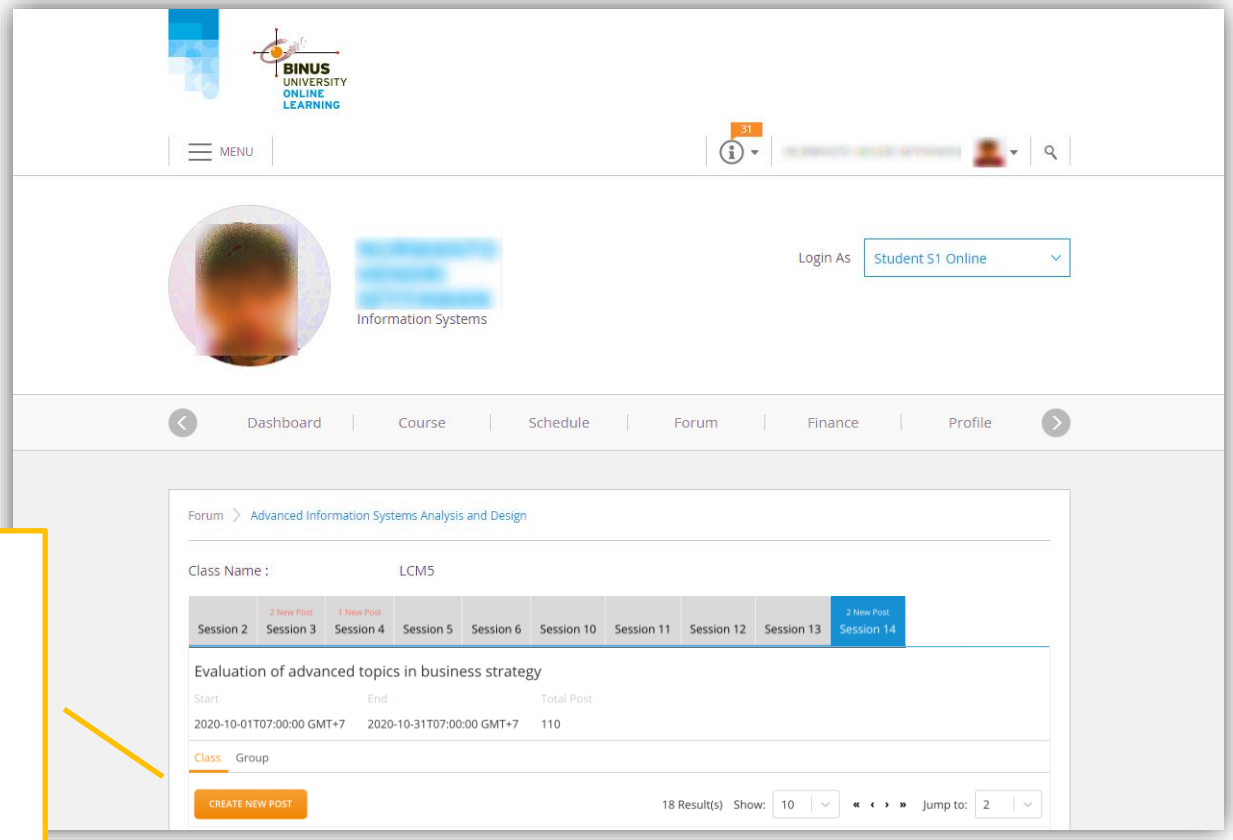
# Forum




Forum Type :

1. Class room
2. Group room

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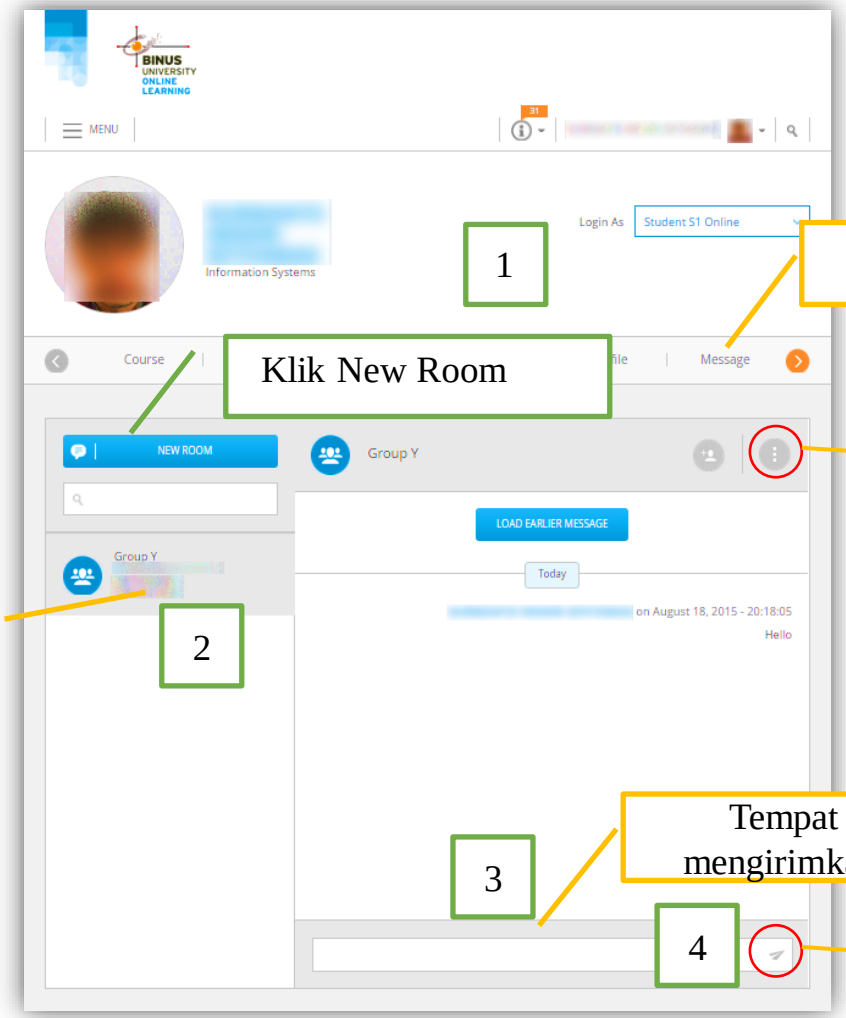
# Message

- Tab Message dapat diakses melalui Primary Menus, kemudian pilih Tab Message.

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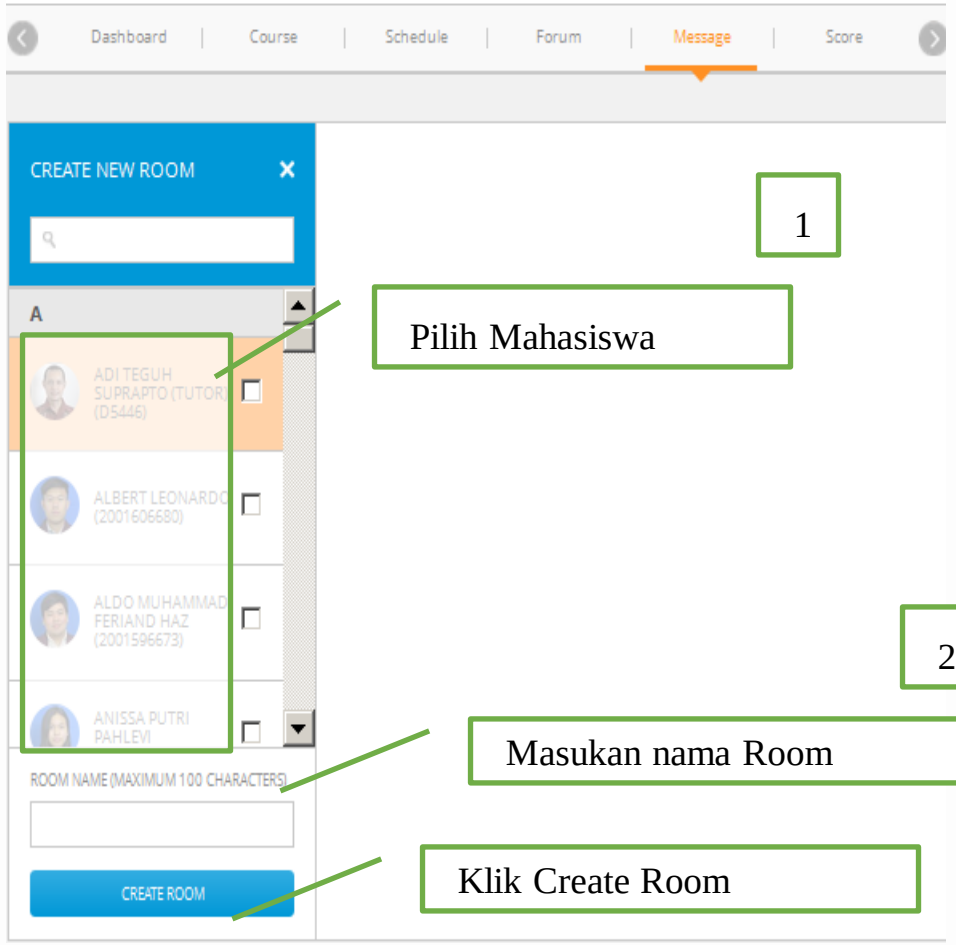
# Message




1

Pilih Mahasiswa

2

Masukan nama Room

3

Klik Create Room

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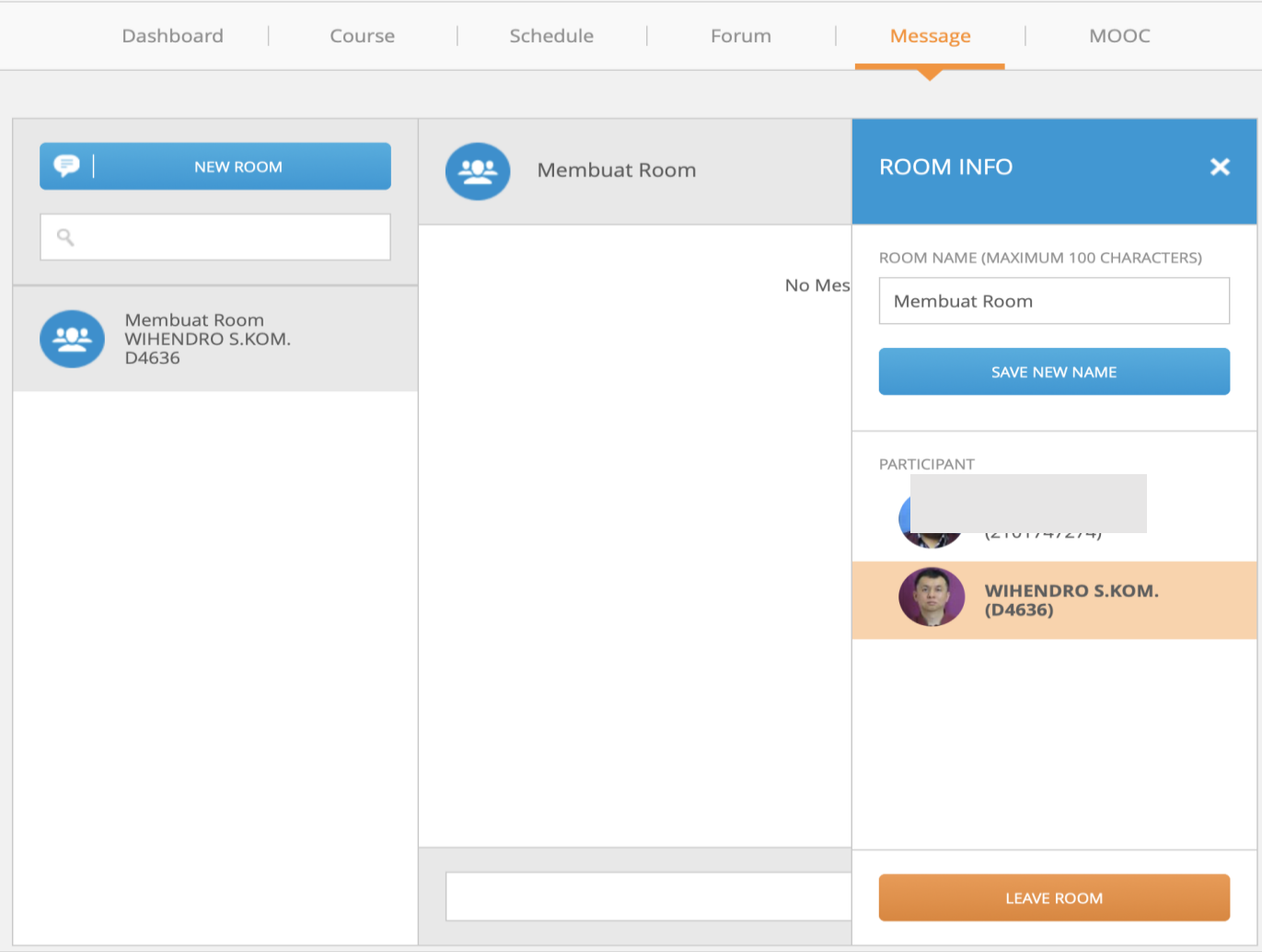
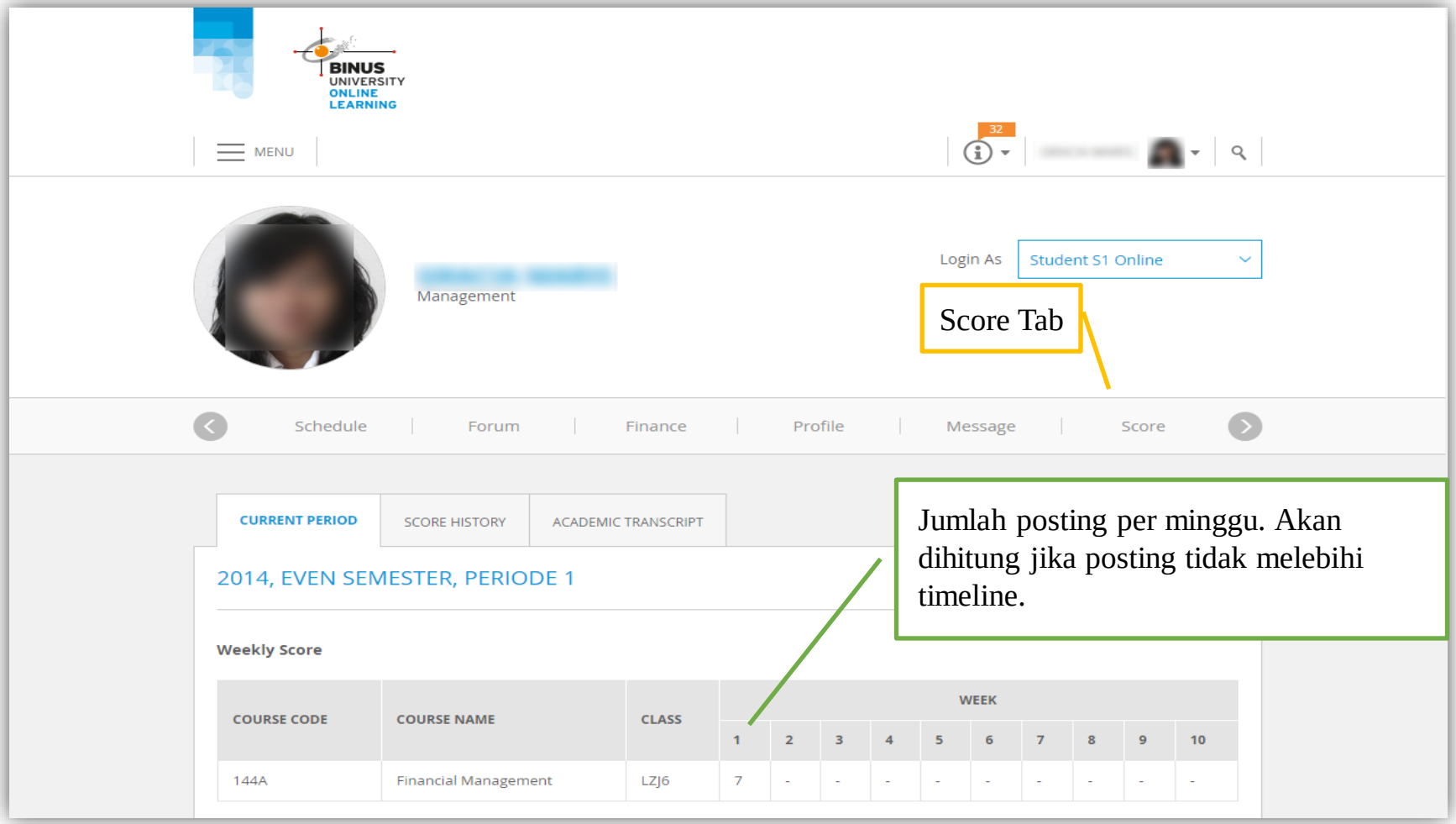
# Message



# Score

- Tab Score dapat diakses melalui Primary Menus, kemudian pilih Tab Score.

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# Score

CURRENT PERIOD | SCORE HISTORY | CUMULATIVE GRADE LIST

PERIOD

2019, Odd Semester, Periode 2 [PRINT STUDY REPORT]

*Please disable your pop-up blocker

Mencetak report nilai per periode

Jumlah posting per minggu. Akan dihitung jika posting tidak melebihi timeline.

**Forum Post Count**

| COURSE CODE | COURSE NAME | CLASS | WEEK | | | | | | | | | |
|---|---|---|---|---|---|---|---|---|---|---|---|---|
| | | | 1 | 2 | 3 | 4 | 5 | 6 | 7 | 8 | 9 | 10 |
| ACCT6328 | Introduction to Accounting | TMFA | 2 | 4 | 4 | 3 | 3 | 3 | 2 | 2 | 2 | 3 |
| CHAR6020 | Character Building: Kewarganegaraan | TMFA | 4 | 3 | 3 | 4 | 3 | 3 | 2 | 3 | 2 | 3 |
| ENGL6163 | English Professional | TMFA | 3 | 2 | 2 | 2 | 2 | 2 | 2 | 2 | 2 | 2 |

*Postings are counted only those in classroom forum and in designated time.

Hasil nilai akhir

**Final Score**

| COURSE CODE | COURSE NAME | CLASS | FINAL SCORE | GRADE | ACTION |
|---|---|---|---|---|---|
| ACCT6328 | Introduction to Accounting | TMFA | 81 | B+ | detail |
| CHAR6020 | Character Building: Kewarganegaraan | TMFA | 91 | A | detail |
| ENGL6163 | English Professional | TMFA | 84 | B+ | detail |

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# Score

CURRENT PERIOD | SCORE HISTORY | CUMULATIVE GRADE LIST

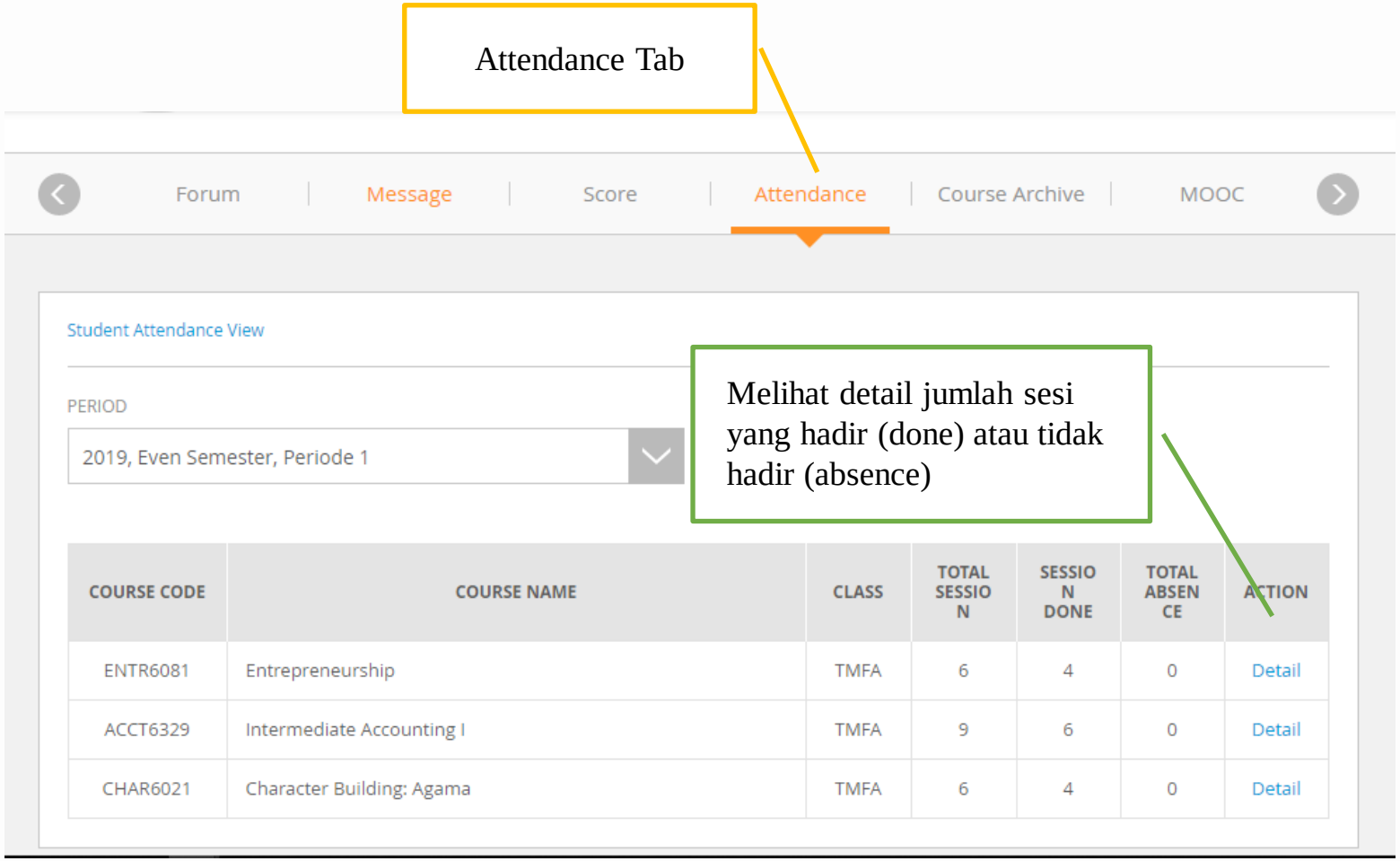
## CUMULATIVE GRADE LIST

| COURSE CODE | COURSE NAME | SCU | GRADE | MINIMUM GRADE |
|---|---|---|---|---|
| (*)CHAR6019 | Character Building: Pancasila | 2 | B | B |
| LAWS6113 | Introduction to Commercial and Private Laws | 2 | B- | D |
| CHAR6020 | Character Building: Kewarganegaraan | 2 | A | D |
| ENGL6163 | English Professional | 4 | B+ | D |
| ACCT6328 | Introduction to Accounting | 6 | B+ | D |

* : Mata Kuliah Pengawasan Mutu
** : Mata Kuliah Penyetaraan
*** : Mata Kuliah Transfer
# : Mata Kuliah yang tidak lulus

# Attendance

- Tab Attendance dapat diakses melalui Primary Menus, kemudian pilih Tab Attendance.

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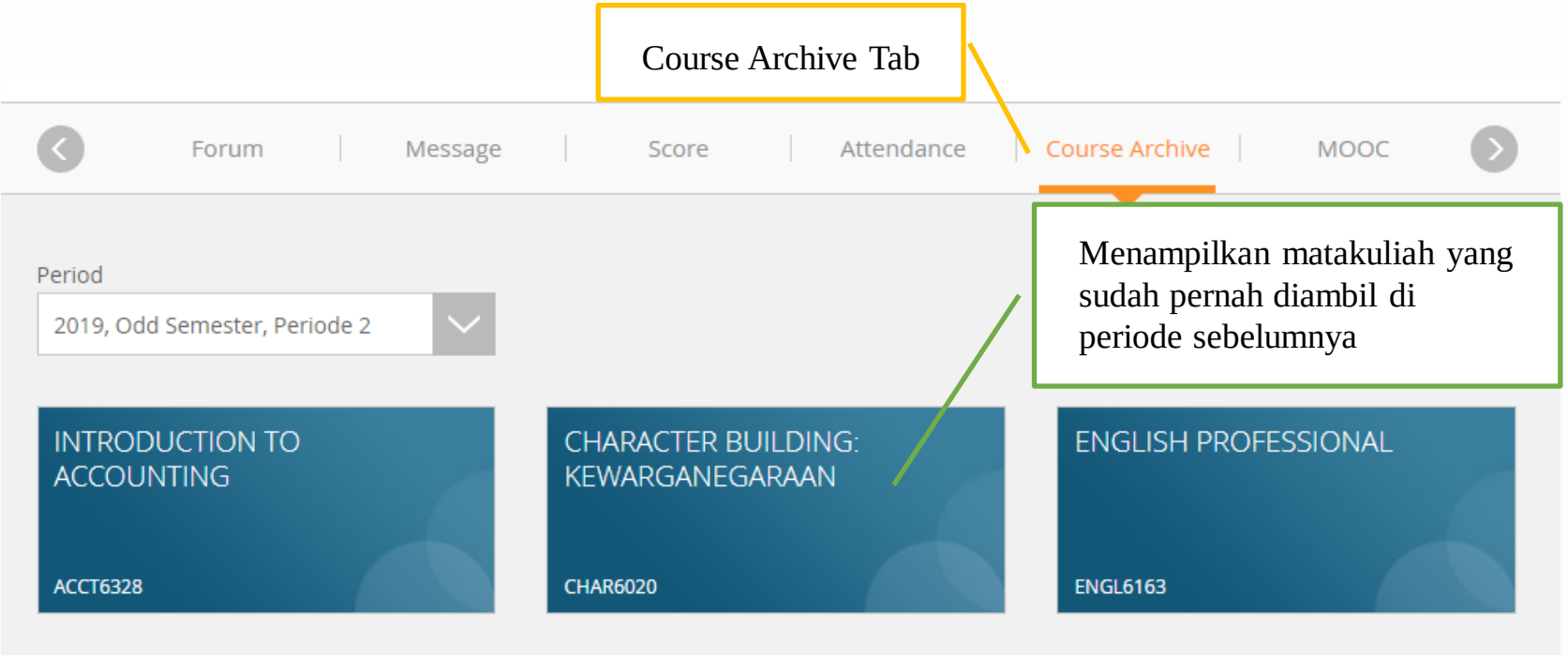
# Course Archive

- Tab Course Archive dapat diakses melalui Primary Menus (tampilan Dashboard), kemudian pilih Tab Course Archive.

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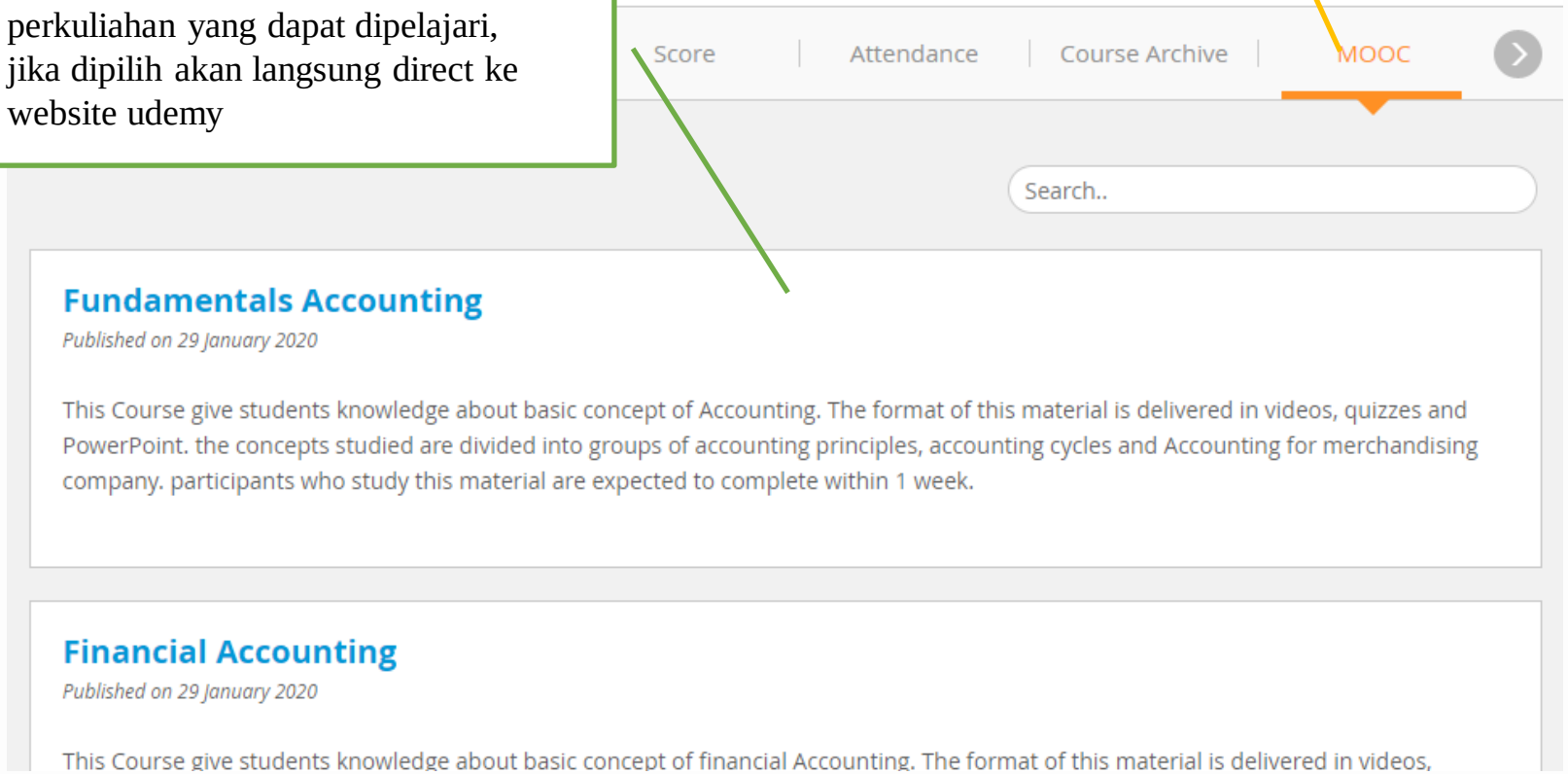
# MOOC

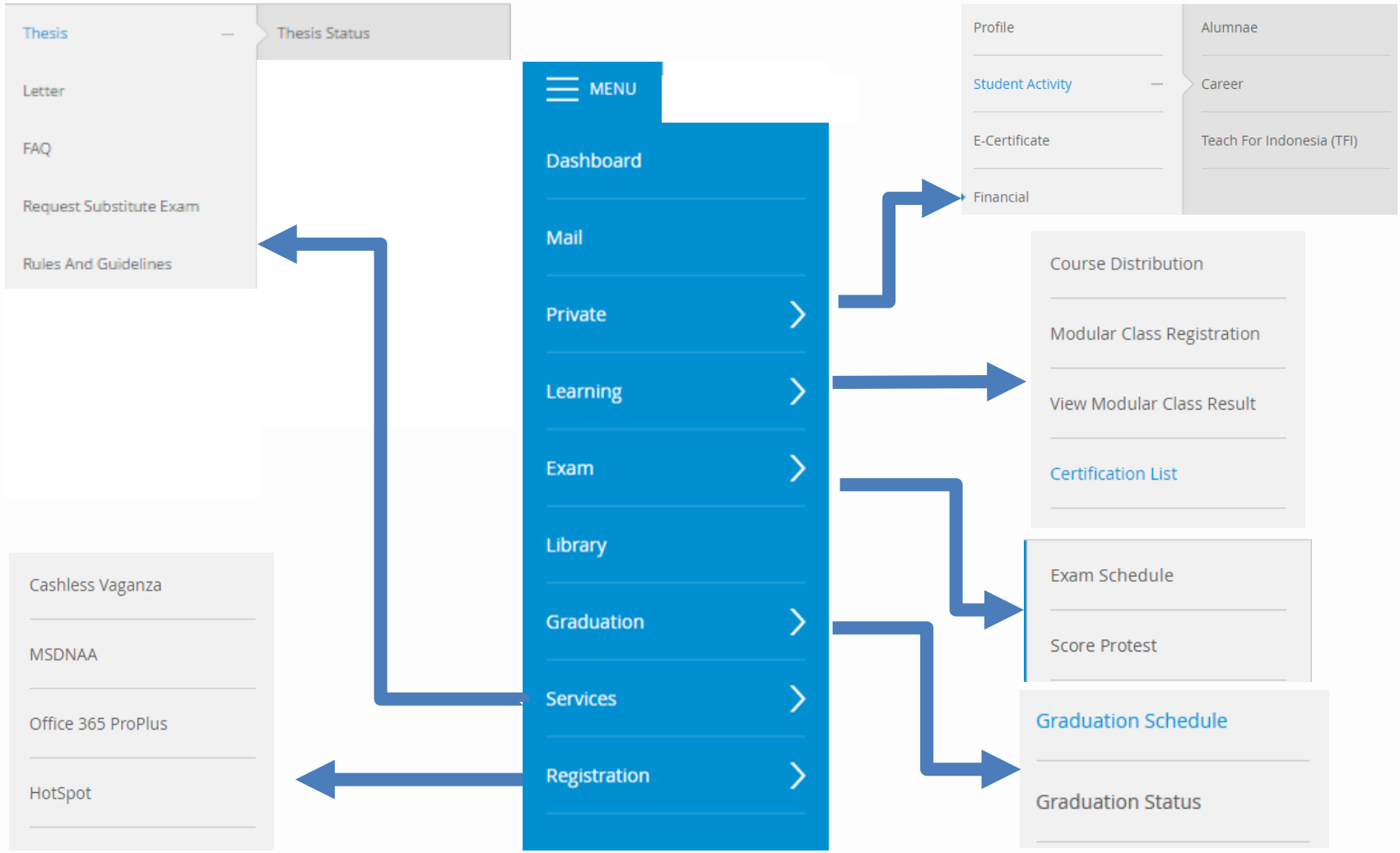
- Tab MOOC dapat diakses melalui Primary Menus (Dashboard), kemudian pilih MOOC.

MOOC Tab

Berisikan materi materi diluar materi perkuliahan yang dapat dipelajari, jika dipilih akan langsung direct ke website udemy



# Secondary Menus

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# Financial

- Klik Menu -> Private -> Financial

FINANCIAL STATUS | FINANCIAL SUMMARY | PAYMENT STATUS

*Download payment procedure here*

OTHER PAYMENT

Virtual Account Number : 02[redacted]
Virtual Account Name : TH[redacted]
Pending Charge : Rp 0.00
Total Payment : Rp 17,750,000.00
Total Deposit : Rp 0.00

| No. | Term | Description | Due Date | Charge Amount | Status |
|---|---|---|---|---|---|
| No Data. | | | | | |

| No. | Payment Date | Description | Payment Amount |
|---|---|---|---|
| 1. | 04/07/2020 | Virtual Account Payment | Rp 7,500,000.00 |
| 2. | 01/07/2020 | Waiver | Rp 2,000,000.00 |
| 3. | 07/01/2020 | Virtual Account Payment | Rp 2,500,000.00 |
| 4. | 16/12/2019 | Deposit | Rp 3,750,000.00 |
| 5. | 16/12/2019 | Waiver | Rp 2,000,000.00 |

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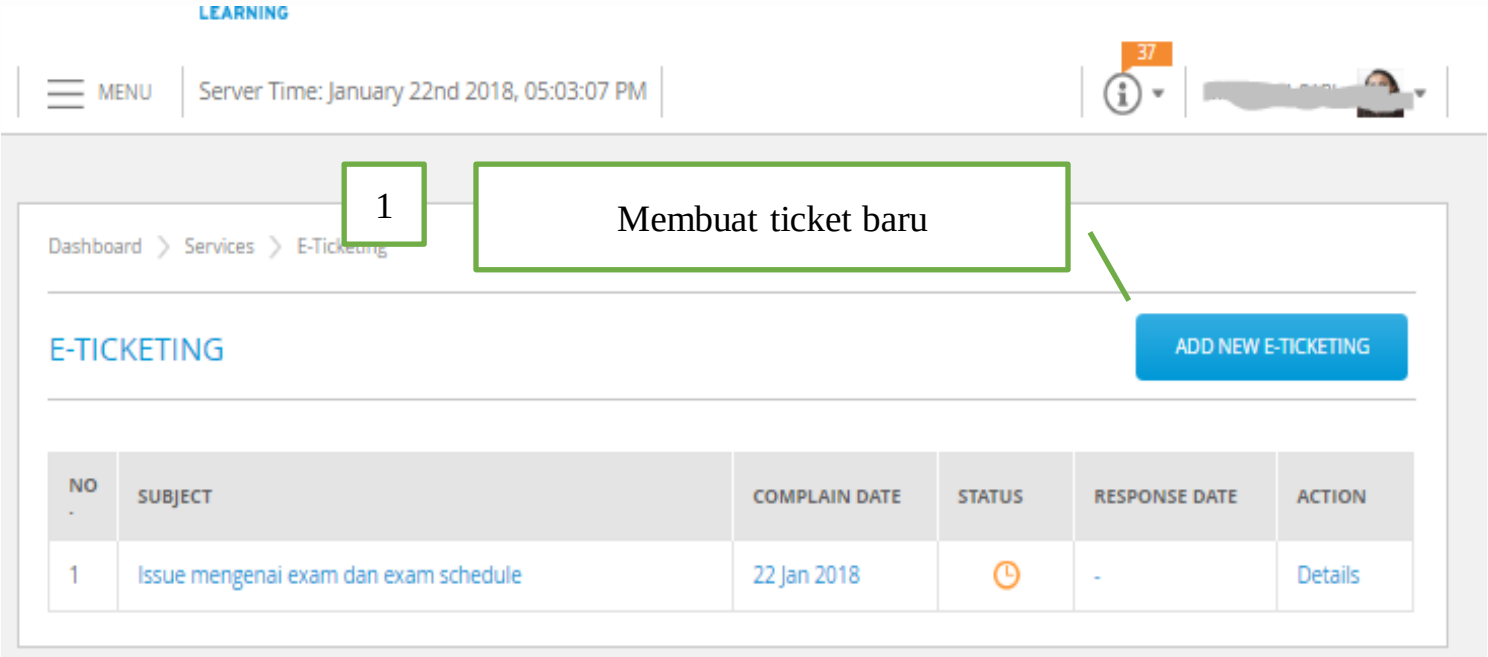
# E-Ticketing

- Klik Menu -> Services -> E-Ticketing

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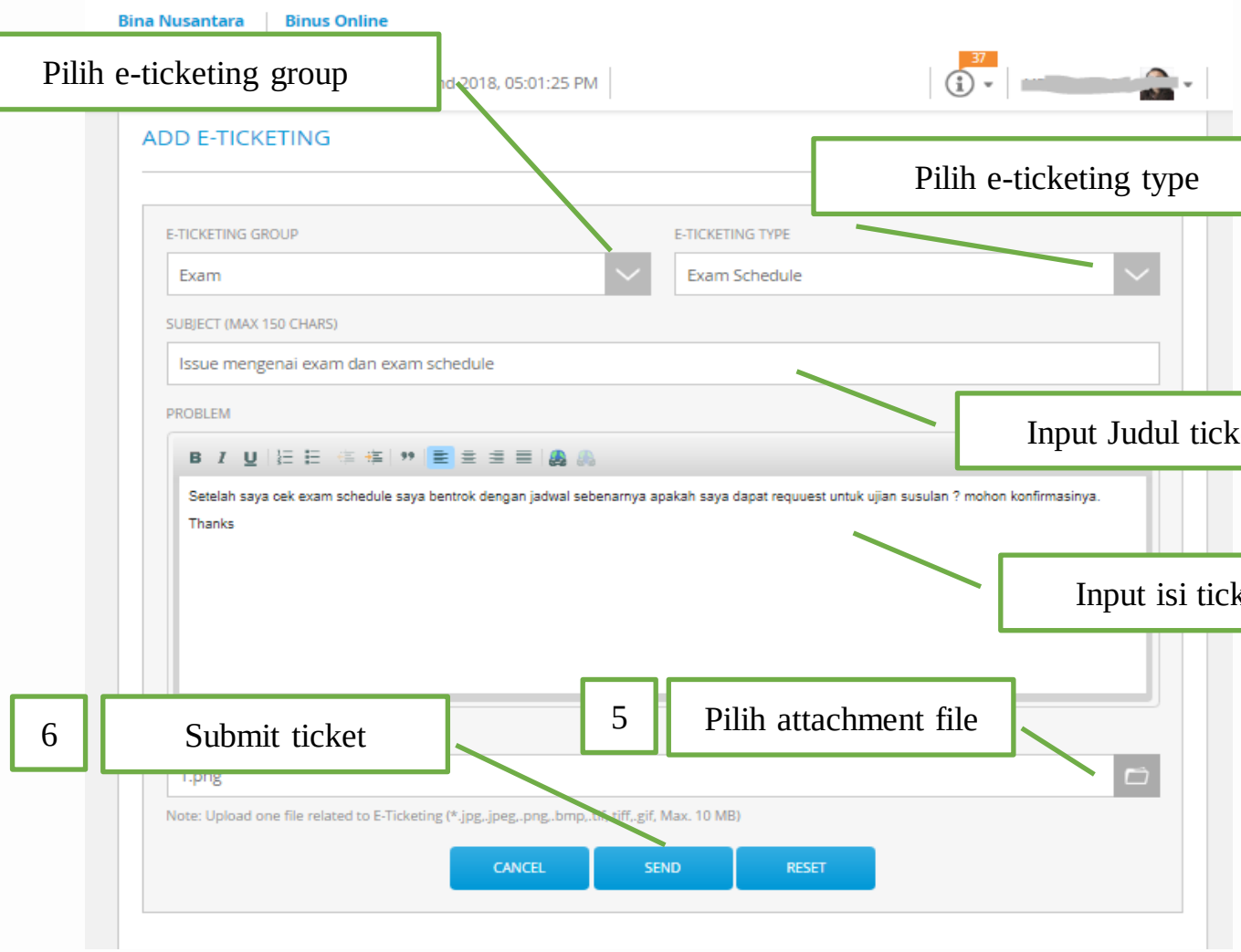
# E-Ticketing (2)




1 Pilih e-ticketing group

Pilih e-ticketing type 2

Input Judul ticket 3

Input isi ticket 4

5 Pilih attachment file

6 Submit ticket

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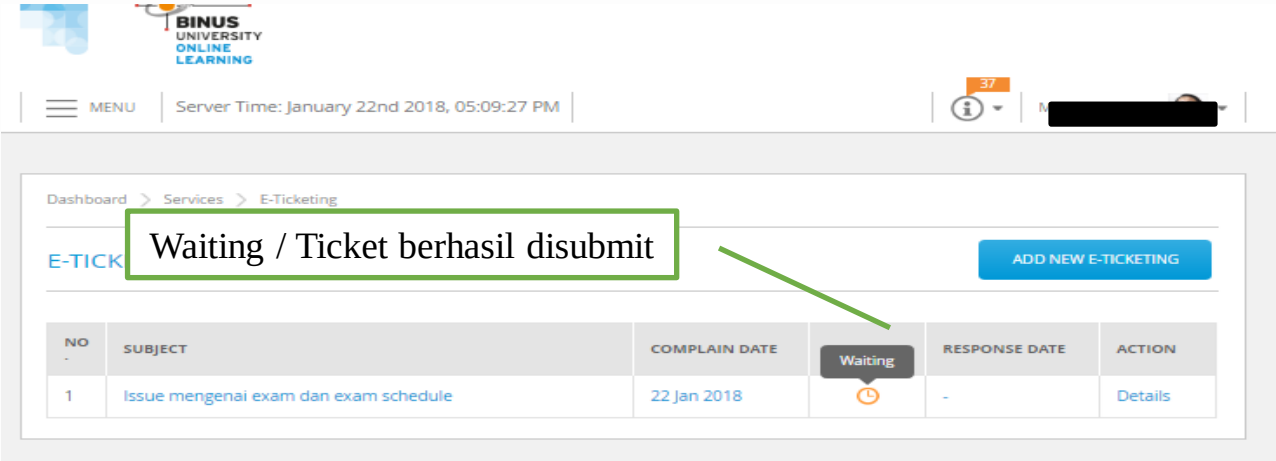
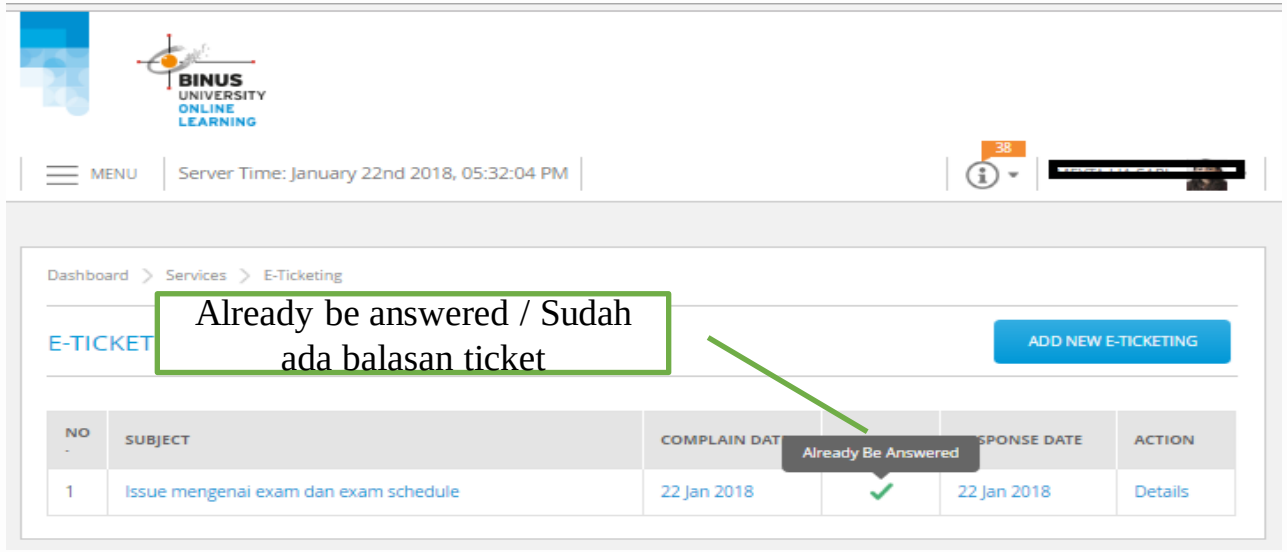
# E-Ticketing (3)

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# Course Distribution

- Klik Menu -> Learning -> Course Distribution

COURSE DISTRIBUTION

| SEMESTER | PERIOD | COURSE | CREDITS | QUALITY CONTROL COURSE (UJIAN PENGAWASAN MUTU) | GRADE MINIMUM | GRADE | STATUS |
|---|---|---|---|---|---|---|---|
| 1 | 1 | MATH6102 - Business Mathematics | 4 | No | D | D | PASSED |
| | | MGMT6072 - Introduction to Management and Business | 4 | No | D | D | PASSED |
| | 2 | STAT6110 - Business Statistic | 4/2 | No | D | E | FAILED |
| | | MKTG6113 - Marketing Management | 4 | Yes | C | D | FAILED |
| Total | | | 18 | | | | |
| 2 | 1 | CHAR6019 - Character Building: Pancasila | 2 | Yes | B | E | FAILED |
| | | ENGL6163 - English Professional | 4 | No | D | E | FAILED |
| | | ECON6030 - Microeconomics | 4 | Yes | C | E | FAILED |
| | | ACCT6172 - Introduction to Accounting | 4 | No | D | E | FAILED |

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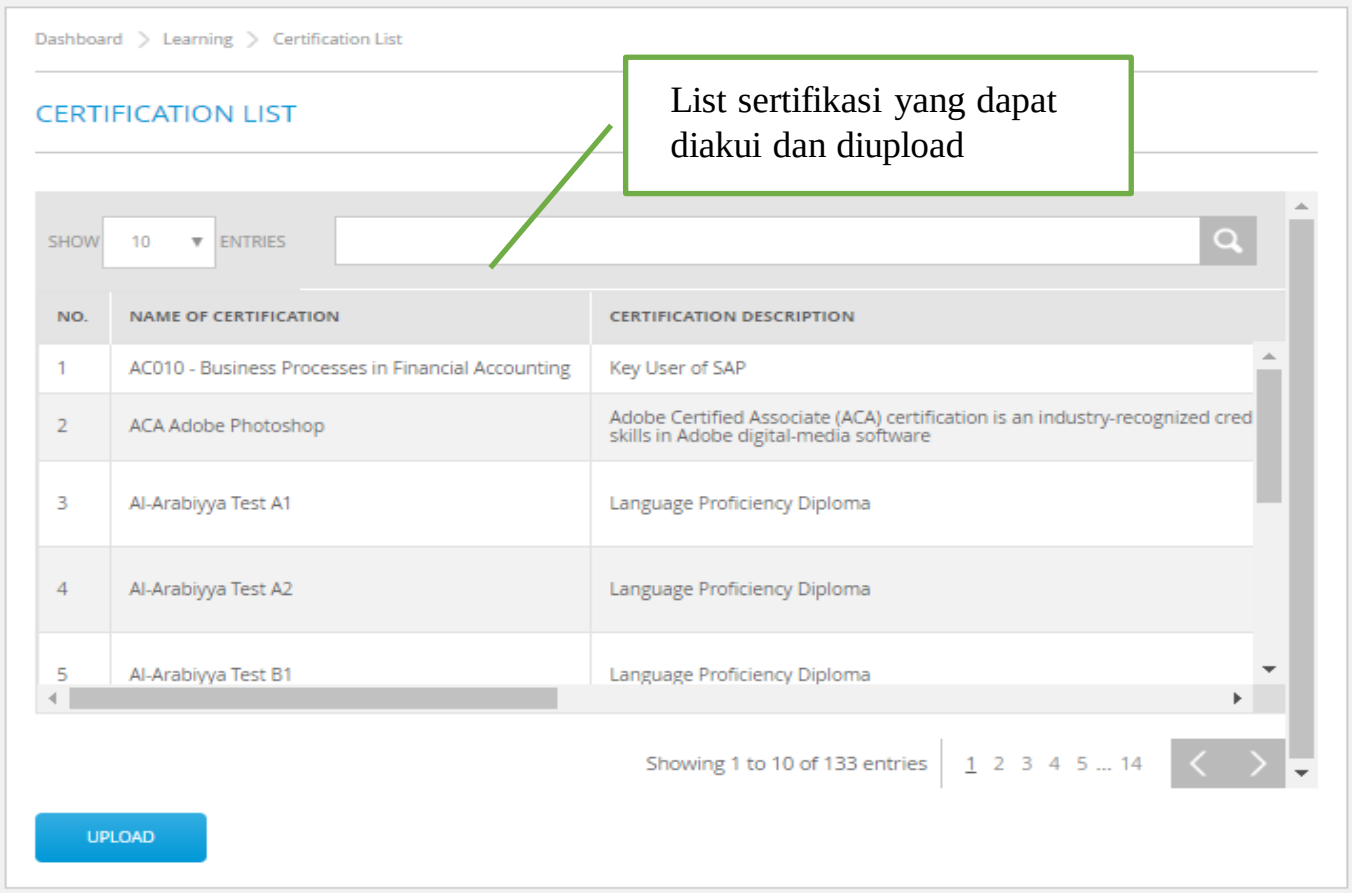
# Certification List

- Klik Menu -> Learning -> Certification List

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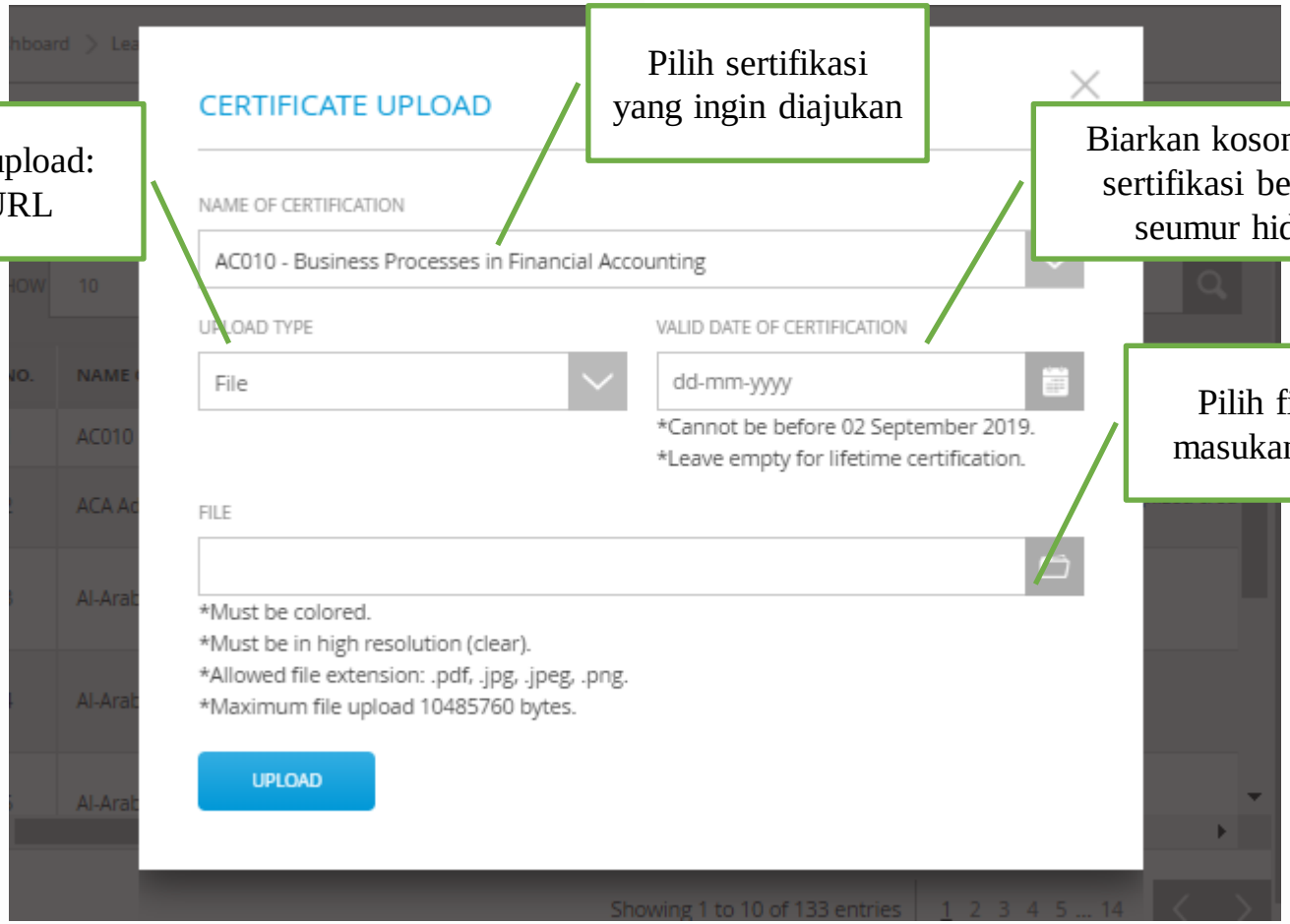
# Certification List




Pilih tipe upload: File atau URL

Pilih sertifikasi yang ingin diajukan

Biarkan kosong jika sertifikasi berlaku seumur hidup

Pilih file atau masukan link url

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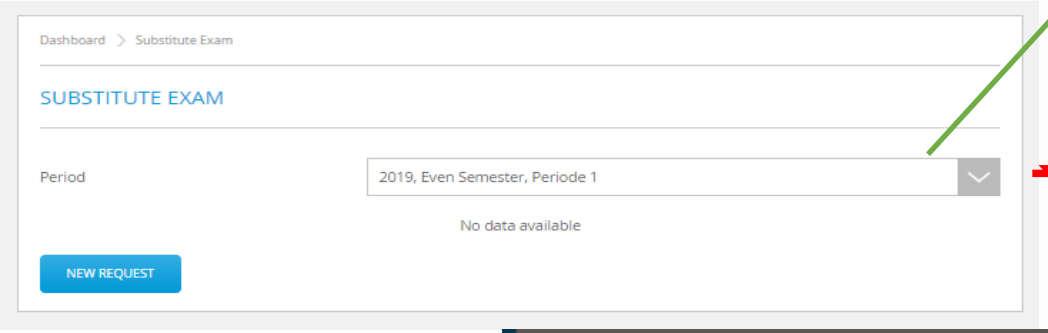
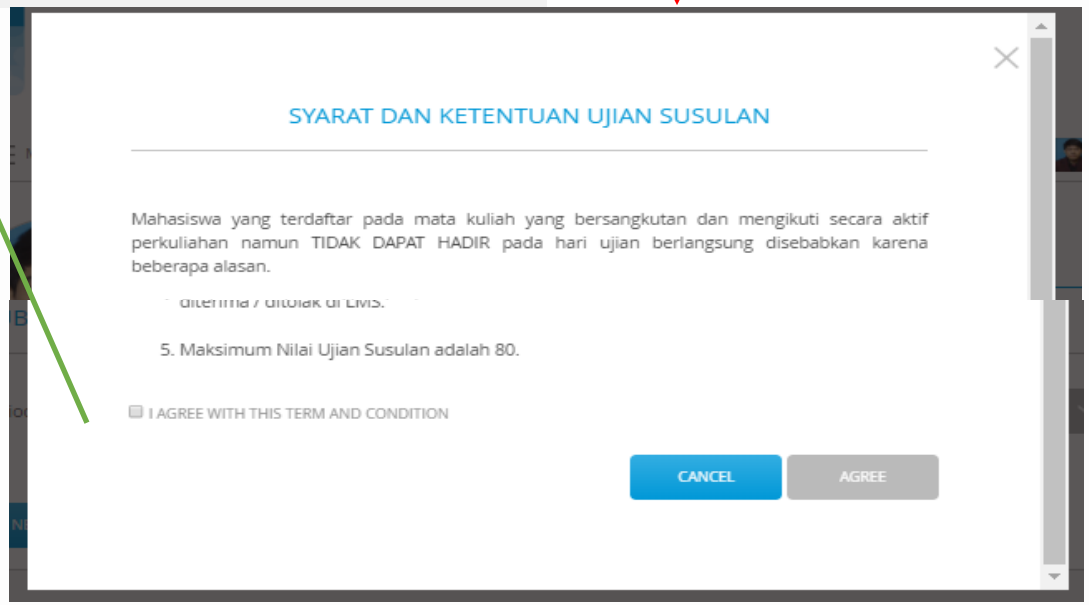
# Request Substitute Exam

- Klik Menu -> Services -> Request Subtitute Exam




Pilih periode ujian, lalu klik new request

Akan muncul pop up syarat dan ketentuan, setelah dibaca dan dipahami ceklist persetujuan lalu klik Agree

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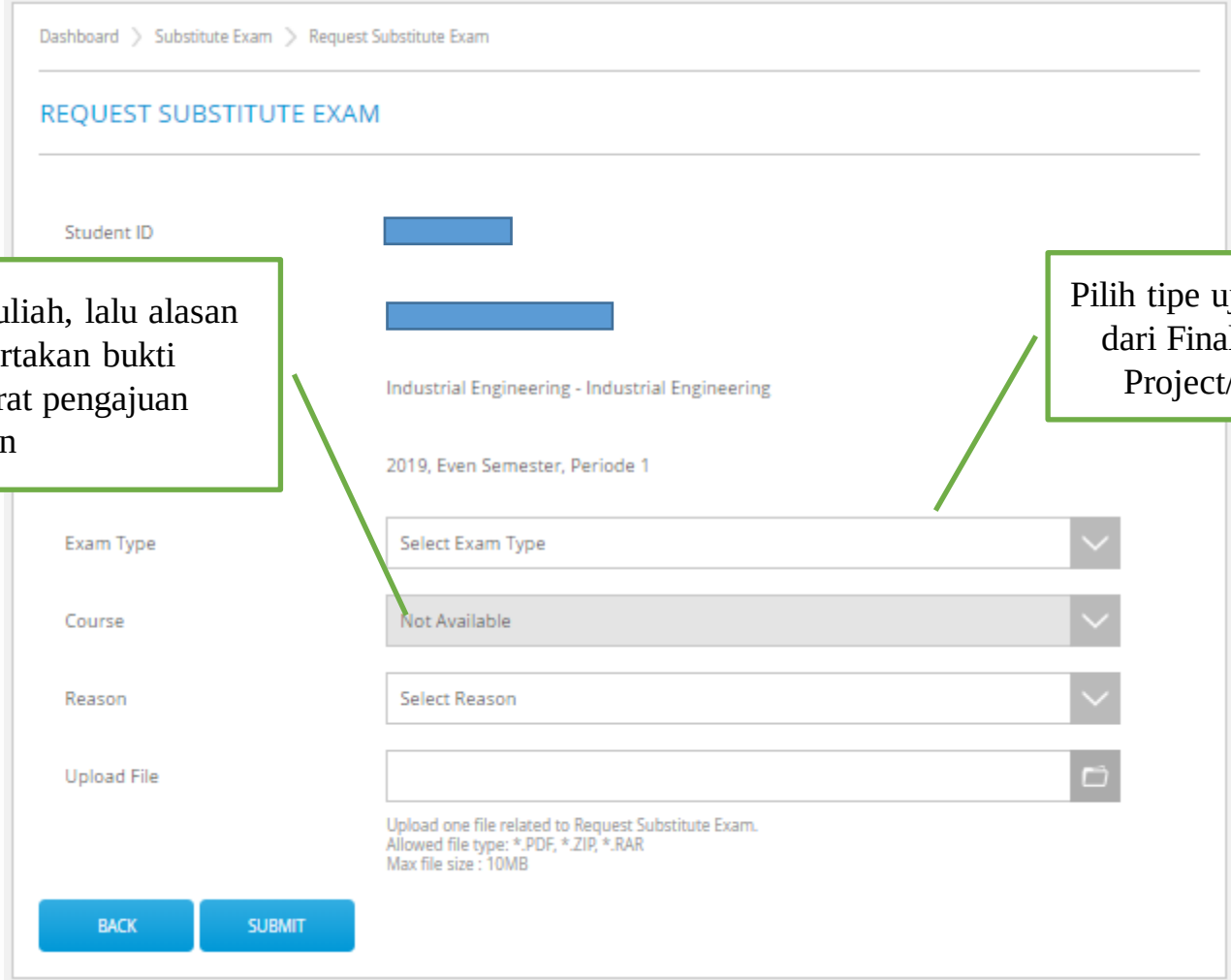
# Request Substitute Exam




Pilih matakuliah, lalu alasan serta menyertakan bukti sebagai syarat pengajuan ujian susulan

Pilih tipe ujian bisa terdiri dari Final Exam/Final Project/Laboratory

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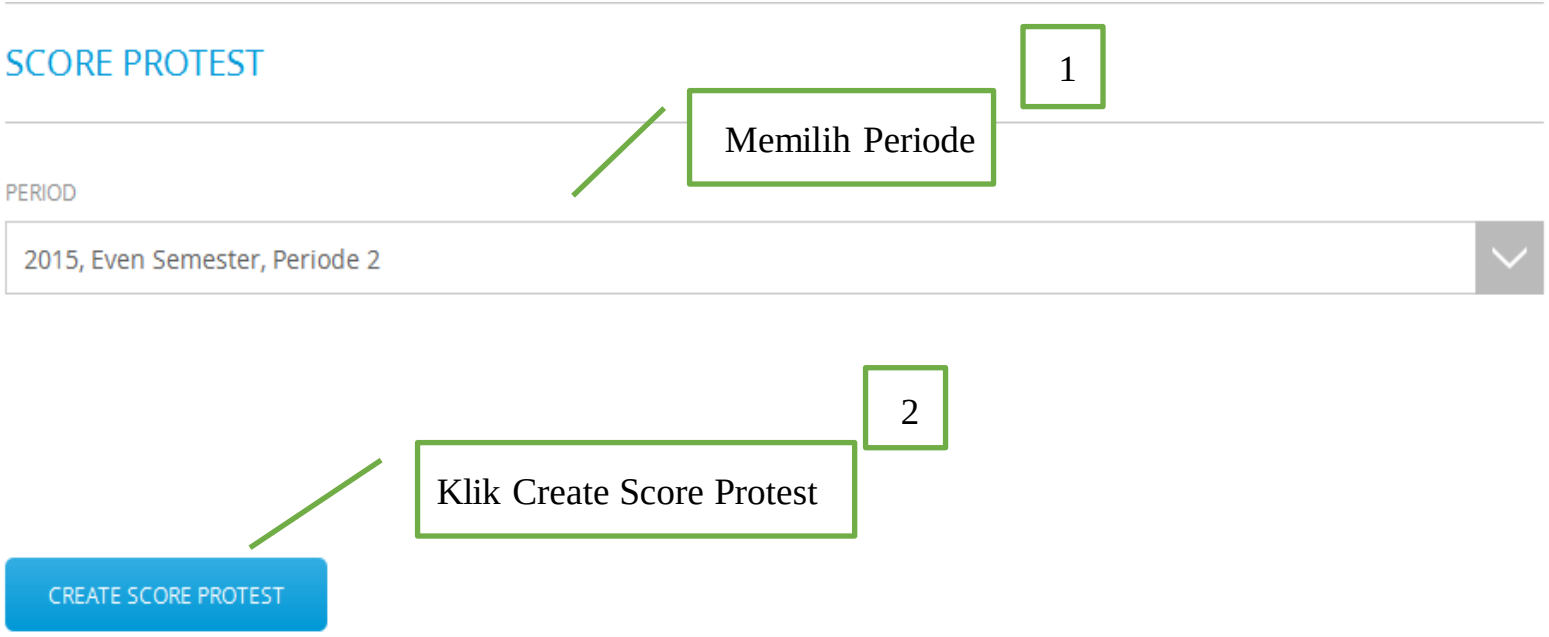
# Score Protest

- Klik Menu -> Exam -> Score Protest

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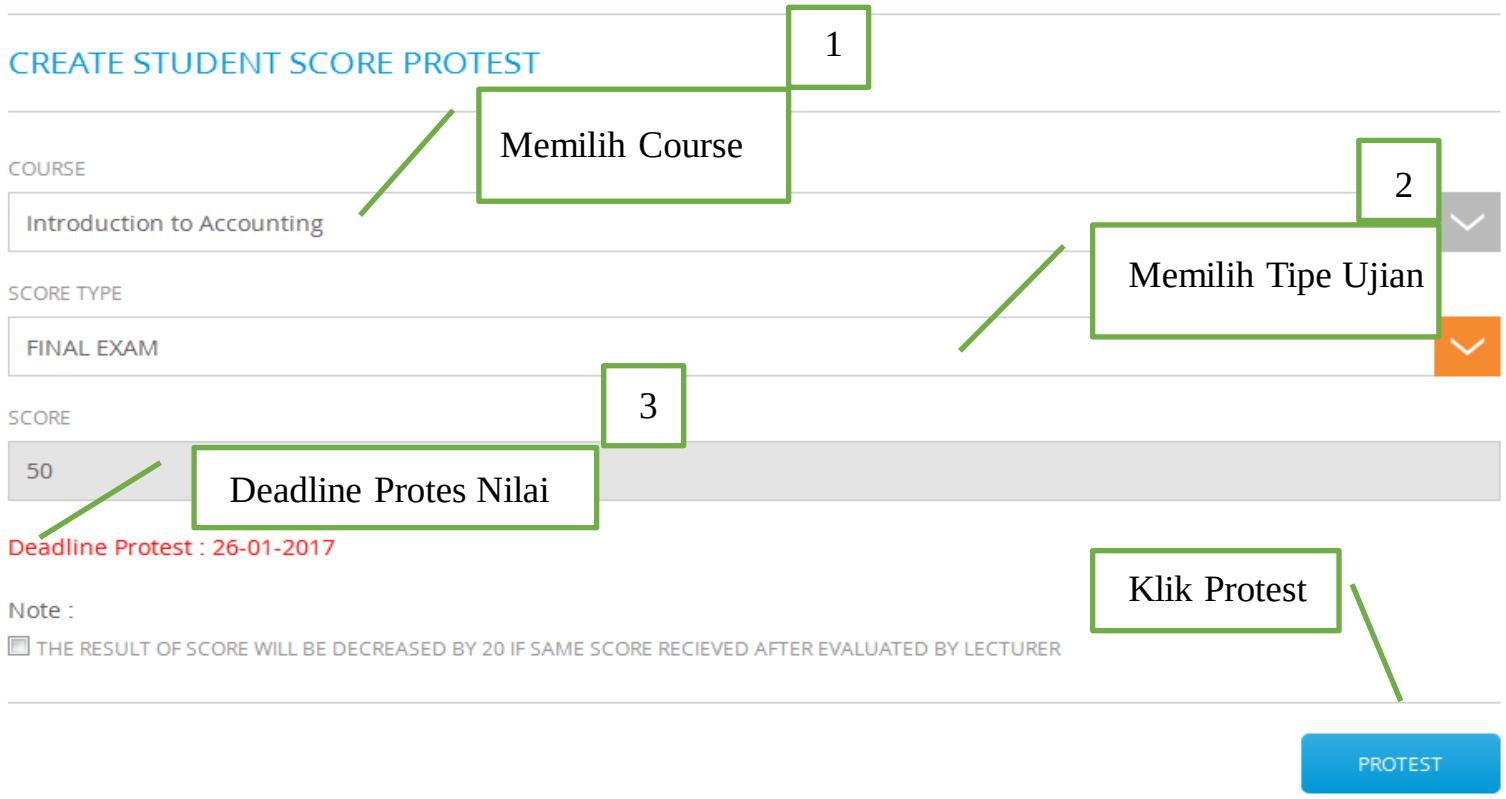
# Score Protest (2)

- Score Protest dapat dilakukan 3 hari setelah nilai publish ke LMS dan tidak melebihi deadline.

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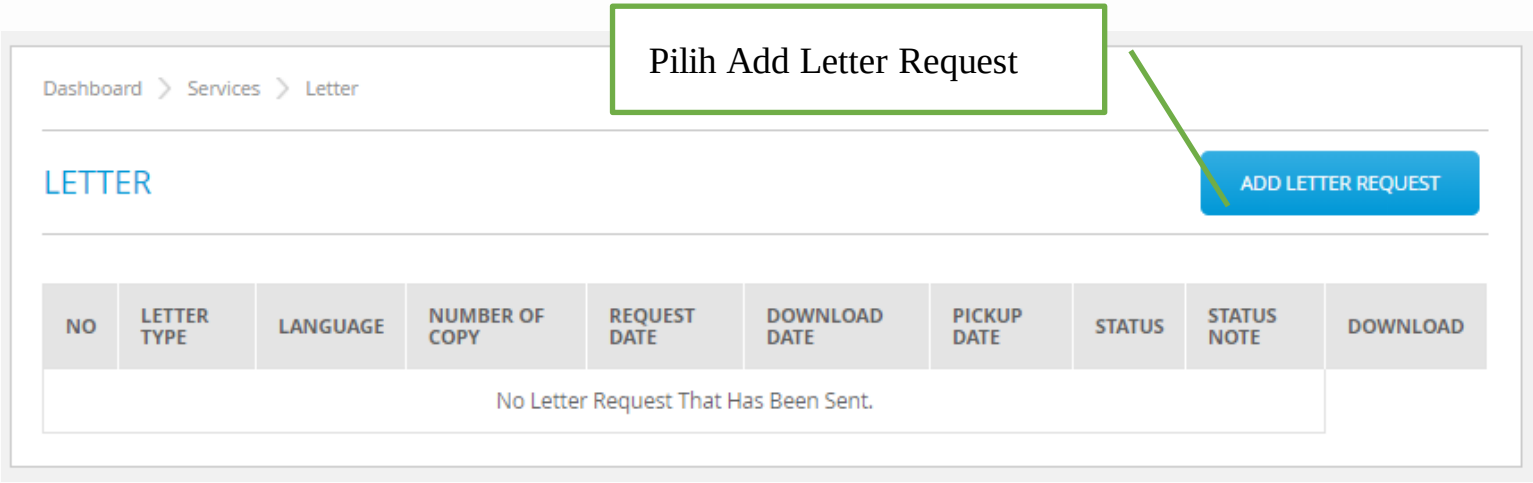
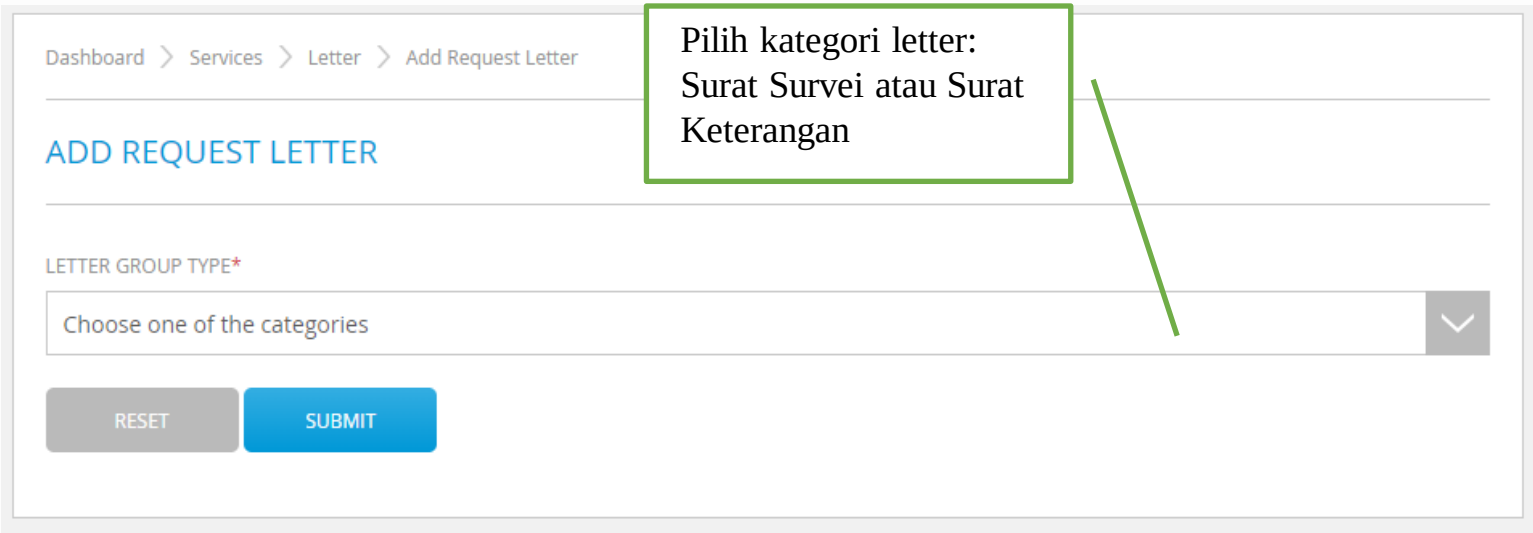
# Letter

- Klik Menu -> Services -> Letter

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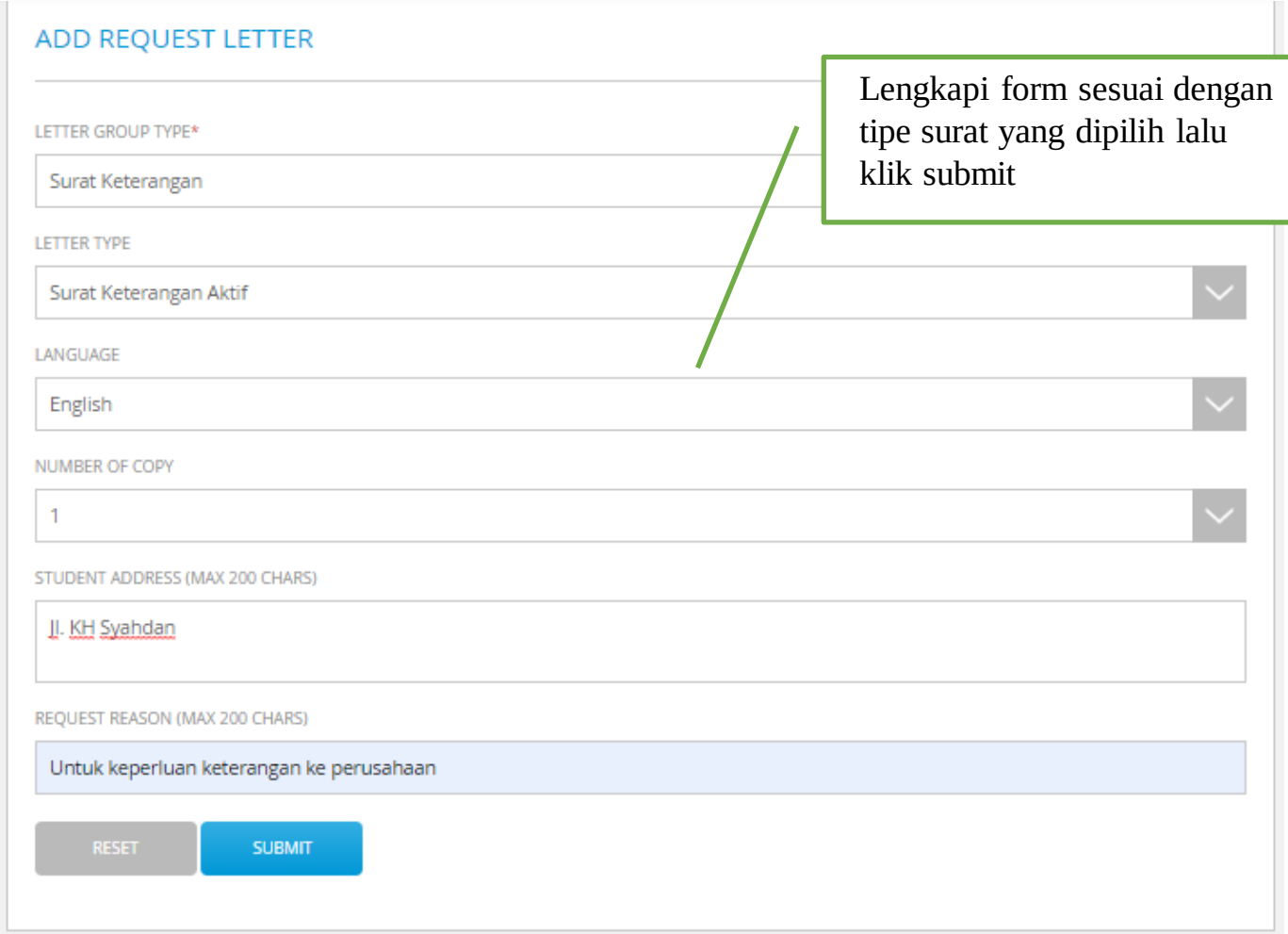
# Letter




Lengkapi form sesuai dengan tipe surat yang dipilih lalu klik submit

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# Letter

| NO | LETTER TYPE | LANGUAGE | NUMBER OF COPY | REQUEST DATE | DOWNLOAD DATE | PICKUP DATE | STATUS | STATUS NOTE | DOWNLOAD |
|---|---|---|---|---|---|---|---|---|---|
| 1 | Surat Keterangan Aktif | English | 1 | 22 Apr 2020 | N/A | N/A | Waiting | N/A | N/A |

| NO | LETTER TYPE | LANGUAGE | NUMBER OF COPY | REQUEST DATE | DOWNLOAD DATE | PICKUP DATE | STATUS | STATUS NOTE | DOWNLOAD |
|---|---|---|---|---|---|---|---|---|---|
| 1 | Surat Keterangan Aktif | English | | 22 Apr | | N/A | Process | N/A | N/A |

Melihat status proses pengerjaan request, dan jika sudah selesai dapat di download

| NO | LETTER TYPE | LANGUAGE | NUMBER OF COPY | REQUEST DATE | DOWNLOAD DATE | PICKUP DATE | STATUS | STATUS NOTE | DOWNLOAD |
|---|---|---|---|---|---|---|---|---|---|
| 1 | Surat Keterangan Aktif | English | 1 | 22 Apr 2020 | N/A | N/A | Ready To Be Taken | N/A | |

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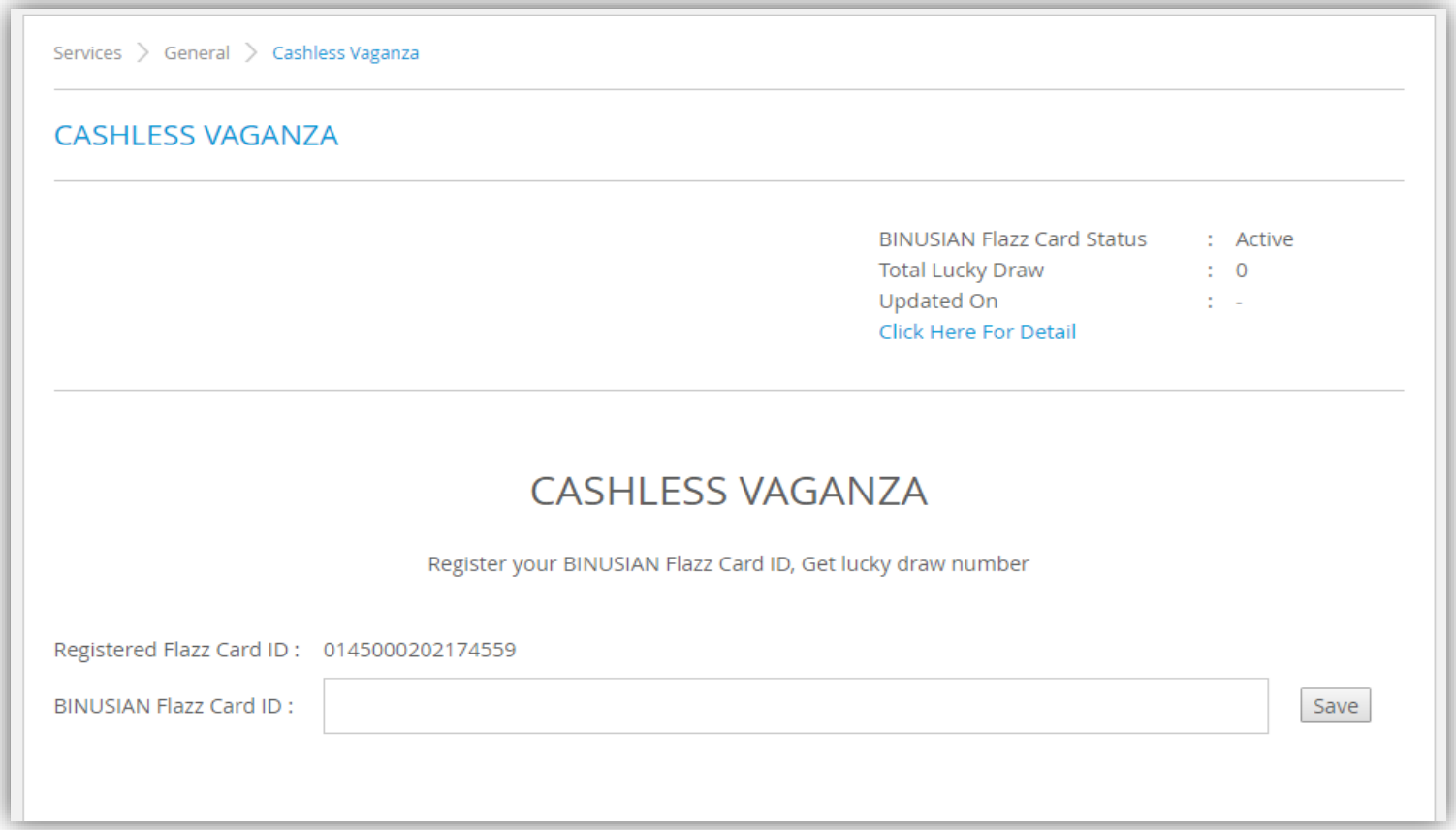
# Cashless Vaganza

- Klik Menu -> Registration -> Cashless Vaganza

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# Thank You