

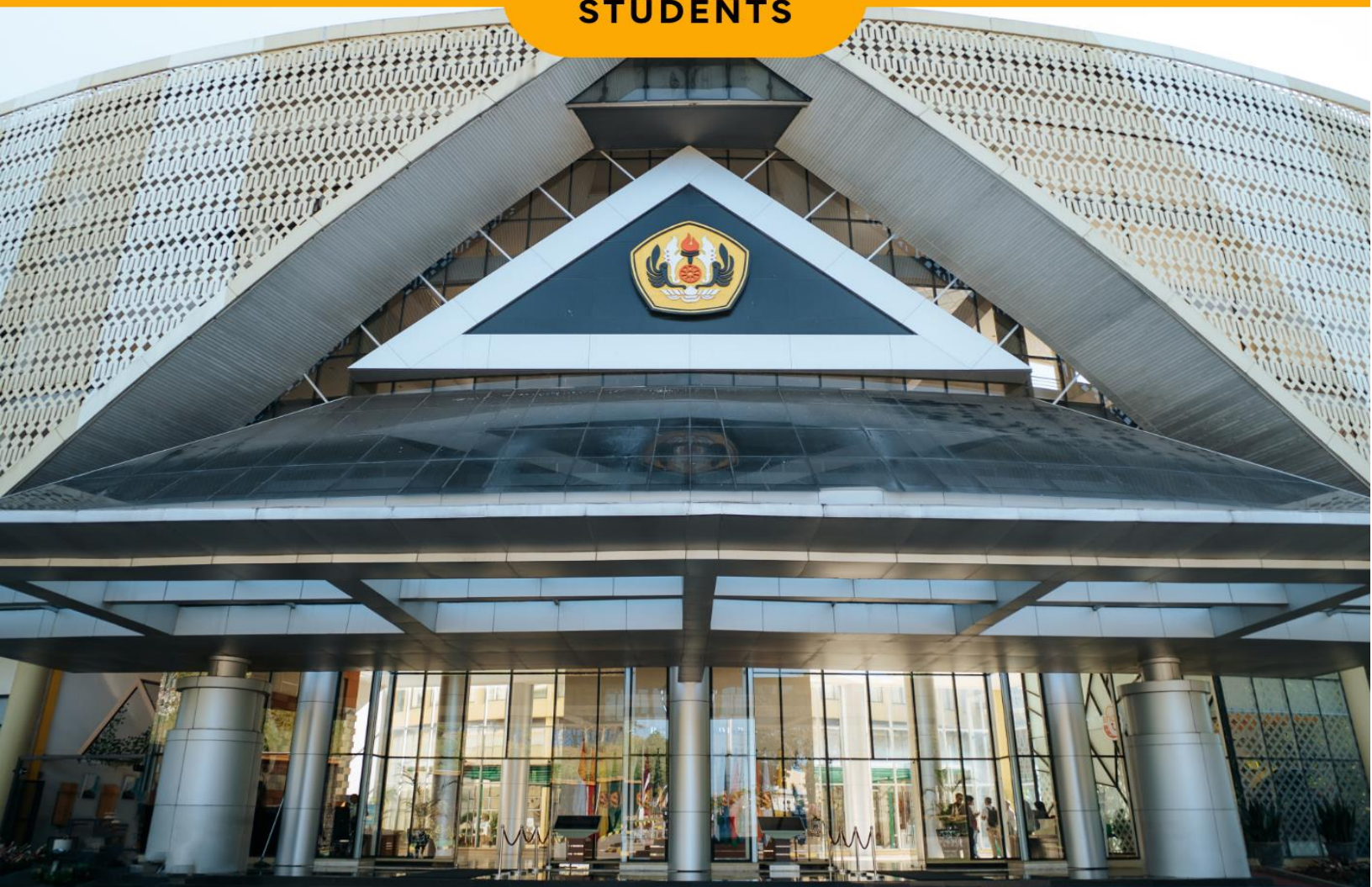


Kantor Pengelola Pendidikan Jarak Jauh
Direktorat Akademik
Universitas Padjadjaran



A User's Guide To LiVE Unpad

for
STUDENTS



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A. Introduction

1. What is LMS>

LMS (Learning Management System) is a technology-based platform that manages, distributes, and monitors online learning activities. It enables the delivery of teaching materials, facilitates interaction between teachers and learners, and supports the assessment and evaluation of learning via the Internet. The Learning Management System (LMS) used at Unpad is called LiVE Unpad, which can be accessed at <https://live.unpad.ac.id>. The LiVE Unpad LMS can be accessed using various web browsers, including Google Chrome, Mozilla Firefox, Internet Explorer, Safari, and others.

2. The Purpose of LMS Usage:

a. Facilitate Distance Learning

LMS allows learning to be conducted in an online form, facilitating the educational process for students in various locations.

b. Increase accessibility

With an LMS, learning materials can be accessed anytime and anywhere, allowing learners to learn at their own pace.

c. Efficient Learning Management

Teachers can organize and manage materials, exams, and assignments in a more structured and efficient manner.

d. Digital Content Development

Teachers can create diverse learning content, ranging from text modules to videos, quizzes, and other materials that students can access.

e. Better evaluation and reporting

The LMS facilitates the management of assessment and reporting of learning outcomes, providing a clear picture of student progress.

3. The advantages of using LMS

a. For Students

- i. Time and location flexibility that allows students to access learning materials anytime from anywhere, without being tied to a physical class schedule.

- ii. Interaction with teachers and peers that allows students to communicate with teachers through discussion forums, messaging, and other collaborative activities.
- iii. Progress monitoring of the students' learning progress, such as quiz grades, assignments, and achievements in the course
- iv. Access to diverse learning resources that can help users access learning materials in various forms, such as videos, texts, images, and others.

B. Registration Guidelines of LiVE Unpad

Learning Management System (LMS) LiVE Unpad is an online learning management system at Universitas Padjadjaran. It is designed to facilitate the various blended learning needs of the Unpad Community and programs related to the Merdeka Program with credit transfer (Degree). LiVE Unpad LMS can be accessed through the following link: <https://live.unpad.ac.id>. Teaching and learning at Unpad implements a Hybrid and Blended Learning approach, which urges students to access LiVE Unpad LMS as an e-learning platform at Universitas Padjadjaran.

How to register a new user in LiVE Unpad LMS:

Registration requirements include:

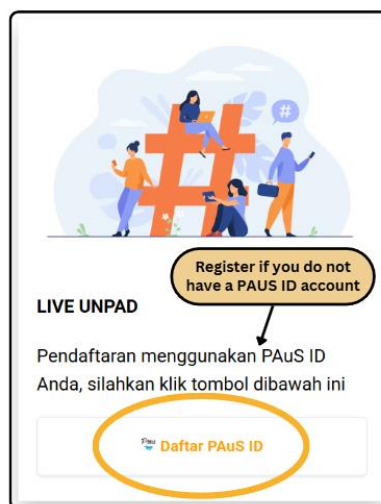
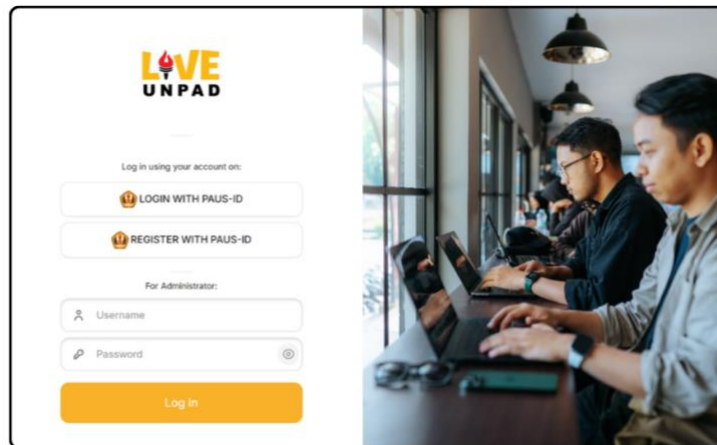
1. Registered as a lecturer or student at Universitas Padjadjaran
2. NIP/NIDK must be needed for lecturers.
3. NPM is required for students.
4. Have activated PAUS-ID and Unpad email (domain@mail.unpad.ac.id).
Specifically, students of the Kampus Merdeka program and other related programs will receive PAUS-ID and Unpad email during registration.

The following are the stages of LiVE Unpad registration, namely:

1. Go to the LiVE Unpad page and type <https://live.unpad.ac.id>.



2. “Register with PAUS-ID” and click “Register PAUS-ID”.

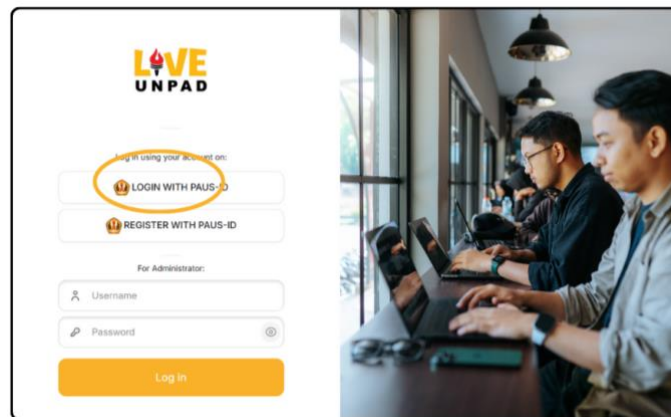


3. *Sign in* with PAUS-ID.

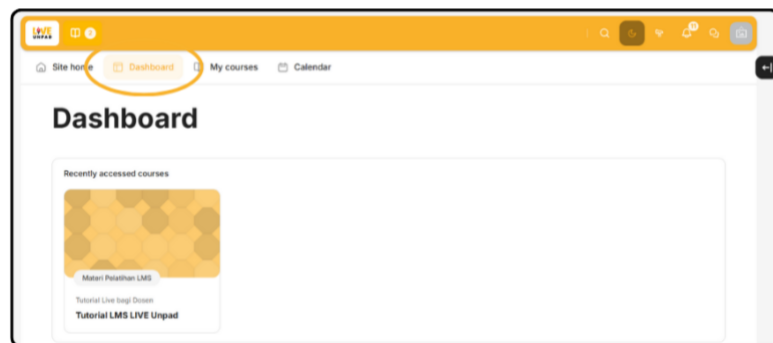


4. Authorization of the application.

5. Back to the Log in page and click login with PAUS-ID



6. Students will automatically go to the dashboard LiVE Unpad.

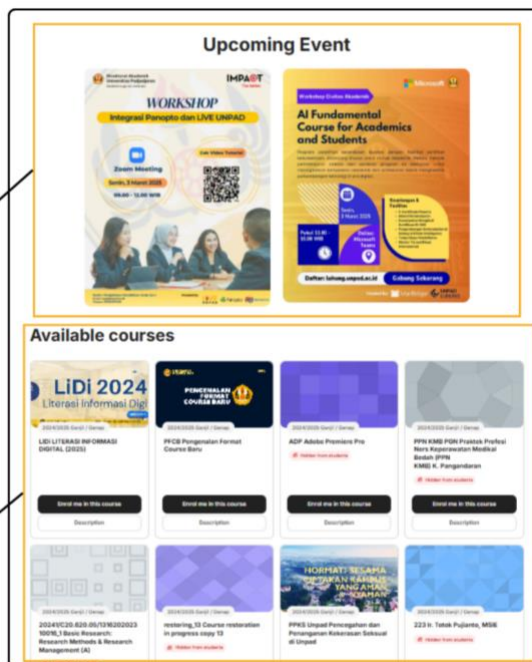
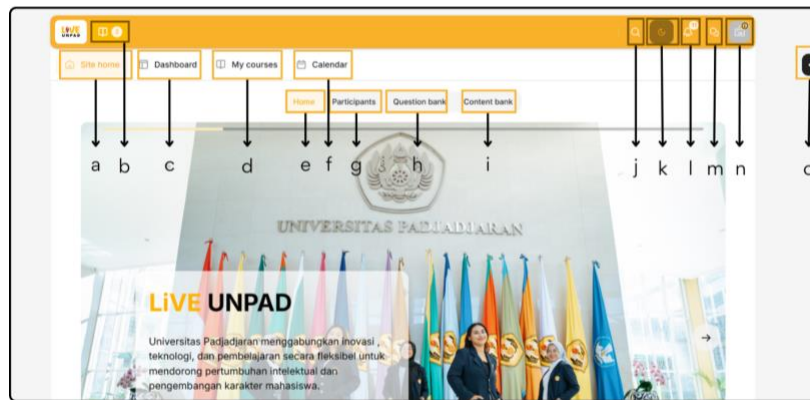


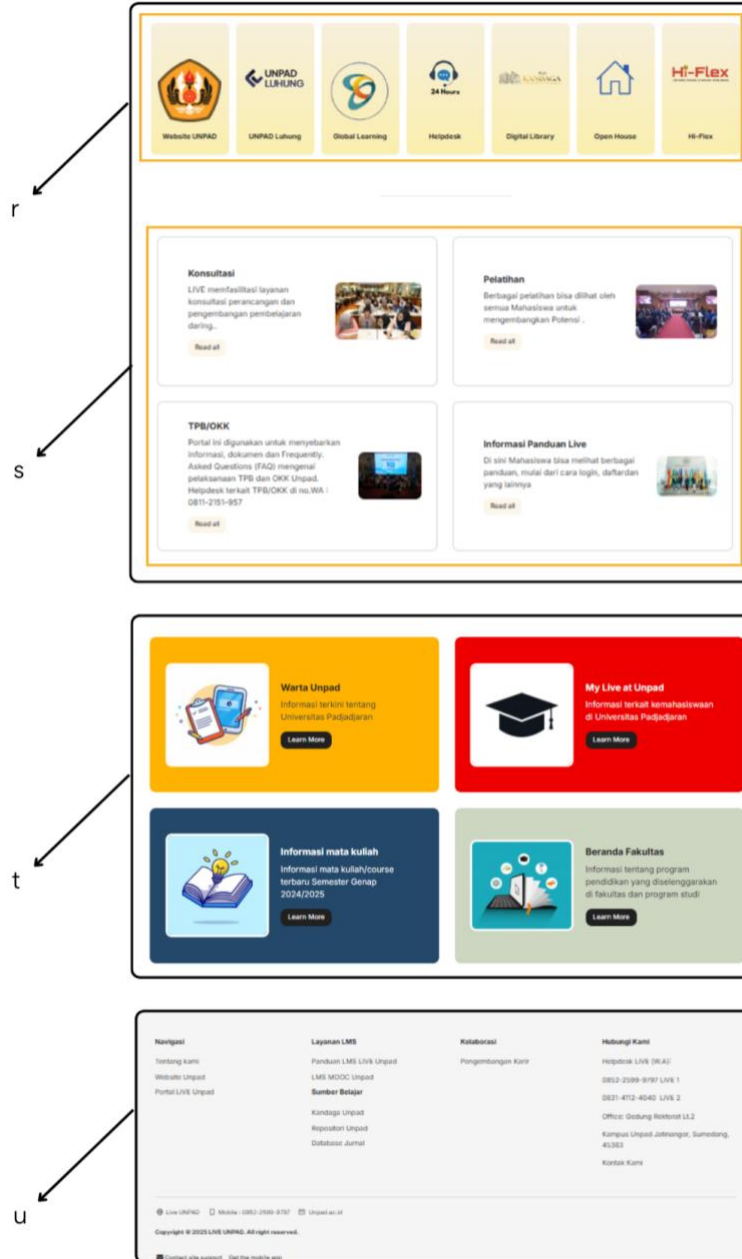
For additional details, please watch the video available on YouTube: [How to Log in to LiVE Unpad](#)

Students may also scan the QR code provided.



C. Dashboard Page of LiVE Unpad





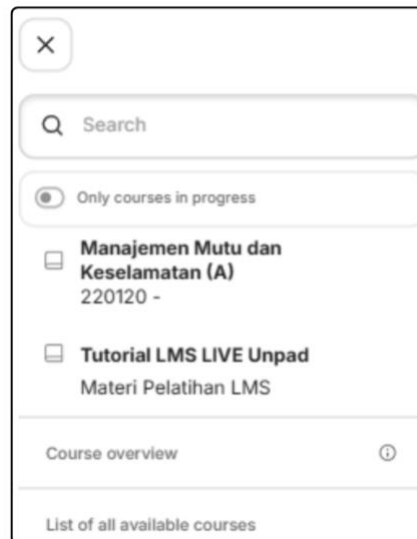
After logging in to LiVE Unpad, students will be directed to the dashboard page. On this page, there are several sections, including:

a. **Site Home**

The site home is the main page of LiVE Unpad. Students can access various menus and information related to the lecture activities.

b. **The Toggle My Courses (Overview)**

This feature displays a list of courses attended by users, providing an overview of their academic activities.



c. [Dashboard](#)

This page provides an overview of user activity, including courses taken, latest updates, announcements, and other related activities.

d. [My Courses](#)

This page is used to access the course that the user has followed. The courses are divided into several categories:

1. *All* → for all courses attended, currently attending, and have attended
2. *In progress* → for ongoing courses
3. *Future* → for courses that have not yet been conducted
4. *Past* → for courses that have passed

e. [Home](#)

The main page of LiVE Unpad is often used to return to the platform's main view.

f. [Calendar](#)

A calendar that displays important dates, such as deadlines for assignments or exams.

g. [Participants](#)

Displays a list of participants in the course, allowing users to interact with other registered participants.

h. [Question Bank](#)

Provide a question bank for each quiz conducted in the courses.

i. [Content Bank](#)

A repository of various learning materials that users can access.

j. [Search Bar](#)

A feature for finding courses, materials, or participants within LiVE Unpad

k. [Light/Dark Mode](#)

Light/Dark Mode switches the LiVE Unpad display into light or dark mode.

l. [Notification](#)

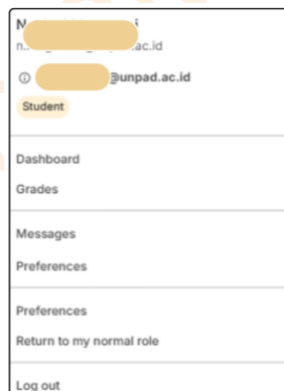
A feature that displays notifications regarding activities related to the course being enrolled, such as announcements, updates, or schedule changes.

m. [Message](#)

A feature is used to send messages between users in the same course, allowing direct communication.

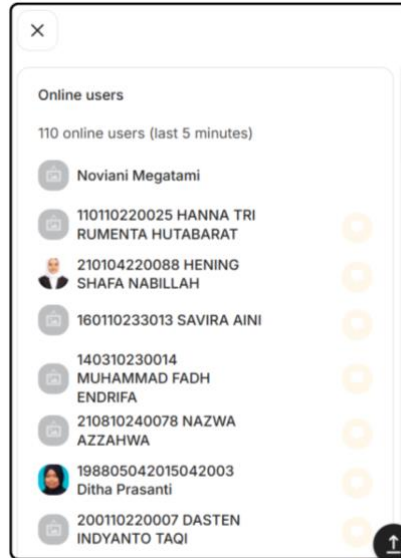
n. [My Profile](#)

A page for viewing and editing a user's account profile, such as personal information, profile picture, or other settings.



o. [Block Drawer](#)

Displays various elements or blocks that can be customized by the user as needed.



p. [Upcoming Events](#)

Displays the list of upcoming events or activities that the students can follow.

q. [Available Courses](#)

Displays the list of courses available for enrollment, allowing users to register for classes that match their interests or academic needs.

r. [Unpad Academic Services](#)

This menu offers students various services provided by Unpad, including Unpad Luhung, Global Learning, Digital Library Kandaga, and Distance Education, all utilising the Hi-Flex model.

s. [Unpad Student Services](#)

On this menu, fellow students can find services that can be utilized, such as consultation, training, TPB/OKK, and LiVE guidance information.

t. [Unpad Information Menu](#)

On this menu, students can find various information about Unpad, accessible through Warta Unpad, My LiVE at Unpad, Course Information, and Faculty Home.

u. [Helpdesk Contact of LiVE Unpad](#)

Students can contact the LiVE Unpad help desk on this menu if they encounter problems using the software.

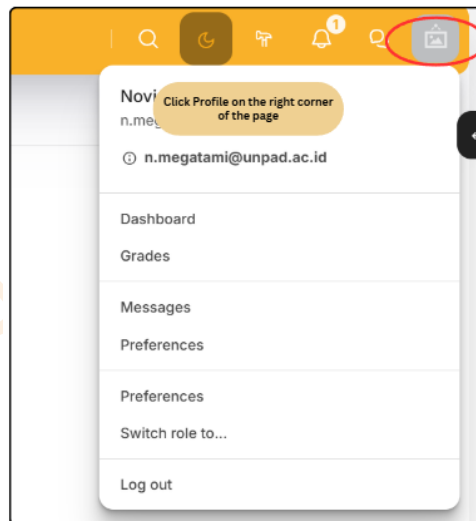
For additional details, please watch the video available on YouTube: [Introduction to the new layout of LMS LiVE Unpad](#)

Students may also scan the QR code provided.



D. Guidelines for Profile Changing in LiVE Unpad

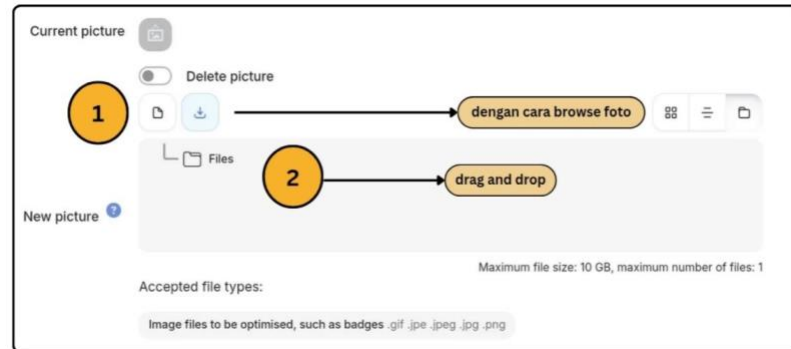
1. In the settings section, located on the right side of the page, find and select the “My Profile Settings” > “Edit Profile” menu.



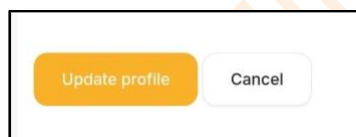
2. Once you click it, the following display will appear:

3. Some of the fields that are recommended to be changed when logging in for the first time are “Description”, (2) “User Picture” (Profile Picture), and some fields in panel (3) “Optional”, which shows the contact information of the Student Associates. To add a profile picture, please click “Add (2)” on the “New Picture” panel.
4. Next, the following display will appear. On the “Upload a file” tab, click “Browse” to select the photos or images from your storage media. Once selected, click “Upload this file.”

5. Uploading photos/images can also be done by simply **dragging and dropping** the files from the storage media directly to the **“Drag and Drop”** area on the **“Form Ubah Profil”** above.

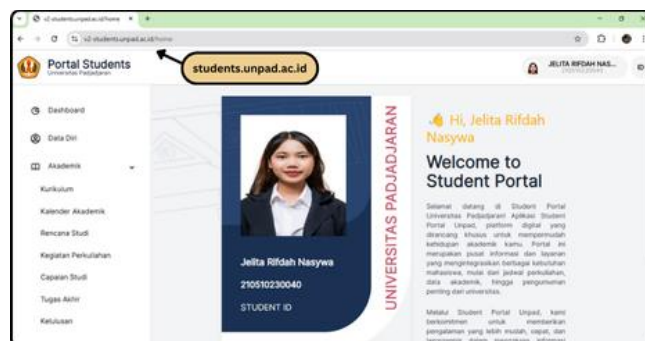


6. When you have finished changing/filling in the fields you think are necessary, please click **“Update profile”** at the bottom of the profile change form.

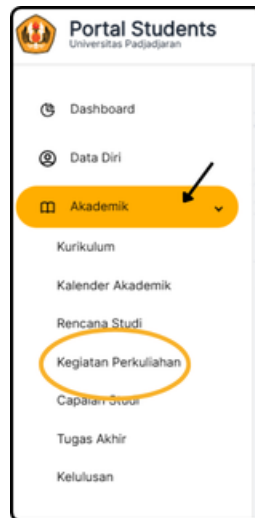


E. Guidelines for Login to the Course through Student Unpad

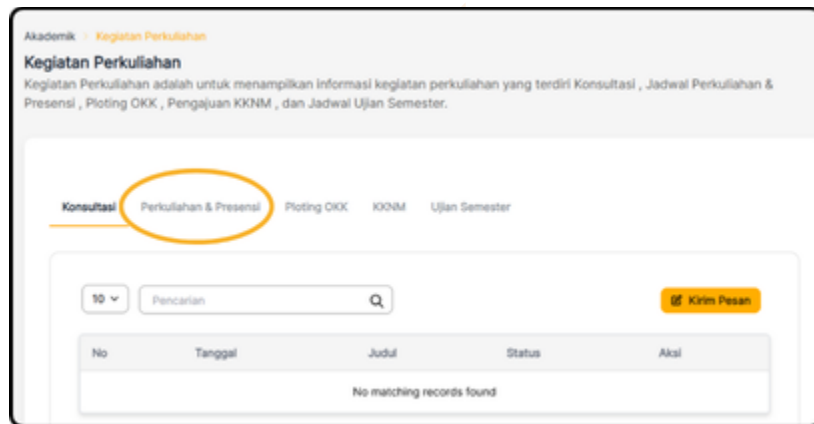
1. To enrol in the course through <https://students.unpad.ac.id/>, students must log in to the Student Portal page via PAUS-ID until it appears on the display as shown below.



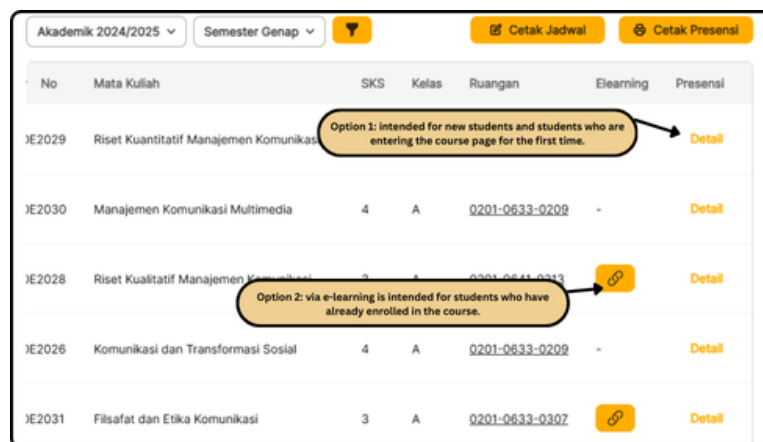
2. Next, students must click on the **“Akademik”** section and then choose **“Kegiatan Perkuliahan”**.



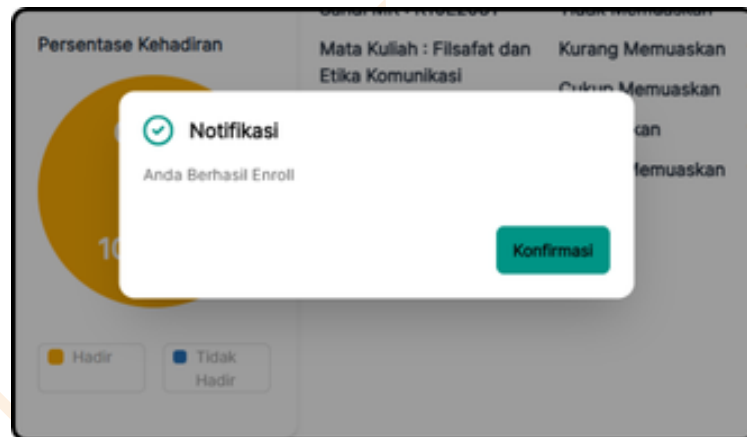
3. Next, click on the “Lectures & Attendance” section.



4. Furthermore, 2 (two) options should be chosen by students to enter the lecture course as follows:

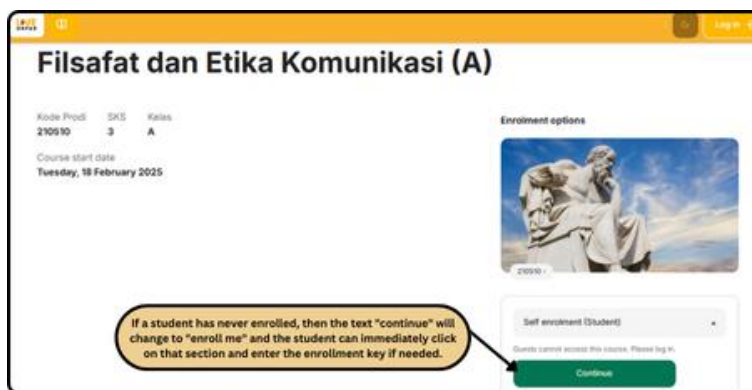


- a. Option 1: If a new student wants to enroll in the course, they can do so by clicking on the “Detail” section. Once a display like this appears, students can click “Enroll/join”. If so, students will get notifications that they have successfully enrolled in the course.

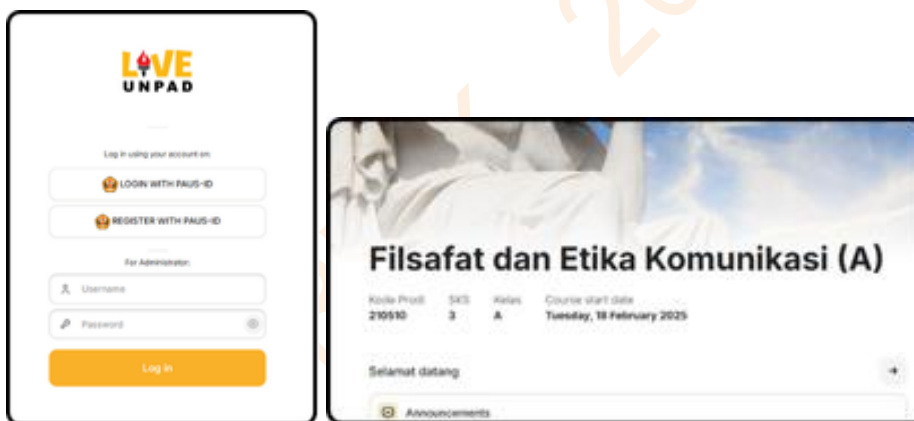


Next, students can click “E-Learning Link” to enter the course. If a display like this appears in the Self-enrolment Student section, click “Continue”.

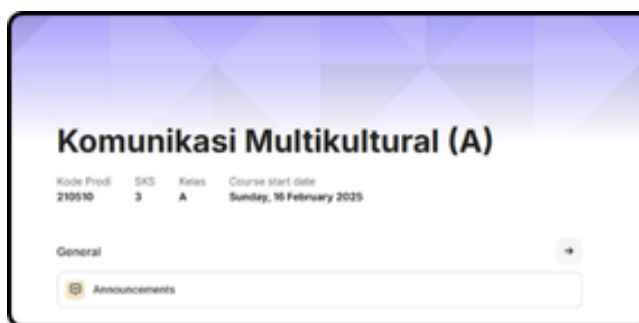




In this section, students will be directed to log in to the course via PAUS-ID. After that, students will automatically be directed to the Course page.



- b. Option 2: If the student has already enrolled in the course. Then, students can click on the [link](#) icon to easily enter the course automatically.



Notes: Students must first register with PAUS-ID to enroll in LiVE Unpad through <https://students.unpad.ac.id/>.

For additional details, please watch the video available on YouTube: [How to Log In to the Course Via Students Unpad](#)

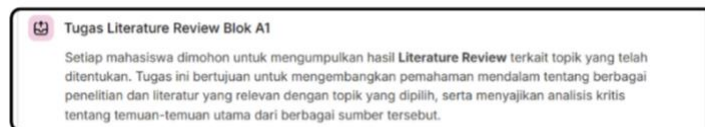
Students may also scan the QR code provided.



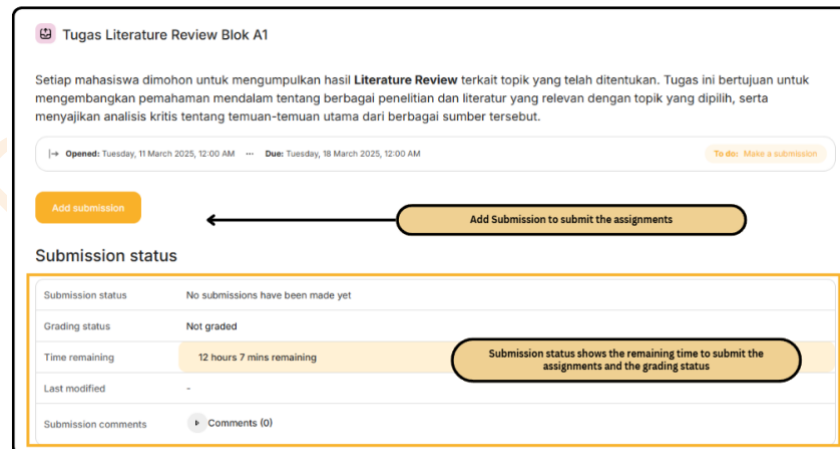
F. Course Management

1.1 How to Submit Assignments

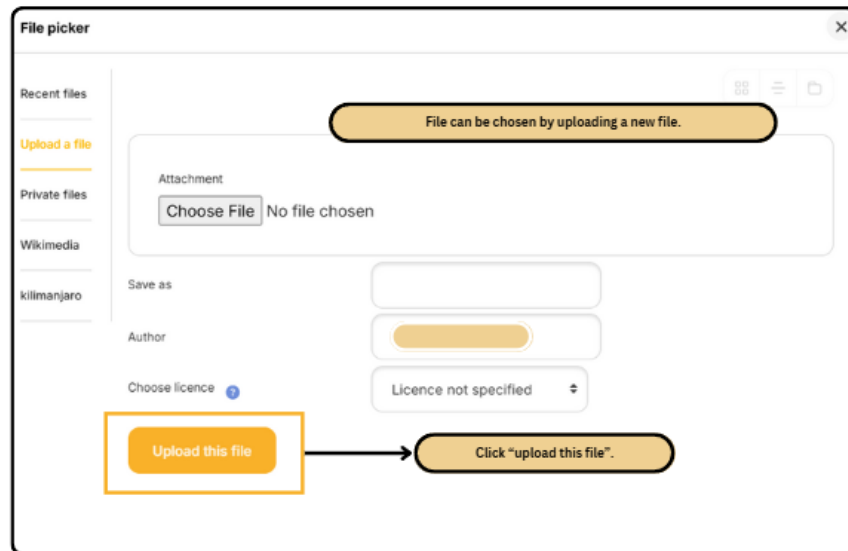
1. Go to the course and find the assignment in the following example.



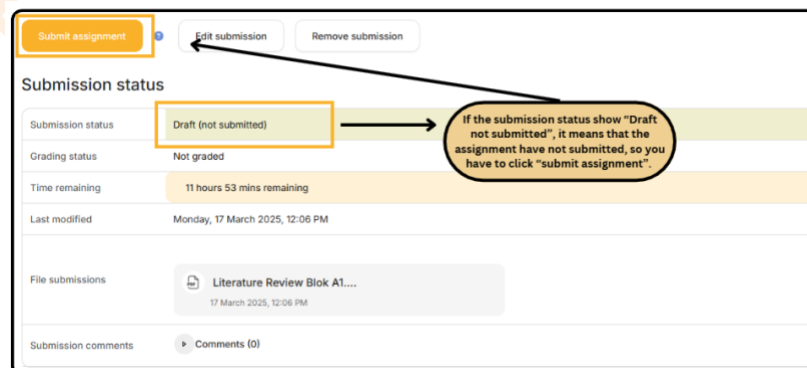
2. Click on the assignment, and you will see a view similar to the one below. Next, open the “Add Submission” view.



3. Students will find the following display. Select the assignment file to be submitted. Follow the steps as shown in the picture.



4. If the file has been uploaded, you will find the following display. If the screen displays that “Submission status” and “Time Remaining” are still yellow, please click the “Submit Assignment” menu to submit the assignment and proceed to the lecturer's assessment page. If it still displays yellow, it indicates that the assignment has not been recorded in the LiVE Unpad system.





5. If the display has turned green, it indicates that the assignment has been recorded in the LiVE Unpad system.



Additional Details:

Lecturers have two options when creating assignments. The first option is that the assignment can be directly submitted with a green display (as in the display shown in No. 5). In the second option, students must click the **"Submit Assignment"** menu first so that the assignment can be recorded (as in the display listed in No. 4). Therefore, fellow students must be careful before submitting the assignment!

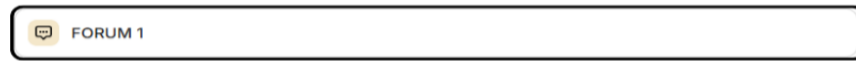
For additional details, please watch the video available on YouTube: [How to Submit Assignments to LiVE Unpad](#)

Students may also scan the QR code provided.

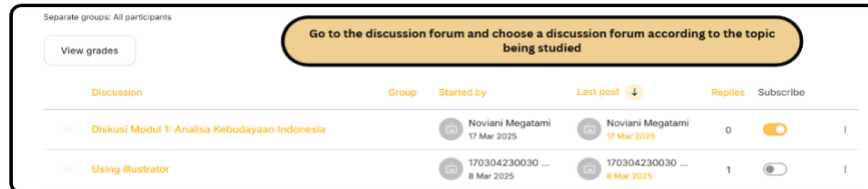


1.2 How to Add Discussion in a Discussion Forum

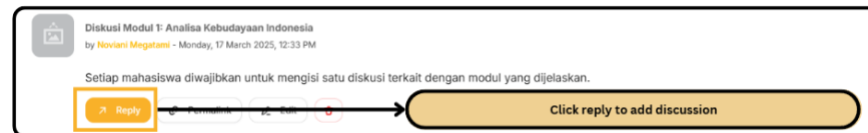
1. Go to the course and find the discussion forum as shown in the example below.



2. Select a discussion forum that aligns with the topic being studied.



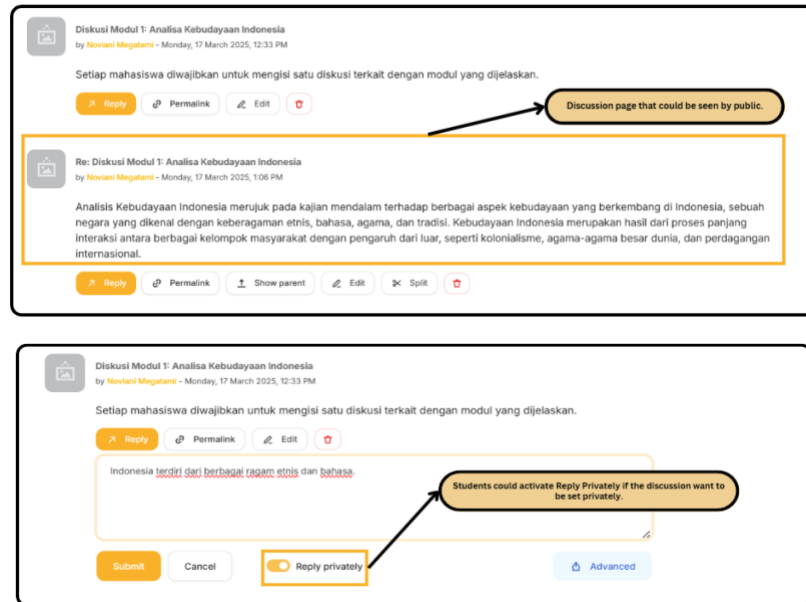
3. Click the “Reply” button to add to the discussion on the topic at hand.



4. If you have already added the discussion, click “Submit”. Students could publicly display the discussion or enable private replies by clicking the “*Reply Privately*” switch button.



5. After completing the writing, the discussion, and submitting, the following display will appear.



For additional details, please watch the video available on YouTube: [Cara Menambah Discussion dalam Forum Discussion di LiVE Unpad](#)

Students may also scan the QR code provided.



1.3 How to Enable Safe Exam Browser (SEB)

1. Definition of Safe Exam Browser (SEB)

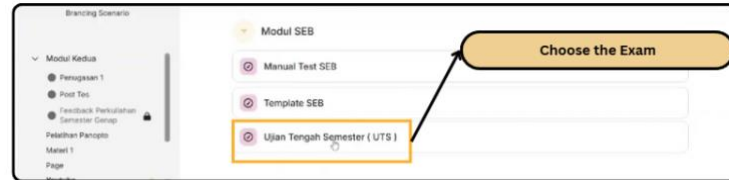
Safe Exam Browser (SEB) is an application that locks examinees' devices, allowing students to access only LiVE Unpad and preventing them from opening other applications while taking quizzes or exams.

2. SEB Functionality

LiVE Unpad can set the quiz to be accessible only through SEB. When this setting is enabled:

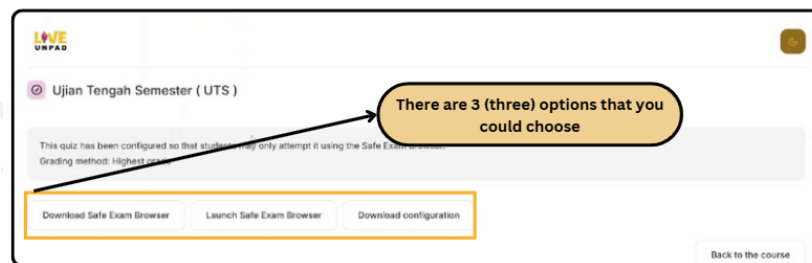
- Quizzes can only be opened through the SEB application

- Access to other applications (e.g., other browsers, such as Notes, WhatsApp) will be blocked.
 - SEB can be configured to allow or block specific applications
3. Steps to take an exam using the Safe Exam Browser (SEB)
- a. Students enter the course available at LiVE Unpad and select the exam.

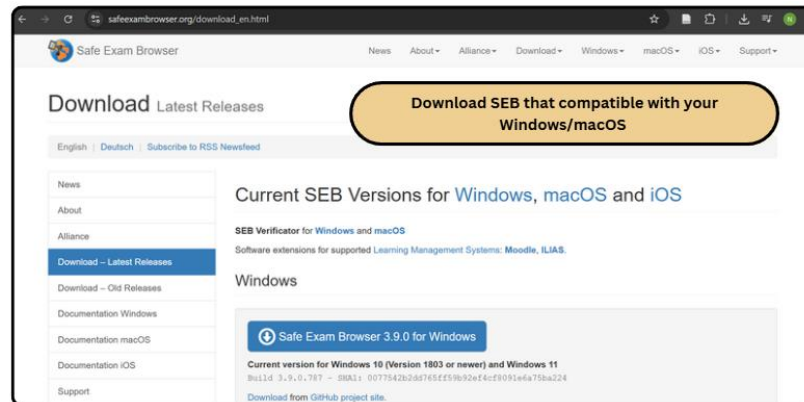


- b. After clicking on the exam, three options will appear:
- Download Safe Exam Browser (SEB)
 - Launch Safe Exam Browser (SEB)
 - Download Configuration

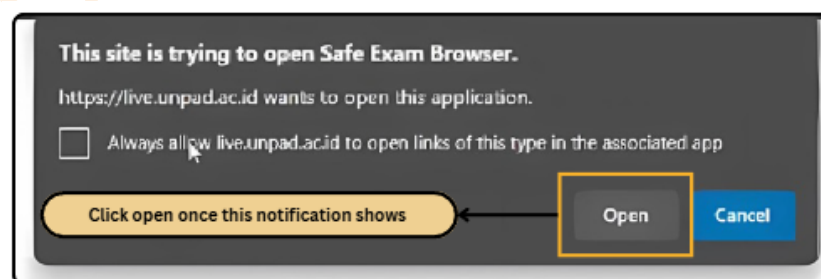
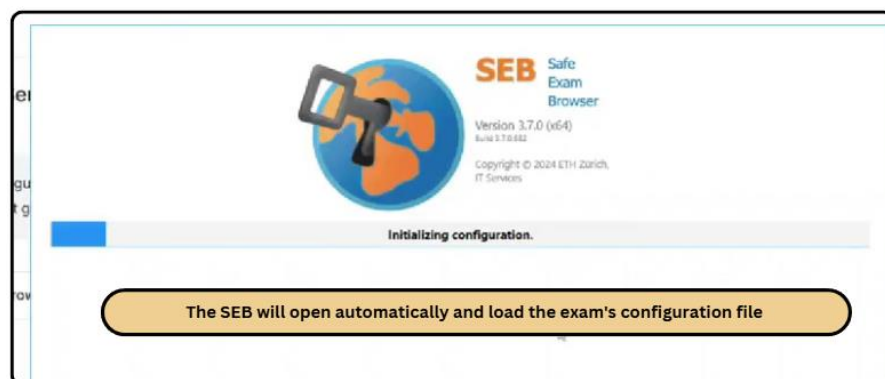
If you don't have SEB, you must download it through the available options, depending on your device's operating system (Windows or macOS).



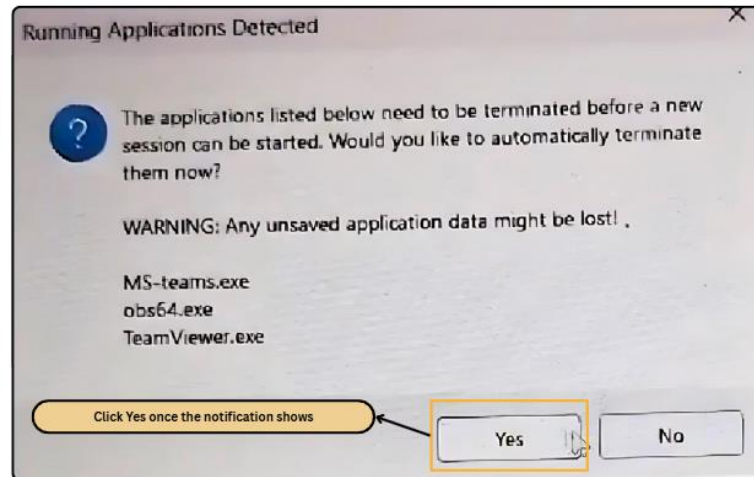
- c. Install [the Safe Exam Browser](#) like any other application, following the standard installation process.



- d. Once the SEB is installed, click the *"Launch Safe Exam Browser"* button on the LiVE Unpad page. The SEB will open automatically and load the exam's configuration file.

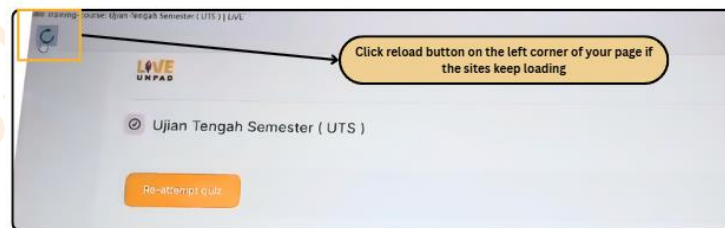


- e. Once the configuration file is loaded, SEB will open the exam page with the settings defined by the exam manager.



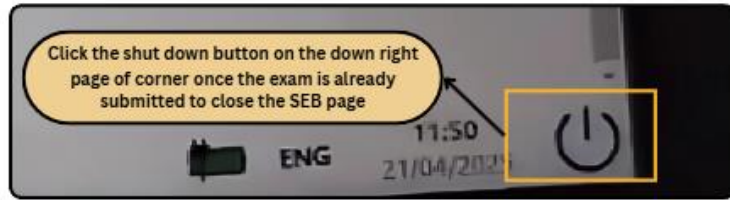
f. Restrictions during the Exam

- Can't open other tabs or applications during the exam
- Internet access is restricted according to [URL filtering \(whitelist/blacklist\)](#)
- Do not attempt to log out or modify the SEB settings. If SEB is closed, the system will ask for confirmation
- If the page appears unresponsive or takes too long to load, click the [“Reload”](#) button in the top left corner of the SEB screen.



g. If you have completed the Exam, then make sure:

- Click the submit button according to the lecturer's instructions
- Click the “Turn off SEB” button (usually located in the top right corner) to exit the application
- The remaining exam time will be displayed on the SEB taskbar, so the students can monitor and manage their time properly



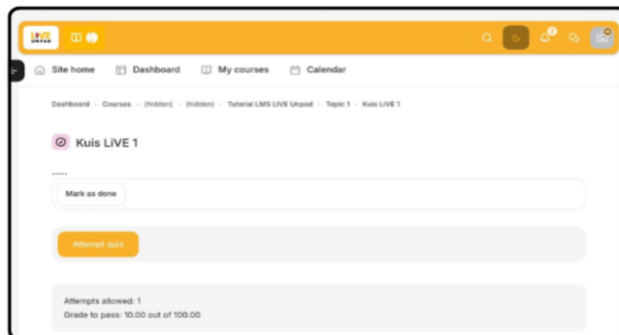
For additional details, please watch the video available on YouTube: [How to Use Safe Exam Browser SEB for Online Exams on LMS LiVE Unpad](#)

Students may also scan the QR code provided.

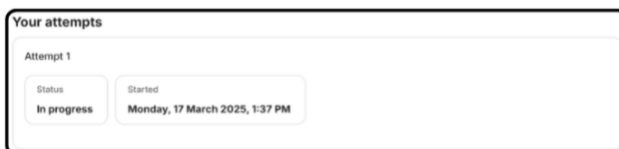


1.4 How to take a Quiz in LiVE Unpad

1. Enter the quiz page and click “Attempt Quiz”.



If you have attempted to exit the quiz, the following display will appear, indicating that the Attempt has been made and that the quiz time is still running.



2. You can take the quiz immediately. On the quiz page, you will find the following interface. The following is a further description of the quiz page:
- a) **Flag Question**: Used to mark questions you want to check again later. If you doubt your chosen answer, you can mark the question.
 - b) **Marked Out**: Indicates the assessment weight of each question completed.
 - c) **Clear my choice**: Used to delete the answer that has been selected, if the Fellow Student wants to replace it with another answer.
 - d) **Next Page**: Button to proceed to the next question page in a quiz consisting of several pages.

Question 4

Not yet answered Marked out of 1.00

Flag question

Which software product is used primarily for vector graphic ?

☐ A. Adobe photoshop

☒ B. Adobe illustrator

☐ C. Adobe lightroom

☐ D. Adobe premiere pro

Clear my choice

Next page

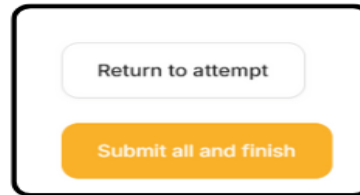
3. If you have finished filling in the answers, you can click “**Finish Attempt**” to complete the quiz.

Previous page Finish attempt ...

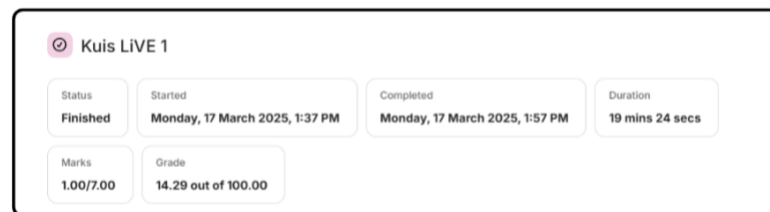
4. After clicking “**Finish Attempt**,” the following display will appear, indicating which items have been filled in and which have not. Fellow students can check again which questions have not been filled in.

Question	Status
PART A	
1	Not yet answered
2	Not yet answered
3	Not yet answered
4	Answer saved
PART B	
5	Not yet answered
6	Not yet answered
7	Not yet answered

5. If you have finished reviewing each task, you can click “Submit all and finish” once you have finalised the quiz answers. However, if you still have unanswered questions you want to revisit, then Fellow Students can click “Return to attempt”.



6. The following is the display when the Attempt is complete. Fellow students can see the duration of the process, including the value achieved after the quiz.



Disclaimer:

Each quiz has different settings according to the lecturer's or quiz manager's wishes. In some quizzes, lecturers allow students to take the quiz multiple times. However, some quizzes only allow one attempt. Also, not all quizzes display grades immediately.

For additional details, please watch the video available on YouTube: [How to Take an Online Quiz in LiVE Unpad](#)

Students may also scan the QR code provided.



1.5 How to Submit Panopto Video into LiVE Unpad

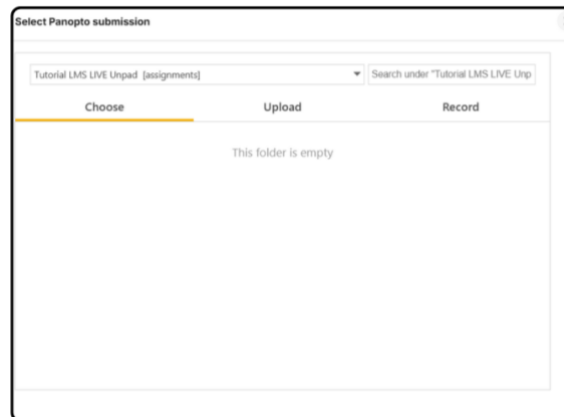
1. Enter the course and find the Panopto icon as shown in the following example.



2. You will find the following interface. Next, you can add a video by clicking [“Add Panopto Submission”](#).

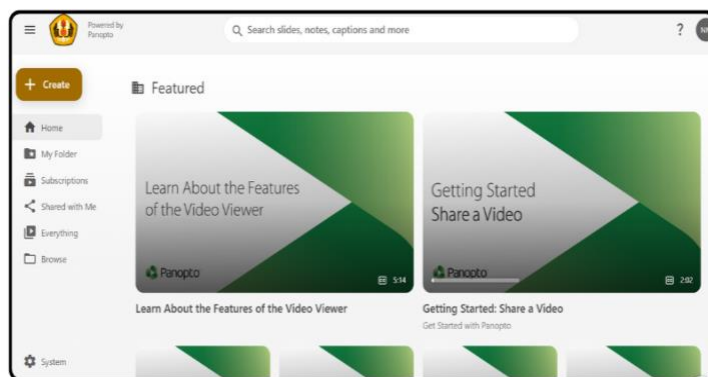
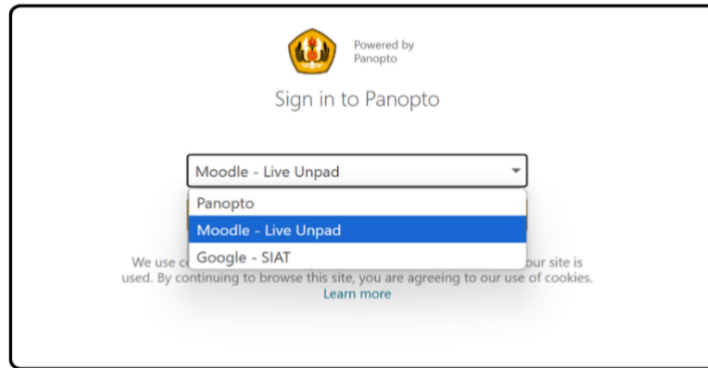


3. Next, Students will be directed to the following page.

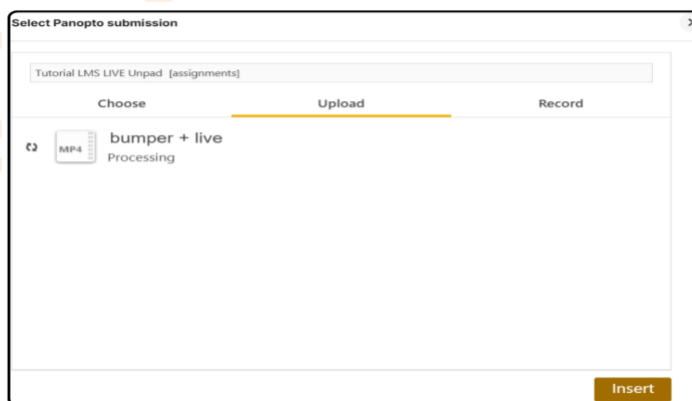


Several options can be chosen by Fellow Students when submitting videos, including:

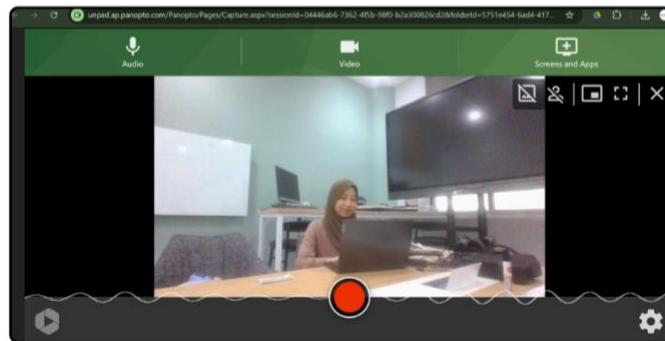
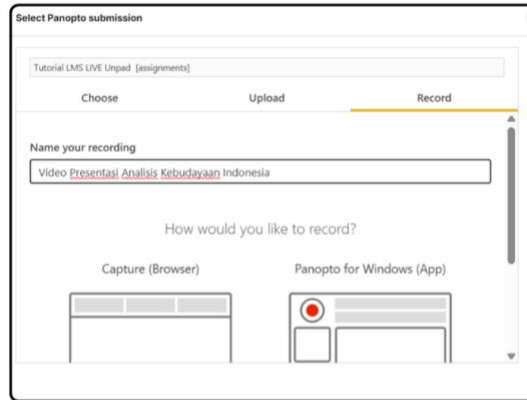
- a) Students can select videos by first entering the Panopto website and integrating it with LiVE Unpad by signing in through Moodle - LiVE Unpad, as shown in the following image.



- b) Fellow students can upload videos by adding them from the local drive of their respective devices.



- c) Students can record directly on the LiVE Unpad website.



4. If you have selected one of the videos, the following display will appear. Then click **“Submit”** to submit the video.



5. After the video is submitted, the following display will appear. Furthermore, Fellow Students can wait until the lecturer hands out the assessment.



For additional details, please watch the video available on YouTube: [How to Submit Assignments to Panopto](#)

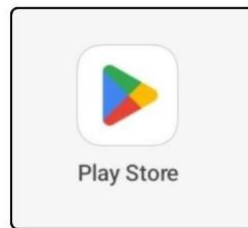
Students may also scan the QR code provided.



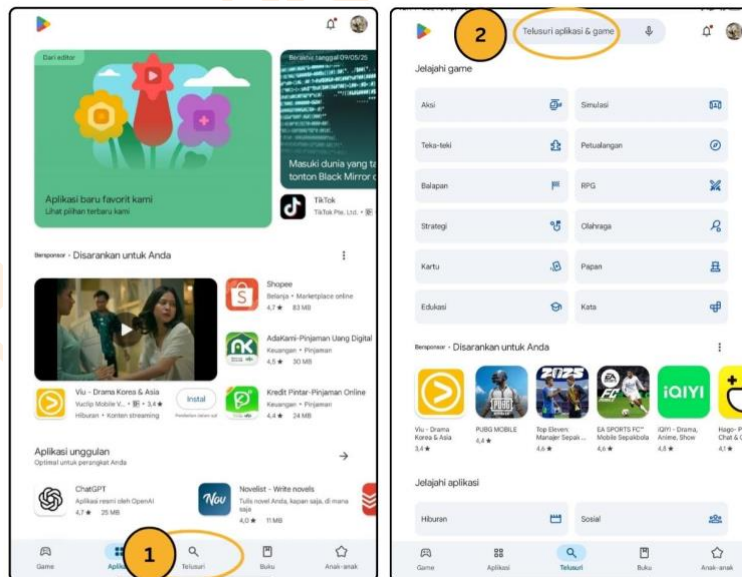
G. LiVE Unpad Mobile version

1.1 How to Download LiVE Unpad Mobile on the Play Store

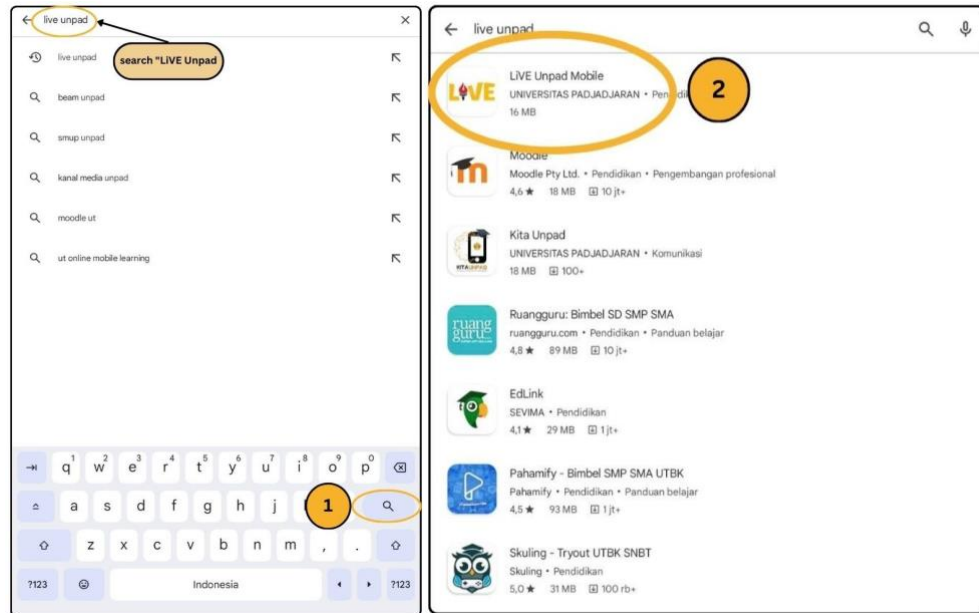
1. Log in to the Play Store app



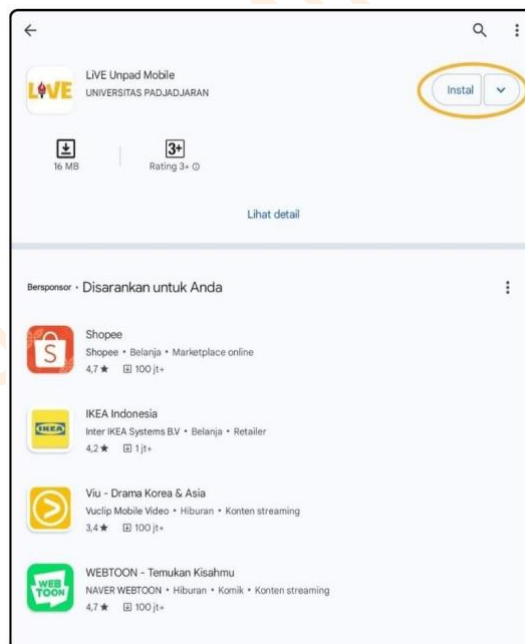
2. Click the “browse” section, then click the “browse apps and games” section to search for the LiVE Unpad app.



3. Browse the application by typing “Live Unpad” or “Live Unpad Mobile.” Then click the “LiVE Unpad Mobile” application at the very top.



4. Click “Install” on the right to download the Live Unpad Mobile application.

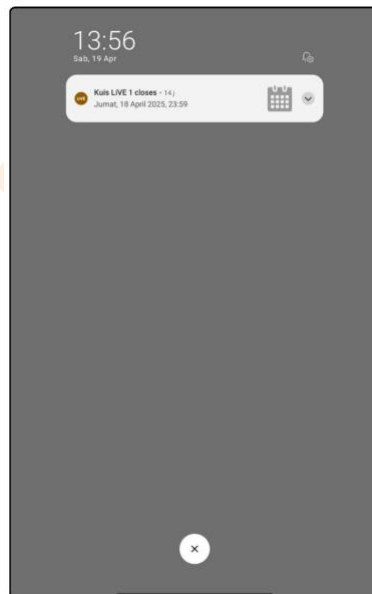


1.2 How to Log in Via LiVE Unpad mobile

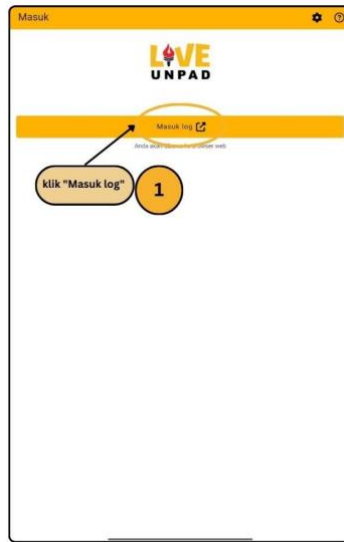
1. Enter the Live Unpad Mobile application, which the students have previously downloaded from the Google Play Store or Apple App Store. Then a notification pop-up will appear, showing the latest information notifications in Live Unpad Mobile.



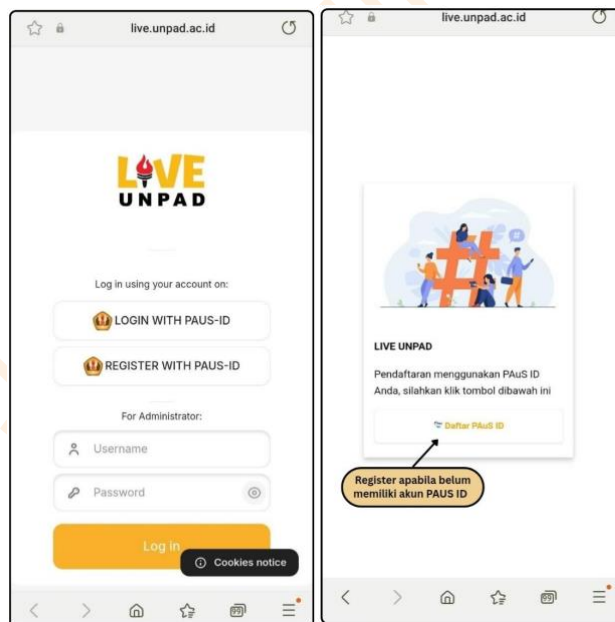
If the student activates the notification access feature, a notification display will appear every time new information about each course's activities is available.



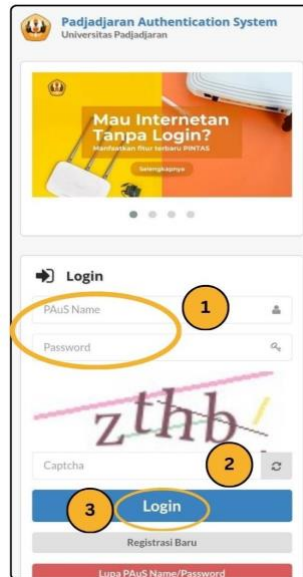
2. Click “Log In” to Login through LiVE Unpad Mobile



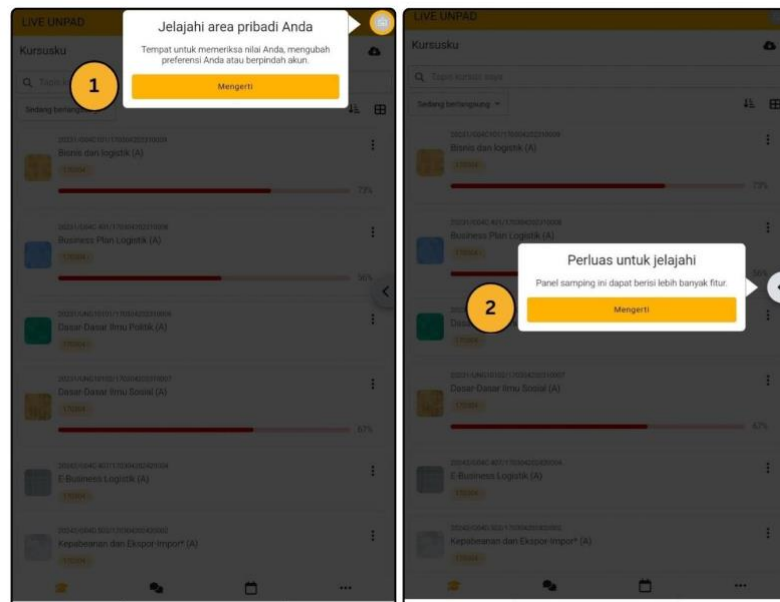
3. Students will be redirected to the web page, and then click “[Register with PAUS ID](#)”



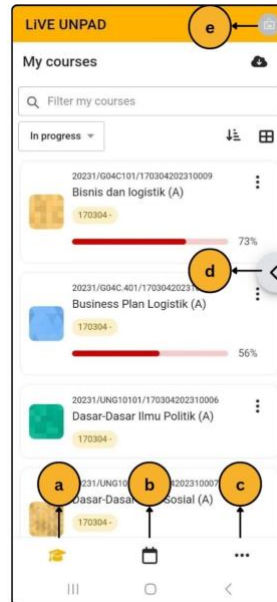
4. Authorization of the application
5. Back to the Login page and log in with PAUS-ID



6. After successfully logging in, Students will be directed to follow a short tutorial.



1.3 Dashboard Page of LiVE Unpad Mobile



After logging in to LiVE Unpad, Fellow Students will find the dashboard page. On the dashboard page, there are several sections, including:

a. [My Courses](#)

This page is used to access the courses the user follows.

b. [Calendar](#)

A calendar that displays important dates such as deadlines for assignments or exams.

c. [More](#)

A calendar that displays App settings, consisting of :

1. General
2. Space usage
3. Synchronization
4. About

d. [Toggle My Courses \(Overview\)](#)

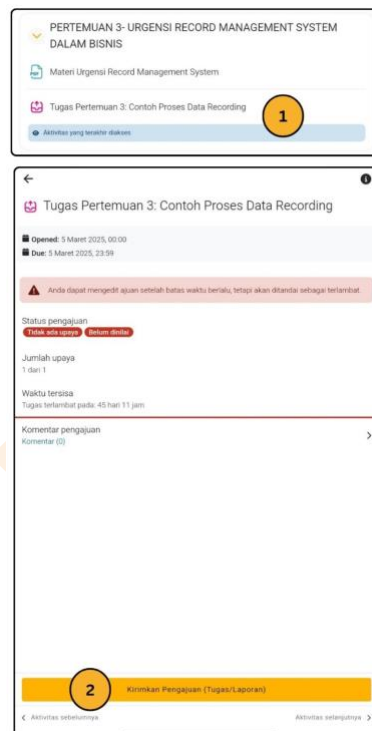
This feature displays a list of courses that the user is currently enrolled in or has enrolled in, providing an overview of their academic activities.

e. [My Profile](#)

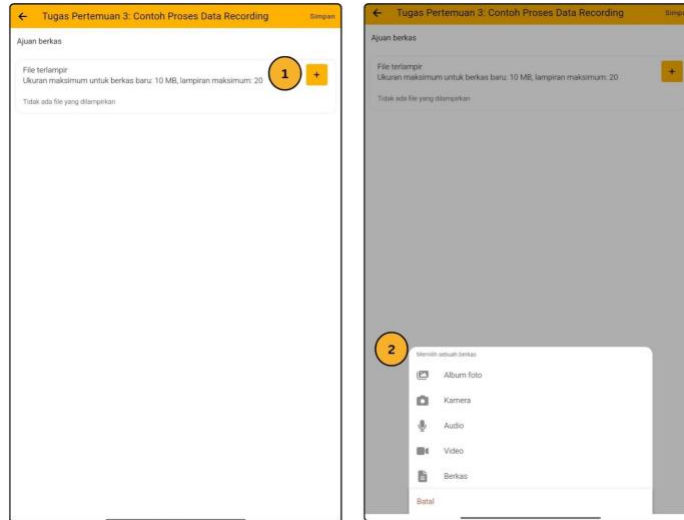
A page for viewing and editing a user's account profile, such as personal information, profile picture, or other settings.

1.4 How to Submit an Assignment to LiVE Unpad Mobile

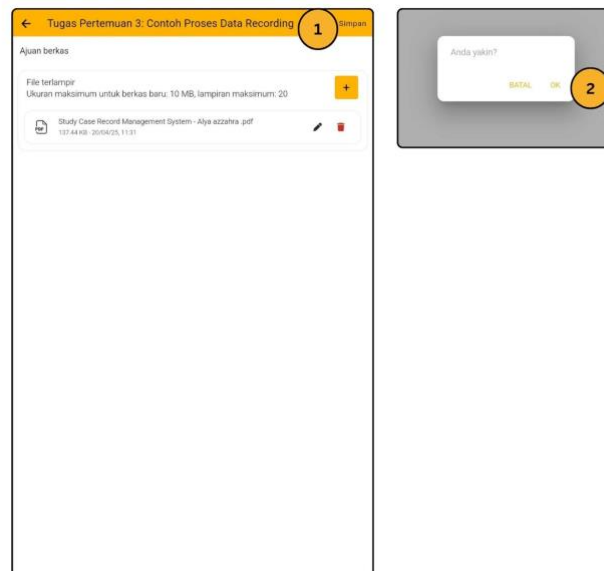
1. Go to the course and find the assignment as shown in the example below.
2. Click on the assignment and you will see the following view. Next, open the [“Submit Submission \(Assignment/Report\)”](#) view. However, before submitting the assignment, ensure that you pay attention to the deadline.



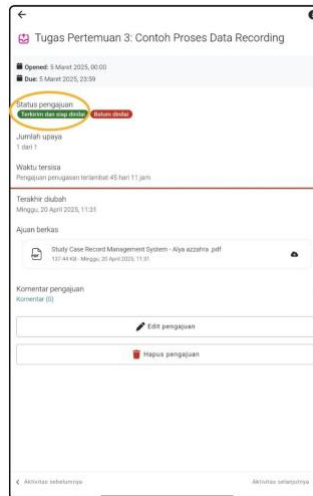
3. Students will find the following display. Click the plus sign on the “File attached” option (1). Students can adjust the form of the assignment in the form of a file that will be submitted (2) and ensure that the type of assignment document is changed according to the lecturer's provisions or directions.



4. If the file has been uploaded, the fellow student will find the following display. Click “Save” on the top right (1). Then, a pop-up will appear, as shown below, which serves as a helpful reminder to check whether the uploaded assignment adheres to the provisions. Fellow Students can click “Ok” to upload the assignment.

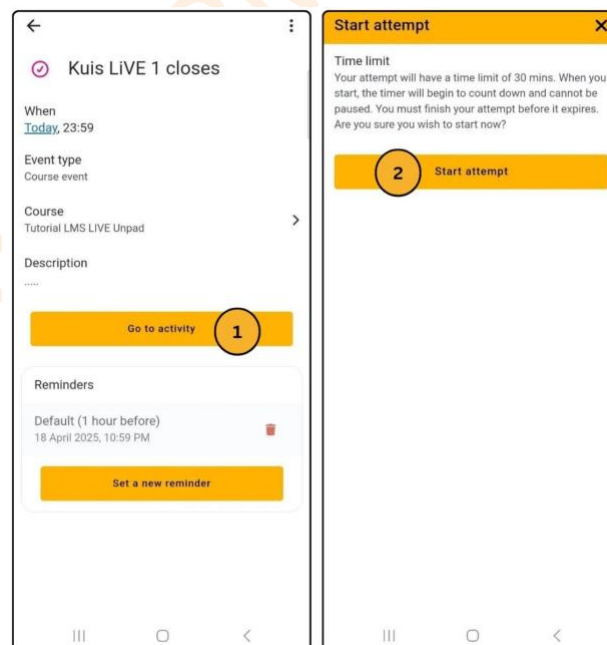


5. If the “submission status” display turns green, it indicates that the assignment has been recorded in the LiVE Unpad system.



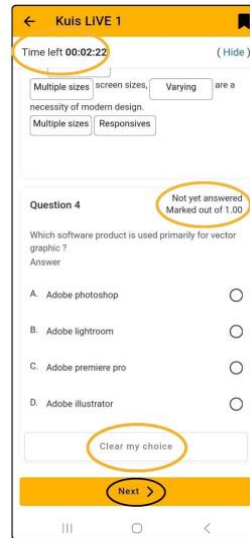
1.5 How to Take a Quiz on LiVE Unpad Mobile

1. Enter the course, find the quiz you need to take, and click “Go to activity,” as shown below.
2. After that, you will find the following display. Click “Start Attempt” to start the quiz.

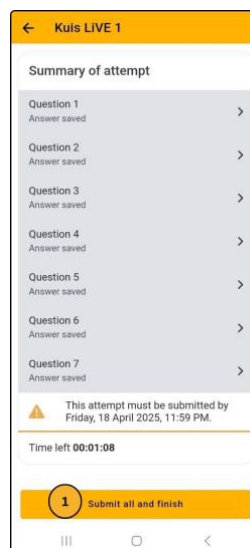


3. You can take the quiz immediately. On the quiz page, you will find the following interface. The following is a further description of the quiz page:
 - a. **Time Left:** Shows working time that runs backwards.
 - b. **Marked Out:** Indicates the assessment weight of each completed question.

- c. **Clear my choice:** Used to delete the selected answer if the Associate Student wants to replace it with another answer.
- d. **Next Page:** A button to proceed to the next question page in a quiz consisting of several pages.



4. After completing the quiz, a display will appear, indicating which items have been filled in and which have not. Fellow students can check again which questions have not been filled in. However, if you have finished and are sure of the student's recreation, click "Submit all and finish".



Editor

Hana Rizmadewi Agustina

Aditya Permadi

Noviani Megatami

Abellito Zaki Aqylla Syarif

Alya Azzahra

Herlina

Jelita Rifdah Nasywa

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