



MARCH 21, 2020

MYITS CLASSROOM GUIDE  
**FOR STUDENTS**

VERSION 1.1 (ENGLISH)



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## 1. A Brief Explanation of Online Courses at ITS

Lectures conducted online through e-Learning is a learning method that utilizes internet learning management systems that can be accessed by students anytime and anywhere.

At Institut Teknologi Sepuluh Nopember, the myITS Classroom platform has been built to facilitate lecturers in managing classes. At present, all students and lecturers have been enrolled and registered to their respective courses at myITS Classroom based on the existing ITS Academic information system database. So, there is no need for lecturers or students to manually enroll to join the classes, both in the current semester and the next semester.

Online learning or e-learning has two methods: synchronous and asynchronous method. Synchronous learning is an interactive learning method where interactions between educators and students happen in real time through electronic media. Meanwhile, asynchronous learning is also an interactive learning method, albeit with a time delay between educators and students.

In its implementation, synchronous learning can be done using the Zoom teleconference service in the myITS Classroom application. For asynchronous learning, lecturers can provide links or upload videos / audio (for example, YouTube, etc.), then add to personal learning material (for example, PDFs of slides, handouts, etc.), and complete it with assignments.

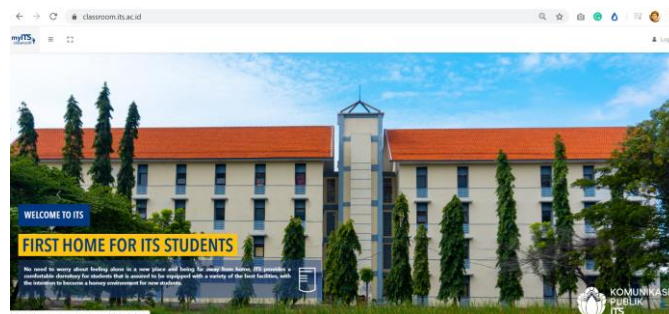
### Attention:

1. Students **do not need** to activate a zoom account.
2. In order to get the credit from the Zoom license facility (attendance and *attentiveness score*), student should follow the meeting by **clicking on the join meeting in myITS Classroom application**. It is not recommended for students to attend *meetings* in a direct way, namely visiting the *invitation* link from a *Zoom meeting*.

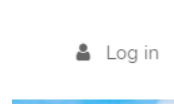
## 2. Logging in to the System

To log in to the system, please do the following steps:

1. Open your browser, and enter the address **classroom.its.ac.id**



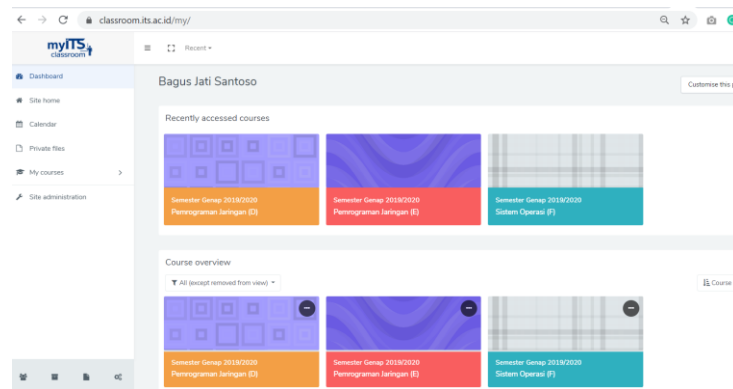
2. Click Log In at the top right, and click the Enter with myITS button



3. Enter your username (myITS ID) according to the integra
4. And enter your password

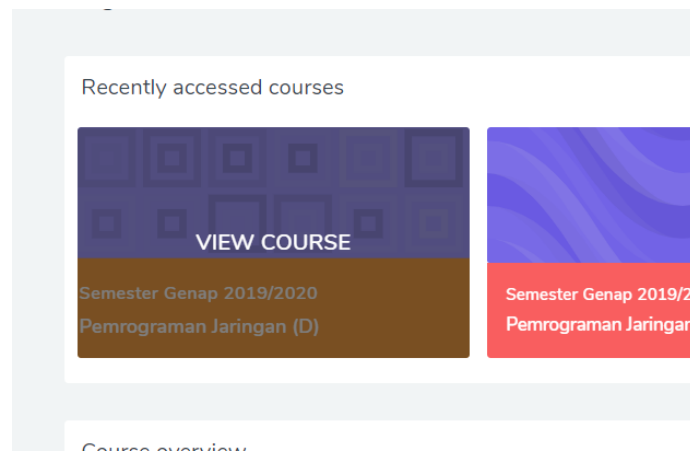


5. Click Sign In, then the system will direct you to the dashboard page



### 3. Choosing a Course

Shortly after logging in, all the courses you are enrolled to will appear on the dashboard. You can click on the course to open it.



## 4. Course Window Layout in ITS Classroom

The following figure shows the layout of an online course in myITS classroom:

**Pemrograman Jaringan (D)**  
Dashboard / My courses / 51100\_IF184602\_Pemrograman Jaringan (D)

**CLASS INFORMATION MAIN PANEL**

35 ENROLLED STUDENTS    0 STUDENTS COMPLETED    0 IN PROGRESS    35 YET TO START

**Informasi Umum**

**Capaian Pembelajaran MK:**  
Mahasiswa mampu menerapkan konsep-konsep dasar yang meliputi ... ke dalam bidang ... serta mampu memberikan contoh aplikasinya secara eksperimen, baik dengan kinerja individu maupun secara berkelompok dalam kerjasama tim.

**Capaian Pembelajaran Pokok Bahasan:**

1. Mampu menjelaskan konsep dan definisi ...
2. Mampu menjelaskan konsep aplikasi ...
3. Mampu menjelaskan konsep ...

Teachers

**Announcements**    **RANCANGAN PEMBELAJARAN SEMESTER**

**SECTIONS**

**Pertemuan 1**

**Capaian Pembelajaran:**  
Mampu menggunakan konsep ...  
Silahkan menyelesaikan ...

**Panduan Tugas**

1. Tugas dikerjakan secara ...
2. Tugas dijadikan dalam 1 file dalam pdf atau word
3. Diupload paling lambat ...

2 Files

- PowerPoint Presentation
- HTTP slides

**Pertemuan 2**

**Capaian Pembelajaran:**  
Mampu menggunakan konsep ...  
Silahkan menyelesaikan ...

**Panduan Tugas**

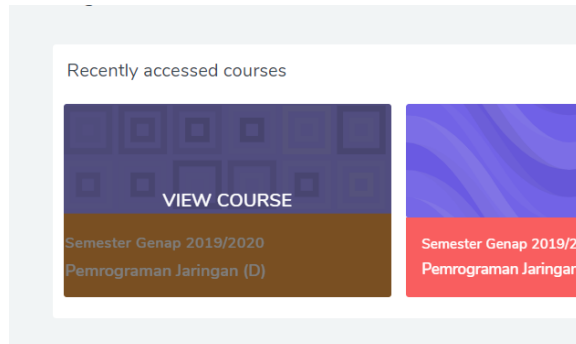
1. Tugas dikerjakan secara ...
2. Tugas dijadikan dalam 1 file dalam pdf atau word
3. Diupload paling lambat ...

**Pertemuan 3**

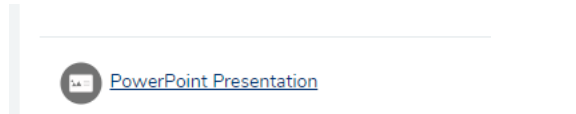
## 5. Attending the online lectures

### A. Downloading lecture materials

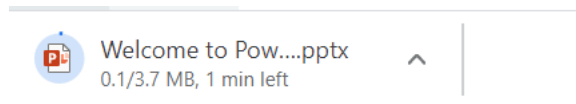
1. Please choose and click on the course



2. Click on the files/materials



3. The material will be downloaded.



### B. Playing a video from the lecturer

To play videos from the lecturer, follow these steps:

1. Navigate to the section where the lecturer uploads the video.

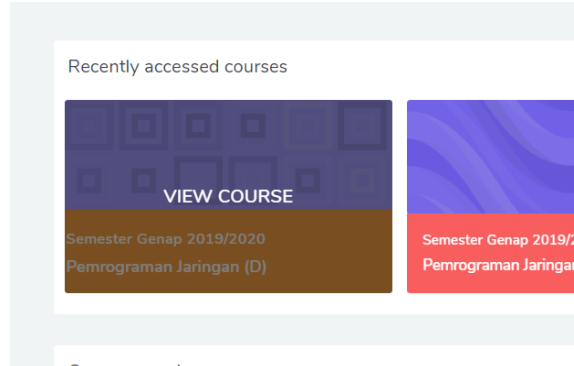


2. Click the play icon to start playing the video and make sure the audio is on.

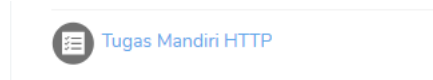
## C. Uploading Assignments / Exams in the Form of Collection or Upload of Materials

To upload an assignment, please do the following steps:

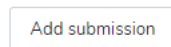
1. Please enter the desired course:



2. Click on the assignment icon. If unsure, do not hesitate to ask your lecturer on the specific icon for the assignment. (note: *Tugas*, means assignment)

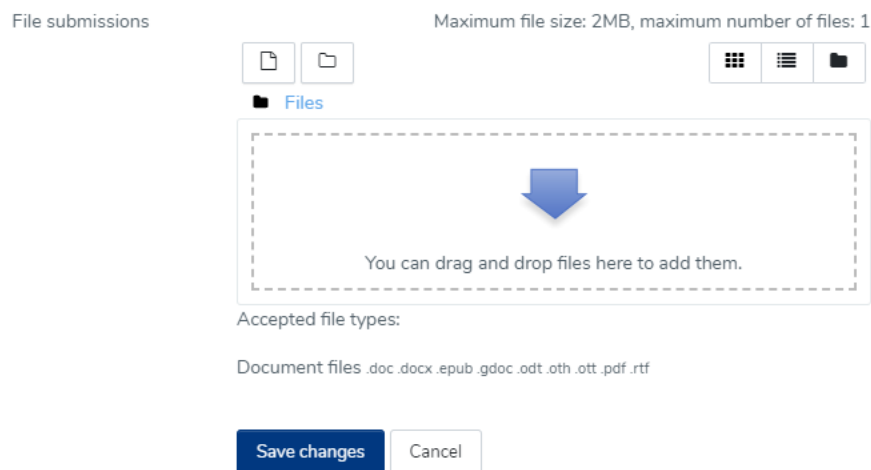


3. Click Add Submission.



You have not made a submission yet.

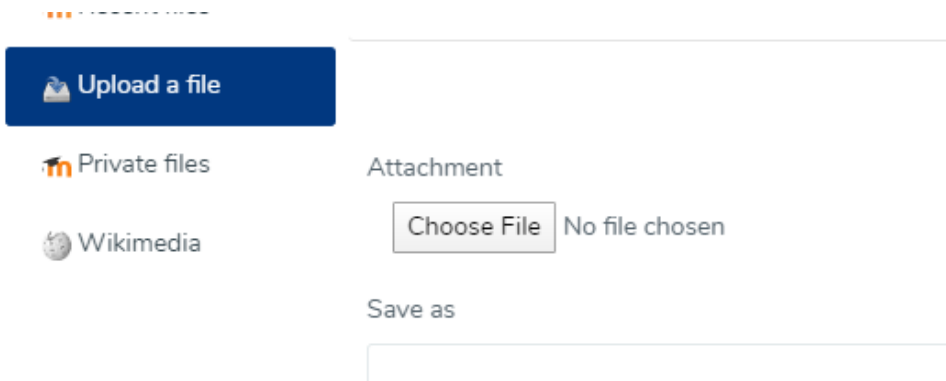
4. You can directly drag and drop files that are to be submitted.



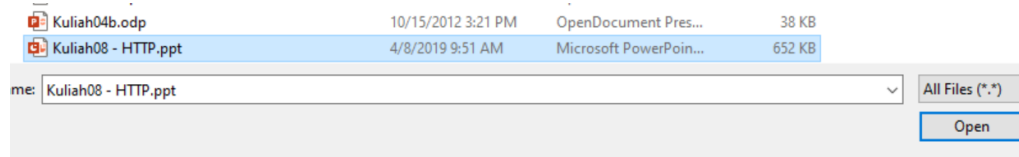
5. Or you can also upload it manually, i.e. click the file icon on the left.



6. Then select Upload a file, and click Choose file.



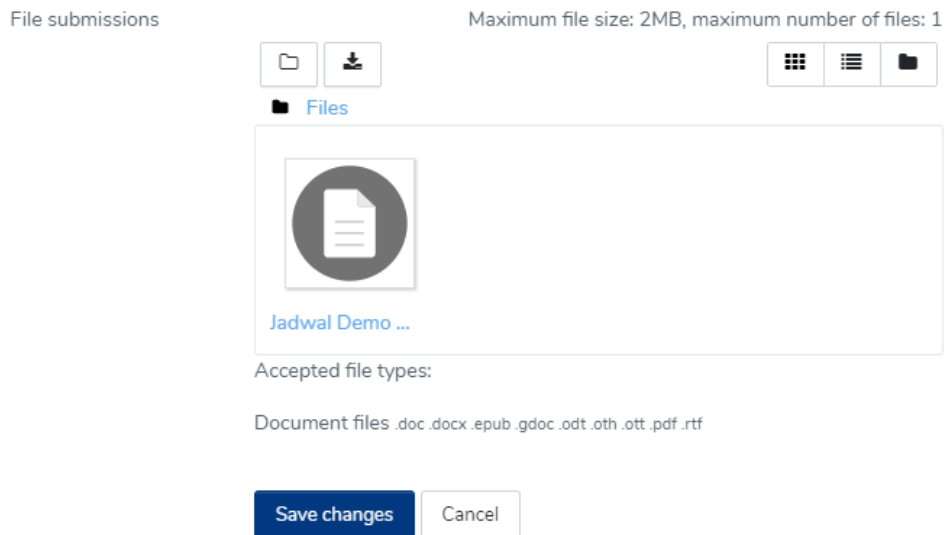
7. Select the material to be uploaded, and click Open.



8. Then click Upload this file.



9. After it is uploaded, click Save Changes.





## 10. The confirmation of the submission will appear.

### Submission status

Submission status	Submitted for grading
Grading status	Not graded
Due date	Tuesday, 24 March 2020, 11:59 PM
Time remaining	4 days 11 hours
Last modified	Friday, 20 March 2020, 12:49 PM
File submissions	<a href="#">Jadwal Demo Kuliah Pemrograman Jaringan.docx</a> 20 March 2020, 12:49 PM
Submission comments	<a href="#">Comments (0)</a>

[Edit submission](#) [Remove submission](#)

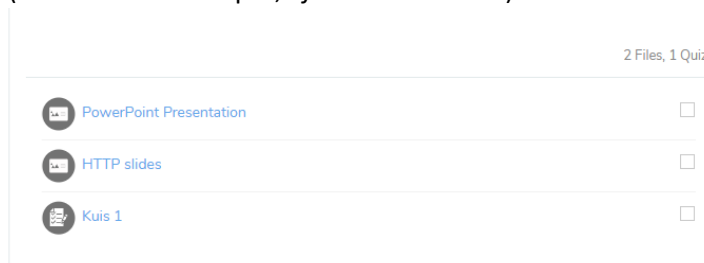
You can still make changes to your submission.

It is possible to edit your submission if the time limitation still permits.

## D. Taking online quizzes or exams

To take an online quiz or exam, please follow these steps:

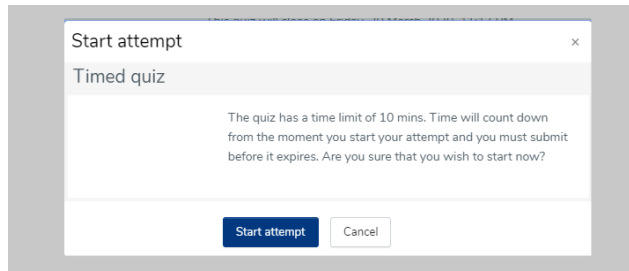
1. On the dashboard, click on the course that has the quiz or test for you to take.
2. Choose the quiz by clicking on the icon. Again, consult your lecturer if in doubt.  
(note: *kuis* means quiz, *ujian* means exam)



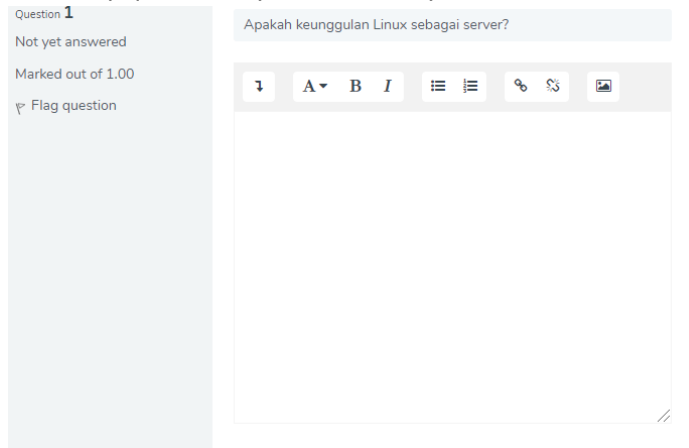
3. If the quiz is opened, you can click on *attempt quiz now*

[Attempt quiz now](#)

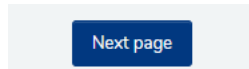
4. Your lecturer may have set up a time limit for the quiz attempt. If this is the case, the time limit will be shown as follows:



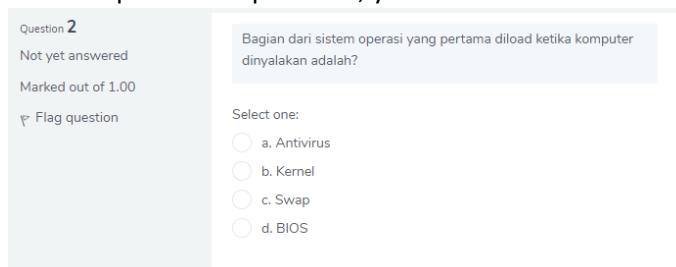
5. Click Start attempt to start the test.
6. For essay questions, you can enter your answer in the *textfield*:



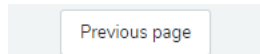
7. Click next page at the bottom right to continue with the next question.



8. For multiple choice questions, you can select the answer by clicking on one of them.



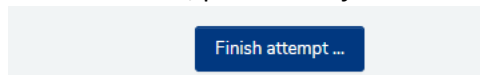
9. You can also return to the previous question by clicking Previous page.



10. If the test is timed, there will be a countdown timer on the bottom right as an indicator.



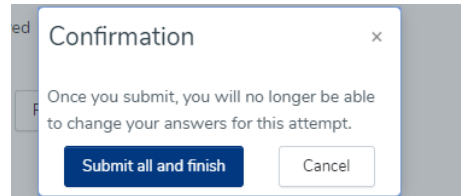
11. To end the test, please click *finish attempt*



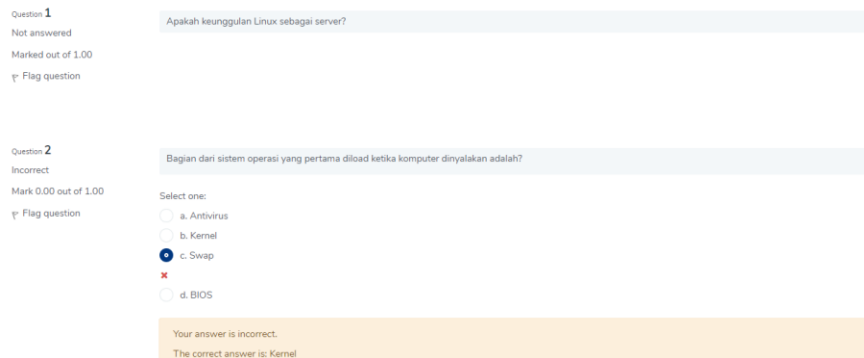
12. A summary of your work will be shown.
13. Click *submit all and finish* to really submit your work.

Submit all and finish

14. A confirmation window will appear, please *submit all and finish* to finish the test (no change of answers can be made after this).



15. After this, you will receive a feedback form from the test. This depends on the feedback setup that has been set. Some quiz or exams will show direct results at the end of the exam, some may even show the correct answers.



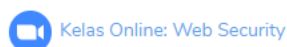
## E. Attending a Zoom Teleconference Meeting

**ATTENTION:** Students **do not need to activate the zoom account via e-mail** or perform **account registration zoom** to take the classes online via the zoom teleconference at myITS classroom. Simply enter myITS Classroom, and click join meeting in class.

### i. Attending a course Zoom meeting

To attend a teleconference meeting of a course that has been arranged by the lecturer, please do the following steps:

1. Select the course.
2. Find the Zoom meeting activity icon that has been set up by the lecturer. This appears as a video camera icon, please click to open its details and join the Zoom meeting.



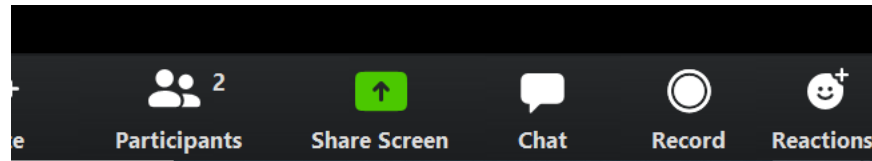
3. Click Join Meeting to join the Zoom meeting

Join Meeting

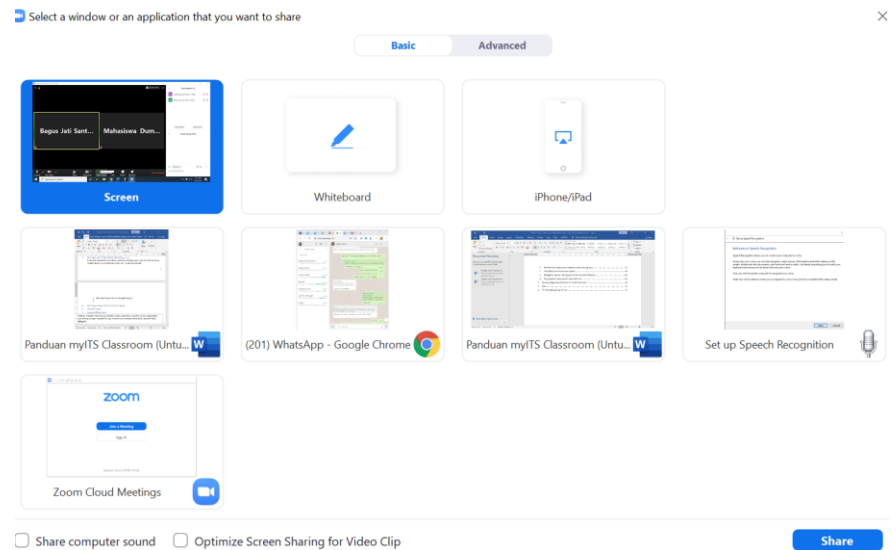
ii. Sharing screen / slides (presentation)

During presentation, you can share your screen with other participants, including the lecturer. This can be useful when you ask a question or present your own presentation. Please do the following steps:

1. Click the Share Screen icon below.



2. Please select what you want to share, it can be a window or whole screen. You can also select whiteboard to draw or perform free handwriting. After making your selection, do not forget to click Share at the bottom right of the screen.



3. To end the screen sharing, click Stop Share at the middle top of the screen.



iii. Using the Raise Hand feature to ask a question

When the lecturer is presenting, you can use the raise hand feature to seek attention from the lecturer. This involves the following steps:

1. Click participants at the bottom



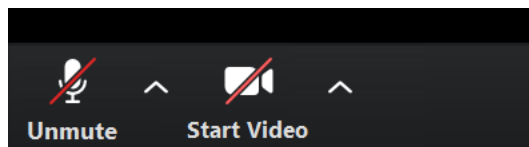
2. A window showing a list of participants will appear on the right side of the screen. Click Raise Hand at the bottom right of this window to indicate to the lecturer that you want to ask a question.

Unmute Me

Raise Hand

iv. Mute/Unmute and Video Setting

During the online course, you can set mute/unmute for your microphone audio. You can also activate and disable your video camera. These can be done by clicking the Unmute/Mute button, or Start Video button on the bottom left part of the Zoom Application window.



## 6. FAQ

**1. I am taking a class, but why doesn't it appear on the dashboard?**

*Most likely, there has been a misconfiguration in the enrollment that is causing this to happen. Please inform your lecturer of the course to add you manually, or alternatively you can contact the Department online course administrator to add you to ITS Classroom for that course (complete list of admins shown at the end of this document).*

**2. I have never received a Zoom account activation email. Can I still attend the online meetings?**

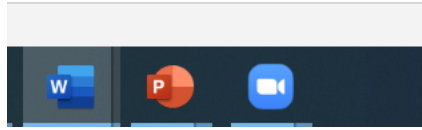
*Students do not need to initiate an online meeting. Zoom account activations are only required for lecturers who typically plans the online meeting. To join a meeting, students only need to click Join Meeting from the Zoom meeting activity that has been set up in myITS Classroom.*

**3. Is it compulsory that we join the meeting through myITS Classroom? Am I allowed to enter the invitation link in the browser directly?**

*Integration of myITS Classroom with Presensi ITS (for attendance) will be carried out in the near future. When this happens, your attendance will only be counted if you join the meeting by clicking Join Meeting within myITS Classroom.*

**4. I accidentally closed or minimized Zoom, how can I show it back?**

1. Find the Zoom icon in your Windows taskbar



2. A Zoom window will appear, please click expand on the bottom right to maximize the window.



## 7. Online Class Support Team

**Department Administrators dan Liaison Officers:**

No	Faculty	Department	Full name of Lecturer PIC	Lecturer PIC Phone Number
1	Faculty of Creative Design and Digital Business	Industrial Product Design	Hertina Susandari, S.T., M.T.	+62 813 3073 6634
2	Faculty of Creative Design and Digital Business	Interior Design	Caesario Ari Budianto, S.T., M.T.	08174971755
3	Faculty of Creative Design and Digital Business	Visual Communication Design	Rabendra Yudistira Alamain, ST.,M.Ds	08123194583
4	Faculty of Creative Design and Digital Business	Business Management	Bahalwan Apriyansyah, S.T., MBA	085748540520
5	Faculty of Creative Design and Digital Business	Technology Management	Reny Nadlifatin, S.Kom., MBA.,Ph.D	08563002176
6	Faculty of Creative Design and Digital Business	Developmental Studies	Hermanto, M.Pd	081330359709
7	Vocational Faculty	Civil Infrastructure Engineering	Dimas Pustaka Dibiantara, ST., M.Sc.	081234419742
8	Vocational Faculty	Industrial Mechanical Engineering	Dr. Atria Pradityana, ST., MT	082141080460

9	Vocational Faculty	Electrical Engineering Automation	Enny Indasyah, S.ST., MT., M.Sc.	081233204700
10	Vocational Faculty	Industrial Chemical Engineering	Dr. Afan Hamzah, S.T.	081234619581
11	Vocational Faculty	Instrumentation Engineering	Ahmad Fauzan Adziima, S.T, M.Sc	081234703101
12	Vocational Faculty	Business Statistics	Mukti Ratna Dewi S.Si., M.Sc	0812-1661-1441
13	Faculty of Science and Data Analytics	Physics	Dr. Lila Yuwana, S.Si, M.Si	0812-3500-0559
14	Faculty of Science and Data Analytics	Mathematics	Amirul Hakam, S.Si., M.Si	85742135487
15	Faculty of Science and Data Analytics	Statistics	Dr. Achmad Choiruddin, S.Si., M.Sc	0881026048885
16	Faculty of Science and Data Analytics	Chemistry	Dr. Yuly Kusumawati, M.Si	082234863396
17	Faculty of Science and Data Analytics	Biology	Nova Maulidina Ashuri, M.Si.	082228511386
18	Faculty of Science and Data Analytics	Actuarial Science	Wawan Hafid Syaifuddin, S.Si., M.Si., M.Act.	6281335956029
19	Faculty of Industrial Technology and Systems Engineering	Mechanical Engineering	Dr. Latifah Nurahmi	082140882066
20	Faculty of Industrial Technology and Systems Engineering	Chemical Engineering	Dr.Kusdianto, ST.,M.Sc.Eng	082132724676
21	Faculty of Industrial Technology and Systems Engineering	Physics Engineering	Iwan Cony Setiadi, ST, MT	082332723388
22	Faculty of Industrial Technology and Systems Engineering	Systems and Industrial Engineering	Nani Kurniati, S.T., M.T., Ph.D.	6281357571020
23	Faculty of Industrial Technology and Systems Engineering	Material and Metallurgical Engineering	Haniffudin Nurdiansah, ST.,MT.	085731769854

24	Faculty of Civil, Planning, and Geo Engineering	Civil Engineering	Dr. Wahyuniarsih Sutrisno, ST. MT.	081338014488
25	Faculty of Civil, Planning, and Geo Engineering	Architecture	Nurfahmi Muchlis, ST, MT	081242237460
26	Faculty of Civil, Planning, and Geo Engineering	Environmental Engineering	Ir. Bowo Djoko Marsono, M.Eng	081330600645
27	Faculty of Civil, Planning, and Geo Engineering	Regional and Urban Planning	Prananda Navitas, ST., MSc	+61484634736 (WA) dan HP. '082338359624
28	Faculty of Civil, Planning, and Geo Engineering	Geomatics Engineering	Agung Budi Cahyono, ST., M.Sc., DEA	081334651757
29	Faculty of Civil, Planning, and Geo Engineering	Geophysics Engineering	Wien Lestari, ST.MT	08122306342
30	Faculty of Marine Technology	Naval Architecture and Shipbuilding Engineering	Sufian Imam Wahidi, ST., M.Sc	0812-3237-6123
31	Faculty of Marine Technology	Marine Engineering	Juniarko Prananda, S.T., M.T.	081334240121
32	Faculty of Marine Technology	Ocean Engineering	Dr.Eng. Shade Rahmawati, ST., MT.	085236055540
33	Faculty of Marine Technology	Sea Transportation Engineering	Siti Dwi Lazuardi, S.T., M.Sc	081234049184
34	Faculty of Intelligent Electrical and Informatics Technology	Electrical Engineering	Dimas Anton Asfani, ST., MT., Ph.D	081231469020
35	Faculty of Intelligent Electrical and Informatics Technology	Biomedical Engineering	Atar Fuady Babgei, ST, M.Sc.	087855883350
36	Faculty of Intelligent Electrical and Informatics Technology	Computer Engineering	Arief Kurniawan, S.T., M.T.	085746091363
37	Faculty of Intelligent Electrical and Informatics Technology	Informatics	Abdul Munif, S.Kom., M.Sc.	081339365695
38	Faculty of Intelligent Electrical and Informatics Technology	Information Systems	Ir. Achmad Holil Noor Ali, M.Kom.	082333181661



39	Faculty of Intelligent Electrical and Informatics Technology	Information Technology	Ir. Muchammad Husni, M.Kom	082272425855
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**Central Administrator:**

Bagus Jati Santoso, S.Kom, Ph.D -- 08121701945  
*Academic Development Subdirector,  
Directorate of Postgraduate Studies and Academic Development*

**Email consultation contact:**

DPTSI service ITS (IT Service of ITS) -- 0811-3333-8222 (Whatsapp)

THANK YOU

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