

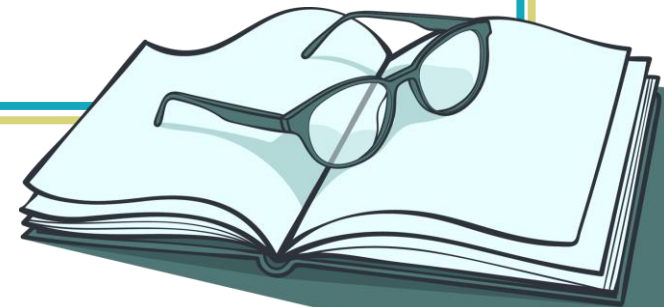
MEMULAI WEBINAR DENGAN ZOOM





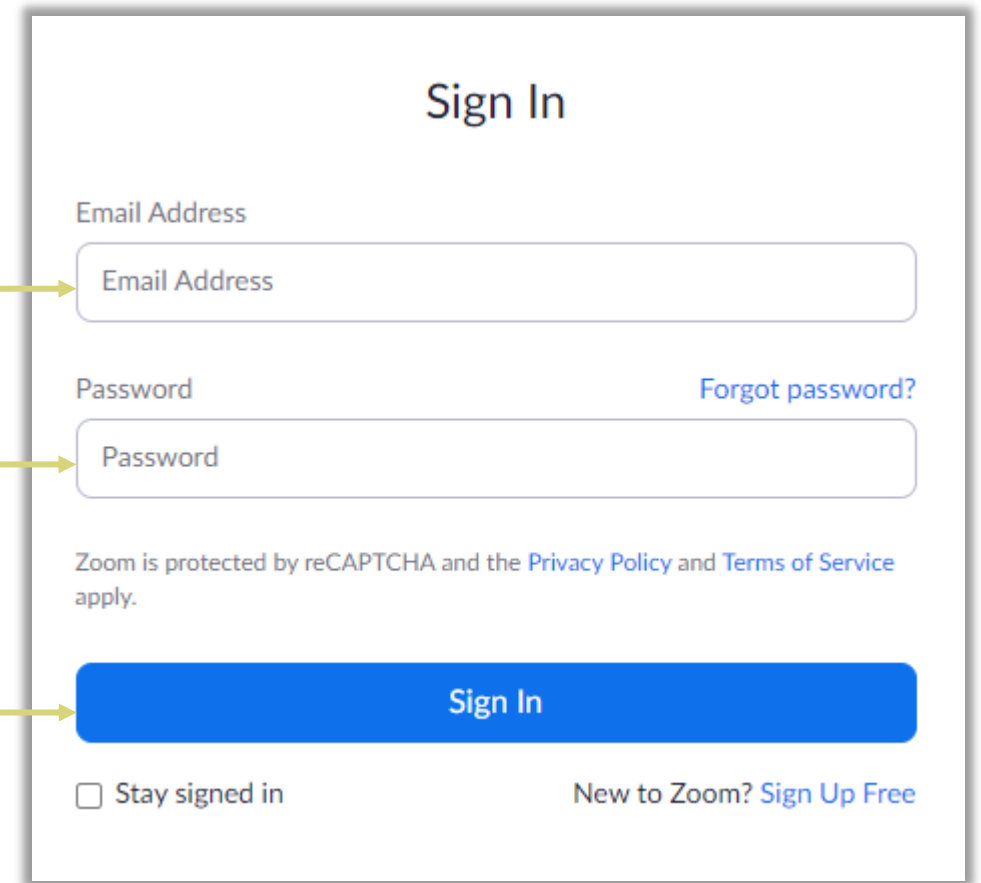
DESKRIPSI

Judul	:	<i>Memulai Webinar dengan ZOOM</i>
Tujuan	:	<i>Memberikan langkah-langkah menggunakan Webinar dengan Aplikasi ZOOM</i>
Pengguna	:	<i>Dosen, Tendik</i>
Tanggal	:	<i>17 Juli 2020</i>
Penulis	:	<i>Rizki Rinaldi</i>
Unit	:	<i>Direktorat Pengembangan Teknologi dan Sistem Informasi</i>



✓ LOGIN ZOOM

- Masukkan Alamat Email yang digunakan di aplikasi ZOOM.
- Masukkan Password yang digunakan di aplikasi ZOOM.
- Klik Sign In.



Sign In

Email Address

Email Address

Password [Forgot password?](#)

Password

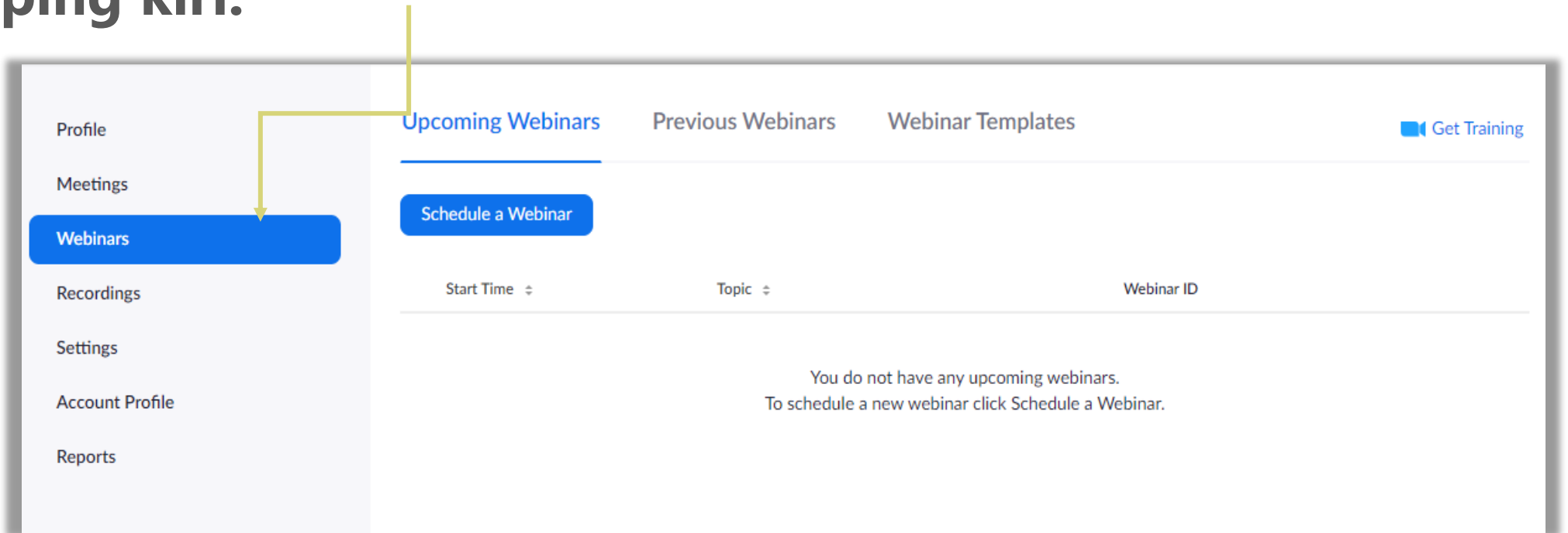
Zoom is protected by reCAPTCHA and the [Privacy Policy](#) and [Terms of Service](#) apply.

Sign In

☐ Stay signed in [New to Zoom? Sign Up Free](#)

✓ AKSES MENU WEBINAR

- Klik menu Webinar di menu samping kiri.



✓ MEMBUAT JADWAL WEBINAR

- Pilih Tab Upcoming Webinar.

The screenshot shows a web interface with three tabs: 'Upcoming Webinars', 'Previous Webinars', and 'Webinar Templates'. The 'Upcoming Webinars' tab is selected and underlined. To the right of the tabs is a 'Get Training' button with a video camera icon. Below the tabs is a blue button labeled 'Schedule a Webinar'. Underneath this button are three input fields: 'Start Time' with a dropdown arrow, 'Topic' with a dropdown arrow, and 'Webinar ID'.

- Klik Tombol Schedule a Webinar untuk membuat jadwal Webinar.

✓ LENGKAPI FORM WEBINARS

- **Masukan Topik Webinars.**
- **Masukan Deskripsi Webinar.**
- **Pilih Tanggal dan Waktu Webinar akan dilaksanakan.**
- **Masukan Durasi Webinar.**
- **Pilih Time Zone.**
- **Centang Reccuring Webinar, Jika Webinar Tersebut Berulang.**

The form contains the following fields and options:

- Topic:** A text input field containing the placeholder text "Topik Webinar Yang akan dijadwalkan".
- Description (Optional):** A large text area for the webinar description, containing the placeholder text "Deskripsi Webinar". A green circular icon with a white 'G' is located in the bottom right corner of this field.
- When:** A section for scheduling, including a date picker set to "07/16/2020", a time picker set to "9:00", and a dropdown menu for "AM".
- Duration:** A section for setting the duration, with dropdowns for "2" hours and "30" minutes.
- Time Zone:** A dropdown menu currently set to "(GMT+7:00) Jakarta".
- Recurring webinar:** A checkbox labeled "Recurring webinar" which is currently unchecked.

✓ LENGKAPI FORM WEBINARS

- Centang Registration jika Webinars membutuhkan register.
- Centang Webinars Password jika membutuhkan password.
- Pilih tampilan Video untuk Host dan Panelist.
- Pilih Jenis Audio.

The screenshot shows a webinar registration form with the following fields and settings:

- Registration:** ☒ Required
- Webinar Password:** ☒ Require webinar password. Password field contains: 685067
- Video:** Host and Panelists. Both have ☐ On and ☒ Off selected.
- Audio:** ☐ Telephone, ☐ Computer Audio, ☒ Both.
- At the bottom: Dial from United States of America [Edit](#)

Yellow arrows from the list on the left point to the 'Registration', 'Webinar Password', 'Video' (Host and Panelists), and 'Audio' sections of the form.

✓ LENGKAPI FORM WEBINARS

- Centang pengaturan yang sesuai yang diperlukan khusus Q & A.
- Masukkan Alternative Hosts jika ada.
- Klik tombol Schedule untuk membuat jadwal Webinar.

The screenshot shows a 'Webinar Options' form. A yellow box highlights the 'Webinar Options' section, which contains five checkboxes: 'Q&A' (checked), 'Enable Practice Session', 'Only authenticated users can join', 'Make the webinar on-demand', and 'Record the webinar automatically'. A yellow arrow points from the first instruction to the 'Q&A' checkbox. Below this, the 'Alternative Hosts' section has a text input field containing the example text 'Example: mary@company.com, peter@school.edu'. A yellow arrow points from the second instruction to this field. At the bottom, there are two buttons: 'Schedule' (blue) and 'Cancel' (white). A yellow arrow points from the third instruction to the 'Schedule' button.

Webinar Options

- ☒ Q&A
- ☐ Enable Practice Session
- ☐ Only authenticated users can join
- ☐ Make the webinar on-demand
- ☐ Record the webinar automatically

Alternative Hosts

Example: mary@company.com, peter@school.edu

Schedule Cancel



JADWAL WEBINAR BERHASIL DIBUAT

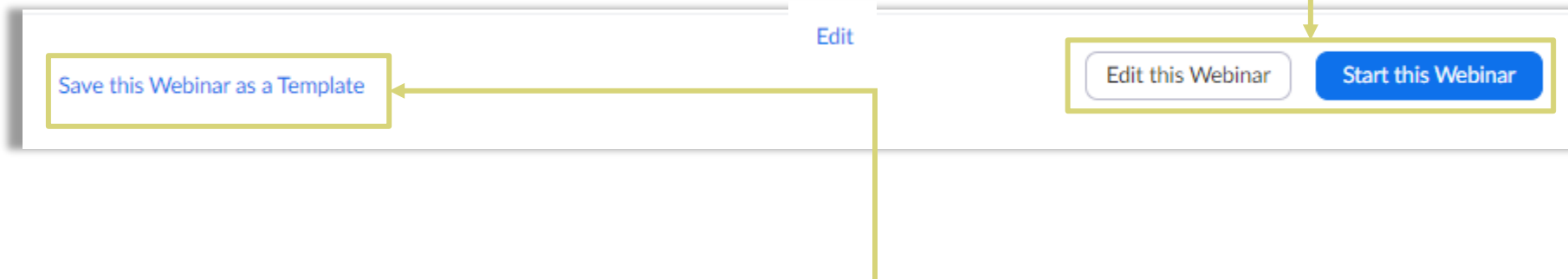
Topic	Topik Webinar Yang akan dijadwalkan	
Description	Deskripsi Webinar	
Time	Jul 16, 2020 11:00 PM Jakarta	
Add to	31 Google Calendar Outlook Calendar (.ics) Yahoo Calendar	
Webinar ID	950 5070 3436	
Webinar Password	***** Show	
Video	Host	On
	Panelists	Off
Audio	Telephone and Computer Audio	
	Dial from United States of America	
Webinar Options	☒ Q&A ☐ Enable Practice Session ☐ Only authenticated users can join ☐ Make the webinar on-demand ☒ Record the webinar automatically on the local computer	
Save this Webinar as a Template Edit this Webinar Start this Webinar		

CATATAN PENTING

- Jika Webinar berulang bisa dicentang bagian Recurring webinar, sesuaikan dengan jadwal webinar yang akan diulang.
- Untuk registrasi bisa disesuaikan jika diperlukan dan disesuaikan dengan jika webinar berulang.
- Untuk password bisa di buat manual.

⚙️ PENGATURAN WEBINAR

- Jika ingin melakukan edit jadwal webinar, klik tombol Edit this Webinar. Klik Tombol **Start this Webinar** untuk memulai Webinar.



- Simpan template jika ingin digunakan kembali, klik tombol Save this Webinar as a Template

⚙️ TAB INVITATIONS | Invite Panelist

- Klik edit untuk menambahkan Panelist.
- Masukan name dan email zoom.
- Klik tombol Add Another Panelist untuk menambah Panelist .
- Klik save untuk menyimpan data Panelist.

The screenshot shows a 'Panelists' modal window. At the top, there are two buttons: 'Invite Panelists' and 'No panelists invited'. On the far right, there is an 'Edit' button. A yellow arrow points from the 'Edit' button to the 'Panelists' modal. Inside the modal, there is a heading 'Panelists' and a sub-heading 'Invite a person or a Zoom room as a webinar panelist'. Below this, there are two input fields: 'Name' and 'Email/Zoom Rooms'. The 'Name' field contains 'Rizki Rinaldi' and the 'Email/Zoom Rooms' field contains 'rizky.boey@yahoo.com'. A yellow box highlights these two fields. To the right of the email field is a 'Delete' button. Below the input fields is a link 'Add Another Panelist'. At the bottom of the modal, there is a checkbox labeled 'Send invitation to all newly added panelists immediately' which is checked. To the right of the checkbox are 'Save' and 'Cancel' buttons. A yellow arrow points from the 'Save' button back to the main interface.

⚙️ TAB INVITATIONS | Invite Attendees

- Pada Invite Attendees terdapat informasi link Registrasi.
- Untuk menambahkan Source Tracking klik Add untuk menambahkan Link.

Invite Attendees Webinar Size: 500 attendees Copy Invitation Send Invitation to Me

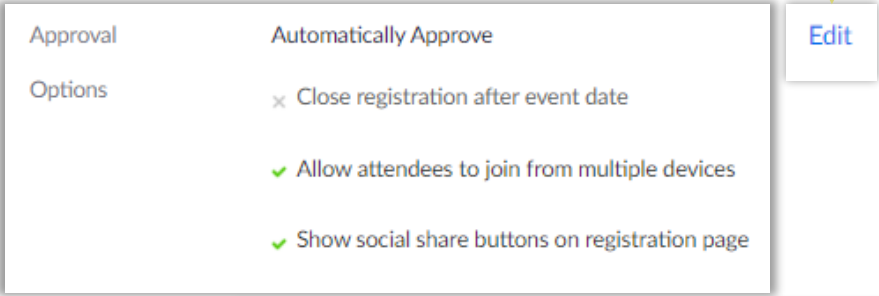
Registration Link
https://zoom.us/webinar/register/WN_oS8krSk7Q7Gna0leL5YDtg

Source Tracking Link ⓘ + Add

You have not yet created any source tracking links

⚙️ TAB INVITATIONS | Approval Options

- Klik edit pada Approval Option untuk pengaturan registrasi Peserta.
- Pada tab Registration Terdapat pengaturan Approval dan notifikasi email.
- Pengaturan Tracking kunjungan website.



Approval Options

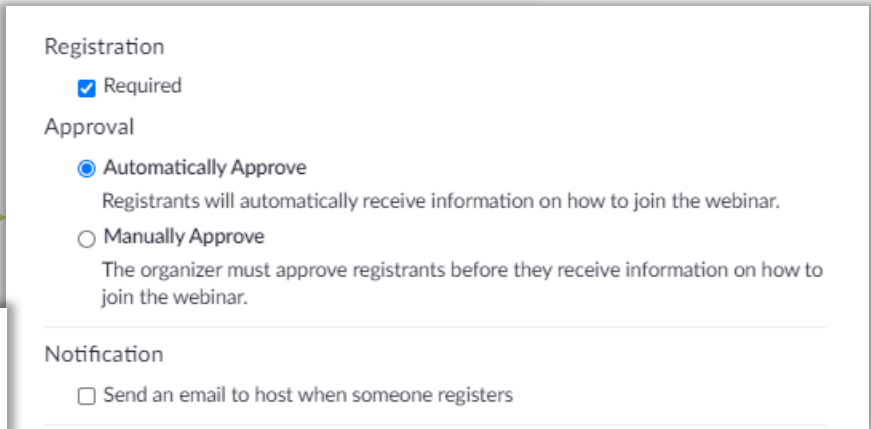
Automatically Approve

× Close registration after event date

✓ Allow attendees to join from multiple devices

✓ Show social share buttons on registration page

Edit



Registration

☒ Required

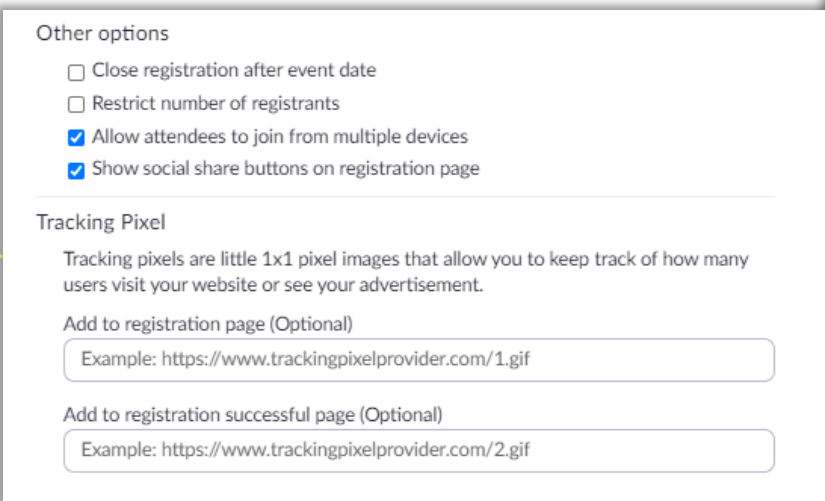
Approval

☒ Automatically Approve
Registrants will automatically receive information on how to join the webinar.

☐ Manually Approve
The organizer must approve registrants before they receive information on how to join the webinar.

Notification

☐ Send an email to host when someone registers



Other options

☐ Close registration after event date

☐ Restrict number of registrants

☒ Allow attendees to join from multiple devices

☒ Show social share buttons on registration page

Tracking Pixel

Tracking pixels are little 1x1 pixel images that allow you to keep track of how many users visit your website or see your advertisement.

Add to registration page (Optional)

Example: <https://www.trackingpixelprovider.com/1.gif>

Add to registration successful page (Optional)

Example: <https://www.trackingpixelprovider.com/2.gif>

⚙️ TAB INVITATIONS | Approval Options

- Klik tab Questions untuk menambahkan field form register Peserta.
- Tab Custom Questions digunakan untuk menambahkan pertanyaan yang tidak tersedia.

Registration Questions **Custom Questions**

Create Your Own Question

You are prohibited from soliciting confidential personal information (such as credit card information or social security numbers) in your registration questions.

Type

Required ☐ Single answer ☒ Multiple answers

Question

Create Cancel

Save All Cancel

Registration **Questions** Custom Questions

Add Registration Fields

First Name and Email Address required.

☐ Field	☐ Required
☒ Last Name	☒
☒ Address	☒
☒ City	☒
☒ Country/Region	☐
☒ Zip/Postal Code	☐
☒ State/Province	☐
☒ Phone	☐
☒ Industry	☐
☒ Organization	☐
☒ Job Title	☐
☐ Purchasing Time Frame	☐
☐ Role in Purchase Process	☐
☐ Number of Employees	☐
☐ Questions & Comments	☐

⚙️ TAB INVITATIONS | Manage Attendees

- **Manage Attendees** digunakan untuk informasi peserta yang sudah registrasi.
- Untuk menambahkan peserta juga bisa menggunakan import dari file CSV.

Manage Attendees Registrants: 0
Automatically Approved

[Import from CSV](#) | [View](#)

Import from CSV

- Only .csv files are allowed
- CSV format: Email, First Name, Last Name
- All users contained in the csv will receive an invitation email

☒ Send invitation after importing

[Cancel](#) [Import](#)

⚙️ TAB EMAIL SETTINGS

- **Pengaturan Bahasa email.**
- **Kontak Webinar.**
- **Mengirim email ke Panelist.**
- **Konfirmasi registrasi email.**
- **Reminder email Panelist dan Peserta.**
- **Mengirim pengingat ke peserta.**
- **Mengirim email tindak lanjut absen.**

Select Email Language:English	Edit
Email Contact: Rizki Rinaldi, rizki@its.ac.id	Edit
Invitation Email to Panelists	Edit
Confirmation Email to Registrants Send upon registration	Sent Edit
No reminder email to Attendees and Panelists	Edit
No follow-up email to Attendees	Edit
No follow-up email to Absentees	Edit

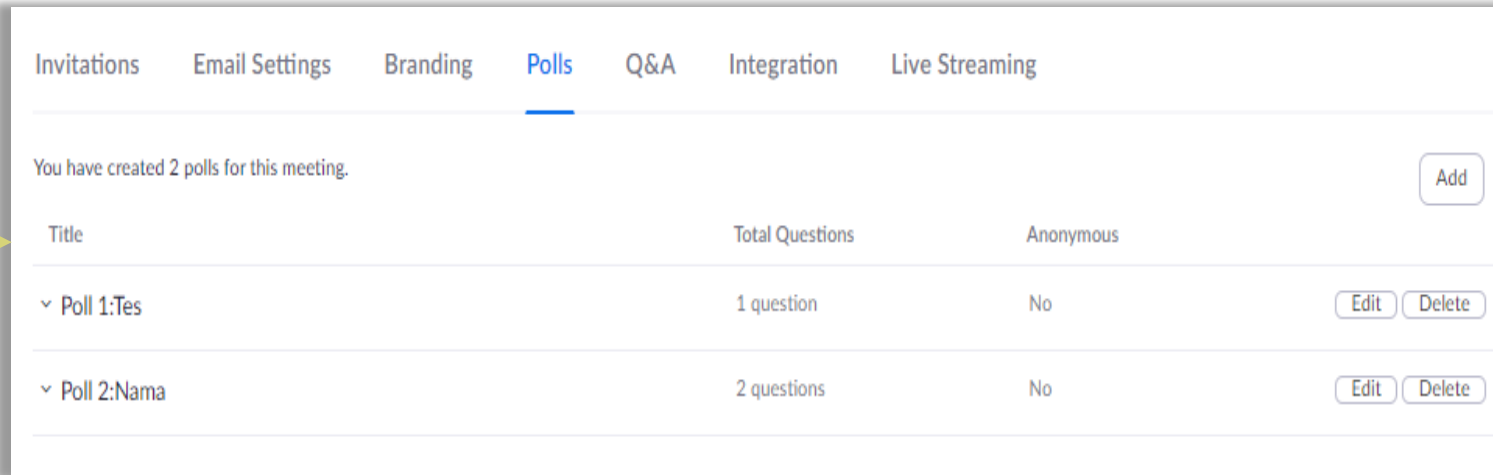
⚙️ TAB BRANDING

- Pada Tab Branding terdapat form untuk Promosikan/Iklan Webinar, terdapat beberapa field misalnya menambahkan Banner, Logo, Informasi Pembicara, Link Survei.

Title	Webinar Registration	Edit
Banner	Your banner is displayed at the top of your invitation page. Upload Image requirements: • GIF/JPG/JPEG or 24-bit PNG • The maximum dimensions: 1280px by 1280px	
Logo	Your logo is displayed on the right side of the webinar topic on your invitation page, registration page, and in the email invitation to the webinar. Upload Image requirements: • JPG/JPEG or 24-bit PNG • The maximum dimensions: 600px by 600px	
Speakers	You can add information for up to 3 speakers in your webinar. Attendees see the speaker information in the email invitation and on the registration page. Add a speaker	
Theme	You can choose the theme colors for your webinar registration page from a predefined set, or you can define your own set of theme colors. Header Text Button Default	Change Theme
Post Attendee URL	https://zoom.us/postattendee	Edit
Post Webinar Survey	Zoom will open a survey page in attendees' browsers after leaving the webinar	☐
Social Media Share Description	You can customize the short description that will appear on the registration post to Facebook and LinkedIn Welcome! You are invited to join a webinar: Topik Webinar Yang akan dijadwalkan. After registering, you will receive a confirmation email about joining the webinar. ✓ Include the uploaded logo or banner	Edit

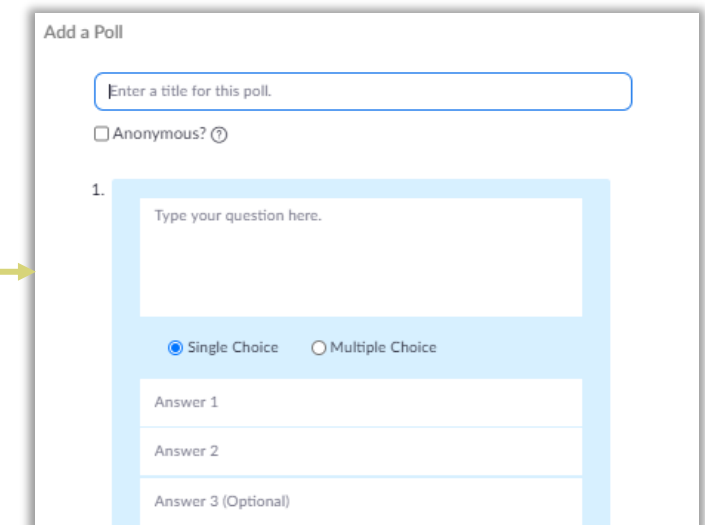
⚙️ TAB POLLS

- Pada Tab Polls terdapat menu untuk membuat poling yang digunakan untuk webinar.



Invitations	Email Settings	Branding	Polls	Q&A	Integration	Live Streaming
You have created 2 polls for this meeting.						<button>Add</button>
Title		Total Questions	Anonymous			
▼ Poll 1: Tes		1 question	No	<button>Edit</button>	<button>Delete</button>	
▼ Poll 2: Nama		2 questions	No	<button>Edit</button>	<button>Delete</button>	

- Untuk Jenis Poll terdapat dua pilhan Single Choise dan Multi Choise.



Add a Poll

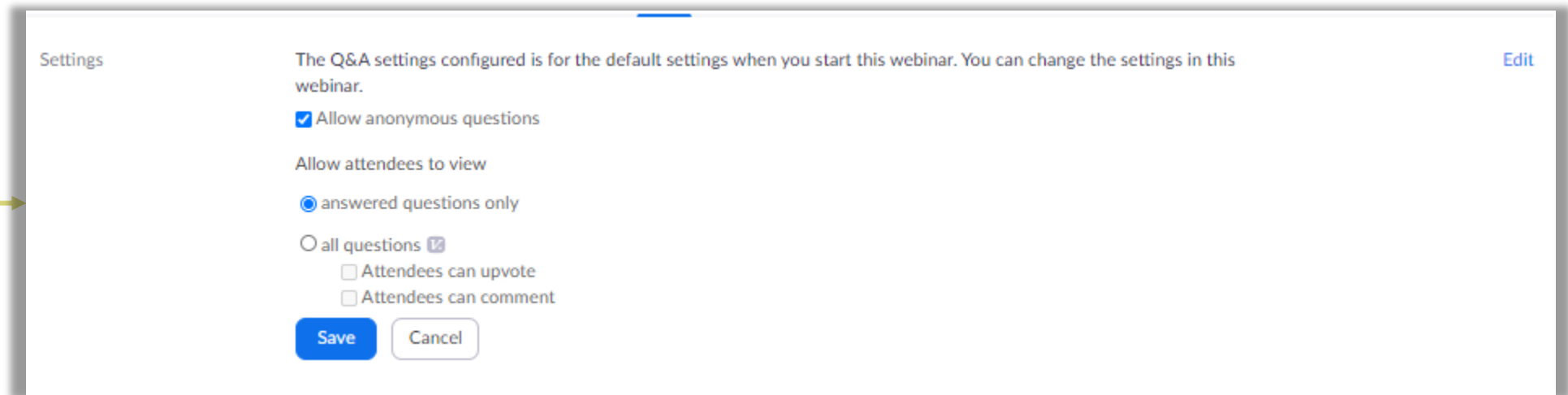
☐ Anonymous? ⓘ

1.

☒ Single Choice ☐ Multiple Choice

TAB Q&A

- Pada Tab Q & A terdapat pengaturan tentang pertanyaan dari peserta ketika webinar berlangsung.



Settings

The Q&A settings configured is for the default settings when you start this webinar. You can change the settings in this webinar. [Edit](#)

☒ Allow anonymous questions

Allow attendees to view

☒ answered questions only

☐ all questions 

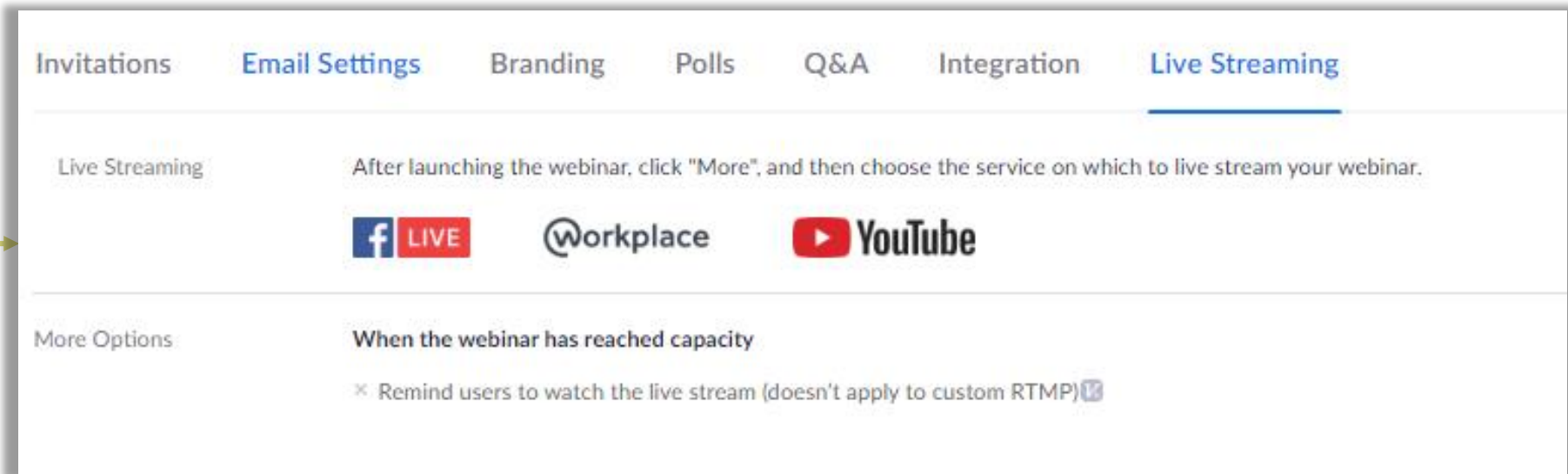
☐ Attendees can upvote

☐ Attendees can comment

[Save](#) [Cancel](#)

⚙️ TAB LIVE STREAMING

- Pada Tab Live Streaming terdapat pengaturan yang bisa dijalankan ketika webinar berlangsung.



✓ CONTOH FORM REGISTRASI PESERTA



Webinar Registration



Topic

Topik Webinar Yang akan dijadwalkan

Description

Deskripsi Webinar

Time

Jul 16, 2020 11:00 PM in [Jakarta](#)



First Name *

Last Name *

Email Address *

Confirm Email Address *

Register

Speakers



Rizki Rinaldi

S.KOM @DPISI

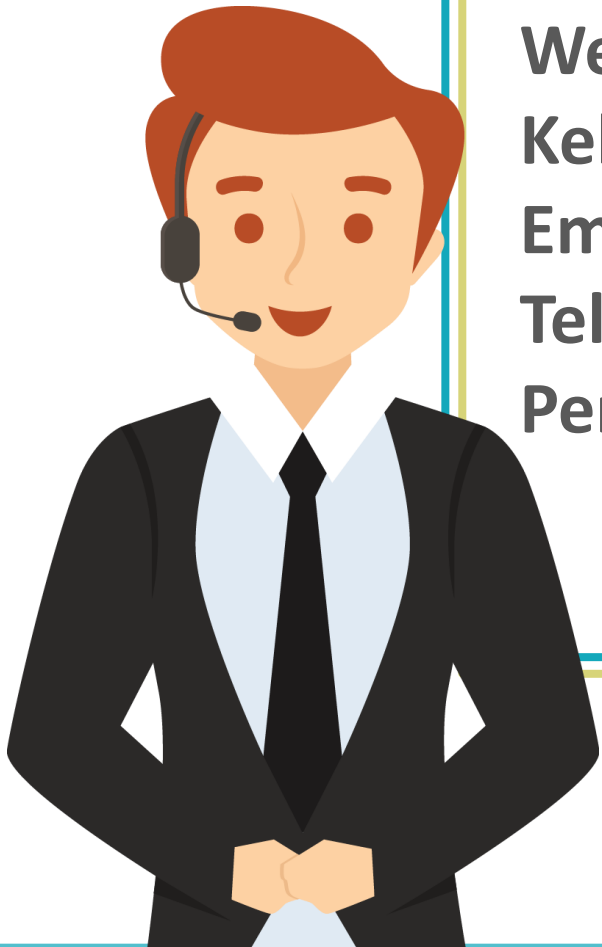


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