



myITS

Academics 2.0

Student Role

Directorate of Technology and Information System
Development – ITS

Tuesday, 4 August 2026

STUDY PLAN

STUDY PLAN

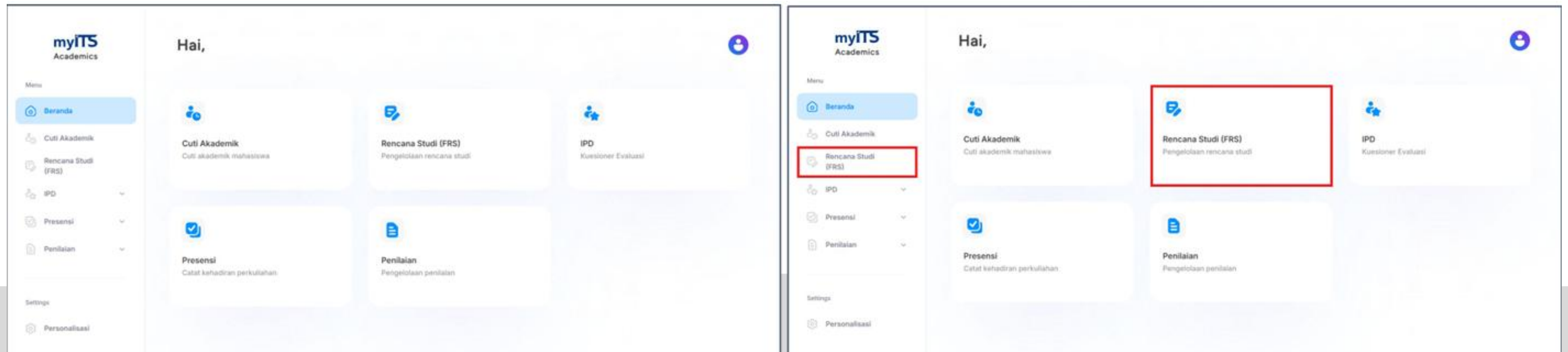
A Study Plan (FRS) is the process of submitting the courses that a student intends to take in a particular semester, in accordance with the applicable curriculum and academic regulations.

Students are required to complete the FRS and obtain approval from their Academic Advisor or other authorized party as a prerequisite for participating in academic activities during the semester.



STUDENT – CREATING A STUDY PLAN

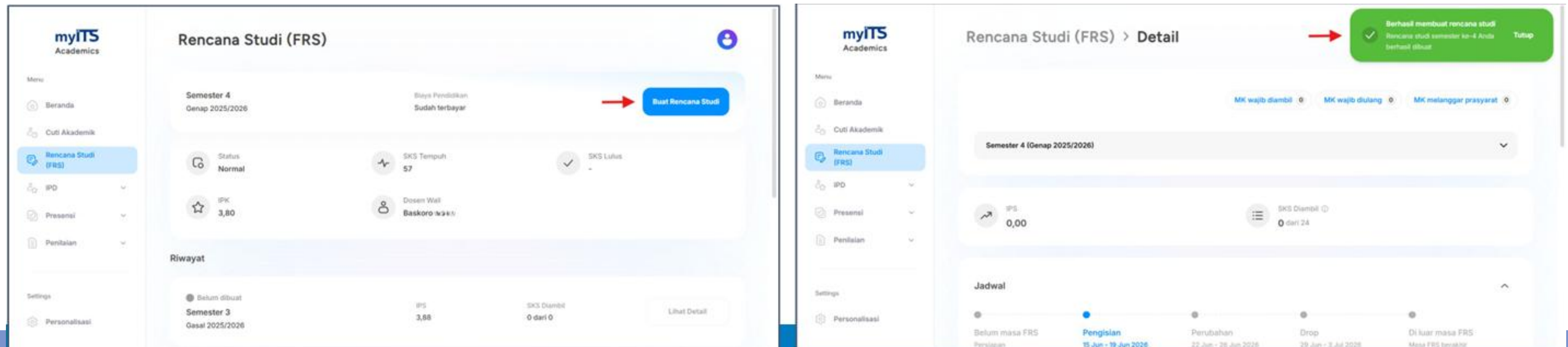
HOW TO CREATE A STUDY PLAN



1 Access myITS Academics.

2 Select the Rencana Studi (FRS) menu

HOW TO CREATE A STUDY PLAN



3

Click the **Buat Rencana Studi** button.

4

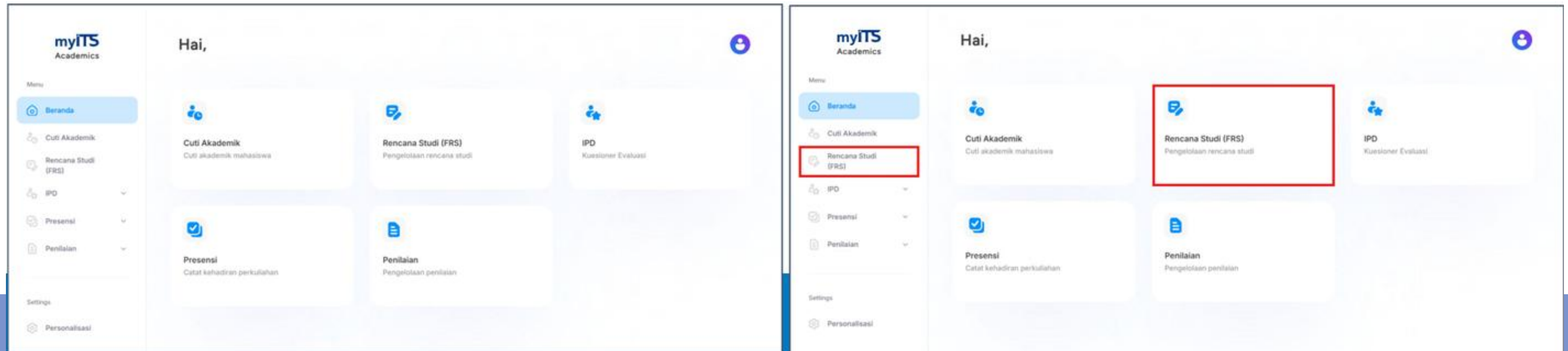
Once successful, you will be directed to the Study Plan detail page, which contains information about: **Semester GPA (IPS)** for the selected semester, **Credits (SKS)** taken from the courses selected in the semester, The Study Plan schedule from start to finish, Courses successfully included in the selected semester, Class enrollment history

Notes:

- Students can enroll in classes only during the FRS period.
- Students may complete the FRS if their tuition status is paid, covered by a scholarship, or subject to a tuition reduction.

STUDENT – ENROLLING IN STUDY PLAN CLASSES

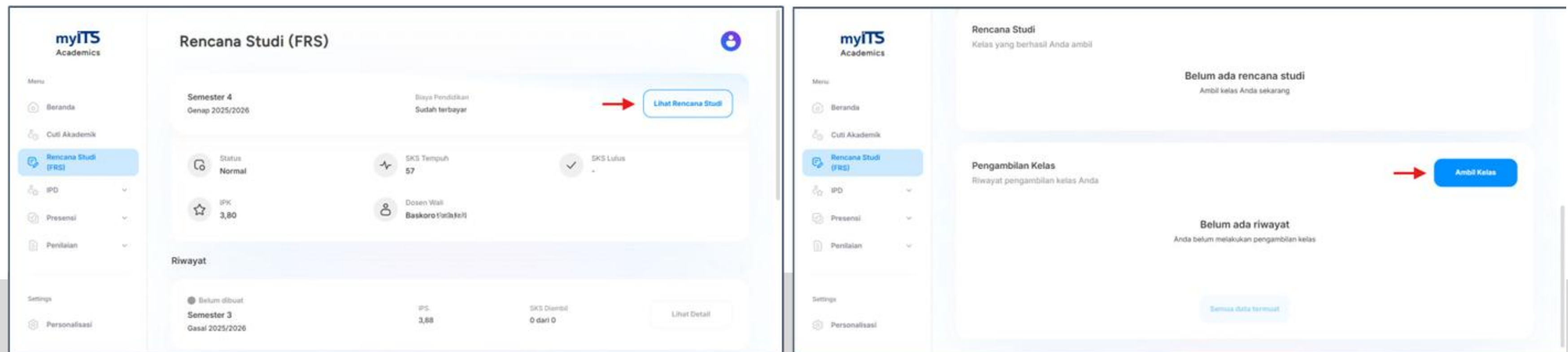
HOW TO ENROLL IN CLASSES FOR A STUDY PLAN



1 Access myITS Academics.

2 Select the Rencana Studi (FRS) menu.

HOW TO ENROLL IN CLASSES FOR A STUDY PLAN



3 To enroll in a class for the Study Plan, click the **Lihat Rencana Studi** button.

4 Click the **Ambil Kelas** button.

HOW TO ENROLL IN CLASSES FOR A STUDY PLAN

5

A list of classes available for enrollment will be displayed. Select the class you want to take, then **click the Tambahkan** button.

Ambil Kelas

MK Prodi ▼ Cari kelas

Pilih salah satu

- Pembelajaran Mesin (A)**
EF234406 • 3 SKS • Semester 4 (bawah)
9 dari 15
- Pengantar Sistem Cerdas (A)
EF234519 • 3 SKS • Semester 5
20 dari 20
Kelas penuh
- Struktur Data (A)
EF234201 • 4 SKS • Semester 2 (bawah)

Success!

Kembali **Tambahkan**

6

After the class has been successfully added, the enrollment will appear in the history. If the class you selected clears the enrollment queue and you are allocated a seat, it will appear in your successfully enrolled courses in the Study Plan.

myITS Academics

Pembelajaran Mesin (A)
EF234406 • Semester 4 (bawah) 3 SKS Tidak Setiap Senin, 07:00

Berhasil memilih kelas
Kelas Pembelajaran Mesin (A) berhasil dimasukkan ke dalam antrian **Tutup**

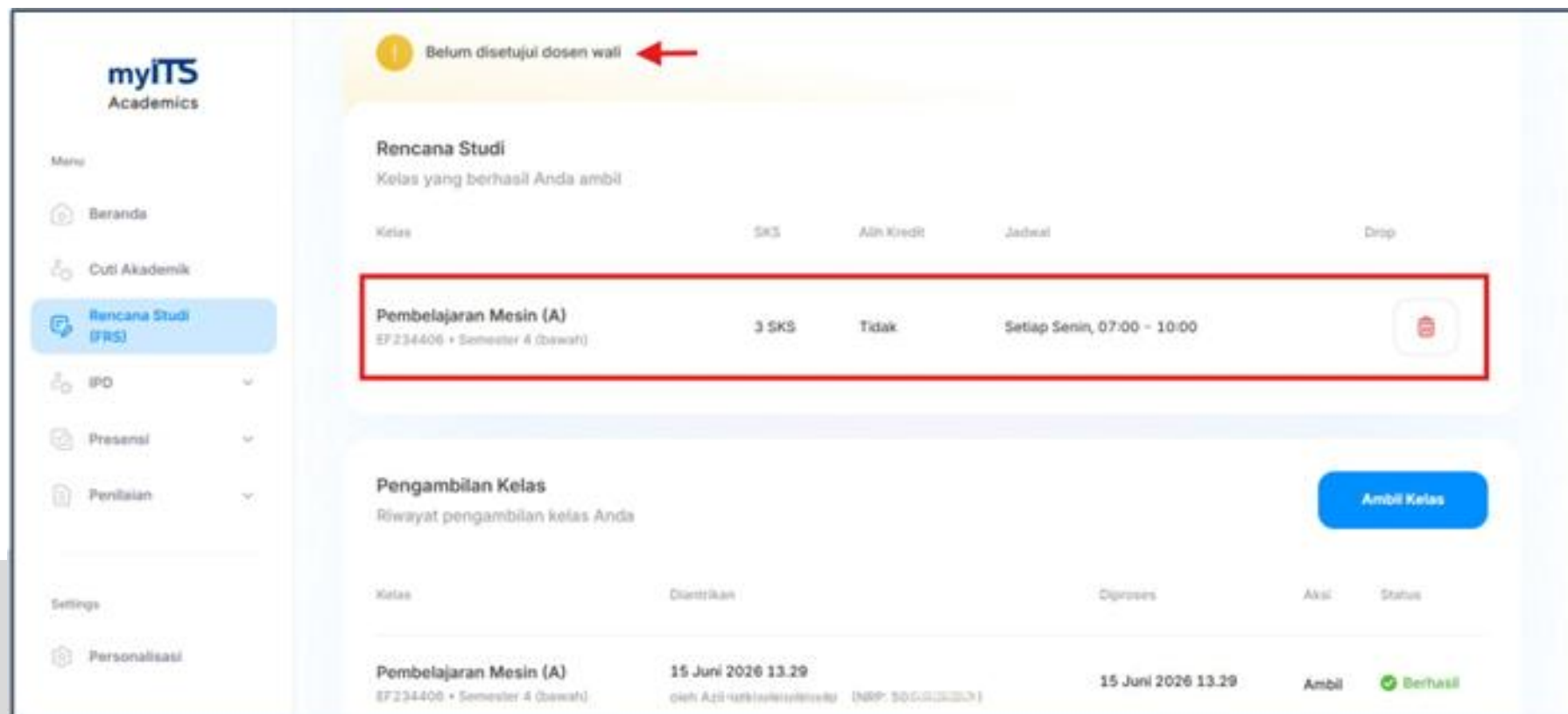
Pengambilan Kelas
Riwayat pengambilan kelas Anda

Ambil Kelas

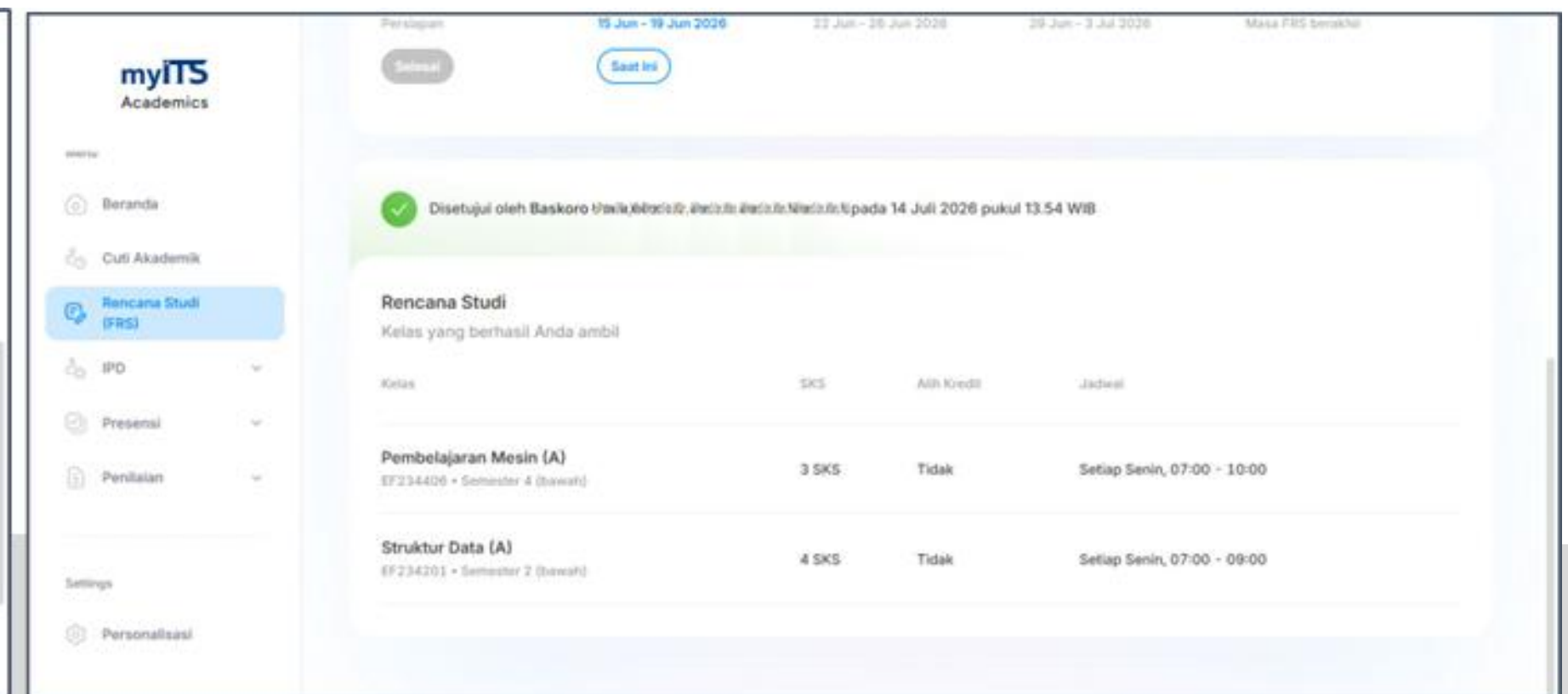
Kelas	Diantrikan	Diproses	Aksi	Status
Pembelajaran Mesin (A) EF234406 • Semester 4 (bawah)	15 Juni 2026 13:29 oleh AZI Kharisma Nural Fery (NRP: 50330360001)	15 Juni 2026 13:29	Ambil	Berhasil

Semua data format

HOW TO ENROLL IN CLASSES FOR A STUDY PLAN



7 The Academic Advisor approval status will be displayed at the top. To cancel a class that has already been selected, click the Delete icon.



8 Once the Academic Advisor has approved the submitted Study Plan, the Study Plan will be displayed as shown above.

Notes:

- Students may cancel classes during the FRS period.
- Once the Study Plan has been approved by the Academic Advisor, students cannot cancel the selected classes.

ATTENDANCE

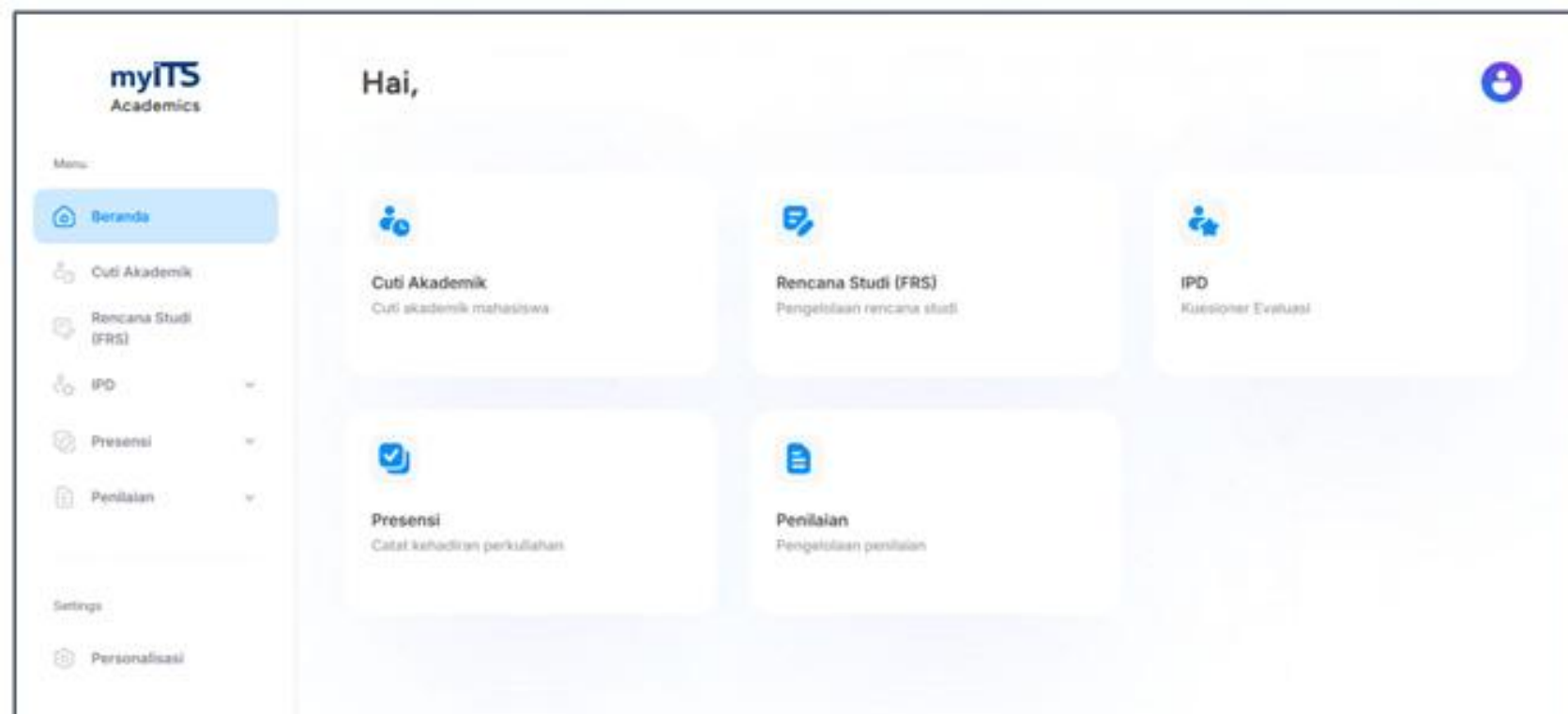


ATTENDANCE

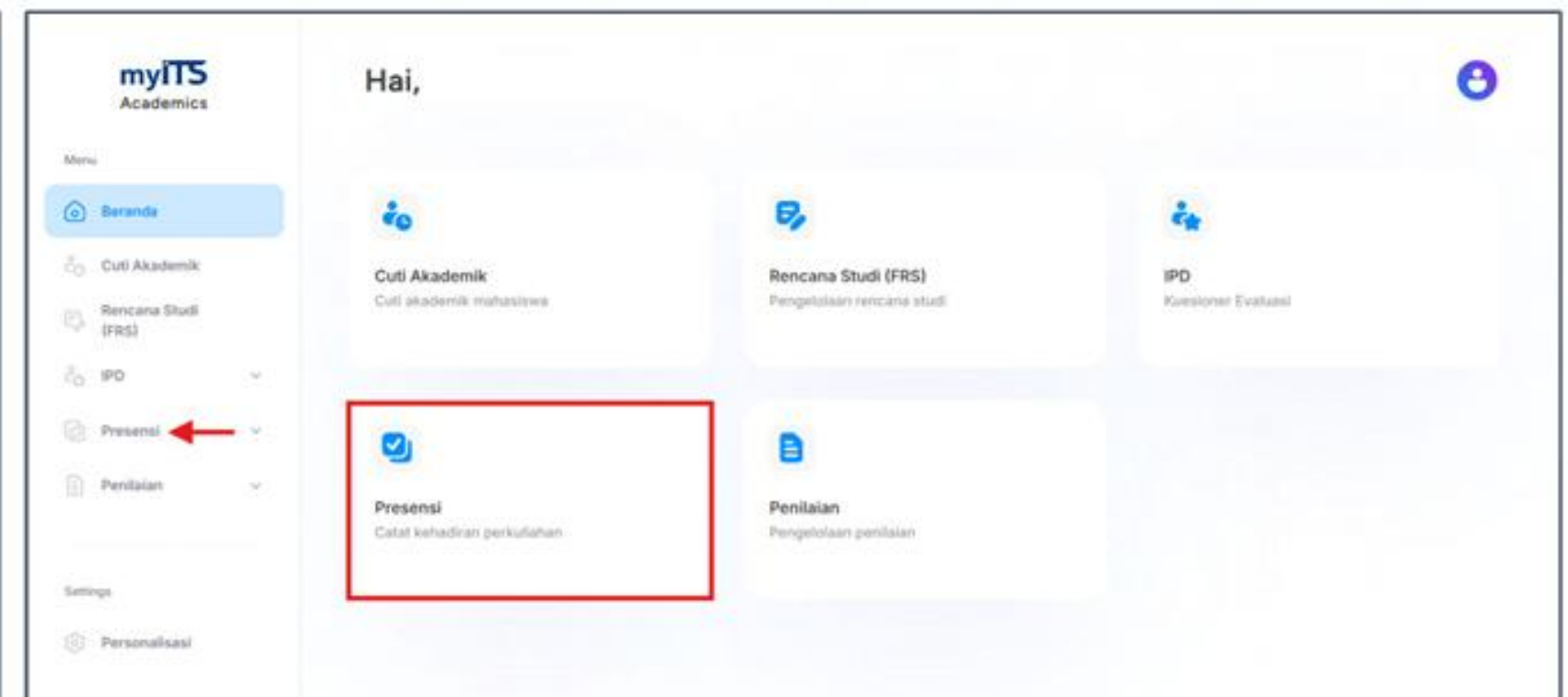
The **Attendance feature** is used by students to record their attendance for each class meeting according to the scheduled timetable.

Successfully recorded attendance data serves as a basis for monitoring student attendance and conducting academic evaluations in accordance with applicable regulations.

HOW TO RECORD ATTENDANCE

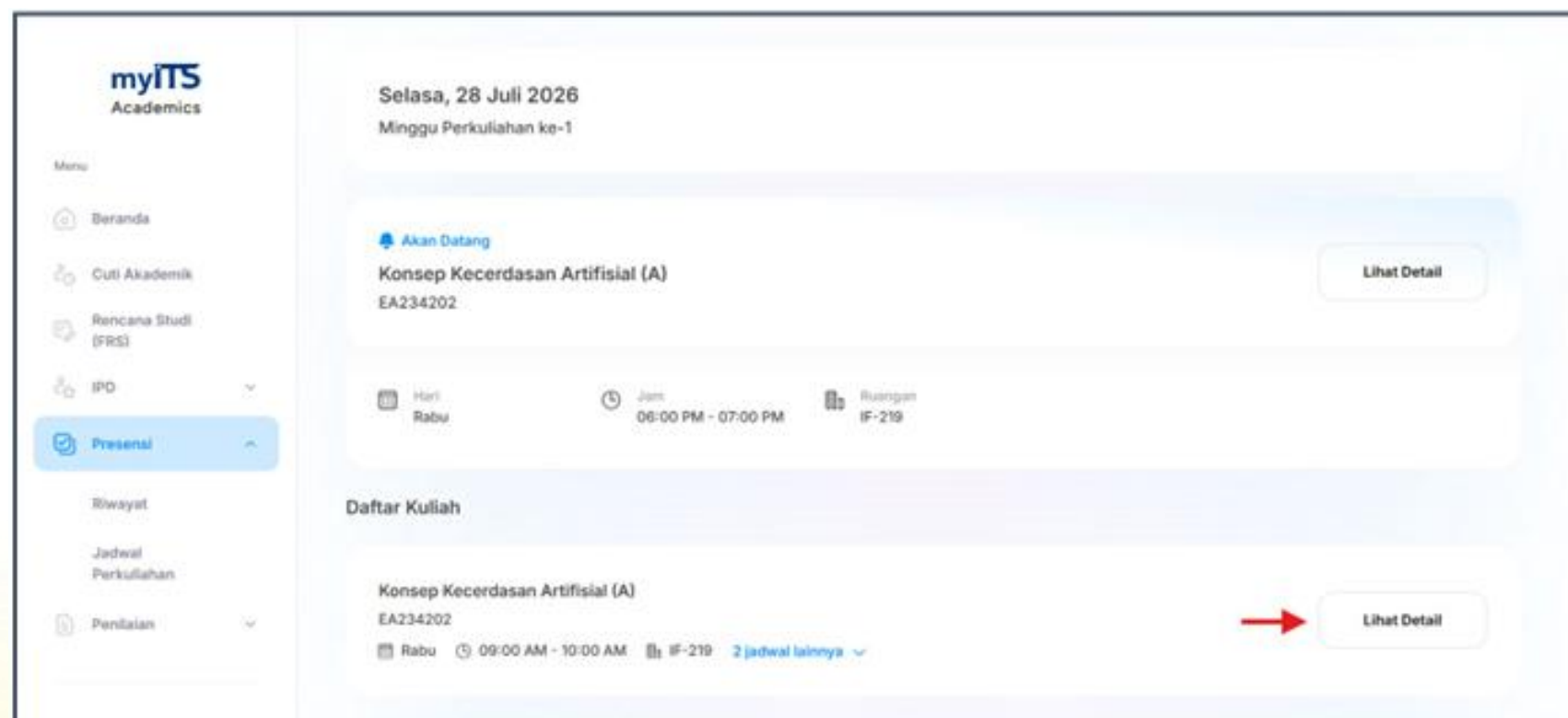


1). Access myITS Academics.



2). Select the **Presensi** menu to record class attendance.

HOW TO RECORD ATTENDANCE

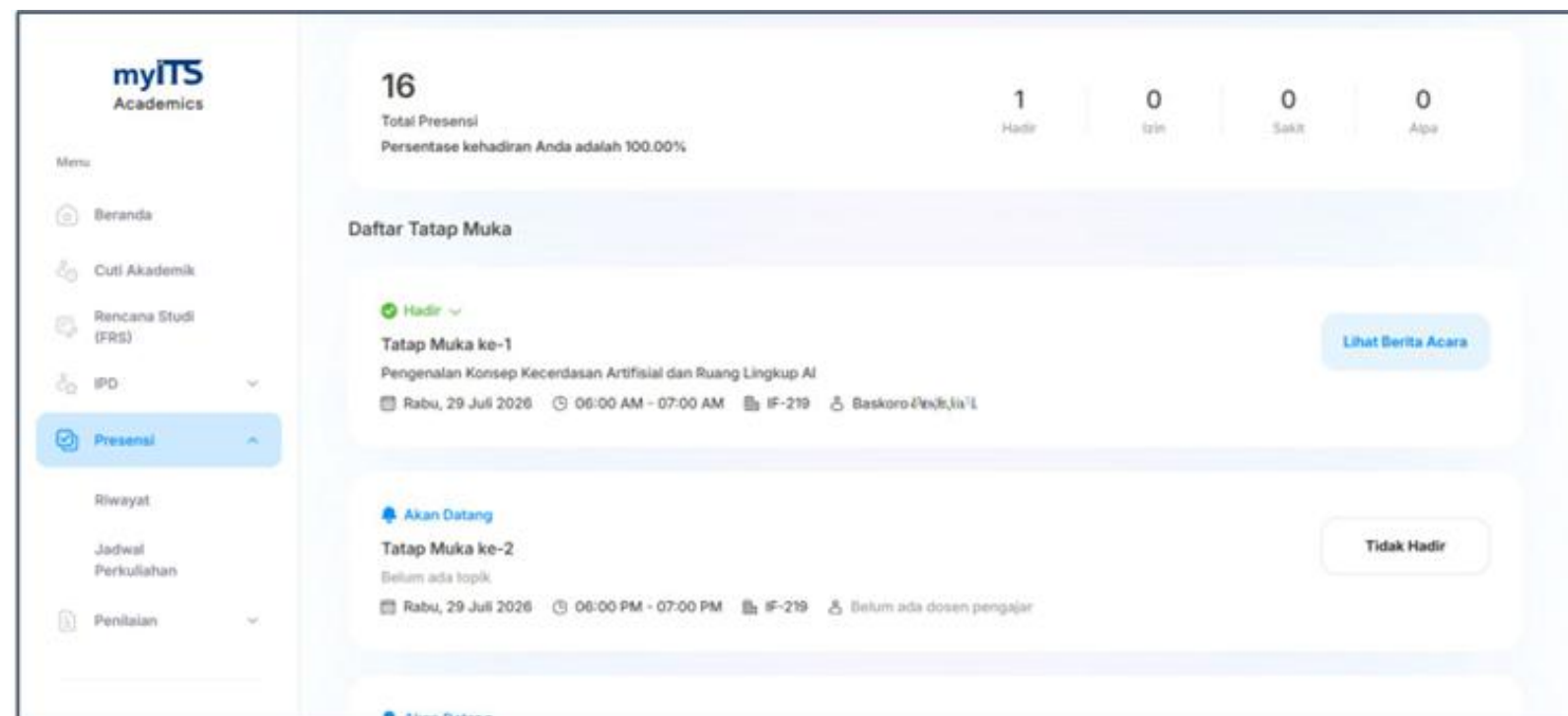


3). After selecting the **Presensi** menu, you will be directed to a page showing the list of courses you are taking in the currently active semester. To record attendance, click the **Lihat Detail** button to the right of the desired class.

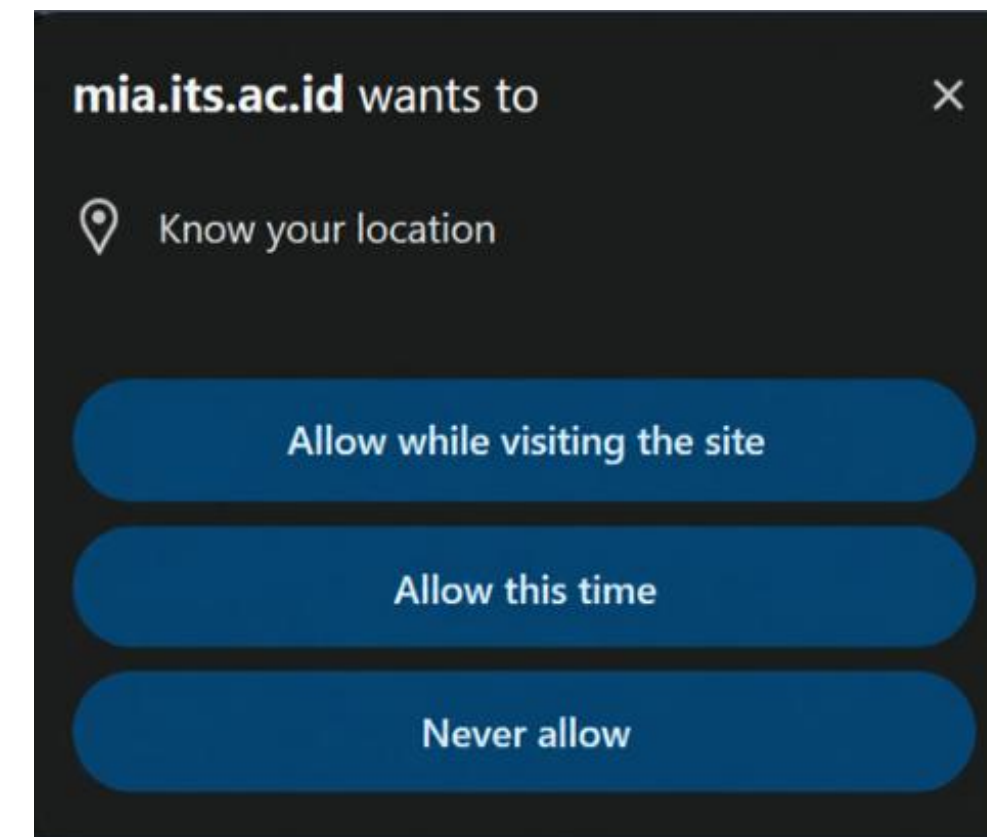


4). You will be directed to the attendance detail page for the selected class. The top section displays class information, including the course name, course code, class name, study program, class schedule (day, time, and room), and the list of lecturers

HOW TO RECORD ATTENDANCE

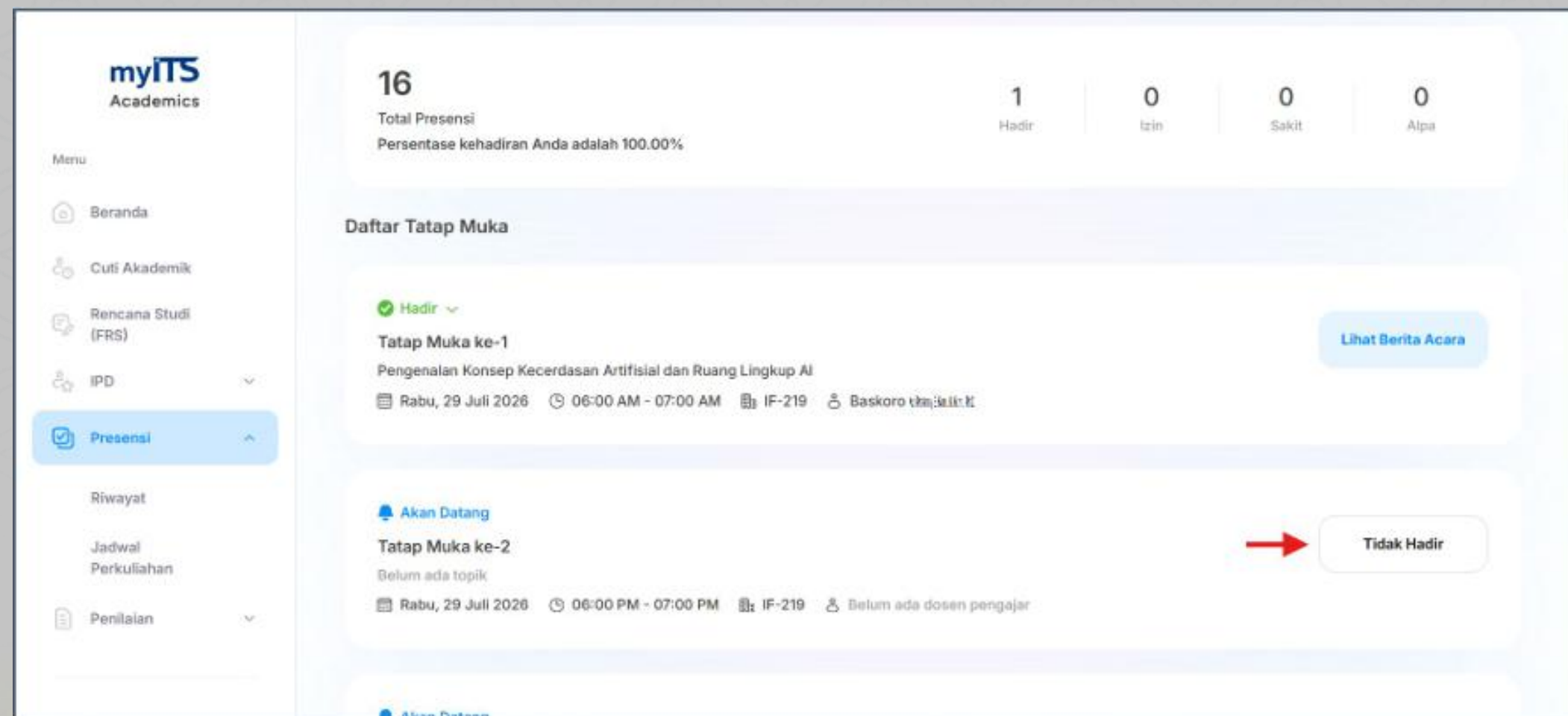


5). Below the class information, the scheduled class meetings are listed. The page also displays Total Attendance and the student's attendance percentage, along with a summary by status: Present, Excused, Sick, and Absent. This information helps students monitor their attendance history and percentage throughout the course.



6). The first time you access the **Presensi** menu, you will be asked to enable location permission for attendance recording. If you do not grant permission, you cannot record attendance.

HOW TO RECORD ATTENDANCE



Tidak Hadir Kuliah ✕

Alasan Tidak Hadir *

☐ Sakit ☐ Izin

Keterangan *

Masukkan keterangan, minimal 10 karakter

Lampiran *

Klik untuk upload atau seret dan lepas file di sini

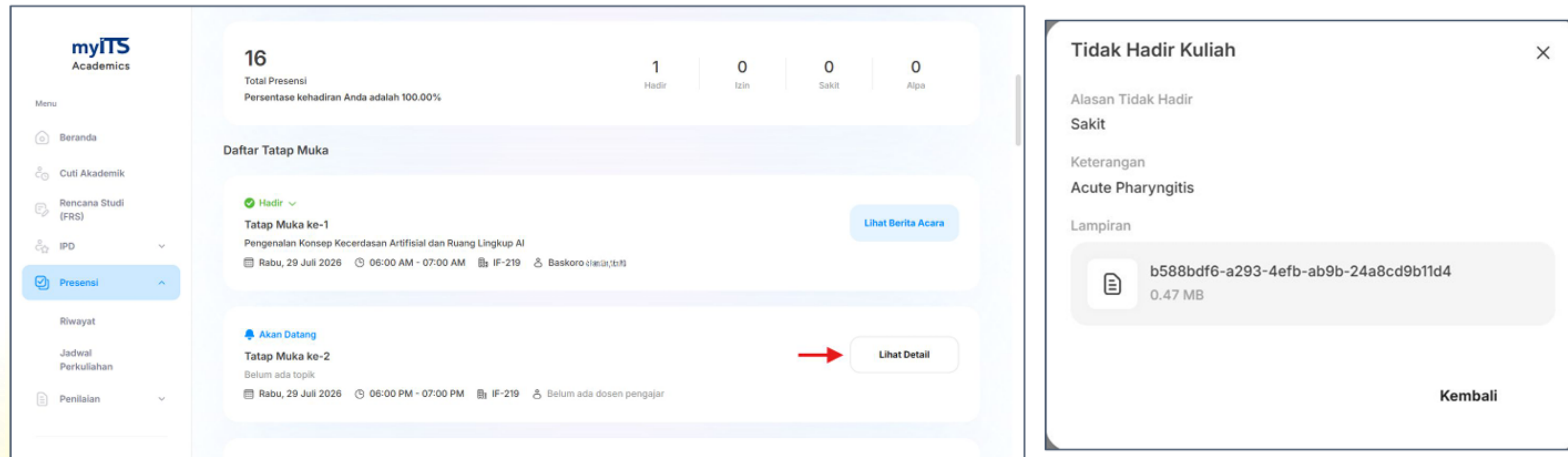
PDF maks. 2 MB

Kembali **Simpan**

7). If you want to record an Excused or Sick absence, click the **Tidak Hadir** button.

8). You will be asked to enter the required information, then click the **Simpan** button.

HOW TO RECORD ATTENDANCE



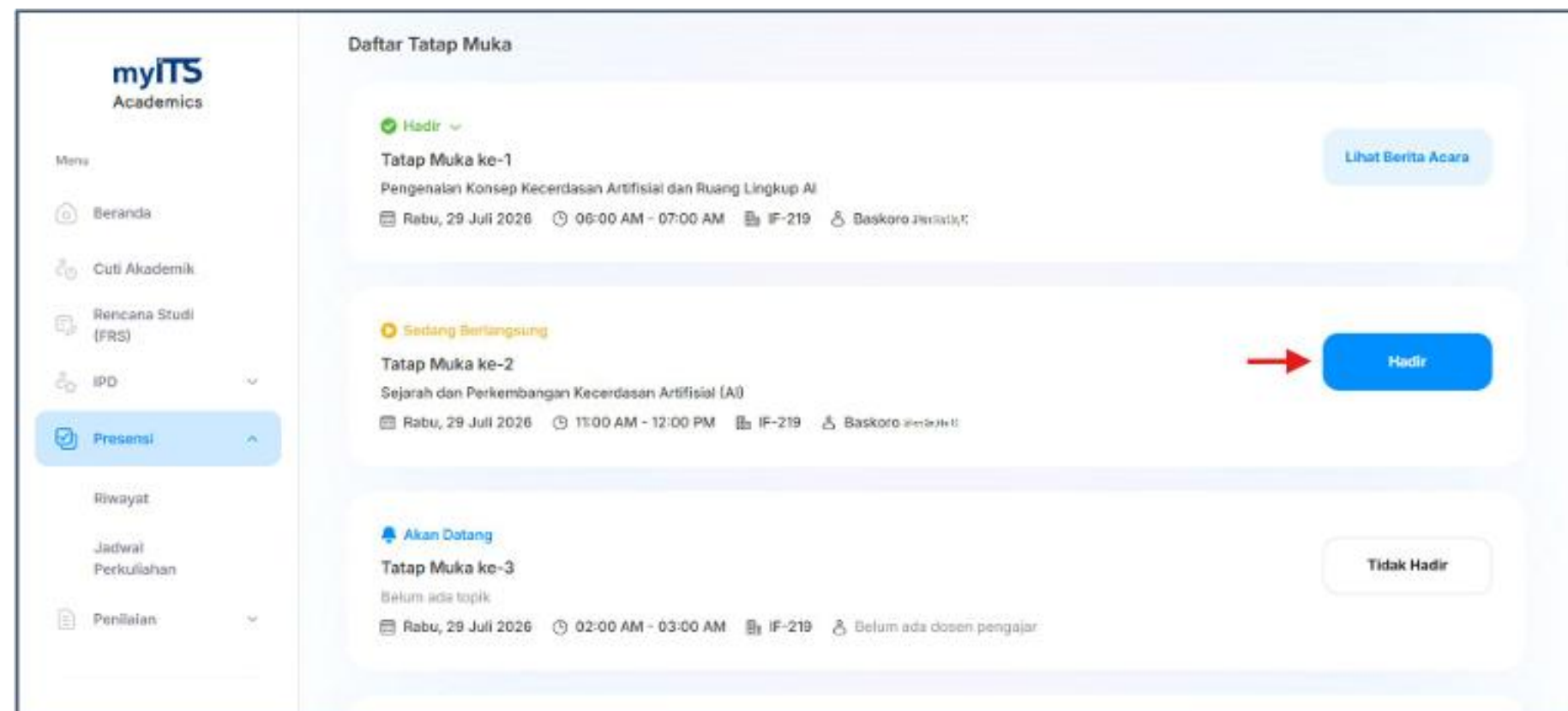
9). After saving, students can view the details of the information they previously entered by clicking **Lihat Detail**.

10). A pop-up displaying the absence details will appear.

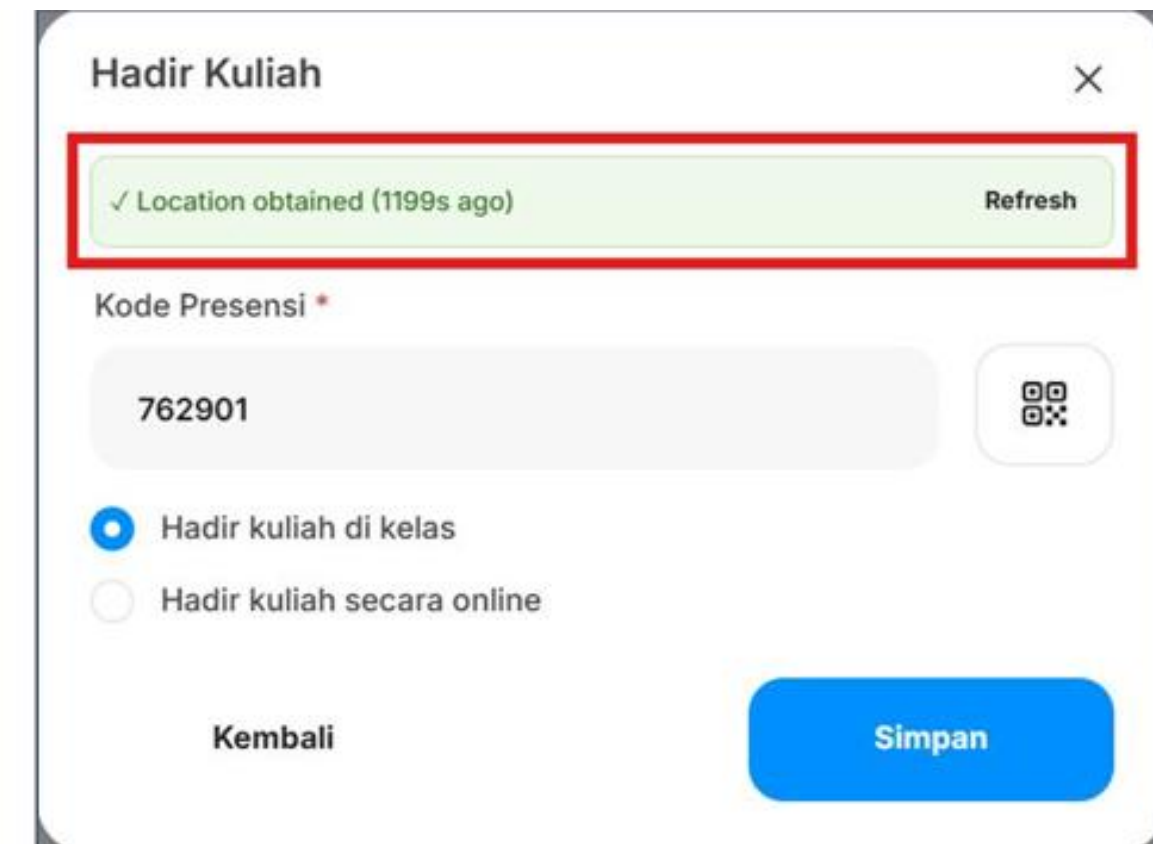
Note:

Students can record an Excused or Sick absence only before the lecturer starts the class meeting.

HOW TO RECORD ATTENDANCE



11). Once the lecturer has started the class meeting, students can record attendance by clicking the **Hadir** button.



12). The system will obtain the student's location as supporting information for attendance verification. The **Location obtained** status indicates that the student's location has been successfully obtained. Students can click **Refresh** to update their location.

HOW TO RECORD ATTENDANCE

The screenshot shows a mobile application interface for recording attendance. At the top, it says 'Hadir Kuliah' with a close button. Below that, a green bar indicates '✓ Location obtained (1128s ago)' with a 'Refresh' button. The 'Kode Presensi *' field is highlighted with a red border and contains the code '762901'. To the right of the code is a QR code icon. Below the code field, there are two radio button options: 'Hadir kuliah di kelas' (selected) and 'Hadir kuliah secara online'. At the bottom, there are two buttons: 'Kembali' and 'Simpan'.

13). Students must enter the 6-digit attendance code provided by the lecturer. Students can also use the QR Code scanning button.

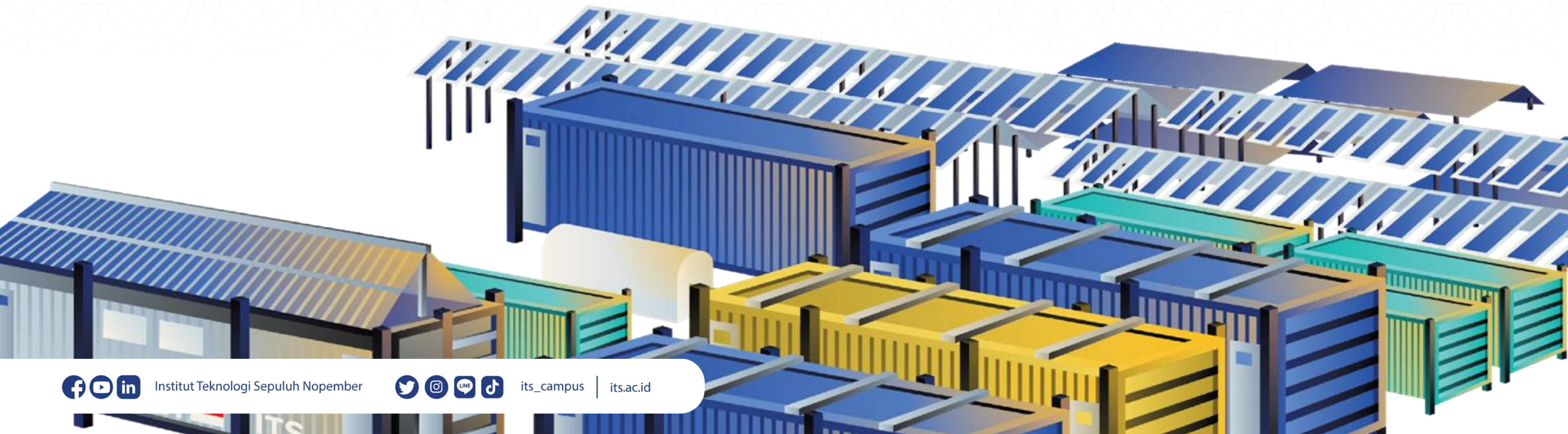
The screenshot shows the same mobile application interface as the previous one, but with the 'Kode Presensi *' field now containing the code '762901'. The 'Hadir kuliah di kelas' radio button is selected and highlighted with a red border. The 'Hadir kuliah secara online' option is also visible. The 'Kembali' and 'Simpan' buttons are at the bottom.

14). Under the attendance method, students can select one of the following options: Attend class in person, Attend class online. After entering the attendance code and selecting the appropriate attendance method, click **Simpan** to submit the attendance record.

GRADING

GRADING

The “Penilaian” menu provides access to semester grades, Course Transcript, and Temporary Transcript. This feature helps students monitor their academic results and print transcripts as needed for academic or administrative purposes.



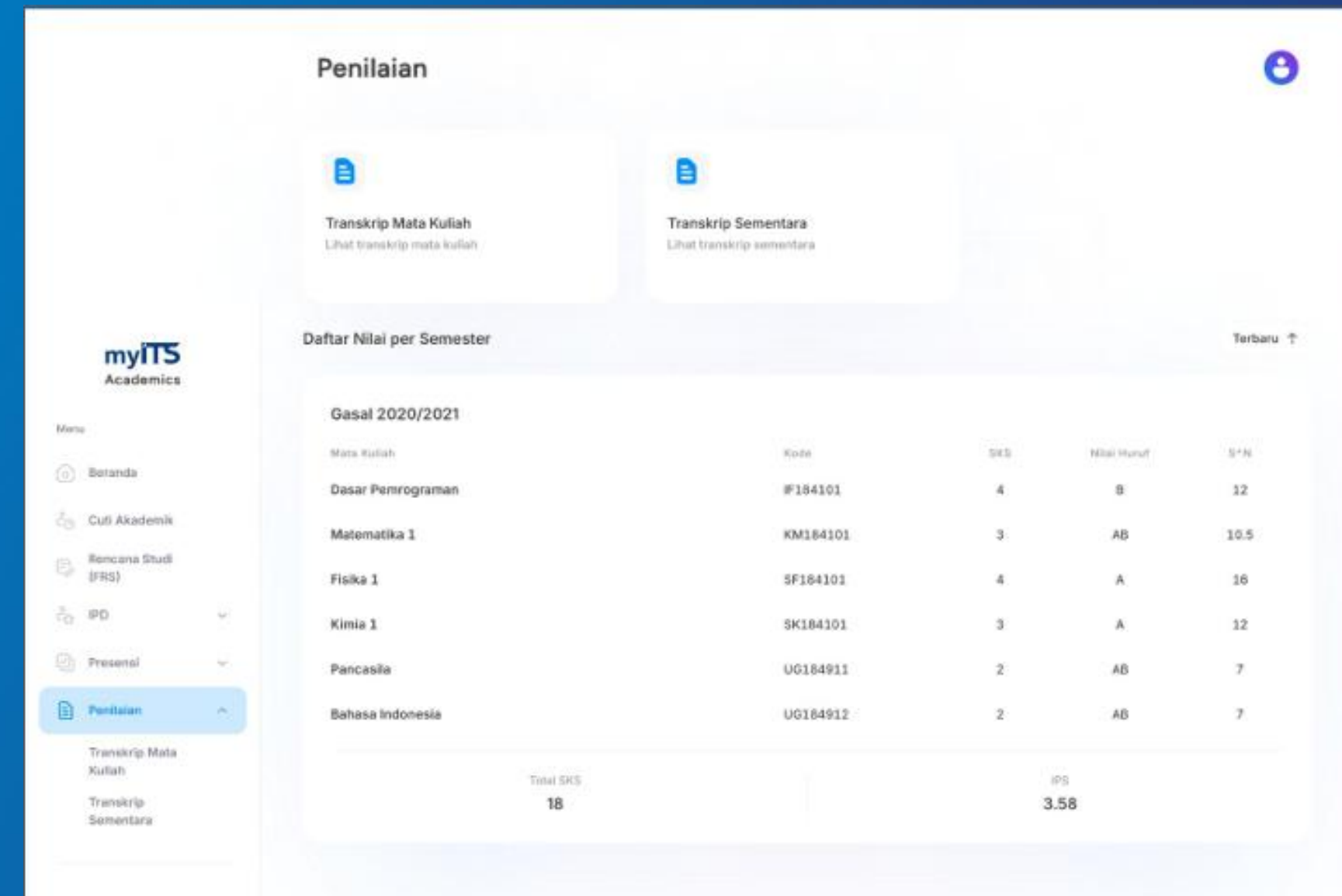
HOW TO ACCESS THE GRADING MENU

1. Access myITS Academics, then select the **Penilaian** menu.



2. Select **Transkrip Mata Kuliah** to view the academic transcript. Select **Transkrip Sementara** to print a temporary transcript.

Institut Teknologi Sepuluh Nopember



Penilaian

Transkrip Mata Kuliah
Lihat transkrip mata kuliah

Transkrip Sementara
Lihat transkrip sementara

Daftar Nilai per Semester

Gasal 2020/2021

Mata Kuliah	Kode	SKS	Nilai Huruf	S-N
Dasar Pemrograman	IF184101	4	B	12
Matematika 1	KM184101	3	AB	10.5
Fisika 1	SF184101	4	A	16
Kimia 1	SK184101	3	A	12
Pancasila	UG184911	2	AB	7
Bahasa Indonesia	UG184912	2	AB	7

Total SKS: 18

IPS: 3.58



HOW TO VIEW THE TRANSCRIPT

Penilaian > Transkrip Mata Kuliah

Transkrip Mata Kuliah [Lihat Versi Cetak](#)

Persiapan	Mata Kuliah	Kode	SKS	Historis Nilai	Nilai
	Bahasa Indonesia	UO184912	2	Gasal 2020/2021	AB
	Dasar Pemrograman	IF184101	4	Gasal 2020/2021	B
	Fisika 1	SF184101	4	Gasal 2020/2021	A
	Kimia 1	SK184101	3	Gasal 2020/2021	A
	Matematika 1	KM184101	3	Gasal 2020/2021	AB
	Pancasila	UO184911	2	Gasal 2020/2021	AB
Total SKS		18		3.58	

Catatan
Transkrip Akademik ini hanya berlaku untuk keperluan:
1. Pengajuan Beasiswa
2. Melamar Pekerjaan
3. Persyaratan Yudisium
4. Tunjangan Gaji
Tanggal cetak: 30 Juli 2026

1

Access myITS Academics, then select the **Penilaian** menu.

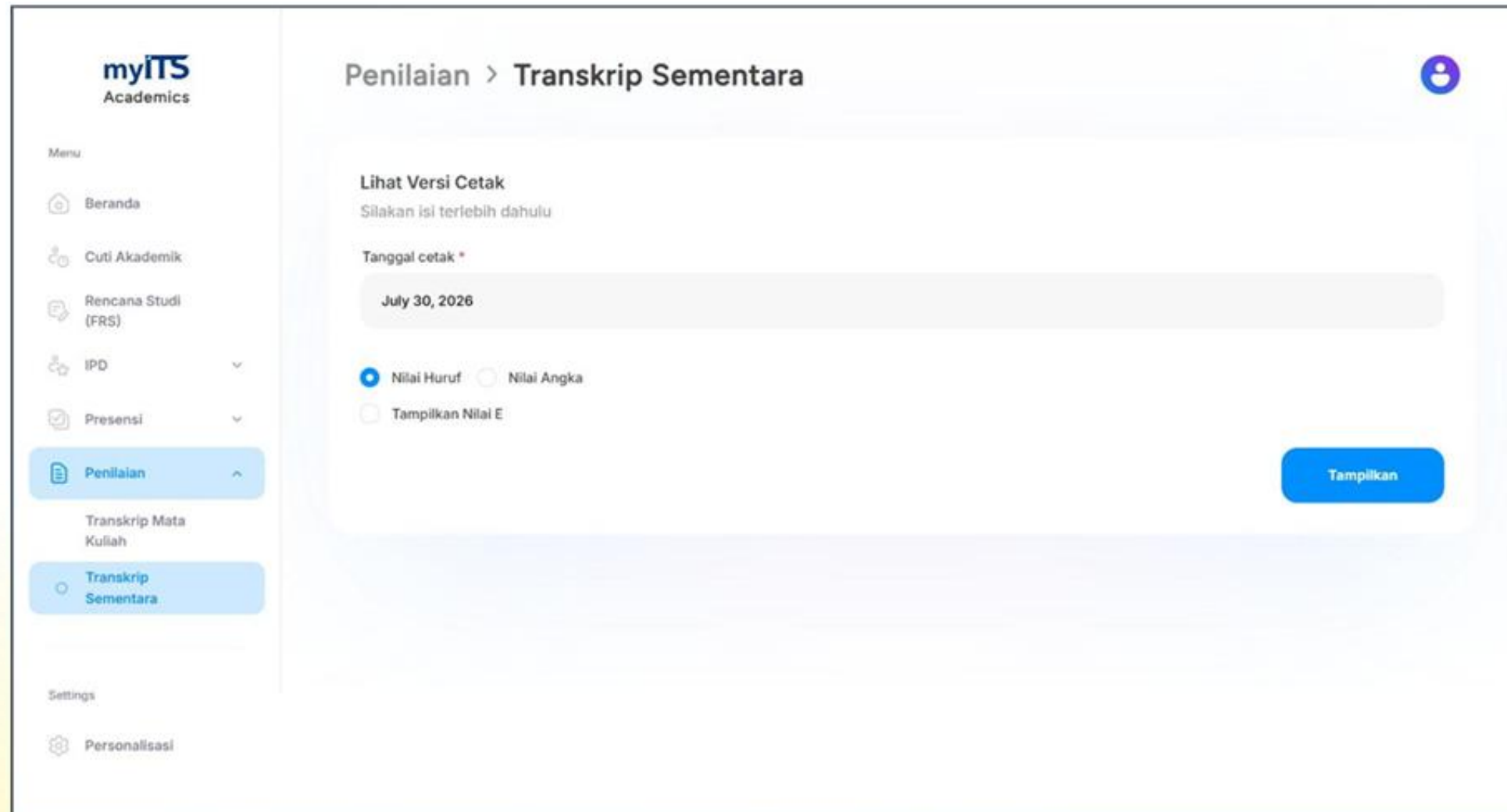
2

Select **Transkrip Mata Kuliah**. View the list of courses along with their codes, credits (SKS), grade history, and final grades.

3

Click **Lihat Versi Cetak** to display a print-ready transcript. Check the information in the Notes section before using the transcript.

HOW TO PRINT A TRANSCRIPT



myITS Academics

Menu

- Beranda
- Cuti Akademik
- Rencana Studi (FRS)
- IPD
- Presensi
- Penilaian**
- Transkrip Mata Kuliah
- Transkrip Sementara**

Settings

- Personalisasi

Penilaian > Transkrip Sementara

Lihat Versi Cetak

Silakan isi terlebih dahulu

Tanggal cetak *

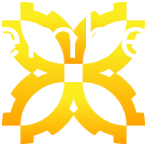
July 30, 2026

☒ Nilai Huruf ☐ Nilai Angka

☐ Tampilkan Nilai E

Tampilkan

1. Select the **Transkrip Sementara** menu.
2. Select the print date.
3. Select the grade format: Letter Grade (Nilai Huruf) or Numeric Grade (Nilai Angka).
4. Click the **Tampilkan** button to view and print the temporary transcript.



HOW TO VIEW THE TRANSCRIPT

TRANSKRIP MATA KULIAH

ARIEF MULIAH
50251122

151 **18** **3.70**
SKS Tempuh SKS Lulus IPK

Tahap Persiapan

NO.	KODE MK	MATA KULIAH	SKS	HISTORIS NILAI	NILAI
1.	UG184912	Bahasa Indonesia	2	Gasal 2020/2021 / AB	AB
2.	IF184101	Dasar Pemrograman	4	Gasal 2020/2021 / B	B
3.	SF184101	Fisika 1	4	Gasal 2020/2021 / A	A
4.	SK184101	Kimia 1	3	Gasal 2020/2021 / A	A
5.	KM184101	Matematika 1	3	Gasal 2020/2021 / AB	AB
6.	UG184911	Pancasila	2	Gasal 2020/2021 / AB	AB
Total SKS Tahap Persiapan:			18 SKS		
IP Tahap Persiapan:			3.58		

Catatan:

Transkrip akademik ini hanya berlaku untuk keperluan:

1. Pengajuan beasiswa
2. Melamar pekerjaan
3. Persyaratan yudisium
4. Tunjangan gaji

Dicetak melalui myITS Academics pada 30 July 2026 09:24 WIB

1 / 1

The following is an example of the printed transcript in PDF format.

THANK YOU

Directorate of Technology Development and Information Systems

Directorate of Undergraduate and Graduate Education