

# Cara Unggah Materi ke Elearning

1. Login ke dalam elearning, kemudian pilih matakuliah yang akan diunggah materinya.

The screenshot displays the user interface of an e-learning system. At the top, a green navigation bar contains the text "Home e-Learning SAY", the website address "www.say.ac.id", and several menu items: "PMB", "JURUSAN", "UNIT-UNIT", "Repository/Digilib", "e-Journal", and a user profile "Admin User". On the left side, there is a sidebar with links for "Discussion", "Tutorial/Panduan", "stikes-aisyiah-jogja.ac.id", and "wiki". Below this is a "MESSAGES" section indicating "No messages waiting". The main content area is titled "Uji TPA Sipermaru STIKES Aisyian Yogyakarta" and lists several course offerings. The course "Bahasa Arab I" is highlighted with a red oval. Other courses listed include "UJI TPA PERIODE 2016", "UJI TPA PERIODE 2014-2015", "Program Study Pendidikan Ners", "Bahasa Arab II", "Bahasa Arab III", "Entrepreneurship", "Ilmu Dasar Keperawatan I", and "Ilmu Dasar Keperawatan II".

Course Name	Details
UJI TPA PERIODE 2016	Information icon (i)
UJI TPA PERIODE 2014-2015	Information icon (i)
<b>Program Study Pendidikan Ners</b>	
Bahasa Arab I	
Bahasa Arab II	
Bahasa Arab III	
Entrepreneurship	Information icon (i)
Ilmu Dasar Keperawatan I	Information icon (i)
Ilmu Dasar Keperawatan II	

2. Klik tombol **Turn editing on** untuk menampilkan opsi unggah berkas

Home e-Learning SAY Website: www.say.ac.id PMB JURUSAN UNIT-UNIT Repository/Digilib e-Journal Admin User

**STIKES Aisyiyah** Profesional dan Qur'ani  
YOGYAKARTA

Home Courses Program Study Pendidikan Ners BAI

**Turn editing on**

### NAVIGATION

- Home
  - My home
  - Site pages
  - My profile
  - Current course
    - BAI**
      - Participants
      - Badges
      - Bahasa Arab I
        - Topic 1
        - Topic 2
        - Topic 3
        - Topic 4
        - Topic 5
        - Topic 6
        - Topic 7
        - Topic 8
        - Topic 9

## Bahasa Arab I

### Deskripsi Mata Kuliah

Mata kuliah bahasa Arab 1 ini menyajikan pengetahuan dasar tentang gramatikal bahasa arab, yakni tentang Isim, bagaimana melakukan percakapan (Muhadsatsah /conversation) sederhana berkenaan dengannya, mampu menulis kalimat-kalimat sederhana bahasa Arab, serta mampu mengidentifikasinya dalam al-Quran.

### Bahan Kajian:

#### Referensi:

Adhmad Sunarto, *Al-Mahir, Percakapan Tiga Bahasa*, Halim Jaya Surabaya  
'Ali Jaazim dan Musthafa Amin, *Nahwu Wadhah 1 & 2*, Maktabah Syeikh Salim bin Sa'di Nabhaan  
Imam Zarkasyi dan Imam Syubani, *Durushu al-Lughah al-Arabiyah 'Ala Thariqah Haditsah*, 1 & 2, Gontor Press  
Modul Arab (*Assahil Fi al-Lughah*)

SEARCH FORUMS

[Advanced search ?](#)

LATEST NEWS

[Add a new topic...](#)

(No news has been posted yet)

UPCOMING EVENTS

There are no upcoming events

[Go to calendar...](#)  
[New event...](#)

RECENT ACTIVITY

3. Pilih topik atau pekan yang akan ditambahkan dokumen, kemudian klik **Add an activity or resource**.

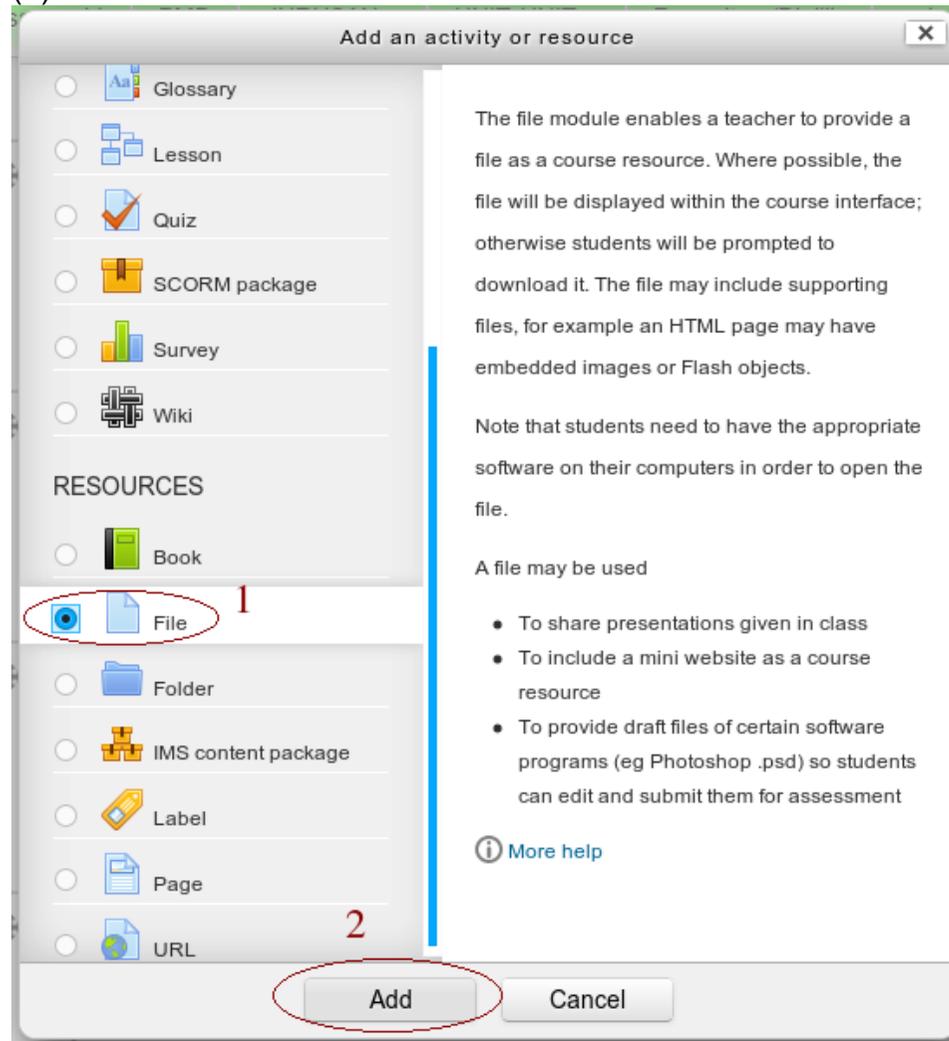
The screenshot displays the Home e-Learning SAY interface. At the top, a green navigation bar contains the text "Home e-Learning SAY", the website "www.say.ac.id", and several menu items: "PMB", "JURUSAN" (with a dropdown arrow), "UNIT-UNIT" (with a dropdown arrow), "Repository/Digilib", and "e-Journal". On the right side of the navigation bar, it shows "Admin User" with a profile icon and a dropdown arrow.

Below the navigation bar is a sidebar on the left with a list of actions: "Restore", "Import", "Publish", "Reset", "Question bank", and "Repositories". There are also sections for "Switch role to...", "My profile settings", and "Site administration" with a search box and a "Search" button.

The main content area shows a list of four topics, each with a plus sign icon, the topic name, a gear icon, and a lightbulb icon. The first topic is "Topic 1", the second is "Topic 2", the third is "Topic 3", and the fourth is "Topic 4". Below each topic name is a gear icon. To the right of each topic name is a lightbulb icon and an eye icon. Below each topic name is a blue link that says "+ Add an activity or resource". The link for "Topic 1" is circled in red.

At the bottom of the sidebar, there is a section titled "ADD A BLOCK" with a dropdown menu that currently shows "Add..." and a downward arrow.

4. (1) Pilih **File**  
(2) Klik tombol **Add**



5. Isikan nama berkas dan deskripsi dari berkas yang akan diunggah

▼ General

Name \*

Berkas 1

Description \*

Rich text editor toolbar with icons for text formatting (font color, bold, italic, bulleted list, numbered list), linking, unlinking, image, video, and document insertion.

Deskripsi Berkas 1|

Display description on course page ?

Draft saved.

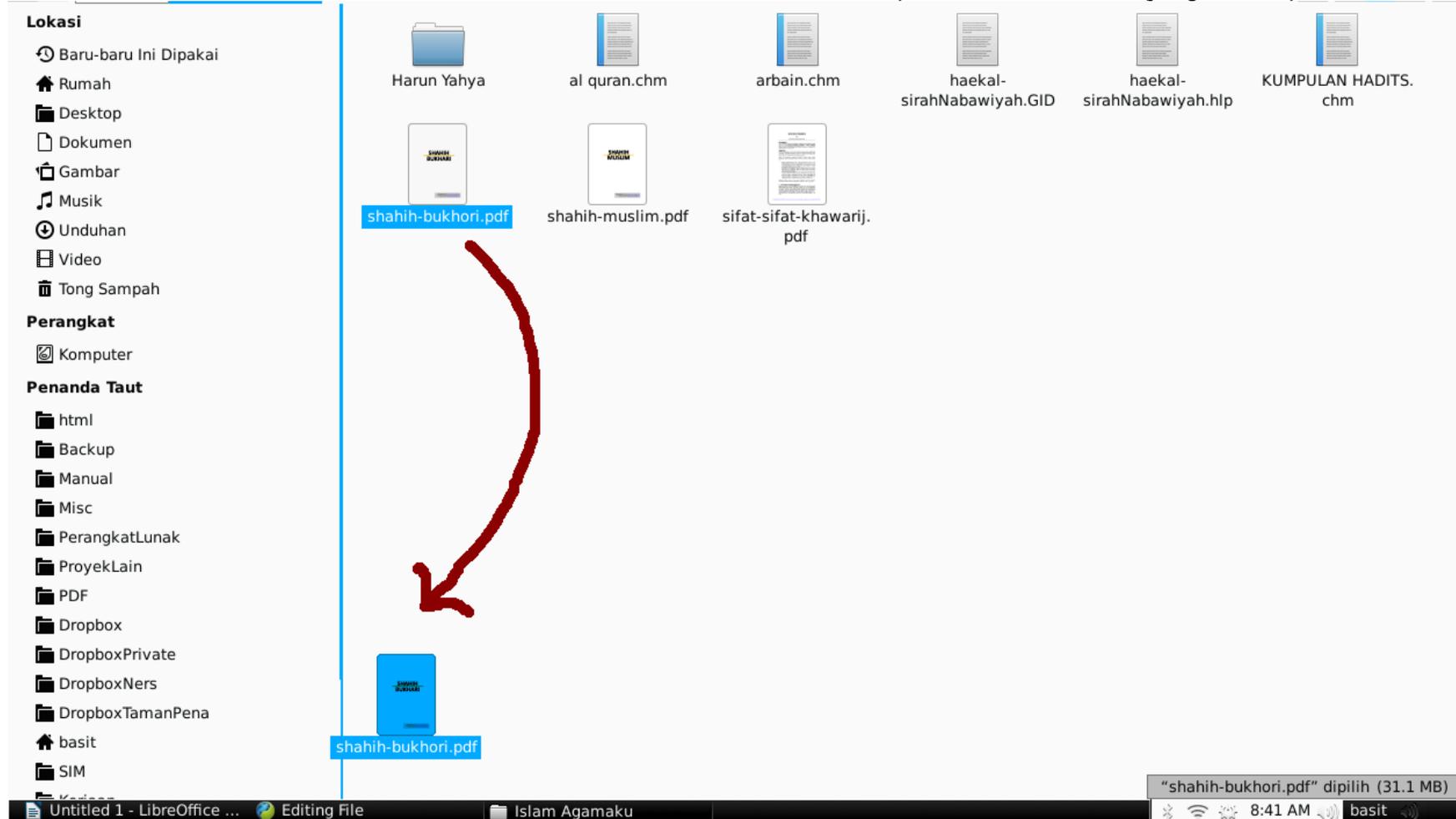
▼ Content

Select files

Maximum size for new files: Unlimited

File selection interface showing a toolbar with 'Add file' and 'Add folder' icons, a 'Files' folder icon, and a large dashed rectangular area for file thumbnails.

6. Pilih berkas yang diupload pada **File explorer**, kemudian *drag and drop* dengan cara klik pada berkas, kemudian masih dalam kondisi diklik tarik berkas tersebut ke arah bawah ke arah *browser/perambah internet* (jangan dilepas dahulu kliknya).



7. Masih dalam kondisi klik belum dilepas, arahkan berkas ke **Select files** yang ada pada elearning. Lepaskan pada kotak yang telah disediakan.

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On the left side, there is a sidebar menu with categories like "My home", "Site pages", "My profile", and "Current course". Under "Current course", there is a sub-menu for "BAI" with options for "Participants", "Badges", "Bahasa Arab I", and "Topic 1" through "Topic 10". Below this is an "ADMINISTRATION" section with options like "Course administration", "Turn editing off", "Edit settings", "Users", "Filters", "Reports", "Grades", "Badges", "Backup", "Restore", "Import", and "Publish".

The main content area is divided into two sections: "General" and "Content".

- General Section:** Contains a "Name\*" field with the value "Berkas 1". Below it is a "Description\*" field with a rich text editor toolbar (including icons for text color, bold, italic, list, link, unlink, image, video, and document) and a text area containing "Deskripsi Berkas 1". There is also a checkbox labeled "Display description on course page" which is currently unchecked.
- Content Section:** Features a "Select files" area with a toolbar for file operations (add, remove) and a "Files" folder icon. A red dashed box highlights a specific area within this section. A red arrow points from a blue box at the bottom of the screen to this dashed box.

At the bottom of the screen, a taskbar shows several open applications: "Untitled 1 - LibreOffice ...", "Editing File", and "Islam Agamaku". The system tray on the right shows the time as "8:42 AM" and the username "basit".

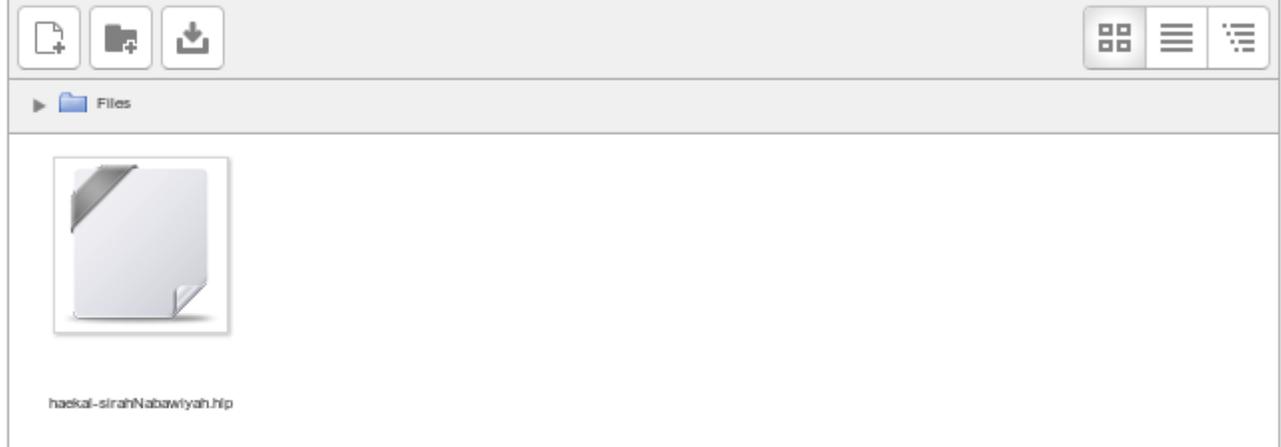
8. Apabila berkas berhasil diunggah, maka akan muncul pada **Select files**. Akhiri dengan **Save and return to course**.

Display description on course page 

▼ Content

Select files

Maximum size for new files: Unlimited



The file manager interface shows a folder named "Files" containing a single file named "haikal-sirahNabawiyah.hlp". The file is represented by a document icon with a folded corner. The interface includes navigation icons (back, forward, home, refresh) and view options (grid, list, compare).

► Appearance

► Common module settings

Save and return to course

Save and display

Cancel