UNIVERSITAS ISLAM INDONESIA

Buku Panduan

Sekawan

Version 3.0

Jurusan Informatika
Universitas Islam Indonesia

· Update 7 Februari 2025

Dashboard

Open the page **https://ta.fit.uii.ac.id/sekawan** then log in using your UII account. You will enter the Dashboard page. On this page you will get information about the status, activities, and progress of the final assignment. To register for the channel, select **Daftar Penjaluran**

Individual Registration

Select the **Daftar Penjaluran** to register. Fill in the Academic Year, DPA, and channel (penjaluran). Individual Registration is intended for students who take the following paths:

1. **Research**
2. **Internship**
3. **Study Abroad**

Select **Next** then fill in the form again as requested. When finished, **check the agreement** then select **Submit**.

Team Registration

Select the **Daftar Penjaluran** to register. Fill in the Academic Year, DPA, and channel (penjaluran). Team Registration is intended for students who take the following paths:

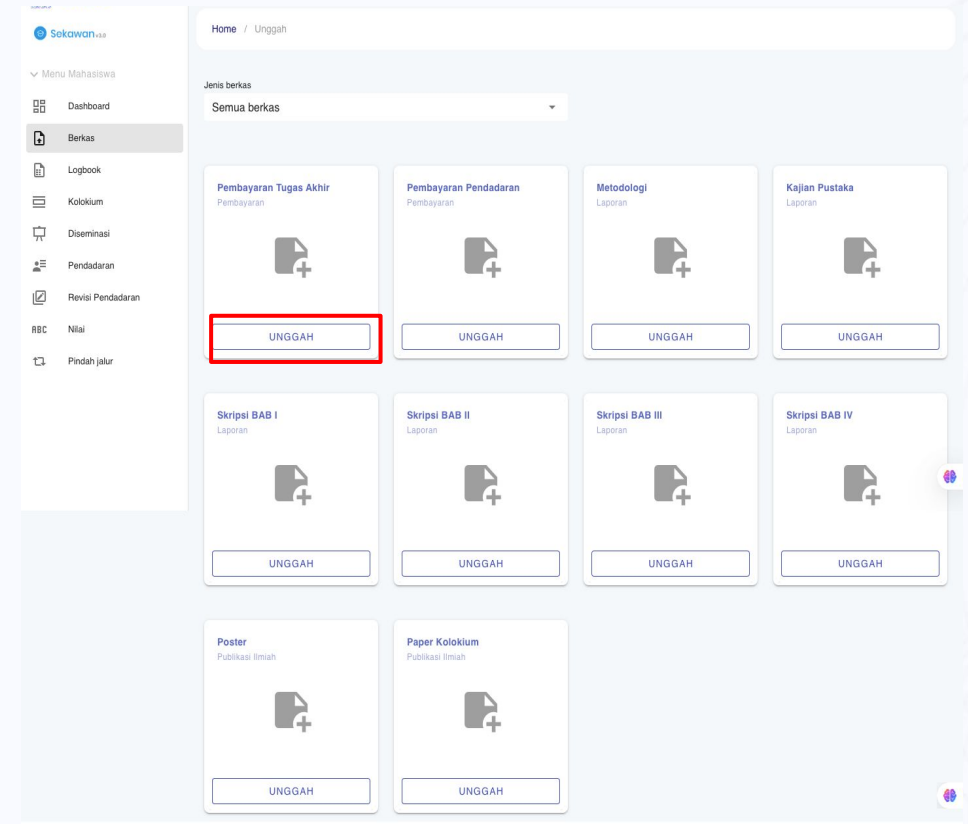1. **Business Pioneering.**
2. **Community Service**

Select **Next** then fill in information about the group such as group name, location, chairman-members and DPA. When finished, **check the agreement then select Submit**.

File Upload

Select the **Berkas**. You will get a list of files that must be collected during the implementation of the final assignment. To upload, select Upload on the file you want to collect, select the related file (format: pdf., jpg. With a max size: 2mb).

Logbook: Main Menu

Select the **Logbook** menu. You will get a list of Logbooks that have been created. You can see the date, activity, notes, logbook file, and approval status. To add a new logbook, select **+Tambah**.
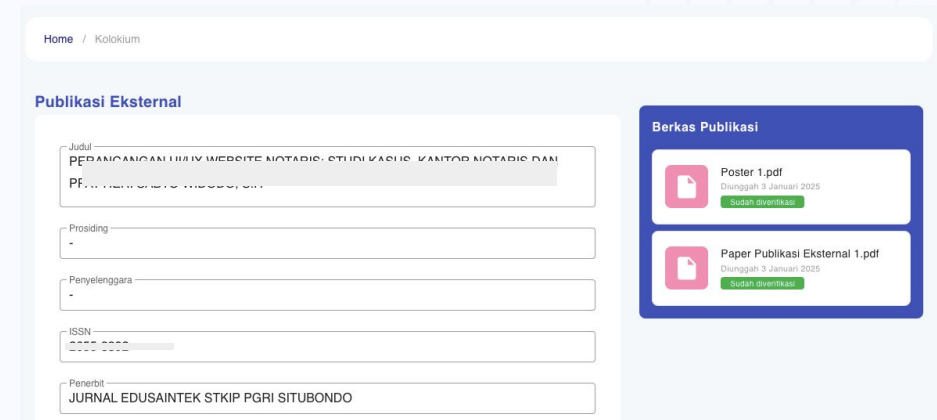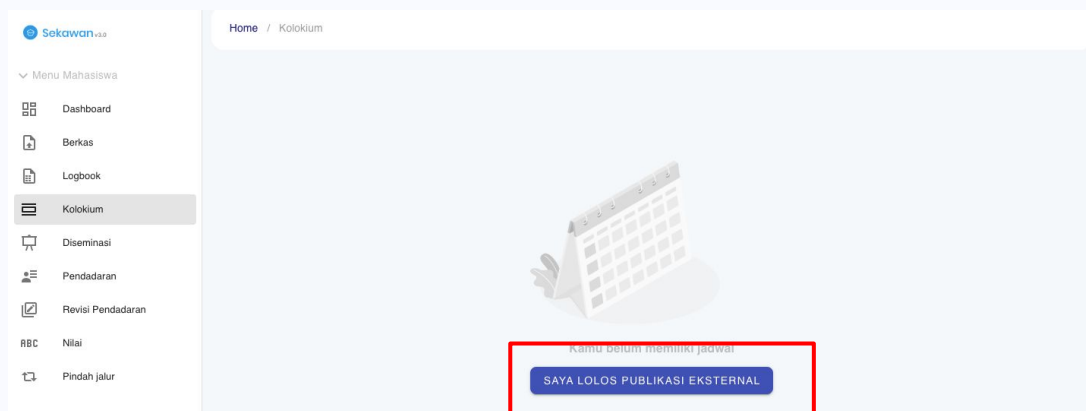
Logbook: Input

Fill in the name of the activity/activity, date, and notes that need to be added to the Logbook. If there are files that need to be collected, select **Upload** in the Logbook File section. If everything is correct, **select Save**. The saved Logbook can be viewed by the Supervisor and will be approved if appropriate.

Home / Logbook / Tambah logbook

Kegiatan/aktivitas

Tanggal aktivitas

Catatan

Berkas logbook
Format penamaan file:
Maksimal 2Mb (pdf, doc, docx)

Unggah disini

0 berkas (dari total 0 B)
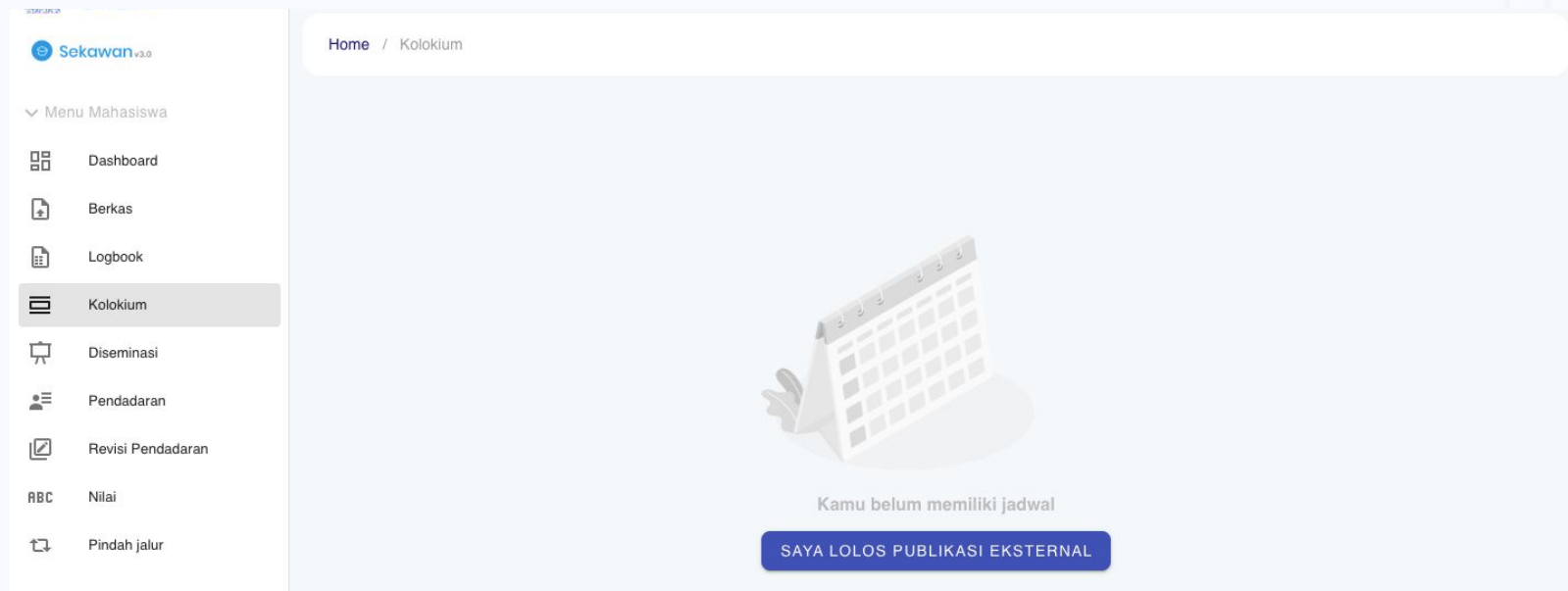
KEMBALI   SIMPAN

Colloquium: External Publication

Select the **Kolokium menu**. If you have done external publication, you can select the **I Passed External Publication (Saya Lolos Publikasi Eksternal)** button. You will be asked to fill in the Title, Organizer, Proceedings, ISSN, Publisher along with poster and paper documents. If complete and appropriate, **select Submit**. The submission will be verified by the Supervisor and if appropriate you will be declared to have Passed External Publication.
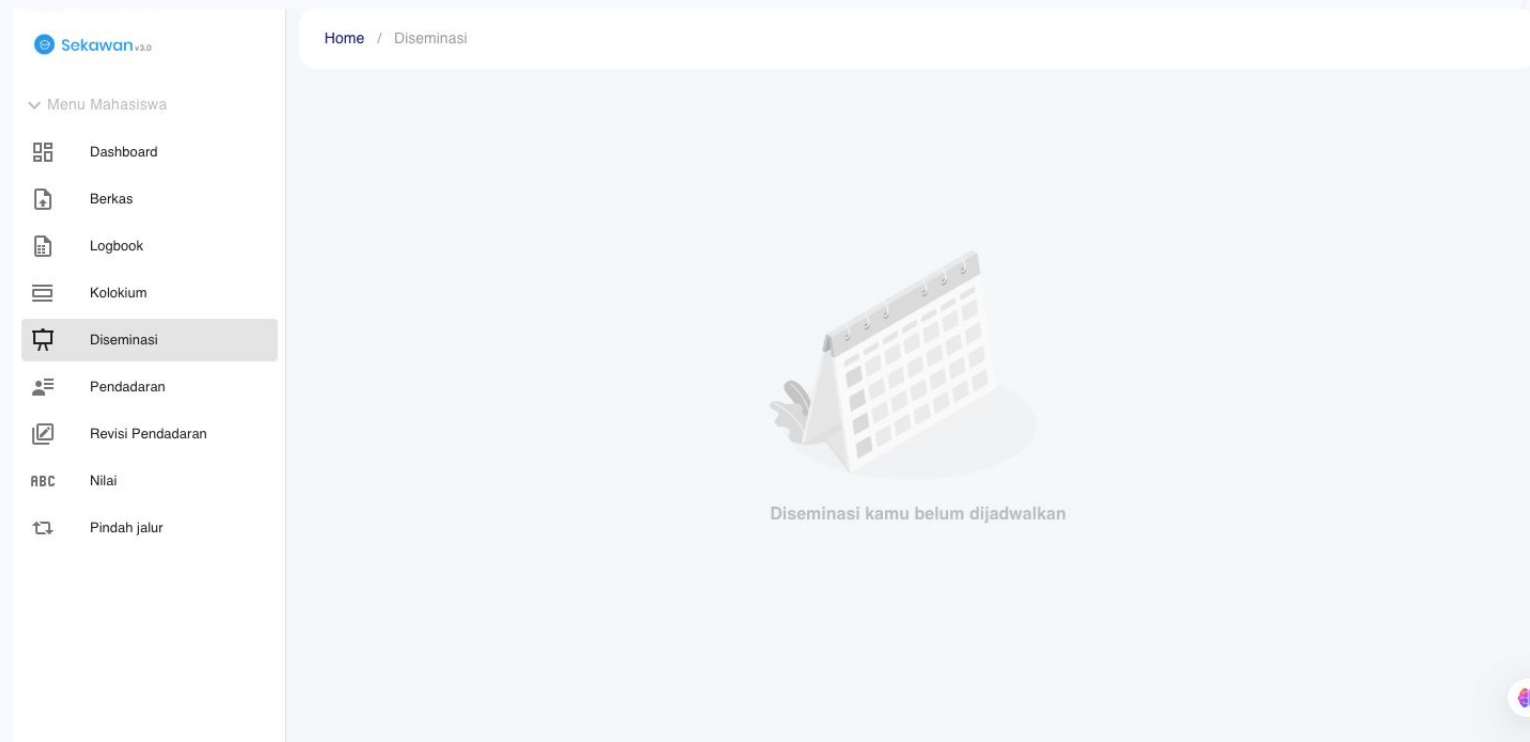
Colloquium: Internal Publication

Select the **Kolokium menu**. If you do not publish externally, the page will look like the picture. If the Colloquium schedule has been created, you can see complete information about your Colloquium

Dissemination: Main Menu

Select the **Dissemination menu**. On this page you will be able to see the Dissemination schedule. The Dissemination schedule will be scheduled by the study program.

Final Exam Registration

Select the **Pendadaran menu**. Fill in the thesis title, telephone number, address, CEPT score, KKN, S3D, BTAQ, LKID, and ONDI scores. If there are courses you want to delete, check the statement and select the courses you want to delete.

Final Exam Files

After registering, you are asked to complete the final exam files. The list of required files can be seen on the right side of the Final Exam Menu page. If all files have been uploaded and verified, it will look like the image below.

After Final Exam

After completing your thesis, you will be asked to make revisions to your thesis or files according to the notes given by the examiner. To see the details of the revision notes, you can select the **Revision button**.

Final Exam Revision

On the Final Revision menu you can see the revision notes from the examiner. To upload the revision results, select the Upload Final Revision button, select the file (pdf format), then **send**.

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