



UNIVERSITAS  
ISLAM  
INDONESIA

# Buku Panduan



# Sekawan

Version 3.0

Jurusan Informatika  
Universitas Islam Indonesia

# 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**

The screenshot displays the Sekawan v3.0 dashboard. On the left is a navigation menu with options: Dashboard (selected), Berkas, Logbook, Kolokium, Diseminasi, Pendadaran, RBC, Nilai, and Pindah jalur. The main content area features a welcome message: "Selamat datang kembali AZI!" with a "BEUM MENDAFTAR PENJALURAN" button and the text "Kamu belum memiliki penjaluran". Below this is a progress bar with three steps: 1. Penjaluran (Daftar penjaluran), 2. Persetujuan DPA (Approval oleh Dosen Pembimbing Akademik), and 3. Verifikasi Prodi (Verifikasi pendaftaran oleh Prodi). The first step is active. A large card in the center shows a magnifying glass over a question mark and a "DAFTAR PENJALURAN" button, which is highlighted with a red box. To the right, the "Berkas kamu" section shows a magnifying glass over a question mark and the text "Kamu belum mengunggah berkas". The "Aktivitas" section at the bottom right shows "Belum ada aktivitas".

# 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**.

The screenshot shows the first step of the registration process. At the top, the user's name 'AZI FAUZI' and email '15523203@students.uil.ac.id' are displayed. Below this, a progress indicator shows step 1 of 2. The main content area is titled '1. Pilih jenis penjaluran'. It contains three dropdown menus: 'Tahun akademik \*' with the value '2024/2025 Ganjil', 'Dosen pembimbing akademik \*', and 'Jalur \*'. A red rectangular box highlights the 'SELANJUTNYA' button at the bottom of the form. At the very bottom, there is a '< Kembali' link and a copyright notice 'Copyright 2020 Faculty Industrial Technology'.

The screenshot shows the second step of the registration process. The user's name and email are still visible. The progress indicator now shows step 2 of 2. The main content area is titled '2. Isian data jalur Penelitian'. It contains two text input fields: 'Judul penelitian \*' and 'Konsentrasi \*'. Below these is a checkbox with the text 'Saya menyetujui isian yang saya isi adalah benar dan jalur yang saya pilih adalah yang terbaik untuk saya.' A red rectangular box highlights the 'AJUKAN' button. Below the button is a 'SEBELUMNYA' link. At the bottom, there is a '< Kembali' link and the same copyright notice as in the first screenshot.

# 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**

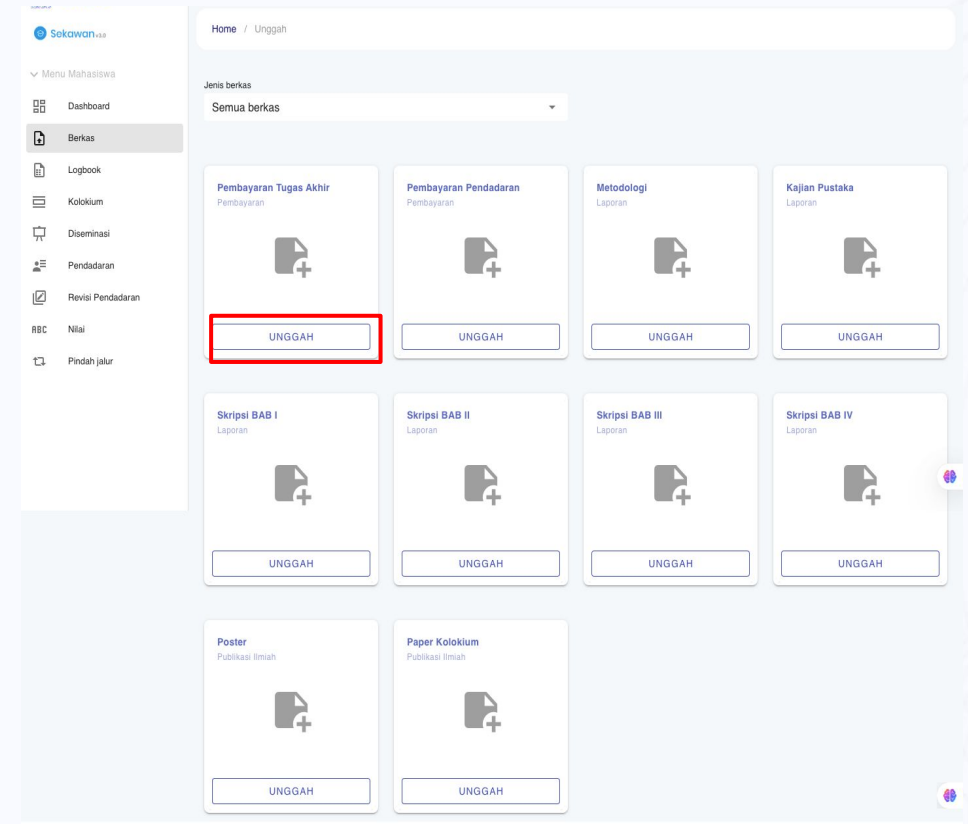
Select **Next** then fill in information about the group such as group name, location, chairman-members and DPA. When finished, **check the agreement** then select **Submit**.

This screenshot shows the first step of the registration process. At the top, the user's profile is displayed with the name 'AZI FAUZI' and email '15523203@students.uil.ac.id'. Below this, a progress indicator shows step 1 of 2. The main section is titled '1. Pilih jenis penjaluran' and contains several dropdown menus: 'Tahun akademik\*' (set to '2024/2025 Ganjil'), 'Dosen pembimbing akademik\*', and 'Jalur\*'. A red rectangular box highlights a grey button labeled 'SELANJUTNYA' at the bottom of the form. At the very bottom, there is a '< Kembali' link and a copyright notice for 'Copyright © 2020 Faculty of Islamic Technology'.

This screenshot shows the second step of the registration process, titled '2. Isian data jalur Perintisan Bisnis'. It features a progress indicator with step 2 of 2. The form contains several input fields: 'Nama kelompok\*', 'Nama bisnis\*', 'Jenis bisnis\*', 'Lokasi\*', 'Anggota 1 (Ketua)\*' (set to 'AZI FAUZI'), 'DPA Anggota 1\*' (set to 'Hari Seliagi, S.Kom., M.Eng.'), 'Anggota 2\*', 'DPA Anggota 2\*', 'Anggota 3\*' (with a red border around the dropdown), and 'DPA Anggota 3\*'. Below these fields is a checkbox for 'Saya menyetujui isian yang saya isi adalah benar dan jalur yang saya pilih adalah yang terbaik untuk saya.' A red rectangular box highlights a grey button labeled 'AJUKAN' at the bottom of the form. At the very bottom, there is a '< Kembali' link and a copyright notice for 'Copyright © 2020 Faculty of Islamic Technology'.

# 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**.

The screenshot shows the Sekawan v3.0 interface. On the left is a sidebar menu with the following items: Dashboard, Berkas, Logbook (highlighted), Kolokium, Diseminasi, Pendadaran, Revisi Pendadaran, Nilai, and Pindah jalur. The main content area has a breadcrumb 'Home / Logbook' and a notification: 'Untuk dapat mengikuti pendadaran, Anda harus memiliki minimal 8 logbook yang sudah disetujui.' A green '+ TAMBAH' button is highlighted with a red box. Below the notification is a table with columns: Tanggal, Kegiatan/keterangan, Catatan, Berkas logbook, Status, and Aksi. The table is currently empty, displaying 'Belum ada data'. At the bottom right of the table area, there is a pagination control: 'Baris per halaman: 10' with navigation arrows.

Tanggal	Kegiatan/keterangan	Catatan	Berkas logbook	Status	Aksi
Belum ada data					

Baris per halaman: 10 - < >

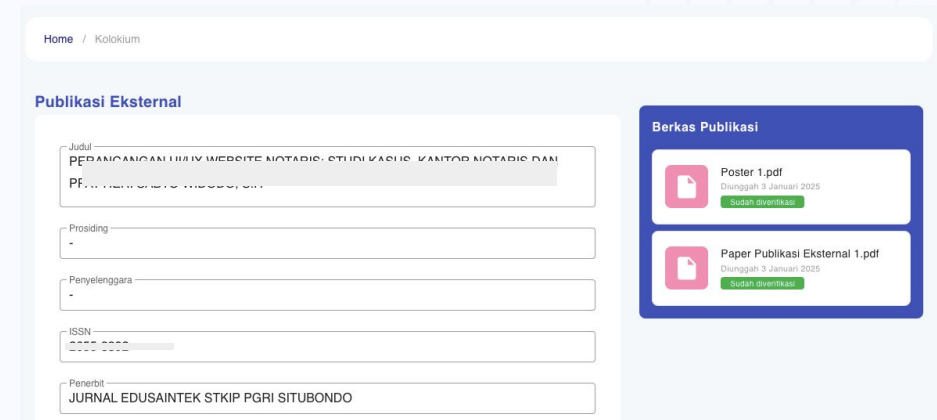
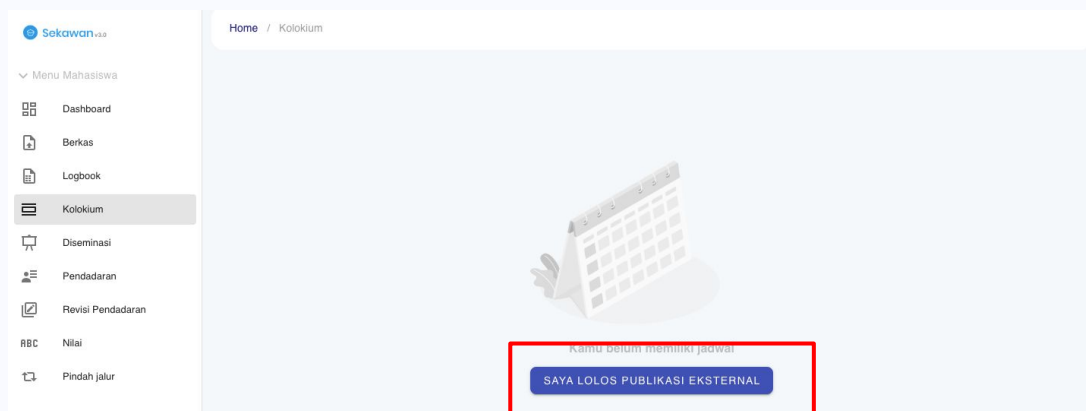
# Logbook: Input

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.

The screenshot displays a web interface for adding a logbook entry. At the top, a breadcrumb trail reads 'Home / Logbook / Tambah logbook'. The main form is divided into three sections: 'Kegiatan/aktivitas' with a text input field, 'Tanggal aktivitas' with a date picker, and 'Catatan' with a larger text area. To the right, a 'Berkas logbook' section features a dashed box for file uploads, with instructions: 'Format penamaan file: Maksimal 2Mb (pdf, doc, docx)', 'Unggah disini', and '0 berkas (dari total 0 B)'. At the bottom, two buttons are visible: 'KEMBALI' (highlighted with a red box) and 'SIMPAN'.

# Colloquium: External Publication

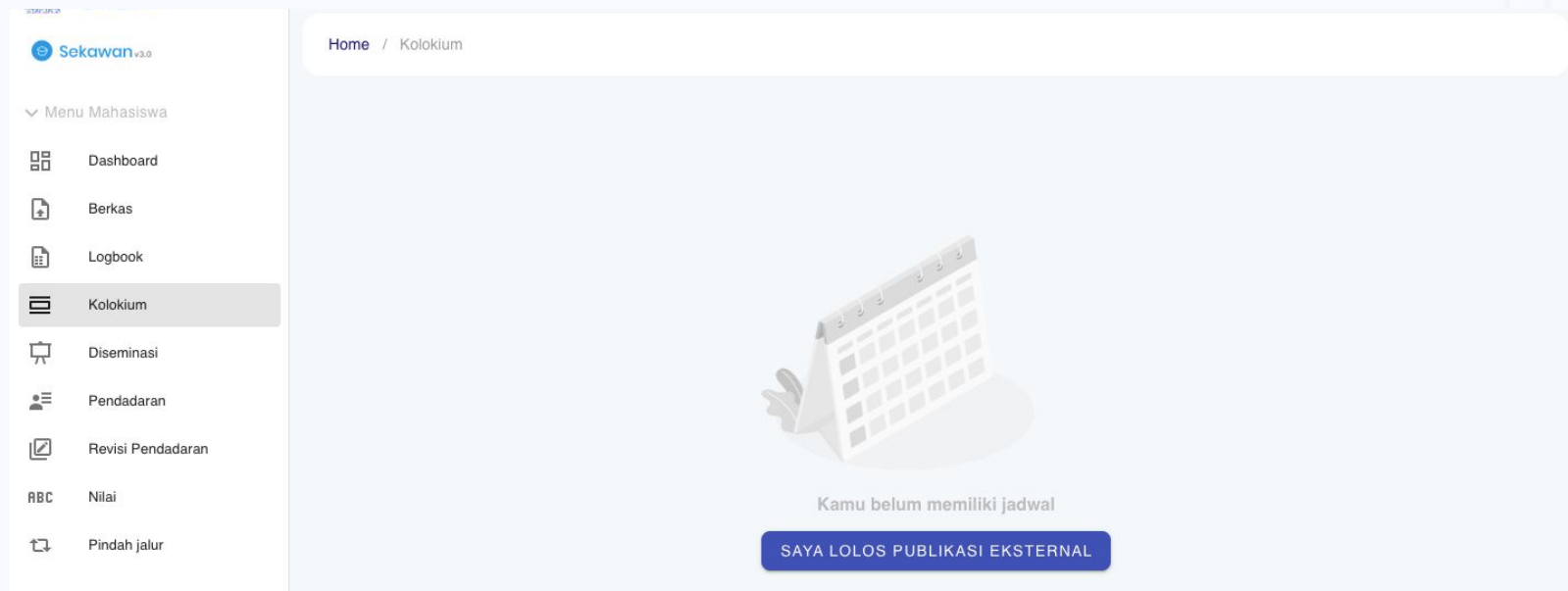
Select the **Kolokium** menu. If you have done external publication, you can select the **I Passed External Publication (Saya Lolos Publikasi Eksternal)** button. You will be asked to fill in the Title, Organizer, Proceedings, ISSN, Publisher along with poster and paper documents. If complete and appropriate,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

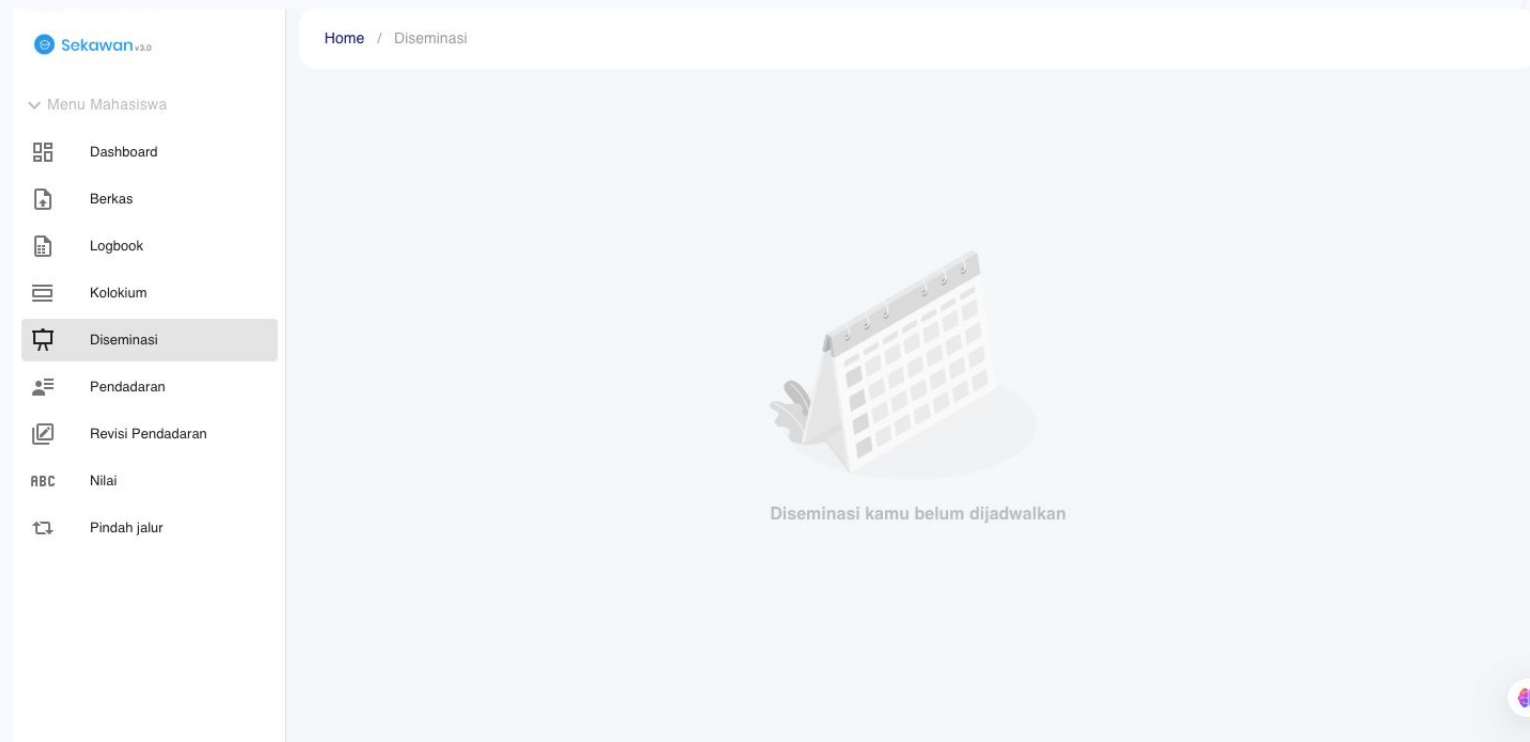
Select the **Kolokium menu**. If you do not publish externally, the page will look like the picture. If the Colloquium schedule has been created, you can see complete information about your Colloquium



The screenshot displays the Sekawan v3.0 user interface. On the left is a sidebar menu with the following items: Dashboard, Berkas, Logbook, Kolokium (highlighted), Diseminasi, Pendadaran, Revisi Pendadaran, Nilai, and Pindah jalur. The main content area shows a breadcrumb trail 'Home / Kolokium' and a large illustration of a calendar. Below the calendar, the text reads 'Kamu belum memiliki jadwal' (You do not have a schedule yet), followed by a blue button labeled 'SAYA LOLOS PUBLIKASI EKSTERNAL' (I have passed external publication).

# 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.

The screenshot displays the 'Pendaftaran pendadaran' (Thesis Registration) page in the Sekawan v3.0 system. The left sidebar shows the 'Menu Mahasiswa' (Student Menu) with 'Pendadaran' selected. The main content area features a form with the following fields:

- Judul skripsi (Thesis Title)
- Title of Thesis
- No. Telpn (Telephone Number)
- Alamat (Address)
- Nilai CEPT (CEPT Score)
- Nilai KKN (KKN Score)
- Nilai S3D (S3D Score)
- Nilai BTAQ (BTAQ Score)
- Nilai LKID (LKID Score)
- Nilai ONDI (ONDI Score)
- Saya ingin menghapus matakuliah (I want to delete courses)

On the right side, there are two status boxes:

- Status pendadaran**: Belum mengajukan pendadaran (Not yet submitted for registration)
- Berkas Pendadaran**: Belum unggah pendadaran (Not yet uploaded)

A blue button labeled 'DAFTAR PENDADARAN' is highlighted with a red box at the bottom of the form.

# 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.

The screenshot displays the 'Pendaftaran pendadaran' (Thesis Registration) page on the Sekawan portal. The page is divided into a left sidebar menu and a main content area. The sidebar menu includes options like Dashboard, Berkas, Logbook, Kolokium, Diseminasi, and Pendadaran (which is currently selected). The main content area shows the registration form with fields for thesis title, phone number, address, and various scores (CEPT, KKN, S3D, BTAQ, LKID, ONDI). A green notification banner at the top of the form states: 'Ujian pendadaran telah dijadwalkan, harap perhatikan jadwal pendadaran anda supaya tidak terlewat.' (The thesis exam has been scheduled, please pay attention to your thesis exam schedule so you do not miss it.)

On the right side of the page, there are two panels: 'Jadwal pendadaran' (Thesis Exam Schedule) and 'Berkas Pendadaran' (Thesis Files). The 'Jadwal pendadaran' panel shows a calendar icon and the text 'Pendadaran - R.02' with the date and time '13 Februari 2025 / 11:00 - 12:30'. The 'Berkas Pendadaran' panel is a blue box containing a list of six files, each with a document icon, the filename, the upload date, and a green 'Sudah diverifikasi' (Already verified) status:

- Sertifikat CEPT/TOEFL 1.pdf (Diunggah 1 Januari 2025)
- Surat Plagiasi Perpustakaan 1.pdf (Diunggah 1 Januari 2025)
- KRS 1.pdf (Diunggah 2 Januari 2025)
- Pas Foto 1.pdf (Diunggah 1 Januari 2025)
- Pembayaran SPP 1.pdf (Diunggah 2 Januari 2025)

# 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**.

The screenshot displays the 'Sekawan' student portal interface. On the left is a navigation menu with options like 'Dashboard', 'Berkas', 'Logbook', 'Kolokium', 'Diseminasi', 'Pendaftaran', 'Revisi Pendaftaran', 'Nilai', and 'Pindah jalur'. The main content area is titled 'Pendaftaran pendadaran' and features a notification banner: 'Jadwal pendadaran Anda telah berlalu. Mohon segera lakukan **Revisi** untuk kelancaran proses selanjutnya.' Below this is a registration form with fields for 'Judul skripsi', 'Title of Thesis' (FORMATIVE ASSESSMENT OF TEACHER TRAINING MATERIALS THROUGH EDUCATIONAL G...), 'No. Telpn', 'Alamat', 'Nilai CEPT' (426), 'Nilai KKN' (A), 'Nilai SSD' (A), 'Nilai BTAQ', 'Nilai LKID', and 'Nilai ONDI'. To the right, there are sections for 'Jadwal pendadaran' (listing 'Pendadaran - R.01' on 17 January 2025) and 'Berkas Pendaftaran' (listing various documents like 'Sertifikat CEPT/TOEFL 1.jpg', 'Surat Plagiasi Perpustakaan 1.pdf', 'KRS 1.png', 'Pas Foto 1.jpg', and 'Pembayaran SPP 1.png', all marked as 'Sudah diverifikasi').

# 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**.

The screenshot displays the 'Revisi Pendadaran' (Revision) menu in the Sekawan v3.0 system. The interface features a sidebar on the left with navigation options: Dashboard, Berkas, Logbook, Kolokium, Diseminasi, Pendadaran, Nilai, and Pindah jalur. The main content area shows a 'Jadwal Pendadaran' (Exam Schedule) card for January 13, 2025, from 11:00 to 12:30. Below this, there is a list of revision notes (Catatan Revisi) for three examiners: Moh. Idris, S.Kom., M.Kom.; BENI SURANTO, S.T., M.Soft.Eng.; and Dr. Yudi Prayudi, S.Si., M.Kom. Each note indicates that the examiner has not yet provided a revision. At the bottom of the page, there is a button labeled 'DASBOR' (Dashboard) and a dashed box containing the text 'Unggah Revisi Final' and 'Unggah disini' (Upload here), which is highlighted by a red box in the image.

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