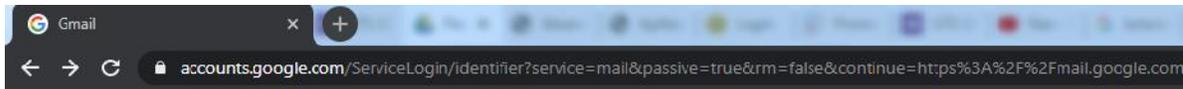




## MANUAL BOOK GOOGLE CLASSROOM UNTUK DOSEN

### Cara Membuat Google Classroom

1. Buka Browser Chrome, Firefox, Opera atau yang lainnya
2. Arahkan ke gmail.com, tekan enter pada keyboard



Google

Sign in  
to continue to Gmail

Email or phone

[Forgot email?](#)

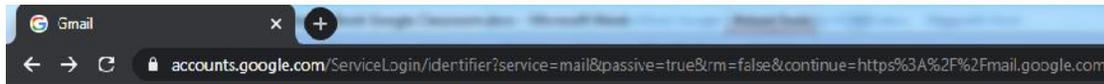
Not your computer? Use Guest mode to sign in privately.  
[Learn more](#)

[Create account](#) [Next](#)



## Manual Book Google Classroom Untuk Dosen

3. Tulis email UPN Dosen (namadosen@upnjatim.ac.id), klik next



Google  
Sign in  
to continue to Gmail

Email or phone  
dosen@upnjatim.ac.id

[Forgot email?](#)

Not your computer? Use Guest mode to sign in privately.  
[Learn more](#)

[Create account](#) [Next](#)

English (United States) Help Privacy Terms

4. Masukkan Password, klik next



Google  
Welcome

dosen@upnjatim.ac.id

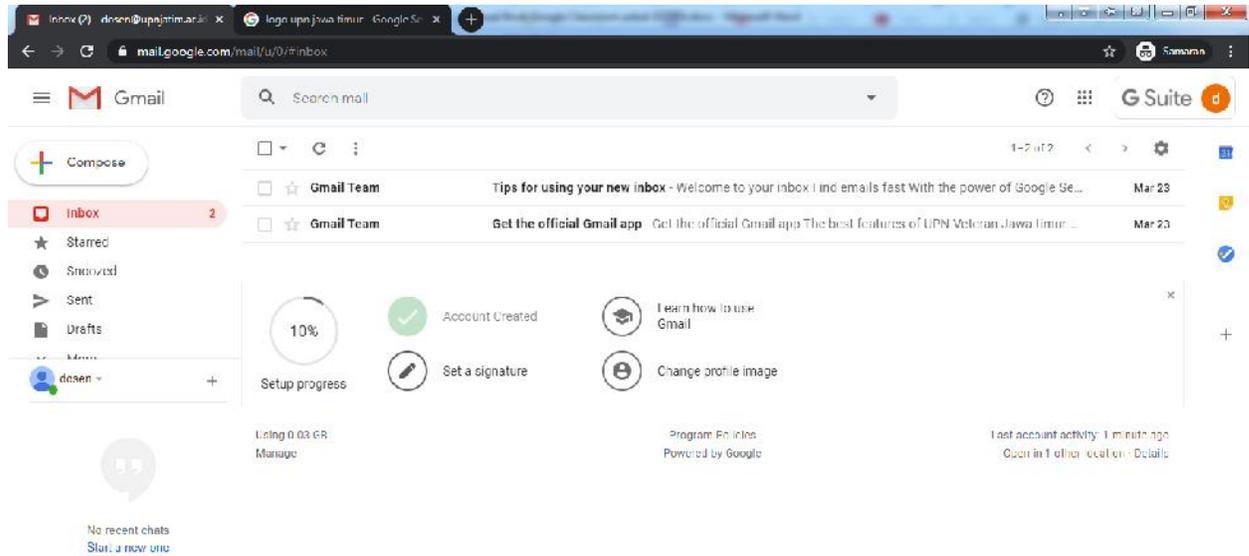
Enter your password  
.....

[Forgot password?](#) [Next](#)

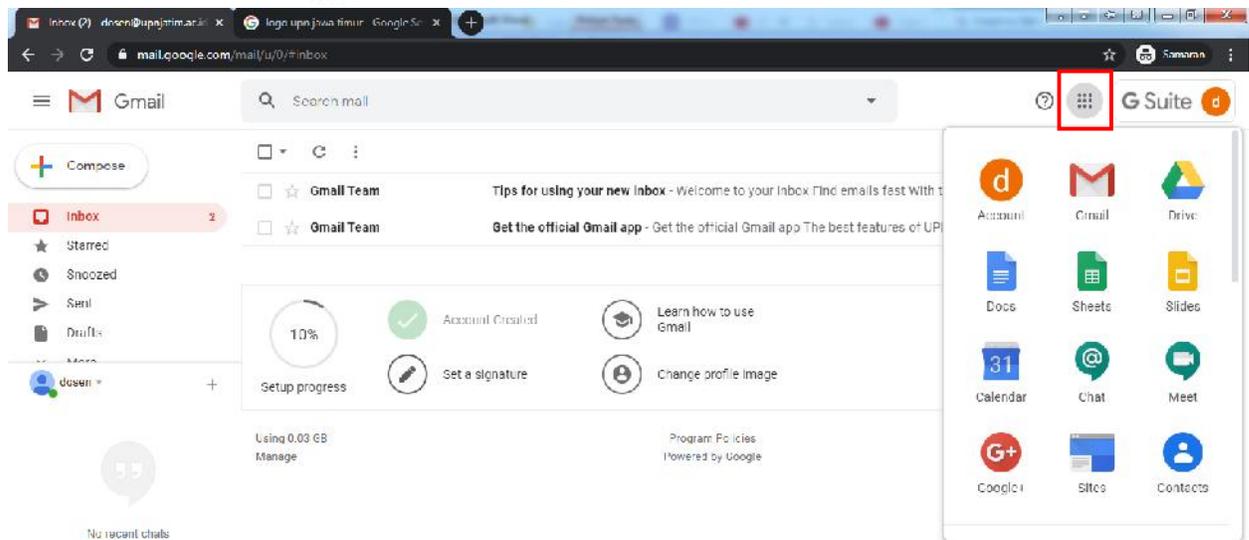


## Manual Book Google Classroom Untuk Dosen

5. Jika berhasil login akan tampil halaman email dosen seperti dibawah ini.



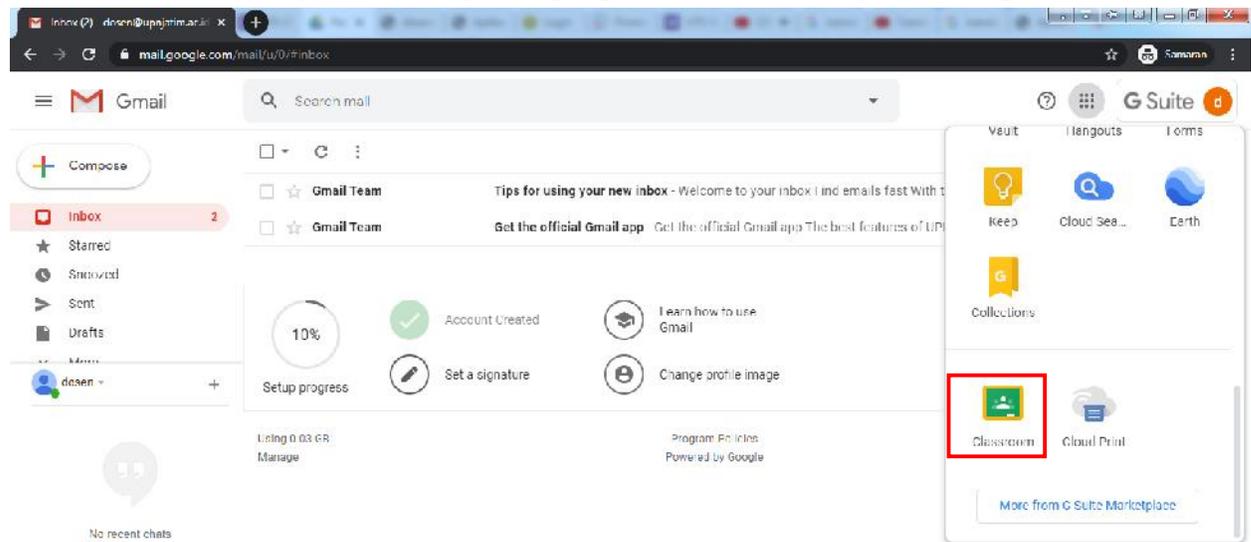
6. Kemudian klik tombol  pada sebelah pojok kanan atas halaman.



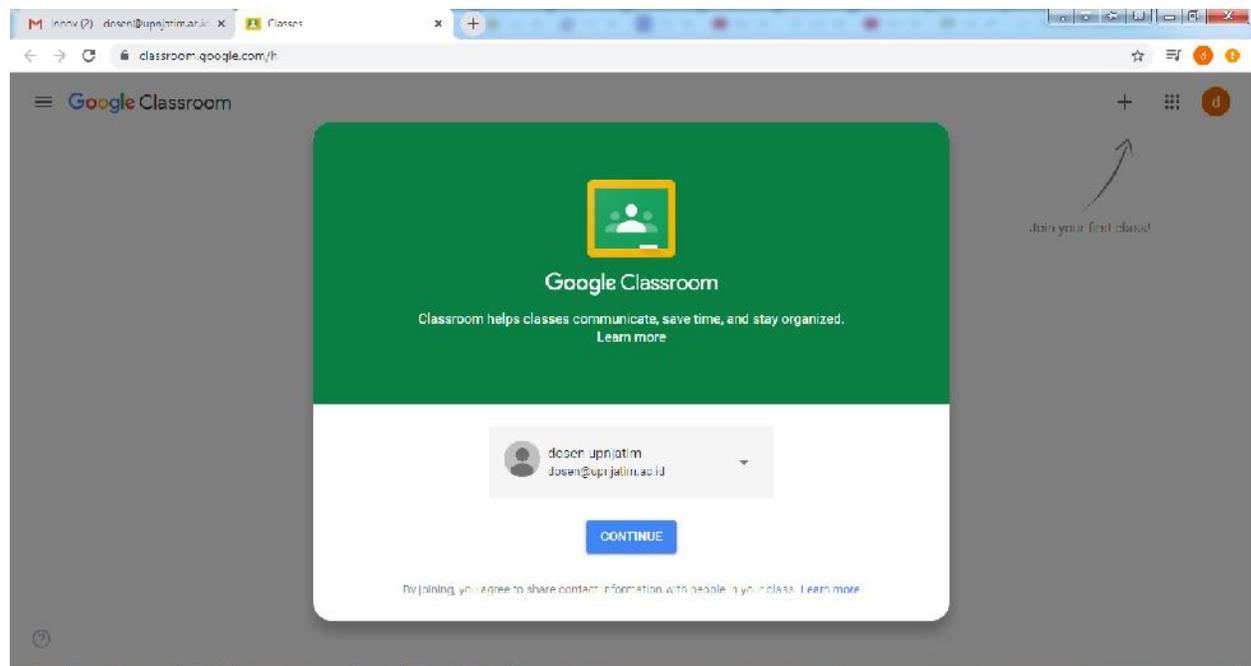


# Manual Book Google Classroom Untuk Dosen

7. Arahkan kebawah sampai terlihat aplikasi google classroom. Klik aplikasi Google Classroom



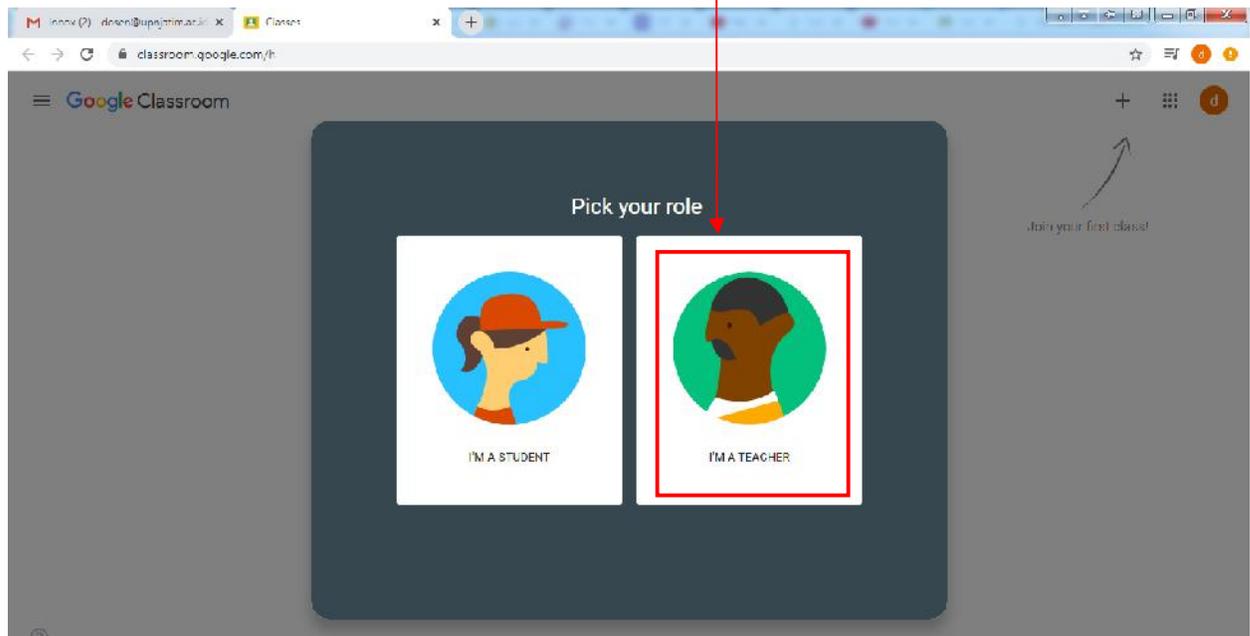
8. Klik Continue



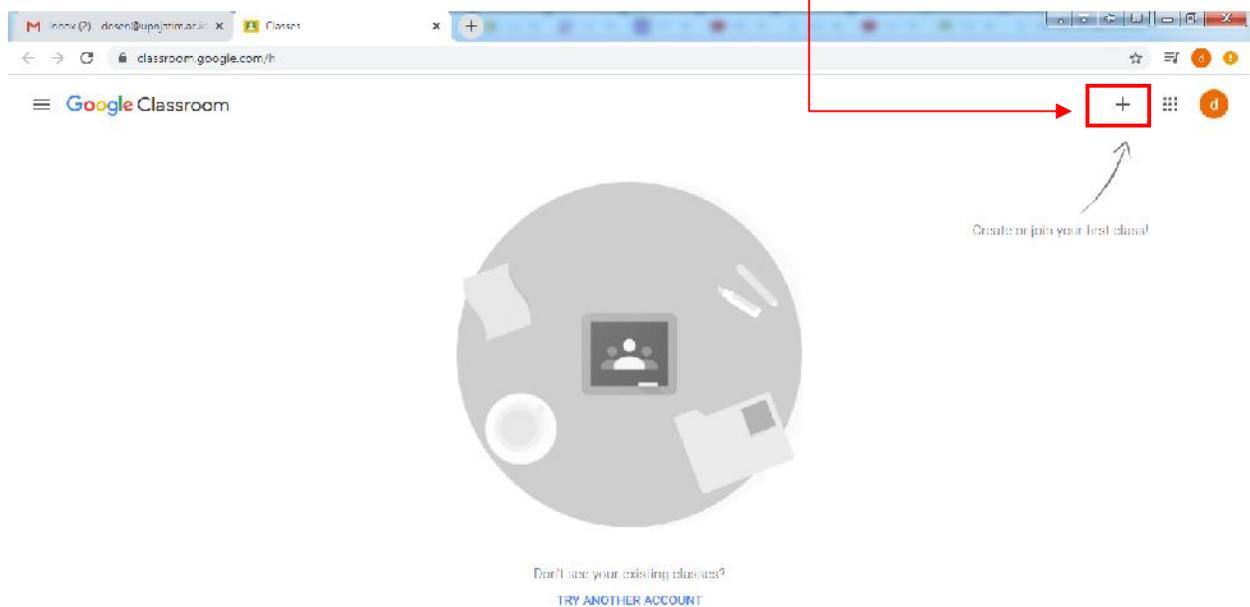


# Manual Book Google Classroom Untuk Dosen

## 9. Pilih I'M A TEACHER



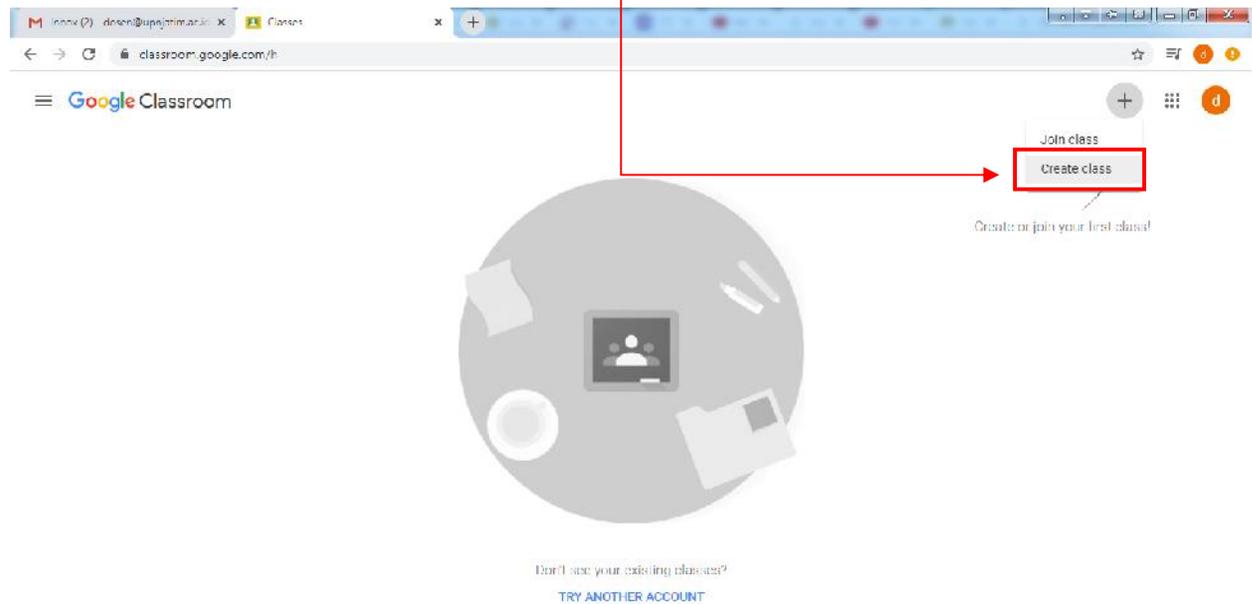
## 10. Klik tombol + pada pojok kanan halaman



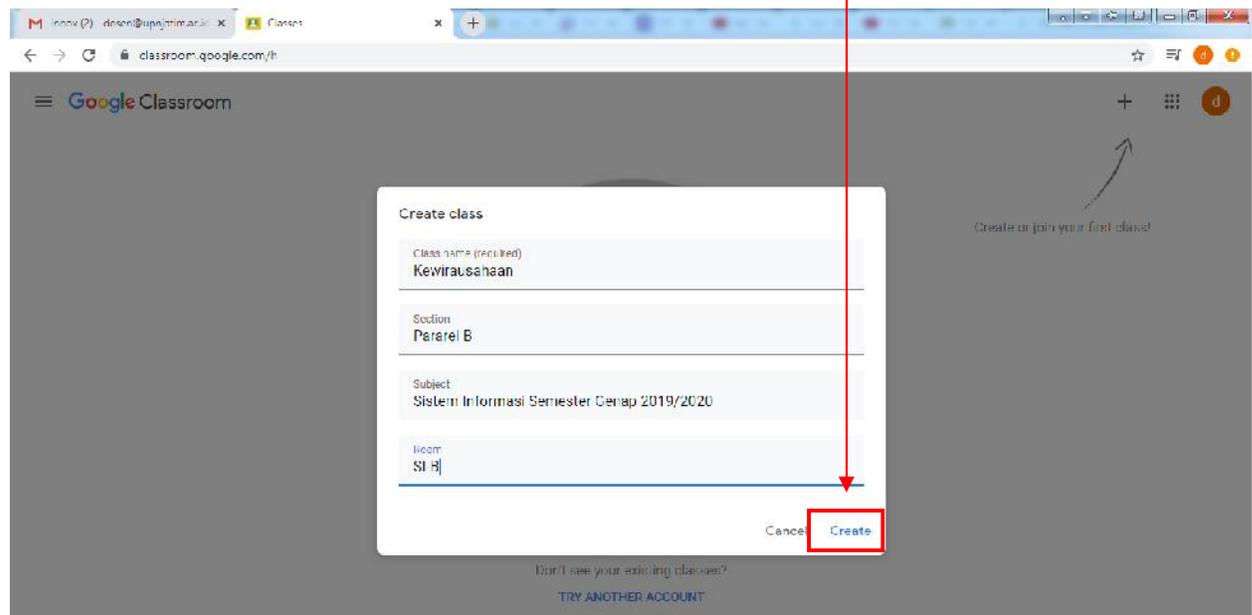


# Manual Book Google Classroom Untuk Dosen

## 11. Pilih Create Class



## 12. Isi form seperti contoh dibawah ini, klik **Create**



### Keterangan

Class name : Nama Mata Kuliah

Section : Nama Pararel/ Kelas

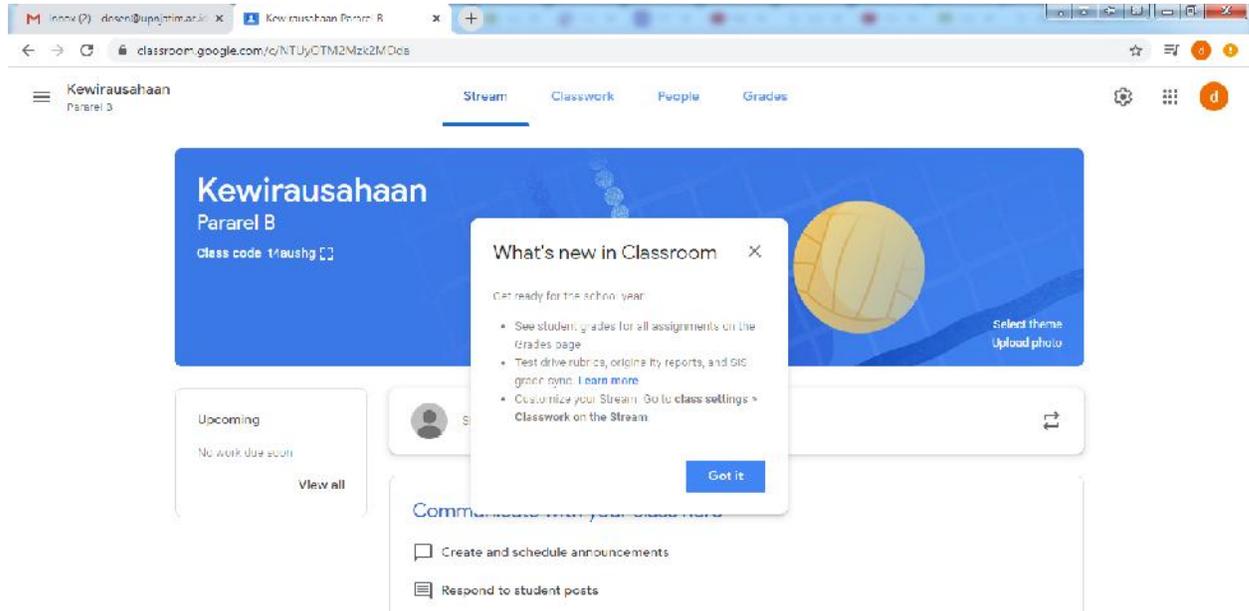


# Manual Book Google Classroom Untuk Dosen

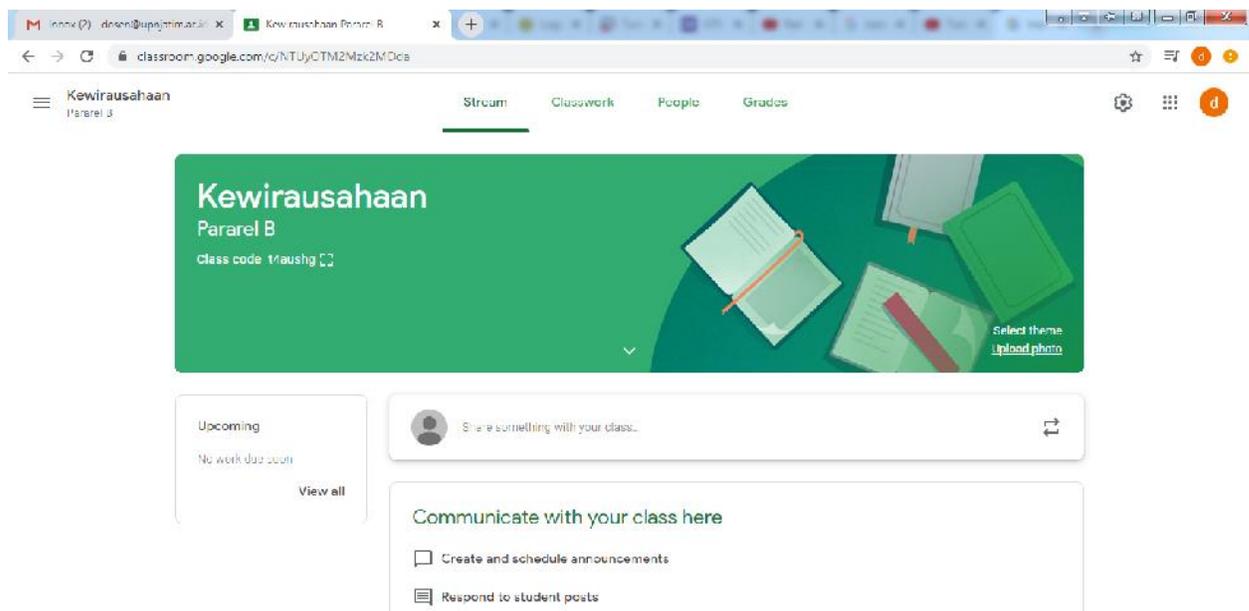
Subject : Nama Prodi dan Semester

Room : Singkatan nama prodi dan paralel

## 13. Klik Go It



14. Kelas Perkuliahan sudah jadi. Kelas ini dibuat berdasarkan Mata Kuliah yang diampu oleh dosen. Kelas tidak harus dibuat per paralel. Kelas di google classroom ini bisa dibuat sesuai keinginan dosen. Untuk Mengubah Header Bisa Klik Select Photo (memilih header yang telah disediakan oleh google classroom) atau bisa juga dengan Upload Photo (mengunggah foto dari local komputer masing-masing).





# Manual Book Google Classroom Untuk Dosen

## Cara Menshare Mata Kuliah yang terdapat pada Google Classroom ke Mahasiswa

1. Bagikan **Class code** kepada Mahasiswa. Atau alternatif lain dosen bisa invite mahasiswa berdasarkan email Student UPN Mahasiswa dnegan format `npm@student.upnjatim.ac.id`

The screenshot shows the Google Classroom interface for a class named "Kewirausahaan Pararel B". The navigation tabs at the top are "Stream", "Classwork", "People", and "Grades". The main header area displays the class name and the class code "t4oushg", which is highlighted with a red rectangular box. Below the header, there is a section for "Upcoming" with the text "No work due soon" and a "View all" button. To the right, there is a "Share something with your class" section with a share icon. Below that, there is a "Communicate with your class here" section with two options: "Create and schedule announcements" and "Respond to student posts".

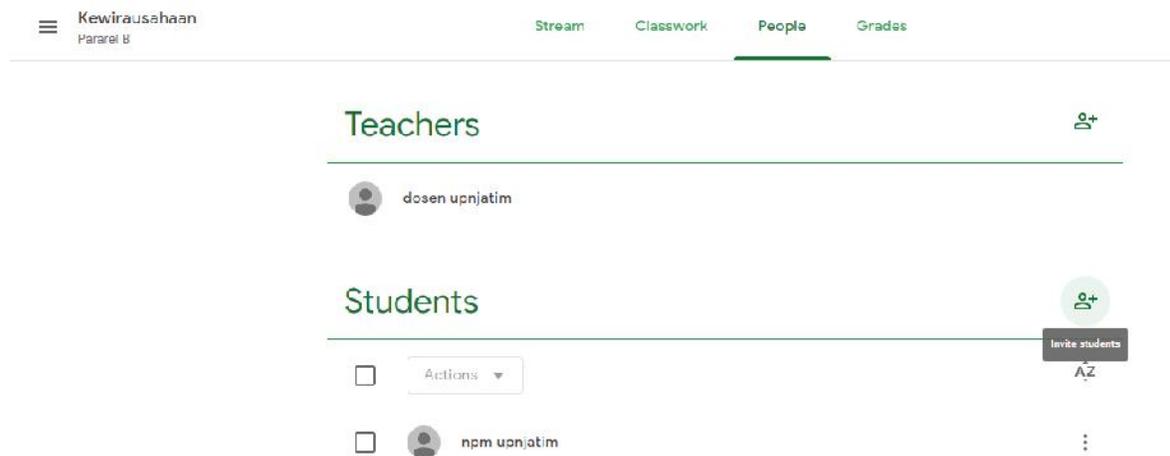
2. Dengan cara klik **People**

The screenshot shows the Google Classroom interface with the "People" tab selected. The navigation tabs at the top are "Stream", "Classwork", "People", and "Grades". The main content area is divided into two sections: "Teachers" and "Students". Under the "Teachers" section, there is one entry for "dosen upnjatim". Under the "Students" section, there is one entry for "npm upnjatim". The "Students" section also includes an "Actions" dropdown menu and a "Sort" icon.

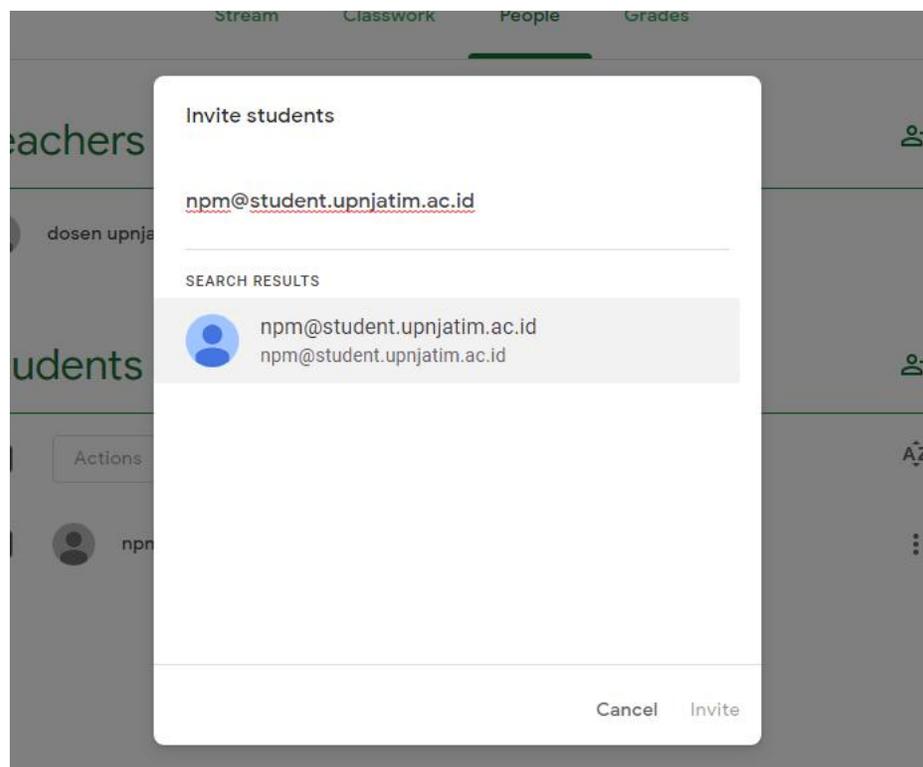


# Manual Book Google Classroom Untuk Dosen

3. Klik tombol  (Invite Student).



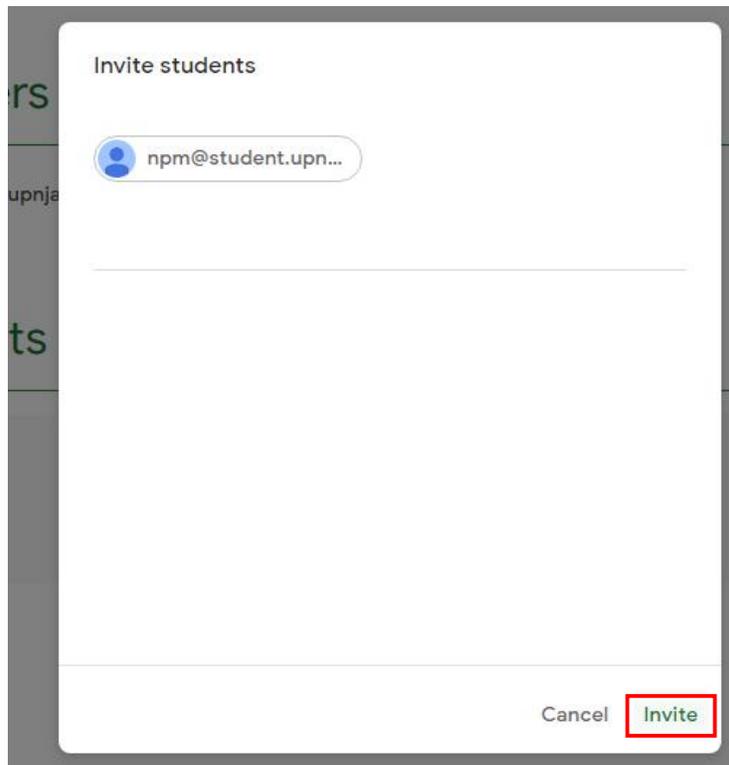
4. Klik pada menu `npm@student.upnjatim.ac.id`





# Manual Book Google Classroom Untuk Dosen

## 5. Klik Invite



6. Berikut adalah tampilan jika mahasiswa telah berhasil di invite. Untuk menambahkan mahasiswa ulangi langkah diatas.

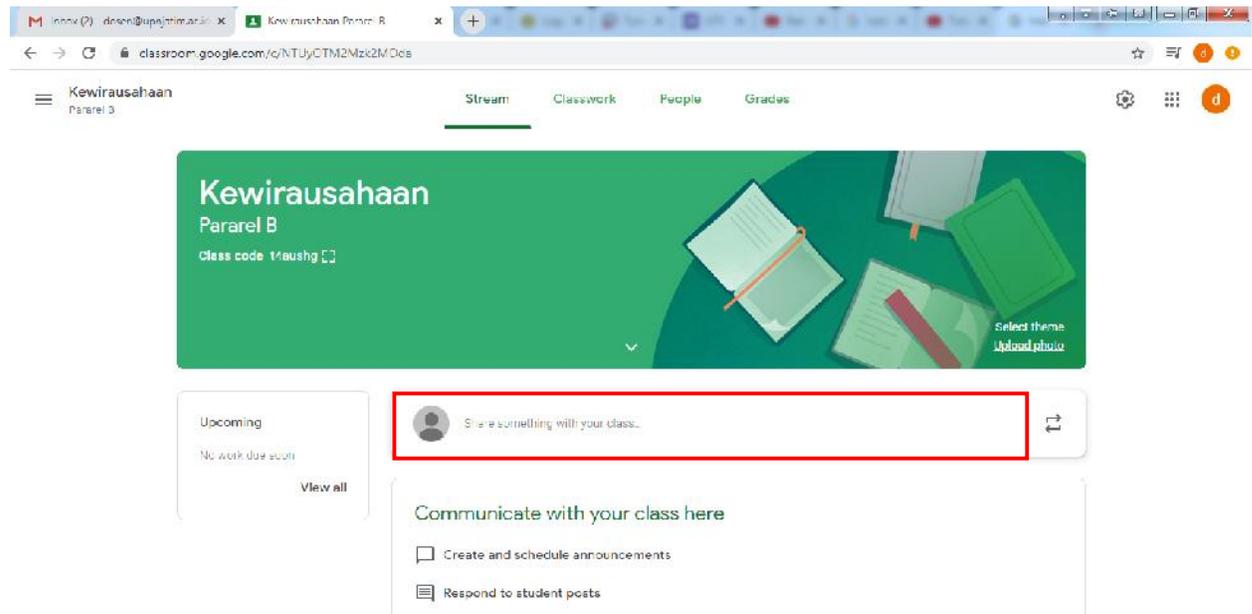




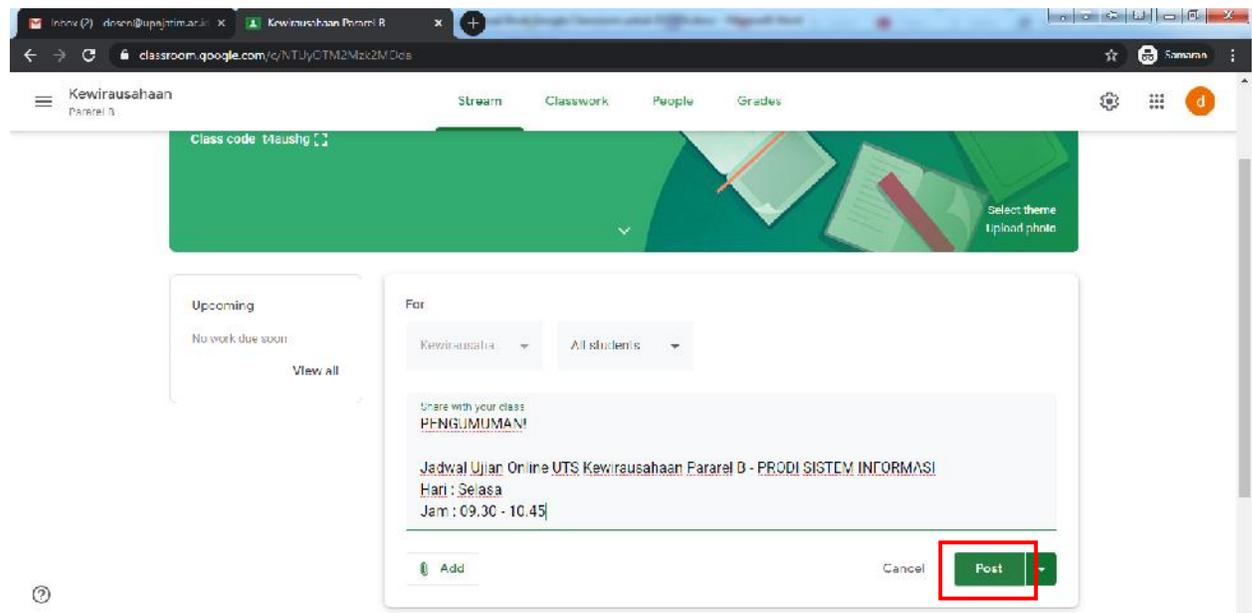
# Manual Book Google Classroom Untuk Dosen

## Cara Membuat Pengumuman Menggunakan Google Classroom

1. Untuk membuat pengumuman klik pada kolom **Share something with your class...**



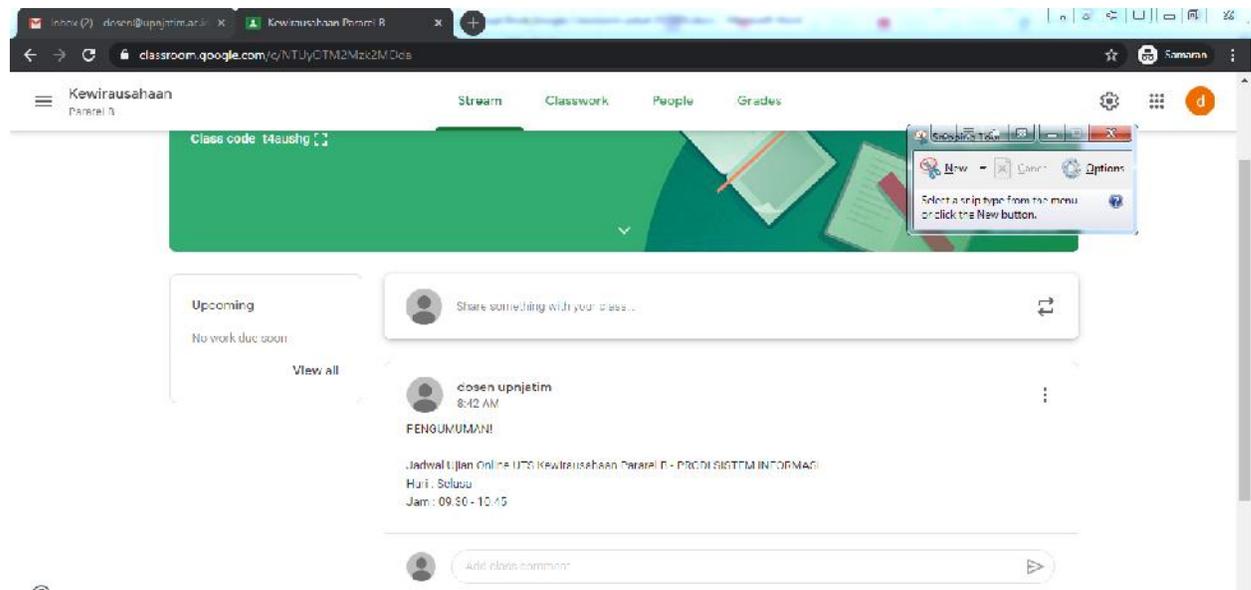
2. Tulis pengumuman, Klik **Post**





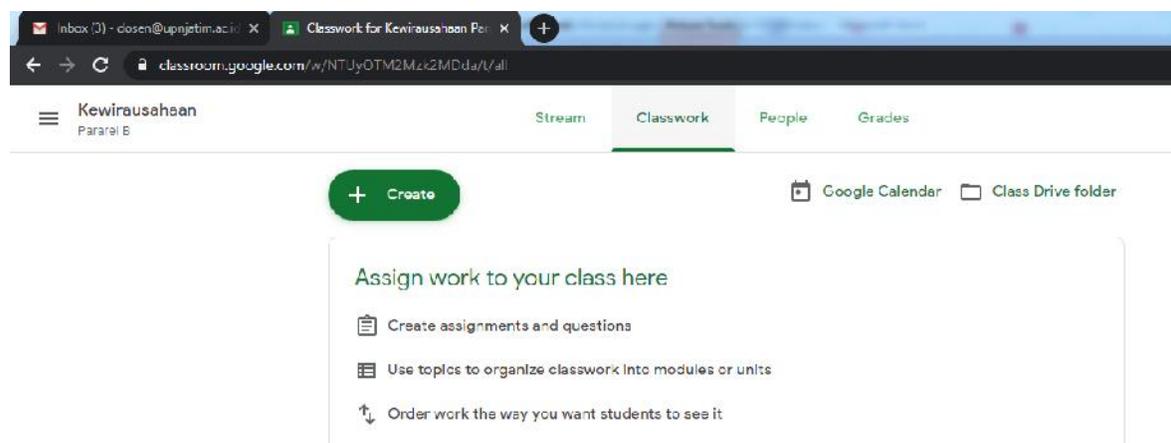
# Manual Book Google Classroom Untuk Dosen

3. Berikut adalah tampilan pengumuman yang telah ditambahkan



## Cara Membuat Topik di Google Classroom

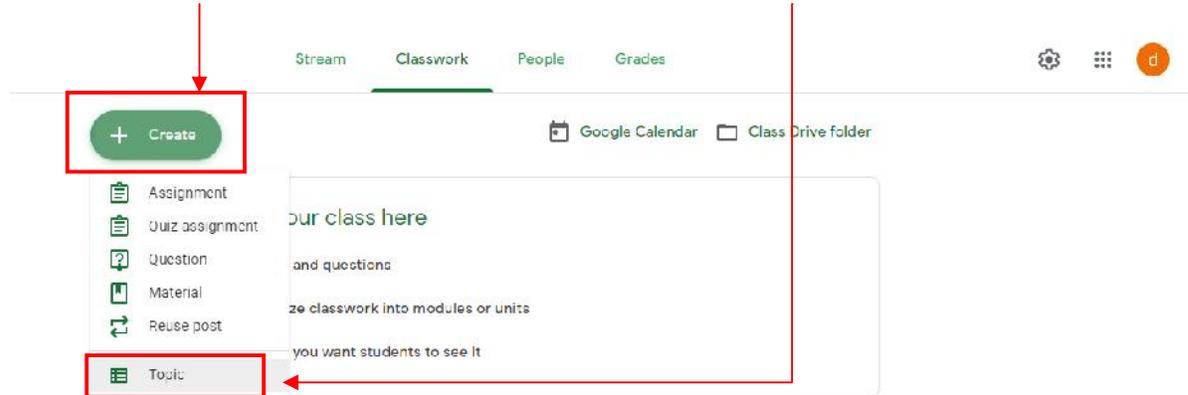
1. Untuk membuat topik, upload materi, membuat tugas maupun kuis. Klik menu Classroom di bagian atas halaman.



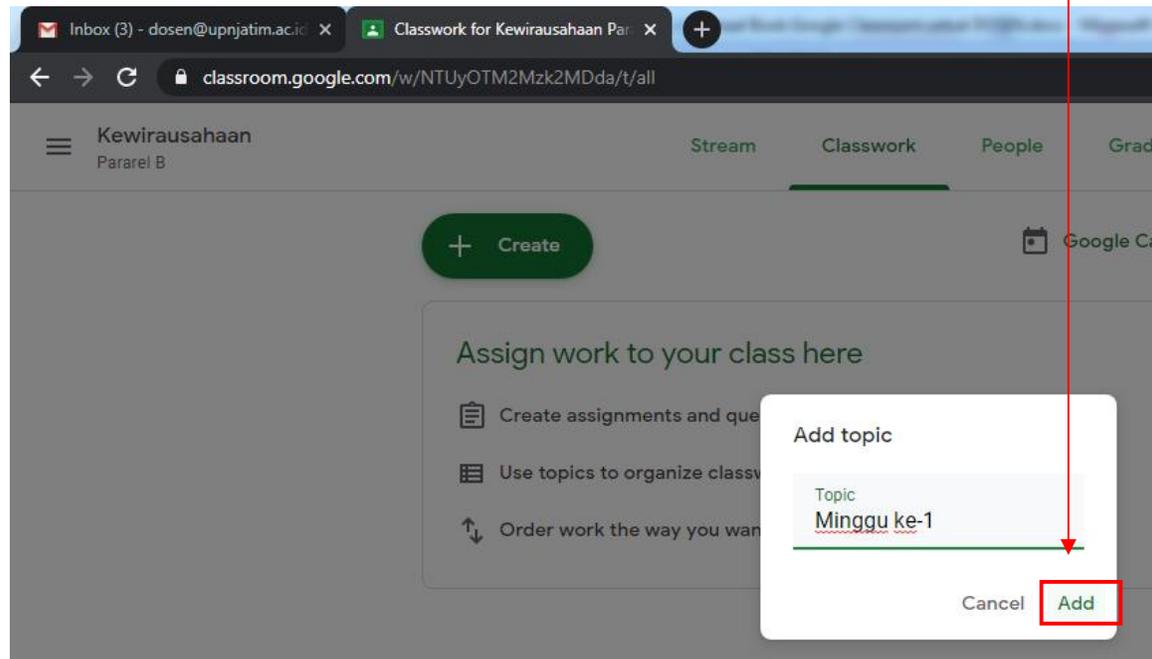


# Manual Book Google Classroom Untuk Dosen

2. Klik tombol **Create** untuk menambahkan Topik. Lalu Pilih **Topic**



3. Isikan nama Topiknya, kemudian Klik **Add**





# Manual Book Google Classroom Untuk Dosen

4. Berikut tampilan jika Topik berhasil dibuat.

The screenshot shows the Google Classroom interface for a course named 'Kewirausahaan' in 'Paralel B'. The 'Classwork' tab is selected. A green '+ Create' button is visible. On the left sidebar, 'All topics' is expanded to show 'Minggu ke-1'. The main content area displays the topic 'Minggu ke-1' with a vertical ellipsis menu on the right. Below the topic title, a note states: 'Students can only see topics with published posts'. At the top right, there are links for 'Google Calendar' and 'Class Drive folder'.

5. Ini adalah contoh tampilan ketika membuat 2 Topik. Dosen bisa membuat Topik sesuai kebutuhan masing-masing.

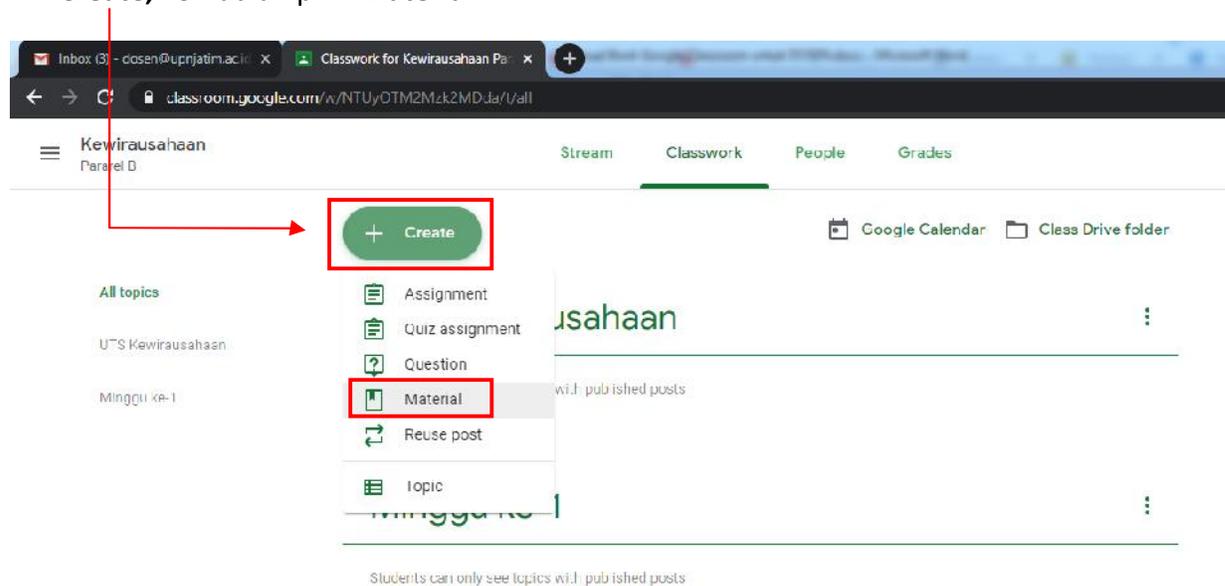
The screenshot shows the Google Classroom interface for the same course. The 'Classwork' tab is selected. The left sidebar shows 'All topics' expanded to list 'UTS Kewirausahaan' and 'Minggu ke-1'. The main content area displays two topics. The first topic is 'UTS Kewirausahaan' with a vertical ellipsis menu on the right. Below it, a note states: 'Students can only see topics with published posts'. The second topic is 'Minggu ke-1', also with a vertical ellipsis menu on the right and the same note below it. The '+ Create' button and 'Google Calendar'/'Class Drive folder' links are also visible.



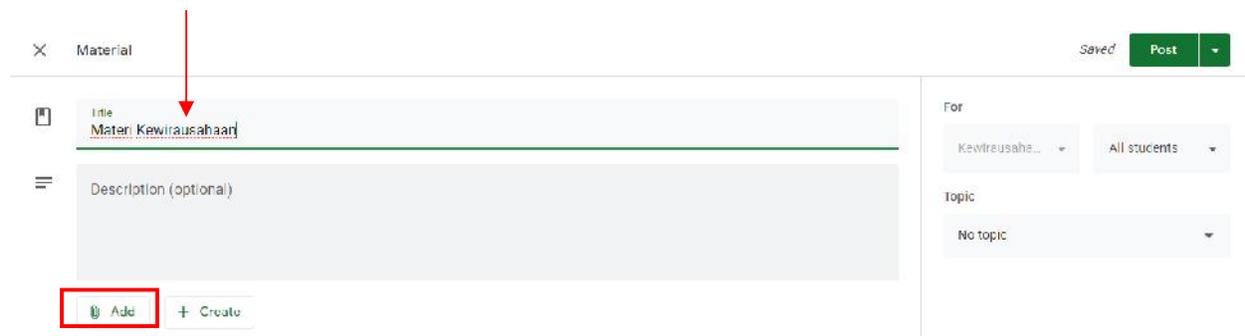
# Manual Book Google Classroom Untuk Dosen

## Cara Mengupload Materi di Google Classroom

### 1. Klik **Create**, kemudian pilih **Material**



### 2. Isikan **Judul/ Title**, masukkan materi dengan cara mengklik tombol **Add**





## Manual Book Google Classroom Untuk Dosen

3. Ada beberapa pilihan untuk menambahkan file. Bisa mengambil file melalui Google Drive, memasukkan Link, upload File dan dengan cara memasukkan link Youtube.

The screenshot shows the 'Material' creation interface in Google Classroom. The title is 'Materi Kewirausahaan'. The 'Add' menu is open, showing options: Google Drive, Link, File, and YouTube. The 'For' dropdown is set to 'Kewirausaha...' and 'All students'. The 'Topic' dropdown is set to 'No topic'. The 'Save' and 'Post' buttons are visible in the top right corner.

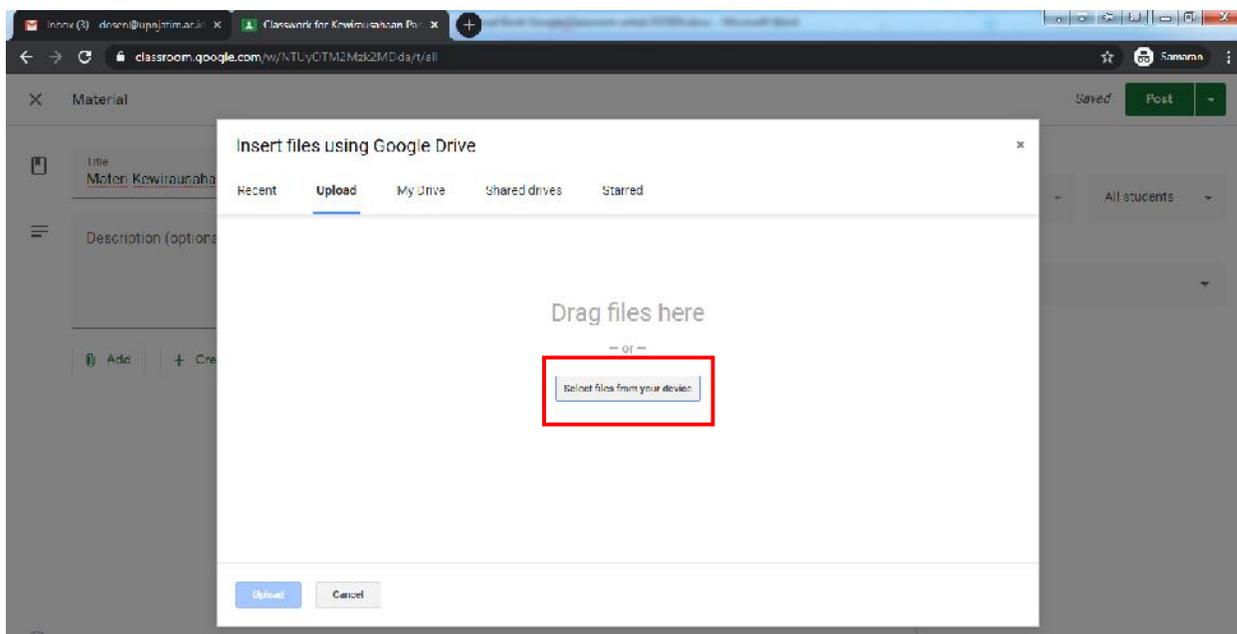
4. Berikut ini adalah contoh menambahkan file materi yang sering digunakan oleh dosen, yaitu dengan cara upload File. Klik **Add** -> Pilih **File**

This screenshot is identical to the previous one, but the 'File' option in the 'Add' menu is highlighted, indicating the selection process. The rest of the interface, including the title 'Materi Kewirausahaan', the 'For' dropdown, and the 'Topic' dropdown, remains the same.

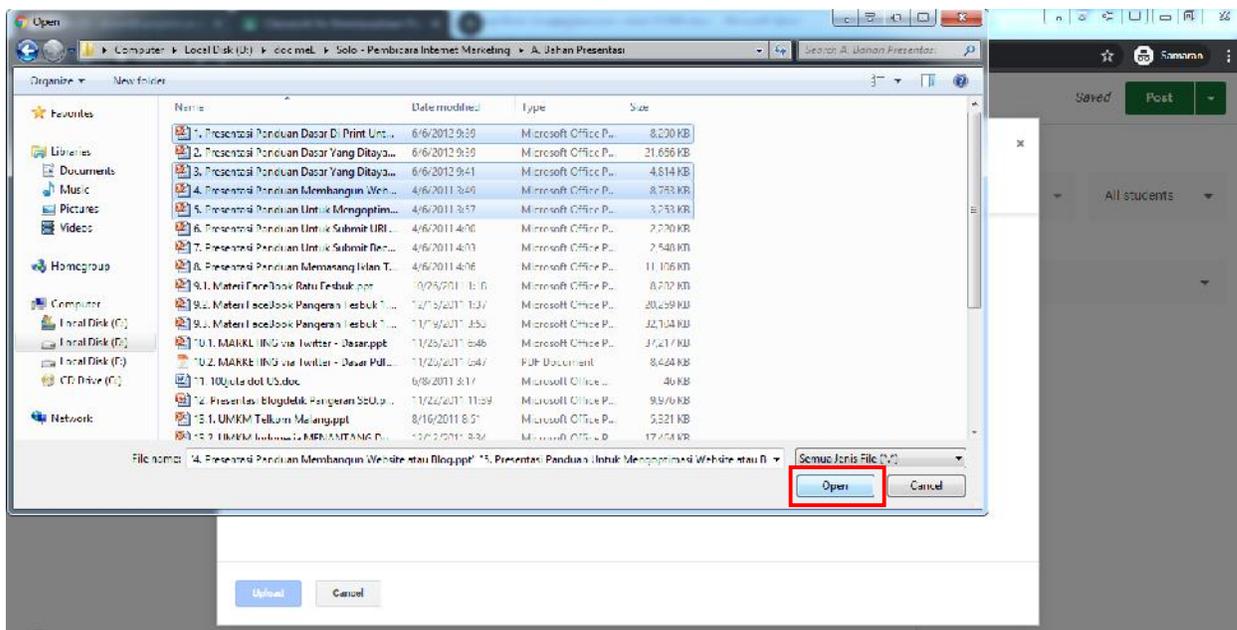


# Manual Book Google Classroom Untuk Dosen

## 5. Klik Select files from your device



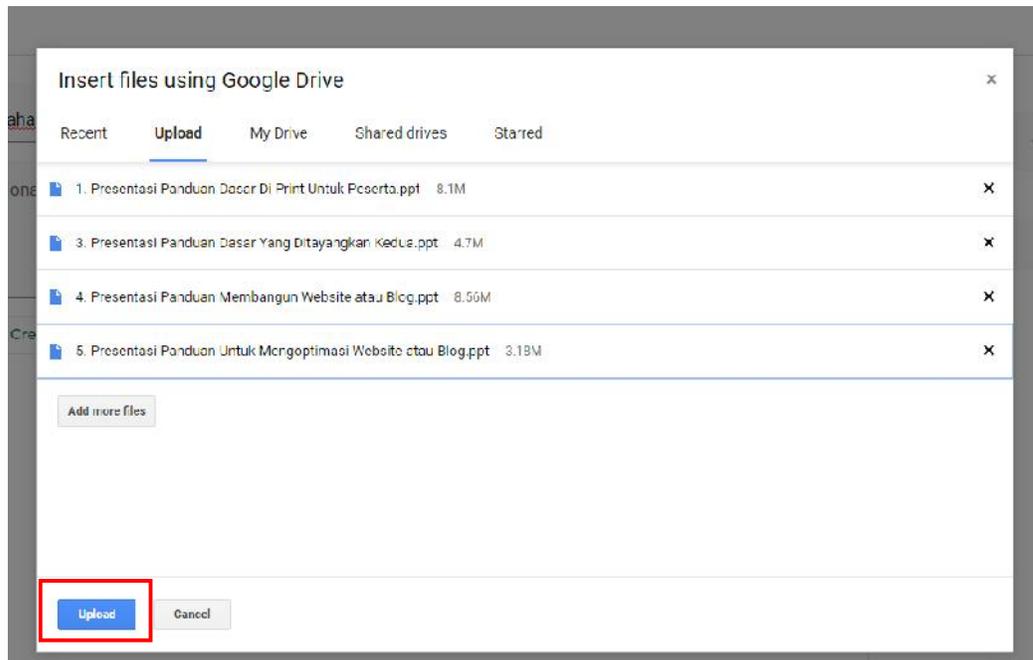
## 6. Pilih Materi di local komputer atau laptop Anda, Klik **Open**



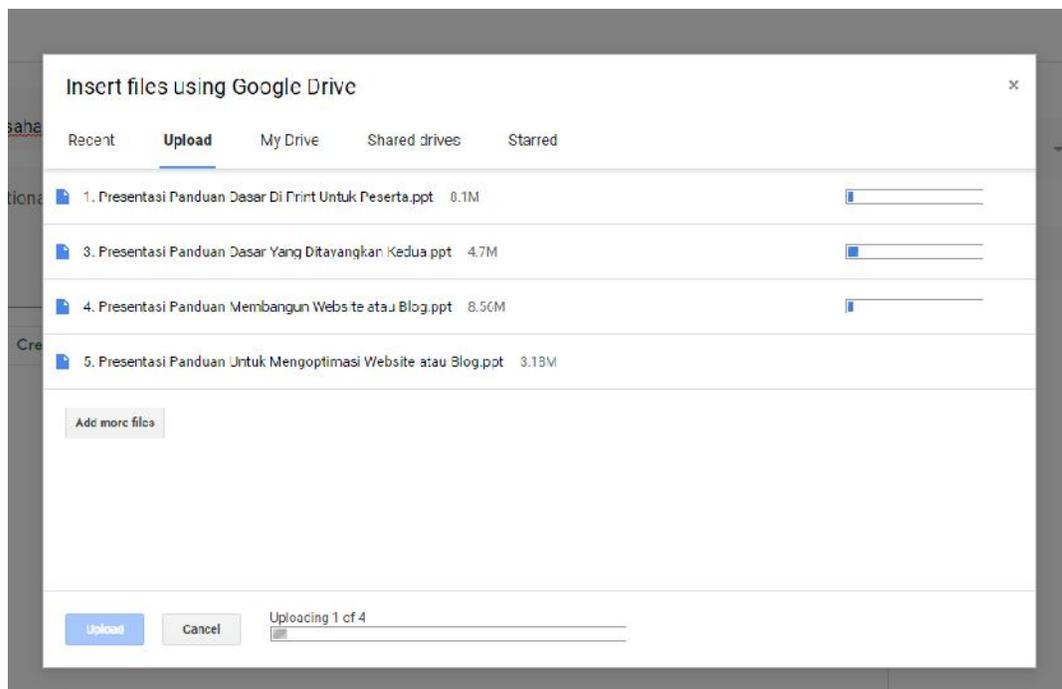


# Manual Book Google Classroom Untuk Dosen

## 7. Klik Upload



## 8. Tunggu sampai proses upload selesai.





# Manual Book Google Classroom Untuk Dosen

9. Materi berhasil di upload, selanjutnya pilih Topic. Misal materi ini mau dimasukkan ke dalam **Topic Minggu ke-1**

The screenshot shows the 'Material' page in Google Classroom. The title is 'Materi Kewirausahaan'. There are five uploaded PowerPoint files listed: '1. Presentasi Panduan Dasar Di Print Untuk Peserta.ppt', '3. Presentasi Panduan Dasar Yang Ditayangkan Kedua.ppt', '4. Presentasi Panduan Membangun Website atau Blog.ppt', and '5. Presentasi Panduan Untuk Mengoptimasi Website atau Blog.ppt'. On the right side, the 'Topic' dropdown menu is open, showing options: 'No topic', 'Create topic', 'Minggu ke-1', and 'UIS Kewirausahaan'. The 'Minggu ke-1' option is highlighted. At the top right, there are 'Saved' and 'Post' buttons.

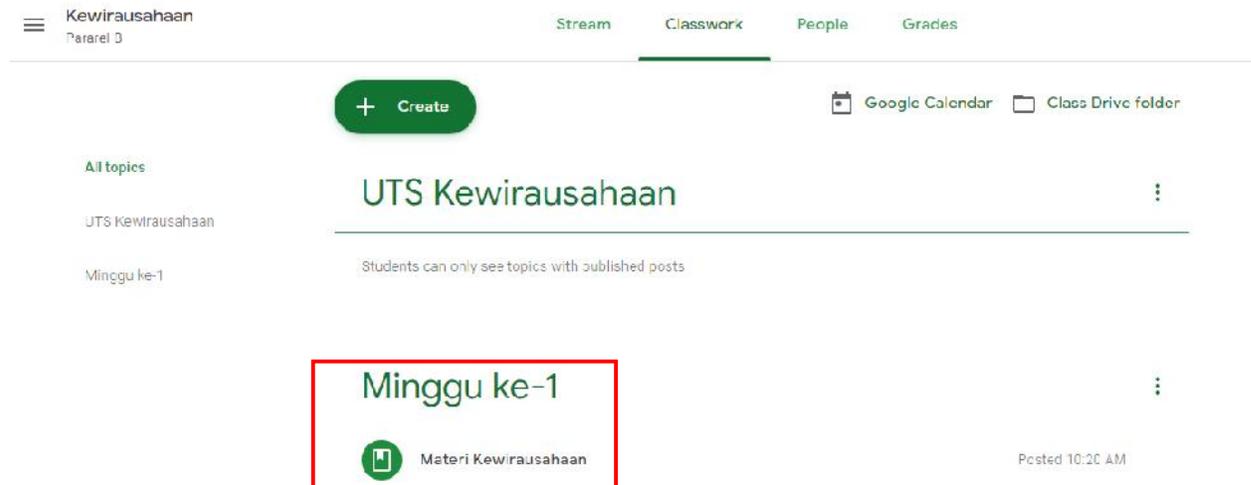
10. Materi berhasil di upload, kemudian klik **Post**

This screenshot is identical to the previous one, but the 'Post' button at the top right is highlighted with a red box. A red arrow points from the word 'Post' in the text above to this button. The 'Topic' dropdown menu is now closed, and 'No topic' is selected.

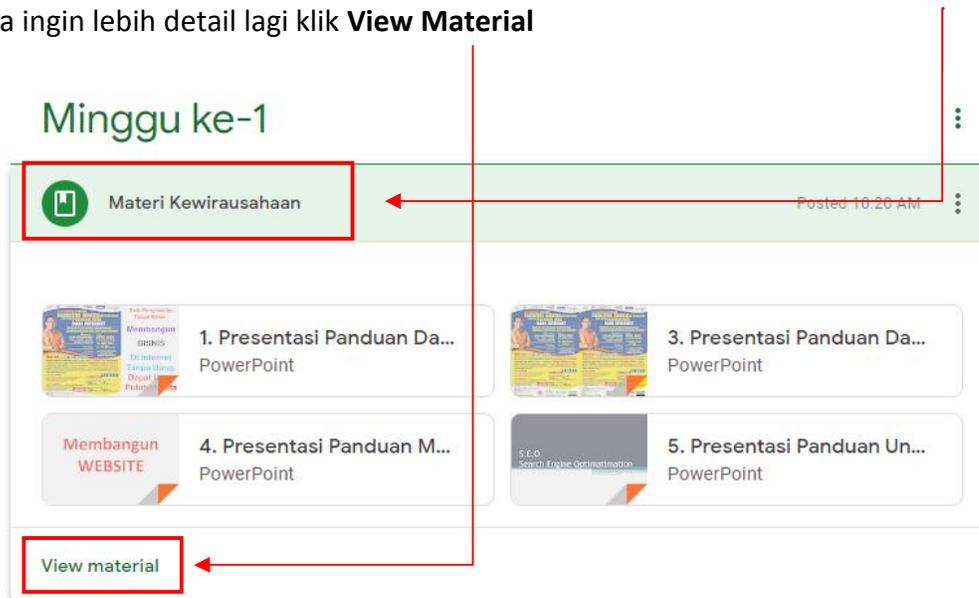


# Manual Book Google Classroom Untuk Dosen

11. Berikut adalah tampilan ketika materi berhasil diupload. Dan sesuai dengan topic yang dipilih. Materi Kewirausahaan ini masuk ke dalam Topic Minggu ke-1.



12. Untuk melihat detail materi yang telah di upload klik pada Menu **Materi Kewirausahaan**.  
Jika ingin lebih detail lagi klik **View Material**



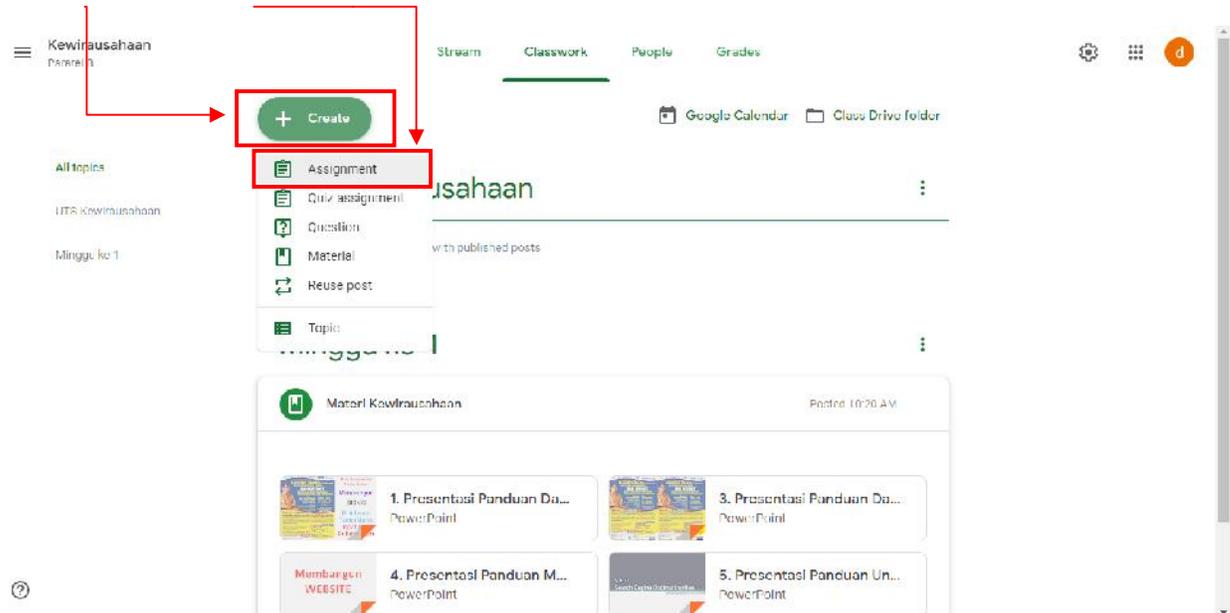
13. Perlu diketahui bahwa materi yang telah di upload di Google Classroom ini tidak dapat didownload oleh Mahasiswa. Mahasiswa hanya bisa mengakses materi ketika membuka Google Classroom. Jika dosen ingin Menshare Materi agar bisa didownload oleh Mahasiswa. Bisa menggunakan Google Drive. Kemudian Share link Google Drive Ke Mahasiswa.



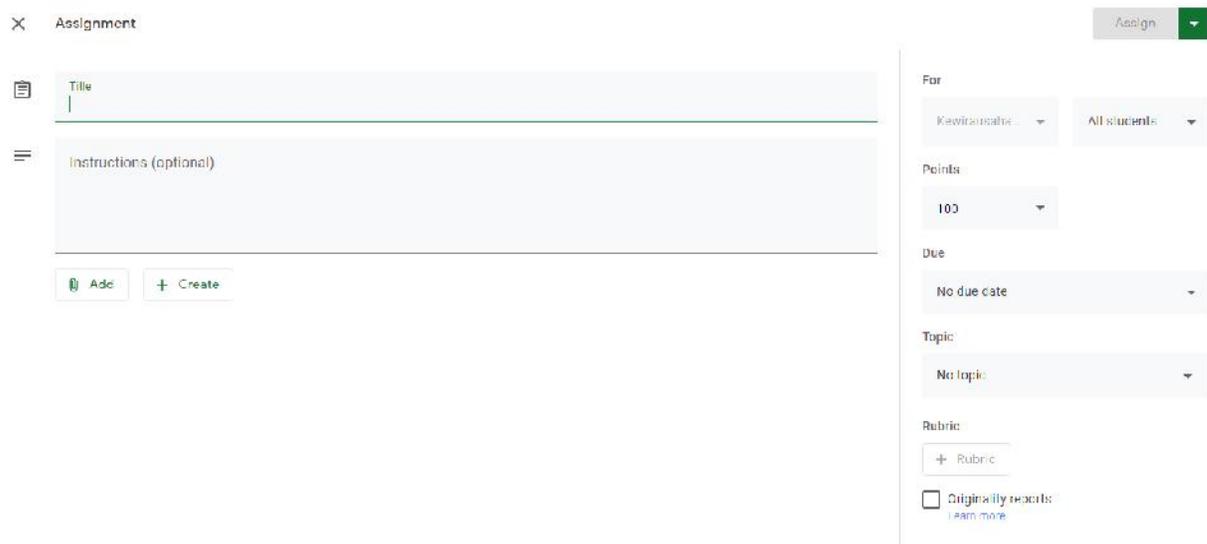
# Manual Book Google Classroom Untuk Dosen

## Cara Membuat Tugas menggunakan Google Classroom

### 1. Klik Create, Pilih Assignment.



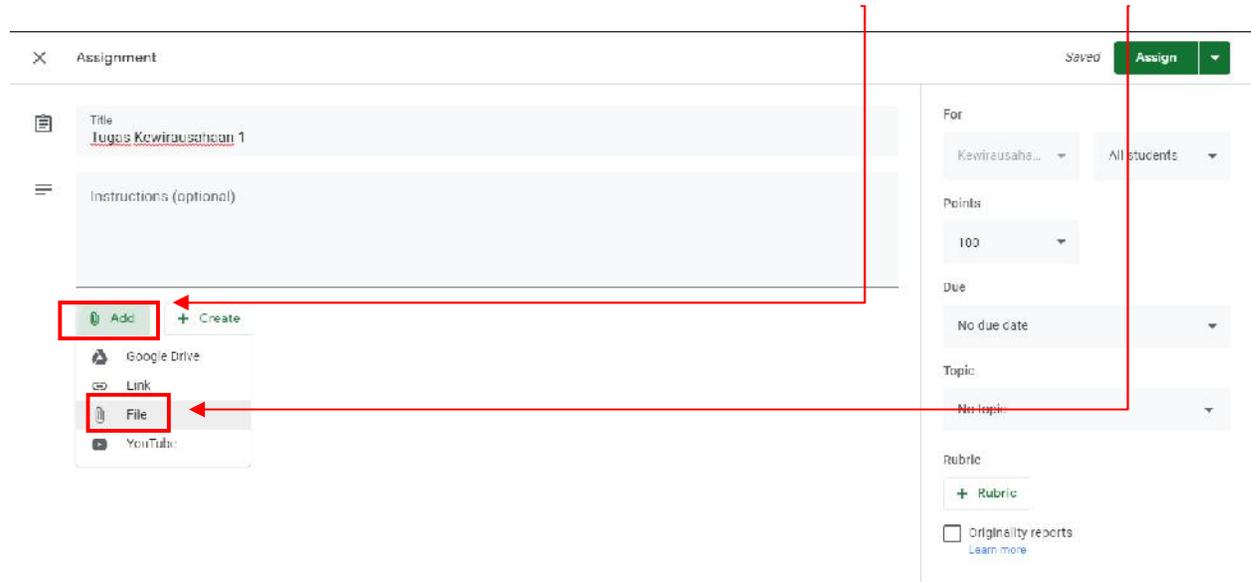
### 2. Isikan Tittle, untuk Instructions boleh kosong. Atau jika ingin menuliskan pertanyaan tugasnya di kolom instruksi juga bisa.



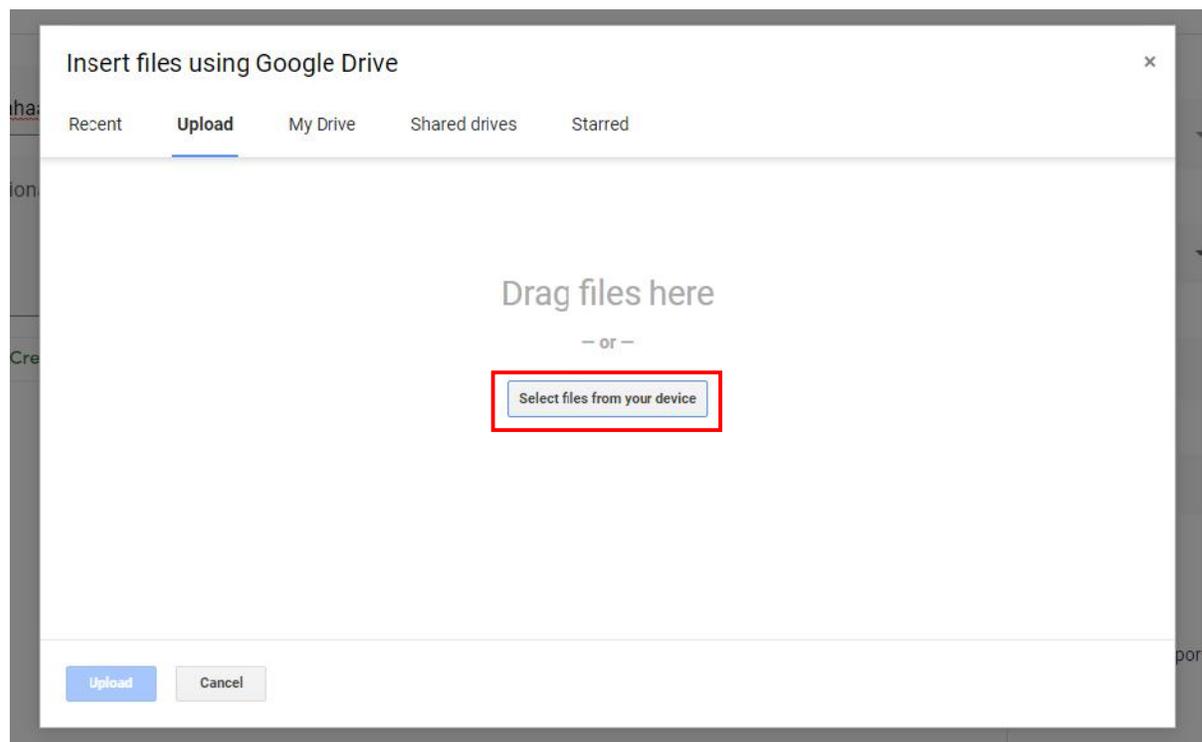


## Manual Book Google Classroom Untuk Dosen

- Selanjutnya jika ingin mengupload soalnya bisa dengan cara klik **Add**, kemudian pilih **File**.



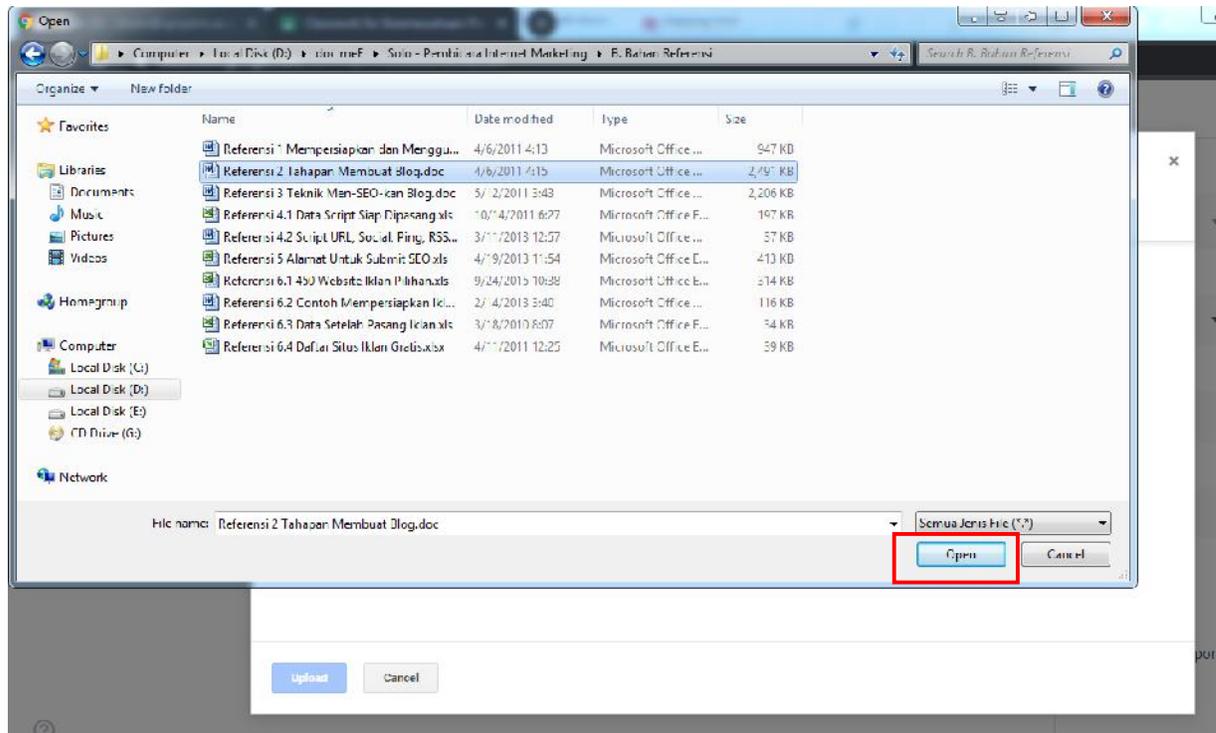
- Klik **Select files from your device**



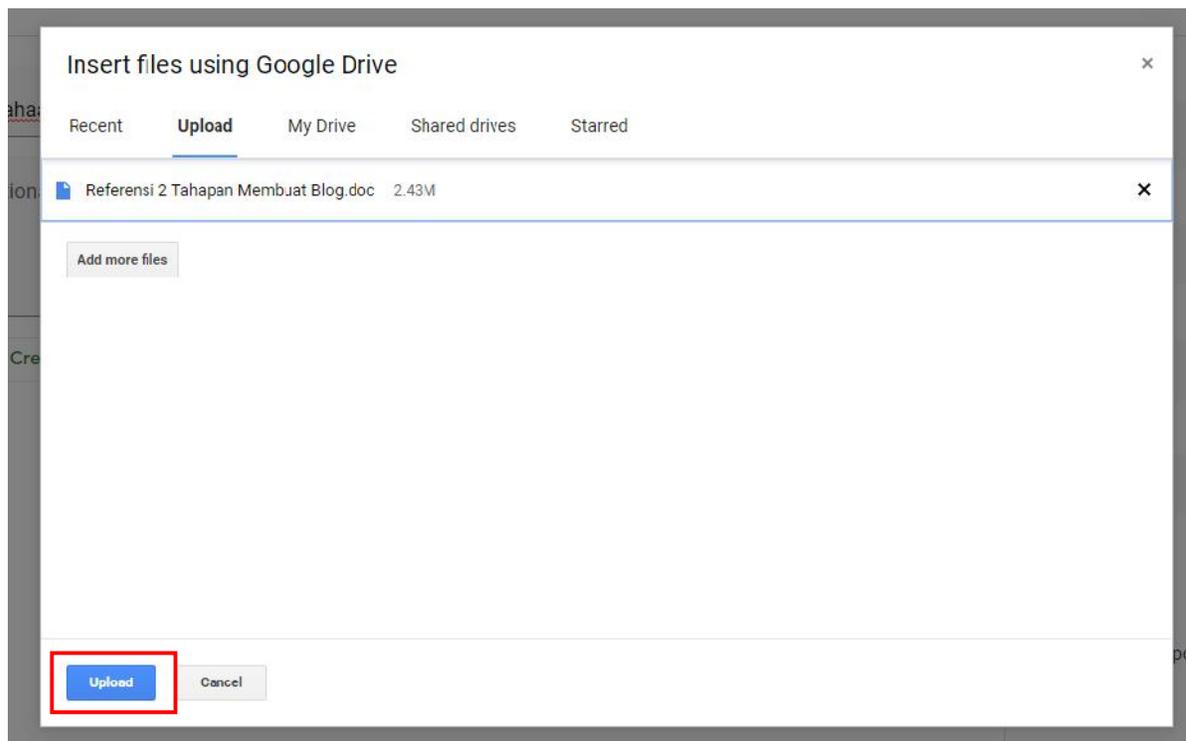


## Manual Book Google Classroom Untuk Dosen

- Pilih file soal Tugas pada local komputer atau laptop Anda, kemudian klik **Open**



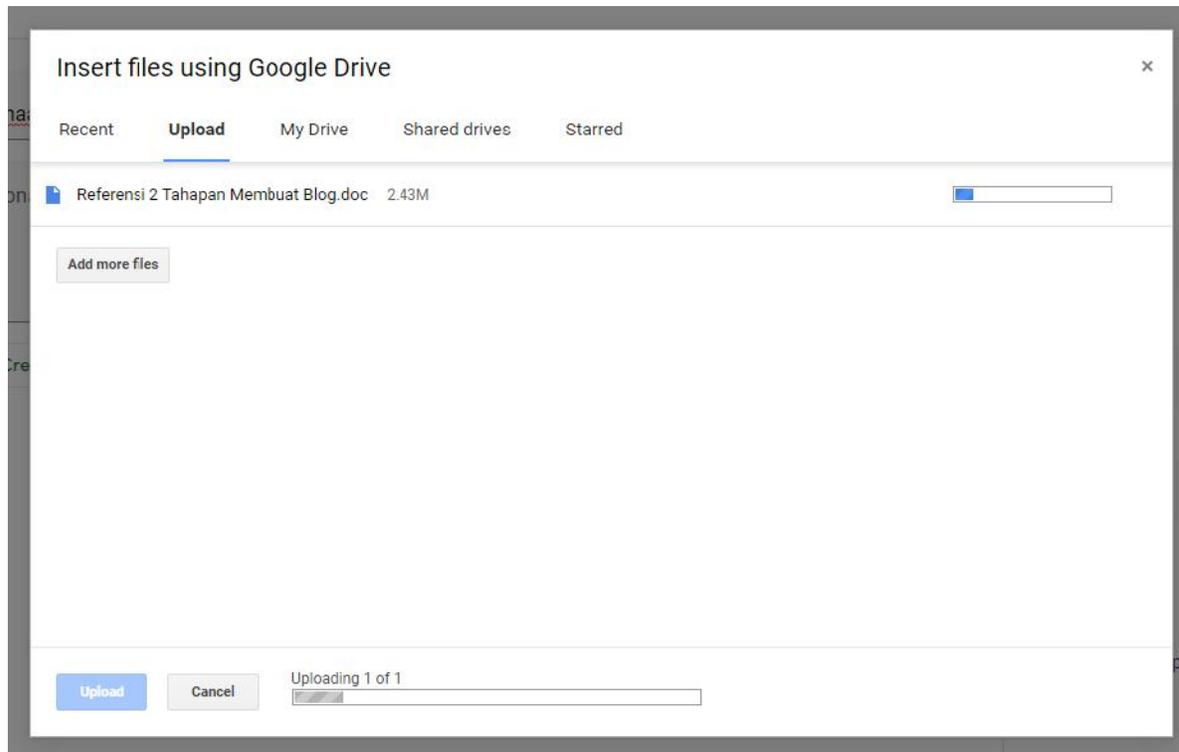
- Klik **Upload**



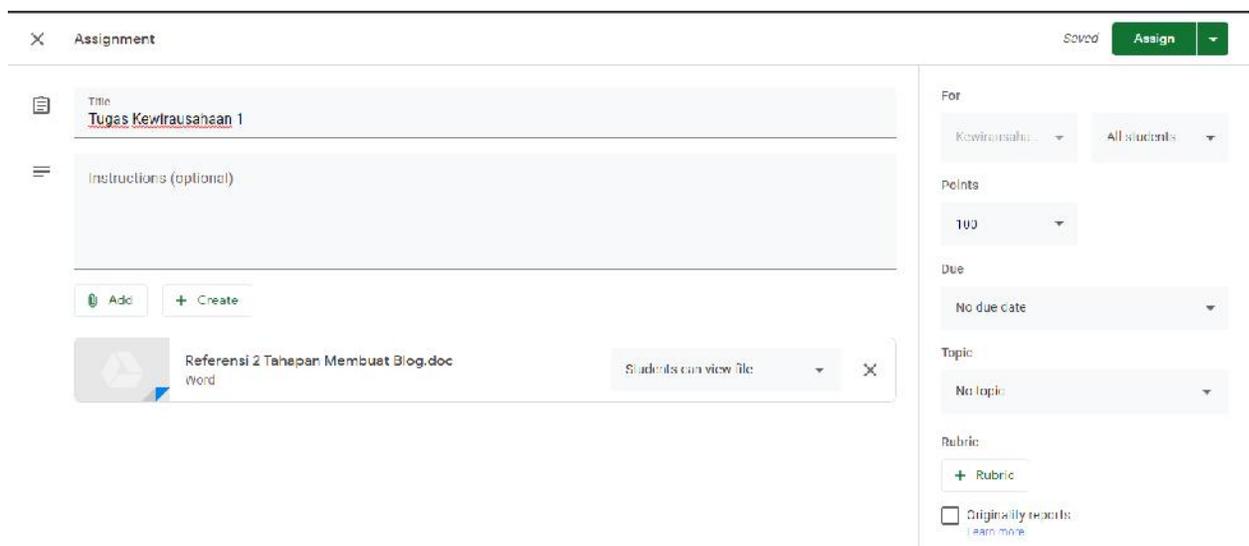


## Manual Book Google Classroom Untuk Dosen

7. Tunggu proses upload sampai selesai



8. Berikut ini adalah tampilan jika file berhasil di upload. Selain upload file, dosen juga bisa menambahkan file tugas dari google drive, link, youtube, dll. Jika dosen belum memiliki file soal untuk diupload. Dosen juga bisa membuat soal melalui menu **Create**.





## Manual Book Google Classroom Untuk Dosen

9. Berikut ini pilihan jika mau membuat soal melalui Google Classroom. Dosen bisa menambahkan dokumen, slides, excel, gambar maupun form. Semua bisa menyesuaikan dengan kebutuhan.

The screenshot shows the 'Assignment' creation page in Google Classroom. The title is 'Tugas Kewirausahaan 1'. The 'Add' button is highlighted, and a dropdown menu is open, showing options: Docs, Slides, Sheets, Drawings, and Forms. A file named 'Membuat Blog.doc' is being added to the assignment. The right sidebar shows settings for the assignment, including 'For' (Kewirausaha...), 'Points' (100), 'Due' (No due date), and 'Topic' (No topic).

10. Setelah mengupload file ataupun membuat file soal Tugas, pilih Topic. Misal pilih Topic **Minggu ke 1.**

The screenshot shows the 'Assignment' creation page in Google Classroom. The title is 'Tugas Kewirausahaan 1'. The 'Add' button is highlighted, and a dropdown menu is open, showing options: Docs, Slides, Sheets, Drawings, and Forms. A file named 'Referensi 2 Tahapan Membuat Blog.doc' is being added to the assignment. The right sidebar shows settings for the assignment, including 'For' (Kewirausaha...), 'Points' (100), 'Due' (No due date), and 'Topic' (No topic). The 'Topic' dropdown menu is open, and 'Minggu ke-1' is selected and highlighted with a red box. A red arrow points from the text 'Minggu ke 1.' in the previous block to this selection.



# Manual Book Google Classroom Untuk Dosen

11. Kemudian pilih tanggal terakhir mahasiswa mengumpulkan tugas (Due Date). Contoh : Pilih tanggal 31.

The screenshot shows the 'Assignment' creation page in Google Classroom. The title is 'Tugas Kewirausahaan 1'. The instructions field is empty. A file named 'Referensi 2 Tahapan Membuat Blog.doc' is attached. On the right side, the 'Due' section is highlighted with a red box, showing a calendar for March 2020 with the 31st selected.

Assignment

Saved Assign

Title  
Tugas Kewirausahaan 1

Instructions (optional)

Add + Create

Referensi 2 Tahapan Membuat Blog.doc  
Word Students can view file

Due

Due date & time

Mar 25, 2020

March 2020

S	M	T	W	T	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

12. Kemudian isikan waktunya.

The screenshot shows the 'Assignment' creation page in Google Classroom, similar to the previous one. The 'Due' section is highlighted with a red box, showing the time selection interface with '11:59 PM' selected.

Assignment

Saved Assign

Title  
Tugas Kewirausahaan 1

Instructions (optional)

Add + Create

Referensi 2 Tahapan Membuat Blog.doc  
Word Students can view file

Due

Due date & time

Mar 31, 2020

11:59 PM

Originality reports  
Learn more



## Manual Book Google Classroom Untuk Dosen

13. Jika Tugas tidak ingin dilihat oleh mahasiswa. Klik panah segitiga kebawah sebelah kanan tombol **Assign**.

The screenshot shows the Google Classroom assignment creation interface. On the left, there is a form with a title field containing "Tugas Kewirausahaan 1", an "Instructions (optional)" field, and a file upload section with a file named "Referensi 2 Tahapan Membuat Blog.doc" (Word) and a permission dropdown set to "Students can view file". On the right, there is a settings panel with fields for "For" (Kewirausaha...), "All students", "Points" (100), "Due" (Tue, Mar 31, 11:59 PM), "Topic" (Minggu ke-1), "Rubric" (+ Rubric), and "Originality reports" (unchecked). The "Assign" button is highlighted in green, and a dropdown arrow is visible next to it.

14. Klik **Save draft**. Dosen juga bisa membuat schedule kapan Tugas ini bisa dilihat oleh mahasiswa dengan cara mengklik menu **Schedule**.

This screenshot is similar to the previous one, but the "Assign" button is now greyed out. A dropdown menu is open, showing options: "Assign", "Schedule", "Save draft" (highlighted with a red box), and "Discard draft". The rest of the interface, including the title "Tugas Kewirausahaan 1", the "Instructions (optional)" field, the file upload section, and the settings panel on the right, remains the same.



# Manual Book Google Classroom Untuk Dosen

15. Jika Tugas ingin langsung bisa dilihat oleh mahasiswa klik menu tanda titik tiga kebawah, kemudian klik **Edit**

The screenshot shows the Google Classroom interface for a class named 'Kewirausahaan' (Entrepreneurship). The 'Classwork' tab is selected. Under the heading 'Minggu ke-1', there is an assignment titled 'Tugas Kewirausahaan 1'. A context menu is open over this assignment, showing options: 'Edit', 'Delete', 'Move up', and 'Move down'. Below the assignment, there are five PowerPoint presentations listed as '1. Presentasi Panduan Da...', '3. Presentasi Panduan us...', '4. Presentasi Panduan M...', and '5. Presentasi Panduan Un...'. A 'View material' button is visible at the bottom of the assignment card.

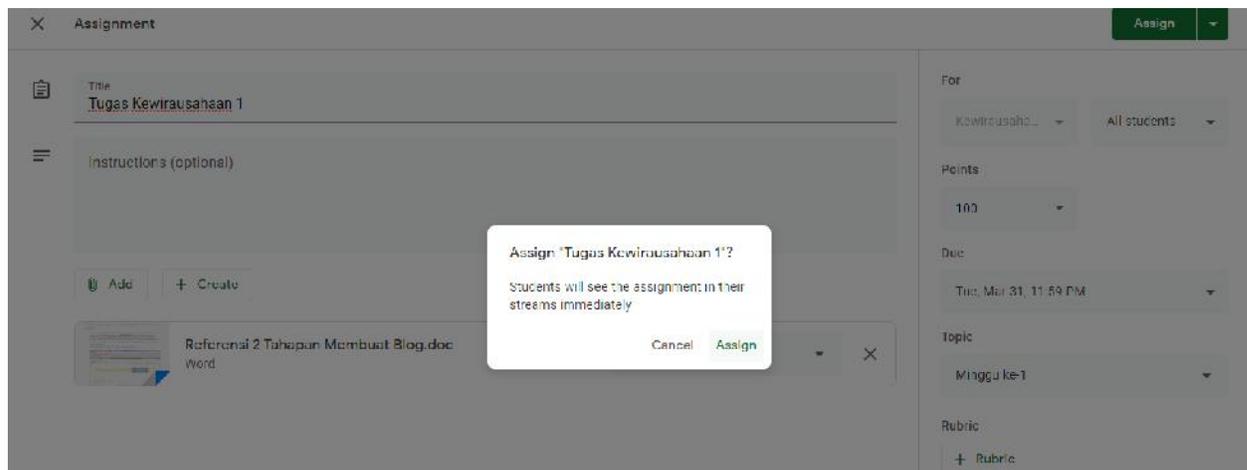
16. Klik **Assign** pada pojok kanan atas halaman

The screenshot shows the 'Assignment' creation form in Google Classroom. The title is 'Tugas Kewirausahaan 1'. The 'For' field is set to 'Kewirausaha...' and 'All students'. The 'Points' field is set to '100'. The 'Due' date is 'Tue, Mar 31, 11:59 PM'. The 'Topic' is 'Minggu ke-1'. There is a 'Rubric' section with a '+ Rubric' button. At the bottom, there is a checkbox for 'Originality checks' with a 'Learn more' link. A file named 'Referensi 2 Tahapan Membuat Blog.doc' is attached to the assignment, with the permission 'Students can view file'.

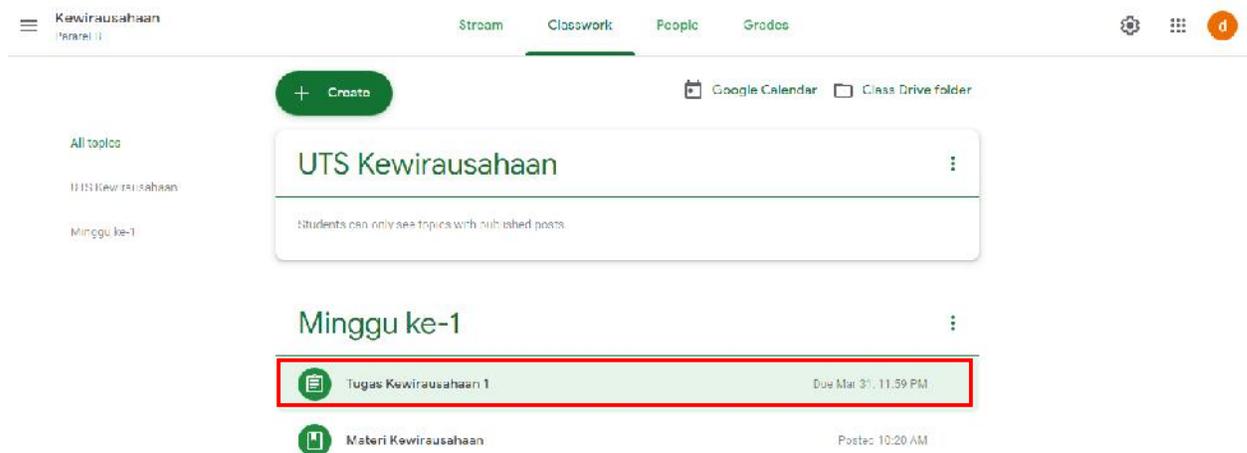


# Manual Book Google Classroom Untuk Dosen

## 17. Klik Assign



## 18. Tugas Kewirausahaan Berhasil dibuat. untuk melihat detailnya klik mana menu **Tugas Kewirausahaan 1**





# Manual Book Google Classroom Untuk Dosen

19. Tampilan akan menjadi seperti dibawah ini. Jika ingin melihat lebih detail lagi klik **View Assigment**

The screenshot shows the Google Classroom interface for a course named 'Kewirausahaan Pararel B'. The main heading is 'UTS Kewirausahaan'. Below it, there is a section for 'Minggu ke-1'. A specific assignment titled 'Tugas Kewirausahaan 1' is displayed, with a due date of 'Due Mar 31, 11:59 PM' and a post time of 'Posted 11:23 AM'. The assignment details include 'Referensi 2 Tahapan Mem... Word'. On the right side, there are two circular progress indicators: 'Turned in' and 'Assigned', both showing '0'. At the bottom of the assignment card, a 'View assignment' button is highlighted with a red rectangular box.

20. Berikut adalah tampilan detail **Tugas Kewirausahaan 1**

The screenshot shows the detailed view of the 'Tugas Kewirausahaan 1' assignment. At the top, there are tabs for 'Instructions' and 'Student work', with 'Student work' being the active tab. Below the tabs, there is a 'Return' button, an envelope icon, and a '100 points' indicator. On the left side, there is a section for 'All students' with a checkmark and a 'Sort by status' dropdown menu. On the right side, the assignment title 'Tugas Kewirausahaan 1' is displayed, along with two circular progress indicators: 'Turned in' and 'Assigned', both showing '0'. Below these indicators, there is an 'All' label and a folder icon.



# Manual Book Google Classroom Untuk Dosen

## Cara Mengecek dan Menilai Tugas dari Mahasiswa

### 1. Pilih menu **Classwork**

The screenshot shows the Google Classroom interface for a class named 'Kewirausahaan Pararel B'. The 'Classwork' menu is highlighted with a red box. Below the header, there is a green banner with the class name and code 't4ausng'. A notification for an upcoming assignment is visible, due on Tuesday at 11:59 PM. A post from 'doon upnjatim' is also shown, titled 'Tugas Kewirausahaan 1'.

### 2. Klik Menu **Tugas Kewirausahaan 1**

The screenshot shows the 'Classwork' section of the Google Classroom interface. The 'Tugas Kewirausahaan 1' assignment is highlighted with a red box. The assignment is due on Mar 31, 11:59 PM. Below it, there is a post titled 'Materi Kewirausahaan' edited on Mar 24.



# Manual Book Google Classroom Untuk Dosen

### 3. Klik **View Assigment.**

The screenshot shows the Google Classroom interface for a course named 'Kewirausahaan' (Entrepreneurship) in 'Paralel B'. The main heading is 'UTS Kewirausahaan'. Below it, there's a section for 'Minggu ke-1' (Week 1). An assignment titled 'Tugas Kewirausahaan 1' is displayed, posted on Mar 24. The assignment text says: 'Berikut ini adalah notifikasi jika sudah ada 1 mahasiswa yang mengumpulkan Tugas' (The following is a notification if there is already 1 student who has submitted the assignment). To the right of the text, there are two counters: '1 Turned in' and '0 Assigned'. Below the text, there is a preview of a document titled 'Referensi 2 Tahapan Mem... Word'. At the bottom of the assignment card, a button labeled 'View assignment' is highlighted with a red box.

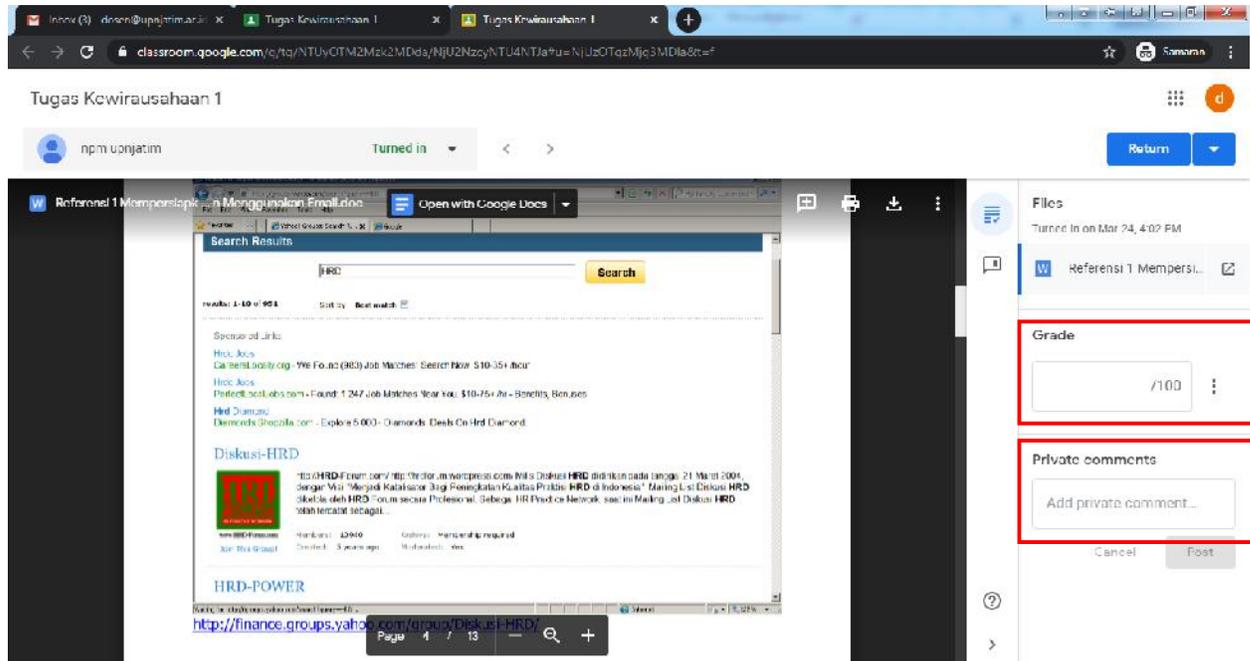
### 4. Berikut adalah tampilan dari pekerjaan Mahasiswa (Jawaban dari Mahasiswa). Untuk mengecek Jawaban dari Mahasiswa klik **file Jawaban Mahasiswa**

The screenshot shows the 'Student work' view of the 'Tugas Kewirausahaan 1' assignment. The top navigation bar includes 'Instructions' and 'Student work'. Below the navigation, there are controls for 'Return', '100 points', and a list of students. The list shows 'All students' and a specific student 'npm upnjatim' with a score of '\_\_\_/100'. On the right side, the assignment details are shown, including the '1 Turned in' and '0 Assigned' counters. Below these, there is a dropdown menu set to 'All'. A red arrow points from the text 'klik file Jawaban Mahasiswa' to the 'All' dropdown. Below the dropdown, a submission card for 'npm upnjatim' is highlighted with a red box. The submission card shows a preview of a document titled 'Referensi 1 Mempersi... Turned in'.

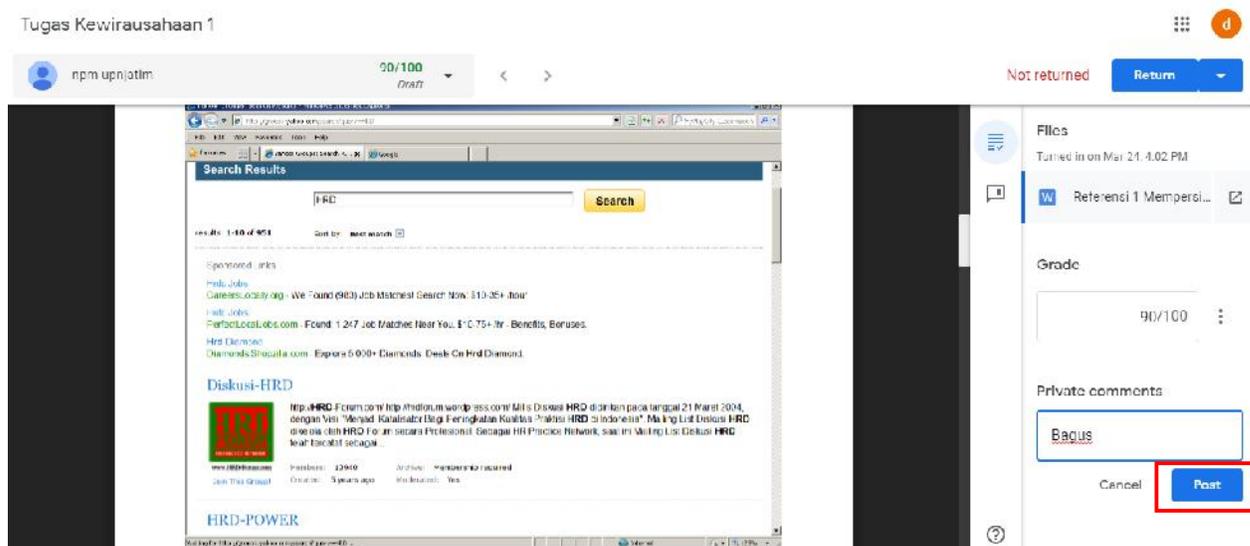


# Manual Book Google Classroom Untuk Dosen

- Berikut merupakan lembar jawaban dari Mahasiswa. Dosen bisa mengecek Jawaban Mahasiswa dan langsung memberikan nilai pada halaman ini. Untuk memberikan nilai langsung saja klik pada kolom **Grade**, kemudian isikan nilainya. Selain memberikan nilai, Dosen juga bisa memberikan komentar pada Tugas Mahasiswa dengan mengetikkan komentar pada kolom **Private Comments**



- Setelah selesai memberikan nilai dan komentar. **Klik Post**





## Manual Book Google Classroom Untuk Dosen

7. Proses pengecekan Tugas dari Mahasiswa dan proses penilaian Tugas, Selesai. Berikut adalah tampilan saat Dosen sudah memberikan nilai kepada Tugas Mahasiswa.

The screenshot displays the Google Classroom interface for a course named 'Kewirausahaan Pararel B'. The 'Student work' tab is active. At the top, there is a 'Return' button, an envelope icon, and a '100 points' dropdown menu. Below this, the 'All students' section is visible, with a 'Sort by status' dropdown. Underneath, the 'Turned in' section shows a list of student submissions. One submission is highlighted with a red box: a student named 'npm upnjatim' with the name 'Bagus' has submitted a 'Draft' with a score of '90'. To the right, the task details for 'Tugas Kewirausahaan 1' are shown, indicating that 1 student has turned in work and 0 have been assigned. Below this, a preview of the student's submission is visible, showing a document titled 'Referensi 1 Mempersi...' and the status 'Turned in'.



# Manual Book Google Classroom Untuk Dosen

## Cara Membuat Kuis atau Ujian Online Menggunakan Google Classroom

### A. Membuat Kuis atau Ujian Online Menggunakan Google Form

#### 1. Klik Classwork

The screenshot shows the Google Classroom interface for a class named 'Kewirausahaan Pararel B'. The 'Classwork' tab is highlighted with a red box. The main content area displays a green header with the class name and code '14a1shg'. Below this, there is a 'Share something with your class...' section and a list of recent posts, including an assignment titled 'Tugas Kewirausahaan 1' and a material titled 'Materi Kewirausahaan'.

#### 2. Klik Create

The screenshot shows the Google Classroom interface for the same class. The 'Create' button is highlighted with a red box. The interface displays a list of topics, including 'UTS Kewirausahaan' and 'Minggu ke-1'. Below the topics, there is a list of assignments and materials, including 'Tugas Kewirausahaan 1' and 'Materi Kewirausahaan'.



# Manual Book Google Classroom Untuk Dosen

## 3. Pilih Quiz Assigment

The screenshot shows the Google Classroom interface for a course titled 'Kewirausahaan' (Entrepreneurship). The 'Classwork' tab is selected. A green '+ Create' button is visible, and a dropdown menu is open, showing options: Assignment, Quiz assignment (highlighted with a red box), Question, Material, Reuse post, and Topic. Below the menu, there are two items listed: 'Tugas Kewirausahaan 1' with a due date of 'Due Mar 31, 11:59 PM' and 'Materi Kewirausahaan' with an edit date of 'Edited Mar 24'.

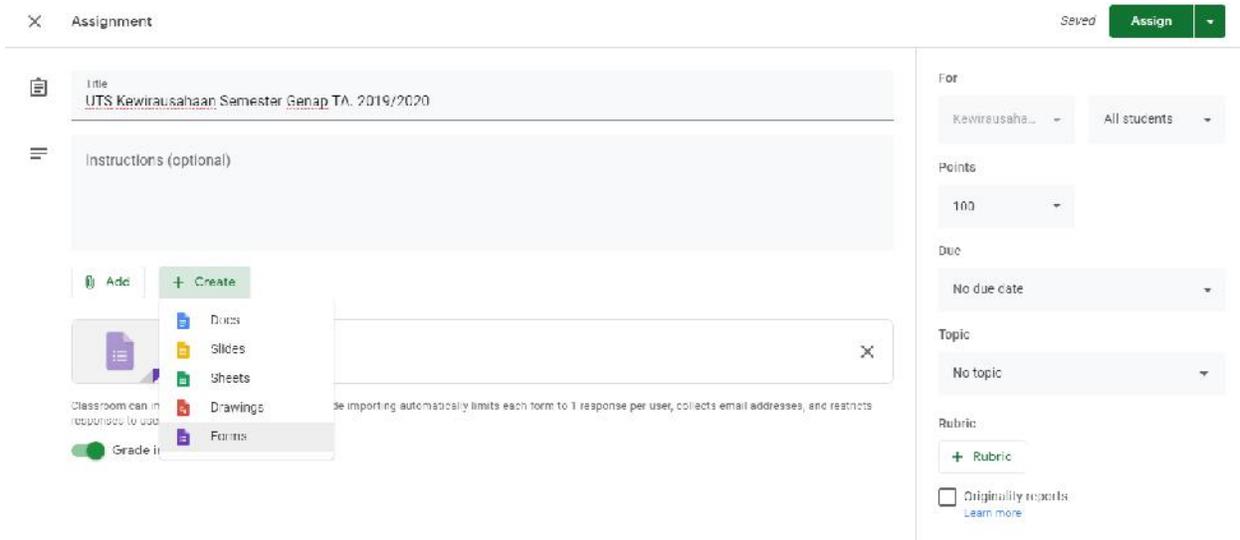
## 4. Tuliskan Judul Kuis atau Ujian Online pada Kolom **Title**. Kolom Instructions boleh di isi, boleh tidak (Optional)

The screenshot shows the 'Assignment' creation form in Google Classroom. The form has a title field, an 'Instructions (optional)' field, and a 'Grade Importing' section. The 'Title' field is currently empty. The 'Instructions (optional)' field is also empty. The 'Grade Importing' section shows a 'Blank Quiz' from Google Forms. On the right side, there are settings for 'For' (Kewirausaha...), 'All students', 'Points' (100), 'Due' (No due date), 'Topic' (No topic), and 'Rubric' (+ Rubric). There is also a checkbox for 'Originally reports'.

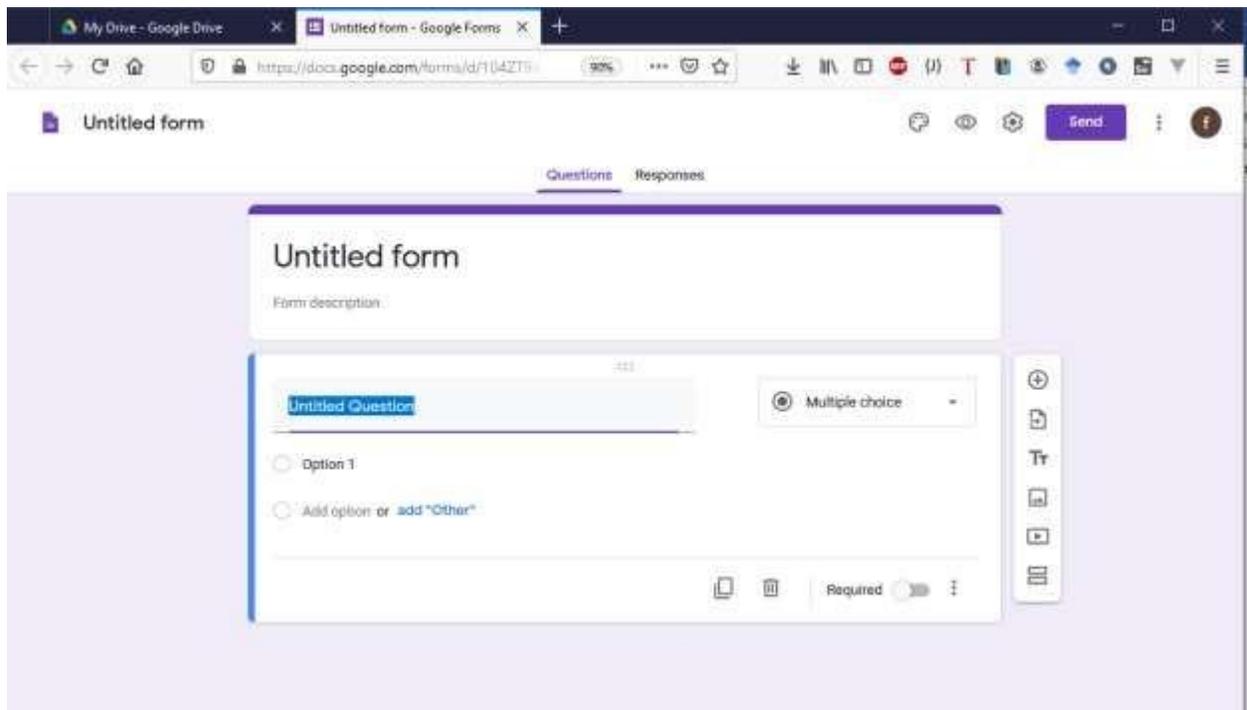


# Manual Book Google Classroom Untuk Dosen

5. Klik Tombol **+ Create** , Pilih **Forms**



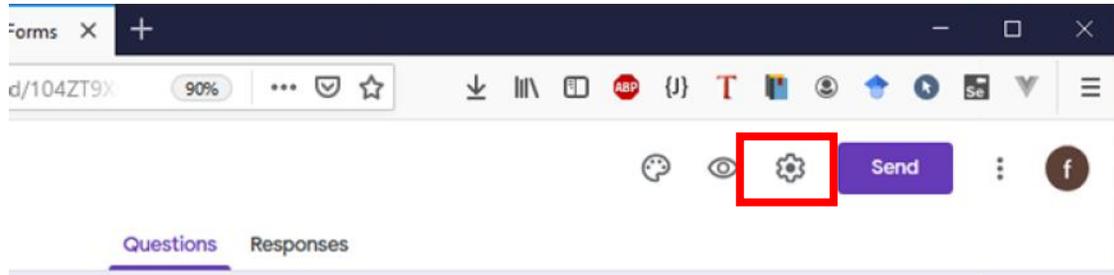
6. Selanjutnya Google akan secara otomatis membuat halaman (tab) baru di browser seperti pada gambar berikut ini :



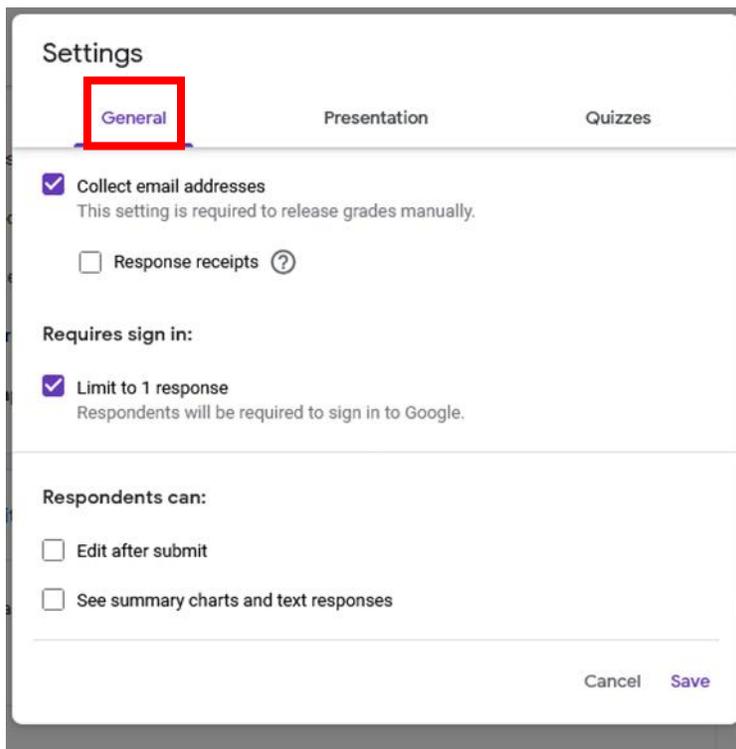


## Manual Book Google Classroom Untuk Dosen

- Langkah selanjutnya adalah mengatur Google Form menjadi Form Ujian. Pilih dan klik tombol  dibawah ini.



- Kemudian atur dengan memberikan centang di menu tab **General**





## Manual Book Google Classroom Untuk Dosen

9. Pilih Tab **Quizzes** dan atur dengan memberikan centang pada pilihan yang ada kemudian klik tombol **Save** seperti yang terlihat pada gambar berikut :

Settings

General Presentation **Quizzes**

**Make this a quiz**  
Assign point values to questions and allow auto-grading.

**Quiz options**

**Release grade:**

Immediately after each submission

**Later, after manual review**  
Turns on email collection

**Respondent can see:**

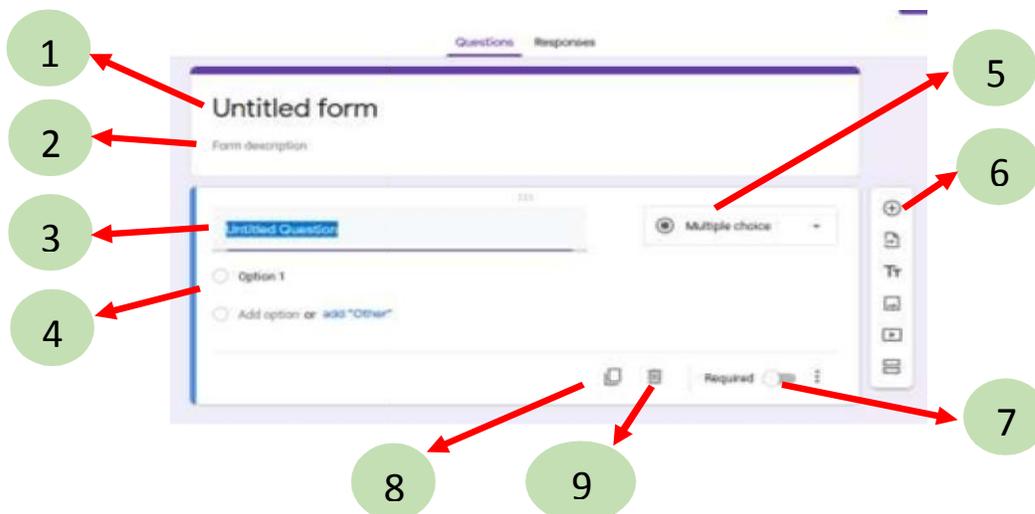
Missed questions ?

Correct answers ?

Point values ?

Cancel **Save**

10. Setelah Anda berhasil membuat Google Form, langkah selanjutnya adalah membuat soal ujian dengan memanfaatkan Google Form. Sebelum Anda membuat soal ada baiknya Anda mengenal terlebih dahulu komponen-komponen dalam Google Form.





# Manual Book Google Classroom Untuk Dosen

## Keterangan :

1. Judul Form (Dapat Diisi dengan Nama Mata Kuliah)
2. Deskripsi: anda dapat memberikan deskripsi singkat terkait soal ujiannya misal, UAS / UTS
3. Pertanyaan Soal
4. Pilihan Jawaban yang disediakan (dapat berupa soal pilihan ganda atau soal esay)
5. Opsi untuk jawaban yang diberikan
  - a. **Multiple Choice:** untuk soal pilihan Ganda
  - b. **Short Answer:** untuk jawaban singkat
  - c. **Paragraph:** untuk mengakomodasi jawaban yang lebih panjang (esay).
  - d. **File Upload:** untuk mengupload file.
6. Tools untuk menambahkan pertanyaan baru
7. Tombol **"Required"** digunakan untuk mengatur agar soal wajib dijawab dan tidak boleh dilewati.
8. Tombol **"Copy"** digunakan untuk menduplikasi soal yang sudah dibuat
9. Tombol **"Delete"** digunakan untuk menghapus soal.

## Contoh membuat soal PILIHAN GANDA pada Google Form melalui Google Classroom

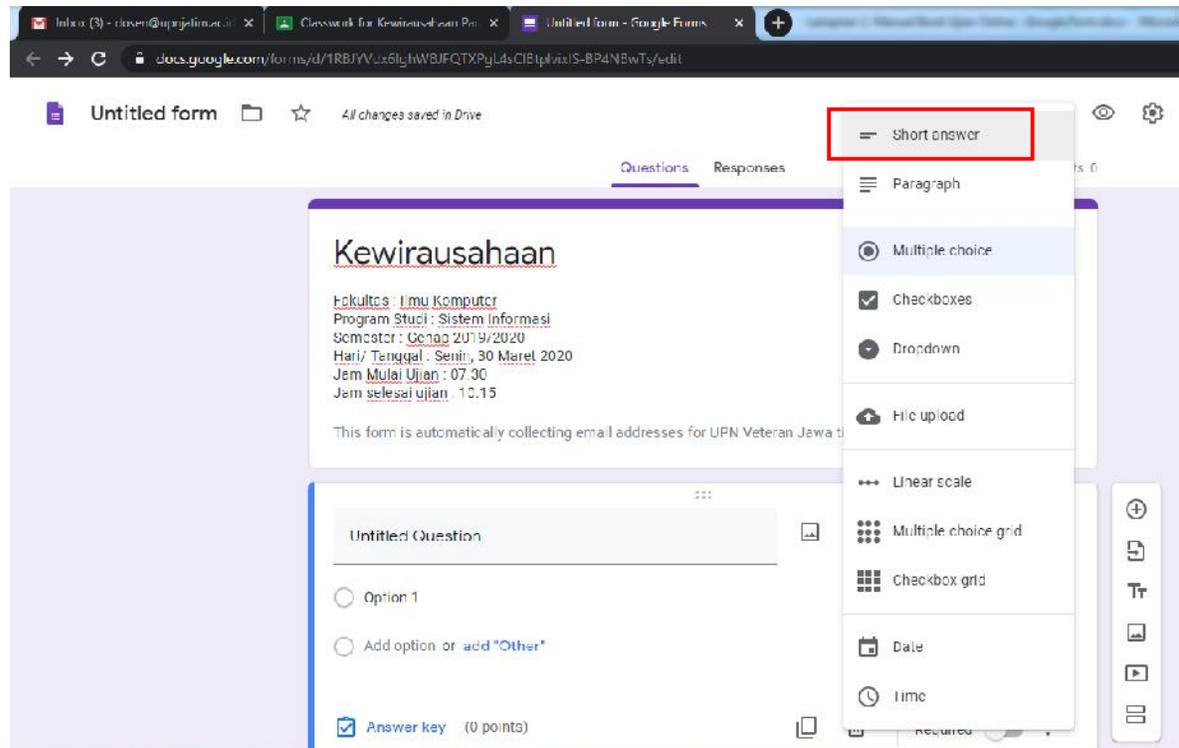
1. Isikan Judul dan Sub Judul Ujian terlebih dahulu

The screenshot shows the Google Form editor interface. At the top, there is a star icon and the text "All changes saved in Drive". On the right side, there are icons for chat, eye, and settings. Below these, there are tabs for "Questions" and "Responses", and a "Total points: 0" indicator. The main form area has a title "Kewirausahaan" and a description containing the following text: "Fakultas : Ilmu Komputer", "Program Studi : Sistem Informasi", "Semester : Genap 2019/2020", "Hari/ Tanggal : Senin, 30 Maret 2020", "Jam Mulai Ujian : 07.30", and "Jam selesai ujian : 10.15". Below the description, there is a note: "This form is automatically collecting email addresses for UPN Veteran Jawa timur users. [Change settings](#)". At the bottom, there is a question field labeled "Untitled Question" with a radio button and the text "Option 1". On the right side of the form, there is a vertical toolbar with icons for adding questions, copying, text, images, videos, and a list icon.

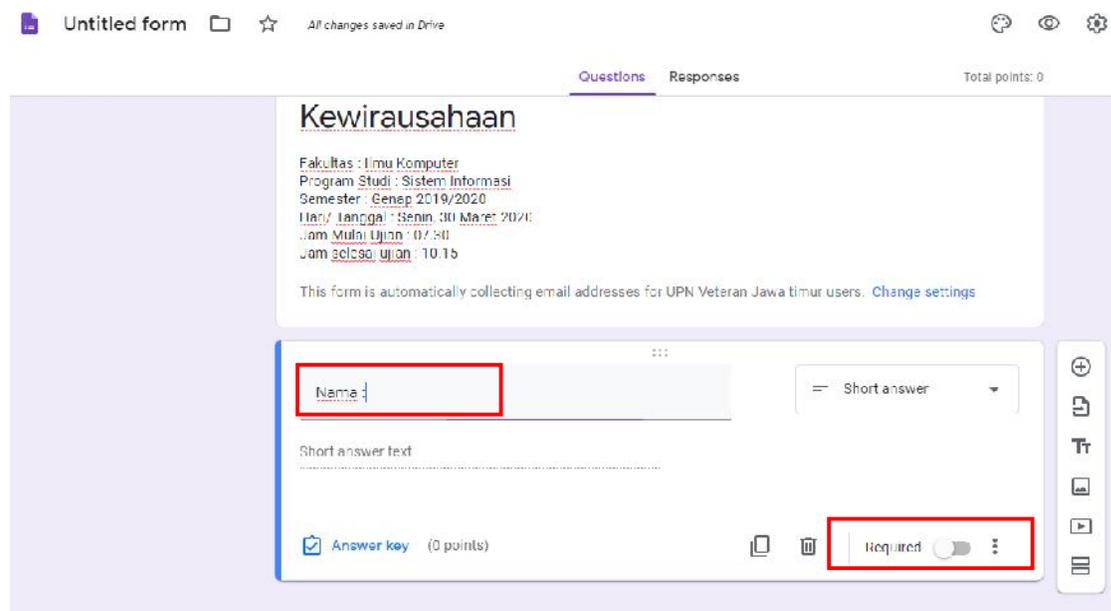


# Manual Book Google Classroom Untuk Dosen

- Selanjutnya buat tempat masukan untuk Nama dan NPM dengan memilih **Short Answer**.



- Kemudian ketikkan Nama seperti gambar dibawah ini. Lalu hidupkan Required





## Manual Book Google Classroom Untuk Dosen

4. Lalu klik tombol + disebelah kanan untuk menambahkan NPM dengan mengikuti langkah yang sama seperti menambahkan **Nama**. Tombol **Required** diaktifkan untuk mewajibkan Mahasiswa mengisi Form yang telah tersedia.

The screenshot shows the Google Classroom question editor interface. At the top, there is a question titled "Nama : \*" with a "Short answer text" input field. Below this, a new question titled "NPM : \*" is being added, also with a "Short answer text" input field. The "Response validation" section is active, showing "Number" selected for "Is number" with a "Custom error text" field. At the bottom of the question editor, the "Answer key" is set to "(0 points)" and the "Required" toggle switch is turned on, highlighted with a red box. A vertical toolbar on the right side of the editor contains icons for adding, deleting, and editing questions.

5. Klik Tombol + lagi pada sebelah kanan, kemudian pilih **Multiple Choice**

The screenshot shows the Google Classroom question editor interface with two questions already added: "Nama : \*" and "NPM : \*". A third question is being added, titled "Question". The question type dropdown menu is open, and "Multiple choice" is selected, highlighted with a red box. The "Answer key" is set to "(0 points)" and the "Required" toggle switch is turned on. The interface also shows "Questions" and "Responses" tabs at the top, and "Total points: 0" on the right side.



## Manual Book Google Classroom Untuk Dosen

6. Selanjutnya buat soal seperti dibawah ini, contoh :

### Soal :

Salah satu syarat untuk menjadi pengusaha yang baik dan sukses adalah ...

### Jawaban :

- Berpikirlah secara luas
- Pikirkan dengan baik
- Pikirkan saja
- Pikirkan baik-baik
- mengonsumsi

Untuk memasukkan soal tersebut ke dalam **Google Form**, langkah-langkahnya sebagai berikut :

- Klik Tulisan **Untitled Question** dan ketikkan soalnya

The screenshot shows the Google Forms editor interface. A question is being created with the text "Salah satu syarat untuk menjadi pengusaha yang baik dan sukses adalah ...". The question type is set to "Multiple choice". Below the question, there are two options: "Option 1" and "Add option or add 'Other'". At the bottom, there is a checkbox for "Answer key" (0 points), a "Required" toggle switch, and a vertical toolbar on the right with icons for adding elements, deleting, and other actions.



## Manual Book Google Classroom Untuk Dosen

- Selanjutnya klik tulisan **Option 1**, hapus dan ketikkan pilihan jawaban pertama. Kemudian klik tulisan **Add Option** di bawahnya untuk mengetikkan pilihan jawaban yang kedua dan begitu seterusnya. Jangan lupa untuk mengaktifkan tombol **Required**, agar mahasiswa tidak lupa untuk mengisi jawaban.

The screenshot shows the Google Classroom question editor interface. At the top, there is a question text box containing the text: "Salah satu syarat untuk menjadi pengusaha yang baik dan sukses adalah ...". To the right of the question text is a dropdown menu set to "Multiple choice". Below the question text are six radio button options: "Berpikirlah secara luas", "Pikirkan dengan baik", "Pikirkan saja", "Pikirkan baik-baik", "Mengonsumsi", and "Add option or add 'Other'". Each option has a small 'X' icon to its right. At the bottom of the editor, there is a section for "Answer key" (0 points) with a checkmark icon, a "Required" toggle switch that is turned on, and a vertical ellipsis menu icon. On the far right, there is a vertical toolbar with icons for adding, deleting, and editing content.

- Kemudian masukkan kunci jawaban untuk soal Anda. Klik tombol **Answer Key**



## Manual Book Google Classroom Untuk Dosen

Salah satu syarat untuk menjadi pengusaha yang baik dan sukses adalah ...

Multiple choice

- Berpikirlah secara luas
- Pikirkan dengan baik
- Pikirkan saja
- Pikirkan baik-baik
- Mengkonsumsi
- Add option or [add "Other"](#)

Answer key (0 points)

Required

- Lalu klik jawaban yang benar dan beri besaran point jika berhasil menjawab dengan benar soal tersebut. Jika selesai Anda tentukan, pilihan tombol **Done** untuk kembali ke halaman awal pembuatan soal

Choose correct answers:

Salah satu syarat untuk menjadi pengusaha yang baik dan sukses adalah ...

10 points

- Berpikirlah secara luas ✓
- Pikirkan dengan baik
- Pikirkan saja
- Pikirkan baik-baik
- Mengkonsumsi

[Add answer feedback](#)

Done



## Manual Book Google Classroom Untuk Dosen

- Untuk menambahkan soal, klik tombol + pada toolbar

Salah satu syarat untuk menjadi pengusaha yang baik dan sukses adalah ...

Multiple choice

- Berpikirlah secara luas
- Pikirkan dengan baik
- Pikirkan saja
- Pikirkan baik-baik
- Mengonsumsi
- Add option or add "Other"

Answer key (10 points) Required

### Contoh membuat Soal ESSAY pada Google Form Menggunakan Google Classroom

1. Klik Tombol + pada sebelah kanan kemudian pilih **Short Answer** atau **Paragraph**

Short answer

Paragraph

Multiple choice

Checkboxes

Dropdown

File upload

Linear scale

Multiple choice grid

Checkbox grid

Date

Time

Question

Option 1

Add option or add "Other"

Answer key (0 points)



## Manual Book Google Classroom Untuk Dosen

### Contoh Soal :

Sebutkan 3 tujuan bisnis!

2. Untuk membuat soal dengan pilihan jawaban berbentuk essay langkah-langkahnya sebagai berikut :

- Tulis Soal ke dalam Box inputan Soal

The screenshot shows the Google Classroom question editor interface. The question text "Sebutkan 3 tujuan bisnis!" is entered in the top input field and is highlighted with a red rectangular box. Below the question field, there is a "Long answer text" label and a text area. At the bottom of the editor, there is a section for "Answer key" with a checkbox, "(0 points)", and a "Required" toggle switch. A vertical toolbar on the right side contains various icons for adding content and editing the question.

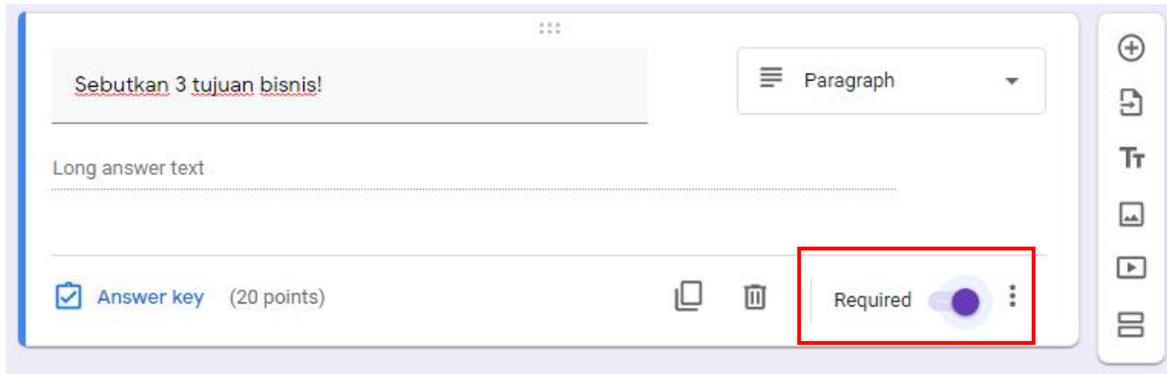
3. Kemudian berikan poin jawaban jika benar. Klik **Answer Key**, lalu pilih besaran poin jika menjawab dengan benar. Jika sudah selesai mengisi poin, klik **Done**.

The screenshot shows the Google Classroom question editor interface after the question has been edited. The question text "Sebutkan 3 tujuan bisnis!" is displayed in the main question area. To the right of the question text, the number "20" is entered in a points field, and the word "points" is next to it. Both the points field and the "points" text are highlighted with a red rectangular box. Below the question text, there is a link for "Add answer feedback". At the bottom right of the editor, there is a "Done" button, which is also highlighted with a red rectangular box. The "Answer key" section is visible at the top left of the editor.

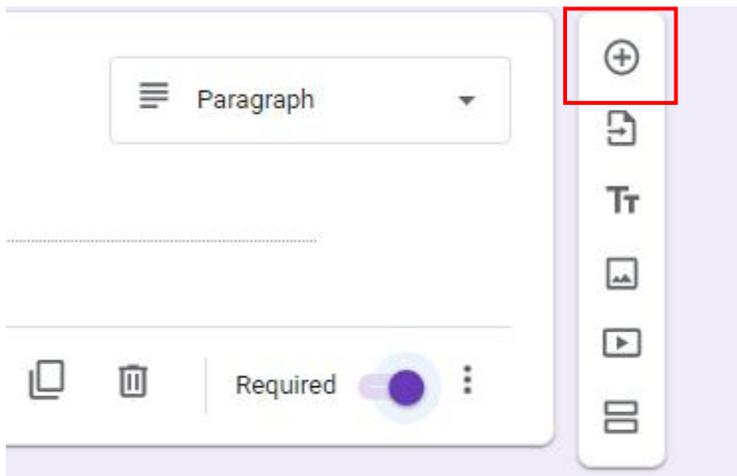


## Manual Book Google Classroom Untuk Dosen

4. Agar peserta ujian (mahasiswa) tidak lupa mengisi jawaban. Aktifkan Opsi **Required**



5. Untuk menambahkan Soal klik tombol + pada Toolbar





## Manual Book Google Classroom Untuk Dosen

- Setelah selesai membuat soal pada **Google Form**. Selanjutnya yang harus dilakukan adalah melakukan pengaturan pada tanggal dan waktu terakhir pengumpulan kuis atau ujian online. Klik pada kolom **Due**

The screenshot shows the 'Assignment' creation page in Google Classroom. The title is 'UTS Kewirausahaan Semester Genap TA. 2019/2020'. The 'Due' field is highlighted with a red box and currently shows 'No due date'. Other settings include 'For' (Kewirausahaan), 'All students', 'Points' (100), and 'Topic' (UTS Kewirausahaan). There is also a 'Grade importing' toggle which is turned on.

- Atur Tanggal terakhir pengerjaan kuis atau ujian online.

The screenshot shows the 'Due date & time' selection interface. A calendar for March 2020 is displayed, with the date '27' selected and highlighted in blue. The date 'Mar 27, 2020' is shown above the calendar grid.



## Manual Book Google Classroom Untuk Dosen

8. Kemudian Inputkan Waktu akhir pengerjaan kuis atau ujian online

Due

Due date & time

Mar 27, 2020

11:30 AM

Originality reports  
[Learn more](#)

9. Kemudian Pilih Topic nya, contoh **UTS Kewirausahaan**. Kemudian jika ingin langsung menampilkan kuis atau ujian online klik **Assign** pada pojok kanan atas.

Assignment

Saved

Assign

Title  
UTS Kewirausahaan Semester Genap TA. 2019/2020

Instructions (optional)

Add Create

Kewirausahaan  
Google Forms

Classroom can import grades for assignments. Grade importing automatically limits each form to 1 response per user, collects email addresses, and restricts responses to users in your domain.

Grade importing

For  
Kewirausahaan All students

Points  
100

Due  
No due date

Topic  
UTS Kewirausahaan

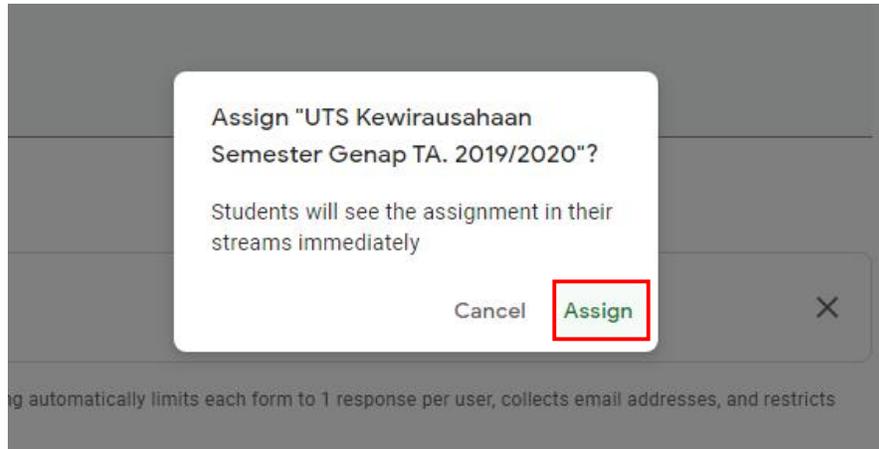
Rubric  
+ Rubric

Originality reports  
[Learn more](#)

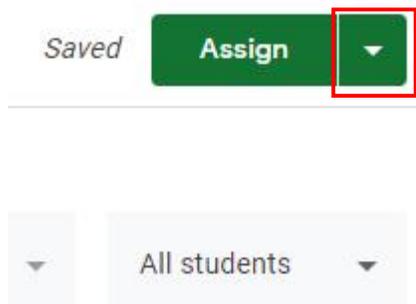


## Manual Book Google Classroom Untuk Dosen

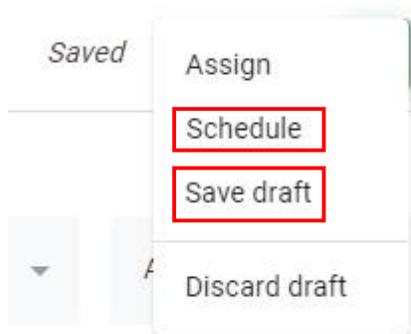
### 10. Klik **Assign**



### 11. Jika belum ingin menampilkan Kuis atau Ujian online klik tombol panah kebawah disebelah kanan menu **Assign**



### 12. Kemudian Pilih **Save Draft**, jika masih belum tau kapan ujian akan ditampilkan. Namun jika sudah ada jadwal untuk Kuis atau Ujian Online. Pilih **Schedule**, kemudian inputkan tanggal dan waktu kapan ujian akan dimulai atau bisa dilihat oleh Mahasiswa





## Manual Book Google Classroom Untuk Dosen

13. Berikut ini adalah contoh tampilan jika UTS masih belum dimulai. UTS akan dimulai sesuai schedule yang telah ditentukan.

The screenshot shows the Google Classroom interface for a course named 'Kewirausahaan' (Entrepreneurship). The 'Classwork' tab is selected. A red box highlights the assignment 'UTS KWU 2' with the due date 'Scheduled for Mar 30, 8:00 A...'. Below it, another assignment 'UTS Kewirausahaan Semester Genap TA. 20...' is visible with a due date of 'Due 11:30 AM'.

### A.1. Cara Menilai dan Mengecek Kuis atau Ujian Online yang telah dikerjakan oleh Mahasiswa pada Lembar Ujian Google Form

1. Klik Menu **UTS Kewirausahaan ...** Kemudian klik **View Assigment**

The screenshot shows the Google Classroom interface for the 'UTS Kewirausahaan Semester Genap TA. 20...' assignment. The assignment is highlighted with a red box. Below the assignment title, it shows 'Posted Mar 26 (Edited Mar 26)'. To the right, there are statistics: '1 Turned in' and '0 Assigned'. Below the statistics, there is a preview of the assignment titled 'Kewirausahaan Google Forms'. At the bottom, a red box highlights the 'View assignment' button.



# Manual Book Google Classroom Untuk Dosen

## 2. Klik pada File **Google Form**

The screenshot shows the Google Classroom interface for a course named 'Kewirausahaan Paralel B'. The quiz 'UTS Kewirausahaan Semester Genap TA. 2019/2020' is shown with 1 student turned in and 0 assigned. A red box highlights the 'Kewirausahaan Google Forms' file icon in the quiz submission area.

## 3. Klik tombol pensil dipojok kanan bawah

The screenshot shows the Google Form titled 'Kewirausahaan'. The form contains the following text and fields:

Fakultas : Ilmu Komputer  
Program Studi : Sistem Informasi  
Semester : Genap 2019/2020  
Hari/ Tanggal : Senin, 30 Maret 2020  
Jam Mulai Ujian : 07.30  
Jam selesai ujian : 10.15

Your email address ([dosen@upnjatim.ac.id](mailto:dosen@upnjatim.ac.id)) will be recorded when you submit this form.  
Not you? [Switch account](#)

\* Required

Nama : \*

Your answer

NPM : \*

Your answer

A red box highlights the pencil icon in the bottom right corner of the form.



# Manual Book Google Classroom Untuk Dosen

## 4. Klik Responses

The screenshot shows the Google Classroom interface for a quiz titled "Kewirausahaan". The "Responses" tab is highlighted with a red box, indicating it is the selected view. The quiz details are as follows:

- Course:** Kewirausahaan
- Faculty:** Fakultas : Ilmu Komputer
- Program Study:** Program Studi : Sistem Informasi
- Semester:** Semester : Genap 2019/2020
- Date:** Hari/ Tanggal : Senin, 30 Maret 2020
- Start Time:** Jam Mulai Ujian : 07.30
- End Time:** Jam selesai ujian : 10.15

A notification at the bottom of the quiz card states: "This form is automatically collecting email addresses for UPN Veteran Jawa timur users. [Change settings](#)".

5. Cek Jawaban Mahasiswa. Jika pertanyaan berupa Multiple Choice akan otomatis muncul pointnya, karena sudah di atur untuk jawaban yang benar saat membuat soal. Untuk pertanyaan essay bisa di cek secara manual.

The screenshot displays the "Responses" view for the "Kewirausahaan" quiz. It shows a summary of student performance with the following statistics:

- Average:** 10 / 30 points
- Median:** 10 / 30 points
- Range:** 10 - 10 points

The "Total points distribution" bar chart shows that 1 respondent scored 10 points out of a possible 30. The x-axis represents "Points scored" (0 to 30) and the y-axis represents "# of respondents" (0 to 1).

At the bottom, there is a "Scores" section with a "Release scores" button.



# Manual Book Google Classroom Untuk Dosen

Questions Responses **1** Total points: 30

Nama :  
1 response  
Nayla Shatierra

NPM :  
1 response  
1935010010

Salah satu syarat untuk menjadi pengusaha yang baik dan sukses adalah ...  
1 / 1 correct response

Response	Percentage
✓ Berpikirlah secara luas	1 (100%)
Pikirkan dengan baik	0 (0%)
Pikirkan saja	0 (0%)
Pikirkan baik-baik	0 (0%)
Mengonsumsi	0 (0%)

Sebutkan 3 tujuan bisnis!  
1 response

1. Tingkatkan jumlah wirausahawan yang andal
2. Mempromosikan kesadaran dan kewirausahaan terhadap masyarakat

6. Untuk memberikan nilai kepada Mahasiswa yang sudah mengerjakan Kuis. Inputkan Nilai di kolom **Grade** dibawah ini

Kewirausahaan Paralel B Instructions Student work

Return 100 points

All students

Sort by status

Tuned in

nmn uprijatim	85/100
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UTS Kewirausahaan Semester Genap TA. 2019/2020 Import Grades

1 Turned in 0 Assigned

Kewirausahaan Google Forms

All

nmn uprijatim Turned in

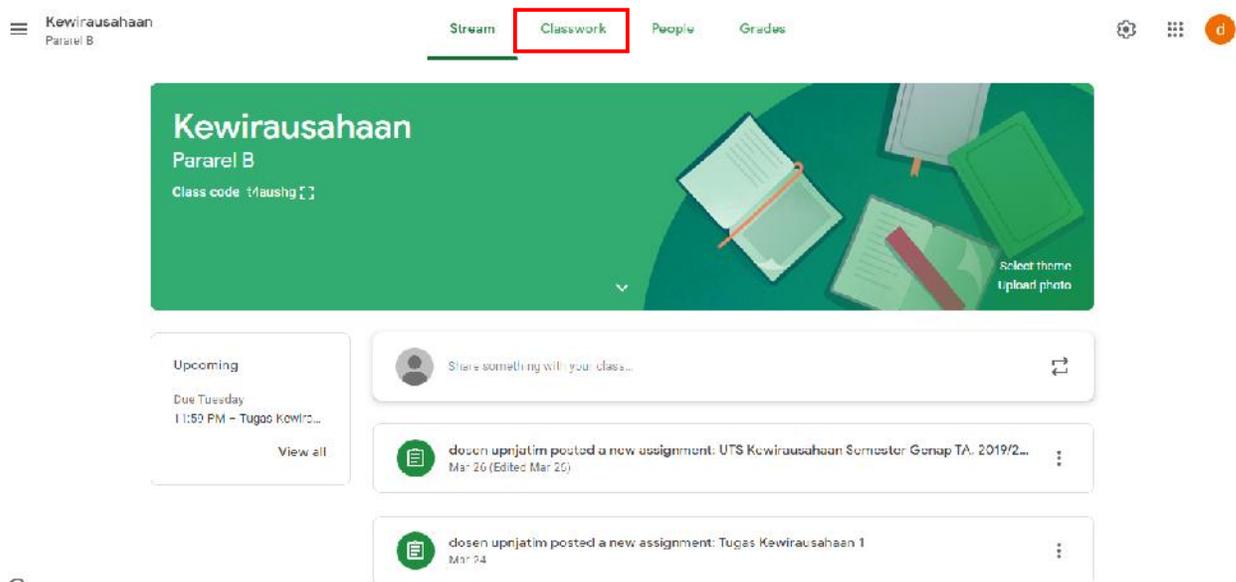


# Manual Book Google Classroom Untuk Dosen

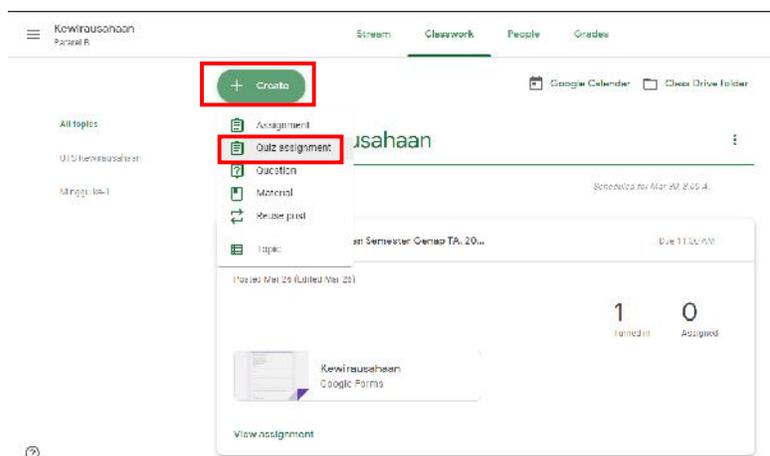
## B. Membuat Kuis atau Ujian Online dengan Cara Mengupload Dokumen Pertanyaan atau Soal Ujian yang telah tersedia pada File Word ataupun PDF

Pada Google Classroom. Jika Dosen sudah mempunyai File Soal dalam bentuk Word ataupun PDF. Maka bisa langsung memasukkan file tersebut ke dalam Kuis atau Ujian Online. Ini adalah alternatif cara yang lebih praktis dibanding menggunakan Google Form. Pembuatannya sama seperti pembuatan Tugas. Berikut langkah-langkahnya :

### 1. Pilih **Classwork**



### 2. Klik **Create**, kemudian pilih **Quiz Assigment**





# Manual Book Google Classroom Untuk Dosen

3. Isikan Title (Judul Soal). Kemudian Klik **Add**, lalu pilih **File**

Assignment

Title  
Kuis Kewirausahaan

Instructions (optional)

**Add** + Create

Google Drive

Link

**File**

YouTube

Grade importing

Saved **Assign**

For  
Kewirausaha... All students

Points  
100

Due  
No due date

Topic  
No topic

Rubric  
**+ Rubric**

Originality reports  
[Learn more](#)

4. Klik **Select files from your devices**

Insert files using Google Drive

Recent **Upload** My Drive Shared drives Starred

Drag files here

- or -

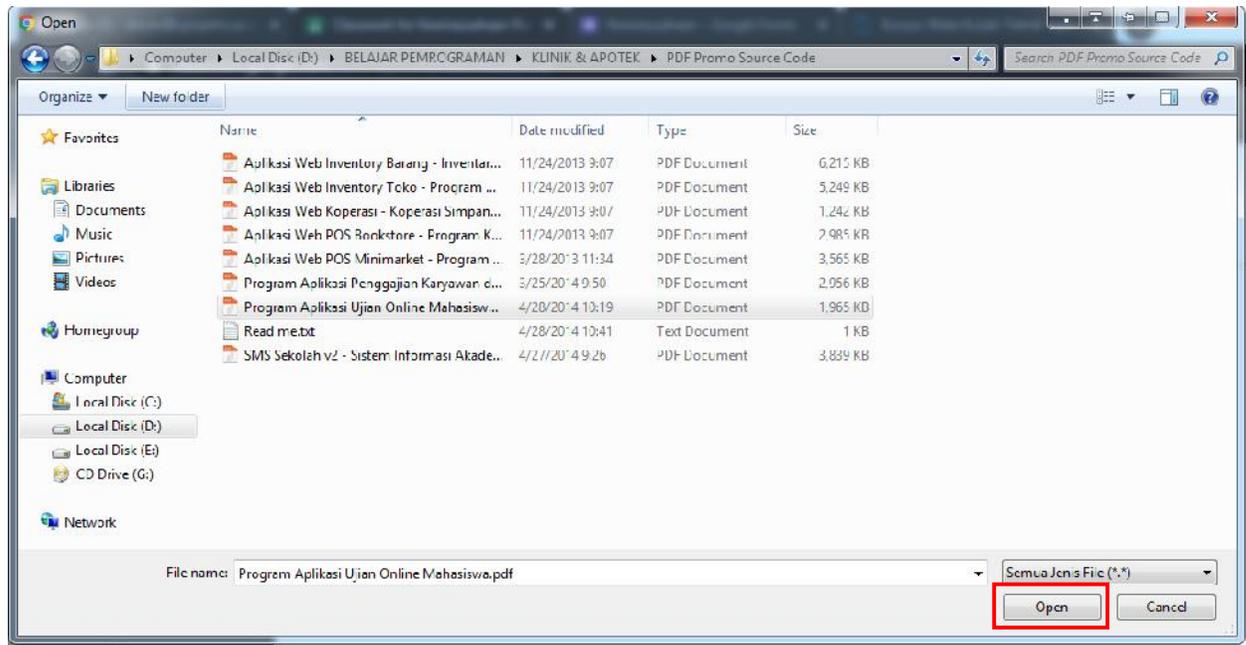
**Select files from your device**

Upload Cancel

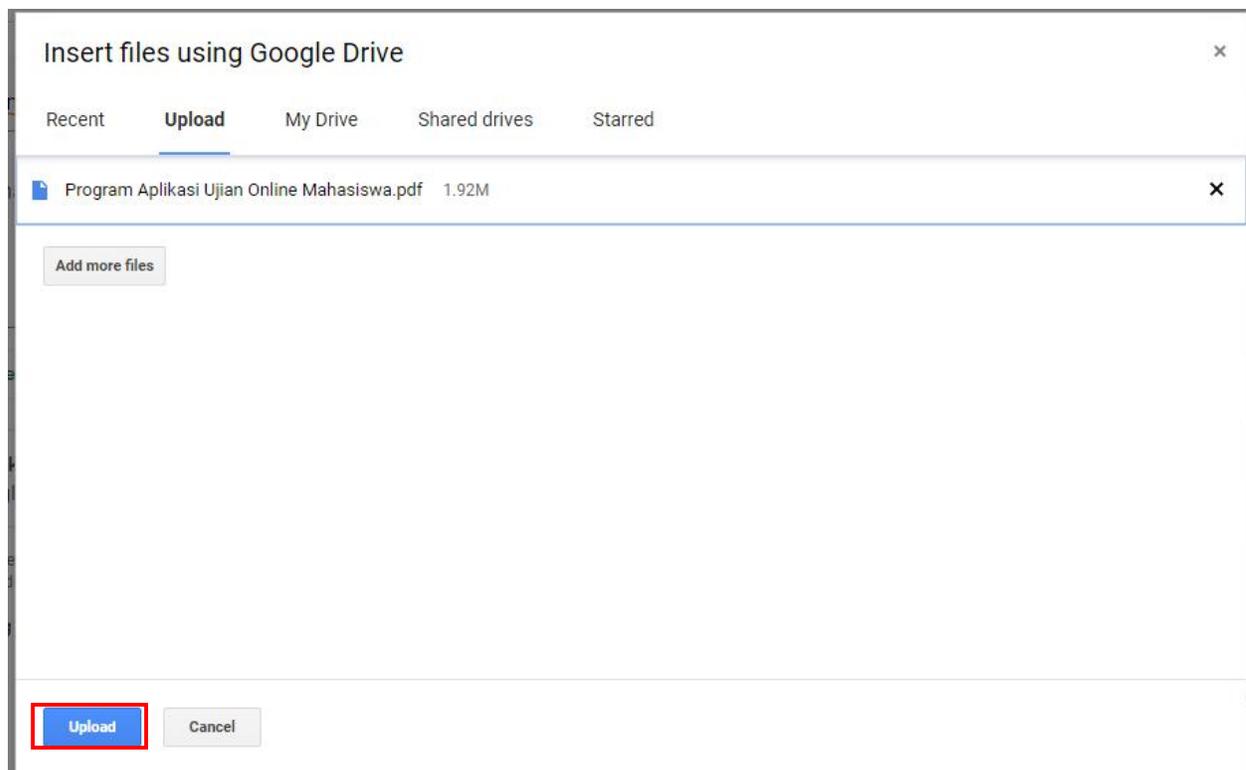


# Manual Book Google Classroom Untuk Dosen

5. Pilih file padalocal komputer atau laptop Anda. Kemudian klik **Open**



6. Klik **Upload**





## Manual Book Google Classroom Untuk Dosen

7. Klik **Assign** jika ujian ingin langsung ditampilkan.

The screenshot shows the Google Classroom assignment creation interface. At the top right, there is a 'Saving' indicator and a green 'Assign' button with a dropdown arrow, which is highlighted with a red box. The main area contains a form with the following fields:

- Title:** Kuis Kewirausahaan
- Instructions (optional):** A large text area for adding instructions.
- For:** Kewirausahaan (dropdown) and All students (dropdown)
- Points:** 100 (dropdown)
- Due:** Mon, Mar 30, 9:45 AM (dropdown)
- Topic:** UIS Kewirausahaan (dropdown)
- Rubric:** + Rubric (button)
- Originality reports (checkbox) with a [Learn more](#) link.

At the bottom, there is a file upload section showing a PDF file named 'Program Aplikasi Ujian Online Mahasiswa.pdf' with a 'Students can view file' dropdown and a close button.

8. Jika masih belum tau kapan ujian akan ditampilkan. Klik panah kebawah sebelah kanan menu Assign, lalu klik **save draft**. Namun jika sudah ada jadwal untuk Kuis atau Ujian Online. Pilih **Schedule**, kemudian inputkan tanggal dan waktu kapan ujian akan dimulai atau bisa dilihat oleh Mahasiswa. Kemudian jangan lupa untuk mengatur tanggal dan waktu akhir Ujian.
9. Untuk cara penilaian dan pengecekan Kuis pada cara ini. Sama dengan cara saat menilai Tugas Mahasiswa. Untuk langkah-langkahnya bisa di lihat pada tahapan **Cara Mengecek dan Menilai Tugas dari Mahasiswa** di atas.