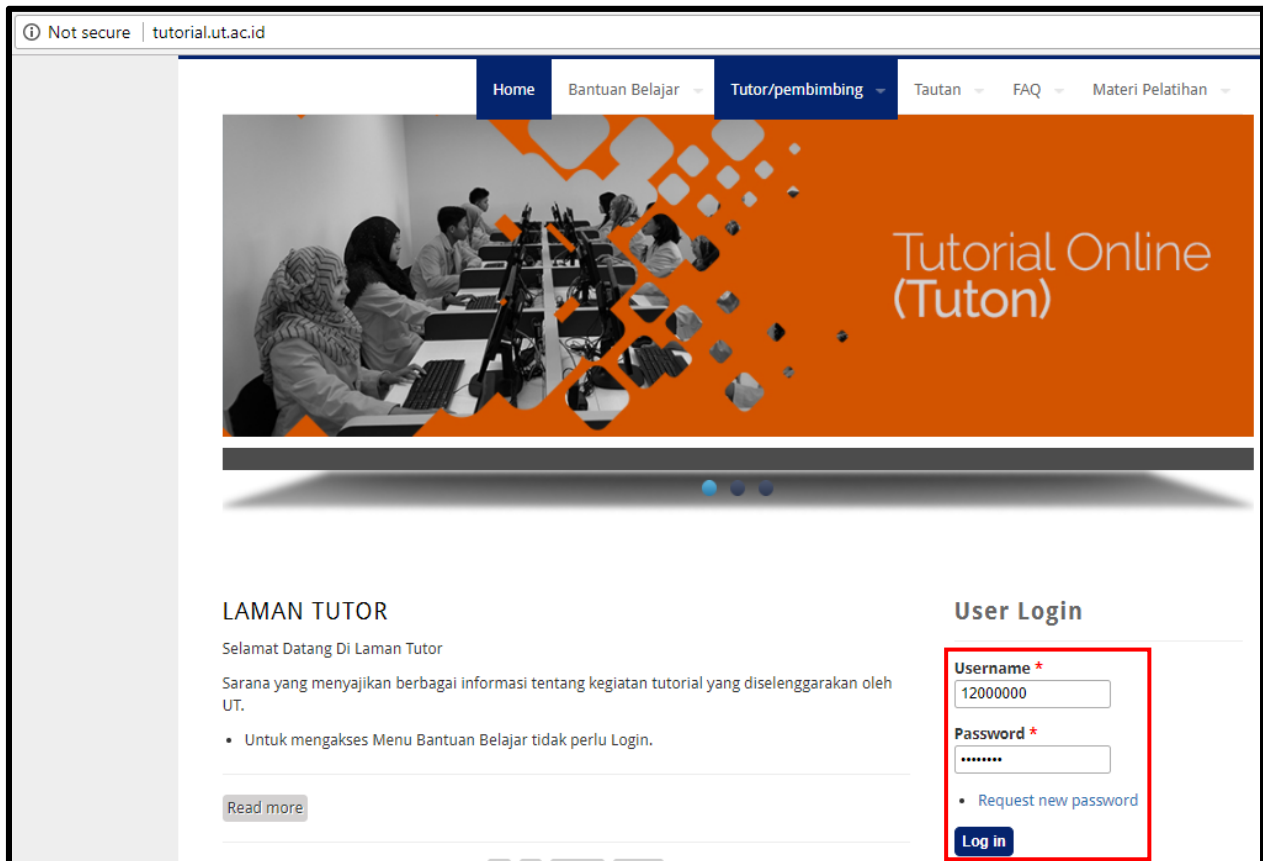


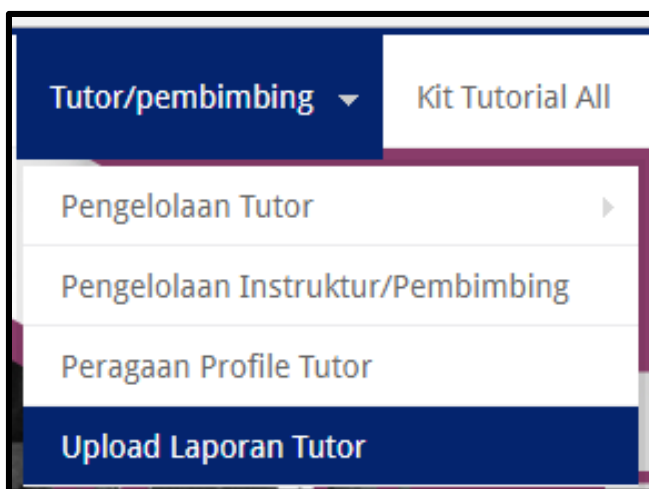
## Panduan Upload Absen dan Nilai di tutorial.ut.ac.id

Akses situs tutorial.ut.ac.id pada browser anda dan masukkan **username** dan **password** yang tersedia.



The screenshot shows the homepage of tutorial.ut.ac.id. The browser address bar displays "Not secure | tutorial.ut.ac.id". The navigation menu includes "Home", "Bantuan Belajar", "Tutor/pembimbing", "Tautan", "FAQ", and "Materi Pelatihan". The main banner features a photo of students in a computer lab and the text "Tutorial Online (Tuton)". Below the banner, the "LAMAM TUTOR" section welcomes users and provides a "Read more" link. The "User Login" section contains a form with "Username \*" (12000000) and "Password \*" (masked with dots) fields, a "Request new password" link, and a "Log in" button. A red box highlights the login form area.

Lalu pilih menu **Tutor/pembimbing** > **Upload Laporan Tutor**



The screenshot shows the "Tutor/pembimbing" dropdown menu. The menu is open, displaying the following options: "Pengelolaan Tutor", "Pengelolaan Instruktur/Pembimbing", "Peragaan Profile Tutor", and "Upload Laporan Tutor". The "Upload Laporan Tutor" option is highlighted in a dark blue bar at the bottom of the menu. The text "Kit Tutorial All" is visible to the right of the dropdown.

Pada halaman Unggah Laporan, klik **Unggah**

## Halaman Unggah Laporan Matakuliah Tutor

Ketentuan Unggah Laporan Tutor

1. Disetiap akhir masa kuliah, Tutor harus meng-unggah laporan absen dan laporan nilai mahasiswa.
2. Penamaan file harus diawali dengan Kode Matakuliah dan Nama Tutor.

Contoh : [Masa] [Kode Matakuliah] [Nama Lengkap]  
**20172-EKSIS4012 Fitrah Handayani**

**Unggah**

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Selanjutnya, pilih **Upbjj**, **Program**, dan **Kode Matakuliah** sesuai yang terdaftar.

### Create Upload Laporan Tutor

**Masa \***  
2017.2 ▼

**UPBJJ \***  
Jakarta ▼

**Program \***  
Program FE, FHSIP, FMIPA, FKIP ▼

**Kode Matakuliah \***  
BIOL4424 - Parasitologi ▼

Pada kolom unggah absen dan nilai;

Sebelum di-unggah, pastikan nama file sesuai format berikut: *[masa]-[kodemtk][spasi][nama tutor]* dengan contoh : **20172-EKSIS4012 Fitrah Handayani**

1. Klik **Choose File** untuk meng-unggah file,
2. Setelahnya klik **Upload** untuk menyimpan.

Absen

Contoh : 20172-EKSIS4012 Fitrah Handayani.pdf

Add a new file \* 1

Choose File No file chosen

Files must be less than 50 MB.

Allowed file types: pdf.

Upload 2

Nilai

Contoh : 20172-EKSIS4012\_Fitrah Handayani.xlsx

Add a new file \*

Choose File No file chosen

Files must be less than 50 MB.

Allowed file types: xls xlsx.

Upload

Save

Jika sudah terisi semua, klik **save**

Absen

Contoh : 20172-EKSIS4012 Fitrah Handayani.pdf [Show row weights](#)

File information	Operations
+  20172-BIOL4424 Retno Handayani.pdf (109.93 KB)	<a href="#">Remove</a>

**Add a new file**

[Choose File](#) No file chosen [Upload](#)

Files must be less than **50 MB**.  
Allowed file types: **pdf**.

Nilai

Contoh : 20172-EKSIS4012\_Fitrah Handayani.xlsx [Show row weights](#)

File information	Operations
+  20172-BIOL4424 Retno Handayani.xls (33.5 KB)	<a href="#">Remove</a>

**Add a new file**

[Choose File](#) No file chosen [Upload](#)

Files must be less than **50 MB**.  
Allowed file types: **xls xlsx**.

[Save](#)

Hasil unggah laporan akan terlihat seperti dibawah ini

Upload Laporan Tutor *Upload Laporan Tutor* has been created.

### Halaman Unggah Laporan Matakuliah Tutor

Ketentuan Unggah Laporan Tutor

1. Disetiap akhir masa kuliah, Tutor harus meng-unggah laporan absen dan laporan nilai mahasiswa.
2. Penamaan file harus diawali dengan Kode Matakuliah dan Nama Tutor.

Contoh : [Masa] [Kode Matakuliah] [Nama Lengkap]  
**20172-EKSIS4012 Fitrah Handayani**

[Unggah](#)

No	Fakultas	Program Studi	Kode Matakuliah	Nama Matakuliah	Program	Status Unggah
1	FMIPA	Biologi	BIOL4424	Parasitologi	Program FE, FHISIP, FMIPA, FKIP	Diterima