



**Kementerian Pendidikan dan Kebudayaan RI
Politeknik Elektronika Negeri Surabaya**

Petunjuk Kegiatan Akademik PENS SKP/SPPA/SPA secara Daring

reesa@pens.ac.id

KONSEP SEMINAR DARING



Panitia
Master HOST



Ghost
Host



RUANG TRANSIT MHS



Panitia
(host)



Moderator



Penguji



Penguji



Penguji



Panitia
(host)



Moderator



Penguji



Penguji



Penguji



Panitia
(host)



Moderator



Penguji



Penguji



Penguji



Panitia
(host)



Moderator



Penguji



Penguji



Penguji

ATURAN VIDEO MEETING



- 1 akun webex
- Chrome dan extensi webex
- Host harus menjadwalkan ruangan2 dan **kopi link2 ruangan** utk dishare ke dosen dan mhs sesuai jadwal
- Host buka ruang2 berdasar jadwal secara bersama2 di chrome dg duplikasi tab, **multiple host**
- Panitia di ruangan sebaiknya dilimpahkan jadi HOST, dan Master Host bisa keluar (Leave) dari Ruangan
- Host masuk ruangan lagi maka otomatis hostnya adalah HOST utama tadi
- Host berhak melakukan waiting room



- 1 akun zoom, dengan **breakout room**, dan tidak bisa multiple host dalam waktu bersamaan
- Sebaiknya pakai aplikasi
- Panitia dan Dosen sebaiknya dijadikan co-host
- Host membuat banyak breakout room sesuai konsep
- Host menetapkan dosen dan mahasiswa ke ruangan sesuai dengan jadwal
- Panitia, dosen dan mahasiswa diberikan link yang sama
- Untuk menginformasikan ke host utama selama breakout room, klik **Ask For Help**

STANDAR AWAL KETIKA VIDEO MEETING

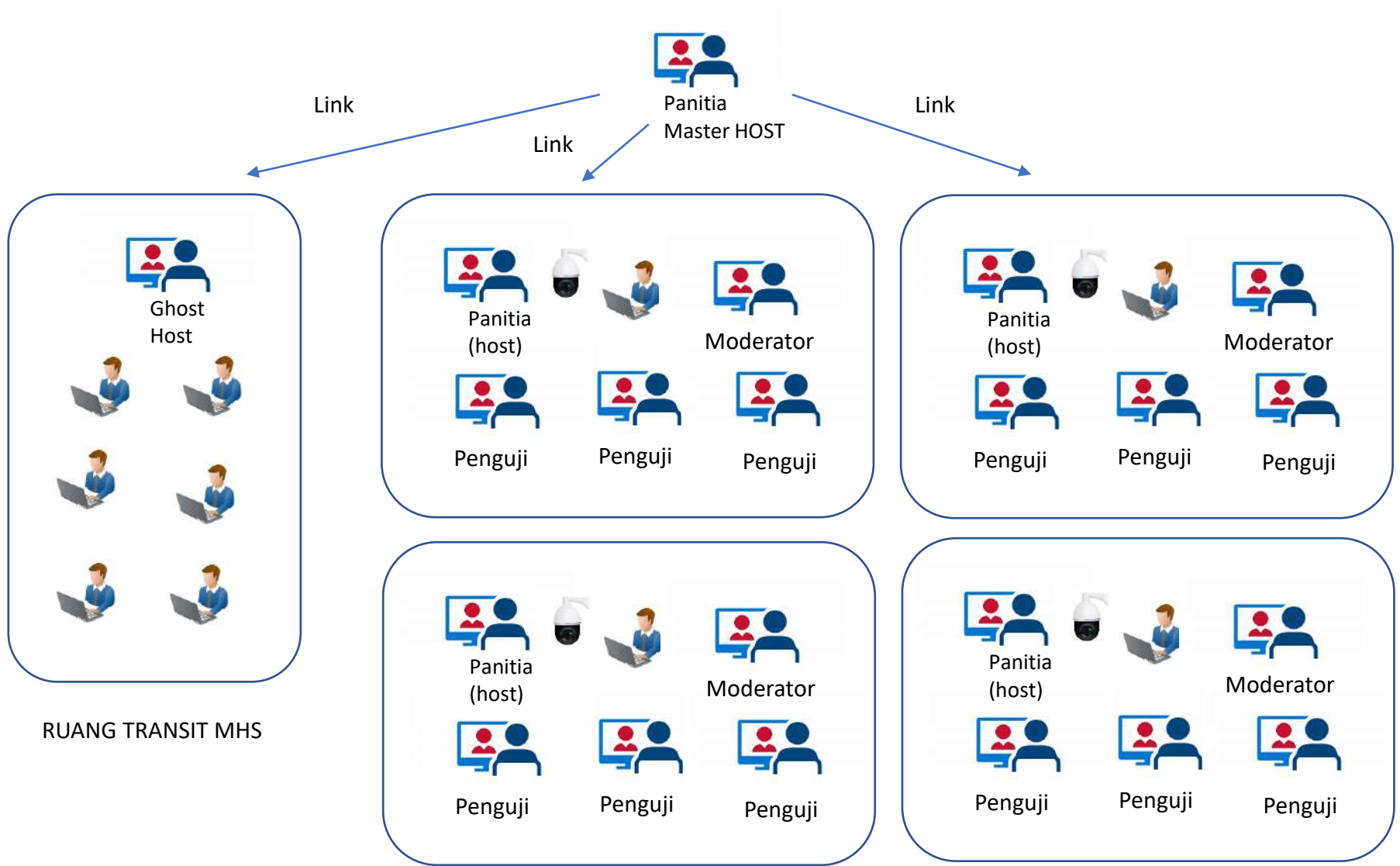
HARUS DIPASTIKAN :

- KONEKSI INTERNET SUDAH OKE
- APLIKASI DAN BROWSER
- CEK AUDIO
- CEK VIDEO
- CEK SHARE SCREEN
- LOCK MEETING / WAITING ROOM DINYALAKAN / DIMATIKAN (HOST)



Cisco
webex

KONSEP SEMINAR DARING





- Home
- Meetings
- Recordings
- Preferences
- Insights
- Support
- Downloads
- Feedback

Enter meeting information to join a meeting

English | Classic View | Reesa



Reesa Akbar PJJ PENS's Personal Room

<https://pens.webex.com/meet/reesa>

More ways to join

Start a Meeting Schedule

New to remote work?
View best practices to ensure a great meeting experience.

View →

Upcoming Meetings

	11:05 AM - 12:05 PM Wed, Jul 1	Test2 Reesa Akbar PJJ PENS	Start
	11:05 AM - 12:05 PM Wed, Jul 1	Test1 Reesa Akbar PJJ PENS	Start

Recent Personal Rooms

RS TS

Insights



Link Meetingnya untuk dishare

The screenshot shows a web browser window with the Cisco Webex interface. The browser's address bar displays the URL: `pens.webex.com/webappng/sites/pens/meeting/info/ee253e7a40bb40449e878bf88404e577`. The page title is "Test2" and it is hosted by "Reesa Akbar PJJ PENS". The meeting is scheduled for Wednesday, Jul 1 2020, from 11:05 AM to 12:05 PM (UTC+07:00) in Bangkok, Hanoi, Jakarta. A green "Start Meeting" button is visible. A red box highlights the "Meeting Information" section, which contains the following details:

Meeting link:	<code>https://pens.webex.com/pens/j.php?MTID=me43231349a96199b94ee3f075e7e723d</code>
Meeting number:	166 364 8645
Password:	Test
Host key:	170328

Below the meeting information, there is a "More ways to join" section with a "Join by video system" option and a dial-in number: "Dial 1663648645@pens.webex.com". The right sidebar shows "Who is invited?" with a search input field for adding attendees. The browser's taskbar at the bottom shows several open files, including "Management....mp4 Canceled", "2103197010 D....pdf", "Wendy Putra A....pdf", "Raditya lapres....pdf", and "tugas 6.pdf".

Harus Start Pakai Web

Chrome File Edit View History Bookmarks People Tab Window Help

Zoom - Chrome Web Store PJJ PENS's Personal Meeting Cisco Webex Meetings

pens.webex.com/webappng/sites/pens/dashboard/home

English | Classic View | Reesa

Home Meetings Recordings Preferences Insights Support Downloads Feedback

Enter meeting information to join a meeting

Reesa Akbar PJJ PENS's Personal Room
https://pens.webex.com/meet/reesa
More ways to join

Start a Meeting Schedule

Use desktop app
Use web app

Upcoming Meetings

Time	Meeting Name	Host	Action
11:05 AM - 12:05 PM Wed, Jul 1	Test2	Reesa Akbar PJJ PENS	Start
11:05 AM - 12:05 PM Wed, Jul 1	Test1	Reesa Akbar PJJ PENS	Start

Recent Personal Rooms: RS, TS

Insights: Meetings I hosted

Management...mp4 Canceled | 2103197010 D...pdf | Wendy Putra A...pdf | Raditya lapres...pdf | tugas 6.pdf | Show All

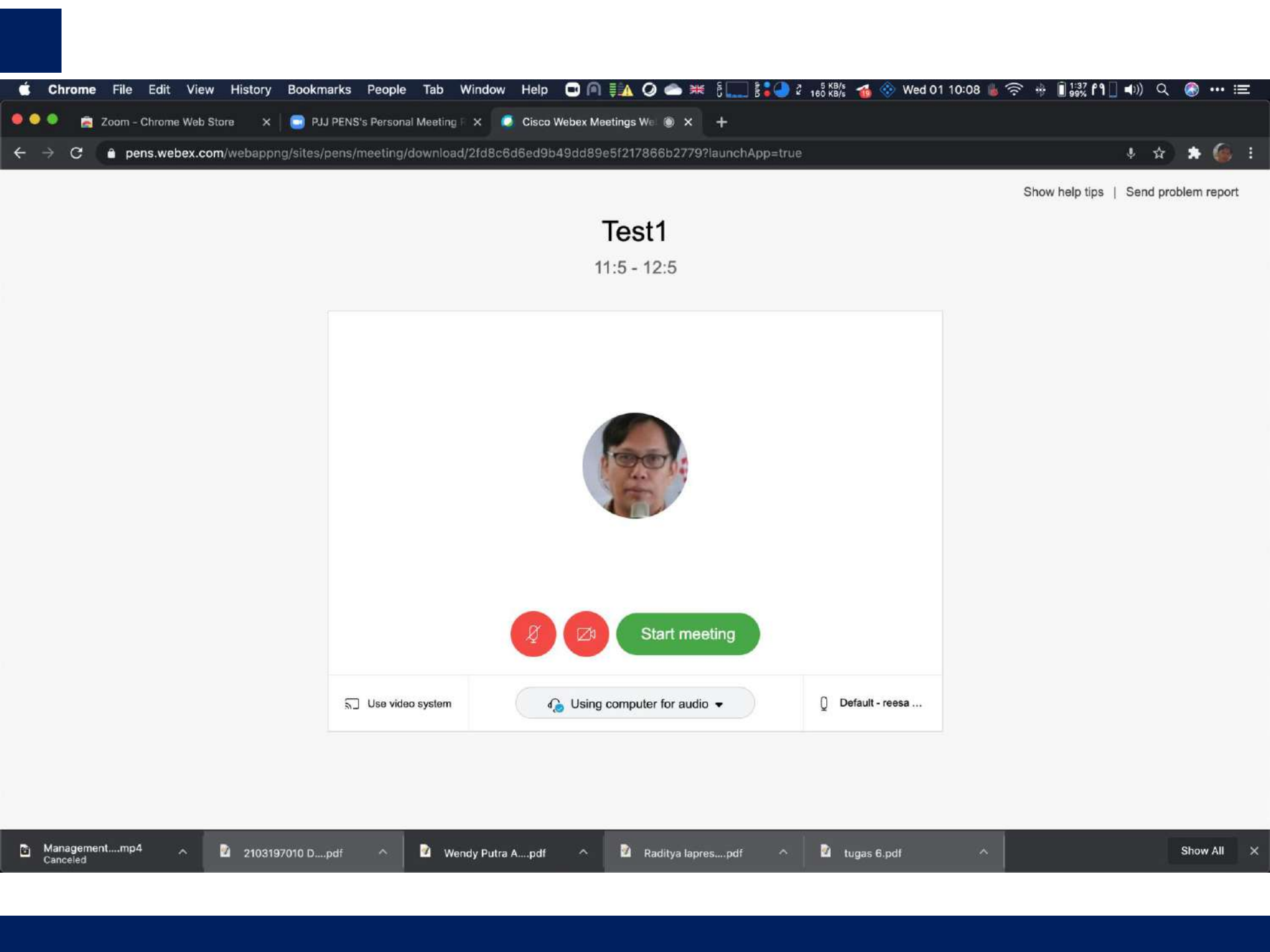
Duplicate Tab

The image shows a Chrome browser window with two overlapping tabs of the Cisco Webex dashboard. The browser's address bar shows the URL `pens.webex.com/webappng/sites/pens/dashboard/home`. The dashboard includes a sidebar with navigation options: Home, Meetings, Recordings, Preferences, Insights, Support, Downloads, and Feedback. The main content area displays the user's profile, "Reesa Akbar PJJ PENS's Personal Room", with a "Start a Meeting" dropdown and a "Schedule" button. Below this is a section for "Upcoming Meetings" with two entries: "Test2" and "Test1", both scheduled for "Wed, Jul 1" at "11:05 AM - 12:05 PM". The right tab also shows a "Talking: Indra Adji Sullistijono" notification in the top right corner and a "Start" button next to the "Test2" meeting entry.

Management....mp4 Canceled

2103197010 D....pdf

Wendy Putra A....pdf



Show help tips | Send problem report

Test1

11:5 - 12:5



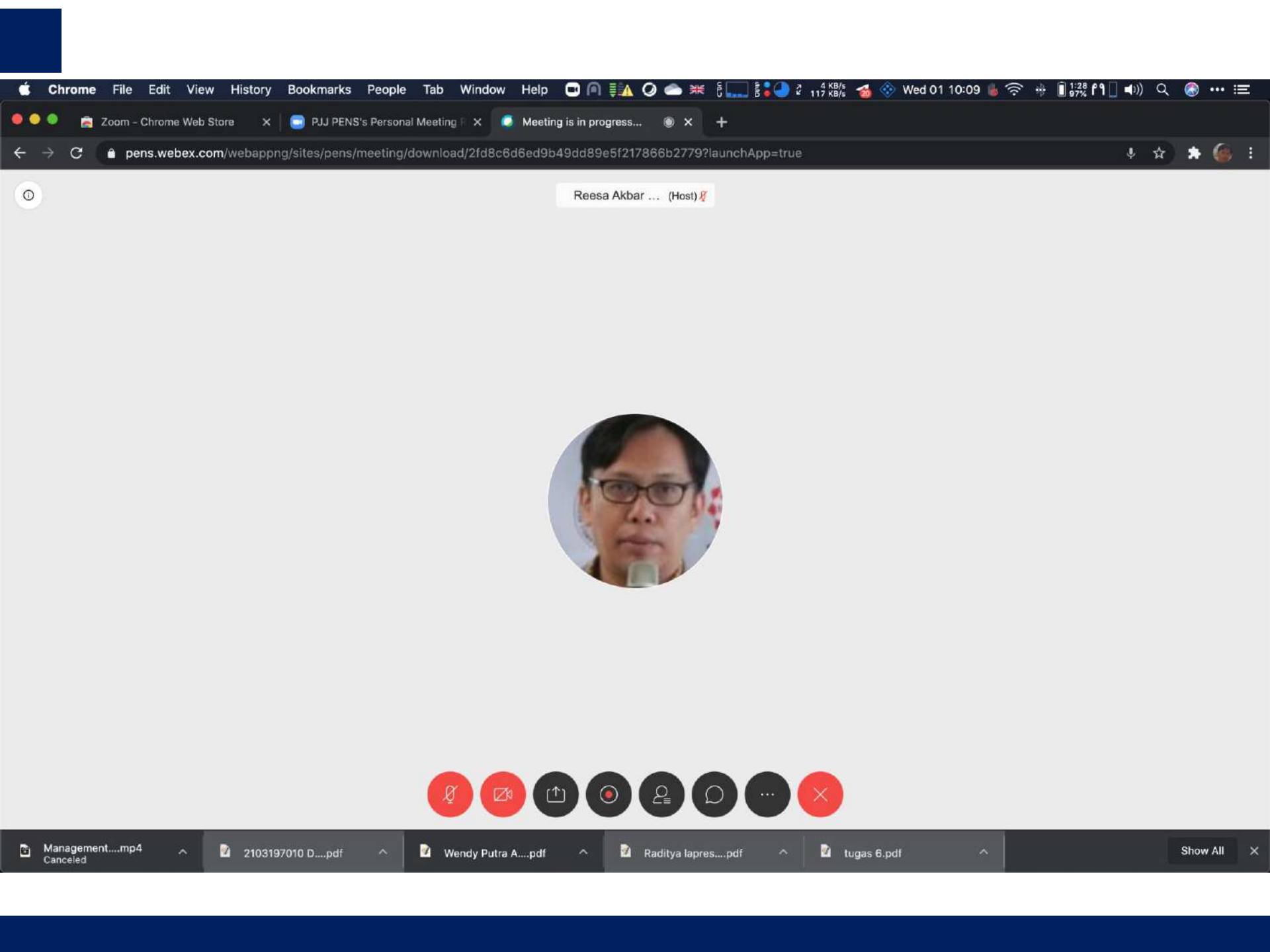
Start meeting

Use video system

Using computer for audio

Default - reesa ...

- Management....mp4 Canceled
- 2103197010 D....pdf
- Wendy Putra A....pdf
- Raditya lapres....pdf
- tugas 6.pdf
- Show All



Reesa Akbar ... (Host)



Lockmeeting hindari peserta tak diundang

The screenshot shows a Zoom meeting interface in a Chrome browser. The browser's address bar displays the URL: `pens.webex.com/webappng/sites/pens/meeting/download/2fd8c6d6ed9b49dd89e5f217866b2779?launchApp=true`. The meeting title is "Meeting is in progress...". The host is identified as "Reesa Akbar ... (Host)". A notification in the top right corner states "Talking: Indra Adji Sulistijono".

The host's profile picture is visible, and a context menu is open over it, listing the following options:

- Polling
- Lock meeting
- Participant settings
- Health Checker
- Audio connection
- Speaker, microphone, and camera
- Connect to a device
- Switch to desktop app

The bottom toolbar contains several icons: a red microphone icon, a red video icon, a black share icon, a black camera icon, a black people icon, a black chat icon, a black menu icon (three dots), and a red close icon. The taskbar at the bottom shows several open files: "Management....mp4 Canceled", "2103197010 D....pdf", "Wendy Putra A....pdf", "Raditya lapres....pdf", and "tugas 6.pdf".

Tampilan Participant dan control user

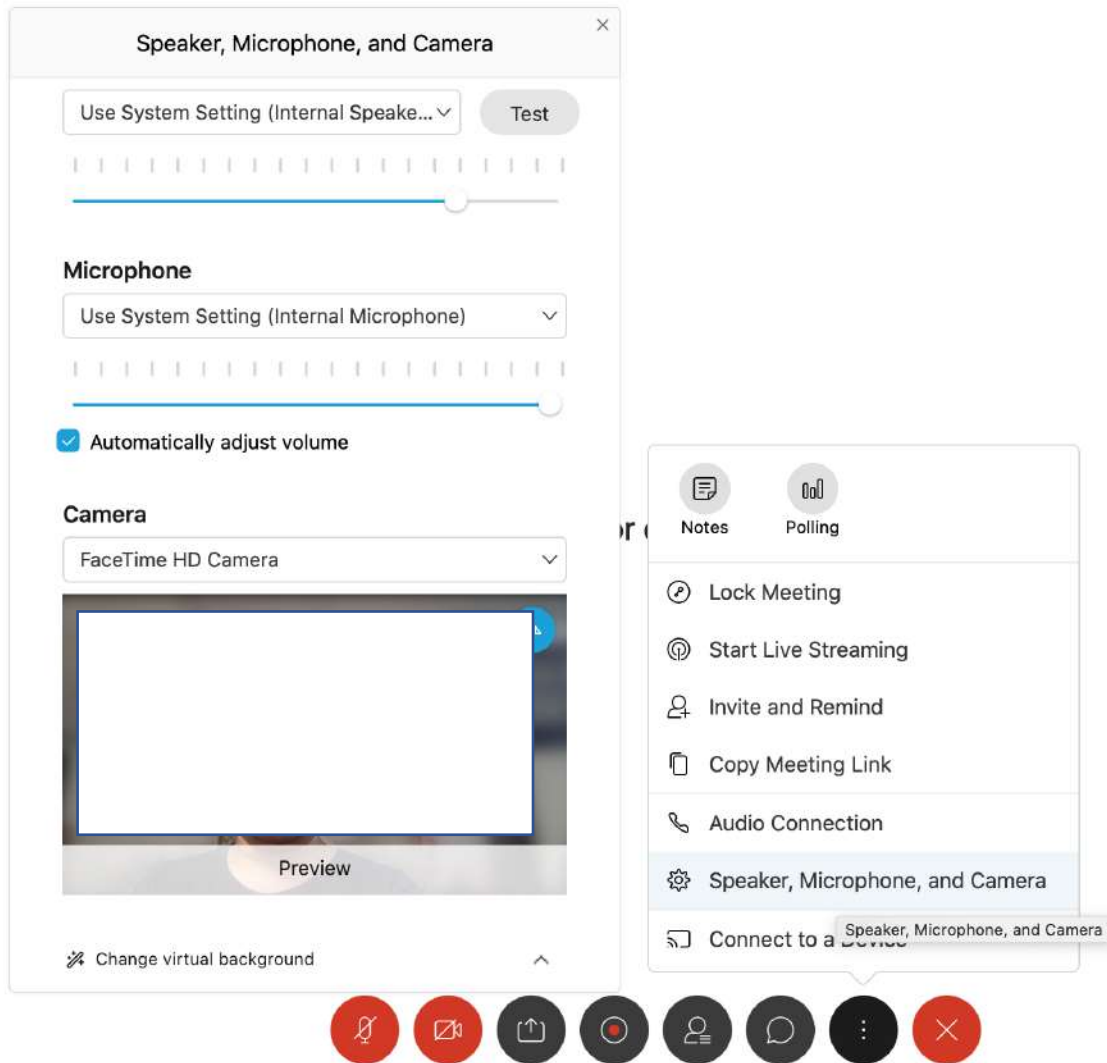
The screenshot displays a web browser window with the URL `pens.webex.com/webappng/sites/pens/meeting/download/2fd8c6d6ed9b49dd89e5f217866b2779?launchApp=true`. The main content area shows a circular video feed of a participant named "Reesa Akbar ... (Host)". Below the video feed is a red circular icon with a slash, indicating a control function. On the right side, there is a "Participants (1)" panel with a search bar and a list of participants, including "Reesa Akbar PJJ PENS" with the role "Host, me". At the bottom of the meeting interface, there are two buttons: "Mute All" and "Unmute All". The browser's taskbar at the bottom shows several open files: "Management....mp4 Canceled", "2103197010 D....pdf", "Wendy Putra A....pdf", "Raditya lapres....pdf", and "tugas 6.pdf".

Memastikan ShareScreen berjalan

The screenshot displays the Cisco Webex Meetings interface. At the top, the menu bar includes 'Webex Meetings', 'File', 'Edit', 'Share', 'View', 'Audio', 'Participant', 'Meeting', 'Window', and 'Help'. The system tray shows the time as 'Thu 02 08:32' and battery status as 'Charged 100%'. The main window title is 'Cisco Webex Meetings' with a 'Connected' status indicator.

The 'Share Content' dialog box is open, featuring a dropdown menu set to 'Optimize for text and images'. Below this, a preview of the 'Screen' application is shown. A grid of application icons is displayed, each with a label: Microsoft Word, WhatsApp, Telegram Lite, Cisco Webex Meetings, TextEdit, Webex Teams, Parallels Desktop, and Code. A tooltip labeled 'Share content' is positioned over the Webex Teams icon. At the bottom of the dialog, a row of icons for various meeting functions is visible, including a red 'X' icon.

Kendala audio yang terjadi





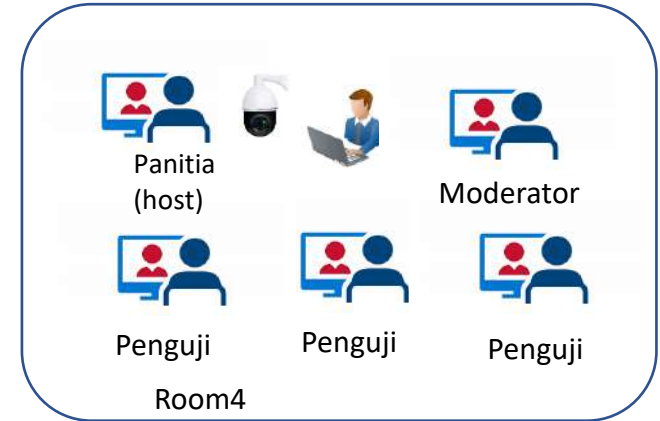
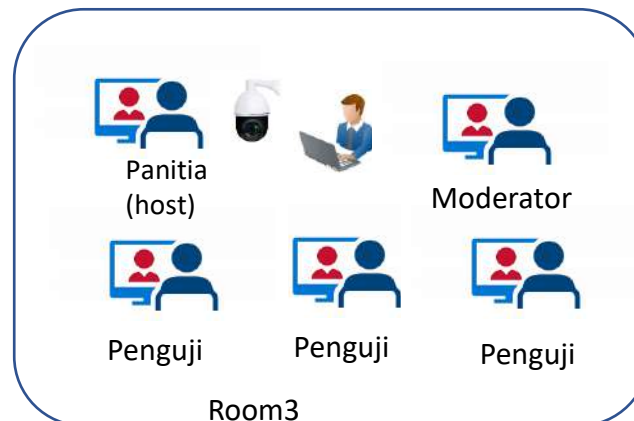
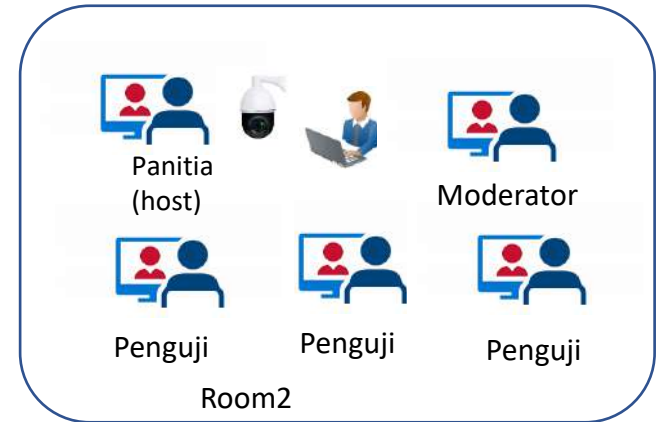
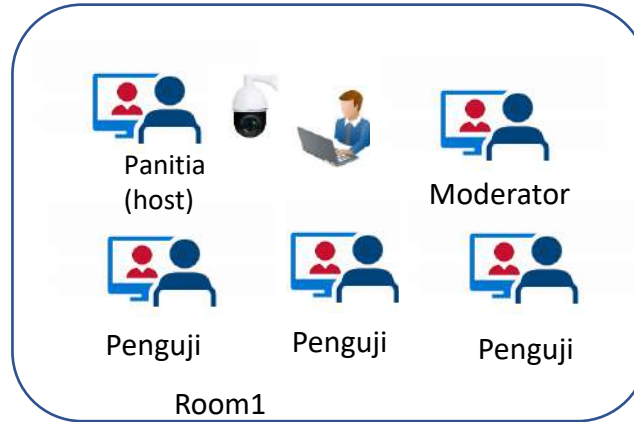
zoom

KONSEP SEMINAR DARING ZOOM

1 akun zoom
breakout room
concept



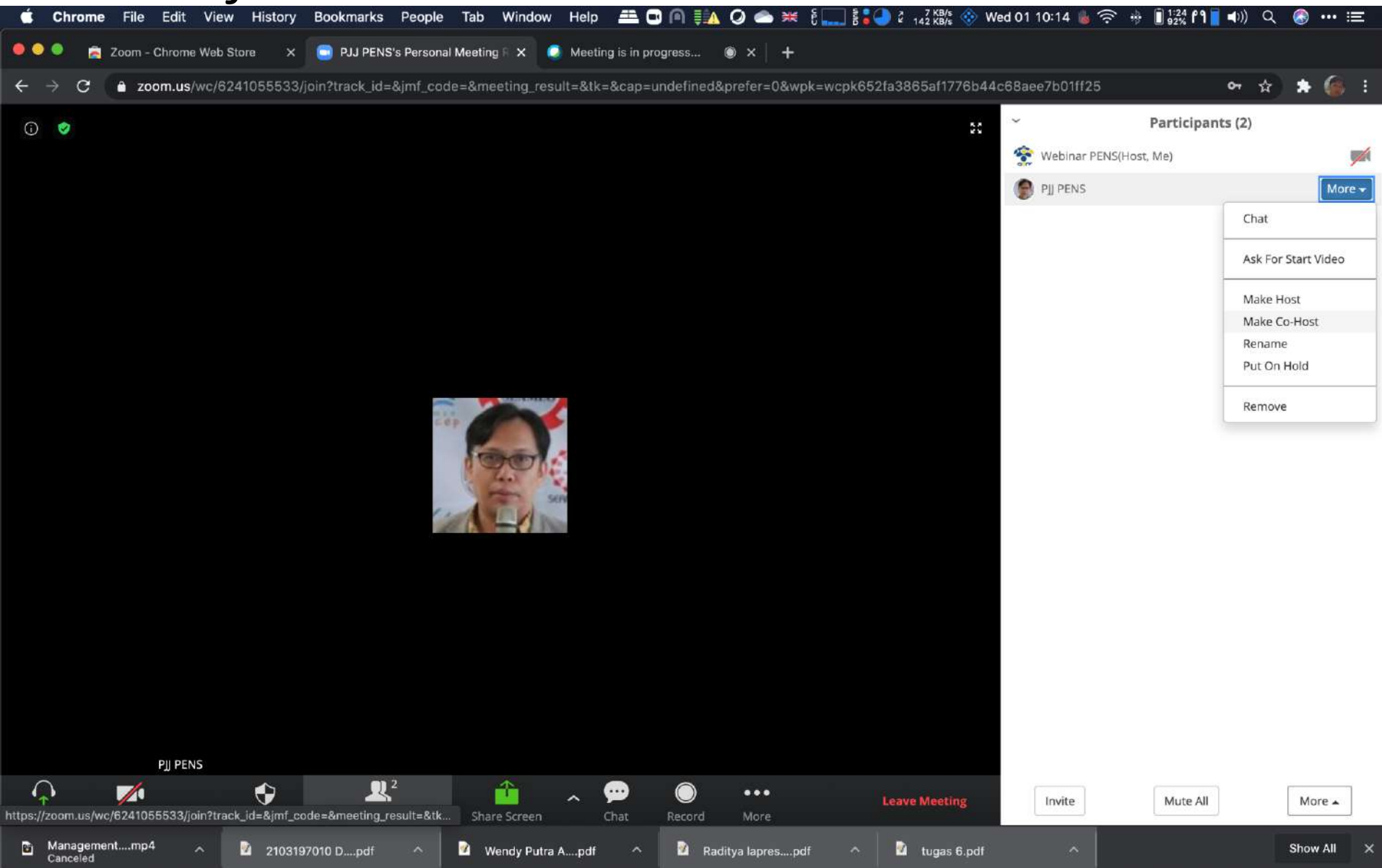
RUANG TRANSIT MHS



Yang Harus diperhatikan

- Recording Local bukan Cloud
- Screenshot dengan ada list participant setiap presentasi berjalan utk bukti rekap
- Panitia Host yang mengatur dosen dan mahasiswa yang masuk dan pindah ruangan
- Panitia join ke ruangan minta bantuan Host utama
- Host utama jangan pernah melakukan end meeting selama sidang masih berjalan

Menjadikan Co-Host



The image shows a Zoom meeting interface in a Chrome browser. The main window displays a video of a participant named PJJ PENS. On the right side, the 'Participants (2)' panel is open, showing a list of participants. A context menu is displayed over the participant 'PJJ PENS', with the 'Make Co-Host' option highlighted. The bottom toolbar includes icons for audio, video, screen sharing, chat, and recording, along with a 'Leave Meeting' button. The taskbar at the bottom shows several open files, including 'Management....mp4', '2103197010 D....pdf', 'Wendy Putra A....pdf', 'Raditya lapres....pdf', and 'tugas 6.pdf'.

Participants (2)

- Webinar PENS(Host, Me)
- PJJ PENS

- Chat
- Ask For Start Video
- Make Host
- Make Co-Host
- Rename
- Put On Hold
- Remove

Zoom Meeting Controls:

- Audio: On
- Video: Off
- Screen: Off
- Chat: Off
- Record: Off
- More: ...
- Leave Meeting

Taskbar:

- Management....mp4 Canceled
- 2103197010 D....pdf
- Wendy Putra A....pdf
- Raditya lapres....pdf
- tugas 6.pdf
- Show All

Menjadikan Co-Host

The image shows a Zoom meeting interface in a Chrome browser. A confirmation dialog box is centered on the screen, asking: "Do you want to make PJJ PENS the co-host of this meeting?". The dialog has "Yes" and "No" buttons. In the background, the Zoom meeting controls are visible, including a "Participants (2)" list with "Webinar PENS(Host, Me)" and "PJJ PENS". The bottom of the screen shows a taskbar with several open files: "Management....mp4 Canceled", "2103197010 D....pdf", "Wendy Putra A....pdf", "Raditya lapres....pdf", and "tugas 6.pdf".

Confirmation

Do you want to make PJJ PENS the co-host of this meeting?

Yes No

Participants (2)

- Webinar PENS(Host, Me)
- PJJ PENS

Management....mp4 Canceled

2103197010 D....pdf

Wendy Putra A....pdf

Raditya lapres....pdf

tugas 6.pdf

Show All

Menjadikan Co-Host

The image shows a Zoom meeting interface in a Chrome browser. The main window displays a video of a participant named PJJ PENS, who is wearing glasses and a microphone. The browser's address bar shows the Zoom meeting URL: `zoom.us/jc/6241055533/join?track_id=&jmf_code=&meeting_result=&tk=&cap=undefined&prefer=0&wpk=wcpk652fa3865af1776b44c68aee7b01ff25`. The top of the browser shows the Chrome menu and system tray with the time 10:18 on Wednesday. On the right side, the 'Participants (2)' panel lists 'Webinar PENS(Host, Me)' and 'PJJ PENS(Co-Host)'. At the bottom of the Zoom window, there are buttons for 'Invite', 'Mute All', and 'More'. The taskbar at the very bottom shows several open files, including 'Management....mp4 Canceled', '2103197010 D....pdf', 'Wendy Putra A....pdf', 'Raditya lapres....pdf', and 'tugas 6.pdf', along with a 'Show All' button.

Membuat Breakout Room

Chrome File Edit View History Bookmarks People Tab Window Help 4 KB/s 169 KB/s Wed 01 10:15 1:20 80%

Zoom - Chrome Web Store PJJ PENS's Personal Meeting Meeting is in progress...

zoom.us/jc/6241055533/join?track_id=&jmf_code=&meeting_result=&tk=&cap=undefined&prefer=0&wpk=wcpk652fa3865af1776b44c68aee7b01ff25

① ✓

Create Breakout Rooms

Assign 1 participants into Rooms.

0-1 participants per room

Distribution

Automatically Manually

Cancel Create

PJJ PENS

Join Audio Start Video Security Manage Participants Share Screen Chat Record Breakout Rooms More Leave Meeting

Management....mp4 Canceled 2103197010 D....pdf Wendy Putra A....pdf Raditya lapres....pdf tugas 6.pdf Show All

Tampilan List Breakout Room (Host Only)

The screenshot shows a Zoom meeting interface in a Chrome browser. A modal window titled "Breakout Rooms - Not Started" is open, displaying a list of six breakout rooms. Each room has an "Assign" button. A callout box highlights the "Assign" button for "Breakout Room 1", showing a dropdown menu with a checked checkbox and the name "PJJ PENS".

Breakout Rooms - Not Started

- > Breakout Room 1 Rename Delete Assign
- > Breakout Room 2 Assign
- > Breakout Room 3 Assign
- > Breakout Room 4 Assign
- > Breakout Room 5 Assign
- > Breakout Room 6 Assign

Options ^ Recreate ^ Add a Room Open All Rooms

Management.....mp4 Canceled | 2103197010 D....pdf | Wendy Putra A....pdf | Raditya lapres....pdf | tugas 6.pdf | Show All ×

Setelah menambahkan peserta dan buka

The image shows a Zoom meeting interface with a 'Breakout Rooms - In Progress' dialog box. The dialog box lists six breakout rooms, each with a 'Join' button. The first room, 'Breakout Room 1', shows a participant named 'PJJ PENS (Not Joined)'. Below the list, there is a 'Broadcast a message to all' option and a red 'Close All Rooms' button. The background shows the Zoom meeting controls, including 'Join Audio', 'Start Video', 'Security', 'Manage Participants', 'Share Screen', 'Chat', 'Record', 'Breakout Rooms', and 'More'. The taskbar at the bottom shows several files open, including 'Management....mp4', '2103197010 D....pdf', 'Wendy Putra A....pdf', 'Raditya lapres....pdf', and 'tugas 6.pdf'.

Breakout Rooms - In Progress

- Breakout Room 1 [Join](#)
PJJ PENS (Not Joined)
- Breakout Room 2 [Join](#)
- Breakout Room 3 [Join](#)
- Breakout Room 4 [Join](#)
- Breakout Room 5 [Join](#)
- Breakout Room 6 [Join](#)

Broadcast a message to all [Close All Rooms](#)

Join Audio Start Video Security Manage Participants Share Screen Chat Record Breakout Rooms More [Leave Meeting](#)

Management....mp4 Canceled 2103197010 D....pdf Wendy Putra A....pdf Raditya lapres....pdf tugas 6.pdf [Show All](#)

Pastikan Share Screen muncul

The image shows the Zoom screen sharing menu with the following items:

- Basic** (selected), **Advanced**, **Files**
- Desktop 1** (highlighted with a blue border)
- Whiteboard**
- iPhone/iPad via AirPlay**
- iPhone/iPad via Cable**
- Microsoft PowerPoint - Konsep Se...**
- Microsoft PowerPoint - BigData Ke...**
- Google Chrome - Cisco Webex Me...**
- Google Chrome - Cisco Webex Me...**
- Microsoft PowerPoint - Sosialisasi...**
- Skim - Pemberitahuan II Penyesuai...**
- Microsoft PowerPoint - Sosialisasi...**
- Microsoft PowerPoint - Presentatio...**

At the bottom, there are checkboxes for **Share computer sound** and **Optimize Screen Share for Video Clip**, and a **Share** button.

The bottom toolbar includes: **Start Video**, **Security**, **Participants** (1), **Chat**, **Share Screen** (with a green arrow icon), **Share (⌘S)**, **Breakout Rooms**, **Reactions**, and **More**.

Tambahan

- Bila Ruangan sudah selesai dan minta memasukkan presenter berikutnya, dari panitia ruangan perlu kasih tanda ke Host Utama

1. Click **Ask for Help** in the meeting controls.



Kendala yang sering muncul

- Audio dan mic tidak terdengar : pastikan setting mic dan speaker benar

