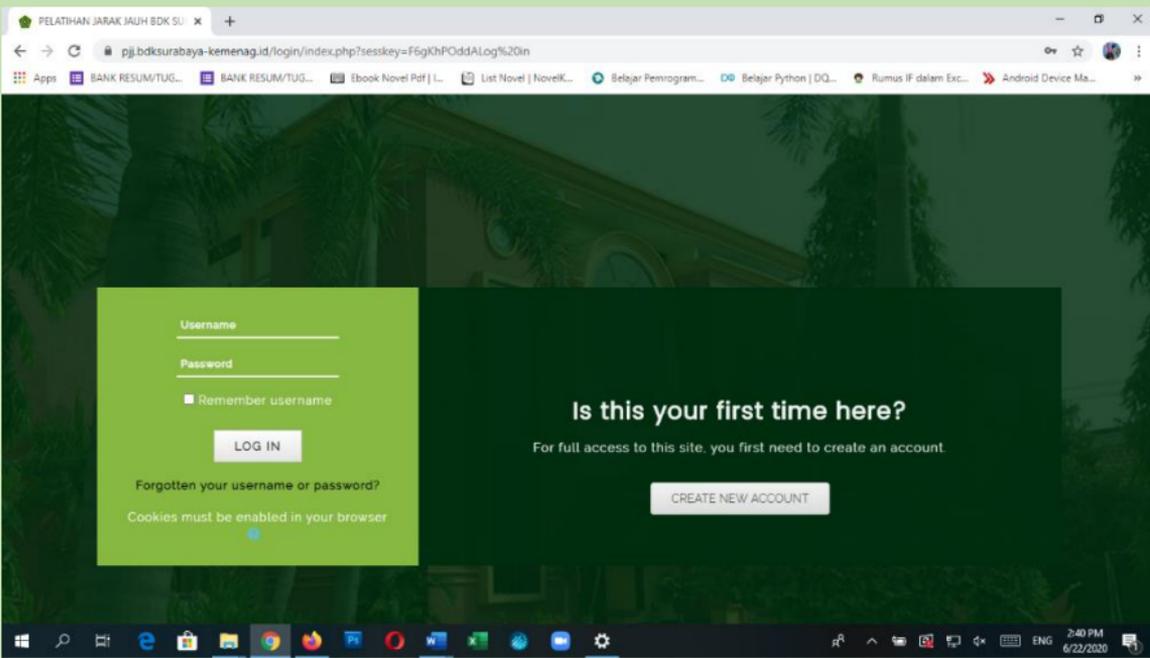


# **PANDUAN PENDAFTARAN PELATIHAN DAN PEMBERKASAN PJJ BDK SURABAYA TAHUN 2021**



# 1. Login menggunakan akun yang sudah didaftarkan





## 2. Pilih Seleksi Peserta PJJ

The screenshot shows the homepage of the PELATIHAN JARAK JAUH BDK SURABAYA website. The browser address bar displays <https://pjj.bdk-surabaya-kemenag.id>. The page header includes the logo, contact information (bdk\_surabaya@kemenag.go.id, (031) 8280116), and navigation links (Register, Log in). The main navigation menu features: Program Pelatihan, Seleksi Peserta PJJ (highlighted with a yellow box and a hand cursor), Digital Library, Knowledge Repository, Informasi, Website Utama, and English (en). The main content area features the text "SEKARANG SAATNYA BERGABUNG" and "Pelatihan Jarak Jauh BDK Surabaya". A dropdown menu is open under "Seleksi Peserta PJJ", listing "PJJ Tenaga Teknis" and "PJJ Tenaga Administrasi". A "Daftar Pelatihan" button is visible on the right. The footer contains the address: "Jl. Ketintang Madya No.92, Karah, Kec. Jambangan, Kota SBY, Jawa Timur 60232". The Windows taskbar at the bottom shows the date and time as 8:39 AM on 3/21/2021.

### 3. Silakan memilih sesuai kategori pelatihan: **Pelatihan Tenaga Teknis** atau **Pelatihan Tenaga Administrasi**

Home: All courses x +

https://pjj.bdk-surabaya-kemenag.id/course/index.php?categoryid=271

**PELATIHAN JARAK JAUH BDK SURABAYA**

Program Pelatihan ▾ Seleksi Peserta PJJ ▾ Digital Library ▾ Knowledge Repository ▾ Informasi ▾ Website Utama English (en) ▾ [Daftar Pelatihan](#)

Dashboard / Courses / Seleksi Peserta PJJ / Seleksi Peserta PJJ Teknis Tahun 2021 [Manage courses](#)

**Administration**

- Category: Seleksi Peserta PJJ Teknis Tahun 2021
- Manage this category
- Edit this category
- Add a subcategory
- Assign roles
- Permissions
- Check permissions
- Cohorts
- Filters
- Restore course
- Learning plan templates
- Competency frameworks

Course categories

Seleksi Peserta PJJ / Seleksi Peserta PJJ Teknis Tahun 2021

Search courses  [Go](#)

- + Pelatihan Teknis Pendidikan Tahun 2021
- + Pelatihan Teknis Keagamaan Tahun 2021

**Pilih kategori pelatihan yang akan diikuti**

Type here to search

9:01 AM 3/21/2021

## 4. Pilihlah salah satu pelatihan akan diikuti

The screenshot shows the website for PELATIHAN JARAK JAUH BDK SURABAYA. The page displays a list of course categories under the heading "Course categories: Seleksi Peserta PJJ / Seleksi Peserta PJJ Teknis Tahun 2021 / Pelatihan Teknis Pendidikan Tahun 2021". A search bar is present with the text "Search courses" and a "Go" button. Below the search bar, a list of training courses is shown, with the first item, "Pelatihan Al Quran Hadis MTs", highlighted by a yellow box and a hand cursor. A text box on the right side of the page contains the text "Pilih pelatihan yang akan diikuti".

Home: All courses

Home

Program Pelatihan ▾ Seleksi Peserta PJJ ▾ Digital Library ▾ Knowledge Repository ▾ Informasi ▾ Website Utama English (en) ▾ [Daftar Pelatihan](#)

Administration

- Category: Pelatihan Teknis Pendidikan Tahun 2021
- Competency frameworks

Navigation

- Dashboard
- Site home
- Site pages
- My courses
- Panduan PJJ
  - Info sertifikasi
  - 200-299 Agama
    - profesinadin\_julypro03
    - PKB TEST PPM MALANG II
    - PT PPM A 2
    - BerlaciRppt
  - ebook
  - BLC\_os
  - Panduan\_05
  - More...
- Courses
  - Info BDK Surabaya
  - Digital Library
  - Knowledge Repository

Course categories:  
Seleksi Peserta PJJ / Seleksi Peserta PJJ Teknis Tahun 2021 / Pelatihan Teknis Pendidikan Tahun 2021

Search courses

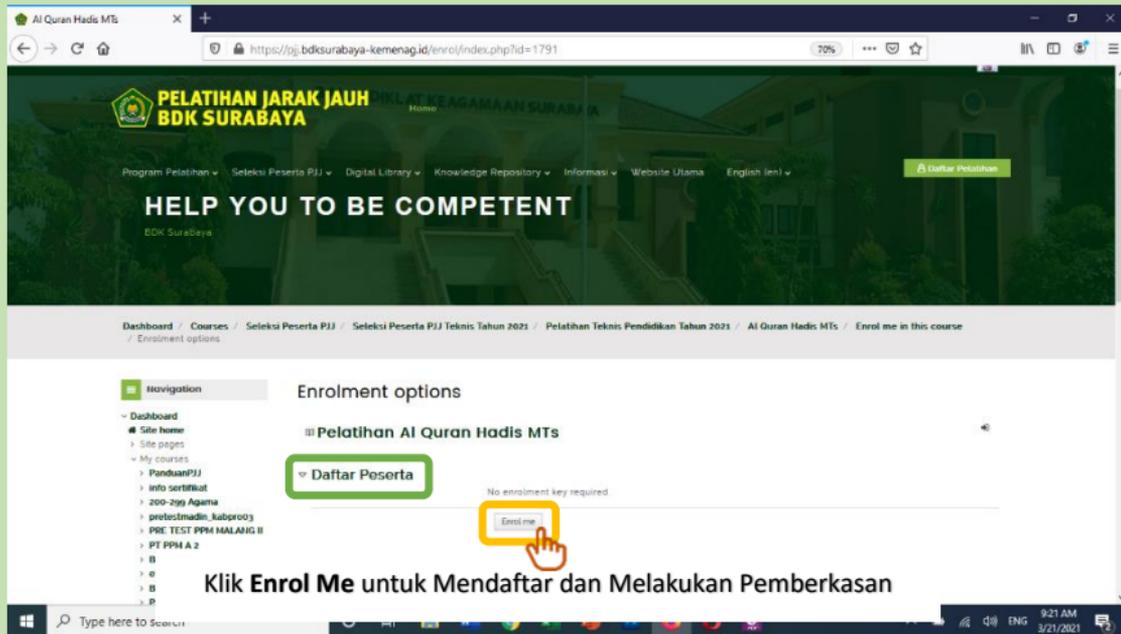
- Pelatihan Al Quran Hadis MTs
- Pelatihan Akidah Akhlak MI
- Pelatihan Bahasa Arab MI
- Pelatihan Bahasa Indonesia MA
- Pelatihan Bahasa Inggris MTs
- Pelatihan Bahasa Inggris MA
- Pelatihan Timbangan Konseling MTs

Pilih pelatihan yang akan diikuti

Type here to search

9:14 AM  
3/21/2021

## 5. Klik **Enrol Me** untuk mendaftar sebagai peserta pelatihan



The screenshot shows a web browser window displaying the website for BDK Surabaya. The page title is "Pelatihan AI Quran Hadis MTs". The main navigation menu includes "Program Pelatihan", "Seleksi Peserta PJJ", "Digital Library", "Knowledge Repository", "Informasi", "Website Utama", and "English (en)". A prominent banner reads "HELP YOU TO BE COMPETENT" with "BDK Surabaya" below it. A "Daftar Pelatihan" button is visible in the top right. The breadcrumb trail at the bottom of the banner reads: "Dashboard / Courses / Seleksi Peserta PJJ / Seleksi Peserta PJJ Teknis Tahun 2021 / Pelatihan Teknis Pendidikan Tahun 2021 / AI Quran Hadis MTs / Enrol me in this course / Enrolment options".

The "Enrolment options" section is active, showing "Pelatihan AI Quran Hadis MTs". Below this, there is a "Daftar Peserta" button. Underneath, it states "No enrolment key required" and a button labeled "Enrol me" is highlighted with a red box and a hand cursor pointing to it.

**Klik Enrol Me untuk Mendaftar dan Melakukan Pemberkasan**

## 6. Anda sudah masuk ke Ruang Pemberkasan. Silakan baca pengumuman dengan seksama.

The screenshot shows a web browser window displaying the course page for 'Pelatihan Akidah Ahklah' on the BDK Surabaya website. The URL is <https://bdksurabaya-kemenag.id/course/view.php?id=1788>. The page header includes the BDK Surabaya logo and navigation links such as 'Program Pelatihan', 'Seleksi Peserta PJJ', 'Digital Library', 'Knowledge Repository', 'Informasi', 'Website Utama', and 'English (en)'. A 'Daftar Pelatihan' button is visible in the top right.

The main content area is divided into two sections:

- Pengumuman**: A list of 8 announcements regarding the course. The first point states that participants are required to download 'Form Biodata' and 'Kontrak Belajar' forms. Other points include deadlines for form submission, instructions for participants, and a note that the selection results will be posted on the PJJ website and Admin Unit website.
- Download Form**: A section with two download links:
  - Form Biodata**: A link to download the Biodata form, with instructions to save it as 'BIO\_Nama Lengkap'.
  - Kontrak Belajar**: A link to download the 'Kontrak Belajar' form, with instructions to save it as 'KB\_Nama Lengkap'.

The Windows taskbar at the bottom shows the system time as 9:26 AM on 3/21/2021.

## 7. Pilih Download Form Biodata dan Kontrak Belajar.

The screenshot shows a Moodle course page for "Pelatihan Jarak Jauh BDK SURABAYA". The page is viewed from the perspective of a user logged into the course. The left sidebar shows the course structure, including "My courses", "Courses", "Berkas", and "E-course Pelatihan Jarak Jauh". A yellow arrow points from the "Download Form Biodata" section in the sidebar to the main content area.

The main content area displays a list of activities under the "Download Form Biodata" section. Two items are highlighted with orange boxes:

- Form Biodata**: Download File: Isi Biodata dan Save As dengan penamaan sebagai berikut: BIO\_Nama Lengkap
- Kontrak Belajar**: Download Kontrak Belajar. Isi dan Save As dengan penamaan file sebagai berikut: KB\_Nama Lengkap

Below the list is an "Upload Berkas" section with a list of required files:

1. File **Form Biodata** yang telah diisi dan disimpan sesuai nama lengkap masing-masing (Penamaan File: BIO\_Nama Lengkap)
2. **Kontrak Belajar** (Penamaan File: KB\_Nama Lengkap)
3. Surat Tugas Format PDF (Penamaan File: ST\_Nama Lengkap)
4. SK Terakhir Format PDF (Penamaan File: SK\_Nama Lengkap)
5. Foto Berwarna Background Merah Hati Fulldress Ukuran 236 x 354 Pixel atau 4 x 6 Cm (Format JPEG atau PNG maksimal 2 Mb) (Penamaan File: FOTO\_Nama Lengkap)

The bottom of the screenshot shows the Windows taskbar with the time 3:14 PM on 6/22/2020.

## 8. Untuk mengupload berkas persyaratan, silakan Klik Upload Berkas

The screenshot shows a web browser window with the URL <https://ppj.bdk-surabaya-kemenag.id/course/view.php?id=1788>. The page header features the logo of BDK Surabaya and the text "PELATIHAN JARAK JAUH BDK SURABAYA". Below the header, there is a navigation menu with options like "Program Pelatihan", "Seleksi Peserta PJJ", "Digital Library", "Knowledge Repository", "Informasi", "Website Utama", and "English (en)".

The main content area is titled "Pemberkasan" and contains a section for "Upload Berkas". A red box highlights the "Upload Berkas" button, which has a hand cursor over it. Below the button, there is a list of requirements for the course:

1. File **Form Biodata** yang telah diisi dan disimpan sesuai nama lengkap masing-masing. (Penamaan File: BID\_Nama Lengkap)
2. **Kontrak Belajar**. (Penamaan File: KB\_Nama Lengkap)
3. Surat Tugas Format PDF. (Penamaan File: ST\_Nama Lengkap)
4. SK Terakhir Format PDF. (Penamaan File: SK\_Nama Lengkap)
5. SK Mengajar Format PDF. (Penamaan File: SK\_Mengajar\_Nama Lengkap)
6. Sertifikat Kompetensi/Sertifikasi (maka lebih) Format PDF. (Penamaan File: Sertifikasi\_Nama Lengkap)
7. Foto Berwarna Background Merah Muda. (Penamaan File: FOTO\_Nama Lengkap)

Additional requirements include: (Format JPEG atau PNG maksimal 2 Mb) (Penamaan File: FOTO\_Nama Lengkap).

The page also shows sections for "Topic 3" and "Topic 4". At the bottom, there is a search bar and a taskbar with various application icons.

## 9. Pilih Add Submission

The screenshot shows a web browser window with the URL <https://tj.bdk Surabaya-kemenag.id/mod/assign/view.php?id=8902>. The page header features the logo of BDK SURABAYA and the text "PELATIHAN JARAK JAUH BDK SURABAYA". Navigation links include "Program Pelatihan", "Seleksi Peserta PJJ", "Digital Library", "Knowledge Repository", "Informasi", "Website Utama", and "English (en)". A green button labeled "Daftar Pelatihan" is visible in the top right.

The main content area displays the "Submission status" for a course. The status is "No attempt", the grading status is "Not graded", the due date is "Friday, 9 April 2021 11:00 PM", the time remaining is "19 days 13 hours", and the last modified date is "-". There are "0" submission comments.

A red box highlights the "Add submission" button, which is accompanied by a hand cursor icon. Below the button, the text "You have not made a submission yet." is displayed.

The left sidebar contains a navigation menu with categories such as "BerkasRpps", "ebook", "BLC.01", "Panduan\_05", "Courses", "Seleksi Peserta PJJ", "Pelatihan Teknik Pendidikan Tahun 2021", "Aturan Hadis MTs", "Aqidah Ahlak MI", "Participants", "Badges", "Competencies", "Grades", "General", "Download Form", "Pemberkesan", "Upload Berkas", "Topic 3", "Topic 4", and "Bahasa Arab MI".

The Windows taskbar at the bottom shows the search bar, system tray, and the time "9:34 AM 3/21/2021".

## 10. Mulai Mengupload Berkas

**PELATIHAN JARAK JAUH BDK SURABAYA**

### Upload Berkas

Berkas yang diupload sebagai persyaratan mengikuti Diklat Jarak Jauh Penyusunan RPP bagi Guru PAI SD Angkatan II ini adalah:

1. File **Form Biodata** yang telah diisi dan disimpan sesuai nama lengkap masing-masing. (Penamaan File: BIO\_Nama Lengkap)
2. **Kontrak Belajar** (Penamaan File: KB\_Nama Lengkap)
3. Surat Tugas Format PDF. (Penamaan File: ST\_Nama Lengkap)
4. SK Terakhir Format PDF. (Penamaan File: SK\_Nama Lengkap)
5. Foto Berwarna Background Merah Hati Fullsize Ukuran 230 x 364 Pixel atau 4 x 6 Cm (Format: JPEG atau PNG maksimal 2 Mb) (Penamaan File: FOTO\_Nama Lengkap)

File submissions

Maximum file size: 2MB, maximum number of files: 20

**KLIK TANDA TERSEBUT**

You can drag and drop files here to add them.

Accepted file types:

- Document files: doc, docx, epub, gdoc, odt, oth, otf, pdf, rtf
- Image (JPEG) jpg, jpeg
- Image (PNG) png
- Image files: ai, bmp, gif, gif-kr, jpeg, jpeg-act, pdf, ppt, pptx, psd, eps, svg, tiff, ttf
- PDF document pdf
- RTF document rtf
- Word 2007 document docx
- Word document doc

Save changes Cancel

12:46 AM 7/13/2020

## 11. Klik Upload a File dan Browse

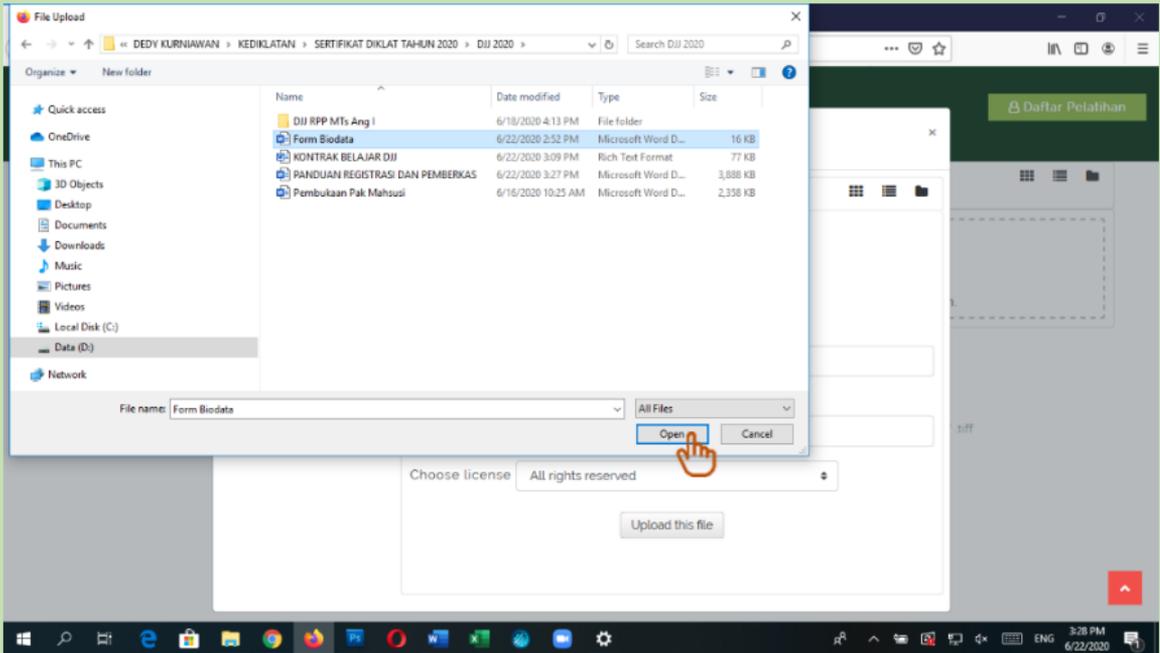
The screenshot shows a web browser window with the URL <https://pjl.bdk Surabaya-kemenag.id/mod/assign/view.php?id=532&action=editsubmission>. The page header includes the logo of PELATIHAN IARAK IAUH BDK SURABAYA and a 'Daftar Pelatihan' button. A sidebar on the left contains navigation options like 'Participants', 'Badges', 'Competencies', 'Grades', 'General', 'Download Form', 'Upload Berkas', 'Pemberkasan', 'Topic 3', and 'Topic 4'. The 'Administration' section is also visible.

The 'File picker' dialog box is open, showing the following elements:

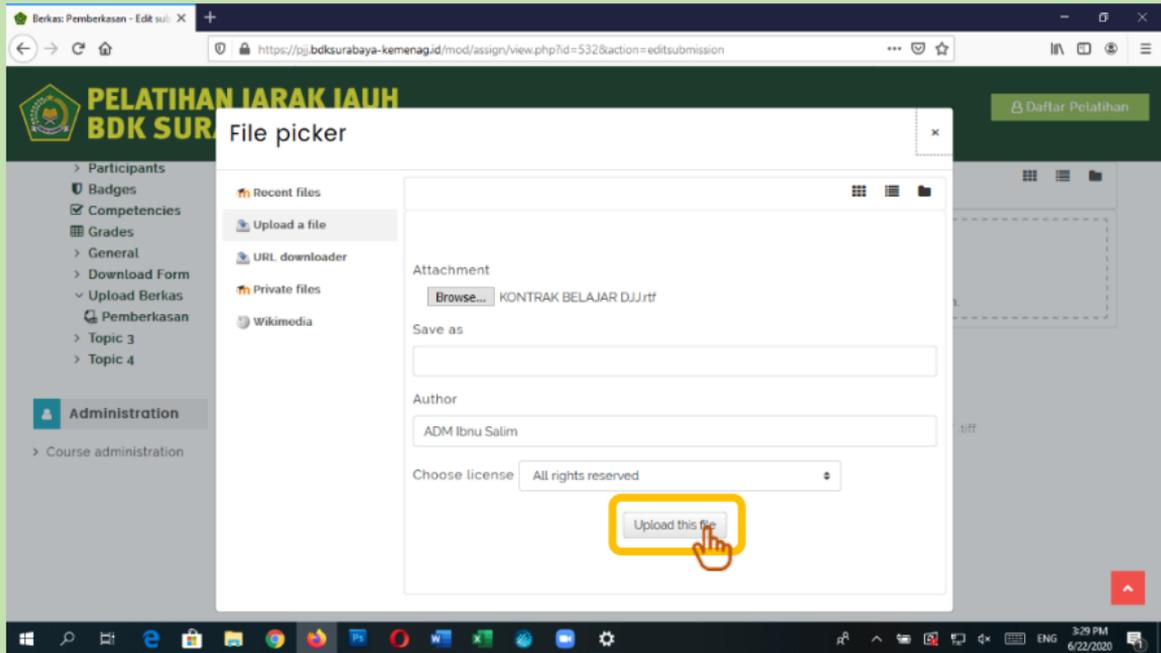
- Recent files:** A list of recent files, with 'Upload a file' highlighted by a yellow box.
- Private files:** A list of private files, including 'Wikimedia'.
- Attachment:** A section with a 'Browse' button highlighted by a yellow box and a hand cursor. Below it, the text '0 file selected' is displayed.
- Save as:** A text input field.
- Author:** A text input field containing 'ADM Ibnu Salim'.
- Choose license:** A dropdown menu set to 'All rights reserved'.
- Upload this file:** A button at the bottom of the dialog.

The Windows taskbar at the bottom shows the system tray with the date '6/22/2020' and time '3:26 PM'.

## 12. Pilih File yang akan diupload

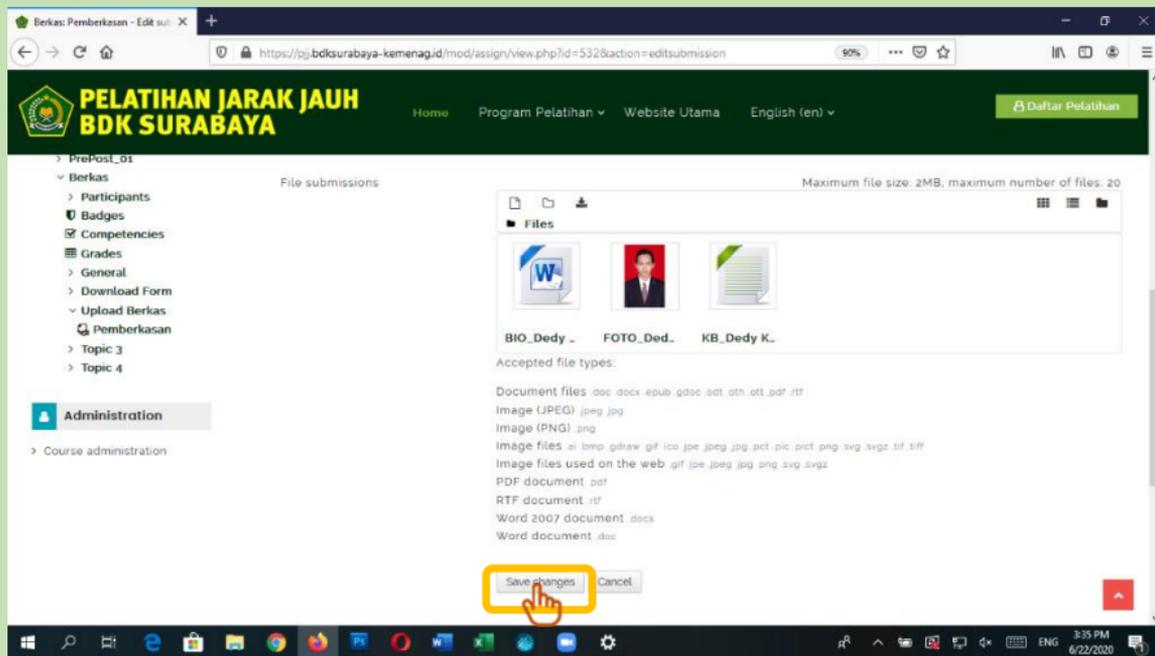


### 13. Klik Upload this File



Ulangi langkah yang sama untuk mengupload dokumen lainnya.

## 14. Jika file yang diinginkan sudah terupload, Klik **Save Changes (Simpan Perubahan)**

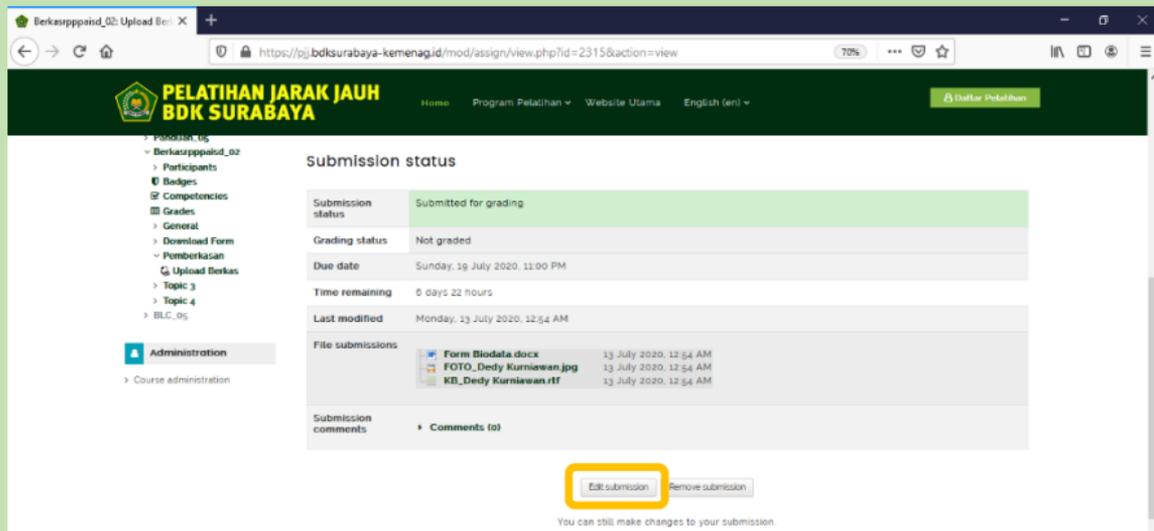


The screenshot shows a web browser window displaying a Moodle course page for 'PELATIHAN JARAK JAUH BDK SURABAYA'. The page is titled 'Berkas Pemberkasan - Edit sub...' and the URL is 'https://oj.bdk-surabaya-kemenag.id/mod/assign/view.php?id=532&action=editsubmission'. The page features a dark green header with the course logo and navigation links: Home, Program Pelatihan, Website Utama, and English (en). A 'Daftar Pelatihan' button is visible in the top right.

The main content area shows 'File submissions' for the 'Berkas' activity. It lists three files: 'BIO\_Dedy...', 'FOTO\_Ded...', and 'KB\_Dedy K.'. Below the file list, there is a section for 'Accepted file types:' which includes: Document files (doc, docx, epub, gdoc, odt, ott, pdf, rtf), Image (JPEG) (jpeg, jpg), Image (PNG) (png), Image files (ai, bmo, gidraw, gif, ico, jpe, jpeg, jpg, pct, pic, pict, png, svg, svgz, tif, tiff), Image files used on the web (gif, jpe, jpeg, jpg, png, svg, svgz), PDF document (pdf), RTF document (rtf), Word 2007 document (docx), and Word document (doc).

At the bottom of the page, there are two buttons: 'Save changes' and 'Cancel'. The 'Save changes' button is highlighted with a yellow box, and a hand cursor is pointing at it, indicating the next step in the process.

15. **Pemberkasan telah selesai.** Jika ingin mengganti file atau menambah file, silakan klik **Edit Submission**. Setiap setelah mengupload file, jangan lupa untuk mengklik **Save Change** atau **Simpan Perubahan**.



The screenshot shows a web browser window with the URL <https://pg.bdkurabaya-kemenag.id/mod/assign/view.php?id=2315&action=view>. The page header includes the logo of PELATIHAN JARAK JAUH BDK SURABAYA and navigation links for Home, Program Pelatihan, Website Utama, and English (en). A sidebar on the left contains a navigation menu with options like Berkeasppaid\_02, Participants, Badges, Competencies, Grades, General, Download Form, Pemberkasan, Upload Berkas, Topic 3, Topic 4, BLC\_05, Administration, and Course administration.

The main content area is titled "Submission status" and displays the following information:

Submission status	Submitted for grading
Grading status	Not graded
Due date	Sunday, 19 July 2020, 11:00 PM
Time remaining	0 days 22 hours
Last modified	Monday, 13 July 2020, 12:54 AM

Under the "File submissions" section, there is a list of uploaded files:

Form Biodata.docx	13 July 2020, 12:54 AM
FOTO_Dedy Kurniawan.jpg	13 July 2020, 12:54 AM
KB_Dedy Kurniawan.rtf	13 July 2020, 12:54 AM

At the bottom of the submission status area, there are two buttons: "Edit submission" (highlighted with a yellow box) and "Remove submission". Below these buttons, a message states: "You can still make changes to your submission."