

PANDUAN UNTUK PENDIDIK

Login akun pendidik

- Masuk pada website Liveworksheets: <https://www.liveworksheets.com/>
- Pilih menu *Signup*, kemudian pilih *Teacher*. Isikan semua kolom yang tersedia sesuai profil. Lalu klik **CAPTCHA** yang ada dan klik **CREATE NEW ACCOUNT**



Create new account

A screenshot of the 'Create new account' form. It has two main sections. The left section is for account creation, with 'Account type' set to 'STUDENT' and 'TEACHER' (the 'TEACHER' button is circled in red). Below this are fields for 'Email address', 'Username', and 'Password'. The right section is for verification, with fields for 'Birthday', 'Country', and 'Full name'. There is a checkbox for 'I've read and accept the Terms of use' and a CAPTCHA section with 'I'm not a robot' and a CAPTCHA image. A 'CREATE NEW ACCOUNT' button is at the bottom right.A screenshot of the 'Create new account' form. It has two main sections. The left section is for account creation, with 'Account type' set to 'STUDENT' and 'TEACHER' (the 'TEACHER' button is circled in red). Below this are fields for 'Email address', 'Username', and 'Password'. The right section is for verification, with fields for 'Birthday', 'Country', and 'Full name'. There is a checkbox for 'I've read and accept the Terms of use' and a CAPTCHA section with 'I'm not a robot' and a CAPTCHA image. A 'CREATE NEW ACCOUNT' button is at the bottom right.

- Setelah membuat akun, verifikasi akun melalui e-mail yang dikirimkan oleh Liveworksheets pada e-mail terdaftar, kemudian Login dengan akun yang sudah terdaftar

ENGLISH ▾

Login

Signup

- Isikan semua kolom yang tersedia, lalu ceklis CAPTCHA dan klik **LOG IN**. Setelah berhasil login maka akan muncul tampilan seperti pada gambar

A screenshot of the login form. It has a 'Login by username/email address' field and a 'Password' field. Below the password field is a CAPTCHA section with 'I'm not a robot' and a CAPTCHA image. A 'LOG IN' button is at the bottom. There is a link for 'Forgot my password'.

Tampilan setelah login



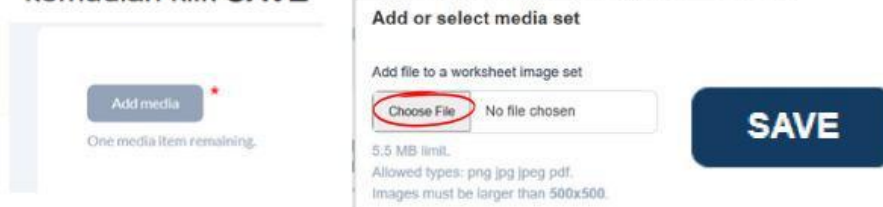
PANDUAN UNTUK PENDIDIK

Membuat e-LKPD

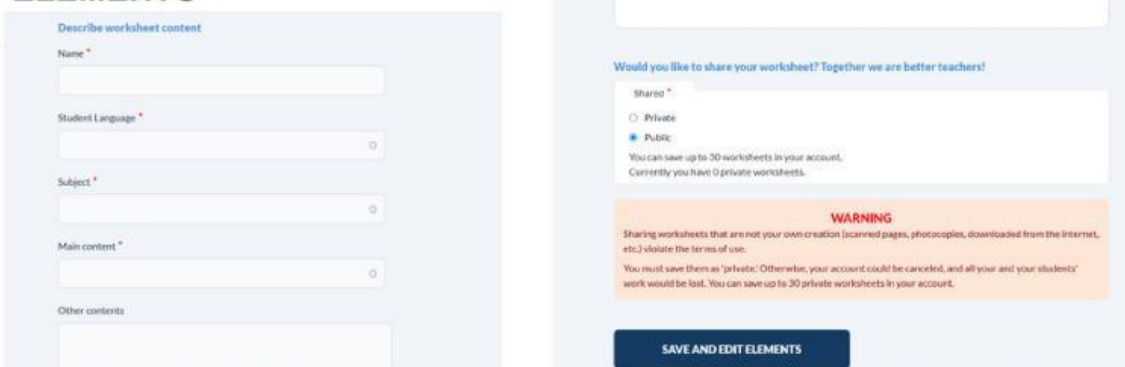
- Pilih menu *Worksheets*, kemudian klik *My Worksheets*. Untuk membuat LKPD, klik *Add Worksheet*.



- Klik *Add Media*, kemudian *Choose File*. Unggah file dari komputer yang ingin dijadikan LKPD. Pastikan format file adalah png, jpg, jpeg atau pdf dan ukuran file tidak lebih dari 5,5 MB. Tunggu sampai file berhasil diunggah, kemudian klik **SAVE**



- Isikan semua kolom yang tersedia, kemudian klik **SAVE AND EDIT ELEMENTS**



- Edit LKPD sesuai dengan keinginan menggunakan menu yang berada di samping kanan dengan cara klik menu yang diinginkan, kemudian *drag* pada letak yang diinginkan



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- Jika sudah selesai, simpan LKPD dengan klik **SAVE** atau jika ingin melihat klik **SAVE AND VIEW**

SAVE

SAVE AND VIEW

- Worksheet* dapat ditambahkan ke *Workbook*. Pada menu *My Dashboard*, pilih menu *My Workbooks* lalu klik *Add Workbook*. Lengkapi semua kolom yang tersedia sesuai dengan workbook yang dibuat.

Add workbook

My Dashboard Worksheets Plans

My Workbooks My Students Notifications

Home > My Dashboard > My Workbooks > My Workbooks

My Workbooks

Add workbook

Label *

Enabled

Cover

Add media

One media item remaining.

Share with teachers from your school

☐ Share workbook with school

☐ Allow modifying

The number of repetitions of the exercises *

1

Good

8: Very Good

9: Excellent

10: Outstanding

Settings

☐ Add button "Show Right Answers" when the student has finished the exercise

☐ Ignore punctuation marks

☐ Ignore capital letters

☐ Ignore accents

SAVE

- Workbook* yang sudah disimpan akan terlihat seperti tampilan



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Menugaskan e-LKPD kepada peserta didik

- Pada menu *My Dashboard*, pilih menu *My Students*. Kemudian klik *Add Group* dan tulis grup yang diinginkan, klik **SAVE**

The screenshot shows the 'My Students and Groups' page. At the top, there are tabs for 'My Dashboard', 'Worksheets', and 'Plans'. Below these, there are links for 'My Workbooks', 'My Students' (highlighted with a red circle), and 'Notifications'. A breadcrumb trail shows 'Home > My Dashboard'. On the right, there is a blue 'Add Group' button. Below this, a form titled 'Add a new group' is shown. The form has a 'Title' input field, a 'Published' checkbox (checked), and a blue 'SAVE' button. A red arrow points from the 'Add Group' button to the form.

- Setelah grup dibuat, bagikan kode grup kepada siswa. Untuk mendapatkan kode grup, klik grup yang diinginkan kemudian akan muncul *Group Code*

The screenshot shows a table with the following data:

NAME ^	STATUS	CREATED	UPDATED
Kelas XI	Published	11/18/2024 - 19:38	11/18/2024 - 19:38

Below the table, there are three buttons: 'View', 'Edit', and 'Group results'. A red arrow points from the 'View' button to the 'Group Code' field below. The 'Group Code' field displays the code '6fiCFwje6v'.

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- Nama siswa yang bergabung akan muncul seperti pada gambar dibawah

All Students

Groups Group results **All Students** Assign workbooks to students Manage Students (Re-add and Remove)

Filter by Group
Kelas XI (1)

Upon account creation, students must follow instructions to confirm email to unblock the account. Email is optional for creating student accounts.

Create a new student account Create multiple new student accounts

Search Students
SEARCH

-- Select action -- Apply to selected items

	FULL NAME	USERNAME	MAIL	BIRTHDAY	GROUP	
☐	cantika	cantikamulan	☒	2000-07-20	Kelas XI	Edit student

Apply to selected items

- Untuk menugaskan LKPD kepada siswa, buka menu *Assign workbooks to students* kemudian ceklis siswa dan LKPD yang ingin ditugaskan, lalu klik **SAVE CHANGES**

Assign workbooks to students

Groups Group results All Students **Assign workbooks to students** Manage Students (Re-add and Remove)

Show filters

	LKPD
Kelas XI	☐
cantika	☐

Ceklis nama siswa dan LKPD yang ingin ditugaskan

SAVE CHANGES CANCEL

- Atau pilih salah satu LKPD/ *Worksheet* yang ingin ditugaskan sebagai pekerjaan rumah. Pada menu *My Workbook*, klik garis tiga yang ada di pojok kanan, kemudian pilih *Assign as homework*. Kemudian lengkapi semua kolom yang tersedia dan klik **ASSIGN TO SELECTED STUDENTS**

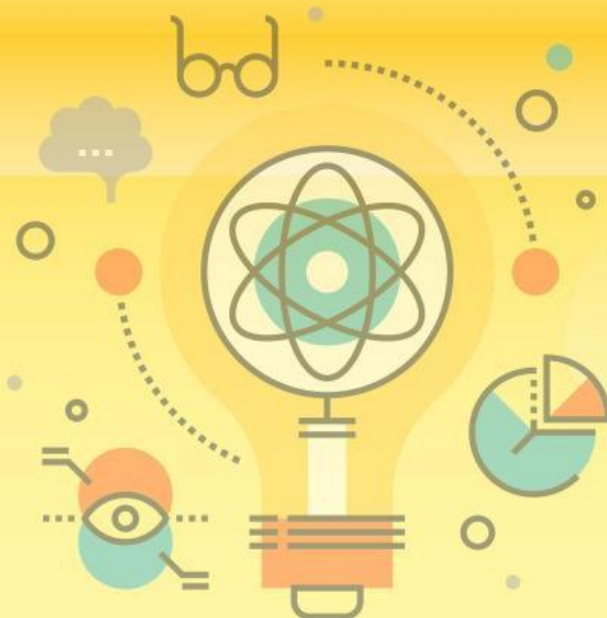
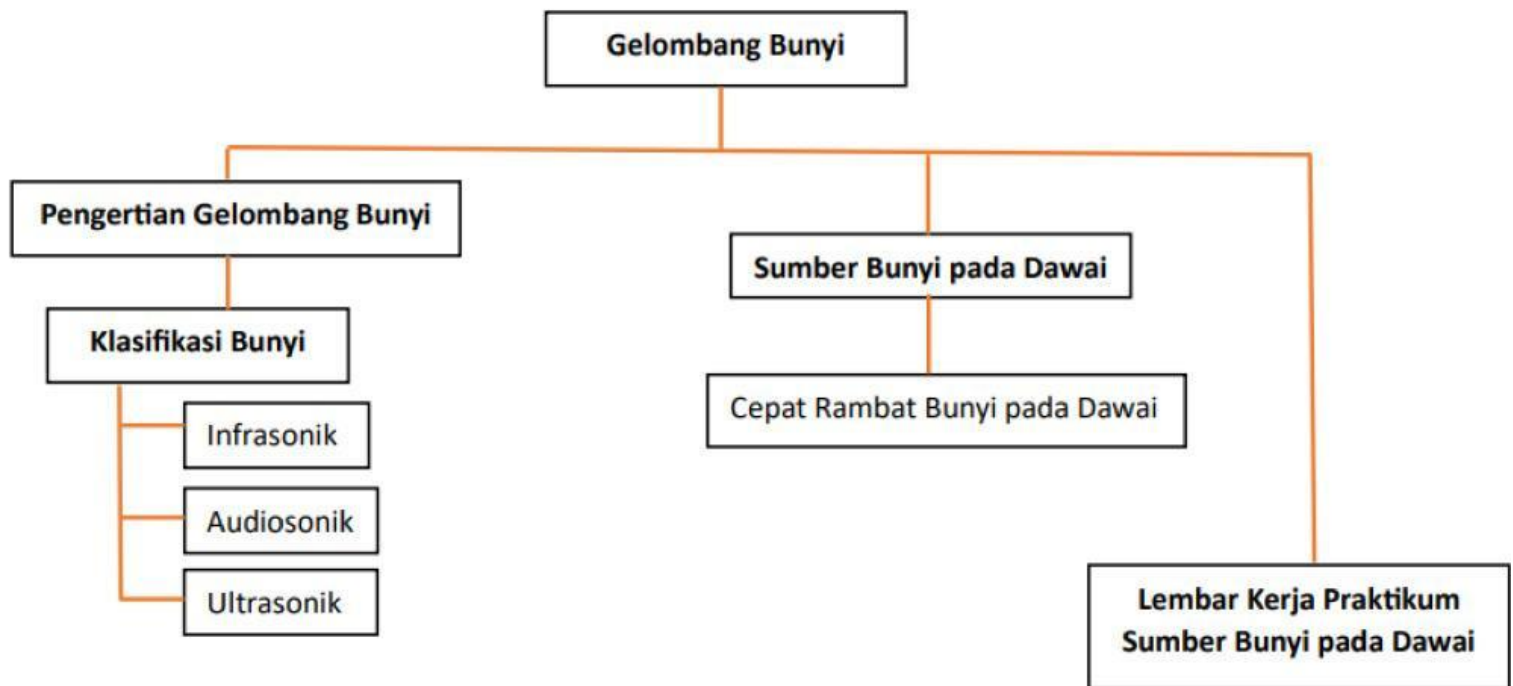
Preview
Assign as homework
Move to page...
Allow exercise repetition
Show right answers
Checking options
Add to another workbook
Edit
Hide
Delete

Time limit: *
dd/mm/yyyy
When time is over *
Allow students to do the exercise after time limit

Batas tanggal dan waktu pengerjaan

ASSIGN TO SELECTED STUDENTS

PETA KONSEP



PREVIOUS

NEXT