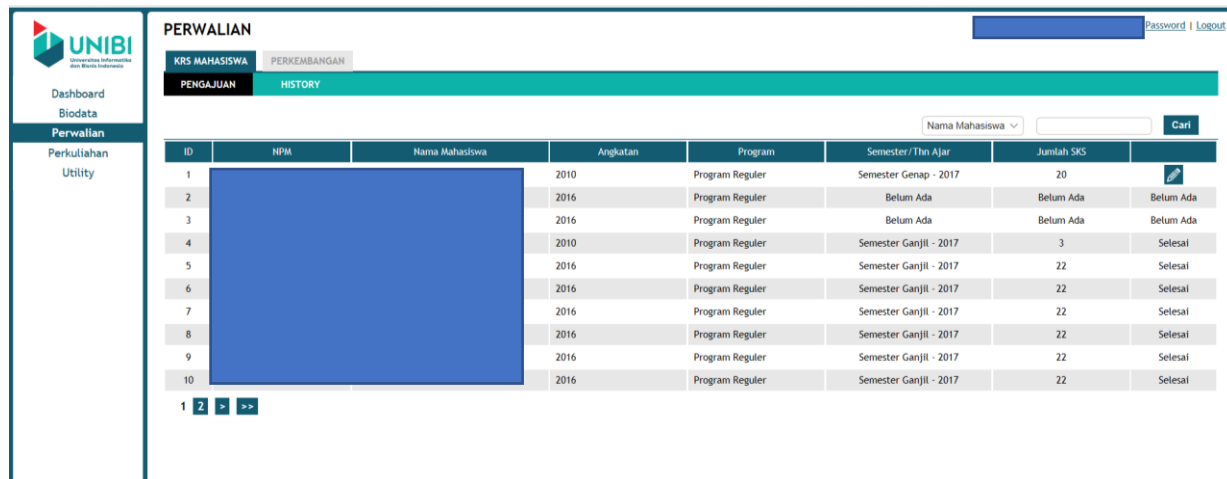


PANDUAN SEDERHANA PERWALIAN MODUL: DOSEN

1. Buka aplikasi *online* (**eureka.unibi.ac.id**) sesuai dengan username & password yang sesuai.
2. Pilih Menu “Perwalian” pada daftar menu di bagian kiri.
3. Pilih Menu “KRS Mahasiswa” > “Pengajuan” pada daftar menu di bagian atas. Akan muncul seperti pada gambar 1.

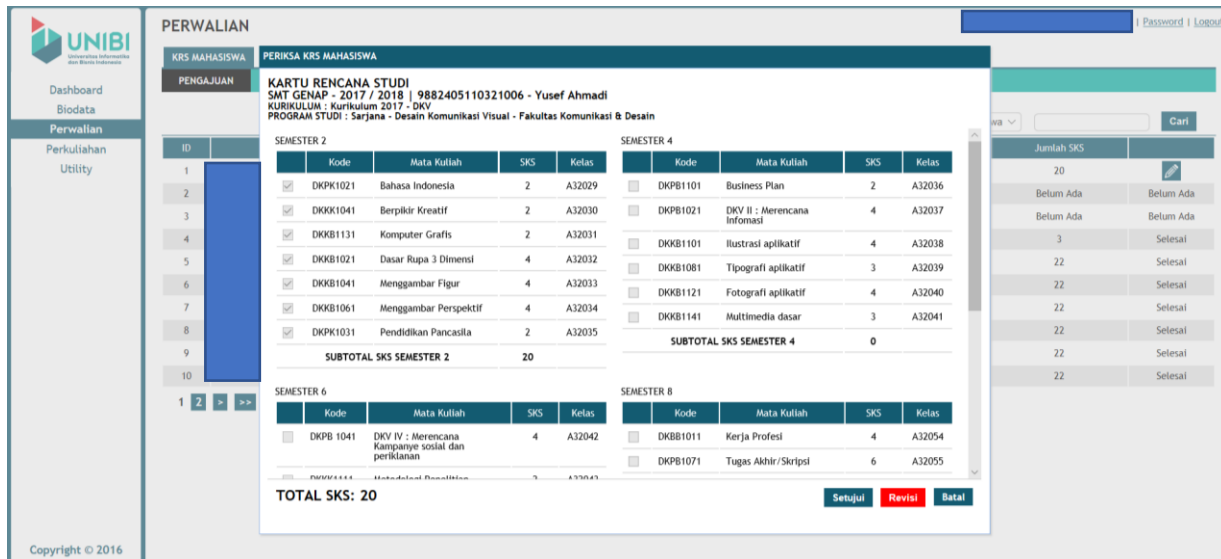


The screenshot displays the 'PERWALIAN' (KRS Management) interface. The top navigation bar includes 'KRS MAHASISWA' and 'PERKEMBANGAN'. The main content area features a table with columns for ID, NPM, Nama Mahasiswa, Angkatan, Program, Semester/Tin Ajar, Jumlah SKS, and a status icon. The table lists 10 rows of student data. The first row shows a student from the 2010 cohort with 20 SKS. The second row shows a student from the 2016 cohort with 'Belum Ada' status. The third row shows a student from the 2016 cohort with 'Belum Ada' status. The fourth row shows a student from the 2010 cohort with 3 SKS and 'Selesai' status. The fifth row shows a student from the 2016 cohort with 22 SKS and 'Selesai' status. The sixth row shows a student from the 2016 cohort with 22 SKS and 'Selesai' status. The seventh row shows a student from the 2016 cohort with 22 SKS and 'Selesai' status. The eighth row shows a student from the 2016 cohort with 22 SKS and 'Selesai' status. The ninth row shows a student from the 2016 cohort with 22 SKS and 'Selesai' status. The tenth row shows a student from the 2016 cohort with 22 SKS and 'Selesai' status. The interface also includes a search bar for 'Nama Mahasiswa' and a 'Cari' button.

ID	NPM	Nama Mahasiswa	Angkatan	Program	Semester/Tin Ajar	Jumlah SKS	Status
1			2010	Program Reguler	Semester Genap - 2017	20	
2			2016	Program Reguler	Belum Ada	Belum Ada	Belum Ada
3			2016	Program Reguler	Belum Ada	Belum Ada	Belum Ada
4			2010	Program Reguler	Semester Ganjil - 2017	3	Selesai
5			2016	Program Reguler	Semester Ganjil - 2017	22	Selesai
6			2016	Program Reguler	Semester Ganjil - 2017	22	Selesai
7			2016	Program Reguler	Semester Ganjil - 2017	22	Selesai
8			2016	Program Reguler	Semester Ganjil - 2017	22	Selesai
9			2016	Program Reguler	Semester Ganjil - 2017	22	Selesai
10			2016	Program Reguler	Semester Ganjil - 2017	22	Selesai

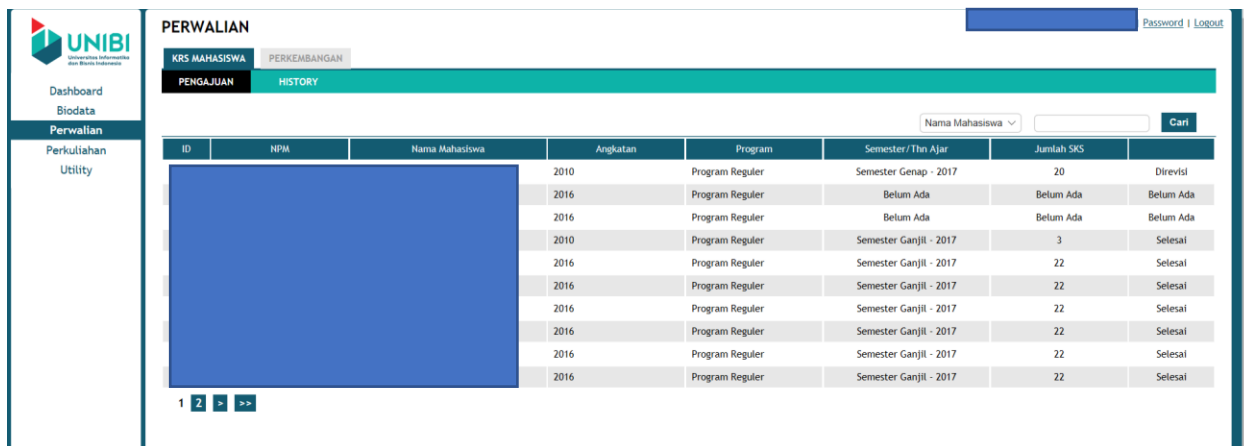
Gambar 1

4. Tampak semua status pengajuan KRS mahasiswa pada semua semester. Keterangan status:
 - a. Belum Ada: Mahasiswa belum mengajukan KRS
 - b. Tombol Pensil: Pengajuan KRS Mahasiswa perlu persetujuan Anda
 - c. Direvisi: Mahasiswa sedang merevisi KRS
 - d. Selesa: Proses KRS selesai.
5. Klik tombol Pensil di bagian kanan pengajuan KRS mahasiswa. Akan tampil pop-up window seperti Nampak pada gambar 2.



Gambar 2

6. Periksa KRS Mahasiswa
7. Klik tombol yang sesuai ("Setujui" / "Revisi"). Bila anda memilih Revisi, komunikasikan hal-hal yang perlu direvisi kepada mahasiswa Anda.
8. Tampilan bila Anda memilih "Revisi" dapat dilihat pada gambar 3.



Gambar 3

Catatan

Apabila ada kendala agar langsung melapor ke ruang *helpdesk* di lantai satu.