



# Panduan Mengunggah Tugas Akhir

**Andi Saputra**

UPT Perpustakaan Universitas Andalas

## Panduan Mengunggah Tugas Akhir



Seluruh mahasiswa yang akan wisuda wajib mengunggah/mengupload tugas akhirnya (skripsi/thesis/disertasi) secara mandiri ke dalam database Unand, melalui url:

<http://scholar.unand.ac.id>

- [andisptra@gmail.com](mailto:andisptra@gmail.com) Perpustakaan Universitas Andalas

# JENIS FILE YANG DI UPLOAD

1. Cover dan Abstrak (dalam 1 *file*). **(Cover harus memuat nama dosen pembimbing)**
2. BAB 1 (Pendahuluan)
3. BAB akhir (Penutup/Kesimpulan)
4. Daftar Pustaka
5. Tugas Akhir utuh (**full text**) (Sesuai dengan aturan penyusunan tugas akhir masing-masing fakultas/jurusan)

# SYARAT FILE YANG DI UPLOAD

1. **Cover** harus **memuat** nama **dosen pembimbing**
2. Semua **file** harus dalam **format PDF**
3. **Sesuai** dengan **aturan** penyusunan tugas akhir masing-masing **fakultas/jurusan**
4. Tugas akhir **hasil revisi akhir** yang memuat **lembar pengesahan**
5. Setiap file harus diberi **watermark**

**Panduan watermark**



<http://scholar.unand.ac.id/21212/>

**Download Logo watermark**

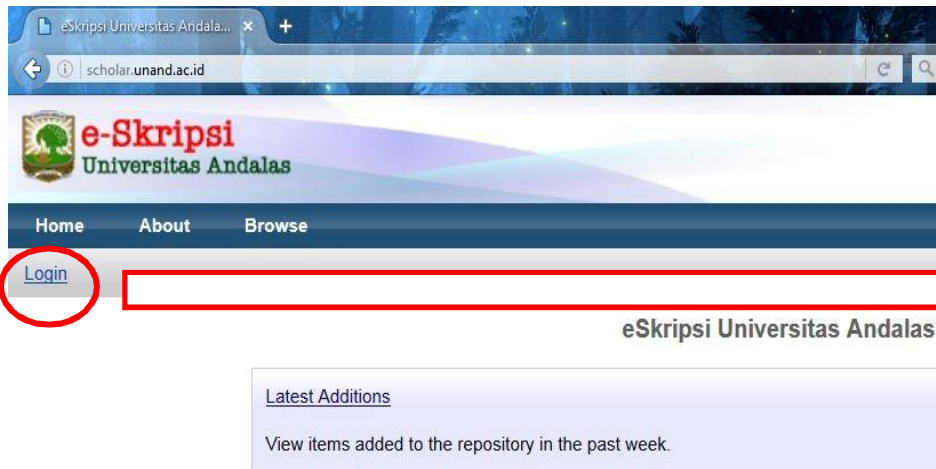


<http://scholar.unand.ac.id/21257/>

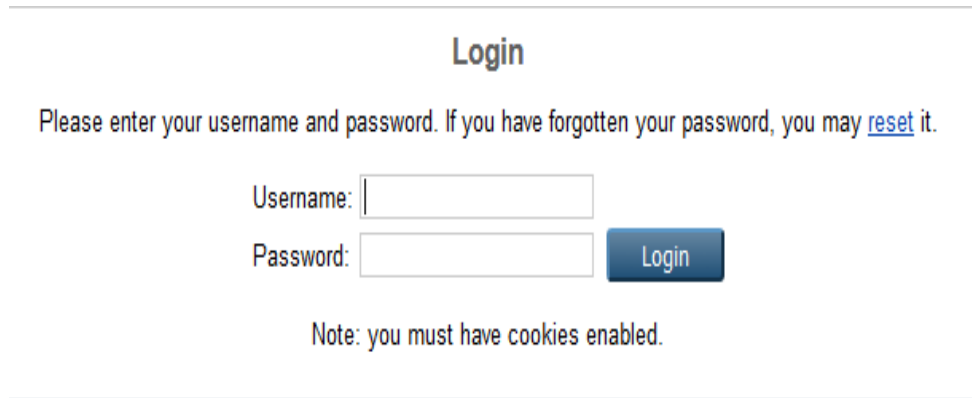
## Panduan Mengunggah Tugas Akhir

# Langkah-langkah Upload Skripsi/Tesis/Disertasi

1. Buka website : <http://scholar.unand.ac.id>



1) Klik Login



2) Masukkan username & password


Lihat user & pswd masing-masing prodi:  
<http://scholar.unand.ac.id/45124>

3) Klik Login

## Memulai Proses Upload









Manage deposits

[? Help](#)

[New Item](#) 

Import from  [Import](#)

User Workarea.  Under Review.  Live Archive.  Retired.

<a href="#">Last Modified</a> ▼	<a href="#">Title</a>	<a href="#">Item Type</a>	<a href="#">Item Status</a>	
25 Jan 2019 10:33	UNSPECIFIED	Article	User Workarea	   
02 May 2017 04:42	UNSPECIFIED	Article	User Workarea	   

[Add Column](#)

1. Klik New Item

# Panduan Mengunggah Tugas Akhir

## 1. Type Dokumen

1. Pilih Thesis

2. Klik Next

## 2. Upload file

3. Mulai upload 5 file yang diminta  
(berurutan sesuai list pada hal.3)

- Klik Browse
- Pilih file yang akan diupload
- Ulangi sampai semua file terupload

**Edit item: Article #45268**

Type → Upload → Details → Subjects → Deposit

Save and Return Cancel Next >

**Item Type**

**Article**  
An article in a journal, magazine, newspaper. Not necessarily peer-reviewed. May be an electronic-only medium, such as an online journal or news website.

**Book Section**  
A chapter or section in a book.

**Monograph**  
A monograph. This may be a technical report, project report, documentation, manual, working paper or discussion paper.

**Conference or Workshop Item**  
A paper, poster, speech, lecture or presentation given at a conference, workshop or other event. If the conference item has been published in a journal or book then please use "Book Section" or "Article" instead.

**Book**  
A book or a conference volume.

**Thesis**  
A thesis or dissertation.

**Patent**  
A published patent. Do *not* include as yet unpublished patent applications.

**Artefact**  
An artist's artefact or work product.

**Edit item: Thesis #45268**

Type → Upload → Details → Subjects → Deposit

< Previous Save and Return Cancel Next >

**Add a new document**

To upload a document to this repository, click the Browse button below to select the file and the Upload button to upload it to the archive. You may then add additional files to the document (such as images for HTML files) or upload more files to create additional documents.

You may wish to use the [SHERPA RoMEO](#) tool to verify publisher policies before depositing.

File From URL

Browse... No file selected.

< Previous Save and Return Cancel Next >



# Panduan Mengunggah Tugas Akhir

## 2. Upload file

Type → Upload → Details → Subjects → Deposit































< Previous Save and Return Cancel Next >

**Add a new document**

To upload a document to this repository, click the Browse button below to select the file and the Upload button to upload it to the archive. You may then add additional files to the document (such as images for HTML files) or upload more files to create additional documents. You may wish to use the [SHERPA RoMEO](#) tool to verify publisher policies before depositing.

File From URL

Choose File No file chosen

 Text abstrak.pdf 63kB	    
 Text BAB 1 Pendahuluan.pdf 46kB	    
 Text BAB 5 Penutup.pdf 25kB	    
 Text Daftar Pustaka.pdf 72kB	    
 Text skripsi fulltext.pdf 766kB	    

< Previous Save and Return Cancel Next >

Jika ada file yang salah

- Klik tombol hapus disamping file yang salah
- Upload ulang file yang baru

4. Isikan Metadata setiap file

Klik Show Option



## Mengatur Metadata

Text (Abstrak)  
Abstrak.pdf  
9kB

Content: **Published Version**

Type: Text

Description: Abstrak

Visible to: Anyone

License: UNSPECIFIED

Embargo expiry date: Year: Month: Unspecified Day: ?

Language: Indonesian

Update Metadata

1. Pilih Published Version

2. Isi sesuai dengan jenis file

3. Selain *fulltext* pilih Anyone

4. Khusus *fulltext* pilih  
*Repository Staff Only*

5. Pilih Bahasa yang dipakai untuk penulisan TA

6. Klik Update Metadata

7. Ulangi untuk seluruh file

Next

# Panduan Mengunggah Tugas Akhir

## 3. Details

< Previous   Save and Return   Cancel   Next >

**Title**

**Abstract**

**Creators**

	Family Name	Given Name / Initials	Email
1.			
2.			
3.			
4.			

More input rows

**Corporate Creators**

1.	
2.	
3.	

**Divisions**

- Fakultas Ekonomi
- Fakultas Ekonomi: Akuntansi
- Fakultas Ekonomi: D3 Akuntansi
- Fakultas Ekonomi: D3 Kesekretariatan dan Manajemen Perkantoran
- Fakultas Ekonomi: D3 Keuangan
- Fakultas Ekonomi: D3 Pemasaran
- Fakultas Ekonomi: Ekonomi Pembangunan
- Fakultas Ekonomi: Ilmu Ekonomi
- Fakultas Ekonomi: Manajemen
- Fakultas Farmasi

Judul skripsi (huruf besar di awal kata)

Abstrak

Nama penulis: Nama depan; nama belakang; email

Nama PT: Universitas Andalas

Pilih sesuai dengan program studi

# Panduan Mengunggah Tugas Akhir

## 3. Details

**Publication Details**

**Refereed:**  Yes, this version has been refereed.  No, this version has not been refereed.

**Status:**  Published  In Press  Submitted  Unpublished

**Journal or Publication Title:**

**ISSN:**

**Publisher:**

**Official URL:**

**Volume:**

**Number:**

**Page Range:**  to

**Date:** Year:  Month:  Day:

**Date Type:**  UNSPECIFIED  Publication  Submission  Completion

Status: **Unpublisher**

Date: Masukkan **tgl kompre/sidang**

Data type: pilih **Submission**

< Previous

Save and Return

Cancel

Next >

Next

## 4. Details

**Publication Details**

**Refereed:**  Yes, this version has been refereed.  No, this version has not been refereed. ?

**Status:**  Published  In Press  Submitted  Unpublished ?

**Journal or Publication Title:**  ?

**ISSN:**  ?

**Publisher:**  ?

**Official URL:**  ?

**Volume:**  ?

**Number:**  ?

**Page Range:**  to  ?

**Date:** Year:  Month:  Day:  ?

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Status: **Unpublisher**

Date: Masukkan **tgl kompre/sidang**

Data type: pilih **Submission**

< Previous

Save and Return

Cancel

Next >

Next

# Panduan Mengunggah Tugas Akhir

## 4. Subjects

Pilih Subjek/bidang ilmu yang sesuai dengan judul tugas akhir



Pilih subject utama → Klik tanda +

Klik subjek yang paling sesuai



**Next**

## 5. Deposit

\* Sebelum **mengakhiri proses upload** tugas akhir  
pastikan data yang dientrikan sudah benar

Type → Upload → Details → Subjects → Deposit

**For work being deposited by its own author:** In self-archiving this collection of files and associated bibliographic metadata, I grant eSkrpsi Universitas Andalas the right to store them and to make them permanently available publicly for free on-line. I declare that this material is my own intellectual property and I understand that eSkrpsi Universitas Andalas does not assume any responsibility if there is any breach of copyright in distributing these files or metadata. (All authors are urged to prominently assert their copyright on the title page of their work.)

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Deposit Item Now Save for Later

**Klik untuk mengakhiri**

View Item: [PERBANDINGAN EFEKTIVITAS SIKAT GIGI KHUSUS ORTODONTI DENGAN SIKAT GIGI ELEKTRIK TERHADAP PENURUNAN RATA-RATA INDEKS PLAK PADA PEMAKAI PIRANTI ORTODONTI CEKAT](#)



Item has been deposited.

Upload berhasil



Your item will not appear on the public website until it has been checked by an editor.

This item is in review. It will not appear in the repository until it has been checked by an editor.

Preview

Details

Actions

History

Klik Details

UUN, UTAMI (2015) *PERBANDINGAN EFEKTIVITAS SIKAT GIGI KHUSUS ORTODONTI DENGAN SIKAT GIGI ELEKTRIK TERHADAP PENURUNAN RATA-RATA INDEKS PLAK PADA PEMAKAI PIRANTI ORTODONTI CEKAT*. Diploma thesis, UPT Perpustakaan.



Text

Abstrak.pdf

[Download \(9kB\)](#)



Text

BAB 1 Pendahuluan.pdf

[Download \(106kB\)](#)



Text

BAB 7 Penutup.pdf

[Download \(95kB\)](#)



# Panduan Mengunggah Tugas Akhir

View Item: [PERBANDINGAN EFEKTIVITAS SIKAT GIGI KHUSUS ORTODONTI DENGAN SIKAT GIGI ELEKTRIK TERHADAP PENURUNAN RATA-RATA INDEKS PLAK PADA PEMAKAI PIRANTI ORTODONTI CEKAT](#)

✓ Item has been deposited.

⚠ Your item will not appear on the public website until it has been checked by an editor.

This item is in review. It will not appear in the repository until it has been checked by an editor.

Preview

Details

Actions

Messages

History

Type

Item Type: Thesis

Upload

Document: Text

Type: Text. Language: English. Visible to: Anyone.  
• [Abstrak.pdf](#)

Other defined fields

Item ID: 1581

Revision: 14

Item Status: Under Review

Depositing User: s1 pendidikan dokter gigi

Directory: disk0/00/00/15/81

Last Modified: 17 Feb 2016 03:43

Last Status Change: 17 Feb 2016 03:43

Metadata Visibility: Always Show

Links to files:



Lock: Not currently locked.

Full Text Status: Restricted

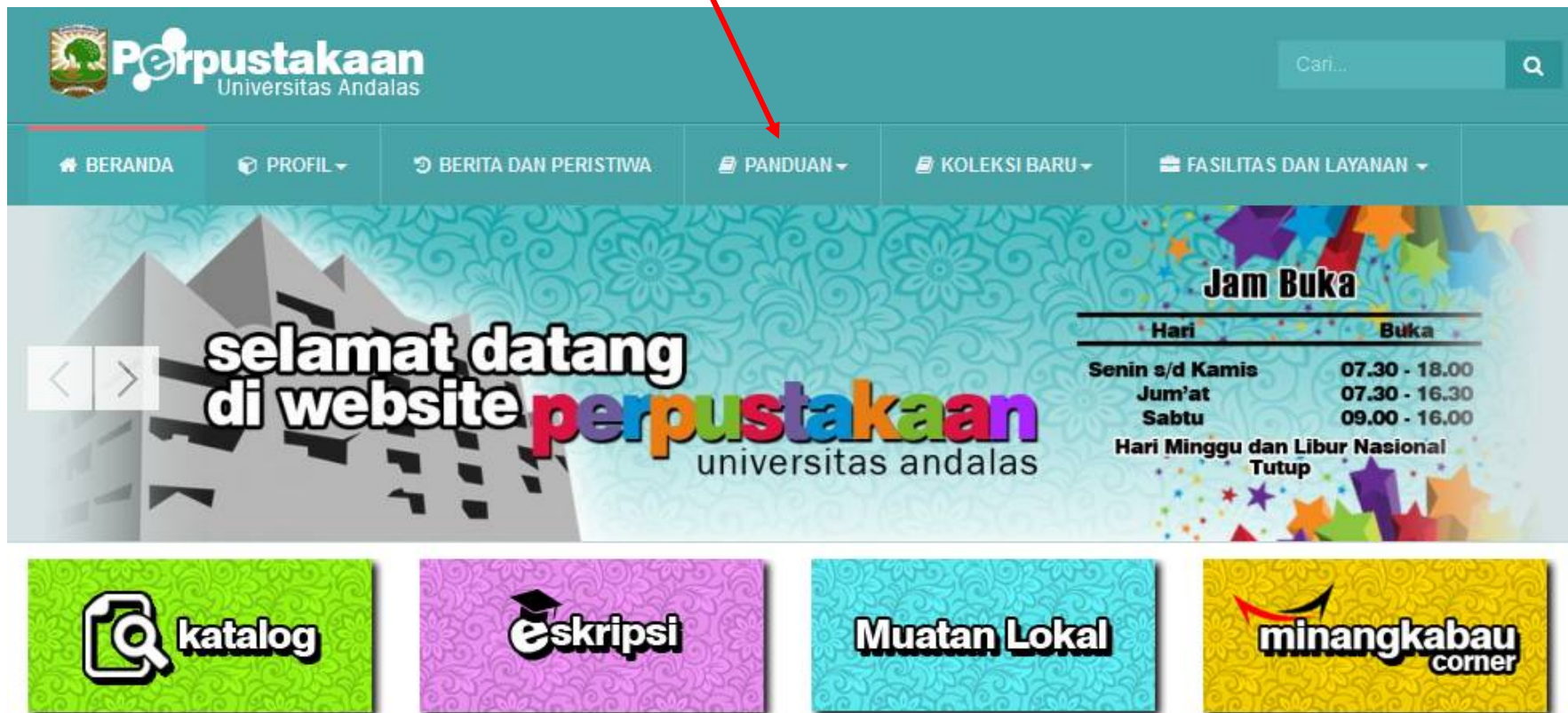
## 6. Catat Item\_ID

Lihat Item\_ID di halaman detail paling bawah

No. ITEM\_ID

# 7. Mengisi Formulir Pernyataan Unggah Dokumen

1. Buka website perpustakaan Unand: <http://pustaka.unand.ac.id>.
2. Kemudian klik menu Panduan



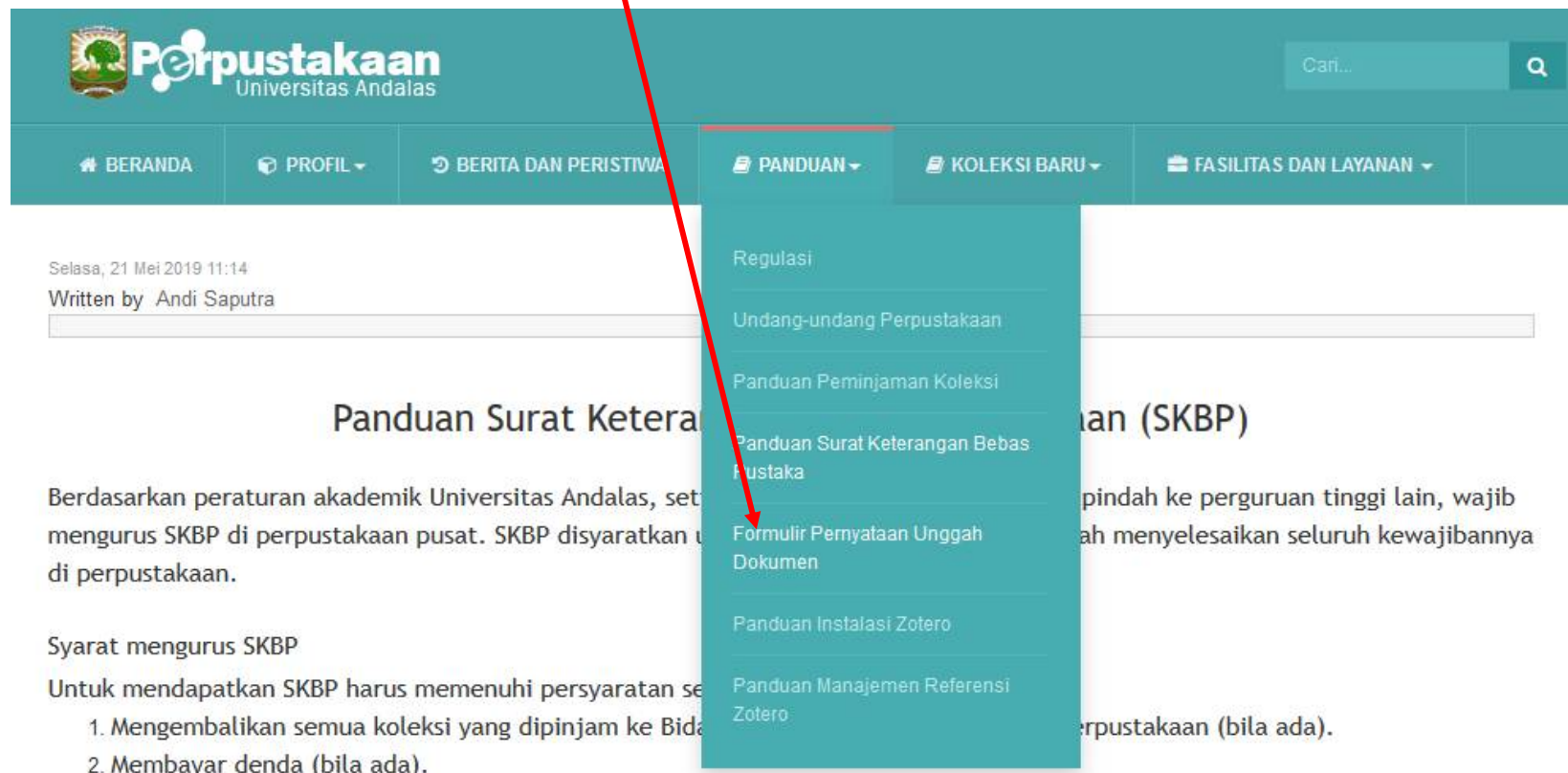
The screenshot shows the homepage of the Perpustakaan Universitas Andalas website. The navigation bar includes links for BERANDA, PROFIL, BERITA DAN PERISTIWA, PANDUAN (highlighted with a red arrow), KOLEKSI BARU, and FASILITAS DAN LAYANAN. The main banner features a welcome message and a 'Jam Buka' (Opening Hours) table.

Hari	Buka
Senin s/d Kamis	07.30 - 18.00
Jum'at	07.30 - 16.30
Sabtu	09.00 - 16.00
Hari Minggu dan Libur Nasional Tutup	

Below the banner are four service tiles: katalog, eskripsi, Muatan Lokal, and minangkabau corner.

## 7. Mengisi Formulir Pernyataan Unggah Dokumen

### 3. Pilih Formulir **Pernyataan Unggah Dokumen**



The screenshot shows the website interface for Perpustakaan Universitas Andalas. The top navigation bar includes links for BERANDA, PROFIL, BERITA DAN PERISTIWA, PANDUAN, KOLEKSI BARU, and FASILITAS DAN LAYANAN. A red arrow points to the 'PANDUAN' menu, which is open, showing a list of options: Regulasi, Undang-undang Perpustakaan, Panduan Peminjaman Koleksi, Panduan Surat Keterangan Bebas Perpustakaan, Formulir Pernyataan Unggah Dokumen (highlighted), Panduan Instalasi Zotero, and Panduan Manajemen Referensi Zotero. The main content area displays a document titled 'Panduan Surat Keterangan Bebas Perpustakaan (SKBP)' with a date of 'Selasa, 21 Mei 2019 11:14' and author 'Written by Andi Saputra'. The text explains that based on the academic regulations of Universitas Andalas, students must manage SKBP at the central library. It lists requirements for SKBP, such as returning all borrowed collections and paying fines.

# 7. Mengisi Formulir Pernyataan Unggah Dokumen

### 4. Isi Formulir **Pernyataan Unggah Dokumen**

The screenshot shows a web interface with a teal navigation bar at the top containing links for BERANDA, PROFIL, BERITA DAN PERISTIWA, PANDUAN, and KOLEKSI BARU. Below the navigation bar is a search bar with a 'font size' dropdown on the right. The main content area is titled 'Pernyataan Unggah Dokumen Ilmiah' and contains the following text: 'Formulir pernyataan bahwa mahasiswa sudah mengunggah/upload dokumen ilmiah ke laman <http://scholar.unand.ac.id> sebagai syarat penyelesaian pendidikan di Universitas Andalas'. Below this text are three required input fields, each marked with a red asterisk and the word '\* Required' above it. The first field is labeled 'Nomor BP \*' and has a text input area with the placeholder 'Your answer'. The second field is labeled 'Nama Lengkap (tanpa gelar) \*' and also has a text input area with the placeholder 'Your answer'. The third field is labeled 'Alamat email aktif \*' and has a text input area with the placeholder 'Your answer'.



**Selesai**

**Silahkan Lakukan Verifikasi di Lantai 3  
Perpustakaan Pada Saat Mengurus SKBP**