



Panduan Mengunggah Tugas Akhir

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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 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

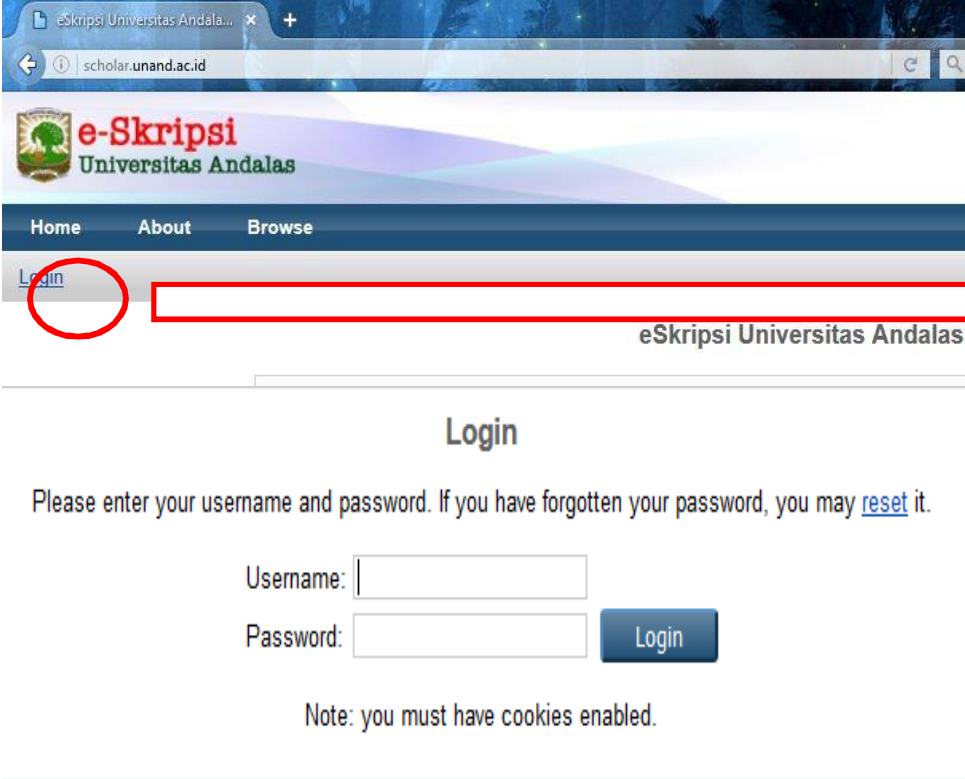


<http://scholar.unand.ac.id/21257/>

Panduan Mengunggah Tugas Akhir

Langkah-langkah Upload Skripsi/Tesis/Disertasi

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



The screenshot shows the website interface with the following elements:

- Browser address bar: scholar.unand.ac.id
- Logo: e-Skripsi Universitas Andalas
- Navigation menu: Home, About, Browse
- Link: Login (circled in red)
- Page title: eSkripsi Universitas Andalas
- Section title: Login
- Text: Please enter your username and password. If you have forgotten your password, you may [reset](#) it.
- Form fields: Username: , Password:
- Button: Login
- Note: Note: you must have cookies enabled.

1) Klik Login

2) Isi username & password

3) Klik Login



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

Memulai Proses Upload

1. Klik Manage Deposit

2. Klik New Item

The screenshot shows the e-Skripsi Universitas Andalas interface. The navigation bar includes links for Home, About, Browse, and a user profile section for Mr Andi Saputra. The 'Manage deposits' link is highlighted with a red arrow. Below the navigation bar, the 'Manage deposits' page is displayed, featuring a 'New Item' button, an 'Import from' dropdown menu set to 'Atom XML', and an 'Import' button. There are also checkboxes for 'User Workarea', 'Under Review', 'Live Archive', and 'Retired'. A table with columns for 'Last Modified', 'Title', 'Item Type', and 'Item Status' is visible, showing two entries for 'UNSPECIFIED Article' with 'User Workarea' status.

Last Modified	Title	Item Type	Item Status
25 Jan 2019 10:33	UNSPECIFIED	Article	User Workarea
02 May 2017 04:42	UNSPECIFIED	Article	User Workarea

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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.

1. Type Dokumen

1. Pilih Thesis

2. Klik Next

2. Upload file

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

2. Klik Browse

3. Pilih file yang akan diupload

4. Ulangi sampai semua file terupload

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

3. 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

4. Details

The screenshot shows a form with several sections:

- Title:** A text input field.
- Abstract:** A larger text input field.
- Thesis Type:** Radio buttons for Diploma, Masters, Doctoral, Post-Doctoral, and Other.
- Thesis Name:** Radio buttons for MPhil, PhD, DPhil, and Other.
- Creators:** A table with columns for Family Name, Given Name / Initials, and Email, with 4 rows and a 'More input rows' button.

Red arrows point from the following text boxes to the corresponding fields in the form:

- From 'Judul skripsi (huruf besar di awal kata)' to the Title field.
- From 'Abstrak' to the Abstract field.
- From 'Thesis Type : D3 & S1 : Diploma, S2 : Master, S3 : Doktoral' to the Thesis Type radio buttons.
- From 'Family Name : Nama Belakang, Initials : Nama Depan' to the Family Name and Given Name / Initials columns of the Creators table.

Judul skripsi (huruf besar di awal kata)

Abstrak

Thesis Type :

D3 & S1 : Diploma
S2 : Master
S3 : Doktoral

Family Name : Nama Belakang
Initials : Nama Depan

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4. Details

Corporate Creators

1.	<input type="text"/>	▼
2.	<input type="text"/>	▼ ▲
3.	<input type="text"/>	▼ ▲

More input rows

Contributors

	Contribution	Family Name	Given Name / Initials	Email
1.	UNSPECIFIED ▼	<input type="text"/>	<input type="text"/>	<input type="text"/>
2.	UNSPECIFIED ▼	<input type="text"/>	<input type="text"/>	<input type="text"/>
3.	UNSPECIFIED ▼	<input type="text"/>	<input type="text"/>	<input type="text"/>
4.	UNSPECIFIED ▼	<input type="text"/>	<input type="text"/>	<input type="text"/>

More input rows

Divisions

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

Nama PT : **Universitas Andalas**

Pilih **Fakultas / Program Studi**

Publication Details

Status:

Published
 In Press
 Submitted
 Unpublished

Date: Year: Month: Day:

Date Type:

Publication
 Submission
 Completion

Official URL:

Institution:

Department:

Number of Pages:

Related URLs: UNSPECIFIED

[More input rows](#)

Status: **Unpublisher**

Date: **Tgl Ujian Kompre**

Data type: pilih **Submission**

< Previous

Save and Return

Cancel

Next >

Next

Pilih Subjek/bidang ilmu yang sesuai dengan judul tugas akhir



Pilih subject utama → Klik tanda +

Klik subjek yang paling sesuai



Next

6. 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.)

For work being deposited by someone other than its author: I hereby declare that the collection of files and associated bibliographic metadata that I am archiving at eSkrpsi Universitas Andalas) is in the public domain. If this is not the case, I accept full responsibility for any breach of copyright that distributing these files or metadata may entail.

Clicking on the deposit button indicates your agreement to these terms.

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

7. Catat Item_ID

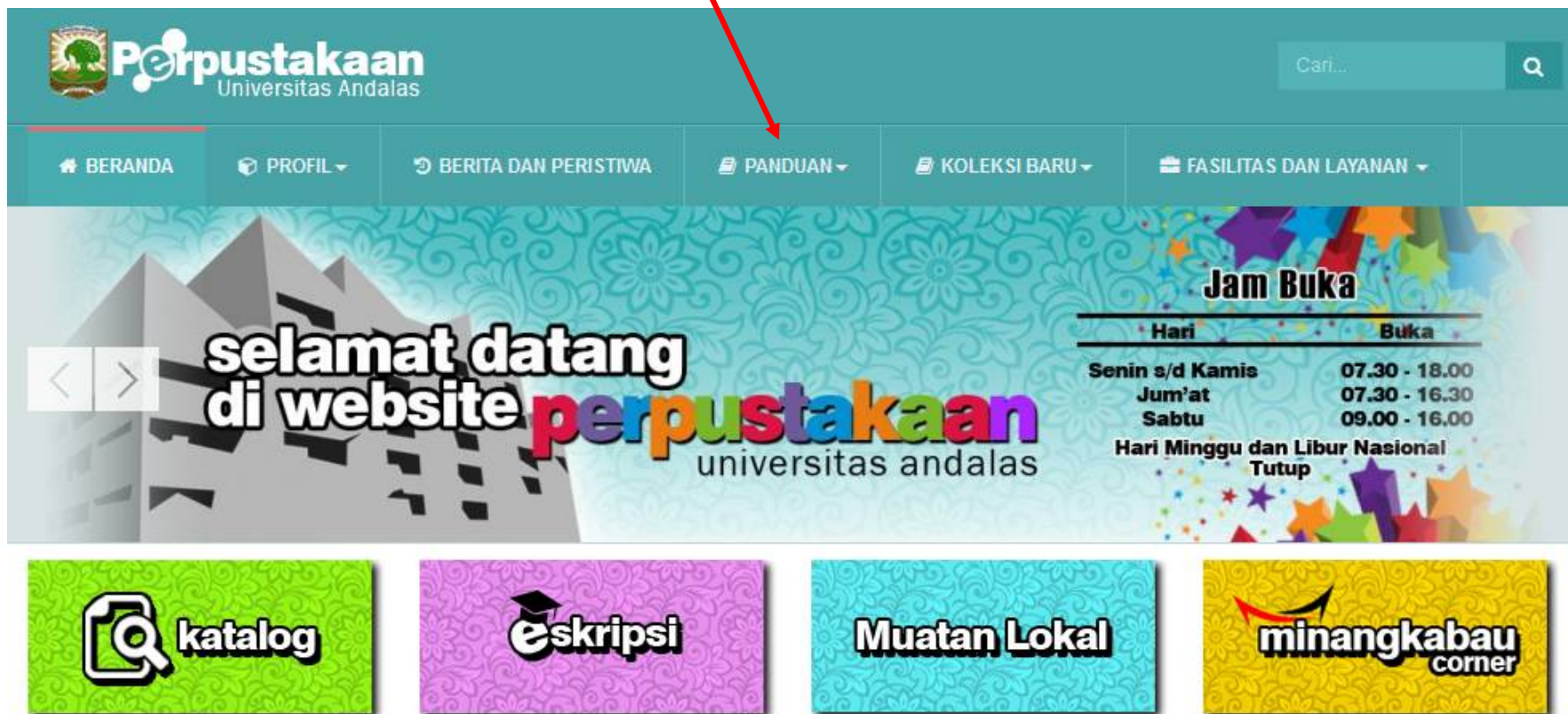
Lihat Item_ID di halaman detail paling bawah

No. ITEM_ID

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8. Mengisi Formulir Pernyataan Unggah Dokumen

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

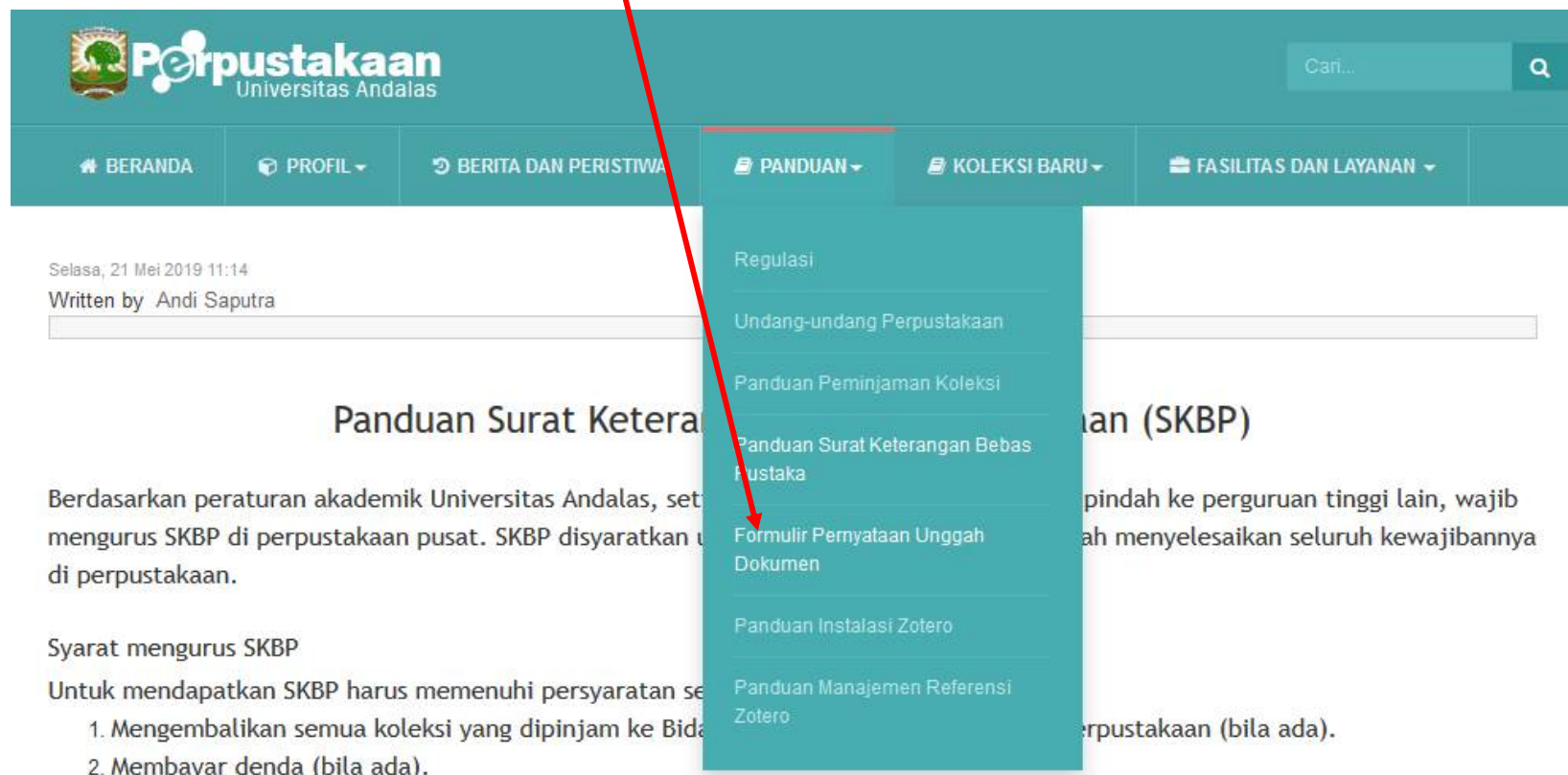


The screenshot shows the homepage of the Perpustakaan Universitas Andalas website. The header features the library's logo and name, a search bar, and a navigation menu with items: BERANDA, PROFIL, BERITA DAN PERISTIWA, PANDUAN (highlighted with a red arrow), KOLEKSI BARU, and FASILITAS DAN LAYANAN. Below the navigation is a large banner with the text 'selamat datang di website perpustakaan universitas andalas' and a 'Jam Buka' (Opening Hours) table. At the bottom, there are four colorful buttons: 'katalog', 'eskripsi', 'Muatan Lokal', and 'minangkabau corner'.

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	

8. Mengisi Formulir Pernyataan Unggah Dokumen

3. Pilih Formulir **Pernyataan Unggah Dokumen**



The screenshot shows the website interface for Perpustakaan Universitas Andalas. The header includes the logo and a search bar. A navigation menu contains 'BERANDA', 'PROFIL', 'BERITA DAN PERISTIWA', 'PANDUAN', 'KOLEKSI BARU', and 'FASILITAS DAN LAYANAN'. The 'PANDUAN' menu is open, displaying a list of options: 'Regulasi', 'Undang-undang Perpustakaan', 'Panduan Peminjaman Koleksi', 'Panduan Surat Keterangan Bebas Perpustakaan', 'Formulir Pernyataan Unggah Dokumen', 'Panduan Instalasi Zotero', and 'Panduan Manajemen Referensi Zotero'. A red arrow points to 'Formulir Pernyataan Unggah Dokumen'. The background content is partially obscured but includes the title 'Panduan Surat Keterangan Bebas Perpustakaan (SKBP)' and introductory text about the library's regulations.

8. 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'. Below the title is a paragraph of text: 'Formulir pernyataan bahwa mahasiswa sudah mengunggah/upload dokumen ilmiah ke laman <http://scholar.unand.ac.id> sebagai syarat penyelesaian pendidikan di Universitas Andalas'. There are three required input fields, each marked with a red asterisk and the text '* Required'. 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**