

TRAINING AND ASSISTANCE IN APPLICATION OF BASIC EDUCATION DATA FOR OPERATORS OF SMP NEGERI 3 MUARA TIGA

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***Abstract;** Muara Tiga State Junior High School (SMP) is one of the public junior high schools located in Muara Tiga District. All administrative and student learning activities are carried out manually. This hampers administrative services and services to parents of students. For the 2020/2021 school year, SMP Negeri 3 Muara Tiga has started using the Dapodik application or Basic Education Data. An open source-based education data collection and management system by implementing a centralized and web-based database system that can be accessed online and in real time. Based on observations made at SMP Negeri 3 Muara Tiga, the school operator at SMP Negeri 3 Muara Tiga consists of 1 person who is also in charge of entering school data, student data and teacher / employee data into the central database server both offline and online. and can be directly accessed by the District Education Office. The method of implementing community service activities is carried out using training methods and operator assistance for the Dapodik application. Activities start from the installation process, registration, dashboard management to training and assistance in filling out school data, student data and teacher / employee data. Operator training and assistance in using the Dapodik application is carried out for 1 month, namely in May 2021 as many as 1 operator accompanied by the school principal. Evaluation of training and mentoring activities is carried out continuously until the operator understands how the dapodik application business process is and is able to fill in data quickly, completely, validly, accountable and up to date.*

Keywords: Dapodik, Training, Operator

INTRODUCTION

Muara Tiga District is one of the sub-districts in Pidie District, Aceh Province. Based on the Basic Education Data of the Directorate General of Early Childhood Education, Primary Education and Secondary Education of the Ministry of Education and Culture for the 2020/2021 Academic Year, the number of secondary schools in Muara Tiga District is 3 SMP and 1 MTSS, this number creates the competitiveness of schools to get prospective students according to targets that have been set. So that prospective students and their parents will see the quality of education, before continuing their education to the junior high school. One of the problems faced by SMP Negeri 3 Muara Tiga, among others, is the management of student administration and learning activities are still carried out by recording manually so that the process of searching for student data becomes slow and inefficient. Recordings that are done manually include student

master books, financial records, the development of student learning activities and evaluation of student learning outcomes are also carried out manually.

A very important component in the use of information technology lately is in the learning process and databases or input of Basic Education Data (Dapodik) in schools (Saputra, 2020). Dapodik is an integrated national-scale data collection system and is the main data of national education which is part of the national education planning program in realizing intelligent and competitive Indonesian people (Engkoswara, 2015). The process of filling in data through the Dapodik application is faster, more complete, valid, accurate and up-to-date (update), so the entire process of planning, implementing, reporting and evaluating the performance of national education programs can be carried out more measurably, on target, effectively, efficiently and sustainable (Surya, 2012). Each school has one person on duty as a school operator who has responsibility for the use of dapodik applications, such as entering and updating school data and student data and sending these data offline and then synchronizing or online to enter into the central server database (Seta & Theresiawati, 2021). The existence of administrative staff or also called operators is very influential for the sustainability of school institutions and improving the quality of school institutions (Zayyana & Rizka, 2016).

School operators are officers appointed by schools to input dapodik data (Hamrin, 2011). School operators play an important role in collecting data and at the same time users of the Dapodik application (Dalimunthe, Meflinda, & Azmi, 2014). Operator officers play a very important role in processing school data as well as verifying and validating student data to the Dapodik application. In addition, the operator also filled out the Minimum Service Standards (SPM) questionnaire and student management in schools. Duties and responsibilities of school operators, updating data continuously according to conditions in school institutions and reporting School Operational Assistance (BOS) funds (Dalimunthe, Meflinda, & Azmi, 2014). One of the main criteria for being appointed as a school operator is a person who at least knows computers and knows how to operate them (Yunis, Ibsah, & Arisandy, 2017).

SMP Negeri 3 Muara Tiga has one operator with minimal IT skills and does not yet have the ability to install the Dapodik application, register and use the Dapodik application. Based on the results of observations of the problems faced by SMP Negeri 3 Muara Tiga, the Community Partnership Program service team provided a solution, namely training and assistance for operators in downloading and installing the Dapodik application, the registration process for the Dapodik application, training and assistance in updating school data, student data, teacher and education data, school infrastructure data, schedule data, report card value data, validation and synchronization.

The purpose of this community partnership program activity is to help operators download files, install dapodik applications, training and mentoring the use of Dapodik applications so that the quality of administrative management and supporting the teaching process is even better. The benefits of this community service activity are that the school operator officers of SMP Negeri 3 Muara Tiga are able to carry out their functions and duties as administrative staff to carry out administrative service programs, fill out and update data in the Dapodik application related to school data, students, teachers, infrastructure and others. . So that the quality of school administration services

can increase and will also impact the quality of SMP Negeri 3 Muara Tiga. The Outcome Targets in this community service activity are:

- 1) School operators are able to use the Dapodik application properly so that operators can update school data, student data, teacher and education data, school infrastructure data, schedule data, report card value data, carry out validation and synchronization processes.
- 2) Schools can improve the quality of administrative services and learning processes well. So that student management can be achieved.

METHOD

The training and assistance for the Dapodik application for operators of SMP Negeri 3 Muara Tiga is carried out through several stages, including:

- a) The community service team coordinates with partners, namely SMP Negeri 3 Muara Tiga
- b) The community service team checks the infrastructure and computer facilities owned by partners
- c) The community service team downloads the Dapodik application file and creates a school email to be registered in the Dapodik application
- d) The community service team installs and registers the Dapodik application offline
- e) The community service team introduces and trains the use of the Dapodik Application for school managers and designated school operators via the Zoom application
- f) The community service team provides assistance in using the Dapodik application via the Zoom application
- g) The community service team carries out Assistance in filling out school data, students, teachers, education staff, infrastructure and others by school operators. Continued with the synchronization process
- h) The community service team evaluates during the training and mentoring process, either via the Zoom application or face-to-face.

RESULTS AND DISCUSSION

This Community Service implementation activity was carried out at SMP Negeri 3 Muara Tiga, Jalan Guha Tujoeh - Krueng Raya, Cot, Kec. Muara Tiga, Kab. Pidie Prov. Aceh, for approximately 1 month starting from May 3 to June 2, 2021 with the following details:

| No | Activities | Jadwal Pelaksanaan (Tanggal): | | | |
|----|--|-------------------------------|-------|------------------|--------|
| | | 3 Mei | 4 Mei | 10 Mei – 01 Juni | 2 Juni |
| 1 | Download the Dapodik application file at https://simpandata.kemdikbud.go.id/index.php/s/iYwCKcHXzt3YwyM | | | | |

| | | | | | |
|---|---|--|--|--|--|
| 2 | Create a school email | | | | |
| 3 | Dapodik application installation (offline) | | | | |
| 4 | Dapodik application registration process (offline) | | | | |
| 5 | Fill in and update school data | | | | |
| 6 | Fill in and update student data | | | | |
| 7 | Fill in and update teacher and education staff data | | | | |
| 8 | Fill in and update the facilities and infrastructure data | | | | |
| 9 | Perform validation and synchronization | | | | |

There are several activities carried out in community service activities, including:

1. Installation and registration of the Dapodik application

At this stage, the operator will install and register the Dapodik application by preparing the school email, password and registration code that will be used for the Dapodik application and downloading the installer file for the 2021 Dapodik application. After the installation process is carried out, the school operator will carry out the registration process (see Figure 2). The registration process is carried out by entering the 36-digit registration number obtained from the education office, entering the National School Principal Number (NPSN) and pressing the verification button. Then enter your full name, email, password, mobile number, and telephone number. Then save it to create a new Dapodik user. After the registration process is carried out, the school operator will select the application and synchronization method. Based on the results of discussions with the service team, SMP Negeri 3 Muara Tiga chose to use the Dapodik application offline with an online synchronization process.

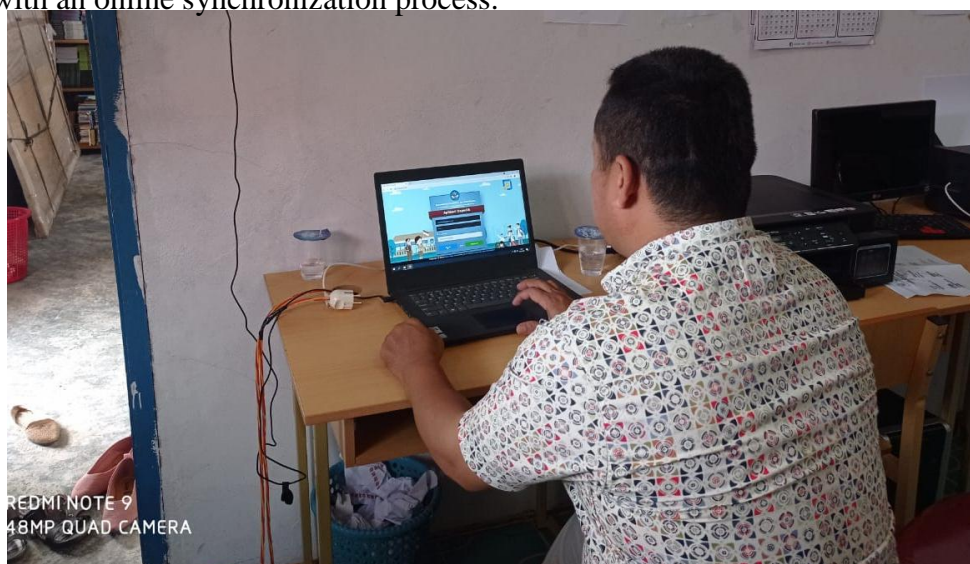


Figure 1. Operator is Accessing Dapodik Web Web

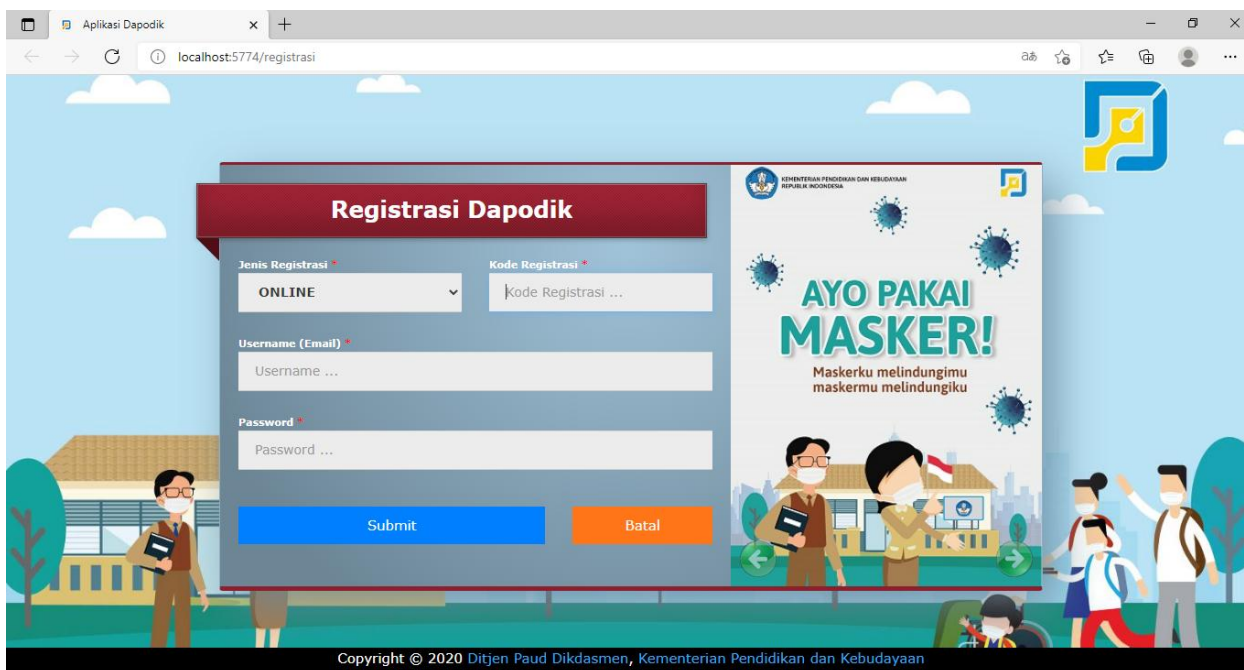


Figure 2. Dapodik Application Registration

2. Data Filling

The school operator fills in data in the Dapodik application, including infrastructure (Sarpras), Teachers and Education Personnel (PTK), and student data. Before filling in the data, the operator also prepares documents for teachers and education personnel, including family card documents, birth certificates, marriage books, diplomas and photo files.

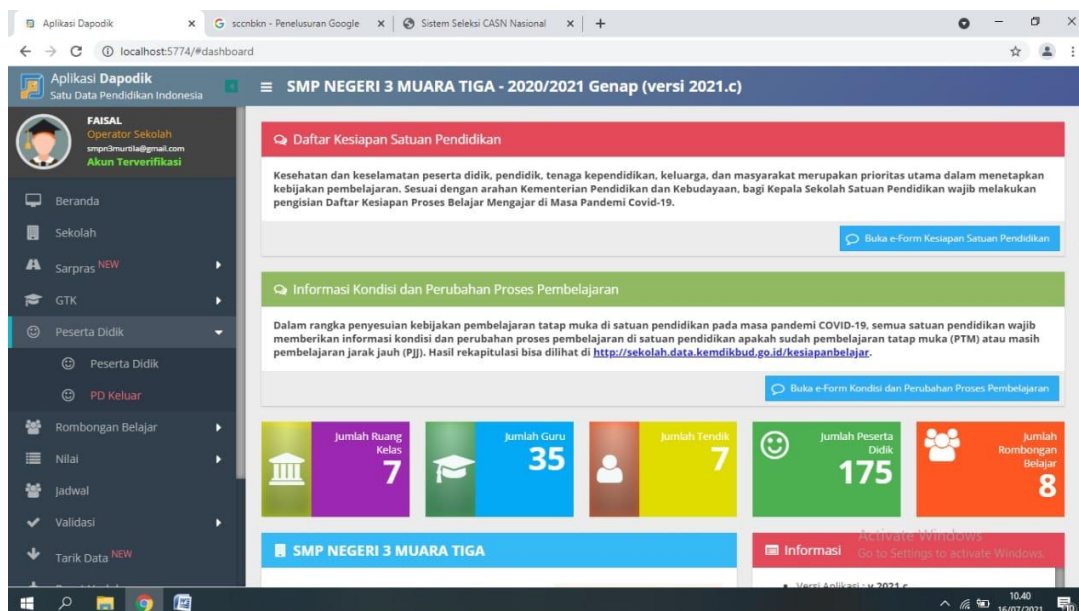


Figure 3. Display of the Dapodik Application of SMP Negeri 3 Muara Tiga

Student data that will be entered into the Dapodik application has differences with student data that is already owned by the school. Therefore, the school re-records student data according to the data contained in the Dapodik application. After the school

received an update on the student data of SMP Negeri 3 Muara Tiga, the school operator updated the data through the Dapodik application. All student data that has been updated will be entered into the central database server. After the school operator performs the online data synchronization process, the Education Office will immediately be able to see the data update. Community service activities carried out at SMP Negeri 3 Muara Tiga, especially school operators, have been going well.

The purpose of this community service activity has been achieved, this can be seen from the operator officers understanding how to install the Dapodik application and updating the Dapodik application, understanding how to fill in school, teacher and education staff data and student data correctly. Filling in the data on the Dapodik application provides benefits for the school, including the ease of getting information about the school and the public's trust to send their children to study at SMP Negeri 3 Muara Tiga is also increasing.

The evaluation is carried out by visiting and conducting video conferences to assist in solving problems during data entry by the operator which can be used as an indicator of the successful implementation of the Community Partnership Program activities. Evaluation of this community service activity is carried out continuously. The servant asked questions about the obstacles faced by school operators when filling in the data. So that the operator can fill in the data in Dapodik completely and properly.

CONCLUSIONS AND RECOMMENDATIONS

Based on community service activities that have been carried out for 1 month, it can be concluded that the SMP Negeri 3 Muara Tiga school, especially the school operator, can understand the Dapodik application which is very useful for the SMP Negeri 3 Muara Tiga school which is relatively new to using the Dapodik application. The Dapodik application at SMP Negeri 3 Muara Tiga is a web-based application by applying the Dapodik application offline with an online synchronization process. So that data management which is usually done manually is now done computerized and makes it easier to manage and display the required data quickly, precisely and accurately. There were several obstacles that occurred when filling in student data, but this was successfully fixed. So that filling in student data can be continued to be entered into the Dapodik application. The use of the Dapodik application takes quite a long time for new users to understand the flow of the Dapodik application system. The drawback of this community service activity is that the Dapodik application is often updated so that it will be difficult for operators to understand the use of the Dapodik application. For further activities, a guidebook for each Dapodik application will be updated.

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