

# How to access:

# **BEE LAJAR**

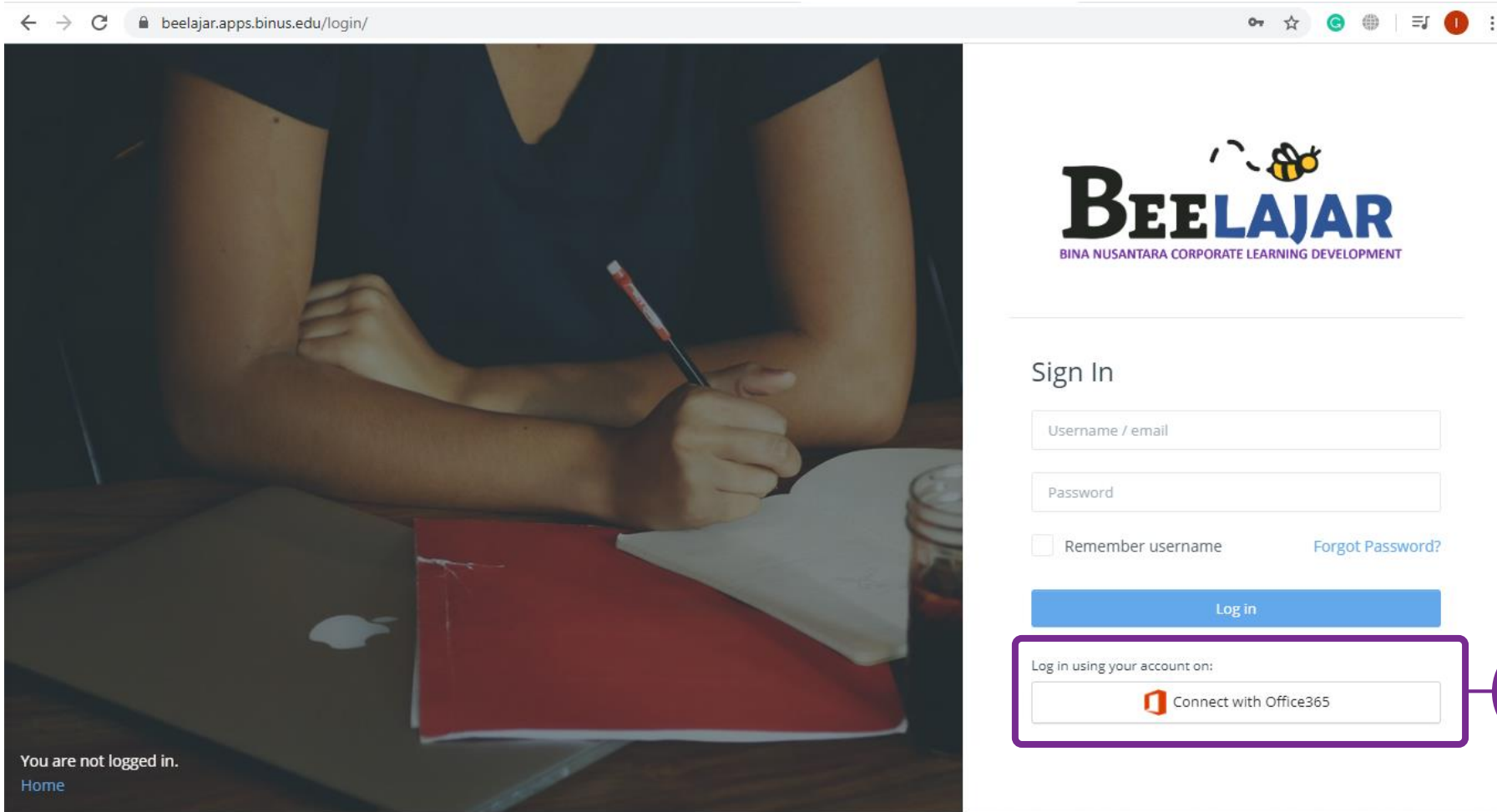
People  
Innovation  
Excellence





01

Type in <http://beelajar.apps.binus.edu/login> on your browser:



02

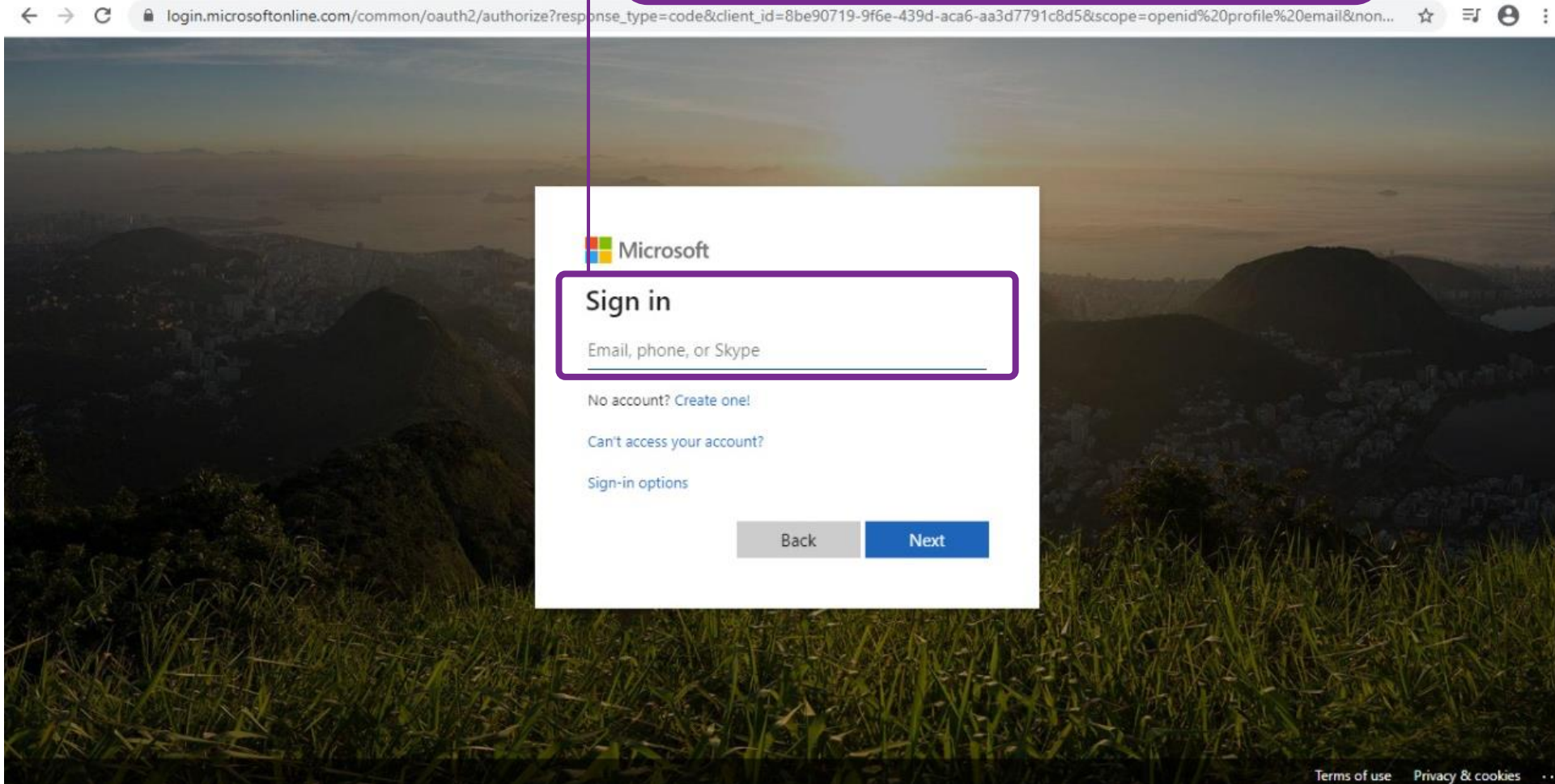
Sign-in to the platform by **connecting your Office365** account with Beelajar





03

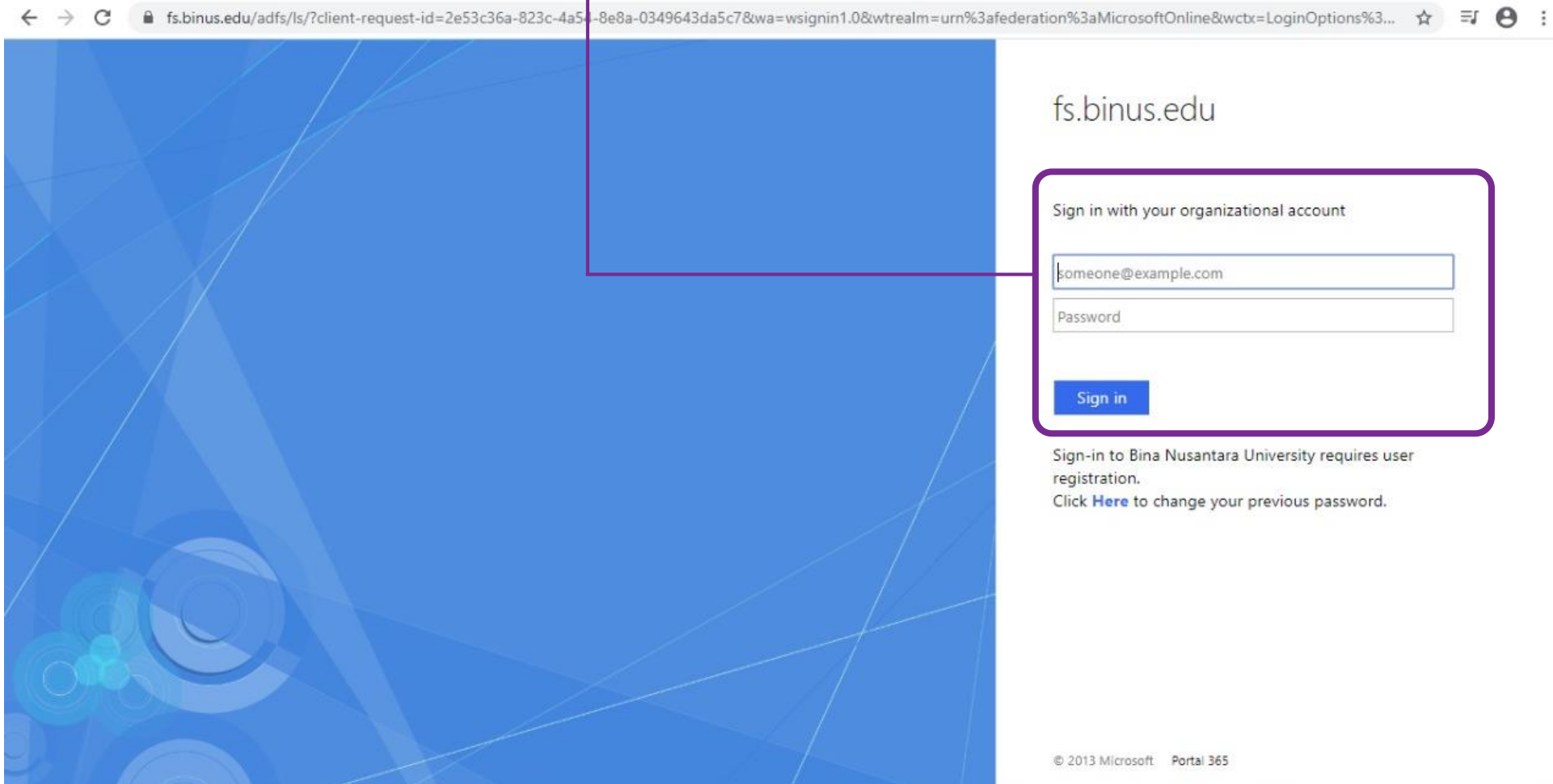
Type in your email with **@binus.edu** or **@binus.ac.id** domain





04

Re-type in your email with **@binus.edu** or **@binus.ac.id domain** and the password as well



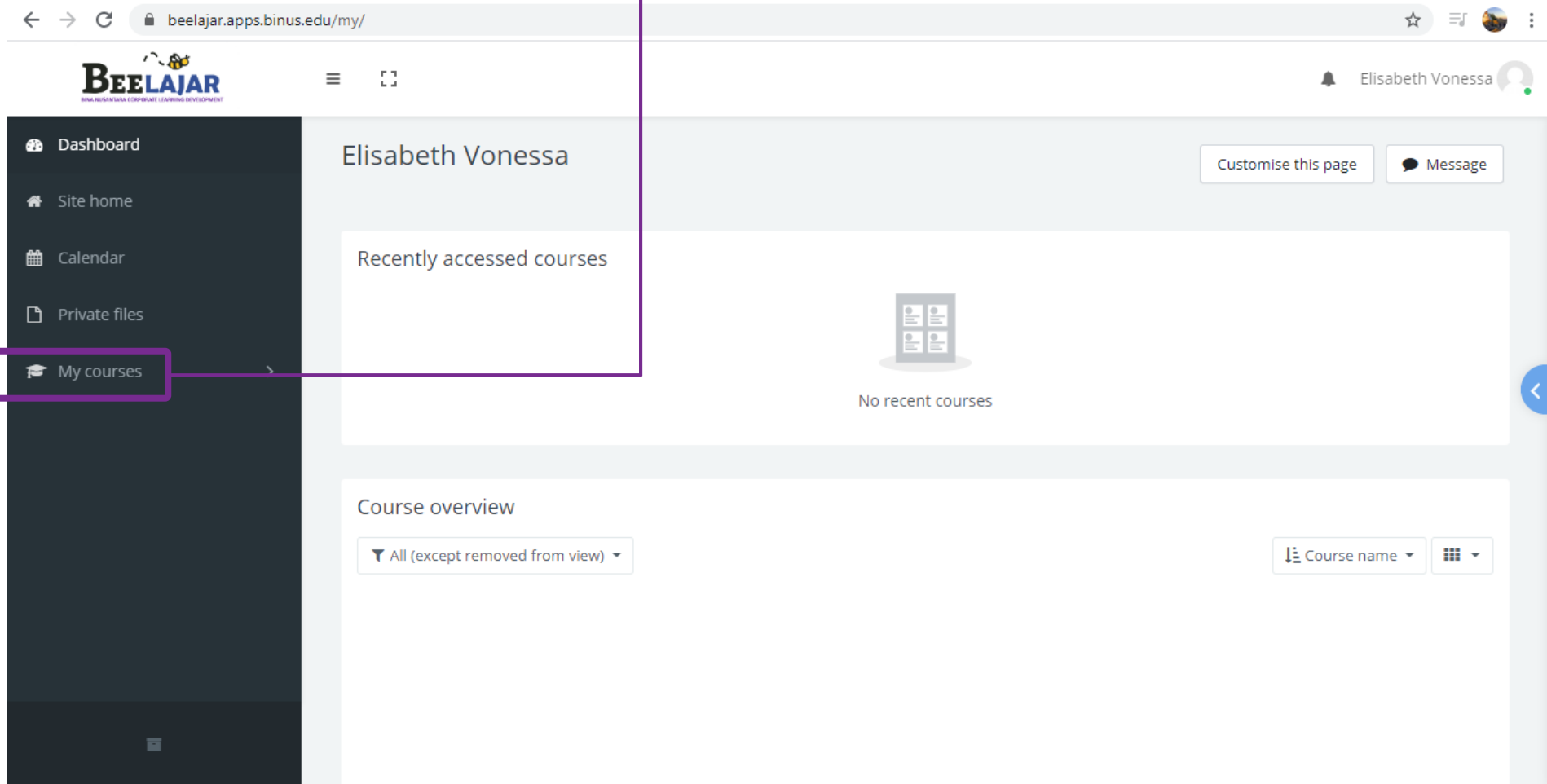
The screenshot shows a web browser window with the URL `fs.binus.edu/adfs/ls/?client-request-id=2e53c36a-823c-4a54-8e8a-0349643da5c7&wa=wsignin1.0&wtrealm=urn%3afederation%3aMicrosoftOnline&wctx=LoginOptions%3...`. The page title is "fs.binus.edu". The main content area has a blue background with a geometric pattern. On the right side, there is a sign-in form titled "Sign in with your organizational account". The form contains two input fields: the first is for the email address, containing the text "someone@example.com", and the second is for the password, labeled "Password". Below the fields is a blue "Sign in" button. Below the button, there is a note: "Sign-in to Bina Nusantara University requires user registration. Click [Here](#) to change your previous password." At the bottom right of the page, there is a footer: "© 2013 Microsoft Portal 365".





05

Click on **My courses** to see all of your enrolled course



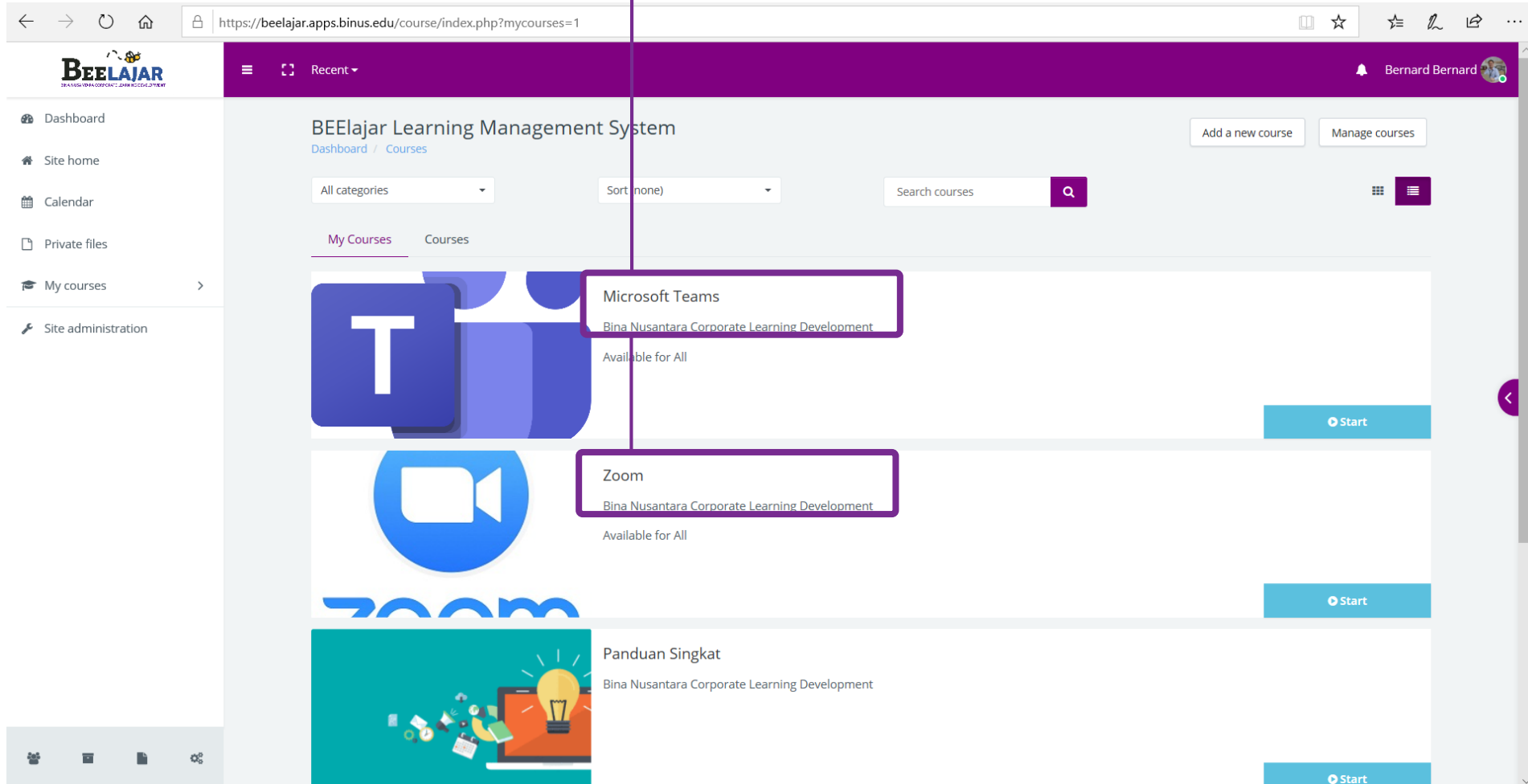
The screenshot shows a web browser window with the URL `beelajar.apps.binus.edu/my/`. The page header includes the **BEELAJAR** logo and the user's name, Elisabeth Vonessa. A dark sidebar on the left contains navigation options: Dashboard, Site home, Calendar, Private files, and **My courses** (which is highlighted with a purple box). The main content area shows the user's name, a 'Recently accessed courses' section with a 'No recent courses' message, and a 'Course overview' section with a filter dropdown set to 'All (except removed from view)'. A purple callout box with the number '05' points to the 'My courses' menu item.





06

Click on course title to access course materials



The screenshot shows the BEElajar Learning Management System interface. The browser address bar displays <https://beelajar.apps.binus.edu/course/index.php?mycourses=1>. The page title is "BEElajar Learning Management System". The navigation menu on the left includes: Dashboard, Site home, Calendar, Private files, My courses, and Site administration. The main content area shows a list of courses under the "My Courses" tab. The courses listed are:

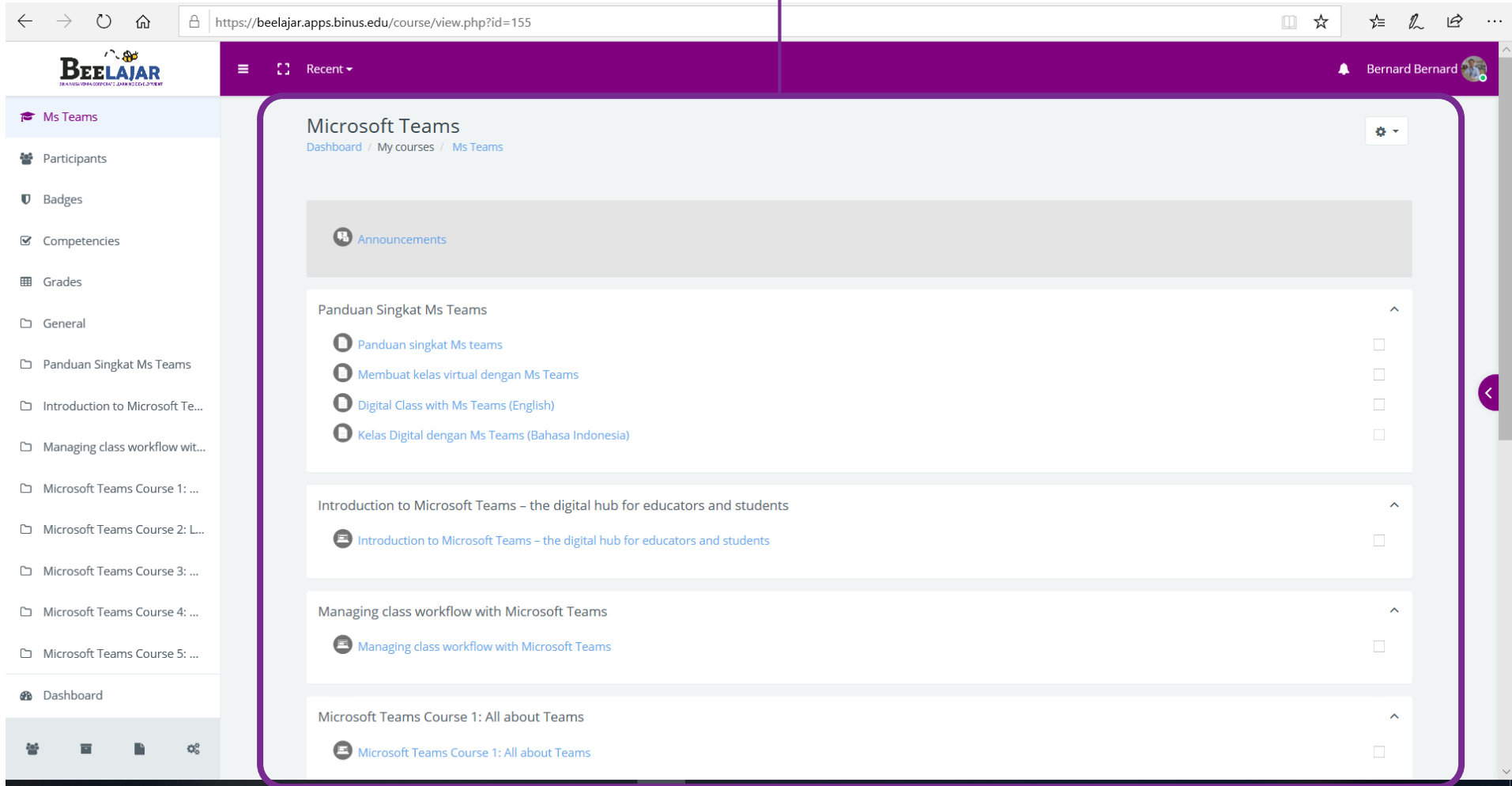
- Microsoft Teams** (Bina Nusantara Corporate Learning Development, Available for All) with a "Start" button.
- Zoom** (Bina Nusantara Corporate Learning Development, Available for All) with a "Start" button.
- Panduan Singkat** (Bina Nusantara Corporate Learning Development) with a "Start" button.







**07** Scroll down on the dashboard to view all the contents of the course



Browser address bar: <https://beelajar.apps.binus.edu/course/view.php?id=155>

BEELAJAR

Ms Teams

- Participants
- Badges
- Competencies
- Grades
- General
- Panduan Singkat Ms Teams
- Introduction to Microsoft Te...
- Managing class workflow wit...
- Microsoft Teams Course 1: ...
- Microsoft Teams Course 2: L...
- Microsoft Teams Course 3: ...
- Microsoft Teams Course 4: ...
- Microsoft Teams Course 5: ...
- Dashboard

Microsoft Teams

Dashboard / My courses / Ms Teams

Announcements

Panduan Singkat Ms Teams

- Panduan singkat Ms teams
- Membuat kelas virtual dengan Ms Teams
- Digital Class with Ms Teams (English)
- Kelas Digital dengan Ms Teams (Bahasa Indonesia)

Introduction to Microsoft Teams - the digital hub for educators and students

- Introduction to Microsoft Teams - the digital hub for educators and students

Managing class workflow with Microsoft Teams

- Managing class workflow with Microsoft Teams

Microsoft Teams Course 1: All about Teams

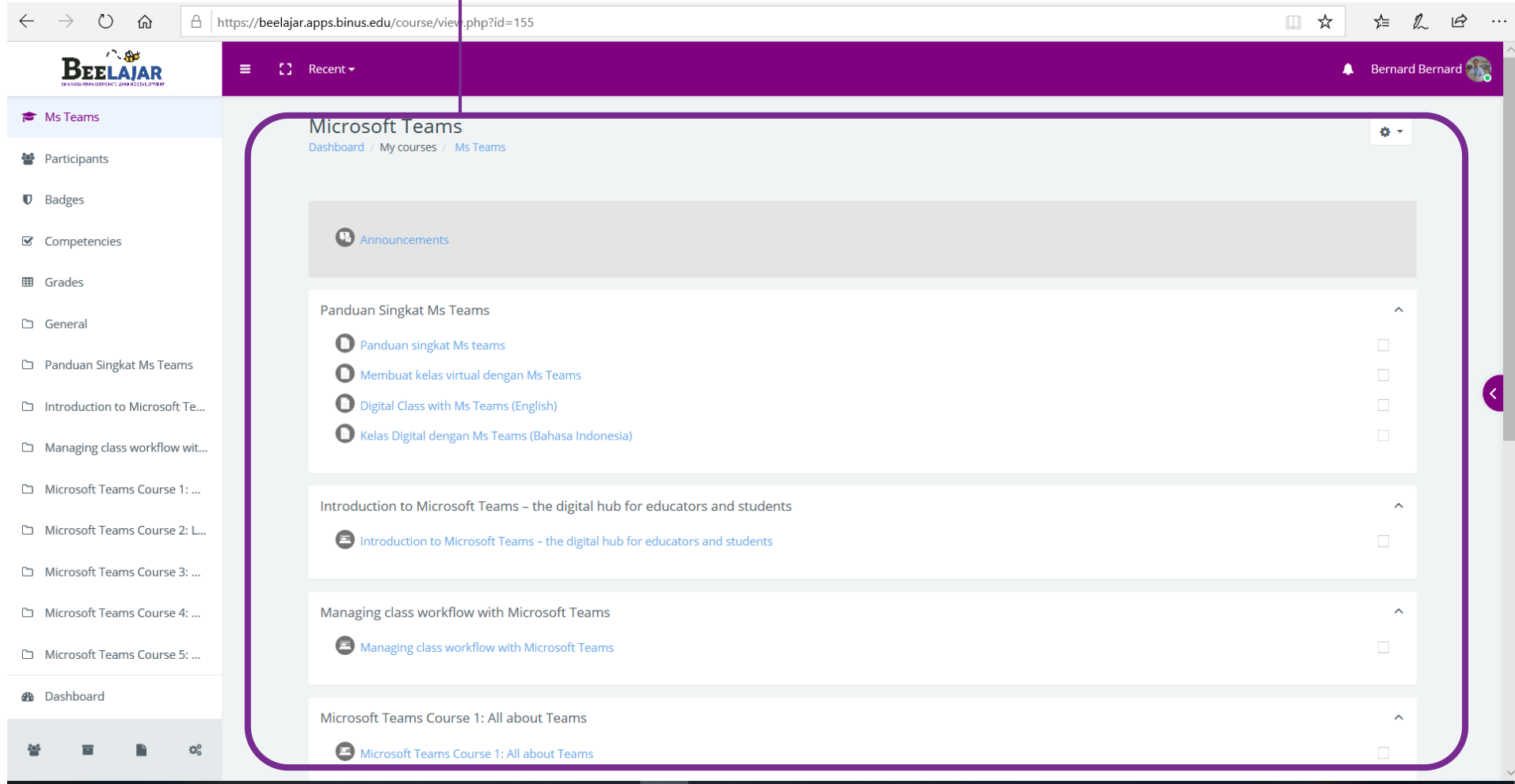
- Microsoft Teams Course 1: All about Teams





08

Click **each and every** module to complete it



The screenshot shows the BEELAJAR application interface. The browser address bar displays <https://beelajar.apps.binus.edu/course/view.php?id=155>. The page title is "Microsoft Teams" and the breadcrumb is "Dashboard / My courses / Ms Teams".

The left sidebar contains a navigation menu with the following items:

- Ms Teams
- Participants
- Badges
- Competencies
- Grades
- General
- Panduan Singkat Ms Teams
- Introduction to Microsoft Te...
- Managing class workflow wit...
- Microsoft Teams Course 1: ...
- Microsoft Teams Course 2: L...
- Microsoft Teams Course 3: ...
- Microsoft Teams Course 4: ...
- Microsoft Teams Course 5: ...
- Dashboard

The main content area displays a list of modules under the heading "Announcements". Each module has a checkbox on the right for completion:

- Panduan Singkat Ms Teams
  - Panduan singkat Ms teams
  - Membuat kelas virtual dengan Ms Teams
  - Digital Class with Ms Teams (English)
  - Kelas Digital dengan Ms Teams (Bahasa Indonesia)
- Introduction to Microsoft Teams - the digital hub for educators and students
  - Introduction to Microsoft Teams - the digital hub for educators and students
- Managing class workflow with Microsoft Teams
  - Managing class workflow with Microsoft Teams
- Microsoft Teams Course 1: All about Teams
  - Microsoft Teams Course 1: All about Teams

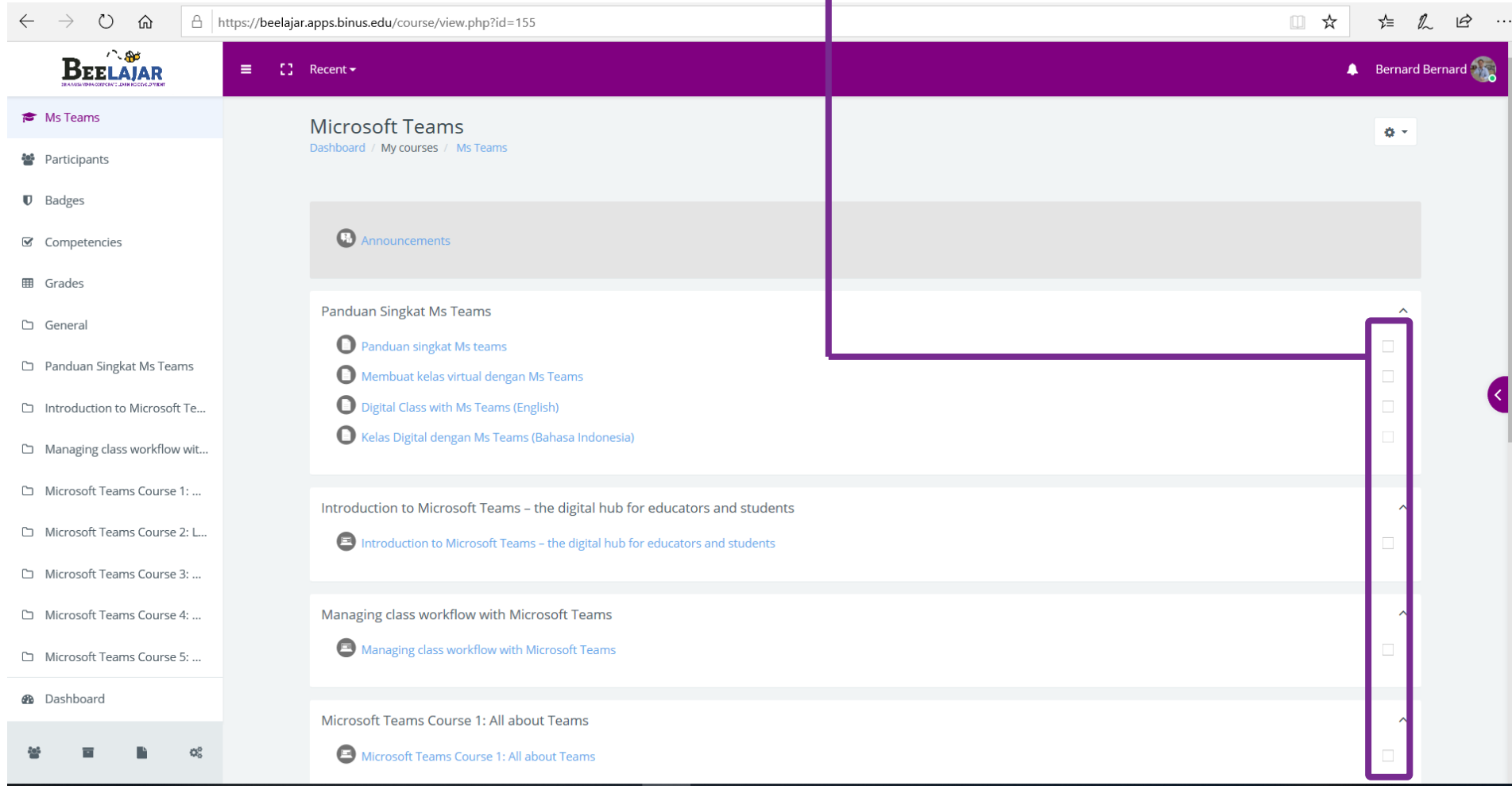






9

Make sure to have all of the available module **checked**, which indicates the completion of each module



The screenshot shows the Beelajar application interface. The browser address bar displays <https://beelajar.apps.binus.edu/course/view.php?id=155>. The page title is "Microsoft Teams" with a breadcrumb trail: "Dashboard / My courses / Ms Teams".

The left sidebar contains a navigation menu with the following items:

- Ms Teams
- Participants
- Badges
- Competencies
- Grades
- General
- Panduan Singkat Ms Teams
- Introduction to Microsoft Te...
- Managing class workflow wit...
- Microsoft Teams Course 1: ...
- Microsoft Teams Course 2: L...
- Microsoft Teams Course 3: ...
- Microsoft Teams Course 4: ...
- Microsoft Teams Course 5: ...
- Dashboard

The main content area displays the course details for "Microsoft Teams". It includes an "Announcements" section, a "Panduan Singkat Ms Teams" section with a list of modules, and several course modules. A vertical checklist on the right side of the page is highlighted with a purple box, showing checkboxes for each module. The top right corner of the page shows the user's name "Bernard Bernard" and a profile picture.



# Happy Learning 😊

*Develop a Passion for Learning. if You do, You Will Never Cease to Grow.  
- Anthony D'Angelo -*