Utilization of Microsoft Teams 365 as an Alternative for Distance Learning Media Amid the Covid-19 Pandemic

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Abstract

Online digital media is a very important medium for human life today. The current COVID-19 pandemic situation has made online digital media an alternative use of current learning media. One of the online digital media is Microsoft Teams 365, an application used as a learning medium. This study aims to describe the benefits of using Microsoft Teams 365 digital media as a medium for learning Indonesian in SMA Negeri 1 Kebumen. The data source is a display of the Indonesian language learning process through Microsoft Teams 365. The data collection techniques used are observation and note taking. The validity of the data used is source triangulation and theory triangulation. The data analysis used interactive data analysis techniques. The results of the study showed that the Microsoft Teams 365 application has features that can be utilized properly by teachers and students in the learning and teaching processes.

Keywords: Digital Media; Learning; Microsoft Teams 365; Covid-19

Introduction

Technology is one human invention that cannot be avoided. Moreover, the use of digital media has become a companion to human life today. The development of the times that has increased from the industrial era 4.0 to the era of society 5.0 demands human life to change the traditional mindset to become modern in accepting advances in digital technology. the role of modern technology through digital media has an impact on the world of education. Education in the future will make digital media an important role in learning media in schools. Therefore, the industrial era 4.0 has begun to require educators and students to understand the concepts of digital media (Ibda 2020).

The development of digital media from time to time can provide obstacles to human life, especially in the world of education. The concept of education, which mostly adheres to conventional techniques, will become difficult if the mindset of using digital media is not changed in the learning process in schools (Teranishi dan Saito, 2015). Digital media is a virtual technology that can focus on the use of technology and communication in any condition (McPherson, 2004). From there, digital media can become a medium that can be used optimally for current and future activities by having a good space for movement. broad, unlimited and more efficient (Roffe, 2004).

The current conditions associated with the outbreak of the Covid-19 virus have resulted in a change in the overall human mindset. The impact of the Covid-19 outbreak in the economic, health, and even education sectors has hit not only in Indonesia but throughout the world. In the current situation, humans are required to enter a more advanced era, namely the era of society 5.0 where digital technology is a foundation for human life (Dill, 2013: 15). Since the government has implemented the rules of working from home (WFH) and learning from home (SFH) for formal workers and students in the midst of the current Covid-19 pandemic, humans (the community) must remain productive and survive so that they can live a life even though they survive at home.

From there, the functions and benefits of digital media can be optimized to become a new media in carrying out various kinds of virtual activities, such as for formal workers and students. Since the implementation of the stay at home rule by the government, it has at least created a separate obstacle for the use of digital media. where the media which has been an entertainment must have a dual function as a medium of learning. The Covid-19 outbreak changes the viewpoint of the world of education where all activities must be carried out online through the use of digital media such as the Microsoft Teams 365 application. Online learning makes a situation the learning process can be done conceptually (Liu et al, 2018). At least the Covid-19 pandemic has truly become an innovation in the world of education. Therefore, the teacher's mindset changes traditional learning into learning with virtual concepts which is very important to do now and in the future (Setiadi 2016).

Media is an information channel that carries an individual message to another individual instructional by involving symbols, production and distribution which are displayed in their respective formats and characteristics (Yaumi, 2018: 122; Ambiyar, 2016: 78). Media is classified into 13 types according to the characteristics of its users, such as: real objects, sounds, recordings, printed media, programmed learning, transparent media, frame films etc. Digital media which is used as a learning medium is often called elearning. Where the use of e-learning can display various kinds of features that can be used by teachers and students both in providing material and receiving material. The use of e-learning in the midst of the covid-19 outbreak is currently an alternative to get maximum and potential results in exploring students' psychomotor and cognitive abilities (Donnelly and Mcsweeney 2009).

In its development, virtual learning collaboration with traditional learning models will be able to become extraordinary innovations and of course can be accepted by the school environment (McPherson, 2004; Yusof, 2008). This can also be a strong consideration where digital media can expand the sources of knowledge for both teachers and students who were previously motivated by one source of knowledge (Gabarre et al. 2014). Distance learning in the midst of the current Covid-19 pandemic requires teachers and students to take advantage of digital media as a learning medium, one of which is the Microsoft Teams 365 application where Microsoft Teams 365 is a discussion room one place that is intended for various activities both online classes, meetings, tests online, file storage and collaboration. Applications that are still in the same group with MS office can provide views and features like face-to-face learning where starting from sharing screens such as presentations or presentations can be displayed together. The immersive reader feature can easily open conversations (Suparno, 2020).

Method

This research uses descriptive qualitative research. Qualitative research is a means of exploring and understanding the meaning of an individual or a group with various social backgrounds (Creswell, 2009; Bruce, 2001). The method used is the literature study method, which is a scientific essay containing the opinions of experts on various problems which are then reviewed and concluded at the end (Siregar dan Harahap, 2019). The data of this research is a display of the Indonesian language learning process carried out by teachers and students through the Microsoft Teams 365 application. The next analysis technique uses the note-taking technique. Where the recording technique was taken after the researcher

analyzed it during the Indonesian language learning processes. The validity of the data in this study used source triangulation and theory triangulation. Data analysis in this study features the following stages: data collection, data reduction, and drawing conclusions (Miles M B 1994).

Results and Discussion

This study examined the use of Microsoft Teams 365 digital media in the Indonesian language learning process in Senior High Schools such as teacher and student interactions, material presentation, evaluation models, as well as the advantages and disadvantages of using Microsoft Teams 365 in Indonesian language learning online. The results found during the observation by the researchers are as follows:

Teacher and Student Interaction Process

In teacher and student interactions in the opening learning activity, the teacher conveys greetings to initiate the learning process and gives time for students to fill in presence on the link provided. As in the opening quote in Microsoft Teams 365 below:

Guru: "Assalamualaikum, selamat dan semangat pagi, Nak. Sebelum memulai pelajaran marilah kita berdoa terlebih dahulu, berdoa dipersilahkan."

Masih sehat, semangat, dan bahagia kan, Nak? Di musim hujan seperti ini ibu harap kalian terus meningkatkan imunitas tubuh biar tetap sehat dan dapat beraktivitas dengan aik. Tidak bosa-bosan ibu juga mengingatkan untuk kalian tetap menerapkan protocol 3M yaa. Mencuci tangan, mengenakan masker, dan menjaga jarak. Semoga kita dijauhkan dari Covid-19 dan pandemic ini dapat cepat berakhir. Tidak usah pergi kemana-mana jika tidak terlalu penting ya Nak, biar tetap terjaga dan tetap sehat.

Untuk presensi hari ini, silahkan tuliskan nomor presensi dan gambarkan cuaca di sekitar rumah kalian dengan satu kalimat yang puitis yaa, contoh: 35 Langitku cerah, tapi tak secerah saat aku bertemu denganmu, atau 03 Rintik hujan memanggilku.

Teacher: "Assalamualaikum, good morning and good spirits, son. Before starting the lesson let us pray first, pray is welcome."

Still healthy, excited, and happy, right, son? In the rainy season like this, I hope you will continue to improve your immunity so you can stay healthy and be able to do activities well. Mother also reminds you to keep implementing the 3M protocol, okay? Wash your hands, wear a mask, and keep your distance. Hopefully we will be kept away from Covid-19 and this pandemic can end quickly. You don't have to go anywhere if it doesn't really matter, kid, so you can stay awake and stay healthy.

For today's attendance, please write down the attendance number and describe the weather around your house with one poetic sentence, for example: 35 My sky is clear, but not as bright as when I met you, or 03 Raindrops call me."

Based on the excerpt from the opening sentence above, the opening of the Indonesian Language learning session was opened as interestingly as possible. By inviting students to play poetic words to maintain student interest. and don't forget that the teacher keeps giving messages to adhere to health protocols in accordance with Presidential Instruction (Inpres) Number 6 of 2020 concerning Increasing Discipline and Law Enforcement of Health Protocols in the Prevention and Control of Covid-19.

Microsoft Teams 365 offers an interaction column that is perfect enough to keep app users comfortable when using it.

Process of Presentation of Material

Presentation of material using Microsoft Teams 365. The teacher presents material by distributing material links to students so that students can immediately open and observe the material freely. As in the introductory quote to the material carried out by the teacher and student feedback on the material presented.

Guru: "pembelajaran hari ini ibu bagi menjadi tiga sesi ya, Nak, yaitu sesi pengamatan materi, sesii Tanya jawab dan sesi penugasan. Untuk itu silakan buka https://bit.IU/36wfGpR, http://bit.Iy/2iiXy7 dan http://bit.Iy/2GFHtZa. Ibu berikan waktu 25 menit untuk mengamati materi dan setelah mengamati materi tersebut ada pertanyaan, silahkan langsung sampaikan pertanyaan kalian di bawah ini ya".

Siswa: @mohamad "izin bertanya, Bu. Pienasme itu apa ya, Bu?

@anisatul "izin bertanya, Bu. Maksud dari mengubah alur berbingka menjadi alur tunggal itu seperti apa ya, Bu? Terima kasih

@Naufal "Izin bertanya, Bu. Kriteria pengembangan teks itu apa saja ya Bu?

Guru: @Mohamad, pleonasme merupakan majas yang digunakan untuk menegaskan pernyataan ya, Nak. Contoh masuk kedalam, naik ke atas, kalua secara tata Bahasa yang baik dan benar. Pleonasme disebut sebagai kaliamt tidak efektif kalua di tulisan formal/nonfiksi. Pleonasme jarang digunakan. Apakah dapat dipahami?

Teacher: "Today's lesson is divided into three sessions, kid, namely a material observation session, a question and answer session and an assignment session. For that please go to https: //bit.IU/36wfGpR, http: //bit.Iy/2iiXy7 and http: //bit.Iy/2GFHtZa. Mother, give 25 minutes to observe the material and after observing the material there are questions, please immediately submit your questions below, okay?"

Student: @mohamad "permission to ask, ma'am. What is Pienasme, ma'am?

@anisatul "permission to ask, ma'am. What does changing the framed groove into a single groove mean, ma'am? thank you

@Naufal "Permission to ask, ma'am. What are the criteria for developing the text, ma'am?

Teacher: @Mohamad, pleonasme is a figure of speech used to affirm a statement yes, son. Examples enter into, go up to the top, kalua in good and correct grammar. Pleonasm is called kaliamt ineffective when in formal / nonfiction writing. Pleonasm is rarely used. Can it be understood?

Based on the presentation of the sentences above and student interaction after understanding the material, it can be explained that using the Microsoft Teams 365 application can make learning innovations that are practical and effective even though they are implemented remotely. Students can use their respective smartphones to be able to access Microsoft Teams 365 and access the links provided by the teacher. students can also immediately comment if there is material that cannot be understood personally. The teacher can also explain to students using everyday language.

Evaluation and Assessment Model

Assessment on Indonesian language learning using Microsoft Teams 365 is usually given in the closing session while still providing a link to question instructions that can be opened by each student through their respective devices. As in the delivery of the following sentence:

Guru: "karena itdak ada pertanyaan lagi, sesi diskusi ibu cukupkan ya. Nak. Ibu lanjutkan ke sesi penugasan. Sesi penugasan hari ini silakan buka link https://bit.Iy/2JlsHC3 pahami dan cermati intruksinya ya, Nak. Jika ada yang binung atau kurang paham. Ibu persilahkan untuk bertanya sebelum pelajaran hari ini ibu tutup. Karena ini intruksnya panjang, silakn dicermati betul biar tidak ada salah paham ibu tunggu respon kalian".

Teacher: "because there are no more questions, please do the discussion session, okay? Son. Mother proceed to the assignment session. Today's assignment session, please open the link https://bit.Iy/2JlsHC3, understand and pay attention to the instructions, kid. If someone is confused or doesn't understand. Please invite me to ask questions before today's lesson closes. Because this is a long instruction, please pay close attention so that there is no misunderstanding, mom, wait for your response".

Based on the findings above, it was found in the assignment session conducted by the teacher, the instructions carried out were the students opened the link that had been provided by the previous teacher, where the assessment instructions usually filled in the questions presented and collected in the Microsoft Teams 365 folder that was already available. The teacher provides a collection time limit that is set on the application and for students who are not correct in collecting assignments given the application will close automatically. This proves that learning through any media can still foster a disciplined and orderly attitude even though the learning process takes place remotely or via virtual online.

The pros and cons of using the Microsoft Teams 365 application

Every application that is currently circulating has its own advantages and disadvantages. Like Microsoft Teams 365, which was launched in 2016, it can be said to be an application that has complete service features, both screen display, file storage, and even the perfect video meet display. The following researchers show the strengths and weaknesses of Microsoft Teams 365, namely a) Microsoft Teams 365 has a variety of features that can be utilized by digital media users, both students and teachers without having to pay additional costs, b) file storage can also be used up to 1TB anytime and anywhere without having to use the enhancement again. c) The Microsoft Teams 365 application can not only be activated or operated via a PC but can be used via iOS / OS smartphones, tablets, Windows laptops.

The Microsoft Teams 365 application can be said to be one of the applications that has minimal shortcomings where Microsoft Teams 365 is only lacking in upgrading or upgrading the application, it must remain connected to the internet even though it has paid a subscription fee. Of the various shortcomings and advantages of the Microsoft Teams 365 application, the application should be able to be developed into a more perfect and better application to be optimized and utilized by all circles of society.

Conclusion

The application of the Microsoft Teams application in teacching learning processes in SMA Negeri 1 Kebumen is an initial step towards the mindset of modern life. Since the Covid-19 outbreak, the Microsoft Teams 365 application has made it easy for learning and teaching processes not only in learning Indonesian in SMA Negeri 1 Kebumen but learning and teaching processes other subjects as

well. The facilities in Microsoft Teams 365 can be put into good use, especially in the process of teaching and learning of Indonesian online. It is proven from the results of research that Microsoft Teams have good features for displaying interactions in discussion forums, the assessment process, and even a large enough data storage.

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