

APPENDICES

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APPENDIX 1 Letter of Research Permit from University



KEMENTERIAN PENDIDIKAN DAN KEBUDAYAAN
UNIVERSITAS PENDIDIKAN GANESHA
PASCASARJANA

Jalan Udayana No. 11 Singaraja-Bali 81116 Telepon : (0362) 22570, Fax. : (0362) 25735
<http://pasca.undiksha.ac.id> – email : tu@pasca.undiksha.ac.id ; pps.undiksha@yahoo.com

Nomor : 020/UN48.14/KM/DPS/2021

Lamp : -

Hal : Mohon Ijin Penelitian

Kepada

Yth. : *Kejaka SMP Nasional Denpasar*

Dengan hormat, dalam rangka menunjang tugas perkuliahan mahasiswa semester akhir Pascasarjana Universitas Pendidikan Ganesha, kami mohon perkenan Bapak/Ibu untuk bisa menerima mahasiswa kami :

Nama : Ni Made Gita Anggriani
NIM : 1829081023
Program Studi : Pendidikan Bahas Inggris
Judul Tesis : Teachers' Roles in Teaching English using E-Learning Platform during Studying from Home in SMP Nasional Denpasar


Rekomendasi dan Ijin Penelitian ini sangat penting bagi mahasiswa kami untuk mendapatkan data/informasi yang dibutuhkan pada sekolah/instansi yang Bapak/Ibu pimpin.

Atas perhatian, perkenaan dan kerja sama yang baik kami ucapkan terima kasih

Denpasar, 02 Februari 2021

Prof. Dr. I Gusti Putu Suharta, M.Si.
NIP. 196212151988031002

APPENDIX 2 Letter of Conducted the Research in SMP Nasional Denpasar



PERKUMPULAN PENDIDIKAN NASIONAL (PERDIKNAS) DENPASAR
SEKOLAH MENENGAH PERTAMA (SMP) NASIONAL DENPASAR
Status Terakreditasi "A"
 NDS.: 2022090027, NSS.: 242209092021, NPSN.: 50103166
 Alamat: Jl. Tukad Yeh Aya No. 15 Denpasar, Telp.(0361) 235203, Hp: 0821 4546 4231 Kode Pos 80225
 Website: www.smpnasionaldps.sch.id, E-mail: smpnasionaldps@yahoo.co.id


SURAT KETERANGAN PENELITIAN
 Nomor : 033/SMP/NAS/E.1/2021


Yang bertanda tangan di bawah ini, Kepala SMP Nasional Denpasar, Kecamatan Denpasar Selatan, Kota Madya Denpasar menerangkan bahwa :

N a m a	: Ni Made Gita Anggriani
N I M	: 1829081023
Program Studi	: Pendidikan Bahasa Inggris
Jurusan	: S2 Pendidikan Bahasa Inggris
Alamat	: Br. Pedadapan, Pejeng, Tampaksiring, Gianyar.

Yang bersangkutan memang benar telah melaksanakan Penelitian di SMP Nasional Denpasar dengan judul : **"Teachers Roles in Teaching English using E-Learning Platform during Studying from Home in SMP Nasional Denpasar"**.

Demikian surat keterangan ini dibuat, agar dapat dipergunakan sebagaimana mestinya.



Denpasar, 10 Pebruari 2021
 Kepala SMP Nasional Denpasar

Ni Putu Supadmi, S.Pd.
 NIP : 04.03.92.154

APPENDIX 3

Observation Checklist and the Result of Observation

a. Observation Checklist

No.	Activities	Yes	No	Topic of The Lesson	Online Class Activity
1.	The teacher uses Google Classroom in teaching learning process				
2.	The teacher uses Youtube in giving the additional material to the students				
3.	The teacher uses Google Form in giving the task to the students				
4.	The teacher uses the Zoom to meet with the students				
5.	The teacher uses Indonesian language and English to explain the materials.				
6.	Teachers use Whatsapp Group to communicate with students.				
7	The teacher uses Google Meet to meet with the students.				
8.	The teacher uses Telegram to communicate with students.				

b. Observation Checklist Result from Teacher 1 : UP

No.	Activities	Yes	No	Topic of The Lesson	Class Activity
1.	The teacher uses Google Classroom in teaching learning process	√		Simple Present Tense	Membuat paragraf tentang kegiatan sehari-hari
2.	The teacher uses Youtube in giving the additional material to the students	√		Present Continuous Tense	Menonton dan mencatat materi penting yang ada dalam video
3.	The teacher uses Google Form in giving the task to the students	√		Simple Past Tense	Menjawab pertanyaan-pertanyaan terkait dengan topik
4.	The teacher uses the Zoom to meet with the students	√		Announcement	<i>Membahas soal yang ada dalam lembar kerja siswa</i>
5.	The teacher uses Indonesian language and English to explain the materials.	√		Notice	<i>Membahas materi dan soal terkait topik</i>
6.	Teachers use Whatsapp Group to communicate with students.	√		Short message	<i>Memberi beberapa arahan kepada siswa</i>
7.	The teacher uses Google Meet to meet with the students.		√		
8.	The teacher uses Telegram to communicate with		√		

	students.				
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c. Observation Checklist Result from Teacher 2 : AW

No.	Activities	Yes	No	Topic of The Lesson	Class Activity
1.	The teacher uses Google Classroom in teaching learning process	√		Expression of congratulation	
2.	The teacher uses Youtube in giving the additional material to the students	√		Recount Text	Menyimak video penjelasan tentang narrative
3.	The teacher uses Google Form in giving the task to the students	√		Expression of congratulation	<i>Menjawab dialog rumpang dengan tepat</i>
4.	The teacher uses the Zoom to meet with the students	√		Present continuous tense	Diskusi soal
5.	The teacher uses Indonesian language and English to explain the materials.	√			
6.	Teachers use Whatsapp Group to communicate with students.	√			
7.	The teacher uses Google Meet to meet with the students.		√		

8.	The teacher uses Telegram to communicate with students.		√		
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APPENDIX 4

The Questionnaires and the Result of Questionnaires

a. The Questionnaires for Teachers' Role

No.	Aspects of Teacher Roles in Teaching English Using E-Learning Platform	Remark		Topic of the Lesson	Class Activity	Problem and Solution
		Yes	No			
1.	The teacher's Role as a Resource:					
	Teacher mastery the material.					
	The teacher uses other source.					
	The teacher uses YouTube in giving the additional material to the students					
2.	The teacher's Role as a Prompter/Motivator					
	Teacher makes an active, creative and fun learning					
	Teacher enthusiasm in teaching					
	Teacher gives advice, rewards and punishment					

3	The teacher's Role as a Organizer					
	Teacher organizes students learning activity.					
	The teacher uses Google Classroom in organizing the teaching learning situations					
4	The teacher's Role as a Tutor					
	Teacher gives personal guide in tutoring student					
	Teacher gives the video according to the material and the teacher as the model of the video					
	Teacher become a language model to the students					
	Teacher gives an example to the students in learning speaking skill by showing the mime and gesture while the teacher speaks					
5	The teacher's Role as an Observer					
	Teacher observes the students' performance in online learning process					
	The teacher uses Google Meet to observe the students by asking their learning					

	process and their condition during the pandemic					
6	The teacher's Role as a Assessor					
	Teacher evaluate students by assessing in various ways					
	Teacher evaluate students at certain of time					
	The teacher uses Google Form to evaluate the students by giving the task to them.					
	Teacher gives the correction when the students make a mistake in learning process					
7	The teacher's Role as a Controller:					
	Teacher control the students activity during online learning					
	The teacher uses the Zoom to control the students in online learning					
8	The teacher's Role as a Participant					
	Teacher takes part during the learning activity					
	The teacher always uses Whatsapp Group in communicating with the students.					

b. The Result of Questionnaires for teacher's role from UP

No.	Aspects of Teacher Roles in Teaching English Using E-Learning Platform	Remark		Topic of the Lesson	Class Activity	Problem and Solution
		Yes	No			
1.	The teacher's Role as a Resource:	√		Simple Present Tense	<i>Menjelaskan materi</i>	
	Teacher mastery the material.	√		Simple Present Tense	<i>Mengambil soal di LKS dan meminta siswa mengerjakannya</i>	<i>Tidak semua siswa memiliki LKS, solusinya guru membagikan LKS dalam bentuk foto</i>
	The teacher uses other source.	√		Present Continuous Tense	<i>Menonton dan mencatat materi penting yang ada dalam video</i>	
	The teacher uses YouTube in giving the additional material to the students	√		Simple Past Tense	<i>Menjawab pertanyaan - pertanyaan terkait dengan topic</i>	
2.	The teacher's Role as a Prompter/Mot					

	ivator					
	Teacher makes an active, creative and fun learning	√		Simple Past Tense	<i>Membuat kuis / soal-soal dalam berbagai bentuk</i>	
	Teacher enthusiasm in teaching	√		Simple Past Tense	<i>Online tepat waktu agar siswa tidak menunggu</i>	
	Teacher gives advice, rewards and punishment	√		Simple Past Tense	<i>Memberikan pujian terhadap siswa yang tepat waktu menyeter dan memberikan nasehat kepada siswa yang telat menyeter tugas</i>	
	The teacher's Role as a Organizer					
3	Teacher organizes students learning activity.	√		Present Continuous Tense	<i>Menyusun strategi pembelajaran yang efektif</i>	
	The teacher uses Google Classroom in organizing the teaching	√		Present Continuous Tense	<i>Memberikan arahan kepada siswa dalam mencatat materi, menjawab soal</i>	<i>Siswa kesulitan mengakses internet, jadi diberikan catatan dan soal dalam</i>

	learning situations					<i>bentuk hard copy dan diambil kesekolah</i>
4	The teacher's Role as a Tutor					
	Teacher gives personal guide in tutoring student	√		Recount text	<i>Menyusun materi</i>	
	Teacher gives the video according to the material and the teacher as the model of the video		√	Recount text	<i>Menonton video tentang materi terkait dari youtube</i>	<i>Masalah: Guru belum punya cukup waktu untuk membuat video. Solusi: Guru mencari video pembelajaran yang tepat dan membagikannya kepada siswa</i>
	Teacher become a language model to the students	√		Recount text	<i>Menjelaskan materi dan membahas soal</i>	
	Teacher gives an example to the students in learning speaking skill by showing the mime and	√		Recounts text	<i>Menjelaskan materi/ membahas soal melalui zoom dengan melibatkan</i>	

	gesture while the teacher speaks				<i>gerakan tubuh</i>	
	The teacher's Role as an Observer					
	Teacher observes the students' performance in online learning process	√		Announcement	<i>Memeriksa absensi siswa dan belajar online melalui WA</i>	
5	The teacher uses Google Meet to observe the students by asking their learning process and their condition during the pandemic		√	Announcement	<i>Menggunakan platform lain</i>	<i>Masalah: terlalu banyak aplikasi yang perlu diunduh & digunakan oleh siswa, terbatasnya memori hp. Solusi: menggunakan aplikasi yang sering digunakan oleh guru lain yaitu zoom untuk mengamati tingkah laku siswa selama pembelajaran.</i>
6	The teacher's Role as a Assessor					

	Teacher evaluate students by assessing in various ways	√		Notice	<i>Memeriksa hasil kerja siswa</i>	
	Teacher evaluate students at certain of time	√		Notice	<i>Memberi beberapa soal</i>	
	The teacher uses Google Form to evaluate the students by giving the task to them.	√		Notice	<i>Memberikan soal dan memberikan kepada siswa untuk menjawab</i>	
	Teacher gives the correction when the students make a mistake in learning process	√		Notice	<i>Memberi tugas kepada siswa, memeriksa dan memberi feedback berupa nilai dan letak kesalahannya</i>	
	The teacher's Role as a Controller					
7	Teacher control the students activity during online learning	√		Short message	<i>Memantau siswa selama jam mengajar melalui zoom</i>	
	The teacher uses the Zoom to control the students in online learning	√		Short message	<i>Memantau siswa saat membahas soal</i>	
8	The teacher's Role as a					

Participant					
Teacher takes part during the learning activity	√		Simple Past Tense	<i>Mengoreksi siswa saat menjawab soal melalui zoom</i>	
The teacher always uses Whatsapp Group in communicating with the students.	√		Simple Past Tense	<i>Memberi arahan dan pengumuman</i>	

c. The Result of Questionnaires for teacher's role from AW

No.	Aspects of Teacher Roles in Teaching English Using E-Learning Platform	Remark		Topic of the Lesson	Class Activity	Problem and Solution
		Yes	No			
1.	The teacher's Role as a Resource:					
	Teacher mastery the material.	√		Simple past tense	<i>Membuat kalimat positive dan mengubahnya kedalam bentuk negative dan interrogative</i>	
	The teacher uses other source.	√				

	The teacher uses YouTube in giving the additional material to the students	√		Recount Text	<i>Menyimak video penjelasan tentang Recount</i>	
2.	The teacher's Role as a Prompter/Motivator					
	Teacher makes an active, creative and fun learning	√			<i>Memberikan semangat dan motivasi disituasi Covid-19 agar tetap belajar dengan giat</i>	
	Teacher enthusiasm in teaching	√				
	Teacher gives advice, rewards and punishment	√				
3	The teacher's Role as a Organizer					
	Teacher organizes students learning activity.	√				
	The teacher uses Google Classroom in organizing the teaching learning situations	√			<i>Mengingatka n siswa mengumpul an tugas</i>	<i>Beberapa siswa masih menggunakan HP orang tua, dan siswa diberikan tenggat waktu untuk mengumpulkan tugas sampai bisa menggunakan HP orang tua</i>

4	The teacher's Role as a Tutor				
	Teacher gives personal guide in tutoring student	√			
	Teacher gives the video according to the material and the teacher as the model of the video		√		<i>Karena keterbatasan waktu dan solusinya adalah memberikan siswa video lain yang sesuai dengan materi</i>
	Teacher become a language model to the students	√			
	Teacher gives an example to the students in learning speaking skill by showing the mime and gesture while the teacher speaks	√		Narrative text	<i>Menceritakan Narrative Text ke siswa</i>
5	The teacher's Role as an Observer				
	Teacher observes the students' performance in online learning process	√			
	The teacher uses Google Meet to observe the students by asking their learning process and their condition during the pandemic		√		<i>Mengobservasi menggunakan zoom</i> <i>Siswa mematikan kamera, dan siswa tidak berpakaian sekolah, terkait hal tersebut</i>

					<i>siswa diberikan teguran</i>
6	The teacher's Role as a Assessor				
	Teacher evaluate students by assessing in various ways	√			<i>Penilaian sikap dan pengetahuan ketika pembelajaran online berlangsung</i>
	Teacher evaluate students at certain of time	√			<i>Memberikan nilai ketika siswa menjawab pertanyaan</i>
	The teacher uses Google Form to evaluate the students by giving the task to them.	√			<i>Memberikan tugas dan langsung mendapatkan nilai</i>
	Teacher gives the correction when the students make a mistake in learning process	√			<i>Menunjukkan jawaban yang benar</i>
7	The teacher's Role as a Controller:				
	Teacher control the students activity during online learning	√			<i>Mengontrol pembelajaran menggunakan zoom</i>
	The teacher uses the Zoom to control the students in online learning	√			<i>Memberikan siswa kesempatan untuk menyampaikan hal-hal</i>

					<i>atau ide</i>	
8	The teacher's Role as a Participant					
	Teacher takes part during the learning activity					
	The teacher always uses Whatsapp Group in communicating with the students.					

d. The Questionnaires for Teachers' Strategies

No	Questions	Yes	No	Explanation
1	The teacher uses YouTube to watch the video song to help the students in increasing their learning motivation in listening and speaking skills.			
2	The teacher asks the students to sing a song and send it to the Whatsapp group or other platform.			
3	The teacher uses voice note in Whatsapp Group to help students in increasing their listening skill.			
4	The teacher asks the students to read a text and record it then sends the video to the			

	Google Classroom or other platform.			
5	The teacher gives the students a text in the form of video, and sends it to Youtube or other platform and then the students watch the video.			
6	The teacher asks the students to make a draft about the text given before.			
7	The teacher encourages students to express their feelings in increasing their speaking skills through Zoom meeting/Google meet.			
8	The teacher recommends learning websites/web pages to students to read the English material.			
9	The teacher gives the students a game or quiz on the sidelines of online learning in order to make them always happy in studying online.			
10	The teacher brings students closer to each other by video conferencing via Zoom/Google meet			
11	The teacher helps students to stay focused by asking them one by one via Zoom/Google Meet			

12	The teacher makes a learning plan for students.			
13	The teacher sets up rules and regulations for doing activities.			

e. The Questionnaires for Teachers' Strategies : UP

No	Questions	Yes	No	Explanation
1	The teacher uses YouTube to watch the video song to help the students in increasing their learning motivation in listening and speaking skills.	√		<i>Menggunakan YouTube untuk menonton video lagu untuk membantu siswa dalam menyimak dan berbicara dengan topik Sing a song dan aktivitas yang dilakukan Mendengarkan dan mencari kata-kata sulit dalam lagu dan maknanya</i>
2	The teacher asks the students to sing a song and send it to the Whatsapp group or other platform.	√		<i>Dengan materi Sing a Song, dan meminta siswa merekam diri mereka saat menyanyikan sebuah lagu. Yang pertama siswa harus mendengarkan lagu favorit mereka secara berulang ulang hingga faham kemudian yang kedua adalah menuliskan lirik lagu yang telah di dengarkan. Tahap ketiga yaitu mencocokkan lirik yang telah di dengar dengan lirik yang telah ditulis, jika ada kesalahan maka siswa harus memperbaikinya. Yang terakhir yaitu menyanyikan lagu favorit mereka dan merekamnya lalu dikirim melalui WA atau Google Classroom.</i>
3	The teacher uses voice note in Whatsapp Group to help students in increasing their listening skill.		√	
4	The teacher asks the students to read a text		√	Hanya membahas soal

	and record it then sends the video to the Google Classroom or other platform.			
5	The teacher gives the students a text in the form of video, and sends it to Youtube or other platform and then the students watch the video.		√	Keterbatasan waktu untuk membuat video
6	The teacher asks the students to make a draft about the text given before.		√	
7	The teacher encourages students to express their feelings in increasing their speaking skills through Zoom meeting/Google meet.	√		Mendorong siswa agar mau berbicara
8	The teacher recommends learning websites/web pages to students to read the English material.		√	Penyusunan materi sudah dilakukan oleh guru agar mempermudah siswa dalam memahami materi
9	The teacher gives the students a game or quiz on the sidelines of online learning in order to make them always happy in studying online.		√	Membuat game ketika pelajaran sing a song dengan menjawab lirik kosong yang disediakan.
10	The teacher brings students closer to each other by video conferencing via Zoom/Google meet		√	Sesekali mengajak siswa untuk saling berkomunikasi
11	The teacher helps students to stay focused by asking		√	Memberi kesempatan kepada siswa untuk berpartisipasi dalam membahas soal.

	them one by one via Zoom/Google Meet			
12	The teacher makes a learning plan for students.	√		Membuat RPP sebelum pembelajaran
13	The teacher sets up rules and regulations for doing activities.	√		Memberi tahu siswa agar mematikan microphone ketika zoom berlangsung

f. The Questionnaires for Teachers' Strategies: AW

No	Questions	Yes	No	Explanation
1	The teacher uses YouTube to watch the video song to help the students in increasing their learning motivation in listening and speaking skills.		√	
2	The teacher asks the students to sing a song and send it to the Whatsapp group or other platform.		√	
3	The teacher uses voice note in Whatsapp Group to help students in increasing their listening skill.		√	
4	The teacher asks the students to read a text and record it then sends the video to the Google Classroom or other platform.	√		<i>Membuat sebuah teks Recount berdasarkan aktivitas siswa selama liburan dan membaca teks yang sudah dibuat sambil direkam lalu disetor via WA atau Google Classroom</i>
5	The teacher gives the students a text in the		√	

	form of video, and sends it to Youtube or other platform and then the students watch the video.			
6	The teacher asks the students to make a draft about the text given before.		√	
7	The teacher encourages students to express their feelings in increasing their speaking skills through Zoom meeting/Google meet.		√	
8	The teacher recommends learning websites/web pages to students to read the English material.		√	
9	The teacher gives the students a game or quiz on the sidelines of online learning in order to make them always happy in studying online.		√	
10	The teacher brings students closer to each other by video conferencing via Zoom/Google meet	√		Memberi waktu kepada siswa untuk mengungkapkan pendapat satu sama lain terkait materi atau soal yang dibahas
11	The teacher helps students to stay focused by asking them one by one via Zoom/Google Meet		√	
12	The teacher makes a learning plan for students.	√		

13	The teacher sets up rules and regulations for doing activities.	√	Memberi aturan di setiap pertemuan
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APPENDIX 5

The Result of Interview

1. The question 1

Question: “Kesulitan apa yang Anda temukan selama proses pembelajaran online menggunakan platform e-learning?”

Answered by UP: “Kesulitannya adalah tidak semua siswa memiliki akses internet untuk mengikuti proses pembelajaran online”.

Answered by AW: “Terbatasnya waktu yang diperoleh dalam memberikan penjelasan materi kepada siswa. Dan tidak dapat mengawasi siswa yang belajar dari rumah.”

2. The question 2

Question: “Jika ada kesulitan, strategi apa yang Anda gunakan untuk mengefektifkan proses pembelajaran?”

Answered by UP: “Siswa yang tidak bisa mengikuti pembelajaran online, saya minta untuk kesekolah untuk pengambilan materi maupun tugas.”

Answered by AW: “Menyusun materi dan soal sedemikian rupa, yang sederhana tapi dimengerti oleh siswa.”

3. The question 3

Question 3: “Jika tidak ada kesulitan, apakah ada metode khusus yang Anda gunakan dalam proses pembelajaran?”

Answered by UP: “Tidak ada metode khusus.”

Answered by AW: Tidak ada metode khusus dalam pembelajaran”

4. The question 4

Question 4: *“Bagaimana tanggapan siswa terhadap proses pembelajaran online?”*

Answered by UP: *“Tanggapan siswa terhadap pembelajaran online, siswa ada yang merasa senang dengan pembelajaran online dan ada juga yang bingung saat pemaparan materi di video dan juga dikarenakan akses internet yang tidak memadai untuk zoom.”*

Answered by AW: *“Cukup baik, beberapa antusias dan beberapa memberi tahu lewat WA karena tidak bisa hadir di zoom yang disebabkan oleh kuota dan jaringan.”*

