

## Utilization of Electronic Learning Facilities (Studies in the Department of Office Governance Automation at SMKN 1 Wajo)

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**Abstract.** To complement existing facilities, Teaching and Learning Activities (KBM) can be said to run well if the availability of learning facilities is adequate and appropriate to use because basically, the success of learning in schools is supported by the effective utilization or utilization of existing learning facilities in the school itself. efficient. This study aims to determine the use of learning facilities in the Office Administration Automation Department at UPT SMKN 1 Wajo. This study uses a quantitative method with a descriptive approach. Data collection techniques were carried out in the form of observation, questionnaires, and documentation techniques. With a population of 177 people and a sample of 53 people who are students of the OTKP Department at UPT SMKN 1 Wajo. The data analysis in this study uses the percentage formula so that the data obtained from the research results are processed by the percentage of each question choice in the questionnaire. In the implementation of this research, there are 3 indicators of the use of learning facilities, namely: learning tools, teaching aids, and learning media. The results showed that the use of learning facilities based on indicators of learning tools got a percentage of 73.87% which was included in the effective category, and teaching aids indicators of 63.96% or included in the effective category and indicators of learning media reached a percentage level of 64.90%. which is included in the effective category.

**Keywords:** Utilization, Electronic Learning Facilities

### 1. Introduction

The current era requires us to prepare various things carefully. One of them is the field of education which is a component that plays an important role in preparing and producing new generations and quality Human Resources (HR) to face future challenges.(Alqahtani & Ayentimi, 2021; Giannantonio & Hurley, 2002; Hewett & Shantz, 2021; Patel et al., 2020).

[5]argues that education as a system for the intellectualization of the nation's children is very much needed for everyone. To create a high-quality generation, of course, educational institutions are required to try to manage and complete the facilities in their institutions.

To complement existing facilities, Teaching and Learning Activities (KBM) can be said to run well if the availability of learning facilities is adequate and suitable for use. (Kim et al., 2019; Mchenga et al., 2020; Sakuliampaiboon et al., 2015; Velarde-García et al., 2021). Because basically, the success of learning in schools is supported by the effective and efficient utilization of the existing learning facilities in the school itself.

The importance of facilities and infrastructure in supporting the education process is regulated by the Law of the Republic of Indonesia No. 20 of 2003 concerning the National Education System in Indonesia[10] "Each formal and non-formal education unit provides facilities and infrastructure that meet educational needs by the growth and development of physical potential, intellectual, social, emotional intelligence, and the obligations of students".

RI Government Regulation No. 19 concerning National Education Standards Chapter VII article 42 r It is stated that "every educational unit is required to have facilities which include furniture, educational equipment, educational media, books, and other learning resources, consumables, and other equipment needed to support an orderly and continuous learning process".

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Meanwhile, educational facilities are also a means of supporting the teaching and learning process in schools. With adequate educational facilities, of course, teaching and learning activities in schools will run effectively and efficiently to make students' motivation and enthusiasm for learning greater. Facilities are all learning devices used in the teaching and learning process in this case very helpful in supporting the success of learning objectives in an educational institution. By utilizing the facilities, it is hoped that it will make it easier for students to receive the material presented and can create pleasant school conditions for both teachers and students. Vice versa, if the learning facilities in schools are inadequate or unfit for use with limitations, course the learning process will experience obstacles so that it can affect student learning outcomes.

Based on the results of initial observations that have been made by researchers in December - January 2021 at UPT SMKN 1 Wajo, it is known that the implementation of learning facilities often causes difficulties, especially in the OTKP (Office Governance Automation) Department, as evidenced by the lack of learning facilities and even some facilities that have been developed. unfit for use make students have to use makeshift facilities alternately including some computers that are not suitable for use, inadequate practice tools, and the LCD has not been installed in each class or the laboratory because this problem causes teachers to only teach conventionally, because of this make students think learning is monotonous, lack of enthusiasm, and boring, so that the learning that is channeled is less acceptable and well digested by students.

While Vocational High Schools, especially on productive subjects, are more focused on prioritizing practical learning rather than theory, if the learning facilities, in this case, are inadequate or not suitable for use, it will certainly cause the learning process to not run smoothly, regularly, effectively and efficiently so that in the end the goal learning is difficult to achieve. With these activities, of course, the teaching and learning process in schools can run as it should, thereby improving the performance of school residents, increasing students' learning skills and interests, especially in the Office Administration Automation Department.

## 2. Method

This research is quantitative research, where the research method is in the form of numbers and data analysis using statistics and has met scientific principles, namely: concrete/empirical, objective, structured, rational, and systematic. according to to[11], This research method is used to examine a certain population or sample, the technique of collecting data samples is generally done randomly, data collection using research instruments, data analysis is quantitative/statistical to test predetermined hypotheses. While the type of research used is descriptive research. according to to [12], descriptive research describes the state or value of one or more variables independently. In this study, the researcher did not make comparisons of that variable to other samples and looked for the relationship between that variable and other variables.

To measure the variables in this study, a questionnaire instrument was used which was submitted to the respondents using a Likert scale. [11]argues that the "Likert scale is used to measure attitudes, opinions, and perceptions of a person or group of people about social phenomena. With a Likert scale, the variables to be measured are translated into variable indicators. Then the indicator is used as a starting point for compiling instrument items which can be in the form of statements or questions. The data collection techniques using observation techniques, questionnaires, and documentation. Meanwhile, the analysis technique used to calculate the percentage formula for the data from the questionnaire uses the analytical technique of[13].

### 3. Results and Discussion

The results of research conducted at the Office Administration Automation Department at UPT SMKN 1 Wajo using a questionnaire as the main data collection technique, so that data on the Utilization of Learning Facilities in the Office Administration Automation Department at UPT SMKN 1 Wajo was obtained. The data obtained through an online questionnaire instrument (google form) using indicators of learning tools, teaching aids, and learning media are then processed using quantitative descriptive analysis techniques by presenting each question item and each indicator then summed up as a whole. For more details, it is described as follows:

#### 3.1 Learning Tools

Learning tools are everything that is used directly in the learning process to support the achievement of student learning goals, for example, notebooks, markers, computers, LCDs, practical tools. The results of data processing to determine the use of learning facilities in the indicators of learning tools can be seen in Table 1 below:

**Table1**  
**Learning Tool Indicator**

No item	Frequency					Value x Frequency					Amount
	5	4	3	2	1	5	4	3	2	1	
1	17	22	9	4	1	85	88	27	8	1	209
2	19	18	15	1	0	95	72	45	2	0	214
3	18	18	13	3	1	90	72	39	6	1	208
4	7	14	16	14	2	35	56	48	28	2	169
5	25	22	4	0	2	125	88	12	0	2	227
6	23	20	9	1	0	115	80	27	2	0	224
7	2	6	12	22	11	10	24	36	44	11	125
8	4	9	20	12	8	20	36	60	24	8	148
9	7	9	20	9	8	35	36	60	18	8	157
10	26	14	6	5	2	130	56	18	10	2	216
11	20	17	13	2	1	100	68	39	4	1	212
12	19	23	11	0	0	95	92	33	0	0	220
13	18	23	11	0	1	90	92	33	0	1	216
<b>Amount</b>											<b>2545</b>

*Source: Data Processing Results*

$$\begin{aligned} \% &= \frac{n}{N} \times 100 \\ \% &= \frac{2545}{3445} \times 100 \\ &= 73.87\% \end{aligned}$$

Based on the table, it can be concluded that the use of learning facilities for learning tool indicators is 73.87% or is included in the effective category. This is relevant based on the results of observations made that students more often use learning tools in the learning process because the equipment needed is quite adequate such as books, markers, scissors, ordner, paper, etc. Each student in the OTKP Department each has learning equipment and supplies that have been provided by the school, with the condition that each student must take care of and make use of these facilities as well as possible, this is aimed at making students more motivated to learn so that the learning process can be achieved.

### 3.2 Props

Teaching aids are a set of concrete objects that are intentionally designed, which are used to help instill and develop concepts according to the learning material being taught, for example, slides, films, charts, graphs, posters, globes. The results of data processing to determine the use of learning facilities in teaching aid indicators can be seen in Table 2 below:

**Table 2**  
**Props Indicator**

No. Items	Frequency					Value x Frequency					Amount
	5	4	3	2	1	5	4	3	2	1	
14	9	16	17	9	2	45	64	51	18	2	180
15	12	14	19	5	3	60	56	57	10	3	186
16	3	10	26	10	4	15	40	78	20	4	157
17	3	10	26	8	6	15	40	78	16	6	155
<b>Amount</b>											<b>678</b>

*Source: Data Processing Results*

$$\% = \% = \frac{n}{N} \times 100$$

$$\% = \frac{678}{1060} \times 100$$

$$= 63.96\%$$

Based on the table, it can be concluded that the use of learning facilities for teaching aid indicators is 63.96% or is included in the effective category. This is relevant based on the results of observations made that there are only a few subject teachers who teach using teaching aids available in schools. This is due to situations and conditions that make it impossible for teachers to prepare teaching tools and materials, in this case, direct or indirect teaching aids. Besides that, the obstacle in teaching aids is time. The learning time set by the principal during offline learning is currently only 3 hours per day, and not all learning points can be delivered using teaching aids. Each teacher is given 45 minutes to teach per subject and the next 45 minutes an apple is held to convey important information from the principal and teacher. So that the application of teaching aids in the learning process is not optimal or not possible.

### 3.3 Instructional Media

Learning media is one of the tools as an intermediary for understanding the meaning of the material delivered by the teacher or teaching staff in the form of print and electronic media, channel messages, and further, enhance effectiveness and efficiency in achieving educational goals. for example video recordings, voice recordings, telephones, newspapers, books. The results of data processing to determine the use of learning facilities in learning media indicators can be seen in Table 3:

**Table 3**  
**Learning Media Indicators**

No. Items	Frequency					Value x Frequency					Amount
	5	4	3	2	1	5	4	3	2	1	
18	5	11	16	16	5	25	44	48	32	5	154
19	6	14	20	10	3	30	56	60	20	3	169
20	3	12	26	8	4	15	48	78	16	4	161
21	8	15	27	1	2	40	60	81	2	2	185
22	6	17	27	1	2	30	68	81	2	2	183
23	1	12	26	8	6	5	48	78	16	6	153
24	6	15	26	3	3	30	60	78	6	3	177
25	13	15	21	2	2	65	60	63	4	2	194
<b>Amount</b>											<b>1376</b>

*Source: data processing results*

$$\% = \frac{n}{N} \times 100$$

$$\% = \frac{1376}{2120} \times 100$$

$$= 64.90\%$$

Based on the table, it can be concluded that the use of learning facilities for learning media indicators is 64.90% or is included in the effective category. This is relevant based on the results of observations made that teachers make more efforts for students to use learning media when studying because with learning media students are focused on media used by teachers so that students' interpretation of learning material is uniform. Thus the learning process will certainly become clearer, active, fun, and if students do not understand about learning, they can directly ask the teacher concerned. As for the inhibiting factors in the use of learning media are inadequate facilities/facilities, some of which are not suitable for use, the number of students is more than the number of existing facilities. As for the supporting factors in the use of this learning media, namely borrowing facilities/facilities from other departments, for example in the Department of Accounting and Computer and Network Engineering (TKJ).

Furthermore, to see the effectiveness of the use of learning facilities in the Office Administration Automation Department at UPT SMKN 1 Wajo, data analysis of each indicator was used as a whole as a conclusion. From this analysis, it is expected to provide answers to the problems in the research which can be seen as follows:

**Table 4**  
**Conclusion of Data Analysis Results of Each Indicator**

No.	Indicator	n	N	%	Note.
1	Learning Tools	2545	3445	73.87	Effective
2	Props	678	1060	63.96	Effective
3	Instructional Media	1376	2120	64.90	Effective
<b>Amount</b>		<b>4599</b>	<b>6625</b>	<b>69.41</b>	<b>Effective</b>

*Source: data processing results*

## Discussion

### 3.1 Learning Tools

Learning tools are everything that is used for learning purposes to help the smooth and effective learning process. The availability of adequate learning tools, certainly makes students enthusiastic to learn and actively participate in learning.

Based on the results of the study, it shows that the use of Study Learning Facilities in the Office Administration Automation Department at UPT SMKN 1 Wajo with indicators of learning tools has been running effectively because the availability of learning tools in the OTKP department is sufficient and feasible to use. This is proven based on monitoring showing that before learning begins, each student majoring in OTKP takes the learning tools available in the OTKP Laboratory to be used and put to good use in the learning process. By utilizing learning tools in the learning process, of course, makes students' interest in learning increase, motivated and actively participating in learning and at the end of learning all learning tools used by students are tidied up and stored back in their original places so that they can be reused for a long time. This is in line with the opinion expressed (Damayanti, 2016) that "the use of learning tools in the teaching and learning process can be useful for providing an understanding of the material presented to students, providing direction for students to be more active". By utilizing the right facilities, it is expected to be able to provide convenience about the material being taught so that learning objectives can be achieved as expected.

### 3.2 Props

Teaching aids are tools used by teachers or educators to provide understanding and teaching to students with the aim that students can easily understand and be able to learn what is being taught from the abstract to the concrete.

Based on the results of the study, it was shown that the use of Study Learning Facilities in the Office Administration Automation Department at UPT SMKN 1 Wajo with teaching aids indicators could be said to have been running effectively. By the results of the monitoring, it shows that in the learning process students are involved and able to learn and understand what is conveyed by the teacher. Some teachers prefer to use improvised teaching materials available at school because not all learning points can be delivered using teaching aids and some even give group assignments to students to make their teaching aids in class and after students complete their group assignments, each group presents work result, (Rolinche, 2017) argues that "every subject has at least one type of practical teaching aid that is by learning needs, so that the learning process runs optimally".

The use of teaching aids in the learning process is important to implement because with teaching aids students can be actively involved and focus on learning so that student's interest in learning increases and learning becomes more fun.

### 3.3 Instructional Media

Learning media is an intermediary tool that can be used to stimulate students' thoughts, attention, abilities, and learning skills in the teaching and learning process so that learning can be easily understood and learning objectives can be achieved as expected.

Based on the results of the study, it was shown that the use of Study Learning Facilities in the Office Administration Automation Department at UPT SMKN 1 Wajo with indicators of learning media could be said to be running effectively. This is proven based on the results of monitoring showing that before learning begins the teacher advises and directs students to enter the laboratory so that they can take advantage of available and appropriate learning media, because with the use of learning media, especially the OTKP

major, students are more focused and focused on a medium that is used both by students and teachers. teachers and students so that students' understanding and interpretation of the material being taught can be uniform because basically, the media can reveal the essence of the material being taught. This is in line with the opinion expressed by (Saleh, Wekkeng, Nasrullah, & Nasaruddin, 2020) that The use of media is expected to be able to create an attractive learning environment and can directly involve students in the learning process. The media used must be seen, heard, read, or even manipulated in such a way as to create a pleasant learning atmosphere and students are excited about the ongoing teaching and learning process.

Thus the learning objectives can be achieved and the learning process will certainly become clearer, directed, effective and efficient and can create a pleasant learning atmosphere

#### 4. Conclusion

Based on the results of the research and discussion, it can be concluded that the use of learning facilities in the Office Administration Automation Department at UPT SMKN 1 Wajo has been running effectively. Both in terms of the use of learning tools with a percentage rate of 73.87%, teaching aids with a percentage rate of 63.96%, and learning media with a percentage of 64.90%. This is evident when the learning process takes place where students can absorb the material presented easily, are active in participating in the learning process, and are motivated to create fun learning.

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