Archiving learning video design in vocational high school

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Abstract. Teachers are expected to have the ability to improve their professionalism through the development of learning media itself, so that the development carried out can answer the problems of students in the learning process. The purpose of this research is to produce an appropriate and fun archival design learning video design. This research method is a descriptive qualitative research approach. The results of the design of archival learning video design are expected to help students in the process of understanding the material presented by the teacher. This archival learning video can also be a guide for students in implementing learning in the business world and the industrial world later.

1. Introduction
Science and technology development highly affects education world. Such the effect can be seen in learning infrastructure and media used by teachers in delivering teaching material for students. It encourages teachers as educators to innovate and create learning media creatively that can support the students’ understanding in learning process, including both theoretical and practical learning. The use of learning media, in addition to aiming to facilitate the delivery of learning material, can also improve students’ interest and motivation to participate and to concentrate on the subject they are learning because the position of learning media is very important and desirable in education realm.

Education is conducted by adults including teachers to help students achieve the objective wanted [1]. Vocational High School is one of education institutions producing graduates ready to enter into work realm. Article 15 of Republic of Indonesia’s Law Number 20 of 2003 about National Education System mentions that vocational education is a secondary education preparing students particularly to work in certain field.

Vocational education is the one preparing the creation of skill, competency, cognition, behavior, attitude, job habit, and appreciation to the jobs needed by business/industrial world community [2]. Learning method used by teachers also affect the delivery of learning material to students. In the learning process, students are also required to keep focusing on any material delivered by teachers so that they can understand the learning material.

The learning appropriate to apply in the 2013 curriculum is to emphasize on learning by doing as an attempt of practicing the students’ competency. Such competency is expected to improve the students’ problem solving and critical thinking abilities during learning process. In the learning process, competency can be implemented through scientific approach – for example: observing, questioning, presenting, reasoning, and trying. Considering the result of Focus Group Discussion (FGD) with Vocational High School teachers in Office Administration Major, it can be seen that there are only few video- or audio visual-based learning media in the 2013 curriculum. In the learning process, teachers have not used media yet as a visual aid for learning activity, thereby reducing the effectiveness of...
learning leading to the low learning output of students. The implementation of 2013 curriculum is expected to improve the students’ competency through scientific approach. Subject Teacher Discussion (Indonesian: Musyawarah Guru Mata Pelajaran, thereafter called MGMP), particularly in Office Administration subject, in Solo Raya area in MGMP of Public Schools has applied the 2013 Curriculum since 2014; the problem arising in the application of 2013 curriculum is the unavailable 2013 curriculum-based learning media.

Learning media is expected to facilitate the students in learning, so that students can learn corresponding to the competency they should master. In this case, referring to government program related to policy and programming to fulfill the students’ right to get and to use digital media facility, thereby can give information and support to students in the learning process [3], [4]. Learning is anything that can be used to send message from sender to receiver thereby can stimulate the students’ thinking, feeling, attention, and interest in such a way that the learning process occurs [5]. Learning media is anything like instrument, environment, and any form of activities conditioned to increase knowledge, to change attitude and to inculcate skill to everyone utilizing it [6].

The presence of learning media is expected to remove learning saturation. Learning media plays an important role in teaching-learning process, as it can make learning circumstance more alive and meaningful [7]. Learning media is very useful to the students’ teaching-learning process for some reasons: 1) the learning attracts more students’ attention thereby can grow learning motivation, 2) learning material will have more obvious meaning, thereby is understandable to students, and 3) learning method will be more varying [8].

The objective of research is to produce a learning video design for the archiving subject existing in Vocational High School for Office Administration Competency. The presence of learning video design in archiving subject is expected to help both students and teachers to deliver learning material well in the learning activity, so that students will not find difficulty in understanding and concluding the material delivered by teachers.

2. Research Method

This study was a qualitative research, the one used to understand the phenomenon concerning what is experienced by the subject of research including behavior, perception, motivation, action, and etc, holistically and descriptively in words and languages form, in a natural special context and using a variety of scientific methods [9]. Descriptive approach was used to collect information on status of a phenomenon, not intended to measure certain hypothesis but only to describe variable, phenomenon, and condition just the way they are. The research took place in Business and Management Major of Vocational High School with Office Administration Specialty in Solo, Karanganyar, Boyolali, Sukoharjo, Klaten, Wonogiri, and Sragen Regencies.

The data employed included the result of interview and field observation conducted by the author. The data employed were primary and secondary data. Primary data was obtained from the result of observation on students when listening to teachers’ explanation in delivering learning material. Meanwhile secondary data was obtained from many written sources that can support theoretically as the foundation of designing. Data was obtained through publication system and information from many sources.

3. Results and Discussion

Media is one of communication components serving as message bearer from communicant to communicator. It explains that media is an intermediary in a communication process. Media can contribute considerably to learning process. When learning process is teacher-oriented, media is used to support the delivery of learning material, while if it is students-oriented, students serve as technology and media users. The primary use of technology and media is to be additional support during teacher-oriented teaching [10].

Based on the results of interviews and observations made in the field are can be seen that the use of learning media in learning in the 2013 curriculum has not used learning video yet relevant to archiving
learning material in Vocational High School. It can reduce the students’ learning interest in archiving subject. This presence of archiving learning media video design is expected to improve the students’ learning interest so that the students, in addition to acquiring the material taught by teacher, can find out how to do archiving activities that later can be used in their apprenticeship activities in business/industrial realm. Learning video design to be used is related to incoming and outgoing mails material in archiving system. There are some procedures employed in developing learning media for incoming and outgoing material in archiving activity. The learning video contains:

3.1. Dialog Recording
Dialogue recording is the recording of conversation between two or more persons. Verbal content in important conversation with the meaning delivered. Recording clear, understandable, and free of noise dialog as much as possible is the objective of production process.

3.2. Narration Audio
Narration audio adds more scenes than what showing informative function. Narration can be descriptive or commentarial in nature.

3.3. Sound Effect/ Instrument
Sound Effect functions to create an instrument that can attract the spectators into the reality created.

This format of design program is learning video constituting the procedure of incoming and outgoing mails existing in archiving system. Output format used in this learning video design is explained as follows:
- MP4 video file
  - It is a H.264 format, with aspect ratio of 16:9, resolution of 1920x1080 pixels, bitrate of 8 Mbps, framerate of 29.970 fps, audio format of AAC, audio bitrate of 320 Kbps, stereo of 2 channels, and sampling rate of 48 khz.
- DVD format
  - It is a H.262 format, with aspect ratio 16:9, resolution of 720 x 480 pixels, bitrate of 9 Mbps, framerate of 29.970 fps, audio format of AC3, audio bitrate of 256 Kbps, stereo of 2 channels, and sampling rate of 48 khz.

This archiving learning video design program is entitled “The 2013 Curriculum-based Archiving Learning Video”, containing 2 (two) learning material the teacher can use in delivering the material: incoming and outgoing mail management processes in archiving system.

The duration of learning video is about 8-10 minutes in each of learning videos containing incoming and outgoing mail contents. To support the development of archiving learning video, some production instruments are required.

3.4. Hand Property
*Hand Property* is some instruments or equipments carried and used directly in a scene. The equipments used were motorcycle, vase, office desk and equipments, agenda book, expedition book, disposition, laptop, and etc.

3.5. Set Property
*Set Property* is the instrument used in learning video production. The instruments used include mirrorless camera to record the incoming and outgoing mail activities, tripod camera, wireless mic, recorder, and drone.
The locations used to take picture are indoor and outdoor. Mini office laboratory of Office Administration Study Program of Teacher Training and Education Faculty of UNS (PAP FKIP UNS) is used to take picture in indoor setting and some yards in Universitas Sebelas Maret environment to take picture in outdoor setting. This learning video contains the procedure of managing incoming and outgoing in archiving system in an office.

3.6. Incoming Mail Video

![Figure 1. Incoming Mail Procedure](image)

Incoming mail is the mail coming into an institution/company or division of an institution/company coming from other institution/company or other division of the same institution/company. Thus, the incoming mail may come from those external and internal to the institution/company. The activity of processing incoming mail is as follows: Firstly, incoming mail is given by courier and then sorted and recorded in incoming mail agenda book in the receptionist. Secondly, the incoming mail is sorted. Thirdly, the mail agenda book is recorded by administration division with disposition space and control card available to be submitted to the leaders. Fourthly, the mail director gives the incoming mail bundle to the secretary to be given to the leader of institution. Fifthly, the mail that has gotten leader’s disposition is recorded first in internal expedition book to be processed immediately. Sixthly, the mail director gives incoming mail to archivist division to be stored and to be an evident when there is a problem in preparing outgoing mail or reply.

3.7. Outgoing Mail

![Figure 2. Outgoing Mail Procedure](image)
Outgoing mail is the mail prepared/sent by an institution/office to others, whether individual, in group, or an institution. Outgoing mail is made for some reasons:

- Outgoing mail is the reply to the incoming mail received
- Outgoing mail is a necessity, for example, when an office wants to convene, a meeting invitation letter will be prepared.
- Outgoing mail gives information, e.g. notification, circular

The activity of processing incoming mail is conducted in the following procedure. Firstly, the mail draft is prepared by the official that will sign the letter or can be represented by the assigned staff. Secondly, the draft mail draft should have been approved and signed by the leader and gotten mail number from mail processing unit or administration division. Thirdly, the outgoing mail recording in outgoing mail agenda book is conducted in administration unit or division. Fourthly, the letter is given to courier to be sent to the institution sending.

Technology development impacts on the change of learning media from the conventional one into the electronic-based learning media [10], [11]. Learning media in science and technology is developed with attractive display and more varying topics thereby facilitating the application of 2013 curriculum-based learning media.

The 2013 curriculum-based learning video media is applied to display learning object concretely or learning message realistically, thereby is very appropriate to increase learning experience and to spur the students to learn, to achieve the psychomotor learning objective, to reduce learning saturation particularly when it is combined with lecturing learning model and problem discussion, to increase memory about learning material studied because it is portable and distributable to all students. In addition, learning video can be utilized in the learning program because it gives the students the unpredictable experience during the learning [4].

In this case, the learning process emphasizes on scientific approach, so that the role of media in learning process is getting more important and should be implemented in Vocational High School, particularly in office administration productive specialty. To increase the students’ insight in meeting the competency needed in work/industrial world, the 2013 curriculum-based video learning media is very appropriate to apply in the learning activity currently. The learning activity is currently set out with Active, Innovative, Creative, Effective, and Joyful Learning (Indonesian: Pembelajaran Aktif, Inovatif, Kreatif, Efektif, dan Menyenangkan or PAIKEM). The learning video as a learning media follows technology development and advance, so that it is expected to help educator deliver teaching material and the learning activity becomes more optimal.

4. Conclusion
Technology exerts positive effect not only on social life but also on education. School as an ideal institution or education institution should be able to conduct education, socialization, and transformation processes. The 2013 curriculum makes educator the facilitator helping the students solve the learning problem they face. An appropriate learning media is expected to improve students’ skill. The appropriate learning emphasizes on learning by doing as the attempt to practice students’ competency.

The presence of archiving learning media design is expected to help students in the process of understanding the material delivered by teachers. This learning video is designed according to the procedure of incoming and outgoing mail archiving system. This learning video design is expected to be the solution to the problems faced in the learning process and the guidance for the students to learn regardless spatial and temporal borders all at once, so that the students can obtain maximal output in the learning process and can be implemented in business and industrial worlds.

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