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Needs Analysis of Teacher Administration Based on Google Sites in Elementary Schools

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ABSTRACT

This research aims to analyze the administrative needs of teachers in elementary schools. At this stage the researcher made observations of several elementary school teachers in Jejawi District regarding the administration carried out so far. Interviews were conducted during testing with teacher representatives to find out what needed to be improved before the validation instrument was used. Data collection in this research used qualitative data. Analysis techniques in qualitative research focus more on the details of understanding a problem in depth rather than on the problem as a generalized subject of study. The data that researchers need to analyze is the use of Google Sites as an online service that makes it easier for teachers to more practically download teacher administration created by researchers in one link. Based on observations of teachers who carry out administration manually, only 24% of teachers complete administration. This research is expected to increase the administrative work of teachers in elementary schools by up to 100%. Thus, it can be concluded that this analysis of teacher administration needs is useful for designing and building a Google Sites-based teacher administration system so that teachers can easily manage elementary school teacher administration.

1. Introduction

Teachers continue to play an important role in the educational process as reported by Triyono (2018). A teacher cannot be replaced in the educational process by machines, radio, tape recorders, computers, the internet, or even the latest information and communication technology. Human nature has too many dimensions, such as attitudes, motivation, emotions, value systems, routines, or characteristics, which cannot yet be taught using these learning media or techniques. A teacher must at least have the competence to supervise learning activities from planning to implementation to determining whether the learning

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process is successful or not. Apart from that, there is individual competence. A teacher's capacity to carry out the learning process is undoubtedly not sufficient by itself. A good teacher is someone who can be an example for his students by being wise, mature, steady and authoritative. Moreover, professional competence is a real thing. This ability is related to a teacher's ability to understand in depth the material being taught as reported by Divine (2020). Language is an important tool to express and communicate with the others. Language is a tool that use for communicate ideas, opinions and also he passion through oral or spoken means between some people as reported by Sari (2023).

Professional teachers must be able to fulfill their duties as educators of children, parents, society, nation, state and religion, Darmadi (2015). Teachers still hold a respected position in society and have intrinsic power, which offers society assurance and confidence that teachers are still considered human beings who are worthy of admiration and emulation. How a teacher teaches has a big impact on how well a student learns, Syafi'i, (2018). In addition, society views teachers as examples who can help children learn and grow so that they can develop information, skills, personality and noble morals as reported by Illahi (2020). Teachers are expected to bear heavy obligations and responsibilities because of society's trust in them.

Learning activities are designed to provide learning experiences that involve mental and physical processes through interaction in order to achieve basic competencies as reported by Bella (2023). The teacher's duties extend beyond the boundaries of the classroom; Therefore, apart from teaching, the main responsibility of teachers in terms of supporting administration is very necessary as reported by Hamid (2017). Every learning implementation should refer to a plan. The Rowntree Model is a learning framework that focuses on the creation of specific goods, particularly media, Prawiradilaga (2021). Having a good learning plan will guide the implementation of learning so that it is directed towards the learning objectives. Likewise, the provision of education, which is based on a plan that has been well prepared, can certainly provide good results. One strategy to improve human resources is education, Ekawati (2018).

Teacher administration is an important point in achieving educational goals as reported by Arianti (2015). Another study by Arman (2016) Teacher administration is part of learning planning. With complete teacher administration and good planning, teachers can be said to be successful in developing educational planning. Currently teachers are required to be orderly in administration. In order for teachers and students to understand the lessons being taught, a teacher or prospective teacher must know and be responsible for a set of behaviors or actions known as teacher administration. This administration will later be used for teacher completion during school accreditation and supervision carried out by the Education Office, Sennen (2018).

According to its definition, learning technology is divided into five different categories: Design, Development, Utilization, Management, and Evaluation (evaluation) are the first four steps stay as reported by Ismaniati (2010). The use

of technology in educational activities is one of the many things besides teacher management that also influences or contributes to the achievement of educational goals. There are various advantages and benefits of using educational technology, which is currently applied in the form of utilizing technical processes and products to develop communication and information as reported by Salsabila and Agustian (2021). To improve the quality, efficiency and effectiveness of education, especially teacher effectiveness at the elementary school level, appropriate and optimal utilization strategies must be established, Sennen (2018).

The following previous research was entitled Getting to Know Teacher Administration in Elementary Schools. Therefore, so that the learning activities themselves run smoothly and correctly in accordance with the 2013 program, a teacher or prospective teacher must have the knowledge and ability to prepare various complete learning administration activities, such as: Learning Implementation Plan (RPP), Syllabus, Semester Program (PROMES), Annual Program (PROTA), Minimum Completion Criteria (KKM), Competency Standards (SK), and Basic Competencies (KD) as reported by Sennen (2018).

The results of the author's interviews conducted at SDN 1 Muara Batun, the majority of teachers did not complete the teacher administration book that had been prepared by the school. The teacher's administration has been duplicated and bound in book form using existing formats. However, teacher administration is left unfilled. SDN 1 Muara Batun has enough laptop devices for all class teachers, but overall it is not sufficient for all teachers including subject teachers. Among the number of classroom instructors and subject specialists, instructors who can operate computers account for more than half of the existing teachers. Educational institutions are encouraged to continue developing effective digital media to support learning activities (Bella, 2023).

Thus, the teacher's ability to use computer technology is very supportive for the development of Google Sites -based administration books, Batubara (2017). The use of the Google.Sites application in preparing teacher administration is expected to make it easier for teachers to complete administrative tasks in order to obtain valid and practical teacher administration and can increase teacher effectiveness in carrying out the duties and responsibilities of teachers in elementary schools. The implementation of service tasks which are differentiated by knowledge of both material and procedures will be reflected by professional teachers, Tihul (2020).

Instructors are required to carry out administrative tasks, such as reporting learning outcomes, planning, implementing and assessing the learning process. To produce an effective and efficient learning process, learning process standards include creating a learning process, implementing the learning process, evaluating learning outcomes, and monitoring the learning process by Hatimah (2023). The importance of preparing teacher administration before learning activities undoubtedly has a function. Some of the goals of teacher administration include the following:

- a. As a learning guide
With the help of this paper, teachers have instructions for carrying out learning activities, including when and how to complete them.
- b. As a minimum standard for teacher performance
This is because one of the duties of professional teachers is to always plan organized and methodical learning exercises. Astuti (2016).

Advances in technology make completing tasks quite simple. The applications offered can help with tasks that were previously challenging to do. Google's presence is also very helpful for internet users. But few realize that Google offers a number of practical benefits. Google provides various products, such as Google Drive, Google Maps, Google News, Google Doch, Google Sites and others, to make your work easier. Information and communication technology is currently developing very quickly. One of them is related to the use of media in education. To help the teaching and learning process, many people have developed learning media applications.

Utilizing free software to use and download open source software, education can benefit from the teaching and learning process by using tools such as Google Apps (GClass, GDocs, GSite, GSlide, GMail, GDrive, and GForm). Therefore, it is very important to use technology to increase the skill level of instructors and promote an open learning environment in the classroom. Apart from that, this program is quite easy to use.

Google Sites is a popular site creation tool because it has a number of advantages. First, this tool does not charge a fee or is free.

Second, the process of creating a site using Google Sites is very easy to create. Third, this tool allows users to collaborate in its use.

Fourth, this tool provides 100 MB of free online storage. Fifth, it is easy to search using the Google search engine.

Benefits of Google Sites for E-Learning

Google Sites can be used by teaching staff to carry out various kinds of learning activities, namely:

- a. Upload Learning Materials
With Google Sites, teachers don't need to share material via email or even use a flash disk. Learning materials will be easily shared via Google Sites.
 - b. Save the Syllabus
One of the benefits of Google Sites is that it is easy for teachers to store learning syllabi on the site. That way, students can find out whenever they want to know what topics will be discussed in class at the next meeting.
 - c. Assign assignments
-

Giving or announcing new assignments or projects can be done via Google Sites. Students are encouraged to regularly visit lecturer websites so as not to miss information regarding assignments.

d. Give an announcement

Google Sites can be used as a medium to provide announcements related to learning or activities in class.

e. Monitor Student Assignments

Google Sites can make it easier for teaching staff to monitor and download assignments that have been completed by students. Even the time for uploading student assignments is recorded on this site, so teachers or lecturers can monitor which students are late in submitting assignments.

Relevant previous research in the journal entitled *Administrative Supervision of Teacher Performance in Preparing Learning Tools*, Winarni (2017). The results of the school action research process carried out at SDN Pandean 1, Dongko District, Trenggalek Regency, show that there is an increase in teacher performance in managing classroom administration arrangements in the initial conditions. there are no teachers who can do it yet. 100%, as indicated by receiving the traditional score of 158 in the requirements for good grades.

One way to implement flexible, easy-to-learn, and participatory teaching strategies is to use this activity. When teachers are unfamiliar with using free Google tools such as Google Docs, Google Drive, and Google Class Room, Google Sites problems can occur. The platform is a customizable learning tool that allows teachers and students to share educational resources, track attendance, and manage daily assessments. Laptops and smartphones can be used to access this free online learning resource. Alfitri (2020) The creation of GAFE modules with videos and printed exercises and training is intended to assist teachers in using this program.

Researchers will create teacher administration using the Google sites application services from various Google Platforms which were mentioned previously because the features offered by Google sites can make it easier for teachers to compile administration books which are the teacher's obligation to complete by Dharmawan (2015).

The main aim of this study is to produce valid Google Sites -based teacher administration in Elementary Schools. Second to produce practical Google Sites-based teacher administration in elementary schools. Third to prove the effectiveness of Google Sites-based teacher administration in improving teacher performance at SDN 1 Muara Batun, Jejawi District, Ogan Komering Ilir Regency.

2. Methodology

The observation method is an effective way to prepare an analysis of Google Sites-based teacher administration needs in elementary schools. Observations will help understand directly how teachers work, the needs of teachers, and the challenges they face. The following are observation methods that can be applied:

- a. **Identify the Objective of the Observation:** Determine the objective of the observation. What do you hope to learn by observing teachers? For example, wanting to know how teachers manage schedules, access educational resources, communicate with students and parents, and so on.
 - b. **Plan an Observation Schedule:** Schedule observations with teachers who are willing to collaborate. Ensure observations are conducted at appropriate times, including during lessons, breaks, and administrative sessions.
 - c. **Prepare an Observation Tool:** Create a checklist or observation tool that suits the purpose, noting things like how the teacher organizes the schedule, the types of documents they use, the communication tools used, and so on.
 - d. **Observe the Teachers:** During observations, carefully note down what is seen and heard. Pay attention to the methods, tools, and procedures teachers use for their administrative tasks.
 - e. **Interview Teachers:** After observations, interview teachers to gain a deeper understanding of their needs. Ask questions related to their experience in managing administration, obstacles they have faced, and their suggestions for improvement.
 - f. **Data Analysis:** After collecting data from observations and interviews, analyze the information. Identify patterns, emerging needs, and potential problems that need to be addressed.
 - g. **Identify Google Sites-Based Solutions:** Use observation and interview data to identify solutions that can be implemented based on Google Sites. Consider elements such as online class schedules, document archiving, online forms, shared calendars, and communication tools.
 - h. **Create a Prototype:** Create a Google site prototype based on the identified solution. Ensure that the site design and content meet teachers' needs and provide ease of use.
 - i. **Test the Prototype:** Give teachers access to the site prototype and ask them to try it out. Take their feedback and make necessary changes.
 - j. **Implementation:** After the prototype has been tested and improved, implement a Google Sites-based teacher administration site in elementary schools.
 - k. **Training:** Provide training to teachers on how to use the new administration site. Make sure they understand how to access, fill out, and interact with the site.
 - l. **Evaluation and Continued Improvement:** Continuously monitor use of the administration site and receive feedback from teachers. Make improvements and adjustments according to their needs.
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This observation method will help in properly understanding the administrative needs of teachers in elementary schools and ensuring that the Google Sites-based solutions created are in line with their needs. With this approach, it is hoped that it can increase efficiency in managing elementary school administration and support teachers in their duties.

3. Results and Discussion

Analysis of teacher needs through the observation stage is an important step in developing teacher administration at SDN 1 Muara Batun. Observation is a method that can provide in-depth insight into teacher needs, challenges and development potential. The following is a discussion of the analysis of teacher needs through the observation stage carried out by researchers at SDN 1 Muara Batun, Jejawi District.

- a. Identify the Objective of the Observation: Observations were carried out with the aim of understanding field conditions at SDN 1 Muara Batun, what administration is often used to prepare learning plans. The purpose of this observation is to help identify teacher needs which will be used to improve teacher performance.
- b. Plan an Observation Schedule: Researchers plan an observation phase at SDN 1 Muara Batun in January 2023.
- c. Prepare Observation Tools: In this case, the researcher makes a checklist of what is the main objective in the observation activity
- d. Observe the Teacher: During the observation, the researcher recorded what the teacher had done so far in preparing teacher administration manually (Figure 1).



Figure 1. Observe the Teacher Administration with Headmaster

- e. Teacher Interview: The researcher asked about the teacher's experience in managing administration, the obstacles they faced, and provided
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suggestions for improvement using the Google Sites link that the researcher would share. It turns out that the information obtained is that teachers have been preparing teacher administration manually (Figure 2).



Figure 2. Teacher Interview

- a. **Data Analysis:** After collecting data from observations and interviews, analyze the information so that it emerges what needs will be used by elementary school teachers in making teacher administrative tasks. Based on the results of observations and interviews, it was found that almost 70% of teachers did not complete the administrative preparation because they were too lazy to arrange it manually. Apart from the analysis of teacher needs, there is also an analysis of teacher characteristics, the results of which classify teachers who are technologically capable and those who are less technologically capable.
 - b. **Identify Google Site Based Solutions:** Researchers provide teachers with an idea that Google Sites is a Google service that can make it easier for teachers to manage administrative tasks.
 - c. **Create a Prototype:** At this stage, the researcher created a prototype Google Sites link that could make it easier for teachers to manage teacher administration. This prototype is an administrative website for SDN 1 Muara Batun (Figure 3).
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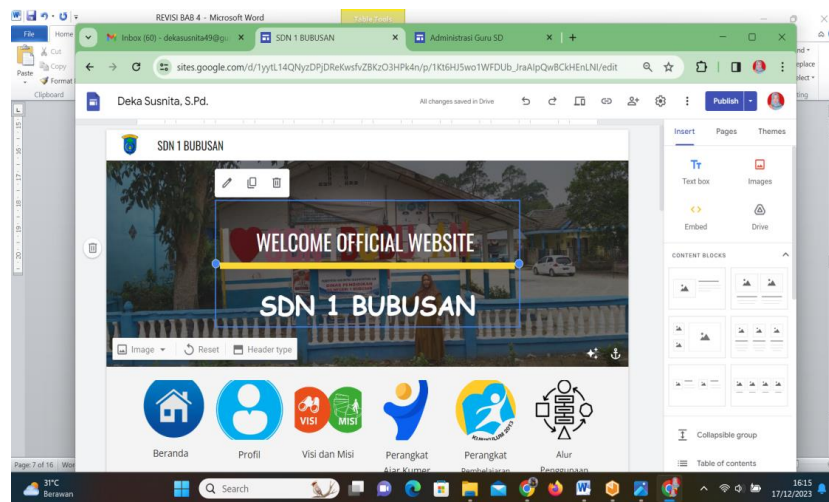


Figure 3. Image of Prototype Administration Teacher

- a. Test Prototype: At this stage the researcher provided the Google Sites link in the scanning activity to the teacher and tested the teacher on how to access the link (Figure 4).



Figure 4. Image of Observation Activities

- b. Implementation: After the prototype is tested and refined, the researcher will provide a link and invite teachers to download and edit it. This service will be hosted by researchers on Google services so that it can be accessed by the public.
- c. Training: Provide training to teachers on how to use the new administration site. Make sure they understand how to access, fill out, and interact with the site. Activities were carried out at the cluster 3 meeting at SDN 1 Muara Batun on October 2 2023.
- d. Evaluation and Continuous Improvement: Researchers Continuously monitor administration site use and receive feedback from teachers. In addition, researchers make improvements and adjustments according to

their needs to ensure the administration system runs well. the changes and progress that have been made can help ensure that development efforts are truly effective in meeting teacher needs.

Below is a diagram showing the results of observations before using Google Sites services at SDN 1 Muara Batun, Jejawi District (Figure 5).

The following is an initial data diagram before using the google sites service.

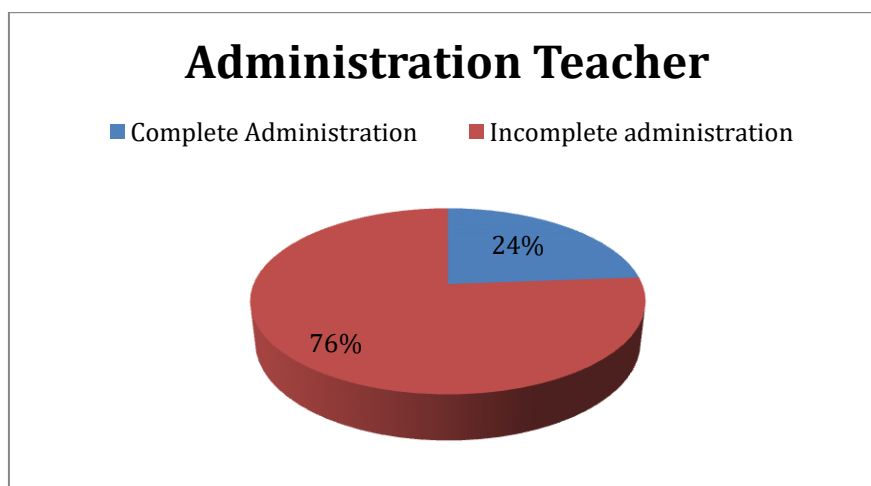


Figure 5. Initial Data Completing Administration Manually

It is known that after observing 21 teachers at SDN 1 Muara Batun, Jejawi District, the results of the needs analysis stated that only 24% of teachers completed teacher administration manually (Table 1).

Table 1. Teachers' Ability to Use ICT

No	Name	Gender	Position	Ability	Information
1	Masagus Zulkarnain	M	Teacher Class	1	Capable
2	Tini Karmilawati	F	Teacher Class	1	Capable
3	Kartini	F	Teacher Class	1	Capable
4	Mulyati	F	Teacher Class	1	Capable
5	Ropi`ah	F	Teacher Class	1	Capable
6	Masnah	F	Teacher Class	1	Capable
7	Agustini	F	Teacher Class	1	Capable
8	H. Sarjono	M	Teacher Class	0	Unable
9	Nurul Hudah	F	Teacher Class	0	Unable
10	Asdawirah	F	Teacher Class	1	Capable
11	Janah	F	Teacher Class	1	Capable
12	Azizah	F	Teacher Class	1	Capable
13	Raudho	F	Teacher Class	1	Capable
14	Abuana	M	Teacher Class	1	Capable
15	Yupita Sari	F	Teacher Class	1	Capable
16	Meily Indasari	F	Teacher Class	1	Capable
17	Rukmawati	F	Teacher Class	0	Unable
18	Deni Oktasari	F	Teacher Class	1	Capable
19	Rendi	M	Teacher Class	1	Capable
20	Yushania	F	Teacher Class	1	Capable
21	Nuraini	F	Teacher Class	1	Capable

4. Conclusion

Based on the results of the needs analysis, there are 18 teachers out of 21 teachers who can operate computers (ICT), so that if connected with manual administration users, the author believes that teacher effectiveness and performance can increase significantly in creating teacher administration that uses Google Sites services so that the service Google sites can provide practical benefits in downloading and editing teacher administration provided in one link.

Acknowledgement

We hereby declare that all the data I have input and the attachments thereto are correct and inseparable. If in the future it is discovered and/or proven that there is fraud or falsification or data errors caused by filling in data that is not appropriate for the data we submitted, then I will not demand changes to the data.

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