STUDY ON THE MANAGEMENT OF LEARNING MEDIA IN SUPPORTING TEACHING AND LEARNING ACTIVITIES AT SMP NEGERI 13 SAMARINDA

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Informasi artikel	:	ABSTRACT
		The purpose of this study is to find out how to plan, procure and maintain learning media in supporting teaching and learning activities at SMPN 13 Samarinda. This type of research is descriptive qualitative. Data sources are primary data and secondary data. This research focused on the management of learning media. The time for the implementation of the research was from October to December 2017. Data collection techniques consist of observation, interviews and documentation while data analysis consists of data reduction, data presentation and drawing conclusions. The results showed that the planning for the procurement of learning media at SMPN 13 Samarinda had been carried out through the stage of identifying school needs. In the implementation of the procurement of learning media, it is carried out jointly by the school from the purchase and manufacture of learning media held by schools, teachers and students, with procurement steps empowering all existing resources and considering the situation and supporting conditions for learning. Maintenance is carried out regularly both after use and inattention.

I. INTRODUCTION

In the management of the school, it must be able to be responsible for the facilities, especially the principal who directly manages the facilities. And the school must also be able to maintain and pay attention to existing facilities and schools. So with the facilities in the school, students can learn optimally and as efficiently as possible. So the management of facilities must be emphasized even more in educational institutions such as schools. And there must be someone responsible for the management of such facilities. With the management of existing facilities in the school, the principal can plan and record what facilities must be used in the school. If all

management measures have gone well as expected, it will have a positive impact on students in the teaching and learning process and achieve educational goals effectively and efficiently. So the implementation of education, be it the government, principals, teachers, other school personnel and the community, needs to continue to strive to improve the quality of education in accordance with the demands of the times.

Educational facilities are also one of the elements of educational management that have an important role in the teaching and learning process, educational facilities that should not be ignored. Educational facilities are also used to facilitate students' understanding of the material presented by using appropriate educational facilities in the teaching and learning program to be more effective and efficient. With the existence of educational facilities, teaching and learning activities will become more meaningful and quality and exciting. With limited school facilities, it certainly affects student learning outcomes. In other words, the process of implementing education in schools and learning problems are not only faced by the teacher concerned, but also supported by the existence and completeness of educational facilities. This is related to learning facilities in teaching and learning activities. Learning facilities are part of the physical facilities of a school that support the teaching and learning process in the school, namely only three facilities: Lesson tools, teaching aids, and teaching media (Nur, 2015). Adequate training facilities will facilitate the training process itself, so it is important to prepare (Safitri, 2020). The lack of learning facilities, all of which have a negative impact on school success (Amrullah, 2017).

With the development of science and technology, in teaching and learning activities, efforts are needed to use teaching aids and practical tools as a means to prove student learning motivation and save time. Learning media as a means to provide learning experiences. Educators can modify the media in various forms according to the needs of learning citizens to create a pleasant atmosphere, can attract the attention of learning citizens, and especially can make it easier for students to learn (Lukman, 2021). As one of the components of learning resources, learning media is a tool, both in the form of electronic devices, pictures, props, books, and others that are used by teachers in channeling the content of the lesson. The purpose of using learning media is to make it easier for students to better understand certain concepts, principles, and skills by using the most appropriate media according to the nature of teaching materials, providing different and varied learning experiences.

Although there are many varieties of media, in fact there are not many types of media used by teachers in schools. Some of the most familiar media and almost all schools use are print media (books) and whiteboards. In addition, many schools have also utilized other types of media such as images, models, and overhead projectors (OHPs) and real objects. While other media such as audio tapes, videos, vcds, slides, (frame films), computer learning programs are still rarely used even though they are actually familiar to a large number of teachers. However, as a teacher, it would be nice to know some of these types of learning media.

From this presentation, the author will conduct research at SMP N 13 Samarinda on Jl. Ra. Kartini, who is a researcher, does not know how to manage, learning media, therefore the researcher wants to know and answer the above problems, so on this occasion the author tried to conduct research on "Studies on The Management of Educational Media in Supporting Teaching and Learning Activities at SMP N 13 Samarinda".

II. METHODS

The type of research here is descriptive qualitative which describes the management of learning media in supporting teaching and learning activities at SMPN 13 Samarinda. The focus of research that is the focus of this research is (1) Planning for the procurement of learning media, (2) Procurement of learning media (3) Maintenance of learning media.

In this study, the author used respondents as a source of obtaining data for writing this thesis. The selection of respondents is based on subjects who have a lot of quality information with the problems to be studied. Primary data is data obtained directly from the field, namely by conducting direct interviews conducted by researchers on informants. So to represent, the researcher appointed several informants to be used as data sources. Secondary data is data contained in the research location in the form of documents, photos, archives, books, letters or other necessary data in the field.

III.   RESULT AND DISCUSSION

1. The Planning of Media Learning In supporting Teaching and Learning Activities at SMP Negeri 13 Samarinda.

The existence of identification and analysis of school needs for recording and registering all the needs of facilities and infrastructure that can support the smooth teaching and learning process, both for current and future needs. The planning process is carried out in several stages to facilitate the implementation of education (Mustangin et al., 2021). The preparation of supporting materials such as learning modules, teaching aids and other supporting facilities remains a priority that needs to be prepared or planned (Dewi, 2020). Needs analysis becomes very important because it is the basis for the development of learning media and to avoid a bad implementation process (Azmi et al., 2020). Planning media activities is adjusted to the needs of students with the assumption that the teacher is the most important personality towards the media is the responsibility of the teachers, the teacher gets the flexibility to compile media programs and determine what media to use (Munisah, 2020). The school identifies the needs first before procuring learning media, by seeing what items are more needed. A media planning is based on needs One of the indicators of the existence of needs is the ability, skills and attitudes of students that we want students to master (Nurseto, 2012). The learning media planning step is related to the identification of all respondents answering that the school identifies the needs first, records the needs of learning media, considers funds according to the priority of teacher needs, sees each KD in learning and troubles in the planning process in this school involving teachers and parts of facilities and infrastructure by conducting deliberations, sitting together and discussing what media needs will be held with the aim of improving the quality of education superior, more creative students are not passive. This illustrates that planning in the management of learning media is in accordance with the basic concepts in planning.

Activities include analyzing the existing situation, anticipating future conditions, setting goals, establishing the type of organization or school desired, choosing ways in associations and businesses, and establishing the resources needed to achieve organizational goals. Good learning requires systematic planning. Choosing media in the teaching and learning process also requires good planning so that utilization can be effective. Teachers often choose and use media without prior planning and the use of learning media is often based solely on habits and the availability of tools, without considering their effectiveness.

One of the reasons for the use of learning media is related to the benefits of these learning media for the success of teaching and learning in the classroom. One aspect of success in teaching and learning is the selection of the right learning media. The right learning media can generate motivation, desire for interest, and stimulation to students. So that it can help understanding presenting data interestingly and reliably.

In the planning of learning media and the planning process, the school identifies the media by recording what media is prioritized to be carried out with the needs of teachers by adjusting the curriculum and material. By disciplining by the school to attend teacher meetings, deliberations that later these goals can be felt by students to be superior, improve the quality of graduation, make students more creative, active and not passive. In an interview excerpt to the principal, this school has identified the needs of the field of study and the school also made a selection with the preparation of RKS which was in but with limited funds available, what things were needed would be prioritized. In terms of planning things that are considered in planning learning media looking at the situation of students, each student has a different way of thinking in capturing a material in the lesson, and makes students to think more broadly about this condition of the student who is the target. In this case, to improve superior education, students are not easily bored in the learning process, and are also considered by adjusting existing funds / limited funds.

2. The Implementation of The Procurement of Learning Media in Supporting Teaching and Learning Activities at SMP N 13 Samarinda.

In the procurement of learning media to meet the needs and shortages of media available at SMP Negeri 13 Samarinda, it has been carried out with certain efforts and alternative ways of procurement of this school are by purchasing and by making learning media held by schools, teachers and students. To overcome the limitations of schools in terms of funding and Meeting the needs of students media that do not yet exist is important to hold. Procurement of media is carried out carefully so that the fulfillment of the media can be in accordance with planning and meet learning needs. Procurement is adjusted to funding, sources of procurement of learning media through BOSDA and BOSNAS funds. In the procurement of media in accordance with the potential that schools have in this case in the procurement of media is not up to standard or insufficient with the number of classes such as LCD which is still lacking

with the number of classes and students, so if in learning LCD has been used by other teachers then the teacher is more creatively themselves, there is a lack of LCD power.

So to meet the needs of students or media that are not complete using materials that are easy or simple and are found in the school environment and can be customized by themselves, the teacher can make the media. In the way of procurement of media by purchasing there are other alternatives for the smooth running of teaching and learning and supporting student teaching and learning activities, by involving students in the procurement of these media with school assignments starting from individual assignments and group assignments after completion of use will be saved for further learning. In this case, the procurement of learning media aimed at requiring students to be more broad-minded, active, creative and innovative. and students who have certain weaknesses in order to think broadly and openly.

3. Maintenance of Learning Media in Supporting Teaching and Learning Activities at SMP Negeri 13 Samarinda.

The next management process after planning, holding the next step is with maintenance. Of course, it is important in maintaining learning media so that the media can be used for a long time.

The media provided by the school is certainly in the form of equipment, for example (LCD, laptop, speaker and many others). These media must receive proper maintenance both after use and when not in use, to ensure that the media can be used at any time if needed and avoid the risk of damage. In the results of interviews with related parties at SMP Negeri 13 Samarinda, routine maintenance has been carried out by storing it in a closet according to the type of media that exists. Maintenance is carried out by teachers who after the use of media and parts of facilities and infrastructure also carry out maintenance by checking the condition of what media is still good or has been damaged. In the event that school maintenance does not involve students in the maintenance of learning media, the school should include students in useful maintenance as follows:

1. Train students to take responsibility for the items they use.

2. Educate students to feel belonging to school items.

3. Students become more aware of the tools they use in learning activities.

IV. CONCLUSION

In the planning of learning media and the planning process, the school identifies the media by recording what media is prioritized to be carried out with the needs of teachers by adjusting the curriculum and material.   By disciplining by the school to attend teacher meetings, deliberations that later these goals can be felt by students to be superior, improve the quality of graduation, make students more creative, active and not passive. In the procurement of learning media to meet the needs and shortages of media available at SMP Negeri 13 Samarinda, it has been carried out with certain efforts and alternative ways of procurement of this school are by purchasing and by means of making learning media held by schools, teachers and students. Maintenance is carried out by teachers who after the use of media and parts of facilities and infrastructure also carry out maintenance by checking the condition of what media is still good or has been damaged.

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