

ABSTRAK

Penelitian ini berjudul Perancangan Sistem Digitalisasi Pencatatan Data Bimbingan Konseling pada MAN 1 Palembang. Tujuan dari penelitian ini adalah untuk merancang sistem digitalisasi pencatatan data bimbingan konseling yang dapat membantu proses pencatatan, pencarian data, pengelompokan jenis layanan, dan penyusunan laporan secara lebih efektif dan efisien. Teknik pengumpulan data dalam laporan ini meliputi riset lapangan, wawancara, observasi, dan riset kepustakaan. Metode analisis data menggunakan model pengembangan ADDIE (*Analysis, Design, Development, Implementation, dan Evaluation*). Berdasarkan hasil observasi dan wawancara, sistem pencatatan data bimbingan konseling pada MAN 1 Palembang sebelumnya masih dilakukan secara manual menggunakan buku laporan bimbingan konseling. Hal ini menimbulkan beberapa kendala, seperti pencarian data yang membutuhkan waktu 4-5 menit per siswa, pencatatan data yang berulang, data siswa bermasalah dan konsultasi yang belum terklasifikasi, serta keterlambatan dalam menindaklanjuti siswa bermasalah 3 kali atau lebih. Hasil dari penelitian ini adalah adanya sistem digitalisasi pencatatan data bimbingan konseling berbasis *Microsoft Access* yang dirancang dengan fitur *form login*, *form data siswa*, *form data guru BK*, *form catatan bimbingan konseling*, pencarian data, laporan bimbingan konseling keseluruhan, laporan siswa bermasalah, laporan konsultasi, laporan siswa bermasalah 3 kali atau lebih, serta grafik bimbingan konseling. Sistem dapat membantu guru bimbingan konseling dalam mengelola data secara lebih terstruktur, mempercepat pencarian data menjadi 30 detik per siswa, meminimalkan kesalahan pencatatan, mengklasifikasikan data siswa bermasalah dan konsultasi serta membantu proses tindak lanjut menjadi lebih tepat waktu.

Kata Kunci: Bimbingan Konseling, Digitalisasi, *Microsoft Access*

ABSTRACT

This research is entitled Design of a Digitalization System for Counseling and Guidance Data Recording at MAN 1 Palembang. The purpose of this study is to design a digital system for recording counseling and guidance data that can assist the processes of recording, searching, classifying service types, and preparing reports in a more effective and efficient manner. The data collection techniques used in this study include field research, interviews, observation, and literature study. The data analysis method uses the ADDIE development model, which consists of Analysis, Design, Development, Implementation, and Evaluation. Based on the results of observations and interviews, the counseling and guidance data recording system at MAN 1 Palembang was previously carried out manually using a counseling guidance logbook. This situation caused several problems, such as data searching that took around 4-5 minutes per student, repeated data entry, unclassified data between students with problems and consultation services, and delays in following up students with three or more recorded violations. The result of this research is a digitalized counseling and guidance data recording system based on Microsoft Access, designed with features such as login form, student data form, counseling teacher data form, counseling guidance record form, data search function, counseling guidance reports, problematic student reports, consultation reports, reports of students with three or more violations, and counseling guidance charts. This system is expected to help counseling teachers manage data in a more structured way, speed up data searching to 30 seconds per student, minimize recording errors, and simplify the report preparation process.

Keywords: Counseling Guidance, Digitalization, Microsoft Access