

# LEARNING MANAGEMENT IN IMPROVING STUDENT'S READING LITERACY AT PKBM SEKOLAH TAHFIZH PLUS (STP) SD KHOIRU UMMAH BANDUNG REGENCY

**Nana Herdiana Abdurrahman**

[nanaherdiana@uninus.ac.id](mailto:nanaherdiana@uninus.ac.id)

Graduate School of Universitas Islam Nusantara, Indonesia

**Jajang Rusmana**

[jajangrusmana@uninus.ac.id](mailto:jajangrusmana@uninus.ac.id)

Graduate School of Universitas Islam Nusantara, Indonesia

**Lufi Ardiana**

[lufiardiana@uninus.ac.id](mailto:lufiardiana@uninus.ac.id)

Graduate School of Universitas Islam Nusantara, Indonesia

## Abstract

This research is motivated by the low literacy ability of elementary school students, so it is necessary to optimize the literacy ability of students during the learning process that will and is being done by applying good learning management. In general, the purpose of this study is to describe the Learning Management in improving reading literacy of students in PKBM Sekolah Tahfizh Plus (STP) SD Khoiru Ummah. Specifically, the purpose of this study to assess and determine : (1) Planning; (2) organizing; (3) Implementation; and (4) evaluation. This can be illustrated from the implementation carried out by teachers in learning management in the learning process in order to improve the reading literacy of learners. Qualitative approach in this study using descriptive research methods. Data sources used in this study include interview data collection techniques, observation, and documentation studies. Data analysis in this study through several stages: (1) data reduction; (2) data display; and (3) conclusion. The results showed that: (1) learning planning activities by teachers have been running as it should, such as the preparation of syllabus, annual program, semester program, lesson plans, teacher agendas, and class agendas in the learning process in the classroom; (2) organizing is done by adjusting the learning implementation plan (RPP) that has been prepared by taking into account the material, methods and use of instructional; (3) the implementation is adjusted to the learning implementation plan which includes the introduction, core activities and closing activities so that reading literacy activities take place during the learning process; and (4) evaluation is carried out by carrying out measurements and assessments of literacy skills in the mid-semester assessment (PTS) and end-of-semester assessment (PAS). The conclusion of this study is that learning management in PKBM Sekolah Tahfizh Plus (STP) SD Khoiru Ummah has been implemented well, it's just that the planning needs to be optimized again this is to know the weaknesses and advantages of learning programs made by teachers and improve the quality of teaching.

**Keywords:** *management, learning, reading literacy*

## **Abstrak**

*Penelitian ini dilatarbelakangi rendahnya kemampuan literasi baca siswa sekolah dasar. Hal ini maka perlunya manajemen pembelajaran yang dilakukan guru untuk mengoptimalkan kemampuan literasi siswa selama proses pembelajaran yang sedang dilakukan maupun yang akan dilakukan. Secara menyeluruh tujuan dari penelitian ini yaitu mendeskripsikan manajemen pembelajaran dalam meningkatkan literasi baca siswa di PKBM Sekolah Tahfizh Plus (STP) SD Khoiru Ummah. Secara khusus tujuan pada penelitian ini guna mengkaji dan mengetahui : (1)Perencanaan; (2)Pengorganisasian;(3) Pelaksanaan; dan (4) Evaluasi. Hal ini dapat tergambar dari implementasi dilakukan oleh guru dalam manajemen pembelajaran pada proses pembelajaran guna meningkatkan literasi baca para peserta didik. Pendekatan kualitatif pada penelitian ini dengan menggunakan metode penelitian deskriptif. Sumber data yang digunakan dalam penelitian ini meliputi teknik pengumpulan data wawancara, observasi, dan penelitian dokumenter. Analisis data dalam penelitian ini melalui beberapa tahap: (1) reduksi data; (2) display data; dan (3) penarikan kesimpulan. Hasil penelitian menunjukkan bahwa: (1) Kegiatan perencanaan pembelajaran oleh guru sudah berjalan sebagaimana mestinya, seperti penyusunan silabus, pogram tahunan, program semester, RPP, agenda guru, serta agenda kelas dalam proses pembelajaran di kelas; (2) Pengorganisasian dilakukan dengan menyesuaikan Rencana Pelaksanaan Pembelajaran (RPP) yang telah disusun dengan memperhatikan materi, metode serta penggunaan media pembelajaran dalam proses pembelajaran guna meningkatkan literasi baca siswa; (3) Pelaksanaan disesuaikan dengan rencana pelaksanaan pembelajaran yang meliputi pendahuluan, kegiatan inti dan kegiatan penutup sehingga aktivitas literasi baca berlangsung selama proses pembelajaran berlangsung; dan (4) Evaluasi dilakukan dengan melaksanakan pengukuran dan penilaian terhadap kemampuan literasi pada penilaian tengah semester (PTS) dan penilaian akhir semester (PAS). Adapun kesimpulan dari penelitian ini yaitu manajemen pembelajaran di PKBM Sekolah Tahfizh Plus (STP) SD Khoiru Ummah sudah dilaksanakan dengan baik, hanya saja dalam perencanaan diperlukannya pengoptimalan untuk melihat kelemahan dan kelebihan program pembelajaran yang dibuat oleh guru dan memperbaiki kualitas pengajarannya.*

**Kata Kunci:** *manajemen, pembelajaran, literasi baca*

## **A. INTRODUCTION**

Learning management is the process of organizing activities across learning areas with the aim of ensuring activities run effectively and efficiently in all learning activities. In the process of organizing learning activities is certainly not as easy as imagined. Ordinary teachers before carrying out learning activities first make RPP (learning implementation plan) with a systematic arrangement, but there are still obstacles in its implementation. This is due to several factors such as social conditions and the learning environment that influence. In this

case, teachers need to apply good learning management from the beginning to the end of the semester in order to obtain quality learning outcomes.

To achieve a management goal is necessary, maintaining a balance between conflicting goals in an organization in order to achieve effectiveness and efficiency. Being efficient and effective in learning is required in learning management. This is in line with what was expressed by Fuadah & Sanusi (2017) Learning Management is to create and develop cooperation through existing activities with teacher skills in utilizing existing resources so that learning is designed to achieve educational goals in the classroom effectively and efficiently. The effective form in question is that learning can be successful in accordance with the planning and learning objectives that have been specifically designed. As for the efficient form, what is meant is that learning can be effective according to the planning and learning objectives that have been specifically designed beforehand.

In Law No. 20 of 2003 the meaning of learning in accordance with the National Education System states that : “the learning process in the Education Unit is organized in an inspiring, interactive, challenging, fun, motivating learners to participate actively, and provide sufficient space for initiative, creativity, and independence in accordance with the talents, interests, and physical and psychological development of learners”.

This law shows that the purpose of education is learning as a process of interaction between educators and learners in order to achieve educational goals that are determined in the learning environment or regulated by teachers. Learning is a series of learning activities that have the aim of continuously improving the level of learning and conducting it effectively and efficiently, carried out by learners and educators to provide additional value to educational institutions on the performance of graduates.

In educational activities learning management is very important (Harfiani et al., 2021). Thus learning needs to be fun and interesting, teachers need to master and understand learning management skills when outside the classroom or while in the classroom. Regulation of the Minister of Education and Culture number 22 of 2016 on process standards states that the learning process aims to spread the love of reading, understanding various reading materials and expressing themselves in various forms of writing. Reading comprehension is the way students recognize, understand, and apply the knowledge acquired during the learning process at school. To communicate with society, each individual must have the ability to read and write. It is a fundamental human right linked to lifelong learning. However, in Indonesia is still very low in the level of reading comprehension. This is supported by the results of a PISA study that showed Indonesian students ranked 72 out of 79 countries in the exam. From the test results, the overall reading points of students is 371 points (Suparman et al., 2023). This value is below the average of 79 Pisa participating countries, or the average of 487 Pisa participating countries. According to a report by the International Association for Achievement and Education (AIEI), an organization sponsored by East Asia, Indonesia has the lowest reading rate of 51.7 points. (Gogahu & Prasetyo, 2020).

The results of a study conducted by Asep Saepul (2022) the value of the reading level in Bandung Regency in 2022 is at 44.38. This value is in the medium category. The TGM value this year has increased from the TGM value in 2021, which was at 43.77. The frequency and intensity of reading books and non-book materials are still relatively low, but relatively sufficient in digital reading obtained through online sources. The general public has not utilized the reading facilities and libraries that exist around the place of residence (sub-district or village) or place of work. Generally, people who actively read only among students and students for the purposes of learning and performing tasks by accessing. Hanggi (2016) also revealed that reading activities are easy, but the actual reality is not as easy as imagined. Every individual must have the ability to read literacy so that people can communicate with other people, which makes the basic human rights that will involve lifelong learning (Azizah et al., 2022).

The ability to read needs to be emphasized in individuals starting early as one of the literacy skills (Ramadhan et al., 2022). In addition, the level of interest in reading a person greatly affects the quality of his knowledge. During the learning process, success is primarily determined by reading comprehension, which is primarily supported by a person's interest in reading. With the increasing interest in reading in schools, teachers are expected to help learners to learn to read and develop reading habits. Thus, in order to achieve the learning objectives formulated teachers must have knowledge of approaches, methods, strategies and learning techniques. Many efforts to increase interest in reading that teachers can do, especially in school-age children. Learning management is the goal of learning in the process of being achieved in the classroom effectively and efficiently, optimizing the role of educators as leaders in the classroom and running classroom resources collaboratively. Maria & Sedyono (2017) explained that the learning process needs to be planned, implemented, assessed, and supervised in order to be carried out effectively and efficiently. Therefore, the teacher factor is very influential on the success of learning in school. Educators are the main actors of education and play an important role, because the teacher factor depends on the success of the teaching and learning process in the classroom (Buchari, 2018). To conduct effective and efficient learning management, it is necessary to understand the various features of learning management, including; Planning learning, organizing learning, implementing learning, assessing learning, directing learning, and evaluating learning.

There have been many studies conducted on literacy including; research conducted by Cahayani et al. (2022) explained clearly that digital literacy and learning management both affect student engagement in learning. Teachers with good digital skills have easy access to learning resources and new knowledge, so they can quickly keep up with the latest trends. As for the research conducted by Wahyuni (2020), she emphasized, in order to carry out effective and efficient learning management, the functions of learning management itself need to be understood first, such as learning planning, learning organization, learning implementation, learning assessment, learning monitoring, and learning evaluation.

Based on research conducted by researchers from the observation, in PKBM Sekolah Tahfizh Plus (STP) Sekolah Dasar (SD) Khoiru Ummah Bandung, the findings include, not the maximum provision and utilization of the library on the source of reading books, access to students and teachers in maximizing the reading resources in the library including the condition of the library space that is not adequate. Therefore, in order to analyze the function of learning management in improving reading literacy of students, the authors decided to conduct a study entitled, "Learning Management in improving reading literacy of students in PKBM Sekolah Tahfizh Plus (STP) SD Khoiru Ummah Bandung".

## **B. METHODS OF RESEARCH**

Researchers use qualitative research. A qualitative approach is a research procedure that produces descriptive data about people's behavior and written or spoken words. The purpose of this approach is to find truths that are acceptable to human common sense. The method used in this study is the descriptive method, Farhani (2019) states that descriptive is described as a research method that aims to describe natural phenomena and symptoms in the place under study. The survey provides a written or oral description observed in a social situation about the respondent's behavior. The role of researchers in this qualitative research is an important instrument in the collection and interpretation of data.

Data collection techniques used in learning management research in improving reading literacy in learners are observation, interviews and documentation studies. The purpose of data analysis techniques in qualitative research is to compile data collected through observation, interview and documentation studies systematically. This process includes providing explanations and observations, organizing data into specific categories, drawing up patterns, choosing what is important and learned, and making conclusions so that they are easily understood by the researcher himself and others.

## **C. RESEARCH RESULTS AND DISCUSSION**

### **1. RESEARCH RESULTS**

Learning management is a very important process of learning activities. Learning management based on activities that include planning, organizing, implementing and evaluating which are arranged to develop the skills of learners, one of which is in terms of Reading Literacy. Based on interviews conducted with teachers of Sekolah Tahfizh Plus (STP) SD Khoiru Ummah Bandung Regency on March 30, 2024, the school literacy program began with the provision of library space and reading corner space. So that students want to visit and enjoy reading in the library and reading corner room. Various reading books are provided that suit the characteristics of learners, such as picture books, inspirational stories, subject books, books of the stories of the prophets and apostles as well as the stories of the companions. In addition, to familiarize students with reading activities in each subject, students are provided with a package book, then before starting the lesson, students are given the opportunity to read first by the teacher on the lesson to be discussed on that day. For the use of the reading corner

and library, students are encouraged to be able to visit the library, especially in the morning, before entering school while waiting for the bell to ring, break time and return time, while waiting to be picked up by parents.

This is based on the results of interviews with Indonesian teachers, namely Mr. Deni Kurniawan, S.s as follows :

"Alhamdulillah in our school, although the library room is simple in the form of a reading corner room but some students and teachers often take advantage of existing facilities, for example, children when Monday or Thursday, there are between those who are fasting, while waiting for a break or lunch, they are more happy to choose to read books available in the library".

Mr. Yasir Hadibrata, S.Pd as a teacher of Indonesian Class also said the same thing, as follows :

"Although our reading room or library is not yet a special room, but the school strives to have a place or reading corner where books are stored on the shelves, which can be accessed by students and teachers"

One of the programs that is in line with the improvement of reading literacy of students and conducted in Sekolah Tahfizh Plus SD Khoiru Ummah Bandung Regency is a program of reading and memorizing the Qur'an, as well as that spoken by Mr. Ali Dodiman, SE :

"In our school there is a special program, which is in line in order to improve reading literacy, namely the tahsin program or reading the Qur'an and memorizing the Qur'an or called Tahfizh, even not only memorizing but children learn to understand the verses or letters they memorize".

As for improving the reading literacy of students related to learning management, starting from activities that include planning, organizing, implementing and evaluating in Sekolah Tahfizh Plus SD Khoiru Ummah Bandung Regency. Related to learning planning starting from Prota, Prosem, RPP whether the target is prepared in line with the increase in reading literacy of students prepared by teachers, then we get the information as presented by Mr. Deni Kurniawan,S.S, as follows :

"Of course, because it is part of the effort to achieve the basic competencies of students, where in the learning plan we provide a large portion to achieve the target of students continue to improve their reading literacy"

This is also conveyed by Mr. Ali Dodiman, SE related to the planning made at the beginning of the semester, as follows :

"Yes, alhamdulillah the indication is, the subject matter is delivered, all students have a module for each lesson or diary, where we use the source as teaching material delivered in class, even before we deliver new material, our term students are asked to Mutola'ah or repeat the previous lesson, one of them is by reading"

In general, the function of learning planning is as a basic guideline for the effective and successful implementation of a particular learning activity, while the learning plan also helps improve the weaknesses and advantages of learning programs created by teachers and

specifically serves as a tool to improve quality. Based on the results of the interview above, the planning activities have been running properly at Sekolah Tahfizh Plus SD Khoiru Ummah Bandung.

Based on observations made in the field that must be prepared by teachers related to learning documents ranging from semester programs, annual programs, teacher agenda lesson plans, class agendas have been prepared by teachers before they conduct the learning process in the classroom. Three characteristics are always owned by each planning that can be distinguished but each other can not be separated. This activity formulates the objectives that can be achieved from these three activities. First, choose a program that will help achieve the goal. The second is identification, and the third is the mobilization of always limited resources.

At the stage of organizing learning in Sekolah Tahfizh Plus SD Khoiru Ummah Bandung in improving reading literacy of students, which consists of first, determining the appropriate learning methods, second determining the appropriate media and devices to support effective and efficient learning activities, and third determining the suitability of good abilities for students. Based on the interviews we conducted, that at the stage of organizing, the teacher carried out the following activities :

“For 4th Grade we give stories to students in class with materials we take from the library, the target is that students like to read books in the library, while for 5th Grade we collaborate between learning activity in class and in the library so that they have more access to these books and that is the target of increasing Reading Literacy at this level, and for 6th Grade target in the second semester program they are given a final project to make scientific work by utilizing the school library, in order to be able to prepare this final project”

Based on the above explanation shows that the first activity at the organizing stage is to determine the learning methods and media and equipment in order to improve the reading literacy of students has been done by the teacher. The stages of determining the suitability of the capacity of good learners, as an interview with Mrs. Irmawati, SST as a teacher Mahfuzat (PAI) as follows :

“For our target 6th grade, students are required to read, write and understand what they read, if in learning the Qur'an both reading or tahsin and memorizing or Tahfizh, we apply learning groups based on the ability of students to master each level and we limit that the maximum rombongan only by 15 students, so that the target students can continue our effort”

Based on the study of documentation and observations that we do directly in the field that the classes are arranged according to the capacity of the room and learning targets in each lesson. For a maximum class group filled by 23 students, ranging from Grade 1 to Grade 6.

At the stage of implementation of learning in Sekolah Tahfizh Plus SD Khoiru Ummah Bandung in improving reading literacy of students, which is the implementation of the learning implementation plan which includes preliminary activities, core activities and closing activities. Based on interviews conducted as follows :

“The initial stage in learning in our school, students and teachers begins with praying together then, the teacher invites students to read one of the verses in the Qur'an that is associated with the subjects taught, for example, if science or science lessons we invite students to read together Surat Ali Imran verse 90 and its meaning, this is because in the curriculum we add to be integrated with Islamic aqeedah, then after that the teacher provides motivation or interesting stories to the students, only after that the teacher invites students to repeat the last lesson taught, starting from asking questions or reading books together with package books that are held by students, then the teacher presents new material and at the end as an evaluation material students are given several questions or opportunities to ask or do practice questions.”

Based on the study of the documentation that we found, one of them in the SOP Book of learning activity at Sekolah Tahfizh Plus SD Khoiru Ummah Bandung Regency there are several stages of learning that must be done by teachers in the classroom as a standard and teacher's handbook. The core activities in the learning stage in improving the reading literacy of students at Sekolah Tahfizh Plus SD Khoiru Ummah Bandung regency have been running from preliminary activities, core activities to closing activities. Even the reading literacy activity in this stage was carried out by the teacher when the learning process was underway, the teacher asked students to read verses of the Qur'an and repeat at a glance by reading the package book or subject book.

Then at the evaluation stage of learning in Tahfizh school Plus SD Khoiru Ummah Bandung Regency in improving reading literacy of students, where the activity is to measure and assess the literacy skills of students. Based on the results of interviews that have been conducted, as follows :

“ The most common is of course by asking, we ask systematically related to how far the understanding of the students to each material that has been conveyed in the learning with some questions that have been prepared, we can find out seberapa increased reading literacy of students with the acquisition of information from them related to books, any media that students have access to so that their understanding is getting deeper in every learning material and we do this assessment in every mid-semester assessment week (PTS) and end of semester assessment week (PAS), starting from written and oral questions.”

Based on observation and documentation studies that we do, the first document is the teacher's agenda which is the handle of each teacher during the learning process where there is a daily assessment of students, the process and the value of daily exercises. Even in learning the Qur'an, especially learning to read the Qur'an or Tahsin, students are given reading manuals with levels of ability according to the achievements achieved by students and recorded in daily achievement books, so that this gives students motivation so that every day they always read and can master or pass the reading target of each page.



## 2. DISCUSSION

The role of educators plays such an important role in ensuring the quality of learning. Therefore, educators manage learning as precisely as possible, starting from planning, organizing, implementing, and evaluating. Rahmawati & Puspita (2020) explained that good management in learning activities, namely carrying out activities in a continuous and continuous manner carried out by individuals, groups of people, or institutions and organizations in order to achieve success and the implementation of the process of teaching and learning activities as fully as possible. In order to achieve a goal as expected. The situation is in accordance with what was conveyed by Safitri et al. (2020) that learning management is very important to be done by educators during the learning process in order to achieve quality learning. Based on the results of learning management research on students in improving reading literacy in PKBM Sekolah Tahfizh Plus (STP) SD Khoiru Ummah Bandung has conducted proven learning management by producing planning, organizing, implementing, and evaluating. This is as stated by SA'ud & Sumantri (2007) learning management involves four main functions that are steps in management activities, namely planning, organizing, implementing and evaluating. The following description relates to learning management which includes planning, organizing, implementing and evaluating.

- 1) The results of this study revealed that in PKBM Sekolah Tahfizh Plus SD Khoiru Ummah Bandung, learning planning activities have been running as it should, where the teacher has prepared learning planning, such as the preparation of syllabus, annual program, semester program, lesson plan, teacher agenda, class agenda has been prepared by the teacher before they conduct the learning process in the classroom. Triwiyanto (2015) also revealed the benefits of learning planning is to facilitate the preparation of learning and facilitate the development of active learning, creative, effective and fun.
- 2) The next step is the organization of all teaching and learning resources in achieving goals effectively and efficiently by connecting or combining them (Maria & Sedyono, 2017). Organizing is done by adapting the learning implementation plan (RPP) by looking at the material and determining what methods will be used when the learning process takes place. Methods used include lectures, discussions, and group presentations. Take advantage of learning media such as books in the library provided by the school. At the stage of organizing learning in PKBM Sekolah Tahfizh Plus SD Khoiru Ummah Bandung in improving the reading literacy of students, which consists of first, the learning method is determined appropriately, secondly in order to be used in supporting effective and efficient learning activities media and equipment must be determined appropriately as well, for example collaborating between KBM in the classroom and in the library so, determine the suitability of good learner capacity. For example, classes are arranged according to the capacity of the room and the learning target in each lesson, for a maximum class group filled by 23 students, ranging from 1st Grade to 6th Grade.
- 3) At the stage of implementation of learning in PKBM Sekolah Tahfizh Plus SD Khoiru Ummah Bandung in improving the reading literacy of students, which is the implementation

of the learning implementation plan, teachers have conducted activities that include introduction, core activities and closing activities. For example, in PKBM Sekolah Tahfizh Plus Khoiru Ummah Bandung regency has been running which starts from preparatory activities, continued with core activities and ends with closing activities, even reading literacy activities in this stage are also carried out by educators when the learning implementation process takes place, teachers ask students to read verses of the Qur'an and repeat at a glance by reading package books or subject books.

- 4) At the evaluation stage of learning in PKBM Sekolah Tahfizh Plus SD Khoiru Ummah Bandung Regency in improving reading literacy of students, where the activity is to measure and assess the literacy ability of students is already running, for example, this assessment is carried out every week mid-semester assessment (PTS) and end of semester assessment week (PAS), starting from written and oral questions. Even in learning the Qur'an, especially learning to read the Qur'an or Tahsin, students are given reading manuals with levels of ability according to the achievements achieved by students and recorded in daily achievement books, so that this gives students motivation so that every day they always read and can master or pass the reading target of each page.

## **D. CONCLUSION AND ADVICE**

### **1. CONCLUSION**

Based on the results and discussion of the above exposure can be concluded that the management of learning during the learning process is a very important activity. Learning management is an activity that includes planning, organizing, implementing, and evaluating, and is aimed at developing the skills of learners, one of which is in terms of Reading Literacy. Based on the results of the study found that learning management in improving reading literacy Peseta students in PKBM Sekolah Tahfizh Plus SD Khoiru Ummah Bandung, has done a good learning management. This can be seen from the implementation of management starting from planning, organizing, implementing, and evaluating. Although the lesson plan serves as a basic guideline for the effectiveness and success of the implementation of learning activities offered, the lesson plan specifically fixes the weaknesses and advantages of learning programs created by teachers and improves the quality of teachers. Organizing then must first determine the correct learning methods; second determine the appropriate media and devices used to support effective and efficient learning activities; and third, determine the suitability of student abilities. The implementation stage of learning is the implementation of the first plan includes preparatory activities, the second core activities, and the third final activity. Finally, the evaluation stage where the activity is to measure and assess the literacy ability of learners.

### **2. ADVICE**

Based on the results of the above research, the researchers recommend to further researchers the need for adequate facilities for the implementation of reading literacy for students. This is mainly a collection of books contained in the reading corner there needs to

be renewal and coordination of reading corners in each class. Management and arrangement of library materials in the reading corner is needed by the school. This is done to support students reading literacy activities through habituation, development and learning in the classroom. So that students reading interest can increase optimally.

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