**Add Faculty:**

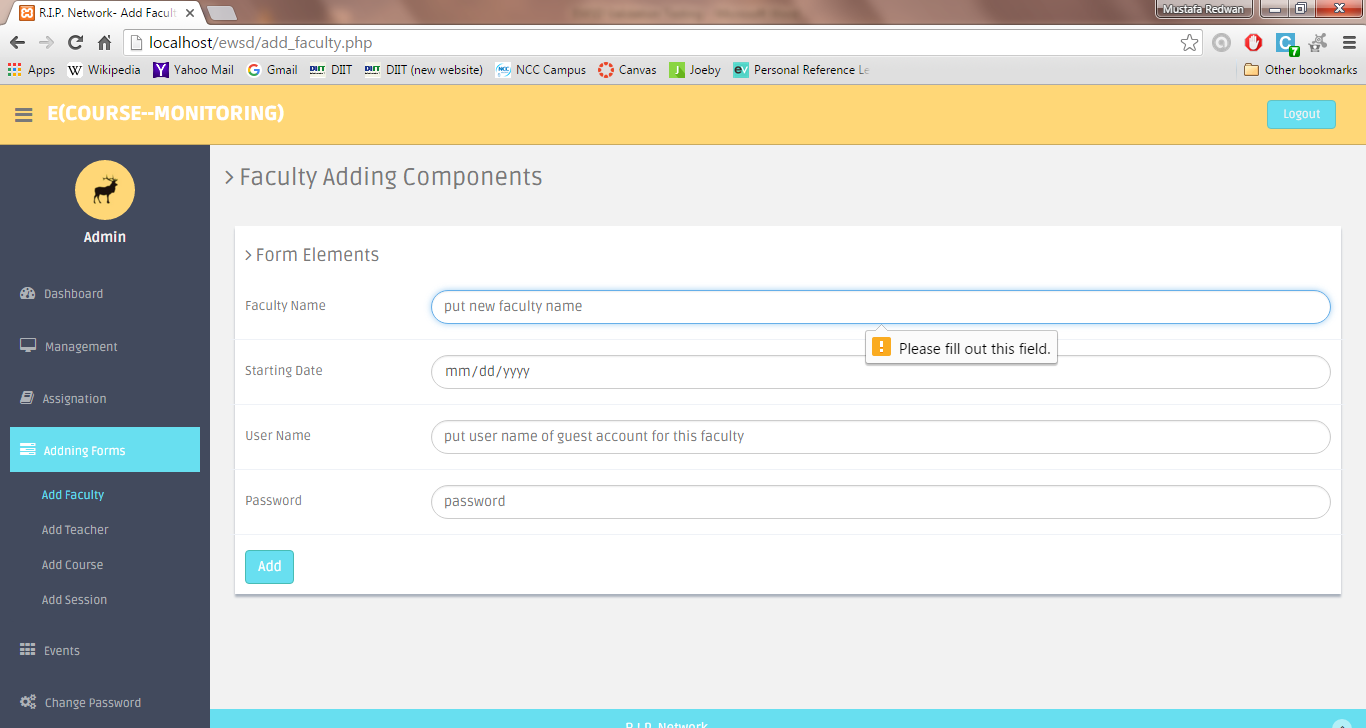


Fig 1: Faculty Name must be filled out

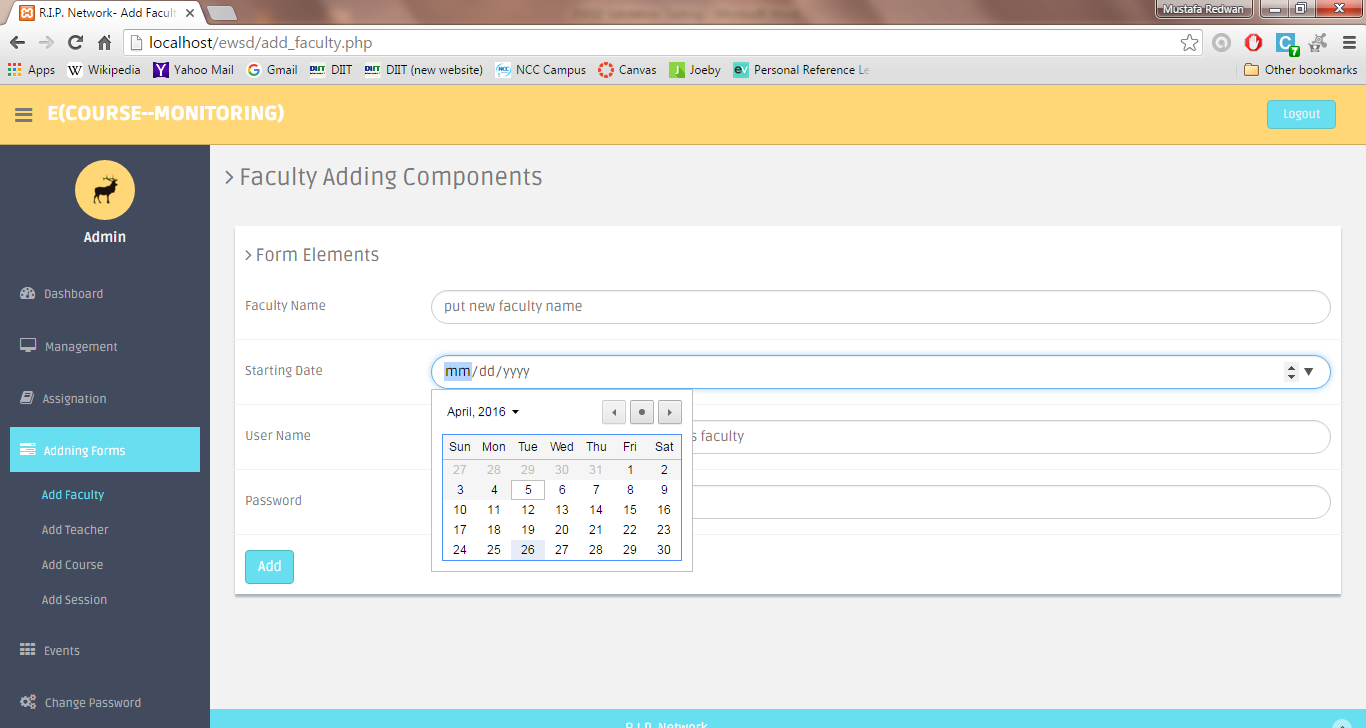


Fig 2: Starting Date – Today’s or later date must be chosen. No previous date is allowed

**Add teacher:**

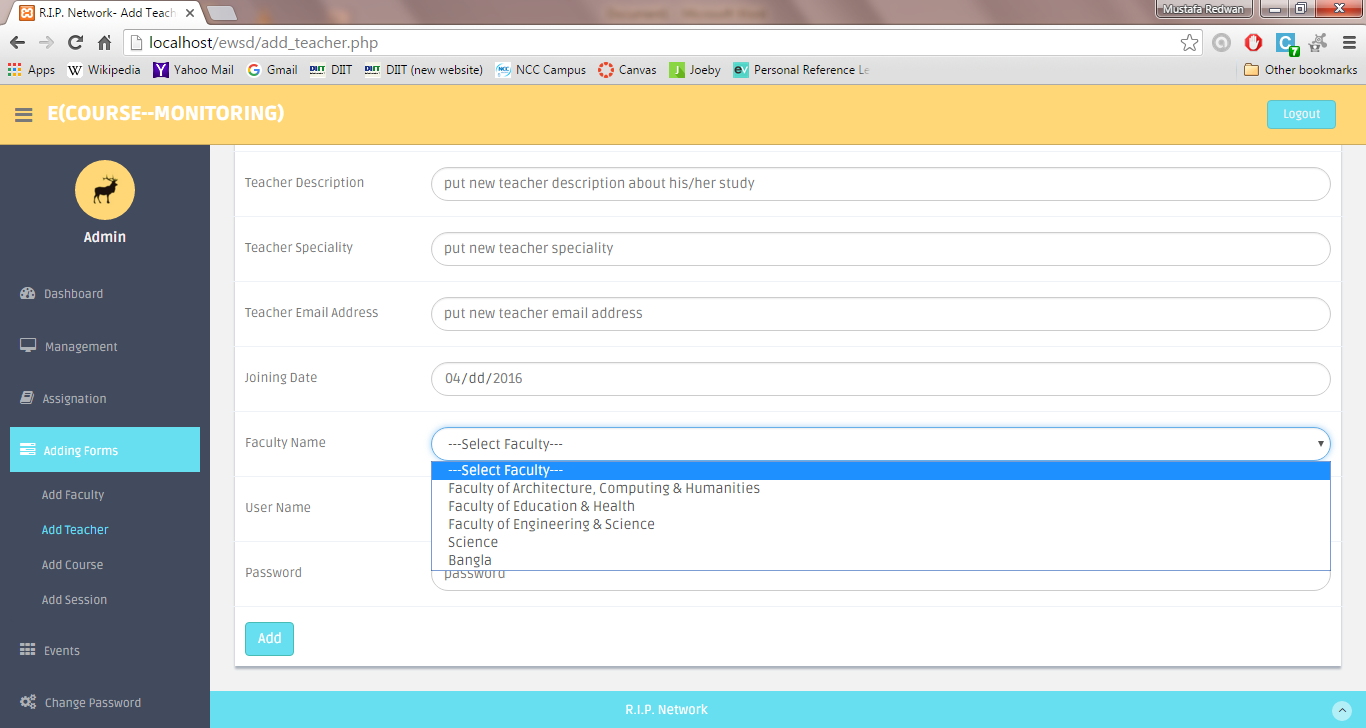


Fig 3: Faculty Name

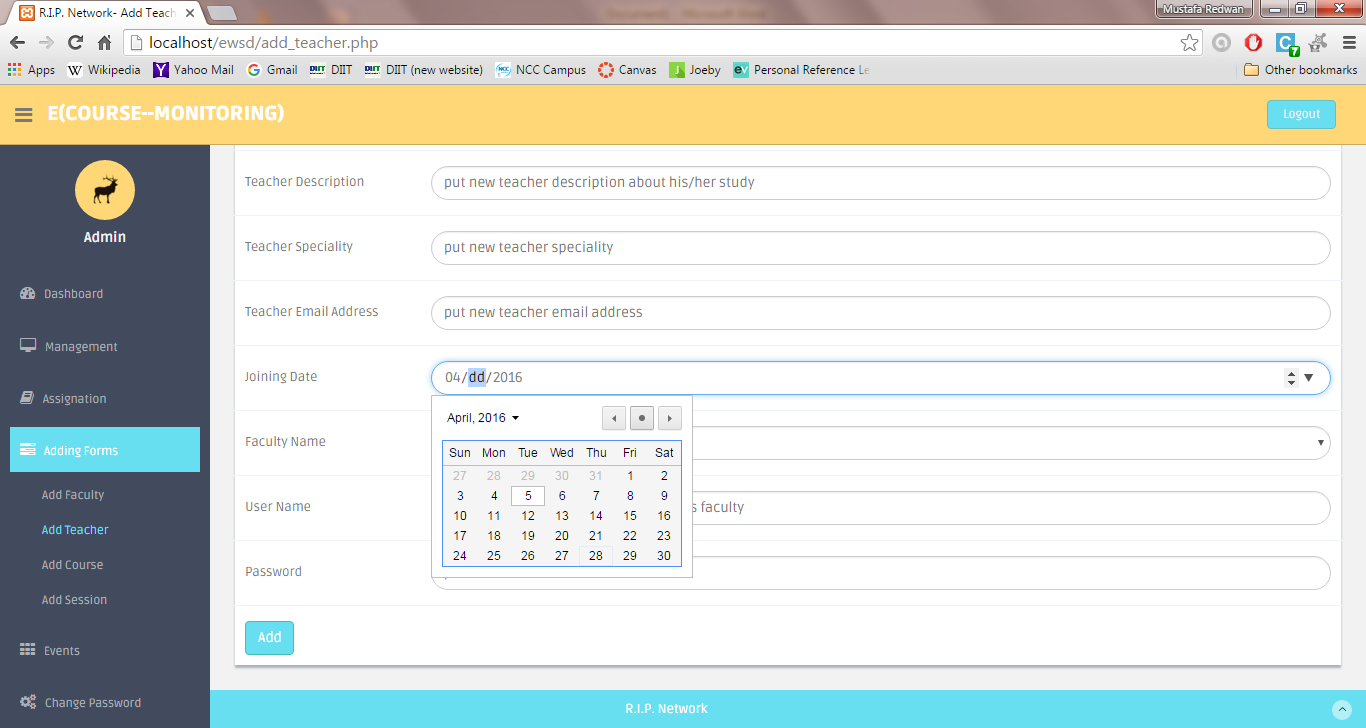


Fig 4: Date – We cannot select previous or later dates. Today’s date must be chosen.

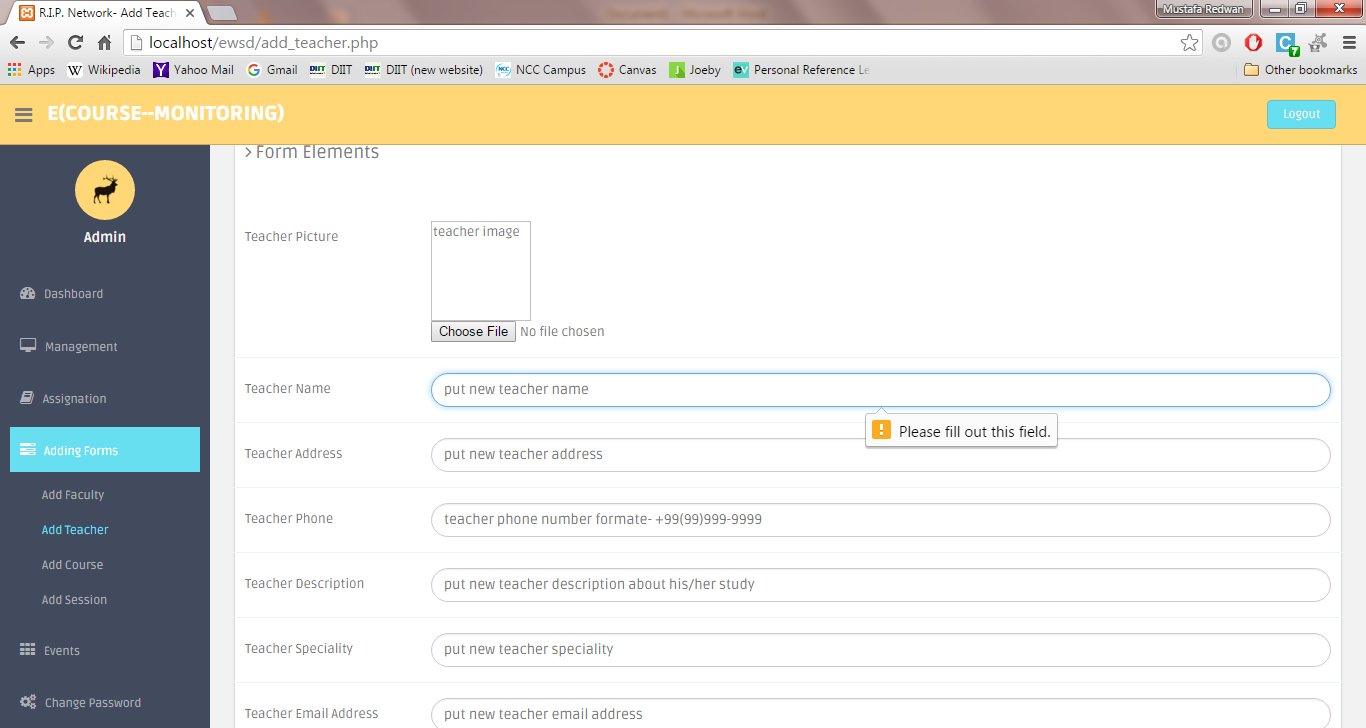


Fig 5: Teacher’s name field must be filled up

**Add Course:**

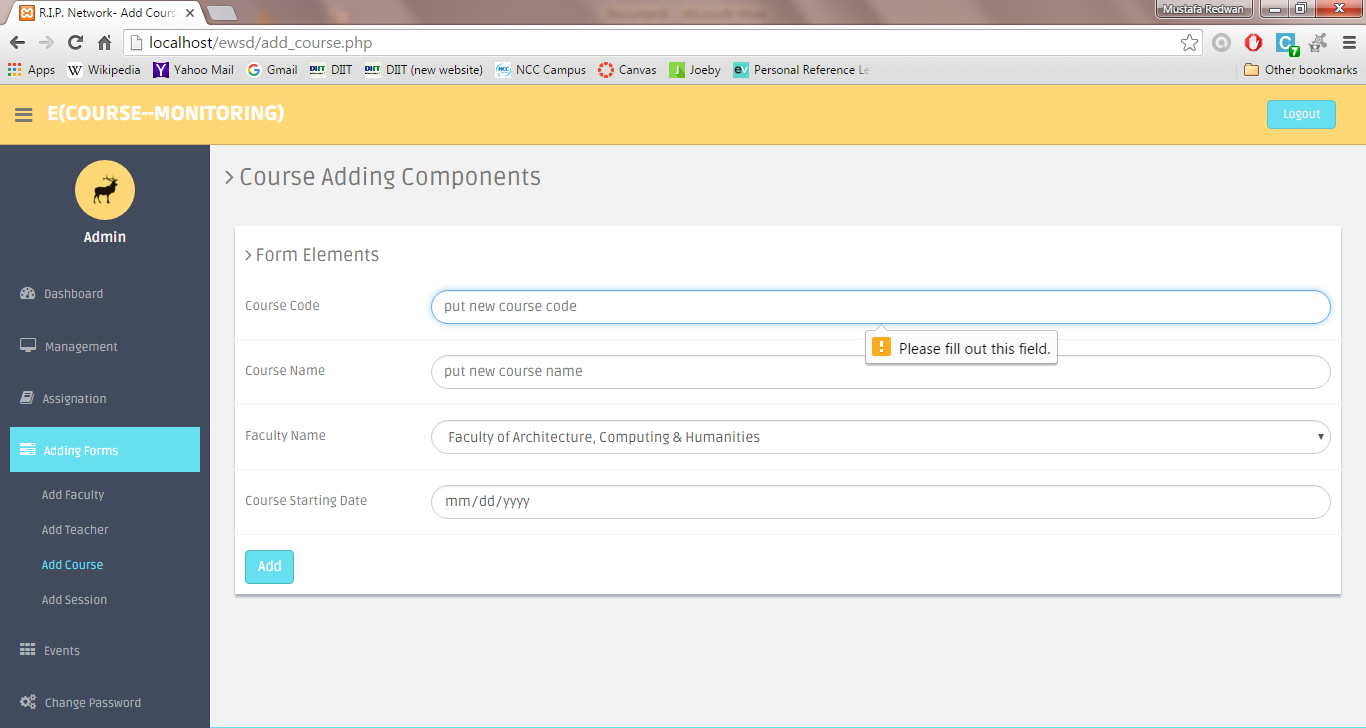


Fig 6: Course code must be filled up

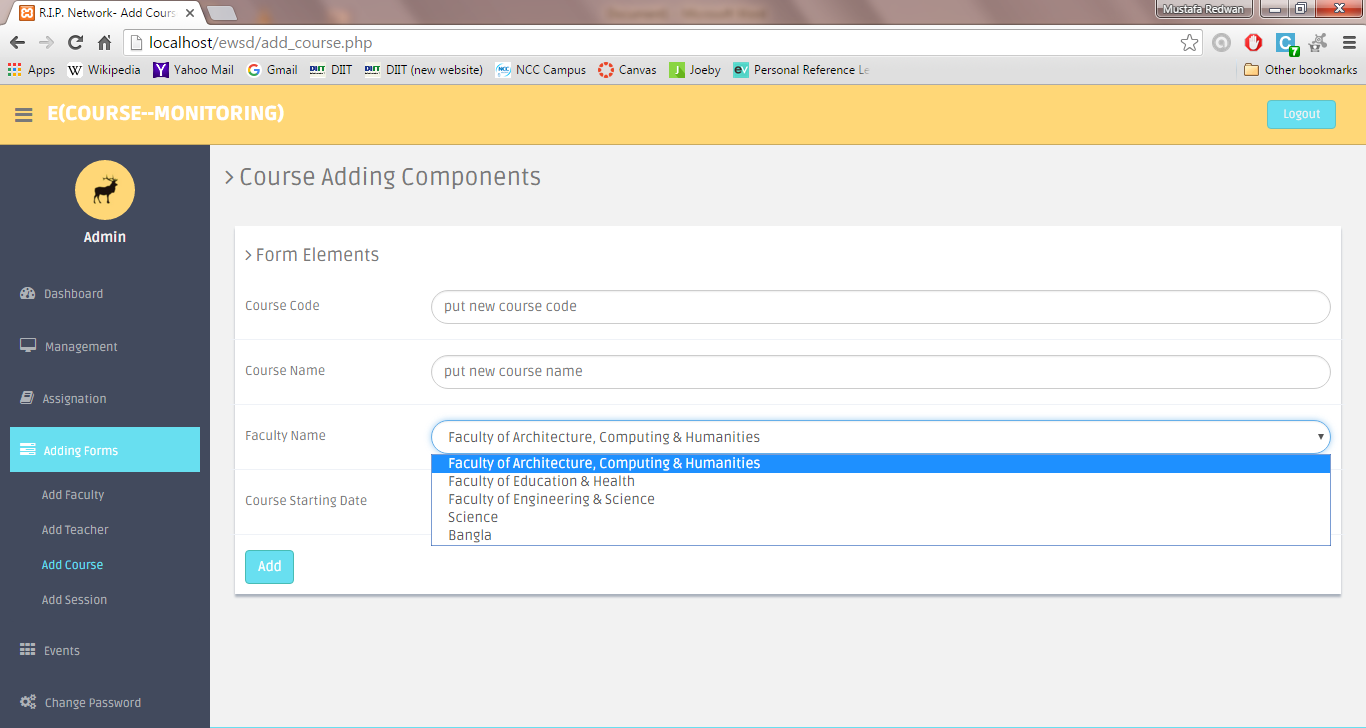


Fig 7: Faculty name must be selected from drop-down list

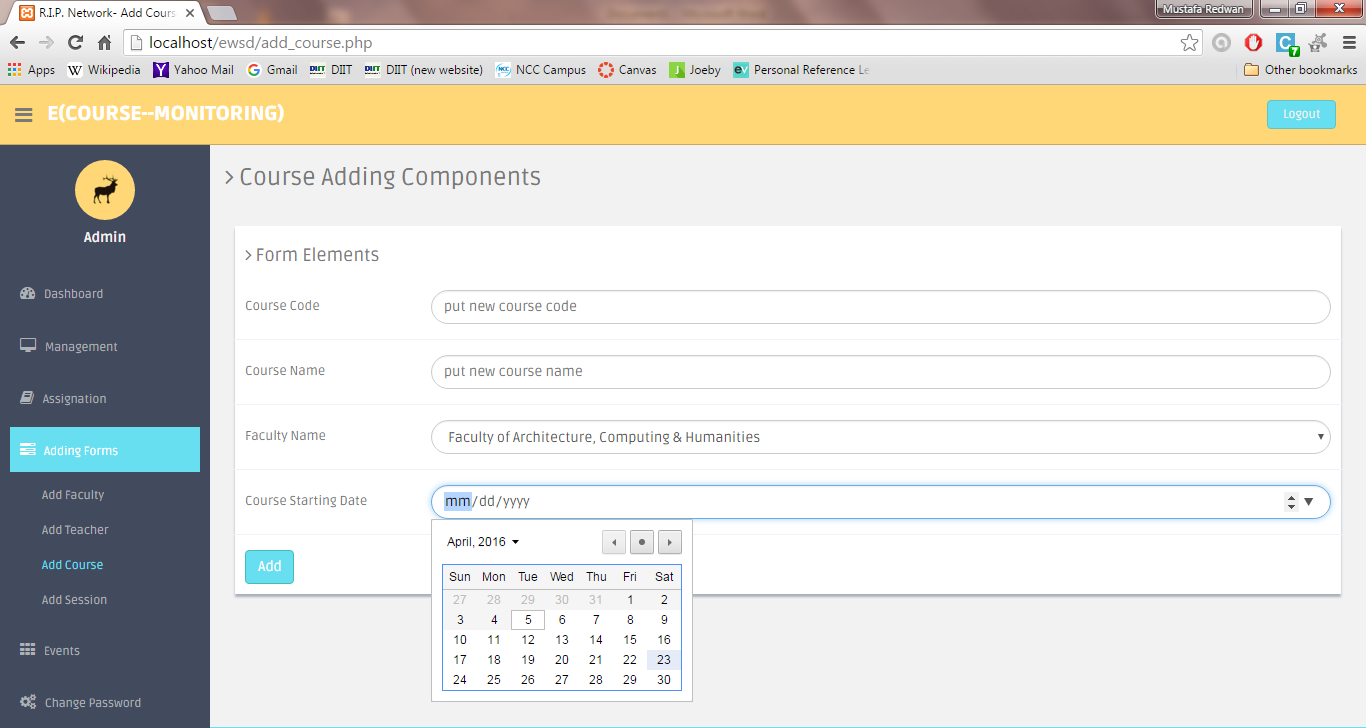


Fig 8: Today’s date or later must be selected. No previous date is allowed.

**Add Session:**

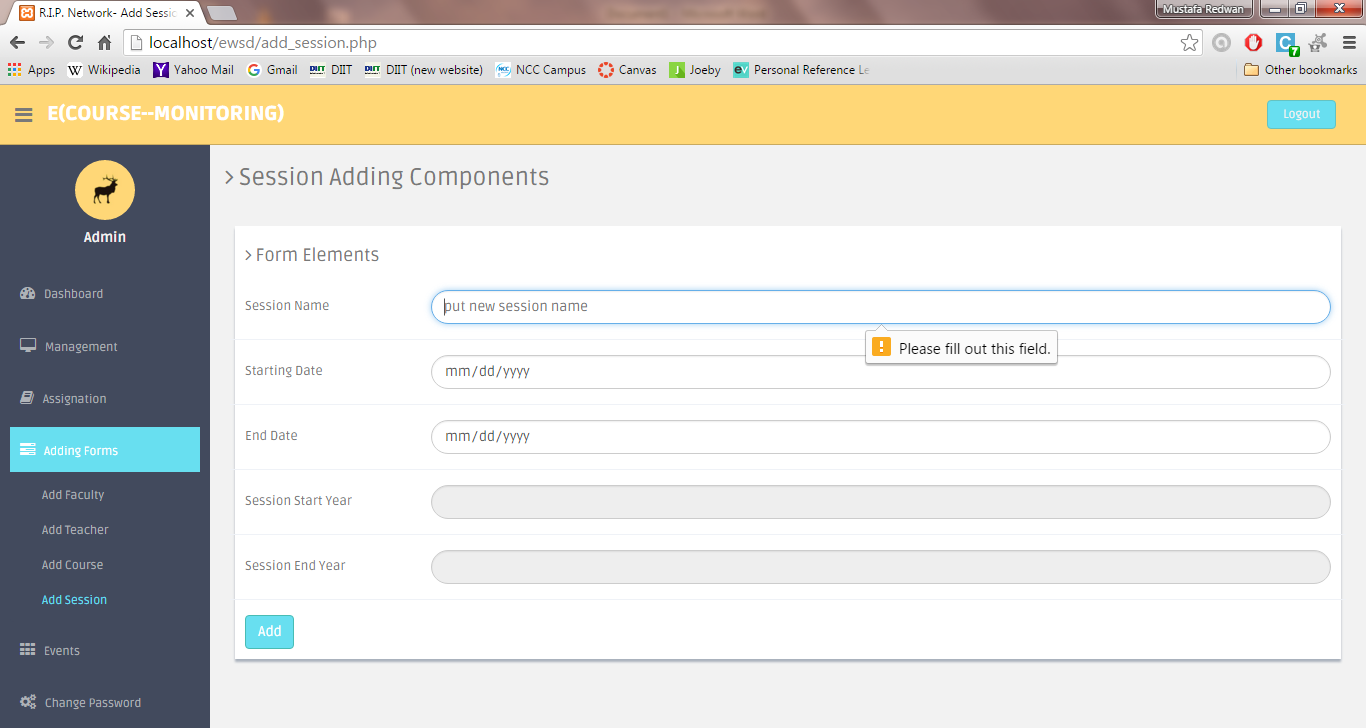


Fig 9: Name field must be filled up

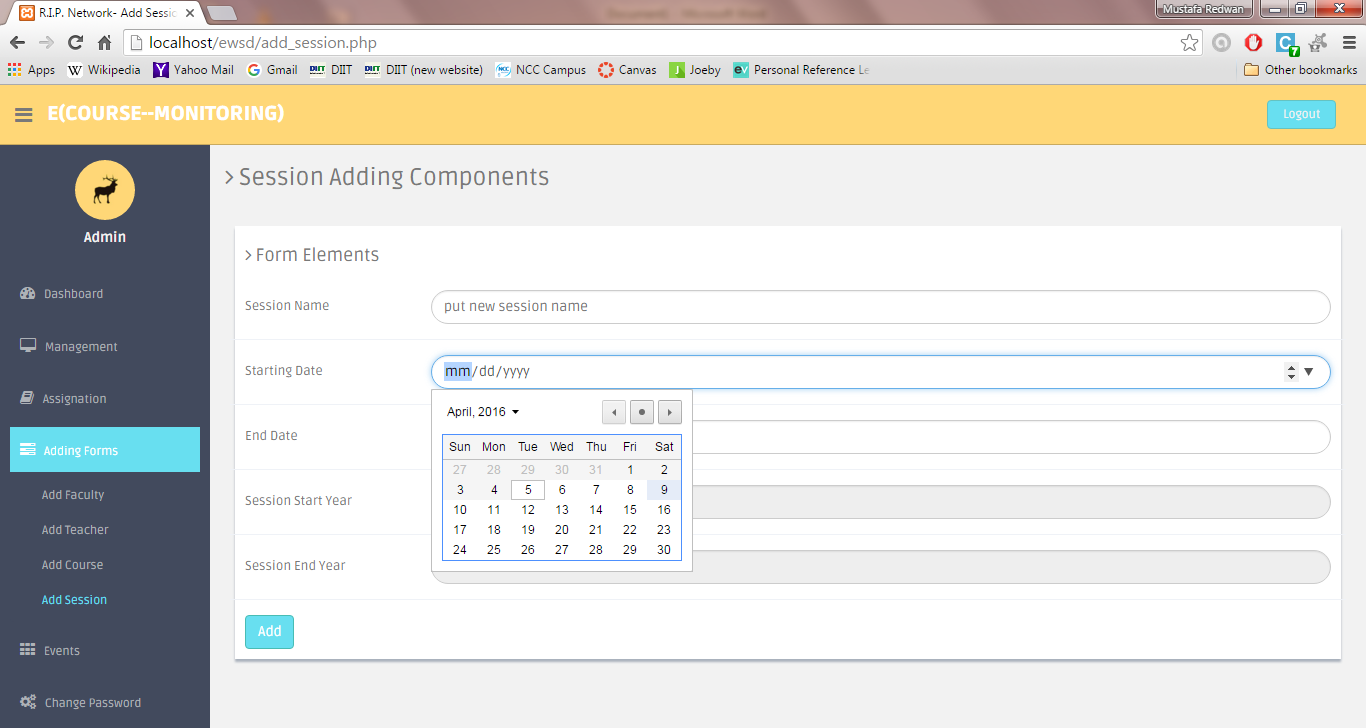


Fig 10: Today’s or later date must be selected for starting date. No previous date is allowed.

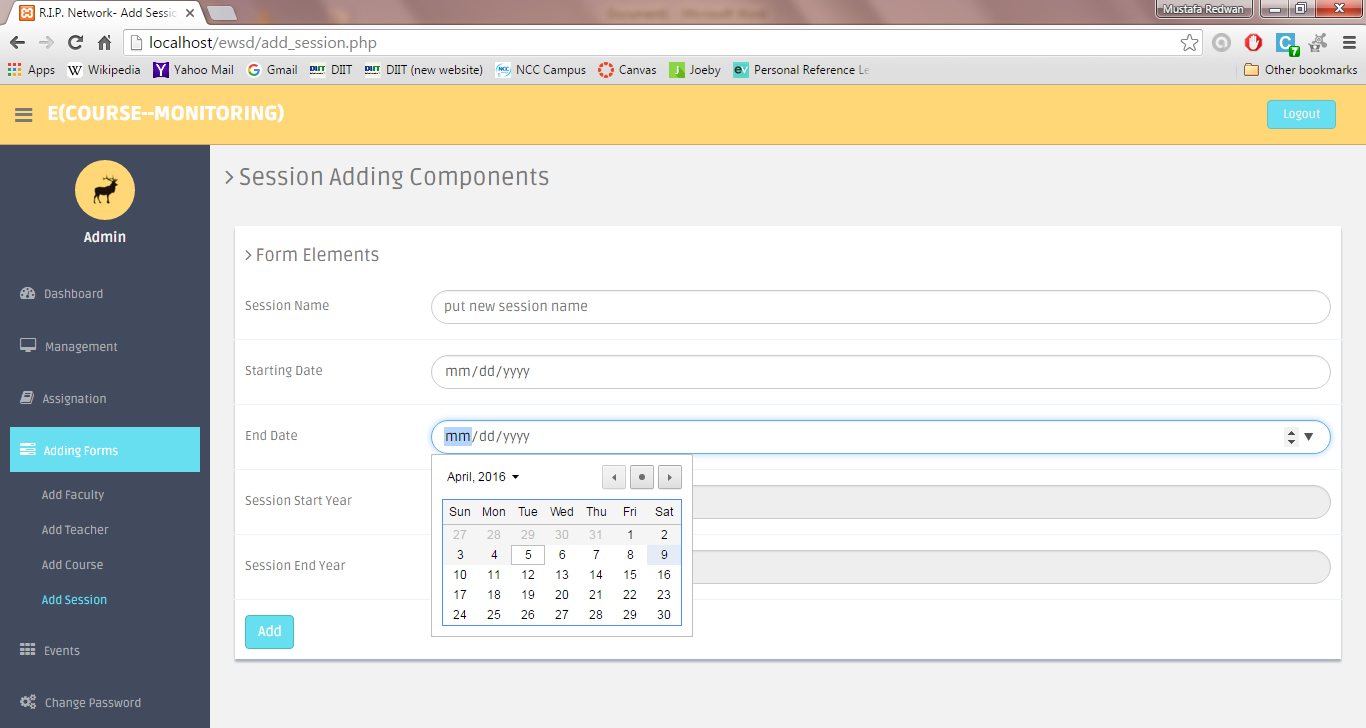


Fig 11: Today’s or later date must be selected for end date. No previous date is allowed.

**Add Event:**

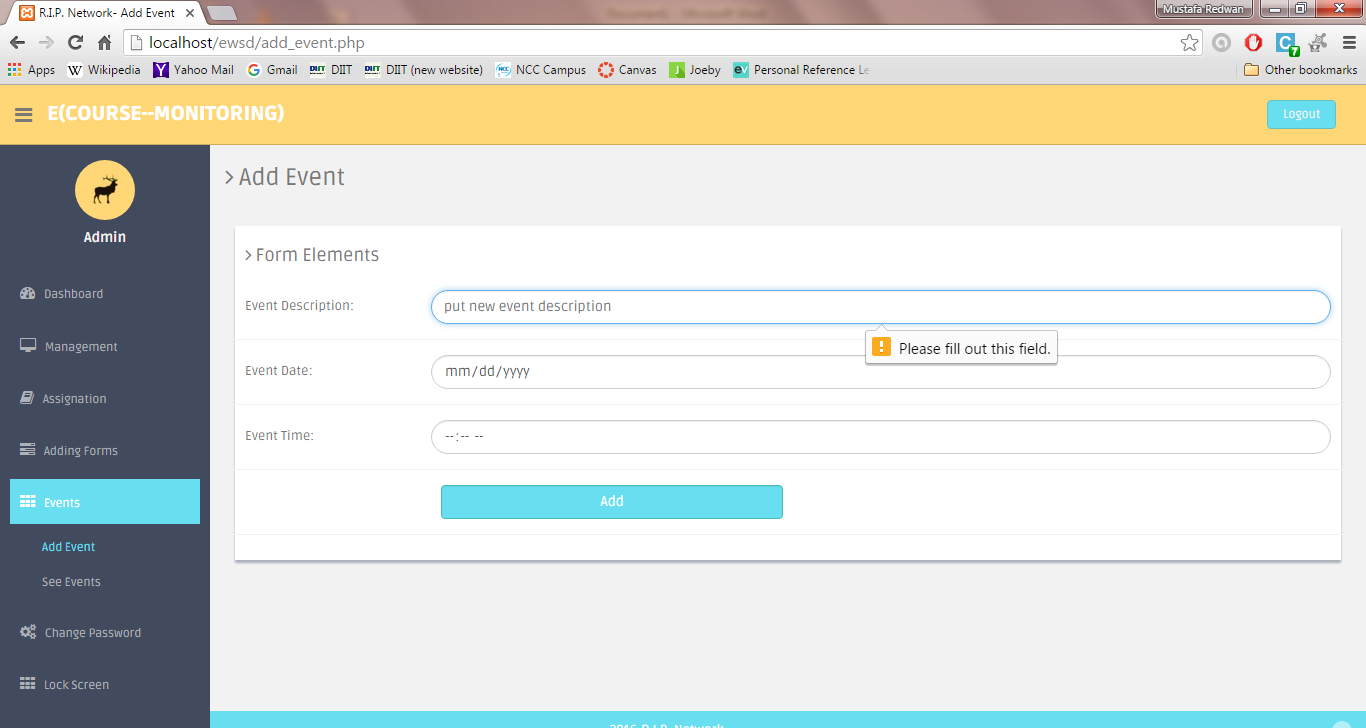


Fig 12: Description field must be filled up

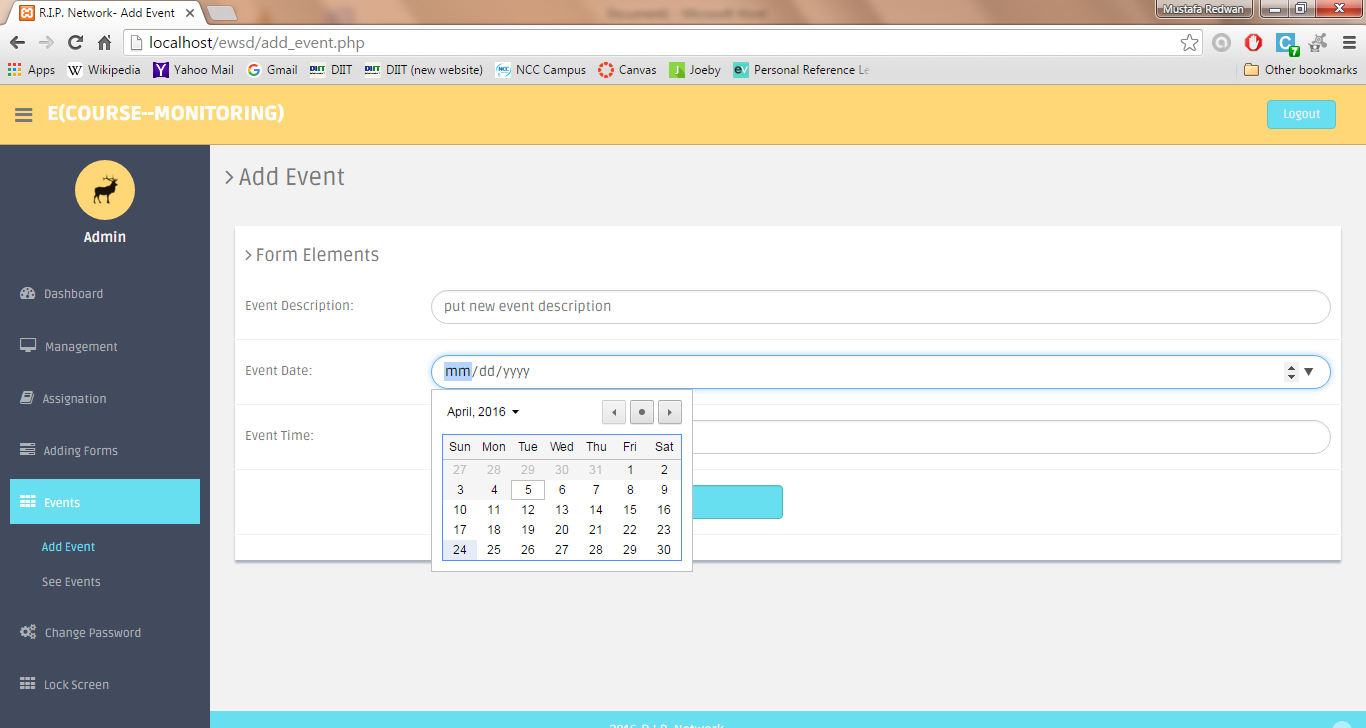


Fig 13: Today or later date must be selected. No previous date is allowed.

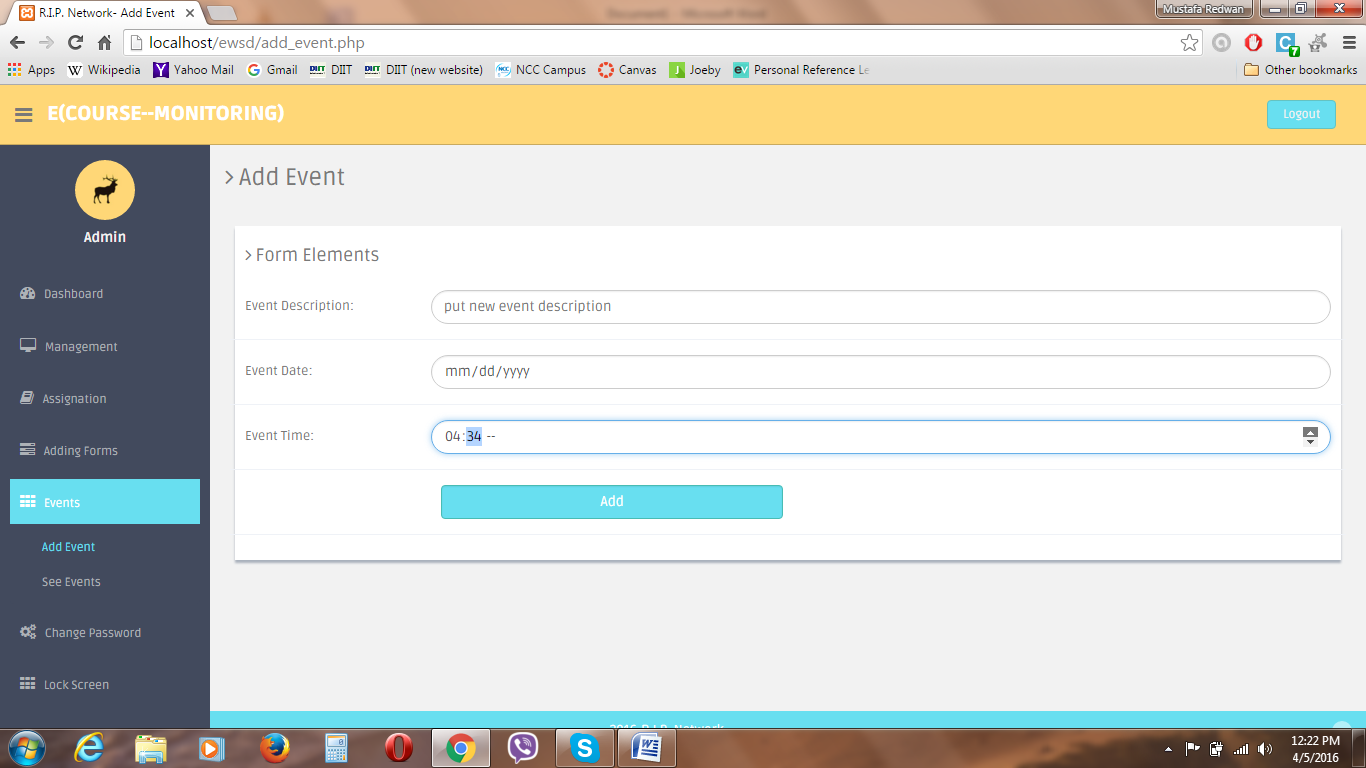


Fig 14: Time must be entered using integers only or as method shown in the screenshot above.

**Faculty Authority Assignation:**

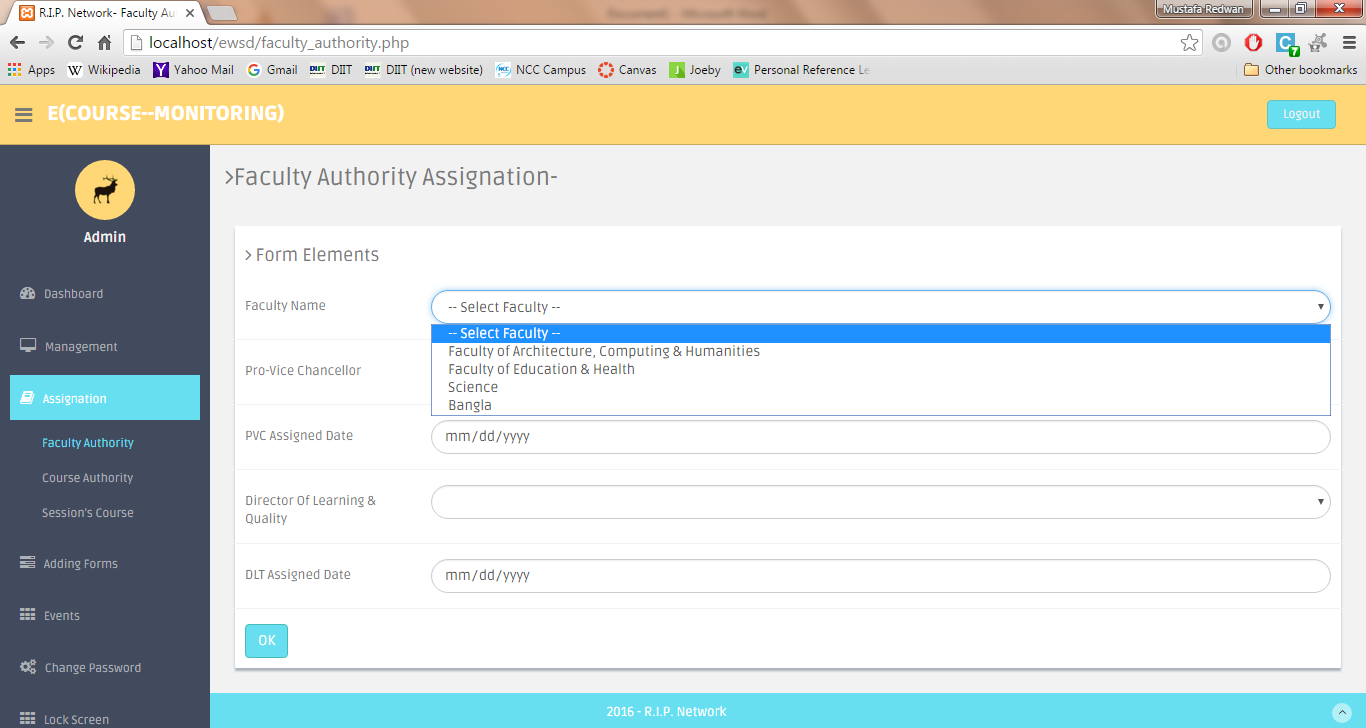


Fig 15: Faculty name selection

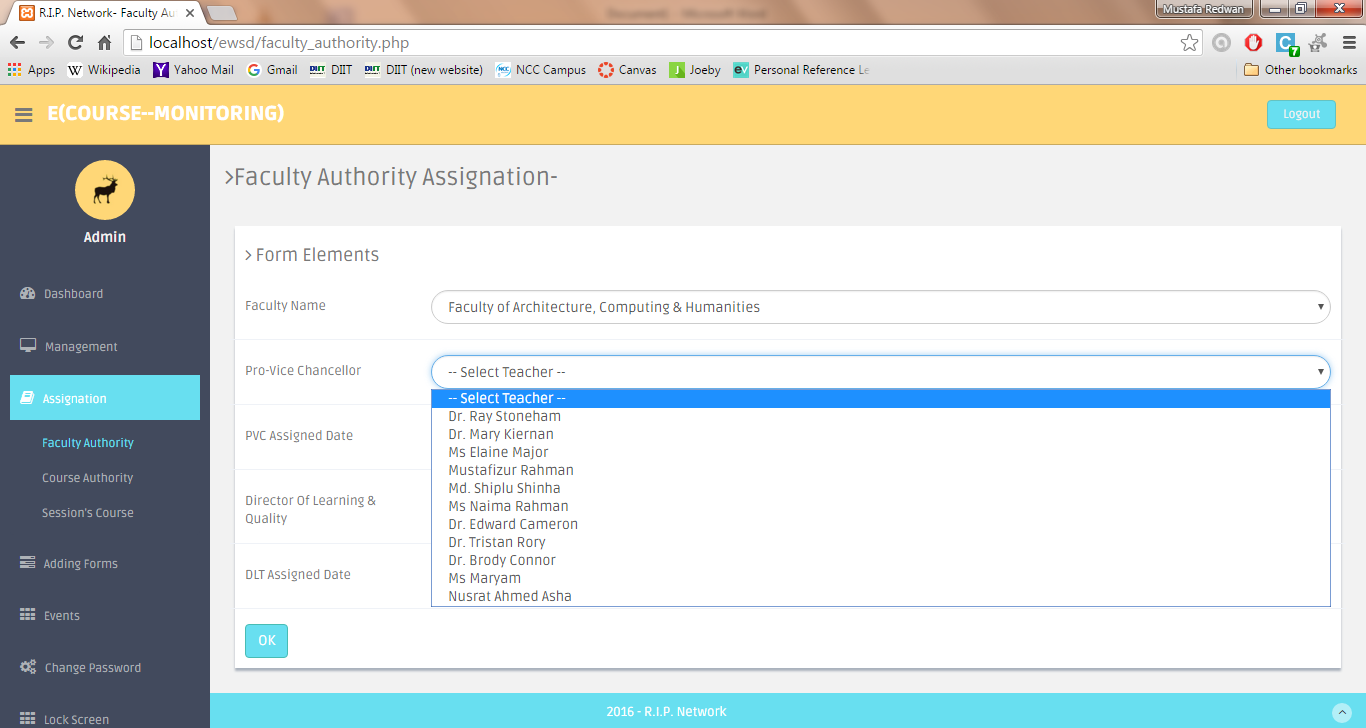


Fig 16: Pro-Vice Chancellor selection

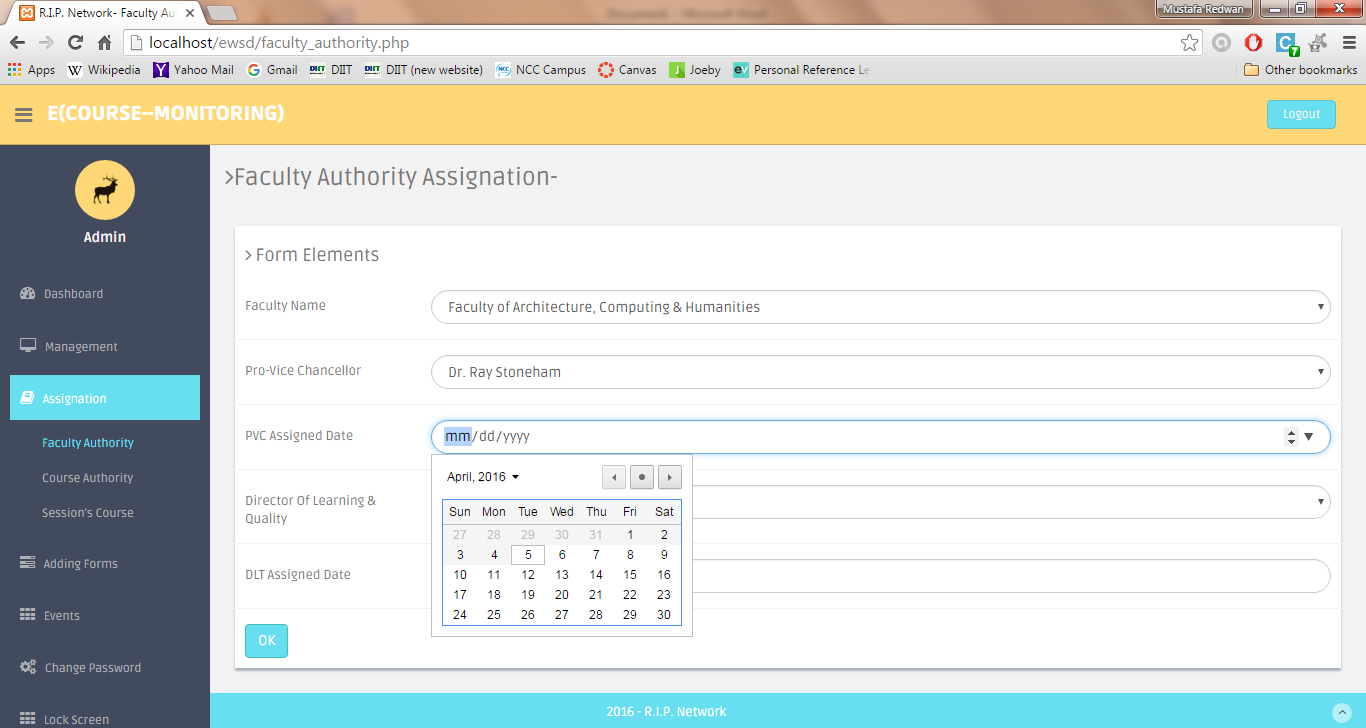


Fig 17: PVC Assigned date must be today’s date or later date. No previous date is allowed.

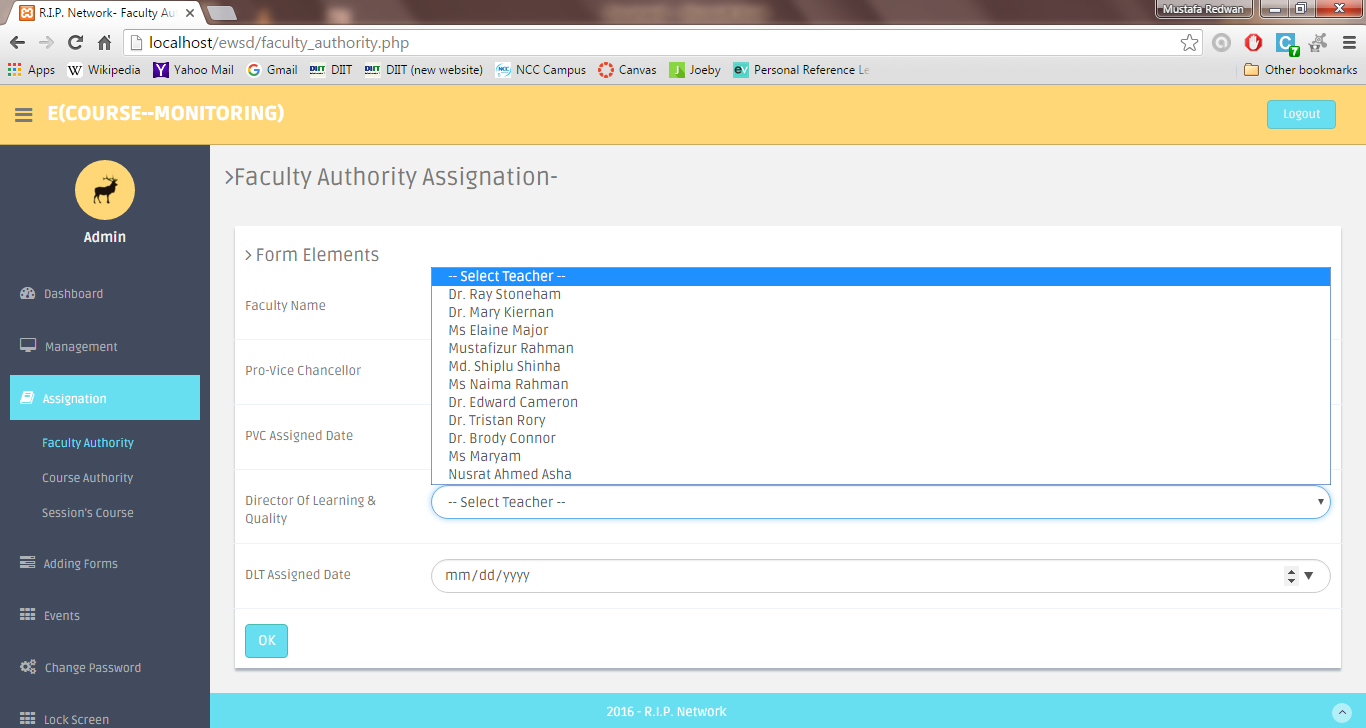


Fig 18: Director of Learning & Quality selection

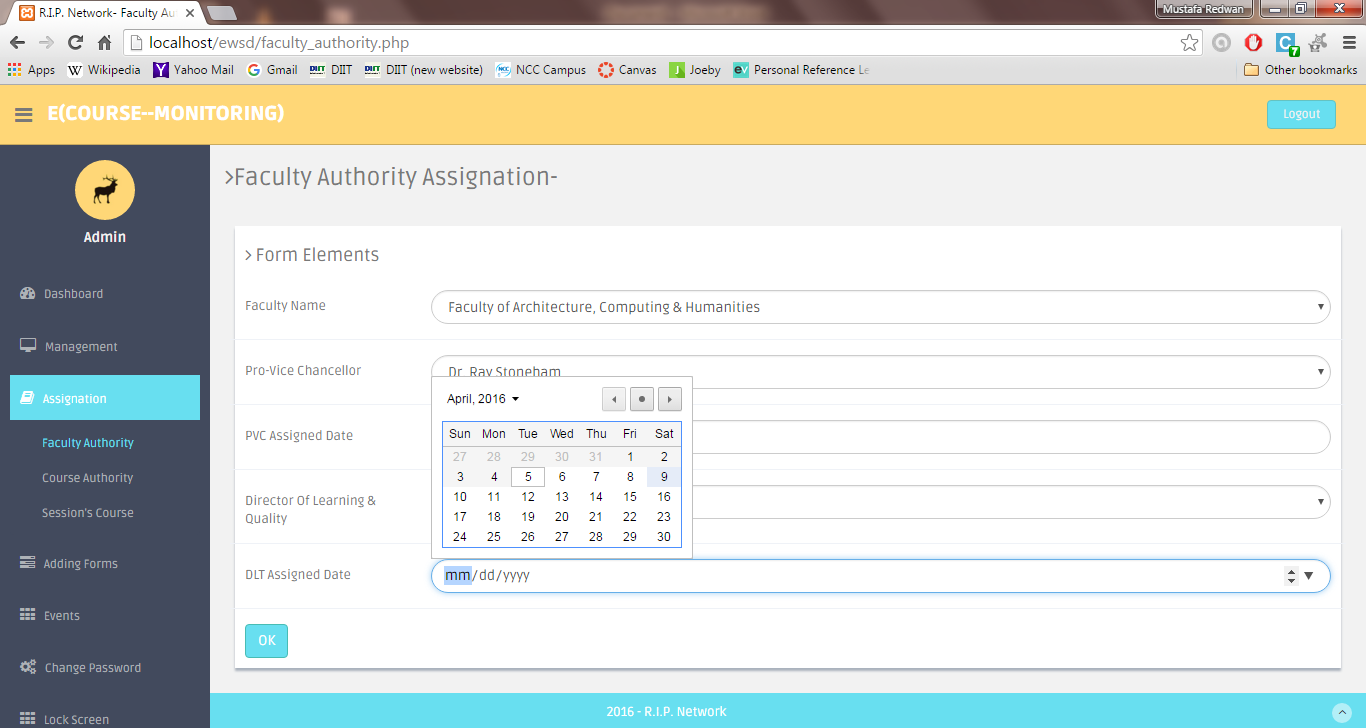


Fig 19: DLT Assigned Date – Must be today’s date or previous date.

**Course Authority:**

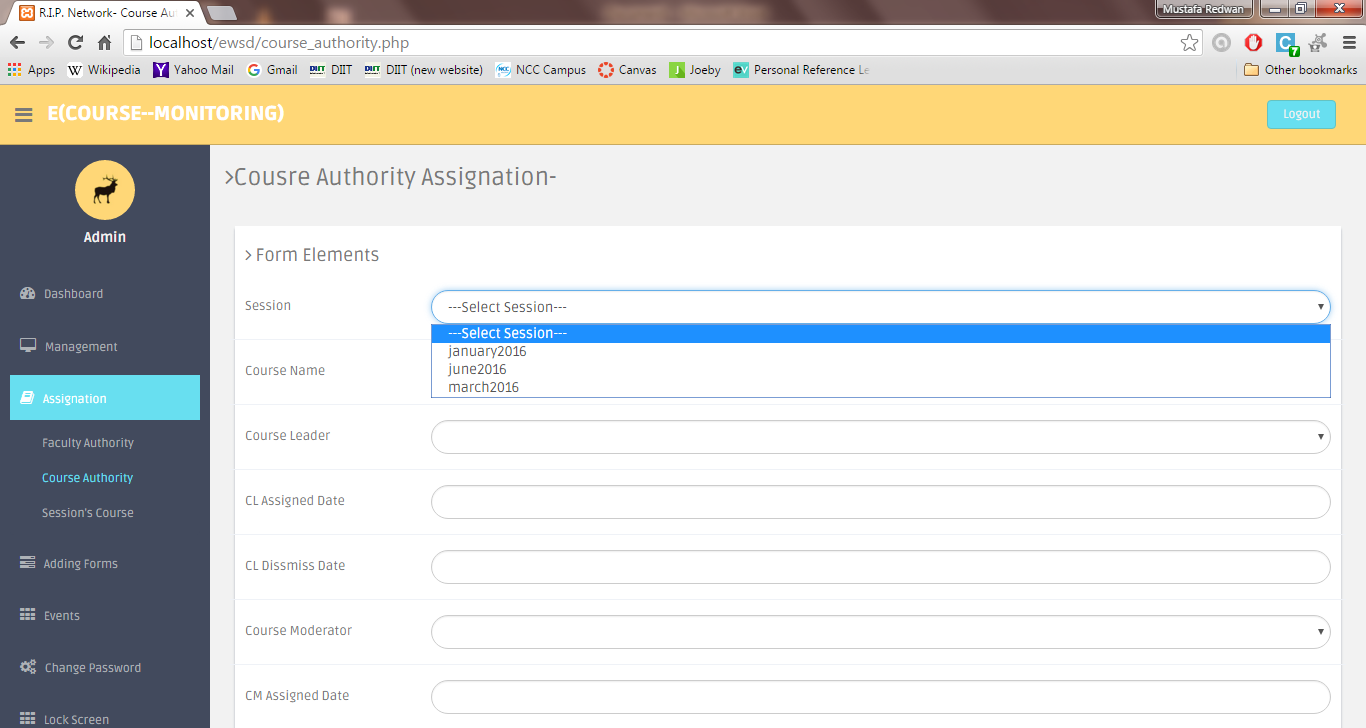


Fig 20: Session Selection

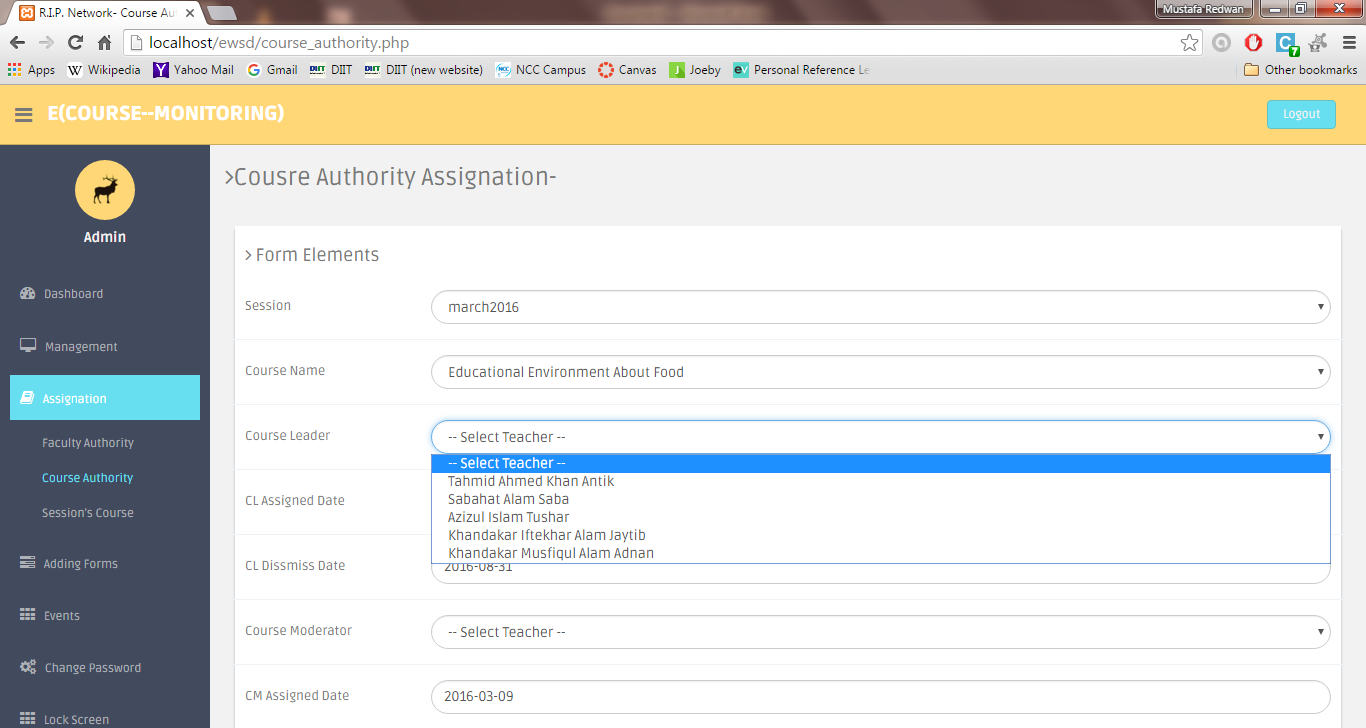


Fig 21: Course leader Selection

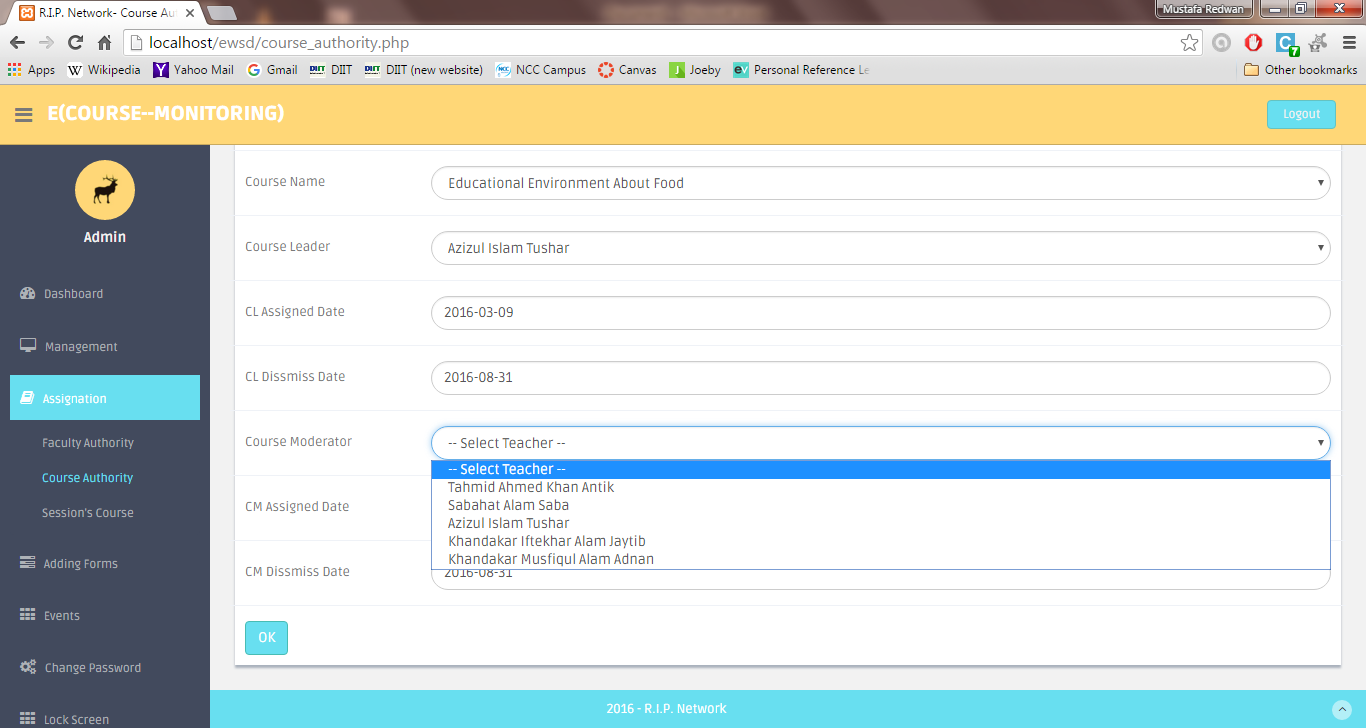


Fig 22: Course Moderator Selection

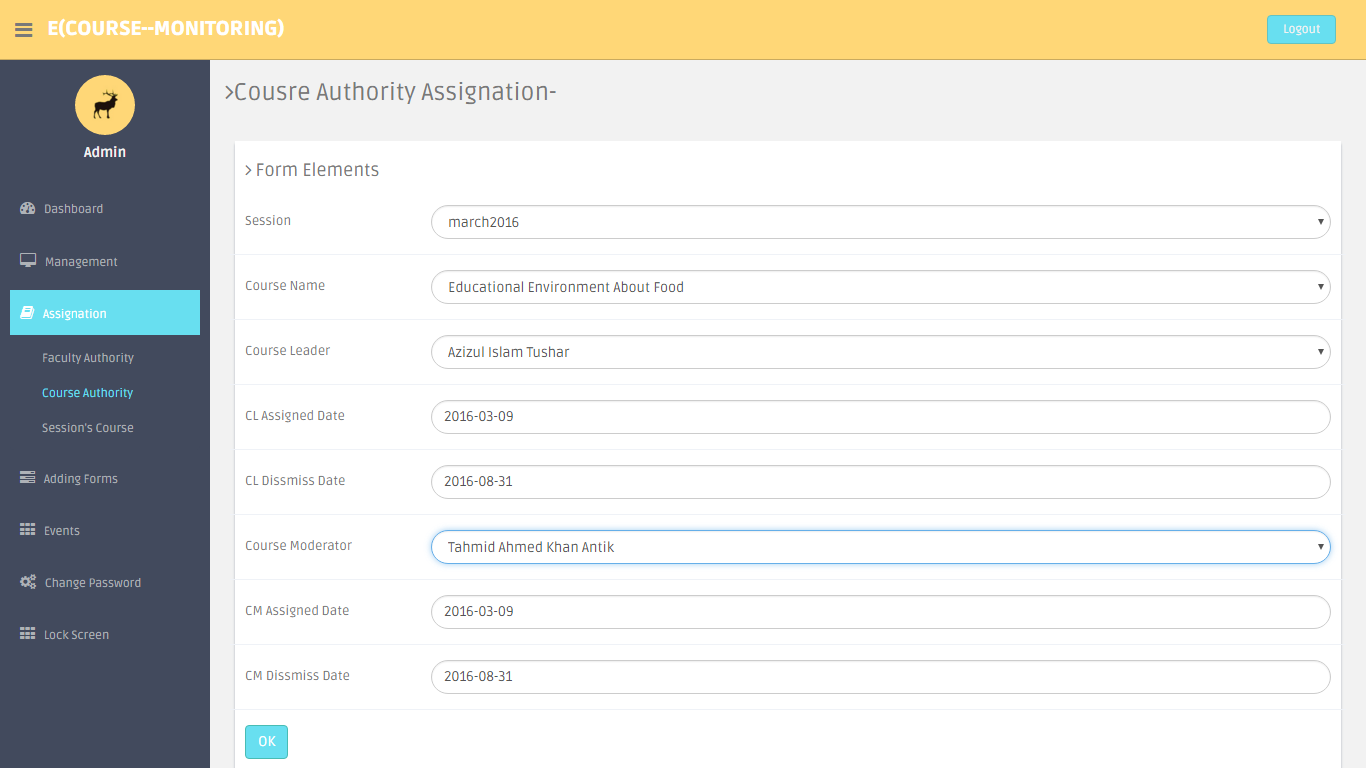


Fig 23: Completed form

**Session Course Assignation:**

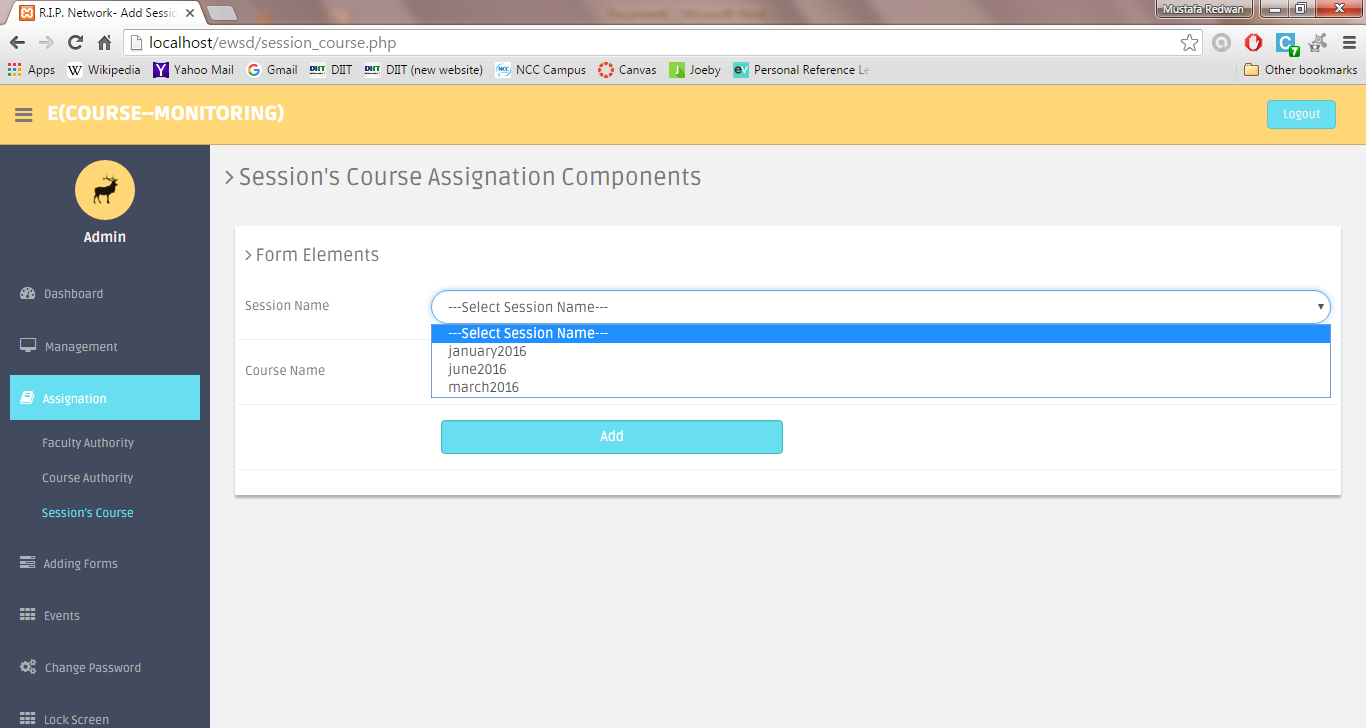


Fig 24: Session selection

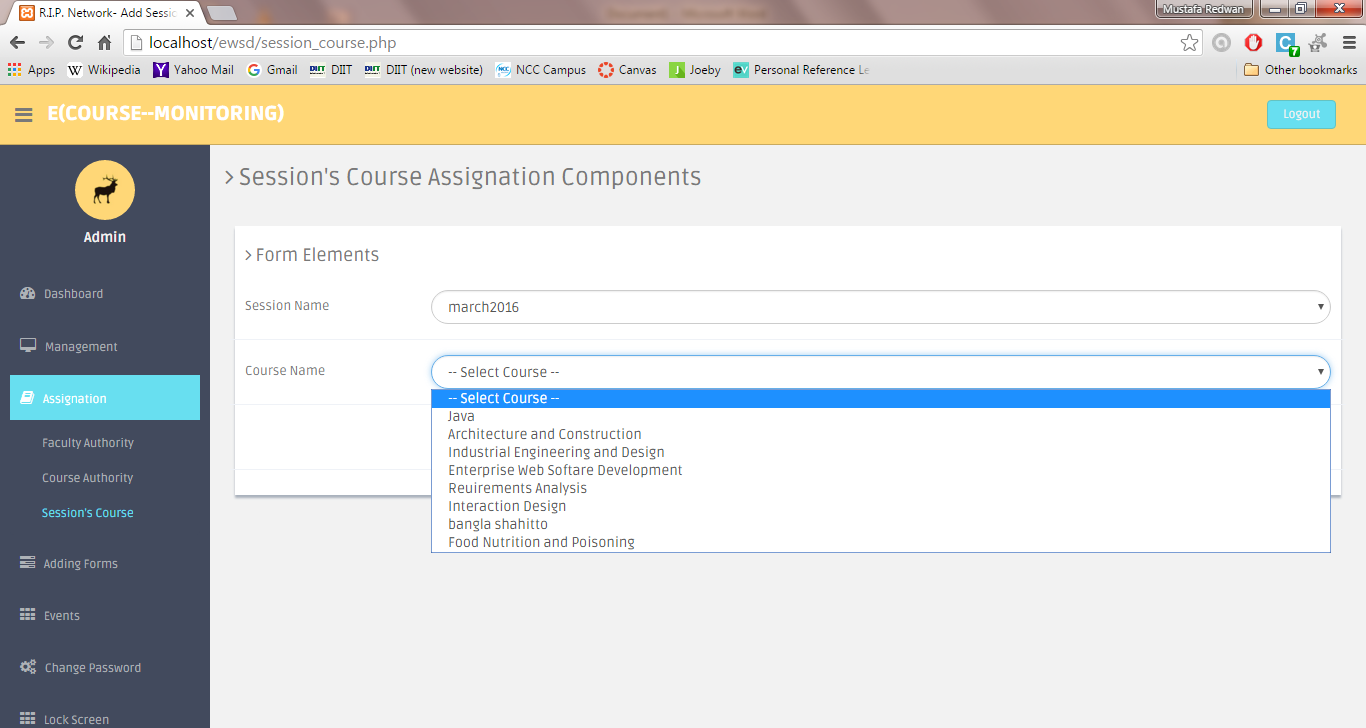


Fig 25: Course selection

**Password:**

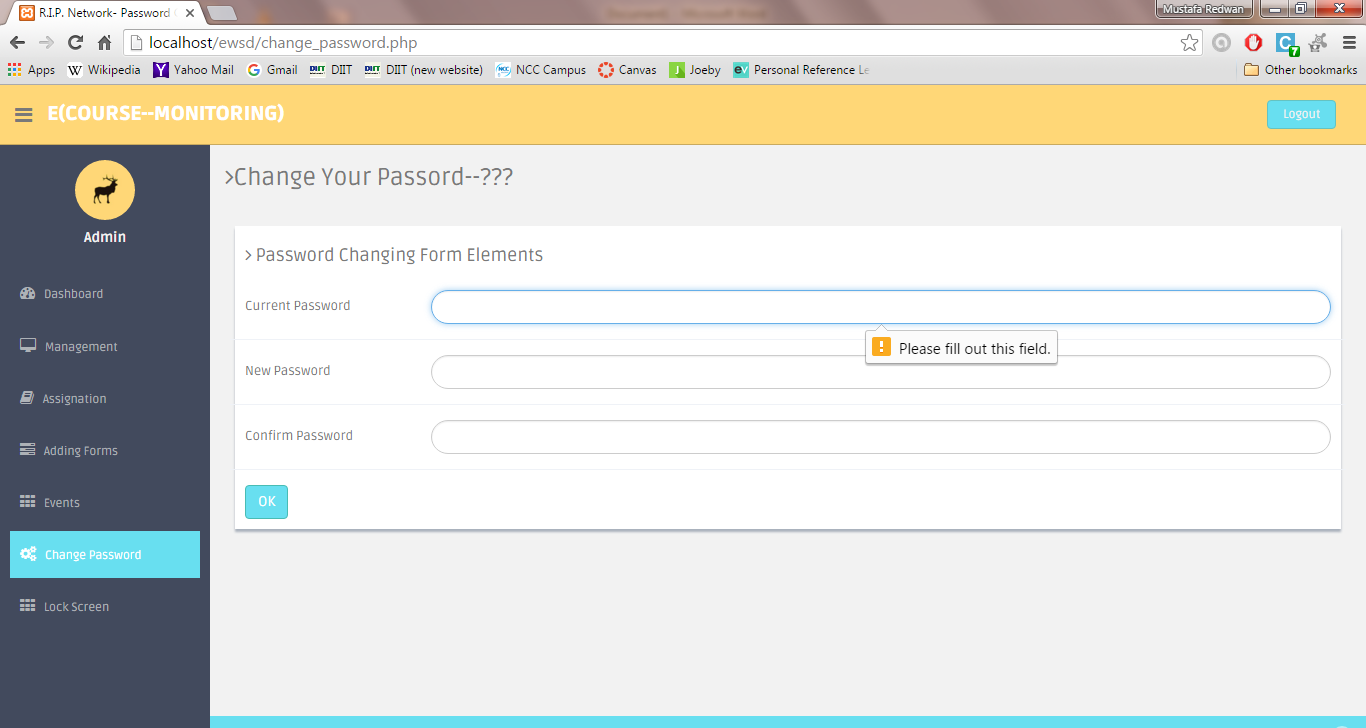


Fig 26: Current password field must be filled up

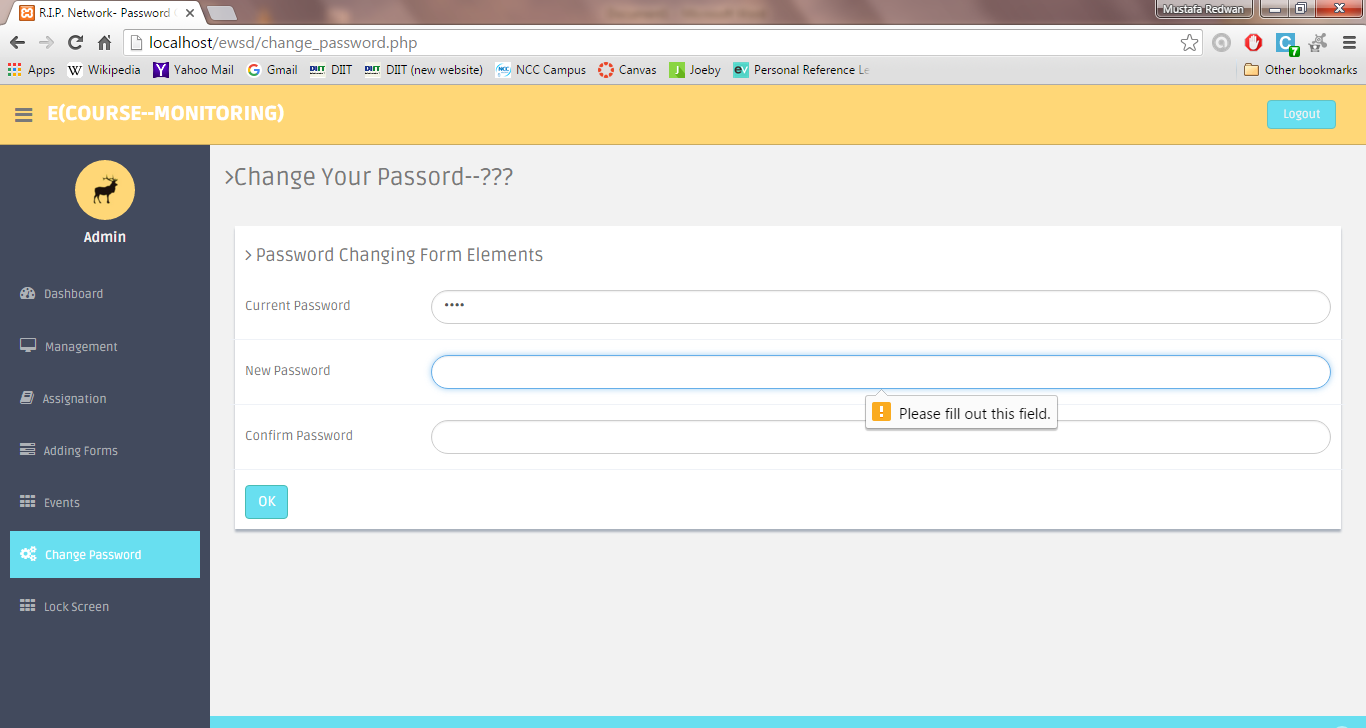


Fig 27: New & Confirm password must be filled up

**Create CMR:**

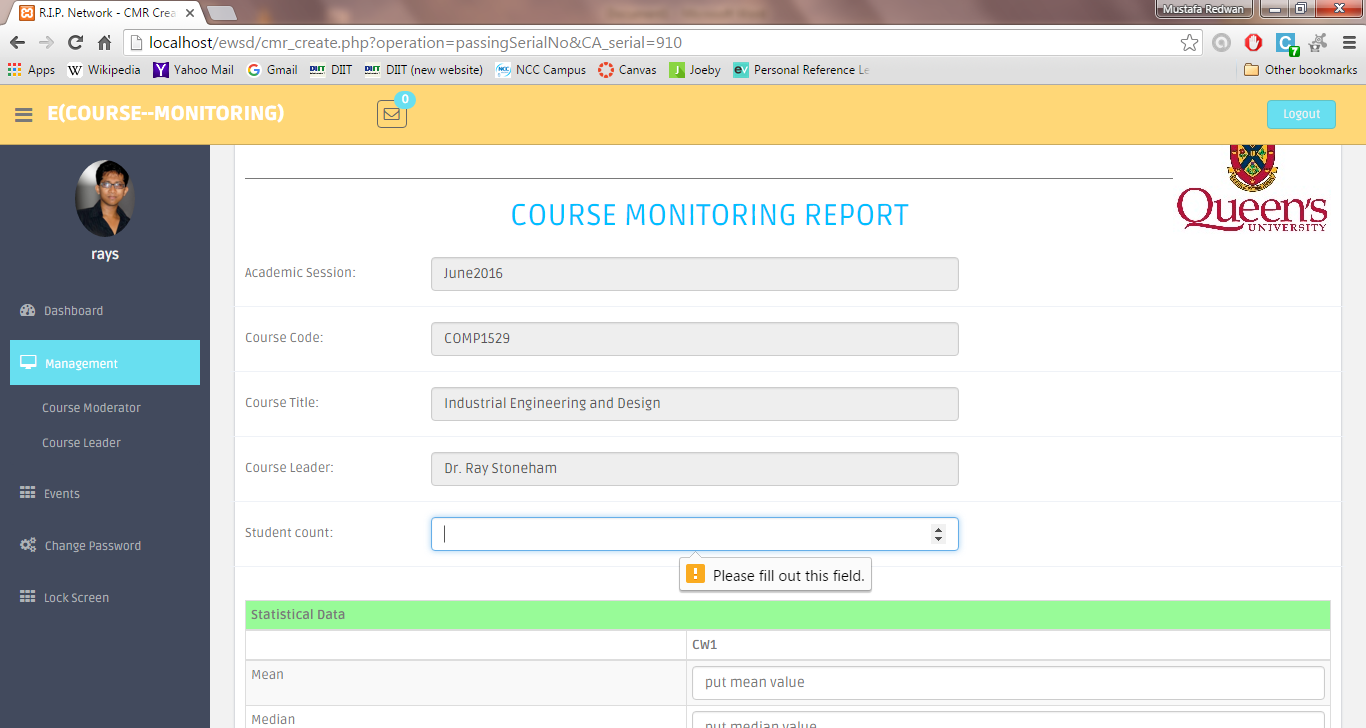


Fig 28: Student count must be filled up

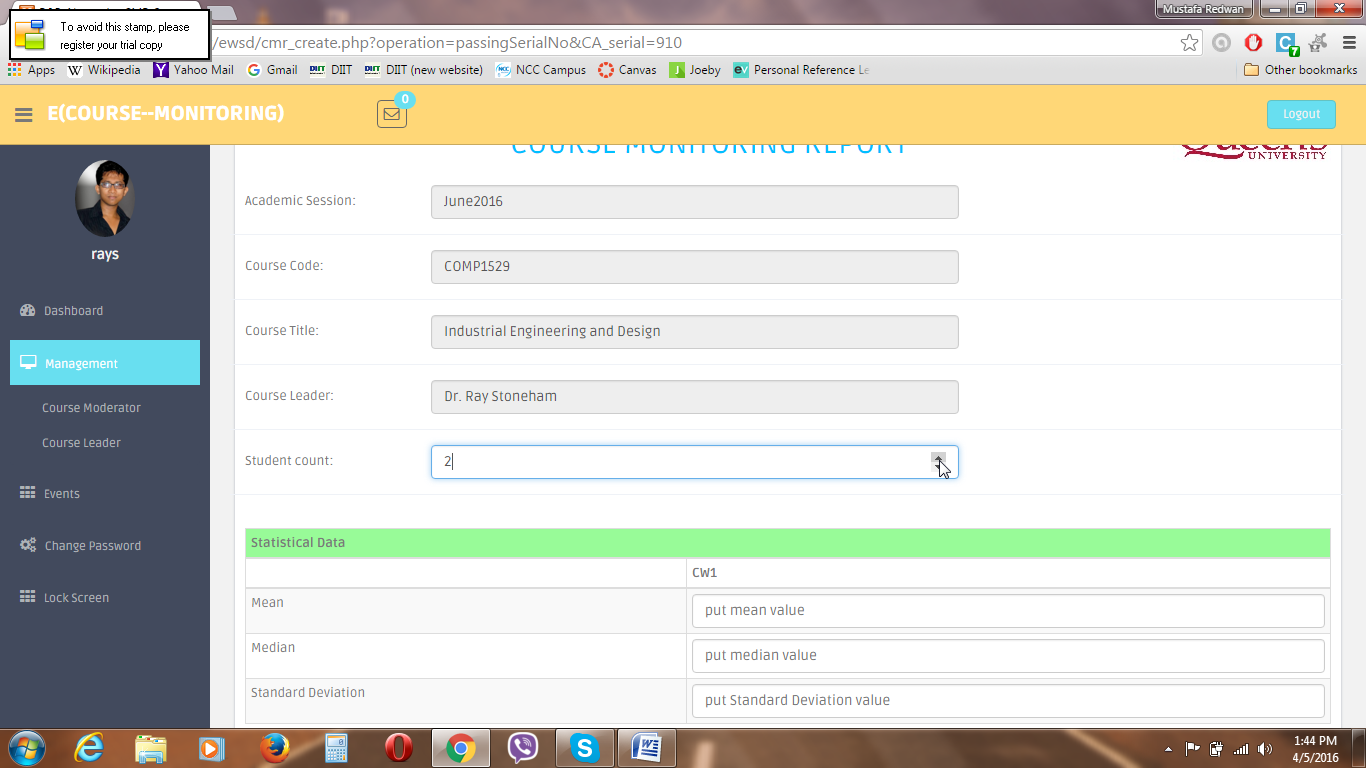


Fig 29: Entering Student count values by clicking on arrows as shown