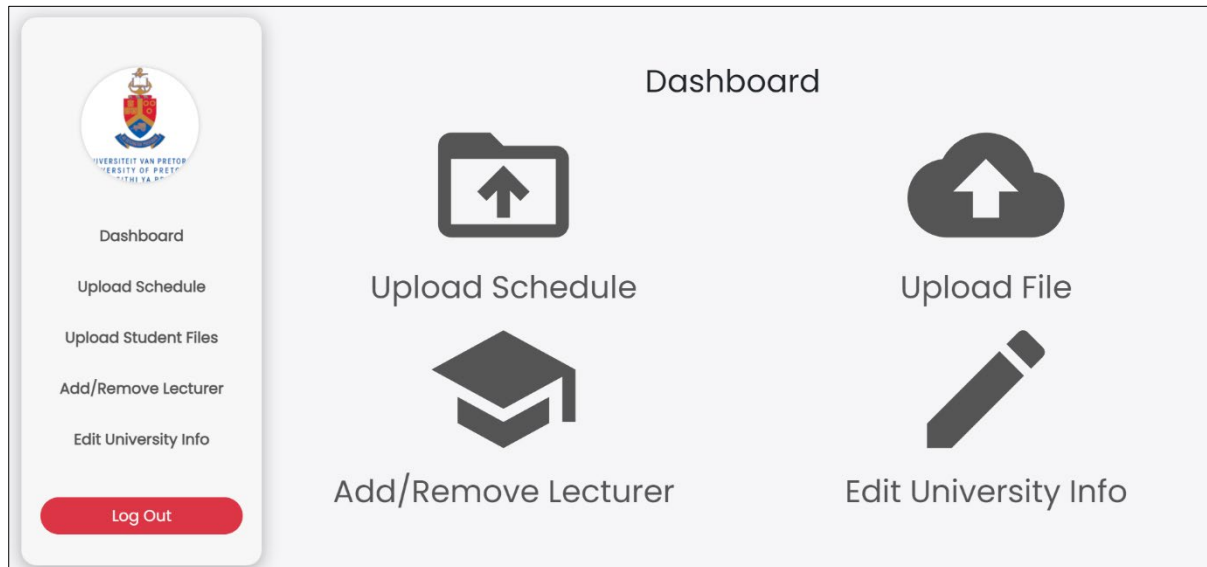# Pronto Institution Admin Instructions

1. Dashboard page

The dashboard page is simply used to navigate to other pages in the admin's arsenal, alternatively the nav bar can be used.

2. Add/Remove Lecturer Page

An Institutional admin may add lecturers to their database, with information such as the lecturer's name, email address and courses that they are responsible for. The table of lecturers will be displayed in the table at the bottom of the page. The steps to add a lecturer to the institutions database are:

Step 1: Enter the lecturers name, surname, and email address in their respective fields.

Step 2: Beneath the courses label, click the "View" button to add and view the courses that the lecturer being added is responsible for. This will bring the following pop-up page:

As you can see, the module "Software Engineering" with the course code "COS301" has already been added, and this can be removed by simply clicking the remove button next to it. The course code "COS221" with course name "Database systems" has been filled in and will be added to the lecturer's list of courses by clicking the add button. Once all of the Lecturer's respective modules have been added, the admin can click "done" to take them out of the pop-up menu.

Step 3: To add the lecturer with all input information into the database, click the big "add" button.

The admin can search for and remove lecturers from the table by using the search bar, and can filter the search by first name, last name or email as shown below:

3. Upload Student Files and Schedules Page

The admin can navigate to the "Upload schedule" or "Upload files" page, depending on what needs to be uploaded, the method is the same. They can click on the "drag and drop" box or simply drag and drop the file they wish to upload. They can then click the "Submit" button to begin the upload process.

Institution schedule upload page:

Student file upload page for resources such as yearly calendars:

The progress bar below the box will show the percentage(progress) of the file upload as it is carried out, and a success or error message will indicate the status of the upload when it is complete.

The admin can access all required pages from the "Dashboard" page and view the institutions account information as well as change the account's password in the "Edit University Info" page. Once again, the admin may log out at any time from the nav bar on the left.