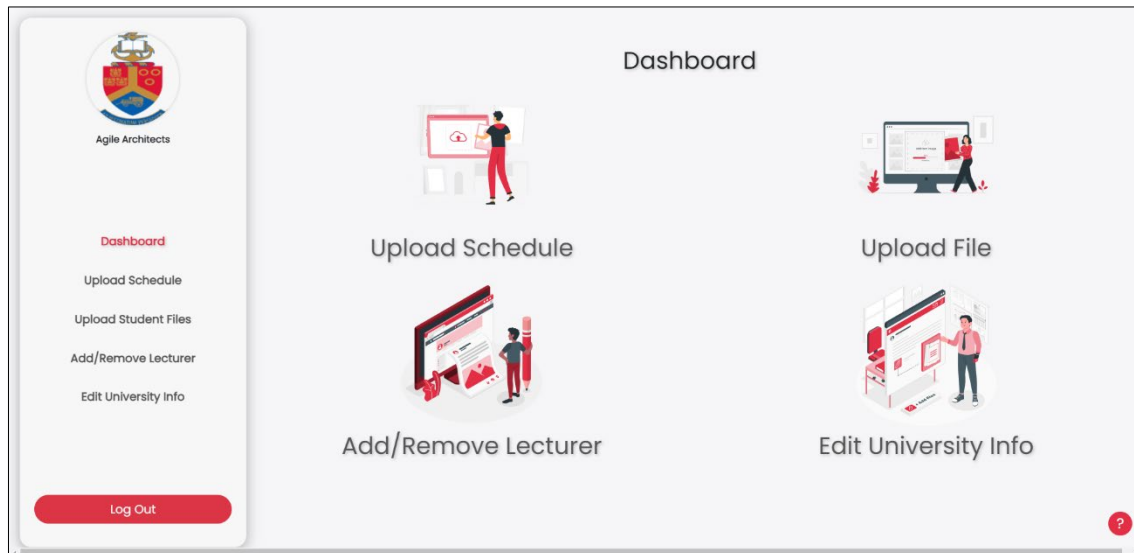


Pronto Institution Admin Instructions

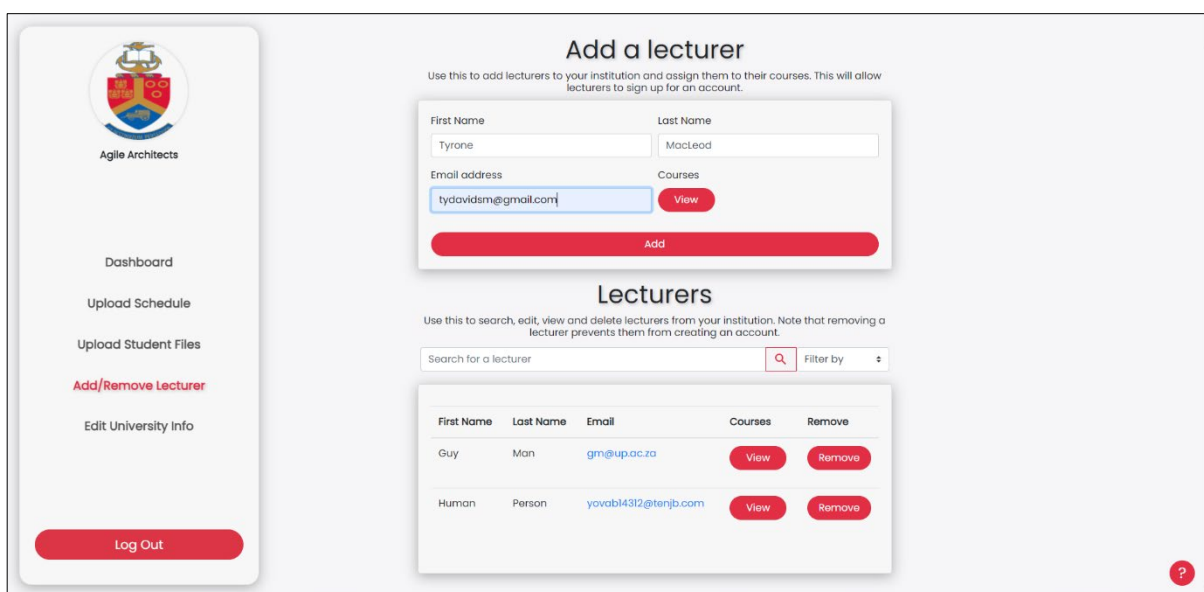
They will be taken to the dashboard upon successful login, where they can choose what actions to take (or simply navigate via the nav bar on the left)



1. Lecturer Addition

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:

The screenshot shows the 'Add a lecturer' interface. A pop-up window is open for adding modules. The pop-up has a 'Course Code' input field with 'M' entered, and a list of suggested modules below it, including 'MOD 101'. There is an 'Add' button next to the input field and a 'Done' button at the bottom right of the pop-up. In the background, the 'Add a lecturer' form is visible, showing fields for First Name, Last Name, Email address, and Courses, along with a 'View' button.

As you can see, the admin started typing “M” and suggested modules (“MOD 101”) appeared. The admin can click “add” to add the module, which will then list it in the pop up. More modules can be added, or the admin can remove a module by simply clicking the remove button next to it has already been added, and this can be removed by simply clicking the remove button next to it. 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.

Alternatively – The admin may add many lecturers at once with the “upload CSV” option in which they can upload a csv with all the lecturer’s information in the table bellow’s format.

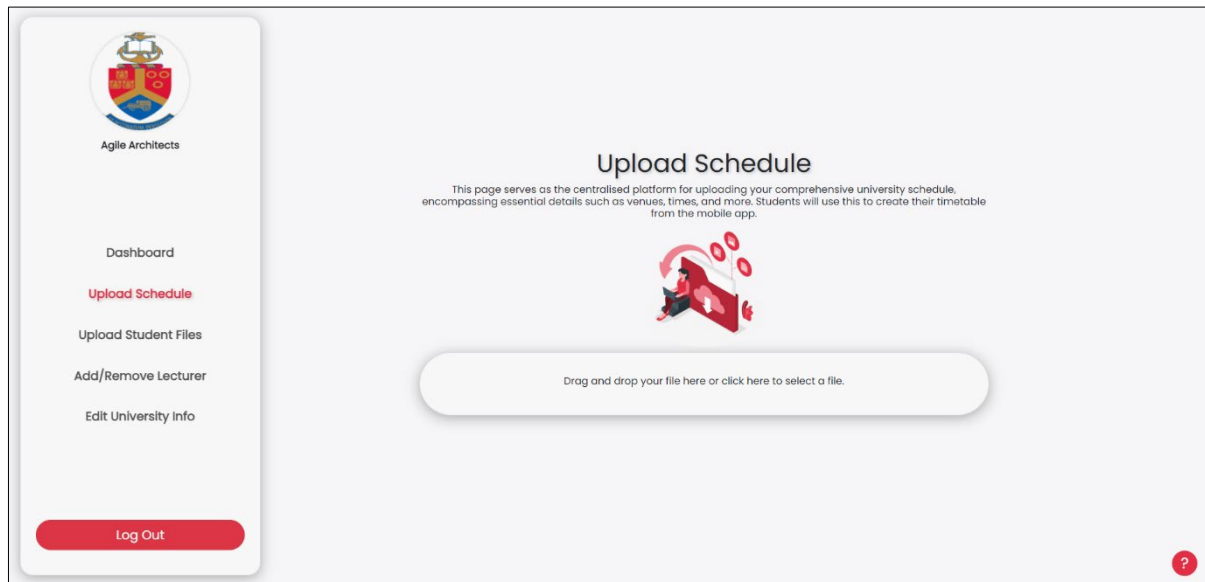
The admin can search for and remove lecturers from the table by using the search bar, and can filter the search by first name, last name, or email. Their courses can also be viewed and added/removed after the lecturer has been entered into the database.

The screenshot shows the 'Add a lecturer' and 'Lecturers' pages. The 'Add a lecturer' form is at the top, with a large red 'Add' button. Below it is the 'Lecturers' table, which has a search bar and a filter dropdown. The filter dropdown is open, showing options: 'Filter by', 'First Name', 'Last Name', 'Email', 'Course Code', and 'Remove'. The table lists two lecturers: 'Guy Man' and 'Human Person'. The 'Guy Man' entry has a 'View' button, and the 'Human Person' entry has 'View' and 'Remove' buttons. The 'Add a lecturer' form is also visible in the background, showing fields for First Name, Last Name, Email address, and Courses, along with a 'View' button.

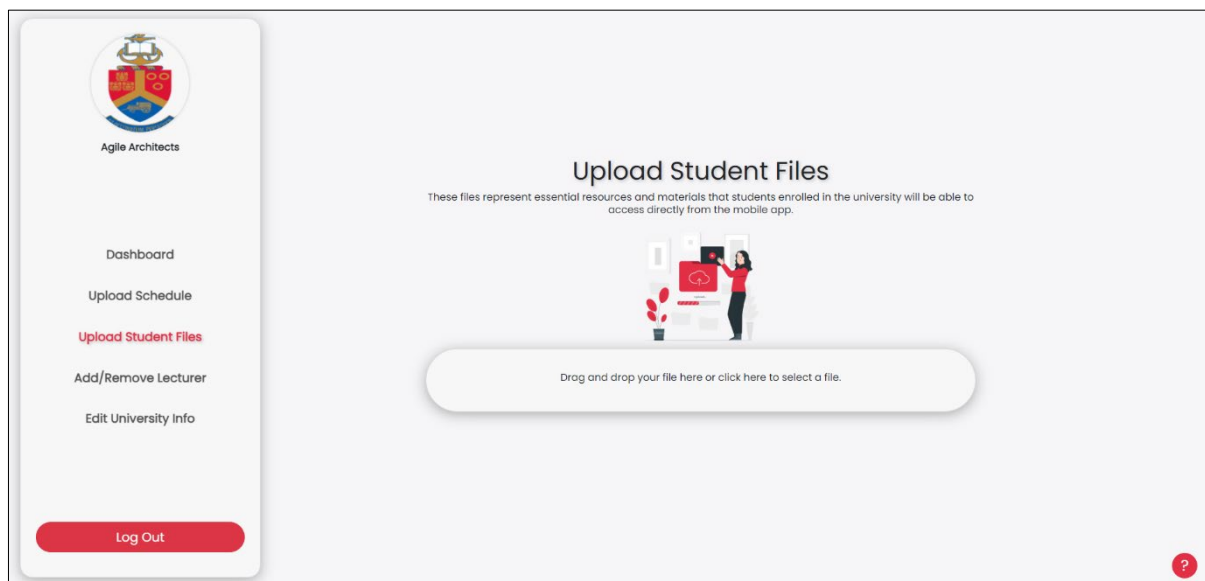
2. Upload Student Files and Schedules

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.

3. Edit University Info Page

And admin can use the dropdowns to carry out certain tasks. They can click on the change password dropdown and follow the prompts to change the account's password:



Agile Architects

Dashboard

Upload Schedule

Upload Student Files


Add/Remove Lecturer

Edit University Info

Log Out

Edit University Information

Use this to change your accounts password, upload a logo, or edit email the domains of valid accounts for the institution.



Institution name:	Admin
Role:	Admin
Email address:	ngwenyaandile530@gmail.com

Change Password

Old password:


New password:

Confirm password:

Update

Upload Logo

The admin can click on the upload logo dropdown and drag and drop the image which they would like to be displayed for the views related to their institution.



Agile Architects

Dashboard

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Edit University Information

Use this to change your accounts password, upload a logo, or edit email the domains of valid accounts for the institution.



Institution name:	Admin
Role:	Admin
Email address:	ngwenyaandile530@gmail.com


Change Password

Upload Logo

Drag and drop your file here or click here to select a file.

Edit domains

Finally, an admin may also add and remove domains which will be used for verification (in this image, gmail.com was used), for example the University of Pretoria has the “.up.ac.za”and “.tuks.co.za” domain. This will be used to verify users emails (that they belong to the institution) upon account creation.



Agile Architects

Dashboard


Upload Schedule

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Institution name: Admin

Role: Admin

Email address: ngwenyaandile530@gmail.com

Change Password

Upload Logo

Edit domains

Domain

gmail.com Remove

Add

Done

?