

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.

Add a lecturer

Use this to add lecturers to your institution and assign them to their courses. This will allow lecturers to sign up for an account.

First Name: Arne, Last Name: Schreuder, Email address: anschreuder@up.ac.za, Courses: View

Add

Lecturers

Use this to search, edit, view and delete lecturers from your institution. Note that removing a lecturer prevents them from creating an account.

Search for a lecturer: [] Filter by: []

First Name	Last Name	Email	Courses	Remove
Lecturer	2	lec2@up.ac.za	View	Remove
Lecturer	4	lec4@up.ac.za	View	Remove

Load More

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:

Add a lecturer

First Name: Liam, Last Name: Burgess

Course Code	Course Name	
COS301	Software Engineering	Remove
COS221	Database systems	Add

Done

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. Their courses can also be viewed and added/removed after the lecturer has been entered into the database.

The screenshot displays the 'Add a lecturer' and 'Lecturers' management interface for the University of Pretoria. On the left is a sidebar with navigation links: 'Dashboard', 'Upload Schedule', 'Upload Student Files', 'Add/Remove Lecturer' (highlighted), and 'Edit University Info', along with a 'Log Out' button at the bottom. The main content area is divided into two sections. The top section, 'Add a lecturer', includes a form with fields for 'First Name' (John), 'Last Name' (Doe), 'Email address' (john.doe@up.ac.za), and 'Courses'. A red 'Add' button is at the bottom of the form. The bottom section, 'Lecturers', features a search bar and a 'Filter by' dropdown menu with options for 'First Name', 'Last Name', and 'Email'. Below this is a table listing lecturers with columns for 'First Name', 'Last Name', 'Email', 'Courses', and 'Remove'. Two lecturers are listed: one with ID 2 and email lec2@up.ac.za, and another with ID 4 and email lec4@up.ac.za. Each row has 'View' and 'Remove' buttons. A 'Load More' button is at the bottom of the table. A red question mark icon is in the bottom right corner.

Add a lecturer

Use this to add lecturers to your institution and assign them to their courses. This will allow lecturers to sign up for an account.

First Name: John, Last Name: Doe, Email address: john.doe@up.ac.za, Courses: [View], [Add]

Lecturers

Use this to search, edit, view and delete lecturers from your institution. Note that removing a lecturer prevents them from creating an account.

Search for a lecturer: [Search], Filter by: [First Name, Last Name, Email]

First Name	Last Name	Email	Courses	Remove
Lecturer	2	lec2@up.ac.za	[View]	[Remove]
Lecturer	4	lec4@up.ac.za	[View]	[Remove]

[Load More]