


# Pronto Web application Instructions

## 1. Edit Module Information Page

Step 1: Select the module you would wish to make additions to:



John Doe

Edit Module Information

Recent Announcements

Edit Personal Information

Log Out


### Courses

COS314

COS344

COS301

Step 2: Click on the update of choice (posting an important reminder, due assignment, or adding/deleting lecture venues) and a dropdown menu will appear, fill in the valid information and make a post for subscribed students to receive.



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### COS314

Post reminder

Title:

Body:

Date:


Post

Post due assignment

Add lecture venue

Remove lecture venue

To add a Lecture or test venue, type in the building name in the “Venue” field and suggested locations for the venue from google API will appear. The lecturer can confirm that the coordinates on the map are correct and add the venue to the module.



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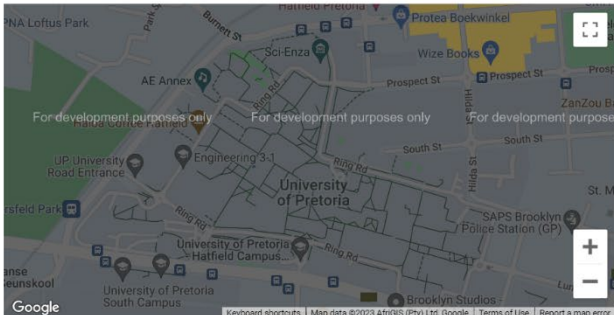
Log Out

Post reminder

Post due assignment

Add lecture venue

Venue:




Google

Keyboard shortcuts | Map data ©2023 Africa's (Pty) Ltd, Google | Terms of Use | Report a map error

Add venue

The Lecturer can also remove venues by simply clicking the “Remove lecture venue” dropdown and delete icon, in case of venues changing mid-way through the semester, or any other issues with the originally uploaded venue that may need to be changed.



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## COS314

Post reminder

Post due assignment

Add lecture venue

Remove lecture venue



## 2. Recent Announcements Page

The lecturer can navigate to this page to see a list of all the announcements they have recently posted (in chronological order) with information such as the subject, date posted and post content.

**Recent Announcements**

COS314 2023-08-22

Semester Test 1

Semester test 1 will take place in the Informatorium blue lab, this Tuesday at 17:30.

DELETE

John Doe

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If there are any issues with an announcement, the lecturer may simply click options button and delete the post.

## 3. Edit Personal Information page

Information such as the Lecturer's name (for example, in the case of a surname change) and email address can only be changed via Institutional Admins updating them in the lecturer database, and thus can only be done through contact with an admin. A lecturer can however change their password from this page, by clicking on the dropdown and following the prompts to update it.

**Personal Information**

Name: John Doe

Role: Lecturer

Email address: ndie2001@gmail.com

**Change Password**

Old password:

New password:

Confirm password:

Update

John Doe

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Although it needn't be pointed out, the lecturer can logout at any time from the nav bar.