

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: Stefan, Last Name: Gruner, Email address: sgruner@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
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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	Remove
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 as shown below:

The screenshot displays a web application interface for managing lecturers. On the left is a sidebar with the University of Pretoria logo and navigation links: Dashboard, Upload Schedule, Upload Student Files, Add/Remove Lecturer (highlighted), and Edit University Info. At the bottom of the sidebar is a red 'Log Out' button. The main content area is divided into two sections. The top section, titled 'Add a lecturer', includes a sub-header and instructions: 'Use this to add lecturers to your institution and assign them to their courses. This will allow lecturers to sign up for an account.' It contains a form with fields for First Name (Stefan), Last Name (Gruner), Email address (sgruner@up.ac.za), and Courses, with a red 'View' button next to the email field and a large red 'Add' button at the bottom. The bottom section, titled 'Lecturers', includes a sub-header and instructions: 'Use this to search, edit, view and delete lecturers from your institution. Note that removing a lecturer prevents them from creating an account.' It features a search bar with the placeholder 'Search for a lecturer', a search icon, and a 'Filter by' dropdown menu. The dropdown menu is open, showing options: 'First Name' (selected), 'Last Name', and 'Email'. Below the search bar is a table with columns: First Name, Last Name, Email, Courses, and a partially visible 'Re' column.