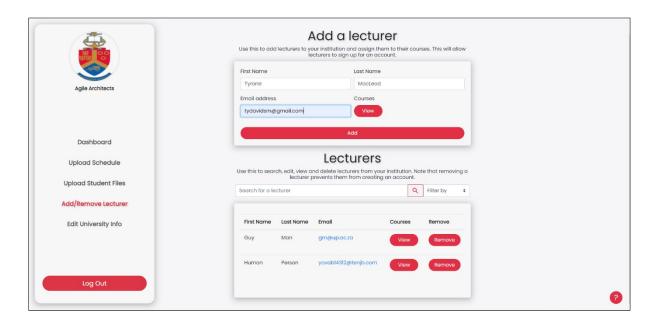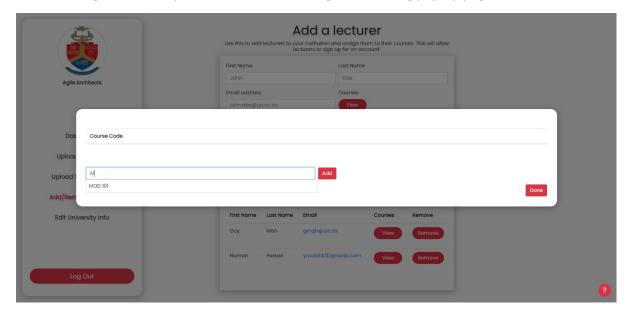# Add/Remove Lecturer Page

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 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.