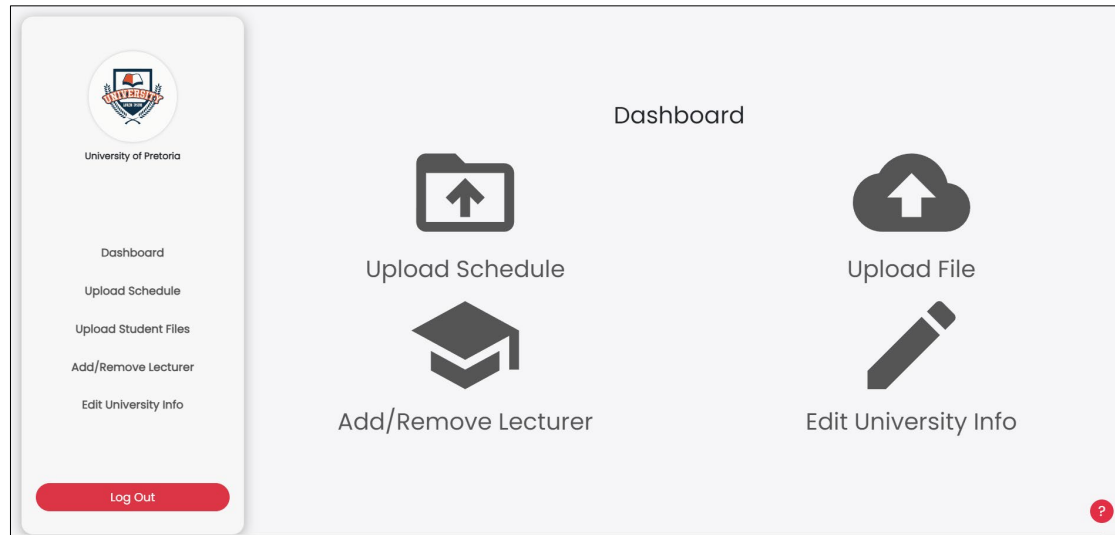


Pronto Institution Admin Instructions

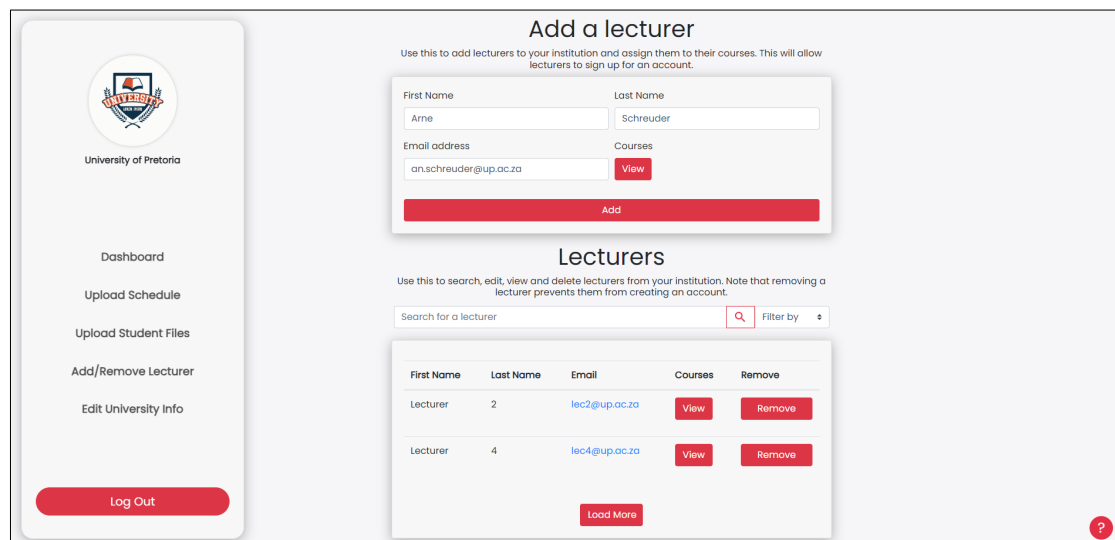
They will be taken to the dashboard upon successful login, where they can choose what actions to take (or simply navigate via the nav bar on the left)



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:

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

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.

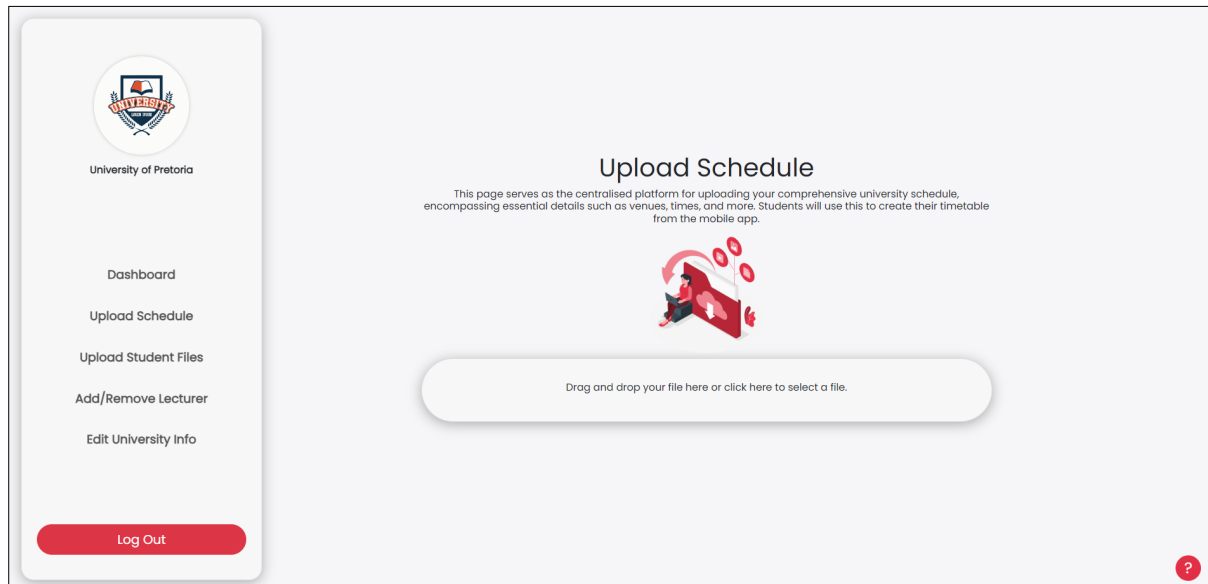
The admin can search for and remove lecturers from the table by using the search bar, and can filter the search by first name, last name or email. Their courses can also be viewed and added/removed after the lecturer has been entered into the database.

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

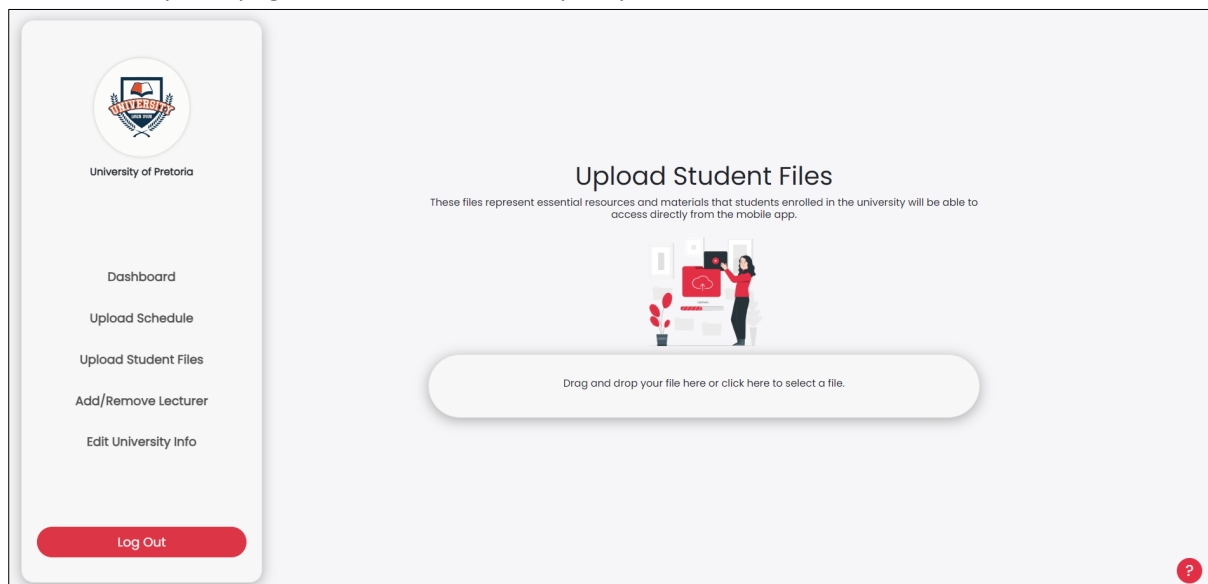
2. Upload Student Files and Schedules

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:



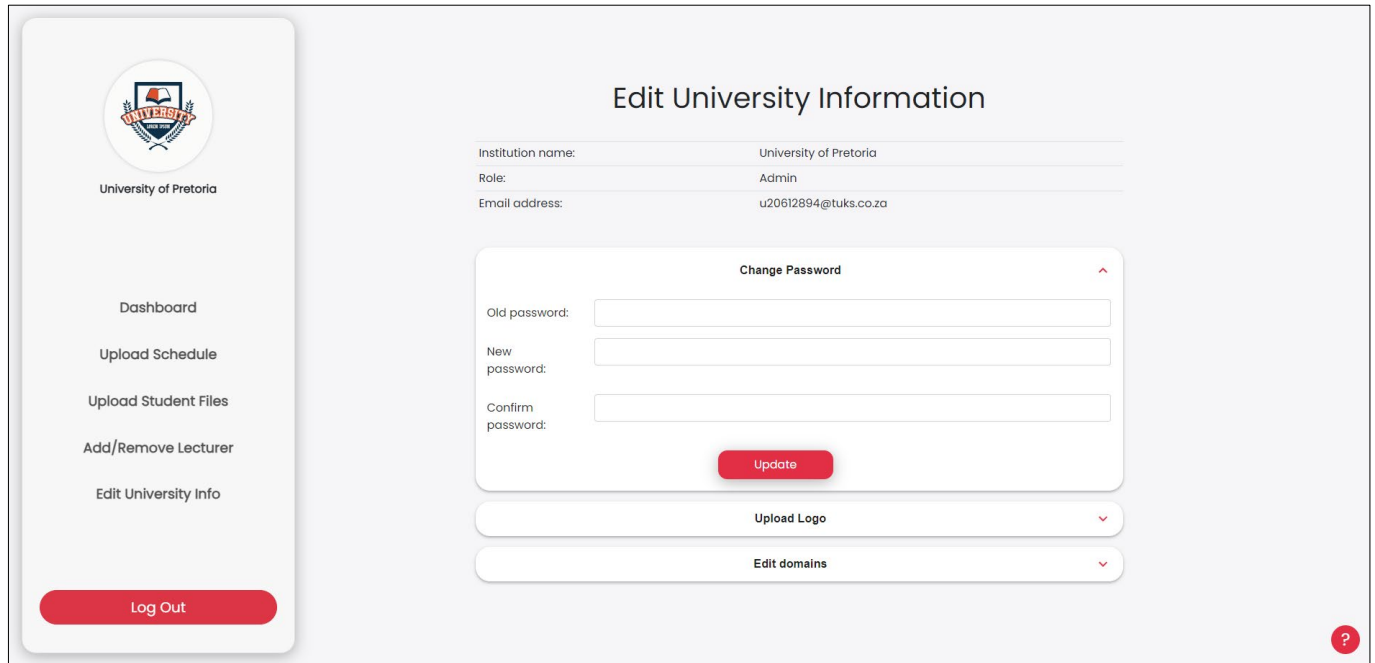
Student file upload page for resources such as yearly calendars:



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.

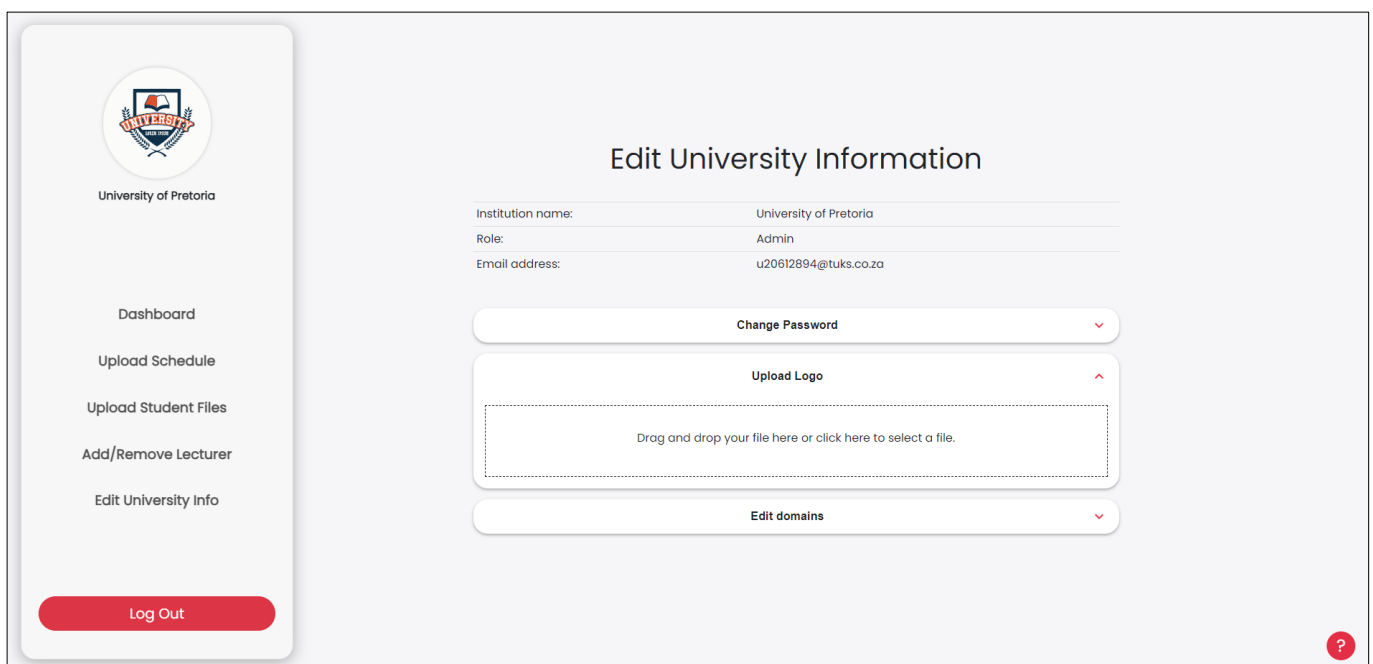
3. Edit University Info Page

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:




The screenshot shows the 'Edit University Information' page. On the left is a sidebar with the University of Pretoria logo and a list of navigation items: Dashboard, Upload Schedule, Upload Student Files, Add/Remove Lecturer, and Edit University Info. At the bottom of the sidebar is a red 'Log Out' button. The main content area has the title 'Edit University Information' and a form with the following fields: Institution name (University of Pretoria), Role (Admin), and Email address (u20612894@tuks.co.za). Below these fields are three dropdown menus: 'Change Password' (which is open, showing fields for Old password, New password, and Confirm password, with an 'Update' button), 'Upload Logo', and 'Edit domains'. A red question mark icon is in the bottom right corner.

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.



The screenshot shows the 'Edit University Information' page with the 'Upload Logo' dropdown menu open. The sidebar and main form fields are the same as in the previous screenshot. The 'Change Password' dropdown is now closed. The 'Upload Logo' dropdown is open, showing a dashed box for dragging and dropping a file, with the text 'Drag and drop your file here or click here to select a file.' below it. The 'Edit domains' dropdown remains closed. A red question mark icon is in the bottom right corner.

Finally, an admin may also add and remove domains which will be used for verification, 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.



University of Pretoria

Dashboard

Upload Schedule

Upload Student Files

Add/Remove Lecturer

Edit University Info

Log Out

Edit University Information

Institution name:

University of Pretoria

Role:

Admin

Email address:

u20612894@tuks.co.za

Change Password

Upload Logo

Edit domains

Domain

tuks.co.za

Remove

up.ac.za

Remove

Add

Done

