

Lecturer User Guide

Lecturer Assignment Management Guide

Welcome to the Lecturer Portal! Here's how to manage your courses and assignments:

After creating an account:

1. Login

- Visit the login page.
- Enter your lecturer email and password.
- Click **Login** to access your dashboard.

2. Create a Course

- Click on **Create new course**.
- Fill in course code and course name.
- Click **create course**.

3. Upload Assignment

- Go to the **Create new assignment**.
- Select the course.
- Enter the assignment title, description, deadline, and maximum marks.
- Click **Create**.

4. View Submissions

- Navigate to **Assignments needing grading**.
- You will see a list of submitted assignments.
- Click **grade**
- This will take you to **submissions**
- On submissions, click **grade**
- Download and view submission file

5. Grade and Provide Feedback

- Enter the student's marks and feedback.
- Click **Submit Grade**.

6. Notifications

- Students automatically receive:
 - Assignment upload alerts
 - Feedback posted alerts
 - Deadline reminders