Lecturer User Guide

🧑‍🏫 **Lecturer Assignment Management Guide**

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

🔐 **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 Course**.

- Fill in course code and course name.

- Click **Save**. Share the code with students to allow enrollment.

📄 **3. Upload Assignment**

- Go to the **Assignments** tab.

- Select the course.

- Enter the assignment title, description, deadline, and maximum marks.

- Upload the assignment file (PDF/DOCX).

- Click **Create**.

👩‍💻 **4. View Submissions**

- Navigate to **Submissions**.

- Select a course and assignment.

- You will see a list of submitted files with timestamps.

🗂️ **5. Grade and Provide Feedback**

- Click **Grade** next to a submission.

- Enter the student's marks and feedback.

- Click **Submit Feedback**.

🔔 6. Notifications

- Students automatically receive:

    o Assignment upload alerts

    o Feedback posted alerts

    o Deadline reminders