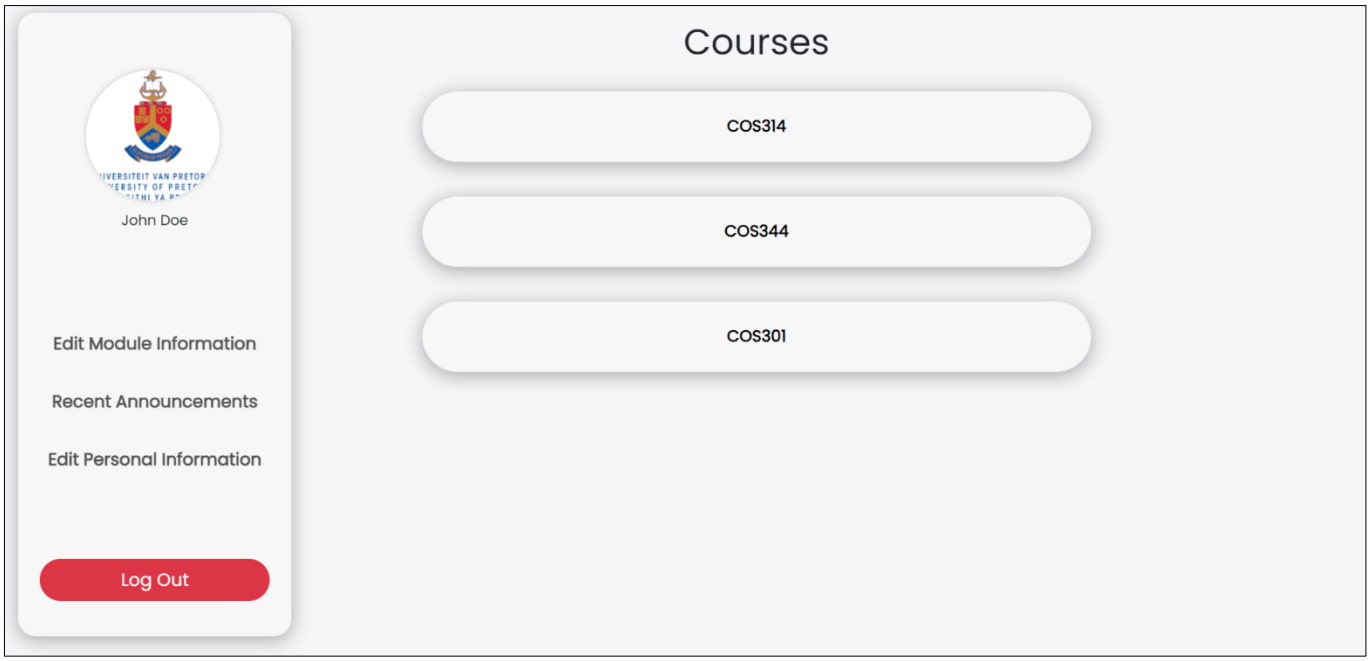
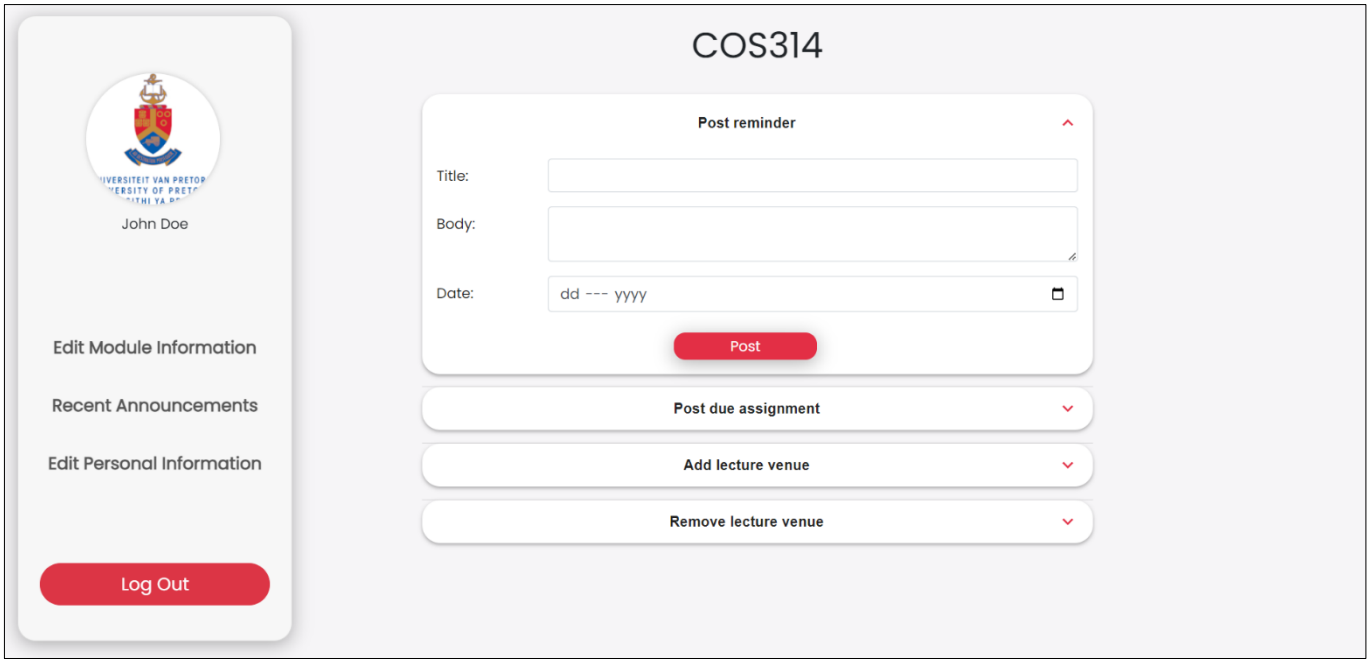
Pronto Web application Instructions

1. Edit Module Information Page

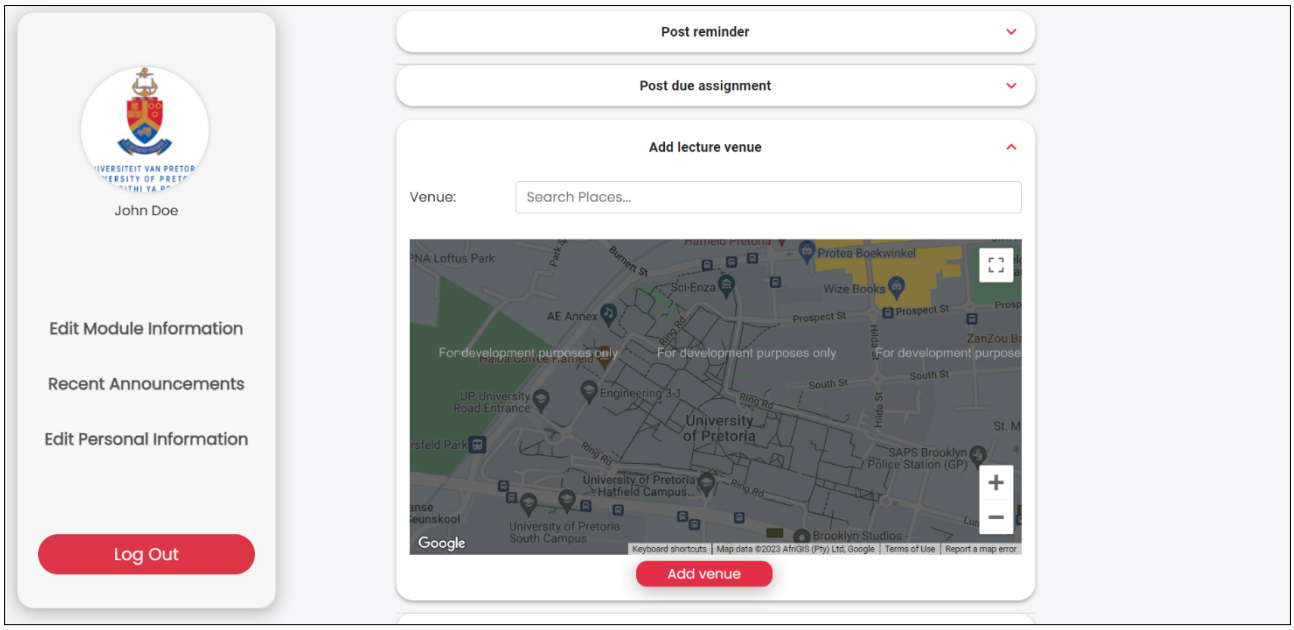
Step 1: Select the module you would wish to make additions to:



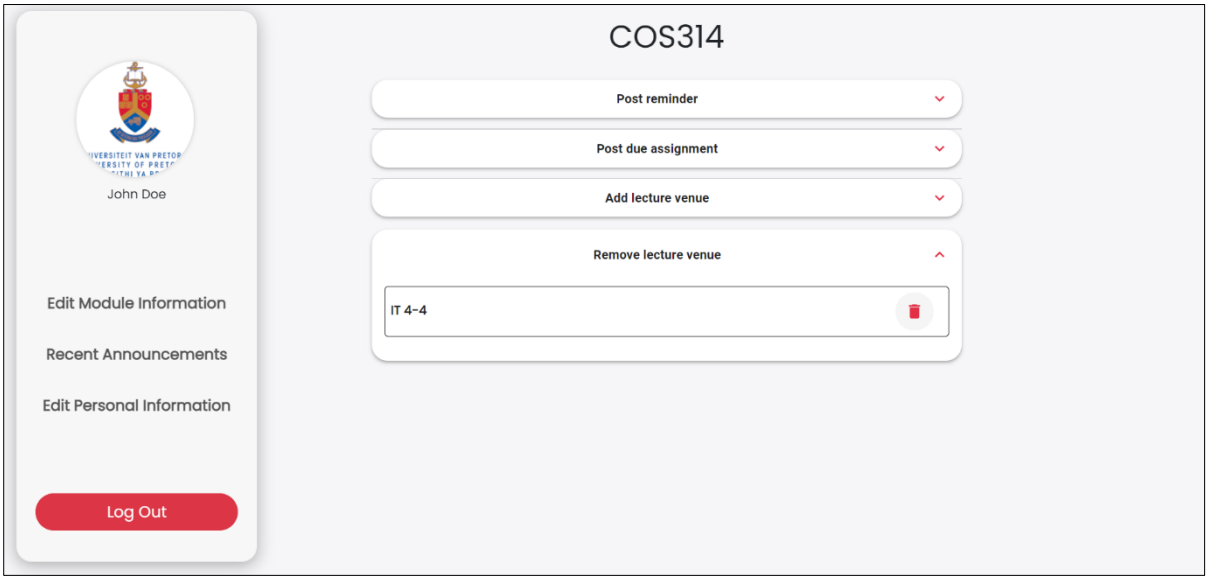
Step 2: Click on the update of choice (posting an important reminder, due assignment, or adding/deleting lecture venues) and a dropdown menu will appear, fill in the valid information and make a post for subscribed students to receive.



To add a Lecture or test venue, type in the building name in the “Venue” field and suggested locations for the venue from google API will appear. The lecturer can confirm that the coordinates on the map are correct and add the venue to the module.

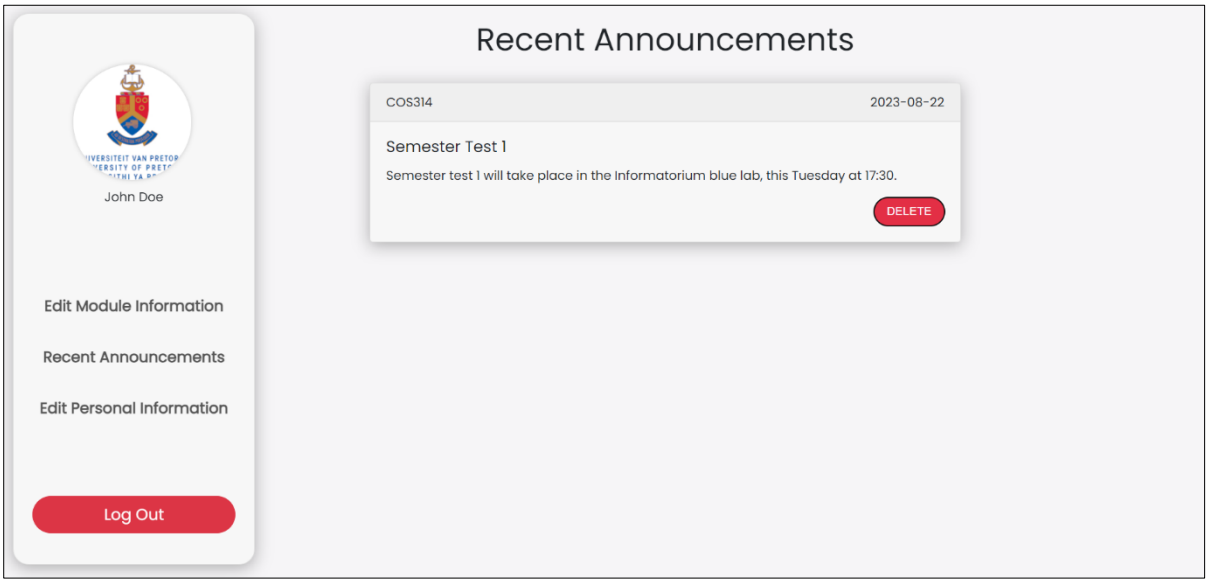


The Lecturer can also remove venues by simply clicking the “Remove lecture venue” dropdown and delete icon, in case of venues changing mid-way through the semester, or any other issues with the originally uploaded venue that may need to be changed.



2. Recent Announcements Page

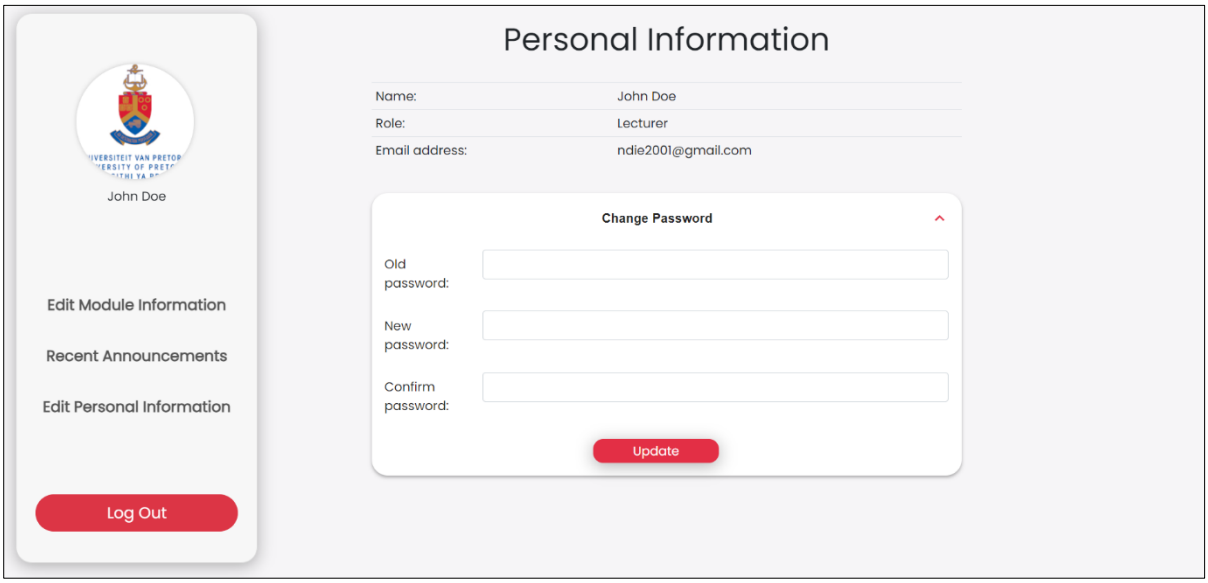
The lecturer can navigate to this page to see a list of all the announcements they have recently posted (in chronological order) with information such as the subject, date posted and post content.



If there are any issues with an announcement, the lecturer may simply click options button and delete the post.

3. Edit Personal Information page

Information such as the Lecturer's name (for example, in the case of a surname change) and email address can only be changed via Institutional Admins updating them in the lecturer database, and thus can only be done through contact with an admin. A lecturer can however change their password from this page, by clicking on the dropdown and following the prompts to update it.



Although it needn't be pointed out, the lecturer can logout at any time from the nav bar.