**How To Use the Admin Panel**  
**ACC Map Decision**

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# How to Login as Admin User:

To login as an Admin User, you must enter in the URL of the website and add `/Login` and this will bring you to the login page. Example image included below. **\*\* The actual URL will not be localhost \*\***

Logo

Description automatically generated

Once you have hit the /Login page you will be brought to the login page which will look like the image below.

Graphical user interface, website

Description automatically generated

When on this page enter in the Username and Password that have been provided to you. If successful, you will be redirect to the Admin Panel which will look like the image below.

Graphical user interface, chart

Description automatically generated with medium confidence

# Managing the courses:

## How to view the courses:

To view the courses when you are on the Admin Panel you just click the button that says, “View Courses” and this will display all the courses that are in the database. The page that it brings you should look like the image below.

A picture containing table

Description automatically generated

## How to view specific course data:

To view all data of an individual course there is a view button when you are on all course’s page. Every course has its own view button and all you need to do is click that button and it will bring you to a page that looks like the image below.

Graphical user interface, text, application

Description automatically generated

To go back to the previous menu just click the “Back to View Courses” button.

## How to edit an existing course:

To edit an existing course, you will need to be on the View Courses page, and you will see that every course that is listed has an edit button on the far right. Click the edit button on the corresponding course that you would like to edit, and you should be brought to a page that looks like the image below.

Graphical user interface, text, application, email

Description automatically generated

Once on this page you can edit all the information about the course that you have selected to edit. If the course has any prerequisites, you can select them in the list of check boxes below and once you are done editing and want to save your changes that you have made you click the “Edit” button on the bottom and this will save your changes to the database and bring you back to the page that shows you all the courses.

## How to delete a course:

To delete a course, you will need to be on the View Courses page and click on the delete button to the corresponding course that you would like to delete. This will bring you to a page that looks like the image below.

Graphical user interface, text, application

Description automatically generated

Once you are on this page you can either hit cancel and it will not delete the course but if you are sure you want to delete the course you click the delete button and it will redirect back to the View Courses page and you should no longer see the course that you deleted in the list of all courses.

## How to add a course:

To add a course, you must be on the View Courses page and there will be a button at the top of the page that is labeled “Add Course.” The image provided below shows where the button is located.

Graphical user interface, text, application, email

Description automatically generated

Once you have clicked that button you should be forwarded to a page that looks like the image below.

Graphical user interface, application

Description automatically generated

The next step is to add all the information that is required and then you click the “Add” button and the course will be added and you will be brought back to the View Courses page, and you should see the course that you just added at the bottom of the list.