## 3.4 Manage Professor Data

Upon creating a new semester, importing to an existing semester or editing an existing semester.

### 3.1.1 Description

An Office Administrator who has been authenticated can store faculty information through importing a registrar’s file during the creation of a new semester or importing a registrar’s file to an existing semester or modifying an existing semester’s data fields.

### 3.1.2 Functional requirements

Once the selection for the semester is made the admin has the ability to see the

Professors in the system.

Upon selecting the Professor Tab there are two options a person may either select a professor that is already in the system or press an Add button which allows you to add a new Professor to the list of already existing Professors.

When you click on the Add button you are able to add a new Professor to the list. In order to add the Professor you will need the following information; name, semester, office number, department, and e-mail.

When you click on the Professor that is already on the system you will find an Edit button which will allow you to edit the Professor information.