

ABSTRACT

Coordination among lecturers in course delivery often encounters challenges in managing and distributing teaching files efficiently. This study aims to design and implement a web-based lecturer data management system that facilitates collaboration between course coordinators and staff lecturers through role-based access control. The system supports the management of two main file types: static files, which can only be uploaded by coordinators, and dynamic files, which can be managed by both coordinators and staff. A superadmin is provided with features to manage user roles and course configurations through an intuitive interface. The system was developed using the prototype methodology, involving stages such as user needs identification, interface and data structure design, initial prototype development, user evaluation, and iterative refinement. The application was built using PHP and MySQL, and tested through blackbox testing to ensure system functionality and proper access control enforcement. The results indicate that the system provides a simple yet effective digital solution to support lecturer collaboration in course coordination, particularly in structured and controlled file management.

Keywords: lecturer file management, web-based information system, access control, course coordination, prototype, PHP, MySQL