

Manage Lessons

Overview

The **Manage Lessons** page is a powerful tool designed to streamline the process of managing individual lessons * If changing the instructor for a **course**, this is still done via the **Course Configuration page**. Whether you need to change the instructor for a single day or for an entire week, this page allows you to make these updates quickly and efficiently through our group actions.

Key Features

- **Batch Instructor Changes:** Easily change the lead instructor or assistant teacher for all lessons over a selected week or an individual day.
- **Time-saving:** Avoid the hassle of manually updating each lesson. Make changes for multiple lessons in just a few steps.
- **Flexibility:** Perfect for handling unexpected changes, such as instructor holidays or sudden unavailability.

How to change an instructor

Use the date range to select the day or week you need to change your teaching staff. You can then use the filters to show the instructor you need to change. Once the filters have been applied, you have the option to mass change all of the teacher's lessons for the dates selected, by pressing the **Group Action** button.


The screenshot shows the 'Manage Lessons' interface. At the top, it displays 'Viewing lessons between 25-Jun-2024 and 25-Jun-2024, inclusive'. Below this are date range filters for 'From Date' and 'To Date', both set to '25-Jun-2024', along with 'Search' and 'Reset' buttons. A table lists lessons with columns for Time, Course No, Class, Duration, and Teacher. The table shows several rows of lesson data for Tuesday, 25-Jun-2024. On the left side, there is a sidebar with filter options: 'Teachers' (set to 'All'), 'Pools' (set to 'All'), and 'Course Numbers' (set to 'All'). At the bottom of the sidebar is a 'Group Actions' button. Callouts provide instructions: 'Apply the relevant filters, Teacher and Time for example.' points to the sidebar filters; 'Apply the date range to make changes to teacher's lessons.' points to the date range filters; 'Press Group Action to mass change lessons.' points to the 'Group Actions' button; and 'Use the settings wheel to change an individual lesson.' points to a gear icon in the 'Teacher' column of the table.


The only option in the **Group Action** section is to change the teacher, press **Select**, and you will be presented with the option to choose the replacement teacher.

SwimSoft will confirm the number of lessons that have been successfully changed.

The system will also advise if it has been unable to change the instructor as they are already set as an assistant, as you cannot have the same person as a lead and an assistant in SwimSoft. As an administrator, you may need to change the Assistant to a Lead Instructor.

Some Lessons Have Not Been Altered ✕

 The teacher on one lesson was successfully switched.

 The following lesson could not be altered because it would leave the lesson understaffed.

Course No	Day	Date	Time
52091	Friday	05 Jul 2024	02:00 PM

✕ Close

Additional Information

A key benefit of this new page is the **Teachers Hours by Month** report is also updated to reflect the changes.

Changing the instructor on the **Manage Lessons** page also updates the **lesson** information on the course and also the student's Lesson information in the CDS. Changes made on the Manage Lessons page will not update Course information, only individual lessons.

The Lesson Manager will also reflect on the changes to the instructors.