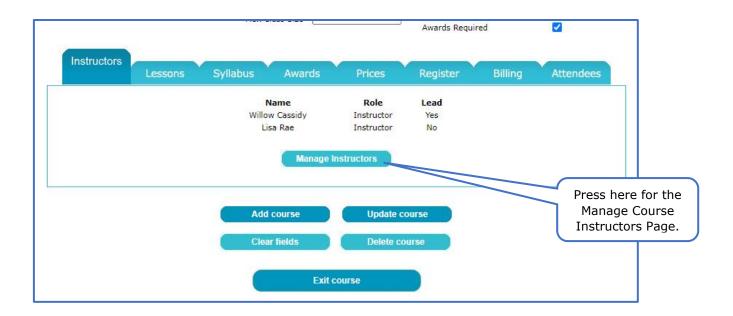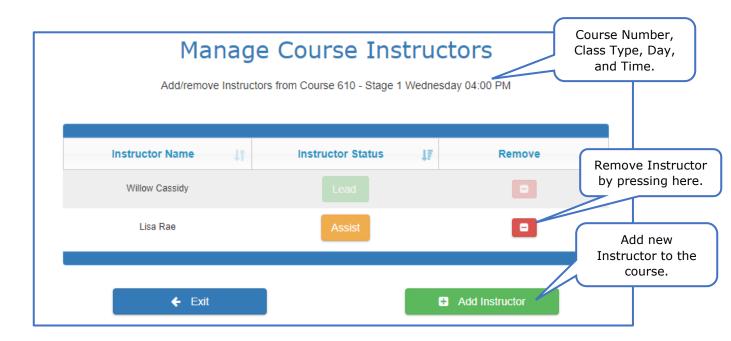# Manage Instructors and Recording Teaching Hours

If you want to use SwimSoft to record and recover your staff hours, you can, though you have got to do two things first.

Firstly, you must ensure the data is inputted correctly so you can recover it correctly.

From the Main Menu, go to **Courses** and then press **Search** on the secondary menu. To edit instructor information for a course, you will need to press the **Configure** button next to the desired course and then press the **Instructors** tab and finally, press **Manage Instructors**.

Press here for the Manage Course Instructors Page.

Course Number, Class Type, Day, and Time.

Remove Instructor by pressing here.
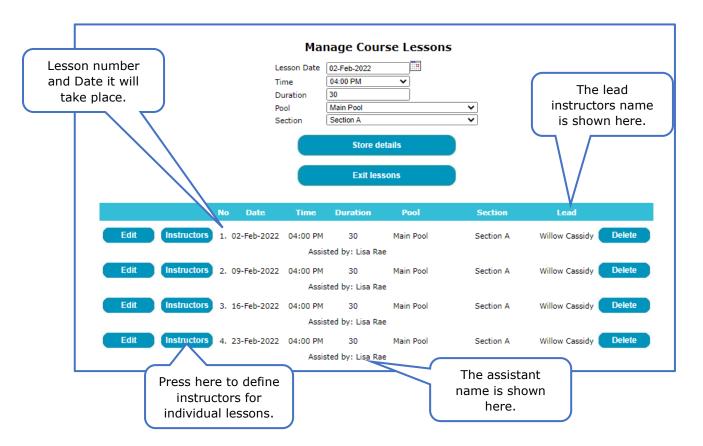
Add new Instructor to the course.

The **Manage Course Instructors** page allows you to add and remove Instructors from an entire course. Please note you cannot remove a lead instructor from a course, you must first add an assistant. After adding an assistant, press the orange **Assist** button which will mark that instructor as the lead. You can now delete the original instructor using the red **Remove** button.

If you wish to change an instructor who is teaching a lesson on one particular day, without affecting the whole course, you will need to go to the **Lessons** tab after pressing the **Configure** button for a course.

Pressing the **Manage Lessons** button will take you to the page shown below.

Lesson number and Date it will take place.

The lead instructors name is shown here.

Press here to define instructors for individual lessons.

The assistant name is shown here.

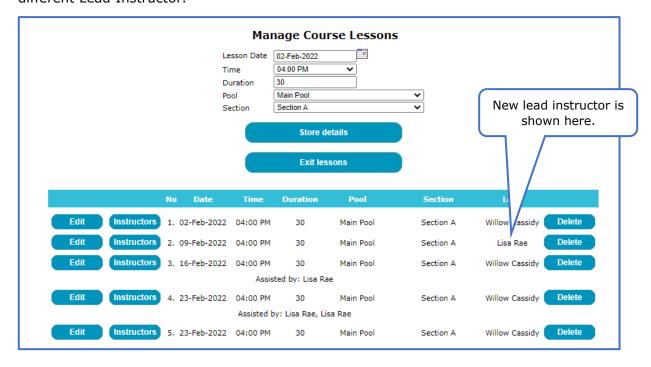Pressing on the **Instructors** button will direct you to the page shown below.

Although it looks very similar to the Manage Course Instructors page, this page is used to define instructors for individual lessons and therefore is named the Manage Lesson Instructors page.

To change an instructor for a lesson, use the **Add Instructor** button and select the name you wish to teach the lesson. Press the orange **Assist** button to change the new instructor to the lead (you cannot remove a lead instructor from a lesson), you will now be able to remove the original instructor from the course using the red Remove button.
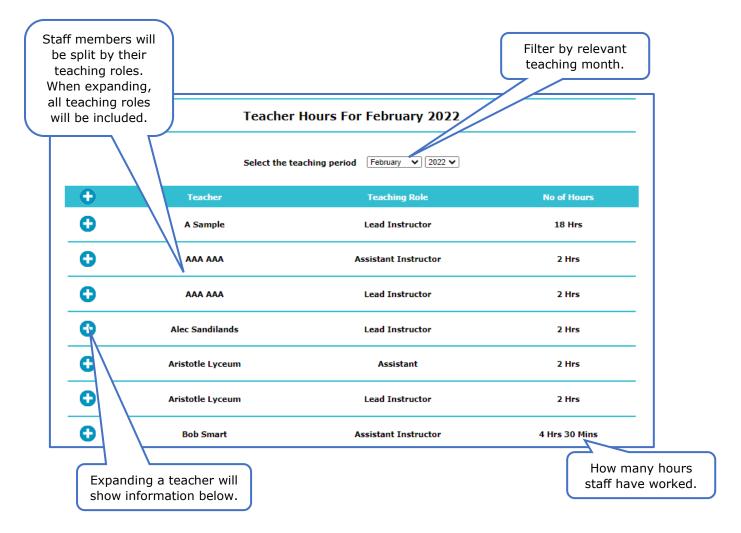
After pressing the **Exit** button, you will be taken back to the **Manage Course Lessons** page. As you can see in the image below, the day that was changed is now showing a different Lead Instructor.
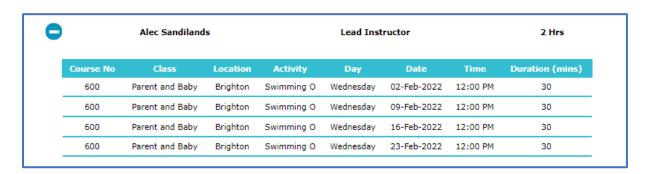
Once you have recorded staff information correctly on courses, you can view a report which contains all staff member's hours.

From the Main Menu go to **Reports**, and then towards the bottom of the secondary menu press the **Teacher Hours By Month** button. This will take you to a report which looks like the one below.

Staff members will be split by their teaching roles. When expanding, all teaching roles will be included.

Filter by relevant teaching month.

Teacher Hours For February 2022

Select the teaching period   February ∨   2022 ∨

	Teacher	Teaching Role	No of Hours
➕	A Sample	Lead Instructor	18 Hrs
➕	AAA AAA	Assistant Instructor	2 Hrs
➕	AAA AAA	Lead Instructor	2 Hrs
➕	Alec Sandilands	Lead Instructor	2 Hrs
➕	Aristotle Lyceum	Assistant	2 Hrs
➕	Aristotle Lyceum	Lead Instructor	2 Hrs
➕	Bob Smart	Assistant Instructor	4 Hrs 30 Mins

Expanding a teacher will show information below.

How many hours staff have worked.

Expanding the teacher will show all the information regarding lessons they taught.

	Alec Sandilands			Lead Instructor			2 Hrs
Course No	**Class**	**Location**	**Activity**	**Day**	**Date**	**Time**	**Duration (mins)**
600	Parent and Baby	Brighton	Swimming O	Wednesday	02-Feb-2022	12:00 PM	30
600	Parent and Baby	Brighton	Swimming O	Wednesday	09-Feb-2022	12:00 PM	30
600	Parent and Baby	Brighton	Swimming O	Wednesday	16-Feb-2022	12:00 PM	30
600	Parent and Baby	Brighton	Swimming O	Wednesday	23-Feb-2022	12:00 PM	30

From this report, you can press the Download CSV File button at the bottom of the page, and this will export the data into an Excel spreadsheet.