

## **Teacher Timetable**

#### **Overview**

The Teachers Timetable Page is designed to help administrators and teachers access and manage their upcoming lessons efficiently. This page simplifies lesson management by allowing users to view their scheduled lessons in one place, including any cover lessons where the assigned teacher differs from the main instructor. With a streamlined filter system, users can easily switch between viewing all lessons or only their cover lessons.

A "cover lesson" refers to any lesson where the instructor differs from the main instructor assigned to the course.

# **Key Features**

### **Lesson Overview**

- Upcoming Lessons: This page clearly lists all scheduled lessons. This includes the date and time giving instructors a snapshot of their upcoming schedule.
- Cover Lessons: Quickly identify any cover lessons where the teacher viewing the timetable is not the primary instructor but has been assigned to cover the lesson.

# **Filter Options**

- **All Lessons**: This filter option displays all scheduled lessons for the teacher, regardless of their role.
- **Cover Lessons Only**: This filter refines the view to display only cover lessons, helping teachers easily identify when they're covering for another instructor. This makes planning and preparation more focused and efficient.

### **Accessing the Timetable Page**

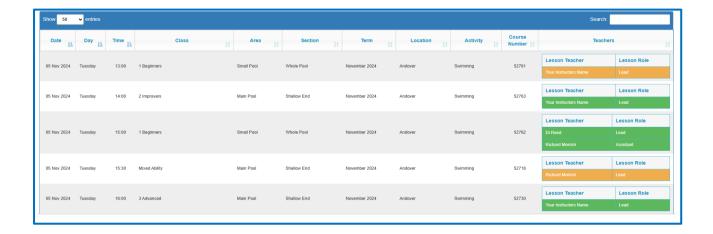
Navigate to the Teachers Timetable page through the **Courses** and **Teachers Timetable**. This will display the default timetable view, showing all upcoming lessons.

For the instructors to access the Timetable this will be viewed on the main menu of their SwimSoft account.



#### **Teachers Timetable**

The lessons highlighted in Amber show where there has been a change to the instructor for that lesson only.



The instructor and the administrator can view the **All Lessons** or **Cover Lessons** by pressing the below button.

If you're logged into **SwimSoft** as an **Administrator** and you also teach, you'll have an additional option to toggle between your own lessons and the lessons of all teachers.

