Class Configuration

From the main menu, by going to Activity Communication and then Default Class Settings you can define class details which will allow SwimSoft to auto-complete many elements of your course for you. When you set the class type in a course, you will automatically be setting the maximum and the minimum number of clients that the course should have, as well as the syllabus the clients will be taught, and any additional awards instructors can issue.

What data do we store?

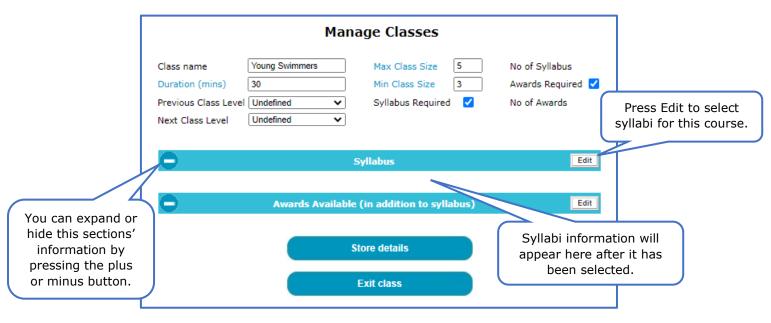|	
Class Name	The name of the class i.e., Stage 1, Level 1, Minnows.
Duration (mins)	The duration of a class in minutes.
Previous Class Level	The previous class the student completed and progressed from.
Next Class Level	The name of the class the student will progress to after successful completion.
Max Class Size	The ideal or maximum number of students you wish to have in a class.
Min Class Size	The minimum number of students it is viable to run the course with.
Syllabus Required	If you do not plan to allow your instructors to work with any given syllabus, this box should be unchecked.
Number of Syllabi	The number of syllabi you have defined for the class type (automatically calculated).
Awards Required	If you do not want to allow your instructors to issue any additional awards, this box should be unchecked.
Number of Awards	The number of awards you are allowing your instructors to issue in addition to the main syllabi (automatically calculated).

Subsections

The classes page has two subsections where you set the classes default Syllabi and Additional award information.

Syllabi

In this section, you set the Syllabi that will be taught.

You can expand or hide this sections' information by pressing the plus or minus button.

Press Edit to select syllabi for this course.

Syllabi information will appear here after it has been selected.

The Syllabi Edit Button

The Edit button allows you to select or deselect syllabi elements.

The plus and minus buttons hide or show sections.

Press the green tick to select all the awards in a scheme and the red cross to deselect them or alternatively select them individually by placing a tick in the awards selector box.

Press here to save all changes made.

Once you have set the awards, they will be displayed here.

You can select schemes to be available in the current location here.

Awards Available (in addition to Syllabus)

Here you can define additional awards that instructors can issue, i.e., 10 Meters.

Manage Classes

Class name	Young Swimmers	Max Class Size	5	No of Syllabus	
Duration (mins)	30	Min Class Size	3	Awards Required	☑
Previous Class Level	Undefined	Syllabus Required	☑	No of Awards	
Next Class Level	Undefined				

The plus and minus buttons hide or show sections.

Syllabus — Edit

Awards Available (in addition to syllabus) — Edit

Store details

Exit class

The Edit button will allow you to select and delete specific awards you want to allow the instructor to issue.

Award information will appear here after it has been selected.

The Awards Available Edit Button

The Awards Availability button works the same as the Syllabus Edit button described on page two.

Current Classes

The last section of the **Manage Classes** page shows the class types that have been configured, you can edit them, delete them, and adjust the order they appear on the screen.

	Class	Duration	Max Size	Min Size	Syllabus	Awards	Import Ref	Next Class	Previous Clas		
Edit	Stage 1	30	8	3	2	3		Stage 2		Delete	▲ ▼
Edit	Stage 2	30	8	3	2	1		Stage 3	Stage 1	Delete	▲ ▼
Edit	Stage 3	30	8	3	2	2		Stage 4	Stage 2	Delete	▲ ▼
Edit	Stage 4	25	7	4	2	5			Stage 3	Delete	▲ ▼
Edit	Crash Course	30	7	3	0	0				Delete	▲ ▼

Exit class

If a course is discontinued, it can be deleted by pressing here.

Select a course for editing by pressing this Edit button.

You can re-order courses using these arrows. The entry level class should be at the top and the most advanced at the bottom.