

## Creating Courses

### Creating a New Course

This document details how to create a course on SwimSoft. Before creating a course, you must have completed the System Configuration and defined your first term in the **Activity Configuration** section. If you have not completed this we suggest you read the **System Configuration** document found in the **System Set Up** section of the **Knowledge Base**, this will help you set up your system ready for course creation. If you have completed this you can move on to creating a course, the process is as follows. From the **Main Menu**, press the **Courses** button and on the secondary menu, you will need to press **Create a Course**.

There are a few elements to configuring a course, when you press **Courses** and **Create a Course**, you will be presented with a blank form; note you must complete all the mandatory fields described on the following pages before pressing the **Add course** button which is located towards the bottom of the page to successfully create a course.

London | Swimming Original | Term 2-February
Create Course

### Create Course

London - Swimming Original - February

Class type <input type="text" value="Stage 1"/>	Start date <input type="text"/>	Pool / Area <input type="text"/>
Start day <input type="text"/>	End date <input type="text"/>	Section <input type="text"/>
Time <input type="text"/>	No of lessons <input type="text"/>	Register <input type="text"/>
Duration <input type="text" value="30"/>	Lesson frequency <input type="text" value="Weekly"/>	Price Differentiator <input type="text"/>
	Min Class Size <input type="text" value="3"/>	Repeating <input checked="" type="checkbox"/>
	Max Class Size <input type="text" value="8"/>	Syllabus Required <input checked="" type="checkbox"/>
		Awards Required <input checked="" type="checkbox"/>

Courses are relative to activities, running at a location during a term. The orange info bar at the top of the courses page will show you the current location, activity, and term. If any of these elements are incorrect, return to the Main Menu, press Locations and Activities, select the appropriate Location and Activity, and press the **Terms** button to select the term required. Once these steps have been completed, you are able to create your first course.

**Tip:** If you create courses before setting the Location or Term as described above, your data will not be stored.

### What data do we store?

In total, seventeen key variables are required to be configured while creating a course; they are listed below.

### Create Course

London - Swimming Original - February

Class type <input type="text" value="Stage 1"/>	Start date <input type="text"/>	Pool / Area <input type="text"/>
Start day <input type="text"/>	End date <input type="text"/>	Section <input type="text"/>
Time <input type="text"/>	No of lessons <input type="text"/>	Register <input type="text"/>
Duration <input type="text" value="30"/>	Lesson frequency <input type="text" value="Weekly"/>	Price Differentiator <input type="text"/>
	Min Class Size <input type="text" value="3"/>	Repeating <input checked="" type="checkbox"/>
	Max Class Size <input type="text" value="8"/>	Syllabus Required <input checked="" type="checkbox"/>
		Awards Required <input checked="" type="checkbox"/>

<b>Class type</b>	The name of the class i.e., Stage 1, Level 1, Beginners etc.
<b>Start Day</b>	The day of the week that the activity will be taking place.
<b>Time</b>	The start time for the current course.
<b>Duration (mins)</b>	The duration of a class in minutes.
<b>Start Date</b>	The date of the first lesson.
<b>End Date</b>	The date of the last lesson.
<b>Number of Lessons</b>	The number of lessons that need to be paid for.
<b>Lesson Frequency</b>	The period between lessons.
<b>Min Class Size</b>	The minimum of students required to make running the course viable.
<b>Max Class Size</b>	The maximum number of students permitted on the course.
<b>Pool or Area</b>	The pool or area where the course is to be run.
<b>Section</b>	The section of the pool or area to be used for the lesson.
<b>Register</b>	This field defines how paper registers will be configured for the course.
<b>Price Differentiator</b>	The price differentiator required.
<b>Repeating</b>	Unselect this box if you <b>do not</b> want the course to be generated next term.
<b>Syllabus Required</b>	Unselect this box if your instructors <b>do not</b> work to a predefined syllabus.
<b>Awards Required</b>	Unselect this box if you <b>do not</b> want your instructors to issue additional awards.

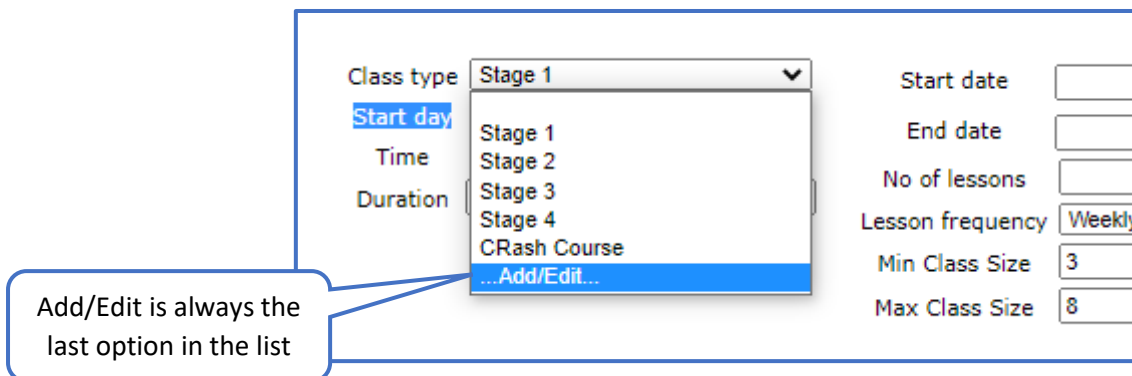
Once you have completed all the fields detailed on the previous pages, press the **Add course** button to create the course.

### Add/Edit

As you configure your course, you will probably have noticed that each of the drop-down lists has an **add/edit** option in it. These give you direct access to the option's configuration page to save you time.

The **Activity Configuration** button on the **Main menu** gives you direct access to all the option configuration pages, meaning you do not have to go into a course to correct spelling mistakes or to add new options.

Pressing the **Exit** button on any of the **Activity Configuration** pages will return you to the **Course Configuration** page, enabling you to continue configuring your course, thus the **add/edit** function makes it quick and easy to configure your system.



### Tabbed Sections

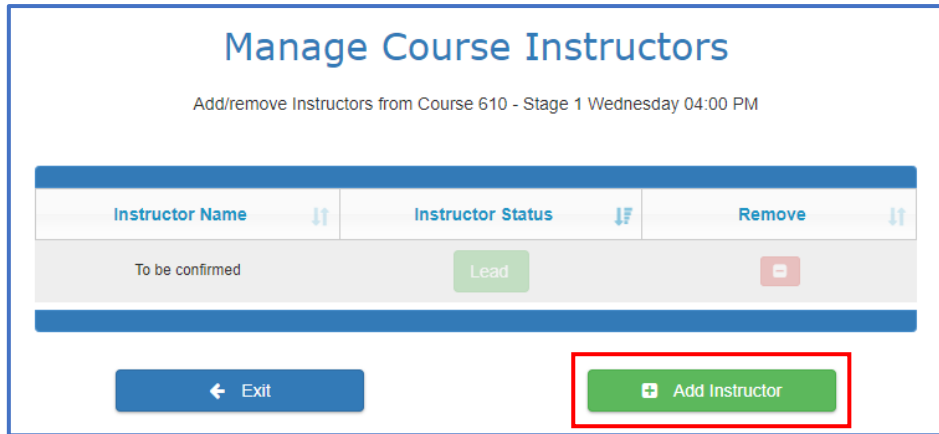
There are seven subsections associated with each course that you create, two of them are mandatory and the other five are optional. We will go through these now, focusing on the mandatory ones.



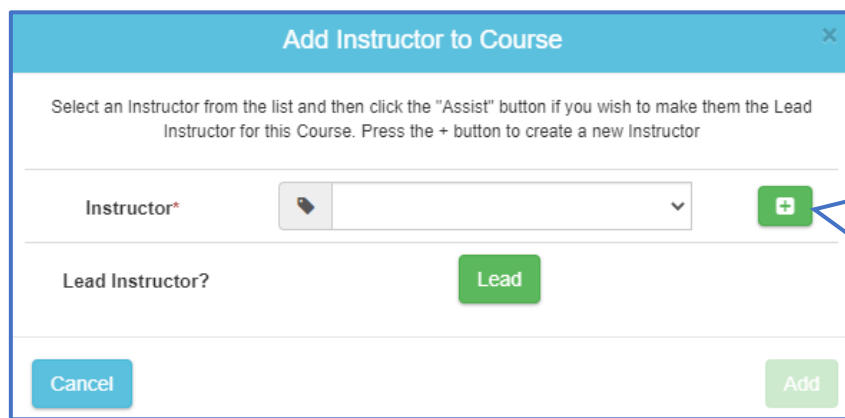
### Instructors

In SwimSoft, we sort Instructors into two categories, Leads and Assistants. The Lead Instructor is responsible for managing the lessons, and the assistant, if there is one, is the instructor who will be helping. The **Instructors** tab is used to define which personnel will be employed to deliver the lesson.

After selecting the **Instructors** tab, press the **Manage Instructors** button to open the **Course Instructor Management** page. Next, press the **Add Instructor** button shown in the right-hand corner of the image below.



This will then open the screen shown below.

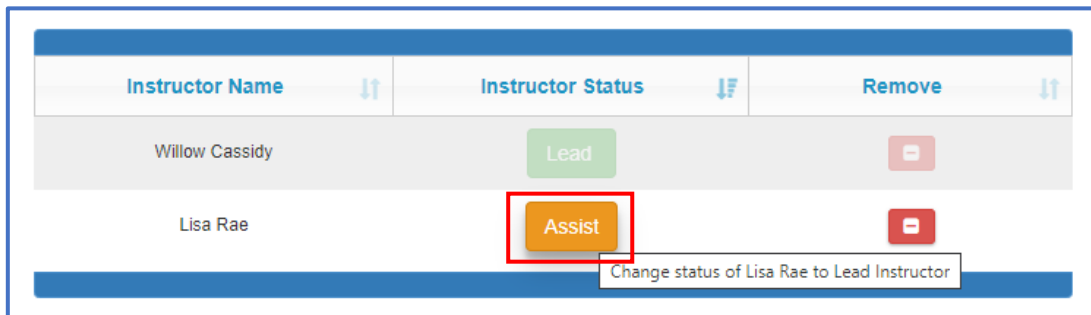


If the required instructor is not in the drop-down list, press here for the Manage Personnel page and turn on their access permissions for this location.

Now the **Add Instructor** option is open, use the drop-down to select the instructor who will be leading the course, then press the **Add** button to complete the selection process.

If there will also be an assistant present for the duration of the course, press the **Add Instructor** button for a second time, select the assistant from the drop-down and then press **Add**.

If you want to change who is leading the course and who will be assisting, simply press the **Assist** button in the **Instructor Status** column of the person who you want to be the lead.



## Prices

The prices tab shows the prices that will be charged for each lesson of the course, if you want to set or change the pricing you will need to open the **Price Matrix** screen by pressing the **Manage Price Matrix** button at the bottom of the screen.

Full instructions on how to set up and manage the price matrix can be found by pressing the **Help** button on the **Price Matrix** screen. Once you have created your price matrix or recorded any changes, press **Store** to save them and then press **Exit** to return to the course configuration page.

## Lessons

Usually, the same instructor teaches lessons every week in the same section of the pool. However, if they are not, the lessons section allows you to modify every aspect of an individual lesson. If you want to change the instructor associated with a specific lesson or another lessons' specific data, press the **Manage Lessons** button, and then press the **Instructors** button.

So, if a cover teacher will be taking the lesson, no problem, and when it comes to payroll, we can tell you exactly who taught what, when and for how long, making life just a little easier.

## Syllabus

In this section, you can modify the Syllabus that will be taught.

Earlier, when you defined the Class Types, you defined which syllabi you will be using for each class, it is this data that has been pre-loaded for you onto your course to save you time.

Pressing **Manage Syllabus** in this section will allow you to add and remove syllabi items if you simply want to make a minor change to one course, but if you want to change the default syllabi for all future courses that are created, then you should return to the **Main Menu**, press **Activity Configuration** and **Default Class setting**.

## Awards

The awards tab helps manage the additional awards that can be taught or issued on the course, instructors will only be allowed to issue additional awards if it has been specified here. As with the Syllabus section, the awards will normally have been prepopulated when you defined your Class Types, Pressing **Manage Awards** will allow you to modify the awards that are available to the instructor.

## Register

The register tab allows you to instantly view and reprint a single register by pressing the **Preview register** button, this is a reprint facility and therefore the original register must have been created for this button to work.

Once a register is defined, your instructors will be able to see the highest award a student had achieved on the selected schemes. This should stop awards from being

reissued in error. Full information on registers and how to define them can be found by pressing **Manage Registers** then **Help**.

Once you have got to this point you will have fully configured your course, however, there are two further tabs. One of the tabs is redundant, and the second shows you who has been on the course and so will have no data now. The tabs are as follows.

### **Billing**

This section is redundant and is due to be removed.

### **Attendees**

Here, you can see a list of the students who are currently on the course and those that have left.

Pressing the **CDS** button will take you to the **Client's Data Sheet**. Pressing the **Delete** button will remove the client from the course, note you will be asked if you want to proceed so you cannot remove a student by accident easily! The **Manage Attendees** button will open the **Edit Course Attendees** page, this page allows you to add students, delete students and record progress.

### **Useful Information**

#### **Amending a Course**

If any elements of a course need to be changed, start by navigating to the course by pressing **Courses** then **Search** and then press the **Configure** button beside it. Once on the **Course Configuration** page, change the elements as required then press the **Update course** button.

#### **Building Additional Courses**

Once you have built your first course, additional courses can be built quickly and easily.

Assuming you have entered all the data relating to your first course and finished off by pressing the **Add** course button, the screen will be showing you all the course data relating to the course you have just built. If this is the case, you can add subsequent courses quickly by changing the necessary elements such as the Day; Time or Class Type, then pressing the **Add course** button once you have made your changes. Using this technique, many courses can be built very quickly.

Tip: Do not press the **Add Course** button multiple times without changing any course data. if you do, you will create duplicate courses!

Tip: If you need to change the course instructor, do it after you have added the course, if you do it before you will change the instructor on the current course too!

Tip: Only build the current term's courses, next terms courses are built automatically for you during the re-enrolment process.

### **Using the Course Health Checker**

To ensure you have not forgotten to allocate an instructor to a course or overlooked any other course aspect, SwimSoft Online comes with a course health check system. To use it, press **Courses** and **Health Check**. If there are any problems, the element will be highlighted in orange or red. You will be able to press the **View Courses** button, located next to the issue, to see the faulty course in question and resolve the issue.

### **Checking the Number of Lessons**

The **Lesson Counter** is a quick and easy way to see the number of lessons allocated to a course. This system is provided so you can review your program quickly to ensure everything is in order. To use it press **Courses** then **Lesson Counter**.