

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.

Show: 50 entries											Search:	
Date	Day	Time	Class	Area	Section	Term	Location	Activity	Course Number	Teachers		
05 Nov 2024	Tuesday	13.00	1 Beginners	Small Pool	Whole Pool	November 2024	Andover	Swimming	52761	Lesson Teacher	Lesson Role	
										Your Instructors Name	Lead	
05 Nov 2024	Tuesday	14.00	2 Improvers	Main Pool	Shallow End	November 2024	Andover	Swimming	52763	Lesson Teacher	Lesson Role	
										Your Instructors Name	Lead	
05 Nov 2024	Tuesday	15.00	1 Beginners	Small Pool	Whole Pool	November 2024	Andover	Swimming	52762	Lesson Teacher	Lesson Role	
										Di Reed	Lead	
										Richard Morrish	Assistant	
05 Nov 2024	Tuesday	15.30	Mixed Ability	Main Pool	Shallow End	November 2024	Andover	Swimming	52718	Lesson Teacher	Lesson Role	
										Richard Morrish	Lead	
05 Nov 2024	Tuesday	16.00	3 Advanced	Main Pool	Shallow End	November 2024	Andover	Swimming	52730	Lesson Teacher	Lesson Role	
										Your Instructors Name	Lead	

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.

Teacher Timetable

You can alternate between showing **All Lessons** or just **Cover Lessons** by toggling the button below.

Showing All Lessons

You can alternate between showing all teachers' lessons or just your lessons by toggling the button below.

Showing All Teachers