How to filter activities so that you can check them for a module week by week.

First select your module from the list on the left of the screen. Then, under 'Activities' where all the activities for that module are listed, right-click on the column headers and choose 'Column Chooser' from the menu which appears.

From the list of available additional column headers in the box which appears, go to 'Teaching Week Pattern', left-click on it and hold the button down then drag it up to be with all the existing column headers for your activities. Close the 'Column Chooser' box (or add other columns before doing this, if you wish).

Then hover your mouse pointer in the top-right corner of the 'Teaching Week Pattern' column header and a little 'filter' icon will appear; when you click on it you will get a list of the week patterns exhibited by the all activities for the chosen module. In the example below, if you wanted to check activities for week 21 then you'd choose '21' and then you'd also choose '21 – 22' because you have at least one activity which is timetabled to be taking place in two weeks, one of them being week 21, at the same time and with the same duration. (Similarly, to check week 22 you'd choose '22' and then '21 – 22').