

Skills in the Staff Portal - An Overview

Last Modified on 07/06/2021 12:56 pm EDT

The Skills/Levels feature in the Staff Portal allows your staff to track the skills/levels of the students enrolled in their classes without needing access to your Jackrabbit database to do so.

Staff can access their portal when launched from within Jackrabbit, but they can also launch the Staff Portal remotely in a secure, mobile-friendly environment on a smart device such as an iPad or iPhone via a web address (URL). The choice is yours! See [Launch the Staff Portal](#) for further details.



In order to use Skills/Levels in the Staff Portal skills/levels must first be assigned to classes in a Class Record or assigned to students in the Student Record. See [Students: Skills/Levels](#) for more information.

With the Skills/Levels feature in the Staff Portal your staff can:

- Update skills/levels progress
- Email student skills/levels progress to the parent
- Enter notes for each student
- Manage skills/levels videos

The screenshot shows the 'Skills/Levels' interface in the Staff Portal. The main view is for the class 'Ballet - Beg - F'. A callout points to the 'The Five Positions' skill level, stating: 'Click on a skill/level to open a class window to access and edit all students in the class.' Another callout points to the edit icon for Sarah Barnhardt, stating: 'Click to edit skills/levels for 1 student.' A third callout points to the note icon for Ashley Kunz, stating: 'Click to add a note about the student's progress.'

The 'Update Skills/Levels Progress' window is open, showing the subskill '1st Position' and a date of '04/03/2020'. A callout points to the play button icon, stating: 'If a video has been added to a skill the play button will appear. Click the play button to watch.'

	Started	Tested	Attained	Not S
Sarah Barnhardt	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Janet Best	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Samantha Best	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Ashley Kunz	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

