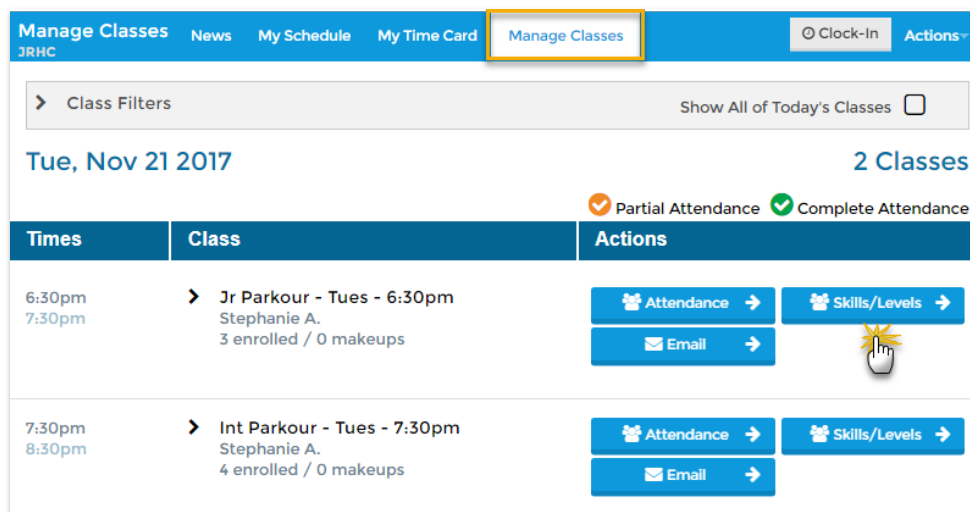


Manage Classes in the Staff Portal - The Skills/Levels Screen

Last Modified on 11/03/2020 12:30 am EST

Once logged into the Staff Portal ([Launch the Staff Portal](#)), the *Manage Classes* tab is where skill progress tracking starts.



The screenshot displays the 'Manage Classes' interface. At the top, a blue navigation bar contains 'Manage Classes' (highlighted with an orange box), 'News', 'My Schedule', 'My Time Card', 'Manage Classes' (repeated), 'Clock-In', and 'Actions'. Below this, a 'Class Filters' section is visible. The main content area shows the date 'Tue, Nov 21 2017' and '2 Classes'. A legend indicates 'Partial Attendance' (orange checkmark) and 'Complete Attendance' (green checkmark). The table below lists the classes:

Times	Class	Actions
6:30pm 7:30pm	Jr Parkour - Tues - 6:30pm Stephanie A. 3 enrolled / 0 makeups	Attendance → Skills/Levels → Email →
7:30pm 8:30pm	Int Parkour - Tues - 7:30pm Stephanie A. 4 enrolled / 0 makeups	Attendance → Skills/Levels → Email →

Manage Classes Screens

Manage Classes - Main Screen

The classes that are available to your staff when they are logged into the Staff Portal is determined by the settings in the *Manage Classes Tab* section of the *Portal Settings* tab in their individual *Staff* record. For an explanation of these settings refer to [Skills/Levels Settings: Staff Settings](#).

There are several *Class Filters* available allowing staff to drill down to specific classes including: Date, Time, Cat1, Session, Room, and Attendance Status (Completed or Not Completed). Use the arrow to display these options. If the *What classes should this staff person see?* is set to *Their Classes with option to Show All of Today's Classes* (Staff record > Portal Settings tab) a *Show All of Today's Classes* checkbox will display.

Additional class information is available by clicking the arrow next to the class name.

Manage Classes
News
My Schedule
My Time Card
Manage Classes
Clock-In
Actions

Class Filters
Show All of Today's Classes

Date: 11/21/2017
Time:
Cat1:
Cat2:
Room:
Session:
Attendance Status:
Go
Reset

Click to view the filters available for changing which classes are displayed.

Tue, Nov 21 2017
2 Classes
Partial Attendance
Complete Attendance

Times	Class	Actions
6:30pm 7:30pm	Jr Parkour - Tues - 6:30pm Stephanie A. 3 enrolled / 0 makeups	Attendance Skills/Levels Email
7:30pm 8:30pm	Int Parkour - Tues - 7:30pm Stephanie A. 4 enrolled / 0 makeups	Attendance Skills/Levels Email

Session: Fall 2017
Days: T
Wait: 0
Start: 9/1/2017
Status: Active
End: 11/30/2017

Manage Classes - Skills/Levels Progress Screen

Click the **Skills/Levels** button on the main *Manage Classes* screen to move to the *Skills/Levels Progress* screen showing a list of enrolled students and their current skills/levels status.

From the *Skills/Levels Progress* screen there are 3 ways that the staff person can update skills/levels.

Skills/Levels JRHC News My Schedule My Time Card **Manage Classes** Clock-In Actions

← Return

➤ Class Jr Parkour - Tues - 6:30pm Attendance → Email →

Progress Information

Started Tested Attained Not Started

Aerial Twist Step Through

Student	Aerial Twist	Step Through
Lauren Andrews	11/01/17 - 11/21/17	11/14/17
Betty Golding	11/01/17 - 11/21/17	11/14/17
Amanda Herbert	11/21/17	

There are 3 ways to update skills.

Click the **pencil icon** under the student's name to update **all** class skills/levels (and subskills) for only **that** student.

1 Edit all skills for an individual student

Update Skills/Levels Progress

Lauren Andrews

These checkboxes will make changes to all listed skills.

Date	Started	Tested	Attained
11/21/2017	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Aerial Twist	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Step Through	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Save Undo

Use these checkboxes to make changes to individual skills.

Click the **skill/level name** to update only **that** skill/level (and subskills) for **all** students.

2 Edit single skill for all students

Update Skills/Levels Progress

Aerial Twist

Date	Started	Tested	Attained
11/21/2017	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Lauren Andrews	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Betty Golding	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Amanda Herbert	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Save Undo

Click to leave a note regarding this student's skill.

Click a **skill/level status icon** for a particular student to update only **that** skill/level for **that** student.


3 Edit single skill for individual student

Update Skills/Levels Progress ✕

Amanda Herbert

Step Through

Date	Started	Tested	Attained
11/21/2017	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Step Through  ☐ ☐ ☐

Save **Undo**

Click to watch a skills video.

Manage Classes - Skills/Levels Information Screen

Skills/levels videos can be added to your main skills/levels (and subskills) from this page.


Skills/Levels JRHC **News** **My Schedule** **My Time Card** **Manage Classes** **Clock-In** **Actions**


[Return](#)

Class Jr Parkour - Tues - 6:30pm **Attendance** **Email**

Progress **Information**

Manage Videos **Save**

Aerial Twist 

Step Through 



You select which skills to display in the Staff Portal: *Display skills assigned to classes* or *Display skills assigned to students*. For more details refer to **Settings for Staff Portal Skills/Levels**.