Update Skills/Levels in the Staff Portal - Step Through the Process

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

Step 1

Log into the **Staff Portal** that has been launched through your database or remotely. See **Launch the Staff Portal.**

Step 2

Navigate to the **Manage Classes** tab to view your classes. As a default, the current day's classes are displayed. Use the **Class Filters** to display different classes as needed.

Step 3

Click **Skills/Levels** next to the class that you are working with to open the *Skills/Levels Progress* screen.

Step 4

Click the **pencil icon**, the **skill/level name**, or a **skill/level status icon** to make any updates. Add notes as needed with the page icon; these notes copy to the *Student* record on the *Skills/Levels* tab and can be viewed in the Parent Portal on the *My Student* tab.

Step 5

If the staff person is enabled to send emails in the Staff Portal and your Staff Portal Settings are set to *Staff option to send email*, click **Yes** or **No** to email the student's skill progress to the parent. If you are set to *Automatically send email* an email is generated and automatically sent for each skill/level update with the exception of updates to the status *Tested*. When a student's skill/level is updated to *Tested* no progress emails are automatically sent.

Example of email received:

A history of these emails will be kept in the *Family* record > *Misc* tab > *View Sent Emails*.

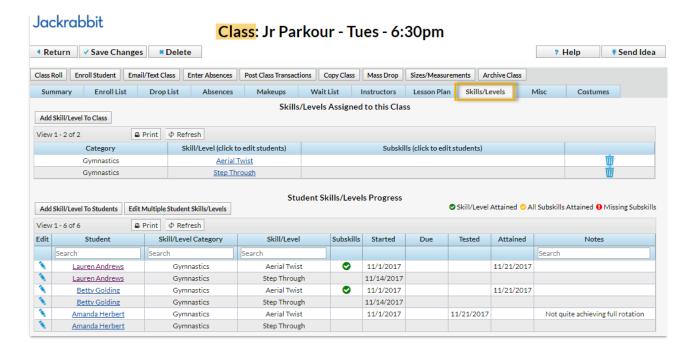**When a parent replies to a skills/levels progress email it is sent to your organization email address as designated on the *Edit Settings* page from the *Tools* menu.**
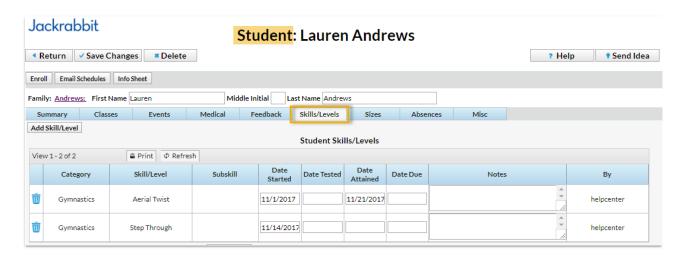
View Skill/Level Progress in Your Database

Skill/Level progress that is entered by your staff in the Staff Portal can be seen inside Jackrabbit in both the *Class* and *Student* records on the *Skills/Levels* tab.

View in Class Record

Jackrabbit

Class: Jr Parkour - Tues - 6:30pm

◀ Return | ✔ Save Changes | ✖ Delete   ? Help | 💡 Send Idea

Class Roll | Enroll Student | Email/Text Class | Enter Absences | Post Class Transactions | Copy Class | Mass Drop | Sizes/Measurements | Archive Class

Summary | Enroll List | Drop List | Absences | Makeups | Wait List | Instructors | Lesson Plan | **Skills/Levels** | Misc | Costumes

Skills/Levels Assigned to this Class

Add Skill/Level To Class

View 1 - 2 of 2   🖨 Print ⟳ Refresh

Category	Skill/Level (click to edit students)	Subskills (click to edit students)	
Gymnastics	Aerial Twist		🗑
Gymnastics	Step Through		🗑

Student Skills/Levels Progress

Add Skill/Level To Students | Edit Multiple Student Skills/Levels   ✅ Skill/Level Attained ✅ All Subskills Attained ❗ Missing Subskills

View 1 - 6 of 6   🖨 Print ⟳ Refresh

Edit	Student	Skill/Level Category	Skill/Level	Subskills	Started	Due	Tested	Attained	Notes
	Search	Search	Search						Search
✏	Lauren Andrews	Gymnastics	Aerial Twist	✅	11/1/2017			11/21/2017	
✏	Lauren Andrews	Gymnastics	Step Through		11/14/2017				
✏	Betty Golding	Gymnastics	Aerial Twist	✅	11/1/2017			11/21/2017	
✏	Betty Golding	Gymnastics	Step Through		11/14/2017				
✏	Amanda Herbert	Gymnastics	Aerial Twist		11/1/2017	11/21/2017			Not quite achieving full rotation
✏	Amanda Herbert	Gymnastics	Step Through		11/14/2017				

View in Student Record

Jackrabbit

Student: Lauren Andrews

◀ Return | ✔ Save Changes | ✖ Delete   ? Help | 💡 Send Idea

Enroll | Email Schedules | Info Sheet

Family: Andrews: First Name Lauren   Middle Initial   Last Name Andrews

Summary | Classes | Events | Medical | Feedback | **Skills/Levels** | Sizes | Absences | Misc

Add Skill/Level

Student Skills/Levels

View 1 - 2 of 2   🖨 Print ⟳ Refresh

	Category	Skill/Level	Subskill	Date Started	Date Tested	Date Attained	Date Due	Notes	By
🗑	Gymnastics	Aerial Twist		11/1/2017		11/21/2017			helpcenter
🗑	Gymnastics	Step Through		11/14/2017					helpcenter

For more information on working with Skills/Levels see **Students: Skills/Levels.**