# Staff / Instructor Skills
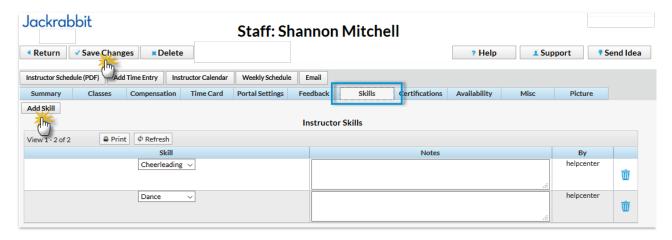
Many organizations use Instructor Skills to indicate which skill / instrument an instructor can teach. Recorded Staff Skills are displayed on the **Day View Calendar.**



 **Make sure that** *Skills* **have been created in your drop-down lists. To add a skill go to Tools > Edit Settings > Drop-down Lists > Staff section > Skills. See Getting Started: Drop-down Lists for more information.**

1. Point to **Staff** and click **List Active Staff** (or **List All Staff**).
2. Click a staff person's **name**.
3. Click the **Skills** tab for the staff person.
4. Click the **Add Skill** button.
5. Choose a **Skill** from the drop-down list and add **Notes** if needed.
6. **Save Changes**.



To delete a staff skill click the **Trash Can** icon.

 A Jackrabbit User's access to the Skills tab on staff records can be restricted using

the *Staff Skills Tab* user permission in the *Staff* category. Edit user permissions from the *Tools* menu > *Manage Users & Permissions.*