Student Skills/Levels Search Report

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This powerful report in the *Students* menu will create a list of student skill/level details and can be generated for a group of students or for an individual student. You can find this report under the *Reports (menu) > Find Reports > Families/Students (left menu) > Students (tab) > Student Skills Search.*

Run the Skills/Levels Search with the selected default criteria and display settings to see all skill/level details for all active students currently enrolled in classes with any instructor in any category.

Numerous search criteria allow you to look at the skill/level detail for students at a highly customized level. You can use only one criteria or use several criteria combined to narrow the report results.

Save this as a frequently used report! Click the heart (icon) ♡ next to a report name, the heart will change to red ❤ and the report will be listed under the *Reports (menu) > My Reports* for quick and easy access!

Class Enrollment Criteria

Use the Class Enrollment Criteria to look at the skill/level details for students currently enrolled in a particular instructor's classes or students who were previously enrolled in a specific class(es). Look only to classes that meet on a selected day(s) or look only at the skills/levels of students who started during a particular date range.

Skill Search Criteria

Look at students who have started a skill(s)/level(s) during a specified time frame or students who attained a skill/level during that time frame. You can also use this report to look for students who have not yet attained a specific skill(s)/level(s) using the *Has No Date Attained* criteria. For those that do skill testing or evaluation for promotion to higher levels, searching for students that have a skill with *No Date Attained* is a way to identify students currently working on a skill/level who may be ready for testing/evaluation.

Skill Status Search Criteria

This section of search criteria allows you to look at students based on the status of their skills: has skill/level & sub skills assigned, skill/level not assigned, hasn't started, hasn't tested, and hasn't attained.

Skill Status Search Criteria

Student has skill/level assigned	
Student has subskill assigned	
Student doesn't have skill/level assigned	
Student hasn't started skill/level	(Ballet) The Five Positions
Student hasn't tested skill/level	
Student hasn't attained skill/level	

These selections will show students enrolled as per your selected Class Enrollment Search Criteria that have not started the skill or don't have it assigned.

☑ Include students without this skill/level assigned

QUICK tip!

To search on students who have not been assigned any skills, use the **Students Search in the Students menu with the Search Criteria Has No Assigned Skills = True.**