Class Skills/Levels Report

The **Class Skills/Levels** report displays the skills each student enrolled in the class is working on. Go to the **Modules** (menu) > **Skills** > **Class Skills/Levels**.
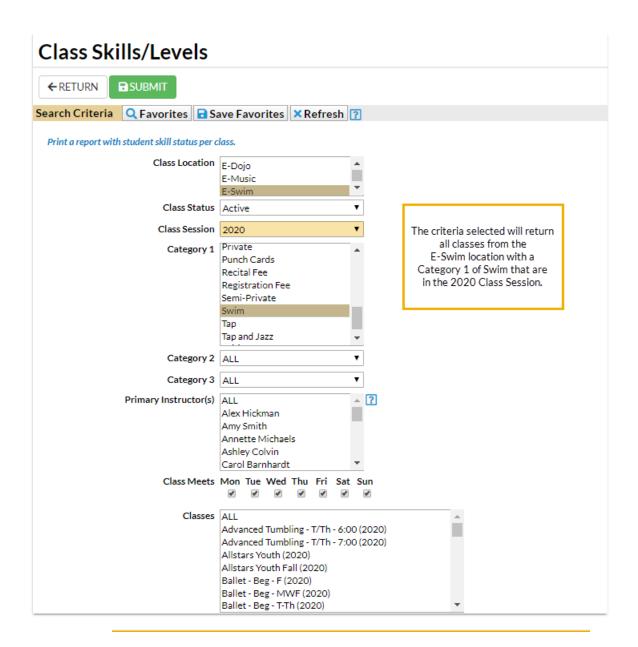
The report can be displayed in 3 different formats, determined by the display setting of your choice:

⭐ The **Skills Report** is a great way to see a list of skills and skill status for students in a class.

⭐ The **Skills Worksheet** is helpful in updating skills for classes when the Staff Portal isn't feasible.

⭐ The **Skills Progress Report** is a report card that shows parents how their student is progressing in your program.

| **Search Criteria** | l | **Skills Report** | l | **Skills Worksheet** | l | **Skills Progress Report** |

Search Criteria (applies to all formats)

The Search Criteria selected here will determine the information included, regardless of the display format chosen.
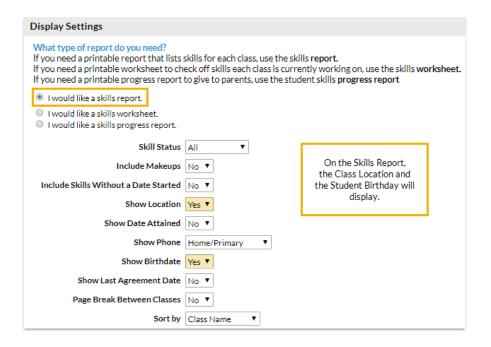
Class Skills/Levels

← RETURN **🖫 SUBMIT**

| Search Criteria | 🔍 Favorites | 🖫 Save Favorites | ✖ Refresh | ? |

Print a report with student skill status per class.

Class Location
```
E-Dojo
E-Music
E-Swim
```

Class Status `Active ▾`

Class Session `2020 ▾`

Category 1
```
Private
Punch Cards
Recital Fee
Registration Fee
Semi-Private
Swim
Tap
Tap and Jazz
```

The criteria selected will return all classes from the E-Swim location with a Category 1 of Swim that are in the 2020 Class Session.

Category 2 `ALL ▾`

Category 3 `ALL ▾`

Primary Instructor(s)
```
ALL
Alex Hickman
Amy Smith
Annette Michaels
Ashley Colvin
Carol Barnhardt
```
?

Class Meets Mon ☑ Tue ☑ Wed ☑ Thu ☑ Fri ☑ Sat ☑ Sun ☑

Classes
```
ALL
Advanced Tumbling - T/Th - 6:00 (2020)
Advanced Tumbling - T/Th - 7:00 (2020)
Allstars Youth (2020)
Allstars Youth Fall (2020)
Ballet - Beg - F (2020)
Ballet - Beg - MWF (2020)
Ballet - Beg - T-Th (2020)
```

Skills Report

Display Settings

Use the Display Settings to format your skills report:

- Select **I would like a skills report**
- Determine which skills you want the report to retrieve using the *Skill Status* drop-down.
- Choose additional information you would like the report to show such as *Location, Birthdate,* etc.

Report Results

Skills Worksheet

Business Scenario

At a swim school, using the Staff Portal poolside can be a hazard. Run the Class Skills/Levels report and select the *Display Setting* of **I would like a skills worksheet** Print the worksheet and take it to the pool. You can see what skills each student is working towards and update the worksheet if needed. After swim classes are over, you can use the updated worksheet to update the skills in Jackrabbit.

Display Settings

Use the Display Settings to format your report:

- Select **I would like a skills worksheet**
- Select the skills you would like to see -**skills assigned to classes**or **skills assigned to students only**.

- Determine which skills you want the report to retrieve using the *Skill Status* drop-down.
- Choose additional information you would like the worksheet to show such as *Enroll Type, Birthdays*, etc.

Display Settings

What type of report do you need?
If you need a printable report that lists skills for each class, use the skills **report**.
If you need a printable worksheet to check off skills each class is currently working on, use the skills **worksheet**.
If you need a printable progress report to give to parents, use the student skills **progress report**

○ I would like a skills report.
◉ I would like a skills worksheet.
○ I would like a skills progress report.

    ◉ Select skills assigned to classes
    ○ Select skills assigned to students only

Class Date	5/11/2020
Skill Status	Not Attained ▼
Include Makeups	Yes ▼
Display Enroll Type	All Enroll Types ▼
Display Class Roll Notes	Yes ▼
Display Allergies & Special Needs	Yes ▼
Display Birthdays in the next	10 Days
Include Skills Without a Date Started	No ▼
Page Break Between Classes	Yes ▼
Sort by	Instructor, Class Start Time ▼
Print Orientation	Portrait ▼

On the Skills Worksheet, the Enroll Type for each student and Birthdays in the next 10 days will display.

In addition, Class Roll Notes and Allergies & Special Needs are listed.

Each class will be on a separate worksheet.

Report Results

Skills Worksheet
Monday, May 11 2020

Little Otters - Beg - M   5:30pm - 6:00pm   Kendra Barnhardt

Rm: Pool	Started	SWBA		STRK								
		FLOA	TREA	FREE	BACK	BREA						
Dianne Agar, 9 (Enrolled) Allergies: Allergic to peanuts.	05/04/20	✓	✓									
Tina Bennett, 11 (Enrolled)	05/04/20	✓	✓									
Jake Lane, 8 (Enrolled)	05/04/20	✓	✓									
Annie Turman, 10 (Enrolled) Allergies: Allergic to penicillin. Special Needs: Annie may need more time to practice her drills in the water.	05/04/20	✓	✓									

Skills Progress Report

Business Scenario

Your gym evaluates students on skills for their level. Once a student attains the skills for that level, they may eligible to move up for the next session. Showing student progre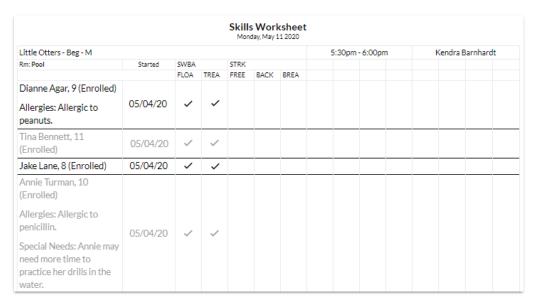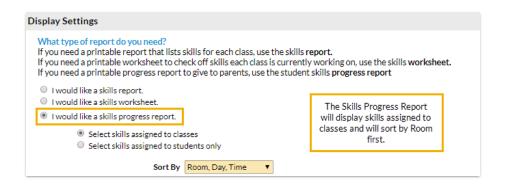ss is important to you and your families. Run the Class Skills/Levels report and select the *Display Setting* of **I would like a skills**

progress report. Print the report and give it to each student in class as a report card. They can share with their family and show their accomplishments!

Display Settings

Use the Display Settings to format your report:

- Select **I would like a skills progress report**
- Select the skills you would like to see -**skills assigned to classes** or **skills assigned to students only**.
- Choose how you want to sort the report.

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!