Add Skills/Levels to Classes

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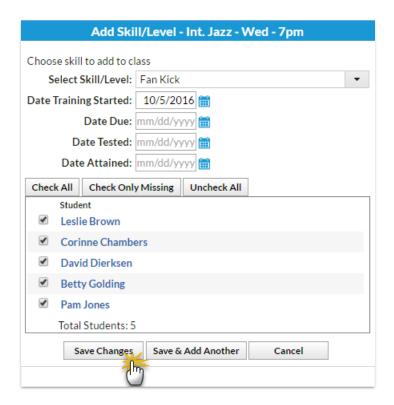
Once you have **created your skills/levels** you can add them to classes. When a skill/level is added to a class, it (and any subskills) are added to the enrolled students. If a student already has the skill/level on their record it will not be added again.



If a skill/level is added to a class, a subskill created after cannot be added to the students in the class. It is best to create a new skill/level and add it to the class.

To add a skill/level to an individual class:

- 1. Go to the Class record and select the Skills/Levels tab.
- 2. Click Add Skill/Level To Class.
- 3. Select the Skill/Level using the drop down menu or use the search field to locate the skill/level.
- 4. Enter the **Date Training Started**. Note: If the skill/level has not been started you can leave this field blank.
- 5. Enter a **Date Due**, **Date Tested**, and **Date Attained** if applicable.
- 6. Select which **Students** you want to add the skill/level to.
- 7. Save & Add Another or Save Changes.



To add multiple skills/levels to multiple classes:

- 1. Point to Students on the main menu and selectSkills/Levels Add to Classes.
- 2. Use the [+] to Select the Skills/Levels to add to classes.
- 3. Use the [+] to Select the Active Classes to add the skills/levels to.
- 4. Save Changes.

Jackrabbit Add Skill/Level to Classes ◆ Return ✓ Save Changes ♣ Support ♣ Send Idea ? Help 1 Select the Skills/Levels to add to classes | I ≪ | Page 1 of 2 | ► ► I 100 ▼ View 1 - 10 of 12 + Show All Print \$\phi\$ Refresh Skill Category Skills/Levels Subskills Dance Body Wave 0 subskills 0 subskills Dance Happy Feet 0 subskills Dance Pirouette 0 subskills Demi Plie 0 subskills Dance Dance Grand Jete 0 subskills 0 subskills Dance Extension Dance Fan Kick 0 subskills Gymnastics Levell 3 subskills Gymnastics Level II 3 subskills Selected Skills/Levels (Clear List) Grand Jete 🏥 Fan Kick 🃋 2. Select the Active Classes | I ≪ | Page 1 | of 2 | ▶ ▶ | 100 ▼ + Show All Print & Refresh View 1 - 10 of 20 Loc Cat3 Skills/Leve Instructors Search # **JRHC** Barre - Tues - 7:30pm Dance 0 skills Stephanie A. JRHC JRHC Beg Jazz - Mon - 7pm Dance 2 skills Stephanie A. Beg. Jazz - Sat - 12pm Dance 0 skills Stephanie A. ☐ JRHC Hip Hop -Fri - 7:30pm Dance 3 skills Hip Hop - Mon - 5:00pm æ IRHC Dance 3 skills Stephanie A. JRHC Hip Hop - Wed - 6:00pm Dance Stephanie A. 3 skills Ŧ JRHC Int Jazz - Mon - 8pm Dance 0 skills Stephanie A. • JRHC Int. Jazz - Thurs - 7pm Dance 0 skills Int. Jazz - Wed - 7pm **JRHC** Dance 1 skills Stephanie A. JRHC Intro Ballet - Mon - 6pm Dance Stephanie A. Selected Classes (Clear List) Beg Jazz - Mon - 7pm 🃋 Beg. Jazz - Sat - 12pm 🏥 ✓Save Changes



If a student is enrolled into a class after the skills/levels have been added to the class, those skills/levels will be added to the student automatically using their first day in class as the Date Training Started.