# **Class Skills/Levels Report**

Last Modified on 11/03/2020 12:35 am EST

The **Class Skills/Levels Report** displays the skills each student enrolled in the class is working on. Go to *Classes* menu > *Class/Skills Levels Report*.

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 I Skills Report I Skills Worksheet I 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		
Search Criteria Q Favorites 🖬 Sa	ave Favorites 🗙 Refresh 👔	
Print a report with student skill status per c	lass.	
Class Location	E-Dojo E-Music	
Class Status	E-Swim	
Class Session		The estimate colorised will exten
	Private Punch Cards Recital Fee Registration Fee Semi-Private Swim Tap	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.
	Tap and Jazz 👻	
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 ਦ ਦ ਦ ਦ ਦ ਦ ਦ	
Classes	ALL Advanced Tumbling - T/Th - 6:00 (2024 Advanced Tumbling - T/Th - 7:00 (2024 Allstars Youth (2020) Allstars Youth Fall (2020) Ballet - Beg - F (2020) Ballet - Beg - MWF (2020)	
	Ballet - Beg - T-Th (2020)	<b>•</b>

# **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 asLocation, Birthdate, etc.

eck off skills each class is curre	ntly working on, use the skills wor	ksheet.
All <b>T</b>		
No T	On the Skills Report, the Class Location and	
No T	the Student Birthday will	
Yes 🔻	display.	
No T		
Home/Primary V		
Yes 🔻		
No T		
No T		
Class Name		
	All No Yes No Yes No Yes No Yes No Yes No Yes No Yes No Yes No Yes No Yes	No     ▼       No     ▼       No     ▼       Yes     ▼       Home/Primary     ▼       Yes     ▼       No     ▼

### The Report Results

		All S	kills/Levels	* Skill Not Attained
Little Otter	s - Beg - M (M	,5:30pm <mark>- 6</mark> :00pm	), Kendra Barnhardt	
Dianne Agar, 9	)	Swim Basics*	Floating, Treading Water*	
9/10/2010	(704) 947-6660			
Tina Bennett, 1	11	Swim Basics*	Floating*, Treading Water*	
12/5/2008	(704) 654-2894			
Jake Lane, 8		Swim Basics*	Floating*, Treading Water*	
4/29/2012	(704) 999-3711			

# **Skills Worksheet**

#### **Business Scenario**

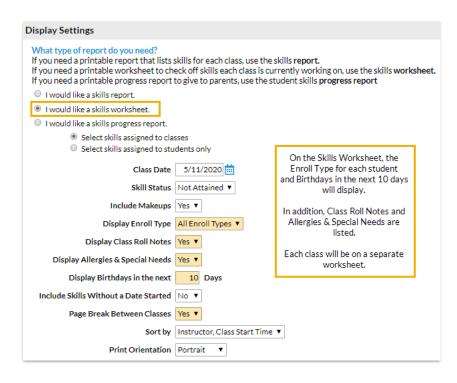
At a swim school, using the Staff Portal poolside can be a hazard. Run the Class Skills/Levels report and select the *Display Setting* of **I would like a skills worksheet** Print the worksheet and take it to the pool. You can see what skills each student is working towards and update the worksheet if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



### The Report Results

Little Otters - Beg - M								5:30pm - 6:00pm			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.	05/04/20	)5/04/20 🗸									
Special Needs: Annie may need more time to practice her drills in the water.											

# **Skills Progress Report**

#### **Business Scenario**

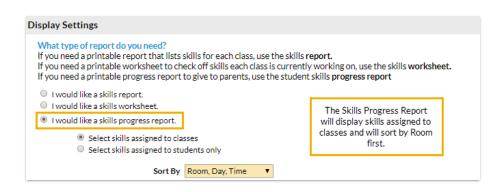
Your gym evaluates students on skills for their level. Once a student attains the skills for that level, they may eligible to move up for the next session. Showing student progress is important to you and your families. Run the Class Skills/Levels report and select the *Display Setting* of **I would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



## The Report Results

