

Instructions

The lessons in this Learning Series, Coaches/Instructors and Staff, are designed to get you familiar with using the Jackrabbit Staff Portal.



You may not have access to all areas or the ability to perform certain functions mentioned in this Training System as this is dependent upon your organization's procedures and your permissions.

When you have worked through all of the articles outlined in a lesson plan, you may take the quiz where you can test your understanding of the concepts in the lesson.

You will be asked to enter an email address for quiz results to be sent. This may be your supervisor's email address. When you have completed a quiz, select Submit.

Contact education@jackrabbitech.com if your supervisor does not receive an email with your quiz results.

A copy of your responses will be emailed to the address you provided.

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Next, select View Score to view your results and receive feedback.

Your response has been recorded.

The email address entered on the quiz will receive an email that includes the quiz responses and a View Score button to view the answers/score.





Click the View Score button/link in the email. Feedback on their responses is included for both correct and incorrect answers. Incorrect answer feedback typically includes a link to the article covering the topic of the question that was missed.

Tue 5/14/2019 3:35 PM
 GF Google Forms
 Lesson #1 - The Basics
 To: tbath@jackrabbitech.com
 If there are problems with how this message is displayed, click here to view it in a web browser.

Google Forms Click on View Score to view the quiz score and feedback for questions

Thanks for filling out Lesson #1 - The Basics
 Here's what we got from you:
[VIEW SCORE](#)

Lesson #1 - The Basics
 Test your understanding of the basics of Jackrabbit.
 ***** Enter the email address below that will receive quiz results. *****

Email address *

Date: *

The Executive Dashboard is your starting point but you may not be able to see all portions of it because it contains sensitive financial information. *

True
 False

Quizzes	Number of Questions	Total Possible Points	Points Needed for an "A"	Points Needed for a "B"	Points Needed for a "C"
Staff Portal - The Basics	5	5	4	4	3
Staff Portal - The Basics - Optional	5	6	5	4	4
Staff Portal - Enter Your Time - Clock In/Out	6	6	5	4	4
Staff Portal - Enter Your Time - Manual In/Out	7	7	6	5	4
Staff Portal - Enter Your Time - Total Hours	7	7	6	5	4
Staff Portal - Enter Attendance	7	7	6	5	4
Staff Portal - Update Skills/Levels	7	7	6	5	4

If you have questions regarding this Training System, contact Education@JackrabbitTech.com.

See [Supervisor Instructions](#) for information to give staff. Includes a [Lesson Checklist](#) you can download or print.

[Click here to provide feedback](#) on the Jackrabbit Training System.

[Click here to begin Lesson #1 - Staff Portal - The Basics](#)

[Terms of Use](#)
