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.

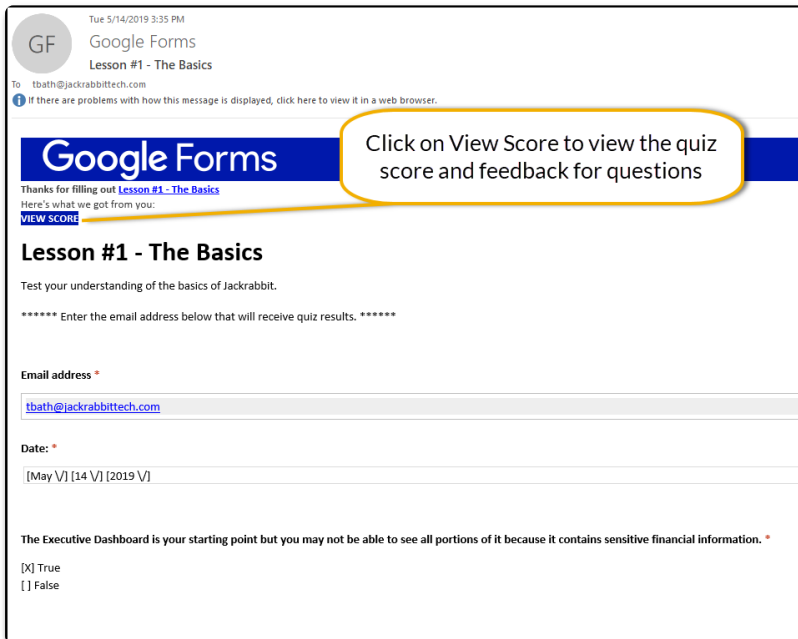You will be asked to enter an email address for quiz results to be sent. This may be your supervisor's email address. When you have completed a quiz, select Submit.

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

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.

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

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