

Lesson #4 - Staff Portal - Update Skills/Levels

Skills in the Staff Portal - An Overview

The Skills/Levels feature in the Staff Portal allows your staff to track the skills/levels of the students enrolled in their classes without needing access to your Jackrabbit database to do so.

Staff can access their portal when launched from within Jackrabbit, but they can also launch the Staff Portal remotely in a secure, mobile-friendly environment on a smart device such as an iPad or iPhone via a web address (URL). The choice is yours! See [Launch the Staff Portal](#) for further details.



In order to use Skills/Levels in the Staff Portal *skills/levels must first be assigned to classes in a Class Record or assigned to students in the Student Record*. See [Students: Skills/Levels](#) for more information.

With the Skills/Levels feature in the Staff Portal your staff can:

- Update skills/levels progress
- Email student skills/levels progress to the parent
- Enter notes for each student
- Manage skills/levels videos

Skills/Levels E-Cheer | News | My Schedule | My Time Card | **Manage Classes**

← Return

Class Ballet - Beg - F | Attendance → | Email

Progress | Information

Started | Tested | Attained | Not S

Click to edit skills/levels for 1 student.

Click on a skill/level to open a class window to access and edit all students in the class.

Click to add a note about the student's progress.

Update Skills/Levels Progress ×

1st Position

If a video has been added to a skill the play button will appear. Click the play button to watch.

Subskill: 1st Position

Date: 04/03/2020 | Started: | Tested: | Attained:

Student	Started	Tested	Attained
Sarah Barnhardt	<input checked="" type="checkbox"/> 4/3/2020	<input type="checkbox"/>	<input type="checkbox"/>
Janet Best	<input checked="" type="checkbox"/> 4/3/2020	<input type="checkbox"/>	<input type="checkbox"/>
Samantha Best	<input checked="" type="checkbox"/> 4/3/2020	<input type="checkbox"/>	<input type="checkbox"/>
Ashley Kunz	<input checked="" type="checkbox"/> 4/3/2020	<input type="checkbox"/>	<input type="checkbox"/>

Save | Undo

Manage Classes in the Staff Portal - The Skills/Levels Screen

Once logged into the Staff Portal ([Launch the Staff Portal](#)), the *Manage Classes* tab is where skill progress tracking starts.

Manage Classes | News | My Schedule | My Time Card | **Manage Classes** | Clock-In | Actions

Class Filters

Mon, Nov 14 2022 | 3 Classes

Partial Attendance | Complete Attendance | Show Empty Classes

Times	Class	Actions
4:00pm 4:30pm	> Little Otters - Beg - MWF with Heather B. Pool A 6 enrolled / 0 makeups	Attendance → Skills/Levels → Email →
5:30pm 6:00pm	> Little Otters - Beg - M with Heather B. Pool A 5 enrolled / 0 makeups	Attendance → Skills/Levels → Email → Virtual Class → Resources →

Manage Classes Screens

Manage Classes - Main Screen

The classes that are available to your staff when they are logged into the Staff Portal are determined by the settings in the *Manage Classes Tab* section of the *Portal Settings* tab in their individual *Staff* record. For an explanation of these settings, refer to [Skills/Levels Settings: Staff Settings](#).

Several Class Filters are available, allowing staff to drill down to specific classes, including Date, Time, Cat1, Session, Room, and Attendance Status (Completed or Not Completed). Use the arrow to display these options. If the *What classes should this staff person see?* is set to *Their Classes with option to Show All of Today's Classes* (Staff record > Portal Settings tab), a *Show All of Today's Classes* checkbox will display.

Additional class information is available by clicking the arrow next to the class name.

The screenshot shows the 'Manage Classes' interface. At the top, there are navigation tabs: 'Manage Classes', 'News', 'My Schedule', 'My Time Card', and 'Manage Classes' (highlighted). A 'Clock-In' button and an 'Actions' dropdown are also visible. Below the navigation is a 'Class Filters' section with a 'Today's Classes' toggle. The filters include: Date (11/14/2022), Time, Cat1 (Swim), Cat2, Room, Session, Attendance Status, and Instructor. A 'Go' button and a 'Reset' button are at the bottom of the filters. A yellow callout box points to the filters with the text: 'Use the Class Filters in this section to control which classes are displayed below.' Below the filters, the date 'Mon, Nov 14 2022' is displayed. A 'Show Empty Classes' toggle is set to 'On'. A yellow callout box points to the toggle with the text: 'Use the toggle to remove classes with no enrollment from the list.' To the right of the date, it says '3 Classes'. Below this is a table with columns: 'Times', 'Class', and 'Actions'. The table lists two classes: 'Little Otters - Beg - MWF' and 'Little Otters - Beg - M'. The 'Little Otters - Beg - M' class has a yellow dashed arrow pointing to its details. The details for this class are: Session: 2022, Days: M, Wait: 0, Start: 1/1/2022, Status: Active, End: 12/31/2022. The 'Actions' column for each class includes buttons for 'Attendance', 'Email', 'Skills/Levels', 'Virtual Class', and 'Resources'.

Times	Class	Actions
4:00pm 4:30pm	> Little Otters - Beg - MWF with Heather B. Pool A 6 enrolled / 0 makeups	Attendance → Email → Skills/Levels →
5:30pm 6:00pm	> Little Otters - Beg - M with Heather B. Pool A 5 enrolled / 0 makeups	Attendance → Email → Resources → Skills/Levels → Virtual Class →

Session: 2022
Days: M
Wait: 0
Start: 1/1/2022
Status: Active
End: 12/31/2022

Manage Classes - Skills/Levels Progress Screen

Click the **Skills/Levels** button on the main *Manage Classes* screen to move to the *Skills/Levels Progress* screen showing a list of enrolled students and their current skills/levels status.

From the *Skills/Levels Progress* screen, there are 3 ways that a staff member can update skills/levels.

Skills/Levels EDU News My Schedule My Time Card Manage Classes Clock-In Actions

← Return

> Class Little Otters - Beg - MWF Attendance → Email → Resources →

Progress Information

Started Tested Attained Not Started

Swim Basics Swim Strokes →

Hunter Campbell 10/01/22 10/01/22

Griffin Kirkman 10/01/22 10/01/22

Joan McCormick 10/01/22 10/01/22

Gracie Thompson 10/01/22 10/01/22

There are 3 ways to update skills.

1 Update Individual Student Skills

Click the **pencil icon** under the student's name to update **all** class skills/levels (and subskills) for only **that** student.

Update Skills/Levels Progress

Hunter Campbell

Date 11/14/2022

Update all skills in this section.

	Started	Tested	Attained
Swim Basics	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Floating	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Treading Water	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Swim Strokes	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Freestyle	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Backstroke	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Breaststroke	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Save Undo

Update skills individually.

2 Update Class Skills - All Students

Click the **skill/level** to update only **that** skill/level (and subskills) for **all** students.

Update Skills/Levels Progress

Swim Basics

Subskill: All Subskills

Date: 11/14/2022

Update all skills in this section.

	Started	Tested	Attained
Hunter Campbell	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Swim Basics	<input checked="" type="checkbox"/> 10/1/2022	<input type="checkbox"/>	<input type="checkbox"/>
Floating	<input checked="" type="checkbox"/> 10/1/2022	<input type="checkbox"/>	<input type="checkbox"/>
Treading Water	<input checked="" type="checkbox"/> 10/1/2022	<input type="checkbox"/>	<input checked="" type="checkbox"/> 11/14/2022
Griffin Kirkman	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Swim Basics	<input checked="" type="checkbox"/> 10/1/2022	<input type="checkbox"/>	<input type="checkbox"/>
Floating	<input checked="" type="checkbox"/> 10/1/2022	<input type="checkbox"/>	<input type="checkbox"/>
Treading Water	<input checked="" type="checkbox"/> 10/1/2022	<input type="checkbox"/>	<input checked="" type="checkbox"/> 11/14/2022

Update skills individually.

Save Undo

3 Update Single Student Skill

Click a **skill/level** status icon for a particular student to update only **that** skill/level for **that** student.

Update Skills/Levels Progress

Hunter Campbell

Swim Strokes

Date: 11/14/2022

Update all skills in this section.

	Started	Tested	Attained
Swim Basics	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Floating	<input checked="" type="checkbox"/> 10/1/2022	<input type="checkbox"/>	<input type="checkbox"/>
Treading Water	<input checked="" type="checkbox"/> 10/1/2022	<input type="checkbox"/>	<input checked="" type="checkbox"/> 11/14/2022

Update skills individually.

Save Undo



Use the Notes  icon to add a note, a Video  icon to watch an uploaded video, or add a video in the **Information** section.

Manage Classes - Skills/Levels Information Screen

Skills/levels videos can be added to your main skills/levels (and subskills) from this page.

Skills/Levels EDU News My Schedule My Time Card Manage Classes Clock-In Actions

← Return

> Class Little Otters - Beg - MWF Attendance → Email → Resources →

Progress Information

Manage Videos Save

Swim Strokes

https://www.youtube.com/watch?v=kFmOtf_WER1

Freestyle

https://www.youtube.com/watch?v=sSOPZSrl-234

Backstroke

https://www.youtube.com/watch?v=kFmOtf_EEEE

Swim Basics

https://www.youtube.com/watch?v=kFmOtf_WER1

Floating

https://www.youtube.com/watch?v=sSOPZSrl-GI

Treading Water

https://www.youtube.com/watch?v=kFmOtf_Ew1w



You select which skills to display in the Staff Portal: *Display skills assigned to classes* or *Display skills assigned to students*. For more details refer to [Settings for Staff Portal Skills/Levels](#).

Update Skills/Levels in the Staff Portal - Step Through the Process

Updating the Skills/Levels in the Staff Portal is simple and a great way to keep parents informed of their student's performance and when they attained certain skills. Follow these steps to make the updates in the Staff Portal, and email parents with the updated information.

Step 1

Log into the **Staff Portal** that has been launched through your database or remotely. See [Launch the Staff Portal](#).

Step 2

Navigate to the **Manage Classes** tab to view your classes. As a default, the current day's classes are displayed. Use the **Class Filters** to display different classes as needed.

Step 3

Click **Skills/Levels** next to the class that you are working with to open the *Skills/Levels Progress* screen.

Step 4

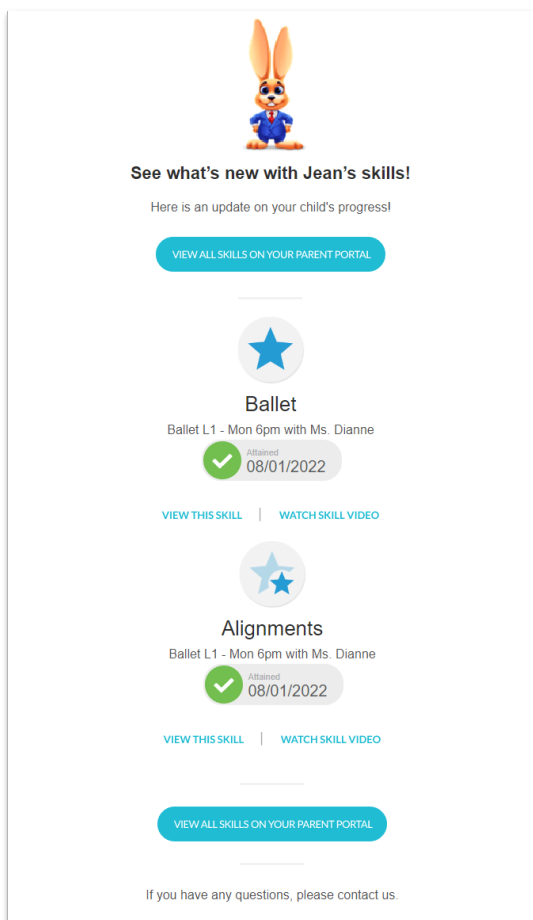
Click the **pencil icon**, the **skill/level name**, or a **skill/level status icon** to make any updates. Add notes as needed with the page icon; these notes copy to the *Student* record on the *Skills/Levels* tab and can be viewed in the Parent Portal on the *My Student* tab.

Step 5

If the staff person is enabled to send emails in the Staff Portal and your Staff Portal Settings are set to *Staff option to send email*, click **Yes** or **No** to email the student's skill progress to the parent. If you are set to *Automatically send email*, an email is generated and automatically sent for each skill/level update with the exception of updates to the status *Tested*. When a student's skill/level is updated to *Tested*, no progress emails are automatically sent.

A history of these emails will be kept in the *Family* record > *Misc* tab > *View Sent Emails*.

Sample email sent:



When a parent replies to a skills/levels progress email, it is sent to your organization email address as designated in *Organization Defaults* under the *Gear (icon) > Settings > General*.

View Skill/Level Progress in Your Database

Skill/Level progress that is entered by your staff in the Staff Portal can be seen inside Jackrabbit in both the *Class* and *Student* records on the *Skills/Levels* tab.

Class Record View

Class: Ballet - Beg - F

← RETURN **SAVE CHANGES** **DELETE**

Class Roll Enroll Student Email/Text Class Enter Absences Absence/Attendance Post Class Transactions Copy Class Mass Drop Sizes/Measurements Archive Class

Summary Enroll List Drop List Absences Makeups Wait List Instructors Lesson Plan **Skills/Levels** Misc Costumes Notes (0) Resources (4)

Add Skill/Level To Class

View 1 - 1 of 1 Print Refresh

Category	Skill/Level (click to edit students)	Subskills (click to edit students)	
Ballet	The Five Positions	1st Position 2nd Position 3rd Position 4th Position 5th Position	

Add Skill/Level To Students Edit Multiple Student Skills/Levels

View 1 - 5 of 5 Print Refresh

● Skill/Level Attained ● All Subskills Attained ● Missing Subskills

Edi	Student	Skill/Level Category	Skill/Level	Subskills	Started	Due	Tested	Attained	Notes
	Melody Agar	Ballet	The Five Positions	(5 / 5) ●	4/3/2020		8/1/2020	8/25/2020	
	Sarah Barnhardt	Ballet	The Five Positions	(3 / 5)	7/26/2017				Completed this skill successfully.
	Janet Best	Ballet	The Five Positions	(1 / 5)	2/14/2020				Completed this skill successfully.
	Samantha Best	Ballet	The Five Positions	(0 / 5)	2/14/2020				Completed this skill successfully.
	Ashley Kunz	Ballet	The Five Positions	(0 / 5)	2/14/2020				Completed this skill successfully.

Student Record View

Student: Melody Agar

← RETURN **SAVE CHANGES** **DELETE**

Enroll Email Schedules Info Sheet Absence/Attendance Submit Absences Mass Drop Classes

Family: [Agar](#): First Name Middle Initial Last Name

Summary Classes Events Medical Feedback **Skills/Levels** Sizes Absences Misc Notes (0) Resources

Add Skill/Level

View 1 - 19 of 19 Print Refresh

	Category	Skill/Level	Subskill	Date Started	Date Tested	Date Attained	Date Due	Notes	Created By
	Ballet	The Five Positions	1st Position	4/3/2020	8/1/2020	8/25/2020		Completed this skill successfully.	AmySmith
	Ballet	The Five Positions	2nd Position	4/3/2020	8/1/2020	8/25/2020		Completed this skill successfully.	AmySmith
	Ballet	The Five Positions	3rd Position	4/3/2020	8/1/2020	8/25/2020		Completed this skill successfully.	AmySmith
	Ballet	The Five Positions	4th Position	4/3/2020	8/1/2020	8/25/2020		Completed this skill successfully.	AmySmith

For more information on working with Skills/Levels, see [Students: Skills/Levels](#).

QUIZ - Lesson #4 - Staff Portal - Update Skills/Levels

When you have worked through all of the articles outlined in the lesson, select the Take the Quiz button to be taken to the Lesson #4 Quiz where you can test your understanding of the concepts in this lesson. You will be asked to enter an email address for quiz results to be sent. The quiz includes Review questions.

Quiz #4 - Staff Portal - Update Skills/Levels

TAKE THE QUIZ

Number of Questions	Total Possible Points	Points Needed for an "A"	Points Needed for a "B"	Points Needed for a "C"
7	7	6	5	4

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