

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

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## 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 system to do so.

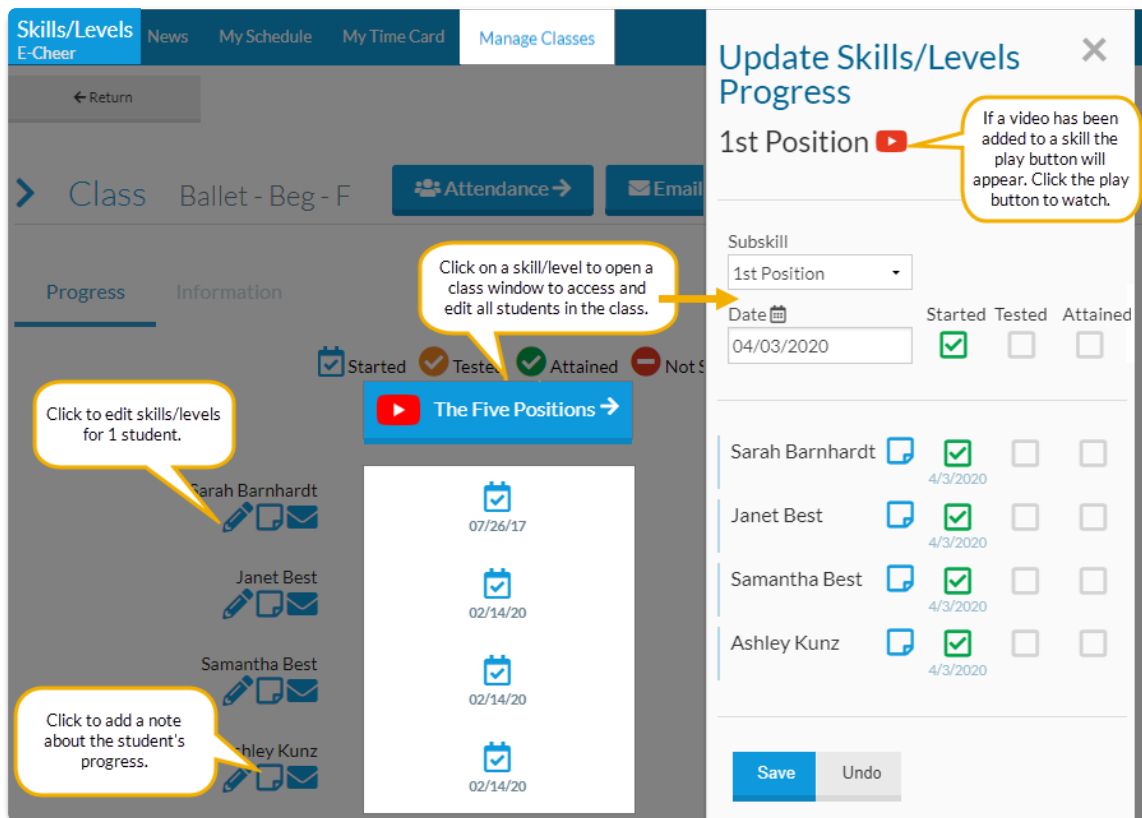
Staff can access their portal when launched from within Jackrabbit, but they can also launch the Staff Portal remotely in a secure, mobile-friendly environment on a smart device such as an iPad or iPhone via a web address (URL). The choice is yours! See [Launch the Staff Portal](#) for further details.



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.

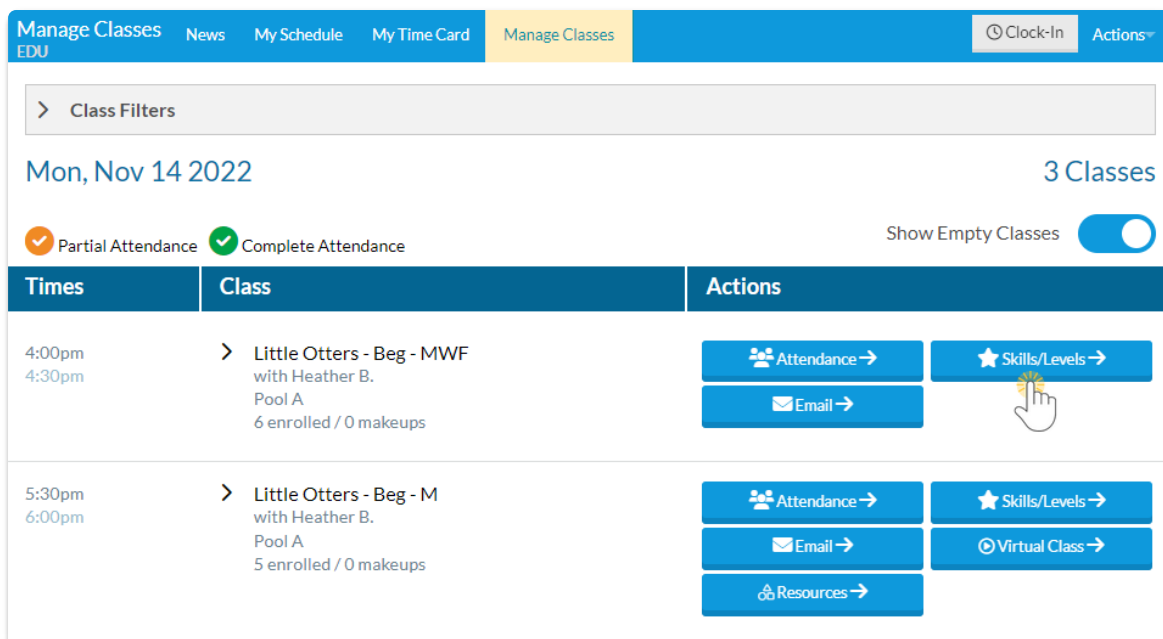
With the Skills/Levels feature in the Staff Portal your staff can:

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



## 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.



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Expand/Collapse  
All

- ▢ Manage Classes - Main Screen
- ▢ Manage Classes - Skills/Levels Progress Screen
- ▢ Manage Classes - Skills/Levels Information Screen

## 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 system 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.

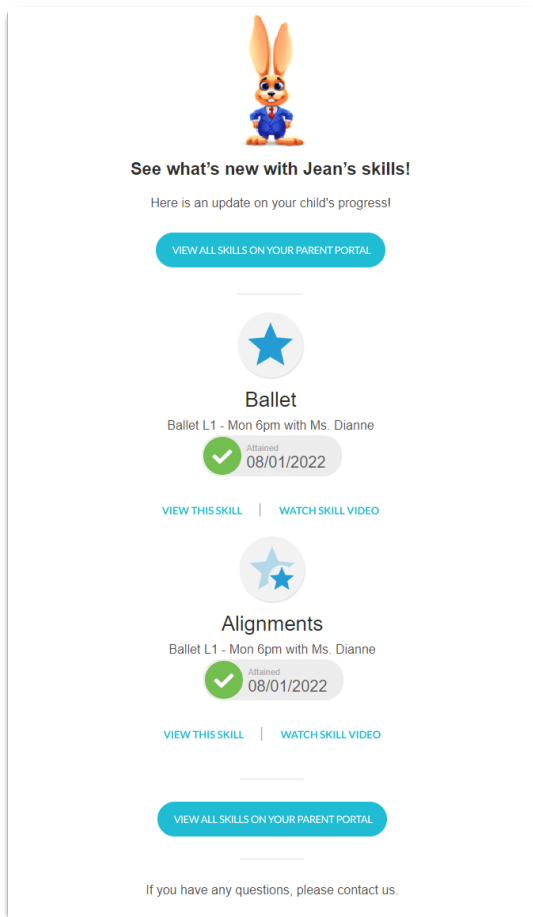
### Step 5

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 System

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](#)

📄 [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 \(0\)](#)
[Resource](#)

[Add Skill/Level](#)

#### Student Skills/Levels

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

## 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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