

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

The screenshot shows the 'Skills/Levels' interface in the Staff Portal. The main view is for a class named 'Ballet - Beg - F'. A callout points to a skill/level '1st Position' with a play button icon, stating: 'Click on a skill/level to open a class window to access and edit all students in the class.' Another callout points to a play button icon, stating: 'If a video has been added to a skill the play button will appear. Click the play button to watch.' A third callout points to a student's progress bar, stating: 'Click to edit skills/levels for 1 student.' A fourth callout points to a note icon, stating: 'Click to add a note about the student's progress.'

The interface includes a top navigation bar with 'Skills/Levels E-Cheer', 'News', 'My Schedule', 'My Time Card', and 'Manage Classes'. Below this is a 'Class' section for 'Ballet - Beg - F' with 'Attendance' and 'Email' buttons. The main area shows a 'Progress' section with a 'The Five Positions' video player and a table of student progress. The table has columns for 'Started', 'Tested', 'Attained', and 'Not S'. The students listed are Sarah Barnhardt, Janet Best, Samantha Best, and Ashley Kunz, all with a date of 4/3/2020 and a green checkmark in the 'Attained' column.

Subskill	Date	Started	Tested	Attained
1st Position	04/03/2020	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Sarah Barnhardt	4/3/2020	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Janet Best	4/3/2020	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Samantha Best	4/3/2020	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Ashley Kunz	4/3/2020	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>