

# 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.

The screenshot displays the 'Manage Classes' interface. At the top, there's a navigation bar with 'Manage Classes' highlighted. Below it, a 'Class Filters' section shows the date 'Mon, Nov 14 2022' and '3 Classes'. There are also options for 'Partial Attendance' (checked) and 'Complete Attendance' (checked), and a 'Show Empty Classes' toggle. The main content is a table with three columns: 'Times', 'Class', and 'Actions'.

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 → 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.

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

Class Filters

My Classes Today's Classes

Date: 11/14/2022 Time: Cat1: Swim Cat2: Room: Session: Attendance Status: Instructor:

Go Reset

Use the Class Filters in this section to control which classes are displayed below.

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 →

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

Use the toggle to remove classes with no enrollment from the list.

### 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

	Started	Tested	Attained
Swim Basics	10/1/2022	11/14/2022	11/14/2022
Floating	10/1/2022		
Treading Water	10/1/2022		11/14/2022
Swim Strokes	10/1/2022		
Freestyle	10/1/2022	11/14/2022	11/14/2022
Backstroke	10/1/2022		
Breaststroke	10/1/2022		

Update all skills in this section.

Update skills individually.

Save Undo

## 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	
<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

**Hunter Campbell**

Swim Basics		<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Floating		10/1/2022	<input type="checkbox"/>	<input type="checkbox"/>
Treading Water		10/1/2022	<input type="checkbox"/>	<input checked="" type="checkbox"/>

**Griffin Kirkman**

Swim Basics		<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Floating		10/1/2022	<input type="checkbox"/>	<input type="checkbox"/>
Treading Water		10/1/2022	<input type="checkbox"/>	<input checked="" type="checkbox"/>

**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	
<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Swim Basics		<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Floating		10/1/2022	<input type="checkbox"/>	<input type="checkbox"/>
Treading Water		10/1/2022	<input type="checkbox"/>	<input checked="" type="checkbox"/>

**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=sSOPZSrI-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=sSOPZSrI-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**.

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