

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 EDU 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 →

Expand/Collapse All

- ☐ [Manage Classes - Main Screen](#)
- ☐ [Manage Classes - Skills/Levels Progress Screen](#)
- ☐ [Manage Classes - Skills/Levels Information Screen](#)