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.
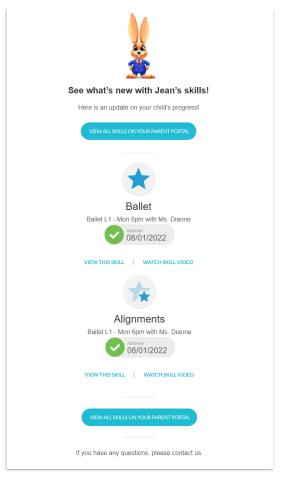
Step 4

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:

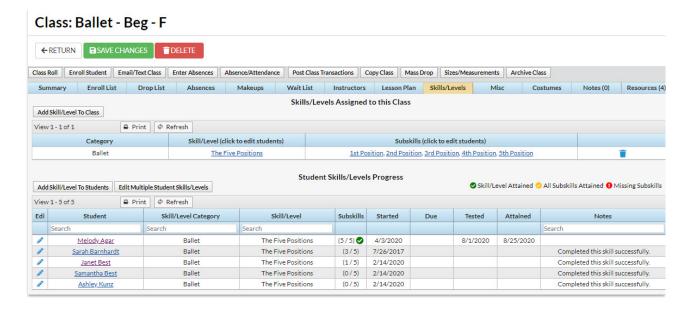When a parent replies to a skills/levels progress email, it is sent to your organization email address as designated in *Organization Defaults* under the *Gear (icon) > Settings > General*.
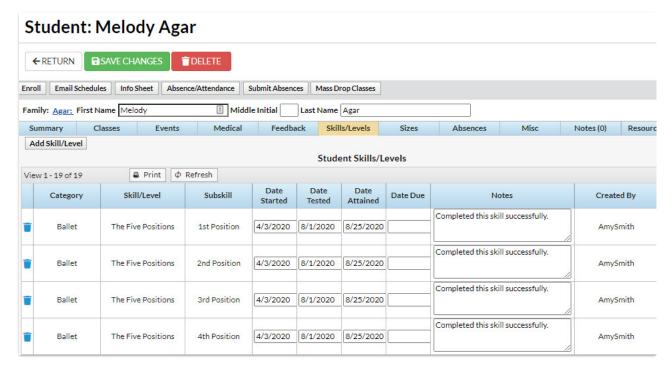
View Skill/Level Progress in Your Database

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) |

Skills/Levels Assigned to this Class

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	🗑

Student Skills/Levels Progress

Add Skill/Level To Students   Edit Multiple Student Skills/Levels   ✅ Skill/Level Attained   🟡 All Subskills Attained   ❗ Missing Subskills

View 1 - 5 of 5   🖶 Print   ⟳ Refresh

Edi	Student	Skill/Level Category	Skill/Level	Subskills	Started	Due	Tested	Attained	Notes
	Search	Search	Search						Search
✏	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 [Melody] ⬍ Middle Initial [ ] Last Name [Agar]

| Summary | Classes | Events | Medical | Feedback | Skills/Levels | Sizes | Absences | Misc | Notes (0) | Resourc |

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

For more information on working with Skills/Levels, see **Students: Skills/Levels.**