

Add Skills/Levels to Classes

Once you have **created your skills/levels** you can add them to classes. When a skill/level is added to a class, it (and any subskills) are added to the enrolled students. If a student already has the skill/level on their record it will not be added again.



If a skill/level is added to a class, a subskill created after will be updated on all Classes and Students containing the primary Skill regardless of attainment status.

Add a Skill/Level to an Individual Class

1. Go to the **Class** record and select the **Skills/Levels** tab.
2. Click **Add Skill/Level To Class**.
3. **Select Skill/Level** using the drop-down menu or use the search field to locate the skill/level.
4. Enter the **Date Training Started**. *Note: If the skill/level has not been started you can leave this field blank.*
5. Enter a **Date Due**, **Date Tested**, and **Date Attained** if applicable.
6. Select which **Students** you want to add the skill/level to.
7. Click **Save & Add Another** or **Save Changes**.

Add Skill/Level - Int. Jazz - Wed - 7pm

Choose skill to add to class

Select Skill/Level: Fan Kick

Date Training Started: 10/5/2016

Date Due: mm/dd/yyyy

Date Tested: mm/dd/yyyy

Date Attained: mm/dd/yyyy

Check All Check Only Missing Uncheck All

Student
<input checked="" type="checkbox"/> Leslie Brown
<input checked="" type="checkbox"/> Corinne Chambers
<input checked="" type="checkbox"/> David Dierksen
<input checked="" type="checkbox"/> Betty Golding
<input checked="" type="checkbox"/> Pam Jones

Total Students: 5

Save Changes Save & Add Another Cancel

Add Multiple Skills/Levels to Multiple Classes

1. Go to the **Classes** (menu) > **Skills** > **Add to Classes**.
2. Use the **[+]** to **Select the Skills/Levels** to add to classes.
3. Use the **[+]** to **Select the Active Classes** to add the skills/levels.
4. Click **Save Changes**.

Add Skill/Level to Classes

← RETURN **SAVE CHANGES**

1. Select the Skills/Levels to add to classes

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+	Skill Category	Skills/Levels	Subskills
	<input type="text" value="Search"/>	<input type="text" value="Search"/>	
+	Dance	Body Wave	0 subskills
+	Dance	Crazy Legs	0 subskills
+	Dance	Happy Feet	0 subskills
+	Dance	Pirouette	0 subskills
+	Dance	Demi Plie	0 subskills
+	Dance	Grand Jete	0 subskills
+	Dance	Extension	0 subskills
+	Dance	Fan Kick	0 subskills
+	Gymnastics	Level I	3 subskills
+	Gymnastics	Level II	3 subskills

Selected Skills/Levels [Clear List](#)

- Grand Jete
- Extension
- Fan Kick

2. Select the Active Classes

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+	Loc	Class	Cat1	Cat2	Cat3	Skills/Leve	Instructors
	<input type="text" value="Search"/>		<input type="text" value="Search"/>				
+	JRHC	Barre - Tues - 7:30pm	Dance			0 skills	Stephanie A.
+	JRHC	Beg Jazz - Mon - 7pm	Dance			2 skills	Stephanie A.
+	JRHC	Beg. Jazz - Sat - 12pm	Dance			0 skills	Stephanie A.
+	JRHC	Hip Hop -Fri - 7:30pm	Dance			3 skills	Stephanie A.
+	JRHC	Hip Hop - Mon - 5:00pm	Dance			3 skills	Stephanie A.
+	JRHC	Hip Hop - Wed - 6:00pm	Dance			3 skills	Stephanie A.
+	JRHC	Int Jazz - Mon - 8pm	Dance			0 skills	Stephanie A.
+	JRHC	Int. Jazz - Thurs - 7pm	Dance			0 skills	Stephanie A.
+	JRHC	Int. Jazz - Wed - 7pm	Dance			1 skills	Stephanie A.
+	JRHC	Intro Ballet - Mon - 6pm	Dance			3 skills	Stephanie A.

Selected Classes [Clear List](#)

- Beg Jazz - Mon - 7pm
- Beg. Jazz - Sat - 12pm

Save Changes

Refer to [Settings for Staff Portal Skills/Levels](#) for options to display student skills in the Staff Portal.



If a student is enrolled into a class after the skills/levels have been added to the class, those



skills/levels will be added to the student automatically using their first day in class as the Date Training Started.
