

Quiz Information

Front Desk Staff

Quizzes	Total Possible Points	Points Needed for an "A"	Points Needed for a "B"	Points Needed for a "C"
The Basics	11	10	9	8
Search in Jackrabbit	8	7	7	6
Add Families	9	8	7	6
Update an Existing Family	10	9	8	7
Update an Existing Family (Continued)	9	8	7	6
Enroll/Register Students into Classes	9	8	7	6
Waitlists, Trial, and Future Enrollments	13	12	11	9
Work with Students - Absences	7	6	6	5
Work with Students - Attendance	5	4	4	3
Emailing Families/Students	6	5	4	4
Emailing Families/Students (Continued)	5	4	4	3
Post Fees to an Individual Family	5	4	4	3
Fixed Fees	7	6	6	5
Collect Payment from an Individual Family	11	10	9	8
Events and Appointments	8	7	7	6
Parent Portal - The Basics	8	7	7	6
Front Desk Certification	30	27	24	21

Coaches/Instructors and Staff

Quizzes	Total Possible Points	Points Needed for an "A"	Points Needed for a "B"	Points Needed for a "C"
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Quizzes	Total Possible Points	Points Needed for an "A"	Points Needed for a "B"	Points Needed for a "C"
Staff Portal - The Basics	11	10	9	8
Staff Portal - Enter Time - Clock In/Out	6	5	4	4
Staff Portal - Enter Time - Manual In/Out	7	6	6	5
Staff Portal - Enter Time - Total Hours	7	6	6	5
Staff Portal - Enter Attendance	7	6	6	5
Staff Portal - Update Skills/Levels	7	6	6	5

Supervisors and Managers

Quizzes	Total Possible Points	Points Needed for an "A"	Points Needed for a "B"	Points Needed for a "C"
The Basics	11	10	9	8
Search in Jackrabbit	8	7	7	6
The Executive Dashboard	9	8	7	6
Manage Users	8	7	7	6
Staff Management	9	8	7	6
Staff Portal Settings	10	9	8	7
Staff Portal Settings (Continued)	17	15	13	12
Staff Portal Management	13	12	11	9
Manager Use of the Time Clock	9	8	7	6
Work with Classes	9	8	7	6
Worth with Classes (Continued)	12	11	10	9
Class Enrollment Management	11	10	9	8
Tuition Fees	9	8	7	6

Quizzes	Total Possible Points	Points Needed for an "A"	Points Needed for a "B"	Points Needed for a "C"
Tuition Fees (By Class Fee Billing Method)	13	12	11	9
Tuition Fees (By Total Hours Billing Method)	8	7	7	6
Non-Tuition Fees	7	6	6	5
Collect Payment from an Individual Family	10	9	8	7
Collect Payment from Multiple Families	14	13	12	10
Send Emails	13	12	11	9
Financial Reports	14	13	12	10
Enrollment Reports	17	15	13	12
Supervisors and Managers Certification	50	45	40	35