Approximate Time to Complete Each Lesson

It is important to allow plenty of time for trainees to go through training to help avoid cognitive overload as they are trying to process and remember a lot of information.

The amount of time a trainee will take to complete a lesson will vary. Consider their level of education, reading comprehension, and if they are visual learners or hands-on learners. Some individuals are not good test-takers and may need to retake quizzes. The times below are approximate and are meant only to be used as a guide.

Front Desk Staff

Quizzes	Approx. Time
The Basics	60
Search in Jackrabbit	60
Add Families	30
Update an Existing Family	30
Update an Existing Family (Continued)	20
Enroll/Register Students into Classes	45
Waitlists, Trial, and Future Enrollments	45
Work with Students - Absences	45
Work with Students - Attendance	35
Emailing Families/Students	45
Emailing Families/Students (Continued)	30
Post Fees to an Individual Family	45
Fixed Fees	30
Collect Payment from an Individual Family	120
Events and Appointments	45
Parent Portal - The Basics	45
Total - *Front Desk Staff*	12 hours

Coaches/Instructors and Staff

Quizzes	Approx. Time
Staff Portal - The Basics	30
Staff Portal - Enter Time - Clock In/Out	30
Staff Portal - Enter Time - Manual In/Out	30
Staff Portal - Enter Time - Total Hours	30
Staff Portal - Enter Attendance	30
Staff Portal - Update Skills/Levels	45
Total - *Coaches/Instructors and Staff*	3 hours, 15 minutes

Supervisors and Managers

Quizzes	Approx. Times
The Basics	60
Search in Jackrabbit	60
The Executive Dashboard	60
Manage Users	90
Staff Management	90
Staff Portal Settings	90
Staff Portal Settings (Continued)	90
Staff Portal Management	60
Manager Use of the Time Clock	90
Work with Classes	90
Worth with Classes (Continued)	60
Class Enrollment Management	90
Tuition Fees	90

Quizzes	Approx. Times
Tuition Fees (By Class Fee Billing Method)	60
Tuition Fees (By Total Hours Billing Method)	45
Non-Tuition Fees	30
Collect Payment from an Individual Family	90
Collect Payment from Multiple Families	120
Send Emails	60
Financial Reports	120
Enrollment Reports	45
Total - *Supervisors and Managers*	26 hours, 30 minutes