

Staff / Instructor Skills

Last Modified on 12/04/2018 2:06 pm EST

Many organizations use Instructor Skills to indicate which skill / instrument an instructor can teach. Recorded Staff Skills are displayed on the [Day View Calendar](#).

Criteria
Class Status: Active

Refresh Change Criteria Add Class Room View Week View Print Settings Close ? Help

Prev 3/8/2017 Next Hide Instructors with no Activity: Show Students:

Tip: Double Click on a Time Slot to Add a New Class

	Unassigned	S. Andrews	S. Mitchell	J. Linton	J. Declan	D. Harris	C. Johns	E. Sargeant
Skills:		Gymnastics	Dance, Cheerleading					
All Day								
5am :00								
6am :00								



Make sure that Skills have been created in your drop-down lists. To add a skill go to Tools > Edit Settings > Drop-down Lists > Staff section > Skills. See [Getting Started: Drop-down Lists](#) for more information.

1. Point to **Staff** and click **List Active Staff** (or **List All Staff**).
2. Click a staff person's **name**.
3. Click the **Skills** tab for the staff person.
4. Click the **Add Skill** button.
5. Choose a **Skill** from the drop-down list and add **Notes** if needed.
6. **Save Changes**.

Return Save Changes Delete Help Support Send Idea



Instructor Schedule (PDF) Add Time Entry Instructor Calendar Weekly Schedule Email

Summary Classes Compensation Time Card Portal Settings Feedback Skills Certifications Availability Misc Picture

Add skill

Instructor Skills

View 1 - 2 of 2 Print Refresh

Skill	Notes	By	
Cheerleading		helpcenter	
Dance		helpcenter	

To delete a staff skill click the **Trash Can** icon.



A Jackrabbit User's access to the Skills tab on staff records can be restricted using the *Staff Skills Tab* user permission in the *Staff* category. Edit user permissions from the *Tools* menu > *Manage Users & Permissions*.