

Student Skills/Levels Search Report

Last Modified on 06/05/2019 8:47 pm EDT

This powerful report in the *Students* menu will create a list of student skill/level details and can be generated for a group of students or for an individual student.

Run the Skills/Levels Search with the selected default criteria and display settings to see all skill/level details for all active students currently enrolled in classes with any instructor in any category.

Jackrabbit Skills/Levels Search

Use the search field to further filter your results.

Use Show/Hide Columns to add or remove information from the report results.

Print Export Refresh 10 columns hidden Show/Hide Columns Restore Columns

Family/Acct	First Name	Cat1	Skill/Level	Date Started	Date Tested	Date Attained	Date Due	Test Fee
<input type="text" value="Search"/>	<input type="text" value="Search"/>	<input type="text" value="Search"/>	<input type="text" value="Search"/>					<input type="text" value="Search"/>
Ager	Dianne	Dance	Fan Kick	3/1/2017		3/6/2017		5.00
Andrews	Olivia	Dance	Demi Plie	3/20/2017	3/20/2017	3/20/2017	5/31/2017	5.00
Andrews	Olivia	Dance	Pirouette	3/1/2017	3/27/2017		5/31/2017	5.00
Brown	Leslie	Dance	Demi Plie	3/20/2017	3/20/2017	3/20/2017	5/31/2017	5.00
Brown	Leslie	Dance	Pirouette	3/1/2017	3/27/2017	3/27/2017	5/31/2017	5.00
Chambers	Corinne	Dance	Demi Plie	3/20/2017	3/20/2017	3/20/2017	5/31/2017	5.00
Chambers	Corinne	Dance	Pirouette	3/1/2017	3/27/2017	3/27/2017	5/31/2017	5.00

Numerous search criteria allow you to look at the skill/level detail for students at a highly customized level. You can use only one criteria or use several criteria combined to narrow the report results.



Don't over select criteria to start with; this can filter a large amount of data out of the results. It is easier to start with fewer criteria and then pare down the results from there. Once you get the information you are looking for, save your selections as a Favorite for future use!

Class Enrollment Criteria

Use the Class Enrollment Criteria to look at the skill/level details for students currently enrolled in a particular instructor's classes or students who were previously enrolled in a specific class(es). Look only to classes that meet on a selected day(s) or look only at the skills/levels of students who started during a particular date range.

Class Enrollment Search Criteria

Student's Enrollment Status

with Primary Instructor(s)

Camille Johns
 Dianne Harris
 Eva Sargeant
 Jill Sharpe
 John Declan
 John Linton
[more less](#)

Select one or more classes by holding the CTRL key

Student's Enrollment Status

in Class(es)

Barre - Thurs - 8pm (Winter 2016)
 Barre - Thurs - 8pm (Spring 2017)
 Barre - Tues - 7:30pm (Spring 2017)
 Beg Jazz - Mon - 7pm (Spring 2017)
 Beg. Jazz - Sat - 12pm (Spring 2017)
 Hip Hop (Spring 2017)
[more less](#)

Select one or more classes by holding the CTRL key

Enrolled in Class Cat 2

Class Meets **Mon Tue Wed Thu Fri Sat Sun**

Student Enrolled/Started Date Through

Select Student [Search](#) [Clear](#)

Options are *Currently Enrolled, Currently and Previously Enrolled, and Previously Enrolled.*

The date the student came into the class via direct enrollment, transfer, or waitlist.

Skill Search Criteria

Look at students who have started a skill(s)/level(s) during a specified time frame or students who attained a skill/level during that time frame. You can also use this report to look for students who have not yet attained a specific skill(s)/level(s) using the *Has No Date Attained* criteria. For those that do skill testing or evaluation for promotion to higher levels, searching for students that have a skill with *No Date Attained* is a way to identify students currently working on a skill/level who may be ready for testing/evaluation.

Skill Search Criteria

Skill/Level
(Dance) Body Wave
(Dance) Crazy Legs
(Dance) Demi Plie
(Dance) Pirouette
(Gymnastics) Level I
(Gymnastics) Level II [more less](#)
Select one or more skills/levels by holding the CTRL key

Skill/Level Category 1
Dance
Gymnastics

Do not yet have Skill/Level in Category 1
Dance
Gymnastics

Has No Date Attained ?

Date Skill/Level Due Through And Has No Date Attained

Date Skill/Level Started Through And Has No Date Attained

Date Skill/Level Tested Through And Has No Date Attained

Date Skill/Level Attained Through

These criteria selections will show all students, who started the selected dance skills during the month of March, that have not yet attained the skill.

Skill Status Search Criteria

This section of search criteria allows you to look at students based on the status of their skills: has skill/level & sub skills assigned, skill/level not assigned, hasn't started, hasn't tested, and hasn't attained.

Student has skill/level assigned

Student has subskill assigned

Student doesn't have skill/level assigned

Student hasn't started skill/level Include students without this skill/level assigned

Student hasn't tested skill/level

Student hasn't attained skill/level

These selections will show students enrolled as per your selected *Class Enrollment Search Criteria* that have not started the Body Wave skill (or don't have it assigned).



To search on students who have not been assigned any skills, use the **Students Search** in the **Students** menu with the **Search Criteria Has No Assigned Skills = True**.

