

# Student Skills/Levels Search Report

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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"/>
<a href="#">Ager</a>	<a href="#">Dianne</a>	Dance	Fan Kick	3/1/2017		3/6/2017		5.00
<a href="#">Andrews</a>	<a href="#">Olivia</a>	Dance	Demi Plie	3/20/2017	3/20/2017	3/20/2017	5/31/2017	5.00
<a href="#">Andrews</a>	<a href="#">Olivia</a>	Dance	Pirouette	3/1/2017	3/27/2017		5/31/2017	5.00
<a href="#">Brown</a>	<a href="#">Leslie</a>	Dance	Demi Plie	3/20/2017	3/20/2017	3/20/2017	5/31/2017	5.00
<a href="#">Brown</a>	<a href="#">Leslie</a>	Dance	Pirouette	3/1/2017	3/27/2017	3/27/2017	5/31/2017	5.00
<a href="#">Chambers</a>	<a href="#">Corinne</a>	Dance	Demi Plie	3/20/2017	3/20/2017	3/20/2017	5/31/2017	5.00
<a href="#">Chambers</a>	<a href="#">Corinne</a>	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)   
  
  
  
  
 [more less](#)

Select one or more classes by holding the CTRL key

Student's Enrollment Status

in Class(es)   
  
  
  
  
 [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**.

