Add or Update Student Skills/Levels in Mass

Updating student skills/levels in mass requires a user permission in*Tools > Manage Users & Permissions*. This user permission is in the*Student* section of the permissions and is called *Skills Mass Update.*

*Students > Skills Mass Update*offers four different options to add / update a group of students' skills:

- add a new skill to students working on a current skill

- add a new skill to students without a current skill

- complete a current skill (by entering the date attained on the current skill)

- promote to a new skill (by entering the date attained on the current skill and adding the new skill).

Note: This will only search for students with Current Skills without a Date Attained. Therefore, it won't find completed skills (skills with a date attained). Use Skills Search *in the* Student *menu to find students with completed skills.*

Groups of students can be defined by the following criteria:

- Location

- Current Skill/Level

- Category 1 OR Class (choose one, not both)

- Category 2 OR Class (choose one, not both)

Add a New Skill to students working on a current skill/level

When students are working on a current skill/level (a skill without a date attained) and are starting a new skill/level, select the following criteria:

- Current Skill/Level

- New Skill/Level

- Clear the Date Attained leaving it blank

Add a New Skill to students without a current skill/level

When students do NOT have a current skill/level and are starting a new skill/level, select the following criteria:

- Current Skill/Level > No Current Skill/Level = Yes

- New Skill/Level

- Clear the Date Attained leaving it blank

Complete a Current Skill/Level

When students have completed a current skill/level, select the following criteria:

- Current Skill/Level

- Date Attained

- New Skill/Level should be blank

Promote to a New Skill/Level

When students have completed a current skill/level and are starting a new skill/level, select the following criteria:

- Current Skill/Level

- Date Attained

- New Skill/Level

Click **Submit** to mass update. After the update is complete, a list of student updated skills is displayed.