Create Skills/Levels

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Skills/Levels *must be created* before they can be added to a class; this is done from the *Students* menu > *Skills/Levels.*

There are two settings that control how dates are assigned to skills; they are found on the main Skills/Levels page:

- **Auto Set Student Start Date**
  - Set this to yes to have the start date for each skill automatically assigned to the students in the class (the date the skill/level is added to the class).
- **Update Skill/Level date attained when all Subskills are attained**
  - Set this to yes to automatically assign a date attained for a skill//level's when all of the subskills are attained.
  - When this is set to no staff must manually enter a skill/level's date attained when all subskills are attained.

Create a New Skill and Subskill

1. Click **+Add Skill/Level**.

2. In the *Add Skill/Level* window, choose a **Skill Category** from the drop down choices, name the **Skill/Level**, and optionally add a **Skill/Level Code.** Click **Save.**

3. If applicable, add **Subskills** to each *Skill/Level* by clicking the link in the *Edit Subskills* column.

4. Add a **Description** of the Skill/Level.

5. Optionally add a **Video Link** to demonstrate the skill; the video can be viewed by parents in their portals. Accepted file types: YouTube, .mp4, .ogv, .webm, .3gp.

6. Add **# Days Required**, **# Classes Required** and **Test Fee** if applicable.

7. Order the list by adding a **number** in the *Order* column for each skill. (#1 will be first in list, etc.) **Save Changes.**

Copy a Skill

Quickly create a new skill using an existing as a starting point with the copy icon located to the left of the skill.

Import Skills/Levels

If you prefer, you can import your skill/subskill data by using the **Import Skills/Levels** button. Follow the instructions there to download Jackrabbit's Importer Spreadsheet. Once you fill that sheet in as per the instructions, you can either import it, or send it to our Imports team at **Imports@jackrabbittech.com** and they can do the import for you.

See more information on importing Skills/Levels on our **Data Requirements for Import** article.