Add Skills/Levels to Classes

Last Modified on 05/15/2020 3:31 pm EDT

Once you have created your skills/levels you can add them to classes. When a skill/level is added to a class, it (and any subskills) are added to the enrolled students. If a student already has the skill/level on their record it will not be added again.



If a skill/level is added to a class, a subskill created after cannot be added to the students in the class. It is best to create a new skill/level and add it to the class.

To add a skill/level to an individual class:

- 1. Go to the **Class** record and select the **Skills/Levels** tab.
- 2. Click Add Skill/Level To Class.
- 3. Select the Skill/Level using the drop down menu or use the search field to locate the skill/level.
- 4. Enter the **Date Training Started**. Note: If the skill/level has not been started you can leave this field blank.
- 5. Enter a **Date Due**, **Date Tested**, and **Date Attained** if applicable.
- 6. Select which **Students** you want to add the skill/level to.
- 7. Save & Add Another or Save Changes.

Add Ski	ll/Level - Int. Jazz - Wed - 7pm
Choose skill to add to c	ass
Select Skill/Level:	Fan Kick 👻
Date Training Started:	10/5/2016
Date Due:	mm/dd/yyyy 🛗
Date Tested:	mm/dd/yyyy 🛗
Date Attained:	mm/dd/yyyy 🛗
Check All Check Onl	y Missing Uncheck All
Student	
Leslie Brown	
Corinne Chamb	ers
David Dierksen	
Betty Golding	
Pam Jones	
Total Students: 5	
Save Changes	Save & Add Another Cancel
2	Ŋ

To add multiple skills/levels to multiple classes:

- Point to Students on the main menu and selectSkills/Levels Add to Classes.
- 2. Use the [+] to **Select the Skills/Levels** to add to classes.
- 3. Use the [+] to Select the Active Classes to add the skills/levels to.
- 4. Save Changes.

Jackrabbit

Add Skill/Level to Classes

he Skills		ges				? Help		upport	🕈 Send
	/Levels	to add to classes							
View 1 - :	10 of 12	IN Page 1 of 2	→ ▶1 100 ▼ +	Show All Print	Ø Refresh				
Đ		Skill Category		Skills/Levels			Su	bskills	
	Search	h	Search						
•		Dance		Body Wave			0 s	ubskills	
•		Dance	Crazy Legs			0 subskills			
E		Dance	Happy Feet			0 subskills			
E		Dance		Pirouette			0 s	ubskills	
÷		Dance		Demi Plie			0 s	ubskills	
•	5	Dance		Grand Jete			0 s	ubskills	
.	5	Dance		Extension				ubskills	
+	5	Dance		Fan Kick				ubskills	
•		Gymnastics		Level I				<u>ubskills</u>	
•		Gymnastics	Level II			<u>3 subskills</u>			
Grand Je Extension Fan Kick he Activ	te 🛍 n 🛍 m ve Classe	Levels (<u>Clear List</u>)					<u>ادن</u>		
Grand Je Extension Fan Kick he Activ View 1 - :	te 🛍 n 🛍 /e Class 10 of 20	Levels (Clear List) es		Show All	ф Refresh				
Grand Jer Extension Fan Kick he Activ View 1 - :	te min min min ve Classe 10 of 20 Loc	es	Cat1	Show All Print Cat2		Cat3	Skills/Leve	Instruct	tors
Grand Je Extension Fan Kick he Activ View 1	te 🛍 n 🛍 m ve Classo 10 of 20 Loc	es I de la class Class Search	Cat1 Search	Show All	¢ Refresh Search		Skills/Leve	Instruct	
Grand Jer Extension Fan Kick View 1 - : Se	te 🛍 n 🛍 we Classo 10 of 20 Loc JRHC	es I a class Search Barre - Tues - 7:30pm	Cat1 Search Dance	Show All Print Cat2			Skills/Leve	Instruct Search Stephan	ie A.
Grand Je Extension Fan Kick Ne Activ	te 10 re Classo re Classo 10 of 20 Loc JRHC JRHC	es I a a Page 1 of 2 Class Search Barre - Tues - 7:30pm Beg Jazz - Mon - 7pm	Cat1 Search Dance Dance	Show All Print Cat2			Skills/Leve O skills 2 skills	Instruct Search Stephan Stephan	ie A. ie A.
Grand Je Extension Fan Kick he Activ View 1 - : Se C C C C C C C C C	te 10 re Classo re C	es reference of 2 Class Search Barre - Tues - 7:30pm Beg Jazz - Mon - 7pm Beg. Jazz - Sat - 12pm	Cat1 Search Dance Dance Dance	Show All Print Cat2			Skills/Leve O skills Skills	Instruct Search Stephan Stephan Stephan	ie A. ie A. ie A.
Grand Je Extension Fan Kick Ne Activ View 1 - Se C C C C C C C C C C C C C C C C C C	te m m m te Classo 10 of 20 Loc JRHC JRHC JRHC JRHC JRHC	es (clear List) es (def Page 1 of 2 C Class Search Barre - Tues - 7:30pm Beg Jazz - Mon - 7pm Beg Jazz - Sat - 12pm Hip Hop - Fri - 7:30pm	Cat1 Search Dance Dance Dance Dance Dance	Show All Print Cat2			Skills/Leve O skills 2 skills O skills 3 skills	Instruct Search Stephan Stephan Stephan	ie A. ie A. ie A. ie A.
Grand Je Extension Fan Kick View 1 - : See Comparison C	te m m te Classo re Classo	es I a a Page 1 of 2 Class Search Barre - Tues - 7:30pm Beg Jazz - Mon - 7pm Beg Jazz - Sat - 12pm Hip Hop - Fri - 7:30pm Hip Hop - Mon - 5:00pm	Cat1 Search Dance Dance Dance Dance Dance Dance	Show All Print Cat2			Skills/Leve 0 skills 2 skills 0 skills 3 skills	Instruct Search Stephan Stephan Stephan Stephan	ie A. ie A. ie A. ie A. ie A.
Grand Je Extension Fan Kick View 1 - : See See See See See See See See See Se	te 10 of 20 Loc Lass JRHC JRHC JRHC JRHC JRHC JRHC JRHC JRHC	Levels (Clear List) es if and Page 1 of 2 Class Search Barre - Tues - 7:30pm Beg Jazz - Mon - 7pm Beg Jazz - Sat - 12pm Hip Hop - Fri - 7:30pm Hip Hop - Fri - 7:30pm Hip Hop - Wed - 6:00pm	Cat1 Search Dance Dance Dance Dance Dance Dance Dance	Show All Print Cat2			Skills/Leve 0 skills 2 skills 0 skills 3 skills 3 skills 3 skills	Instruct Search Stephan Stephan Stephan Stephan Stephan	ie A. ie A. ie A. ie A. ie A. ie A.
Grand Je Extension Fan Kick View 1 - 1 C C C C C C C C C C C C C C C C C C C	te m m te Class re Class 10 of 20 Loc Loc JRHC JRHC JRHC JRHC JRHC JRHC JRHC JRHC	Levels (Clear List) es I III IIII OF 2 Class Search Barre - Tues - 7:30pm Beg Jazz - Mon - 7pm Beg Jazz - Sat - 12pm Hip Hop - Fri - 7:30pm Hip Hop - Fri - 7:30pm Hip Hop - Wed - 6:00pm Int Jazz - Mon - 8pm	Cat1 Search Dance Dance Dance Dance Dance Dance Dance Dance	Show All Print Cat2			Skills/Leve 0 0 0 0 0 3	Instruct Search Stephan Stephan Stephan Stephan Stephan Stephan	ie A. ie A. ie A. ie A. ie A. ie A. ie A.
Grand Je Extension Fan Kick View 1 - : • • • • • • • • • • • • • • • • • • •	te 10 of 20 Loc Lass JRHC JRHC JRHC JRHC JRHC JRHC JRHC JRHC	Levels (Clear List) es if and Page 1 of 2 Class Search Barre - Tues - 7:30pm Beg Jazz - Mon - 7pm Beg Jazz - Sat - 12pm Hip Hop - Fri - 7:30pm Hip Hop - Fri - 7:30pm Hip Hop - Wed - 6:00pm	Cat1 Search Dance Dance Dance Dance Dance Dance Dance	Show All Print Cat2			Skills/Leve 0 skills 2 skills 0 skills 3 skills 3 skills 3 skills	Instruct Search Stephan Stephan Stephan Stephan Stephan	ie A. ie A. ie A. ie A. ie A. ie A. ie A. ie A.



If a student is enrolled into a class after the skills/levels have been added to the class, those skills/levels will be added to the student automatically using their first day in class as the Date Training

Started.