

# Class Skills/Levels Report

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The **Class Skills/Levels Report** displays the skills each student enrolled in the class is working on. Go to *Classes* menu > *Class/Skills Levels Report*.

The report can be displayed in 3 different formats, determined by the display setting of your choice:

- ★ The **Skills Report** is a great way to see a list of skills and skill status for students in a class.
- ★ The **Skills Worksheet** is helpful in updating skills for classes.
- ★ The **Skills Progress Report** is a report card that shows parents how their student is progressing in your program.

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[Skills Report](#) |

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## Search Criteria (applies to all formats)

The Search Criteria selected here will determine the information included, regardless of the display format chosen.

# Class Skills/Levels

← RETURN

SUBMIT

Search Criteria  Favorites  Save Favorites  Refresh

*Print a report with student skill status per class.*

Class Location: E-Dojo, E-Music, **E-Swim**

Class Status: Active

Class Session: 2020

Category 1: Private, Punch Cards, Recital Fee, Registration Fee, Semi-Private, **Swim**, Tap, Tap and Jazz

Category 2: ALL

Category 3: ALL

Primary Instructor(s): ALL, Alex Hickman, Amy Smith, Annette Michaels, Ashley Colvin, Carol Barnhardt

Class Meets: Mon  Tue  Wed  Thu  Fri  Sat  Sun

Classes: ALL, Advanced Tumbling - T/Th - 6:00 (2020), Advanced Tumbling - T/Th - 7:00 (2020), Allstars Youth (2020), Allstars Youth Fall (2020), Ballet - Beg - F (2020), Ballet - Beg - MWF (2020), Ballet - Beg - T-Th (2020)

The criteria selected will return all classes from the E-Swim location with a Category 1 of Swim that are in the 2020 Class Session.

## Skills Report

### Display Settings

Use the Display Settings to format your skills report:

- Select **I would like a skills report**
- Determine which skills you want the report to retrieve using the *Skill Status* drop-down.
- Choose additional information you would like the report to show such as *Location*, *Birthdate*, etc.

**Display Settings**

**What type of report do you need?**  
 If you need a printable report that lists skills for each class, use the **skills report**.  
 If you need a printable worksheet to check off skills each class is currently working on, use the **skills worksheet**.  
 If you need a printable progress report to give to parents, use the **student skills progress report**

I would like a skills report.  
 I would like a skills worksheet.  
 I would like a skills progress report.

Skill Status: All ▼  
 Include Makeups: No ▼  
 Include Skills Without a Date Started: No ▼  
 Show Location: Yes ▼  
 Show Date Attained: No ▼  
 Show Phone: Home/Primary ▼  
 Show Birthdate: Yes ▼  
 Show Last Agreement Date: No ▼  
 Page Break Between Classes: No ▼  
 Sort by: Class Name ▼

On the Skills Report, the Class Location and the Student Birthday will display.

## The Report Results

All Skills/Levels			* Skill Not Attained
<b>Little Otters - Beg - M (M,5:30pm - 6:00pm), Kendra Barnhardt</b>			
<b>E-Swim</b>			
Dianne Agar, 9	Swim Basics*	Floating, Treading Water*	
9/10/2010 (704) 947-6660			
Tina Bennett, 11	Swim Basics*	Floating*, Treading Water*	
12/5/2008 (704) 654-2894			
Jake Lane, 8	Swim Basics*	Floating*, Treading Water*	
4/29/2012 (704) 999-3711			

## Skills Worksheet

### Business Scenario

Run the Class Skills/Levels report and select the *Display Setting* of **I would like a skills worksheet**. You can see what skills each student is working towards and update the worksheet if needed. You can use the updated worksheet to update the skills in Jackrabbit.

### Display Settings

Use the Display Settings to format your report:

- Select **I would like a skills worksheet**
- Select the skills you would like to see -**skills assigned to classes** or **skills assigned to students only**.
- Determine which skills you want the report to retrieve using the *Skill Status* drop-down.

- Choose additional information you would like the worksheet to show such as *Enroll Type*, *Birthdays*, etc.

**Display Settings**

**What type of report do you need?**  
 If you need a printable report that lists skills for each class, use the **skills report**.  
 If you need a printable worksheet to check off skills each class is currently working on, use the **skills worksheet**.  
 If you need a printable progress report to give to parents, use the **student skills progress report**.

I would like a skills report.  
 **I would like a skills worksheet.**  
 I would like a skills progress report.

Select skills assigned to classes  
 Select skills assigned to students only

Class Date:    
 Skill Status:    
 Include Makeups:    
 Display Enroll Type:    
 Display Class Roll Notes:    
 Display Allergies & Special Needs:    
 Display Birthdays in the next:  Days  
 Include Skills Without a Date Started:    
 Page Break Between Classes:    
 Sort by:    
 Print Orientation:

On the Skills Worksheet, the Enroll Type for each student and Birthdays in the next 10 days will display.

In addition, Class Roll Notes and Allergies & Special Needs are listed.

Each class will be on a separate worksheet.

## The Report Results

Skills Worksheet							Monday, May 11 2020			
Little Otters - Beg - M						5:30pm - 6:00pm		Kendra Barnhardt		
Rm: Pool	Started	SWBA	STRK							
		FLOA	TREA	FREE	BACK	BREA				
Dianne Agar, 9 (Enrolled)	05/04/20	✓	✓							
Allergies: Allergic to peanuts.										
Tina Bennett, 11 (Enrolled)	05/04/20	✓	✓							
Jake Lane, 8 (Enrolled)	05/04/20	✓	✓							
Annie Turman, 10 (Enrolled)										
Allergies: Allergic to penicillin.										
Special Needs: Annie may need more time to practice her drills in the water.	05/04/20	✓	✓							

## Skills Progress Report

### Business Scenario

Your school evaluates students on skills for their level. Once a student attains the skills for that level, they may be eligible to move up for the next session. Showing student progress is important to you and your families. Run the Class Skills/Levels report and select the *Display Setting* of **I would like a skills progress report**. Print the report and give it to each student in class as a report card. They can share

with their family and show their accomplishments!

## Display Settings

Use the Display Settings to format your report:

- Select **I would like a skills progress report**
- Select the skills you would like to see -**skills assigned to classes** or **skills assigned to students only**.
- Choose how you want to sort the report.

### Display Settings

**What type of report do you need?**  
If you need a printable report that lists skills for each class, use the **skills report**.  
If you need a printable worksheet to check off skills each class is currently working on, use the **skills worksheet**.  
If you need a printable progress report to give to parents, use the **student skills progress report**.

I would like a skills report.  
 I would like a skills worksheet.  
 I would like a skills progress report.

Select skills assigned to classes  
 Select skills assigned to students only

Sort By

The Skills Progress Report will display skills assigned to classes and will sort by Room first.

## The Report Results


**Dianne AGAR**  
Contact  
Tara Agar  
Class  
Little Otters - Beg - M  
w/ Kendra Barnhardt

Skills Target  
**5**

Started: 5/5  
Tested: 4/5  
Attained: 1/5

Report Details  
Report generated:  
5/11/2020 1:40:17 PM

Legend  
Started: ✓  
Tested: ✓ ✓  
Attained: ✓ ✓ ✓



Dianne is 20% of the way there! Target: 5 Skills

✓ ✓ **Swim Basics**  
✓ ✓ ✓ Floating  
✓ Treading Water

✓ ✓ **Swim Strokes**  
✓ ✓ Freestyle  
✓ ✓ Backstroke  
✓ ✓ Breaststroke

Progress bar shows overall status of class skills.

If you have your company logo uploaded in *Tools > Edit Settings > Organization Logo*, the reports will be branded!