Class Skills/Levels Report

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.

Search Criteria | **Skills Report** | **Skills Worksheet** | **Skills Progress Report**

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.

The Report Results

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	5/11/2020 📅
Skill Status	Not Attained ▼
Include Makeups	Yes ▼
Display Enroll Type	All Enroll Types ▼
Display Class Roll Notes	Yes ▼
Display Allergies & Special Needs	Yes ▼
Display Birthdays in the next	10 Days
Include Skills Without a Date Started	No ▼
Page Break Between Classes	Yes ▼
Sort by	Instructor, Class Start Time ▼
Print Orientation	Portrait ▼

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) Allergies: Allergic to peanuts.	05/04/20	✓	✓					
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 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.

The Report Results