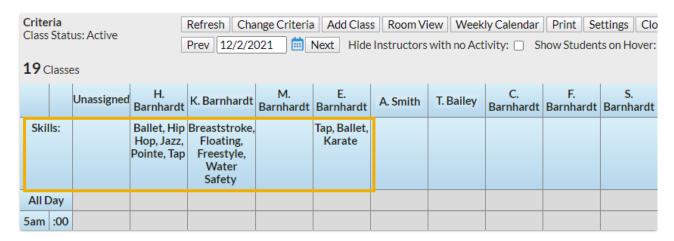
## Staff / Instructor Skills

Last Modified on 12/02/2021 3:21 pm EST

Many organizations use Instructor Skills to indicate which skill/instrument an instructor can teach. Recorded Staff Skills are displayed on the **Day View Calendar**.

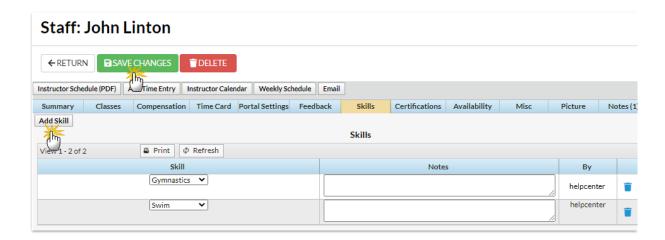




Make sure that *Skills* have been created in your drop-down lists. To add a skill go to *Gear (icon) > Settings > General > Drop-down Lists (left menu) > Staff section > Skills.* See Getting Started: Drop-down Lists for more information.

## Add a Skill to a Staff Member

- 1. Go to Staff (menu) > Active Staff.
- 2. Select a staff member.
- 3. Click the **Skills** tab for the staff member.
- 4. Click the Add Skill button.
- 5. Choose a **Skill** from the drop-down list and add **Notes** if needed.
- 6. Click Save Changes.



## To delete a staff skill click the **Trash Can** icon.



A Jackrabbit User's access to the Skills tab on staff records can be restricted using the Staff Skills Tab user permission in the Staff category. Edit user permissions from the Gear (icon) > Settings > Users & Permissions.