Settings for Staff Portal Skills/Levels

Several settings affect how your staff uses the Staff Portal for Skills/Levels and control what they are able to see and do.

Some settings apply to all staff at the organization level (global), while others are set per staff person (individual).

Organization Settings (Global)

To update Staff Portal settings that apply to all staff, go to the **Staff** menu > **Staff Portal** > **Portal Settings**.

Select a heading below to view one section at a time.

Features

In this section, you determine whether to enable Skills/Levels for your staff in the Staff Portal.

What features do you want to use?

- **Skills/Levels** - Select the **Skills/Levels** checkbox to enable this feature in the Staff Portal, then click **Save Changes**.
- **Allow Remote Skills/Levels** - Select **Yes** to allow staff to update Skills/Levels when the Staff Portal is launched remotely, then click **Save Changes**.

The Staff Portal is always available at your facility when a User has launched it from within Jackrabbit. See **Use a Link to Launch the Staff Portal Remotely** to learn more about remote access.

Skills/Levels Options

In this section, you determine which skills display in the Staff Portal and whether skill/level progress emails are sent when skills/levels are updated.

Skills

Choose which skills to display in the Staff Portal:

- **Display skills assigned to classes** - Select this option when you have skills added to classes.
- **Display skills assigned to students** - Select this option when you add skills to students.

Email Skill/Level Progress

Set how progress emails are handled when skills/levels are updated:

- **Never send emails** - No skill/level progress emails are sent, and no pop-up window will display to give the staff person the option to send an email.
- **Staff option to send email** - No skill/level progress emails are sent automatically, but a pop-up window will give the staff person the option to send an email. Note: The staff person must have *Allow this staff person to send emails?* set to Yes on their Portal Settings tab of their Staff record to send an email.
- **Automatically send email** - Skill/level progress emails are sent automatically when a skill/level is updated, regardless of whether the staff person can send emails in the Staff Portal. Note: No email is sent for the skill/level status *Testing*.

When emails are enabled, you can include additional details in the emails:

- **Include Skill/Level Notes** - Include notes related to the skill/level in the email.
- **Include Class Location** - Include the class location when your classes are offered at different locations.
- **Header** - Add custom text to the top of them email.
- **Footer** - Add custom text to the bottom of the email.

Staff Settings (Individual)

To update Staff Portal settings for a specific staff person, go to the **Portal Settings** tab of their Staff record.

Select a heading below to view one section at a time.

Manage Activities Tab

In this section, you determine what each staff person can see and do in the Staff Portal related to activities.

What activities should this staff person see?

Choose which activities appear when the staff person logs in to their Staff Portal.

Their Activities Only	The staff person will see the activities they are assigned as an instructor or substitute at all Locations.
Their Activities with option to Show All of Today's Classes	The staff person will see the activities they are assigned as an instructor or substitute at all Locations, with an option to show all classes for that day at the Location where the Staff Portal has been launched.
Their Activities AND All Classes with Category 1	The staff person will see the activities at all Locations to which they are assigned as an instructor or substitute and all classes that have a specified Category 1 for the Location where the Staff Portal has been launched. Tip: This is helpful for staff who enter attendance for all classes of the same Category 1, even though the staff person isn't assigned as an instructor for each class.
All Activities at Staff Portal Location	The staff person will see all activities at the Location where the Staff Portal has been launched. Tip: This is helpful for staff who aren't assigned as an instructor but enter attendance for all activities (for example, gym floor manager or swim deck manager).
None	No activities will be shown for this staff person.

Allow staff person to enter attendance

Set to Yes to let the staff person take attendance in the Staff Portal. When set to No, the staff person will not have access to take attendance.

Allow staff person to update skills/levels

Set to Yes to let the staff person update skills/levels in the Staff Portal. When set to No, the staff person will not have access to the skills/levels information.

Allow staff person to send emails

Set to Yes to let the staff person send emails from the Staff Portal. When set to No, the

staff person cannot send emails.

When email access is enabled, choose where replies are sent using the *Email replies sent to* setting:

- **Organization email** - Replies are sent to the organization email listed in your **Notification Settings**.
- **Staff person's email** - Replies are sent to the staff person's email on their Summary tab (only available if an email is listed).

Staff can see where replies go when composing an email in the Staff Portal.

Allow staff person to view lesson plans

Set to Yes to let the staff person view existing class lesson plans from the Manage Activities tab in the Staff Portal. See **Class Lesson Plans** for more details on adding lesson plans to classes.

Allow staff person to manage resources

Set to Yes to let the staff person add, edit, and delete resources in the Staff Portal. See **Resources in Jackrabbit** for more details.

Allow staff person to update Sizes

Set to Yes to let the staff person add, edit, and delete sizes for students in the Staff Portal. See **Assign Sizes** for more details.

Attendance Page

In this section, you determine what the staff person is allowed to do when recording attendance.

Allow staff person to mark absent students eligible for a make-up class

When your system is set to track absences, set to Yes to let the staff person mark absent students as eligible for a make-up class.