Manage Student Skills/Levels in the Staff Portal

Last Modified on 06/02/2025 9:28 am EDT

Manage and update the Skills/Levels for classes in the Staff Portal to track student progress and keep parents informed about their student's performance and skill attainment.

Follow the steps below to view activities and update the Skills/Levels for students enrolled in classes within the Staff Portal.

> The features available to staff in the Staff Portal are determined by the settings in the *Manage Activities Tab* section of the Portal Settings tab in their Staff record. For an explanation of these settings, refer to **Settings for Staff Portal Skills/Levels**.

Once **logged in** to the Staff Portal, staff members can begin tracking student progress on Skills/Levels.

1. Go to the **Manage Activities** tab to view the current day's classes and appointments (both are displayed by default).
2. Select **Classes** from the drop-down to view only classes, and use the **Classes Filters** to narrow the list.
   Tip: Click the arrow next to the class name for additional class information.
3. Click the **Skills/Levels** button next to the class to open the Skills/Levels page.

4. In the *Progress* section, view and update skills/levels, add notes, and send emails (if enabled). Use the **pencil** icon, **status** icon, or **skill/level name** to open the Update Skills/Levels Progress window.

   - Click the **pencil** icon to update one or multiple skills for a **specific student**.
   - Click the **status** icon to update a **specific skill** for a **specific student**.
   - Click the **skill/level name** to update a **specific skill** for one or multiple students in the class.

5. In the Update Skills/Levels Progress window, choose the **Date** and select the checkbox(es) for each skill/level a student has *Started*, *Tested*, and/or *Attained* in the corresponding columns.

   - Select one checkbox at a time for each skill/level or use the top checkbox in

each column to select all at once.

- Click the **Notes** icon to add a note or the **Video** icon to watch an uploaded video for each skill/level. Note: The notes appear in the Student record on the Skills/Levels tab and can be viewed in the Parent Portal on the My Student tab.

- Use the **Subskill** drop-down to filter by specific subskills when updating progress for all students at once.

- Click **Save** to save the updates. Note: Based on your **Settings for Staff Portal Skills/Levels**, emails can be sent to parents about a student's progress.

6. In the *Information s*ection, add videos for skills/levels and subskills.

Skill/Level progress that is entered by your staff in the Staff Portal can be seen inside Jackrabbit in both the Class record and Student records on the Skills/Levels tab. **Learn more about working with Skills/Levels in Jackrabbit**.