

Manage Classes in the Staff Portal - The Skills/Levels Screen

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Once logged into the Staff Portal ([Launch the Staff Portal](#)), the *Manage Classes* tab is where skill progress tracking starts.

**Expand/Collapse
All**

Manage Classes - Main Screen

The classes that are available to your staff when they are logged into the Staff Portal are determined by the settings in the *Manage Classes Tab* section of the *Portal Settings* tab in their individual *Staff* record. For an explanation of these settings, refer to [Skills/Levels Settings: Staff Settings](#).

Several Class Filters are available, allowing staff to drill down to specific classes, including Date, Time, Cat1, Session, Room, and Attendance Status (Completed or Not Completed). Use the arrow to display these options. If the *What classes should this staff person see?* is set to *Their Classes with option to Show All of Today's Classes* (Staff record > Portal Settings tab), a *Show All of Today's Classes* checkbox will display.

Additional class information is available by clicking the arrow next to the class name.

Manage Classes - Skills/Levels Progress Screen



Click the **Skills/Levels** button on the main *Manage Classes* screen to move to the *Skills/Levels Progress* screen showing a list of enrolled students and their current skills/levels status.

From the *Skills/Levels Progress* screen, there are 3 ways that a staff member can update skills/levels.

Update Individual Student Skills

Click the **pencil icon** under the student's name to update **all** class skills/levels (and subskills) for only **that** student.

<p>Update Class Skills - All Students</p> <p>Click the skill/level to update only that skill/level (and subskills) for all students.</p>	
<p>Update Single Student Skill</p> <p>Click a skill/level status icon for a particular student to update only that skill/level for that student.</p>	

Use the Notes  icon to add a note, a Video  icon to watch an uploaded video, or add a video in the **Information** section.

Manage Classes - Skills/Levels Information Screen

Skills/levels videos can be added to your main skills/levels (and subskills) from this page.

You select which skills to display in the Staff Portal: *Display skills assigned to classes* or *Display skills assigned to students*. For more details refer to [Settings for Staff Portal Skills/Levels](#).
