

# Update Skills/Levels in the Staff Portal - Step Through the Process

Last Modified on 12/16/2024 12:12 pm EST

Updating the Skills/Levels in the Staff Portal is simple and a great way to keep parents informed of their student's performance and when they attained certain skills. Follow these steps to make the updates in the Staff Portal, and email parents with the updated information.

## Step 1

Log into the **Staff Portal** that has been launched through your system or remotely. See [Launch the Staff Portal](#).

## Step 2

Navigate to the **Manage Classes** tab to view your classes. As a default, the current day's classes are displayed. Use the **Class Filters** to display different classes as needed.

## Step 3

Click **Skills/Levels** next to the class that you are working with to open the *Skills/Levels Progress* screen.

## Step 4

Click the **pencil icon**, the **skill/level name**, or a **skill/level status icon** to make any updates. Add notes as needed with the page icon; these notes copy to the *Student* record on the *Skills/Levels* tab and can be viewed in the Parent Portal on the *My Student* tab.

## Step 5

If the staff person is enabled to send emails in the Staff Portal and your Staff Portal Settings are set to *Staff option to send email*, click **Yes** or **No** to email the student's skill progress to the parent. If you are set to *Automatically send email*, an email is generated and automatically sent for each skill/level update with the exception of updates to the status *Tested*. When a student's skill/level is updated to *Tested*, no progress emails are automatically sent.

A history of these emails will be kept in the *Family record > Misc tab > View Sent Emails*.

Sample email sent:

When a parent replies to a skills/levels progress email, it is sent to your organization email address as designated in *Organization Defaults* under the *Gear (icon) > Settings >*

*General.*

## View Skill/Level Progress in Your System

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

### Class Record View

### Student Record View

For more information on working with Skills/Levels, see [Students: Skills/Levels](#).

---

---