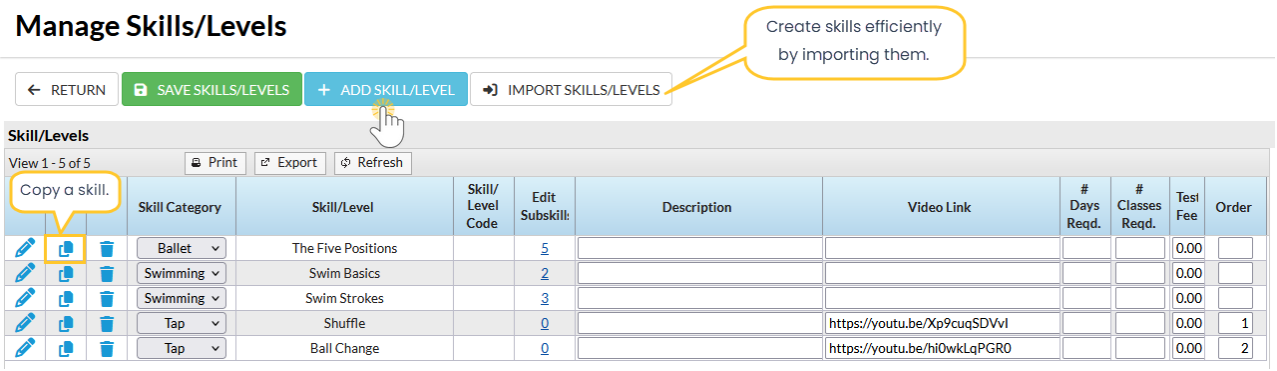
Create Skills/Levels Share

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Skills/Levels must be created before they can be added to a class. This is done from the Classes menu > Skills > Manage Skills/Levels page.

There are three ways to add a Skill/Level:

- + Add a Skill/Level Button
- Copy a Skill/Level
- Import Skills/Levels



Create a New Skill and Subskill

Follow these steps to add or create new skills and subskills:

1. Go to the **Classes** menu > **Skills** > **Manage Skills/Levels**.
2. Click **+Add Skill/Level**.
    - In the Add Skill/Level window, choose a Skill Category from the drop-down choices, name the **Skill/Level**, and optionally add a **Skill/Level Code**.
3. Select **Save**.
    - Use the Edit Subskills link to add subskills to each Skill/Level, if desired.
4. Add a **Description** of the Skill/Level.
5. Optionally add a **Video Link** to demonstrate the skill; the video can be viewed by parents in their portals. Accepted file types: YouTube, .mp4, .ogv, .webm, .3gp.
6. Add **# Days Reqd.**, **# Classes Reqd.**, and **Test Fee** if applicable.

7. Arrange the list by adding a number in the **Order** column for each skill (#1 will be first on the list, etc.).
8. Click **Save Changes**.

Copy a Skill

Quickly create a new skill from an existing one as a starting point with the **Copy** icon located to the left of the skill. Complete the information in the Copy Skill/Level window to customize the new skill.

Import Skills/Levels

You can import your skill/subskill data by using the Import Skills/Levels button. Follow the instructions to download Jackrabbit's Importer Spreadsheet. Once you fill that sheet in as per the instructions, you can either import it or send it to our Imports team at imports@jackrabbittech.com, and they can do the import for you.

See more information in our Data Requirements for Import article.

Progress Preferences

Lower on the Manage Skills/Levels page, there are three settings that control how dates are assigned to skills and subskills:

- **Set "Started" Date Automatically**
  - Set this to Yes to have the start date for each skill automatically assigned to the students in the class (the date the skill/level is added to the class).
- **Hide "Tested" Label**
  - Set this to Yes to hide the test date for each skill/level a student completes in the individual class.
  - When set to No (the default), the Date "Tested" column will be displayed throughout Jackrabbit, the Staff Portal, and the Parent Portal.
- **Set Skill/Level "Attained" Date Automatically When All Subskills are "Attained"**
  - Set this to Yes to automatically assign a date attained for a skill/level when all subskills are attained.
  - When set No, staff must manually enter a skill/level's date attained when all subskills are attained.

Set Custom Progress Labels

Here you can enter your own terms to customize the labels to match your voice or brand. Relabelling these fields does not affect their functionality.

Once you click **Save Preferences**, the custom labels will appear everywhere progress is shown. Note: The Date Due field is meant for internal use and is not displayed in the Staff Portal or Parent Portal.

Tip: Review your labels with the **Progress Labels Preview** before saving to ensure they display as expected.

