Create Skills/Levels

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

There are three settings that control how dates are assigned to skills; they are found on the main Skills/Levels page:

- *Auto Set Student Start Date*
    - 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).
- *Use Date Tested*
    - Set this to Yes to display the test date for each skill/level a student completes in the individual class.
    - When set to No, the Date Tested column will be hidden throughout Jackrabbit, the Staff Portal, and the Parent Portal.
- *Update Skill/Level date attained 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.

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.

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.