Add Skills/Levels to Classes

Last Modified on 12/16/2021 2:30 pm EST

Once you have **created your skills/levels** you can add them to classes. When a skill/level is added to a class, it (and any subskills) are added to the enrolled students. If a student already has the skill/level on their record it will not be added again.

QUICK tip! If a skill/level is added to a class, a subskill created after will be updated on all Classes and Students containing the primary Skill regardless of attainment status.

Add a Skill/Level to an Individual Class

1. Go to the **Class** record and select the **Skills/Levels** tab.
2. Click **Add Skill/Level To Class**.
3. **Select Skill/Level** using the drop-down menu or use the search field to locate the skill/level.
4. Enter the **Date Training Started**. *Note: If the skill/level has not been started you can leave this field blank*.
5. Enter a **Date Due**, **Date Tested**, and **Date Attained** if applicable.
6. Select which **Students** you want to add the skill/level to.
7. Click **Save & Add Another** or **Save Changes**.

Add Multiple Skills/Levels to Multiple Classes

1. Go to the **Classes** (menu) > **Skills** > **Add to Classes**.

2. Use the **[+]** to **Select the Skills/Levels** to add to classes.
3. Use the **[+]** to **Select the Active Classes** to add the skills/levels.
4. Click **Save Changes**.

Add Skill/Level to Classes

← RETURN	🖫 SAVE CHANGES

1. Select the Skills/Levels to add to classes

View 1 - 10 of 12   ◄◄ ◄ Page 1 of 2 ►► ►| 100 ▼   + Show All   🖶 Print   ↻ Refresh

➕	Skill Category	Skills/Levels	Subskills
	Search	Search	
➕	Dance	Body Wave	0 subskills
➕	Dance	Crazy Legs	0 subskills
➕	Dance	Happy Feet	0 subskills
➕	Dance	Pirouette	0 subskills
➕	Dance	Demi Plie	0 subskills
➕	Dance	Grand Jete	0 subskills
➕	Dance	Extension	0 subskills
➕	Dance	Fan Kick	0 subskills
➕	Gymnastics	Level I	3 subskills
➕	Gymnastics	Level II	3 subskills

Selected Skills/Levels (Clear List)

Grand Jete 🗑
Extension 🗑
Fan Kick 🗑

2. Select the Active Classes

View 1 - 10 of 20   ◄◄ ◄ Page 1 of 2 ►► ►| 100 ▼   + Show All   🖶 Print   ↻ Refresh

➕	Loc	Class	Cat1	Cat2	Cat3	Skills/Leve	Instructors
	Search	Search	Search	Search	Search		Search
➕	JRHC	Barre - Tues - 7:30pm	Dance			0 skills	Stephanie A.
➕	JRHC	Beg Jazz - Mon - 7pm	Dance			2 skills	Stephanie A.
➕	JRHC	Beg. Jazz - Sat - 12pm	Dance			0 skills	Stephanie A.
➕	JRHC	Hip Hop -Fri - 7:30pm	Dance			3 skills	Stephanie A.
➕	JRHC	Hip Hop - Mon - 5:00pm	Dance			3 skills	Stephanie A.
➕	JRHC	Hip Hop - Wed - 6:00pm	Dance			3 skills	Stephanie A.
➕	JRHC	Int Jazz - Mon - 8pm	Dance			0 skills	Stephanie A.
➕	JRHC	Int. Jazz - Thurs - 7pm	Dance			0 skills	Stephanie A.
➕	JRHC	Int. Jazz - Wed - 7pm	Dance			1 skills	Stephanie A.
➕	JRHC	Intro Ballet - Mon - 6pm	Dance			3 skills	Stephanie A.

Selected Classes (Clear List)

Beg Jazz - Mon - 7pm 🗑
Beg. Jazz - Sat - 12pm 🗑

✓Save Changes

Refer to **Settings for Staff Portal Skills/Levels** for options to display student skills in the Staff Portal.

If a student is enrolled into a class after the skills/levels have been added to the class, those skills/levels will be added to the student automatically using their first day in class as the Date Training Started.