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.



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 Skill/Leve	- Int. Jazz - Wed - 7pm
Choose skill to add to class	
Select Skill/Level: Fan Kic	k 👻
Date Training Started: 10/5/2	016 🛗
Date Due: mm/dd/	yyyy 🛗
Date Tested: mm/dd/	yyyy 🗰
Date Attained: mm/dd/	איזיא 🛗
Check All Check Only Missing	Uncheck All
Student	
Leslie Brown	
Corinne Chambers	
David Dierksen	
Betty Golding	
Pam Jones	
Total Students: 5	
Save Changes Save	& Add Another Cancel
U.	

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.

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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.