

Add or Update Student Skills/Levels Individually

Last Modified on 06/02/2022 7:59 am EDT

Student Skills can be added and updated in a few simple steps:

1. Go to **Students** (menu) > **All Students** and select the appropriate *Student* page.
2. Click the **Skills/Levels** tab.
3. Select and enter the appropriate information in the **Add Student Skill** pop-up box.
4. Click **Save**.

The screenshot shows the 'Student: Dani Ager' record page. The 'Skills/Levels' tab is highlighted in yellow. The 'Add Student Skill' pop-up window is open, displaying a list of skills and levels, including '(Dance) Ballet', '(Dance) Jazz', '(Dance) Tap', '(Dance) Entry Level', '(Tumbling) Front Handspring', and '(Tumbling) Front Tuck'. The window also includes fields for 'Date Skill Training Started', 'Date Skill Due', and 'Date Skill Attained', each with a date picker icon. A 'Do Not Create Duplicates' checkbox is checked. The 'Save' button is highlighted with a yellow starburst.

Category	Skill/Level	Subskill	S
Tumbling	Front Handspring		
Dance	Ballet		
Dance	Ballet	Alignments	
Dance	Ballet	Plies	

The Student record > Skills/Levels tab will display the dates you entered in the Add Student Skill window. You can update and add Notes as the student attains the skills in the Student record. Just remember to **Save Changes**.

Student: Dani Ager

Family: [Ager](#): First Name Middle Initial Last Name

Student Skills/Levels

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	Category	Skill/Level	Subskill	Date Started	Date Tested	Date Attained	Date Due	Notes	Created By
<input type="button" value="trash"/>	Tumbling	Front Handspring		<input type="text" value="01/03/2022"/>	<input type="text" value="02/03/2022"/>	<input type="text" value="03/03/2022"/>	<input type="text"/>	Dani did an amazing job with the front handspring.	helpcenter
<input type="button" value="trash"/>	Dance	Ballet	Plies	<input type="text" value="02/04/2022"/>	<input type="text" value="03/04/2022"/>	<input type="text" value="04/20/2022"/>	<input type="text"/>	Completed this skill successfully.	helpcenter
<input type="button" value="trash"/>	Dance	Ballet	Alignments	<input type="text" value="04/01/2022"/>	<input type="text" value="04/08/2022"/>	<input type="text" value="04/15/2022"/>	<input type="text"/>	Completed this skill successfully.	helpcenter