Student Skills/Levels Search Report

Last Modified on 04/29/2021 7:49 am EDT

This powerful report, located under the *Students (menu)* > *Student Reports* > *Student Skills Search*, will create a list of student skill/level details and can be generated for a group of students or for an individual student.

Run the Skills/Levels Search with the selected default criteria and display settings to see all skill/level details for all active students currently enrolled in classes with any instructor in any category.

Skills/L ←RETURN	evels Se	re	Use Show/Hide Columns to add or remove information from the report results.				
View 1 - 19 of 19			ort Ø Refresh 10 columns hidden		Show/Hide Columns	₽ Restore Columns	
Family/Acct	Last Name	First Name	Skill Category	Skill/Level	Date Started	Date Tested	Date Attained
Search	Search	Search	Search	Search			
Baldwin	Baldwin	Kate	Swimming	Swim Basics	8/1/2020	8/12/2020	8/26/2020
Baldwin	Baldwin	Kate	Swimming	Swim Basics	8/1/2020	8/12/2020	8/12/2020
Baldwin	Baldwin	Kate	Swimming	Swim Basics	8/1/2020	8/12/2020	8/26/2020
Washington	Washington	Debra	Music	Bass Lines	6/4/2020		
Washington	Washington	Debra	Music	Guitar	8/25/2020		1
Washington	Washington	Debra	Music	Guitar	8/25/2020		

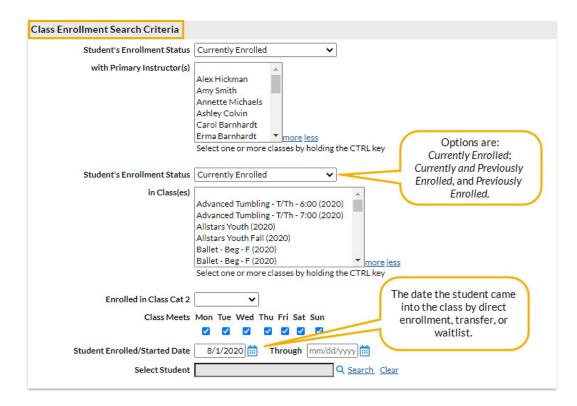
Numerous search criteria allow you to look at the skill/level detail for students at a highly customized level. You can use only one criteria or use several criteria combined to narrow the report results.



Save this as a frequently used report! Click the heart (icon) next to a report name, the heart will change to red and the report will be listed under the *Reports* (*menu*) > *My Reports* for quick and easy access!

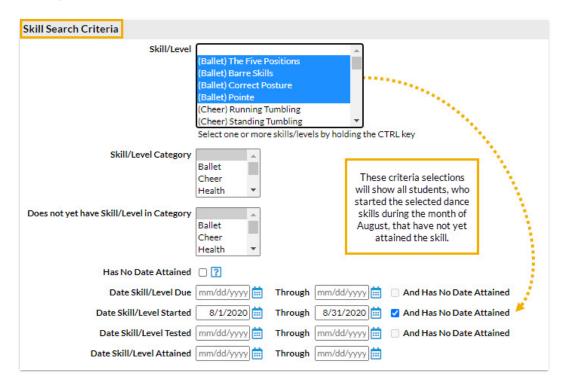
Class Enrollment Criteria

Use the Class Enrollment Criteria to look at the skill/level details for students currently enrolled in a particular instructor's classes or students who were previously enrolled in a specific class(es). Look only at classes that meet on a selected day(s) or look only at the skills/levels of students who started during a particular date range.



Skill Search Criteria

Look at students who have started a skill(s)/level(s) during a specified time frame or students who attained a skill/level during that time frame. You can also use this report to look for students who have not yet attained a specific skill(s)/level(s) using the *Has No Date Attained* criteria. For those that do skill testing or evaluation for promotion to higher levels, searching for students that have a skill with *No Date Attained* is a way to identify students currently working on a skill/level who may be ready for testing/evaluation.



This section of search criteria allows you to look at students based on the status of their skills: has skill/level & sub skills assigned, skill/level not assigned, hasn't started, hasn't tested, and hasn't attained.

Student has skill/level assigned	~	These selections will show students enrolled as per your selected Class Enrollment Search		
Student has subskill assigned	~			
Student doesn't have skill/level assigned	~			
Student hasn't started skill/level (Ballet) The Five Positions	~	Include students without this skill/level assigned		
Student hasn't tested skill/level	~			
Student hasn't attained skill/level	~			



To search on students who have not been assigned<u>any</u> skills, use the **Students Search in the Students menu with the Search Criteria Has No Assigned Skills = True.**