

# Student Skills/Levels Search Report

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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/Levels Search

← RETURN



View 1 - 19 of 19    Print    Export    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
<input type="text" value="Search"/>	<input type="text" value="Search"/>	<input type="text" value="Search"/>	<input type="text" value="Search"/>	<input type="text" value="Search"/>			
<a href="#">Baldwin</a>	<a href="#">Baldwin</a>	<a href="#">Kate</a>	Swimming	Swim Basics	8/1/2020	8/12/2020	8/26/2020
<a href="#">Baldwin</a>	<a href="#">Baldwin</a>	<a href="#">Kate</a>	Swimming	Swim Basics	8/1/2020	8/12/2020	8/12/2020
<a href="#">Baldwin</a>	<a href="#">Baldwin</a>	<a href="#">Kate</a>	Swimming	Swim Basics	8/1/2020	8/12/2020	8/26/2020
<a href="#">Washington</a>	<a href="#">Washington</a>	<a href="#">Debra</a>	Music	Bass Lines	6/4/2020		
<a href="#">Washington</a>	<a href="#">Washington</a>	<a href="#">Debra</a>	Music	Guitar	8/25/2020		
<a href="#">Washington</a>	<a href="#">Washington</a>	<a href="#">Debra</a>	Music	Guitar	8/25/2020		

Use Show/Hide Columns to add or remove information from the report results.

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.

**Class Enrollment Search Criteria**

Student's Enrollment Status:

with Primary Instructor(s):  
  
  
  
  
  
 [more less](#)  
 Select one or more classes by holding the CTRL key

Student's Enrollment Status:

in Class(es):  
  
  
  
  
  
 [more less](#)  
 Select one or more classes by holding the CTRL key

Enrolled in Class Cat 2:

Class Meets: Mon Tue Wed Thu Fri Sat Sun

Student Enrolled/Started Date:

Select Student:  [Search](#) [Clear](#)

Options are: Currently Enrolled; Currently and Previously Enrolled, and Previously Enrolled.

The date the student came into the class by direct enrollment, transfer, or waitlist.

## 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.

**Skill Search Criteria**

Skill/Level:   
  
  
  
  
 [more less](#)  
 Select one or more skills/levels by holding the CTRL key

Skill/Level Category:

Does not yet have Skill/Level in Category:

Has No Date Attained:  [?](#)

Date Skill/Level Due:     And Has No Date Attained

Date Skill/Level Started:     And Has No Date Attained

Date Skill/Level Tested:     And Has No Date Attained

Date Skill/Level Attained:

These criteria selections will show all students, who started the selected dance skills during the month of August, that have not yet attained the skill.

## Skill Status Search Criteria

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.

Skill Status Search Criteria	
Student has skill/level assigned	<input type="text" value=""/>
Student has subskill assigned	<input type="text" value=""/>
Student doesn't have skill/level assigned	<input type="text" value=""/>
Student hasn't started skill/level	<input type="text" value="(Ballet) The Five Positions"/> <input checked="" type="checkbox"/> Include students without this skill/level assigned
Student hasn't tested skill/level	<input type="text" value=""/>
Student hasn't attained skill/level	<input type="text" value=""/>

These selections will show students enrolled as per your selected Class Enrollment Search Criteria that have not started the skill or don't have it assigned.



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

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