

Staff / Instructor Skills

Last Modified on 05/27/2025 9:50 pm EDT

Many organizations use Instructor Skills to indicate which skill/instrument an instructor can teach. Recorded Skills are displayed on the [Instructor View in the Activity Calendar](#). Hover over an instructor's name to view their Skills.

Permissions define the data Users can access and the actions they are allowed to perform. Access to the Skills tab on Staff records requires the *Staff Skills Tab* permission in the Staff category. Learn more about [Permissions for Jackrabbit Users](#).

Once you have created Staff Skills in your [drop-down lists](#), you are ready to assign them to your Staff.

Add a Skill to a Staff Member

1. Go to **Staff** menu > **Active Staff**.
 2. Select a staff member.
 3. Click the **Skills** tab for the staff member.
 4. Click the **Add Skill** button.
 5. Choose a **Skill** from the drop-down list and add **Notes** if needed.
 6. Click **Save Changes**.
-
-