

Use the Skills Module to Set Class Requirements Prior to Enrollment

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Do you offer classes that require mastering of certain skills prior to enrollment? Or do you have a competitive team that requires a certain level of skill prior to joining?

Here are some examples, just to name a few:

Industry	Level Examples
Dance	Levels for Ballet (i.e. Ballet I, Ballet II, etc)
Gymnastics	Tumbling passes (i.e. cartwheel, roundoff, etc)
Cheer	Competitive teams (i.e. Junior Cheer, Senior Cheer, etc)
Swim	Levels (i.e. floating, strokes, etc)
Care/Class	Academic classes or life-goals

Using the Skills/Levels Module

As you may know, Jackrabbit looks at age and or gender when a student enrolls in a class. There is not a way set skill requirements for classes. However, some of our customers use the [Skills/Levels](#) module to to show the status of

prerequisites for classes that are not based on age. The parent can see this in the Parent Portal and can encourage them to enroll their student(s) in the correct class(es).

What are the benefits of using Skills/Levels to notify parents of their student's progress?

1. Parents can view Skills/Levels in their Parent Portal, keeping them updated on their student's development towards the next 'level'.
2. Updating Skills/Levels is very easy to maintain if you are already using the Staff Portal.
3. If the parent enrolled a student in a class that they are not ready for, you can justify why you need to move the student to the correct class.

Using this method is easy for you and informative for your parents. But here are some important things to remember:

- Adding skills to classes and updating them per student, based on their progress, will not stop the parent from choosing a class that is not appropriate for their student.
- This is a way to inform parents of where their student stands. If the parent enrolls the student in a class not fit for them, a Jackrabbit User should transfer that student to the correct class.
- You may want to include a policy in your agreement text (legalese) that mentions your office staff has the right to move the student in to a class that is a better fit for them, based on skills attained.
- You can be broad or specific. You may create skills as the level/class they have achieved. Or you may choose to include subskills that must be attained for that level/class, showing what the student needs to work on.

If this is something you would like to implement, check out our Best Practice article [Skills in Jackrabbit - Quick and Easy!](#) to step through setting up Skills/Levels in your database.

What are some other tricks?

Our customers have found these options to be helpful as well:

- Create customized grade levels to show the level attained. This can be viewed in the Parent Portal, however, these will need to be updated individually as needed.
 - Use the Parent Portal login message field on the Family's Misc tab to state a student's current level. This will need to be updated per family, one at a time. You can use the expiration date to make the message disappear after a period of time (i.e. when your enrollment period is over).
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