How to: Student Skills Tracker

This is the SOP for using and updating the Student Skills Tracker found in the Staff Portal.

Getting Started

1. Log into the Staff Portal
2. Click on Manage Classes
3. Find the class you wish to update their skills
4. Next to the desired class, select " Skills/Levels"

Once you've selected the class you wish to update

There are 2 ways of updating student skills: One student at a time and by event.

By Student

1. Identify which student you wish to update skill wise
2. Click on the "🖉" (pencil) icon for that specific student

This will bring up the student's skills on all 4 events. There are 3 categories: Started, Tested, and Attained (see details below).

3. Check any and all "tested" boxes for skills that were tested/re-tested.
4. If a skill was attained, mark the specific skill box off.
5. Click "Save" at the Bottom of the page
    a. If you do not click "Save", none of the changes/updates made will remain when you leave the page.

By Event

1. Click on the respective "event" that you wish to update

This will bring up all student's enrolled in the class with all of the event specific skills (ie selecting floor will bring up all the students floor skills).

2. Check any and all "tested" boxes for skills that were tested/re-tested.
3. If a skill was attained, mark the specific skill box off.
4. Click "Save" at the Bottom of the page
    a. If you do not click "Save", none of the changes/updates made will remain when you leave the page.

"Started" Category

"Started" is automatically checked off once they enroll in the class. You do not do anything with this category.

"Tested" Category

"Tested" is the category in which you will update the most often. Initially, the check box will be blank. Once you check the box off for the associated skill you choose, it will automatically enter a date below the box. The date will default to the day you check the box off and NOT necessarily be the day the skill was actually tested.

You (the coach) are required to update this box every evaluation period (evals last 2 weeks and are done approximately every 6 weeks).

Skills can be tested at any time and this box should be updated accordingly to the most recent date in which is was tested.

If the Tested Box is Blank:	If the Tested Box is already Checked Off:
Click on the Tested Box for the Skill you wish to "Test"	Click on the Tested Box for the Skill you wish to "re-Test"
A green check mark will appear	This will clear the box (ie no green check mark)
	Click on the Tested Box again for the Skill you wish to "Test"
Today's Date will be under the box	A green check mark will appear
	Today's Date will be under the box

"Attained" Category

"Attained" is only marked off once the athlete has satisfied the requirements of the skill in question. Once a skill is "attained" you do not need to mark it off again. However, until the student is ready to move up, ensure that you continue to maintain the skill by actively performing it each practice.

<u>IMPORTANT</u>

Marking "attained" will automatically send an email to the parents for that student. This informs the parents of their student learning that particular skill. **DO NOT click this box unless absolutely certain the student has the skill.**

As a result of this, it is important and STRONGLY encouraged to not mark off 5+ skills at a time, otherwise parents are bombarded by emails. No one likes being bombarded by emails.