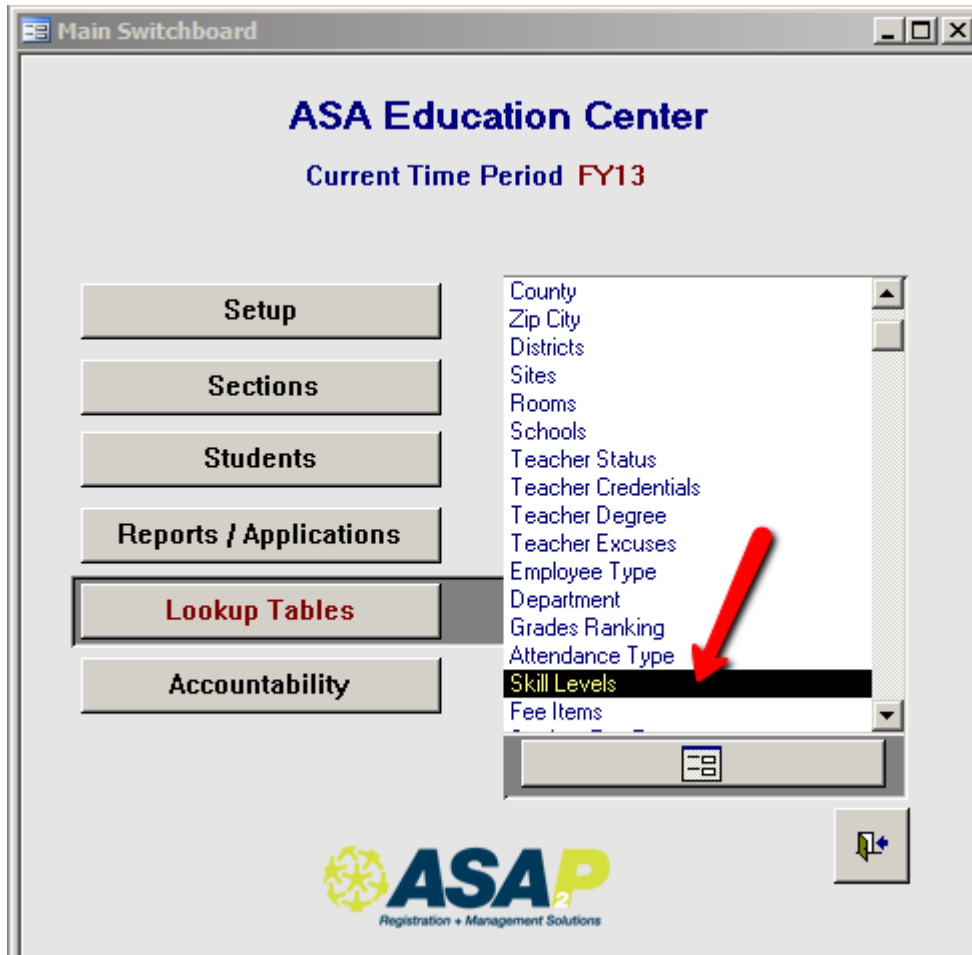


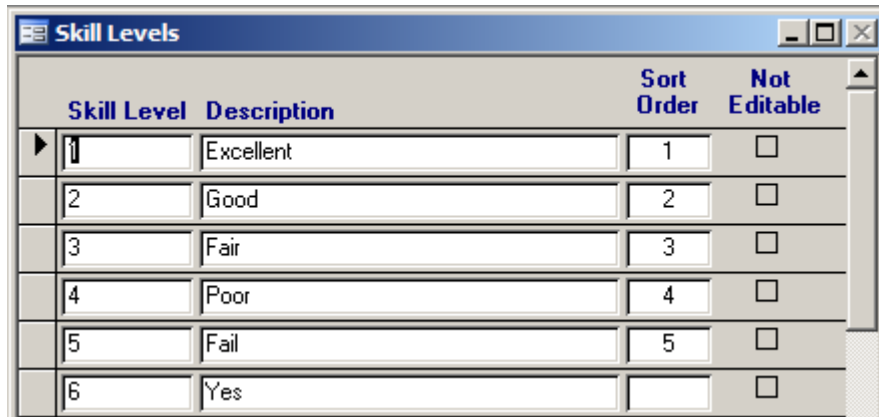
Setting Up Skill Level

- From the **Main Switchboard**, click on **Lookup Tables**



- Double-click on **Skill Levels**. You can rate each student in each class with a skill level.
- Type the skill level (e.g., A, B, C or 1, 2, 3) and a description (e.g. Excellent, Good, Fair, or Pass, Fail. Some schools prefer to use Completed and Not Completed or Satisfactory and Not Satisfactory).

Setting Up Skill Level



The screenshot shows a window titled "Skill Levels" with a table containing six rows. Each row has a "Skill Level" column, a "Description" column, a "Sort Order" column, and a "Not Editable" checkbox. The "Sort Order" column contains the values 1, 2, 3, 4, 5, and an empty field for the last row. The "Not Editable" column contains unchecked checkboxes for all rows.

Skill Level	Description	Sort Order	Not Editable
1	Excellent	1	<input type="checkbox"/>
2	Good	2	<input type="checkbox"/>
3	Fair	3	<input type="checkbox"/>
4	Poor	4	<input type="checkbox"/>
5	Fail	5	<input type="checkbox"/>
6	Yes		<input type="checkbox"/>

- Rank the sort order in which you want the descriptions to display.