

A photograph of students in a classroom, with a focus on a young man in the foreground wearing glasses and a blue shirt, holding a pen over a notebook. The background shows other students seated at desks, slightly out of focus. The entire image is framed by a thin red border.

Skills Forward

Skills Builder Guide

Accessing Assessment Resources

Getting to the resources page

The screenshot shows the Skills Builder dashboard. On the left is a dark blue sidebar with navigation options: Dashboard, MyPins, Administration, SkillsBuilder (highlighted in red), SkillsReview, SkillsPortfolio, and System. The main content area has a header with the Skills Forward logo and a user greeting: 'Welcome, Your Name SITE ADMIN'. Below the header is the 'Skills Builder' section, which contains a grid of 11 red circular icons with white symbols, each representing a different subject or resource: ASSESSMENTS, FS ENGLISH, FS MATHS, FS ICT, ESOL, ENGLISH GCSE, MATHS GCSE, BESTEST, FS ENGLISH REFORM, FS MATHS REFORM, and FS ICT (NON-REFORM). Below this grid are two summary cards: 'Qualification(s)' showing 'No Users' and a pie chart, and 'Off-The-Job Training (OTJ)' showing 'Users on target' and 'Total Expected' with progress bars and the text 'No users in your groups with data' and 'No data'. At the bottom right of the dashboard is the Skills Builder logo.

Select your subject from the Skills Builder section.

Getting to the resources page

The screenshot displays the Skills Builder dashboard interface. On the left is a dark blue sidebar with navigation options: Dashboard, MyPins, Administration, SkillsBuilder, SkillsReview, SkillsPortfolio, and System. The main content area features a 'Change Institution' dropdown menu set to 'Skills Forward (1) (Gold)'. Below this, the 'Skills Builder' section contains a grid of tiles: Back, RESULTS, SKILLS PLANS, PROGRESS OVERVIEW, GROUP NEED, TARGETS, USING SKILLS WORK, and VIEW RESOURCES. The 'VIEW RESOURCES' tile is highlighted with a red border and a red line pointing to it. Below the Skills Builder section is the 'Skills Review' section with a 'SKILLS REVIEW USERS' tile. The top right corner shows a user profile for 'Atif Aziz, SITE ADMIN'.

After selecting your subject, a collection of tiles will load. Select **VIEW RESOURCES**.

Alternate way to access resources

The screenshot displays the Skills Builder web application interface. On the left is a dark blue side menu with various navigation options. The main content area is titled 'Skills Builder' and features a grid of resource tiles. The 'VIEW RESOURCES' option in the side menu is highlighted with a red box. The main content area also has a red box around the 'Skills Builder' title and the grid of tiles.

Side Menu:

- Dashboard
- MyPins
- Administration
- SkillsBuilder**
- ASSESSMENTS
- FS ENGLISH
- RESULTS
- SKILLS PLANS
- PROGRESS OVERVIEW
- GROUP NEED
- TARGETS
- USING SKILLS WORK
- VIEW RESOURCES**
- FS MATHS
- FS ICT
- ESOL

Main Content Area:

Change Institution: Skills Forward (1) (Gold)

Skills Builder

ASSESSMENTS	FS ENGLISH	FS MATHS	FS ICT	ESOL	ENGLISH GCSE
MATHS GCSE	BESTEST	FS ENGLISH REFORM	FS MATHS REFORM	FS ICT (NON-REFORM)	

Skills Review

SKILLS REVIEW USERS

Another way you can access your resources is using the **side menu**.

Skills Builder > Subject Name > VIEW RESOURCES

Resource page breakdown

The screenshot shows the Skills Builder interface. At the top, there are navigation tabs for 'Entry Level 1', 'Entry Level 2', 'Entry Level 3' (highlighted in blue), 'Level 1', and 'Level 2'. Below this is a grid of resource cards, with 'E3 Comprehension' selected. Each card has a 'CONTINUE' or 'START' button. A sidebar on the left contains a menu with categories like 'Dashboard', 'MyPins', 'Administration', 'SkillsBuilder', and various subject-specific options. A top right corner shows a user profile 'Welcome, Your Name SITE ADMIN'. A bottom right corner shows an 'Action' column with 'OPEN ITEM' buttons for each resource.

Choose your required level by selecting it from the top. You can see what level you are currently in because of the **blue colour**.

You can switch editing mode on to add resources and topics. This also lets you edit criteria.
(ADMIN / EDITOR ROLE REQUIRED TO EDIT)

Select your required resource by scrolling through the blocks using these **arrows**, or the **page dots**.

You can select **Expand / Collapse All** option to see the full list.

In the resources page, there are also marking guides for the writing assessment and tutor support for understanding phonics.

END OF GUIDE