

A photograph of students in a classroom, with a man in the foreground wearing glasses and a blue shirt, holding a yellow pen. The background shows other students seated at desks. The image is overlaid with a semi-transparent white box containing text.

Skills Forward

Skills Builder Guide

Adding criteria to a resource

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 ten red-tinted tiles with icons and labels: 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' (No users in your groups with data) and 'Total Expected' (No data).

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 navigation sidebar with the following menu items: Dashboard, MyPins, Administration, SkillsBuilder (highlighted in red), SkillsReview, SkillsPortfolio, and System. The main content area features a 'Change Institution' dropdown menu set to 'Skills Forward (1) (Gold)'. Below this is the 'Skills Builder' section, which contains a grid of tiles: 'Back', 'RESULTS', 'SKILLS PLANS', 'PROGRESS OVERVIEW', 'GROUP NEED', 'TARGETS', 'USING SKILLS WORK', and 'VIEW RESOURCES'. A red line originates from the 'VIEW RESOURCES' tile and points downwards towards the text below. The 'Skills Review' section is partially visible at the bottom, showing a 'SKILLS REVIEW USERS' tile.

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 'VIEW RESOURCES' option is highlighted with a red box. 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 11 resource tiles, each with a red circular icon and a label: 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 the grid is the 'Skills Review' section, which includes a 'SKILLS REVIEW USERS' button. The top right corner of the interface shows a user profile for 'Atif Aziz, SITE ADMIN'.

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

Skills Builder > Subject Name > VIEW RESOURCES

Switching on edit mode

The screenshot displays the Skills Builder dashboard. On the right side, a user menu is open, showing options like 'MY PROFILE', 'EDIT / SORT PINS', 'TURN EDITING ON', 'LEGAL', 'SOCIAL', and 'LOGOUT'. A red box highlights the 'TURN EDITING ON' option, and a red arrow points to it from a red box labeled '2'. A blue box labeled '1' highlights the user profile icon in the top right corner, which is the entry point to the menu.

Below the user menu, a table shows a list of items with an 'Action' column containing 'OPEN ITEM' buttons.

Expand / Collapse All		Action
1. E3 Comprehension		
	Understanding Main Events and Ideas	OPEN ITEM
	Practice Skills - Understanding Main Points	OPEN ITEM
	Assessment Rw/E3.1/5	OPEN ITEM
	Practice Skills - Identifying the Main Points	OPEN ITEM
	Assessment R/E3.1 & E3.4	OPEN ITEM
	Reading for Information	OPEN ITEM
	Reading for More Detail	OPEN ITEM
	Practice Skills - Reading for More Detail	OPEN ITEM

Select the **blue** icon near the top right to access the editing mode switch.

Select **TURN EDITING ON**

Selecting the resource

The screenshot shows the Skills Builder interface. On the left is a dark sidebar with navigation icons and labels: Dashboard, MyPins, Administration, SkillsBuilder, ASSESSMENTS, FS ENGLISH, FS MATHS, FS ICT, ESOL, ENGLISH GCSE, MATHS GCSE, BESTEST, FS ENGLISH REFORM, FS MATHS REFORM, and FS ICT (NON-REFORM). The main area has a header with 'Skills Forward' and 'Welcome, Your Name SITE ADMIN'. Below the header is a breadcrumb 'Home > FS English Resources' and an 'ADD TOPIC' button. A horizontal menu shows 'Entry Level 1', 'Entry Level 2', 'Entry Level 3' (selected), 'Level 1', 'Level 2', and 'Generic'. Below this is a carousel of resource cards. The first card is 'E3 Comprehension' with a 'CONTINUE' button. The second is 'E3 Locating Information' with a 'START' button. The third is 'E3 Purposes of Texts' with a 'CONTINUE' button. The fourth is 'E3 Preparation Assessment Reading' with a 'START' button. The fifth is 'E3 Composition' with a 'START' button. Below the carousel is an 'Expand / Collapse All' button and an 'ADD CONTENT' button. A table lists resources under the heading '1. E3 Comprehension':

Resource Name	Action
Understanding Main Events and Ideas	OPEN ITEM
Practice Skills - Understanding Main Points	OPEN ITEM, EDIT ITEM
Assessment Rw/E3.1/5	HIDE, SETTINGS, CRITERIA, DELETE ITEM
Practice Skills - Identifying the Main Points	OPEN ITEM
Assessment Rt/E3.1 & E3.4	OPEN ITEM
Reading for Information	OPEN ITEM
Reading for More Detail	OPEN ITEM

A blue box highlights the 'CRITERIA' button in the 'Action' column for the 'Reading for Information' resource.

A few buttons will have appeared on the screen once you enable **EDIT MODE**

Select the blue **drop-down arrow** for the resource and select **CRITERIA**

Assigning the criteria

The screenshot shows the Skills Builder interface. On the left is a dark sidebar with navigation icons and labels: Dashboard, MyPins, Administration, SkillsBuilder, SkillsReview, SkillsPortfolio, and System. The main area has a header with 'Skills Forward' and a user profile 'Welcome, Your Name SITE ADMIN'. Below the header, there are filters for Unit (FS English Resources), Subject (English), and Level (Select a level). A 'View all criteria linked to this topic' link is present. A list of criteria is shown with checkboxes. The criteria 'Rs/E3.2' and 'Rs/E3.3' are checked. An 'Assign' button is located at the bottom right of the criteria list, with a red arrow pointing to it.

Select the relevant criteria for the resource and select **ASSIGN**

END OF GUIDE