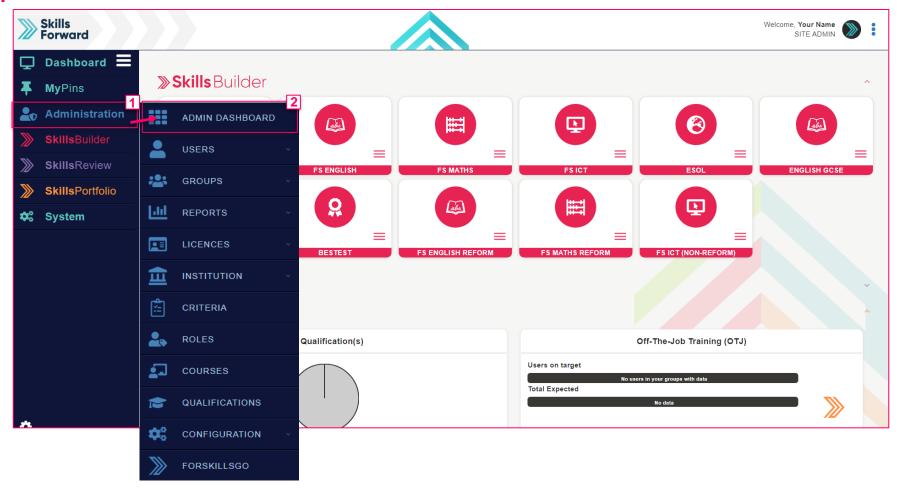# Skills Forward

Skills Builder Guide

Assigning Editors

Getting to the Administration Dashboard

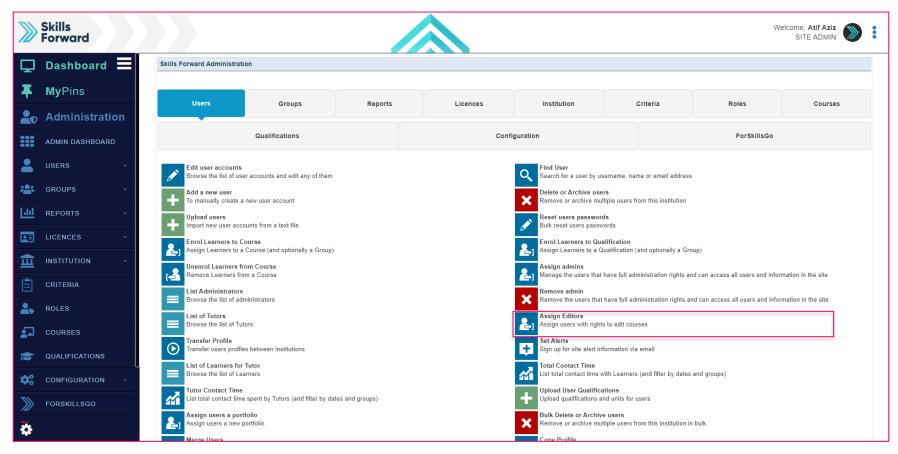
Start by selecting **Administration** > **ADMIN DASHBOARD**

Assigning Editors

Select Assign Editors

Select the course

Select the course you want the editors to have rights to and select **FORWARD.**

Selecting editors to assign

Select the users you would like to assign editorial rights to, and then select **SAVE.**

The newly assigned editor/s will now be able to add new resources.

END OF GUIDE