



# Skills Forward

## Skills Builder Guide

Assigning Editors

## Getting to the Administration Dashboard

The screenshot shows the Skills Builder interface. On the left is a dark blue navigation sidebar with the following items: Dashboard, MyPins, Administration, SkillsBuilder, SkillsReview, SkillsPortfolio, and System. A red box labeled '1' highlights the 'Administration' menu item. To the right of the sidebar is a secondary menu titled 'SkillsBuilder' with a red box labeled '2' highlighting the 'ADMIN DASHBOARD' item. The main content area displays a grid of qualification cards: FS ENGLISH, FS MATHS, FS ICT, ESOL, ENGLISH GCSE, BESTEST, FS ENGLISH REFORM, FS MATHS REFORM, and FS ICT (NON-REFORM). Below the grid are two summary cards: 'Qualification(s)' with a pie chart and 'Off-The-Job Training (OTJ)' with progress bars for 'Users on target' (No users in your groups with data) and 'Total Expected' (No data).

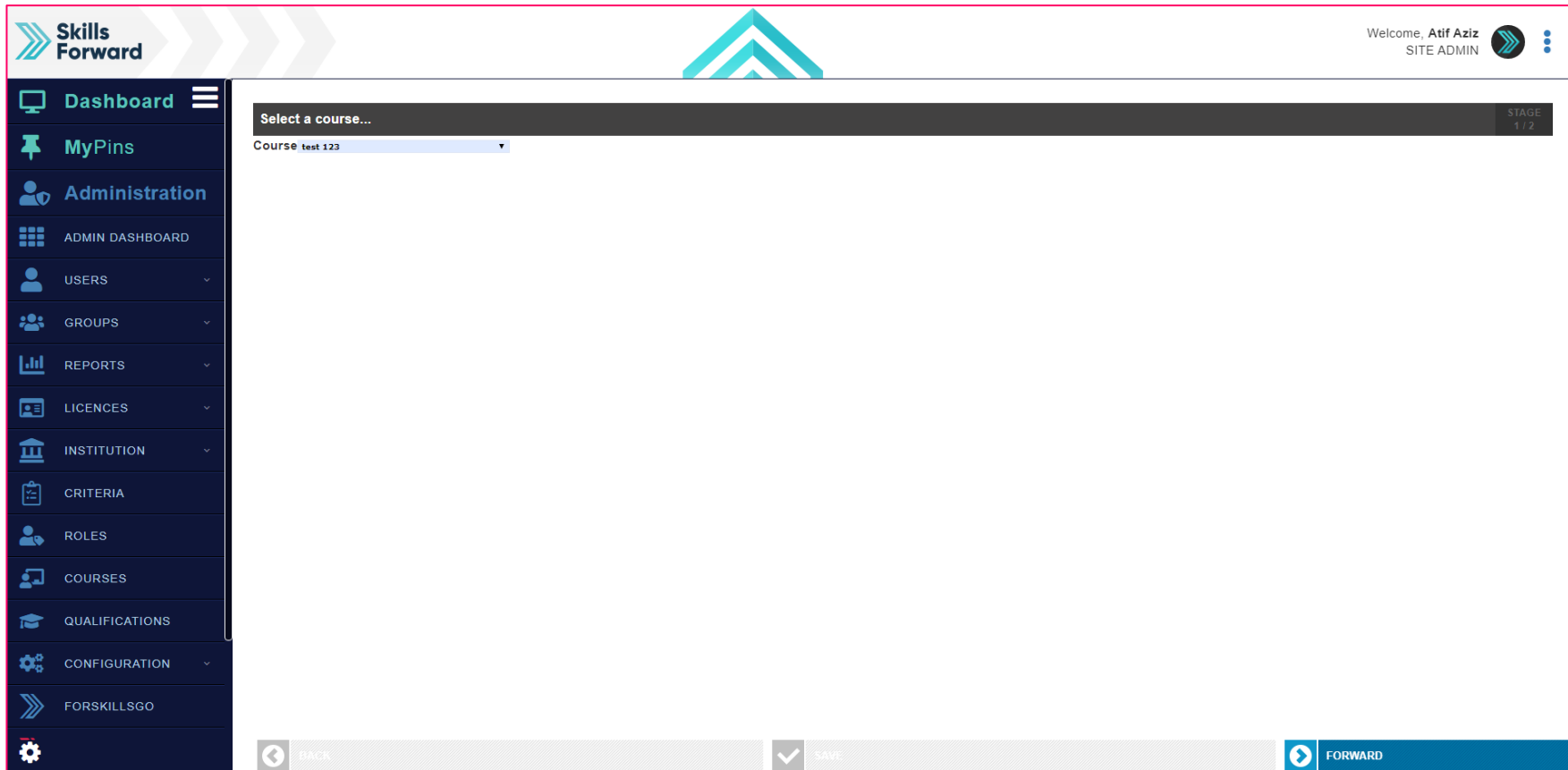
Start by selecting **Administration** > **ADMIN DASHBOARD**

# Assigning Editors

The screenshot shows the Skills Forward Administration dashboard. The left sidebar contains a navigation menu with the following items: Dashboard, MyPins, Administration, ADMIN DASHBOARD, USERS, GROUPS, REPORTS, LICENCES, INSTITUTION, CRITERIA, ROLES, COURSES, QUALIFICATIONS, CONFIGURATION, and FORSKILLSGO. The main content area is titled 'Skills Forward Administration' and features a top navigation bar with tabs for Users, Groups, Reports, Licences, Institution, Criteria, Roles, and Courses. Below this, there are three main sections: Qualifications, Configuration, and ForSkillsGo. The 'Users' tab is selected, displaying a list of user management actions. The 'Assign Editors' action, which is 'Assign users with rights to edit courses', is highlighted with a red box. Other actions include Edit user accounts, Add a new user, Upload users, Enrol Learners to Course, Unenrol Learners from Course, List Administrators, List of Tutors, Transfer Profile, List of Learners for Tutor, Tutor Contact Time, Assign users a portfolio, Find User, Delete or Archive users, Reset users passwords, Enrol Learners to Qualification, Assign admins, Remove admin, Set Alerts, Total Contact Time, Upload User Qualifications, and Bulk Delete or Archive users.

## Select Assign Editors

## Select the course



The screenshot displays the Skills Forward administration interface. On the left is a dark blue sidebar menu with the following items: Dashboard, MyPins, Administration, ADMIN DASHBOARD, USERS, GROUPS, REPORTS, LICENCES, INSTITUTION, CRITERIA, ROLES, COURSES, QUALIFICATIONS, CONFIGURATION, and FORSKILLSGO. The main content area features a dark header with the text "Select a course..." and a dropdown menu currently showing "Course: test 123". In the top right corner of the main area, it says "Welcome, Atif Aziz SITE ADMIN" and "STAGE 1 / 2". At the bottom of the interface, there are three buttons: "BACK", "SAVE", and "FORWARD".

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

## Selecting editors to assign

The screenshot shows the Skills Builder user selection interface. The top left features the 'Skills Forward' logo. The top right displays the user's name 'Welcome, Atif Aziz' and 'SITE ADMIN' with a profile icon. A sidebar on the left contains navigation options: Dashboard, MyPins, Administration (with sub-options: ADMIN DASHBOARD, USERS, GROUPS, REPORTS, LICENCES, INSTITUTION, CRITERIA, ROLES, COURSES, QUALIFICATIONS, CONFIGURATION, FORSKILLSGO), and a gear icon for settings. The main area shows a grid of user cards. At the top of the grid, it says 'SELECTED 3 / 316 (MAX 1000)'. A search bar is present with the text 'Begin typing to filter...'. The grid contains 12 columns and 6 rows of user cards. Each card shows a user's name and a blue arrow icon. Three cards are highlighted with a blue background: 'Ceney-Pratt, Matth...', 'Coulter, Susan', and 'Deer, Rudolph'. At the bottom of the grid, there is a green bar with a checkmark and the text 'SAVE'.

SELECTED 3 / 316 (MAX 1000)											
FIRST NAME <input type="text" value="Begin typing to filter..."/>											
Beaker, Tracey	Bear, donald	Bear, Rupert	Bear, Rupert	Bear, Tommy	Beaven, Aaron	Beckles, Macie	Beckwith, Peter	Blewitt, Dean	Bloggs, Fred	Bloggs, Joe	bloggs, Joe
Bloggs, Joe	Bowers, Michelle	Bradley, Dylan	Bradley, Dylan	Brooks, Tom	Brown, Bobby	Brown, Carol	Brown, Charlie	Brown, Jane	Brown, Tom	Burghes, David	Campbell, Rael
Castelino, Celine	Cavallo de Oliveira...	Ceney-Pratt, Matth...	Cook, Matthew	copy, test	Cordon, Luke	Coulter, Susan	Coullon, Daniel	Crosby, Daniel	crouch, scotty	Dawson, Richard	Day, Carmen
Day, Julie	Deacon, Sydnee	Deer, Blitzen	Deer, Rudolph	demo, demo	demo, portfolio	Demo, Test	demo, tutor	Doe233, John	doncaster, test	Doncaster, Test	e3, maths
Egbe, Sarah	Ellis, Lee	Fishwick, Maurice	Fletcher, Duncan	Foley, Callum	Forskills, Simon at	Fox, Chris	fs010319, fs010319	fs111119, fs111119	fs150319, fs150319	fs171219, fs171219	fs250119, fs250119

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**