



# Skills Forward

## Skills Builder Guide

Assigning a course tutor

## Getting to the EDIT USER ACCOUNT PAGE

The screenshot displays the Skills Builder administration interface. The top navigation bar includes the Skills Forward logo, a welcome message for the Site Admin, and a user profile icon. The left sidebar contains the main navigation menu with categories: Dashboard, MyPins, Administration, SkillsBuilder, SkillsReview, SkillsPortfolio, and System. The Administration menu is expanded, showing sub-items: ADMIN DASHBOARD, USERS, GROUPS, REPORTS, LICENCES, INSTITUTION, CRITERIA, ROLES, COURSES, QUALIFICATIONS, CONFIGURATION, and FORSKILLSGO. The USERS sub-menu is further expanded, listing options: EDIT USER ACCOUNTS, FIND USER, ADD A NEW USER, DELETE OR ARCHIVE USERS, UPLOAD USERS, ENROL LEARNERS TO COURSE, UNENROL LEARNERS FROM..., LIST ADMINISTRATORS, LIST OF TUTORS, and LIST OF LEARNERS FOR T... The main content area features a grid of course cards (e.g., FS ICT, ESOL, ENGLISH GCSE) and an Off-The-Job Training (OTJ) section with progress bars for 'Users on target' and 'Total Expected'. Red arrows and numbers 1, 2, and 3 indicate the navigation path: 1 points to 'Administration', 2 points to 'USERS', and 3 points to 'EDIT USER ACCOUNTS'.

Start by selecting **Administration** > **USERS** > **EDIT USER ACCOUNTS**

## SELECTING THE USER

Home » Administration » Edit user accounts

39 Users + ADD NEW LEARNER

Filters

Groups:  Show Users:  Filter Text:

Results

	Name	Email address	Username	Learner Reference	Last access	Actions
	Josh Campell		Josh C		181 days	VIEW USER
	<b>Sarah Turner</b>		Sarah T		Never	VIEW USER
	Mandy Anne		Mandy A		810 days 19 hours	VIEW USER
	Susie Foster	susie@yahoo.com	Susie F		Never	VIEW USER
	Jack Gillhall	jack@yahoo.com	Jack G		Never	VIEW USER
	Richard Jeffery	richard@demo.com	Richard J		143 days 21 hours	VIEW USER
	Herd (learner), Sam	sam@skillsforward.co.uk	samlearner		26 days 18 hours	VIEW USER
	Matthew Hughes		Matt H		Never	VIEW USER

Find the user you would like to assign the course to and select **their name** or the **VIEW USER** button

## Assigning Courses from the PROFILE PAGE

The screenshot displays the user profile page for Susie Turner. The page includes a navigation sidebar on the left with options like Dashboard, MyPins, Administration, SkillsBuilder, SkillsReview, SkillsPortfolio, and System. The main content area shows the user's name, a 'Never logged in' status, and a 'LOGIN AS' button. Below this is a table of user details with tabs for 'Basic Info', 'More Details', and 'Options'. The 'Basic Info' tab is active, showing fields for Username, Email address, Enrolment Type, Authentication method, and EPAO. To the right of the details are four colored buttons: 'Edit profile' (green), 'Groups' (grey), 'Activity' (orange), and 'ISP' (red). Below these are three summary rows, each with a '+ ADD' button and a dropdown arrow. The first row is 'No Courses' with a green box around the 'ADD COURSES' button. The second row is 'No Qualifications' with an 'ADD QUALIFICATION' button. The third row is 'No Roles' with a dropdown arrow. A green line connects the 'ADD COURSES' button to the text below.

Once on the Profile Page of the user, select **ADD COURSES**

## Selecting the courses

The screenshot shows the Skills Forward administration interface. The top navigation bar includes the Skills Forward logo, a user profile for 'Susie Turner', and a 'Welcome, Atif Aziz SITE ADMIN' message. The left sidebar contains navigation options: Dashboard, MyPins, Administration, ADMIN DASHBOARD, USERS, GROUPS, REPORTS, LICENCES, INSTITUTION, CRITERIA, ROLES, COURSES, QUALIFICATIONS, CONFIGURATION, and FORSKILLSGO. The main content area is titled 'Courses' and shows a list of courses to be assigned to the user 'Susie Turner'. The courses are grouped into 'Functional Skills Reform', 'Functional Skills', and 'GCSE'. The 'Functional Skills Reform' group includes 'FS English Assessment Reform', 'FS Maths Assessment Reform', 'FS English Resources', and 'FS Maths Resources'. The 'Functional Skills' group includes 'FS Assessments' (with sub-items 'FS English Assessment', 'FS ICT Assessment', and 'FS Maths Assessment') and 'FS English Resources' and 'FS Maths Resources'. A 'Courses to add' panel on the right shows the selected courses and an 'Assign user as role' dropdown menu, which is highlighted with a red box. A green 'Assign courses' button is also visible.

Select the courses you would like to assign by [selecting the checkboxes](#). You can see the courses you have added from the table **Courses to Add**

**IF YOU'RE ASSIGNING FOR A COURSE TUTOR MAKE SURE TO CHANGE THE USER ROLE FROM LEARNER TO TUTOR**

Once complete, [select Assign Courses](#)

**END OF GUIDE**