

A photograph of students in a classroom, with a young man in the foreground wearing glasses and a blue shirt, holding a yellow pen. The background shows other students seated at desks.

# Skills Forward

## Skills Builder Guide

Assigning Courses to a Group

## View groups page

The screenshot displays the Skills Builder administration interface. The top navigation bar includes the Skills Forward logo, a welcome message for 'Your Name' as a '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 'GROUPS' sub-menu is further expanded to show 'VIEW GROUPS', 'ASSIGN GROUPS', and 'ADD GROUP'. Red callout boxes with numbers 1, 2, and 3 indicate the navigation path: 1 points to 'Administration', 2 points to 'GROUPS', and 3 points to 'VIEW GROUPS'. The main content area shows a grid of course cards (e.g., ENGLISH GCSE, FS ICT, ESOL) and a summary card for 'Off-The-Job Training (OTJ)' with progress bars for 'Users on target' and 'Total Expected'.

Start by selecting **Administration** > **GROUPS** > **VIEW GROUPS**

## View groups page

The screenshot shows the Skills Forward Administration interface. On the left is a dark blue sidebar with navigation options: Dashboard, MyPins, Administration (with a sub-menu including ADMIN DASHBOARD, USERS, GROUPS, REPORTS, LICENCES, INSTITUTION, CRITERIA, ROLES, COURSES, QUALIFICATIONS, CONFIGURATION, and FORSKILLSGO), and a gear icon at the bottom. The main content area is titled 'Groups' and shows a breadcrumb trail: Home > Skills Forward Administration > Groups > Groups List. Below the breadcrumb is a search bar labeled 'GROUP TITLE' with a dropdown arrow. A table is partially visible, showing a single entry with a user icon and the text 'Example Group'. The table has a 'SHOWING 1-1 / 1' indicator on the right. The top right of the page displays 'Welcome, Your Name' and 'SITE ADMIN' with a user profile icon and a menu icon.

Find the group that you want to assign courses to, **select** the group.

# Group Details

Skills Forward

Welcome, Your Name  
SITE ADMIN

Home » Administration » Groups » Groups List » Group Details

### Example Group

Group Edit Group Edit Users Group Notes Group Files Group Web Forms

Add Group To Web Form

Show All Group Details Sub Groups Group Courses Group Users

Group Title	Example Group	Group Details	COPY GROUP
Group Type	Default		
Group Reference	Example Group		

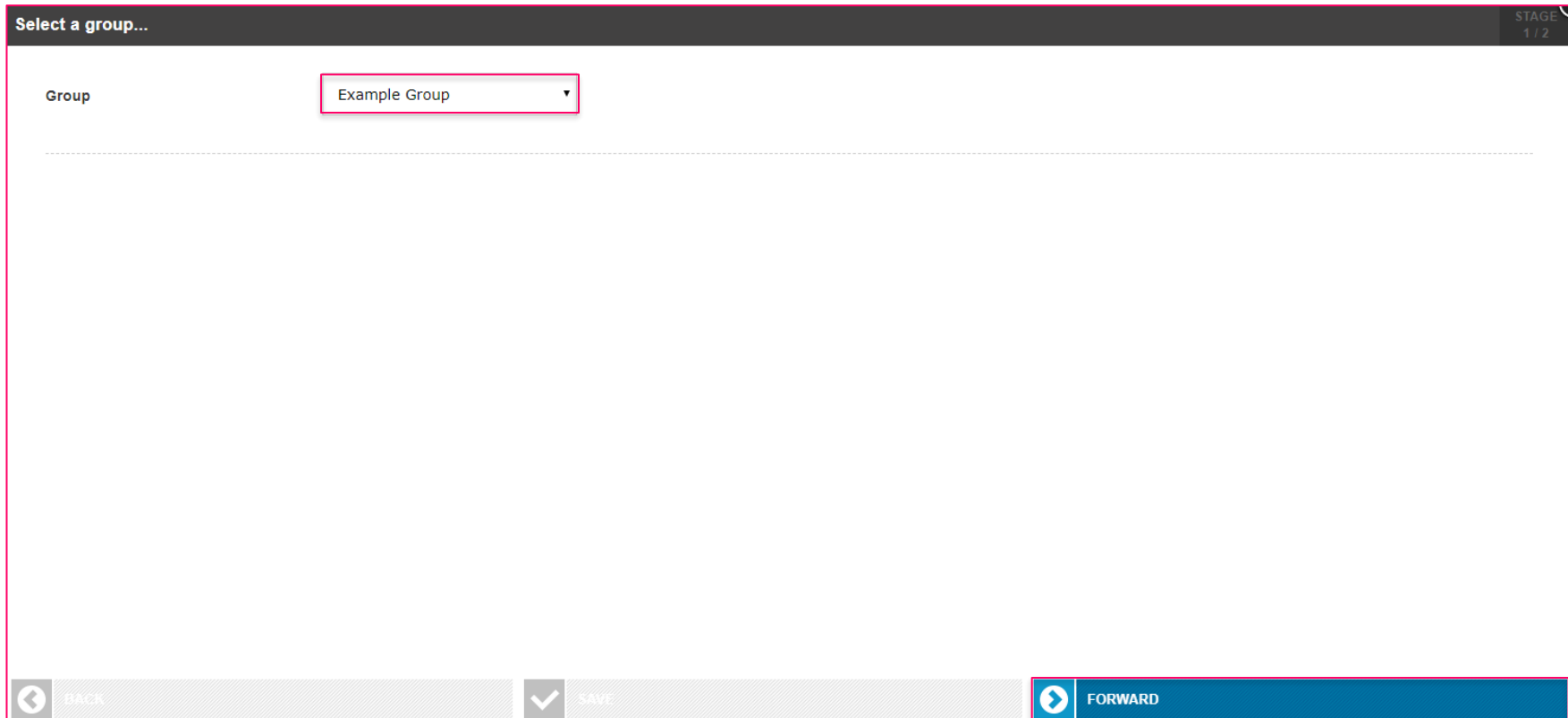
Sub Groups ADD SUB GROUP

Group Courses ADD COURSES

Group Users ADD USERS

Select **ADD COURSES**

## Confirm Group



Select a group...

STAGE  
1 / 2

Group

Example Group

BACK

SAVE

FORWARD

Confirm the **Group** you would like to **Add Courses** to. You can do this by selecting the drop down list and selecting the **Group**.

Select the **FORWARD** button to continue to the next step.

## Select the courses

SELECTED 8 / 41 (MAX 1000)    SHOWING 1-41 / 41    SELECT ALL    STAGE 2 / 2

COURSE NAME    Begin typing to filter...

ALN Screener	Admin Guide	BESTest Resources	Drugs Awareness	Dylan Test	Dylan Test Module	ESOL Resources	ESOL Resources	FS Assessments	FS English Resou...	FS ICT Resources	FS Maths Resour...
GCSE Assessments	GCSE Assesmen...	Tutor Guide	GCSE English Re...	GCSE English Re...	GCSE Maths Ass...	GCSE Maths Res...	GCSE Maths Res...	General Assesm...	ICT HTML TEST	Learn about the R...	Learn about the Vi...
Making My Money...	Myles Test	NN Assessments	NN Resources	One Assessment	Reform Assesme...	Reform English R...	Reform Maths Re...	Single Assesmen...	SkillsWork	SkillsWork Resour...	Student Guide
Test Assessments	Test Resources	Test Unit	Testing General	iScreener	test 123						

BACK    SAVE    FORWARD

Select the **courses** you would like to assign to the group. Courses will **highlight** upon selection.

After you have selected the courses you want to assign, select **SAVE**.

**END OF GUIDE**