

A photograph of students in a classroom, with a young man in the foreground wearing glasses and a blue shirt, looking towards the right. 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

Assigning / Removing Admins

Getting to the Administration Dashboard

The screenshot shows the Skills Builder interface. On the left is a dark blue navigation menu 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 this menu is a sub-menu titled 'SkillsBuilder' with a red box labeled '2' highlighting the 'ADMIN DASHBOARD' option. 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 Admins

The screenshot shows the Skills Forward Administration dashboard. The 'Users' menu item is selected, and the 'Assign admins' option is highlighted with a red box. The interface includes a sidebar with navigation options, a top navigation bar with tabs for Users, Groups, Reports, Licences, Institution, Criteria, Roles, and Courses, and a main content area with various administrative actions.

Skills Forward Administration

Welcome, Atif Aziz
SITE ADMIN

Users | Groups | Reports | Licences | Institution | Criteria | Roles | Courses

Qualifications | Configuration | ForSkillsGo

- Edit user accounts**
Browse the list of user accounts and edit any of them
- Add a new user**
To manually create a new user account
- Upload users**
Import new user accounts from a text file
- Enrol Learners to Course**
Assign Learners to a Course (and optionally a Group)
- Unenrol Learners from Course**
Remove Learners from a Course
- List Administrators**
Browse the list of administrators
- List of Tutors**
Browse the list of Tutors
- Transfer Profile**
Transfer users profiles between institutions
- List of Learners for Tutor**
Browse the list of Learners
- Tutor Contact Time**
List total contact time spent by Tutors (and filter by dates and groups)
- Assign users a portfolio**
Assign users a new portfolio.
- Merge Users**
- Find User**
Search for a user by username, name or email address
- Delete or Archive users**
Remove or archive multiple users from this institution
- Reset users passwords**
Bulk reset users passwords
- Enrol Learners to Qualification**
Assign Learners to a Qualification (and optionally a Group)
- Assign admins**
Manage the users that have full administration rights and can access all users and information in the site
- Remove admin**
Remove the users that have full administration rights and can access all users and information in the site
- Assign Editors**
Assign users with rights to edit courses
- Set Alerts**
Sign up for site alert information via email
- Total Contact Time**
List total contact time with Learners (and filter by dates and groups)
- Upload User Qualifications**
Upload qualifications and units for users
- Bulk Delete or Archive users**
Remove or archive multiple users from this institution in bulk.
- Copy Profile**

Select Assign Admins

Selecting Admins to assign

Skills Forward

Welcome, Atif Aziz
SITE ADMIN

SELECTED 3 / 316 (MAX 1000)

SHOWING 1-100 / 316

SELECT ALL

FIRST NAME	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...	Coney-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

SAVE

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

Removing Admins

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 has 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:

- Edit user accounts: Browse the list of user accounts and edit any of them
- Add a new user: To manually create a new user account
- Upload users: Import new user accounts from a text file
- Enrol Learners to Course: Assign Learners to a Course (and optionally a Group)
- Unenrol Learners from Course: Remove Learners from a Course
- List Administrators: Browse the list of administrators
- List of Tutors: Browse the list of Tutors
- Transfer Profile: Transfer users profiles between institutions
- List of Learners for Tutor: Browse the list of Learners
- Tutor Contact Time: List total contact time spent by Tutors (and filter by dates and groups)
- Assign users a portfolio: Assign users a new portfolio.
- Merge Users
- Find User: Search for a user by username, name or email address
- Delete or Archive users: Remove or archive multiple users from this institution
- Reset users passwords: Bulk reset users passwords
- Enrol Learners to Qualification: Assign Learners to a Qualification (and optionally a Group)
- Assign admins: Manage the users that have full administration rights and can access all users and information in the site
- Remove admin: Remove the users that have full administration rights and can access all users and information in the site**
- Assign Editors: Assign users with rights to edit courses
- Set Alerts: Sign up for site alert information via email
- Total Contact Time: List total contact time with Learners (and filter by dates and groups)
- Upload User Qualifications: Upload qualifications and units for users
- Bulk Delete or Archive users: Remove or archive multiple users from this institution in bulk.
- Copy Profile

Select Remove Admins

Selecting Admins to remove

The screenshot displays the Skills Builder Admin interface. On the left is a dark blue sidebar with navigation options: Dashboard, MyPins, Administration (with sub-items: ADMIN DASHBOARD, USERS, GROUPS, REPORTS, LICENCES, INSTITUTION, CRITERIA, ROLES, COURSES, QUALIFICATIONS, CONFIGURATION, FORSKILLSGO), and a gear icon for settings. The main content area shows a table with a header row containing a search icon, a dropdown menu labeled 'FIRST NAME', and a close icon. Below the header, one row is visible with a Skills Builder logo icon and the text 'Account, Demo'. Above the table, a status bar indicates 'SELECTED 1 / 1 (MAX 1000)'. To the right of the table, there is a 'SHOWING 1-1 / 1' indicator and a 'SELECT ALL' button. At the bottom of the interface, a green bar contains a checkmark icon and the text 'SAVE'.

Select the admins you would like to remove, and then select **SAVE**.

END OF GUIDE