

A photograph of students in a classroom, with a man in the foreground wearing glasses and a blue shirt, looking towards the right. The image is overlaid with a semi-transparent white box containing text.

# Skills Forward

## Skills Builder Guide

Bulk Uploading Multiple Users

## Getting to the UPLOAD USERS page

The screenshot displays the Skills Builder interface. The top navigation bar includes the Skills Forward logo, a user profile (Welcome, Your Name, SITE ADMIN), and a menu 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: 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 UPLOAD USERS option is highlighted with a red box and a red arrow. The main content area shows a grid of course cards (e.g., ENGLISH GCSE, FS ICT, ESOL, FS MATHS REFORM, FS ICT (NON-REFORM)) and an Off-The-Job Training (OTJ) section with progress bars for 'Users on target' and 'Total Expected'.

Start by selecting **Administration** > **USERS** > **UPLOAD USERS**

# Upload Users

Home > Administration > Users > Upload users

Welcome, Your Name  
SITE ADMIN

**Upload users**

Choose File | No file chosen

- Send users email
- Update details if user exists
- Update password of existing users
- Always insert as new user
- Try to merge users if they do not exist - will attempt to match on date of birth, lastname and/ or firstname/initial
- Add group courses
- Force users password change

**Upload users**

You may use this page to upload user accounts in bulk. You should use a CSV (text) file in the following format.

Assign users to courses (up to 20 courses max.) Just add more course fields to your template – (fieldname: course1–20).

- fs assess – puts user on every functional skills assessment – maths, English and ICT
- fs maths assess – puts user on maths assessment only
- fs eng assess – puts user on English assessment only
- fs ict assess – puts user on ICT assessment only
- fs maths resources – puts user on maths resources
- fs eng resources – puts user on English resources
- fs ict resources – puts user on ICT resources
- fs maths – puts user on maths assessment and resources
- fs english – puts user on English assessment and resources
- fs ict – puts user on ICT assessment and resources
- gcse assess – puts user on every GCSE assessment – English and maths
- gcse maths assess – puts user on maths assessment only
- gcse eng assess – puts user on English assessment only
- gcse maths resources – puts user on maths resources
- gcse english resources – puts user on English resources
- gcse maths – puts user on maths assessment and resources
- gcse english – puts user on English assessment and resources
- ls assess – puts user on learning styles assessment only
- plts assess – puts user on PLTS assessment only
- esol assess – puts user on ESOL assessment only
- bestest – puts user on BESTest assessment only

	C	D	E	F	G	H	I
1	firstname	lastname	email	course1	course2	course3	group1
2	Markus	Hamilton	markest@skillsforward.co.uk	fs assess	fs assess	plts assess	Group1a//Maths 2
3	Susie	Parker	susietest@skillsforward.co.uk	fs eng assess	fs maths assess	fs ict assess	Group1a//Maths 6
4	Andy	Jones	andytest@skillsforward.co.uk	fs eng resources	fs maths resources	fs ict resources	Group1a//English
5	Becca	Rankin	beccatest@skillsforward.co.uk	fs english	fs maths	fs ict	Group1a//English//Class 1
6	Casey	Fisher	caseytest@skillsforward.co.uk	gcse assess	bestest		Group2a//English
7	Greg	Jeffery	gregtest@skillsforward.co.uk	gcse eng assess	gcse eng resources		Group2a//English
8	Sam	Smith	samttest@skillsforward.co.uk	gcse maths assess	gcse maths resources		Group2a//English
9	Jack	Jones	jacktest@skillsforward.co.uk	gcse english	gcse maths		Group2a//English

Near the bottom of the page is the **Example CSV (comma delimited)** file for you to download.



Complete and save in **CSV file format**. Upload the file by selecting **Choose File**, and once uploaded select **Upload users**.