



# Skills Portfolio

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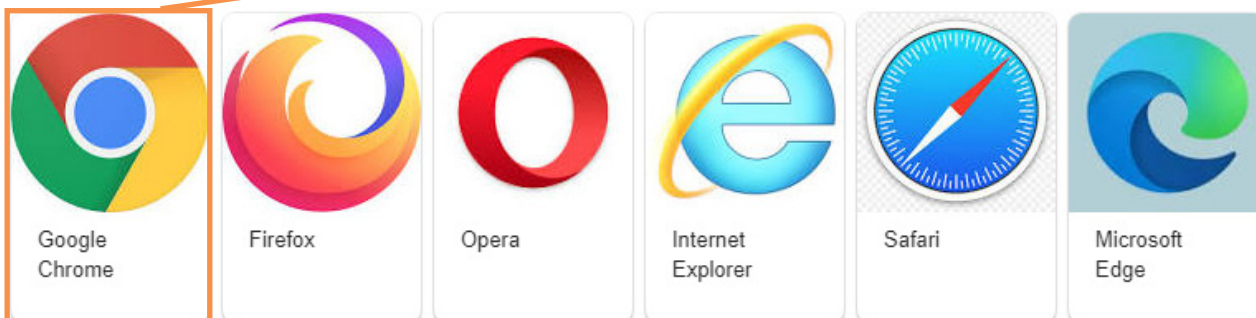
## **Learner** **Quick Start Guide**

# Contents

<b>Logging into Skills Forward</b>	<b>Page 3</b>
<b>An Introduction to your Dashboard</b>	<b>Page 4</b>
<b>My Portfolio</b>	<b>Page 5</b>
<b>Off-the-job Training</b>	<b>Page 6</b>
<b>Tracking</b>	<b>Page 6</b>
<b>Visits</b>	<b>Page 7</b>
<b>Customise your side menu colours</b>	<b>Page 7</b>
<b>Accessibility Options</b>	<b>Page 8</b>
<b>Your Profile Page</b>	<b>Page 9</b>
<b>Uploading a Profile Picture</b>	<b>Page 11</b>

# Logging into Skills Forward

1. Open your Web Browser (Preferably Chrome)



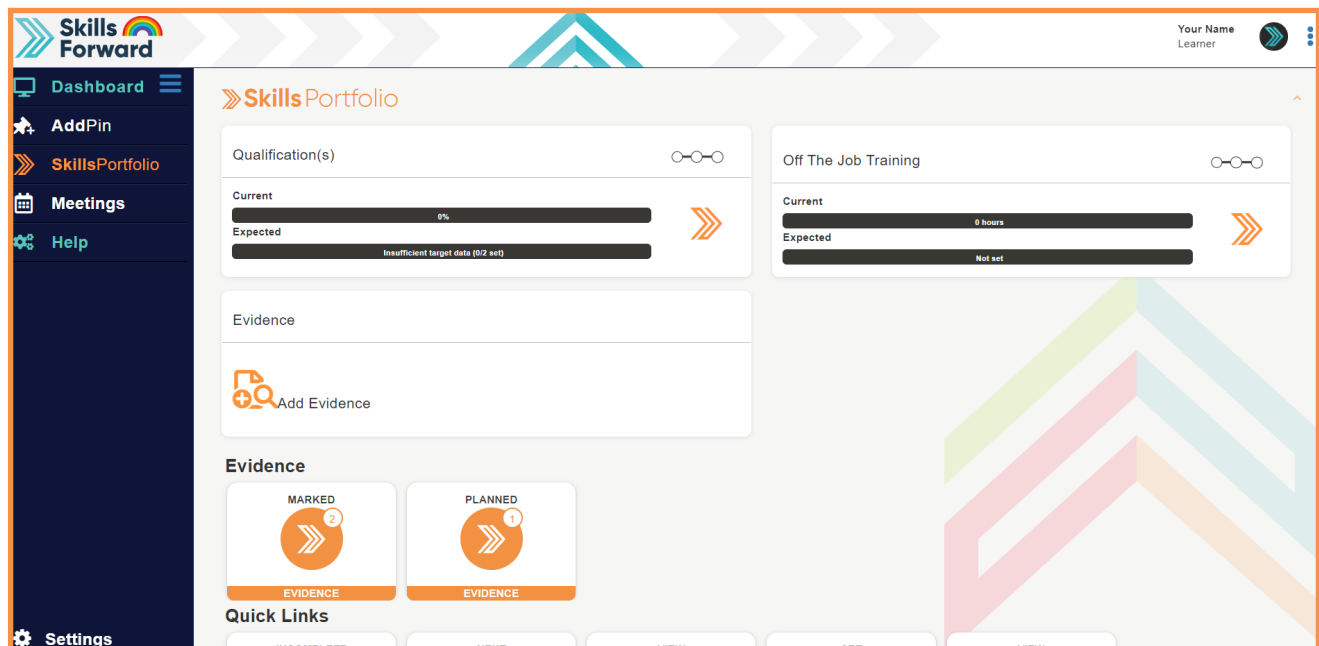
2. Enter the following address - [myskillsforward.co.uk](https://myskillsforward.co.uk)



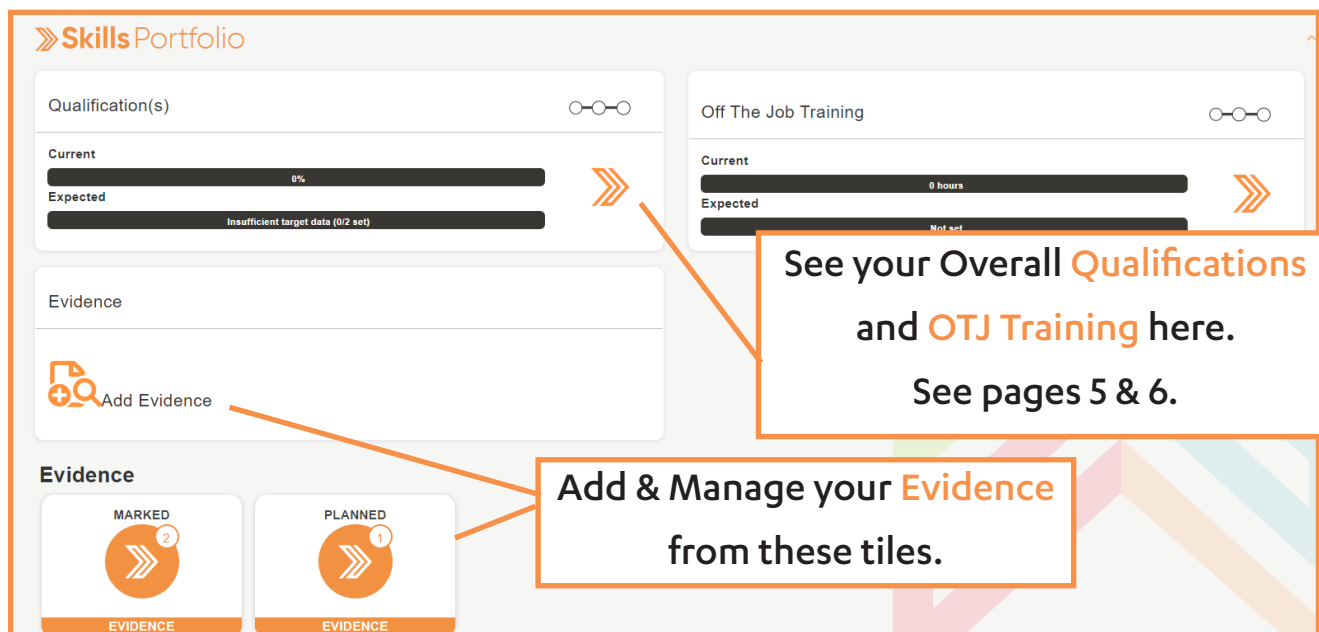
3. Enter your User name
4. Enter your Password
5. Select the Login button.

# An Introduction to your Dashboard

Having logged onto the platform you will arrive at the Dashboard which is your home page.

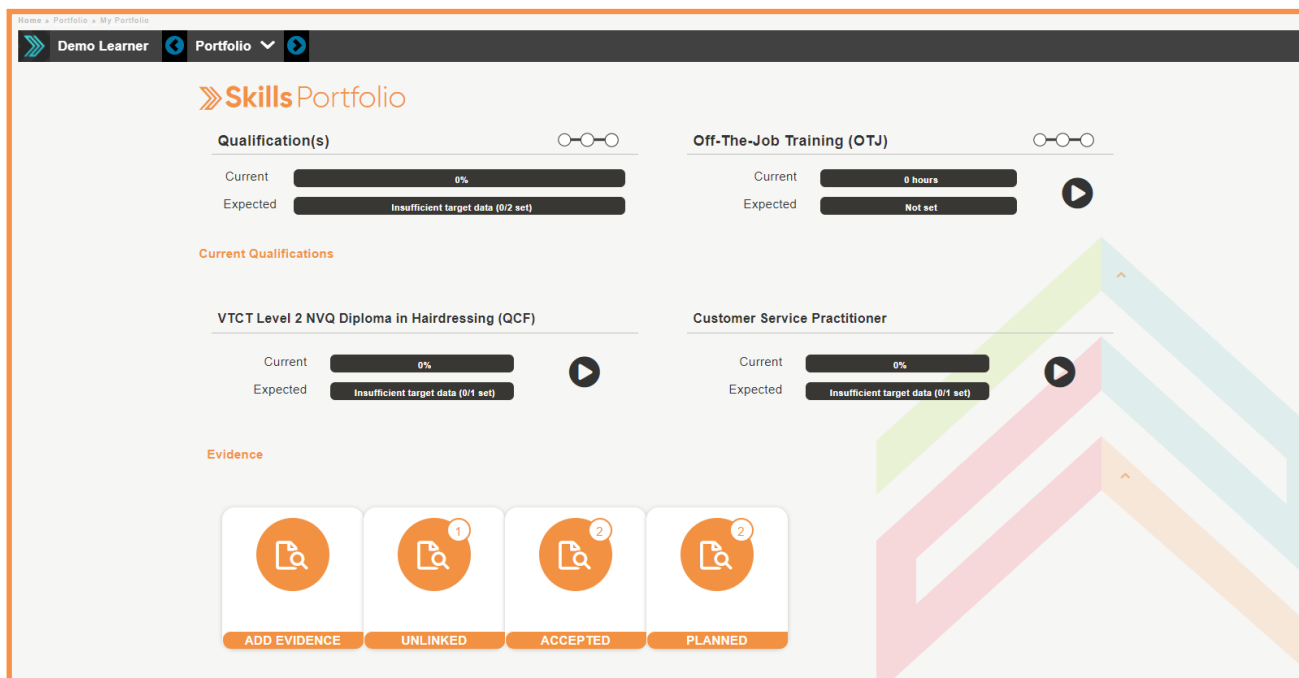


From this page you can control the majority of your Portfolio features and manage it from the main dashboard.



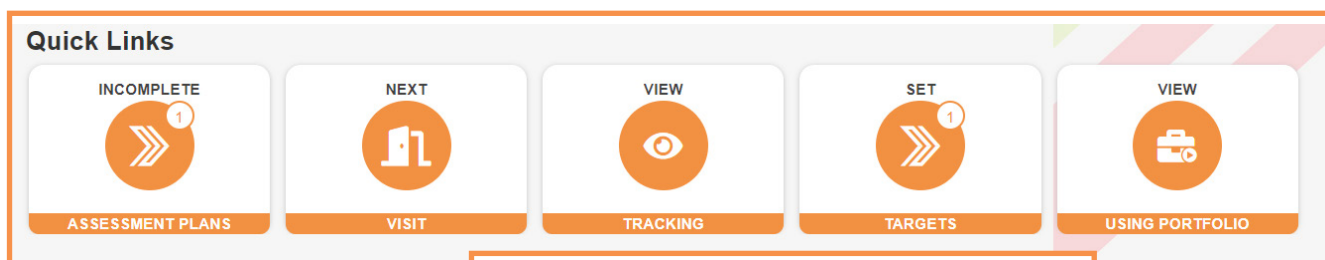
# My Portfolio

Selecting Qualifications panel will take you to the detailed breakdown of your Portfolio. Here you will find a detailed version of your Portfolio items, specific qualifications and more.



At the bottom of your homepage you will find quick links which will help you get to key pages to manage your Portfolio. They will also have numerical badges to show how many items you have in each tile.

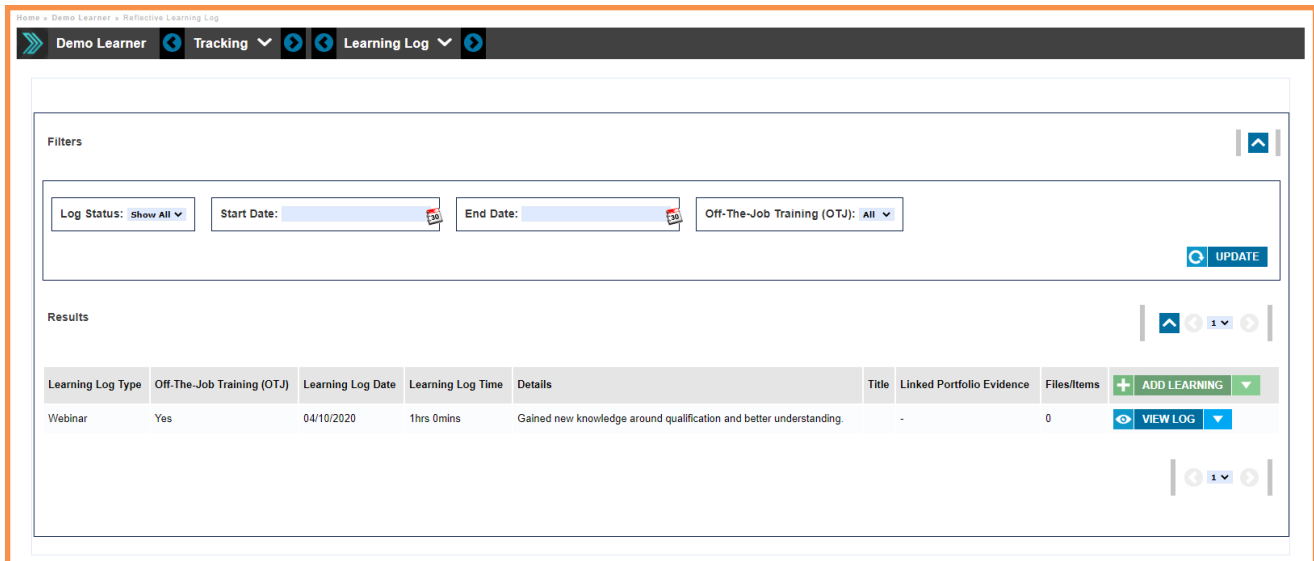
This means you can see details of your Portfolio with a quick glance.



See Page 6 for details on Tracking.

## Off-the-Job Training

If you need to add OTJ training or see any previously added Learning logs, you can do this by selecting the OTJ panel.



The screenshot shows the 'Learning Log' interface. At the top, there are navigation tabs: 'Demo Learner', 'Tracking', and 'Learning Log'. Below the navigation is a 'Filters' section with the following options:

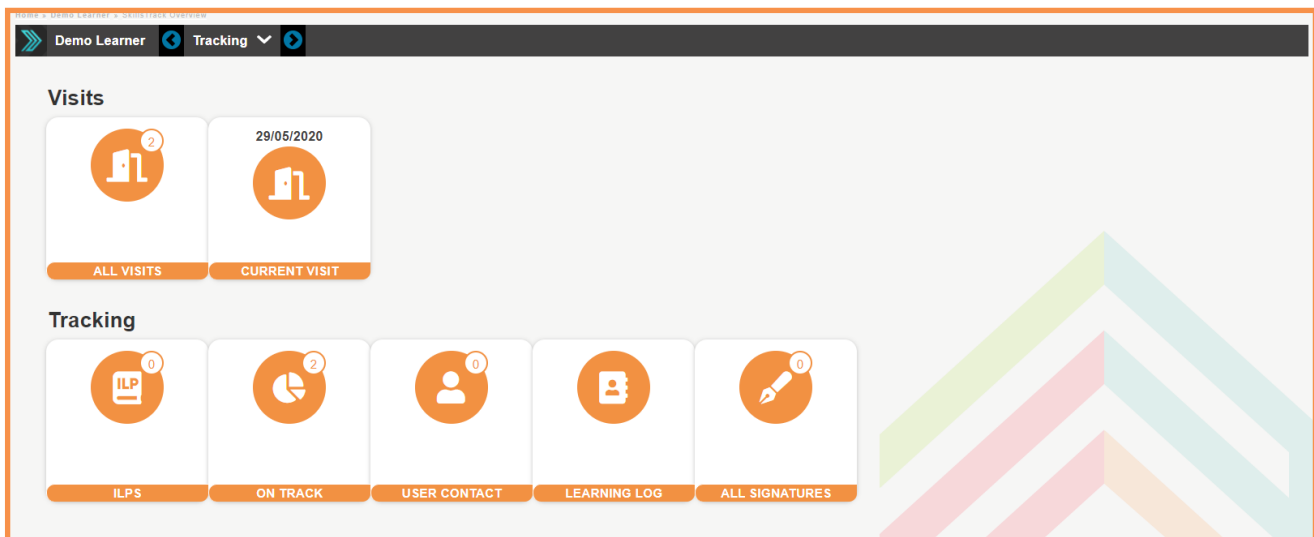
- Log Status: Show All
- Start Date: [Date Picker]
- End Date: [Date Picker]
- Off-The-Job Training (OTJ): All

An 'UPDATE' button is located to the right of the filters. Below the filters is a 'Results' section with a table of learning logs. The table has the following columns: Learning Log Type, Off-The-Job Training (OTJ), Learning Log Date, Learning Log Time, Details, Title, Linked Portfolio Evidence, Files/Items, and actions (+ ADD LEARNING, VIEW LOG).

Learning Log Type	Off-The-Job Training (OTJ)	Learning Log Date	Learning Log Time	Details	Title	Linked Portfolio Evidence	Files/Items	Actions
Webinar	Yes	04/10/2020	1hrs 0mins	Gained new knowledge around qualification and better understanding.	-	-	0	VIEW LOG

## Tracking

From here you can see all your current and upcoming Visits, ILPs, Learning logs and more.



The screenshot shows the 'Tracking' dashboard. At the top, there are navigation tabs: 'Demo Learner' and 'Tracking'. Below the navigation is a 'Visits' section with two cards:

- ALL VISITS (2)
- CURRENT VISIT (29/05/2020)

Below the visits section is a 'Tracking' section with five cards:

- ILPS (0)
- ON TRACK (2)
- USER CONTACT (0)
- LEARNING LOG
- ALL SIGNATURES (0)

## Visits

The Visits page will show you all the details of your past, present and upcoming visits, selecting open on any of these, will show you more details and which targets have been met and the ability to add new ones if needed.

Home > Demo Learner > SkillsTrack Overview

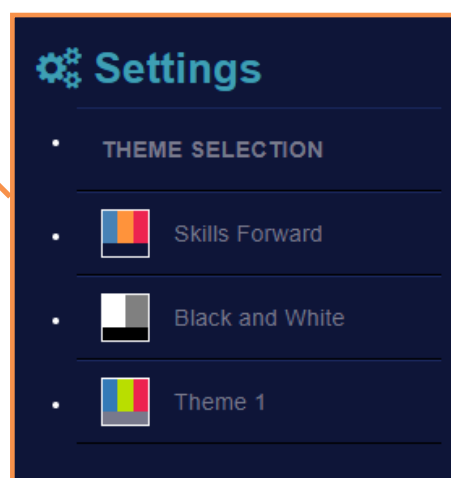
Demo Learner Tracking

Back 2 Visits

Visit Type	Status	Portfolio Progress	Visit Date	Date Completed	Date Signed	Signature Count	Actions
Teaching, Learning & Assessment visit	Open	0% 0%	10/05/2019	--	--	0/2	OPEN
Teaching, Learning & Assessment visit	Open	0% 0%	29/05/2020	--	--	0/2	OPEN

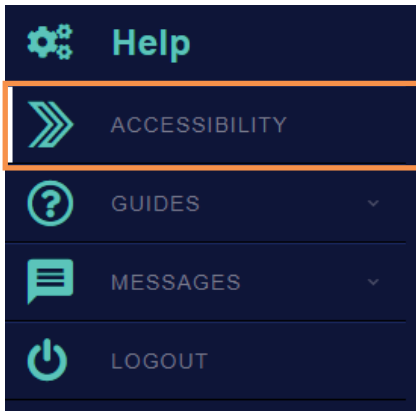
## Customise your Side menu colours

Feel free to change the colours of your side menu to something else. At the bottom of the side menu is the Settings option, After selecting this, then pick from the list of Themes and it will be reloaded with the new colours.



# Accessibility Options

If you would like some accessibility tools and options while using our platform, you can access these from the side menu under Help and then by selecting Accessibility.



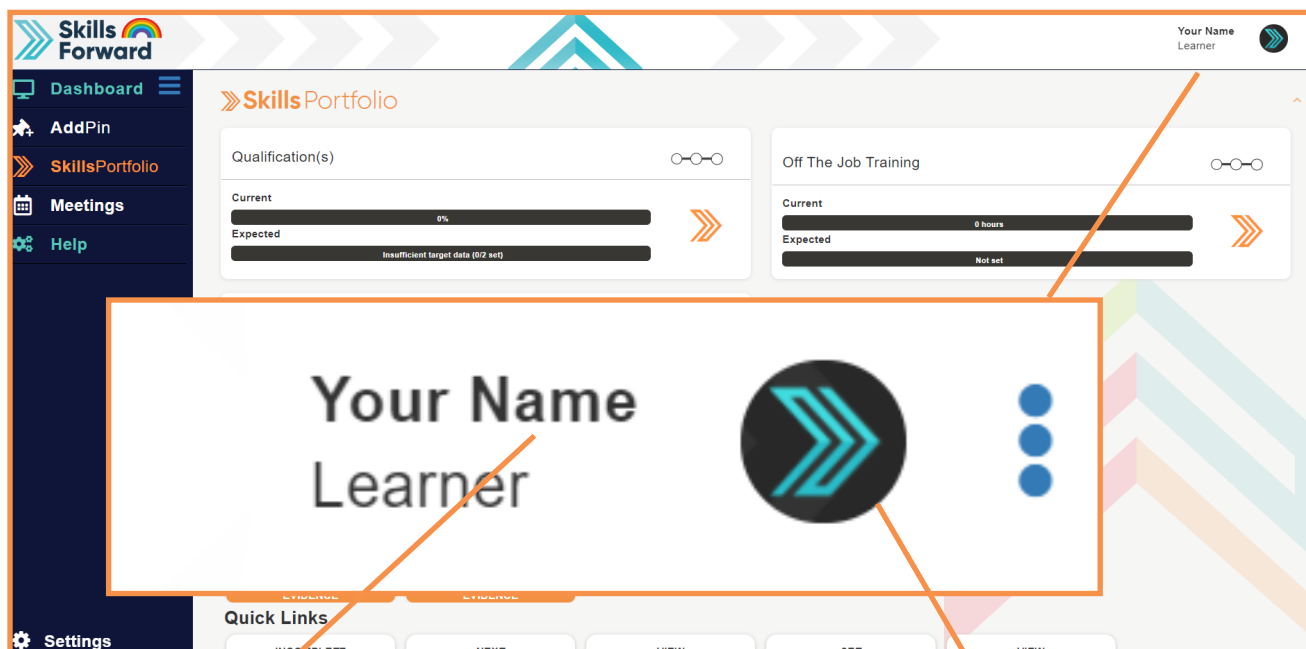
A new list of icons will appear at the top of the page for you to use for the accessibility options you would like to use such as Read Text, Magnifying Glass, Font options and much more.





# Your Profile page

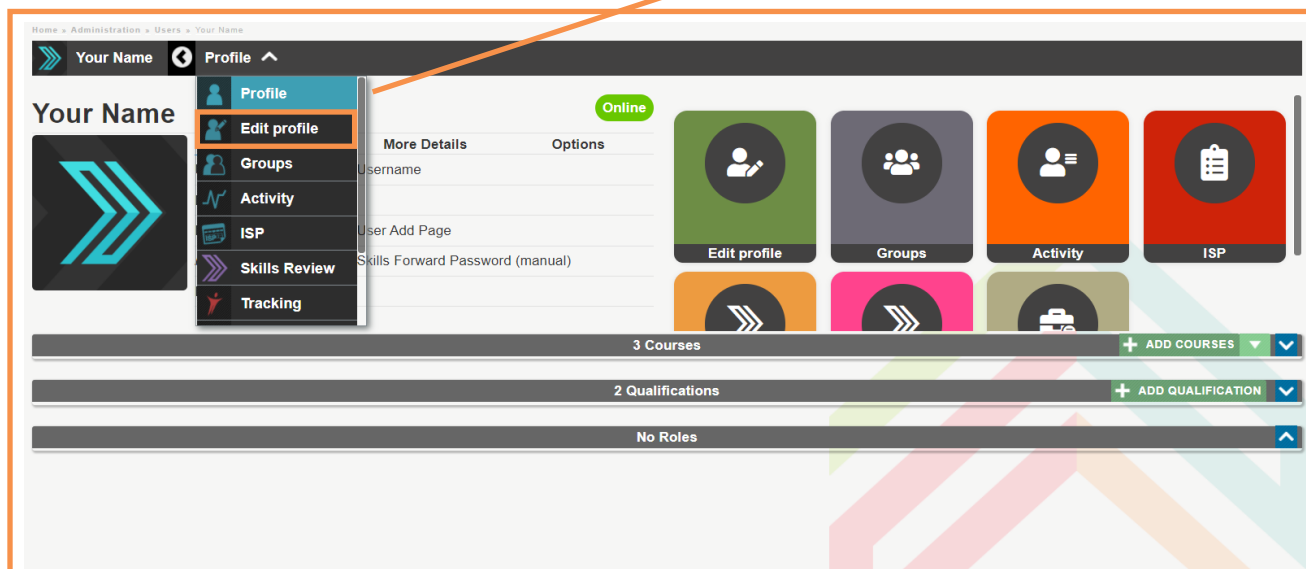
Your profile page can be accessed via either of the two options.



Selecting your name

Selecting your Profile picture

To edit your details, from the profile page, select **Edit profile** from the drop down.



Your profile information can be edited, added or removed as required.

Contact Information (Phone, address)	
Phone	<input type="text"/>
Phone 2	<input type="text"/>
Address 1	<input type="text"/>
Address 2	<input type="text"/>
Address 3	<input type="text"/>
County	<input type="text"/>
City/town	<input type="text"/>
Postcode	<input type="text"/>

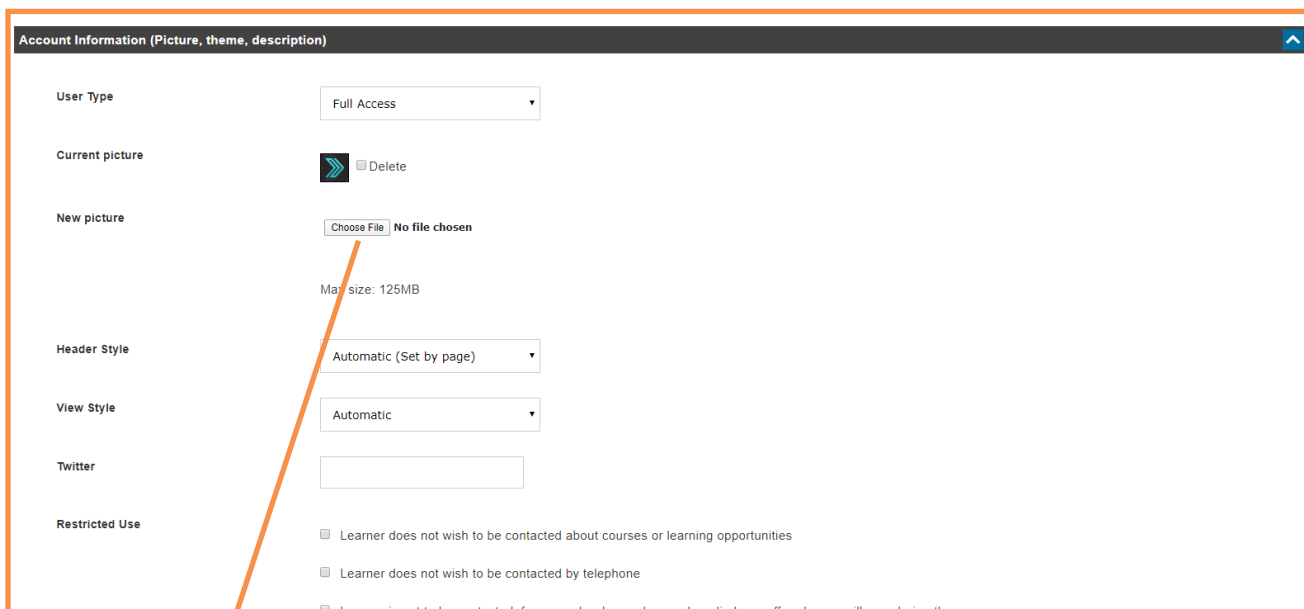
Select the **Update button** at the bottom of the page to save any changes made.



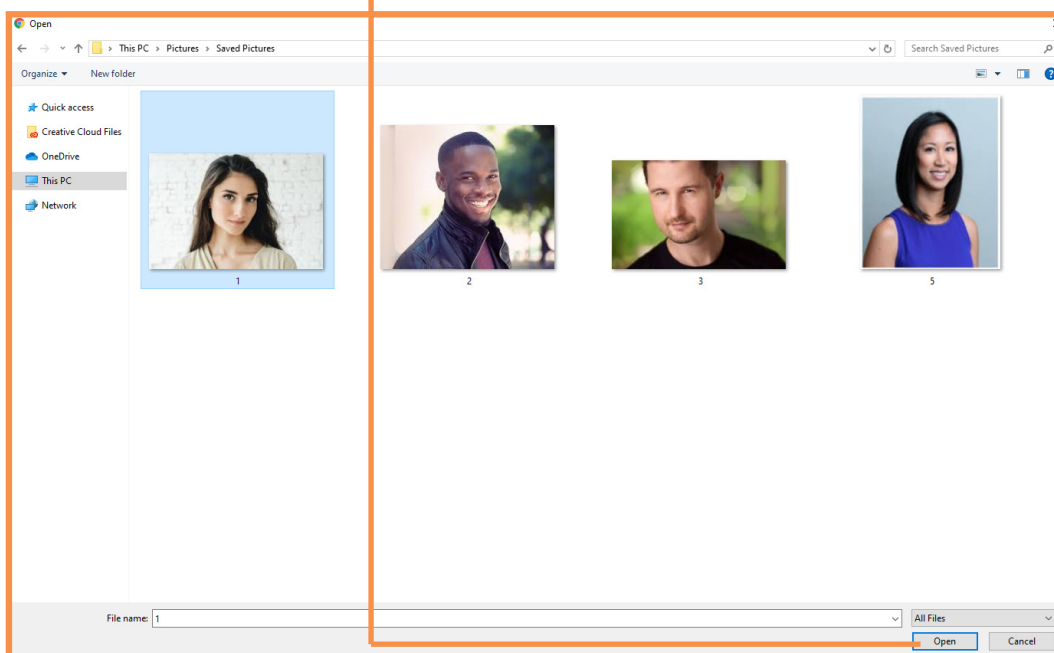
# Uploading a Profile Picture

Both staff and learners can upload photos of themselves to their profile. Learners can, if decided by your organisation, be prevented from uploading pictures to their profile.

This is set at the institution level by your Primary/Super Admin.



1. Select **Choose file** button
2. Browse to the location of the picture you wish to upload and **select** it and then click **Open**.



3. Select the **Update** button to save the changes.





# Skills Portfolio



[www.skillsforward.co.uk](http://www.skillsforward.co.uk)



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