

# Skills Forward

## Skills Builder Admin Guide

# Skills Forward

## Skills Builder Guide

Adding a new user

## Getting to the add a new user 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 'SITE ADMIN', and a user profile icon. The left sidebar contains a 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 'ADD A NEW USER' 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) and a section for 'Off-The-Job Training (OTJ)' with progress bars for 'Users on target' and 'Total Expected'.

Start by selecting **Administration** > **USERS** > **ADD A NEW USER**

## Add new user's details

Skills Forward

Welcome, Your Name  
SITE ADMIN

Home > Administration > Users > Add a new user

Add a new user

User Details

Login Information

Username  Find User

Password  ?

Force password change

User Details

First name

Surname

Email address

Contact Information (Phone, address)

Account Information (Picture, theme, description)

UPDATE

Fill in all the relevant fields.

After filling in all the fields, select the **UPDATE** button.

End of Guide



# Skills Forward

## Skills Builder Guide

Bulk Uploading Multiple Users

## Getting to the UPLOAD USERS page

The screenshot shows the Skills Builder interface. On the left is a dark navigation menu with the following items: Dashboard, MyPins, Administration, SkillsBuilder, SkillsReview, SkillsPortfolio, and System. A red box labeled '1' highlights the 'Administration' menu item. A secondary menu is open under 'Administration', listing: ADMIN DASHBOARD, USERS, GROUPS, REPORTS, LICENCES, INSTITUTION, CRITERIA, ROLES, COURSES, QUALIFICATIONS, CONFIGURATION, and FORSKILLSGO. A red box labeled '2' highlights the 'USERS' menu item. A third menu is open under 'USERS', 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... A red box labeled '3' highlights the 'UPLOAD USERS' menu item. The background shows a dashboard with various course tiles like 'ESOL', 'ENGLISH GCSE', 'FS MATHS REFORM', and 'FS ICT (NON-REFORM)'. At the bottom right, there is a section for 'Off-The-Job Training (OTJ)' with two progress bars: 'Users on target' (No users in your groups with data) and 'Total Expected' (No data).

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**.

# Skills Forward

## Skills Builder Guide

Reset User Passwords

## Getting to the Administration Dashboard

The screenshot shows the Skills Builder interface. On the left is a dark blue navigation sidebar with the following items: Dashboard, MyPins, Administration, SkillsBuilder, SkillsReview, SkillsPortfolio, and System. A red box labeled '1' highlights the 'Administration' menu item. A secondary menu is open from 'Administration', 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). The top right of the interface shows 'Welcome, Your Name SITE ADMIN' and a user profile icon.

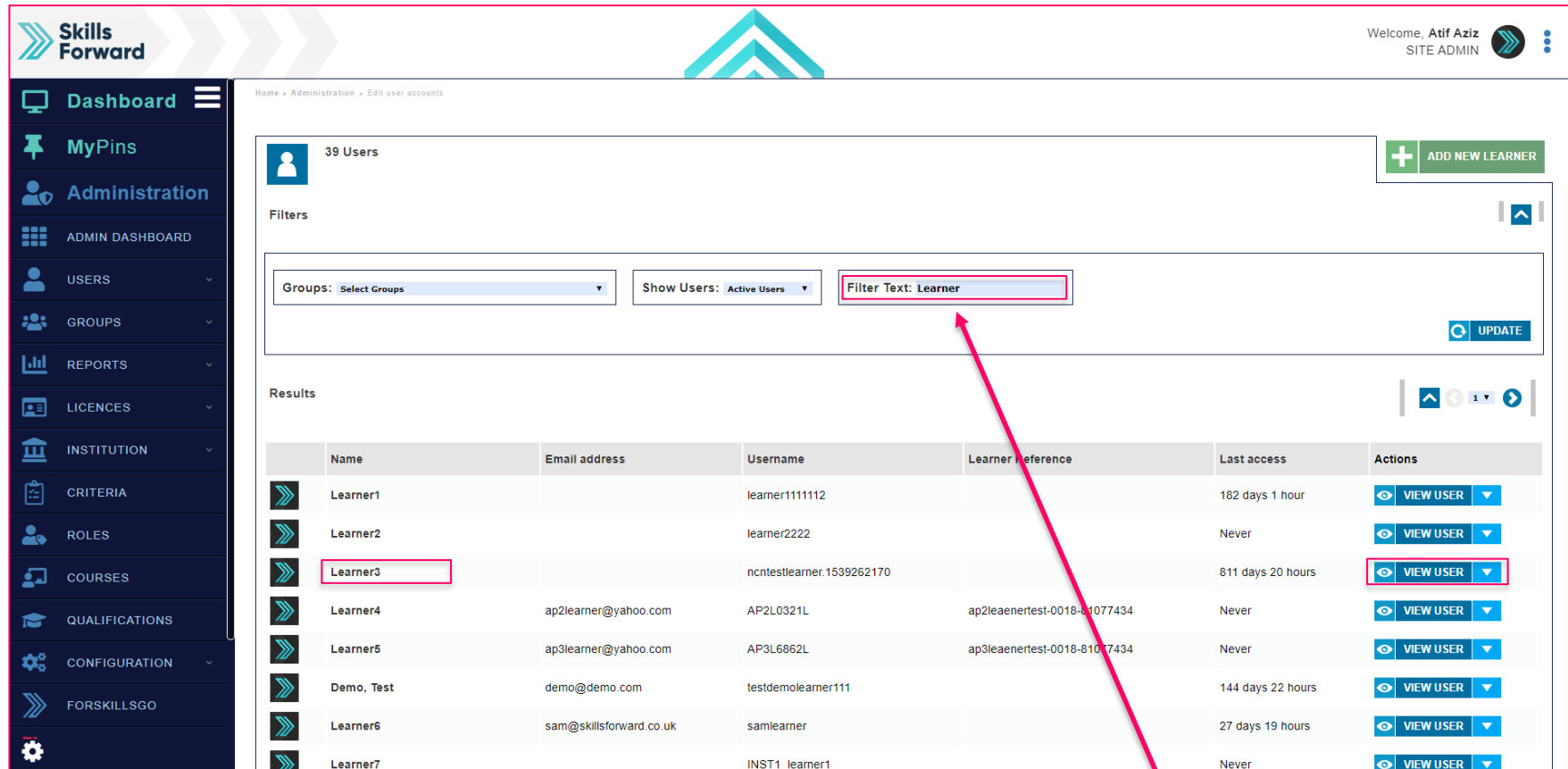
Start by selecting **Administration** > **ADMIN DASHBOARD**

# Edit User Accounts

The screenshot shows the Skills Forward Administration dashboard. On the left is a dark navigation sidebar with the following menu 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 contains a grid of tabs: Users (highlighted), Groups, Reports, Licences, Institution, Criteria, Roles, and Courses. Below these are three larger sections: Qualifications, Configuration, and ForSkillsGo. A list of administrative actions is displayed, with 'Edit user accounts' highlighted by a red box and a red arrow pointing to it from the sidebar. The actions include: Edit user accounts, Add a new user, Upload users, Enrol Learners to Course, Unenrol Learners from Course, List Administrators, List of Tutors, Transfer Profile, List of Learners for Tutor, Tutor Contact Time, Assign users a portfolio, Merge Users, Find User, Delete or Archive users, Reset users passwords, Enrol Learners to Qualification, Assign admins, Remove admin, Assign Editors, Set Alerts, Total Contact Time, Upload User Qualifications, Bulk Delete or Archive users, and Copy Profile.

Select **Edit User Accounts**

## Finding the User



The screenshot shows the Skills Forward administration interface. 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 displays the 'Edit user accounts' page for 39 users. The 'Filters' section includes a 'Groups' dropdown, a 'Show Users' dropdown set to 'Active Users', and a 'Filter Text' field containing 'Learner'. An 'UPDATE' button is located to the right of the filter text. Below the filters, a table lists the results of the search. The table has columns for Name, Email address, Username, Learner reference, Last access, and Actions. The 'Learner3' row is highlighted, and its 'VIEW USER' button is also highlighted. A red arrow points from the 'VIEW USER' button of 'Learner3' back to the 'Filter Text' field.

	Name	Email address	Username	Learner reference	Last access	Actions
▶	Learner1		learner1111112		182 days 1 hour	VIEW USER
▶	Learner2		learner2222		Never	VIEW USER
▶	Learner3		ncntestlearner.1539262170		811 days 20 hours	VIEW USER
▶	Learner4	ap2learner@yahoo.com	AP2L0321L	ap2leaeantest-0018-81077434	Never	VIEW USER
▶	Learner5	ap3learner@yahoo.com	AP3L6862L	ap3leaeantest-0018-81077434	Never	VIEW USER
▶	Demo, Test	demo@demo.com	testdemolearner111		144 days 22 hours	VIEW USER
▶	Learner6	sam@skillsforward.co.uk	samlearner		27 days 19 hours	VIEW USER
▶	Learner7		INST1_learner1		Never	VIEW USER

Find your user by entering their name in the **Filter Text** field. Once found, select **VIEW USER** button or select their **name**.

## Edit Profile

The screenshot displays the Skills Builder user interface. On the left is a dark blue sidebar with navigation options: Dashboard, MyPins, Administration, SkillsBuilder, SkillsReview, SkillsPortfolio, and System. The main content area shows the profile for 'Learner3'. At the top right of the main area, it says 'Welcome, Your Name SITE ADMIN' and 'LOGIN AS'. Below this is a breadcrumb trail: 'Home > Administration > Users > Jask Able'. The profile header includes 'Learner3', a 'Profile' dropdown menu (marked with a red '1'), and a '811 days 20 hours ago' status indicator. The dropdown menu (marked with a red '2') contains options: Profile, Edit profile, Groups, Activity, Assessments, ISP, and Skills Review. A red arrow points from the 'Edit profile' option to the text below. The profile details section shows tabs for 'Info', 'More Details', and 'Options'. Under 'Info', there is a field for 'ncntestlearner.1539262170'. Below this are four colored buttons: ISP (red), Skills Review (teal), Tracking (pink), and Web Forms (green). At the bottom, there are three summary rows: '15 Courses' with an 'ADD COURSES' button, '4 Qualifications' with an 'ADD QUALIFICATION' button, and 'No Roles'.

Once on the Users profile page, **Select Profile drop-down** and select **EDIT PROFILE**



## Change Password

Skills Forward

Welcome, Your Name  
SITE ADMIN

Home » Jack Able » Edit profile

Learner3 Edit profile

User Details UPDATE

Login Information

Username Learner3

Password

Force password change

User Details

First name Jack

Surname Able

Email address

Contact Information (Phone, address)

Account Information (Picture, theme, description)

Enter the new password for the user in the **Password** field. Make sure the **Force Password change** tick box is checked. Select **UPDATE** to save changes.

**END OF GUIDE**

# Skills Forward

## Skills Builder Guide

Deleting / Archiving Users

## Getting to the Administration Dashboard

The screenshot shows the Skills Builder interface. On the left is a dark blue navigation sidebar 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 the sidebar is a secondary menu titled 'SkillsBuilder' with a red box labeled '2' highlighting the 'ADMIN DASHBOARD' item. 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**

# Delete or Archive users

The screenshot shows the Skills Forward Administration interface. On the left is a dark sidebar with a menu. The main content area is titled 'Skills Forward Administration' and has a top navigation bar with tabs: Users, Groups, Reports, Licences, Institution, Criteria, Roles, and Courses. Below this is a secondary navigation bar with tabs: Qualifications, Configuration, and ForSkillsGo. The 'Users' tab is selected. A list of user management actions is displayed in two columns. A red box highlights the 'Delete or Archive users' action, which is described as 'Remove or archive multiple users from this institution'. A red arrow points from the 'Users' tab in the top navigation bar to this highlighted action.

- Dashboard
- MyPins
- Administration
  - ADMIN DASHBOARD
  - USERS
  - GROUPS
  - REPORTS
  - LICENCES
  - INSTITUTION
  - CRITERIA
  - ROLES
  - COURSES
  - QUALIFICATIONS
  - CONFIGURATION
  - FORSKILLSGO

Skills Forward Administration

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 Delete or Archive users

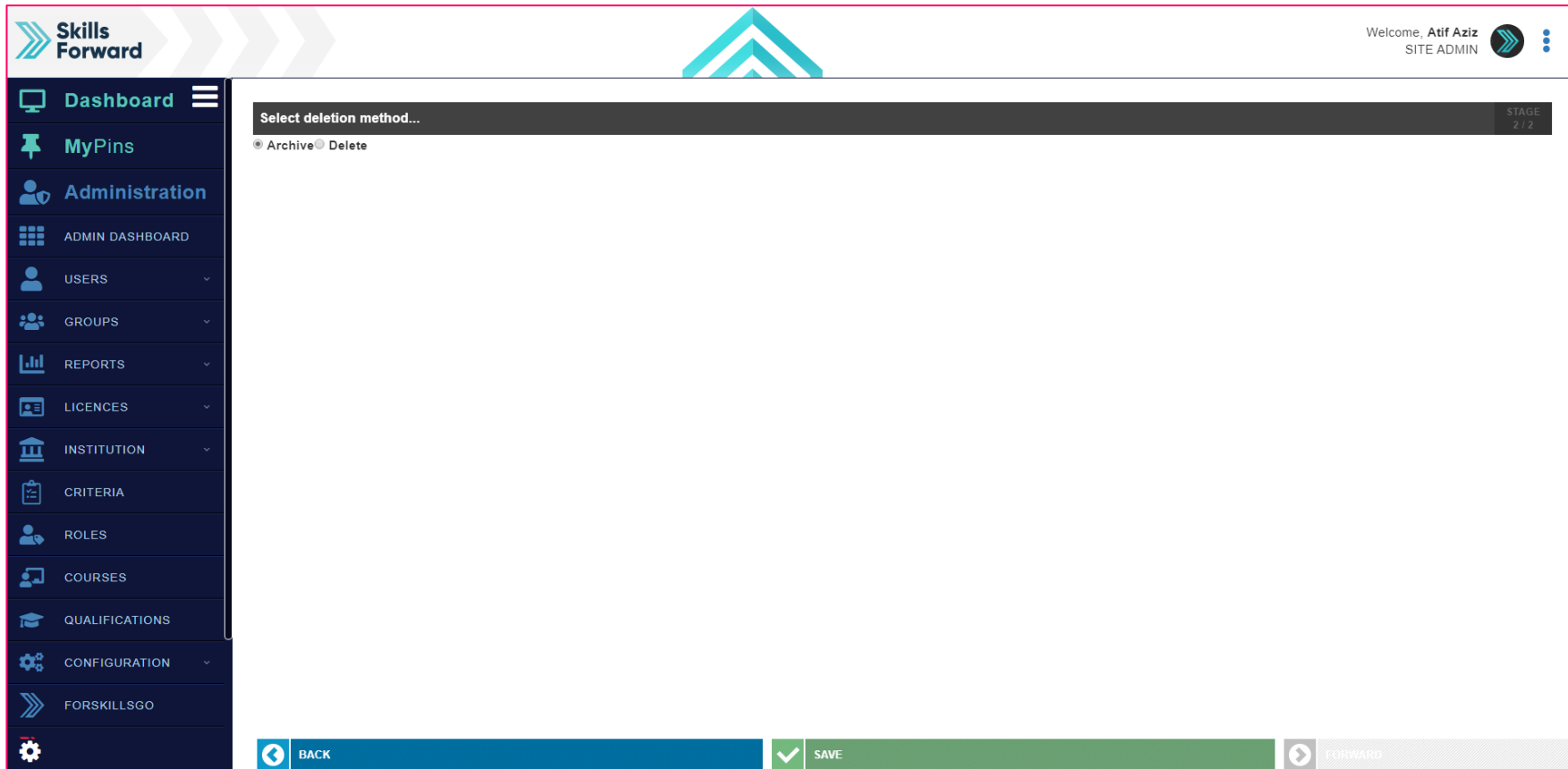
## Select the Users you want to Delete / Archive

The screenshot shows the Skills Builder user management interface. On the left is a navigation sidebar with options: Dashboard, MyPins, Administration (ADMIN DASHBOARD, USERS, GROUPS, REPORTS, LICENCES, INSTITUTION, CRITERIA, ROLES, COURSES, QUALIFICATIONS, CONFIGURATION, FORSKILLSGO), and a settings gear icon. The main area displays a grid of user cards. At the top of the grid, it says 'SELECTED 4 / 310 (MAX 1000)'. Below this is a search bar for 'FIRST NAME' and a 'SHOWING 1-100 / 310' indicator. The grid contains 12 columns and 6 rows of user cards. Each card has a name and a selection arrow. Four cards are highlighted with a blue selection arrow: 'Deer, Rudolph', 'demo, portfolio', 'Demo, Test', and 'Doncaster, Test'. At the bottom of the grid are 'BACK', 'SAVE', and 'FORWARD' buttons.

FIRST NAME	Begin typing to filter...	...	...	...	...	...	...	...	...	...	...	...
Beaker, Tracey	Bear, donald	Bear, Rupert	Bear, Rupert	Bear, Tommy	Beaven, Aaron	Beckles, Macie	Beckwith, Peter	Blewit, 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, Riael	...
...	...	...	...	...	...	...	...	...	...	...	...	...
Castelino, Celine	Cavallo de Oliveira...	Cook, Matthew	copy, test	Cordon, Luke	Coulter, Susan	Coulton, 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	fs271017, fs271017	...
...	...	...	...	...	...	...	...	...	...	...	...	...

Select the users you want to **DELETE** or **ARCHIVE**, and then select **FORWARD**.

## Selecting whether to Archive or Delete



The screenshot shows the Skills Forward administration interface. The top right corner displays the user's name, "Welcome, Atif Aziz", and the role, "SITE ADMIN". 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 "Select deletion method..." and contains two radio buttons: "Archive" (selected) and "Delete". The bottom of the interface features three buttons: "BACK", "SAVE", and "FORWARD".

Select whether you want the users to be **deleted** or **archived**.

Select **SAVE**

**END OF GUIDE**

# Skills Forward

## Skills Builder Guide

Unarchiving Users

## Getting to the Administration Dashboard

The screenshot shows the Skills Builder interface. On the left is a dark blue navigation sidebar with the following items: Dashboard, MyPins, Administration, SkillsBuilder, SkillsReview, SkillsPortfolio, and System. A red box labeled '1' highlights the 'Administration' menu item. A secondary menu is open from 'Administration', listing: ADMIN DASHBOARD, USERS, GROUPS, REPORTS, LICENCES, INSTITUTION, CRITERIA, ROLES, COURSES, QUALIFICATIONS, CONFIGURATION, and FORSKILLSGO. A red box labeled '2' highlights 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**



# Delete or Archive users

The screenshot shows the Skills Forward Administration interface. At the top right, it says 'Welcome, Atif Aziz SITE ADMIN'. The main navigation menu on the left includes 'Dashboard', 'MyPins', 'Administration', 'ADMIN DASHBOARD', 'USERS', 'GROUPS', 'REPORTS', 'LICENCES', 'INSTITUTION', 'CRITERIA', 'ROLES', 'COURSES', 'QUALIFICATIONS', 'CONFIGURATION', and 'FORSKILLSGO'. The 'Users' menu item is highlighted. The main content area is titled 'Skills Forward Administration' and has tabs for 'Users', 'Groups', 'Reports', 'Licences', 'Institution', 'Criteria', 'Roles', and 'Courses'. Below these are sections for 'Qualifications', 'Configuration', and 'ForSkillsGo'. A list of user management actions is displayed, with 'Find User' highlighted by a red box and a red arrow pointing to it from the bottom left. The 'Find User' action is described as 'Search for a user by username, name or email address'. Other actions include 'Delete or Archive users', 'Reset users passwords', 'Enrol Learners to Qualification', 'Assign admins', 'Remove admin', 'Assign Editors', 'Set Alerts', 'Total Contact Time', 'Upload User Qualifications', 'Bulk Delete or Archive users', and 'Copy Profile'.

Select Find User

## Find the user

Skills Forward

Welcome, Atif Aziz  
SITE ADMIN

Home » Skills Forward Administration » Users » Find User

Find User

First Name

Last Name

Username

Student Reference

Email

Postcode

[Back To Top](#)

Enter the details of the user you would like to unarchive

Once entered, select **SEARCH**

## Unarchive User

The screenshot shows the Skills Forward Administration interface. On the left is a navigation menu with options like Dashboard, MyPins, Administration, ADMIN DASHBOARD, USERS, GROUPS, REPORTS, LICENCES, INSTITUTION, CRITERIA, ROLES, COURSES, QUALIFICATIONS, CONFIGURATION, and FORSKILLSGO. The main content area displays a table of users. The user 'Jeff Maiden' is listed with the status 'Archived'. Below the table is a 'Find User' form with input fields for First Name (Jeff), Last Name (Maiden), Username (Learner1), Student Reference, Email, and Postcode. At the bottom right of the table, there are buttons for 'VIEW' and 'UNARCHIVE'. The 'UNARCHIVE' button is highlighted with a red border.

Name	Username	Learner Ref	Email address	Postcode	Date of Birth	Institutions	Status	Actions
Jeff Maiden	Learner1	-	-	-	-	Skills Forward	Archived	<a href="#">VIEW</a> <a href="#">UNARCHIVE</a>

Find User

First Name:

Last Name:

Username:

Student Reference:

Email:

Postcode:

[Back To Top](#) [SEARCH](#)

Once the user is found, you can confirm from the status column that they are **Archived**. Select the **drop-down** for the **VIEW** button and select **UNARCHIVE**

**END OF GUIDE**

# Skills Forward

## Skills Builder Guide

Assigning Editors

## Getting to the Administration Dashboard

The screenshot shows the Skills Builder interface. On the left is a dark blue navigation sidebar 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 the sidebar is a secondary 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).

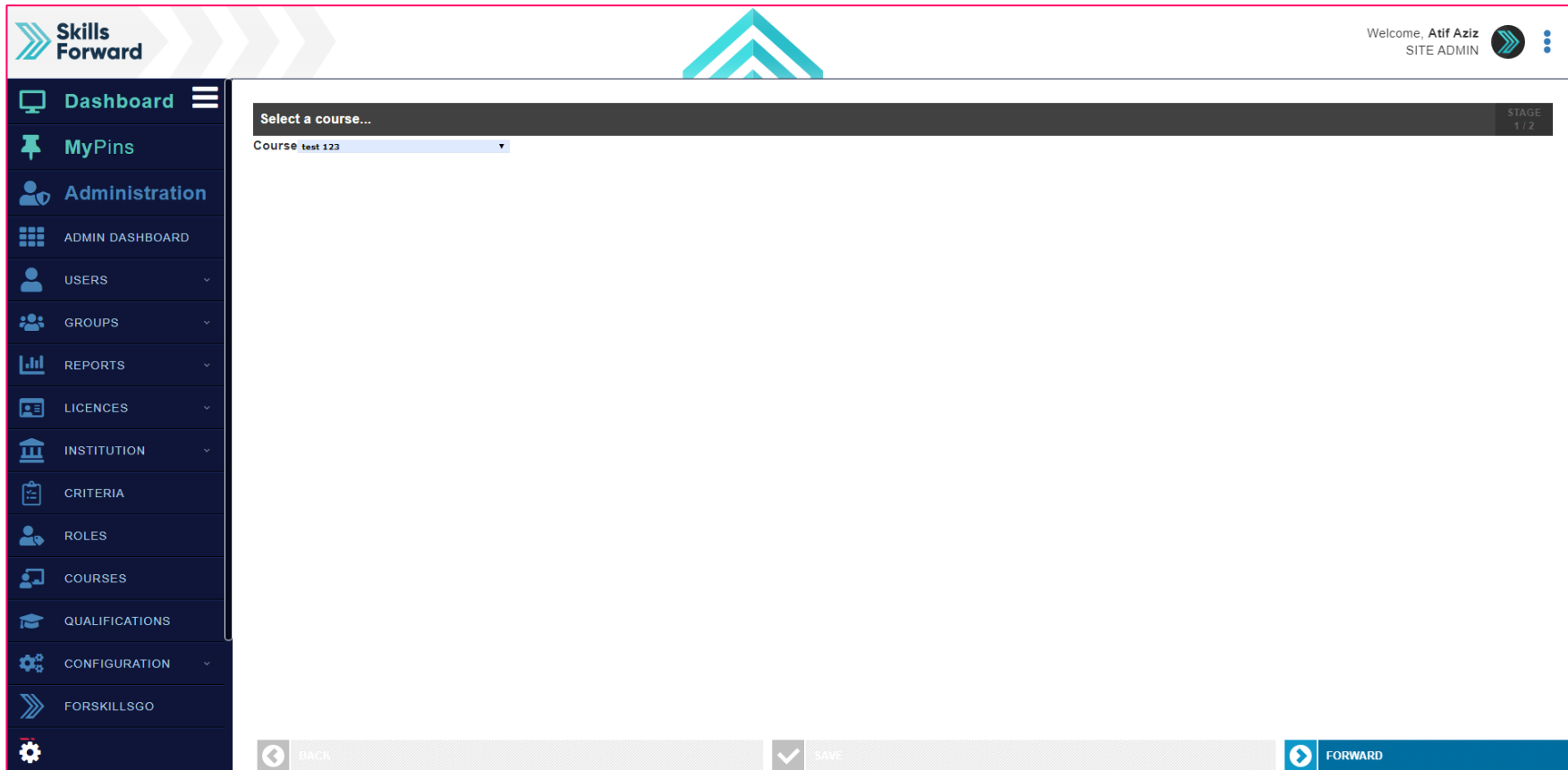
Start by selecting **Administration** > **ADMIN DASHBOARD**

# Assigning Editors

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 features 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. The 'Assign Editors' action, which is 'Assign users with rights to edit courses', is highlighted with a red box. Other actions include Edit user accounts, Add a new user, Upload users, Enrol Learners to Course, Unenrol Learners from Course, List Administrators, List of Tutors, Transfer Profile, List of Learners for Tutor, Tutor Contact Time, Assign users a portfolio, Find User, Delete or Archive users, Reset users passwords, Enrol Learners to Qualification, Assign admins, Remove admin, Set Alerts, Total Contact Time, Upload User Qualifications, and Bulk Delete or Archive users.

## Select Assign Editors

## Select the course



The screenshot displays the Skills Forward administration interface. On the left is a dark blue sidebar 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 features a dark header with the text "Select a course..." and a dropdown menu currently showing "Course: test 123". In the top right corner of the main area, it says "Welcome, Atif Aziz SITE ADMIN" and "STAGE 1 / 2". At the bottom of the interface, there are three buttons: "BACK", "SAVE", and "FORWARD".

Select the course you want the editors to have rights to and select **FORWARD**.

## Selecting editors to assign

The screenshot shows the 'Skills Forward' administration interface. On the left is a navigation menu with options like Dashboard, MyPins, Administration, ADMIN DASHBOARD, USERS, GROUPS, REPORTS, LICENCES, INSTITUTION, CRITERIA, ROLES, COURSES, QUALIFICATIONS, CONFIGURATION, and FORSKILLSGO. The main area displays a list of users with a search bar and a 'SELECTED 3 / 316 (MAX 1000)' indicator. The 'SAVE' button is highlighted in green at the bottom left of the user list.

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...	Ceney-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

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

The newly assigned editor/s will now be able to add new resources.

**END OF GUIDE**



# Skills Forward

## Skills Builder Guide

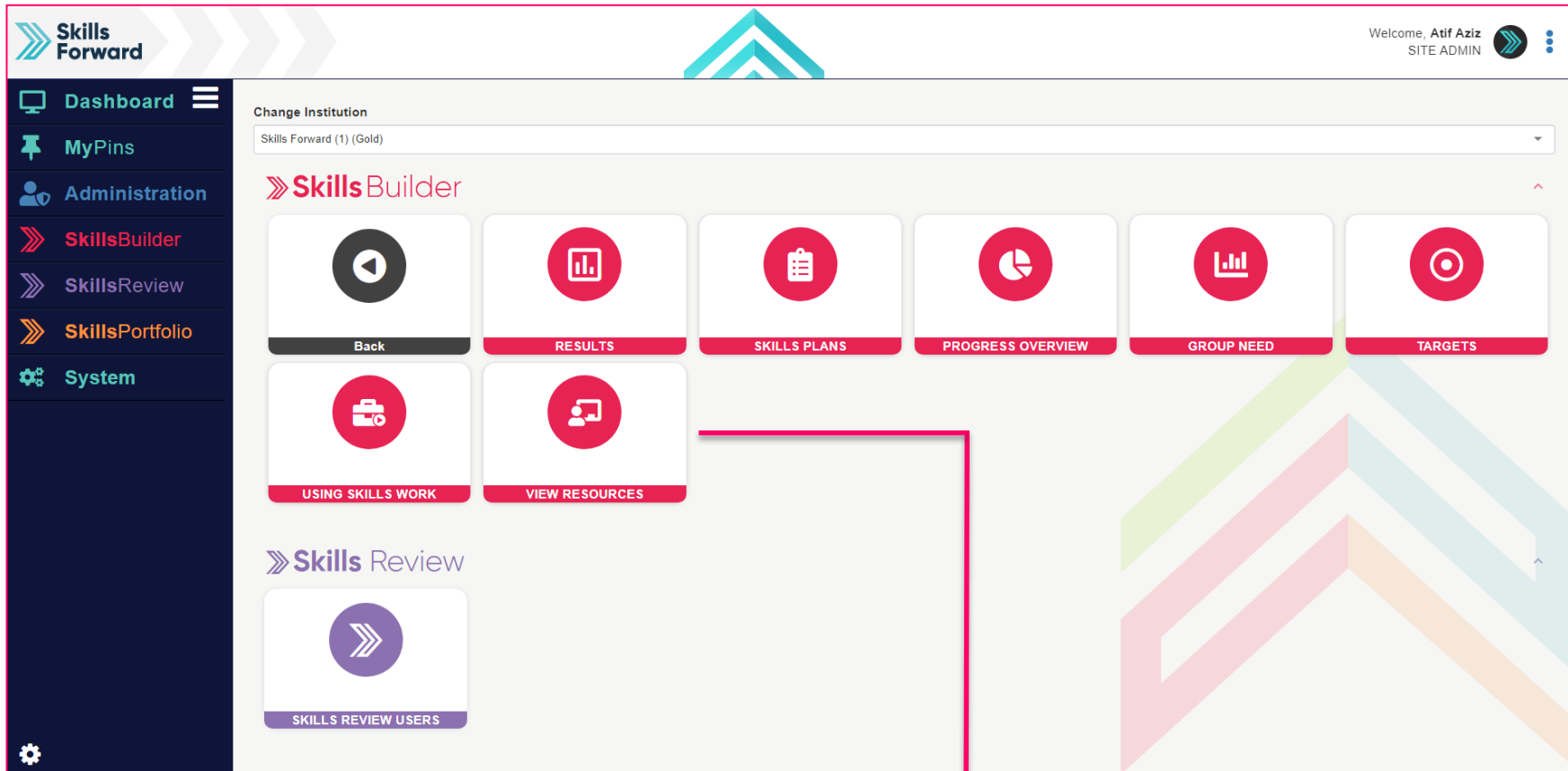
Adding your own resources

## Getting to the resources page

The screenshot displays the Skills Forward dashboard interface. On the left is a dark blue sidebar with navigation options: Dashboard, MyPins, Administration, SkillsBuilder (highlighted in red), SkillsReview, SkillsPortfolio, and System. The main content area features a header with the Skills Forward logo and a user greeting: 'Welcome, Your Name SITE ADMIN'. Below the header is the 'SkillsBuilder' section, which contains a grid of ten red-tinted tiles, each with an icon and a label: ASSESSMENTS, FS ENGLISH, FS MATHS, FS ICT, ESOL, ENGLISH GCSE, MATHS GCSE, BESTEST, FS ENGLISH REFORM, FS MATHS REFORM, and FS ICT (NON-REFORM). Below this grid are sections for 'Skills Review' and 'Skills Portfolio'. At the bottom, there are two summary cards: 'Qualification(s)' showing 'No Users' and a pie chart, and 'Off-The-Job Training (OTJ)' showing 'Users on target' and 'Total Expected' with progress bars and the text 'No users in your groups with data' and 'No data'.

Select your subject from the **Skills Builder** section.

## Getting to the resources page



The screenshot displays the Skills Builder dashboard interface. On the left is a dark blue sidebar with navigation links: Dashboard, MyPins, Administration, SkillsBuilder (highlighted in red), SkillsReview, SkillsPortfolio, and System. The main content area features a 'Change Institution' dropdown menu set to 'Skills Forward (1) (Gold)'. Below this is the 'Skills Builder' section with a grid of tiles: Back, RESULTS, SKILLS PLANS, PROGRESS OVERVIEW, GROUP NEED, and TARGETS. A second row contains USING SKILLS WORK and VIEW RESOURCES. The 'VIEW RESOURCES' tile is highlighted with a red line pointing to the text below. At the bottom of the main area is the 'Skills Review' section with a SKILLS REVIEW USERS tile. The top right corner shows a user profile for 'Atif Aziz SITE ADMIN'.

After selecting your subject, a collection of tiles will load. Select **VIEW RESOURCES**

## Alternate way to access resources

The screenshot displays the Skills Builder web application interface. On the left is a dark blue side menu with various navigation options. The 'VIEW RESOURCES' option is highlighted with a red box. The main content area shows a 'Change Institution' dropdown menu set to 'Skills Forward (1) (Gold)'. Below this, the 'Skills Builder' section features a grid of 11 red circular icons representing different subjects: ASSESSMENTS, FS ENGLISH, FS MATHS, FS ICT, ESOL, ENGLISH GCSE, MATHS GCSE, BESTEST, FS ENGLISH REFORM, FS MATHS REFORM, and FS ICT (NON-REFORM). Below the grid is the 'Skills Review' section with a 'SKILLS REVIEW USERS' button. The top right corner shows a user profile for 'Atif Aziz, SITE ADMIN'.

Another way you can access your resources is using the **Side menu**.

**Skills Builder > Subject Name > VIEW RESOURCES**

## Switching on edit mode

The screenshot shows the Skills Builder interface. On the left is a dark sidebar with navigation options: Dashboard, MyPins, Administration, SkillsBuilder, ASSESSMENTS, FS ENGLISH, FS MATHS, FS ICT, ESOL, ENGLISH GCSE, MATHS GCSE, BESTEST, FS ENGLISH REFORM, FS MATHS REFORM, FS ICT (NON-REFORM), and a settings gear. The main content area displays 'Home > FS English Resources' with tabs for 'Entry Level 1', 'Entry Level 2', 'Entry Level 3' (selected), 'Level 1', 'Level 2', and 'Generic'. Below the tabs are five cards for 'E3 Comprehension', 'E3 Locating Information', 'E3 Purposes of Texts', and 'E3 Preparation Assessment Reading'. A 'CONTINUE' button is visible under the first card. Below this is a table with the following structure:

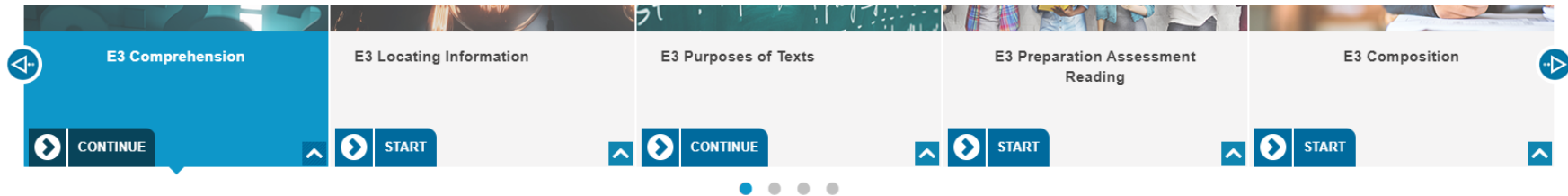
Expand / Collapse All		Action
1. E3 Comprehension		
	Understanding Main Events and Ideas	OPEN ITEM
	Practice Skills - Understanding Main Points	OPEN ITEM
	Assessment Rw/E3.1/5	OPEN ITEM
	Practice Skills - Identifying the Main Points	OPEN ITEM
	Assessment R/E3.1 & E3.4	OPEN ITEM
	Reading for Information	OPEN ITEM
	Reading for More Detail	OPEN ITEM
	Practice Skills - Reading for More Detail	OPEN ITEM

In the top right corner, a user profile 'Welcome, Your Name' is shown with a blue icon (labeled '1') that opens a dropdown menu. The menu items are: MY PROFILE, EDIT / SORT PINS, TURN EDITING ON (labeled '2'), LEGAL, SOCIAL, and LOGOUT.

Select the **blue** icon near the top right to access the editing mode switch.

Select **TURN EDITING ON**

## Selecting the Add Content

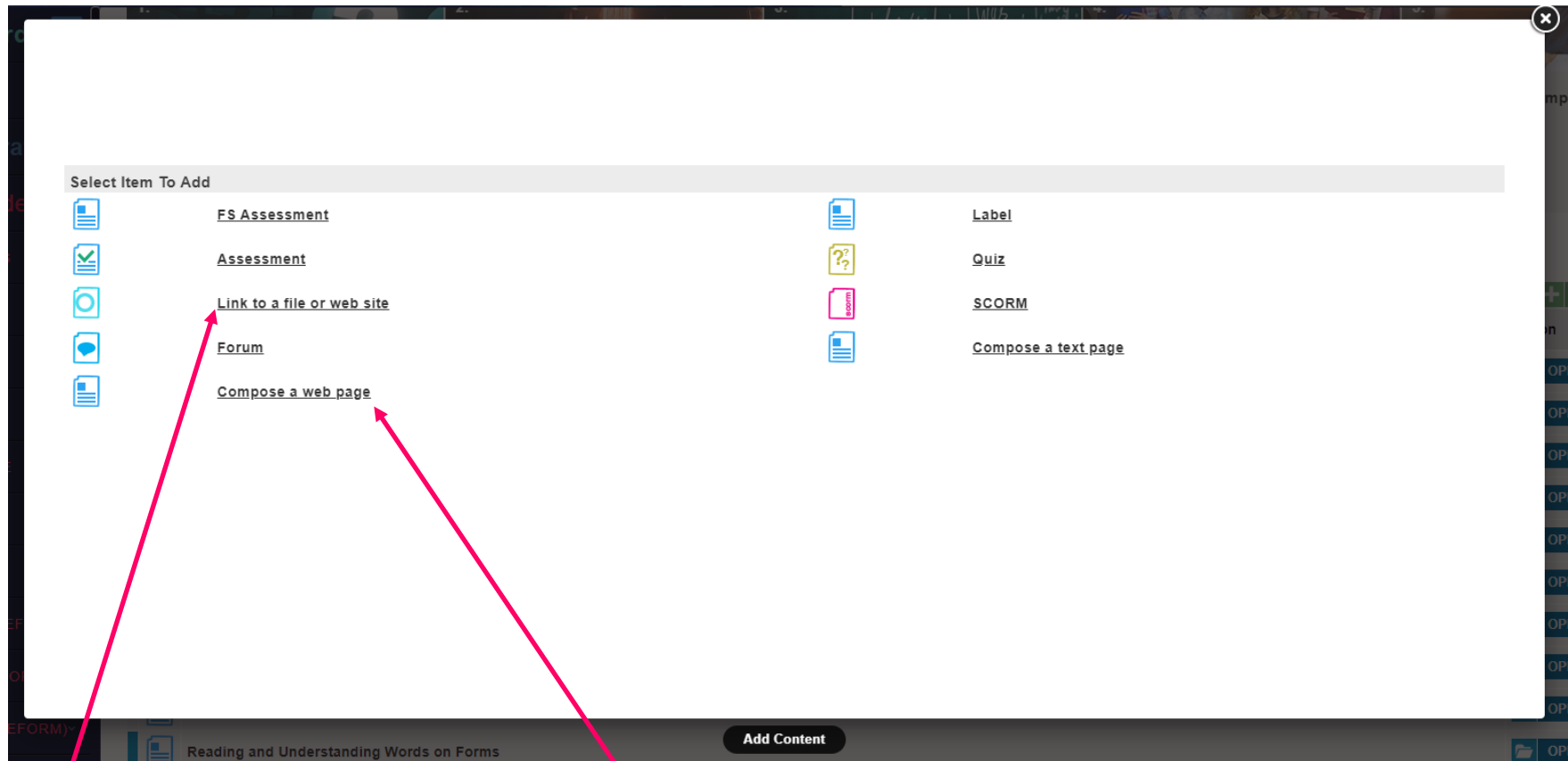


Expand / Collapse All

1. E3 Comprehension		+ ADD CONTENT ▾
		Action
	Understanding Main Events and Ideas	OPEN ITEM ▾
	Practice Skills - Understanding Main Points	OPEN ITEM ▾
	Assessment Rw/E3.1/5	OPEN ITEM ▾
	Practice Skills - Identifying the Main Points	OPEN ITEM ▾
	Assessment Rt/E3.1 & E3.4	OPEN ITEM ▾
	Reading for Information	OPEN ITEM ▾
	Reading for More Detail	OPEN ITEM ▾
	Practice Skills - Reading for More Detail	OPEN ITEM ▾
	Assessment Rt/E3.3,E3.5,E3.6,E3.7,E3.8	OPEN ITEM ▾
	Reading and Understanding Words on Forms	OPEN ITEM ▾
	Practice Skills - Reading Words on Forms	OPEN ITEM ▾
	Summative Test - Words on forms	OPEN ITEM ▾

Select the appropriate level and topic. Select **Add Content**.

## Adding Content



**Link to a file or website** and **Compose a web page** are the two main options users will select.

## Link to a file or website option

Link to a file or website

Item Name

Location

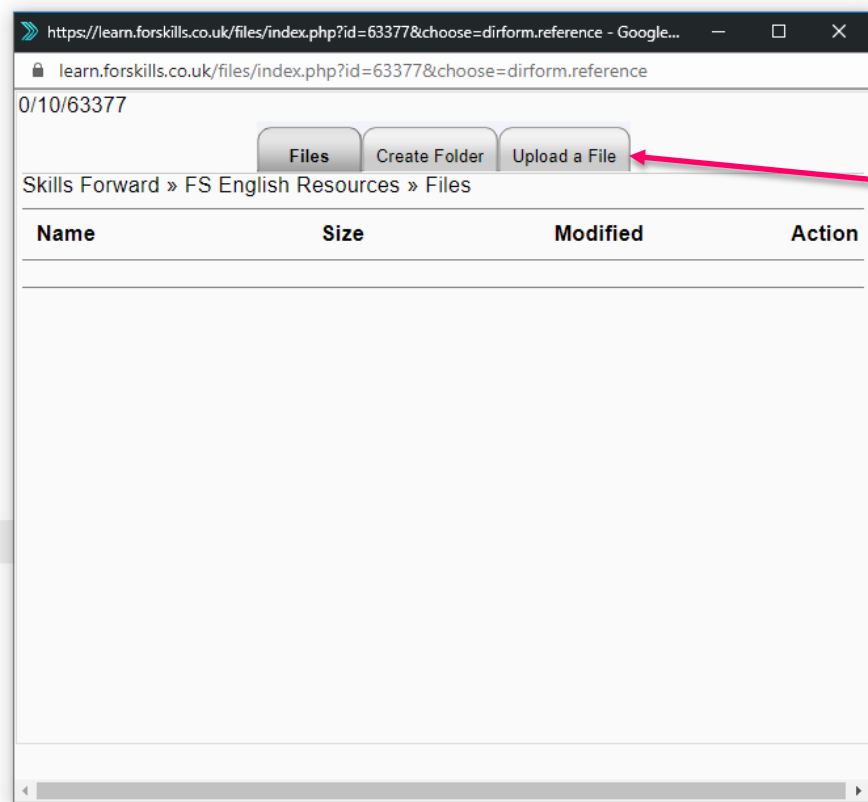
[Choose or upload a file ...](#)

[Back To Top](#) [UPDATE](#)

If you select Link to file or website, you will be asked to **name the item**. Next Select **Choose or upload a file button**.



## Upload a file tab

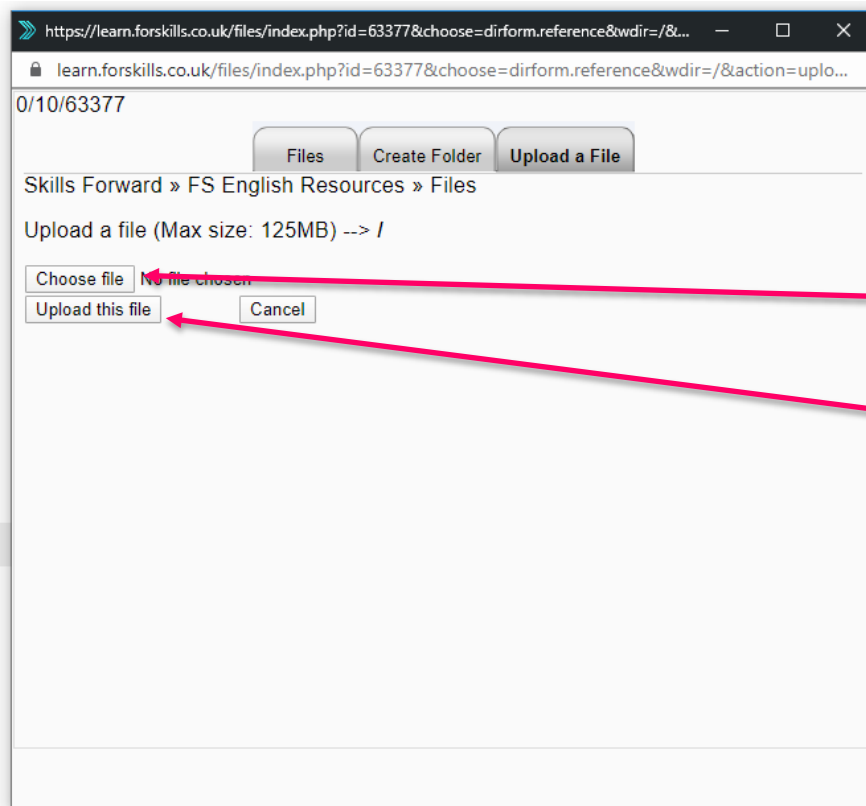


A Popup will appear.

To add your files to choose from.

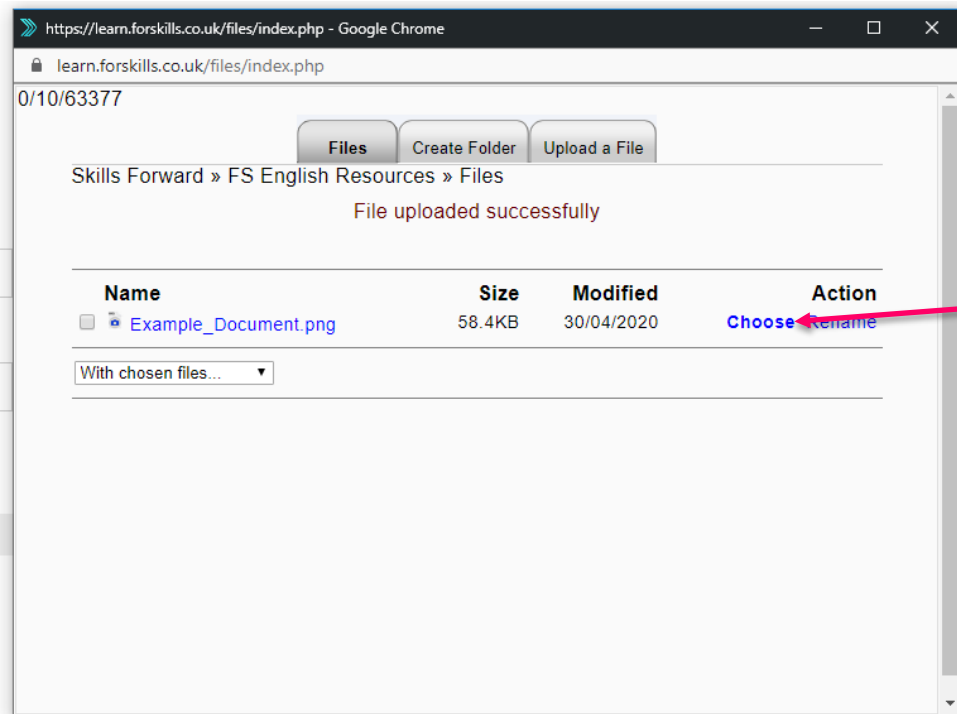
**Select the Upload a File Tab.**

## Select the file you wish to upload



From this section,  
**Select Choose file** and find the file you wish to add.  
Once chosen, confirm the choice by selecting  
**Upload this file.**

## Confirm the file you wish to upload



























Once done, you will be brought back to the Files Tab  
From here you will see the file you uploaded in the list,  
**Select the Choose option** for the file you wish to upload.

See your new Resource in the list at the bottom of the topic and subject you added it to.



Expand / Collapse All

+ ADD CONTENT ▼

1. E3 Comprehension	Action
 Understanding Main Events and Ideas	 OPEN ITEM ▼
 Practice Skills - Understanding Main Points	 OPEN ITEM ▼
 Assessment Rw/E3.1/5	 OPEN ITEM ▼
 Practice Skills - Identifying the Main Points	 OPEN ITEM ▼
 Assessment Rt/E3.1 & E3.4	 OPEN ITEM ▼
 Reading for Information	 OPEN ITEM ▼
 Reading for More Detail	 OPEN ITEM ▼
 Practice Skills - Reading for More Detail	 OPEN ITEM ▼
 Assessment Rt/E3.3,E3.5,E3.6,E3.7,E3.8	 OPEN ITEM ▼
 Reading and Understanding Words on Forms	 OPEN ITEM ▼
 Practice Skills - Reading Words on Forms	 OPEN ITEM ▼
 Item Name	 OPEN ITEM ▼

## Selecting Compose a webpage option

Compose a web page

Item Name

Page Content

Source | Styles | Format | Font | Size | Bold | Italic | Underline | Strikethrough | Subscript | Superscript | Undo | Redo | Bulleted List | Numbered List | Indent | Outdent | Link | Unlink | Text Color | Background Color | Table

body

Back To Top

UPDATE

Add Content

Reading and Understanding Words on Forms

If you select Compose a webpage instead, you will be asked to **name the item**.

From here you can enter the text or copy and paste it from another source. Once done Select **UPDATE**

## Re-order your Resources

Expand / Collapse All

1. E2 Comprehension		Acti
	Instructions	 OPEN ITEM ▼
	Following Instructions	 OPEN ITEM ▼
	Practice Skills - Reading Instructions	 OPEN ITEM ▼
	Practice Skills - Sequencing Instructions	 OPEN ITEM ▼
	<i>Understanding Instructions</i>	 OPEN ITEM ▼
	Practice Skills - Understanding Instructions	 OPEN ITEM ▼
	Using Linking Words	 OPEN ITEM ▼
	Practice Skills - Linking Words	 OPEN ITEM ▼
	Assessment Rt/E2.1	 OPEN ITEM ▼
	Reading Letters	 OPEN ITEM ▼
	<i>Using Punctuation to Aid Understanding</i>	 OPEN ITEM ▼
	Practice Skills - Understanding Letters	 OPEN ITEM ▼
	Assessment Rs/E2.2 & 2.3	 OPEN ITEM ▼
	Using Pictures to Help Understand Texts	 OPEN ITEM ▼
	<i>Practice Skills - Using Diagrams to Help Unde</i>	 OPEN ITEM ▼
	Item Name	 OPEN ITEM ▼

To Re-order your Items, Select the **ADD CONTENT** Dropdown arrow and Select **SEQUENCE**.

Move the items you've created up and down the list to show in the appropriate materials for the criteria your resources are covering.

## Re-order your Resources

Comprehension	Sequence
Instructions	1
Following Instructions	4
Practice Skills - Reading Instructions	5
Practice Skills - Sequencing Instructions	6
Understanding Instructions	7
Practice Skills - Understanding Instructions	8
Using Linking Words	9
Practice Skills - Linking Words	11
Assessment Rt/E2.1	12
Reading Letters	13
Using Punctuation to Aid Understanding	14
Practice Skills - Understanding Letters	15
Assessment Rs/E2.2 & 2.3	16
Using Pictures to Help Understand Texts	17
Practice Skills - Using Diagrams to Help Unde	19
Assessment Rt/E2.4	21
Words on Forms	22
Reading Social Signs	23
Assessment Rw/E2.1	24

SAVE

Sequence Edit

Smaller Numbers for each item are higher up the list, and larger numbers make the item go further down the list.

Re-order the items by changing their numbers on the right side to the order you need them. Once done, Select **SAVE**.

**END OF GUIDE**

# Skills Forward

## Skills Builder Guide

Creating a Group



## Getting to the ADD Group page

The screenshot shows the Skills Builder interface. On the left is a dark navigation menu with the following items: Dashboard, MyPins, Administration, SkillsBuilder, SkillsReview, SkillsPortfolio, and System. The 'Administration' item is highlighted with a red box and a red arrow labeled '1'. A sub-menu is open under 'Administration', listing: ADMIN DASHBOARD, USERS, GROUPS, REPORTS, LICENCES, INSTITUTION, CRITERIA, ROLES, COURSES, QUALIFICATIONS, CONFIGURATION, and FORSKILLSGO. The 'GROUPS' item is highlighted with a red box and a red arrow labeled '2'. A sub-menu is open under 'GROUPS', listing: VIEW GROUPS, ASSIGN GROUPS, and ADD GROUP. The 'ADD GROUP' item is highlighted with a red box and a red arrow labeled '3'. The main content area shows a grid of course cards: THS, FS ICT, ESOL, ENGLISH GCSE, 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** > **GROUPS** > **ADD GROUP**

## Add Group page

Skills Forward

Welcome, Your Name  
SITE ADMIN

Home > Administration > Groups > Add Group

### Add Group

Show All

Group Details

#### Group Details

Title:  \*

This is the title of the group.

Reference:

Optional group reference.

Date Started:

Date Finished:

Parent:

If required select the group that is the parent of this group.

Group Type:

Optionally select a group type.

Add Child Users:

Add any users in child groups to this group.

Auto Assign Group Courses:

Complete all required fields and select **UPDATE** at the bottom of the page.



**END OF GUIDE**

# Skills Forward

## Skills Builder Guide

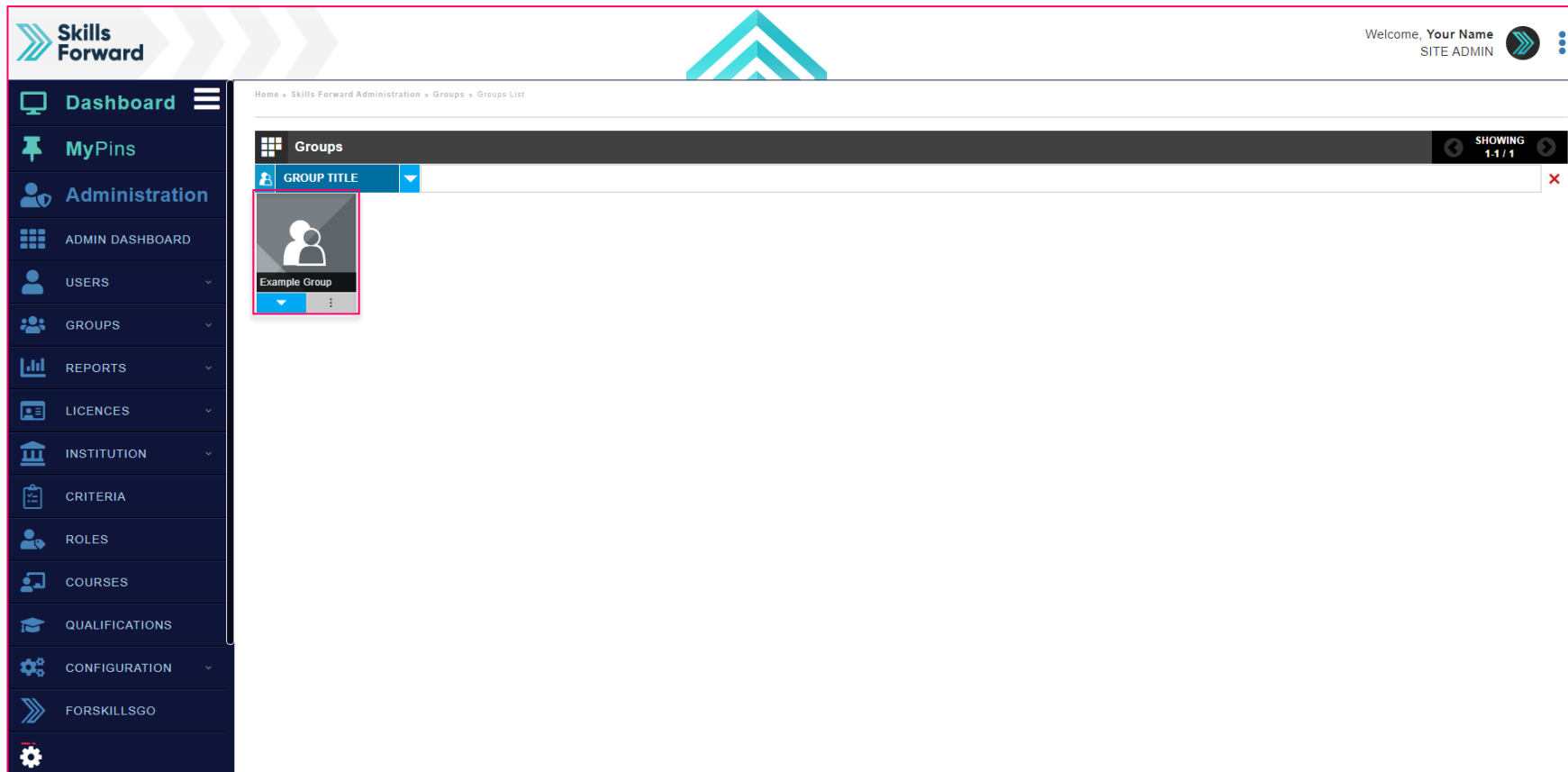
Adding users to a group

## 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' (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. The main content area features a grid of course cards (e.g., ENGLISH GCSE, FS ICT, ESOL) and a summary section for 'Off-The-Job Training (OTJ)' with progress bars for 'Users on target' and 'Total Expected'. Red callout boxes with numbers 1, 2, and 3 highlight the 'Administration', 'GROUPS', and 'VIEW GROUPS' menu items respectively.

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 sub-items: ADMIN DASHBOARD, USERS, GROUPS, REPORTS, LICENCES, INSTITUTION, CRITERIA, ROLES, COURSES, QUALIFICATIONS, CONFIGURATION, 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' and a 'SHOWING 1-1 / 1' indicator. A single group entry is visible, labeled 'Example Group', with a user icon and a dropdown menu.

Find the group that you want to assign users 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 Details		COPY GROUP
Group Title	Example Group	
Group Type	Default	
Group Reference	Example Group	
Sub Groups		+ ADD SUB GROUP
Group Courses		+ ADD COURSES
Group Users		+ ADD USERS

Select **ADD USERS**

## Add users to the group

SELECTED 7 / 343 (MAX 1000) SHOWING 1-100 / 343 SELECT ALL STAGE 1 / 2

FIRST NAME Begin typing to filter...

Beaven, Aaron	Beckles, Macie	Beckwith, Peter	Birkin, Lee	Blewitt, Dean	Bloggs, Fred	Bloggs, Joe	Bloggs, Joe	Bloggs, Joe	Bot, Ticket	Bowers, Michelle	Bradley, Dylan
Bradley, Dylan	Brooks, Tom	Brown, Bobby	Brown, Carol	Brown, Charlie	Brown, Jane	Brown, Tom	Burghes, David	Burton, Georgina	Campbell, Riael	Castelino, Celine	Cavallo de Oliveir...
Cook, Matthew	copy, test	Cordon, Luke	Cordon, Luke	Coulter, Susan	Coulton, Daniel	Crosby, Daniel	crouch, scotty	Da Costa, Hanife	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

BACK SAVE FORWARD

A **window pop-up** will appear allowing you to **select** the users you would like to add to the group. All selected users will be **highlighted**.

Once you have selected the users you want to add, select the **FORWARD** button.

Then select the **SAVE** button.

**END OF GUIDE**

# Skills Forward

## Skills Builder Guide

Assigning Courses to a Group

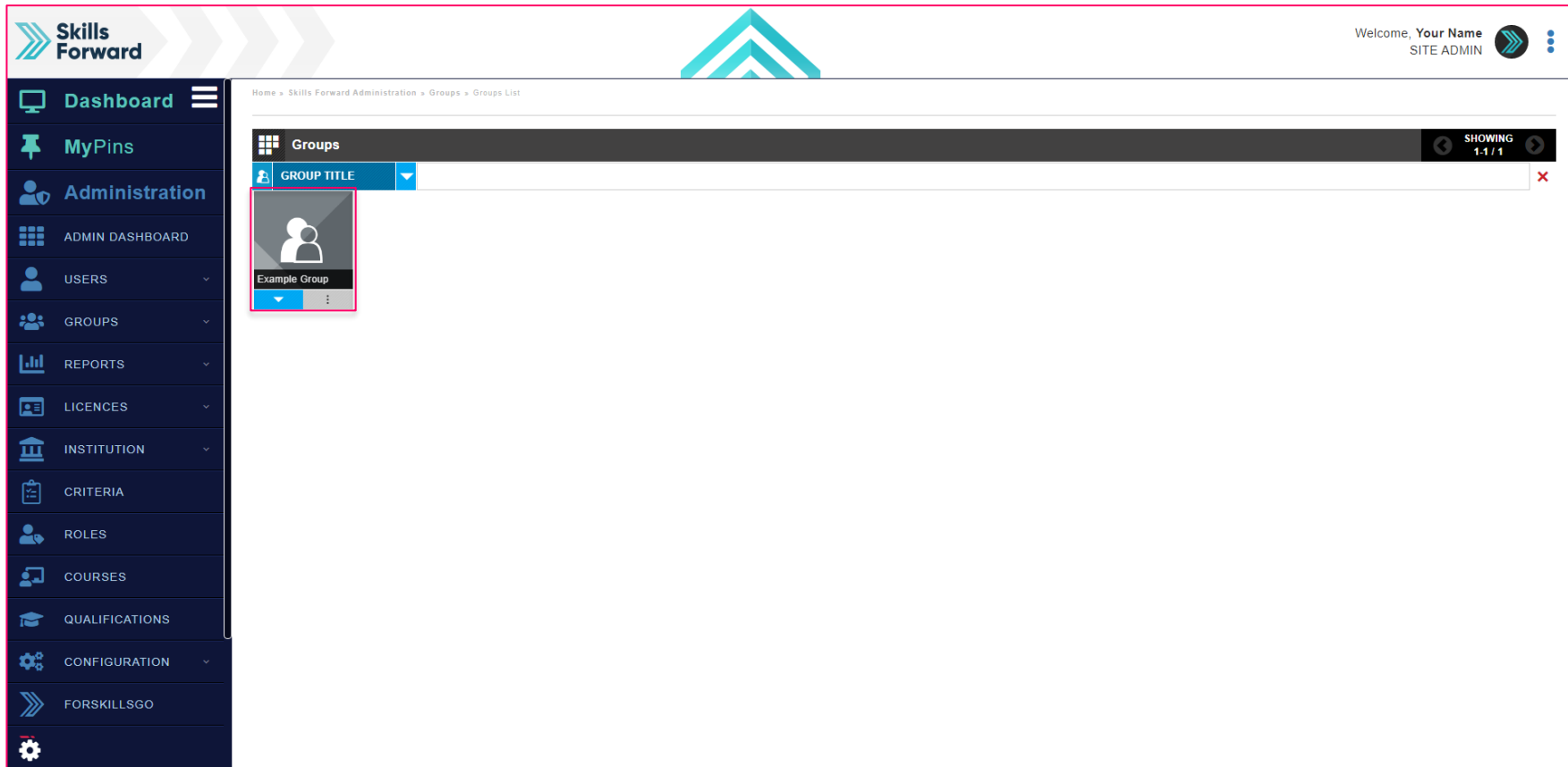


## View groups page

The screenshot shows the Skills Builder interface. On the left is a dark navigation sidebar with the following items: Dashboard, MyPins, Administration, SkillsBuilder, SkillsReview, SkillsPortfolio, and System. The 'Administration' item is highlighted with a red box and a red arrow labeled '1'. A sub-menu is open for 'Administration', listing: ADMIN DASHBOARD, USERS, GROUPS, REPORTS, LICENCES, INSTITUTION, CRITERIA, ROLES, COURSES, QUALIFICATIONS, CONFIGURATION, and FORSKILLSGO. The 'GROUPS' item is highlighted with a red box and a red arrow labeled '2'. A further sub-menu is open for 'GROUPS', listing: VIEW GROUPS, ASSIGN GROUPS, and ADD GROUP. The 'VIEW GROUPS' item is highlighted with a red box and a red arrow labeled '3'. The main content area shows a grid of course cards (e.g., ENGLISH GCSE, FS ICT, ESOL) and a section 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 displays the Skills Forward Administration 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. 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' and a 'SHOWING 1-1 / 1' indicator. A single group entry is visible, labeled 'Example Group', with a user icon and a dropdown menu.

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		

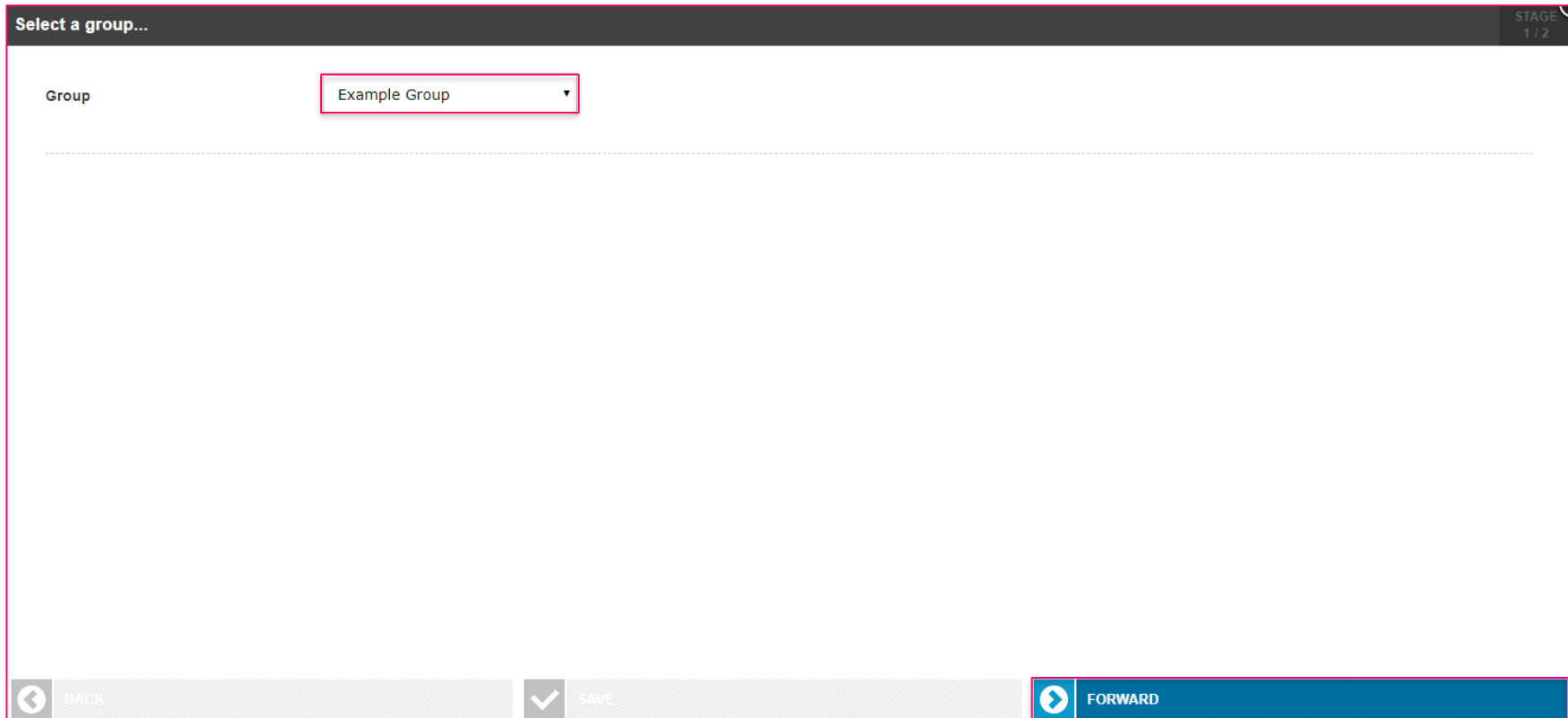
Sub Groups ADD SUB GROUP

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 Assessmen...	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**

# Skills Forward

## Skills Builder Guide

Assigning a user to a course

## 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 tiles such as FS MATHS, FS ICT, ESOL, ENGLISH GCSE, and FS MATHS REFORM. A summary card for Off-The-Job Training (OTJ) is visible at the bottom right, showing progress bars for 'Users on target' and 'Total Expected'.

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:

↻ UPDATE

Results

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

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. To the right are four action buttons: Edit profile, Groups, Activity, and ISP. At the bottom, there are three summary cards: 'No Courses' with an 'ADD COURSES' button, 'No Qualifications' with an 'ADD QUALIFICATION' button, and 'No Roles' with a dropdown arrow. A green box highlights the 'ADD COURSES' button, with a line pointing 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 (with sub-items: ADMIN DASHBOARD, USERS, GROUPS, REPORTS, LICENCES, INSTITUTION, CRITERIA, ROLES, COURSES, QUALIFICATIONS, CONFIGURATION, FORSKILLSGO), and a settings gear icon. The main content area is titled 'Courses' and shows a breadcrumb trail: Home > Skills Forward Administration > Users > Assign Courses to User. Below the title are tabs for 'Functional Skills Reform', 'Functional Skills', 'GCSE', and 'Additional Courses'. The 'Functional Skills Reform' section is expanded, showing a list of courses with checkboxes: Functional Skills Reform, FS ICT Resources, One Assessment (No Licence Available), Reform Assessments (FS) (checked), FS English Assessment Reform (checked), FS ICT Assessment (non-reform) (checked), FS Maths Assessment Reform (checked), Reform English Resources (FS) (checked), and Reform Maths Resources (FS) (checked). The 'Functional Skills' section is also expanded, showing checkboxes for FS Assessments (FS English Assessment, FS ICT Assessment, FS Maths Assessment), FS English Resources, and FS Maths Resources. On the right, the 'Courses to add' panel lists the selected courses: Functional Skills Reform, FS English Assessment Reform, FS Maths Assessment Reform, FS English Resources, and FS Maths Resources. Below this list is a dropdown menu labeled 'Assign user as role' and a green 'Assign courses' button.

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**

# Skills Forward

## Skills Builder Guide

Accessing Assessment Resources

# Getting to the resources page

The screenshot shows the Skills Builder dashboard. On the left is a dark blue sidebar with navigation options: Dashboard, MyPins, Administration, SkillsBuilder (highlighted in red), SkillsReview, SkillsPortfolio, and System. The main content area has a header with the Skills Forward logo and a user greeting: 'Welcome, Your Name SITE ADMIN'. Below the header is the 'Skills Builder' section, which contains a grid of ten red-tinted tiles with icons and labels: ASSESSMENTS, FS ENGLISH, FS MATHS, FS ICT, ESOL, ENGLISH GCSE, MATHS GCSE, BESTEST, FS ENGLISH REFORM, FS MATHS REFORM, and FS ICT (NON-REFORM). Below this grid are two summary cards: 'Qualification(s)' showing 'No Users' and a pie chart, and 'Off-The-Job Training (OTJ)' showing 'Users on target' (No users in your groups with data) and 'Total Expected' (No data).

Select your subject from the **Skills Builder** section.

## Getting to the resources page

The screenshot displays the Skills Builder dashboard interface. On the left is a dark blue sidebar with navigation options: Dashboard, MyPins, Administration, SkillsBuilder, SkillsReview, SkillsPortfolio, and System. The main content area features a 'Change Institution' dropdown menu set to 'Skills Forward (1) (Gold)'. Below this, the 'Skills Builder' section contains a grid of tiles: Back, RESULTS, SKILLS PLANS, PROGRESS OVERVIEW, GROUP NEED, TARGETS, USING SKILLS WORK, and VIEW RESOURCES. The 'VIEW RESOURCES' tile is highlighted with a red border and a red line pointing to the text below. The 'Skills Review' section below contains a 'SKILLS REVIEW USERS' tile. The top right corner shows a user profile for 'Atif Aziz, SITE ADMIN'.

After selecting your subject, a collection of tiles will load. Select **VIEW RESOURCES**.

## Alternate way to access resources

The screenshot displays the Skills Builder web application interface. On the left is a dark blue side menu with various navigation options. The main content area is titled 'Skills Builder' and features a grid of resource tiles. The 'VIEW RESOURCES' option in the side menu is highlighted with a red box. The main content area also has a red box around the 'Skills Builder' header and the grid of tiles.

**Side Menu:**

- Dashboard
- MyPins
- Administration
- SkillsBuilder**
- ASSESSMENTS
- FS ENGLISH
- RESULTS
- SKILLS PLANS
- PROGRESS OVERVIEW
- GROUP NEED
- TARGETS
- USING SKILLS WORK
- VIEW RESOURCES**
- FS MATHS
- FS ICT
- ESOL

**Main Content Area:**

Change Institution: Skills Forward (1) (Gold)

### Skills Builder

ASSESSMENTS	FS ENGLISH	FS MATHS	FS ICT	ESOL	ENGLISH GCSE
MATHS GCSE	BESTEST	FS ENGLISH REFORM	FS MATHS REFORM	FS ICT (NON-REFORM)	

### Skills Review

SKILLS REVIEW USERS

Another way you can access your resources is using the **side menu**.

**Skills Builder > Subject Name > VIEW RESOURCES**

## Resource page breakdown

The screenshot shows the Skills Builder interface. At the top, there are navigation tabs for 'Entry Level 1', 'Entry Level 2', 'Entry Level 3' (highlighted in blue), 'Level 1', and 'Level 2'. Below this is a grid of resource cards, with 'E3 Comprehension' selected. Each card has a 'CONTINUE' or 'START' button. A sidebar on the left contains a menu with categories like 'Dashboard', 'MyPins', 'Administration', 'SkillsBuilder', 'ASSESSMENTS', 'FS ENGLISH', 'FS MATHS', 'FS ICT', 'ESOL', 'ENGLISH GCSE', 'MATHS GCSE', 'BESTEST', 'FS ENGLISH REFORM', 'FS MATHS REFORM', and 'FS ICT (NON-REFORM)'. At the bottom, there is a list of resources under '1. E3 Comprehension' with an 'Action' column containing 'OPEN ITEM' buttons.

Choose your required level by selecting it from the top. You can see what level you are currently in because of the **blue colour**.

Welcome, Your Name  
SITE ADMIN

You can switch editing mode on to add resources and topics. This also lets you edit criteria.  
**(ADMIN / EDITOR ROLE REQUIRED TO EDIT)**

Select your required resource by scrolling through the blocks using these **arrows**, or the **page dots**.

You can select **Expand / Collapse All** option to see the full list.

In the resources page, there are also marking guides for the writing assessment and tutor support for understanding phonics.

**END OF GUIDE**

# Skills Forward

## Skills Builder Guide

Adding criteria to a resource



# Getting to the resources page

The screenshot shows the Skills Builder dashboard. On the left is a dark blue sidebar with navigation options: Dashboard, MyPins, Administration, SkillsBuilder (highlighted in red), SkillsReview, SkillsPortfolio, and System. The main content area has a header with the Skills Forward logo and a user greeting: 'Welcome, Your Name SITE ADMIN'. Below the header is the 'Skills Builder' section, which contains a grid of ten red-tinted tiles with icons and labels: ASSESSMENTS, FS ENGLISH, FS MATHS, FS ICT, ESOL, ENGLISH GCSE, MATHS GCSE, BESTEST, FS ENGLISH REFORM, FS MATHS REFORM, and FS ICT (NON-REFORM). Below this grid are two summary cards: 'Qualification(s)' showing 'No Users' and a pie chart, and 'Off-The-Job Training (OTJ)' showing 'Users on target' (No users in your groups with data) and 'Total Expected' (No data).

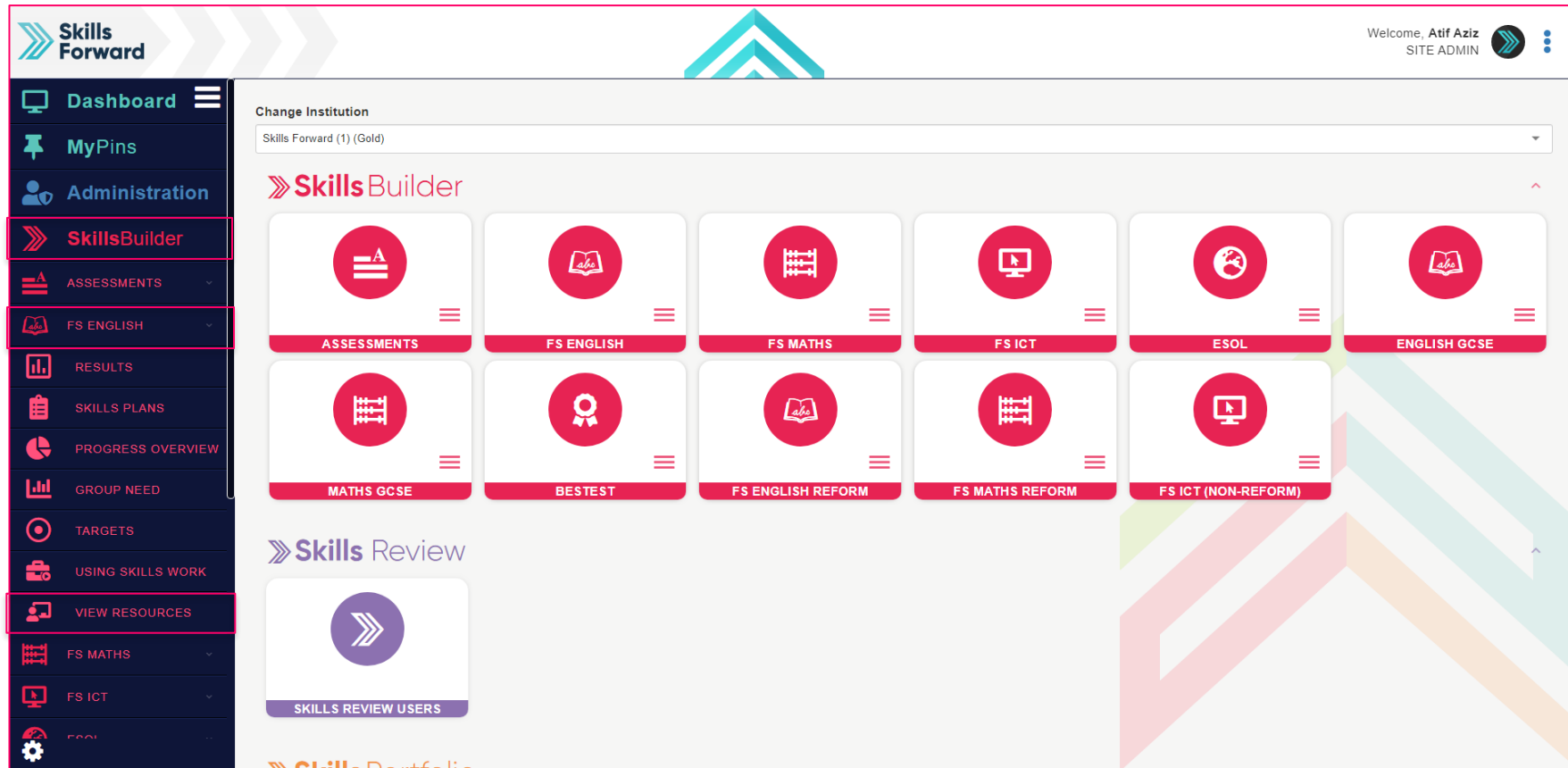
Select your subject from the **Skills Builder** section.

## Getting to the resources page

The screenshot displays the Skills Builder dashboard interface. On the left is a dark blue sidebar with navigation options: Dashboard, MyPins, Administration, SkillsBuilder, SkillsReview, SkillsPortfolio, and System. The main content area features a 'Change Institution' dropdown menu set to 'Skills Forward (1) (Gold)'. Below this, the 'Skills Builder' section contains a grid of tiles: Back, RESULTS, SKILLS PLANS, PROGRESS OVERVIEW, GROUP NEED, TARGETS, USING SKILLS WORK, and VIEW RESOURCES. The 'VIEW RESOURCES' tile is highlighted with a red border and a red line pointing to it. Below the Skills Builder section is the 'Skills Review' section with a 'SKILLS REVIEW USERS' tile. The top right corner shows a user profile for 'Atif Aziz, SITE ADMIN'.

After selecting your subject, a collection of tiles will load. Select **VIEW RESOURCES**

## Alternate way to access resources



The screenshot displays the Skills Builder web application interface. On the left is a dark blue side menu with various navigation options. The main content area is titled 'Skills Builder' and features a grid of resource tiles. The 'VIEW RESOURCES' option in the side menu is highlighted with a red box. The main content area also has a red box highlighting the 'VIEW RESOURCES' option in the side menu.

**Side Menu:**

- Dashboard
- MyPins
- Administration
- SkillsBuilder**
- ASSESSMENTS
- FS ENGLISH
- RESULTS
- SKILLS PLANS
- PROGRESS OVERVIEW
- GROUP NEED
- TARGETS
- USING SKILLS WORK
- VIEW RESOURCES**
- FS MATHS
- FS ICT
- ESOL

**Main Content Area:**

Change Institution: Skills Forward (1) (Gold)

### Skills Builder

ASSESSMENTS	FS ENGLISH	FS MATHS	FS ICT	ESOL	ENGLISH GCSE
MATHS GCSE	BESTEST	FS ENGLISH REFORM	FS MATHS REFORM	FS ICT (NON-REFORM)	

### Skills Review

SKILLS REVIEW USERS

Another way you can access your resources is using the **Side menu**.

**Skills Builder > Subject Name > VIEW RESOURCES**

## Switching on edit mode

The screenshot displays the Skills Builder dashboard. A user menu is open in the top right corner, showing options: MY PROFILE, EDIT / SORT PINS, TURN EDITING ON, LEGAL, SOCIAL, and LOGOUT. A blue icon near the user name is highlighted with a red '1'. A red arrow points from this icon to the 'TURN EDITING ON' option, which is highlighted with a red '2'. Below the menu, a table lists various resources with 'OPEN ITEM' buttons.

Expand / Collapse All		Action
1. E3 Comprehension		
	Understanding Main Events and Ideas	<a href="#">OPEN ITEM</a>
	Practice Skills - Understanding Main Points	<a href="#">OPEN ITEM</a>
	Assessment Rw/E3.1/5	<a href="#">OPEN ITEM</a>
	Practice Skills - Identifying the Main Points	<a href="#">OPEN ITEM</a>
	Assessment R/E3.1 & E3.4	<a href="#">OPEN ITEM</a>
	Reading for Information	<a href="#">OPEN ITEM</a>
	Reading for More Detail	<a href="#">OPEN ITEM</a>
	Practice Skills - Reading for More Detail	<a href="#">OPEN ITEM</a>

Select the **blue** icon near the top right to access the editing mode switch.

Select **TURN EDITING ON**

## Selecting the resource

Home » FS English Resources

Welcome, Your Name  
SITE ADMIN

+ ADD TOPIC

Entry Level 1   Entry Level 2   **Entry Level 3**   Level 1   Level 2   Generic

1. E3 Comprehension   2. E3 Locating Information   3. E3 Purposes of Texts   4. E3 Preparation Assessment Reading   5. E3 Composition

CONTINUE   START   CONTINUE   START   START

Expand / Collapse All

+ ADD CONTENT

1. E3 Comprehension	Action
Understanding Main Events and Ideas	OPEN ITEM
Practice Skills - Understanding Main Points	OPEN ITEM
Assessment Rw/E3.1/5	EDIT ITEM
Practice Skills - Identifying the Main Points	HIDE
Assessment Rt/E3.1 & E3.4	SETTINGS
Reading for Information	CRITERIA
Reading for More Detail	DELETE ITEM
	OPEN ITEM
	OPEN ITEM

A few buttons will have appeared on the screen once you enable **EDIT MODE**

Select the blue **drop-down arrow** for the resource and select **CRITERIA**

## Assigning the criteria

The screenshot displays the Skills Builder interface. On the left is a dark sidebar with navigation icons and labels: Dashboard, MyPins, Administration, SkillsBuilder, SkillsReview, SkillsPortfolio, and System. The main area shows a breadcrumb trail: Home > Skills Forward Administration > Criteria > Link Criteria. Below this is a filter bar with 'Unit' set to 'FS English Resources', 'Subject' to 'English', and 'Level' set to 'Select a level'. A 'Topic' dropdown is set to 'Comprehension'. A list of criteria is shown, with 'Rs/E3.2' and 'Rs/E3.3' checked. An 'Assign' button is highlighted with a red box and an arrow pointing to it.

Select the relevant criteria for the resource and select **ASSIGN**

**END OF GUIDE**

# 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'.

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 <input type="button" value="v"/>
	<b>Sarah Turner</b>		Sarah T		Never	VIEW USER <input type="button" value="v"/>
	Mandy Anne		Mandy A		810 days 19 hours	VIEW USER <input type="button" value="v"/>
	Susie Foster	susie@yahoo.com	Susie F		Never	VIEW USER <input type="button" value="v"/>
	Jack Gillhall	jack@yahoo.com	Jack G		Never	VIEW USER <input type="button" value="v"/>
	Richard Jeffery	richard@demo.com	Richard J		143 days 21 hours	VIEW USER <input type="button" value="v"/>
	Herd (learner), Sam	sam@skillsforward.co.uk	samlearner		26 days 18 hours	VIEW USER <input type="button" value="v"/>
	Matthew Hughes		Matt H		Never	VIEW USER <input type="button" value="v"/>

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. To the right are four action buttons: Edit profile, Groups, Activity, and ISP. At the bottom, there are three summary cards: 'No Courses' with an 'ADD COURSES' button, 'No Qualifications' with an 'ADD QUALIFICATION' button, and 'No Roles' with a dropdown arrow. A green box highlights the 'ADD COURSES' button, and a green line connects it 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 a navigation menu with options like 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 with checkboxes for selection. The 'Courses to add' panel on the right lists selected courses: Functional Skills Reform, FS English Assessment Reform, FS Maths Assessment Reform, FS English Resources, and FS Maths Resources. A red box highlights the 'Assign user as role' dropdown menu in the 'Courses to add' panel, and a green 'Assign courses' button is visible below it.

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](#)

# 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 sidebar 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 the sidebar is a secondary menu titled 'SkillsBuilder' with a red box labeled '2' highlighting the 'ADMIN DASHBOARD' item. 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 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 features 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 administrative actions. The 'Assign admins' action is highlighted with a red box. The description for 'Assign admins' is: 'Manage the users that have full administration rights and can access all users and information in the site'.

## Select Assign Admins

## Selecting Admins to assign

The screenshot shows the Skills Builder Admin interface. On the left is a navigation menu with options: Dashboard, MyPins, Administration, ADMIN DASHBOARD, USERS, GROUPS, REPORTS, LICENCES, INSTITUTION, CRITERIA, ROLES, COURSES, QUALIFICATIONS, CONFIGURATION, and FORSKILLSGO. The main area displays a user selection grid with the following data:

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...	Cenev-Pratt, Matth...	Cook, Matthew	copy, test	Cordon, Luke	Coultter, 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

At the bottom left of the grid, there is a green bar with a checkmark icon and the text "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 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 this bar are controls for 'SHOWING 1-1 / 1' 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**