

Skills Builder

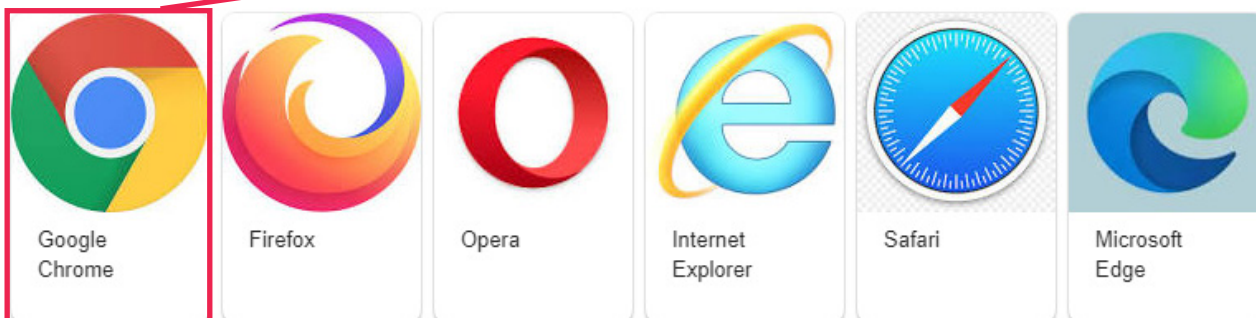
Tutor **Getting Started**

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Logging into Skills Forward

1. Open your Web Browser (Preferably Chrome)



2. Enter the following address - **myskillsforward.co.uk**



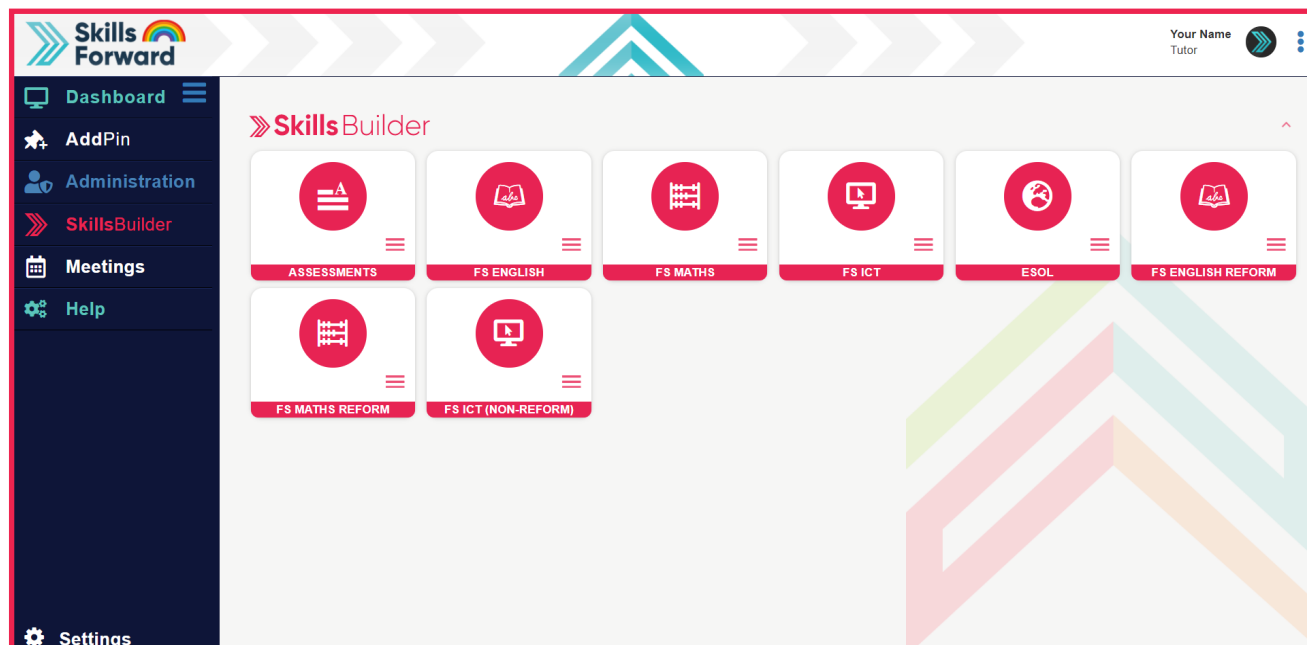
3. Enter your Username

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.

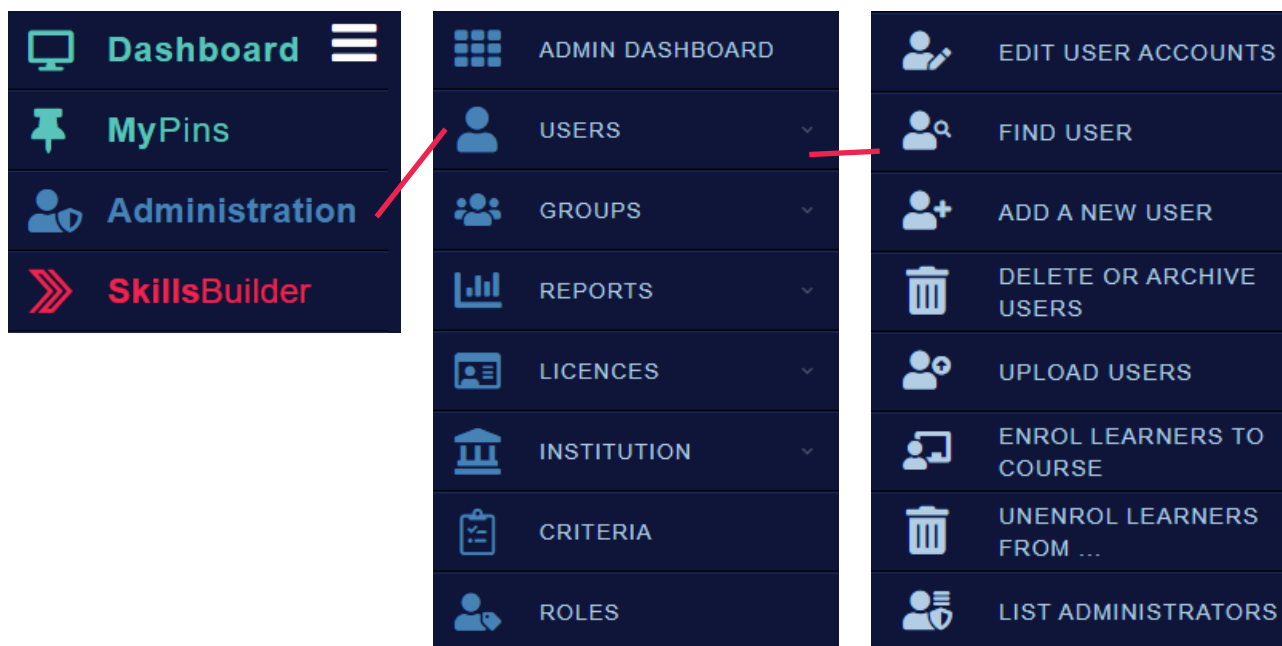


Once you are familiar with using the site you will find certain pages are accessible via more than one menu or route, depending on where you are in the site.

The Dashboard side menu will consist of products depending on what you have purchased from us prior to your account being setup or any additional products you may have added to your institution.

Finding your Learners

From the Side menu select **Administration > USERS > FIND USER**



On this page you will need to enter the details of the learner you are trying to find.

Home > Skills Forward Administration > Users > Find User

Find User

First Name

Last Name

Username

Student Reference

Enter the first name and last name of the learner you wish to find by filling out the fields.

Once you enter the information, select SEARCH button

You can open the learners profile by selecting their name or the **VIEW USER** button.

13 Users + ADD NEW STUDENT

Filters [v]

Results [p] 1 [n]

	Name	Email address	Username	Learner Reference	Last access	Actions
▶▶	Demo, Admin		sba1		923 days 6 hours	VIEW USER
▶▶	Learner, 1		INST5150_learner1		Never	VIEW USER
▶▶	Learner, 10		INST5150_learner10		Never	VIEW USER
▶▶	Learner, 2		INST5150_learner2		1077 days 4 hours	VIEW USER
▶▶	Learner, 3		INST5150_learner3		Never	VIEW USER
▶▶	Learner, 4		INST5150_learner4		Never	VIEW USER
▶▶	Learner, 5		INST5150_learner5		Never	VIEW USER

From here you will be able to see all the learners results, current assessments and more details of the learner.
 Select **Results** from their profile

Home > Administration > Users > 1 Learner

1 Learner Profile [v] LOGIN AS

Never logged in

1 Learner

Basic Info | More Details | Options

Username: INST5150_learner1

Email address:

Enrolment Type: Automated Setup

Authenticatio...: Skills Forward Password (manual)

EPAO

Edit profile | **Groups** | **Activity** | **Assessments**

4 Courses + ADD COURSES [v]

Course	Role	Last access	Assigned	Actions
FS Assessments	Student	--	24/10/2017	RESULTS
FS English Assessment		--		DELETE
FS ICT Assessment		--		DELETE
FS Maths Assessment		--		DELETE
FS English Resources	Student	--	24/10/2017	OPEN COURSE
FS ICT Resources	Student	--	24/10/2017	OPEN COURSE

Screening Results

To view the 'Screening' results for the subject in question (English or Maths), Select the 'Screening' button next to that subject.

To view the student's results, select the button in the 'Results' column below. You can also add, remove and compare attempts using the buttons on the page.

FS English Assessment

Type ↓	Progress	Date(s)	Result(s)	Action(s)	Compare
Actual Assessment	Completed Diagnostic	10/09/2012	SCREENING INITIAL ASSESSMENT DIAGNOSTIC	DELETE ATTEMPT	<input type="checkbox"/>
Actual Assessment	Completed Diagnostic	21/05/2013	DIAGNOSTIC	DELETE ATTEMPT	<input type="checkbox"/>

FS Maths Assessment

Type ↓	Progress	Date(s)	Result(s)	Action(s)	Compare
Actual Assessment	Completed Diagnostic	10/09/2012	SCREENING INITIAL ASSESSMENT DIAGNOSTIC	DELETE ATTEMPT	<input type="checkbox"/>

From here you can use the **drop down menu** to view the 'Screening' answers, print/save the 'Screening' results as a **PDF** or view the **wrong answers** given.

To close the 'Screening' down you select the 'X' button

Skills Forward | **Skills Builder**

2 Learner | Assessment taken online Flash

Name	Assessment	Date Completed
Learner, 2	English Screening (id:3165697)	10/09/2012
Email	Type	Time Taken
	Formative (Actual Assessment)	12m 16s
Learner Ref	Status	
	Completed	

Section	Working Towards	Action(s)
Screening	Level 1	ANSWERS PRINT INCORRECT

Result
You are overall working towards Level 1.

Initial Assessment Results

To view the Initial Assessment results for the subject in question (English or Maths), you select the **'Initial Assessments'** button next to that subject.

To view the student's results, select the button in the 'Results' column below. You can also add, remove and compare attempts using the buttons on the page.

FS English Assessment

Type ↓	Progress	Date(s)	Result(s)	Action(s)	Compare
Actual Assessment	Completed Diagnostic	10/09/2012	SCREENING INITIAL ASSESSMENT DIAGNOSTIC	DELETE ATTEMPT	
Actual Assessment	Completed Diagnostic	21/05/2013	DIAGNOSTIC	DELETE ATTEMPT	

FS Maths Assessment

Type ↓	Progress	Date(s)	Result(s)	Action(s)	Compare
Actual Assessment	Completed Diagnostic	10/09/2012	SCREENING INITIAL ASSESSMENT DIAGNOSTIC	DELETE ATTEMPT	

The Initial Assessment results for the chosen subject will then appear and you can view the **'Answers'** given by the learner, **Print/Save** the Initial Assessment results or view the **'Incorrect'** answers given by the learner.

Skills Forward Skills Builder

2 Learner Assessment taken online Flash

Name	Learner, 2	Assessment	English Initial Assessment (id:3166775)	Date Completed	10/09/2012
Email		Type	Formative (Actual Assessment)	Time Taken	34m 2s
Learner Ref		Status	Completed		

English Initial Assessment Result
You are overall working towards Level 1.

Section	Working Towards
Reading	Level 2
Punctuation	Entry Level 3
Grammar	Entry Level 3
Spelling	Entry Level 3

Recommendation

- You will automatically be directed to detailed diagnostic assessments at the levels shown above for the different sections.

To save the Initial Assessment result for the chosen subject as a PDF File, select the **'Print'** button.

Using the '**Destination**' drop down menu, select the '**Save as PDF**' option (to just print the result you would pick you desired printer).
Then select the '**Save**' button.

Skills Forward **Skills Builder**

Name	Learner, 2	Assessment	English Initial Assessment (id:3166775)	Date Completed	10/09/2012
Email		Type	Formative (Actual Assessment)	Time Taken	34m 2s
Learner Ref		Status	Completed		

English Initial Assessment Result
You are overall working towards Level 1.

Section	Working Towards
Reading	Level 2
Punctuation	Entry Level 3
Grammar	Entry Level 3
Spelling	Entry Level 3

Recommendation

- You will automatically be directed to detailed diagnostic assessments at the levels shown above for the different sections.
- The diagnostic will identify the areas you still need to work on to become competent at this level.
- You have a particular strength in **Reading** and will be directed to a higher level assessment in that section.
- You should be able to undertake a programme at **Level 1**.

Print 2 sheets of paper

Destination: Adobe PDF (selected), Save as PDF, Save to Google Drive, See more...

Pages: [blank]

Layout: Portrait

Color: Color

More settings [v]

Save Cancel

To close the 'Initial Assessment' down you select the '**X**' button.

Skills Forward **Skills Builder**

2 Learner Assessment taken online Flash

Name	Learner, 2	Assessment	English Initial Assessment (id:3166775)	Date Completed	10/09/2012
Email		Type	Formative (Actual Assessment)	Time Taken	34m 2s
Learner Ref		Status	Completed		

Answers Print Incorrect

English Initial Assessment Result
You are overall working towards Level 1.

Section	Working Towards
Reading	Level 2
Punctuation	Entry Level 3
Grammar	Entry Level 3
Spelling	Entry Level 3

Recommendation

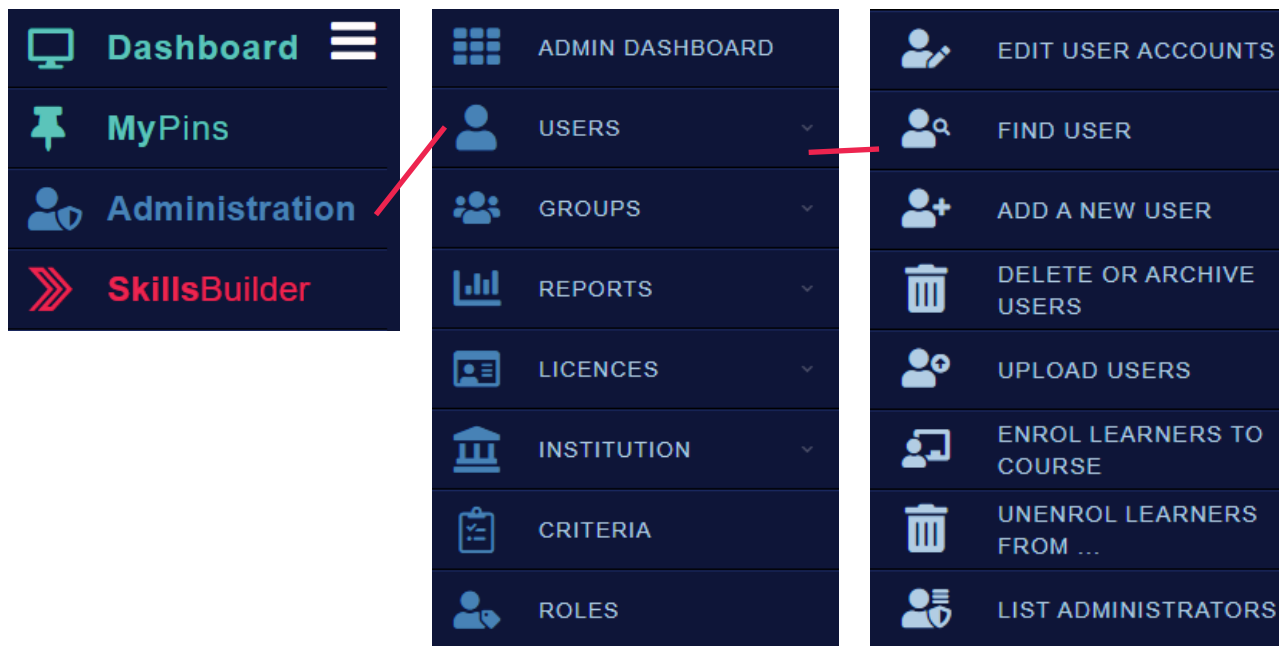
- You will automatically be directed to detailed diagnostic assessments at the levels shown above for the different sections.

Completed Diagnostic

X

Adding Paper-based Assessment Results

From the Side menu select **Administration** > **USERS** > **FIND USER**



On this page you will need to enter the details of the learner you are trying to find.

Home > Skills Forward Administration > Users > Find User

Find User

First Name

Last Name

Username

Student Reference

Enter the first name and last name of the learner you wish to find by filling out the fields.

Once you enter the information, select SEARCH button

You can open the learners profile by selecting their name or the **VIEW USER** button.

13 Users + ADD NEW STUDENT

Filters v

Results 1 v

	Name	Email address	Username	Learner Reference	Last access	Actions
	Demo, Admin		sba1		923 days 6 hours	VIEW USER v
	Learner, 1		INST5150_learner1		Never	VIEW USER v
	Learner, 10		INST5150_learner10		Never	VIEW USER v
	Learner, 2		INST5150_learner2		1077 days 4 hours	VIEW USER v
	Learner, 3		INST5150_learner3		Never	VIEW USER v
	Learner, 4		INST5150_learner4		Never	VIEW USER v
	Learner, 5		INST5150_learner5		Never	VIEW USER v

Select **'Assessment'** Tile from their profile.

Home > Administration > Users > 1 Learner LOGIN AS

1 Learner Profile v

Never logged in

Basic Info | More Details | Options

Username: INST5150_learner1

Email address:

Enrolment Type: Automated Setup

Authenticatio...: Skills Forward Password (manual)

EPAO

Edit profile

Groups

Activity

Assessments

4 Courses + ADD COURSES v

Course	Role	Last access	Assigned	Actions
FS Assessments	Student	--	24/10/2017	RESULTS v
FS English Assessment		--		DELETE
FS ICT Assessment		--		DELETE
FS Maths Assessment		--		DELETE
FS English Resources	Student	--	24/10/2017	OPEN COURSE v
FS ICT Resources	Student	--	24/10/2017	OPEN COURSE v

(If there is no assessment tile, click on results on the assessment you would like to see & follow instructions from page 12)

Select **View** on the subject you would like to add the results to.

Title	Attempts	Most Recent Attempt	Actions
FS English Assessment	1	24/10/2017	

Select the dropdown arrow for the **ADD ATTEMPT**
 Select **UPLOAD PAPER** from the results shown.

To view the student's results, select the button in the 'Results' column below. You can also add, remove and compare attempts using the buttons on the page.

Type ↓	Progress	Date(s)	Result(s)
Actual Assessment	Completed IA	24/10/2017	

ADD ATTEMPT

-
-
-

This user is not currently able to take Distance Travelled Assessments. This will be automatically enabled for the user once they have completed the majority of their required skills plan. Alternatively select the unlock button to allow the user to start a Distance Travelled Assessment.

UNLOCK

A new window will appear, from here select the relevant **Assessment type**

Create Assessment from Paper for 1 Learner

Select the following options and then enter the score and status for each question that a learner has entered.

Course: FS Assessments

Assessment: **FS English Assessment** ↓


Assessment: **Select an assessment..** ↓

Fill out all relevant fields and dropdowns and select **SAVE**.

Course: FS Assessments

Assessment: **FS English Assessment** ▼

Assessment: **English Initial Assessment** ▼

Date Taken: **6/10/2020** 

Time Taken: **45** minutes

Upload Evidence (optional) ▼

Section	Section Score	Section Level
Reading	<input type="text"/> out of <input type="text"/>	Level 1 ▼
Punctuation	<input type="text"/> out of <input type="text"/>	Level 1 ▼
Grammar	<input type="text"/> out of <input type="text"/>	Level 2 ▼
Spelling	<input type="text"/> out of <input type="text"/>	Level 1 ▼

Save

- Select Level
- Not Taken
- Pre Entry
- Entry Level 1
- Entry Level 2
- Entry Level 3
- Level 1**
- Level 2

Diagnostic Results

To view the Diagnostic Assessment results for the subject in question (English or Maths), you select the **'Diagnostic'** button next to that subject.

To view the student's results, select the button in the 'Results' column below. You can also add, remove and compare attempts using the buttons on the page.

Type ↓	Progress	Date(s)	Result(s)	Action(s)	Compare
Actual Assessment	Completed Diagnostic	10/09/2012	SCREENING INITIAL ASSESSMENT DIAGNOSTIC	DELETE ATTEMPT	
Actual Assessment	Completed Diagnostic	21/05/2013	DIAGNOSTIC	DELETE ATTEMPT	

Type ↓	Progress	Date(s)	Result(s)	Action(s)	Compare
Actual Assessment	Completed Diagnostic	10/09/2012	SCREENING INITIAL ASSESSMENT DIAGNOSTIC	DELETE ATTEMPT	

The Diagnostic Assessment results for the chosen subject will then appear and you can view the **'Answers'** given by the learner, **Print/Save** the Diagnostic Assessment results or view the **'Incorrect'** answers given by the learner, just as you can for Initial Assessments.

To close the 'Diagnostic' down you select the 'X' button

Skills Forward Skills Builder

2 Learner Assessment taken online Flash

Name	Learner, 2	Assessment	English Diagnostic (id:3530091)	Date Completed	31/10/2012
Email		Type	Formative (Actual Assessment)	Time Taken	18m 12s
Learner Ref		Status	Completed		

Answers Print Incorrect

English Diagnostic Result

Level 1 Overall Score = 18%

Criteria	Topic	Results
Reading -		
Level 2		

Rt/L2.1 (L2 Comprehension)	100%
Rt/L2.2 (L2 Purpose & audience)	0%
Rt/L2.3 (L2 Comprehension)	33%

You are then returned to the Assessments view, where you can repeat the above process to view the Screening, Initial Assessment Diagnostics for the other subjects.

FS English Assessment FS Maths Assessment FS ICT Assessment List All Assessments

To view the student's results, select the button in the 'Results' column below. You can also add, remove and compare attempts using the buttons on the page.

FS English Assessment + ADD ATTEMPT

Type ↓	Progress	Date(s)	Result(s)	Action(s)	Compare
Actual Assessment	Completed Diagnostic	10/09/2012	SCREENING INITIAL ASSESSMENT DIAGNOSTIC	DELETE ATTEMPT	<input type="checkbox"/>
Actual Assessment	Completed Diagnostic	21/05/2013	DIAGNOSTIC	DELETE ATTEMPT	<input type="checkbox"/>

FS Maths Assessment + ADD ATTEMPT

Type ↓	Progress	Date(s)	Result(s)	Action(s)	Compare
Actual Assessment	Completed Diagnostic	10/09/2012	SCREENING INITIAL ASSESSMENT DIAGNOSTIC	DELETE ATTEMPT	<input type="checkbox"/>

Adding a new Screener or Initial Assessment

Go into the selected learner's profile (as shown above), select **Results** on their profile.

Home > Administration > Users > 2 Learner

2 Learner Profile LOGIN AS

Andrew Maiden 15 days 1 hour ago

Basic Info More Details Options

Username: Andrew Maiden

Email address: [redacted]

Enrolment Type: Automated Setup

Authentication m...: ForSkills Password (manual)

EPAO

[Edit profile](#) [Groups](#) [Activity](#) [Assessments](#)

4 Courses + ADD COURSES

Course	Role	Last access	Assigned	Actions
FS Assessments	Student	24/10/2017	24/10/2017	RESULTS
FS English Assessment		--		DELETE
FS ICT Assessment		--		DELETE
FS Maths Assessment		--		DELETE
FS English Resources	Student	--	24/10/2017	OPEN COURSE
FS ICT Resources	Student	--	24/10/2017	OPEN COURSE
FS Maths Resources	Student	24/10/2017	24/10/2017	OPEN COURSE

Against the required subject (English or Maths), select the **'Add Attempt'** button.

To view the student's results, select the button in the 'Results' column below. You can also add, remove and compare attempts using the buttons on the page.

FS English Assessment

Type ↓	Progress	Date(s)	Result(s)	Action(s)	Compare
Actual Assessment	Completed Diagnostic	10/09/2012	SCREENING, INITIAL ASSESSMENT, DIAGNOSTIC	DELETE ATTEMPT	
Actual Assessment	Completed Diagnostic	21/05/2013	DIAGNOSTIC	DELETE ATTEMPT	

FS Maths Assessment

Type ↓	Progress	Date(s)	Result(s)	Action(s)	Compare
Actual Assessment	Completed Diagnostic	10/09/2012	SCREENING, INITIAL ASSESSMENT, DIAGNOSTIC	DELETE ATTEMPT	

Using the Pop up Screen select the Assessment Type you wish to issue to the learner (Screeener, Initial Assessment) using the **'Add Attempt'** button next to it.

Add New Diagnostic Attempt for 2 Learner

Already Selected

- Diagnostic FS English Assessment

Select Assessment

Select Assessment	Actions
Start a new Screening Assessment	ADD ATTEMPT
Start Initial Assessment	ADD ATTEMPT
Start Diagnostic	ADD ATTEMPT

ADD NEW ATTEMPT

If a **Screening** or **Initial Assessment** is selected then the assessment will now appear in the learner's profile for them to complete.

To view the student's results, select the button in the 'Results' column below. You can also add, remove and compare attempts using the buttons on the page.

FS English Assessment + ADD ATTEMPT ▾

Type ↓	Progress	Date(s)	Result(s)	Action(s)	Compare
Actual Assessment	Completed Diagnostic	10/09/2012	SCREENING INITIAL ASSESSMENT DIAGNOSTIC	DELETE ATTEMPT ▾	<input type="checkbox"/>
Actual Assessment	Completed Diagnostic	21/05/2013	DIAGNOSTIC	DELETE ATTEMPT ▾	<input type="checkbox"/>
Actual Assessment	Not Started	02/04/2020		DELETE ATTEMPT	

FS Maths Assessment + ADD ATTEMPT ▾

Type ↓	Progress	Date(s)	Result(s)	Action(s)	Compare
Actual Assessment	Completed Diagnostic	10/09/2012	SCREENING INITIAL ASSESSMENT DIAGNOSTIC	DELETE ATTEMPT ▾	<input type="checkbox"/>
Actual Assessment	Completed IA	31/07/2015		SET LEVELS ▾	<input type="checkbox"/>

Adding a New Diagnostic Assessment & Setting Levels

Follow the process for adding a new assessment attempt as above, but select the **'Diagnostic'** option using the **'Add Attempt'** button next to it.

Add New Diagnostic Attempt for 2 Learner

Already Selected

- Diagnostic FS English Assessment

Select Assessment **Actions**

- Start a **new** Screening Assessment + ADD ATTEMPT
- Start Initial Assessment + ADD ATTEMPT
- Start Diagnostic + ADD ATTEMPT

ADD NEW ATTEMPT

Select the **'Add Attempt'** option against the Diagnostic type you wish to assign either an **'Actual Assessment'** which will generate an **Individual Skills Plan** for the learner or a **'Distance Travelled Assessment'** which will allow the learners progress to be measured but will **NOT** alter the **Individual Skills**.

Add New Diagnostic Attempt for 2 Learner

Already Selected

- Diagnostic FS English Assessment
- Assessment Start Diagnostic

Select Attempt	Actions
Actual Assessment - On completing this assessment an Individual Skills Plan will be generated for the Student.	+ ADD ATTEMPT
Distance Travelled - This assessment will allow progress to be measured and will NOT alter the Individual Skills Plan for the Student.	+ ADD ATTEMPT

ADD NEW ATTEMPT

To set the required levels for the Diagnostic, select the **'Set Levels'** button next to the Diagnostic.

To view the student's results, select the button in the 'Results' column below. You can also add, remove and compare attempts using the buttons on the page.

FS English Assessment

Type ↓	Progress	Date(s)	Result(s)	Action(s)	Compare
Actual Assessment	Completed Diagnostic	10/09/2012	SCREENING INITIAL ASSESSMENT DIAGNOSTIC	DELETE ATTEMPT	<input type="checkbox"/>
Actual Assessment	Completed Diagnostic	21/05/2013	DIAGNOSTIC	DELETE ATTEMPT	<input type="checkbox"/>
Actual Assessment	Not Started	02/04/2020		DELETE ATTEMPT	<input type="checkbox"/>
Actual Assessment	Completed IA	02/04/2020		SET LEVELS	<input type="checkbox"/>

FS Maths Assessment

Type ↓	Progress	Date(s)	Result(s)	Action(s)	Compare
Actual Assessment	Completed Diagnostic	10/09/2012	SCREENING INITIAL ASSESSMENT DIAGNOSTIC	DELETE ATTEMPT	<input type="checkbox"/>

You can select the appropriate level for each part of the curriculum the Diagnostic covers using the **'Select Level'** drop down boxes next to each curriculum element.

Section	Last Level	Recommended Level	Start Level
Reading	Level 1	--	Select Level ▼
Composition and Grammar	Level 1	--	Select Level ▼
Punctuation	Level 1	--	Select Level ▼
Spelling	Level 1	--	Select Level ▼

SAVE

SET LEVELS

To complete setting the levels for the Diagnostic, select the **'Save'** button

Assigning Criteria for a Learner

From your tutor account select **'Skills Builder'** on the **'Side menu'**
 Select from the **required subject** e.g. FS REFORM English / Maths
 Select **Skills Plans**

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

Once location, select **View ISP** button next to the required learner.

Filters

Course: Reform English Resources (FS) | Group: Select a Group

UPDATE

Results

Name	Learning Progress	Progress	Actions
Vijay Rattan			VIEW ISP
Abanum, Benjamin			VIEW ISP
Abbas, Aamir			VIEW ISP
Abbas, Philip			VIEW ISP
Abbots, Helen	83%		VIEW ISP
Abdi, Mubarak			VIEW ISP
ABDUL, HASSAN			VIEW ISP

Select the **'Blue and White Arrow'** to expand the required topic

This skills plan shows which skills gaps you have at present. You have been given learning materials you need to fill these gaps. Hover over any icons to learn what they mean.

You should discuss the plan with your tutor and decide which of these skills you need to improve first and anything you both think may need altering in the plan. As you complete the learning materials, your plan will update and show the progress you are making.

Available Flexible Qualifications

Revision available for completed topics. Select to view.

Topics	Initial Status	Targets	Learning Progress	Progress	Actions
Comprehension (Level 1)	R		83%		OPEN TOPIC
Comparing Texts (Level 1)	R		50%		OPEN TOPIC
Punctuation (Level 1)	P		100%		
Comprehension (Level 2)	P		100%		
Comparing Texts (Level 2)	R		67%		OPEN TOPIC
Composition (Level 2)	P		100%		

Click **'Assign'** option for the required Topic to see the criteria

Revision available for completed topics. Select to view.

Topics	Initial Status	Targets	Learning Progress	Progress	Actions
Comprehension (Level 1)	R		83%		OPEN TOPIC

Criteria

Criteria	Status
R/L1.1 Identify and understand the main points & ideas and details in texts	Completed
R/L1.10 Use knowledge of punctuation to aid understanding of straightforward texts	Completed
R/L1.5 Use reference materials and appropriate strategies (e.g. using knowledge of d...	Completed
R/L1.6 Understand organisational and structural features and use them to locate rele...	Completed
R/L1.7 Infer from images meanings not explicit in the accompanying text	Assigned
R/L1.9 Read and understand a range of specialist words in context	Completed

Comparing Texts (Level 1)

Scroll through the topic area and **'Select'** or **'Deselect'** the criteria you require using the **check boxes**, or scroll down to change level before assigning criteria.

Reform English Resources (FS): Assign Criteria to Helen Abbots

+ ASSIGN TO GROUP

- Comprehension - Level 1 (Assigned 6/6)
- Comparing Texts - Level 1 (Assigned 4/4)
- Composition - Level 1 (Assigned 0/3)

Select/Deselect All	Criteria	Description
<input type="checkbox"/>	W/L1.5	Write text of an appropriate level of detail and of appropriate length (including where this is specified) to meet the needs of purpose and audience
<input type="checkbox"/>	W/L1.6	Use format & structure and language appropriate for audience and purpose
<input type="checkbox"/>	W/L1.7	Write consistently and accurately in complex sentences & using paragraphs where appropriate

- Planning & Drafting - Level 1 (Assigned 0/1)
- Punctuation - Level 1 (Assigned 0/1)
- Grammar - Level 1 (Assigned 0/3)
- Spelling - Level 1 (Assigned 0/1)
- Writing Practice - Level 1 (Assigned 0/5)

SAVE

If you want to change the level of the topics to select topic areas from these, you can scroll down and select the **'Assign'** button next to each level.

Once all topic areas have been **selected** or **deselected**, select the **'Save'** button

Level	Assigned Criteria	Actions
Entry Level 1	0 / 11	ASSIGN
Entry Level 2	0 / 18	ASSIGN
Entry Level 3	0 / 24	ASSIGN
Level 2	35 / 53	ASSIGN

Assigning Criteria for a Group

From your tutor account select **'Skills Builder'** on the **'Side menu'**

Select from the **required subject** e.g. FS REFORM English / Maths

Select **Skills Plans**

- Dashboard
- MyPins
- Administration
- SkillsBuilder**

- ASSESSMENTS
- FS ENGLISH
- FS MATHS
- FS ICT
- ENGLISH GCSE
- MATHS GCSE
- ESOL
- FS ENGLISH REFORM**
- FS MATHS REFORM

- RESULTS
- SKILLS PLANS**
- PROGRESS OVERVIEW
- GROUP NEED
- TARGETS
- USING SKILLS WORK
- VIEW RESOURCES

Once location, select **View ISP** button next to the required learner.

Filters

COURSE: Reform English Resources (FS) | Group: Select a Group

COMPLETE | UPDATE

Use the **'Search'** field or scroll to find the learner you require.

Results

Name	Learning Progress	Progress	Actions
-, Vijay Rattan			VIEW ISP
Abanum, Benjamin			VIEW ISP
Abbas, Aamir			VIEW ISP
Abbas, Philip			VIEW ISP
Abbots, Helen	<div style="width: 83%;"><div style="width: 83%;"></div></div> 83%		VIEW ISP
Abdi, Mubarak			VIEW ISP
ABDUL, HASSAN			VIEW ISP

Select the **'Blue and White Arrow'** to expand the required topic

This skills plan shows which skills gaps you have at present. You have been given learning materials you need to fill these gaps. Hover over any icons to learn what they mean.

You should discuss the plan with your tutor and decide which of these skills you need to improve first and anything you both think may need altering in the plan. As you complete the learning materials, your plan will update and show the progress you are making.

Available Flexible Qualifications

Revision available for completed topics. Select to view.

Topic	Initial Status	Targets	Learning Progress	Progress	Actions
Comprehension (Level 1)	R		<div style="width: 83%;"><div style="width: 83%;"></div></div> 83%		OPEN TOPIC
Comparing Texts (Level 1)	R		<div style="width: 90%;"><div style="width: 90%;"></div></div> 90%		OPEN TOPIC
Punctuation (Level 1)	P		<div style="width: 100%;"><div style="width: 100%;"></div></div> 100%		
Comprehension (Level 2)	P		<div style="width: 100%;"><div style="width: 100%;"></div></div> 100%		
Comparing Texts (Level 2)	R		<div style="width: 67%;"><div style="width: 67%;"></div></div> 67%		OPEN TOPIC
Composition (Level 2)	P		<div style="width: 100%;"><div style="width: 100%;"></div></div> 100%		

Click **'Assign'** option for the required Topic to see the criteria

Revision available for completed topics. Select to view.

Topics	Initial Status	Targets	Learning Progress	Progress	Actions
Comprehension (Level 1)	R		<div style="width: 83%; background-color: green;"></div> 83%		OPEN TOPIC

Criteria

Criteria	Status
R/L.1.1 Identify and understand the main points & ideas and details in texts	Completed
R/L.1.10 Use knowledge of punctuation to aid understanding of straightforward texts	Completed
R/L.1.5 Use reference materials and appropriate strategies (e.g. using knowledge of d...	Completed
R/L.1.6 Understand organisational and structural features and use them to locate rele...	Completed
R/L.1.7 Infer from images meanings not explicit in the accompanying text	Assigned
R/L.1.9 Read and understand a range of specialist words in context	Completed

Comparing Texts (Level 1)

Select the **'Assign to Group'** button

Reform English Resources (FS): Assign Criteria to Helen Abbots

+ ASSIGN TO GROUP

Select/Deselect All	Criteria	Description
<input checked="" type="checkbox"/>	R/L.1.1	Identify and understand the main points & ideas and details in texts
<input checked="" type="checkbox"/>	R/L.1.10	Use knowledge of punctuation to aid understanding of straightforward texts
<input checked="" type="checkbox"/>	R/L.1.5	Use reference materials and appropriate strategies (e.g. using knowledge of different word types) for a range of purposes, including to find the meaning of words
<input checked="" type="checkbox"/>	R/L.1.6	Understand organisational and structural features and use them to locate relevant information (e.g. index, menus, subheadings, paragraphs) in a range of straightforward texts
<input checked="" type="checkbox"/>	R/L.1.7	Infer from images meanings not explicit in the accompanying text
<input checked="" type="checkbox"/>	R/L.1.9	Read and understand a range of specialist words in context

- Comparing Texts - Level 1 (Assigned 4/4)
- Composition - Level 1 (Assigned 0/3)
- Planning & Drafting - Level 1 (Assigned 0/1)
- Punctuation - Level 1 (Assigned 0/1)
- Grammar - Level 1 (Assigned 0/3)

Using the 'Assign Criteria to' drop down box, select your group.

Assign Criteria to **Site Admin** for **Reform English Resources (FS)** **Level 1**

Users

No Students in group

Comprehension - Level 1

Criteria	Description	Group Users Assigned
<input type="checkbox"/> R/L1.1	Identify and understand the main points & ideas and details in texts	0
<input type="checkbox"/> R/L1.10	Use knowledge of punctuation to aid understanding of straightforward texts	0
<input type="checkbox"/> R/L1.5	Use reference materials and appropriate strategies (e.g. using knowledge of different word types) for a range of purposes, including to find the meaning of words	0
<input type="checkbox"/> R/L1.6	Understand organisational and structural features and use them to locate relevant information (e.g. index, menus, subheadings, paragraphs) in a range of straightforward texts	0
<input type="checkbox"/> R/L1.7	Infer from images meanings not explicit in the accompanying text	0
<input type="checkbox"/> R/L1.9	Read and understand a range of specialist words in context	0

Comparing Texts - Level 1

Composition - Level 1

Planning & Drafting - Level 1

Punctuation - Level 1

Grammar - Level 1

Spelling - Level 1

Select the learners (**Users**) to be allocated the topic areas using the **check boxes** next to them.

Choose **topic area criteria** to be assigned to the learners selected, using the **check boxes** next to them.

Assign Criteria to **Gemma Hughes** for **Reform English Resources (FS)** **Level 1**

Users

Students will only appear if they are assigned to the selected course. Add Group Target

Atha, Chloe Jackson, Olivia Helen Nield, Olivia

Nowell, Katie Nowell, Kim

Comprehension - Level 1

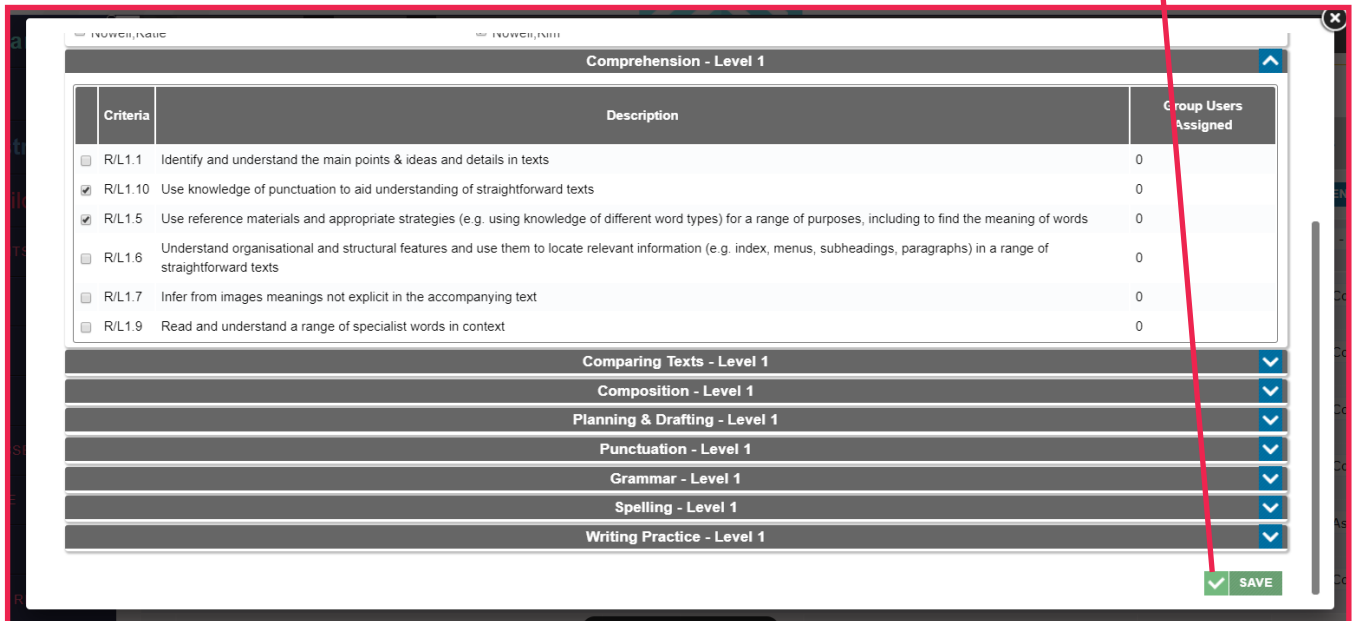
Criteria	Description	Group Users Assigned
<input type="checkbox"/> R/L1.1	Identify and understand the main points & ideas and details in texts	0
<input type="checkbox"/> R/L1.10	Use knowledge of punctuation to aid understanding of straightforward texts	0
<input type="checkbox"/> R/L1.5	Use reference materials and appropriate strategies (e.g. using knowledge of different word types) for a range of purposes, including to find the meaning of words	0
<input type="checkbox"/> R/L1.6	Understand organisational and structural features and use them to locate relevant information (e.g. index, menus, subheadings, paragraphs) in a range of straightforward texts	0
<input type="checkbox"/> R/L1.7	Infer from images meanings not explicit in the accompanying text	0
<input type="checkbox"/> R/L1.9	Read and understand a range of specialist words in context	0

Comparing Texts - Level 1

Composition - Level 1

Assign Additional Criteria

Once all topic area criteria has been selected, scroll down and select **'Save'** button.



Criteria	Description	Group Users Assigned
<input type="checkbox"/> R/L1.1	Identify and understand the main points & ideas and details in texts	0
<input checked="" type="checkbox"/> R/L1.10	Use knowledge of punctuation to aid understanding of straightforward texts	0
<input checked="" type="checkbox"/> R/L1.5	Use reference materials and appropriate strategies (e.g. using knowledge of different word types) for a range of purposes, including to find the meaning of words	0
<input type="checkbox"/> R/L1.6	Understand organisational and structural features and use them to locate relevant information (e.g. index, menus, subheadings, paragraphs) in a range of straightforward texts	0
<input type="checkbox"/> R/L1.7	Infer from images meanings not explicit in the accompanying text	0
<input type="checkbox"/> R/L1.9	Read and understand a range of specialist words in context	0

Comparing Texts - Level 1

Composition - Level 1

Planning & Drafting - Level 1

Punctuation - Level 1

Grammar - Level 1

Spelling - Level 1

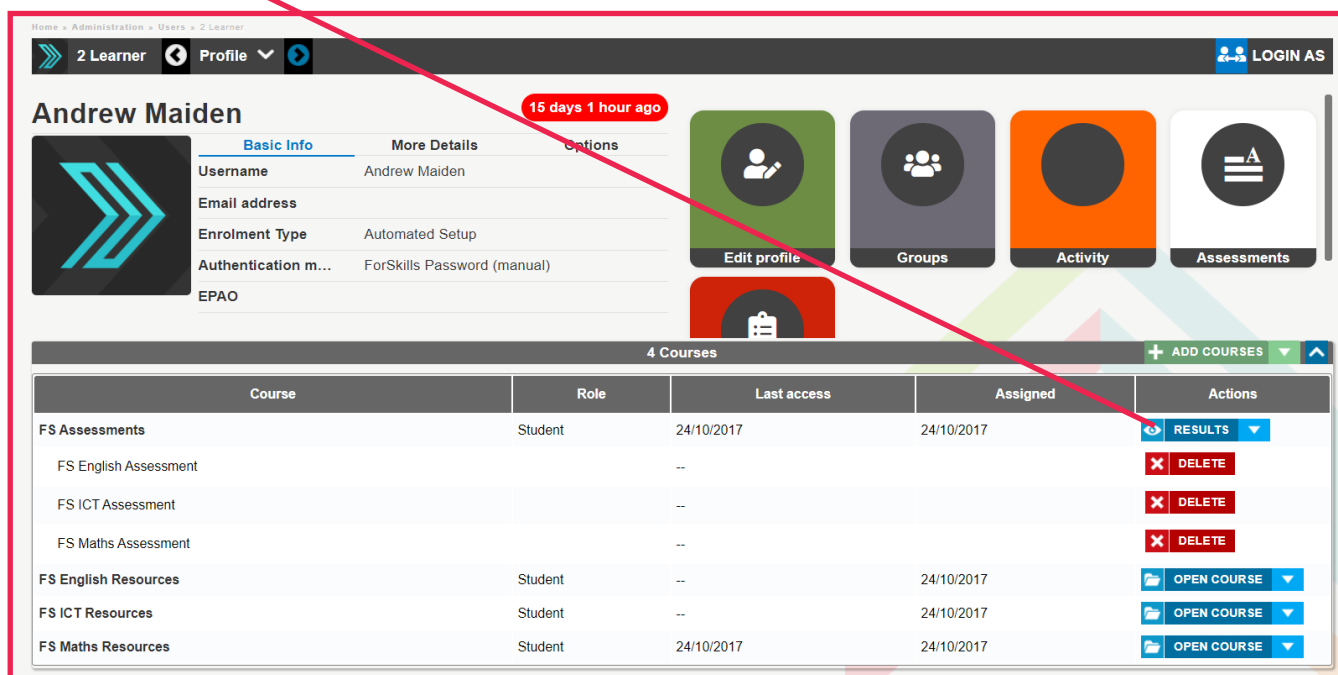
Writing Practice - Level 1

SAVE

Distance Travelled

This will unlock when the learner has achieved 70% and above at the level they are working at. It will give them an additional diagnostic with different question to embed their learning. The assessment and diagnostic must be completed before this will unlock.

1. Go into the selected learner's profile (as above)
2. Select '**Results**' on their profile



Home » Administration » Users » 2 Learner

2 Learner Profile LOGIN AS

Andrew Maiden 15 days 1 hour ago

Basic Info More Details Options

Username Andrew Maiden

Email address

Enrolment Type Automated Setup

Authentication m... ForSkills Password (manual)

EPAO

Edit profile Groups Activity Assessments

4 Courses + ADD COURSES

Course	Role	Last access	Assigned	Actions
FS Assessments	Student	24/10/2017	24/10/2017	RESULTS
FS English Assessment		--		DELETE
FS ICT Assessment		--		DELETE
FS Maths Assessment		--		DELETE
FS English Resources	Student	--	24/10/2017	OPEN COURSE
FS ICT Resources	Student	--	24/10/2017	OPEN COURSE
FS Maths Resources	Student	24/10/2017	24/10/2017	OPEN COURSE

Comparing Diagnostics

Select the 'Compare' check box (the window will only pop up if both diagnostics are present) of the Diagnostics.

FS Maths Assessment + ADD ATTEMPT ▼

Type ↓	Progress	Date(s)	Result(s)	Action(s)	Compare
Actual Assessment	Started Diagnostic	06/10/2017	SCREENING INITIAL ASSESSMENT DIAGNOSTIC	DELETE ATTEMPT ▼	<input checked="" type="checkbox"/>
Actual Assessment	Started Diagnostic	30/08/2019	DIAGNOSTIC	DELETE ATTEMPT ▼	<input checked="" type="checkbox"/>
Actual Assessment	Completed IA	06/01/2020		SET LEVELS ▼	<input type="checkbox"/>
Distance Travelled	Started Diagnostic	17/10/2018	DIAGNOSTIC	DELETE ATTEMPT ▼	<input type="checkbox"/>

This user is not currently able to take Distance Travelled Assessments.
 This will be automatically enabled for the user once they have completed the majority of their required skills plan.
 Alternatively select the unlock button to allow the user to start a Distance Travelled Assessment.

Distance Travelled Assessments

[UNLOCK](#)

The comparison pop up window will then open to display the comparison data between the two Diagnostics you can also print a copy of the report by selecting the **PRINT** button.

Welcome, Atif Aziz
SITE ADMIN

[PRINT](#)

Learner 1

Name: Mike, Auston

Email: _____

Learner Ref: _____

Date Completed	22/02/2018	Date Completed	14/05/2018
Time Taken	28m 4s	Time Taken	5m 45s
Status	Completed	Status	Completed

Criteria	Topic	Results	Criteria	Topic	Results
Using ICT - Level 2					
ICT/L2.1a	IT Basics	Good Skills (100%)	ICT/L2.1a	IT Basics	Good Skills (100%)
ICT/L2.2a	IT Basics	Good Skills (100%)	ICT/L2.2a	IT Basics	Good Skills (100%)
ICT/L2.2b	IT Basics	Review (50%)	ICT/L2.2b	IT Basics	Review (50%)
ICT/L2.2c	IT Basics	Review (50%)	ICT/L2.2c	IT Basics	Review (50%)
ICT/L2.2d	IT Basics	Good Skills (100%)	ICT/L2.2d	IT Basics	Good Skills (100%)
ICT/L2.3a	File Management	Good Skills (100%)	ICT/L2.2e	IT Basics	Good Skills (100%)
		83% (6 / 6)	ICT/L2.3a	File Management	Good Skills (100%)
Internet - Level 1					
ICT/L1.5a	Internet	Good Skills (100%)	Internet - Level 1		

+ ADD ATTEMPT ▼

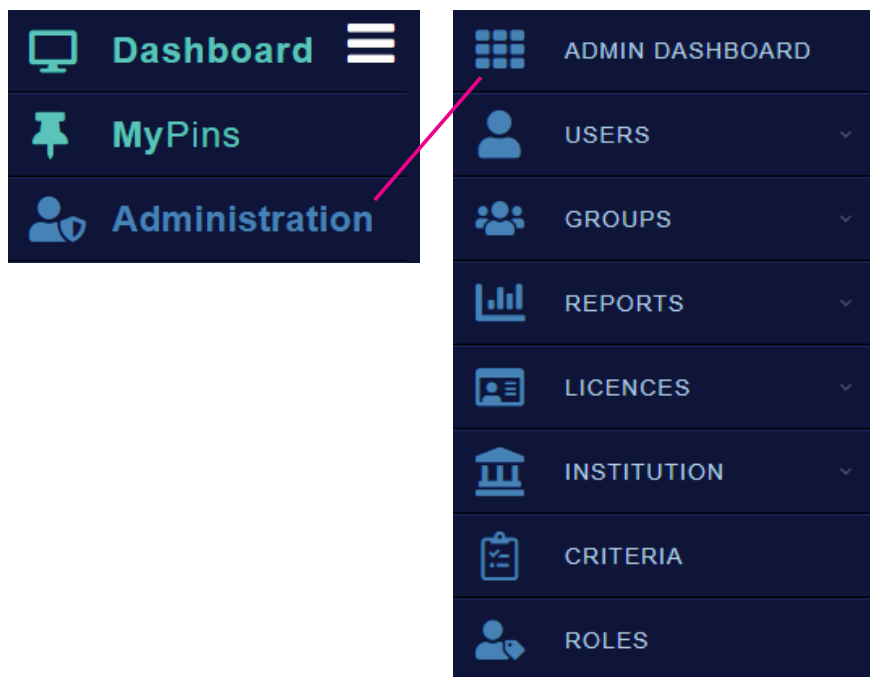
Action(s)	Compare
DELETE ATTEMPT ▼	<input checked="" type="checkbox"/>
DELETE ATTEMPT ▼	<input checked="" type="checkbox"/>
SET LEVELS ▼	<input type="checkbox"/>
DELETE ATTEMPT ▼	<input type="checkbox"/>

Distance Travelled Assessments

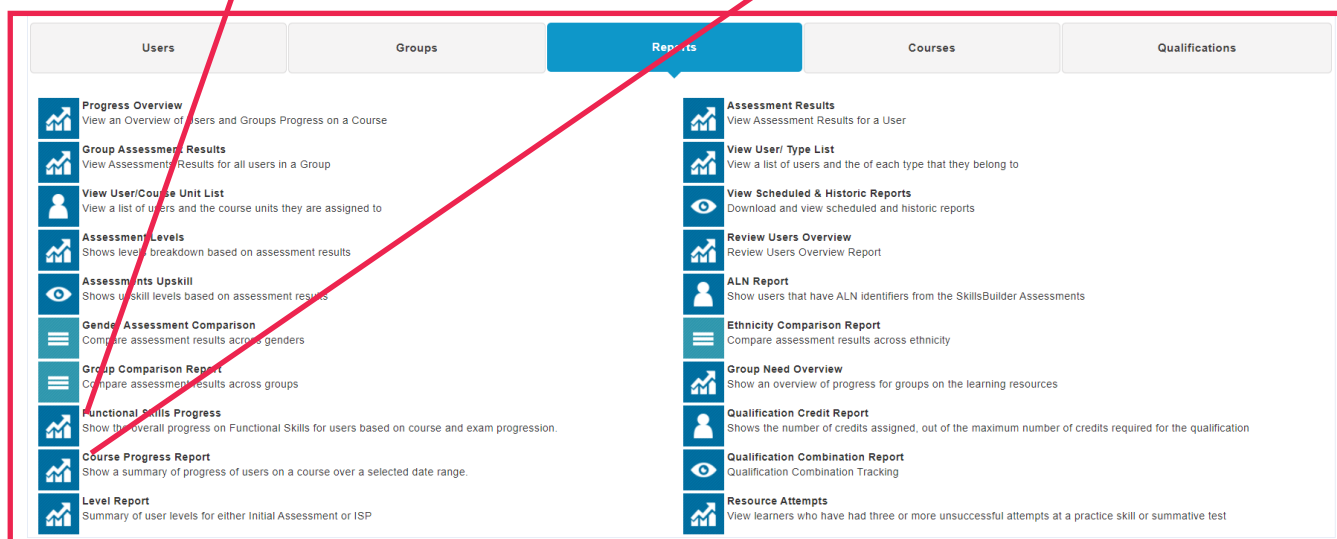
[UNLOCK](#)

Tutor Reports

From tutors account select the **'Administration'** option from the Side menu. Select **ADMIN DASHBOARD**



1. Select the **'Reports'** option
2. Select the required report either **'Course Progress Report'** or **'Functional Skills Progress'**



Set the parameters for the selected report to be ran across using the **drop down menus** provided.

Filters

Course: Reform English Resources (FS) | Group: Select a Group | Start Date: 02/04/2017 | End Date: 02/04/2020

UPDATE

Results

Name	Total Learning Progress	Progress Over Period	Course Logs	Practice Assessments	Summative Assessments	Actions
- Vijay Rattan			0	0	0	VIEW ISP
Abanum, Benjamin			0	0	0	VIEW ISP
Abbas, Aamir			0	0	0	VIEW ISP
Abbas, Philip			2	0	0	VIEW ISP
Abbots, Helen	<div style="width: 83%;"><div style="width: 83%;"></div></div> 83%		0	0	0	VIEW ISP
Abdi, Mubarak			0	0	0	VIEW ISP
ABDUL, HASSAN			0	0	0	VIEW ISP

After that, when ready, select the **'CSV Report' button** to generate a CSV copy of the report to be emailed to you.
(Ensure you have an email linked on your account)

Filters

Course: Reform English Resources (FS) | Group: Select a Group | Start Date: 02/04/2017 | End Date: 02/04/2020

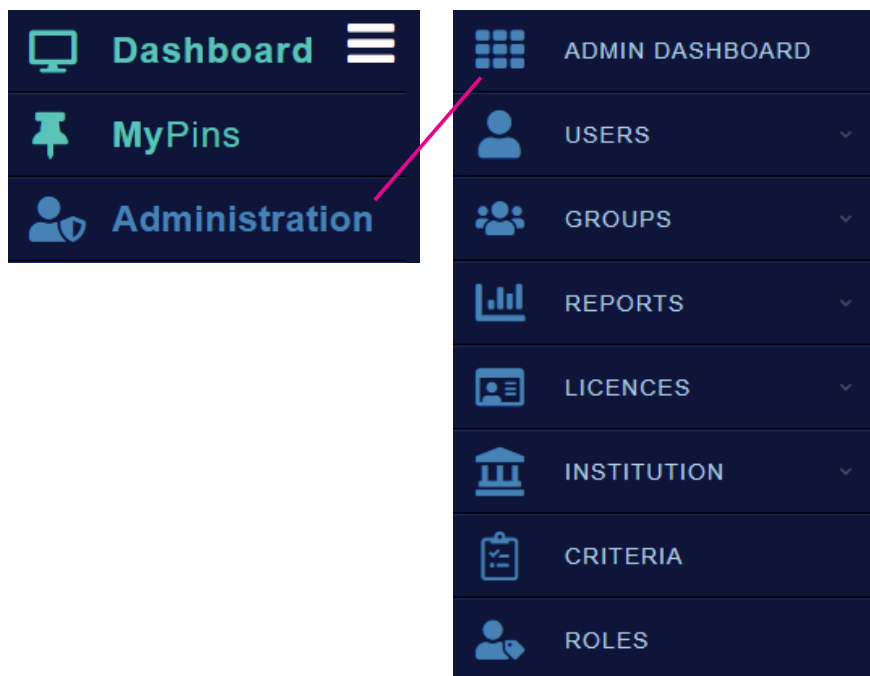
UPDATE

Results

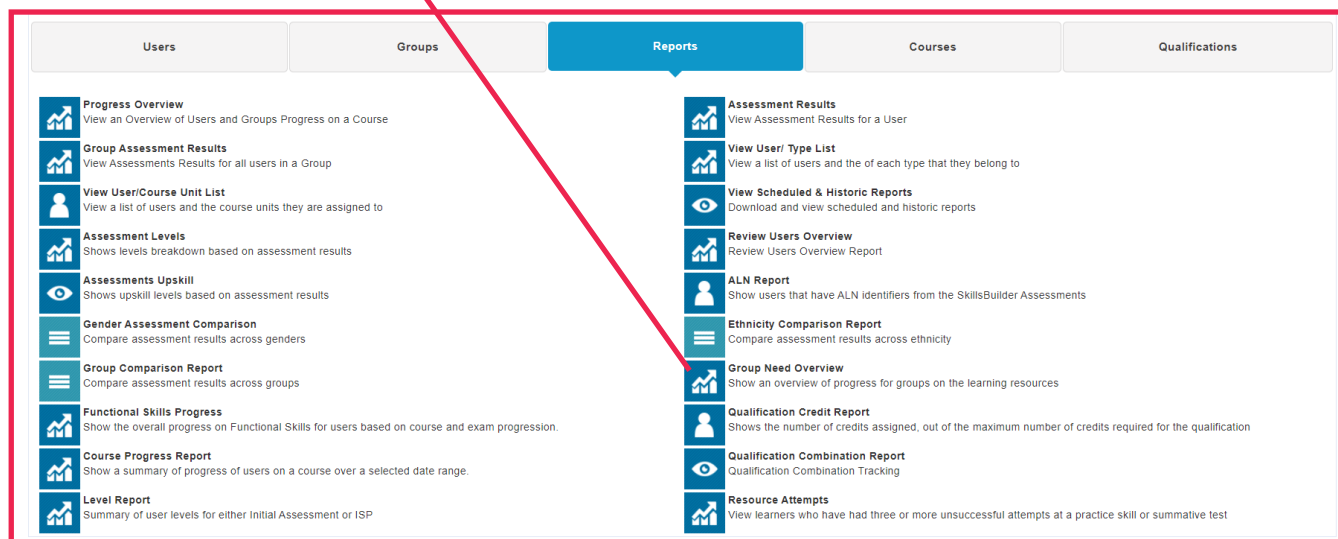
Name	Total Learning Progress	Progress Over Period	Course Logs	Practice Assessments	Summative Assessments	Actions
- Vijay Rattan			0	0	0	VIEW ISP
Abanum, Benjamin			0	0	0	VIEW ISP
Abbas, Aamir			0	0	0	VIEW ISP
Abbas, Philip			2	0	0	VIEW ISP
Abbots, Helen	<div style="width: 83%;"><div style="width: 83%;"></div></div> 83%		0	0	0	VIEW ISP
Abdi, Mubarak			0	0	0	VIEW ISP
ABDUL, HASSAN			0	0	0	VIEW ISP

Group Needs Overview

From tutors account select the **'Administration'** option from the Side menu. Select **ADMIN DASHBOARD**



1. Select the **'Reports'** option
2. Select the **'Group Need Overview'** option



Select the course using the **'Course'** drop down menu and select the **'UPDATE'** button

Group Need Overview

Filters

Course: FS English Resources Parent: Top Level

UPDATE

Results

Group	Students	Group Need	Course Completion	Progress	Actions
Alan Tutor	10	100%	43%	21%	GROUP NEED
Becky Tutor	11	100%	45%	25%	GROUP NEED
English Group	4	100%	27%	9%	GROUP NEED
Maths	4	100%	27%	9%	GROUP NEED
Mr Diggs	4	100%	48%	28%	GROUP NEED
Mr Ted	6	100%	39%	19%	GROUP NEED
Mr Tutor	1	100%	55%	28%	GROUP NEED

Select on the **'Group Need'** button when it appears next to your Group

Group Need Overview

Filters

Course: FS English Resources Parent: Top Level

UPDATE

Results

Group	Students	Group Need	Course Completion	Progress	Actions
Alan Tutor	10	100%	43%	21%	GROUP NEED
Becky Tutor	11	100%	45%	25%	GROUP NEED
English Group	4	100%	27%	9%	GROUP NEED
Maths	4	100%	27%	9%	GROUP NEED
Mr Diggs	4	100%	48%	28%	GROUP NEED
Mr Ted	6	100%	39%	19%	GROUP NEED
Mr Tutor	1	100%	55%	28%	GROUP NEED

Select the **'CSV Report'** to have a copy of the report sent to you via email.

Group Need CSV REPORT

Filters

Course: FS English Resources Group: Becky Tutor

UPDATE

Results

Topic	Level	Students Needing Topic	Group Need	Topic Completion	Progress	Actions
Comprehension	Entry Level 1	1	7%	<div style="width: 33%;"><div style="width: 33%;"></div></div> 33%	33%	GROUP
Purposes of Texts	Entry Level 1	1	7%	<div style="width: 0%;"><div style="width: 0%;"></div></div> 0%		GROUP
Composition	Entry Level 1	1	7%	<div style="width: 25%;"><div style="width: 25%;"></div></div> 25%	25%	GROUP
Punctuation	Entry Level 1	1	7%	<div style="width: 67%;"><div style="width: 67%;"></div></div> 67%		GROUP
Grammar	Entry Level 1	1	7%	<div style="width: 40%;"><div style="width: 40%;"></div></div> 40%		GROUP
Spelling	Entry Level 1	1	7%	<div style="width: 33%;"><div style="width: 33%;"></div></div> 33%	33%	GROUP
Comprehension	Entry Level 2	2	14%	<div style="width: 25%;"><div style="width: 25%;"></div></div> 25%		GROUP
Locating Information	Entry Level 2	2	14%	<div style="width: 14%;"><div style="width: 14%;"></div></div> 14%		GROUP
Purposes of Texts	Entry Level 2	1	7%	<div style="width: 50%;"><div style="width: 50%;"></div></div> 50%		GROUP

Accessing Resources

From your tutor account select **'Skills Builder'** on the **'Side menu'**

Select from the **required subject** e.g. FS REFORM English / Maths

Select **VIEW RESOURCES** - Please note this always open the page on **Entry Level 3**.

- Dashboard
- MyPins
- Administration
- SkillsBuilder**

- ASSESSMENTS
- FS ENGLISH
- FS MATHS
- FS ICT
- ENGLISH GCSE
- MATHS GCSE
- ESOL
- FS ENGLISH REFORM**
- FS MATHS REFORM**

- RESULTS
- SKILLS PLANS
- PROGRESS OVERVIEW
- GROUP NEED
- TARGETS
- USING SKILLS WORK
- VIEW RESOURCES**

Select the **required level** using the **option tabs** at the top of the page.

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

1. E3 Number 2. E3 Fractions 3. E3 Decimals 4. E3 Measures 5. E3 Shape and Space

CONTINUE CONTINUE CONTINUE CONTINUE CONTINUE

Expand / Collapse All

1. E3 Number		Action
	Read, Write and Compare Numbers	OPEN ITEM
	Practice Skills - Place value N/E3.1	OPEN ITEM
	Summative Test - Compare Numbers N/E3.1	OPEN ITEM
	Addition & subtraction N/E3.2	OPEN ITEM
	Practice Skills - Addition & subtraction	OPEN ITEM
	Adding with carrying	OPEN ITEM
	Practice Skills - Addition with carrying	OPEN ITEM

Select on the required resource - This will load all the resources for every topic at the chosen level.

Select either the **arrows** or the **dots** to control the resources and select them accordingly.

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

1. E3 Number 2. E3 Fractions 3. E3 Decimals 4. E3 Measures 5. E3 Shape and Space

CONTINUE CONTINUE CONTINUE CONTINUE CONTINUE

Expand / Collapse All

1. E3 Number		Action
	Read, Write and Compare Numbers	OPEN ITEM
	Practice Skills - Place value N/E3.1	OPEN ITEM
	Summative Test - Compare Numbers N/E3.1	OPEN ITEM
	Addition & subtraction N/E3.2	OPEN ITEM
	Practice Skills - Addition & subtraction	OPEN ITEM
	Adding with carrying	OPEN ITEM
	Practice Skills - Addition with carrying	OPEN ITEM

Marking Guides

Marking Guides for Preparation Assessment Writing can also be found here

The screenshot shows a navigation bar with tabs for 'Entry Level 1', 'Entry Level 2', 'Entry Level 3' (selected), 'Level 1', 'Level 2', and 'Generic'. Below the navigation bar are five cards: 'E3 Grammar', 'E3 Spelling', 'E3 Writing Practice', 'E3 Teaching phonics', and 'E3 Marking Guidelines for Writing'. The 'E3 Writing Practice' card is active, showing a table of resources.

Expand / Collapse All		Action
1. E3 Comprehension		
	Finding the meaning of words	OPEN ITEM
	Practice Skills - Meaning of words	OPEN ITEM
	Summative Test - Meaning of words R/E3.4	OPEN ITEM
	Reading for information	OPEN ITEM
	Practice Skills - Main points	OPEN ITEM
	Summative Test - Main points of texts R/E3.2	OPEN ITEM

Resource Page Icons



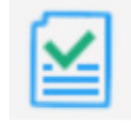
Red Arrow icons - Videos



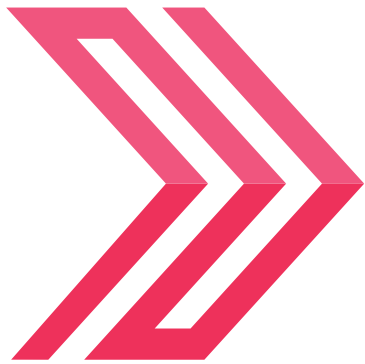
Blue Document icons - PDFs, Word Documents Web links



Purple Question icons - Practice Skills



Green Check icons - Summative Assessments that mark off on ISP



Skills Builder



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