

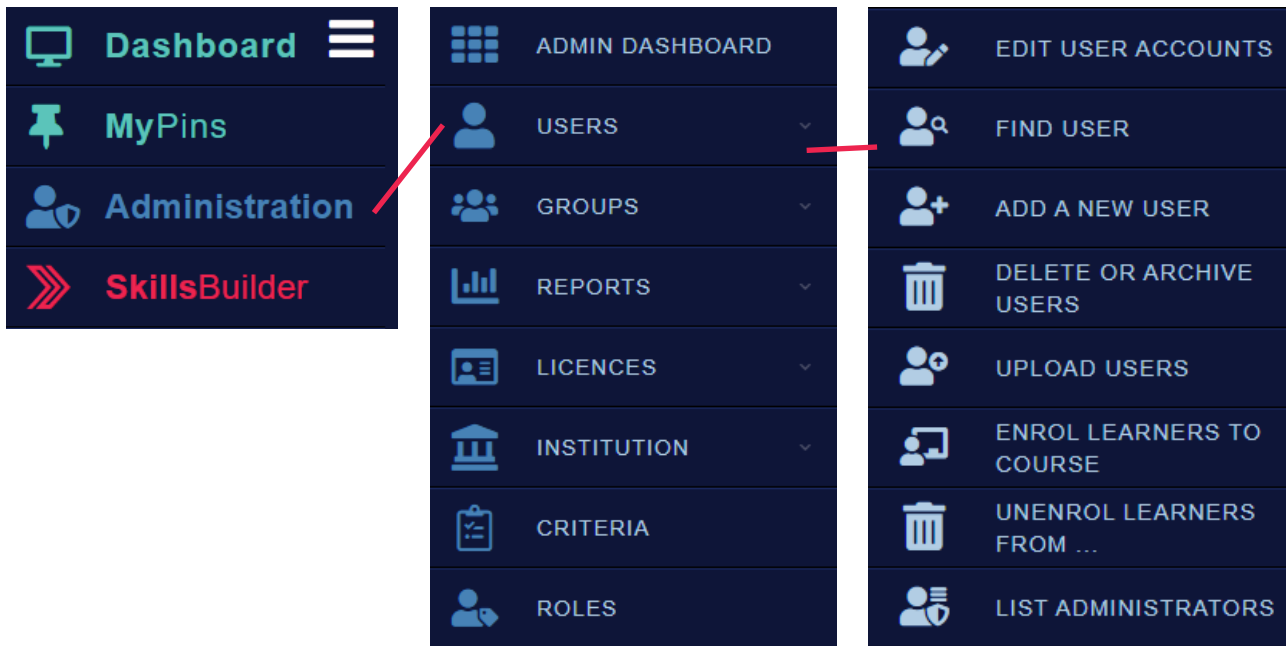
Skills Builder

Admin

**Adding Paper-based
Results**

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

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 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 dropdown menu:

- PRINT RESULTS
- UPLOAD PAPER**
- SHOW DELETED

Warning: 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 button

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**

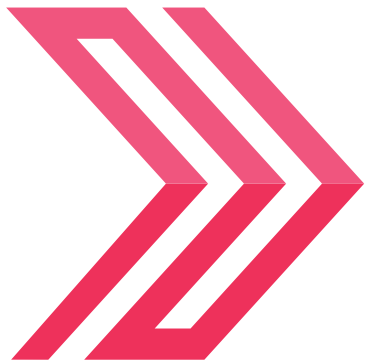
Time Taken: **45** minutes

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



Skills Builder



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