

# Skills Builder

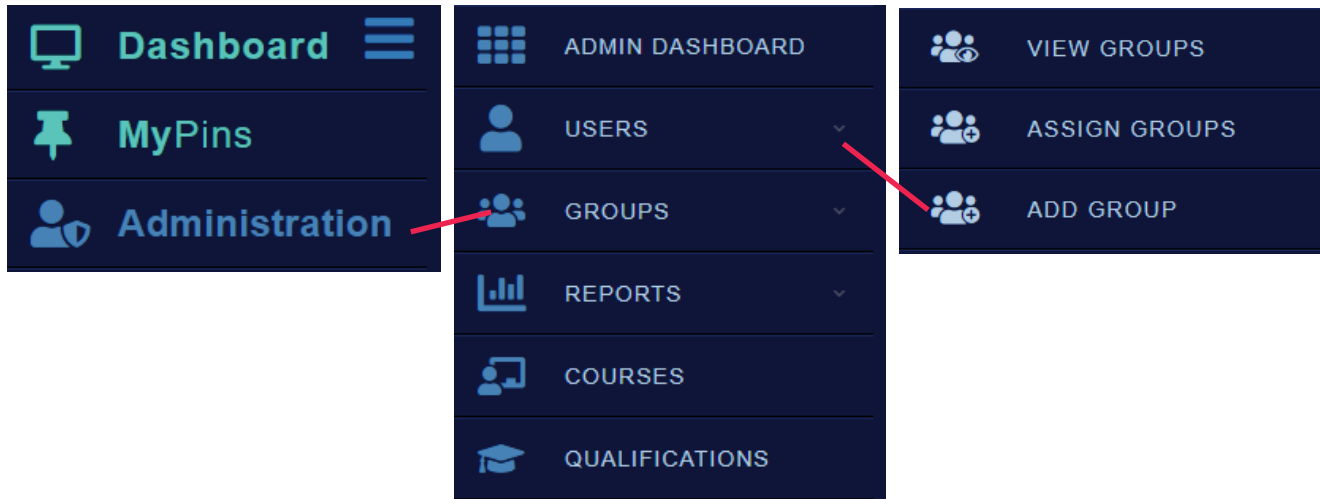
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## **Admin**

### **Create a Group & Adding Users**

# Create a Group

From home page select the **Administration** tab in the tool bar located on the left hand side of the page > Proceed to select **group's** icon > Select **Add group**.



Proceed to give the group a **title** and select **Update** to finalise the creation.

A screenshot of the 'Add Group' form. The form is titled 'Add Group' and has a 'Show All' button on the left and a 'Group Details' dropdown on the right. The form is divided into several sections. The first section is 'Group Details' and contains the following fields: 'Title' (with a red box around it and a red arrow pointing to it), 'Reference', 'Date Started', 'Date Finished', 'Parent', 'Group Type', 'Add Child Users', and 'Auto Assign Group Courses'. The 'Title' field has a red asterisk and a tooltip that says 'This is the title of the group.' The 'Add Child Users' checkbox is checked, and the 'Auto Assign Group Courses' checkbox is unchecked.

# Adding Learners

Select **Add Users**

Testing

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

<b>Group Title</b>	Testing
<b>Group Type</b>	Default

ⓘ

Sub Groups

+

ADD SUB GROUP

📄

Group Courses

+

ADD COURSES

ⓘ

Group Users

+

ADD USERS

Select the **Learner/s** you would like for this group. Select **Forward**

🗪

SELECTED 3 / 19 (MAX 1000)

SHOWING 1-19 / 19

SELECT ALL

STAGE 1 / 2

👤

FIRST NAME

Begin typing to filter...

<div style="font-size: 24px; color: #007bff;">➤</div> <div style="font-size: 10px;">Admin, Amber</div>	<div style="font-size: 24px; color: #007bff;">➤</div> <div style="font-size: 10px;">Assessor, Trainee</div>	<div style="font-size: 24px; color: #ccc;">➤</div> <div style="font-size: 10px;">Foley, Callum</div>	<div style="font-size: 24px; color: #007bff;">➤</div> <div style="font-size: 10px;">IQA, Trainee</div>	<div style="font-size: 24px; color: #ccc;">➤</div> <div style="font-size: 10px;">Learner, Abi</div>	<div style="font-size: 24px; color: #ccc;">➤</div> <div style="font-size: 10px;">Learner, Demo</div>	<div style="font-size: 24px; color: #ccc;">➤</div> <div style="font-size: 10px;">Learner, Fiona</div>	<div style="font-size: 24px; color: #ccc;">➤</div> <div style="font-size: 10px;">Learner, Francis</div>	<div style="font-size: 24px; color: #ccc;">➤</div> <div style="font-size: 10px;">Learner, Georgia</div>
⋮	⋮	⋮	⋮	⋮	⋮	⋮	⋮	⋮
<div style="font-size: 24px; color: #ccc;">➤</div> <div style="font-size: 10px;">Learner, Harriet</div>	<div style="font-size: 24px; color: #ccc;">➤</div> <div style="font-size: 10px;">Learner, Joanne</div>	<div style="font-size: 24px; color: #ccc;">➤</div> <div style="font-size: 10px;">Learner, Kiki</div>	<div style="font-size: 24px; color: #ccc;">➤</div> <div style="font-size: 10px;">Learner, Richard</div>	<div style="font-size: 24px; color: #ccc;">➤</div> <div style="font-size: 10px;">Learner, Test</div>	<div style="font-size: 24px; color: #ccc;">➤</div> <div style="font-size: 10px;">Manager, Mandy</div>	<div style="font-size: 24px; color: #ccc;">➤</div> <div style="font-size: 10px;">SF051020, SF0510...</div>	<div style="font-size: 24px; color: #ccc;">➤</div> <div style="font-size: 10px;">sf210920, sf210920</div>	<div style="font-size: 24px; color: #ccc;">➤</div> <div style="font-size: 10px;">Tutor, Tina</div>
⋮	⋮	⋮	⋮	⋮	⋮	⋮	⋮	⋮
<div style="font-size: 24px; color: #007bff;">➤</div> <div style="font-size: 10px;">Verifier, EQA</div>								

⏪

BACK

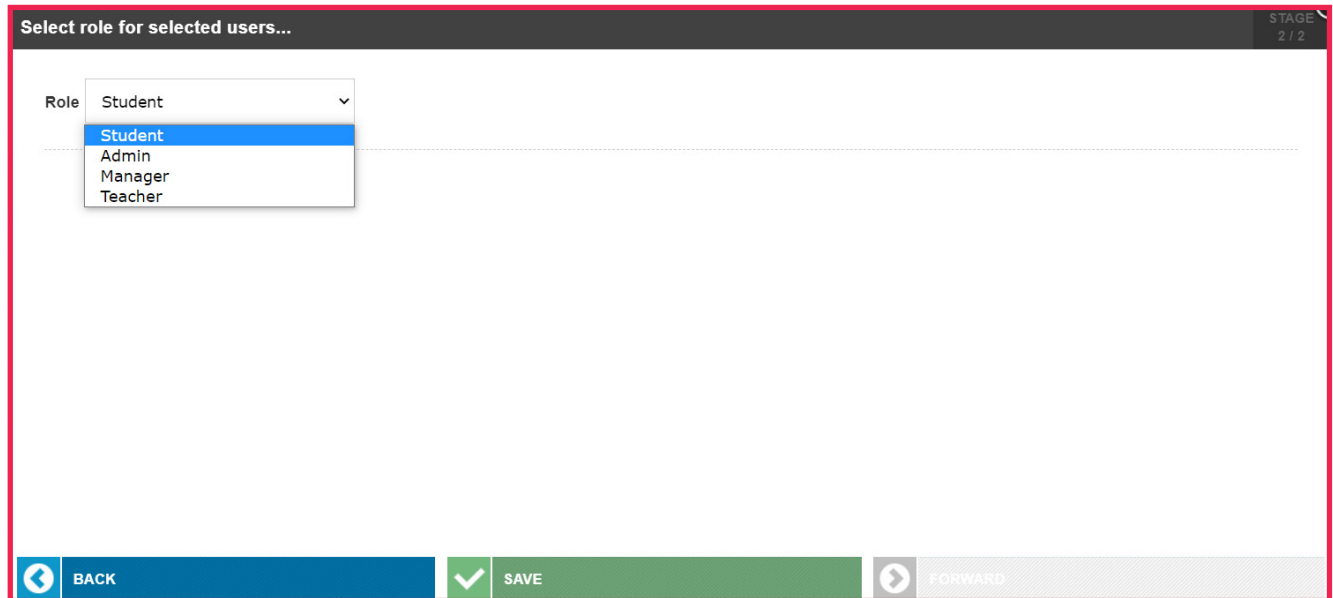
✓

SAVE

➤

FORWARD

Select the **Student role** from the dropdown.



The screenshot shows a web interface titled "Select role for selected users...". In the top right corner, it says "STAGE 2 / 2". On the left, there is a label "Role" next to a dropdown menu. The dropdown menu is open, showing four options: "Student" (highlighted in blue), "Admin", "Manager", and "Teacher". At the bottom of the interface, there are three buttons: "BACK" (with a left arrow icon), "SAVE" (with a checkmark icon), and "FORWARD" (with a right arrow icon).

Select **Save** in order to assign an learners to the group.

# Adding Tutors

Select **Add Users**

**Testing**

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	Testing
Group Type	Default

Sub Groups
+ ADD SUB GROUP

Group Courses
+ ADD COURSES

Group Users
+ ADD USERS

Select the **Tutor/s** you would like for this group. Select **Forward**

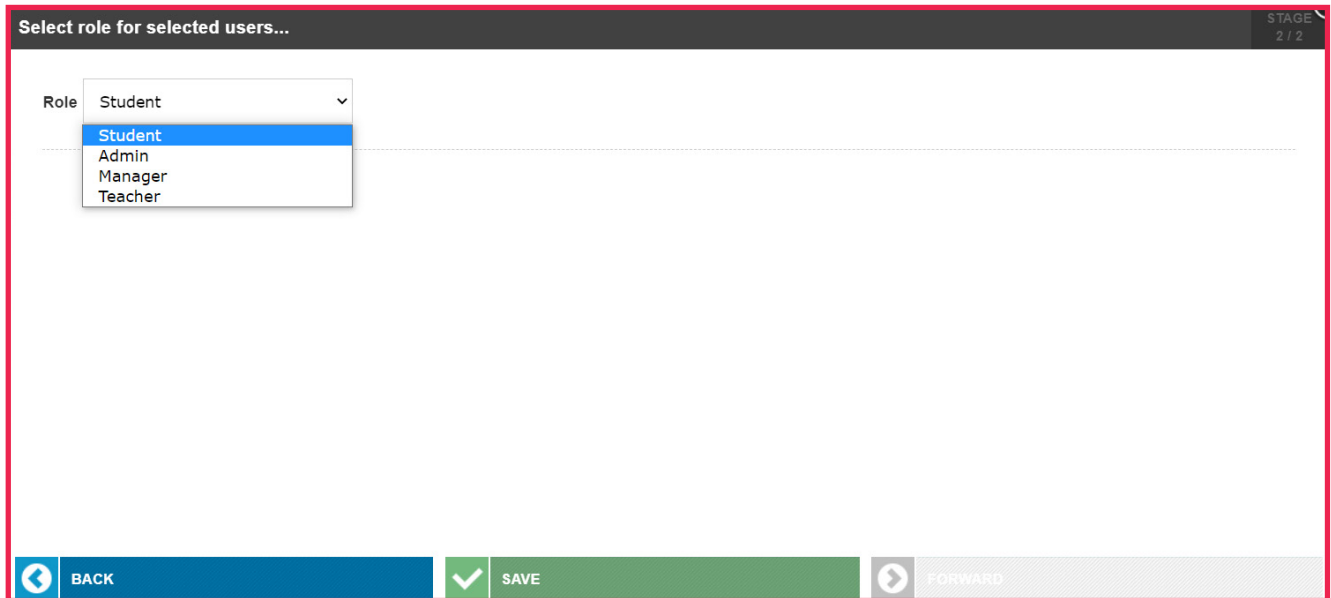
SELECTED 3 / 19 (MAX 1000)
SHOWING 1-19 / 19
SELECT ALL
STAGE 1 / 2

FIRST NAME

Admin, Amber	Assessor, Trainee	Foley, Callum	IQA, Trainee	Learner, Abi	Learner, Demo	Learner, Fiona	Learner, Francis	Learner, Georgia	
⋮	⋮	⋮	⋮	⋮	⋮	⋮	⋮	⋮	⋮
Learner, Harriet	Learner, Joanne	Learner, Kiki	Learner, Richard	Learner, Test	Manager, Mandy	SF051020, SF0510...	sf210920, sf210920	Tutor, Tina	
⋮	⋮	⋮	⋮	⋮	⋮	⋮	⋮	⋮	⋮
Verifier, EQA									

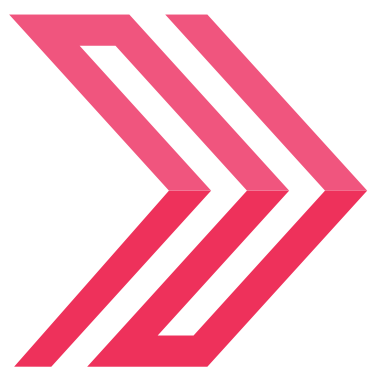
BACK
SAVE
FORWARD

Select the **Teacher role** from the dropdown.



The screenshot shows a web interface titled "Select role for selected users...". In the top right corner, it says "STAGE 2 / 2". On the left, there is a label "Role" next to a dropdown menu. The dropdown menu is open, showing four options: "Student", "Admin", "Manager", and "Teacher". The "Student" option is currently selected and highlighted in blue. At the bottom of the interface, there are three buttons: "BACK" (with a left arrow icon), "SAVE" (with a checkmark icon), and "FORWARD" (with a right arrow icon).

Select **Save** in order to assign an teachers to the group.



# Skills Builder



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