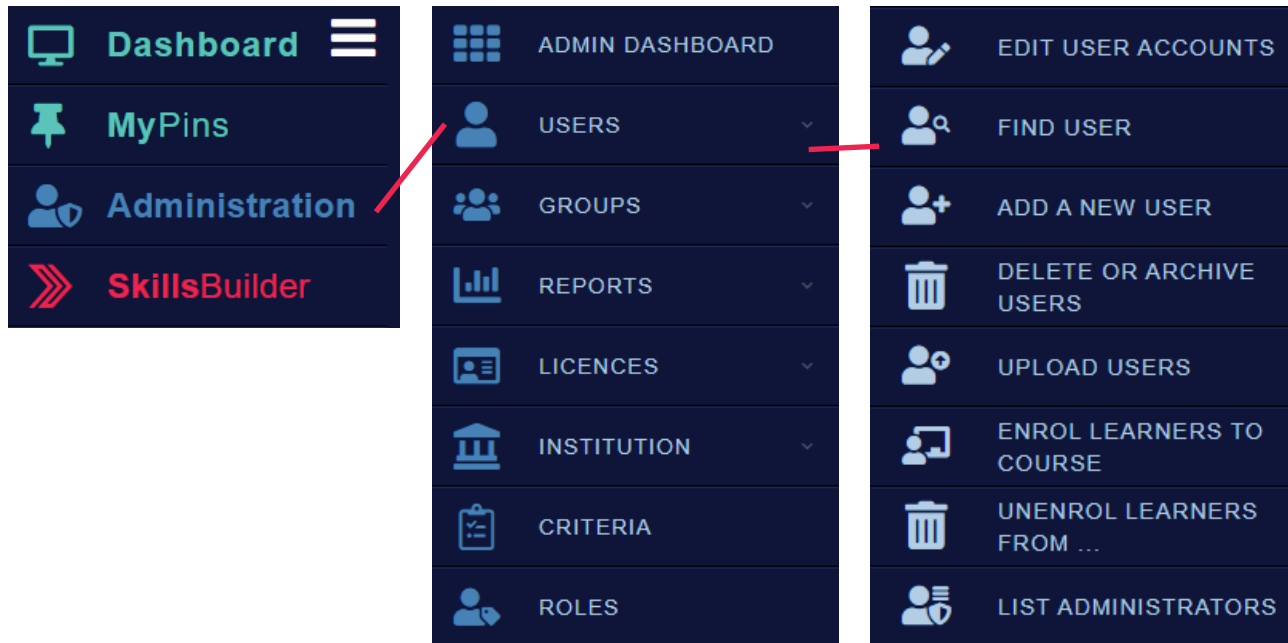


Skills Builder

Admin
Distance Travelled

Distance Travelled

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

Results

| | 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 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

| 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 |

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.

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

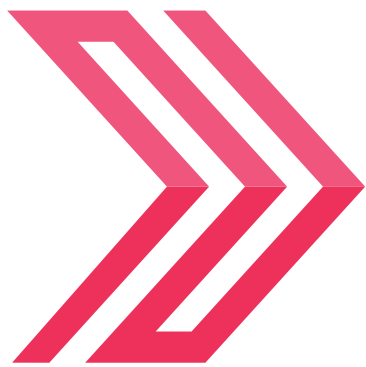
Email:

Learner Ref:

| Date Completed | Time Taken | Status | Date Completed | Time Taken | Status |
|----------------|------------|-----------|----------------|------------|-----------|
| 22/02/2018 | 28m 4s | Completed | 14/05/2018 | 5m 45s | 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% (5 / 6) | ICT/L2.3a | File Management | Good Skills (100%) |
| Internet - Level 1 | | | | | |
| ICT/L1.5a | Internet | Good Skills (100%) | Internet - Level 1 | | 86% (6 / 7) |

Distance Travelled Assessments [UNLOCK](#)



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