

Skills Builder

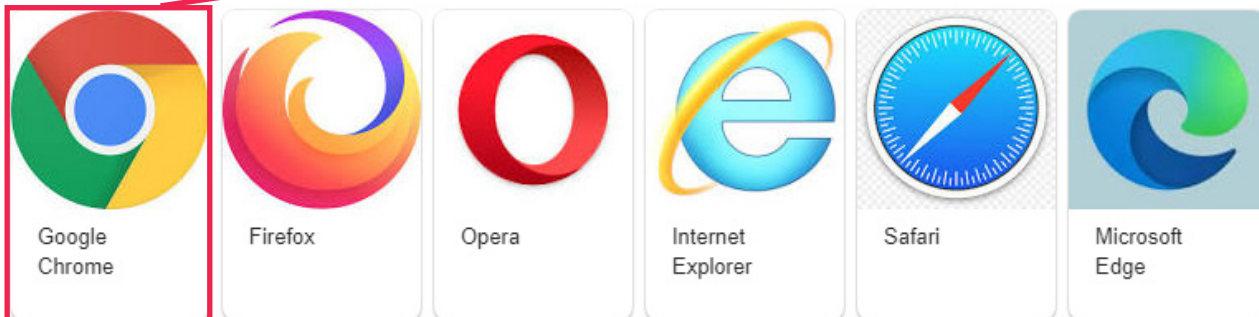
Learner **Quick Start Guide**

Contents

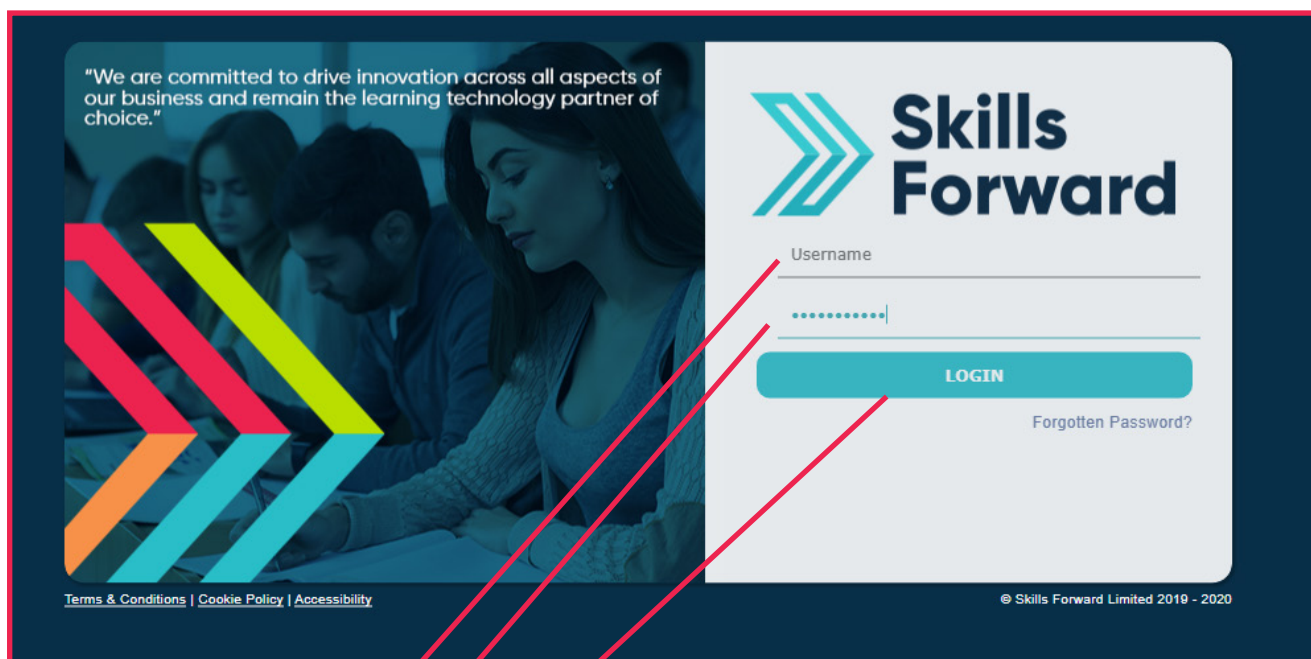
Logging into Skills Forward	Page 3
Password Change	Page 4
An Introduction to your Dashboard	Page 5
Beginning your Assessment	Page 6
Customise your Assessment view	Page 7
Continuing your Assessment series	Page 8
Viewing your Individualised Skills Plan (ISP)	Page 8
Practice with Resources	Page 9 + 10
Differences with English Marking	Page 11
Customise your side menu colours	Page 12
Accessibility Options	Page 12

Logging into Skills Forward

1. Open your Web Browser (Preferably Chrome)



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



3. Enter your User name

4. Enter your Password

5. Select the Login button.

If this is the **first time** accessing your account, or you have recently had your account details **updated**.

You will be asked to change the **temporary password** on your account, to something of your own preference.

Change password

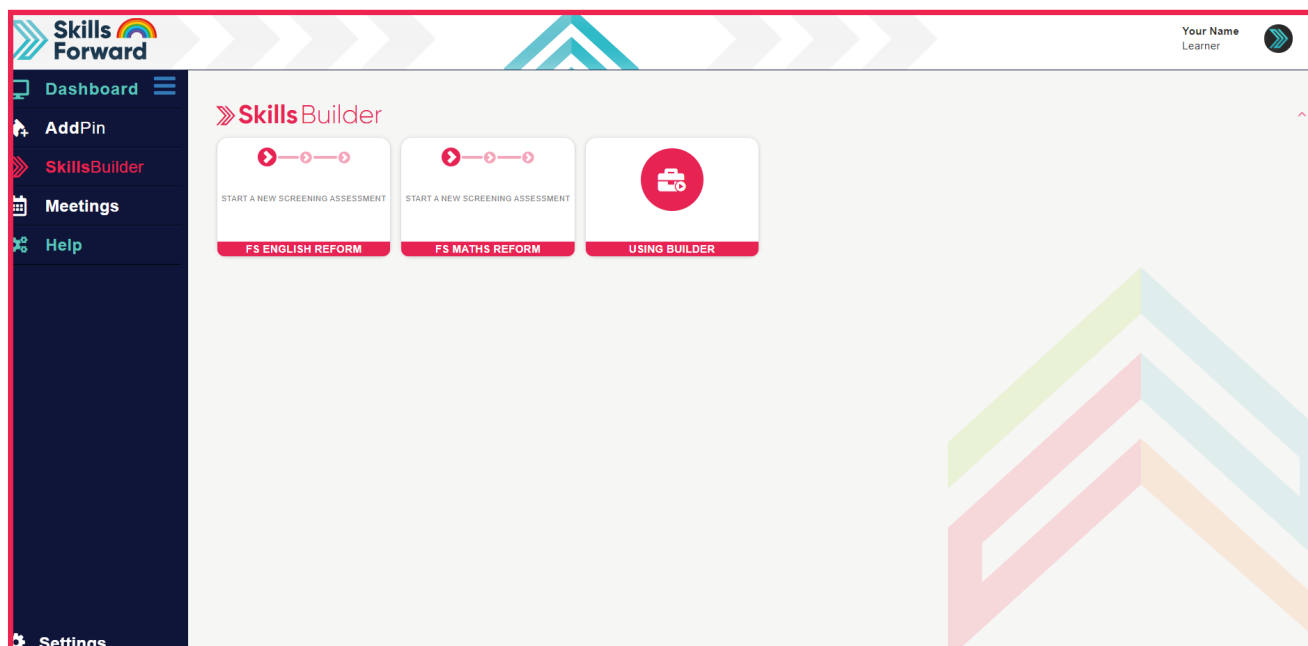
Username	inst5941_gemma
Password	<input type="password"/> * — Enter temporary password
New password	<input type="password"/> *
New password again	<input type="password"/> * — Enter new password in both fields.

SAVE

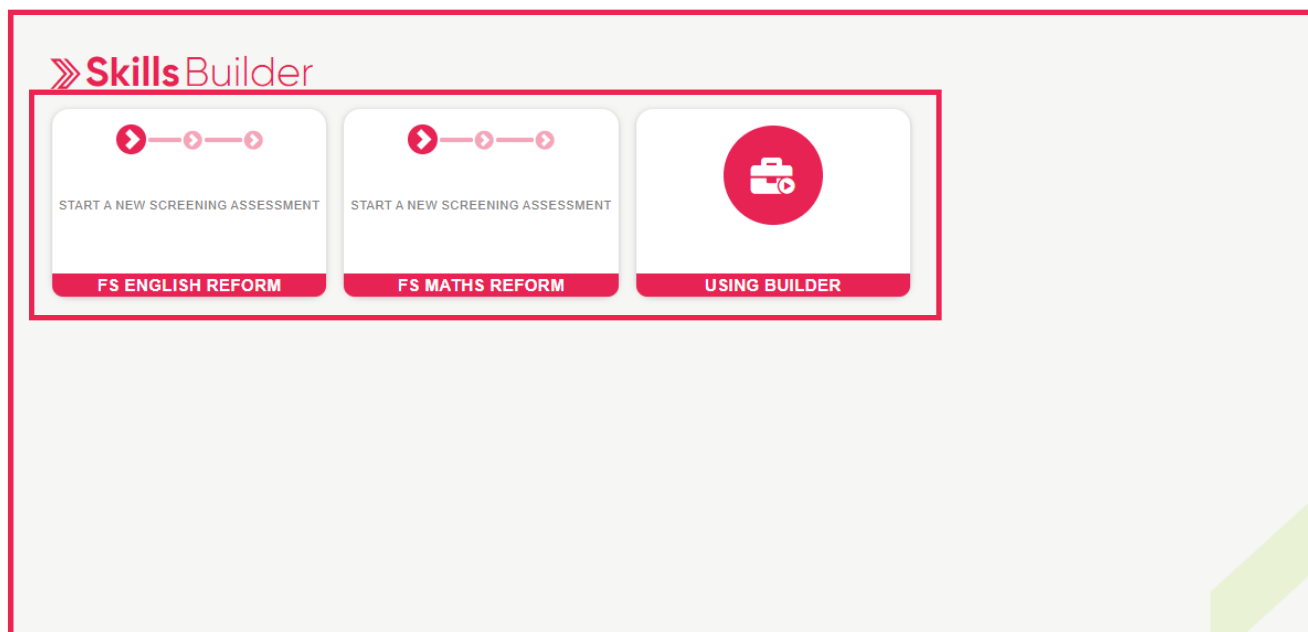
Once you press **Save**, your account will update and the Password is now set to your preference.

An Introduction to your Dashboard

Having logged onto the platform you will arrive at the Dashboard which is your home page.



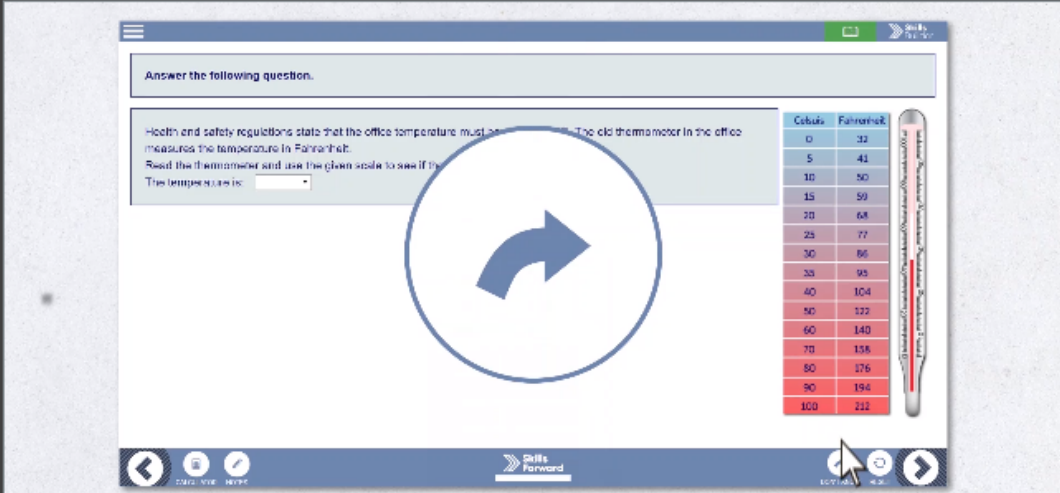
From these tiles you will be able to start your assessment, begin by selecting an assessment.



Beginning your Assessment

The intro video will play to guide you through the features of the assessment including colour themes and text size.

[Click here to skip video and continue](#)



Answer the following question.

Health and safety regulations state that the office temperature must be between 18°C and 24°C. The old thermometer in the office measures the temperature in Fahrenheit. Read the thermometer and use the given scale to see if the temperature is within the required range. The temperature is .

Celsius	Fahrenheit
0	32
5	41
10	50
15	59
20	68
25	77
30	86
35	95
40	104
50	122
60	140
70	158
80	176
90	194
100	212

Skills Forward

Try to answer every question, but if you really don't know the answer, it's okay to select the "don't know" button.

After the video you will then be asked some initial questions.

Please answer the questions below to continue.

Is English your first language?

Do you ever have problems understanding spoken English?

Do you ever have problems understanding written English?

When within your assessment, you have the ability to edit the page so that it best suits your style of learning.

Review Question
Show Question Question ID: 17948

Match the words to the pictures by dragging the arrow to them.

pen

pin

bell

bill

pen

pin

pushpin

bell

SkillsForward

SHOW ANSWER

DONT KNOW RESET PLAY AUDIO

Clicking on the **3 lines** that are in the **top left corner** of your question page will open up your **accessibility options** for you.

You can select:

- **Auto Play Audio** throughout
- **Change text size**
- Themes to support **dyslexia** and colour **blindness**
- Ability to **change all section** of question display

X

Auto Play Audio

Easy Reading

Preferred Text Size: 22px

Theme

Header/Footer

Background

Question Background

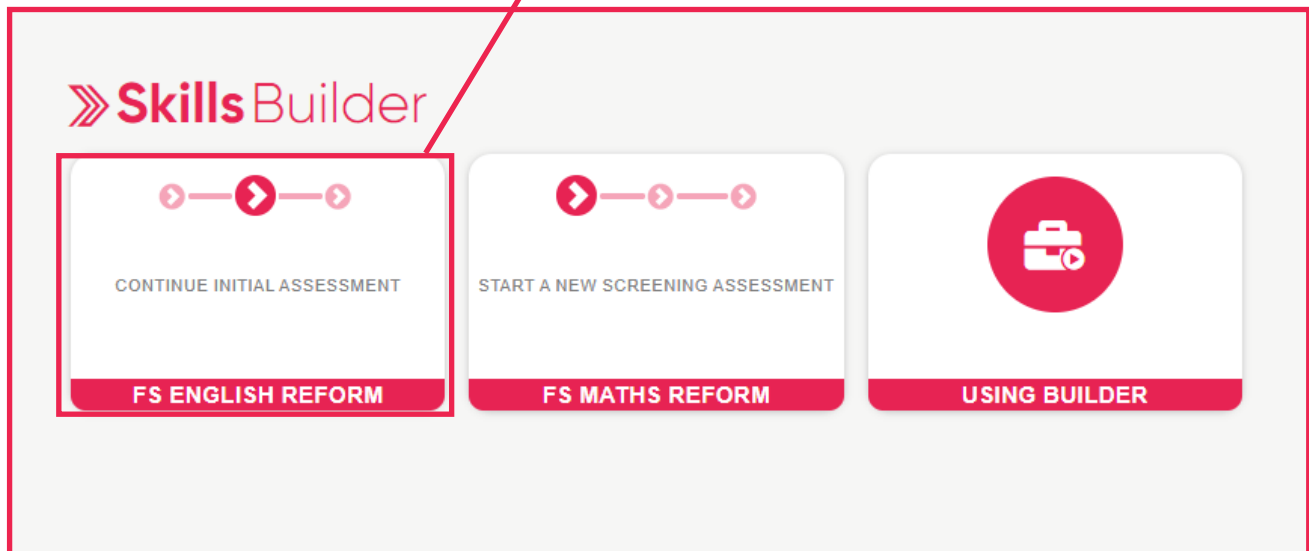
Question Text

Answer Background

Answer Text

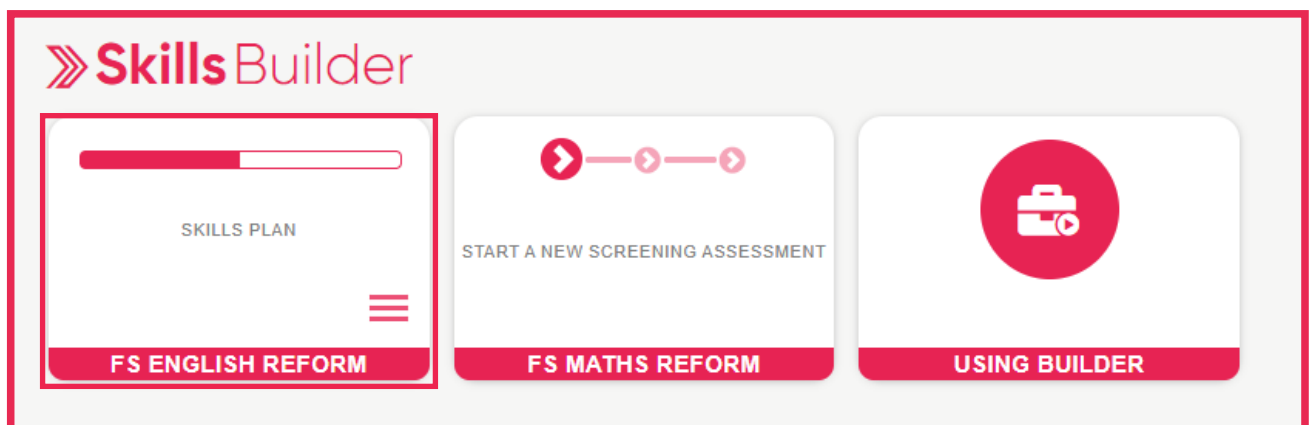
Continuing your Assessment

If you close the assessment at any point, your answers will be saved. You can **select the assessment again** to continue where you left off.



Viewing your Individualised Skills Plan (ISP)

After completing your diagnostic assessment, select to view your **Individualised skills plan (ISP)**.



Practice with Resources

Select **Continue** to locate the resources for topics where you require further practice.

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.

Revision available for completed topics. Select to view.

Topics	Initial Status	Targets	Learning Progress	Progress	Actions
Comprehension (Entry Level 1)	P		100%		
Punctuation (Entry Level 1)	P		100%		
Comprehension (Entry Level 2)	P		100%		
Composition (Entry Level 2)	P		100%		
Grammar (Entry Level 2)	R		5%		CONTINUE
Writing Practice (Entry Level 2)	R		0%		CONTINUE

Select the **Next** button to work through the resources. There is also a **Full screen** button.

Grammar

Adjectives

Adjectives Ws/E2.1

She drives a large green car. ✓

< PREV NEXT > FULLSCREEN

There are **three types of resources** to work through: information pages and videos, practice skills, and summative tests.

The screenshot shows the Grammar interface. At the top, there are navigation tabs: Grammar, Adjectives, Criteria, and Learning. A dropdown menu is open under 'Adjectives', listing: Adjectives, Practice Skills - Adjectives, Summative Test - Adjectives W/E2.8, Alphabetical order, Practice Skills - Alphabetical order, and Summative Test - Alphabetical order W/E2.8. The main content area displays a video player with a scene of a woman in a blue suit standing in front of a whiteboard. The whiteboard has the sentence 'She drives a large green car.' written on it, with a green checkmark. The video player has controls for 'PREV', 'NEXT', and 'FULLSCREEN'.

Score **70% or more** in the summative test to pass and sign off the topic on the ISP.

The screenshot shows the Summative Test - Adjectives W/E2.8 interface. The top navigation bar includes Grammar, Summative Test - Adjectives W/E2.8, Criteria, and Learning. The main content area contains a text box with the following text: 'In the text below, the word 'nice' has been used too often. Change nice to a more interesting word by selecting it each time it has been used and typing in one of these words: tasty, enjoyable, helpful, shiny, sunny'. Below this is a 'Change Word' section with a text box containing: 'We went to London on Saturday. We had a very nice time. The weather was nice and we went in my friend's nice new car. When we got there, we went for a nice meal in a bar by the Thames. Our waiter was very nice so my friend left him a tip.' To the right of the text is an image of St. Paul's Cathedral in London. The interface includes navigation buttons for 'PREV', 'NEXT', and 'FULLSCREEN' at the top right, and a 'SkillsForward' logo at the bottom center. There are also icons for 'DON'T KNOW', 'RESET', 'PLAY AUDIO', and a back arrow.

If you pass the summative, you will be moved onto the next topic. If you don't pass, you will be taken back to the start of the section.

You have not achieved the pass mark for this assessment.

You should now go back to review this section and then have another attempt at this assessment.

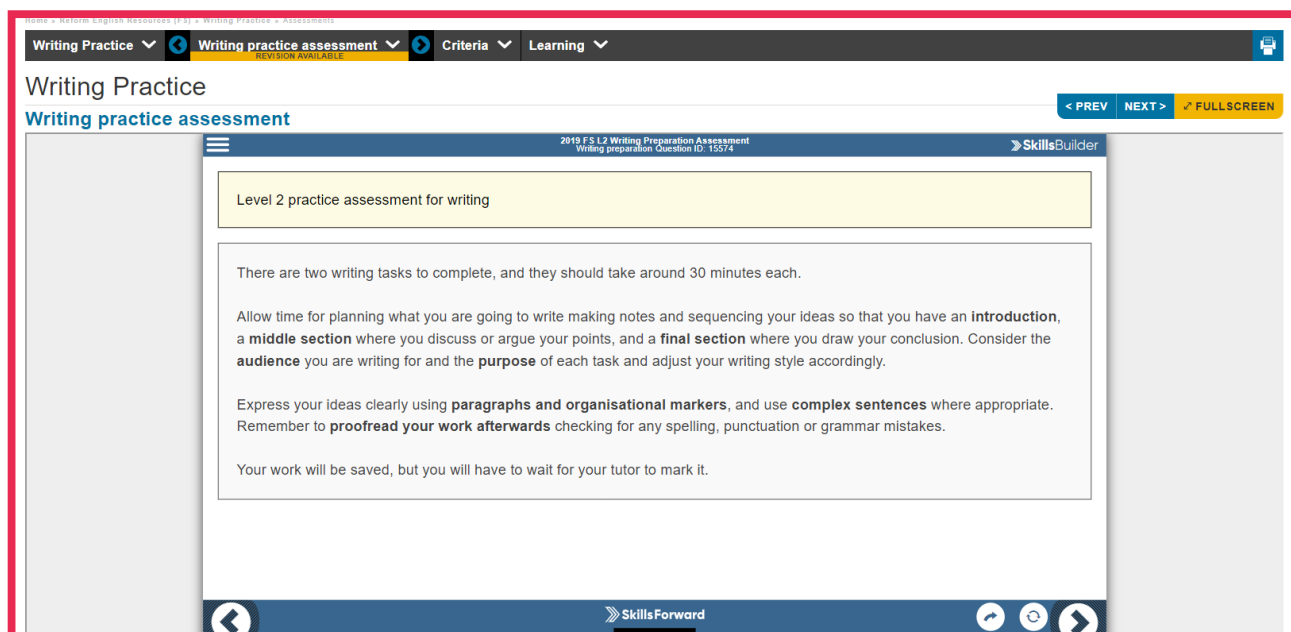
If you continue to have problems with this section then you should contact your Tutor.

or

Well done, you have passed this assessment and should now carry on to the next section.

Differences with English Marking

In English, the writing preparation assessment is tutor marked.



Writing Practice

Writing practice assessment

Level 2 practice assessment for writing

There are two writing tasks to complete, and they should take around 30 minutes each.

Allow time for planning what you are going to write making notes and sequencing your ideas so that you have an **introduction**, a **middle section** where you discuss or argue your points, and a **final section** where you draw your conclusion. Consider the **audience** you are writing for and the **purpose** of each task and adjust your writing style accordingly.

Express your ideas clearly using **paragraphs and organisational markers**, and use **complex sentences** where appropriate. Remember to **proofread your work afterwards** checking for any spelling, punctuation or grammar mistakes.

Your work will be saved, but you will have to wait for your tutor to mark it.

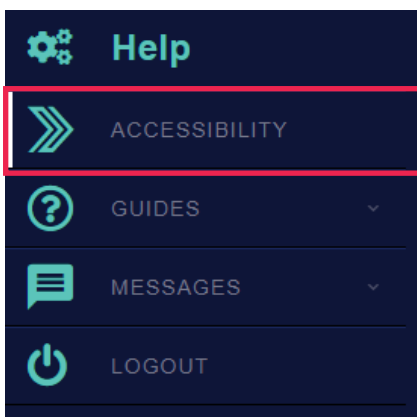
Customise your Side menu colours

Feel free to change the colours of your side menu to something else. At the bottom of the side menu is the Settings option, After selecting this, then pick from the list of Themes and it will be reloaded with the new colours.

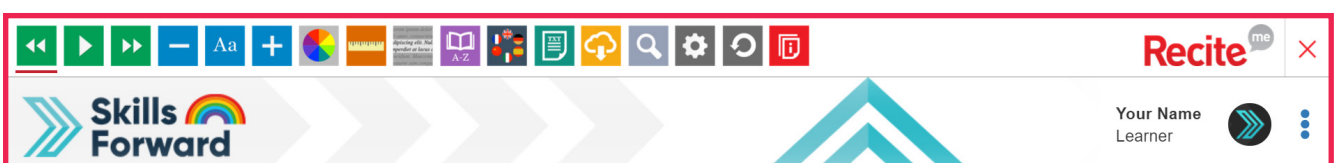


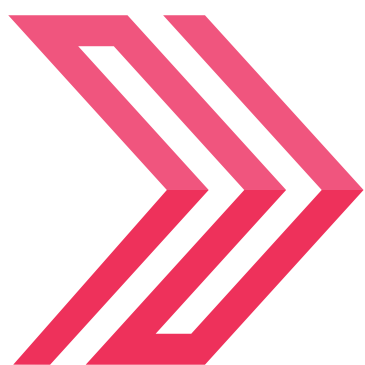
Accessibility Options

If you would like some accessibility tools and options while using our platform, you can access these from the side menu under Help and then by selecting Accessibility.



A new list of icons will appear at the top of the page for you to use for the accessibility options you would like to use such as Read Text, Magnifying Glass, Font options and much more.





Skills Builder



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