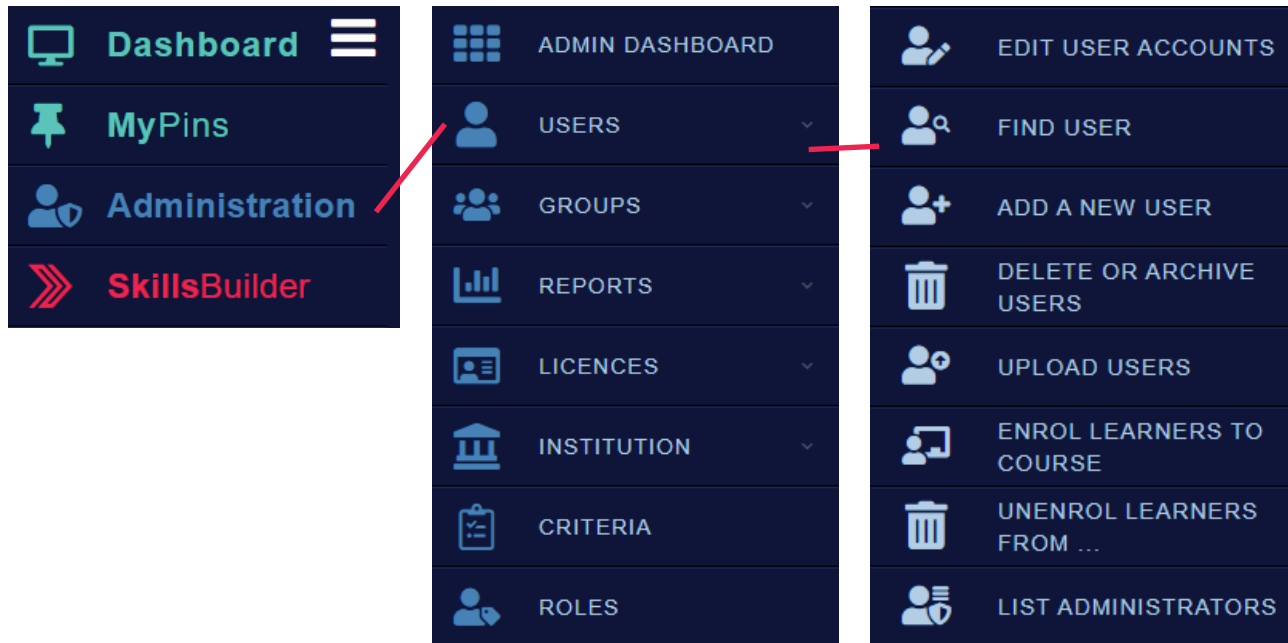


Skills Builder

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

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"/>

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.

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.

Skills Forward

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			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					86% (6 / 7)
ICT/L1.5a	Internet	Good Skills (100%)	Internet - Level 1		

ADD ATTEMPT

DELETE ATTEMPT

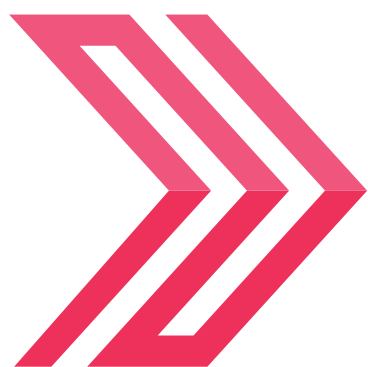
DELETE ATTEMPT

SET LEVELS

DELETE ATTEMPT

skills plan.

Distance Travelled Assessments **UNLOCK**



Skills Builder



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