



## SkillsBuilder Assessments

### User Guide



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## Configuring the Assessments

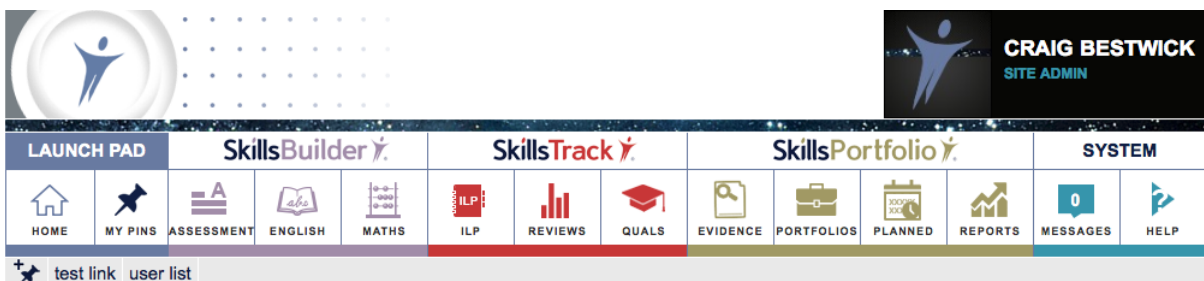
### Checklist

To access must have purchased and been assigned to:

**Roles(s):** Primary/Administrator.

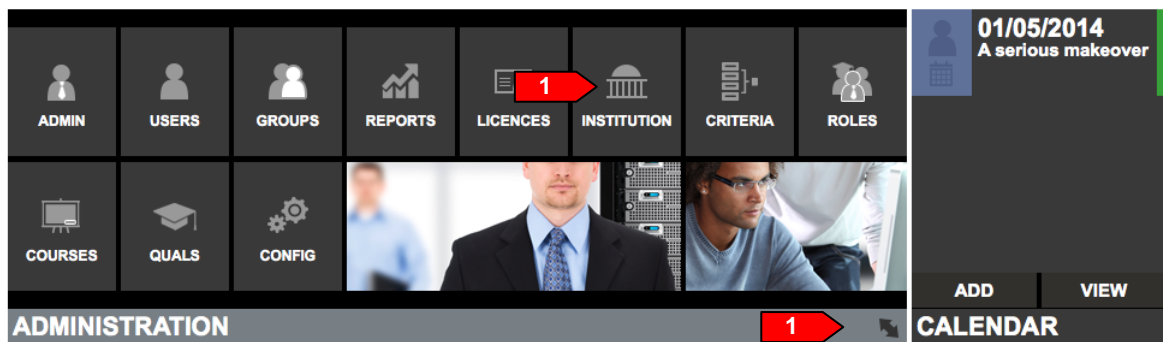
You can configure the assessments to hold learners at the end of a specific assessment, preventing them from taking the next assessment until you allow them to. You can also make learners, on completion of an assessment, continue directly into the next assessment removing the option to finish.

1. From the **Launch Pad**, select the double-headed arrow to expand the **Admin** button options. Then select **Institution**.



## LAUNCH PAD

Click the icon on the bottom right of the screen to maximise the page.



2. Select **Assessments Configuration**.



**View Institutions**  
View a list of all institutions

**New Institution Setup**  
Create a new institution, primary admin and licence

**Assessments Configuration**  
Configuration Settings for SkillsBuilder Assessment Suite

**Enrolment Configuration**  
Setup Enrolment and Self Registration for an organisation

**Add Institution**  
Add a New Institution

**Edit Institution**  
Edit Your Institution Details

**Bulk Create Assessments**  
Create new assessments for all users in a group and set the point at which they start.

3. Follow the on screen example, help and tool tips to configure the assessments as required.

Assessment	Stage	Option	Applies to	Actions
English Assessment	Completed Screening	Autostart	Institution	DELETE
English Assessment	Completed IA	Pause at Point	Institution	DELETE
Maths Assessment	Completed Screening	Autostart	Institution	DELETE
Maths Assessment	Completed IA	Continue at Point	M Continue	DELETE
Maths Assessment	Completed IA	Hold at Point	M Hold	DELETE
Maths Assessment	Completed IA	Pause at Point	Institution	DELETE

**Add New Configuration**

Assessment

All Assessments

Stage

Select

Option

Select

Applies to

Institution

SAVE

## Bulk Create Assessments

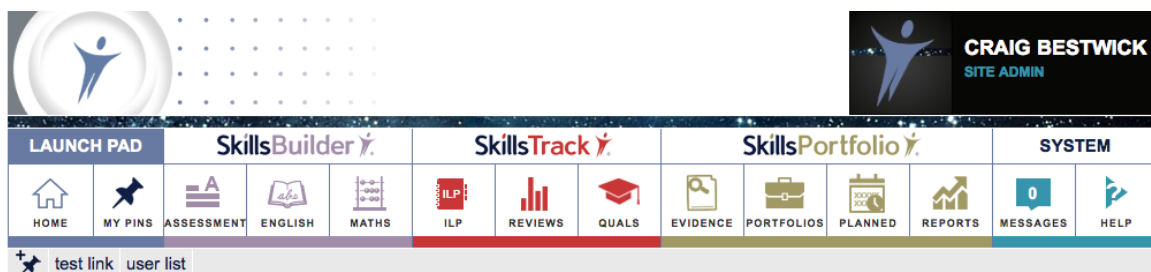
### Checklist

To access must have purchased and been assigned to:

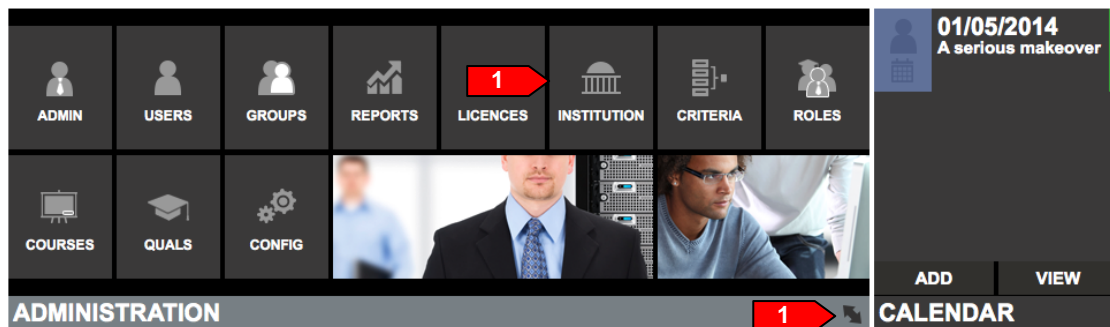
**Roles(s):** Primary/Administrator.

The assessments are taken in the order Screening, Initial and Diagnostic. If you require learners to start at anything other than the Screening assessment, you will need to put all the learners you wish to bulk set into one group, to be able to set their assessments to either Initial or Diagnostic assessment.

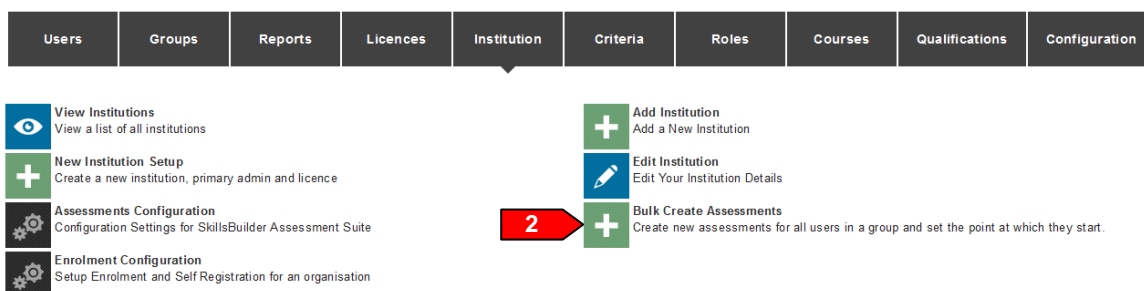
1. From the **Launch Pad**, select the double-headed arrow to expand the **Admin** button options. Then select **Institution**.



## LAUNCH PAD



2. Select **Bulk Create Assessments**.





## Taking the Assessments

### Checklist

To access must have purchased and been assigned to:

**Roles(s):** Learner.

**Course(s):** SkillsBuilder Assessments.

**Additional:** 'Pop up Blockers' **must be disabled** or **set to allow** pop-ups from this site.

1. Having logged on, the assessments appear in the SkillsBuilder panel of the home page. The first assessment will be a screening assessment.
2. Select the appropriate button to take it. Proceed with the assessment by following the instructions on the screen.

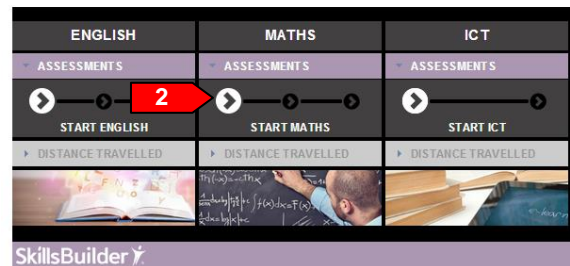
At any point within the Screening, Initial and Diagnostic assessments, closing the assessment window will exit the assessment and save the results. Learners will be able to continue their assessment by selecting the appropriate continue button on their home page.

3. At the end of the Screening assessment, the learner can either take the Initial Assessment or view their results. Closing the results page will return them to their homepage. They can start the Initial assessment by selecting the Start English or Maths Initial button. The assessments can be configured so that the Initial Assessment starts straight after the screening assessment has been completed, removing the option to view the Screening results.
4. At the end of the Initial assessment, the learner can either take the Diagnostic assessment or view their results. Closing the results page will return them to their homepage. They can start the Diagnostic assessment by selecting the Start English or Maths Diagnostic button, unless the assessments have been configured for your institution to hold at end of the Initial Assessment.
5. On completion of the diagnostic, the learner will be presented with an option to view their diagnostic results if they have been permitted to do so.

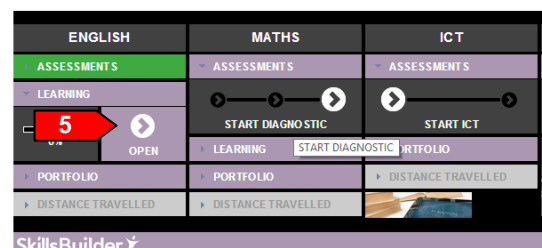
If the learner has been assigned to the Learning Resources they will be able to view their Individualised Skills Plan and work through it.



### LAUNCH PAD



### LAUNCH PAD





## Viewing Assessment Results

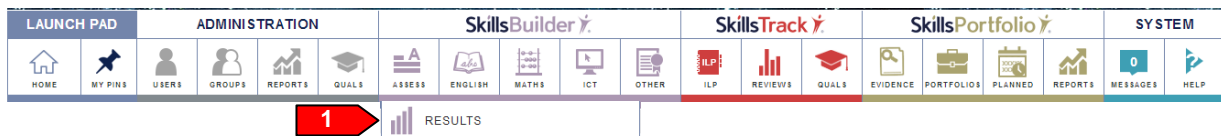
### Checklist

To access must have purchased and been assigned to:

**Roles(s):** Primary/Administrator, Course/Group Tutor.

**Course(s):** SkillsBuilder Assessments.

### 1. Select Results.



This page shows the students progress through the Screening, Initial and Diagnostic assessments, as well the level they have achieved for the last assessment they have completed. Only learners who have started an assessment will be shown.

Assessments

Filters

Course: SkillsBuilder Assessments | Attempt: All Attempts | Group: Select a Group | All Assigned:

Results

Name	English Assessment	Maths Assessment	ICT Assessment	Learning Styles Assessment	Actions
Abbiss, Dominic	Started IA (Level 2)	--	--	--	<a href="#">VIEW</a>
Abbott, Jaie	Started Diagnostic (Level 1)	--	Started IA	--	<a href="#">VIEW</a>
Abbott, Todd	Completed Diagnostic (Level 2)	Completed Diagnostic (Level 2)	Completed Diagnostic (Level 2)	--	<a href="#">VIEW</a>
Abdulkarim, Usaamah	Completed Diagnostic (Entry Level 3)	Completed Diagnostic (Entry Level 3)	Completed Diagnostic (Level 1)	--	<a href="#">VIEW</a>

ALN REPORT  
GROUPS  
XML REPORT  
XLS REPORT  
CSV REPORT

**Page Features**



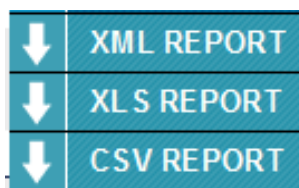
Allows you to filter between different assessment courses, actual/distant travelled attempts and learner groups.

**All Assigned**



Checking this shows all of the learners who are assigned to the assessments course, including those who haven't yet started an assessment attempt

Shows the assessment, completion status and level of any attempts additional to the original attempts. The oldest will be at the bottom, with the newer at the newest at the top of the hover over.



Save the group results page to XML, XLS and CSV. The results will be emailed to you provided that you have a valid email address in your profile.



Additional Learning Needs indicator.

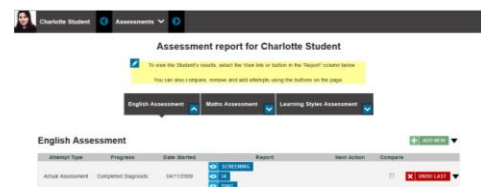


Student's profile page.

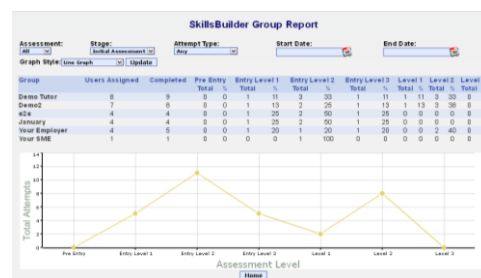


Learner's assessment reports.

Selecting the user's name will also take you to this page.

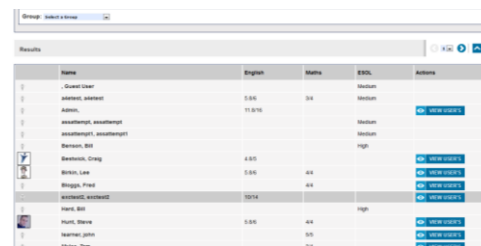


Group report.



ALN Report

Learners will only appear in this report if they score over 60% of the dyslexia or dyscalculia question incorrect. This is as per the assessments. Selecting will download the report in csv format.



## Viewing Assessment Reports

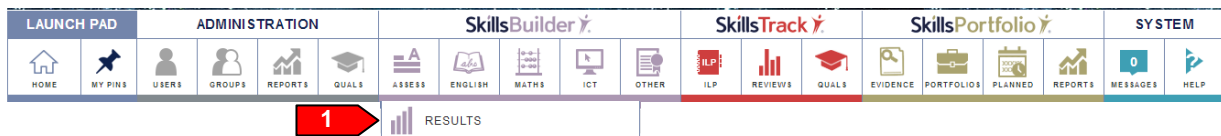
### Checklist

To access must have purchased and been assigned to:

**Roles(s):** Primary/Administrator, Course/Group Tutor.

**Course(s):** SkillsBuilder Assessments.

### 2. Select Results.



### 1. Select **View** against the Learner's name to bring up their assessment results page.

Course: SkillsBuilder Assessments | Attempt: All Attempts | Group: Demo Tutor | All Assigned:

Results

Name	English Assessment	Maths Assessment	ICT Assessment	Learning Styles Assessment	Actions
Anderson, Bill	Completed Diagnostic (Level 2) (1 additional attempts)	Completed IA (Entry Level 1)	--	--	<a href="#">VIEW</a>
Archer, Sally	Completed Screening	Completed Diagnostic (Entry Level 1)	--	--	<a href="#">VIEW</a>
Frost, Paul	--	Completed IA (Entry Level 1)	--	--	<a href="#">VIEW</a>
Student, Bart	Completed IA (2 additional attempts)	Started Diagnostic (2 additional attempts)	Completed IA (Entry Level 2)	--	<a href="#">VIEW</a>
Student, Belinda	Completed IA (1 additional attempts)	Completed IA (1 additional attempts)	Started IA	--	<a href="#">VIEW</a>
Student, Charlie	Started Screening	Started Screening	--	--	<a href="#">VIEW</a>

### 2. Under the report column, select the link for the assessment report you wish to view.

Charlotte Student | Assessments

### Assessment report for Charlotte Student

To view the Student's results, select the View link or button in the 'Report' column below.  
You can also compare, remove and add attempts using the buttons on the page.

English Assessment | Maths Assessment | Learning Styles Assessment

### English Assessment

+ ADD NEW

Attempt Type	Progress	Date Started	Report	Next Action	Compare
Actual Assessment	Completed Diagnostic	04/11/2009	<a href="#">SCREENING</a> <a href="#">IA</a> <a href="#">DIAG</a>		<input type="checkbox"/> <a href="#">UNDO LAST</a>

See the **Best Practice guide** for interpreting the assessment results. This is located in the **Tutor Resources/Paper Versions** section, of the SkillsBuilder Assessments course, which you will need to be assigned to.

### Screening report

**Name:** Student, Belinda  
**Email:** \_\_\_\_\_

**Assessment:** Maths Screening  
**Type:** Formative (Actual Assessment)  
**Status:** Completed

**Date Completed:** 14 June 2013  
**Time Taken:** 1m 26s

**Section** Working Towards  
Screening Entry Level 3

**Result** You are generally working at Entry Level 3.

### Initial assessment report

**Name:** Student, Belinda  
**Email:** \_\_\_\_\_

**Assessment:** Maths Initial Assessment  
**Type:** Formative (Actual Assessment)  
**Status:** Completed

**Date Completed:** 14 June 2013  
**Time Taken:** 2m 49s

**Section** Working Towards  
Number Entry Level 2  
MSS Entry Level 2  
Handling Data Entry Level 1

**Result** You are overall working towards Entry Level 2

**Recommendation**

- You will automatically be directed to detailed **diagnostic assessments** at the levels shown above for the different sections.
- The diagnostic will identify the areas you still need to work on to become competent at this level.
- You do, however, need to work harder on **Handling Data** in order to improve those skills to bring them up to Entry Level 2
- You should be able to undertake a programme at **Entry Level 2**

### Diagnostic Report

**Name:** Student, Belinda  
**Email:** \_\_\_\_\_

**Assessment:** Maths Diagnostic  
**Type:** Formative (Actual Assessment)  
**Status:** Completed

**Date Completed:** 14 June 2013  
**Time Taken:** 14m 31s

Core Curriculum

Criteria	Topic	Results	
<b>Section: Number -</b>			
MSS1/E2.2	Money - change	Good Skills (100%)	✓
N1/E2.1	Counting to 20	Develop Skills (40%)	⚠
N1/E2.2	Ordering	Review (86%)	✓
N1/E2.3	Add & subtract	Good Skills (100%)	✓
N1/E2.4	Addition facts to 20	Review (67%)	⚠
N1/E2.5	Multiply	Develop Skills (38%)	⚠
N1/E2.6	Rounding	Develop Skills (0%)	⚠
N1/E2.7	4 Rules	Develop Skills (0%)	⚠
N1/E2.8	Calculator	Develop Skills (40%)	⚠
N2/E2.1	Fractions	Develop Skills (40%)	⚠
N2/E2.2	Fractions	Develop Skills (40%)	⚠

## Starting a New Assessment Attempt/Distance Travelled

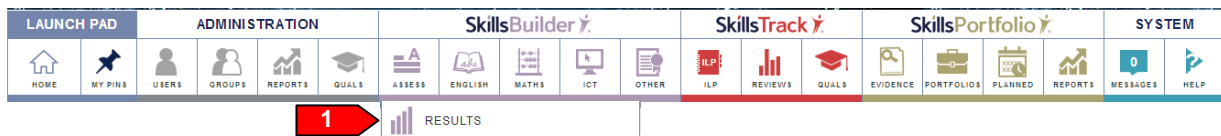
### Checklist

To access must have purchased and been assigned to:

**Roles(s):** Primary/Administrator, Course/Group Tutor.

**Course(s):** SkillsBuilder Assessments.

### 3. Select Results.



#### 1. Select **View** against the Learner's name to bring up their assessment results page.

Course: SkillsBuilder Assessments    Attempt: All Attempts    Group: Demo Tutor    All Assigned:

Results

Name	English Assessment	Maths Assessment	ICT Assessment	Learning Styles Assessment	Actions
Anderson, Bill	Completed Diagnostic (Level 2) (1 additional attempts)	Completed IA (Entry Level 1)	--	--	<a href="#">VIEW</a>
Archer, Sally	Completed Screening	Completed Diagnostic (Entry Level 1)	--	--	<a href="#">VIEW</a>
Frost, Paul	--	Completed IA (Entry Level 1)	--	--	<a href="#">VIEW</a>
Student, Bart	Completed IA (2 additional attempts)	Started Diagnostic (2 additional attempts)	Completed IA (Entry Level 2)	--	<a href="#">VIEW</a>
Student, Belinda	Completed IA (1 additional attempts)	Completed IA (1 additional attempts)	Started IA	--	<a href="#">VIEW</a>
Student, Charlie	Started Screening	Started Screening	--	--	<a href="#">VIEW</a>

2. Select **Add New**

Charlotte Student Assessments

### Assessment report for Charlotte Student

To view the Student's results, select the View link or button in the 'Report' column below.  
You can also compare, remove and add attempts using the buttons on the page.

English Assessment Mathis Assessment Learning Styles Assessment

#### English Assessment

+ ADD NEW **3**

Attempt Type	Progress	Date Started	Report	Next Action	Compare
Actual Assessment	Completed Diagnostic	04/11/2009	<a href="#">SCREENING</a> <a href="#">IA</a> <a href="#">DIAG</a>		<input type="checkbox"/> <a href="#">UNDO LAST</a>

3. Select the appropriate attempt you wish to start.

**Add New Diagnostic Attempt for Leona Student**

Already Selected  
Diagnostic **ENGLISH** English Assessment

Select Assessment

Start a new Screening Assessment **GO**

Start Initial Assessment **GO**

Start Diagnostic **GO** **4**

**CANCEL**

**Add New Diagnostic Attempt for Leona Student**

Already Selected  
Diagnostic **ENGLISH** English Assessment

Assessment Start Diagnostic

Select Attempt

Actual Assessment  
*On completing this assessment an Individual Skills Plan will be generated for the Student.* **GO** **4**

Distance Travelled  
*This assessment will allow progress to be measured and will NOT alter the Individual Skills Plan for the Student.* **GO**

**CANCEL**

## Distance Travelled

### Tutor/Admin Start

To start a new distance travelled for a learner.

- Repeat steps 1 to 4 selecting **Start Diagnostic** and **Actual Assessment**.
- The levels will automatically be set the levels of the Actual Diagnostic Assessment attempt that the learner took. Completing a Distance Travelled **WILL NOT** assign new materials to the ISP.

If you wish to do a distance travelled at any point during the learner's progress through their skills plan, select **Set Levels** to skip sections if required.

### English Assessment

+ ADD NEW ▼

Attempt Type	Progress	Date Started	Report	Next Action	Compare
Actual Assessment	Completed Diagnostic	22/01/2010			<input type="checkbox"/>
Actual Assessment	Completed IA	10/02/2014			<input type="checkbox"/>

### English Diagnostic: Set Level - Leona Student

Section	Recommended Level	Start Level
Reading	--	Skip Section ▼
Composition and Grammar	--	Level 2 ▼
Punctuation	--	Level 1 ▼
Spelling	--	Level 2 ▼

### Learner Start

Learners cannot start their own distance travelled by default.

- Select the blue button to unlock the learner's ability to start their own distance travelled assessment. This can only be done by tutors and upwards through their own user accounts, not through the learner's account.

### English Assessment

+ ADD NEW ▼

Attempt Type	Progress	Dates	Report	Next Action	Compare
Actual Assessment	Started Diagnostic	08/07/2014			<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.

- A distance travelled attempt will appear. The levels will be set to those of your most recent actual diagnostic assessment attempt.

### Diagnostic/Moving Up a Level

1. Select **Set Levels** for the new diagnostic assessment attempt.

**English Assessment** + ADD NEW ▼

Attempt Type	Progress	Dates	Report	Next Action	Compare
Actual Assessment	Started Diagnostic	08/07/2014	<div style="border: 1px solid black; padding: 2px;">SCREENING</div> <div style="border: 1px solid black; padding: 2px;">IA</div> <div style="border: 1px solid black; padding: 2px;">DIAG</div>		<input type="checkbox"/> <span style="color: red;">✘ UNDO LAST ▼</span>
Distance Travelled	Completed IA	05/11/2014	Started at or after Completed Screening Started at or after Completed IA	<span style="color: red; font-size: 2em;">1</span> <span style="border: 1px solid black; padding: 2px;">SET LEVELS</span>	<input type="checkbox"/> <span style="color: red;">✘ UNDO LAST ▼</span>

2. Select the appropriate level for each section and select save. If the learner is already at the desired level for a section, choose **Skip Section**. On completion of the assessment, additional learning resources will be assigned to the learner's ISP.

**Maths Diagnostic: Set Level - Leona Student**

Section	Recommended Level	Start Level
Number	--	Skip Section ▼
MSS	--	Level 2 ▼
HD	--	Skip Section ▼

Save  
Home

3



## Comparing Distance Travelled to Actual assessment

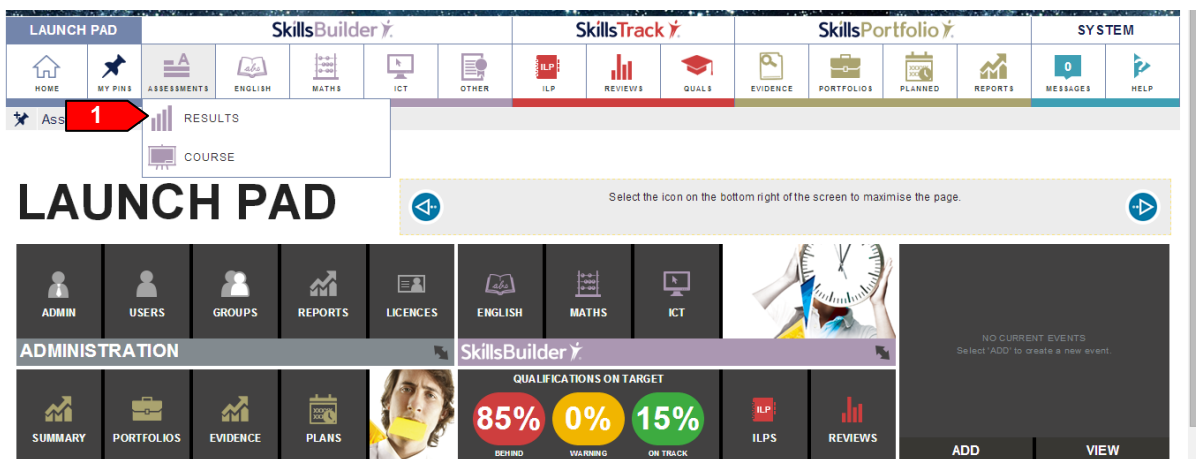
### Checklist

To access must have purchased and been assigned to:

**Roles(s):** Primary/Administrator, Course/Group Tutor.

**Course(s):** SkillsBuilder Assessments.

### 4. Select Results.



### 2. Select View against the Learner's name to bring up their assessment results page.

Course: SkillsBuilder Assessments    Attempt: All Attempts    Group: Demo Tutor    All Assigned:

Results

Name	English Assessment	Maths Assessment	ICT Assessment	Learning Styles Assessment	Actions
Anderson, Bill	Completed Diagnostic (Level 2) (1 additional attempts)	Completed IA (Entry Level 1)	--	--	VIEW
Archer, Sally	Completed Screening	Completed Diagnostic (Entry Level 1)	--	--	VIEW
Frost, Paul	--	Completed IA (Entry Level 1)	--	--	VIEW
Student, Bart	Completed IA (2 additional attempts)	Started Diagnostic (2 additional attempts)	Completed IA (Entry Level 2)	--	VIEW
Student, Belinda	Completed IA (1 additional attempts)	Completed IA (1 additional attempts)	Started IA	--	VIEW
Student, Charlie	Started Screening	Started Screening	--	--	VIEW

- Check the compare box against assessments you wish to compare. You can only compare 2 assessment results at a time.

### English Assessment

+ ADD NEW ▼

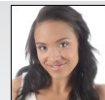
Attempt Type	Progress	Dates	Report	Next Action	Compare
Actual Assessment	Completed Diagnostic	22/01/2010	<a href="#">SCREENING</a> <a href="#">IA</a> <a href="#">DIAG</a>		<input type="checkbox"/> <b>X</b> UNDO LAST ▼
Actual Assessment	Completed IA	10/02/2014	Started at or after Completed Screening Started at or after Completed IA	<a href="#">SET LEVELS</a>	<input type="checkbox"/> <b>X</b> UNDO LAST ▼

### Maths Assessment

+ ADD NEW ▼

Attempt Type	Progress	Dates	Report	Next Action	Compare
Actual Assessment	Completed Diagnostic	27/02/2012	<a href="#">SCREENING</a> <a href="#">IA</a> <a href="#">DIAG</a>		<input type="checkbox"/> <b>3</b> UNDO LAST ▼
Actual Assessment	Completed IA	05/06/2014	Started at or after Completed Screening Started at or after Completed IA	<a href="#">SET LEVELS</a>	<input type="checkbox"/> <b>3</b> UNDO LAST ▼

**Name:** Student, Leona  
**Email:** leona@forskills.co.uk



**Assessment:** English Diagnostic  
**Type:** Formative

**Status:** Completed  
**Date Taken:** 25 January 2010  
**Time Taken:** 23m 24s

**Status:** Completed  
**Date Taken:** 28 January 2010  
**Time Taken:** 14m 42s

Criteria	Topic	Results		Criteria	Topic	Results	
<b>Section: Reading -</b>				<b>Section: Reading -</b>			
Rt/E3.1	Comprehension	Good Skills (1 / 1)	✓	Rt/E3.1	Comprehension	Good Skills (1 / 1)	✓
Rt/E3.3	Purpose & audience	Develop Skills (1.5 / 2.5)	⚠	Rt/E3.3	Purpose & audience	Develop Skills (1.5 / 2.5)	⚠
Rt/E3.4	Comprehension	Develop Skills (0 / 0.5)	⚠	Rt/E3.4	Comprehension	Good Skills (0.5 / 0.5)	✓
Rt/E3.5	Locating information	Develop Skills (0.3 / 1)	⚠	Rt/E3.5	Locating information	Review (0.7 / 1)	⚠
Rt/E3.6	Comprehension	Develop Skills (0.1 / 0.3)	⚠	Rt/E3.6	Comprehension	Review (0.2 / 0.3)	⚠
Rt/E3.7	Comprehension	Develop Skills (0.1 / 0.3)	⚠	Rt/E3.7	Comprehension	Review (0.2 / 0.3)	⚠
Rt/E3.8	Detailed reading	Develop Skills (0.1 / 0.4)	⚠	Rt/E3.8	Detailed reading	Review (0.3 / 0.4)	⚠
Rt/E3.9	Images	Review (3.8 / 5)	✓	Rt/E3.9	Images	Good Skills (5 / 5)	✓
Rs/E3.1	Purpose & audience	Develop Skills (1.5 / 2.5)	⚠	Rs/E3.1	Purpose & audience	Develop Skills (1.5 / 2.5)	⚠
Rs/E3.3	Context	Develop Skills (0.3 / 1)	⚠	Rs/E3.3	Context	Review (0.7 / 1)	⚠
Rw/E3.1	Reading key words	Review (2 / 2.5)	✓	Rw/E3.1	Reading key words	Good Skills (2.5 / 2.5)	✓
Rw/E3.2	Reading key words	Good Skills (10 / 10)	✓	Rw/E3.2	Reading key words	Review (7.8 / 10)	⚠
Rw/E3.4	Alphabetical order	Good Skills (5 / 5)	✓	Rw/E3.4	Alphabetical order	Good Skills (5 / 5)	✓
Rw/E3.5	Comprehension	Review (2 / 2.5)	⚠	Rw/E3.5	Comprehension	Good Skills (2.5 / 2.5)	✓
<b>Entry Level 3</b>		<b>80% (27.7 / 34.5)</b>		<b>Entry Level 3</b>		<b>85% (29.3 / 34.5)</b>	
<b>Section: Composition and Grammar -</b>				<b>Section: Composition and Grammar -</b>			
Wt/E3.2	Sequencing	Good Skills (2.5 / 2.5)	✓	Wt/E3.2	Sequencing	Good Skills (2.5 / 2.5)	✓
Wt/E3.3	Sequencing	Good Skills (2.5 / 2.5)	✓	Wt/E3.3	Sequencing	Good Skills (2.5 / 2.5)	✓

## Deleting Assessment Attempts

### Checklist

To access must have purchased and been assigned to:

**Roles(s):** Primary/Administrator, Course/Group Tutor.

**Course(s):** SkillsBuilder Assessments.

### 5. Select Results.



### 2. Select **View** against the Learner's name to bring up their assessment results page.

Course: SkillsBuilder Assessments | Attempt: All Attempts | Group: Demo Tutor | All Assigned:

Results

Name	English Assessment	Maths Assessment	ICT Assessment	Learning Styles Assessment	Actions
Anderson, Bill	Completed Diagnostic (Level 2) (1 additional attempts)	Completed IA (Entry Level 1)	--	--	<b>VIEW</b>
Archer, Sally	Completed Screening	Completed Diagnostic (Entry Level 1)	--	--	<b>VIEW</b>
Frost, Paul	--	Completed IA (Entry Level 1)	--	--	<b>VIEW</b>

**Undo Last** - Removes the last step of the assessment. For example, if on the diagnostic assessment, it would be removed allowing you to start the diagnostic assessment again.

**Assessment** - Completely removes the attempt including all assessments.

English Assessment + ADD NEW ▼

Attempt Type	Progress	Dates	Report	Next Action	Compare
Actual Assessment	Completed Diagnostic	22/01/2010	SCREENING IA DIAG	UNDO LAST ASSESSMENT	<input type="checkbox"/>

## Tutor Resources/Paper Versions

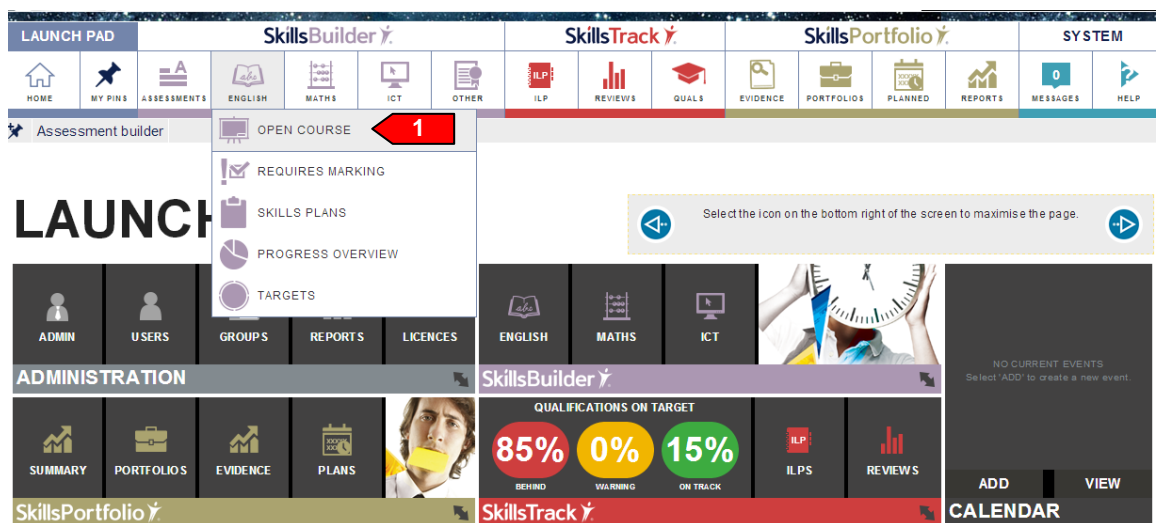
### Checklist

To access must have purchased and been assigned to:

**Roles(s):** Primary/Administrator, Course/Group Tutor.

**Course(s):** SkillsBuilder Assessments.

1. Select the **Open Course** link under the appropriate course.



2. Select any of the links under the other topics to bring up the PDF document to read, save, or print.

15. E3 Paper Resources	Action
E3 Reading	OPEN
E3 Reading Answers	OPEN
E3 Preparation Assessment for Reading	OPEN
E3 Answers to Prep Ass for Reading	OPEN
E3 Writing	OPEN
E3 Writing Answers	OPEN
E3 Self-Help Writing	OPEN
E3 Writing Preparation Assessment	OPEN
E3 Tutor Marked	OPEN

## Uploading Paper Based Assessment Results

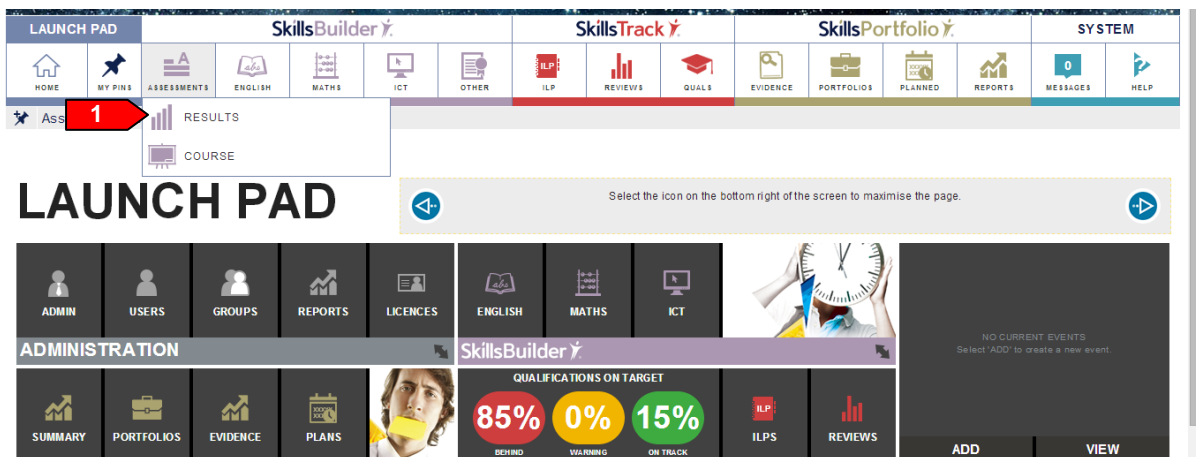
### Checklist

To access must have purchased and been assigned to:

**Roles(s):** Primary/Administrator, Course/Group Tutor.

**Course(s):** SkillsBuilder Assessments.

### 6. Select Results.



### 2. Select **View** against the Learner's name to bring up their assessment results page.

Course: SkillsBuilder Assessments    Attempt: All Attempts    Group: Demo Tutor    All Assigned:

Results

Name	English Assessment	Maths Assessment	ICT Assessment	Learning Styles Assessment	Actions
Anderson, Bill	Completed Diagnostic (Level 2) (1 additional attempts)	Completed IA (Entry Level 1)	--	--	VIEW
Archer, Sally	Completed Screening	Completed Diagnostic (Entry Level 1)	--	--	VIEW
Frost, Paul	--	Completed IA (Entry Level 1)	--	--	VIEW
Student, Bart	Completed IA (2 additional attempts)	Started Diagnostic (2 additional attempts)	Completed IA (Entry Level 2)	--	VIEW
Student, Belinda	Completed IA (1 additional attempts)	Completed IA (1 additional attempts)	Started IA	--	VIEW
Student, Charlie	Started Screening	Started Screening	--	--	VIEW

3. Select the **Upload** icon.

**English Assessment**

Attempt Type	Progress	Dates	Report	Next Action	Compare
Actual Assessment	Completed Diagnostic	22/01/2010	<input type="button" value="SCREENING"/> <input type="button" value="IA"/> <input type="button" value="DIAG"/>		<input type="checkbox"/> <input type="button" value="UNDO LAST"/>

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4. Select the appropriate assessment and assessment type.
5. Select date and time taken.
6. The section scores are optional fields, but in order to create a new diagnostic, the section levels must be completed. If you are working with an overall initial assessment result, select the same level for each section.
7. Select **Save**.

**Create Assessment from Paper for Jim Able**

Select the following options and then enter the score and status for each question that a learner has entered.

Course: SkillsBuilder Assessments

Assessment:

Assessment:

Previous User Diagnostics:  New User Diagnostic  
 06/05/14 03:19

Date Taken:  5

Time Taken:  minutes

Section	Section Score	Section Level
Number	<input type="text"/> out of <input type="text"/>	<input type="text" value="Entry Level 3"/>
MSS	<input type="text"/> out of <input type="text"/>	<input type="text" value="Level 1"/> <span style="border: 1px solid red; padding: 2px; color: white; font-weight: bold;">6</span>
Handling Data	<input type="text"/> out of <input type="text"/>	<input type="text" value="Entry Level 3"/>

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