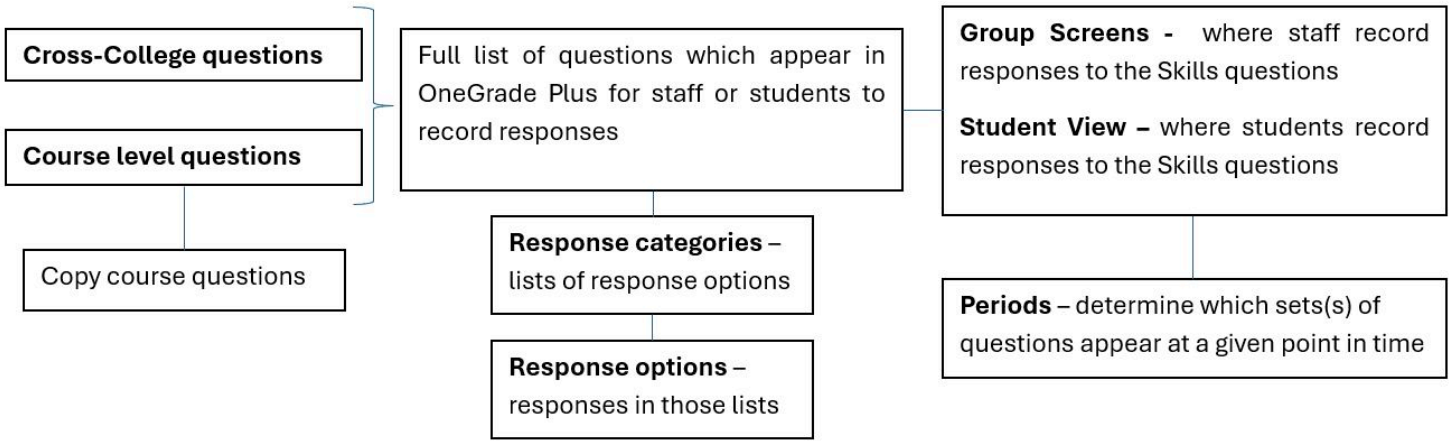
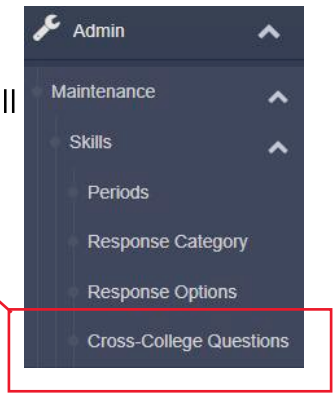
SKILLS SURVEY USER GUIDE

"Skills" is a simple way of monitoring the "softer skills" that are not part of the subject matter of a course and enable the college to monitor overall attributes of each student such as employability skills, confidence, self-awareness, satisfaction etc. as they progress through their study programme.

Schematically the Skills system consists of the elements below, each of which will be explained in more detail in this guide:

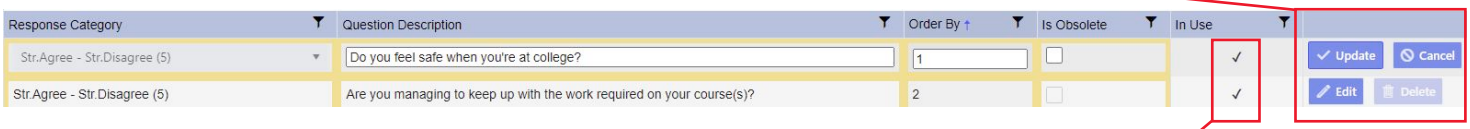


1 - Cross-College Questions These are set up centrally to apply to all students in OneGrade, via the maintenance section in the left hand menu:



Click on 'Create New' to add a new question to the grid:

Once created, they may be managed via the Edit/Update buttons

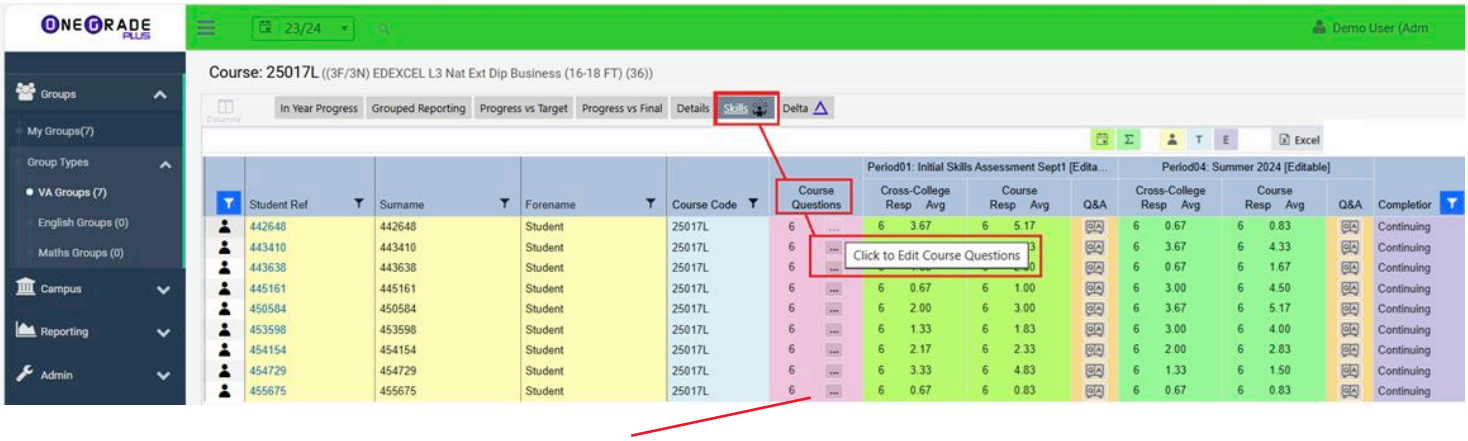


Note that if responses exist against a question, it will be flagged as 'In Use'

Where a question is 'In Use', it may not be deleted and the Response Category may not be edited.

Significant changes to questions flagged 'In Use' are not recommended; instead, it is best to set the question to obsolete and create a new question.

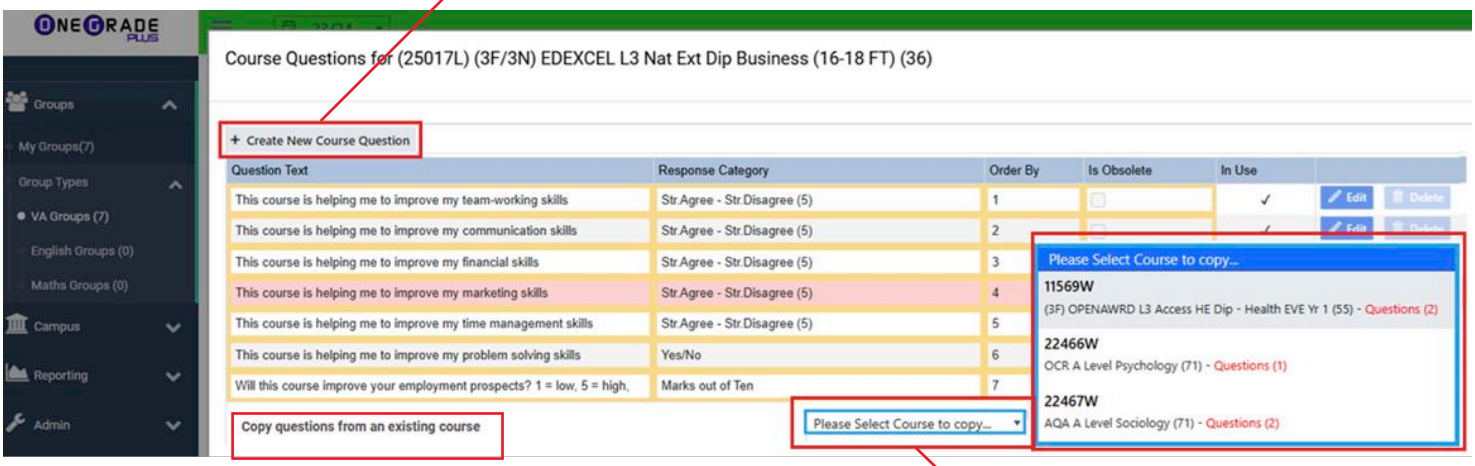
2 - Course Questions Different sets of questions can be created for each course or copied from one course to another. Access is therefore via the Group Menu/Skills tab:



Click on the ellipsis to create new questions or to copy from a different course.

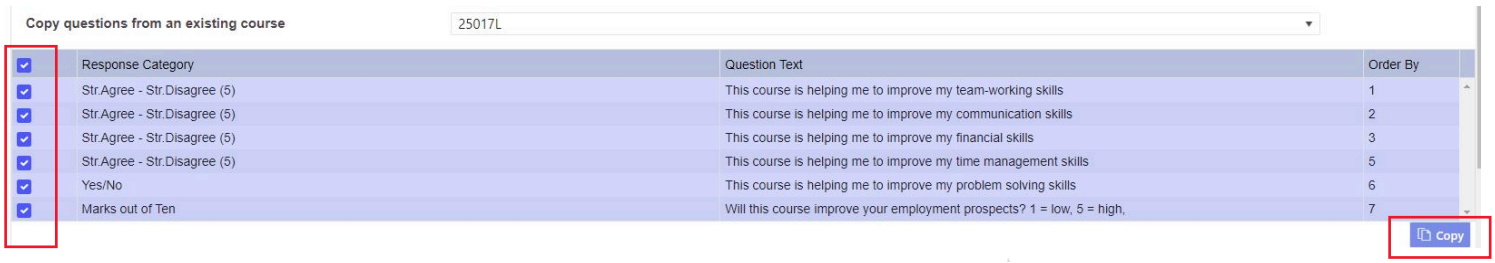
The popup screen below can then be used to maintain questions relating specifically to this course.

Create new questions using the "**+ Create New Course Question**" button.



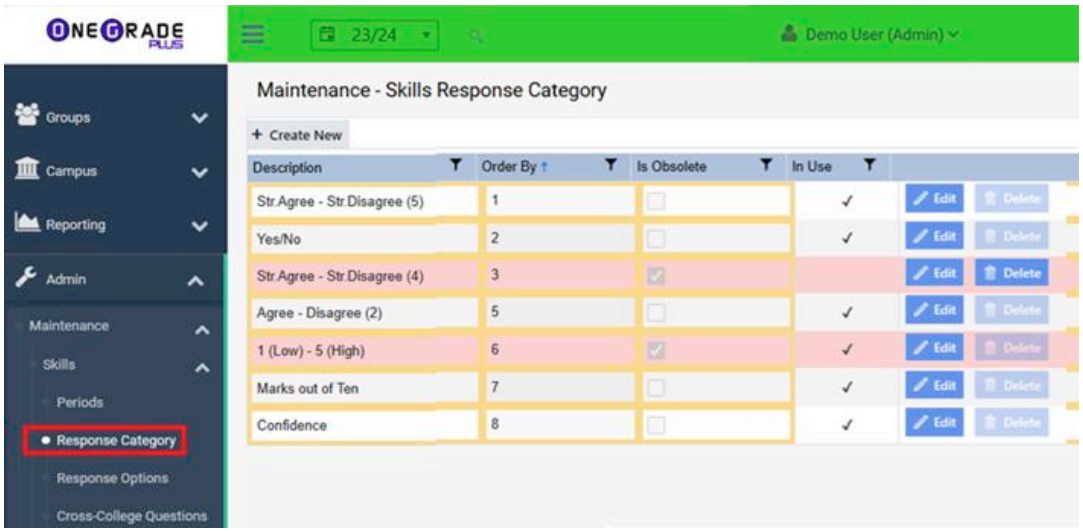
To copy questions from an existing course, use the "**Please Select Course to copy**" drop-down, which contains a list of all courses that already have questions created against them.

Once a suitable course has been selected, tick the required questions and click the **"Copy"** button:



3 - Response Categories

Each question needs to be allocated a **Response Category** that controls the available responses (the 'Response Options' within that category):



Once created, Categories can be deleted or edited as shown above – any flagged as "Obsolete" will have a light red background.

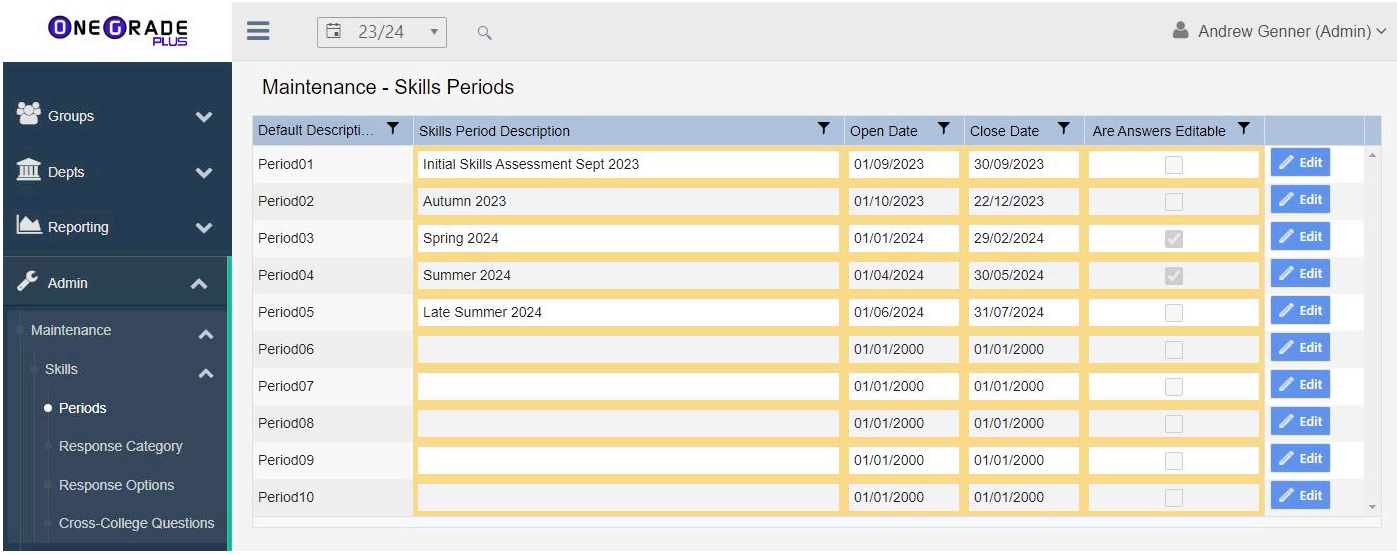
4 - Response Options

These contain each individual option including a numeric score for each response within a Response Category. They can be numeric e.g. a scale of 1 – 10, text responses such as the 5 levels from "Strongly Agree" to "Strongly Disagree", dichotomized responses e.g. "Yes/No", "Agree/Disagree" etc. or any other type which you may require.

Note that if you choose to use different Response Categories for your set of questions, the range of values used needs to be consistent. For example, if you use a scale of 5-4-3-2-1 for some questions, then any 'Yes/No' type responses should be given values of 5 and 1 respectively.

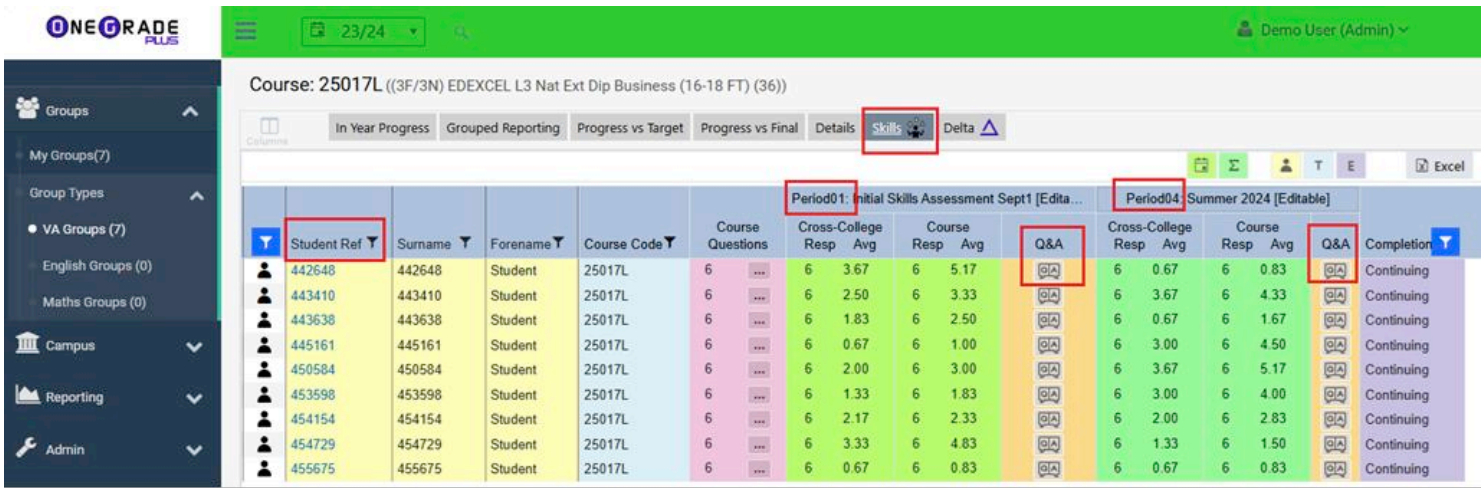
5 - Periods and Visibility

Many colleges will already have initial and follow-up surveys in place, but the Skills function in OneGrade Plus allows these to be monitored and stored for up to 10 periods per year. The ensuing statistics will also be available to add into the Delta function as an additional source of overall Student Monitoring. A feature of the Skills Periods is the ability to make each period "live" and available to students and staff for specific durations of time between an "Open Date" and a "Close Date". Each period will only show if the current date falls within the duration - thereby enabling surveys to be either open or closed. Staff and/or students will be able to input answers (responses) during this time and each period will become selectable for inclusion in reports.

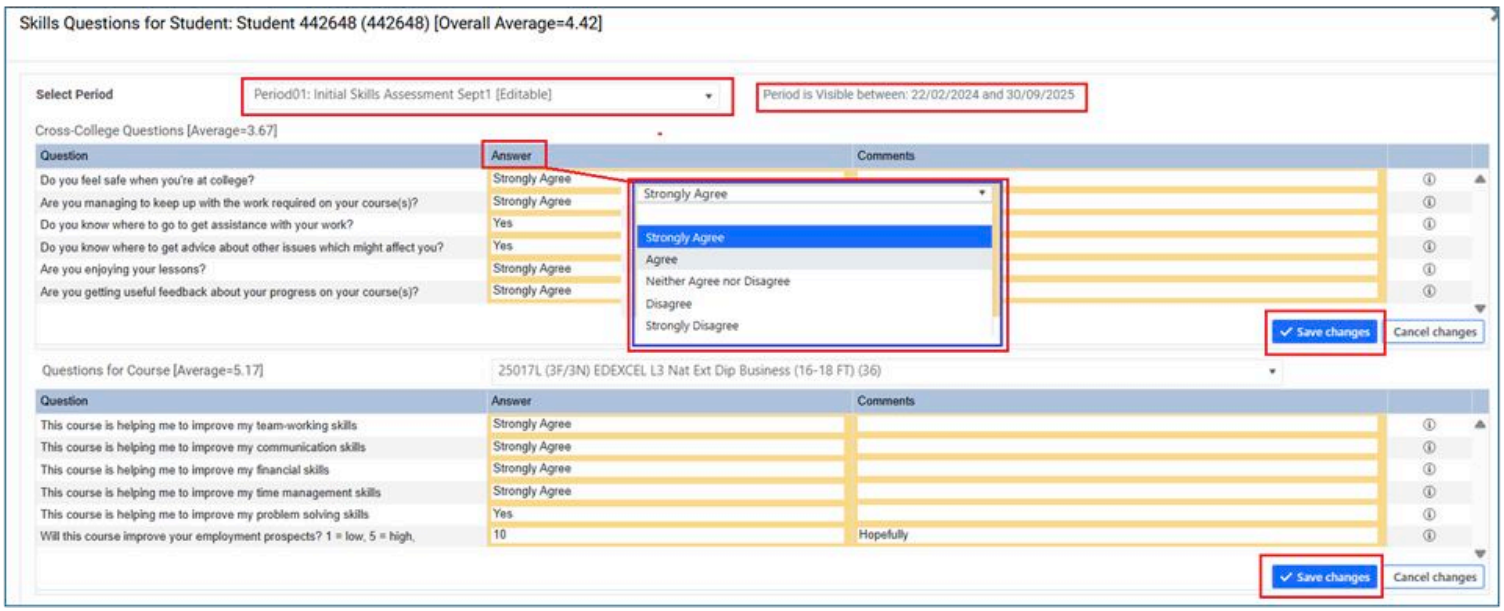


6 - Recording Responses

From the My Groups menu option, choose either a Course or a Group and click the "Skills" tab. This will reveal the Period(s) that are currently available and the associated columns. Click on the ***Q&A*** button that sits on the row of the student for whom the responses are to be recorded. Staff may record answers for students or students may log on to answer the questions themselves.

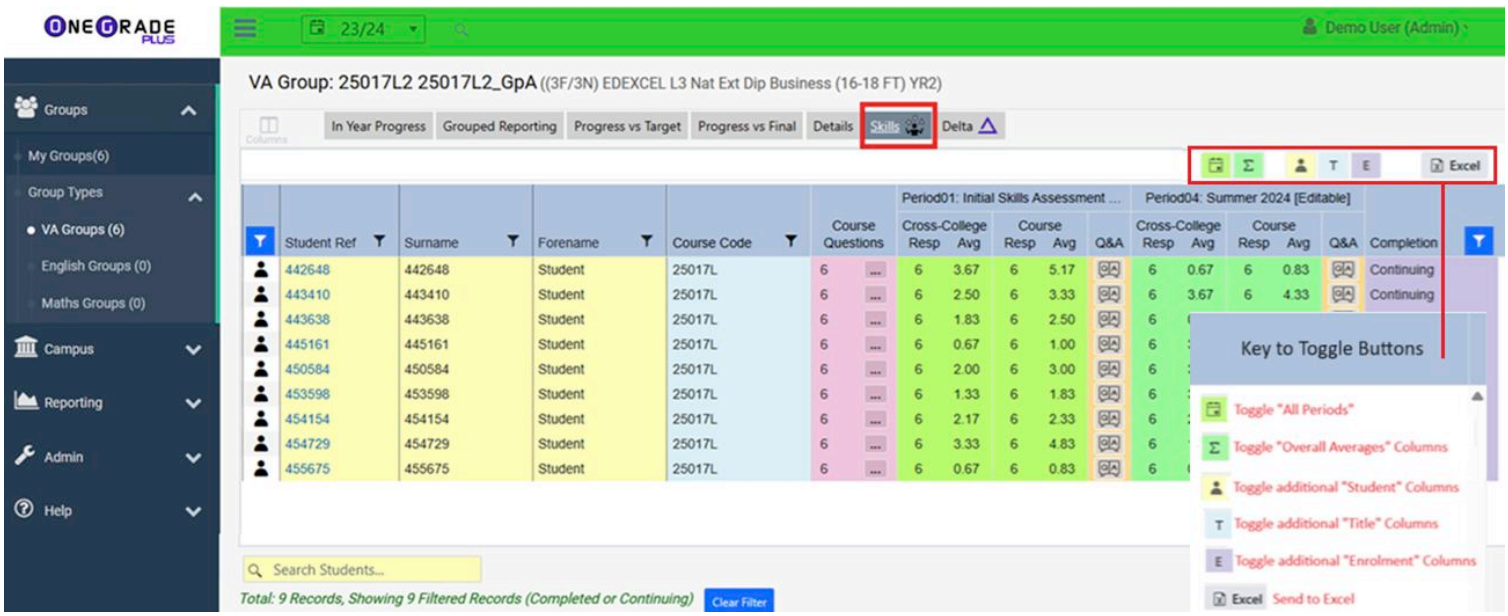


The popup screen below will appear to enable staff or students to choose a response from the drop down menu that appears when they click into the “Answer” box. Once entered the response is saved when the “Save changes” button is pressed.

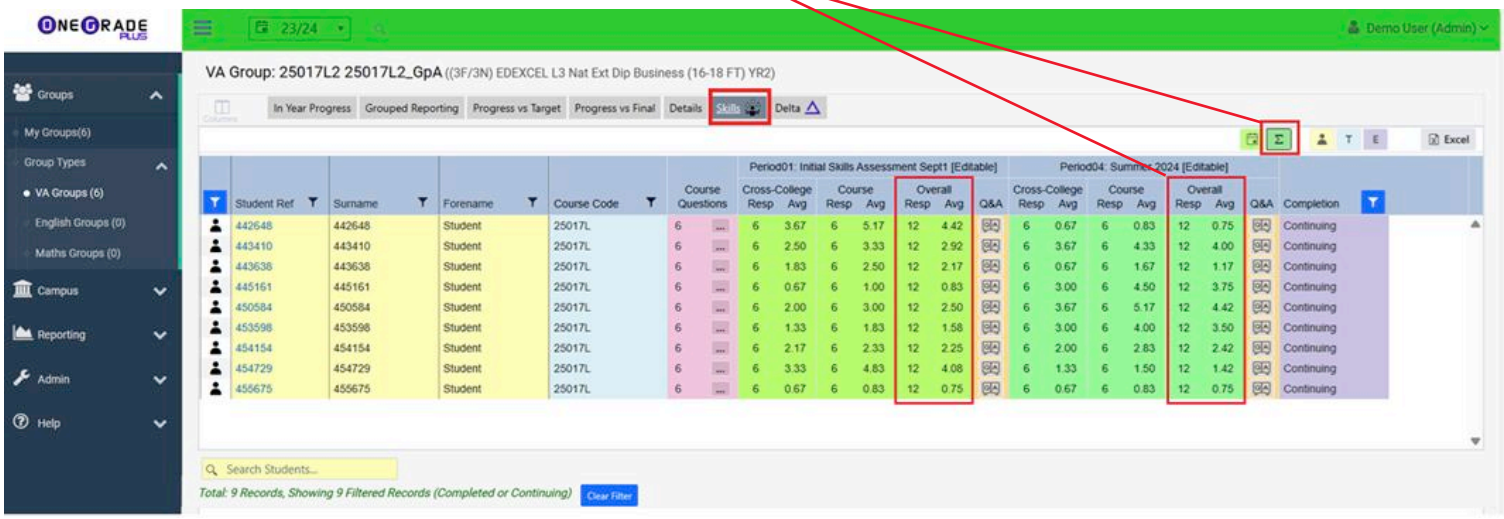


7 - Reporting

Once responses have been entered and saved the stats are available as on the selected group screen below. Here we have comparisons between Period 1 and Period 4. Any Periods can be made current i.e. “Live” by applying a date range that includes the present date (see Section 5). The buttons shown on the right in the row beneath the “Skills” tab enable you to toggle additional columns in the grid. Hovering over the buttons explains the purpose of each button. Note that the key shown in the diagram is not shown on the actual screen.



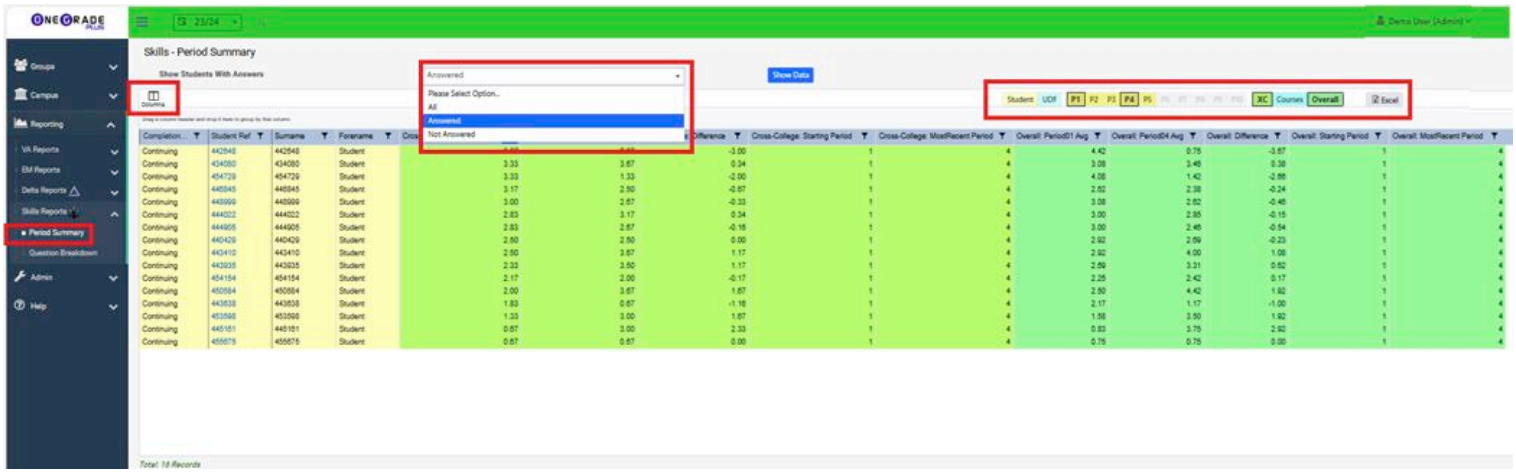
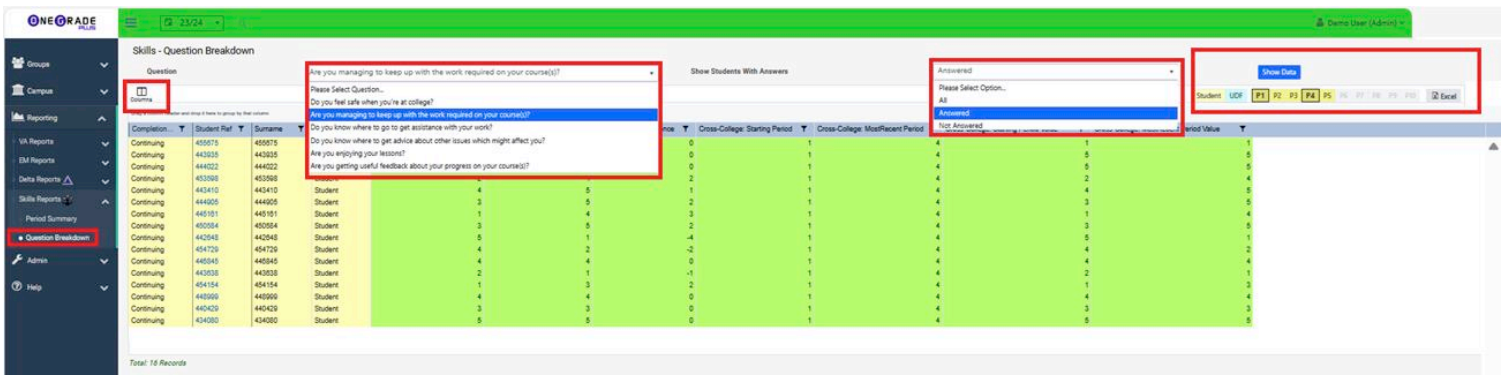
Here we have added the 'Overall' column to give an aggregated score of both the cross-college and course specific questions:



CROSS-COLLEGE REPORTING

Data for the whole college is available under the **Reporting - Skills Reports** in the left hand menu.

Period Summary - average scores for all Skills Questions by period:



Question breakdown - detail of responses for each question, with each period selectable: