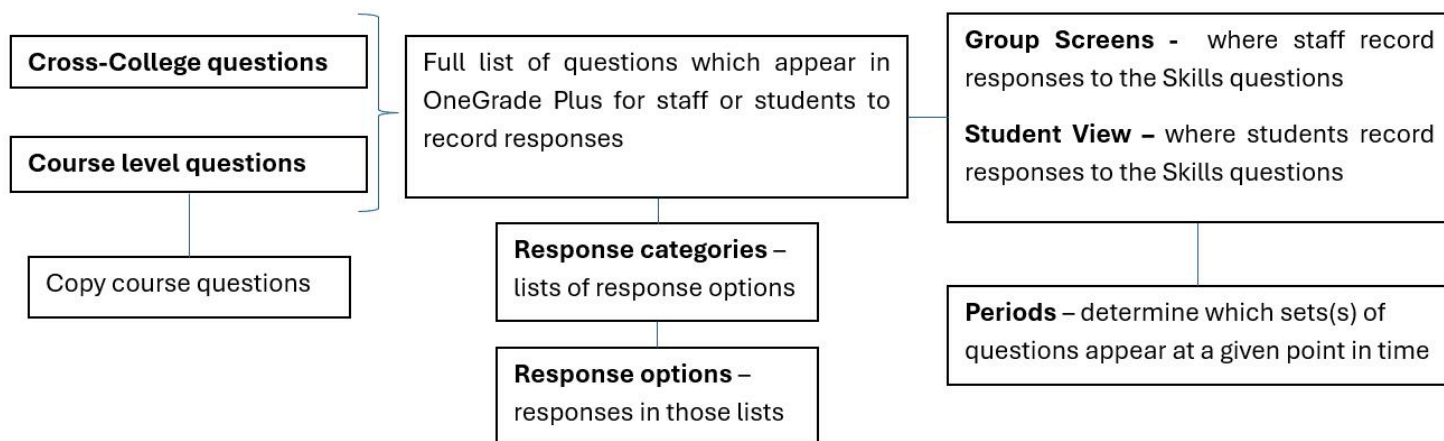


SKILLS SURVEY USER GUIDE

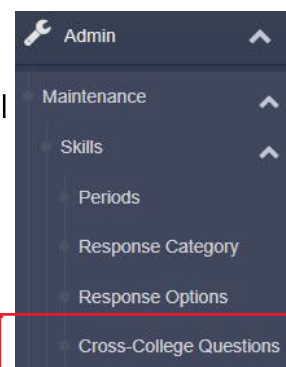
"Skills" is a simple way of monitoring the "softer skills" that are not part of the subject matter of a course and enable the college to monitor overall attributes of each student such as employability skills, confidence, self-awareness, satisfaction etc. as they progress through their study programme.

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:



Maintenance - Skills Cross-College Questions

[+ Create New](#)

Response Category	Question Description	Order By	Is Obsolete	In Use	
Select Response Category...		7	<input type="checkbox"/>		<input type="button" value="Update"/> <input type="button" value="Cancel"/>

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

Response Category	Question Description	Order By	Is Obsolete	In Use	
Str.Agree - Str.Disagree (5)	Do you feel safe when you're at college?	1	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="button" value="Update"/> <input type="button" value="Cancel"/>
Str.Agree - Str.Disagree (5)	Are you managing to keep up with the work required on your course(s)?	2	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="button" value="Edit"/> <input type="button" value="Delete"/>

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:

Student Ref	Surname	Forename	Course Code	Course Questions	Period01: Initial Skills Assessment Sept1 [Editable]	Period04: Summer 2024 [Editable]	Completion
442648	442648	Student	25017L	6	6 3.67	6 5.17	Continuing
443410	443410	Student	25017L	6	6 3.67	6 4.33	Continuing
443638	443638	Student	25017L	6	6 0.67	6 1.67	Continuing
445161	445161	Student	25017L	6	6 0.67	6 4.50	Continuing
450584	450584	Student	25017L	6	6 3.00	6 5.17	Continuing
453598	453598	Student	25017L	6	6 1.33	6 4.00	Continuing
454154	454154	Student	25017L	6	6 2.17	6 2.83	Continuing
454729	454729	Student	25017L	6	6 3.33	6 1.50	Continuing
455675	455675	Student	25017L	6	6 0.67	6 0.83	Continuing

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.

Question Text	Response Category	Order By	Is Obsolete	In Use	Actions
This course is helping me to improve my team-working skills	Str Agree - Str Disagree (5)	1	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Edit Delete
This course is helping me to improve my communication skills	Str Agree - Str Disagree (5)	2	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Edit Delete
This course is helping me to improve my financial skills	Str Agree - Str Disagree (5)	3	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Edit Delete
This course is helping me to improve my marketing skills	Str Agree - Str Disagree (5)	4	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Edit Delete
This course is helping me to improve my time management skills	Str Agree - Str Disagree (5)	5	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Edit Delete
This course is helping me to improve my problem solving skills	Yes/No	6	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Edit Delete
Will this course improve your employment prospects? 1 = low, 5 = high.	Marks out of Ten	7	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Edit Delete

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:

Response Category	Question Text	Order By
<input checked="" type="checkbox"/> Str Agree - Str Disagree (5)	This course is helping me to improve my team-working skills	1
<input checked="" type="checkbox"/> Str Agree - Str Disagree (5)	This course is helping me to improve my communication skills	2
<input checked="" type="checkbox"/> Str Agree - Str Disagree (5)	This course is helping me to improve my financial skills	3
<input checked="" type="checkbox"/> Str Agree - Str Disagree (5)	This course is helping me to improve my time management skills	5
<input checked="" type="checkbox"/> Yes/No	This course is helping me to improve my problem solving skills	6
<input checked="" type="checkbox"/> Marks out of Ten	Will this course improve your employment prospects? 1 = low, 5 = high.	7

3 - Response Categories

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

Description	Order By	Is Obsolete	In Use	Edit	Delete
Str Agree - Str Disagree (5)	1	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Edit	Delete
Yes/No	2	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Edit	Delete
Str Agree - Str Disagree (4)	3	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Edit	Delete
Agree - Disagree (2)	5	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Edit	Delete
1 (Low) - 5 (High)	6	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	Edit	Delete
Marks out of Ten	7	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Edit	Delete
Confidence	8	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Edit	Delete

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

4 - Response Options

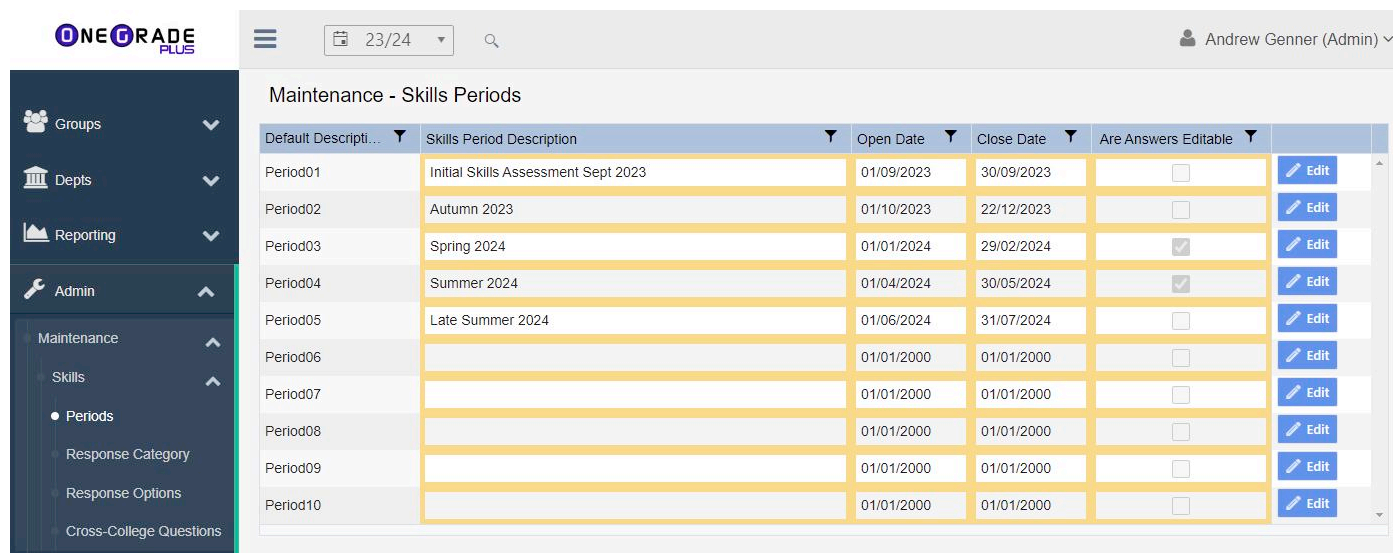
These contain each individual option including a numeric score for each response within a Response Category. They can be numeric e.g. a scale of 1 – 10, text responses such as the 5 levels from “Strongly Agree” to “Strongly Disagree”, dichotomized responses e.g. “Yes/No”, “Agree/Disagree” etc. or any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

Response Category	Description	Value	Order By	Is Obsolete	In Use	Edit	Delete
1 (Low) - 5 (High)	1	0	0	<input type="checkbox"/>	<input type="checkbox"/>	Edit	Delete
1 (Low) - 5 (High)	5 Very High	5	1	<input type="checkbox"/>	<input type="checkbox"/>	Edit	Delete
1 (Low) - 5 (High)	4 High	4	2	<input type="checkbox"/>	<input type="checkbox"/>	Edit	Delete
1 (Low) - 5 (High)	3 Medium	3	3	<input type="checkbox"/>	<input type="checkbox"/>	Edit	Delete
1 (Low) - 5 (High)	2 Low	2	4	<input type="checkbox"/>	<input type="checkbox"/>	Edit	Delete
Agree - Disagree (2)	Agree	2	1	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Edit	Delete
Agree - Disagree (2)	Disagree	1	3	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Edit	Delete
Confidence	Very confident	0	1	<input type="checkbox"/>	<input type="checkbox"/>	Edit	Delete
Marks out of Ten	1	1	1	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Edit	Delete
Marks out of Ten	2	2	2	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Edit	Delete
Marks out of Ten	3	3	3	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Edit	Delete
Marks out of Ten	4	4	4	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Edit	Delete
Marks out of Ten	5	5	5	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Edit	Delete
Marks out of Ten	6	6	6	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Edit	Delete
Marks out of Ten	7	7	7	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Edit	Delete
Marks out of Ten	8	8	8	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Edit	Delete
Marks out of Ten	9	9	9	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Edit	Delete

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

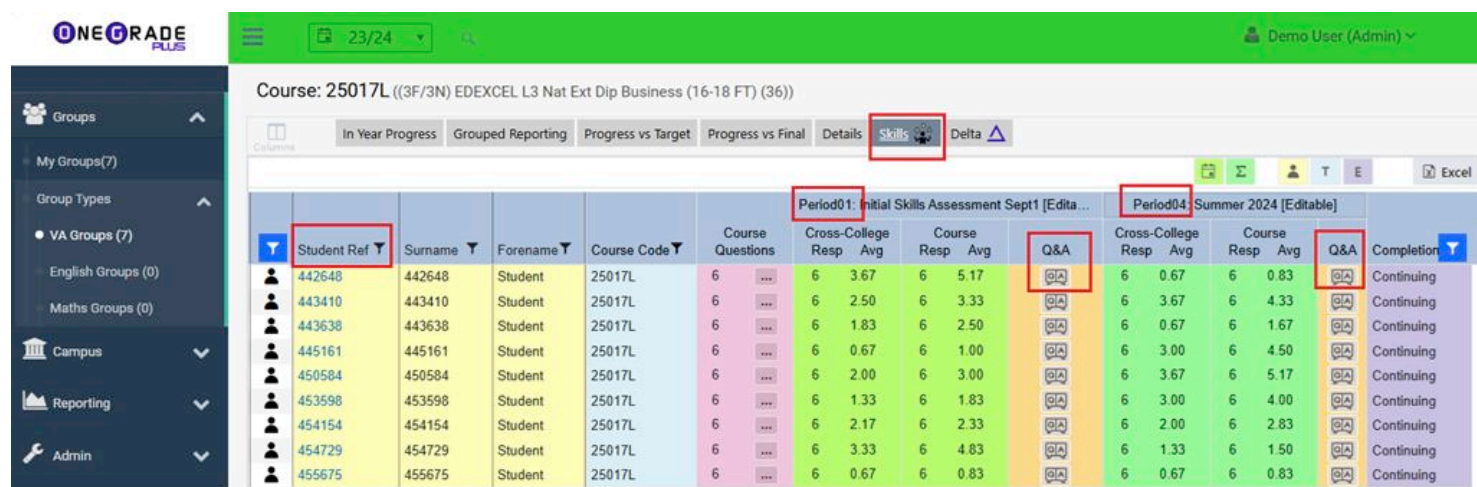
Many colleges will already have initial and follow-up surveys in place, but the Skills function in OneGrade Plus allows these to be monitored and stored for up to 10 periods per year. The ensuing statistics will also be available to add into the Delta function as an additional source of overall Student 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.



Default Descripti...	Skills Period Description	Open Date	Close Date	Are Answers Editable	Edit
Period01	Initial Skills Assessment Sept 2023	01/09/2023	30/09/2023	<input type="checkbox"/>	Edit
Period02	Autumn 2023	01/10/2023	22/12/2023	<input type="checkbox"/>	Edit
Period03	Spring 2024	01/01/2024	29/02/2024	<input checked="" type="checkbox"/>	Edit
Period04	Summer 2024	01/04/2024	30/05/2024	<input checked="" type="checkbox"/>	Edit
Period05	Late Summer 2024	01/06/2024	31/07/2024	<input type="checkbox"/>	Edit
Period06		01/01/2000	01/01/2000	<input type="checkbox"/>	Edit
Period07		01/01/2000	01/01/2000	<input type="checkbox"/>	Edit
Period08		01/01/2000	01/01/2000	<input type="checkbox"/>	Edit
Period09		01/01/2000	01/01/2000	<input type="checkbox"/>	Edit
Period10		01/01/2000	01/01/2000	<input type="checkbox"/>	Edit

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.



Student Ref	Surname	Forename	Course Code	Course Questions	Cross-College Resp	Cross-College Avg	Course Resp	Course Avg	Q&A	Cross-College Resp	Cross-College Avg	Course Resp	Course Avg	Q&A	Completion
442648	442648	Student	25017L	6	6	3.67	6	5.17	Q&A	6	0.67	6	0.83	Q&A	Continuing
443410	443410	Student	25017L	6	6	2.50	6	3.33	Q&A	6	3.67	6	4.33	Q&A	Continuing
443638	443638	Student	25017L	6	6	1.83	6	2.50	Q&A	6	0.67	6	1.67	Q&A	Continuing
445161	445161	Student	25017L	6	6	0.67	6	1.00	Q&A	6	3.00	6	4.50	Q&A	Continuing
450584	450584	Student	25017L	6	6	2.00	6	3.00	Q&A	6	3.67	6	5.17	Q&A	Continuing
453598	453598	Student	25017L	6	6	1.33	6	1.83	Q&A	6	3.00	6	4.00	Q&A	Continuing
454154	454154	Student	25017L	6	6	2.17	6	2.33	Q&A	6	2.00	6	2.83	Q&A	Continuing
454729	454729	Student	25017L	6	6	3.33	6	4.83	Q&A	6	1.33	6	1.50	Q&A	Continuing
455675	455675	Student	25017L	6	6	0.67	6	0.83	Q&A	6	0.67	6	0.83	Q&A	Continuing

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

ONEGRADE PLUS

23/24

Demo User (Admin)

VA Group: 25017L2 25017L2_GpA ((3F/3N) EDEXCEL L3 Nat Ext Dip Business (16-18 FT) YR2)

Columns

In Year Progress

Grouped Reporting

Progress vs Target

Progress vs Final

Details

Skills

Delta

Print

Filter

Export

Excel

						Period01: Initial Skills Assessment Sept1 [Editable]						Period04: Summer 2024 [Editable]								
	Student Ref	Surname	Forename	Course Code	Course Questions	Cross-College Resp	Course Avg	Course Resp	Course Avg	Overall Resp	Overall Avg	Q&A	Cross-College Resp	Course Avg	Course Resp	Course Avg	Overall Resp	Overall Avg	Q&A	Completion
	442648	442648	Student	25017L	6	6	3.67	6	5.17	12	4.42		6	0.67	6	0.83	12	0.75		Continuing
	443410	443410	Student	25017L	6	6	2.50	6	3.33	12	2.92		6	3.67	6	4.33	12	4.00		Continuing
	443638	443638	Student	25017L	6	6	1.83	6	2.50	12	2.17		6	0.67	6	1.67	12	1.17		Continuing
	445161	445161	Student	25017L	6	6	0.67	6	1.00	12	0.83		6	3.00	6	4.50	12	3.75		Continuing
	450584	450584	Student	25017L	6	6	2.00	6	3.00	12	2.50		6	3.67	6	5.17	12	4.42		Continuing
	453598	453598	Student	25017L	6	6	1.33	6	1.83	12	1.58		6	3.00	6	4.00	12	3.50		Continuing
	454154	454154	Student	25017L	6	6	2.17	6	2.33	12	2.25		6	2.00	6	2.83	12	2.42		Continuing
	454729	454729	Student	25017L	6	6	3.33	6	4.83	12	4.08		6	1.33	6	1.50	12	1.42		Continuing
	455675	455675	Student	25017L	6	6	0.67	6	0.83	12	0.75		6	0.67	6	0.83	12	0.75		Continuing

Search Students...

Total: 9 Records, Showing 9 Filtered Records (Completed or Continuing)

Clear Filter

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:

ONEGRADE Plus

19 23/04

Skills - Period Summary

Show Students With Answers

Skills

Please Select Option...

Answered

Not Answered

Show Data

Student UDF P1 P2 P3 P4 P5 P6 P7 P8 P9 P10 XC Courses Overall Q&A

Completion	Student Ref	Surname	Forename	Cross-College Starting Period	Cross-College MostRecent Period	Overall Period1 Avg	Overall Period4 Avg	Overall Difference	Overall Starting Period	Overall MostRecent Period		
Continuing	442648	442648	Student	3.33	3.67	-0.30	4	4.42	-0.87	1	4	
Continuing	443638	443638	Student	3.33	3.33	0.34	4	3.08	3.48	0.38	1	4
Continuing	445161	445161	Student	3.33	1.33	-2.00	4	4.08	1.42	-2.88	1	4
Continuing	445999	445999	Student	3.00	2.67	-0.67	4	2.62	2.38	-0.24	1	4
Continuing	446022	446022	Student	2.83	3.17	0.34	4	3.08	3.31	0.62	1	4
Continuing	446025	446025	Student	2.83	2.87	-0.16	4	3.00	2.45	-0.54	1	4
Continuing	446429	446429	Student	2.80	2.80	0.00	4	2.82	2.04	-0.23	1	4
Continuing	446410	446410	Student	2.80	3.67	1.17	4	2.82	4.00	1.08	1	4
Continuing	446325	446325	Student	2.33	3.50	1.17	4	2.88	3.51	0.62	1	4
Continuing	454154	454154	Student	2.17	2.00	-0.17	4	2.28	2.42	0.17	1	4
Continuing	450584	450584	Student	2.00	3.67	1.67	4	2.80	4.42	1.82	1	4
Continuing	443638	443638	Student	1.83	0.67	-1.16	4	2.17	1.17	-1.00	1	4
Continuing	453598	453598	Student	1.33	3.00	1.67	4	1.88	3.50	1.82	1	4
Continuing	446151	446151	Student	0.87	3.00	2.33	4	0.83	3.75	2.82	1	4
Continuing	455675	455675	Student	0.67	0.87	0.00	4	0.75	0.75	0.00	1	4

Total: 18 Records

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

Skills - Question Breakdown

Show Students With Answers

Student UDF P1 P2 P3 P4 P5 P6 P7 P8 P9 P10 XC Courses Overall Q&A

Completion	Student Ref	Surname	Cross-College Starting Period	Cross-College MostRecent Period	Period Value
Continuing	445975	445975	4	5	5
Continuing	443555	443555	4	5	5
Continuing	443568	443568	4	5	5
Continuing	444022	444022	4	5	5
Continuing	443598	443598	4	5	5
Continuing	443410	443410	4	5	5
Continuing	444025	444025	4	5	5
Continuing	446151	446151	4	5	5
Continuing	440584	440584	4	5	5
Continuing	443535	443535	4	5	5
Continuing	454154	454154	4	5	5
Continuing	443599	443599	4	5	5
Continuing	440429	440429	4	5	5
Continuing	443638	443638	4	5	5

Total: 18 Records