

SkillStack®

Approver Guide



[Log in](#)

[Uploading a Student Roster](#)

[Uploading a Student Roster for a 2nd Time](#)

[Approving Skills](#)

[Recent Approvals](#)

[Reports - My Approval Activity by Student](#)

[Conclusion](#)

SkillStack url - <https://skillstack.idaho.gov>



Log In

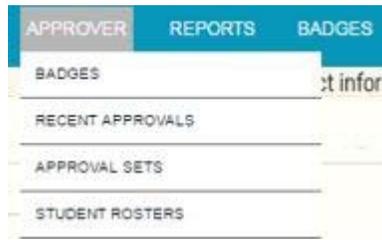
- A Transition Coordinator or SkillStack® Administrator will provide you with a username and password. Once you have a username and password click on the **Log In** link in the upper right hand corner.
- When the Log In page opens enter your username and password, then click the Log In button.

A screenshot of the SkillStack web application's login page. The page has a blue header with the SkillStack logo and navigation links: "BADGES", "ABOUT", "REGISTER", "LOG IN", and "HELP". The main content area is white with a light blue background at the top. It features a "Log in" heading and a form with fields for "User name" and "Password". A "forgot password" link is next to the password field. Below the fields is a "Log In" button, a "Remember me?" checkbox, and a "Register" link with the text "if you don't have a local account." A red arrow points to the "Log In" button. At the bottom, there are logos for SkillStack and IDAHO Career & Technical Education, along with a small disclaimer.

- Once logged in you will see three new navigation items (**Approver, My Badges, and Reports**)



- The approver menu has four submenus (**Badges, Recent Approvals, Approval Sets, and Student Rosters**)

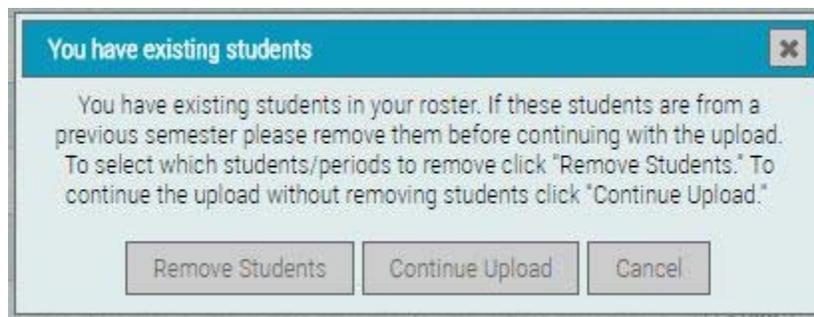


Uploading a Student Roster

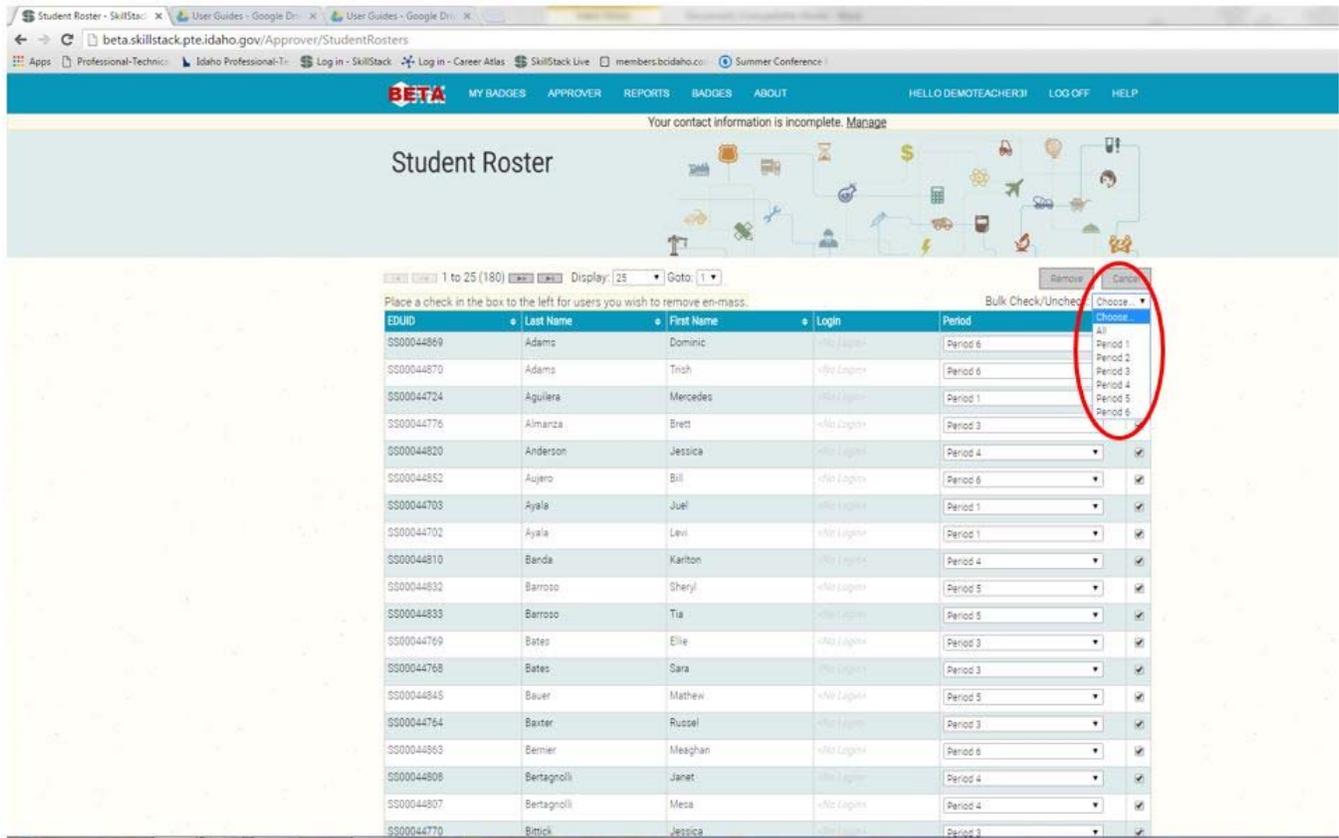
- Hover over the **Approver** menu and click on the **Student Roster** sub menu link
- In the upper right corner select **Download the Header File for User Uploads**
- The headers in the file must match the headers in SkillStack® so do not delete any headers or columns (you will write over/delete the instructions in the spreadsheet as noted in the file)
- Enter the appropriate information into the required fields (**Student ID, Instructor ID, District ID, School ID, Course Code (the ISEE course code), Period, Section, Student First Name, and Student Last Name**)
- You can change the name of the period to make it easier to choose which roster you would like to view (i.e. Intro to Welding - Period 1)
- For **Postsecondary** institutions, please make note of the special instructions contained in the spreadsheet
- Once the spreadsheet is complete go to the **Student Roster** page and select **Upload User Excel File**
- Once the data is uploaded it is still possible to modify student information (i.e. **Change a student's class period, Change a student's password, and Removing a student from that period**). You will see icons for each next to each student's name that you can click to make these modifications.
- If you remove a student from your class, you are **NOT** removing them from SkillStack®. You are simply removing them from your student roster.

Uploading a Student Roster for the 2nd Time and Beyond

- Hover over the **Approver** menu and click on the **Student Roster** sub menu link
- Select **Upload User Excel File**
- SkillStack® will then prompt you to remove all of the existing relationships between the teachers and the students. Click the **Remove Students** button.



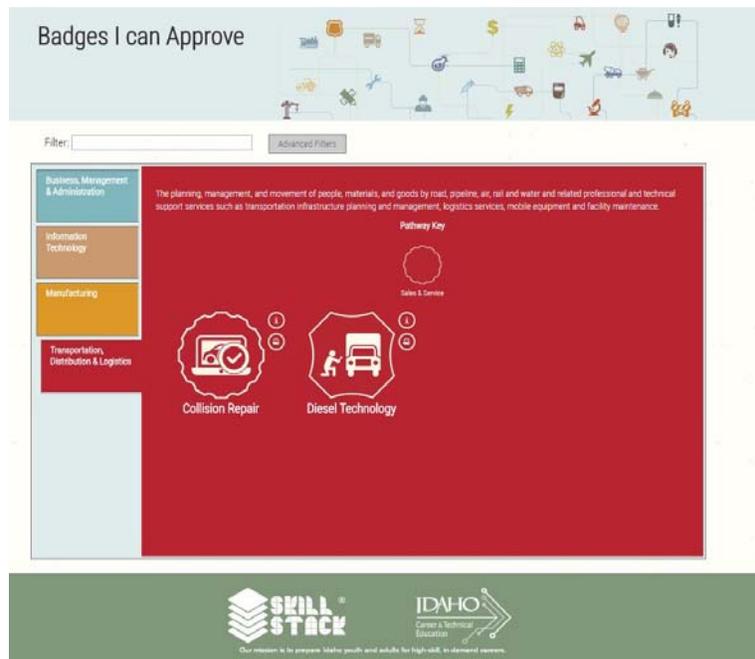
- In the upper right corner select the drop down menu titled **Bulk Check/Uncheck**. Select the **All** option and then click the **remove** button. This will not delete any students from SkillStack®. This simply removes them from your class so that you can refresh your roster for the current semester.



- SkillStack® is programmed to recognize a student's EDUID. If there is a misspelling or a student goes by a nickname SkillStack® will ask you to verify the student's information (i.e. Charles goes by Chuck)

Approving Skills

- Hover over the **Approver** menu and click on the **Badges** sub menu link.
- This will take you to the list of badges you can approve.



NOTE: If you would like to view more information about any of the badges in the system click on the **Badges** main menu item instead of the one in the **Approver** sub menu.

- The filter can be used to find specific badges or groups of badges or you can just browse through the list of badges available.
- Clicking on the badge you wish to award skills for will take you to the **Skill Approval** page.

NOTE: In SkillStack®, approvers check off skills (not badges) and once a student has earned all the skills required for a badge, the badge is awarded automatically.

- The **Skill Approval** page is divided into three sections.
 - **Upper Left** - You will see the badge image, title, and description: This makes it easy to see which badge you are approving skills for.
 - **Upper Right** - Skills list: The list of skills that make up this badge. Check the skills that you wish to approve at this time. You can either check skills individually by student or for the entire class period, if applicable, using the checkbox just below the skill.
 - **Bottom** - Displayed below the badge image and the skills list is the list of students. You may use the filter drop down menu to filter for a specific school period.
 - Once you have selected the skills you are approving and all the students you are approving the skills for, click the approve button at the top of the page.

Skill Approval

Badge, Title, Description

Collision Repair Safety
Demonstrate knowledge of Collision Repair shop safety

Approve (showing 8 of 8 skills)

Skills List

| Approve | Skills List | Skills List | Skills List | Skills List | Skills List | Skills List | Skills List | |
|--------------------------|--|---|--|--|--|---|------------------------------|----------------------------|
| <input type="checkbox"/> | Identify & take necessary precautions with hazardous operations & materials... | Identify safety & personal health hazards according to OSHA guidelines &... | Locate & interpret safety data sheets (MSDS) SDS | Inspect spray environment & equipment to ensure compliance with federal, state,... | Select & use a NIOSH approved air purifying respirator. Inspect condition &... | Select & use a NIOSH approved supplied air (Fresh Air Make-up) respirator ... | Select & use appropriate PPE | Passing grade on SP/2 test |

Student List

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Recent Approvals

- To view all the skills you have approved in the last 15 days, hover over the **Approver** menu and click on **Recent Approvals**. This will take you to the **Recent Approval Activity** page where all your recent approvals will be listed.

BETA MY BADGES APPROVER REPORTS BADGES ABOUT HELLO DEMOTEACHER! LOG OFF HELP

Your contact information is incomplete. [Manage](#)

Recent Approval Activity
A list of skills approved in the last 15 days

1 to 100 (336) Display: 100 Goto: 1

| User | Skill | Badge | Completed |
|-------------|--|-------------------------|------------|
| Ander, Cori | Identify & take necessary precautions with hazardous operations & materials according to federal, state, & local regulations | Collision Repair Safety | 07/22/2016 |
| Ander, Cori | Identify safety & personal health hazards according to OSHA guidelines & the 'Right to Know Law' | Collision Repair Safety | 07/22/2016 |
| Ander, Cori | Locate & interpret safety data sheets (MSDS) SDS | Collision Repair Safety | 07/22/2016 |
| Ander, Cori | Inspect spray environment & equipment to ensure compliance with federal, state, & local regulations, & for safety & cleanliness hazards | Collision Repair Safety | 07/22/2016 |
| Ander, Cori | Select & use a NIOSH approved air purifying respirator. Inspect condition & ensure fit & operation. Perform proper maintenance in accordance with OSHA Regulation 1910.134 & applicable state & local regulation | Collision Repair Safety | 07/22/2016 |
| Ander, Cori | Select & use a NIOSH approved supplied air (Fresh Air Make-up) respirator system. Perform proper maintenance in accordance with OSHA Regulation 1910.134 & applicable state & local regulation | Collision Repair Safety | 07/22/2016 |
| Ander, Cori | Select & use appropriate PPE | Collision Repair Safety | 07/22/2016 |

- In addition to viewing your recent approval activity, on this page you can remove approvals that were awarded by mistake. Click on the **X** button at the end of each row to delete the skill approval for this student.

Reports - My Approval Activity by Student

- Under the reports menu is the option to run the **My Approval Activity by Student** report.
- This report can be filtered by date range and shows a rollup of all the skills you have approved by student. It also shows the count of badges each student has earned as a result of skills you have awarded.
- Unlike the **Recent Approval Activity** page this report is informational only. You cannot edit this data.

My Approval Activity By Student
Report of student activity in the given date range

Start Date: 6/25/2016 End Date: 7/25/2016

Run Report

1 to 10 (42) Display: 10 Goto: 1

| First Name | Last Name | EDUID | Skills Earned | Badges Earned |
|------------|-----------|------------|---------------|---------------|
| Cari | Ander | 1000010041 | 8 | 1 |
| Ted | Baer | 1000010012 | 8 | 1 |
| Earl | Bird | 1000010006 | 8 | 1 |
| Bill | Board | 1000010004 | 8 | 1 |
| Dusty | Carr | 1000010007 | 8 | 1 |
| Lewis | Clark | 1000010019 | 8 | 1 |
| Sonny | Day | 1000010020 | 8 | 1 |
| Barb | Dwyer | 1000010002 | 8 | 1 |
| Emile | Eaton | 1000010024 | 8 | 1 |
| Polly | Ester | 1000010014 | 8 | 1 |

1 to 10 (42) Display: 10 Goto: 1

Conclusion

This guide is meant to be a reference and aid as you start approving skills and help students earn badges. You can also watch the approver instructional video at <https://skillstack.idaho.gov/>. If you have any question that are not answered by the guide or video, or if you need help, please contact the *SkillStack*[®] staff at Idaho Career & Technical Education.

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