

Onefile Learner Handbook



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Onefile

Contact Details

0161 638 3876
www.onefile.co.uk
info@onefile.co.uk

Logging into your Account

To login, navigate to <http://www.onefile.co.uk/> then select the 'Login' button located within the top right hand of the homepage. Within Wcredentials within the Username and Password fields. The details are case sensitive, so they need to be typed exactly as displayed.



The screenshot shows the Onefile EPortfolio login interface. At the top, there is a navigation bar with the Onefile logo, links for Solutions, Pricing, About Us, Contact, and Explore, a phone number +44 (0)161 638 3876, and a LOG IN button. The main content area features a dark sidebar with a menu icon and several icons. The central login form includes the Onefile EPortfolio logo, a 'Remember me' checkbox, a 'Username or Keychain email' field containing 'username@onefile.com', a 'Password' field with a 'Forgot your password?' link, a yellow 'Login' button, and an 'Advanced Login Options' section with a 'Lost password' link. Below the form, there is a 'Log in with Facebook' button and a 'Use your account? Get app Keychain' link. Two callout boxes provide instructions: one points to the login fields and button, and the other points to the 'Lost password' link.

Enter your Username or Keychain email and password here, then select Login. Ensure that you select 'Live OneFile' within 'Advanced Login Options'.

If you are unable to login, you can request a new password by clicking onto the 'Lost password' button or contacting your centre manager.

Homepage

The screenshot shows the 'Portfolio Dashboard' interface. A blue sidebar on the left contains navigation icons for Home, Portfolio, Assessments, Progress (with a 20% indicator), and Resources. The main content area is divided into several sections:

- Top Section:** 'You are working towards:' followed by a list of qualifications. A callout box states: 'Displays the qualifications you are working towards.'
- Progress Section:** 'OVERALL AND TARGET PROGRESS' with a circular progress gauge. A callout box states: 'Shows the percentage of your progress.'
- Tasks Section:** 'TASKS DUE:' with a list of tasks and a priority bar. A callout box states: 'Lists your tasks in priority order.'
- My Profile & CV:** A card for updating personal information. A callout box states: 'Allows you to update your personal information.'
- My Portfolio:** A card for viewing assessments and progress. A callout box states: 'Direct link to your portfolio.'
- Upload Evidence:** A card for uploading evidence. A callout box states: 'Uploads evidence into your portfolio.'
- Tasks:** A highlighted yellow card. A callout box states: 'Work for you to complete will show up as tasks.'
- Messages:** A card for sending messages. A callout box states: 'Allows you to send messages.'
- Witness Status:** A card for witness status.
- Resources:** A card for accessing resource documents. A callout box states: 'Allows you to access centre resource documents.'
- Assessment Team:** A section listing team members. A callout box states: 'Lists individuals who are linked to your portfolio.'

Managing your Side Icons

The diagram illustrates the process of managing side icons in the sidebar. It shows a 'drag and drop menu items to sidebar' window on the left and the final sidebar on the right.

- Step 1:** A callout box points to a 'wand' icon in the menu window: 'You will be able to add additional icons onto your sidebar by clicking the wand button when the sidebar is expanded.'
- Step 2:** A callout box points to the menu items: 'You will be able to drag and drop these icons anywhere into your sidebar.'
- Step 3:** A callout box points to the final sidebar: 'Once saved, they will be available to click in your sidebar.'

Portfolio Icons

Icon:	Description:	Icon:	Description:
 Activity	View the activity of each user associated with your portfolio.	 Assessment Evidence	All assessment evidence can be viewed here. You can also upload evidence to your assessments from here.
 Journal (0)	Add entries to the journal to record activities or events that have taken place.	 Timesheet	View timesheets showing how much time has been recorded while completing an assessment.
 Online	Shows your current status. In this icon you can upload a profile picture, add documentation and update your details.	 Download Portfolio	Export your portfolio into a ZIP file. This can be copied to a CD, USB device or hard drive.
 Expert / Witnesses	Someone who is an expert in the field. They will oversee the work and confirm it's correct.	 Gap Analysis	Displays the remaining criteria on your qualification.
 Learning Journey	A graph which shows the learner's progress alongside their completed activities.	 Progress (20%)	View your progress for each unit. If you select "Show Detailed View" you can also compare your actual progress with target progress.
 ILP (0)	This is where you will sign your Individual Learning Plan.	 Reviews	View your scheduled review dates and view past reviews.

Accepting an Assessment Plan

Assessment Plan

This Assessment Plan is used

Title: Assessment Plan - 100 (2018)

Start: End: Term:

Use Next Page to Next

The 'start date' determines when the assessment will be generated.
The 'due date' determines when the assessment will appear overdue.
The assessment title will appear in red a week before the completion date if uncompleted.

Tasks

Task ID	Created By	Comments	Completion Date	Status
100 (2018)	Admin	Booked to Publishing	Please complete before my due date	View Item Completed See All Deleted

Attachments

 100 (2018) - Assessment Plan - 100 (2018).pdf

Assessors can add attachments onto the plans. These can be downloaded onto the learner's computer.

Feedback & Comments

You have completed this item and you can now provide feedback to your assessor (0/100)

Comments:

Please do not provide feedback until you have read the feedback to you.

Feedback to Assessor:

Comments: < 1000

You can type feedback to your assessor here.

Word Count: 0/100000

Signatures

Signature	Accepted	Rejected	Read
Admin	Accepted (100)	<input type="button" value="Reject"/>	Accepted (100)
Assessor	Not Read	<input type="button" value="Reject"/>	Accepted (100)
Assessor/Student			
Assessor/Teacher			

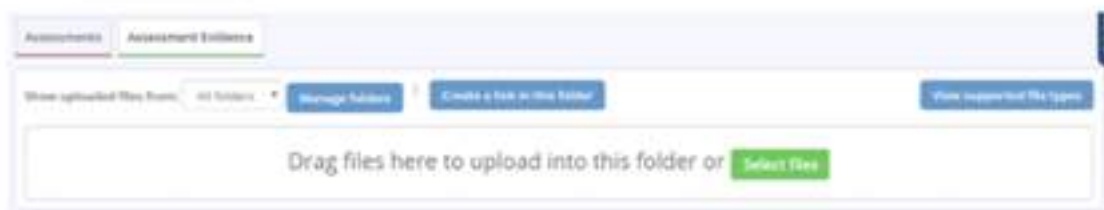
Once read and understood, you should sign and accept the plan.

The reject button will allow you to send the assessment plan back to your assessor if you have any questions.

Uploading Evidence



Click the 'Assessment Evidence' icon.



A pop-up box will appear, allowing you to select a document or image that you would like to upload. Click on the document and press 'Open' to

Once uploaded, the evidence will appear in a table of content highlighted in yellow. This will allow you to change or save the title.



To save the information, click the disk icon. The information box will change from yellow to white once saved.



Starting an Assessment sent from your LSC

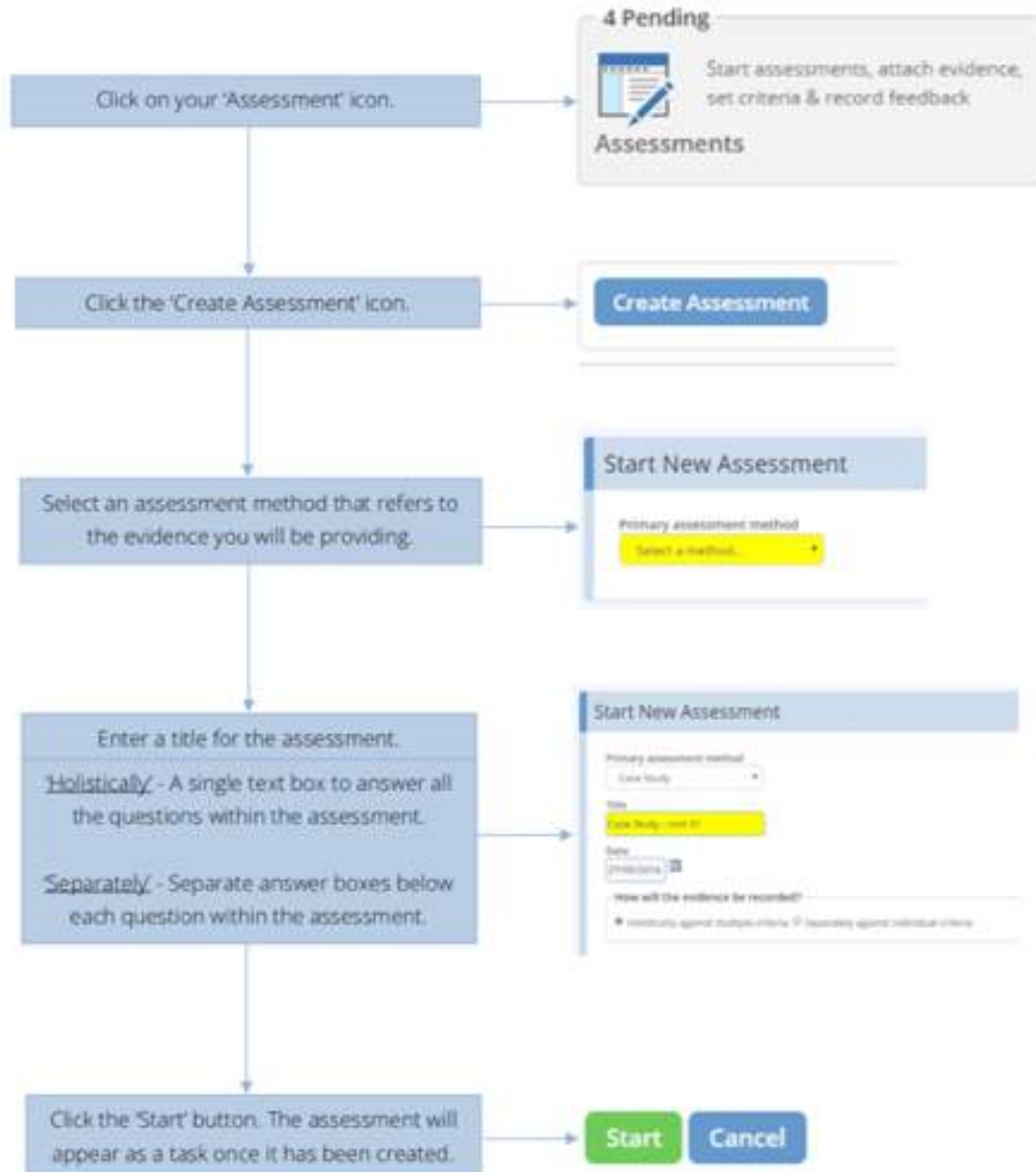
The screenshot shows a web-based assessment creation interface. It includes sections for:

- Primary Method, Reference, Title, Date:** Fields for basic assessment information.
- Criteria:** A section for adding criteria related to the evidence.
- Evidence:** A large text area for written evidence and a paperclip icon for attaching files.
- Feedback & Comments:** A section for providing feedback to the assessor.
- Visit Type, Assessor Travel Time, Assessor Assessment Time, Learner Assessment Time:** Input fields for scheduling and timing.
- Declaration & Signatures:** A section for signing off on the assessment, including a table for signatures and buttons for 'Save & Continue', 'Save & Quit', and 'Cancel'.

Callout Boxes:

- View the task or refer back to the 'Assessment Plan' for more:** Points to a link in the top right corner.
- You can add criteria to the assessment which relates to the evidence you will provide:** Points to the criteria input field.
- Written evidence can be added here including word documents which can be imported:** Points to the main evidence text area.
- You can attach uploaded evidence files via the paperclip icon:** Points to the paperclip icon in the evidence section.
- You can send feedback and comments to your assessor:** Points to the feedback and comments section.
- It is beneficial to save assessments on a regular basis while working on them. This will confirm all information inputted is saved and can be amended at a later date:** Points to the 'Save & Continue' button.
- When the assessment is complete, tick the sign on completion box. Clicking 'Save & Quit' after signing will send it to your assessor:** Points to the 'Save & Quit' button.

Starting Your Own Assessment










Help and Support

Technical Support at OneFile:

Call – 0161 638 3876

Email – support@onefile.co.uk

Our office is open between 8am – 6pm, Monday – Friday (excluding Bank Holidays).

	<p>By clicking the 'Help' icon you will be able to view videos or user-guides relating to the page in question. This icon is available in the top right corner of every page in your portfolio.</p>
<p>User Guides</p> <ul style="list-style-type: none"> Creating your own assessments Learner Induction Guide Learner Induction Video <p> Search all user guides</p>	<p>Clicking these links will bring you to all the knowledge-based articles relating to OneFile.</p>
<p> Book free online training</p>	<p>Clicking this icon will allow you to book on an online learner webinar. Webinars are online training sessions covering different areas of OneFile and are hosted by members of the Technical Support Team. You will have the opportunity to ask questions and seek guidance.</p>
<p> Contact OneFile</p>	<p>Send an email to the OneFile Support Team for help regarding technical enquires.</p>

**Alacrity
Group.**

