Onefile Learner Handbook

Contents

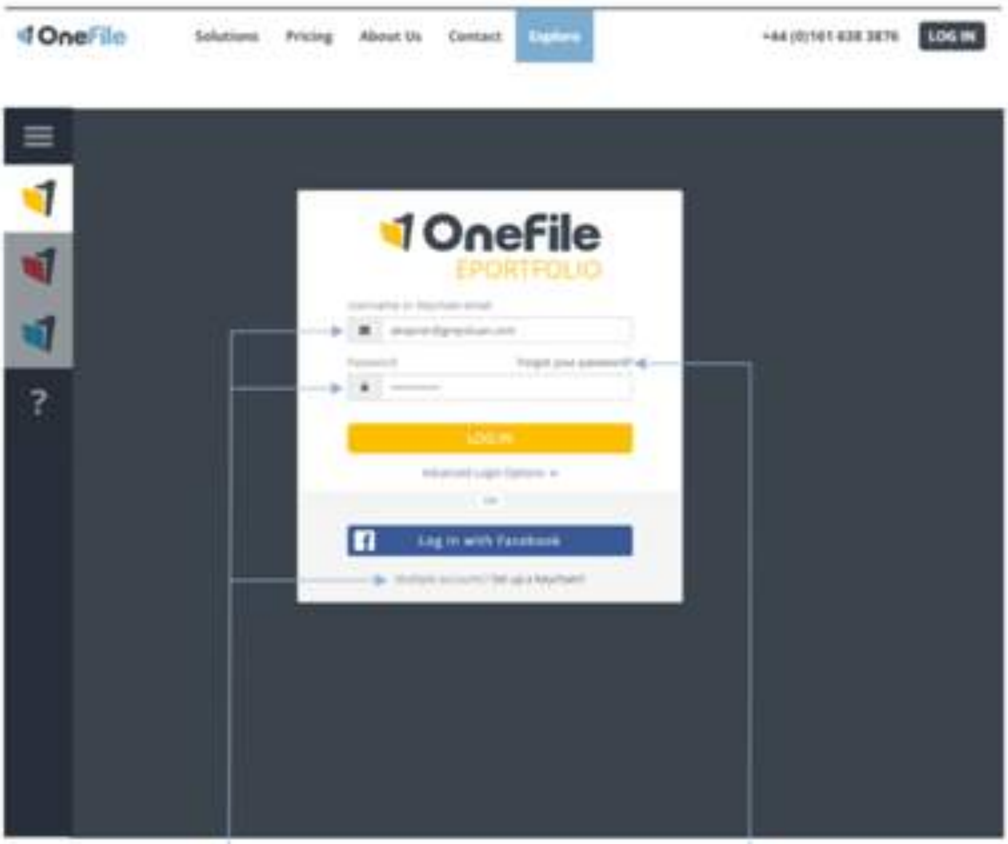
Onefile

Contact Details

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

Logging into your Account

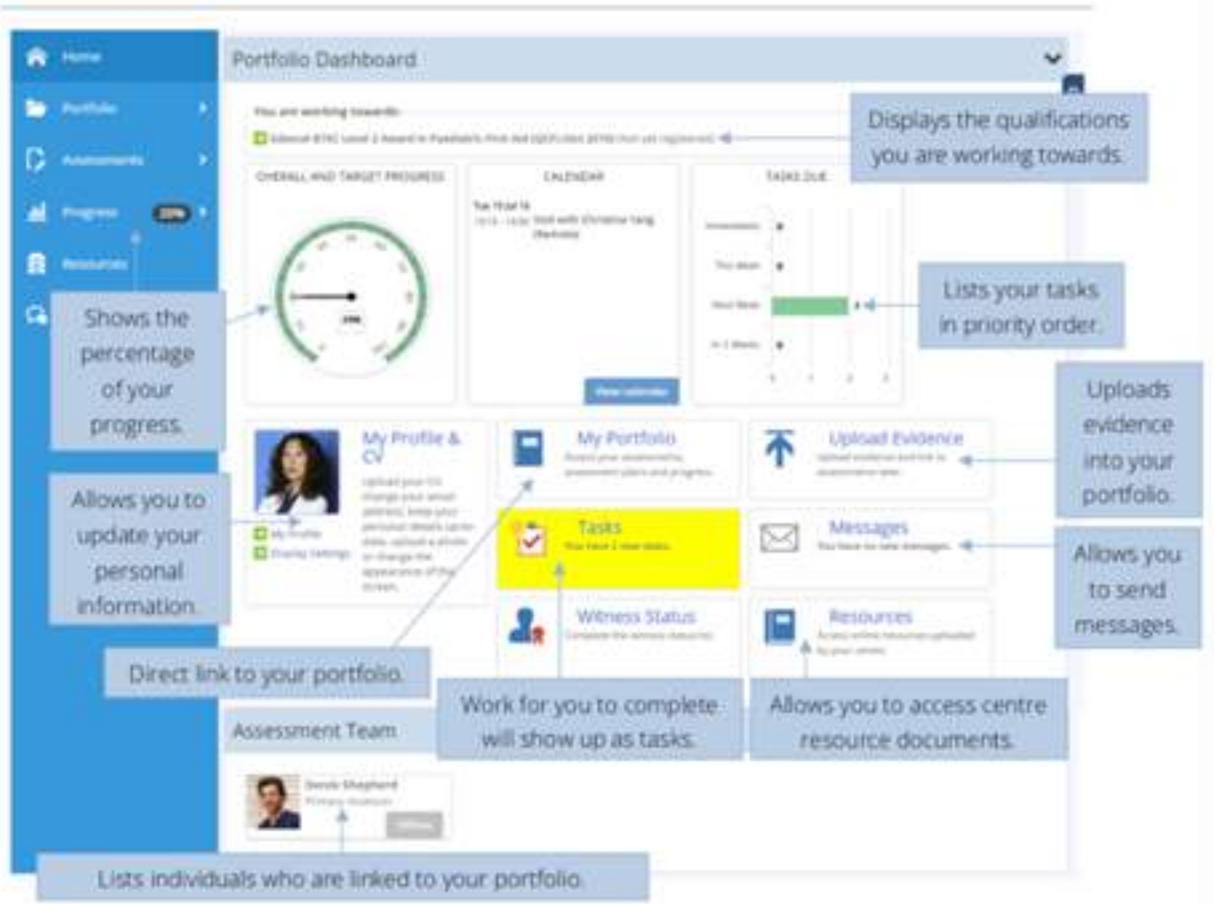
To login, navigate to http://www.onefile.co.uk/ then select the 'Login' button located within the top right hand of the homepage. Within Wcredentials within the Username and Password fields. The details are case sensitive, so they need be typed exactly as displayed.



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

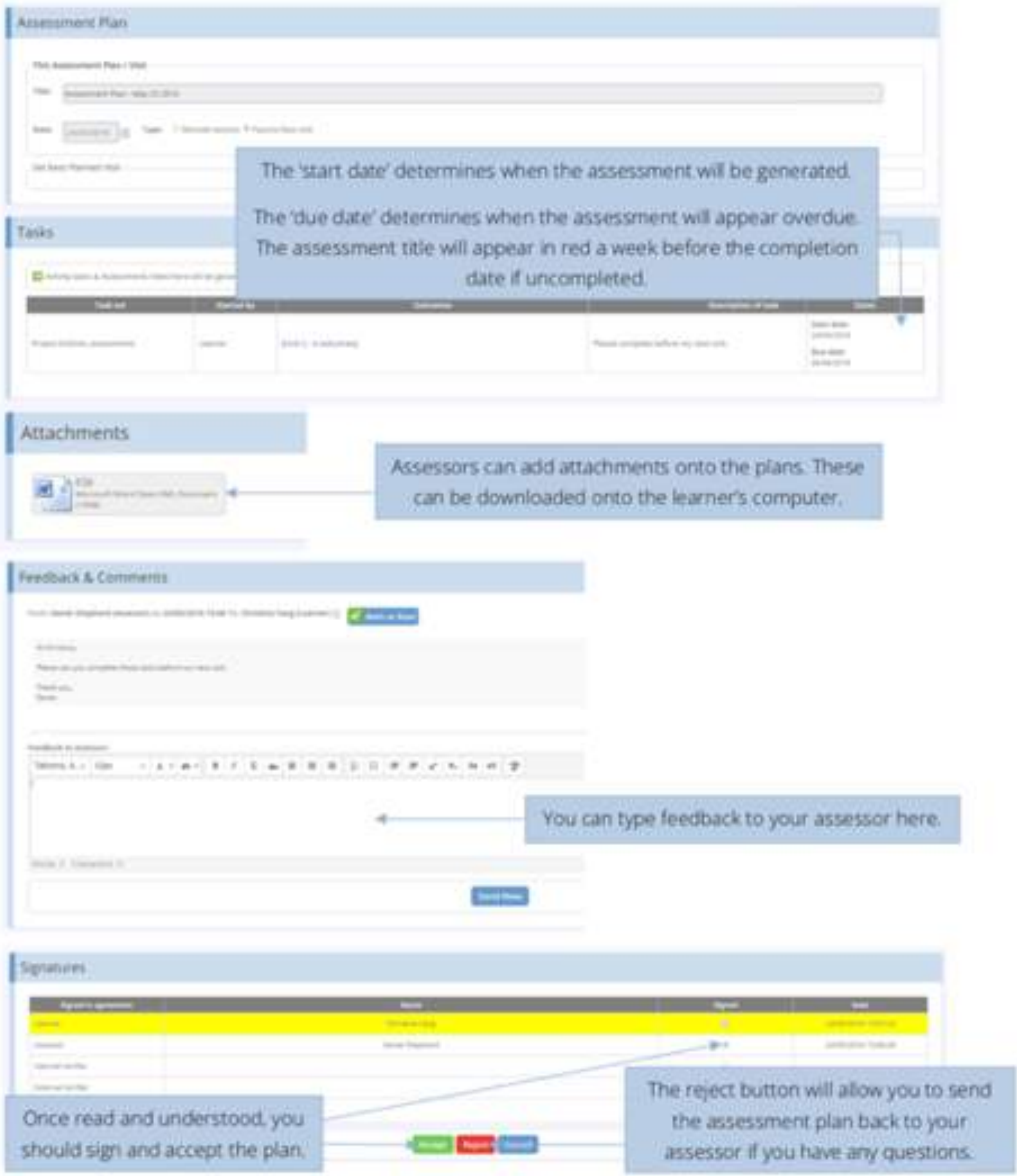


Managing your Side Icons

Portfolio Icons

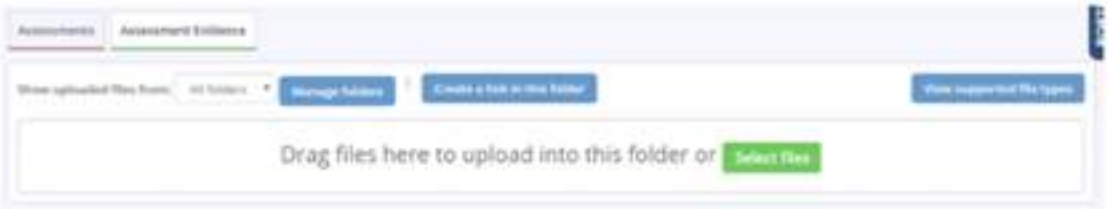
Icon:	Description:	Icon:	Description:
Activity	View the activity of each user associated with your portfolio.	Assessment Evidence	All assessment evidence can be viewed here. You can also upload evidence to your assessments from here.
Journal (0)	Add entries to the journal to record activities or events 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.

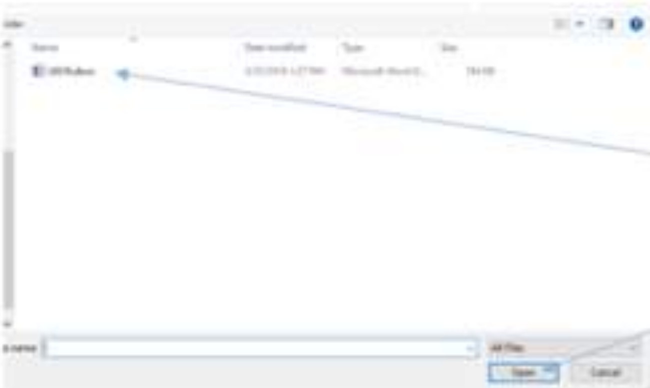
Accepting an Assessment Plan



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 to you change or save the title.

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

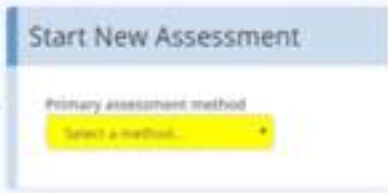
Starting an Assessment sent from your LSC

Starting Your Own Assessment

Click on your 'Assessment' icon.

Click the 'Create Assessment' icon.

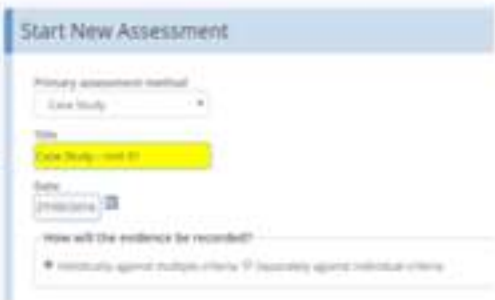
Select an assessment method that refers to the evidence you will be providing.



Enter a title for the assessment.

'Holistically' - A single text box to answer all the questions within the assessment.

'Separately' - Separate answer boxes below each question within the assessment.



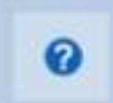
Click the 'Start' button. The assessment will appear as a task once it has been created.

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).

	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.
User Guides Creating your own assessments Learner Induction Guide Learner Induction Video Search all user guides	Clicking these links will bring you to all the knowledge-based articles relating to OneFile.
Book free online training	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.
Contact OneFile	Send an email to the OneFile Support Team for help regarding technical enquires.