



# Learner Basics

The Learning Hub

Creating records in the Learning Journal


# Learning Journal

The learning journal allows you to keep a record of your learning experiences. It references the activities you engaged in as well as the criteria and outcomes you aim to achieve during your learning.


1. You can click 'Learning Journal' from the left sidebar or click the **Learning Journal** icon on your **portfolio page**.





2. You should now see Welcome back!. Select this box and complete your learning journal entry. Complete all fields:

 **Test Learner**

Title \* Select a category \* ▾

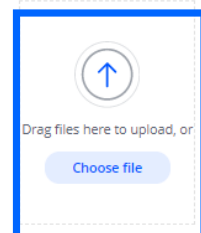
Date \*  Time started: HH : MM AM Duration: HH : MM

 Drag files here to upload, or  
[Choose file](#)

 [Need help to write your reflection?](#)

Criteria  Link Activity  Privacy [Cancel](#) [Create](#)

3. To **attach a file**, click choose file or drag and drop files that are relevant to your post.



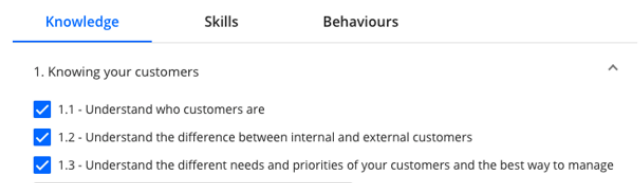
# Continued...

4. To link an activity record to your post, click on **Link Activity**

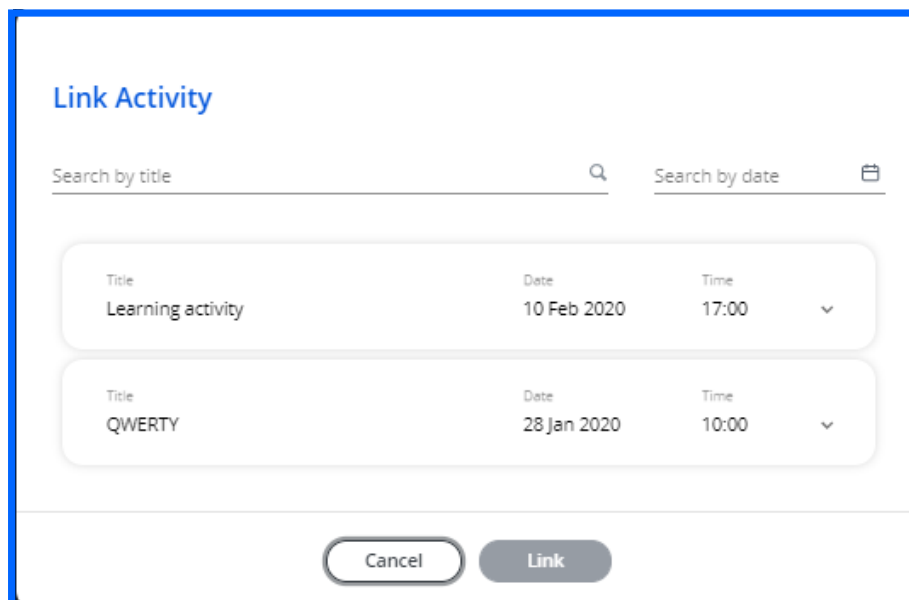


5. Click **Criteria** and select the criteria you wish to link to your entry and click **Link**. This helps to identify the areas of learning experienced in the reflection you are providing.

**Note** - this does not generate progress towards the relevant learning aims.

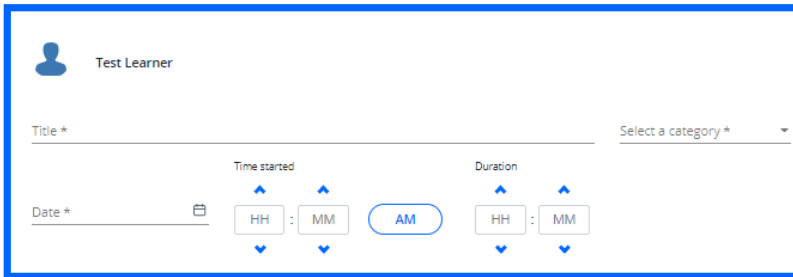


6. Select an existing learning activity. Existing learning activities are populated from your timesheet entries and previous learning journal entries.

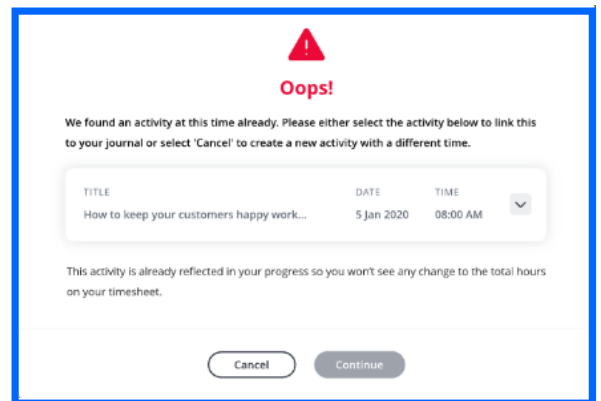


# Continued...

You also have the option to add in a new activity. If an entry is created the same time as another entry, a message will display. This will reduce duplication and allow you to build on your reflection easily.

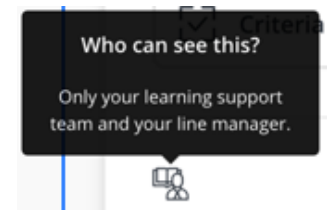


The screenshot shows the 'Test Learner' profile at the top left. Below it is a form with the following fields: 'Title \*' with a dropdown menu for 'Select a category \*', 'Date \*' with a calendar icon, 'Time started' with 'HH' and 'MM' input boxes and an 'AM' button, and 'Duration' with 'HH' and 'MM' input boxes. All input boxes have up and down arrows for selection.



The screenshot shows a red warning triangle with an exclamation mark and the word 'Oops!' in red. Below it, the text reads: 'We found an activity at this time already. Please either select the activity below to link this to your journal or select 'Cancel' to create a new activity with a different time.' A table below shows a table with columns 'TITLE', 'DATE', and 'TIME'. The row contains: 'How to keep your customers happy work...', '5 Jan 2020', and '08:00 AM'. Below the table, it says: 'This activity is already reflected in your progress so you won't see any change to the total hours on your timesheet.' At the bottom are 'Cancel' and 'Continue' buttons.

7. You can change the privacy of your posts at any time by clicking the **Who can see this?** button.



The screenshot shows a dark dialog box titled 'Who can see this?' with a checkmark icon. The text inside says: 'Only your learning support team and your line manager.' Below the text is an icon representing a group of people.

8. To make changes to an entry you have posted, click the **Edit** icon. Or to delete an unwanted entry, click the **Trash can** icon.



9. Click **Create** to publish your learning journal entry.

To learn more, see our full guides  
<https://live.onefile.co.uk/userguides/>



[info.onefile.co.uk/onboarding](https://info.onefile.co.uk/onboarding)