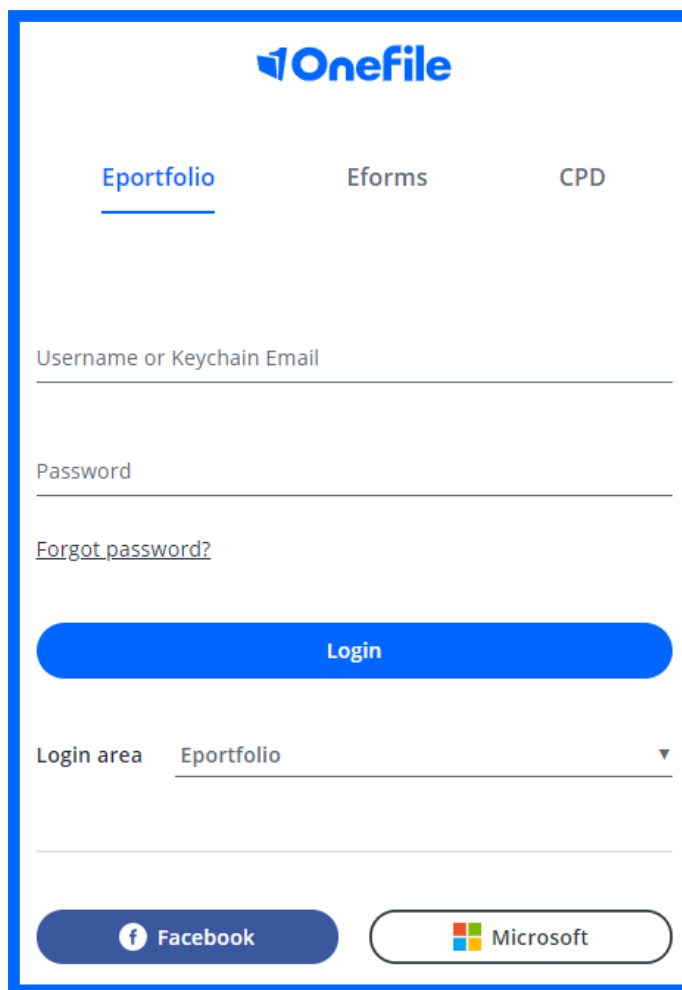




# Learner Induction Guide

# Logging into your account

To log in, navigate to <http://www.onefile.co.uk/> then select the “**Login**” button at the top right-hand of the homepage. Within the login page, please enter your OneFile login credentials in the **Username** and **Password** fields. The details are case sensitive, so they need to be typed exactly as displayed.



The image shows a screenshot of the Onefile login page, enclosed in a blue border. At the top center is the Onefile logo. Below it are three navigation links: "Eportfolio" (underlined), "Eforms", and "CPD". The main login area contains two input fields: "Username or Keychain Email" and "Password". Below the password field is a link for "Forgot password?". A large blue "Login" button is positioned below the input fields. At the bottom of the login area, there is a "Login area" label and a dropdown menu currently set to "Eportfolio". At the very bottom, there are two buttons for social login: "Facebook" and "Microsoft".

# Homepage

Welcome back, Leah Earner

### Portfolio Dashboard

You are working towards:

- Business Administrator Apprenticeship Standard (Not yet registered)
- Business Administrator Gateway to End Point (Not yet registered)
- Business Administrator On Programme Learning (Not yet registered)
- City & Guilds Functional Skills in Mathematics (2018) (Not yet registered)
- City & Guilds Functional Skills qualification in English at Level 2 (Dec 2015) (123456)
- Induction (Not yet registered)
- Business Administrator End Point Assessment (Not yet registered)

**2** OVERALL AND TARGET PROGRESS  
31%

**11** CALENDAR  
Thu 16 Apr 2020  
09:28 - 15:30 Visit with Everette King (Remote)

**3** TASKS DUE

Priority	Count
Immediately	12
This Week	3
Next Week	1
In 2 Weeks	0

**4** My Portfolio  
Access your assessments, teaching learning and assessment plans and progress.

**5** Upload Evidence  
Upload evidence and link to assessments later.

**6** Courses  
You have 2 new courses.

**7** Tasks  
You have 15 new tasks.

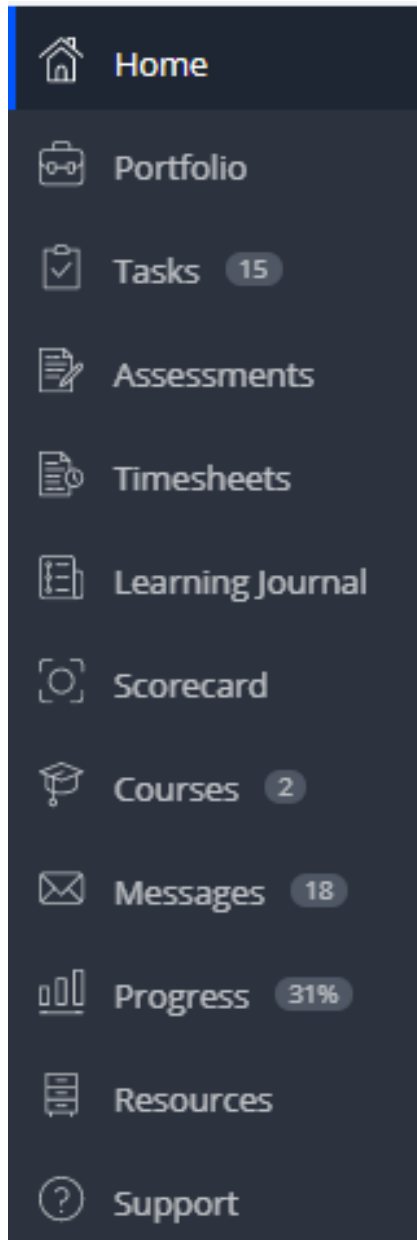
**8** Messages  
You have 18 unread messages.

**9** Witness Status  
Complete the witness status list.

**10** Resources  
Access online resources uploaded by your centre.

1. Displays the Standards/ Learning aim you are working towards
2. Shows the percentage of your progress
3. Lists your tasks in priority order
4. Direct link to your portfolio
5. A storage area for you to store evidence
6. The number of new courses that have been assigned to you to complete
7. Work for you to complete will show up in tasks
8. Allows you to send and receive messages
9. Allows you to create a witness status
10. Allows you to access centre resource documents
11. Your calendar where you can see any visits /meetings that are booked in with your tutor

# Sidebar icons



As well as your homepage icons, you will also have your sidebar icons. There are a few icons here that will already appear on your homepage such as:

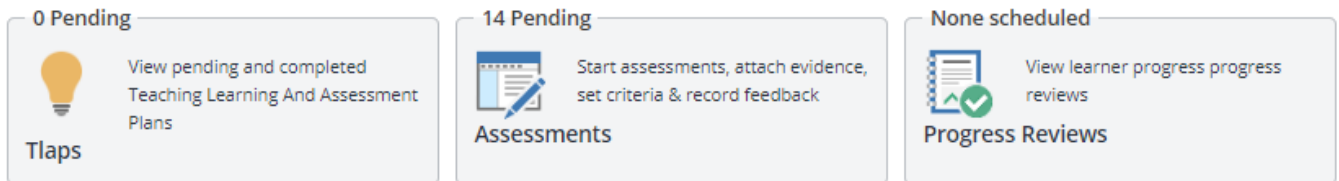
- **Portfolio**
- **Tasks**
- **Courses**
- **Messages**
- **Progress**
- **Resources**

The remaining icons that you have access to are:

- **Home** - this will take you to your portfolio dashboard
- **Assessments** - this will take you to your pending assessments
- **Timesheets** - this will take you to your timesheets page where you can create an entry and view all existing entries for total hours logged.
- **Learning Journal** - this will take you to your Learning Journal where you can record entries of learning
- **Scorecard** - once per calendar month you can complete a scorecard and the scores will be recorded in a learning growth graph.
- **Support** - this will give you access to our support page where you will find lots of guides, FAQs, tips and you can also submit a support ticket if you require further assistance.

# Portfolio icons

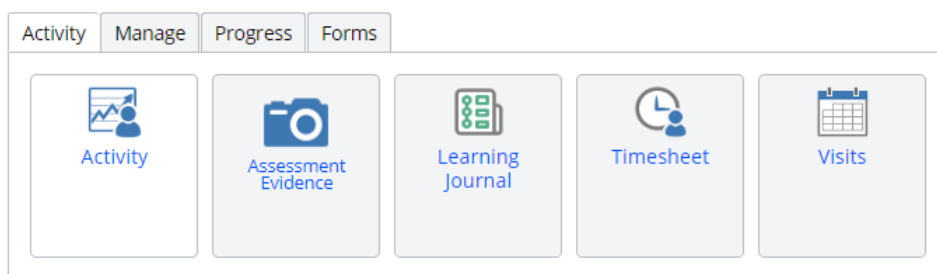
The 3 icons below will be the main icons of your portfolio. These are your plans, assessments and progress reviews.



## Activity

Directly underneath these icons you will then see the following tabs.

- **Activity** - this will display all activity on your portfolio
- **Assessment evidence** (the camera icon) - this is where you can store evidence ready to upload at a later date
- **Learning Journal** - where you can reflect on your learning and complete your activity tasks
- **Timesheets** - where you can record activity and view each entry for your OTJ hours
- **Visits** - this will display any visits booked with your tutor.



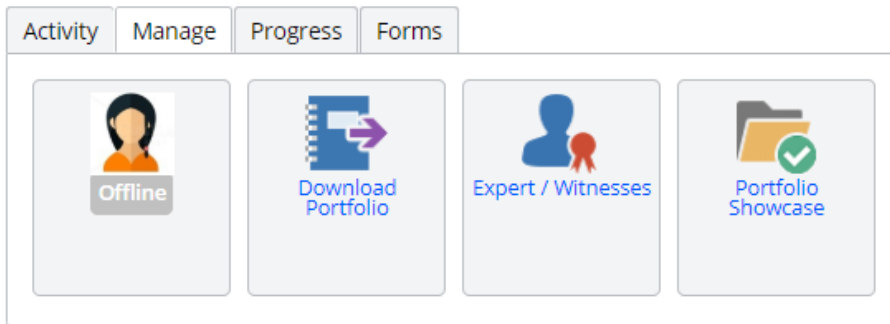
## Manage

Next we have the **Manage** tab. This will display your profile picture. When you click the icon, it will take you to your profile.

The next 3 icons are all enabled through the centre settings, so if you do not see these, please speak with your centre manager.

- **Download portfolio** - you can request a download of your portfolio.
- **Expert / witnesses** - allows you to enter the details of an expert/witness.
- **Portfolio Showcase** - allows you to store your best work and download it as a zip folder.

# Portfolio icons continued...

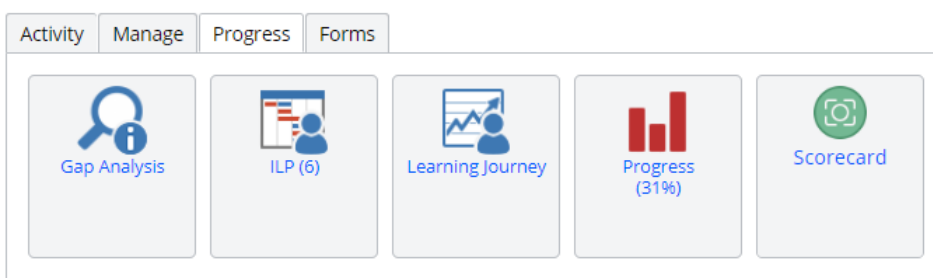


## Progress

Next we have the **Progress** tab which will display:

- **Gap Analysis** - a breakdown of the units you are working towards and the supporting evidence for completed criteria.
- **Individual Learning Plan (ILP)** - if your centre is using one, this will display information from your OneFile portfolio.
- **Learning Journey** - this will display the assessments you've completed each month and the overall progress you ended on that month.
- **Progress** - this will display the progress for each unit. If a unit is at 100%, this will also display the users that have signed off the unit summary.

Please note this page can include 'Pending Assessments' so please check this when looking for accurate progress.



## Forms

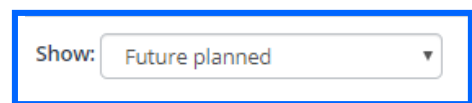
The **Forms** icon will only appear when a form has been assigned to your portfolio. Depending on how the centre manager has set this up, the forms may not always be for you to fill in. If your tutor does ask you to fill in a form, the form will appear here.

# Accepting an assessment plan

## Tasks

When you receive a task to sign a plan that has recently been sent to you by your tutor, you need to check the tasks and make sure you are happy with the tasks and the start and due dates set for each task.

The dates will appear on the right-hand side of each task. If there is a task with a start date in the future, the task will be hidden under **future planned** until the date comes around. If you want to go into this area and start this task early, just press the blue **start** button.



Details of Planned Assessment		
Your tutor is going to carry out an observation on .....		
Please make sure you have.....		
The below points are going to be covered:		
1. Example		
2. Example		
3. Example		
Learning Outcomes		
[Unit 01 - 1 outcome, 4 criteria]		
Assessment		
Method: Observation   Start by: Tutor   Map Evidence: Holistically	24/10/2019	07/11/2019

## Attachments

Attachments can be added to a plan. This will not pull through to the tasks themselves, only resources added to the individual tasks will display. When reviewing your plan you can download any attachments in this area to your computer.

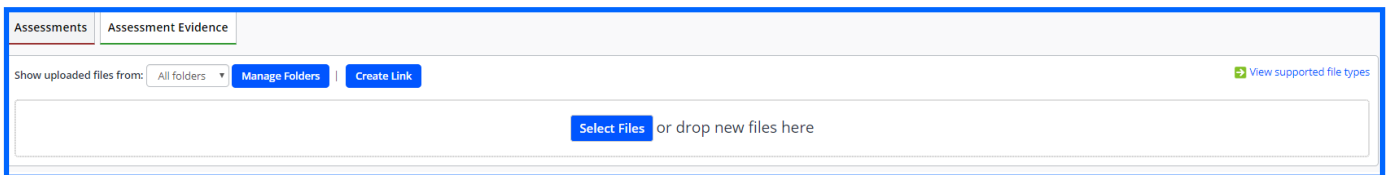
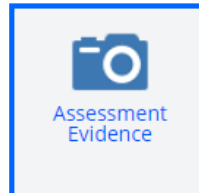
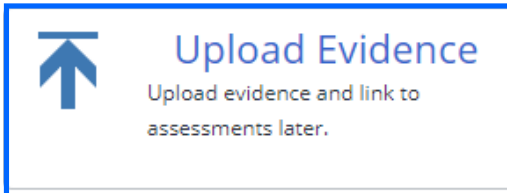






# Uploading evidence

To upload evidence, click either of the below icons located within your portfolio. It will then take you to the page where you can select a document or image to upload.



Once you've selected your document, it will display like below. You have the option to rename it and add the evidence to a **folder** if you have created one. Then press the **disk** icon on the right-hand side to save.

If you're uploading evidence to your evidence folder, it will be stored for you to attach to an assessment at a later date. As this function/feature is not attached to criteria, **no progress** will be shown until it has been attached to an assessment **containing criteria**.


Select	Description	Folder	Document Type	Size (KB)	Used in Assessments	Date Created	Date Last Modified	Options
<input checked="" type="checkbox"/>	<input type="text" value="Certificate"/>	<input type="text" value="No folder"/>	Microsoft Word Open XML Document	11		14/04/2020 11:58	14/04/2020 11:58	

# Starting an assessment sent from your tutor


Open your task box and click on the task sent from your tutor. When the assessment opens you can view the instructions at the top of the page with any attachments and click the link in the top right-hand corner to refer back to the plan.

**Task Overview**

**Learner Instructions** [View Teaching Learning And Assessment Plan](#)

 Assessment of Learning no 1:  
Please answer the listed questions to demonstrate your depth of knowledge and understanding within the identified criteria. This mock assessment will be predictive graded (mock grade) to help demonstrate your current level of learning.  
The outcome of this assessment may also be linked to your diploma and may demonstrate competence within unit criteria confirmed by the assessor

**Learning Resources**

 Knowledge Questions.docx  
(11.38 KB)

There may be criteria showing that has already been selected by your tutor. If you feel that you have provided evidence to cover additional criteria, then use the **set criteria** button.

**Criteria**

[+ Set Criteria](#)

**[Unit 02] Knowledge**

**[1] The Organisation**

Assessment Criteria	[1.1c] Values [1.1d] Vision for the future [1.1e] Resources and the way that the political/economic environment affects the organisation
---------------------	--

**[2] Value of their Skills**

Assessment Criteria	[2.1] Knows organisational structure and demonstrates understanding of how their work benefits the organisation [2.2] Knows how they fit within their team and recognises how their skills can help them to progress their career
---------------------	--

In order for you tutor to receive a task, make sure you leave some feedback and then sign at the bottom of the page before pressing **Save & Quit**.

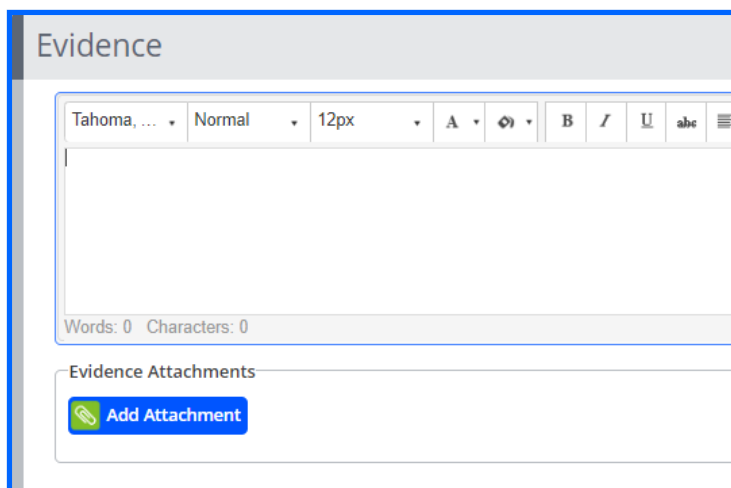
**Declaration & Signatures**

Only sign here when you have finished with this assessment and wish to send it to the next person.

Declaration	Name	Signed on Completion	Date
I agree that the information provided here is an accurate account of what has taken place.	Leah Earner (Learner)	<input checked="" type="checkbox"/>	14/04/2020 15:30
I agree that the information provided here is an accurate account of what has taken place.	Tutor	<input type="checkbox"/>	
I have sampled this evidence as part of my verification sample.	Internal Quality Assurer	<input type="checkbox"/>	
I have sampled this evidence as part of my verification sample.	External Verifier	<input type="checkbox"/>	

# Starting an assessment sent from your tutor continued...

You can provide written evidence, import a Word document or attach a file from your uploaded evidence area or your computer.

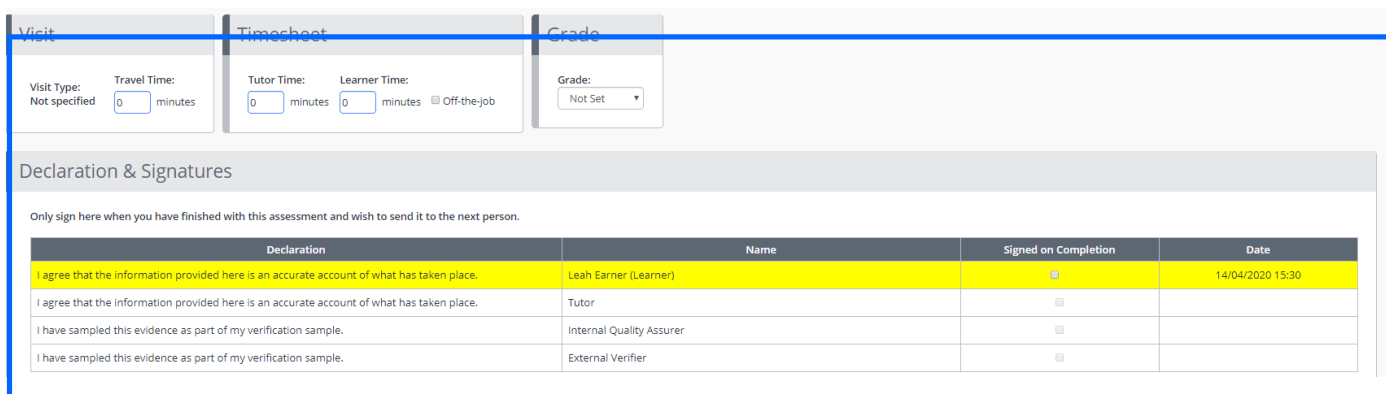


The screenshot shows a web interface titled "Evidence". At the top, there is a text editor with a toolbar containing options for font face (Tahoma), size (12px), bold (B), italic (I), underline (U), and text color (abc). Below the editor, it shows "Words: 0 Characters: 0". Underneath is a section titled "Evidence Attachments" with a blue button labeled "Add Attachment" and a paperclip icon.

Finally, please leave feedback in the **feedback and comments** box for your tutor and then go to the **Timesheets** box and enter the time you have spent on this assessment in the box that says **Learner time**. If you can claim any of this time as off-the-job time, please remember to tick the tick box on the right-hand side.

When you're happy with this assessment, scroll to the signatures box and tick the box next to your name before pressing **save & quit**.

Please note: if you would like to come back to the assessment do not sign this and press the **Save & Refresh** button.



The screenshot shows the "Timesheet" and "Declaration & Signatures" sections. The "Timesheet" section has fields for "Visit Type" (Not specified), "Travel Time" (0 minutes), "Tutor Time" (0 minutes), "Learner Time" (0 minutes), and an "Off-the-job" checkbox. A "Grade" dropdown menu is set to "Not Set".

The "Declaration & Signatures" section contains a table with the following data:

Declaration	Name	Signed on Completion	Date
I agree that the information provided here is an accurate account of what has taken place.	Leah Earner (Learner)	<input checked="" type="checkbox"/>	14/04/2020 15:30
I agree that the information provided here is an accurate account of what has taken place.	Tutor	<input type="checkbox"/>	
I have sampled this evidence as part of my verification sample.	Internal Quality Assurer	<input type="checkbox"/>	
I have sampled this evidence as part of my verification sample.	External Verifier	<input type="checkbox"/>	

# Starting your own assessment

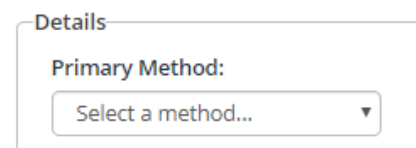
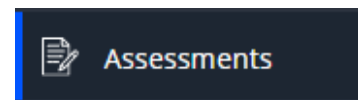
Usually, assessments will be sent to you by your tutor as a task, but there may be instances where you need to start your own. Doing this will allow you to add written/attached evidence, set criteria and leave feedback to your tutor.

## User restrictions

The ability for learners to create assessments is controlled by a centre setting. If you don't see the option to start a new assessment, your centre has prevented you from doing so.

To start a new assessment, follow the steps below:

1. Click on the **Assessments** icon in the menu bar
2. Click on the **Create Assessment** button
3. Select a **Primary Assessment Method**
4. Enter a **title** and **date**
5. Click the **Start** button.



## Criteria

Setting criteria is optional for "**Holistic**" assessments. If you don't set criteria, your tutor will do this for you when assessing your evidence.

However, you must set criteria for "**per-criteria**" assessments. This is required so that you can add evidence against each selected criteria.

### Holistic

[Unit 02] Knowledge	
[4] Relevant Regulation	
Assessment Criteria	[4.1a] Understands laws and regulations th [4.1b] Health & safety [4.1c] Compliance etc [4.2] Supports the company in applying the

### Per criteria

Unit	Criteria	Supporting evidence
C35.1	pc[1]	→ remain calm and follow your organisation's procedures
C35.1	pc[2]	→ protect the <b>casualty</b> and other people involved from further risk

# Starting your own assessment continued...

## Evidence

Evidence can be typed or attached to the assessment.

## Assessment details

Enter the Learner Assessment Time - the number of minutes you have worked on the assessment.

## Feedback and comments

Any feedback you add will be sent as a message to the tutor when you sign the assessment.

## Declarations & signatures

Once you've finished with the assessment, you will need to sign the declaration box by checking the tick box highlighted in yellow. You can save the assessment at any point, by clicking either of the save buttons.

## Buttons

**Save & Refresh**

Save the assessment and remain on current page

**Save & Quit**

Save the assessment and navigate away from assessment page

**Delete**

Delete the assessment

***Important: the assessment cannot be recovered***

**Cancel**

Discard any changes on the page and return to the previous page

# Help and support

## Software support at OneFile

**Call** - 0161 638 3876

**Email** - [support@onefile.co.uk](mailto:support@onefile.co.uk)

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



This icon is available in the top right corner of every page in your portfolio. By clicking the help icon you will be able to view videos or user-guides relating to the page in questions

### Need help with something else?

- [Search all user guides](#)
- [Book free online training](#)
- [Contact OneFile](#)

These links will appear at the bottom of the page when the question mark is selected, allowing you to search all of our user guides, book onto our free webinars as well as submitting a ticket to our team.

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



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