

# **Learner Basics**

### Eportfolio Offline App

Assessments

V1 Sept 2019

### Assessments

The OneFile Eportfolio app is designed to help support you with capturing evidence and completing assessments, plans and reviews offline.

One of the main features of the offline app is to allow Tutors and Learners to arrange, manage and upload evidence to complete Assessments whilst on the go, only needing internet access to download and re-upload assessments. Evidence can be provided without internet connection.

#### 1.To start, you will need to login using your **Login or Keychain** credentials

2. Sync the app using the **Centre Sync** function by dragging up the sync menu

3. Select all options and select **Start Sync**, when complete, select **Done** 

4. Select **Assessments** from the **Homepage** to access your assessments

5. Select the **Assessment** you want to open

### 6. Select **Criteria** to view what criteria your Tutor has assigned to the task



≡ <b>¶O∩eFile</b> :	At work observations	Overview Criteria Evidence Attac
	<b>Overview</b> Criteria Evidence Attach	Identify how industry and food trends, customer preferences, seasonality,
	Learner	<ol> <li>provenance and global environmental factors influence the development of dishes and menus</li> </ol>
ANTHONY ANDERSON	Anthony Anderson	Determine how technology supports
Learner	Title	1.2 the development and production of dishes and menu items in own kitchen
	At work observations	Understand, for each of the food groups below, the preparation, cooking
	Assessment Date	and finishing methods used to produce advanced dishes, preparation, cooking and finishing methods to include (as
PLANS ASSESSMENTS	27 Mar 2019	appropriate to each food group) construction, traditional, classical and modern skills and techniques, culinary
4	Primary Method	science and contemporary styles, including the effects of preparation,
	Reflective Account	cooking and finishing methods on the end product.• Meat, poultry and game, including associated products such as
REVIEWS		terrines, pates and sausages +

## Continued...

7. Review the assigned criteria and select **Evidence** to proceed. If your assessment is learner started, select the **(+)** to add additional criteria

8. Use the inbuilt **Text Editor** to enter any written evidence

9. When you have finished typing your evidence, select **Attachments** 

10. Select the **(+)** icon to add attachments to your assessment

11. Choose the type of **Attachment** you wish to assign to your assessment

12. Type in any **Feedback** you have regarding the assessment

13. Select Sign to continue and select the SignatureBox to start signing and select Sign to agree to the statement provided. Alternatively, select the MenuButton to sign or Finish Online

14. Once you have signed, select the **Black Arrow** to return to the plan

15. On the **Sync Ready** page, select the **Sync Icon** to push your completed plan to your live portfolio

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Vicit 9	ummary		•	dence	Attachments	Feedback	Sign
Visit Summary		Visit Summary Learner Signature					







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