



Learner Basics

Eportfolio Offline App

Assessments

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

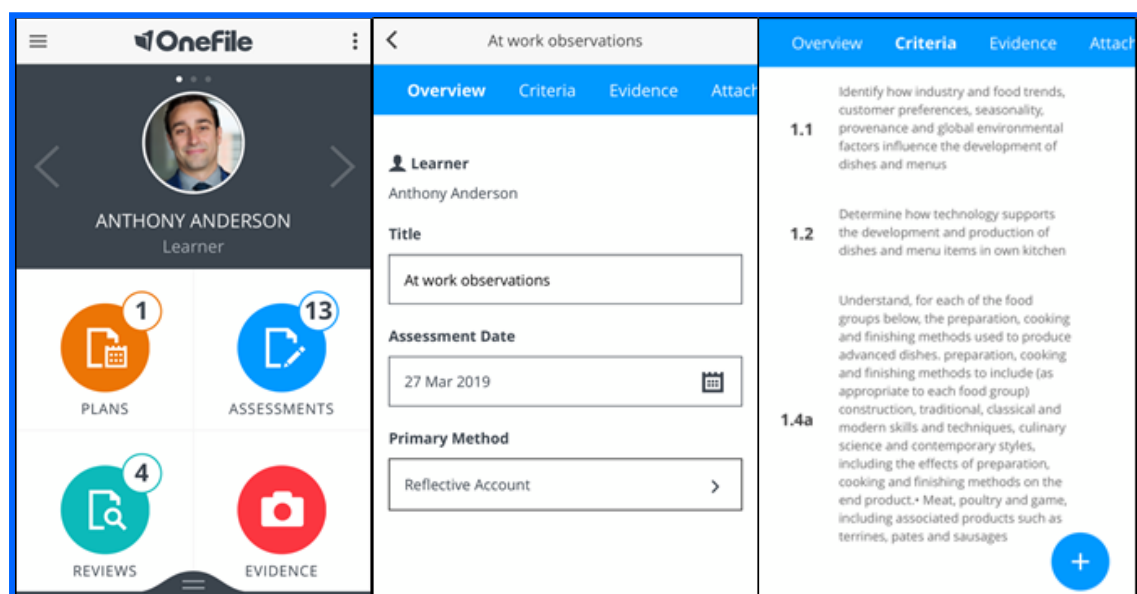
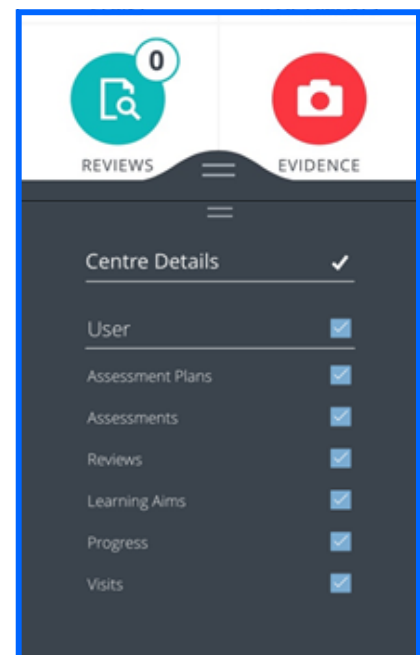
2. Sync the app using the **Centre Sync** function by dragging up the sync menu

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

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

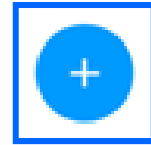
5. Select the **Assessment** you want to open

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



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

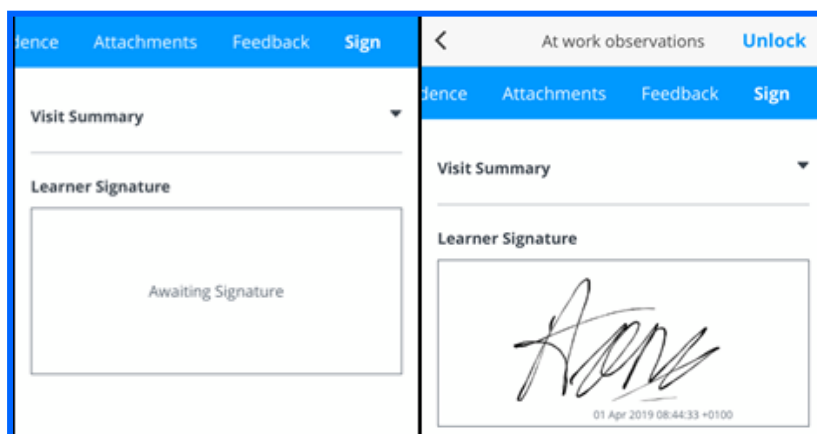
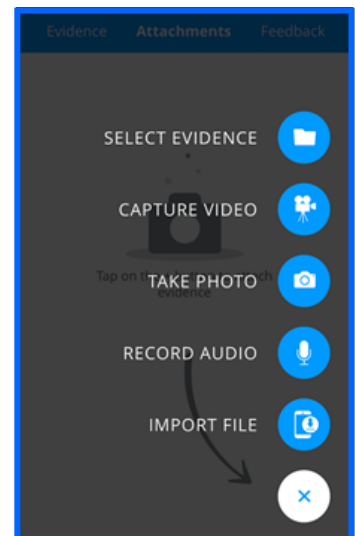
11. Choose the type of **Attachment** you wish to assign to your assessment

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

13. Select **Sign** to continue and select the **Signature Box** to start signing and select **Sign** to agree to the statement provided. Alternatively, select the **Menu Button** 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



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



info.onefile.co.uk/onboarding