Onefile

Tutor Basics

Creating records in the Learning Journal

Onefile

Learning Journal

The Learning Journal allows learners and tutors to keep a record of learning experiences for each learner. It references the activities learners engaged in as well as the criteria and outcomes learners aim to achieve.

1. Click the **Learning Journal** icon on a learners **Portfolio** page.

Learning Journal

2. In the 'Give X some feedback to support their learning' box, write a reflection of learning or provide feedback to help support their learning.

3. Click **Attach a file** to link any relevant documents to your post.

Attach a file

4. To link an activity record to your entry, click on **Learning activity.**
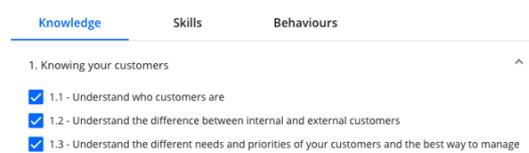

Learning activity

5. Add a new learning activity, or
Select an existing learning activity.
Existing learning activities are populated from timesheet entries and previous journal entries.

LEARNING ACTIVITY
+ ADD
Search by date
Search by title
09 Feb 2019 — Training Day
LINK
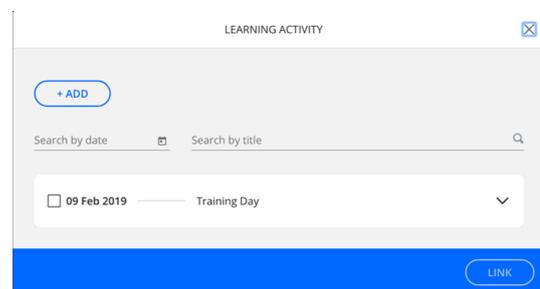
6. Click **Criteria** and select the criteria you wish to link to your entry and click **Link**. This helps to identify the areas of learning experienced in the reflection you are providing.

Criteria

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

Knowledge   Skills   Behaviours
1. Knowing your customers
1.1 - Understand who customers are
1.2 - Understand the difference between internal and external customers
1.3 - Understand the different needs and priorities of your customers and the best way to manage
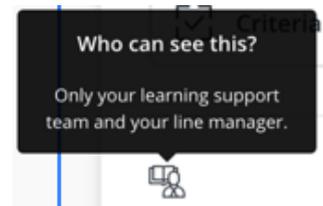
Continued...

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

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

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info.onefile.co.uk/onboarding