



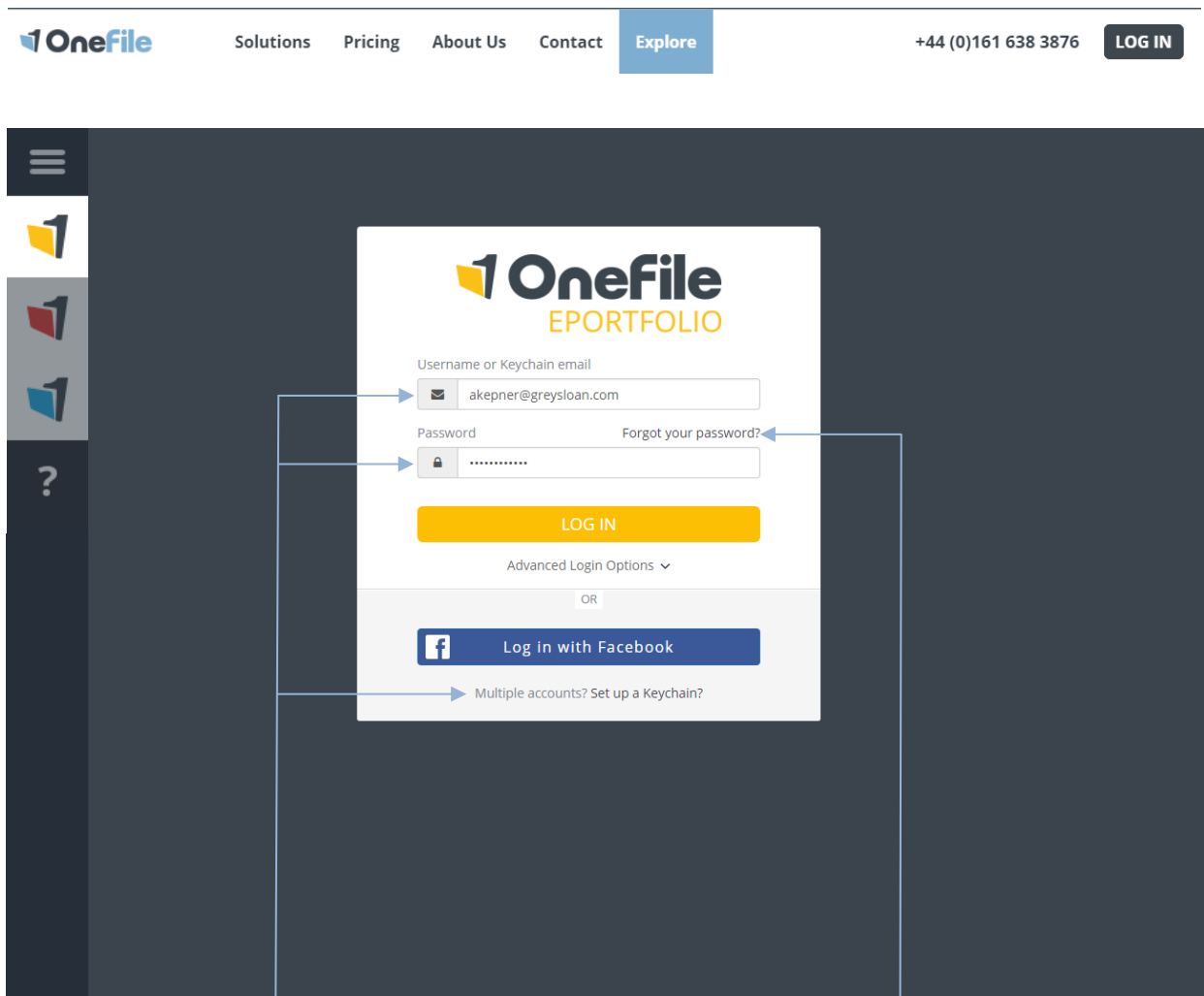
TRAINING & ASSESSMENT EPORTFOLIO

Learner Induction Guide



Logging into your Account

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



Enter your Username or Keychain email and password here, then select Login. Ensure that you select 'Live OneFile' within 'Advanced Login Options'.

If you are unable to login, you can request a new password by clicking onto the 'Lost password' button or contacting your centre manager.

Homepage

Portfolio Dashboard

You are working towards:
 Edexcel BTEC Level 2 Award in Paediatric First Aid (QCF) (Oct 2010) (Not yet registered)

OVERALL AND TARGET PROGRESS
 Shows the percentage of your progress. (20%)

CALENDAR
 Tue 19 Jul 16
 13:15 - 13:30 Visit with Christina Yang (Remote)

TASKS DUE
 Lists your tasks in priority order.
 Immediately: 0
 This Week: 0
 Next Week: 2
 In 2 Weeks: 0

My Profile & CV
 Upload your CV, change your email address, keep your personal details up-to-date, upload a photo or change the appearance of the screen.
 Direct link to your portfolio.

My Portfolio
 Access your assessments, assessment plans and progress.

Upload Evidence
 Upload evidence and link to assessments later.

Tasks
 You have 2 new tasks.

Messages
 You have no new messages.

Witness Status
 Complete the witness status list.

Resources
 Access online resources uploaded by your centre.

Assessment Team
 Lists individuals who are linked to your portfolio.
 Derek Shepherd
 Primary Assessor
 Offline

Work for you to complete will show up as tasks.

Allows you to access centre resource documents.

Allows you to send messages.

Uploads evidence into your portfolio.

Managing your Sidebar Icons

Drag and drop menu items to reorder

- Tasks (4)
- Help
- Messages (5)

SAVE CHANGES
 RESET

You will be able to add additional icons onto your sidebar by clicking the wand button when the sidebar is expanded.

You will be able to drag and drop these icons anywhere into your sidebar.

Once saved, they will be available to click in your sidebar.

Final Sidebar:
 Home
 Portfolio
 Assessments
 Tasks (4)
 Messages (5)
 Progress (20%)
 Resources
 Help
 Forums

Portfolio Icons

Icon:	Description:	Icon:	Description:
 <p>Activity</p>	View the activity of each user associated with your portfolio.	 <p>Assessment Evidence</p>	All assessment evidence can be viewed here. You can also upload evidence to your assessments from here.
 <p>Journal (0)</p>	Add entries to the journal to record activities or events that have taken place.	 <p>Timesheet</p>	View timesheets showing how much time has been recorded while completing an assessment.
 <p>Online</p>	Shows your current status. In this icon you can upload a profile picture, add documentation and update your details.	 <p>Download Portfolio</p>	Export your portfolio into a ZIP file. This can be copied to a CD, USB device or hard drive.
 <p>Expert / Witnesses</p>	Someone who is an expert in the field. They will oversee the work and confirm it's correct.	 <p>Gap Analysis</p>	Displays the remaining criteria on your qualification.
 <p>Learning Journey</p>	A graph which shows the learner's progress alongside their completed activities.	 <p>Progress (20%)</p>	View your progress for each unit. If you select "Show Detailed View" you can also compare your actual progress with target progress.
 <p>ILP (0)</p>	This is where you will sign your Individual Learning Plan.	 <p>Reviews</p>	View your scheduled review dates and view past reviews.

Accepting an Assessment Plan

Assessment Plan

This Assessment Plan / Visit

Title:

Date: Type: Remote session Face-to-face visit

Set Next Planned Visit:

The 'start date' determines when the assessment will be generated.
 The 'due date' determines when the assessment will appear overdue.
 The assessment title will appear in red a week before the completion date if uncompleted.

Tasks

Activity tasks & Assessments listed here will be generated

Task set	Started by	Outcomes	Description of task	Dates
Project (Holistic assessment)	Learner	[Unit 2 - 4 outcomes]	Please complete before my next visit.	Start date: 24/05/2016 Due date: 06/06/2016

Attachments

EQ6
Microsoft Word Open XML Document
(13KB)

Assessors can add attachments onto the plans. These can be downloaded onto the learner's computer.

Feedback & Comments

From: Derek Shepherd (Assessor) on 24/05/2016 15:06 To: Christina Yang (Learner) Mark as Read

Hi Christina,
 Please can you complete these tasks before our next visit.
 Thank you,
 Derek.

Feedback to Assessor:

Tahoma, A. - 12px - A - B / U abcs ||| ||| ||| ||| x² X₂ Aa aa ↕

Words: 0 Characters: 0

Send Now

You can type feedback to your assessor here.

Signatures

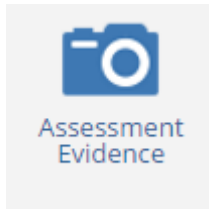
Signed in agreement	Name	Signed	Date
Learner	Christina Yang	<input type="checkbox"/>	24/05/2016 15:07:23
Assessor	Derek Shepherd	<input checked="" type="checkbox"/>	24/05/2016 15:06:29
Internal Verifier		<input type="checkbox"/>	
External Verifier		<input type="checkbox"/>	

Once read and understood, you should sign and accept the plan.

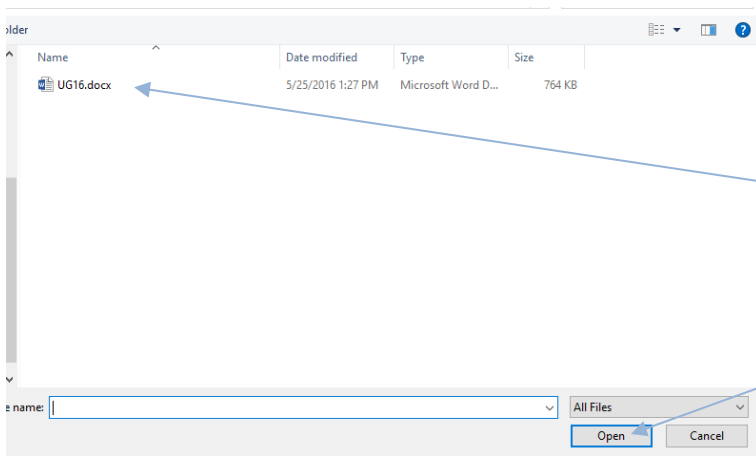
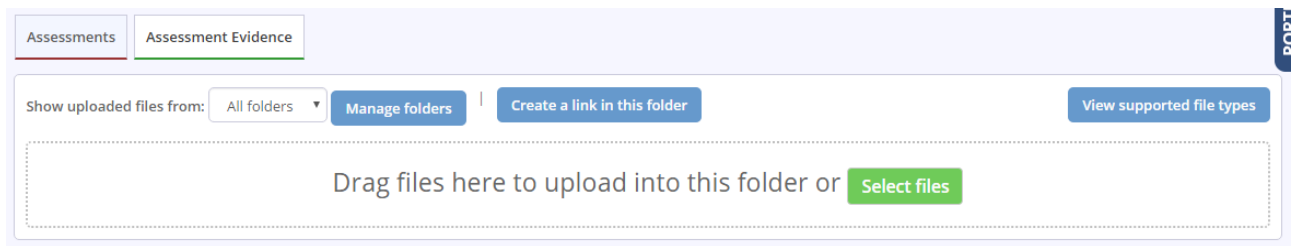
Accept Reject Cancel

The reject button will allow you to send the assessment plan back to your assessor if you have any questions.

Uploading Evidence



Click the 'Assessment Evidence' icon.



A pop-up box will appear, allowing you to select a document or image that you would like to upload. Click on the document and press 'Open' to

Once uploaded, the evidence will appear in a table of content highlighted in yellow. This will allow to you change or save the title.

Select	Description	Folder	Document Type	Size (KB)	Used in Assessments	Date Created	Date Last Modified	Options
<input type="checkbox"/>	UG16	No folder	Microsoft Word Open XML Document	663		25/05/2016 11:59	25/05/2016 11:59	

To save the information, click the disk icon. The information box will change from yellow to white once saved.

Select	Description	Folder	Document Type	Size (KB)	Used in Assessments	Date Created	Date Last Modified	Options
<input type="checkbox"/>	UG16	No folder	Microsoft Word Open XML Document	663		25/05/2016 11:59	27/05/2016 14:09	

Starting an Assessment sent from your Assessor

Please complete before my next visit. [View the Assessment Plan](#)

Please complete your new assessment PRJ3

Primary Method	Reference	Title	Date
Project	PRJ3	PRJ3	24/05/2016

View the task or refer back to the 'Assessment Plan' for more

Criteria

+ ←

You can add criteria to the assessment which relates to the evidence you will provide.

Evidence

Times Ne... | 16px | A | B | / | U | abc | [Icons] | Import Word Document

Written evidence can be added here including word documents which can be imported.

Evidence Attachments

📎

Nothing is attached

You can attach uploaded evidence files via the paperclip icon.

Feedback & Comments

Feedback to Assessor:

Times Ne... | 16px | A | B | / | U | abc | [Icons]

You can send feedback and comments to your assessor.

Visit Type	Assessor Travel Time (minutes)	Assessor Assessment Time (minutes)	Learner Assessment Time (minutes)
Not specified	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>

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	Christina Yang (Learner)	<input checked="" type="checkbox"/>	24/05/2016 15:31
I agree that the information provided here is an accurate account of what has taken place	Assessor	<input type="checkbox"/>	
	Internal Verifier	<input type="checkbox"/>	
	External Verifier	<input type="checkbox"/>	

Save & Refresh

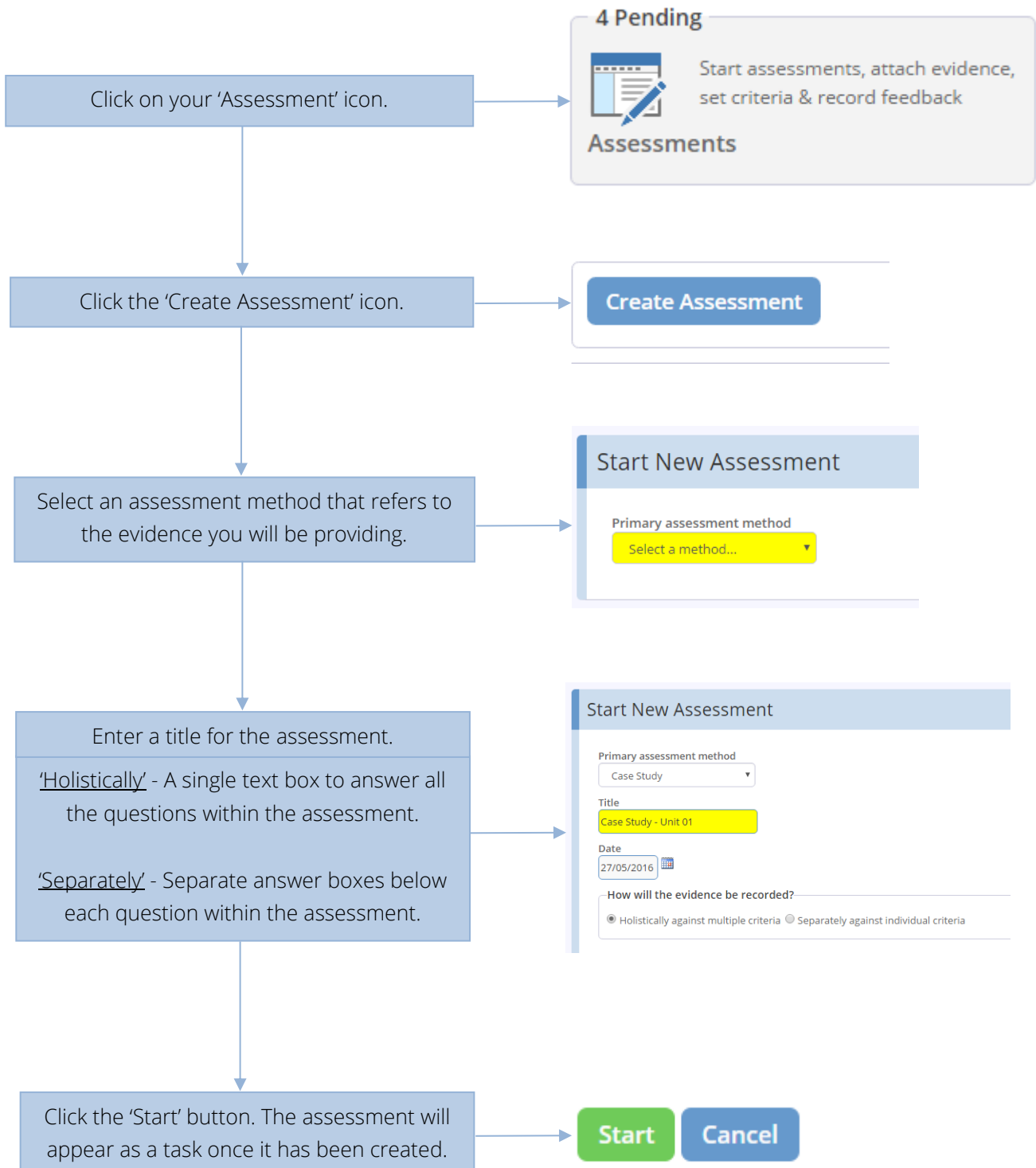
Save & Quit

Cancel

It is beneficial to save assessments on a regular basis while working on them. This will confirm all information inputted is saved and can be amended at a later date.

When the assessment is complete, tick the sign on completion box. Clicking 'Save & Quit' after signing will send it to your assessor.

Starting Your Own Assessment



Help and Support

Technical Support at OneFile:

Call – 0161 638 3876

Email – support@onefile.co.uk

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



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

User Guides

- [Creating your own assessments](#)
- [Learner Induction Guide](#)
- [Learner Induction Video](#)

→ [Search all user guides](#)

Clicking these links will bring you to all the knowledge-based articles relating to OneFile.

→ [Book free online training](#)

Clicking this icon will allow you to book on an online learner webinar. Webinars are online training sessions covering different areas of OneFile and are hosted by members of the Technical Support Team. You will have the opportunity to ask questions and seek guidance.

→ [Contact OneFile](#)

Send an email to the OneFile Support Team for help regarding technical enquires.