

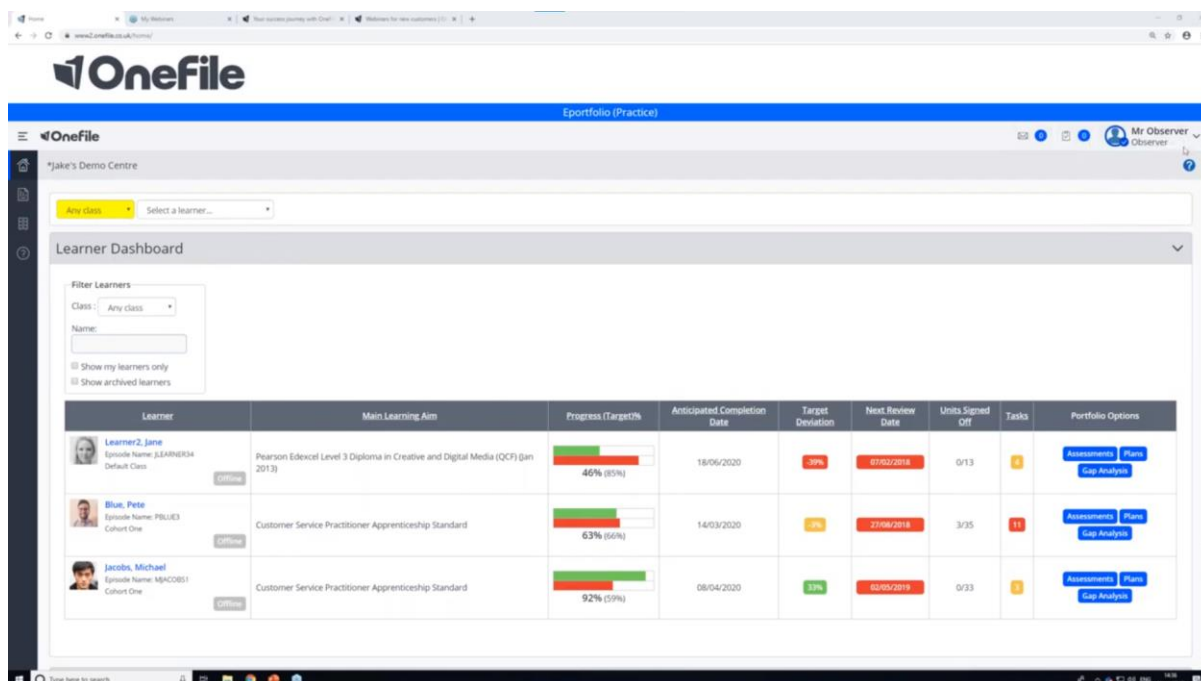
Quick Start Guide to OneFile for Line Managers

(Please note that these screenshots are mostly from a OneFile demo account so what you see may not look exactly like this)

Once your account is created, you will receive a registration email directly from OneFile (alert@onefile.co.uk). You need to click a link in this email to add a password and create your account.

This link expires after 72 hours. If you does expire, then you can use the password reset option at <https://login.onefile.co.uk/reset>.

When you log in, you arrive at the apprentice dashboard. You may need to click on the Apprentice Dashboard heading to expand the content.



The screenshot shows the OneFile web interface. At the top, there's a navigation bar with the OneFile logo and 'Eportfolio (Practice)'. Below that, a 'Learner Dashboard' section is visible. It includes a filter for learners and a table with the following data:

Learner	Main Learning Aim	Progress (Target%)	Anticipated Completion Date	Target Deviation	Next Review Date	Units Signed Off	Tasks	Portfolio Options
Learner2, Jane Episode Name: JLARNER04 Default Class	Pearson Edexcel Level 3 Diploma in Creative and Digital Media (QCF) (Jan 2013)	46% (85%)	18/06/2020	Red	01/02/2018	0/13	5	Assessments, Plans, Gap Analysis
Blue, Pete Episode Name: PBLUE3 Cohort One	Customer Service Practitioner Apprenticeship Standard	63% (66%)	14/03/2020	Yellow	27/06/2018	3/25	11	Assessments, Plans, Gap Analysis
Jacobs, Michael Episode Name: MJCOS01 Cohort One	Customer Service Practitioner Apprenticeship Standard	92% (59%)	08/04/2020	Green	02/05/2019	0/33	5	Assessments, Plans, Gap Analysis

The dashboard shows basic progress information with a progress target percentage (red bars for target progress and green for actual).

Targets, review dates and tasks use a RAG colour code to show if they are on track or running late.

Click on the apprentice's name to view their portfolio (see below).

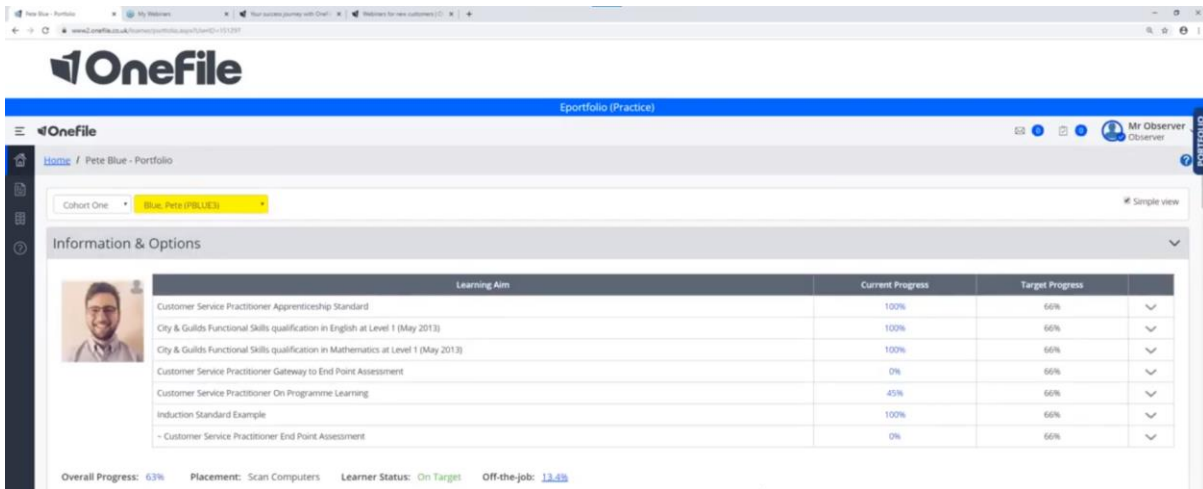
The blue buttons under portfolio options allow you to click through to further details.

In the top right behind your name, you can access your profile and settings for changing the appearance of OneFile. Next to that are icons for tasks and messages icons.

You can select a named apprentice from the drop down list at the top to go straight to their portfolio.

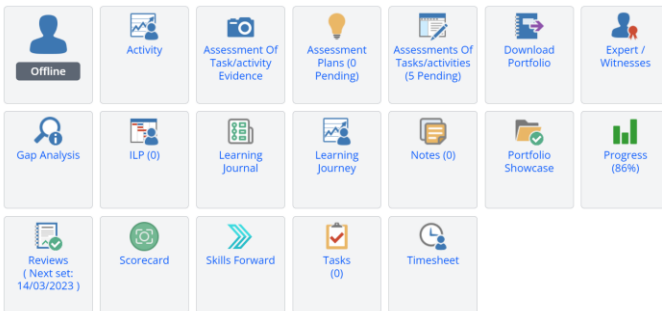
Portfolio page

This shows the portfolio for your apprentice. It's very similar to the view that tutors and apprentices see.



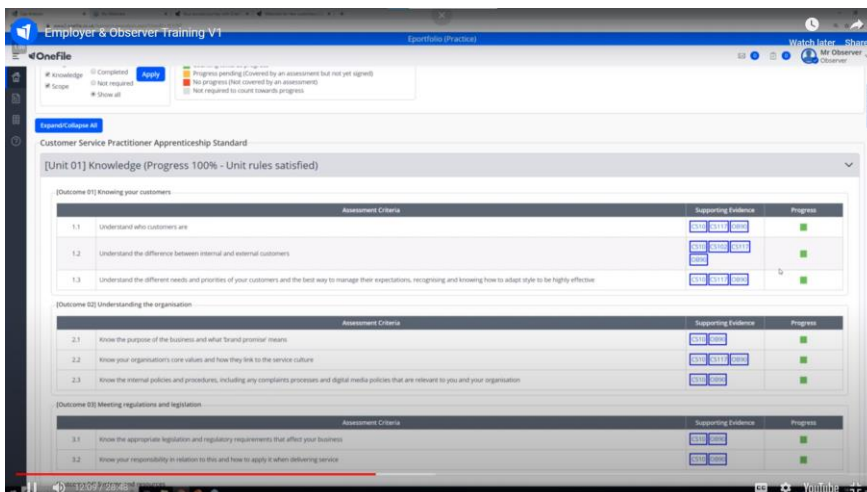
The top of the screen shows the learning aims allocated to the apprentice and overall progress information.

Below that is a set of boxes for further detailed information. Key areas of this are covered below.



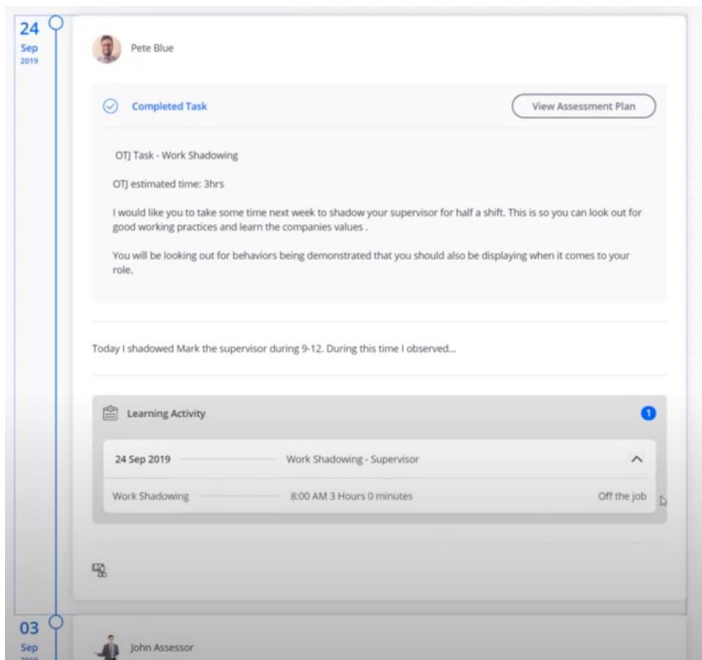
Gap analysis

This pulls in the criteria for the apprenticeship (Knowledge, Skills and Behaviours) and shows the supporting evidence and progress against each element. You can click through on the supporting evidence references to view the associated task/activity.



Learning Journal

This shows a timeline feed of activities and assessments the learner has completed which can be mapped to the criteria required by the apprenticeship.



Timesheets

Collects all the time the learner has recorded. Including seminars, assessments and learner journal entries. It shows the time spent and whether it counts as off the job or not.

Reviews

List of past and future reviews, which will be signed by the apprentice, coach and line manager before completion.

This is where you will counter sign progress reviews - at the end of the review detail there is a declaration.

The screenshot shows a table titled 'Declarations' with the following data:

Signed by	Name	Signed	Date
Learner	Pete Blue	✗	10/06/2019 08:43
Tutor	John Assessor	✗	10/06/2019 08:43
Employer	Scan Computers Manager	✗	12/11/2019 14:54

At the bottom of the table, there are buttons for 'RE VIDEOS', 'Save', and 'Cancel'.

Further Help

Help is available via the JGA learner zone at <https://www.jga-group.com/apprentice-zone/support/onefile/> including a ticket system to raise technical issues.

In addition, OneFile provides a number of guides for employers. See <https://info.onefile.co.uk/onboarding-user-guides-employer>.