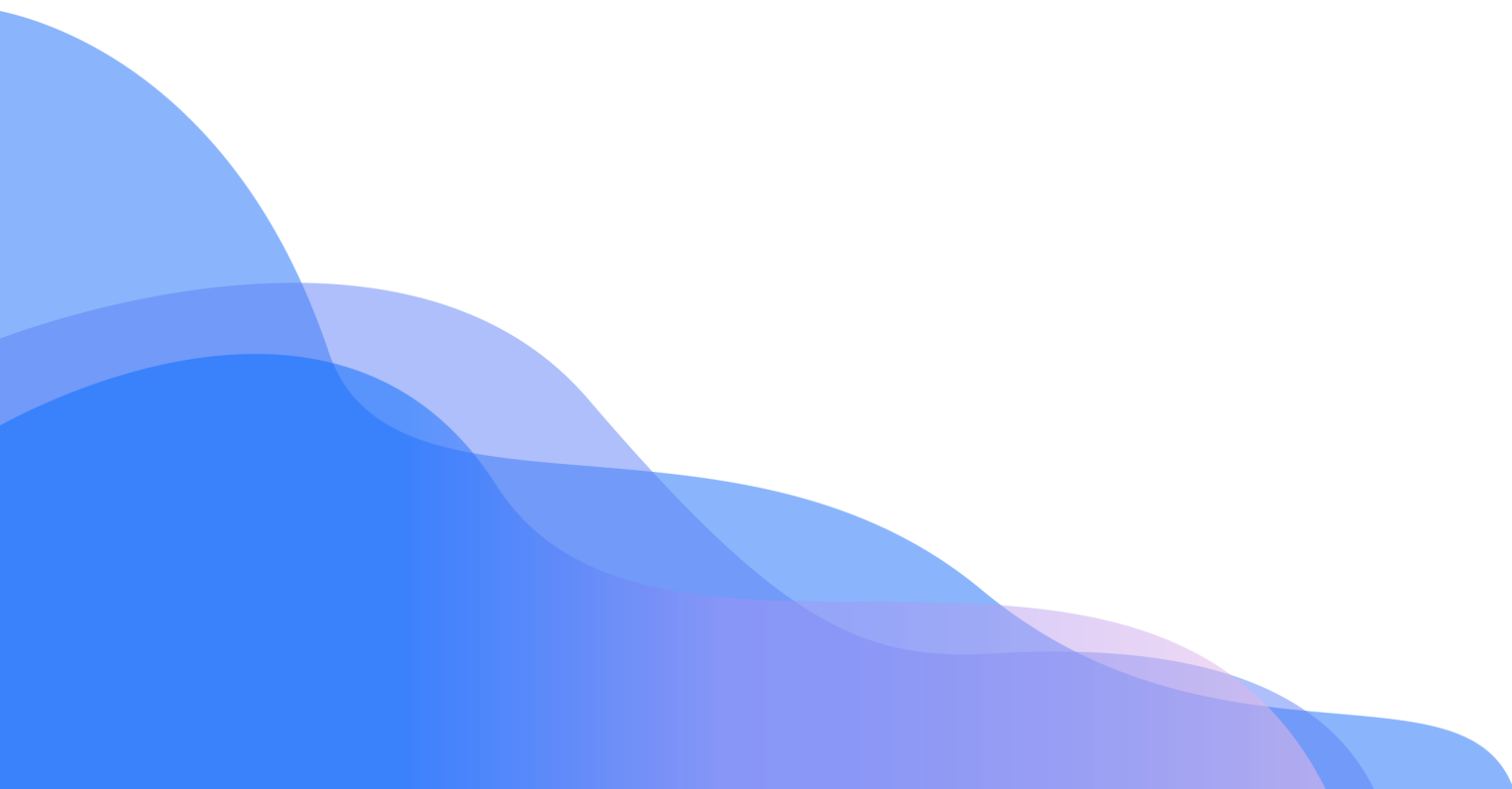




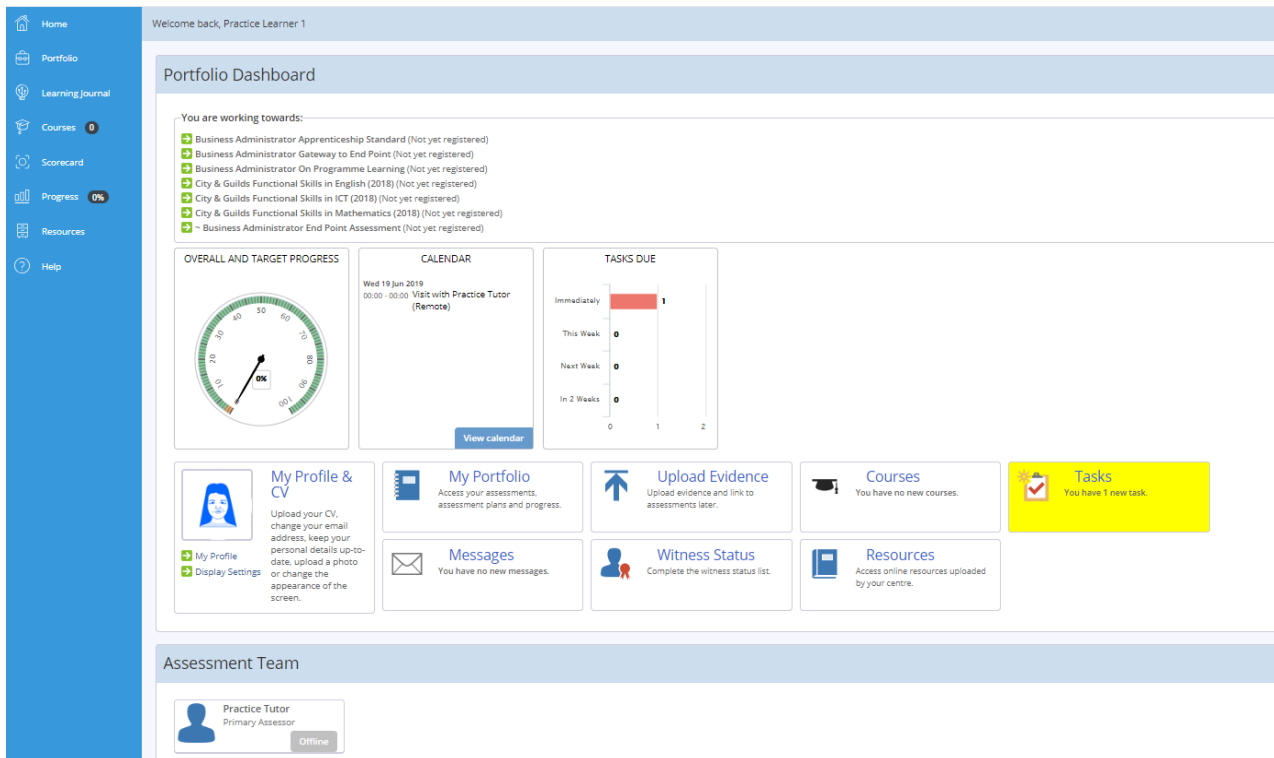
Learner Basics

Understanding the portfolio dashboard

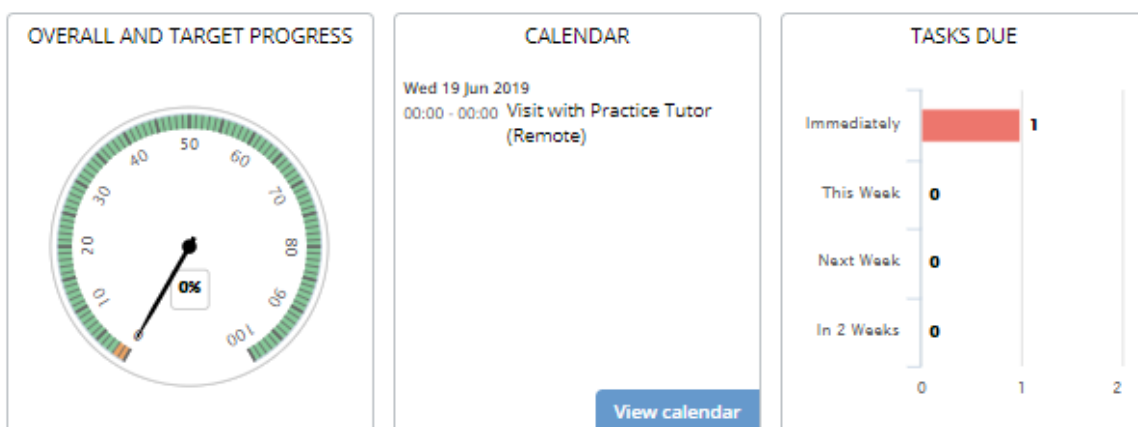


Dashboard

The portfolio dashboard is your OneFile home page. It contains information about your learning journey and links to other areas of your portfolio.




Understand the key information



1. View your progress in the Overall and Target Progress grade gauge.
If your progress shows in the **green** section you are on target
If your progress shows in the **amber** section you are a little behind target
If your progress shows in the **red** section you are behind target.
2. View future planned visits and calendar events in the Calendar list so you never forget a scheduled session.
3. View tasks not yet due (green), coming close to their due date (amber) and overdue (red) in the Tasks Due chart.


Continued...



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.

- My Profile
- Display Settings




My Portfolio

Access your assessments, assessment plans and progress.




Messages

You have no new messages.




Upload Evidence

Upload evidence and link to assessments later.




Witness Status

Complete the witness status list.




Courses

You have no new courses.



Resources

Access online resources uploaded by your centre.



Tasks

You have 1 new task.

4. Update your profile and personal details in My Profile. You can even add a profile picture.

5. Customise the look of OneFile using Display Settings and change the appearance of text and colour schemes.

6. My Portfolio provides access to your evidence, learning, plans and progress. See your full portfolio by clicking.

7. Send and receive messages to your tutor or employer. You will also receive messages including feedback and tasks.

8. Upload evidence attachments and create folders and sub-folders to organise files.

9. Create a list of people who can witness evidence taking place and support you with your portfolio of evidence.

10. Courses is where you can access interactive learning resources assigned by your tutor.

11. Your tutor will provide resources to support your learning journey. This could be documents, videos or links to web pages.

12. You will receive tasks to complete. Click here to open and read each task.



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