



Learner Basics

Eportfolio Offline App

Teaching and Learning Plans

Teaching and Learning Plans

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, accept and complete Teaching and Learning Plans whilst on the go, only needing internet access to download and re-upload plans. Evidence can be provided without internet connection.

1. To start, you will need to login using your **Login or Keychain** credentials

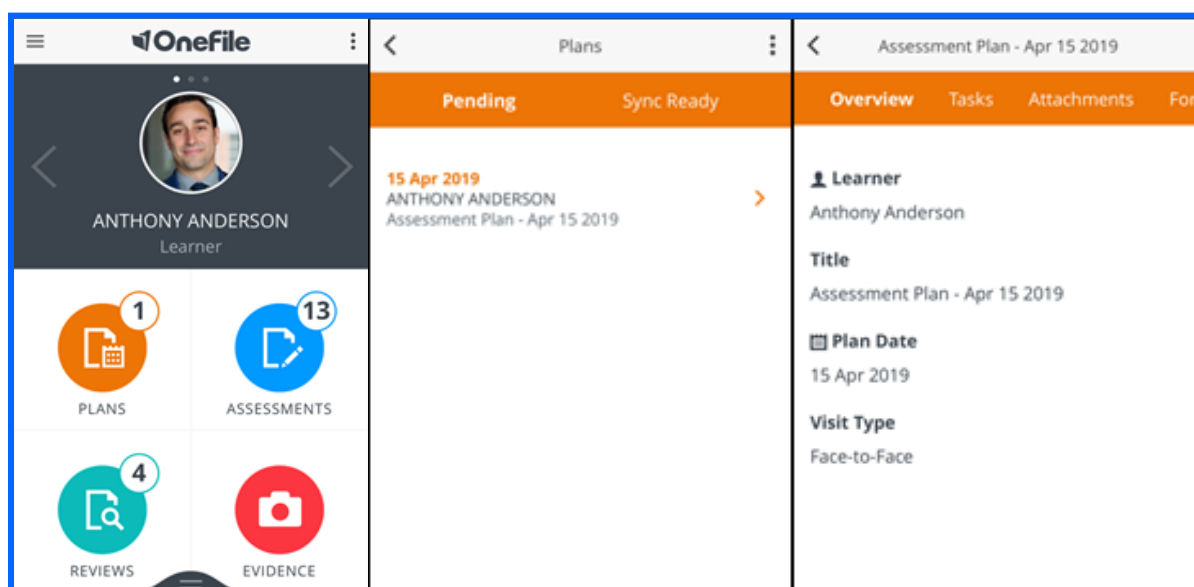
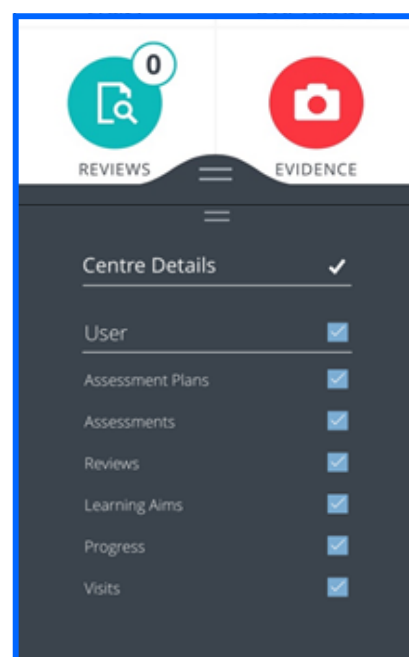
2. Sync the app using the **Centre Sync** function by dragging up the sync menu

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

4. Select **Plans** from the **Homepage** to access your teaching and learning plans

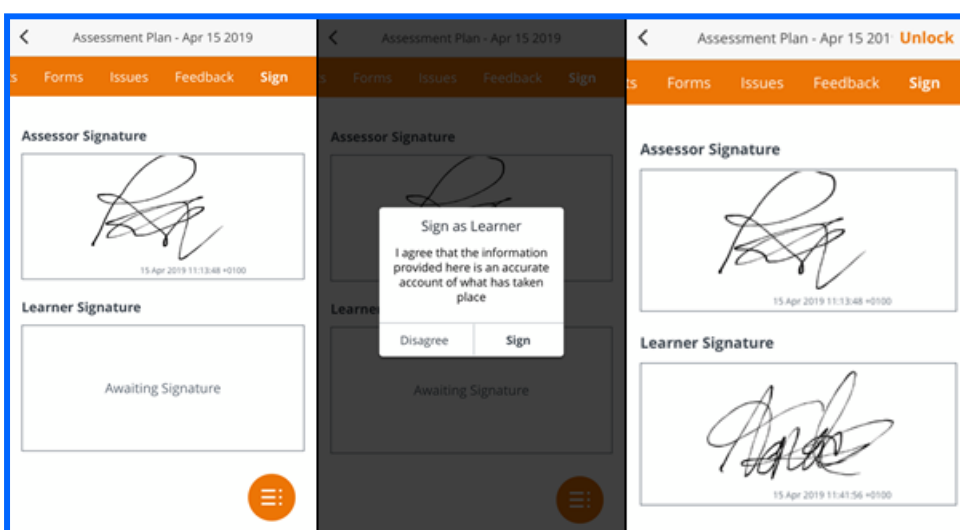
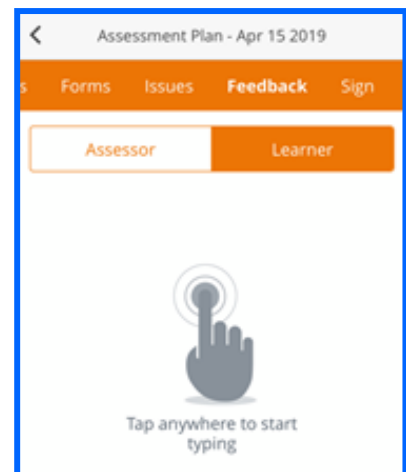
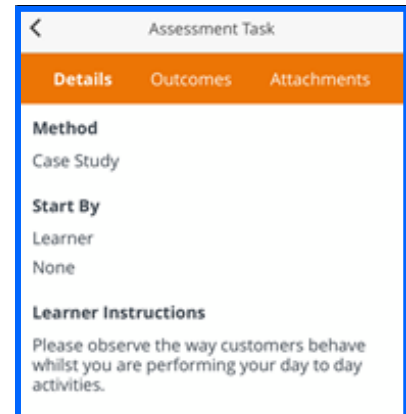
5. Select the **Plan** you want to open

6. Select **Tasks** to view what tasks your Tutor has assigned



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7. You can select on **Outcomes** to view any outcomes/criteria assigned to the task
8. You can select on **Attachments** to view any attachments provided by your Tutor
9. Select the **Black Arrow** to return to the plan page
10. On the **Feedback** tab you can select to type any feedback you would like to provide back to your Tutor
11. Select **Sign** to continue and select the **Signature Box** to start signing and select **Sign** to agree to the statement provided
12. Once you have signed, select the **Black Arrow** to return to the plan
13. On the **Sync Ready** page, select the **Sync Icon** to push your completed plan to your live portfolio



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