



Learner Basics

Eportfolio Offline App

Reviews

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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 and complete Progress Reviews whilst on the go, only needing internet access to download and re-upload Review data. Evidence can be provided without internet connection.

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

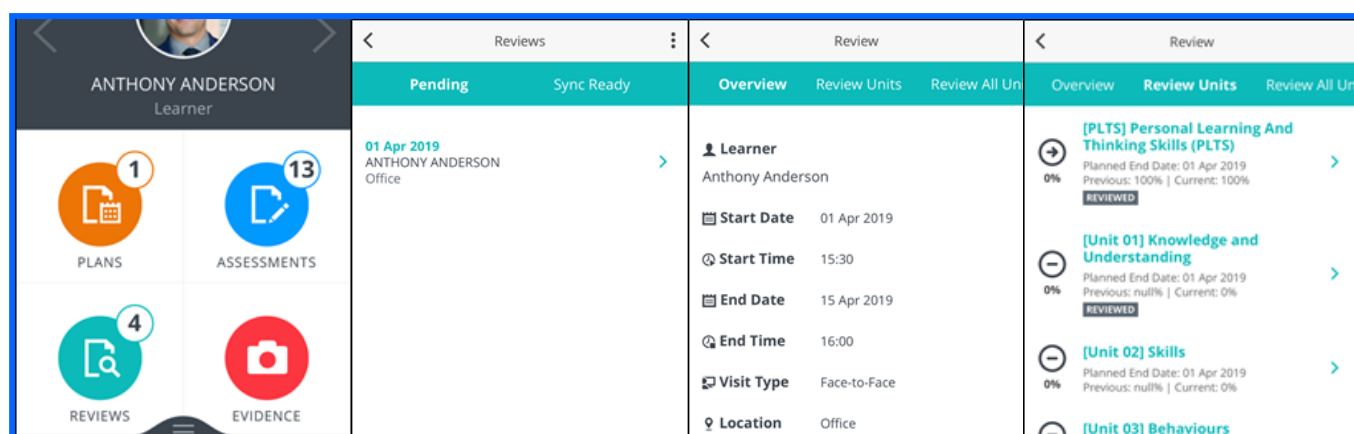
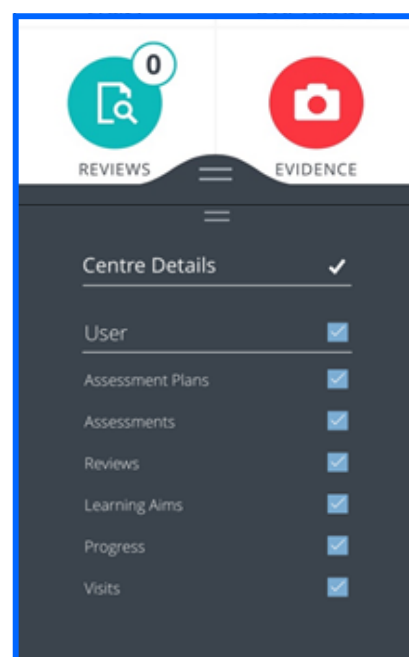
2. Sync the app using the **Centre Sync** function by dragging up the sync menu

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

4. Select **Reviews** from the **Homepage** to access your assessments

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

6. Select **Review Units** to view your tutors comments on your unit progression



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7. Select on each **Unit Title** to view your tutors feedback

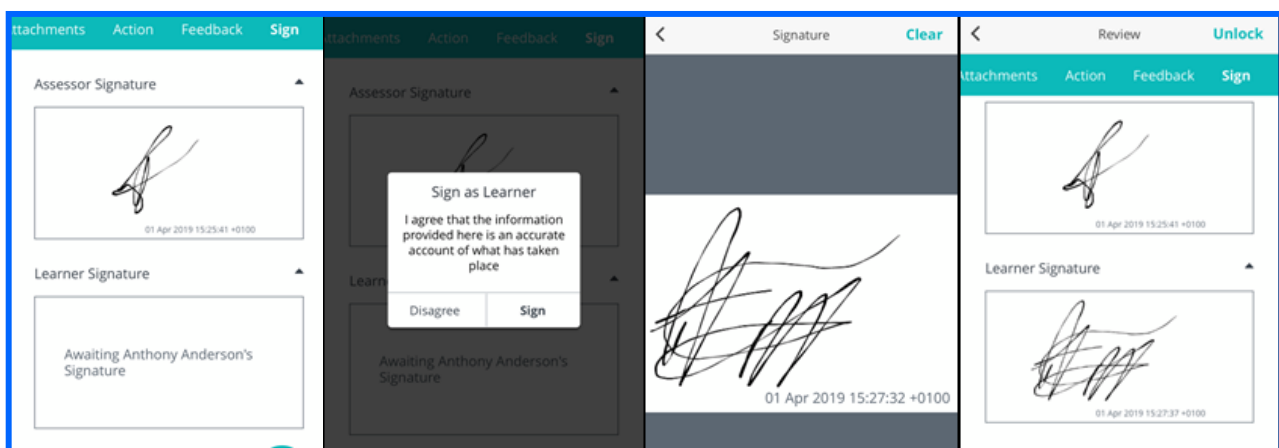
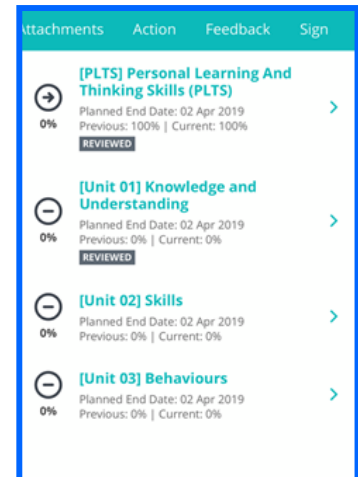
8. You can select on **Review All Units**, **Attachments**, **Action** and **Feedback** to review your tutors comments

9. Select **Sign** when you are ready to sign off the review

10. Select **Sign** to continue and select the **Signature Box** to start signing and select **Sign** to agree to the statement provided. Alternatively, select the **Menu Button** to sign or **Finish Online**

11. Once you have signed, select the **Black Arrow** to return to the plan

12. On the **Sync Ready** page, select the **Sync Icon** to push your completed plan to your live portfolio



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