

## Guidance on using e-portfolio software OneFile

### Introducing OneFile

ATi are now using the e-portfolio software OneFile to collate and manage all participant submissions, assessment and feedback.

To login into OneFile click or paste this address into your favourite web browser - <https://login.onefile.co.uk/>.

Your username and password are contained in an emailed PDF document or will be provided to you separately by your tutor or assessor.

### OneFile induction video

For a comprehensive induction on how to use the main features of OneFile, please watch this video <https://www.youtube.com/watch?v=2A6RmufB1tQ>. If you are short of time, we would draw your attention to the following sections of this video that cover some important basics.

Time code	What is covered	Why is this important
11:55 – 12:25	How to set your email preferences	Setting to “ad-hoc alerts” is recommended as you will get an email every time something important occurs e.g. your assessor passes you feedback
19:12 – 26:30	How to access Assessment Plans through tasks menu and then upload evidence for assessment	Assessment Plans are the way that OneFile links your evidence with criteria for assessment. <b>Important: uploading evidence outside an assessment plan will not attract your assessor’s attention and your work may not be marked!</b>
33:07 – 39:00	General portfolio navigation	How to navigate around your portfolio and find other useful features such as the learning journal – a useful place to record any ongoing notes associated with your learning.

A [PDF version of the learner induction guide](#) is also available to download.

### Uploading evidence – check that evidence is linked to an assessment plan!

Part of the induction video (from 16:05) shows generally how to upload evidence to OneFile. However, *uploading evidence in this way does not link your evidence to an assessment* – please always use an assessment plan (see below).

#### Assessment plans

Unless otherwise agreed, your assessor will have set you one or more Assessment Plans. As well as being a helpful to communicate assessment tasks, Assessment Plans are the way that OneFile links your evidence with criteria for assessment - **uploading evidence outside an assessment plan will not attract your assessor’s attention!**

## Uploading evidence - continued

### Accessing your assessment plan

Assessment plans will appear as Tasks and can be accessed from the tasks menu which is on your home page or from the task icon in the top right-hand corner of the screen.

To select a task just double click it – this will open that assessment plan. You can also find your assessment plans by clicking the learning menu in the left-hand side bar and selecting. Once in your assessment plan and ready to upload evidence:

1. Scroll down and select 'upload evidence'
2. Navigate to where on your computer your evidence documents are located and click attach. If you have several documents to attach, you might need to do this a few times
3. IMPORTANT! Scroll to the bottom of the page and sign your Assessment Plan to confirm that it is your evidence you are attaching, by placing a tick in the yellow highlighted row with your name
4. Click Save and Quit – this will automatically send a task to your assessor to review and give you feedback on your work

## Uploading evidence – overview video

Here is a short video from OneFile (2 minutes) that shows an overview of how to use tasks and upload your evidence against assessment plans -  
<https://www.youtube.com/watch?v=h4HcradG9rE&feature=youtu.be>

Once you have uploaded and linked your assignments, your ATi assessor will review and mark your work, offering feedback within the OneFile platform, so do be sure to correctly set-up your email alerts so you are aware of updates and messages.

## OneFile - support

There are many short PDF help guides available, simply login and click the blue question mark icon in the top right-hand corner of the screen to access and search for these.

If you are still experiencing difficulty, please make contact with your assessor or email [support@accreditedtraininginternational.com](mailto:support@accreditedtraininginternational.com)