Onefile
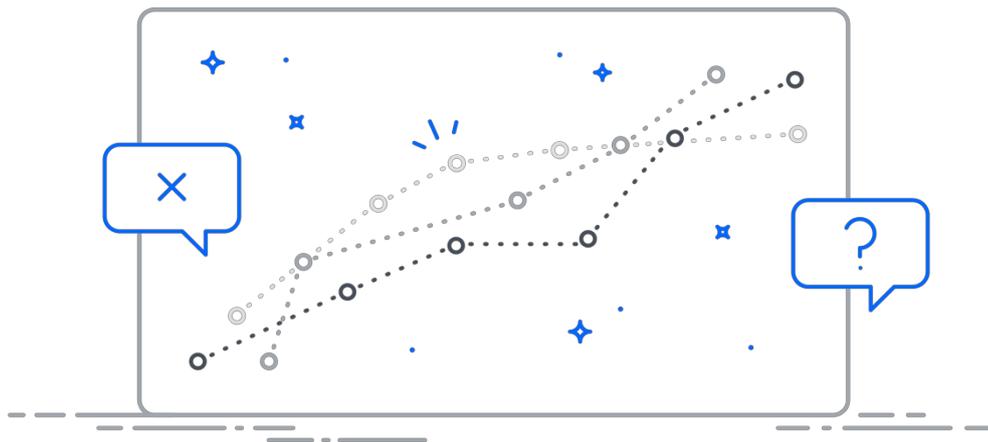
Support Guide

Using the learning journal

The learning journal allows you to keep a record of your learning experiences. It references the activities you engaged in as well as the criteria and outcomes you aim to achieve during your learning.

Step 1
To access your learning journal, click on Learning Journal in the navigation bar.

Step 2
In the 'what have you learnt today?' box, write a reflection of learning.

Step 3
Click Attach a file to link any relevant documents to your post.

Step 4

To link an activity record to your entry, click on Learning activity.

Step 5

    a) Add a new learning activity, or

    b) Select an existing learning activity. Existing learning activities are populated from your timesheet entries and previous journal entries.
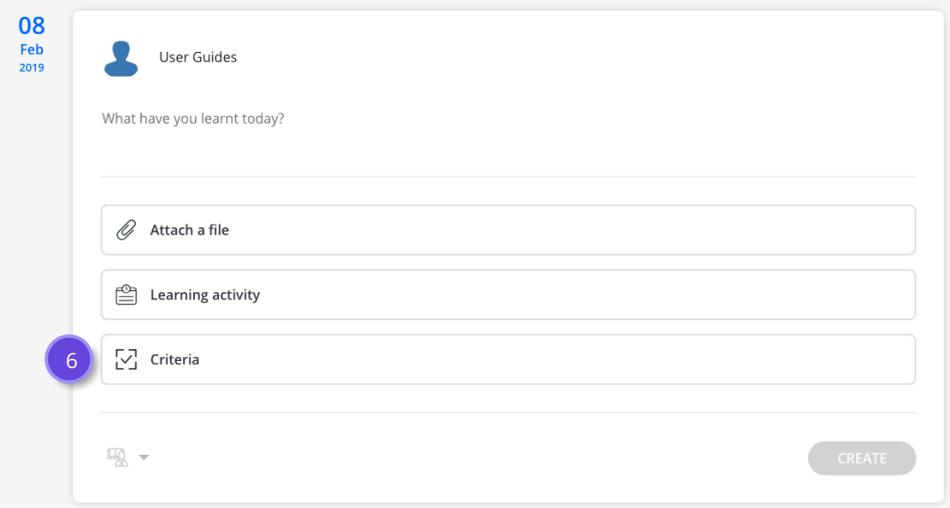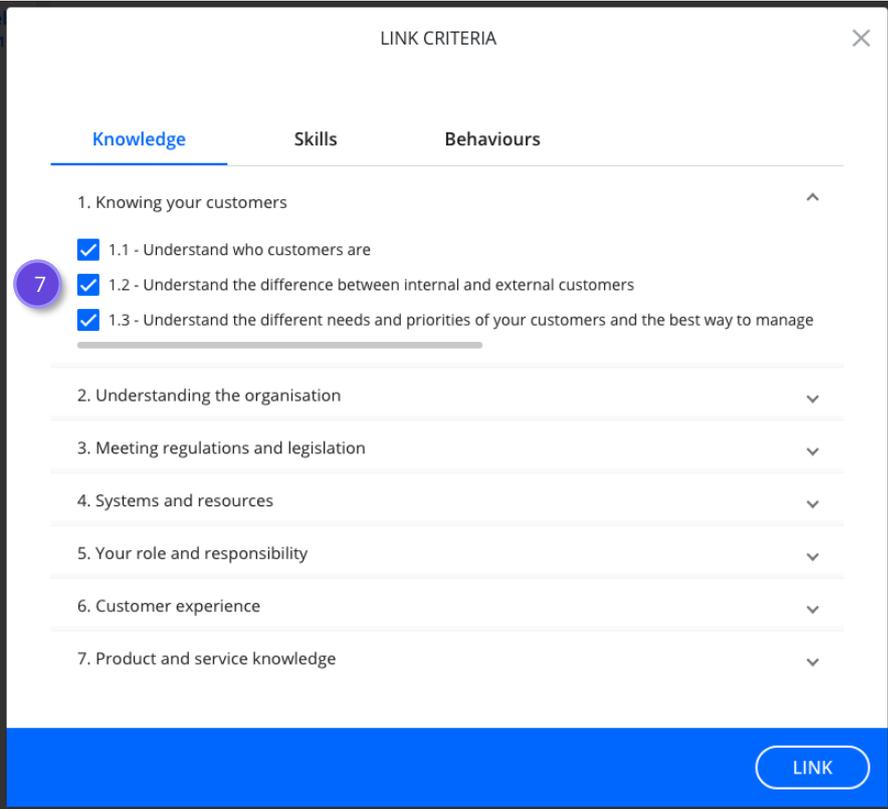
Step 6

Click criteria.

Step 7

Select the criteria you wish to link to your entry and click Link. This helps to identify the areas of learning that you experienced in the reflection you are providing.

Note that this does not generate progress towards the relevant learning aims.

Step 8

Click create to publish your learning journal entry.
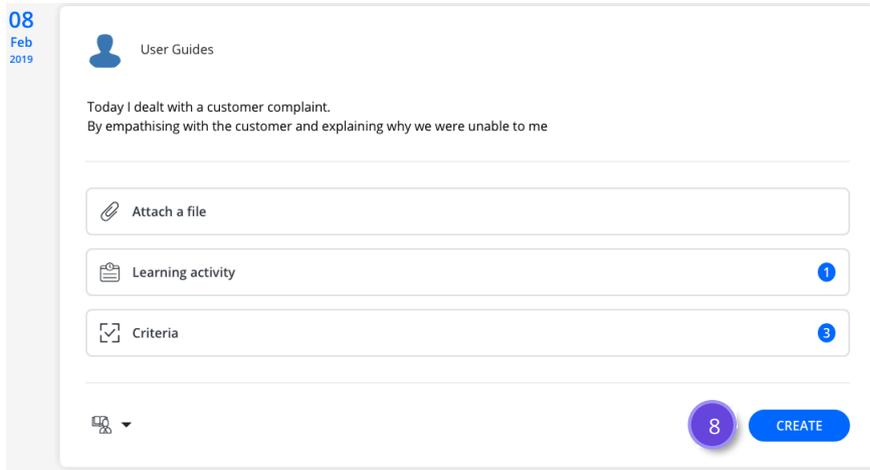
08
Feb
2019

User Guides

Today I dealt with a customer complaint.
By empathising with the customer and explaining why we were unable to me

📎 Attach a file

🗂 Learning activity   **1**

☑ Criteria   **3**

8   **CREATE**

Step 9

To make changes to an entry you have posted, click the edit icon.

Step 10

Delete an unwanted entry by clicking the trash can icon.

27
Feb
2019

What have you learnt today?

15
Feb
2019

User Guides

Today I dealt with an unusual telephone request for a customer asking for a store product to be delivered same day.

☑ Criteria   **2**

Edit

9   ✏ 🗑   10

Onefile

Step 11

You can change the privacy of your posts at any time by clicking the Who can see this? button.