

How to create a downloadable OneFile Portfolio Showcase

What is a Portfolio Showcase?

In OneFile, it is possible to create a downloadable version of your portfolio containing a selection of the submissions in your portfolio that you wish to showcase. The download allows your showcase to be shared and viewed offline.

Before you create your Portfolio Showcase

Before you create your Portfolio Showcase, you need to decide which of your submissions you are going to include in the showcase. So

- 1) Login to your OneFile account and, from the home page, click on **'My Portfolio'**. (The view of the homepage below is seen when the 'Simple view' option at the top right of the screen is selected.)

The screenshot shows the 'Portfolio Dashboard' interface. At the top, it says 'You are working towards: Higher Specialist Scientist Training (HSST) (Not yet registered)'. Below this are three main sections: 'OVERALL AND TARGET PROGRESS' with a circular gauge showing 63% progress; 'CALENDAR' with the text 'No activity has been planned yet'; and 'TASKS DUE' with a bar chart showing 1 task due immediately, 1 task due this week, and 0 tasks due next week or in two weeks. Below these are several tiles for navigation: 'My Profile & CV', 'My Portfolio' (highlighted with a red box), 'Upload Evidence', 'Courses', 'Tasks', 'Messages', 'Witness Status', 'Resources', 'Clarity MSF', and 'NSHCS OneFile Guidance'.

- 2) From the **'My Portfolio'** page, click on the **'Progress'** tab and then click on **'Gap Analysis'**. The **Gap Analysis** view of your progress provides you with a one page view of everything you have submitted and had approved in OneFile. Use this view of your activity to identify the submissions you will select for your **Portfolio Showcase**.

Information & Options

Higher Specialist Scientist Training (HSST)

Overall Progress: 63% Location: Kings College Hospital NHS Foundation Trust Off-the-job: ? ▲

0 Pending Plans View pending and completed Assessment Plans

8 Pending Submissions Start submissions, attach evidence, set competencies & standards & record feedback.

Overdue: 17/11/2017 Reviews View trainee progress reviews

Activity Manage Progress Forms

Gap Analysis Learning Journey Progress (63%)

How to create your Portfolio Showcase

- 1) Navigate to your 'My Portfolio' page, click on the 'Manage' tab and then select 'Portfolio Showcase'. (You may find it useful to do this in a separate browser tab or window and to keep a Gap Analysis view of your progress open in another browser tab in order to keep note of the submissions you wish to showcase.)

Information & Options

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Online Download Portfolio Expert / Witnesses Portfolio Showcase

- 2) In the list of submissions you are presented with, locate the **submissions** you want to include in your showcase and tick the boxes beside each of these submissions.

Portfolio Showcase

1. Decide which submissions to include in your portfolio showcase. You can right click and open in a new window to preview the submission.

Select	Assessment Date	Ref	Title	Method	Date Assessor Signed	Date Trainee Signed
<input checked="" type="checkbox"/>	06/03/2019	EOA22	Domain 5	Evidence of Activity	06/03/2019 10:37	06/03/2019 10:36
<input type="checkbox"/>	29/01/2019	MSF1	Test MSF	Multi-Source Feedback	06/03/2019 10:24	29/01/2019 11:58
<input type="checkbox"/>	15/11/2018	TRP12	Revised training plan Nov-Dec 18	Training Plan	16/11/2018 11:57	15/11/2018 15:11
<input type="checkbox"/>	06/11/2018	TRP11	Revised training plan Oct-Nov 18	Training Plan	16/11/2018 10:49	06/11/2018 12:31
<input checked="" type="checkbox"/>	05/10/2018	EOA20	EOA20	Evidence of Activity	06/11/2018 12:39	01/11/2018 13:52
<input type="checkbox"/>	19/03/2018	EOA19	Research review March 2018	Evidence of Activity	20/03/2018 12:52	19/03/2018 15:23
<input type="checkbox"/>	05/02/2018	EOA18	Research review Feb 2018	Evidence of Activity	06/02/2018 13:03	05/02/2018 14:48
<input checked="" type="checkbox"/>	19/01/2018	EOA17	Research project review Feb 18	Evidence of Activity	06/11/2018 12:39	12/09/2018 10:30
<input checked="" type="checkbox"/>	19/01/2018	EOA16	Research project review Feb 18	Evidence of Activity	23/01/2018 16:02	19/01/2018 12:08
<input type="checkbox"/>	19/01/2018	TRP10	Training Plan February 2018	Training Plan	23/01/2018 16:09	19/01/2018 11:55
<input checked="" type="checkbox"/>	16/01/2018	EOA14	Research project review Jan 18	Evidence of Activity	18/01/2018 12:01	16/01/2018 15:40
<input type="checkbox"/>	16/01/2018	TRP9	January 2018 training plan	Training Plan	18/01/2018 12:08	16/01/2018 15:28

3) At the bottom of the page, click '**Request New Download**'. You will be notified by email when a zip file of your showcase is ready to be downloaded from OneFile. When your download is ready, you will find a link to download it on your Portfolio Showcase.

2. Click the 'Request New Download' button below to request a download. The request will be put in a queue and an email will be sent to you when the portfolio is ready for download. This could take up to 12 business hours to process during peak usage times.

Request New Download

4) In order to view your showcase, you will need to extract or unzip the file (for example using a piece of software like WinZip). When the showcase is extracted or unzipped, it creates a folder entitled '**Portfolio**'. Inside the folder you will find a file entitled 'index'. If you double click on this file you can launch your Portfolio Showcase.