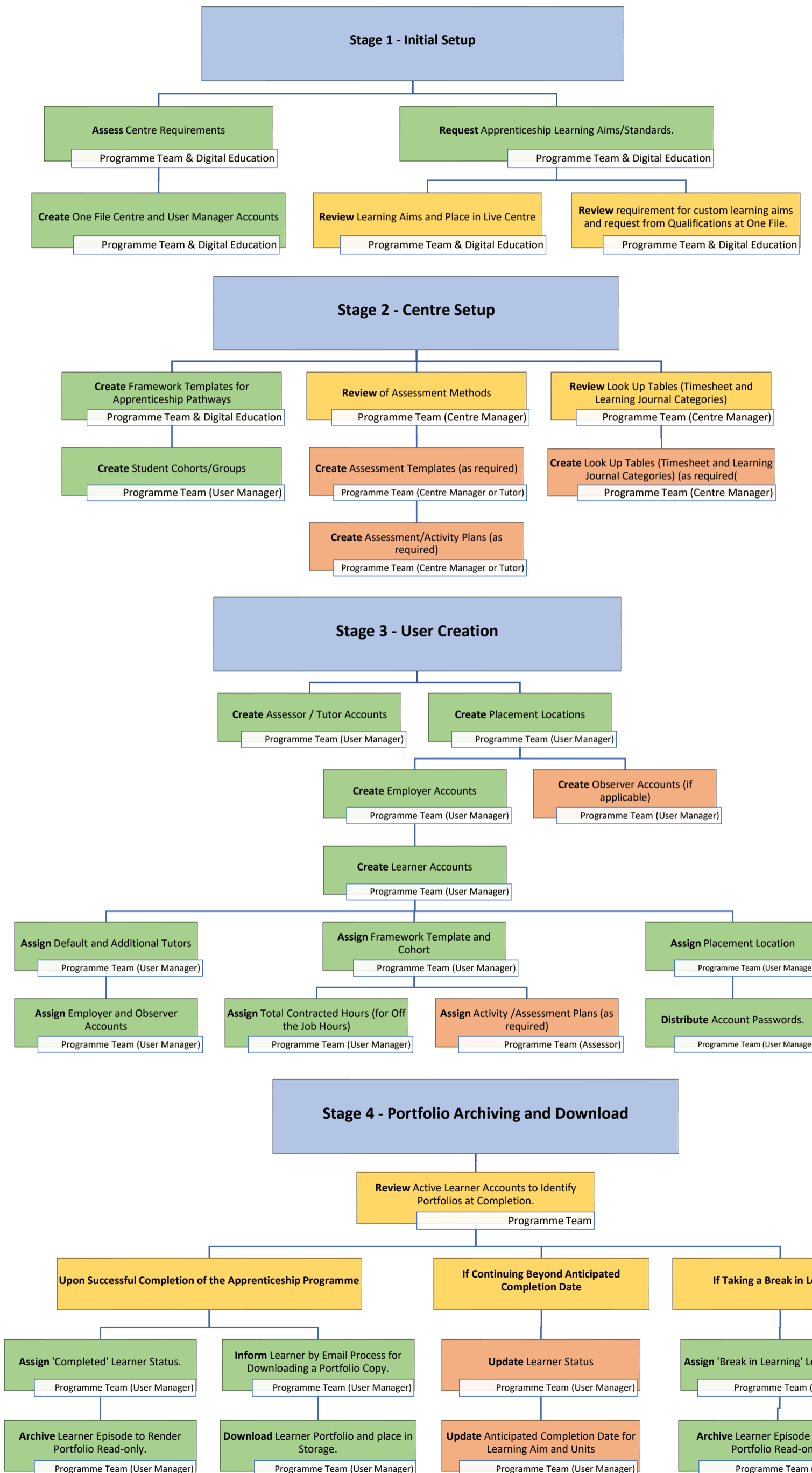


One File Centre Management – Flowchart

For further information about the stages below, please refer to the context document provided with this flowchart, which describes each step-in detail and links to support resources where applicable. Each stage is categorised as **essential**, **optional** or **requires review**, and **you should engage with them from left to right**. If you require support with the management of your One File Centre, please contact the Digital Education Team by emailing digitaleducation@lincoln.ac.uk.

Essential
Optional
Requires Review



Understanding the difference between a Centre Manager and a User Manager.

Within the One File ePortfolio tool, administration users who perform centre management tasks such as the creation of user accounts or organisation of forms and templates, are categorised by two levels of access – user manager and centre manager.

This ensures a centre is managed correctly by only giving individual users the permission to perform tasks suitable to their remit.

The user role stated in brackets, for example **'programme team (user manager)'**, indicates the user role required to complete the task.

User Managers are able to:

- Create and manage user accounts and cohort groups.
- Issue new login details and passwords.
- Create and assign framework templates.
- Access and amend *some* areas of the learner episode and portfolio.

User managers **cannot** access centre settings or create centre manager accounts.

Centre Managers are able to:

- Configure centre settings that affect all users.
- Design assessment methods, forms, and activity plans (TLAPs).
- Create new categories for learning journals and timesheets.
- Access and amend *most* areas of the learner episode and portfolio.

Centre managers **can** perform all tasks that a user manager can perform.

If you are a programme administrator and require elevated privileges to perform the tasks you have been assigned or would like support on proceeding correctly with tasks that require centre manager access, you should contact the Digital Education Team (digitaleducation@lincoln.ac.uk).