User guide for the One Big Thing platform

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Accessing the One Big Thing platform

You can access the One Big Thing platform at https://onebigthing.civilservice.gov.uk

Signing in

To complete One Big Thing, you'll need to sign in with your work email address.

Enter your email address in the box labelled Your work email address.

Select Submit.

If you're having trouble signing in, visit our support page: https://onebigthing.civilservice.gov.uk/support

Sign in

To complete One Big Thing, you'll need to enter your work email address below and we'll send you a link to sign in to your One Big Thing account. Each time you need to sign in (to record learning, or feedback on your One Big Thing experience), come back to this page and we'll send you a new link. You do not need a password.

Your work email address

By signing in you accept our privacy notice.

Submit

You'll be taken to a new page. The page will confirm that a sign in email has been sent to your email address.

Sign in email sent

A sign in email has been sent to your email address.

You'll need to click on the link in that email to sign in.

You'll need to open your email inbox, and look for an email from One Big Thing.

You'll need to open the email, and select the link in the body of the email.

GOV.UK

Hi,

You can use the following link to sign in to your One Big Thing account:
https://onebigthing.civilservice.gov.uk/verify-register/?code=btsmep-7298bf55e8842d43a57658db01245d1b&user_id=13eae677-78e5-4a2b-8cc1-8a4301606b0d

You can only use this link once. If you do not use it within 1 hour, it will expire.

The link will open in a new tab. You'll see the One Big Thing welcome page.

Your first task is to complete your One Big Thing survey. You'll only be asked to answer the survey questions the first time you sign in.
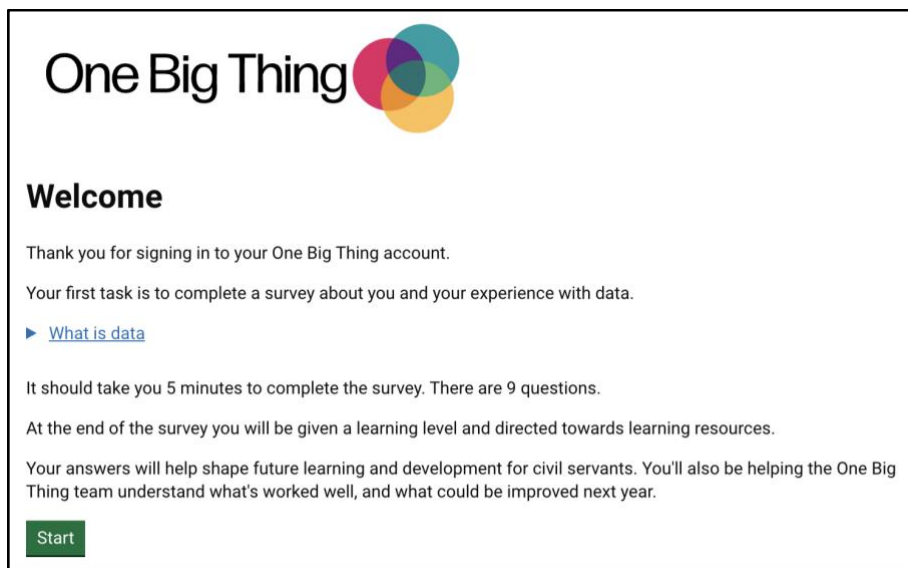
When you finish the survey, you'll be taken to the One Big Thing homepage.

The next time you want to sign in, you'll need to come back to https://onebigthing.civilservice.gov.uk and enter your email address again.

We'll send you a new link to sign in.

Using the homepage

The One Big Thing platform homepage is designed as a step-by-step guide to help you complete One Big Thing.

Your recommended learning level is displayed at the top of the page. This is based on your survey answers.

There are three steps to One Big Thing. You can follow these on the webpage.

One Big Thing overview

Based on your survey answers, your learning level is: **Level 1 - Awareness**

We recommend you start with learning resources marked as suitable for your level.

These are the recommended steps for One Big Thing

(1) **Learn**

Complete 7 hours of learning on the topic of data.

Start with your e-learning. Your learning level suggests you should do:

Understanding data (Level 1 - Awareness) (opens in Civil Service Learning)

▶ See e-learning for all learning levels

and Attend a team conversation about data.

Your department will decide if this should be a 1:1 conversation, a team meeting or an all staff call. Please ask your line manager for details.

and Do some further learning on the topic of data.

You can find more learning:

- on your department's intranet
- on the additional learning catalogue
- by talking to your line manager

▶ What learning counts?

(2) **Record**   [Record]

Record all the learning you've done

| You have recorded 5 hours and 3 minutes of learning so far.

You should record your learning as you do it to help keep track of the hours you have completed.

(3) **Feedback**   [Feedback]

Tell us about your One Big Thing experience.

Once you have recorded all of your learning you should complete an exit survey.

Your answers will be used to measure the effect of One Big Thing.

Accessing learning resources

The One Big Thing platform includes links to learning resources to help you complete One Big Thing.
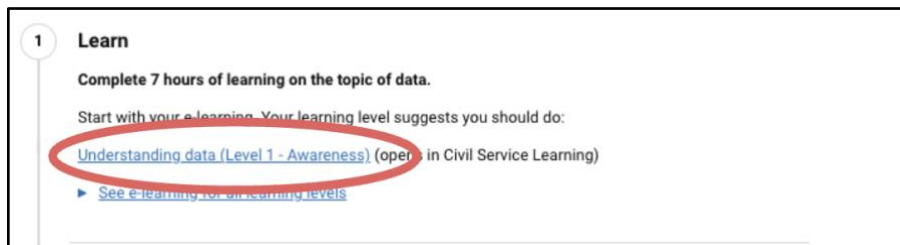
Civil Service Learning e-learning course

You can access the three One Big Thing e-learning courses from the One Big Thing homepage.
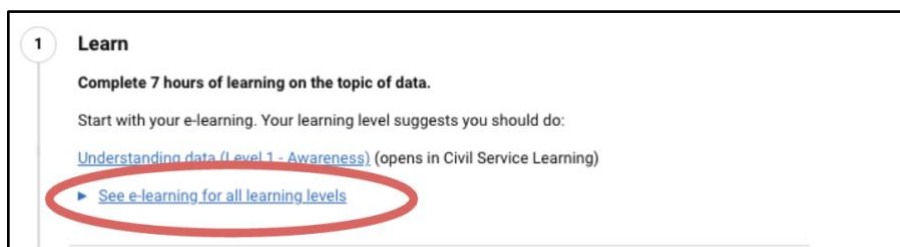
The e-learning courses are on Civil Service Learning. You'll need a Civil Service Learning sign in to access the courses. https://identity.learn.civilservice.gov.uk/signup/request

You only need to complete one e-learning course. The e-learning course recommended for your learning level is linked in step one on the homepage.

Your recommended learning level is displayed at the top of the page. This is based on your survey answers.

You can find links to the other e-learning courses by selecting See e-learning for all learning levels.
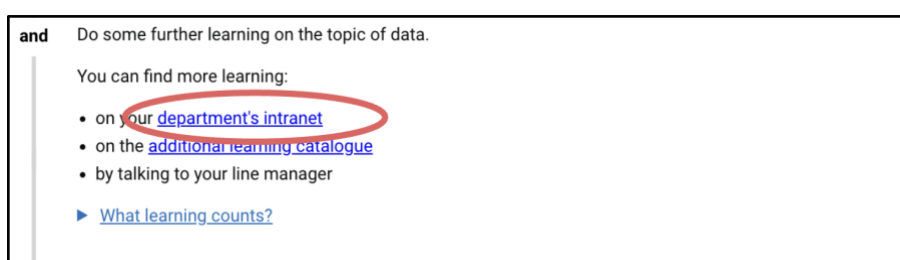

To start an e-learning course you need to select the course name. You'll be taken to the Civil Service Learning sign in page.

Departmental learning offer

You can access links to One Big Thing content produced by departments from the homepage.

Select Department's intranet from the bullet pointed list.

You'll be taken to the Departmental learning offers page.

To access an intranet page, select the link next to the department name.

If your department is not on the page, check your department's intranet for One Big Thing announcements.

If you select a link and the page does not open, you do not have access to that department's intranet. If you think you should have access, speak to your line manager.

Additional learning catalogue

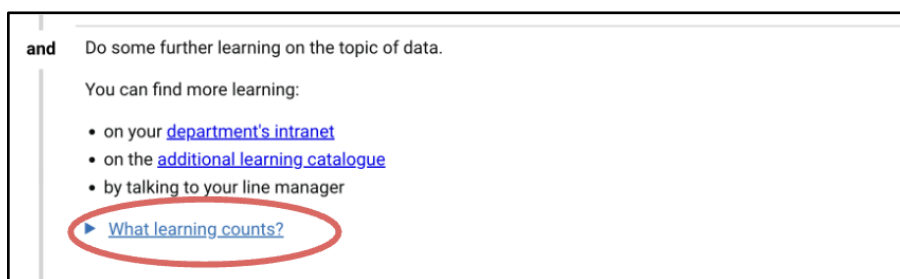You can access additional learning resources from the homepage by selecting Additional learning catalogue.
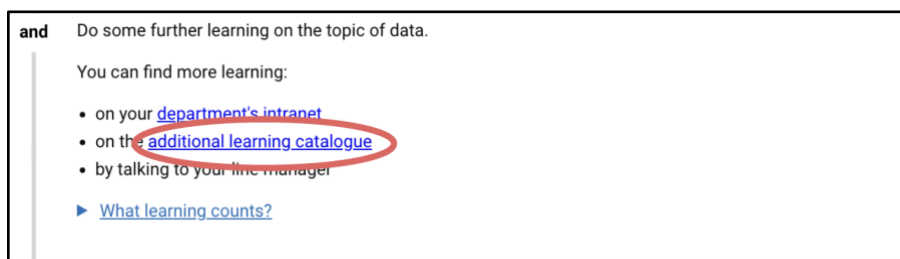
You'll be taken to the Additional learning catalogue page.

You can browse the list of additional resources. They are grouped by learning level.

To access a resource, select the resource title. The link will open in a new tab.
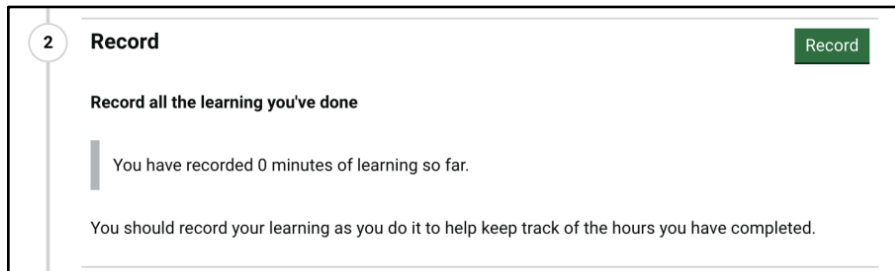
What learning counts?

Lots of different types of learning count towards One Big Thing. You can find out more by selecting What learning counts? on the homepage.
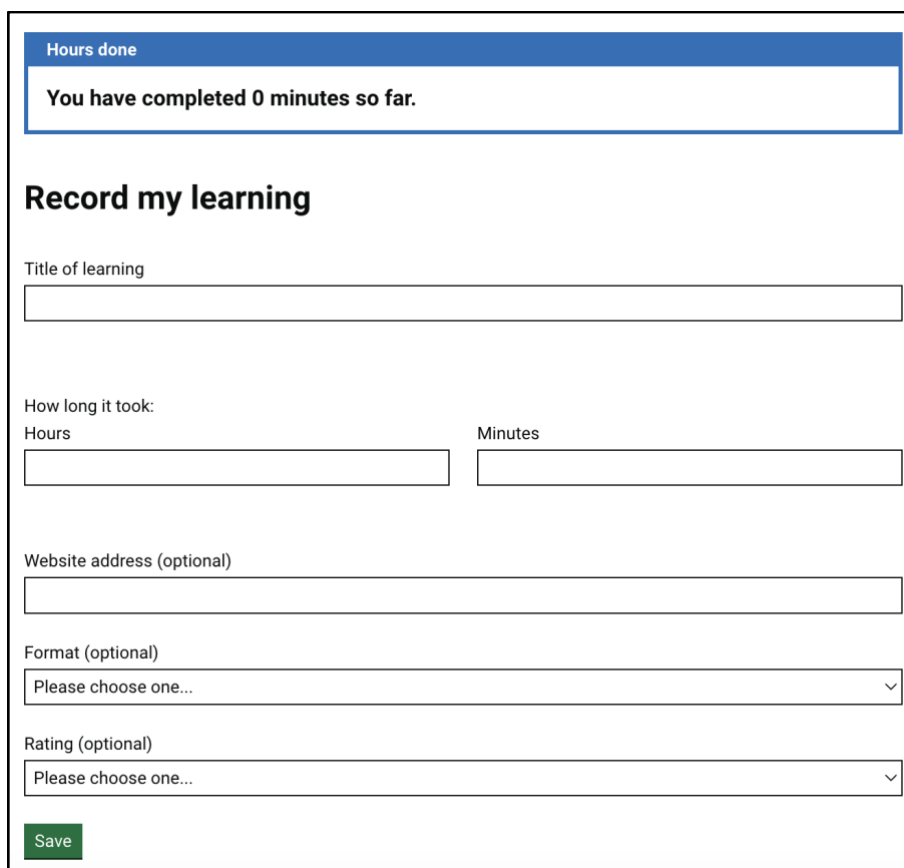
Recording your learning

You need to record all the learning you do for One Big Thing.

From the Homepage, select Record.

You'll be taken to the Record learning page.

You must enter the title and duration of the learning you've done.

You can also enter a website address and format. You can give feedback on how useful you found the learning by selecting a rating.

Select Save to save your learning record entry.

Your learning record entry will be saved to your Learning Record at the bottom of the page.

The counter at the top of the page will be updated. It'll show the total hours and minutes you've recorded for your One Big Thing learning.

You should add a new entry each time you do some learning.

There is no limit on the number of entries you can save.

My learning record

Email my learning record

Title	Type	Link	Duration (Hours)	Rating (1-5)	Action:
Working with data	Formal training - central	https://learn.civilservice.gov.uk/courses/h_Ez1ClhTuaz6E0UVud9og	1 hour and 30 minutes	4★★★★	Delete
Conversation with Joan Smith, dept data expert	Conversation with colleagues		1 hour	3★★★	Delete
Basics of data visualisation	Event - departmental		2 hours	5★★★★★	Delete
Team conversation about data	Conversation with colleagues		1 hour and 40 minutes	3★★★	Delete
What data do you create?	Blog, article, book or other written resource		15 minutes	1★	Delete
Intro to data visualisation	Podcast or other audio		45 minutes	5★★★★★	Delete

Deleting a learning record entry

If you've entered a learning record in error or incorrectly, you can delete the entry.

Select Delete next to the entry you want to remove.

You'll be asked to confirm that you want to delete the record.

If you do want to delete it, select Yes and the record will be deleted.

If you don't want to delete it, select Cancel
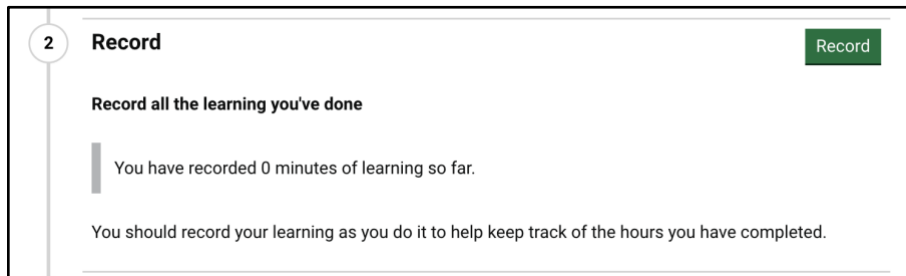
You are about to delete a learning record

Are you sure you want to delete?

Yes   Cancel

Sharing your learning record with someone

You can share your learning record with yourself or with someone else.
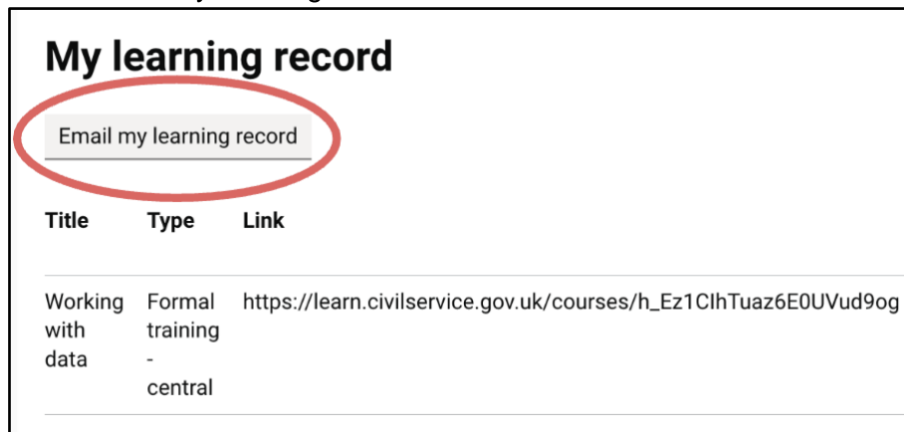
You'll need to be on the Record learning page.

To access the Record learning page, select Record on the homepage.

You'll be taken to the Record learning page.

Go to your learning record at the bottom of the page. It is labelled My learning record.

Select Email my learning record.

Enter the email address of the person you want to share your learning record with.

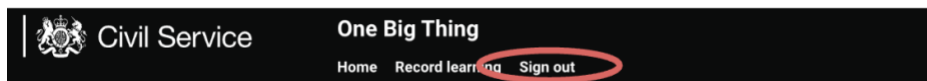Select Send.

You'll see a message confirming that your learning record has been shared.

Signing out

You can sign out of the One Big Thing platform by selecting Sign out in the page banner. The page banner is at the top of every page on the One Big Thing platform.

You'll be asked to confirm that you want to sign out. If you do, select Sign out.

If you share your computer with other members of staff, you must sign out each time.

Support

If you need more support, or if you want to get in contact with us, visit our support page at https://onebigthing.civilservice.gov.uk/support/