



LinguaFolio  
Online

---

## User Tutorial

Uploading Evidence Using the *ST LFOce* Mobile Application:  
Android

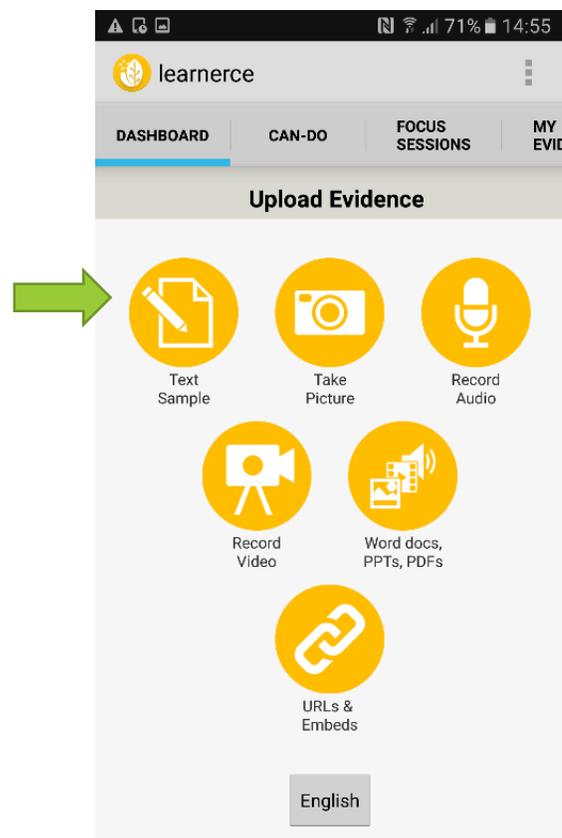
## User Tutorial: Uploading Evidence using *ST LFOce*

This tutorial provides users with an overview of how to upload evidence using the *ST LFOce* mobile application and is divided into the following sections:

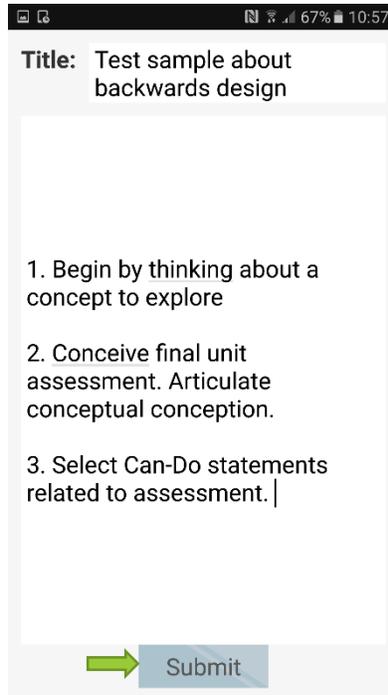
- A) Uploading Evidence from the Dashboard
- B) Uploading Evidence for a Focus Session
- C) Uploading Evidence to the Can-Do List

### Section A: Uploading Evidence from the Dashboard

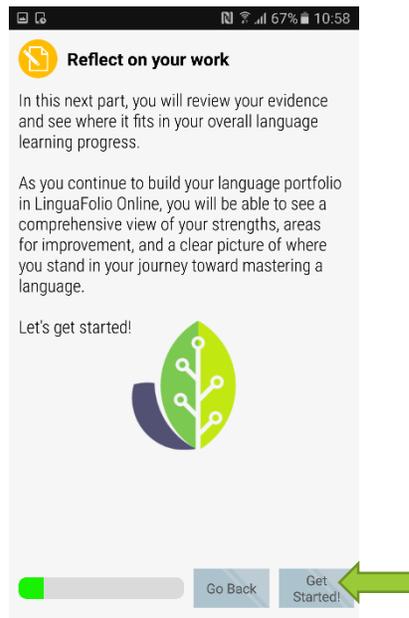
1. From your dashboard, tap the icon that best corresponds with the type of evidence you want to capture.



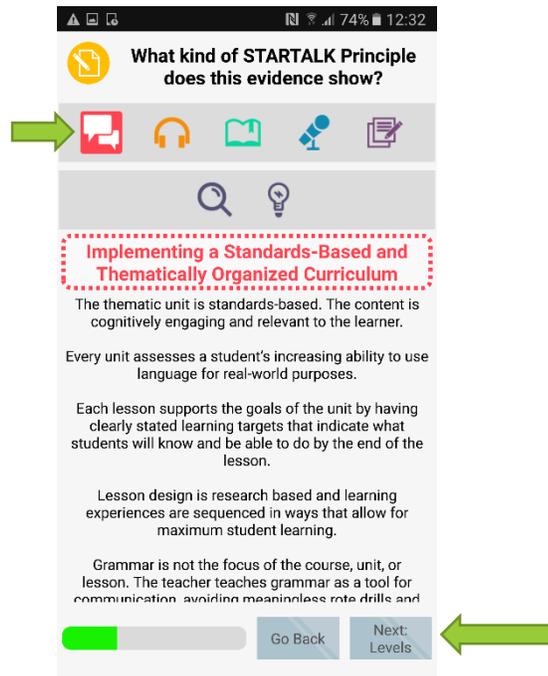
2. After selecting the appropriate icon, capture or link to the evidence that you want to upload. For this tutorial, a writing sample serves as the example evidence. Once the evidence is captured, tap “Submit.” You will be notified once your evidence has been uploaded successfully. Tap “Ok” after you receive that notification.



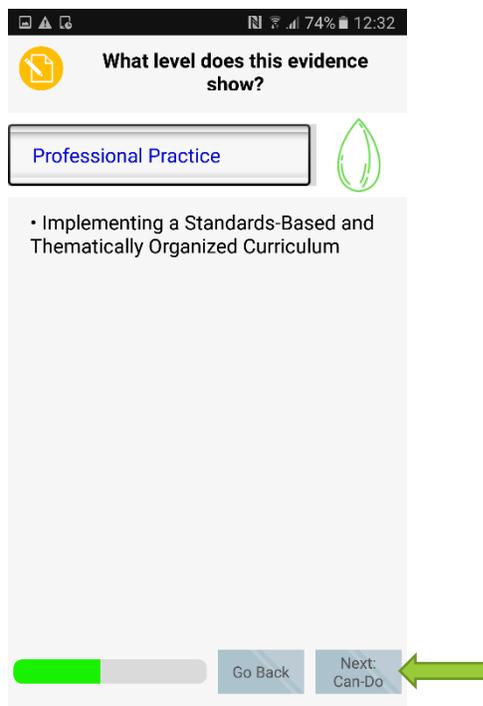
3. Next, you will need to reflect on your work. Read the screen and tap “Get Started!”



4. You will select the STARTALK Principle that your evidence most accurately reflects. If you are not sure what to select, tap the icons to read the descriptions. Once you are satisfied with your selection, tap “Next: Levels.” This is the step in the evidence upload process in which the students select the appropriate mode of communication on regular STARTALK LinguaFolio Online.



5. Next, wait for the screen to load and tap “Next: Can-Do.” If you touch anything before the screen loads, tap “Back” and “Next: Levels” again. This is the step in the evidence upload process in which students select the appropriate proficiency level on regular STARTALK LinguaFolio Online.



6. Tap all of the Can-Do Statements that you think your evidence best represents. When you are done, tap "Next."

**This evidence shows that...**

**Implementing a Standards-Based and Thematically Organized Curriculum**

- I can create a curriculum that scaffolds language input.
- I can create differentiated LookFors by mode for the performance assessments in my curriculum and my units.
- I can create a learning plan with activities differentiated by age.
- I can create a curriculum that focuses on literacy and academic needs of the learners.
- I can create a curriculum that intentionally scaffolds language processing and output activities.

Go Back Next

7. You are now ready to evaluate your evidence. Slide the green dot to the appropriate evaluation and tap "Next." If you have selected multiple Can-Do Statements, you will need to make an evaluation for each statement before tapping "Next."

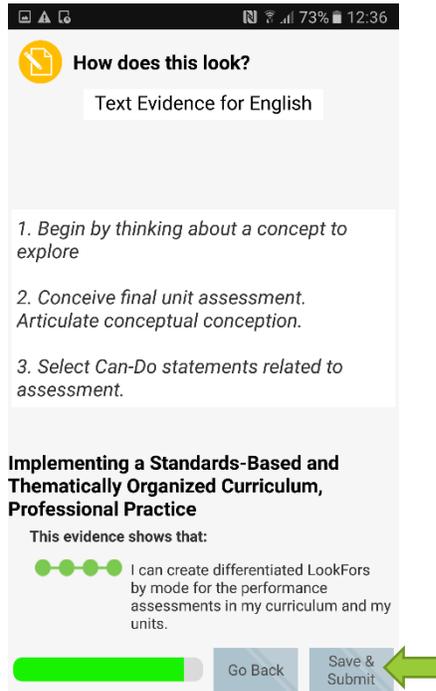
**How well can you do the following?**

I can create differentiated LookFors by mode for the performance assessments in my curriculum and my units.

Not started Goal With Help Can-Do Well

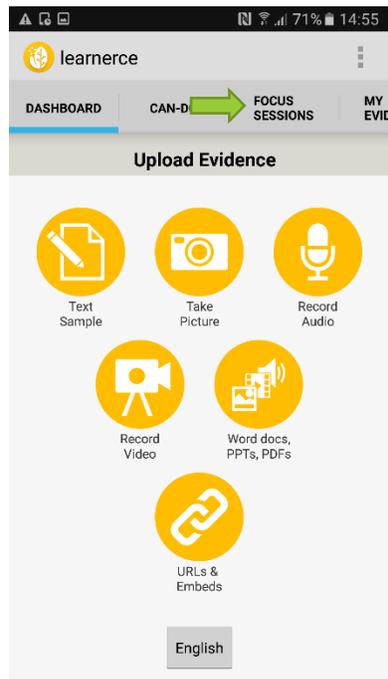
Go Back Next

8. Finally, review your evidence and associated evaluation one last time. Tap “Back” if you wish to change anything. Once you are happy with everything, tap “Save and Submit.” You will be notified when everything is successfully saved.



## Section B: Uploading Evidence for a Focus Session

1. From the dashboard, tap “Focus Sessions” in the menu on the top of the screen.



2. Next, tap the Focus Session that you wish to open. The colors in the app correspond to the colors used at the conference.



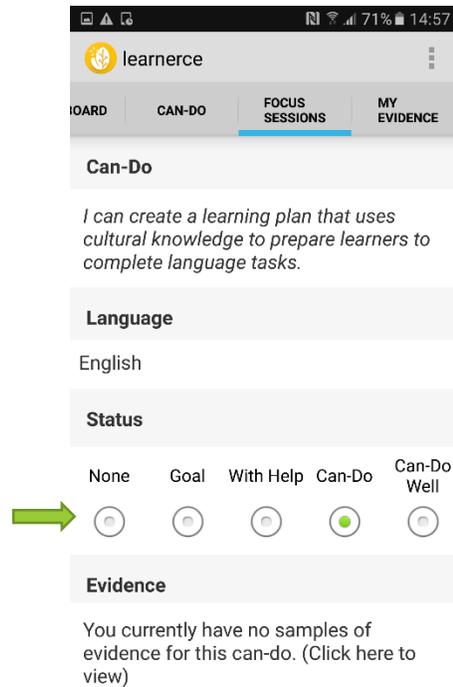
3. Next, you will see all of the STARTALK Principles related to your Focus Session. Tap the plus icon and then “Professional Practice” underneath the bar representing the principle of your choice.



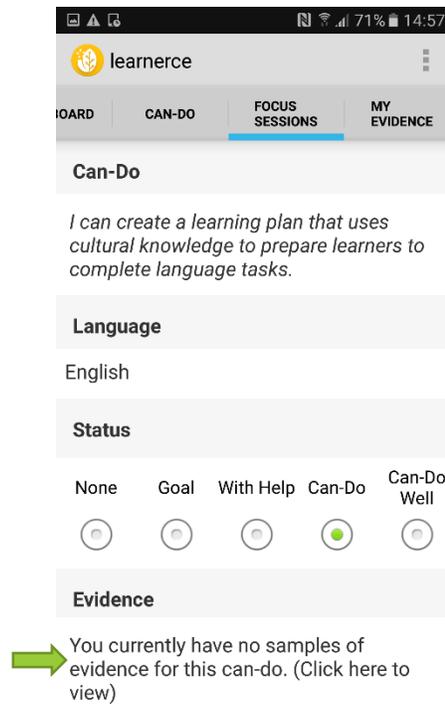
4. Tap the plus icon to see the Can-Do Statements related to the listed STARTALK Principle. Then, tap the Can-Do Statement that you wish to upload evidence for.



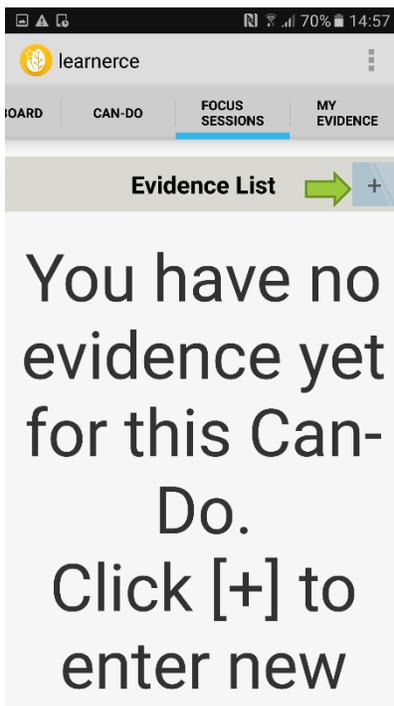
5. After that, evaluate yourself regarding how well you think you can execute the Can-Do Statement by tapping the appropriate evaluation. Your status will save automatically.



6. Tap on the white bar under "Evidence" to add your selected evidence.



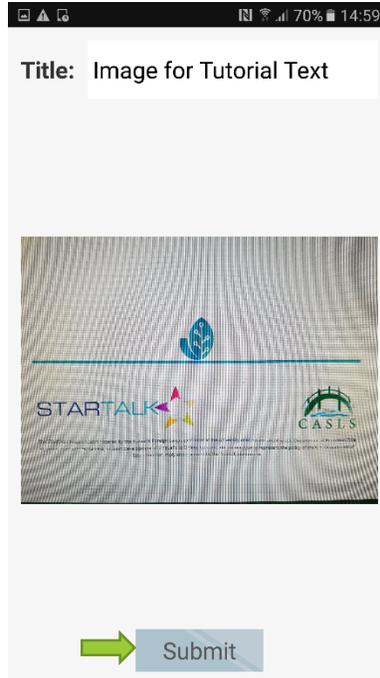
7. On the next screen, you will see evidence that you have already uploaded for the Can-Do Statement. You may review it on this screen by tapping it. To upload more evidence, tap the plus icon in the top right.



8. Select the type of evidence that you want to upload by tapping the appropriate bar on the screen shown below.

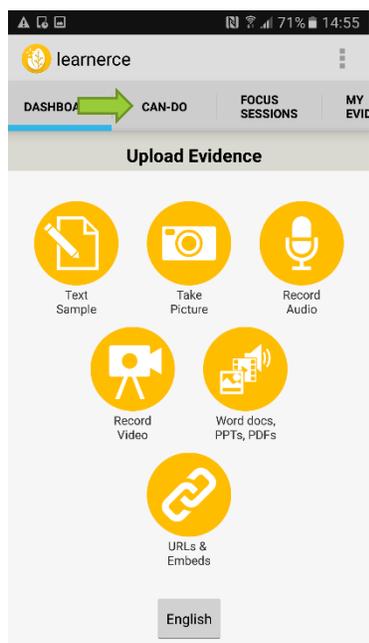


9. After capturing the evidence, give it a title. Then, tap "Submit."

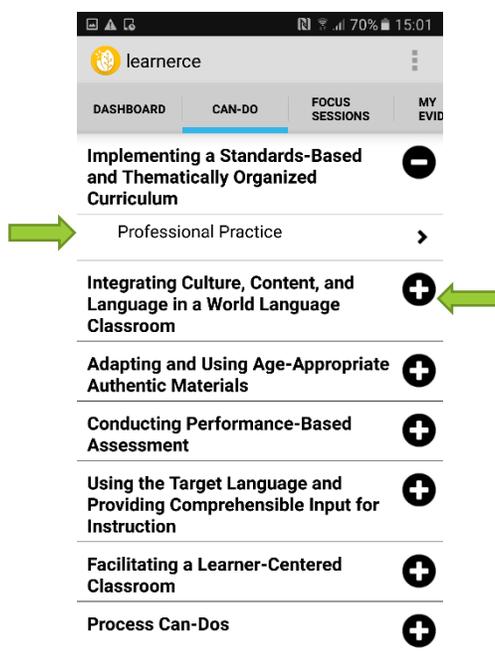


## Section C: Uploading Evidence for the Can-Do List

1. From the dashboard, tap “Can-Do.”



2. Next, select the appropriate STARTALK Principle for your evidence. Tap the plus icon. Then, tap “Professional Practice.”



3. After that, repeat the process beginning in Section B, Step 6.

Congratulations! You are now able to upload evidence using *ST LFOce!*



The STARTALK Program administered by the National Foreign Language Center at the University of Maryland and the U.S. Department of Education Title VI, under grant #P229A140004, support development of LinguaFolio Online. Contents do not necessarily represent the policy of the U.S. Department of Education nor imply endorsement by the federal government.