LinguaFolio Online

User Tutorial

Uploading Evidence Using the *ST LFOce* Mobile Application

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.

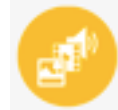|		
Tap this icon to take a photo.	Tap this icon to record a video.	Tap this icon to record audio.
Tap this icon to submit evidence linked elsewhere.	Tap this icon to type in text evidence.	Tap this icon to upload evidence files saved on your device.

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, click "Submit." You will be notified once your evidence has been uploaded successfully. Tap "Ok" after you receive that notification.
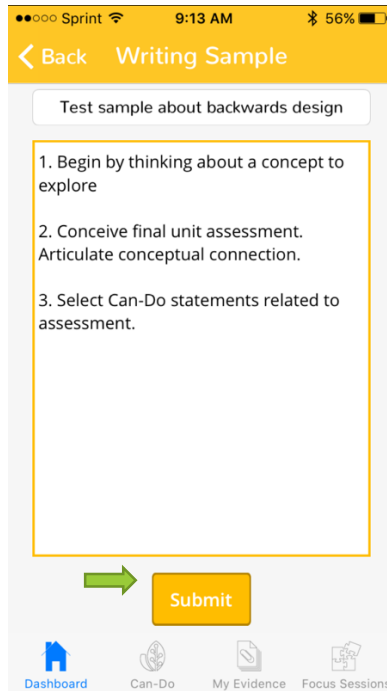

3. Next, you will need to reflect on your work. Read the screen and click "Get Started!"
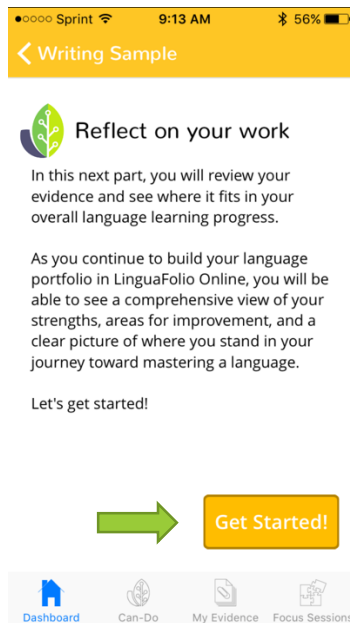
4. You will select the STARTALK Principle that your evidence most accurately reflects. If you are not sure what to select, tap the icons to read the descriptions. Once you are satisfied with your selection, tap "Next: Levels." This is the step in the evidence upload process in which the students select the appropriate mode of communication.
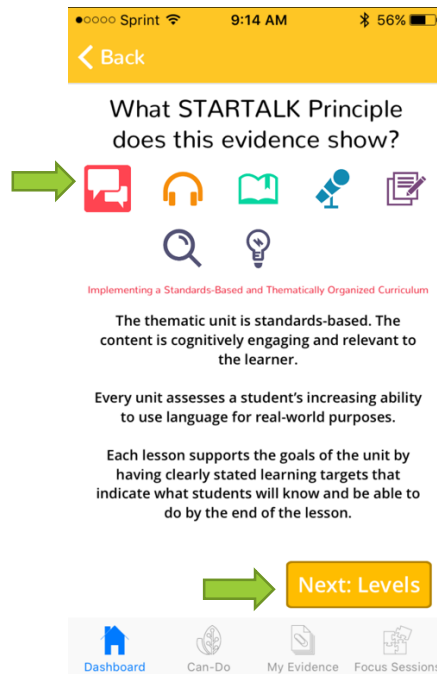

5. Next, wait for the screen to load and tap "Next: Can-Do." If you touch anything before the screen loads, tap "Back" and "Next: Levels" again. This is the step in the evidence upload process in which students select the appropriate proficiency level.
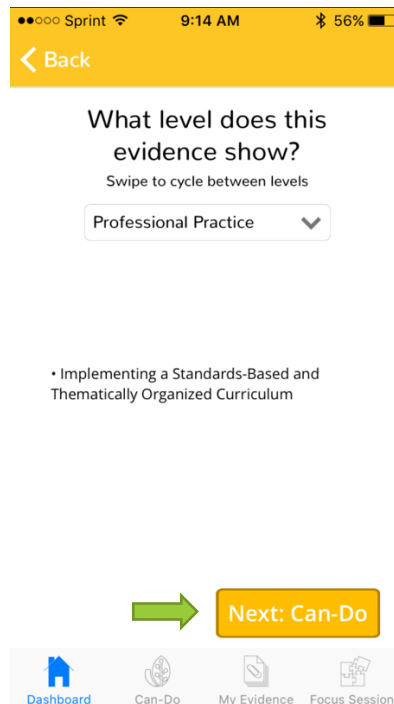
6. Tap all of the Can-Do Statements that you think your evidence best represents. When you are done, tap "Next."
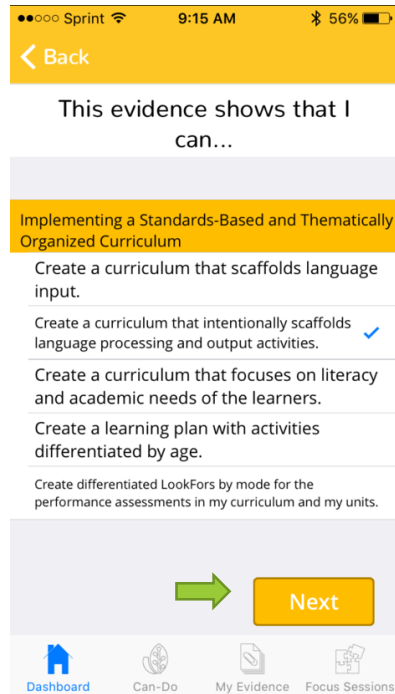
7. You are now ready to evaluate your evidence. Slide the green dot to the appropriate evaluation and tap "Next." If you have selected multiple Can-Do Statements, you will need to make an evaluation for each statement before tapping "Next."
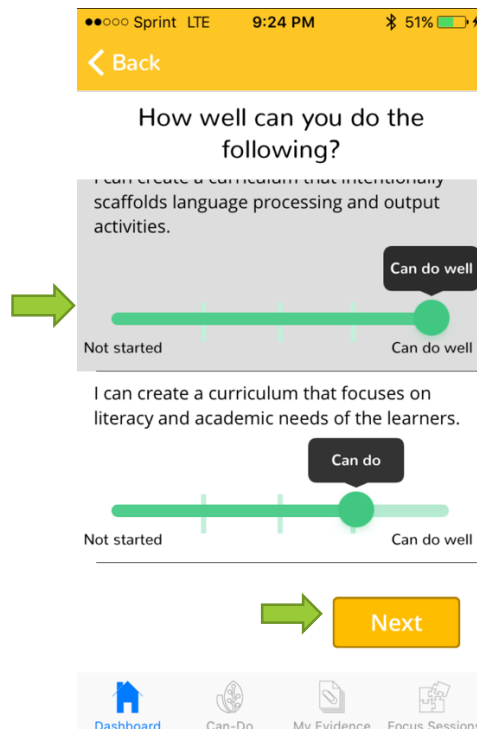
8. Finally, review your evidence and associated evaluation one last time. Click "Back" if you wish to change anything. Once you are happy with everything, click "Save and Submit." You will be notified when everything is successfully saved.
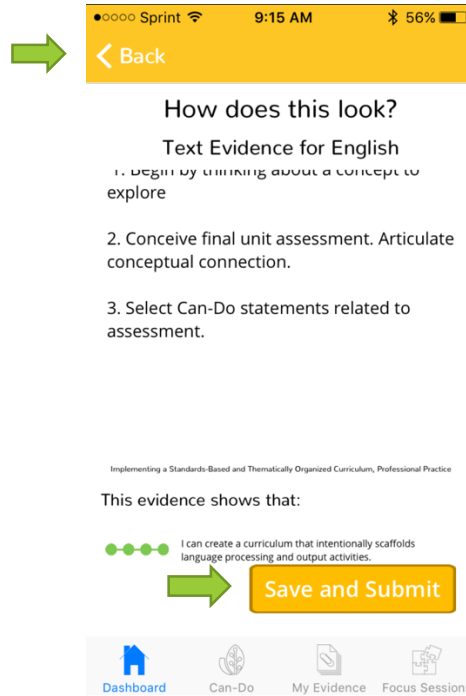
Section B: Uploading Evidence for a Focus Session

1. From the dashboard, tap "Focus Sessions" in the bottom right. On the iPad, this icon is found on the left menu while in landscape mode. In portrait mode, swipe the left side of the screen from left to right to see the menu or click the menu in the top left.

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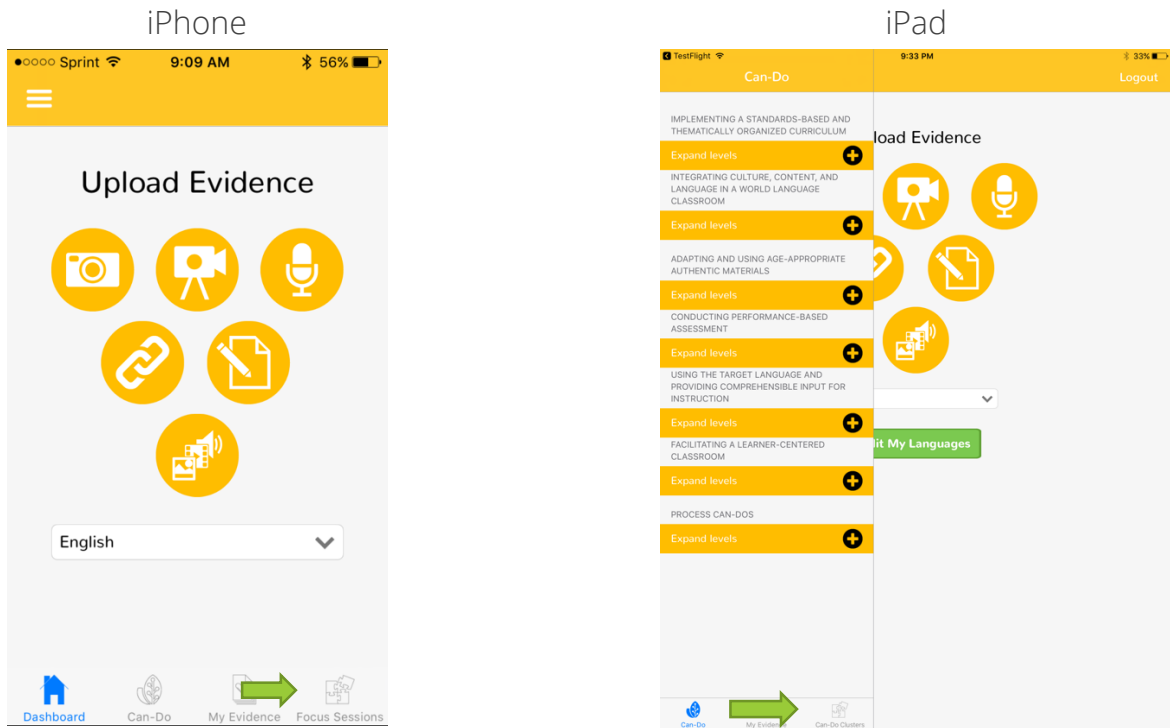
2. Next, tap the Focus Session that you wish to open. The colors in the app correspond with the colors at the conference.

3. You will see all of the STARTALK Principles related to your Focus Session. Tap "Professional Practice" underneath the bar to see the list of Can-Do Statements.
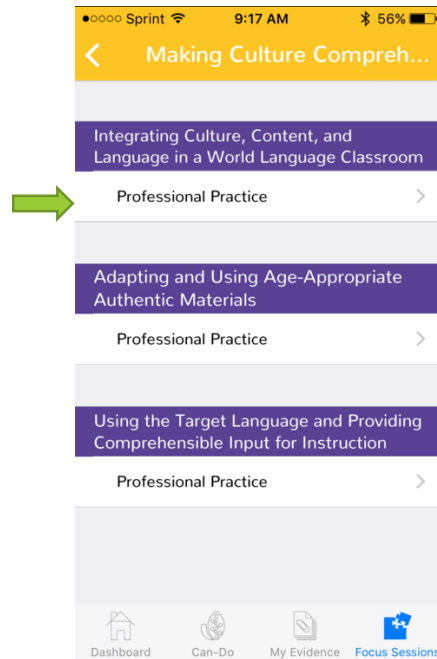
4. Tap the plus icon to see the Can-Do Statements that correspond to the listed STARTALK Principle. Then, tap the Can-Do Statement that you wish to upload evidence for.

5. Next, evaluate yourself regarding how well you think you can execute the Can-Do Statement by sliding the green dot to the appropriate evaluation. Then, tap "Save."

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 sign in the top right.
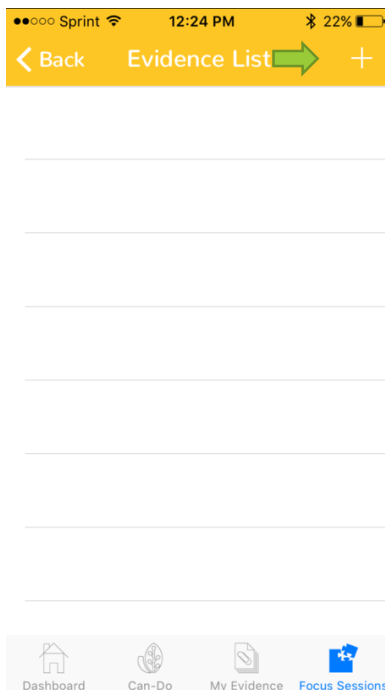
8. Select the type of evidence that you want to upload by tapping the appropriate bar on the screen shown below.
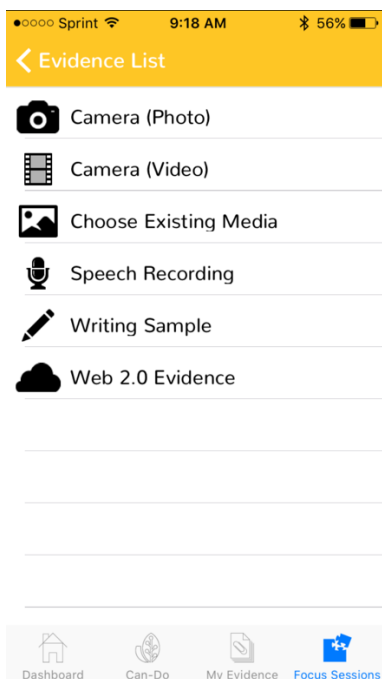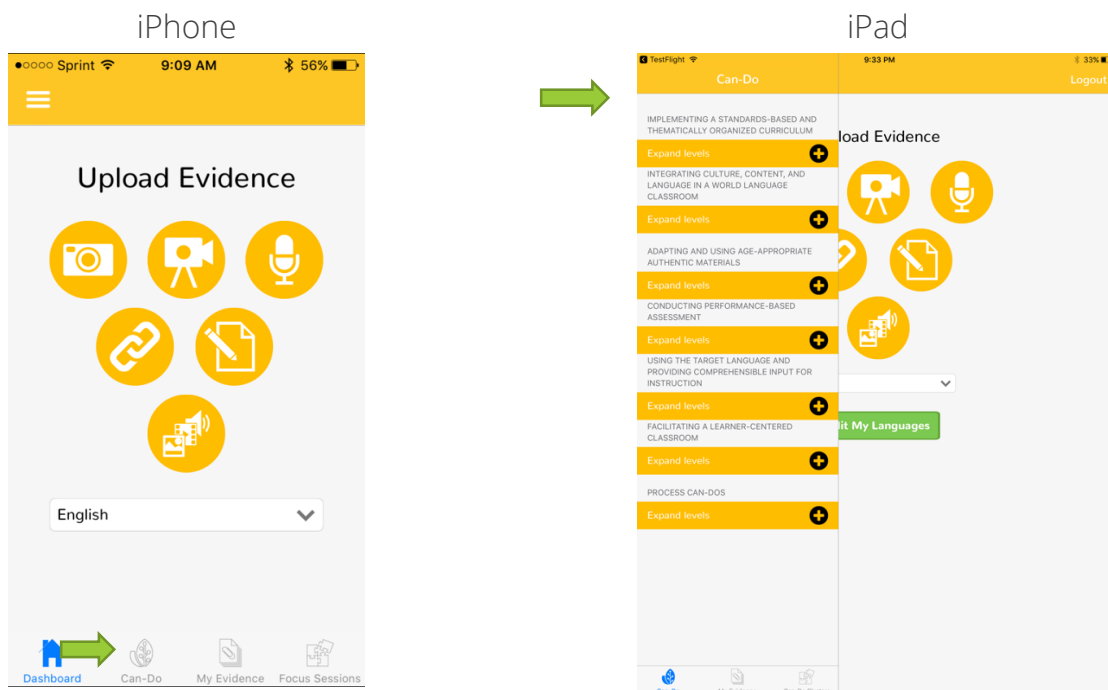
9. After capturing the evidence, give it a title. Then, tap "Submit." When asked if you are sure you want to submit, tap "Ok."
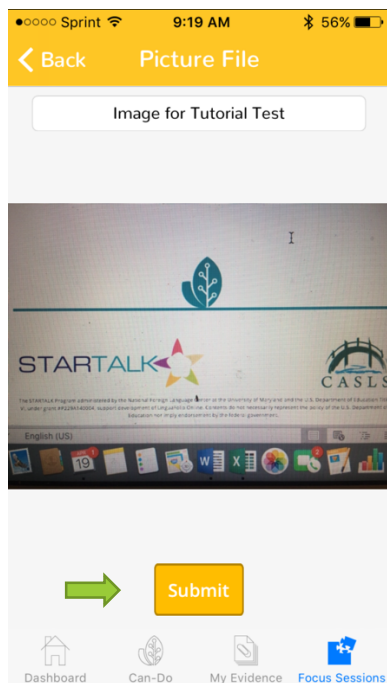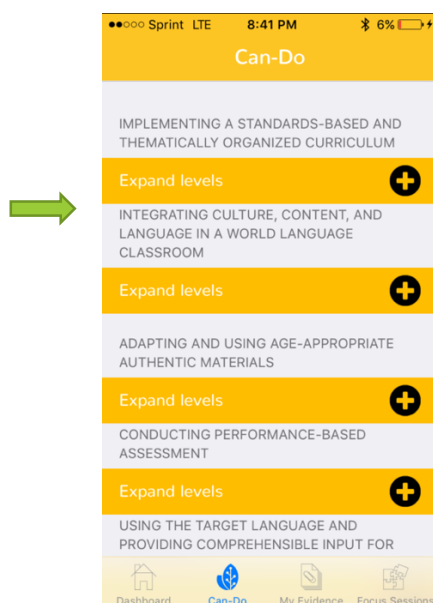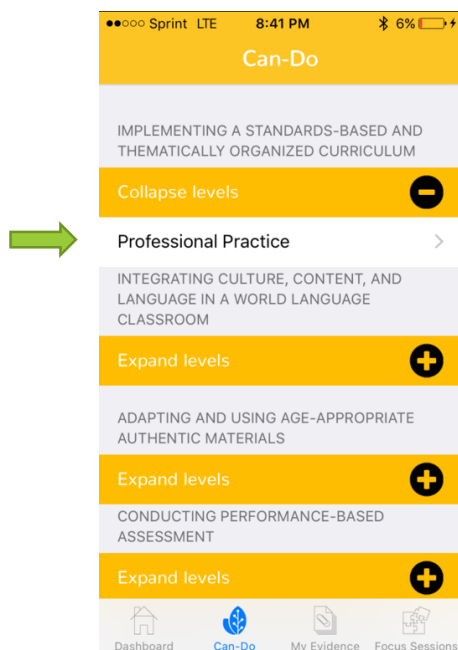
Section C: Uploading Evidence for the Can-Do List

1. From the dashboard, tap "Can-Do." On the iPad, this icon is found on the left menu while in landscape mode. In portrait mode, swipe the left side of the screen from left to right to see the menu.

iPhone   iPad

2. Next, select the STARTALK Principle that you are choosing to upload your evidence for. Tap "Expand Levels." Then, tap "Professional Practice."

3. After that, you will repeat the process from Section B: Uploading Evdence for a Can-Do Cluster starting at Step 6.

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