



LinguaFolio
Online

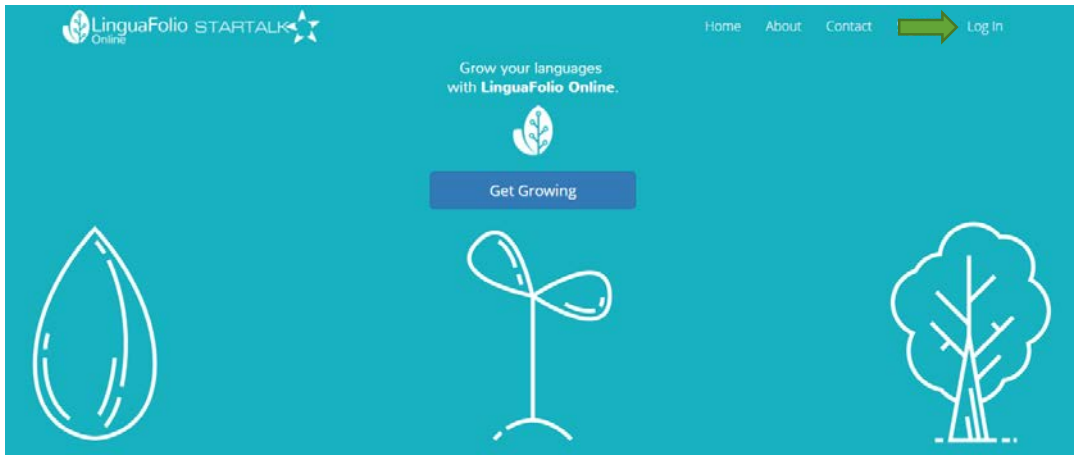
Instructor Tutorial

Assigning Can-Do Statements to Groups

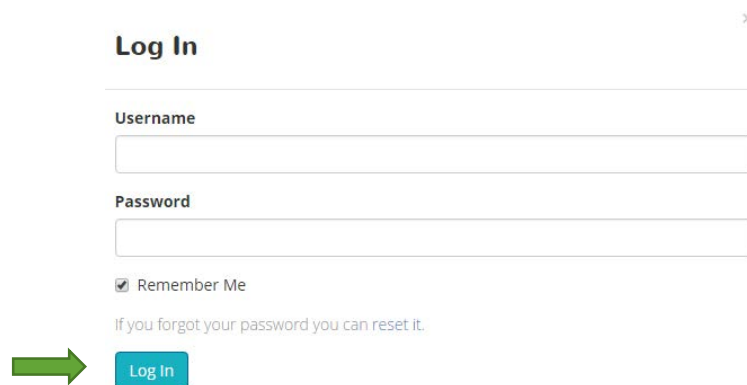
Instructor Tutorial: Assigning Can-Do Statements to Groups in LinguaFolio Online

This tutorial provides instructors with information about how to assign Can-Do Statements to groups using LinguaFolio Online.

1. Go to startalklfo.uoregon.edu. Log in by clicking “Log In” near the top right corner of the screen.



2. Next, you will see the screen below. After entering your username and password, click “Log In.”

The image shows a login form titled "Log In" with a close button (x) in the top right corner. The form has two input fields: "Username" and "Password". Below the password field is a checkbox labeled "Remember Me" which is checked. Below the checkbox is a link that says "If you forgot your password you can reset it." At the bottom of the form is a blue "Log In" button. A green arrow points to the "Log In" button.

3. You will be brought to the instructor dashboard. It will look similar to the one featured below.

The screenshot shows the LinguaFolio STARTALK Online instructor dashboard. At the top, there is a navigation bar with the logo, 'Log Out (teacher0)', and a menu icon. Below this is a 'My Groups' section with buttons for 'Add New Group' and 'Join Existing Group'. A carousel of group cards is displayed, with 'Beginning Swahili' selected. The 'Members' section is divided into 'Instructors (2)' and 'Students (20)'. The instructors listed are 'teacher0' and 'Li-Hsien Yang'. The students listed include Alexis Evans, Andrew Martinez, Ariston Mokaya, Carter Ranck, Chandra Xu, Chynna Lutje, Chynna Lutje, Dylan Wells, Emma Miller, Humzah Kathif, John Chappell, Jordan Al-Higazine, Kaela Childers, and Katie Koehn.

4. From the dashboard, you can assign Can-Do Statements to student groups. To do so, click the menu in the top right corner and click "Assign Can-Do."

This screenshot shows the same instructor dashboard as above, but with a dropdown menu open in the top right corner. The menu options are 'About', 'Contact', 'Dashboard', 'Assign Can-Do', and 'Profile'. A green arrow points to the 'Assign Can-Do' option. The 'My Groups' section now shows 'Test A' and 'Test Group C' as the selected group. The 'Members' section shows 'Instructors (1)' (teacher0) and 'Students (0)'. The 'Assign Can-Do' option is highlighted with a green arrow.

5. After clicking “Assign Can-Do,” you will be brought to the page featured below. A default, empty Can-Do Cluster will automatically be available in the dropdown menu. If you want to create another Can-Do Cluster, click “New Can-Do Cluster” to begin.

My Can-Do Clusters:

Can-Do statements for Test Group + New Can-Do Cluster

My Groups: select a group below to assign this Can-Do Cluster to them.

- Group B
- Test Group
- CB group A

Can-Do Cluster Info:

Name

Can-Do statements for Test Group

Start Date (optional) **End Date (optional)**

Save Delete ?

6. You will then be asked to name the Can-Do Cluster and select a start and end date. The selection of these dates is optional. Once you have typed in the name of your Can-Do Cluster, click “Create.”

New Can-Do Cluster

Name

Name cannot be blank.

Start Date (optional) **End Date (optional)**

Create ?

7. After clicking “Create,” the Can-Do Cluster that you just created will become the default Can-Do Cluster in the dropdown menu. Remember, if you did not create a new Can-Do Cluster, one that is named after your group will already appear in the menu.

My Can-Do Clusters:

Test Can-Do Cluster 1 + New Can-Do Cluster

Can-Do Cluster Info:

Name

Test Can-Do Cluster 1

Start Date (optional) **End Date (optional)**

Save Delete ?

8. You are now ready to select all of the Can-Do Statements for the given cluster. Select the correct communication modes and proficiency levels from the tabs beneath the “Can-Do Cluster Info” box. Choose as many Can-Do Statements as you like by checking the boxes next to them.

Modes:

Interpersonal Communication (0) Interpretive Listening (0) Interpretive Reading (0) Presentational Speaking (0) Presentational Writing (0)

Levels:

Novice Intermediate Advanced Superior Distinguished

Low Mid High

Intermediate Low

I can have a simple conversation on a number of everyday topics.

I can talk with someone about family or household tasks.

I can talk with someone about hobbies and interests.

I can talk with someone about school or work.

+ Add Custom Learning Target

I can ask and answer questions on factual information that is familiar to me.

I can ask and answer questions related to subjects such as geography, history, art, music, math, science, language, or literature.

+ Add Custom Learning Target

Please note that once you have selected a proficiency level, the system will default to that proficiency level as you click between modes of communication. You can always change the proficiency level by clicking the corresponding tab.

9. To select which groups the Can-Do Cluster that you created will be assigned to (if you choose to assign one cluster to more than one group), scroll to the top of the screen and check the box next to each group that you wish to use the Can-Do Cluster that is featured in the drop-down menu.

My Can-Do Clusters:

Test Can-Do Cluster 1 + New Can-Do Cluster

Can-Do Cluster Info:

Name: Test Can-Do Cluster 1

Start Date (optional): End Date (optional):

Save Delete ?

My Groups:

Select a group below to assign this Can-Do Cluster to them.

Group B CB group A Test Group

Please note that you do not need to do anything else for the Can-Do Statements to be assigned to the group. You will not need to hit “Save” again. Both the Can-Do Statements and selected groups are automatically saved by the checking and unchecking of the boxes on this screen.

Congratulations! You successfully assigned Can-Do Statements to groups!



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