



LinguaFolio  
Online

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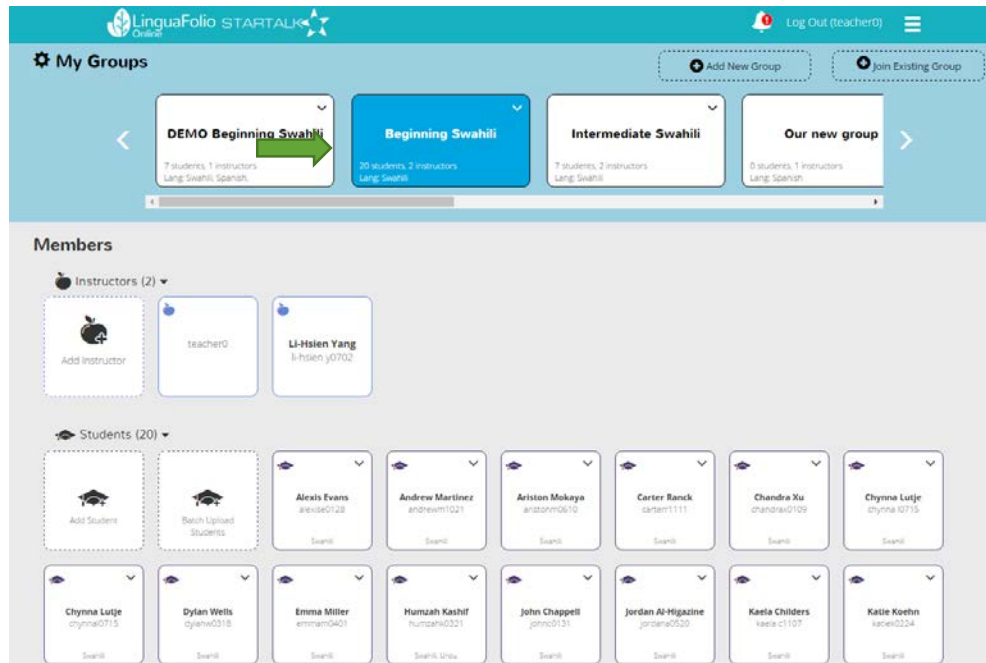
# Instructor Tutorial

Reviewing Evidence for a Specific Student

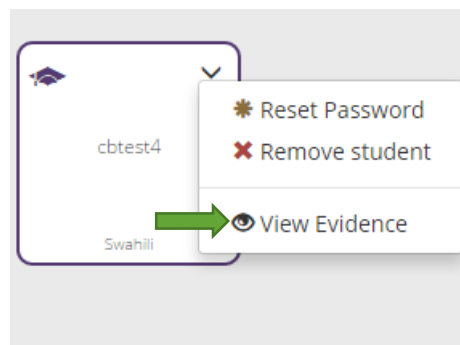
## Instructor Tutorial: Reviewing Student Evidence on LinguaFolio Online

This tutorial provides instructors with information about how to review student evidence in LinguaFolio Online.

1. Log in to LinguaFolio Online at [startalklfo.uoregon.edu](http://startalklfo.uoregon.edu).
2. Once you log in, you will be brought to the dashboard. Click the group for which you would like to review student evidence under “My Groups.”



3. Once you click the group, the students enrolled in the group will show up under “Members.” In order to see the evidence that a specific student has created, locate that student’s icon and click the down arrow in the top right corner. Next, select “View Evidence.”



4. You will be brought to a screen that is similar to the one featured below. In this screen, you can search for student evidence or filter the student's evidence by mode, proficiency level, and file type. If you are unsure of what the mode and type icons represent, hover the cursor over them to reveal explanatory text.

The screenshot displays the 'learner's Evidence+' interface. On the left side, there is a search and filter panel. It includes a search bar with the placeholder text 'Searches "Title" and "Content" type here and hit enter'. Below the search bar is a checkbox for 'Include archived'. The 'By Mode' section contains icons for various modes: a red speech bubble, a yellow headphones icon, a green document icon, a blue person icon, a purple document with a checkmark icon, and an 'All' button. The 'By Type' section contains icons for various file types: a purple document with a checkmark icon, a blue document icon, a green document icon, a purple document with a checkmark icon, and an 'All' button. The 'By Level' section contains buttons for 'Novice', 'Intermediate', 'Advanced', 'Superior', 'Distinguished', and 'All'. On the right side, there are two evidence items. The top item is titled 'Hola' and has a timestamp of '5/6/2016 07:40 PM'. It shows a progress indicator of three green circles, a note 'I can say hello and goodbye to someone my age or younger.', and a 'Notes' section with a 'Write a comment...' input field, a 'This is a goal' dropdown menu, and a 'Review' button. The bottom item is titled 'test' and has a timestamp of '5/6/2016 12:00 PM'. It shows a progress indicator of three green circles, a note 'I can say hello and goodbye.', and a 'Notes' section with a 'Write a comment...' input field, a 'This is a goal' dropdown menu, and a 'Review' button. Three green arrows on the left point to the search bar, the 'By Mode' section, and the 'By Type' section.

5. The list of evidence on the right side of the screen will change according to your search or filters used. The evidence will be displayed starting with the most recent first. If you do not perform a search or use the filters, all of the learner's evidence will appear.

The screenshot displays the 'learner's Evidence+' interface, identical to the one above. A green arrow points to the top evidence item, which is titled 'Hola' and has a timestamp of '5/6/2016 07:40 PM'. It shows a progress indicator of three green circles, a note 'I can say hello and goodbye to someone my age or younger.', and a 'Notes' section with a 'Write a comment...' input field, a 'This is a goal' dropdown menu, and a 'Review' button. The bottom item is titled 'test' and has a timestamp of '5/6/2016 12:00 PM'. It shows a progress indicator of three green circles, a note 'I can say hello and goodbye.', and a 'Notes' section with a 'Write a comment...' input field, a 'This is a goal' dropdown menu, and a 'Review' button.

6. Each block on the right side of the screen features the evidence and the student's self-evaluation of the evidence. After reviewing the evidence, indicate whether or not you agree with the student's evaluation by choosing your evaluation from the dropdown menu on the right. You may enter a comment to justify your reasoning on the left side of the screen. When you are done, click "Review."

The screenshot displays a user interface for reviewing student evidence. At the top left, there is a microphone icon and a green label that says "Novice Low". To the right, the date and time "7/27/2015 06:13 PM" are shown next to a gear icon. Below this, the text "hello and good bye" is displayed above a video player with a play button and a progress bar showing "0:00". Underneath the video player, the text "This evidence shows:" is followed by the student's submission: "I can say hello and goodbye." At the bottom, there is a review form consisting of a text input field labeled "Write a comment...", a dropdown menu currently set to "This is a goal", and a blue "Review" button. Green arrows point to each of these three elements.

Once you are done reviewing the evidence, the student will be able to see your feedback. If the student disagrees with your evaluation, he or she may indicate so by submitting a justification for his or her original evaluation. It is up to you whether or not you accept the student's self-evaluation after seeing the justification.

