

# **LinguaFolio** Online

# Student Tutorial

Uploading Evidence Using ST LFO to Go

## Student Tutorial: Uploading Evidence using ST LFO to Go

This tutorial provides students an overview of how to upload evidence using *ST LFO to Go* and is divided into the following sections:

- A) Uploading Evidence from the Dashboard
- B) Uploading Evidence for a Can-Do Cluster
- C) Uploading Evidence for 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. Please note that the final icon is the icon that you use to upload video and photo evidence that you have already captured. If you tap it accidentally, you will have to select something for a piece of evidence before you can return to the dashboard.



2. After selecting the appropriate icon, capture or link to the evidence that you want to upload. For this tutorial, we are using a writing sample as our example. Once the evidence is captured, click "Submit." You will be notified once your evidence has been uploaded successfully.



3. Next, you will need to reflect on your work. Read the screen and click "Get Started!"



4. Next, you will select the mode of communication that your evidence most accurately reflects. If you are not sure, tap the icons in the top row to read the descriptions. Once you are satisfied with your selection, click "Next: Levels."



5. Next, use the dropdown menu or swipe to select the proficiency level that your evidence best represents. Read the descriptions to make sure that you chose correctly and click "Next: Can-Do."



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

••••• Sprint LTE 1:52 PM				
<b>K</b> Back				
This evidence shows that I can				
Write the months and seasons.				
Label familiar people, places, and objects in pictures and posters.				
Label famous landmarks and people.				
Write the names of countries on a map.				
List items I see every day.				
Label items in a room.				
Next				

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

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🗸 Back			
How	well cai follov	n you do ving?	the
I can list item	is I see eve	ery day.	
		Can do	
Not started		-•	Can do well
			Next
Dashboard	Can-Do	My Evidence	Can-Do Clusters

8. Finally, review your evidence and evaluation of the evidence 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 Can-Do Cluster

1. From the dashboard, tap "Can-Do Clusters." 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 corner.



2. Next, tap the Can-Do Cluster that you wish to open.



3. After that, you will see all of the Can-Do Statements your teacher assigned. Tap the level underneath the bar of the appropriate mode of the Can-Do Statement that you wish to work on.

••••• Sprint 🗢 9:58 AM	-+
Can-Do statements for	Demo
Interpretive Listening	
Intermediate Mid	>
Presentational Speaking	
Intermediate Mid	>
Presentational Writing	
Intermediate Mid	>
Interpretive Listening	
Dashboard Can-Do My Evidence C	an-Do Clusters

4. Next, you will see the Can-Do Statements for the level and mode that you selected. Tap the plus icon to see the Can-Do Statements that correspond to the listed benchmark. 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, click "Save."

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	<b>く</b> Back			?
	CAN-DO			
	l can une	derstand a	i short YouTu	ıbe clip.
	LANGUAGE			
	Swahili			~
	STATUS			
	Not started	Can o	do with elp	Can do well
	EVIDENCE			
	You cur	rently hav evide	ve 0 sample ence	es of
	ĥ	B	6	<b>*</b>
	Dashboard	Can-Do	My Evidence	Can-Do Clusters

6. Now you need to add evidence. Click the white bar under evidence to do so.

•••• Sprint L	TE 1:8	55 PM	
< Back			?
CAN-DO			
I can und	lerstand a	a short YouT	ube clip.
LANGUAGE			
Swahili			×
STATUS			
Not started	Can H	do with help	Can do well
EVIDENCE			
You curr	ently ha evide	ve 0 sampl ence	es of >
Dashboard	Can-Do	My Evidence	Can-Do Clusters

7. Now, you will need to add evidence. If you have already uploaded evidence for this Can-Do Statement, you may review it on this screen by tapping it. To upload more evidence, click the plus sign in the top right.

•••• Sprint	LTE 1:5	5 PM	-
🗸 Back	Evider	nce List	$\Rightarrow$ +
Å	n B	6	
Dashboard	Can-Do	My Evidence	Can-Do Clusters

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

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0	Camera (Photo)		
	Camera (Video)		
	Choose Existing	Media	
<b>y</b>	Speech Recordi	ng	
	Writing Sample		
	Web 2.0 Eviden	ce	
Dashbr	ard Can-Do	V Evidence	Can-Do Clusters

9. After capturing the evidence, give it a title. Then, tap "Submit." When asked if you are sure you want to submit, click "Ok."



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

1. From the dashboard, click "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	
Sprint LTE 1:49 PM	KEak to Ap Store 2.58 PM Can-Do	ı
Upload Evidence		
	Expand levels	
	Edit My Languages	
Swahili		

2. Next, select the mode and level that you want to upload evidence for. You can expand the levels by tapping the bar that says "Expand Levels." Then, select the level that you want to upload evidence for by tapping it.

••••• Sprint LTE 1:54 PM	
Can-Do	
INTERPERSONAL COMMUNICATION	
Expand levels	0
INTERPRETIVE LISTENING	
Expand levels	0
INTERPRETIVE READING	
Expand levels	0
PRESENTATIONAL SPEAKING	
Expand levels	0
PRESENTATIONAL WRITING	
Expand levels	0
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••••• Sprint 🗢 10:35 AM	<b>•</b> +
Can-Do	
INTERPERSONAL COMMUNICATION	
Collapse levels	0
Novice Low	>
Novice Mid	>
Novice High	>
Intermediate Low	>
Intermediate Mid	>
Intermediate High	>
Advanced Low	>
Advanced Mid	>
f) 🜒 🖻	

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 Go!







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