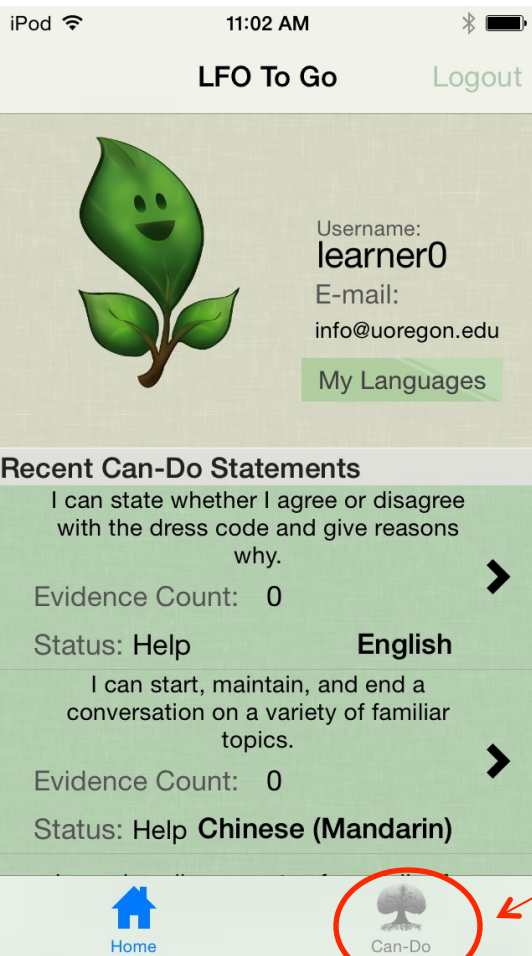
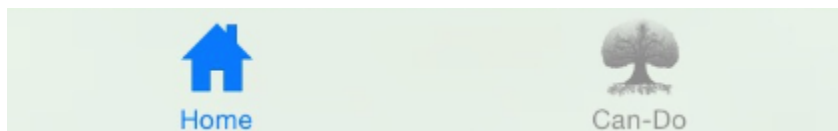


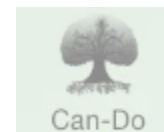
# How to upload evidence onto LFO To Go: Once you have logged into your account you will be directed to your home screen.



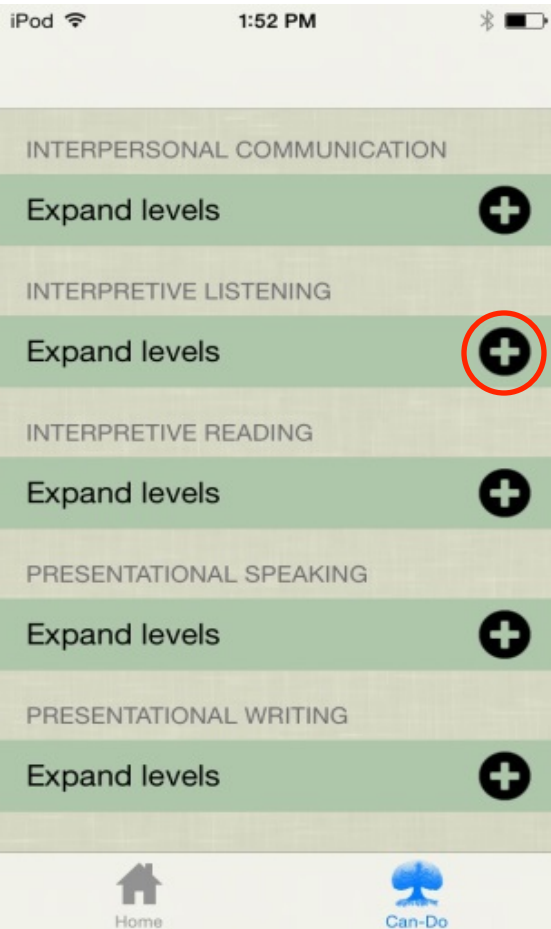
On your home screen, go to the bottom where you will find both a “home” and “Can-Do” tab.



Tap the “Can-Do” tab.



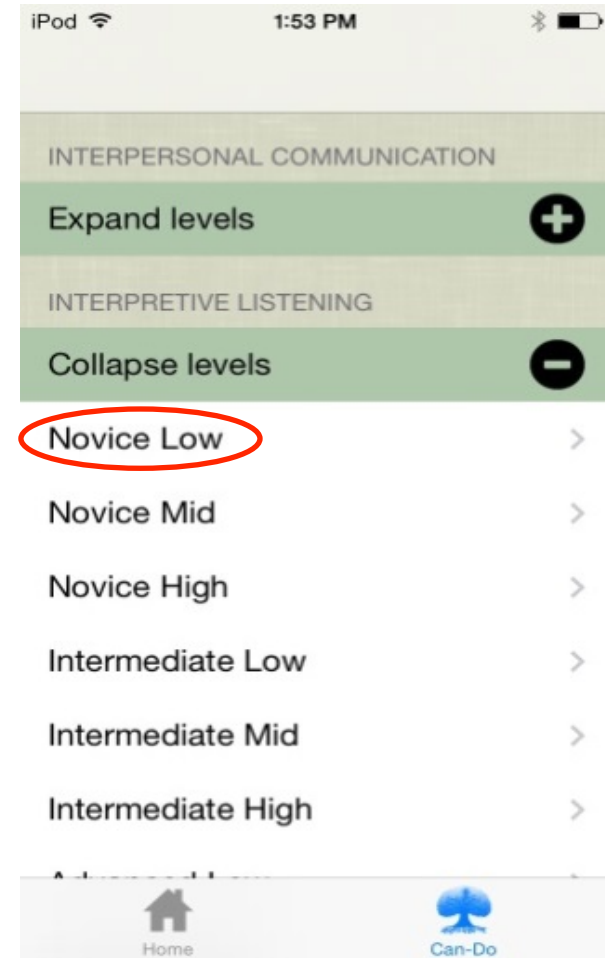
In this tab, you will be presented with the five Can-Do categories, i.e. interpersonal communication, interpretive listening, interpretive reading, presentational speaking, and presentational writing.



Expand one of the sections by selecting it.



From there, select a skill level to see the list of Can-Dos in that skill range.





Select the presented Can-Do Statement by touching the green bar, or see other Can-Dos by touching the “+” to expand the Can-Do. Then select a Can-Do.

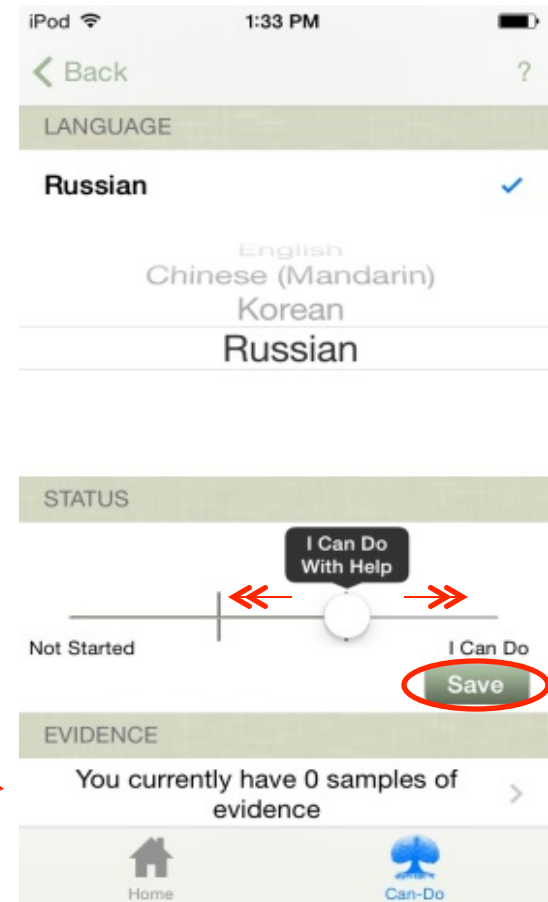


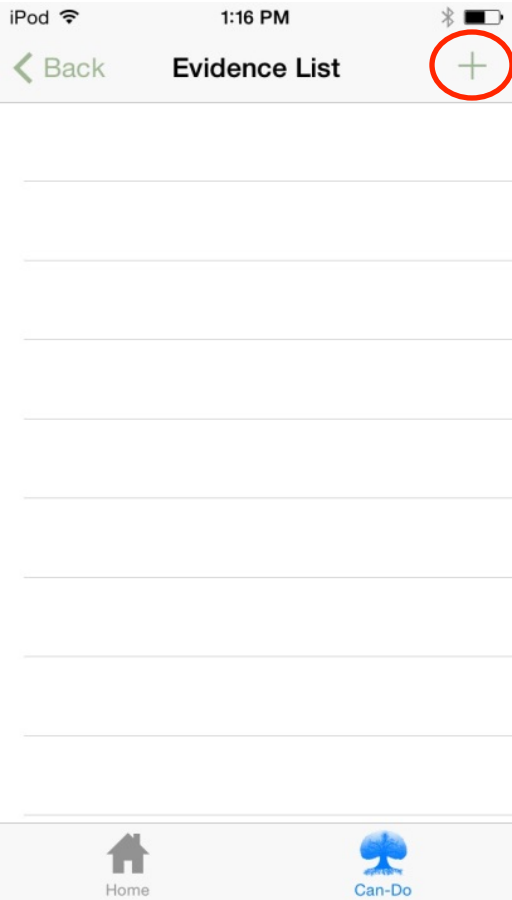


First, select the language that you are working on by scrolling through a list of your active languages.

Adjust the bar from “Not Started” to “I Can Do” depending on your abilities.

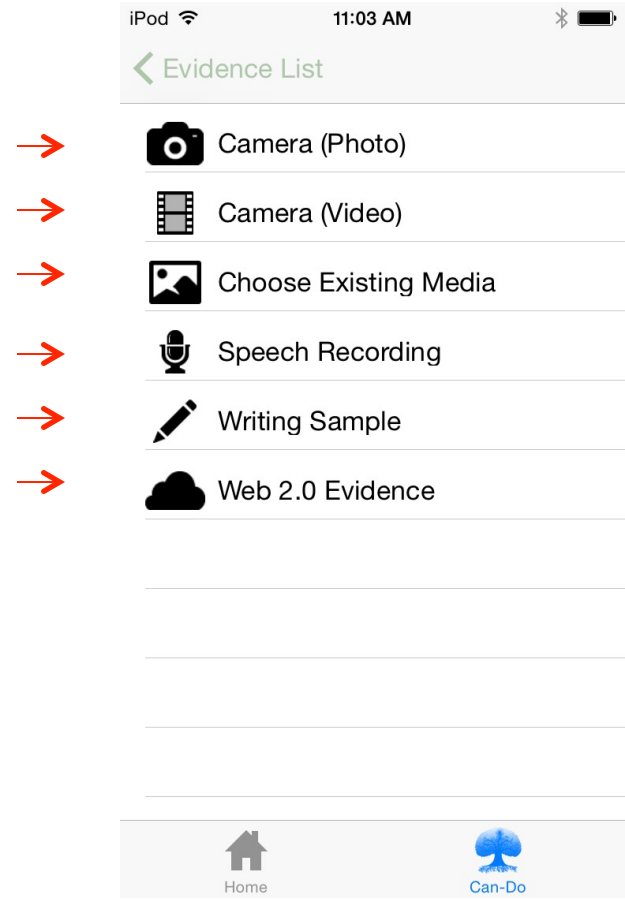
Touch “Save”, and then select the evidence uploader.

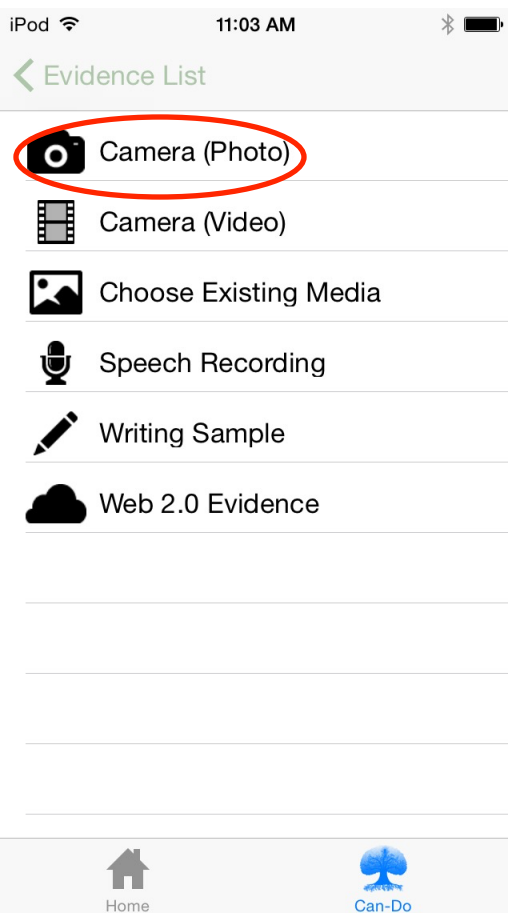




You will then be directed to the evidence page. To upload evidence, touch the plus sign at the top right of the screen.

Choose the type of evidence that you wish to upload.

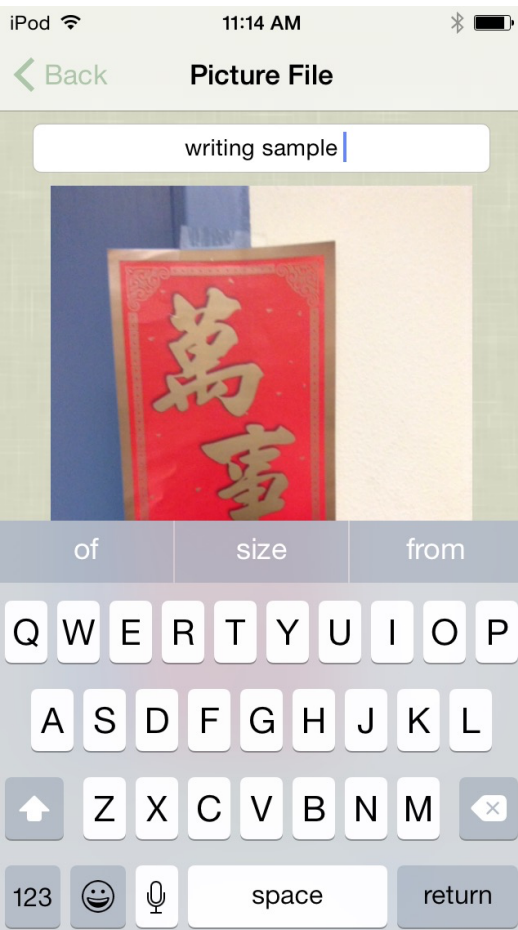




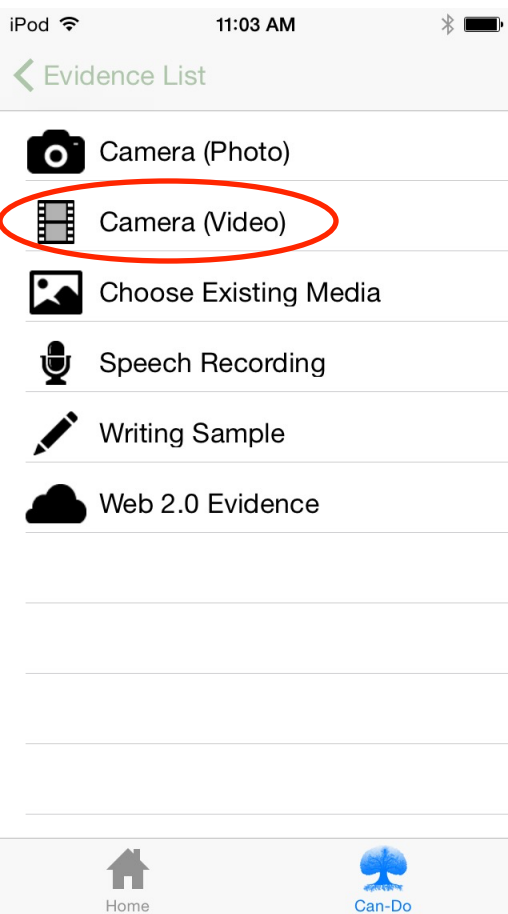
If you select “Camera (Photo)”, you will be able to take a picture as evidence.

After you have taken a picture, choose to either take another, or to use that photo.

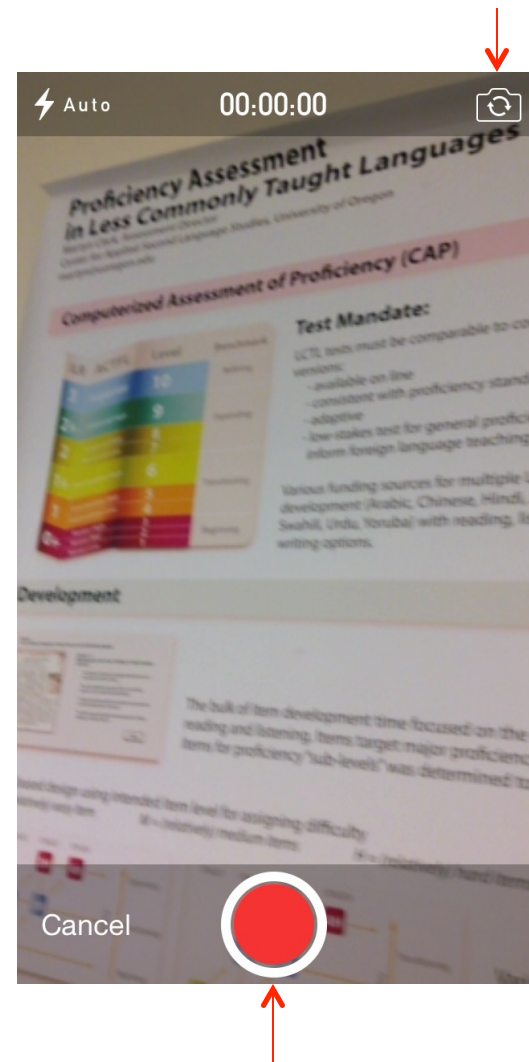




Give a title to the evidence,  
and then the picture will be  
uploaded as evidence for  
that Can-Do Statement.



To record a video, touch the “Camera (Video)” icon. From there, tap the red button to first start and then stop your recording. Or, touch the top right camera button to switch to the front camera.



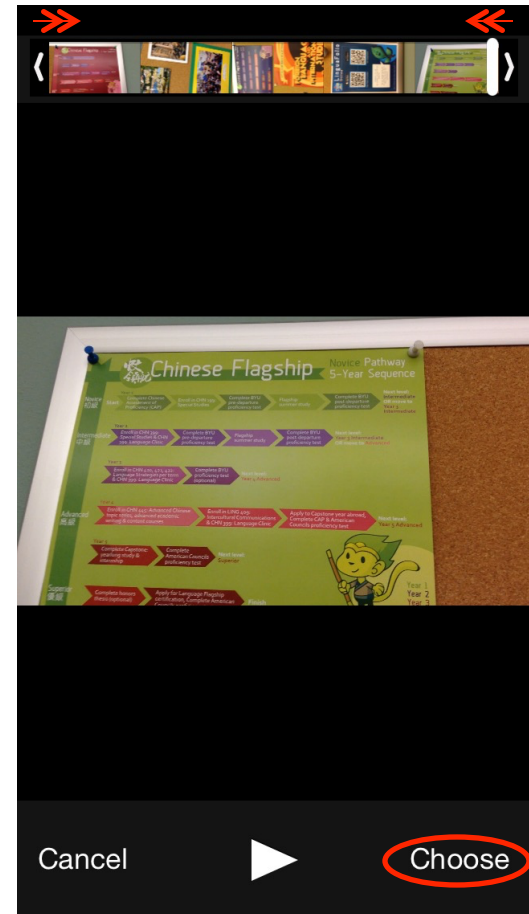


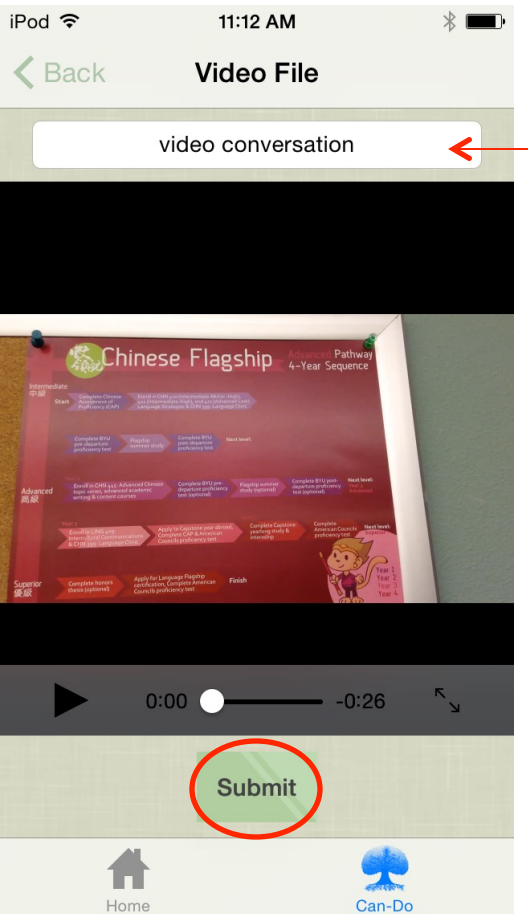


After you have recorded a video, you can replay and pause it by touching the icon at the bottom.

You can crop it by adjusting the start and end bars at the top of the video.

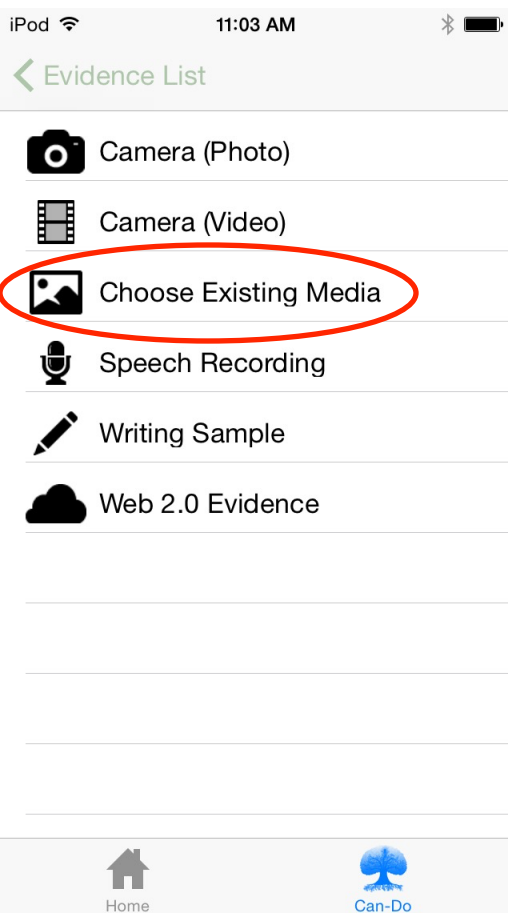
When you are done editing the video, touch “Choose” to move onto the next page.



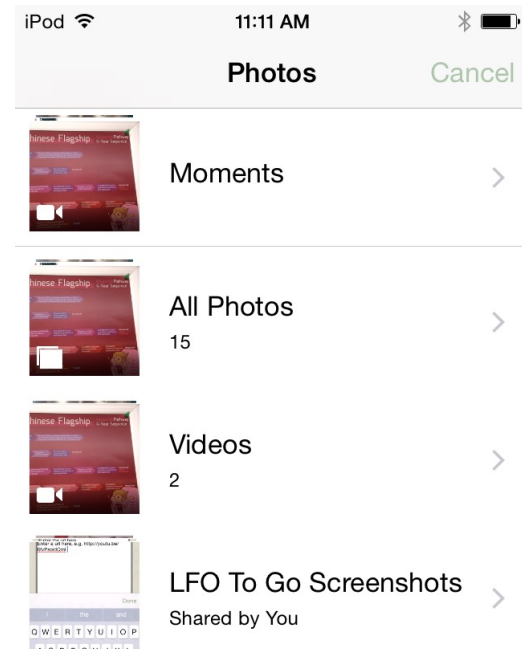


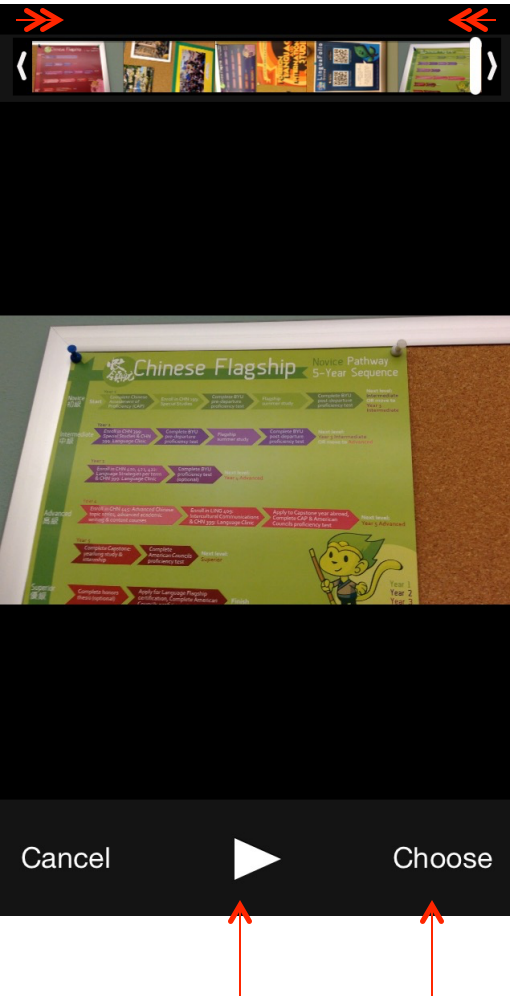
Give your video a title by touching the top bar to type one in.

Then, touch the bottom “Submit” button to upload your video as evidence.

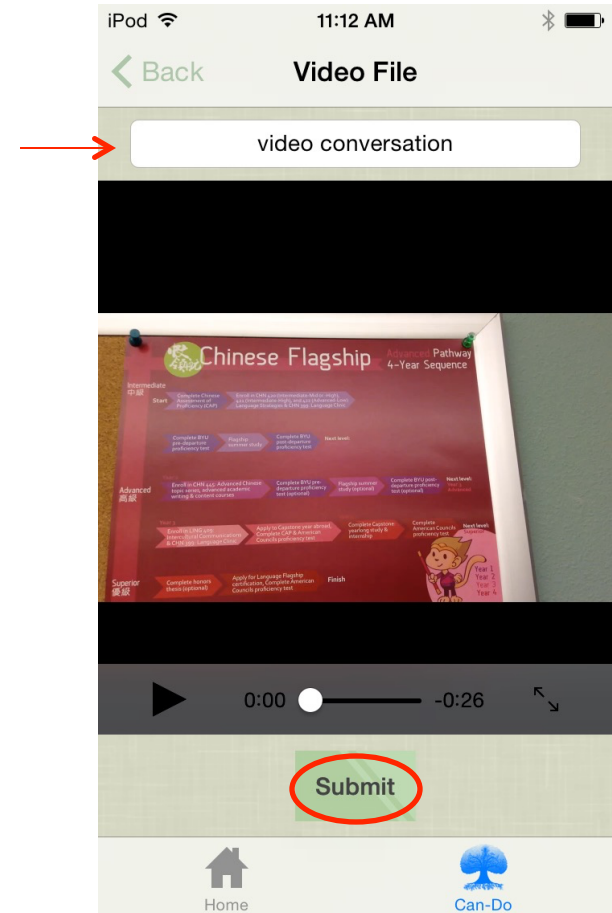


“Choose Existing Media” lets you select a picture or video that is already on your device. You can also crop the video or picture before uploading it.

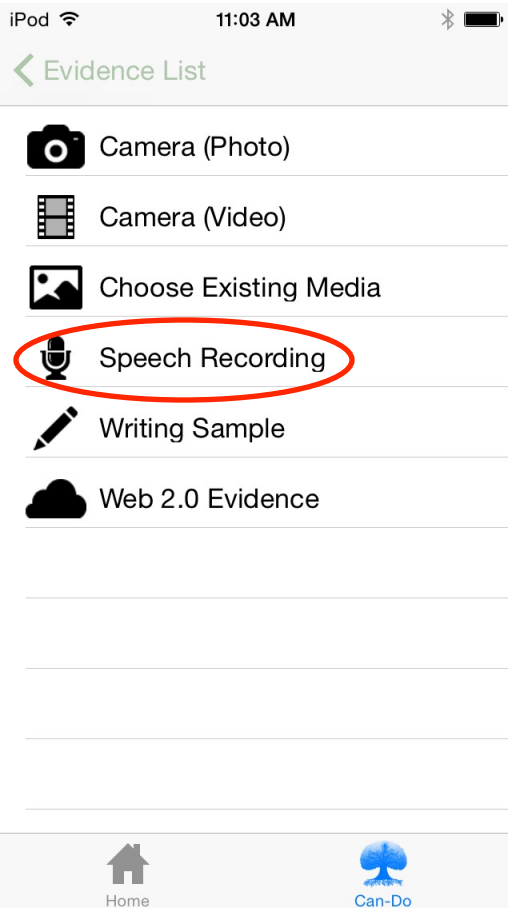




Once you have chosen a file, you can edit, review, and name it.

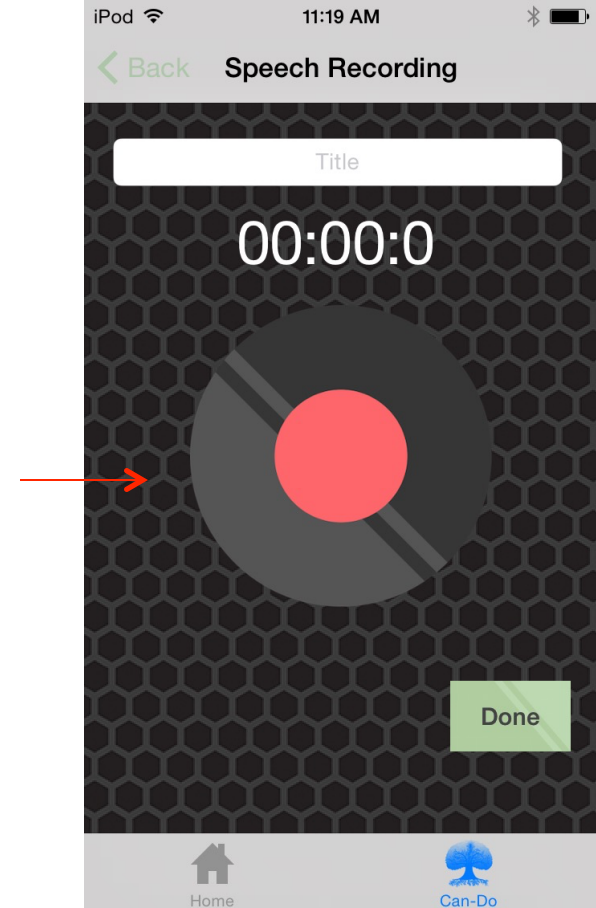


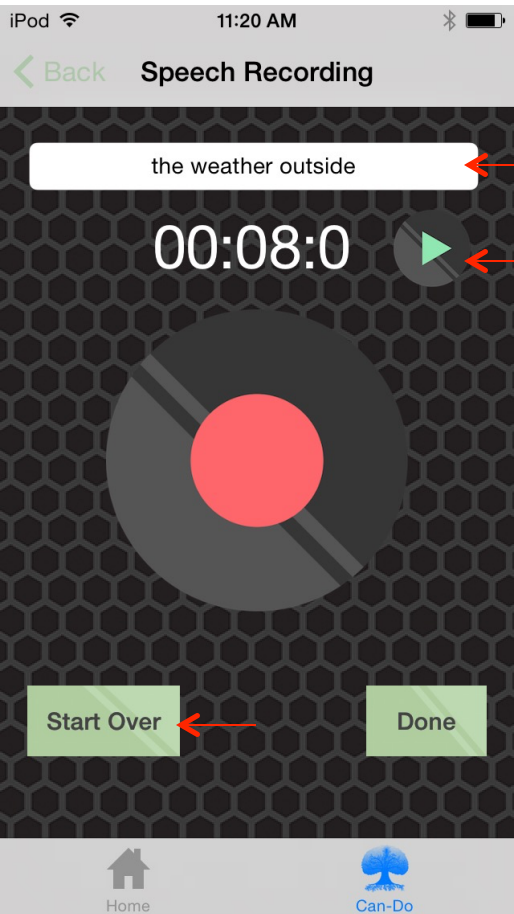
Lastly, touch "Submit" in order to upload your evidence.



To create an audio recording, select the “Speech Recording” icon.

To start and stop the recording, touch the red button in the center.

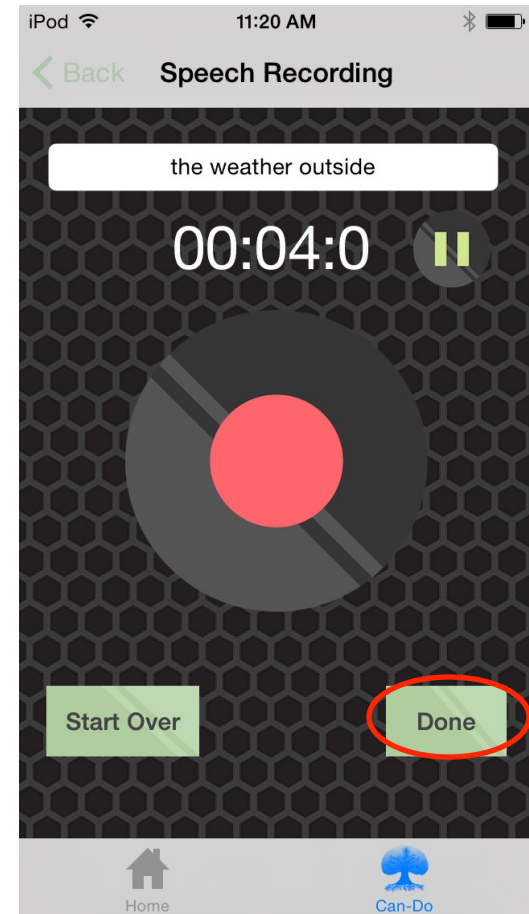


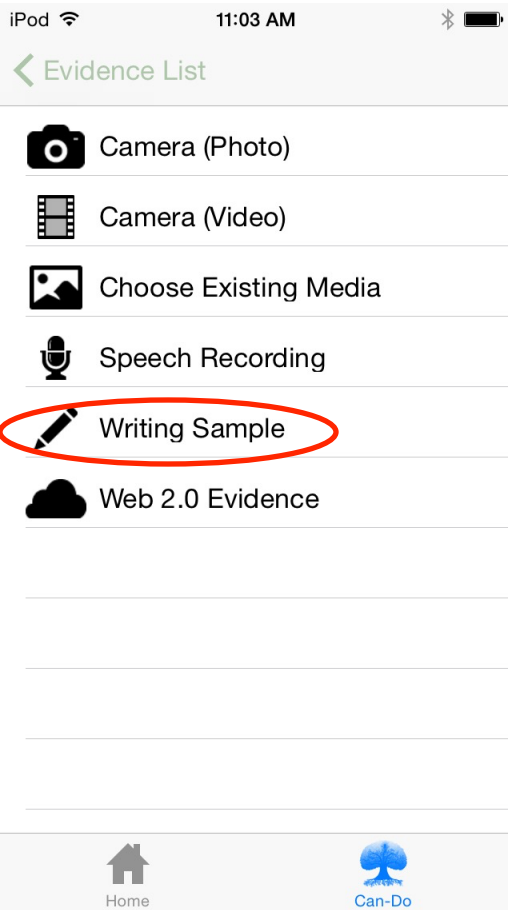


Once you have finished recording, you can title it by touching the top bar.

You can also listen to your recording or record again.

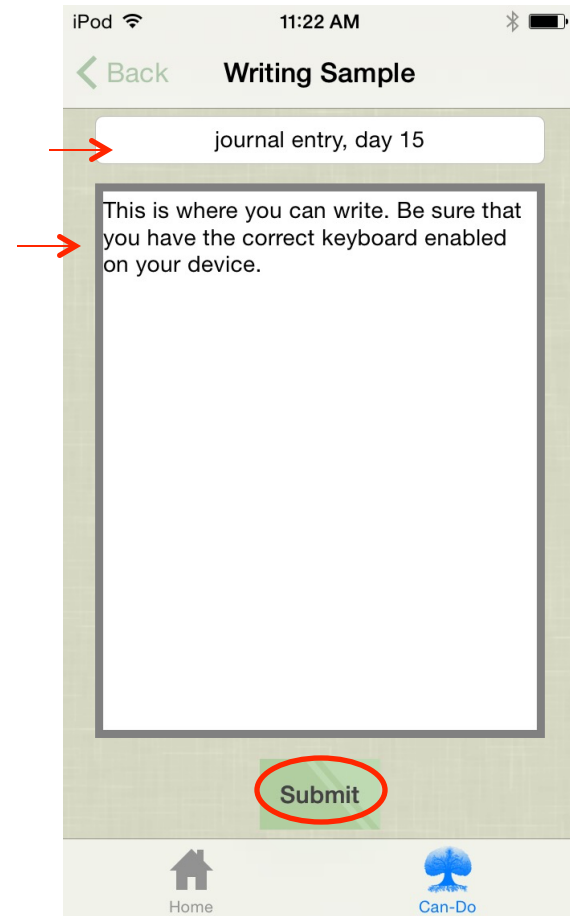
When you are satisfied with the recording, touch "Done" to upload it.

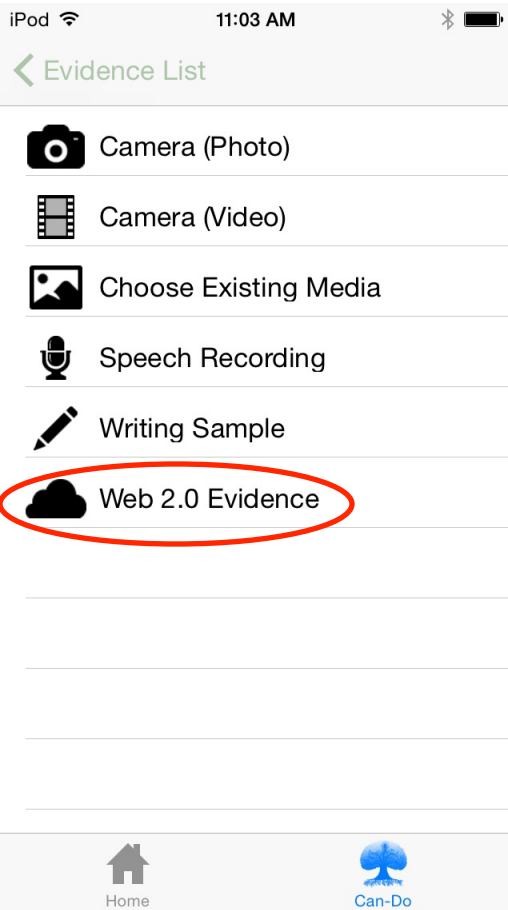




When you select “Writing Sample” you will be prompted to type into a text box. If you will need special characters for the writing sample, make sure that your device’s keyboard is enabled for such actions.

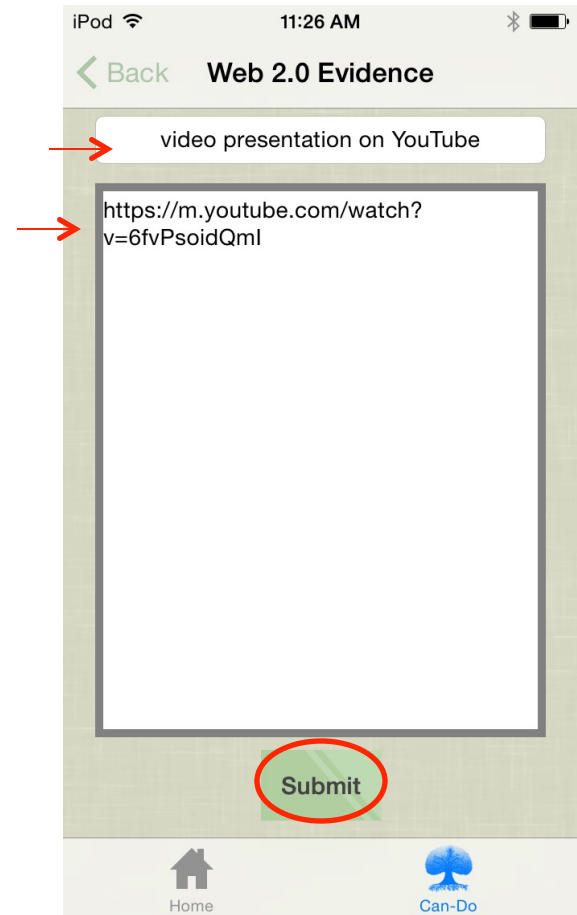
Be sure to touch “Submit” to upload your writing as evidence.



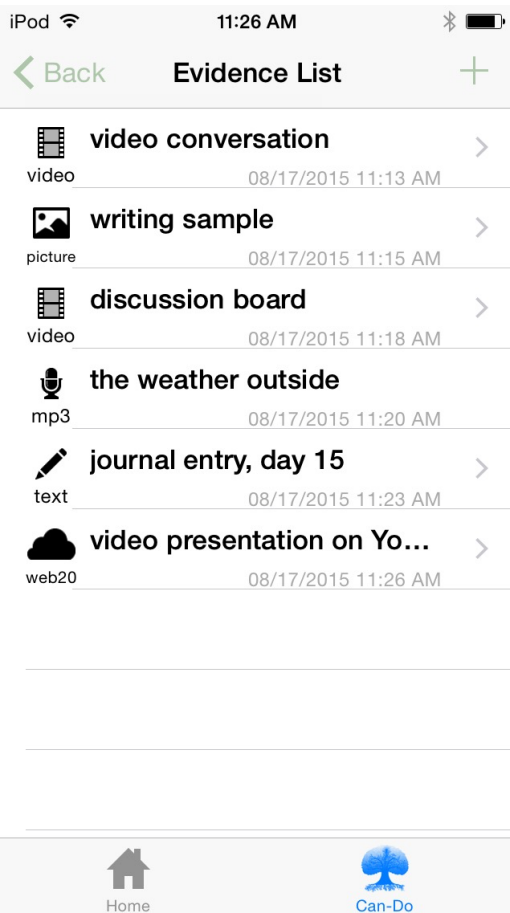


To use web 2.0 evidence, paste the video's URL here. Only the video will show up as evidence, so if it requires a title, give it one by touching the top bar.

Be sure to touch "Submit" in order to upload the link to your evidence.







Once you have uploaded evidence, you will see a list of all evidence for that specific Can-Do Statement.

To delete a piece of evidence, swipe it to the left and then touch "Delete".

To view a piece of evidence, touch the arrow located to the right of the title.

