



LinguaFolio
Online

Student Tutorial

Uploading Evidence on *LFO to Go*

(Android Version)

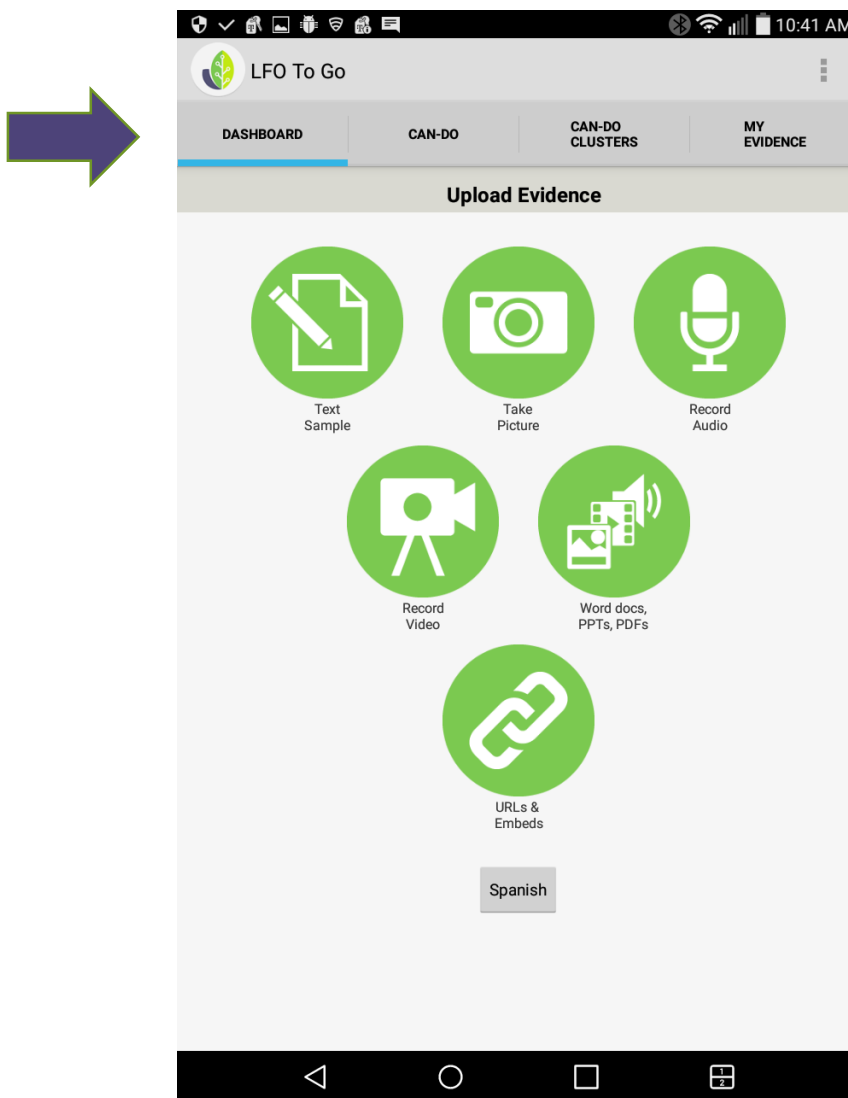
Student Tutorial: Uploading Evidence on *LFO to Go*

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

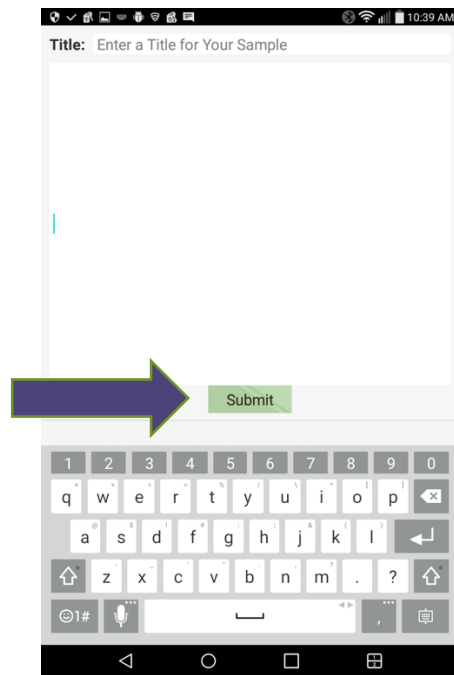
- A) Uploading Evidence from the Dashboard
- B) Uploading Evidence for a Can-Do Cluster
- C) Uploading Evidence for the Can-Do List

Section A: Uploading Evidence from the Dashboard

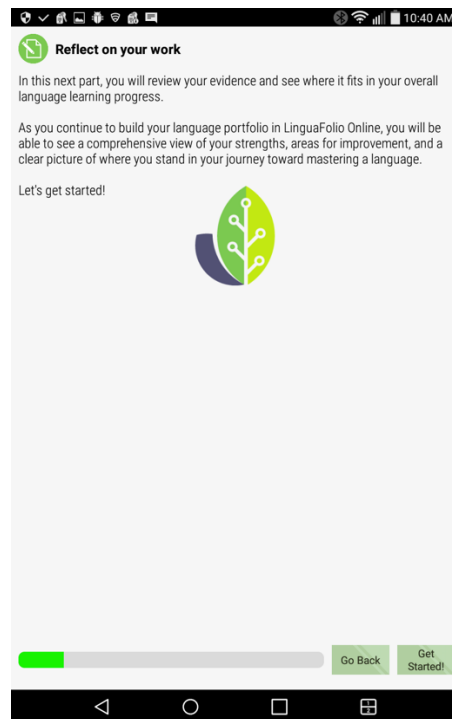
1. From your dashboard, tap the icon that best corresponds with the type of evidence that you want to capture.



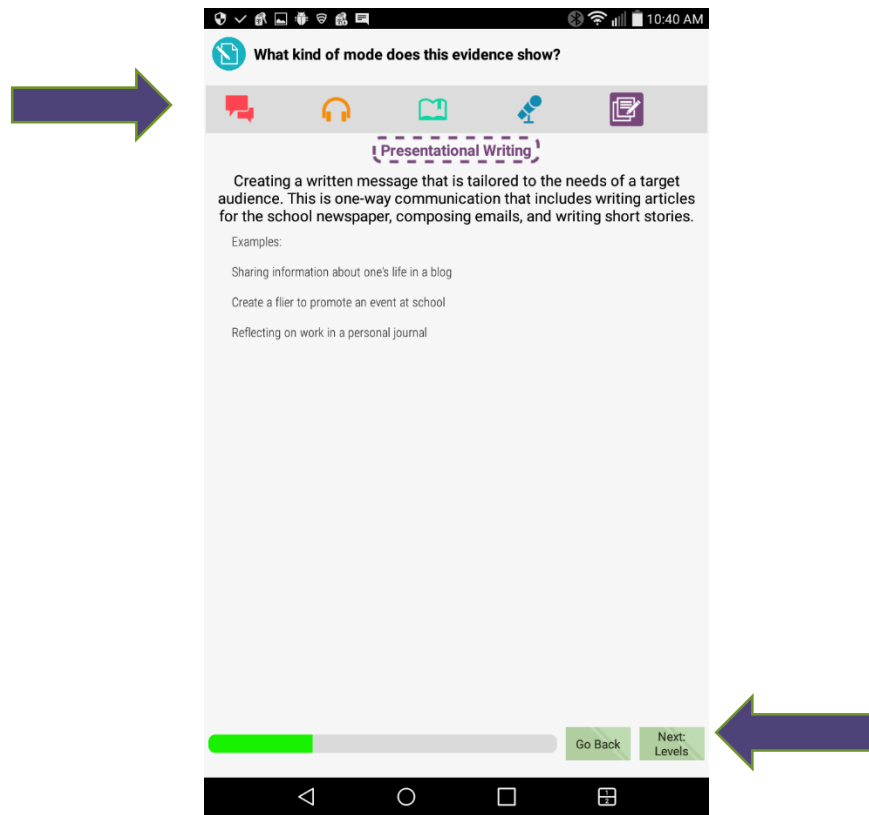
2. After selecting the appropriate icon, capture or link to the evidence that you want to upload. For this tutorial, we are using a writing sample as our example. Once the evidence is captured, tap "Submit." You will be notified once your evidence has been uploaded successfully.



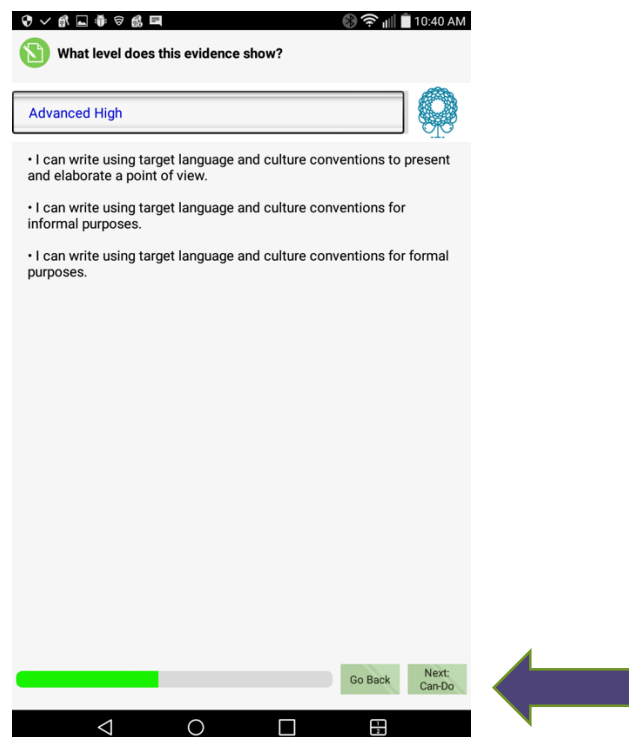
3. Next, you will need to reflect on your work. Read the screen and tap "Get Started!"



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 of each mode. Once you are satisfied with your selection, tap “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 tap “Next: Can-Do.”



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

This evidence shows that...

I can write using target language and culture conventions to present and elaborate a point of view.

- ☒ I can express a detailed point of view in a blog or other public forum.
- ☐ I can write an editorial piece in order to speculate on outcomes or implications of an issue.
- ☐ I can write a position paper on an issue I have researched or related to my field of expertise.

I can write using target language and culture conventions for informal purposes.

- ☐ I can write entries in a reflection journal.
- ☒ I can write a personal mission statement.
- ☐ I can write a statement of purpose related to my professional goals.

I can write using target language and culture conventions for formal purposes.

- ☒ I can write an in-depth research paper.
- ☒ I can contribute to a strategic plan.
- ☐ I can write a policy statement.
- ☐ I can create a professional portfolio.

Go Back Next

7. You are ready to evaluate your evidence. Tap the green dot that corresponds with the appropriate evaluation of the evidence and tap "Next." If you have multiple Can-Do Statements, you will have to make an evaluation for each statement before tapping "Next."

How well can you do the following?

I can write an in-depth research paper.

Not started	Goal	With Help	Can-Do	Well
<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>

I can express a detailed point of view in a blog or other public forum.

Not started	Goal	With Help	Can-Do	Well
<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>

I can contribute to a strategic plan.

Not started	Goal	With Help	Can-Do	Well
<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

I can write a personal mission statement.

Not started	Goal	With Help	Can-Do	Well
<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>

Go Back Next

8. Finally, review your evidence and evaluation of the evidence one last time. Tap “Back” if you wish to change anything. Once you are happy with everything, tap “Save and Submit.” You will be notified when everything is successfully saved.

The screenshot shows a mobile application interface. At the top, there is a status bar with various icons and the time 10:41 AM. Below the status bar, a purple arrow points to a green circular icon with a white document symbol, followed by the text "How does this look?". The main content area is light gray and contains two white boxes, each with the word "test". Below this, the section is titled "Presentational Writing, Advanced High". Underneath the title, it says "This evidence shows that:". There are four rows of progress indicators, each consisting of four green circles connected by a line. The first row has the first three circles filled and the fourth empty, followed by the text "I can write an in-depth research paper." The second row has the first three circles filled and the fourth empty, followed by "I can express a detailed point of view in a blog or other public forum." The third row has the first circle filled and the next three empty, followed by "I can contribute to a strategic plan." The fourth row has all four circles filled, followed by "I can write a personal mission statement." At the bottom of the screen, there is a green progress bar that is about three-quarters full. To the right of the progress bar are two buttons: "Go Back" and "Save & Submit". A purple arrow points to the "Save & Submit" button. The bottom of the screen shows the standard Android navigation bar with back, home, and recent apps buttons.

How does this look?

test

test

Presentational Writing, Advanced High

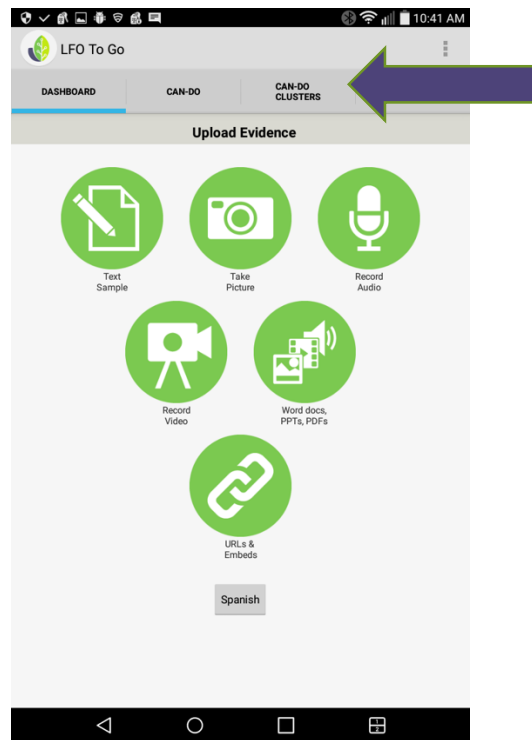
This evidence shows that:

- ☒ ☒ ☒ ☐ I can write an in-depth research paper.
- ☒ ☒ ☒ ☐ I can express a detailed point of view in a blog or other public forum.
- ☒ ☐ ☐ ☐ I can contribute to a strategic plan.
- ☒ ☒ ☒ ☒ I can write a personal mission statement.

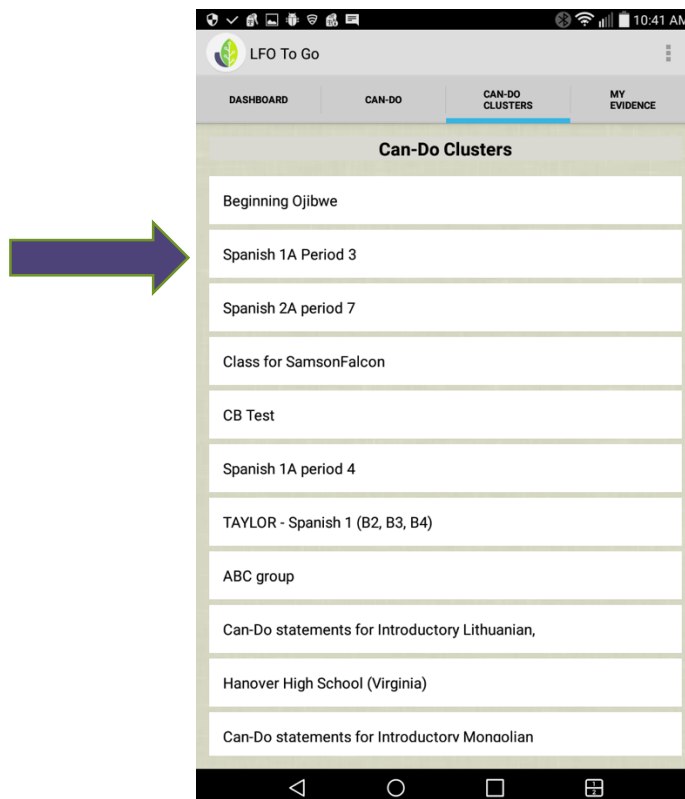
Go Back Save & Submit

Section B: Uploading Evidence for a Can-Do Cluster

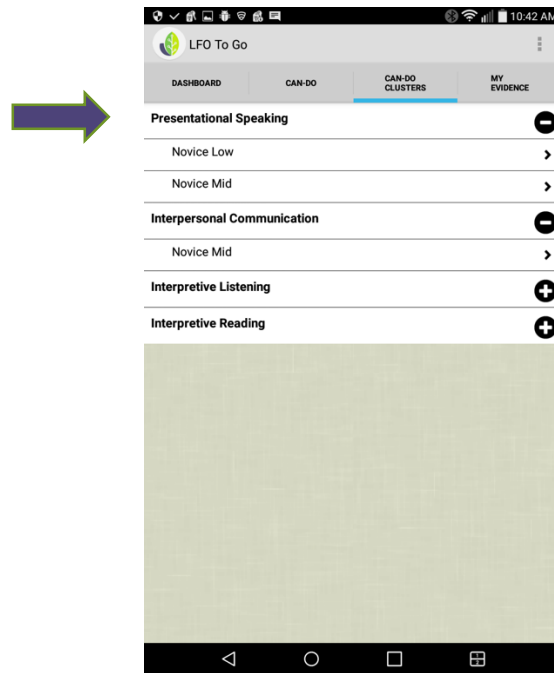
1. From the homepage, tap “Can-Do Clusters.”



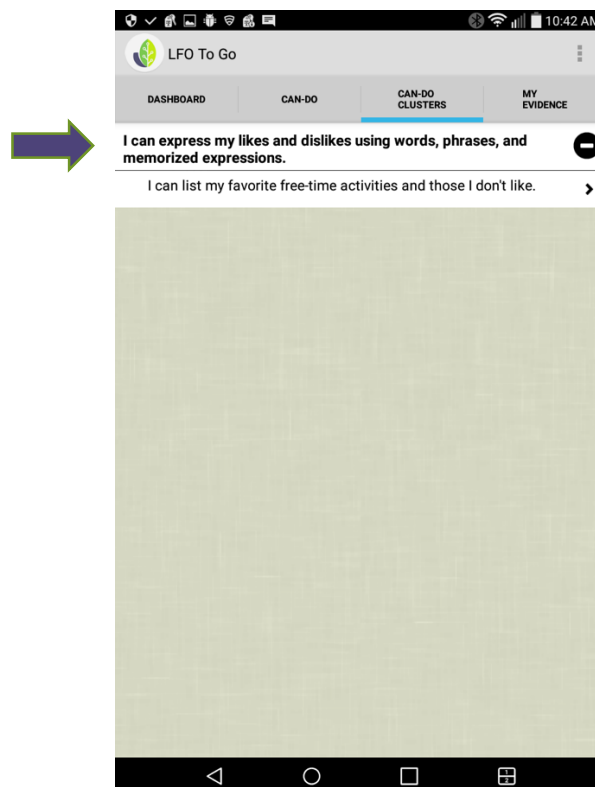
2. Next, tap the Can-Do Cluster that you wish to open.



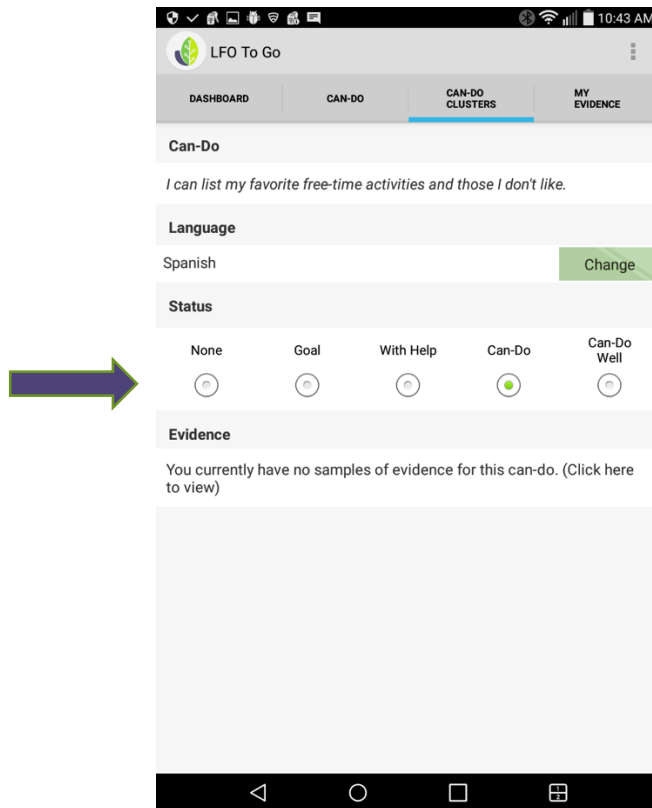
3. After that, you will see all of the Can-Do Statements that your teacher assigned. Tap the level underneath the bar of the appropriate mode of the Can-Do Statement that you wish to work on.



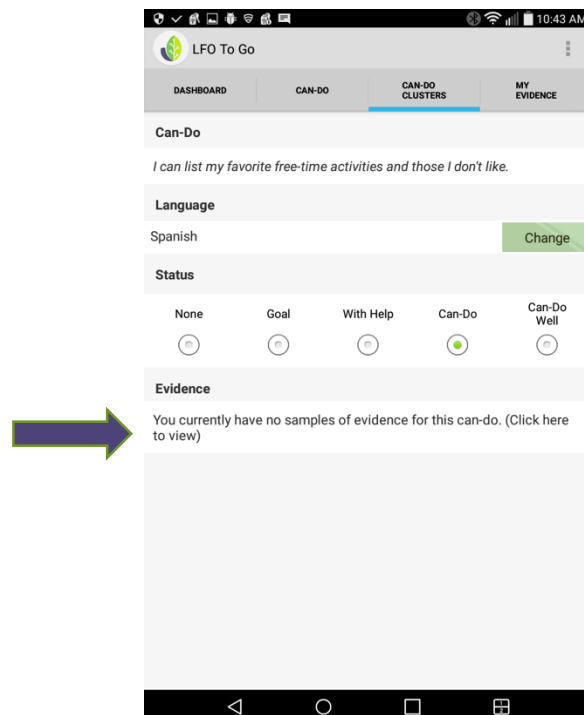
4. Next, you will see the Can-Do Statements for the level and mode that you selected. Tap the plus icon to see the Can-Do Statements that correspond to the listed benchmark. Then, tap the Can-Do Statement you wish to upload evidence for.



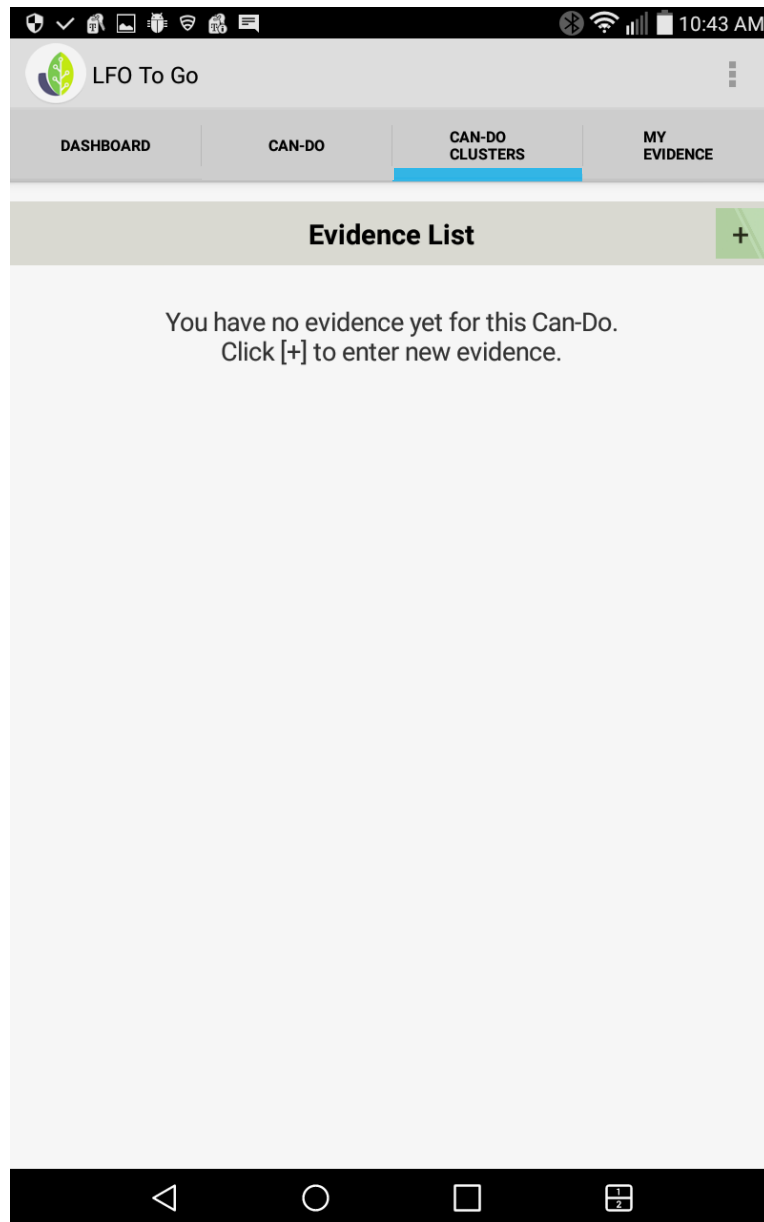
5. Next, evaluate yourself regarding how well you think you can execute the Can-Do Statement by tapping the green dot that corresponds with the appropriate evaluation.



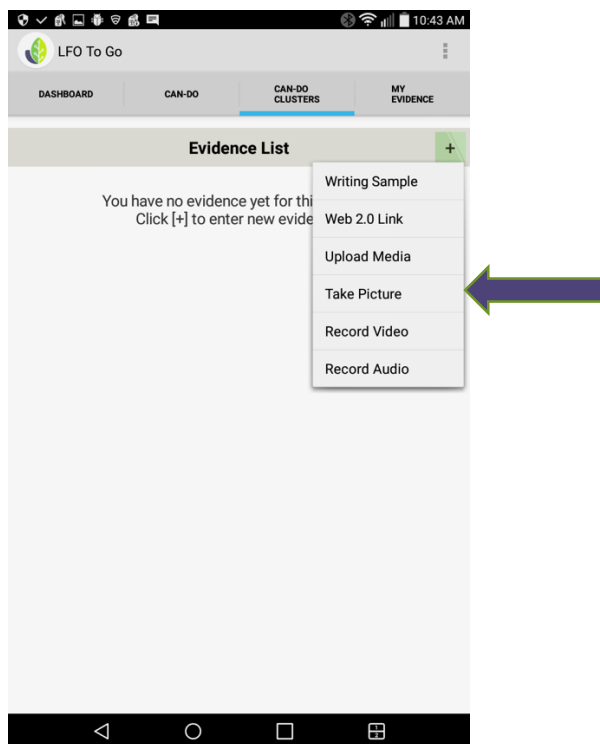
6. Now, you need to add evidence. Tap the white bar under evidence to do so.



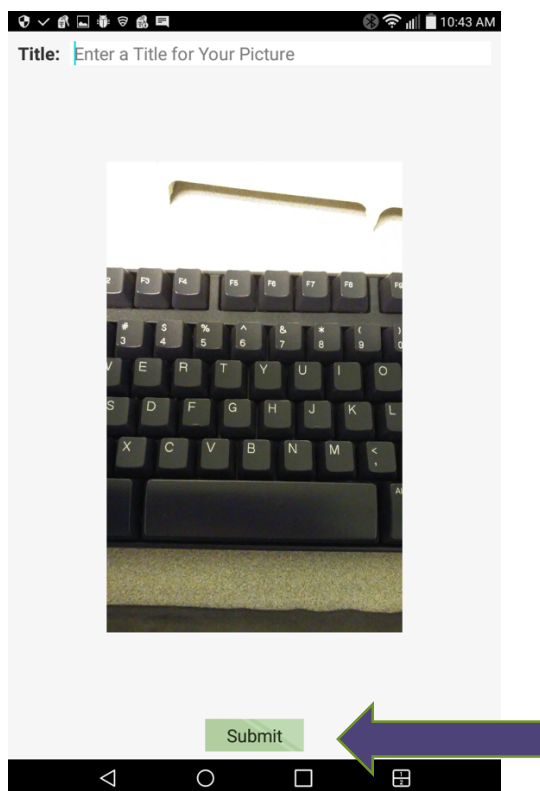
7. If you have already uploaded evidence for this Can-Do Statement, you may review it on this screen by tapping it. In order to upload more evidence, tap the plus sign in the top right.



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

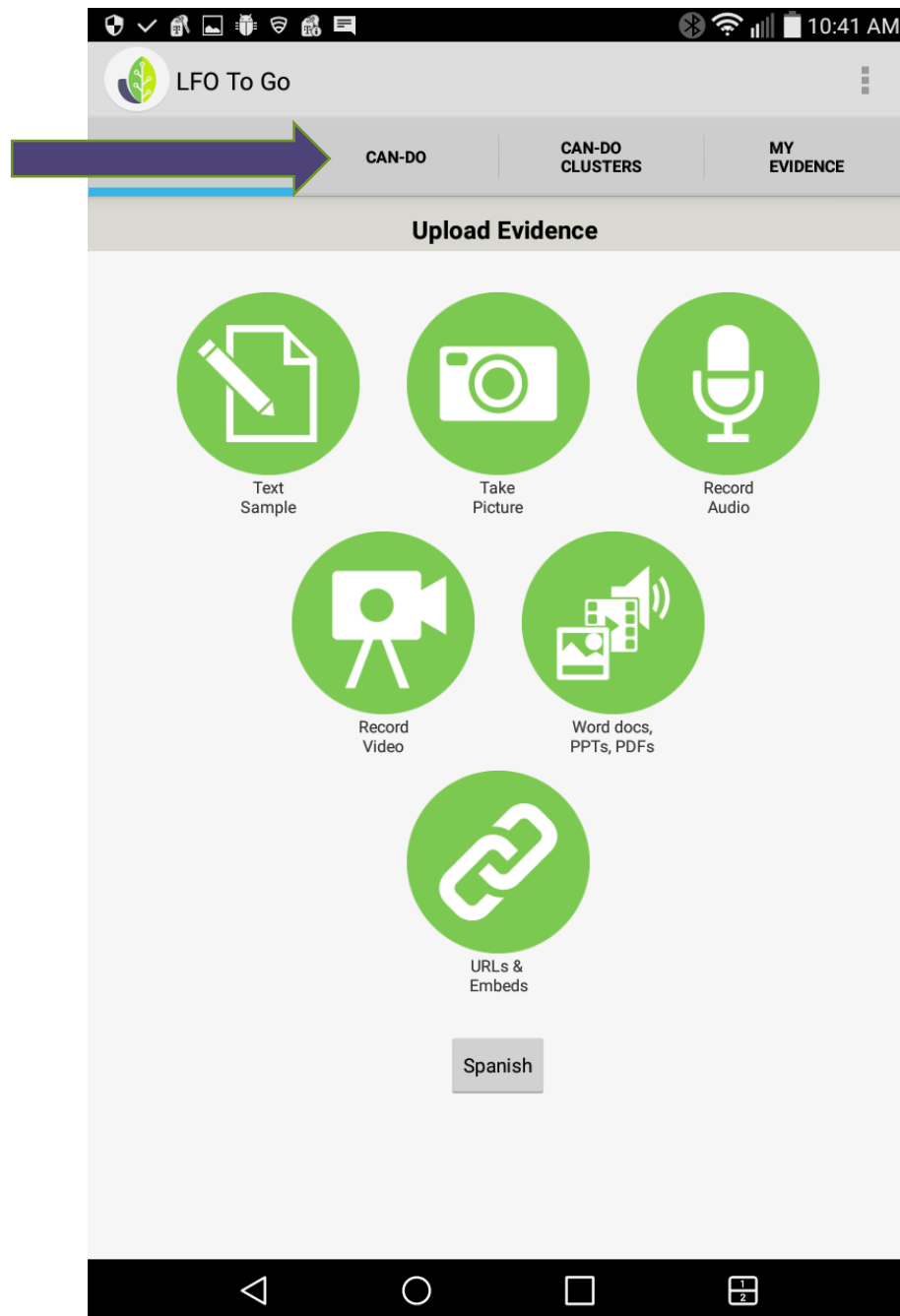


9. After capturing the evidence, give it a title. Then, tap "Submit." When asked if you are sure if you want to submit, tap "Ok."



Section C: Uploading Evidence for the Can-Do List

1. From the homepage, tap “Can-Do.”



2. Next, select the mode and level that you want to upload evidence for. You can expand the levels by tapping the plus symbol. Then, select the level that you want to upload evidence for by tapping it.



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

Congratulations! You are now able to upload evidence to *LFO to Go!*



Please note that if you are using a customized version of LinguaFolio Online, the appearance of the screens featured in this tutorial may vary slightly. Any differences in functionality will be noted.

The U.S. Department of Education Title VI, under grant #P229A140004, supports development of LinguaFolio Online. Contents do not necessarily represent the policy of the U.S. Department of Education nor imply endorsement by the federal government.