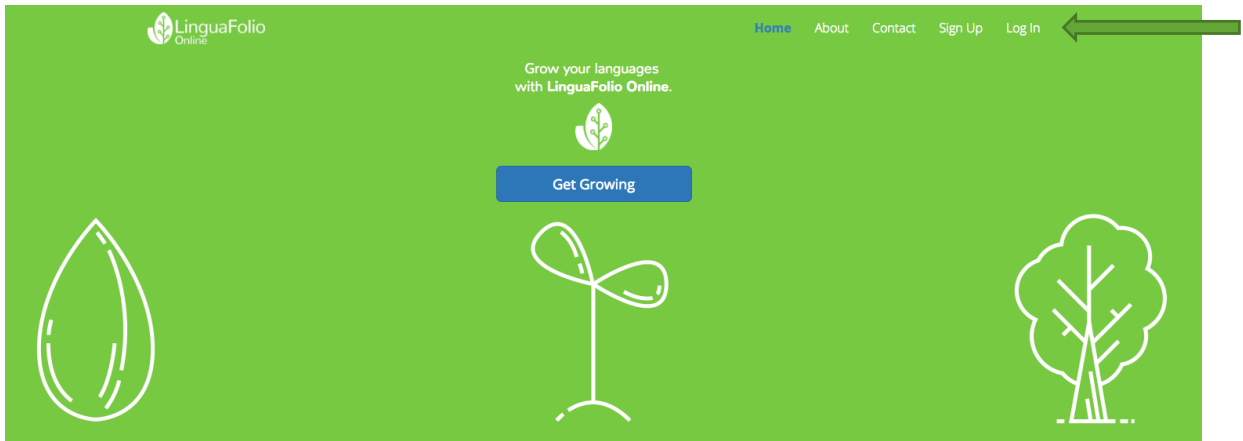# LinguaFolio Online

Instructor Tutorial

LinguaFolio Online Overview

Instructor Tutorial: LingauFolio Online Overview

This tutorial provides instructors with an overview of the sections within LinguaFolio Online.
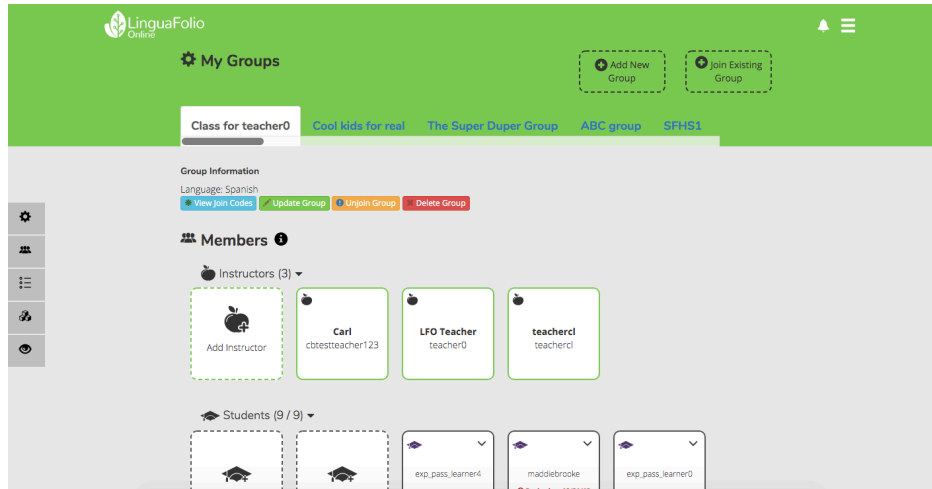
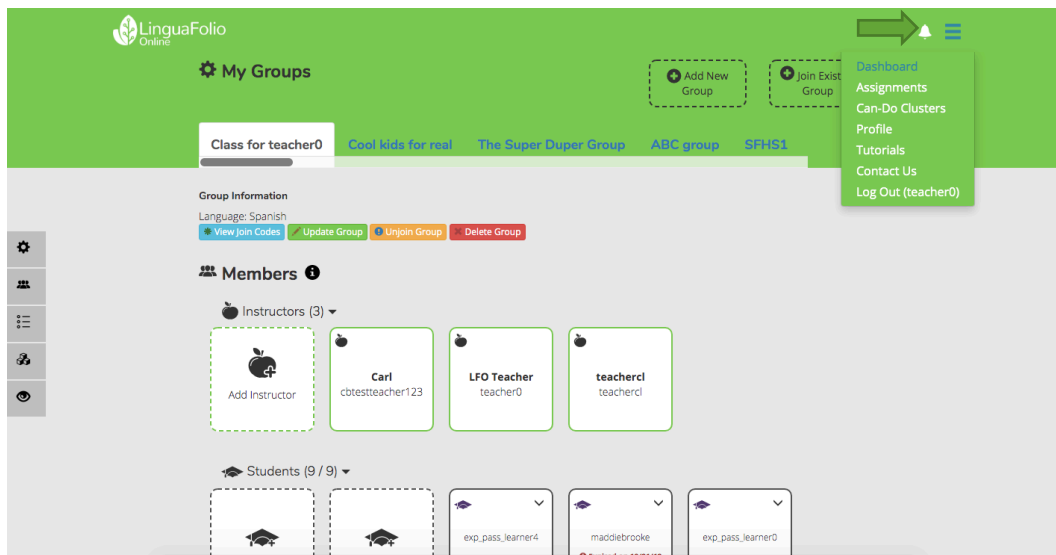1. Go to linguafolio.uoregon.edu. Log in by clicking "Log In" near the top right corner of the screen.

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

3. You will then arrive at the instructor dashboard. It will look similar to the one featured below. From the dashboard, you are able to view and add groups under "My Groups." You may add and remove students and instructors from groups under "Members." You will also be able to view information regarding the Can-Do Clusters assigned to your groups under "Focus Targets" and reflect on student evidence submissions under "Reflection."

4. To access the rest of LinguaFolio Online, click the menu icon in the top right. You will see the following menu options: "Dashboard," "Assignments," "Can-Do Clusters," "Profile," "Tutorials," "Contact Us," and "Log Out (Your Username)."

5. "Dashboard" brings you to the main menu page where you are able to oversee all of your students, classes, and assignments.

6. "Assignments" allows you to create assignments tailored for specific groups and target Can-Do statements.

7. "Can-Do Clusters" allows you to assign Can-Do Clusters to your student groups.

Home / Manage Can-Do Cluster

Can-Do Cluster   + Create New Can-Do Cluster

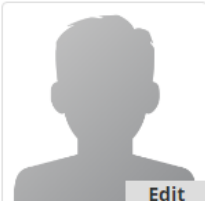| ⇕ Cluster Name	⇕ Assigned Can-Do	⬆ Assigned to Group		⇕ Start Date	⇕ End Date	⇕ Color	⇕ Can-Do Type
Can-Do statements for Test Group	3	Test Group	✏ ➖	From: Perpetual	To: Perpetual	🟨	NCSSFL-ACTFL 1.0
Can-Do statements for Test batch upload	0	Test batch upload	✏ ➖	From: Perpetual	To: Perpetual		NCSSFL-ACTFL 1.0
Spanish 2A period 7	9	Spanish 2A period 7	✏ ➖	From: Perpetual	To: Perpetual		NCSSFL-ACTFL 1.0
CB Test 2.0 Cluster	4	Classic Demo Group	✏ ➖	From: Perpetual	To: Perpetual	🟩	NCSSFL-ACTFL 2.0
ABC group	7	Class for teacher0	✏ ➖	From: Perpetual	To: Perpetual	🟩	NCSSFL-ACTFL 1.0
CB Test	4	Class for teacher0	✏ ➖	From: Perpetual	To: Perpetual		NCSSFL-ACTFL 1.0
Test 2.0 Cluster	3	Class for teacher0	✏ ➖	From: Perpetual	To: Perpetual	🟧	NCSSFL-ACTFL 2.0

8. "Profile" gives a picture of who you are within the LinguaFolio Online system. You may add a photograph under "Profile," edit the languages that you speak under "Languages," provide a summary of your life as a language learner and educator under "Biography," or add or remove yourself from groups under "Sections."

9. "Tutorials" shows a suite of avaiable tutorials, like the one you're reading. These tutorials are available for both instructors and students across multiple different platforms.

10. "Contact" allows you to view contact information you will need to get in touch with the CASLS LinguaFolio Support Team during tech support hours. If you want to submit a question by email, you may also fill out the form at the bottom of the page.

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.