



LinguaFolio  
Online

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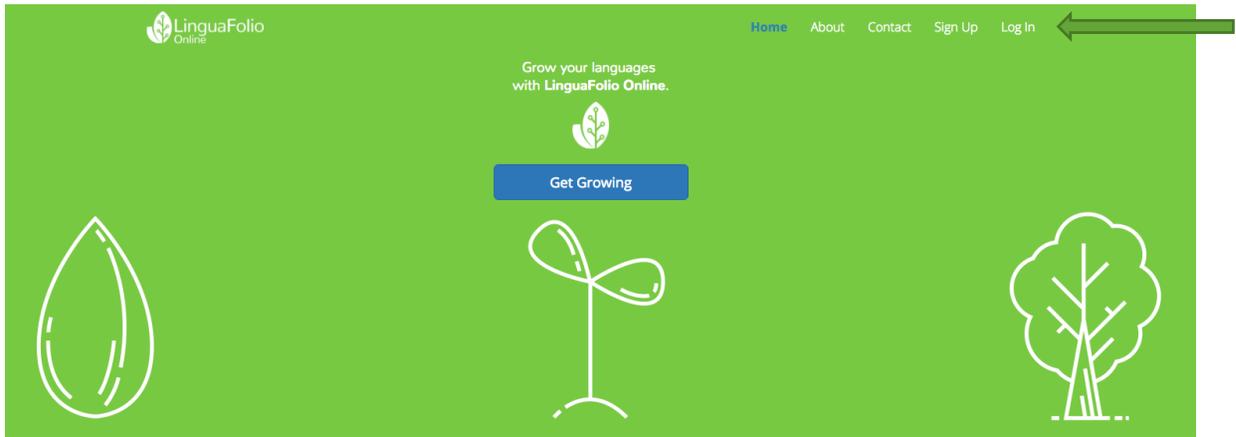
# Instructor Tutorial

LinguaFolio Online Overview

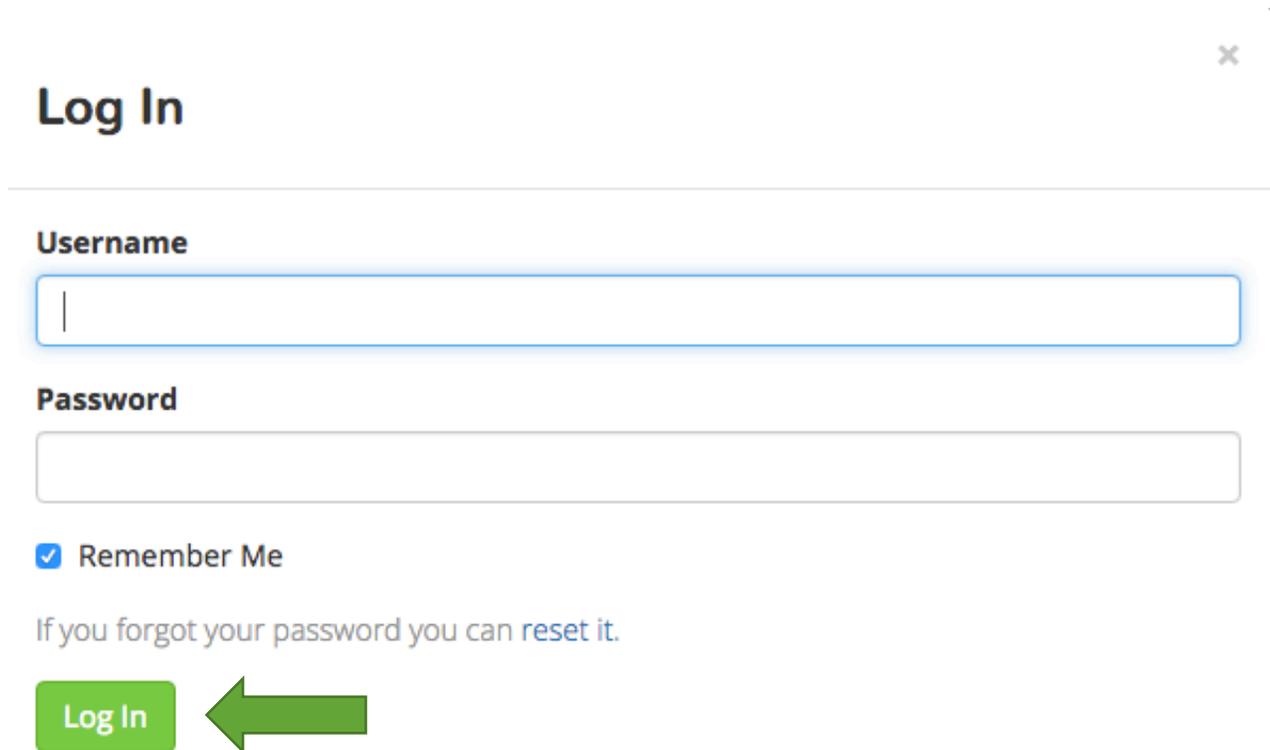
## Instructor Tutorial: LinguaFolio Online Overview

This tutorial provides instructors with an overview of the sections within LinguaFolio Online.

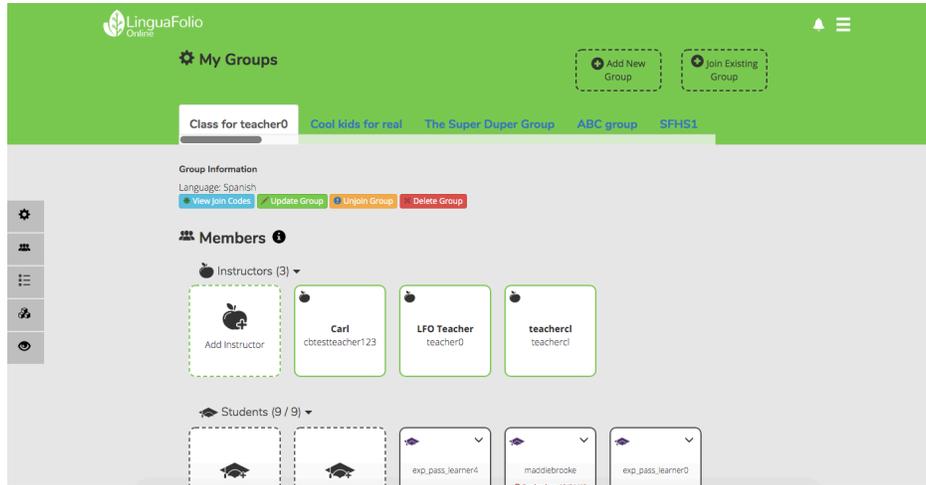
1. Go to [linguafolio.uoregon.edu](http://linguafolio.uoregon.edu). Log in by clicking “Log In” near the top right corner of the screen.



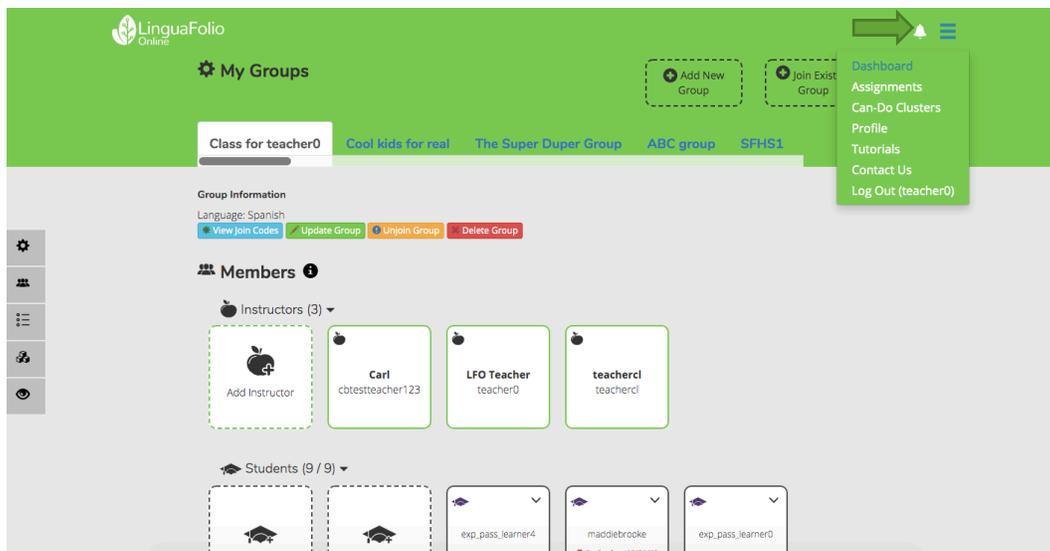
2. Next, you will see the screen below. After entering your username and password, click “Log In.”

A screenshot of the LinguaFolio Online login page. The page has a white background. At the top right is a close button (X). Below that is the heading "Log In". A horizontal line separates the heading from the form. The form contains a "Username" label above a text input field. Below that is a "Password" label above a password input field. Under the password field is a checked checkbox labeled "Remember Me". Below the checkbox is the text "If you forgot your password you can [reset it.](#)". At the bottom left is a green "Log In" button with a green arrow pointing to it from the right.

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.

Assignment Name	Assignment Description	Targeted Can-Do Statement	Assigned to Group	Start Date	End Date
Tutorial Preview	Lorem Ipsum	1. I can exchange information about changes teenagers experience going from middle to high school. 2. I can have a conversation with my peers about performance-based grading vs. seat time. <a href="#">Select or Edit Can-Do Statement(s)</a>	Class for teacher0	From: 06/24/19	To: 06/30/19
Welcome to LFO	Lorem ipsum dolor sit amet, consectetur adipiscing elit. Phasellus quis rutrum tellus, id placerat tellus. Vestibulum nec urna vitae tortor sagittis finibus eget facilisis justo.	<a href="#">Select or Edit Can-Do Statement(s)</a>	Class for teacher0	From: 06/26/19	To: 07/01/19
Unit 3 Project	Create a class schedule and simulate an appointment with an advisor to make changes to the schedule. Show off that you know three ways to make suggestions.	1. I can phrase suggestions as questions. 2. I can ask for recommendations when making my school schedule. <a href="#">Select or Edit Can-Do Statement(s)</a>	Cool kids for real	From: Perpetual	To: Perpetual
Unit 2 Exam	Have a conversation with a friend in which you make plans for dinner.	1. I can exchange information to decide which type of transportation is best to utilize. 2. I can exchange information about the types of music and movies people prefer. <a href="#">Select or Edit Can-Do Statement(s)</a>	-- NONE --	From: Perpetual	To: Perpetual

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

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	<span style="background-color: yellow;"> </span>	NCSSFL-ACTFL 1.0
Can-Do statements for Test batch upload	0	Test batch upload	From: Perpetual	To: Perpetual	<span style="background-color: yellow;"> </span>	NCSSFL-ACTFL 1.0
Spanish 2A period 7	9	Spanish 2A period 7	From: Perpetual	To: Perpetual	<span style="background-color: yellow;"> </span>	NCSSFL-ACTFL 1.0
CB Test 2.0 Cluster	4	Classic Demo Group	From: Perpetual	To: Perpetual	<span style="background-color: green;"> </span>	NCSSFL-ACTFL 2.0
ABC group	7	Class for teacher0	From: Perpetual	To: Perpetual	<span style="background-color: green;"> </span>	NCSSFL-ACTFL 1.0
CB Test	4	Class for teacher0	From: Perpetual	To: Perpetual	<span style="background-color: green;"> </span>	NCSSFL-ACTFL 1.0
Test 2.0 Cluster	3	Class for teacher0	From: Perpetual	To: Perpetual	<span style="background-color: orange;"> </span>	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."

**Profile**

Profile

Languages

Biography

Sections

## Profile



[Edit](#)

Username:	teacher0	<a href="#">Edit</a>
Password:	*****	<a href="#">Edit</a>
Email:	teacher0@uoregon.edu	<a href="#">Edit</a>

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

**LinguaFolio Online**

Home / Tutorials

## Technology Tutorials

There are a variety of technological tutorials that we have developed to walk learners and educators through the technical implementation of LinguaFolio Online. You may access these tutorials below.

### Educators

- LFO Overview
- Signing Up
- Adding and Removing Students
- Assigning Can Do Statements
- Evidence Review Process
- Reviewing Student Evidence
- Resetting Passwords

### Students

- LFO Overview
- Signing Up
- Uploading Evidence
- Evidence Review Process
- My Proficiency Overview

### Mobile: LFO to Go (iOS)

- Logging In
- Adding a Language
- Uploading Evidence

## Mobile: LFO to Go (Android)

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.

**LinguaFolio Online**

Home / Contact / Contact Help

## Contact

If you have questions, please fill out the following form to contact us.

You are also welcome to contact the LinguaFolio Online support team at [lfolio@uoregon.edu](mailto:lfolio@uoregon.edu) or 541-346-5699

**Tutorials are available on LFO Network**

You may close this popup window and reopen it without losing your data as long as you do not refresh/reload the webpage.

**Subject**

Tech Support Help

**Your Contact Info:**  
So we can get in touch with you about your feedback/issue.

**Name**

**Email**

**Issue Details:**



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**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.**