Instructor Tutorial

Group Maintainence: Adding and Removing Students

Instructor Tutorial: Adding and Removing Students on LinguaFolio Online

This tutorial provides guidance to instructors dealing with the following functions of LinguaFolio Online:
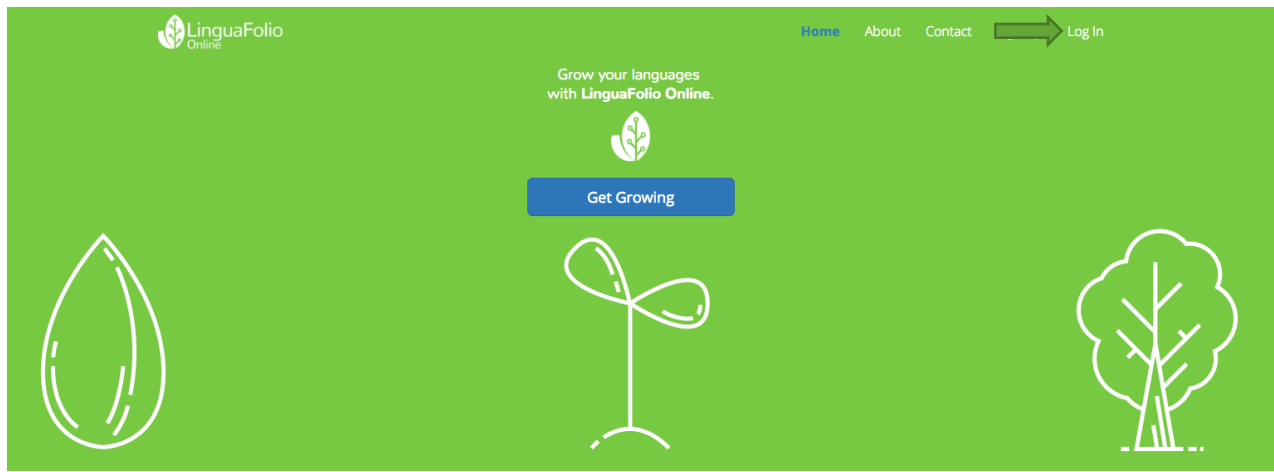
Section 1: Adding Individual Students to Groups

Section 2: Adding Multiple Students to Groups

Section 3: Removing Students from Groups

Section 1: Adding Individual Students to Groups

1. Go to linguafolio.uoregon.edu. Click "Log In" in the top right corner to log in.

2. After logging in, you will be brought to the instructor dashboard. This is the first page that you see every time you log in to LinguaFolio Online. From here, you may add students into your group manually, or they can join your group themselves by selecting the appropriate group during the registration process. If you wish to add learners individually, select the appropriate group from the groups listed at the top of the page and click "Add Student" under "Members." This approach is ideal when you only need to add one or two students at a time.
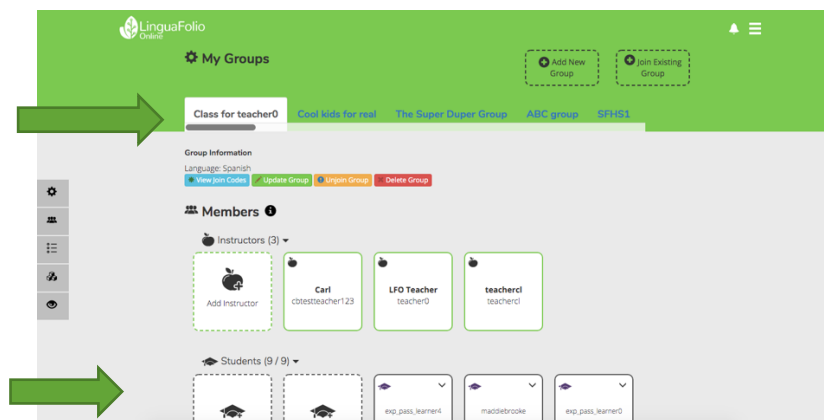
3. Next, you will be asked to add the student's username. This username must be at least six characters long and unique to that student. Once you have selected the name, please click "Search."

Add new section member

✕

Username

Enter a username here and we'll check to see if it exists.

➡️ **Search**

4. If the username is already associated with an account, you will be prompted to add the account to your group. Click "Save" to add the student or "Cancel" to close the window.
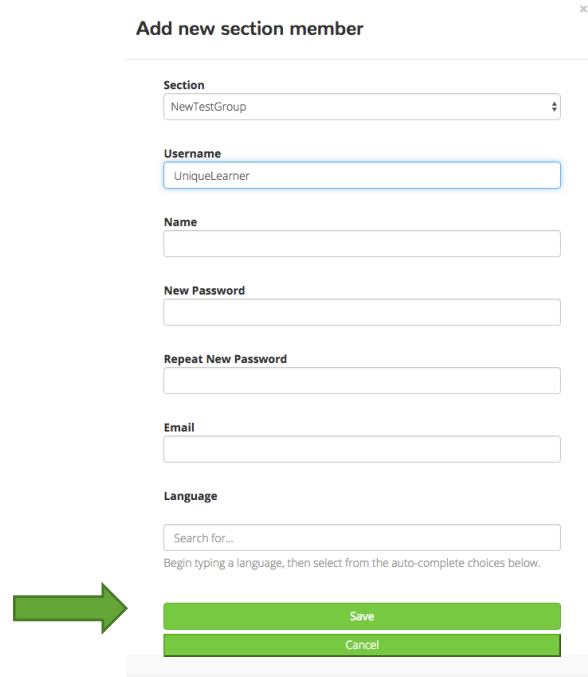
Add new section member

✕

Section

NewTestGroup ⬍

An existing user was found: learner
Would you like to add them to your section?

➡️ **Save**

Cancel

5. If you select a unique username, you will be brought to the screen below. To create a new account associated with this username, fill in the information and make sure that the password is at least six characters long. When you are done, click "Save."
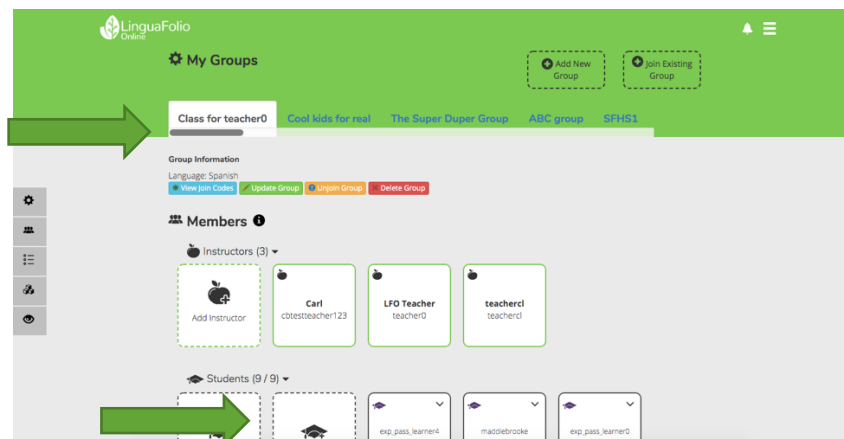

Congratulations! You can now see the student you added on the dashboard under "Members."

Section 2: Adding Multiple Students to Groups

1. From the dashboard, select the group that you wish to add students to. Then, click "Batch Upload Students" under "Members." This approach is ideal when you want to add multiple students to your group at a time.

2. After clicking "Batch Upload Students," you will see the screen below. First, you need to download the CSV template by clicking on the link.

Batch Upload Students

Upload a list of your students:

[Choose File] No file chosen

Only files ending in **.csv** are allowed. Click Here To Download a Template CSV
Name, username (6 characters or more), password (6 characters or more), and email are
required.

Language for students:

Spanish

Begin typing a language, then select from the auto-complete choices below.
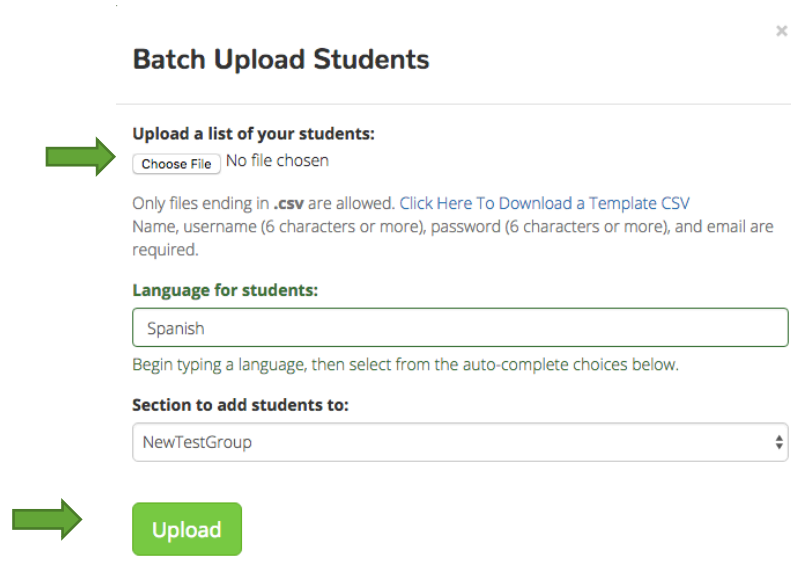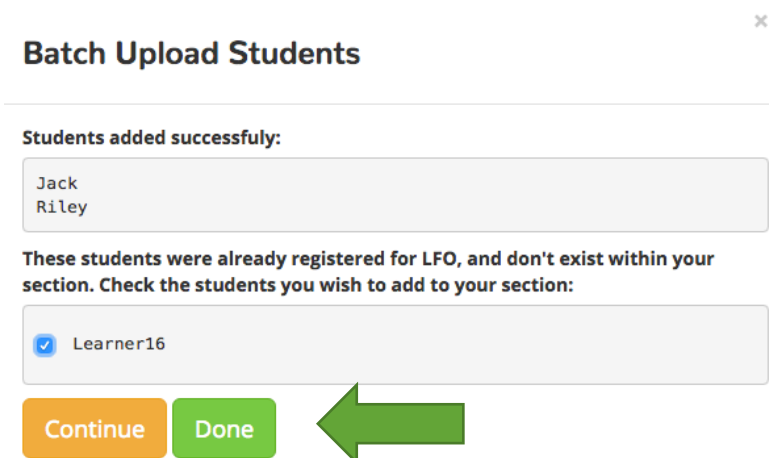
Section to add students to:

NewTestGroup

Upload

3. Next, open the template using Excel or a text editor program. Please note that the usernames and passwords you enter must be at least six characters long. Also, the students will appear in their group on the dashboard sorted alphabetically by name. Make sure when listing their names in the template that you do so with the name (first or last) listed first that you want them sorted by.

	A	B	C	D
1	Name	Username (6 characters or more)	Password (6 characters or more)	Email
2	Jack	New Learner	******	jack@uoregon.edu
3	Jill	Learner16	******	jill@uoregon.edu
4	Riley	language_learner	******	rileyc@uoregon.edu

4. Once you have filled out the CSV with the required information (name, username, password, and email), save it in a location that is easy for you to find. Click "Choose File" to select your file from the saved location. Once you have selected it, make sure that the language displayed is the language that you would like the students to be associated with. Then, click "Upload."

5. Next, you will be taken to a screen that lets you know if the batch upload process was successful or not. If it was, click "Done." If there was an error, you may need to upload the CSV again. You may choose to either use the original form with edits to address the errors or create a new form completely. If you list a student username that is already in the system, you will be asked if you are intentionally adding a student from another group into your group as well. If you are not sure that this student should be added, please check with the student(s) and create another username if needed.


Congratulations! You can now view your newly added students on the dashboard under "Members."

Section 3: Removing Students from Groups

1. Log in to LinguaFolio Online at linguafolio.uoregon.edu.

2. You will see the dashboard that is similar to the screen below. Click on the group under "My Groups" that has the student you wish you remove. Once click on the group, the members of the group will appear under "Members."
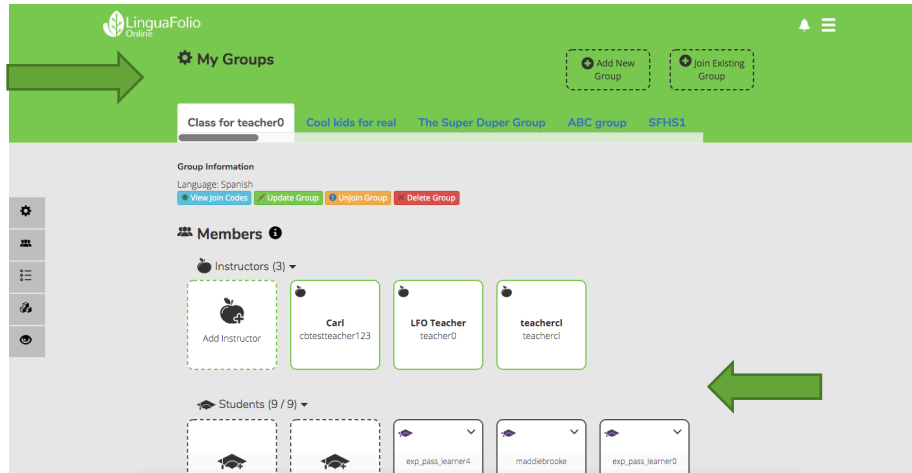
3. Find the icon for the student in question under "Students." Click the down arrow in the upper right corner of the icon. Click "Remove Student," and the student will no longer be in your group. If you wish to add the student back in at any point in time, you may do so by following the procedure explained in Section 1.
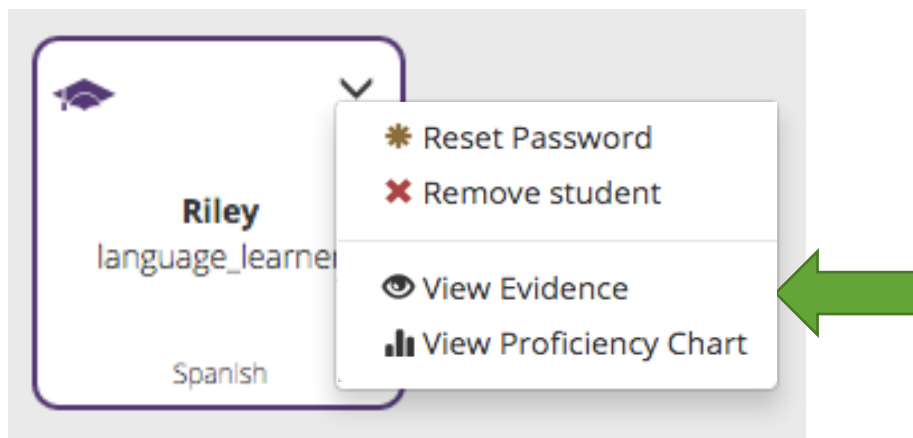
Please note that if you are using a customized version of LinguaFolio Online, the appearance of the screens featured in this tutorial may vary slightly. Any differences in functionality will be noted.