



LinguaFolio
Online

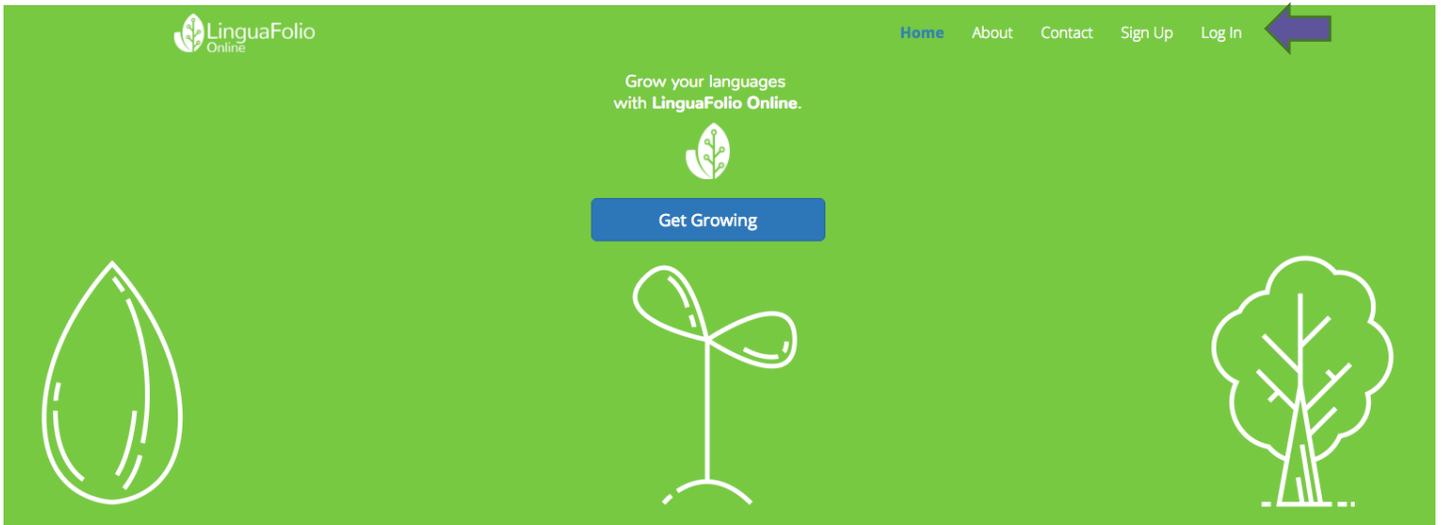
Instructor Tutorial

Assigning Can-Do Statements to Groups

Instructor Tutorial: Assigning Can-Do Statements to Groups in LinguaFolio Online

This tutorial provides instructors with information about how to assign Can-Do Statements to groups using 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.”

A screenshot of the Log In form. The form is titled "Log In" and has a close button (X) in the top right corner. It contains two input fields: "Username" and "Password". Below the password field is a checkbox labeled "Remember Me" which is checked. Below the checkbox is a link that says "If you forgot your password you can reset it." At the bottom of the form is a green button labeled "Log In". A blue arrow points to the "Log In" button.

3. You will be brought to the instructor dashboard. It will look similar to the one featured below.

The screenshot shows the LinguaFolio Online instructor dashboard. At the top, there is a green header with the LinguaFolio Online logo, a notification bell, and a 'Log Out (teacher0)' button. Below the header is a 'My Groups' section with a gear icon and two buttons: 'Add New Group' and 'Join Existing Group'. The main area displays four group cards: 'ABC group' (5 students, 1 instructor, Spanish), 'SFHS1' (1 student, 1 instructor, None), 'NewTestGroup' (1 student, 1 instructor, None), and 'French 200' (2 students, 1 instructor, None). Below the groups is a 'Members' section with two categories: 'Instructors (4)' and 'Students (30)'. The 'Instructors' list includes 'Add Instructor', 'teacher0', 'teaching1', 'teaching2', and 'teaching5'. The 'Students' list includes 'Add Student', 'Batch Upload Students', 'cblearner4' (English), 'exp_account_learner0', 'cblearner' (Japanese, Spanish), 'maddiebrooke' (German), and 'exp_account_learner1' (English).

4. From the dashboard, you can assign Can-Do Statements to student groups. To do so, click the menu in the top right corner and click "Assign Can-Do."

This screenshot shows the same LinguaFolio Online instructor dashboard as the previous one, but with a dropdown menu open in the top right corner. The menu contains the following options: 'About', 'Contact', 'Dashboard', 'Assign Can-Do', and 'Profile'. A blue arrow points to the 'Assign Can-Do' option. The 'My Groups' section shows three group cards: 'Class for teacher0' (30 students, 4 instructors, Spanish), 'Cool kids for real' (1 student, 1 instructor, None), and 'The Super Duper Group' (1 student, 1 instructor, None). The 'Members' section shows 'Instructors (4)' including 'teaching5', 'teacher0', 'teaching1', and 'teaching2', and 'Students (30)' including 'cblearner2' (English), 'exp_pass_learner2' (English), 'exp_account_learner4' (English), 'cblearner3' (English), and 'exp_pass_learner4' (English).

5. After clicking "Assign Can-Do," you will be brought to the page featured below. A default, empty Can-Do Cluster will automatically be available in the dropdown menu. If you want to create another Can-Do Cluster, click "New Can-Do Cluster" to begin.

My Can-Do Clusters:

ABC group

+ New Can-Do Cluster

My Groups:

Select a group below to assign this Can-Do Cluster to them.

<input checked="" type="checkbox"/> Class for teacher0	<input type="checkbox"/> Cool kids for real
<input type="checkbox"/> The Super Duper Group	<input type="checkbox"/> ABC group
<input type="checkbox"/> SFHS1	<input type="checkbox"/> NewTestGroup
<input type="checkbox"/> French 200	<input type="checkbox"/> Intermediate Ojibwe
<input type="checkbox"/> Hoocak Hoit'e	<input type="checkbox"/> Class for Some Language
<input type="checkbox"/> Spanish 200	<input type="checkbox"/> Los burros de las colinas verdes
<input type="checkbox"/> Class for kjwyatt	<input type="checkbox"/> Class for SamsonFalcon
<input type="checkbox"/> TAYLOR - Spanish 1 (B2, B3, B4)	<input type="checkbox"/> TAYLOR- Spanish 2 (A1, A2, A3)
<input type="checkbox"/> Spanish 2\3	<input type="checkbox"/> Spanish 1A period 4
<input type="checkbox"/> Spanish 1A Period 3	<input type="checkbox"/> Spanish 2A period 7
<input type="checkbox"/> testing group CB	<input type="checkbox"/> Making it Up
<input type="checkbox"/> Test Group	<input type="checkbox"/> Test Group 7616

Can-Do Cluster Info:

Name

ABC group

Start Date (optional) **End Date (optional)**

Save

Delete

?

6. You will then be asked to name the Can-Do Cluster and select a start and end date. The selection of these dates is optional. Once you have typed in the name of your Can-Do Cluster, click "Create."

New Can-Do Cluster ×

Name

Example

Start Date (optional)

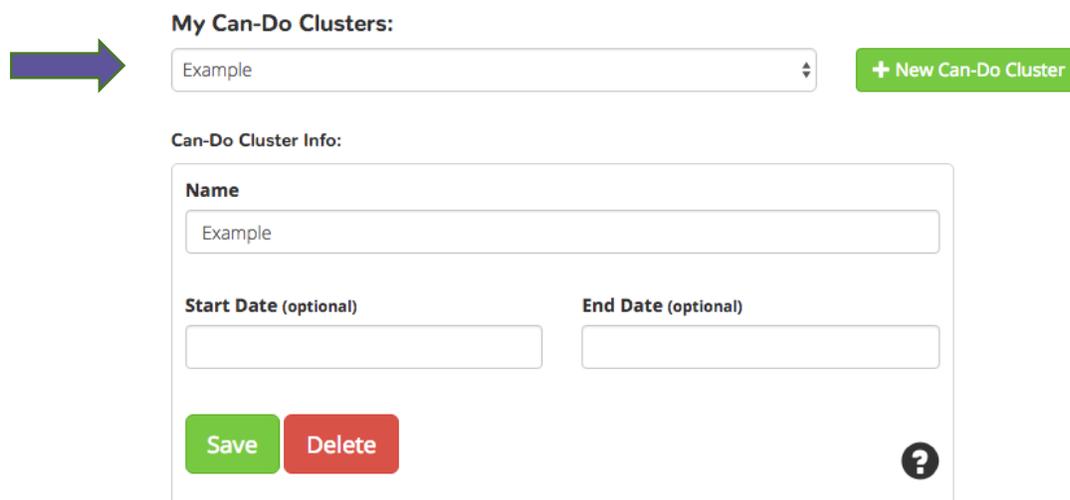
End Date (optional)

Create

←

?

7. After clicking “Create,” the Can-Do Cluster that you just created will become the default Can-Do Cluster in the dropdown menu. Remember, if you did not create a new Can-Do Cluster, one that is named after your group will already appear in the menu.



My Can-Do Clusters:

Example ⌵ + New Can-Do Cluster

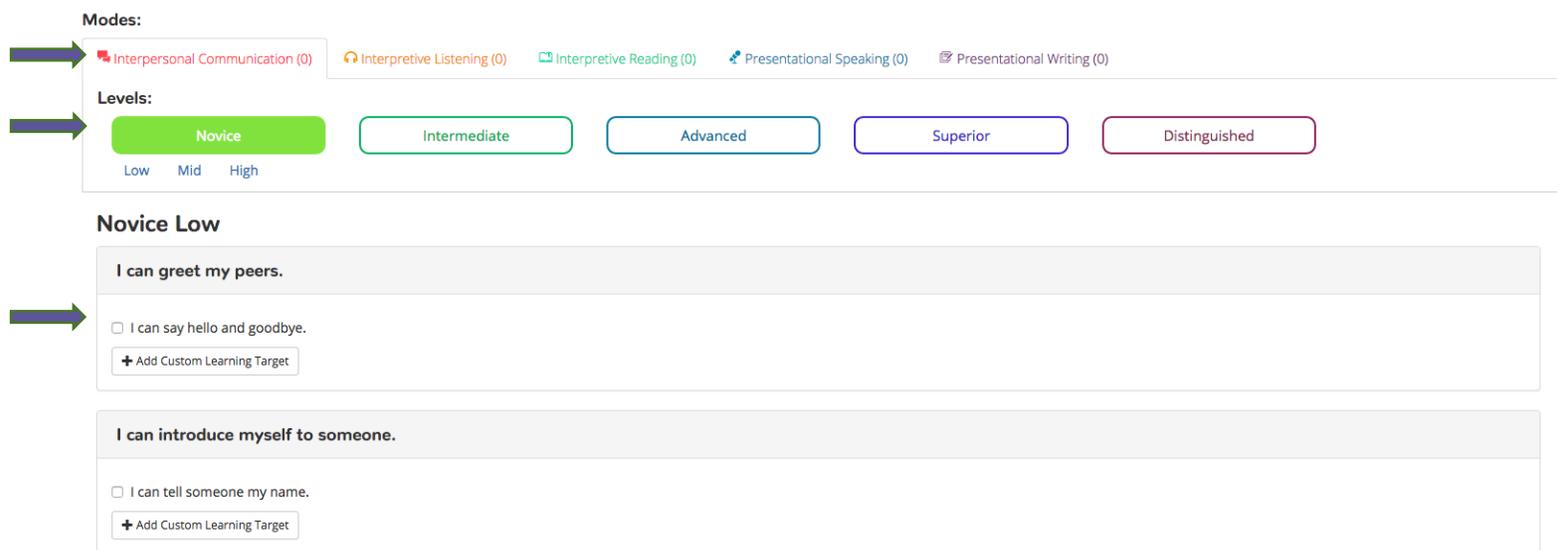
Can-Do Cluster Info:

Name

Start Date (optional)
End Date (optional)

Save Delete ?

8. You are now ready to select all of the Can-Do Statements for the given cluster. Select the correct communication modes and proficiency levels from the tabs beneath the “Can-Do Cluster Info” box. Choose as many Can-Do Statements as you like by checking the boxes next to them.



Modes:

Interpersonal Communication (0) Interpretive Listening (0) Interpretive Reading (0) Presentational Speaking (0) Presentational Writing (0)

Levels:

Novice Intermediate Advanced Superior Distinguished

Low Mid High

Novice Low

I can greet my peers.

I can say hello and goodbye.
+ Add Custom Learning Target

I can introduce myself to someone.

I can tell someone my name.
+ Add Custom Learning Target

Please note that once you have selected a proficiency level, the system will default to that proficiency level as you click between modes of communication. You can always change the proficiency level by clicking the corresponding tab.

9. To select which groups the Can-Do Cluster that you created will be assigned to (if you choose to assign one cluster to more than one group), scroll to the top of the screen and check the box next to each group that you wish to use the Can-Do Cluster that is featured in the drop-down menu.

My Can-Do Clusters:

Example + New Can-Do Cluster

Can-Do Cluster Info:

Name
Example

Start Date (optional) **End Date (optional)**



My Groups:
Select a group below to assign this Can-Do Cluster to them.

- Class for teacher0
- The Super Duper Group
- SFHS1
- French 200
- Hoocak Hoit'e
- Spanish 200
- Class for kjwyatt
- TAYLOR - Spanish 1 (B2, B3, B4)
- Spanish 2'13
- Spanish 1A Period 3
- testing group CB
- Test Group
- Cool kids for real
- ABC group
- NewTestGroup
- Intermediate Ojibwe
- Class for Some Language
- Los burros de las colinas verdes
- Class for SamsonFalcon
- TAYLOR- Spanish 2 (A1, A2, A3)
- Spanish 1A period 4
- Spanish 2A period 7
- Making it Up
- Test Group 7616

Please note that you do not need to do anything else for the Can-Do Statements to be assigned to the group. You will not need to hit "Save" again. Both the Can-Do Statements and selected groups are automatically saved by the checking and unchecking of the boxes on this screen.

Congratulations! You successfully assigned Can-Do Statements to groups!



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.