



LinguaFolio  
Online

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# Instructor Tutorial

Finding Usernames and Resetting Passwords

# Instructor Tutorial: Finding Student Usernames and Resetting Student Passwords on LinguaFolio Online

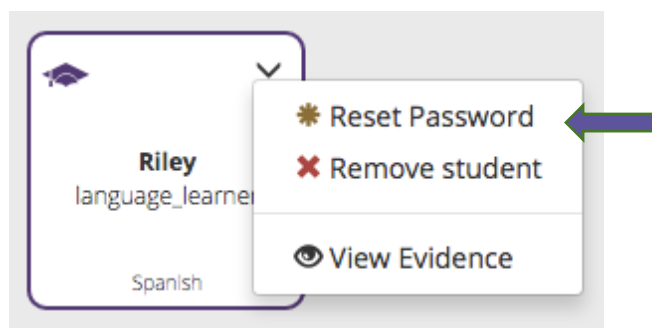
1. Log in to LinguaFolio Online at [linguafolio.uoregon.edu](http://linguafolio.uoregon.edu).
2. A student's username can be found on the dashboard (homepage) for a given group under "Members."

The screenshot shows the LinguaFolio Online interface. At the top, there is a green header with the LinguaFolio Online logo and a 'Log Out (teacher0)' button. Below the header is a dark grey 'My Groups' section with a scrollable list of groups: 'NewTestGroup' (1 student, 1 instructor), 'French 200' (2 students, 1 instructor), 'Intermediate Ojibwe' (2 students, 2 instructors), and 'Hoocak Ho...' (0 students, 2 instructors). Below the groups is a 'Members' section for the 'NewTestGroup'. It is divided into 'Instructors (1)' and 'Students (1)'. Under 'Instructors', there is a card for 'teacher0'. Under 'Students', there are three cards: 'Add Student', 'Batch Upload Students', and a student card for 'learner0' with the username 'learner0' and languages 'Japanese, Spanish'. A blue arrow points to the 'learner0' student card.

3. To find the username, look under "Students." The username is the text below the name in bold.

This is a close-up of a student member card. The card has a graduation cap icon in the top left and a dropdown arrow in the top right. The name 'Riley' is displayed in bold black text. Below the name, the username 'language\_learner' is shown in a lighter grey font. At the bottom of the card, the language 'Spanish' is listed. A blue arrow points to the username 'language\_learner'.

4. To reset the password, click the down arrow in the right corner of the icon for the student. Then, select "Reset Password."



5. After selecting "Reset Password," you will be brought to the screen below. Enter the new password and click "Save." The student should change the password as soon as possible to ensure the security of his or her account.

### Reset Password for language\_learner

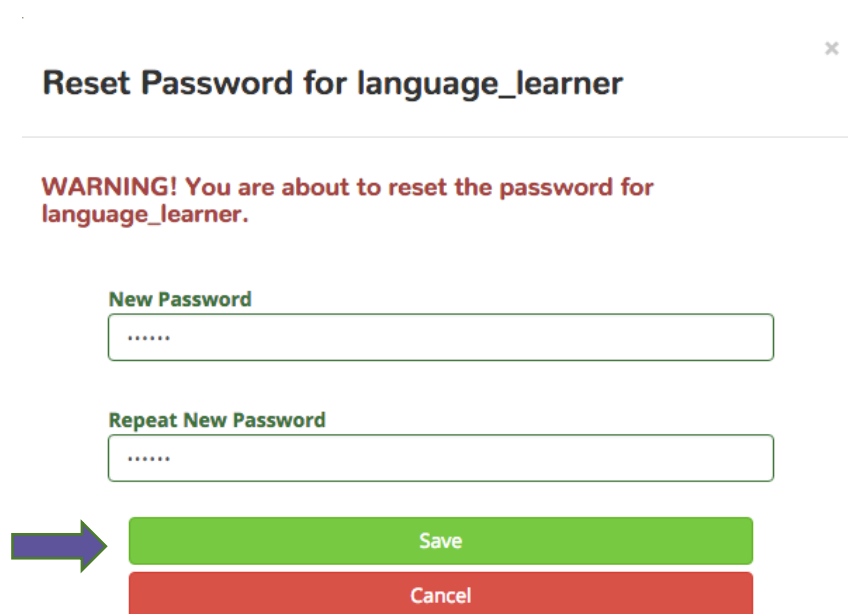
**WARNING! You are about to reset the password for language\_learner.**

**New Password**

**Repeat New Password**

Save

Cancel



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.