



LinguaFolio
Online

Instructor Tutorial

Finding Usernames and Resetting Passwords

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

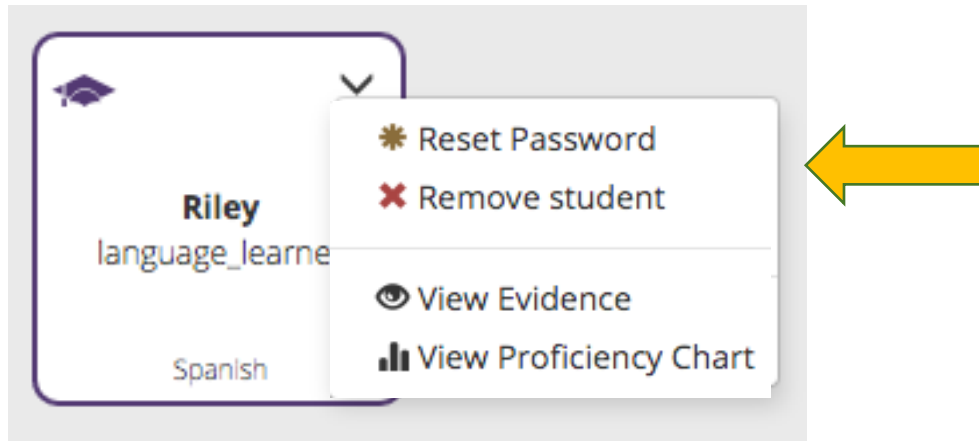
1. Log in to LinguaFolio Online at linguafolio.uoregon.edu.
2. A student's username can be found on the dashboard (homepage) for a given group under "Members."

The screenshot shows the LinguaFolio Online interface. At the top, there's a green header with the LinguaFolio logo and navigation options like 'Add New Group' and 'Join Existing Group'. Below the header, there's a section for 'My Groups' with a list of groups: 'Class for teacher0', 'Cool kids for real', 'The Super Duper Group', 'ABC group', and 'SFHS1'. The 'Class for teacher0' group is selected. Underneath, there's 'Group Information' showing 'Language: Spanish' and buttons for 'View Join Codes', 'Update Group', 'Unjoin Group', and 'Delete Group'. The 'Members' section is divided into 'Instructors (3)' and 'Students (9 / 9)'. A yellow arrow points to the 'Students' section.

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 card. It features a graduation cap icon and a dropdown arrow in the top right corner. The name 'Riley' is displayed in bold, and the username 'language_learner' is displayed below it. A yellow arrow points to the username. At the bottom of the card, the language 'Spanish' is listed.

4. To reset the password, click the down arrow in the type 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.