



LinguaFolio  
Online

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## Student Tutorial

Uploading Evidence

## Student Tutorial: Uploading Evidence to LinguaFolio Online

This tutorial provides students with the information they need to upload evidence on LinguaFolio Online. Each section covers a different method of uploading evidence.

Section 1: Upload Evidence and Then Select Can-Do Statements

Section 2: Upload Evidence for Assigned Can-Do Statements

Section 3: Upload Evidence after Selecting a Can-Do Statement

### Option 1: Upload Evidence Then Select Can-Do Statements

1. Log in to LinguaFolio Online at [linguafolio.uoregon.edu](http://linguafolio.uoregon.edu).
2. After logging in, you will be brought to the dashboard. Under the “Upload Evidence” header, click the button that best corresponds with the type of evidence that you wish to upload. You are able to tell which type of evidence can be uploaded with each button by hovering over it with the cursor.



This button allows you to type writing samples directly into LinguaFolio Online.



This button allows you to upload pictures, videos, and audio files.



This button allows you to record audio evidence directly into LinguaFolio Online.

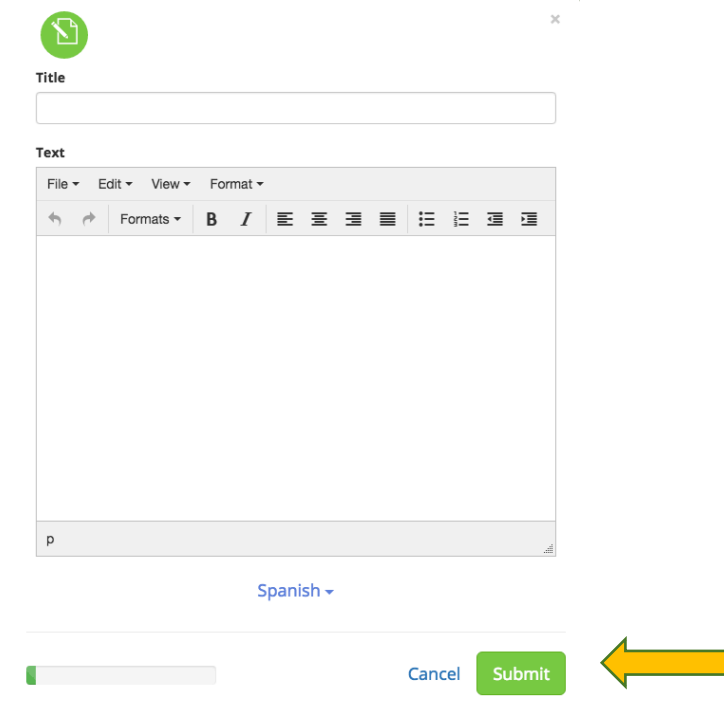


This button allows you to upload PDFs, Word Documents, and PowerPoint files.



This button allows you to upload embed codes and URLs (such as Youtube videos).

3. After selecting the appropriate evidence type, a dialog box will appear that is similar to the one below. Once you have either selected the appropriate file or typed or recorded the appropriate evidence, click “Submit.”



The screenshot shows a submission dialog box. At the top left is a green circular icon with a white document symbol. Below it is a 'Title' label and an empty text input field. Underneath is a 'Text' label and a rich text editor. The rich text editor has a menu bar with 'File', 'Edit', 'View', and 'Format'. Below the menu bar is a toolbar with icons for undo, redo, bold, italic, bulleted list, numbered list, decrease indent, increase indent, link, and unlink. The main area of the rich text editor is empty. At the bottom left of the rich text editor is a small 'p' icon. Below the rich text editor is a language dropdown menu currently set to 'Spanish'. At the bottom of the dialog box are two buttons: 'Cancel' and 'Submit'. A yellow arrow points to the 'Submit' button.

4. After clicking “Submit,” you will be brought to the screen below. Read the text, and click on which Assignment or Can-Do Cluster your work relates to.



## Reflect on your work



In this next part, you will review your evidence and see where it fits in your overall language learning progress.

As you continue to build your language portfolio in LinguaFolio Online, you will be able to see a comprehensive view of your strengths, areas for improvement, and a clear picture of where you stand in your journey toward mastering a language.

Let's get started!

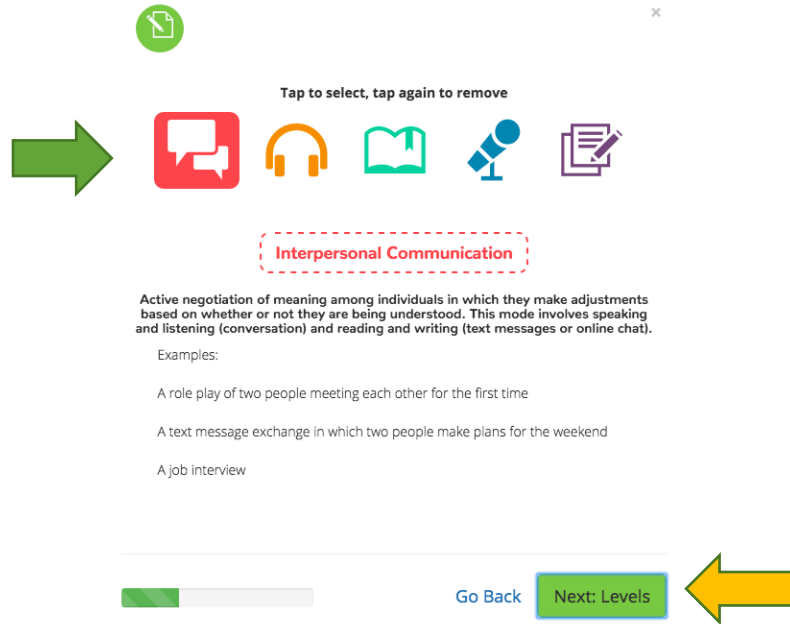
### Assignments:



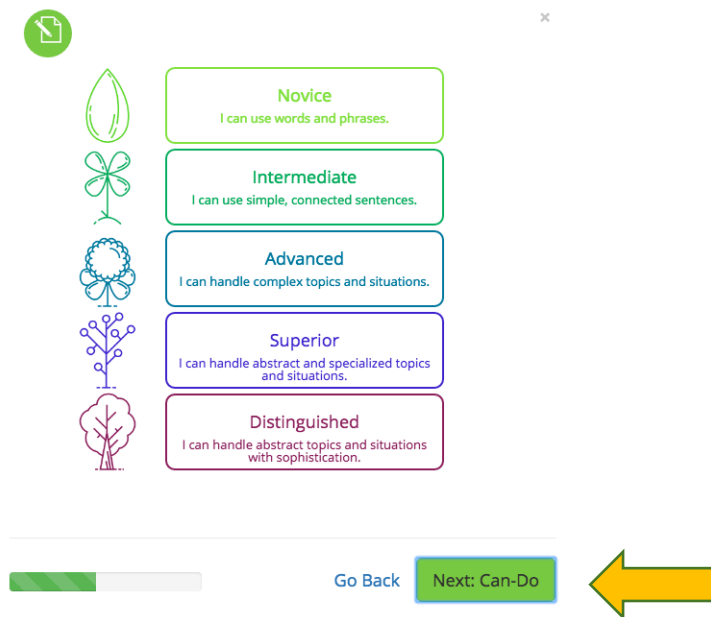
### Can-Do Clusters:



- Next, you will pick the mode of communication that your evidence most accurately reflects on the screen featured below. From left to right, the modes are Interpersonal Communication, Interpretive Listening, Interpretive Reading, Presentational Speaking, and Presentational Writing. If you are unsure of which mode to pick, you will see a description of each one once you select it. If you accidentally chose the wrong mode, you may change your selection. After you have selected the appropriate mode, click "Next: Levels."



6. After you select your mode, you will select the proficiency level that is most descriptive of your communicative abilities in the target language. Read the description next to each icon to help you select the most appropriate level. Then, click “Next: Can Do.”



7. Once you have clicked the appropriate level, you will be taken to a screen that helps you to pick the appropriate sublevel. Read the descriptions of the sublevels to determine if you have chosen correctly. Once you are happy with your sublevel selection, click “Next: Can-Do.”

Novice  
I can use words and phrases.

Low Mid High

At Novice Low, I can:

- Greet my peers.
- Introduce myself to someone.
- Answer a few simple questions.

Go Back Next: Can-Do

8. On the next screen, select all of the Can-Do Statements that you feel your evidence addresses by clicking the check boxes. Once you are done selecting statements, click “Next.” Please note that if you realize you have accidentally selected the wrong mode or level, you may change your selections in the dropdown menus at any time.

This evidence shows that I can...

Mode: Interpersonal Communication: Speaking/Listening/Signing

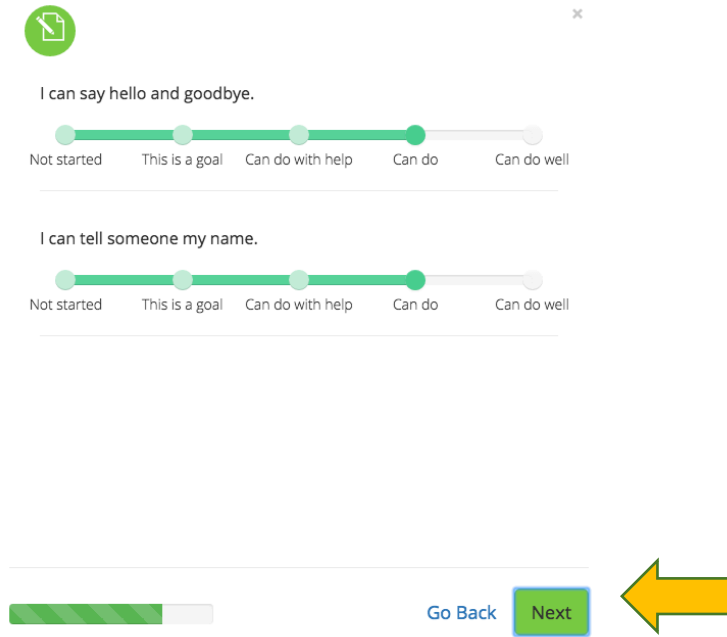
Level: Novice Mid

Request and provide information by asking and answering a few simple questions on very familiar and everyday topics, using a mixture of practiced or memorized words, phrases, and simple sentences.

☐ Ask who, what, where, or when questions about a party.

Go Back Next

9. Once you have chosen your Can-Do Statements, you are ready to engage in self-reflection. Choose how well you think you performed on each of the Can-Do Statements by clicking the appropriate point on the slider. Then, click “Next.”



I can say hello and goodbye.

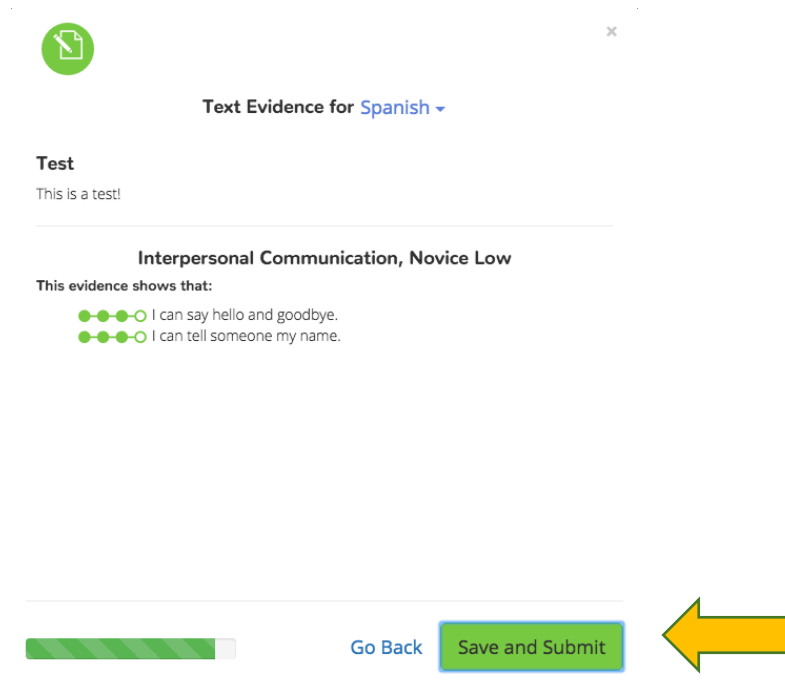
Not started This is a goal Can do with help Can do Can do well

I can tell someone my name.

Not started This is a goal Can do with help Can do Can do well

Go Back Next

10. Finally, review your selections to make sure you evaluated yourself as you intended. Then, click “Save and Submit.” If you realize that you made a mistake, you may click “Go Back” to return and change any of your selections.



Text Evidence for Spanish ▾

**Test**

This is a test!

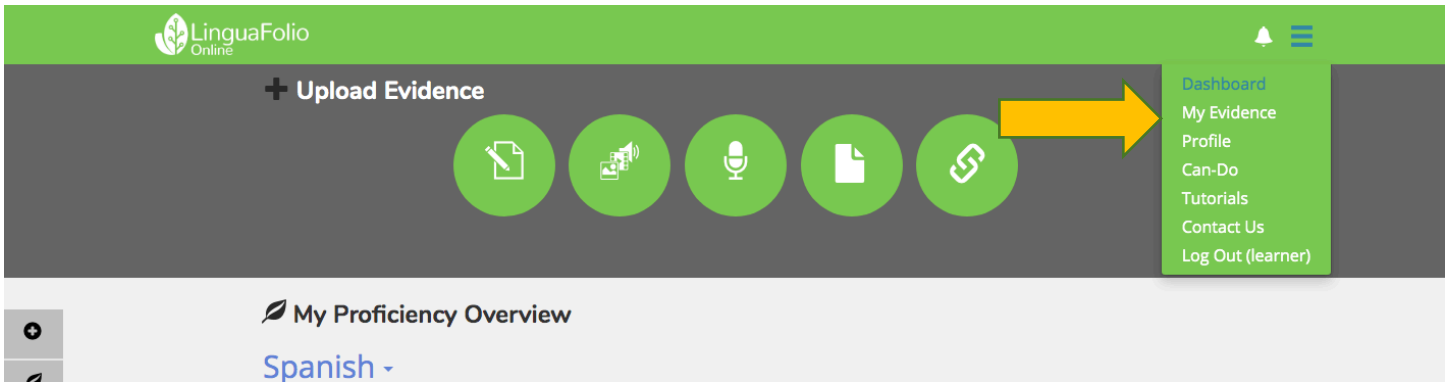
**Interpersonal Communication, Novice Low**

This evidence shows that:

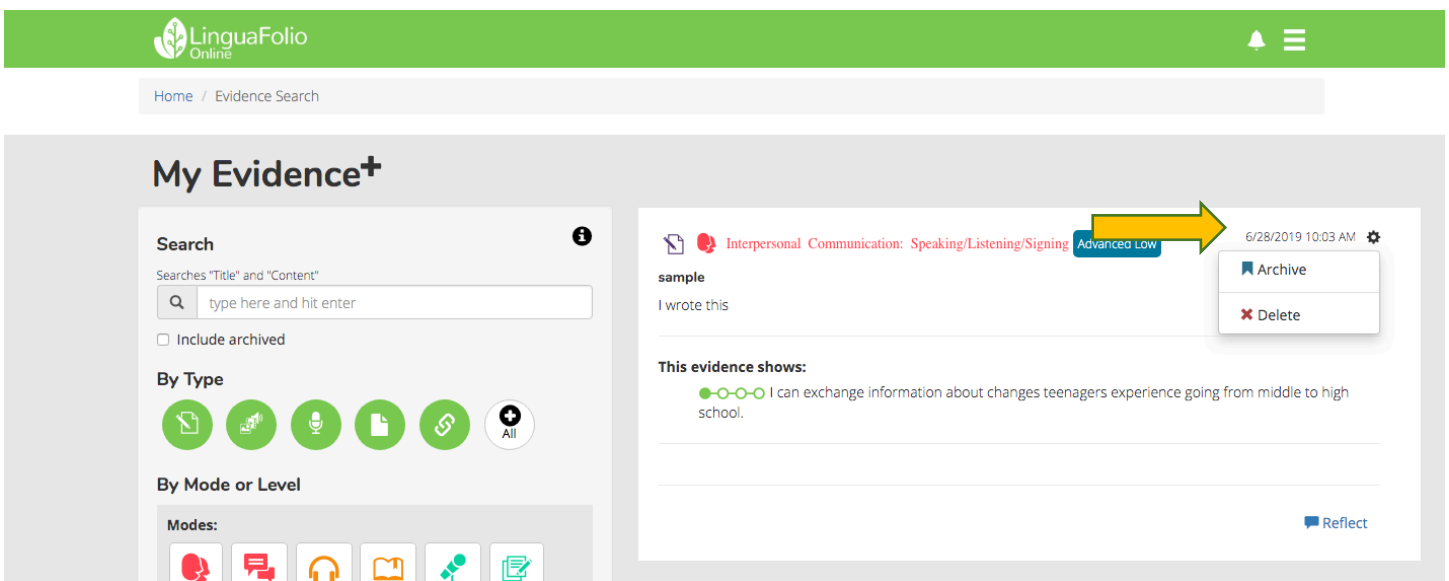
- I can say hello and goodbye.
- I can tell someone my name.

Go Back Save and Submit

11. To view all of your uploaded evidence, access the menu in the upper right corner and click “My Evidence.”



12. After clicking on “My Evidence,” you will be brought to the page featured below. You may delete or archive the evidence by clicking the gear icon in the top right.



Please note that if you select to archive the evidence, it will no longer appear in the left scroll bar unless you tick the “Include archived” checkbox under “Search”.

## Section 2: Upload Evidence for Assigned Can-Do Statements

1. Log in to LinguaFolio Online and scroll down to “Can-Do Clusters” on the dashboard. Select the group to which you belong and for which you want to upload evidence by clicking on the group. Although the example below features many groups, most people only belong to one or two.



- Once you click the group, you will see a list of the Can-Do Statements assigned to you by your instructor. You will see a screen similar to the one featured below that you can sort by mode of communication. Evaluate yourself using the green slider. Then, pick the statement that you wish to upload evidence for and click “Evidence.”

ABC group

Interpersonal Communication (10) Interpretive Listening (9) Interpretive Reading (4)

Presentational Speaking (3)

Novice Low

**I can occasionally identify the sound of a character or a word.**

I can recognize the sound of a few letters when they are spoken or spelled out.

Not started This is a goal Can do with help Can do Can do well

Evidence (0)

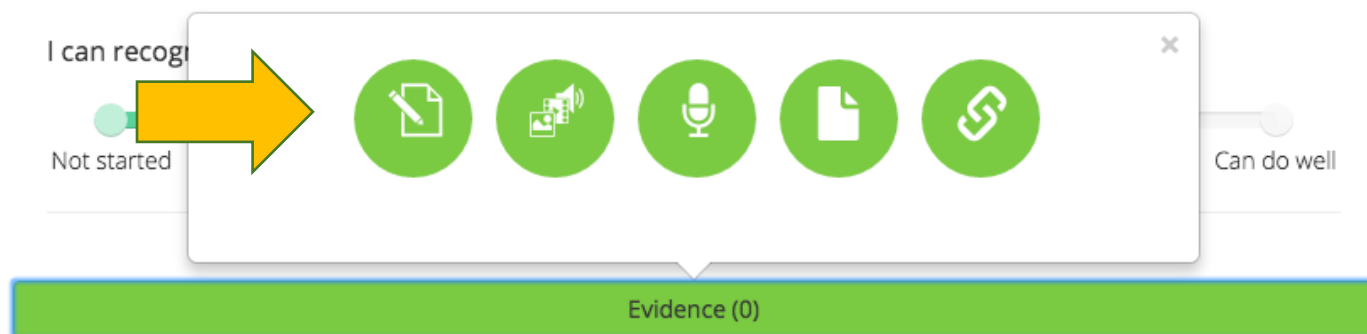
**I can occasionally understand isolated words that I have memorized, particularly when accompanied by gestures or pictures.**

I can understand greetings.

Not started This is a goal Can do with help Can do Can do well

Evidence (0)

- Once you click “Evidence,” you will select the type of evidence that you wish to upload. You will select from the same icons that you selected from in Section 1, Step 1.



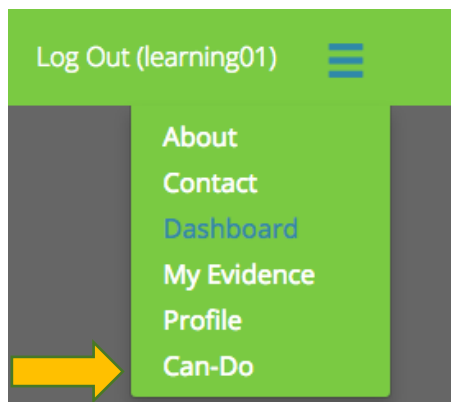
4. After uploading the evidence, you will be brought to the same screen as you were during Section 1, Step 9. Click "Save and Submit" to submit your evidence and self-reflection (you may change it at this time if you choose to do so). Click "Go Back" if you wish to change your evidence or self-reflection. Feel free to review your evidence under the "My Evidence" tab featured in Section 1, Step 11.

### Section 3: Upload Evidence after Selecting a Can-Do Statement

1. After logging in to LinguaFolio Online, click the menu in the top right corner.



2. You will see a dropdown menu appear. Click “Can-Do.”



3. You will see the screen below. Click the appropriate level for the mode of your choice.

#### Can-Do Modes & Levels

Spanish									
Interpersonal Communication	Novice Low	Novice Mid	Novice High	Intermediate Low	Intermediate Mid	Intermediate High	Advanced Low	Advanced Mid	Advanced High
Interpretive Listening	Novice Low	Novice Mid	Novice High	Intermediate Low	Intermediate Mid	Intermediate High	Advanced Low	Advanced Mid	Advanced High
Interpretive Reading	Novice Low	Novice Mid	Novice High	Intermediate Low	Intermediate Mid	Intermediate High	Advanced Low	Advanced Mid	Advanced High
Presentational Speaking	Novice Low	Novice Mid	Novice High	Intermediate Low	Intermediate Mid	Intermediate High	Advanced Low	Advanced Mid	Advanced High
Presentational Writing	Novice Low	Novice Mid	Novice High	Intermediate Low	Intermediate Mid	Intermediate High	Advanced Low	Advanced Mid	Advanced High

4. Then, you will see a screen with all of the Can-Do Statements that correspond to the mode and level that you chose. Pick the Can-Do Statement that you wish to upload evidence for and indicate your self-evaluation by using the green slider. Then, click “Evidence.”

**Rate your Can-Do Skills for: Spanish, Interpretive Listening, Novice Low**

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I can recognize a few memorized words and phrases when I hear them spoken.

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I can occasionally identify the sound of a character or a word.

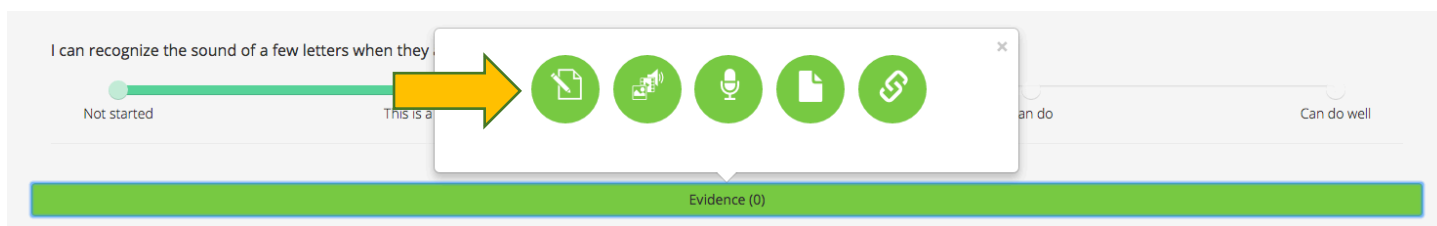
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I can recognize the sound of a few letters when they are spoken or spelled out.

Not started      This is a goal      Can do with help      Can do      Can do well

Evidence (0)

- Once you click “Evidence,” you will select the type of evidence that you wish to upload. You will select from the same icons that you selected from in Section 1, Step 1.



After uploading the evidence, you will be brought to the same screen as you were during Section 1, Step 9. Click “Save and Submit” to submit your evidence and self-reflection (you may change it at this time if you choose to do so). Click “Go Back” if you wish to change your evidence or self-reflection. Feel free to review your evidence under the “My Evidence” tab featured in Section 1, Step 11.



**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.**