LinguaFolio Online

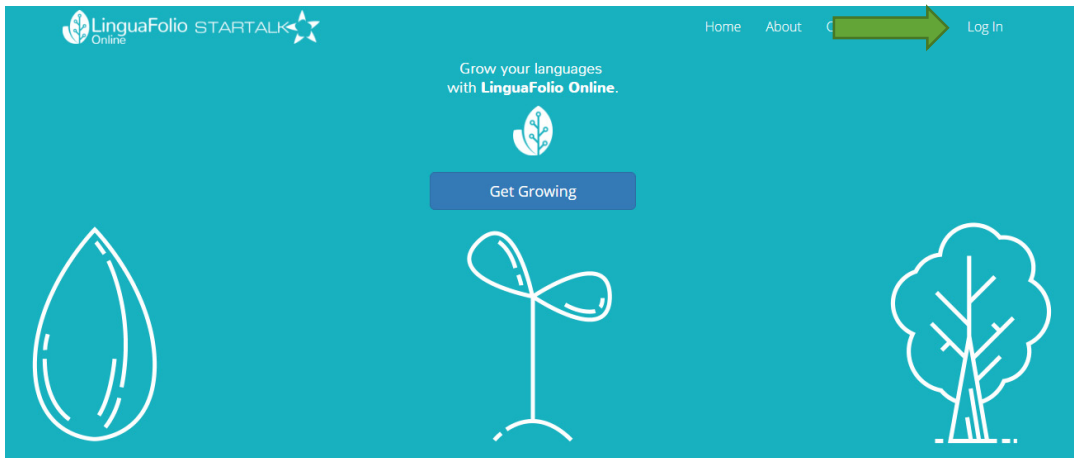## Program Director Tutorial

Assigning Can-Do Statements to Groups

Program Director Tutorial: Assigning Can-Do Statements to Groups on LinguaFolio Online

1. Go to startalklfo.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."

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

4. From the dashboard, you can assign Can-Do Statements to student groups. To do so, click "Assign Can-Do." Clicking "Show Details" will pull up all of the information that you entered when you created the group, and clicking "Delete" will delete the group.

Existing Groups:

Group B
Show [Assign Can-Do] [Delete]

CB group A
[Show details] [Assign Can-Do] [Delete]

Test Group
[Show details] [Assign Can-Do] [Delete]

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 drop down menu. If you want to create another Can-Do Cluster, click "New Can-Do Cluster" to begin.

My Can-Do Clusters:

Can-Do statements for Test Group → [+ New Can-Do Cluster]

Can-Do Cluster Info:

Name
Can-Do statements for Test Group

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

[Save] [Delete]

My Groups:

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

☐ Group B   ☐ CB group A
☑ Test Group

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."
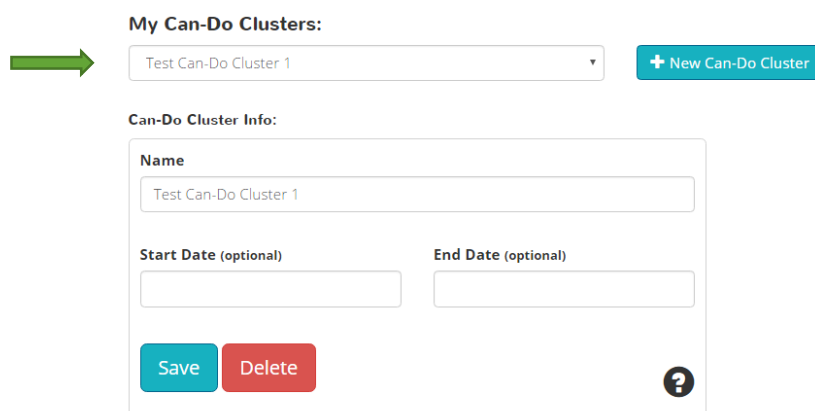
New Can-Do Cluster

Name

Name cannot be blank.

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.

8. You are now ready to select all of the Can-Do Statements for the given cluster. You will do so by picking 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.

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 simply 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:

Test Can-Do Cluster 1 ▼   **+ New Can-Do Cluster**

My Groups:

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

☐ Group B   ☐ CB group A

☑ Test Group
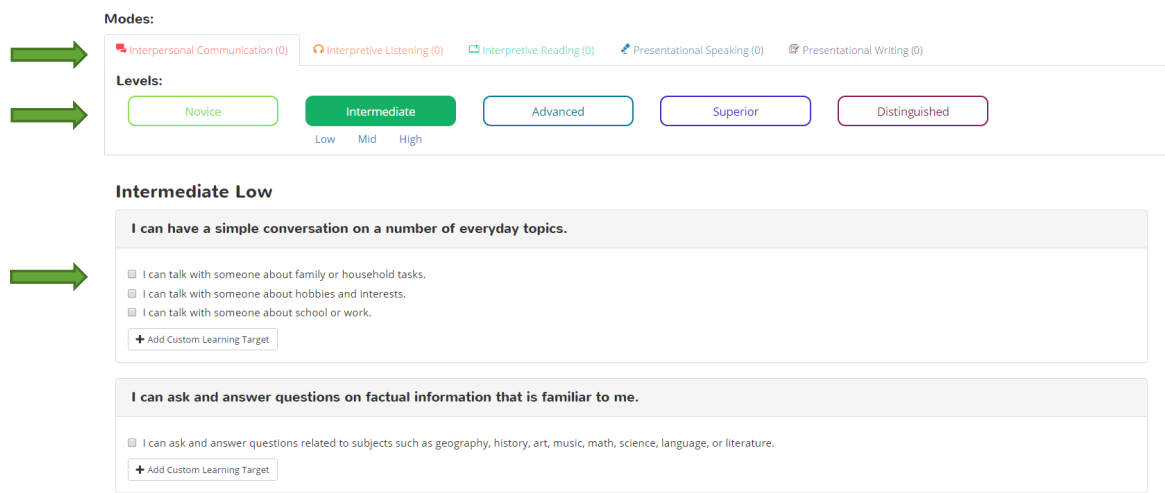
Can-Do Cluster Info:

Name

Test Can-Do Cluster 1

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

Save   Delete   ❓

Modes:

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!