



LinguaFolio  
Online

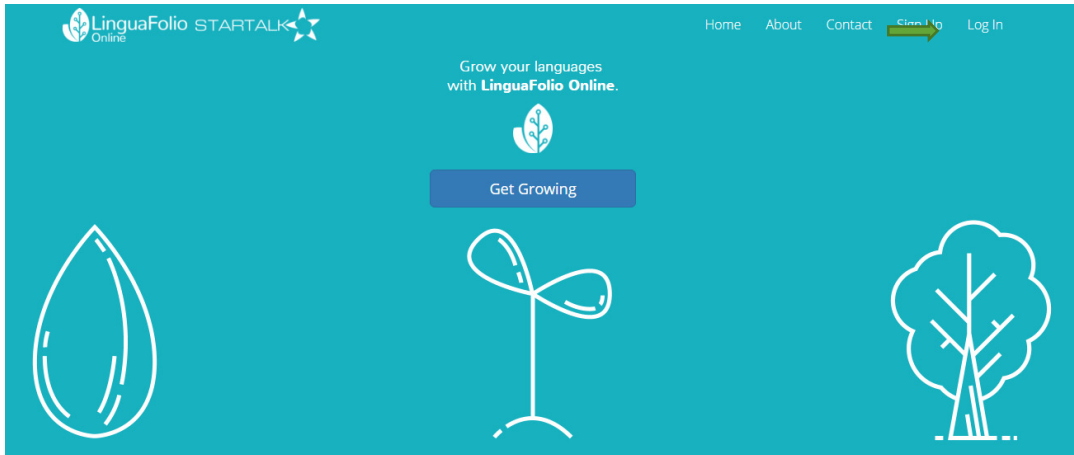
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# Program Director Tutorial

Creating Groups

# Program Director Tutorial: Creating Groups on LinguaFolio Online

1. Go to [startalkfo.uoregon.edu](http://startalkfo.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. Then, you will be brought to the program director dashboard (homepage). It will look similar to the one featured below.

4. From the dashboard, you can create student groups for your program. To do so, fill in the information in the left column and click "Create." Please note that you will decide if instructors can change the assigned Can-Do Statements at this stage of the group creation process.

Here you can create new groups within your program. You will be able to assign specific Can-Do statements for each group.

**Name**

**Language**

**Allow instructors to change assigned Can-Do statements**  
 


**Description**

**Sub-Group of:**

**Contact Name**

**Contact Phone Number**

**Contact Email**



5. After clicking “Create,” the new group will appear in the right column of the dashboard under “Existing Groups.”

Here you can create new groups within your program. You will be able to assign specific Can-Do statements for each group.

**Name**

**Language**

**Allow instructors to change assigned Can-Do statements**

**Description**

**Sub-Group of:**

**Contact Name**

**Contact Phone Number**

**Contact Email**

**Existing Groups:**

**Group B**

**CB group A**

**Test Group**

Congratulations! You have successfully created a student group for your STARTALK program!

