Assigning Can-Do Statements to Groups
Instructor Tutorial: Assigning Can-Do Statements to Groups in LinguaFolio Online

This tutorial provides instructors with information about how to assign Can-Do Statements to groups using LinguaFolio Online.

1. Go to linguafolio.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 instructor dashboard. It will look similar to the one featured below. From the dashboard, you can assign Can-Do Statements to student groups. To do so, click the menu in the top right corner and click “Can-Do Cluster”
5. After clicking “Can-Do Cluster” you will be brought to the page featured below. If you want to create a new Can-Do Cluster, click “Create New Can-Do Cluster” to begin.

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.”

8. Click on the “Assigned Can-Do” number for your Can-Do cluster to add/remove/edit the Can-Do statements.
9. In the Can-Do edit page, select the correct communication modes and proficiency levels from the tabs. 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 clicking the corresponding tab.
10. To select which groups the Can-Do Cluster that you created will be assigned to, click on the edit icon (pencil) and select the group from the dropdown. Click the green checkbox to save it.

Congratulations! You successfully assigned Can-Do Statements to groups!

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.

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