LinguaFolio Online

Student Tutorial

Uploading Evidence Using *LFO to Go*

Student Tutorial: Uploading Evidence using *LFO to Go*

This tutorial provides students an overview of how to upload evidence using *LFO to Go* and is divided into the following sections:

> A) Uploading Evidence from the Dashboard

> B) Uploading Evidence for a Can-Do Cluster

> C) Uploading Evidence for the Can-Do List

**Section A: Uploading Evidence from the Dashboard**

1. From your dashboard, tap the icon that best corresponds with the type of evidence you want to capture. Please note that the final icon is the icon that you use to upload video and photo evidence that you have already captured. If you tap it accidentally, you will have to select something for a piece of evidence before you can return to the dashboard.
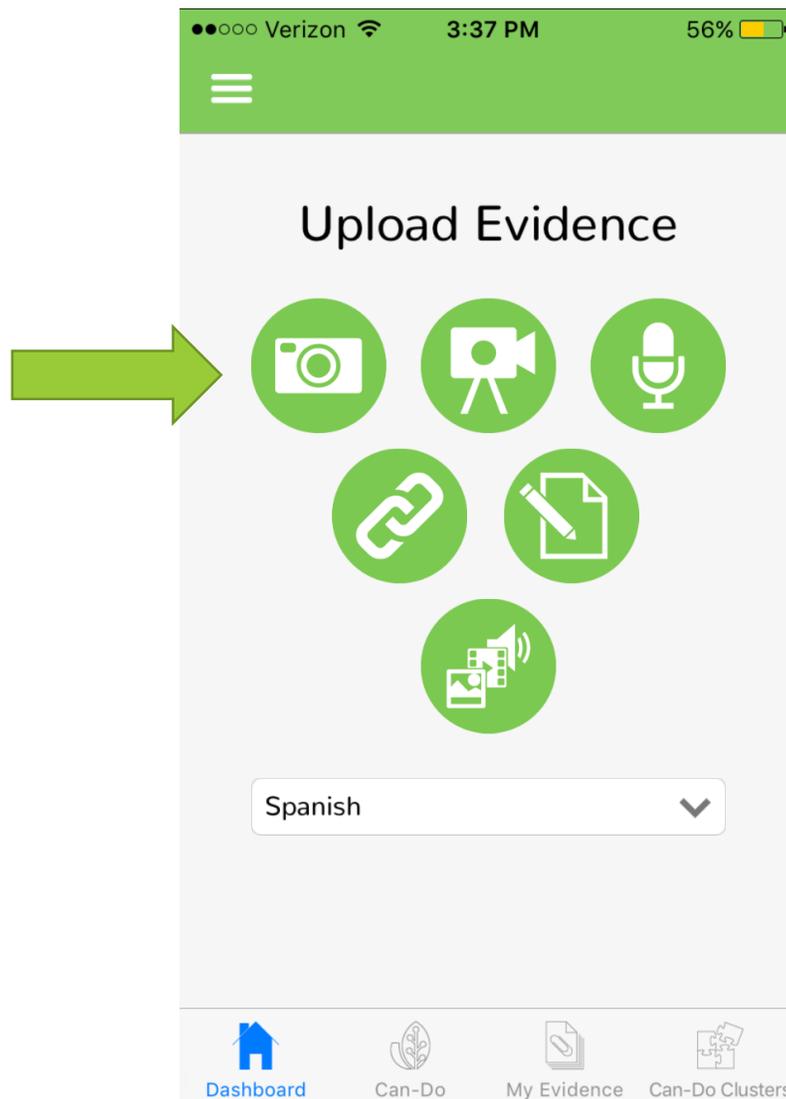
2. After selecting the appropriate icon, capture or link to the evidence that you want to upload. For this tutorial, we are using a writing sample as our example. Once the evidence is captured, click "Submit." You will be notified once your evidence has been uploaded successfully.
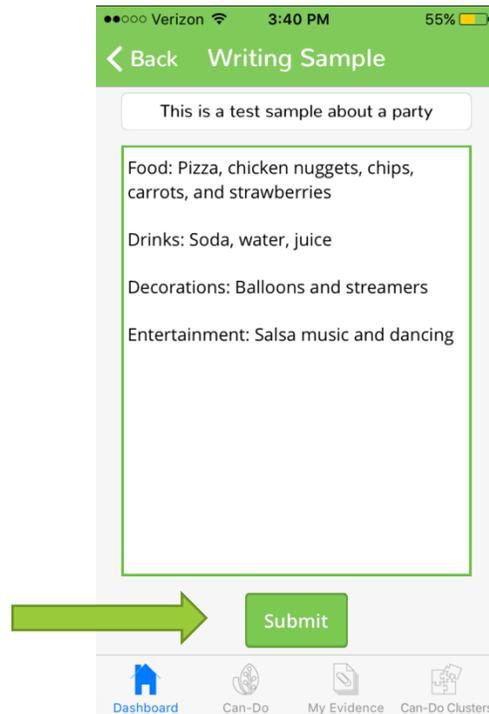

3. Next, you will need to reflect on your work. Read the screen and click "Get Started!"
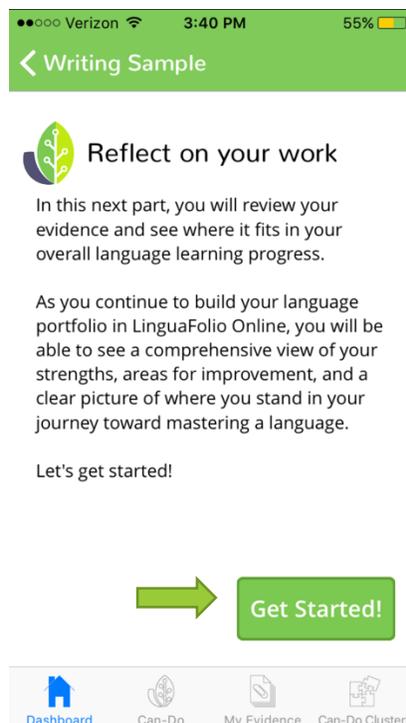
4. Next, you will select the mode of communication that your evidence most accurately reflects. If you are not sure, tap the icons in the top row to read the descriptions. Once you are satisfied with your selection, click "Next: Levels."
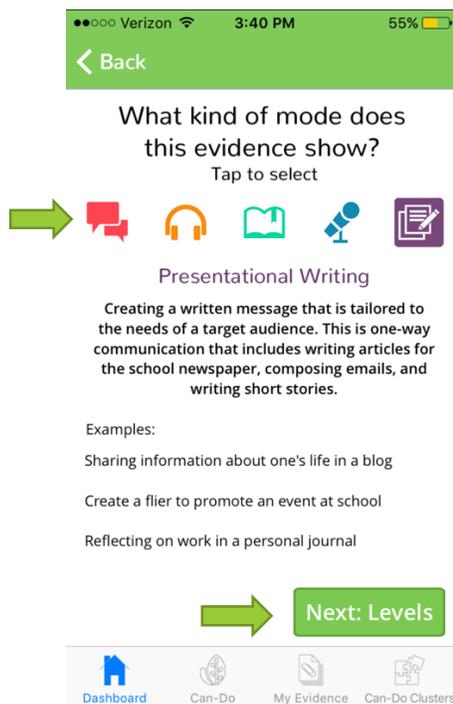
5. Next, use the dropdown menu or swipe to select the proficiency level that your evidence best represents. Read the descriptions to make sure that you chose correctly and click "Next: Can-Do."
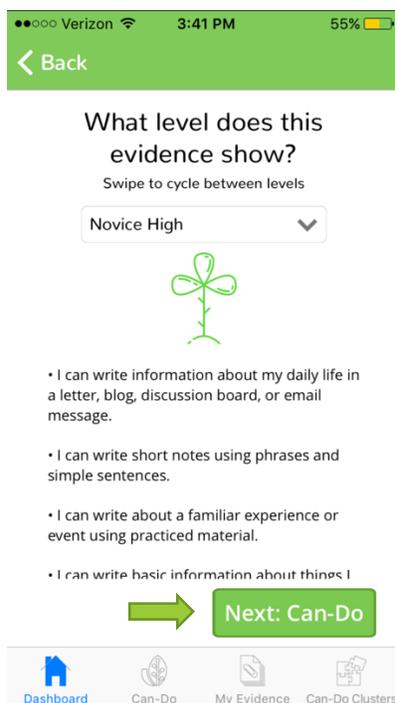
6. Now, tap all of the Can-Do Statements that you think your evidence best represents. When you are done, click "Next."
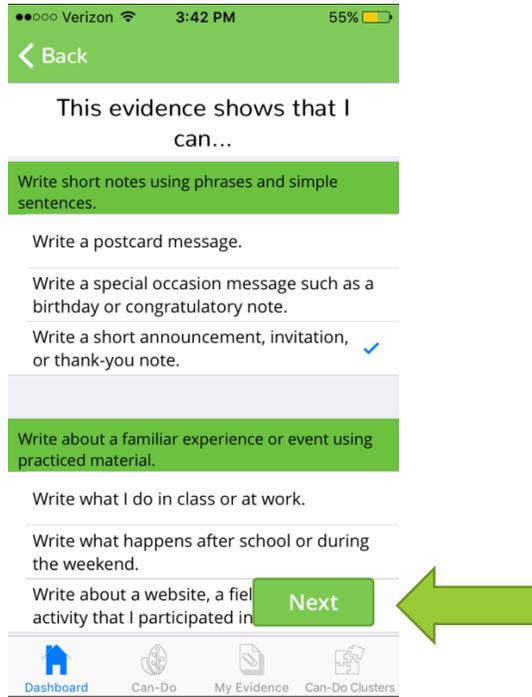
7. You are ready to evaluate your evidence. Slide the green dot to the appropriate evaluation and click "Next." If you have multiple Can-Do Statements, you will have to make an evaluation for each statement before clicking "Next."
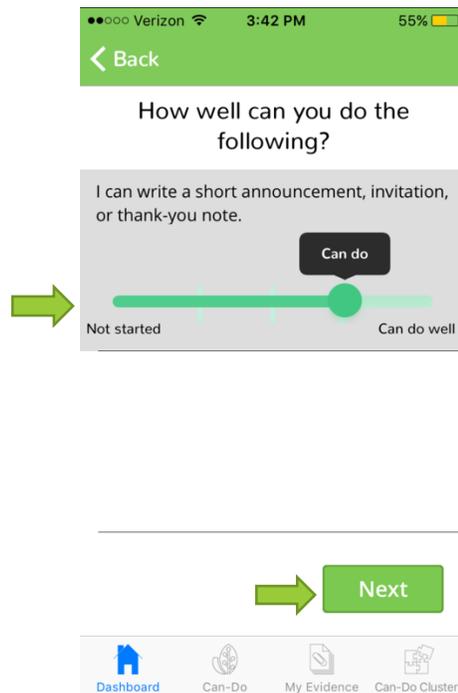
8. Finally, review your evidence and evaluation of the evidence one last time. Click "Back" if you wish to change anything. Once you are happy with everything, click "Save and Submit." You will be notified when everything is successfully saved.

**Section B: Uploading Evidence for a Can-Do Cluster**

1. From the dashboard, tap "Can-Do Clusters."
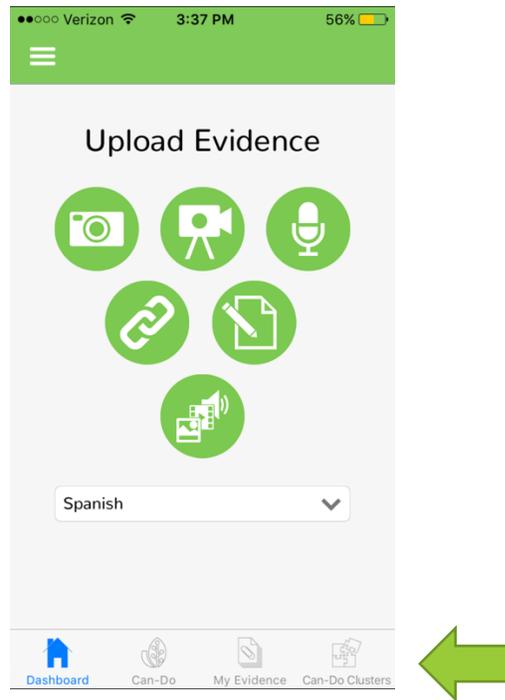
2. Next, tap the Can-Do Cluster that you wish to open.
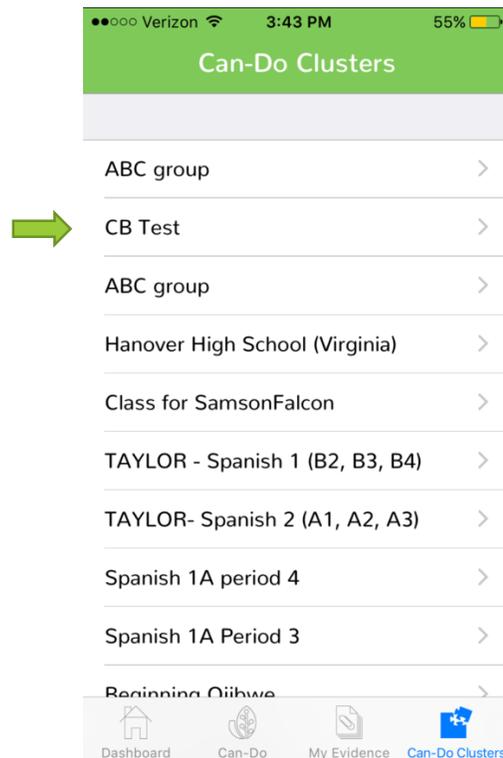
3. After that, you will see all of the Can-Do Statements your teacher assigned. Tap the level underneath the bar of the appropriate mode of the Can-Do Statement that you wish to work on.


4. Next, you will see the Can-Do Statements for the level and mode that you selected. Tap the plus icon to see the Can-Do Statements that correspond to the listed benchmark. Then, tap the Can-Do Statement that you wish to upload evidence for.
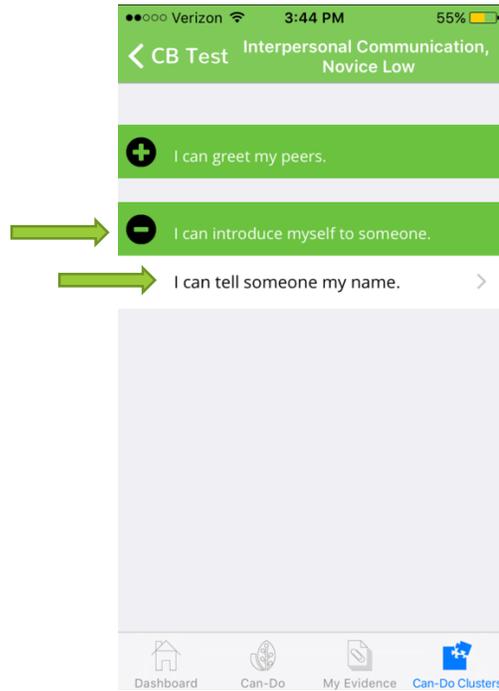
5. Next, evaluate yourself regarding how well you think you can execute the Can-Do Statement by sliding the green dot to the appropriate evaluation. Then, click "Save."
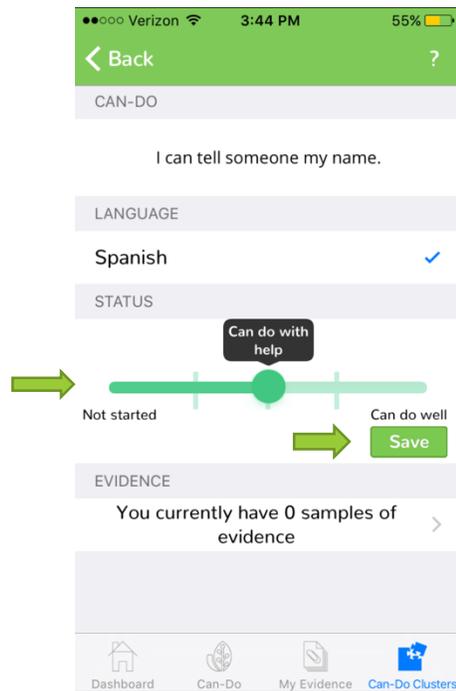
6. Now you need to add evidence. Click the white bar under evidence to do so.
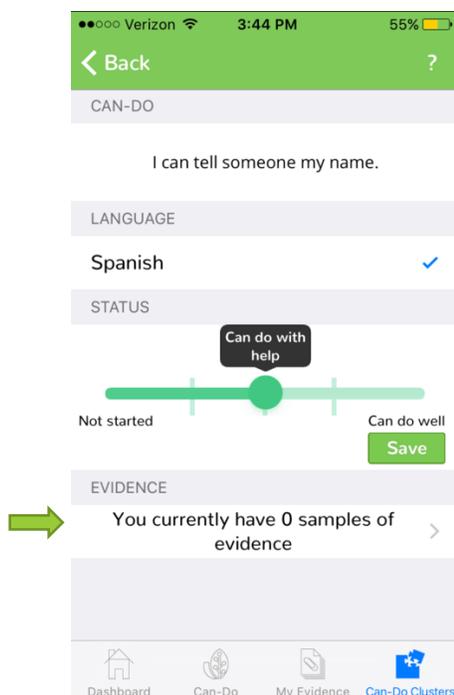
7. Now, you will need to add evidence. If you have already uploaded evidence for this Can-Do Statement, you may review it on this screen by tapping it. To upload more evidence, click the plus sign in the top right.
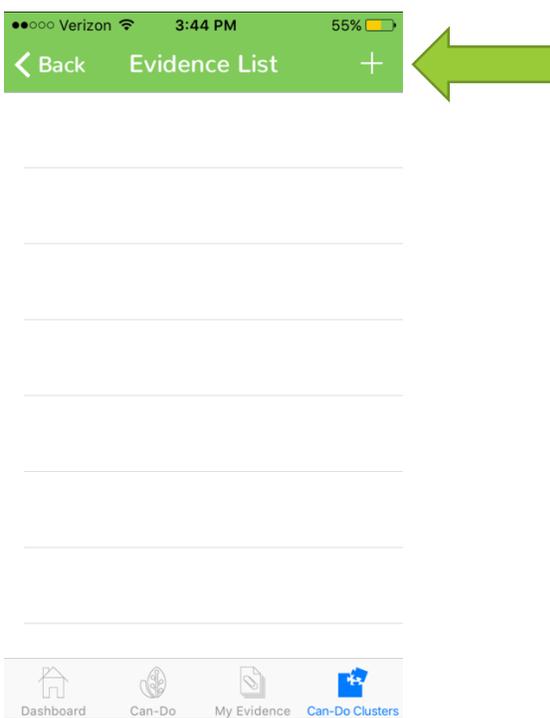
8. Next, select the type of evidence that you want to upload by tapping the appropriate bar.
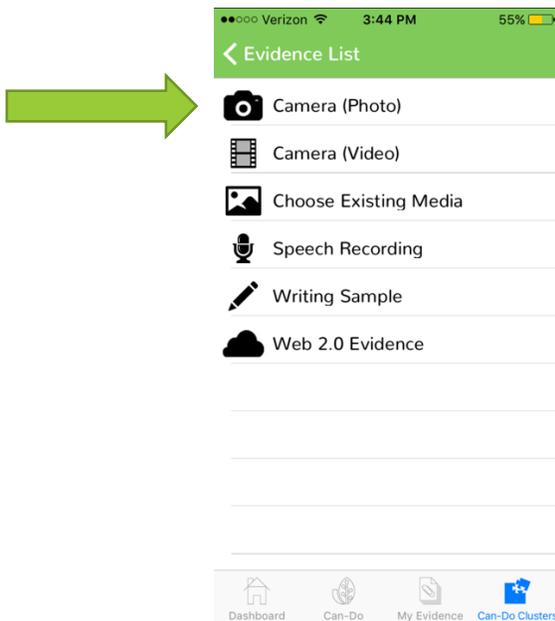
9. After capturing the evidence, give it a title. Then, tap "Submit." When asked if you are sure you want to submit, click "Ok."
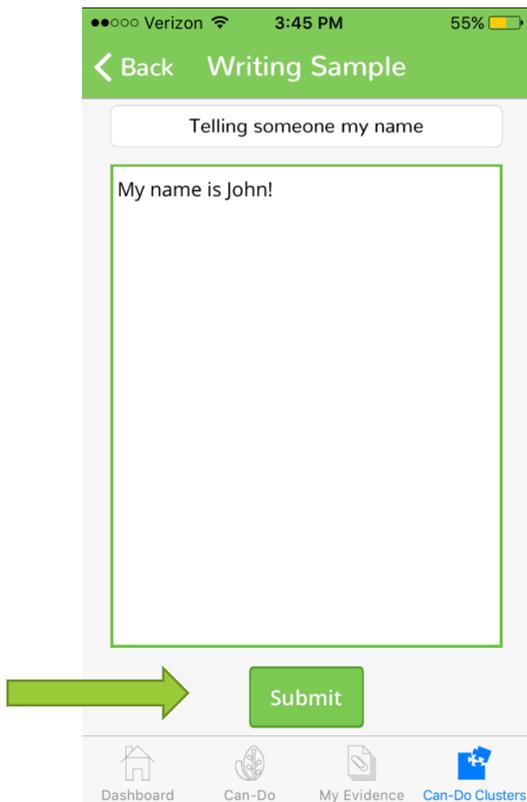
Section C: Uploading Evidence for the Can-Do List

1. From the dashboard, click "Can-Do."
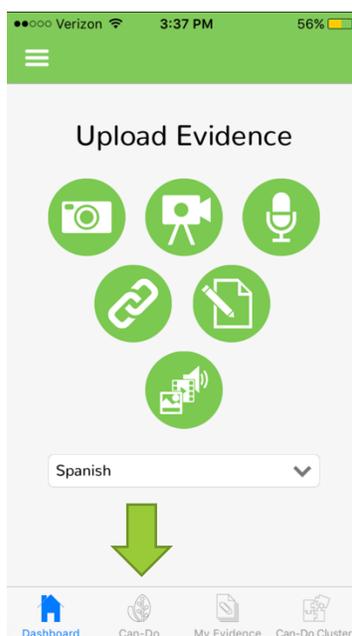
2. Next, select the mode and level that you want to upload evidence for. You can expand the levels by tapping the bar that says "Expand Levels." Then, select the level that you want to upload evidence for by tapping it.
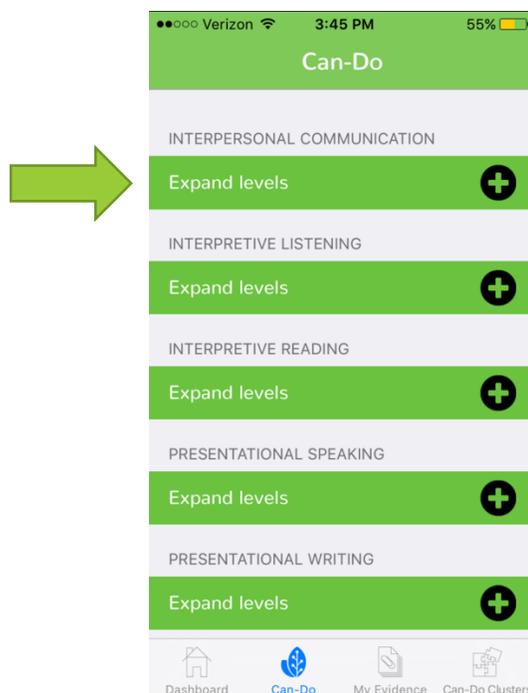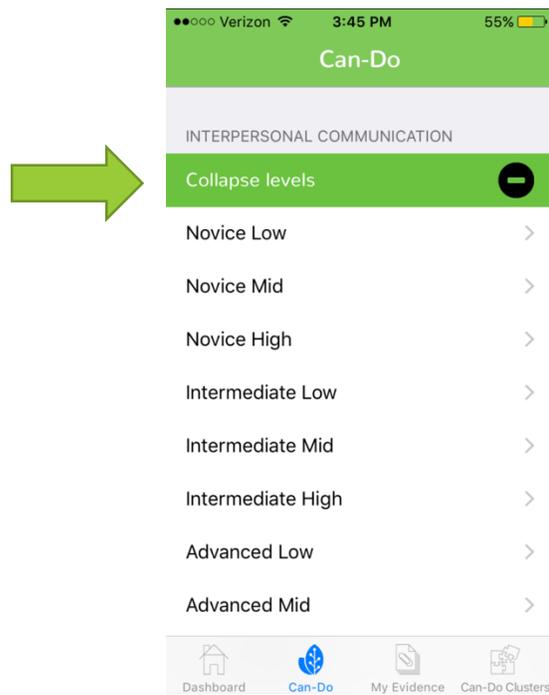
3. After that, you will repeat the process from Section B: Uploading Evdence for a Can-Do Cluster starting at Step 6.

Congratulations! You are now able to upload evidence using *LFO to Go!*