



LinguaFolio  
Online

---

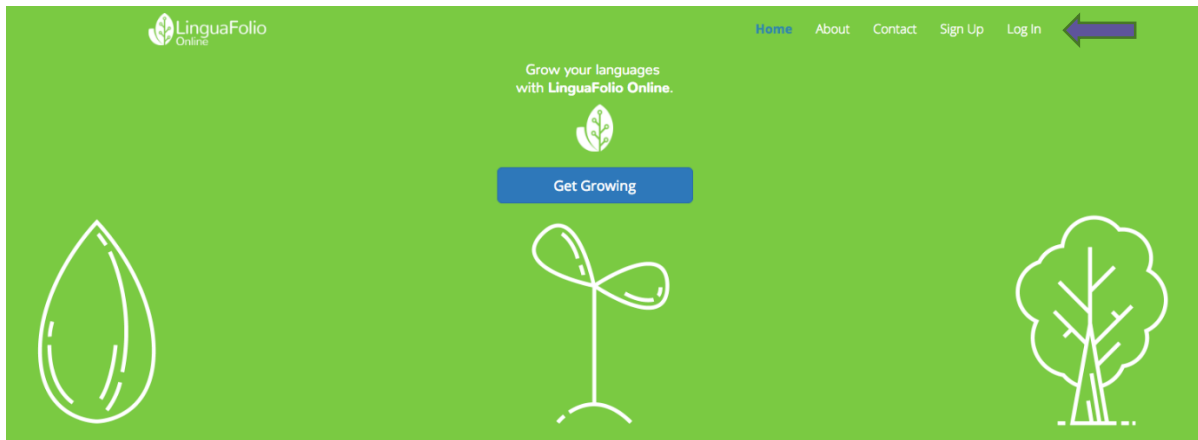
# Instructor Tutorial

LinguaFolio Online Overview


## Instructor Tutorial: LinguaFolio Online Overview

This tutorial provides instructors with an overview of the sections within LinguaFolio Online.

1. Go to [linguafolio.uoregon.edu](http://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.”



## Log In


---

**Username**

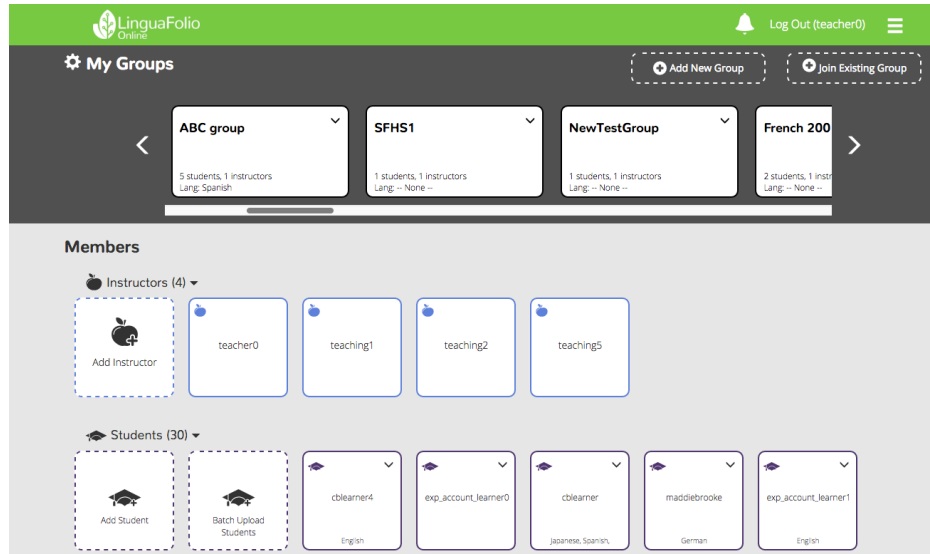
**Password**

☒ Remember Me

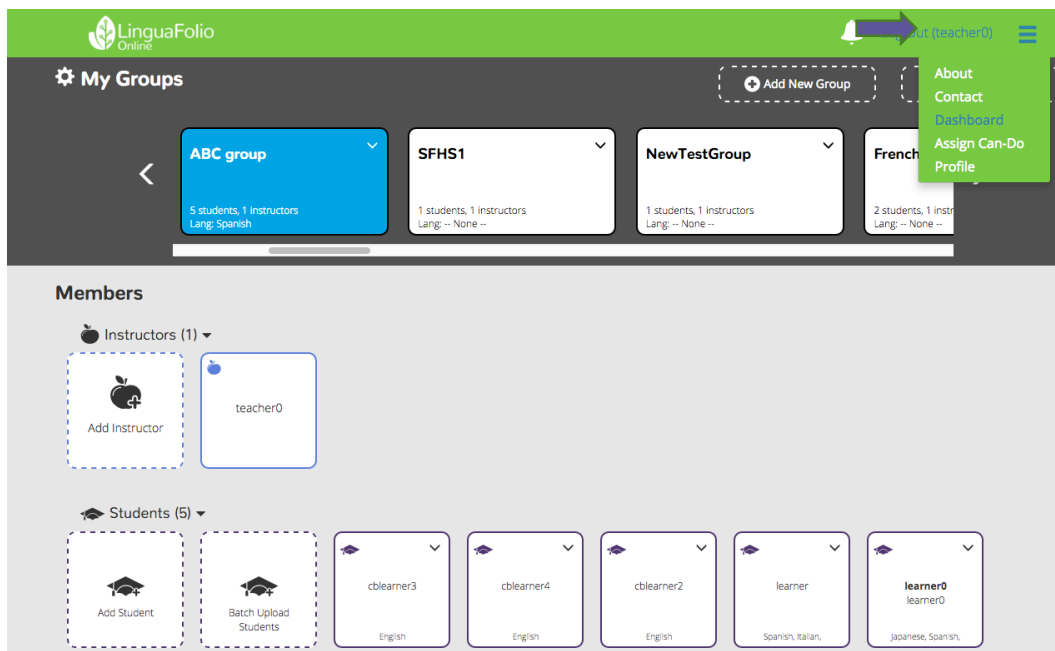
If you forgot your password you can [reset it](#).



3. You will then arrive at the instructor dashboard. It will look similar to the one featured below. From the dashboard, you are able to view and add groups under “My Groups.” You may add and remove students and instructors from groups under “Members.” You will also be able to view information regarding the Can-Do Clusters assigned to your groups under “Focus Targets” and reflect on student evidence submissions under “Reflection.”



4. To access the rest of LinguaFolio Online, click the menu icon in the top right. You will see the following menu options: “About,” “Contact,” “Dashboard,” “Assign Can-Do,” and “Profile.”



5. “About” brings you to the page featured below. This page provides information regarding the history and functionality of LinguaFolio Online.

## About LinguaFolio Online

LinguaFolio Online is an online language learning portfolio that promotes autonomous learning through formative assessment.

LinguaFolio Online is organized around the [NCSSE-ACTFL Can-Do Statements](#). LinguaFolio Online supports articulation by providing a clear and commonly accepted description of language proficiency based on the ACTFL Proficiency Guidelines.

Learners can set goals based on the Can-Do Statements, track their progress toward accomplishing the statements, and upload work samples to showcase their abilities. Learners are enabled to truly understand the differing levels of language proficiency through examining and practicing the language functions embodied by the Can-Do Statements. They can create evidence to include in their portfolios on a regular basis to showcase their work, which helps them see how they are building the capacity to use the target language. Learners have a clear voice in tailoring their learning experiences to their own needs, wants, and interests.

*“I feel like LinguaFolio is the best effort I have seen at helping learners to structure what they’re learning and how they’re going to apply it.”*

– Betsy Burton, ESL Teacher

Additionally, LinguaFolio Online and the free [mobile application LFO to Go](#) facilitate language learning outside of the classroom. Learners can easily capture evidence when and where they use it – in local stores, in restaurants, or online. Each subscription allows learners to work on their portfolio for an entire year. In this way, LinguaFolio Online facilitates buy-in that learning is a lifelong, ubiquitous process.

### LinguaFolio Online helps learners:

- Set personal learning goals and articulate a plan to achieve them
- Engage in authentic language use
- Document language learning experiences both within and outside of the classroom
- Evaluate and describe their language proficiencies
- Identify and use learning strategies

6. “Contact” allows you to view contact information you will need to get in touch with the CASLS LinguaFolio support team during tech support hours. If you want to submit a question by email, you may also fill out the form at the bottom of the page.

## Contact

If you have questions, please fill out the following form to contact us.

You are also welcome to contact the LinguaFolio Online support team at [lfolio@uoregon.edu](mailto:lfolio@uoregon.edu)

**Name**

**Email**

**Subject**

**Body**

**Verification Code**




**Submit**

7. “Assign Can-Do” allows you to assign Can-Do Clusters to your student groups.

Home / Assign Can-Do

**My Can-Do Clusters:**

ABC group + New Can-Do Cluster

**Can-Do Cluster Info:**

**Name**

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

Save Delete ?

**My Groups:**  
 Select a group below to assign this Can-Do Cluster to them.

☒ Class for teacher0
 ☐ Cool Kids for real
 ☐ The Super Duper Group
 ☐ ABC group
 ☐ SFHS1
 ☐ NewTestGroup
 ☐ French 200
 ☐ Intermediate Ojibwe
 ☐ Hoocak Hoit'e
 ☐ Class for Some Language
 ☐ Spanish 200
 ☐ Los burros de las colinas verdes
 ☐ Class for KJwyatt
 ☐ Class for SamsonFalcon
 ☐ TAYLOR - Spanish 1 (B2, B3, B4)
 ☐ TAYLOR - Spanish 2 (A1, A2, A3)
 ☐ Spanish 213
 ☐ Spanish 1A period 4
 ☐ Spanish 1A Period 3
 ☐ Spanish 2A period 7
 ☐ testing group CB
 ☐ Making it Up
 ☐ Test Group

**Modes:**

Interpersonal Communication (10)
Interpretive Listening (9)
Interpretive Reading (4)
Presentational Speaking (3)
Presentational Writing (0)

**Levels:**

Novice

Intermediate

Advanced

Superior

Distinguished

Low Mid High

8. “Profile” gives a picture of who you are within the LinguaFolio Online system. You may add a photograph under “Profile,” edit the languages that you speak under “Languages,” provide a summary of your life as a language learner and educator under “Biography,” or add or remove yourself from groups under “Sections.”

**Profile**


Profile

Languages

Biography

Sections

**Profile**



Edit

Username: teacher0 Edit

Password: \*\*\*\*\* Edit

Email: teacher0@uoregon.edu Edit



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.

The U.S. Department of Education Title VI, under grant #P229A140004, supports development of LinguaFolio Online. Contents do not necessarily represent the policy of the U.S. Department of Education nor imply endorsement by the federal government.