LinguaFolio Online

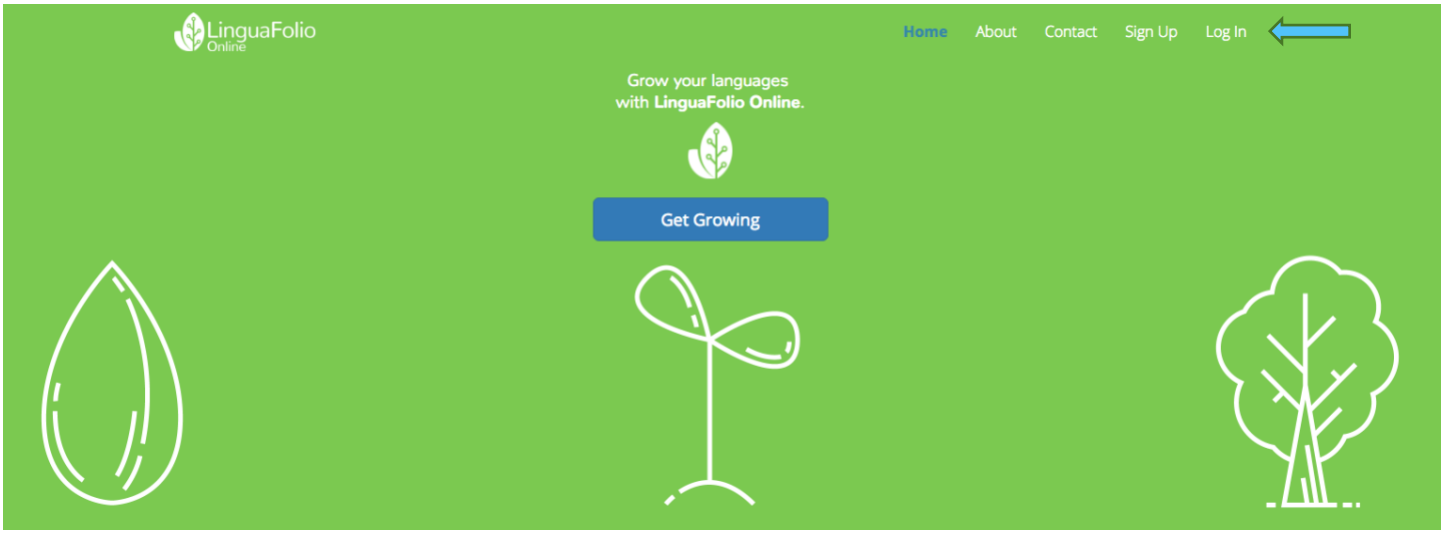
Student Tutorial

Evidence Export

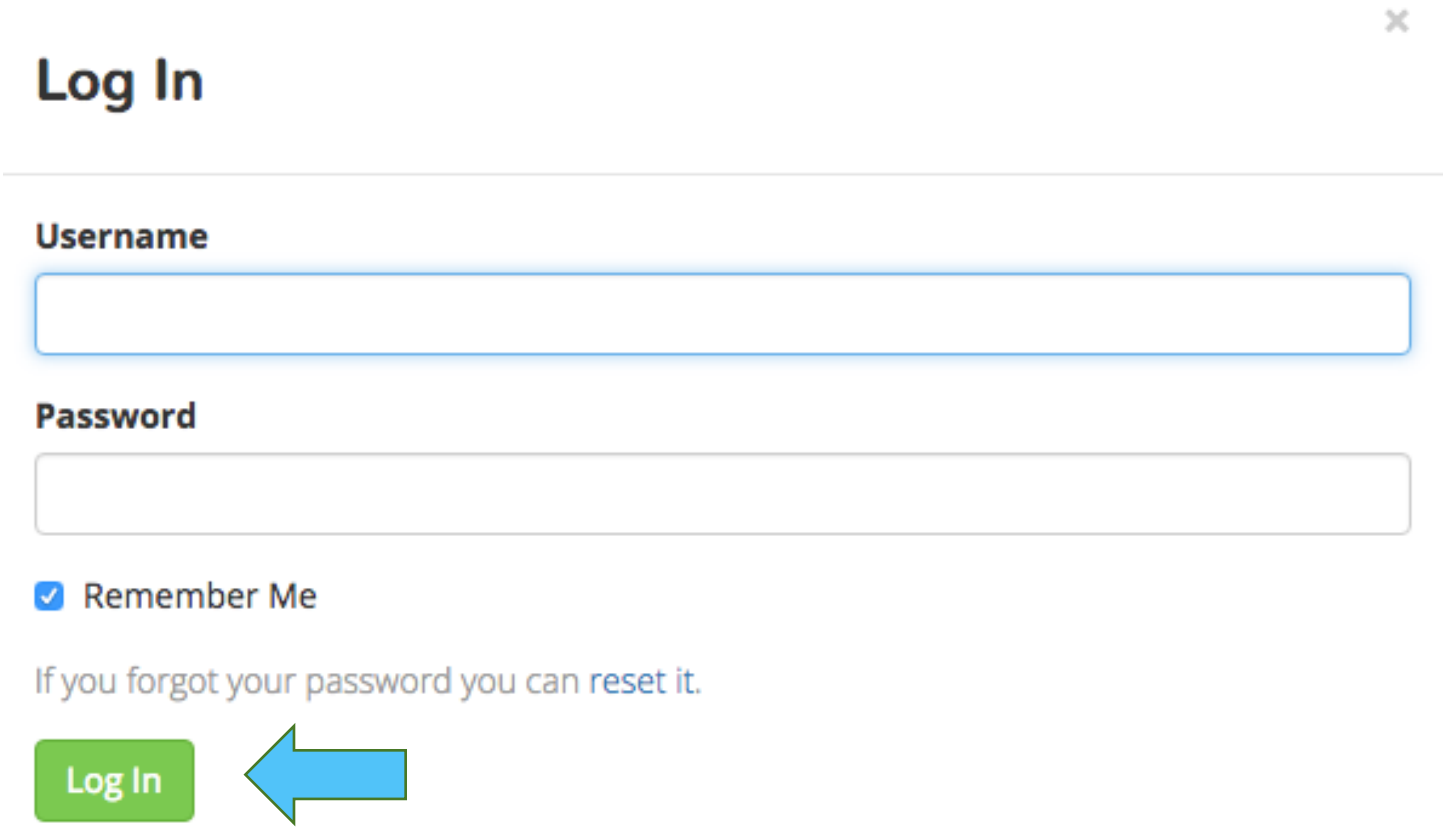
Student Tutorial: LinguaFolio Online Evidence Export

This tutorial provides students with an overview of how to export evidence on LinguaFolio Online.

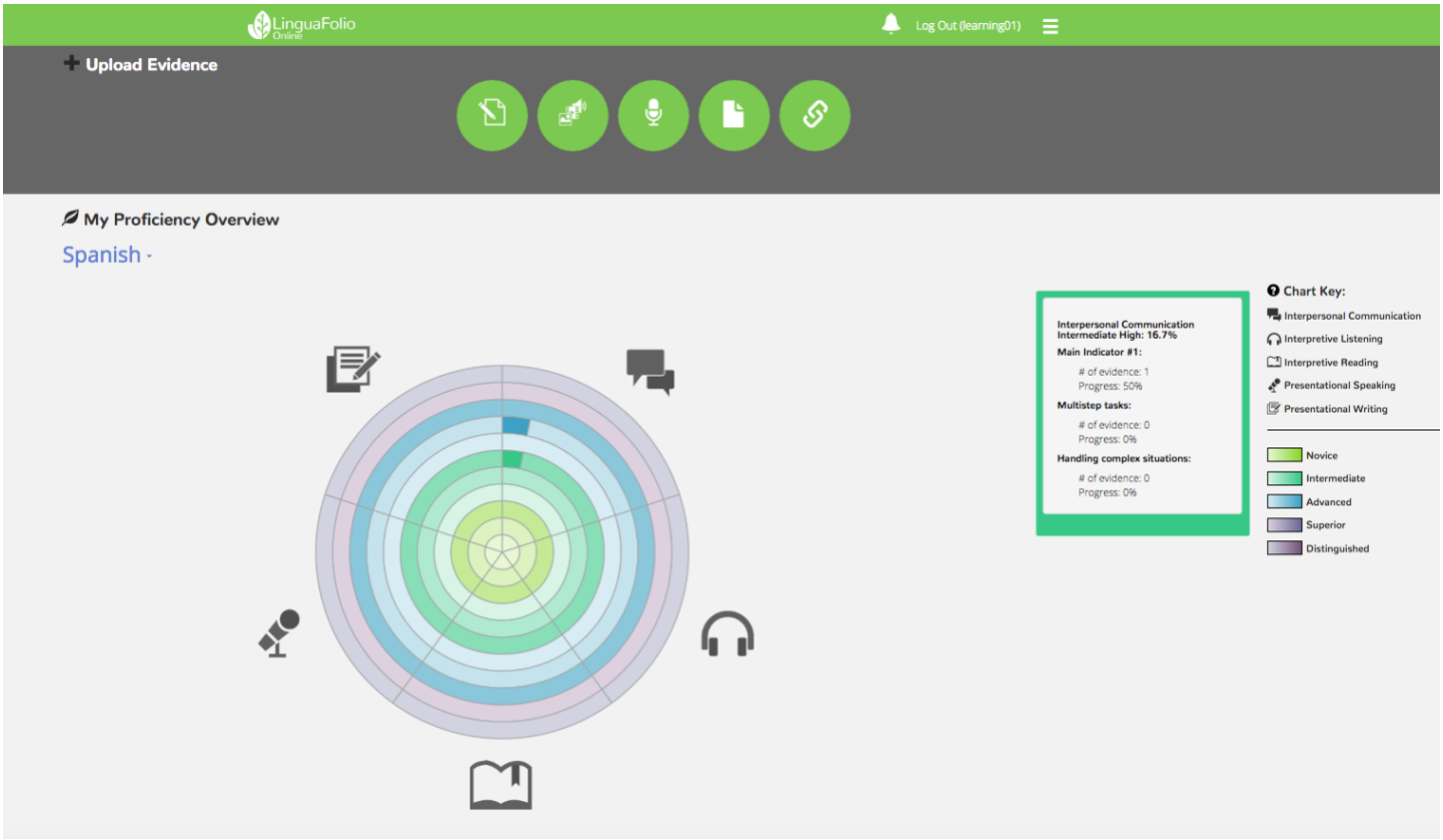
1. Go to linguafolio.uoregon.edu. Log in by clicking "Log In" near the top right corner of the screen.



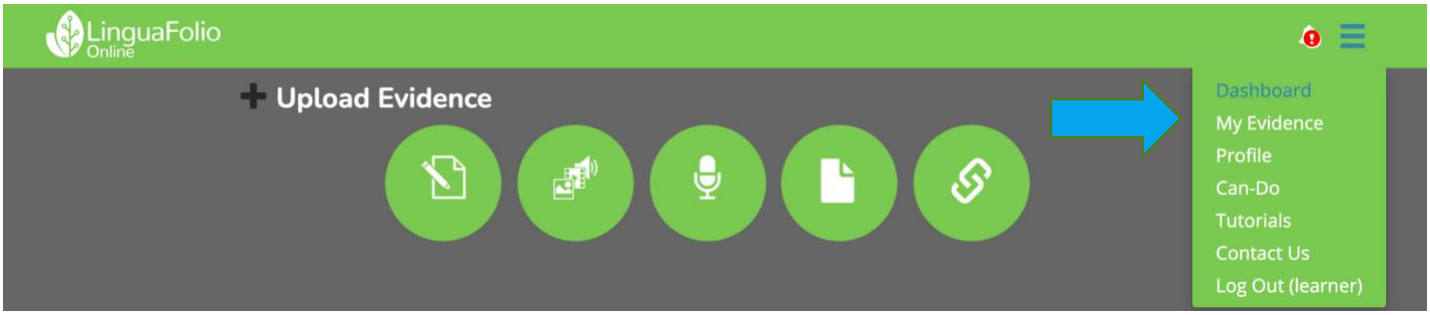
2. Next, you will see the screen below. After entering your username and password, click "Log In."



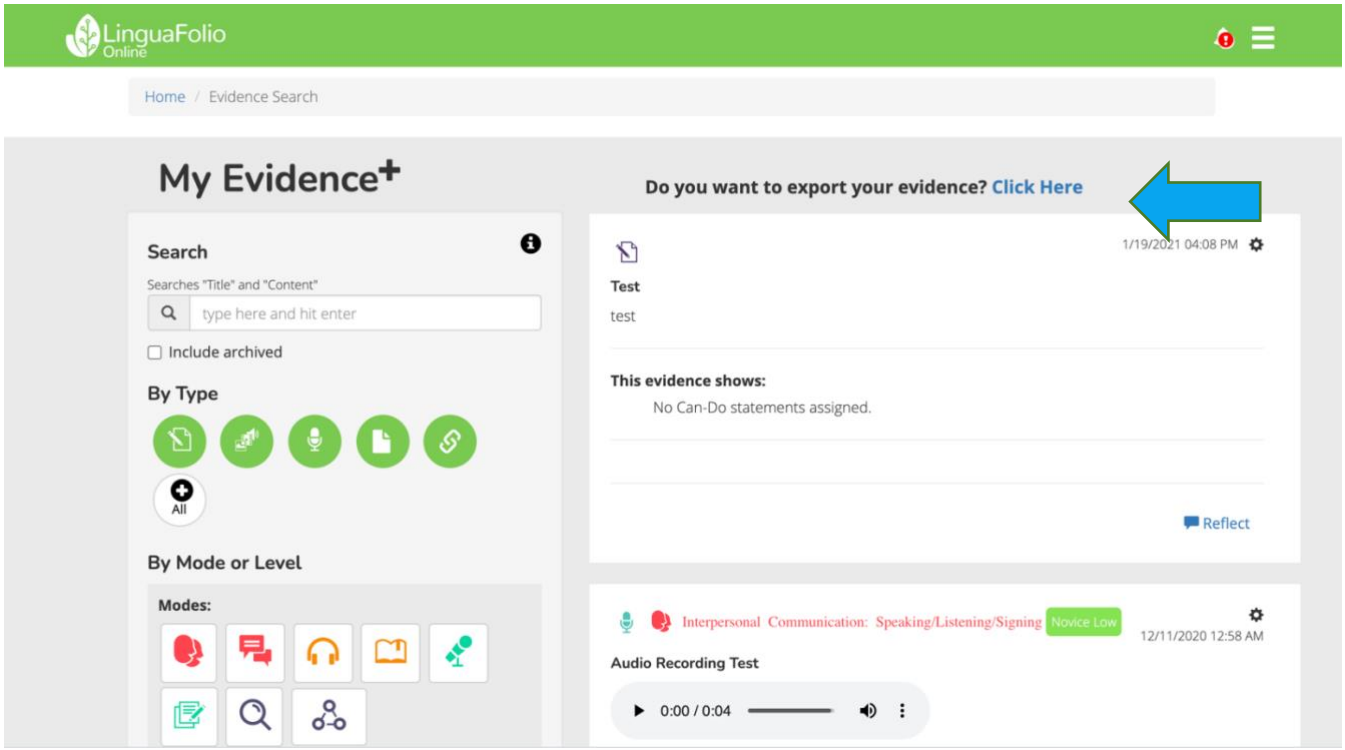
3. You will then arrive at the student dashboard. It will look similar to the one featured below.



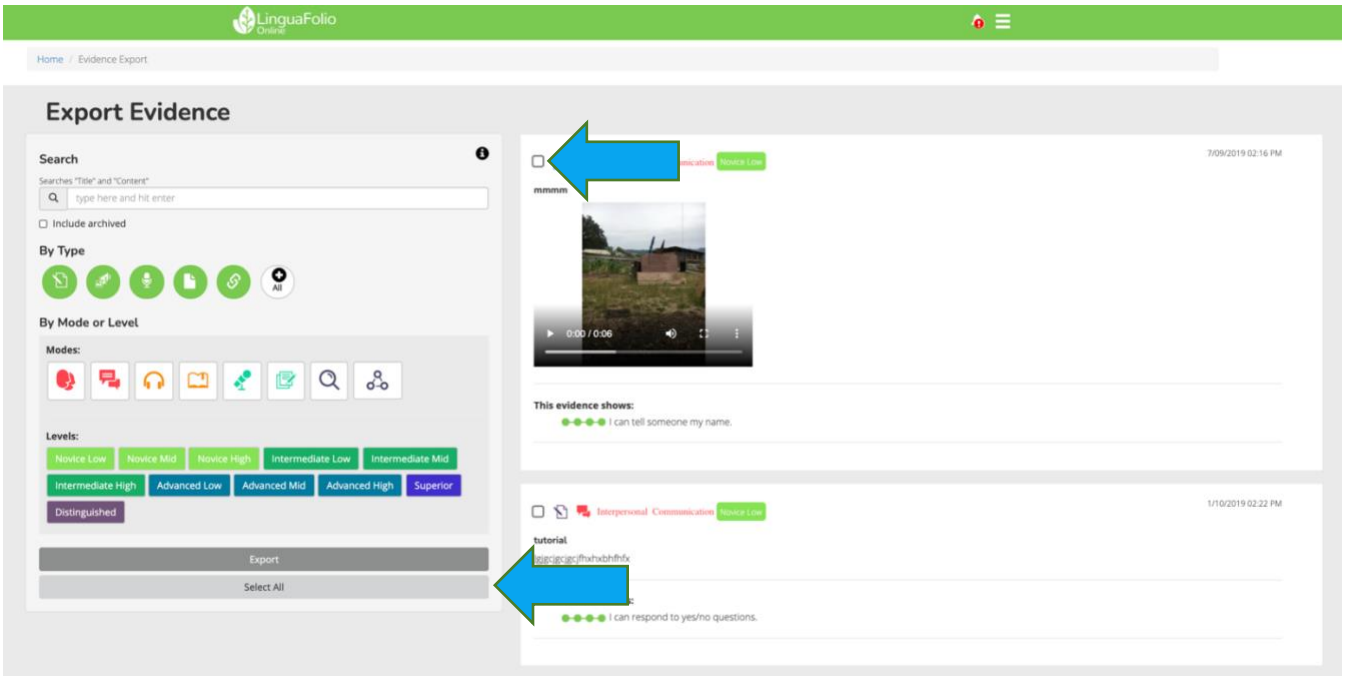
4. To access evidence export, click the menu icon in the top right. Then, select “My Evidence.”



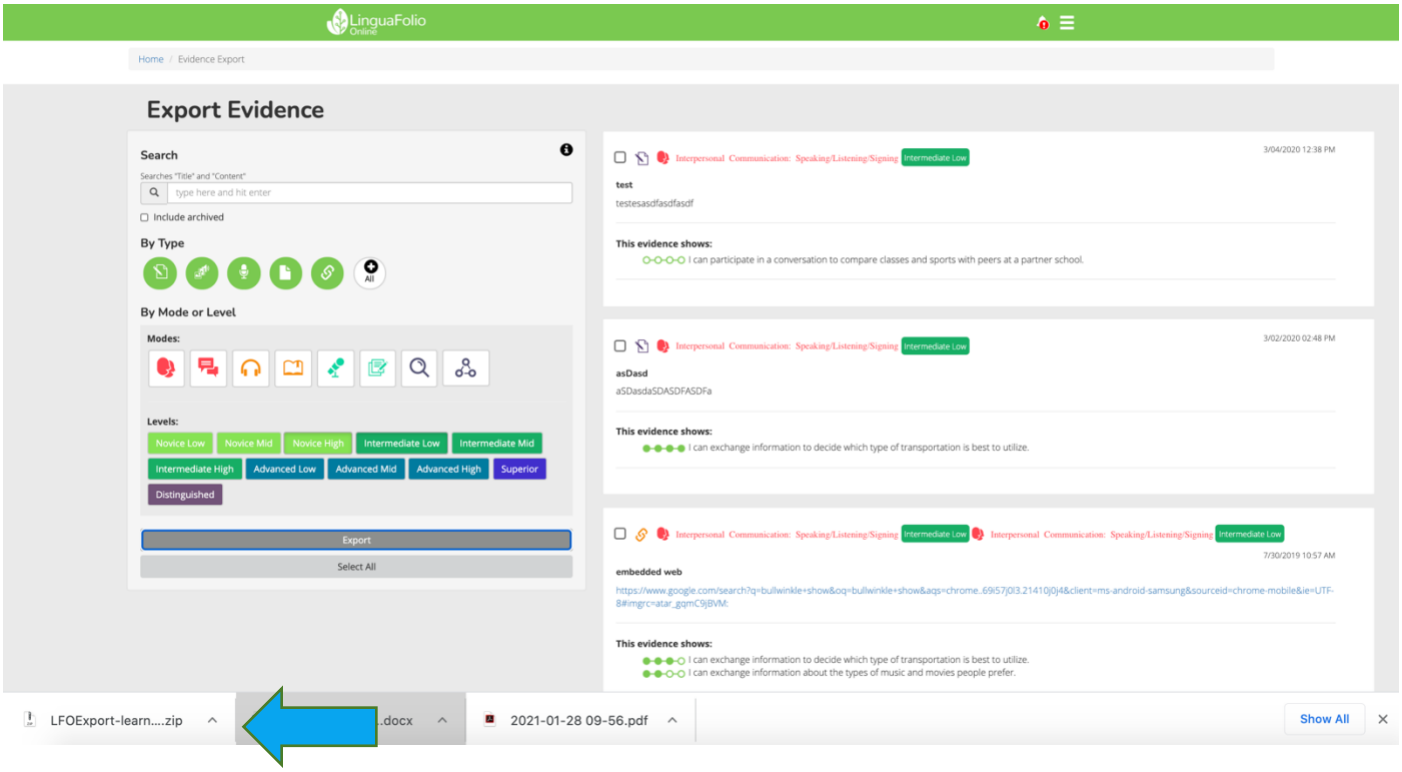
5. “My Evidence” allows you to review the evidence that you have created and uploaded. To export the evidence to save on your hard drive or to share it with someone else, find “Do you want to export your evidence?” and click “Click Here.”



6. Select the evidence you would like to export. The default view shows all of your evidence. may use the filters on the left to select specific evidence, or you may choose “Select All.” Once you have made your selection, click “Export” on the bottom left of the screen.



7. After clicking “Export,” a zip file will automatically download to your computer.



8. Once you open the zip file, you should see something similar to the screen below. The folder “Common” contains fonts for formatting and can largely be ignored. “Evidence” contains all of your evidence files organized by proficiency sub-level and mode of communication. Any of these files can be shared with others. “Start Here” opens a web page that displays your evidence. It does not require Internet access to view.

Name	Date Modified	Size	Kind
common	Today at 2:15 PM	--	Folder
evidence	Today at 4:25 PM	--	Folder
Intermediate Low	Today at 2:15 PM	--	Folder
Interpersonal Communication	Today at 2:15 PM	--	Folder
Interpretive Reading	Today at 2:15 PM	--	Folder
Presentational Communication Writing	Today at 2:15 PM	--	Folder
Presentational Speaking	Today at 2:15 PM	--	Folder
StartHere.html	Today at 2:15 PM	27 KB	HTML text

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 #P229A140005, 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.