



LinguaFolio  
Online

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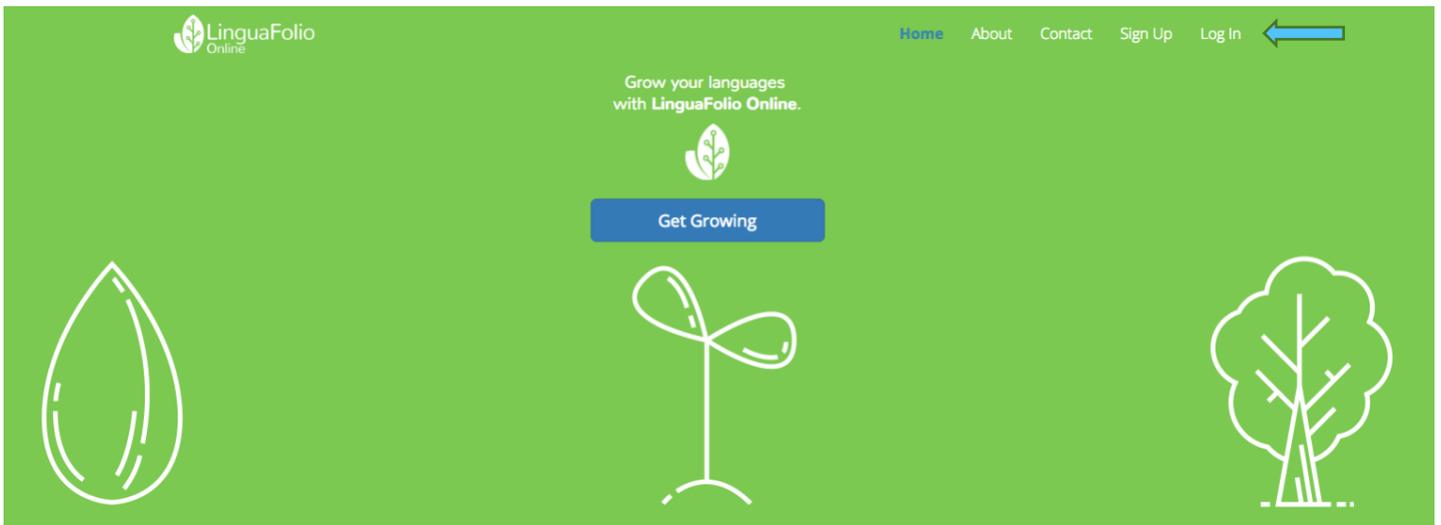
## Student Tutorial

Evidence Export

## Student Tutorial: LinguaFolio Online Evidence Export

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

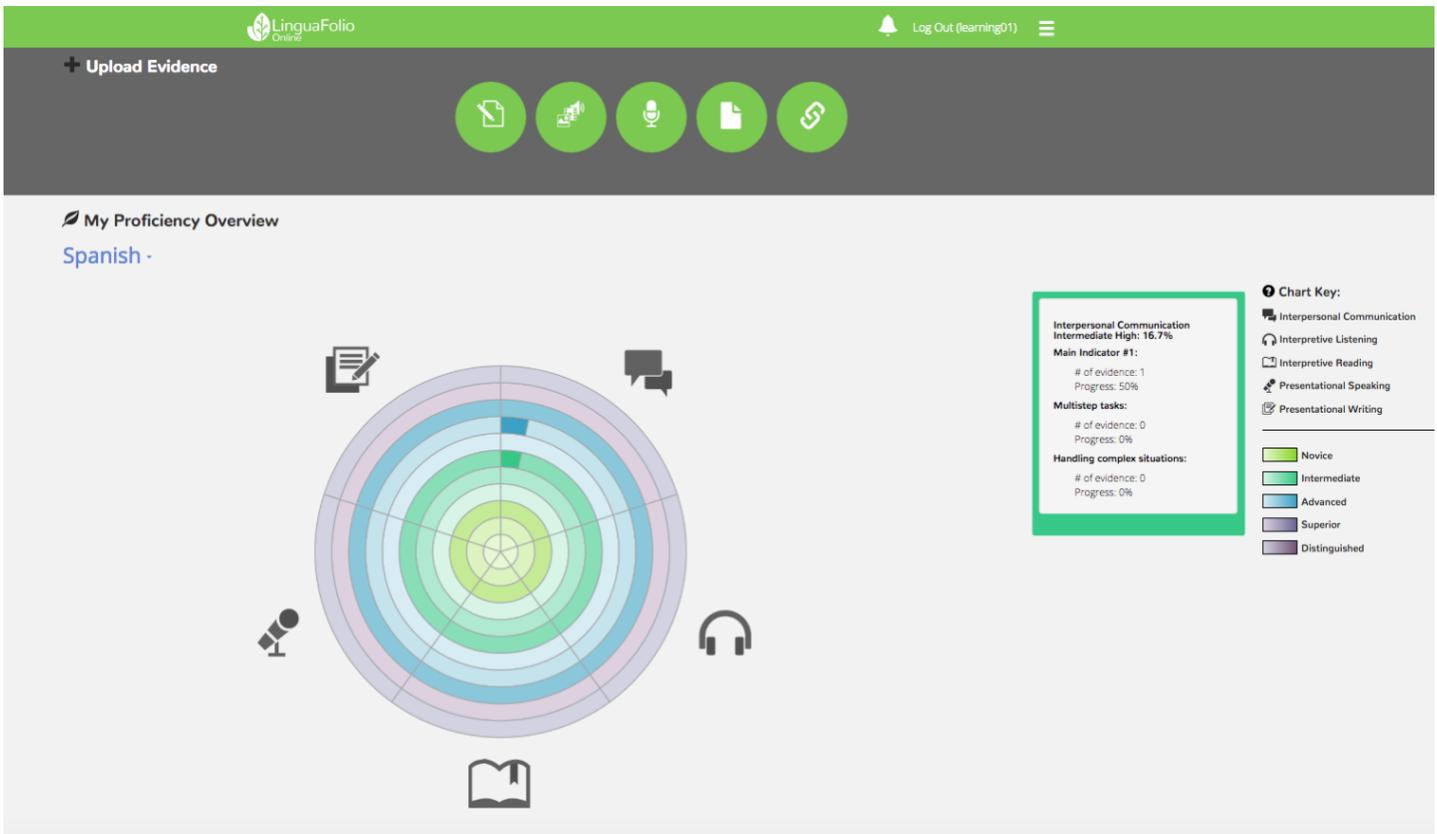
1. Go to [linguafolio.uoregon.edu](http://linguafolio.uoregon.edu). Log in by clicking "Log In" near the top right corner of the screen.



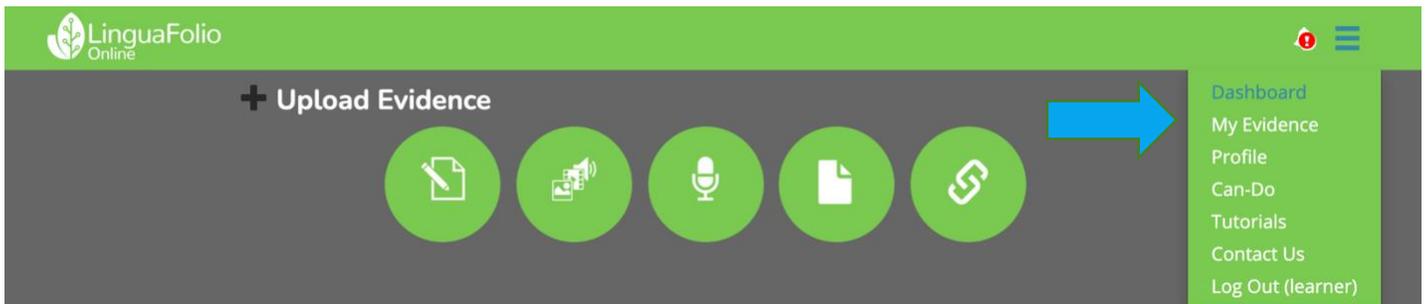
2. Next, you will see the screen below. After entering your username and password, click "Log In."

The image shows the login page of LinguaFolio Online. The page has a white background. At the top right, there is a small grey 'x' icon. Below the 'x' icon is the heading "Log In" in a large, bold, black font. Below the heading is a horizontal line. Underneath the line, there are two input fields. The first is labeled "Username" and the second is labeled "Password". Below the password field, there is a checkbox labeled "Remember Me" which is checked. Below the checkbox, there is a link that says "If you forgot your password you can reset it." At the bottom left, there is a green button labeled "Log In" with a blue arrow pointing to it from the right.

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? Click Here" and click "Click Here."

The screenshot shows the 'My Evidence+' page in the LinguaFolio Online interface. The page has a green header with the LinguaFolio Online logo and a notification icon. Below the header, there is a breadcrumb trail: 'Home / Evidence Search'. The main content area is divided into two columns. The left column contains a search bar with the text 'Searches "Title" and "Content"', a search input field with the placeholder 'type here and hit enter', and filter options for 'By Type' (document, audio, video, image, link) and 'By Mode or Level' (Modes: speaking, listening, reading, writing, thinking; Levels: Novice Low, Novice Mid, Novice High, Intermediate Low, Intermediate Mid, Intermediate High, Advanced Low, Advanced Mid, Advanced High, Superior, Distinguished). The right column displays a list of evidence items. The first item is a 'Test' titled 'test' with a date of '1/19/2021 04:08 PM'. Below it, it says 'This evidence shows: No Can-Do statements assigned.' and a 'Reflect' button. The second item is an 'Audio Recording Test' titled 'Interpersonal Communication: Speaking/Listening/Signing' with a level of 'Novice Low' and a date of '12/11/2020 12:58 AM'. It includes a video player showing a 0:00 / 0:04 duration. A blue arrow points to the 'Do you want to export your evidence? Click Here' link at the top right of the evidence list.

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.

The screenshot shows the 'Export Evidence' page in the LinguaFolio Online interface. The page has a green header with the LinguaFolio Online logo and a notification icon. Below the header, there is a breadcrumb trail: 'Home / Evidence Export'. The main content area is divided into two columns. The left column contains a search bar with the text 'Searches "Title" and "Content"', a search input field with the placeholder 'type here and hit enter', and filter options for 'By Type' (document, audio, video, image, link) and 'By Mode or Level' (Modes: speaking, listening, reading, writing, thinking; Levels: Novice Low, Novice Mid, Novice High, Intermediate Low, Intermediate Mid, Intermediate High, Advanced Low, Advanced Mid, Advanced High, Superior, Distinguished). The right column displays a list of evidence items. The first item is a video titled 'Interpersonal Communication: Speaking/Listening/Signing' with a level of 'Novice Low' and a date of '7/09/2019 02:16 PM'. It includes a video player showing a 0:00 / 0:06 duration. Below it, it says 'This evidence shows: I can tell someone my name.' The second item is a 'tutorial' titled 'Interpersonal Communication' with a level of 'Novice Low' and a date of '1/10/2019 02:22 PM'. It includes a video player showing a 0:00 / 0:06 duration. Below it, it says 'This evidence shows: I can respond to yes/no questions.' A blue arrow points to the 'Export' button at the bottom left of the page, and another blue arrow points to the 'Select All' button below it.

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

The screenshot displays the 'Export Evidence' page in the LinguaFolio Online system. On the left, there are search filters for 'By Type' and 'By Mode or Level'. The 'By Mode or Level' section includes 'Modes' (Interpersonal Communication, Interpretive Reading, Presentational Communication Writing, Presentational Speaking) and 'Levels' (Novice Low, Novice Mid, Novice High, Intermediate Low, Intermediate Mid, Intermediate High, Advanced Low, Advanced Mid, Advanced High, Superior, Distinguished). An 'Export' button is visible. Below the interface, a file download bar shows a zip file named 'LFOExport-learn...zip' with a blue arrow pointing to it.

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.