

Instructor How-to Tutorial: LingroFolio: overview

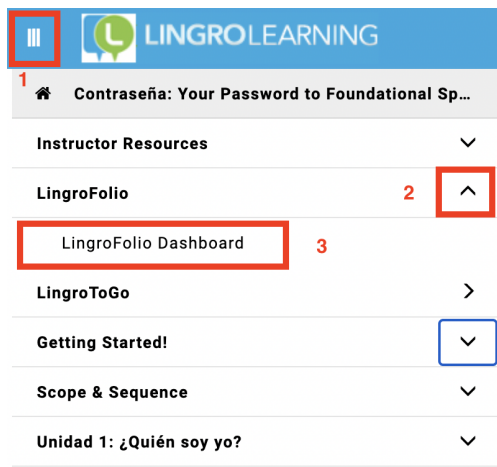
LingroFolio is an ePortfolio tool where students create, share, and comment on multimedia projects in their LingroHub program, and where instructors are able to view, evaluate with a rubric, grade, and comment on student projects. **LingroFolio** features social networking features, such as the profile page and threaded comments.



- Currently LingroFolio doesn't enforce a due date. One can be selected, but students are not locked out after it passes.
- As an instructor, you are not able to post your own sample projects.
- As a default you will see your **Class Roster** until the first project is submitted. The default will then be the **Class Projects: Basic Grading** page.

Step 1: Accessing the Dashboard

1. Go to the MENU on the top left of the screen (1) and click on the drop-down arrow next to **LINGROFOLIO** (2). Then click on **LingroFolio Dashboard** (3).

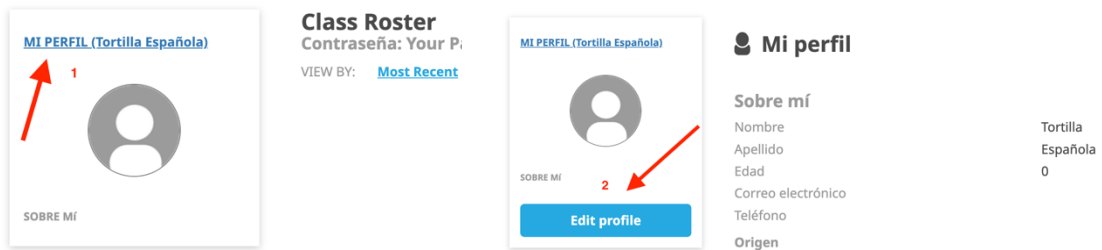


Step 2: Managing the Dashboard

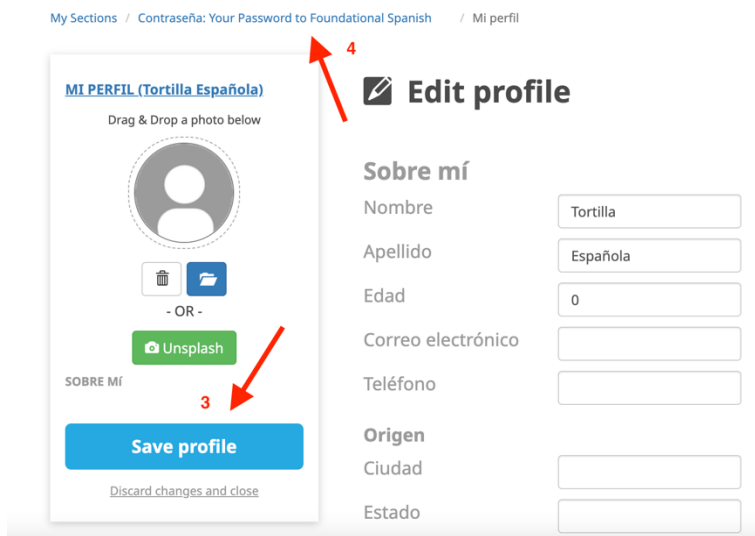
The following is managed on the **Dashboard**:

⇒ Create your Instructor profile

To create or update your profile, click on **Mi perfil** from the Dashboard (1) and then **Edit profile** (2). You can enter your information and add a profile picture.



Once your profile is ready, click on **Save Profile** (3), and click on the navigation menu to go back to **LingroFolio Dashboard** (4).

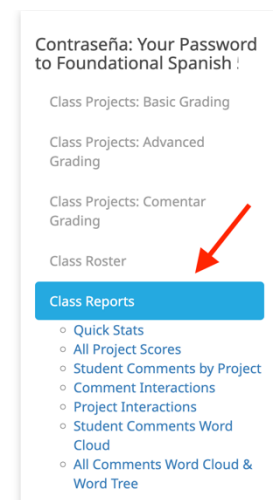


⇒ **View, comment, and grade projects**

Grades you enter in Lingrofolio will automatically appear in your gradebook if the LingroFolio links have been set to GRADED in the Activity Settings. (**Note:** please see our other How-to tutorials for specifics on this).

⇒ **View LingroFolio reports**

(**Note:** please see our other How-to tutorials for specifics on this).



⇒ **Viewing Student Profiles**

From the dashboard, click on **Class Roster** on the left menu. Then, next to the list of student names, click on the 3 dots to open the menu and click on **PROFILE**.

