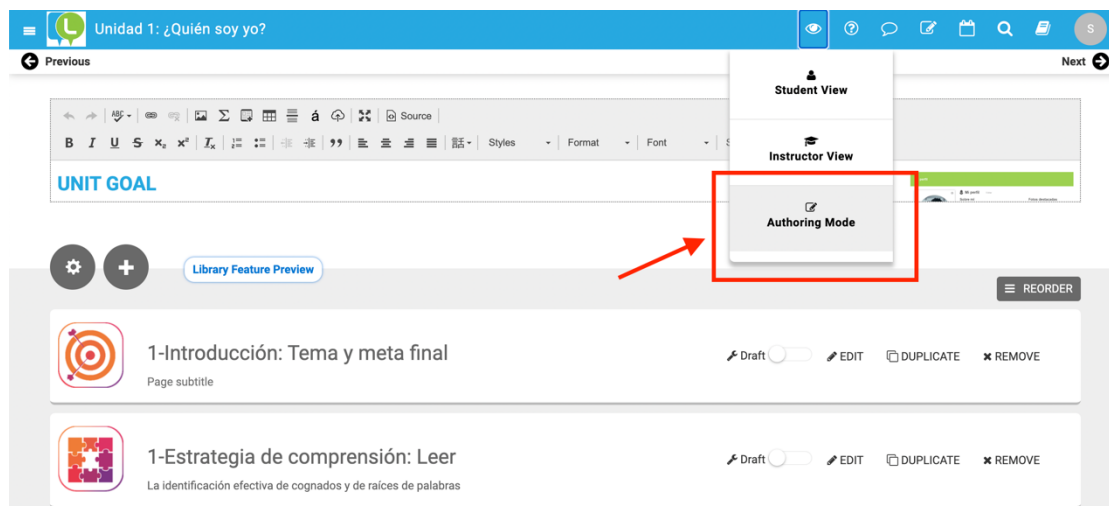


Instructor How-to Tutorial: LingroFolio: Editing Project directions

Note: This functionality may not be available to you if you are a section that is part of a program and Edit Rights have not been granted.

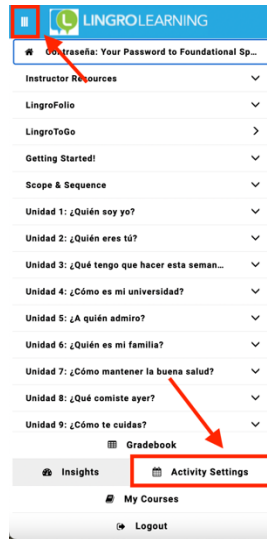
LingroFolio project directions (*Publicar*) can be customized for your students. Note that Rubrics are not editable but can be turned off when grading in LingroFolio if the rubrics do not apply. To edit ***Publicar*** project directions, follow these steps.

1. Enter your course, go to the **view icon** on the blue bar at the top of the screen and click on **AUTHORING MODE**.



2. Access the ACTIVITY SETTINGS by going to the **MENU** on the top left of the screen and click on **ACTIVITY SETTINGS** at the bottom of the screen.





3. In the new window, type **publicar directions** in the text box and click **FILTER**. Below you will see a link to the directions for each unit's project.

 A screenshot of the LINGRO LEARNING interface showing a search filter for "publicar directions" and a table of project directions. The search bar contains "publicar directions" and a green "FILTER" button. To the right, it says "Showing 40/2633" and a "DEFAULTS" button. Below the search bar is a table with the following columns: "Select/Edit", "Link", "Activity Type", and "Score". The table contains nine rows of project directions, each with a checkbox in the "Select/Edit" column, a link in the "Link" column, and "HTML" in the "Activity Type" column. The "Score" column contains dashes. A red arrow points to the "FILTER" button.

<input type="checkbox"/> Select/Edit	Link	Activity Type	Score
<input type="checkbox"/>	U1-Proyecto: Publicar 1-1 Directions (NOT ASSIGNABLE)	HTML	-
<input type="checkbox"/>	U2-Proyecto: Publicar 2-1 Directions (NOT ASSIGNABLE)	HTML	-
<input type="checkbox"/>	U3-Proyecto: Publicar 3-1 Directions (NOT ASSIGNABLE)	HTML	-
<input type="checkbox"/>	U4-Proyecto: Publicar 4-1 Directions (NOT ASSIGNABLE)	HTML	-
<input type="checkbox"/>	U5-Proyecto: Publicar 5-1 Directions (NOT ASSIGNABLE)	HTML	-
<input type="checkbox"/>	U6-Proyecto: Publicar 6-1 Directions (NOT ASSIGNABLE)	HTML	-
<input type="checkbox"/>	U7-Proyecto: Publicar 7-1 Directions (NOT ASSIGNABLE)	HTML	-
<input type="checkbox"/>	U8-Proyecto: Publicar 8-1 Directions (NOT ASSIGNABLE)	HTML	-
<input type="checkbox"/>	U9-Proyecto: Publicar 9-1 Directions (NOT ASSIGNABLE)	HTML	-

4. Click on the Project directions you want to edit.
5. In the new window, edit the project directions in the **Text Content** space. When you are done, click **SAVE** at the top right.



The screenshot shows a course editor interface for a component titled "1-Contraseña: Proyecto". At the top, there are navigation buttons for "Previous" and "Next", and a "SAVE" button highlighted with a red box and an arrow. Below the navigation, there are two tabs: "Edit Component" and "Component Settings". The "Component Settings" tab is active, showing fields for "Component Title" and "Report Title". The "Report Title" field contains the text "U1-Proyecto: Publicar 1-1 Directions (NOT ASSIGNABLE)". Below the settings, there are two content areas: "Header Content" and "Text Content". The "Text Content" area is highlighted with a red box and an arrow. It contains a rich text editor with a toolbar and the following text: "Proyecto 1-1 Mi descripción. Click on the TEXT button below and write a paragraph of about 50-75 words that includes the following information to introduce yourself to your classmates." Below this text, there are three bullet points: "• Sobre mí: Basic information about yourself: nombre, apellido, edad, correo electrónico, teléfono, origen y fecha de nacimiento.", "• at least two statements using ser (soy) to describe your personality (Personalidad)", and "• at least one statement using estar (estoy) to describe your current state and feelings (Estado)".

6. After saving, to preview the instructions, toggle back to **INSTRUCTOR VIEW** in the blue bar at the top of the screen.

The screenshot shows a view toggle menu in the course editor. The menu has three options: "Student View", "Instructor View", and "Authoring Mode". The "Instructor View" option is highlighted with a red box and an arrow. The background shows a preview of the course content, including a "Next" button and a "show less" button.