

ApoLearn

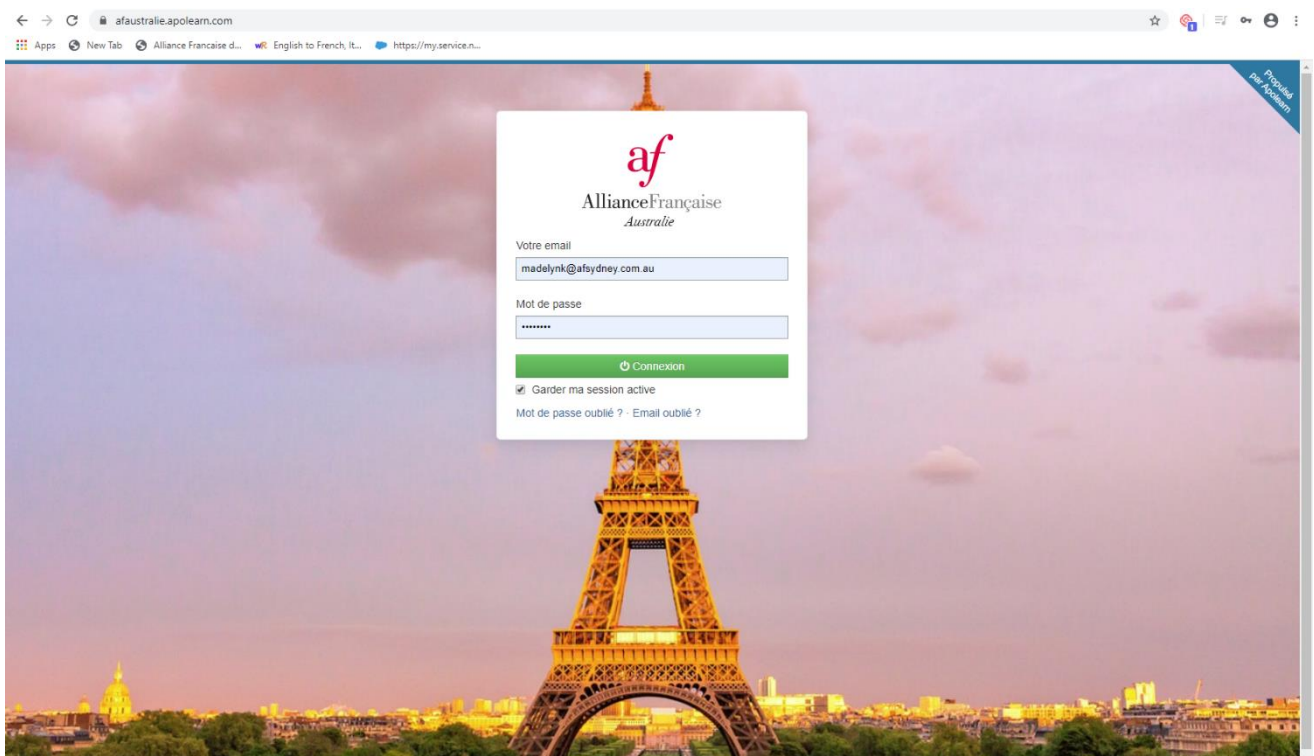
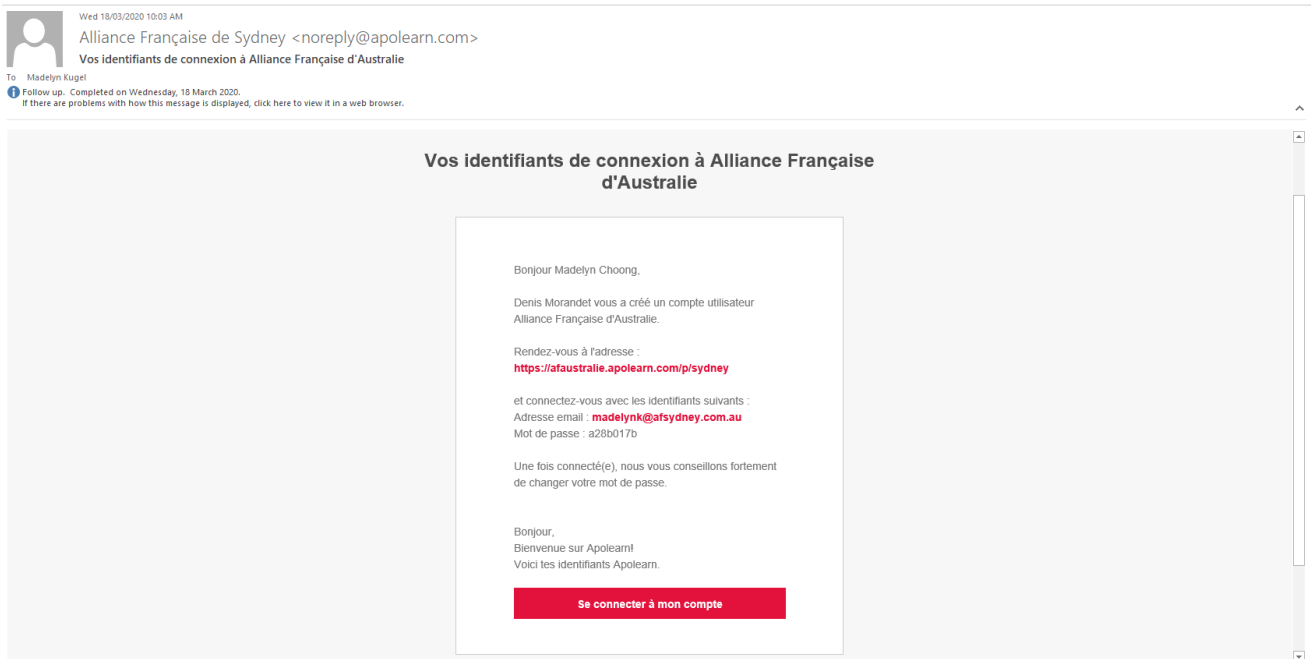
Bienvenue sur ApoLearn!

Please find below an easy guide to help you access our online community. With many of us currently practicing social distancing, there has never been a better time to stay connected.



STEP 1:

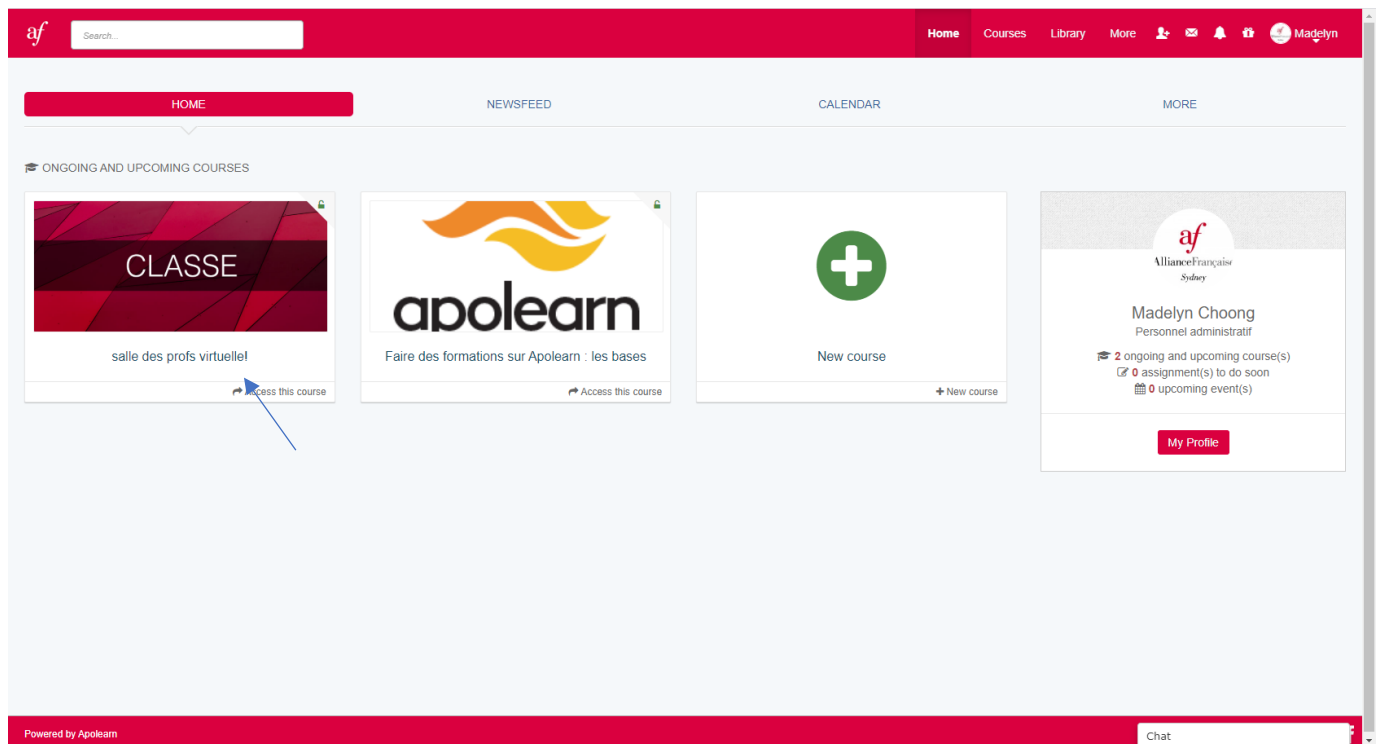
You will receive an email from the Alliance Française de Sydney with your login details for ApoLearn. Click to open the ApoLearn portal in your browser, and login using the details provided. Click the green login button to log in and proceed to your dashboard.



STEP 2:

You're in! This will take you to your dashboard, displaying all of your courses. There are several functions around the perimeter of your screen: scroll down to discover how to use these.


To enter your class, simply click on the class option.



CHAT/INSTANT MESSAGING

On the bottom bar, on the right-hand side will be your CHAT function. Clicking on this will open your chat.

You can choose to engage in an instant message chat with your entire class (by clicking the "Salles" tab) or with an individual student (by clicking the "Contacts" tab).

To manage the settings of your chat function, including your status and notifications, click the  button. You can choose to turn notifications to mute and/or stop the pop-ups.



STEP 3:

When you have entered into your class portal, your view will be similar to the image below. As with a Facebook wall, all course activity will appear on this main feed page.

On the left side menu, you will be able to quickly navigate to any section of your class portal (Announcements, Assignments, Threads, Live Chat, Calendar and Students).

Click on any post to view in its entirety, including comments and likes.

The screenshot shows the 'Course Feed' tab of the Apolearn class portal. The header includes a search bar, navigation links (Home, Courses, Library, More), and user information (Madelyn). The main content area features a 'News' section with a post titled 'APOLEARN guides' shared by Lauriane Deuff. The post text includes information about a formation on Apolearn and provides links to related resources. On the right side, there are sections for 'RECENT ANNOUNCEMENTS', 'MOST ACTIVE USERS' (listing Virginie Rubio and Aurélie Doizelet), and 'INSTRUCTORS' (listing Lauriane Deuff). A left sidebar contains navigation options like Announcements, Assignments, Threads, Live chat, Calendar, and students.

Any documents shared by your teachers or classmates can be accessed through the “Documents” tab. You will also be able to share interesting or important documents with your class in this section too.

The screenshot shows the 'Documents' tab of the Apolearn class portal. The header is consistent with the previous screenshot. The main content area features a 'Documents' section with a table header including 'Name', 'Tag', 'Owner', 'Created on', and 'Access'. Below the header, it states 'Shared documents will appear here'. On the right side, there is a 'Share your documents' section with a brief description: 'An easy way to create text documents, to edit them collectively, and to share them with other users.' A left sidebar is also visible, and the footer includes 'Powered by Apolearn' and a chat button.

CHECK YOUR PROGRESS

The Statistics tab will allow you to see your progress through the coursework in numbers: how many modules you have completed, your average grade, the amount of time you have spent in this course portal, etc.

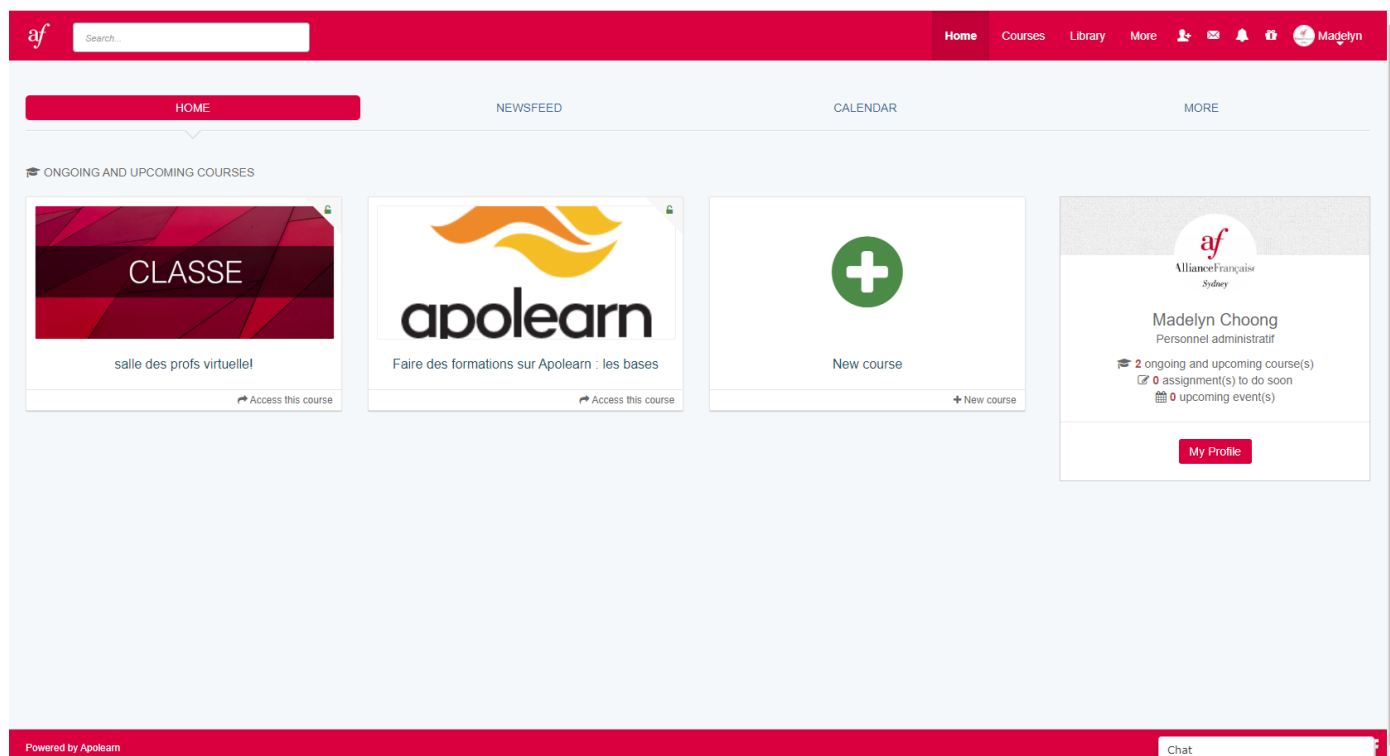
The screenshot shows the 'Statistics' tab of a course portal. At the top, there is a search bar and navigation links for Home, Courses, Library, and More. The course title is 'salle des profs virtuelle!' with a private access lock icon. Below the title, it indicates the course starts on 19 March 2020 and ends on 31 May 2020, with 74 days left. The 'Statistics' tab is selected in the navigation menu. The main content area displays 'My progress' with a yellow tip box explaining that statistics track progress, showing modules seen, time spent, average grade, and feedback. Below this, four key metrics are shown: Average grade (0%), General understanding (N/A), Validated modules (0 / 0), and Connection time (5m:10s). A line graph below shows time spent in the course (blue) and time spent in modules (yellow) for the period 13/03/2020 to 19/03/2020. The graph shows a sharp increase in time spent in the course at the end of the period. A 'Chat' button is visible in the bottom right corner.

The “About” tab will show you general information about your class, including quick access to your instructor and students in your course.

The screenshot shows the 'About' tab of the course portal. The navigation menu includes Course Feed, Documents, Statistics, and About, with 'About' selected. The main content area is titled 'About this course' and contains the text 'Échangeons nos techniques et infos ici!'. To the right, there is an 'INSTRUCTORS' section featuring the profile of Lauriane Deuff, Professeure - AF Sydney. Below this is a 'Recently enrolled' section displaying a grid of student profile pictures. The footer of the page includes 'Powered by Apolearn' and a 'Chat' button.

DASHBOARD FUNCTIONS

To return to the Dashboard at any time, click the AF button in the top right-hand corner. The functions around the perimeter of your dashboard are explained here:

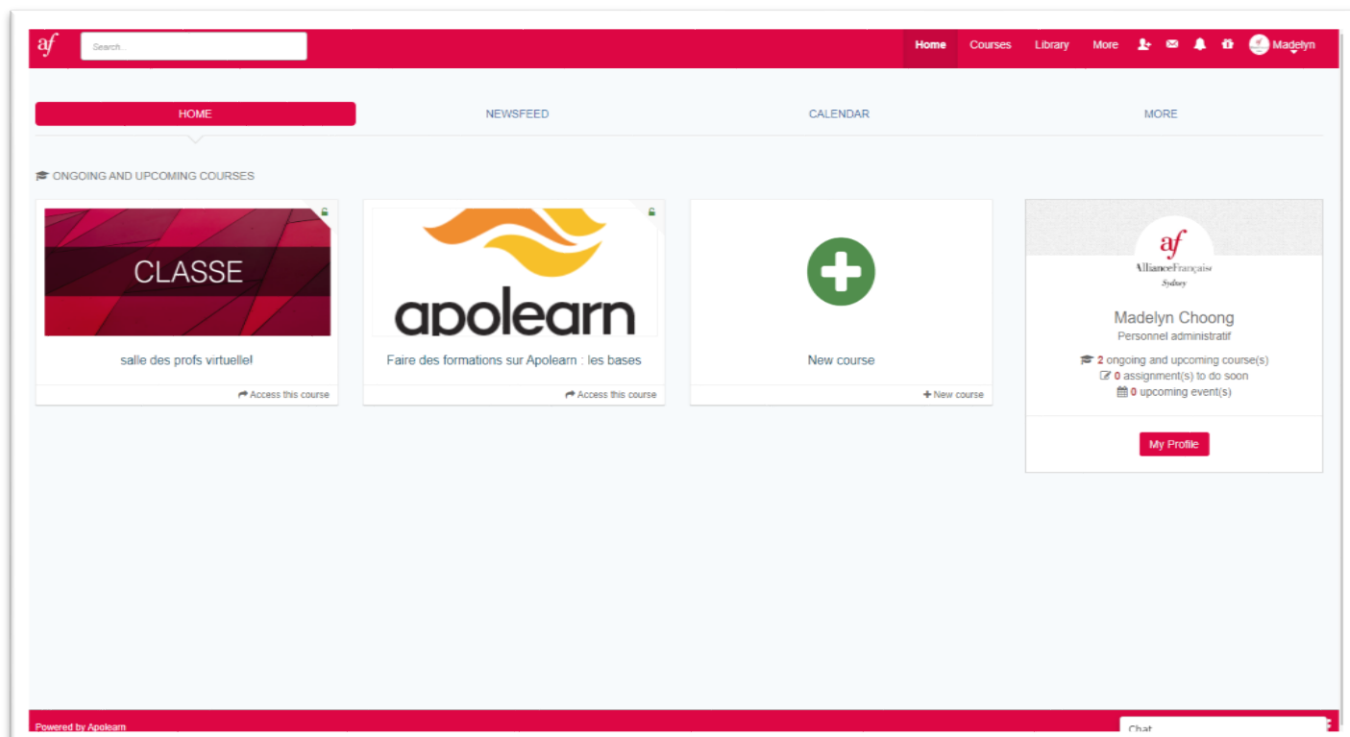


- **TABS ALONG THE TOP BAR:**



- **HOME/ACCEUIL:**

This is your dashboard, the screen you are directed to upon login.



- **NEWSFEED/ACTUALITES:**

This provides a summary of the newsfeed(s) of your class(es). You can see any posts, tasks, calendar events or discussions.

The screenshot shows the 'ACTUALITES' (Newsfeed) section of the AF platform. The top navigation bar includes 'Accueil', 'Classes', 'Bibliothèque', 'Plus', and a user profile 'Madelyn'. The main content area features two posts:

- Post 1:** 'salle des profs virtuelle!' shared by Madelyn Choong. It includes a video thumbnail, the text 'Partagée par Madelyn Choong il y a 20 minutes', and a 'Gestion des notifications' section with a Loom recording from 19 March 2020. Interaction buttons for 'J'aime', 'Commenter', and 'Voir toute l'annonce' are visible.
- Post 2:** 'salle des profs virtuelle!' shared by Aurélie Doizelet. It includes a video thumbnail, the text 'Partagée par Aurélie Doizelet il y a 35 minutes', and a 'MODE D'EMPLOI APOLEARN' section with a video link and text about creating online courses. Interaction buttons for 'J'aime', 'Commenter', and 'Voir la discussion' are visible.

On the right, a user profile card for Madelyn Choong shows '2 classe(s) en cours et à venir', '0 tâche(s) à faire prochainement', and '0 événement(s) à venir'. A 'Mon profil' button is at the bottom of the card.

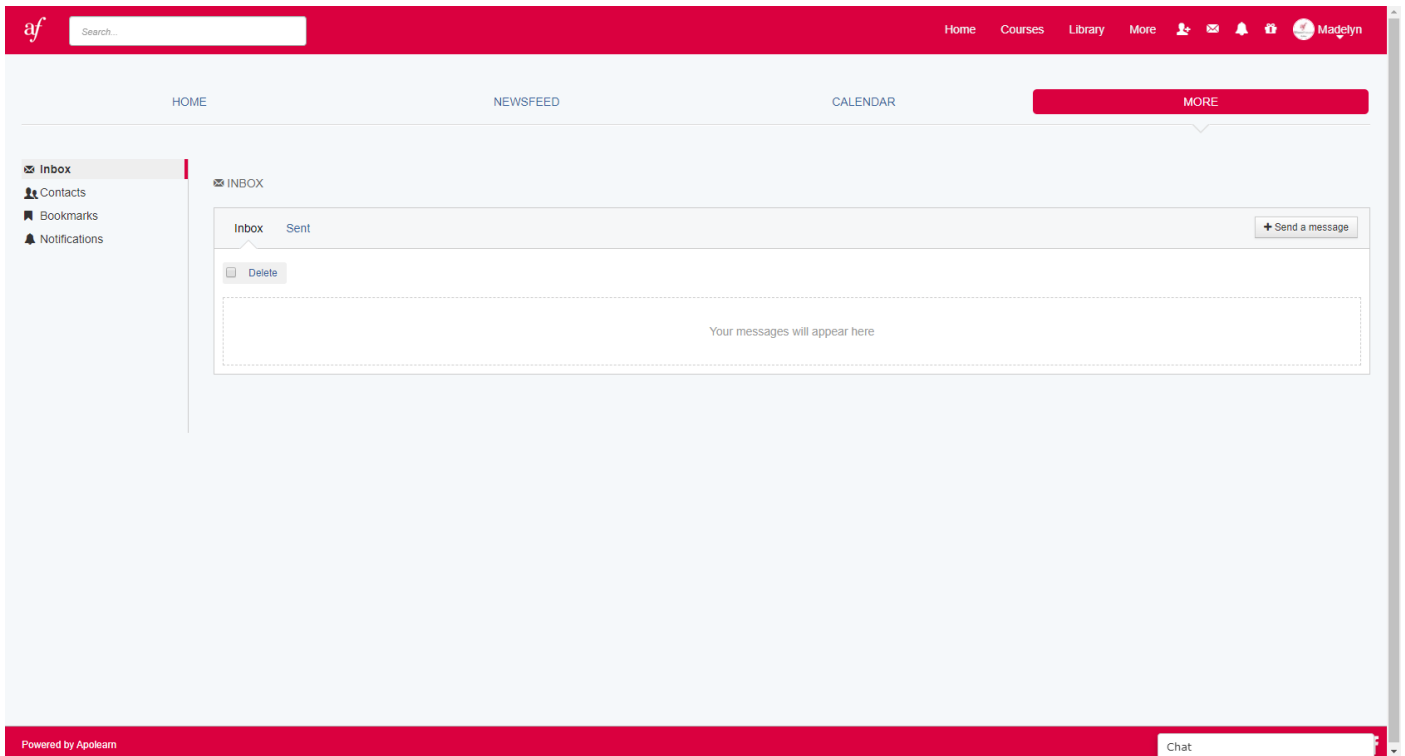
- **AGENDA:**

Your calendar of any timetabled events will appear in this section. You can view by day, month or week.

The screenshot shows the 'AGENDA' (Calendar) section of the AF platform. The top navigation bar is the same as in the previous screenshot. The main content area displays a weekly calendar grid for the week of 16-22 Mars 2020. The grid has columns for each day (lun. 16/3, mar. 17/3, mer. 18/3, jeu. 19/3, ven. 20/3, sam. 21/3, dim. 22/3) and rows for each hour of the day (02 to 14). The 'jeu. 19/3' column is highlighted in yellow. Navigation controls for 'Aujourd'hui', 'Mois', 'Semaine', 'Jour', and 'Mon planning' are visible at the top of the calendar area.

- **PRIVATE MESSAGING:**

This tab is your private messaging inbox. Should you want to message your teacher or a student in your class, without having that message appear publicly in your class portal, you can do this here.



For any further questions or enquires, please contact us:

onlinecourses@afsydney.com.au