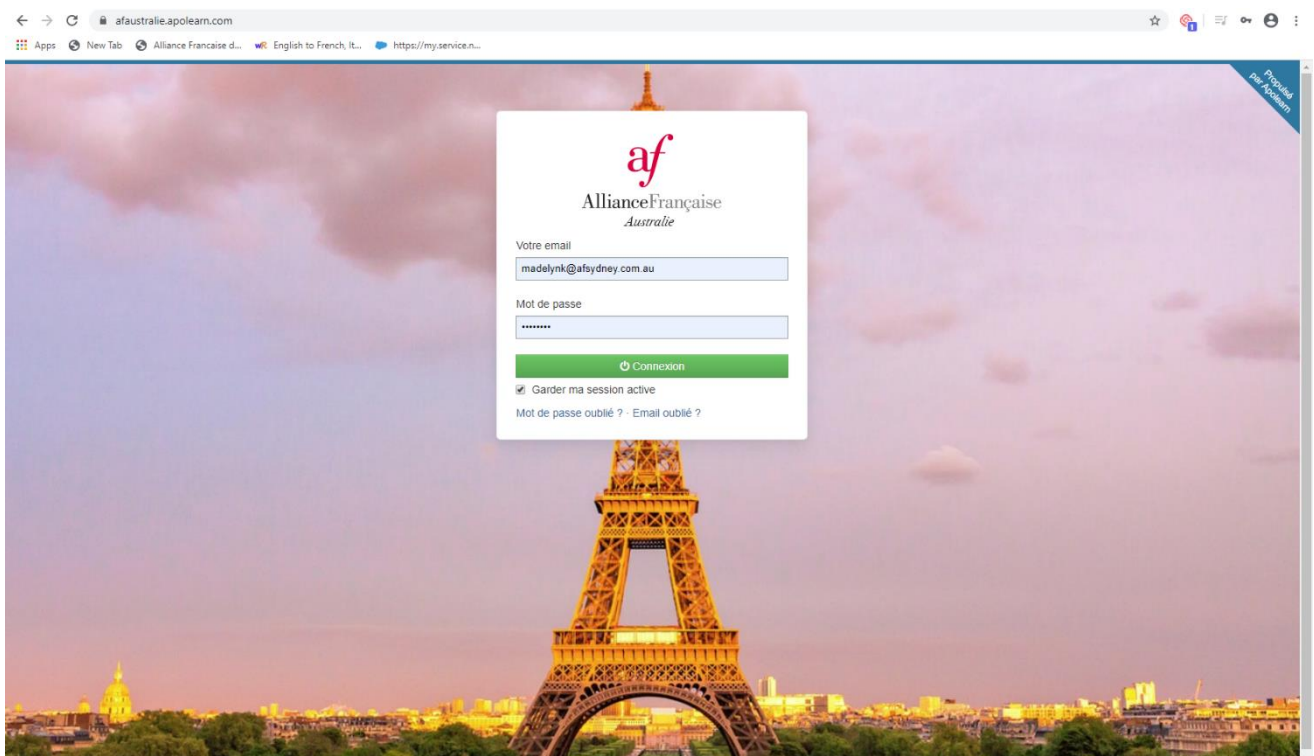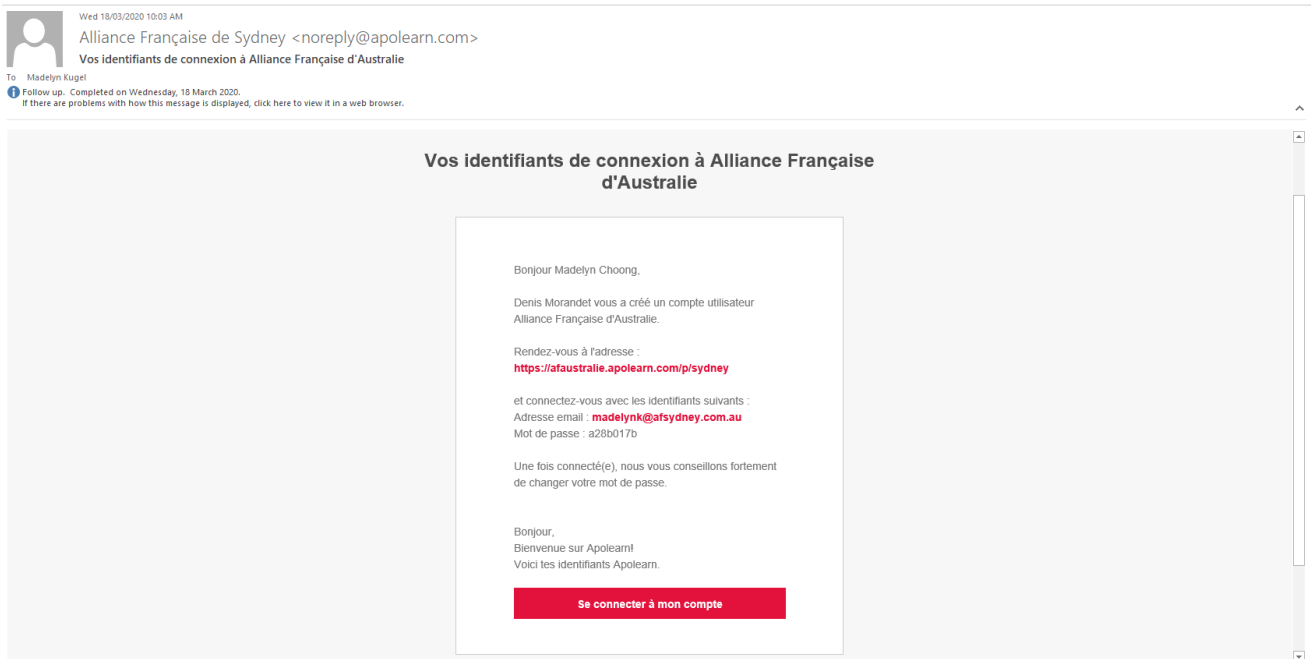# ApoLearn

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.
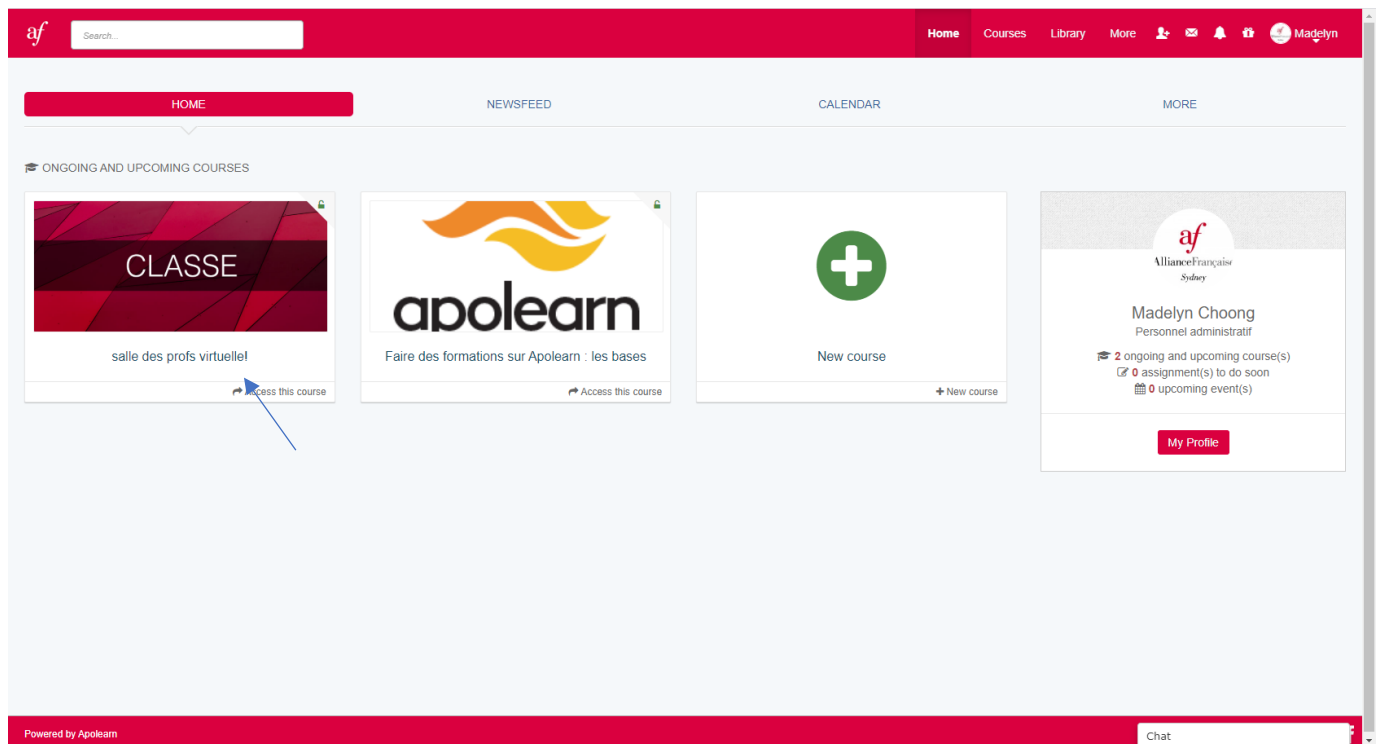
STEP 1:

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.

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.

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.

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.
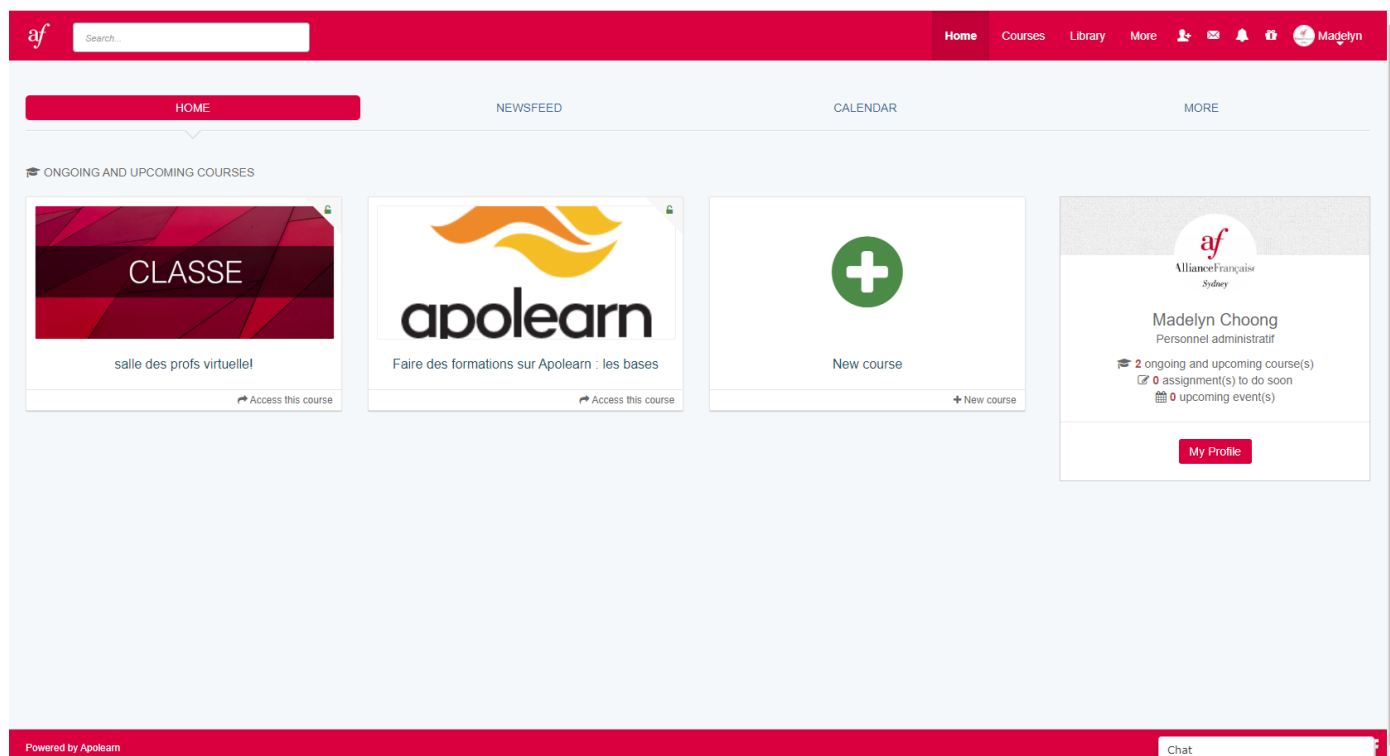

The "About" tab will show you general information about your class, including quick access to your instructor and students in your course.

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:
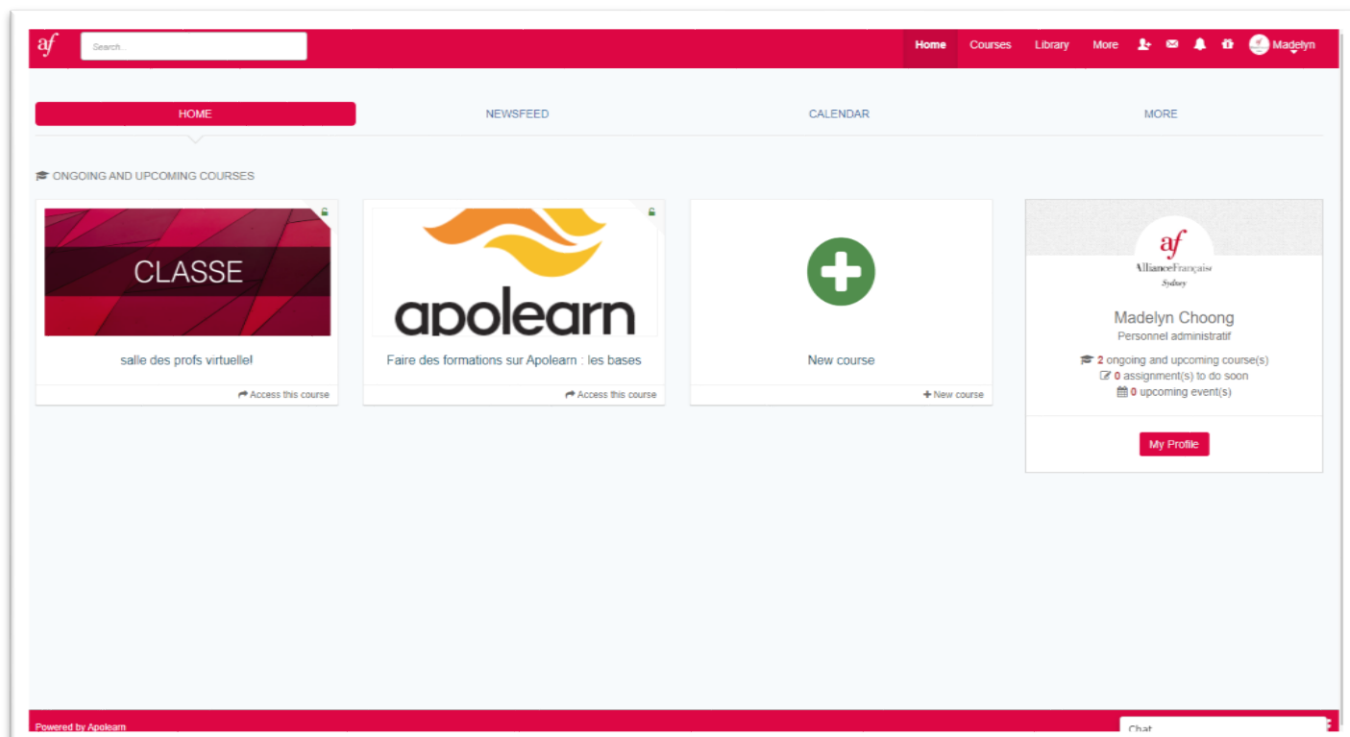

- **TABS ALONG THE TOP BAR:**

- **HOME/ACCEUIL:**

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

- **NEWSFEED/ACTUALITES:**

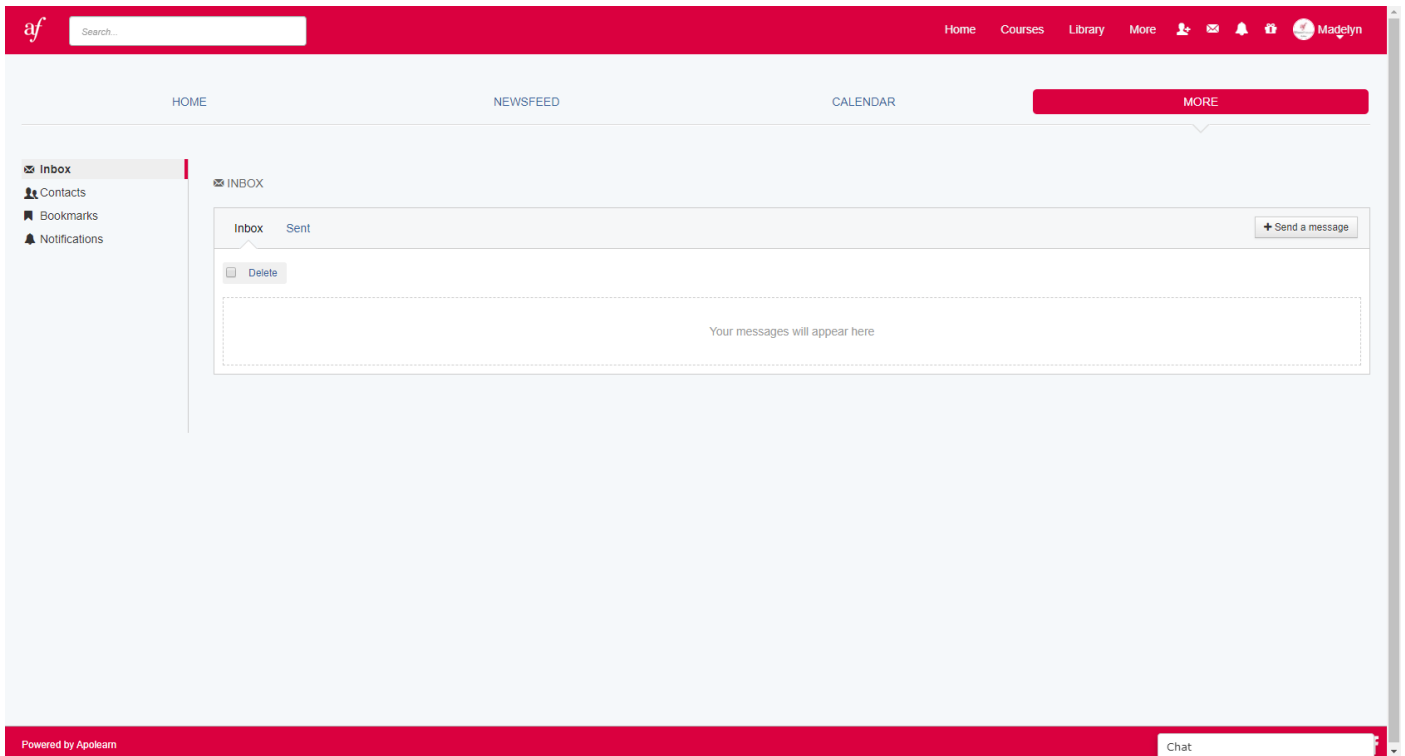This provides a summary of the newsfeed(s) of your class(es). You can see any posts, tasks, calendar events or discussions.

- **AGENDA:**

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

- **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