



GUIDE TO ACCESS YOUR CLASS

- 1. LOG IN TO YOUR APOLEARN ACCOUNT
(OUR E-LEARNING PLATFORM)**
- 2. CONNECT TO YOUR CLASS**
- 3. FAQ & TROUBLESHOOTING**

**LET'S GET READY TO ENJOY THE FRENCH
LANGUAGE ONLINE WITH US THIS SESSION!**

HOW TO JOIN YOUR CLASS ONLINE USING APOLEARN AND ZOOM

To connect to your class, you will need to log into our E-learning platform, Apolearn. This is where you will find all the information for your course, including the link to your virtual class via Zoom.

You will receive an email from us that looks like this:

Your sign-up details to Alliance Française de Sacramento

Bonjour **Your name**

Arc-en-Ciel Sacramento vous a créé un compte utilisateur Alliance Française de Sacramento.

Rendez-vous à l'adresse :
<https://afusa.apolearn.com/p/sacramento>

et connectez-vous avec les identifiants suivants :
Adresse email : [redacted]@gmail.com
Mot de passe : 2b909[redacted]

Une fois connecté(e), nous vous conseillons fortement de changer votre mot de passe.

Click here to connect to your class on Apolearn

Your e-mail address

Your password

Alliance Française Sacramento

Your email

Password

Sign in

Keep me logged in

Forgot password? · Forgot email?

or use the quick access

Google Microsoft LinkedIn Facebook

Enter your email and password and then click **Sign in**.

HOMEPAGE TO YOUR CLASSES

You will find any courses you are enrolled in. Click on your class to access it.

The screenshot displays the Apolearn user interface. At the top, a red navigation bar contains the Apolearn logo, a search bar, and menu items: Accueil, Classes, Groupes, and Bibliothèque. On the right side of the navigation bar, there are icons for user profile, messages, notifications, a globe, a gift, and the text 'Your name'. A language selection dropdown menu is open, showing options for English, Español, Français (selected with a checkmark), and 한국어. Below the navigation bar, the main content area is divided into sections. The 'ACCUEIL' section is highlighted with a red bar. Below it, the 'ACTUALITÉS' and 'AGENDA' sections are visible. The 'CLASSES EN COURS ET À VENIR' section features three course cards: 'PILOTE: Voyage autour de ma Chambre', 'Conversation C2', and 'Formation à Apolearn : Les bases'. The first card is circled in orange, and an arrow points to it with the text 'Click here to access your course'. A green plus sign icon is located at the bottom left. Another arrow points to the globe icon in the navigation bar with the text 'Click on the globe to change the language'. On the right side, a user profile card shows 'You' and statistics: '3 classe(s) en cours et à venir', '0 tâche(s) à faire prochainement', and '1 évènement(s) à venir'. A 'Mon profil' button is located at the bottom of the profile card.

INSIDE YOUR CLASS

Once you click on your class, it will look like this:

The screenshot shows a Moodle class page for 'Conversation C2'. The page has a red header with navigation links: Accueil, Classes, Groupes, Bibliothèque, and a user profile for 'Frédérique'. Below the header, the class name 'Conversation C2' is displayed with 'Accès privé' and 'Voir comme un apprenant'. The start and end dates are 'Commence le 04 Septembre 2020' and 'Se termine le 30 Décembre 2020', with '98 jours restants' remaining. A navigation menu includes 'Actualités', 'Modules', 'Documents', 'Statistiques', 'A propos', and 'Gestion de la classe'. The main content area shows a calendar for September 2020 with a highlighted event for 'Conversation C2' on Monday, September 21st. The event details include 'Zoom link to your class Conversation C2 Monday 7pm with Frédérique' and a 'Lancer la classe virtuelle' button with options 'Avec l'application' or 'avec votre navigateur'. A sidebar on the left lists 'Actualités', 'Annonces', 'Tâches', 'Discussions', 'Live chat', 'Agenda', and 'Apprenants'. A 'Chat' window is visible at the bottom right.

Start on Actualités/News to find your link and posts from your teacher.

Another place to find your link

Your teacher will upload information and documents for each week's class here.

Course link will be available on the first day of your course.

And your homework here!

FIND YOUR LINK TO YOUR CLASS

If you have Zoom installed on your computer or iPad, click on the red button **Avec l'application** (recommended for iPad).

However, you may also wish to use a browser to join your class, click on **avec votre navigateur**

The screenshot shows a Moodle course page for 'Conversation C2'. The page header includes a search bar, navigation tabs (Accueil, Classes, Groupes, Bibliothèque), and a user profile (Fred). The course title 'Conversation C2' is displayed with 'Accès privé' and '99 jours restants'. The main content area shows a calendar for September 2020 with an event for 'Conversation C2' on Monday, 7pm, with a Zoom link. The page has a sidebar with navigation options like 'Actualités', 'Modules', 'Documents', 'Statistiques', and 'A propos'. The 'Actualités' section is expanded, showing a list of items including 'Annonces', 'Tâches', 'Discussions', 'Live chat', 'Agenda', and 'Apprenants'. The 'A propos' section is also visible, containing the Zoom link and the 'Lancer la classe virtuelle' buttons.

To find the link to your class:

Click on Actualités/News

Click here to join

Notes

1. If you don't find the link on Actualités/News page:
- Scroll down until you find it. It could be on the first page.

or

Click on A propos/About and click on the link

2. Course link won't appear before the first day of your class.

FAQ & TROUBLESHOOTING

I did not receive my Apolearn login details.

Please check your junk mail and look for an email titled: “Your sign-up details to Alliance Française de Sacramento” sent to your email address used for your enrollment. This email includes a link to our online platform Apolearn (afusa.apolearn.com); your login email and the password you will need to log in.

I am a returning student, how do I login to Apolearn?

If you are a returning student, your Apolearn login information remains the same, the email address you used for your enrollment. Check your email and look for an email titled: “Félicitation, vous êtes inscrit(e) à la classe...”

You can also reset your password on Apolearn login page (afusa.apolearn.com)

I can't see an option to join my virtual class on Apolearn

If you read a message “*No activity at the moment/Aucune activité pour le moment*”, you are at the right place, don't worry! It will be added there closer to the start time of your class. Refresh this page before your class starts!

When I click on the Zoom meeting link for my class, I see the message ‘Host is in another meeting’ but my class has already started. What should I do?

Firstly, close Zoom (application or browser), then refresh your page in Apolearn. Click now on the link to join your virtual classroom again and it should work!

I'm using a tablet/iPad and when accessing my class on Zoom, I can't hear anything.

There are some issues with audio when using Zoom through a browser on mobile device: click on [link](#) rather than from your browser.

If you need further assistance, we will be happy to help! Send an email to info@afsacramento.org and we will call you back.

L'équipe de l'Alliance Française de Sacramento