



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

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 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 first section is 'ACCUEIL', followed by 'ACTUALITÉS' and 'AGENDA'. The main section is titled 'CLASSES EN COURS ET À VENIR' and features three course cards. The first card, 'PILOTE: Voyage autour de ma Chambre', is circled in orange. The second card is 'Conversation C2'. The third card is 'Formation à Apolearn : Les bases' and features the Apolearn logo. A green plus sign icon is located at the bottom left. A red button labeled 'Mon profil' is at the bottom right. Two orange callout boxes provide instructions: 'Click here to access your course' points to the first course card, and 'Click on the globe to change the language' points to the globe icon in the navigation bar.

af Alliance Française

Rechercher...

Accueil Classes Groupes Bibliothèque

English Español Français ✓ 한국어

ACCUEIL ACTUALITÉS AGENDA

CLASSES EN COURS ET À VENIR

CLASSE

PILOTE: Voyage autour de ma Chambre

Accéder à cette classe

CLASSE

Conversation C2

Accéder à cette classe

apolearn

Formation à Apolearn : Les bases

Accéder à cette classe

You

3 classe(s) en cours et à venir

0 tâche(s) à faire prochainement

1 évènement(s) à venir

Mon profil

Click here to access your course

Click on the globe to change the language

INSIDE YOUR CLASS

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

The screenshot shows the Moodle interface for a class named "Conversation C2". The page includes a navigation menu with options like "Actualités", "Modules", "Documents", "Statistiques", and "A propos". A sidebar on the left lists "Actualités", "Annonces", "Tâches", "Discussions", "Live chat", "Agenda", and "Apprenants". The main content area features a calendar for September 2020 with an event for "Conversation C2" on Monday, September 21st, from 19:00 to 21:00. Below the event, there is a section titled "Lancer la classe virtuelle" with a button for "Avec l'application" and a link "avec votre navigateur".

Four orange callout boxes with arrows pointing to specific elements on the page:

- Start on Actualités/News to find your link and posts from your teacher.** (Points to the "Actualités" menu item in the sidebar)
- Another place to find your link** (Points to the "A propos" menu item in the top navigation bar)
- Your teacher will upload information and documents for each week's class here.** (Points to the "Documents" menu item in the top navigation bar)
- Course link will be available on the first day of your course.** (Points to the "avec votre navigateur" link in the virtual class launch section)

Additional callouts include:

- And your homework here!** (Points to the "Evénement" button next to the class event)

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'. Below the header, there are tabs for 'Actualités', 'Modules', 'Documents', 'Statistiques', and 'A propos'. The 'Actualités' tab is active, showing a calendar view for September 2020. A specific event is highlighted: 'Planifié par votre formateur Fred' on '04 Septembre 2020'. The event details include 'Commence: 04 Septembre 2020 à 19:00' and 'Se termine: 31 Décembre 2020 à 21:00'. Below the event details, there is a section for 'Conversation C2' with the text 'Zoom link to your class Conversation C2 Monday 7pm with Frédérique'. Underneath, there is a section 'Lancer la classe virtuelle' with two buttons: 'Avec l'application' (red) and 'avec votre navigateur' (grey). Instructional callouts are present: an orange box 'To find the link to your class:' points to the 'Actualités' tab; another orange box 'Click on Actualités/News' points to the 'Actualités' menu item in the left sidebar; a third orange box 'Click here to join' points to the 'Avec l'application' button. A blue box 'Notes' contains two instructions: '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.' and '2. Course link won't appear before the first day of your class.' Another blue box 'Click on A propos/About and click on the link' has an arrow pointing to the 'A propos' tab.

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