

**BONJOUR! WE'RE SO EXCITED THAT YOU'LL BE LEARNING AND ENJOYING THE FRENCH LANGUAGE WITH US ONLINE THIS TERM!**

**THIS GUIDE WILL PROVIDE YOU WITH SOME ESSENTIAL INFORMATION ON ACCESSING YOUR CLASS:**

1. Creating an Apolearn account
2. Joining Zoom
3. Basic Features on Zoom



# HOW TO JOIN YOUR CLASS ONLINE USING APOLEARN & ZOOM

Firstly, you will need to log into our online 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:

The diagram illustrates the process of joining a class online. It shows an email from Alliance Française d'Australie and the corresponding login page on Apolearn. A red arrow points from the email's URL to the login page's email field. Blue arrows point from the email's email address and password fields to the login page's respective fields. A red box highlights the URL in the email, and a red text box explains that clicking it leads to the login page.

**Email Content:**

Vos identifiants de connexion à Alliance Française d'Australie

Bonjour (your name)

Anne-Sophie Pink vous a créé un compte utilisateur Alliance Française d'Australie.

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

et connectez-vous avec les identifiants suivants :

Adresse email : (your email address)

Mot de passe : (your password)

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

**Login Page:**

af Alliance Française Australie

Votre email

Mot de passe

Connexion

☒ Garder ma session active

Mot de passe oublié ? · Email oublié ?

Enter your email and password and then click **CONNEXION**.


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You'll be prompted to complete your profile information, including your name, photo & language:

**Welcome**

To finalize your registration, please check the following information:

**Current photo**



**Choose a profile picture**

Your profile picture is displayed throughout the site. You can change it at any time. (Formats accepted: GIF, JPG or PNG)

Select a picture from my computer

or

Take a picture with my webcam

**Profile Information**

First name \*

Last name \*

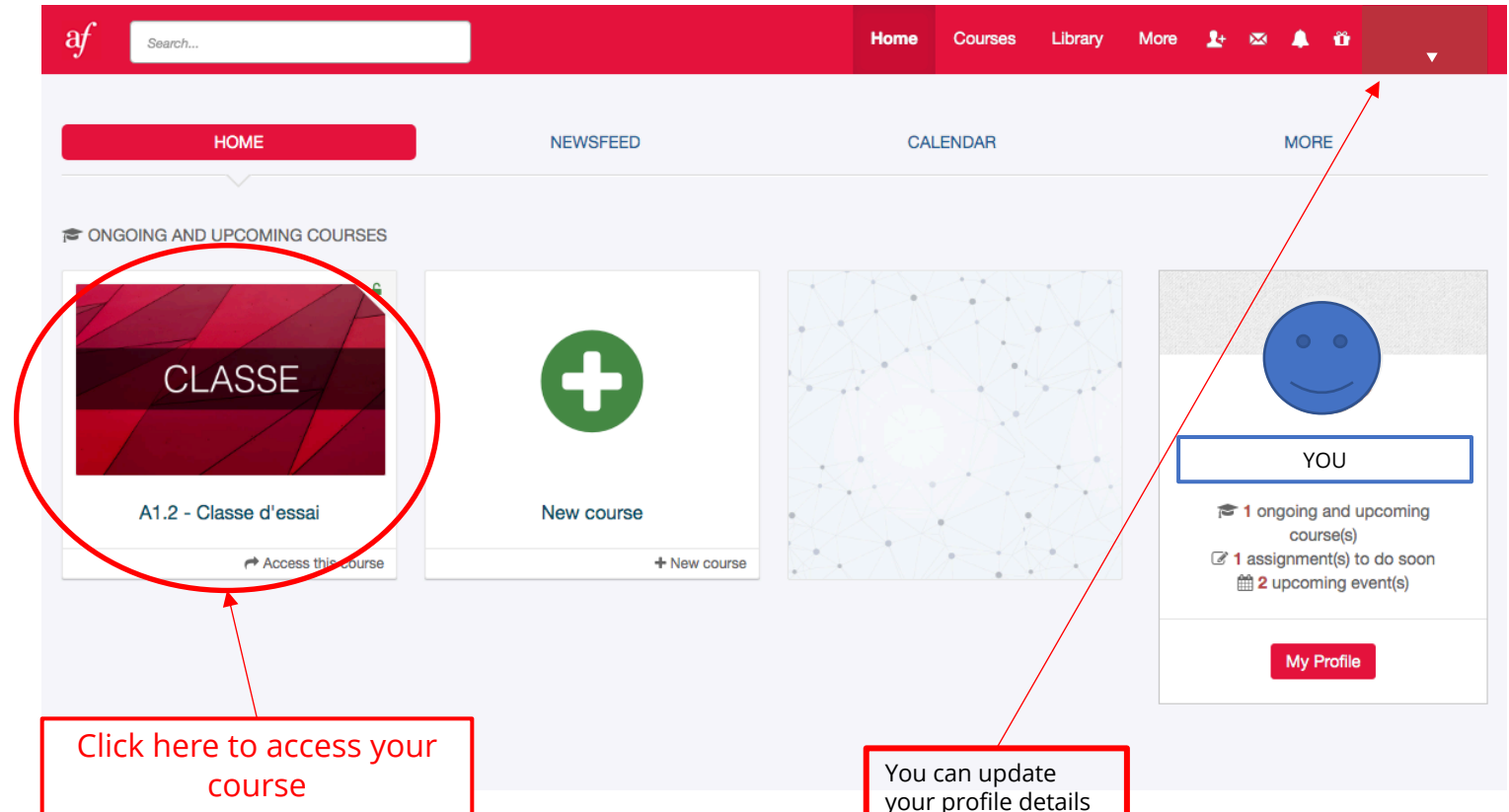
Time Zone

Language

**Start**

Feel free to choose either English or French, whatever you feel most comfortable with! You can always change it later.

This is your homepage, where you will find any courses you are enrolled in.



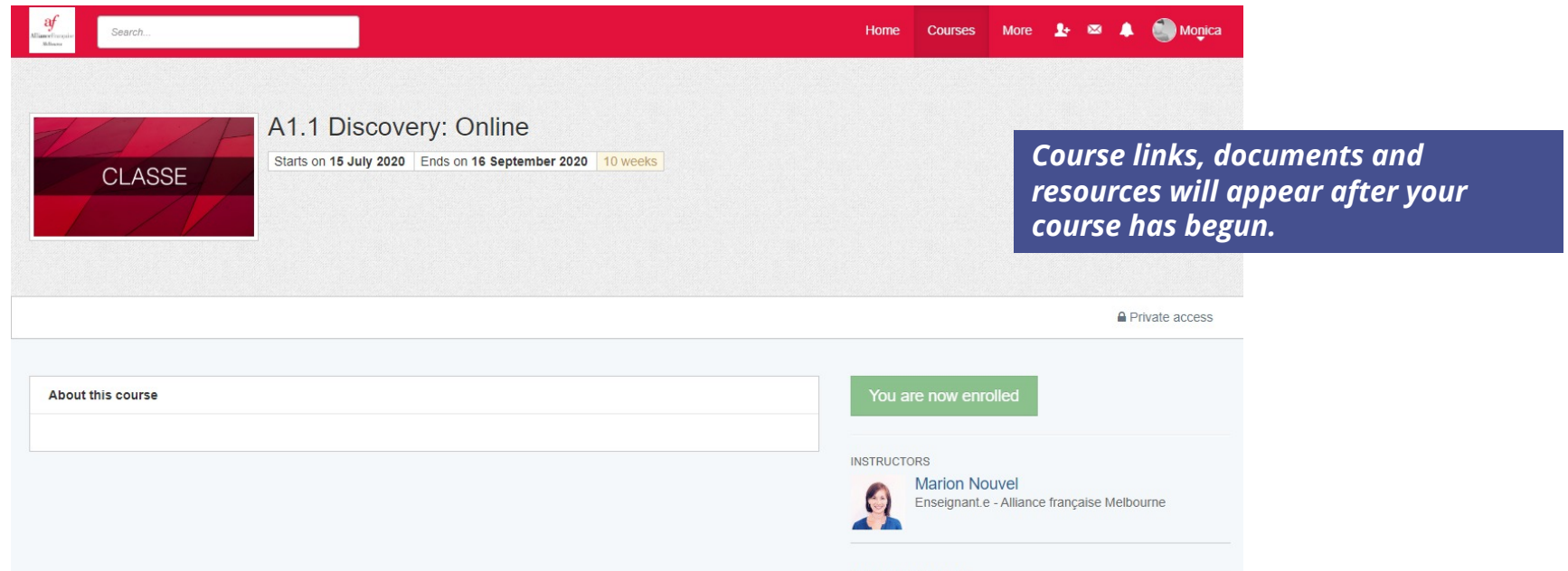
The screenshot shows the APOLEARN homepage. At the top is a red navigation bar with the 'af' logo, a search bar, and links for Home, Courses, Library, More, and user icons. Below this is a secondary navigation bar with 'HOME' (highlighted), NEWSFEED, CALENDAR, and MORE. The main content area is titled 'ONGOING AND UPCOMING COURSES'. It features a course card for 'A1.2 - Classe d'essai' with a 'CLASSE' banner and an 'Access this course' link, which is circled in red with an arrow pointing to a text box. Next to it is a 'New course' button. To the right is a 'YOU' profile section showing '1 ongoing and upcoming course(s)', '1 assignment(s) to do soon', and '2 upcoming event(s)', with a 'My Profile' button. An arrow points from a text box to the 'YOU' section. A red arrow also points from the top right corner of the page to a text box.

Click here to access your course

You can update your profile details or change the language by clicking on your name in the top right corner.

# HOW TO JOIN YOUR CLASS ONLINE USING APOLEARN & ZOOM

If you see this page, you're in the right place!



The screenshot shows the course page for 'A1.1 Discovery: Online'. The header is red with the Alliance Française Melbourne logo, a search bar, and navigation links for Home, Courses, and More. A user profile for Monica is visible in the top right. The main content area features a red 'CLASSE' button, the course title 'A1.1 Discovery: Online', and dates 'Starts on 15 July 2020' and 'Ends on 16 September 2020' with a '10 weeks' duration. A blue callout box on the right states: 'Course links, documents and resources will appear after your course has begun.' Below the course details, there is a 'Private access' lock icon, an 'About this course' section, a green 'You are now enrolled' button, and an 'INSTRUCTORS' section featuring Marion Nouvel, an 'Enseignant.e - Alliance française Melbourne'.

# HOW TO JOIN YOUR CLASS ONLINE USING APOLEARN & ZOOM

Once your course has started, *Apolearn* will look like this:

**A little note on using Zoom & your security:**

To ensure that only students enrolled in your course are joining your virtual classroom, we will be sharing the link to the virtual classroom exclusively through Apolearn.

Click here to join your virtual class via Zoom

Classroom passwords can be found here.

**Note: Zoom codes will only appear an hour before class**

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

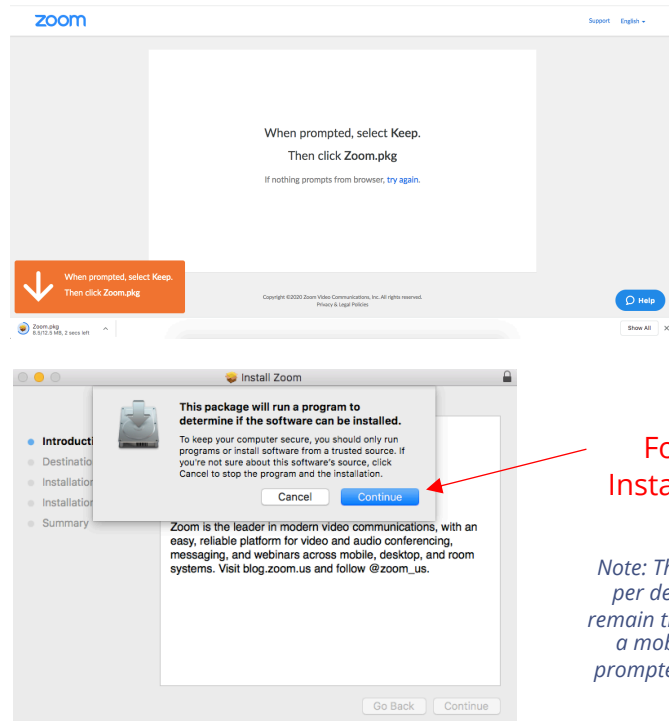
You can chat with your teacher and other students here.

*Note: You are not required to download the program. Simply click on **JOIN FROM YOUR BROWSER** to join your class.*

# HOW TO JOIN YOUR CLASS ONLINE USING APOLEARN & ZOOM

When you click on **JOIN VIRTUAL CLASSROOM : WITH THE APPLICATION**, you will be redirected to Zoom.

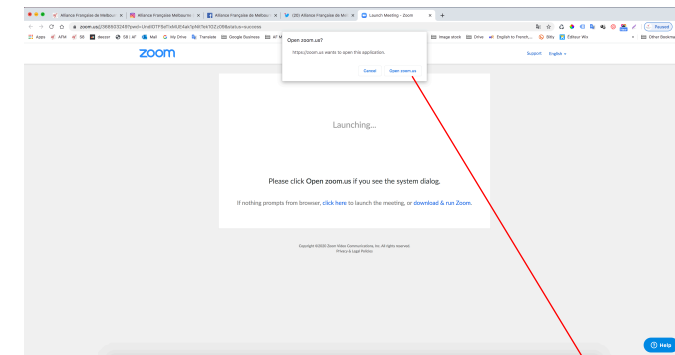
A. If you are opening Zoom for the first time, you will be asked to install the program.



Follow  
Installation.

*Note: The look may be different per device. However process remain the same. If you are using a mobile phone, you will be prompted to download the app.*

B. If you already installed Zoom, the link will redirect you to the program.



Open zoom.us?

https://zoom.us wants to open this application.

Click to open.

Cancel Open zoom.us

*Note: After this step, Zoom may then ask you check your video/audio before you see your class.*

# HOW TO JOIN YOUR CLASS ONLINE USING APOLEARN & ZOOM

## SOME BASIC FEATURES ON ZOOM:

*TIP #1 : Set yourself up in a nice, quiet area where you can concentrate and won't be distracted by others. If there is noise around that you can't avoid, be sure to mute your microphone when the teacher is talking!*

To mute/unmute your microphone

*TIP #2 : Using headphones with a microphone (like the ones you might use for your mobile phone) may help with making sure you have the best audio possible.*

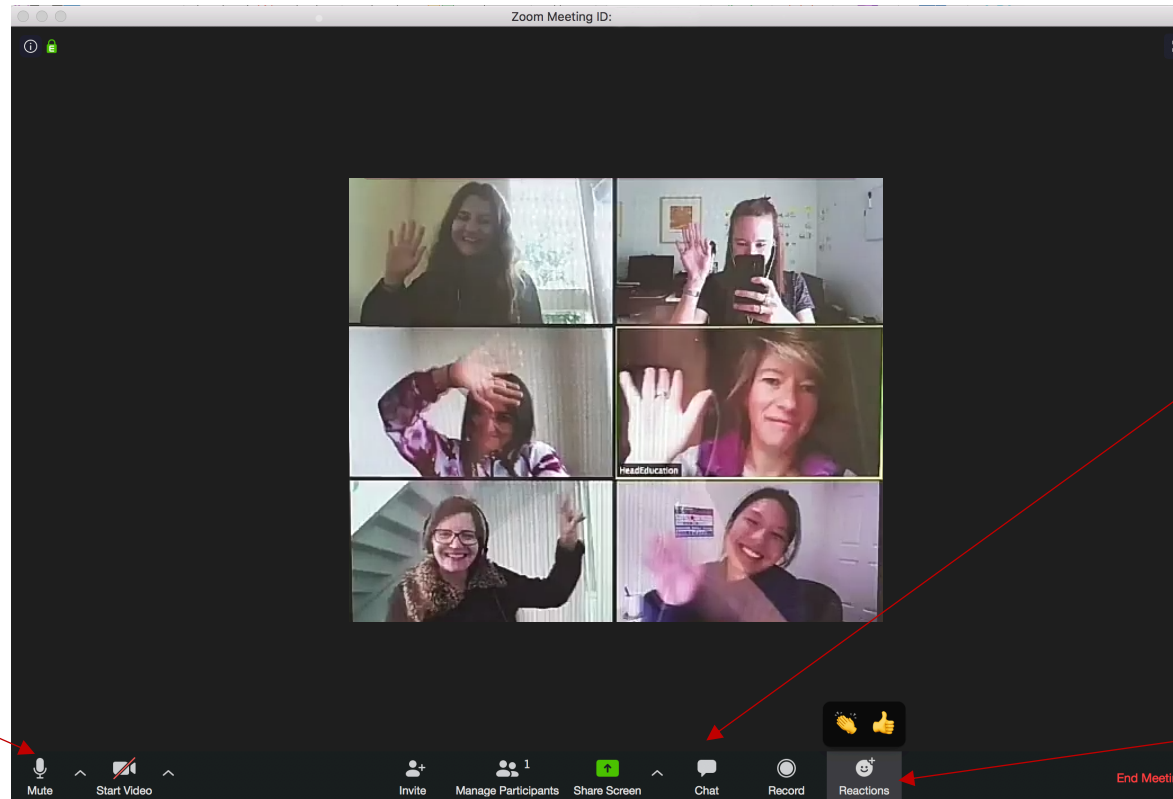
To Turn On/Off your Camera

To share your screen when asked

To open chat options

To give 🙌 or 👍

*TIP #3 : This is what Zoom looks like when used on a desktop/laptop computer – it may look slightly different on a tablet or smartphone. But the main functionality is the same regardless of the device you use!*



ET VOILÀ! WE HOPE YOU ENJOY LEARNING FRENCH WITH US THIS TERM!

FOR MORE INFO AND OTHER ONLINE RESOURCES  
PLEASE VISIT THE [#ENSEMBLEENLIGNE PAGE](#)

#ENSEMBLEENLIGNE

*Supporting your French  
learning from home*

