

Guide

My student portal



PREPARED BY

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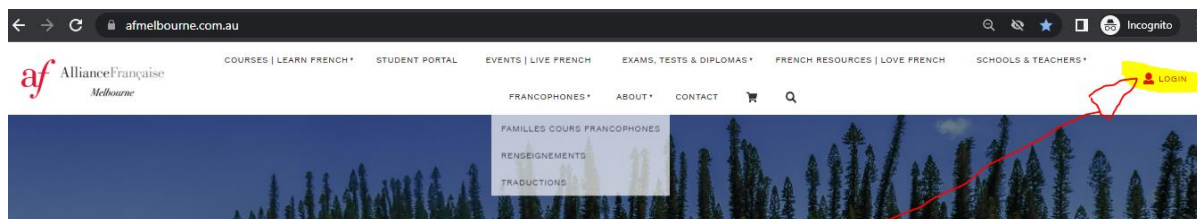
Alliance Française

Melbourne

2023

How to access the student portal?

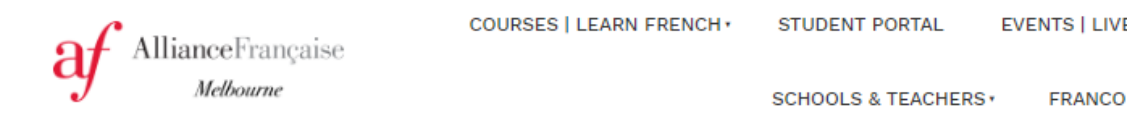
1. Log into the AFM website : www.afmelbourne.com.au/
2. On this page click on “login” in the upper right corner of the page.



The following page appears:

3. If you enrolled online, you should use the same login details (username and password) that you entered when you registered for your course.
4. If you have an account, but have forgotten your password, select “Lost Password” at the Login Page then follow the steps to re-set your password.
5. If you don’t have an account and are logging in for the first time, follow the link to create a new account: www.afmelbourne.com.au/community/profile/

You will arrive at this page. Select “Register a new account.”

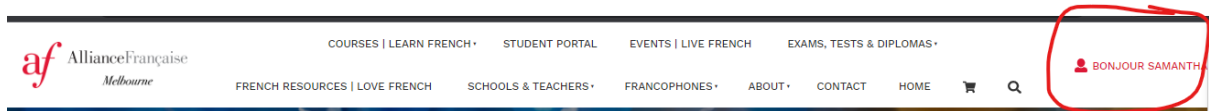


Would you like to:

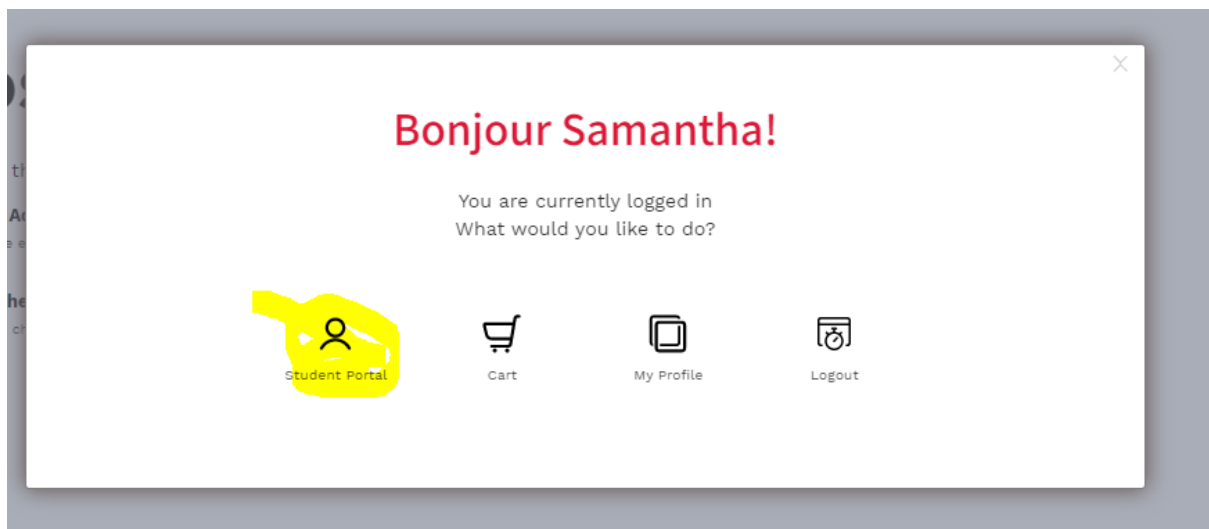
- Login to an existing account
- Register a new account

Once you create your account you can login and return to the homepage.

If you look at the corner, it's not written "login" anymore but it's your name which appears with a "bonjour".



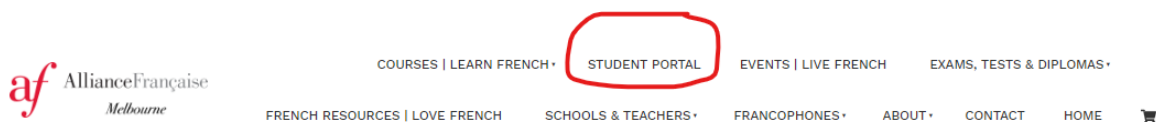
Click on it. The following page appears. Click on "student portal".



You are now connected to your student portal.

There are two quick ways to access the Student Portal:

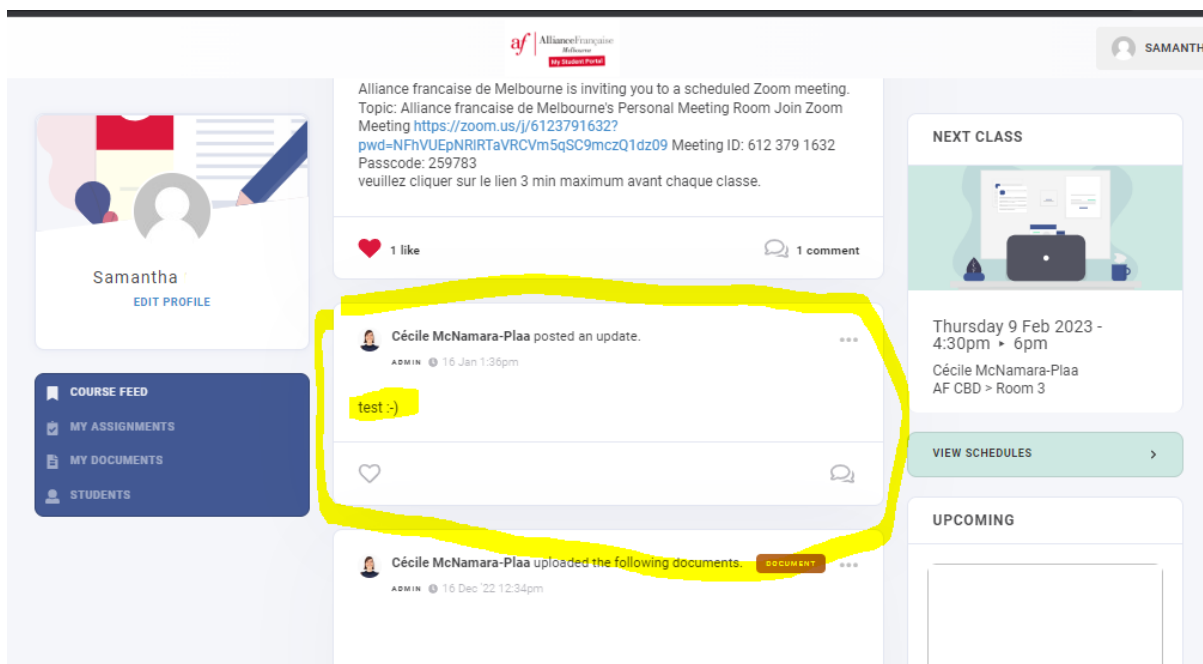
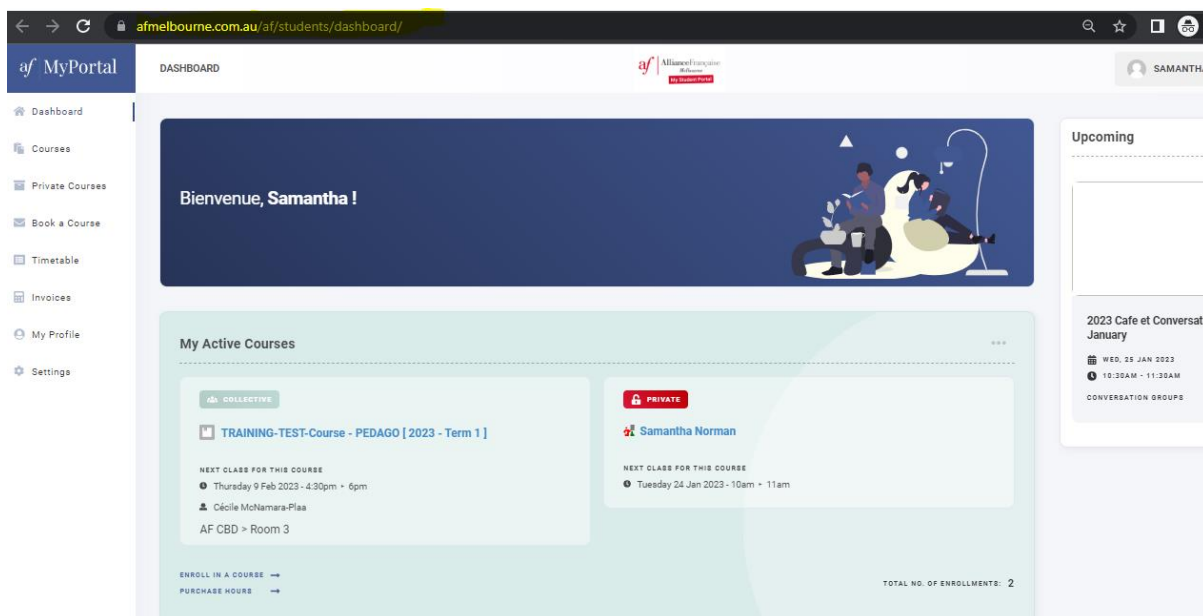
1. Enter the following URL directly into your browser and login:
www.afmelbourne.com.au/af/students/
2. Select STUDENT PORTAL from the top menu on the [AFM homepage](#)
(See screenshot below)



Using the Student Portal

Your dashboard looks like this. On the portal you can:

- see the content of your group and /or private classes
- join the Zoom meeting if you class is taking place online
- book your next course
- view your invoice history
- edit your profile



Your Class Page

Click on your course name to access the class page. This applies to our online and in-person classes. On the class page, you can:

- View the Course Feed
- Access class documents
- View and upload assignments
- See the names of your classmates.

Your teacher will post messages to the Course Feed. You can add a comment or click on the heart to like the post.

You won't be able to email your teacher directly. If you have pedagogical questions, please keep them for the start or the end of the class. Feel free to ask the teacher to stay a few minutes after the class if you would like to ask a question in private.

The screenshot shows a Blackboard class page for the course '# TRAINING-TEST-Course - PEDAGO'. The page layout includes a top navigation bar with the course name and a globe icon. Below this is a user profile for Samantha Norman, with a 'Write something awesome, Samantha.' text box. The main content area features a 'COURSE FEED' sidebar with options for 'MY ASSIGNMENTS', 'MY DOCUMENTS' (highlighted with a red arrow), and 'STUDENTS'. The central feed shows an update from Samantha Norman regarding a 'ZOOM LINK' for weekly meetings, with a list of dates and times. To the right, there is a 'NEXT CLASS' section for Thursday 9 Feb 2023, 4:30pm - 6pm, and an 'UPCOMING' section.

Accessing Your Online Class

If your class takes place online, a permanent Zoom link will be pinned at the top of the Course Feed. It will always be visible. Click on the link when your class is starting and enjoy your class!

Other functionalities

On your dashboard, you can see when your next class and the schedule will be.

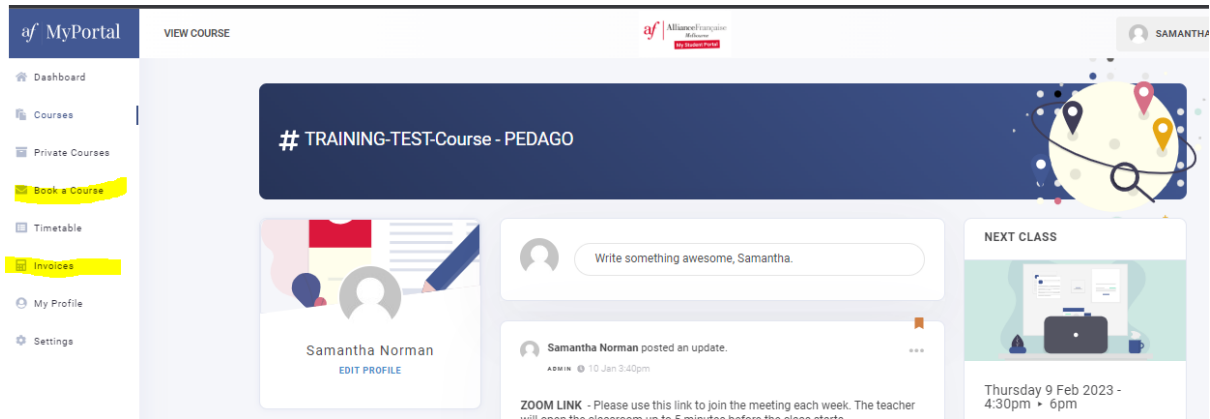
The screenshot shows the 'MyPortal' interface for a course. On the left is a navigation menu with options like Dashboard, Courses, Private Courses, Book a Course, Timetable, Invoices, My Profile, and Settings. The main content area is titled 'VIEW COURSE' and features a user profile for 'Samantha' with an 'EDIT PROFILE' button. Below the profile is a 'COURSE FEED' section with links to 'MY ASSIGNMENTS', 'MY DOCUMENTS', and 'STUDENTS'. The feed contains a pinned Zoom meeting invitation from 'Alliance française de Melbourne' with a link and meeting ID. Below this is an update from 'Cécile McNamara-Plaa' with the text 'test :-)' and a document upload section showing a file named 'hachettefledigital.pdf'. On the right side, a 'NEXT CLASS' card is highlighted with a yellow border, displaying the date 'Thursday 9 Feb 2023 - 4:30pm - 6pm' and the location 'Cécile McNamara-Plaa AF CBD > Room 3'. Below the card is a 'VIEW SCHEDULES' button. At the bottom right, an 'UPCOMING' section shows an event for '2023 CAFE ET CONVERSATION 25TH JANUARY'.

You will also be able to see some of our upcoming events.

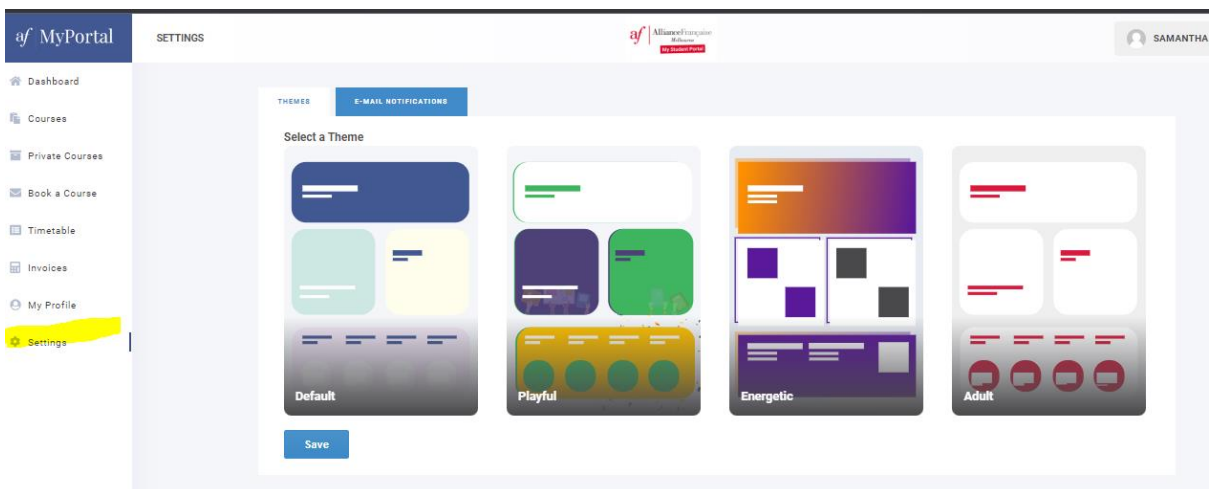
This screenshot shows the 'VIEW COURSE' page with a different layout. The left navigation menu is the same. The main content area shows a list of documents under the 'COURSE FEED' section, including files like 'cours6-beg2-2022term4.docx' through 'cours3-beg2-2022term4.docx'. The right side features a 'NEXT CLASS' card (partially visible from the previous screenshot) and an 'UPCOMING' section highlighted with a yellow border. This section displays an event for '2023 CAFE ET CONVERSATION 25TH JANUARY' on 'WED, 25 JAN 2023' from '10:30AM - 11:30AM' in 'CONVERSATION GROUPS'.

You can add your photo and update your personal information (which are linked to our administrative system) by clicking on “edit profile”.

At the end of the term, you can directly book your next class by clicking on “book a class” and you can see your invoices.



If you would like to change the background of your portal, click on settings, and choose the background that you prefer.



Any questions about the Student Portal?

Feel free to contact our Customer Service Team by email: customerservice@afmelbourne.com.au or call (03) 9525 3463.