

af | StudentPortal

A portal to enrich your French learning experience

*This tutorial was created with the help of AF Vancouver*

af

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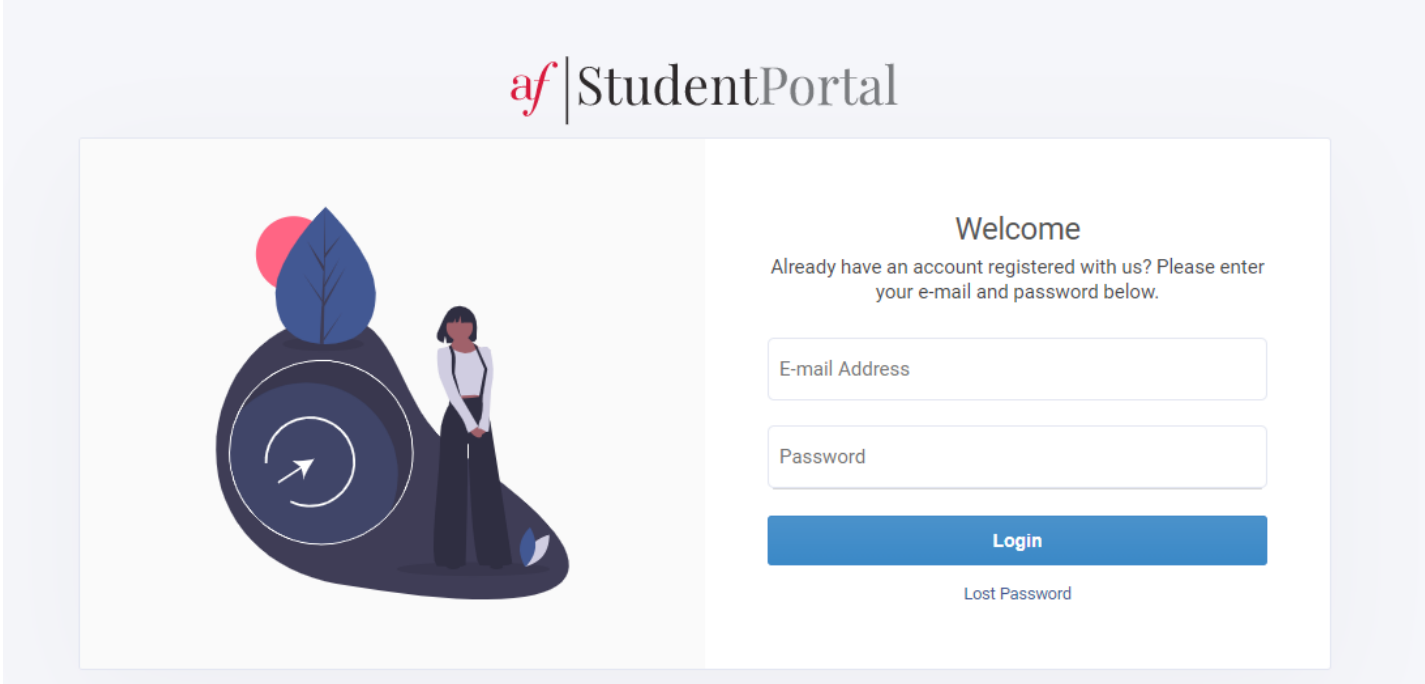
Manitoba

# Step 1: Go to the portal address

Option 1: Go to <https://www.afmanitoba.ca/af/students>

Option 2 : from our [home page](#), click on 

Enter your login information (same one as when you registered\*)

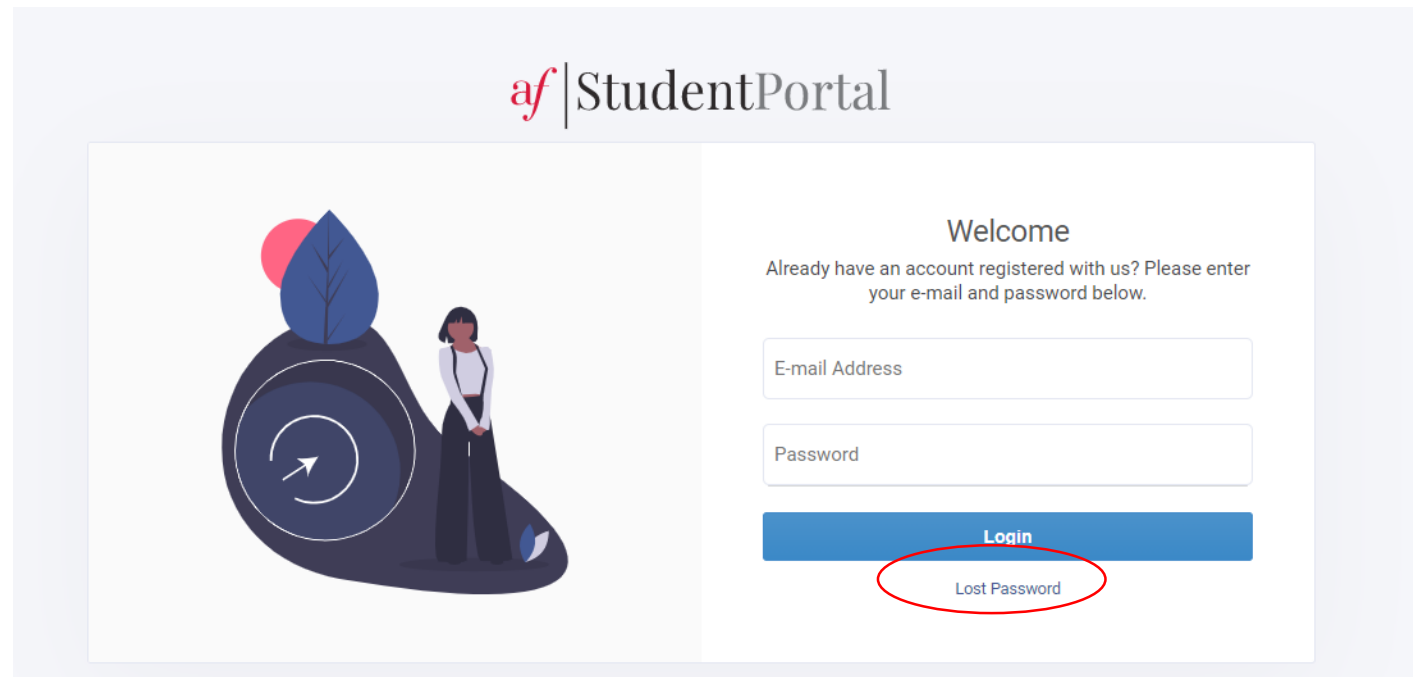


\*for children's courses, see slide #4

# What to do if you need your login information

If you don't have your login information:

- Retrieve your password (by clicking on *lost password*)
- Or contact us at 204-477-1515 or at [info@afmanitoba.ca](mailto:info@afmanitoba.ca)



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# How to login to your child's course portal

Parents and children have separate accounts.

You need to change the account to access the portal of your child's course.

The screenshot shows a web browser window with the URL <https://www.afmanitoba.ca/af/students/courses/>. The page title is "af StudentPortal" and the main heading is "COURSES". A modal dialog box is displayed in the center with the text "www.afmanitoba.ca indique" and "Are you sure you wish to login to this account?". The dialog has two buttons: "OK" (highlighted with a red arrow) and "Annuler".

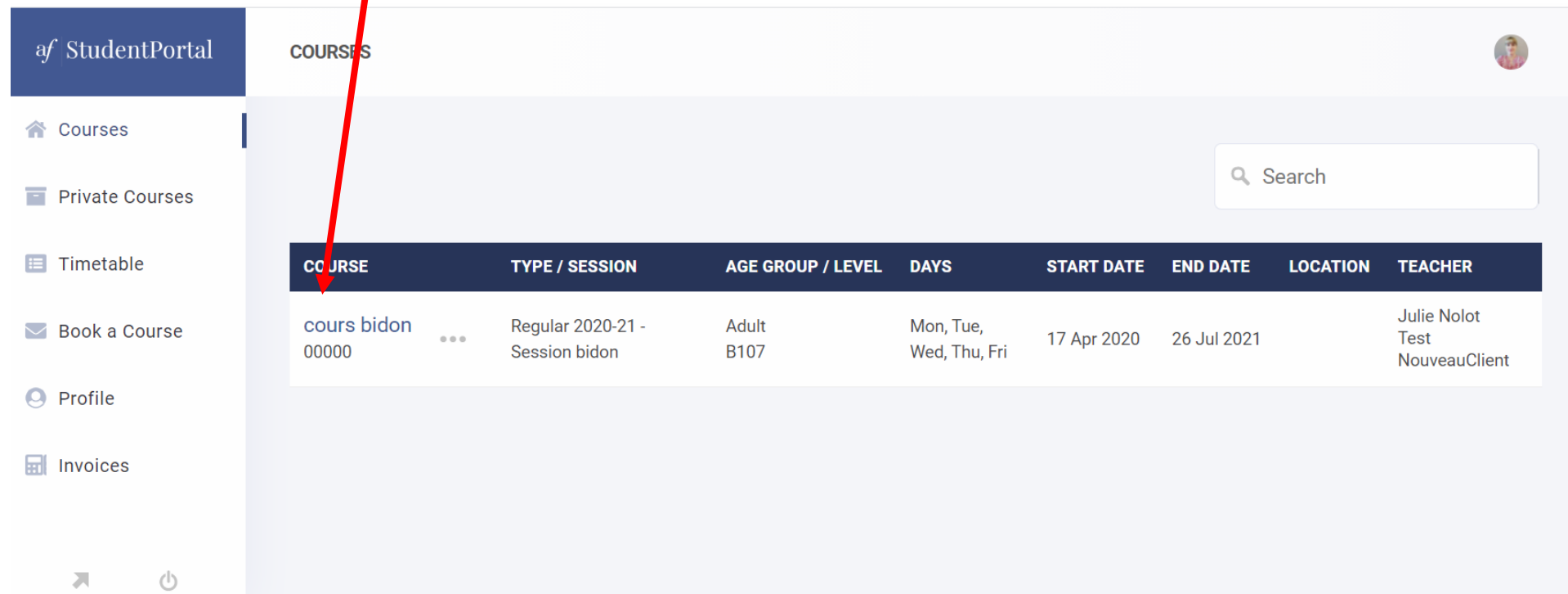
Annotations on the screenshot include:

- "Parents' account" with a red arrow pointing to the current user profile "ANTONIO" in the top right corner.
- "1- to switch account, scroll down" with a red arrow pointing to a dropdown arrow icon next to the "ANTONIO" profile.
- "child's account" with a red arrow pointing to the "Martino" profile in the dropdown menu.
- "2- click **ok** to have access to the child's account" with a red arrow pointing to the "OK" button in the modal dialog.



# Step 2: Access your class

Once connected, you will land on the home page. You will see all the classes you are enrolled in. Click on the class you want to enter (most recent at the top).



The screenshot shows the 'af StudentPortal' interface. On the left is a navigation menu with options: Courses, Private Courses, Timetable, Book a Course, Profile, and Invoices. The main area is titled 'COURSES' and features a search bar. Below the search bar is a table with the following columns: COURSE, TYPE / SESSION, AGE GROUP / LEVEL, DAYS, START DATE, END DATE, LOCATION, and TEACHER. A red arrow points to the first row of the table.

COURSE	TYPE / SESSION	AGE GROUP / LEVEL	DAYS	START DATE	END DATE	LOCATION	TEACHER
<a href="#">cours bidon 00000</a>	Regular 2020-21 - Session bidon	Adult B107	Mon, Tue, Wed, Thu, Fri	17 Apr 2020	26 Jul 2021		Julie Nolot Test NouveauClient

# Your class activity at a glance

**Course feed:** Here, you will find all the posts and discussions by the teacher and the students of the class (most recent at the top, except “pinned” posts by the teacher). You can add, comment or like a post!

The screenshot shows a class activity interface. At the top is a dark blue header with the text "# cours bidon" and "Learn more than a language." Below this is a profile card for "Julie Alliancefrancaise" with an "EDIT PROFILE" button. To the right is a text input field with the placeholder "Write something awesome, Julie." Below the profile card is a sidebar menu with four items: "COURSE FEED", "MY ASSIGNMENTS", "MY DOCUMENTS", and "STUDENTS". The main content area shows a post from "Julie Nolot" titled "Préentez-vous!" with a deadline of "22 JUN 12:00AM" and a description "Préentez-vous dans un texte d'environ 150 mots." To the right is a "NEXT CLASS" section showing "Monday 21 Jun 2021 - 5:30pm - 8:30pm" and a "VIEW SCHEDULES" button. Red arrows point from external text labels to these specific elements: one to the header, one to the text input field, one to the "MY DOCUMENTS" menu item, one to the "STUDENTS" menu item, one to the "NEXT CLASS" section, and one to the "Recap of the assignments" text at the bottom.

Useful documents

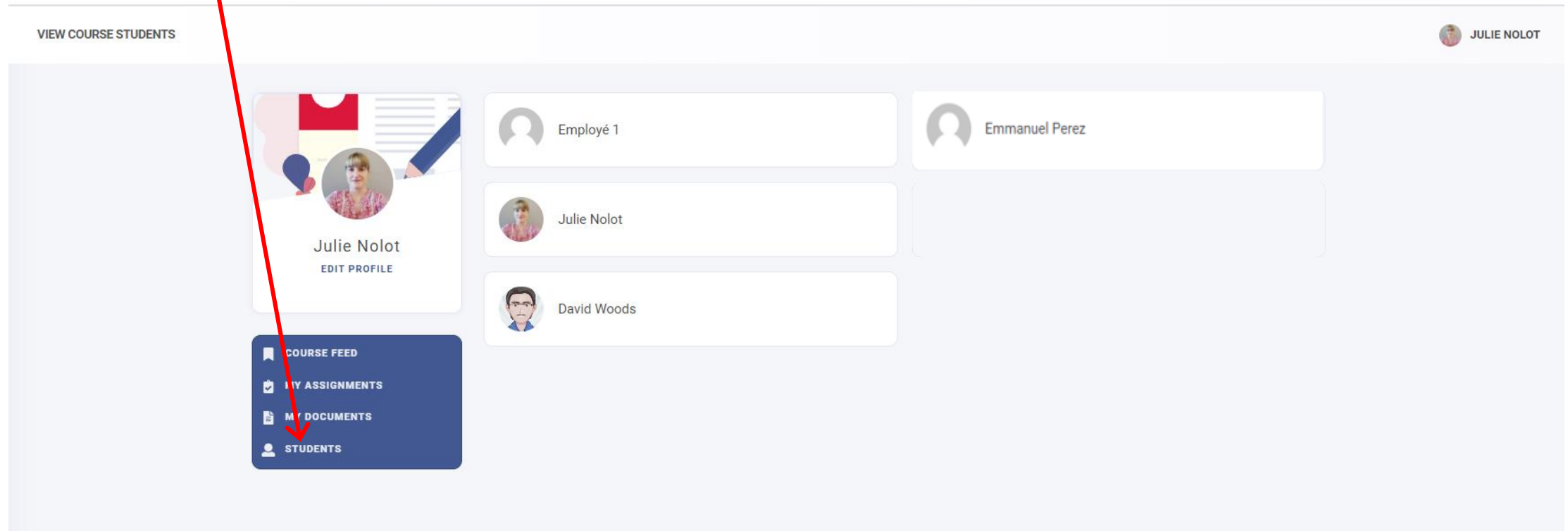
Your classmates

calendar

**Recap of the assignments:** access your assignments, submit your work and check the teacher’s comments.



# Discover your classmates



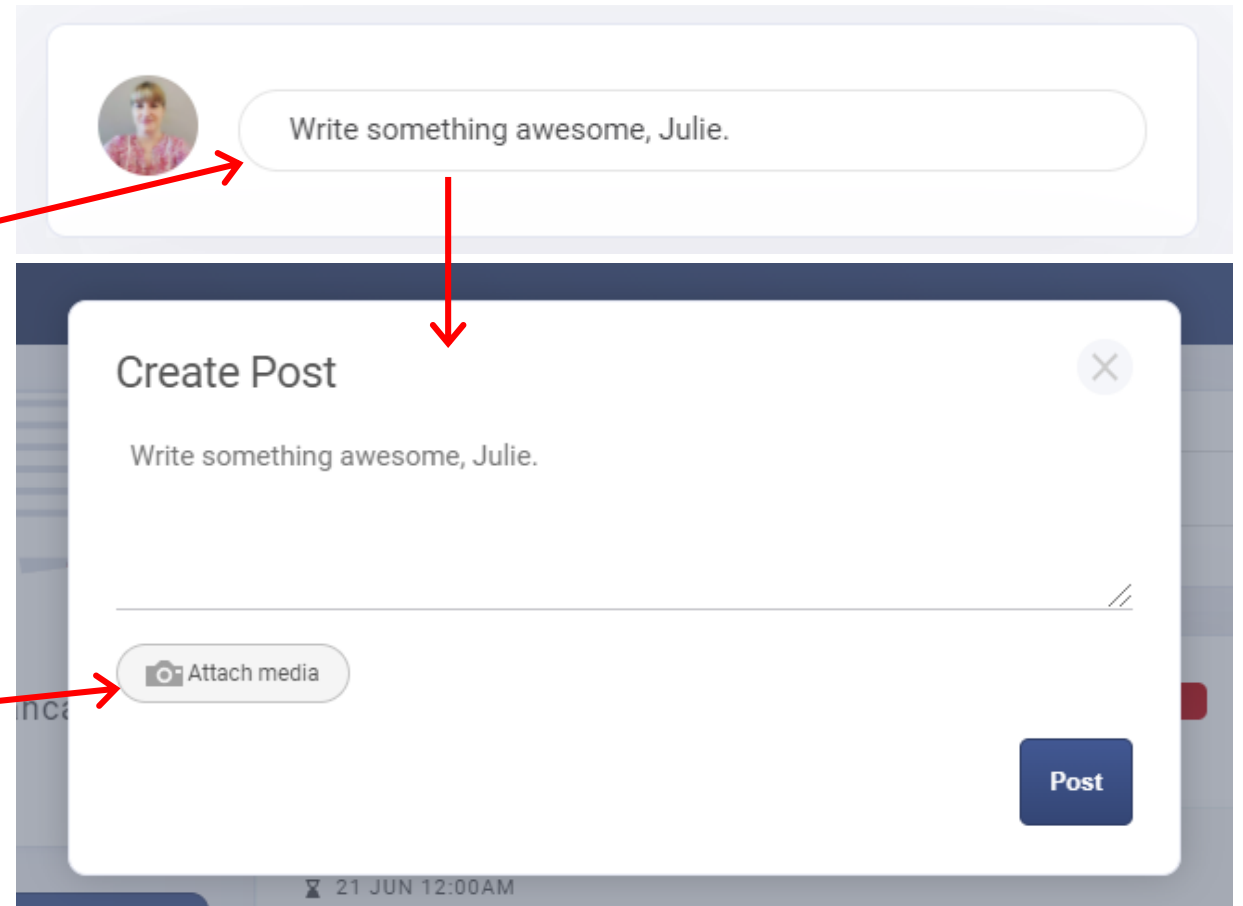
The screenshot displays a user interface for viewing course students. At the top left, it says "VIEW COURSE STUDENTS". At the top right, the user's name "JULIE NOLOT" is shown next to a profile picture. The main content area features a list of student profiles, each with a circular profile picture and a name: "Employé 1", "Emmanuel Perez", "Julie Nolot", and "David Woods". On the left side of this list is a larger profile card for "Julie Nolot" with an "EDIT PROFILE" link. Below the student list is a dark blue navigation menu with four options: "COURSE FEED", "MY ASSIGNMENTS", "MY DOCUMENTS", and "STUDENTS". A red arrow points from the title "Discover your classmates" to the "STUDENTS" option in the navigation menu.

Note that you won't be able to send private message to any classmate but you are encouraged to post a message on the course feed if you have questions about any detail of the classes or the course.

# Interact with your classmates and your instructor

**Create a post in the news feed**

If you wish, add a document/picture, a link or voice message, then click on “attach media” and post!

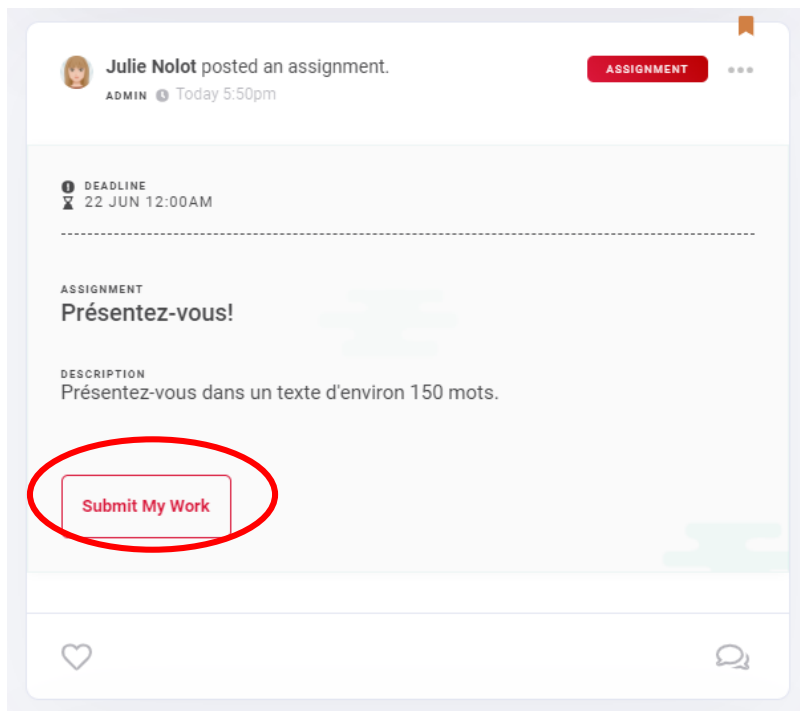


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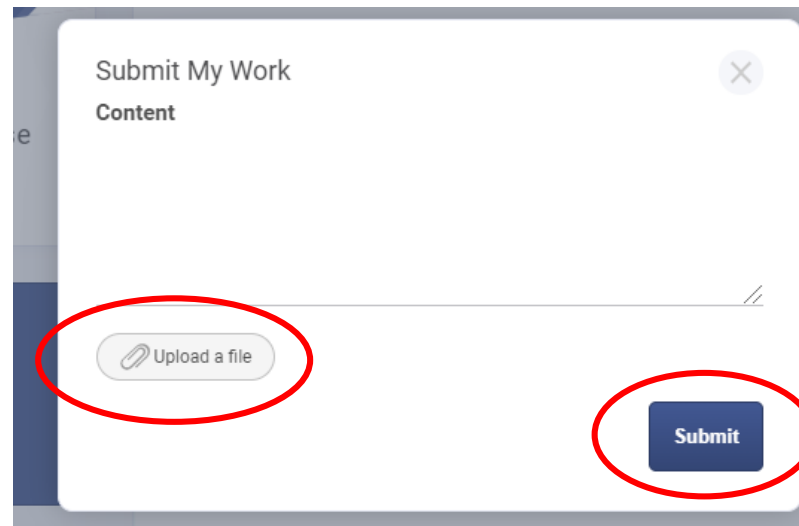


# Submit an assignment

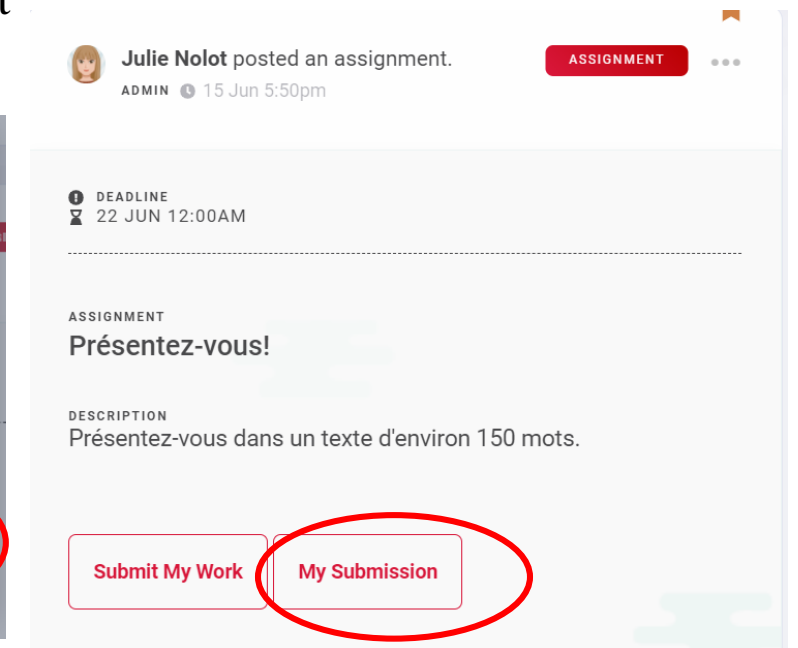
1- After your instructor's post about the assignment, it will appear in the course feed. Click on « submit my work »



2- You can either type directly in the text box or upload a document and submit!




3- Once submitted, the *my submission* button appears which allows you to see your submission.



# Settings and preferences

af StudentPortal

 Courses

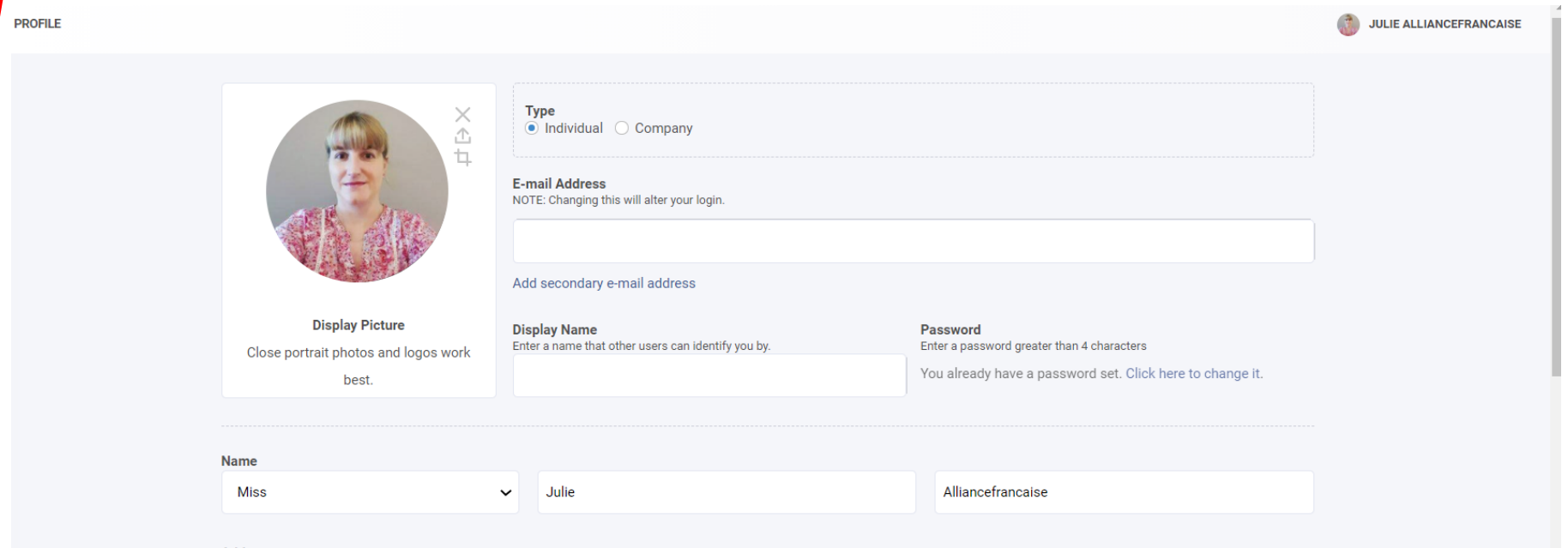
 Private Courses

 Timetable

 Book a Course

 Profile

**Edit your profile information** you can edit your profile, change your profile picture, edit your account settings (including your password)



PROFILE JULIE ALLIANCFRANCAISE

**Type**  
 Individual  Company

**E-mail Address**  
NOTE: Changing this will alter your login.

Add secondary e-mail address

**Display Picture**  
Close portrait photos and logos work best.

**Display Name**  
Enter a name that other users can identify you by.

**Password**  
Enter a password greater than 4 characters  
You already have a password set. [Click here to change it.](#)

**Name**  
Miss  Julie  Alliancefrancaise

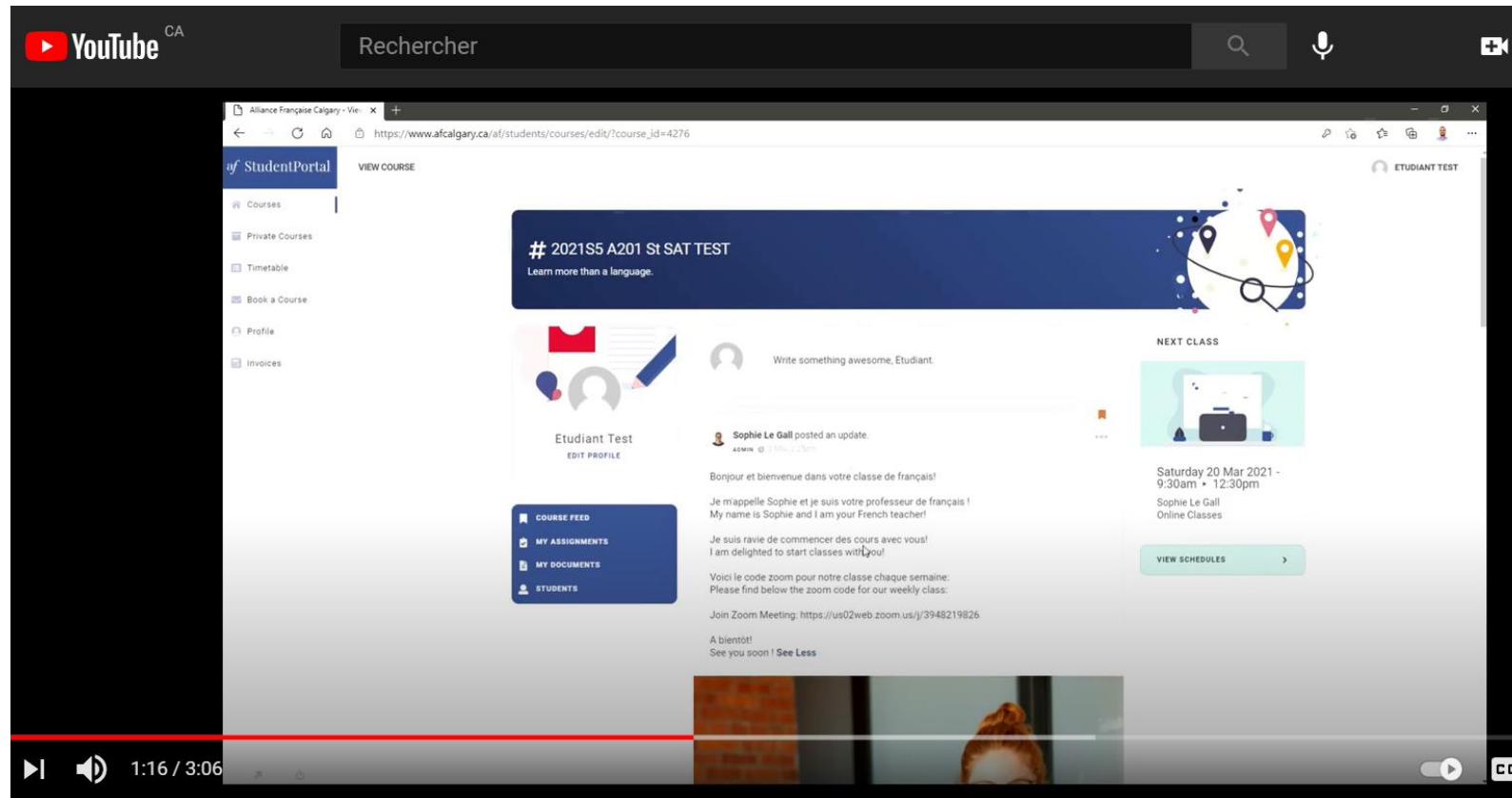
Note that the portal will be accessible 7 days prior to your first class, and 30 days after the course end.



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# Take a tour of the portal

Click [here](#) to watch an online tutorial created by the Alliance Française of Calgary



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with  
Alliance Française du Manitoba!



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