How to Use Populi

Once you master the features of Populi, you will enjoy learning in an online community. The following information will help you understand how to use Populi.

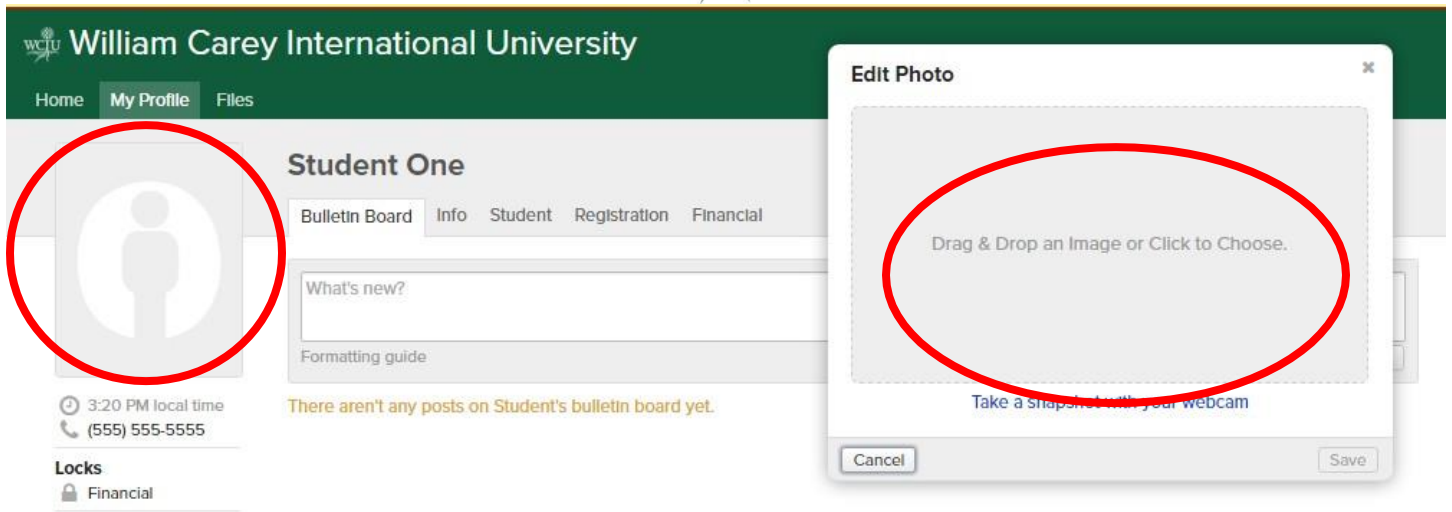## GENERAL INFORMATION

This is the main page.

Upload your profile picture

Go to the "My Profile" tab.

Click on the photo image. Choose and upload a picture of yourself.

Bulletin Board

Go to "My Profile" > Bulletin Board.
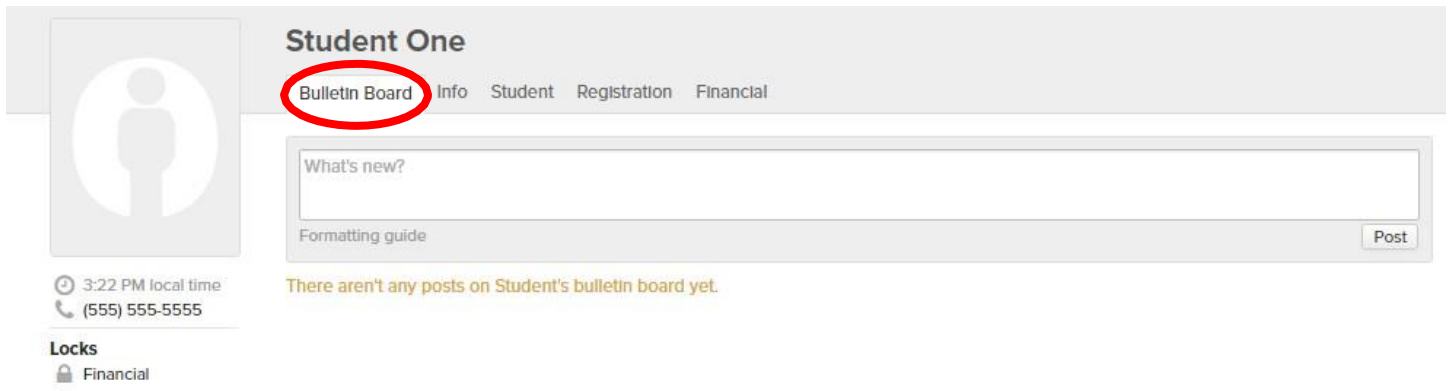
You can use this communicate any questions or concerns, including prayer requests. Anything posted here automatically goes to all participants.

This is the location that your instructors will also communicate general information with the class.

You should also introduce yourself to your classmates through the Student Introduction link in the Welcome and Introduction section: Who are you? Where do you live? Why are you enrolled in this course? What would you like us to know about you and your ministry?

Student

Go to "My Profile" > Student.

This tab allows you to see the courses you are enrolled in, your GPA, and other coursework info.

Financial

Go to "My Profile" > "Financial."

This shows the amount you need to pay for each term. You can see the total you owe on the far right. Every term, you can pay when you click "make a payment." *Note: you cannot enroll in a new course if you have unpaid fees.

INFORMATION ABOUT YOUR COURSES

To view courses and course info:

Go to My profile > Student > then click on the course name (highlighted in blue).

To view your syllabus:

Go to "Info" > and under "links" you can find research paper guidelines; under "files," you can find the syllabus or other important documents.

To view your Lessons:

Go to "Assignments" > and click on the name of the assignment (highlighted in blue).

You can post your assignments or drag and drop assignments.

To view your grades and attendance:

Go to "dashboard" > look on the right side at "Grade" and "Attendance."

COMMUNICATION

Emails

Normally, WCIU will send emails to your special email set up through Populi, which is usually yourname@students.wciu.edu. To have emails sent to your personal email and not to your WCIU Populi email, please follow the instructions on the document called "Forward Populi email to personal account 8.17.16."

Please access your student e-mail account regularly, as this is the main way that we will communicate any important administrative information with you. Once you "Subscribe to E-Mail Notifications" you will also receive prompts when someone has commented in your course.

To view emails through Populi

To access your student e-mail via Populi, click on "Email" on top toolbar.

WCIU Announcements

Periodically, you will receive announcements and notifications. You can see them by going to Home > Dashboard.

Populi Help

If you have questions related to Populi please:
- Visit the Populi Student Information page in the Populi Knowledge Base at: *https://support.populiweb.com/hc/en-us/categories/203333527-For-Students*
- Email Populi Support at: *info.populi.com*
- Call Populi Support at: *(877) 4-POPULI*
- Watch Populi Student Tutorial Videos at: *https://vimeo.com/showcase/195979*
- Visit our Student Resources page: *https://www.wciu.edu/student-resources*
- Email: WCIU Student Services at: *studentservices@wciu.edu*