



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.

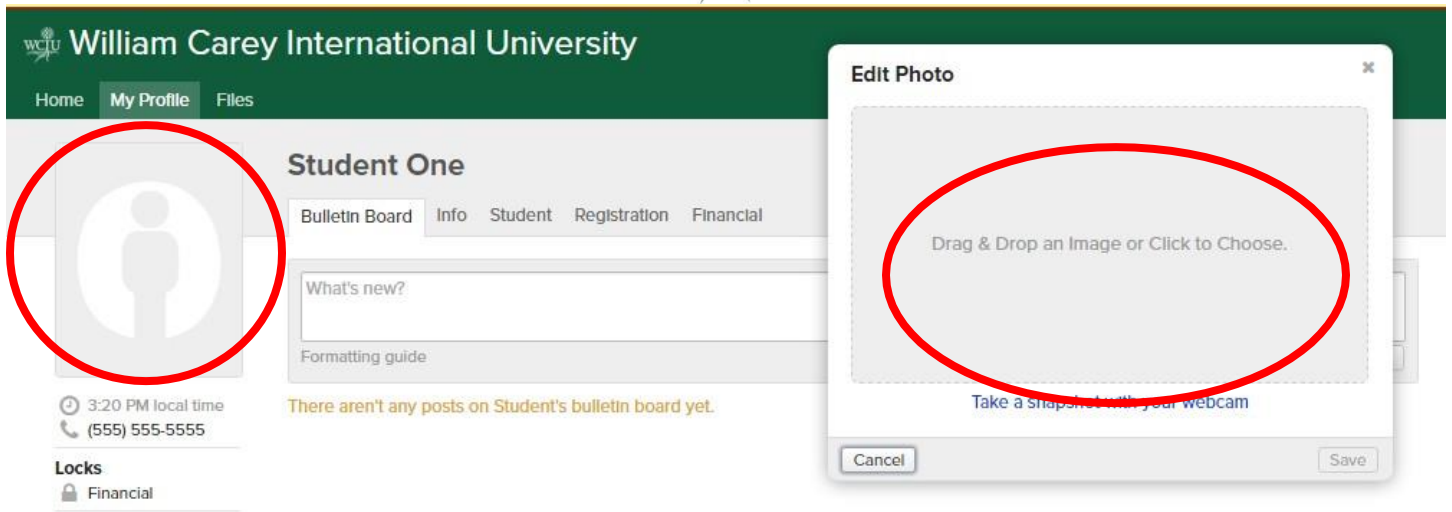
The screenshot shows the main dashboard of William Carey International University. At the top, there is a green header with the university's name and navigation links for Home, My Profile, and Files. Below this is a sub-header with Dashboard and To-Dos. The main content area is divided into several sections: Alerts (Registration is now open, You have overdue unpaid Invoices), The Feed (WCIDJ Spring 2016 Issue), Events (No events in the next seven days), and Courses (Current Courses, Intl Dev 506D: Course 8, Global Civilization: The Early Church). The WCIDJ Spring 2016 Issue section includes a post about the issue's publication and a link to the issue.

Upload your profile picture

Go to the "My Profile" tab.

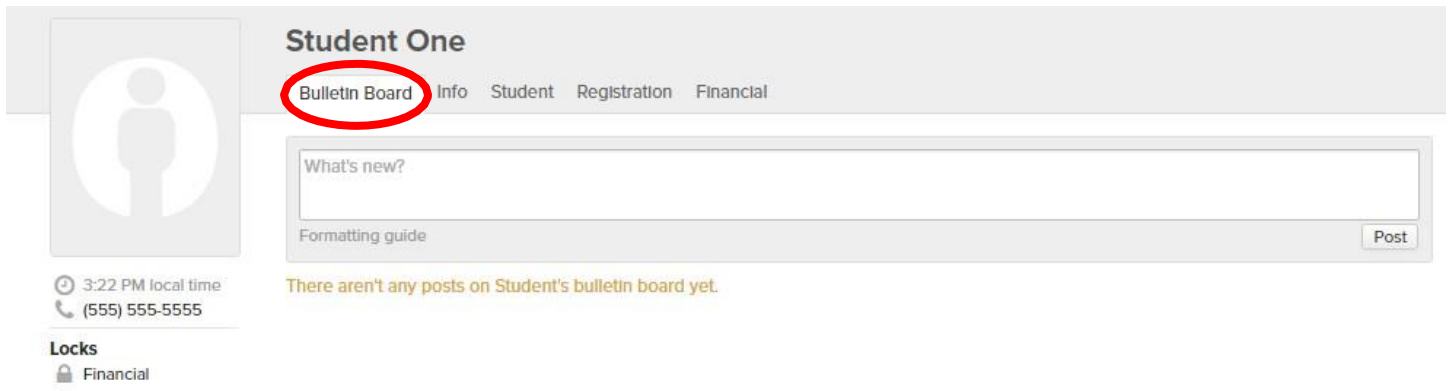
The screenshot shows the 'My Profile' page for a student named Student One. The 'My Profile' tab is highlighted with a red circle. The page includes a profile picture placeholder, contact information (3:19 PM local time, (555) 555-5555), and a section for Locks (Financial). The main content area is titled 'Student One' and includes a 'Bulletin Board' tab, a text input field for 'What's new?', a 'Post' button, and a message stating 'There aren't any posts on Student's bulletin board yet.'

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.



Student One

Bulletin Board Info **Student** Registration Financial

Transcript Degree Audit

Program

Non-program courses

Cumulative

Attempted Credits	Earned Credits	Points	Cumulative GPA
14.00	0.00	0.00	0.00

Oct 6-Months 2016-2017

Course	Name	Atmp. Credits	Ern. Credits	Grade	Points
InterCultr 565	Foundations of the World Christian Movement	2.00	0.00	IP	0.00
Totals		2.00	0.00		
		Term GPA 0.00	Cumulative GPA 0.00		

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

Student One

Bulletin Board Info **Student** Registration Financial

Transcript Degree Audit

Program

Non-program courses

Cumulative

Attempted Credits	Earned Credits	Points	Cumulative GPA
14.00	0.00	0.00	0.00

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Totals		2.00	0.00		
		Term GPA 0.00	Cumulative GPA 0.00		

Financial

Go to "My Profile" > "Financial."



Student One

Bulletin Board Info Student Registration **Financial**

Dashboard By Term Financial Aid History

Unpaid Invoices

Invoice #	Amount	Paid/Credited	Balance	Pending Aid	Amount Due
1680	320.00	0.00	320.00	0.00	320.00
1574	320.00	101.80	218.20	0.00	218.20
Total	640.00	101.80	538.20	0.00	538.20

Unapplied Payments/Credits

Date	Type	Reference	Amount	Applied	Available
9/20/2016	Sales Credit	#2569	538.20	0.00	538.20

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.

Student One

Bulletin Board Info Student Registration Financial

Dashboard By Term Financial Aid History

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Total	640.00	101.80	538.20	0.00	538.20

Unapplied Payments/Credits

Date	Type	Reference	Amount	Applied	Available
9/20/2016	Sales Credit	#2569	538.20	0.00	538.20

Pay now amount: 0.00

Make a Payment

Someone else paying?

Summary

Pay Now

Total Balance

INFORMATION ABOUT YOUR COURSES

To view courses and course info:

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



William Carey International University

Home My Profile Files

Student One

Bulletin Board Info Student Registration Financial

Transcript Degree Audit

Program None

Non-program courses

Cumulative

Attempted Credits	Earned Credits	Points	Cumulative GPA
14.00	0.00	0.00	0.00

Oct 6-Months 2016-2017

Course	Name	Atmp. Credits	Ern. Credits	Grade	Points
InterCultr 565	Foundations of the World Christian Movement	2.00	0.00	IP	0.00
Totals		2.00	0.00		

Term GPA 0.00 Cumulative GPA 0.00

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.

InterCultr 565: Foundations of the World Christian Movement

Dashboa Info Assignments Discussions Calendar Roster

Information

Term	Oct 6-Months 2016-2017
Course	InterCultr 565
Name	Foundations of the World Christian Movement
Section	1
Description	No description for this course

Links

- Guides and Templates
- Turabian Citation Maker
- Turabian Reference Guide

Files

- Foundations Syllabus _09_16.docx

To view your Lessons:

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



InterCultr 565: Foundations of the World Christian Movement

Dashboard **Info** **Assignments** Discussions Calendar Roster

Assignment Groups

Name	Weight	Extra Credit
Other	100%	

Assignments

Group	Type	Name	Points	Extra Credit	Due Date/Availability
Other	File	Learning Activity #1	0		--
Other	File	Learning Activity #2	60		--
Other	File	Learning Activity #3	35		--
Other	File	Learning Activity #4	5		--

You can post your assignments or drag and drop assignments.

InterCultr 565: Foundations of the World Christian Movement

Dashboard Info **Assignments** Discussions Calendar Roster

[← Assignments](#)

Learning Activity #1

Ask faculty a question about this assignment or submit a file

To attach a file drag & drop here or click to choose

Submit

There are no comments about this assignment.

To view your grades and attendance:

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

InterCultr 565: Foundations of the World Christian Movement

Dashboard Info Assignments Discussions Calendar Roster

Alerts

No alerts available.

Bulletin Board

Share something with the class...

Formatting guide

Status Enrolled	Grade --	Attendance --
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Schedule

There are no scheduled events in the next seven days.

My Discussions

There are no recent discussion updates.

There aren't any posts on InterCultr 565-1: Foundations of the World Christian Movement's bulletin board yet.

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.

College Management | **Email** | Calendar

Add your phone number to receive text notifications. USA and Canada only

William Carey International University

Home | My Profile | Files

Student One

Bulletin Board | Info | Student | Registration | Financial

Contact Info

Work	(626) 398-2114
Home ★🔒	(555) 555-5555
Work ★🔒	registrar@wciu.edu
System 🔒	studentf@students.wciu.edu
Home ★	1539 E Howard Street Pasadena, CA 91104 USA

🕒 4:32 PM local time
✉ Email Faculty
☎ (555) 555-5555

WCIU Announcements

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



Alerts

- Registration is now open.
- Your 2016-2017 financial aid application has offered awards.

The Feed



WCIDJ Spring 2016 Issue

4 months ago Updated May 26, 2016 11:42am

Faculty, staff, and students,

WCIDJ Spring 2016 Issue on "Children and International Development" is published! Articles selected for this issue include contribution from WCIU faculty and students. Please enjoy free online access and download. You are all welcome to join the dialogue and discussion through commenting on the articles and blog postings, and share Insights on your own social networks.

[WCIDJ Spring 2016](#)

♥ | Comment | Posted by Global Civilization

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](tel:(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