Populi Orientation Guide for Students

How do I find my courses?

- Wherever you see a **course abbreviation** (Intl Dev 610, and so on), click it and it will bring you to that course's page.

- You can find courses you're enrolled in or auditing on your Home page or your Profile.

- You may only submit assignments, take tests, and interact with lessons for courses in which you are *enrolled*.

Courses feature a Dashboard, Info page, Assignments, Lessons, Discussions, Tests, Roster, and a Calendar.

Dashboard

The Dashboard tab keeps you appraised of course activity through the **Schedule**, a list of your active **Discussions**, and announcements via the **Bulletin Board**.

Alerts

Alerts informs you about updates to assignments, new discussions, and newly-available tests—and links you to all of these activities.

Schedule

Schedule pulls upcoming events from the course Calendar (see below).

My Discussions

My Discussions shows you if any of your discussions have been updated. Look for a green icon for discussions with new activity. To get a discussion into this list, you have to have participated in it at some point.

Bulletin Board

The bulletin board is a forum where you, your classmates, and your instructor can read and post messages related to the class.

Type or copy-paste text into the bulletin field and then **Post** it.

You can use [text formatting](#) in the Bulletin Board.

You can also **embed videos** hosted on **YouTube** or **Vimeo** by copying and pasting the **video's URL** right in the body of the text. Populi will do the rest.

Reply to a post by clicking **Comment**.

You can delete 🗑 any post or comment in the Bulletin Board at any time.

Info

The info tab gives you basic information about the course.

Information: The basics about the course—description, credits, and so on.

Meeting times: The course's regularly-scheduled meeting times. This information is also available in your Calendar and via your Profile.

Optional Info

Supplies lists items that'll come in handy to do the coursework (stuff like calculators, pencils, and so on).

Links opens websites in a new tab or window.

The **Reading List** tells you about the **required** and **recommended** books for the course. If available, you'll also see a link to purchase the books in the **Bookstore.**

Files are supplemental materials the instructor has uploaded. Click the **filename** and then **Download** to view or save them.

Roster

The course Roster shows you who else is taking the course.

Calendar

The course Calendar shows every event occurring in the course—meeting times, assignment due dates, test availability, lesson start dates, and any additional events.

Use the forward/backward arrows to navigate between months. Click **Today** to jump right to the current month.

Print the calendar to create a PDF of the month you're looking at.

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*