Navigating Populi

Student Edition

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Hello! Welcome to our LABI Populi Family! Populi is a web-based software program that LABI uses to keep academic records and many other things. It is naturally suited to allow teachers to conduct online courses and supplement traditional classes. Students can use Populi to help navigate them through their classes and academic records.
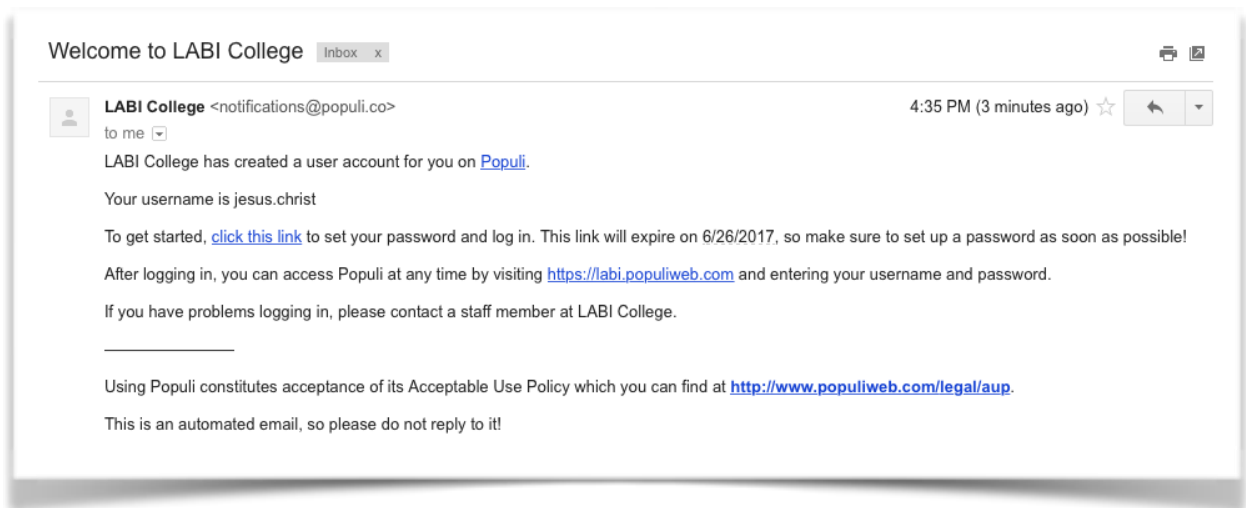
I. Your Populi Account Login

To use Populi, you first need a login — which consists of a username and password. To get a login, an existing Populi user has to set it up for you. Here is all you need to know in order to login your Populi account:
1. Your Very First Login
2. Daily Functions
3. Changing Your Password
4. Resetting Your Password

1. Your Very First Login

1. When someone creates a new user account for you, you'll be sent a welcome email from your school via notifications@populi.co.

Welcome to LABI College Inbox x

LABI College <notifications@populi.co>   4:35 PM (3 minutes ago)
to me

LABI College has created a user account for you on Populi.

Your username is jesus.christ

To get started, click this link to set your password and log in. This link will expire on 6/26/2017, so make sure to set up a password as soon as possible!

After logging in, you can access Populi at any time by visiting https://labi.populiweb.com and entering your username and password.

If you have problems logging in, please contact a staff member at LABI College.

_____

Using Populi constitutes acceptance of its Acceptable Use Policy which you can find at http://www.populiweb.com/legal/aup.

This is an automated email, so please do not reply to it!

2. This email creates your username, which was set up for you by LABI. It also contains a unique link that lets you set a password and log in to Populi for the first time. This link well expire seven days from when the email is sent. Therefore, please make sure to login as soon as possible!
3. The first thing you will be asked for on the login page is a mobile phone number. After entering your number, Populi will text you a verification code. Enter the code to verify your number and you'll be taken to the password screen.
   • If login approvals are required for your user account, you must enter a mobile phone number to proceed.

- If login approvals are merely *allowed* for your account, you'll have the option to skip this step.

4. Your password needs to be at least 10 characters long, contain at least one capital letter, and at least one number. You can also use special characters and spaces. When all the instructions are green, your password is good to go. Afterwards, confirm your password by typing it again.

5. Check to indicate your acceptance of the Acceptable Use Policy.

6. When you're done, click **Save Password and Log In.** You'll be taken to your Populi Home Page.

Verify Mobile Phone Number

Please enter your 10-digit mobile phone number and Populi will send you a verification code.

| 10-digit phone | Send Verification Code |

This is required for your account.

Verify Mobile Phone Number

Please enter the verification code Populi sent to **(218) 576-2944**

| 508 | - | 617 | Verify Number | or Start over |

Set Populi Password

Use at least **10 characters** containing at least **one uppercase**, **one lowercase**, and **one number**. You can use special characters (like <>?&$, etc.), too!

New Password ✔

••••••••••••••

Confirm New Password ✔

••••••••••••••

☑ I have read and agree to the Populi Acceptable Use Policy

| Save Password and Log In |

2. Daily Functions

Now that you have a Populi login, here are the basics:

To log in to your school's Populi site:

1. Go to your school's unique Populi URL: https://labi.populiweb.com.
   - You can find this URL by looking at your welcome email.
   - You can also bookmark your school's Populi login page.

2. Enter your username. If you're using your own computer, click **Remember** to have Populi remember your username whenever you log in—less typing! If you're using a public computer, *don't click **Remember**!*

LABI College

| jesus.christ | Remember |

| •••••••••• | Show |

Forgot your username or password? | Log In |

3. Enter your password. This field hides what you're typing by showing your characters as black dots. If need be, click "**Show**" so you can see what you're typing—but we recommend you don't do this.
4. If login approvals are required for your account and you're logging in on a <u>new device or web browser</u>, Populi will send a one-time passcode to your mobile phone so you can complete this login.
5. Click **Log in** or press *Enter* on your keyboard.

3. Changing Your Password

It's a good practice to proactively change your password every so often. Here's how to do that:

1. Click your name in the black bar in the upper right corner of the Populi screen (right next to the orange Help button) and select *Settings*.
2. Under *Reset Password*, enter your old password, your new password, and then confirm your new password.

3. Click "Save Settings."

4. Resetting Your Password

If you're using login approvals, here's how to reset your password from the login screen:

Go to your school's Populi login screen.

1. Click *Forgot your username or password?*

2. Enter the email address used to first set up your account. This is most likely your own personal email address.

3. Click **Send**.

4. Check that address for the reset password message. The sender name will be that of your school via notifications@populi.co. The subject will say *Password reset*.

5. The email will contain your username and a link to your school's Populi site where you can reset your password. Click the link.

6. Populi will ask you for a verification code. This code will be texted to your mobile phone. When the code arrives on your phone, enter it into Populi and click **Verify**.

7. On the password-reset page, follow the instructions for entering your new password. When you click **Save Password**, Populi will log you in as normal.

8. If all else fails, contact an administrator or staff member.

9. If you've forgotten your username or password, get a hold of a staff member at your school. Provided you have login approvals set up for your account, they can send you a *reset password* email (or a *reset text number* email) from your profile.
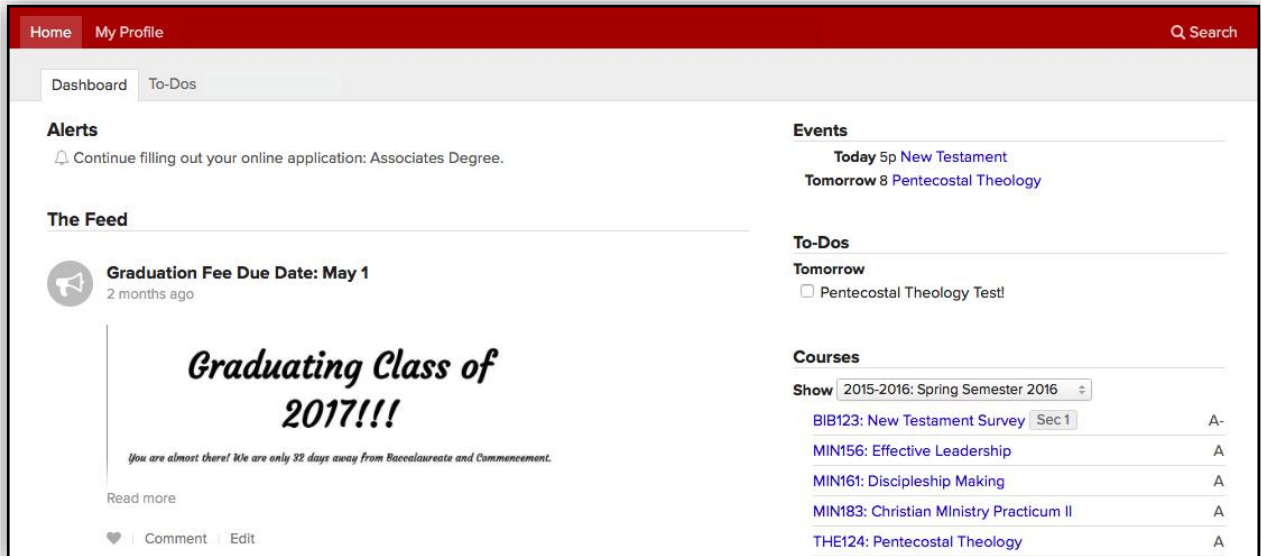
II. Navigating Through Your Populi Account

Populi essentially works like any other web page. Every page has links or buttons that perform an action or that take you to another page. Search is also available on every screen of Populi. You can use it to locate any person, contact, course, file, etc., that you're allowed to access. Furthermore, your browser's forward, back, and refresh buttons allow you to move among the pages you are seeking.

LABI'S Populi webpage enables high-level navigation app links at the top of the screen, such as College Management, Files, and Calendar. Below that are the main navigation views, which change depending on which app you're currently in:

1. Home
2. My Profile

1. Home

  When you log in, you'll go straight to your Populi Home page. Home shows you what is going on right now and what is going to happen. Depending on what you have going on, Home may also show you Alerts, News, Invitations, Events, To-Dos, and Courses on the
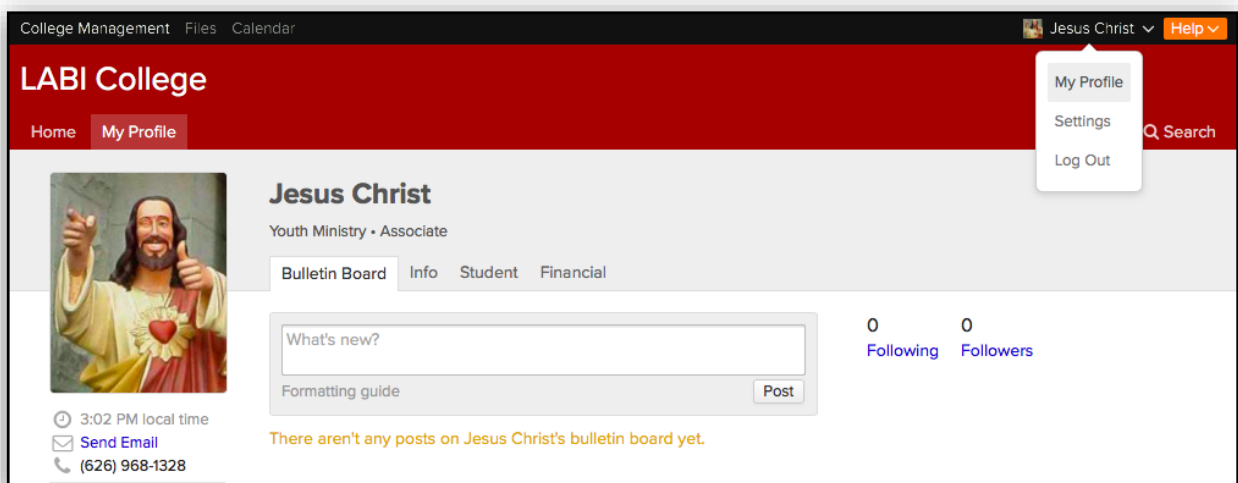

Dashboard.

2. My Profile

  Your profile shows or links you to just about all the information about you thats stored in Populi— contact info, academic history, and so on. There are a few ways to get there:
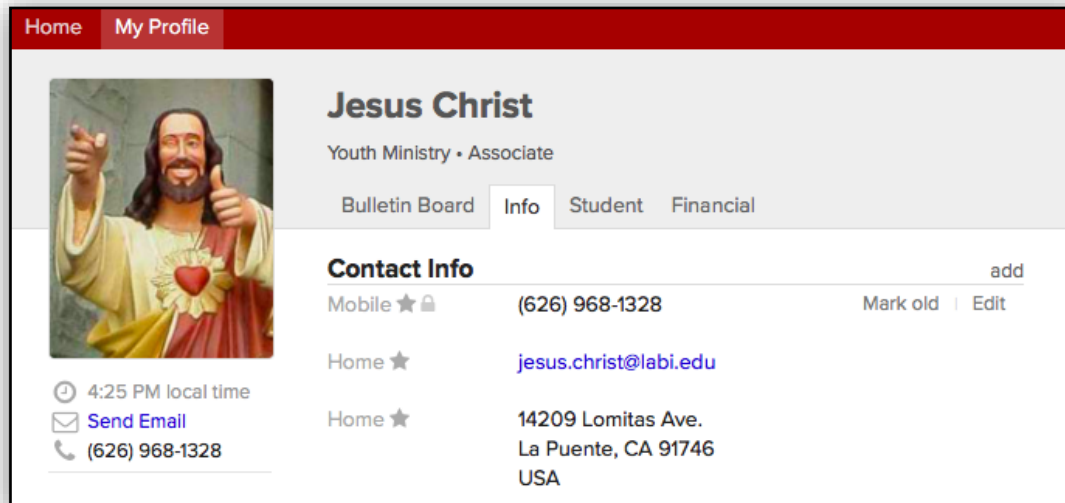
  • Click the *My Profile* view next to *Home.*

  • Click your name in the top black bar; select *My Profile* from the drop-down.

  • Click your name wherever you might see it — say, in a report or on a list.

In your profile, your Bulletin Board, Info, Student, and Financial tab will be available for you to view:
1. The **Bulletin Board** is a forum where you, your classmate, and your instructor can read and post message related to your classes.
2. The **Info** tab provides your contact information. Should you ever need to update this
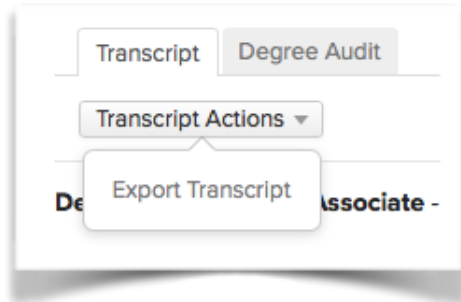

information, you are allowed to by selecting *edit.*

3. The **Student** tab allows you to see your transcript and academic record in the school.

   - Your Transcript and Degree Audit:
   1. Your *transcript* is a complete record of the courses you've taken at your school (including any transfer courses that have been applied to your program).
      - What you will see on your transcript:

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1. Each program's transcript leads off with a summary of your Degree(s) in that Program.
2. Next, it summarizes your accepted *Transfer credits* or hours.
3. *Resident units* are broken out by Academic Term; each Term includes notes for Discipline and Honors (if any) as well as Term and Cumulative GPA.
4. Each program concludes with a Summary: Resident, Transfer, and Overall Units and Cumulative GPA.

- You are also allowed transcript actions that allow you to:

1. *Export Transcript*: This creates a PDF of your unofficial transcript. Check if you wish to include an appendix with course descriptions.

2. Your ***degree audit*** is a tool that compares your courses and academic performance to your schools degree requirements.
   - At the top of the screen, you will see actions that allow you to:
     1. *Export Degree Audit*: This creates a PDF of the audit; the export will match whatever options you've selected.

- *General Degree Requirements* are the big-picture items that describe your academic achievement: GPA, completed credits or hours, and resident credits/hours.

General Degree Requirements Not satisfied

✔ Cumulative GPA	**3.85** / 2.00 required	
Cumulative Credits	**55.00** / 66.00 required	
Resident Credits	**37.00** / 48.00 required	

- • Green items with a big green check indicate that you've met the requirement.

- • Grey or black items indicate that you've not met the requirement.

- • When all of the general requirements have been met, you'll see a green notice saying that the requirements have been satisfied.

- *Degree course requirements* are the particular course and grading requirements for the degree. They're organized using course groups, which are the set of courses that serve a particular function in your course study. Courses count toward the requirement when you've completed them.

  - Each course group leads with a summary of the requirements and whether you've met them. As is customary, green indicates that the requirement has been met.

  - Unused courses are completed courses that are not included in any of the degree's house groups. They count towards the degree's general requirements but do not count in degree course requirements.

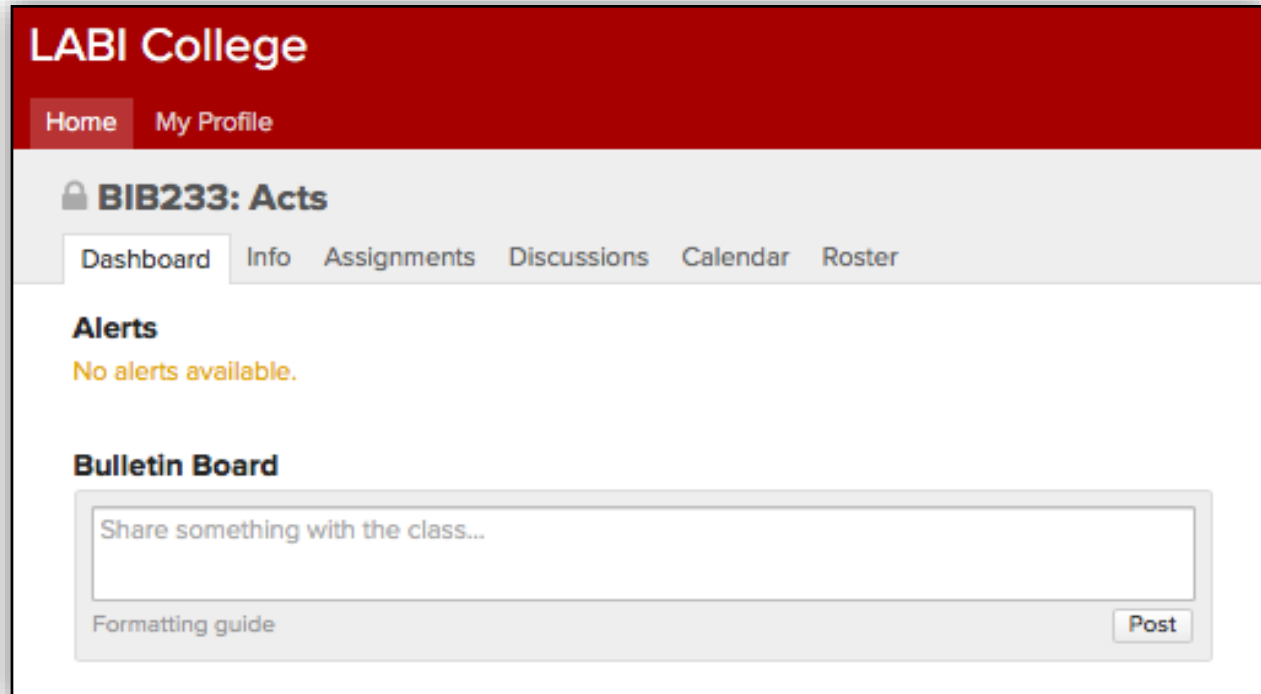- Click to show *all* of the courses in the group, those that have been *completed,*

or those that have *not* been completed.

III. Managing Your Courses

      Whenever you see a *course abbreviation* (BIB123, MIN213, etc.). Click it and it will bring you to that course's page. You can find these abbreviation on your **Home** page or your

Profile. Each page for your courses features a Dashboard, Info page, Assignments, Lessons,

LABI College

Home   My Profile

🔒 **BIB233: Acts**

Dashboard   Info   Assignments   Discussions   Calendar   Roster

Alerts
No alerts available.

Bulletin Board

Share something with the class...

Formatting guide   Post

Discussions, Tests, Roster, and a Calendar.

1. **Dashboard**
   A. The **Dashboard** tab keeps you appraised of course activity through the *Schedule,* a list of your active *Discussions,* and your announcements via the *Bulletin Board.*
2. **Info**
   A. The **Info** tab gives you basic information about the course. Such information includes the abbreviated course name, the Professor's name, the meeting times, the required textbooks, any files the Professor chooses to share with the class such as the course syllabus, etc.
3. **Assignments**
   A. The **Assignment** tab shows you all of the Assignment groups and assignments for the course
      1. *Assignments groups* are types of assignments (Quizzes, Tests, Paper, etc.). Your instructor gives each group a certain overall grade-weight, which is a percentage of your final grade.

Assignment Groups

Name	Weight	Extra Credit	Drop Lowest	Mean	Median	Assignments
Final	20%			85.2% (B)	88.0% (B+)	1
In Class Writing/Quiz	30%			90.5% (A-)	100.0% (A)	7
Midterm	20%			81.8% (B-)	91.0% (A-)	2
Research Background Paper Presentation	30%			92.1% (A-)	93.0% (A-)	1

Assignments

	Group	Type	Name	Points	Extra Credit	Due Date/Availability ▴	% of Course
✓	Final	Grade-only	Final	100		--	20.00%
✓	Midterm	Grade-only	Midterm Part 1	50		--	10.00%
✓	Midterm	Grade-only	Midterm Part 2	50		--	10.00%
✓	Research Background Paper Presentation	Grade-only	Research Background Presentation Paper	100		--	30.00%
✓	In Class Writing/Quiz	Grade-only	Week 1 Acts 1 Outline	5		--	3.75%
✓	In Class Writing/Quiz	Grade-only	Week 1 In class writing assignment	5		--	3.75%
✓	In Class Writing/Quiz	Grade-only	Week 2 Acts 2 Outline	5		--	3.75%
✓	In Class Writing/Quiz	Grade-only	Week 4 In class writing Assignment	5		--	3.75%
✓	In Class Writing/Quiz	Grade-only	Week 4 Outline and Question	5		--	3.75%
✓	In Class Writing/Quiz	Grade-only	Week 5 Acts 10 Quiz	10		--	7.50%
✓	In Class Writing/Quiz	Grade-only	Week 10 Quiz	5		--	3.75%

2. Each assignment group, in turn, contains individual assignments. It helps your instructor count points on one kind of assignment as worth more toward your final grade.
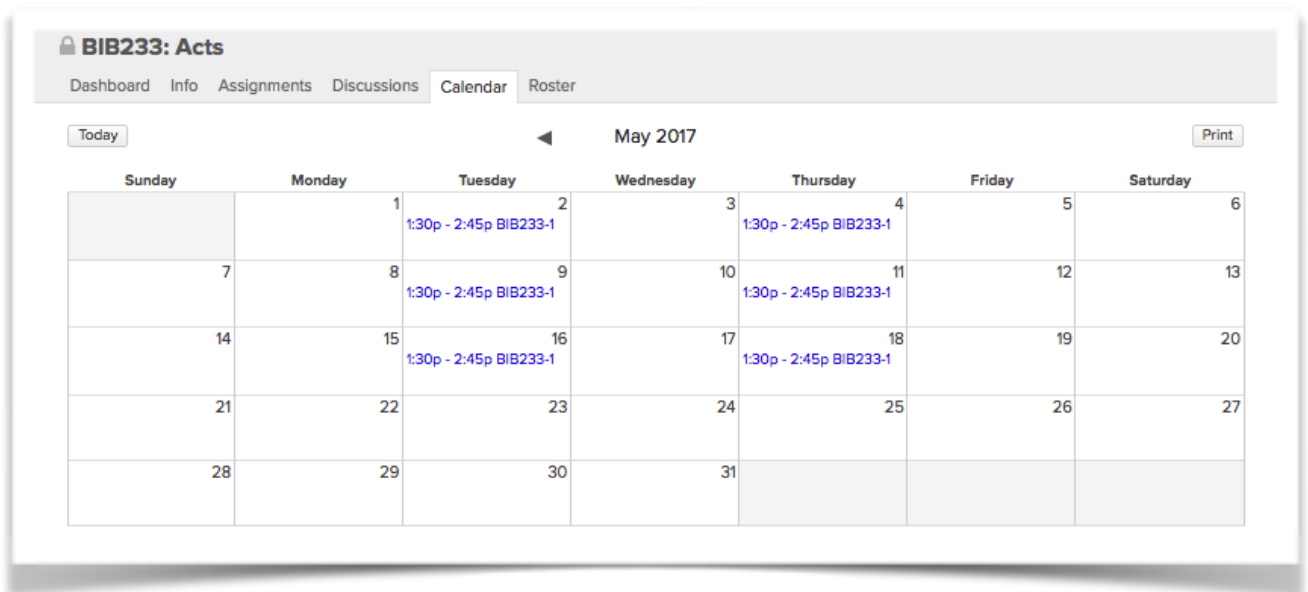
4. Lessons
  A. The **Lessons** tab lists all of the available online lessons for your course
     1. Click a Lesson name to go to its page where you can view it content. You can also find any particular assignments, discussions, links, and files associates with the lesson.

5. Discussions
  A. Discussions consist of a **Title, Topic, Comments,** and **Replies.** You can get to them via Discussions updates in the course Dashboard, the Discussions tab, the Lessons tab, or via individual Lessons.

6. Tests
  A. Tests show you currently available tests as well as any tests you have already taken. Each test is *available* for a certain time period, might have a certain *time limit,* and may allow *retakes*.
  B. Taking a Test
     1. Click **Start Now** to start a test. Before clicking, however, make sure to read the time limit and any remaining retakes. At this point, you may still back out of the test,
     2. Once you **Click here to start the test,** theme limit clock (if any) begins.
  C. Completing your Test
     1. Once you submit your test, you'll see the **Test Completed** screen.

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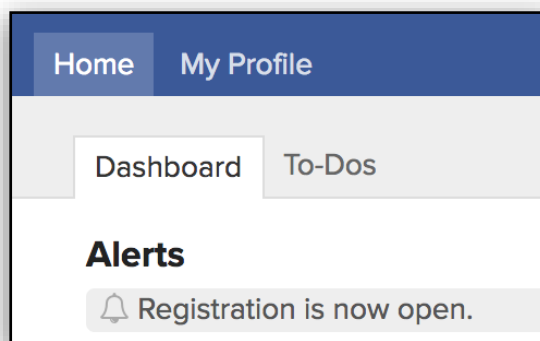

IV. Registering for Courses

You can register for courses when your school has set up online enrollment periods. Online enrollment periods start on the date of your school's choosing and conclude at the course

or term's add-drop date. During these periods, you can enroll in courses, sign up to audit them, drop courses, and get on the waiting list.

1. When to Register

    A.   Remember, the registration page only appears during an online enrollment period that is open to you. If you don't see a way to get there, then it's not open!

        1.   When you log in to Populi, you'll see an alert on your Home page that looks like this. Click the alert to go the registration page.

2. How to Register for Courses

    A.   First, let's get oriented:

        1.   *My Courses* shows the courses (if any) in which you're already registered for the term shown in the selector.

        2.   *Available Courses* shows the courses for which you may register.

        3.   Course names link to the Course > Info view, where you can have a look at course details.

        4.   Faculty names link to their Profiles.

        5.   ⓘ indicates that you've already passed this course. But it doesn't prevent you from registering for it.

    B.   To register for courses:

        1.   Find a course under *Available Courses* and click ✚ in either the *Enroll* or *Audit* column.

        2.   If you see 🔒 in either column, you cannot register for that course in that way. Reasons include:

            a)   There may be an enrollment limit placed on the course.

            b)   You have not fulfilled the prerequisites to enroll in that course (the audit option may still be available in such cases).

            c)   You have already registered for another section of that same course.

            d)   There is a schedule conflict between that course and a course for which you've already registered.

        3.   As you select courses, the information for *Available Courses* updates:

            a)   The meeting times for courses having schedule conflicts with *My Courses* turn red.

            b)   The enroll/audit options for alternate sections of *My Courses* deactivate 🔒 .

            c)   Hours/credits turn red if those courses would cause you to run afoul of the term's *Max Hours/Credits* limit.

            d)   If you enroll in a course with no openings, your *My Courses* enrollment status will show *Waiting List*. The Registrar can control the waiting list; you can also move off the waiting list when other students drop the course.

        4.   To remove a course, click 🗑 under *My Courses*.

        5.   Click **Save** to submit your registration changes. You can also click **Undo Changes** to erase any changes you made since you last saved registration.

V. Contact Information

Should you require any further assistance on navigating Populi, please do not hesitate in contacting LABI for further support:

LABI COLLEGE FRONT OFFICE
Open Monday thru Friday 8:00am-5:00pm
Phone: (626) 968-1328   Email: info@labi.edu

REGISTRAR AND ADVISING
Email: advising@labi.edu

ACADEMIC SUPPORT
Email: academicsupport@labi.edu

DR. SIMON MELENDEZ LIBRARY
Email: library@labi.edu