

Populi Student User Quick Reference

I. HOW DO I REGISTER FOR COURSES?

You can register for courses works during online enrollment periods. 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! Here are the two ways you can get to the registration page:

- When you log in to Populi, you'll see an alert on your Home page. Click the alert to go the registration page.
- Go to My Profile and click the Registration view.

First, let's get oriented:

- *My Courses* shows the courses (if any) in which you're already registered for the term shown in the selector.
- *Available Courses* shows the courses for which you may register.
- Course names link to the Course > Info view, where you can have a look at course details.
- Faculty names link to their Profiles.
-  indicates that you've already passed this course. But it doesn't prevent you from registering for it.

1.1 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:
 - There may be an enrollment limit placed on the course.
 - You have not fulfilled the prerequisites to enroll in that course (the audit option may still be available in such cases).
 - You have already registered for another section of that same course.
 - 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:
 - The meeting times for courses having schedule conflicts with *My Courses* turn red.
 - The enroll/audit options for alternate sections of *My Courses* deactivate .
 - Hours/credits turn red if those courses would cause you to run afoul of the term's *Max Hours/Credits* limit.
 - 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.
 - If you enroll in a course that requires enrollment in a corequisite course, you'll see a notice to that effect. Click the radio button to add the corequisite to *My Courses*.
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.

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II. COURSE DASHBOARD, INFO, CALENDAR, AND CHAT

2.1 How do I find my courses?

1. Wherever you see a **course ID** (e.g., CHS525), **click** it and it will bring you to that course's page. OR
2. You can find courses you're enrolled in or auditing on your **Home page** or your **Profile**.

2.2 Dashboard

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

2.3 Alerts

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

2.4 Schedule

Schedule pulls upcoming events from the course Calendar.

2.5 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.

2.6 Bulletin Board

1. The bulletin board is a forum where you, your classmates, and your instructor can read and post messages related to the class.
2. Type or copy-paste text into the bulletin field and then **Post** it.
3. 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.
4. Reply to a post by clicking **Comment**.
5. You can delete  any post or comment in the Bulletin Board at any time.

2.7 Info

The info tab gives you basic information about the course.

2.7.1 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.

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2.8 Roster

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

2.9 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.

2.10 Chat

1. Chats are scheduled real-time discussions. More informal than regular Discussions (which provide a more structured setting, better-suited to long-form compositions), chats are meant more for conversations, quick thoughts, real-time replies, and so on.
2. Go to the course and click the Chat view. You'll see a list of chat transcripts with the current chat at the top. Click the current chat to read the conversation and contribute to it. Click a transcript to read a past chat.