starr king
school for the ministry

Populi 101 for Students

A Guide to Get Familiar

with SKSM's LMS System

Rev. Dr. Hugo Córdova Quero

Table of Content

Introduction

Hello! I am Hugo, Director of Online Education at SKSM!

Thank you for registering for classes at SKSM. We are glad to have you as a student this term. Your first step for registration and seeing your courses is to access Populi, SKSM newvLMS System. Following is the information you will need to get familiar with the platform and the courses. This resource guide provides you with some initial help to navigate Populi and set up your courses. It does not replace all the Populi tutorials and information offered in the **Search the Knowledge Base** section under the tab **help**. That tab is located at the right side corner of your Populi page.

In 2022, all courses —residential, hybrid, intensives, immersions, online— will be Populi Based. Populi officially replaces Moodle as SKSM's LMS, starting with the Intersession 2022 term. All students and Faculty already have Populi accounts. That means that beginning with Intersession 2022 term, Populi will serve as a single-sign-on system for your online student information and learning management needs.

For composing this guide I combined indications from Populi as well as those steps coming from my expertise in the platform. The use of image follows the same line. Whenever possible, I took pictures of my own courses to show examples. However, in some cases I used images from Populi, specially when using images from any of my courses would bridge students' confidentiality.

Rev. Dr. Hugo Córdova Quero

Accessing Populi

To log in to your SKSM's Populi site:

- Go to SKSM Populi URL: https://sksm.populiweb.com/router/logins/logout

- Enter your **username**. If you are using your own computer, click **Remember** to have Populi remember your username whenever you log in.

- Enter your **password**. This field hides what you are typing by showing your characters as black dots. If need be, click **Show** so you can see what you are typing.

- Your screen should look like the following:

- If login approvals are required for your account and you are logging in on a new device or web browser, Populi will ask for a verification code. It will either be texted to your verified number OR generated by the authenticator app on your smartphone. Enter the code to complete the login on the new device.

- Click **Log in** or press **Enter** on your keyboard.

Forgot Your Password?

Should you ever forget your password, you can ask for a reset:

- Go to SKSM's Populi login screen.

- Click **Forgot your username or password?**:

- Enter the **email address** used to first set up your account. This is most likely your SKSM email address.

- Click **Send**.

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

- The email will contain your username and a link to the SKSM's Populi site where you can reset your password. Click the link and follow the prompts.
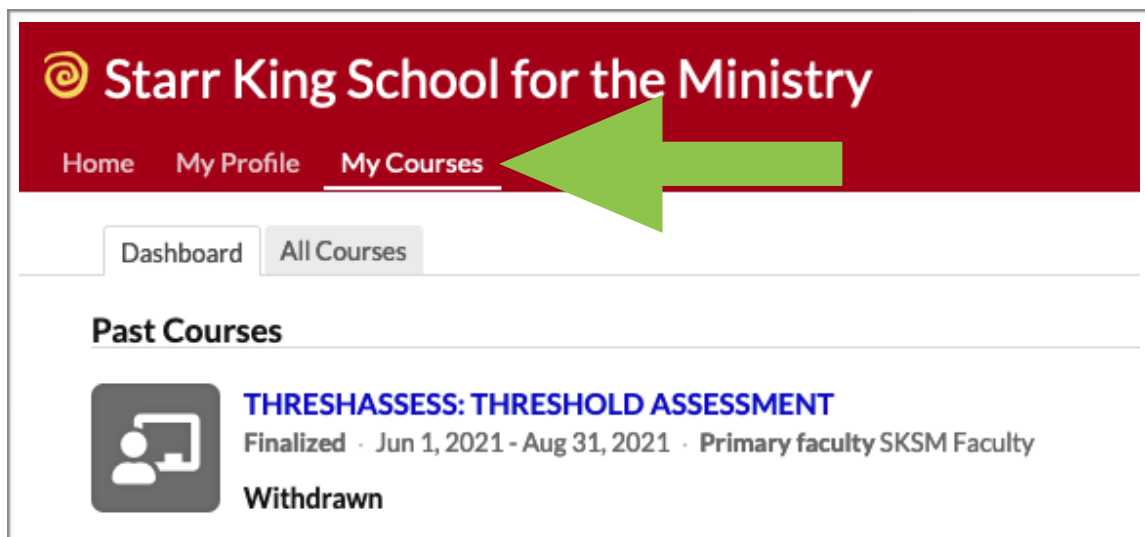
How to Access Your Course

After the registrar has created the course **instance** —what in Moodle was called **shell—,** the faculty will work on the course. Then, you can access your course a two ways:

> ⚬➤ Via the **Courses panel** found on your **Home** page:
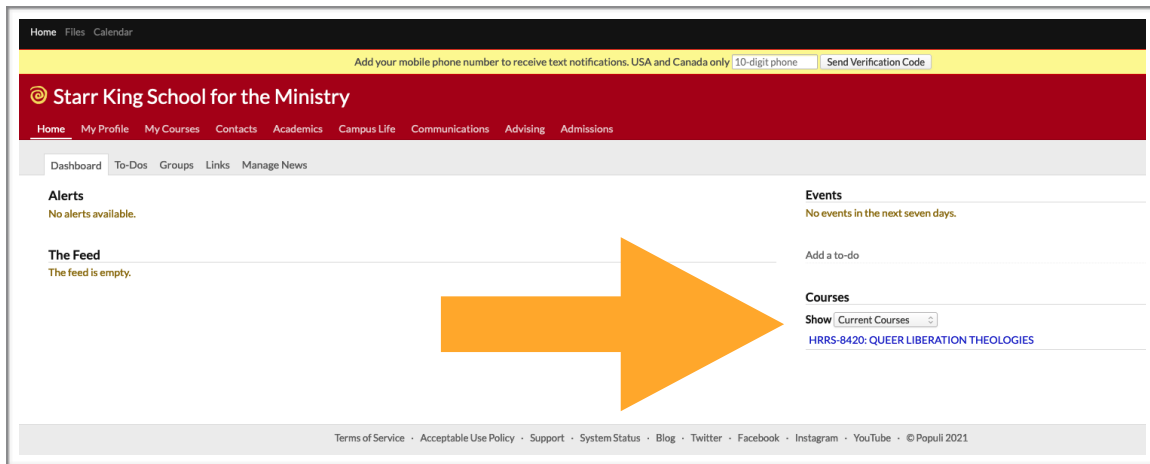
> ⚬➤ Use the **Dashboard** or **All Courses list** shown on your **My Courses** view:

After accessing your course instance in Populi, you can check the **Syllabus** page or the first **Lesson** once the course is available.

Why I Cannot See All the Lessons in My Course?

Before the beginning of term you will only see the **Syllabus** page. The course Faculty will display all the necessary information in that page: Description of the course, syllabus, Faculty contact information, and Office hours:

In that page, Faculty will also list Required text books as well as Required files, links, and activities that you need to get familiarized prior to the beginning of the course. That information is located on the right side of the Syllabus page and it will vary from course to course according to the decision of each faculty:

Only once the course starts, you will be able to access the **Lessons**, which in Moodle were called **Units**. SKSM policy is that Faculty open a new lesson every week. Therefore, the week before the beginning of the term, you will be able to access the first lesson.

Faculty work on every lesson every week to ensure the class is receiving the highest standard of education. Therefore, only when a lesson is ready for the class to process does the Faculty open it. Please be patient and kind with the time, efforts, and dedication of the SKSM Faculty to offer you quality lessons!

How is Populi Different from Moodle?
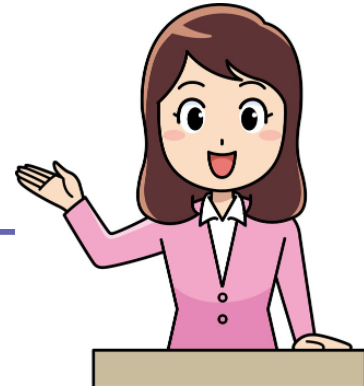
Moodle coding constitutes the basis for Populi as a platform, so both systems are not entirely different.

However, Populi was created exclusively for the University setting, while Moodle is an open-source platform for any educational setting. That implies that they work very closely even when they may look different. In that sense, the change to the new LMS is minimal.

The following table highlights some of the similarities between both systems:

Moodle	Populi
Used in different educational settings	Used in Universities
Real-time reporting	Real-time reporting
Creation of reports and statistics	Creation of reports and statistics
Asynchronous learning	Asynchronous Learning
Synchronous learning (third party apps)	Synchronous learning (third party apps)
Built-in Course Authoring	Built-in Course Authoring
Mobile Learning	Mobile Learning
Video Conferencing	Video Conferencing
Documentation hosting	Documentation hosting
Integrated gradebook	Integrated gradebook

Moodle	Populi
Communication with students via email	Communication with students via email
Forums	Forums
Adding images to course weeks	Adding images to course weeks
Linking of external sites	Linking of external sites
Chat	Chat
Integration with third party apps	Integration with third party apps

At the same time, the following table features some of the new contributions that Populi offers that are not characteristics of Moodle and which will help Faculty to better work:

Populi added features
Customization of institutional image
Preview of documents within class units
Control of student progress in course assignments
Setting assignments to be completed in order (students cannot advance to the next assignment without completing the previous one)
Integration with Registration office and other Schools Departments
Integrated students' attendance
Advancing integration
Access to campus life

Understanding Your Populi Site

Once you access Populi, you will see the **Dashboard** on the **Home** page:
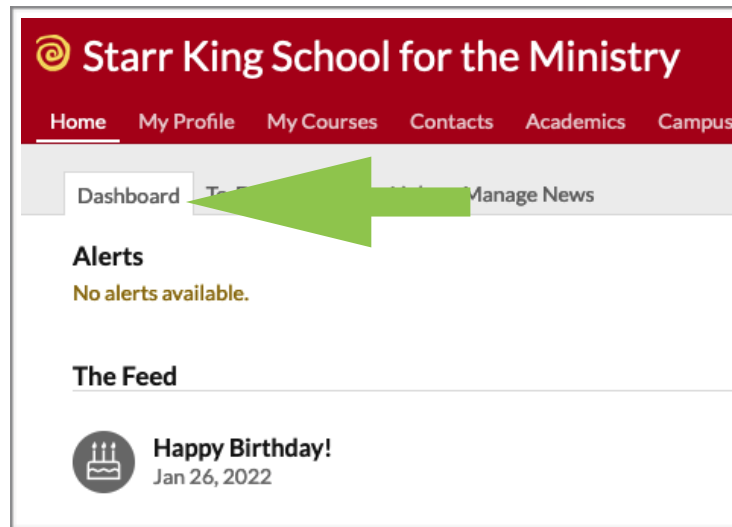
Your course(s) will be listed under the **Courses** tab but you will also be able to access it on the right side under **Course** ⇛ **Show** ⇛ **Current courses** or the **Term** you are interested:

Dashboard is your point of entry. However, on the upper left side you can change from the **Home** window to your **Files** or **Calendar**.

Alerts

In the Dashboard you will find the **Alerts**:

Alerts let you know about situations you need to take care of or is about to happen. The kinds of alerts you get depend on your user roles.

For example, students will get alerts about upcoming assignments or course registration. To take action on the matter, simply click the alert text and Populi will take you to the appropriate place.

The Feed

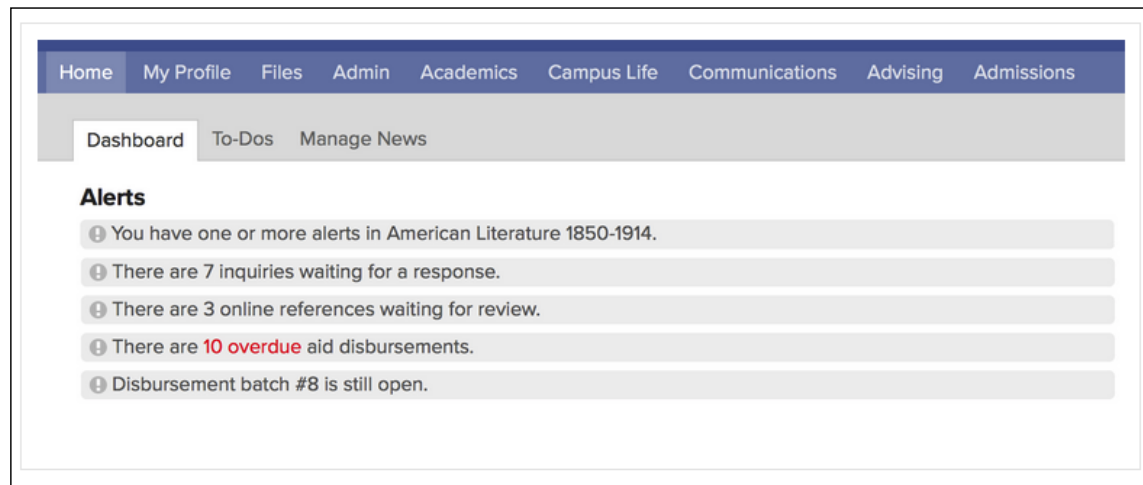You also will find **The Feed.** The Feed is like your Facebook in Populi. Everything you post there is **public** for all SKSM community. That means that everyone with an active account on SKSM Populi will be able —and notified— of your recent postings. It also will feature the birthday of fellow students, Faculty, and staff:
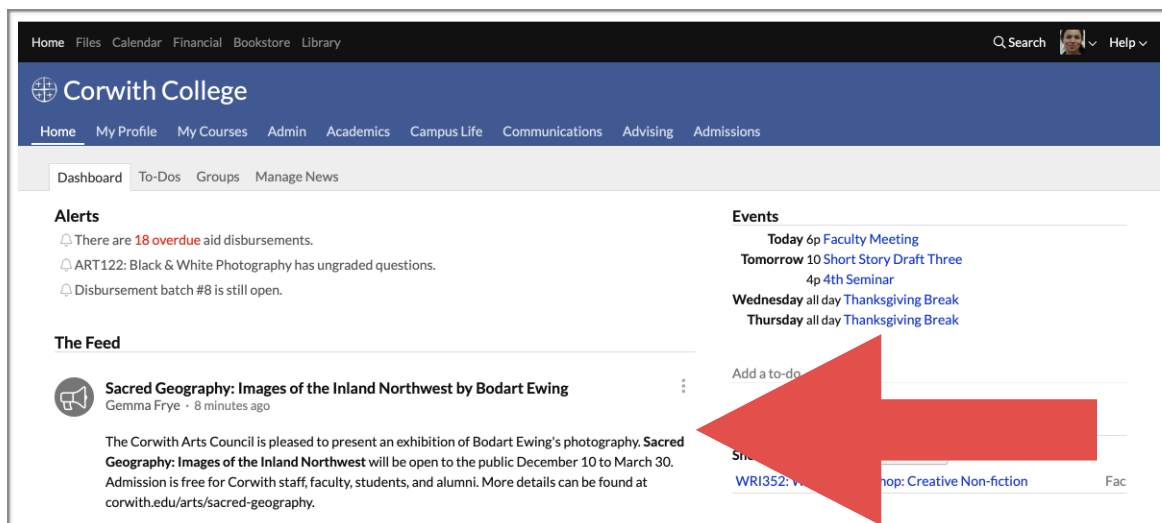
If you have not posted anything on **The Feed**, it will remain empty. To post you need to go to your **Profile** tab and compose a note in the tab **Activity Feed**:
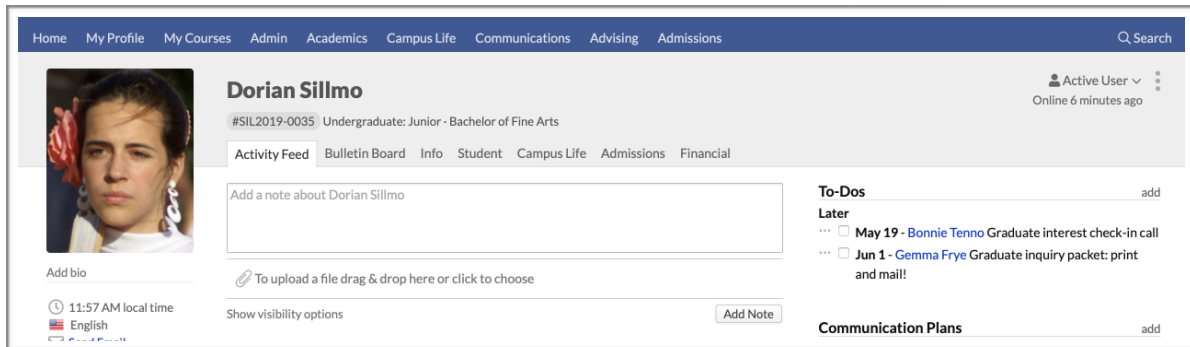
- ☙ Go to the box **Add a note about…**

- ☙ Write the post that you want to share.

- ☙ You can upload or drag a file: a picture, a flyer, and the like.

- ☙ Once you finished creating your post, click on the **Add Note** button.

To-Dos

Another tab next to the Dashboard is the **To-Dos**, which shows your pending or upcoming tasks. If you have not set up any task, you can access the **Add a To-Do** button on the right side of the To-Dos tab. A floating window will open where you can write the task, indicate who is responsible for if, and set up the due date:
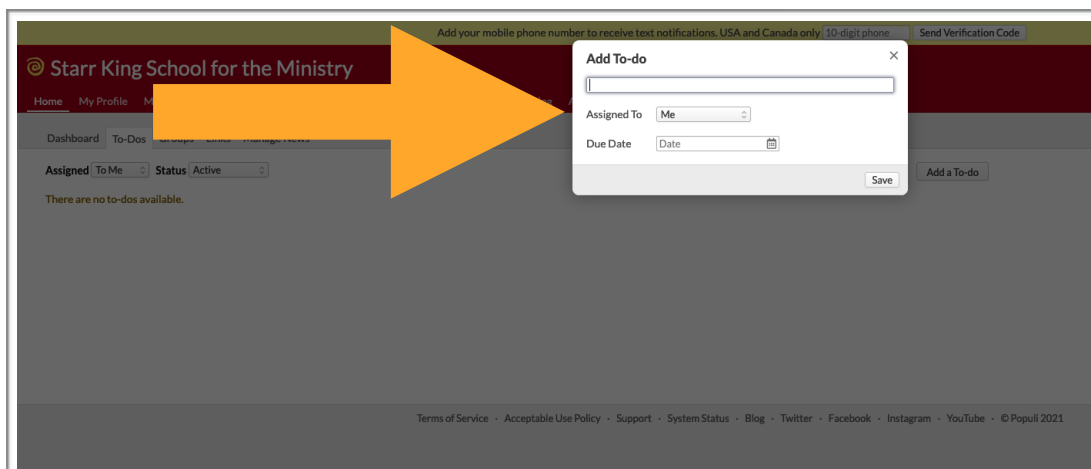
Once you have saved it, you can add another task. All tasks will be listed on the left side of the **To-Dos** tab as follows:

Groups

The last important feature that you will find is **Groups**. Groups provide a space in Populi for different segments of the school's community —clubs, teams, committees— to communicate, share files, and create events with other members of that group.

To start a group, **you need to have the Staff or Faculty role**. That means that once you create your group, a SKSM Staff member or Faculty has to approve your group.

In order to set up a group, you need to follow these steps:

  ·ʒ· Go to **Home** ⇒ **Groups**.

  ·ʒ· Click **Create a Group**.

  ·ʒ· A floating window will open:

· Give the group a name —required— and a description, which is optional.

· Choose how to restrict group membership:

1. **Open to anyone:** Any user can join this group just by going to the dashboard and clicking Join. For this to work as expected, make sure you set the Public setting to **Yes**.

2. **Open to select roles:** Any user with the role(s) you select can go to the group dashboard and click Join. Anyone without the role can join with an invitation, or

3. **Invitation only:** Users can join only if invited.

· Choose which people in the group can invite new members:

1. Any member,

2. Admins and moderators, or

3. Admins only.

· Select whether to make the group **Public**. Public groups and their membership are visible to any user at SKSM; private groups are hidden from everyone except members and invitees.

· When the group is set, click **Save**.

After creating the group, you will see it in both **All Groups** and **My Groups.** As the group's administrator, you can now start inviting members, posting bulletins and discussions, uploading files, and adding calendar events.

Home   My Profile   Admin   Academics   Campus Life   Communications   Advising   Admissions   Q Search

Dashboard   To-Dos   **Groups**   Manage News

My Groups | All Groups

Search [_____]   Show [All ↕]

CORWITH 2020   **Class of 2020**
39 members

Create a Group

Discipline Committee ⊘
🔒 · 6 members · You are a member
Committee for academic and other discipline cases in the Corwith student body.

Graduate Faculty
19 members · You are a moderator

Kombucha Club
Pending Approval
Making, studying, and enjoying kombucha!

Glossary of Terms

Although Populi is not that different from Moodle, it uses different terminology for functions used in Moodle. Following is a table with some of the new terminology from Populi that you may want to keep in mind:

Moodle	Populi
Course shell	Instance
Units/weeks	Lessons
Forums	Discussions
Announcements	Bulletin Board
Forum "Please introduce yourself"	Discussion "Please introduce yourself"
Week 0 (where the syllabus and other information was located)	"General" in Lessons
Syllabus in Week 0	Syllabus in the navigation menu (left side of the screen)
Activities	Assignments
Participants	Roster
Latests News	The Feed
Upcoming Events	Calendar
Recent Activity	The Feed

Familiarizing with Your Courses' Sites

One of the things that you will notice when you access a course in Populi is that the organization has changed compared to Moodle. Do not panic! All the Moodle features are in Populi… and there is even more!

Announcements

You may be used to get information from Faculty through the "Announcements" forum that was located in Week 0 of Moodle. Thi function has not disappeared from the courses.

Populi has indeed created a more fun and interactive function, called Bulletin Board.   offers a different feature called **Bulletin Board**, where Faculty can post relevant messages to the class, and everyone in the course can reply:

Please Introduce Yourself Discussion

We used to have this forum in Week 0 for every course in Moodle. However, Populi organized all the conversations for Lessons into one place. Forums from Moodle are renamed as Discussions in Populi. Therefore, you will have the discussion **Please Introduce Yourself Forum** under the **Discussions** section on the navigation menu located on the left side of your course page:
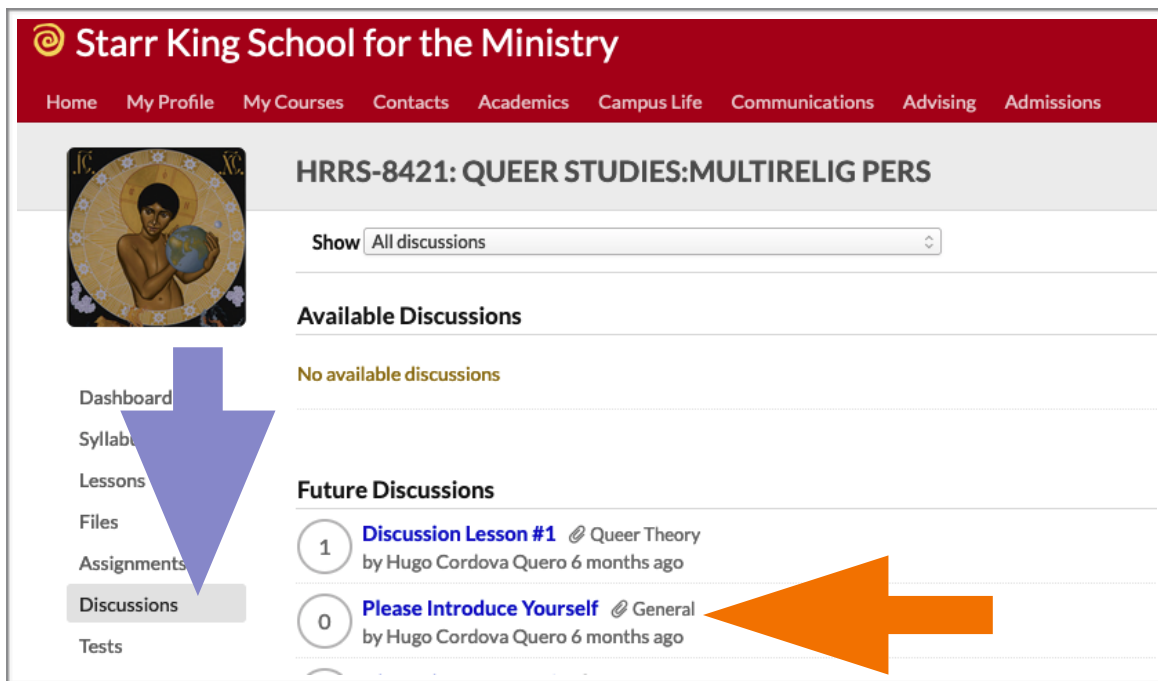
Discussions

Related to the previous item, **Discussions** are an essential part of any course, as they allow online conversations among a Faculty and students. When you access the **Discussions** section on the navigation menu —on the left side of you course— you will view the course discussion in different lists.

First of all, you will see available, future, and closed discussions. That will help you to keep your course schedule organized. At the same time, you will be able to distinguish between graded and non-graded discussions, which is important to trace the items displayed

in the Gradebook for every student. Finally, you will have indication if a discussion is attached to a Lesson. The later implies that discussion can be transversal to the whole course or keep in individual lessons. Your window for Discussion will look like this:

You can filter the Discussions view to Show all discussions, course discussions, or discussions attached to individual lessons.

While Blue symbols indicate there are new/unread comments in that discussion, Grey symbols mean that there are no unread comments.

Some Discussions may already be available, as in the picture above in which Carver and Annie Dillard and Nature are currently available. You can identify them not only for the subheading —Available Discussion— but also because because their titles appears in blue color. Make sure to read any extra element for the discussion, as in the example above, Carver's work is attached to the Short Stories in the 1980's lesson.

Please notice that the two Future Discussions are not yet available. They appear under the subheading Future Discussions but also they their titles are in **bold**, and therefore, inactive for the moment until the instructor opens those discussion.

Furthermore, the discussions for Writers and Maturation —in this example— have been closed for comments; you may still view it but you cannot contribute more to it. They have been moved under the subheading Closed Discussions. You can still access them as their titles are in blue color, but the function for new postings have been disabled.

Finally, in the example above two discussions —Annie Dillard and Nature & Hype and Gold Rushes— are Graded Discussions, which means that you will receive a grade based on your participation in the discussion. You can identify this by a green box reading Graded Discussion placed next to the title of the discussion. In graded discussions, your instructor may set up grading criteria. Requirements help the instructor evaluate your participation in the discussion. You will see the requirements in the right column of the discussion page, together with a running tally of how you are doing with each requirement.

Starting a Discussion

If you are enrolled in a course, you already have permission to start a discussion.

- Go to the main Discussions view.

- Click Add a Course Discussion:

- Give the discussion a title and a topic. Please remember that you will need to enter both in order to create the discussion.

- Attach a file if it is necessary. Although that is optional, sometimes you need this to convey your idea.

- Once you have finished, click the **Save** button.

Week 0

Moodle featured only one page —known as **Week 0**— in which the basic information of the course was listed. Populi, on the contrary, features several places to diversify the information.

One of the features in Populi to present some basic information of a course is the **Lessons**. Therefore, you will find some information of the course in the **General Lesson** under the **Lessons** item in the navigation menu. That menu is located on the left side of your course site.

Once you click on **Lessons**, you will find a list of Lessons, being the first one the **General Lesson**. Make sure to access this Lesson on the first day of classes as it will contain important information.
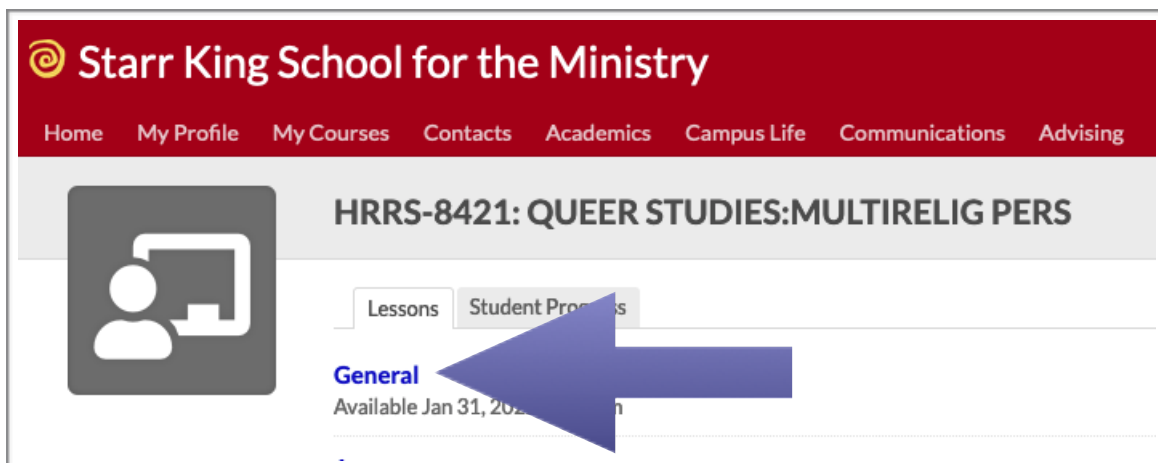
Assignments

Assignments are a vital part of a course and it is one of the sources that the instructor in your course will use for grading your work in a course. Although at SKSM we use a narrative evaluations to ensure the quality and fairness of approval of a course, assignments are still a part of the usual way a course is conducted.

Assignments could be anything from completing a required reading to responding to a quiz, or submitting a paper. Populi organizes the **Assignments** on its own category and you can find them in the navigation menu on the left side of your course site:

Populi allows the following types of assignments:

- **Grade-only:** Just give the student a grade. It's good for things like readings and other simple assignments that don't require a lot of interaction.

- **File:** Requires the student to submit a file to you for evaluation; good for essays, papers, etc. that benefit from feedback, revisions, and other interaction.

- **Test:** Creates a corresponding online test.

- **Attendance:** Calculates an assignment grade based on the student's attendance of course meeting times.

- **Discussion:** Creates a corresponding discussion.

- **Essay:** These provide students with a WYSIWYG editor that they can use to compose and format an essay-length composition right in Populi. Let us remember that "WYSIWYG" is an acronym for "What You See Is What You Get" and it is an editing software that allows content to be edited in a form that resembles its appearance when printed or displayed as a finished product, like in the following image:

- **Peer Review:** Peer-review files and essays let other students in the course section view, comment on, and even grade the student's work. Read more about peer-review assignments.

Assignments are linked to the Gradebook, which implies that they will immediately count towards your final grade in the course once the instructor have grade them.

Adding a Picture to Your Profile Page

You can customize your profile by uploading your picture. To upload an image follow these steps:

- ☙ Click on **My Profile** tab.

- ☙ Click on the placeholder for the profile picture, which reads **click to edit**.

- ☙ A window will open in the middle of the page.

- ☙ Click on **Drag & Drop and Image** or **Click to Choose** to open the File Upload browse window.

- ☙ Select the image file you want to upload.

- ☙ Select the area of the image you want to display in you profile.

- ☙ Click on **Save**.
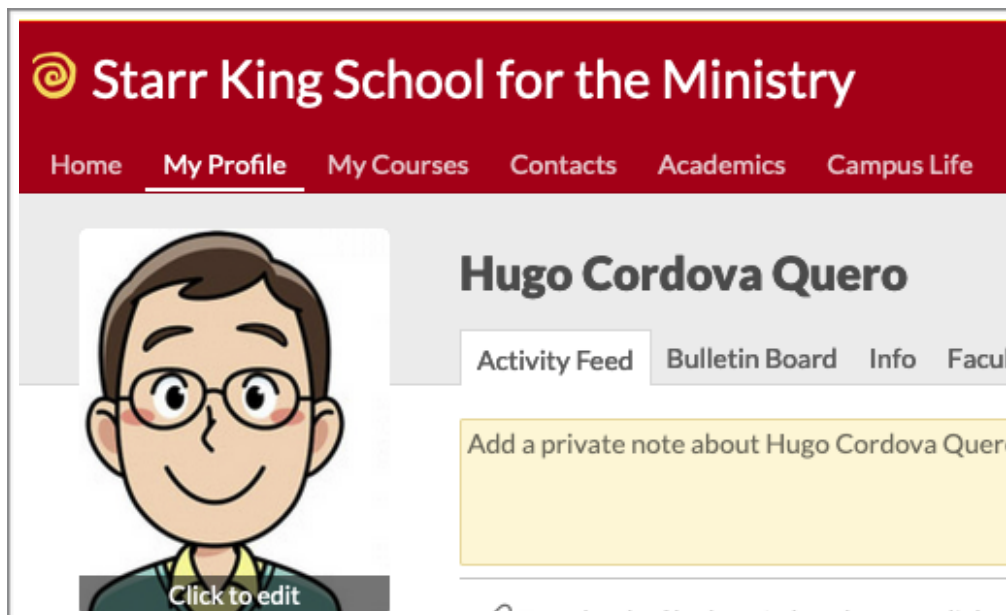
Using Chat

If discussion are asynchronous conversations, **chat** allows for real time conversation among students and faculty. While participants in a discussion ruminate their thoughts and then write them, chat involves quick interactions on specific topics.
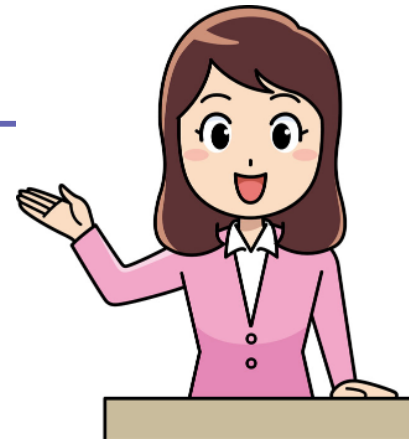
Chats work in two different ways. On the one hand, you can start a chat at any time. On the other hand, you can schedule a chat session for a specific date and time.

· Click on the **chat** option in the navigation menu on the left side of your course. The window will display two buttons:
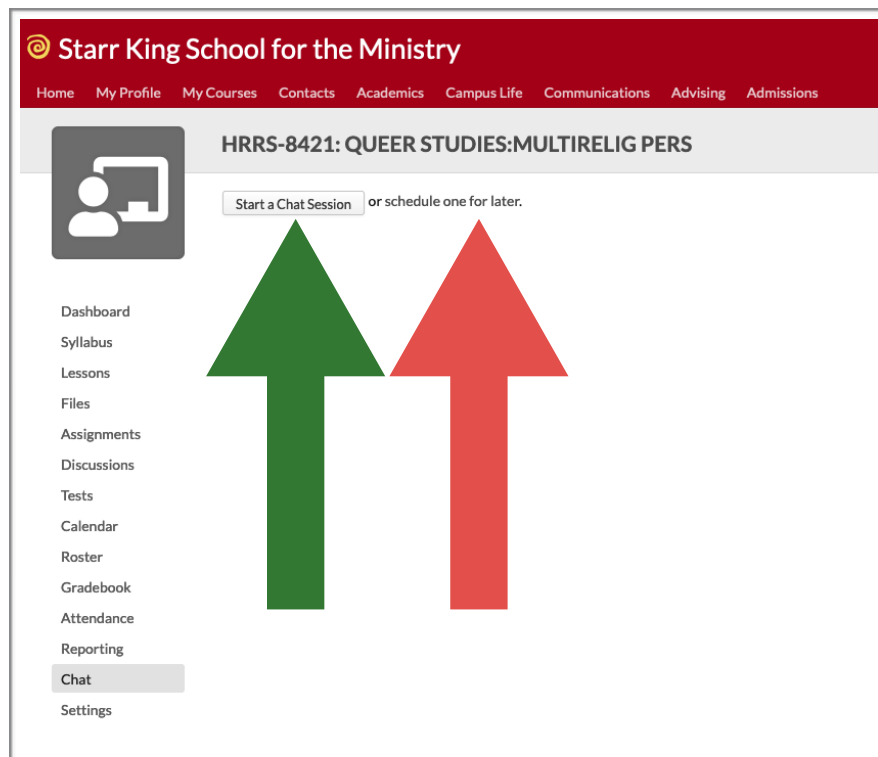
· To start a conversation, click on the button **Start a Chat Session**.

·ᶏ·A new window will pop up indicating the current time. Click on the **Save** button to set up the chat:
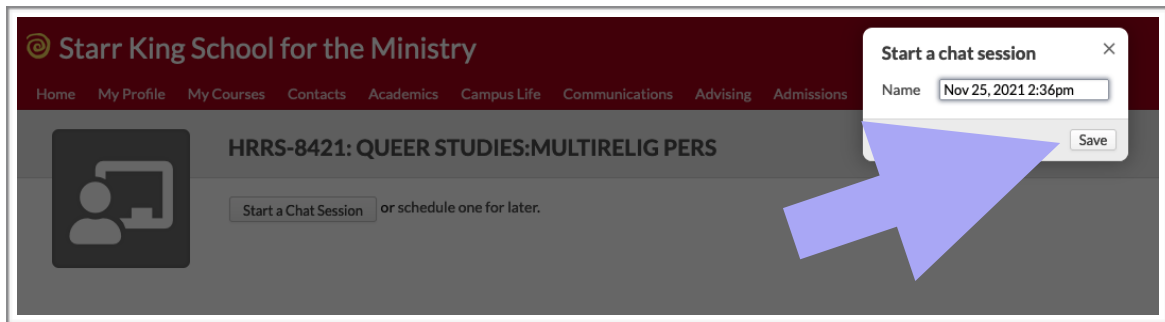
·ᶏ·Your active chat session will appear in two ways. One is the actual conversation where you can interact (online). That is, all your messages will be instantly read by the class:
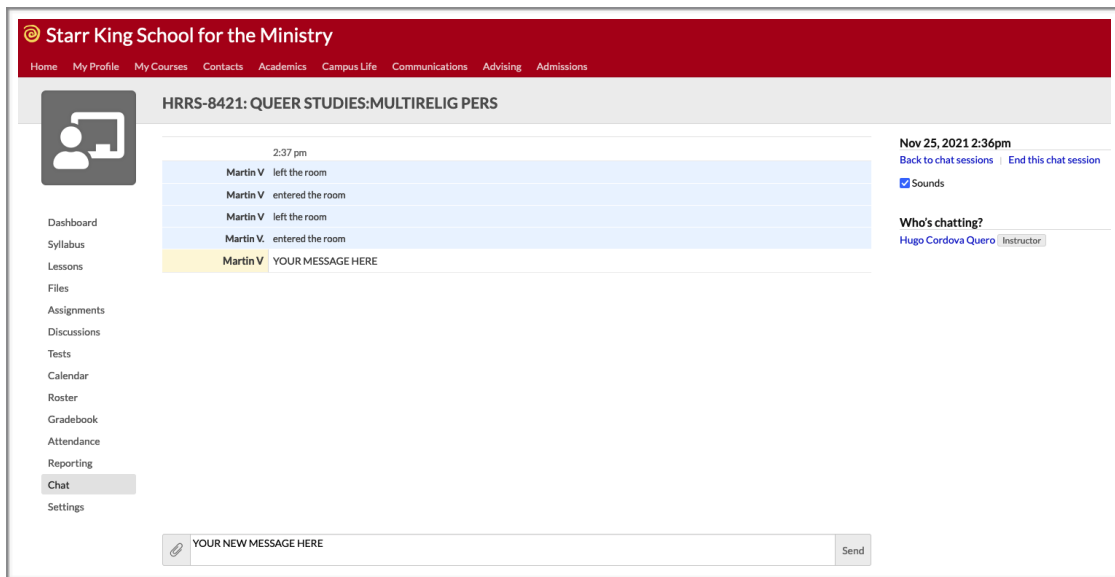
·ᶏ·The other is the transcription of the chart (offline). That implies that Populi will keep a record of the conversation for you and the students to consult or to not forget important information discussed:
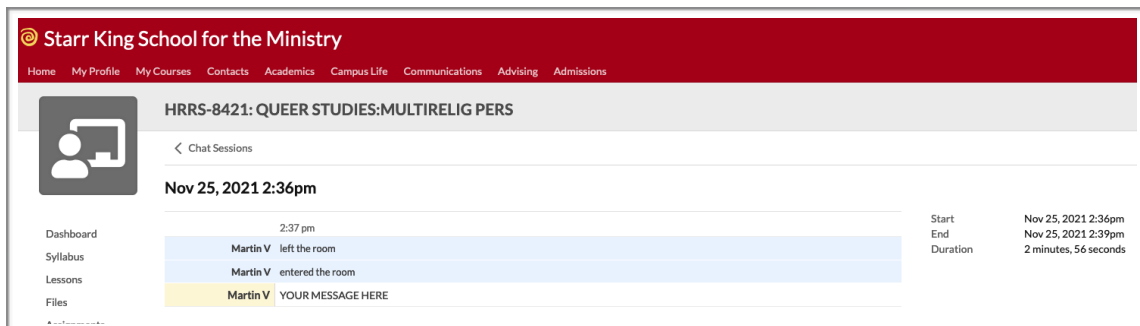
- Just type or copy-paste text and post it messages to the chat.

- Either click **Send Message** or hit the **Enter** key on your keyboard to post.

- Conversations can be opened as long as you like, which means that you can close the active chat but keep the transcript for future consultation.

| Dashboard | Info | Assignments | Lessons | Discussions | Conferences | Tests | Calendar | Roster | Chat |

Current Chat Session

Mailer Questions
Mar 28, 2018 4:28pm · less than a minute

Transcripts

Mailer Questions
Mar 28, 2018 4:28pm · less than a minute · In Progress

DuVernay Questions
Mar 20, 2018 4:01pm · 2 hours, 26 minutes

Scheduled Chat Sessions
Apr 2, 2018 10:00am
Mid-term Review

As any other instant messaging system, Chat in Populi allow you not only to post but you can also:

- *Upload a file:* Just choose a file from your computer and click upload. If someone else posts a file, just click the filename to download it to your computer.

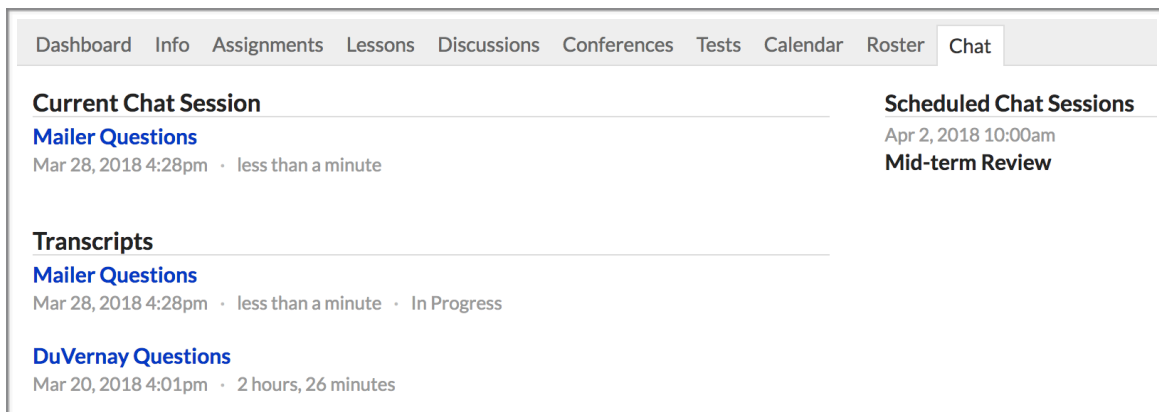- *Use emoji:* Emoji are little cartoon-like characters. Populi also to include them. You can ese them to lighten up the chat.

- *Embed URLs:* You can embed a directly into the chat URL from YouTube, Vimeo, Scribd, Instagram, or any image.

How Do I Find Stuff in Populi?

"Is there any course on Queer Theory?" "How can I reach my classmate?" Can I still access the Symposium information? These and many other questions probably have crossed your mind.

The underlying situation is that a complex LMS such as Populi can be intricate to navigate. Thankfully you have a tool to cope with these questions: The **Search** function.

Populi's search function is a great tool to keep in mind. You can use search to find just about anything at SKSM, depending on your user roles.

You can use search wherever you are in Populi by following these steps:

- Click in the black bar indicated as 🔍 **Search** on the right upper corner of your Populi site. You can also press Control + K —on Windows computers— or ⌘ + K —on Apple computers— to open the search field:
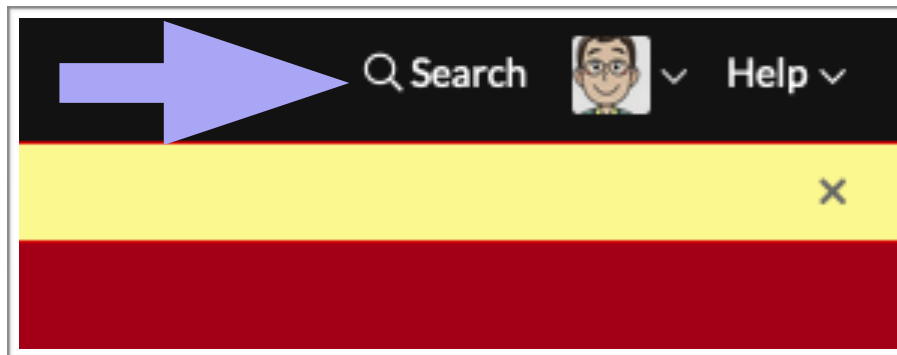
- Start typing your search term. As you type, search will show suggestions based on what you have entered:
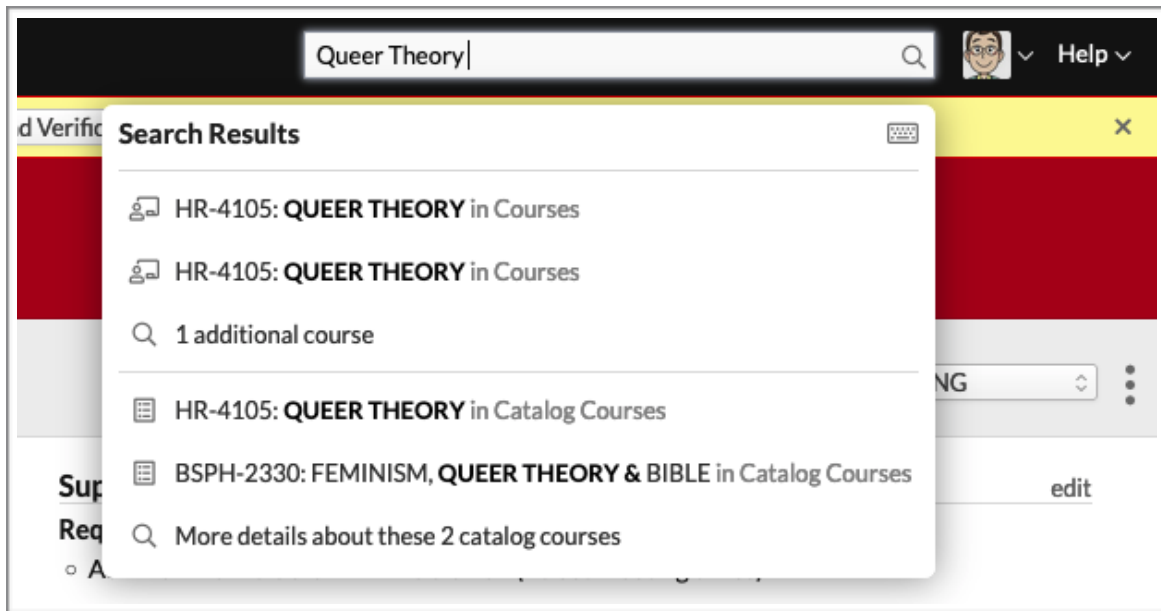
> ⚬⋛⋅ Click the result you are after to go to the page for that entity, or use one of the options —advanced search— to refine or modify your search.

> ⚬⋛⋅ Click anywhere outside of the search window or press your Esc key to exit search.

On the other hand, **Advanced Searches** let you refine your search terms in a number of ways:

> ⚬⋛⋅ Open **Search**.

> ⚬⋛⋅ Click **Advanced Search** in the bottom of the search pane:
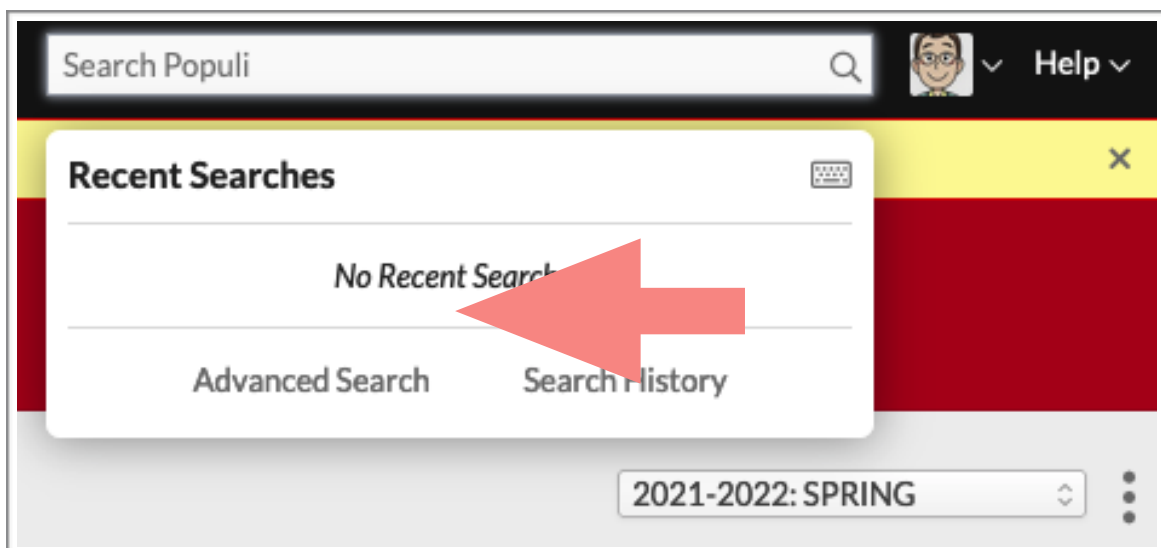
·⅋· The advanced search screen will appeared, placed semi-transparently onto the Populi site:
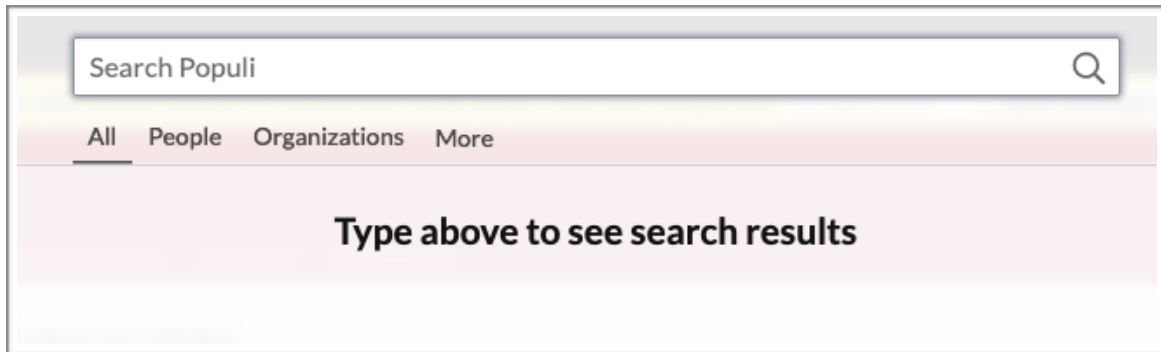
·⅋· Start typing in the search field. Populi will suggest results:
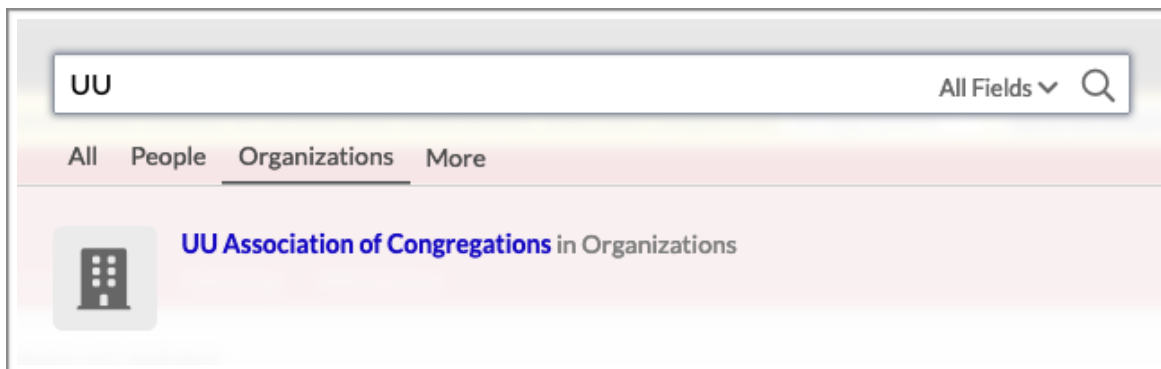
·⅋· The search results give you a few details about each entity to help you determine whether you have found who/what you were after.

·⅋· Click the result you are after to go to the page for that entity:
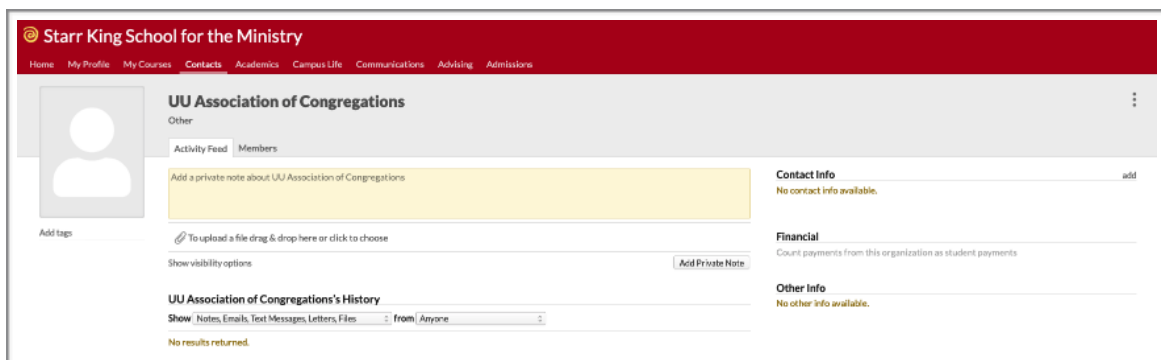
·⅋· Or click the **X/press Esc** to close the search window.

Tips for refining your search

- Choose one of the search types —**All**, **People**, **Organizations**, and **More**— at the top of the screen to narrow your results to particular kinds of entities in Populi. Click More to find other types to search by. Please remember that your options will vary according to your user roles.

- People and Organization search types give you a **Fields** option in the search bar. Click **All Fields** to select the kind of field you would like to search by. For example, you could search People by Phone and track someone down by typing their phone number:
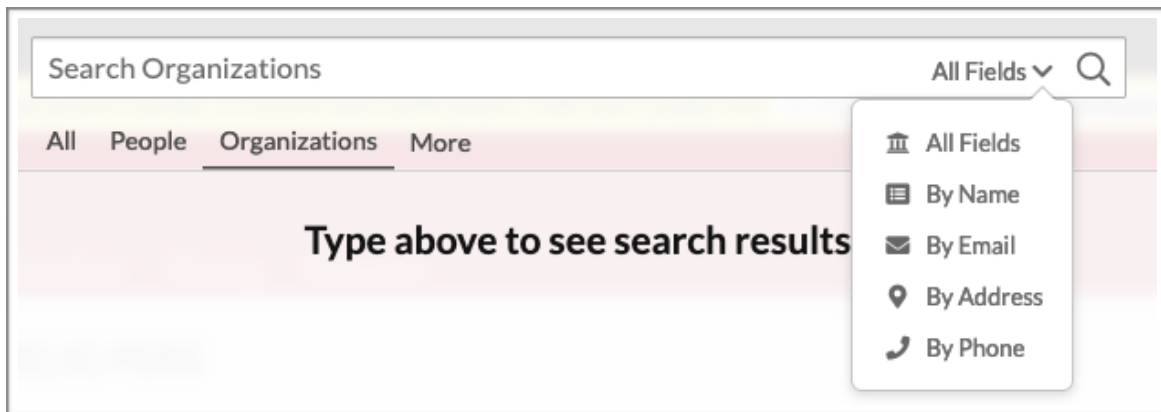
How Do I Access the Virtual Digital Library?
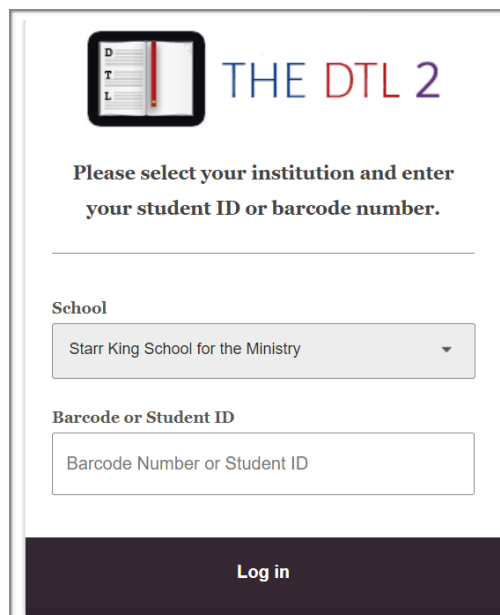
SKSM have a subscription to the DTL2 (Digital Theological Library) that you should already have access to.

You just need your barcode (found in your Populi URL) to access it (see below for reminder where to find your barcode). You can also email Registrar@sksm.edu if you are having trouble finding your barcode.

The use of the DTL2 is pretty intuitive, and there are tutorials here: https://dtl2.libguides.com/howtouse. The tutorial videos will show DTL1, but the principles are the same (besides cosmetic differences) for DTL2.

To Log In:

- Go to: https://dtl2.libguides.com.

- Select "Starr King School for the Ministry" from the dropdown list of schools:

- Input your **barcode**.

- Click on the **Log in** button.

Users log in upon clicking on a specific resource either in the A-Z list or the catalog. Users can browse without logging in. Once a user is logged in, the users will not have to log in again during that current browser session.

To log in, upon selecting a resource, you should select "Starr King School for the Ministry" from the institution dropdown menu and enter your Populi barcode.

Where Do I Find My Barcode?

The number at the end of the URL is the eight digit barcode number that you see on the right end of the Populi address when you are logged in to your account:

Example: sksm.populiweb.com/router/contacts/people/12345678

Please contact Registrar (registrar@sksm.edu) for any questions or issues regarding library access.

Additional Support

As any other LMS system, Populi is filled with different functions and possibilities of bettering one's teaching. There are many resources that can help you to cover other areas not explained in this guide.

Search the Knowledge Base

Populi Help is easily accessible through the **Search the Knowledge Base** database:

- Go to the **Help** tan on the upper right side of your course page.

- Click on the arrow and select the **Search the Knowledge Base**.
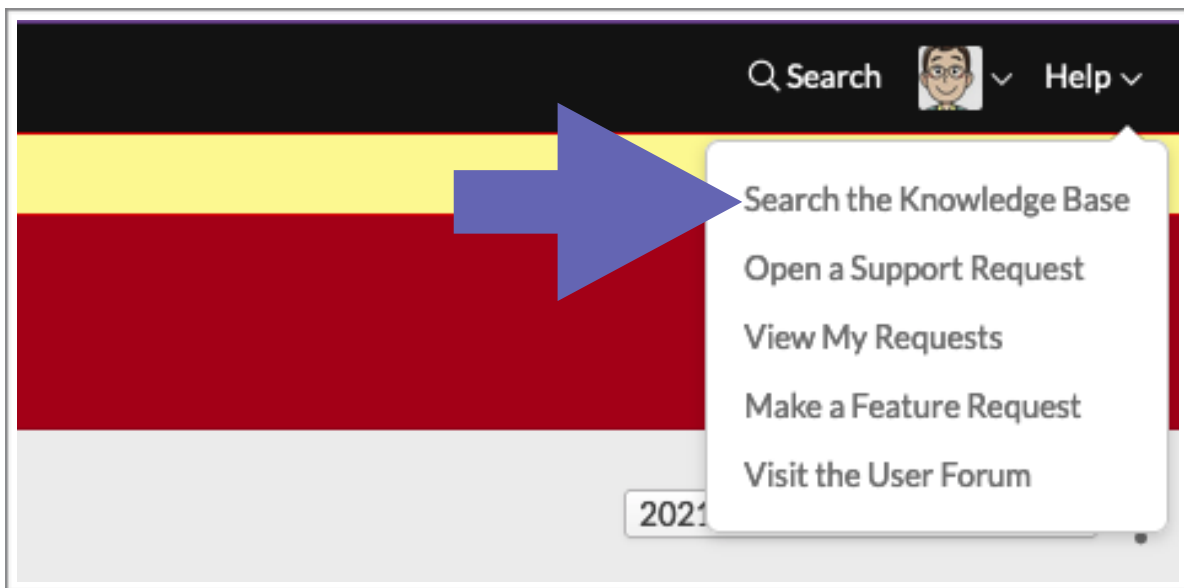
- A new window will open and you will be able to access all the topics covered.
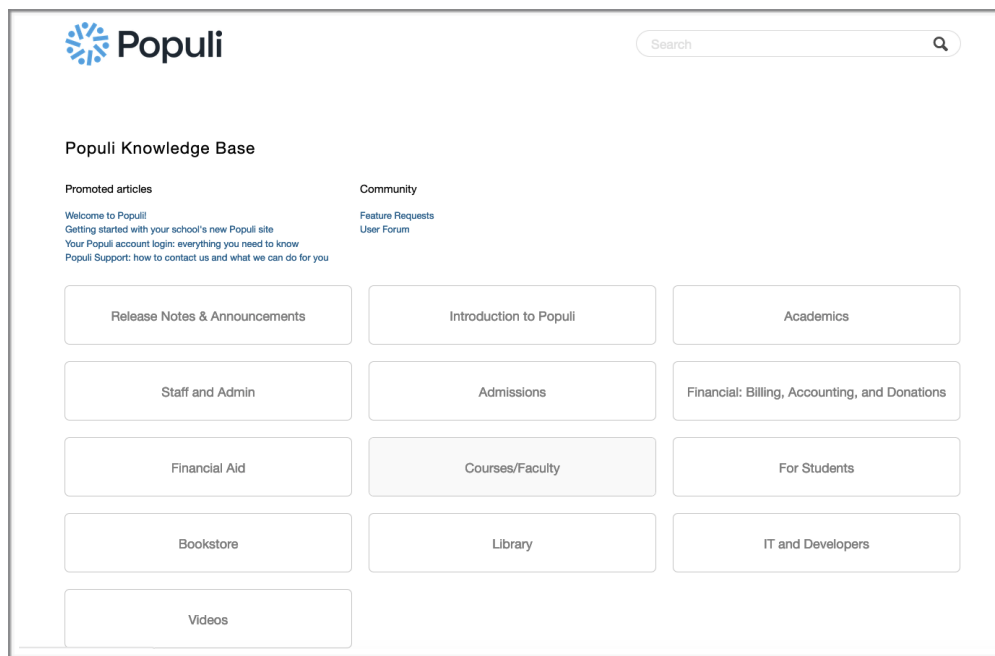
·⸙·All titles in the boxes are hyperlinks that will take you to new windows with menus that have articles explaining the way to navigate different aspects of Moodle. For example, when you click on **Students**, this window comes up:
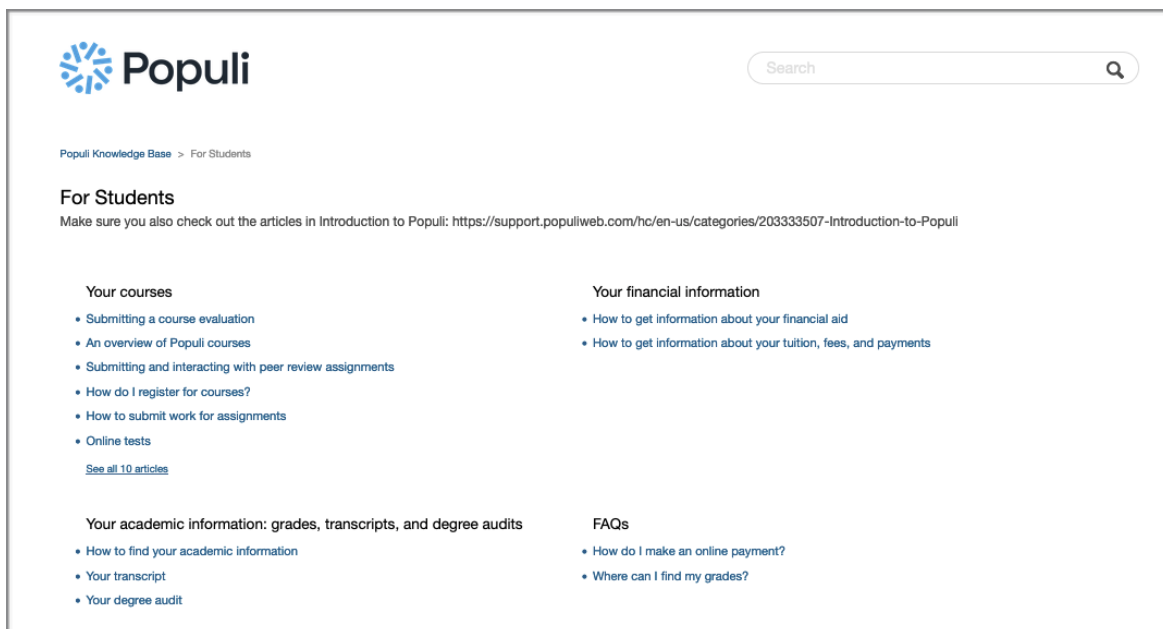
·⸙·The database is well organized and the themes are explained in easy ways.

YouTube

YouTube is a rich resource for Populi know-how. When searching for a tutorial for a particular function, avoid videos that are too old. A couple of years are still ok.

For example, some schools have their videos or instructors and staff working at education institutions may also post their videos to help students to navigate Populi. You can access a great video at: https://www.youtube.com/watch?v=9JNIMn0y9jI.

There are many tutorials from which you can benefit to improve your Populi experience.

Social Networks

Social Networks are another source for finding information and tips on how to be proficient in Populi. The company lists the following social networks information:

- *Facebook:* https://www.facebook.com/populico/

- *Instagram:* https://www.instagram.com/populico/

- *LinkedIn:* https://www.linkedin.com/company/populi

- *Twitter:* https://twitter.com/populi

About Your Self-care

Especially when you are taking a/synchronous courses virtually, you will spend a good deal of time sitting in front of your computer. In support of your health and physical comfort, you may want to take into account different aspects regarding your well-being:

- *Ergonomics and Computer Use:* At SKSM we have for several years advocate to care for healthier practices while teaching, researching, or writing. Although there are several websites,

books, and articles, Princeton University Health Services. Additionally, has compiled a great number of advices and tips on this topic. You can find that page in the following URL: https://uhs.princeton.edu/health-resources/ergonomics-computer-use

- *Choose your place(s) to study:* We all have favorite spots, whether at home or a coffee shop. Being in a place where one can focus on the reading helps to avoid distraction and get the most of your preparation time when you do not have much time. What is your special place? What are the conditions you need —light, chair, and the like— that you need to focus? You need to be in a comfortable place to help your attentiveness and care for your body.

- *Take your breaks:* Having consecutive periods of work and rest will help you keep healthy. Stand often to stretch, close your eyes to relax them, turn off your camera whenever is not necessary to appear with it on a conversation, and the like. Everything that you do for your body will allow you to continue caring for yourself and will impact positively your classes and the goals you achieve.

Final Words

This guide is meant to be a resource but it can always be improve. If you have any question or comment, please feel free to reach me at any time.

You can reach me through Populi or SKSM mail at: hquero@sksm.edu.

You can also reach me through Zoom at: ID: 687-821-5918 [Appointments only].

Have a wonderful semester!

Hugo