



POPULI

STUDENT GUIDE

2024-2025

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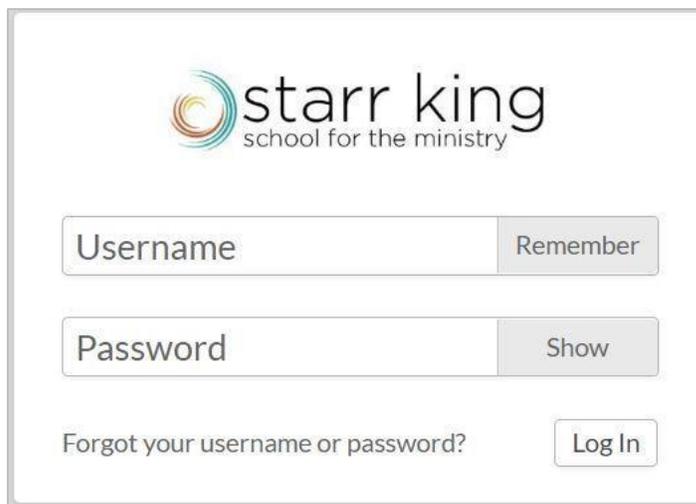
Introduction

Populi (<https://sksm.populiweb.com>) is our Student Information System and Learning Management System. On this platform, you submit your application, register for classes, pay tuition, access your courses and turn in course work, view your unofficial transcript, and request mailed copies of your official transcript.

NOTE: Populi now requires multi-factor authentication called “Log In Approvals” (MFA). When you login the first time after August 1, 2023, you’ll be prompted to set up MFA through your mobile device. Google Authenticator and Authy are free, and there are other options available as well. You can find detailed instructions on how to use Populi Log In Approvals (Student Handbook). Re-authentication will be required every 14 days.

Log In to SKSM Populi Site

1. Go to school’s unique Populi URL: <https://sksm.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**!
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 [if you're in a public place](#).



The screenshot shows the login interface for Starr King School for the Ministry. At the top is the school's logo, which consists of a stylized 'S' made of colorful arcs followed by the text 'starr king' and 'school for the ministry' below it. Below the logo are two input fields: 'Username' and 'Password'. The 'Username' field has a 'Remember' button to its right. The 'Password' field has a 'Show' button to its right. Below these fields is a link that says 'Forgot your username or password?' and a 'Log In' button.

4. If you're logging in on a [new device or web browser](#), Populi will ask for a verification code. It will be generated by the authenticator app on your smartphone or desktop. Enter the code to complete the login on the new device.
5. Click **Log in** or press **Enter** on your keyboard.

Populi Login Approvals Multi-Factor Authentication (MFA) Instructions

“**Login approval**” is a **Multi-Factor Authentication** security measure that helps protect your Populi user account by requiring an extra login "factor"—in this case, a passcode generated by an authenticator app. To use login approvals, you'll need to install an authenticator app (see below) on your smartphone (if you don't have a smartphone, some authenticator apps also offer a desktop version).

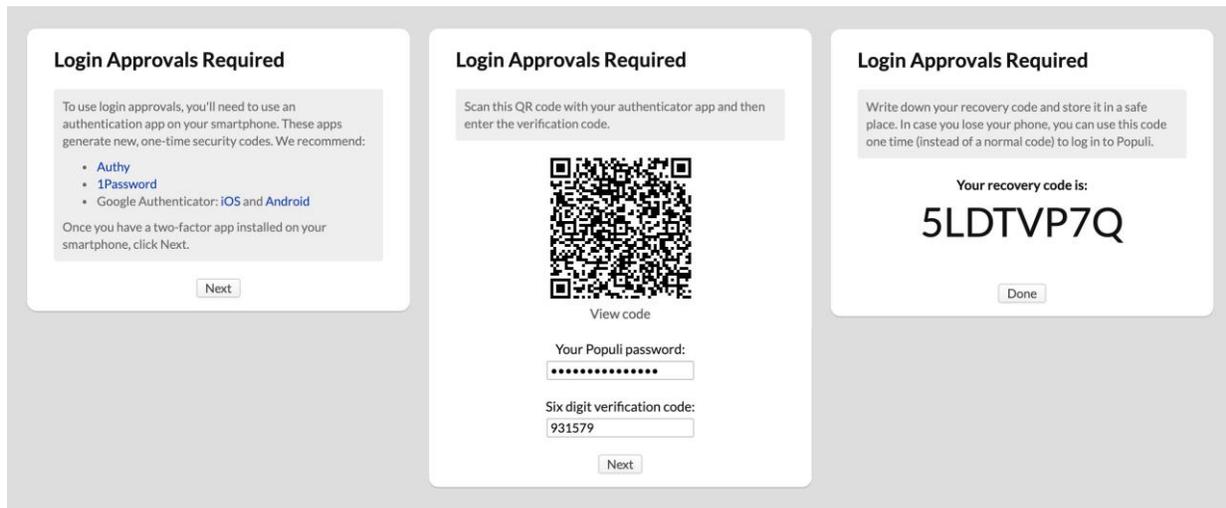
Recognized devices are created whenever you log in to Populi on a new browser or device (a computer, phone, or tablet). You'll have to enter a passcode every time you log in on a device that's not on that list. **After a device is recognized for your account, you can also mark devices trusted, which means that you can remain logged in on that device for as long as you wish.**

As mentioned above, login approvals work with a "**Time-based One Time Password**" (TOTP) generated by an **authenticator app** on your **smartphone or desktop**.

Smartphone version instructions:

<https://www.youtube.com/watch?v=xfTzJiuSEBY>

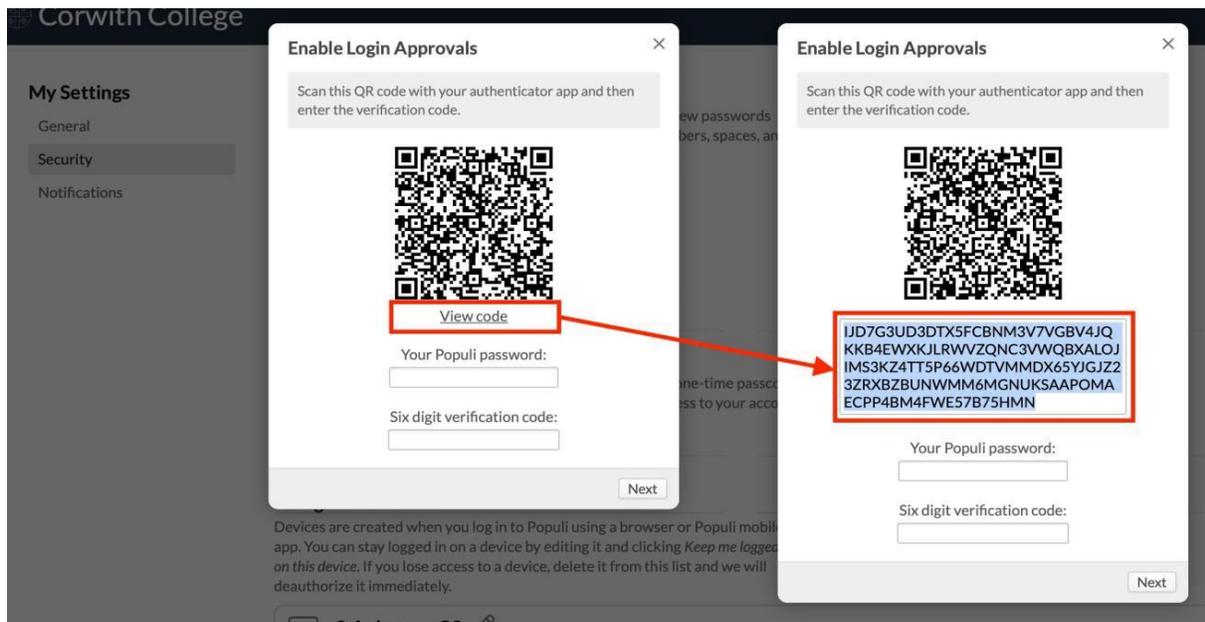
1. Download an authenticator app to your smartphone or desktop. Any such app will work—search your phone's app store or web search engine for "authenticator app" or "TOTP app". See below for smartphone instructions, and then instructions for desktop versions.
2. Here are three that we ourselves use at Populi:
 - [Authy](#)
 - [1Password](#)
 - Google Authenticator: [iOS](#) and [Android](#)
3. After creating your password, you'll see a screen asking you to download an authenticator app. Once that's done, click **Next**.
4. Populi will display a QR code on the screen.
5. Open your authenticator app and use the *add account* function. Hold your smartphone camera up so it can see the QR code on your computer screen. Follow the prompts in your app to finish adding the account.
6. Enter your Populi password.
7. The app should have generated a six-digit verification code at this point. Enter that code below the password.
8. Click **Next**.
9. Populi will generate a recovery code for you. This code lets you log in to Populi one time in case you lose access to your smartphone (and can't use a code from the authenticator app). Copy the recovery code and store it in a safe place.
10. Click **Done** to go to Populi > Home.
11. In the future, whenever you log in to Populi on a new device, check your authenticator app for a freshly-generated passcode and enter it where requested on the Populi login screen.



Desktop version instructions:

https://www.youtube.com/watch?v=Fz0_AfiQ314)

See below to learn how to use login approvals without using an authenticator app on a smartphone. Instead of a smartphone app, you'll use a "desktop" version of an authenticator app.



1. Download the desktop version of an authenticator app to your computer. Below is a list of apps you can look into:

1Password is desktop password-manager that can also generate the one-time codes that work with Populi's login approvals. The cheapest plan—called "Individual"—is more than adequate to handle login approvals.

Bitwarden does many of the same things as 1Password. There's a free version, but to generate TOTP, you'll need to use one of the paid personal plans.

KeePassXC is a free, open-source password manager. [Here is their documentation](#) for setting up TOTP.

2. Click your picture in the upper right of the screen (in the black bar) and select **Settings**. In the left sidebar, click **Security**.
3. In a dialog asking you to download an authenticator app, click **Next**.
4. Populi will display a QR code on the screen. Under the QR code, click **View Code**.
5. Populi shows you a long alphanumeric code. Copy the code.
6. Open your authenticator app and use the **add account** function. When it requests the code from the website, paste the long code from Populi in that field.
7. Follow the prompts in your app to finish adding the account. Once added, it should begin generating passcodes—typically, a new one every 30 seconds.
8. In Populi, enter your Populi password and the most recent passcode from the authenticator app in their respective fields.
9. Click **Next**.
10. Populi will generate a recovery code for you. This code lets you log in to Populi one time in case you lose access to your smartphone (and can't use a code from the authenticator app). Copy the recovery code and store it in a safe place.
11. Click **Done** to go to Populi > Home.

To log in to your school's Populi site

1. Go to your school's unique Populi URL: <https://sksm.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!**
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 [if you're in a public place](#).
4. If you're logging in on a [new device or web browser](#), Populi will ask for a verification code. It will be generated by the authenticator app on your smartphone or

- desktop. Enter the code to complete the login on the new device.
5. Click **Log in** or press *Enter* on your keyboard.

Browser tabs, timeouts, and support

Some miscellaneous items worth knowing:

- Once logged in, if you leave your account open without using it, Populi will automatically log you out after one hour (unless you're using one of your [trusted devices](#)). This is to help prevent unauthorized access to your account.
- If you get logged out, you can log right back in. Populi will take you right back to where you were working.
- You can open multiple Populi browser tabs. As long as you're doing something in one of those tabs (moving your mouse, typing something, etc.), the timeout clock will reset itself.
- Your Populi login also admits you to this help system. Just go to <https://support.populiweb.com> and enter your regular username and password, and then enter your school's unique Populi subdomain. (If you're already logged in to Populi, just click the *Help* link in the upper left.)

Password Reset

Go to SKSM's Populi login screen.

Click "**Forgot your username or password?**"



starr king
school for the ministry

Your Username Remember

Password Show

Forgot your username or password? Log In

Terms of Service © Populi 2023

- 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.

Search

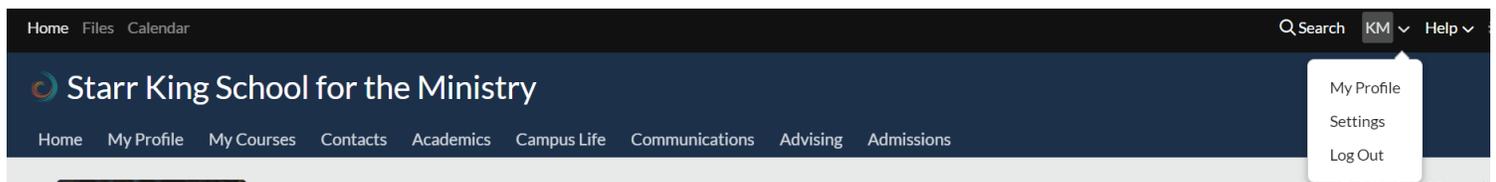
Search is available on every screen of Populi. You can use it to find just about anything at your school (depending on your user roles). [This article](#) describes all your options for search, including advanced search. Here are the basics for using search:

1. Click in the black bar. You can also press Control + K (on Windows computers) or ⌘ + K (on Apple computers) to open the search field (see below more more keyboard shortcuts).
2. Start typing your search term. As you type, search will show suggestions based on what you've entered.
3. Click the result you're after to go to the page for that entity, or use one of the options (*more details, advanced search, etc.*) to refine or modify your search.
4. Click anywhere outside of the search window (or press your **Esc** key to exit search).

Navigation

Populi basically works like any other web page. Every page has links or buttons that might perform an action or take you to another page. You can also use your browser's forward, back, and refresh buttons to move among the pages you're working on.

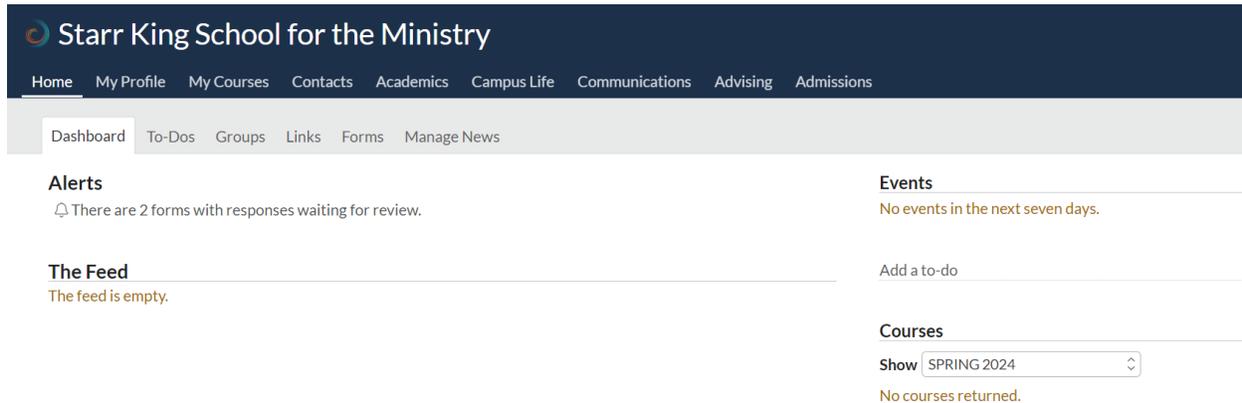
Depending on your level of access and whether your school has enabled certain features, you'll see the high-level navigation app links at the top of the screen: Home, Files, Calendar, Email, Financial, Bookstore, and Library. Below that are the main navigation views, which change depending on which app you're currently in. These are covered extensively elsewhere in this Knowledge Base.



Home

When you log in, you'll go straight to your Populi Home page.

Home shows and links to what's going on right now and what's going to happen. Depending on what you have going on, Home might show you Alerts, News, Invitations, Events, To-Dos, and Courses.



The screenshot shows the Populi Home page for Starr King School for the Ministry. The page has a dark blue header with the school name and a navigation menu. Below the header is a sub-navigation bar with options like Dashboard, To-Dos, Groups, Links, Forms, and Manage News. The main content area is divided into several sections: Alerts (with a notification about 2 forms), The Feed (empty), Events (no events in the next seven days), Add a to-do, and Courses (showing SPRING 2024 with no courses returned).

My Profile

My Profile shows or links to just about all the information about you that's stored in Populi—contact info, financial activity, academic history, and so on. There are a few ways to get there:

- Click the My Profile view next to Home.
- Click your picture/initials 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.

How to Find Your Course(s)

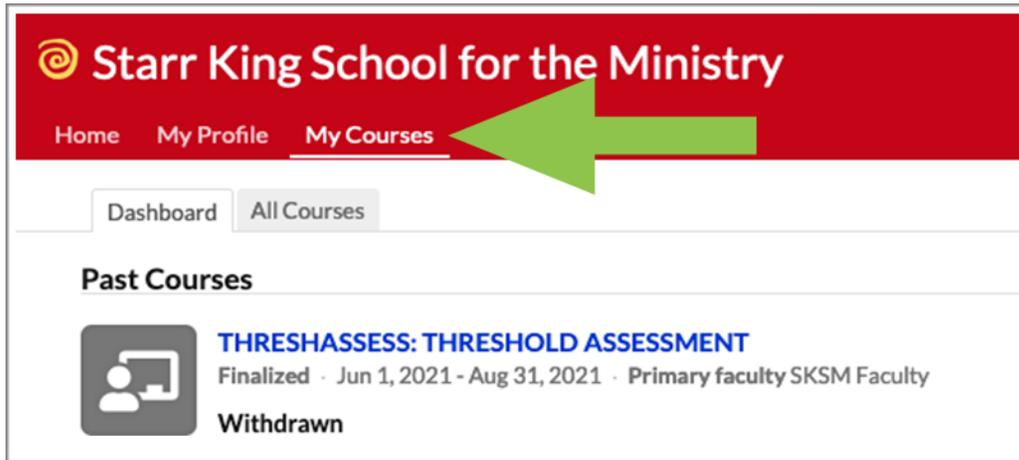
There are two ways to access your course(s):

1. Via the Courses panel found on your Home page:



This screenshot is similar to the one above but includes a large orange arrow pointing to the 'Courses' section. The 'Courses' section shows a dropdown menu set to 'SUMMER 2023' and the text 'No courses returned.' The footer of the page contains links for Terms of Service, Acceptable Use Policy, Support, System Status, and a copyright notice for Populi 2023.

2. Using the “Dashboard” or “All Courses” list shown on your “My Courses” view:



Availability of Lessons

Before the beginning of the 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:

Home My Profile My Courses Contacts Academics Campus Life Communications Advising Admissions

TCLC-4000: QUEER STUDIES: MULTI-RELIGIOUS PERSPECTIVES

Info

Course Number	TCLC-4000
Term	FALL 2024
Dates	Aug 30, 2024 - Dec 16, 2024
Units	Credits: 3.00
	Hours: 0.00

Faculty

 **Hugo Cordova Quero** - Primary
Send Email (510) 902-3971
Office Hours
Friday - 10:00am-2:00pm - Zoom (virtual)

Description

In an increasingly changing and globalized world, the intersection of religious and queer studies is vital for understanding the construction of identities. This asynchronous online course is designed to introduce you to the place given to gender, sexuality, sexual orientation, the sexual division of labor, gender role expectations, race, and ethnicity within world religions' theo(ideo)logical discourses. Drawing from an interdisciplinary approach you will develop a self-critical perspective on the way that sacred texts and dogmatic corpus influence the lives and spiritual practices of queer individuals and communities. Together we will explore the mutual constitution of queerness and subjectivity of religious experiences and their social and political implications towards the deconstruction of stereotypes, power dynamics, and marginalization. The target audience is both MDiv and MASC students.

For this course students are expected to develop a final project that should make evident the learning achieved during the semester.

The course fulfills the following thresholds: Thresholds: 1. Life in Religious Community and Interfaith Engagement; 2. Prophetic Witness and Work; 3. Sacred Text and Interpretation; 4. History of Dissenting Traditions and the Theological Quest; 6. Theology in Culture and Context; and 7. Educating for Wholeness and Liberation. The course also complies with the following MFCs: 1. Worship and Rites of Passage; 3. Spiritual Development for Self and Others; 4. Social Justice in the Public Square; 6. Administration; and 7. Leads the faith into the future.

Enrollment Max: 20. Auditors excluded.

Syllabus

1 of 10

starr king

Faculty will also list Required files, links, textbooks, and activities that you need to be familiar with 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:

The screenshot shows a course management system interface with three main sections:

- Links:** Contains one link titled "Colonialism and Postcolonialism".
- Reading List:** Contains one required book titled "The Indecent Theologies of Marcella Althaus-Reid (Gender, Theology and Spirituality)".
- Files:** Contains one file titled "cordova_quero_(2021)_-_queer_libera...".

Once the course starts, you will be able to access the Lessons. The Friday before the beginning of the term, you will be able to access the first lesson. Faculty determine when their lessons open.

The screenshot shows a course page for "TCLC-4000: QUEER STUDIES: MULTI-RELIGIOUS PERSPECTIVES". The page includes a navigation menu on the left, a main content area, and a right sidebar.

Navigation Menu: Home, My Profile, My Courses, Contacts, Academics, Campus Life, Communications, Advising, Admissions.

Course Title: TCLC-4000: QUEER STUDIES: MULTI-RELIGIOUS PERSPECTIVES

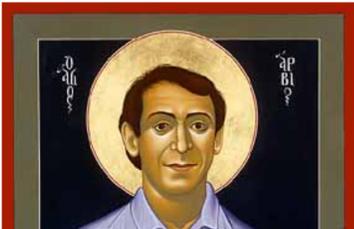
Lessons: < Lessons

Queer Theory

View Design

Queer Theory
(January 30 - February 5)

We begin our course by exploring the basics for queer theory. From where does the term come from? How did this theory emerged in the academy? What are the basic assumptions and scholars behind it? We will learn about these and other aspects of this key theory.



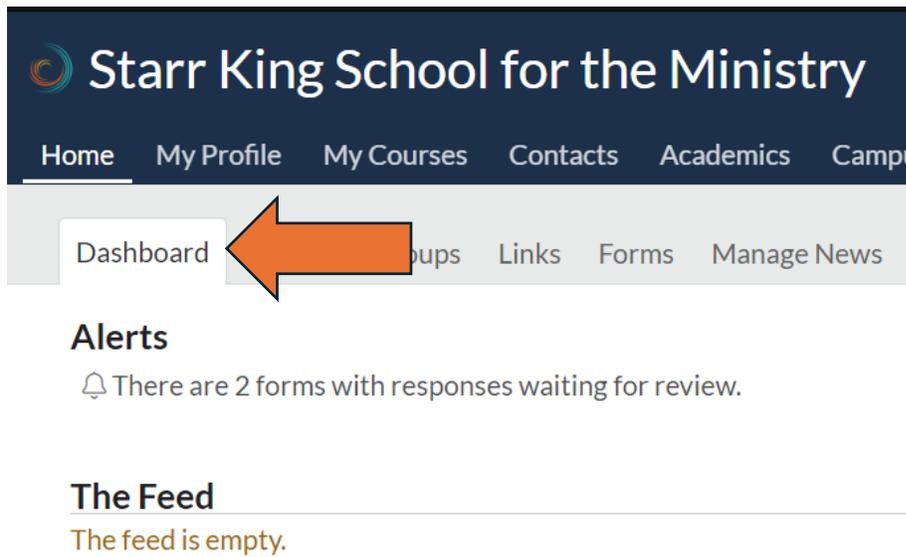
Queer Theory

- jagose_(1996)_-_queer_theory_introduction.pdf
- halperin_(2003)_-_normalization_queer_theory.pdf
- Video: Fajila and Arettines (dir.) (2009) - Defining Queer
- 1 discussion

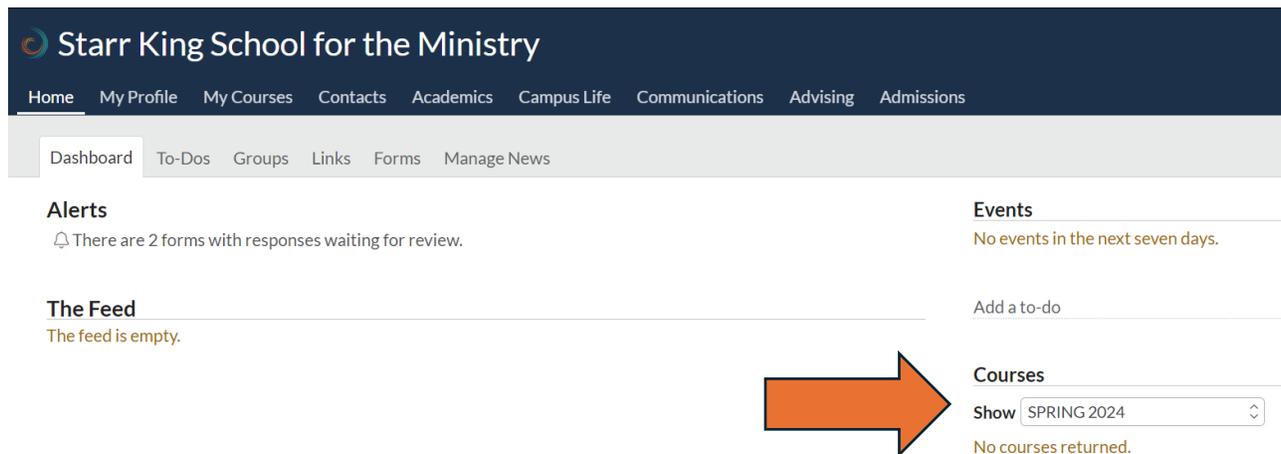
Discussions Links Files

Discussion Lesson #1

Understanding The Populi Site



Once you access Populi, you will see the “Dashboard” on the Home page: Your course(s) will be listed under the “My 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:

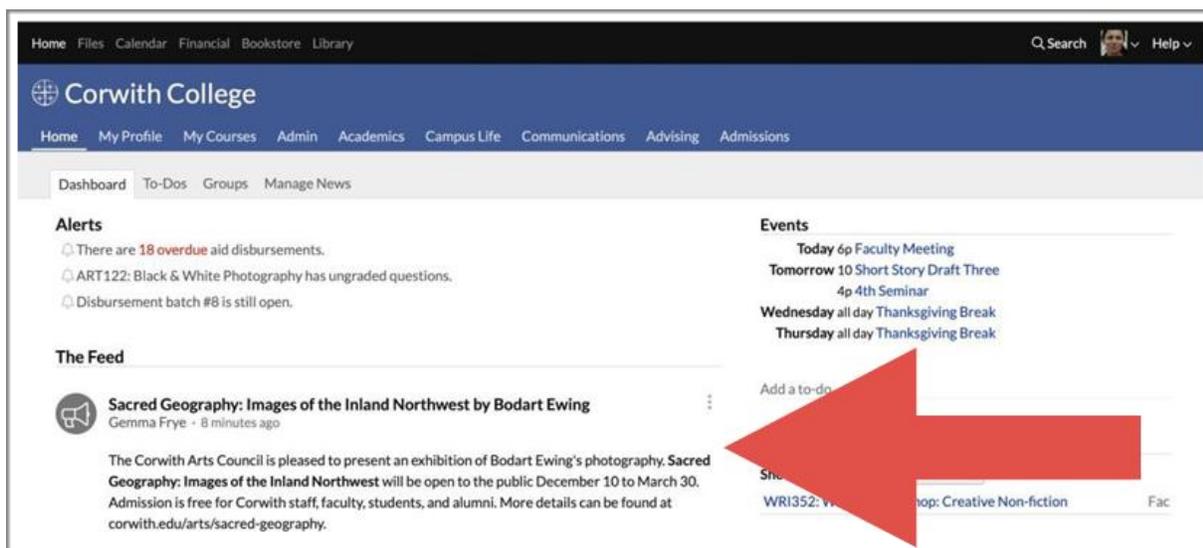


Alerts let you know about situations you need to take care of or are about to happen. The kinds of alerts you get depend on your user roles.

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 will also find The Feed. Everything you post here 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:

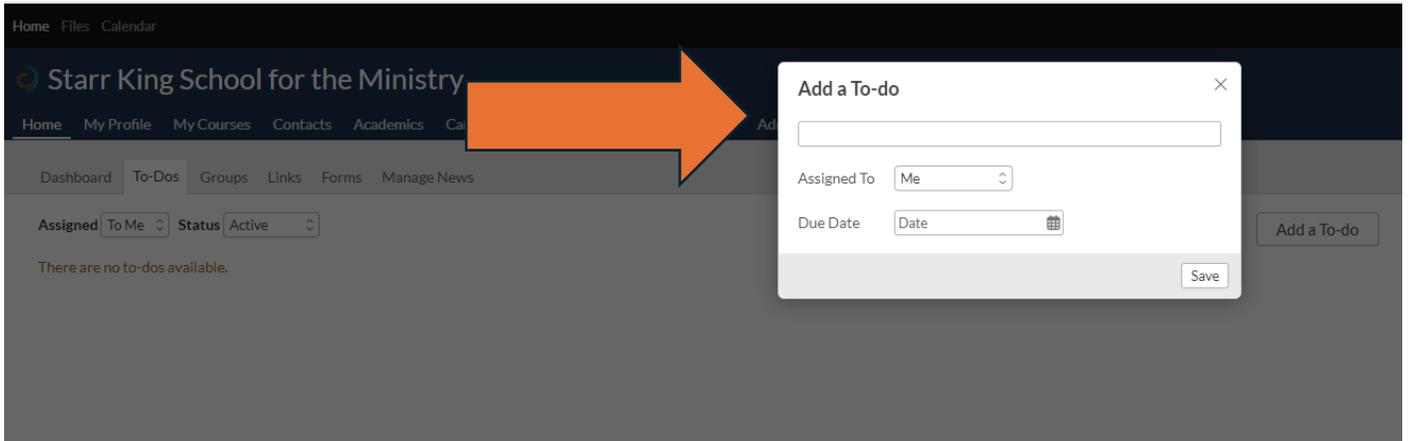


If you have not posted anything on The Feed, it will remain empty. To post you need to go to your Profile tab and compose a note in the tab Activity Feed:

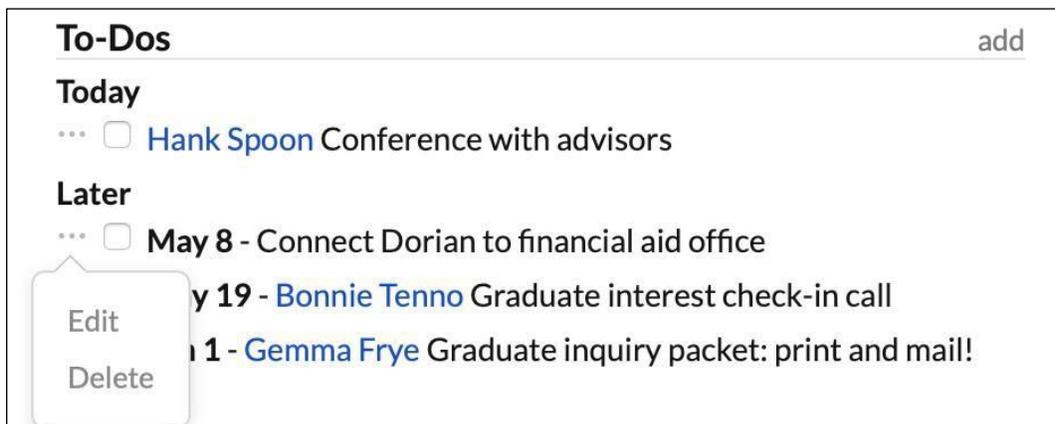
- Go to the box **Add a note about...**
- Write the post that you want to share.
- You can upload or drag a file: a picture, a flyer, and the like.
- Once you finished creating your post, click on the Add Note button.

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 it, 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 must have Staff or Faculty role**. That means that once you create your group, a SKSM Staff member or Faculty has to approve your group.

To set up a group, follow these steps:

- Go to Home ⇒ Groups.
- Click Create a Group.
- A floating window will open:

The screenshot shows the 'Add a Group' floating window in the Populi system. The window is overlaid on a blurred background of the school's dashboard. The 'Add a Group' window has a title bar with a close button (X) and contains the following fields: 'Name' (text input), 'Description' (text input), 'Membership' (dropdown menu set to 'Open to anyone'), 'Invitations' (dropdown menu set to 'Any member can invite others'), and 'Public' (radio buttons for 'Yes' and 'No', with 'Yes' selected). A 'Save' button is located at the bottom right of the window.

- Give the group a name —required— and a description, which is optional.
- Choose how to restrict group membership:
 - 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**.
 - 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
 - Invitation only: Users can join only if invited.
- Choose which people in the group can invite new members:

- Any member,
- Admins and moderators, or
- 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
My Courses
Contacts
Academics
Campus Life
Communications
Advising
Admissions

Dashboard
To-Dos
Groups
Links
Forms
Manage News

Search Show All



Black Women of the Chalice

11 members

Black Women of the Chalice 2022-2023 A group for Black Women who are Unitarian Universalists and in Seminary; support and uplift each other on this journey; centering on Black womanhood and Black Joy and excellence. Black: a person of the African diaspora experience Women: self-identified women; queer

[Show more](#)



Chaplaincy Pods (all years) Resource Center

45 members

This group has been created to provide all Chaplaincy material in one centralized location. Here you can find information on all of the ordaining bodies, concentration requirements, and additional resources for your journey.



Disability and Accessibility Student Organization

12 members

EqUUal Access defines "disability" as "variations in how our minds and bodies work." Their definition also recognizes that the definition changes across cultures and times. This group may also include

Understanding The Course Site

Bulletin Board

Faculty can post relevant messages to the class, and everyone in the course can reply:

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

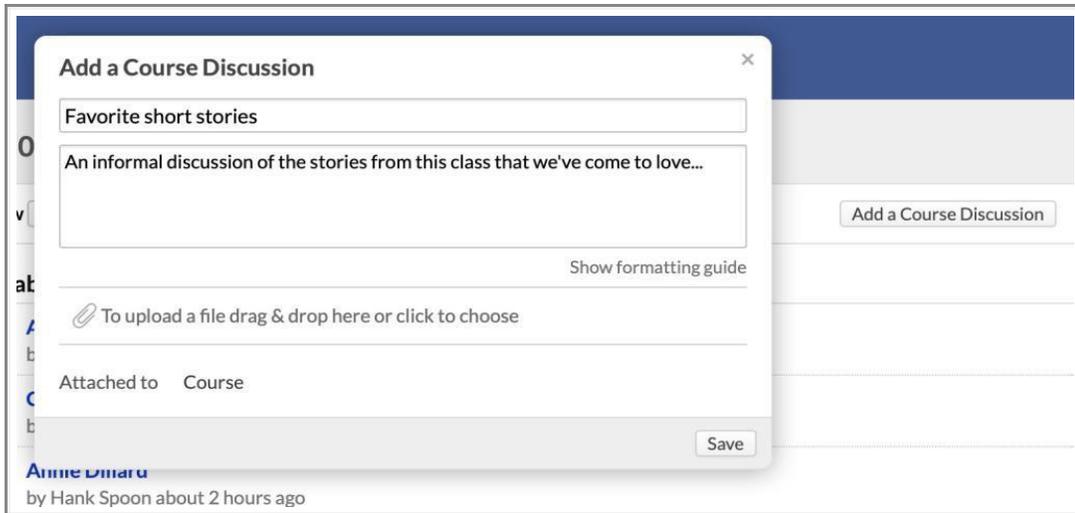
Furthermore, the discussions for Writers and Maturation —in this example— have been closed for comments; you may still view it but you cannot contribute more to it. They have been moved under the subheading Closed Discussions. You can still access them as their titles are in blue color, but the function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

One of the features in Populi to present basic information of a course is the **Lessons**. Therefore, you will find some general information about 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.

Starr King School for the Ministry

Home My Profile My Courses Contacts Academics Campus Life Communications Advising

TCLC-4000: QUEER STUDIES: MULTI-RELIGIOUS PER

Lessons Student Progress

General ← Available Sep 4, 2024 12:00am

Queer Theory Available Sep 4, 2024 12:00am

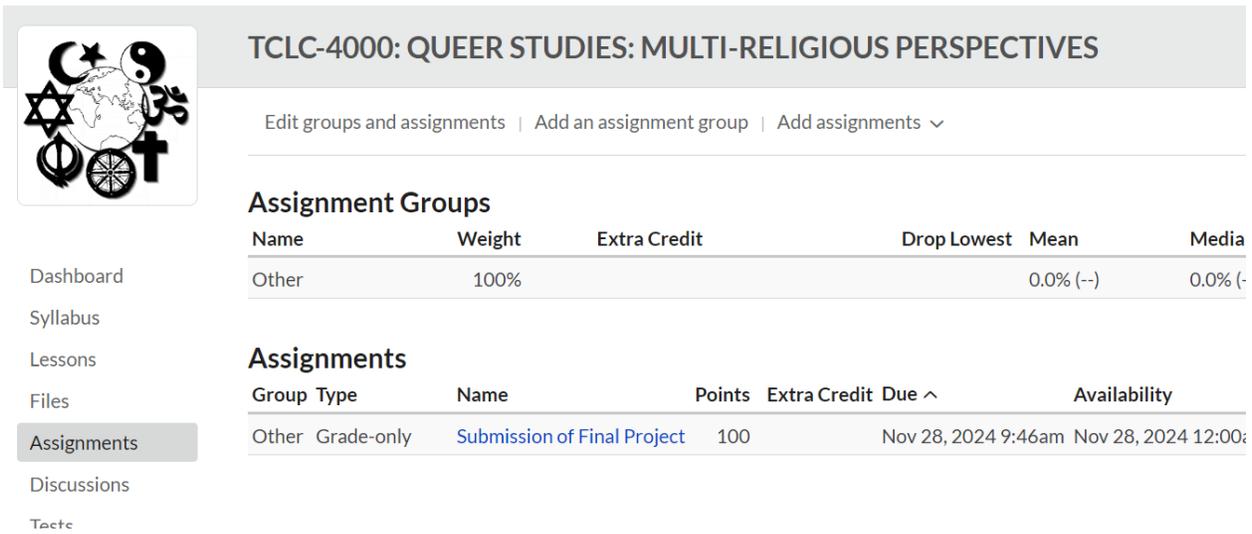
Religious Studies

Dashboard
Syllabus
Lessons

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. At SKSM we use 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 **Assignments** in its own category, and you can find them in the navigation menu on the left side of your course site:



TCLC-4000: QUEER STUDIES: MULTI-RELIGIOUS PERSPECTIVES

Edit groups and assignments | Add an assignment group | Add assignments ▾

Assignment Groups

Name	Weight	Extra Credit	Drop Lowest	Mean	Media
Other	100%			0.0% (-)	0.0% (-)

Assignments

Group Type	Name	Points	Extra Credit	Due ^	Availability
Other Grade-only	Submission of Final Project	100		Nov 28, 2024 9:46am	Nov 28, 2024 12:00am

Navigation menu (left): Dashboard, Syllabus, Lessons, Files, **Assignments**, Discussions, Tests

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.

- **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 your profile.
- Click on **Save**.



Using Chat

If discussions 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:

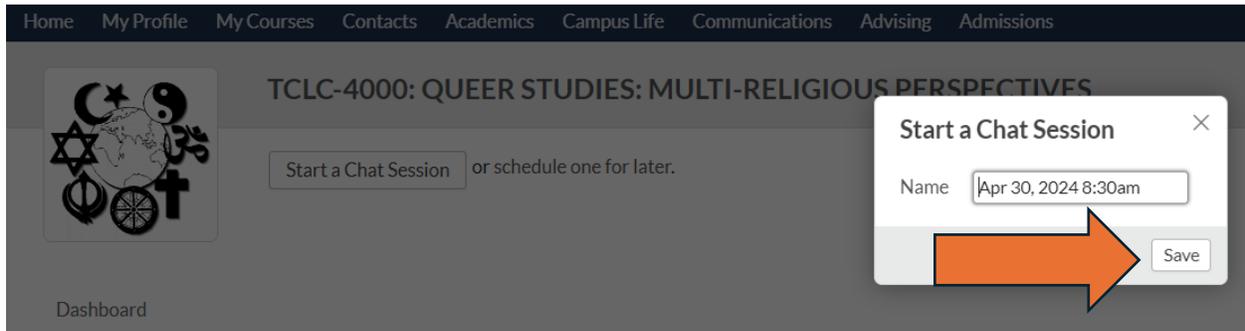
Home My Profile My Courses Contacts Academics Campus Life Communications Advising Admissions

TCLC-4000: QUEER STUDIES: MULTI-RELIGIOUS PERSPECTIVES

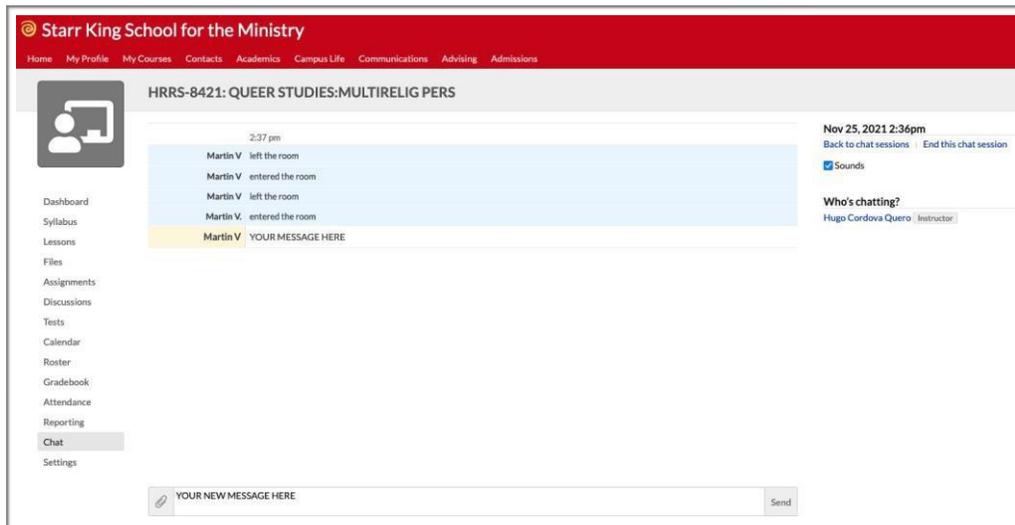
Start a Chat Session or schedule one for later.

Dashboard
Syllabus
Lessons
Files
Assignments
Discussions
Tests
Calendar
Roster
Gradebook
Attendance
Reporting
Chat
Settings

- To start a conversation, click on the button Start a Chat Session.
- A new window will pop up indicating the current time. Click on the Save button to set up the chat:



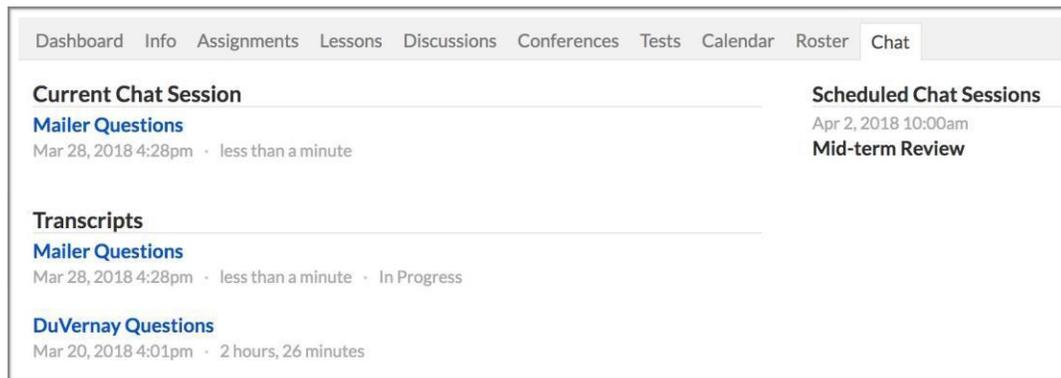
- Your active chat session will appear in two ways. One is the actual conversation where you can interact (online). That is, all your messages will be instantly read by the class:



- The other is the transcription of the chat (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.



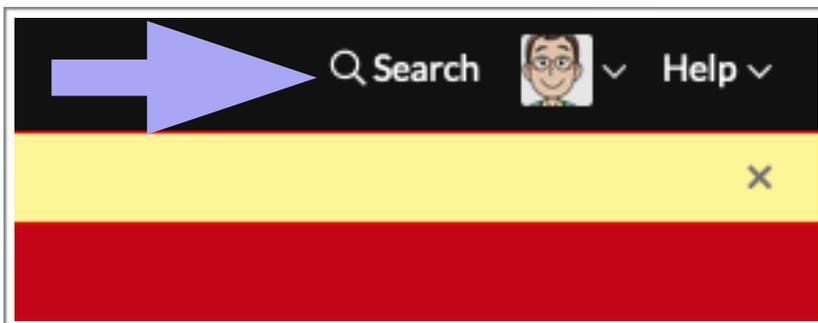
As any other instant messaging system, Chat in Populi allow you not only to post but you can also:

- 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 use 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.

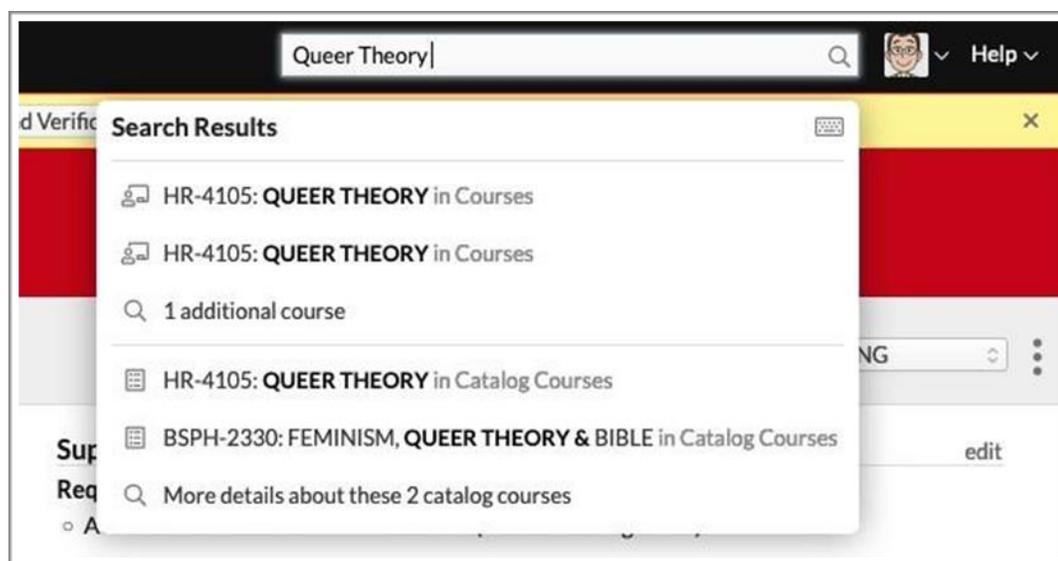
Populi Search Function

Populi's search function is a great tool to keep in mind. 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:



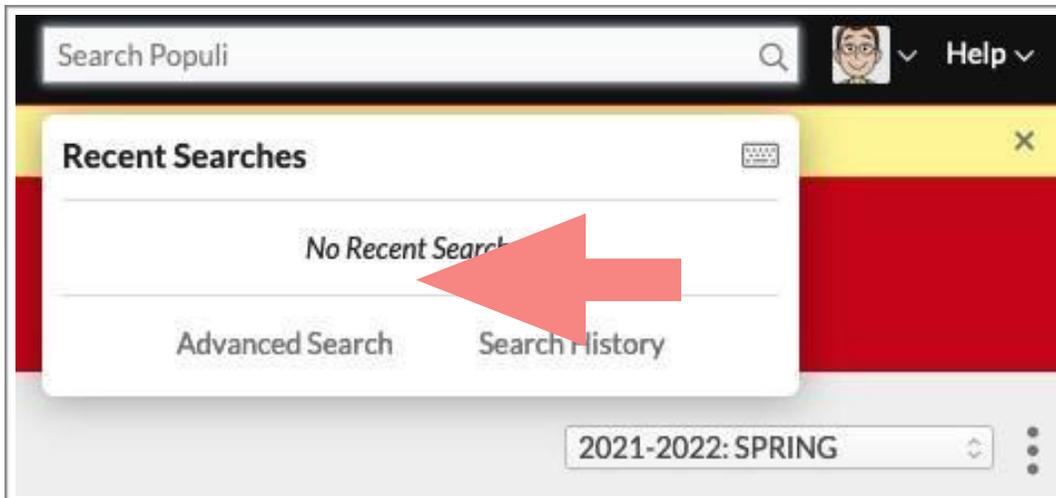
- Start typing your search term. As you type, search will show suggestions based on what you have entered:



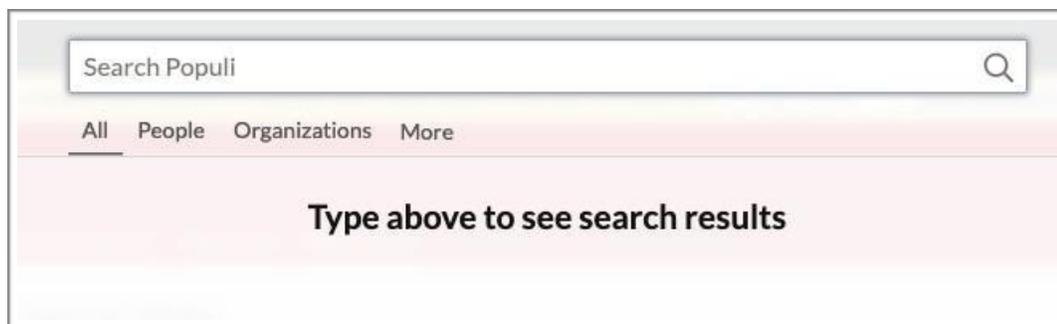
- Click the result you are after to go to the page for that entity, or use one of the options —advanced search— to refine or modify your search.
- Click anywhere outside of the search window or press your Esc key to exit search.

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

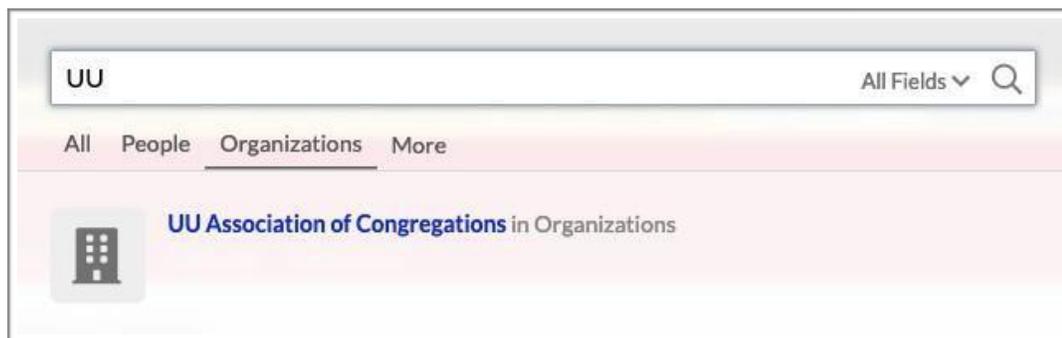
- Open Search.
- Click Advanced Search in the bottom of the search pane:



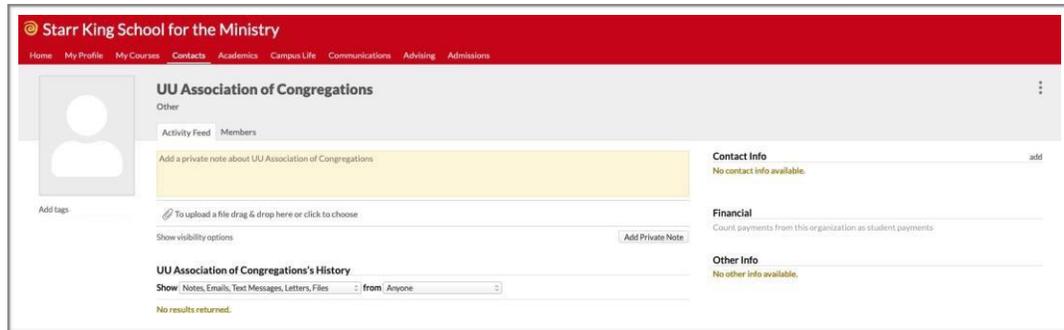
- The advanced search screen will appear, placed semi-transparently onto the Populi site:



- Start typing in the search field. Populi will suggest results:



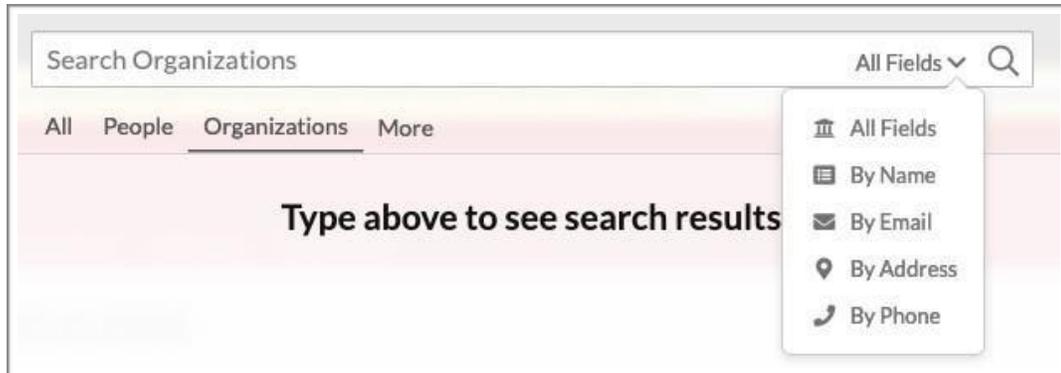
- The search results give you a few details about each entity to help you determine whether you have found who/what you were after.
- Click the result you are after to go to the page for that entity:



- 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:



Accessing the DTL2 (Digital Theological Library 2)

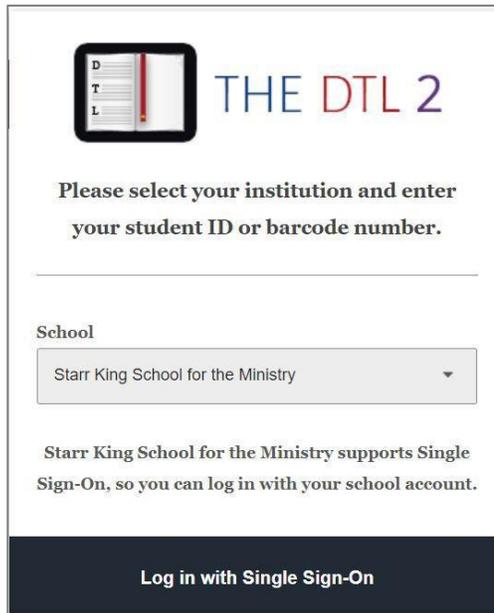
Starr King is a member institution of the Digital Theological Library 2 (DTL2) that you should have access to and just need your Populi password to access it. You can also email registrar@sksm.edu if you need to reset password.

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:



The screenshot shows a login interface for 'THE DTL 2'. At the top left is a logo with the letters 'D', 'T', and 'L' stacked vertically next to a book icon. To the right of the logo, the text 'THE DTL 2' is displayed. Below the logo and text, there is a prompt: 'Please select your institution and enter your student ID or barcode number.' Underneath this prompt is a horizontal line. Below the line, the word 'School' is followed by a dropdown menu. The dropdown menu is currently set to 'Starr King School for the Ministry'. Below the dropdown menu, there is a message: 'Starr King School for the Ministry supports Single Sign-On, so you can log in with your school account.' At the bottom of the form, there is a dark blue button with the text 'Log in with Single Sign-On' in white.

- Input your password.
- 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.

Additional Support

There are many resources that can help you to cover other areas not explained in this guide.

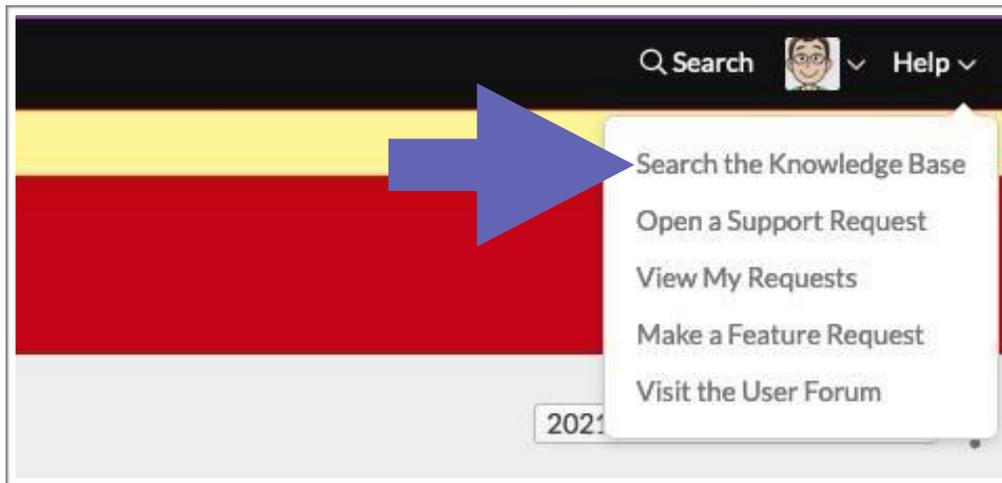
Registrar

- For new student training.
- For assistance and/or questions.

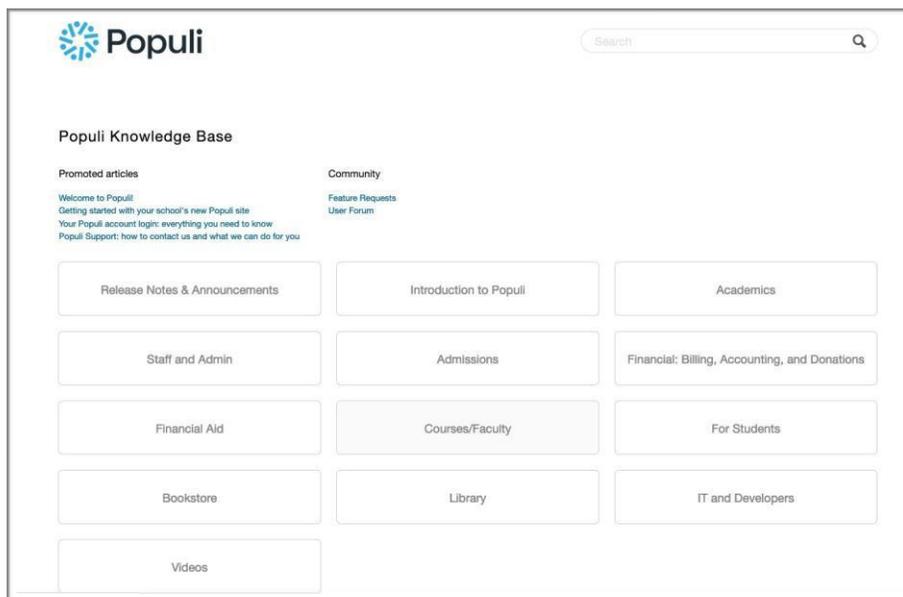
Search the Knowledge Base

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

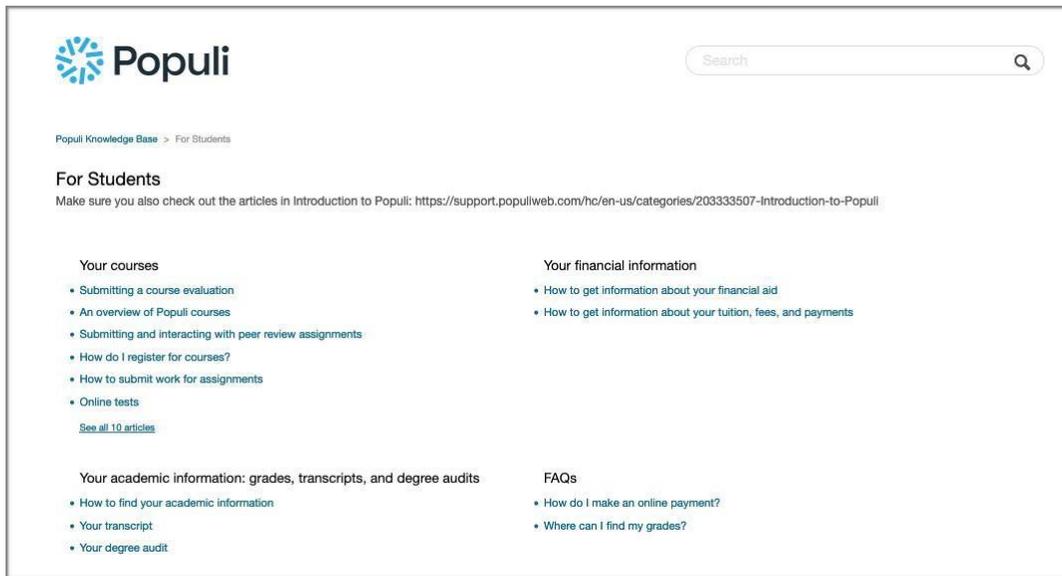
- Go to the Help tan on the upper right side of your course page.



- Click on the arrow and select “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](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>

Phone support

We also offer phone support for staff and faculty during regular support hours.

Support hours are 6 AM to 5 PM Pacific Time, Monday through Friday (excluding major holidays).

- Call **877-476-7854**.
- If you call outside support hours, you can leave a voicemail.
- Some issues may require more extensive troubleshooting; in such cases, we may open a support ticket and address your issue that way.