Populiweb 101

For Students

Vol.1

Department of Distance Education
Rochester University

Keywords: login, course registration

A. How do I login to my Populi Web account?
B. How do I register a course?
C. How does my class look like?
D. How to make a payment?
E. How to check Degree Audit?
F. How to download unofficial transcript?

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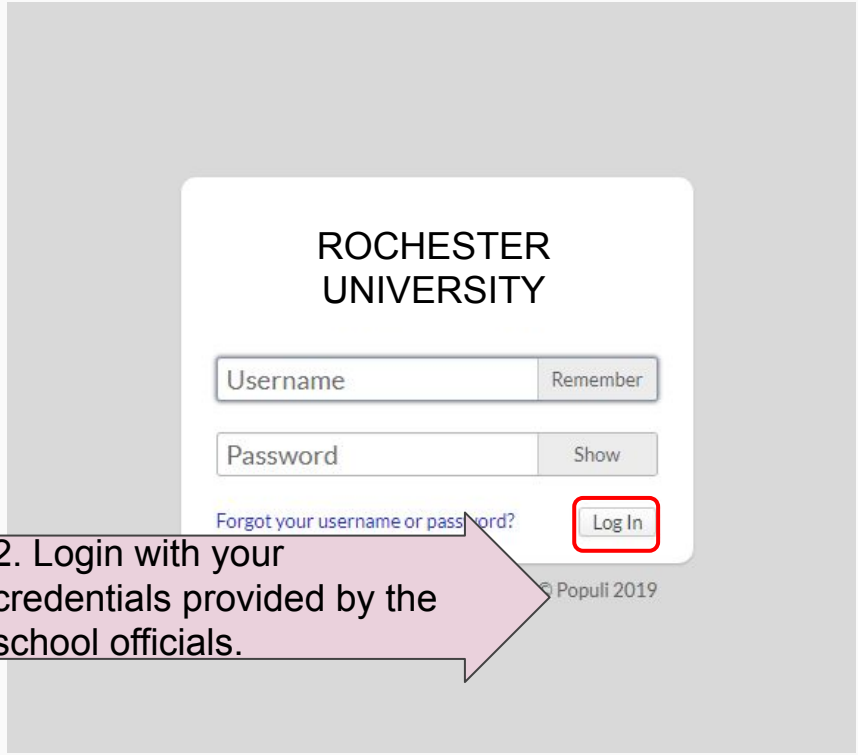
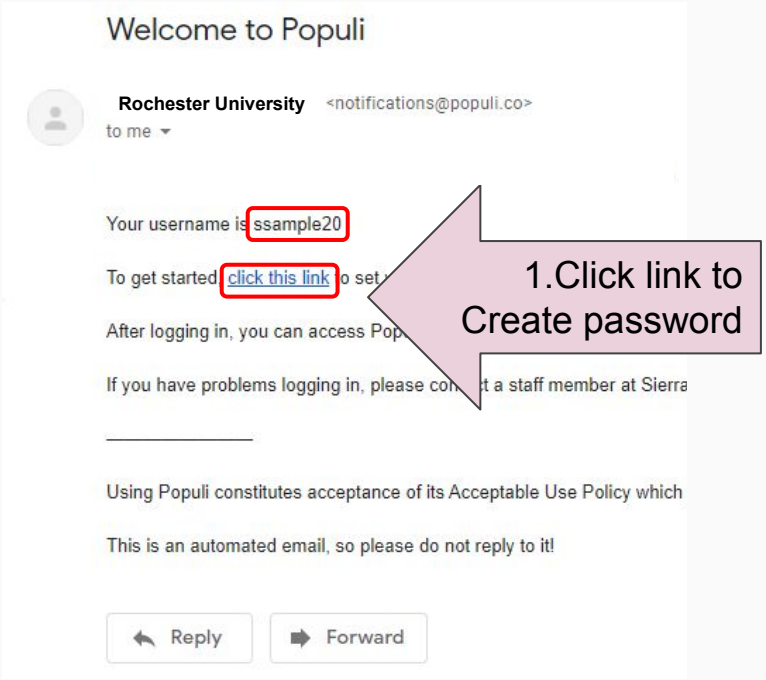
How do I login to my Populi Web account? 1/3





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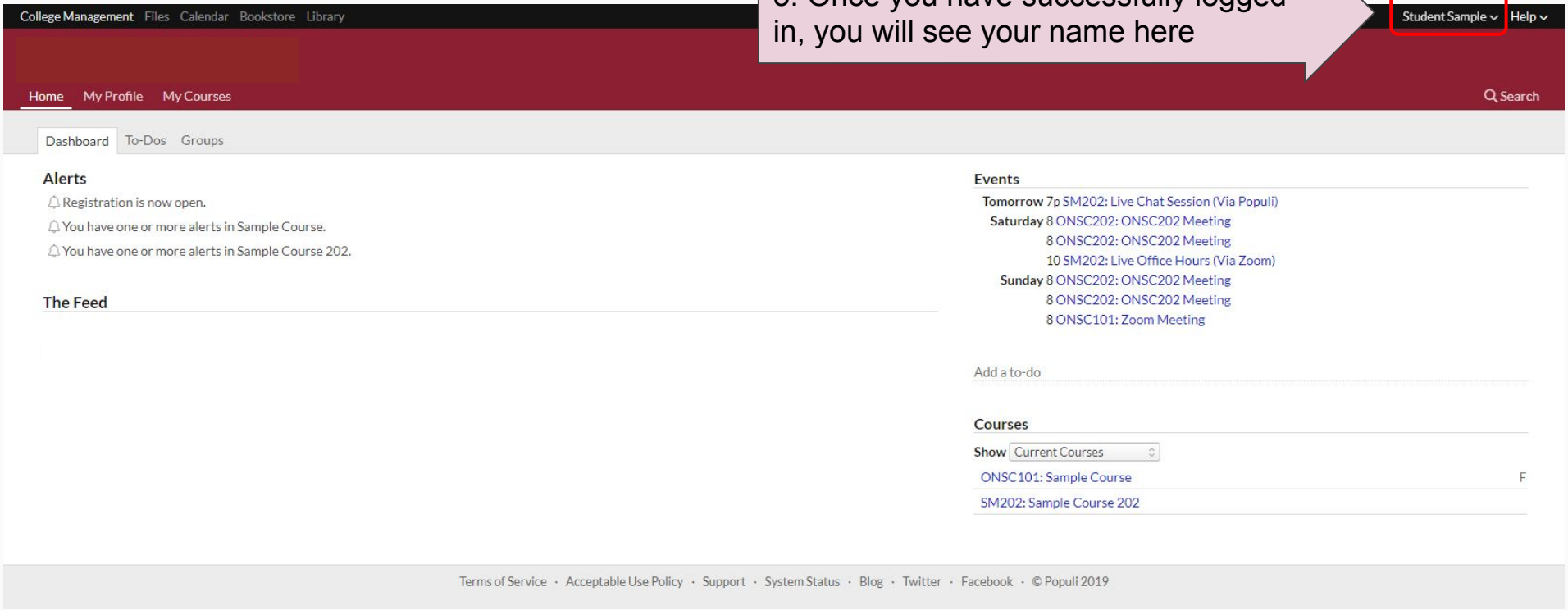
How do I login to my Populi Web account? 2/3

3. Once you have successfully logged in, you will see your name here



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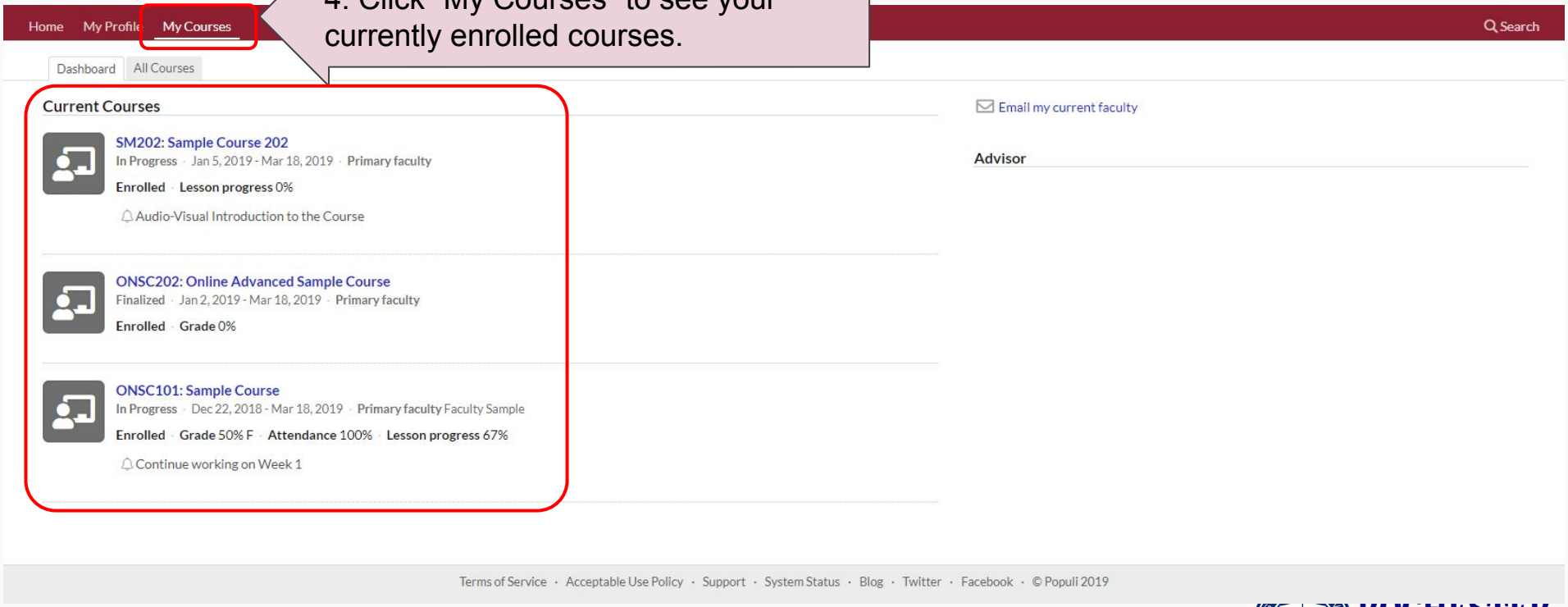
How do I login to my Populi Web account? 3/3

4. Click “My Courses” to see your currently enrolled courses.



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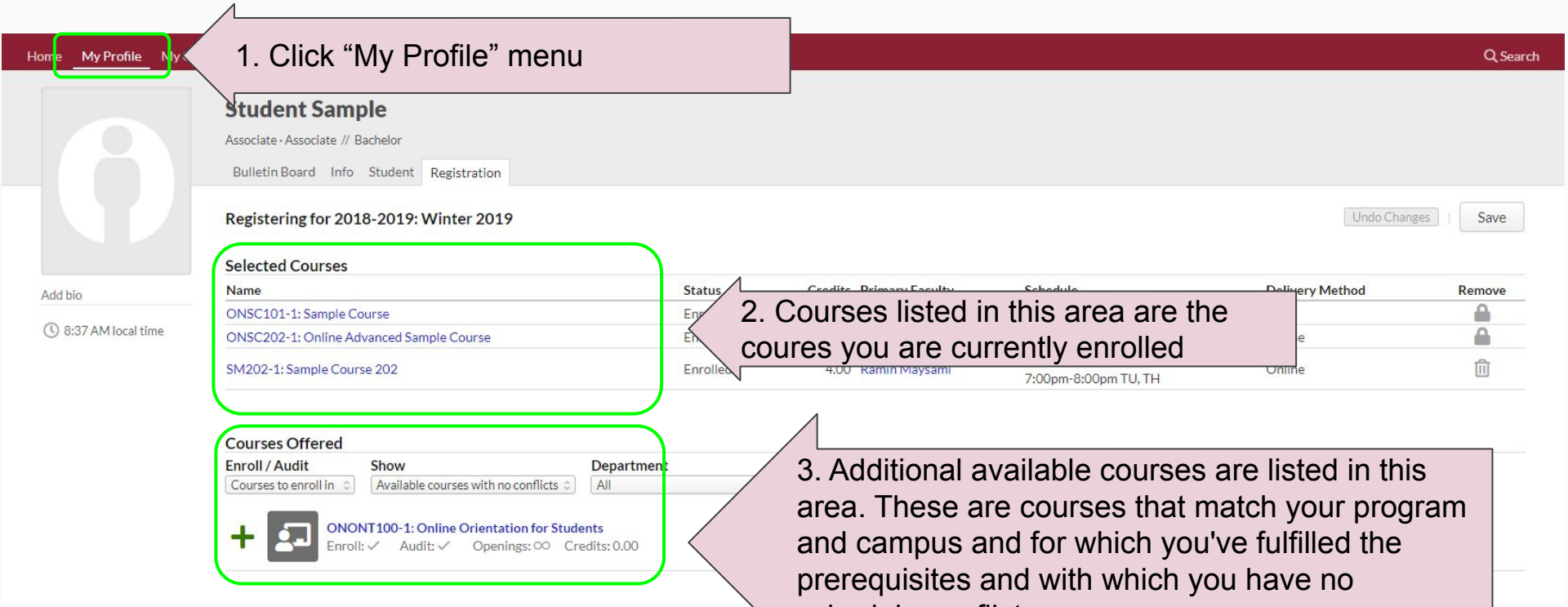
How do I register a course 1/5



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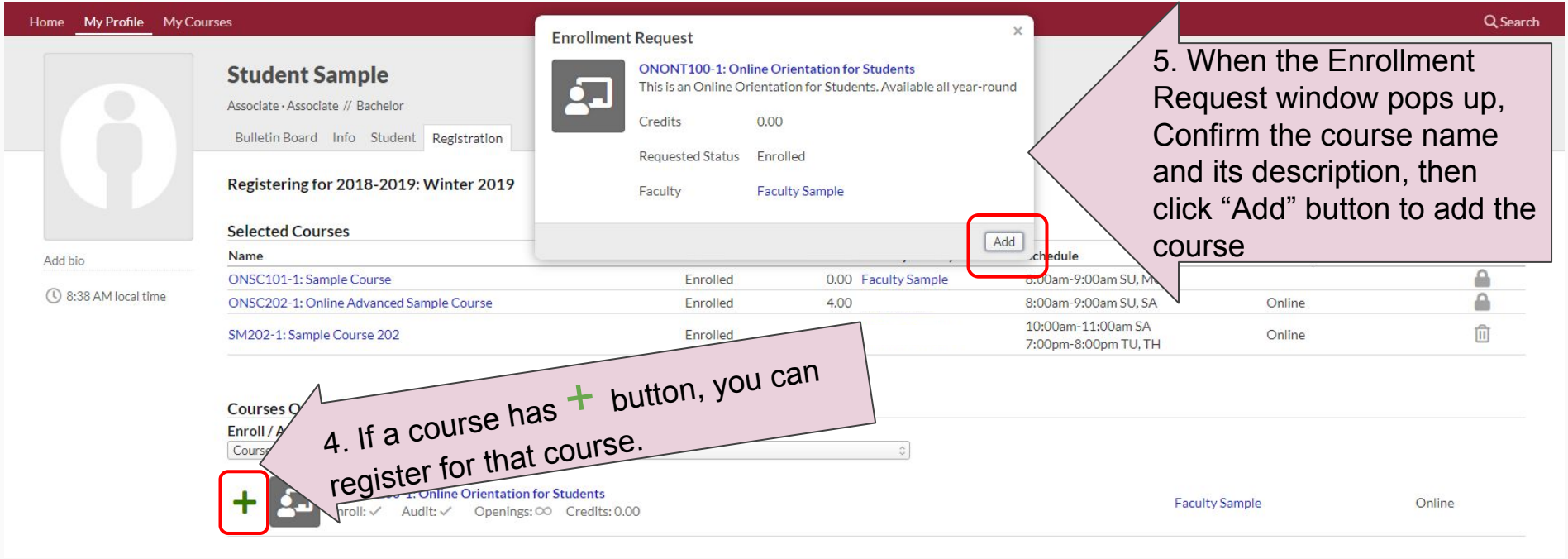
How do I register a course 2/5



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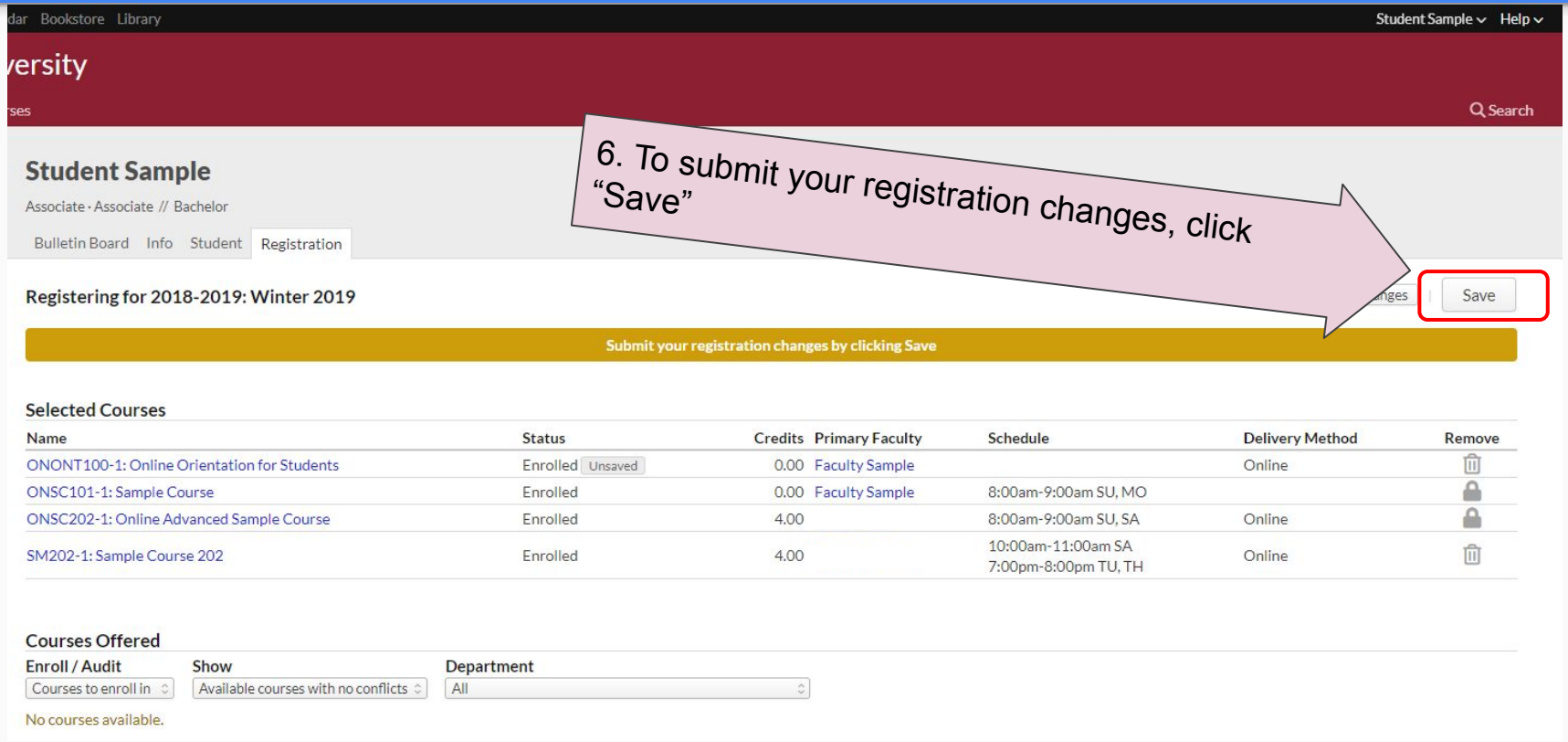
How do I register a course 3/5



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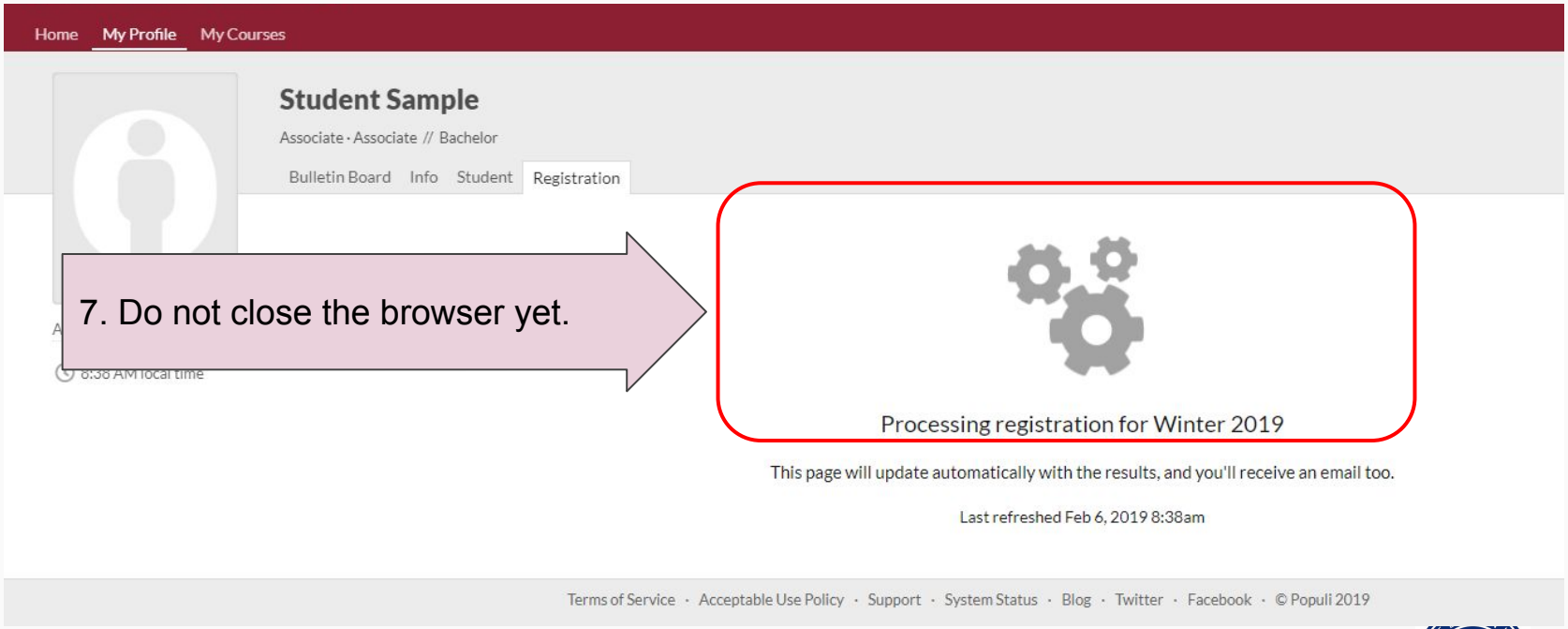
How do I register a course 4/5



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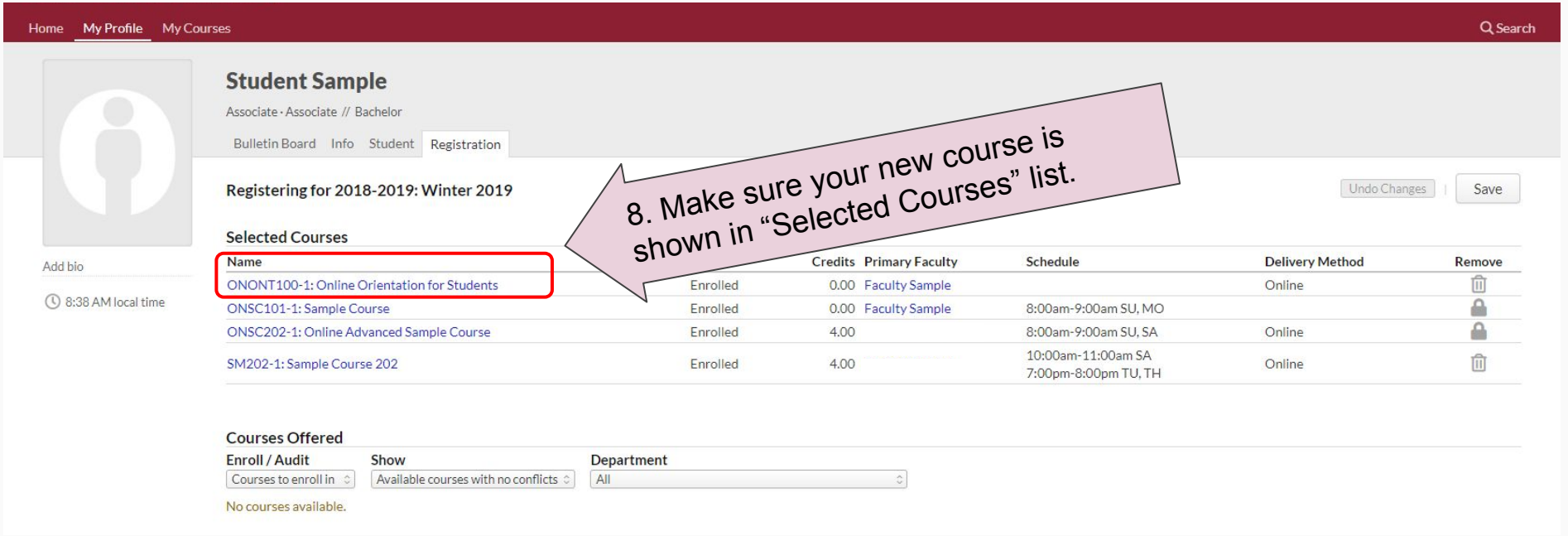
How do I register a course 5/5



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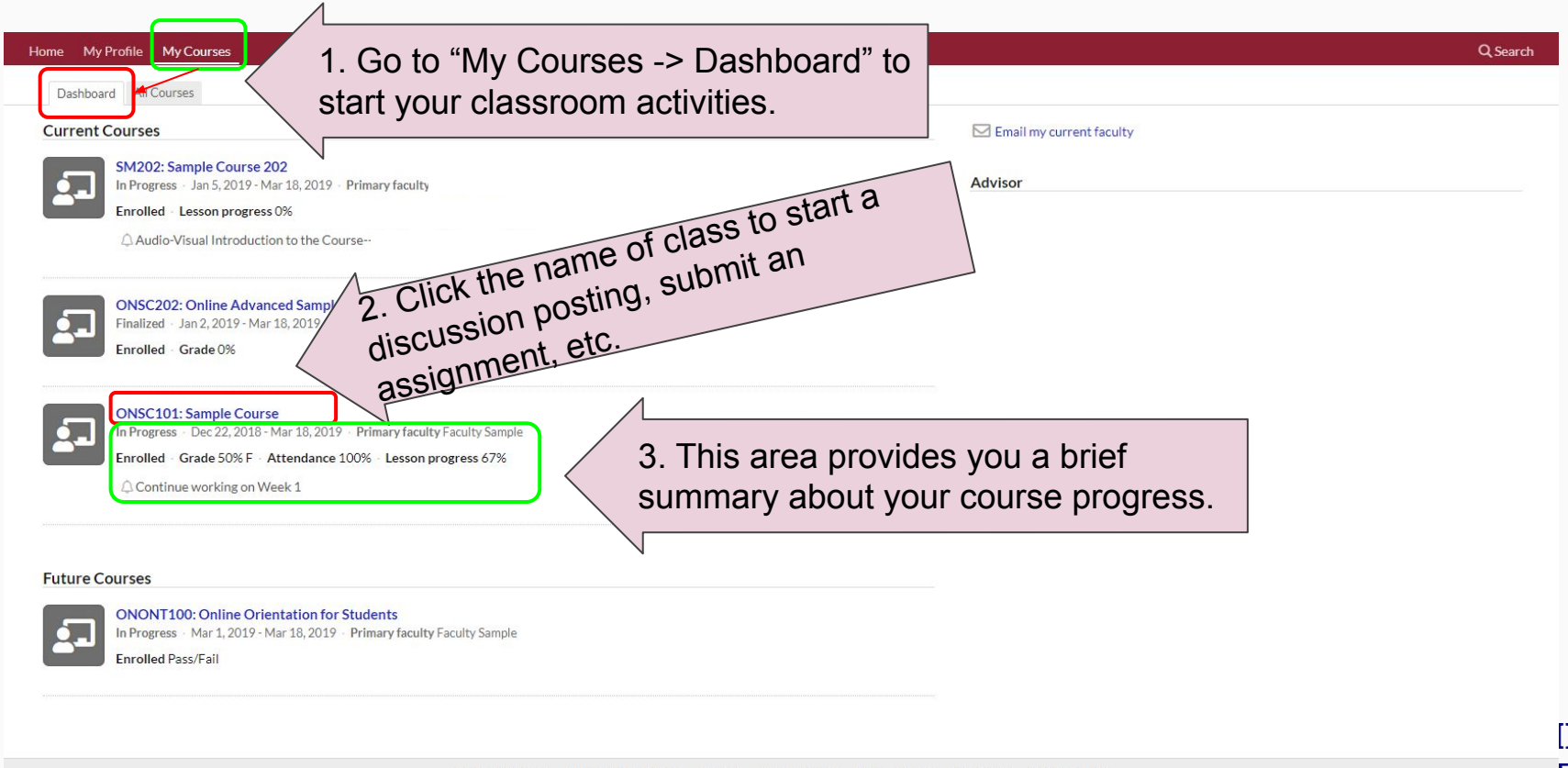
How does my class look like? 1/11



1. Go to “My Courses -> Dashboard” to start your classroom activities.

2. Click the name of class to start a discussion posting, submit an assignment, etc.

3. This area provides you a brief summary about your course progress.

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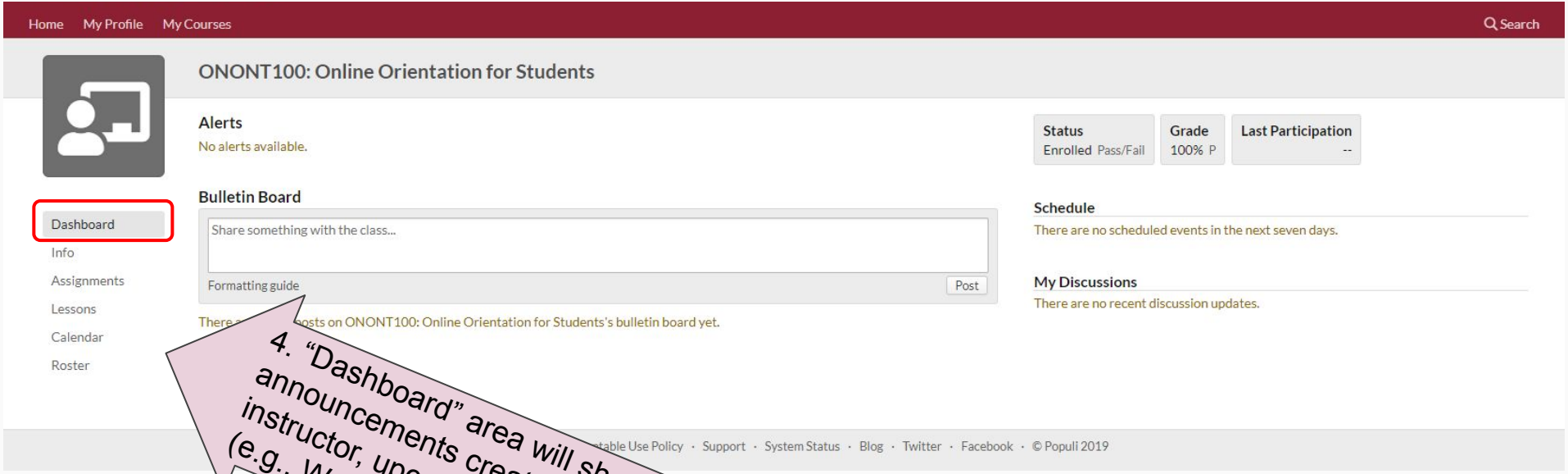
How does my class look like? 2/11



4. "Dashboard" area will show any announcements created by your instructor, upcoming class schedule (e.g., Weekly video meeting), etc.

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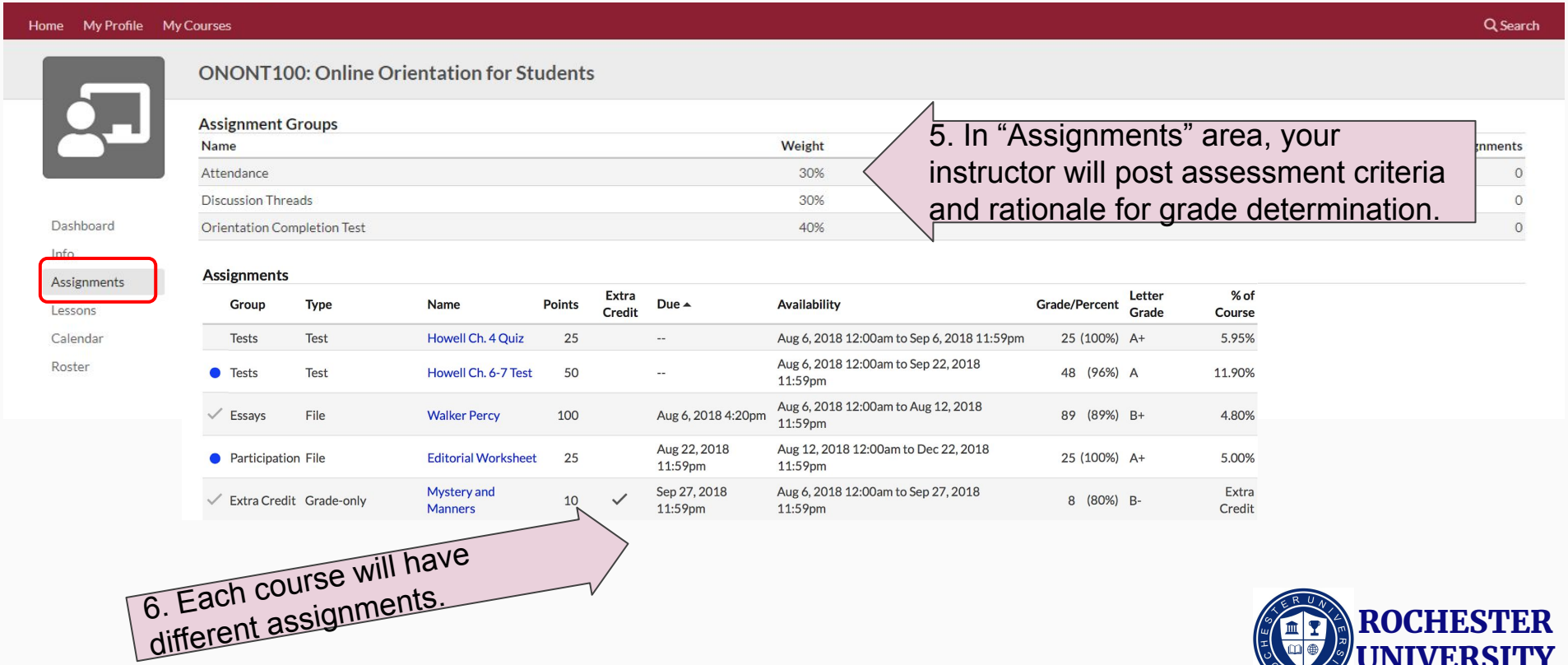
How does my class look like? 3/11



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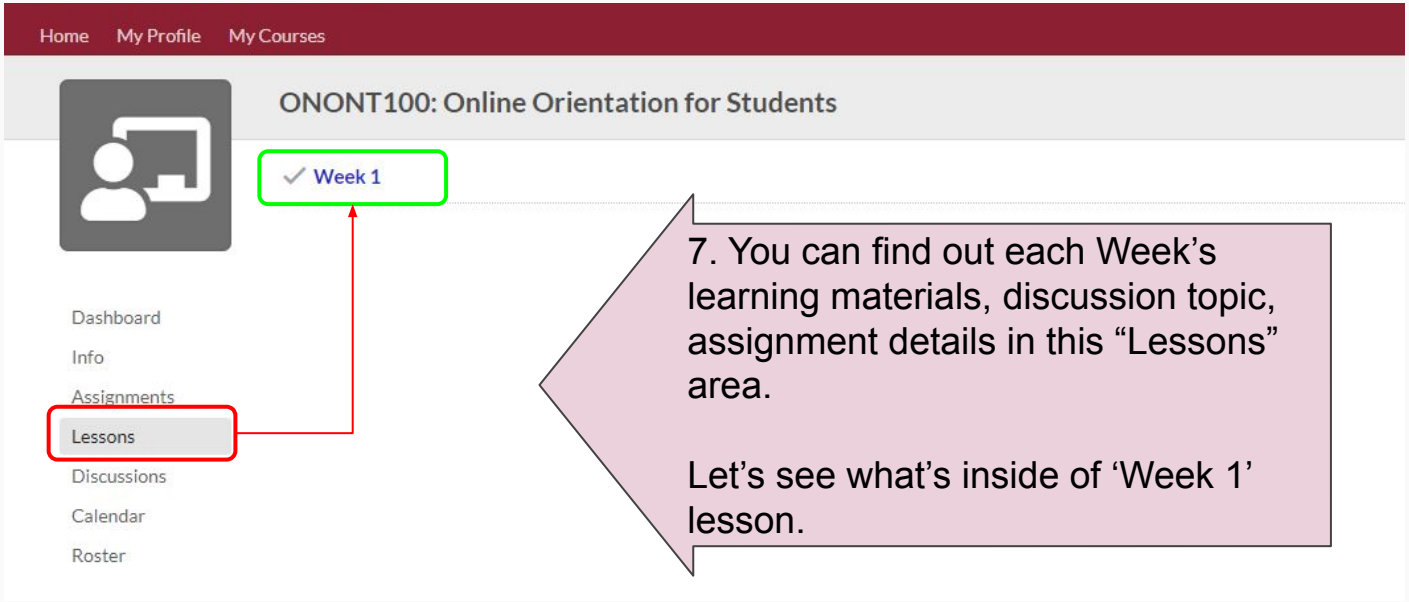
How does my class look like? 4/11



7. You can find out each Week's learning materials, discussion topic, assignment details in this "Lessons" area.

Let's see what's inside of 'Week 1' lesson.

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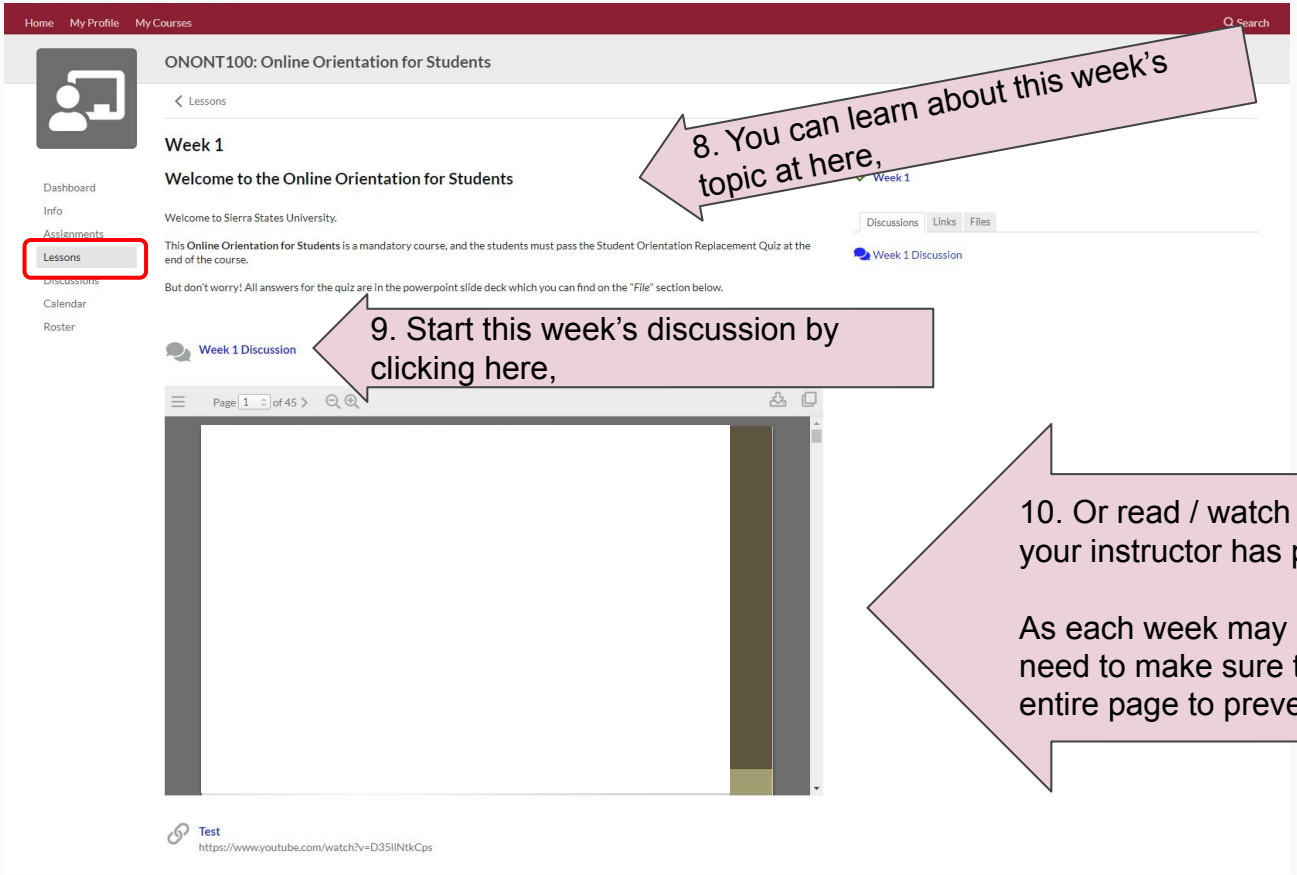
How does my class look like? 5/11



8. You can learn about this week's topic at here,

9. Start this week's discussion by clicking here,

10. Or read / watch other course materials your instructor has posted.

As each week may have different layout, you need to make sure that you fully browse the entire page to prevent progress interruptions.

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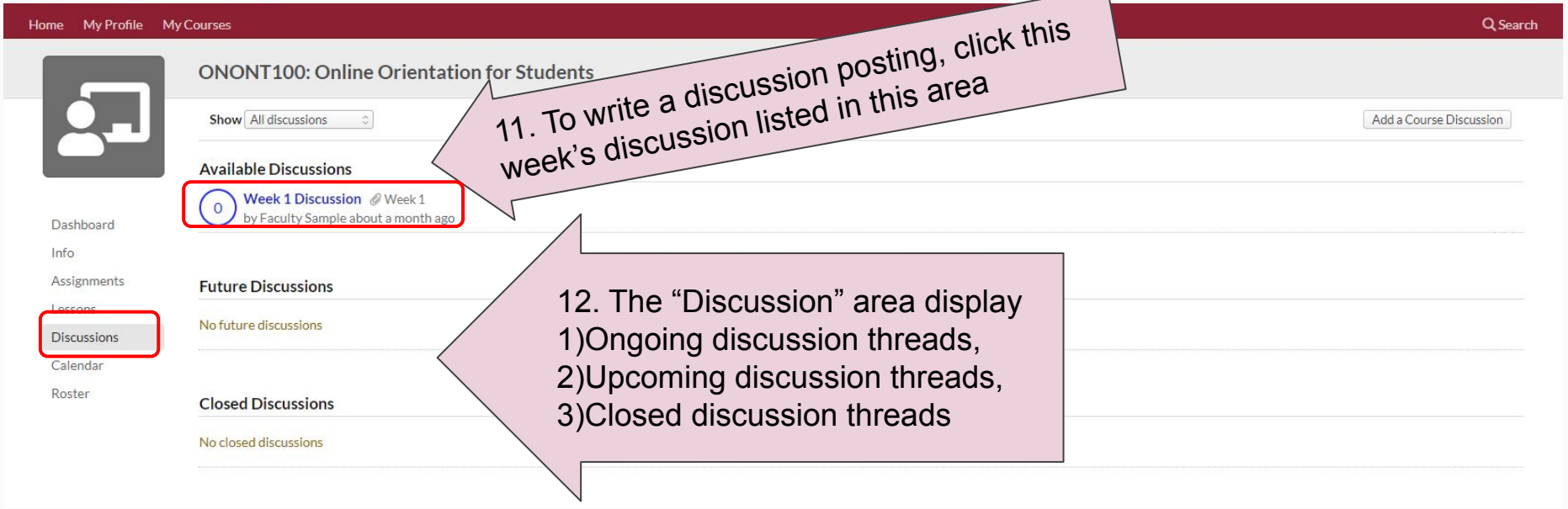
How does my class look like? 6/11



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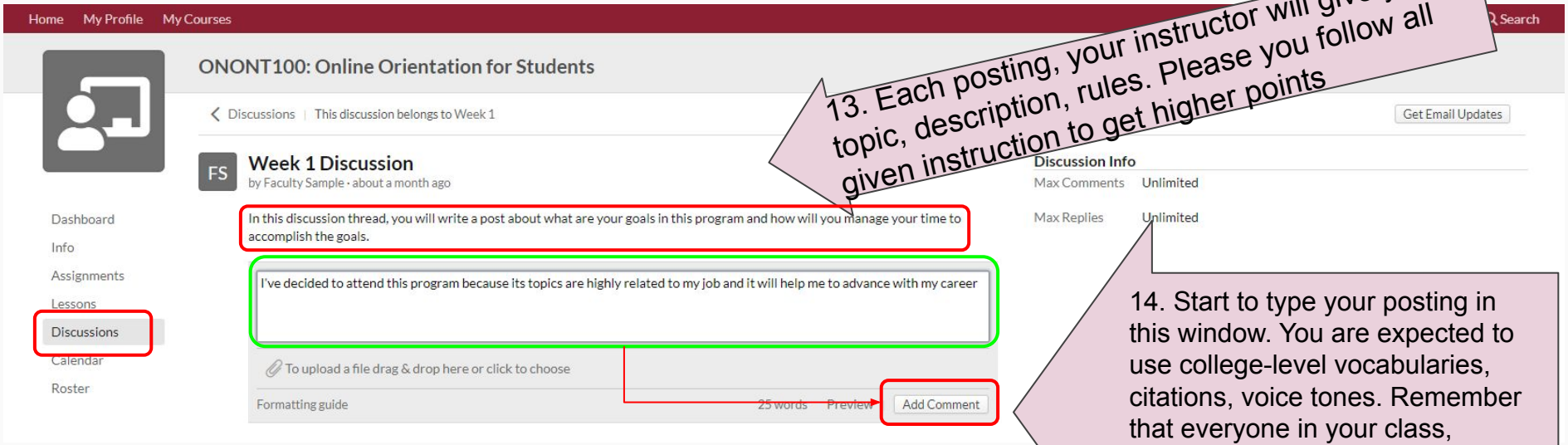
How does my class look like? 7/11



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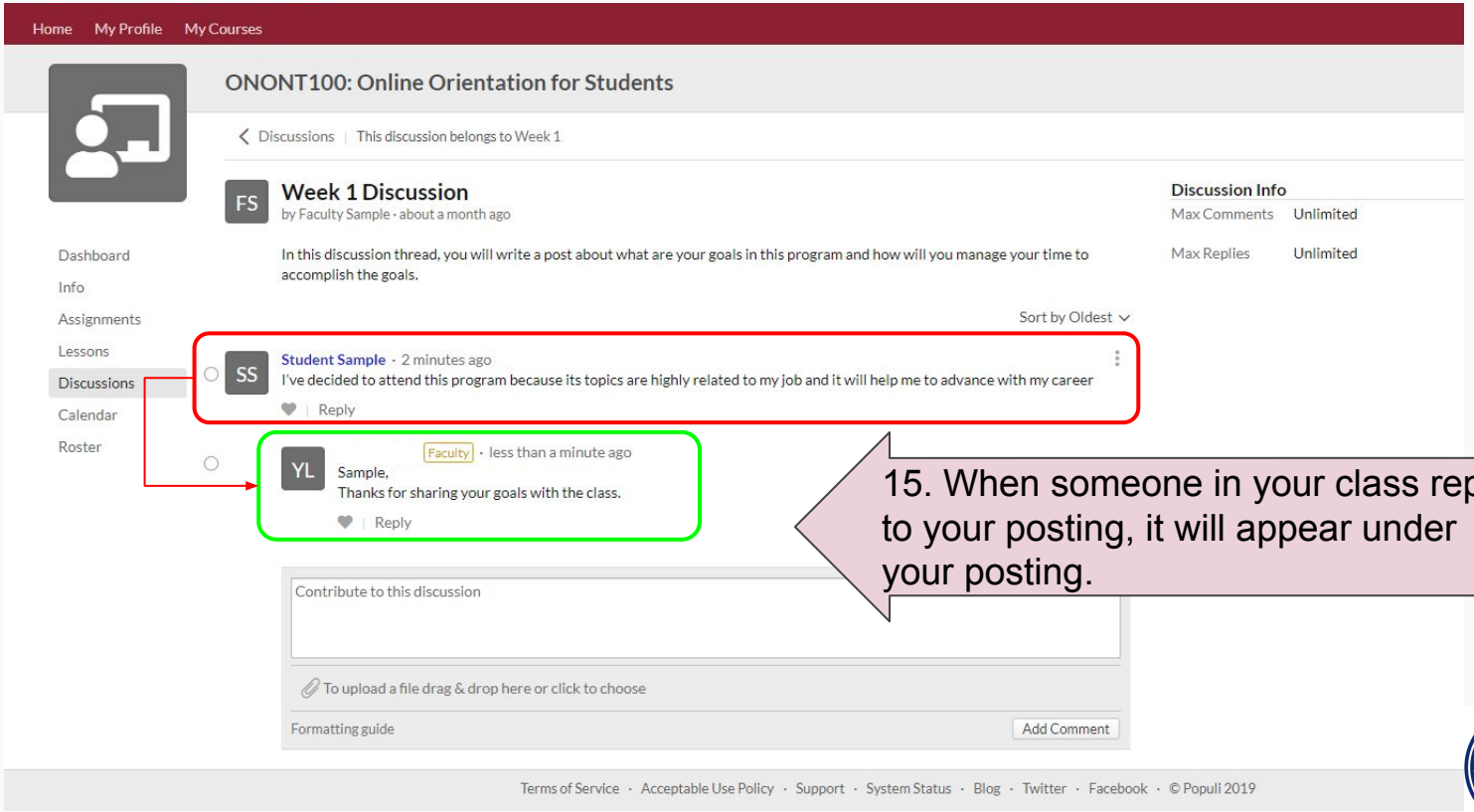
How does my class look like? 8/11



15. When someone in your class reply to your posting, it will appear under your posting.

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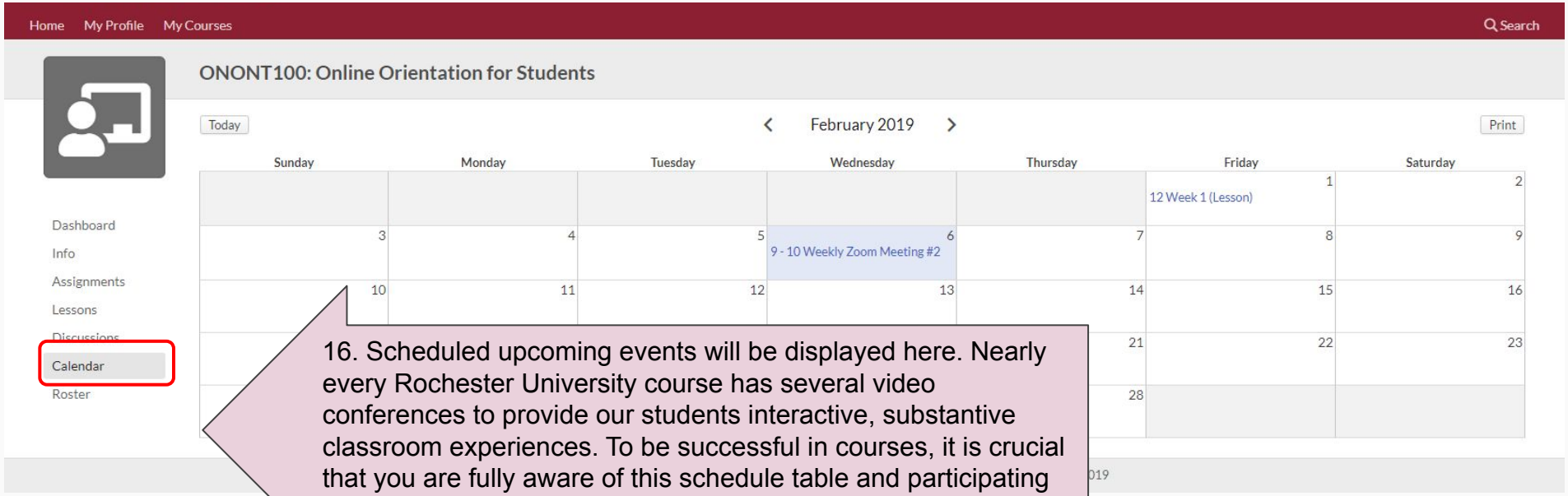
How does my class look like? 9/11



16. Scheduled upcoming events will be displayed here. Nearly every Rochester University course has several video conferences to provide our students interactive, substantive classroom experiences. To be successful in courses, it is crucial that you are fully aware of this schedule table and participating in each event.

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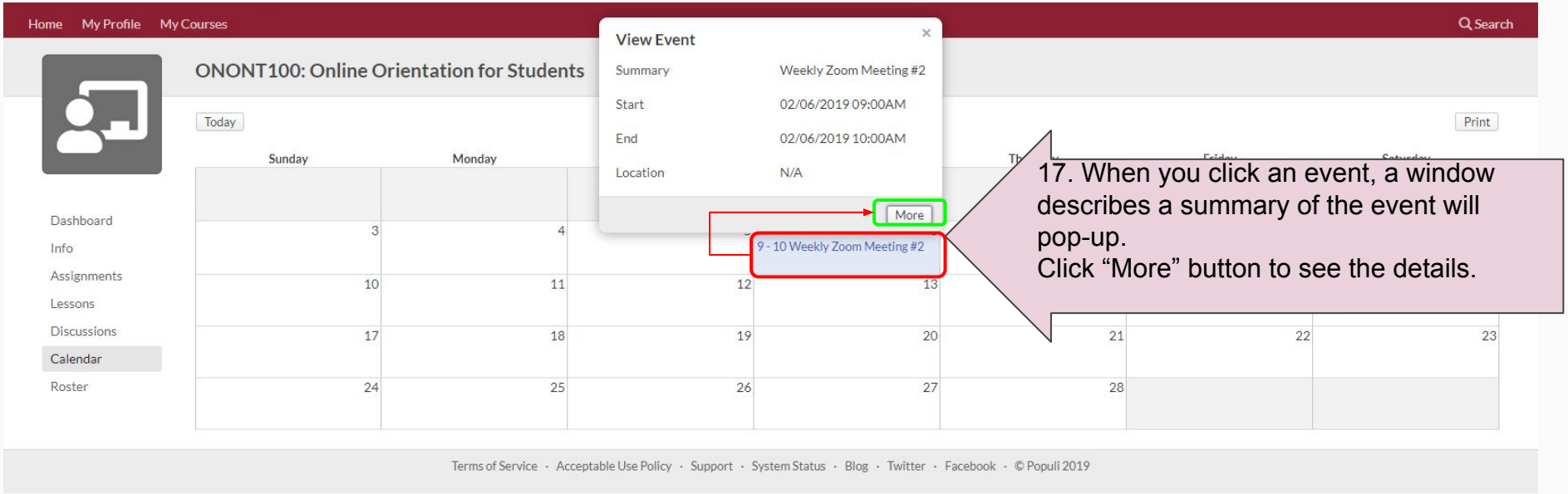
How does my class look like? 10/11



17. When you click an event, a window describes a summary of the event will pop-up.
Click “More” button to see the details.

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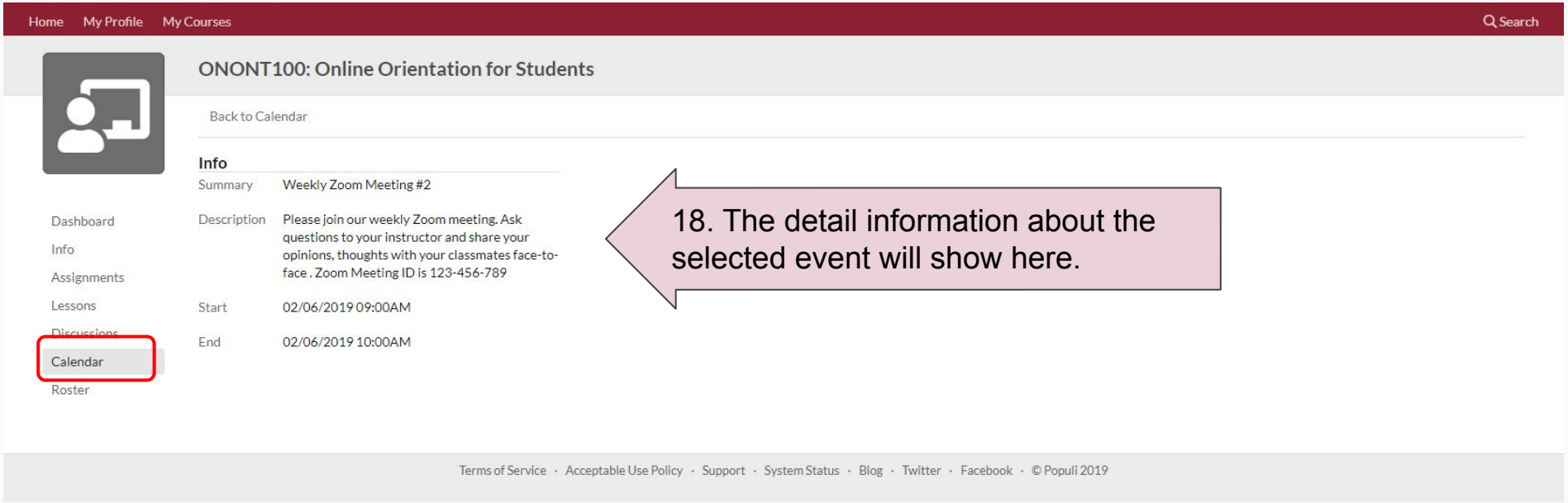
How does my class look like? 11/11



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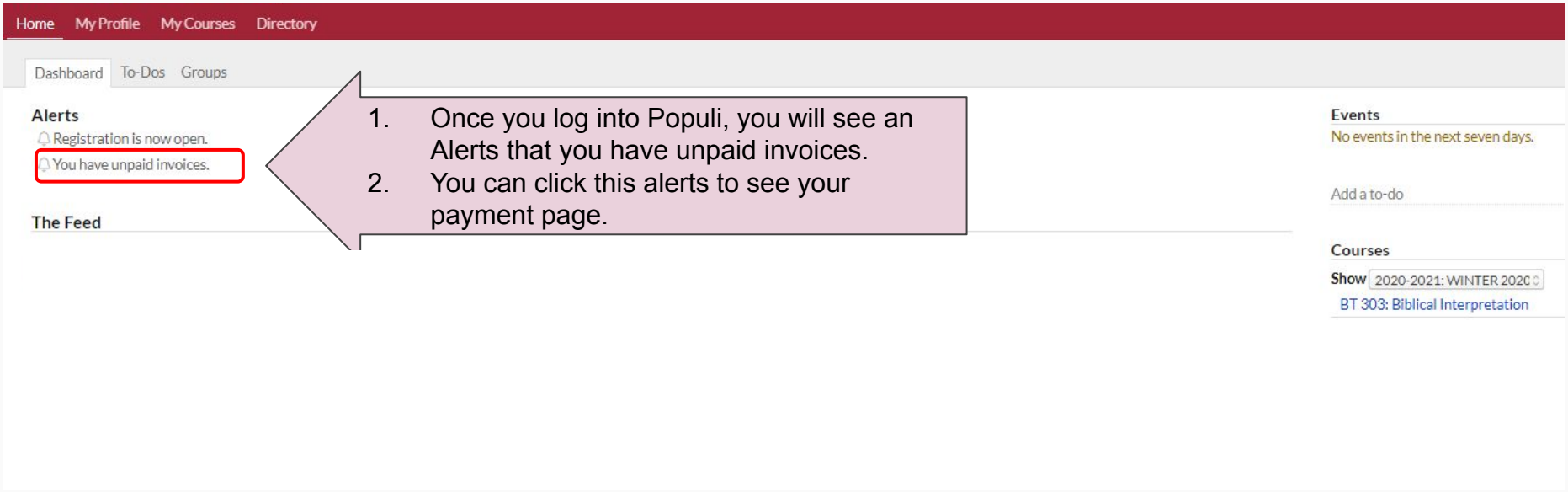
How to make a payment? 1/5



1. Once you log into Populi, you will see an Alerts that you have unpaid invoices.
2. You can click this alerts to see your payment page.

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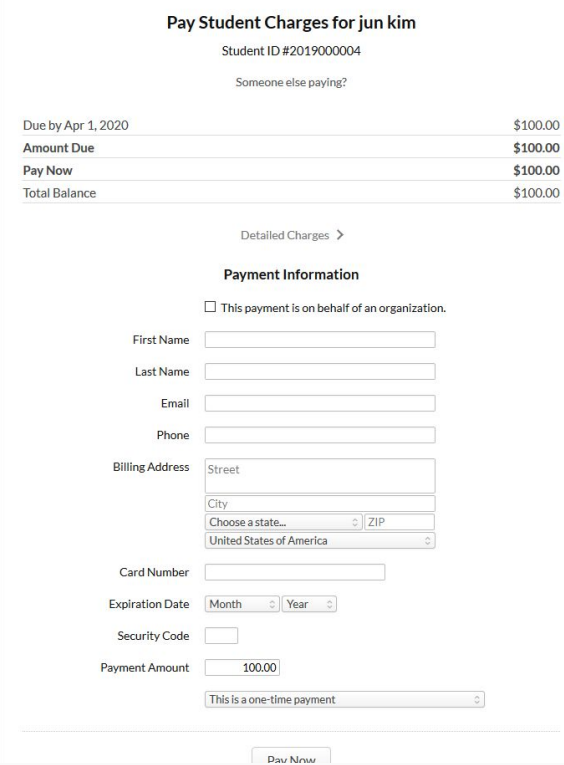
How to make a payment? 2/5



3. Your payment page will look like this.

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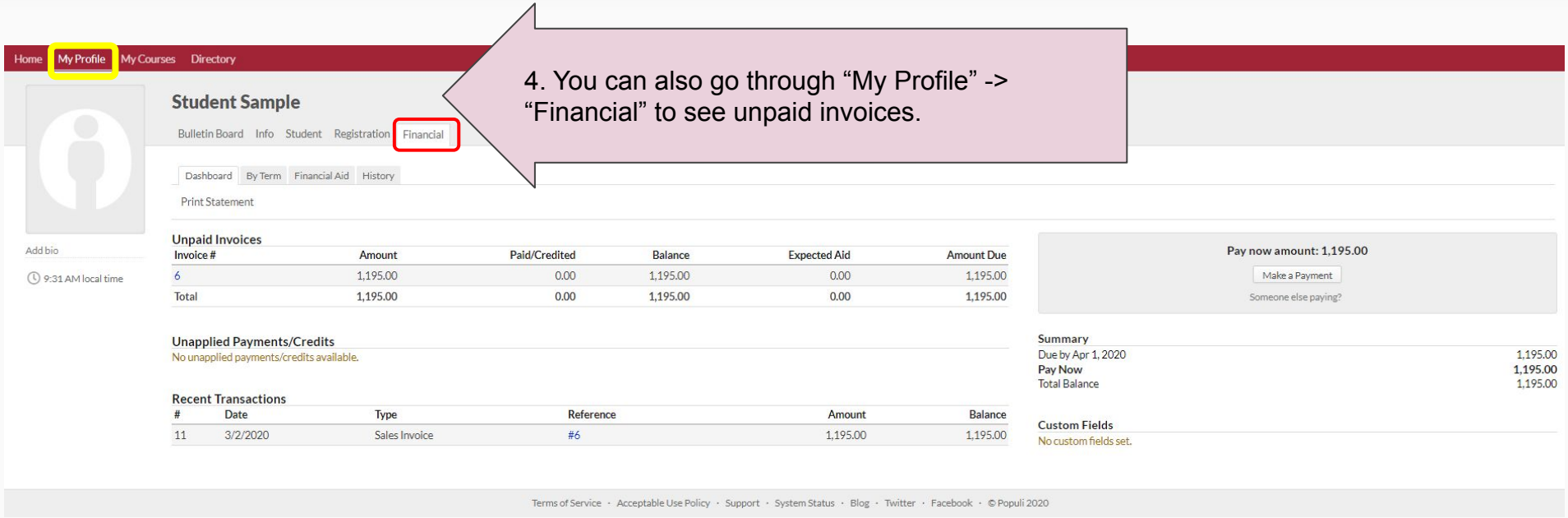
How to make a payment? 3/5



4. You can also go through “My Profile” -> “Financial” to see unpaid invoices.

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How to make a payment? 4/5

5. However, If you can't see any invoices even you think you have to pay for something…
It means financial office did not make an invoice yet.

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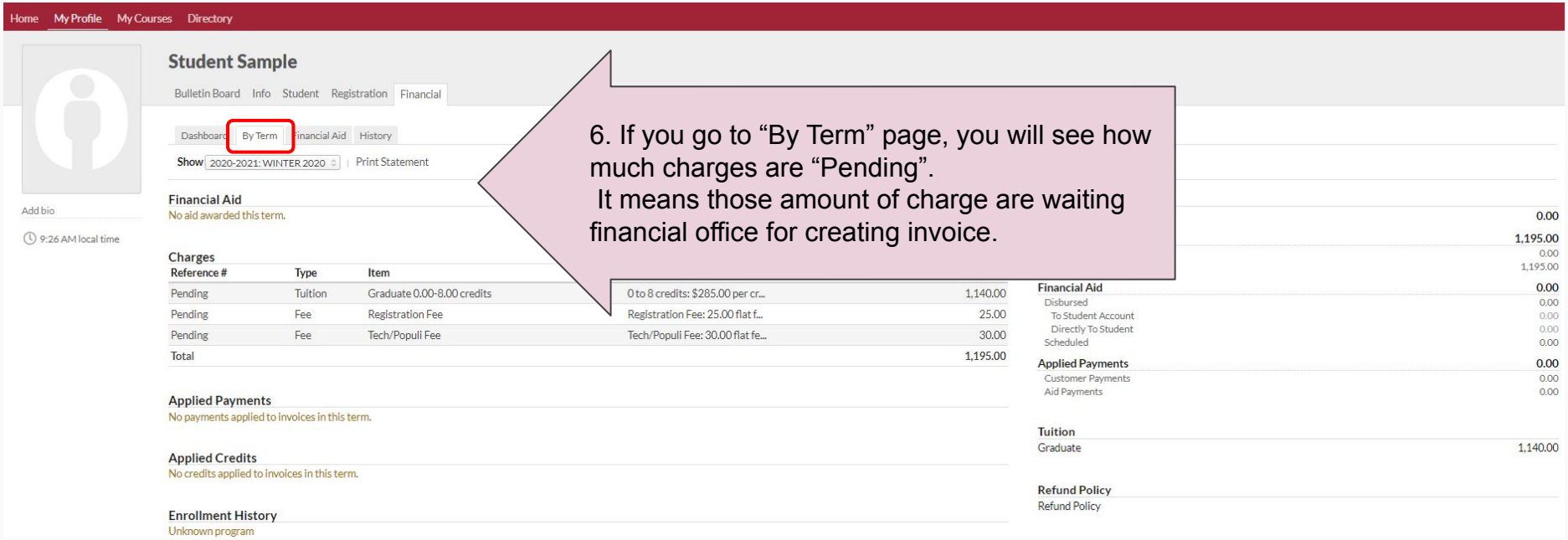
How to make a payment? 5/5



6. If you go to “By Term” page, you will see how much charges are “Pending”.
It means those amount of charge are waiting financial office for creating invoice.

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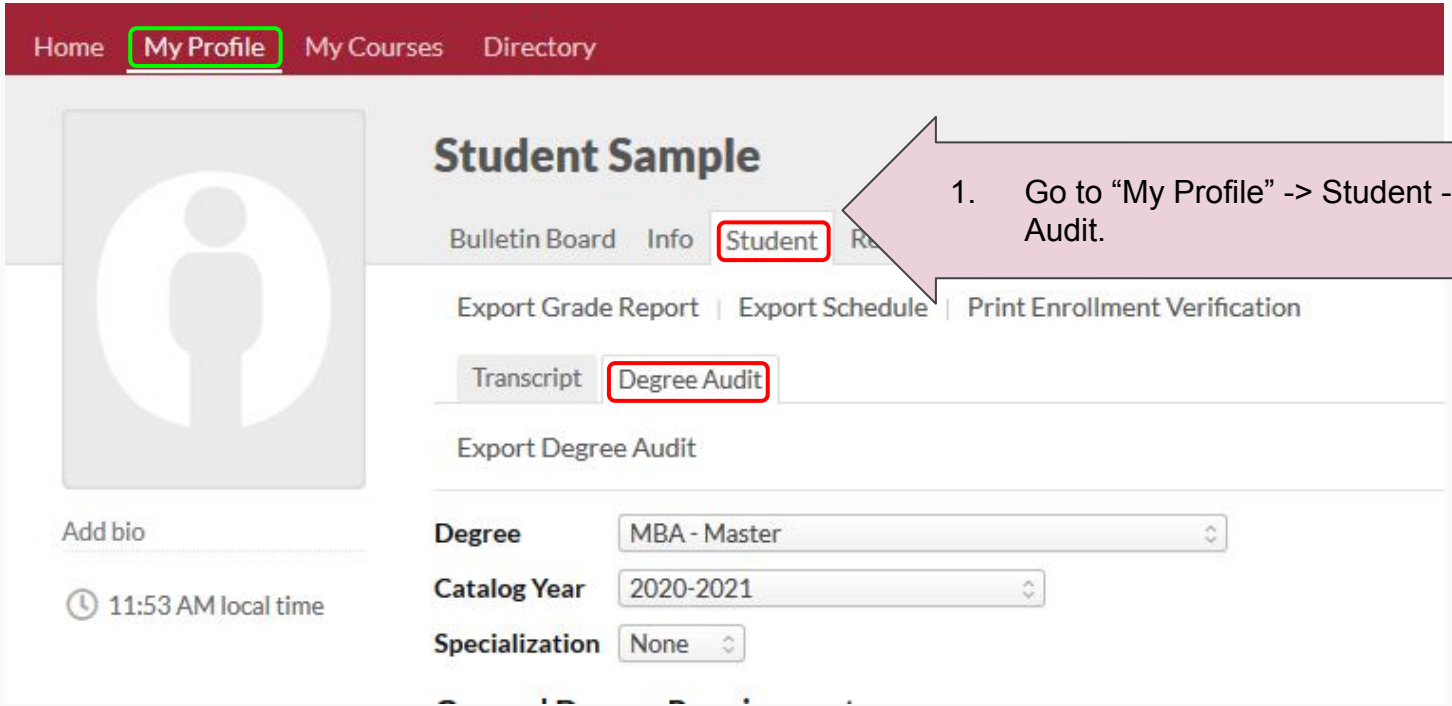
How to check Degree Audit? 1/2



1. Go to “My Profile” -> Student -> Degree Audit.

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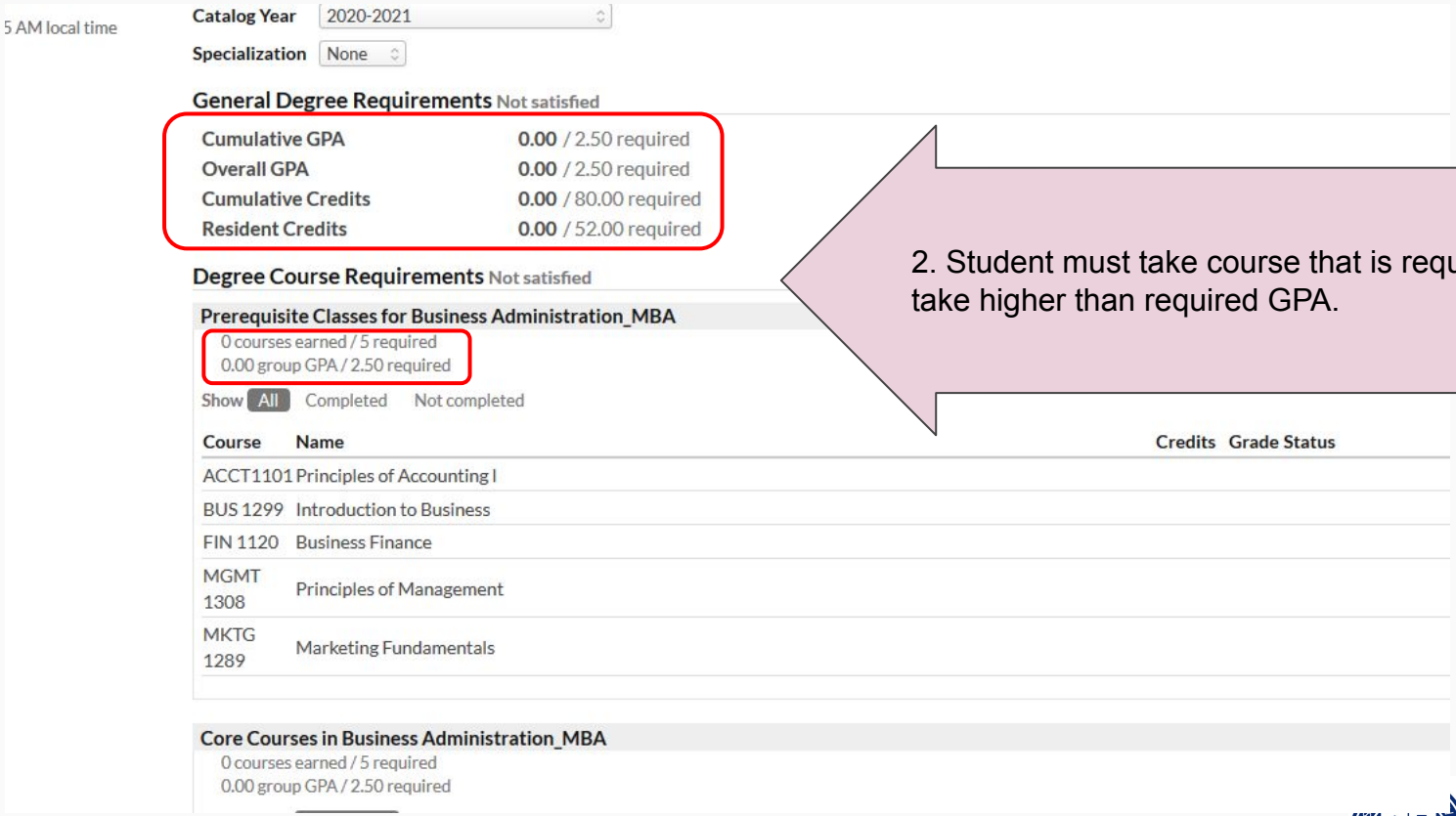
How to check Degree Audit? 2/2



2. Student must take course that is required and take higher than required GPA.

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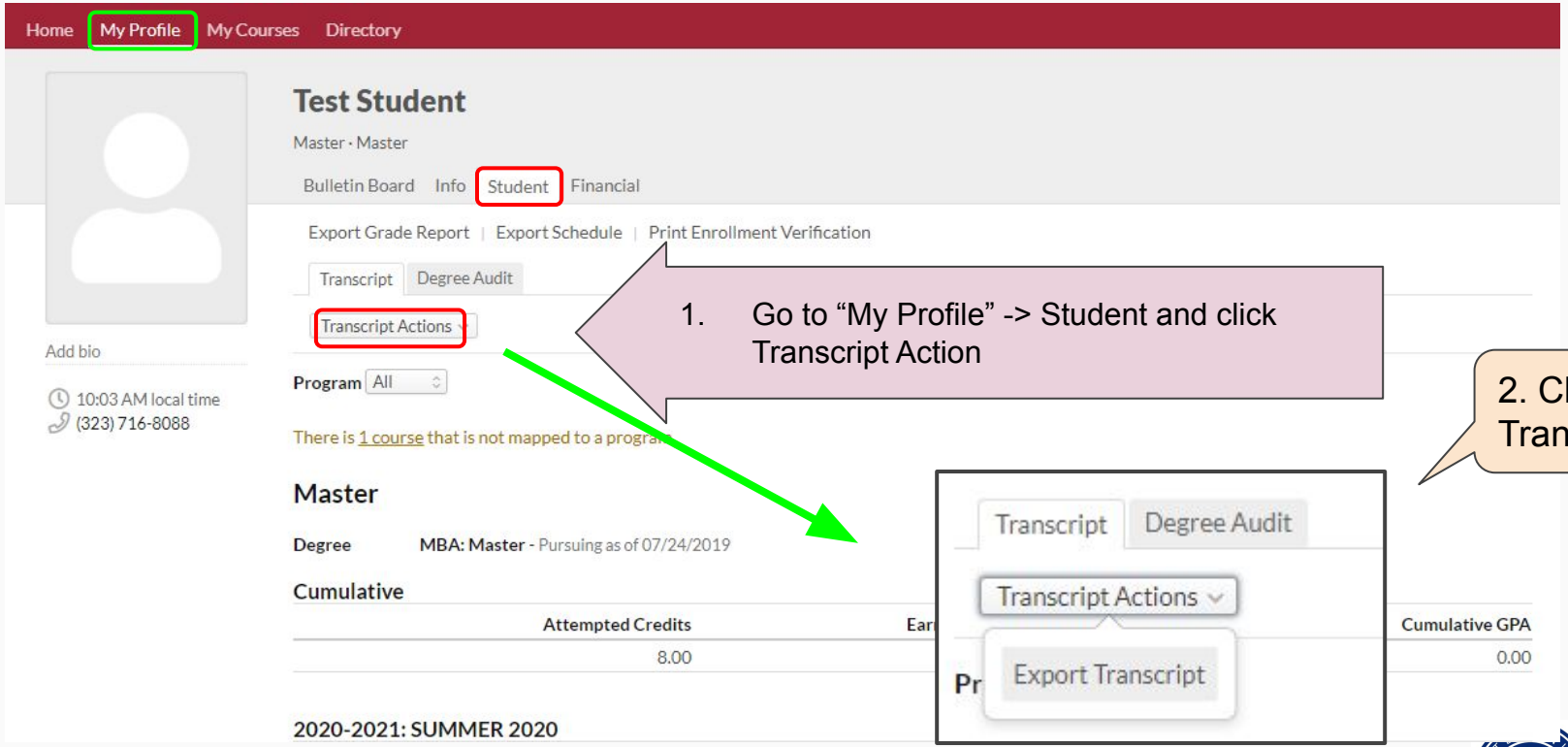
How to download unofficial transcript? (1/2)



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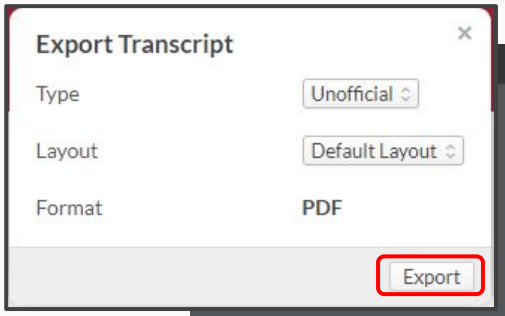
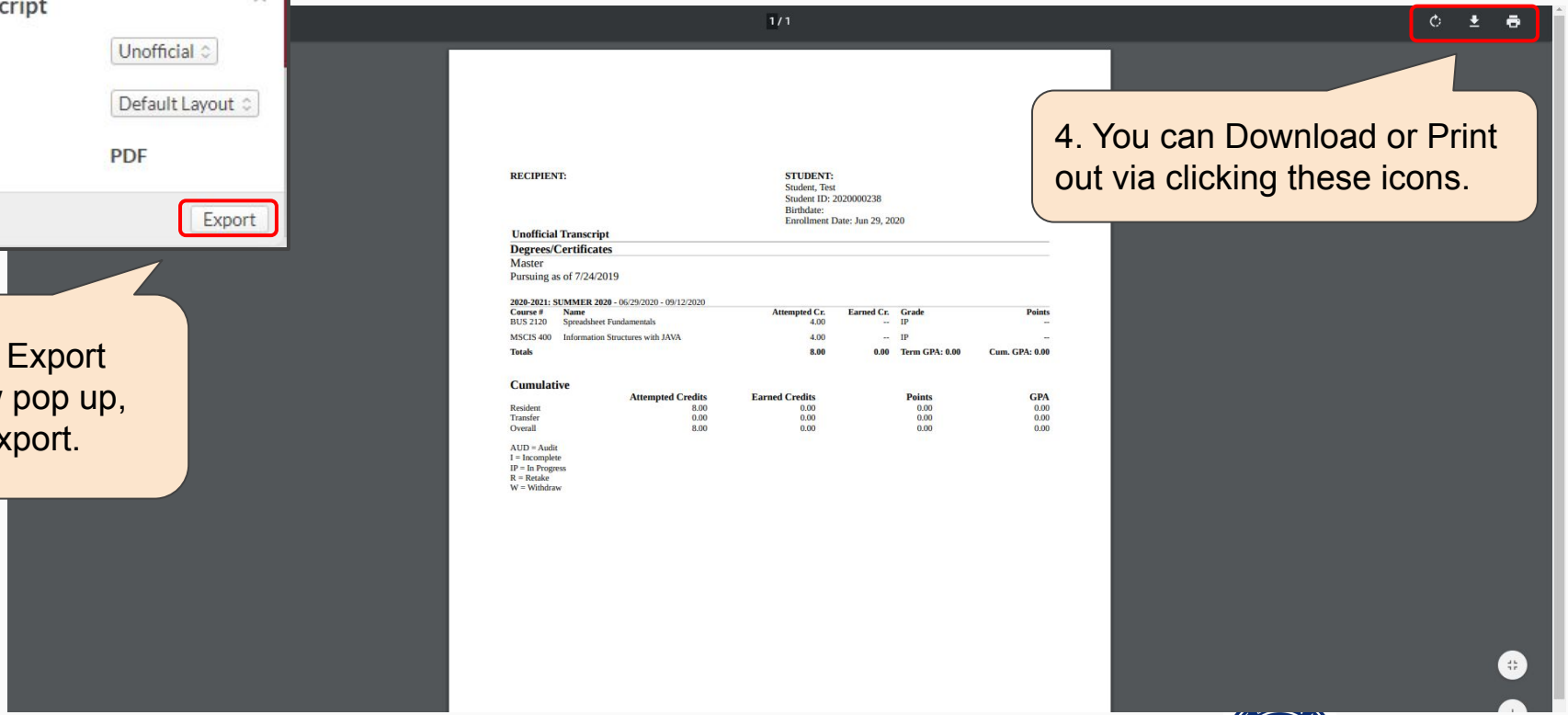
How to download unofficial transcript? (2/2)



3. After Export window pop up, Click Export.



4. You can Download or Print out via clicking these icons.

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