Haven Distance Learning – Populi Training- Student Handbook

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Welcome to Your Haven Student Populi Training Guide

Distance Education - Populi Student Training Handbook

The Haven University *Distance Education Populi Student Training Handbook* is a resource for students taking online courses at Haven University. This Populi *student training handbook* is only one of the training resources Haven University provides its Distance Education students. This PDF handbook is available for download on the *Haven Populi Newsfeed*, the *Student Populi Group and the Student Information Group [also in Populi].* Other Haven Populi training resources are offered via Zoom [one-on-one or group training]. The distance student should study this *Populi Student Training Handbook* in conjunction with the *Haven Student Handbook* and the *Haven School Catalog*. The *Student Handbook and the School Catalog* inform regarding attendance policy, student conduct, grading policy, student rights, grievance policy, degree requirements, and other disclosures. Distance education students should take the opportunity to gain knowledge of Haven's education technology, which is the technology that delivers online learning. Distance Education students must have a functional computer and have consistent access to broadband internet to participate in distance learning.

Distance Learning Vs. Traditional Learning

The academic standards that apply to traditional face-to-face traditional courses also apply to distance education courses.

The frequency of instructor-initiated contact should be equivalent to a traditional course [on-campus]. The number of instructor contact hours per week will be the same for both distance education students and students enrolled in the face-to-face option.

The distance education student should expect to satisfy the same academic workloads as the on-campus student. Generally, each course would have a mid-term examination, final examination, research paper and/or presentation and reading assignments. Even the work of the distance education student would be graded in the same manner as the work of the on-campus students. *[Grading Scale – See the School Catalog and Course Syllabus]*

Distance Education should offer courses and degree programs with quality instructions equivalent to on-campus courses. Distance Education should include a variety of effective delivery methods, so to facilitate students toward an accomplished learning experience.

Distance Education - Characteristics

Distance learning offers a convenient, expanded access to university learning opportunities as location is not a problem. Distance learning can help a student easily develop their career alongside furthering their education. Learning online can be less expensive than traditional education.

Distance Education courses or degree programs are ideal for independent, self-directed, and motivated adult students who use the Internet. Additionally, proficient reading comprehension, writing, and communication skills, along with organizational and time management skills are particularly helpful. Distance Education has become a common learning method for students who are seeking to achieve their educational goals while working and/or raising a family.

Mission Statement

Haven University exists to bring glory to God through excellence in theological and business education centered on Christ, faithful to the Scriptures, and rooted in the historical-theological tradition, with the aim of equipping Christian leaders who serve the church and advance the kingdom of God throughout the world.

Philosophy of Christian Education

The Religious Character of Education

The Word of God indicates very explicitly that the education must be fundamentally religious.

In religion, there is no place for neutrality. Although the Progressives in education (John Dewey, Kilpatrick, Bode, et al.) said that "education is life," it should be quickly noted that their conception of life is basically wrong. Central to their philosophy is the pragmatic existence of man, rather than the sovereignty of the Creator-Provider God. They were wrong in failing to give God the central place in man's life.

Education is by logical necessity either Christian or non-Christian. Also, because there is no such human being as an irreligious person, since all persons fall into either the true-religion or false-religion category, we can now go on to assert that there is no such thing as an uneducated person. All men are educated, not only to greater or lesser degrees, but most significantly along either true or false lines.

Consequently, it becomes of great importance that we distinguish between Christian and non-Christian, between true and false (pseudo- or mis-) education rather than between the educated and the uneducated.

Any restoration of true beliefs or knowledge must involve the work of the sovereign God. Since knowledge has previously been characterized as a gift from God, and since the sovereignty of God is a central doctrine of Scripture, any partial or complete restoration to that position enjoyed by Adam and Eve before the Fall must include the re-creative work of the Triune God.

This re-creative work of God does not take place apart from the work of man. Human responsibility is also a central doctrine of the Bible: man is called to aid in that restoration.

Our definition must also involve the understandings and relationships which existed between Adam and God, between Adam and Eve, and between Adam and the physical universe. Seeking a restoration of those understandings and those relationships, the Christian recognizes that there is no other way to such restoration than through the last Adam, the Christ. Desiring true understanding and true relationships between himself and the world of nature, the Christian accepts Christ's claim that He is the Truth. All those understandings and all those relationships, finally, must be focused on Him if they are to be true. Constantly striving for such restoration in and through the Christ, education for the Christian will most certainly be sanctification.

Education is the divinely initiated and humanly cooperating process whereby persons grow and develop in Life, that is, in Godly knowledge, faith, hope, and love through Christ. So stated, the adjective Christian is superfluous to the word education.

Any process, any growth, and any development which takes place apart from the Truth is false. Any education which is not Christian is ultimately not education. It is pseudo- or miseducation. All education, then, is religious, but not all religion is Christianity. And any form of education in which Christ is not acknowledged as King is ultimately anti-Christianity.

Theology must be central to the educational ministry of the church if the ministry is to be true: Bibliology, the doctrine of God, Christology, Pneumatology, Anthropology, Soteriology, Ecclesiology and Eschatology.

The Unity of Education

The soul is a unit and education is a unitary process, aiming at the development of man's essential nature into a harmonious life, full and rich and beautiful.

It is utter folly to think that you can inform the intellect without giving direction to the will, that you store the head with knowledge without affecting the emotions, the inclinations, the desires, and the aspirations of the heart. The training of the head and of the heart go together, and in both the fundamental fact that the student is the image-bearer of God must be a determining factor.

Curriculum in education should be comprehensive in dealing with the whole counsel of God.

Education is Covenantal

Life is covenantal from the very beginning. God made a covenant with Adam. But man became a covenant breaker. We are all covenant breakers in that we "fall short of the glory of God." But in Christ God has established a new covenant. In distinction from the first covenant, a covenant of works, it is a covenant of grace. In Christ God is reconstructing the human race. A new racial continuity is established; that of the redeemed. The redeemed, they who accept Jesus Christ as Savior and Lord, are one in Him, who is the Head of the new covenant.

To the redeemed and their children is the promise, "I will establish my covenant between me and thee and thy seed after thee throughout their generations for an everlasting covenant, to be a God unto thee and thy seed after thee." Likewise, "For to you is the promise, and to your children, and to all that are afar off, even as many as the Lord our God shall call unto him." In all covenants, however, there are contained two parts. In this case the promise of God and the obligation that promise brings with it constitute these parts. The obligation is the life of the new obedience, namely, that we cleave to this one God, Father, Son, and Holy Spirit; that we trust in him, and love him with all our heart, with all our soul, with all our mind, and with all our strength; that we forsake the world, crucify our old nature, and walk in a godly life.

Christ is the Master Teacher

God is the first and great Educator. God's revelation is the content of our teaching (truth, salvation, and the will of God.)

Jesus was the quintessential Teacher. Jesus was both rabbinic and non-rabbinic. He brought a new paradigm to the rabbinic tradition. Jesus taught using new and distinctive instructional content and methodology in a multicultural setting. He provides the teaching template, the paragon of pedagogy. He was the ultimate authority and the prototype for teaching though He never discussed the subject.

Education is an essential part of Christ's Great Commission to disciple the nations. Pauline epistles are in agreement with the teaching in the gospels. Pastoring is never separated from teaching. Pastor and teacher (Eph. 4:11) is one and the same office.

Distance Education – Introduction & Definitions

Distance Education – Definitions
Distance

Distance education means instruction in which the instructor and student are separated by distance and interact through the assistance of communication technology.

Online

An online distance education course or program occurs online through the use of the internet and a learning management system. Face-to-face meetings and all of the work is completed and submitted through online technology by the student. Online distance education offers opportunities for students and the instructor to interact and could include Zoom or similar web conferencing, discussion forums, chatrooms, bulletin boards, and other creative methods.

Hybrid / Partially Online Hybrid or partially online courses are typically offered both on-campus and online. On-campus activities may include class sessions, in-person tests, orientations, etc.

Learning Management System [LMS] – A web-based software program used in training for delivering content and housing course material.

Campus Management System - An all-in-one campus and student lifecycle management software that helps higher education schools streamline operations throughout its many departments.

Populi – "Designed for higher education, Populi is web-based college management. It covers academics, admissions, online learning, student billing, financial aid, donations, contacts, library, bookstore, and more. Secure and intuitive, everyone at your school can use it. Populi provides customer support, together with implementation, data migration, training, and software updates."

Synchronous or Asynchronous - **Asynchronous online learning allows students to view instructional materials weekly at any time they choose.** It does not include a **live video lecture component.** While **synchronous online learning means that students are required to log in to Populi and participate in class at a specific time each week.** The main difference between **asynchronous learning and synchronous learning** is the live instruction component occurring at a set time. **Haven University Distance Education is synchronous**, due to **required weekly Live Zoom lectures**. Haven also offers a mixed method of learning delivery, "hybrid". Hybrid learning includes a weekly synchronous online learning with a one -time monthly on-campus class lectures.

Distance Education - Balancing Responsibility - Setting Priorities

As an adult learner, a key to a successful online learning experience is the intentional balancing of responsibilities to create a good "School-Life" balance. This includes the intentional setting of priorities, which can lead to the attainment of online learning benefits. Essentially, this amounts to the determination, early each semester as to exactly what course work is required and do the best to plan ahead. Haven faculty and support staff can be a helpful part of that determination. Ask for advice or help from your instructor, Distance Education or Haven Administration. From a course's start, it is important to find a personal strategy for managing course-related stress and to know assignment deadlines. In fact, the *Populi Learning System*, which is the educational technology to access your classes, features a class calendar that helps to monitor lessons and assignment deadlines. So, plan ahead. Know your available resources, especially technological resources, and have them at hand when you are working on your course. Most importantly, keep in touch with your instructors --- Populi provides plenty of ways to do so, including the Course Bulletin Board, Discussion Forum, Chatroom, Live Zoom, Text, and Email.

Another important goal for the Distance Education student is about the demands of higher education. When advancing along the higher education path, a student is expected to take more-

and-more responsibility for their own learning.   Distance Higher Education is self-directed learning that seeks to aptly fulfill the requirements of each course. A clear understanding of the instructors' expectations, then delivering on them is essential. The Course Syllabus is the contract between you and your instructors.

Distance Student accountability requires good communication with the instructor, and the meeting of assignment deadlines, so be an "active learner".   With a commitment to self-discipline, the Distance Education student operates as an effective time manager who is prepared to deal with technological difficulties and distractions.

Distance Education– Building a Great Classroom

Ultimately and essentially, it is up to the student to partner with the instructor and classmates in building a productive "Classroom" Environment. In Distance Education, the student does not learn alone, with consistent interaction being crucial to the best learning. Your instructor will build a class environment through discussion questions, group projects, and other activities. But, Distance Education students help build this classroom environment through participation. Through a student's messages and discussions, both delayed (asynchronous) and real-time (synchronous), there is also the opportunity to develop personal and professional relationships. Classmates come from diverse situations and can provide a wealth of knowledge and experience. Through the Populi and Live Zoom features, classmates and instructors provide resources, information, and support. With students posting books or articles or videos or website reviews, about pertinent topics, there is a unique opportunity to build a collective knowledge base. --- One that further supplements the instructor's required or suggested resources, and may become invaluable even after a course is completed.

Distance learning is a unique opportunity to connect and share resources.

Distance education means instruction in which the instructor and student are separated by distance and interact through the assistance of communication technology. With the help of this technology, the distance instructor is also to regularly engage distance students in a teaching, learning, and assessment, consistent with the subject under discussion. The instructor should assess or provide feedback on the student's submitted coursework, answer questions about the content of a course or its learning goals and facilitate group discussions and other interactions.

Student Populi Training and Support

Haven Distance Education is ready to train students on the use of Populi through:

Populi Knowledge Base

The Populi Knowledge Base is the online knowledge portal created by Populi Co [software developers]. The knowledge base provides specific instruction to the student, faculty, and staff of Populi [from one's unique role, perspective, and usage]. The student may access the Populi Knowledge Base 24/7 at:

https://support.populiweb.com/hc/en-us

Library

The Populi Student Training Handbooks are also available for download through the Haven Populi School Library. To Search the School Library for the full version of the training handbook, use the "Key Phrase," Distance Education - *Student Populi Handbook, or Distance Education - Populi Student Primer - Getting Started.* From there, you may download the handbook at no charge. You may access the Haven University Online Library from the Student Populi Profile as accessed through the Haven Populi Portal: https://support.populiweb.com/hc/en-us

Haven Populi Training Handbooks

The Distance Education Team provides students with Populi student training materials in a digital format. Available training handbooks are:

Haven Distance Learning – Populi Training- Student Handbook

Haven Distance Learning – Welcome to Populi – Student Orientation

Haven Distance Learning – Digital PDFS

The above Populi Training Handbooks are available at :

Populi Student Training Group – [Access through Populi Student Profile – See Groups]

Populi Student Information Group - [Access through Populi Student Profile – See Groups]

Each Haven Course – Populi Lesson [Access under the "lessons" View of each class]

Populi News Group [Seen on the Populi Student Profile Dashboard]

Populi Haven Library – The available student Distance Education student handbooks or primers are available for free download by accessing the "*Library" View*, located on the Student's Populi Profile."

Haven Website – https://www.haven.edu

Distance Administration [Request a Copy] - admin@haven.edu

Populi Student Group Training – A Haven Community Group Forum within Haven Populi

The Distance Learning team has established a designated *Populi Learning Group*, directly in Populi., which may be accessed through the Haven Populi Portal at https://haven.populiweb.com/. Once a student is logged in to their *Populi Student Profile*, the student should locate the available Haven "Groups" to find those open to the students. As a Haven Community group, a student may join any public Haven Community group, in this case, the Populi student group. *The Student Populi training group, offered by Haven Distance Education can:*

Update students on Populi changes or additions

Provide a forum for Populi questions

Advanced student knowledge of Populi use

Feature Populi "How To" videos, articles, and links

One-on-One Training

The Distance Education team, and designated Haven administration, are commissioned with providing **One-on-One Populi training** *to students*. ---Offering relevant orientation training to new students and to advancing current student's understanding of Haven's selected education technology, [Populi CMS and LMS system and Zoom]. ***To arrange an appointment, please contact the administration through Populi. Simply use the "search" term, "Administration" to locate the Administration Populi Profile, then send an email directly via Populi to the administration. Or, you may contact Admin at:*** admin@haven.edu

Populi Inc – Corporate Training Videos

Populi support provides short videos for students and faculty on Populi use. These videos, when applicable and available, will be posted in Haven's Populi Student Training Group. Or, sent via direct email with a corresponding link to Haven's Student Community.

Student Training Group Via Zoom Meeting

Through the Populi Student Training Group Meeting, *Haven Distance Education* can provide additional training for beginning, intermediate and advanced Populi user faculty. Haven students can request group training through the Haven Administration, so as to remain current in Haven's educational technologies. An example of such group training is **Haven New Student Group Training.**

Distance Learning Tech Support

In addition to 24/7 Technical Support through the *Populi Knowledge Base*, the Distance Education and designated Haven Administration, function as Technical Support and Trainers. Our Haven Distance Team has years of Populi experience, as well as direct communication with the Populi Inc. IT team [by phone, email, and online messaging]. In fact, each Distance Education team member can create "*Trouble-Shooting Tickets"* or ask questions through their designated portal to Populi IT. Also, Populi IT is available to further train our distance and administrative team members in Populi, through Video conferencing and real-time portal communications. This means that Haven's Distance Education team is keeping current on the changes and additions of new Populi features to better serve the Haven online learning community. And this is good for the faculty and the students.

Support	Contact Information
Distance Administration – Phone [10-4:30 PM PST]	714 592 7878
Distance Administration – Email [10-4:30 PM PST]	admin@haven.edu
Training or Troubleshooting – Zoom [By appointment or as needed]	admin@haven.edu
Populi Knowledge Base [24/7]	https://support.populiweb.com/hc/en-us
Populi Student Informational Groups [24/7]	https://gm.populiweb.com/

Introduction to Populi – Student

 "Designed for higher education, Populi is web-based college management. It covers academics, admissions, online learning, student billing, financial aid, donations, contacts, library, bookstore, and more. Secure and intuitive, everyone at your school can use it"

Populi web-based has some of the following features for the student:

LMS – *Learning Management System* - With Populi LMS, the students and instructors can engage with one another through one cloud-based software application. Populi is an *all-in-one space* to engage in learning. Populi is *time-saving, convenient, reliable, and user-friendly* so that the student can have a more productive Distance Education learning experience. ***The Populi system is made specifically for colleges and universities, and for the adult learner.***

Student Registration & Course Monitoring

Students will self-register through their unique Student Profiles. Populi will guide the student in selecting the courses within their stated academic program. Through **Course Mapping,** a student can see what courses they have taken and what they will need to take.

Video conferencing

Students will join live-stream video lectures through Populi Zoom ……and, be able to access recordings as well.

Online tests & discussion

Students can take tests and quizzes online through Populi.

Assignment submission

Students get a secure electronic assignment submission platform [to upload assignments] Students can respond to the instructor's assignment comments. This "commenting" feature is helpful to the Distance Education student because the instructor and student can have a focused conversation regarding submitted assignments.

File management & video hosting

A student and their instructors can upload files, videos, and audio and use them in assignments, lessons, tests, presentations, study groups, and discussions. *This offers Distance Education students the opportunity to be creative in their class projects and provides variety within their learning environments.*

Student Privacy, Security, Devices - Populi is known for its extra security features, certainly, an important software offering to the Haven Community. Practically speaking, Populi runs on any modern computer and is accessible through mobile or tablet devices as well. There is even a Populi App available for download. And Populi interfaces with other third-party applications like Zoom, which affords the Distance Education student a more active learning environment. The security and privacy feature alone, provide a safer learning space too.

Social and Academic Network – Populi provides a platform for student community [social and academic] interactions:

Class, personal, and group bulletin boards

Class, and group Chatrooms

Class, and group Discussion Forums

Live Zoom study groups, also events, and meetings steaming

Membership groups for special interest

Texting and email

Learning Resources

The Distance Education student can share topic-related resources with classmates, and review links, videos, and document files additionally provided by the instructor. *Each class has the*

opportunity to build topic-related resources in the Populi virtual classroom. Each class can build its own resource library throughout the duration of a course.

All Haven departments, [administration, admissions, faculty, and students] will share this simple and useful web-based integrated system. This means that we can all task together in sharing real-time campus and course functions.

So, what does that mean for faculty & students?

1.   Through their Populi Student Profile, students will be able to create a Bio, access their academic & financial records, map their degree progress, register for courses online, pay tuition, access their virtual classroom, or Zoom lectures, join discussions or groups, engage in chats, access the library or online subscriptions, join or create a student social network, join special interest groups and communicate [text, e-mail, video conference] with the Haven community.

2.   Through their Populi Faculty Profile, an instructor will create their Bio & upload their picture, build courses, conduct classes, communicate with students and administration, and access their Zoom lectures/student meetings, hold virtual office hours, participate in faculty or academic groups, and communicate with the Haven community overall [text, email, bulletin boards, discussion & chats]

Consistent Instructor-to-Student Interaction means an opportunity for a better learning experience. The Populi Virtual Classroom affords Distance Education students opportunities to regularly communicate with their instructor through the agency of the online class Bulletin Board, Chatroom, Discussion Forum, text, email, etc. Likewise, through live Zoom technology, a student has the *opportunity* to *discuss academic matters with the instructor during weekly lectures*, or via live *Zoom Office Appointments. This leads to the opportunity for weekly student-to-teacher class-related communications outside of the Live Zoom lectures. Populi can help the student to have more **consistent and direct communication** with the instructor, which fosters a productive learning environment for the student.*

Weekly interaction with the instructor has many learning benefits, including fostering collaborative and dimensional learning and inspiring in-depth, thoughtful, and responsive learning.

Student Conduct - Netiquette – Etiquette
The following section is introduced early on because it is essential to the Distance Education classroom, its students, and its instructor. Establishing the best practices that make for an excellent distance learning environment, is equally as important as learning the features of Populi. At this juncture, the Distance Education Student should become familiar with, **"Netiquette"**

What is Netiquette?

"Netiquette" is the internet terminology for ***"etiquette*.**" **Netiquette** is the correct or acceptable way of communicating on the internet. The good practices of Netiquette apply to the Distance Learning Community generally, and specifically within the Haven University classroom. Important for each student is classroom participation that communicates respect and courtesy, is in keeping with Christian moral standards, and with Haven's Mission and Statement of Faith. Haven University bases its moral requirements, expectations, practices, and policies on Biblical Revelation and the Christian Worldview.

In keeping with the above, the student should do their part in creating a non-threatening, safe, and friendly learning environment. Interactions should be respectful, courteous, and professional. Likewise, additional *Student Behavior Requirements* are outlined in the Haven University Student Handbook.

Suggested **Netiquette Rules:**

1. Present your best self-online
2. Assign a designated space to attend Live Zoom classroom lectures and all virtual class meetings. An environment that is free from distractions such as those generated by inappropriate classroom attire, background noise, busy entrances or exits, etc., does not honor the "*learning rights*" of other students.
3. Be friendly, positive, and professional.
4. When posting, NO YELLING, PLEASE - In most situations typing in all caps is *inappropriate*.
5. Practice, respect, and courtesy. Do not engage in hate speech or any speech that is disrespectful, derogatory, or offensive. In all class interactions, students should remember that there is a person behind the written post, who has feelings and can be hurt by what and how others interact with him or her. Under all circumstances, a student should refrain from inappropriate language and remarks.
6. Do not abuse the "Chat" or "Discussion" rooms. Keep the discussion focused on the stated purpose of the chat or discussion, which is academic. These virtual spaces are not for gossiping, selling products, or professional services.
7. Think before you type - When posting, it may be easier for a student to say something online when they do not have to look the person in the eye. So a student should never post anything that they would not say to the person face-to-face. Think before you type!
8. Adhere to the same standards of behavior online that they follow in real life, which includes acting ethically and following rules and regulations. If a student would not steal in real life, then they should not *steal online* by taking other people's ideas and using them as their own.
9. Be considerate of other people's time and bandwidth, or technical inadequacy. Be constructive regarding other students' classroom contributions.
10. Be ready to contribute. Take time to understand the requirements of the discussion [Live Zoom or Forum] and come prepared. An unprepared classmate impedes the progress of the whole class. During a forum discussion, chat, or group project, the student should be

ready to share their knowledge by offering help to fellow - student learners who have questions.

11. Do not waste people's time by asking questions that are not relevant to the discussion or questions whose answers can readily be found in the course with a little effort.
12. Before posting, a student should take time to check the spelling and grammar.
13. Students should refrain from disagreements that lead to personal attacks. All students should help keep flame wars under control by not posting flames and not responding to flames – keep discussions professional.
14. Forgiving other learners' mistakes and being patient and compassionate of all learners in the course, is a netiquette mainstay.
15. Be respectful of other people's time and their privacy.
16. Follow the instructor's classroom rules.

Privacy & Security

Student Privacy and Identification

Students are responsible for providing their **complete and true identity information** to Haven University. *For example:*

Any and all student-furnished Admissions Application information must be *true identity information.*

Student signatures must correspond to the student's *complete and true identity.*

Any and all student communications must correspond to the student's *complete and true identity.*

The student's *Populi Profile picture* must be representative of their *complete and true identity.*

Official student documents, such as "Passport," should correspond to the student's *complete and true to their identity.*

Populi Username, Password as Identity Verification

Upon acceptance, each Haven student is issued a unique Populi Username, to be used throughout their program. **The Populi Set-up Link is only sent to the email address furnished on the Admissions Application.** This is the *"email address of record"*. Populi further takes the new student through an **authentication** process. The student is to select their **own *Password.*** Haven University administration, faculty, staff, alumni, or others do not have access to any student's Password, nor does the administration assign student passwords. When a student forgets their password, a *Password Reset Link* can be sent to them. The link will enable the student to assign and set up their new password. **This means that it is the student's responsibility to safeguard their Populi Password, not share it with anyone else or allow anyone else to use their Populi Account.**

In further verification of a *Distance Education student's identity*, the student who registers for a course **must** be the same student who participates in and completes the course or program and receives academic credit. An example of "*Verification*":

The student's Populi Profile picture **must** correspond to the person attending a class. In order to verify the identity of students attending class, the Populi System provides instructors, administration, program directors, and the academic dean access to class rosters that include student photos associated with their name and account.

Moreover, in the event that an exam for a distance course must be proctored, Populi has advanced features whereby the Proctor and the students' identities are further authenticated.

Finally, during the course's duration, the instructor can verify student identity through video chat, Live Zoom student projects or presentations or review sessions, etc., Faculty members who teach online have a responsibility to identify and report changes in students. These could include sudden changes in academic performance, change in writing style, using multiple assessment types, conflicting statements made by students in discussions or on email, etc. So, the student may be asked to address any such changes with their instructors.

[The Distance Education student may also review Haven Student Conduct Codes in the Student Handbook].

Security and Privacy – Populi Learning Management System

The following list is for the Distance Education student's review, as it describes the various security layers in Populi—from the controls in place at Populi's data centers to access permissions within Populi itself.

Customer data is stored in SSAE 16 Type II compliant data centers.

The data centers feature compartmentalized security zones and biometric access controls.

The primary data center backs up to a cloud-based data center.

Populi is guarded by firewalls and overseen with proactive monitoring for hacking/probing attempts.

All user access to Populi occurs over 256-bit SSL-encrypted connections.

User logins require alphanumeric passwords; two-factor authentication is also offered.

User accounts are locked after too many failed login attempts.

User sessions are subject to automated timed logouts after a certain period of inactivity.

Information access in Populi is based on an individual user's role-based permissions.

All changes to core academic and financial data (as well as other data) are tracked in system change logs. All financial transactions have a complete audit trail.

https://support.populiweb.com/hc/en-us/articles/360037076933-An-overview-of-Populi-s-data-security-measures

Customer data is backed-up on a rolling basis: daily, weekly, and monthly.

The company has a Privacy Policy that discusses the collection, use and disclosure of information.

The company has a statement on FERPA, which is available in Section 4.5 of the Privacy Policy linked above.

The company has a business continuity plan that outlines disaster recovery (among other things).

Security & Privacy Student Records

Haven University's distance education students should read the following regarding FERPA:

FERPA The Family Educational Rights and Privacy Act (FERPA) protects the **privacy** of student education records, also **student rights** to their education records and the mandate to keep personally identifiable education records **confidential** with respect to third parties. *Because an online environment creates a record of student activity, it is subject to FERPA privacy rights.* The law applies to all schools that receive funds under an applicable program of the U.S. Department of Education.

The four primary rights for students afforded under FERPA are:

The right to review their own educational records

The right to seek amendment of their own education records

The right to limit disclosure of their own education records

The right to file a complaint Compliance with FERPA requires that student information be protected and not shared with a third party.

Importantly, the distance student should know that FERPA allows schools to disclose those records, without consent, to the following parties or under the following conditions (34 CFR § 99.31):

"School officials with legitimate educational interest;

Other schools to which a student is transferring;

Specified officials for audit or evaluation purposes;

Appropriate parties in connection with financial aid to a student;

Organizations conducting certain studies for or on behalf of the school;

Accrediting organizations;

To comply with a judicial order or lawfully issued subpoena;

Appropriate officials in cases of health and safety emergencies; and

State and local authorities, within a juvenile justice system, pursuant to specific State law."

https://www2.ed.gov/policy/gen/guid/fpco/ferpa/index.html

Disability Accommodations & Distance Learning

The following excerpt from the Populi LMS developers regarding Disability Accommodation

"Populi incorporates numerous elements to accommodate our users who need an accessible experience with our software.

Populi is designed according to web standards and common best-practices, which facilitates the use of third-party screen-reading software.

The entire interface is designed with high contrast-ratio text and navigation elements.

ARIA labels and landmarks (which identify non-text interface elements for screen readers) are in use throughout Populi.

The interface uses elements uniformly and consistently—for example, a trash can icon always means "delete".

The navigation and dialog boxes let you use your TAB key to move through the fields, and fields are highlighted with focus styles when you've selected one.

The items described here are limited to Populi itself."

Plagiarism

Haven University is committed to intellectual, spiritual, and moral growth with the pursuit of truth and knowledge as an indispensable goal of the academic community. Knowledge leading to wisdom is a necessary means to faithful and effective mission and ministry, including the spreading of scriptural holiness, which greatly increases the importance of integrity of heart, mind and life.

Faculty and students share equally in the responsibility of maintaining the standard of academic integrity as a part of their commitment to truth. Thus, any action that does not maintain academic honesty and scholarly integrity is a violation of community trust and expectation and compromises the character needed for ministry.

In addition to maintaining integrity in their own academic pursuits, faculty have the responsibility and obligation to establish and clarify academic requirements for the work prepared by their students. Conduct that is considered dishonest includes: reusing previously and/or concurrently submitted material in another class without faculty permission, cheating by copying from another's work, allowing another to copy from one's own work, reading an examination prior to the date it is given without the instructor's permission and similar types of conduct. Unlawful duplication of copyrighted material such as music, library materials, computer software, as well as plagiarism are other examples of academic dishonesty. **Plagiarism is the presenting of another's ideas or writings as one's own; this would include both written and oral discourse presentations.** Furthermore, as followers of God, plagiarism would be acting against the eighth Commandment: Thou shall not steal.

Plagiarism Procedure

In cases of suspected student plagiarism, the instructor should take steps necessary, including meeting with the student to determine whether plagiarism has in fact been committed. In cases of student plagiarism, the instructor, working in conversation with the Academic Dean has four options, depending on his or her judgment regarding severity and recurrence of the problem:

(1)   To provide an opportunity for the student to redo the same or comparable assignment, typically with the grade for that assignment penalized to account for the act of plagiarism

(2)   To record a failing grade for the assignment in question

(3)   To fail the student for the course

(4) To recommend to the Academic Dean or/and Dean of Student that the student be dismissed from Haven

In every case of student plagiarism, a written report of the episode and of the disciplinary action taken should be submitted to and affirmed by the Academic Dean. Recurrence of plagiarism by a student will lead to the dismissal of the student from Haven. The student may appeal the decision of the instructor or the Dean through the academic appeal process, which is spelled out in the student handbook. [See Haven University Class Syllabus, Catalog, Student Handbook]

Systems Requirements - Using Populi LMS
Haven University's DE Preparedness
Haven University:

Supplies its distance students with access to reliable and appropriate education technologies for carrying out the instructional goals of distance education courses (i.e. a stable, password-protected platform for delivering content, etc.).

Provides distance education faculty and students training and materials related to the use of distance education technologies.

Provides distance education students access to a technical support that provides timely assistance on technology questions and problems.

Provide a course coding system in the published schedule of course offerings that allows

instructors and departments to flag courses as online, distance education (live-streamed

remote instruction), hybrid, or traditional (in-person) format.

Provides distance education faculty and students with digital access to library services, materials, and resources. Resources are available through EBSCO subscription and supplemented by instructor provided resources.

Provides distance education students with access to remote administrative and support services: enrollment services, financial aid services, advising and counseling services. These services are accessed through Populi or via the use of Live Zoom conferencing.

Provide distance education students with timely information on the technical equipment

and skills required for success in the distance education courses offered at UM. This

includes information on how to log in to the University's learning management system (e.g.,

Populi) and the University's system.

Provides access to an online orientation of the learning management system (LMS)

Students Distance Learning Preparedness
Students who enroll in distance education courses at Haven University are expected to:

Take the initiative to understand the technical equipment and technical skill requirements for the course. The student is advised to learn about Haven's distance technology in advance of the course start date and the access of training materials related to the course technologies.

Ensure they have *consistent and reliable* access to the online environment. The distance student should pre-arrange for a backup plan to prevent incomplete or late assignments, or in the event their internet services are inaccessible. In the event of a student-side technology issue which is not a wide-spread issue, instructors might or might choose to accept incomplete or late assignments resulting from this kind of technical failure.

Abide by the *Haven University's Student Code of Conduct, Netiquette, and its policies and practices.* If the student is uncertain as to a policy or practice or rights, it is the student's responsibility to contact Haven Administration for clarification.

Communicate with the instructors, administration, faculty, and staff through the student's Populi Profile. All communications must occur through the Populi text, messaging, and email communications system throughout the duration of distance education courses. The student should engage in a consistent communication with the instructors.

Review details of the course syllabus by the first day of the start of the course, taking note of all course requirements, including any Live Zoom Lecture [synchronous] conferences meetings.

To pay the full cost of each course by the first day of classes as required by Haven University. Certain exceptions apply, such as those students on a payment plan or financial aid students.

Drop or withdraw from a distance education course according to the procedures, policies, and deadlines established for traditional (in-person) courses. Drop/Add periods are posted in the Populi School Calendar. For additional clarification, the distance student may contact Haven Administration admin@haven.edu

Demonstrate participation in a given distance education course within the first week of the class or become immediately eligible for an administrative drop/withdrawal. A student can demonstrate that a student participated in class or was otherwise engaged in an academically related activity such as:

Contributing to an online academic discussion in Haven Populi

Initiating contact with a faculty member to ask a course-related question.

Student submission of an academic assignment

Student submission of an exam

Student engagement in a collaborative project

Viewing instructor created lessons or modules and reporting accordingly

Attending the course's live Zoom lecture

Documented student participation in an interactive tutorial or computer-assisted instruction

 A posting by the student showing the student's participation in an online study group that is assigned by the instructor

An e-mail message from the student or other documentation showing that the student initiated contact with a faculty member to ask a question about the academic subject studied in the course. This includes the posting and responding to the class bulletin board.

Meeting with the instructor during virtual office hours

Maintain weekly participation that ***provides an indication of "attendance."*** This is included, but not limited to being ***visibly present*** for Live Zoom Lectures [synchronous], and the related

instructor attendance taking during each *Live Zoom Lecture*. The student should also abide by Haven University attendance policy, as described in the *Haven University Catalog and Student Handbook*. For additional clarification regarding attendance requirements, the student may contact Haven University Administration admin@haven.edu

Respond to instructor-initiated emails, texts or posts within a timely manner (within two working days unless a different timeline is stipulated by the correspondence). The Populi System facilitates a quicker and more efficient communication between the student and the instructor.

Understand that frequent participation in a distance education course (i.e., completing lessons and assignments, responding to emails and texts, posting messages, taking course exams) is required for in all Haven University classes.

Voice concerns about a course to the appropriate instructor, and follow the University's student grievance process as outlined in the Haven University Student Handbook.

Access Haven university online services, including, enrollment services, financial aid services, advising and counseling services, library services.

Complete and submit the Haven University **course evaluation** available at the end of the semester. The course evaluation is delivered When opened by Haven Administration, the **"*Course Evaluation*" view** will appear in each course. This is an online course evaluation form, please remember to submit when finished.

Understand the Academic Rights of Students as outlined in the student handbook and school catalog.

Populi Technology Specifications – Getting Started with Distance Education

To use Populi, *make sure* the *computer and internet connection* meet these minimum requirements. Sometimes, students have trouble using *Populi* because something on their computer is out of date or their internet connection is not quick enough. These *Populi user requirements* are not *expensive or complicated* — A *computer with a modern web browser and high-speed internet is basically required*. Typically, modern computers, internet connections, or mobile phones already have what is needed to successfully use the ***Populi Campus and Learning Management System.***

Broadband Internet

A fast internet connection ensures that the Distance Education student can navigate through Populi quickly, easily, and efficiently. When connecting to *Populi* via a mobile device, with a data connection (4G, 5G, or LTE) or the typical public Wi-Fi connection, this is usually enough.

A modern, updated web browser

It is important for the Distance Education student to access Populi through a modern web browser. Populi runs on up-to-date releases of popular web browsers. Most web browsers have some sort of auto-update function. When using a *modern web browser*, the Distance Education

student will not just benefit from the proper use of Populi —it is also one of the best things that can be done for overall internet security.

Populi recommends specific web browsers for use with its *Campus and Learning Management System.* If a distance student's browser is not recommended below, then, it is best not to use it *when accessing the Haven Populi Portal.* Remember, *Populi,* seeks the most recent browser versions possible in their programming updates—[as companies release newer browser versions, they usually drop support for older versions]. When wishing to access *Haven's Populi Portal*, distance students can utilize any of the following browsers, with special attention to keeping the chosen browser current. **PC or Mac, the following from Populi:**

- **Google Chrome** is probably the best option if using Windows. It is also good for Mac users.
- **Mozilla Firefox** is another viable choice on Windows computers (works well on Macs, too).
- **Apple Safari** is great on Macs. Not so much on Windows.
- Last and certainly least, **Internet Explorer**. Mac users can not even download this browser. If you are using Windows 10, Microsoft is now encouraging users to switch to **Microsoft Edge**.

Mobile browsers
- iOS Safari does well, as does Google Chrome for iOS.
- The stock Android browser works, as does Chrome for Android.
- The Firefox browsers for both iOS and Android are not problematic.
- Microsoft Edge (mentioned above) works with Windows 10 devices and works with Populi; the version of Internet Explorer in Windows 8.1 does fine, too.
- To adjust *browser settings*, make sure to enable JavaScript and cookies. With Populi, ad-blockers do not usually pose any problems. Choosing to adjust personal browser settings, may mean that https://Haven.populiweb.com should be added to the new browser setting permissions [*whitelist* Haven's Populi site}. Again, this paragraph's information is optional, and only for those with the inclination or need to adjust browser settings as discussed. But, in general, these adjustments do not usually need to be made.

Other common applications
- Populi can be used to export all kinds of files. The *three most* common are ***spreadsheets, PDFs, and word documents*** (note the lower-case *w* there).
- Most computers have the software needed to open these files
- ***Open Office*** can open spreadsheets and documents (Populi uses it to generate files for custom page layouts).
- Adobe Acrobat reader handles ***PDFs***. If for some reason, you must use an outdated version, the oldest working one is ***version 6.***

Monitor

Populi is easiest to use if a monitor is set at a minimum resolution of *1280 x 1024 pixels*. This is not something most users with a modern computer or monitor need to worry about as this is a typical preset.

Zoom Conferencing

In conjunction with weekly forum discussions, assignments and other virtual *student and instructor interactions*, Haven University distance students will meet weekly [via the Populi Conferencing view]. Zoom live streaming interfaces with the Populi technology. The good news is that Populi keeps its own technology current, so Populi and Zoom work together in reliable way.

In general, along with the minimum internet connection – broadband wired or wireless (3G or 4G/LTE), the distance student's computer should have, at minimum:

Speakers and a microphone – built-in or USB plug-in or wireless Bluetooth
 A webcam or HD webcam - built-in or USB plug-in
Or, a HD cam or HD camcorder with video capture card

To see if your current wireless connection satisfies the Zoom Live Streaming requirements, the student may test their internet connection at:

https://zoom.us/test

Additionally, the most up-to-date list of Zoom requirements may be located here:

https://support.zoom.us/hc/en-us/articles/201362023-System-requirements-for-Windows-macOS-and-Linux

Students should remain current on their computer, browser, and related software updates.

The student may contact Haven administration for questions regarding the use of Populi and Zoom for distance learning.

Student Populi - Profile Setup

Setting up the *Populi Student Profile* is quick and easy. *Populi Student Profile* is where a *distance student* will go to access Haven courses, attend lessons, and assignments, register for classes, pay tuition, view student academic transcripts, and communicate with the Haven community, among other student functions. When Haven administration creates a user account for the new student, the student is sent a welcome email via **notifications@populi.co**

The email contains the student username, which was set up for you by HAVEN. The Username remains the same throughout your program.

The notification also contains a *unique link* that lets the *distance student set a password* and then *log in* to Populi for the first time. This link will *expire thirty days* from when the email is sent by *Haven Administration*. Even if there is not an immediate need to use Populi, it is recommended to *login* as soon as the "*activation*" email is received. *Haven administration* will also provide each distance student with a unique *User ID*, which is generated by Populi. Remember that the **Login Password** is decided by *each user* and is **not** assigned by *Haven University or Populi*. This is important to the user's expectation of safety and privacy. Again, *the distance student* user should *not* share their *password* with anyone. In the event that a user has forgotten their self-ascribed *Password, Haven administration* will send a *Password Reset Link.*

The first thing required, on the *login page,* is a mobile phone number. Haven will use this number to send the *distance student* text notifications through *Populi.* After entering the number, *Populi* will text a *verification code*. Enter the code to verify the selected mobile number, and then be taken to the *password screen*.

A *distance student's Password* needs to be at least **10** *characters long*, and contain at *least one capital letter*, and at *least one number.* Special characters and spaces are also usable. When all the instructions are **green**, the password is ready to go. Afterward, ***confirm the password by typing it again.***

Check to indicate the acceptance of the *Populi Acceptable Use Policy.*

When done, *click* **Save Password and Log In**. The distance student will be taken to their *unique* personal *Populi Student Profile and Home page.*

Mandatory for Student Identification Verification – The distance student must upload a recent picture to their ***Populi Student Profile, keeping the picture current at all times***. After the initial login setup, the student may decide to download the ***Populi App*** or continue to access Populi at: https://haven.populiweb.com

Student Populi - My Profile

The following are some of the student features for the **Student Populi Profile**:

My Profile is where Populi stores the student's school records and their valuable information.

The student may get there by **clicking My Profile** in the main **navigation views** or by **clicking** their **name in the black bar and selecting My Profile.**

The distance student will also want to take a look at their personal account settings.

Actions

A distance education student may write a *short, 160-character* bio right under their profile picture. Click **edit bio**, enter some text, and save. This will be visible to anyone who visits your profile.
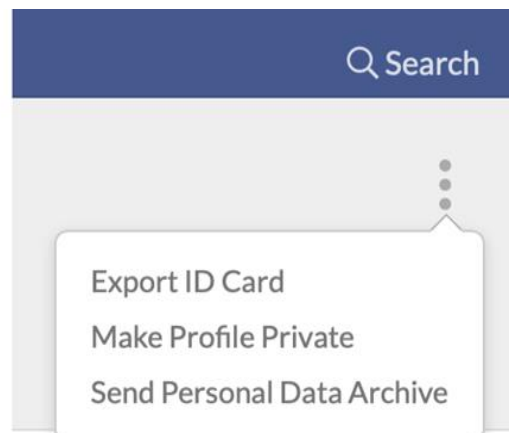
*When creating your Student Bio **click** the menu button to perform the following actions:*
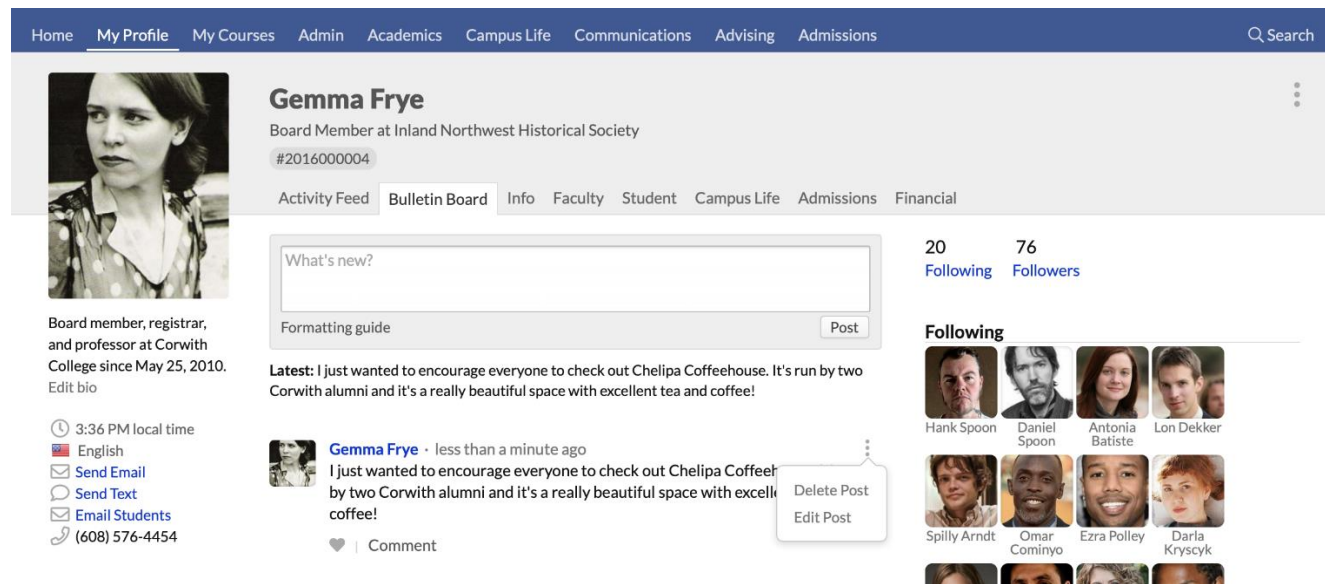
- **Export ID card:** This creates a PDF of the school ID card. The ID card identifies you as a Student or Library Patron (your ID card doubles as a library card).

The student is required to upload a clear picture, with a light background, and the student's image well defined. Please see the following example:

Make profile private: This option hides your profile from all users except Staff and your current Faculty and Advisor (if any)

Bulletin Board

The distance student has a Bulletin Board where messages and comments may be posted, right there in their student profile, as well as messages and comments on other people's bulletin boards. All Haven Community roles have a bulletin board as well, as administration, faculty, and

staff. Pictured above is a picture of how a Board member's bulletin board, comments, and followers might look after bulletin board use. The distance student's board will look similar in its features, as being utilized.

Everything that the distance student writes on a bulletin board—whether their own or someone else's—is public! That means that anyone in the Haven Community can see your updates, comments, and likes. When posting, post appropriately.

Only *active users* have bulletin boards. An active user student is one that is still enrolled at Haven. If a student is looking for someone's bulletin board, but they do not have one, that is because that person does not have an *active user account*.

The following is how to post and comment:

To post, just type or paste some text (URLs work, too!) into the field and **click Post**. The distance student can use text formatting in their posts. A person posts on their bulletin board or on someone else's. If the student does not care for something posted, they can go back and delete it at any time.

The distance student can also post comments on bulletins; just **click Comment and write** something. Like a post or comment? *Click* the heart symbol.

How to see bulletin board followers and who is following:

The distance student may ***follow*** someone by going to their bulletin board **and clicking the Follow... button.** A ***person's follower/following list is visible, so*** **click** the **Follow button** next to a person's name.

By following someone, their **posts and comments** will appear on **The Feed** on the *follower's* **Home page**. Update notices may also appear on a person's bulletin board. Also, a person's posts, comments, and likes will appear on their followers' **Feeds.**

Info

The **info view** shows the *distance student's* contact information and any organizations of which they are a member. *For example*, the student should expect to see the *contact information* that they provided *Haven University* on their Admissions Application. Or, if there has been an informational change since admissions, that change should be reflected in the contact information. Please be certain to keep Haven Administration updated on any **contact information changes.**

Contact information

The following is regarding the management of the contact information.

Click add to list a new contact item—phone, email, address, or website.

Click next to an existing contact item for management options:

Click mark old to archive an item. If you need to **revive** it, click show old and mark the item current.
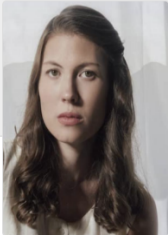
Click edit to change an item.

A contact item may be made "***primary" or "private***" [only staff members or faculty may see the info] or synced if someone attending or working at the school is related.

Verified means that this phone number and/or email address has been verified by the student for the purposes **of *receiving text or email notifications*** from Haven University. It is important that the student ***not*** turn off text notifications, as texting is routinely used by Haven administration, and also in the event of a *campus emergency*.

Financial

The financial view shows the student's tuition, fees, payments, financial aid, and other financial transactions at Haven University.

The following is a quick overview of this feature:

The dashboard shows the student's **current financial information** like unpaid invoices. At Haven University, the student can also come here to make **online payments** and *download* tax forms like the 1098-T or T4A.

By Term contains financial information pertaining to specific academic terms. Here is where the student can see their tuition and fees incurred for, say, the Fall Term courses, as well as financial aid, room, and meal plans [not applicable at Haven University], and other payments. Similarly, this is where the student can **Click Print Statement** to get a **statement** of their term-related financial activity.

Financial Aid details the student's financial aid awards and applications, when applicable.

History gives students a list of all their financial transactions—invoices, payments, refunds, etc.

Home

The student's **Populi Home page** informs as to what is going on right now and that which is about to happen. It includes **Alerts, The Feed, Invitations, Events, To-Dos, and Courses.**

Alerts

Your Populi Home page tells you what's going on right now and what's about to happen. **It includes Alerts, The Feed, Invitations, Events, To-Dos, and Courses.**

Alerts

Alerts advise a students about important things needing attention or things which are about to occur. The kinds of *alerts* depending on a person's **user roles**. *For example, students* will get alerts about **online tests or course registration**; financial aid staff will get alerts about aid applications that require their attention. To take action on an **alert** matter, the student can simply

click the alert text and Populi will direct the student to the appropriate place.

The Feed

The Feed

Lon Dekker Tell you what, the Arts & Agriculture seminars look fascinating. How'd we land speakers like Allan Nation?

♥ | 8 minutes ago

♥ Gemma Frye-Spoon likes this.

Bart Budwig and the Amperband to play Stevens Ballroom Wednesday, August 24
18 minutes ago

The feed shows the student's college news and updates from people that they follow on their Bulletin Board. Staff members can post and manage News items. Anyone who can see a news article can comment on them unless the comments are turned off by the administration. All comments are public!

Invitations and Events

Invitations (2)
Dinner with A&A Conf speakers
A&A post-conference roundtable

Events
Thursday 8 Agriculture and the Arts Conference & Seminar
6:30p Dinner with A&A Conf speakers
Friday 3p A&A post-conference roundtable

Invitations and events show the student upcoming calendar events. Invitations shows the events to which others have invited the student [that has not yet been accepted or declined] If there are no such events, then the student will not see the panel.

View Event   ×

Summary	A&A post-conference roundtable
Start	06/24/2016 03:00PM
End	06/24/2016 05:30PM
Location	N/A

Decline   More   Accept
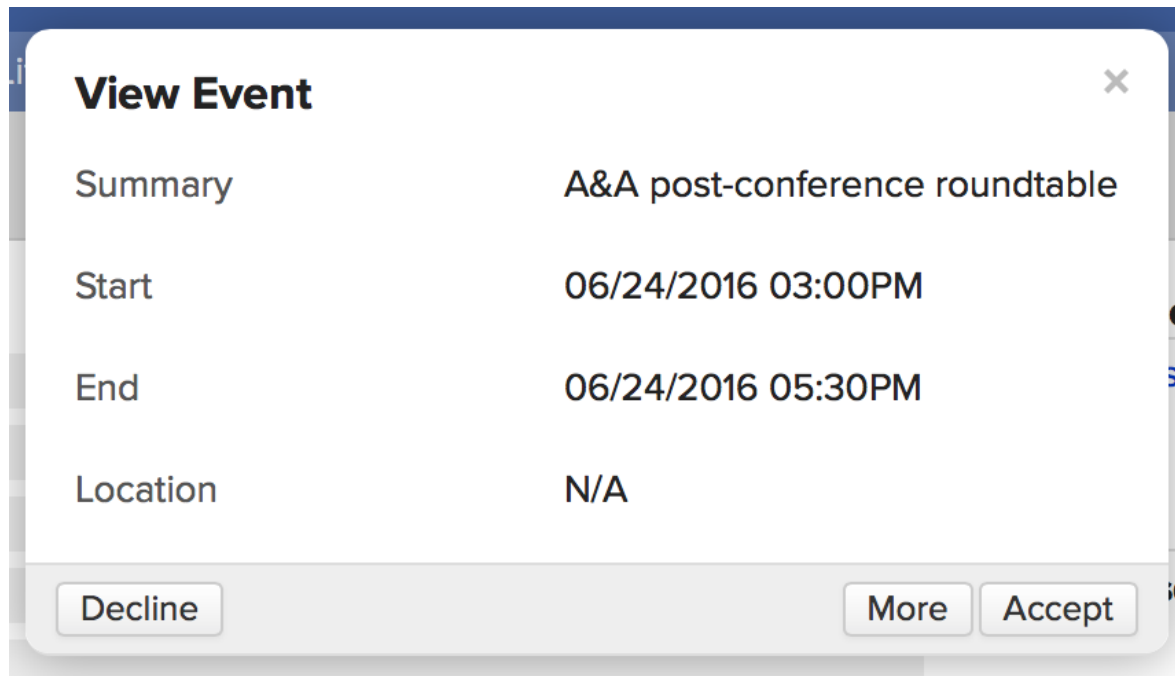
To respond to an invitation:

Click the invitation name.

In the **dialog, click Decline or Accept**; click More to see the rest of the event's details.

Once you accept or decline, the event **disappears** from your invitations.

Events displays the next five events listed on the student's Calendar(s).

All-day events **take precedence** over time-period events. That is, if it has the choice to display an all-day event or an event running from 2:30 to 3:30 PM, will show the all-day event.

If the student does not have anything listed for the next seven days, nothing displays.

To-Dos
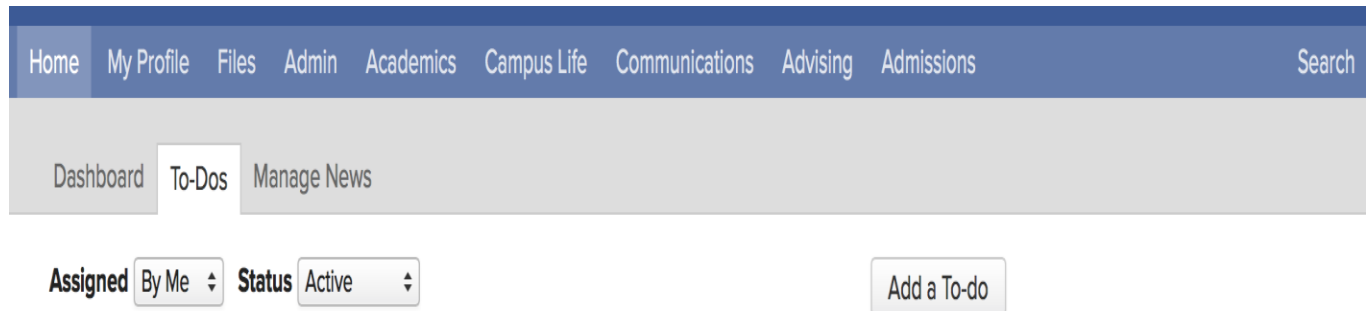
To-Dos are tasks that students can assign to themself or others within the Haven University Community.

The To-Dos panel shows all **overdue To-Dos,** or the **five most pressing To-Dos** in the following order: **Overdue, Today, Tomorrow, and Later.**

If the student has more **To-Dos** on their list, there will be a **# more >> link** to take them to the **main To-Dos view**.

The **To-Dos view** on **Home** shows all **active, complete, and assigned To-Dos.**

Adding and changing to-dos
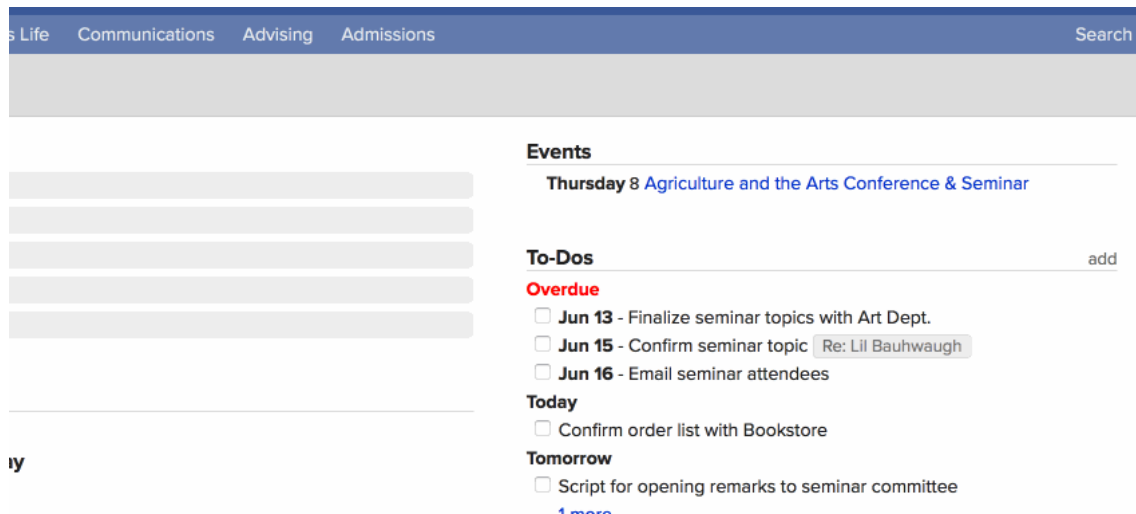
The distance student can **create more to-dos** in either **the Dashboard or the To-dos view.**

Click Add a to-do.

Enter the task in the text field; there is a a *500-character limit*.

After creating a to-do, the student can **change it** by **hovering over** it and clicking **Edit**; then **click to delete it.**

Courses

Students and faculty can see the Courses panel. The course abbreviations bring you to that course's page; the navigation arrows let you scroll back and forth between academic term.

Calendar
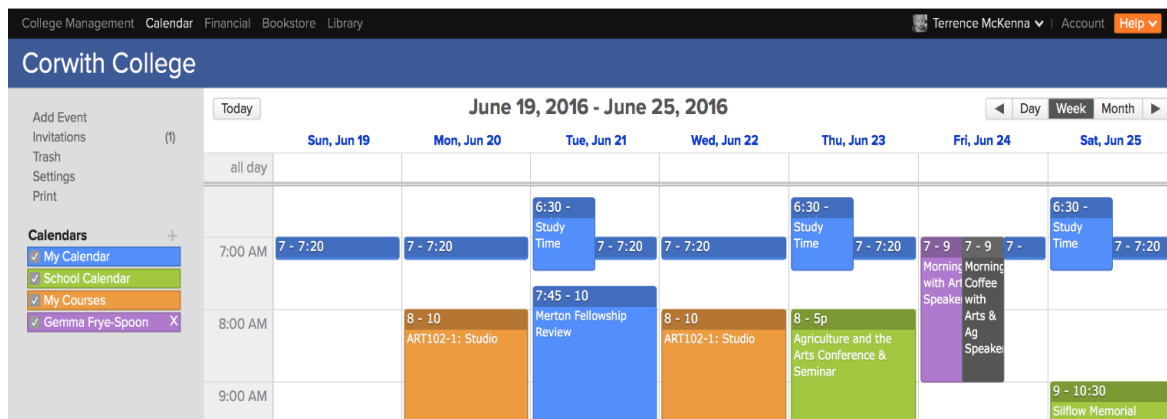
Calendar shows the personal calendar, the school calendar, and—for faculty and students—course meeting times. In addition, if others have given the student access to their personal calendars, or if you have access to room calendars, you can select to display those, too. If the student has used other web-based calendars, the basics will probably be familiar:

Select from Day, Week, or Month views, navigate forward or backward, or jump to **Today** using **the buttons** at the **top of the screen**.

Check or uncheck calendars in the **left sidebar to display or hide them**.

If the student has been granted access to other calendars, due to a role assigned giving that permission, then add as follows. In most cases, the student will have access to their personal calendar.

Click.

Start typing the name of the calendar you want to see.

If the student has access to it, it will come up in the results; **select it and click Add.**

Add Event   Save   Cancel

Info

Summary	Conference planning meeting
Description	Brainstorming and initial planning for 2017 Arts & Agriculture Conference
Calendar	My Calendar
All Day	☐
From	Jun 30, 2016 8:30am
To	Jun 30, 2016 11:00am
Busy	☑
Repeat	⦿ None ◯ Every 1 day(s)
Alarm	◯ None ⦿ 2 hour(s) before

Scheduling

Location	❓ O'Connor: 4
	Available
Resources	

Attendees   `gemma`

Gemma Frye-Spoon
Person, **gemma**.frye@corwith.edu

❓ Hank Spoon
Available

❓ Daniel Spoon   🗑
Available

The student can create **new events** for their personal calendar to which there is *read/write* access.

Double-click the day, day/time, or time slot when the event will occur. The student can also **click Add Event** in the **left sidebar.**

Enter a summary and, if desired, a description.id

Choose which calendar this event should belong to. **This selector always defaults to <u>My Calendar.</u>**

Check if the event will last all day.

Enter the time period using the date-time fields.

Click Save to add the event or click **More** to add additional event details:

Check if the event is to be marked busy to others during this event.

Do you want this event to repeat on a regular basis?

To set an alarm for an event - If checked by the student, Populi sends a *"talking tropical bird screech"* as a reminder within a few minutes of the set alarm. However, Populi may instead send just an email reminder.

After creating the event, in ***My Calendar***, the student can see it in My Calendar.

Delete an event by **viewing it and clicking the Delete button**.

Deleted events are stored for **two weeks** in the **Trash view,** where a **click** will restore it.

Invitations

Invitations display the student's **Incoming** (been invited) and **Outgoing** (you've invited somebody) events with attendees.

Settings

The student can review the setting options available to them as a student.

Using The EBSCO Library in Populi

The student may contact the Haven Librarian for questions regarding the online subscriptions and resources available to them – admin@haven.edu . Currently, a distance student may access the online EBSCO Subscription through the following below. This same link is also available under the "**Link**" view of the **"Library**" **view** of the *student's Populi Profile.*

EBSCO – ELITE – Portal

Haven University students and faculty have access to the EBSCO academic resources via the Haven EBSCO Portal. EBSCO includes journals, periodicals, articles, and books for online study and research. **Please contact the Haven Administration to obtain an EBSCO User ID and Password.**

The following link to EBSCO Student Login Portal

https://search.ebscohost.com/login.aspx?authtype=ip,uid&custid=ns275383&groupid=main&profile=ehost&defaultdb=afh

If the distance student is interested in learning more about Haven University's physical library collection, located at the Main Garden Grove campus, please contact the Librarian or Haven Administration at admin@haven.edu.

Please note that the **Haven Student I.D. Card PDF** is also used as the *Haven Library Card.* Distance Student may request their **Haven Student I.D. Card** from Haven Administration admin@haven.edu

 Files

Files are the student's personal file storage space in Populi. The student can use this space to store and organize files, share files with other people at your school, and access files that others have shared with you.
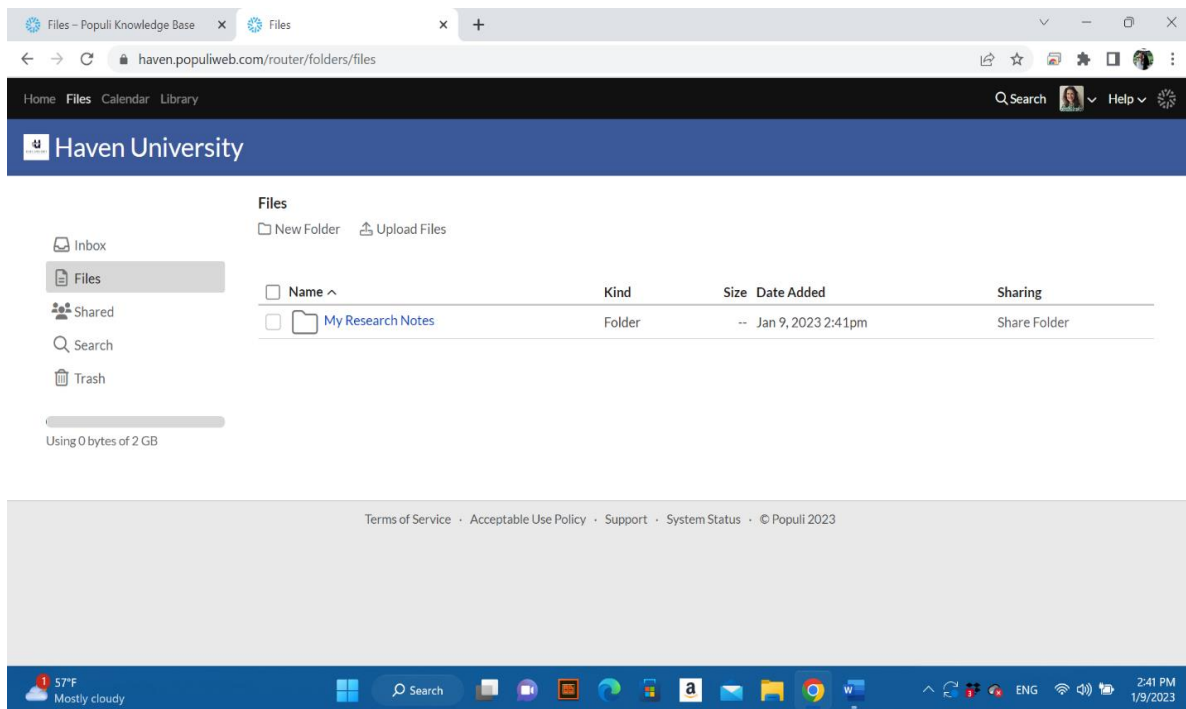
The screenshot above shows where the student created a folder to **upload and store their Research Notes.**

In the left column the student will find the main sections of Files:

Files: Here is where the student will find all of the files they have uploaded into files or folders.

Search: Search for individual files and folders *(whether the student's own files or those that have been sent/shared).*

Trash: A list of files and folders the student has deleted. The student can move them out of the trash or permanently delete them.

Files

The **main Files view** is where the student can add, view, and organize their files and folders.

Check next to one or more files to see the various actions to perform. (Download, Send, Copy, Move, Trash).

If the student wants to download more than *one file* at a time (especially if larger files), it might take a minute or three to process them. In such cases, the student receives an email with a **download link** for the files you requested.

Adding files works the way it does elsewhere in Populi. The student may want to share files when a member of a class project or to another student, so to share resources.
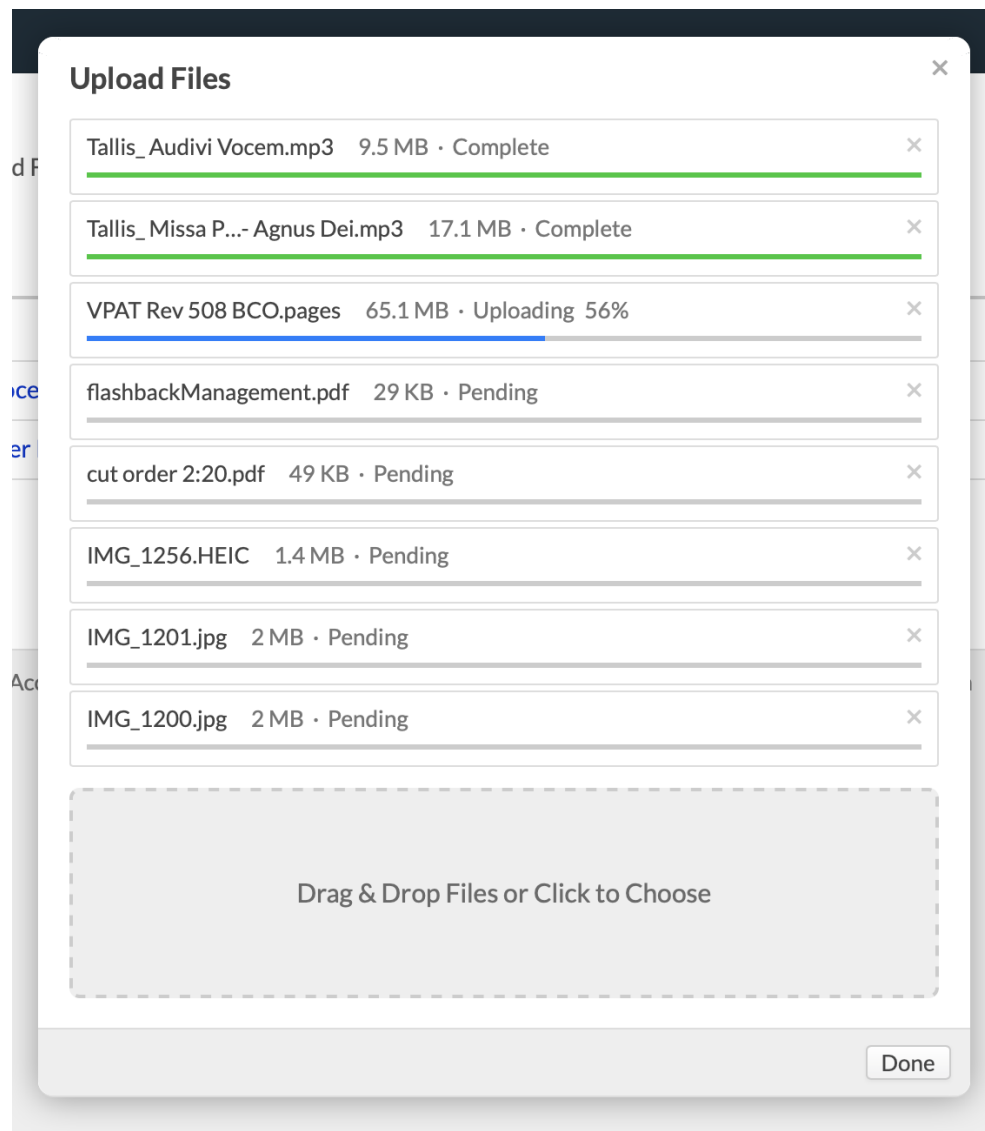
Click Upload files.

Drag-and-drop the file or files into the upload area. You can also search for files on your computer.

Upload multiple files

After the file is **uploaded**:

Click the file to view it within the **Populi file viewer.** It lets you watch videos, listen to audio, and view images and documents.
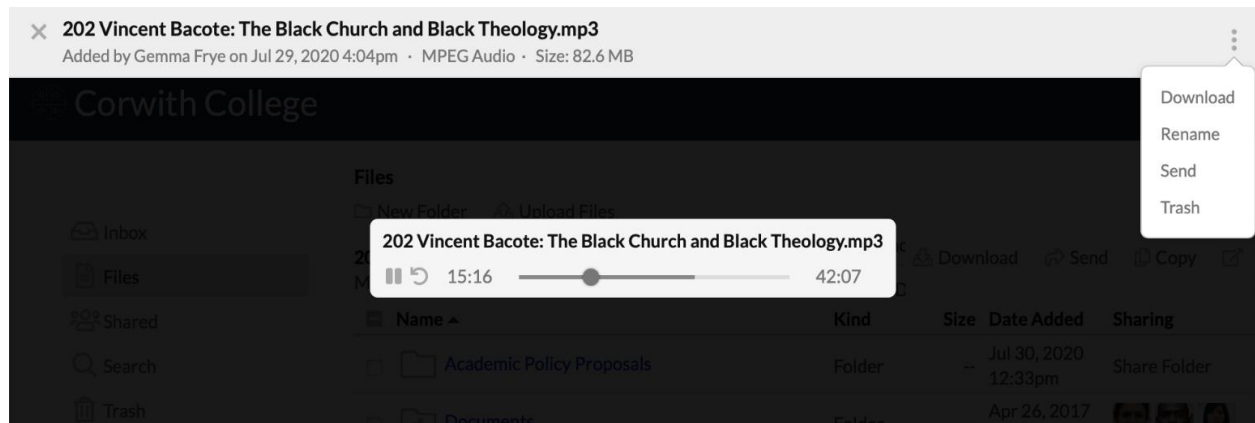
In the file viewer, click to **download**, **rename**, **send, or trash the file.**

To send a file:

Click and select **Send.**

The student can send a file to another student or their instructor. Type in the name of the Haven Populi user to receive the file. If the student wants to send it to multiple people, repeat this step as often as you need to.

Check to email any of the recipients.

Click Send.

After sending the file, it will appear in all of the recipients' Files Inboxes.

Folders

Folders help the student to organize their files. The student can create folders within other folders (and more folders within those folders...). To create a folder, just **click New Folder**, give it a name, and then **Save**.
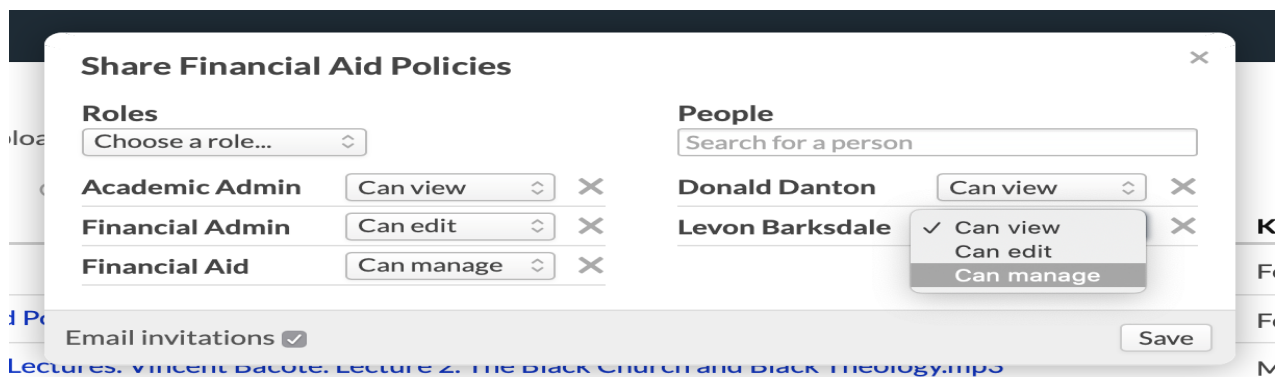
To share a folder with another student:

Click Share Folder. The student can find this in the **main files view** next to the folder, or at the **top of the screen** when looking at a folder. When wanting to share with another Haven Populi User, the student can search for individual people by name.

Your Courses

The following is a guide to what Distance Education students should know about Haven University's Populi-delivered Distance Education courses. As with anything, apart from following directions, it is a person's growing familiarity with the use of something that clinches its mastering. The same is true for education technology and communications, in this case, Populi, because the more that the student uses it the better.

Finding Your Courses

In Populi, the distance student can get to their courses a number of ways. Please note that Populi offers certain navigational tools, like "Tabs" and "Links" [also called "View"] The following are the *three* most convenient ways to access the course for which the student has already enrolled:

Home

Once logging into Populi, the student is taken to their *Populi Home Page or Dashboard*. In the *right column*, the student's current courses are listed. The student may *click* any course-related Alerts (in the main column) to go to that course's **Dashboard view**

My Profile

When the student selects *My Profile*, their courses are located in the *right column* of the **Student View.** A student may also find links to their courses by looking at their *transcript or degree audit.*

My Courses

The student may also find all of their registered courses in the **My Courses View.**

Course Navigation

In each of a student's Populi courses, there is the ability to *navigate f*rom one part to another by **clicking the views in the left sidebar**. *The following:*

Dashboard

The *"Dashboard"* gives the distance student an overview of what is happening in a course, and what might be scheduled in the future**. Alerts** link the student to specific tasks requiring their attention. **The Bulletin Board** facilitates class communications. The current course status and grade are at the *top of the right column* of the screen. The course grade will fluctuate as the student turns in assignments, with the final grade being available when posted by the instructor at the end of the course.

Syllabus: This **view** presents the student information needed to understand how the course will be conducted and graded. The Syllabus is the contract between you and the instructor. As needed, certainly ask your instructor to clarify any element of the Syllabus.

Files: A central location that gathers all of the course's files from assignments, lessons, and syllabi. The instructor may organize their files by "Folders" or upload them into individual "Files". Depending upon the subject and the instructor's curriculum plan, this is one area of the online class where students may be invited to upload contributions to the "*Class Library" or* send them to the instructor for review and possible inclusion into the course files.

Assignments: This is *a list and overview* of the various assignments in your distance learning course. Assignments are linked to Lessons. Populi will tabulate the grade assigned to each of your submitted assignments. This means that the distance student must upload all of their completed assignments into the provided area for each lesson.

Lessons: **This view** shows the available lessons for the course. Lessons are collections of course materials—content, assignments, discussions, links, and files—that cover a particular section of the course curriculum.

Discussions: It is essential that the student participates in all course discussions. Discussion participation is part of the distance student's final course grade and is mandatory for the students' *"active learning."*

Conferences: Conferences are **live online video meetings** [Zoom] with the professor and the other students. Apart from "*conferencing*" in the *regular weekly class* lecture via *Live Zoom,* other conferences may occur throughout the course. Live Zoom is a useful tool for creating a beneficial classroom environment. Students may request to hold a *Live Zoom* study group, or the instructor may hold a "review" class or offer *Office Hours* via Live Zoom.

When it is time for the Live Zoom conference to start in a Populi virtual class, the distance student may access it via the *Conference View* of their course. When the instructor has initiated the conference, a notification will also be sent out to the students. If a *conference i*s currently being conducted, the student may **click Join Conference**; the meeting will open in a new browser window (you may need to add the *Zoom app* to join the meeting). Recorded *Live Zoom class conferences* can be viewed through the **Conference View**.

Tests: In this **view,** the distance student can see all available tests, including tests to take and those already taken. The instructor may choose to require a test to be "*proctored" or "non-proctored"*.

A *proctored exam* is a supervised exam. In Populi, the instructor can administer "proctored" or "non-proctored" tests. Non-proctored exams are permitted at the discretion of the instructor. Non-proctored exams enable students to take the exam at a location and time of their selection within the boundary of a *specific date range* or other *specified timeframe, as assisted by the Populi LMS proctoring features and safeguards*.

Conduct: Regarding a "*non-proctored*" test, the students are expected to conduct themselves in accordance with the academic honesty policy described in the *Haven University's Student Handbook.* Students should plan to take exams during the timeframe specified by the instructor in Populi.

Identity: Regarding a *"proctored" test*, Populi proctoring features are used to identify both the student and the proctor.

A *proctor* is a person who monitors students, specifically those students in the process of *"test-taking."* in this case, the Populi virtual classroom includes "Proctor" features. The instructor will provide instructions on the selection of a "*Proctor*," and how Populi will *"proctor"* the test.

Calendar: The distance student can access the "*School" and the "Course*" calendar through their **Populi Student Profile**. Each *online classroom* has a dedicated calendar, which populates the class dates and academic events as the instructor adds them. The student's meetings, due dates, and availability windows for the course and its assignments, lessons, discussions, tests, and conferences are in the "*Course Calendar."* Populi offers the distance student other reminders of "*due dates*," such as the *due date* shown with each assignment.
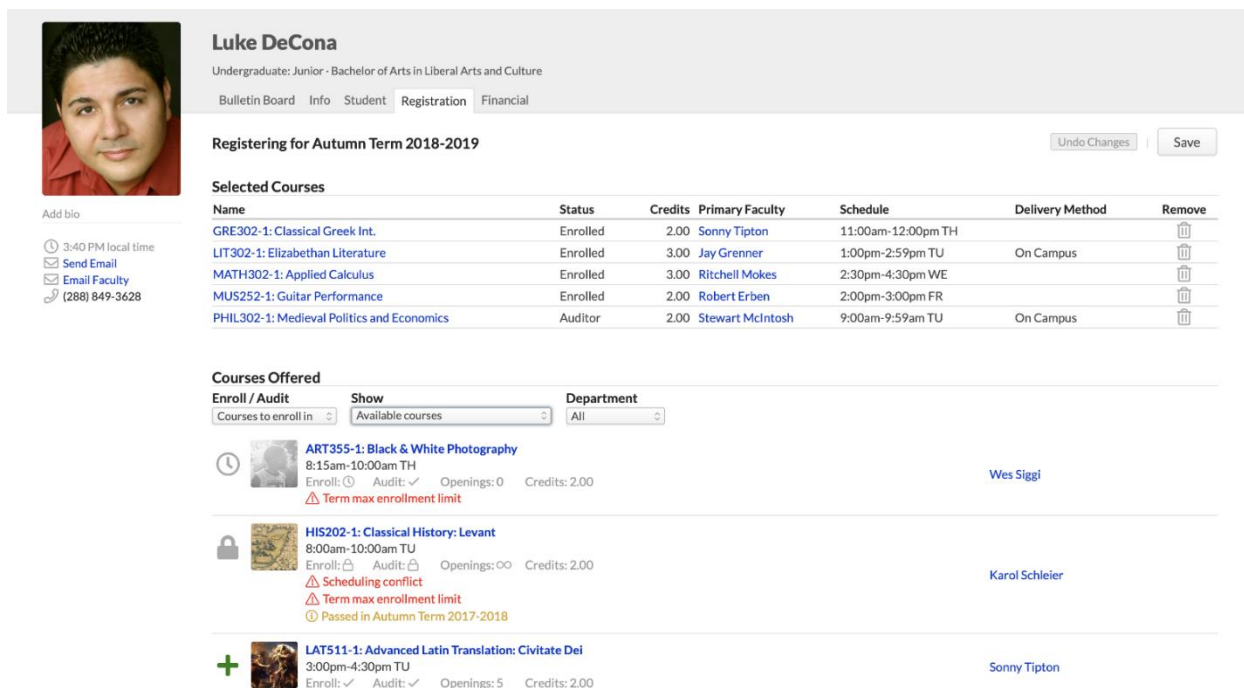
Roster: This shows a list (with pictures) of yourself and your classmates. This is an important aspect of "*Student identification*", so please make certain to keep your Populi Student Profile picture up to date. Remember, distance students**,** must attend weekly Live Zoom Lecture conferences and any other Live Zoom conferences required by the instructor. The instructor will take attendance at each weekly scheduled Live Zoom Lecture. Accordingly, the instructor will mark, " Present," "Excused" or "Absent". *Please see the Student Handbook for Details on Haven's Attendance Policy.*

Evaluation: **Two weeks** before the end of a course, the online "*Course Evaluation*" is available. Populi will alert the students to **this view,** which will appear at the **end of the navigation column.** Completing the **anonymous** "*Course Evaluation"* is essential, as it helps Haven Administration and the instructor know more about each student's learning experience. This feedback brings a helpful review to inform the courses, classes, and curriculum offered by Haven University.

Registration - Courses

The distance student can register for courses during *"Open Registration"* through their Student Populi Profile. *Haven Administration or the Registrar* will open registration each semester for a specific amount of time*. Haven has* set up online enrollment periods. During these periods, the student can enroll in courses, sign up to audit them, drop courses, and get on the waiting list [if applicable].

Getting to the registration page

Here are the ways you can get to the registration page:

When registration is opened, there will be an alert on the student's **Home** page. **Click the alert** to go to **the registration page**. The student will only see the alert during an enrollment period that is open to them and will include only the courses specifically offered in their degree program.

Go to My Profile and click **the Registration view**. **The Registration view tab** opens at the start of student registration and will close at the end of the enrollment period. This view only appears during an enrollment period that is open to you.

Go to https://haven.populiweb.com/register (may be prompted to log in). If enrollment is open the student will see the **Registration view**; if not, there will be a message informing that enrollment is **not open**.

Selected Courses are those for which the student **has registered or is hoping** to register.

Courses Offered are those for which the student may submit an enrollment request. The courses seen here depend on your selections from **the drop-down**:

Enroll/Audit: *Toggle between courses* you can **enroll** in or **audit**.

Show Available Courses with No Conflicts: These are courses that match the student's program and campus and for which there are fulfilled prerequisites (or are currently enrolled in a prerequisite, corequisite, or equivalent) and with which there are **no schedule conflicts**. Additionally, if there is a **term max enrollment limit**, it shows courses which fall within that constraint.

Show Available Courses: These courses **include** the above together with courses that have schedule conflicts and max enrollment conflicts.

Show All Courses: This shows every course offered in the term, whether or not the student can register for it.

Each course includes key details:

Name, faculty, and schedule.

Whether the course is available for enrollment and/or auditing, how many openings, and credits/hours.

Conflicts appear in red: schedule, prerequisites, and term max enrollment constraints.

If the student has already passed a course, there will be a notice showing the student had already passed it. This does not prevent the student from registering for that course.

╀ Allows the student register for that course.

🕐 Allows the student request a spot on the course waiting list.

🔒 Means that the student cannot register for this course because of a conflict with the schedule, enrollment limits, or unmet prerequisites.

Registering for courses

Registering for 2018-2019: Autumn Term — Undo Changes | Save

Submit your registration changes by clicking Save

Selected Courses

Name		Faculty	Schedule	Delivery Method	Remove
TSS470X-1: Thesis Prep		Okes			🗑
GRE302-1: Classical Greek		Tipton	10:00am-12:00pm WE		🗑
MATH302-1: Trigonometry II		Okes	2:30pm-4:30pm WE		🗑
MUS252-1: Classical Guitar		Erban	1:00pm-2:00pm MO		🗑
PHIL302-1: Medieval Political and Economic Th		McIntosh	8:00am-9:59am WE	On Campus	🗑

Enrollment Request ✕

ART355-1: Black & White Photography

Schedule	8:15am-10:00am TH
Credits	2.00
Requested Status	Enrolled
Faculty	Wes Siggi

Add

Courses Offered   ☑ Show student view

Enroll / Audit	Show
Courses to enroll in ⇅	Available courses with

Using the **drop-downs,** choose whether to see courses to **Enroll** in or **Audit** and which **Offered Courses** that are to be selected (Available..., etc.).

Click + next to the course to be added. **Click** ⏰ to request a spot on the course waiting list (see below for more details).

Review the details in the enrollment request and click Add to confirm. A few things will happen when you do this:

The course will be **added to Selected Courses** with an "**Unsaved**" badge. A notice will display above **Selected**; the student can either **Save the registration changes or Undo them.**

Offered Courses will switch back to show **Available Courses**. In all likelihood, new schedule and max enrollment conflicts will appear.

If the student enrolls in a course that requires enrollment in a corequisite course, the student will be asked to also add the corequisite to **Selected Courses.**

When making a mistake, **click** 🗑 to remove the course.

Repeat the above steps as often as necessary.

When the student is ready to submit the changes, **click Save.**

After you save your registration, the following may also happen:

Tuition, fees, and other charges may be generated for you on **My Profile > Financial > By Term**.

How to audit a course

To audit a course:

Select Audit in the **Enrolled/Auditing** selector by **Offered Courses.**

Click next to the course to be audited.

Confirm your choice(s) and **then save** the changes.

How to drop a course

To drop a course for which the student has already registered for:

Find the course to drop under **Selected Courses**.

Click 🗑 to remove the course.

Confirm your choice(s) and then **save the changes.**

How to get on a course waiting list

Haven administration could decide to open a course waiting list for limited-enrollment courses that are already full. If so, students are permitted to get on the waiting list for courses that conflict with their schedule or maximum enrollment limits.

To see waitlisted courses, the student may need to select **Available Courses** from the **drop-down.**

Click ⏰ to request a spot on the course waiting list.

Click add to list the course under Selected Courses.

Under each waitlisted course, check the radio buttons next to the courses the student is willing to drop if a spot opens.

Drag to put the chosen courses in the order in which the student is willing to drop them (the top course would be dropped first, etc.).

Click Save to finish.

A few things to remember about Registration

Select courses in consultation with your Degree Audit. The **Degree Audit** can tell the student exactly what courses remain to complete in their degree program. The student should contact Haven administration or the Distance Education Director to become more familiar with this Populi self-help feature.

Export Degree Audit

Degree BFA - Bachelor of Fine Arts

Catalog Year 2016-2017

Specialization None

Anticipated Completion Date 5/23/2020

General Degree Requirements Not satisfied

✓ **Cumulative GPA** 3.38 / 1.70 required
✓ **Overall GPA** 3.38 / 1.70 required
  Cumulative Credits 88.00 / 124.00 required
✓ **Resident Credits** 88.00 / 68.00 required
  In Progress Credits 8.00

Degree Course Requirements Not satisfied

Classics

2.00 credits earned / 8.00 required
✓ **3.70 group GPA** / 1.70 required
Minimum course grade points: 1.70

Show All | Completed | Not completed

General Degree Requirements Not satisfied

✓ **Cumulative GPA** 3.38 / 1.70 required
✓ **Overall GPA** 3.38 / 1.70 required
  Cumulative Credits 88.00 / 124.00 required
✓ **Resident Credits** 88.00 / 68.00 required
  In Progress Credits 8.00

The degree audit feature is discussed in more detail in this *Student Populi Training Handbook* with additional information provided in the Populi Knowledge Base at:

https://support.populiweb.com/hc/en-us

Registration will not give students the option to enroll in courses for which they have not fulfilled prerequisites. So, for example, sophomores cannot enroll in courses reserved for seniors. However, the registrar can enroll the student in any course; if the student has been permitted to take courses on the **Registration page**. The student's advisor or Haven administration is available to answer the questions regarding prerequisites: admin@haven.edu
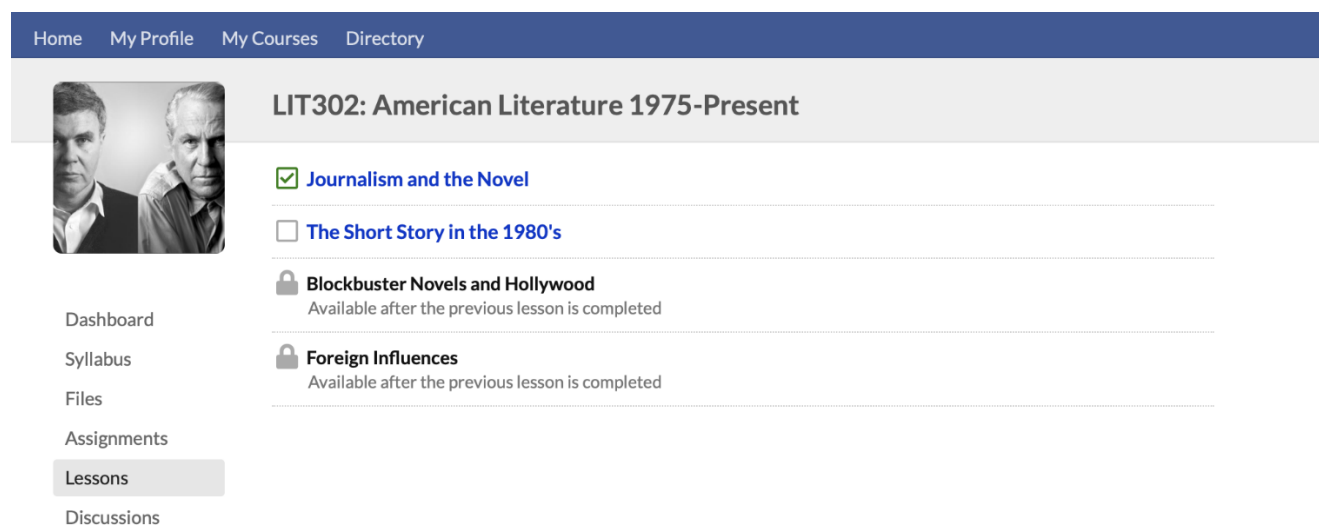
The register or the student's advisor or the Haven administration may apply a lock to a student's account. If that is the case, the student can see a yellow banner with a message at the top of the screen. As long as the lock is in place, the student will not be able to make any changes to their registration—the registrar or your advisor or administration must do so.

If the student is having trouble with student self-registration, please contact admin@haven.edu

Lessons

Lessons are collections of course materials—content, assignments, discussions, links, and files—that cover a particular section of the course curriculum.

Getting to lessons

There are a few ways to get to lessons or a particular lesson:

When a lesson is available, course alerts (**found on Home > Dashboard and My Courses**) takes the student to the **course dashboard**, where the alerts for a particular lesson may be seen. **Click the alert** for the lesson you wish to go to.

The student can also navigate directly to a **course's Lessons view**, where all of the lessons the instructor has made available are listed.

☑ indicates that the student **has completed** that lesson.

☐ indicates that the lesson **is available** but has not been completed.

🔒 indicates that the lesson is **not available**—whether because you must complete the previous lesson or because its availability has yet to start.

If an assignment or a discussion has been connected to a lesson, you'll see a link to the lesson on the assignment or discussion's page. It will say something like "This discussion belongs to Lesson Name."

Working through lessons

Lessons can combine a variety of different course elements; here are some of the things the student may encounter:

Gated lessons: As alluded to above, sometimes the student's instructor may require you to view or complete a lesson before you can proceed to the next one. If a lesson has required elements, you must complete those before you will be considered to have completed the lesson.

Pages: The instructor may divide the lesson into pages. Pages may let you navigate freely, or they may contain elements you are required to complete or interact with before you can proceed to the next page.

Lesson content: Text, images, video, and audio that convey the gist of the lesson.

Assignments: The instructor may link the lesson to particular assignments. If the assignment is required, the student will need to submit work for it in order to proceed. In most cases, there will be an "upload" box for the submission of each assignment. Assignments **must** be submitted to the student's Populi courses.

Discussions: Likewise with discussions: they can be linked to the lesson, and student participation may be required in order to proceed.

Links: Links take the student to an external website; if required, the student will need to visit that site in order to proceed.

Assignment Submission

Assignments are work the student submits to the course instructor for grading. There are several types of assignments in Populi courses:

Grade-only: The student does not submit anything to the instructor (through Populi at any rate)—the student simply receives a grade.

File: The student must **upload a file** (or files)

Essay: The student composes an essay right in Populi.

Test: Tests and quizzes the student will take online in the course's **Tests view.**

Discussion: Course discussions that grade the student on their participation.

Attendance: The student's attendance at course meeting times can be factored into their course grade.

A few of the other things to notice about assignments:

It is very important that the student become familiar with the **assignment due dates:**

"Availability" refers to the **time period** in which the student will be able to submit work for the assignment.

"Drop lowest" means that the **final grade calculation** will not count the lowest-graded assignments in that group. In the above example, the **Tests assignment group** will drop one assignment.

How to submit work for your assignments

The student will reach the assignment page by clicking its name. *You might find it:*

In an **Alert** on your **Home page** or the course **Dashboard view**

In the **main course Assignments view**

Via a **course lesson**

On the **right side of the screen** the student might see **assignment info and feedback:**

Info includes the **assignment's type and number of grade points**, the student's grade (if any), and a link to the rubric used to grade your assignment (if any).

If the student see's ✓ , click that to see how the instructor used it to grade your work.

The feedback section allows the instructor and the student to share comments, questions, and files.

On the main part of the screen, the student can see their work—whether a file or essay, a test history, or a link to a graded discussion.

Submitting work for your assignments varies depending on the assignment type:

File: To submit a file assignment, just upload a file (either in the main part of the screen or in the feedback section).

Tests: Discussed under, the **"Test" section.**

Discussion: Discussed under the "**Discussion" section.**

Essay: Essays provide the student with an online text editor that lets you submit long-form writing.

How assignment groups are used to calculate your grade

Assignment groups are various categories of assignments. They are used calculate each student's final course grade according to how each group is weighted. **In the above example...**

Tests is worth 25%, Papers is worth 35%, and **Participation & Discussion** is worth 40% of the **final grade.**

"Carver Essay", although the same number of points as many of the other assignments, is itself worth 35% of the course grade. That is because it's the only assignment in the Papers course group.

The three Participation... assignments show how an assignment group's weight is distributed according to the number of points in the component assignments:

"Attendance" is worth 100 points; the two discussions are worth 50 points each.

That totals 200 points for the Participation... group. Those 200 points = 40% of the final course grade.

"1980's Novels" is worth 50 points or 1/4 of the Participation... group. That works out to 10% of the final course grade. And so on with the other assignments.

Assignment Groups

Name	Weight	Extra Credit	Drop Lowest	Assignments
Extra Reading	5%	✓	0	1
Papers	35%			1
Participation & Discussion	40%			3
Tests	25%		1	2

Assignments

Group	Type	Name	Points	Extra Credit	Due ▲	Availability	Grade/Percent	Letter Grade	% of Course
Participation & Discussion	Discussion	Short Stories Discussion	50		Mar 22, 2018 11:59pm	Feb 15, 2018 12:00am to Mar 27, 2018 11:59pm	-- --		10.00%
Papers	Peer Review Essay	Raymond Carver Essay	100		Mar 23, 2018 11:59pm	Feb 7, 2018 12:00am to Mar 27, 2018 11:59pm	10 (100%)	A+	35.00%
Tests	Test	DuVernay Test	100		--	Apr 6, 2018 12:00am to Apr 17, 2018 11:59pm	-- --		12.50%
Tests	Test	Mallikan Test	100		--	Apr 10, 2018 12:00am to May 25, 2018 11:59pm	89 (89%)	B+	12.50%
Participation & Discussion	Discussion	1980's Novels	50		Apr 21, 2018 11:59pm	Apr 10, 2018 12:00am to Apr 28, 2018 11:59pm	10 (100%)	A+	10.00%
Extra Reading	Grade-only	Extra Reading 1	10	✓	May 19, 2018 11:59pm	Jan 5, 2018 12:00am to May 25, 2018 11:59pm	44 (88%)	B+	Extra Credit
Participation & Discussion	Attendance	Attendance	100		May 25, 2018 11:59pm	Jan 5, 2018 12:00am to May 25, 2018 11:59pm	-- --		20.00%

Discussions

Haven University Distance Education students, have an *"active learning" requirement*. Which means that there is the expectation that each student will *actively participate* in their virtual classrooms, and in a timely manner. ***Keeping up with weekly assignments is essential in the aid of this aim.*** How does a student *actively and meaningfully* participate in online learning, [in a substantial way] when not prepared to comment on the weekly course material? Active online discussions, whether by chat, discussion forum, or Live Zoom require that each student do their part to apply, evaluate, analyze, or put new learning to use in unique and relevant ways.

In further example:

Students will initiate discussion and ***contribute to the submission of resources*** to build upon the **"Course" Library**, with the approval of the instructor. Articles and links to topic-related resources].

Students will ***interact*** with the postings of other students, contributing meaningful questions and comments. True to the learning objectives for all students, should be the application, evaluation, analysis, or use of new information in unique and relevant ways.

of a course's subject matter. For example, a student contributing, in a discussion forum with only, " I agree" or "I like that", is not demonstrating any of the aforementioned.
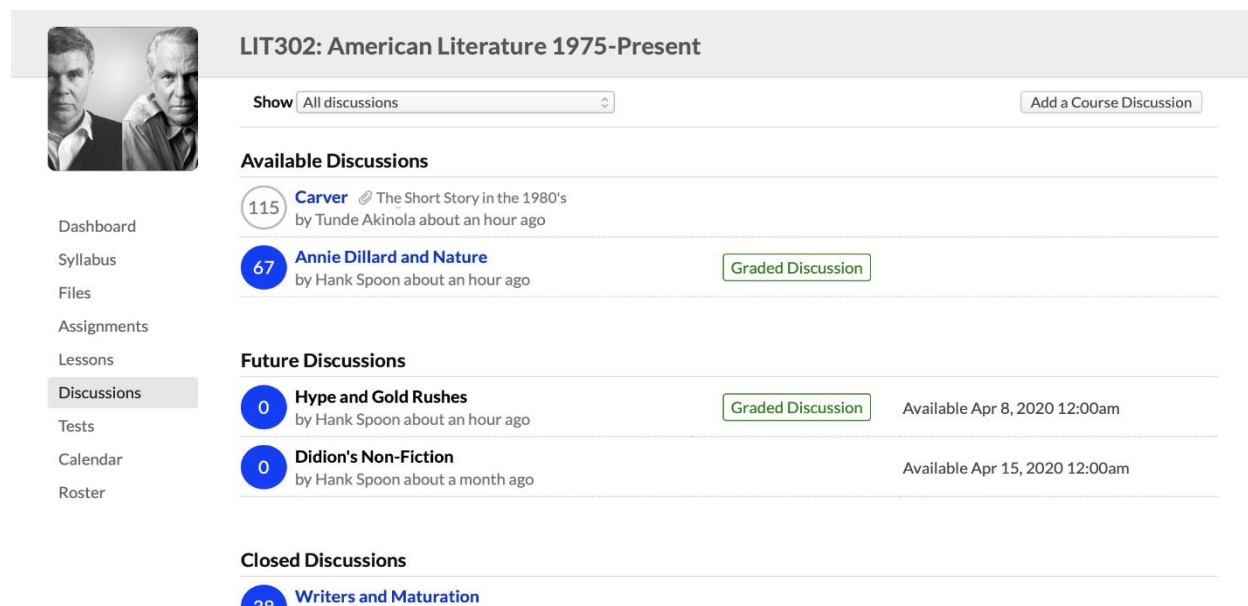
This is within the guidelines of Haven University's "*Netiquette.*" and the requirements or best practices of online learning as an adult student.

Students will express ideas and opinions concisely and clearly, taking care to respond with sensitivity and tact. This is within the guidelines of Haven University's "*Netiquette.*"

•Students will demonstrate interaction with course material. Thoughtful contributions during Haven Distance Education course conferences and forums, demonstrate the student's attention to course requirements, evaluation and synthesis of course material, and facilitate a deeper level of learning for the entire class.

•Students will post comments related to the subject matter of the course. The same in Live Zoom course conferences. Each distance student should remove outside distractions and limit extraneous conversations to appropriate venues. This is within the guidelines of Haven University's "*Netiquette.*" and the requirements or best practices of online learning as an adult student.

Sometimes the instructor will set a Discussion to be graded, and other times, they will not.
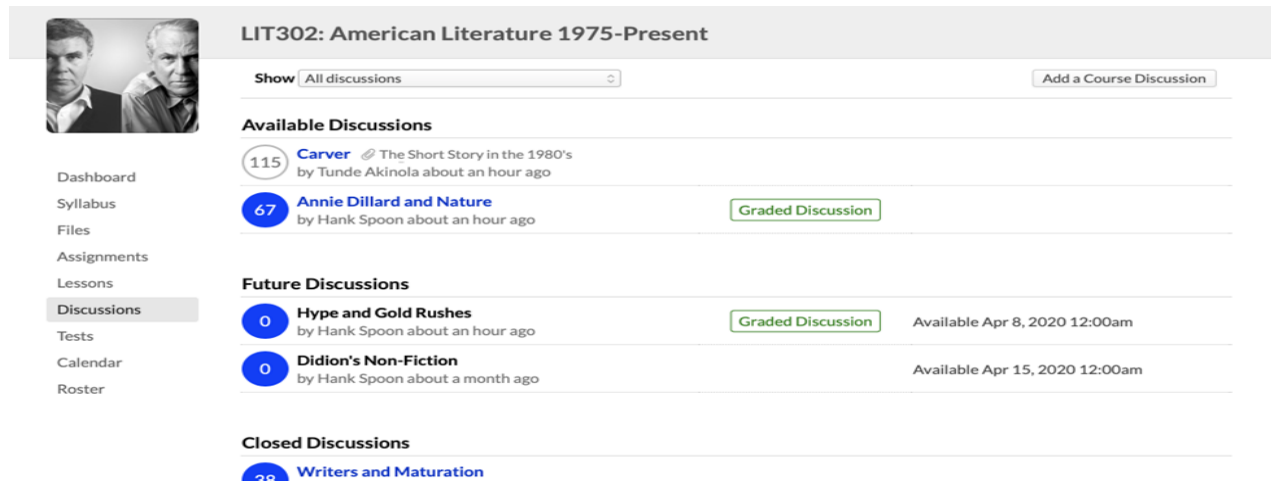
LIT302: American Literature 1975-Present

Show | All discussions ⌄ | Add a Course Discussion

Available Discussions

(115) **Carver** 🔗 The Short Story in the 1980's
by Tunde Akinola about an hour ago

(67) **Annie Dillard and Nature**   Graded Discussion
by Hank Spoon about an hour ago

Future Discussions

(0) **Hype and Gold Rushes**   Graded Discussion   Available Apr 8, 2020 12:00am
by Hank Spoon about an hour ago

(0) **Didion's Non-Fiction**   Available Apr 15, 2020 12:00am
by Hank Spoon about a month ago

Closed Discussions

(38) **Writers and Maturation**

Dashboard
Syllabus
Files
Assignments
Lessons
Discussions
Tests
Calendar
Roster

Discussions are online conversations among a course's instructor(s) and students. To find, join, or even add a discussion, go to the Discussions view in the course. In the discussion view, the student will see:

Available, future, and closed discussions

Graded and non-graded discussions

Discussions attached to lessons

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

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

Carver and Annie Dillard and Nature are currently available. **Carver is attached** to the Short Stories in the 1980'slesson.

The **two Future Discussions** are not yet available.

Writers and Maturation have been closed for comments; you may still view it but you cannot contribute more to it.

Annie Dillard and Nature and Hype and Gold Rushes are Graded Discussions, which means that you will receive a grade based on your participation in the discussion (see below).

Graded discussions

Graded Discussion   Assignment page ❯
50 points

Requirements

Total word count is at least 500	4 / 25 points
Post at least 3 comments	0 / 15 points
Post at least 3 replies	10 / 10 points

In **graded discussions**, the instructor may set up grading criteria. Requirements help the instructor evaluate a student's participation in the discussion. The student can see the requirements in the **right column of the discussion page**, together with a running tally of how the student is doing with each requirement.

Starting a discussion

The Haven instructor will add and start all discussions. The students is invited to join the discussion, also by the instructor. The instructor releases the discussion to the class and may include a start and an end date.

The instructor has options to link a discussion to a lesson, change it to a graded discussion, and close it.

Posting to a discussion

Raymond Carver's _Neighbors_ got to me. A "happy couple" who feel life has passed by are asked to house-sit for their neighbors while they are away. As he is in the house across the hall, Bill the husband explores his neighbors' things, eats their food, and tries on their clothes. Arlene the wife spends an absent-minded hour in her neighbors' home, she returns to tell Bill that she has found some pictures he should see. Before they can enter the apartment, however, Arlene realises that she has left the key inside their flat, and the door handle will now not turn: *locked*. :grimace:

🔗 To upload a file drag & drop here or click to choose

Formatting guide   103 words   Preview | Add Comment

To post a new comment...

Scroll to the bottom of the discussion. Enter your comment in the text area and **click Add Comment.**

Likewise, to post a new reply, find the comment to which you wish to reply. **Click Reply** and enter your text.

The student can use text formatting in comments and replies.

Post first

You must leave a comment before you can see other comments

A penny costs more to produce than it is worth (even after the 1982 change from a 95 percent copper composition to 97.5 percent zinc), so the U.S. loses tens of millions of dollars a year minting them

Sometimes the instructor will require that students first post a comment before they can see anyone else's comments.

Peer rating

If the instructor has enabled **Peer Rating** for comments and replies, the student can rate comments from their classmates—just by clicking the number of stars to be awarded

Report comments

‹ Discussions

Annie Dillard
by Hank Spoon · about 2 hours ago

American author, best known for he
of poetry, essays, prose, and literary
at Tinker Creek won the 1975 Pulit:
the English department of Wesleyar

Report

Report Comment   ✕

Please explain why you believe this comment should be removed

This was totally copied from Wikipedia!

Report

Sort by Oldest ⌄

Mira Selkirk · 6 minutes ago
Dillard's first novel, *The Living* (1992), centers around the first European settlers of the Pa
coast. While writing the book, she never allowed herself to read works that postdated the   Report Comment
writing about, nor did she use anachronistic words.

If another student posts an inappropriate comment or reply, any student can report that item to the course instructor. **Click Report** under the item and enter an explanation. The report is sent to the instructor (with the reporter's name attached) for consideration.

Chat

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

Current Chat Session

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

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

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

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.**

The lifecycle of a chat:

The course instructor schedules the chat.

Once the chat's start time has arrived, everyone in the course—teachers, students, auditors—can participate in the conversation.

The chat ends when A) either a new chat begins or B) the instructor ends the chat session.

After the chat has ended, anyone in the course can review its transcript.

Get to a chat

The student can go to the course and **click the Chat view**. The student can 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.

What can you do in a chat?

The student can write and contribute to the chat. Just type or copy-paste text and post it to the chat (either click Send Message or hit the Enter key on your keyboard).

The student 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 silly little cartoon-like characters. Use them to lighten up the chat.

Embed things: Embed a **URL** from YouTube, Vimeo, Scribd, Instagram, or any **image URL** to post it directly into the chat.

Online tests

Tests are exams, and quizzes, that a student can take in Populi. After the student **submits** a test, it can be graded by the instructor, or—depending on how the instructor has set it up—the test will be **automatically** graded by Populi.

Getting to tests

The student can get to tests in a number of different ways:

When a test is available to take, the student will see an **alert** on the **Course > Dashboard view**.

The **Course > Tests** view shows a list of all the published tests. If the student is allowed to access the test, they will see a **Take Now link.**

The student can also access a test from its associated assignment page.

If a test is part of a lesson, the student will be able to get to the test via the lesson. If the lesson requires the student to complete previous lessons, then the student cannot take the test until allowed to access that lesson.

The following information is what the student wants to understand tests:

If the student begins a test with no time limit **ten minutes** before the availability window ends, the student will have only **ten minutes** to finish the test.

If the student run's out of time, unanswered questions are marked wrong.

If the student gets accidentally logged out in the middle of taking the test, they may resume the test where they left off with any unused time remaining (unless availability runs out).

The instructor may allow you to retake the test one or more times. Taking the test more than once is entirely optional.

Taking a Test

DuVernay Ch. 5-7 Quiz

1) Who were the main writers considered to be part of the Literary Brat Pack?
   5 Points

   Saved

   Time remaining - 25:57

   McInerney, Ellis, the lady who wrote Slaves of New York

2) Which actor starred in the TV adaptation of Mailer's *The Executioner's Song*?
   5 Points

   Saved

   ○ Jeff Bridges
   ○ Harrison Ford
   ○ Bobcat Goldthwait
   ● Tommy Lee Jones
   ○ Burt Reynolds

3) Arrange in chronological order of publication:
   5 Points

   Saved

   1 The Right Stuff

The following is how to take and finish a test:

Click the **Take Now link.**

The student is shown a page with information about the time limit and any remaining retakes. At the bottom of the note, **click to start** the test. Doing so starts the countdown on the time limit.

Tests have seven question types:

Multiple Choice: **Click** the **radio button** (round) to select the right answer. The student should not get this confused with **Multiple Answers**

Short Answer: Type or *copy-and-paste* the **answer** in the field.

Put in Order: **Drag** the text bars until they are all in the **correct order**.

Multiple Answer: Check the boxes (square) next to all appropriate answers. The student should not get this confused with **Multiple Answers**

Essay: Like Short Answer, in that, the student can *type or copy-and-paste* the answer in the field. **Unlike Short Answer** there is **no character limit.**

True/False: Is the statement **True or False**? Choose whichever answer applies.

Matching: For each term in the left column, **select** the appropriate term from the **drop-down**.

As the student **enters or edits answers**, Populi will **automatically save** them.

When the student has completed the test, they are to **scroll to the bottom of the test**. **Press Submit Test.**

Test Completed

2 Points Extra credit

Tom Wolfe

Click the button below to submit your test. You will not be able to change your answers after this.

All answers have been saved.

Submit Test

After submitting the test, timing out, or transgressing the availability window, the student will see the **Test Completed screen.**

Certain question types (Multiple Choice/Answer, some Short Answer, Put-in-Order) are automatically graded. If all of the test questions are such, then the student will see your grade.

If not, the student will read that **Some questions need to be graded by the professo**r, so the final score will not be assigned until then.

If retakes are permitted, the student can see how many retakes they have remaining. Retakes are optional, and not all instructors allow for retakes.

The instructor may make various kinds of **feedback available** to the student after submitting the test—answer scores, correct answers, and comments.

Depending on which options the instructor has made available, the student can also see these things when looking at the test's **History view**.

The **History view is** accessible via the **main Tests** view or on the assignment page.

Submitting a Course Evaluation

Haven University requires each student to submit a course evaluation near the end of a term or after the course has finished.

Populi keeps the student's evaluation responses **anonymous and confidential**; faculty and administrators will not be able to match the students with their responses in any way.
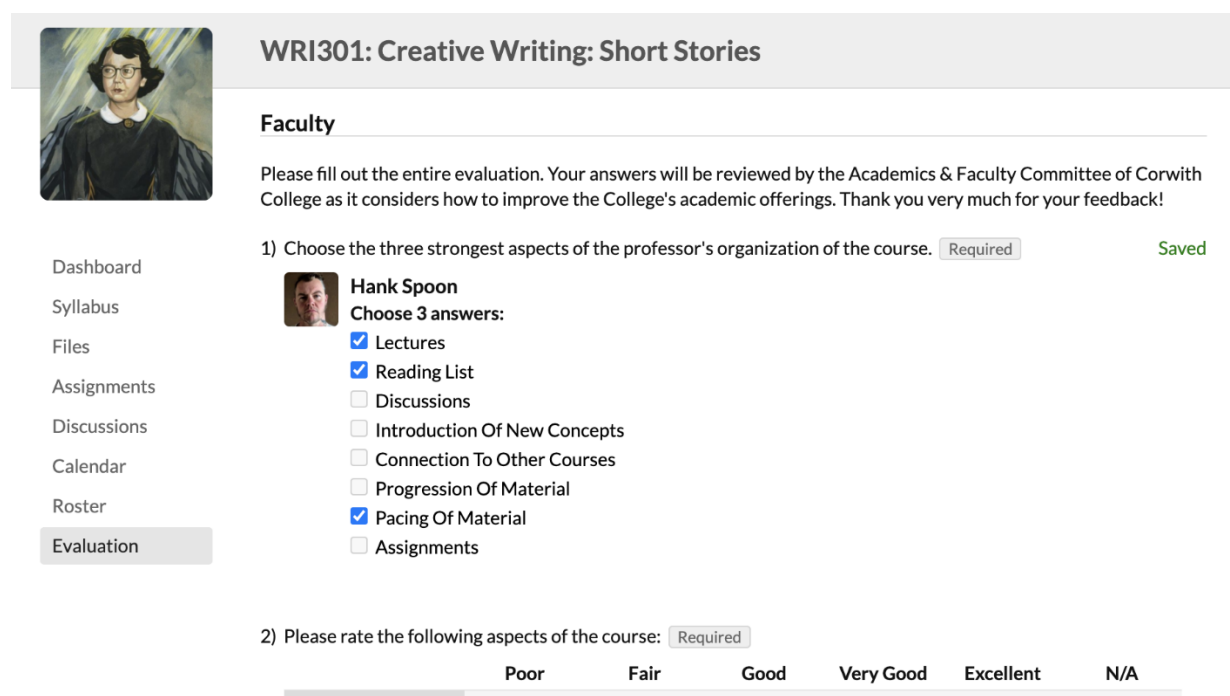
For the distance student, it is best to submit an evaluation as promptly as possible.

Getting to a course evaluation

When a **course evaluation** is available the student will be able to get to it:

By **clicking the alert on the Course > Dashboard view.** (See the general alert for the course on your **Populi Home page**.)

Clicking the **Evaluations view** in the **left-hand navigation** on the **course page.** This **view only** appears when an **evaluation is available** to take (or after a student has submitted it).

Taking a course evaluation

Evaluations are pretty self-explanatory. As the student enters answers, **Populi automatically saves the responses.** If the student needs to stop in the middle of the evaluation, the student *can* come back and finish it later.

When the evaluation is completed, the student will simply **scroll to the bottom and click Submit.** After **the submission of the evaluation**, the student will not be able to come back later and change the responses.

Your academic information: grades, transcripts, and degree audits

Degree Audit

The Degree Audit is found on My Profile > Student. It compares the student's academic history with Haven University's degree requirements.

The audit is meant to help someone decide. The student might review it and decide to switch degrees. A student's advisor might decide to recommend one class over another. The registrar might decide to grant you a degree.

General requirements

General Degree Requirements	Not satisfied	
✓	Cumulative GPA	3.39 / 2.70
✓	Overall GPA	3.37 / 2.70
	Cumulative Credits	31.00 / 96.00
	Resident Credits	27.00 / 72.00
	In Progress Credits	17.00

General Requirements (for both degrees and specializations) are the big-picture items that describe the student's academic achievement: GPA, completed credits or hours, and resident credits/hours.

✓ indicates that the student is currently meeting the requirement.

Unmarked items indicate that you're not currently meeting the requirement.

When all of the **general requirements** have been met, the student will see a *notice s*aying that the requirements **have been satisfied.**

Course requirements

Degree Course Requirements Not satisfied

AA Core   Substitution Applied

13.00 credits earned / 72.00 required
✓ **3.83 group GPA** / 2.70 required
Minimum course grade points: 2.00

Show   All   [Completed]   Not completed

Course	Name		Grade	Status
ENG101	Mastering English for College Writing		A-	3 credits completed Fulfilled by ENG 125
ENG102	Style and Rhetoric		IP	4 credits in progress
HIS101	American History 1400-1700		A	4 credits completed
LAT101	Introduction to Latin I		B	Applied to AA Electives
LAT102	Introduction to Latin II		IP	4 credits in progress
LIT101	Early American Literature Until 1800		A-	4 credits completed
MATH101	Calculus I		A-	2 credits completed
MATH102	Calculus II		IP	2 credits in progress

AA Electives

6.00 credits earned, 4.00 transferred / 12.00 required
✓ **3.05 group GPA** / 2.70 required
Minimum course grade points: 2.00

Show   All   [Completed]   Not completed

Course	Name		Grade	Status
CRA101	Woodworking I		B-	2 credits completed
LAT101	Introduction to Latin I		B	4 credits completed
LAT102	Introduction to Latin II		IP	Applied to AA Core
THEA101	Theater Performance I		A-	2 credits transferred
THEA102	Theater Performance II		B-	2 credits transferred

Course requirements are the **particular course** and **grading requirements** for the degree. These are **organized** using **course groups**, which are **sets of courses** that serve a particular function in the student's course of study (e.g. Core Courses, Electives, etc.). Courses count as **Completed** towards the requirement when the student's final grade meets the minimum grading requirements for the course group.

Each course group leads with a summary of the requirements and whether the student has met them.

Click the words to show:

All of the courses in that course group.

Completed courses show those **passed** and that count towards the requirement.

Not completed courses show a list of courses that can satisfy the unmet requirements. This is a good guide to the courses for which the student should seek to register in the future.

If a substitution, waiver, or exception has been applied that affects this course group, the student sees a notice to that effect (see below).

Individual courses show the student, the grade, and status. The status refers to how the course is used in the degree audit:

X credits/hours/courses completed: The student has met the **minimum grade requirement** for this course and earned X number of credits/hours that have been applied to this course group. Courses are also considered complete when the student has completed an equivalent course or if another course has been substituted for this one.

Applied to X: You've met the minimum grade requirement for this course and it is being used in a different course group.

X credits in progress: The student has not completed this course; later, when completed, it will be applied to this course group.

X credits transferred: This course was accepted as a **transfer course** and **has been applied** to this course group (or one of the courses in the group).

X credits waived: This requirement has been waived for the student; the student is not required to complete it.

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

Click to show all of the courses in the group, those that have been completed, or those that have not been completed.

Waivers, substitutions, and exceptions

Unused Courses

Show   All   **Finalized**   Not finalized

Course	Name		Grade	Status
CRA102	Woodworking II		D	Completed

Course Substitutions

Applies To	Required Course	Substitute Type	Substituted Course	Added By	Note
Degree	ENG101: Mastering English for College Writing	Catalog Course	ENG 125: Essay Writing	Gemma Frye	

Course Waivers

Applies To	Course	Added By	Note
Specialization	ART200: Intermediate Art Studio	Gemma Frye	

Exceptions

Type	Applies To	Value	Added By	Note
Specialization	Resident Units	4	Gemma Frye	Allows transfer of two theater courses

If any degree requirements have been modified for the student, these will be seen at the bottom of the degree audit.

Substitutions show when a course has been taken (but is not included in degree or specialization course requirements) and has been substituted for one of those required courses.
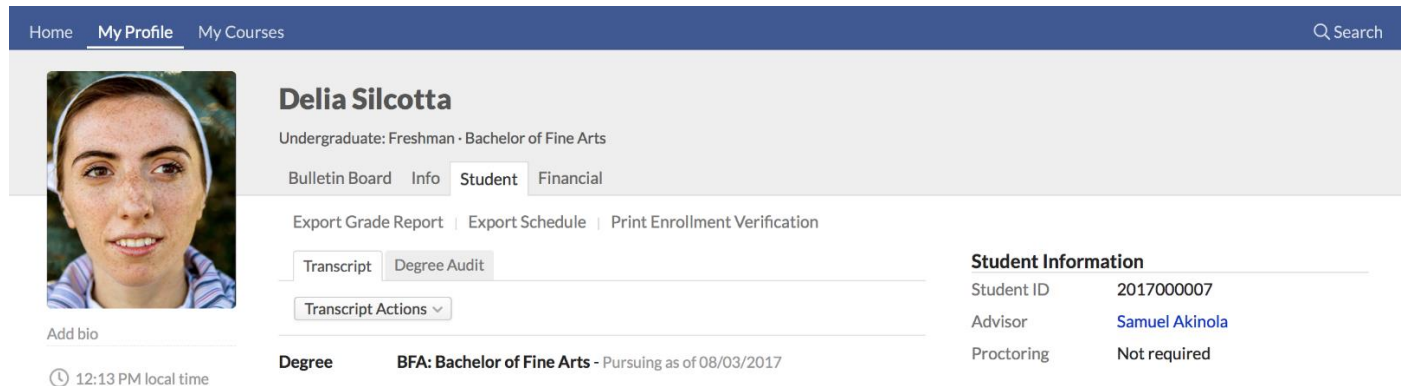
Waivers show courses included in the requirements that the student is not required to complete.

Exclusions show courses that are required by both the degree and specialization but have been excluded from applying to one so that they can apply to the other. For example, both your degree and major require ENG301, but it has been excluded from your major so ENG301 now only counts toward B.A.

Exceptions show requirements that have been reduced for you—for example, while the degree requires 72 resident credits, you're only required to complete 68.

How to find your academic information

Transcripts

The student transcript is the school's official record of the student's completed courses, the courses being taken, or those which have been transferred. The student transcript shows how courses apply to a student's academic program(s). The student transcript is found on **My Profile > Student.**
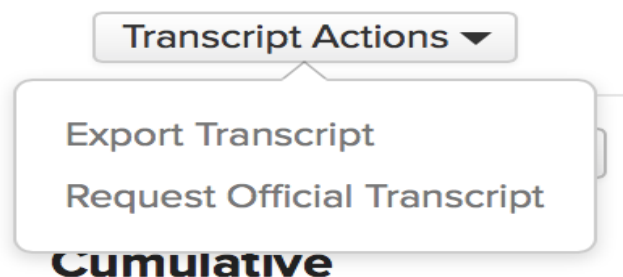
The student transcript is organized around their chosen academic program(s). If a student is listed in more than one program, the **drop-down will switch** between the different transcripts. None shows the courses, if any, that are *not mapped* to one of the programs.

Each term, the courses taken are shown on the transcript. In addition to the student's courses and grades, there will also be *the term and cumulative GPA, credits/hours, and grade points.*

The student may see notes about disciplinary events, when applicable

At the end of the transcript, the student will see any transfer courses attached to this program.

Transcript actions

Export transcript: This creates a PDF of a student's **unofficial transcript**. Official student transcripts may be requested via the Haven University website or through a student's Populi Profile.
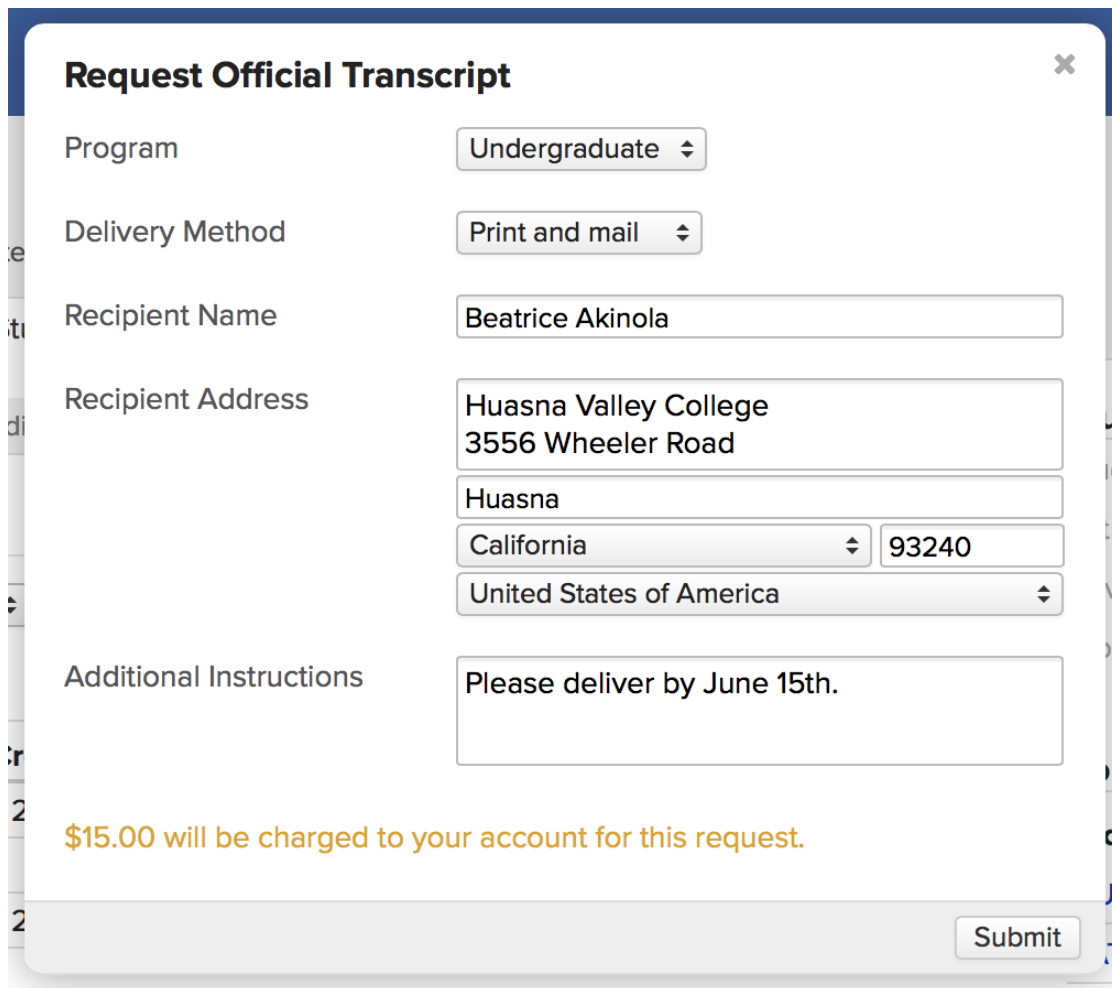
Request official transcript: This lets you request an official transcript from your school.

The student can select which transcript they would like to request (if they have more than one listed).

The student will **select the delivery method** for this transcript. In some cases, an **"Encrypted" transcript** may be sent directly to the student's prospective employer, another university, or a third party. Or, in some cases, a hard copy may be mailed directly to the student's prospective employer, another university, or a third party.
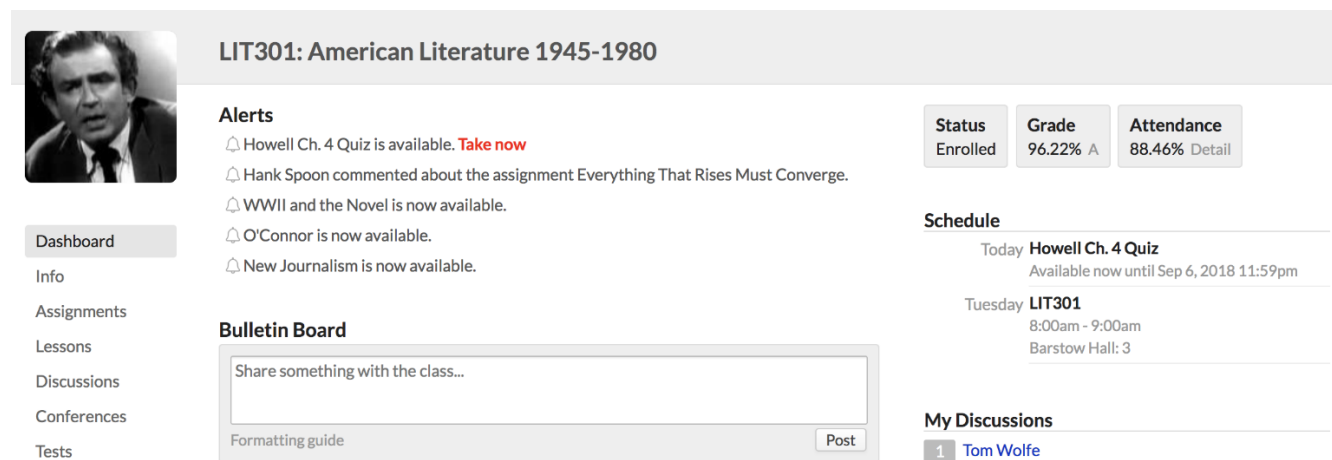
Enter the **recipient name**.

Depending on the delivery method selected by the student, enter the recipient's address or email.

Enter any additional notes about the request.

Haven University has a "*per transcript*" fee for each official transcript. The student may pay the transcript fee through their student Populi Profile.

Finding Academic Information

There are a variety of ways for distance students to view their academic information in Populi. The student's **My Profile** will help to find information, grades, and more for specific courses.

Basic info about your courses

First, the following guide to what the student can find in their courses (an instructor might not make all of these items available to you):

Dashboard shows what the distance students need to know about their courses in real-time. The Dashboard also tells what's coming soon. It includes **alerts** about lessons, tests, discussions, and assignments; a schedule of upcoming meeting times and other events; a list of currently available discussions; and the course bulletin board.

Info shows **essential course information**—everything from **description to availability dates to number of credits/hours.** You can also find the **course reading list**, files, supplies, and links.

Assignments give a list of all the coursework the instructor wants the student to know.

Lessons are **collections of course materials**—*content, assignments, discussions, links, and files*—that cover a particular section of the course curriculum.

Discussions are **online conversations** between your course's professor(s) and students.

Conferences are **live video/audio session**s conducted by the instructor. This view *only* shows when a conference is currently in session.

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

Roster shows who else is taking the course.

Chats are **scheduled real-time discussions** that are meant more for **conversations, quick thoughts, and so on.**

My Courses

My Courses gathers together all of the courses you're taking or have ever taken at your school.

The **Dashboard shows** all the student's current courses (enrolled or auditing) together with a **selection of past and future** courses.

The student will see alerts for their current courses—these are the same alerts seen on their **Populi Home page.**

All Courses lists *every course* the student *has taken* at Haven University.

My Profile > Student

The **Student view** on **My Profile** collects or links to all of your courses and academic information.

The student's transcript is a complete record of the courses taken at Haven University (including any **transfer courses** that have been applied to your program).

The **student's degree audit** is a tool that compares a student's courses and academic performance to their school's degree requirements.

On the **right column of the student view** the student will see their courses, degrees, programs, honors, and student information.

At the top of the screen, the student sees actions that let the student:

Export grade report: This lets the student create a **PDF** of their grade report for any term in which they have received a final grade for all your courses.

Export schedule: Creates a PDF of the **student's course schedule** for any term.

Print enrollment verification: This letter verifies your enrollment in courses for the term the student select.

Student information, courses, etc.

Student Information

Student ID	2017000002
Advisor	Hank Spoon
Proctoring	Not required

Student information includes items like the **student ID number, academic advisor, and whether the student is required to have a proctor for online tests.** Haven University may also **add custom information fields** here—if you have any questions about these items, contact your advisor, the registrar or the admissions department. admin@haven.edu

Courses

Courses

Show [Spring Term 2017-2018]

🔒 ART344: Photographers of the New Deal	B+
LIT302: American Literature 1975-Present	A-
THE302: Church History: Fall of Rome to the Medieval Era	
WRI352: Writing Workshop: Creative Non-fiction	AUD

Courses shows the student their **registered** (*enrolled, auditing, incomplete, withdrawn)* at this school—past, present, and even future.

It starts by showing the **student's current courses**—those that have started and have not yet ended.

Use the selector to see courses from particular terms.

Click the course name to go to its page, where the student can *find lessons, take tests, upload assignments, post to discussions, and get updates and other information.*

As soon as the instructor has given any sort of grade in the course, the student shall see your in-progress grade here. If the student withdraws, they will see **a W; if auditing, AUD**; if incomplete, **INC. indicates** that the course has been finalized: it is now closed, and the student's grade and other details have been committed to their permanent academic record.

Programs, degrees, and honors

Programs

Undergraduate - Junior

Start Date	7/3/2017
Entrance Term	Summer 2017-2 2017-2018

Degrees

Bachelor of Fine Arts

Status	Pursuing as of 8/4/2017
Catalog Year	2017-2018
Ant. Completion	5/23/2019

Honors

Program Honors

Cum Laude - Undergraduate

A program is a course of study that encompasses a particular group of courses. The Programs section tells the student which program(s) they are currently listed.

The student can **get listed in a program** when they pursue a degree.

The student can **be active or inactive** in a program.

The student's transcript contains a complete record of all of the courses included in a particular program.

A degree is the award the student gets for completing a course of study.

The status indicates whether you're pursuing the degree, have stopped pursuing it, or have been granted it.

Catalog year refers to which academic year's requirements you're being held to in order to attain the degree.

Anticipated completion is the date by which the student most likely completes the degree.

If the student is pursuing a major or a minor, they will see it listed here, too.

The degree audit lets the student compare their academic history to the Haven University degree requirements.

Honors are awards Haven University may note on a student's transcript. They may be connected to enrollment in a particular program, degree, or academic term.

How to get information about your tuition, fees, and payments

The financial view shows the student's tuition, fees, payments, financial aid, and other financial transactions with Haven University.

The following is a quick overview of this section:

Dashboard shows the student's financial information like unpaid invoices. The student can also come here to make **online payments** and download tax forms like the 1098-T or T4A.

By Term contains financial information pertaining to specific academic terms. Here the student can see your tuition and fees incurred for, say, the Fall Term courses, as well as financial aid, room and meal plans, and other payments. **Click Print Statement** to get a statement of all your term-related financial activity.

Financial Aid details the student's financial aid awards and applications.

History gives the student a list of all their financial transactions—invoices, payments, refunds, etc.

Dashboard

The student's **financial dashboard summarizes their financial activity**. It includes pending fees (that aren't tied to an academic term), unpaid invoices, unapplied payments, recent transactions, a summary , and information about payment plans.

Click Print Statement to **create a PDF** of the student's overall financial statement. It includes any amount the students owe Haven University together with a complete breakdown of relevant charges and payments.

Click an invoice #, payment detail, or credit # to see the full particulars of any of those items.

Haven University students can pay school invoices online, using a credit/debit card and/or electronic check.

Summary

Pay now amount: 533.63
37.50 OVERDUE
Make a Payment
Someone else paying?

Summary	
Overdue	37.50
Due by Jan 11, 2019	1,793.01
Total Due Now	**1,830.51**
Unapplied Payments	-560.88
Unapplied Credits	-25.00
Unallocated Scheduled Aid	-711.00
Pay Now	**533.63**
Due by Feb 22, 2019	1,314.87
Due by Apr 5, 2019	1,314.87
Due by May 17, 2019	1,314.87
Due by Jun 28, 2019	239.08
Total Balance	6,139.32

Depending on the student's financial activity, the student might find any or all of the following information on their financial summary:

Overdue: The sum of all the student's unpaid charges on invoices whose due date has already passed.

Due by: Any amounts coming due soon.

Total due: The sum of the above items.

Unapplied payments/Unapplied credits: Any payments or credits that have not been applied to specific invoices.

Unallocated scheduled aid: Scheduled financial aid disbursements that the school has not yet matched up with specific invoices.

Pay now: Total due minus unapplied payments/credits and expected aid.

Due by: Amounts due beyond anything included in the **Pay Now amount**. This includes payment deadlines for payment plans and invoice due dates not included in the Pay Now line. These amounts may be affected by any scheduled financial aid disbursements that have been attached to specific invoices.

Total Balance: The sum of all your unpaid invoiced charges together with unapplied payments/credits; it excludes any expected aid.

Payment Plans

Payment Plan

Spring Undergrad

Jan 11, 2019	1,793.01	
Feb 22, 2019	1,314.87	1,314.87 Due Later
Apr 5, 2019	1,314.87	1,314.87 Due Later
May 17, 2019	1,314.87	1,314.87 Due Later
Jun 28, 2019	239.08	239.08 Due Later
Charges on Plan	**5,976.70**	

Show Charge Details

Payment plans on your financial dashboard cover all of the student's invoiced charges (that are eligible for inclusion in the plan). The student can also have a term-based payment plan that covers only those invoices connected to a particular term (these are shown on the By Term view).

Next to each payment due date is the amount of the installment and the amount (if any) remaining to be paid. If the installment has been paid, the student can see whether it was paid **Late or On Time.**

In most cases, payment plans have been assigned to the student by the school.

By Term

The By Term view includes financial activity related to a specific academic term. It shows financial aid, term-specific charges and payments, enrollment information, and a summary.

Click Print Statement to create a PDF of your term financial statement. It includes invoiced charges together with a complete breakdown of relevant charges and payments.

If you have financial aid for this term, click Show detail to see the individual disbursements that will affect your term charges.

FAQ

How to make an online payment?

Haven University has set up online payments in Populi, the student can pay tuition, fees, and other charges using a credit card or debit card.

Here is how to do that:

How to know if you need to make a payment?

If the student needs to make a payment, the student can see notices in two places:

The student can access this by logging into their **Student Populi Profile**. There, the student can see an **alert** right on your **Home page.** The student can see whether or not there is an upcoming or overdue invoice. Click the alert to go to the payment page.

On **My Profile > Financial > Dashboard**, the student can see a list of unpaid invoices and your **Pay Now amount. Click Make a Payment** to go to the **payment page.**

Where is the payment page?

The payment page collects billing information from the student so that Haven University can process the student payment.

Enter the requested information accurately and completely. If the information is not entered accurately as prompted, the payment probably will not go through.

The Payment Amount field is auto-filled with your Pay Now amount. To pay a different amount, the student will have to enter that number manually.

Recurring payments and payment plans: Haven University does offer payment plans. Payment arrangements must be made directly with Haven Administration. Please contact Haven Administration for details: admin@haven.edu

When the student chooses a payment plan, it sets up a recurring payment according to a schedule set up by Haven University. The student may be able to preview the plan before completing the payment process.

The student can receive an email with all the details of the recurring payment or payment plan together with a link **to view, pause, or cancel** the recurring payment.

Three days before your card or bank account is charged, Populi will send the student an email from notifications@populi.co containing the details of the upcoming charge.

When the student is ready, they can **click Pay Now.** Once this is done, the payment will be submitted and the student will be taken to a **printable receipt page.**

Someone else paying your tuition?

If someone else is paying the student's bill, the student can share a link to their payment page.

On **My Profile > Financial > Dashboard** under **Pay Now**—OR, on **the payment page**—click **Someone else paying?**

A link to the payment page will appear.

The student can copy and paste the link and share it with the person who will be paying your bill.

The **link takes them to the payment page** and will work for them the same way it works for the student.

Where can I find my grades?

The student can find course and assignment grades in various places in Populi.

The following is where the distance student can go to get this information:

Course Grades - The student's overall course grade appears when the professor first grades an assignment (provided the instructor has allowed Course Progress to be visible to students). The quickest way to see this grade is on the **Courses panel**, which is found both on **Home and My Profile**.

The following is what the student will see in that panel:

If no assignments in a course have been graded yet, there will be a blank space for the grade.

If one or more assignments have been graded, the student can see their current, in-progress grade.

When a course has been finalized, the student can see a lock next to it. The grade next to such courses is the final course grade—this is what goes on the student's transcript.

If the student has withdrawn from a course after the add/drop date, the student will see **W(or your school's equivalent).** If the student has an incomplete course, they will see that too.

This isn't the only place for the student to see their overall course grade. The student can also see it on the **course dashboard**: look for the stats at the top of the **right column** of the screen.

My Courses shows the same information for each course displayed on the **Dashboard**.

Populi's mobile apps also show the student their course grade. **Tap and select My Courses**. The student can also receive **notifications from the app** when their grades change—The student can configure those in the **app's Settings view.**

Assignment Grades

Assignment grades are available as soon as the professor submits the grade (provided the instructor has set course Progress to be visible to students).

Here is where to find those:

In the course **Assignments view,** the student can see letter and percent grades in the assignment list.

On individual assignment pages, the student can see their grade in the **right column** under **My Assignment Grade.**

GPA, Earned Credits, Etc.

To view things like the GPA, earned credits/hours, and so on, the student can look at their transcript through their unique **Populi Student Profile.**

The student's grade report shows these items for a particular term.

The student can **export an unofficial transcript**, request an official transcript, or export their grade report from **My Profile > Student.**

Populi Reference Link Directory

Courses – Lessons, Assignments, Quizzes

- [Submitting a course evaluation](#)
- [An overview of Populi courses](#)
- [Submitting and interacting with peer review assignments](#)
- [How do I register for courses?](#)

- [How to submit work for assignments](#)

- [Online tests](#)

- [Lessons](#)

- [Discussions](#)

- [How to use Populi's mobile apps to check in for course attendance](#)

- [Chat](#)

Your academic information: Grades, Transcripts, and Degree Audits

- [How to find your academic information](#)

- [Your transcript](#)

- [Your degree audit](#)

Your Financial Profile – Tuition, Fees, Payments, Financial Aid

- [How to get information about your financial aid](#)

- [How to get information about your tuition, fees, and payments](#)

FAQs

- [How do I make an online payment?](#)

- [Where can I find my grades?](#)

Populi Knowledge Base

Additional Resource – Getting Familiar with Your Populi Student Course Navigation & Special Features

For additional study about the Distance Student's *Populi Student Profile and Virtual Class Portal*, it is recommended to review the *"How To"* articles provided at the ***Populi Student Knowledge Base***. Should the distance student have additional questions regarding their *Populi Student Profile & Virtual Class,* the **Populi** **Knowledge Base Location:** https://support.populiweb.com/