



### College Registrar's Office

### READ THIS FIRST

10/12/16 dl

**LOG IN** (see your welcome email).

### YOUR CLASSES

The screenshot shows the student portal for Mr. Etain Shrdlu. A red arrow points from the 'My Profile' tab to the 'Export Schedule' pop-up window. The pop-up window has a 'Select term' dropdown menu set to '2016-2017; PC: 2016-17 Year'. Below the dropdown, there is a message: 'There is 1 course that is not mapped to a program.' The main page shows student information, degrees, and a cumulative GPA table.

	Attempted Credits	Earned Credits	Points	Cumulative GPA
Resident	6.00	3.00	3.00	4.00
Transfer	6.00	6.00	0.00	0.00

The screenshot shows a printable class schedule for Prairie College. The header includes the college name and course information: 'Course Schedule: Shrdlu, Etain (#216950) PC: 2016-17 Year 2016-2017'. The schedule lists enrolled classes with their start and end dates, times, and room numbers.

**Enrolled**

XX-YY-11 Test Class  
Instructor: Douglas Lewis  
Start Date: Jun 20, 2017 - Jun 20, 2017  
Credits: 3.00

Thursday  
8:00am-9:00am  
Room T2A

Friday  
8:00am-9:00am  
Room T2A

**Total Enrolled Credits: 2.00**

Shows dates, days, times, places of your classes. Printable when enlarged to full screen. (Odd meeting times won't show here; go to your Calendar (see below) or the class's Calendar tab.)

## YOUR CALENDAR

Shows your events, school events, class meetings when boxes are checked. The College updates 'School Calendar' and 'My Courses' calendar when there are changes. Printable.

## TIME ZONE

Make sure your time zone is set for this or events and classes will show the wrong times.

## MISCELLANEOUS

You need to follow the Registrar's staff so you get announcements on your Bulletin Board.

The top screenshot shows the Populi interface with a search bar containing 'CHERYL MCLIM'. A dropdown menu lists several people, including Cheryl Smith (DeBruyn) McLim, Etain Shrdlu, Cheryl Lynn (Taylor) Unger, and Shyrelle Faith Lee. A red arrow points from the search bar to the dropdown, and another points from the dropdown to the user's name.

The bottom screenshot shows Cheryl McLim's profile page. A red arrow points to the 'Follow Cheryl' button located next to the 'Post on Cheryl's bulletin board' text area.

Search for 'Douglas Lewis' and follow the same procedure.

## LOG OUT

The screenshot shows the 'Settings' page in Populi. In the top right corner, there is a user menu with options: 'My Profile', 'Settings', and 'Log Out'. The 'Log Out' option is circled in red.

For a full introduction to Populi, go [here](#).