

# VST Student Portal: Populi LMS (Learning Management System)

VST's Student Portal, Populi is a convenient portal where you can enroll in courses, check your grades, pay your tuition, and much more. In addition to these administrative features, VST uses Populi as the primary repository for course materials and other institutional communication.

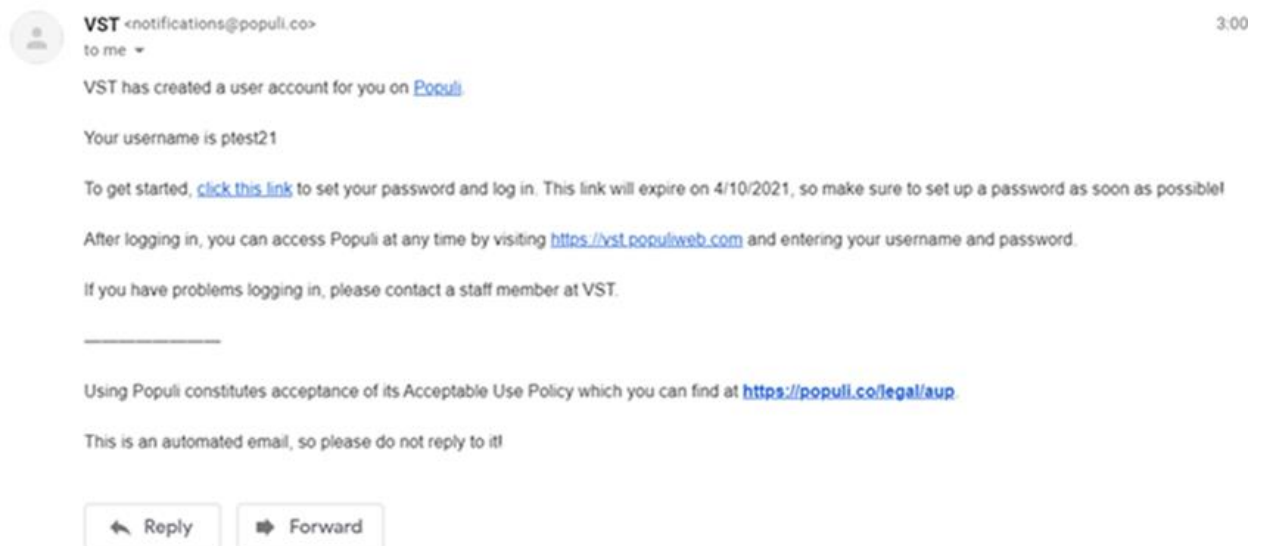
We hope that the following tutorial will prove helpful as you explore the features of Populi.

## Getting Started

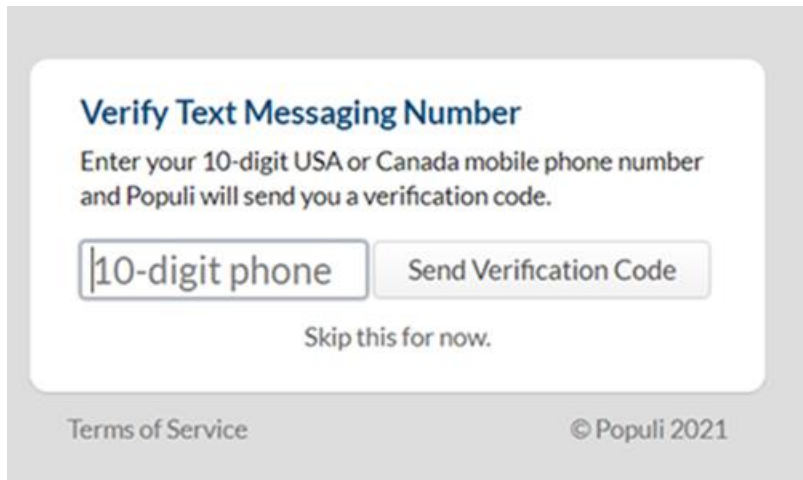
**If you have already set up your account** you can sign into Populi, VST's student portal, at <https://vst.populiweb.com>. Bookmark the direct link on your browser to allow for easy access.

**When logging in on another computer**, simply Google "VST Registration" to find the VST Registration page and access the Portal.

**If this is your first time logging on**, you should be receiving a link in your email shortly, which will allow you to create your account on this platform:



Select the “click this link” hyperlink, at which point you will be taken to this screen:



**Verify Text Messaging Number**

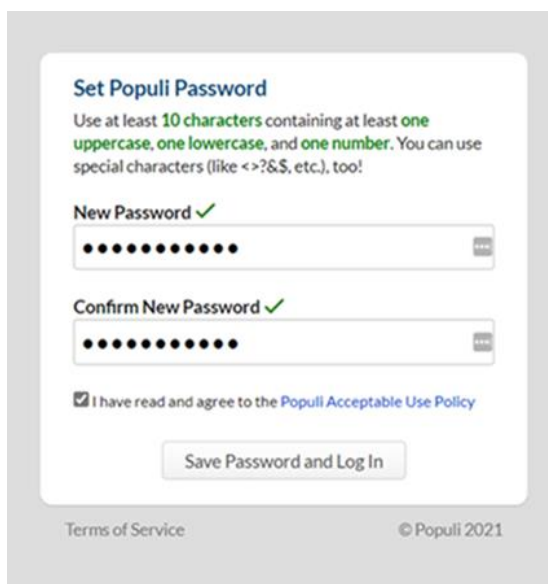
Enter your 10-digit USA or Canada mobile phone number and Populi will send you a verification code.

[Skip this for now.](#)

[Terms of Service](#) © Populi 2021

Entering your phone number will allow you receive correspondence from VST via text message in the future. **Please note that this is an optional step**, and if you do not wish to provide a mobile phone number at this time, you can click “Skip this for now.”

The following screen will prompt you to create a secure password for your Populi login. Please make note of your chosen password. However, if you forget it later, you can always reset it:



**Set Populi Password**

Use at least **10 characters** containing at least **one uppercase, one lowercase, and one number**. You can use special characters (like <?&\$, etc.), too!

**New Password** ✓

**Confirm New Password** ✓

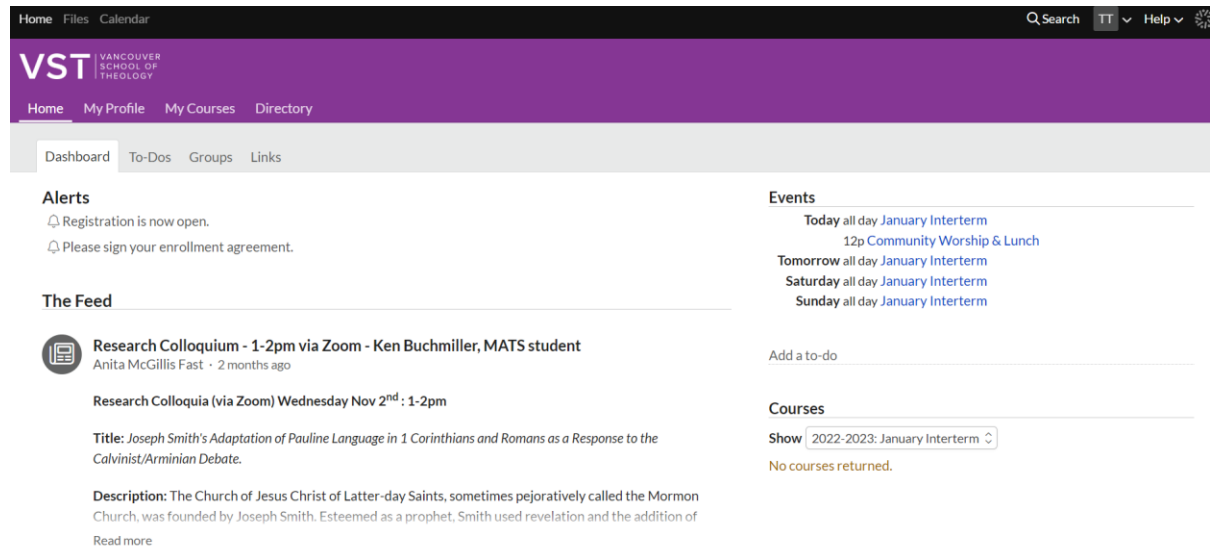
☒ I have read and agree to the [Populi Acceptable Use Policy](#)

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After clicking “Save Password and Log In,” you will be taken to the **Dashboard** screen of your Populi account.

## Home Page

When you first log in, your Profile will open on your **Home Page Dashboard**.



The screenshot shows the VST Home Page Dashboard. At the top, there is a navigation bar with links for Home, Files, and Calendar. Below this is a purple header with the VST logo and navigation links for Home, My Profile, My Courses, and Directory. A secondary navigation bar includes Dashboard (selected), To-Dos, Groups, and Links. The main content area is divided into three columns. The left column contains 'Alerts' (Registration is now open, Please sign your enrollment agreement) and 'The Feed' (Research Colloquium - 1-2pm via Zoom - Ken Buchmiller, MATS student). The middle column shows a detailed view of the Research Colloquium, including its title, description, and a 'Read more' link. The right column displays 'Events' (Today all day January Interterm, Tomorrow all day January Interterm, Saturday all day January Interterm, Sunday all day January Interterm) and 'Courses' (Show 2022-2023: January Interterm, No courses returned).

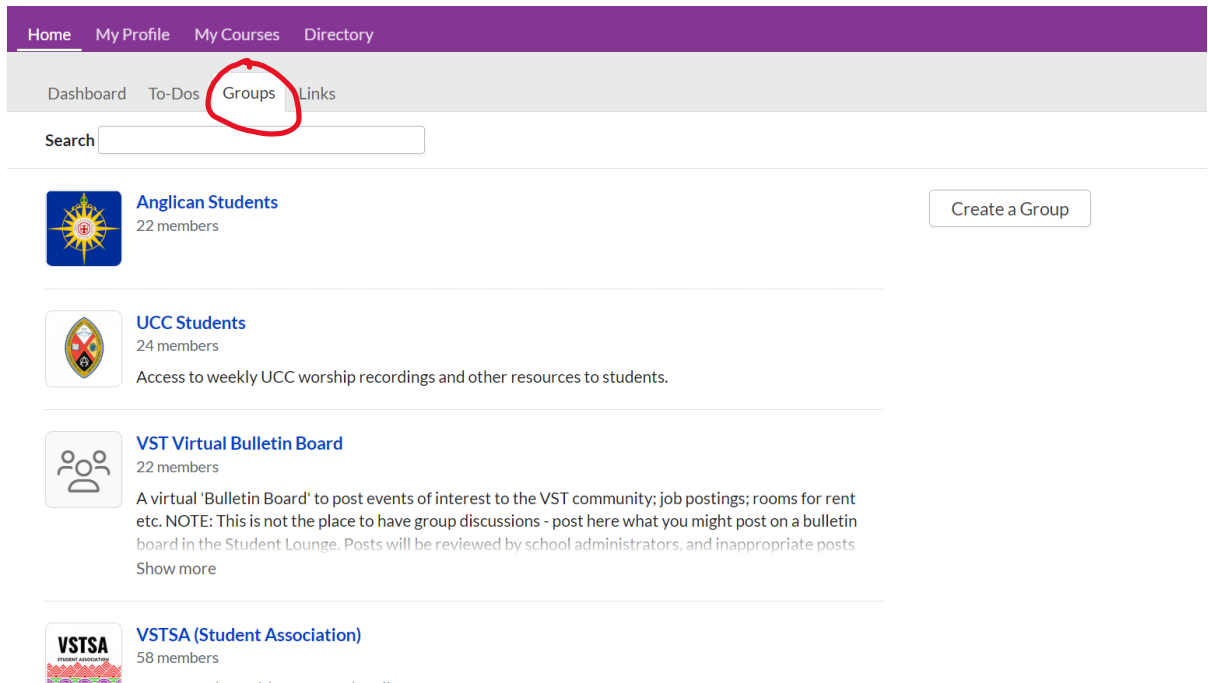
Here you will see a summary of upcoming events; To-Do's you may have added to your To-Do list (see the tab on the home page to manage your To-Do's!); a list of any courses you have enrolled in; and a **News FEED** of posts through the VST News Channel. **It is good to check your Dashboard several times a week to keep up on what is happening at VST!**

## VST Groups

Also on the Home Page Dashboard, you will see a **"Groups" tab**. From this tab you can see all the various groups you can join as a student.

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Some are open only to select students (i.e. from a particular denomination). Others are open to anyone (like the VST Virtual Bulletin Board and VSTSA). You can select to join as many of these groups as you like.

You can also create your own group! Like a study group for a class; or a group of students interested in a particular topic (i.e. Eco-Justice, Meditation, etc.)

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## My Profile

To the right of your Home tab, is **"My Profile"**. Most of what you do with Populi will be on the "My Profile" tab.



The first tab you come to on “My Profile” is the **Bulletin Board**, where you can see posts that a classmate or instructor may have posted to your bulletin board. Please note that Bulletin Board posts are not private!

The next tab is the **Info tab**. Here you will be able to change your personal information (like a new address, phone number or email). Edit information by clicking on the three dots to the right of the field you want to modify, and then click “Edit”.

Under the “**Other Info**” section, you can add other information like preferred pronouns, dietary restrictions, tribal affiliation, and upload your Police Information Check (required for those in Field Education).

Bulletin Board	Info	Student	Registration	Financial
<b>Contact Info</b>				
Mobile	☆	🔒	(604) 555-4321	add
Home	☆	🔒	magoo_123@yahoo.com	⋮
our picture	☆	🔒	123 Test Street	⋮
			Vancouver, BC V5R0E4	⋮
			Canada	⋮
<b>Other Info</b>				
Date Of Birth			Mar 11, 1977	add
				⋮
Denominational Affiliation			Anglican Church of Canada	⋮
Police Information Check			PIC - Template.doc	⋮
Preferred Pronouns			They/Them	⋮

A VERY import tab for you is next in line – **the Student tab**. Here you can see the courses you are taking in a term, download your course record or unofficial transcript, export your schedule and print an enrollment verification letter.

The screenshot shows the VST Student Portal interface. The 'Student' tab is highlighted with a red circle. Below the navigation bar, there are links for 'Export Grade Report', 'Export Schedule', and 'Print Enrollment Verification'. On the left, there is a profile section with a bio link and a clock icon showing '11:43 AM local time' and an 'Email Faculty' link. The main content area is divided into several sections:

- Transcript**: A button to view the transcript.
- Degree Audit**: A button to view the degree audit.
- Transcript Actions**: A dropdown menu.
- Student Information**: A section showing the student ID (2021000030).
- Courses**: A section showing a list of current courses:
  - ETH500D: Creation Ethics
  - HIS500: Christianity and Judaism in Antiquity
  - PT551: Pastoral/Spiritual Care and Practice
- Programs**: A section showing the basic degree and start date (1/5/2023).
- Degrees**: A section showing the master of arts in theological studies and status (Pursuing as of 1/5/2023).

Below the 'Courses' section, there is a table for the 2022-2023 Spring semester:

Course	Name	Atmp. Credits	Ern. Credits	Grade	Points
ETH500D	Creation Ethics	3.00	0.00	IP	--
HIS500	Christianity and Judaism in Antiquity	3.00	0.00	IP	--
PT551	Pastoral/Spiritual Care and Practice	3.00	0.00	IP	--
Totals		9.00	0.00		

Below the table, there is a summary of the term GPA (0.00) and cumulative GPA (0.00).

On the Student Tab you will also be able to do a **“Degree Audit”**. This feature allows you to see what degree requirements you have completed, and what courses remain outstanding. If you notice a course hasn’t been “mapped” correctly to complete a requirement, please don’t hesitate to contact the registrar’s office – [registrar@vst.edu](mailto:registrar@vst.edu).

Beside the Student tab is the **Registration tab** where, when the registration period opens, you can add courses to your registration. If you don’t see one listed in your list that you’d like to register for, just let me know – sometimes you won’t see an option because you don’t have the VST prerequisite (but maybe you took the equivalent course in a previous degree) or there is a timetabling conflict (but you’ll do one asynchronously via Zoom). As long as we are within the drop/add period, you can also drop a course using the ‘garbage can’ icon to the right of the course.

Bulletin Board Info Student **Registration** Financial

Registering for 2022-2023: Spring Undo Changes Save

**Selected Courses**

Name	Status	Credits	Primary Faculty	Schedule	Delivery Method	Remove
ETH500D-1: Creation Ethics	Enrolled	3.00	Randy Woodley	02:00pm-05:00pm WE 06:00pm-09:00pm TH 09:00am-05:00pm FR, SA	Hybrid (online with on campus portion)	
HIS500-1: Christianity and Judaism in Antiquity	Enrolled	3.00	Harry Maier	02:00pm-05:00pm TU	On Campus	
PT551-1: Pastoral/Spiritual Care and Practice	Enrolled	3.00	Philip Tse	09:00am-12:00pm MO 08:00am-09:00am TH, FR, SA	Hybrid (online with on campus portion)	

**Courses Offered**

Enroll / Audit **Show** Department

Courses to enroll in Available courses with no conflicts All

- COMP600-1: Comprehensive Exam**  
Enroll: ✓ Audit: ✓ Openings: ∞ Credits: 0.00 Mari Joerstad
- HIS600D-1: North American Church History**  
09:00am-12:00pm WE  
Enroll: ✓ Audit: ✓ Openings: ∞ Credits: 3.00 John Young Online

**Note:** If you want to audit a class rather than take it for credit, you need to first select the drop down under “Enroll/Audit” and switch to ‘courses to audit’. Just be sure to change it back when you want to take a class for credit!

And finally there is the **Financial Tab**. On this tab you can see what you owe, make payments, sign your enrolment agreement and once tax forms are distributed, download your T2202 form!

Bulletin Board Info Student Registration **Financial**

Dashboard By Term Financial Aid History

Print Statement

**Unpaid Invoices**  
No unpaid invoices.

**Unapplied Payments/Credits**  
No unapplied payments/credits available.

**Recent Transactions**  
No enrollment history available.

**Pay now amount: C\$0.00**  
Make a Payment  
Someone else paying?

**Summary**

Pay Now	0.00
Total Balance	0.00

**Enrollment Agreements**  
Unsigned Nov 29, 2022 10:05am

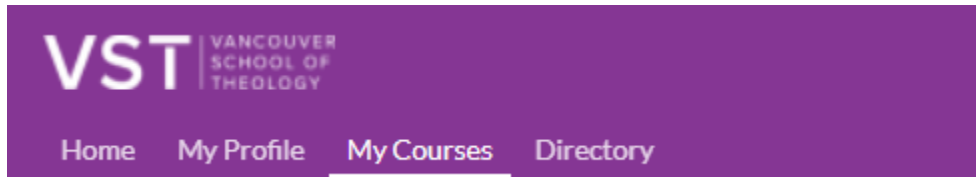
**Custom Fields**

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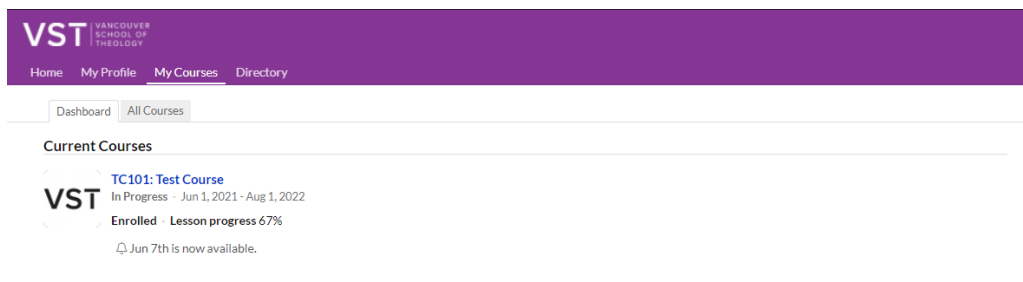
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## Opening a Course Page

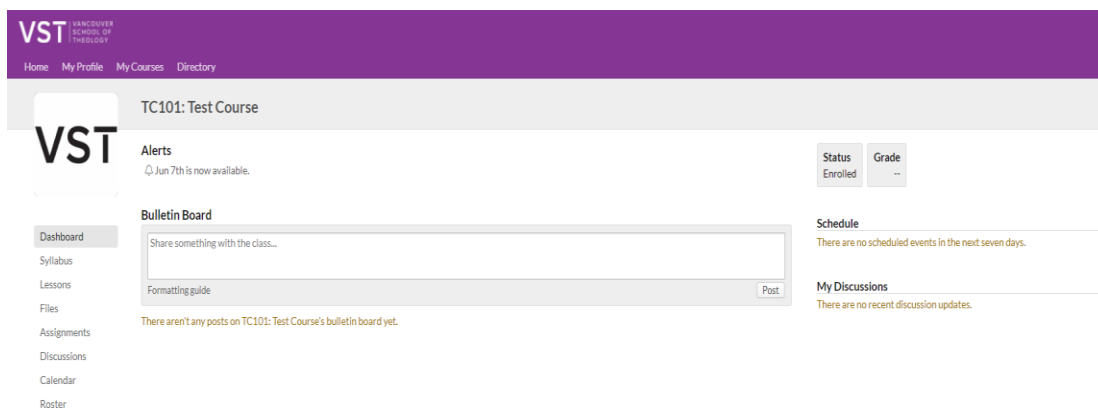
To open a specific course that you are enrolled in, click on the **My Courses** tab on the navigation menu:



You will then be presented with a list of the courses you are enrolled in during the current or upcoming term:



Simply click on the course title or icon to be brought to the page for that course:



You should see something like the previous image. Note that the menu on the left contains a selection of items specific to the current course. We'll go through them one by one.



## Dashboard

The **Dashboard** is where you can see your enrollment status and schedule at a glance. You can also use the bulletin board to post messages pertinent to the course (always get permission from your instructor first!). Any class announcements will likely be posted to this bulletin board, so it's a good idea to check it periodically.

## Syllabus

The screenshot shows the VST dashboard for TC101: Test Course. The left sidebar contains navigation links: Dashboard, Syllabus (selected), Lessons, Files, Assignments, Discussions, Calendar, and Roster. The main content area is titled 'Syllabus' and displays the following information:

**TC101: Test Course**

**Info**

- Course Number: TC101
- Term: 2021-2022: Spring
- Dates: Jun 1, 2021 - Aug 1, 2022
- Units: Credits: 0.00, Hours: 0.00

**Supplies**

**Required Supplies**

- Notebook
- Pens

**Links**

- More information about required reading

**Reading List**

**Required Books**

- CALVINISM: Theology, History, and Practice
- Psalms 101-150 (Brazos Theological Commentary on the Bible)

**Optional Books**

- Merriam-Webster's French-English Dictionary, Newest Edition, Mass-Market Paperback (English and French Edition)

**History 500 Ancient and Medieval Christianity**

**Spring 2022 Syllabus**

Jason Byassee [jbyassee@vst.edu](mailto:jbyassee@vst.edu)  
 778-513-8215 Thursdays 2-5 pm  
 CTA Nehemiah Neuhisa [surbakti.neuhisa@gmail.com](mailto:surbakti.neuhisa@gmail.com)

"I would remind you, brothers and sisters, of the good news that I proclaimed to you, which you in turn received, in which you also stand, through which also you are being saved . . ." 1 Cor 15:1-2

**Introduction**

This course will examine the history of Christian thought from the beginnings of the Common Era until the high middle ages, with special attention to the formative centuries of the patristic period. The course is designed to be primarily a history of Christian thought to enable future ministers and other

Moving down the list, we find the **Syllabus** page. Here you will find the textual syllabus, as well as any optional or required readings and/or supplies for your course. Clicking on one of the readings will open a window with more details about the book, including the ISBN and an Amazon link (if available):

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The 'View Book' window displays the following information:

**Title**: Psalms 101-150 (Brazos Theological Commentary on the Bible)

**Author**: Byassee, Jason

**Publisher**: Brazos Press

**ISBN**: 9781587433528

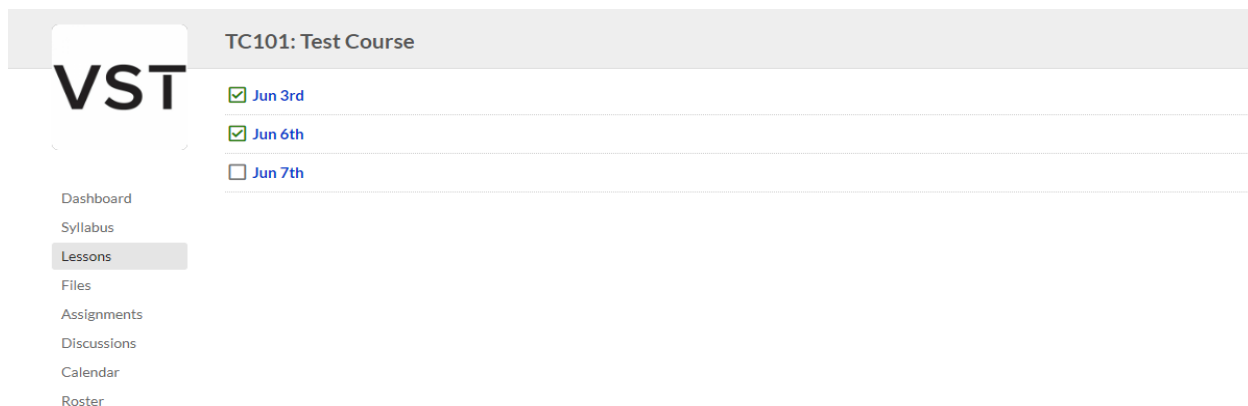
**Publish Date**: Jul 30, 2018

**Binding**: Hardcover

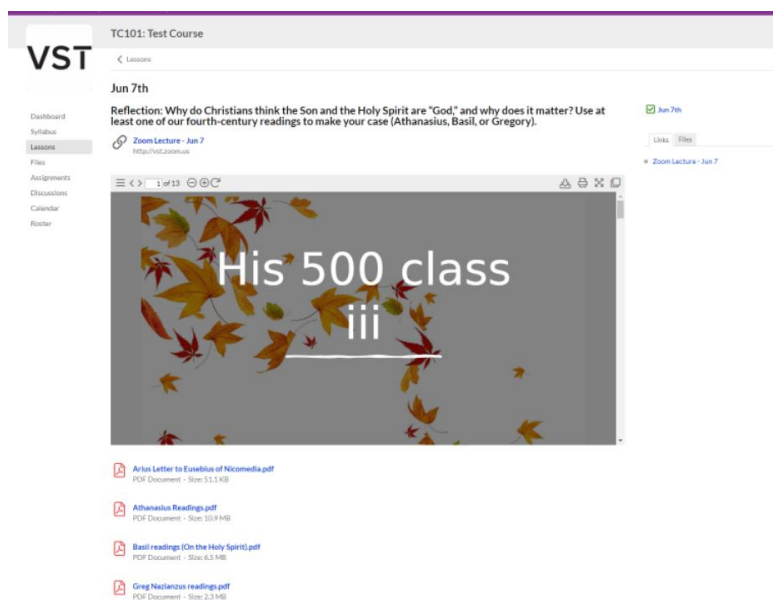
Info courtesy of [Amazon](#)

## Lessons

Next, you will find a link to the **Lessons** screen. This is where all course materials, Zoom links, and information pertinent to specific classes or lessons within the course will be made available.



**Lessons** may be titled as the date of the specific class or as the topic or theme of the individual class. Clicking on one will bring up the page for that lesson. If you see a padlock icon on the lesson you want to open, then access to it might be restricted until a specific date, or you may need to open the previous lesson first to unlock it. Let's open the lesson titled **Jun 7<sup>th</sup>**:

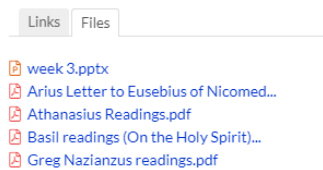


On the lesson page, you will usually find the link to the live Zoom lecture or recording (if applicable) at the top, followed by all the materials for that class. Files like PDFs and PowerPoints could be either “embedded” in the page, displaying their contents inside a scrollable box (such as the “HIS

500 Class III” PowerPoint presentation in the previous image), or consist of a link which can be clicked to download the file or open it in a new tab (such as the PDF file link in the previous image).

Be sure to scroll past any embedded documents or slideshows completely to make sure there aren’t any other course materials or links hiding below them.

For a more concise listing of all the links and materials for the class, refer to the **Links** and **Files** tabs to the right of the course materials:



## Files

### Browsing Files

The **Files** menu option will provide you with a list of all the files available in the course. Under each file, you will see a clickable link to the **Lesson** that file belongs to. You can also sort these files by their name, kind (i.e., file type—PDF, PPTX, DOCX, etc.), file size, and date of upload, by clicking the respective heading at the top of the table:

<input type="checkbox"/> Name	Kind	Size	Date Added ▲
-------------------------------	------	------	--------------

Clicking on a file’s name will open it for viewing. When you’ve done viewing the document, click the little “X” in the top left corner of the document preview to close it and return to the list.

### Downloading Files

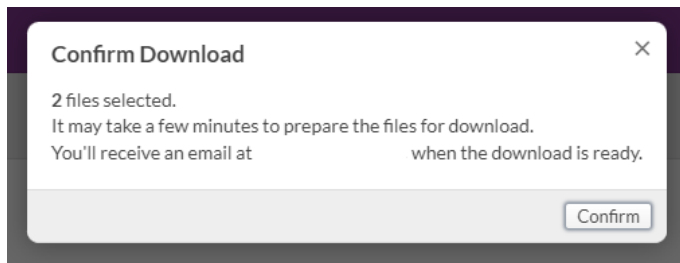
To download a file, simply click on its checkbox to the left of the file name, and then click the **Download** button that appears above the table:

## Files

week 3.pptx [Download](#)

<input type="checkbox"/>	Name
<input type="checkbox"/>	<a href="#">Letter to the Trallians and Letter to the Romans (St. Ignatius).pdf</a> Lessons > Jun 6th
<input type="checkbox"/>	<a href="#">week 1.pptx</a> Lessons > Jun 6th
<input checked="" type="checkbox"/>	<a href="#">week 3.pptx</a> Lessons > Jun 7th
<input type="checkbox"/>	<a href="#">Arius Letter to Eusebius of Nicomedia.pdf</a>

This will immediately download the file to your computer. If you want to download multiple files at once, you simply check off all the files you wish to download, and then click the **Download** button. Instead of immediately downloading the files to your computer, Populi will present you with the following prompt:



Click **Confirm** and, in a few minutes, you'll be emailed a link you can use to download a compressed copy (in ZIP format) of the files you selected for download. Please note that this link is only valid for seven (7) days, and you must complete the steps above if you wish to download the files again after that time.

## Assignments

The **Assignments** functionality inside of Populi will NOT be used for assignments within the course.

**HOWEVER, it is a very important tab once the course is over!**

On this tab, faculty will assign their grade for the course AND upload your narrative comments.

Click on the link ***Final narrative evaluation and grade***

**DS601: Anglican Polity, Mission and Ministry**  
Cross-listed with DS601D

2022-2023: Fall

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

Assignment Groups							
Name	Weight	Extra Credit	Drop Lowest	Mean	Median	Assignments	
Other	100%			92.3% (A)	93.3% (A)	1	

Assignments							
Group	Type	Name	Points	Extra Credit	Due	Availability	% of Course
Other	Grade-only	Final narrative evaluation and grade	100	--	Dec 16, 2022 12:00am to Dec 31, 2022 11:59pm		100.00%

## Discussions

The **Discussion** menu option is used in a variety of ways by faculty. Some use it for weekly topic questions students must respond to. Others as a way for students to have in-class discussions with each other. Course outlines will describe the use of the **Discussion feature** if it will be used.

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**HB500: Hebrew Bible I**  
Cross-listed with HB500D

Show All discussions

Available Discussions	
13	Week 10 Exit Questions @ Chronicles by Mari Joerstad 5 months ago
12	Week 9 Exit Questions @ Kings by Mari Joerstad 5 months ago
15	Week 8 Exit Questions @ Samuel by Mari Joerstad 5 months ago
16	Week 7 Exit Questions @ Ruth by Mari Joerstad 5 months ago
9	Week 6 Exit Questions @ Joshua & Judges by Mari Joerstad 5 months ago

## Calendar

The **Calendar** screen will be displayed, showing all occurrences of the course during the term, as well as any course-specific events you may need to know about:

TC101: Test Course							2021-2022: Spring
Today < June 2022 > Add Event Settings Print							
Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	
			1	2	3	4	
5	6	9 - 12p TC101 (Meeting Time)	8	9	10	11	
12		9 - 12p TC101 (Meeting Time)	15	16	17	18	
19		9 - 12p TC101 (Meeting Time)	22	23	24	25	
26		9 - 12p TC101 (Meeting Time)	29	30			

## Roster

The **Roster** screen will display a list of your classmates. Populi is a great way to keep in touch. Like in many social networking apps, you can “follow” your friends and comment on their posts.



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**And this concludes** the Populi LMS tutorial. If you have any questions or issues with your enrollment, please email the Registrar [registrar@vst.edu](mailto:registrar@vst.edu). We hope you enjoy using VST’s Student Portal LMS - Populi.

## Additional Resources

- [Welcome to Populi! – Populi Knowledge Base \(populiweb.com\)](https://populiweb.com/)
- [For Students – Populi Knowledge Base \(populiweb.com\)](https://populiweb.com/)