

# SYSTEMS & SOFTWARE GUIDEBOOK



**PEDAGOGICAL AND FORMATIONAL  
SUPPORT FOR STUDENTS**

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# ST. BERNARD'S E-MAIL ACCOUNT

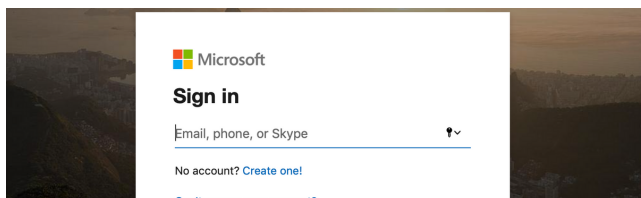


Upon matriculation into a graduate program you will receive an **@stbernards.edu** e-mail for your use.

Please use only for SBSTM business and check at least once daily for important updates from professors, course updates, etc. (see the Student E-mail policy in the Student Handbook for more usage guidelines).

## LOGIN

Steps 1 – 3



1. To log-in, click the **Student Resources** tab at the top right of the St. Bernard's home page: [stbernards.edu/student-resources](http://stbernards.edu/student-resources).

2. Select the "Student Email" button on the Student Resources page.

3. Enter your e-mail and password.

## RESET PASSWORD



If you need to reset your password, please contact a [staff member](#) at St. Bernard's. Our support staff will send you a new password as soon as possible.

# POPULI – STUDENT INFORMATION SYSTEM



*Populi is the 'home-base' system for all things pertaining to student information and records. At St. Bernard's, Populi is used for the following:*

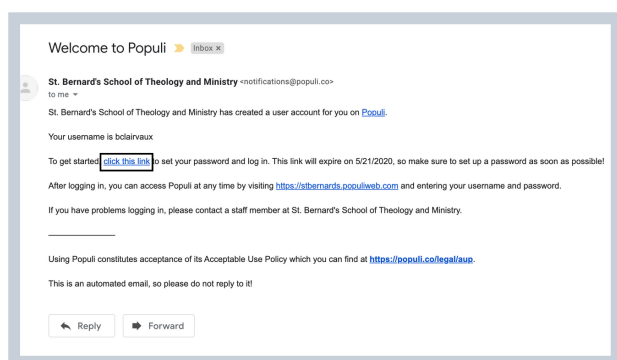
- Basic student information
- Registering for courses
- Financial payments and tracking
- Financial aid awards
- Accessing course syllabi
- Accessing Zoom links for courses
- Accessing required books
- Viewing final grades
- Tracking progress in degree program
- Unofficial/official transcripts

## SETTING UP YOUR POPULI ACCOUNT

A Populi account will be created for every new student at St. Bernard's.

### ACCOUNT SET UP

Steps 1 – 3



1. You will receive a welcome e-mail with a username and a link; follow the link to setup your password and log on.

### 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 2020

2. Populi will ask to verify a text messaging number. You can elect to enter it here or skip this step.



# POPULI – STUDENT INFORMATION SYSTEM



## SETTING UP YOUR POPULI ACCOUNT [CONTINUED]:

### 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](#)

3. An opportunity will be given to create a password that matches your specifications. Be sure to read the [Populi Acceptable Use Policy](#) and check the box. Click 'Save Password and Log In,' and you should be ready to go!

You can read more on how to do this [here](#).

## LOGIN



To log-in, click the "Populi Login" button on the [Student Resources page](#). Enter your Populi Username and password.

You can read more on how to do this [here](#).

## RESET YOUR PASSWORD

Please enter the non-Populi email that was used to set up your account. You will receive an email with instructions on how to reset your password.

[Return to Login Screen](#)

Send

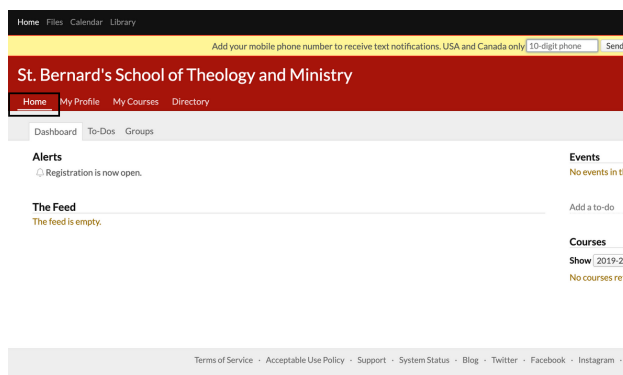
To reset your password, click 'Forgot your username or password?' and enter your e-mail address.

You can read more on how to do this [here](#).

# POPULI – STUDENT INFORMATION SYSTEM



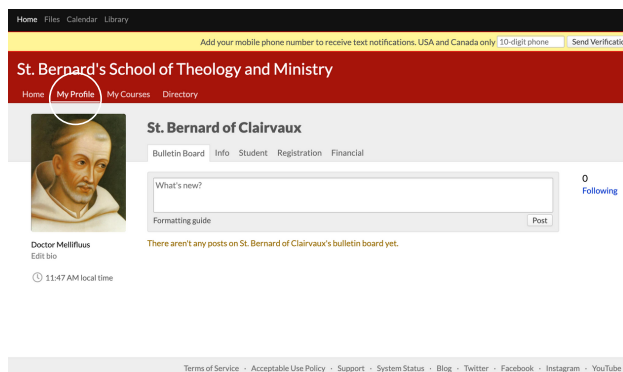
## HOME PAGE



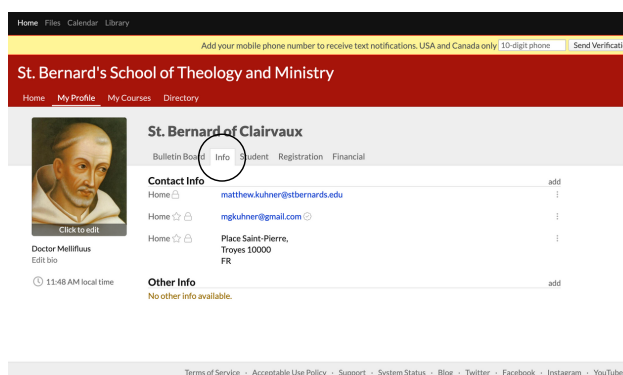
When you successfully log on, you will see your **Home** page. The different pages of Populi may be conveniently accessed from here.

## UPDATE STUDENT INFORMATION

### Steps 1 – 2



1. To view or change your basic information, click the red **'My Profile'** tab next to 'Home.' The My Profile page is the primary page for most official actions, including updating basic information. The 'Bulletin Board' tab will be displayed by default.



2. Selecting the gray **'info'** tab will display the basic information gathered via your application. Out-of-date information is able to be updated here.

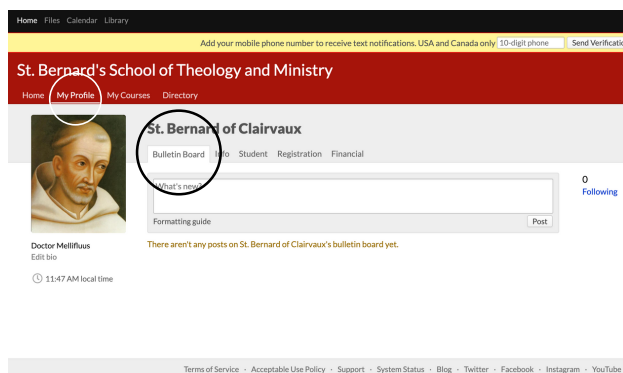
You can read more on how to do this [here](#).

# POPULI – STUDENT INFORMATION SYSTEM

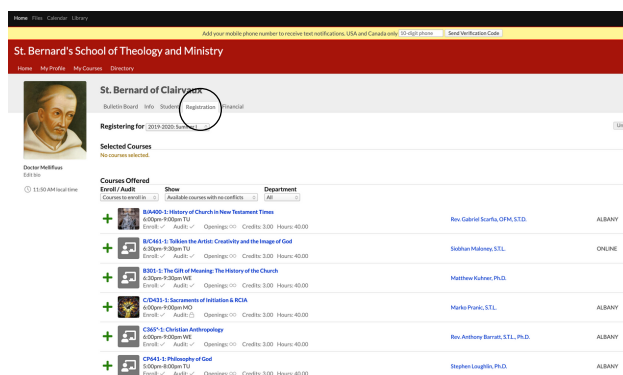


## REGISTER FOR COURSES

Steps 1 – 8



1. To register for courses, click the red 'My Profile' tab next to 'Home.' The My Profile page is the primary page for most official actions, including registering for courses. The **'Bulletin Board'** tab will be displayed by default.



2. Selecting the gray **'Registration'** tab will display the options available for course registration.

Just under the gray tabs there will be a drop-down selection of semesters; select the appropriate semester to ensure the proper list of available courses. *Note: all courses, irrespective of their campus location, are accessible to you since they are all available online via Zoom.*

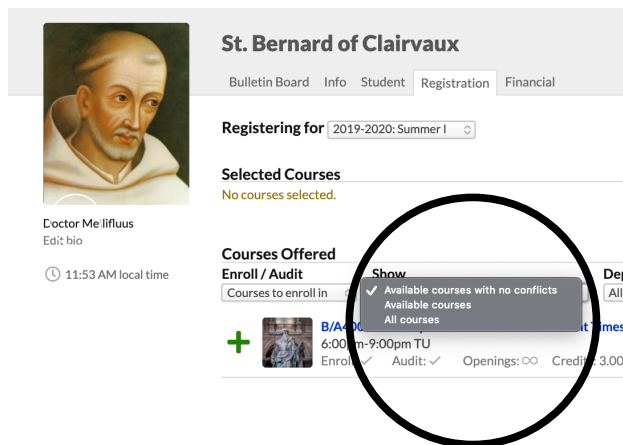


3. Under the **Courses Offered** heading, there are three drop-down selections. Select whether you are enrolling for credit or seeking to audit a course.

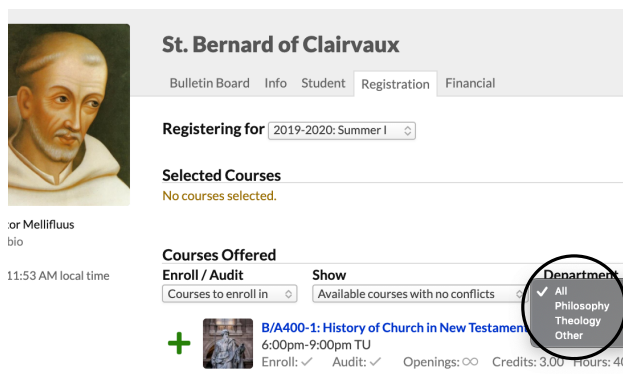
# POPULI – STUDENT INFORMATION SYSTEM



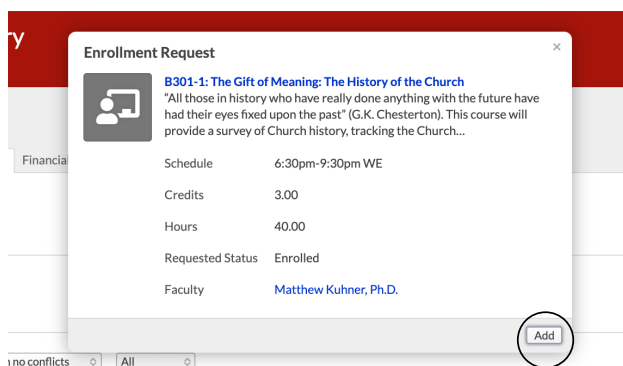
## REGISTERING FOR COURSES [CONTINUED]:



4. Then, select whether Populi should show all courses, courses that have not reached max enrollment (available), or courses that have not reached max enrollment (available) and are not in conflict with other courses already registered for.



5. Third, select which department's courses Populi should display.



6. After appropriate advising meeting(s) and when ready to register for a course, select the green 'plus' sign next to a course. An Enrollment Request box will pop up. Verify that this information is correct; if so, click 'Add.'

# POPULI – STUDENT INFORMATION SYSTEM



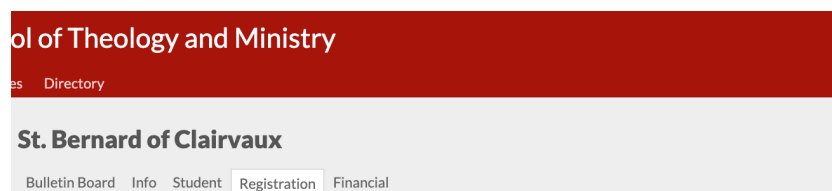
## REGISTERING FOR COURSES [CONTINUED]:



Submit your registration changes by clicking Save

Status	Credits	Hours	Primary Faculty	Schedule	Delivery Method	Remove
Enrolled <span>Unsaved</span>	3.00	40.00	Matthew Kuhner, Ph.D.	6:30pm-9:30pm WE		

7. Populi will display the course as 'selected' for registration. The **'Status'** column will say 'Enrolled' with an 'Unsaved' marker next to it. To submit and finalize registration, click **'Save.'**



Registering for 2019-2020: Summer I

### Selected Courses

Name	Campus	Status	Credits	Hours
B301-1: The Gift of Meaning: The History of the Church	None	Enrolled	3.00	40

8. When registration has been successfully submitted and finalized, the status column will say **'Enrolled'** without an 'Unsaved' marker next to it.

Further information on registering for courses can be read [here](#).

## REVIEW DEGREE PROGRESS/GENERATE DEGREE AUDIT

STEPS 1 - 3

**St. Bernard of Clairvaux**  
Theology - Master of Arts in Pastoral Studies

Bulletin Board | Info | **Student** | Registration | Financial

Export Grade Report | Export Schedule | Print Enrollment Verification

Transcript | Degree Audit | Transcript Actions

**Degree** MAPS: Master of Arts in Pastoral Studies - Pursuing as of 04/21/2020

**Cumulative**

Attempted Credits	Earned Credits	Points	Cumulative GPA
3.00	3.00	12.00	4.00

**2019-2020: Summer I**

Course	Name	Atmp. Credits	Em. Credits	Grade	Points
B301	The Gift of Meaning: The History of the Church	3.00	3.00	A	12.00
Totals		3.00	3.00		

Term GPA 4.00 Cumulative GPA 4.00

-- = No Grade  
AS = AS  
AU-W = AU-W  
AUD = Audit  
I = Incomplete  
IP = In Progress  
R = Retake  
W = Withdraw  
W-AU = W-AU  
WF = Withdraw Fail  
WP = Withdraw Pass

**Student**  
Study  
Advis  
Home

**Cour**  
Show  
No co

**Progi**  
Theol  
Start I  
Prev I  
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**Degr**  
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Catal  
Ant. C

1. Populi enables you to closely monitor progress in your degree program. To navigate to this feature, click the red 'My Profile' tab next to 'Home.' The My Profile page is the primary page for most official actions, including reviewing degree progress. The 'Bulletin Board' tab will be displayed by default. Selecting the gray **'Student'** tab will display the degree progress information.

# POPULI – STUDENT INFORMATION SYSTEM



## REVIEW DEGREE PROGRESS/GENERATE DEGREE AUDIT [CONTINUED]:

**St. Bernard of Clairvaux**  
Theology - Master of Arts in Pastoral Studies

Bulletin Board | Info | Student | Registration | Financial

Export Grade Report | Export Schedule | Print Enrollment Verification

Transcript | Degree Audit

Export Degree Audit

Doctor Mellifluis  
Edit bio  
11:25 PM local time

Degree: MAPS - Master of Arts in Pastoral Studies  
Catalog Year: 2019-2020  
Specialization: None  
Anticipated Completion Date: 4/21/2023

**General Degree Requirements** Not satisfied

Cumulative GPA	4.00 / 3.00 required
Overall GPA	4.00 / 3.00 required
Cumulative Credits	3.00 / 45.00 required
Resident Credits	3.00 / 30.00 required

**Degree Course Requirements** Not satisfied

**MAPS**

0.00 credits earned / 45.00 required
0.00 earned GPA / 3.00 required

2. The **'Transcript'** tab on the 'Student' page will be displayed by default. This tab provides a list of courses taken and courses in progress, organized chronologically, as well as cumulative credit amounts and GPA. The 'Export Grade Report' option will provide a helpful grade report/unofficial transcript in PDF format.

**St. Bernard of Clairvaux**  
Theology - Master of Arts in Pastoral Studies

Bulletin Board | Info | Student | Registration | Financial

Export Grade Report | Export Schedule | Print Enrollment Verification

Transcript | Degree Audit

Export Degree Audit

Doctor Mellifluis  
Edit bio  
11:25 PM local time

Degree: MAPS - Master of Arts in Pastoral Studies  
Catalog Year: 2019-2020  
Specialization: None  
Anticipated Completion Date: 4/21/2023

**General Degree Requirements** Not satisfied

Cumulative GPA	4.00 / 3.00 required
Overall GPA	4.00 / 3.00 required
Cumulative Credits	3.00 / 45.00 required
Resident Credits	3.00 / 30.00 required

**Degree Course Requirements** Not satisfied

**MAPS**

0.00 credits earned / 45.00 required
0.00 earned GPA / 3.00 required

3. Clicking on the **'Degree Audit'** tab (next to 'Transcript') will provide a list of courses taken and courses in progress, organized in reference to the requirements of your degree program. This feature is extremely helpful in identifying future course registrations in conversation with your Advisor. The **'Export Degree Audit'** option will provide a degree audit in PDF format.

You can read more on how to do this [here](#).

## TRANSCRIPT ACTIONS

## STEPS 1 - 2

**St. Bernard of Clairvaux**  
Theology - Master of Arts in Pastoral Studies

Bulletin Board | Info | Student | Registration | Financial

Export Grade Report | Export Schedule | Print Enrollment Verification

Transcript | Degree Audit

Transcript Actions

Export Transcript  
Official Transcript Request

Doctor Mellifluis  
Edit bio  
11:26 PM local time

Attempted Credits	Earned Credits	Points	Cumulative
3.00	3.00	12.00	

**2019-2020: Summer I**

Course	Name	Atmp. Credits	Earn. Credits	Grade
B301	The Gift of Meaning: The History of the Church	3.00	3.00	A
Totals		3.00	3.00	

Term GPA 4.00 Cumulative G

-- No Grade  
A+ - A

1. Populi enables you to closely monitor progress in your degree program. To navigate to this feature, click the red 'My Profile' tab next to 'Home.' The My Profile page is the primary page for most official actions, including accessing transcripts. The 'Bulletin Board' tab will be displayed by default. Selecting the gray **'Student'** tab will display the degree progress information.

# POPULI – STUDENT INFORMATION SYSTEM



## TRANSCRIPT ACTIONS [CONTINUED]:

**Official Transcript Request** ×

Program

Theology

Delivery Method

Hard copy transcript

Recipient Name

Recipient Address

Street

City

Choose a state... ZIP

United States of America

Additional Instructions

\$5.00 will be charged to your account for this request.

First Name on Card

Last Name on Card

Card Number

Expiration Date

Month

Year

Security Code

Billing Address

Place Saint-Pierre,

Troyes

State/Province/Region 10000

France

Your Name

Bernard of Clairvaux

Your Email

mgkuhner@gmail.com

Your Phone

I certify that the information on this transcript request is complete and accurate.

Electronic Signature

Type Your Name Here

Submit

2. Selecting 'Official Transcript Request' will cause an '**Official Transcript Request**' box to pop up. Provide the requested information, click '**Submit**,' and a St. Bernard's Staff member will process your request in a timely fashion.

You can read more on how to do this [here](#).



# POPULI – STUDENT INFORMATION SYSTEM



## VIEW FINAL GRADE FOR A COURSE

1. Click the red **'My Profile'** tab next to 'Home' and select the relevant course. Your final grade, when entered, will appear at the top right of the course 'Dashboard' page.

## ACCESSING SYLLABI, REQUIRED BOOKS, AND ZOOM LINKS FOR COURSES

1. Click the red **'My Courses'** tab next to 'My Profile.' The 'Dashboard' tab will be displayed by default. Select the **'Syllabus'** tab from the left column to see the uploaded syllabus, required books, and Zoom link.

Note: the arrow indicates where you can download the syllabus.

You can read more information on accessing syllabi, required books, and Zoom course links [here](#).

# POPULI – STUDENT INFORMATION SYSTEM



## FINANCIAL INFORMATION AND PAYMENTS

STEPS 1 – 6

1. Populi allows you to review financial information, financial aid awards, and make payments. To navigate to these features, click the red 'My Profile' tab next to 'Home.' The 'Bulletin Board' tab will be displayed by default. Selecting the gray '**Financial**' tab will display the above options.

The 'Dashboard' tab will be displayed by default. From this page you are able to review invoices, payments/credits, recent transactions, and can make a payment. Selecting the '**Print Statement**' option will provide a helpful statement in PDF format.

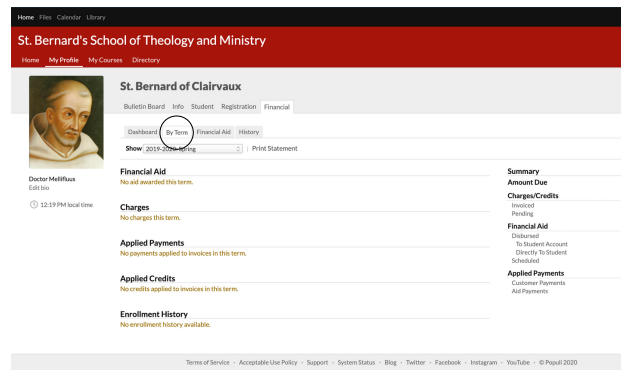
2. Selecting '**Make a Payment**' will display a 'Pay Student Charges' box.

3. Complete the required information and click '**Pay Now**' in order to submit the payment.

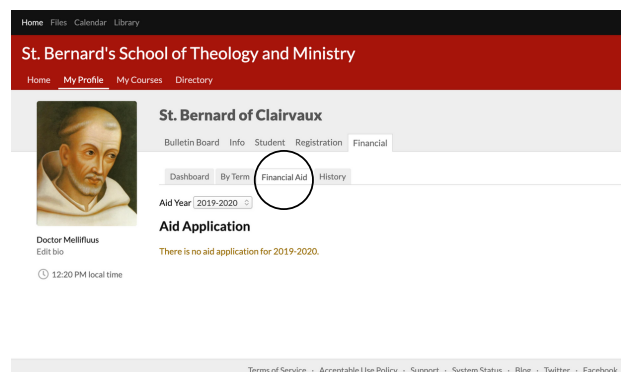
# POPULI – STUDENT INFORMATION SYSTEM



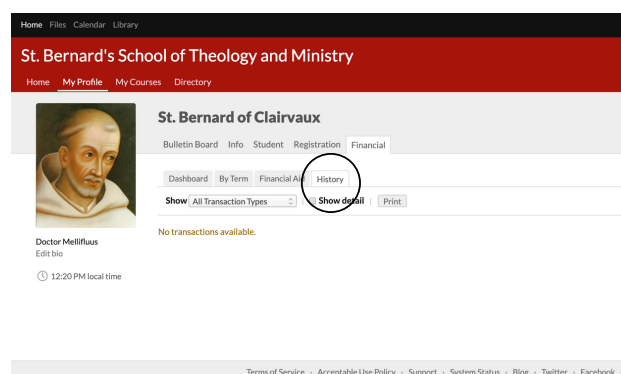
## FINANCIAL INFORMATION AND PAYMENTS [CONTINUED]:



4. Selecting the **'By Term'** tab (next to 'Dashboard') will display your financial information by semester.



5. Selecting the **'Financial Aid'** tab (next to 'By Term') will display your financial aid awards according to Aid Year.



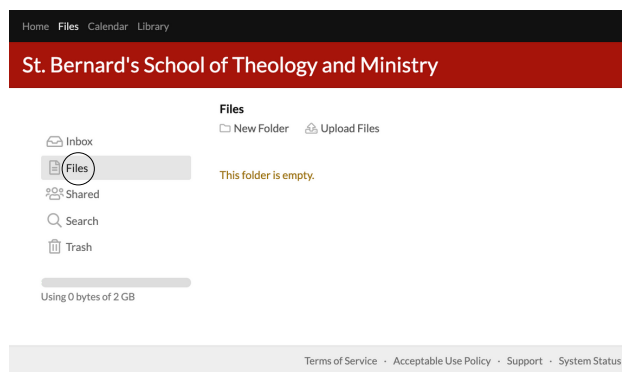
6. Selecting the **'History'** tab (next to 'Financial Aid') will display your total financial history, sortable according to type.

You can read more information on financial information and payments [here](#).

# POPULI – STUDENT INFORMATION SYSTEM



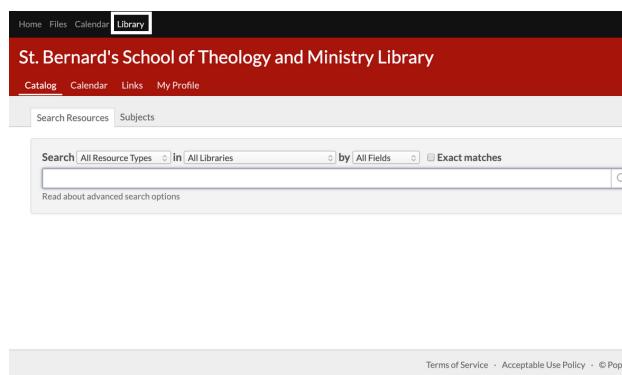
## FILE STORAGE AND SHARING



Populi allows you to utilize up to 2GB of space to store, organize, and share files. To navigate to this feature, select '**Files**' in the top-most bar on any Populi page.

You can read more on file sharing and storage [here](#).

## CAMPUS LIBRARIES CATALOGUE SEARCH



Populi allows you to browse the course catalogues of our Rochester and Albany non-circulating library holdings. If a desired text is found, you may find and engage these texts at either campus (without the ability to check it out). To browse the catalogues, select '**Library**' in the top-most bar on any Populi page.

You can read more information on campus libraries catalogue search [here](#).

# POPULI – STUDENT INFORMATION SYSTEM



## SEARCH WITHIN POPULI

A screenshot of the Populi search interface. At the top, there is a search bar with the placeholder text "Search Populi" and a black arrow pointing to it. Below the search bar, there is a section titled "Recent Searches" with a horizontal line underneath. Under this line, the text "No Recent Searches" is displayed. At the bottom of the interface, there are two buttons: "Advanced Search" and "Search History".

Populi allows you to search for people and courses within the St. Bernard's information system. To navigate to this feature, click on the '**Search**' button on the top right of any Populi page.

You can read more on searching within Populi [here](#).

# CANVAS – LEARNING MANAGEMENT SOFTWARE



*Canvas* is the 'home-base' system for all things pertaining to academic coursework.

At St. Bernard's, Canvas is used for the following:

- Course assignments
- Exams
- Online discussions
- Posted readings
- Paper submission
- Viewing assignment grades

Populi and Canvas are synced automatically. This means that you use the same Username and Password for both systems, and any courses you register for in Populi will automatically appear on your Canvas Dashboard.

## LOGIN

Steps 1 – 3



1. To log-in, click the **Student Resources** page at the very top of the St. Bernard's home page: [stbernards.edu/student-resources](http://stbernards.edu/student-resources).



2. Select the "Canvas Login" button on the Student Resources page.

### Log in to your account

Please log in using your Populi username and password to access:

Canvas

Username

3. Enter your Populi Username and Password.

# CANVAS – LEARNING MANAGEMENT SOFTWARE



## SETTING UP YOUR CANVAS ACCOUNT [CONTINUED]:

### Send Password Reset Email

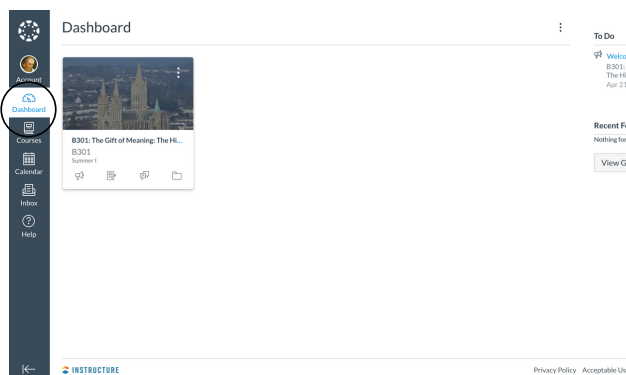
Please enter the non-Populi email that was used to set up your account. You will receive an email with instructions on how to reset your password.

Canvas

Email

To reset your password, click 'Forgot your username or password?' and enter your e-mail address.

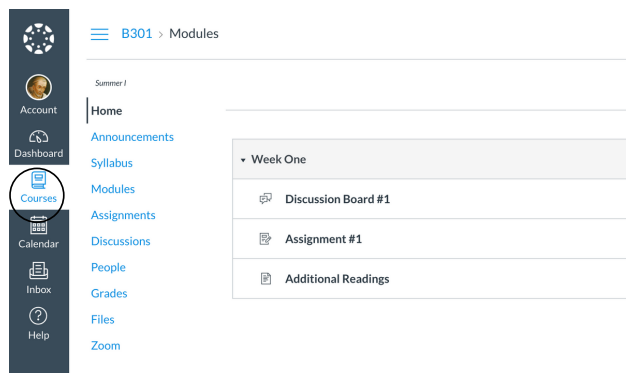
## DASHBOARD PAGE



When you successfully log on, you will see your **Dashboard** page. The different pages of Canvas may be conveniently accessed from here.

You can read more on Canvas Dashboard pages [here](#).

## COURSE NAVIGATION AND ENGAGEMENT



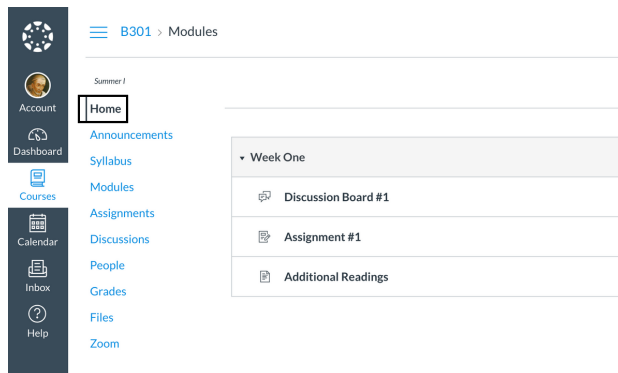
When you click on a course either from the 'Dashboard' or the '**Courses**' tabs on the main navigation menu on the left-hand side of the screen, a column of selections will appear in blue next to the main navigation menu. This course navigation menu will be the primary means of navigation within your course.



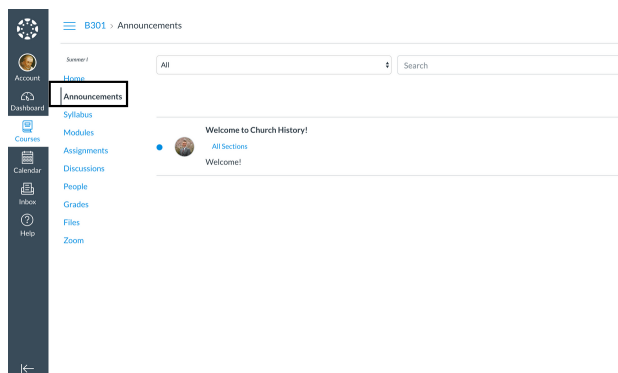
# CANVAS – LEARNING MANAGEMENT SOFTWARE



Here are some helpful notes about specific selections in the **courses navigation menu**:

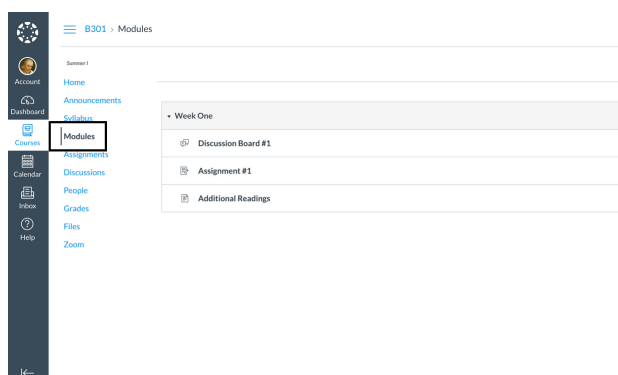


The **'Home'** tab will be displayed by default. The Home tab can be customized by the professor: often it includes a welcome message or, as in the example to the left, provides the sequence of course requirements.



**Announcements:** This tab will display all announcements made by the professor. This is a helpful way for you to see communications related to your course all in one place.

More information on the Announcements tab can be read [here](#).



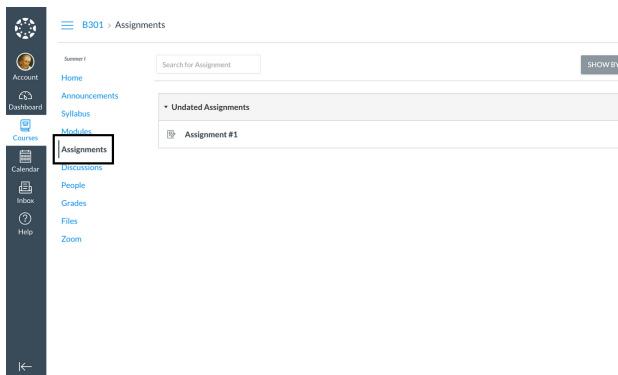
**Modules:** This tab allows the professor to arrange the different elements of the course in an organized, linear flow. 'Modules' are considered to be any grouping of course content chosen by the professor, usually either by weeks (as in the example to the left) or 'Units' (periods of time in the course not tracked by weeks but by thematic coverage). Usually the Assignments and Discussions may be accessed from within the Modules tab, as these aspects of the course arise in the established linear flow.

More information on the Modules tab can be read [here](#).

# CANVAS – LEARNING MANAGEMENT SOFTWARE

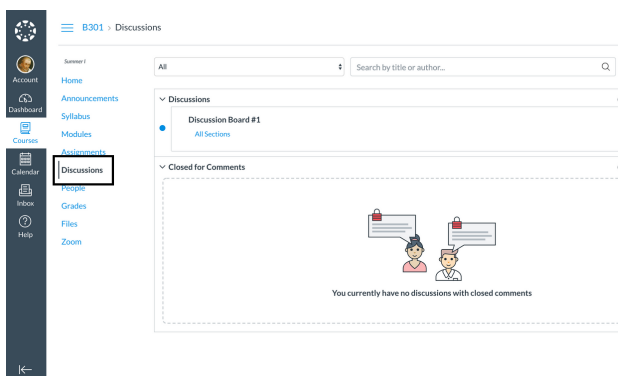


Helpful notes about specific selections in the **courses navigation menu** [continued]:



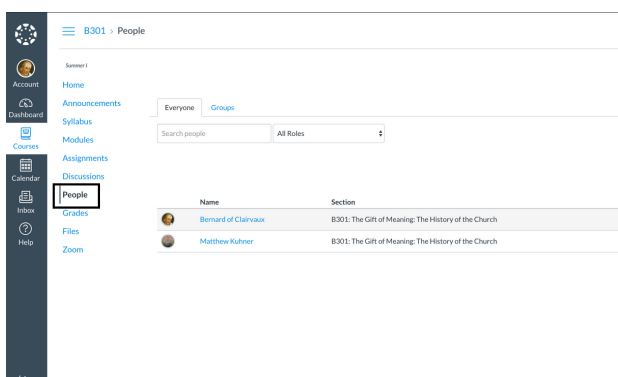
**Assignments:** This tab shows a listing – sorted by date or by type – of all assignments within a course. Instead of accessing these assignments via the established linear flow in the Modules tab, this tab allows you to see all the assignments at once.

More information on the Assignments tab can be read [here](#).



**Discussions:** This tab shows a listing of all discussions within a course. Instead of accessing these discussions via the established linear flow in the Modules tab, this tab allows you to see all discussions at once.

More information on the Discussions tab can be read [here](#).



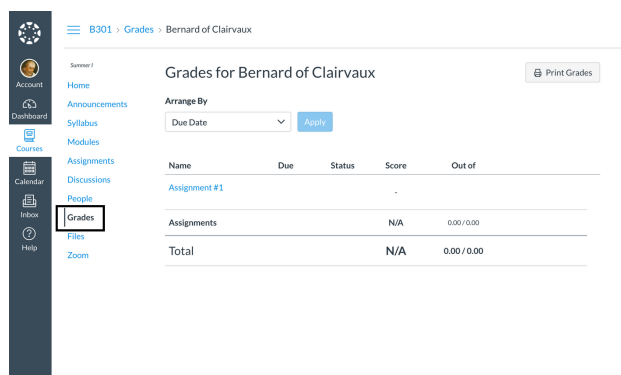
**People:** This tab is a helpful listing of the course roster and the professor. Clicking on the name of a student or professor will give an option to send them a message through Canvas.

More information on the People tab can be read [here](#).

# CANVAS – LEARNING MANAGEMENT SOFTWARE

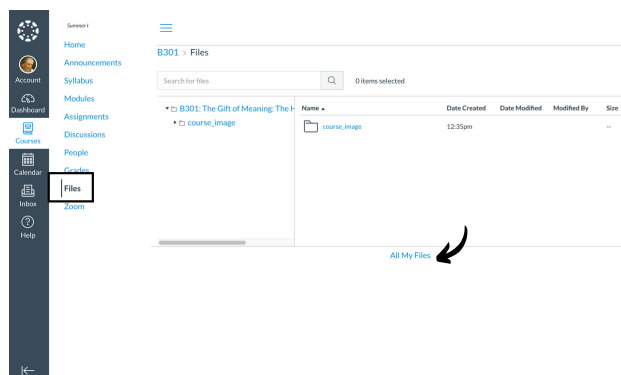


Helpful notes about specific selections in the **courses navigation menu** [continued]:



**Grades:** If the professor is utilizing Canvas as a gradebook for the course as a whole, this tab is a helpful way to track your overall progress and performance in the course. If the professor is utilizing Canvas as a gradebook for only those assignments/discussions completed on Canvas, this tab enables you to track your progress and performance in those assignments/discussions.

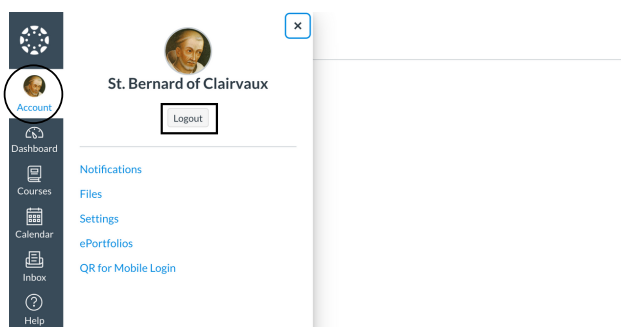
More information on the Grades tab can be read [here](#).



**Files:** This tab allows you to access files uploaded by the professor for your course. Selecting 'All My Files' will take you to your course files and your personal files, where Canvas allows students to utilize up to 254MB of space to store and organize files.

More information on the Files tab can be read [here](#).

## ACCOUNT

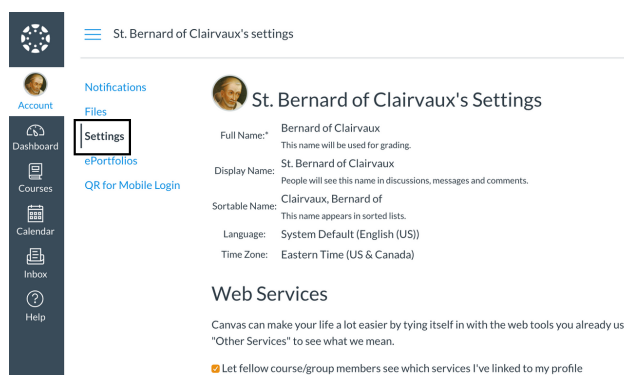


Selecting the '**Account**' tab (above 'Dashboard') on the main navigation menu to the left-hand side of the screen will display several additional selections. Selecting this tab allows you to logout of Canvas by clicking the button below your picture and name.

# CANVAS – LEARNING MANAGEMENT SOFTWARE



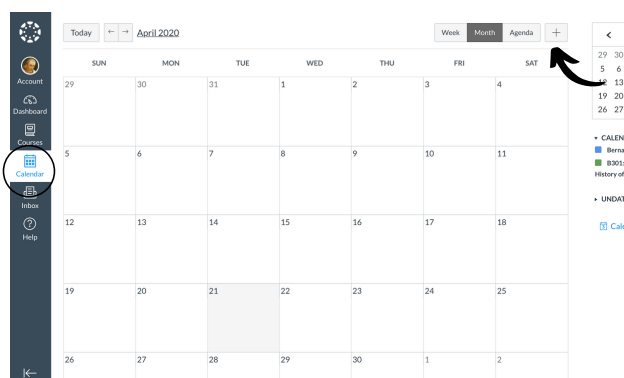
## SETTING UP YOUR CANVAS ACCOUNT [CONTINUED]:



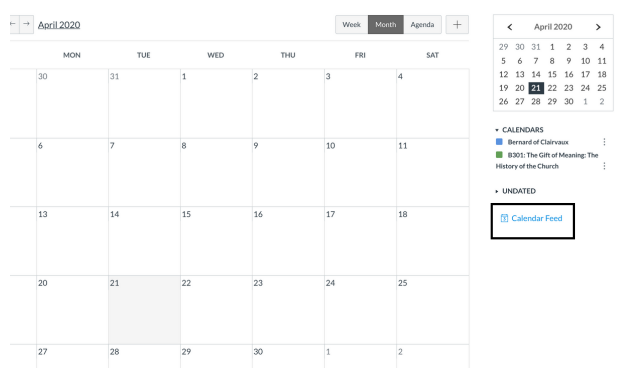
The most important of these selections is '**Settings**,' where you are able to change some basic information about your user account (name, picture, etc.), as well as certain preferences and features.

More information on the Settings tab can be read [here](#).

## CALENDAR



Selecting '**Calendar**' from the main navigation menu will display the Canvas Calendar. Due dates for all course assignments will automatically be placed on the Canvas Calendar. There are helpful options to display the calendar according to week, to month, or according to agenda, which documents due dates in a list format. The 'plus' sign allows you to add calendar events.



On the right-hand side of the calendar, the Calendar's drop down menu identifies a different color for your calendar events and the calendar events for each course. The '**Calendar Feed**' selection will enable you to import the Canvas Calendar into other e-mail/calendar applications (Google Calendar, iCal, Outlook, etc.).

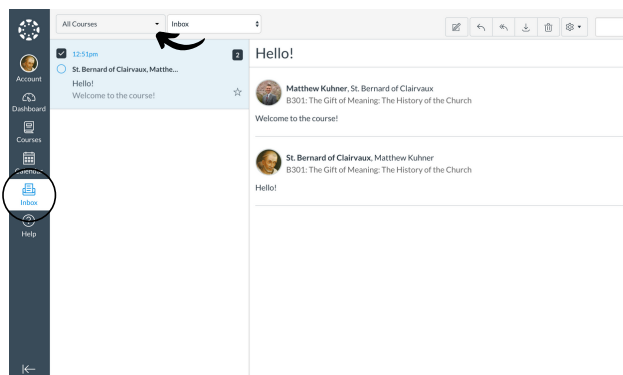
More information on the Calendar tab can be read [here](#).

# CANVAS – LEARNING MANAGEMENT SOFTWARE



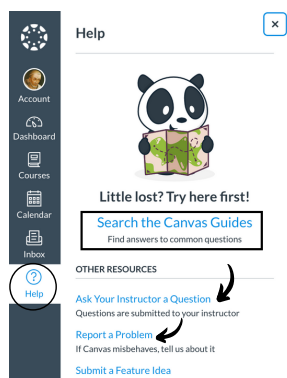
## SETTING UP YOUR CANVAS ACCOUNT [CONTINUED]:

### INBOX



Selecting the '**Inbox**' tab (below 'Calendar') on the main navigation menu to the left-hand side of the screen will display the Canvas messaging tool. You may communicate with a course, the professor, another student, or a group of students. Formatting and usage options mirror most e-mail programs. At the top left of the Inbox screen is a helpful drop down menu that allows you to sort messages based upon a course.

### HELP



More information on the Inbox tab can be read [here](#).

Selecting the '**Help**' tab (below 'Inbox') on the main navigation menu to the left-hand side of the screen will display the Canvas Help menu. Selecting '**Search the Canvas Guides**' provides an easily accessible library of how-to pages that will help you learn Canvas more thoroughly.

You may also select '**Ask Your Instructor a Question**' to message the professor directly. This may be done through the 'Inbox' as well.

Lastly, you may also select '**Report a Problem**' for any technical problems encountered in Canvas.

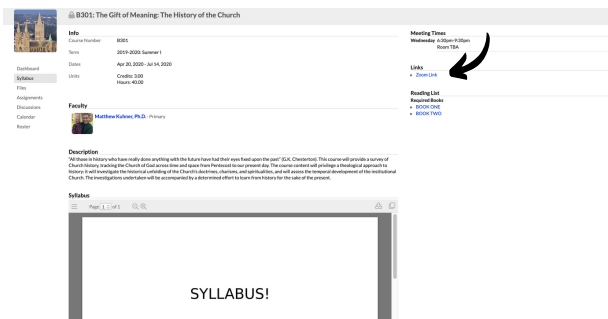
More information on the Help tab can be read [here](#).

# ZOOM – VIDEOCONFERENCING PLATFORM



***Zoom** videoconferencing allows St. Bernard's to welcome students who may live beyond commuting distance to one of our campuses into live class sessions.*

A **Zoom meeting link** will be posted on every Populi course page, on the 'Syllabus' tab. [Zoom software](#) may be employed via an app or via a desktop/laptop (an in-browser version or a downloaded version is available). St. Bernard's prefers that, if possible, students utilize the downloaded version of the desktop/laptop software. If a webcam is not built into your desktop/laptop, St. Bernard's recommends obtaining one if possible.



## JOIN A MEETING



A quick step-by-step tutorial for how to join a Zoom meeting may be viewed [here](#).

## CONTROLS AND SETTINGS WITHIN A MEETING

An overview of the controls and settings available to you during a meeting may be found [here](#).

# ZOOM – VIDEOCONFERENCING PLATFORM

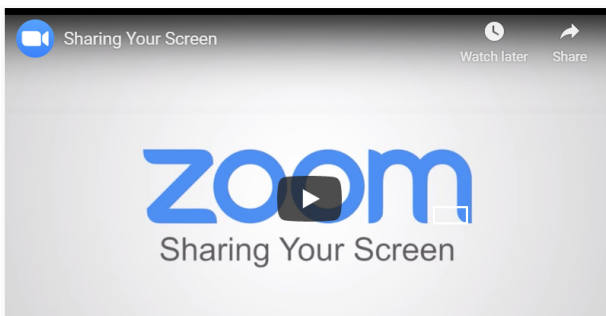


**Zoom** videoconferencing steps [continued]:

## CHANGING THE VIDEO LAYOUT

An overview of changing your video layout may be found [here](#).

## SHARING YOUR SCREEN



A quick step-by-step tutorial for how to share your screen during a meeting may be viewed [here](#).

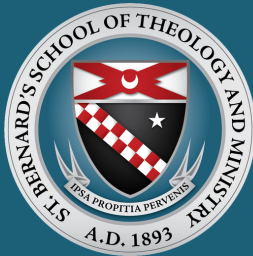
## ADDITIONAL ZOOM VIDEO TUTORIALS

Additional tutorials covering Zoom videoconferencing may be found [here](#).



**ST. BERNARD'S**  
SCHOOL OF THEOLOGY  
AND MINISTRY





# ST. BERNARD'S

## SCHOOL OF THEOLOGY AND MINISTRY

For more than 125 years, St. Bernard's has steadily pursued a course of dedication and service to Christ and His Church. In 1981 St. Bernard's became one of the first accredited Roman Catholic theological schools in the eastern US to offer graduate education to lay people. In 1989, St. Bernard's opened its doors in the Diocese of Albany, and in 2011 held its first class in the Diocese of Syracuse. In 2019, St. Bernard's began its first ever online distance learning program allowing anyone anywhere to access our graduate theology and philosophy degrees.

Our mission is to nurture the entirety of the human person through attention to the pastoral, intellectual, spiritual, and human pillars of formation with the hope that we may, in a definite and dedicated way, assist our students to understand the things of our Faith and to incarnate them in their day-to-day service to God's people and the world as a whole.

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