Office 365
Populi & CANVAS
QUICK GUIDE AND REFERENCE
Office365

Office365 is a web or “cloud-based” subscription that can be accessed on multiple devices from anywhere with an online connection. It includes the most up-to-date versions of the following Microsoft Office application, which can be used completely online or installed across multiple computers, as well as Android or Apple-based devices.

- Mail (Outlook Email)
- OneDrive (Cloud-based Storage)
- Word (Word Processing)
- Excel (Spreadsheets)
- PowerPoint (Presentations)
- OneNote (General Note Taking)
- SharePoint (Intranet Interface)
- Teams (Chat-based Collaborative Workspace)
- Class Notebook (Class Not Taking)
- Sway (Interactive Presentations)
- Forms (Survey and Quiz Creator)
To access Office365:

Go to www.wetcc.edu

On campus computers, the website is set as the homepage.
To Login:
Select Office365 login under Quick Links
Note on WETCC email addresses:

WETCC email address protocol: first.last@wetcc.edu
Or for hyphenated names: first.last-last@wetcc.edu

Email addresses are generally not case sensitive (the use of upper or lower case letters doesn’t matter). HOWEVER, WETCC is migrating to a One-Login protocol so that instructors, students and staff can use the same login and password to access both Office365 and CANVAS (WETCC’s online learning management system).
Login:

Enter your WETCC email address: carlene.hisgun@wetcc.edu
Click next.

Enter your temporary password – WETCC2021!
Click sign in.
Login:

After logging into your email, a couple times, you may come to a screen that has this on the far-left side.

Click on Sign in and it will bring you to the Office365 Dashboard.
WETCC’s Office365 page

A. Brings you back to this main page from any application.
B. Office365 online apps.
C. Settings and Log out selections
D. Select here to download Microsoft Office onto home computers, laptops, tablets, and phones. Limited to 5 while a WETCC student.
E. Your documents created or stored online appear here.
F. Upload or open documents by clicking here.
To Change Your Office365 Password:

From the main login page…
Click on your name/initials in the upper right corner of the screen.

Then click on My account.

The settings will pop up. Click on change password. Fill in the required fields. Submit.
Where to Start:

You will most likely not use all of the apps or features that Office365 has to offer, and that’s OK. Beginner users should start with the following:

1. **Mail**
   - It is important to **check your WETCC email daily**. This is the first and fastest line of communication for college-related information. You can also install email on your smartphone. See IT if you need help.

2. **Word**
   - This is the program you should use for any word processing (typing).

3. **Excel**
   - This is the program you will use to create spreadsheets or charts.

4. **PowerPoint**
   - This is the program that you will use for a presentation.

5. **OneDrive**
   - Make it a habit to **save your digital documents to OneDrive** so you are able to access them on different computers and devices from anywhere with internet access.
Office365 Help:

Help is always available on campus from tutors, instructors, the librarian, IT Help Desk and more. In addition, you can access the Office365 Help by clicking the question mark icon in the upper right of the screen. There are also helpful video tutorials available on YouTube.
Populi is a web-based college management software. It covers academics, admissions, billing, people, reporting, library, and a lot more. Integrated email and calendar complete the picture. It’s hosted and secure, so your data stays safe. It runs on any computer, so students can access it anywhere. It’s that simple.

In order to access Populi you **MUST receive an email invite first**. This invite will come through your Office365 school email.

If you did not receive an invitation to Populi via email please contact Rachel Cukla at [rachel.cukla@wetcc.edu](mailto:rachel.cukla@wetcc.edu), stop into her office in the administration area or call her at 218-935-0417 ext. 8324.
To Login:

Your email invitation will look like this in your Office365 mailbox. In order to access your account you **MUST** click here first.

The second link is where you can login once you have set your password. You can also find this link under the quick links on www.wetcc.edu.

---

Welcome to White Earth Tribal and Community College

**mailer@email.populi.co on behalf of White Earth Tribal and Community College**

Today, 1:46 PM
Carlene Hisgun

White Earth Tribal and Community College has created a user account for you on Populi.

Your username is: test.student

To get started, **click this link** to set your password and log in. This link will expire on 1/30/2019, so make sure to set up a password as soon as possible!

After logging in, you can access Populi at any time by visiting [https://wetcc.populiweb.com](https://wetcc.populiweb.com) and entering your username and password.

If you have problems logging in, please contact a staff member at White Earth Tribal and Community College.

Using Populi constitutes acceptance of its Acceptable Use Policy which you can find at [https://populi.co/legal/aup](https://populi.co/legal/aup).

This is an automated email, so please do not reply to it!
To start Populi:

You will need to click on the link provided in your email invitation. Once you do, you will be prompted to give a 10-digit phone number to verify the account.

Skip this step.

You will then be prompted to enter a password. Create a password that you will remember, then re-enter it as prompted.

Select next to enter the Populi website.
Populi Dashboard

This shows you the Populi Dashboard. Here you can see all of your courses for the semester, look at past semesters, see what is coming up or go to Canvas through the link provided.
Under the My Profile tab you will see your name and tabs below it. Each of these tabs contain personal information about you as a student. There is a Bulletin Board for you to use, and Info, Student and Financial tabs next to it. The Info tab contains contact information. The Student tab contains information about your transcripts, courses and other academic information. The Financial tab contains information about your current and past financial aid, payments, and balances. You can also add a biography and photo to your profile page by clicking on the areas to the left.
Populi – My Courses

You will find all of your courses under the My Courses tab.

This is a second way to look at all of your courses.
Everything covered in Populi so far has been under the College Management tab at the top of the page. There is additional information under the next four tabs. Shown here is a Files tab. Various information, photos, and documents used in class may be stored in this area. You can also access the Calendar tab here.
The Bookstore tab contains information about their hours, location and phone number. It also has additional tabs to help you search for products within the store or books you might need for class.
The Library tab also has a lot to offer. You can do a variety of searches, check the calendar, search and view links and check your personal profile. The My Profile tab under Library will show you if you have any books checked out, when they are due and if you have any books on hold.
Populi Help:

Help is always available on campus from tutors, instructors, the librarian, IT Help Desk and more. In addition, Populi has a great library of resources to help you navigate through.

The help button is located in the far upper right corner of the website next to your name.
Course work for all classes will be done and handed in through CANVAS. You will access CANVAS through your Populi login. Click on the link under Canvas Portal. This will take you to your Canvas page.
WETCC’s Student CANVAS page

A. This is your Dashboard. It shows you all of your classes.

B. This is the information about a specific class for that CARD or course. Name, semester, short cuts to email, files, grades and assignments are at the bottom.

C. This is your Global Navigation Bar. It shows you the dashboard, courses, calendar, inbox, communications and help. The area to the right of the bar shows you the information under that button.

You will have a CANVAS Student tour and one CARD for each course you are registered in.

If a course that you are registered for does not appear on your dashboard, notify WETCC Student Services immediately.

If a card is missing, your registration may not have been fully processed.
The link will take you to the CANVAS portal and automatically log you into that specific class as shown here.

Click on a course tab to go to the specific course as shown to the right.
CANVAS Course Information

Your Canvas courses will look like this.

**Home** – Will bring you back to the opening page of the course.

**Syllabus** – This is where you will find the course syllabus and any other information your instructor needs you to know.

**Modules** – This is where you will go to find your assignments. It will walk through each Module with left and right arrows.

**Grades** – You can view grades here as well as see what assignments are missing or not graded.

**Zoom** – This is will have the link to your online Zoom class.

**Office365** – You can access your email and OneDrive information by clicking here and logging in.

**Tutor.com: 24/7 Online Tutoring** – This is a free tutoring service outside of our campus tutors. You can access them at any time.

**Files** – Although it is not shown here some instructors may have files that you will use for your assignments. Computer Literacy is an example of a class that will utilize this.
CANVAS Course Information

Your Canvas courses will look like this.

**Zoom** – This will have the link to your online Zoom class. WETCC will be a hyflex class. This offers classes via Zoom and in person on campus.
This is a test assignment. Assignment instructions will be posted here. To submit, click on the Green Submit Assignment button on the top right.
Select the **choose file** button. Look for your assignment file on your computer. Select the file and click ok.

You can also click “**Add Another File**” if you need to add more files.

**Office365 tab** at the top will allow you to add a file that was saved onto your **OneDrive account**.

Once you attach your file click on the **Submit Assignment** button.
About CANVAS

CANVAS is an online learning management system designed to make it easy for instructors and students to access class information from anywhere and simplify administrative tasks and communications. CANVAS provides instructor and student interfaces that can keep track of all of one’s courses in one place.

To access CANVAS, go to www.wetcc.edu. Select Populi under Quick Links and login to Populi. Once in Populi select the course that you want to access in CANVAS.
CANVAS Help:

Help is always available on campus from tutors, instructors, the librarian, IT Help Desk and more. In addition, CANVAS has an entire online library of video tutorials and user guides which can be accessed by clicking on the Help icon on the Global Navigation Bar. You can also access them directly online using the following links:

Video Tutorials:
https://community.canvaslms.com/community/answers/guides/video-guide

User Guides:
https://community.canvaslms.com/community/answers/guides/canvas-guide
Computer Help:

If you have questions or would like training or tutoring for accessing your email, Populi or Canvas or if you would like to make an appointment to use the computer lab while campus is closed. Please contact Carlene Hisgun or Rachel Cukla.

Call: 218-935-0417

Email:

Carlene Hisgun
carlene.hisgun@wetcc.edu

Rachel Cukla
rachel.cukla@wetcc.edu