



Office365

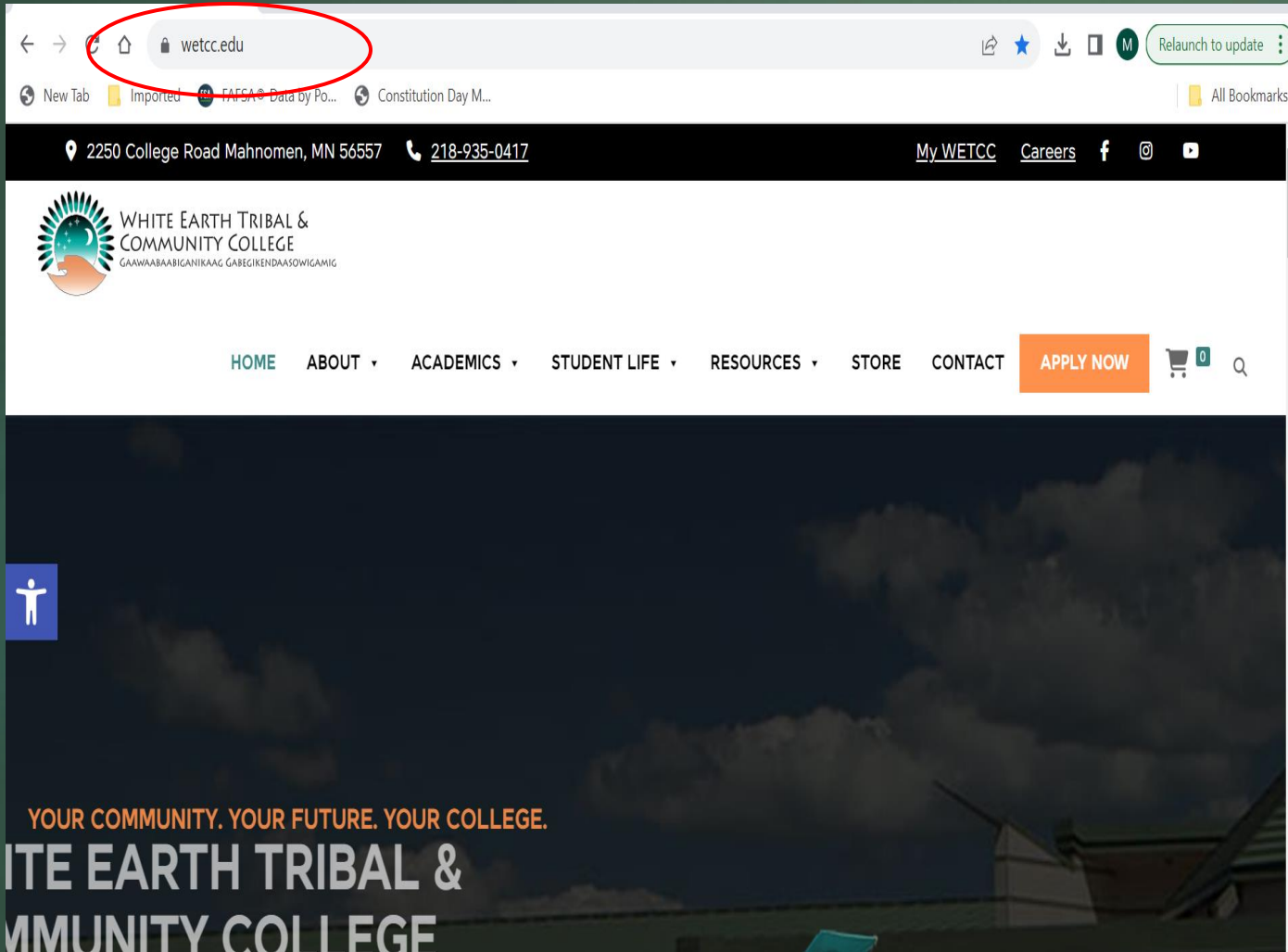
Populi & CANVAS

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 Note Taking)
- Sway (Interactive Presentations)
- Forms (Survey and Quiz Creator)



# To access Office365:

Go to [www.wetcc.edu](http://www.wetcc.edu)

On campus computers, the website is set as the homepage.

# To Login: Select My WETCC

The screenshot shows a web browser window with the URL [wetcc.edu](http://wetcc.edu). The browser's address bar and tabs are visible at the top. Below the browser, a black navigation bar contains the text "2250 College Road Mahnomen, MN 56557" and "218-935-0417" on the left, and "My WETCC", "Careers", and social media icons (Facebook, Instagram, YouTube) on the right. The "My WETCC" link is circled in red. Below this is the college's logo and name: "WHITE EARTH TRIBAL & COMMUNITY COLLEGE" with the Ojibwe name "GAAWAABAABIGANIKAAK GABEGIKENDAASOWIGAMIG" underneath. A white navigation menu includes "HOME", "ABOUT", "ACADEMICS", "STUDENT LIFE", "RESOURCES", "STORE", "CONTACT", and an orange "APPLY NOW" button. A shopping cart icon with a "0" is also present. The main content area features a dark background with a person icon in a blue box on the left and the text "YOUR COMMUNITY. YOUR FUTURE. YOUR COLLEGE." followed by "WHITE EARTH TRIBAL & COMMUNITY COLLEGE" in large white letters.

# To Login:

Select Office 365 Login

The screenshot shows a web browser window with the URL [wetcc.edu/my-wetcc/](http://wetcc.edu/my-wetcc/). The page header includes the college's name, logo, and contact information: 2250 College Road Mahnomon, MN 56557 and 218-935-0417. The navigation menu includes HOME, ABOUT, ACADEMICS, STUDENT LIFE, RESOURCES, STORE, CONTACT, and an orange button labeled APPLY NOW. The breadcrumb trail shows Home / My WETCC. The main content area features a blue icon of a person, the title My WETCC, and three options: Populi (with an information icon), Office 365 Login (with an envelope icon and circled in red), and Resources (with a list of links: Fact Sheets, Ojibwe Language, and Text Alerts).



# Note on WETCC email addresses:

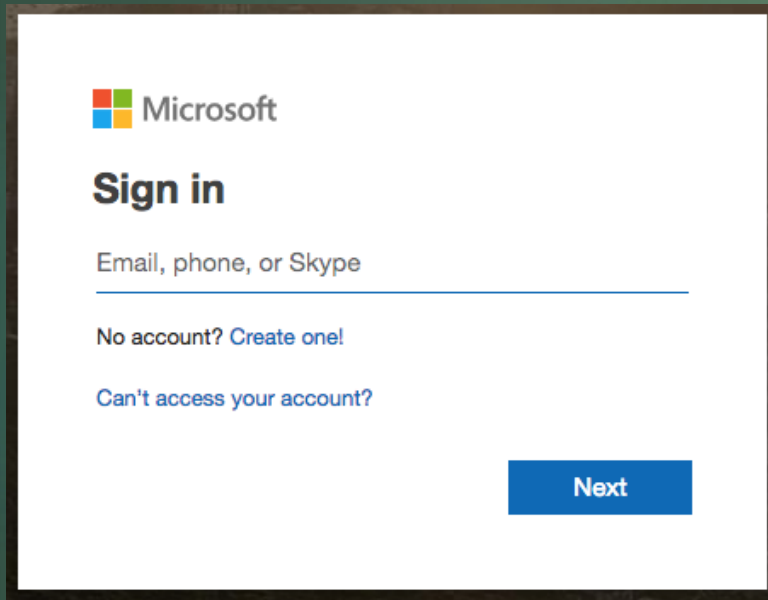
WETCC email address protocol: first.last@wetcc.edu

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.



Microsoft

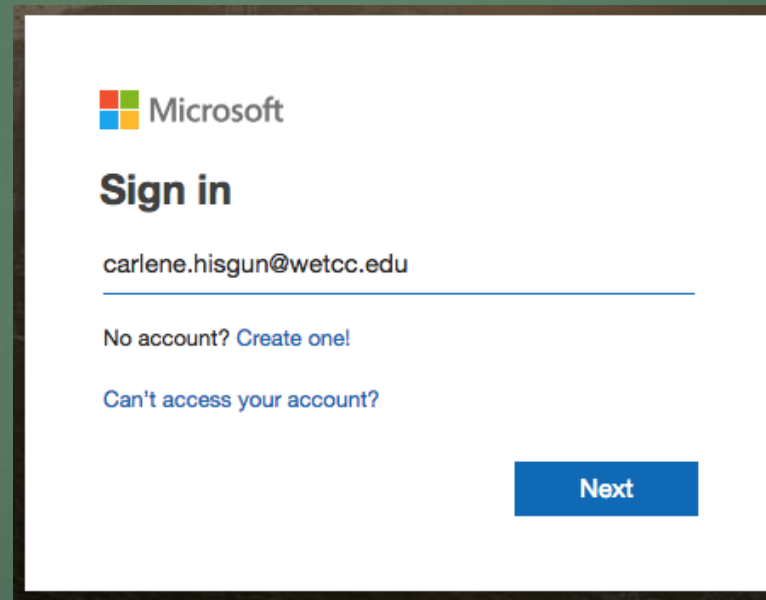
## Sign in

Email, phone, or Skype

No account? [Create one!](#)

[Can't access your account?](#)

Next



Microsoft

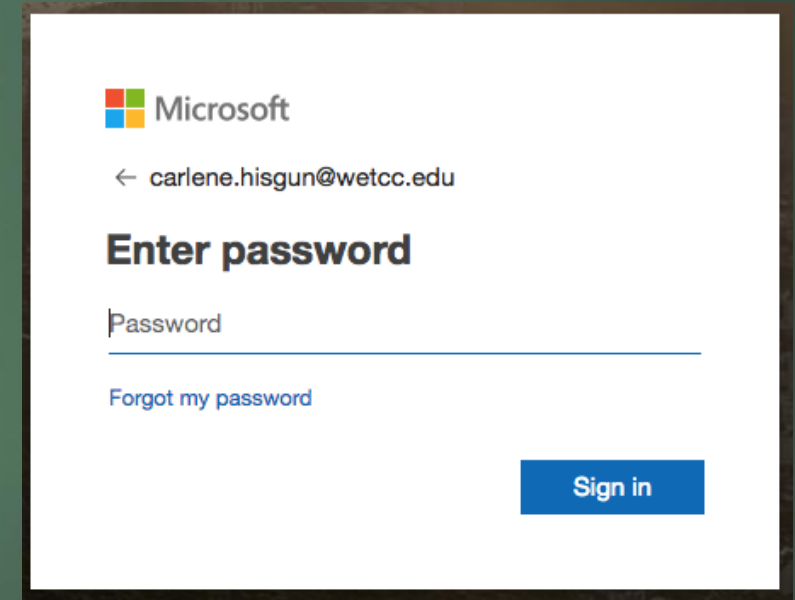
## Sign in

`carlene.hisgun@wetcc.edu`

No account? [Create one!](#)

[Can't access your account?](#)

Next



Microsoft

← `carlene.hisgun@wetcc.edu`

## Enter password

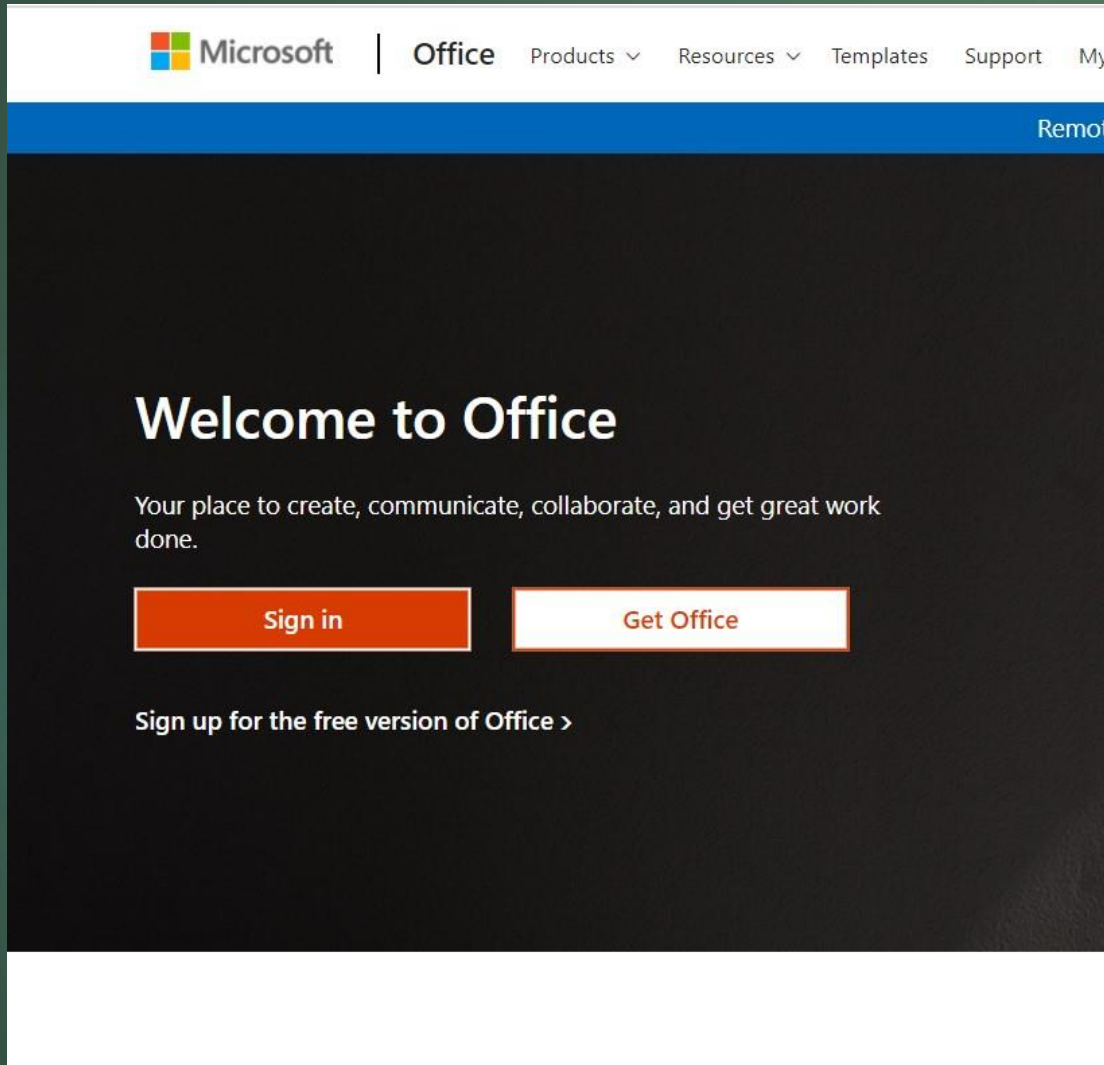
Password

[Forgot my password](#)

Sign in

Enter your temporary password – **Wetcc2024!**  
Click sign in.

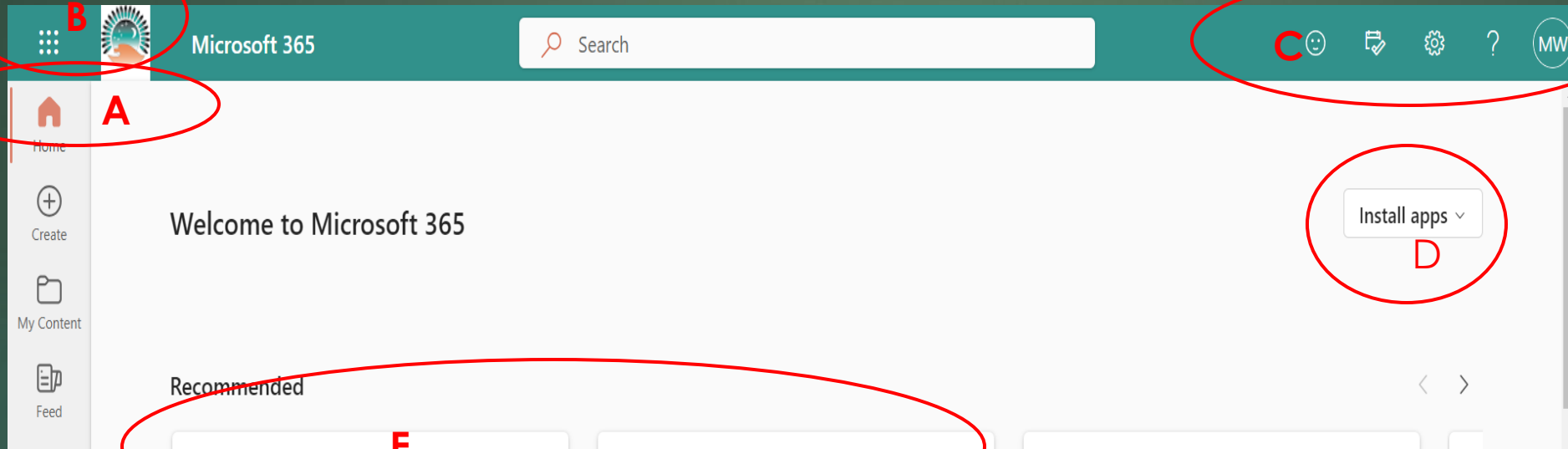
# Login:



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.

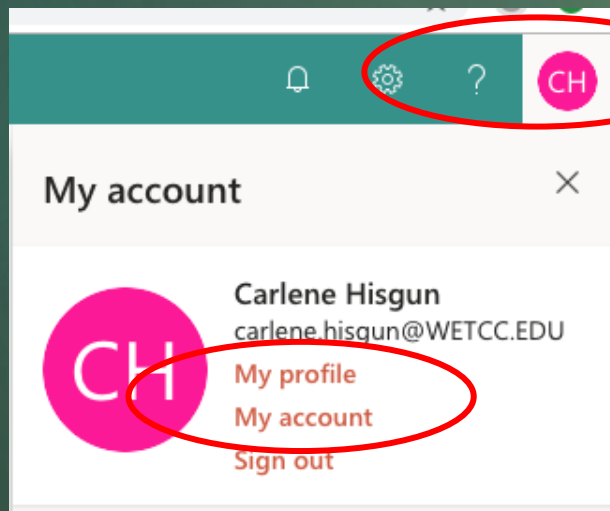
C. Settings and Log out selections

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.

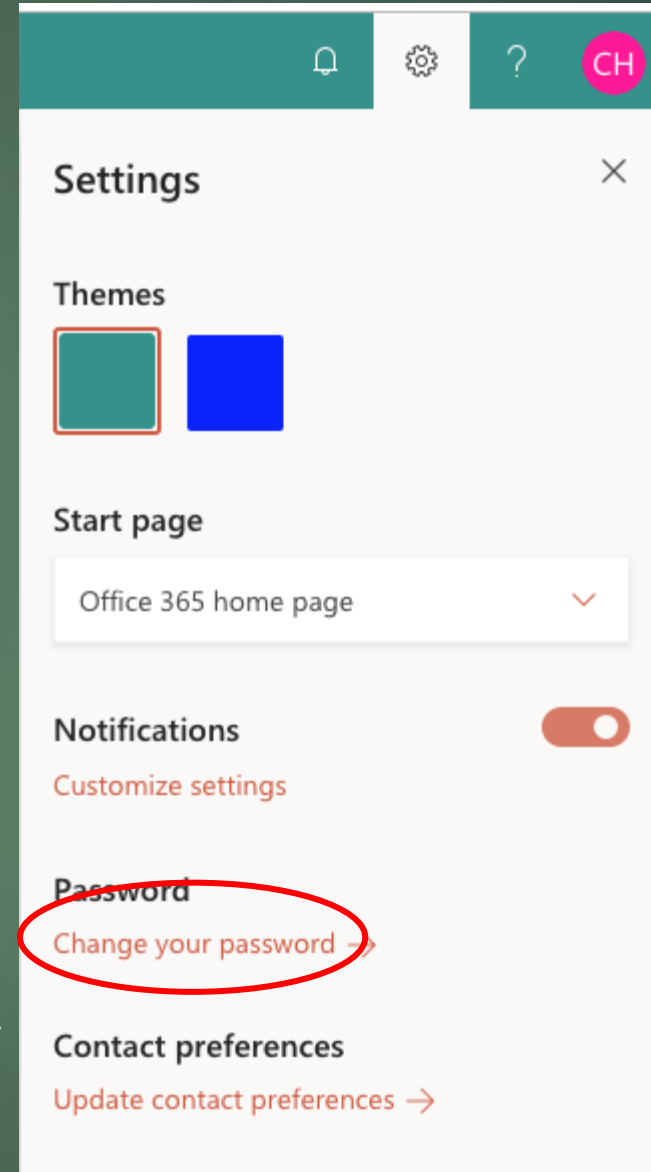
# To Change Your Office365 Password:

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

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:

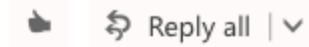
Your email invitation will look like this in your Office365 mailbox. In order to access your account you **MUST** click here first.

The second link is where you can login once you have set your password. You can also find this link under My WETCC at [www.wetcc.edu](http://www.wetcc.edu).

## Welcome to White Earth Tribal and Community College



mailer@email.populi.co on behalf of White Earth Tribal and Community College <no



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> and entering your username and password.

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

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Using Populi constitutes acceptance of its Acceptable Use Policy which you can find at <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.

The screenshot displays the Populi Dashboard interface for White Earth Tribal and Community College. At the top, there is a navigation bar with links for Home, Files, Calendar, Bookstore, and Library. A search bar and a user profile icon are also present. Below this, the college name is displayed, followed by a secondary navigation bar with Home, My Profile, My Courses, and Contacts. A third navigation bar includes Dashboard, To-Dos, Groups, Links, and Manage News. The main content area is divided into several sections: Alerts (showing 4 pending applications), The Feed (featuring a 'Canvas Portal' post by Rachel Cukla from 7 months ago with a link to 'https://wetcc.instructure.com/' circled in red and labeled 'Canvas Link'), Events (listing 'Tuesday 9 AA 100' and '10 CPLT 100'), and Courses (showing a dropdown for 'Spring 2021' and a list of course titles including 'AA 100: First Year Experience' and 'CPLT 100: Computer Literacy for College Learners'). The footer contains various policy and social media links, along with the copyright notice '© Populi 2021'.

# Populi – My Profile

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.

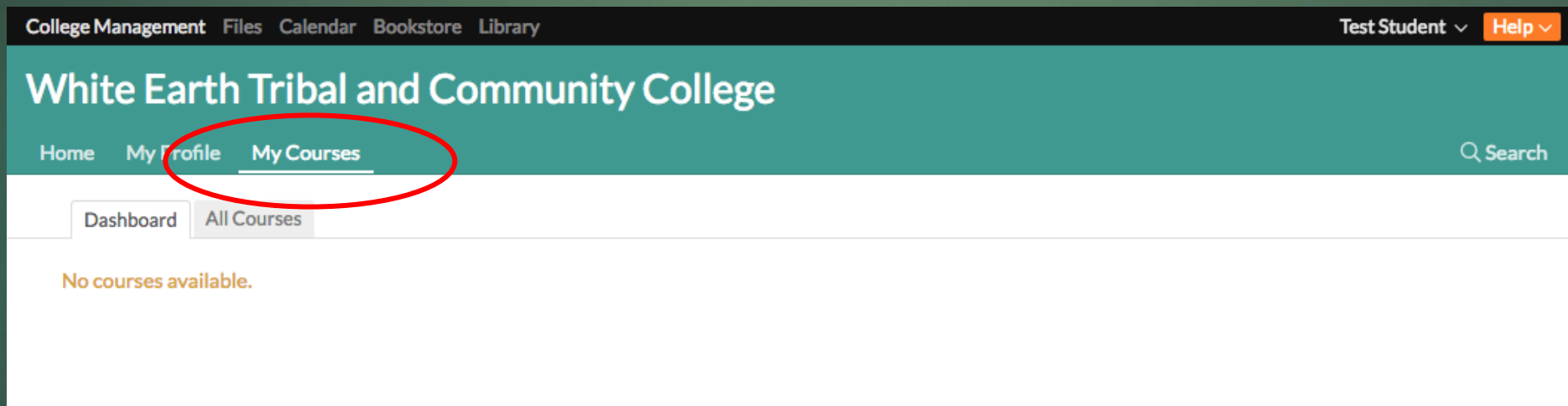
The screenshot shows the 'My Profile' page for 'Test Student' on the White Earth Tribal and Community College Populi system. The page features a navigation bar with 'College Management', 'Files', 'Calendar', 'Bookstore', and 'Library' on the left, and 'Test Student' and 'Help' on the right. Below the navigation bar is a teal header with the college name and a search bar. The main content area has tabs for 'Home', 'My Profile', and 'My Courses'. The 'My Profile' section includes a profile picture placeholder (circled in red), a bio field with an 'Add bio' link, and a 'Test Student' header with sub-tabs for 'Bulletin Board', 'Info', 'Student', and 'Financial' (all circled in red). Below the tabs is a 'What's new?' text area with a 'Post' button. To the right of the text area are '0 Following' and '0 Followers' statistics. A message at the bottom states 'There aren't any posts on Test Student's bulletin board yet.' A red arrow points from the text on the right towards the 'Add bio' link.

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.

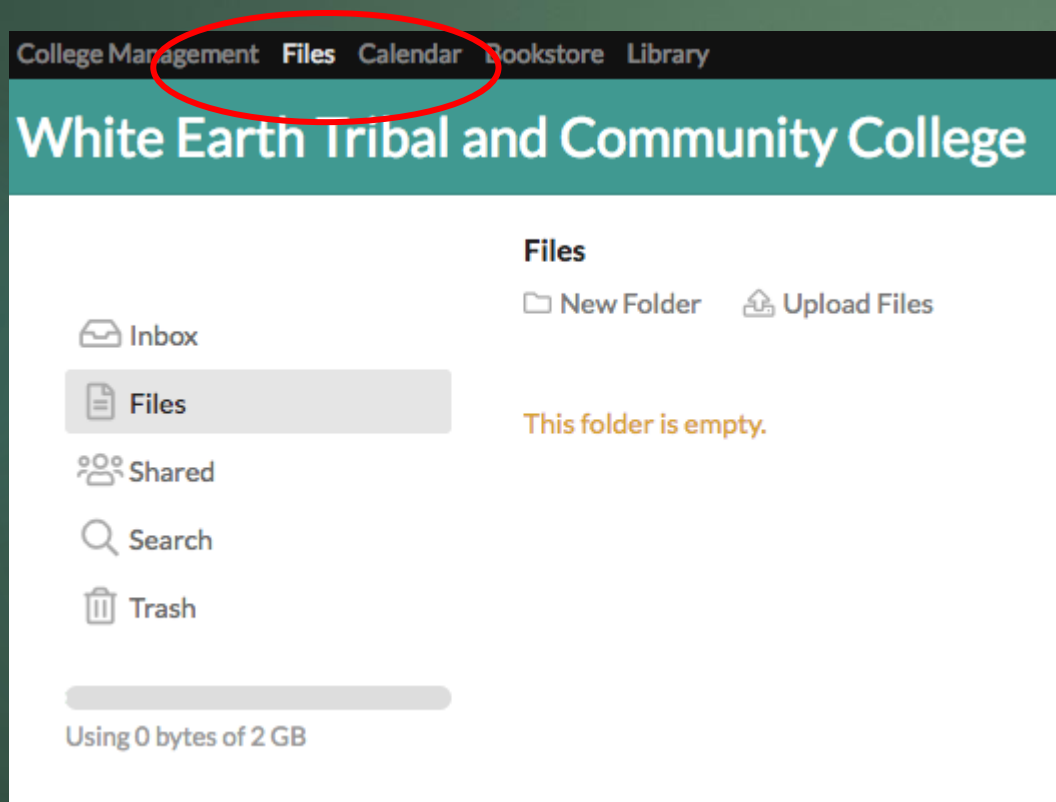
This is a second way to look at all of your courses.



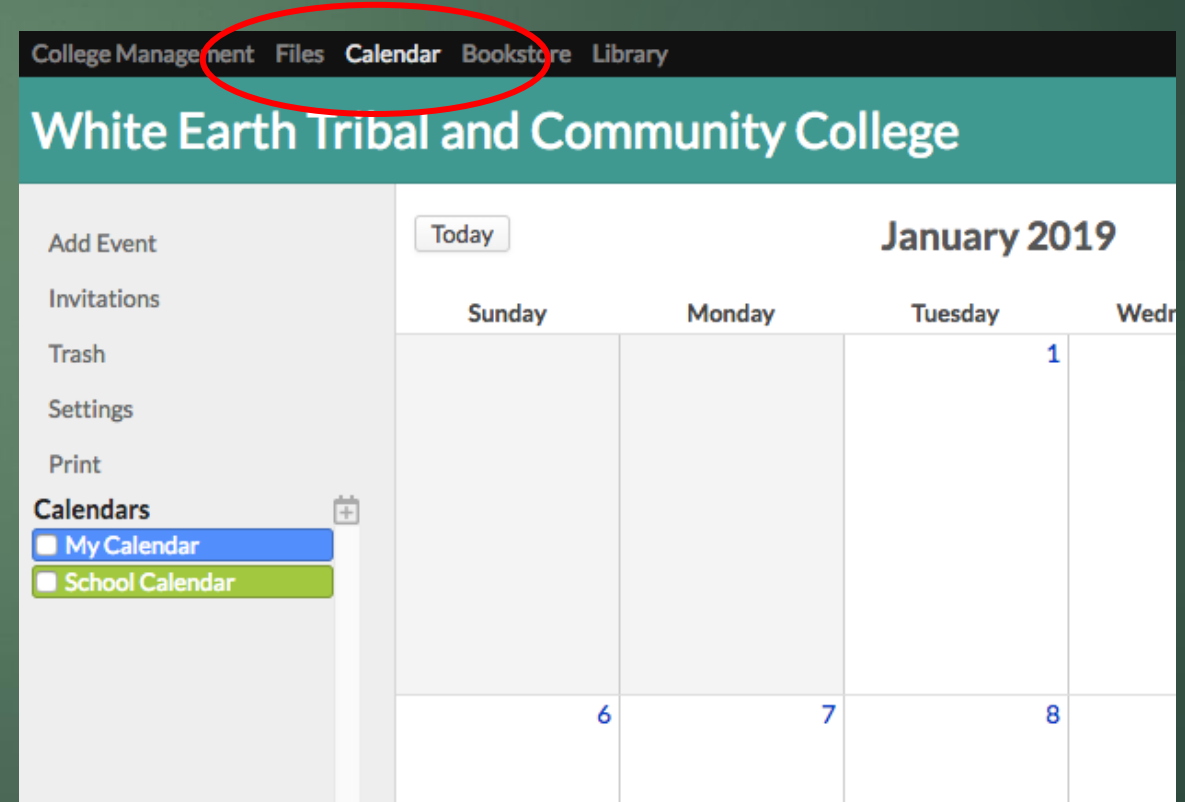
The screenshot shows the Populi user interface for White Earth Tribal and Community College. At the top, there is a navigation bar with links for College Management, Files, Calendar, Bookstore, and Library. On the right side of this bar, it displays 'Test Student' with a dropdown arrow and a 'Help' button. Below this is a teal header with the college name 'White Earth Tribal and Community College'. Underneath the header is a navigation menu with 'Home', 'My Profile', and 'My Courses' (which is underlined and circled in red). A search icon and the word 'Search' are on the right. Below the navigation menu are two tabs: 'Dashboard' and 'All Courses'. The main content area below the tabs displays the message 'No courses available.' in orange text.

# Populi – Additional Information

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.



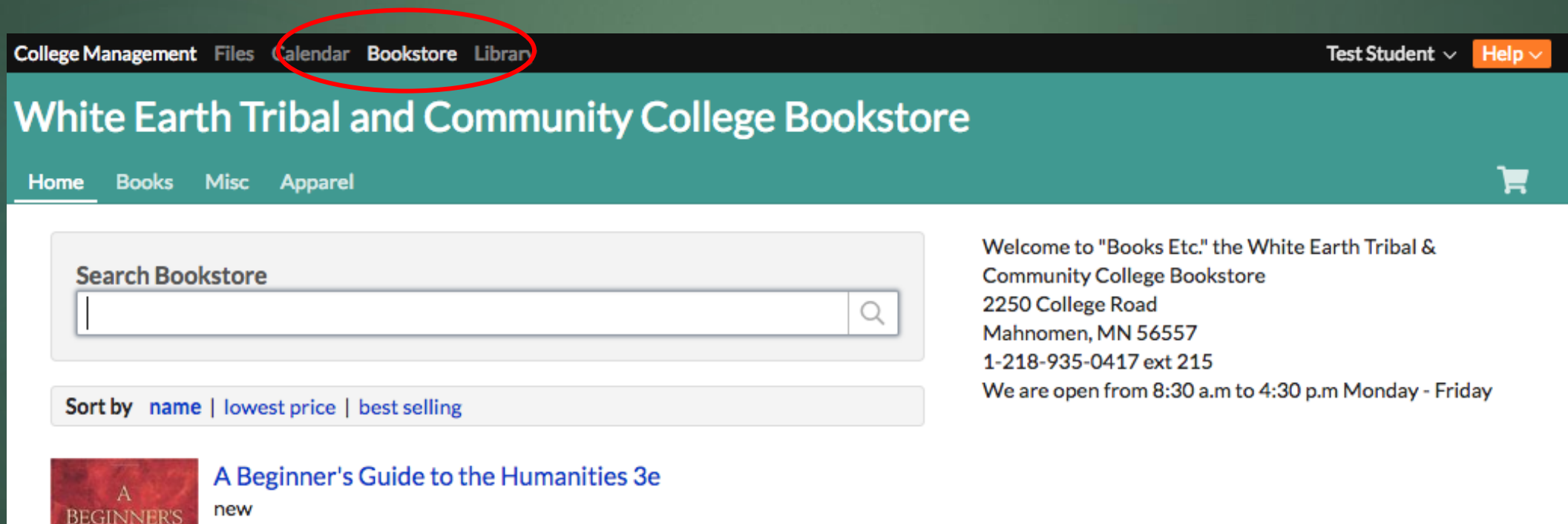
The screenshot shows the 'Files' tab interface. At the top, a navigation bar contains 'College Management', 'Files', 'Calendar', 'Bookstore', and 'Library', with 'Files' circled in red. Below the navigation bar is a teal header with 'White Earth Tribal and Community College'. The main content area is titled 'Files' and includes options for 'New Folder' and 'Upload Files'. A message states 'This folder is empty.' On the left, a sidebar lists 'Inbox', 'Files', 'Shared', 'Search', and 'Trash'. At the bottom, a progress bar indicates 'Using 0 bytes of 2 GB'.



The screenshot shows the 'Calendar' tab interface. At the top, a navigation bar contains 'College Management', 'Files', 'Calendar', 'Bookstore', and 'Library', with 'Calendar' circled in red. Below the navigation bar is a teal header with 'White Earth Tribal and Community College'. The main content area is titled 'January 2019' and includes a 'Today' button. A sidebar on the left lists 'Add Event', 'Invitations', 'Trash', 'Settings', 'Print', and 'Calendars'. Under 'Calendars', 'My Calendar' is selected and 'School Calendar' is highlighted. The calendar grid shows the days of the week and the numbers 1, 6, 7, and 8.


# Populi – Additional Information

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.




College Management Files **Calendar Bookstore Library** Test Student [Help](#)

## White Earth Tribal and Community College Bookstore

[Home](#) [Books](#) [Misc](#) [Apparel](#) 

**Search Bookstore**

Sort by [name](#) | [lowest price](#) | [best selling](#)

 **A Beginner's Guide to the Humanities 3e**  
new

Welcome to "Books Etc." the White Earth Tribal & Community College Bookstore  
2250 College Road  
Mahnomon, MN 56557  
1-218-935-0417 ext 215  
We are open from 8:30 a.m to 4:30 p.m Monday - Friday

# Populi – Additional Information

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.

The image displays two screenshots of the White Earth Tribal and Community College Library website. The left screenshot shows the search interface with the 'Library' tab circled in red. The right screenshot shows the 'My Profile' page with the 'Library' tab circled in red.

**Left Screenshot: Search Interface**

- Navigation: College Management, Files, Calendar, **Bookstore**, **Library** (circled in red), Test Student, Help.
- Header: White Earth Tribal and Community College Library
- Sub-navigation: Catalog, Calendar, Links, My Profile
- Search Options: Search Resources, Subjects
- Search Form: Search [input], All Resource Types, by All Fields,  Exact matches
- Link: Read about advanced search options

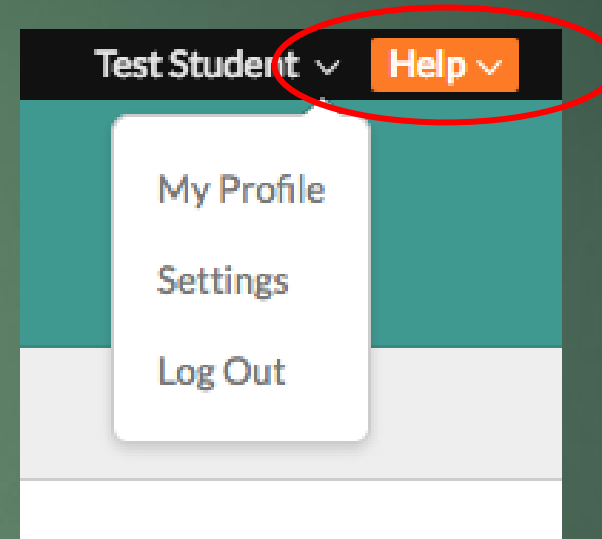
**Right Screenshot: My Profile Page**

- Navigation: College Management, Files, Calendar, **Bookstore**, **Library** (circled in red), Test Student, Help.
- Header: White Earth Tribal and Community College Library
- Sub-navigation: Catalog, Calendar, Links, **My Profile** (circled in red)
- User Profile: Test Student
- Buttons: Circulation, Reviews
- Loans Section: Show On Loan & Unpaid Fines, No loans match these criteria.
- Summary Section: 0 resources checked out, \$0.00 in library fines
- Contact Info: Email: carlene.hisgun@wetcc.edu, Phone: No primary phone number, Address: No primary address
- Resource Holds: No resources 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.



# Populi to CANVAS Login

**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.

The screenshot displays the Populi dashboard for White Earth Tribal and Community College. The top navigation bar includes links for Home, Files, Calendar, Bookstore, and Library. A search bar and user profile icon are on the right. Below this, a teal header identifies the institution and provides navigation for Home, My Profile, My Courses, Contacts, Academics, Communications, Advising, and Admissions. A secondary navigation bar offers Dashboard, To-Dos, Groups, Links, and Manage News. The main content area is divided into several sections: Alerts (4 pending applications), The Feed (featuring a post from Canvas Portal with a circled link to <https://wetcc.instructure.com/>), Events (listing Tuesday 9 AA 100 and 10 CPLT 100), Courses (with a dropdown for Spring 2021 and a list of AA 100, CPLT 100, and CPLT 100-2/3), and a footer with various policy and social media links.

Home Files Calendar Bookstore Library

Search

## White Earth Tribal and Community College

Home My Profile My Courses Contacts Academics Communications Advising Admissions

Dashboard To-Dos Groups Links Manage News

### Alerts

There are 4 pending applications

### The Feed

**Canvas Portal**  
Rachel Cukia · 7 months ago

<https://wetcc.instructure.com/>

Comment

Patricia Carson, Carlene Hisgun, Tiffany Swiers and 7 others like this

### Events

Tuesday 9 AA 100  
10 CPLT 100

Add a to-do

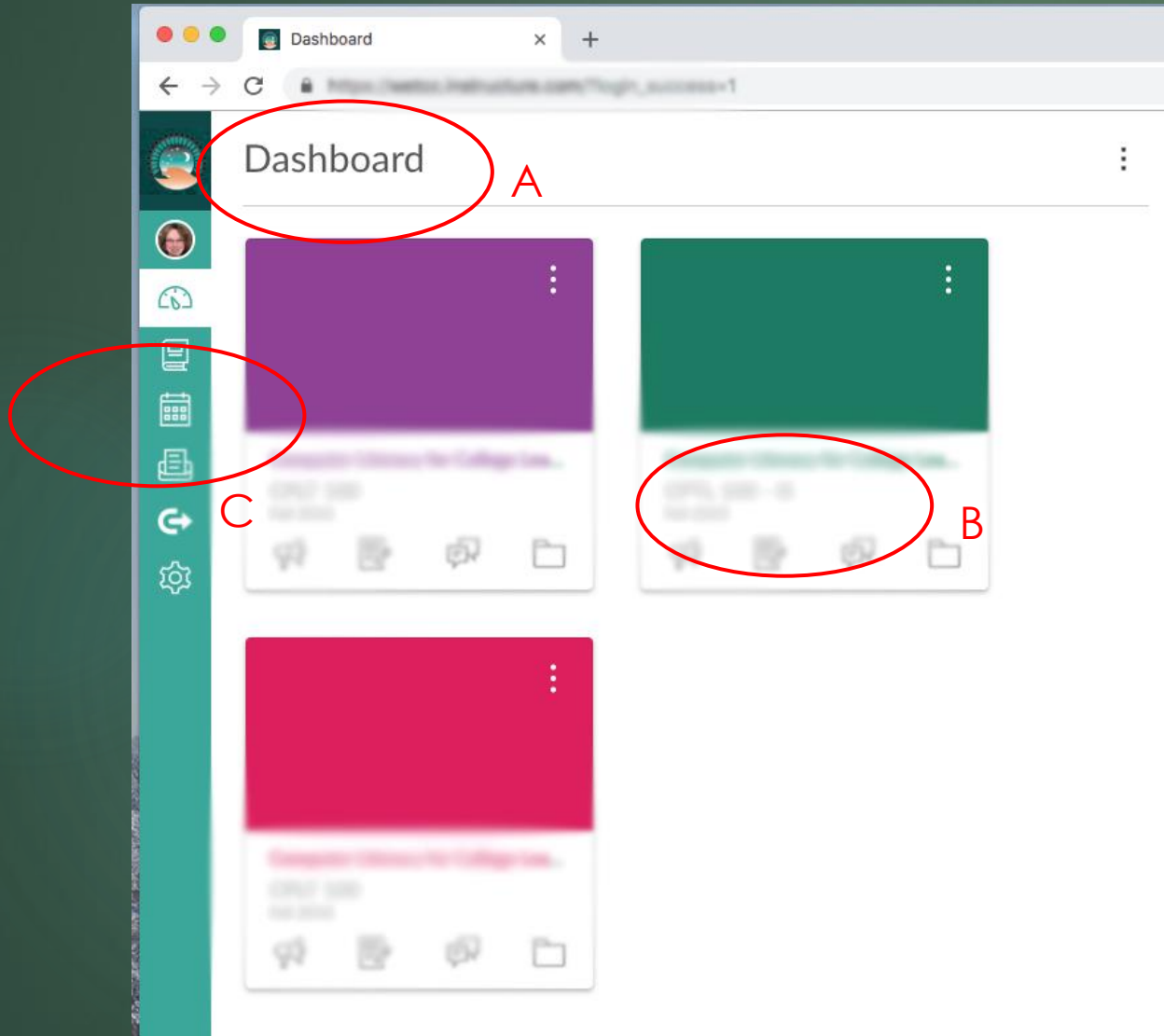
### Courses

Show

- AA 100: First Year Experience
- CPLT 100: Computer Literacy for College Learners
- CPLT 100-2: Computer Literacy for College Learners
- CPLT 100-3: Computer Literacy for College Learners

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# 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.

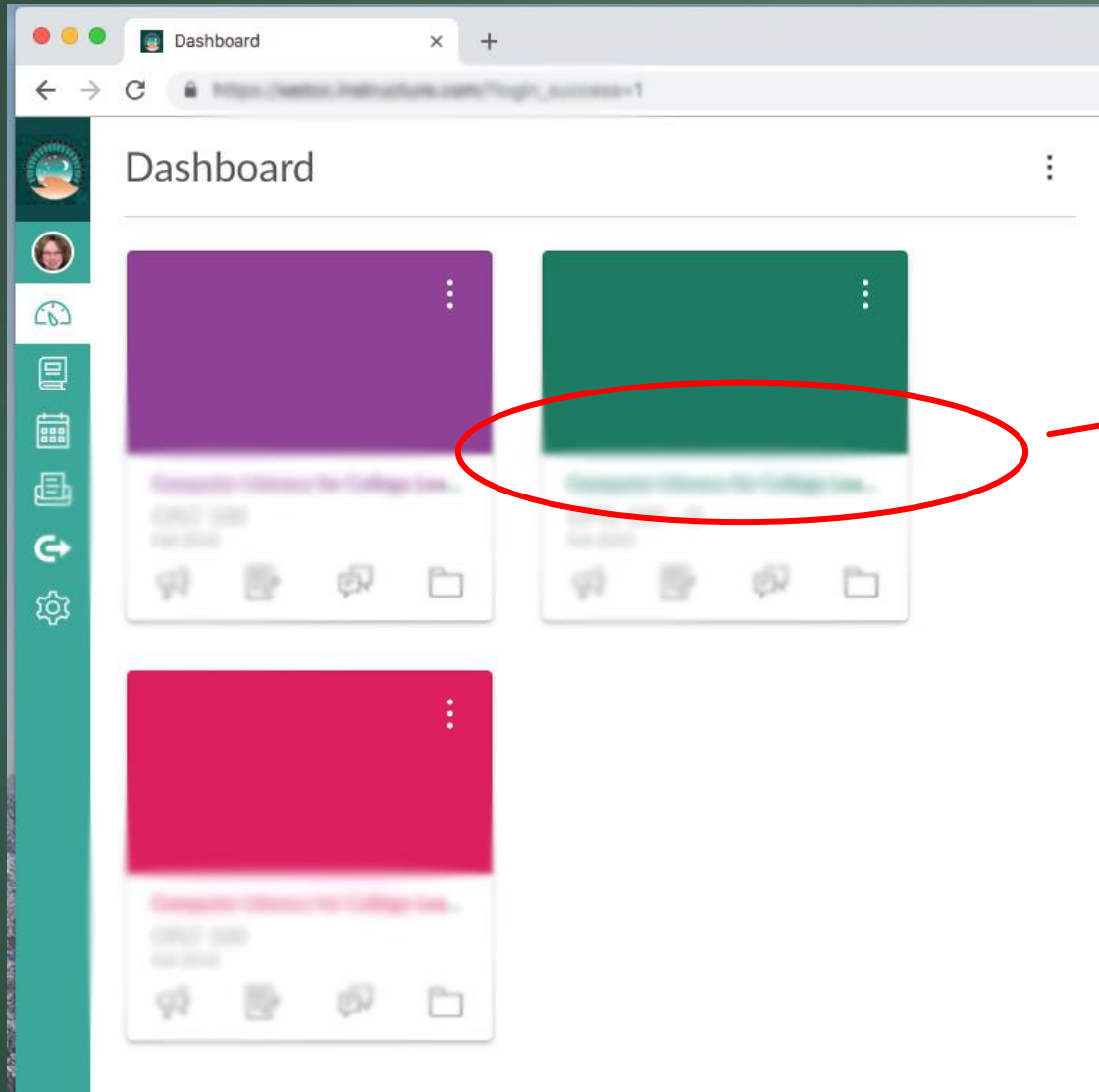
C. This is your Global Navigation Bar. It shows you the dashboard, courses, calendar, inbox, communications and help. The area to the right of the bar shows you the information under that button.

**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.**

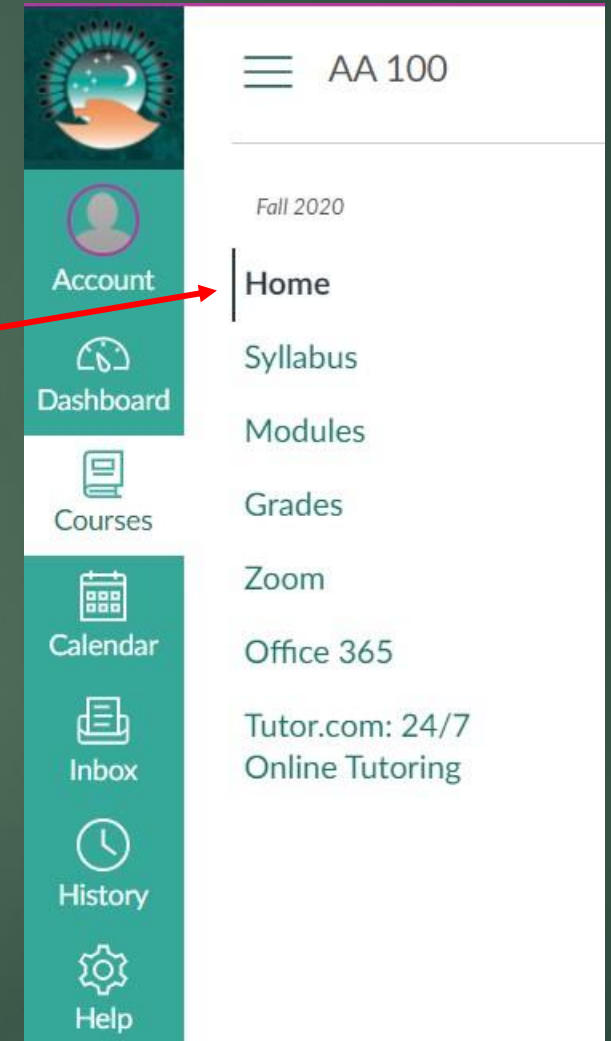
**If a card is missing, your registration may not have been fully processed.**

# CANVAS Course Information

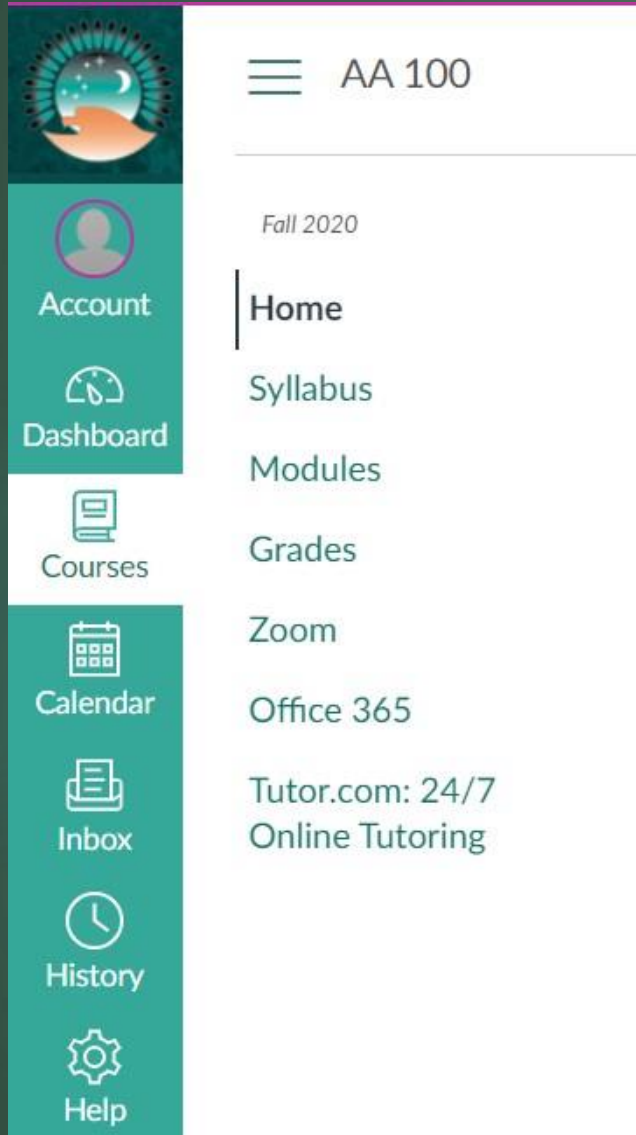


The link will take you to the CANVAS portal and automatically log you into that specific class as shown here.

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.

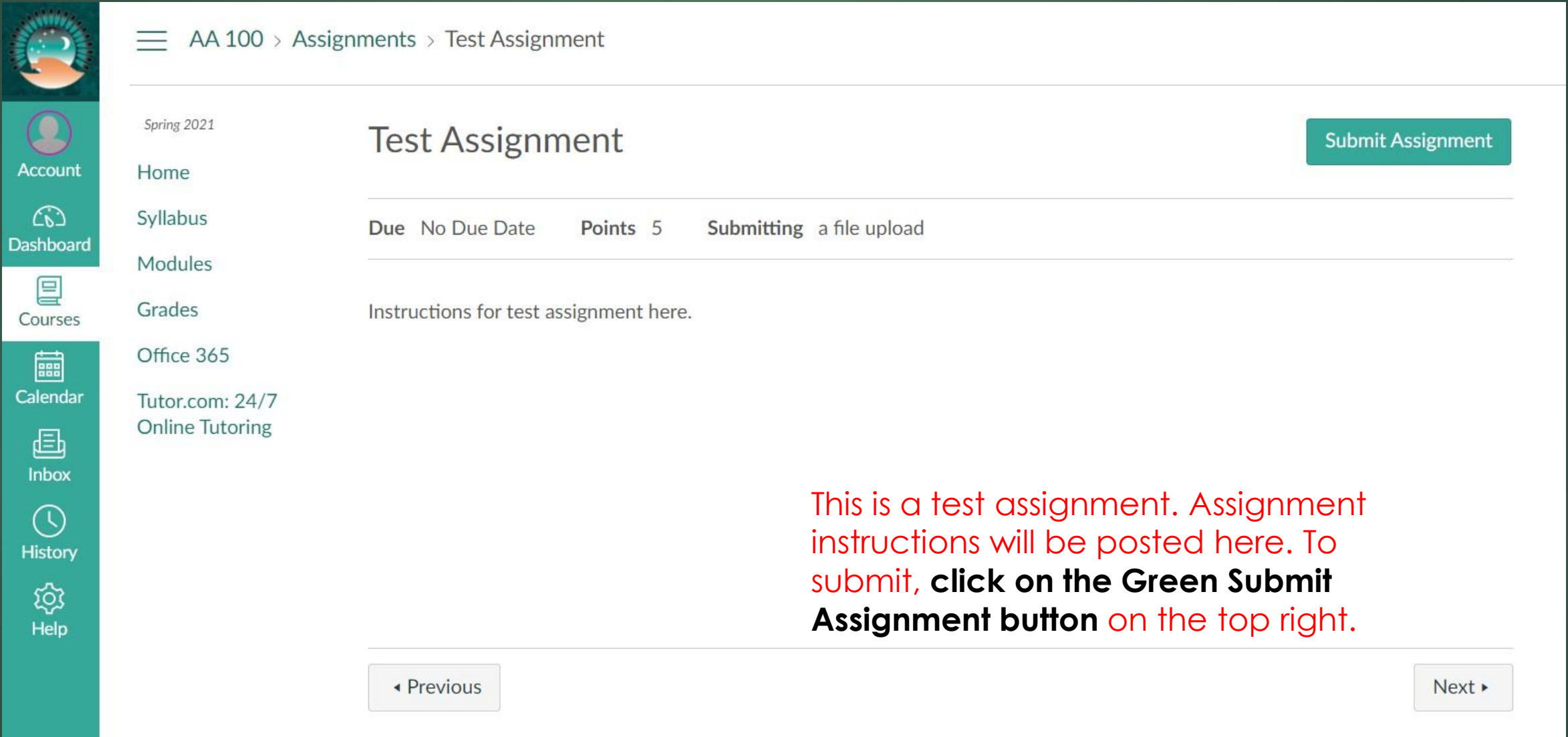
**Modules** – This is where you will go to find your assignments. It will walk through each Module with left and right arrows.

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

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

**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



The screenshot shows the Canvas LMS interface for a course. The top navigation bar includes a hamburger menu icon and the breadcrumb path: AA 100 > Assignments > Test Assignment. On the left, a teal sidebar contains icons and labels for Account, Dashboard, Courses, Calendar, Inbox, History, and Help. The main content area features a 'Spring 2021' header, a 'Test Assignment' title, and a 'Submit Assignment' button. Below the title, a table lists assignment details: 'Due' (No Due Date), 'Points' (5), and 'Submitting' (a file upload). The main body contains the text 'Instructions for test assignment here.' At the bottom, there are 'Previous' and 'Next' navigation buttons.

AA 100 > Assignments > Test Assignment

Spring 2021

## Test Assignment

Submit Assignment

Due	No Due Date	Points	5	Submitting	a file upload
-----	-------------	--------	---	------------	---------------

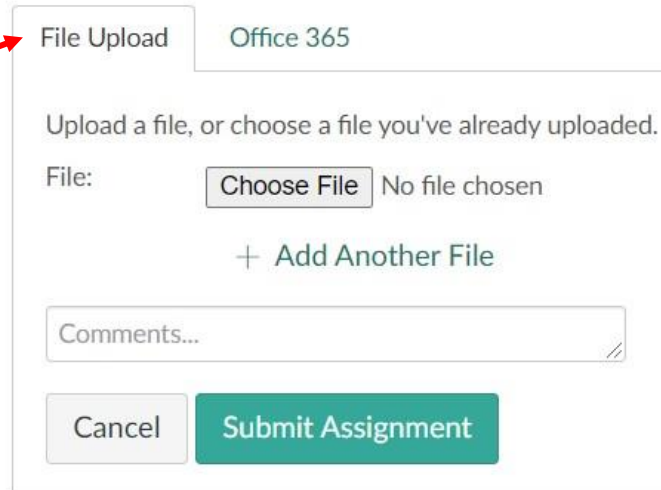
Instructions for test assignment here.

◀ Previous

Next ▶

This is a test assignment. Assignment instructions will be posted here. To submit, click on the **Green Submit Assignment button** on the top right.

# CANVAS Course Information



File Upload Office 365

Upload a file, or choose a file you've already uploaded.

File:  No file chosen

+ Add Another File

Comments...

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**.

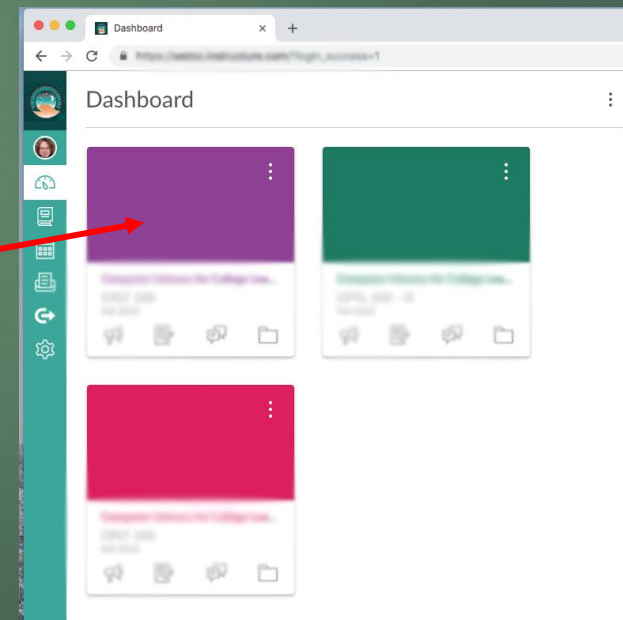
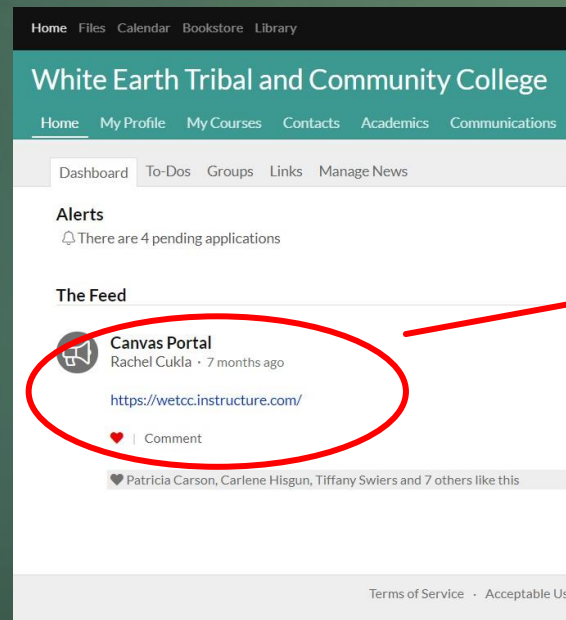
◀ Previous

Next ▶

# 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](http://www.wetcc.edu). Select Populi under My WETCC and login to Populi. Once in Populi select the canvas portal and then the course you wish to access.



# 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 see Student Services and we can help you with training.

Call: **218-935-0417**