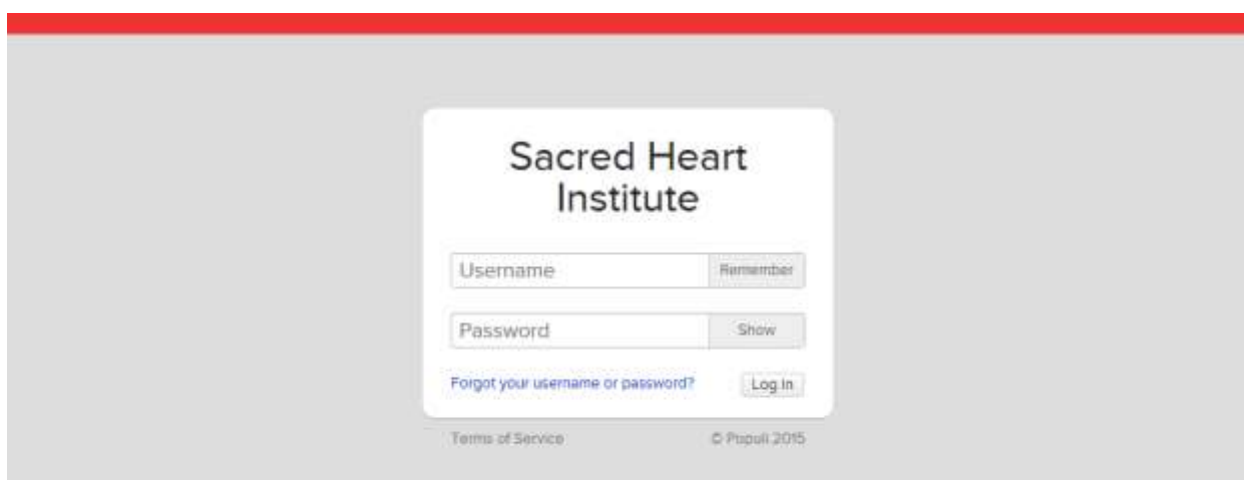




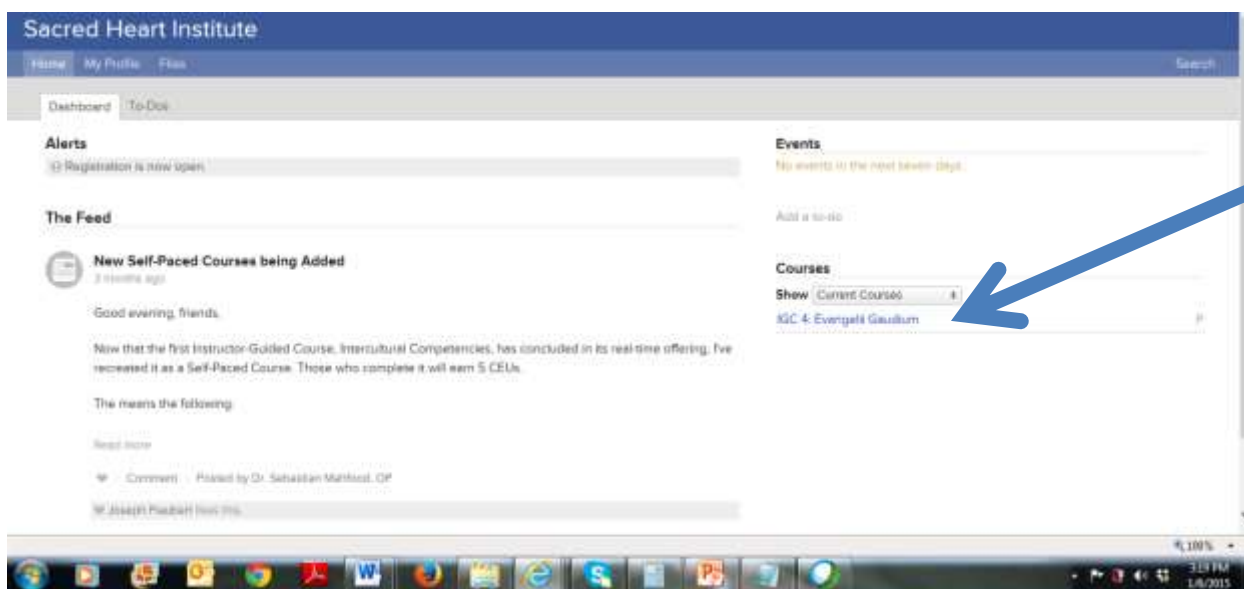
## Instructions on Navigating through Populi

The Populi Learning Management System, used by the Sacred Heart Institute to manage our online courses, is one of the most user-friendly on the market. Below are some easy access and navigation instructions.

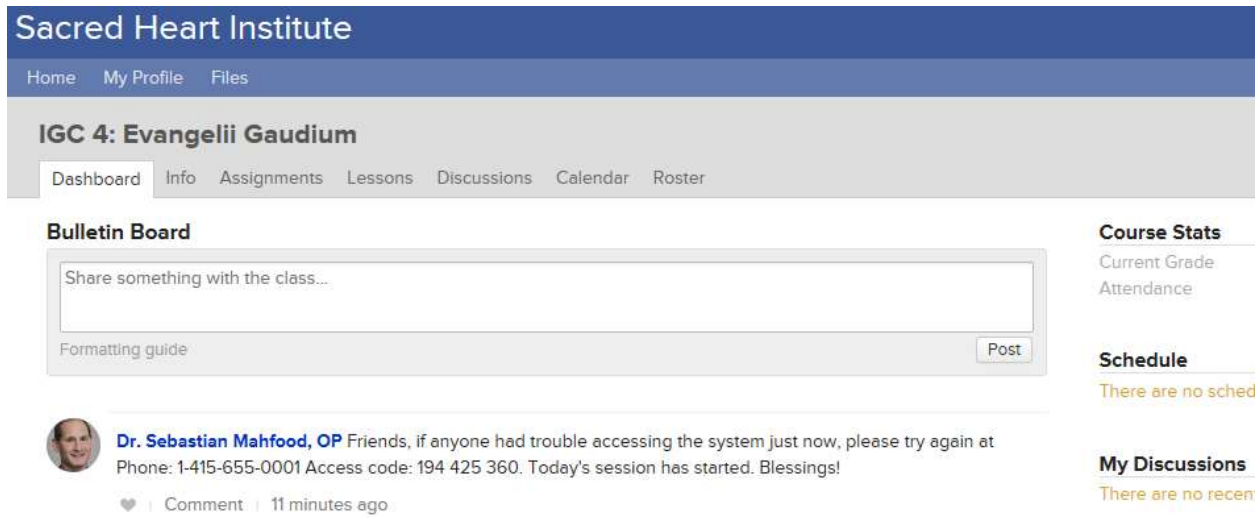
1. Access the system by going to <http://sacredheart.populiweb.com> You'll see a username and password mask.



2. Once in the system, you'll see a screen that looks like this. Your current courses are listed on the right. Just click the link, and you're in. You can also change your profile information in the tabs at the top left.



3. Once in a class, you'll see a dashboard. Anything you post on that dashboard will be emailed to the entire class. Your instructor will often put notes there to you. You'll receive them in your email, and you'll have them for easy reference on the course site.



**Sacred Heart Institute**

Home My Profile Files

**IGC 4: Evangelii Gaudium**

Dashboard Info Assignments Lessons Discussions Calendar Roster

**Bulletin Board**

Share something with the class...

Formatting guide Post

**Course Stats**

Current Grade  
Attendance

**Schedule**

There are no sched

**My Discussions**

There are no recen

**Dr. Sebastian Mahfood, OP** Friends, if anyone had trouble accessing the system just now, please try again at Phone: 1-415-655-0001 Access code: 194 425 360. Today's session has started. Blessings!

Comment | 11 minutes ago

4. If you click on the lessons tab in the menu, you'll see a list of the modules in the class you're taking. Clicking any one of them will give you access to the content inside.



**Sacred Heart Institute**

Home My Profile Files

**IGC 4: Evangelii Gaudium**

Dashboard Info Assignments **Lessons** Discussions Calendar

**Module 1: Maintenance vs. Mission: Be Bold and Creative**  
2 new posts in 2 discussions

**Module 2: Economic Systems: Exclusivity and Equality**  
3 new posts in 3 discussions

**Module 3: The New Evangelization: The Preacher and the Homily**  
1 new post in 1 discussion

**Module 4: Spirit-filled Evangelizers**  
4 new posts in 4 discussions

5. A content page looks like this. You can see course content in the main area, and you can see discussion boards and files on the right-hand side.

The screenshot shows the course page for IGC 4: Evangelii Gaudium. The navigation bar includes Home, My Profile, and Files. The course title is IGC 4: Evangelii Gaudium, and the current tab is Lessons. The main content area is titled "Module 1: Maintenance vs. Mission: Be Bold and Creative" and lists readings: Reflections 1 - 5 and The Joy of the Gospel, Sections 1 - 47 (Be Bold/Creative, Proper Perspective). A live webinar section mentions a weekly webinar hosted by Msgr. McNamara. A discussion/activity section asks for a reflection of about 400 words. On the right, there are sections for Discussions (Module 1 Discussion, Introductions) and Files (EGSession1.mp3, Reflections on EG 1 - 5 pdf, The Joy of the Gospel.pdf).

6. If you click on one of the discussion board links, you'll see a discussion in progress (or, you might be the first one in there who is posting).

The screenshot shows the discussion page for "Module 1 Discussion" by James McNamara, posted 15 days ago. The discussion prompt asks for a reflection of about 400 words concerning the challenge of maintenance vs. mission. The main text of the discussion discusses Pope Francis's call to be bold and creative in evangelization, noting the challenge of evangelizing active parishioners who may resent losing parking space or giving up their seat. A response from Dr. Sebastian Mahfood, posted 7 days ago, includes an audio file "EGSession1.mp3" and asks for thoughts and comments. The page also shows a "New" button, a "Report" button, and a "Reply" button with a heart icon and a "1" in a box. A text input field for a comment is visible at the bottom, with a "Formatting guide" link and an "Add Comment" button.