

Student Populi Manual For Distance Education

Covered Period 01, 2026 – June 30, 2028



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A.INTRODUCTION

- Currently, the primary means of educational delivery is via audio-video recordings on Populi website. Lectures are recorded and uploaded on the Populi online education system. The audio-video lectures can be accessed online anywhere internet available. Relevant materials and course materials are also uploaded with the recordings. The audio-video recordings are available to students in a week, normally in 48 hours, after the lectures are given in campus.
- Distance education students are currently required to watch weekly lectures and write a one-page summary report on the content of the lecture with questions and discussion topics. The summary report must be uploaded on the assignment folder at Populi site. Students are also required to take same exams with the on-campus students. Exams are proctored by an approved proctor before the exam at the beginning of the semester. GMU uses a proctor report form.
- Students are required to submit all works for the course on time, usually within a week of the course schedule. Afterwards, the instructor grades the student's work, and feedback is given for the work completed in the course. Students and instructors are encouraged to frequently communicate and to exchange their opinions as much as they need via Populi Discussions (Forum), e-mail, or social media such as Facebook, Kakaotalk, and GMU home page at www.gm.edu.

I. Resource Goals

1. Service & Development
 - Grace Mission University will seek to provide students with an updated course management system through the use of Populi (<http://gm.populiweb.com>)
 - Provide audio-video recordings per course simultaneously with on-campus lectures
 - Provide a place, such as "Discussions" site for assignment submission and feedback
 - Promote student social interactions
 - Develop more intimate relationships with instructors
 - Train and assist instructors and students on the use of Populi systems.
2. Develop and provide online resources that are accessible to distance education students as well as resident students. The main web page is www.gm.edu.
 - Library access
 - Online databases
 - Online research resources
 - Useful and relevant websites

3. Assess the community life needs of distance education students by administering a Classroom Community Scale assessment.
4. Develop faculty involvement in the life of student body
 - Through the use of Populi
 - Online chat sessions and discussions(forums)
 - Email communications
 - Online conference meetings
 - New student orientation and introductions by student dean and members of student government

B. Resources

1. Audio & Video Recording System
 - Grace Mission University utilizes Zoom recording service to record live lectures, pre-recorded lectures and translated lectures and events.
 - 35 Zoom online accounts configured for the courses each term
 - Use the link in Populi under Conference section of each course
2. Lecture Videos Streaming
 - Lecture videos are stored and streamed from off-campus server.
 - To access, use the link in Populi under Lessons section of each course
 - Professional media engineer performs enhancing, editing, rendering and/or adding subtitle. Media files are compressed to enhance online delivery.
 - Media is uploaded to an off-campus media server for streaming. Students can access the media links in Populi LMS under corresponding course section. Media is backed up on internal media servers for long term storage.
3. SMS & LMS (Online, off-campus)
 - gm.populiweb.com to access Grace Mission University log-in page
 - Populi Platform is used to manage SMS (School Management System) and LMS (Learning Management System)
4. Library
 - Physical on-campus library with in-person librarian service
 - Online book search in Populi LMS under Library tab
5. School Web Page
 - www.gm.edu is the school's main website.
 - 5 languages available: English, Spanish, Chinese, Indonesian & Portuguese
 - You can find additional information on the school web site.
6. School Email Account
 - Google Workspace for Education is used.
 - Staff, Faculty and Students can request and use the school provided email account while enrolled in a program

C.Populi Learning Management System

GMU uses Populi system for distance education because of various effective functions of it. Populi course management system is implemented to assist in the facilitation of course objectives and assignments.

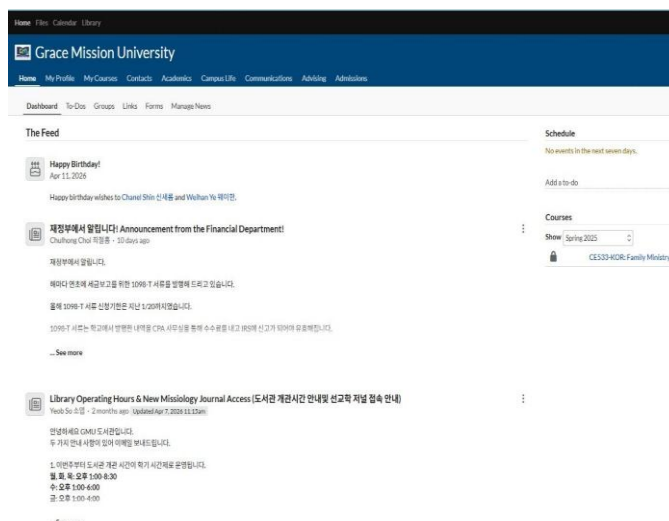
Populi is utilized to provide lecture notes and recordings, assignment submission and feedback, and discussions(forums) for class discussions and instruction. Audio-video recordings are uploaded per course in their respective course sites.

Students can access these recordings at their convenience with course password. Assignments will also be submitted via Populi per course sites. Students will upload assignments and instructors will provide feedback through the same means.

Populi is also used to promote student social interaction as well as student/faculty relationships through discussion sessions and course faculty office hours. Discussion sessions may be conducted per instructor's request. Students can then log on and join discussion chat sessions to ask questions and comment on work.

Instructors and students will need to be trained and assisted to use Populi course management systems by the technology person. Populi system provides the following functions.

- **Class Management by each instructor**
- **Include the assignment and class materials**
- **Prepare the instructor and Operator manuals**
- **Giving tests and quizzes**
- **Scheduling the Instructor workshop**



I. POPULI STUDENT MANUAL 포폴리 사용법

School Main Website: www.gm.edu

Distance Education Populi Website: gm.populiweb.com

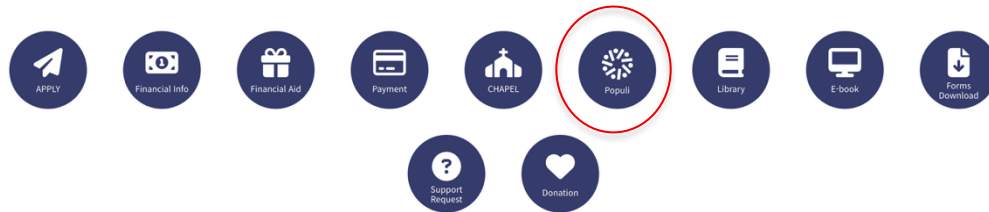
1. Populi Account 포폴리 계정

- To create a new post or write a comment on any board other than the Inquiry Board, you must first register as a member and receive approval from the administrator. Once you have registered, the university's Office of General Affairs will verify your student status before granting final approval for your membership. 이곳은 회원에 가입하고 관리자의 승인이 있어야 문의 게시판을 제외한 다른 게시판에 글을 올리거나 댓글을 달 수 있습니다. 일단 회원에 가입하시면, 학교 총무처에 연락하여 학생 여부를 확인한 후 가입을 승인해 드립니다.
- Please be advised that even if you have registered on the official Grace Mission University website, you cannot log into the online lecture platform with using the same ID and password. To access and attend online lectures, you must have a separate ID and password issued by the university. Online lectures are available exclusively to registered distance education students. 그레이스미션대학교 공식 홈페이지에 가입을 하셨다고 온라인 강의를 듣는 홈페이지에 같은 아이디와 패스워드로 로그인할 수 없습니다. 온라인 강의를 들으려면 학교에서 발급해주는 아이디와 패스워드가 있어야 합니다. 온라인 강의는 등록한 통신학생만 들을 수 있습니다.

2. Populi link from the school's main web page 학교 웹사이트에서 포폴리 들어가기

- Enter www.gm.edu in the address bar and press the [Enter] key on your keyboard or click the [Go] button behind the address with your mouse. 주소란에 www.gm.edu 를 입력하고 키보드의 [엔터] 키를 누르거나 마우스로 주소 뒤에 있는 [이동] 단추를 누릅니다.

- The screen shown below will appear. Click on the [Populi] icon, located as the 6th item in the navigation menu below. 아래와 같은 화면이 나타납니다. 아래 동그란 메뉴의 6 번째 [Populi]를 클릭합니다.



3. Log In 로그인

- After the following screen will appear. Enter the ID and password issued by the school and click the [Login] button. 아래와같은 화면이 나타나면, 학교에서 발급해주는 아이디와 패스워드를 입력하고 [Login] 버튼을 클릭합니다.

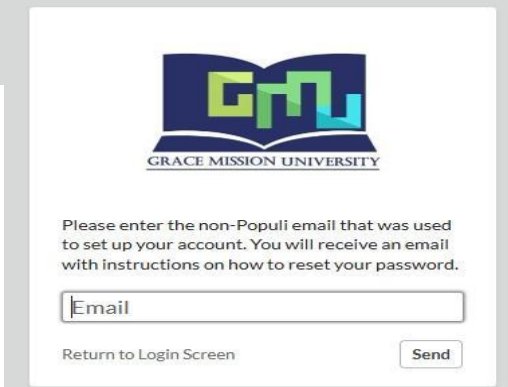


4. How to change password if forgotten or lost 패스워드 분실시 변경하기

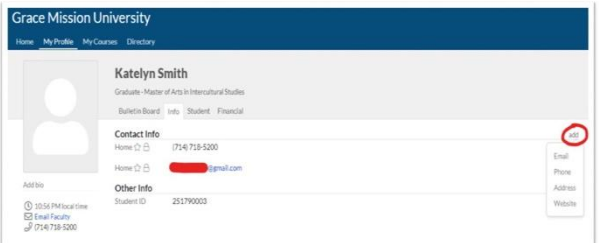
- On the login page, click “Forgot username or password?” 로그인 페이지에서 “Forgot username or password?” 를 클릭합니다.
- Type in your email address and click Send.
이메일 주소를 입력하고 Send 버튼을 누릅니다.
- Click the [Change password] button to update it.
[Change password] 버튼을 클릭하여 수정합니다.
- To update your address or other information, click the [Edit profile] tab.
- 주소나 다른 정보를 수정하려면 [Edit profile] 탭을 클릭하여 수정합니다.
- To return to the home screen, click [GMU] located under 'Grace Mission University'.
- 첫 화면으로 가려면, Grace Mission University 아래 [GMU]를 클릭합니다.



The first screenshot shows the login page with the GMU logo and the text "GRACE MISSION UNIVERSITY". Below the logo are two input fields: "Username" and "Password". To the right of the "Username" field is a "Remember" button, and to the right of the "Password" field is a "Show" button. Below these fields is a link that says "Forgot username or password?".



The second screenshot shows the password reset page. It features the GMU logo and the text "GRACE MISSION UNIVERSITY". Below the logo, it says "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." There is an "Email" input field and a "Send" button. A "Return to Login Screen" link is also present.

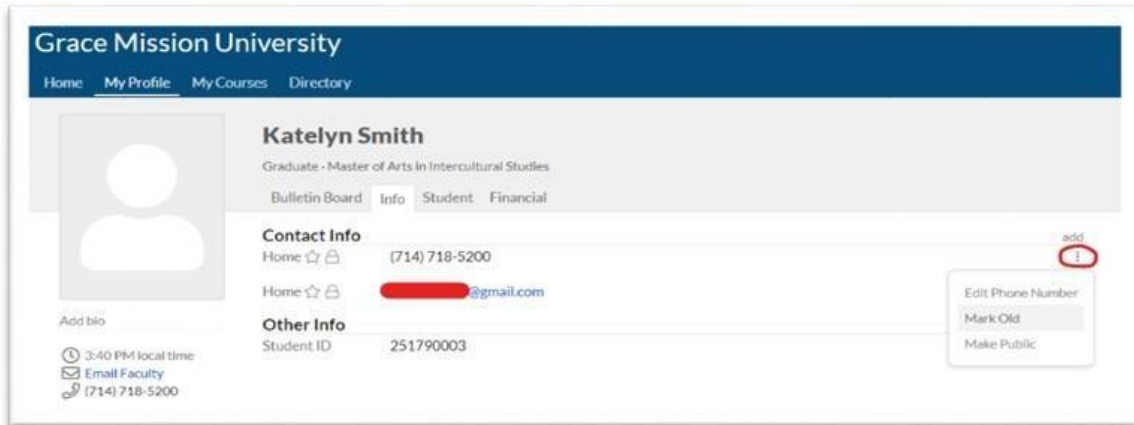
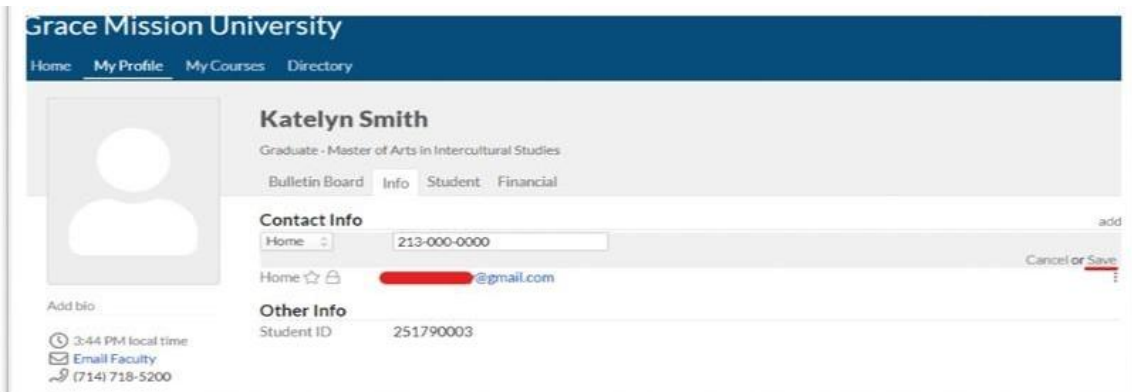


The third screenshot shows the user profile page for "Katelyn Smith". It includes a navigation bar with "Home", "My Profile", "My Courses", and "Directory". The profile section shows "Contact Info" (Home: 714-718-5200, Email: [redacted]@gmail.com) and "Other Info" (Student ID: 251790003). On the right side, there is a sidebar with "Add", "Edit", "Phone", "Address", and "Website" buttons. The "Add" button is circled in red.

5. Updating My Information 내 정보 페이지

- Click “Info” tab to view your information. “Info” 페이지에서 귀하의 정보를 검토하실 수 있습니다.
- You can add your information by clicking the “Add” button. “Info” 탭을 클릭하면 학생 정보가 뜹니다. “Add” 버튼을 눌러서 원하시는 세부 정보를 추가하실 수 있습니다.

- If you need to update your personal information, click [More] icon (three dots) on the right and select [Edit] to edit your information. Make sure to click [Save]. 개인 정보를 수정해야 하는 경우, 수정하시려는 항목 옆에 점 세 개를 클릭하셔서 Edit(수정)이라고 써 있는 것을 누르신 후 정보를 기입하신 후에 SAVE 를 클릭하시면 정보가 저장됩니다.

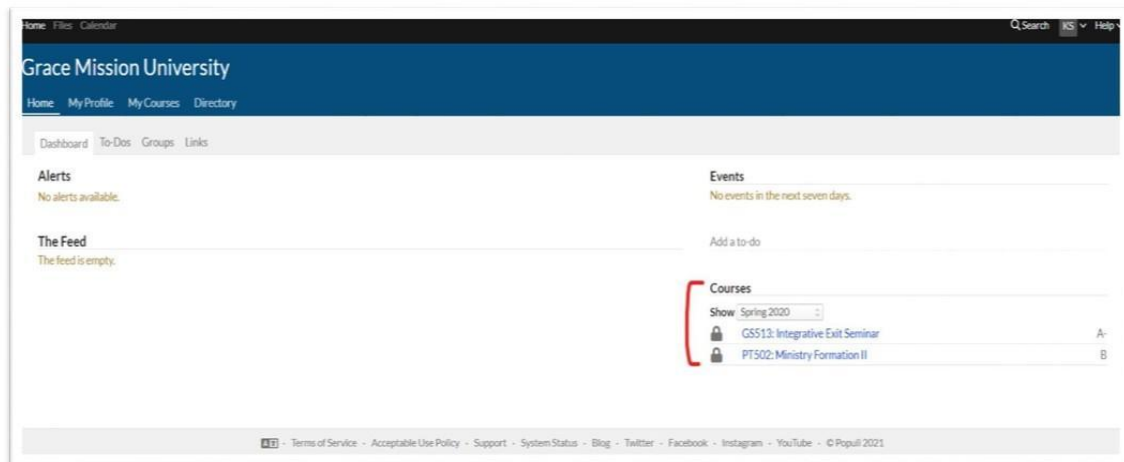



6. How to find your courses 현재 수강하고 있는 과목을 찾는 방법

- You can get to your courses several ways, but three of the most convenient are as follows. 여러 가지 방법으로 과목을 찾을 수 있지만 가장 편리한 세 가지 방법은 다음과 같습니다.

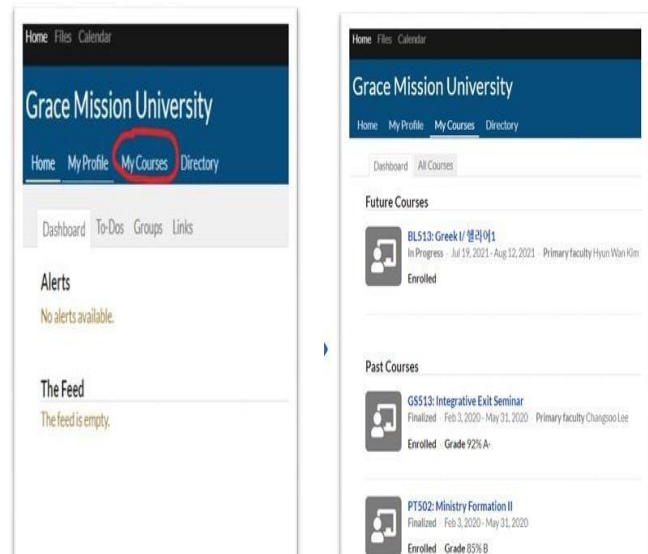
On Home page 홈화면에서 찾기

- After logging in to your Populi Profile, you will be taken to your Populi Home page. In the right column, you will see your current courses listed. Populi 에 로그인하면 홈화면으로 이동합니다. 오른쪽 열에 현재 수강하고 있는 과목들이 나열되어 있습니다.



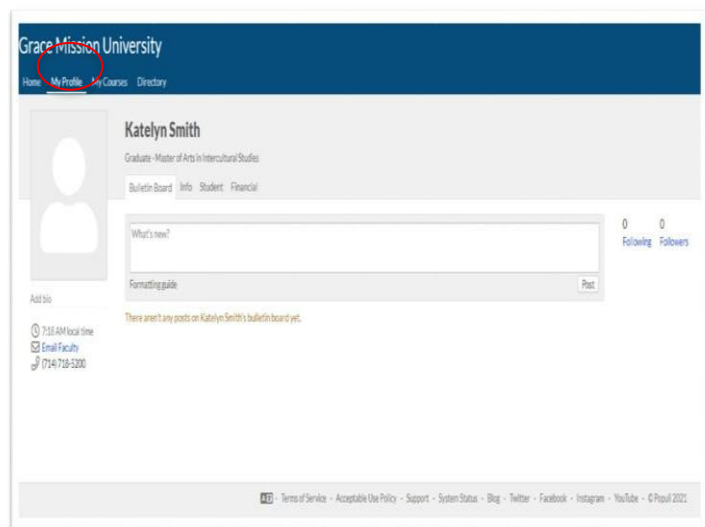
On my Course Tab 전체 과목 보기에서 찾기

- Click on the dashboard [My Courses] tab in the main navigation menu, then you will see your current and past courses. 상단에서 My Courses 를 클릭 합니다. 그럼 오른쪽 사진과 같이 현재 수강하고 있는 과목과 이전에 수강한 과목들이 보입니다.

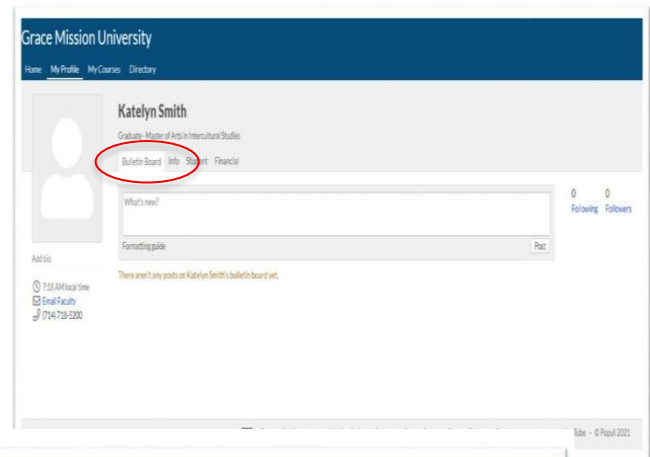


On My Profile -> Student tab 프로필에서 찾기

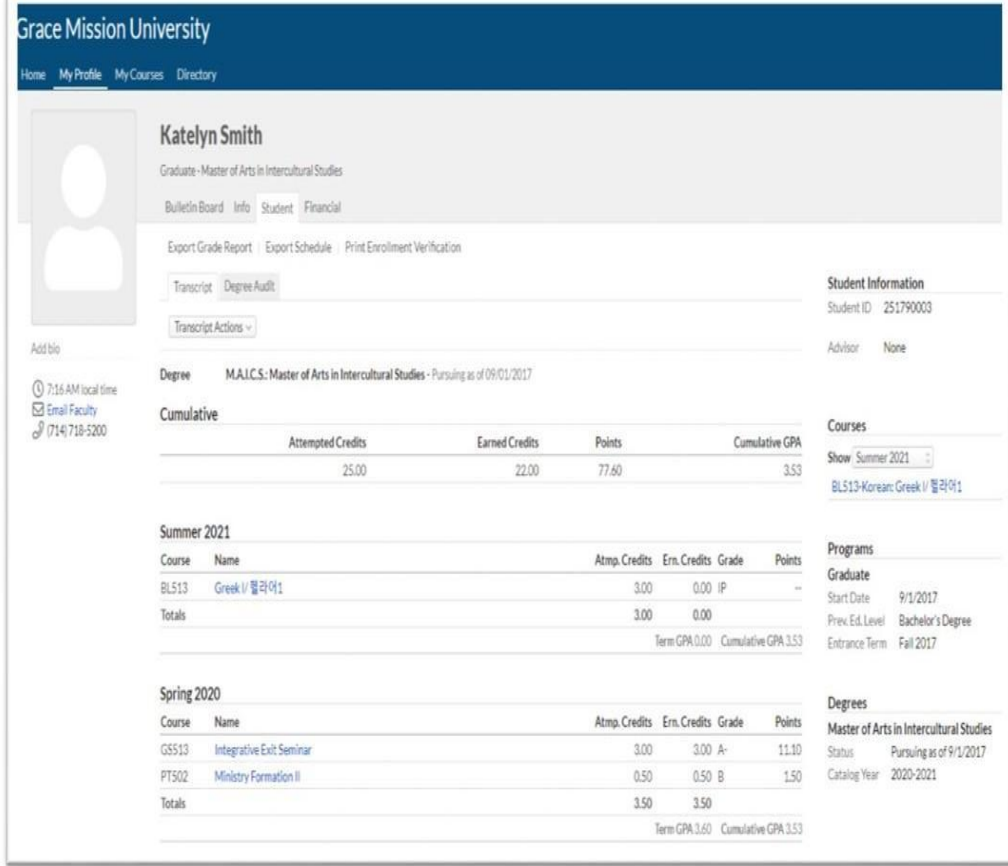
- Click “My Profile” on the dashboard and you will see a page like this. My Profile 상단 메뉴 중 “My Profile”을 클릭하면 아래와 같이 뜹니다.



- Click “Student” tab then you will see the list of your courses. You can go to each course page by clicking the name of the course.그 다음에 “Student” 탭을 클릭하면 아래와 같이 과목들이 나옵니다. 과목 이름을 클릭하면 해당 과목 페이지로 이동합니다.



6.



Grace Mission University

Home My Profile My Courses Directory

Katelyn Smith
Graduate - Master of Arts in Intercultural Studies

Bulletin Board Info **Student** Financial

What's new?

Formatting guide

There aren't any posts on Katelyn Smith's bulletin board yet.

11:16 AM local time
Email Faculty
714/718-5200

Student Information

Student ID 251790003

Advisor None

Courses

Show Summer 2021

BL513-Korean: Greek I / 그리스어1

Programs

Graduate

Start Date 9/1/2017

Prev. Ed. Level Bachelor's Degree

Entrance Term Fall 2017

Degrees

Master of Arts in Intercultural Studies

Status Pursuing as of 9/1/2017

Catalog Year 2020-2021

Degree M.A.I.C.S.: Master of Arts in Intercultural Studies - Pursuing as of 09/01/2017

Cumulative

Attempted Credits	Earned Credits	Points	Cumulative GPA
25.00	22.00	77.60	3.53

Summer 2021

Course	Name	Atmp. Credits	Earn. Credits	Grade	Points
BL513	Greek I / 그리스어1	3.00	0.00	IP	--
Totals		3.00	0.00		
		Term GPA 0.00	Cumulative GPA 3.53		

Spring 2020

Course	Name	Atmp. Credits	Earn. Credits	Grade	Points
GSS13	Integrative Exh Seminar	3.00	3.00	A-	11.10
PTS02	Ministry Formation II	0.50	0.50	B	1.50
Totals		3.50	3.50		
		Term GPA 3.60	Cumulative GPA 3.53		

7. Populi Course Navigation 포폴리 과목 페이지

- In each of your Populi courses, you will navigate from one part to another by clicking the menu items in the left sidebar. Here is a quick look at what you will find in each view (keep in mind that your professor might not make use of all course features). Populi 의 각 과목 페이지에 들어가시면 왼쪽의 메뉴들을 클릭해서 이동하실 수 있습니다. 하지만 모든 메뉴를 다 사용하지 않으시는 교수님도 계시다는 걸 유의해주시기 바랍니다.

a. Dashboard 대시보드



- Dashboard: Here you will get an overview of what is going on (and coming soon) in the course. Alerts link you to specific tasks requiring your attention. The Bulletin Board lets your class communicate with each other. And you can also see your current course status and grade at the top of the right column of the screen. 과목에 대한 전반적인 정보를 볼 수 있습니다. 학생이 보아야 하는 공지, 또는 제출해야 할 과제물이 있다면 “Alert”가 뜹니다. 또한 “Bulletin Board”를 통해 다른 학생들과 서로 소통 할 수 있습니다. 또한 화면 오른쪽 열 상단에서 현재 과목 상태와 성적을 볼 수 있습니다.
- You can find the Zoom link for the class for each week. Your professor (host of the meeting) will open the Zoom meeting and you can enter the meeting 10 minutes before the class. Dashboard(대시보드)에는 수업 참여 Zoom 링크가 매주마다 올라와있습니다. 날짜와 시간을 확인하시고, 강의 호스트이신 교수님께서 먼저 Zoom 을 열면 학생들은 입장할 수 있으며, 강의 시작 10 분전에 입장할 수 있습니다.

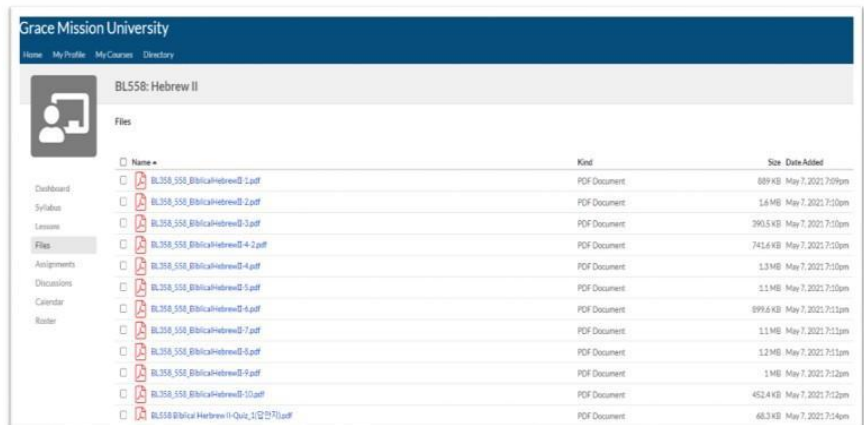
b. Syllabus 강의 계획서

- 이 섹션에 들어가셔서 보시면 과목에 대한 Syllabus 가 아래와 같이 뜹니다. Syllabus: This view presents the information you will need to understand how the course will be conducted and graded.



c. Files (파일)

- A central location that gathers all the course's files from assignments, lessons, and syllabi. 과목에 대한 모든 파일은 여기서 찾으실 수 있습니다 (학생이 업로드 했던 모든 과제물, 교수님이 올리신 강의 파일, syllabus 등).



d. Assignments 과제

- This is a list and overview of the various assignments in your course. You may upload your assignment by clicking the name of the assignment you would like to submit.

학생이 제출해야 할 과제 목록과 각 과제의 점수가 나와있습니다. 각 과제물을 클릭해서 들어가신 후에 파일을 업로드하시면 됩니다. 각 과제 마다 점수와 항목별 성적 분포가 나와있습니다.

BL558: Hebrew II							
Assignment Groups							
Name	Weight	Extra Credit	Drop Lowest	Assignments			
Attendance	10%			1			
Final Exam	30%			1			
Forum Discussion	5%			0			
Homework	10%			1			
Mid Test	20%			1			
Presentation	5%			2			
Quiz	20%			5			

Group	Type	Name	Points	Extra Credit	Due	Availability	Grade/Percent	Letter Grade	% of Course
Homework	File	Assignment1-자기소개	20	--	Feb 1, 2021 12:00am to Feb 17, 2021 11:59pm	①	--	--	10.53%
Quiz	File	Assignment2-11-12과 단어 퀴즈	20	--	Feb 18, 2021 8:30pm to May 14, 2021 11:59pm		--	--	4.53%
Quiz	File	Assignment3-13-14과 단어 퀴즈	20	--	Feb 25, 2021 8:30pm to May 14, 2021 11:59pm		--	--	4.53%
Quiz	File	Assignment4-15과 단어 퀴즈	3	--	Mar 4, 2021 8:30pm to May 14, 2021 11:59pm		--	--	0.68%
Quiz	File	Assignment5-중기 단어 퀴즈	20	--	Mar 11, 2021 8:30pm to May 14, 2021 11:59pm		--	--	4.53%
Presentation	File	Assignment6-중기 5분 발표	5	--	Mar 18, 2021 8:30pm to May 14, 2021 11:59pm		--	--	2.67%
Mid Test	File	Assignment7-시문 단어 퀴즈	20	--	Apr 1, 2021 8:30pm to May 14, 2021 11:59pm		--	--	21.05%
Presentation	Attendance	Assignment8-시문 5분 발표	5	--	Apr 8, 2021 8:30pm to May 14, 2021 11:59pm		--	--	2.67%
Quiz	File	Assignment9-요나서 단어 퀴즈	30	--	Apr 15, 2021 8:30pm to May 14, 2021 11:59pm		--	--	6.79%
Attendance	Attendance	Attendance	10	--	Feb 1, 2021 12:00am to May 22, 2021 11:59pm		--	--	10.53%
Final Exam	File	Final Test	30	--	Feb 1, 2021 12:00am to May 22, 2021 11:59pm		--	--	31.58%

How to Submit Assignments 과제 제출 방법

- Click the name of the assignment you would like to submit. Note that "Availability" refers to the time frame in which you will be able to submit work for the assignment. 제출하려는 과제의 이름을 클릭해서 들어갑니다. “Availability”는 과제를 제출 할 수 있는 기간을 의미합니다.
- Click Add files in the lower right corner of the screen that appears after clicking the task name, and click as shown in the picture to upload the file. And All files must be uploaded in PDF format. 과제 이름을 클릭 후 나타나는 화면 오른쪽 맨 하단 부분에 있는 Add files 클릭하고, 그림과 같이 클릭하여 파일을 올립니다. 모든 파일은 PDF 파일로 올립니다.

File

Description: --

Points: 20 (10.53% of course)

Rubric: --

Extra Credit: No

Group: Homework

Type: File

Lesson: Week 1 - Hebrew basic grammar summary: 히브리어 기초 문법 정리

Published: Yes

Due: --
Add an exception

Availability: Start: Feb 1, 2021 12:00am
End: Feb 17, 2021 11:59pm
Visible to students before available
Add an exception

Assignment Statistics

Grade	# Students	% of Class
--	7	100%

Mean: 0.0% (-)
Median: 0.0% (-)

Add files

How to Re-Submit Assignments 과제 재-제출 방법

- To delete an uploaded file and replace it with a new one, click the uploaded file and click the three dots in the upper right corner of the replaced screen. Then, delete the file by clicking Delete and upload the file again as in the beginning. 업로드한 파일을 지우고 새 파일로 바꾸려면, 올린 파일을 클릭하고 바뀐 화면 오른쪽 맨 위 상단에 있는 세

개의 점을 클릭합니다. 그리고 Delete(삭제) 하여 파일을 지우고 다시 처음과 같이 파일을 올립니다.

Availability
 Start: Jul 19, 2021 12:00am
End: Aug 12, 2021 11:59pm
 Not visible to students before available
 Add an exception

Assignment Statistics

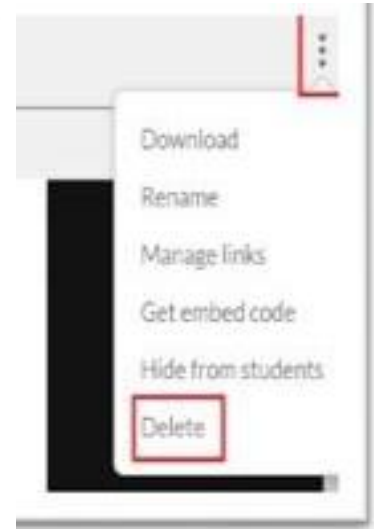
Grade	# Students	% of Class
A	1	100%

Mean 100.0% (A)
 Median 100.0% (A)

Files

 Assignment 1.pdf

add



e. Lesson (강의)

This view gives you all the available lessons for the course. Lessons are collections of course materials—content, assignments, discussions, links, and files—that cover a particular section of the course curriculum. 한 학기 동안 이 과목에서 배울 강의를 주별로 볼 수 있습니다. 본 과목에서 사용 가능한 주차별 강의 목록을 제공합니다 (콘텐츠, 과제, 토론, 링크 및 파일 등).

Grace Mission University
[Home](#) [My Profile](#) [My Courses](#) [Directory](#)

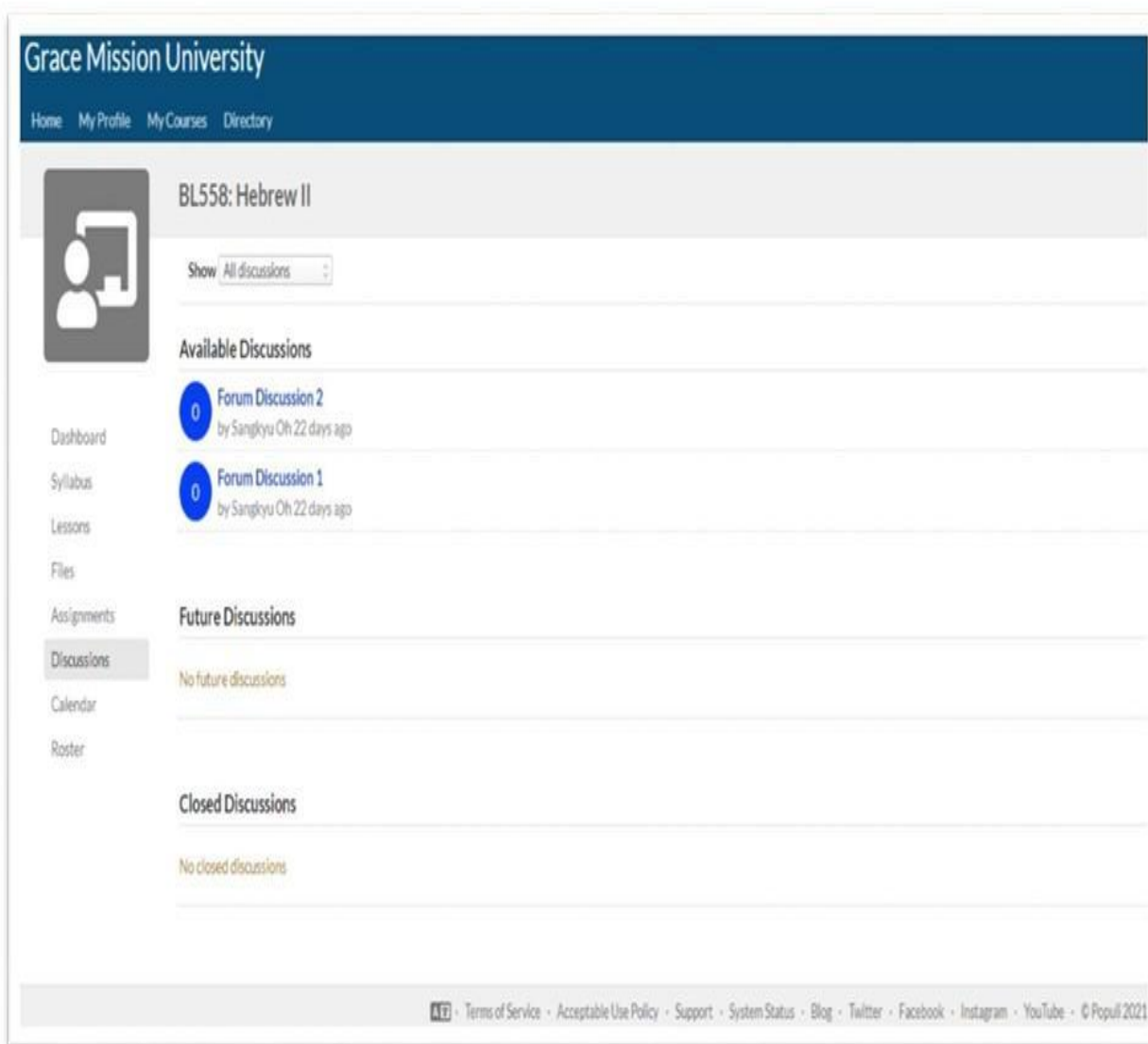

BL558: Hebrew II

Dashboard
Syllabus
Lessons
Files
Assignments
Discussions
Calendar
Roster

☐ Week 1 - Hebrew basic grammar summary : 히브리어 기초 문법 정리
☐ Week 2 - Hebrew basic grammar summary2 히브리어 기초 문법 정리2
☐ Week 3 - Noun changes, pronoun suffixes 명사 변화, 대명사 접미
☐ Week 4 - Verb complete. Verb incomplete. Israeli Season - Purim (2/25-26) 동사의 완료형, 동사의 미완료형 이스라엘 절기- 부림절(2/25-26)
☐ Week 5 - State verb, lecture type (Piel, Pual) 상태동사, 강의형(피엘, 푸알)
☐ Week 6 - Reading in Hebrew (Ruth 1: 6-18) 히브리어 강독(룻기1장-18)
☐ Week 7 - Reading in Hebrew (Ruth 1: 6-18)2 히브리어 강독(룻기1장 6-18)2
☐ Week 8 - Reading in Hebrew (Psalm 1) Israeli Season-Passover 히브리어 강독(시편1편) 이스라엘 절기- 유월절(3/27-4/4)
☐ Week 9 - ministry type (Hifil, Hopal) 사역형(히필, 호팔)
☐ Week 10 - Bible Hebrew Accent Hebrew (Jonah 1:1-16)성경 히브리어 억센트 히브리어 강독(요나서1:1-16)
☐ Week 11 - Reading in Hebrew (Jonah 1:1-16) 히브리어 강독 (요나서1:1-16)
☐ Week 12 - Reading in Hebrew (Jonah 1:1-16) 히브리어 강독 (요나서1:1-16)
☐ Week 13 - Grammar theorem and final exam preparation 문법정리 및 기말고사 준비
☐ Week 14 - Israeli Season-Capri (5/16-18) 이스라엘 절기-칠칠절(5/16-18)
☐ Week 15 - Course Evaluation, final exams 과목 Evaluation, 기말고사

f. Discussions (토론)

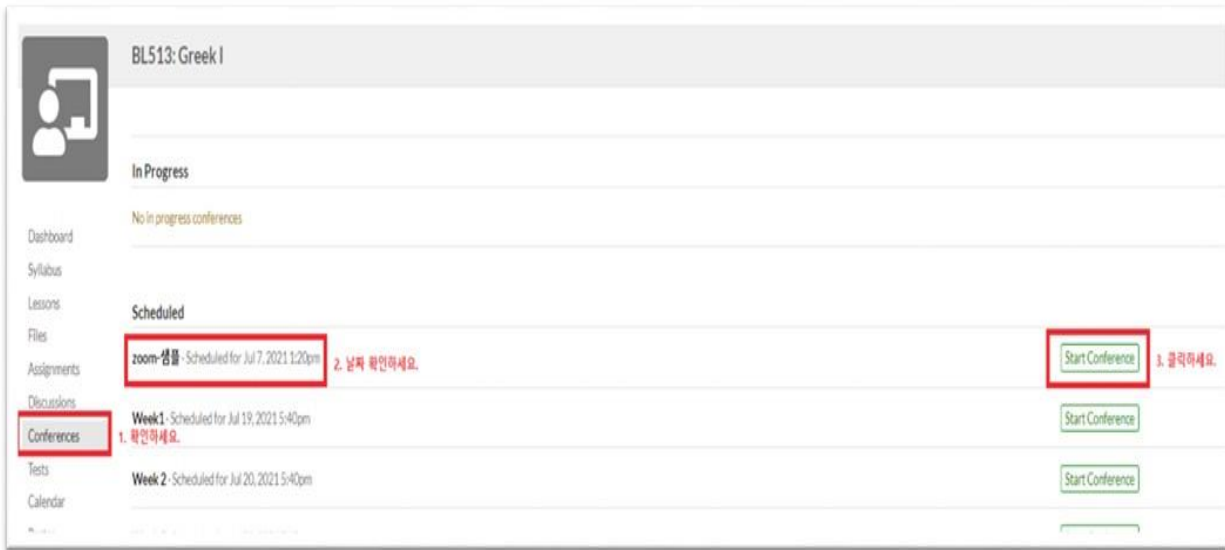
- The Discussion Forum is a place where students and professors discuss the same topic. Through this space, professors engage in free discussions with distance education students. Discussions(Forum)은 학생과 교수가 같은 주제에 대하여 토론하는 곳입니다. 이 곳을 통하여 교수가 원격 교육 학생과 자유로운 토론을 합니다.



g. Conferences Zoom Links 줌 링크 스케줄

- You can find the Zoom link for the class for each week. Your professor (host of the meeting) will open the Zoom meeting and you can enter the meeting 10 minutes before

the class. 수업 참여 Zoom 링크가 매주마다 올라와 있습니다. 날짜와 시간을 확인하시고, 강의 호스트이신 교수님께서 먼저 Zoom 을 열면 학생들은 입장할 수 있으며. 강의 시작 10 분전에 입장할 수 있습니다.



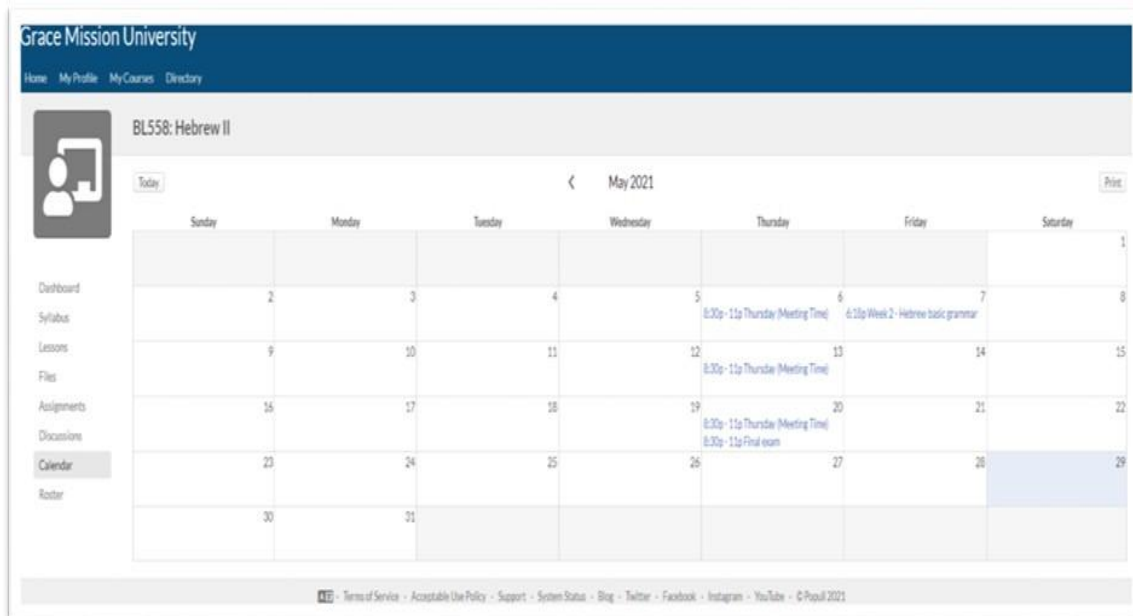
h. Tests (시험)

- In this section, you can see all available tests, including tests you can take and those you have already taken. 응시할 수 있는 시험과 이미 응시한 시험을 포함하여 모든 시험을 볼 수 있습니다.

i. Calendar (달력)

- Calendar shows all the meetings, due dates, and availability windows for the course and its assignments, lessons, discussions, tests, and conferences schedules. 과목의 모든 수업 날짜와, 회의 날짜를 포함해서 과제, 토론, 테스트 마감일을 보여줍니다.

j. Evaluation (강의 평가)



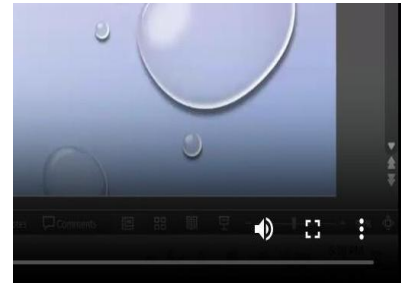
- If your school has made a course evaluation available, you will see alerts and this view at the end of the navigation column. 학교에서 강의 평가를 제공할 경우 탐색 열 끝에 “Alert”가 뜹니다.

k. Note 참고

- For more detailed information, please go to the [File] tab at the top of Populi and refer to the Student Populi Instruction Manual PDF files. 그 외에 좀 더 자세한 내용을 원하면 Populi 에서 맨 위의 File 에 들어가 Student Populi 사용법(Populi Instruction Manual)의 PDF File 들을 참고해 주세요.

8. Watching Lecture Videos 강의 동영상 시청

- To watch the lecture directly online: Click the lecture title. The Windows player will then run automatically, allowing you to watch the lecture. 강의를 온라인 상에서 직접 보려면 강의 제목을 클릭합니다. 그러면 플레이어가 자동으로 실행되어 강의를 들을 수 있습니다.
- To watch the lecture offline (in situations where it is difficult to be constantly connected to the internet): Click the [More Options] icon (three dots) located at the bottom-right of the screen and select [Download] to save and watch the lecture offline. 강의를 오프라인 상에서 보려면 (인터넷에 늘 접속하기 힘든 상황); 화면 아래쪽 오른쪽 맨 뒤에 세개의 점을 누르면 다운로드 나와서 다운로드를 하여 비디오를 시청할 수 있습니다



II. New Student Orientation for Distance Education

Populi Training Key Points 원격 교육 신입생

오리엔테이션 교육 요점 정리

1. Lecture Videos 강의 동영상

- Videos are edited approximately one week after the live lecture. 동영상은 수업후 1 주일 전 후로 편집되어 업로드 됩니다.
- Therefore, videos can be viewed around one week after class and within a two-week period. 그래서 동영상을 1 주 전후 그리고 2 주안에 볼 수 있다.
- Lecture videos are available at Populi / My course / Lessons. 포폴리의 과목 밑의 레슨에 강의 영상이 있습니다.
- All classes can be conducted via video (existing videos can also be used). 모든 수업은 동영상으로 수업할 수 있다(기존 동영상도 활용 가능)
- For ease of learning, when studying with videos, it is recommended to use a laptop for the lecture and another screen for lecture materials or writing the Weekly Response. (Time-saving and learning efficiency.) 참고로 강의 동영상으로 공부할 때 노트북으로는 강의를 재생하고, 또 다른 스크린으로는 강의 자료나 통신학생 강의 리뷰를 작성 하는 것이 좋다. (시간 절약과 학습 효율화)

2. Assignment 과제

- For distance learning students, an additional two weeks are given for homework, assignments, midterms, and final exams. 원격 교육 학생의 경우, 숙제와 과제물, 중간고사, 학기말 고사에 대하여 2 주간의 시간을 더 준다.
 - Exceptions are at the professor's discretion. 예외는 교수 재량

3. Attendance via Weekly Review 강의 리뷰 출석 처리

- After watching the lecture video, you must write a 1 page Weekly Response and upload it to Populi Assignment section in pdf file format. 강의 동영상을 시청한 후 반드시

통신학생 강의 리뷰(Weekly Response) 를 작성해서 Populi 과제에 pdf 형식으로 업로드해야 한다.

- If the Weekly Response is not uploaded, it will be marked as an absence. 강의 리뷰를 안 올리면 결석으로 처리한다.
- If a distance education student cannot attend class or upload a Weekly Response due to personal circumstances, they must notify the professor in charge. 원격 교육 학생이 개인적 사정이 있어 수업에 참석하지 못할 경우와 통신학생 강의 리뷰를 못 올릴 경우 반드시 담당 교수에게 통보해야 한다.

4. Forum Discussion 토론

- In addition to assignments, there are two or more Discussions (Forums) per subject, which must be recorded. This is a requirement set by the Department of Education to ensure continuous academic interaction and communication between distance education students and professors. (My course / Discussions 1, 2) 과제물 외에 과목 마다 Discussion (Forum)이 2 개 이상 있는데, 이것을 반드시 기록해야 한다. 이는 원격 교육 학생이 담당 교수와 잘 소통 있는지를 확인하기 위한 교육부 요청 사항이기 때문이다. (My course / Discussions 1 & 2)

5. Prayer Request Form 기도 요청서

- Distance education students must complete and submit a prayer request form to introduce themselves well. Also, they should sufficiently inform the professor of their situation and circumstances via KakaoTalk or email to avoid any disadvantages in their subjects. 원격 교육 학생들은 자신을 잘 소개하기 위해 기도 요청서를 잘 작성하여 제출해야 한다. 그리고 카톡이나 이메일로 자신의 사정과 형편을 충분히 교수에게 알려 수업 과목에서 불이익이 없도록 해야 한다.

6. Financial Aid 장학금

- Distance education students also receive scholarship benefits if a student in their vicinity registers at GMU. Check with Financial Aid Dept. 원격 교육 학생들도 자신의 주변에 있는 학생이 GMU 에 등록할 경우 이에 따르는 장학금 혜택을 받는다. 관련 부서에 문의.

7. Distance Learning Advisor 원격 교육 자문

- Inquiries regarding class needs should be directed to the professor in charge. When other problems arise, you can contact the Distance Learning Advisor. Check web page or populi staff and contact list. 수업에서 필요한 것은 담당 교수에게 문의를 하여야 한다. 그 외 문제가 발생하였을 때 원격교육 담당에게 연락하면 된다. 웹사이트 및 포폴리 주소록 참고.

8. Library Access

- Distance education students may access the school library online to receive materials for study or homework. For availability, check with library staff.
- 원격 교육학생들은 공부나 숙제를 위해서 온라인으로 학교 도서관에 접속해서 자료를 제공 받을 수 있는 경우가 있다. 주 교과서 혹은 추천 도서를 제공받을 수 있는지 도서관에 문의.