Ten weeks of content within one page can be very overwhelming for students. The goal for good course design is to arrange the content into consistent, organized units/modules. Course shells are released by default in the Topic Format. Instructors can also choose the Weekly Format within the Administration block > Edit settings tool.

**Top Block**

The **Top Block** is the first content section and holds the "News Forum." It is the only block that is not labeled with a Topic number or weekly date. This block will always be displayed on the top of the course page and is ideal for course business (welcome message, syllabus, course announcements, Q&A forum, course calendar, rubrics, office hours, etc.).

To edit your top block, start by clicking the **Turning editing on** button in the upper right corner.

1) Edit the course block settings.
2) Edit the activity or resource.
3) Move the activity or resource.
The next content sections are identified by dates (week format) or numbers (topic format).

Use the content section "edit summary" tool to post the week/topic calendar, introduction information and/or objectives.

Add a Label to list the pre-class activities and instructions.

Labels can also be used to provide subtitles to sections.

Pages can be created to provide detailed information displayed on a new web page.

Activities or Resources can also be placed in the course module.

Activities
- Assignment
- Chat
- Choice
- Database
- External tool
- Feedback
- Forum
- Glossary
- Lesson
- OU Blog
- OU Wiki
- Questionnaire
- Quiz
- SCORM
- Survey
- Workshop

Resources
- Book
- File
- Folder
- Label
- Page
- URL

Check boxes can also be added to the right of Activities and Resources. These are "Completion Tracking" boxes. Turn them on within the Edit Settings tool. When completion tracking is turned on, each Activity or Resource will provide you options in the "Activity completion" section. The option can allow for checkboxes to appear and be checked once a condition is met or for a students to manually check when Activities have been completed. The dotted boxes will appear if an Activity is conditional; solid boxes denote manual completion.

For additional information on how to use the PolyLearn system, please visit our support site at http://polylearnsupport.calpoly.edu or email us at polylearnsupport@calpoly.edu.