



PolyLearn Quick Start Guide

Your Course Homepage

When first visiting PolyLearn, the page will look as it does in *Figure 1*. The main items to note here are the blocks on the left and right of the screen. Also, there is the breadcrumb and editing buttons at the top of the page.

The **Settings** block will allow the instructor to edit the various options for the course and its components, as well as access to the gradebook. There is also an additional **Turn Editing On** button here if you prefer this option over the one at the top of the page.

My Profile Settings allow the instructor to edit personal settings, such as editing the profile location, or user picture.

The screenshot shows the PolyLearn interface for course BIO-1138. The breadcrumb at the top reads 'Home > Courses > BIO-1138'. The left navigation pane includes 'Home', 'My home', 'Site pages', 'My profile', and 'Courses' (with sub-items for BIO-1138: Participants, Reports, General, Topic 1, Topic 2). The 'Settings' block contains 'Course administration' (Turn editing on, Edit settings, Users, Filters, Grades, Backup, Import, Question bank) and 'Switch role to...' (Grader, Student, Guest). 'My profile settings' includes 'Edit profile', 'Change password', 'Messaging', and 'Blogs'. The main content area shows 'Biology 1138' with a 'Turn editing on' button at the top right. The 'Calendar' block displays a calendar for August 2011. The 'Quickmail' block offers 'Compose New Email', 'Signatures', 'View Drafts', 'View History', and 'Configuration'. The 'Activities' block lists 'Assignments', 'Forums', 'Questionnaires', 'Quizzes', and 'Resources'. A 'Jump to...' dropdown menu is open at the bottom, showing options from 'Choose...' to 'Topic 10'. A 'Topic outline' section is partially visible at the top of the main content area.

The **Breadcrumb and Navigation** block will allow the instructor to move throughout their course. These items will exist no matter where you are in the course so they can always help you get to where you want.

The **Turn Editing On** button will enable the instructor to edit their course. Editing must be turned on in order to perform actions such as adding new activities or blocks.

The **Calendar** block will display any events that are occurring within the course.

The **Quickmail** block will allow the instructor to contact the people who are enrolled in the course. This feature is similar to the email tool in Blackboard.

The **Settings** block will allow the instructor to edit the various options for the course and its components, as well as access to the gradebook. There is also an additional **Turn Editing On** button here if you prefer this option over the one at the top of the page.

My Profile Settings allow the instructor to edit personal settings, such as editing the profile location, or user picture.

Switch roles to allow the instructor to view the page under different settings. By choosing a different role from this menu, such as Student, the instructor will be able to make certain that the content on the page will display for these other roles as intended.

When viewing the topic/week in a collapsed view, which is enabled by clicking the show topic/week button in the upper right corner of each topic/week, a pull-down menu appears at the bottom of the page in order to allow the user to quickly navigate to a different topic/week.

The **Activities** block will display all the activities that the instructor has added to the course. This can act as a tool to quickly navigate to a specific type of activity.

Figure 1: A screenshot of the PolyLearn home screen that labels the main features accessible on the front page of the course. These features are the breadcrumb, the Turn editing on button, and the Navigation, Quickmail, Settings, and Activities blocks.



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Editing Your Course

When editing mode is turned on, various new icons will appear on the page. The icons in Figure 2 appear next to every activity and resource that is added to the course. The icons in Figure 3 appear at the right side of every topic/week.

Customizing Your Course's Blocks

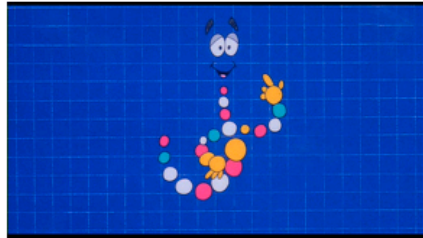
It is also possible to add additional blocks while editing is turned on. By clicking the name of the block (Figure 4) from the pull-down menu, the new block will be added to the bottom of the right column. It is also possible to delete blocks using the Delete () tool in the block, or to simply Hide the block by clicking the hide () tool. Also, you can move the block.

Adding Content to Your Course

There are also two pull-down menus that appear in each topic/week, including the section above the other topics. By clicking either of the pull-down menus and then clicking on the name of a resource or activity, the item will be added to the course within the section that the pull-down menu was in. For example, to add a quiz to the second topic, you would click the Turn editing on button, click the Add an activity pull-down menu within the topic 2, and click the quiz activity from the list of options.

1 Topic 1: DNA Composition

Guest Speaker this week: Mr. DNA!



- Souvlaki ignitus carborundum e pluribus unum.
- Defacto lingo est igpay atinlay. Marquee selectus non provisio incongruous feline nolo contendre.
- Quote meon an estimate et non interruptus stadium.
- Sic tempus fugit esperanto hiccup estrogen. Glorious baklava ex librus hup hey ad infinitum.
- Epsum factorial non deposit quid pro quo hic escorol.

Figure 3

- Show single topic/week
- Show all topics/week
- Highlight topic/week
- Hide topic/week
- Show topic/week
- Move topic/week up
- Move topic/week down

A list of the icons associated with editing a topic or week.

Figure 2

- This week's topic
- Assignment 2
- Quiz 1
- Topic Worksheet

A list of the icons that are associated with editing an activity or resource.

Figure 4

Add a block

- Add...
- Blog menu
- Blog tags
- Cal Poly Course List
- Comments
- Community finder
- Course completion status
- Course Searcher
- Course/Site description
- HTML
- Latest news
- Logged in user
- Mentees
- My private files
- Online users
- People
- Quiz results
- Random glossary entry
- Recent activity
- Recent blog entries

The block pull-down menu expanded to display all the available block types.

Or

- Add a resource...
- Add an activity...

Figure 6

Add a resource... Add an activity...

The pull-down menus expanded to display all of the available resource and activity types.

Figure 5: The large graphic is a view of the topic's content section where you find tools and symbols.