These blocks are located on the left under Administration.

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 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 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.

The Latest Announcements block will display the current announcement posts.

The Quickmail block will allow the instructor to contact the people who are enrolled in the course.

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.
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 (Trash can) tool in the block. You can simply Dock or Hide the block by clicking on the following icon (Dock/Hide). Also, you can move the block.

Adding Content to Your Course

The “Add an activity or resource” link appears in each content section. By clicking on the link, a window appears with the resources or activities list. When you select an item on the left, the information about the tool will appear on the right. For example, to add a quiz to the second content section, you would click the ‘Turn editing on” button, click the "Add an activity or resource" link within Topic 2, click the quiz activity from the list of options, and click on the Add button. **Note:** Files can be dragged and dropped directly into the content sections without the “Add an activity or resource” tool.

The activity or resource link displays all of the available resource and activity types.

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

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

The Edit link is available on the right of each item.