



PolyLearn Assignment Guide

Getting Started: Viewing your Assignments

Viewing in activities block

You can view all assignments for the course by clicking on Assignments link in the Activities block on the left. On this screen, you can check quickly if you have already submitted files or when the assignments are due. Clicking on any of the assignment links will take you to the specific assignment page, which is where you can submit files.

Activities ☰ 🔍

- [Assignments](#)
- [Choices](#)
- [Forums](#)
- [Glossaries](#)
- [Lessons](#)
- [OU wikis](#)
- [Questionnaires](#)
- [Quizzes](#)
- [Resources](#)

Topic	Name	Assignment type	Due date	Submitted	Grade
Unit One: July 23 - 24	Submit Assignment One: Survey Answers	Advanced uploading of files	Tuesday, 24 July 2012, 11:55 PM	No attempts have been made on this assignment	-
Unit Two: July 24 - July 25	Submit Assignment Two: A Writer's History	Advanced uploading of files	Wednesday, 25 July 2012, 11:55 PM	No attempts have been made on this assignment	-
Unit Three: July 25 - July 26	Submit Assignment Three: Metaphor	Advanced uploading of files	Thursday, 26 July 2012, 11:55 PM	No attempts have been made on this assignment	-
Unit Five: July 31 - Aug. 1	Submit Assignment Five: First-Year Composition at Your Home Campus	Advanced uploading of files	Wednesday, 9 May 2012, 03:10 PM	No attempts have been made on this assignment	-


Viewing on the course page

You can also view all of the assignments in the course as they appear in the content blocks. The assignments can be found along with the relevant material. Clicking on the assignment link will show you the details for only that activity, as opposed to the block view described above.

2 Unit One: July 23 - 24 ☐

For Unit 1, you will be answering questions about your experiences with writing. Carefully follow the steps below.

The questions in this survey ask you to reflect back on the writing process you developed in high school. The more honest your responses, the more helpful this assignment will be in getting you to think more carefully about your own choices as a writer.




For instance, if you developed good (or poor) writing practices in high school, this survey could help you identify which parts of your writing process to focus on in a college course.

1) Download either the DOC or RTF file to your computer. Open the file in a word processing application (Word) and answer the questions.

- [Download the Assignment One File \(DOC\)](#)
- [Download the Assignment One File \(RTF\)](#)

2) To view the full assignment information and to submit your work, click on "Unit One: Survey" below.



Due: Tuesday July 24, Midnight PST



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Submitting an Assignment

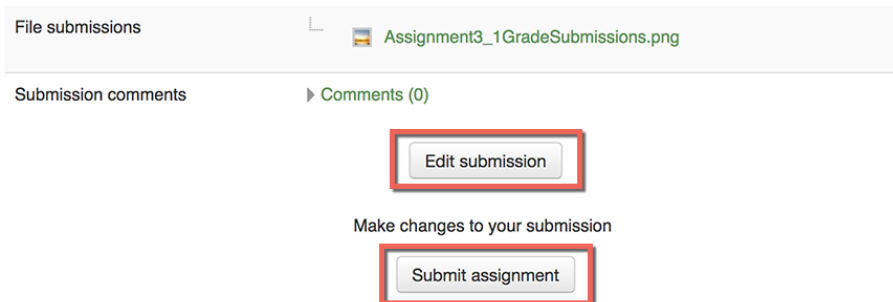
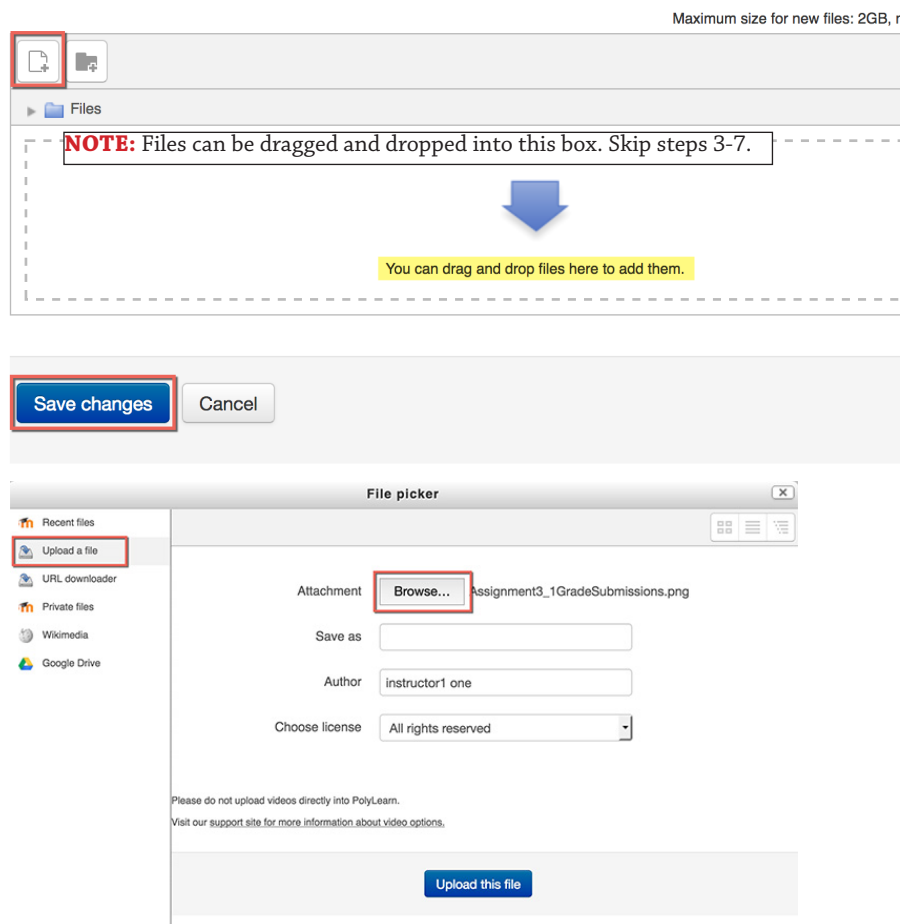
Submitting assignments in PolyLearn is as simple as writing the document on your own computer, and then uploading that to the course. In order to do this you will need to:

- 1) View the Assignment using one of the two methods described before.
- 2) Click on the **Add submission** button.
- 3) Click on the **Add** button.
- 4) The File picker window will appear. Click the **Upload a file** option on the left.
- 5) Click the **Browse** button in order to find your assignment file.
- 6) Using the file explorer, navigate to your assignment. Click on the file in the window. Either double click the file, or click *Open*.
- 7) Click **Upload this file**.
- 8) Click **Save changes**.

Your file has now been uploaded into the assignment. You can change the file that was uploaded by clicking Edit these files, or you can submit your file to the instructor for grading.

Note: Once sent for marking, you will not be able to edit the files, so make sure that the file uploaded is correct before clicking Send for marking.

Note: You can upload multiple files to a single assignment by repeating steps 3-7.



Once this assignment is submitted you will not be able to make any more changes.

For more assistance, please view the PolyLearn Support Site <http://polylearnsupport.calpoly.edu> or email polylearnsupport@calpoly.edu.