



PolyLearn Student Quick Guide

Your Course Homepage

When first visiting a PolyLearn course, the main thing to note is the three column layout. When looking at PolyLearn, the main content will be located in the middle column with a menu on the left and blocks on right. The blocks will change depending on what the instructor chooses to include in the course. The default look is displayed to the right.

Grades

If the student wishes to view their PolyLearn grades, they can click the **Grades** link in the left Navigation menu.

System Menu (left to right)
User Tour: new information and updates.
Support: like to support site.
Notifications: notices through PolyLearn
Messages: notes through PolyLearn.
Name/photo/down arrow: preferences

The Left Navigation and Breadcrumb's will allow you to move throughout the course. The Left Navigation can be hidden by clicking on the Hamburger (☰) icon on the top left. In this menu you can also access Grades and Course Sections.

The Sections menu contains links to all the course Sections/Topics/Weeks.

The Activities menu contains links to all the items in this course. Click on the item to see the details about each.

The Calendar block will display any events that are occurring within the course. This allows the student to keep watch on any due dates that the instructor has posted.

The Latest Announcements block will display the current announcement posts.

The Quickmail block will allow you to email the rest of the students in the course, as well as the instructor.

CALENDAR

Sun	Mon	Tue	Wed	Thu	Fri	Sat
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

LATEST ANNOUNCEMENTS
 (No announcements have been posted yet.)

QUICKMAIL

- Compose New Email
- Signatures
- View Drafts
- View History

COMMENTS

Add a comment...

Save comment

I. Informed Consent Form

Informed Consent Form for Your Students (Updated)
 78.8KB PDF document

According to our approved IRB, students participating in the Digital Commentary Grading Project will need to sign and date a hard copy of an informed consent form. Please download the PDF (above) and pass out copies to your students in class and gather them so that we will have their signatures denoting their willingness to participate in the study. Please have your students print their names and sign the informed consent form (where it says "Volunteer") before having them take the DCGP Student Pre-Survey.

Note: You do not need to sign the forms yourself. The signature that says "Signature of Researcher" is for Martin and Luanne. Please send the signed forms to the contact person of the informed consent form.



Continued Student Quick Guide

Navigation

There are multiple ways to navigate within a course. The **Activities** menu will provide direct access to an item. The **Sections** menu, on the left, will link to each topic/week. The **Jump to** pull-down list at the bottom will link to any topic/week.

Submitting Files

The student may be required to follow specific rules when uploading files, such as how the file is named, and PolyLearn has built-in tools to help with this, explained in Figure 2. Students can also drag and drop a file into an Activity.

Forums

The students will often have the need to post on a forum within the course, whether they are discussing a topic assigned by the instructor or communicating with other students regarding questions. The forum's basic controls are explained in Figure 3.

Module One: Introduction

Jump to: viewable when instructors only show one module at a time.

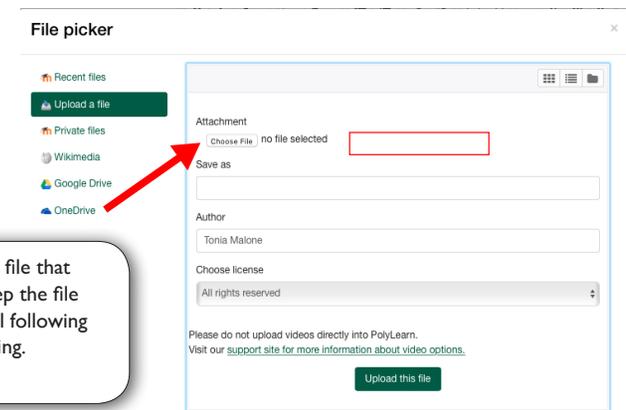
Activities
Assignments
Forums (MoodleRooms)
Quizzes
Resources

Jump to...

Module Three: Class Activities

If you can't find something in the course, try the **Activities** menu. You can see all of the activities and resources on one page.

When the topics are collapsed, the **Jump to** pull-down menu will appear beneath the current topic/week. To display another topic/week, click the pull-down menu and select it.



Inputting a new title (save as) for the file that is being uploaded will allow you to keep the file named on your local machine while still following the instructor's guidelines for file naming.

Figure 2: The Save as text box within the File picker allows the student to rename the files as they are being uploaded.



Clicking the **Reply** button will add a reply to the particular post.

Clicking **Delete** will remove your reply from the forum. Note: You are only allowed to delete your own posts. The **Edit** button will allow you to edit your post within 30 min..

Figure 3: A screenshot of a PolyLearn forum with the various buttons explained.