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 menus on the left and right of the screen. Also, there are the breadcrumb links and editing buttons at the top right of the page.

**Figure 1:** A screenshot of the PolyLearn course with Boost.

- **Hamburger button** allows you to hide and show the Left menu.
- **Left menu** allows you to access resources, tools and support.
- **New Boost Theme**
  - **Participants**
  - **Grades**
  - **Sections**
  - **Activities**
  - **Course Copy**
  - **Quickmail**
  - **Question bank**
  - **Reports**
  - **My Courses**
  - **Support**

- **Course Copy** button will allow you to copy content from other courses into your blank shell.
- **Edit settings** button houses the course SHOW option allowing you to make your course available to students.
- **Turn Editing On** button will allow you to edit the course. Editing must be turned on in order to perform actions such as adding activities or blocks.
- **Quickmail** button will allow you to contact students who are enrolled in the course.
- **Course Copy** button will allow you to copy content from other courses into your blank shell.
- **More** button houses the Course Administration and User options.

**Buttons (right to left):**
- **User Tour:** shares new information and updates.
- **Support:** link to the PolyLearn Support site.
- **Notifications:** link of notifications within PolyLearn.
- **Messages:** link the messages sent within PolyLearn.
- **Name/photo/down arrow:** Preferences menu and Switch role too.

The **Breadcumb links** will allow you to move throughout the course.

*located at the top right of the course.*
Continued

Editing Your Course

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

Customizing Your Course’s Blocks

It is also possible to add additional modules while editing is turned on. Scroll to the bottom of the page and click on the (Add topic) link. You can delete modules using the Edit > Delete topic link. You can Delete, Hide or Configure blocks (figure 4) by clicking on the down arrow icon ( +○ - ). The arrow icon moves the block.

Adding Content to Your Course

The “Add an activity or resource” link (figure 5) appears in each module. 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. Note: Files can be dragged and dropped directly into the content sections without the “Add an activity or resource” tool.