Computer Tutorial:
The Course Home Page and the Course Menu in MyHills

Purpose: To introduce students to a “Course Home” page in MyHills and demonstrate how to navigate the “Course Menu.”

After logging in, you should see your personal “MyHills Home” page.

Note: For information on the various parts of this page, please see the tutorial “Navigate and Manage Your MyHills Home Page,” available in the tutorials area of the Indian Hills website: www.indianhills.edu/tutorials.
The “My Courses” module is located on the right side of the “MyHills Home” page. Here you will find a list of all the courses in which you are enrolled. Select the title/name of a course to access it.

Note: In this example, the course “MyHills Training: Tutorials” is selected.

The “Course Home” page for the course will open.

Note: The “MyHills Training: Tutorials Course Home” page is shown below.
You may see several modules on this page, including “My Announcements,” “What’s New,” and “To Do,” which are explained below. Your instructor will decide which modules he or she would like to use for the course. Therefore, your “Course Home” page may vary from what is shown here.

The “My Announcements” module will show course announcements that have been posted recently. Click “more announcements...” to view all course announcements that have been posted.

Click the gear in the upper-right corner of the module to edit your announcements view.
Click the drop-down arrow to edit the time period for which announcements are displayed.

Note: It is your responsibility to check announcements daily. It is recommended that you choose “Last 30 days” or “All” for your announcements view.

Then, click “Submit.”

The “What’s New” module will report additions and changes to course content. The content types that are displayed in the module are announcements, assessments, assignments, discussions, blogs, etc. Items going back seven days or less will be displayed.
Hover your cursor over “Actions” for additional viewing options.

The “To Do” module will display assigned course work that is past due, due today, and due in the future. Click the arrows to view the items in each category.
Hover your cursor over “Actions” for additional viewing options.

On the left side of the page, there is a blue “Course Menu.” This menu is used to navigate to different areas within your course.
Click the title of the course at the top of the course menu to collapse the menu.

Then, click the title again to bring back the full menu.
You can also hide the course menu by moving your cursor to the right edge of the menu. An arrow and a gray bar will appear. Click the arrow to hide the menu.

Bring back the hidden menu by moving your cursor to the left edge of the page. An arrow and a gray bar will appear. Click the arrow to show the course menu.
The menu is split into three sections. The top section includes items that you will need to access when you first begin a course.

“Course Home” will bring you back to the “Course Home” page from anywhere within the course.
“Before You Begin” will open the Before You Begin web page in a new window or tab. This web page has information that you need to succeed in the course, including links to the “Online Learning Orientation,” “Online Computer Standards,” and “Computer Tutorials.”

You may access your syllabus and course schedule by clicking “Syllabus and Schedule.”

Then, click “Syllabus” and “Course Schedule” to view, download, or print the documents.
Click “Faculty Information” to view your instructor’s contact information.

The middle section of the menu is where the bulk of your course content is located.
Click “Learning Units” to view the “Learning Units” page for the course.

The “Learning Units” page will have a list of learning unit folders.

**Note:** Some instructors do not make learning unit folders available until a certain date and time or until students have completed a particular assignment. Also, some instructors hide learning unit folders after a certain date so past assignments can no longer be viewed. Therefore, in some courses, not all of the Learning Unit folders will be visible.
Click on the title of the folder (shown in red below) to open the unit. Each learning unit folder will contain a variety of course content for you to read, listen to, watch, study, and complete.

Note: For more information about learning unit content, please see the tutorial “How to Navigate a Learning Unit.”

Click “Assignments” to view instructions for assignments that repeat or span several learning units. Individual assignments that do not span learning units will be available in the appropriate learning unit and not in the “Assignments” area.

Note: Not all courses use the “Assignments” area, so this link may not be available in some courses.
The “Discussions” link will take you to the course “Discussion Board” which lists all the course’s discussion forums.

**Note:** Not all courses use the “Discussions” area, so this link may not be available in some courses. For more information on Discussions, please see the “Discussion Board” tutorial.

Click “Work Groups” to access the “Groups” tool in the course.

**Note:** Not all courses use work groups, so this link may not be available in some courses.
The bottom of the menu contains links to helpful tools and resources.

Click "Course Tools" to see all of the tools available for you to use in the course.

**Note:** The availability of some Course Tools will vary from one course to another, as instructors will generally only make available those tools that are necessary for their courses.
The “Tools” page will open. Here you can view all of the course tools available in your course.

Note: To learn more about a specific course tool, such as “Discussion Board” or “Send Email,” please see its corresponding tutorial on the Computer Tutorials page of the Indian Hills website (www.indianhills.edu/tutorials).

If your instructor has made your personal grades available to you, you may view them by clicking “My Grades.”

Click “Send Email” to send an email to your instructor or classmates.
Click “Help Desk” to open the “IT Help Desk” page in a new window or tab. Here, you will find technical support, as well as a link to online computer tutorials.

At the top of the menu are four gray buttons.

Click the “Refresh” button to refresh the course at any time.
Choose the “Display Course Menu in a Window” button to open the menu in a separate window. Then, you can minimize the attached menu and drag the separate window menu to a different location on your computer screen.

Two menu views are available to users: “List View,” which is the default view (shown earlier), and “Folder View.” Click the “Folder View” button to see the menu items displayed with folders.

Once in “Folder View,” you can choose to see a very detailed view of the menu by placing your cursor on the “Folder View” button and clicking “Expand All” on the submenu that appears. When the menu is expanded, you will see all of the content and folders within each menu item.
Click “Collapse All” to return to the initial folder view with only the top menu items listed.

A plus symbol to the left of a menu item indicates that there is additional content within that folder. You can expand individual folders by clicking the “+” sign to the left of a folder.
You can collapse individual folders by clicking the “−” sign to the left of a folder.

Click the “List View” button to return to the default view of the course menu.

To visit another course in which you are enrolled, click the arrow in the top-left corner of the page, next to the home icon.
You will see a list of courses you have “Recently Visited.” Click the title of the course you would like to visit. You will be taken from the area you are viewing in your current course to the same area in the course you selected, if available.

Congratulations! You now know how to navigate a “Course Menu” and a “Course Home” page!

Looking for more computer tutorials? Please visit: www.indianhills.edu/tutorials.

For further assistance on this topic or other technical issues, please contact the IT Help Desk.

Phone: (641) 683-5333 | Email: helpdesk@indianhills.edu | Web: www.indianhills.edu/helpdesk