Computer Tutorial:
Navigate and Manage Your MyHills Home Page

**Purpose:** To demonstrate to students how to navigate and manage their “MyHills Home” page and also how to add, remove, and rearrange modules.

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

**Note:** For information on how to log in to MyHills, please see the tutorial “Log In To MyHills.”

Once you have logged in to MyHills, the “MyHills,” “Courses,” and “Community” tabs are always available at the top of the page.

**Note:** You may return to your “MyHills Home” page, at any time, by clicking the “MyHills” link in the top-left corner.
The “Courses” tab will take you to your Courses page. On the Courses page, you may perform a Course Search or view your Course List.

The “Community” tab will take you to the Community page. The Community page includes information about the SUCCESS Center and the Educational Opportunity Center (EOC), along with information about other clubs/organizations of which you may be a member.

On your “MyHills Home” page, several modules will appear by default. These modules include “Tools,” “My Announcements,” “My Calendar,” “My Organizations,” “My Courses,” and “My Tasks.”
The “Tools” module, located on the left side of the page, includes links to the following tools:
“Announcements” – Both course and institution announcements will appear here.
“Calendar” – Institutional, course, and personal events are displayed on your personal calendar.
“Tasks” – Personal tasks will be listed here.
“My Grades” – Access your personal grades.
“Send Email” – Quickly send email for courses in which you are a student.
“Personal Information” – Edit your personal information and settings.

The “My Announcements” module will list institutional, course, and organization/club announcements that have been posted in the last seven days. Click “more announcements...” to view all announcements that have been posted, including announcements posted prior to the last seven days.
The “My Calendar” module will show personal events posted as taking place in the next seven days. Click “more calendar events...” to view all events that have been posted or to add a personal calendar event.

In the calendar that opens, click a date to add a personal event.
The “Create Event” window will open. Fill in the name, date, and time of the event (the “Event Description” is optional). Then, click “Save.”

The personal event you created will now appear on the calendar.

The event will also appear in the “My Calendar” module on your “MyHills Home” page when the event will take place within the next seven days.
The “My Organizations” module will list any clubs or organizations of which you are a member.

Note: If you are not a member of any college organizations, you may remove this module by clicking the “X” in the upper-right corner.

The “My Courses” module will list all of the courses in which you are enrolled as a student.

Note: Course announcements posted in the last seven days will appear under the course title.
Click the gear in the upper-right corner to group your courses by term or edit your course list.

Click the title of a course to access that course.

**Note:** This is often a faster way to access your courses than clicking the “Courses” link, along the top of the page.
The “My Tasks” module will list any personal tasks you have created. Click “more tasks...” to view all personal tasks or to add a personal task.

On the “Tasks” page, click “Create Personal Task” to add a personal task.
On the “Create Personal Task” page, enter information about your personal task. “Task Name,” “Due Date,” and “Priority” are required fields.

Then, click “Submit.”
The personal task you created will now appear on the tasks page.

It will also appear in the “My Tasks” module on your “MyHills Home” page once the due date is within the next seven days.

To add (or remove) a module, click “Add Module” in the upper-left corner.
The “Add Module” page will open. You can add modules to your “MyHills Home” page by clicking the “Add” button located below the title and description of the module.

You may remove a module by clicking the “Remove” button located below the title and description of a module that is available on your “MyHills Home” page.
Once you have selected which modules you would like to add or remove, scroll to the bottom of the page and click the red “OK” button on the right side. You will be taken back to your “MyHills Home” page.

To move modules on your “MyHills Home” page, hover over the blue bar of the module you would like to move. The “move arrow” will appear.
Click and hold your mouse to grab the module. Then, move your mouse to move the module. Unclick your mouse once you have placed the module where you would like it.

You may also remove a module from your “MyHills Home” page by clicking the “X” in the upper-right corner of a module. If an “X” does not appear in that corner, that module may not have the option of being removed from your “MyHills Home” page.

Note: Removing a module from your “MyHills Home” page does not permanently delete the module. You may re-add the module by clicking “Add Module” and selecting “Add” on the module page.
In the upper-right corner, click the arrow next to your name to open an additional menu.

In the menu that opens, a list of courses will appear under “Recently Visited.”

**Note:** This list will only contain courses that you have recently visited and may not contain every course available to you in MyHills.

“Bb Home” gives you an overview of recent activity in all of your courses in MyHills. This includes discussion and blog posts, items that were recently graded, and items that are due.

**Note:** Bb stands for “Blackboard,” which is the name of the software that runs “MyHills.”
Recent posts made in any of your courses, such as discussion board posts, will be visible by clicking the “Posts” icon.

Any updates from your courses will appear by clicking the “Updates” icon.

Access your personal grades by clicking the “My Grades” icon.
View your personal calendar by clicking the “Calendar” icon.

You may open the Indian Hills Community College homepage in a separate window or tab by clicking the “Home” icon, located at the bottom of the menu.

Also, you may open the Indian Hills Community College IT Help Desk page in a separate window or tab by clicking the “Help” icon.
To update your personal information, click “Settings.”

Then, click “Personal Information.”

On the Personal Information page, you can edit your personal information, change your password, upload your personal avatar, change your settings, and set your privacy options.

Note: For more information on these features, please see the related tutorials.
Return to your “MyHills Home” page by clicking the MyHills link.

Congratulations! You now know the basics of how to navigate your “MyHills Home” page!

Office of Online Learning

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