Taking Online Courses:
**Essential Tutorials**

**Purpose:** To present a streamlined list of essential tutorials to assist students with online courses within MyHills. For a complete list of tutorials, visit [www.indianhills.edu/tutorials](http://www.indianhills.edu/tutorials)

**MyHills Demo:**
A tour of MyHills, our learning management system.
[Watch Demo](http://www.indianhills.edu/tutorials) (8 minutes)

**Navigating MyHills:**
This handout provides a quick overview of how to navigate through MyHills, including information on downloading Microsoft Office 365, finding library usernames and passwords, and gaining access to Academic Success Center online services.
[Navigating MyHills](http://www.indianhills.edu/tutorials)

**Before You Begin**
Before you begin your online or hybrid course, please be sure to carefully work through the following items to ensure that you have what you need to succeed.
[Before You Begin](http://www.indianhills.edu/tutorials)

**MyHills Tutorials**
- [Log In to MyHills](http://www.indianhills.edu/tutorials)
- [Navigate and Manage Your “MyHills Home” Page](http://www.indianhills.edu/tutorials)
- [“Course Home” Page and Course Menu](http://www.indianhills.edu/tutorials)

**MyHills Tutorials: Communication Tools**
- [Create New Discussion Thread](http://www.indianhills.edu/tutorials)
- [Reply to a Discussion Thread](http://www.indianhills.edu/tutorials)
- [Create and Send Email from MyHills](http://www.indianhills.edu/tutorials)

**MyHills Tutorials: Assignments and Tests**
- [Submit an Assignment](http://www.indianhills.edu/tutorials)
- [Take a Test](http://www.indianhills.edu/tutorials)

**MyHills Tutorials: Grade Center**
- [Check Your Grades](http://www.indianhills.edu/tutorials)

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**Office of Online Learning**

Looking for more computer tutorials? Please visit: [www.indianhills.edu/tutorials](http://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](http://www.indianhills.edu/helpdesk)

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