



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

MyHills Demo:

A tour of MyHills, our learning management system.

[Watch Demo](#) (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](#)

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](#)

MyHills Tutorials

[Log In to MyHills](#)

[Navigate and Manage Your “MyHills Home” Page](#)

[“Course Home” Page and Course Menu](#)

MyHills Tutorials: Communication Tools

[Create New Discussion Thread](#)

[Reply to a Discussion Thread](#)

[Create and Send Email from MyHills](#)

MyHills Tutorials: Assignments and Tests

[Submit an Assignment](#)

[Take a Test](#)

MyHills Tutorials: Grade Center

[Check Your Grades](#)

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