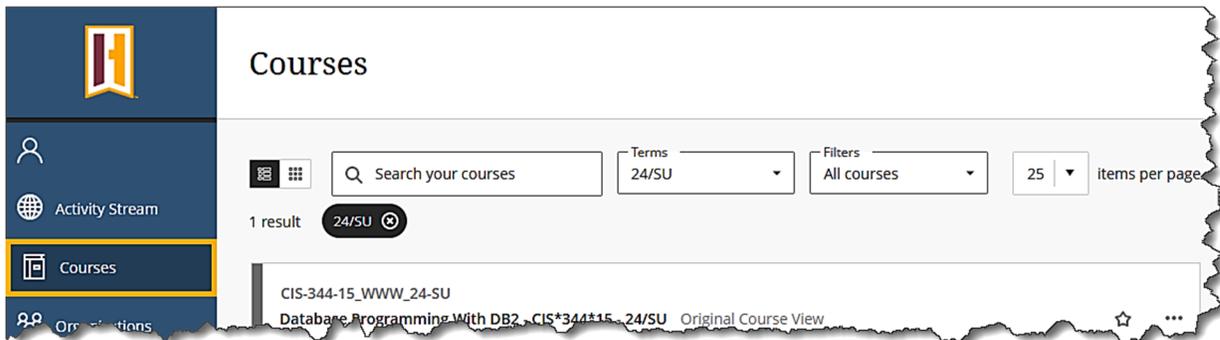


Faculty Tutorial: Navigate the “Course Home” Page

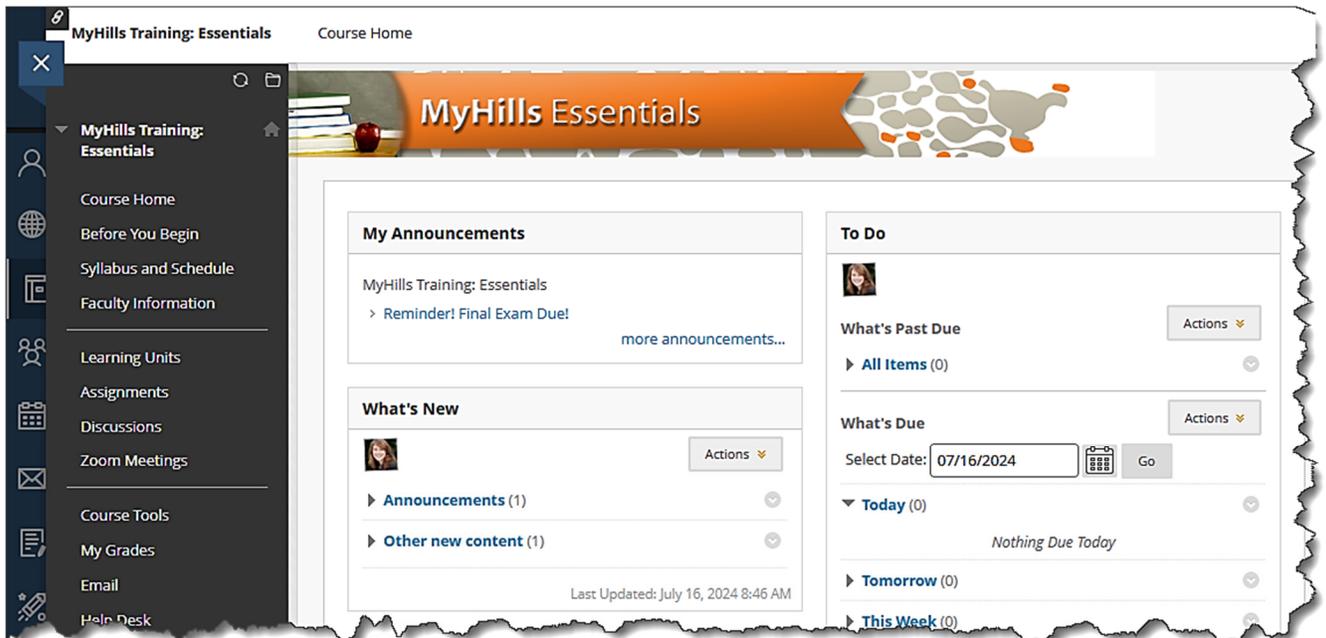
Purpose: To introduce faculty to a “Course Home” page in MyHills.

From your “Courses” tab, select the course you would like to access by clicking on the title of the course.



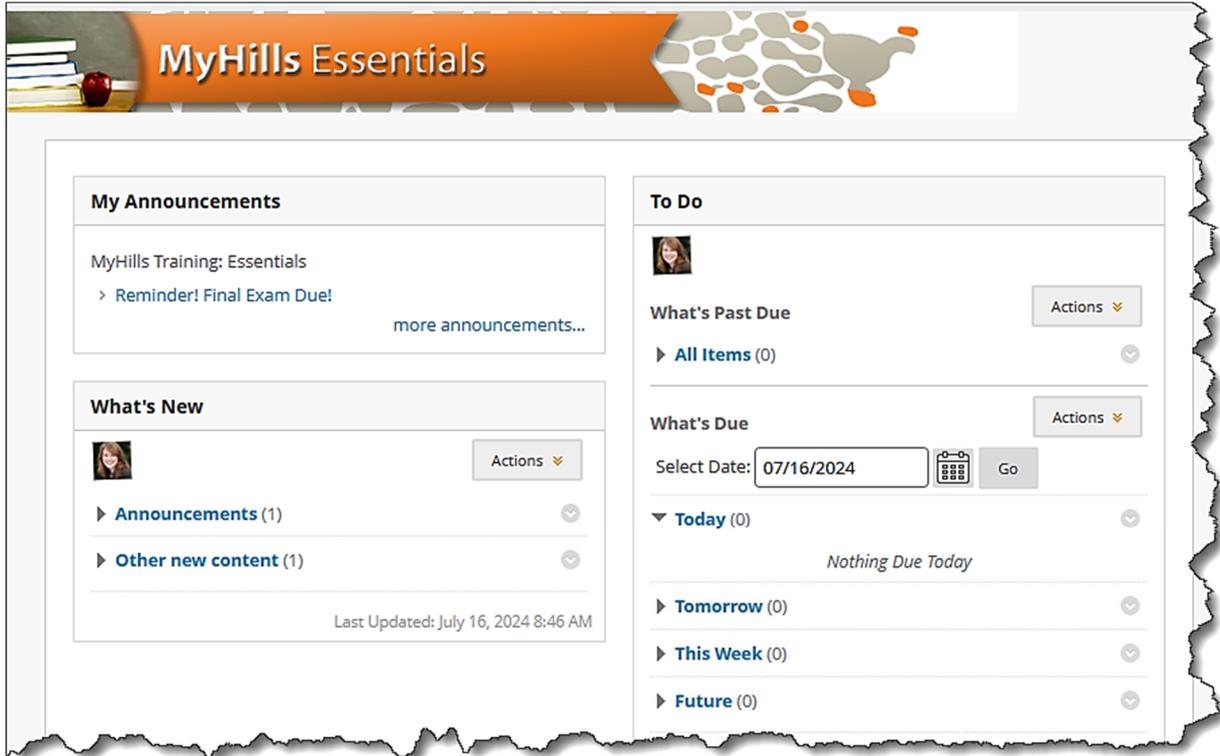
The “Course Home” page for the course will open.

Note: The “MyHills Training: Essentials Course Home” page is shown below.



The first time you access a course, several modules will display on the course homepage by default. As the instructor, you will decide which modules you would like to have displayed on this page. It is recommended that you keep the following modules, as they are very beneficial to students: “My Announcements,” “What’s New,” and “To Do.”

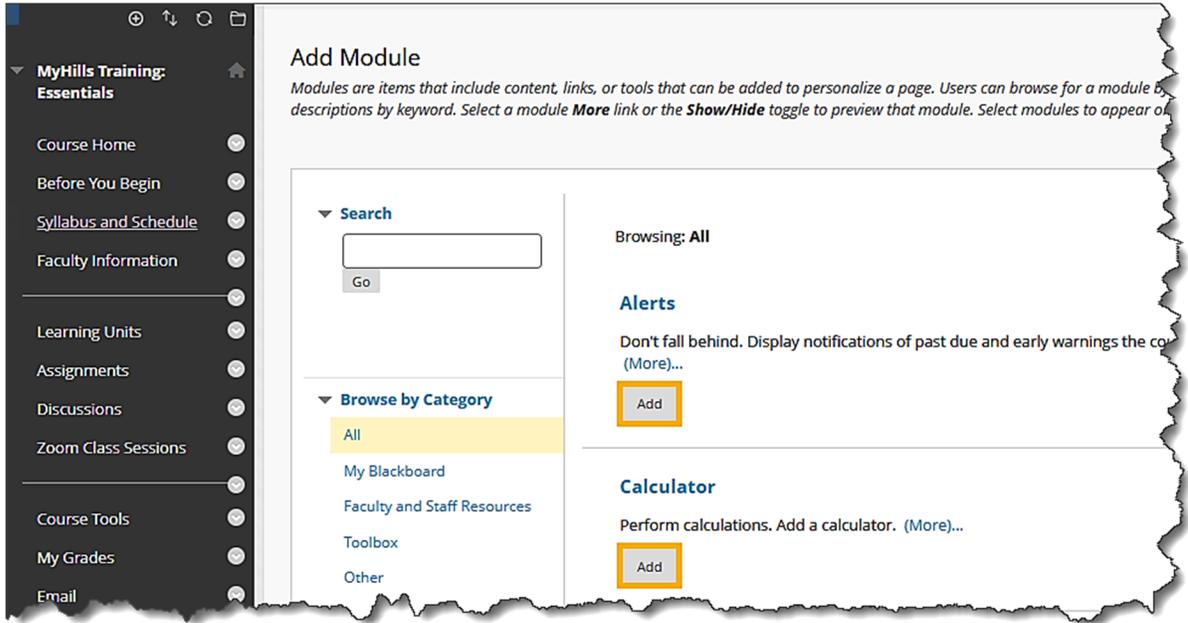
Note: The modules you choose for this page will be the modules that your students will see and use. Please be sure to choose modules that will be effective for the course.



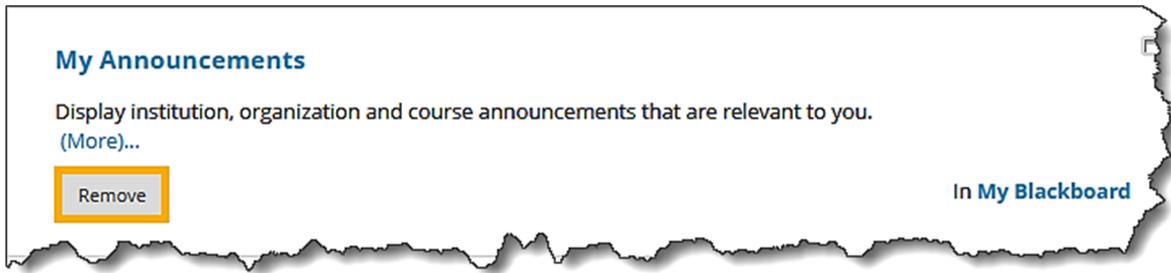
To add (or remove) a module, click “Add Course Module.”



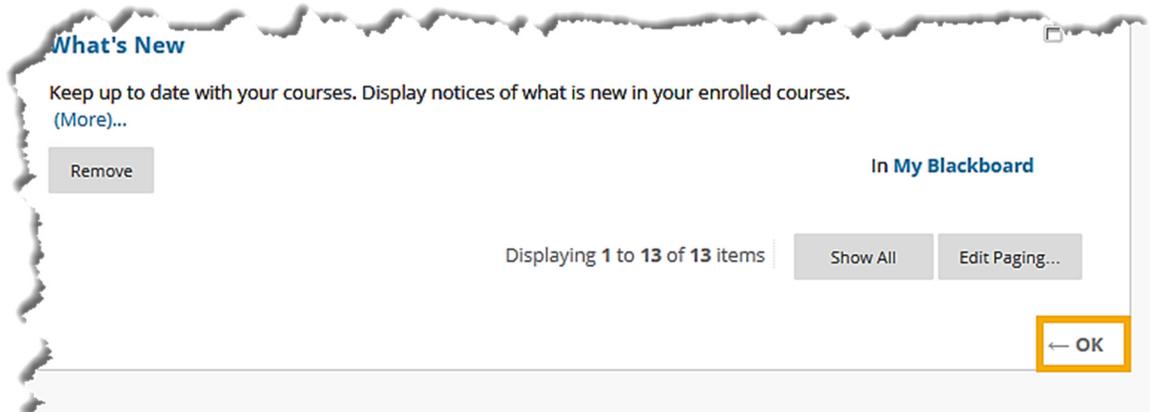
The “Add Module” page will open. You can add modules to your “Course Home” page by clicking the “Add” button located below the title and description of the module.



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 homepage.

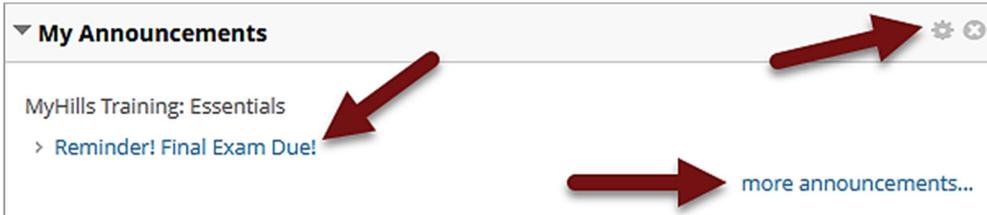


Once you have selected which modules you would like to add or remove, scroll to the bottom of the page and click the “OK” button on the right side. You will be taken back to your “Course Home” page.

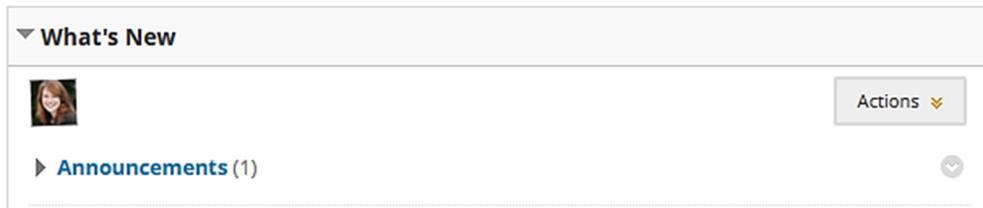


The “My Announcements” module will show course announcements that have been posted recently. Click “**more announcements...**” to view *all* course announcements that have been posted. Click the gear in the upper-right corner of the module to edit your announcements view.

Note: To learn how to add a course announcement, please see the tutorial “Add a Course Announcement.”

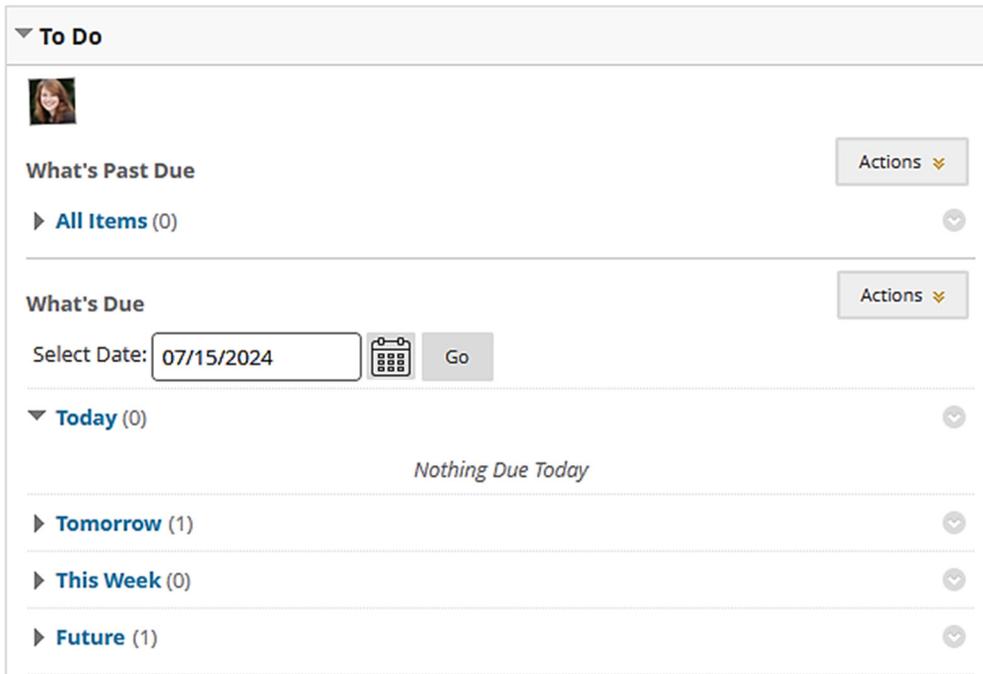


The “What’s New” module will report additions and changes to course content. The content types that are displayed in the module are announcements, assessments, assignments, discussions, blogs, etc. Items going back seven days or less will be displayed.



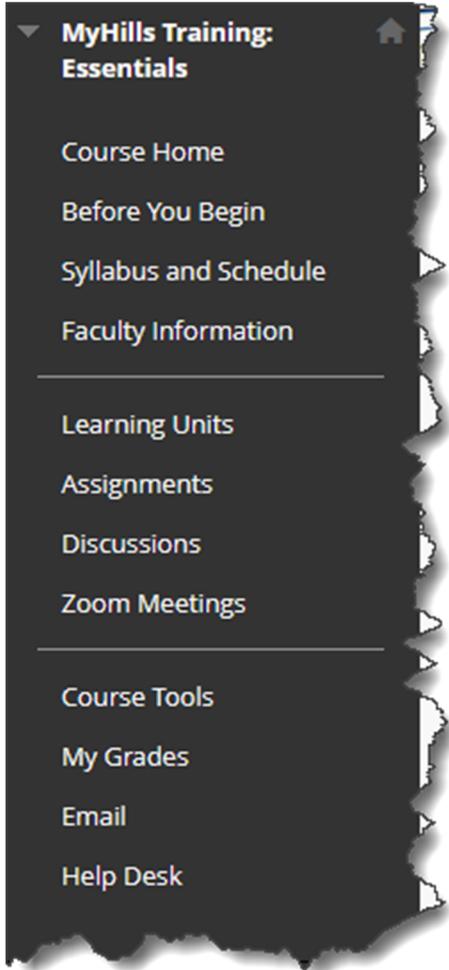
The “To Do” module will display assigned course work for students that is past due, due today, and due in the future. It is recommended that you display this module.

Note: Only students will see the information displayed in the “To Do” module.



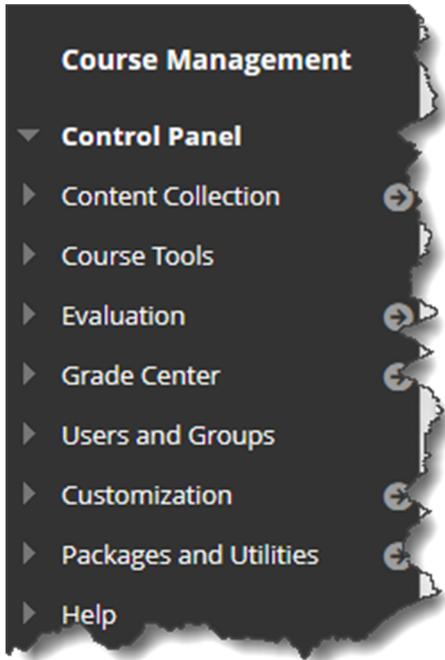
On the left side of the page, there is a black “Course Menu.” This menu is used to navigate to different areas within your course.

For more information on the course menu, please see the tutorial “**Navigate and Edit the Course Menu.**”



Below the course menu, there is a “Course Management” menu. These menu items are only available to faculty members.

Note: For more information on items in this menu, see the appropriate tutorials.



Congratulations! You now know how to navigate the “Course 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*