

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.

I	Courses
Activity Stream	Image: Search your courses Image: Terms 24/SU Image: Search your courses Filters All courses Image: Search your courses Image: Search your courses
Courses	CIS-344-15_WWW_24-SU Databare Programming With DB2 - CIS*344±15_24/SU Original Course View

The "Course Home" page for the course will open.

MyHills Training: Essentials	Course Home		
O D MyHills Training:	MyHills Esser	ntials	
Course Home Before You Begin	My Announcements	To Do	
Syllabus and Schedule Faculty Information	MyHills Training: Essentials > Reminder! Final Exam Due!	nore announcements What's Past Due	
Learning Units Assignments	What's New	► All Items (0)	
Discussions Zoom Meetings		Actions ¥ Select Date: 07/16/2024	Go Go
Course Tools My Grades	 Announcements (1) Other new content (1) 	 ♥ Today (0) ♥ Nothing Due Toda 	Ŋ
		Tomorrow (0)	

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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.

My Announcements		To Do	
MyHills Training: Essentials > Reminder! Final Exam Due! r	nore announcements	What's Past Due	Actions 😽
What's New		What's Due	Actions ¥
	Actions ¥	Select Date: 07/16/2024	Go
Announcements (1)	\odot	Today (0)	C
• Other new content (1)	\odot	Nothing Due Today	/

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.

•	● ↑↓ ○ □ MyHills Training: ★ Essentials ★ Course Home ● Before You Begin ●	Add Module Modules are items that include content, I descriptions by keyword. Select a module	links, or tools that can be added to personalize a page. Users can browse for a module by More link or the Show/Hide toggle to preview that module. Select modules to appear of
-	Syllabus and Schedule Image: Constraint of the second se	▼ Search Go	Browsing: All Alerts Don't fall behind. Display notifications of past due and early warnings the cov (More)
	Discussions	Browse by Category	Add
-	Course Tools My Grades Email	My Blackboard Faculty and Staff Resources Toolbox Other	Calculator Perform calculations. Add a calculator. (More)

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.

My Announcements	
Display institution, organization and cou (More)	urse announcements that are relevant to you.
Remove	In My Blackboard

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.

What's New	A Arrest A Course and a second of	10 - 4 - 40°	<u> </u>	
Keep up to date with your courses. (More)	Display notices of what is new in your enrolled co	urses.		
Remove		In My B	lackboard	
	Displaying 1 to 13 of 13 items	Show All	Edit Paging	
p je			← 0	ж

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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."

▼ My Announcements	÷ 0
MyHills Training: Essentials > Reminder! Final Exam Due!	
	more announcements

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.

▼ What's New	
	Actions 😽
Announcements (1)	۲

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.

▼ To Do	
What's Past Due	Actions 😆
All Items (0)	\odot
What's Due	Actions 😽
Select Date: 07/15/2024 Go	
Today (0)	\odot
Nothing Due Today	
Tomorrow (1)	0
This Week (0)	\odot
Future (1)	\odot

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: <u>www.indianhills.edu/tutorials</u>.

For further assistance on this topic or other technical issues, please contact the **IT Help Desk Phone:** (641) 683-5333 | **Email:** <u>helpdesk@indianhills.edu</u> | **Web:** <u>www.indianhills.edu/helpdesk</u>