

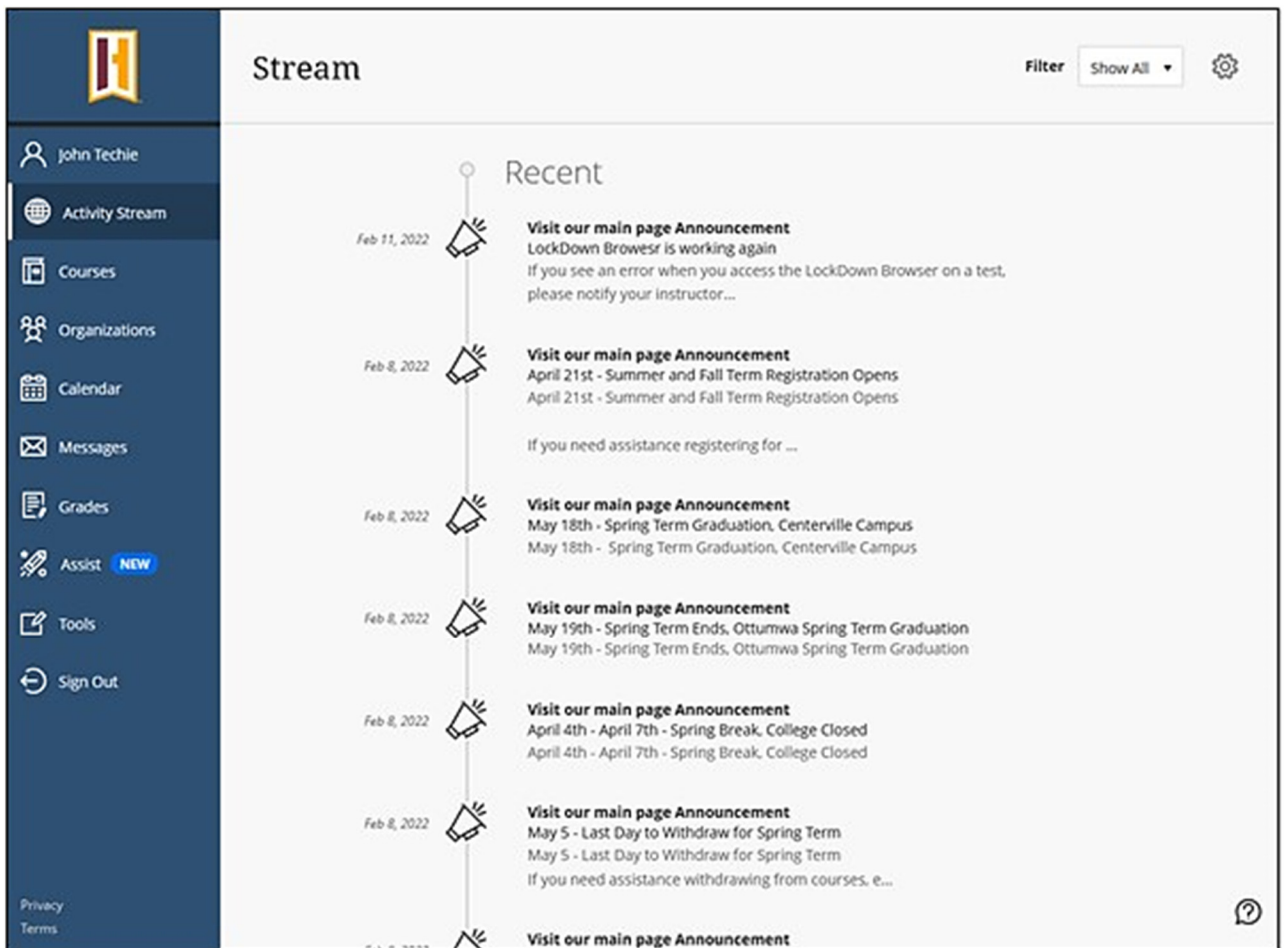
## Faculty Tutorial:

### Navigate and Manage Your “MyHills Home” Page

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

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

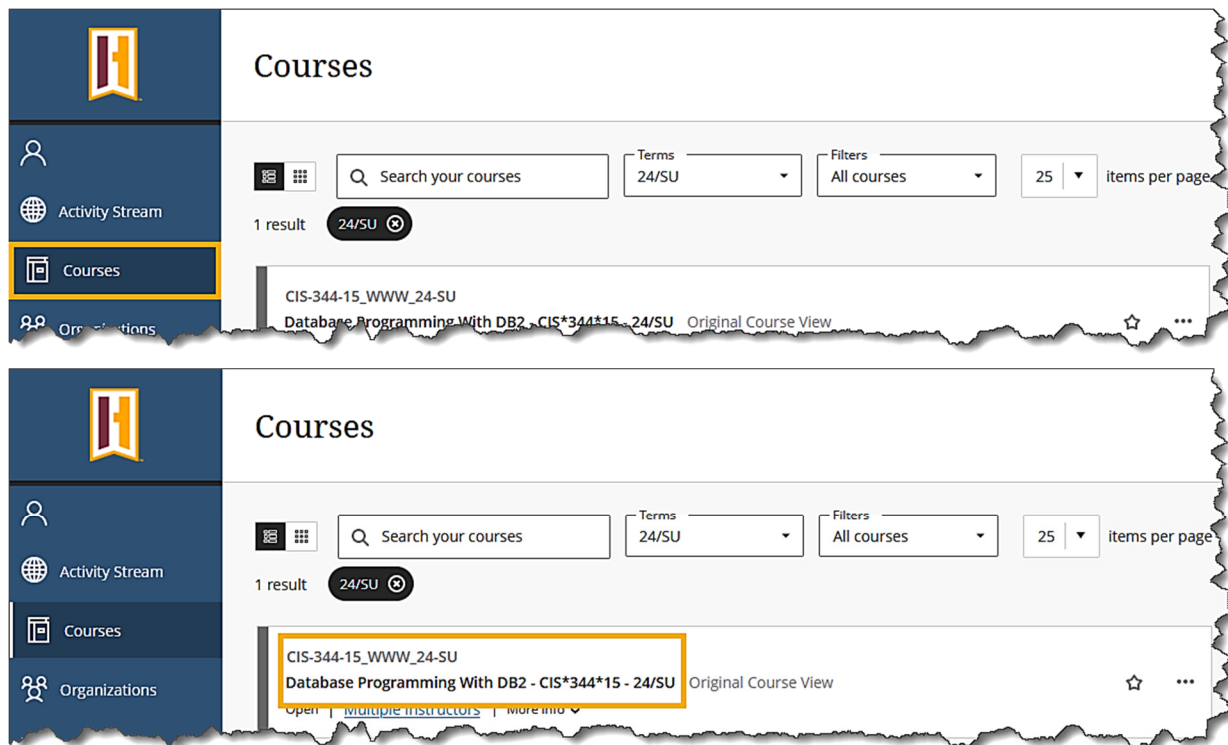
**Note:** For information on how to log in to MyHills, please see the tutorial “Log In to MyHills.”



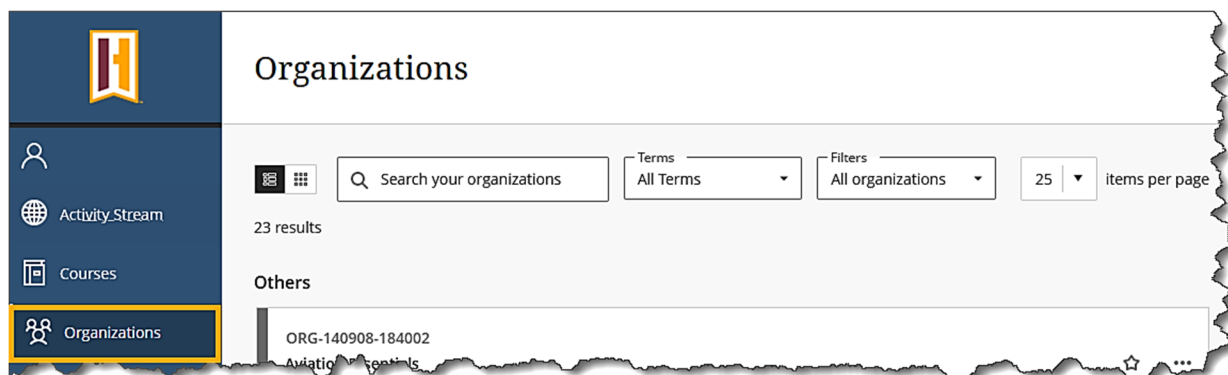
The screenshot displays the MyHills Home interface. On the left is a dark blue sidebar menu with the following items: John Techie (user profile), Activity Stream (selected), Courses, Organizations, Calendar, Messages, Grades, Assist (marked with a 'NEW' badge), Tools, and Sign Out. At the bottom of the sidebar are links for Privacy and Terms. The main content area is titled 'Stream' and includes a 'Filter' button and a 'Show All' dropdown menu. Below the title, a vertical timeline labeled 'Recent' shows a series of announcements, each preceded by a megaphone icon and a date (Feb 11, 2022 or Feb 8, 2022). The announcements include: 'Visit our main page Announcement' with details about LockDown Browser; 'Visit our main page Announcement' regarding April 21st registration; 'Visit our main page Announcement' for May 18th graduation; 'Visit our main page Announcement' for May 19th graduation; 'Visit our main page Announcement' for April 4th-7th Spring Break; and 'Visit our main page Announcement' for May 5th withdrawal. A help icon (?) is located in the bottom right corner of the main area.

Once you have logged in to MyHills, the “**Courses**,” and “**Organizations**” tabs are always available in the menu on the left side of the page.

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. By default, you will see all of the courses in which you are enrolled as an instructor. Click on the title of a course to enter it.

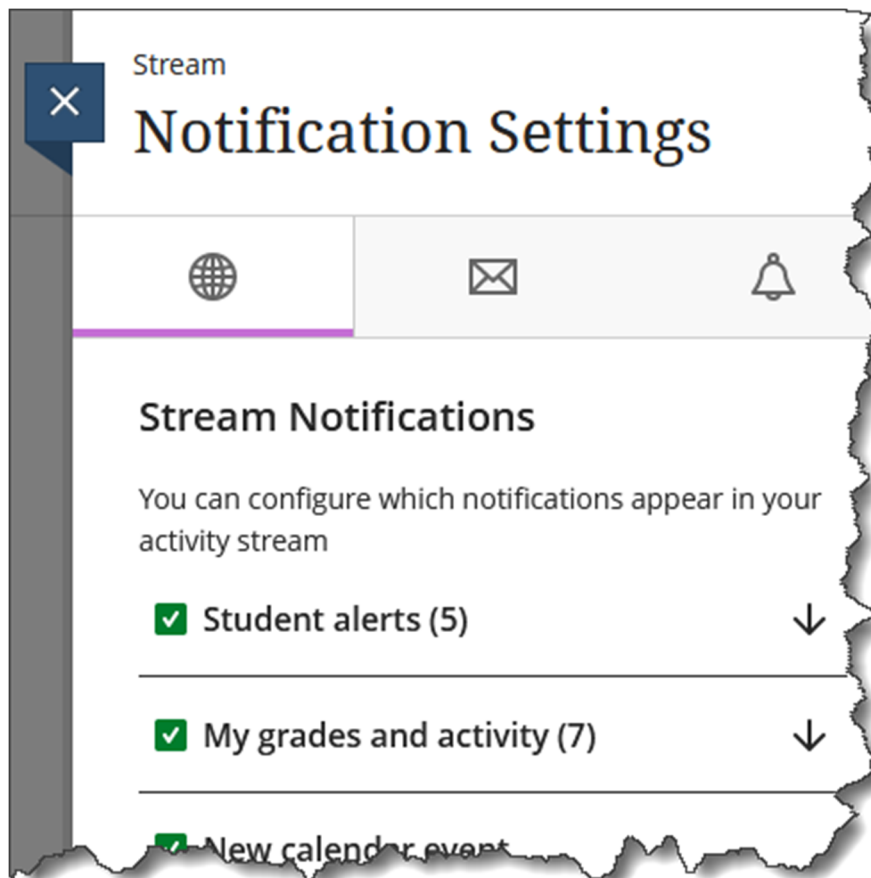
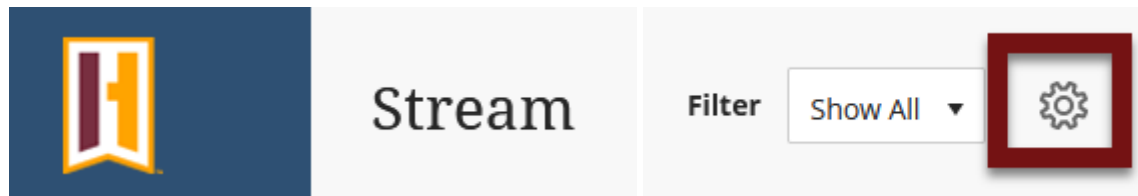


The “**Organizations**” tab will take you to the Community page. The Organizations page includes information about the SUCCESS Center and the Educational Opportunity Center (EOC), along with information about other clubs/organizations of which you may be a member.



Additional links include **Messages**, **Grades**, and **Tools**.

Click the gear in the upper-right corner to view and edit settings for your Activity Stream, Email Notifications, and Push Notifications.



Congratulations! You now know how to navigate your “MyHills Home” Page.

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**Office of Online Learning**

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