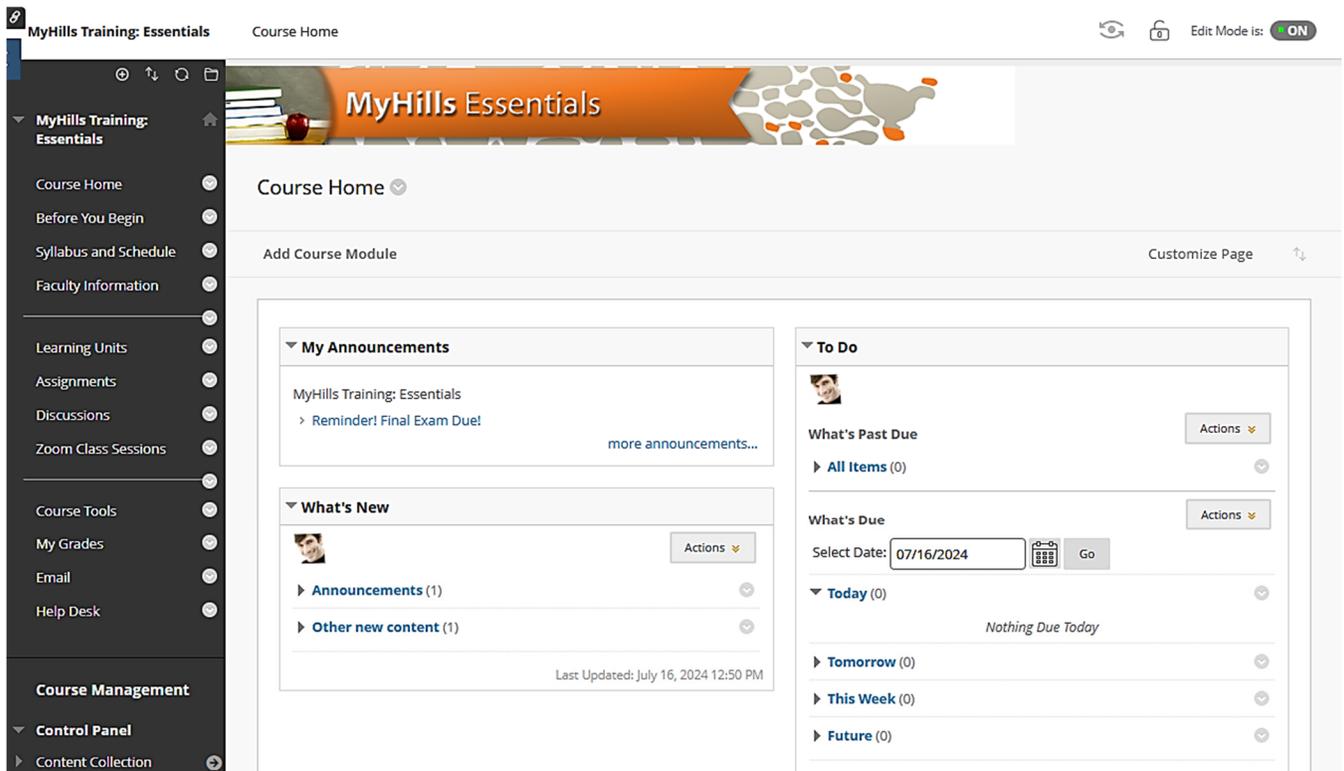


## Faculty Tutorial: Add NetTutor to the Course Menu

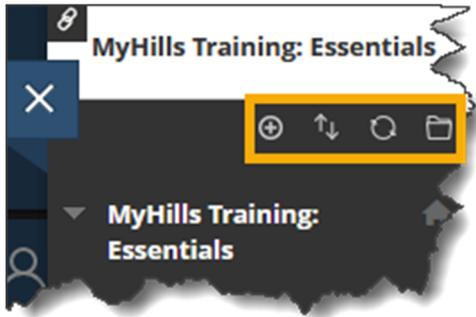
**Purpose:** To demonstrate to faculty how to add NetTutor to the “Course Menu” in MyHills.

Select a course for which you would like to add NetTutor to the “Course Menu” in MyHills. The Course Menu is black and is located on the left side of your “Course Home” page. This menu is used to navigate to different areas within your course. To add NetTutor, you must use the buttons above the menu in your MyHills course.

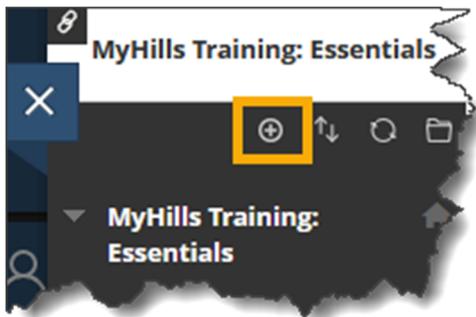


The screenshot shows the MyHills interface for a course titled "MyHills Training: Essentials". The page is titled "Course Home" and includes an "Edit Mode is: ON" indicator in the top right corner. On the left, there is a dark navigation menu with the following items: MyHills Training: Essentials, Course Home, Before You Begin, Syllabus and Schedule, Faculty Information, Learning Units, Assignments, Discussions, Zoom Class Sessions, Course Tools, My Grades, Email, Help Desk, Course Management, Control Panel, and Content Collection. The main content area features a banner for "MyHills Essentials" and a "Course Home" dropdown menu. Below this is an "Add Course Module" section with a "Customize Page" button. The main content is divided into two columns: "My Announcements" and "What's New". The "My Announcements" section shows a reminder for a final exam due. The "What's New" section lists announcements and other new content. On the right, there is a "To Do" section with "What's Past Due" (All Items: 0), "What's Due" (Select Date: 07/16/2024, Go), and a "Today" section (Nothing Due Today). Below "Today" are sections for "Tomorrow (0)", "This Week (0)", and "Future (0)".

At the top of the menu in your course are several gray buttons.

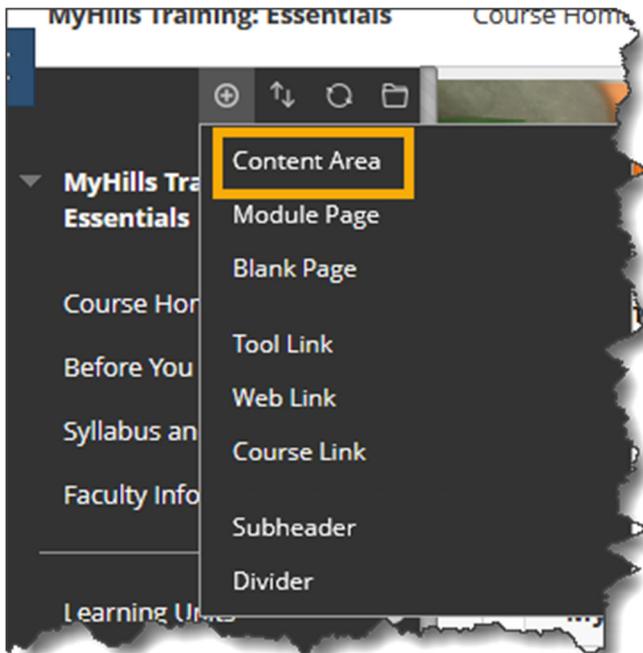


Hover your cursor over the “+” sign to add menu items to your course menu.



A sub-menu containing the different types of menu items that you are able to add will appear.

Click “**Content Area**” to add an area to your course in which content may be added, such as files, assignments, and tests. “Syllabus and Schedule,” “Learning Units,” and “Assignments” are content areas already included in the default menu.



Enter NetTutor for the Name and check the box to make NetTutor available to users. Then, click Submit.

**Add Content Area**

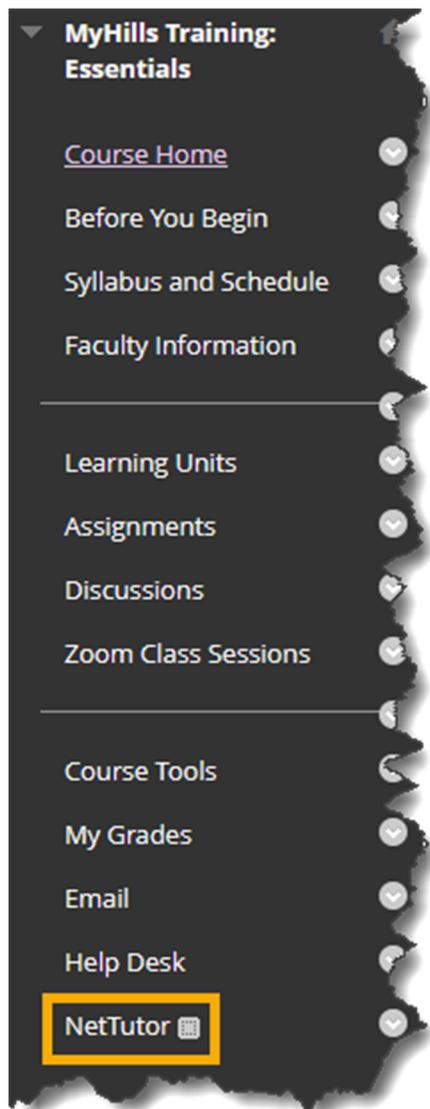
\* Name:

  
 Available to Users

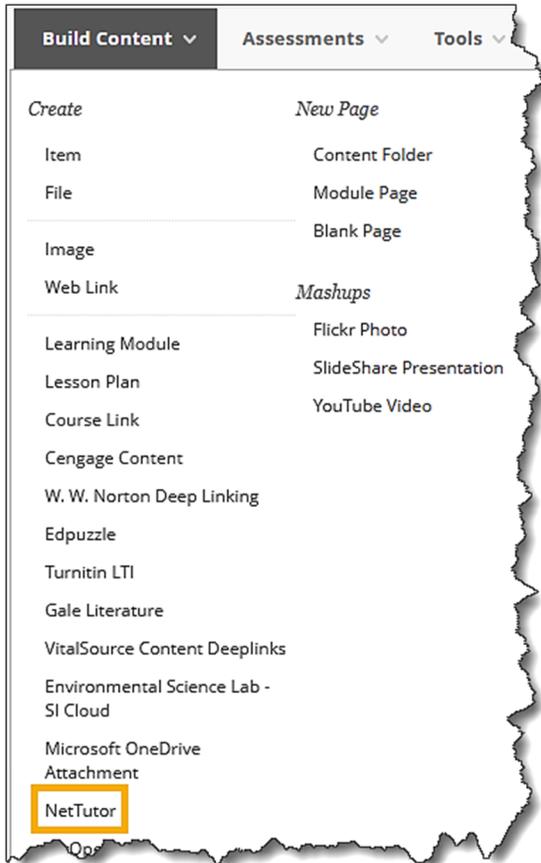
---

Cancel Submit

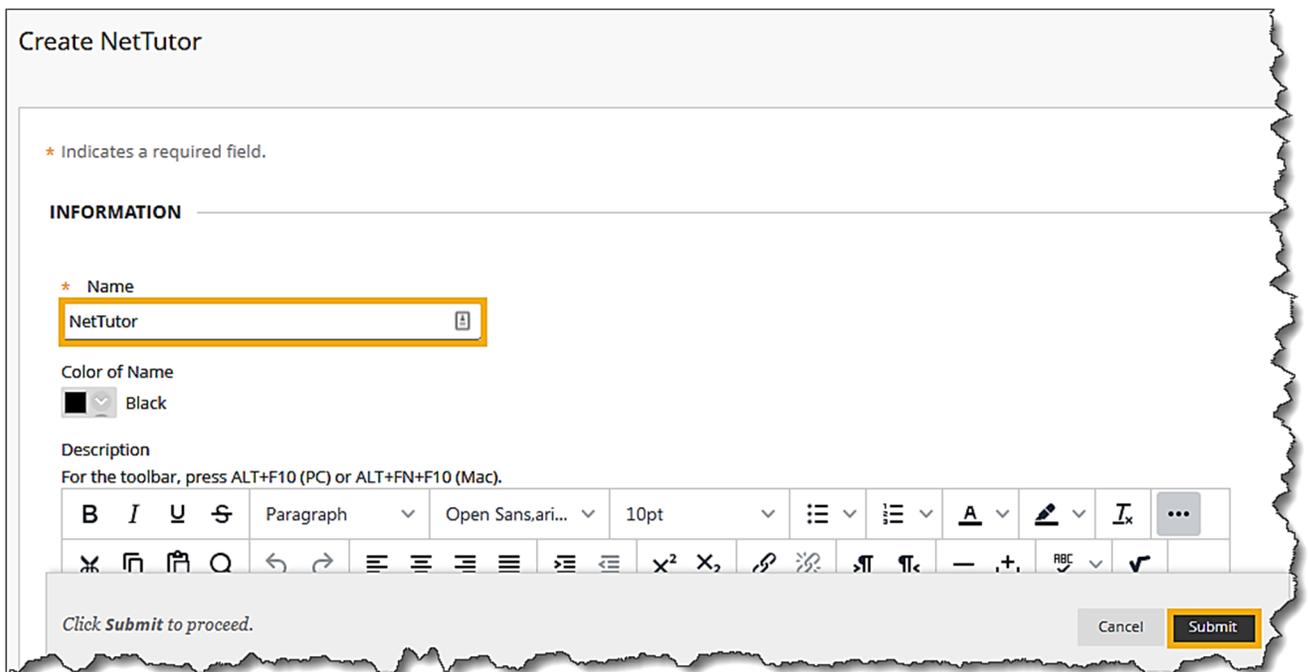
On the navigation menu, click on the newly created NetTutor link.



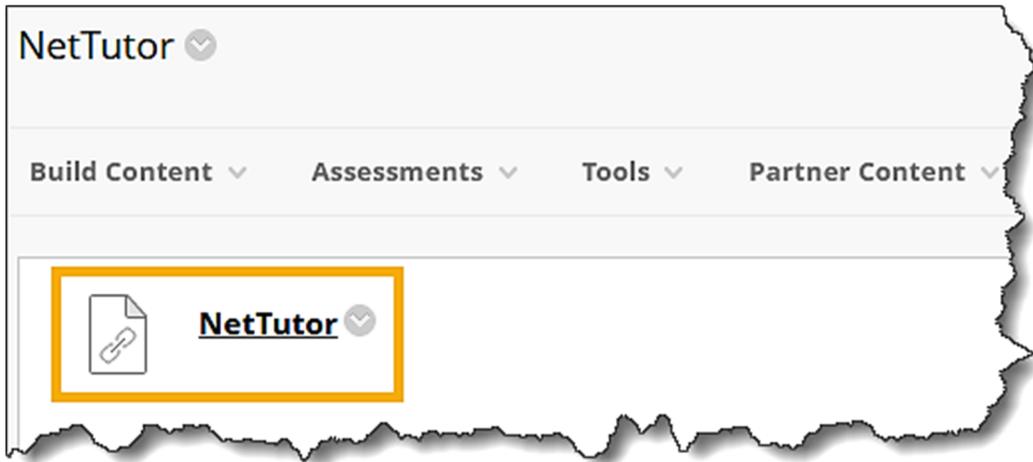
In the Content area that opens, select Build Content and click on NetTutor.



Type NetTutor in the “Name” box and then click Submit.



NetTutor has now been added to the content area and is available to students!



Congratulations! You now know how to add NetTutor to the “Course Menu” in MyHills!

---

**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](mailto:helpdesk@indianhills.edu) | **Web:** [www.indianhills.edu/helpdesk](http://www.indianhills.edu/helpdesk)*