

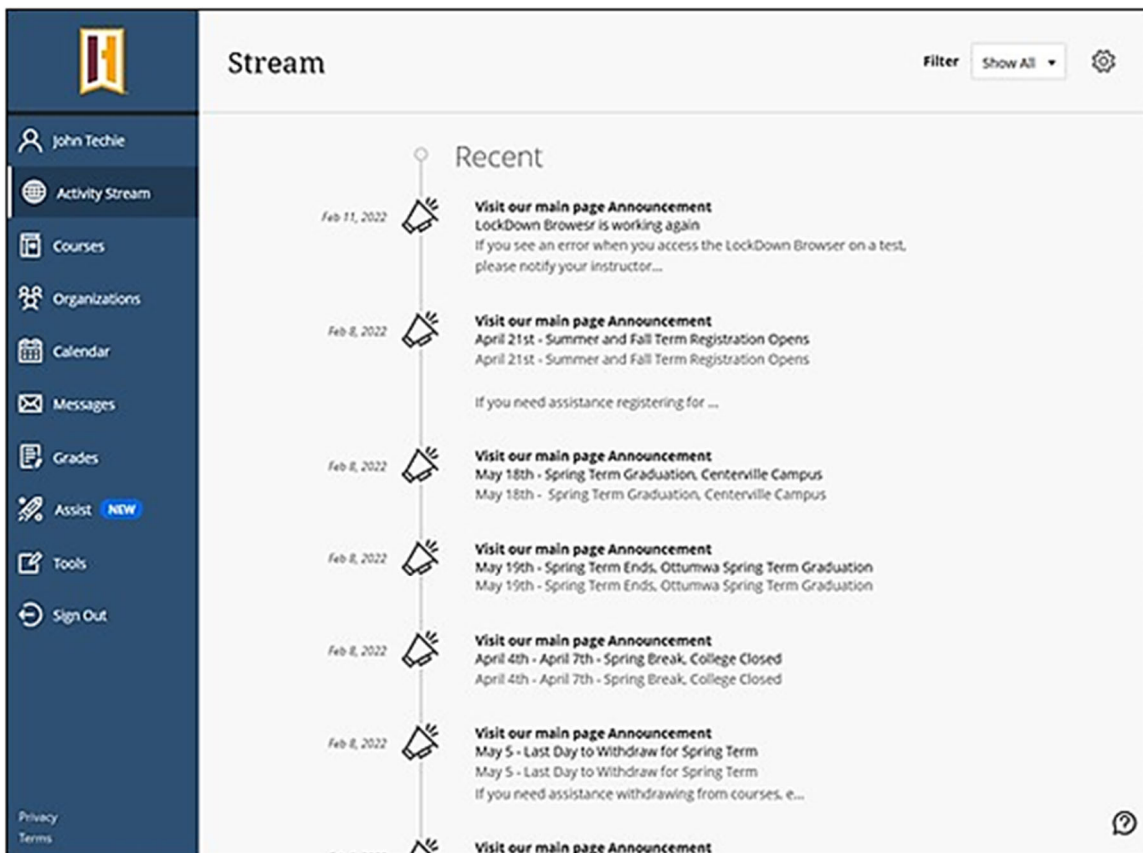
Computer Tutorial:

The Course Home Page and the Course Menu in MyHills

Purpose: To introduce students to a “Course Home” page in MyHills and demonstrate how to navigate the “Course Menu.”

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

Note: For information on the various parts of this page, please see the tutorial “Navigate and Manage Your MyHills Home Page,” available in the tutorials area of the Indian Hills website: www.indianhills.edu/tutorials.

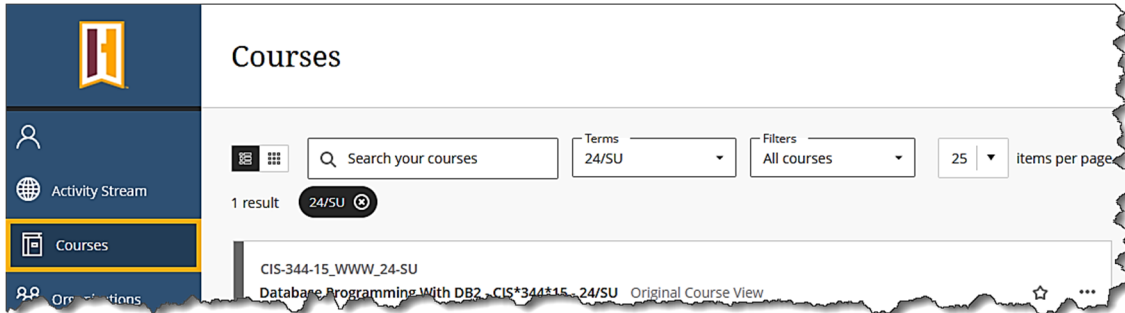


The screenshot displays the MyHills user interface. On the left is a dark blue navigation sidebar with the following items: John Techie (user profile), Activity Stream (selected), Courses, Organizations, Calendar, Messages, Grades, Assist (with a 'NEW' badge), Tools, and Sign Out. At the bottom of the sidebar are links for Privacy and Terms. The main content area is titled 'Stream' and includes a 'Filter Show All' dropdown and a settings gear icon. Below the title is a 'Recent' section containing a vertical timeline of announcements, each marked with a megaphone icon and a date of Feb 8, 2022. The announcements include:

- Feb 8, 2022: Visit our main page Announcement. LockDown Browser is working again. If you see an error when you access the LockDown Browser on a test, please notify your instructor...
- Feb 8, 2022: Visit our main page Announcement. April 21st - Summer and Fall Term Registration Opens. April 21st - Summer and Fall Term Registration Opens. If you need assistance registering for ...
- Feb 8, 2022: Visit our main page Announcement. May 18th - Spring Term Graduation, Centerville Campus. May 18th - Spring Term Graduation, Centerville Campus.
- Feb 8, 2022: Visit our main page Announcement. May 19th - Spring Term Ends, Ottumwa Spring Term Graduation. May 19th - Spring Term Ends, Ottumwa Spring Term Graduation.
- Feb 8, 2022: Visit our main page Announcement. April 4th - April 7th - Spring Break, College Closed. April 4th - April 7th - Spring Break, College Closed.
- Feb 8, 2022: Visit our main page Announcement. May 5 - Last Day to Withdraw for Spring Term. May 5 - Last Day to Withdraw for Spring Term. If you need assistance withdrawing from courses, e...
- Feb 8, 2022: Visit our main page Announcement.

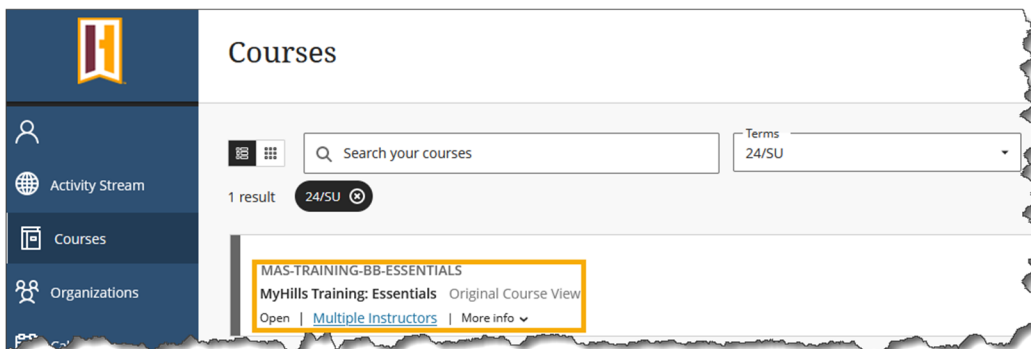
 A help icon is visible in the bottom right corner of the stream area.

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. Click on the title of a course to enter it.

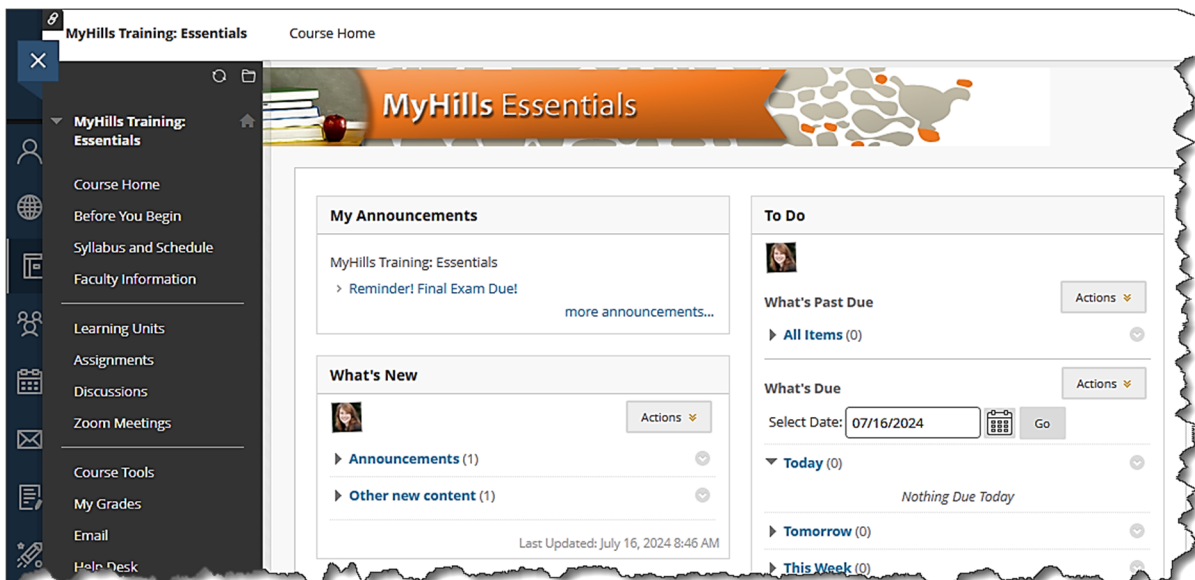


The “Courses” tab in the left-hand menu will take you to your Courses page. Here you will find a list of all the courses in which you are enrolled. Select the title/name of a course to access it.

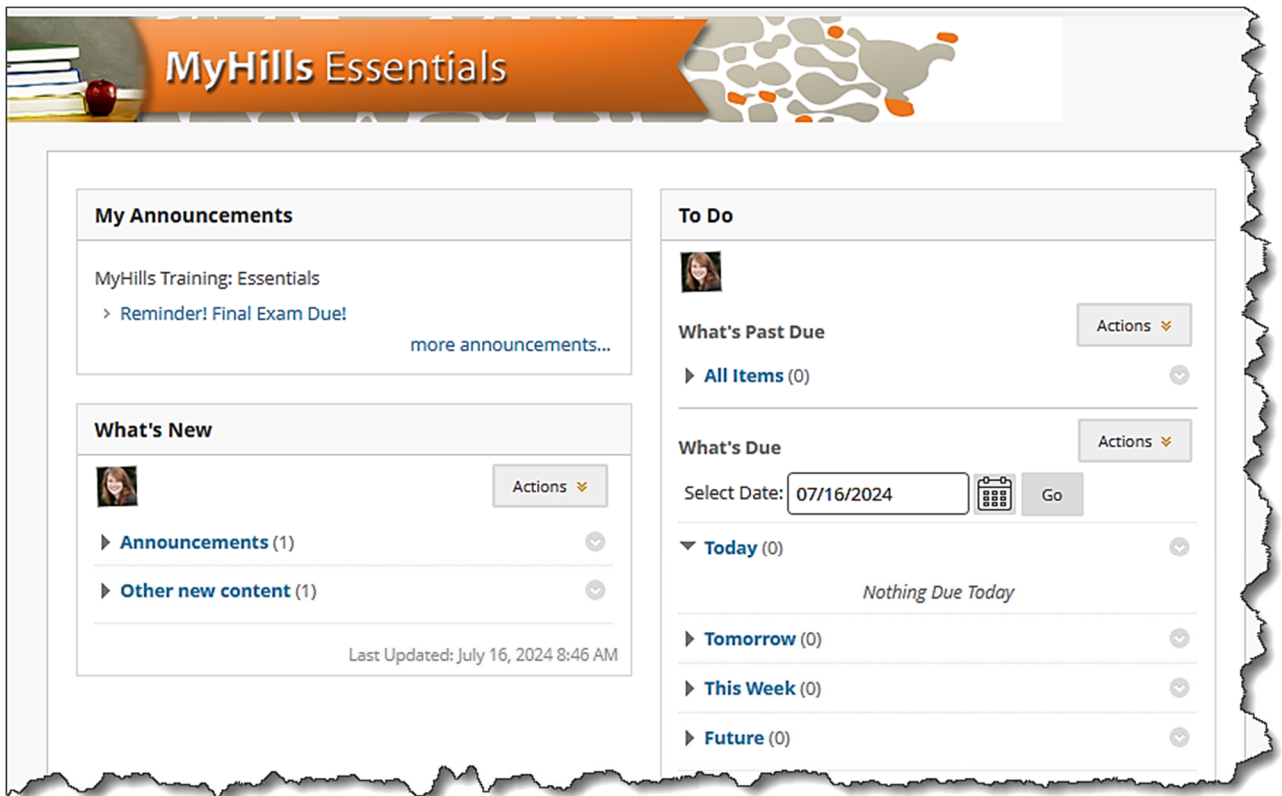
Note: In this example, the course “MyHills Training: Essentials” is selected.



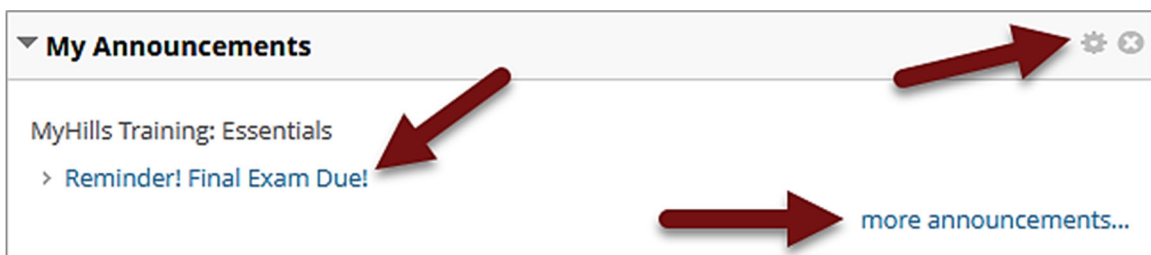
The “Course Home” page for the course will open.



You may see several modules on this page, including “My Announcements,” “What’s New,” and “To Do,” which are explained below. Your “Course Home” page may vary from what is shown here.



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: It is your responsibility to check announcements *daily*. It is recommended that you choose “Last 30 days” or “All” for your announcements view.

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) ▼

The “To Do” module will display assigned course work that is past due, due today, and due in the future. Click the arrows to view the items in each category.


▼ **To Do**

 Actions ▾

What's Past Due

▶ **All Items** (0) ▼

What's Due Actions ▾

Select Date: 

▼ **Today** (0) ▼

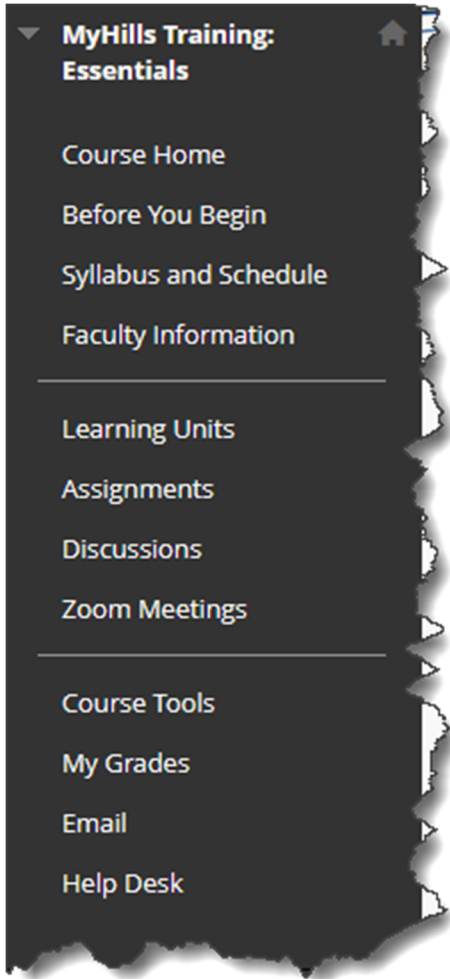
Nothing Due Today

▶ **Tomorrow** (1) ▼

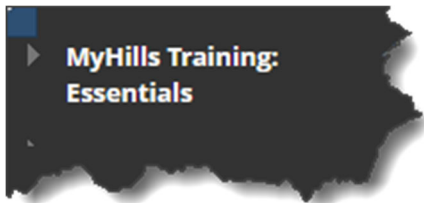
▶ **This Week** (0) ▼

▶ **Future** (1) ▼

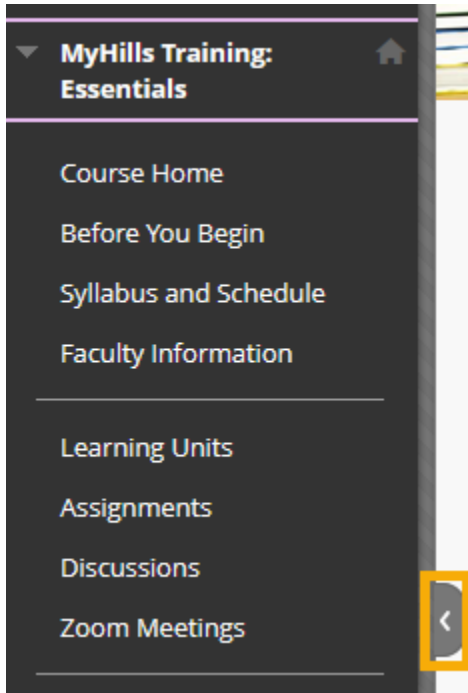
On the left side of the page, there is a black “Course Menu.” This menu is used to navigate to different areas within your course.



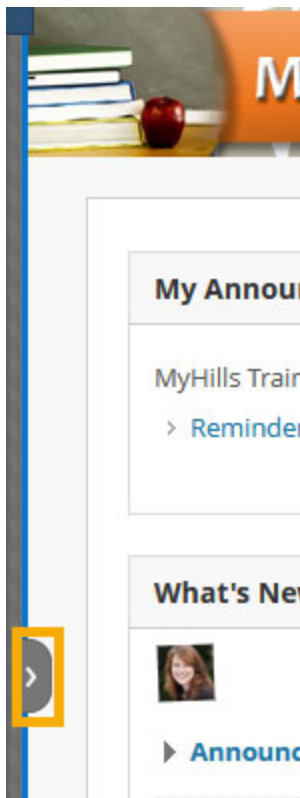
Click the title of the course at the top of the course menu to collapse the menu. Then, click the title again to bring back the full menu.



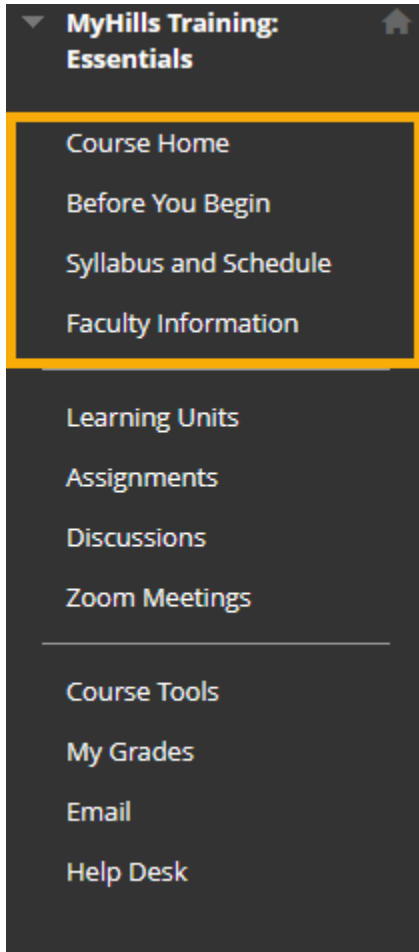
You can also hide the course menu by moving your cursor to the right edge of the menu. An arrow and a gray bar will appear. Click the arrow to hide the menu.



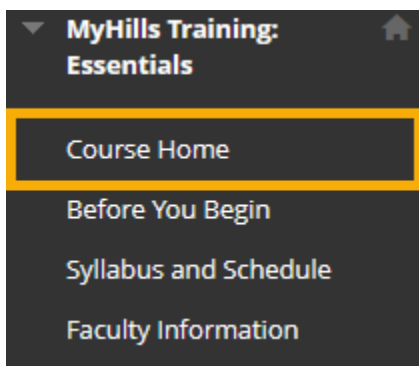
Bring back the hidden menu by moving your cursor to the left edge of the page. An arrow and a gray bar will appear. Click the arrow to show the course menu.



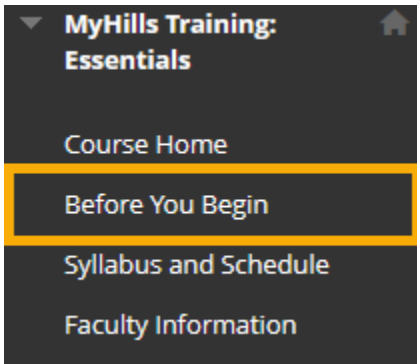
The menu is split into three sections. The top section includes items that you will need to access when you first begin a course.



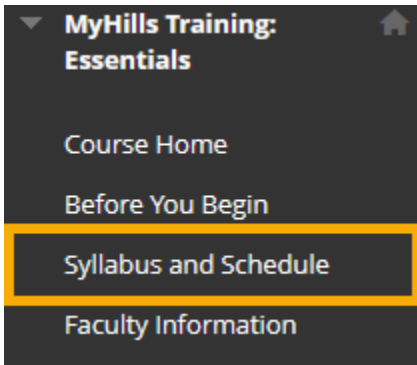
“Course Home” will bring you back to the “Course Home” page from anywhere within the course.



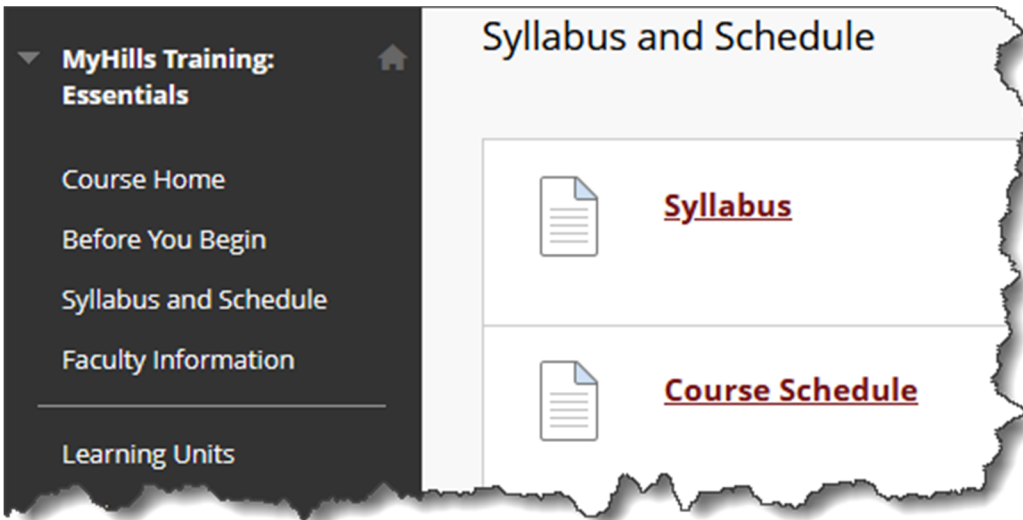
“Before You Begin” will open the Before You Begin web page in a new window or tab. This web page has information that you need to succeed in the course, including links to the “Online Learning Orientation,” “Online Computer Standards,” and “Computer Tutorials.”



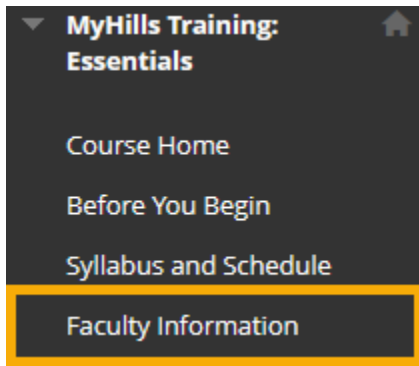
You may access your syllabus and course schedule by clicking “**Syllabus and Schedule.**”



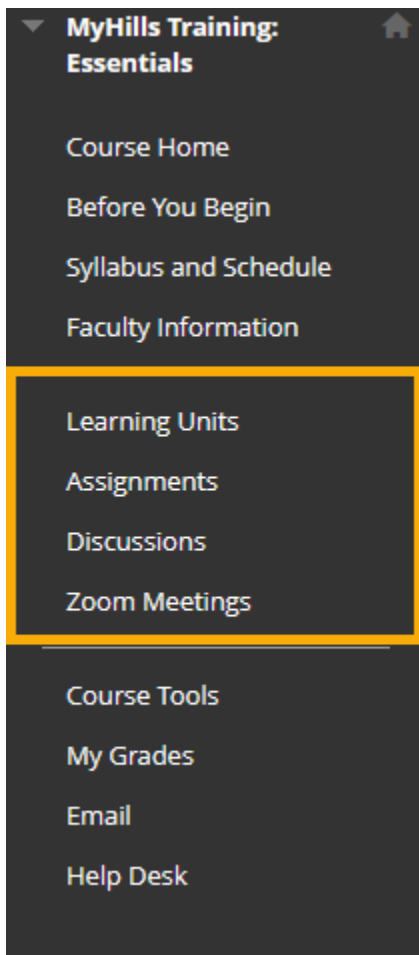
Then, click “**Syllabus**” and “**Course Schedule**” to view, download, or print the documents.



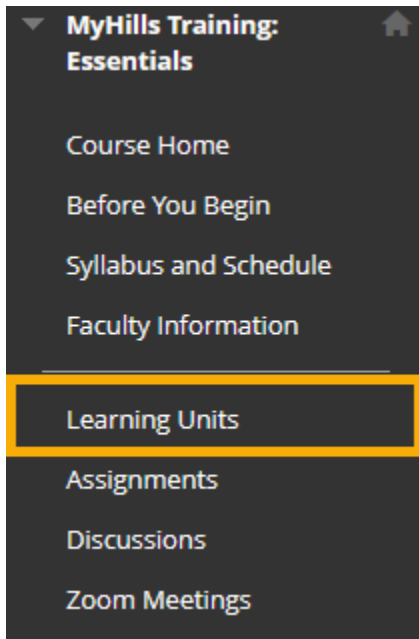
Click “**Faculty Information**” to view your instructor’s contact information.



The middle section of the menu is where the bulk of your course content is located.

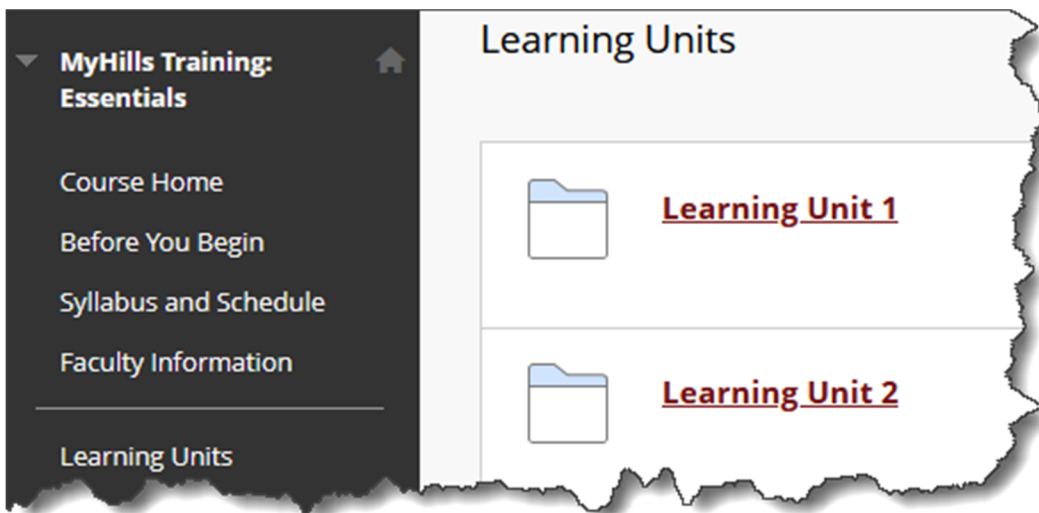


Click “Learning Units” to view the “Learning Units” page for the course.



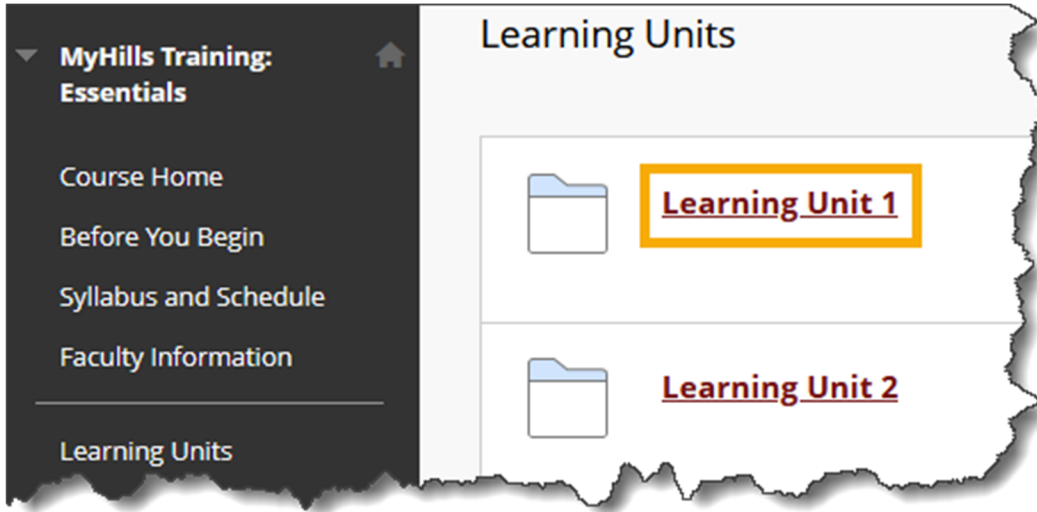
The “Learning Units” page will have a list of learning unit folders.

Note: Some instructors do not make learning unit folders available until a certain date and time or until students have completed a particular assignment. Also, some instructors hide learning unit folders after a certain date so past assignments can no longer be viewed. Therefore, in some courses, not all of the Learning Unit folders will be visible.



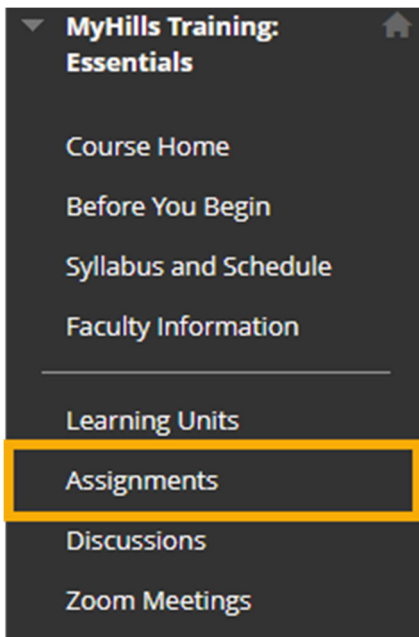
Click on the title of the folder (shown in **red** below) to open the unit. Each learning unit folder will contain a variety of course content for you to read, listen to, watch, study, and complete.

Note: For more information about learning unit content, please see the tutorial “How to Navigate a Learning Unit.”



Click “**Assignments**” to view instructions for assignments that repeat or span several learning units. Individual assignments that do not span learning units will be available in the appropriate learning unit and not in the “Assignments” area.

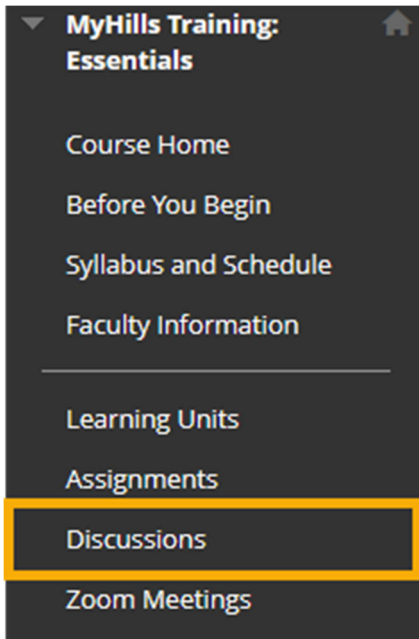
Note: Not all courses use the “Assignments” area, so this link may not be available.



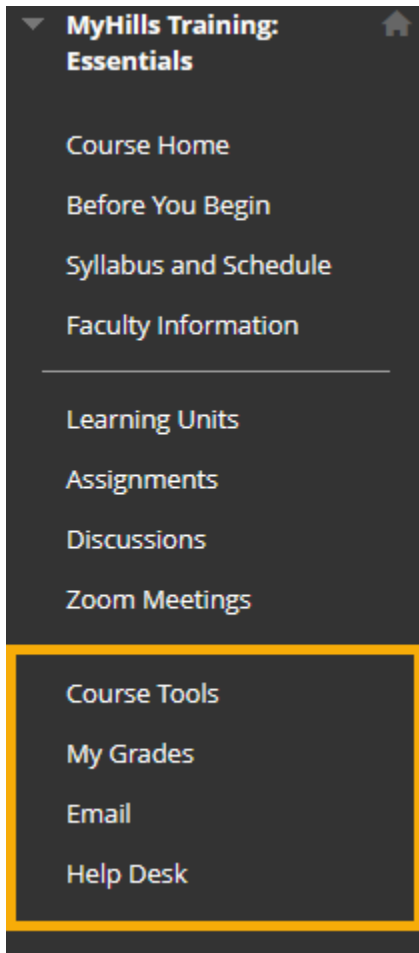
The “Discussions” link will take you to the course “Discussion Board” which lists all the course’s discussion forums.

Note: Not all courses use the “Discussions” area, so this link may not be available in some courses. For more information on Discussions, please see the “Discussion Board” tutorial.

Note: Other links that may appear in this area include “Journals,” “Zoom Meetings,” “Net Tutor,” or specific course resources.

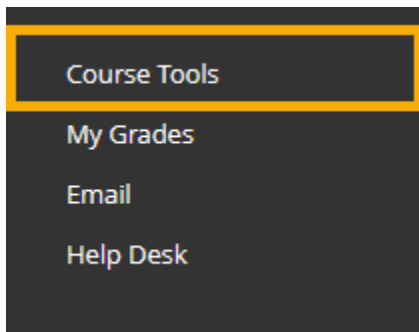


The bottom of the menu contains links to helpful tools and resources.

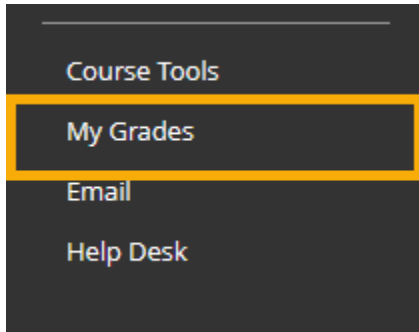


Click “**Course Tools**” to see all of the tools available for you to use in the course.

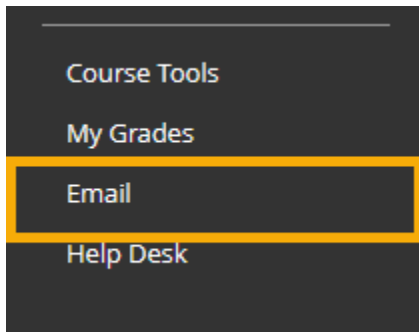
Note: The availability of some Course Tools will vary from one course to another, as instructors will generally only make available those tools that are necessary for their courses.



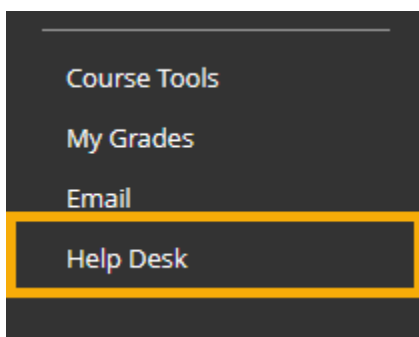
If your instructor has made your personal grades available to you, you may view them by clicking “**My Grades.**”



Click “**Email**” to send an email to your instructor or classmates.



Click “**Help Desk**” to open the “IT Help Desk” page in a new window or tab. Here, you will find technical support, as well as a link to online computer tutorials.



Congratulations! You now know how to navigate a “Course Menu” and a “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