# Faculty Tutorial:
## Navigate and Edit the Course Menu

Purpose: To demonstrate to faculty how to navigate and edit 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.

Note: The "Course Management" menu is located directly below the "Course Menu" on the left side of your "Course Home" page. Please see the appropriate tutorials for information on this menu.
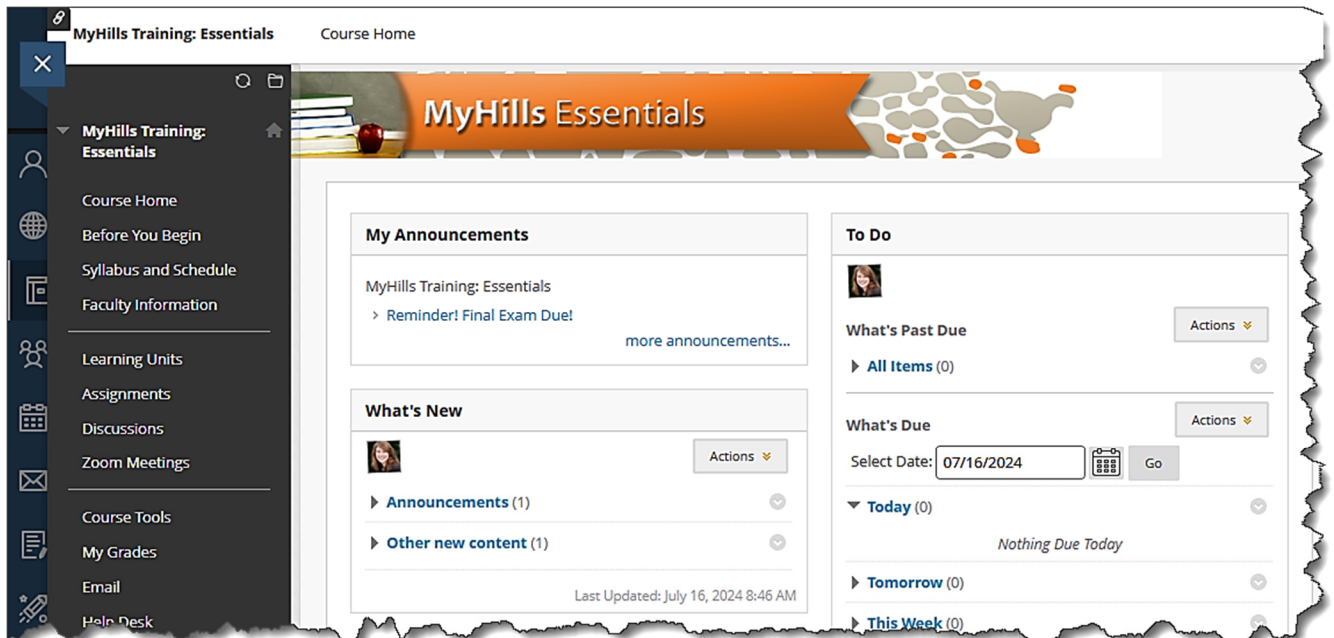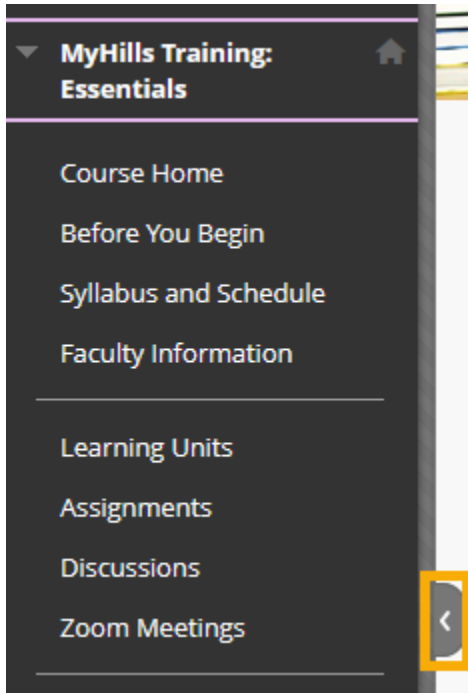
The default course menu for all MyHills courses is shown below.
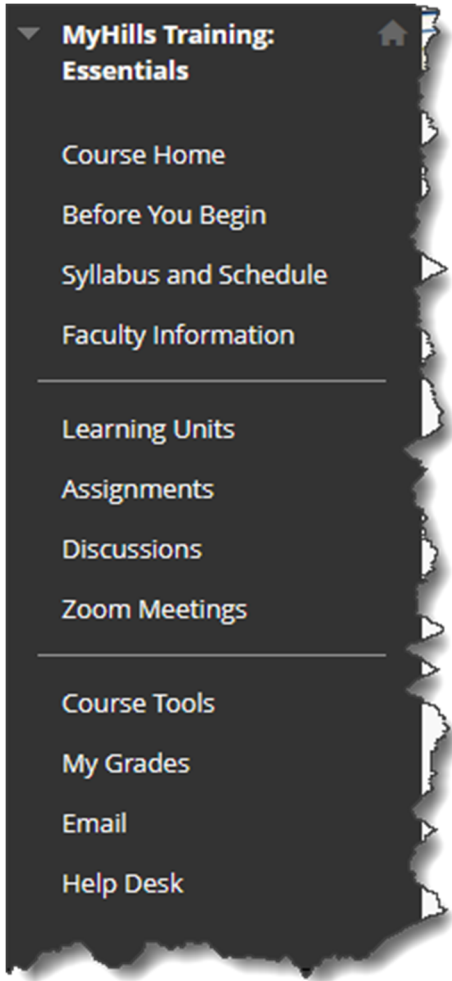
Click the title of the course, at the top of the course menu, to collapse the menu. Then, click the title again to bring back the full menu.
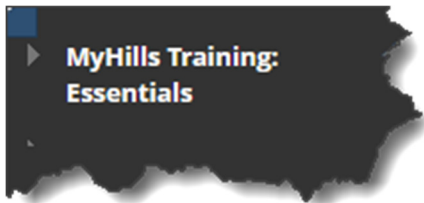
You can also hide the course menu by moving your cursor to the right edge of the menu. An arrow and a gray bar will appear. Click the arrow to hide the menu.


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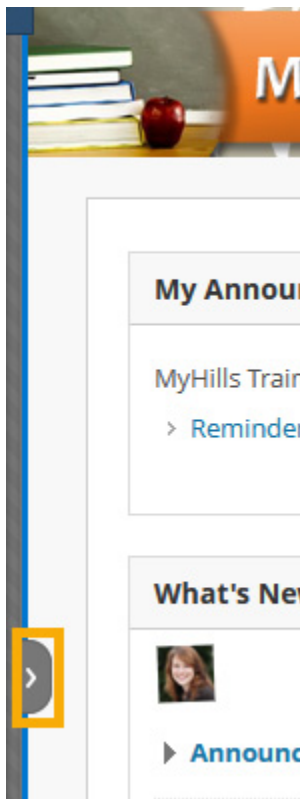
The menu is divided into three sections. The top section includes items that students will need to access when they first begin a course.
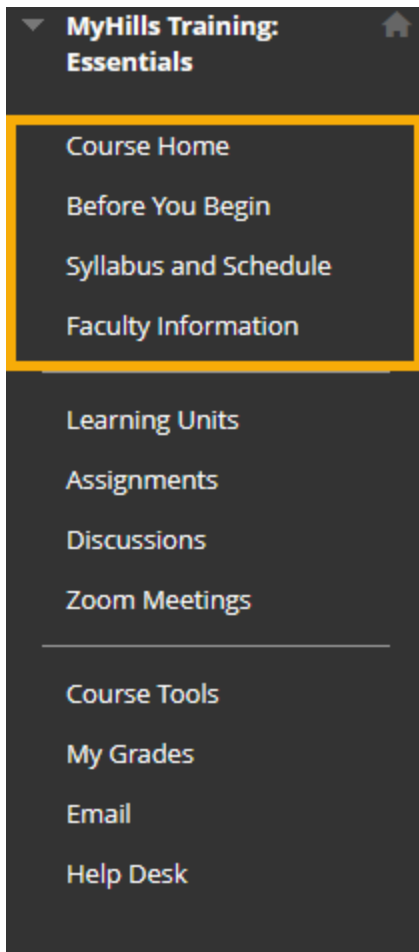

"**Course Home**" will return you to the "Course Home" page from anywhere within the course.
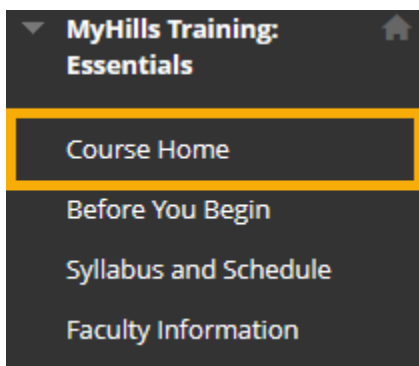
"**Before You Begin**" will open the Before You Begin web page in a new window or tab. This web page has information that students need to succeed in the course, including links to the "Online Learning Orientation," "Online Computer Standards," and "Computer Tutorials."
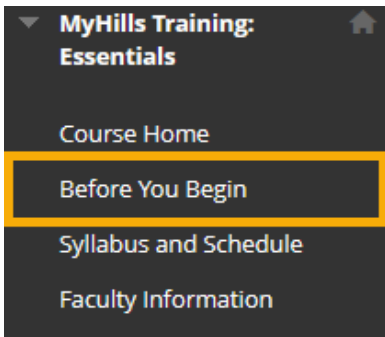

Click "**Syllabus and Schedule**" to access your Syllabus and Course Schedule.
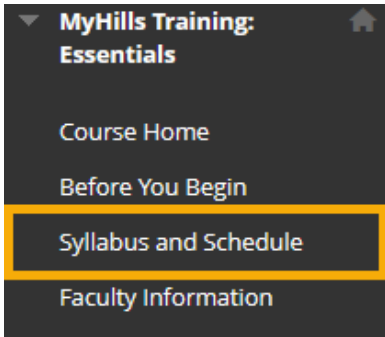
Note: If the course was developed by the Office of Online Learning, the "Instructor Notes" for the course will also be located in this area.

Then, click "**Instructor Notes**," "**Syllabus**," or "**Course Schedule**" to view, download, or print the document.

Note: For information on how to upload your Syllabus and Course Schedule, please see the tutorial "Upload a Syllabus and Course Schedule."
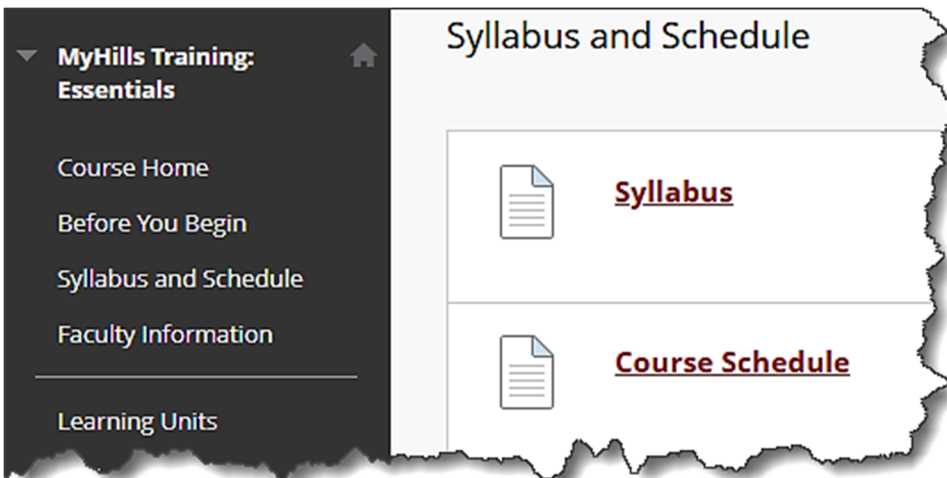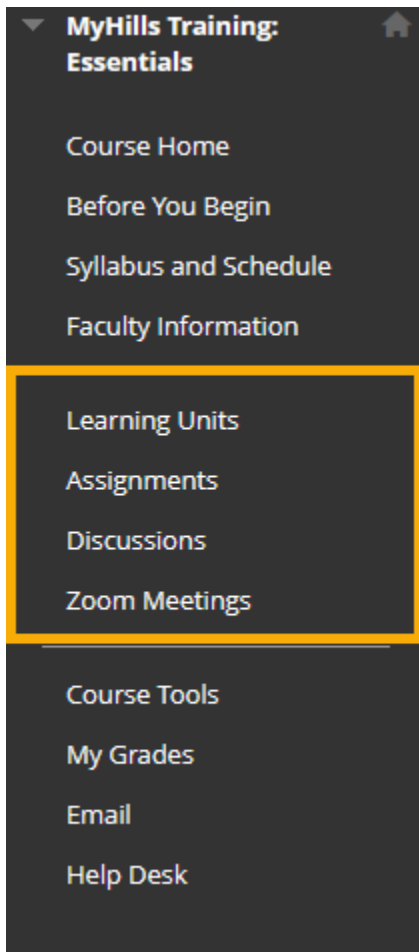
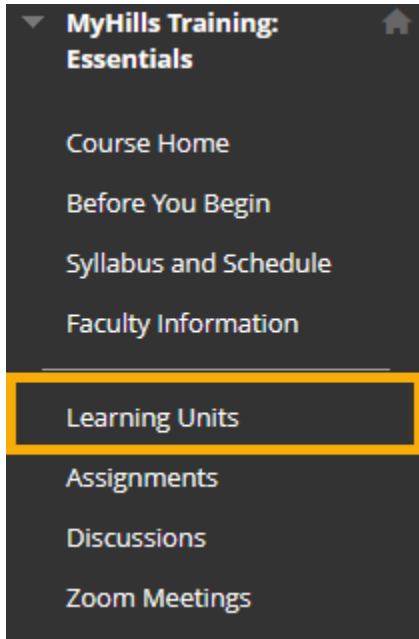Click "**Faculty Information**" to add, view, or edit your contact information.

Note: Please see the tutorial "Add a Faculty Photo and Contact Information" to learn how to add your contact information and faculty photo.
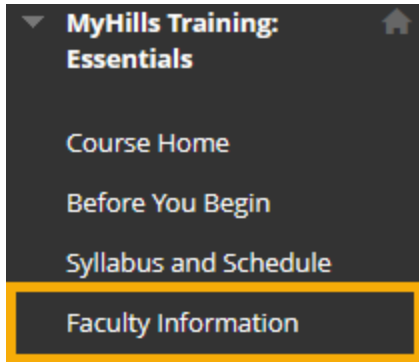
The middle section of the menu is where the bulk of your course content is located.
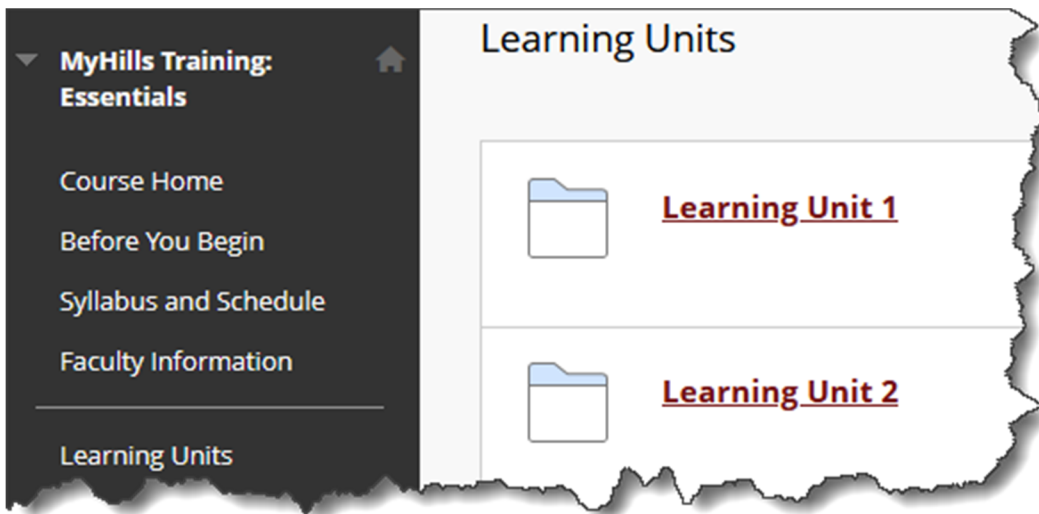
Click "**Learning Units**" to view the "Learning Units" page for the course.


If the course was created by the Office of Online Learning, the "Learning Units" page will have a list of learning unit folders for the course.

Note: Folders that are not visible to students will be grayed out.

Click 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 students to read, listen to, watch, study, and complete.
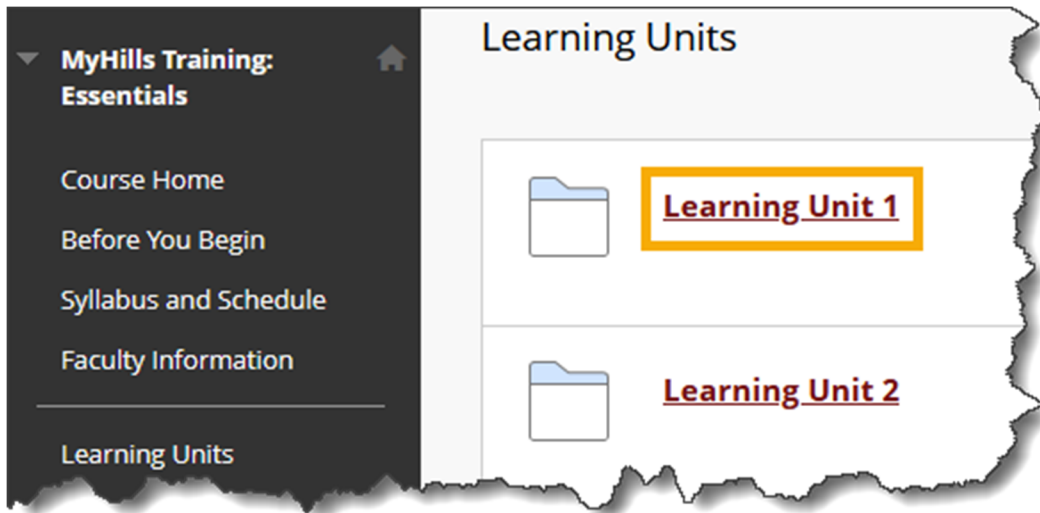
Click "**Assignments**" to add or view instructions for assignments that repeat or span several learning units. Individual assignments that do not span learning units should be in the corresponding learning unit, not in the "Assignments" area.

Note: Not all courses use the "Assignments" area. Please delete this link if it is not needed in your course (shown later in this tutorial).
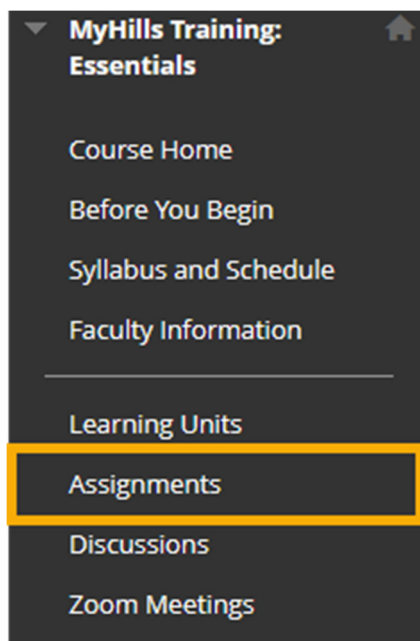
The "**Discussions**" link will take you to the course "Discussion Board." The Discussion Board lists all the course discussion forums.
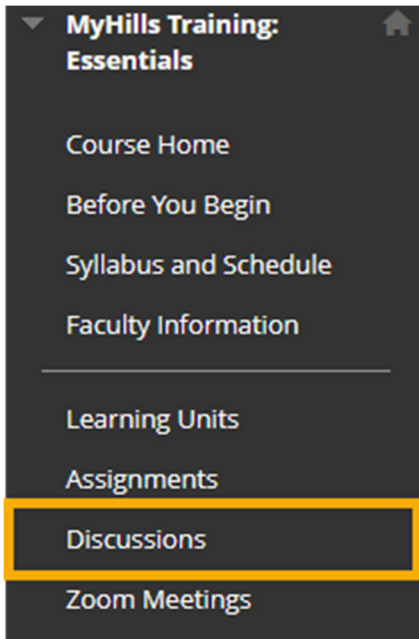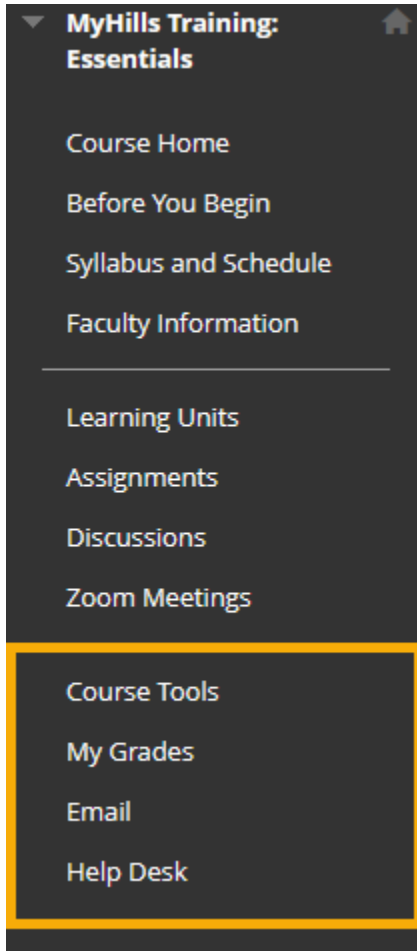
Note: Not all courses use the "Discussions" area. Please delete this link if it is not needed in your course (shown later in this tutorial).

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 students to use in the course.

Note: The availability of Course Tools will vary from one course to another, as instructors should only make available those tools that are necessary for their courses.
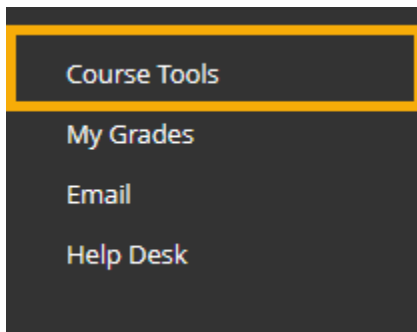
The "Tools" page will open. Here you can view all of the course tools available in your course.

Students may view their personal grades by clicking "**My Grades**."

Note: Since instructors do not have personal grades, they will receive the message "Users with your role do not have personal grades" when they try to access this tool.
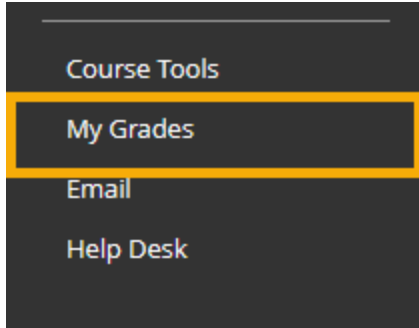
Click "**Send Email**" to send an email to anyone enrolled in the course.

Note: Please see the tutorial "Create and Send Email" for more information on email.
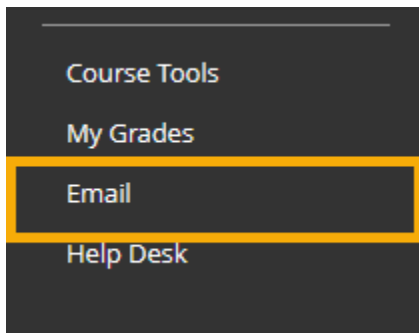
Click "**Help Desk**" to open the "IT Help Desk" page in a new window or tab. Here, you will find technical support, as well as a link to all computer tutorials.

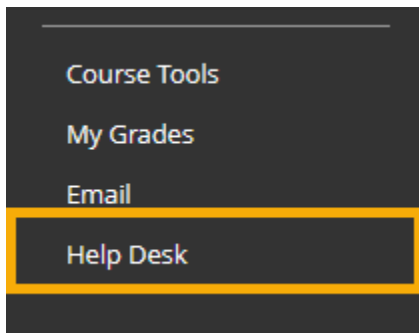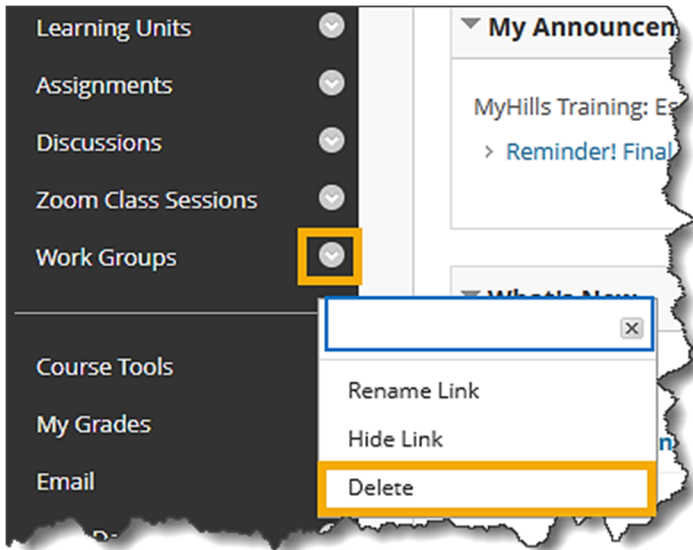If a link in the "Course Menu" is not being used in your course, it should be deleted to avoid confusion for both you and students. To delete a link, hover your cursor over the link you would like to delete. Then, click the drop-down arrow that appears.

In the sub-menu that opens, click "**Delete**."

Confirm that you want to delete the content. Click Delete this menu item and then click Delete. Then, the link will no longer appear in your "Course Menu."

At the top of the menu are several buttons.
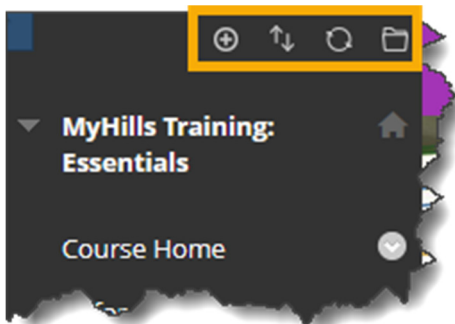
Click the "**Reorder**" button to reorder the menu items.

You may also reorder menu items by hovering your cursor over the left edge of the item. Once a four pointed arrow appears, click and drag the item to its new location in the "Course Menu."
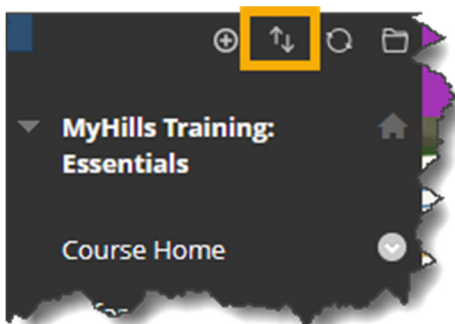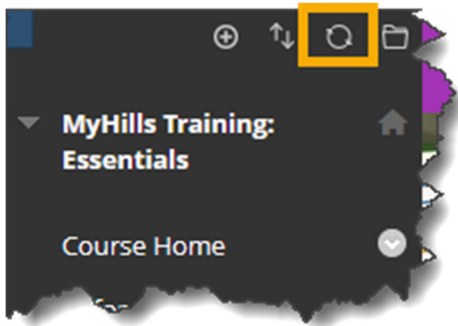
Note: It is recommended that you do not change the order of the "Course Menu" unless necessary for your course. Students will be familiar with the default course menu and changing it will cause confusion for your students, as well as extra work for you.

Click the "**Refresh**" button to refresh the "Course Menu" at any time.

Two menu views are available to users: "List View," which is the default view (shown earlier), and "Folder View." Click the "**Folder View**" button to see the menu items displayed with folders.
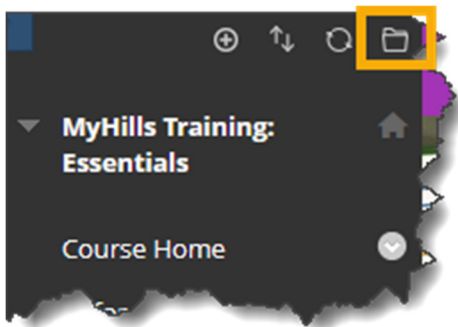
Once in "Folder View," you can navigate through menu items in the pop out displayed.

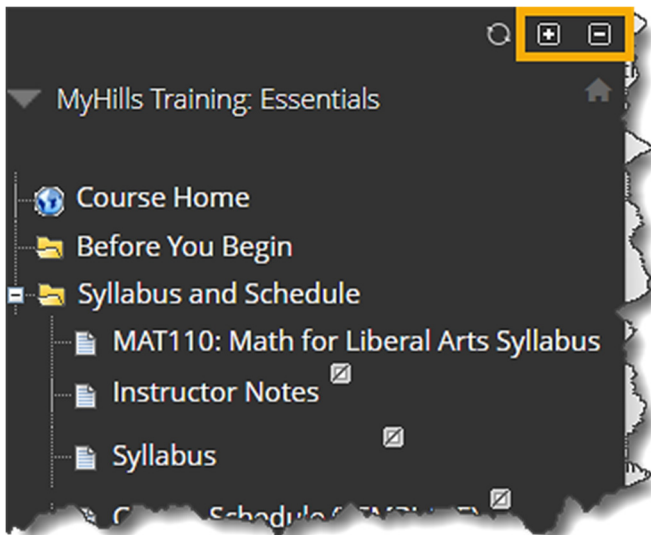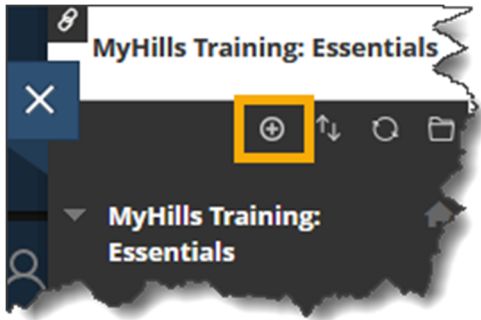Hover your cursor over the "**+**" sign to add menu items to your course menu.

Note: It is recommended that you <u>do not</u> change the course menu unless absolutely necessary for your course. For example, if you do not use discussion forums in your course, then it is essential that the "Discussions" menu item be deleted. However, if you use discussion forums, you should not change the name "Discussions" to something else, because it will likely confuse students. Students will be familiar with the default course menu. Drastically changing it will cause confusion and frustration for your students and extra work for you.

A sub-menu containing the different types of menu items that you are able to add will appear.
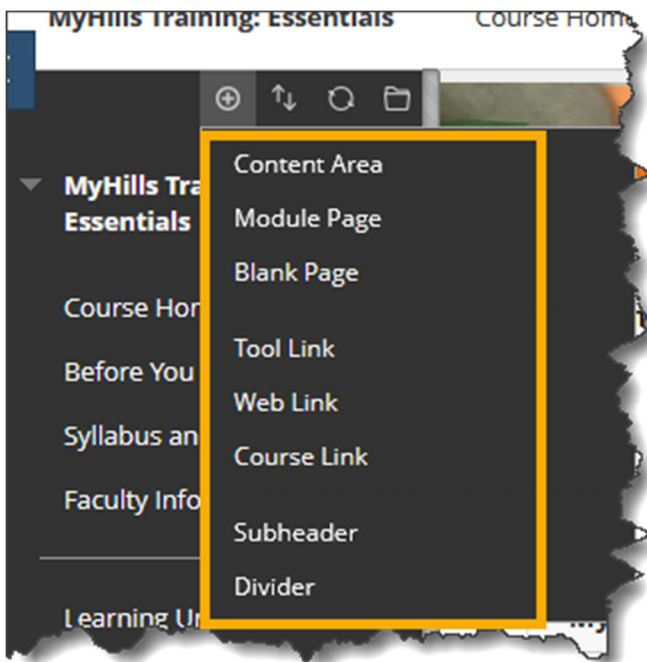
Click "**Content Area**" to add an area to your course in which content may be added, such as files, assignments, and tests. "Syllabus and Schedule," "Learning Units," and "Assignments" are content areas already included in the default menu.

"**Module Page**" will add an area in which you can add numerous course modules.

Select "**Blank Page**" to add a page in which you can add text or attach files.

"**Tool Link**" will add a menu item that takes you directly to the tool of your choice from the Tools page. "Discussions," "Work Groups," "My Grades," and "Send Email" are all tool links.

Use "**Web Link**" to add a menu item that opens a web page in either the MyHills environment or a new window or tab.

"**Course Link**" will add a menu item that directly links to another area within the course.

A "**Subheader**" is a label that could be used to help organize your course menu.

Note: It is recommended that a "Divider" be used instead of a "Subheader" for organizing the course menu. A "Subheader" could be very confusing to students as it looks like a menu item that is broken.

A "**Divider**" is a horizontal line used to organize your menu. Two dividers are used in the default menu to break the menu into the three sections discussed earlier.

Congratulations! You now know how to navigate a "Course Menu" and "Course Home" page!

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