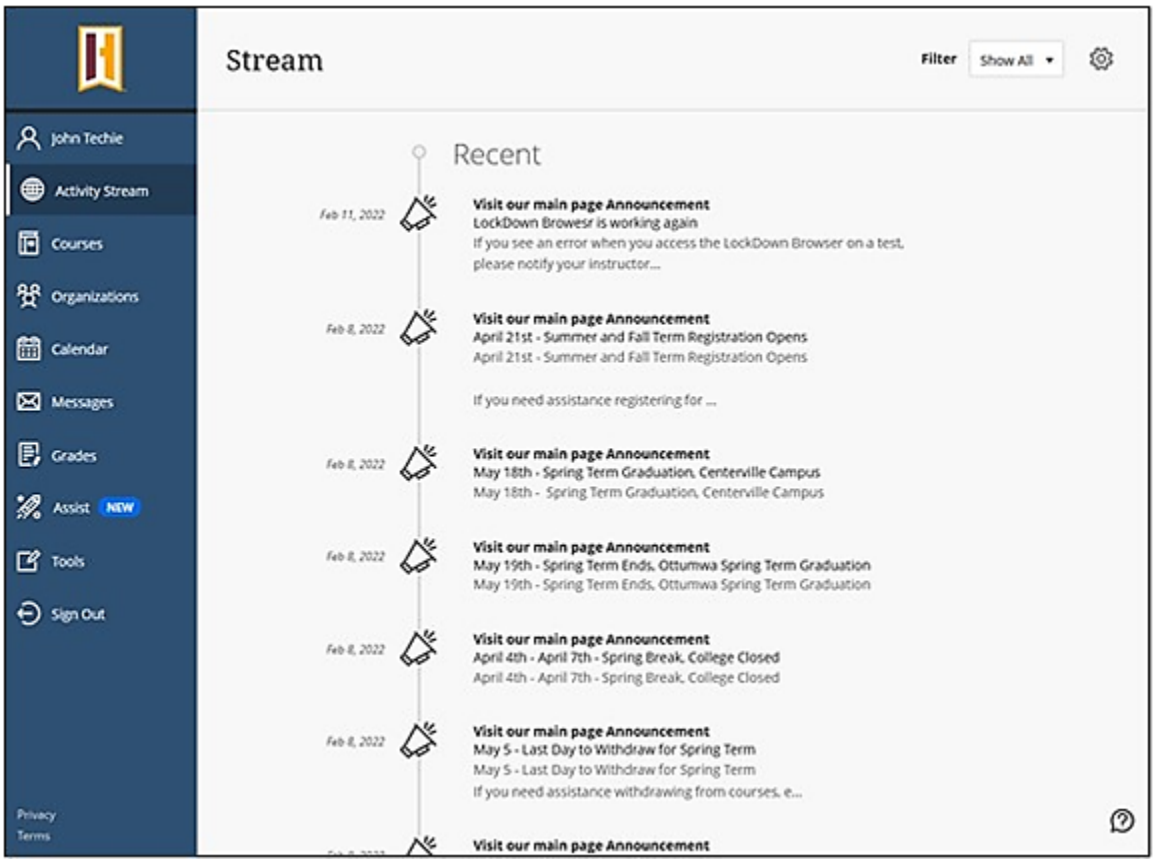
Computer Tutorial:

The Course Home Page and the Course Menu in MyHills

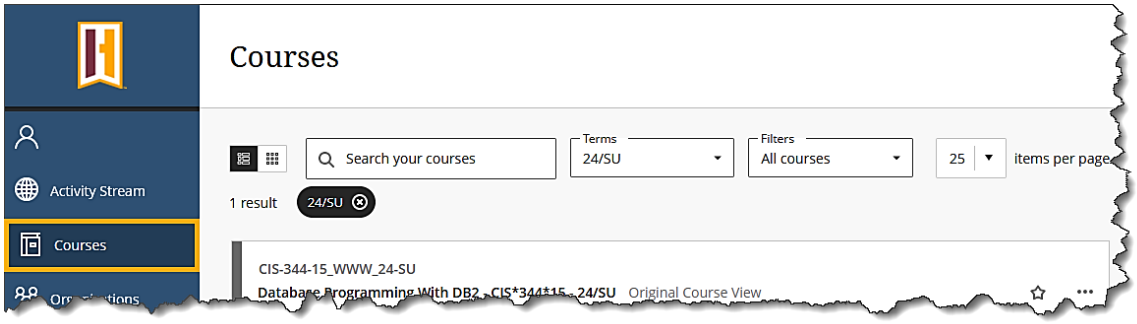
Purpose: To introduce students to a "Course Home" page in MyHills and demonstrate how to navigate the "Course Menu."

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.

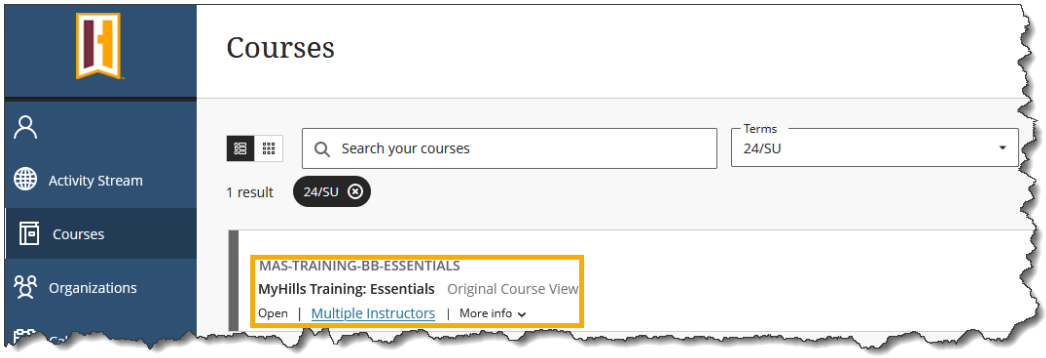


The “**Courses**” tab will take you to your Courses page. On the Courses page, you may perform a Course Search or view your Course List. Click on the title of a course to enter it.

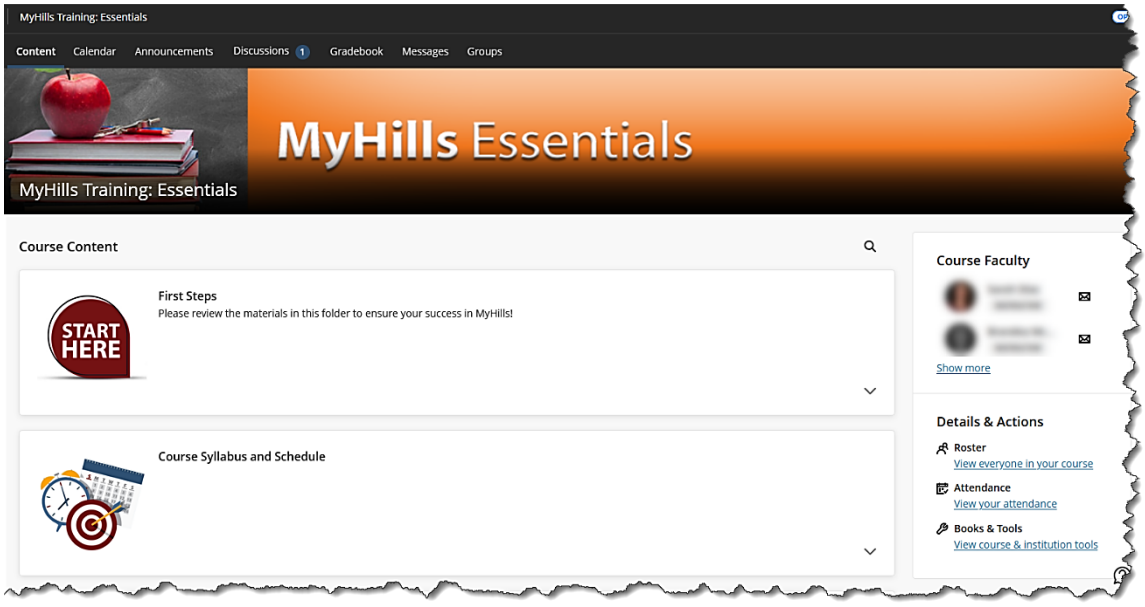


The “**Courses**” tab in the left-hand menu will take you to your Courses page. Here you will find a list of all the courses in which you are enrolled. Select the course to access it.

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



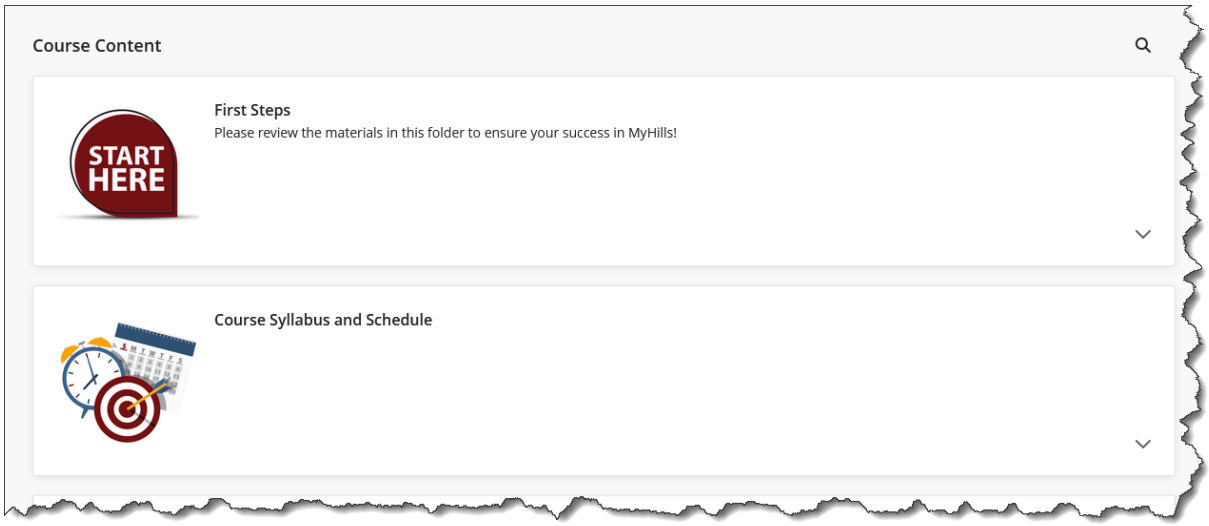
The “Course Home” page for the course will open.



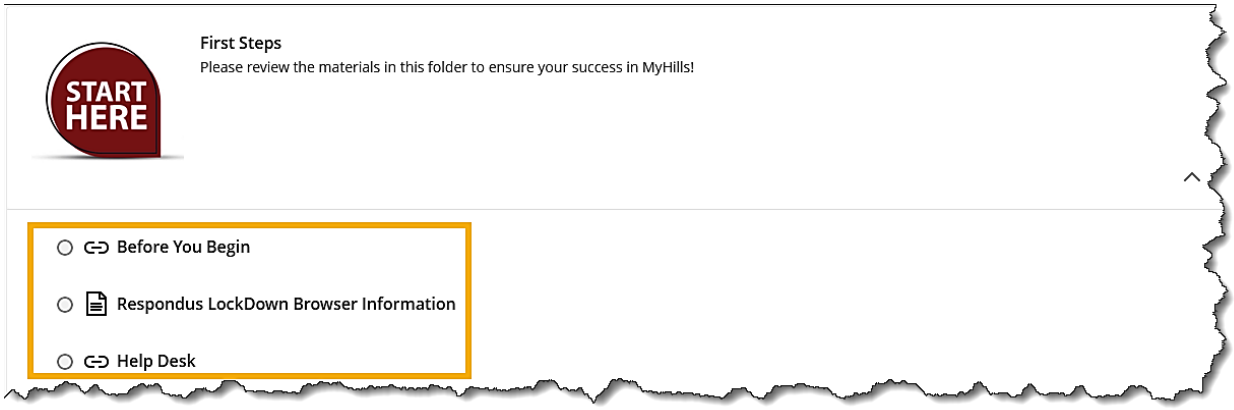
The first time you access a course, you will find a black “Course Menu.” This menu is used to navigate to different areas within your course.

The “**Announcements**” area will show course announcements.
The “**Discussions**” area will take you to all the course’s discussion forums.
The “**Gradebook**” area displays your course assignments and corresponding grades.
Click “**Messages**” to send an email to your instructor or classmates.
“**Groups**” will display any groups that you a part of for the course.

Below the Course Banner, you will find the main content for your course.



The “**First Steps**” module includes items that you will need to access when you first begin a course at Indian Hills.



"**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."

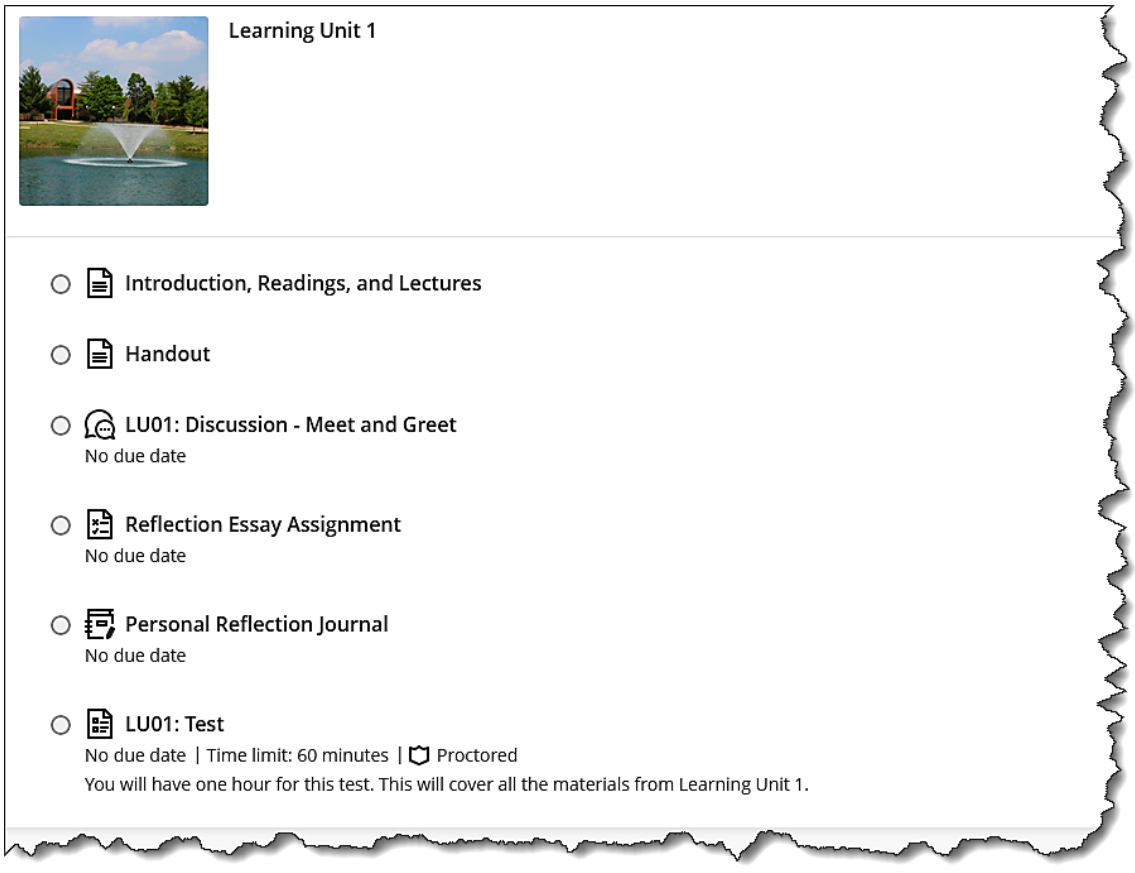
"**Respondus LockDown Browser Information**" contains information about taking an exam through MyHills. It is very important that you look through this information and Download the official LockDown Browser for Indian Hills Community College.

"**Help Desk**" will open a link where you will find technical support, as well as a link to online computer tutorials.

You may access your syllabus and course schedule by clicking the "**Syllabus and Schedule**" module. These documents contain important information and details about your course.

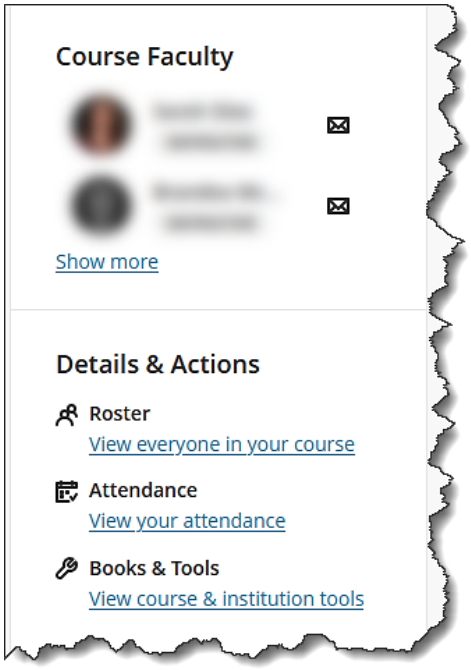
Scroll down to view additional modules such as the "**Textbook,**" "**Assignments**," and any "**Learning Units**" in the course.

Each learning unit module will contain a variety of course content for you to read, listen to, watch, study, and complete. It is important to work through all items in a module.



Note: Some instructors do not make learning unit modules available until a certain date and time or until students have completed a particular assignment. Also, some instructors hide learning unit modules 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.

On the right side of the page, there are additional links to information including “Course Faculty”, and “Details & Actions” relating to your course. These can be used to view your course roster, see course and institution tools, and more.



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*