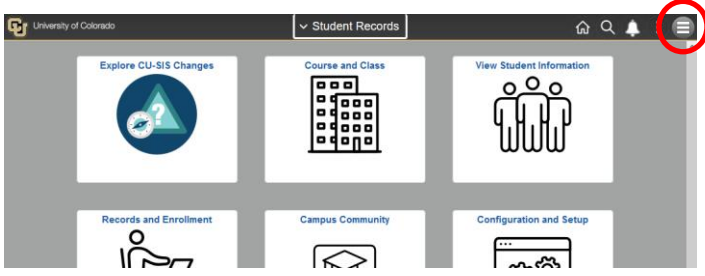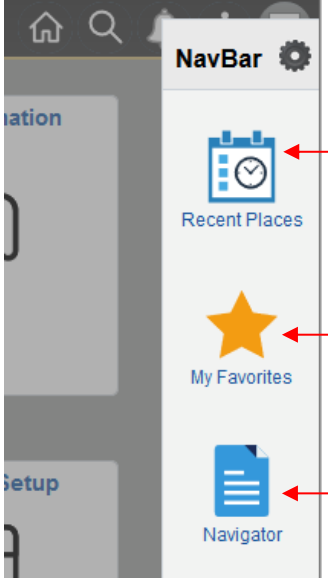# How to use and customize the Campus Solutions NavBar

|	
The **NavBar** is the hamburger menu in the upper right corner of your screen.	
The NavBar contains Recent Places, My Favorites and Navigator areas.	**Recent Places** allows you to navigate to the recent pages that you have visited. **My Favorites** allows you to navigate to your existing favorites. **Navigator** allows you to navigate to other pages. It is similar to the Main Menu from the classic navigation.

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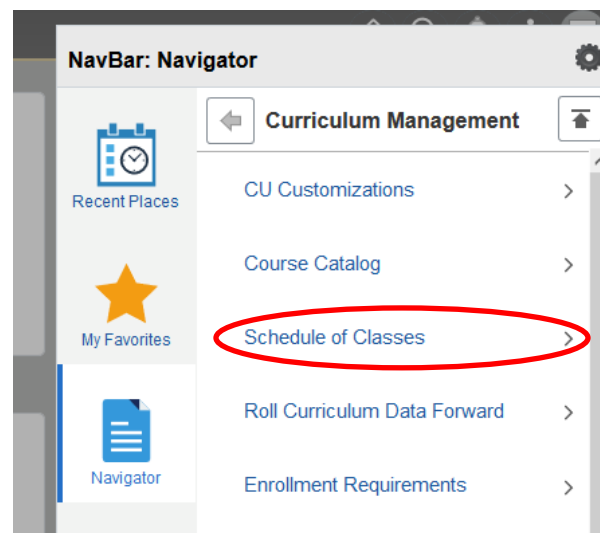Call: 303-860-HELP (4357)
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Click on the **Navigator** and you will see the main menu that you are accustomed to.

You can select pages from here by navigating to your desired page.

For this example, let's select **Curriculum Management**.
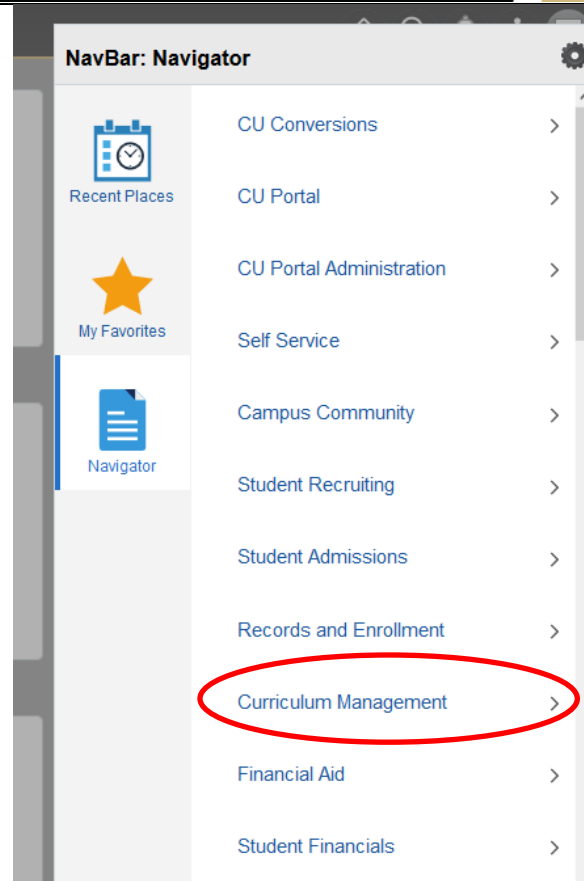
Select **Schedule of Classes**.

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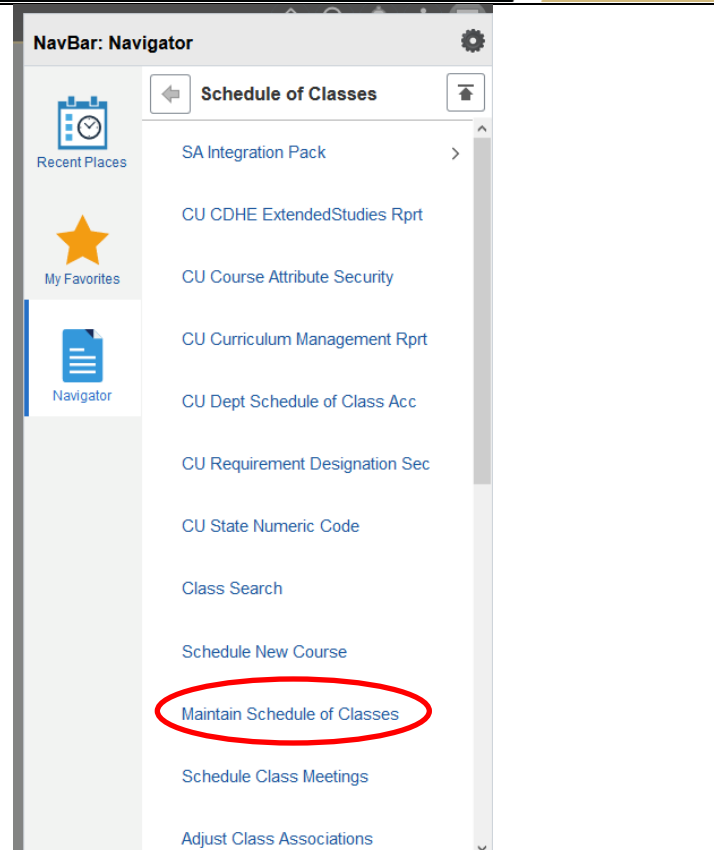UNIVERSITY INFORMATION SERVICES

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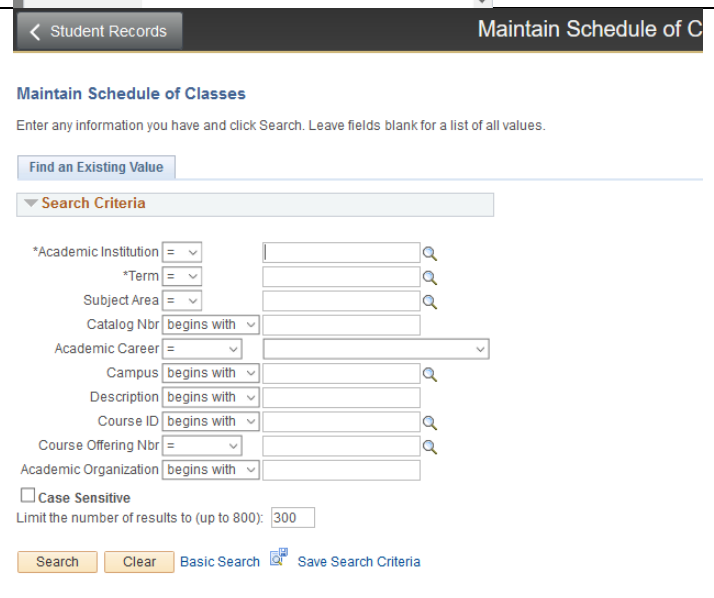Call: 303-860-HELP (4357)
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Now select **Maintain Schedule of Classes**.	**NavBar: Navigator** ⚙ Recent Places ← **Schedule of Classes** ⬆ SA Integration Pack › My Favorites CU CDHE ExtendedStudies Rprt CU Course Attribute Security Navigator CU Curriculum Management Rprt CU Dept Schedule of Class Acc CU Requirement Designation Sec CU State Numeric Code Class Search Schedule New Course Maintain Schedule of Classes Schedule Class Meetings Adjust Class Associations
This will open the Maintain Schedule of Classes page.	‹ Student Records — Maintain Schedule of C **Maintain Schedule of Classes** Enter any information you have and click Search. Leave fields blank for a list of all values. **Find an Existing Value** ▼ **Search Criteria** *Academic Institution = ⌄ 🔍 *Term = ⌄ 🔍 Subject Area = ⌄ 🔍 Catalog Nbr begins with ⌄ Academic Career = ⌄ Campus begins with ⌄ 🔍 Description begins with ⌄ Course ID begins with ⌄ 🔍 Course Offering Nbr = ⌄ 🔍 Academic Organization begins with ⌄ ☐ Case Sensitive Limit the number of results to (up to 800): 300 [Search] [Clear] Basic Search 📄 Save Search Criteria

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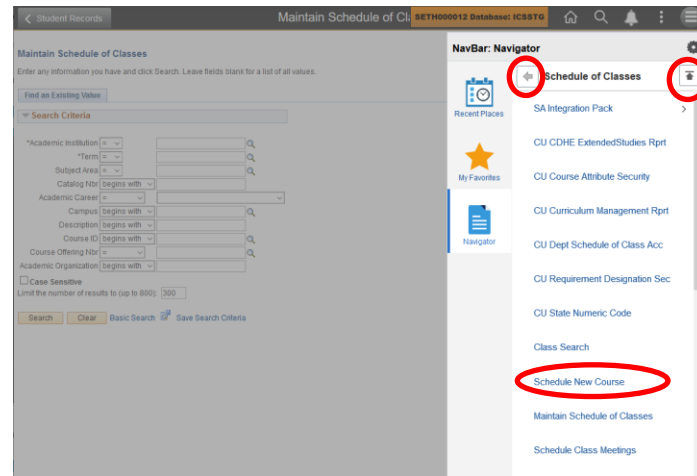Call: 303-860-HELP (4357)
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Please note: The next time you go back to the navigator in the same session, it will go back to the previous navigation, so you may select another page from that menu, such as Schedule a New Course.

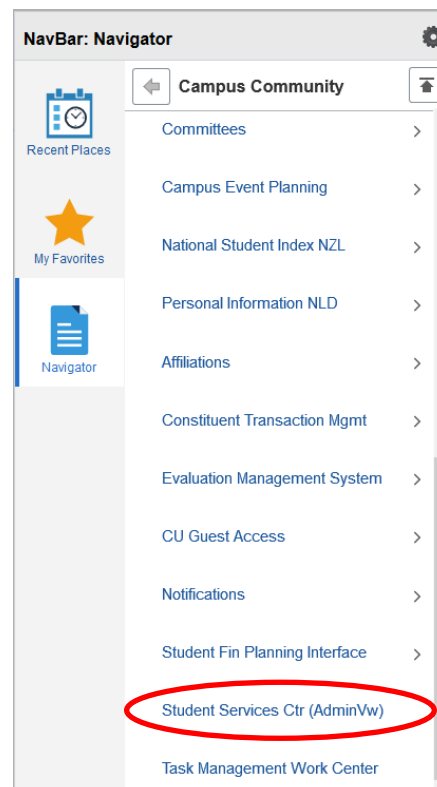You can **click the back button** from the menu to go back one level.

You can **click the up arrow** to go back to the main menu.

If you wish to add a page to your NavBar, you can do so from that page.

In this example, let's add the Student Services Ctr (AdminVw).

Navigate there using the Navigator using this path: Campus Community> Student Services Ctr (AdminVw).

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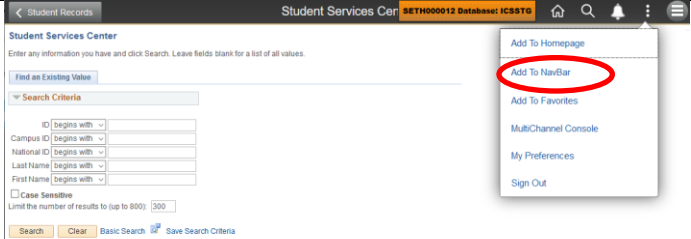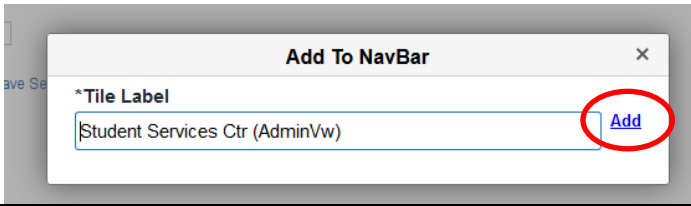
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Once you are on the page, go to the **Actions Menu** and select **Add to NavBar**.	*(Student Services Center screenshot showing the Actions Menu with options: Add To Homepage, Add To NavBar, Add To Favorites, MultiChannel Console, My Preferences, Sign Out)*
Click **Add**.	**Add To NavBar** — *Tile Label: Student Services Ctr (AdminVw)* — **Add**
Click **OK** on the informational message.	**Message** — Added 'Student Services Ctr (AdminVw)' to NavBar — **OK**
The newly added page now shows on the NavBar.	**NavBar** — Recent Places, My Favorites, Navigator, Student Services Ctr (...

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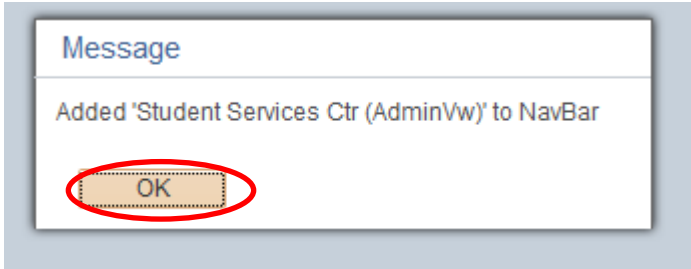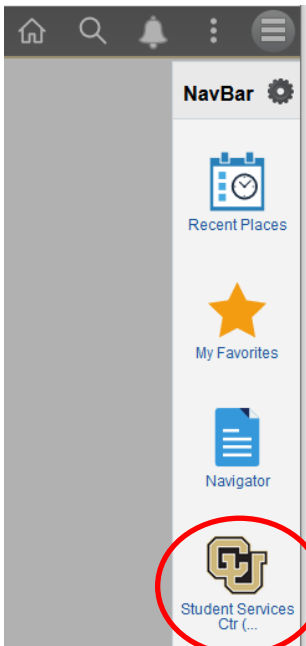
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To delete the customization, **click the gear icon**.	
Click the red "x" next to the page you wish to delete, then click **Done**.	
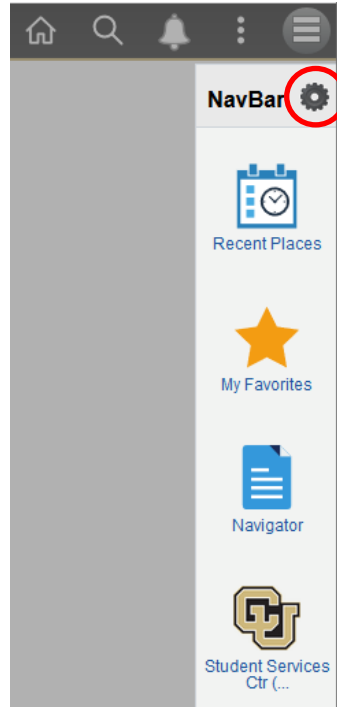
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