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.
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**.
Now select **Maintain Schedule of Classes**.

This will open the **Maintain Schedule of Classes** page.
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).
Once you are on the page, go to the **Actions Menu** and select **Add to NavBar**.

Click **Add**.

Click **OK** on the informational message.

The newly added page now shows on the NavBar.
To delete the customization, click the gear icon.

Click the red “x” next to the page you wish to delete, then click Done.