# **UIS SERVICE DESK**

## STUDENT IT SERVICES

#### How to use the New Window feature in Campus Solutions

**PURPOSE:** Understand the two ways to use the New Window feature – one that retains your navigation and one that does not.

The New Window link in the upper right corner of each page will open a new window when clicked. It will not retain navigation collections.	Resources for Schools/Colleges     CU Graduation Roster     Honors and Awards     Student Degrees     Student Program Plan     Term History	Craduation	
If you <b>click the New</b> <b>Window link</b> (pictured above), a second window opens. However, you can no longer use the left navigation to get to a new page, as it is missing.	Craduation Roster Enter any information you have and click Search. Les Tend an Existing Value Search Criteria Academic Institution (Eggins with ··· Term (Eggins with ··· Institution (Eggins with ··· Eggins with ··· Institution (Eggins with ··· Eggins with ··· Institution (Eggins with ··· Eggins with		
If you used this method, you will need to use the <b>NavBar</b> or <b>Global Search</b> to navigate.			
To retain the Navigation Collection details, open a new window using this method. Click the <b>Actions</b> Menu and select <b>New</b> <b>Window</b> .	CU Graduation Roster CU Graduation Roster Honors and Awards Student Degrees Student Program/Plan Term History	Craduation  Craduation Roster  Entra winformation you have and click Search. Leave fields blants for a list of all values.  Find and Existing Value  V Search Criteria  Academic Craree V  Imm (arguing with V  Concide Values)  Concide Values  Concide Valu	Rev Window Add to Homepage Add to NavBar Add to NavBar Add to Favorites Help Sign Out



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**Contact UIS** Call: 303-860-HELP (4357) Email: <u>help@cu.edu</u>

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A second window will open, which will retain the left navigation collection, so that you can easily navigate to another page.

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	Graduation	ଜ ବ 🌲 ፤ 🗐
CU Graduation Roster	Honors and Awards	New Window   Help
The Honors and Awards	Enter any information you have and click Search. Leave fields blank for a list of all values. Find an Existing Value	
Student Degrees	✓ Search Criteria	
E Student Program/Plan	D[ begins with ~ ] Campus ID[ begins with ~ ]	
Term History	National (D) Tengata with U) Last Name (begins with U) Traintaines (Begins with U) Clease Sensitive Limit the number of results to (up to 800): 200 Search Crisers Basic Search 22 Search Crisers	





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