Navigating in SIS

1. Select 3 dots Actions menu
2. Select Sign Out.

Homepages & Tiles
Tiles on Homepages act as a direct link to items such as: pages in SIS, collections of page links, more tiles, external links. The tiles you see are based on your security.

You can do the following with homepages:
- Use the header's center button to switch between homepages.
- View how many homepages you have based on the number of visible dots at bottom of page. (e.g., 2)
- Rearrange by clicking-and-dragging tile into desired order.
- Personalize:
  1. From Home, select 3 dot Actions menu.
  2. Select Personalize Homepage.
  3. Change desired settings using browser’s maximized view:
     - Add Homepage: Select [Add Homepage]; Type new Homepage name; Select [Add].
     - Set Default Homepage: In left column, click & drag homepage names into desired order; 1st=default
     - Rename Homepage you created:
       In left column, select Homepage name; change Homepage name in middle section.
     - Delete Homepage you created: In left column, select red circle with X to right of homepage.
     - Rearrange Tiles: Click and drag tiles into desired order.
     - Add Existing Tile: Select [Add Tile]; Select existing Tile name from the menu/list.
  4. Select [Save].
Home
Select the Home button 🏡 at any time to return to your default Homepage.

Search
Use Search to find pages that match keywords; therefore, you do not need to know menu paths.

1. Select Search 🔍
2. Type keyword(s) into Search box.
   Tip: Search includes page names and descriptions that match your search criteria.
3. Select 🔍 or press [Enter] key.
   Matching search results display with a link to the page and a description of that page.
4. Select desired page.
5. If correct page not selected, select return to Search Results: 🔍

3 Dot Actions Menu
Use this option to Sign Out or quickly add a page to your Homepage, NavBar, or Favorites.
The Actions menu changes based on your location and window size. Note: New Window option.

The Homepage displays this Actions menu:

Some pages display this Actions menu:

Other pages display this Actions menu:

NavBar
Select the NavBar 📱 to access menu navigation options.
You can personalize the NavBar, using the Gear Icon.

1. Select NavBar 📱.
2. Select NavBar gear icon 🛠.
3. Personalize NavBar as desired:
   **Rearrange NavBar Items:**
   Click and drag NavBar items into desired order.
   **Add Existing Tile:**
   Select [Add Tile]; Select existing Tile from list.
   **Delete Items you've added:**
   Select ☓ red circle with X to right of item to delete.
4. Select [Done].
**NavBar: Recent Places**

Recent Places shows the last five locations you have visited. Use this option to quickly jump to one of those pages:

1. Select NavBar.
2. Select Recent Places.
3. Select an option in the list.

If only 3 dot Actions menu visible:

a. Select Actions.
b. Follow steps 1-3 to the left.

**NavBar: Favorites**

Add quick access points to your favorite SIS pages using My Favorites. Your favorites are stored within SIS; therefore, accessible wherever you work.

**Create SIS Favorite**

1. Navigate to page you want to set as favorite.
   
   **Tips:**
   - If you want a generic favorite, clear out student ID or course/term information.
   - If in a WorkCenter, fav only saves WorkCenter NOT the selected page within the WorkCenter.
2. Select 3 dot Actions menu.
3. Select Add To Favorites.
4. Type in new Favorite Label if desired.
5. Select [Add].
6. Select [OK].

**Use Saved Favorite**

1. Select NavBar & select My Favorites.
2. Select Favorite item.

**Edit Favorites**

1. Select NavBar.
2. Select My Favorites.
3. Select Edit Favorites.
4. Change desired settings:
   - **Order:** Type new Sequence number;
     Display order is lowest (0) to highest number.
   - **Rename:** Type new Favorite name.
   - **Delete:** Check box to left of favorite(s);
     Select [Delete Selected]; Select Yes to Delete
5. Select [Save].

**NavBar: Navigator**

The Navigator is your menu navigation to all items to which you have access.

**Tip:** When you return to Navigator, it remembers where you last navigated.

1. Select NavBar.
2. If needed, select Navigator. (defaults to expanded)
3. Continue selecting menu items to access desired page.

**Tips:**

- Select Main Menu to go back to top menu level.
- Displays current menu location; Select to display desired item.
- Folders display >; select to view sub-folders and/or pages.

**NavBar: Classic Home**

Classic Home opens a left column Menu once you turn it on. (see below)

To Navigate:

1. Select desired menu item triangles to view cascading menu and select page.
2. Use back to return to menu.

To turn on Classic Home and Menu:

1. Select NavBar.
2. Select Classic Home.
3. In upper right, select Personalize Content.
4. Select Menu (check=on).
5. Select [Save].
**Back Button**

Select the Red back button found in the upper left red SIS page header area to go back to specified page.

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**WorkCenter Tips**

<table>
<thead>
<tr>
<th>Student Records WorkCenter</th>
<th></th>
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</thead>
<tbody>
<tr>
<td>Student Acad Info</td>
<td>Dean/Dept Processing</td>
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</tbody>
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<tr>
<th>Links</th>
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<tr>
<th>Student Academic Information</th>
<th></th>
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<tbody>
<tr>
<td>Academic Load Exceptions</td>
<td>Academic Test Summary</td>
</tr>
<tr>
<td>Add/Update a Person</td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Queries</th>
<th></th>
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</table>

**When using a WorkCenter:**

- Notice multiple tabs; select tab to view.
- Hide/collapse sidebar using <<.
- Show/expand sidebar using >>.
- If visible, in that menu area:
  - Scroll using scroll bar or mouse scroll wheel.
  - Resize area: Hover over dots until double-sided vertical arrow, then click and drag up or down to desired size.

**Running Student Queries:**

1. Select Query/Report name.
2. If student’s SIS **Empl ID** is known, enter 000… number.
   - or-
   - If student’s SIS **Empl ID** is **unknown**:
     a) Select **Empl ID** magnifying glass Look up;
     b) Select Advanced Lookup.
     c) Search by known value(s), e.g. **Campus ID**.
     d) Select [Look Up].
     e) Select ID of correct student.
3. If needed, enter other prompts, e.g., **Term**.
4. Select [View Results].

**Tip:** Student **Empl ID** does not carry between queries; therefore, copy **Empl ID** if running multiple queries for the same student.

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**SIS Pages: Related Actions**

If you see a Red diagonal triangle/upper-half of a square on SIS pages, **right-click** on this icon to view related actions to this field/page/student. Select desired Action. This will open an additional window. Close window when done.