

## How to Navigate in Campus Solutions 9.2

With Campus Solutions 9.2, there are multiple ways to navigate. While the "classic" navigation is still available, in this job aid, we will describe how to navigate using the NavBar

On the far right side of the banner at the top of the page, there are four icons.

The icon on the far right is called the "NavBar."

When you click on the NavBar icon, navigation options appear.

You can click on this from anywhere within Campus Solutions.

Use the Navigator to navigate between pages within Campus Solutions.



Navigation paths have not changed, but the menu does not cascade as in the Classic version.





Within the menus, The back arrow takes you back one step in navigation.

The location of the previous step is shown in bold at the top of the list.



NavBar: Navig	pator 🔅		
	Schedule of Classes		
Recent Places	Class Search		
My Favorites	Schedule New Course		
	Maintain Schedule of Classes		
	Schedule Class Meetings		
Classic Home	Adjust Class Associations		
	Update Sections of a Class		
	Class Event Table		
	Print Class Schedule		

Once you reach the page you want, it appears in its usual format.

In this example, the path was Curriculum Management > Schedule of Classes > Maintain Schedule of Classes.

The navigation "breadcrumbs" do not appear at the top of your screen, but if you click the NavBar again, your navigation menu returns.

## **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	=	UCB01	]0	
Term	=		]0	
Subject Area	=		]0	
Catalog Nbr	begins with		]	
Academic Career	=		٢	
Campus	begins with		]Q	
Description	begins with ᅌ		]	
Course ID	begins with ᅌ		]0	
Course Offering Nbr	= 🗘		]0	
Academic Organization	begins with ᅌ		]	
Case Sensitive				
Search Clear Basic Search 🖾 Save Search Criteria				

## Support

For an electronic version of this job aid and for other job aids, see sis.berkeley.edu/training.

For technical questions or assistance, please contact SIS Support:

- Call 510-664-9000 (press option 6 to reach SIS support)
- Email: sishelp@berkeley.edu
- Submit a ticket: https://berkeley.service-now.com/ess/create\_incident