

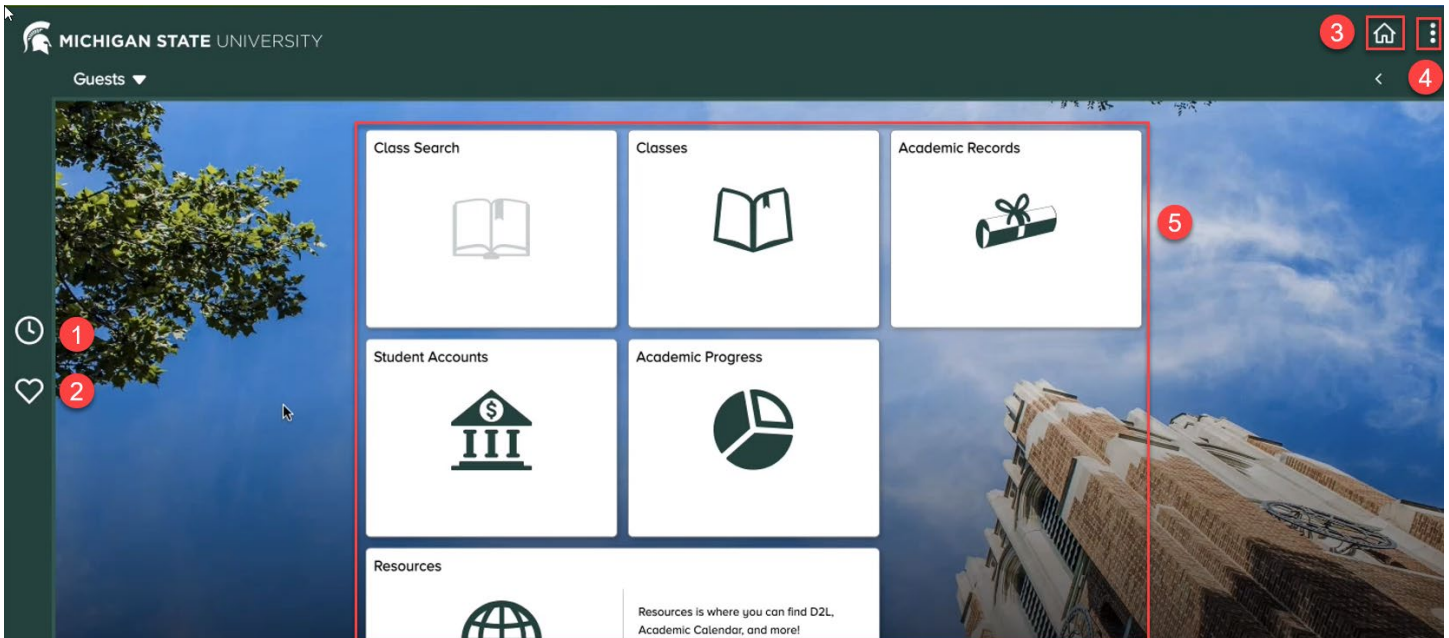


Navigation Quick Guide Navigation Update—Guests

New Features for Navigation in the Student Information System

New SIS navigation features for Guests include:

- New icons for **Recently Visited** pages and **Favorites**
- Changes to **NavBar:Menu**



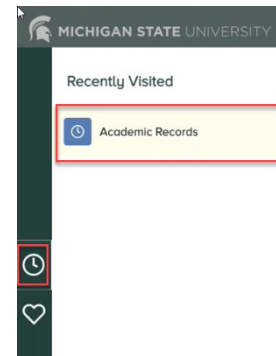
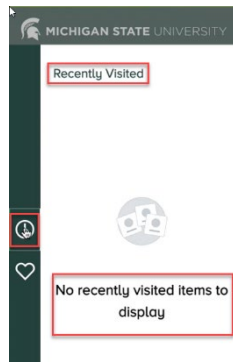
Overview of the Home Page

1. An icon for **Recently Visited** pages is new. It is represented by a clock on the left NavBar.
2. An icon for **Favorites** is new. It is represented by a heart on the left NavBar.
3. The icon for the **Home Page** is a house icon in the top right corner of the screen. You can return to the home page by clicking on the house icon from anywhere in SIS.
4. The **Kebab** menu in the top right corner of the screen displays a list of options like help and preferences.
5. The **Tiles** in the center of the screen are pages and functions in SIS to which you have access. Your **Tiles** reflect the areas of SIS your student has given you access to and may be different than the ones above.

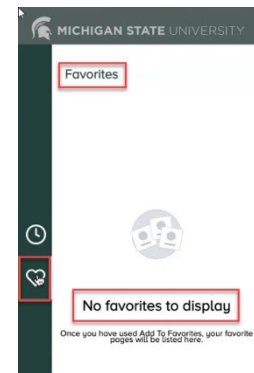


Left NavBar

1. **Recently Visited:** For quick access to pages you recently visited, use the **Recently Visited Icon** on the left NavBar.
 - The first time you access it, it may be empty.
 - After you have visited a **Tile** or a page, a location will show up in **Recently Visited**.



2. **Favorites:** For quick access to the pages you have marked as Favorites, use the **Favorites Icon** on the left NavBar.

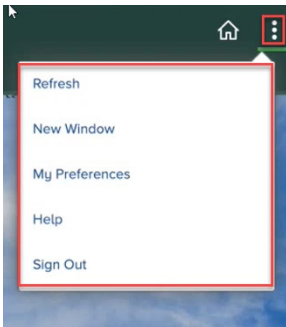


- The first time you access it, it may be empty.
- To add **Favorites**, use the **Kebab** menu.

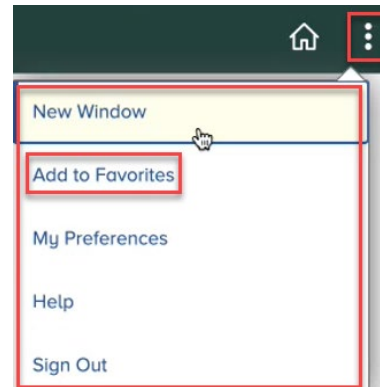


Kebab Menu

1. The Kebab menu displays a list of options for functions like preferences and help.



2. Depending on where you are in SIS, the options will be different. Here is the view of the options available on the **Home** page.

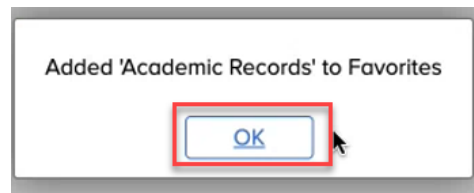


3. From other **Tiles** or pages, the **Kebab** menu displays the **Add to Favorites** option.
 - Guest access is limited to just a few sections in SIS. It is unlikely that guests will need to set up favorites as most pages are quickly accessed by **Tiles**. If you would like to add favorites to your **Home** page you can.
 - To add a favorite, click **Add to Favorites**. A dialog box will open, and you can use the default name of the page or create your own by typing it in the box. Click on the **Add** button.





- The favorite will be added to your **Favorites** menu after you click on the **OK button**.

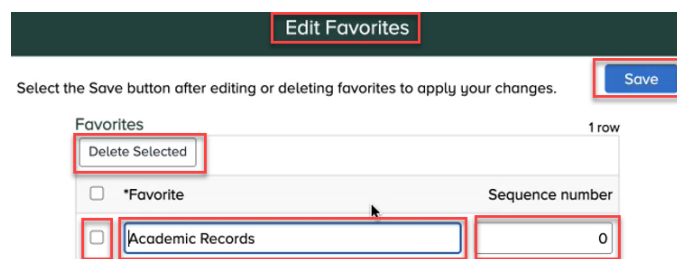


- To see the favorite, click on the Favorites menu from the **Home** page. Click on the **Home** icon and then select the **Favorites** icon.



- To edit the name or the order of favorites on the menu, use the **Edit Favorites** option.

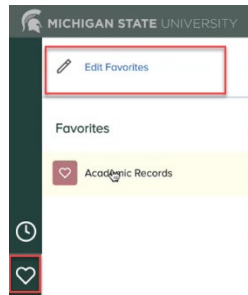
- In this dialog box you can **delete, rename** and reorder **Favorites**. Guest access is limited to just a few sections in SIS.



- It is unlikely that guests will need to set up or edit favorites as most pages are quickly accessed by **Tiles**. The functionality, if you'd care to use it, is described below.



- To delete a favorite, place a check mark in the small box to the left of the name of the favorite you want to delete. Then select Delete Selected. Click the Save button to save your change.
- To **rename** a favorite, type the new name in the text box where the current name appears. Click the **Save** button.
- To change the **order** of favorites, if you have more than one, use the **Sequence number**. Type in the order in which you'd like your favorites to appear on the menu in the box in the **Sequence number** column. Click the **Save** button.
- Your changes will appear when you return to the **Favorites** menu from the **Favorites** icon.



8. For more assistance on other topics visit [Guest Help](#).