

## How to Order Navigation in Terminal Four

1. In the Site Structure section (left column), navigate to the area that has the navigation you want to manage. If you're not sure where the section is, use the **breadcrumbs** on the live web page as a guide. The breadcrumbs is the path from home page to the page you're on directly below the page title (see Fig. A which shows the breadcrumbs to the Division of Nephrology's Clinical Training web page . To find the section in T4, you would follow the identical path (Departments, Department of Medicine, Division, etc.)

Fig. A

### Division of Nephrology

Departments > Department of Medicine > Divisions > Division of Nephrology > Fellowship Training Program > **Clinical Training**


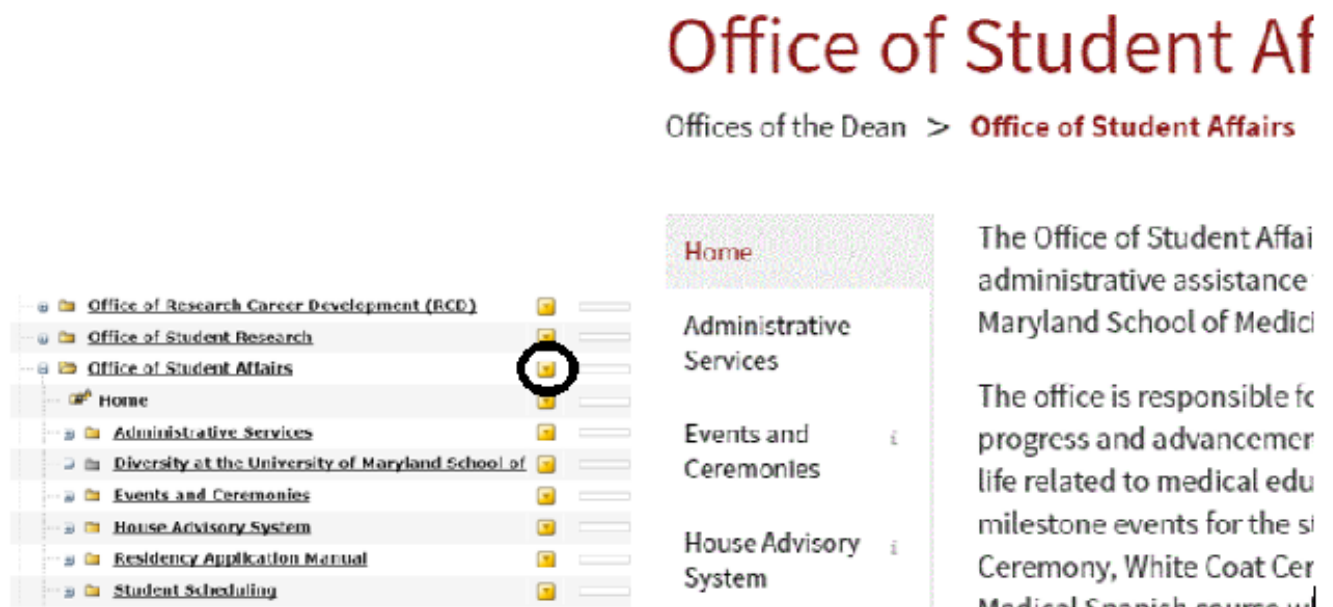
2. Mouse over the yellow down arrow  next to the **top-level section** that has the navigation you want to manage. This will be the section that appears as the top item in the left nav. Us the Office of Student Affairs as an example, if you wanted to order the top level items (Administrative Services, Events and Ceremonies, etc.), you would mouse over the yellow arrow for Office of Student Affairs then click Modify (black circle in Fig. B.).

Fig B



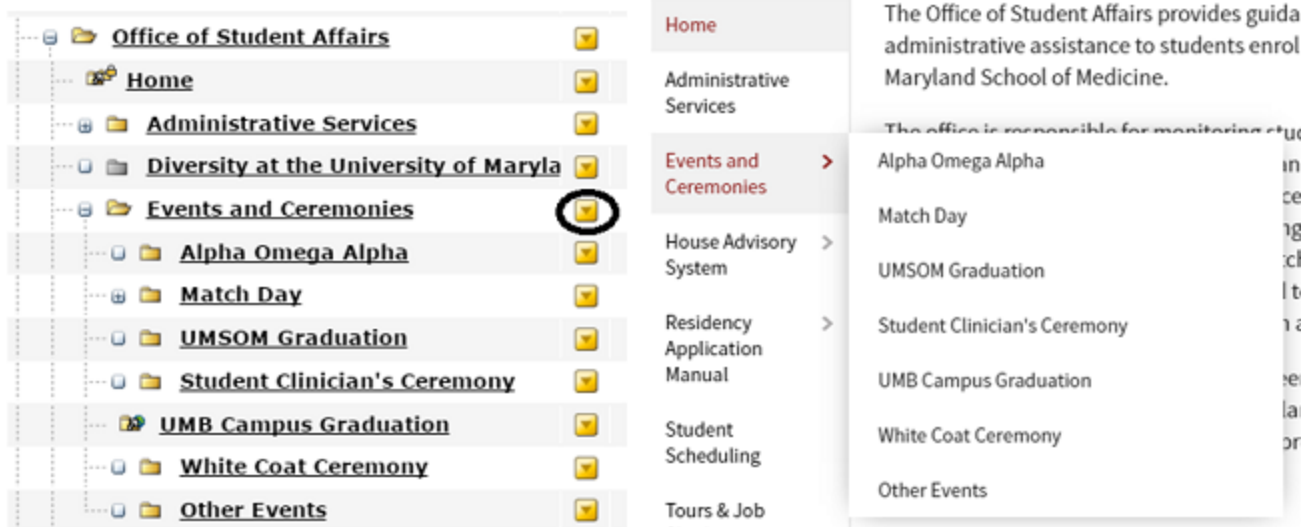
The screenshot shows the 'Office of Student Affairs' page. The breadcrumb trail is 'Offices of the Dean > Office of Student Affairs'. On the left, a navigation menu lists several items, each with a yellow down arrow icon. The 'Office of Student Affairs' item is circled in black. On the right, a list of sub-sections is displayed: 'Home', 'Administrative Services', 'Events and Ceremonies', and 'House Advisory System'. To the right of this list, a brief description of the office's role is visible.

3. If you want to order a sub section (one that has an arrow next to it), you would click the yellow down arrow next to the top-level page of that sub section. For example, if you wanted to re-order the navigation nested under Events and Ceremonies, you would mouse over the yellow arrow for Events and Ceremonies then click Modify (circled in Fig. C).

Fig. C

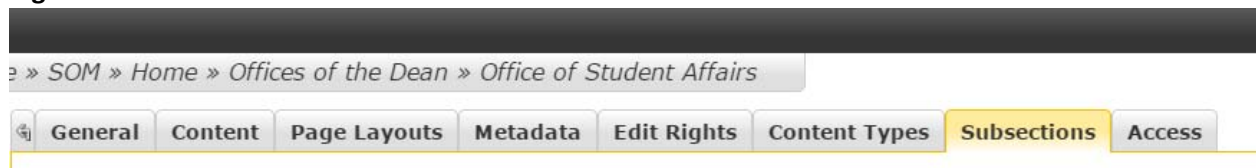
# Office of Student Affairs

Offices of the Dean > **Office of Student Affairs**







































































4. After clicking Modify, click the "Subsections" tab as shown below in Fig. D



**Fig. D.**



5. Use the arrows in the Move column to order the navigation. Remember that some items, such as Config don't appear in navigation, so where they exist in this list is irrelevant. You may want to move them to the bottom so it's easier to see the navigation that appears.

Fig. E

Name	Last Modified	Move	Lock
<a href="#">Home</a>	23 Mar '16 13:22:35	   	<input checked="" type="checkbox"/>
<a href="#">Administrative Services</a>	13 Nov '15 19:31:08	   	<input checked="" type="checkbox"/>
<a href="#">Diversity at the University of Maryland School of Medicine</a>	26 Sep '16 15:26:07	   	<input checked="" type="checkbox"/>
<a href="#">Events and Ceremonies</a>	13 Nov '15 19:35:43	   	<input checked="" type="checkbox"/>
<a href="#">House Advisory System</a>	12 Oct '16 09:41:22	   	<input checked="" type="checkbox"/>
<a href="#">Residency Application Manual</a>	26 Sep '16 15:24:14	   	<input checked="" type="checkbox"/>
<a href="#">Student Scheduling</a>	13 Nov '15 19:37:09	   	<input checked="" type="checkbox"/>
<a href="#">Tours &amp; Job Shadowing</a>	05 Dec '16 07:22:06	   	<input checked="" type="checkbox"/>
<a href="#">Global Health</a>	13 Nov '15 19:36:46	   	<input checked="" type="checkbox"/>
<a href="#">Visiting Students</a>	31 Oct '16 13:46:03	   	<input checked="" type="checkbox"/>
<a href="#">The OSA Insider Podcast</a>	08 Feb '17 13:48:07	   	<input checked="" type="checkbox"/>
<a href="#">Bio-Entrepreneurs</a>	06 Feb '17 13:26:27	   	<input checked="" type="checkbox"/>
<a href="#">Newsletter</a>	13 Nov '15 19:36:52	   	<input checked="" type="checkbox"/>
<a href="#">Calendar</a>	13 Nov '15 19:32:01	   	<input checked="" type="checkbox"/>
<a href="#">Contact Us</a>	13 Nov '15 19:32:03	   	<input checked="" type="checkbox"/>
<a href="#">OSA Academic Handbook</a>	14 Dec '15 14:32:43	   	<input checked="" type="checkbox"/>
<a href="#">sidebar</a>	24 Oct '16 14:08:43	   	<input checked="" type="checkbox"/>
<a href="#">AOA Junior-Senior Night Handbook</a>	16 Nov '16 12:19:22	   	<input checked="" type="checkbox"/>
<a href="#">Config</a>	23 Mar '16 13:20:13	   	<input checked="" type="checkbox"/>

Lock/UnLock All  / 

6. When done, click **Save Changes** which appears on the top right and bottom right of list (Fig. F)

Fig. F

