PLAN OF STUDIES INDEXING SIDE NAVIGATION

Facilitator: Web Technology

Introduction and Outcomes

This will serve as a simple guide for hiding the Plan of Studies on the Academic and Career Pathways Side Navigation. By the end of this tutorial, you will all be able to edit the plan of studies to prevent them from appearing / indexing on the side navigation of the Academic and Career Pathways area of the Laredo College website.

Hiding Plans of Study from Side Navigation

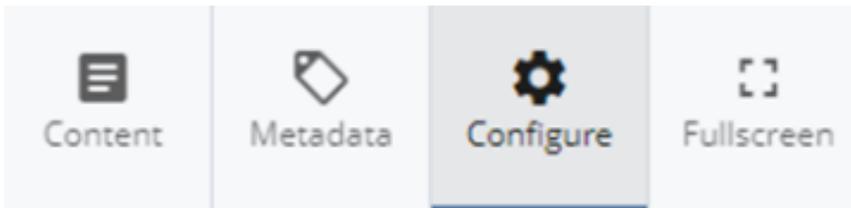If you are seeing your Plans of Study and they are appearing as shown below:

The Side Navigation must only show the **Pathway Categories** and not the Plans of Studies themselves.

Accessing the Configure Button:

To access the Configure setting, click the **Edit** button as you do normally to edit pages.
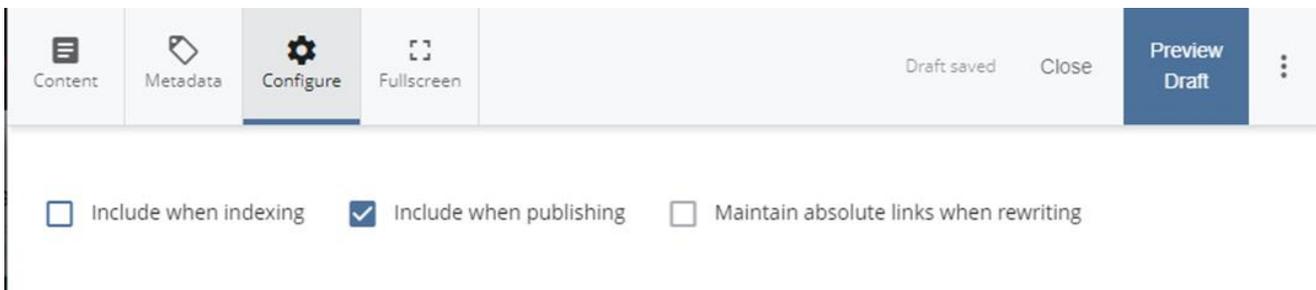

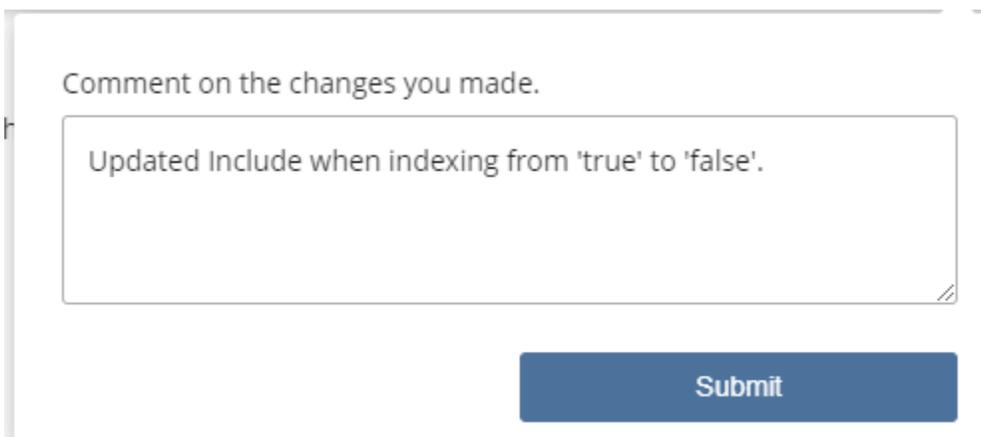The Edit panel will pop-up and you will see 4 large tabs on the top one of which reads **Configure:**

Configure Setting: uncheck "Include when indexing" option

On Configure, there are 3 checked boxes. Uncheck the 1st box that reads: **"Include when indexing"**

Once unchecked, click on the 3 Dots and click Submit the change as usual and you will see the following comment box.

Doing this well Hide the Plans of Studies from the Side Navigation but will still remain in their designated folders. Once this setting is done, you can resume normal editing operations.

The Side Navigation should show only the Main Pathway Categories as shown below in all the pages which has been pre-configured to do already.

Career Pathways
Education, Human and Protective Services
Health Sciences
Information Technology, Business & Personal Services
Liberal, Fine Arts, Humanities & Multidisciplinary
Manufacturing, Transportation & Industrial Technology
Science, Technology, Engineering & Mathematics (STEM)
Degrees & Certificates A-Z
Pathways Categories

Once reviewed, approved, and finalized; **Publish** the Plans of Studies and the changes will take effect on the Live Laredo College Web Site: https://www.laredo.edu

Remember to allow the publishing to finish before you can see the changes on the Live Site as it is not an immediate process.