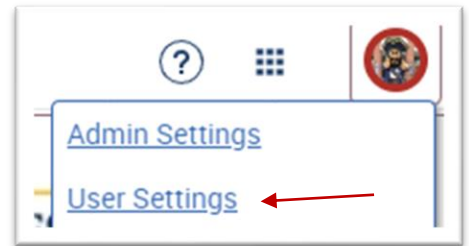


Navigate360: Set Default Term

Users can set a default term from User Settings. The default term will show anywhere the user is able to select a term – staff home pages, student course tab, reports, etc.

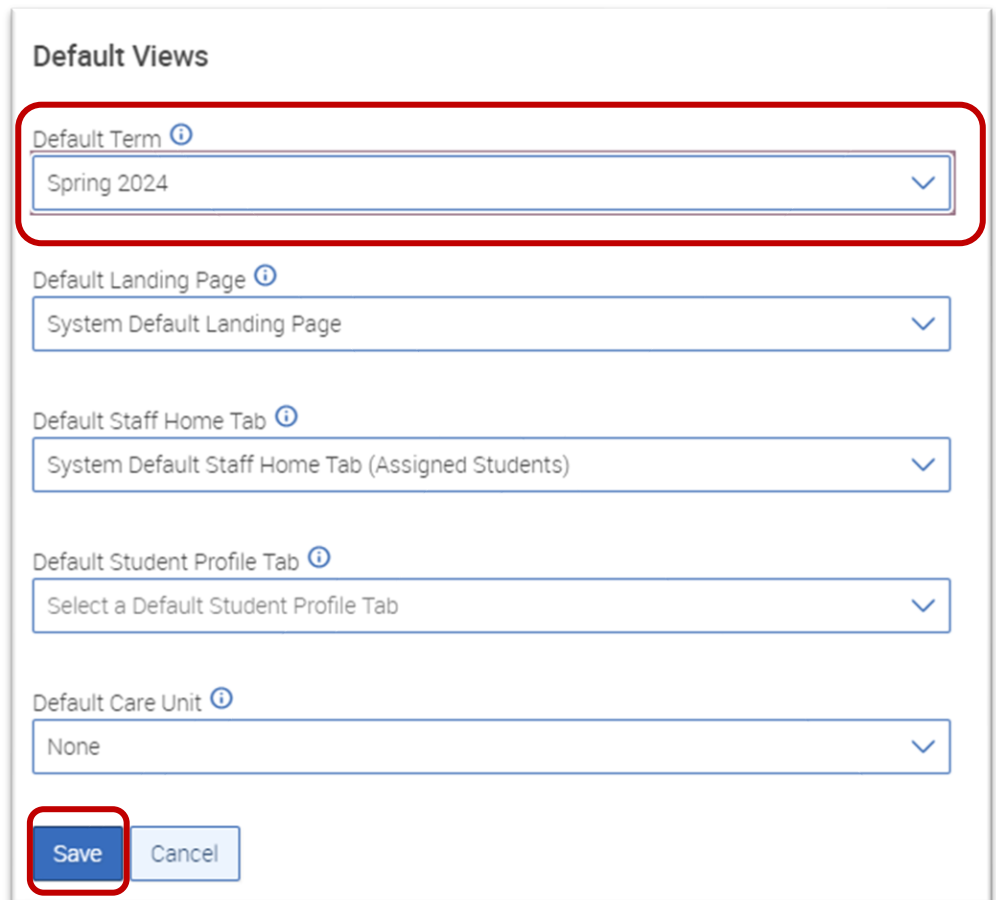
1. Open user settings

- In the top right corner of the home screen, click on the circular user icon
- Click *User Settings* from the pop-up menu



2. Select Default Term

- In the *Default Term* drop-down box, select the term for which the staff home and other locations should default to the term of choice
- At the bottom of the *User Settings* window, click *Save*

A screenshot of the 'Default Views' settings window. The window contains several dropdown menus. The first dropdown, 'Default Term', is highlighted with a red box and shows 'Spring 2024'. Below it are 'Default Landing Page' (System Default Landing Page), 'Default Staff Home Tab' (System Default Staff Home Tab (Assigned Students)), 'Default Student Profile Tab' (Select a Default Student Profile Tab), and 'Default Care Unit' (None). At the bottom, there are 'Save' and 'Cancel' buttons. The 'Save' button is highlighted with a red box.