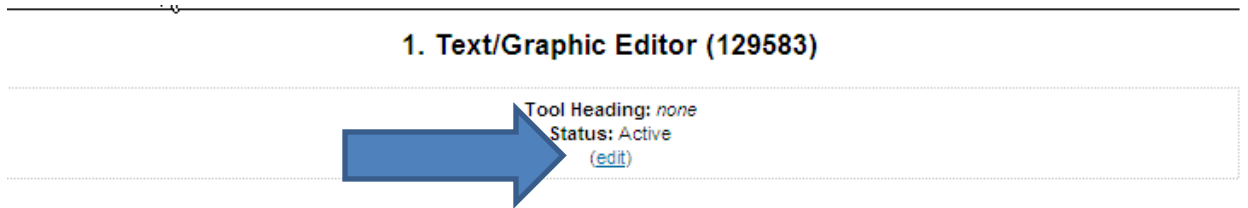
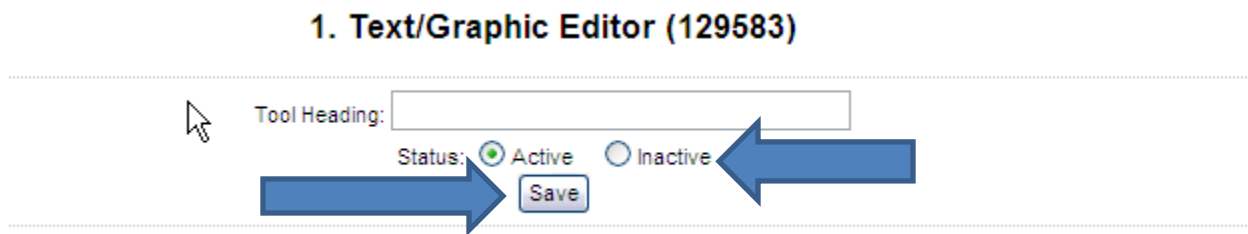


Inactivating Items on the Main Body or Right Side Bar

1. Log into CMS4Schools.
2. Click "My Faculty Administration".
3. Click "My Navigation Builder Home".
4. Click "Main Body" or "Right" depending on the page that you want items made inactive.
5. Click "Edit" on the item you want to be made inactive.



6. Click "Inactive" and then click "Save".



7. These same directions can be followed to make an item Active. NOTE: The words Text/Graphic or the numbers might not be the same as shown above.

This is a great way to keep seasonal information saved so you don't have to remake it each year.