



ACCORDION

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DROPDOWN MENUS

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with eSchoolView

# TABLE OF CONTENTS

- What is an accordion?
- How to create an accordion?
- Examples of pages that use accordions

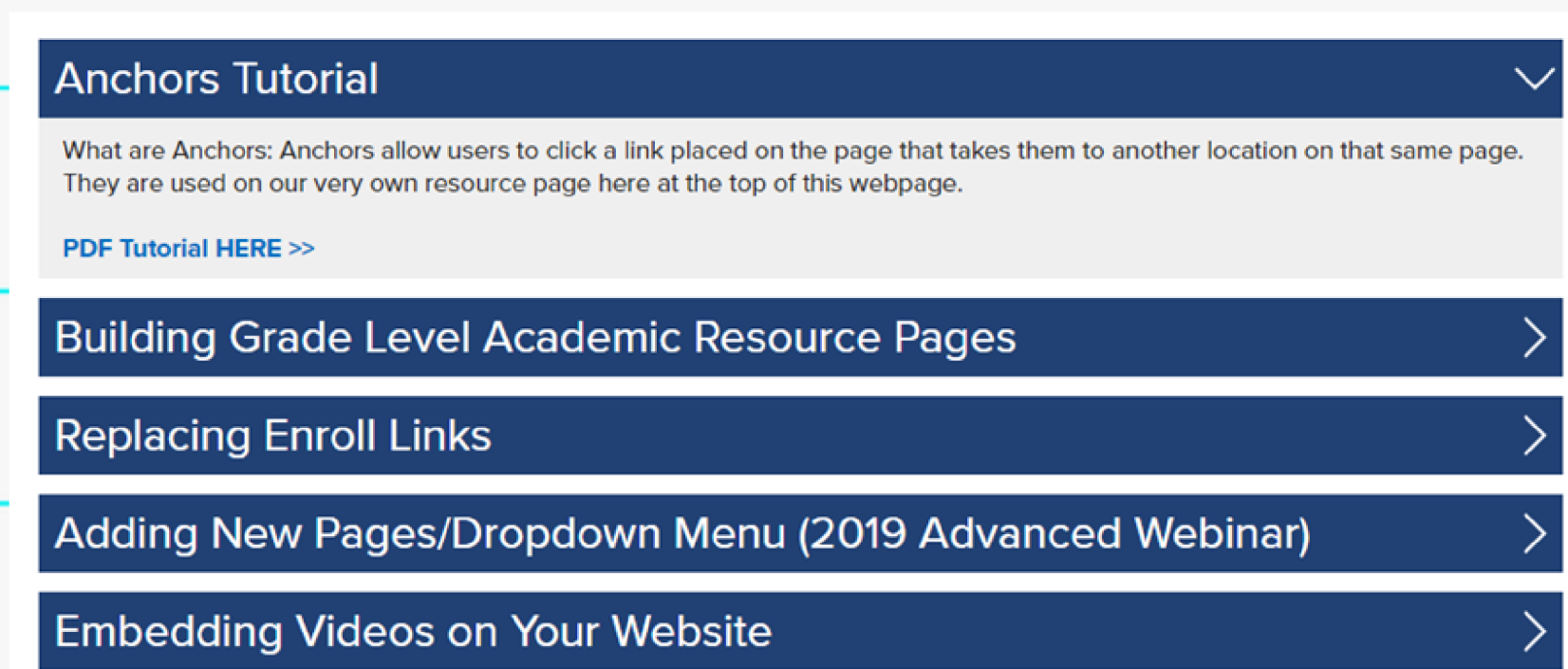
WHAT IS AN  
ACCORDION?





# ACCORDIONS

- Compresses information on a page by creating a "dropdown" environment
- Creates a more organized look, especially for pages with a large amount of text
- Component title becomes a clickable bar that expands to show content
- Can only be used for **Text Window components (no PDFs)**
- Characteristics:
  - District site: blue title bar, gray background
  - School site: dark gray title bar, light gray background



# HOW TO CREATE AN ACCORDION



1. Create your Text Window Component (or edit an existing one).

2. Title your Component.  
a. This becomes to clickable title bar.

3. Check the "Show Public Title as a Bar" box.

4. Check the "Make Window Collapsible" box to create the clickable title bar.

5. Click "Save".

The screenshot shows a multi-step configuration process for a text window component. At the top, the 'Component Title' field is populated with 'Policy on Disclosure of Student Information on District Web sites'. A blue circle with the number '2' is placed over this field. To the right, a 'Save Component Title' button is circled in red. Below this, the 'Edit Text Window Component' section is visible. A checkbox labeled 'Show Public Title as a bar' is checked, with a blue circle and the number '3' next to it. The main text area contains a policy document with a list of five numbered items. At the bottom of the text area, it says 'Characters : 1248'. Below the text area, the 'Text Window Options' section is shown. A blue circle with the number '4' is placed over the 'Make Window Collapsible' checkbox, which is checked and circled in red. Below this are fields for 'Date Visible' and 'Expiration Date'. At the very bottom, a 'Save' button (green) and a 'Cancel' button (red) are visible, with a blue circle and the number '5' placed over the 'Save' button.

EXAMPLE OF ACCORDIONS  
USED WELL:

CLOVIS HIGH ATHLETIC  
ELIGIBILITY PAGE





HAVE QUESTIONS?  
LET ME KNOW!



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