



CREATING A NEW PAGE &

ADDING TO DROPDOWN MENU

with eSchoolView

TABLE OF CONTENTS

- Creating a New Page
- What is a Friendly URL?
- Adding a Page to the Dropdown Menu

**School
Websites Only!**

CREATING A
NEW PAGE



1. Click "Add Page" in the top black editing bar.

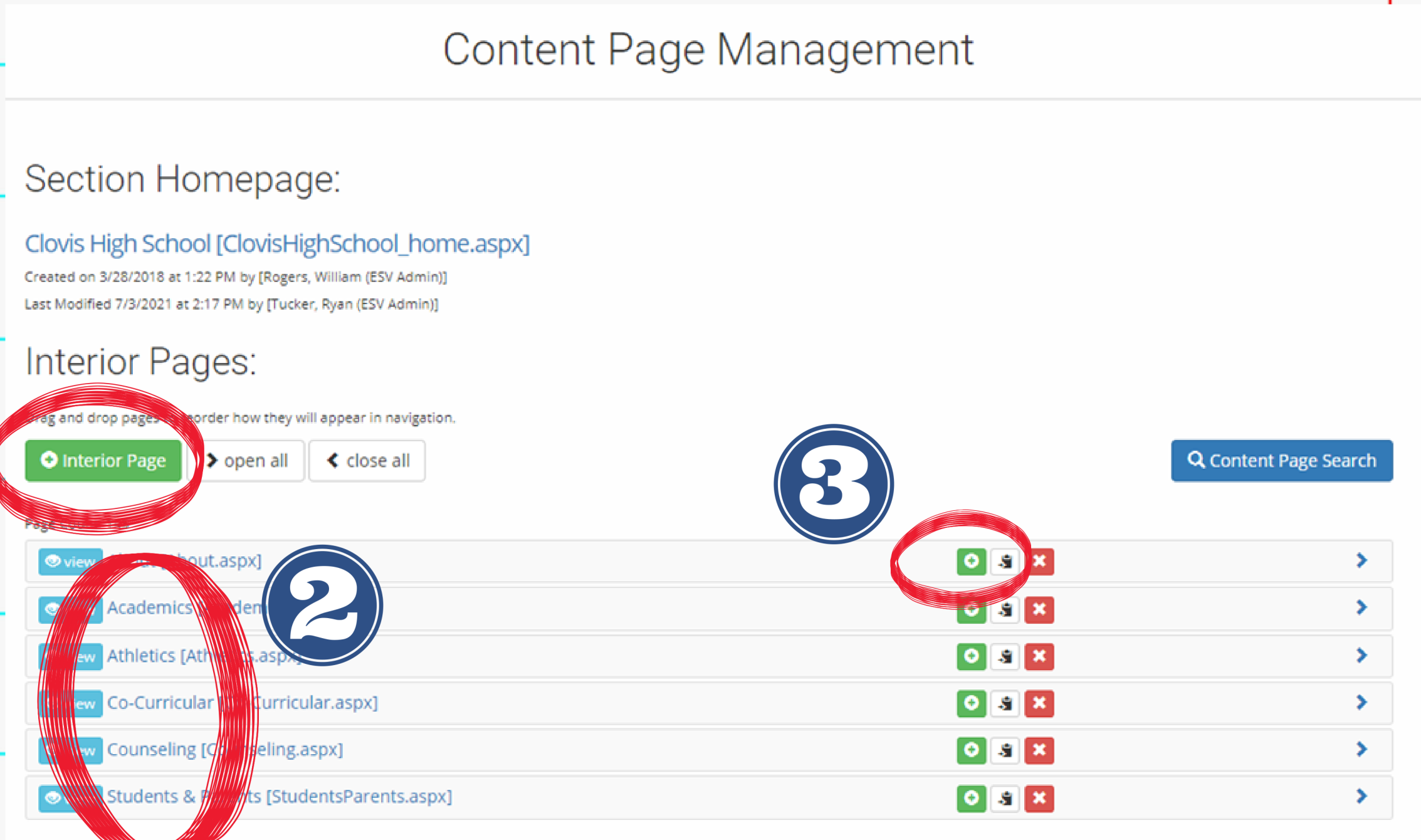
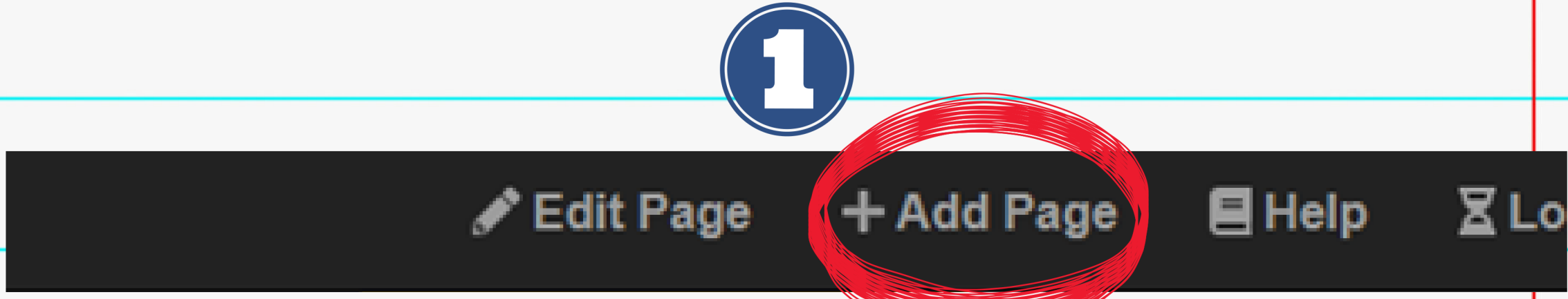
2. A list of your school website's interior pages will appear in the sections in which they live.

a. Will be the same structure/organization as the mega menu

b. Click on the far-right arrow to show the pages that live in each section

3. Decide which section you want your new page to be in. Click the green + button to add a page to that section.

a. Or, click "+ Interior Page" for a new page separate from all sections



Your new page is created!

- **Dynamic Navigation:**
 - your new page **will** automatically show in your dynamic navigation on the right of your website (unless you chose to hide it)
- **Main Dropdown Menu:**
 - your new page **will NOT** automatically appear in the main dropdown menu unless you add it. If you want your page to be discoverable from the main dropdown menu, you must manually add it.
- See instructions in the next section for adding to dropdown!

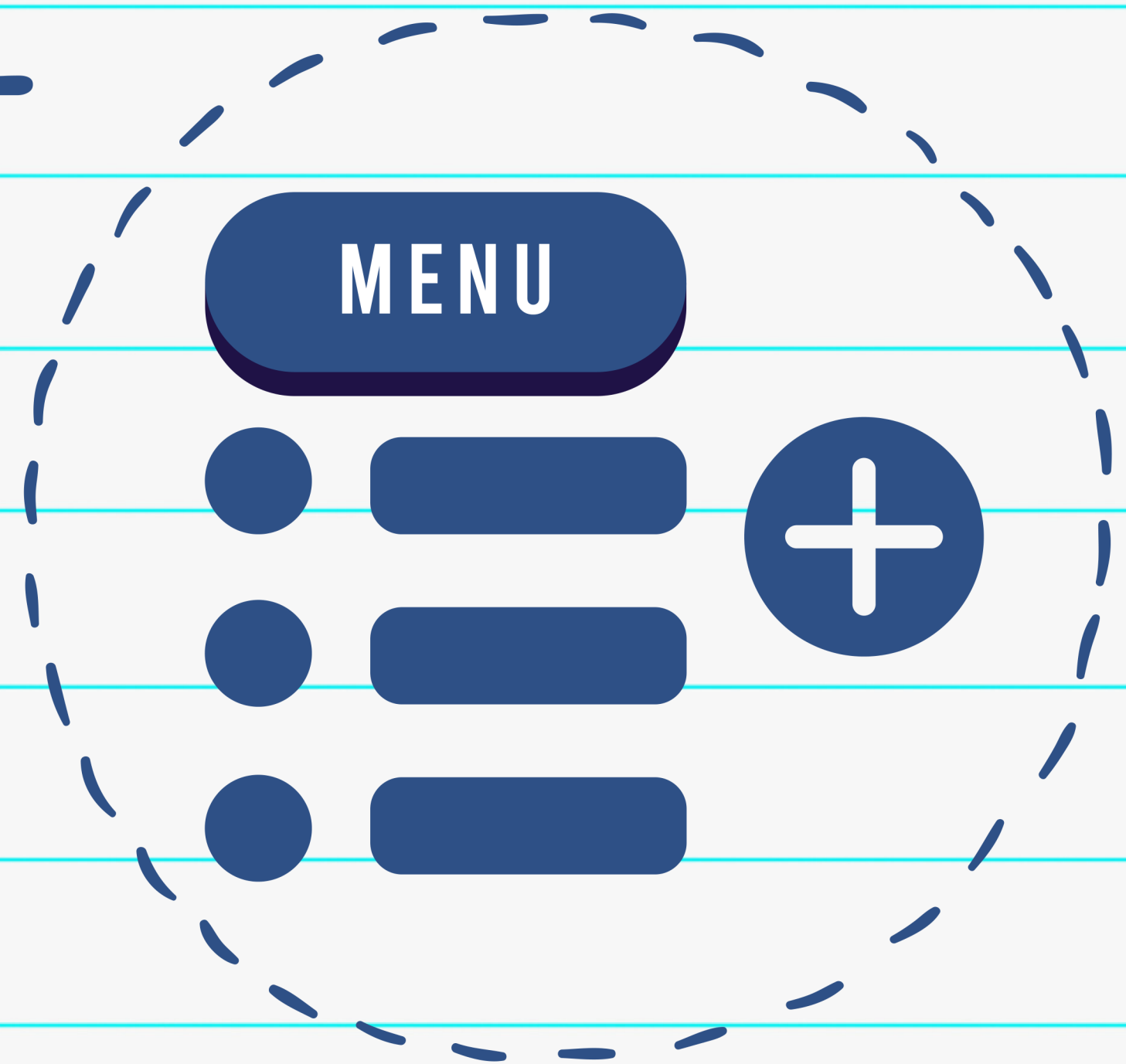
The screenshot shows a school website for Clovis High School. The main navigation bar includes 'ACADEMICS', 'COUNSELING', and 'STUDENTS & PARENTS'. A red box highlights the 'Main Dropdown Menu' with the text: 'Main Dropdown Menu (will not automatically show; you must add it yourself manually)'. The dropdown menu is open, showing categories like 'Fall Sports', 'Spring Sports', 'Athletic Resources', and 'Winter Sports'. Under 'Athletic Resources', 'Student Forms' is circled in red. On the right side, the 'Athletics' dynamic navigation menu is shown, also with 'Student Forms' circled in red. A red box highlights this menu with the text: 'Dynamic Navigation (will automatically show unless you chose to hide it)'. The breadcrumb trail reads 'Home \ Athletics \ Athletic Resources'.

ADDING A PAGE

TO THE

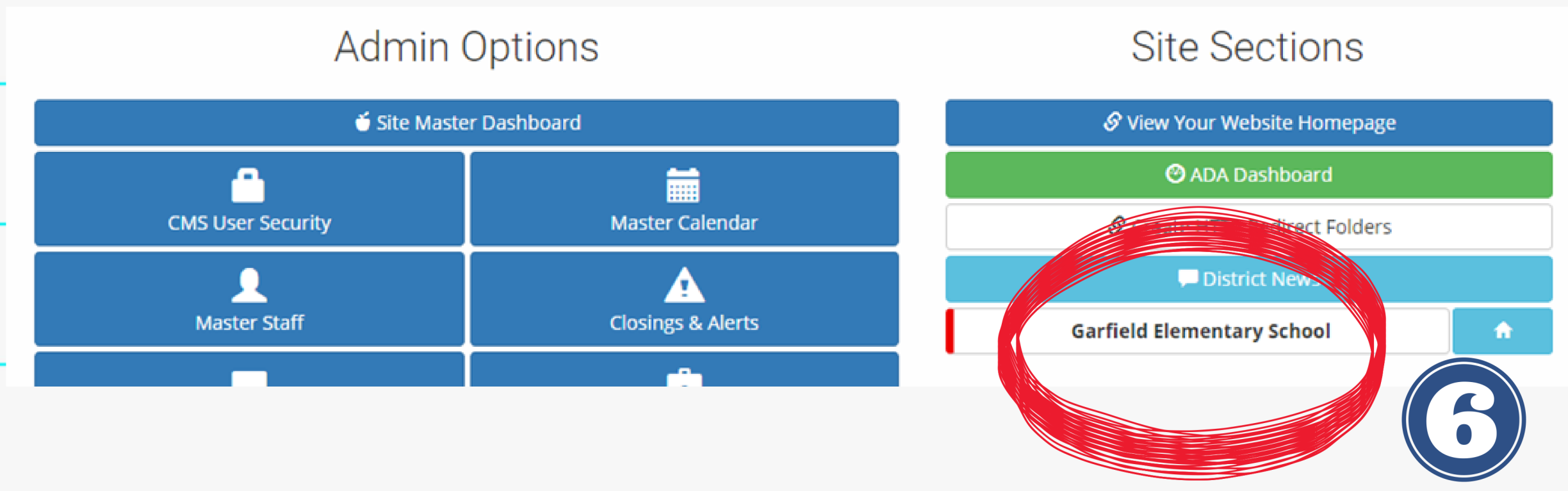
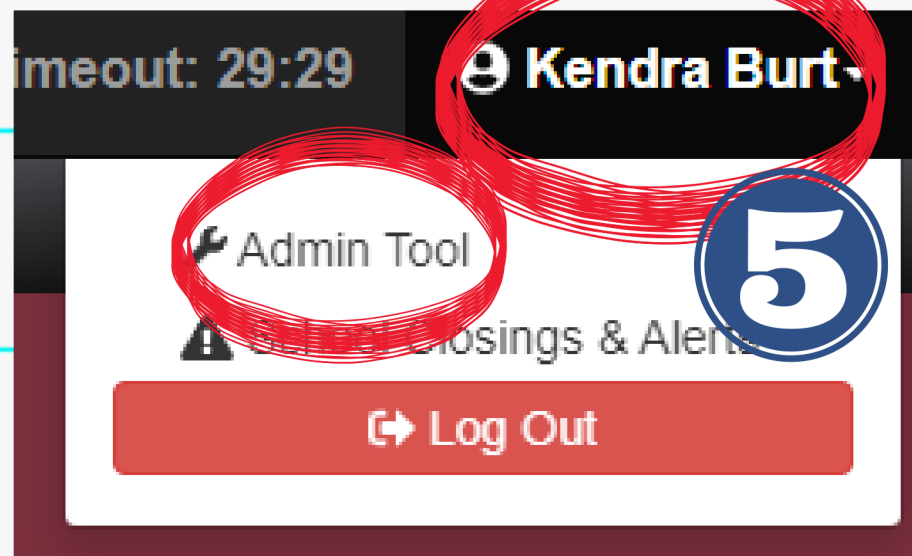
DROPDOWN

MENU



1. On the page you want to add to the main dropdown menu, click "Edit Page" in the top black editing bar.
2. Click the "General Settings" tab.
3. Highlight and copy (Ctrl+C) the Friendly URL.
 - a. Friendly URL: the extension after your website's URL
 - b. <https://www.chs.cusd.com/AthleticResources.aspx>
4. Exit out of this window.

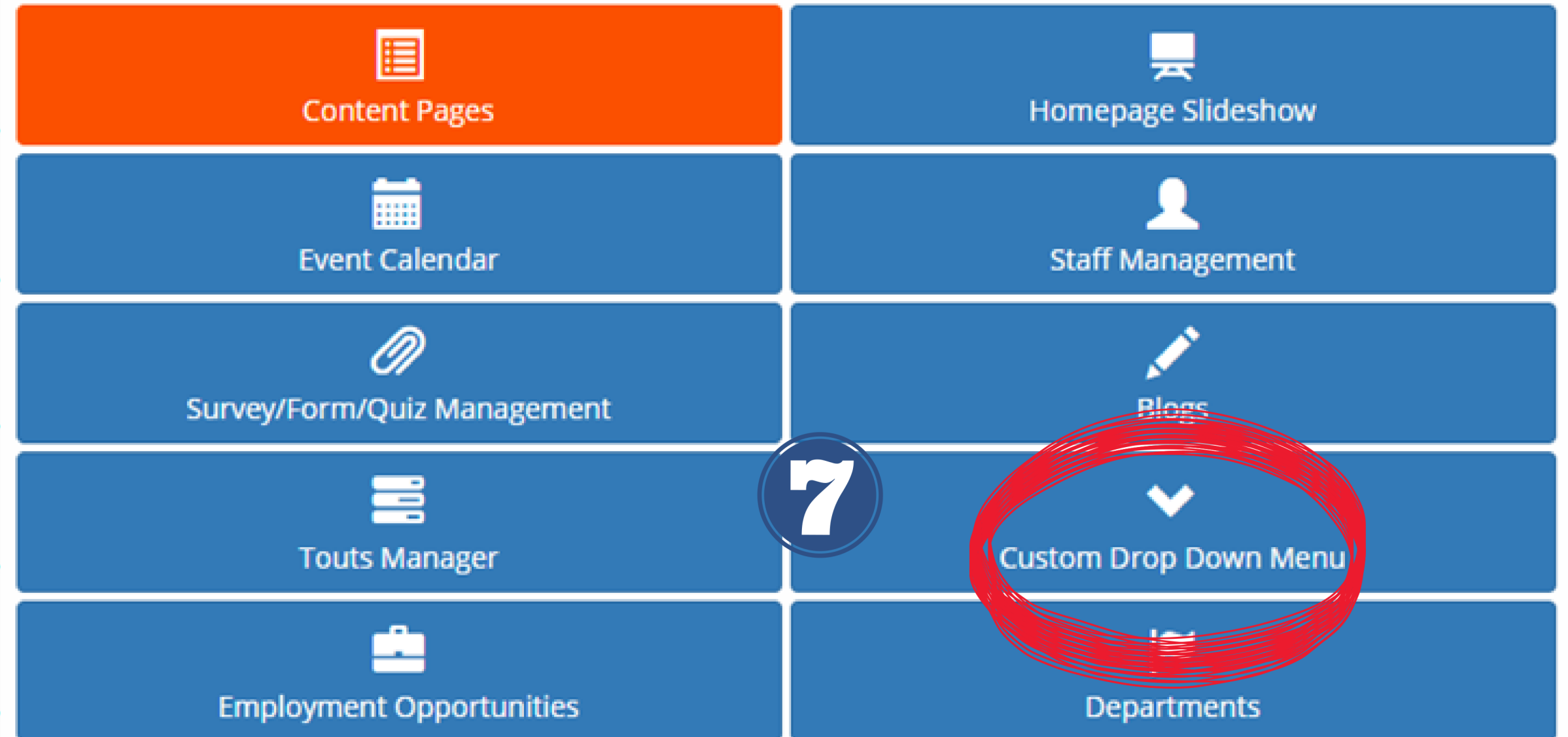
The screenshot shows the 'Edit Page' interface for 'Athletic Resources'. At the top, a black editing bar contains 'Edit Page', '+ Add Page', 'Help', and 'Lo'. Below this, the title 'Edit 'Athletic Resources'' is displayed. A toolbar includes 'View', 'Delete', 'Copy', 'WAVE', and 'Audit'. A navigation bar shows 'General Settings', 'Window #1 Content', 'Move Content', and 'Move Page'. The 'General Settings' tab is selected and circled in red. Below, the 'Page Settings & Options' section has 'Page Title' set to 'Athletic Resources' and 'Friendly URL' set to 'AthleticResources.aspx', both of which are circled in red. A blue circle with the number '1' is positioned above the 'Edit Page' button. A blue circle with the number '2' is positioned above the 'General Settings' tab. A blue circle with the number '3' is positioned above the 'Friendly URL' field.



5. Click your name in the top black editing bar. Click "Admin Tool".

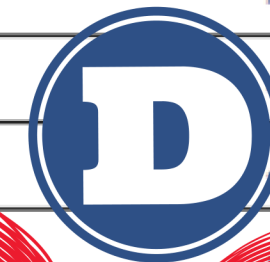
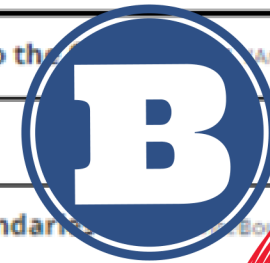
6. Under Site Sections, click on your school's name.

7. Click the "Custom Drop Down Menu" button.



8. Scroll down to the section to which you want to add your page to the dropdown menu. Some schools have multiple sections of a category:

- each break is a new column
- you can drag columns up or down in order (they are ordered from left to right) by clicking on the blue border and dragging to the desired position
- HOWEVER** you cannot move menu items from one column to another. They **MUST** be re-added from scratch
- To edit, delete or re-order your dropdown menu, use the controls on the right. To re-order, simply drag them into order.



Item	Edit	Delete
CUSD Snapshot [TITLE]	/ Edit	✕ Delete
Superintendent's Message /Superintendent.aspx	/ Edit	✕ Delete
Vision & Values /VisionValues.aspx	/ Edit	✕ Delete
CUSD History /CUSDHistory.aspx	/ Edit	✕ Delete
Awards /Awards.aspx	/ Edit	✕ Delete
Demographics /Demographics.aspx	/ Edit	✕ Delete
Test Results /TestResults.aspx	/ Edit	✕ Delete
Strategic Plan /StrategicPlan.aspx	/ Edit	✕ Delete
Annual Report to the Board /AnnualReport.aspx	/ Edit	✕ Delete
LCAP /LCAP.aspx	/ Edit	✕ Delete
Attendance Boundaries /AttendanceBoundaries.aspx	/ Edit	✕ Delete
Foundation for Clovis Schools http://www.foundationforclovis.com/ - [NEW WINDOW]	/ Edit	✕ Delete
Board [TITLE]	/ Edit	✕ Delete
About the Board /Board.aspx	/ Edit	✕ Delete
Board Members /BoardMembers.aspx	/ Edit	✕ Delete
Board Policies http://boardpolicies.cusd.com/CUSDDocviewer/ - [NEW WINDOW]	/ Edit	✕ Delete
Board Agendas https://clovisschools.novusagenda.com/AgendaPublic/ - [NEW WINDOW]	/ Edit	✕ Delete
Board Meetings & Archives /BoardMeetingsAgendasArchives.aspx	/ Edit	✕ Delete
Jobs at CUSD [TITLE]	/ Edit	✕ Delete
Apply https://www.edjoin.org/Home/Jobs?districtID=139&catID=0 - [NEW WINDOW]	/ Edit	✕ Delete
Job Descriptions http://jobsdb.cusd.com/ - [NEW WINDOW]	/ Edit	✕ Delete

9. In the section you want to add a page, click "Add Item".
10. Make the following updates in the Manage Mega Menu window that appears:
 - a. Item Type: keep Link selected
 - b. Item Text: enter the title of your page (same as it appears on the top of your page)
 - c. Item URL: paste (Ctrl.+V) the Friendly URL you copied earlier, and add a slash before it (/)
--example: **AthleticResources.aspx**
 - d. URL Target: leave as "same window" unless you're linking to an external page outside of your school's domain
11. Click "Save". Test your new link by visiting your homepage and clicking the new link.

The screenshot shows the 'Manage Mega Menu' interface. At the top, there is a blue header bar with a circled '9' icon and a '+ Add Item' button. Below the header, there are two menu items: 'CUSD Snapshot [TITLE]' and 'Superintendent's Message /Superintendent.aspx'. The main title 'Manage Mega Menu' is centered. On the left side, there are three numbered callouts: '10' for the 'Item Type' section, '1' for 'Item Text', and '1' for 'URL Target'. The 'Item Type' section has a radio button selected for 'Link'. The 'Item Text' and 'Item URL' fields are empty. The 'URL Target' dropdown is set to 'Same Window'. At the bottom, there are three buttons: 'Save', 'Save & New', and 'Cancel', with the 'Save' button circled in red.

HAVE QUESTIONS?
LET ME KNOW!



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