CLOVIS UNIFIED SCHOOL DISTRICT

Creating a new page &

Adding to Dropdown Menu

with eSchoolView

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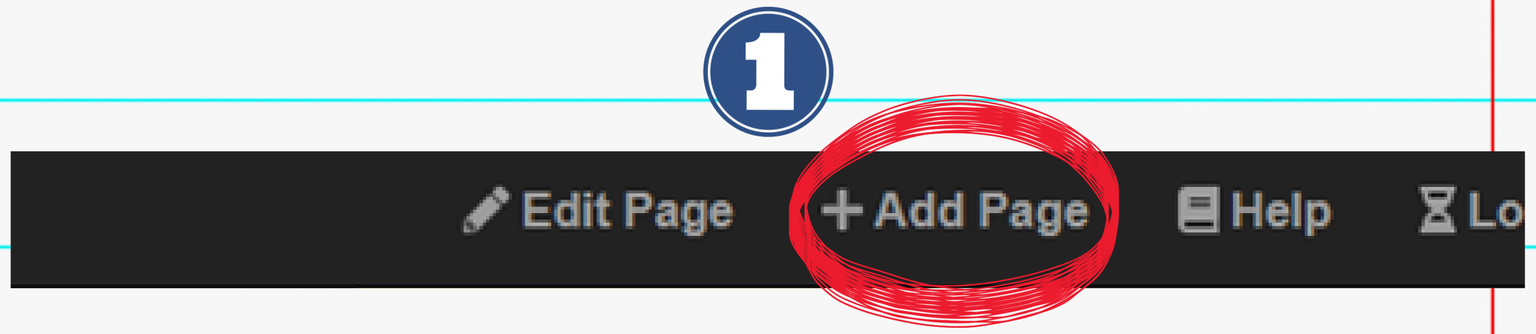
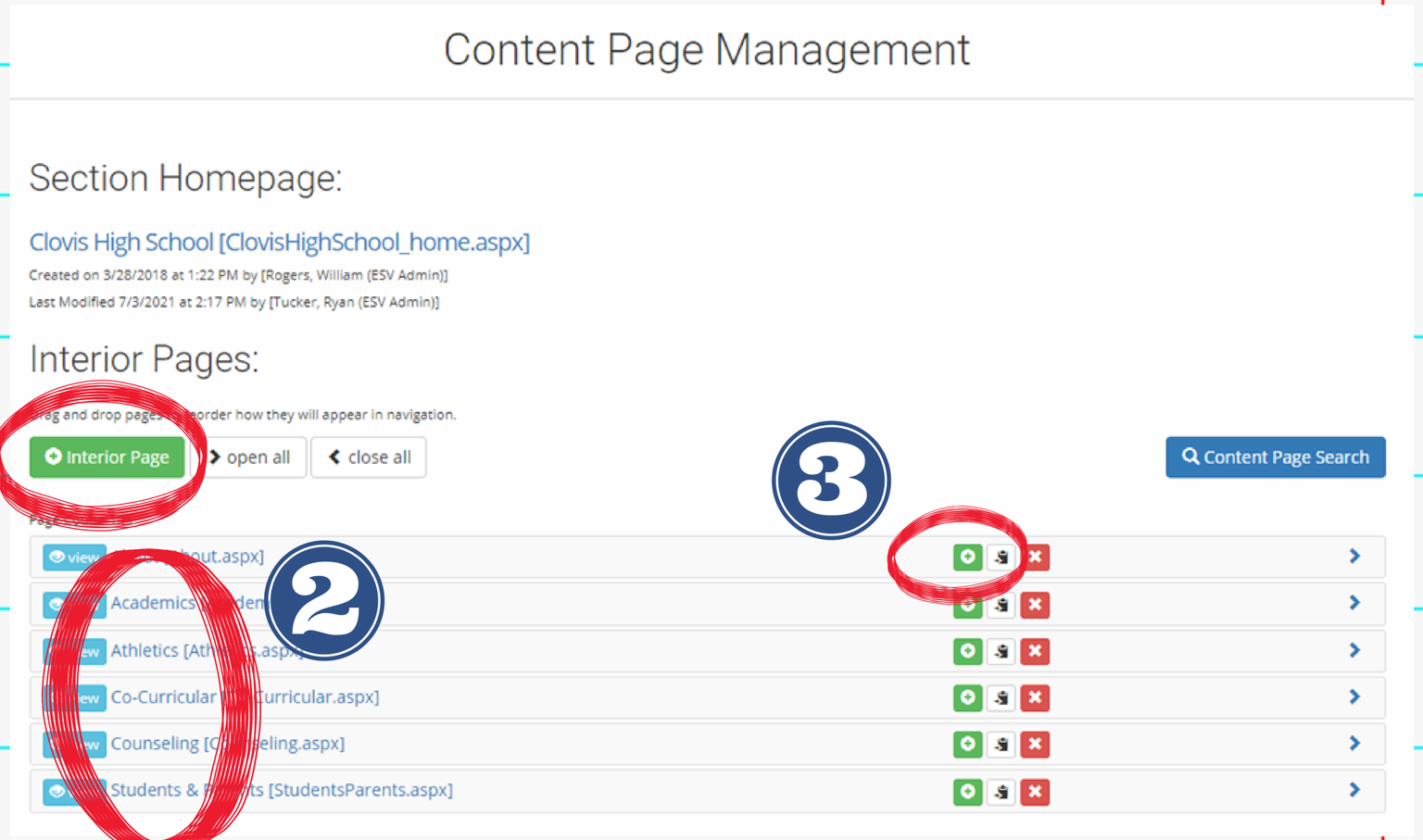
School Websites Only!

CREATING A NEW PAGE

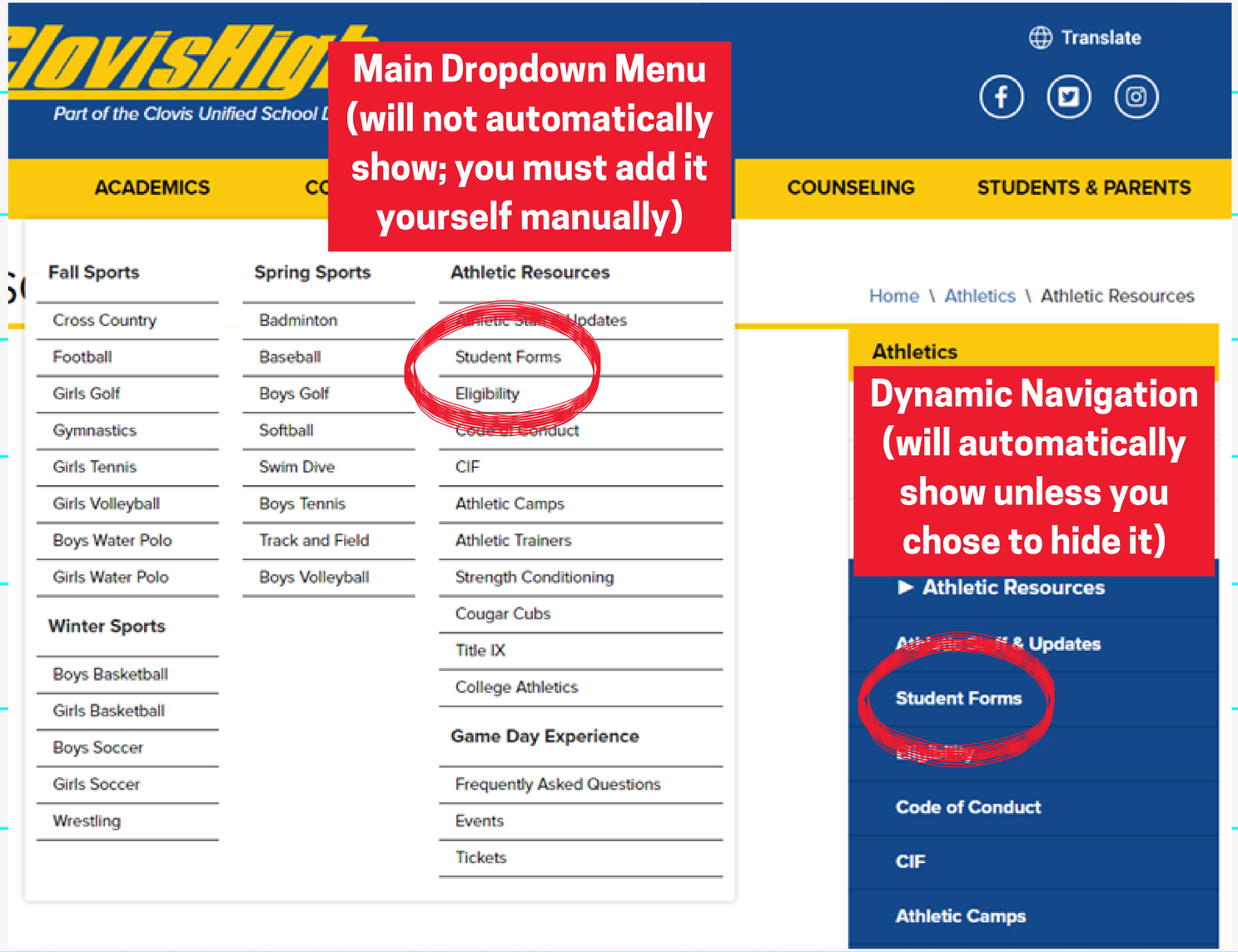
1. Click "Add Page" in the top black editing bar.
2. A list of your school website's interior pages will appear in the sections in which they live.
    a. Will be the same structure/organization as the mega menu
    b. Click on the far-right arrow to show the pages that live in each section
3. Decide 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



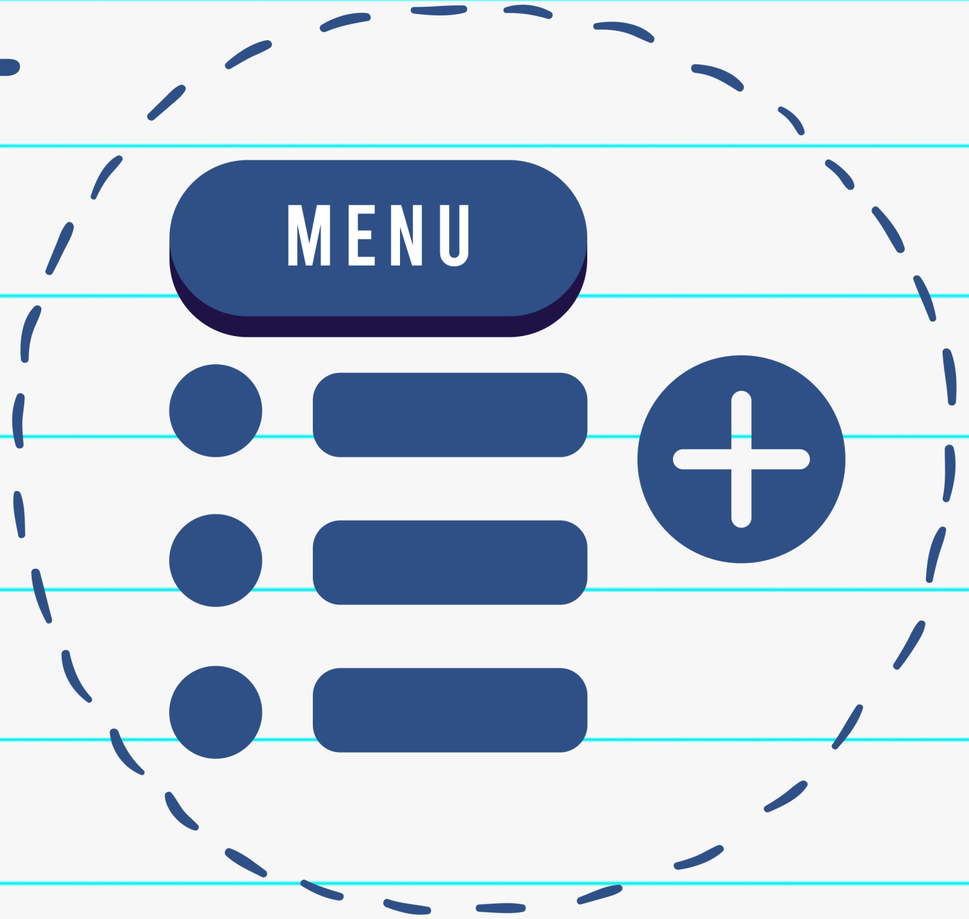


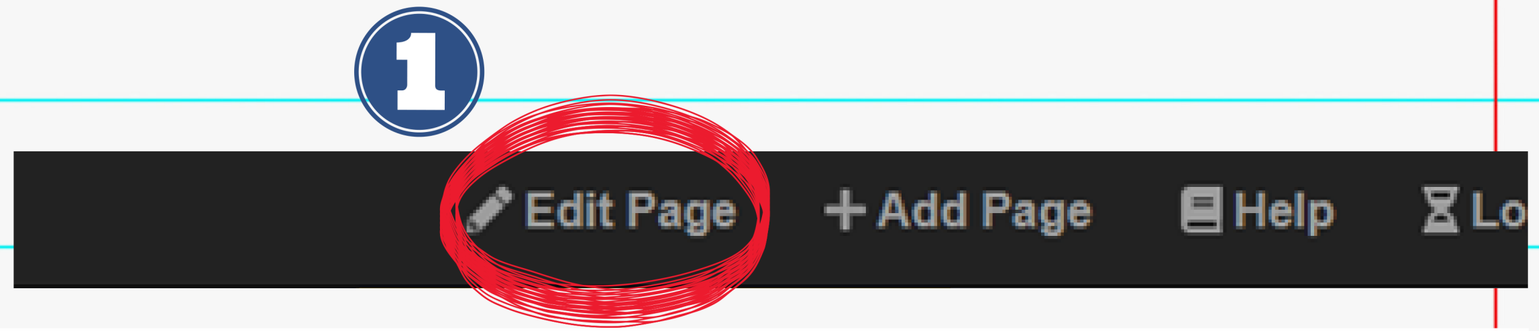
Your new page is created!

- **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!

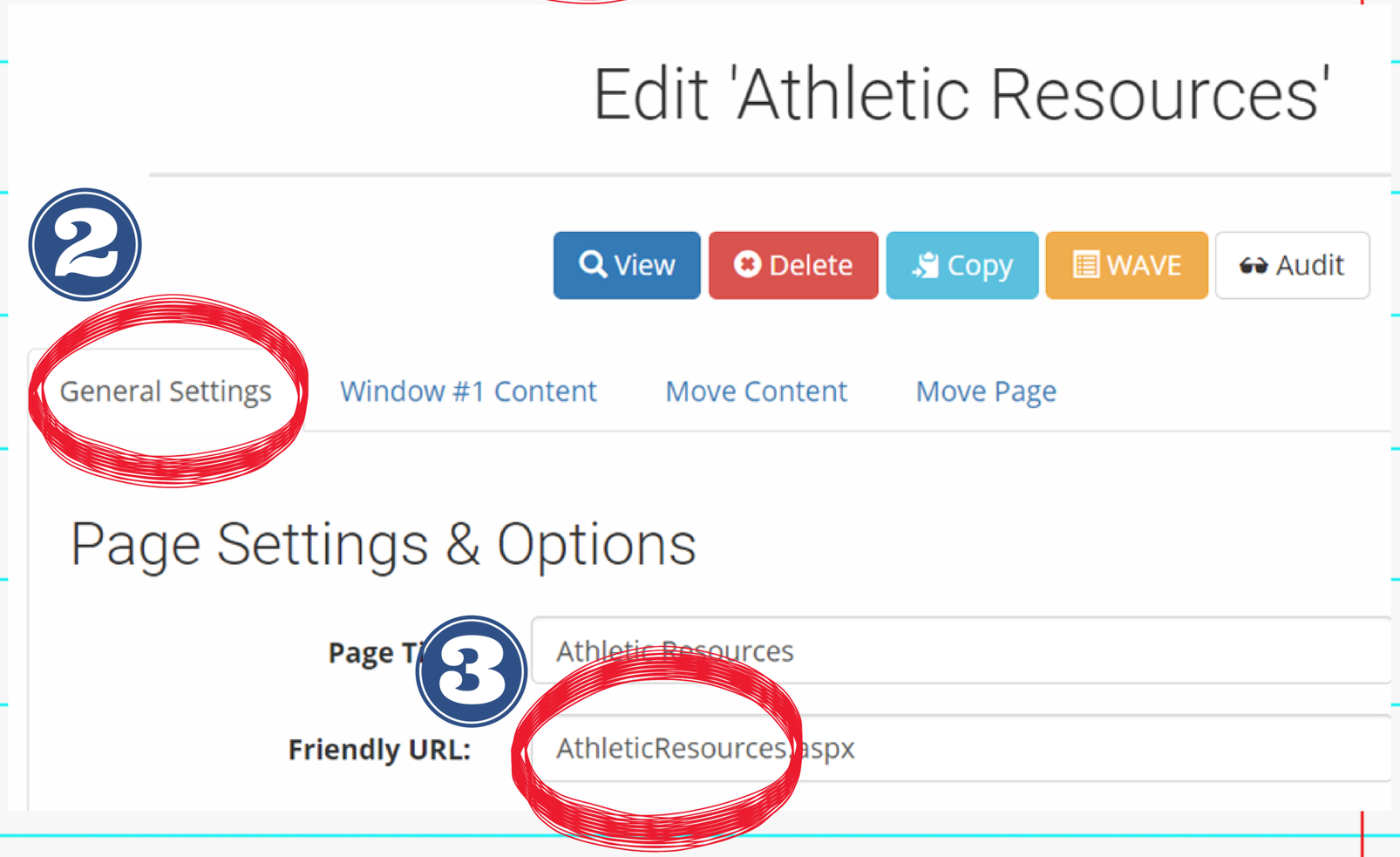


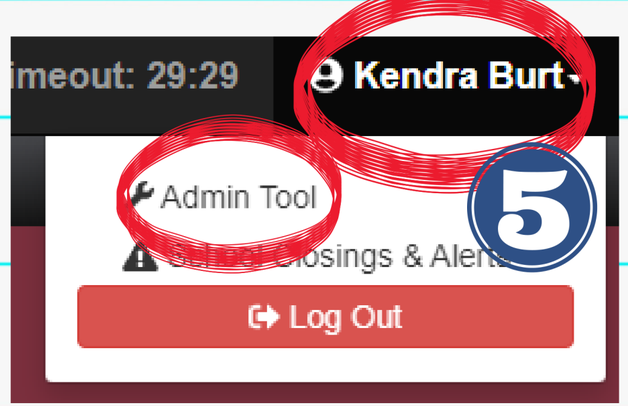
Adding a Page to the Dropdown Menu

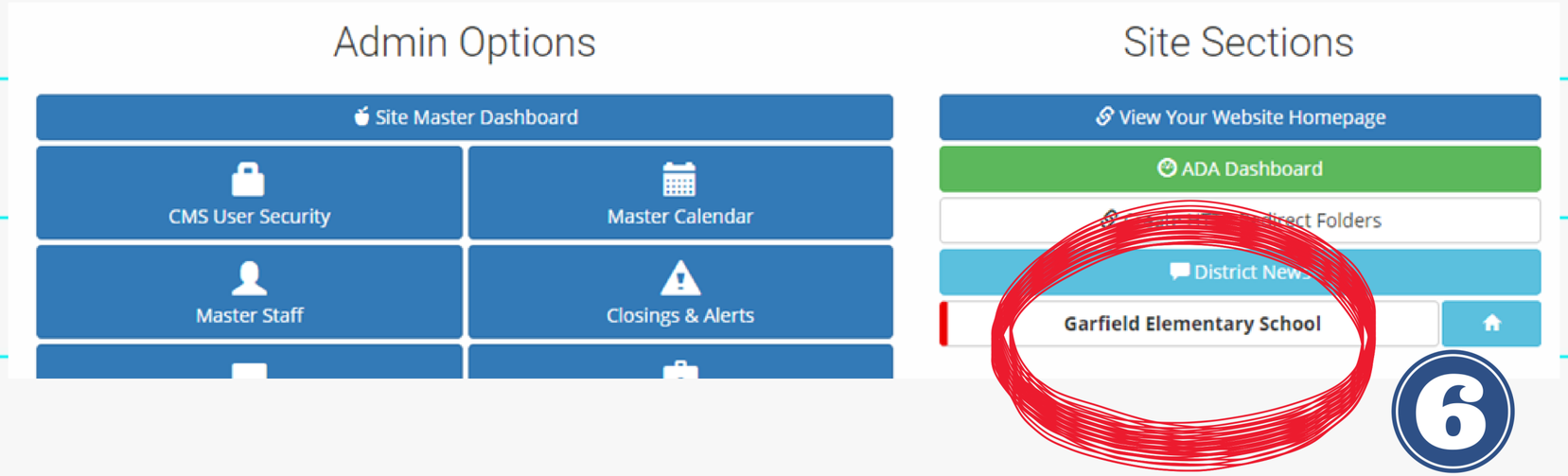




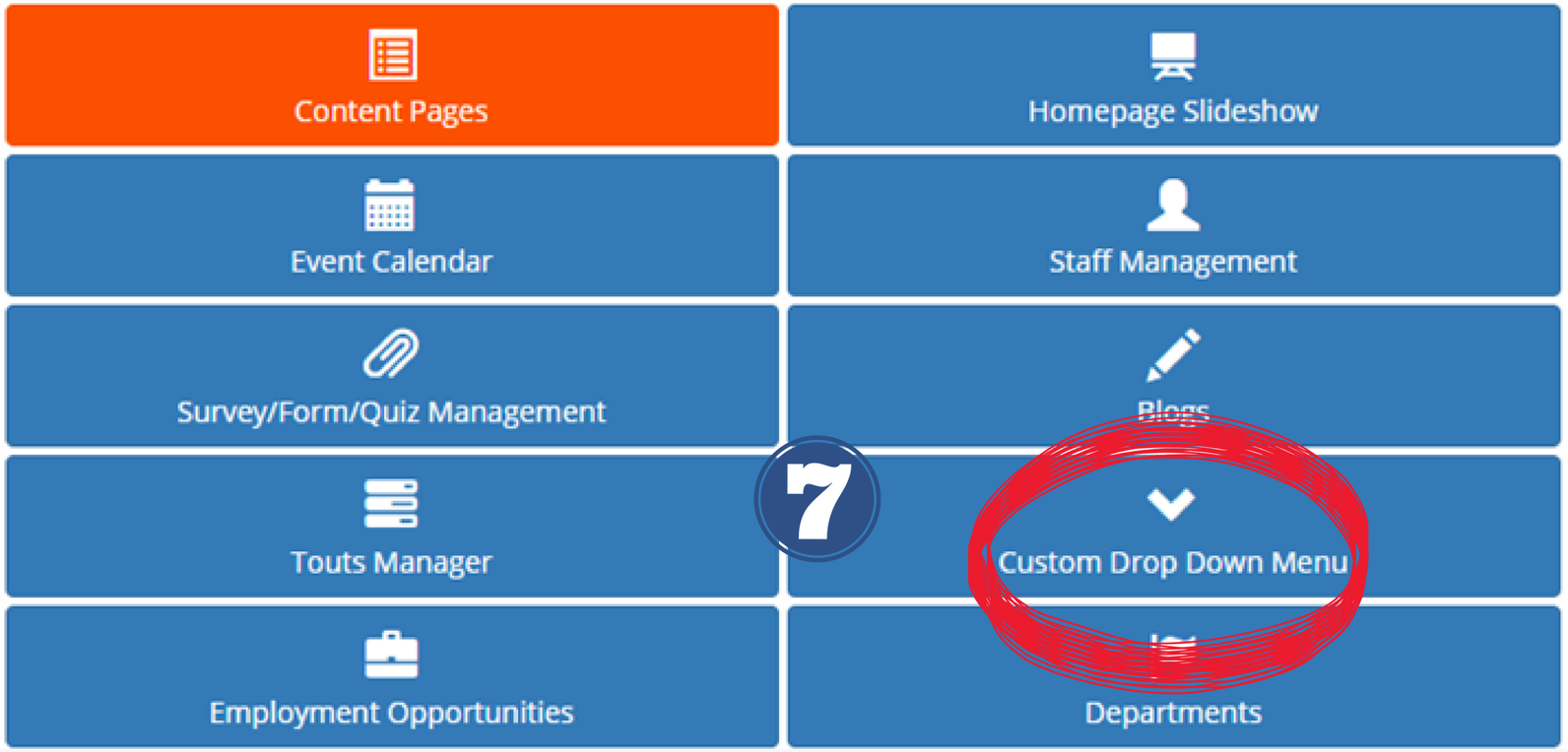
1. On the page you want to add to the main dropdown menu, click "Edit Page" in the top black editing bar.
2. Click the "General Settings" tab.
3. Highlight and copy (Ctrl+C) the Friendly URL.
    a. Friendly URL: the extension after your website's URL
    b. https://www.chs.cusd.com/**AthleticResources.aspx**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







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.



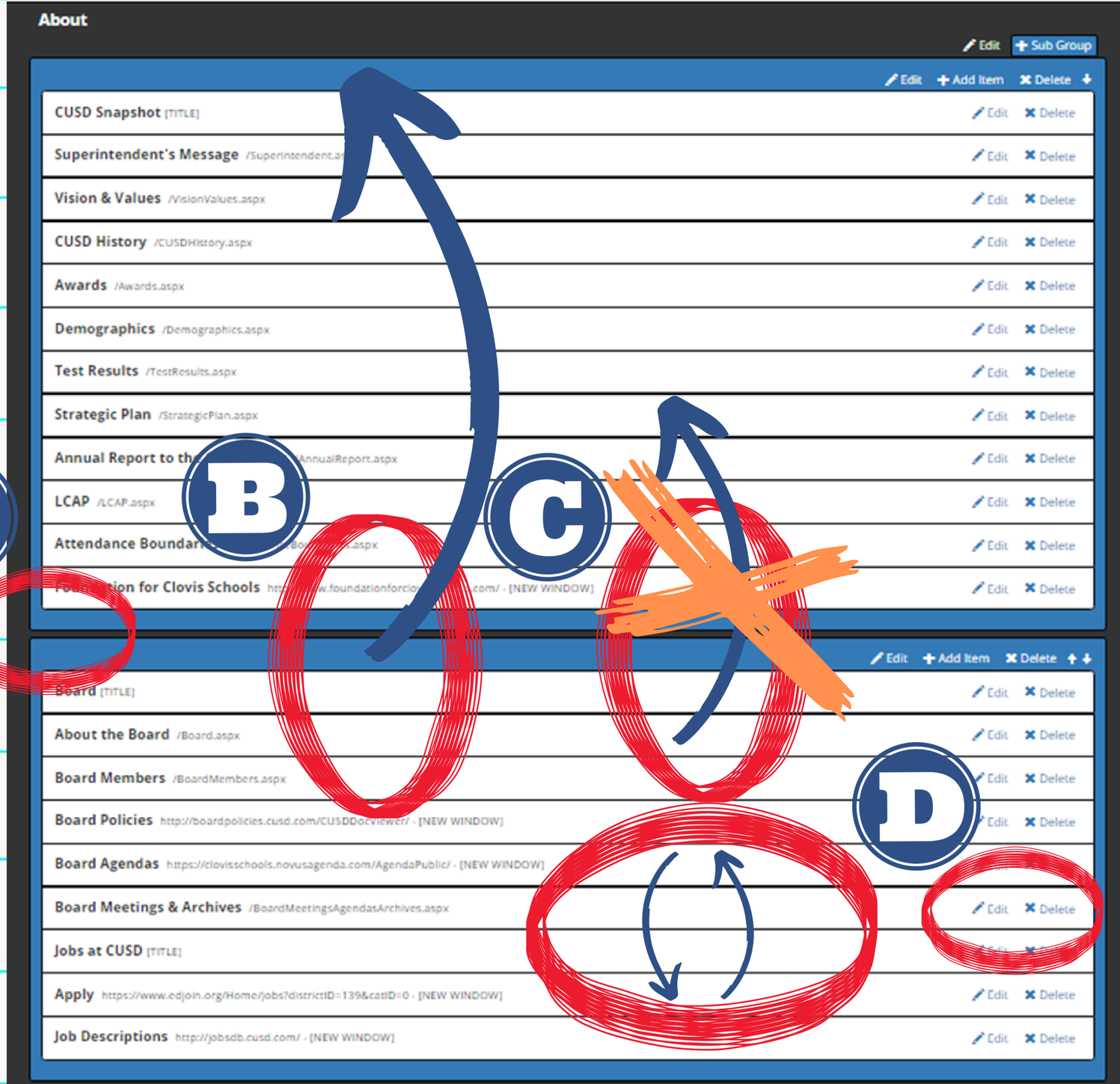
8. Scroll down to the section to which you want to add your page to the dropdown menu. Some schools have multiple sections of a category:

   a. each break is a new column

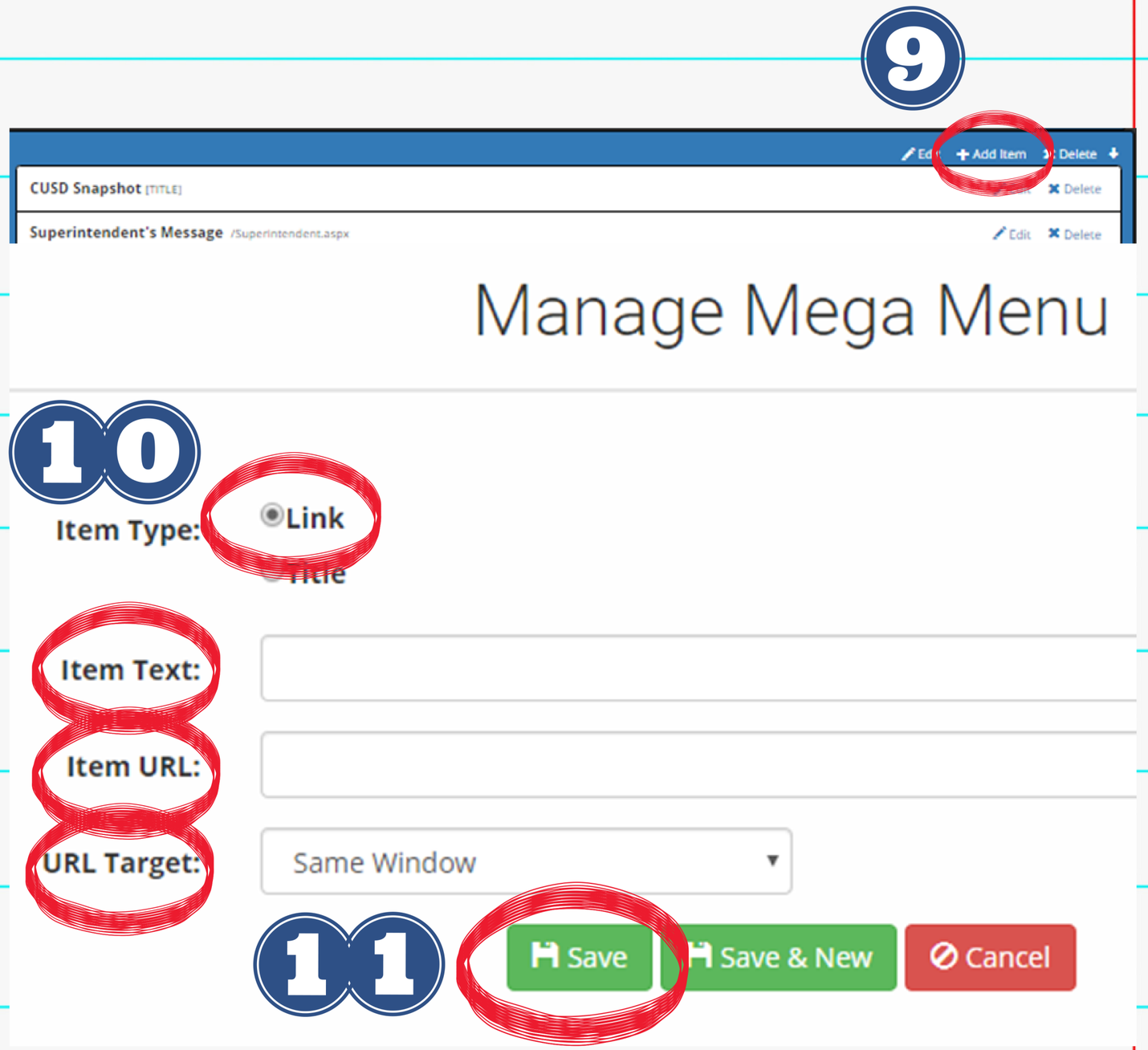
   b. you can drag columns up or down in order (they are ordered from left to right) by clicking on the blue border and dragging to the desired position

   c. HOWEVER you cannot move menu items from one column to another. They MUST be re-added from scratch

   d. To edit, delete or re-order your dropdown menu, use the controls on the right. To re-order, simply drag them into order.



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.



HAVE QUESTIONS?
LET ME KNOW!

Kendra Burt

Digital Media Specialist

KendraBurt@cusd.com

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