

Dropdown Menu

School Webmasters ONLY

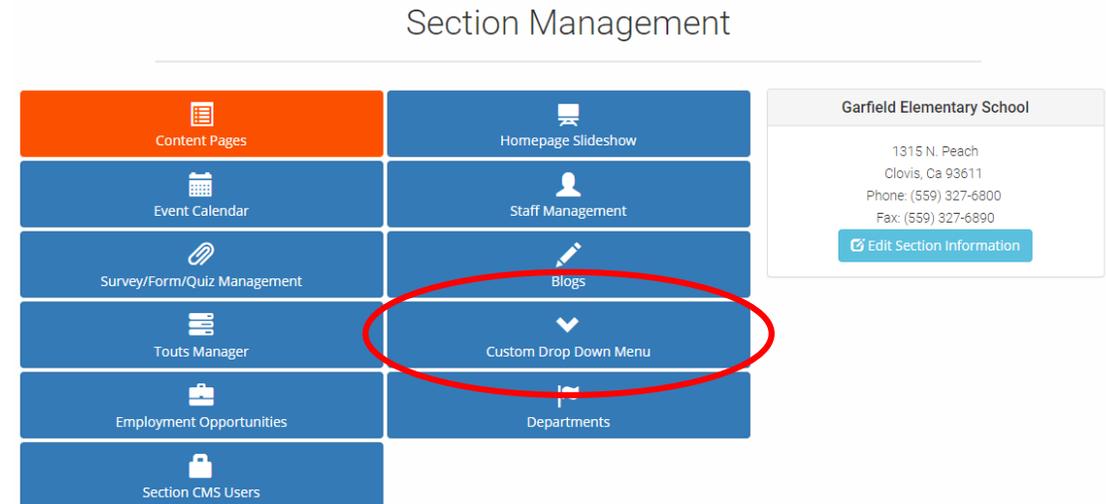
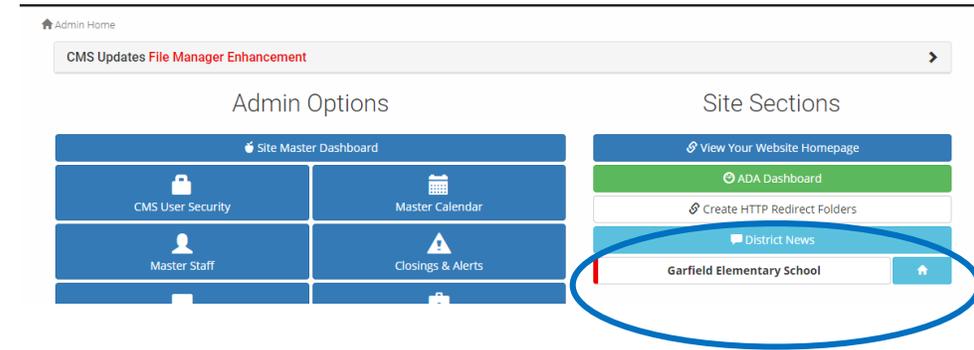
Last updated 9/24/19

Outline

- ***Remember: Pages and the dropdown menu are separate! Just because you created a page, does not mean it will auto appear in the dropdown menu. You have to connect them separately.
- Connecting a page to the dropdown menu

To add a page to your mega menu dropdown or edit:

1. Click your name in the black bar
2. Click "Admin Tool"
3. Find your school's name on the right
4. Custom Drop Down Menu



Parents

Find the section you created
your page under

Add an Item

Edit ↑ ↓

Edit + Add Item X Delete

Enroll <https://www.cusd.com/enrollment.aspx> - [NEW WINDOW]

Edit X Delete

IDAC /IDAC.aspx

Edit X Delete

Lunch Menu <https://cusd.nutrislice.com/menu/garfield> - [NEW WINDOW]

Edit X Delete

Parent Committees /ParentCommittees.aspx

Edit X Delete

Parent Connect /ParentConnect.aspx

Edit X Delete

Paw Prints /PawPrints.aspx

Edit X Delete

P.E. Schedules /PESchedules.aspx

Edit X Delete

Report an Absence /ReportanAbsence.aspx

Edit X Delete

Supply Lists /supplylists.aspx

Edit X Delete

Volunteers /Volunteers.aspx

Edit X Delete

To edit, delete, or re-order
your dropdown menu, you
can use the controls on the
right.

To re-order, simply drag
them into order.

Students

Edit ↑ ↓

Some schools have multiple sections of a category:

Each break is a new column

HOWEVER, You cannot move menu items from one column to another. They have to be re-added from scratch.

You can move columns up or down in order (they are ordered from left to right)

The screenshot displays a web application interface with two columns of menu items. Each item is a horizontal bar containing a title, a URL, and two action icons: a pencil for 'Edit' and a trash can for 'Delete'. The first column contains 12 items, and the second column contains 8 items. A red circle highlights a plus sign icon in the top right corner of the second column's header, indicating a function to add or manage items. The interface also shows 'Edit', 'Add Item', and 'Delete' options at the top of each column.

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

To connect your new page to the drop down:

Manage Mega Menu

Item Type: Link
 Title

Item Text:

Item URL:

URL Target:

Title of your page (should be the same as you made it earlier)

The friendly URL that you already copied!

Add a slash / before it

Example: **`/Volunteers.aspx`**

If this is not the same as the friendly URL for that page, the page will result in an error.

Leave as Same Window for internal pages.

For redirects to other websites, place the URL for that website in the item URL and change the Target to New Window.

Save

Save & New

Parents

Edit ↑ ↓

Edit + Add Item X Delete

Enroll https://www.cusd.com/enrollment.aspx - [NEW WINDOW] ← Redirect	Edit X Delete
IDAC /IDAC.aspx ← Own website	Edit X Delete
Lunch Menu https://cusd.nutrislice.com/menu/garfield - [NEW WINDOW]	Edit X Delete
Parent Committees /ParentCommittees.aspx	Edit X Delete
Parent Connect /ParentConnect.aspx	Edit X Delete
Paw Prints /PawPrints.aspx	Edit X Delete
P.E. Schedules /PESchedules.aspx	Edit X Delete
Report an Absence /ReportanAbsence.aspx	Edit X Delete
Supply Lists /supplylists.aspx	Edit X Delete
Volunteers /Volunteers.aspx	Edit X Delete

Find the item you just added.

For redirects to new websites, it will say [NEW WINDOW]

To change the order it appear, simply drag the item into the order you like.

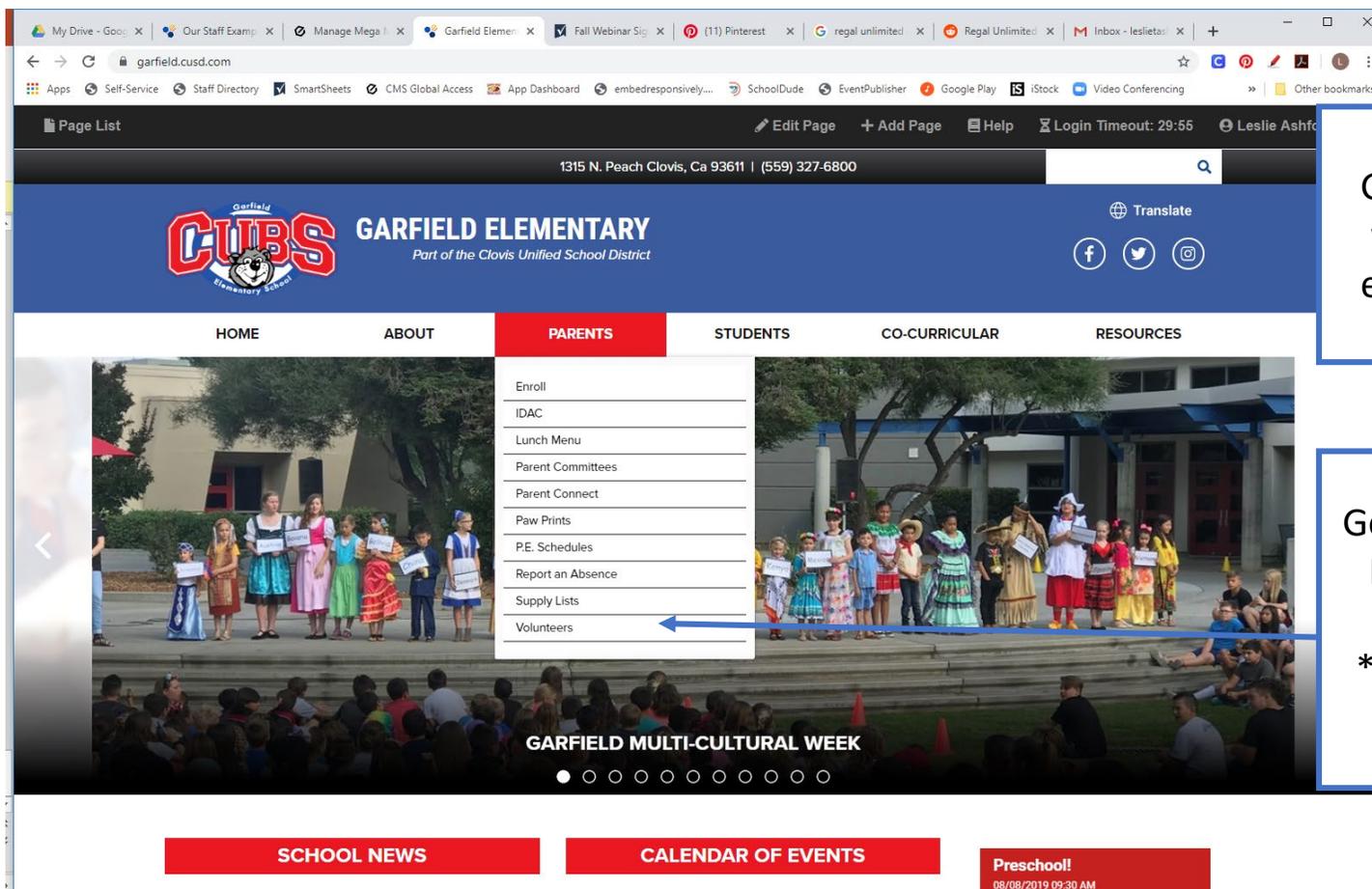
****You can not drag menu items into new sections (ie: Volunteers from Parents to Students sections). Instead, you must delete it from one section and re-add it to another one.**

Students

7

Edit ↑ ↓

To test the link between page and menu:



Go to your homepage (easiest way to get out from the back end is to just type it in the url)

Go to the dropdown and click the new page. If it takes you to your new page, it works!

*Make sure it opens in a new Tab if they're leaving your website.

Things to keep in mind:

- When you add to your dropdown menu, it automatically goes to the bottom of the menu navigation list. Drag it to the location you want it to be.