



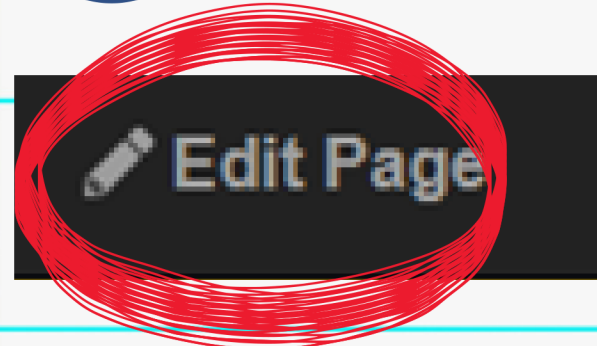
MOVING A PAGE TO ANOTHER

SECTION OF THE WEBSITE

with eSchoolView

1. On the page you want to move, click "Edit Page" in the top black editing bar.
2. Click the "Move Page" tab.
3. Site Section: should default to your school name. *If you are at a school with multiple sites (CNEC, REC), select the site to which you want the page moved.
4. New Parent Page: select the section under which you want this page to be moved.
5. Click "Move Page". You will then be taken to where you moved the page.

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The screenshot shows the 'Move Page' interface. At the top, there are tabs: 'General Settings', 'Window #1 Content', 'Move Content', and 'Move Page'. The 'Move Page' tab is circled in red and has a blue circle with the number '2' next to it. Below the tabs is the title 'Move Page'. Underneath is an 'Instructions' section. Below the instructions are two dropdown menus: 'To Site Section:' and 'New Parent Page:'. Both dropdown menus are circled in red and have blue circles with the numbers '3' and '4' respectively. At the bottom right, there is a 'Move Page' button, which is circled in red and has a blue circle with the number '5' next to it.

6. Click "Add Page" in top black editing bar to confirm the moved page is located where you want it to be on the website.

7. View the sections and order of pages.

a. Use the arrows to see "Parent" and "Child" pages.

b. To move the order of pages, click and drag their gray box to the order you want.

-- This is also how you change the order in the dynamic side navigation.



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Interior Pages:

Drag and drop pages to reorder how they will appear in navigation.

+ Interior Page > open all < close all Content Page Search

Page Count: 599

view About the Board [Board.aspx]	+ 🗑️ ✖️	▶
view CUSD Snapshot [CUSDSnapshot.aspx]	+ 🗑️ ✖️	▶
view About the Board [Board.aspx]	+ 🗑️ ✖️	▶
view Jobs [jobs.aspx]	+ 🗑️ ✖️	▶
view Calendars [Calendars.aspx]	+ 🗑️ ✖️	▶
view Contacting CUSD [ContactingCUSD.aspx]	+ 🗑️ ✖️	▶
view Students [Students.aspx]	+ 🗑️ ✖️	▶
view Schools [Schools.aspx]	+ 🗑️ ✖️	▶
view Community [Community.aspx]	+ 🗑️ ✖️	▶
view Departments [Departments.aspx]	+ 🗑️ ✖️	▶
view Employees [Employees.aspx]	+ 🗑️ ✖️	▶

A red hand-drawn circle highlights the entire list of page entries. A blue circle with the number "7" is placed over the "Jobs [jobs.aspx]" entry. A red hand-drawn circle highlights the right-pointing arrow icon at the end of the "Jobs [jobs.aspx]" row.

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HAVE QUESTIONS?
LET ME KNOW!



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