

# Adding a New Page / Dropdown Menu

School Webmasters ONLY

Last updated 9/24/19

# Outline

- Adding a new page
- Friendly URLs
- Connecting your new page to the dropdown menu

# Adding a new page

Page List

Click Add Page in the black bar.

Edit Page

+ Add Page

Help

Login Timeout: 29:50

Leslie Ashford

## Content Page Management

Section Homepage:

[Clovis Unified School District \[CUSD.aspx\]](#)

Created on 3/28/2018 at 1:21 PM by [Rogers, William (ESV Admin)]

Last Modified 11/11/2018 at 5:42 PM by [Costinescu, Alex (ESV Admin)]

Interior Pages:

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

+ Interior Page

> open all

< close all

Page Count: 559

[view](#) About [AboutUs.aspx]

[view](#) Parents [Parents.aspx]

[view](#) Students [Students.aspx]

[view](#) Schools [Schools.aspx]

[view](#) Departments [Departments.aspx]

[view](#) Community [Community.aspx]

[view](#) Employees [Employees.aspx]

Click the GREEN Plus (+) sign button to add a page to that category.

+ 🗑️ ✖️

+ 🗑️ ✖️

+ 🗑️ ✖️

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Clicking these arrows will show all internal pages within the section.

# New Content Page

## Add a New Content Page

The screenshot shows a form titled "Add a New Content page" with the following fields and options:

- Page Title:** A text input field containing "Parent Volunteers".
- Show Page in Dynamic Nav:** A checked checkbox.
- Select Tout Group:** A dropdown menu with the selected option "None".
- Grid:** A radio button option with the description "Basic 12 column grid system. Supports all Page Component Types."
- Liquid:** A radio button option with the description "Dynamic Drag and Drop 12 column grid system. Only supports the following Page Component Types: Text Window, Links, Downloads, News, Events, Streaming Video, Photo Galleries and Script Windows."
- Select Page Type:** Two radio button options: "Traditional/Grid" (selected) and "Liquid".
- Number of Windows:** Two radio button options: "One Window" (selected) and "Two Windows".

At the bottom of the form are two buttons: "Save" (green) and "Cancel" (red). The "Save" button is circled in blue.

The Show page in dynamic nav is auto checked for you.

If you want your new page to be hidden in the side navigation area, uncheck this box.

This will hide it from anyone whom doesn't have a direct link or know the exact URL of that page. "Hidden Page"

Type the title of the new page

SAVE to create the page

[View Page](#) [Delete Page](#) [Copy Page](#) [WAVE Page](#)

[General Settings](#) [Window #1 Content](#) [Move Content](#) [Move Page](#)

## Page Settings & Options

Page Title:

Friendly URL:

Meta Keywords:

Meta Description:

Search Terms:

NOTE: if you need to remove them, simply delete them and click Save

**Active**  
Unchecking this option will make the page unavailable to everyone.

Page Password Group:

**Show in Dynamic Navigation**  
Unchecking this will hide this Page in the Dynamic Navigation

Navigation Display Type:

Tout Group Display:

Link to File:  No file chosen

External URL:

Once the page is created, you will have access to its contents. BUT you have not added the page to your mega menu drop down yet.

Go to General Settings in the tabs at the top.

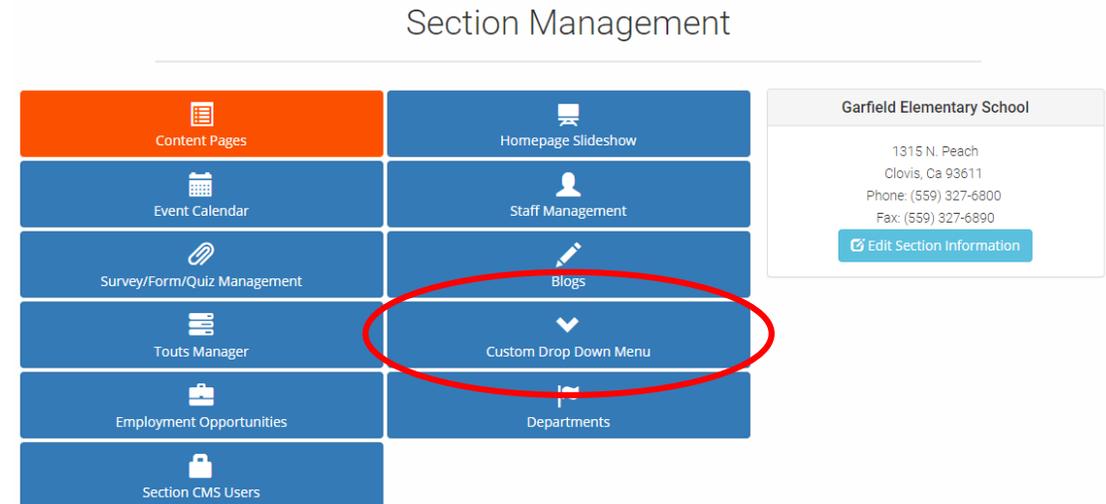
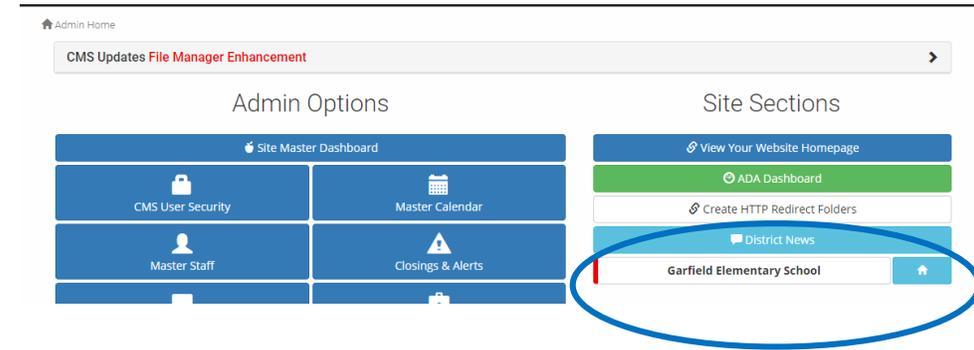
**A friendly URL will auto generate based off your title!**  
**Copy the Friendly URL**  
This is the extension after your website URL

Example:  
<https://www.cusd.com/volunteers.aspx>

To change the page title

# To add your page to your mega menu dropdown:

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 10 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. Blue arrows from the text boxes point to the column headers and the plus sign icon.

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]	✓	✗
Contact U		✓	✗
Contactin		✓	✗
All Calendars	/Calendars.aspx	✓	✗

# To connect your new page to the drop down:

## Manage Mega Menu

Item Type:  Link  
 Title

Item Text:

Item URL:

URL Target: Same Window

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

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

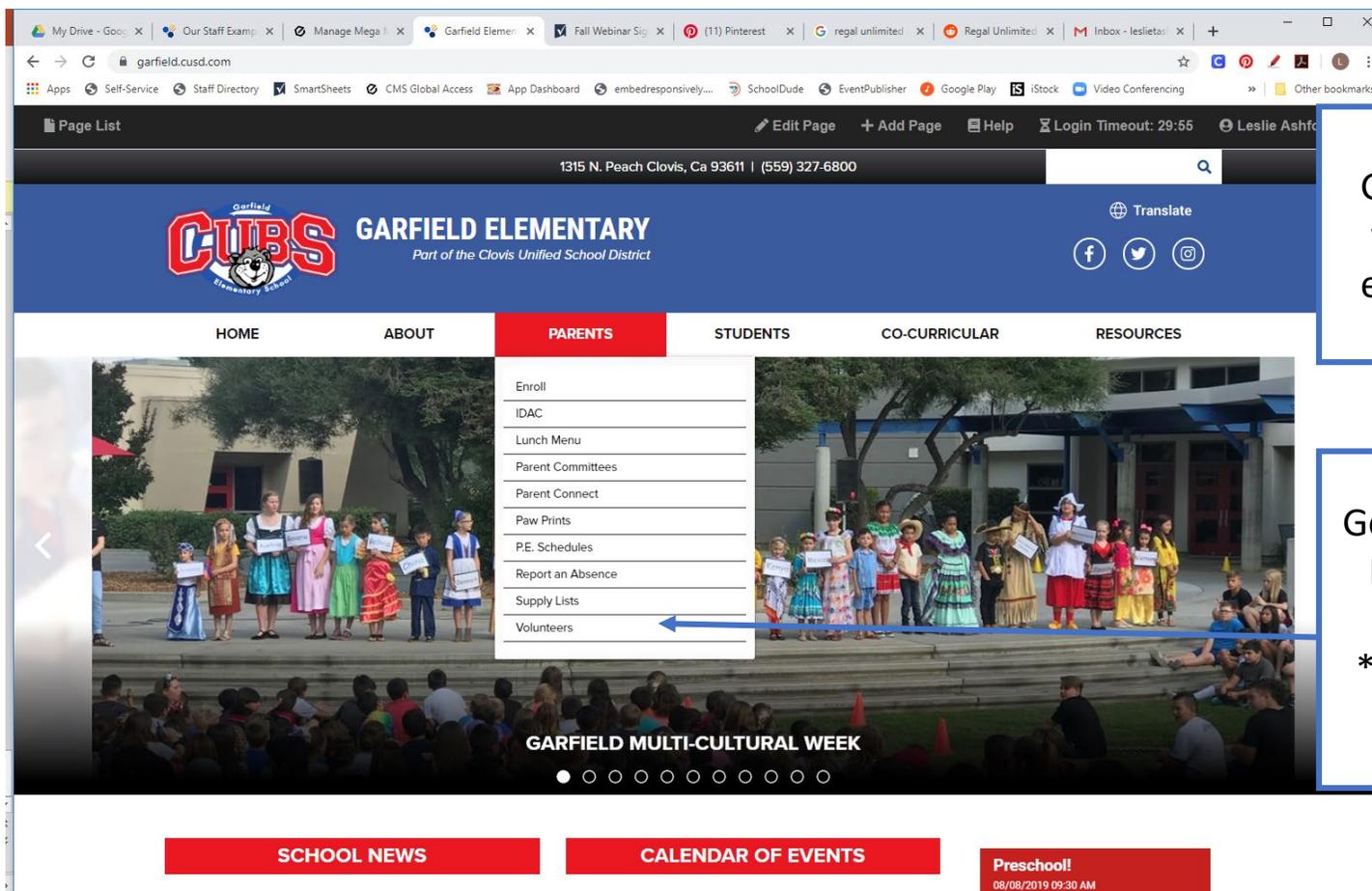
**\*\*You can not drag menu items into new sections (ie: Volunteers from Parents to Students sections). Instead, you must delete it from one section and re-add it to another one.**

## Students

10

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 an internal page and add it to the mega menu, it automatically goes to the bottom of the dynamic navigation (side nav) list and the dropdown list.
- When you move the order in the dynamic nav to present the pages in a different order, you have to also move the order in the mega menu nav (and vis versa)
- If your friendly URL ever changes, the link to that page has also changed. You must update the mega menu drop down URL or any other links that go to that page to reflect the new friendly URL.
- If you lose a newly created page, check by expanding the arrows in the content management when clicking “Add Page” to find the page you’d created.