

# Creating a Redirect (Link) to an External Website - Advanced

School Webmasters ONLY

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# Notes

- You must add the Redirect in TWO places: the actual page dynamic nav and the mega menu dropdown.

# Page doesn't exist yet? Adding a new page:

The screenshot shows the 'Content Page Management' interface. At the top, a black navigation bar contains 'Page List', 'Edit Page', '+ Add Page', 'Help', 'Login Timeout: 29:50', and 'Leslie Ashford'. A callout box points to the '+ Add Page' button. Below the navigation bar, the main content area is titled 'Content Page Management'. Underneath, there is a 'Section Homepage' section for 'Clovis Unified School District [CUSD.aspx]' with creation and modification dates. Below that is an 'Interior Pages' section with a 'Drag and drop pages to reorder how they will appear in navigation.' instruction. A green '+ Interior Page' button is present, along with 'open all' and 'close all' buttons. A list of interior pages follows, including 'About [AboutUs.aspx]', 'Parents [Parents.aspx]', 'Students [Students.aspx]', 'Schools [Schools.aspx]', 'Departments [Departments.aspx]', 'Community [Community.aspx]', and 'Employees [Employees.aspx]'. Each page entry has a 'view' button and a set of control icons: a green plus sign, a trash can, and a red minus sign. A callout box points to the green plus sign. To the right of the list, a vertical scrollbar is visible, and a callout box points to the right-pointing arrows at the end of each row.

Click Add Page in the black bar.

Below is a list of all your internal pages of your website and the sections they live in (should be pretty much the same as the mega menu bar categories)

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

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 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

Go to the General Settings of either the new page or an existing page you're wanting to now Redirect.

**Remember, you have not added the page to your mega menu drop down yet.**

## Edit 'Volunteers'

View Page

Delete Page

Copy Page

WAVE Page

General Settings

Window #1 Content

Move Content

Move Page

### Page Settings & Options

Page Title:

Volunteers

To change the page title

Friendly URL:

Volunteers.aspx

Meta Keywords

Meta Description:

Search Terms:

comma separated: term1, term2, term3

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

Public Access

Show in Dynamic Navigation

Unchecking this will hide this Page in the Dynamic Navigation

Navigation Display Type

Show Entire NAV

Update Children

Tout Group Display:

None

Link to File:

Choose File No file chosen

External URL:

contentpage.aspx OR http://www.externalUrl.com

Save Changes

SAVE

A friendly URL will auto generate based off your title!

When redirecting to a new site, leave this be.

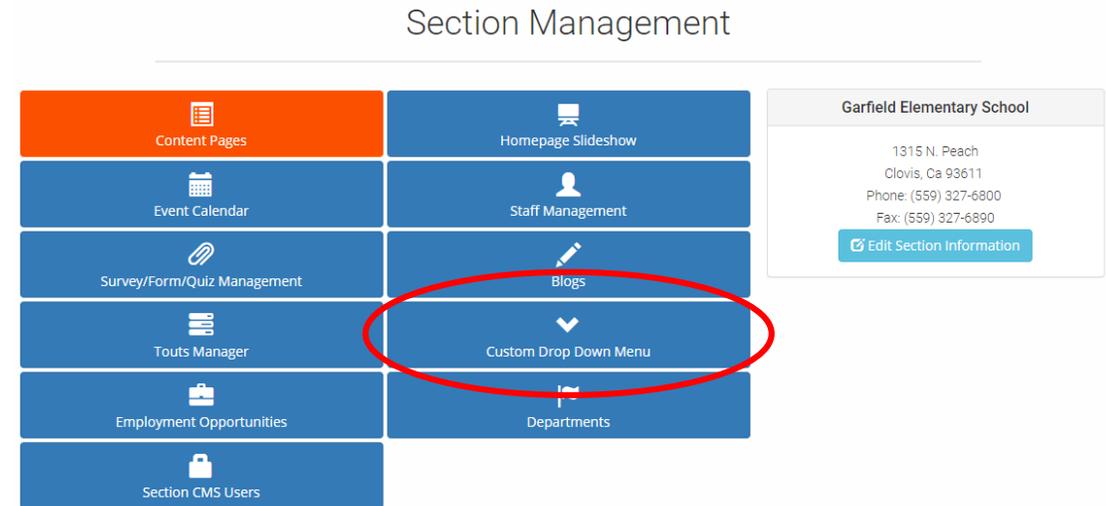
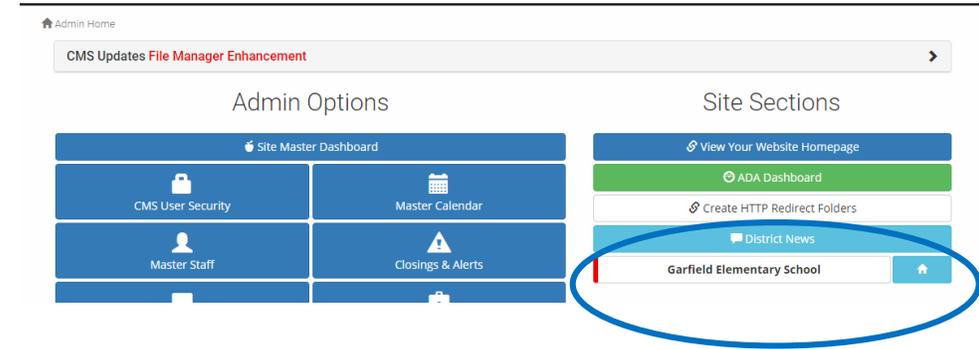
Copy the URL of the website you want users to be taken to and paste it here: (ie: [www.peachjar.com/23048029](http://www.peachjar.com/23048029))

# 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.
- To change the order of the page in the dynamic side navigation, you must click Add Page, click the arrow next to your desired section, and drag the page into the order you want.

# THEN: Go to your mega menu to add the URL there too

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 row 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, indicating a function to add or manage items. The interface is titled 'About' at the top left.

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:

Same Window

Save

Save & New

Cancel

Title of your page (ie: Peachjar)

Paste the URL you want users to be taken to here.

CHANGE this to **New Window** so that they don't fully leave your website.

## 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

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Edit ↑ ↓

# To test the link of the redirect:

The screenshot shows the website [garfield.cusd.com](http://garfield.cusd.com). The header includes the school logo and name: **GARFIELD ELEMENTARY**, Part of the Clovis Unified School District. The navigation menu has tabs for HOME, ABOUT, PARENTS, and STUDENTS. The PARENTS tab is active, and a dropdown menu is open, listing various links. A blue arrow points to the 'Volunteers' link in the dropdown. Below the navigation is a large banner for 'GARFIELD MULTI-CULTURAL WEEK' featuring a group of children in traditional attire. At the bottom, there are three red buttons: 'SCHOOL NEWS', 'CALENDAR OF EVENTS', and 'Preschool!' with a timestamp '08/08/2019 09:30 AM'.

1315 N. Peach Clovis, Ca 93611 | (559)

**GARFIELD ELEMENTARY**  
Part of the Clovis Unified School District

HOME ABOUT **PARENTS** STUDENTS

- Enroll
- IDAC
- Lunch Menu
- Parent Committees
- Parent Connect
- Paw Prints
- P.E. Schedules
- Report an Absence
- Supply Lists
- Volunteers

**GARFIELD MULTI-CULTURAL WEEK**

SCHOOL NEWS CALENDAR OF EVENTS Preschool!  
08/08/2019 09:30 AM

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!

Then, check if the dynamic nav link takes you to the redirect as well.

The screenshot shows the navigation menu with the following structure:

- Home \ Parents \ Volunteers
- Parents** (highlighted in red)
- Enroll
- IDAC
- Lunch Menu
- Paw Prints
- Parent Committees
- Parent Connect
- P.E. Schedules
- Report an Absence
- Supply lists
- Volunteers** (highlighted in dark grey)