



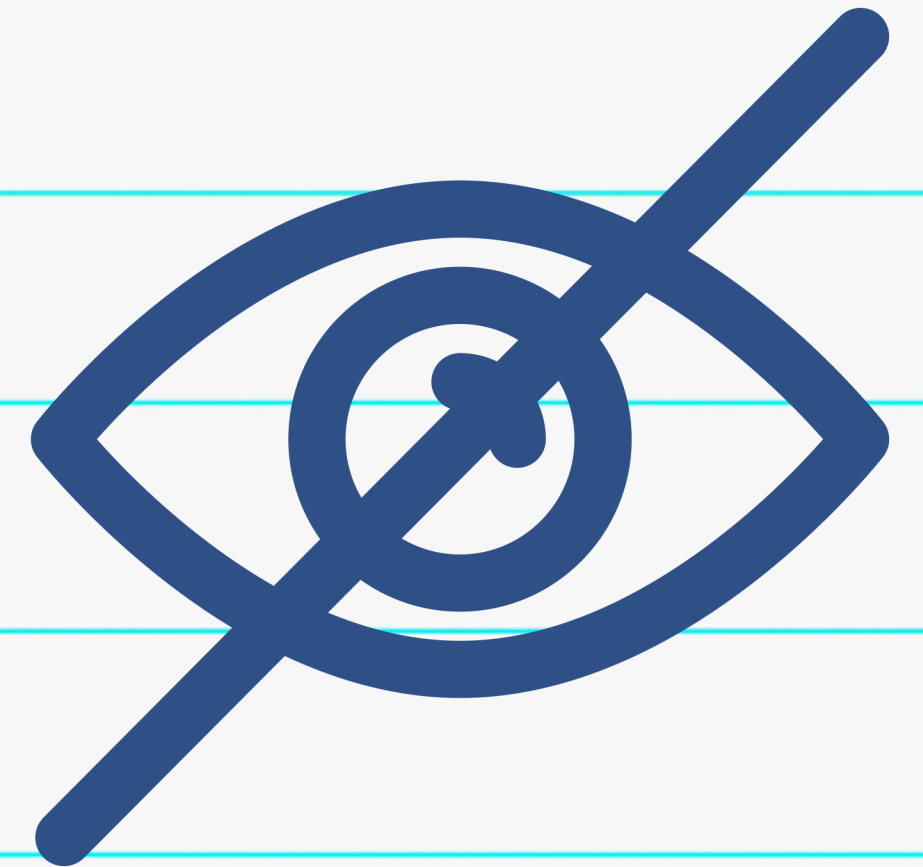
# CREATING A HIDDEN PAGE

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with eSchoolView

# WHEN TO USE A HIDDEN PAGE:

- To prepare a page in advance so it's hidden from the public but ready to be pushed live when it's time.
- To create "sub-pages" for one of your pages that aren't shown on the dynamic right navigation.



# CREATING A HIDDEN 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

The screenshot shows the 'Content Page Management' interface. At the top, a black editing bar contains 'Edit Page', '+ Add Page', 'Help', and 'Log Out'. A red circle highlights the '+ Add Page' button, with a blue circle containing the number '1' above it. Below this, the 'Section Homepage' section shows 'Clovis High School [ClovisHighSchool\_home.aspx]' with creation and modification dates. The 'Interior Pages' section has a red circle around the '+ Interior Page' button and another around the 'open all' button. A list of interior pages follows, each with a green '+', a trash icon, and a red 'x' icon. A blue circle with the number '2' is next to the 'Academics' row, and a blue circle with the number '3' is next to the 'Athletics' row, which also has a red circle around its icons. A 'Content Page Search' button is in the top right.

4. In the "Add a New Content Page" window, enter your page title.
  - a. This will appear at the top of your page as the page header.
5. UNCHECK the "Show Page in Dynamic Nav" box
  - a. This will create a "hidden page" that will only be visible to those who have the direct link or know the exact URL of the page.
6. Ignore all other sections. DO NOT make changes to these sections.
7. Click "Save" to create the page.

The screenshot shows the 'Add a New Content Page' window. At the top, the title 'Add a New Content Page' is displayed. Below it is a green header bar with the text 'Add a New Content page'. The main content area contains a 'Page Title:' label and an input field, with a blue circle containing the number '4' next to the label and a blue circle containing the number '5' next to the input field. Below the input field is a checkbox labeled 'Show Page in Dynamic Nav'. A large red rectangular overlay with the word 'IGNORE' in white capital letters covers the lower portion of the window, including the 'Grid' and 'Number of Windows' sections. At the bottom of the window, there are two buttons: a green 'Save' button and a red 'Cancel' button, with a blue circle containing the number '7' next to the 'Save' button. On the left side of the window, there are two sections: 'Custom Page Templates' and 'Manage Your Templates', with a blue circle containing the number '6' next to the 'Custom Page Templates' section.

8

8. Click the General Settings tab.

9. "Active" box:

a. If you want someone to be able to access the page with the link, leave the "Active" box checked.

--if you're collaborating on page design with someone

--if you've created a sub-page that you will link to but don't want on the right navigation

b. if you don't want anyone to see the page at all, uncheck the "Active" box

--recommended until you are ready for the page to go live

10. Click "Save Changes".

General Settings

Window #1 Content

Move Content

Move Page

### Page Settings & Options

Page Title:

Digital Communications Training Portal

Friendly URL:

DigitalCommunicationsTrainingPortal.aspx

Meta Keywords

Meta Description:

Search Terms:

100 character limit, comma separated: term1, term2, term3

?? characters left.

9

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

Tout Group Display:

None

Link to File:

Choose File No file chosen

External URL:

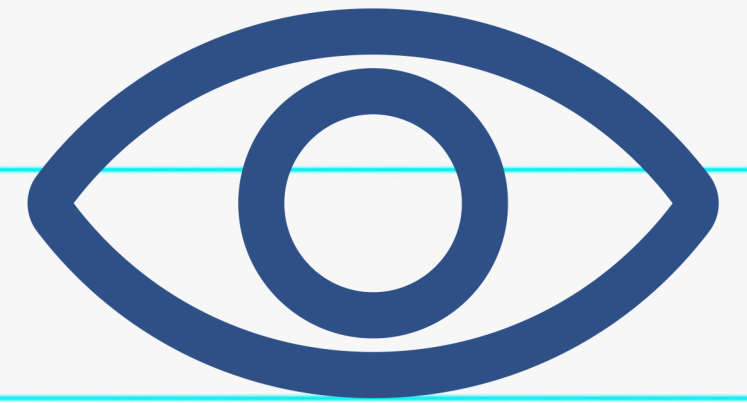
contentpage.aspx OR http://externalUrl.com

10

Save Changes

# TO UN-HIDE YOUR PAGE:

1. Access the page by clicking "Edit Page" in the top black bar.
2. Click the General Settings Tab.
3. Check the "Active" box (if not already checked).
4. Check the "Show in Dynamic Navigation" box (if you want the page to appear in the right navigation).
5. Save your changes.



HAVE QUESTIONS?  
LET ME KNOW!



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