

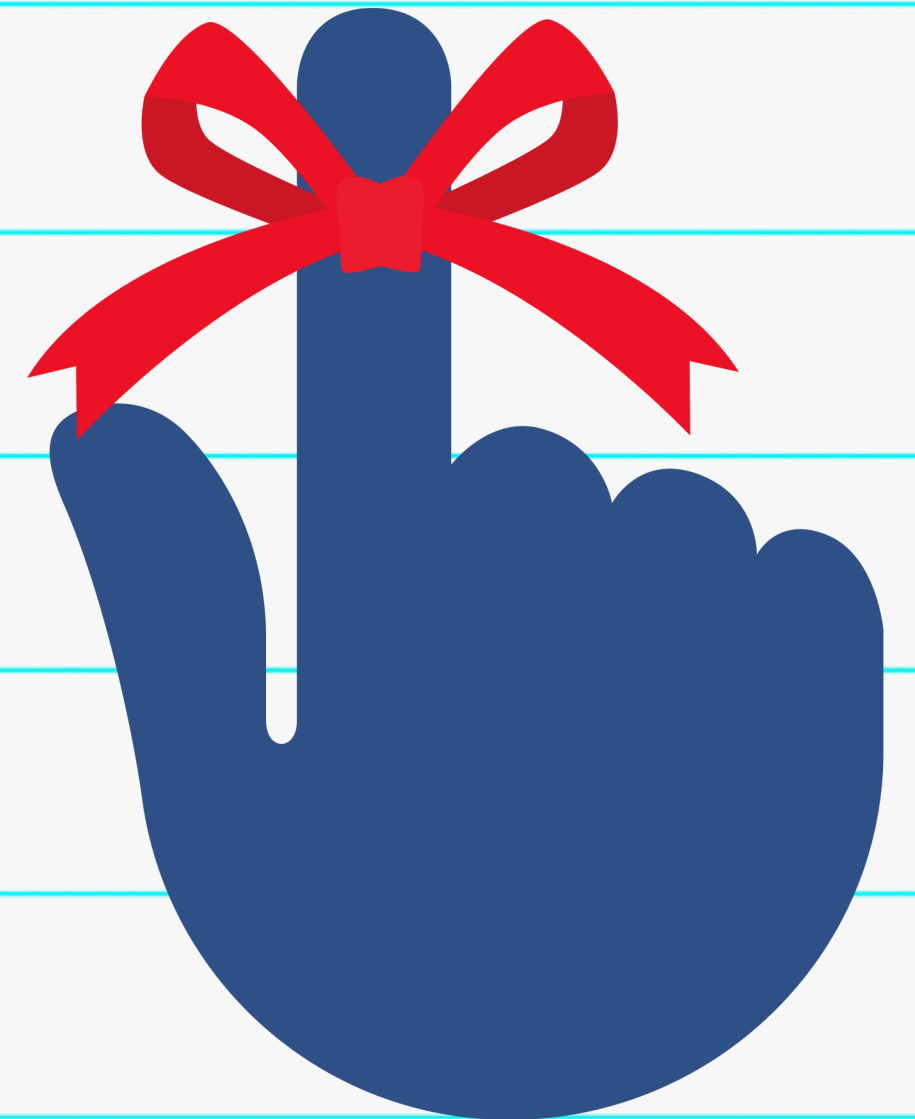


# CREATING A REDIRECT TO AN --- EXTERNAL SITE

**School  
Websites Only!**

# REMEMBER!

- You must add the re-direct in TWO places:
  1. The actual page dynamic navigation
  2. The mega-menu dropdown



CREATING A

NEW PAGE

(IF YOU NEED ONE!)



1. Click "Add Page" in the top black editing bar.

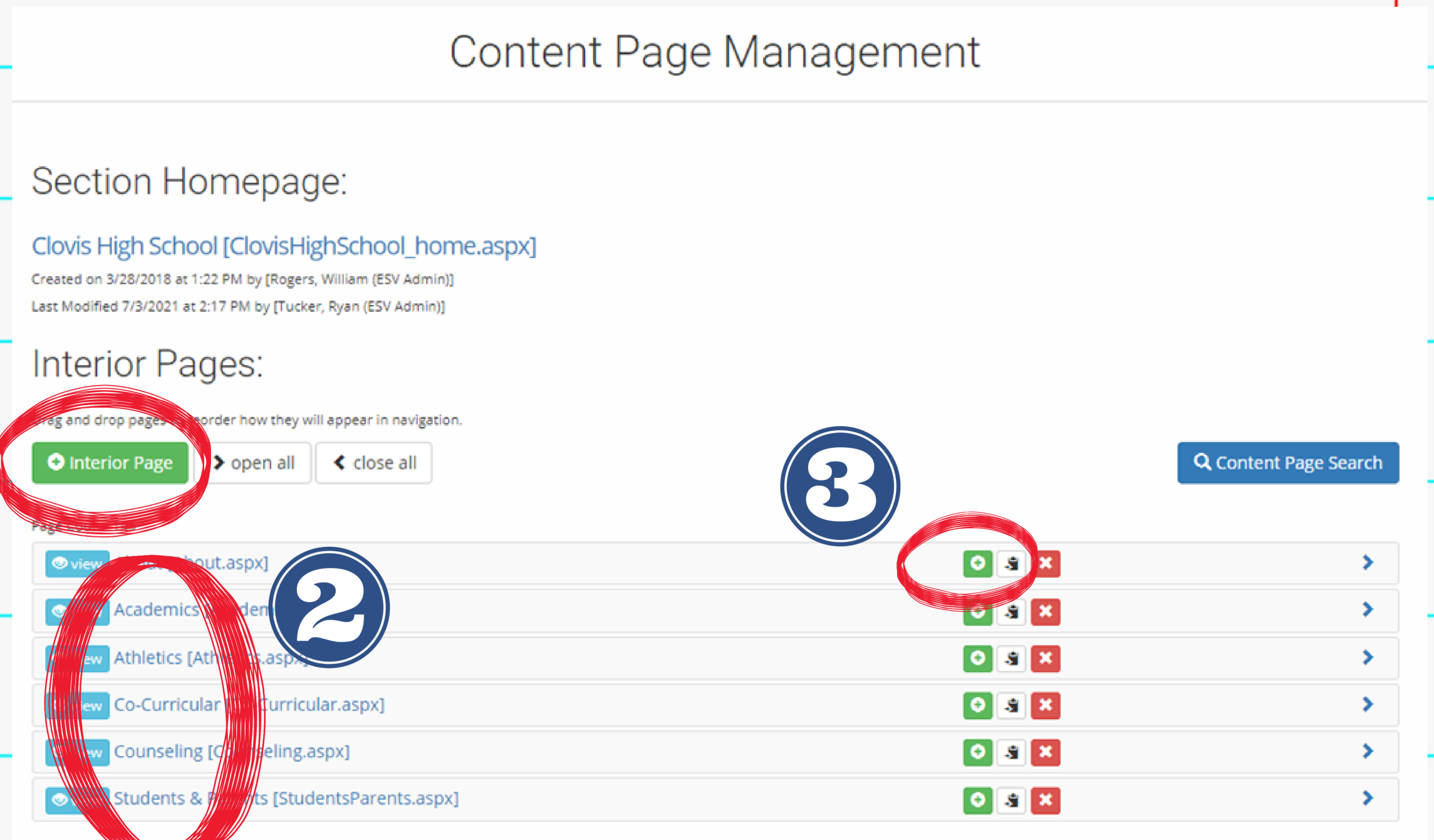
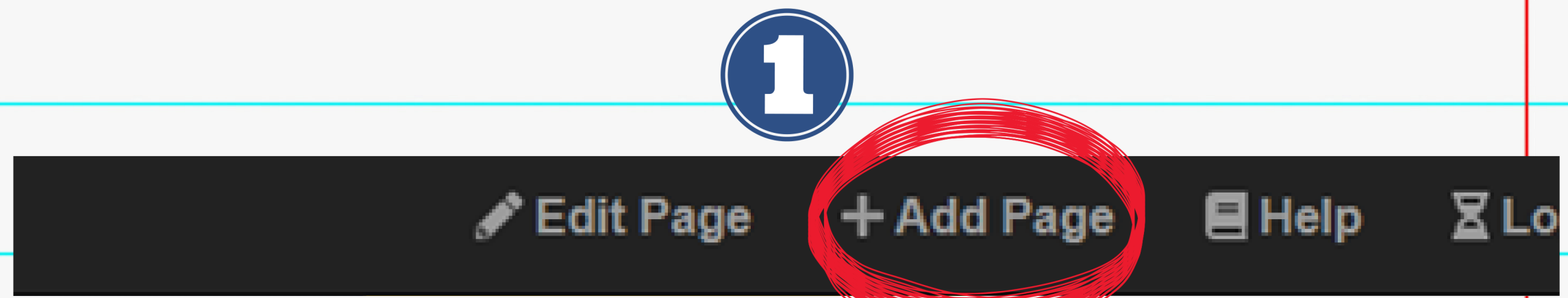
2. A list of your school website's interior pages will appear in the sections in which they live.

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

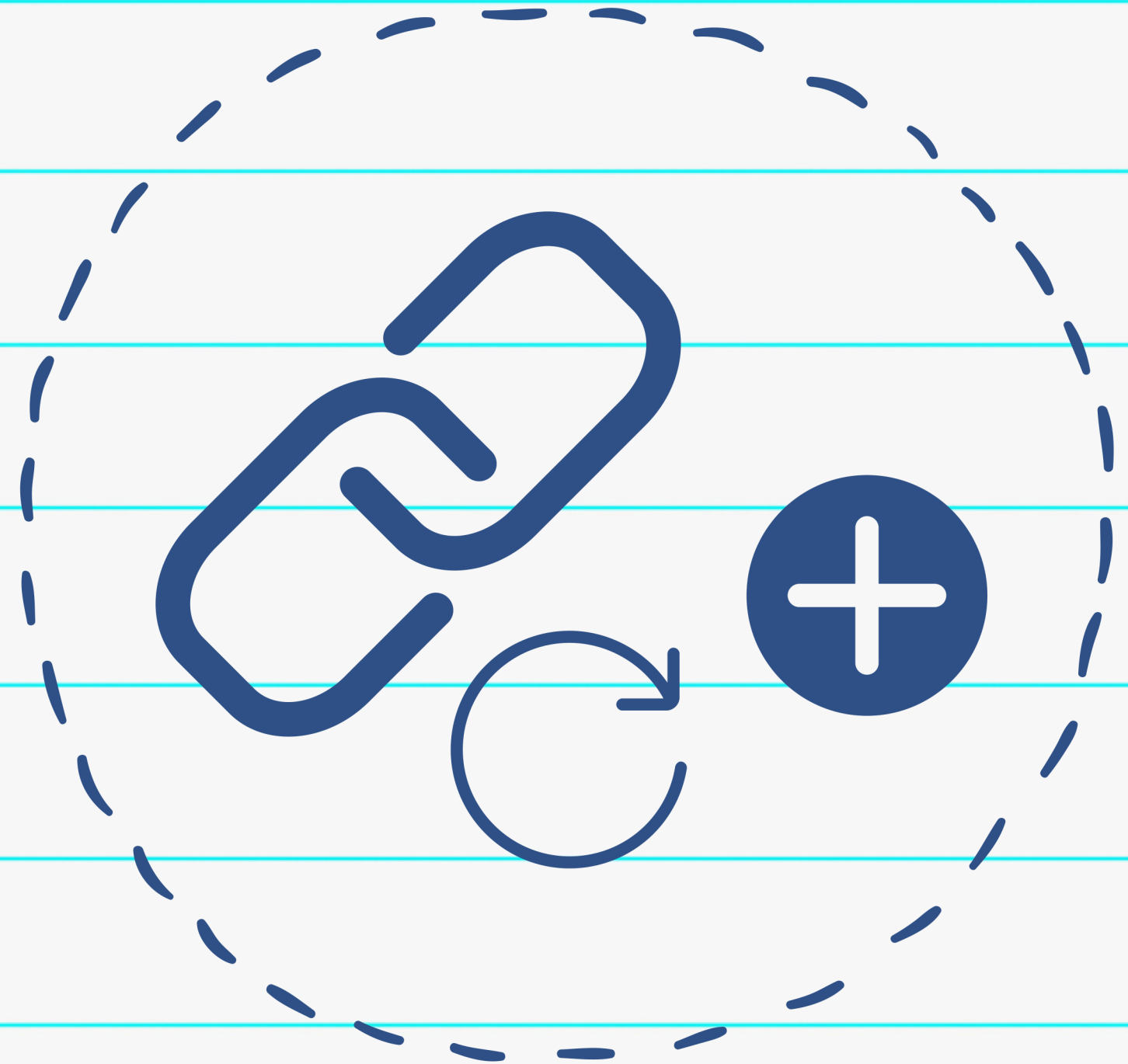


## Your new page is created!

- **Dynamic Navigation:**
  - your new page **will** automatically show in your dynamic navigation on the right of your website (unless you chose to hide it)
- **Main Dropdown Menu:**
  - your new page **will NOT** automatically appear in the main dropdown menu unless you add it. If you want your page to be discoverable from the main dropdown menu, you must manually add it.
- See instructions in the next section for adding to dropdown!

The screenshot shows a school website for Clovis High School. The main navigation bar includes 'ACADEMICS', 'COUNSELING', and 'STUDENTS & PARENTS'. A red callout box over the 'ACADEMICS' menu states: 'Main Dropdown Menu (will not automatically show; you must add it yourself manually)'. The 'Athletic Resources' dropdown menu is visible, listing items like 'Athletic Status Updates', 'Student Forms', 'Eligibility', 'Code of Conduct', 'CIF', 'Athletic Camps', 'Athletic Trainers', 'Strength Conditioning', 'Cougar Cubs', 'Title IX', 'College Athletics', 'Game Day Experience', 'Frequently Asked Questions', 'Events', and 'Tickets'. A red circle highlights 'Student Forms' in this menu. On the right, the 'Athletics' dynamic navigation menu is shown, listing 'Athletic Resources', 'Athletic Status Updates', 'Student Forms', 'Code of Conduct', 'CIF', and 'Athletic Camps'. A red callout box over this menu states: 'Dynamic Navigation (will automatically show unless you chose to hide it)'. A red circle highlights 'Student Forms' in this menu as well. The breadcrumb trail at the top right reads 'Home \ Athletics \ Athletic Resources'.

ADDING THE  
REDIRECT TO  
YOUR PAGE

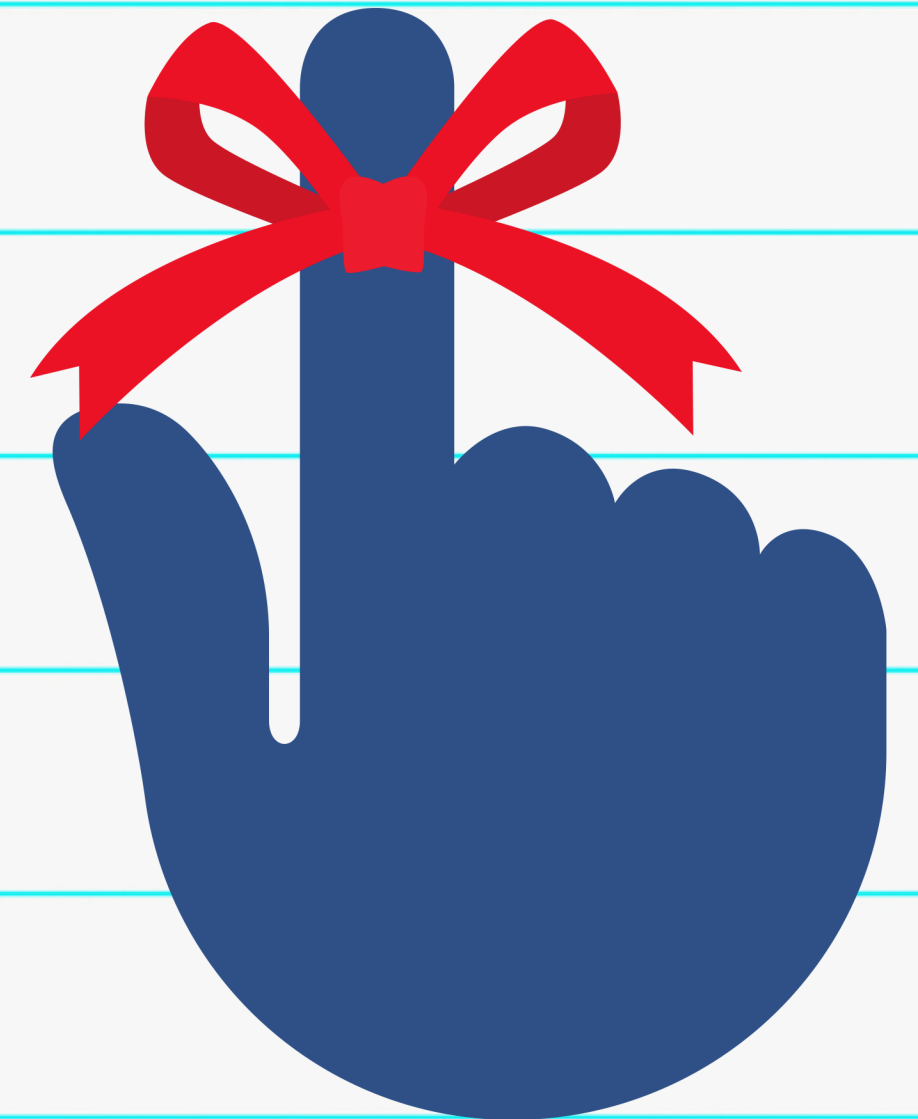


1. On the page you want to have redirect to an external site, click the "General Settings" tab.
2. If you want to change the Page Title, change it here.
3. When redirecting to another site, leave the Friendly URL as-is.
4. IGNORE this section.
5. Copy the URL of the page you're redirecting to and paste it here.
6. Click "Save Changes".

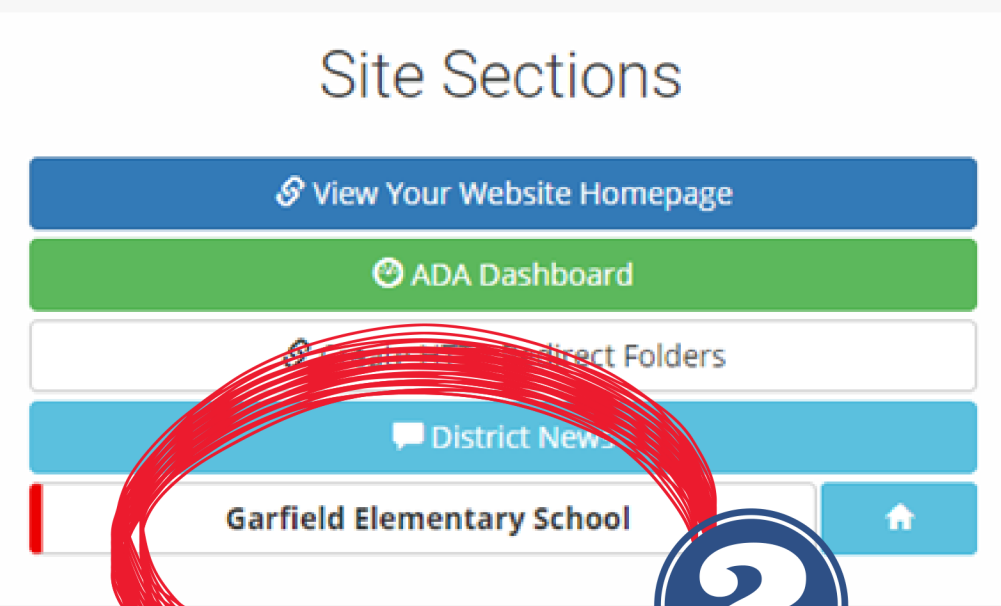
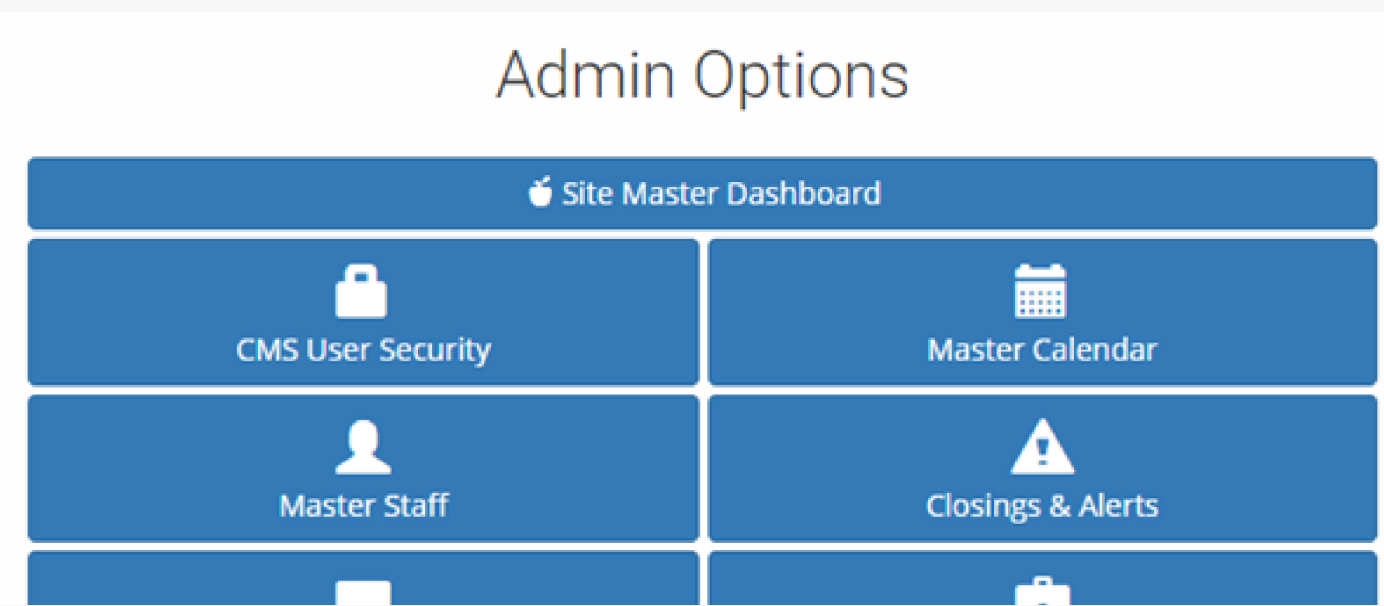
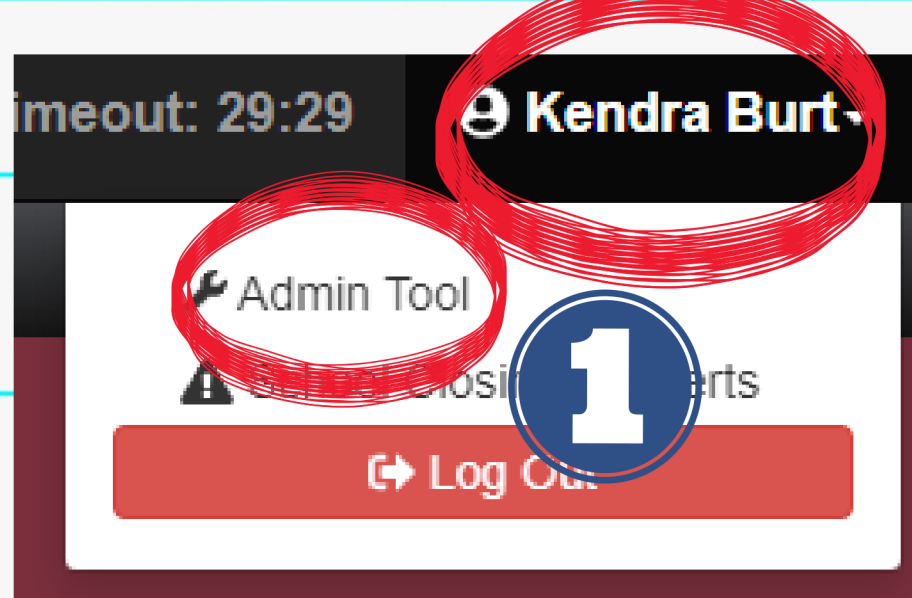
The screenshot shows the 'Page Settings & Options' interface. At the top, there are tabs: 'General Settings' (circled in red and labeled '1'), 'Window #1 Content', 'Move Content', and 'Move Page'. Below the tabs, the title 'Page Settings & Options' is displayed. The 'Page Title' field (labeled '2') contains 'Volunteers'. The 'Friendly URL' field (labeled '3') contains 'Volunteers.aspx'. A large red box highlights the 'Meta Description' section, which includes 'Search Terms' (comma separated: term1, term2, term3), a 'NOTE: if you need to remove them, simply delete them and click Save', and several checkboxes: 'Active' (checked), 'Show in Dynamic Navigation' (checked), and 'Page Password Group' (Public Access). The 'Navigation Display Type' is set to 'Show Entire NAV' and 'Tout Group Display' is set to 'None'. At the bottom, the 'External URL' field (labeled '5') contains 'contentpage.aspx?URL http://www.example.com'. The 'Save Changes' button (labeled '6') is highlighted with a red circle.

# REMEMBER!

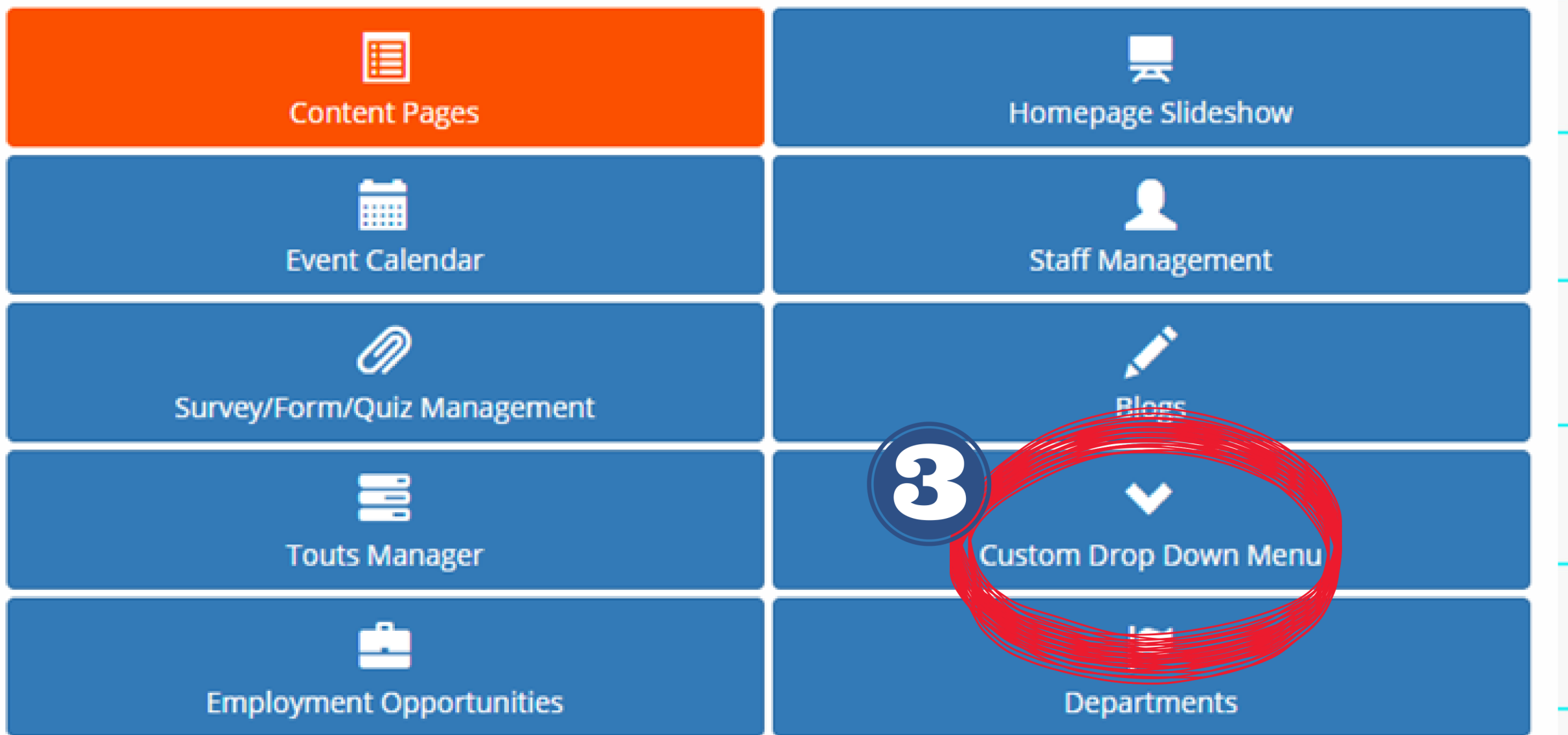
- When you add an internal page and add it to the mega-menu, it automatically goes to the bottom of the dynamic navigation (side nav) list and the dropdown list
- To change the order of the page in the dynamic side navigation, you must click "Add Page", click the arrow next to your desired section, and drag the page into the order you want





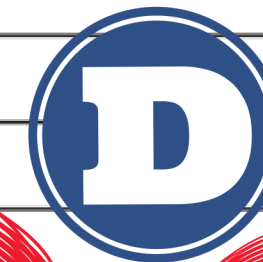
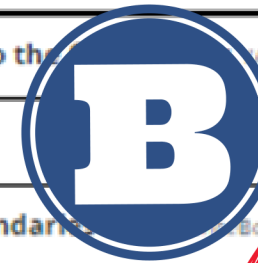


1. Click your name in the top black editing bar. Click "Admin Tool".
2. Under Site Sections, click on your school's name.
3. Click the "Custom Drop Down Menu" button.



4. Scroll down to the section to which you want to add your page to the dropdown menu. Some schools have multiple sections of a category:

- a. each break is a new column
- b. you can drag columns up or down in order (they are ordered from left to right) by clicking on the blue border and dragging to the desired position
- c. **HOWEVER** you cannot move menu items from one column to another. They **MUST** be re-added from scratch
- d. To edit, delete or re-order your dropdown menu, use the controls on the right. To re-order, simply drag them into order.



The screenshot shows a 'Sub Group' titled 'About' with a list of menu items. Each item has an 'Edit' and 'Delete' button. The items are:

- 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 Board /AnnualReport.aspx
- LCAP /LCAP.aspx
- Attendance Boundaries /AttendanceBoundaries.aspx
- Foundation for Clovis Schools http://www.foundationforclovis.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]

Red circles highlight the blue borders of the menu items (A), the edit and delete buttons (D), and the 'Add Item' and 'Delete' controls at the top of each section. Blue arrows indicate re-ordering actions: one arrow points from the 'Attendance Boundaries' item to the 'CUSD Snapshot' item, and another points from the 'Board Meetings & Archives' item to the 'Board Policies' item. A blue circular arrow indicates a re-ordering action within the 'Board' section.

5. In the section you want to add a page, click "Add Item".
6. Make the following updates in the Manage Mega Menu window that appears:
  - a. Item Type: keep Link selected
  - b. Item Text: enter the title of your page (same as it appears on the top of your page)
  - c. Item URL: paste (Ctrl.+V) the URL you want to redirect to.
  - d. URL Target: change this to "New Window", since you're linking to an external page outside your school site.
7. Click "Save". Test your new link by visiting your homepage and clicking the new link. Make sure it opens in a new window.

The screenshot shows the 'Manage Mega Menu' interface. At the top, a blue header bar contains a '+ Add Item' button circled in red, with a blue circle containing the number '5' above it. Below the header, a table lists menu items: 'CUSD Snapshot [TITLE]' and 'Superintendent's Message /Superintendent.aspx'. The main area is titled 'Manage Mega Menu'. Under 'Item Type', the 'Link' radio button is selected and circled in red, with a blue circle containing the number '6' to its left. Below this are three input fields: 'Item Text:', 'Item URL:', and 'URL Target:'. The 'URL Target' dropdown menu is currently set to 'Same Window'. At the bottom, three buttons are visible: 'Save', 'Save & New', and 'Cancel'. The 'Save' button is circled in red, with a blue circle containing the number '7' to its left.

HAVE QUESTIONS?  
LET ME KNOW!



**Kendra Burt**

*Digital Media Specialist*

**[KendraBurt@cusd.com](mailto:KendraBurt@cusd.com)**

**x79030**