

NAVIGATION BUILDER

This tool is used to set up and maintain the navigation links for your Web site. That is, you will use this tool to add, update, delete and move pages within your site.

UNDERSTANDING THE NAVIGATION BUILDER HOME:

- 1) Click on the Navigation Builder link on the administration toolbar.
- 2) The Navigation Builder Home page will result. This page will display your current Web site map as well as allow you to update any of your current pages.

Level	Link Name	Page Type	Page Detail	Update	Delete	Preview
1	Riverside	Internal Web Page	Page Detail	Update	Delete	Preview
2	Welcome	Internal Web Page	Page Detail	Update	Delete	Preview
1	High School	Internal Web Page	Page Detail	Update	Delete	Preview
2	Art Dept	Internal Web Page	Page Detail	Update	Delete	Preview
2	Drama	Internal Web Page	Page Detail	Update	Delete	Preview
2	English Department	Internal Web Page	Page Detail	Update	Delete	Preview
3	Wisconsin Authors	Internal Web Page	Page Detail	Update	Delete	Preview
2	Foreign Language	Web site Link	N/A	Update	Delete	Preview
2	Media Center	Internal Web Page	Page Detail	Update	Delete	Preview
2	Music Dept	Internal Web Page	Page Detail	Update	Delete	Preview
3	Band	Web site Link	N/A	Update	Delete	Preview
3	Choir	Internal Web Page	Page Detail	Update	Delete	Preview
3	Orchestra	Internal Web Page	Page Detail	Update	Delete	Preview
2	Science Dept.	Internal Web Page	Page Detail	Update	Delete	Preview

- 3) Each column of this table has a unique function. The items below will explain these from left to right.
 - a. Level: 1st level links are the main links that always appear on your site. In order to view the 2nd level links, users must click the 1st level link above this link. Similarly, the 3rd level links can be viewed in a 'pop-up' by mousing over the 2nd level links.
 - b. Link Name: This shows how the link will appear in the navigation area. Note that these are indented so that the levels are easy to identify.
 - c. Page Type: This tells whether the link goes to an Internal Web page (Page) or an external Web site (Link). This will be explained in greater detail below.
 - d. Page Detail: This will bring you to the page detail for this individual page. The page detail is the content that exists on this page.

- e. Update: This will allow you to change anything about this page that relates to the navigation itself. (See Adding a Page below).
- f. Delete: This will allow you to delete this individual page. You will only be able to delete this page if it is currently empty (This is to ensure that you do NOT delete a page by accident). Therefore, you may need to delete all the page detail prior to deleting the page with this link.
- g. Preview: This will open the selected Web page in a new browser window. This is a convenient way to check your work and view a page as a general user will see it.

ADDING A PAGE:

- 1) Click Add Page at the top of the Navigation Builder Home page. This will bring up the Add Page utility.

Navigation Builder

[Add Page](#)

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1	High School	Internal Web Page	Page Detail	Update	Delete	Preview
2	Art Dept	Internal Web Page	Page Detail	Update	Delete	Preview
2	Drama	Internal Web Page	Page Detail	Update	Delete	Preview
2	English Department	Internal Web Page	Page Detail	Update	Delete	Preview
3	Wisconsin Authors	Internal Web Page	Page Detail	Update	Delete	Preview
2	Foreign Language	Web site Link	N/A	Update	Delete	Preview
2	Media Center	Internal Web Page	Page Detail	Update	Delete	Preview
2	Music Dept	Internal Web Page	Page Detail	Update	Delete	Preview
3	Band	Web site Link	N/A	Update	Delete	Preview

- 2) Type in a Navigation Link name. This is the link itself that will appear in your left side navigation bar.
- 3) Choose a Page Navigation Type.
 - a. Internal Web page: This option will be used for most of your links. By selecting this option, you are dictating that this link will be for a new page within your Web site.
 - i. Physical File: This is the file name that will be used for this page. **Each page must have a unique physical file name.** If you choose a name that already exists for another page, a warning message will appear. Do not replace pages unless you created them and do not need them any more. This file name cannot have any spaces, just letters, numerals and underscores. Examples of good page names are: ath_wrestling_roster, rms_smithj_assignments, Webster_pto_schedule, whs_adamss_ch1_review. When

creating a page name, please observe the following three part naming convention to avoid duplication of names.

1. The first part should use a prefix from the following list that best fits the location that the page is created for followed by an underscore.
 - wusd_** for pages that span several buildings
 - esc_** for central office information
 - ath_** for athletics pages
 - whs_** for high school pages
 - rms_** for middle school pages
 - douglas_** for Douglas elementary pages
 - lebanon_** for Lebanon elementary pages
 - lincoln_** for Lincoln elementary pages
 - schurz_** for Schurz elementary pages
 - webster_** for Webster elementary pages
 2. Next, identify the page according to department, teacher, or area followed by an underscore. (e.g. science_, loganb_, office_, etc.)
 3. Finally, use some sort of descriptive word or phrase separated by underscores that describes the page. This should be as short as possible and may include abbreviations. (e.g. main_page, main, index, assignments, grading_rubric, ch1_sec2_notes, etc.)
- ii. Page Title: This is an optional field. The text that you enter into this box will appear in the title area of this page. It is recommended that you include a title for each page.
 - iii. User Side Security: By default, all new pages will be accessible to the general public. If you click on this check box, you will be able to secure this page so that it can only be viewed by Web site members with a username and password.
- b. Web Site link: This option will be used for linking to a specific Web site address. This could link to a Web address on some other external Web site OR it could link to a file within your Web site.
 - i. Type: Decide whether clicking on this link will bring your Web site users to a new Web site window or keep them within the current window.
 - ii. URL: Type in the full Web address of the desired destination. Be sure to include the http://. Also, you can save yourself some work by going to the desired address in another browser, copying the Web address out of the address bar and pasting it into this field.
- 4) Choose the Navigation Link status. This will allow you to temporarily make a page inactive. When inactive, the page will still exist but it will not be part of the navigation links on the left side. This will default to “active” for all new pages.

- 5) Dictate the Navigation Order. Use this drop down to select where in the navigation this link will appear.
- 6) Select the desired Navigation level.
 - a. Level 1 links are the main links on the left side.
 - b. Level 2 & 3 links are the lower level links that users can get to by first clicking on a higher level link.
 - c. Notice in the figure above, that lower level links are indented in on the Web site map. This makes it much easier to read the Web site map.
- 7) Click Add to add the new page.