

Adding Navigation Sub-Folders

Important

The top navigation will be created for you by Information Services. Top navigation items cannot be renamed and you cannot add or delete top navigation items.

Cascade uses a folder structure for its navigation and page placement. All Navigation Folders will be created for your site. You will not have access to add or delete any Navigation Folders as this would change your Top navigation.

You do have access to add Navigation Sub-Folders which will appear in the left-side navigation area on subpages.

WHY create a navigation sub-folder? If you have multiple sub-topics related to a main topic, create a subfolder and index page. Then create content pages for each sub-topic – see example below:

Example: You have a Navigation Folder entitled “Future Students” which appears in your top navigation bar. You have a topic “Admission” which has several sub-topics related to it. You would create a Navigation sub-folder called Admission, and index page also called Admission, and then create content pages in the Navigation sub-folder for each of the sub-topics (e.g. admission requirements, application process, GPA& MCAT minimums, etc). You also have other topics related to Future Students that do not have sub-topics. For these you would create content pages (e.g. combined degree programs, faq, financial matters, post admission).

The image shows a navigation menu with the following items and annotations:

- Future Students** (Navigation folder)
- Admission** (Navigation Sub-folder)
 - Admission
 - Admission Requirem...
 - Application Process
 - GPA & MCAT Minimu...
 - Important Dates
 - Indigenous Applicants
 - Program Preference
 - Transfer Students

Multiple sub-topics related to the main topic "Admission"

In this case, a Navigation Sub-folder and index page are needed.
- Combined Degree Prog...
- FAQ
- Financial Matters
- Future Students
- Post Admission

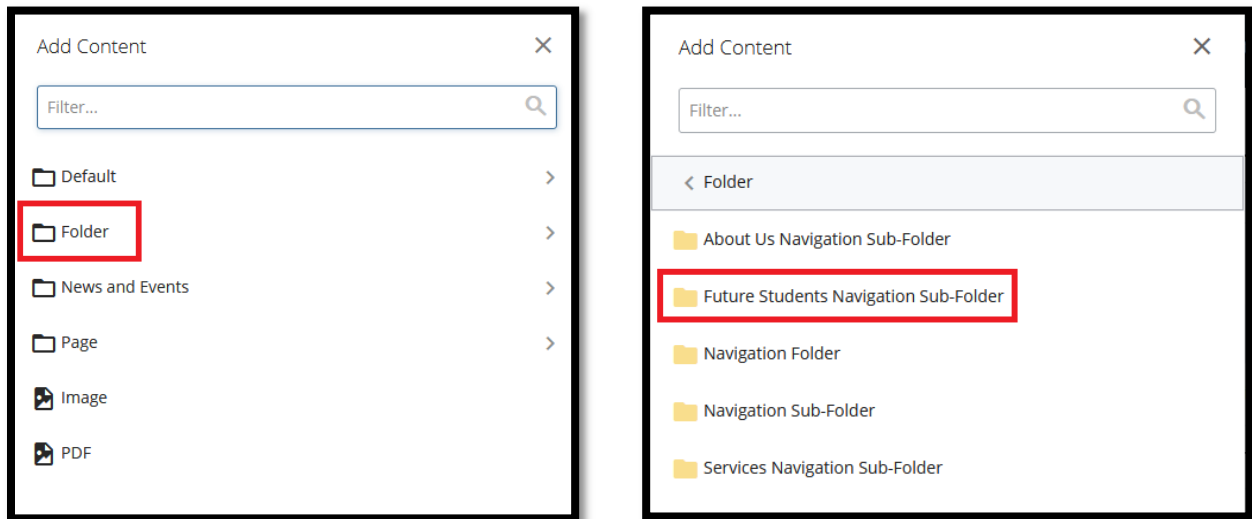
Topics related to "Future students". Create individual content pages. Navigation sub-folder NOT required.

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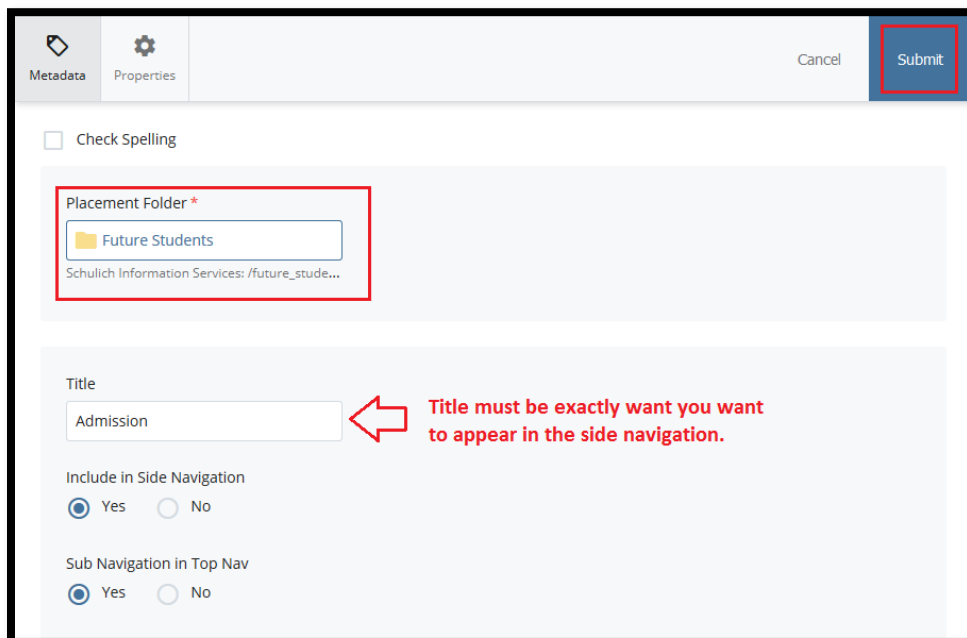
Do **NOT** create a navigation sub-folder if you are only adding one page. Only create Navigation Sub-Folders if you have several pages related to the same topic as noted above.

To add a sub-navigation folder:

Click Add Content > Folder > and the correct Navigation Sub-Folder.



The following window will open. Add the title and click “Submit”.



Once you folder has been created, you need to create the Navigation Index page.

Adding Navigation Sub-Folder Index Page

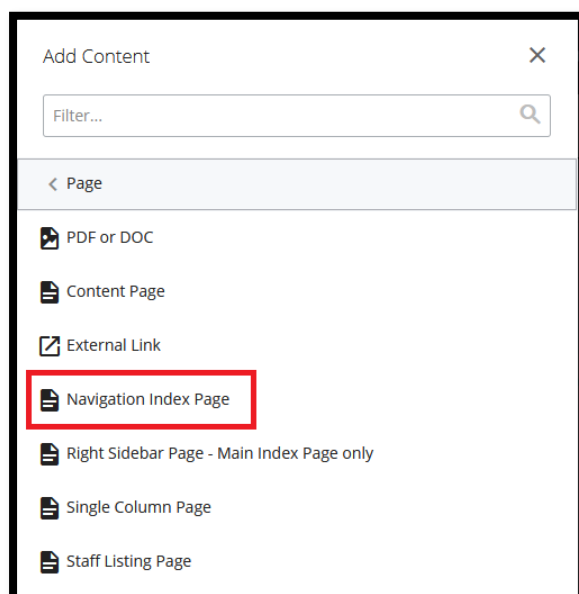
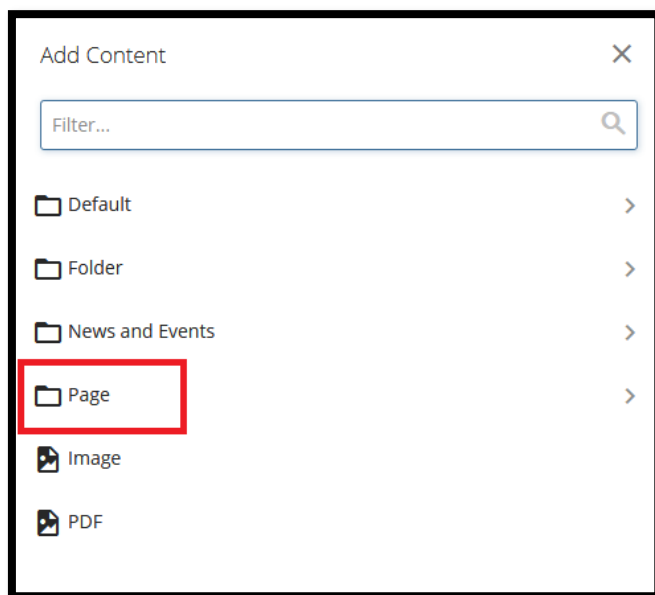
Every folder **MUST** have an index page if you want it to appear in the side navigation. Folders for images and documents (e.g. img & docs) do not require index pages.



The title must be exactly what you want to appear in the side navigation and you **MUST** have an index page with the EXACT same title.

To create the sub-folder index page, ensure the folder you are adding the index page is highlighted.

Click: Add Content > Page > Navigation Index Page



The following window will open:

The screenshot shows a configuration window with a top navigation bar containing 'Content', 'Metadata', 'Configure', and 'Fullscreen' tabs. On the right, there are 'Draft saved', 'Close', and 'Save & Preview' buttons. A red box highlights a three-dot menu icon in the top right corner, with a red arrow pointing to it. The main content area has two sections. The first section, 'Page Name *', has a text input field containing 'index'. The second section, 'Placement Folder *', has a dropdown menu showing 'Admission' with a red underline and a red arrow pointing to it. To the right of this dropdown is a red arrow pointing left and the text 'Confirm you are in the correct Placement Folder.'. Below this is the 'Display Name' section with a text input field containing 'Information Services'. The 'Title' section has a text input field containing 'Admission' with a red arrow pointing to it and the text 'Add the Title, which MUST be identical to the Title of the navigation sub-folder, and click "Save & Preview".'. Below the title section are two sections with radio buttons: 'Include in Top & Footer Navigation' (Yes selected) and 'Include in Side Navigation' (Yes selected).

Confirm you are in the correct Placement folder.

Add the Title which MUST be identical to the Title of the navigation sub-folder, and click “Advanced Submit” (three vertical dots) icon and then “Submit”.

Do this for each navigation sub-folder you need to create.