How to set up *Hierarchy List* Navigation in your *section*

1. *Hierarchy* has to be enabled for a *section* by your Site or Subsite Director.

2. Create all of the *pages* you want to include in your *section*. (Note: you can still add *pages* to your list at a later date. If you do create them they will only be visible on the website if you have added them to your *Hierarchy List*.)

3. Click on the *Hierarchy List* button at the top of the *Section Workspace*, under the *Manage Pages* tab. (See figure 1)

4. Click on the *Add Link* button (Figure 2). A window like the one in Figure 3 will show.

5. Begin organizing the *pages* in your *Hierarchy List* by adding links.

   a. Select the *page* you want to appear as your first link from the drop-down menu (see figure 3).

   b. Click on the *Select URL* button and the URL will automatically be placed in the URL field.

   c. Choose whether you want the *page* to open in a new window or in the same window by specifying in the *Target* field.

   d. Click on the *Save* button.

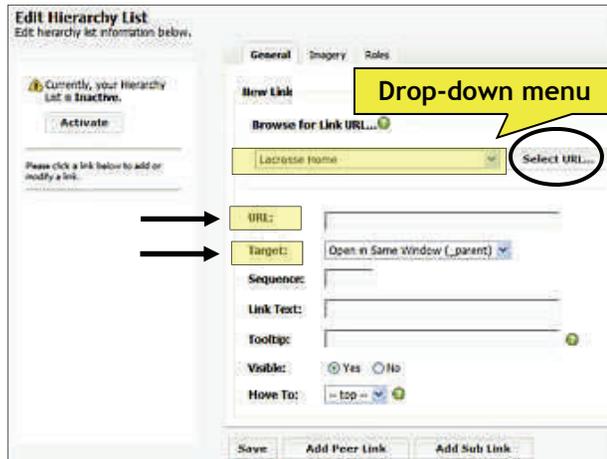Figure 1

Figure 2

Drop-down menu

Figure 3

6. Continue adding new links to your *Hierarchy List*. If you would like the next *page* to appear at the same level as the first link, click *Add Peer Link* before selecting the next *page*. If you would like the next *page* to appear underneath the first link, click *Add Sub Link* (See Figure 4). *(*Note that if you have chosen *Add Sub Link*, the *Move To* field should list the *page* under which you want to add your new *page*.)

   a. After clicking *Add Peer Link* or *Add Sub Link,* select the desired *page* from the drop-down menu.

   b. Follow the same steps as 5b and 5c.

   c. Click on the *Save* button.

7. Once you are through adding new links, activate the *Hierarchy List* by clicking on the *Activate* button (see Figure 5).
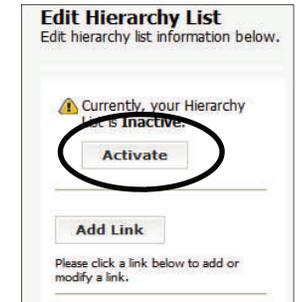
Figure 4

Figure 5

How to edit your *Hierarchy List*

1. Click on the *Hierarchy List* button in the Section Workspace in order to access your *Hierarchy List* for editing.

2. You will need to either click on the *Add Link* button or one of the existing links to continue (see Figure 6).

3. If you click on one of the existing pages, you will need to click *Add Peer Link* or *Add Sub Link* first before you add a new *page* to your list.

4. If you click on the *Add Link* button then you will continue by selecting a new page from the drop-down menu.

Figure 6

schoolwires® Academic Portal 4.3   Hierarchy Help Card

TIPS

- You can tell which *page* you have currently selected in your *Hierarchy List* when the name is highlighted and the pencil icon appears.

- Any changes you make when a *page* is selected will be made relative to that *page*. You should therefore note which *page* is highlighted when deciding to add a *Peer Link* (at the same level) or *Sub Link* (level below).

- You can change the sequence (order) within the level in which the *page* is listed by changing the number of the sequence.

- You can move a *page* to another location even after you have created the link. For example, if you placed a *page* below one *page* and you want to move it to another, simply change the *page* listing in the *Move To* field and save.

- Remember that you can add *pages* to your *section* at a later date, but the *page* will only appear to your visitor if you have created a link for it.

Page highlighted →
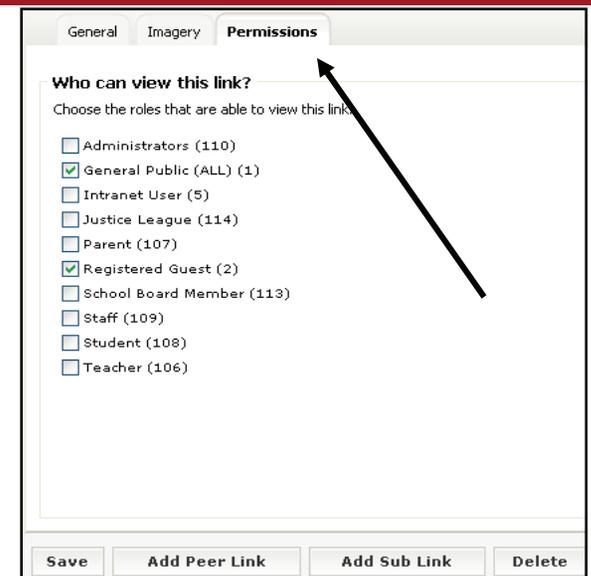
Move To →
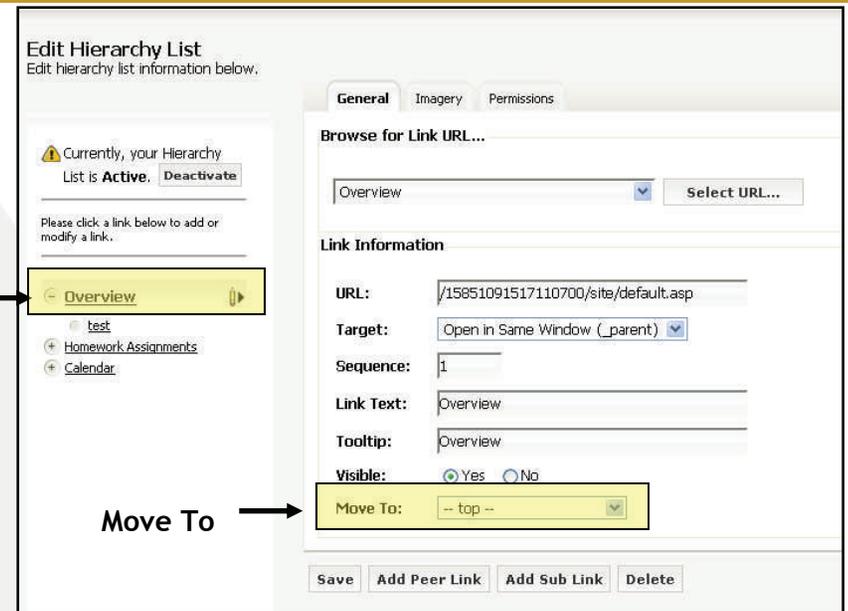
How to use a *Hierarchy List* to link to an external website or other *page* on your site, but outside of your *section*.

1. Instead of selecting a *page* from the drop-down list, type in the URL of the website you want to link to into the URL field. (For example, for the Weather Channel, you would type: http://www.weather.com)

2. In the *Target* field, choose whether you want the *page* to open in a new window or in the same window—> for an external link, you probably want it to open in a new window.

3. Type the text you would like to appear for the link into the *Link Text* and *Tooltip* fields.

How to control who sees a page link in a Hierarchy List

1. In the *Hierarchy List* window, click on the *Permissions* tab.

2. Select the roles which you would like to be able to see the link.