

# OIT Web Services | CommonSpot Help Guide

## Guide to Navigation: Accordion Nav

<http://www.ohio.edu>

### Guide to Navigation: "Accordion Nav"

1. Enter CommonSpot and go to **Manage : Navigation**, as shown below.

· Items in the **1<sup>st</sup> level** column (circled below) define **top level selections** on the page.

· Items in the **1<sup>st</sup> Level** column define links, which, when clicked, expand to show the items in the **2<sup>nd</sup> level** column.

· The **order** in which each section is displayed is indicated by the numeral that follows the name. This number is only for the convenience of the content contributor, and is never displayed.

The items **Get Started [1]** and **Support Systems [2]** from the screen above appear in 1-2 order on the actual web page, shown below.

· Items that appear in the **2<sup>nd</sup> level** column will appear when a **1<sup>st</sup> level** link is clicked, as shown on the web page below.

### Edit a 1<sup>st</sup> Level Link

1. Click the **Edit** (pencil) button in front of the **1<sup>st</sup> level** link you wish to edit. The **Edit** window will open, as shown below.

1. Enter a **Label** for the **1<sup>st</sup> level** link.

2. **URL:** field:

· If there **IS** a **2<sup>nd</sup> level** link, enter a # sign in the **URL** field because this **1<sup>st</sup> level** link exists only to display **2<sup>nd</sup> level** links.

· If there **IS NOT** a second level link, enter a **URL** in the URL field.

3. Choose a **Display Order** number that will position this **1<sup>st</sup> level** link among other **1<sup>st</sup> level** links.

4. Because this is a **1<sup>st</sup> level** (top level) link, select **No Parent (Top Level)** in the **Parent** field.

5. Click **Submit** to save your changes.

### Edit a 2<sup>nd</sup> Level Link

1. Click the **Edit** (pencil) button in front of the 2<sup>nd</sup> level link you wish to edit. The **Edit** window will open, as shown below.

1. Enter a **Label** for the 2<sup>nd</sup> level link.
2. Enter the **URL** you wish to open when this link is clicked.
3. Choose a **Display Order** number that will position this 2<sup>nd</sup> level link among other 2<sup>nd</sup> level links under this parent.
4. Select a **Parent** (the 1<sup>st</sup> level link, which, when clicked, reveals this 2<sup>nd</sup> level link.)
5. Click **Submit** to save your changes.

### **Add a 1<sup>st</sup> Level Link**

1. Click the **Add Link** button to open the **Add Link** window, shown below.

1. Enter a **Label** for the new 1<sup>st</sup> level link.

3. **URL**: field:

· If there **IS** a 2<sup>nd</sup> level link, enter a # sign in the **URL** field because this 1<sup>st</sup> level link exists only to display 2<sup>nd</sup> level links.

· If there **IS NOT** a second level link, enter a **URL** in the URL field.

4. Choose a **Display Order** number that will position this 1<sup>st</sup> level link among other 1<sup>st</sup> level links.
5. Select **No Parent (Top Level)** in the **Parent Link** field.
6. Click **Submit** to save the new link information.

### **Add a 2<sup>nd</sup> Level Link**

1. Click the **Add Link** button to open the **Add Link** window, shown below.

2. Enter a **Label** for the new 2<sup>nd</sup> level link.

3. Enter the **URL** you wish to open when this link is clicked.

4. Choose a **Display Order** number that will position this 2<sup>nd</sup> level link among other 2<sup>nd</sup> level links under this parent.

5. Select a **Parent** (the 1<sup>st</sup> level link, which, when clicked, reveals this 2<sup>nd</sup> level link.)

6. Click **Submit** to save the new link information.

### **Delete a Link**

1. Click the **Delete** (trash can) button adjacent to the 1<sup>st</sup> or 2<sup>nd</sup> level link that you wish to delete.
2. Click **Yes** when asked to confirm that you wish to delete this item.