

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 **1st level** column (circled below) define **top level selections** on the page.

· Items in the **1st Level** column define links, which, when clicked, expand to show the items in the **2nd 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 **2nd level** column will appear when a **1st level** link is clicked, as shown on the web page below.

Edit a 1st Level Link

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

1. Enter a **Label** for the **1st level** link.

2. **URL:** field:

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

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

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

Edit a 2nd Level Link

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

1. Enter a **Label** for the 2nd 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 2nd level link among other 2nd level links under this parent.
4. Select a **Parent** (the 1st level link, which, when clicked, reveals this 2nd level link.)
5. Click **Submit** to save your changes.

Add a 1st Level Link

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

1. Enter a **Label** for the new 1st level link.

3. **URL**: field:

· If there **IS** a 2nd level link, enter a # sign in the **URL** field because this 1st level link exists only to display 2nd 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 1st level link among other 1st level links.
5. Select **No Parent (Top Level)** in the **Parent Link** field.
6. Click **Submit** to save the new link information.

Add a 2nd Level Link

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

2. Enter a **Label** for the new 2nd 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 2nd level link among other 2nd level links under this parent.

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

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

Delete a Link

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