



USER GUIDE
Chapter 9
Edit Site and Section Hierarchy
Navigation

Schoolwires Academic Portal
Version 3.0

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Introduction

Earlier versions of the **Schoolwires® Academic Portal** contained Auto List Navigation. This navigation only allowed you to show *pages* at the *section* level. Beginning with Version 3.0, **Schoolwires** offers Hierarchy List Navigation.

Hierarchy List Navigation allows you to build your own navigation at the *site*, *subsite* and *section* level. It provides you with the ability to add depth below the *section* level on your *site*. It also provides automated link support for *sites*, *sections* and *pages*.

Hierarchy List Navigation at the *site* and *subsite* level is dependent on templates. Therefore, in order for Site Directors to build Hierarchy List Navigation at the *site* and *subsite* level, their organizations must have purchased **Schoolwires Styler™**. Exhibit 9-1 shows Hierarchy Navigation as it might appear on the homepage of your website.

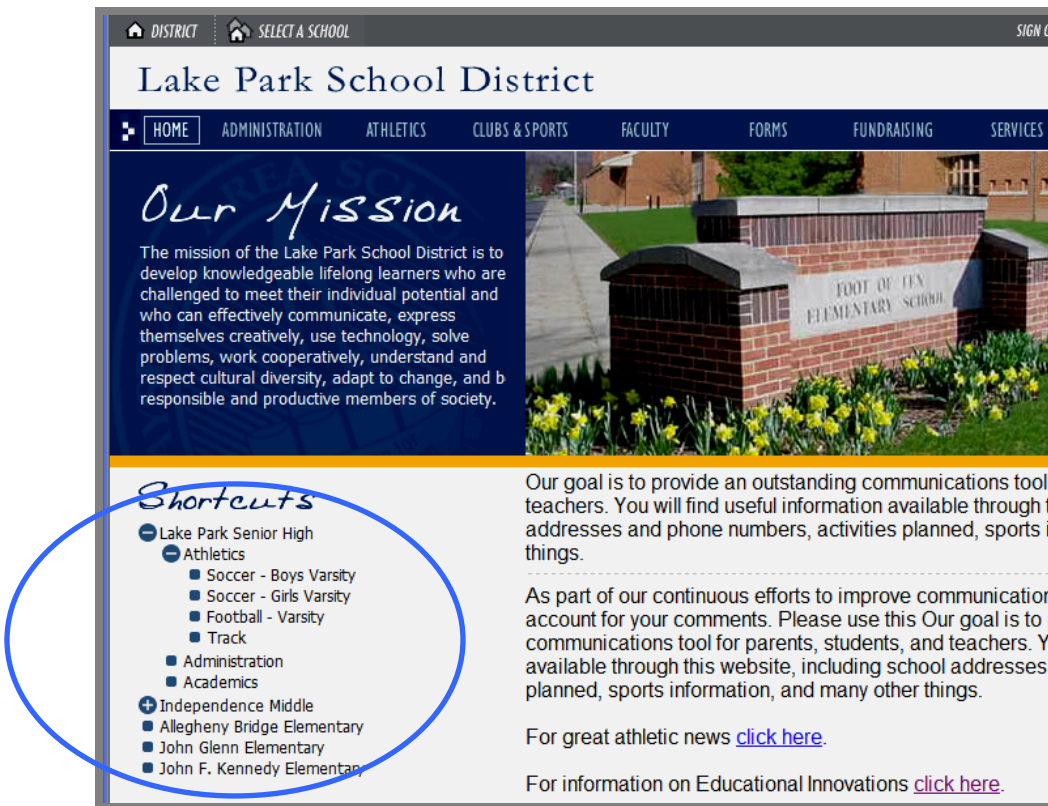


Exhibit 9-1: Hierarchy Navigation on the homepage of a website

Since Hierarchy List Navigation at the *section* level is not dependent on templates, Section Editors may build Hierarchy List Navigation on their *sections* without the purchase of **Styler™**, provided the Site Director or Subsite Director has enabled Hierarchy List Navigation for the *sections*. Exhibit 9-2 shows a sample *section page* with Hierarchy Navigation.



Exhibit 9-2: Sample section page with Hierarchy Navigation

Edit Site Hierarchy List Task in the Site Workspace

If your organization has purchased **Schoolwires Styler™**, the *Edit Site Hierarchy List* task will appear in the *Site/Subsite Workspace* as is shown in Exhibit 9-3. Site/Subsite Directors will use this task to build Hierarchy List Navigation for the main *site* and any *subsites*.

Hierarchy List Navigation on a Section

Site Directors and Subsite Directors can enable Hierarchy List Navigation on a *section* regardless of whether their organizations have purchased **Styler™**. They will do this by accessing a *Modify Section* page like the one shown in Exhibit 9-4 for each *section* and clicking on the radio button to the left of *Hierarchy List* under Navigation Type. They can still enable Auto List navigation (the default) for individual *sections* as well. The *Modify Section* page is accessed through the *Channel Workspace*. See Chapter 6: “**Site Manager**—Channel Workspace” for more information on modifying *sections*.

The *Edit Hierarchy List* task will only be available in a *Section Workspace* as shown in Exhibit 9-5 if the Site Director or Subsite Director has enabled Hierarchy List Navigation for that *section*.



Exhibit 9-3: Site Workspace with Edit Site Hierarchy List Task

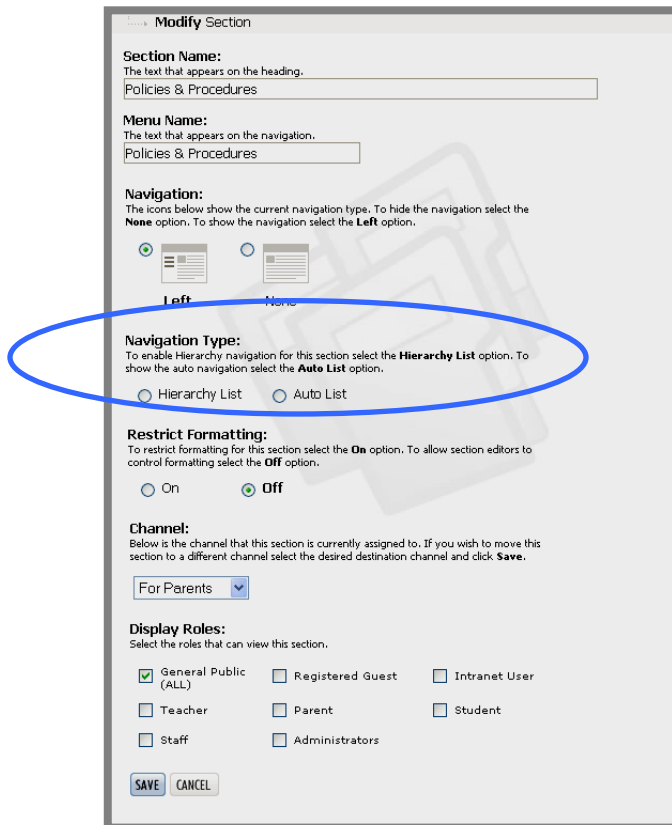


Exhibit 9-4: Modify Section page

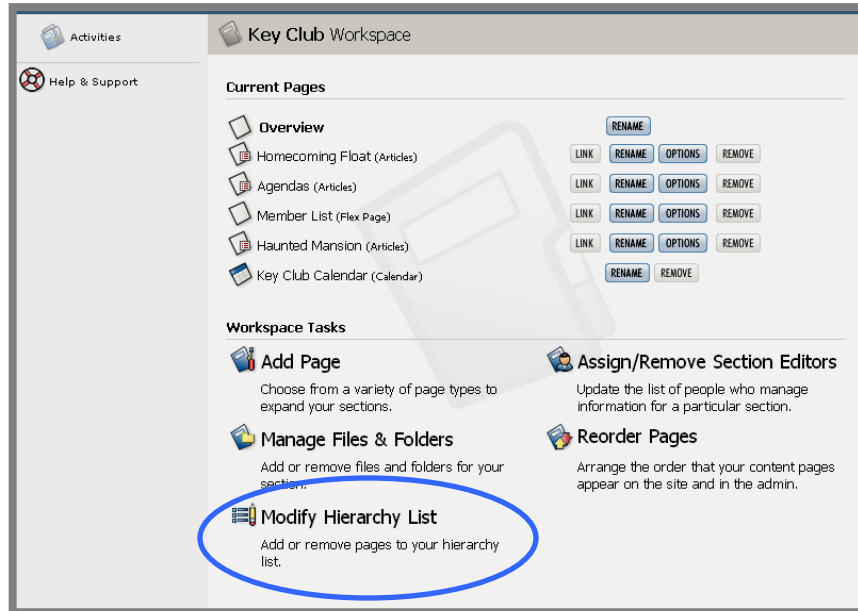


Exhibit 9-5: Section Workspace when Hierarchy Navigation enabled

Building Hierarchy List Navigation

Whether you are a Site Director building Hierarchy List Navigation for your *site* and *subsite(s)* or a Section Editor building Hierarchy List Navigation for your *section*, you will do it the same way. Site Directors will access the *Edit Site Hierarchy List* task in the *Site Workspace* while Section Editors will access the *Edit Hierarchy List* task in the *Section Workspace*.

TIP: Section Editors must make Hierarchy List active on their *sections* to have it appear on the website. If they do not make it active, navigation on the *sections* will default to Auto List. See *How to Change the Status of the Hierarchy List for a Section* later in this chapter.

Before You Begin

If you want to modify the **Schoolwires** template, there are default graphics in the standard template folder. Before you begin to build your Hierarchy List Navigation for a custom template, you will need to develop three sets of graphics for your nodes (i.e., bullets) at each level. You will use an image production tool to develop these graphics. For each level, you will need:

- A graphic named *bullet.gif*, which shows a bullet that will be used for a level (*page*) with no sublevels.
- A graphic named *open.gif*, which shows a bullet as it will appear when a user accesses or opens that level.
- A graphic named *close.gif*, which shows the bullet as it will appear for a closed level that has sublevels.

You can use images rather than bullets in your Hierarchy List navigation.

Once you have created these graphics, you will need to upload them to you're the correct template folder in your *workspace*. See *Manage Files & Folders Task* in Chapter 7: “**Site Manager**—Section Workspace” for more information on how to do this.

Definitions

Here are some terms you will need to understand in order to build Hierarchy List Navigation:

- A *node* is a level in a list.
- A *Top Node* is the top level in a list.
 - A *Child Node* is one of the levels below the *Top Node*.
 - There can be more than one level of *Child Node*.
- A *Peer Node* is at the same level on which you are working. *Top Nodes* can have *peers* and *Child Nodes* can also have *peers*.

How to Build Your Hierarchy List Navigation

To add a node to your Hierarchy List Navigation:

1. Access the appropriate *Workspace*.
2. Click on the *Edit Site Hierarchy List* task in the *Site* or *Subsite Workspace* or the *Edit Hierarchy List* task in the *Section Workspace*. An *Edit (Site) Hierarchy List* page like the one shown in Exhibit 9-6 will display.

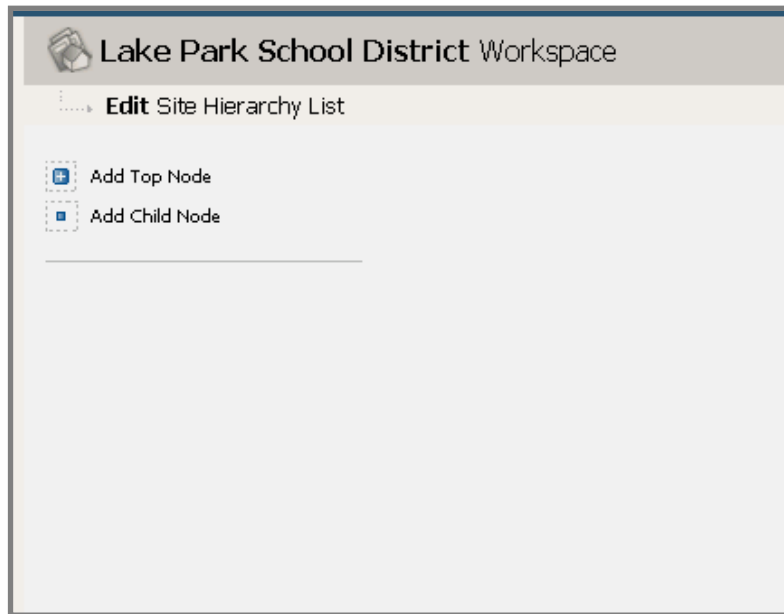


Exhibit 9-6: Edit (Site) Hierarchy List page

3. Click on *Add a Top Node*. A blank *Node* form like the one shown in Exhibit 9-7 will display. Notice that it has three tabs:
 - a. *General tab*: where you set the general information concerning the node.
 - b. *Imagery tab*: where you set the information related to the image you will use for the node.
 - c. *Advanced tab*: where you set who can view the information at this node and change the parent ID and the target.

The required information on each of these tabs is shown in bold. The Node ID is automatically assigned once you save a node. You can use this field to change the Node ID when you edit a node.

Lake Park School District Workspace

Edit Site Hierarchy List

Add Top Node

Add Child Node

GENERAL IMAGERY ADVANCED

Node ID: New Node

Sequence:

Title:

URL:

Tooltip:

Visible: Yes No

Select a site or section link from the list...

Lake Park School District

Select Link...

SAVE SAVE & ADD PEER SAVE & ADD CHILD

Exhibit 9-7: General tab on the Node form

4. On the *General* tab:
 - a. Enter a sequence number if you want the node to appear in a particular spot. Sequence numbers (e.g., 1, 2, 3) pertain to the level you are on. For example, when you are adding a Top Node, the sequence number 1 would place that node first in relation to other Top Nodes in the Hierarchy List. If you do not assign a sequence number, it will be done automatically. You can change it later. (See “How to Edit an Existing Node”.)
 - b. Enter the Title and URL for the node. If you are setting up a node for a *site* or *section*, you can select the title from the drop down list at the bottom of the page. When you click on the *Select Link* button, the title and URL fields will fill automatically.
 - c. Enter a Tooltip if you wish. This is text that will appear when a user slides the mouse over the node. It tells the user what is in the node. Often, it is the same as the title of the node.
 - d. Click in the appropriate radio button to make the node invisible or visible immediately. You may want to hide the node until you are finished building your Hierarchy List navigation.

The screenshot shows the 'Edit Site Hierarchy List' interface. On the left, there are two buttons: 'Add Top Node' and 'Add Child Node'. The main area has three tabs: 'GENERAL', 'IMAGERY', and 'ADVANCED'. The 'IMAGERY' tab is selected and contains the following fields:

- Image:** A text input field, a 'Browse...' button, and 'Height: 0' and 'Width: 0' input fields.
- RollOver Image:** A text input field, a 'Browse...' button, and 'Height: 0' and 'Width: 0' input fields.
- Expand Image Open:** A dropdown menu set to 'Show' and a small icon.
- Expand Image Close:** A dropdown menu set to 'Show' and a small icon.
- Bullet Image:** A dropdown menu set to 'Show' and a small icon.

At the bottom of the form are three buttons: 'SAVE', 'SAVE & ADD PEER', and 'SAVE & ADD CHILD'.

Exhibit 9-8: Imagery tab on the Node form

5. Click on the *Imagery* tab (Optional). It will be in front like the one shown in Exhibit 9-8. This information is optional. You may elect to show an image, like a graphic of the *page* name or an image that represents the *page* rather than the *page* name itself. This tab is where you assign that graphic image. On the this tab:
 - a. Browse your computer for the image you want to use for the node. Set height and width as desired.
 - b. Browse your computer for the image you want to use for the Rollover. A rollover is an image that, when viewed in a browser, changes when the pointer moves across it. Set height and width as desired.
 - c. Use the drop down list to indicate if you will show or hide the bullet, open, and close images.

Lake Park School District Workspace

Edit Site Hierarchy List

Add Top Node

Add Child Node

Parent ID

GENERAL IMAGERY **ADVANCED**

Parent ID: 0

Target:

Who can view this node?
Choose the roles that are able to view this node.

General Public (ALL) Registered Guest

INTRANET ACCT Teacher

Parent Student

Staff Administrators

SAVE SAVE & ADD PEER SAVE & ADD CHILD

Exhibit 9-9: Advanced tab on the Node form

6. Click on the *Advanced* tab (Optional). It will be in front like the one shown in Exhibit 9-9. If you do not change the viewing permissions (roles) on this tab, they will remain at the defaults of General Public and Registered Guest. On this tab:
 - a. Parent ID: Since this is a Top Node, it will have a Parent ID of 0. If it is a new node and you have not started by choosing its parent in the left hand side of the window, it will also have a Parent ID of 0. You can move nodes by entering a different Parent ID.
 - b. Enter the Target for the URL. This is an advanced feature and not required.
 - c. Click in the check box to the left of each permission (role) you wish to be able to view the information at this level.
7. If you do not wish to add any additional nodes, click on the *Save* button.
8. If you wish to add another Top Node, click on the *Save and Add Peer* button. Follow steps 1 to 6 for this node.

- If you wish to add a Child Node to this Top Node, click in the *Save and Add Child* button. Follow steps 1 to 6 for this node. You can add a child node to another child node.

How to Edit an Existing Node

To edit an existing node, you will select the node at the left-hand side of the *Edit the Site Hierarchy List* page and follow make the changes on the *Node* form for that *node*.

- You will use the Sequence number on the *General* tab to change where a node is located in related to its peers.
- You can use the Parent ID on the *Advanced* tab to move a node to a different Top Node.

How to Change the Status of the Hierarchy List for a Section

Section Editors must make Hierarchy List active on their *sections* to have it appear on the website. If they do not make it active, navigation on the *sections* will default to Auto List. Exhibit 9-10 shows an example of the page that displays when you click on the *Edit Hierarchy List* task within the *Section Workspace*. As you can see, a message telling you whether Hierarchy List is active or inactive on the *section* displays at the top of the page.

To change the status of Hierarchy List for a *section*:

- Access the *Edit Hierarchy List* page.
- Click on the *Click here* message. The *Section Workspace* will return as the active window. Click on the *View Website* tab to see the change on your website.

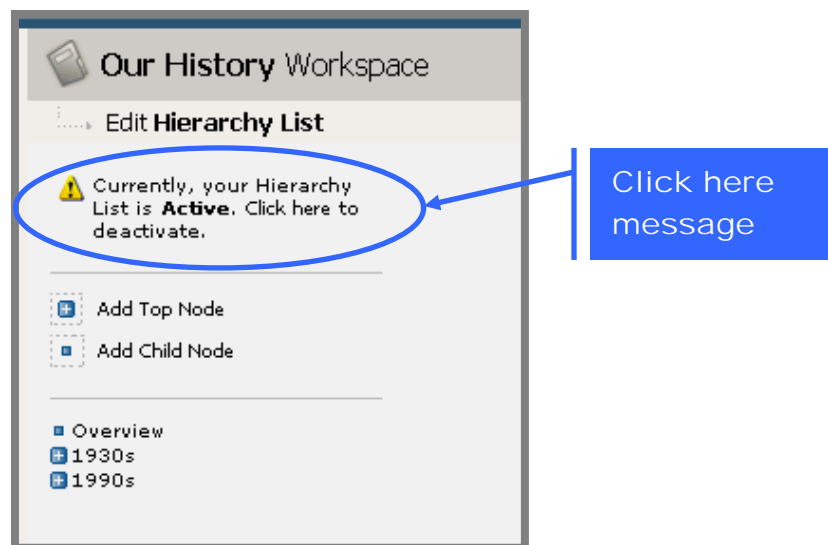


Exhibit 9-10: Edit Hierarchy List