SCHOOLMESSENGER®
PRESENCE

Recreating Site Navigation Sidebar

West Corporation

100 Enterprise Way, Suite A-300
Scotts Valley, CA 95066
800-920-3897
www.schoolmessenger.com

west ®

Contents

# Recreating the Site Navigation Sidebar

Certain sites have sidebar navigation in their pages that list the navigation of the page structure in varying ways, usually located to the left of the page. This is accomplished with the **Site Navigation Portlet**, which unlike other Portlet types, is added to the **Pageset** (the overall layout of the site) instead of the content areas of a specific page.

Occasionally, a User may accidentally delete the Site Navigation Portlet, causing all Child pages (sub-pages) of the Home Page to lose their sidebar navigation. To replace this feature, use the following steps.

1. Navigate to a **Child page**. Any page will do as long as the page's **layout includes the space for a sidebar navigation**. It *cannot be the Home Page* in most cases, so it is best simply not to use the Home Page, and elect to use a Child page instead.
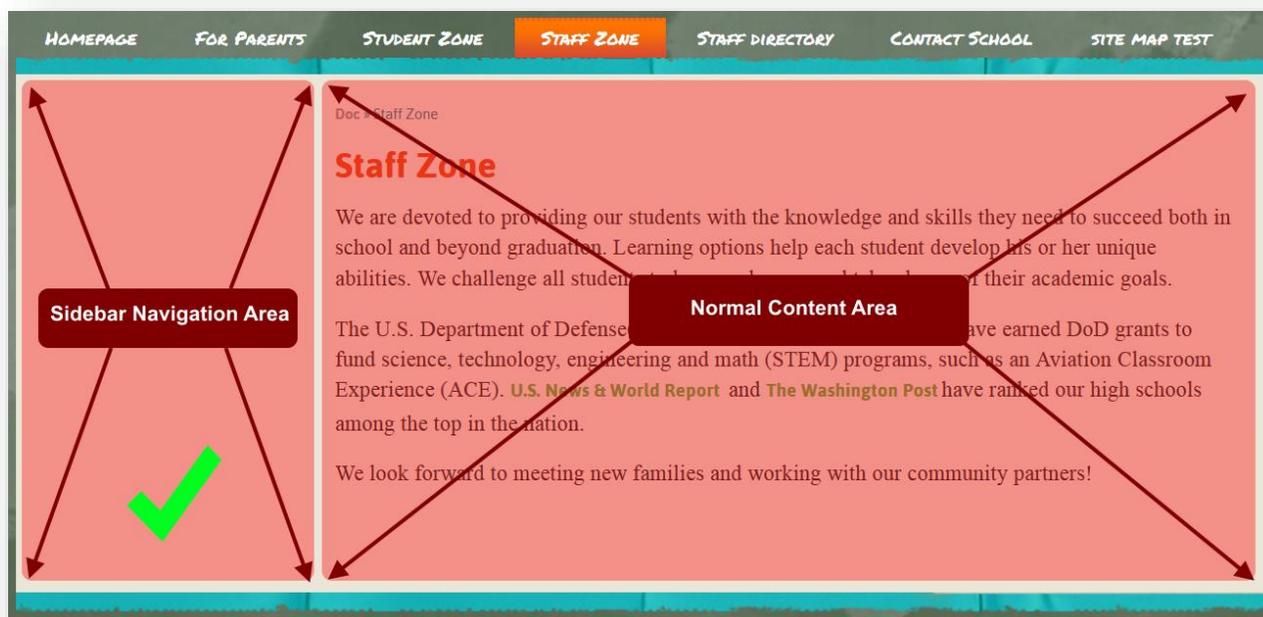

2. Switch to Design Mode by clicking the toggle at the far left of the toolbar beside the words Design Mode.
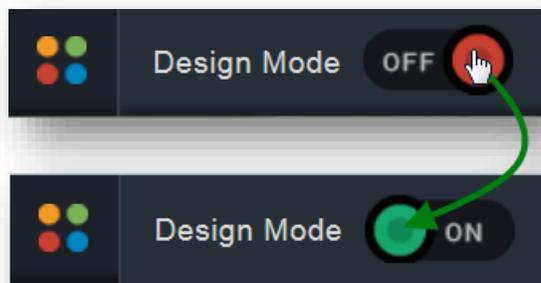
3. In the Sidebar Navigation Area (usually on the left of the page), click **Add Portlet to pageset**. If you do not see that link, then you must find another page to use, because this one will not work.

💡 **Note:** *If you are unable to find a page that has this, contact your Administrator or support for help.*
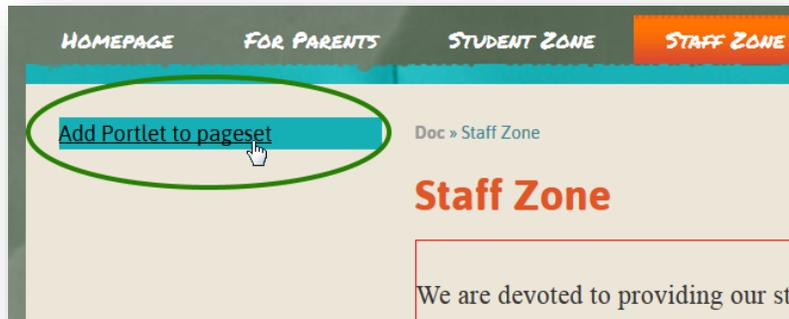

4. In the next screen, you'll need to select the **Category** and **sub-Category** in the **Select a Category** drop-down menus. Then, the list of **Portlets** will appear below, and you'll need to check the box for the appropriate one.

Choose **Portlet Library** for the first drop-down, and **Content Management** for the second.

Then check the box for **Site Navigation**, which is the Portlet that you want to add here.

Click the **Update Page** button to proceed.
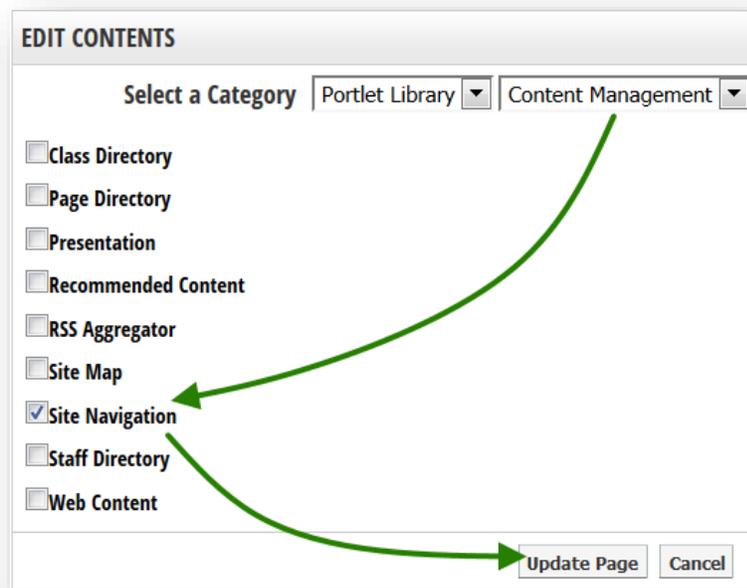
5. Back on the **Child page**, you will now see that in the sidebar, there is a Site Navigation portlet, showing the locations of the pages for navigation purposes. You will also see this on any other Child page that has room for a sidebar navigation.

Keep in mind that this may look quite different from the example below, and it may look wrong to you, or not how you would like it to look. Proceed to the next step for more options.
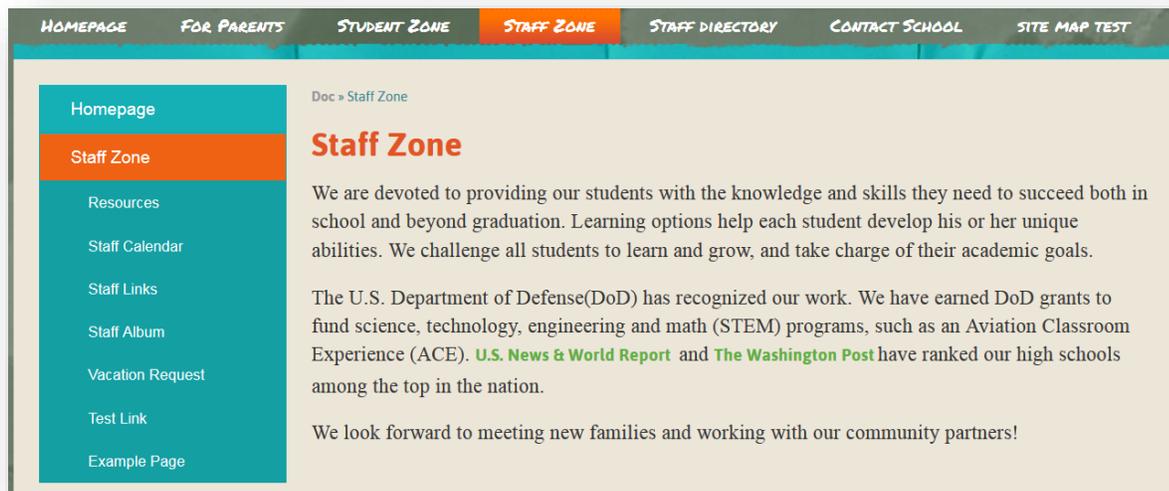
6. If you need to make **changes** to the pages that display in the navigation, or to the way that the Site Navigation Portlet looks, then while still on the Child page, flip to **Design Mode**.
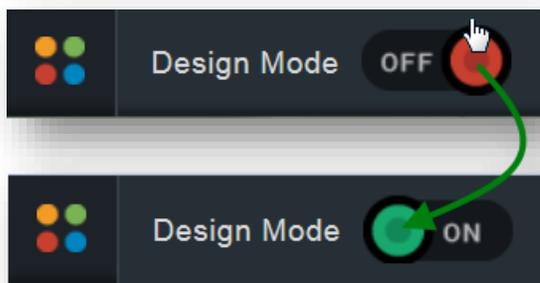
7. Click the **Edit Pencil** icon in the Site Navigation Portlet to access the Edit menu for it.
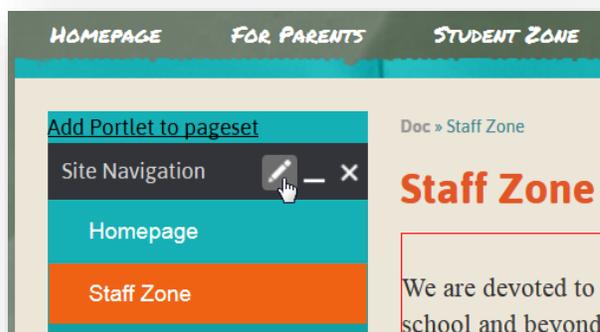
8. There are two tabs in the next screen – **Hierarchy** and **Look & Feel**. You will be defaulted to Hierarchy. Here, you can select which pages appear in the navigation.
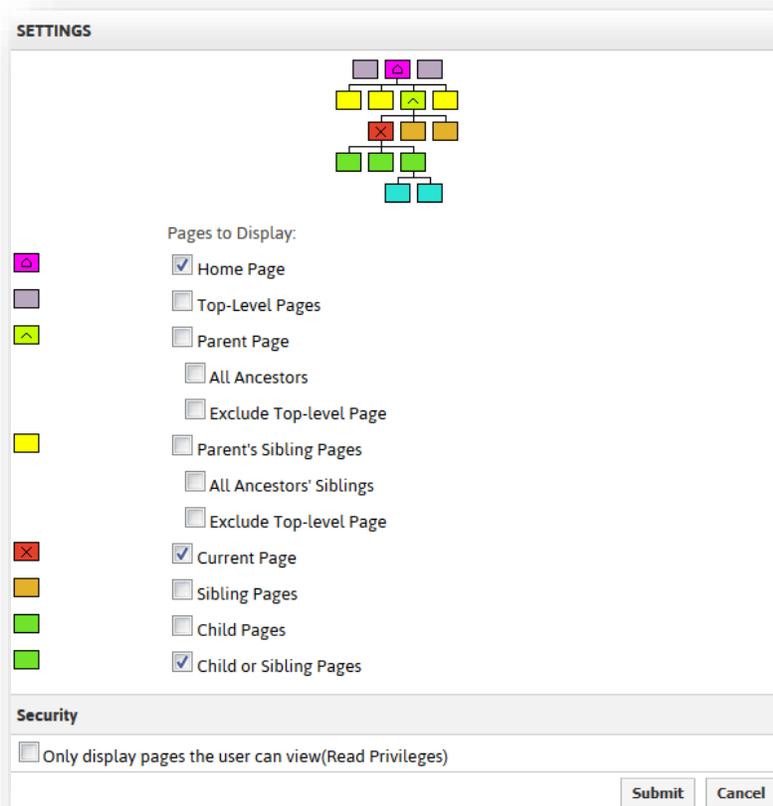
Home Page, Current Page, and Child or Sibling Pages is a common setting (seen below), but you can check the boxes that you wish to have displayed.

💡 *Reminder:*

- *A Parent page is a page that has other Pages underneath it, and all pages are technically Parent Pages.*

- *A Child page is a page underneath a Parent page.*

- *A Sibling page is a page on the same level as another Page.*

- *Home Page is the topmost level of the site. It is the Parent page for all other pages.*

- *Top-Level pages are the direct Child pages of the Home Page.*

- *The term Ancestors refers to all pages above the level of the current page.*

If you want to further change the Portlet to display only what that User is allowed to view, you can check the **Only display pages the user can view (Read Privileges)** checkbox. However, this is not commonly checked.

Once you have made all necessary changes, click the **Submit** button below. The page you are on will briefly refresh. If you want to see the changes, you will have to manually navigate back to a Child page.

9. Click on the **Look & Feel** tab to modify the way that the Portlet looks if desired. Currently, the best and most common Style to choose here is **Inside Nav 2014**, as it works with most templates and when you choose to Hide Section on pages, it is the most successful at reflecting the changes regardless of site template.

The other Styles may or may not function as needed, depending on your site templates/themes. Contact SchoolMessenger solutions support if you have questions about this.

Click **Submit** if you have made any changes. If you want to see the changes, you will need to manually navigate back to a Child page.
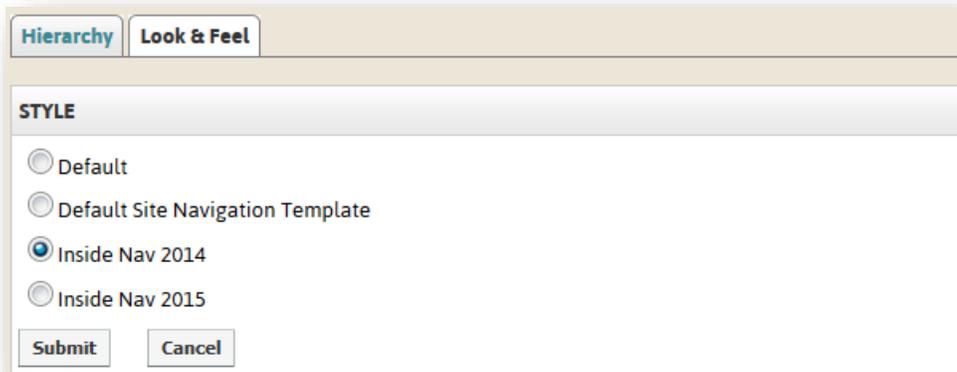
Now, your Child pages will have Site Navigation once more on the sidebar!

Questions?

If you have any questions regarding recreating the Site Navigation, or otherwise, please contact SchoolMessenger solutions support.

SchoolMessenger Solutions Support

800-920-3897
support@schoolmessenger.com