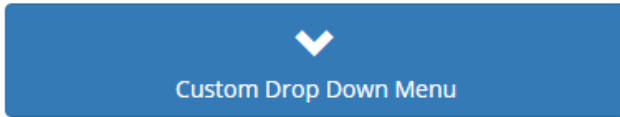


CUSTOM DROP DOWN MENU in eSchoolView

Used to add, delete or edit links in a Main **dropdown** menu



Click District **Section Management**
 Custom Drop Down

Add New Dropdown Item

Dropdown Menu For: Cherry Valley Springfield Central School District [376]

Section: Departments

Item Type: Link

View Text: Business Office

Nav URL: BusinessOffice.aspx

NOTE: If you are navigating to an external site location, the http:// or https:// is required. If you are navigating to an internal page, simply provide the Friendly URL of the page.

Open Link in New Window

Save Nav Item

Fill in all fields

Section: Where the link should fall

Item Type: Choose Link or Title (*see below*)

View Text: Name the Dropdown

Nav URL: copy/paste page url here
 (*see NOTES under this field*)

New Window? (*check this if linking outside your district website*)

Click **Save Nav Item**

- Calendars**
- School Events Calendar
 - Google Calendar
 - Athletics Schedule
 - Look-Ahead Calendars
- Programs & Services**
- Pupil Services/Special Education
 - Preschool & Day Care
 - Before & After School Care
 - Summer Camps
 - Fitness & Aquatics
 - Transportation
- Resources**
- Online Safety
 - Bullying Prevention

Difference between Title and Link:

***Item Type: Title-** used for grouping related links
 (Titles are in blue). Not clickable

***Item Type: Link** – clickable link to the desired page or website

| Board of Education |
|--|
| Board Members [BoardMembers.aspx] |
| School Board Schedule [SchoolBoardSchedule.aspx] |
| Board Minutes [BoardMinutes.aspx] |
| Board Election and Budget Vote [http://www.binghamtonschools.org/BudgetInformatio] |
| Policy HandBook [PolicyHandBook.aspx] |

Links can be sorted up and down in the navigation by dragging and dropping



Click **Edit** or **Delete** if editing or deleting is desired



ALWAYS must click **Publish Dropdown to Site** (at top) to see changes on the webpage