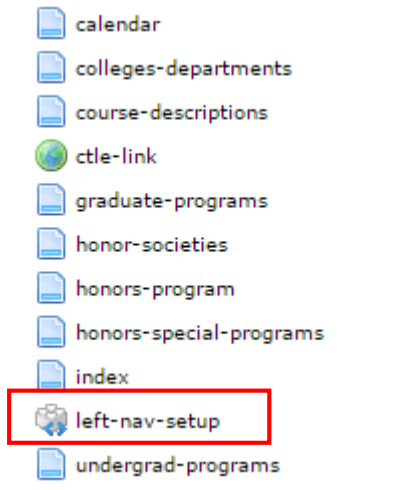


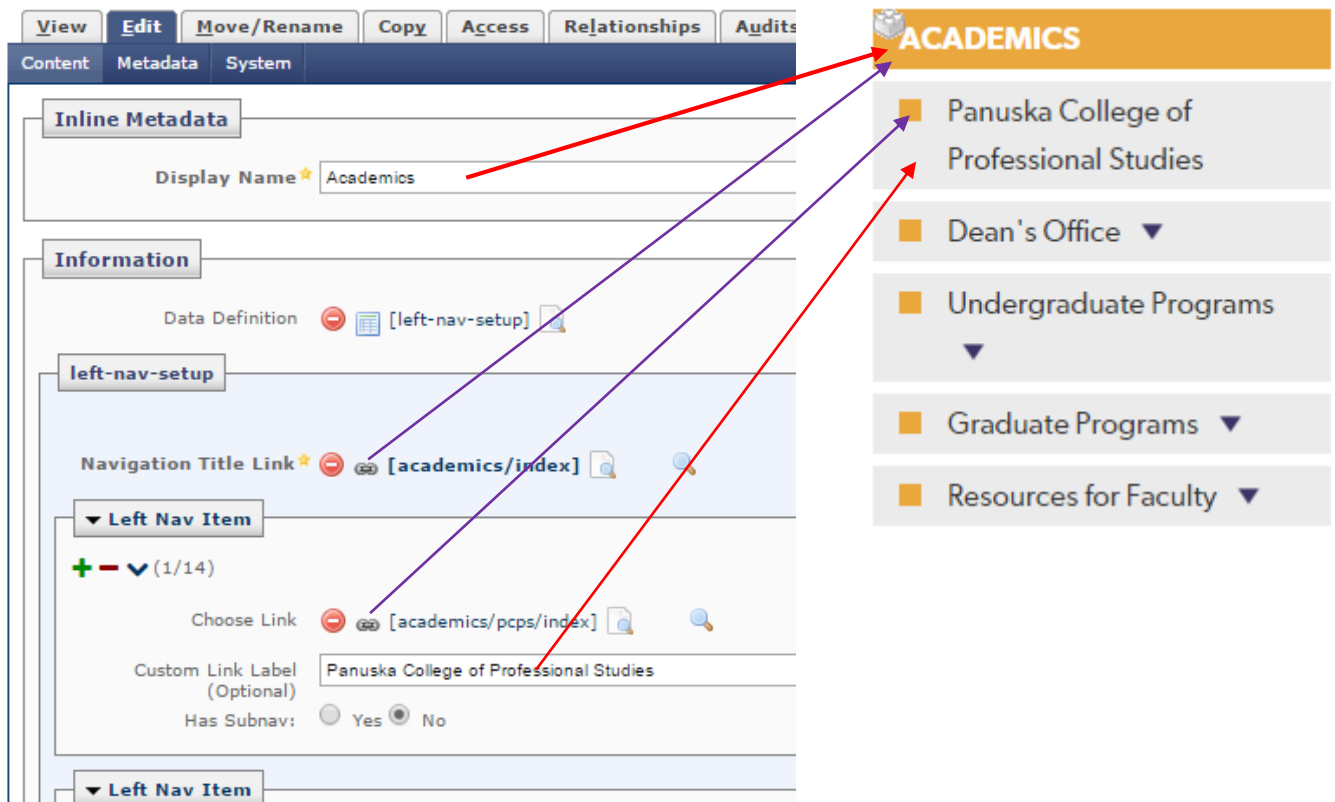
# CMS Left Navigation Training

## Editing the left navigation

- Log into my.scranton.edu and select the pencil icon to access the CMS system
- Under your main folders in CMS, you will find a new block called left-nav-setup. Your left navigation block will no longer reside in your assets folder.



- Double click the block you need to edit
- Select to edit the block

A screenshot of the CMS 'left-nav-setup' configuration interface. The interface is divided into several sections: 'Inline Metadata' with a 'Display Name' field containing 'Academics'; 'Information' with a 'Data Definition' field containing '[left-nav-setup]'; and a 'left-nav-setup' section with a 'Navigation Title Link' field containing '[academics/index]'. Below this is a 'Left Nav Item' section with a 'Choose Link' field containing '[academics/pcps/index]' and a 'Custom Link Label (Optional)' field containing 'Panuska College of Professional Studies'. The 'Has Subnav' field is set to 'No'. To the right of the configuration interface is a preview of the 'ACADEMICS' navigation menu, which includes items like 'Panuska College of Professional Studies', 'Dean's Office', 'Undergraduate Programs', 'Graduate Programs', and 'Resources for Faculty'. Red arrows point from the 'Display Name' field to the 'ACADEMICS' header, from the 'Navigation Title Link' field to the 'Panuska College of Professional Studies' item, and from the 'Choose Link' field to the 'Panuska College of Professional Studies' item.

+ - ▾ ▲ (2/14)

Choose Link [academics/pcps/dean/index]

Custom Link Label (Optional) Dean's Office

Has Subnav: Yes No

▼ Left Nav Item » Sub-item

+ - ▾ (1/8)

Choose Link [academics/pcps/dean/mission]

Custom Link Label (Optional) Mission

▶ Left Nav Item » Sub-item » Third Level Item

▼ Left Nav Item » Sub-item

+ - ▾ ▲ (2/8)

Choose Link [academics/pcps/dean/contact-us]

Custom Link Label (Optional) Contact Us

▶ Left Nav Item » Sub-item » Third Level Item

Dean's Office ▲

---

Mission

---

Contact Us

---

Contact Departments & Programs

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Students of Distinction

- Make links (see purple arrows in sample above) and add copy for links (red arrows – these will default to page name if left blank)
  - For internal links: click on the link icon and browse for the intended page
  - For external links: you will need to create these as separate items before being able to link them accordingly (see instructions below)
- Submit
- Your entire folder will need to get published for your navigation to be adjusted on your website

### Creating External Links

- Click on your “external-links” folder
  - **If you do not have that folder**, please add it under your main folder by following the steps below:
    - Select your main folder where you will be creating an “external-links” folder
    - Select New > your department folder> New Folder
    - In the System Name box, add “external-links”

**New Folder**

**Create**

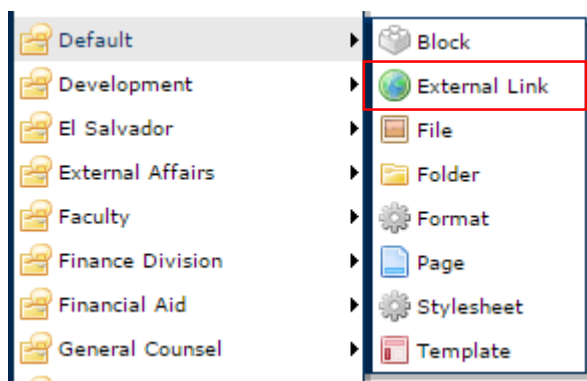
System Metadata

System Name

Parent Folder

- Submit

- Select New > Default > External Link




- Complete the following information:
  - System name
  - Link (copy paste the link)
- Submit



(you do not need to publish these links)

### New Link

**Preview** **Create**

Content Metadata System


System Name  college-arts-and-science

Parent Folder  [academics/pcps/external-links] 

**Inline Metadata**


Display Name

Title

Keywords 

Description

SEO Title

Link  <http://www.scranton.edu/academics/cas/index.shtml>

First version.