THE WRITING CENTER

ePortfolio guide #6: Creating menus

This guide will assist you in designing and building an ePortfolio that is well-organized and easy to navigate using the **Menus** tool.

Creating a menu

Your menu is the backbone of your ePortfolio, and it allows your readers to easily navigate your ePortfolio by grouping and linking together all of the pages in your ePortfolio. In most themes, the menu appears near the top of the page as a thin toolbar with your ePortfolio's major sections listed within it, though some themes have the menu running down the left side.

Think of each item in this toolbar as a major section of your ePortfolio that might have subpages beneath it. You might make section headings for each of your courses, and also have an "About me" page and a "Posts" page included as well. Think carefully about the elements of your ePortfolio that you want to emphasize and make visible on every page, and plan to put the title of those sections in your menu. Each of the pages in your ePortfolio should fall into one of these sections (which are known as "parent tabs"), so once you have decided on the major sections, decide which section each of your pages will fit into.

To begin building your menu, you need to have already created pages (though you can always go back and add in new pages to your menu at any time); if you have your pages ready to go:

1. Login at sites.vmi.edu and navigate to your Dashboard.

2. Click **Appearance** along the left side and choose **Menus**.

3. To create a new menu, click **Create a new menu** at the top right of the page.
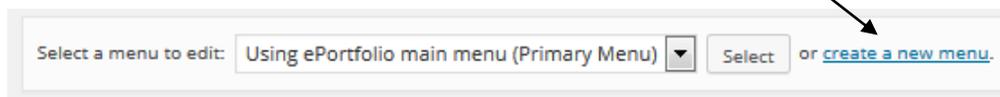
4. Add a title for the menu in the box labeled **Menu Name**. Save changes to your menu at any time by clicking **Save Menu**.
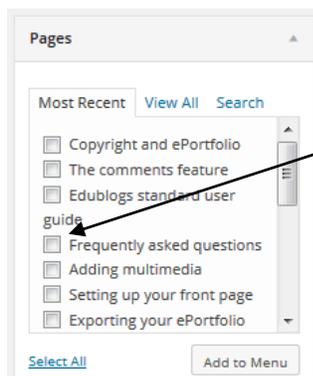
5. Select pages to add to your menu by clicking the small boxes next to the page names in the **Pages** column on the left.

6. After you have selected all the pages to add to your menu, click **Add to Menu**.

7. The pages you selected will appear on the right side of the page under **Menu Structure**. Change the order of pages in your menu by dragging and dropping the rectangles into your preferred order.
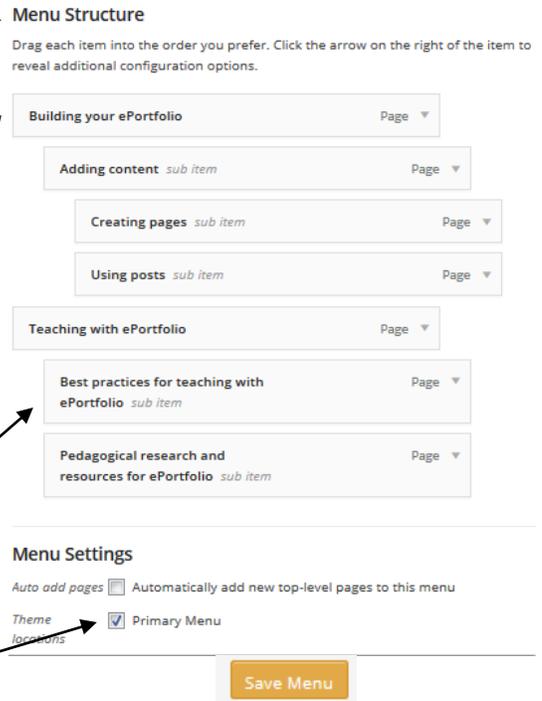
8. Any rectangles that are flush left will become parent tabs and be visible on every page (in the menu to the right, only "Building your ePortfolio" and "Teaching with ePortfolio" would be visible in the menu).

9. Organize your menu by creating submenus that are displayed when a visitor hovers over one of your parent tabs. To create a submenu, drag and drop a rectangle underneath and to the right of another page. You can have as many levels of submenus as you want.

10. To use the menu you have created , make sure there is a check mark next to **Primary Menu**; if not, click the box.

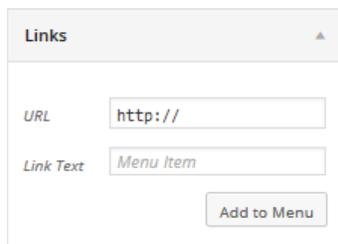11. Make sure to save any changes to your menu by clicking **Save Menu** at the top or bottom.

12. Check that your menu displays properly by navigating to your ePortfolio front page; return to the Dashboard to fix any problems.

Menu Structure

Drag each item into the order you prefer. Click the arrow on the right of the item to reveal additional configuration options.

| Building your ePortfolio | Page ▼ |

| Adding content *sub item* | Page ▼ |

| Creating pages *sub item* | Page ▼ |

| Using posts *sub item* | Page ▼ |

| Teaching with ePortfolio | Page ▼ |

| Best practices for teaching with ePortfolio *sub item* | Page ▼ |

| Pedagogical research and resources for ePortfolio *sub item* | Page ▼ |

Menu Settings

Auto add pages ☐ Automatically add new top-level pages to this menu

Theme locations ☑ Primary Menu

Save Menu

Using categories, links, and static parent tabs in your menu

To customize your menu:

1. Add a page to your menu that collects all of your posts in a certain category by navigating to **Menus** in the Dashboard, clicking **Categories** in the white box, choosing **View All**, selecting a category, and clicking **Add to Menu**.

Categories ▲

Most Used | View All | Search

☐ Mr. Hamilton's Blog
☐ ePortfolio
☐ ERH 101
☐ ERH 102
☐ Pedagogy
☐ Reflective writing
☐ Uncategorized

Select All   Add to Menu

Links ▲

URL   http://

Link Text   Menu Item

Add to Menu

2. Add an external link to your menu by clicking **Links** in the white box and filling in the URL and the text you want to display.

3. If want to create a "parent tab" in your menu that is visible on every page but does link to a content page (if, for example, you want to have the titles of your courses serve as "parent tabs" in your menu, but you don't want to create any content for them, use the **Links** feature within **Menus** and type # where the URL would normally go.

4. You can create a new menu or switch between different menus using the dropdown menu at the top of the **Menus** page. Remember to choose **Primary Menu** (see above) to activate a new or different menu.