

Website Administration

Linking Tips

Audience: Website Administrators

Upload and link a document (PDF, Word, Excel, etc.) to a Content Management Page

To upload a document (PDF, Word, Excel, etc.) file to your web site, you will need to create a link to it from a web page.

1. From within the web page editor of any content management page, write the text of the link, e.g. "Click here to view our newsletter".
2. Highlight this text, **Click > Insert Edit Link** (the button with a globe and chain link).
3. From the popup window, **Click > Browse Server**.
4. Upload your document file to the server using the form on the bottom of the window, **Click > Browse** to search for your file,
5. **Click > Upload**
6. Once the file has been uploaded, **Click > Title** of the document.
7. Suggestion: **Click> Target tab** and select "New Window" to open the link in a new window.
8. **Click > Okay**.
9. The file has been linked within your page.
10. Continue editing your page as necessary.

Directly link to any file or image uploaded to SchoolFusion.

There may be a time where you would like to link to a file that is uploaded to SchoolFusion, such as in an email, or linking to a document stored on another SchoolFusion site.

1. Login to your SchoolFusion site and **Click > Edit Page** on any CMS Page. (This will not affect the content of the page. You will need to access the files stored on the SchoolFusion server.)
2. **Click > Insert Edit Link** for Documents, click the Link Icon (the button with a globe and chain link), or for Images click the Insert/Edit Image Icon (the yellow mountain button).
3. From the popup window, **Click > Browse Server**.
 - a. If you have not already uploaded the file to the server,
 - i. Upload your document file to the server using the form on the bottom of the window, **Click > Browse** to search for your file,
 - ii. **Click > Upload**
 - b. If the file has been already uploaded to the server, **Click > File Name**.
4. This will populate the URL of the link pop-up box. Carefully copy the entire URL, making sure to include the "/modules".
 - a. For safekeeping, we recommend that you paste this URL into either a Word document or a Notepad document. This URL will be used to create the direct link to the document.
5. **Click > Cancel** to close the pop-up.
6. **Click > Cancel** at the bottom of your content management page.
7. Paste that text into your document or email and then put your website address before it.

Example:

1) Copied URL: */modules/groups/homepagefiles/cms/2830/docs/home.pdf*

2) Your Website: <http://school.groupfusion.net>

3) Final link to appear in the email:

<http://school.groupfusion.net/modules/groups/homepagefiles/cms/2830/docs/home.pdf>

Create a top or side link that goes directly to a document (PDF, Word, Excel, etc.).

Use this to link to any document that you have uploaded to the SchoolFusion server. You can create this link from either the top or side navigation bar, or through Quick Links (if activated for your site). Please make sure that all pop-up blockers are turned off.

From within the web page editor of any Content Management Page, upload the document following these steps:

- 1) Highlight this text, **Click > Insert/Edit Link** (the button with a globe and chain link).
- 2) From the popup window, **Click > Browse Server**.
- 3) Upload your document file to the server using the form on the bottom of the window, **Click > Upload**
- 4) Once the file has been uploaded **Click > File Name**
 - a) This will populate the URL of the link pop-up box. Carefully copy the entire URL, making sure to include the "/modules".
 - b) For safekeeping, we recommend that you paste this URL into either a Word document or a Notepad document. This URL will be used to create the direct link to the document.
- 5) **Click > Cancel** to close the pop-up.
- 6) **Click > Cancel** at the bottom of your content management page.
- 7) Go to **Website Administration > Content Management > Top, Side or Quick Link** navigation.
- 8) **Click > Link to an External Page**
- 9) Give your link a title.
- 10) In the Link URL box, delete "http://" and paste the URL that you copied into this box.
 - a) We recommend that the "Open new window" box be checked if you would like the document to open in another window.
- 11) **Click > Save**

Link directly to a FusionPage, such as a classroom, from top or side navigation.

- 1) Go the specific FusionPage that you would like to appear when the link is clicked.
- 2) Copy the link (Ctrl+C) from the URL Address bar at the top of the browser window.
- 3) Paste the link (Ctrl+V) into an editor like Word or Notepad.
- 4) Remove the beginning of the URL and the end of the URL
 - a) Remove everything from http:// to the forward slash before the word module. In this example, we will be removing <http://4th-grade-rm-206.downing.cps.schoolfusion.us>.
 - b) Find the ampersand (&) that appears before the session ID number. Delete everything the ampersand, and everything that follows. Make sure to not delete the page ID number; which will appear something like this "?gid=757146".
- 5) Go to **Website Administration > Content Management > Top, Side or Quick Link** navigation.

6) **Click > Link to an External Page.**

- 7) Give your link a title.
- 8) In the Link URL box, delete "http://" and paste the URL that you copied into this box.
- 9) **Click > Save**

An example of the Original link looks this:

http://4th-grade-rm-206.downing.cps.schoolfusion.us/modules/groups/integrated_home.phtml?gid=457146&sessionId=14

The updated, pasted link should be similar to this:

/modules/groups/integrated_home.phtml?gid=457146

Create a top or side navigational link that goes directly to a specific calendar view, such as a combination of several calendars.

- 1) Go the specific calendar view that you would like to appear when the link is clicked, this can be a single calendar, or several calendars combined.
- 2) Copy the link (Ctrl+C) from the URL Address bar at the top of the browser window
- 3) Paste the link (Ctrl+V) into an editor like Word or Notepad.
- 4) Find the area in the link that shows something like: oc_id[]=1005
 - a) Note: You may have multiple oc_id's. If so, just find the last one.
- 5) Delete everything after the number.
- 6) Delete everything before the "/modules/" text.
- 7) Go to **Website Administration > Content Management > Top, Side or Quick Link** navigation.
- 8) **Click > Link to an External Page.**
- 9) Give your link a title.
- 10) In the Link URL box, delete "http://" and paste the URL that you copied into this box.
- 11) Check the box "Open new window" if you would like the calendar view to open in another window.
- 12) **Click > Add Link.**

An example of the Original link looks this:

[http://school.groupfusion.net/modules/calendar/showCalendarMonth.phtml?com=t&oc_id\[\]=1005&sessionId=cc9f90d9a236c1eb4b6bed&](http://school.groupfusion.net/modules/calendar/showCalendarMonth.phtml?com=t&oc_id[]=1005&sessionId=cc9f90d9a236c1eb4b6bed&)

The updated, pasted link should be similar to this:

[/modules/calendar/showCalendarMonth.phtml?com=t&oc_id\[\]=1005](/modules/calendar/showCalendarMonth.phtml?com=t&oc_id[]=1005)

Create a top or side navigation link that goes directly to a specific Teachers Profile page.

- 1) Access the appropriate profile page.
- 2) Copy the link (Ctrl+C) from the URL Address bar at the top of the browser window.
- 3) Paste the link (Ctrl+V) into an editor like Word or Notepad.
- 4) Remove the beginning of the URL and the end of the URL.

- a) Example of Full URL:
http://pitt.downing.cps.schoolfusion.us/modules/blog/viewPost.phtml?profile_id=65&&profile_id=650&beid=3774&sessionid=c536f52c5
- b) Example of Edited URL:
/modules/blog/viewPost.phtml?profile_id=650&&profile_id=650&beid=3774&
- 5) Go to **Website Administration > Content Management > Top, Side or Quick Link** navigation.
- 6) **Click > Link to an External Page.**
- 7) Give your link a title.
- 8) In the Link URL box, delete "http://" and paste the URL that you copied into this box.
- 9) Check the box "Open new window" if you would like the profile page to open in another window.
- 10) **Click > Save**

Prevent users from being logged out when clicking between school sites (or clicking on district link).

Please note the instructions only works for SchoolFusion links within the Top, Side or Quick Link navigation. It does not work for hyperlinks created within CMS pages or within FusionPages.

1. Go to **Website Administration > Content Management > Top, Side or Quick link** navigation.
2. **Click > Link to an External Page.**
3. Add "?sessionid" to the end of the SchoolFusion URL, after the /.
4. Your URL will look like this: *school.schoolfusion.us/?sessionid*
5. **Click > Save**

Prevent AJAX technology from loading a CMS page

SchoolFusion uses Ajax technology to only load the part of the page that changes when the user clicks on a link. This speeds up the page and improves user experience. However, It can be necessary to reload the entire page instead of with Ajax. For example, if you desire a script in a page to execute automatically, you will not want to load the page with Ajax.

Use the following steps to make a link reload the entire page instead of with Ajax:

- 1) Access any CMS page.
- 2) Copy the URL into Notepad. For instance
http://school.schoolfusion.us/modules/cms/pages.phtml?pageid=3038&sessionid=e9f91df844a17302211af6d594bd3dc6
- 3) Remove everything before /modules and after the ampersand (&). For instance
/modules/cms/pages.phtml?pageid=3038
- 4) Go to **Website Administration > Content Management > Top, Side or Quick link** navigation
- 5) **Click > Link to an External page.**
- 6) Erase the "http://", and paste in the URL you created in Step 3.
- 7) Now the link will not use Ajax to load the page.