Hidden Content Guide
Faculty Websites
OU Campus
Overview
Website Builder enabled faculty to mark both an entire page, as well as a specific section of a page, as inactive. Developing equivalent functionality in OU Campus wasn’t feasible within the scope of the migration project. As a result, any page that contained any hidden content at all inside of Website Builder is marked as hidden in OU Campus.

This guide provides a walkthrough for reactivating hidden pages.

Prerequisites
1. Familiarity with navigating OU Campus interface
2. Know how to add links to a page

What does “hidden” mean?
A page that is marked as hidden in OU Campus will publish a redirect page in place of its normal content.

The redirect page announces that the page is no longer available and then bounces the visitor to the faculty profile page after three seconds.

Pages that were marked as hidden during the migration were excluded from navigation menus. This guide will demonstrate how to update those menus.
Step 1: Opening Page Properties
To make a page active, you need to modify its Properties. To do that, check out the page by clicking the "light bulb" icon so that it turns yellow. Then, you should see "Properties" as an option when you have your mouse pointer over "Edit" in the "Options" area of the page. See the screenshot below.
Step 2: Modifying the “Hide This Page” Settings

After clicking Properties, you will see the Page Parameters menu. To unhide the page, click on the checkbox labeled “Hide this page.” The arrow in the screenshot below highlights the location of the “Hide this page” checkbox.

Note: if you do not see the Page Parameters menu and the “Parameters” title (highlighted by a box in the screenshot) is missing, verify that you have the page checked out.
Step 3: Navigation Menus
There are three main components to page navigation on faculty websites:

1. **Primary Nav**
   A persistent menu visible from every page

2. **Dropdown**
   A secondary menu that lists the content inside of the folders visible from Primary Nav

3. **Side Nav**
   A nav menu that allows for navigation to pages deeper in the site

To add a page to a dropdown menu, a link to that page must be added to the `sidenav.inc` file inside of the corresponding folder.
Step 4: Editing sidenav.inc

To add a page to the Courses dropdown menu, navigate to the courses folder in OU Campus, find the file called sidenav.inc, and click on the file name to open the file for editing.

Once sidenav.inc is open, add the name of the course and link it to the appropriate course page.

Note: The content of sidenav.inc must only consist of a bulleted list of links. Additional content or improper formatting will prevent the menu items from displaying correctly.
Step 5: Publishing
After editing a course page’s properties and adding links to the page in the appropriate sidenav file, both the index.pcf in the corresponding course folder and the sidenav.inc file inside of the courses folder need to be republished.

If the Courses page itself was hidden, the primarynav.pcf file inside of the firstnamelastname folder will also need to be republished to make sure the primary navigation menu gets updated.