

Manage Site Content and Structure

The Content and Structure page within the Site Settings can be used to move pages or features within a single Site Collection, such as within a district site, or within a single school's site.

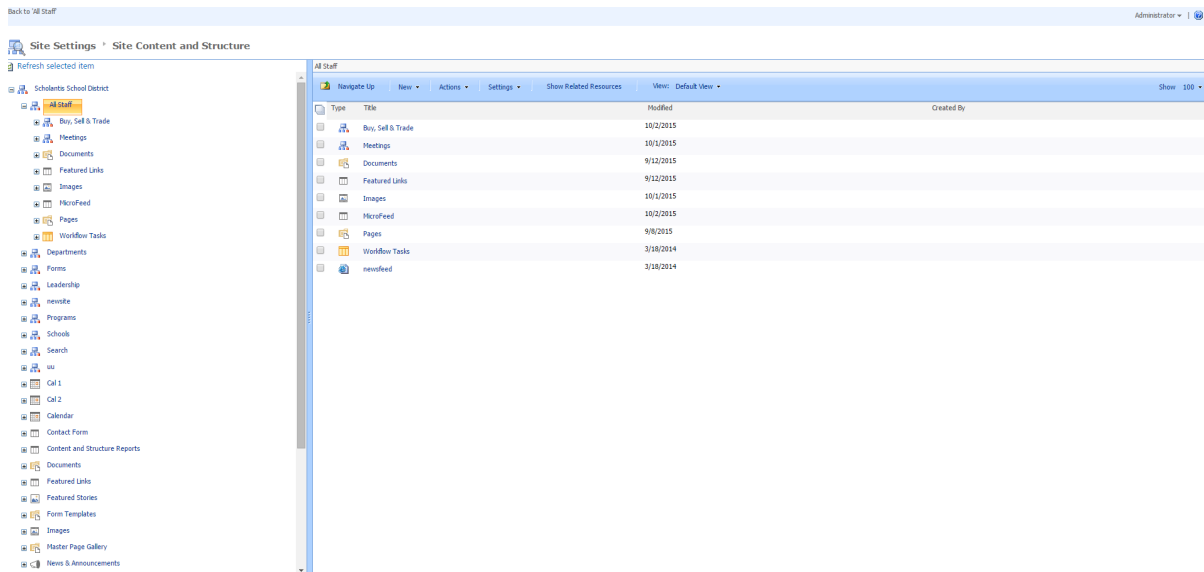
- [Access Site Content and Structure Settings](#)
- [Move a Site within a Site Collection](#)
- [Move a Page within a Site Collection](#)
- [Make Pages Visible in the Site Navigation](#)

Use the Content and Structure settings with caution. Anything deleted here is permanent. If you would like assistance or are uncomfortable making changes yourself, please [get in touch](#). In most cases, everything you need to do can be accessed through the Manage Site feature on the page. It is recommended that the Site Content and Structure page be used for moving items only.

Access Site Content and Structure Settings

To access the Site Content and Structure:

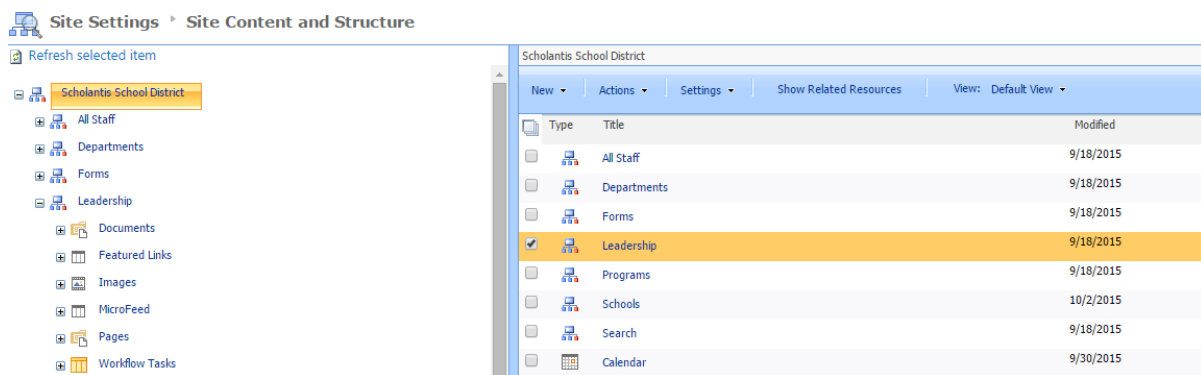
- From within the site you wish to edit, click the **Settings cog**.
- Select **Site Settings** from the drop-down menu to access the Site Settings page.
- Under the **Site Administration** heading, click the **Content and structure** link.
- The Site Content and Structure page displays a list of all the pages and apps on the site:



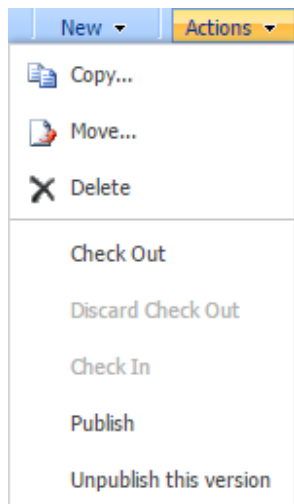
Move a Site within a Site Collection

To move a site within a Site Collection:

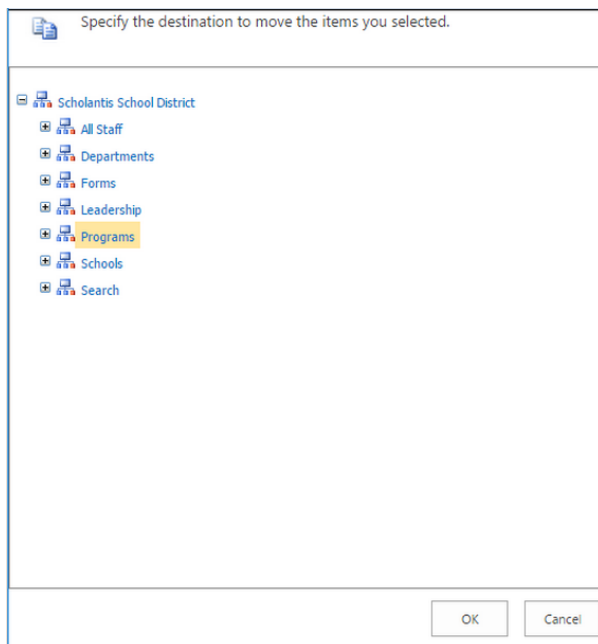
- From within the Content and Structure page, click the Site Collection you will move the site within.
- Find the site you would like to move on the right side of the screen.
- Select the **checkbox** beside the page name.



- From the **Action** drop-down, select **Move**.



- Select where you'd like to move the page to, then click the **OK** button.

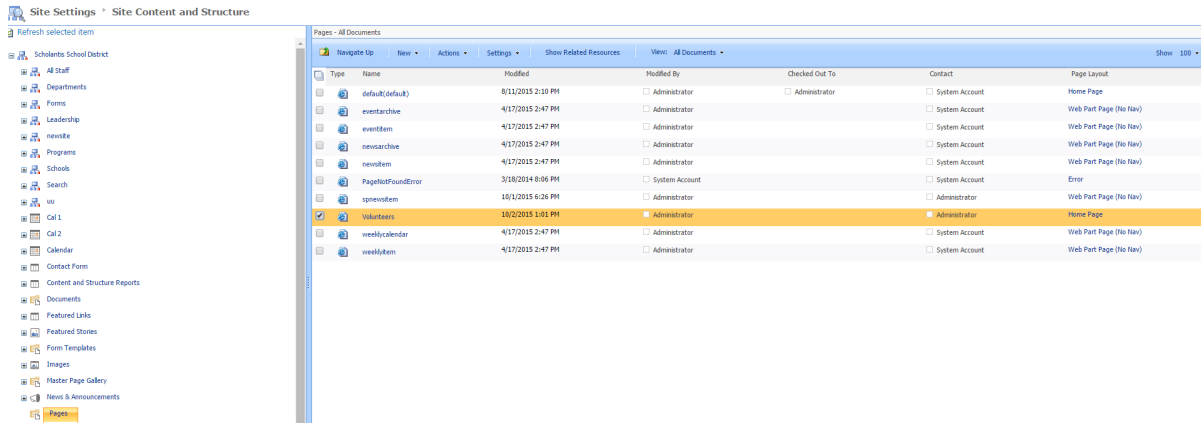


- The site is then moved.
- **Note:** It may take a few moments for your site navigation to resolve the new location.

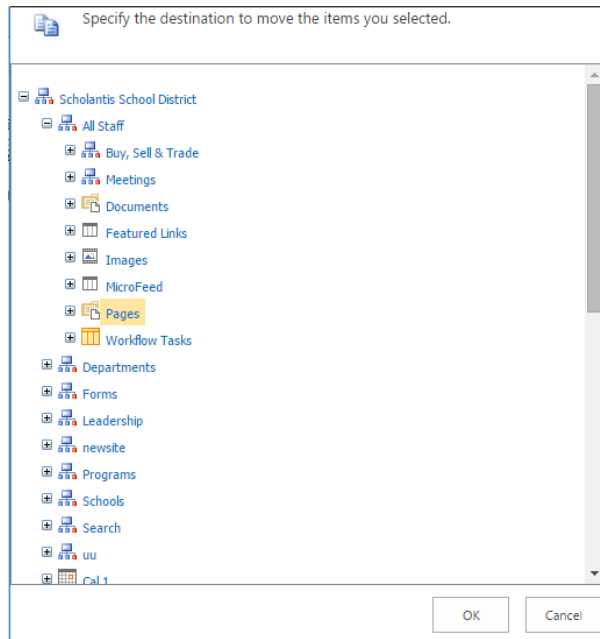
Move a Page within a Site Collection

To move pages within a Site Collection:

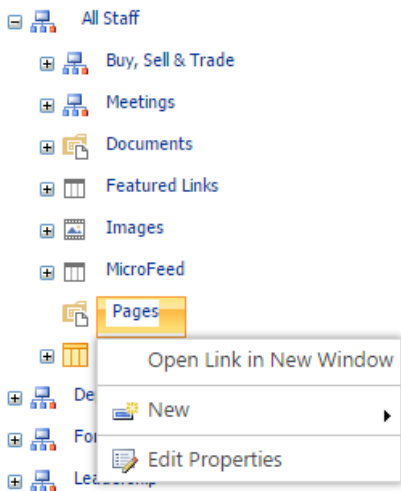
- From within the Content and Structure page, find the page you would like to move (usually it's within the Pages folder of the site).
- Select the **checkbox** beside the page name.



- From the **Action** drop-down, select **Move**.
- Select which folder you'd like to move the page to, then click the **OK** button.



- Right-click the folder you've saved the page to and select **Open Link in New Window** to view the page.



If your page does not display, you may need to use the site Navigation to make it visible in its new home.

Make Pages Visible in the Site Navigation

To make a newly moved page visible:

- Open the page where the new page should be visible (see above).

Scholantis School District

My Site District School Department Search

Home Departments Programs Schools Leadership All Staff Forms newsite uu

Scholantis School District > All Staff

Newsfeed

Buy, Sell & Trade

Meetings

Pages ⓘ

+ new item or drag files here

All Documents ... Find a file

✓	Name	Modified	Modified By	Checked Out To	Contact	Page Layout
	default	March 18, 2014	Administrator		Administrator	Welcome 1 Column
	Volunteers	19 minutes ago	Administrator		Administrator	Home Page

- Click the **Settings Cog** and select **Site Settings**.
- Under the **Look and Feel** heading, select **Navigation**.
- Under **Current Navigation**, select the **Show Pages** checkbox.

Newsfeed

Buy, Sell & Trade

Meetings

Site Settings > Navigation Settings ⓘ

OK Cancel

Global Navigation

Specify the navigation items to display in global navigation for this Web site. This navigation is shown at the top of the page in most Web sites.



- Display the same navigation items as the parent site (Parent is using Structural Navigation.)
- Managed Navigation: The navigation items will be represented using a Managed Metadata term set.
- Structural Navigation: Display the navigation items below the current site

- Show subsites
- Show pages

Maximum number of dynamic items to show within this level of navigation:

Current Navigation

Specify the navigation items to display in current navigation for this Web site. This navigation is shown on the side of the page in most Web sites.



- Display the same navigation items as the parent site (Parent is using Structural Navigation.)
- Managed Navigation: The navigation items will be represented using a Managed Metadata term set.
- Structural Navigation: Display the current site, the navigation items below the current site, and the current site's siblings
- Structural Navigation: Display only the navigation items below the current site

- Show subsites
- Show pages

Maximum number of dynamic items to show within this level of navigation:

- Click the **OK** button.
- Visit the page you'd like the newly moved page to display on. Your page should now display.