

Glenville State University – Drupal Tutorials

How to Manage Navigation Menus

Last Updated: July 10, 2026 (By: Josh Chambers)

Occasionally sidebar navigation needs to be updated. This can include adding an item to the sidebar upon the creation of a new page, updating the list of links in a menu sidebar, or editing a link, such as if there is a link to a PDF that has been updated.



NOTE: Menu editing functions are restricted to users who have the Menu Editor role or another role with permissions to manage menus.

Menus available on the Website

There are several menus that are used in the system to manage navigation. There are three primary menus that are displayed at the top of every page, and a few more minor menus that are located either in the footer or used to manage a specific set of pages.

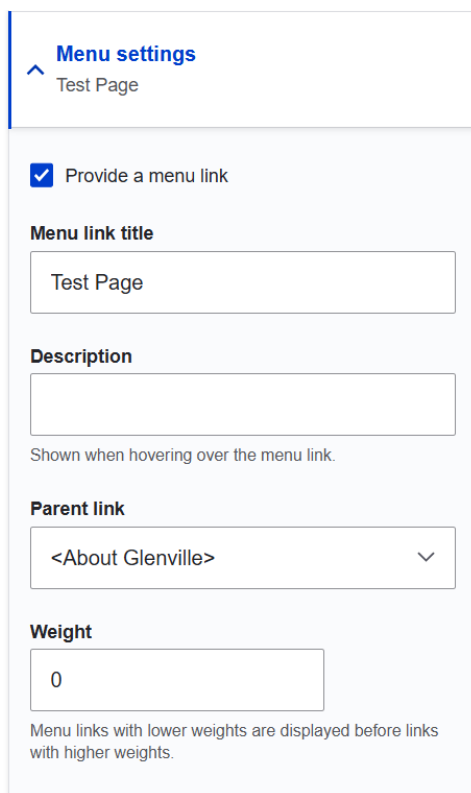
The management pages for these menus can be found under Structure -> Menus in the site management menu:

- **Main Navigation:** The primary navigation menu that is located at the top of banner videos and images on pages.
- **Resources:** The left-side audience-targeted menu in the top blue bar on pages (e.g. Current Students).
- **Utility Navigation:** The right-side menu in the top blue bar on pages (e.g. News & Events).
- **About Glenville:** This menu includes the Job Opportunities link found in the website footer.
- **Footer Links:** Links located in the lighter blue bar at the very bottom of the website footer. Currently displays the privacy policy page.
- **First Day Complete:** A special menu made to organize the [First Day Complete](#) pages.
- **Office of Technology:** A special menu made to organize the [Office of Technology](#) pages.

Adding New Pages to a Menu

When adding a new page to the site, users with permission will see a Menu Settings tab on the right of the editing page, allowing them to assign a page to a menu. The primary menus available here are the Main Navigation, Resources, Utility Navigation, and About Glenville menus. If you need to add a link to one of the other menus, you will need to add it via that menu's management page.

If you click the “Provide a menu link” checkbox in this tab, additional form options appear:



The screenshot shows a 'Menu settings' panel for a 'Test Page'. It includes a checkbox for 'Provide a menu link' which is checked. Below this are fields for 'Menu link title' (containing 'Test Page'), 'Description' (empty), 'Parent link' (a dropdown menu showing '<About Glenville>'), and 'Weight' (a text input containing '0'). A note at the bottom states: 'Menu links with lower weights are displayed before links with higher weights.'

The Menu link title field is the text that appears in the navigation. By default, this is the title of the page, and in most cases, you will want to keep this as the title.

However, if the page title is lengthy, for example, to include needed context (e.g. “Fine Arts Faculty & Staff”) but that context is likely included within the navigation menu, you can abridge this text. For example, you can shorten such a page to just Faculty & Staff as the fact that it belongs to the Fine Arts department should already be clear from the rest of the menu context.

Ideally, the menu link title should be as succinct as possible.

The **Description** field is rarely used, although it is available if desired. The content of this field displays as a tool tip when hovering over the menu item.

The **Parent link** dropdown is where you select where and in which menu the page should be located. It should be noted that this list is very long and it can be easy to get lost, as it lists every menu item currently in the Main navigation, Resources, and Utility Navigation menus, and there is no easy way to find menu sections without just scrolling through the list. Having a good idea where the link should go and looking for other menu items that might be located around it is a good way to figure out if you are in the correct area of the list.

Select the menu item that the page should live under. For example, if the page should live directly under the Fine Arts department homepage, select the Fine Arts page in the list.

The **Weight** field allows you to set a specific order of links in a menu. You can set this if you know what the weight should be, otherwise you should wait to edit this on the menu management page. By default, the weight is set to 0. Pages with the same weight are ordered alphabetically.

A completed Menu settings form may look like this:

Menu settings
Test Page

☒ Provide a menu link

Menu link title
Test Page

Description

Shown when hovering over the menu link.

Parent link
----- Fine Arts

Weight
0
Menu links with lower weights are displayed before links with higher weights.

Altering how menus display on specific pages

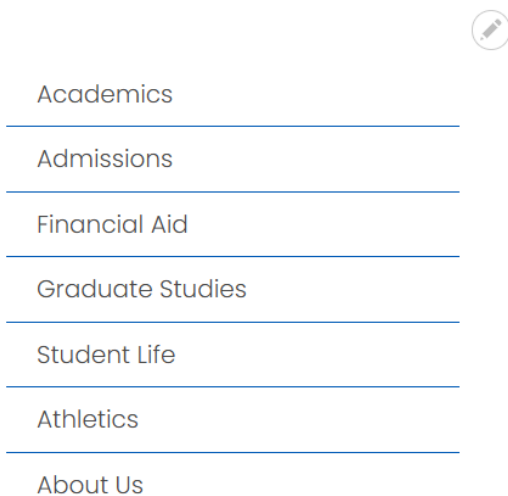
Sometimes it is necessary to change how menus display or which menus to display on specific pages.

All newly created pages will need their initial menu displays adjusted.

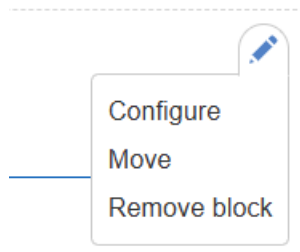
To edit the menus on a specific page, you will need to go into the Layout editing view. To do this, click the Layout tab above the content:



If you scroll down, you can see the layout blocks on the page. On the left side, you can view what menu blocks are available. If you hover over them, you will see a pencil icon appear in the upper right of the block:



Clicking the pencil icon gives you several options, including Configure and Remove block:



New pages will display all three main navigation menus. However, in almost all cases you will only want to display the menu the page is actually a part of. As a result, you should select Remove block for the other two menus.

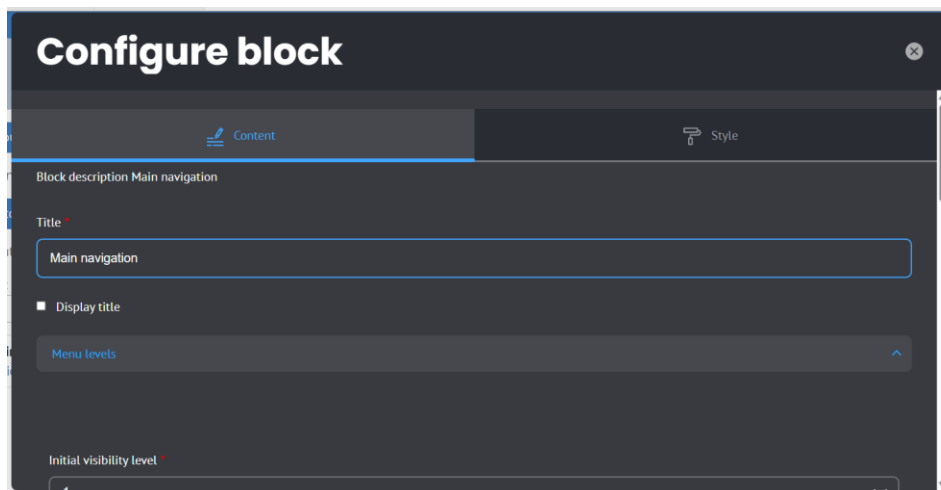
This will prompt you for confirmation. Click the Remove button to remove the menu. If you remove a menu by mistake, it can be re-added later.

For the remaining menu, you will want it to display the specific portion of the menu the page is listed in. This is slightly different for the Main Navigation menu vs other menus.

Setting the Menu Display

The main navigation menu has special styling that displays the parent menu item in a blue row at the top of the navigation. To have this display properly, click on the menu icon and click “Configure.”

This will open a pop-up to configure the block.



The **Title** field should remain as it is, and the **Display title** checkbox should be disabled.

Initial visibility level should be set to 1.

Number of levels to display sets how many levels of sub menu can display if sub menus are set to be displayed. This is typically set to 3.

The **Expand all menu links** checkbox determines whether all sub menus are fully displayed in this menu view. Sometimes this is desired but usually this is unchecked to keep menus succinct.

Next, expand the Advanced Option tab if it is not already expanded.

The **Fixed Parent Item** determines the menu items under which the current menu lives.

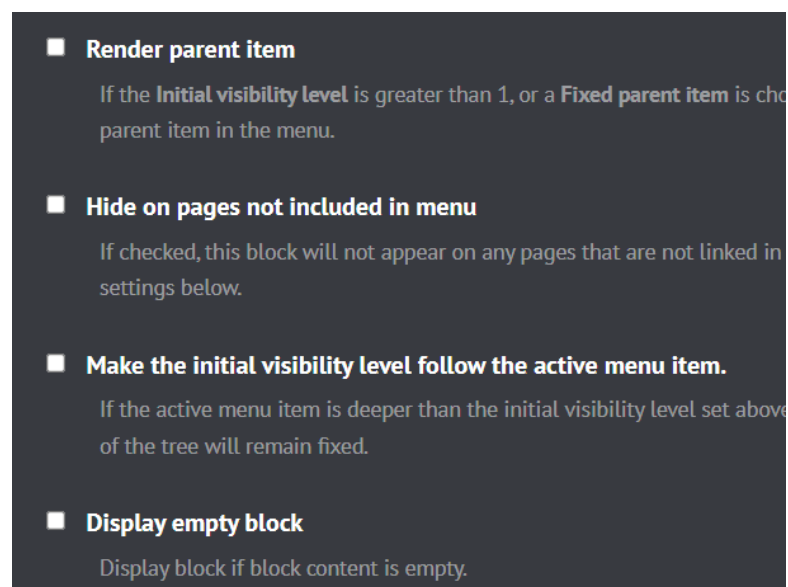
For the main navigation, this should be set to the menu items **two levels above** the current page. For example, if this is a sub-page under Fine Arts, this should be set to the Fine Arts' parent item, Academic Divisions.

This will properly display “Fine Arts” as the menu header, and then list all Fine Arts' subpages underneath.

For the Resources and Utility Navigation menus, set the Fixed Parent Item to the parent page whose sub-navigation you want to display. For example, Community event pages only show the Community sub menu.

If you wish to show a larger portion of the navigation, you can select pages higher in the navigation hierarchy.

Next, we need to enable the **Active menu item** setting. However, the Active menu item option is only visible when **Make the initial visibility level follow the active menu item** is checked. To access it, first check that box and the Active menu item option will appear. Make sure **Active menu item** is selected, then uncheck the parent checkbox, as we do not actually want that setting enabled. Once done, all four checkboxes in this group should be unchecked:



Finally, the **Theme hook suggestion** field should be set to “secondary_navigation” (no quotes).

Once these are set, click Update in the pop-up. You should get a status message noting you have unsaved changes. You can now click the “Save layout” button at the top of the page.

If you think you may have messed up or do not like the options you selected, you can click “Discard changes.”

NOTE: Layout changes are displayed publicly immediately.

The page should update its menu display. If it doesn’t look correct, you can try to adjust the options. You may also want to look at similar pages who do display the menu correctly and confirm that all the settings are the same. Sometimes pages have particular tweaks to make the menu display properly specifically for those pages.

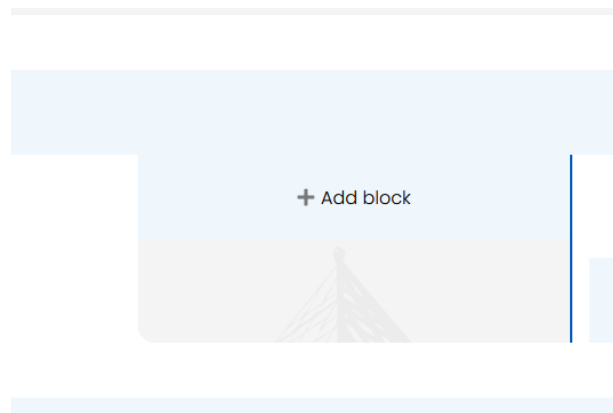
Adding a Menu to a Page

If you erroneously removed a menu from a page or wish to add a menu other than one of the three primary menus, you can do this in the Layout editor.

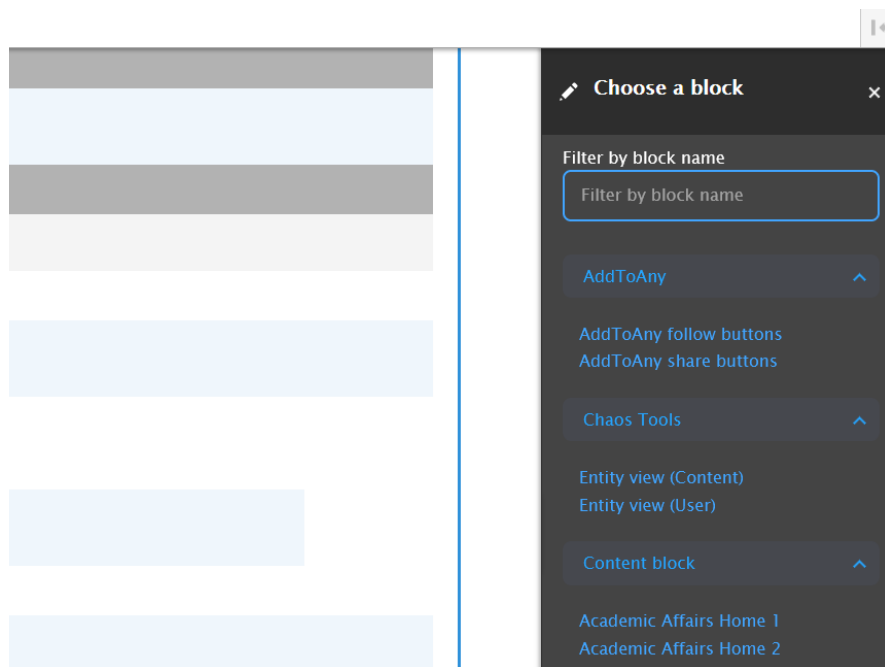
If you are not already in it, click the Layout tab when you are visiting the page:



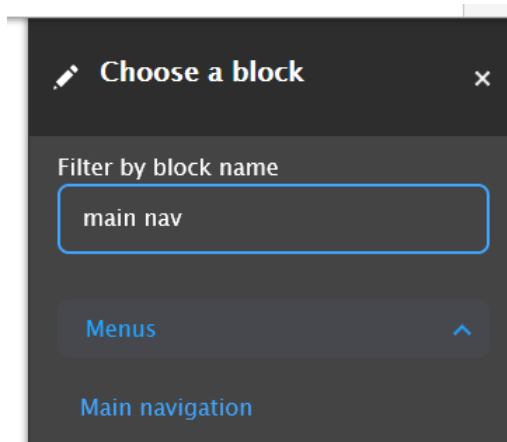
On the left side of the page, where menus would display, find where it says “+ Add Block.” This may be located below any existing menus in the sidebar:



This will open the block selector on the right side of the page:



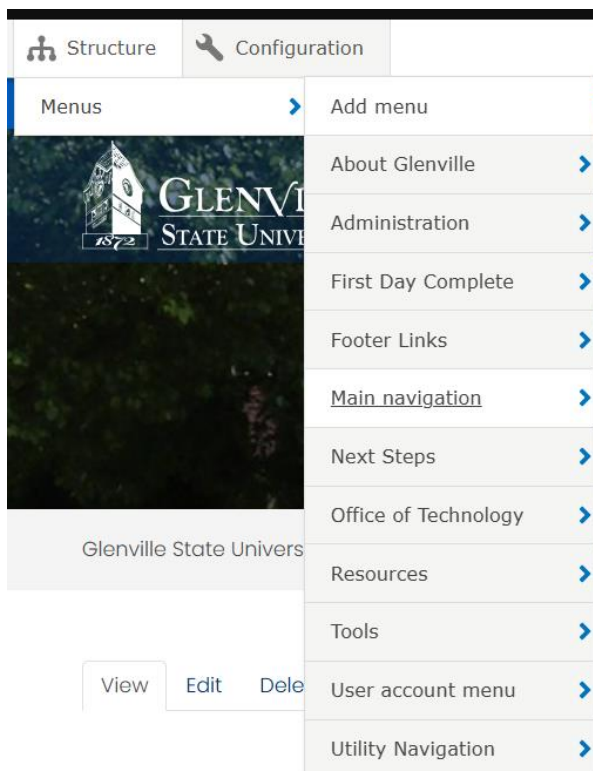
If you know the name of the menu item, you can enter it into the Filter by block name field. Otherwise, you can scroll down to the Menus tab and find it there. Once you find the menu you want to insert, click the link for it.



This will display the configure block window for the menu that we have already discussed before. Make sure all the settings are correct, as they will not have their default settings. This is especially true for the Theme hook suggestion field under the HTML and style options tab as this controls the visual display of the menu (this should be set to `secondary_navigation`).

Editing menus using the menu manager pages

To access the manager page for a specific menu, hover over Structure -> Menus and select the menu you wish to edit:



This displays a page with a hierarchical display of menu items:

Menu link			⚙ Show row weights	
Menu link	Enabled	Operations		
⊕ Academics	☒	Edit		
⊕ Accreditations	☒	Edit		
⊕ Notice to Students Regarding Professional Licensure and Certification	☒	Edit		
⊕ Bachelor and Associate of Science in Natural Resource Management (Forest Technology) (disabled)	☐	Edit		
⊕ Bachelor and Associate of Science in Natural Resource Management (Land Surveying Major) (disabled)	☐	Edit		
⊕ Bachelor of Arts in Education Degree (disabled)	☐	Edit		
⊕ Bachelor of Science Degree Business Administration - Accounting Major (disabled)	☐	Edit		
⊕ Assessment	☒	Edit		
⊕ Attendance Tracking FAQ (disabled)	☐	Edit		
⊕ Degrees	☒	Edit		

While dragging and dropping menu items in this view is possible, it is not recommended. It is preferred to alter the order by editing menu items and changing the weight value manually.

This view also displays whether menu links are enabled or disabled. Disabled links are pages that are linked to the navigation for the purposes of creating the breadcrumbs or displaying menus on that page, but for whatever reason do not actually display in the menu themselves.

Also, unpublished pages do not display in this view.

To edit a menu item, click the edit button to the right of that item. This opens an Edit menu link page for that menu item:

Menu link title *

Test Page

Link *

Test Page (35832)

Start typing the title of a piece of content to select it. You can also enter an internal path such as `/node/add` or an external URL such as `https://example.com`. Enter `<front>` to link to the front page. Enter `<nolink>` to display link text only. Enter `<button>` to display keyboard-accessible link text only.

Attributes

☒ Enabled

A flag for whether the link should be enabled in menus or hidden.

Simple Mega Menu

Select a simple mega menu entity to use on this menu link.

Save

Delete

Parent link

----- Fine Arts

The maximum depth for a link and all its children is fixed. Some menu links may not be available as parents if selecting them would exceed this limit.

Display settings

Description

Most of the settings you could update on the page itself are also available to change here: menu link title, the parent link, the link weight (under the display settings tab), and description (under the description tab).

The parent link menu will only show the menu items for this specific menu when viewed from here, which can be easier to try to navigate, especially if you are trying to add or edit an item for the Resources or Utility Navigation menus.

Display settings also has an additional option for whether to display sub-menu items specifically for this menu item, with the Show as expanded checkbox:

Display settings

Weight

Link weight among links in the same menu at the same depth. In the menu, the links with high weight will sink and links with a low weight will be positioned nearer the top.

☐ **Show as expanded**

If selected and this menu link has children, the menu will always appear expanded. This option may be overridden for the entire menu tree when placing a menu block.

The main setting you can update in this view that you can't elsewhere is toggling whether the link is enabled or not, using the Enabled checkbox:

Menu link title *

Link *

Start typing the title of a piece of content to select it. You can also enter an internal path such as `/node/add` or an external link to the front page. Enter `<nolink>` to display link text only. Enter `<button>` to display keyboard-accessible link text

Attributes

☒ **Enabled**

A flag for whether the link should be enabled in menus or hidden.

Simple Mega Menu

Select a simple mega menu entity to use on this menu link.

Save

 **Delete**

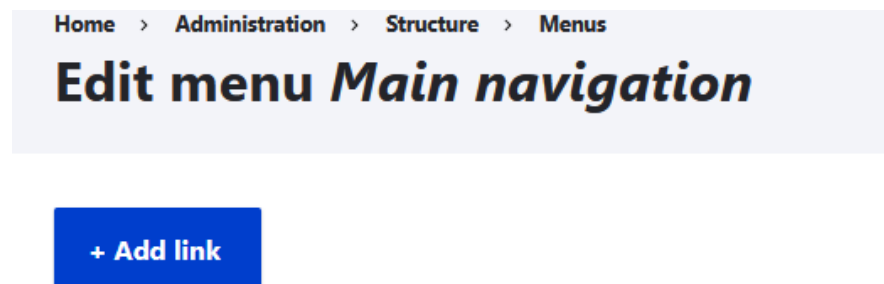
Using this page to edit links can also be useful in cases where a link needs to point to a different page, or if a document linked in the sidebar has been updated. In that case, you can edit the link and update the Link field by either typing in the page title or by pasting in the URL directly.

Note: This is important when updating documents linked from the sidebar as updating the media item does not update the link in the sidebar and will need to be updated.

Adding a new Menu Item from the Menu Manager

Sometimes you will want to add a new menu item from the menu manager page, either out of convenience or because there is no way to add the link otherwise (such as if you are adding a link to a document or an external page).

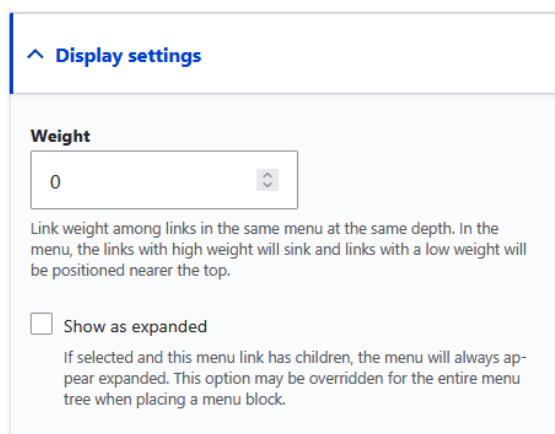
To do this, click the Add Link button at the top of the menu manager page:



This opens the same form as the Edit menu button, and you can follow most of the same instructions as adding the menu information when editing the page or the menu link.

Reordering Menu Items

Sometimes you will not want menu items to be displayed in pure alphabetical order. You can edit menu items and change their weight settings to do this:



^ Display settings

Weight

0

Link weight among links in the same menu at the same depth. In the menu, the links with high weight will sink and links with a low weight will be positioned nearer the top.

☐ Show as expanded

If selected and this menu link has children, the menu will always appear expanded. This option may be overridden for the entire menu tree when placing a menu block.

You can use the arrows on the right side of the field to increase or decrease page weights as desired. You can also type in a page weight manually. Page weights can be either positive or negative. Lower page weights are listed above higher page weights (e.g. a page with a weight of 1 is listed higher than a page with a weight of 2). Pages with the same weight are ordered alphabetically.

It is sometimes good to increment page weights by 10 so that pages added in the future can be inserted between existing pages without having to change the weights of every page in the list in the future.

Deleting Pages from Menus

There are two ways to delete pages from a menu. The first way is to delete the page itself. This will automatically remove it from the menu.

The other option is to edit the menu item and click the Delete button at the bottom of the page:

☐ Enabled
A flag for whether the link should be enabled in menus or hidden.

Simple Mega Menu

Q

Select a simple mega menu entity to use on this menu link.

Save

Delete

Note: If you delete a page that has a sub-menu, those sub-menu items will be “promoted” so that they will take the same menu position as its deleted parent item, so be sure to either remove or reassign any sub-menu items before deleting it.

Menu Display Notes

There is one exception to the set menu display order using weights, and that is when you are on a page, that page always appears at the top of the menu display. This was done in an attempt to make menu navigation easier, especially if the page has its own submenu. As a result, the current page will always be at the top of the navigation, then the rest of the navigation in its normal order will appear below it.

Editing the Main Menu Hover Dropdowns

The hover dropdowns for the main menu are managed using a different system. This will be covered in the [Manage the Main Navigation Dropdowns](#) tutorial.