
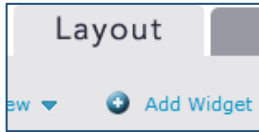
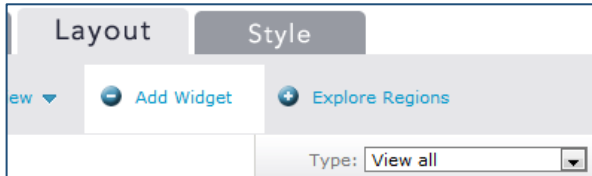


Set up FAQ Page with Accordion Widgets

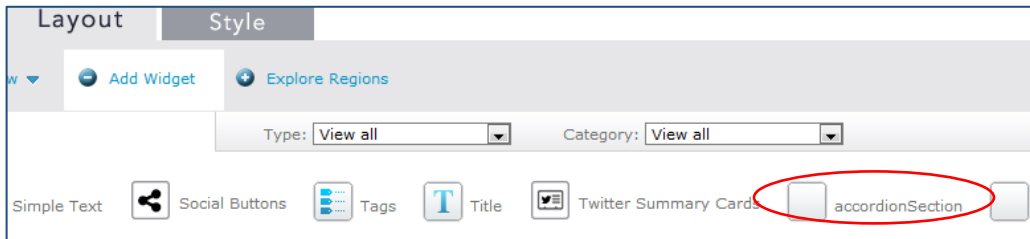
1. Open the web page under CM1 and click Edit.
2. Under Layout tab, expand Add Widget by clicking the blue + sign () on the left side of Add Widget link.



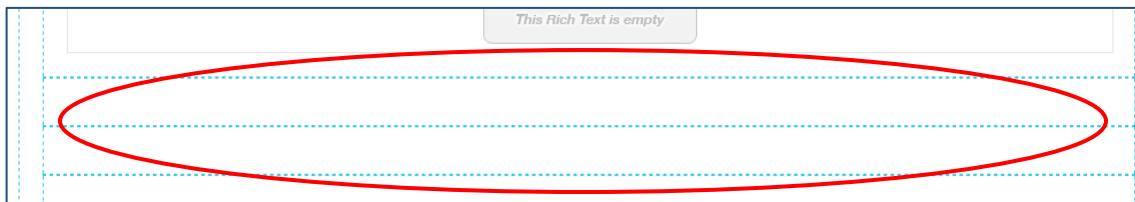
3. Choose "View All" under "Type" drop-down menu.



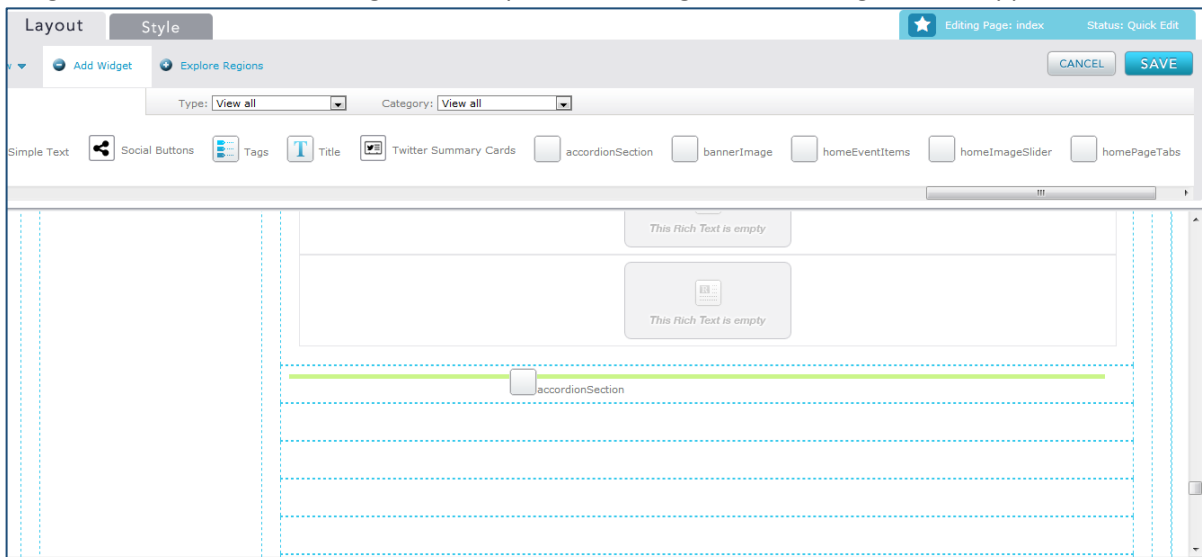
4. Scroll the widget list all the way to the right, the accordion widget is named "accordionSection".



5. In the page content, scroll down to region where allows users to add widgets, normally at the end of the page before footer.

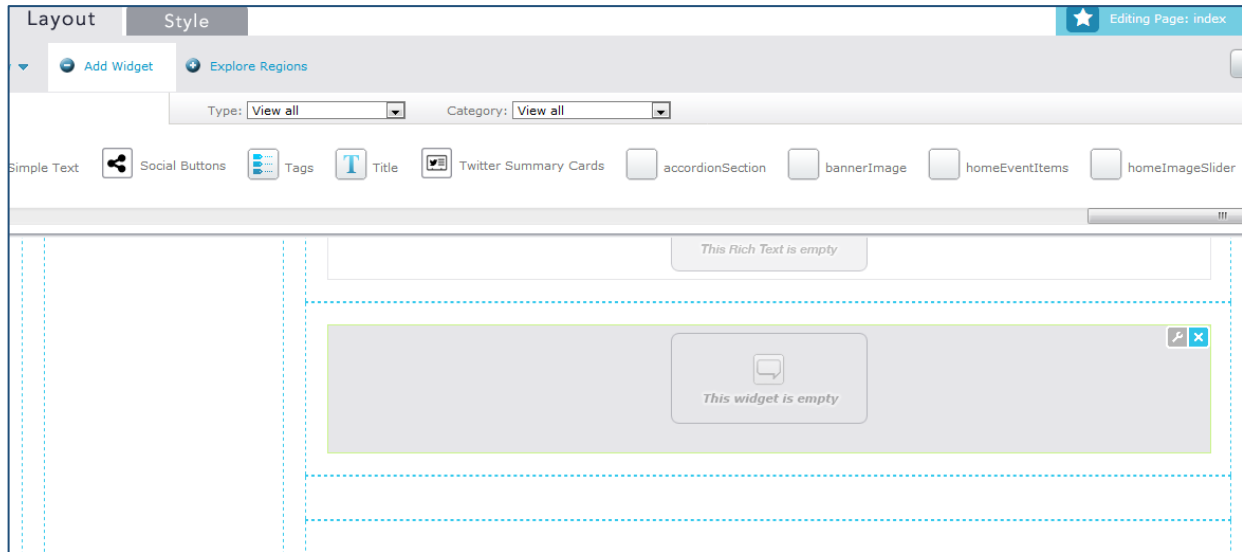


6. Drag the accordionSection widget and drop it within a region when the green line appears.



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7. AccordionSection widget is added in the region.



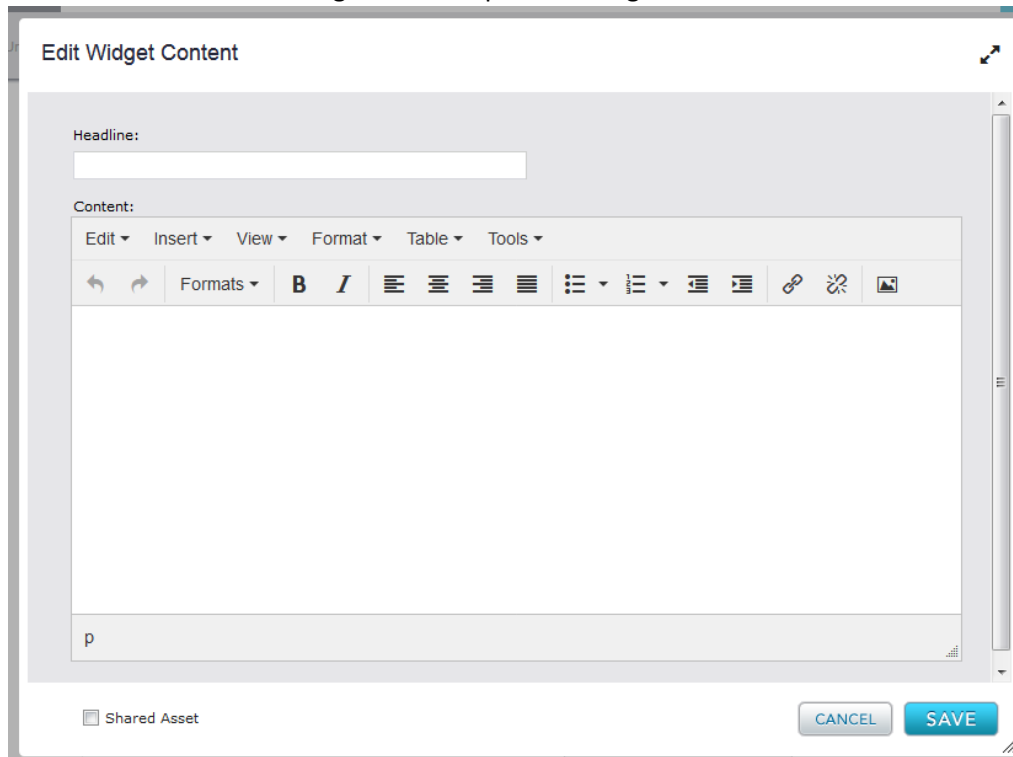
8. One question/answer per widget - for example, 5 accordionSection widget will be added in the region if there are totally 5 questions on this FAQ page.

9. Click Save to update the new layout.

10. Click Content tab to add questions and answers in the page content.

11. Scroll down to the accordionSection widgets under Content tab.

12. Double-click within the widget area to open the widget.



Set up FAQ Page with Accordion Widgets

13. Input question in the Headline text box and answer in the Content text area below.

Edit Widget Content

Headline:
How do I submit my PTE Selection form?

Content:
The online PTE Selection form will be administered according to the [PTE schedule](#). We recommend reviewing the user guide, [Full-Time Faculty Online PTE Selection Instructions](#) before accessing the portal.

Shared Asset

CANCEL SAVE

14. Click Save to save the content in the widget.

15. The saved question/answer will display on the page.

Content | Layout | Style

★ Editing Page: index Status:

Actions | View | Publishing | Unused Assets | OPTIMIZE | CLOSE | APP

This Rich Text is empty

How do I submit my PTE Selection form? +

16. Click the + sign on the right side of the question will display the answer below the question.

Content | Layout | Style

★ Editing Page: index Status:

Actions | View | Publishing | Unused Assets | OPTIMIZE | CLOSE | APP

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How do I submit my PTE Selection form? - X

The online PTE Selection form will be administered according to the [PTE schedule](#). We recommend reviewing the user guide, [Full-Time Faculty Online PTE Selection Instructions](#) before accessing the portal.