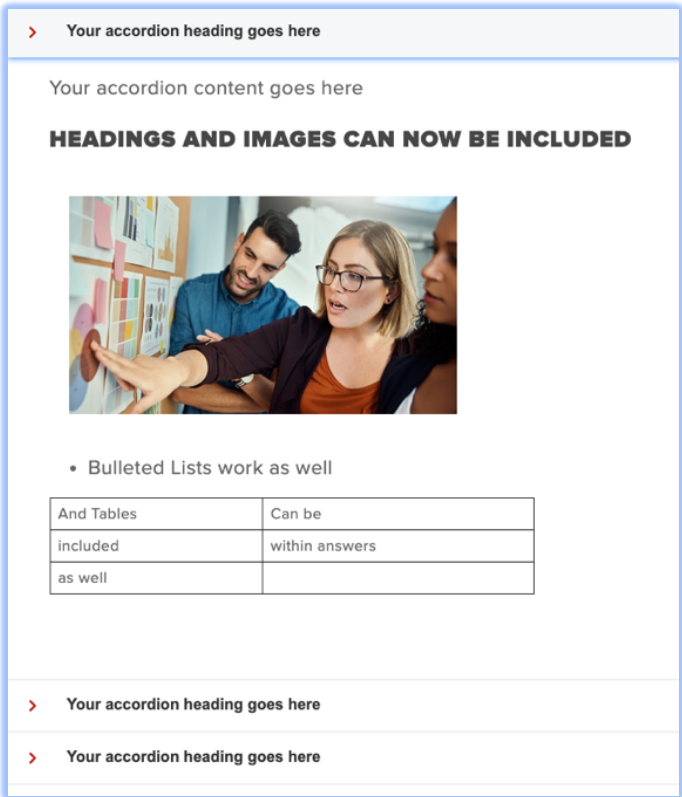


### Using the 2021 updated accordion module


The accordion module has changed. Below are instructions on using the new module. Existing accordions can be edited as they are or remade using the new module that is up to you, their function will not be affected by this update. This only effects new accordions created going forward.

Previously only text could be included in the accordion. Now headings images and even tables are able to be included.

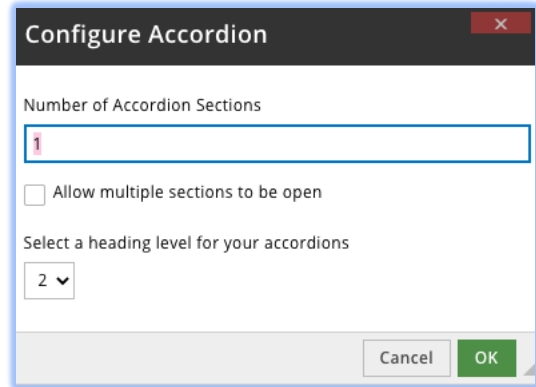
While the new accordion is more accessible and much more flexible in the types of content it allows, It is not very flexible in adding/removing items from within the accordion. You will need to plan your accordion accordingly. **If you need to remove or add entire sections to an existing accordion it requires editing the source currently, it is recommended that you contact the helpdesk to have the web team help you if you need to add or remove sections.**



### Adding an accordion block

Just as previously to add an accordion block you will put your cursor on the area of the page where the block should appear and click the accordion icon  in the ckeditor menu.

The Accordion dialog box has 3 options.




**Number of Accordion Sections:** The number of question and answer collapsible sections you will need. **This is not changeable without help from the webteam, so plan out your accordion.**

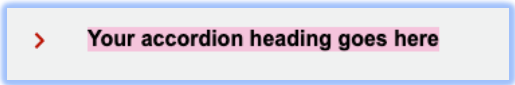
**Allow multiple sections to be open:** When checked sections a user opens will persist until closed, when unchecked each time a user clicks a different section the previous one will close.


**Select a heading level for your accordions:** Each 'question' in an accordion is a heading. It is important for users browsing pages on alternative devices that the heading structure of a page be consistent. You will want to select the heading level that makes sense in the context of your page.

### Filling in an accordion block

To edit the 'question' within an accordion block you need to click just before the ">", if you have clicked in the right place you will see your blinking cursor on the line just before the greater than symbol. Use the arrows on your keyboard to move forward, highlight and alter the text of the question.

- 

1. Click before the ">" you will see the cursor appear
- 

2. Use the arrows on your keyboard to move forward, hold shift to highlight the existing text.
- 

3. Type the new text you would like to replace it with.

To update the accordion content just highlight the text with your mouse and retype it.

