# Add an Online Assessment to your Webpage

Adding the Webleads Online Assessment page to your website is simple. You or your webpage administrator just needs to add the Assessment URL as a menu link. This article shows you how to add the Assessment page to a website created in Wordpress (the most common type of website creator). The same concepts apply to nearly all types of website creators.

Important: Please note that the Migration Manager support team is not able to assist you with the creation or editing of a website. Please contact a professional website designer for assistance with the building and maintaining of a website. The instructions contained in this article are designed to assist you in adding the Online Assessment page to an existing website.

#### 1. Access your website administration page

First you will need to login to your website administration page. Once you have logged in to your administration page, go to **Appearance > Menus** 

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🚯 Dashboard	Edit Menus Manage Locations	Screen Options v Help v								
🖈 Posts										
🞝 Media	Edit your menu below <u>create a new menu</u> .									
📕 Pages										
Comments	Pages 🔺	Menu Name Top Menu Save Menu								
Appearance  Themes  Curtomize	Most Recent View All Search	Menu Structure Drag each item into the order you prefer. Click the arrow on the right of the item to reveal additional configuration options.								
Widgets	Select All Add to Menu	Home Custom Link 🔻								
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🖌 Tools		Auto add pages 🛛 🔲 Automatically add new top-level pages to this menu								
II Settings	•	Theme locations 🔲 Primary Menu								
		Social Links Menu								
		Delete Menu Save Menu								

# 2. Create a Custom Link

Now select the **Custom Links** option.

🍘 Dashboard	Edit Menus Manage Locations	
🖈 Posts		
9 Media	Edit your menu below, or <u>create a new menu</u> .	
Pages		
Comments	Pages 🔺	Menu Name Top Menu
🔊 Appearance 🛛 🖌	Most Recent View All Search	Menu Structure
Themes	Sample Page	Drag each item into the order additional configuration optio
Customize		
Widgets	Select All Add to menu	Home
Menus		
Header	Custom Links 🚽 🗸	About sub item
Background	Categories 🔻	
Editor		Sample Page

## 3. Copy link details from Migration Manager

Open the Webleads Online Assessments preferences in Migration Manager by first going to the top menu to *Tools > Administrative > Preferences* 

File Schedules	Tools Help
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/	Administrative Backup Database
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Next go to the Webleads preferences tab

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Now copy the URL that you want to add to your website by clicking the appropriate copy button.

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### 4. Add details to the Custom Link in your website

Now paste the selected information in to the Custom Link menu creator in your website and give the menu a title. When you have finished click **Save Menu**.

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Appearance Add ente	a custom link menu item by ring in the URL and Link Text.	Menu Name Short	Save Menu
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Widgets	Custom Links	Drag each item into the order you prefer. Click the arrow on the	After making undates to your monu
Menus		configuration options.	items, click the Save Menu button to
Header	URL https://migrationmanagertr	Home Custom Link	save your changes.
	Link Text Assessment	Assessment Custom Link	
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5 Settings	Categories	Navigation Label	
	Tags v	Assessment	
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	N	About The Tests Page 🔻	

### 5. Website Updated

Your website should now have the Online Assessment page appearing as a menu option on your website.

HOME	ABOUT US	SERVICES	ASSESSMENT	PORTAL	CONTACT US