Drupal 8 Website Training Opportunities

This page lists upcoming training opportunities online and in-person for content editors on Franklin College websites.

- Online Training
- In-Person Training
- A note on the levels
  - Foundational
  - Beyond the Basics
  - Intermediate
  - Advanced
- Other training

Online Training

The web team is offering weekly online training on a trial basis this Spring semester.

The training will take place weekly on Wednesdays at 11am. It consists of 30 minutes of training on specific topics (see below) and will be conducted using Zoom online software.

When you use the sign up form, we'll send you the link to join the meeting with Zoom.

<table>
<thead>
<tr>
<th>Date</th>
<th>Training</th>
<th>Type</th>
<th>Detail</th>
<th>Sign up Form</th>
</tr>
</thead>
<tbody>
<tr>
<td>Wednesday 04/03/2019 11am</td>
<td>Inserting Images</td>
<td>Foundational</td>
<td>Learn how to upload images and insert them next to text on your site. We'll also discuss alignment, captioning, and alternative text for images. We'll troubleshoot common issues and talk about optimal image sizes.</td>
<td><a href="#">Sign up for any/all online trainings here</a></td>
</tr>
<tr>
<td>Wednesday 04/10/2019 11am</td>
<td>Links and Files</td>
<td>Foundational</td>
<td>Inserting links using button on text editor field to pages on sites and pages on other sites. Uploading and linking to files. Accessible links.</td>
<td><a href="#">Sign up for any/all online trainings here</a></td>
</tr>
<tr>
<td>Wednesday 04/17/2019 11am</td>
<td>Working with the menu</td>
<td>Foundational</td>
<td>What content belongs in the menu and two ways to put it here.</td>
<td><a href="#">Sign up for any/all online trainings here</a></td>
</tr>
<tr>
<td>Wednesday 04/24/2019 11am</td>
<td>Optimizing Images</td>
<td>Beyond the Basics</td>
<td>Difference between image field and text editor field. Understanding how one image gets used throughout the site.</td>
<td><a href="#">Sign up for any/all online trainings here</a></td>
</tr>
<tr>
<td>Wednesday 05/01/2019 11am</td>
<td>Qualtrics in place of PDF forms</td>
<td>Intermediate</td>
<td>How to create a basic Qualtrics form and embed it on your site. Stephanie can request accounts for attendees.</td>
<td><a href="#">Sign up for any/all online trainings here</a></td>
</tr>
</tbody>
</table>

In-Person Training

The web team offers in-person training a few times a year in Gilbert Hall. Sessions are 1 hour, or 1.5 hours with extra time for questions.

Upcoming and Past training are listed below. Please use the Sign Up Forms so we know you expect to attend.

<table>
<thead>
<tr>
<th>Date and Time</th>
<th>Training Name</th>
<th>Details</th>
<th>Level</th>
<th>Location</th>
<th>Sign up Form</th>
</tr>
</thead>
<tbody>
<tr>
<td>Thursday 03/07/2019 2:30pm</td>
<td>Basic Website Training</td>
<td>Overview on working with your website, including logging in, adding images, links, files, working with the slideshow, and web accessibility.</td>
<td>Foundational</td>
<td>Gilbert Hall 121</td>
<td>Training concluded. Provide Feedback on Basic Website Training here.</td>
</tr>
</tbody>
</table>
**Thursday 03/07/2019 3:30-4:50pm**
Optimizing Your Website

**Beyond the Basics + Intermediate**
**Gilbert Hall 122**
Training concluded. Provide Feedback on Optimizing Your Website here.

**Thursday 05/09/2019 10-11am**
Google Analytics: Understanding Your Site's Visitors
Understanding the data we have collected about your visitors over the years using Google Analytics. Note, due to the personalized nature of this training, seats are limited. Please sign up in advance.

**Intermediate**
**Gilbert Hall 122**
Sign up for Google Analytics In-Person Training here

<table>
<thead>
<tr>
<th><strong>TBA - Summer and/or Fall 2019</strong></th>
<th>Basic Website Training</th>
<th>Overview on working with your website, including logging in, adding images, links, files, working with the slideshow, and web accessibility.</th>
<th><strong>Foundational</strong></th>
<th>TBD</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>TBA - Fall 2019</strong></td>
<td>Optimizing Your Website</td>
<td>TBD</td>
<td><strong>Beyond the Basics + Intermediate</strong></td>
<td>TBD</td>
</tr>
</tbody>
</table>

A note on the levels

**Foundational**
Suitable for beginners or content editors looking for a refresher.

**Beyond the Basics**
Still within the beginner's realm, these tips and tricks will help you take your site to the next level.

**Intermediate**
For content editors who feel confident with the basics of working with their site and are looking to do more.

**Advanced**
Special topics for confident content editors.

**Other training**
As a reminder, we have a wealth of self-help documents in our Knowledge Base under Drupal Support.