To manage any part of your web site, you will have to be logged into the Drupal CMS. If you need help logging in, please review this login help document.
### Simple Content Management
- Adding links to content
- Adding pages to the menu structure
- Editing your personnel page or directory listing on your unit's site
- Link to Courses on the UGA Bulletin
- Logging in to Google Analytics
- Logging in to your web site
- Publishing Events to the UGA Calendar of Events
- Unpublishing or Deleting Content

### Images & Media
- Adding images to content
- Adding/Editing Homepage Slides
- Embedding a Video in a page
- Guide to Image Sizes
- Inserting PDFs and other Documents
- Optimizing Web site Images
- Reducing PDF size
- Resizing and Optimizing Large Images

### Advanced Content Management
- Add a banner image to your special section or conference pages
- Adding pages to the menu structure
- Create a menu block with a custom title
- Create a special section
- Creating Special Sections of Your Site.
- Making a special category for your special section's Events
- Override date controls on homepage using "sticky" functionality

### Formatting
- Adding tables and making them responsive

### Qualtrics
- CAS Authentication for Qualtrics Forms
- Creating a basic qualtrics form
- Embedding Qualtrics forms/surveys in your Drupal Site
- Remove logo from Qualtrics Form
- Selective CAS Authentication for Qualtrics Forms
- Setup Conditional E-mail Trigger for Qualtrics Notifications
- Setup E-mail Trigger for Qualtrics Notifications
- Share/Collaborate a Qualtrics Project/Form

### Administrative
- "Become" another user to check their permissions by using "Masquerade"
- Adding pages to the menu structure
- Changing the color scheme of your site
- Logging in to Google Analytics
- Logging in to your web site
- Permission Levels
- Redirect Old Links to New Links
- Requesting new accounts for users on your website
- Restrict Access to Content
- Scheduling Content
- Seeing who has access to your site

### Server Level
- Pantheon - Backing up your live site on Pantheon
- Pantheon - Restoring a backup on Pantheon
- Pantheon - Running Security Updates

### By Complexity

### Franklin OIT Status
http://status.franklin.uga.edu/
https://kb.franklin.uga.edu/x/BQB0

### UGA/EITS Systems Status Pages
http://status.uga.edu
https://twitter.com/uga_eits
https://www.facebook.com/uga.eits

### USG Systems Status Page
http://status.usg.edu

### Additional Help
If you manage a Department, Center or Institute site, and would like a refresher training session please contact the Franklin Helpdesk at http://helpdesk.franklin.uga.edu or by e-mail at helpdesk@franklin.uga.edu.
<table>
<thead>
<tr>
<th>Beginner</th>
<th>Intermediate</th>
<th>Advanced</th>
</tr>
</thead>
<tbody>
<tr>
<td>- “Become” another user to check their permissions by using “Masquerade”&lt;br&gt; - Adding images to content&lt;br&gt; - Adding links to content&lt;br&gt; - Adding pages to the menu structure&lt;br&gt; - Adding/Editing Homepage Slides&lt;br&gt; - Changing the color scheme of your site&lt;br&gt; - Creating a basic qualtrics form&lt;br&gt; - Drupal 8 Website Training Opportunities&lt;br&gt; - Editing your personnel page or directory listing on your unit’s site&lt;br&gt; - Embedding a Video in a page&lt;br&gt; - Google Analytics Primer&lt;br&gt; - Guide to Image Sizes&lt;br&gt; - Inserting PDFs and other Documents&lt;br&gt; - Logging in to Google Analytics&lt;br&gt; - Logging in to your website&lt;br&gt; - Measure Social Media Traffic with Google Analytics&lt;br&gt; - Pantheon - Backing up your live site on Pantheon&lt;br&gt; - Pantheon - Restoring a backup on Pantheon&lt;br&gt; - Publishing Events to the UGA Calendar of Events&lt;br&gt; - Redirect Old Links to New Links&lt;br&gt; - Remove logo from Qualtrics Form&lt;br&gt; - Requesting new accounts for users on your website&lt;br&gt; - Restrict Access to Content&lt;br&gt; - Scheduling Content&lt;br&gt; - Seeing who has access to your site&lt;br&gt; - Share/Collaborate a Qualtrics Project/Form&lt;br&gt; - Unpublishing or Deleting Content&lt;br&gt;</td>
<td>- CAS Authentication for Qualtrics Forms&lt;br&gt; - Drupal 8 Website Training Opportunities&lt;br&gt; - Embedding Qualtrics forms /surveys in your Drupal Site&lt;br&gt; - Filtering certain pages by Taxonomy Classification&lt;br&gt; - Logging in to your website on the staging sever&lt;br&gt; - Optimizing Web site Images&lt;br&gt; - Pantheon - Running Security Updates&lt;br&gt; - Reducing PDF size&lt;br&gt; - Selective CAS Authentication for Qualtrics Forms&lt;br&gt; - Setup Conditional E-mail Trigger for Qualtrics Notifications&lt;br&gt; - Setup E-mail Trigger for Qualtrics Notifications&lt;br&gt;</td>
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