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</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>Online training for Spring has concluded. Check back for more online training opportunities in the Fall.</td>
</tr>
<tr>
<td>04/03/2019</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></td>
</tr>
<tr>
<td>04/10/2019</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></td>
</tr>
<tr>
<td>04/17/2019</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></td>
</tr>
<tr>
<td>04/24/2019</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></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 /Feedback Survey</th>
</tr>
</thead>
<tbody>
<tr>
<td>Thursday</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

Best practices for page layout, including headings, images and links. Optimizing images. Making “Events” show up automatically on the UGA Master Calendar. Making data tables mobile friendly.

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.

TBA - Summer and/or Fall 2019

Basic Website Training

Overview on working with your website, including logging in, adding images, links, files, working with the slideshow, and web accessibility.

Foundational

TBD

TBA - Fall 2019

Optimizing Your Website

TBD

Beyond the Basics + Intermediate

TBD

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.